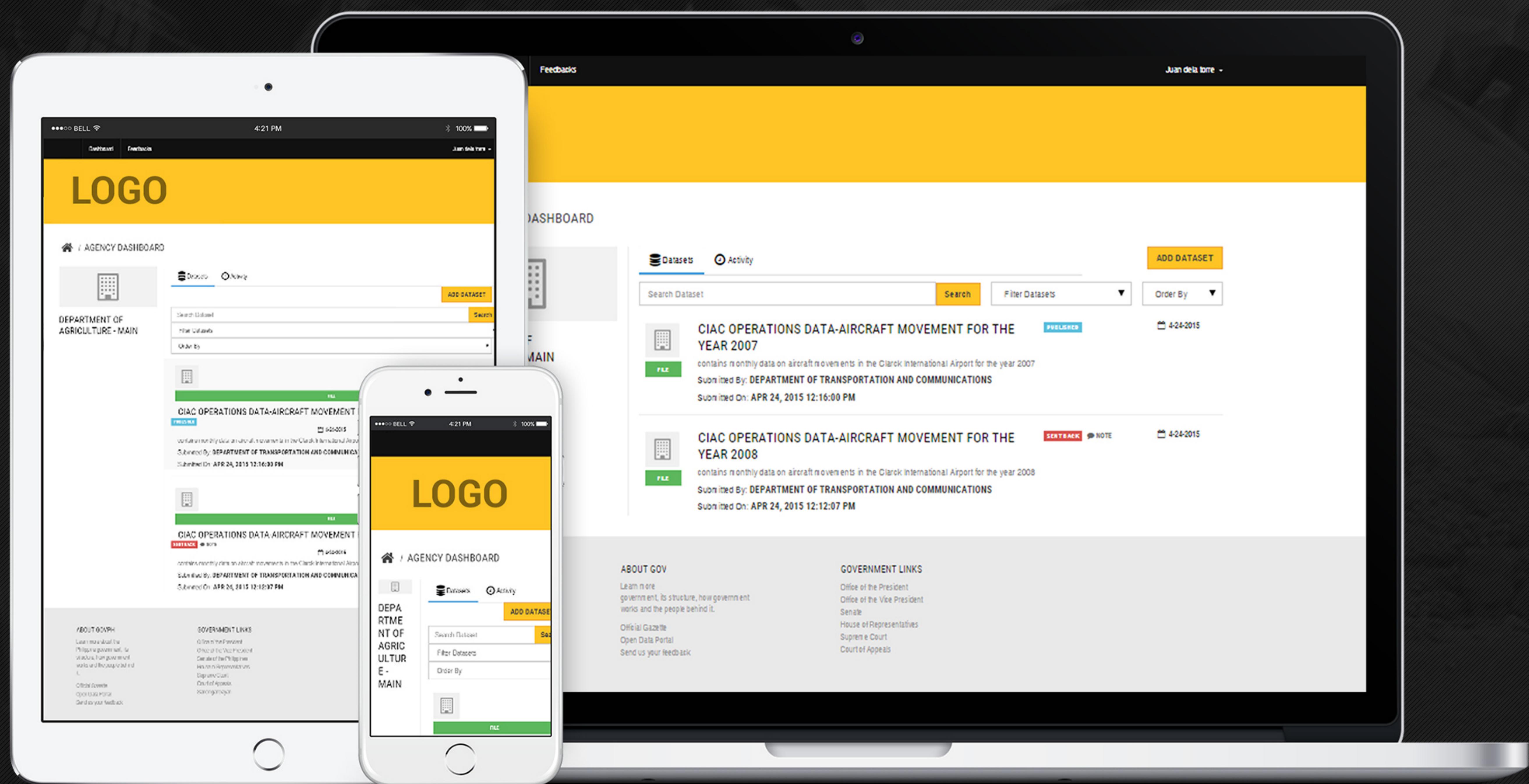


Agency Management Tool

★ 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.

