# MIP Dashboard
# Weekly Operations

**Dashboard - Weekly Operations**

The Media Impact Project Dashboard has a number of tasks that need to be done on a regular weekly basis. While most of the system is automated, it does require an individual to review and approve the data as ready for for client access, import any new manual items (eg. newsletter data), and log any exceptions as necessary.

**Billing**

The MIP Dashboard and the Data Repository run on the Google Cloud Platform. While there are automated billing notifications, checking the billing for any unusual spikes is the first step in making sure the Dashboard in running properly.

Login to the the billing section of the Google Cloud Platform using the following link:

https://console.cloud.google.com/billing/

Then review the 'Budgets and Alerts' section, as well as the 'Transactions' section. Report any usual billing activity to the accounting manager of the project, or the appropriate individual within your team.

**Data Quality**

In order to ensure continued data quality, the new data will need to be reviewed on a weekly basis.

- **Data Sync Management**
  The first step is to check the Data Sync Management section of the Dashboard in order to make sure tha the weekly automated processes are working correctly.

  Login to your MIP Dashboard Admin account at http://app.mediaimpactproject.org/ and check the Data Sync Management section:
  http://app.mediaimpactproject.org/admin/maintain

  This will allow you see if the weekly cron scripts to pull the data from Big Query ran

successfully. You should see a blue "ready" box under each column for each client.

If a column is missing, you will need to re run the script for that week. This cron script is accessed via URL in the following format:

[http://live-cron-dot-mip-dashboard.appspot.com/etl/weekly/custom?min_date=2016-09-25&max_date=2016-10-01](http://live-cron-dot-mip-dashboard.appspot.com/etl/weekly/custom?min_date=2016-09-25&max_date=2016-10-01)

- **Data Variance Check**
  The next step is to check the data variance in the Data Section, Data Quality Tab for each of the clients.

  You will look at the variance to see if there is anything abnormal. The Variance should be <2%. Negative numbers are better as that indicates that the collector is collecting more data than GA.

  If there is a high variance, the most likely cause is that the Dataflow for a particular day failed to complete. You will need to check the BigQuery section and the Dataflow section of Google Cloud for that particular project in order to see which days need to be run.

  To run the dataflow for a particular day, use the following URL format to trigger the script. You should see a successful dataflow start message on screen after a few minutes.

  https://dataflow-cron-dot-mip-kpcc.appspot.com/?run=true&date=2016-08-17

  These dataflow scripts may take up to an hour to run depending on the amount of data being processed. Check back after 20 minutes or so to see if there is any errors or if the dataflow process has finished. Then check the Big Query set of tables to make sure the data is there. Repeat for all missing days for all clients.

  If there are days with errors that are not fixed by re-running the dataflow process, you will need to make note of this in the Data Exceptions tab of the 'Management' section. These should be noted as open 'Dataflow Processing Error' exceptions.

  After you have ensured that you have all available data processed for all clients, you will need to process the data into the dashboard running the live-cron script using the format below:

  [http://live-cron-dot-mip-dashboard.appspot.com/etl/weekly/custom?min_date=2016-09-25&max_date=2016-10-01](http://live-cron-dot-mip-dashboard.appspot.com/etl/weekly/custom?min_date=2016-09-25&max_date=2016-10-01)

  Then recheck the data quality page. Review the information in each of the Data tabs. Then return to the Data Sync management page and click 'approve' to approve the data

for clients to view.

**Manual Data Imports**

Some data may need to be imported manually. The newsletter data imports are currently a manual process.

In order to import newsletter data into the Dashboard, the data will need to be uploaded using the same schema and csv format.

Example CSV:
https://storage.googleapis.com/mip-newsletter-data/Sep_22_2016_client_name_mailchimp_stats.csv

 Upload the csv into the appropriate Google Cloud Storage folder.

https://console.cloud.google.com/storage/browser/mip-newsletter-data/?project=mip-dashboard

Then run the import script using the URL format below:

http://live-cron-dot-mip-dashboard.appspot.com/etl/weekly/newsletter?code=WW&filename=Sep_22_2016_wisconsin_watch_mailchimp_stats.csv

Then check the Data section, Newsletters tab of the Dashboard to make sure the data has imported successfully.

**Log Exceptions**

Any data exceptions should be logged in the Management tab, Data Exceptions tab of the Dashboard. Note: These are client facing and accessible as to allow for the most transparency in data quality.

http://app.mediaimpactproject.org/management/data-exception