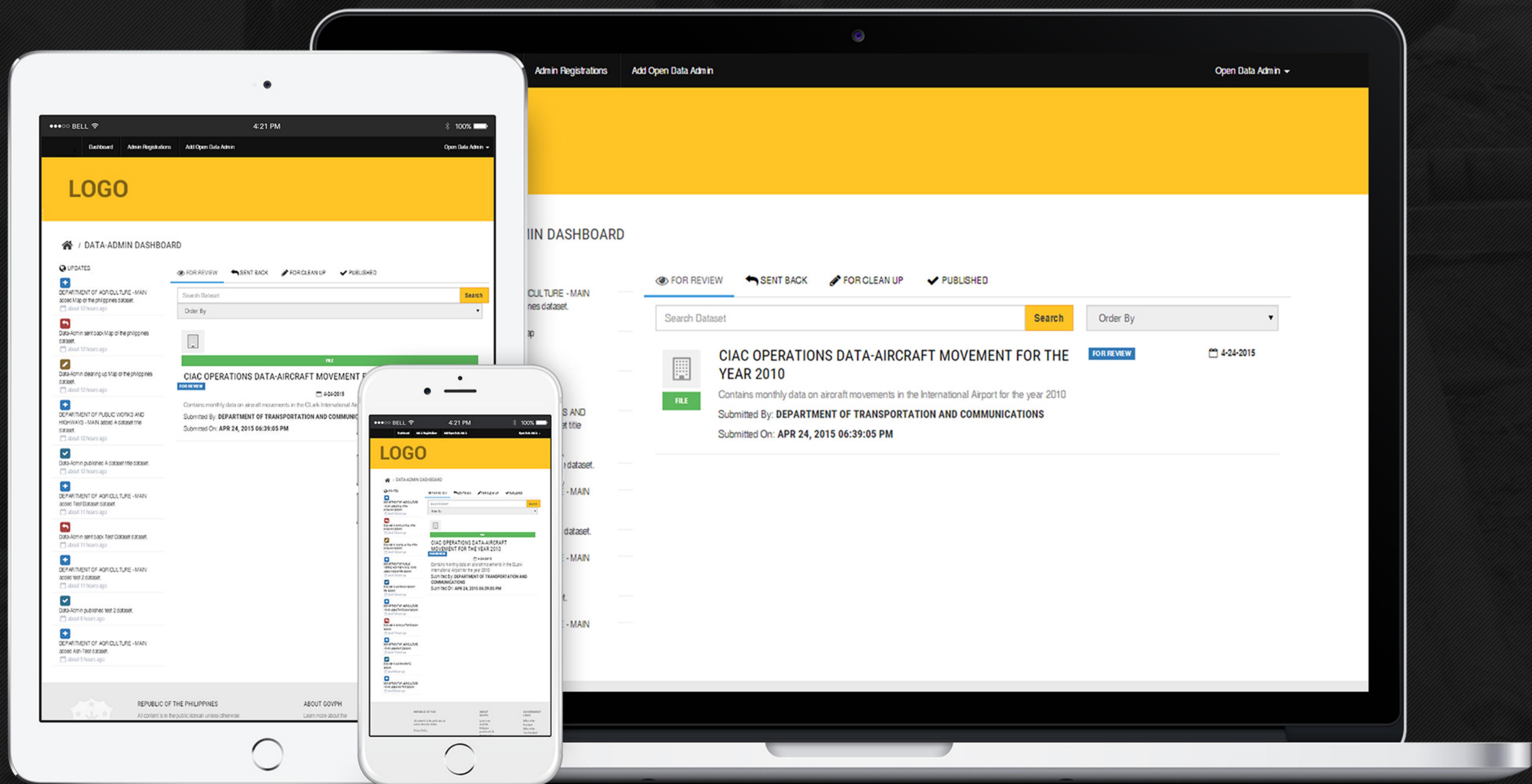


# Agency Management Tool

★ 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.

