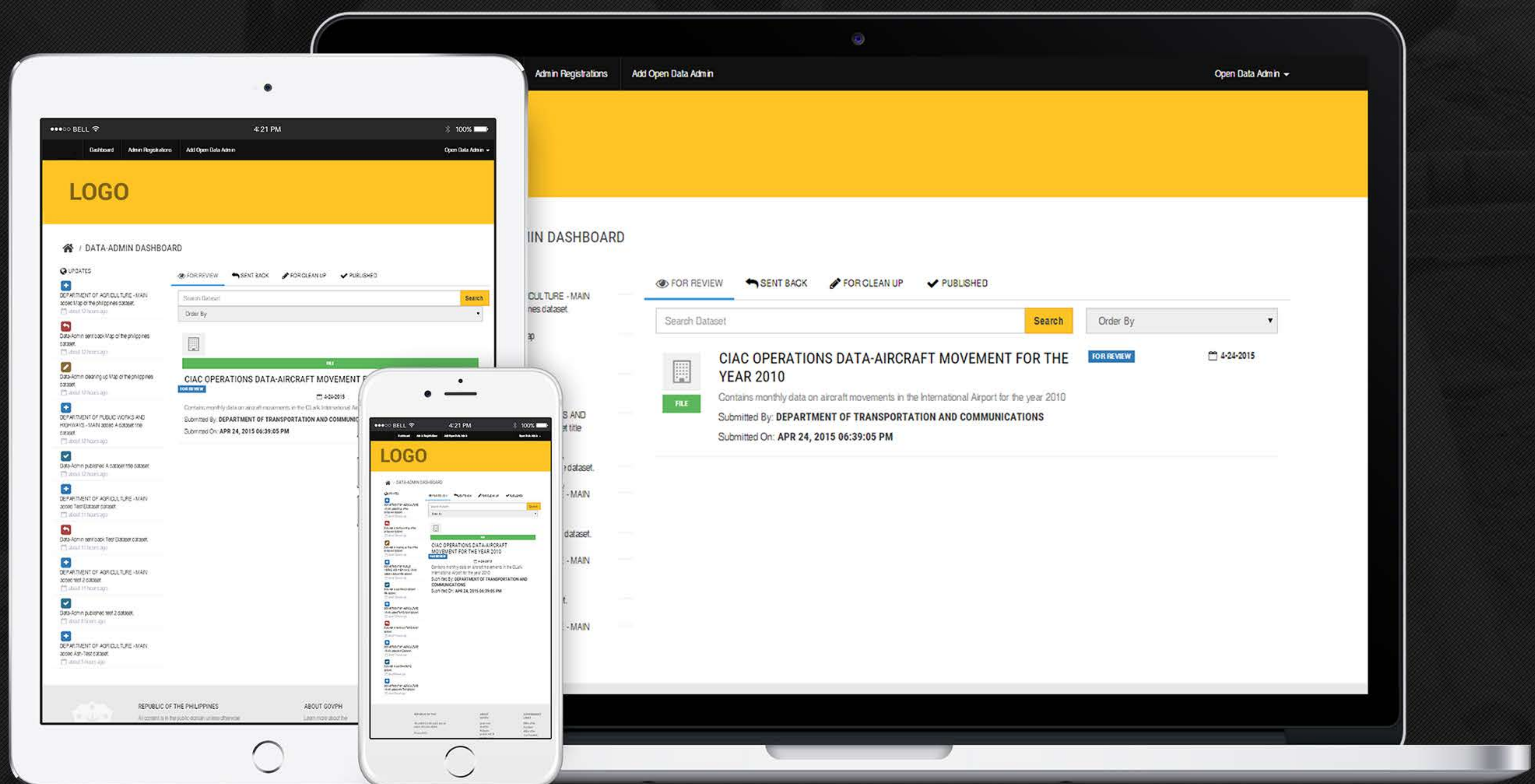


# Agency Management Tool

★ DATA ADMINISTRATOR 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 Management Tool

*How do I access the Agency Management Tool?*

## VIA URL ACCESS

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

Browser Address Bar

The screenshot shows a web browser window with the address bar displaying "agencies.site.url". The browser has two tabs: "Procurement Items" and "agencies.site.url". The page has a black header with "Register" and "Login" links. Below the header is a large yellow banner. The main content area is white and features a "LOGIN" form on the right side. The form includes fields for "EMAIL" and "PASSWORD", a "LOGIN" button, and a link for "Forgot your password? / Register". The footer is light gray and contains links for "REPUBLIC", "Privacy Policy", and "ABOUT G".