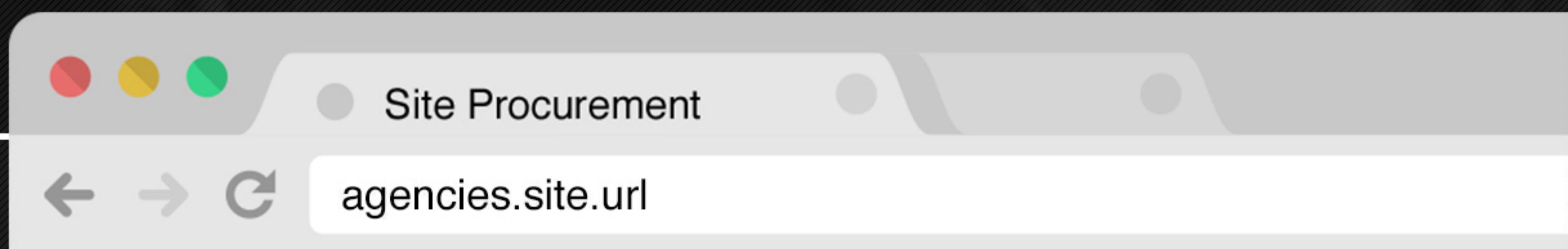
Accessing the Agency Dashboard

How do I access the Agency Dashboard?

VIA URL ACCESS

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

Browser Address Bar



Agency Registration

What if my Agency is not yet registered?

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.

OpenData Registration Page

A screenshot of a web page titled 'Open Data Site'. The address bar shows 'http://files.site.url/register'. The page features a yellow header with the word 'LOGO'. Below the header is a registration form titled 'REGISTER'. The form includes fields for Salutation Title (with a dropdown menu), First Name, Middle Name, Last Name, Mobile (with a placeholder '+63 (XXX) XXX-XXXX'), Email, Department (with a dropdown menu labeled 'SELECT A DEPARTMENT'), Agency (with a dropdown menu), Region (with a dropdown menu), Operating Unit (with a dropdown menu), and Designation (with a dropdown menu). There are also 'Register' and 'Login' buttons at the top of the page.

