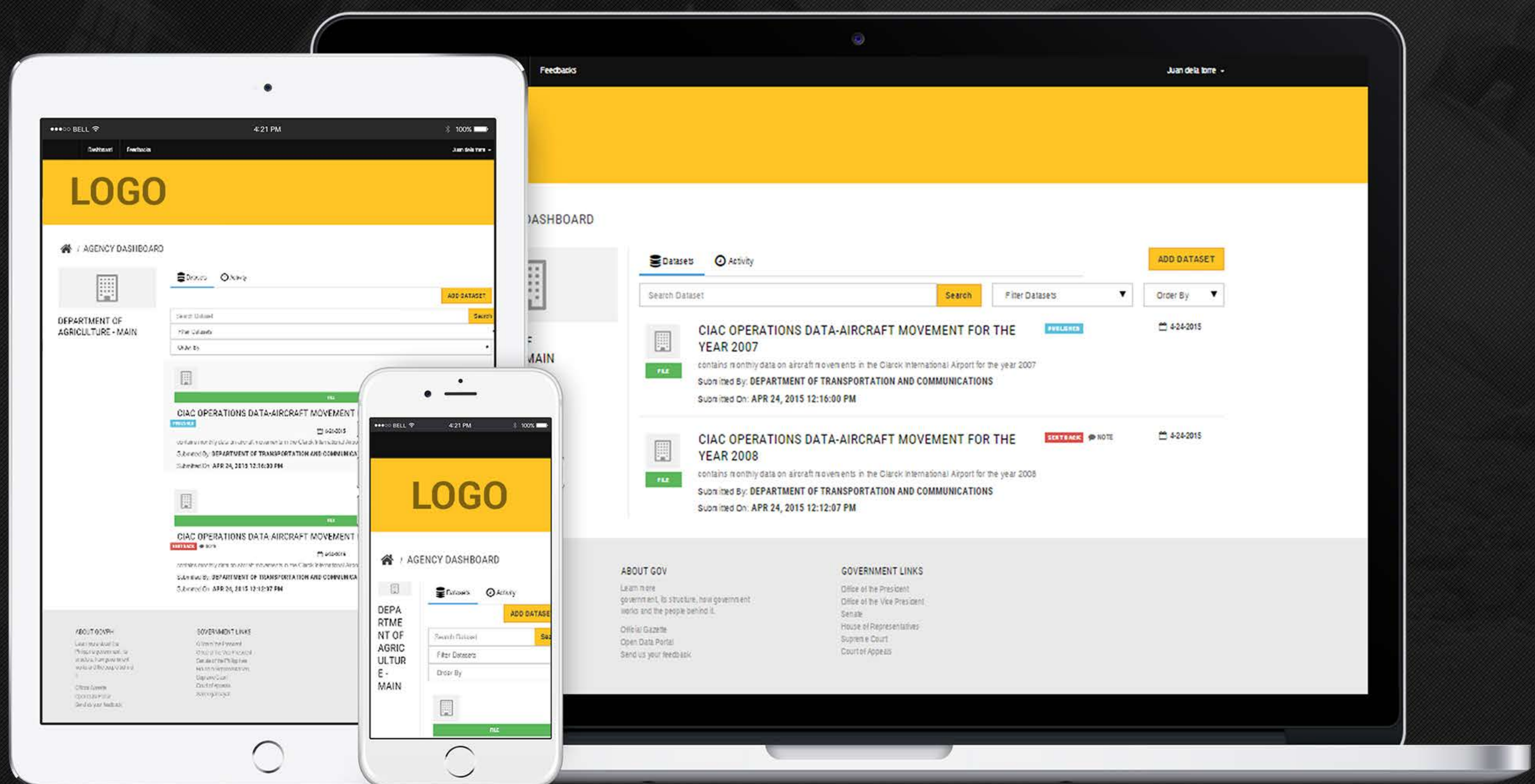


# Agency Management Tool

★ 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.



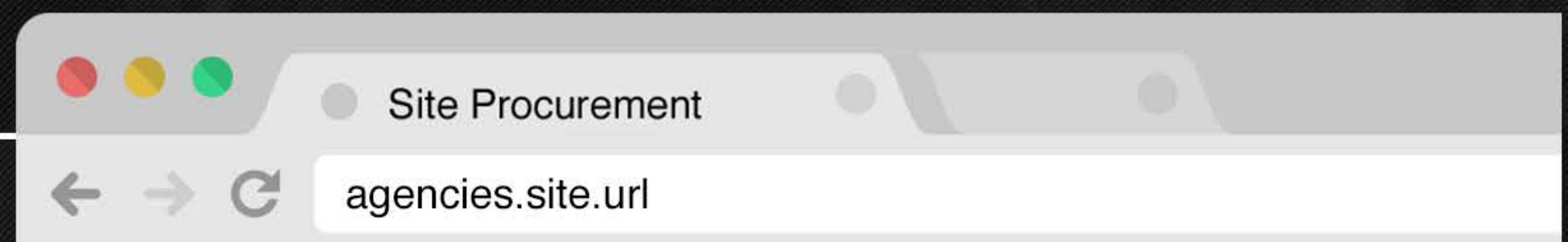
# Accessing the Agency Dashboard

*How do I access the Agency Dashboard?*

Browser Address Bar

## 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.

A screenshot of a web browser showing the 'Open Data Site' registration page. The browser tab is 'Open Data Site' and the address bar shows 'http://files.site.url/register'. The page has a yellow header with the word 'LOGO'. Below the header is a 'REGISTER' form. The form contains the following fields: 'SALUTATION TITLE' (a dropdown menu with 'Salutation' selected), 'FIRST NAME', 'MIDDLE NAME', 'LAST NAME', 'MOBILE' (with a placeholder '+63 (XXX) XXX-XXXX'), 'EMAIL', 'DEPARTMENT' (a dropdown menu with 'SELECT A DEPARTMENT'), 'AGENCY', 'REGION', 'OPERATING UNIT', and 'DESIGNATION'. Each field has an asterisk indicating it is required.