Procurement Items

agencies.site.url

Register Login

**LOGIN**

EMAIL

PASSWORD

LOGIN

[Forgot your password? / Register](#)

REPUBLIC

All content is in the public domain unless otherwise stated.

[Privacy Policy](#)

ABOUT G

Learn more  
government  
works and

Official Ga  
Open Data  
Send us yo



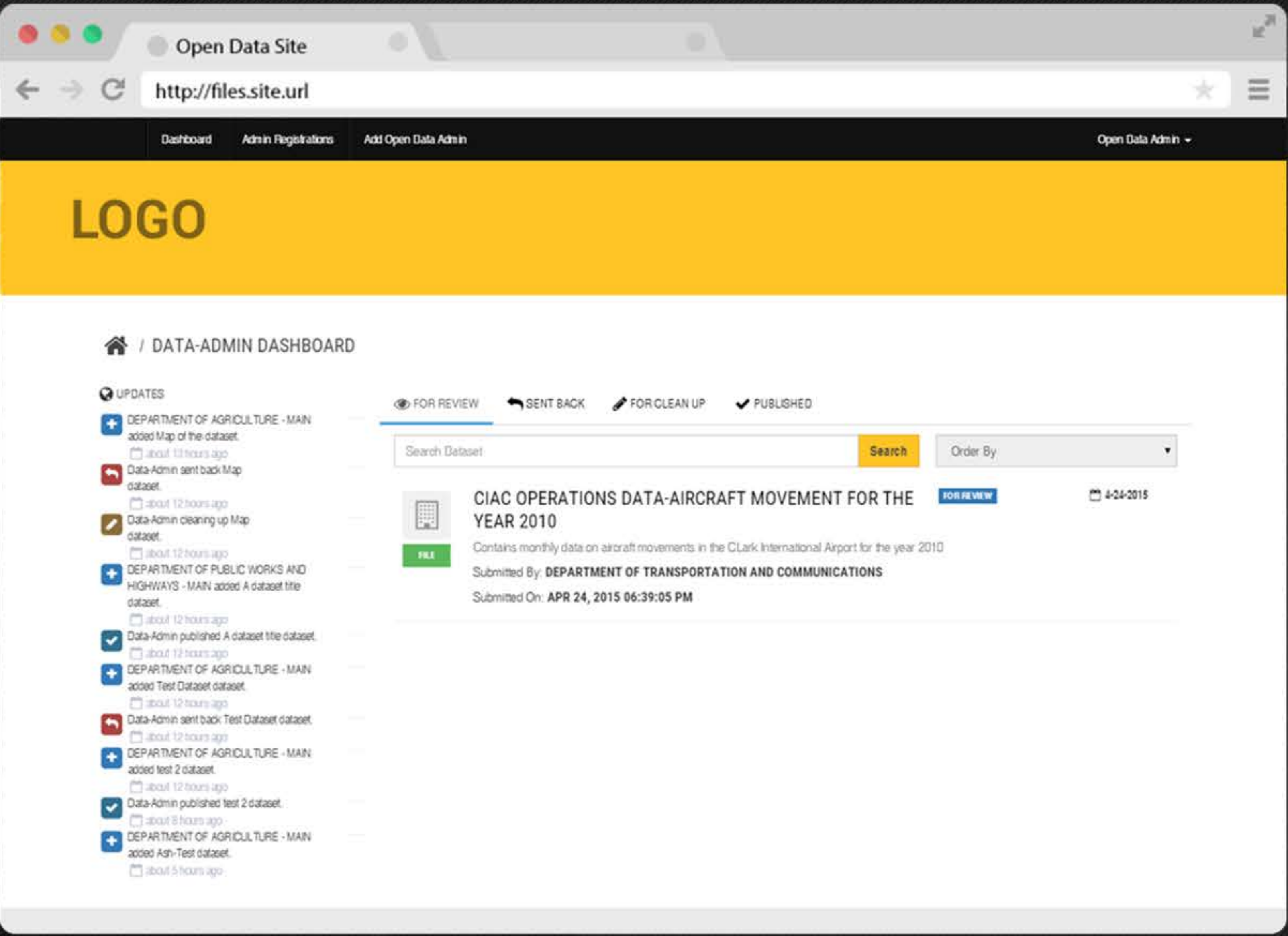
# Reviewing Datasets

How do I review datasets submitted by agencies?

