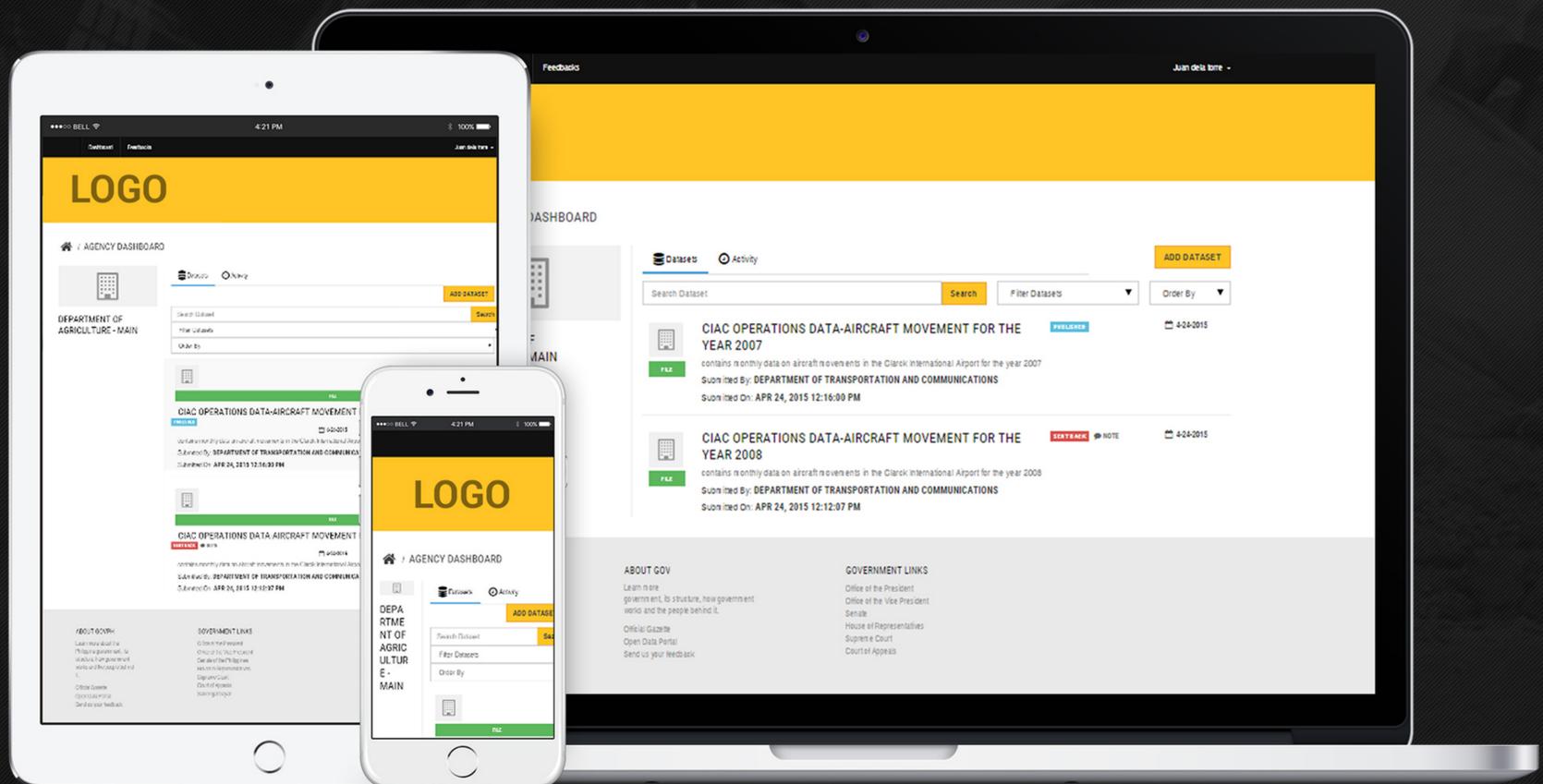


Agency Management Tool

★ AGENCY GUIDE ★



The platform is geared towards making data submission, review, clean-up, and publishing a more streamlined process on the Open Data platforms. Making it easier for the system users (Data Administration Team and Gov't Agencies) to upload and manage data that goes into the system.

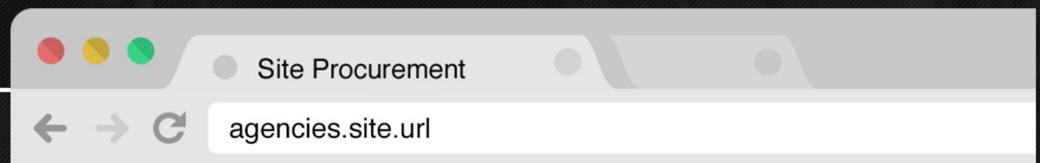
Accessing the Agency Dashboard

How do I access the Agency Dashboard?