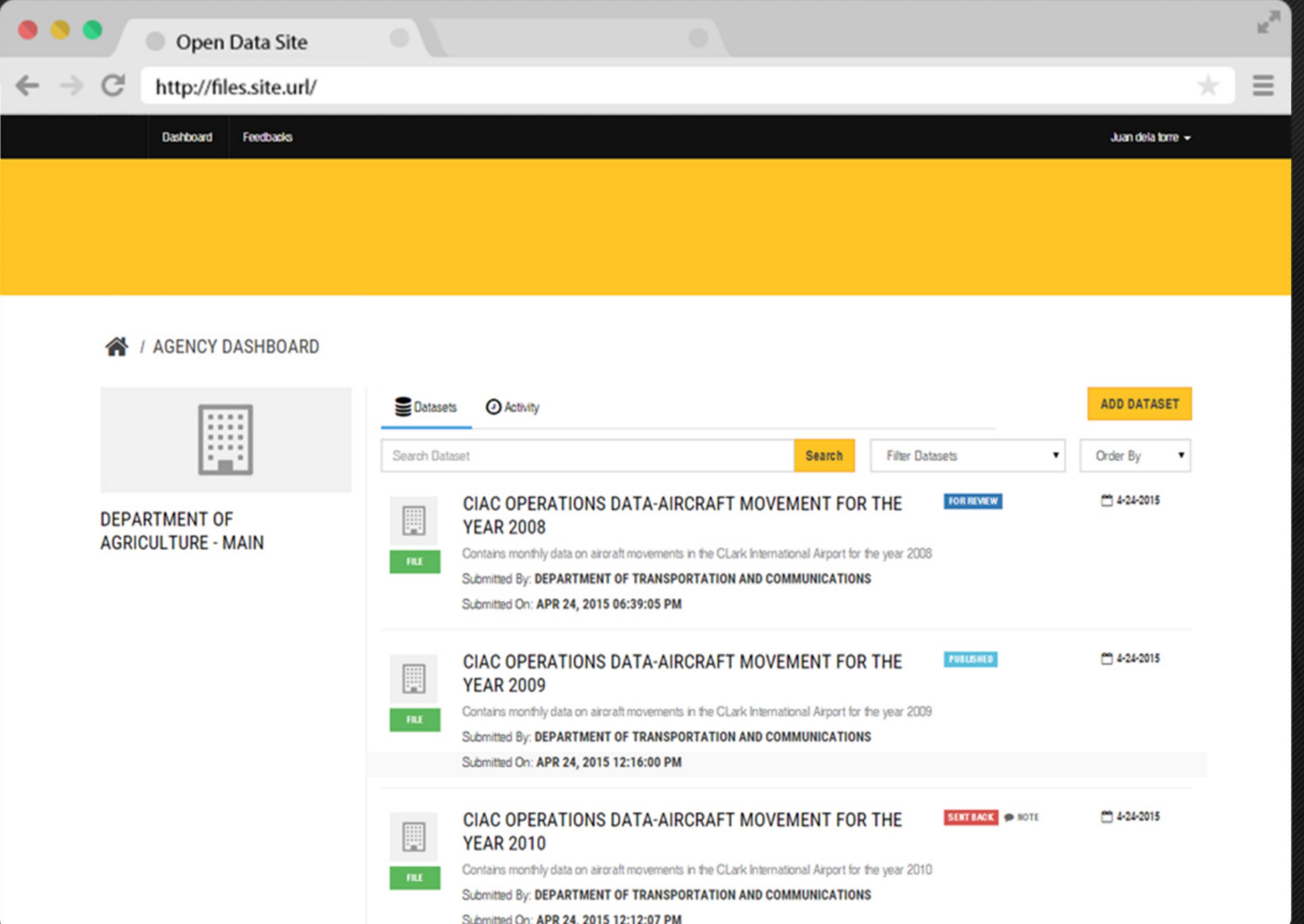
Adding Datasets

How do I add datasets?