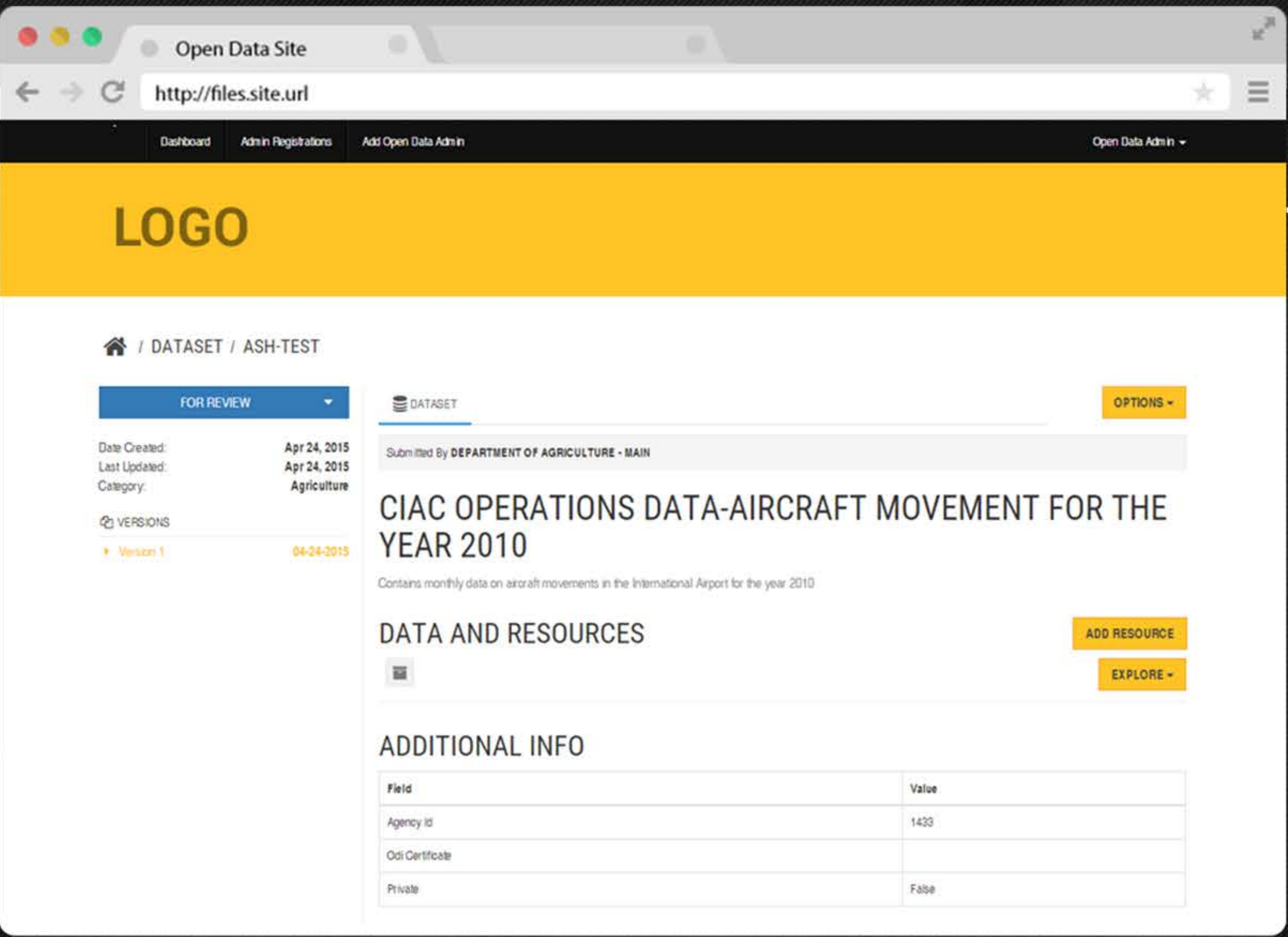
## OpenData Admin Dashboard

### CHECK “FOR REVIEW”

On your Admin Dashboard, you can check for entries with **For Review** labels to review them



