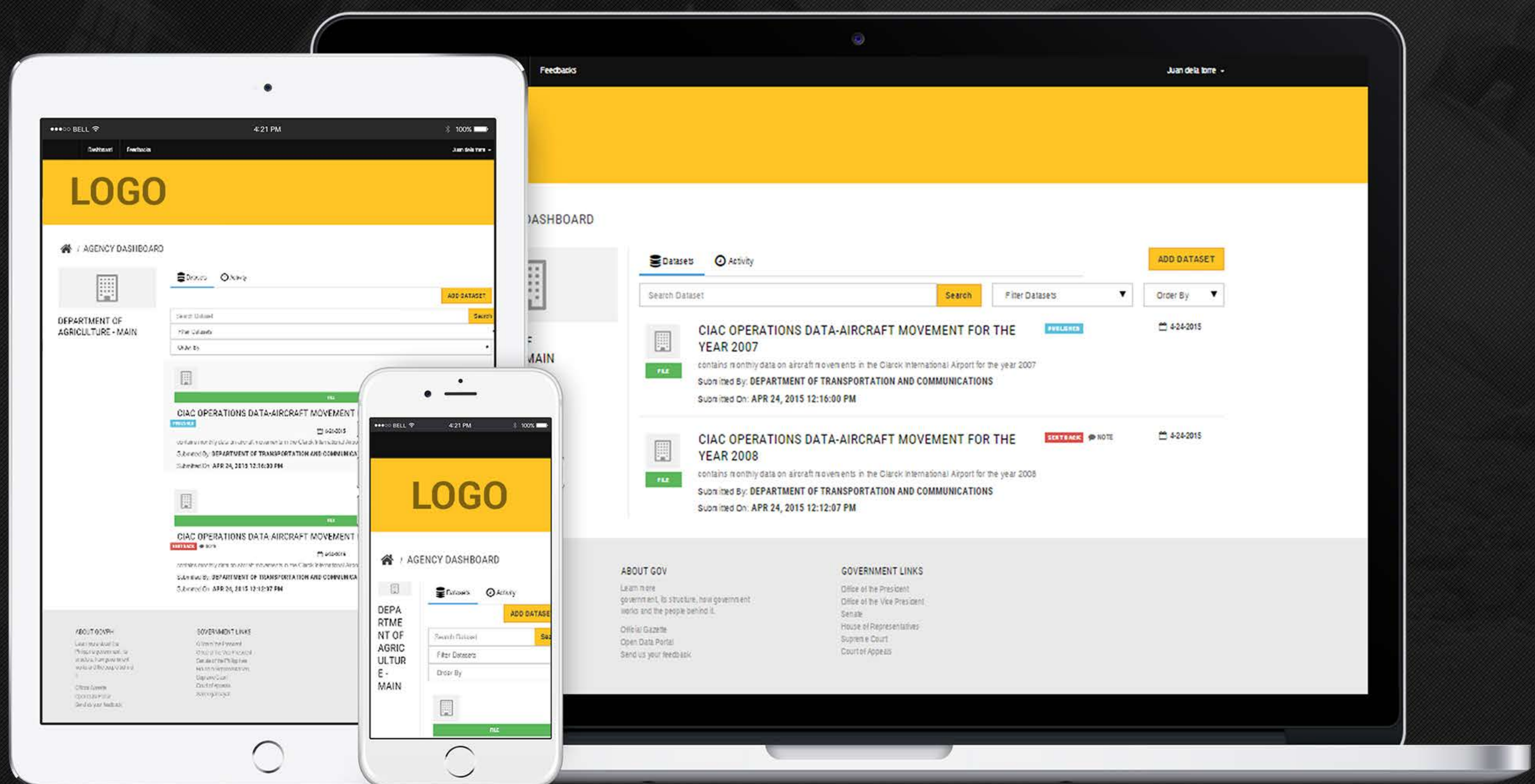# Agency Management Tool

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.
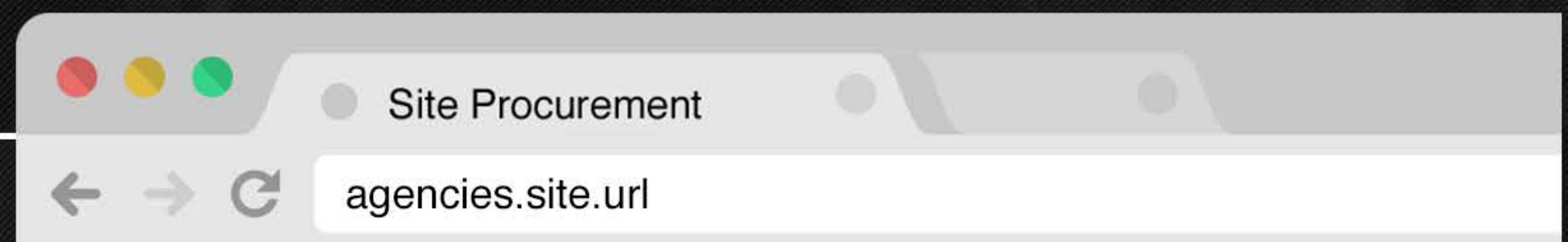