ADDING DATASETS

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

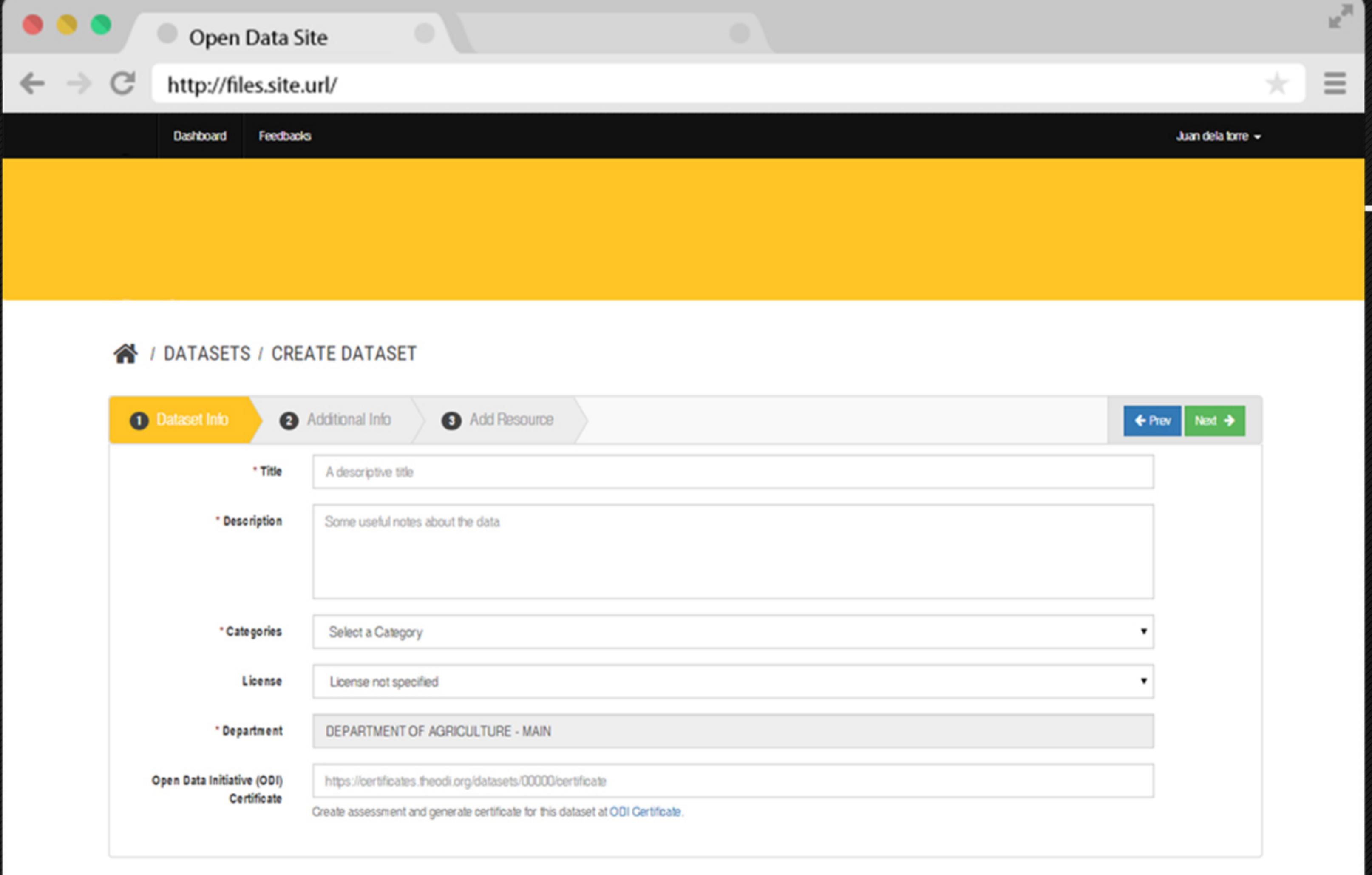
OpenData Agency Dashboard



The screenshot shows the 'AGENCY DASHBOARD' page. At the top, there's a navigation bar with 'Dashboard' and 'Feedbacks'. Below it is a search bar with 'Search' and 'Filter Datasets' buttons. To the right of the search bar are buttons for 'ADD DATASET', 'FOR REVIEW', and 'PUBLISHED'. The main area contains three dataset cards:

- CIAC OPERATIONS DATA-AIRCRAFT MOVEMENT FOR THE YEAR 2008**
Contains monthly data on aircraft movements in the Clark International Airport for the year 2008.
Submitted By: DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS
Submitted On: APR 24, 2015 06:39:05 PM
- CIAC OPERATIONS DATA-AIRCRAFT MOVEMENT FOR THE YEAR 2009**
Contains monthly data on aircraft movements in the Clark International Airport for the year 2009.
Submitted By: DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS
Submitted On: APR 24, 2015 12:16:00 PM
- 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 12:12:07 PM

OpenData Create New Dataset page



The screenshot shows the 'CREATE DATASET' page. At the top, there's a navigation bar with 'Dashboard' and 'Feedbacks'. Below it is a breadcrumb trail: 'DATASETS / CREATE DATASET'. The main area is a form with three tabs: 'Dataset Info' (active), 'Additional Info', and 'Add Resource'. The 'Dataset Info' tab contains fields for:

- Title**: A descriptive title
- Description**: Some useful notes about the data
- Categories**: Select a Category
- License**: License not specified
- Department**: DEPARTMENT OF AGRICULTURE - MAIN

A note at the bottom says 'Create assessment and generate certificate for this dataset at ODI Certificate.' There are 'Prev' and 'Next' buttons at the top of the form.