Browser Address Bar

VIA URL ACCESS

Navigate to **agencies.site.url**.



Agency Registration

What if my Agency is not yet registered?

OpenData Registration Page

AGENCY REGISTRATION

Navigate to **agencies.site.url** and add **/register** after the site address. Fill up the required fields accurately, submit the form, and follow the given instructions.

A screenshot of a web browser showing the 'OpenData Registration Page'. The browser tab is 'Open Data Site' and the address bar shows 'http://files.site.url/register'. The page has a yellow header with the word 'LOGO'. Below the header is a registration form titled 'REGISTER'. The form contains several fields: 'SALUTATION TITLE' (dropdown menu), 'FIRST NAME', 'MIDDLE NAME', 'LAST NAME', 'MOBILE' (with a placeholder '+63 (XXX) XXX.XXXX'), 'EMAIL', 'DEPARTMENT' (dropdown menu with 'SELECT A DEPARTMENT'), 'AGENCY', 'REGION', 'OPERATING UNIT', and 'DESIGNATION'.

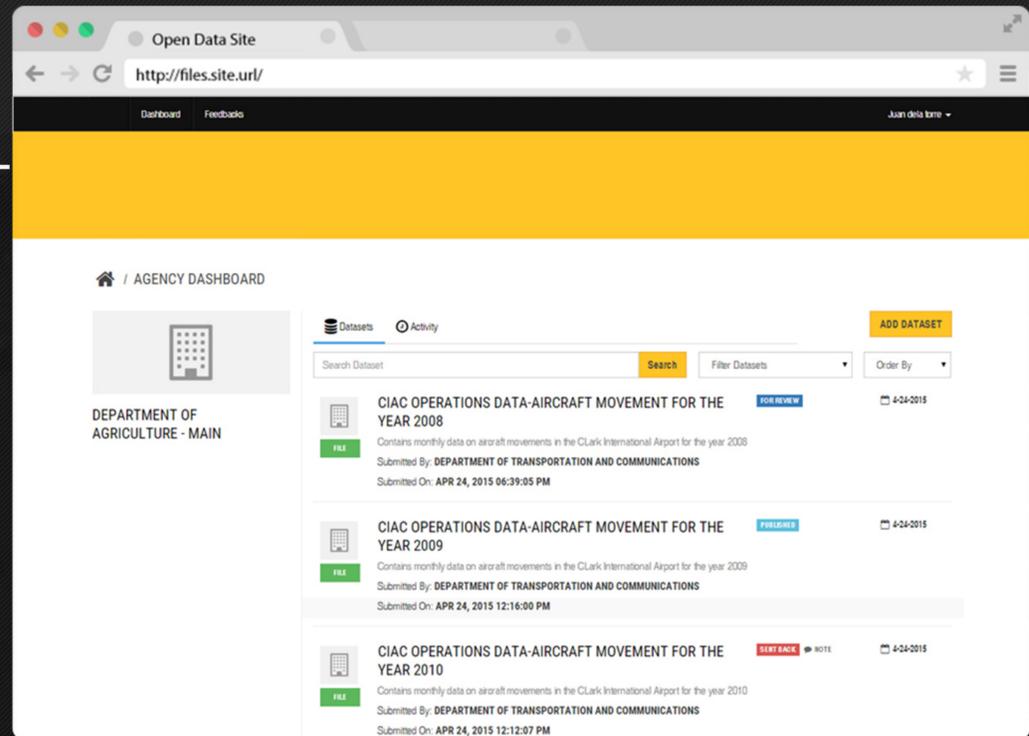
Adding Datasets

How do I add datasets?