Accessing the Agency Dashboard

How do I access the Agency Dashboard?

⊜ 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.
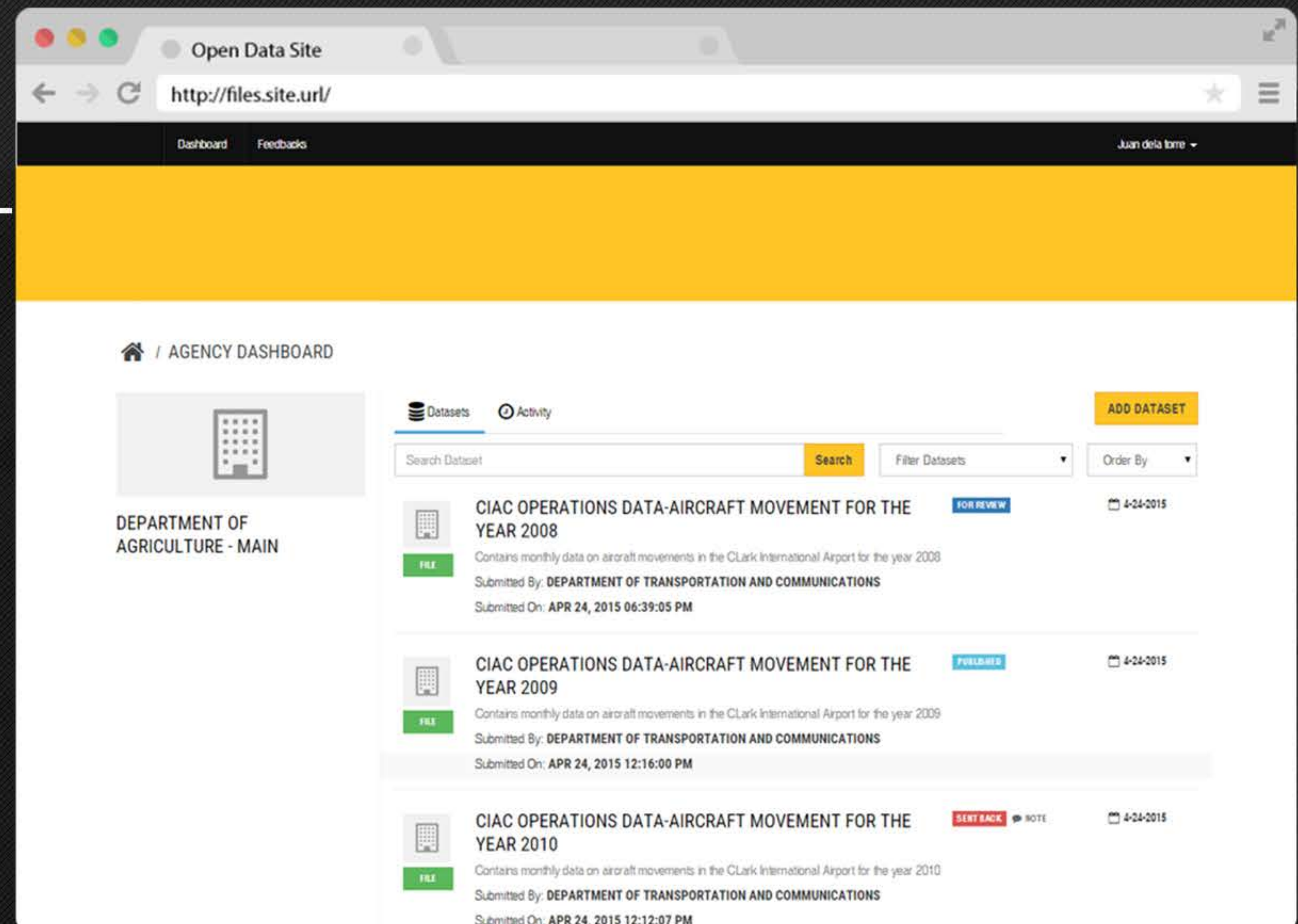
Adding Datasets