## OpenData Admin Dashboard



### VIEW THE DATASET

Further details within the dataset is found in the Dataset page — it is patterned after the interface so it also contains the Data and Resources



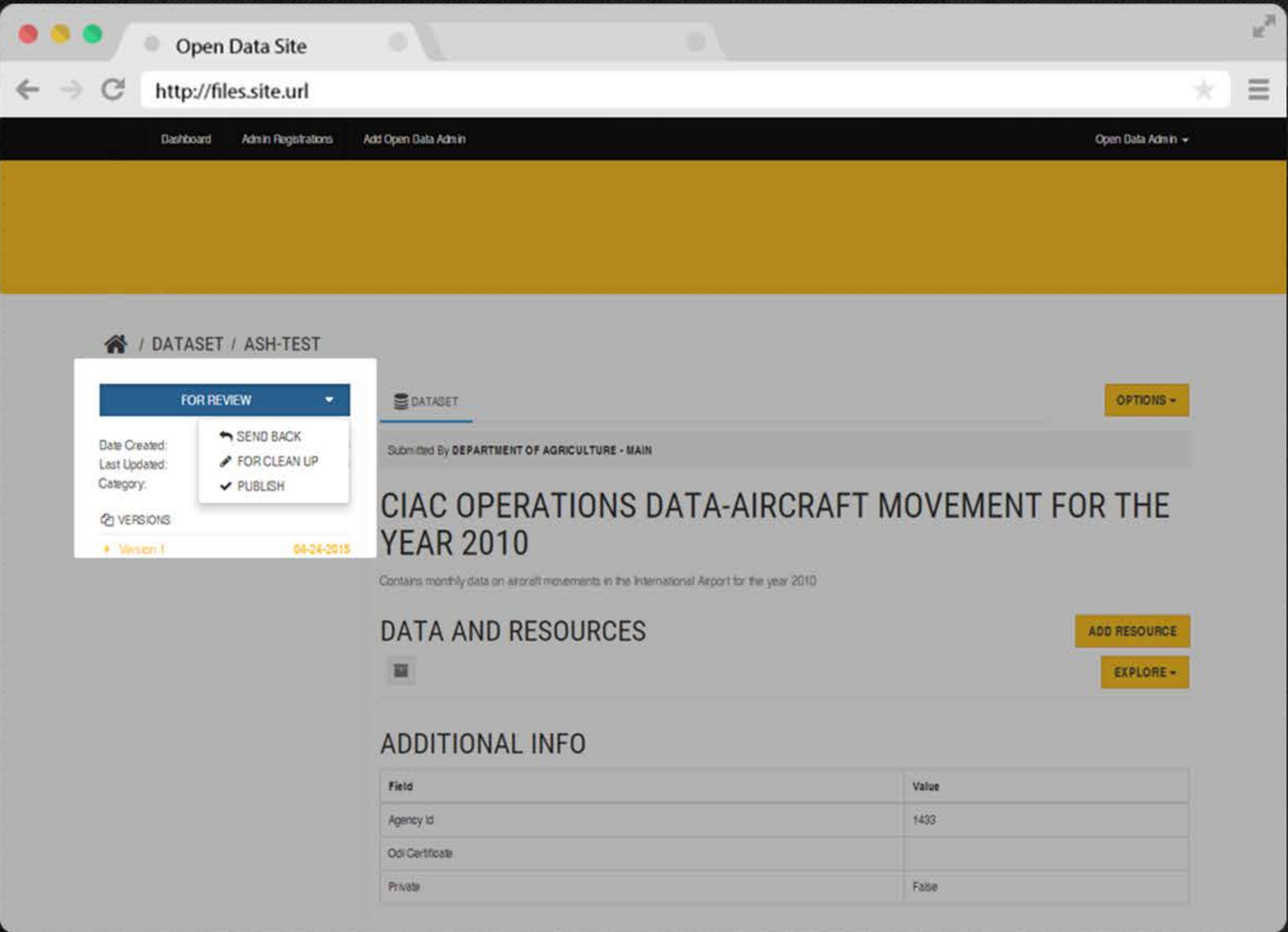
# Reviewing Datasets

How do I review datasets submitted by agencies?