CREATE DATASET

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

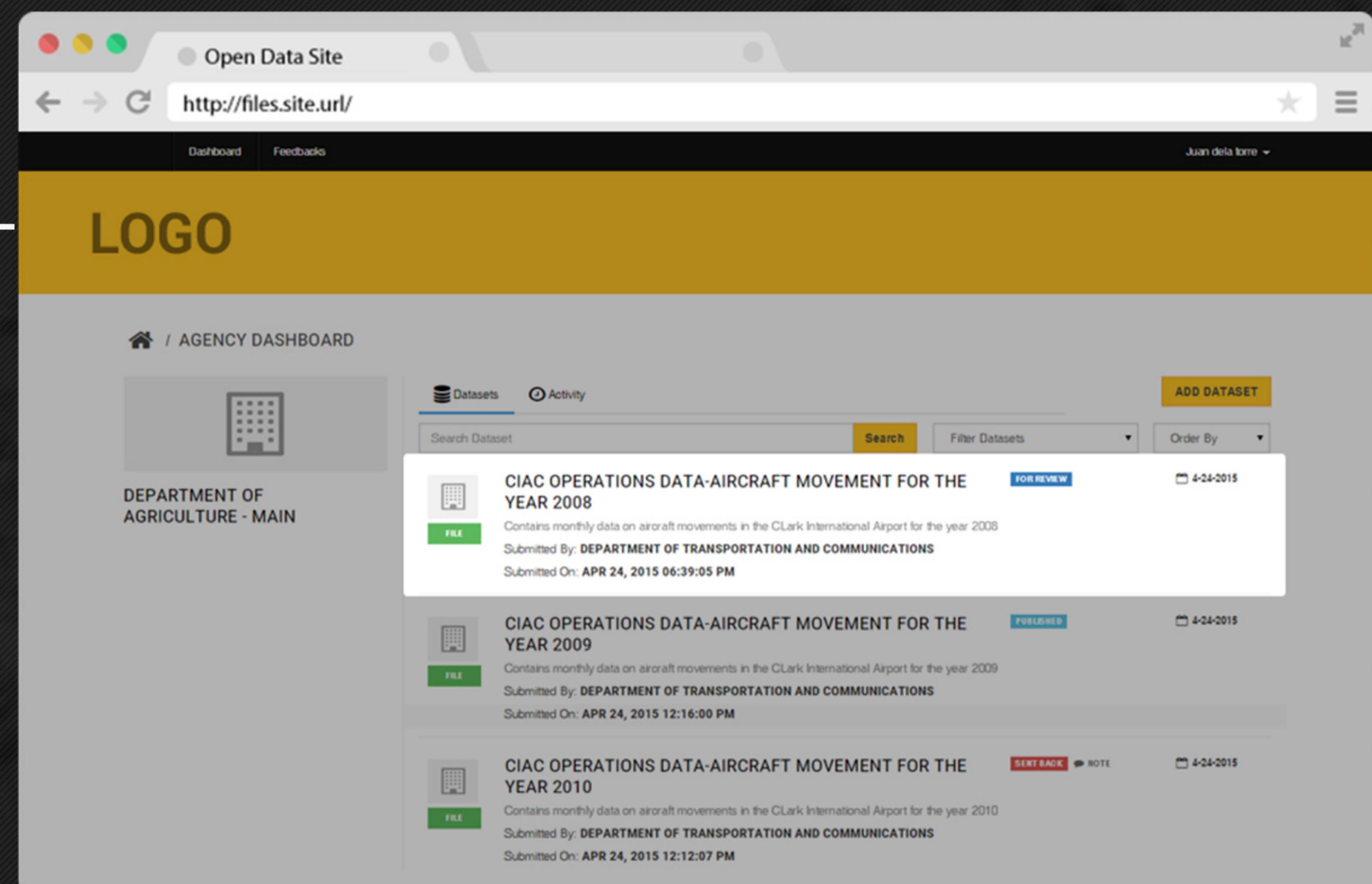
Adding Datasets

How do I add datasets?

DATASETS SAVED

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

OpenData Agency Dashboard



The screenshot shows a web browser window titled "Open Data Site" with the URL "http://files.site.url/". The page has a yellow header bar with the word "LOGO". Below the header, there's a navigation bar with "Dashboard" and "Feedbacks" buttons. On the left, there's a sidebar for "DEPARTMENT OF AGRICULTURE - MAIN" with a building icon. The main content area is titled "Datasets" and "Activity". It includes a search bar and filters for "Search Dataset", "Filter Datasets", and "Order By". There are three dataset cards listed:

- CIAC OPERATIONS DATA-AIRCRAFT MOVEMENT FOR THE YEAR 2008**
Status: **FOR REVIEW** (highlighted)
Submitted by: **DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS**
Submitted On: **APR 24, 2015 06:39:05 PM**
- CIAC OPERATIONS DATA-AIRCRAFT MOVEMENT FOR THE YEAR 2009**
Status: **PUBLISHED**
Submitted by: **DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS**
Submitted On: **APR 24, 2015 12:16:00 PM**
- CIAC OPERATIONS DATA-AIRCRAFT MOVEMENT FOR THE YEAR 2010**
Status: **FOR REVIEW**
Submitted by: **DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS**
Submitted On: **APR 24, 2015 12:12:07 PM**