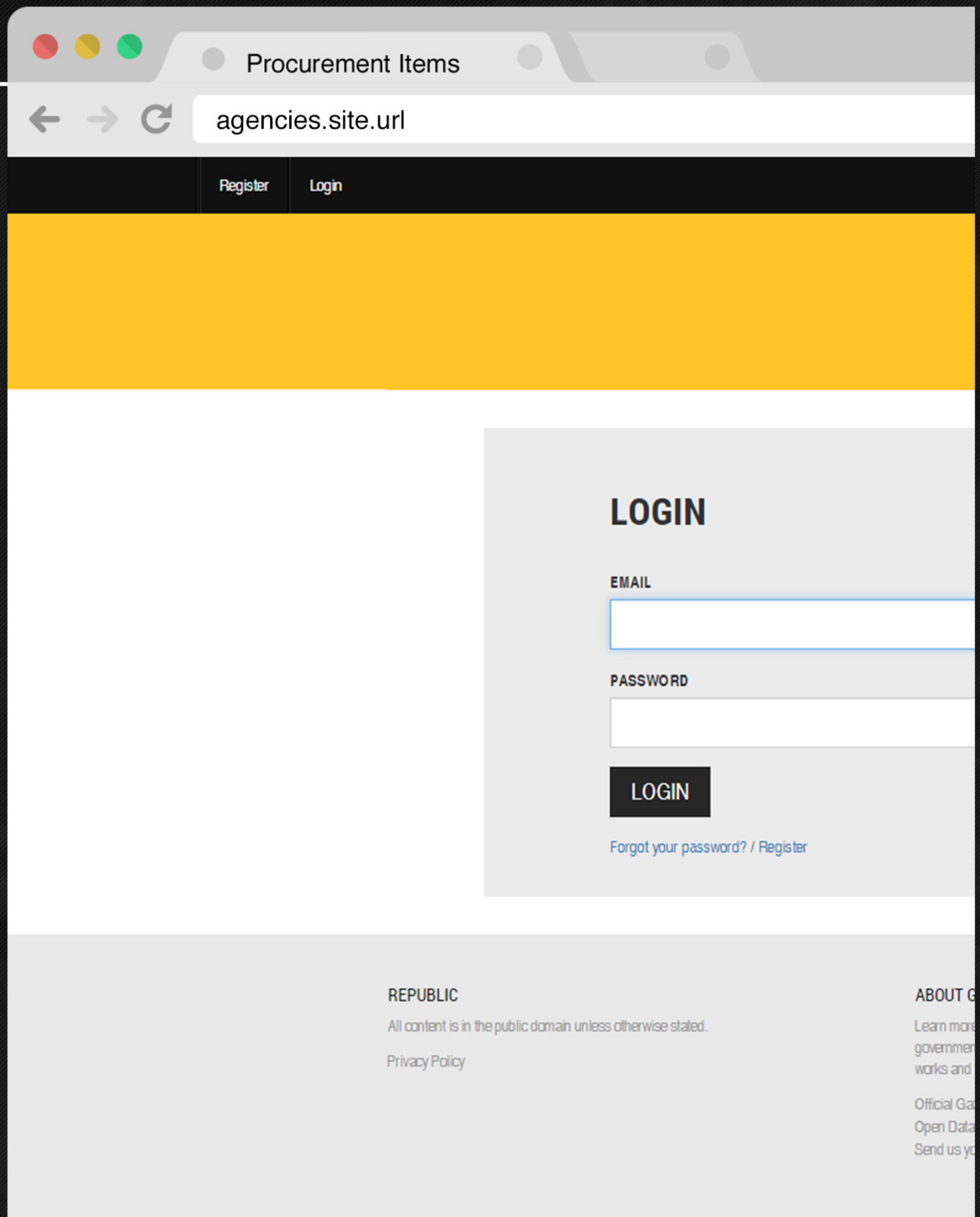
# Accessing the Agency Management Tool

*How do I access the Agency Management Tool?*

## VIA URL ACCESS

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

*Browser Address Bar*



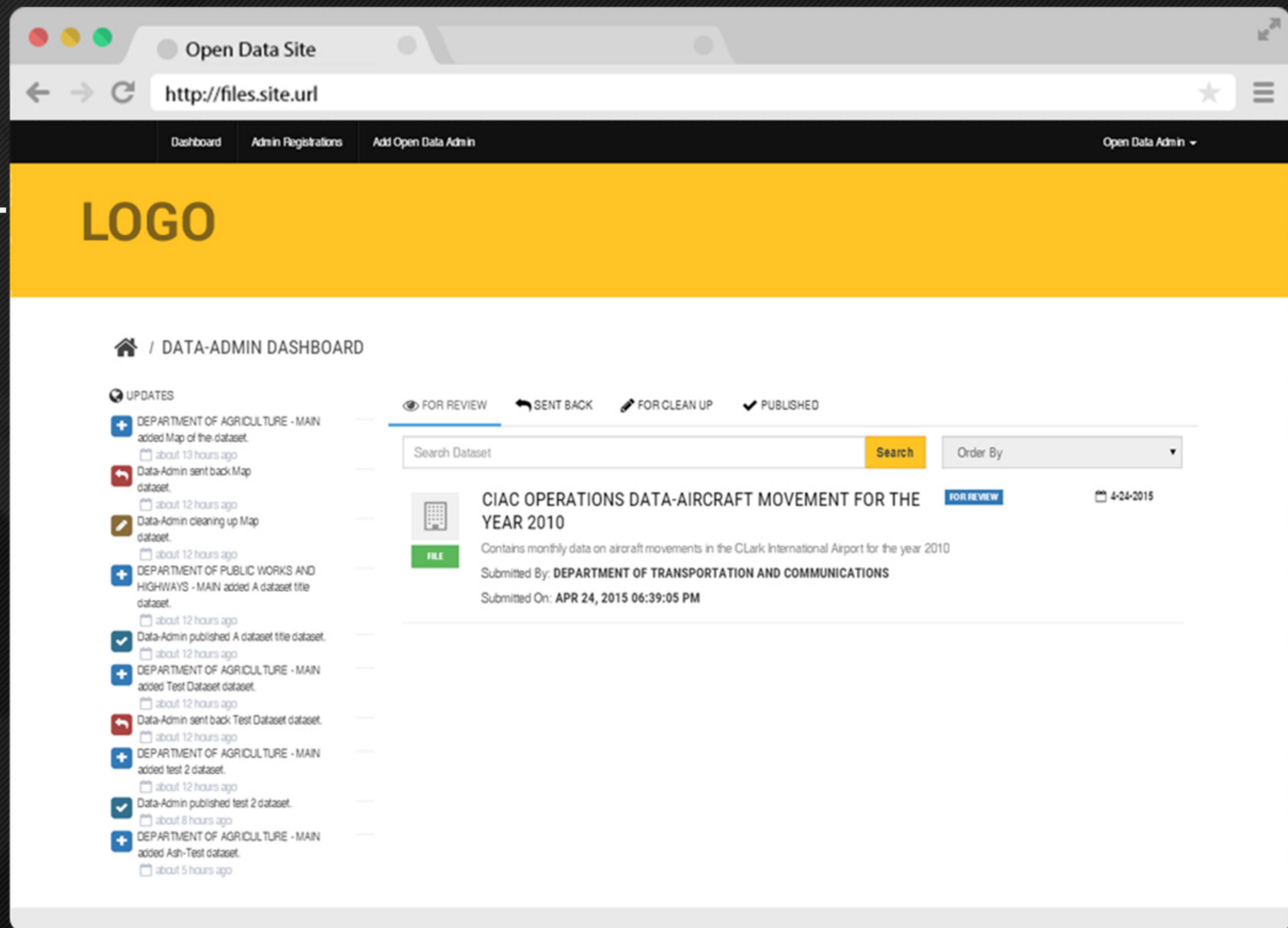