OpenData Admin Dashboard

## EVALUATE SUBMISSION

Determine if the dataset is either **sent back, for cleanup, or ready for publishing**



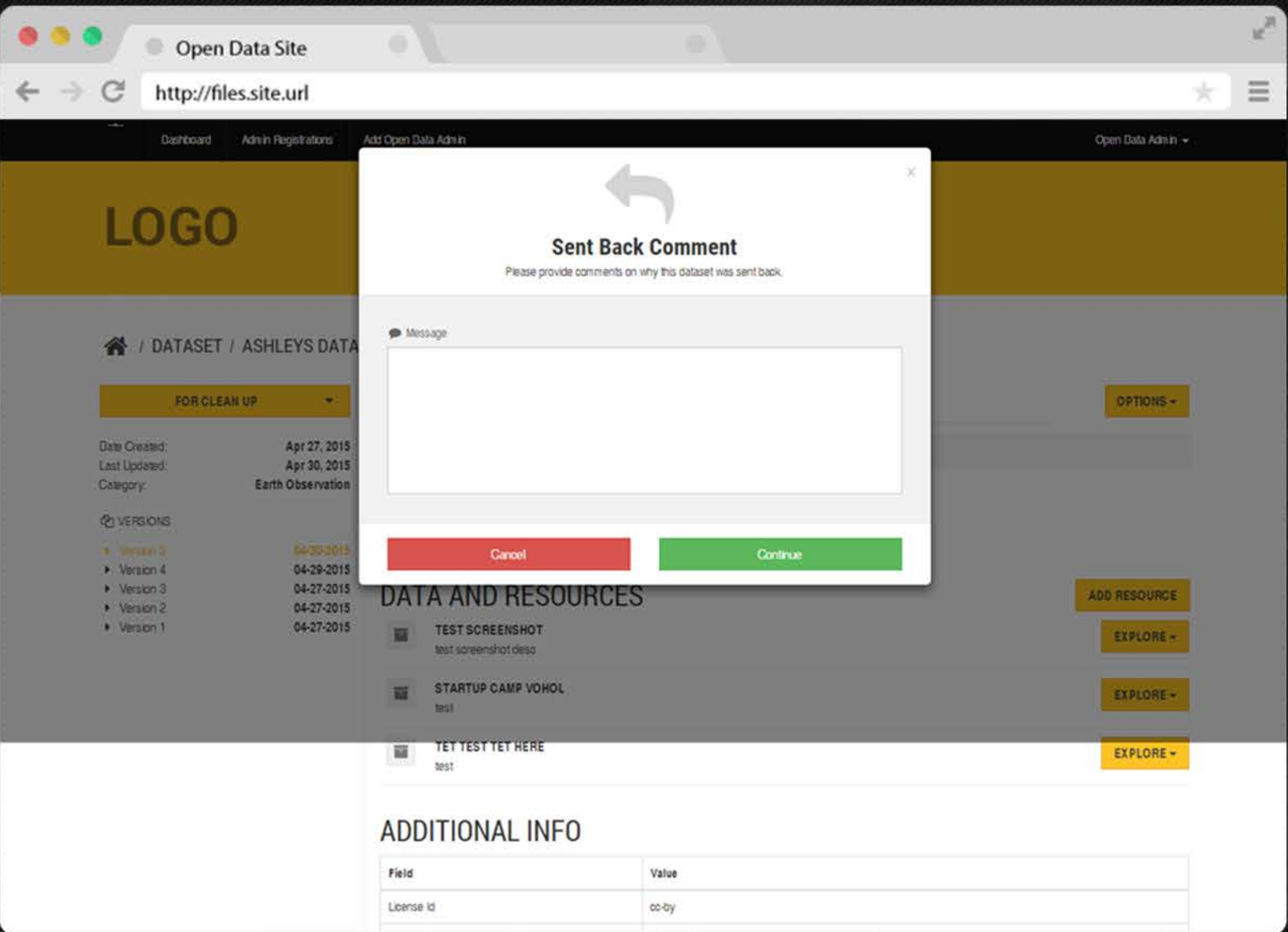
# Send Dataset Back

If the submitted dataset has major issues

OpenData Admin Dashboard

## GIVE FEEDBACK

Input your **feedback or comments** on the dataset to coordinate with the concerned agency on the reason/s why the dataset is being sent back