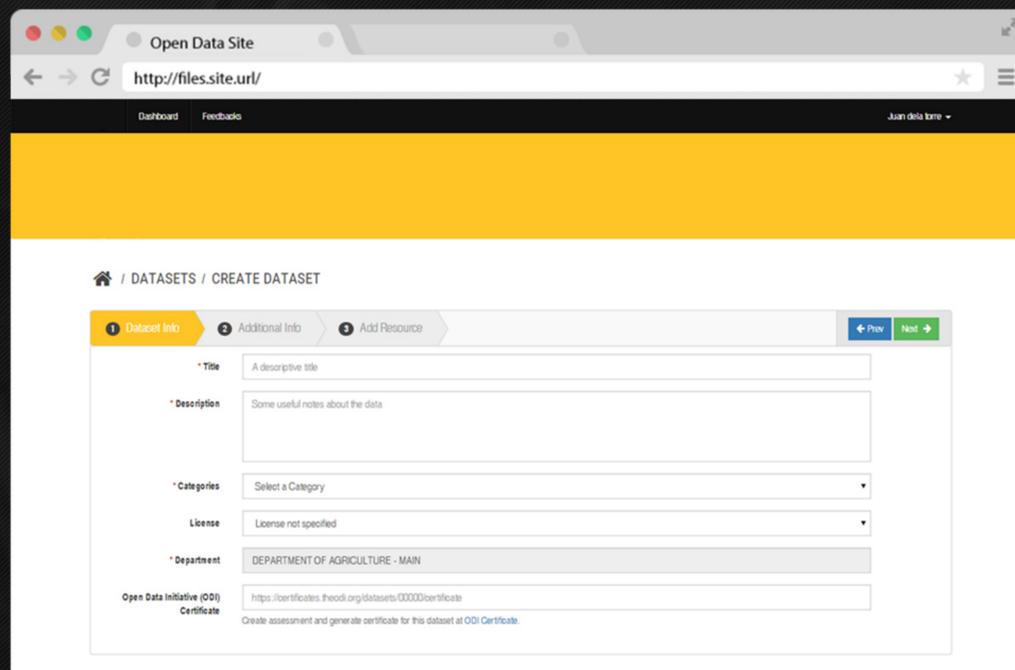
OpenData Agency Dashboard

ADDING DATASETS

Click on the **Add Dataset** button on the top right corner of the screen



OpenData Create New Dataset page



CREATE DATASET

Enter the required data fields and click on the **Next** button after every step.

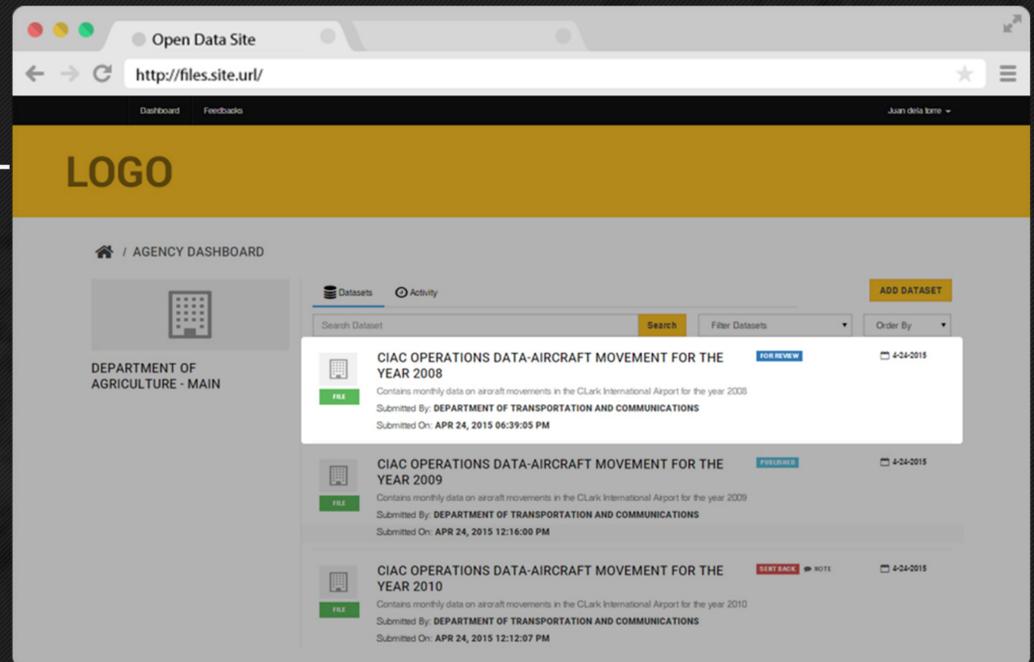
Adding Datasets

How do I add datasets?