# Reviewing Datasets

*How do I review datasets submitted by agencies?*

## CHECK “FOR REVIEW”

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

*OpenData Admin Dashboard*

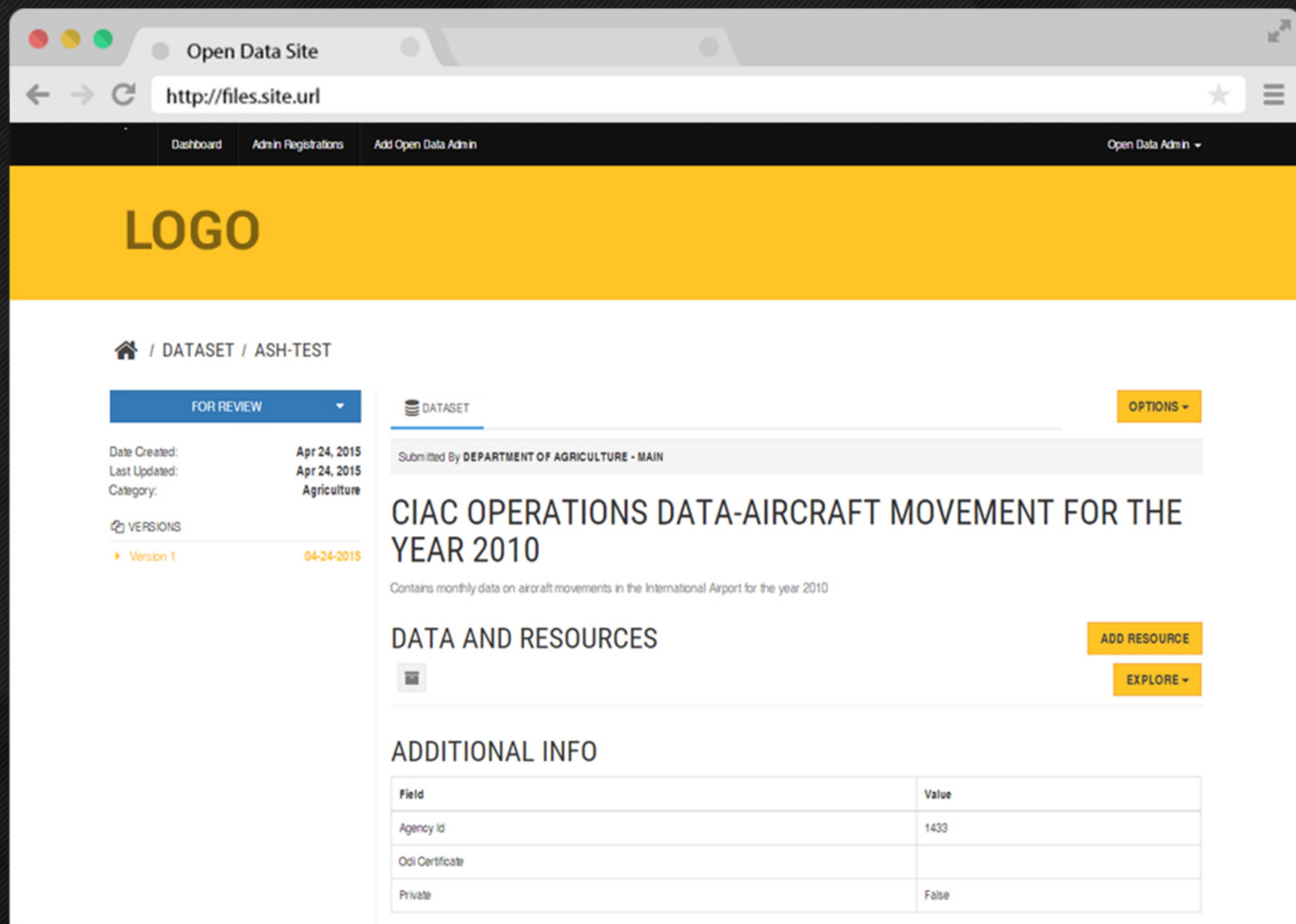


The screenshot shows the OpenData Admin Dashboard with a yellow header containing the logo. Below the header is a search bar and a filter section with buttons for 'FOR REVIEW', 'SENT BACK', 'FOR CLEAN UP', and 'PUBLISHED'. The main area displays a list of dataset updates. One specific dataset is highlighted:

**CIAC OPERATIONS DATA-AIRCRAFT MOVEMENT FOR THE YEAR 2010**

Contains monthly data on aircraft movements in the Clark International Airport for the year 2010  
Submitted By: DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS  
Submitted On: APR 24, 2015 06:39:05 PM

*OpenData Admin Dashboard*



The screenshot shows the OpenData Admin Dataset page for the dataset 'ASH-TEST'. The page includes sections for 'FOR REVIEW', 'DATASET', 'OPTIONS', 'DATA AND RESOURCES', and 'ADDITIONAL INFO'. The 'DATASET' section displays the following information:

**CIAC OPERATIONS DATA-AIRCRAFT MOVEMENT FOR THE YEAR 2010**

Contains monthly data on aircraft movements in the International Airport for the year 2010

**DATA AND RESOURCES**

**ADDITIONAL INFO**

Field	Value
Agency Id	1433
Odi Certificate	
Private	False

## 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?*

## EVALUATE SUBMISSION

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

**OpenData Admin Dashboard**

The screenshot shows a web browser window titled "Open Data Site" with the URL "http://files.site.url". The main content area is titled "DATASET / ASH-TEST". On the left, there's a sidebar with a dropdown menu set to "FOR REVIEW" containing options: "SEND BACK", "FOR CLEAN UP", and "PUBLISH". Below this are sections for "VERSIONS" (listing "Version 1" with a date of "04-24-2015") and "OPTIONS". The main content area displays the dataset title "CIAC OPERATIONS DATA-AIRCRAFT MOVEMENT FOR THE YEAR 2010" and a brief description: "Contains monthly data on aircraft movements in the International Airport for the year 2010". It also includes sections for "DATA AND RESOURCES" and "ADDITIONAL INFO" with a table showing agency ID (1433), ODI certificate (Private), and other details.

## Send Dataset Back

*If the submitted dataset has major issues*

## 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

**OpenData Admin Dashboard**

The screenshot shows a modal dialog box titled "Sent Back Comment" with the instruction "Please provide comments on why this dataset was sent back." Below is a text input field labeled "Message". At the bottom of the dialog are "Cancel" and "Continue" buttons. The background shows the same OpenData Admin Dashboard interface as the previous screenshot, with the dataset "ASHLEY'S DATA" selected and a "FOR CLEAN UP" dropdown menu open. The "OPTIONS" section is visible at the bottom right.

# Mark Dataset for Cleanup

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

## SET DATASET STATUS

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

*OpenData Admin Dashboard*

The screenshot shows the OpenData Admin Dashboard interface. A modal window is open, showing a dropdown menu with the option 'FOR CLEAN UP' selected. The main dataset page displays the title 'ASHLEY'S DATASET 2 TEST', its creation date (Apr 27, 2015), and its category (Earth Observation). It also lists five previous versions. The dataset's purpose is described as 'CIAC OPERATIONS DATA-AIRCRAFT MOVEMENT FOR THE YEAR 2010'.

# Publishing a Dataset

If the submitted dataset is ready for submission

## SELECT DEPARTMENT

Select a department and click **Continue**

*OpenData Admin Dashboard*

The screenshot shows the OpenData Admin Dashboard interface. A modal window titled 'Select a Department' is displayed, containing a dropdown menu with the option 'BUREAU OF AGRICULTURAL RESEARCH' selected. Below the dropdown are two buttons: 'Cancel' and 'Continue'. The main dataset page shows the title 'ASHLEY'S DATASET 2 TEST', its creation date (Apr 27, 2015), and its category (Earth Observation). It also lists five previous versions. The dataset's purpose is described as 'pls work'.