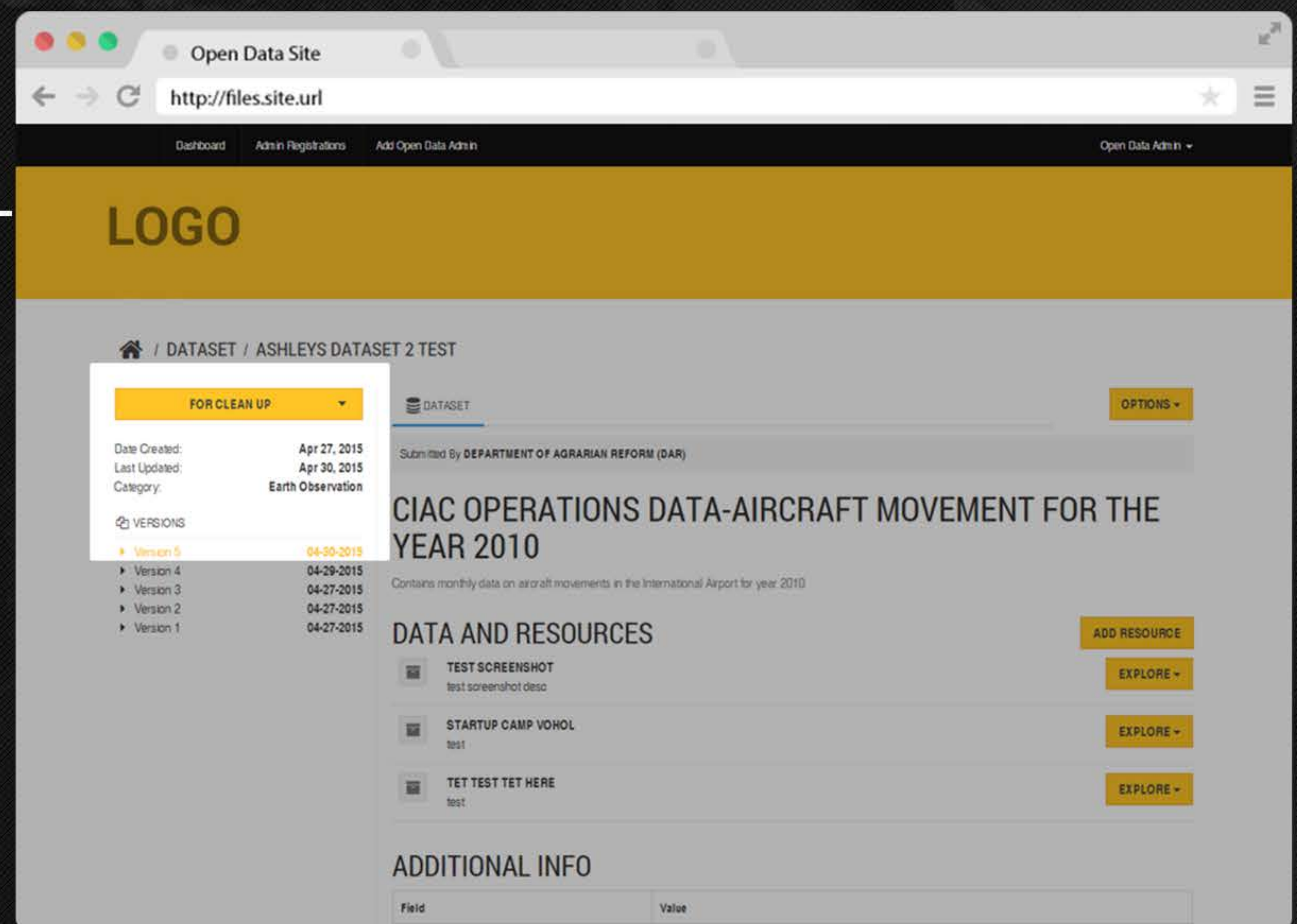
## Mark Dataset for Cleanup

*If submitted dataset needs cleaning  
(delete extra rows, reformat text, etc.)*

### OpenData Admin Dashboard

#### SET DATASET STATUS

Set to **"For Cleanup"**. Data Administration Team then **downloads the dataset, edits and reuploads it**, making it ready for publishing



## Publishing a Dataset

*If the submitted dataset is ready for submission*

### OpenData Admin Dashboard

#### SELECT DEPARTMENT

Select a department and click **Continue**