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

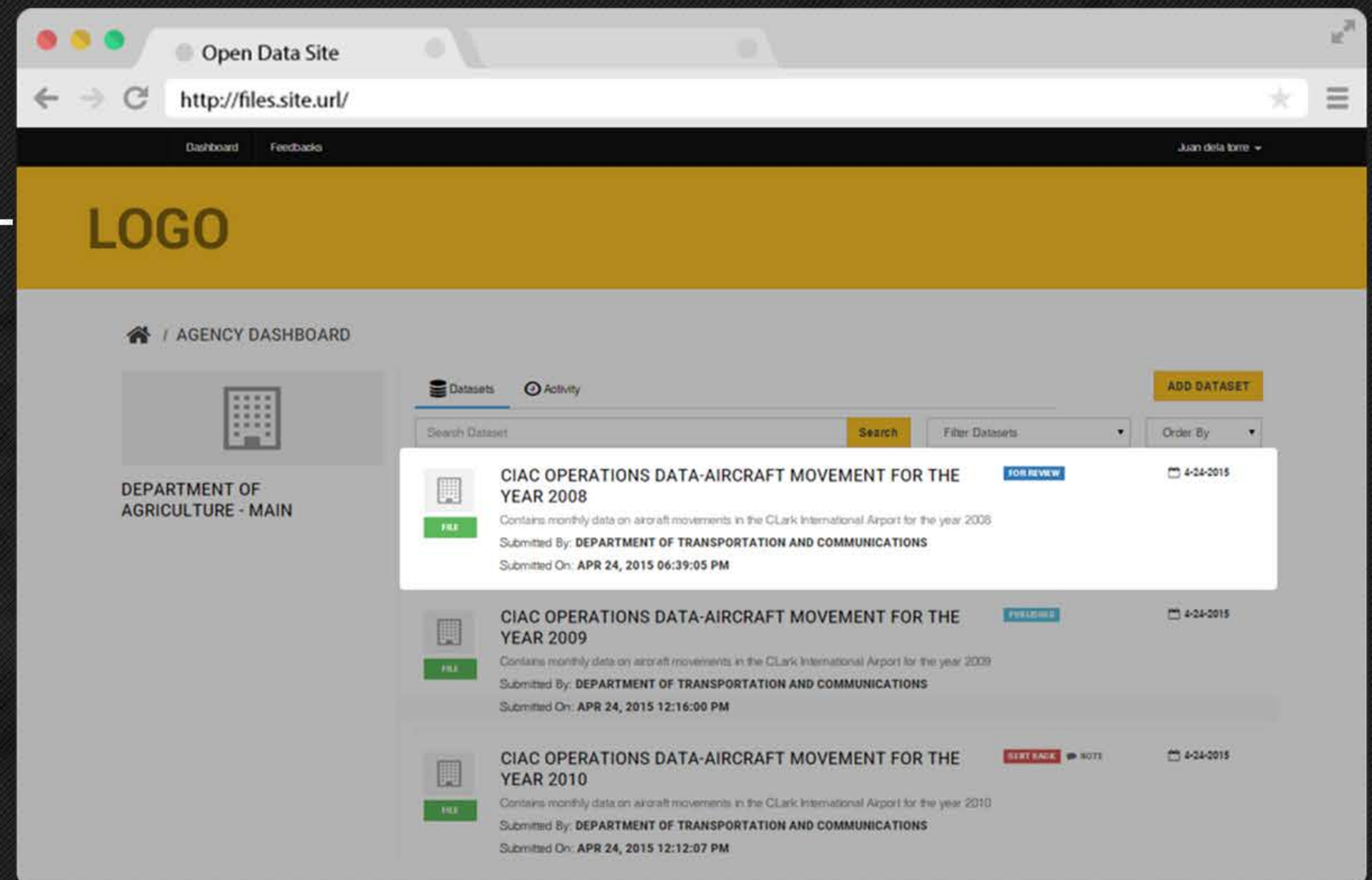Enter the required data fields and click on the **Next** button after every step.