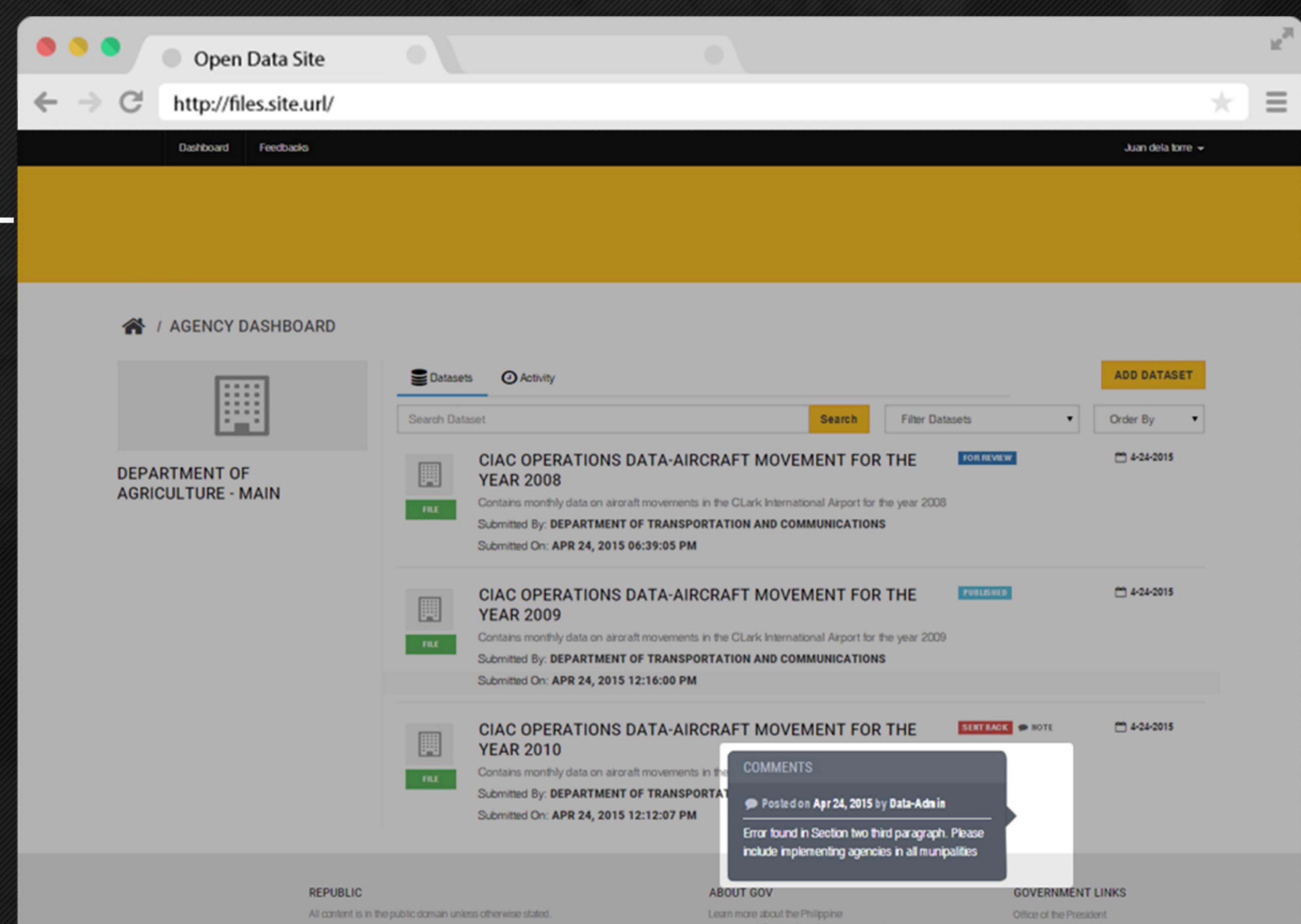
Receiving Feedback

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



The screenshot shows the same dashboard interface as the previous one. The third dataset card, "CIAC OPERATIONS DATA-AIRCRAFT MOVEMENT FOR THE YEAR 2010", has a "NOTES" icon (a speech bubble with a checkmark) next to it. A tooltip appears when hovering over this icon, containing the text: "Error found in Section two third paragraph. Please include implementing agencies in all municipalities".

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

The screenshot shows the 'Edit Dataset' page for a dataset titled 'TEST DATASET'. The page has a yellow header with the logo. On the left, there's a sidebar with 'SENT BACK' and 'OPTIONS' sections. The main area shows dataset details like 'Submitted By DEPARTMENT OF AGRICULTURE - MAIN' and a 'TEST DATASET' section with a 'test description'. Below that are 'DATA AND RESOURCES' and 'ADDITIONAL INFO' sections, each with a table. At the bottom, there are links for 'REPUBLIC OF THE PHILIPPINES', 'ABOUT ODMRPH', and 'GOVERNMENT LINKS'.

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

The screenshot shows the 'Agency Dashboard' page. It features a sidebar for 'DEPARTMENT OF AGRICULTURE - MAIN' and a main area for 'Datasets' and 'Activity'. There are three dataset cards listed under 'Datasets': 'CIAC OPERATIONS DATA-AIRCRAFT MOVEMENT FOR THE YEAR 2008', 'CIAC OPERATIONS DATA-AIRCRAFT MOVEMENT FOR THE YEAR 2009', and 'CIAC OPERATIONS DATA-AIRCRAFT MOVEMENT FOR THE YEAR 2010'. Each card includes a preview icon, a title, a description, and a 'PUBLISH' button. At the bottom right, there are links for '4-24-2015', 'SEARCH', 'NOTE', and '4-24-2015'.