DATASETS SAVED

The created dataset is **saved and is automatically sent for review**

OpenData Agency Dashboard



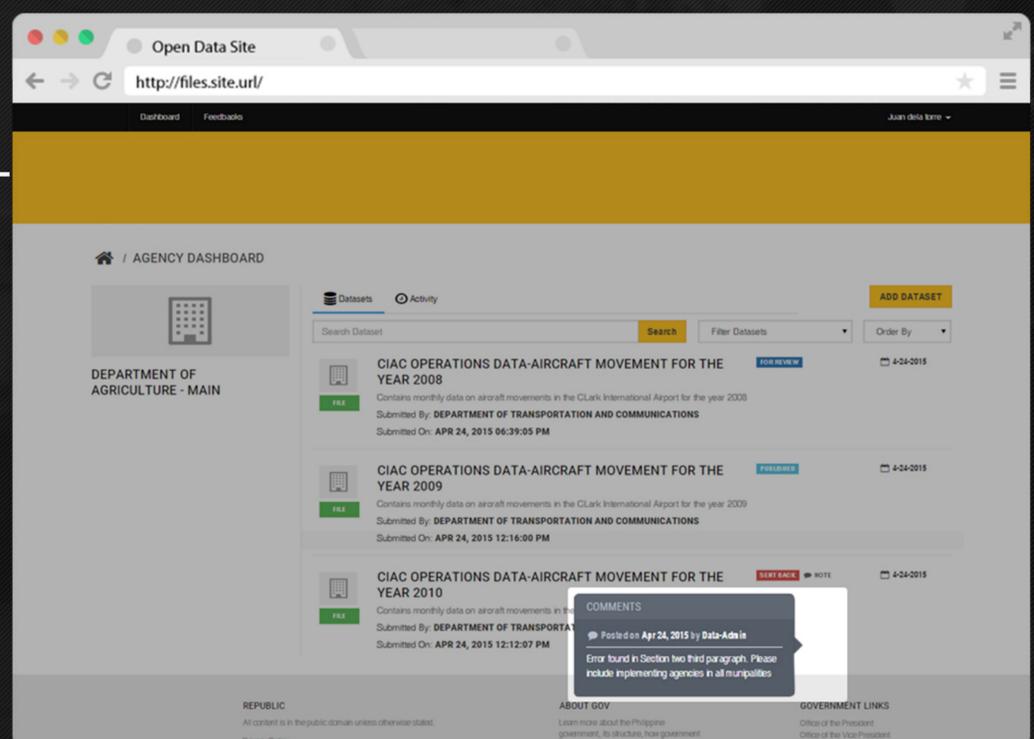
Receiving Feedback

What if my submitted dataset had issues and was sent back?

VIEW FEEDBACK

Hover on the notes icon to view feedback from the Data Administration Team **and make revisions accordingly**

OpenData Agency Dashboard



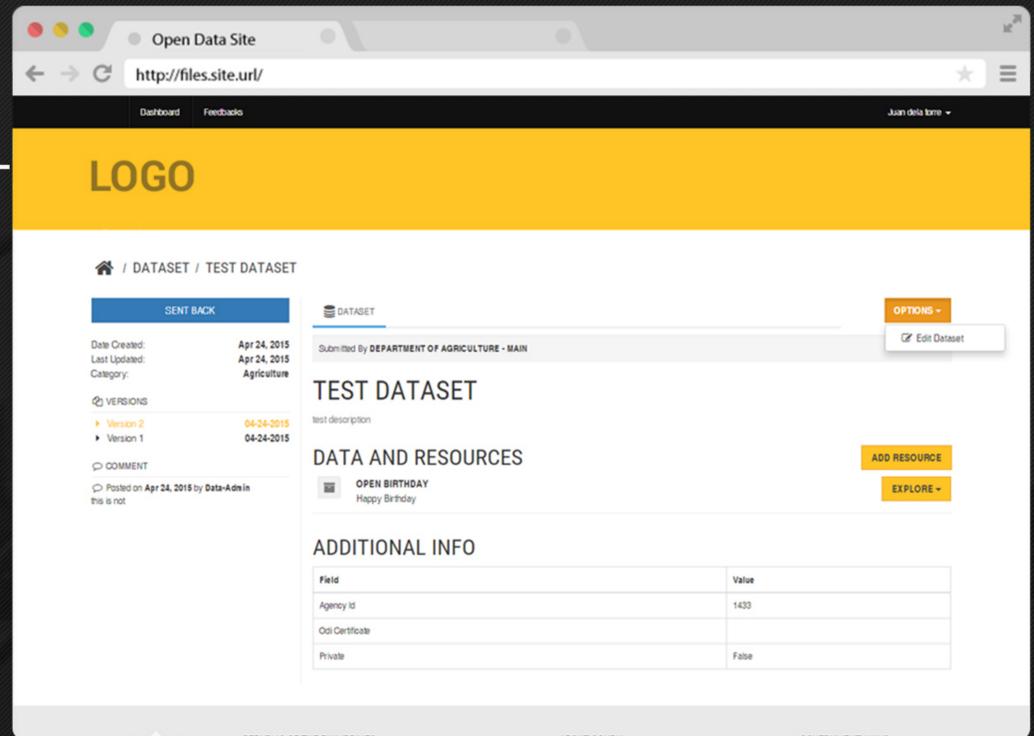
Editing Datasets

How do I edit my dataset for revisions?

EDIT DATASET

Click on **Options > Edit Dataset** and edit the dataset accordingly. You may also upload new files or replace existing files.

OpenData Dataset Entry Page



Published Datasets

What happens if my dataset is approved?

PUBLISHED DATASET

Once the dataset is approved by the Data Administration Team, it is then **published for the public** on the Open Data Platform.

OpenData Agency Dashboard