Adding Datasets

How do I add datasets?

OpenData Agency Dashboard

DATASETS SAVED

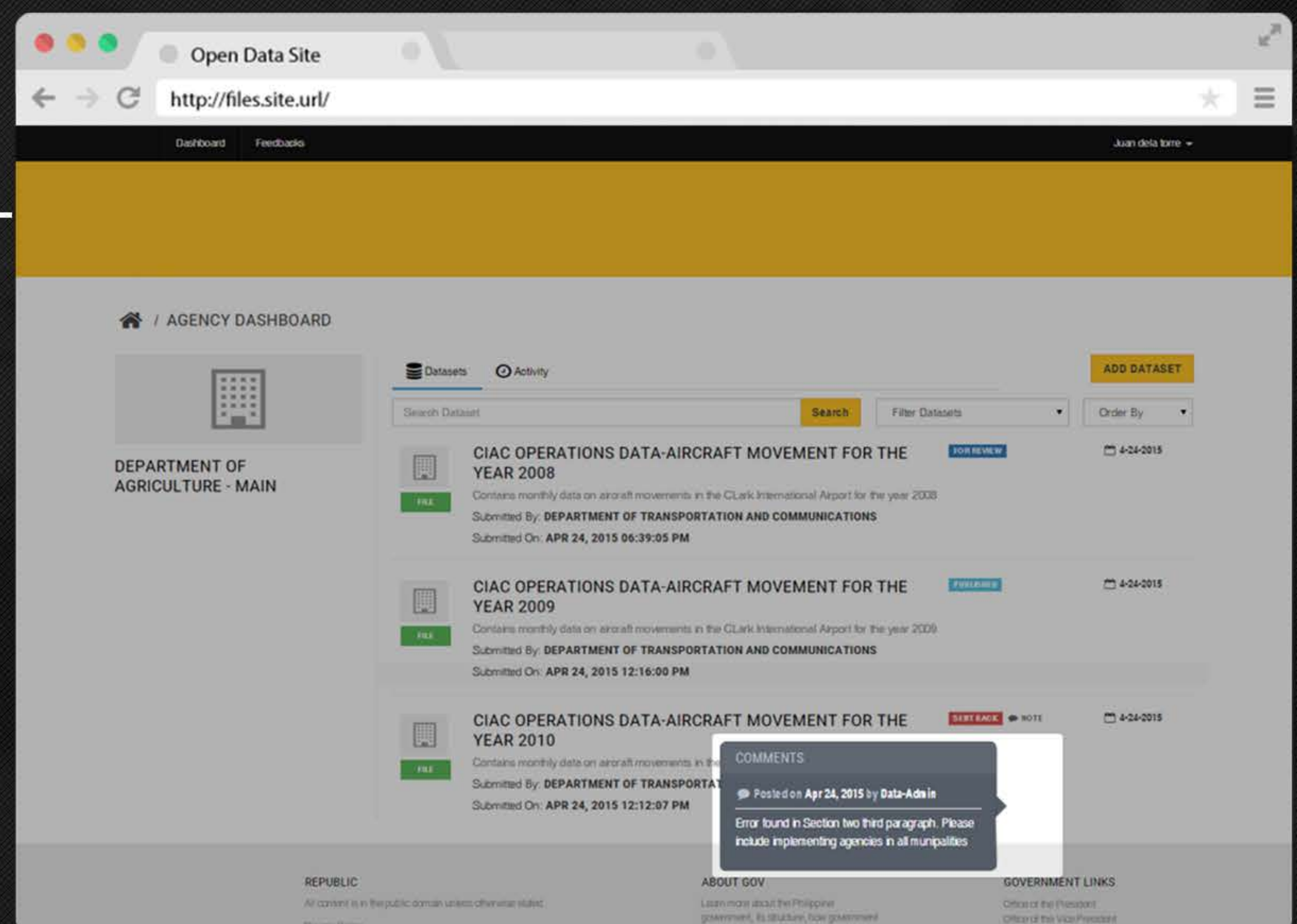The created dataset is **saved and is automatically sent for review**

Receiving Feedback

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

OpenData Agency Dashboard

VIEW FEEDBACK

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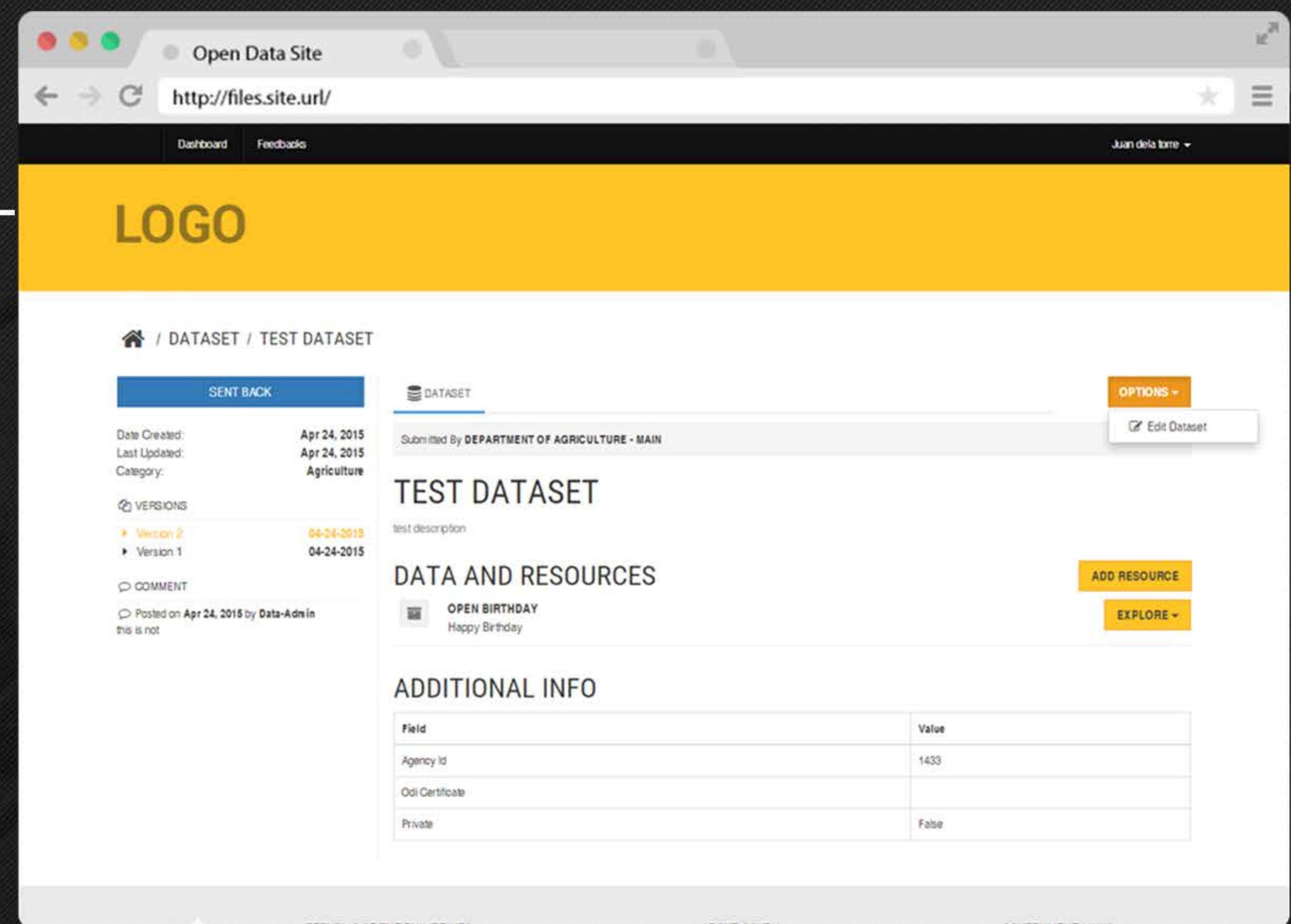
Editing Datasets

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 exisiting files.

Published Datasets

What happens if my dataset is approved?

OpenData Agency Dashboard

☰ PUBLISHED DATASET

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