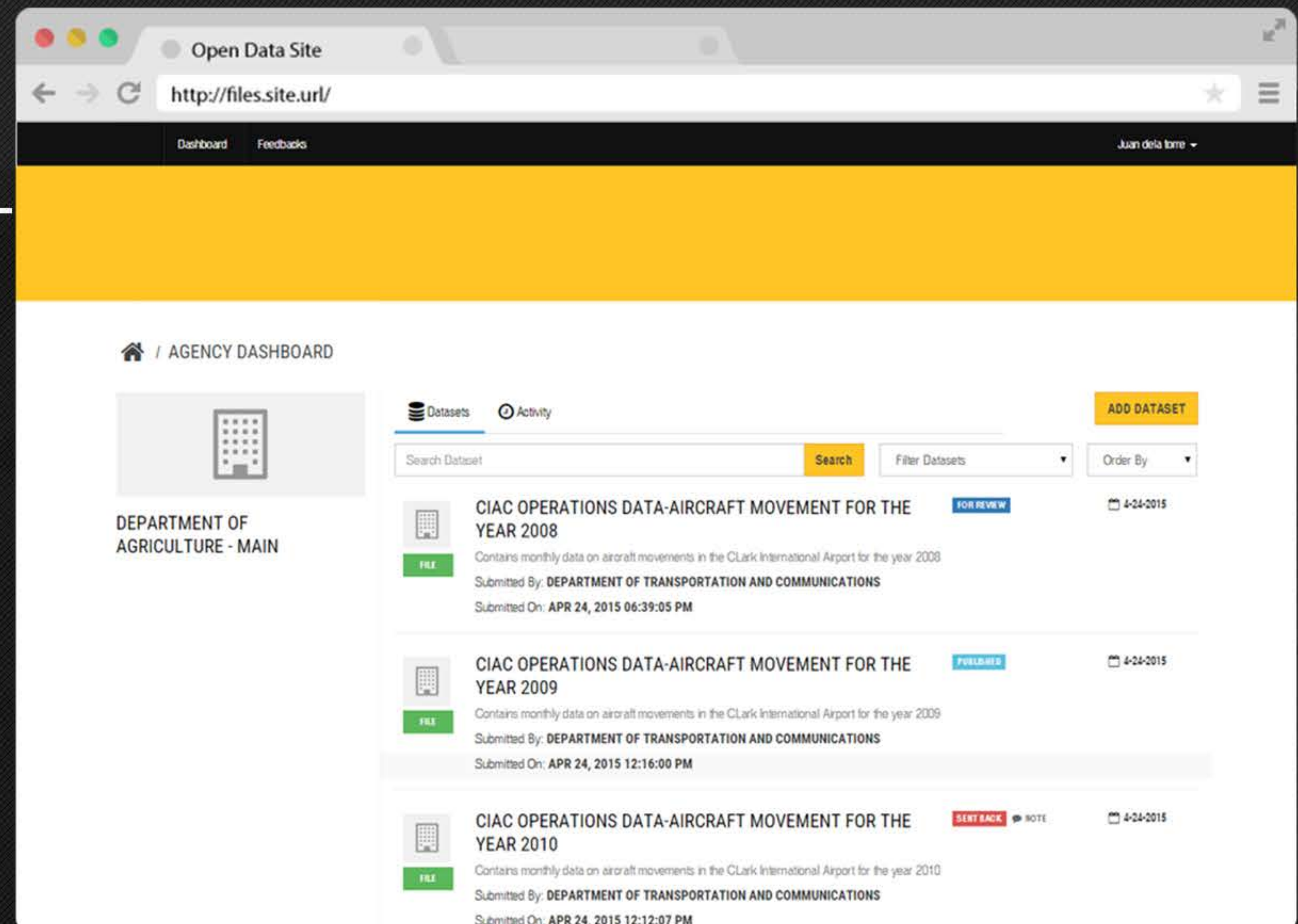
# Adding Datasets

*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

A screenshot of the 'Open Data Site' 'CREATE DATASET' page. The browser's address bar shows 'http://files.site.url/'. The page has a yellow header bar. Below it, there's a navigation bar with 'Dashboard' and 'Feedbacks' links, and a user profile 'Juan delo lomo'. The main content area is titled 'DATASETS / CREATE DATASET'. It features a multi-step form with three steps: '1 Dataset Info', '2 Additional Info', and '3 Add Resource'. The 'Dataset Info' step is active and contains the following fields: 'Title' (with placeholder 'A descriptive title'), 'Description' (with placeholder 'Some useful notes about the data'), 'Categories' (a dropdown menu with 'Select a Category'), 'License' (a dropdown menu with 'License not specified'), 'Department' (a dropdown menu with 'DEPARTMENT OF AGRICULTURE - MAIN'), and 'Open Data Initiative (ODI) Certificate' (with a placeholder URL 'https://certificates.threed.org/datasets/00000/certificate'). There are 'Prev' and 'Next' buttons at the top right of the form.

### CREATE DATASET

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



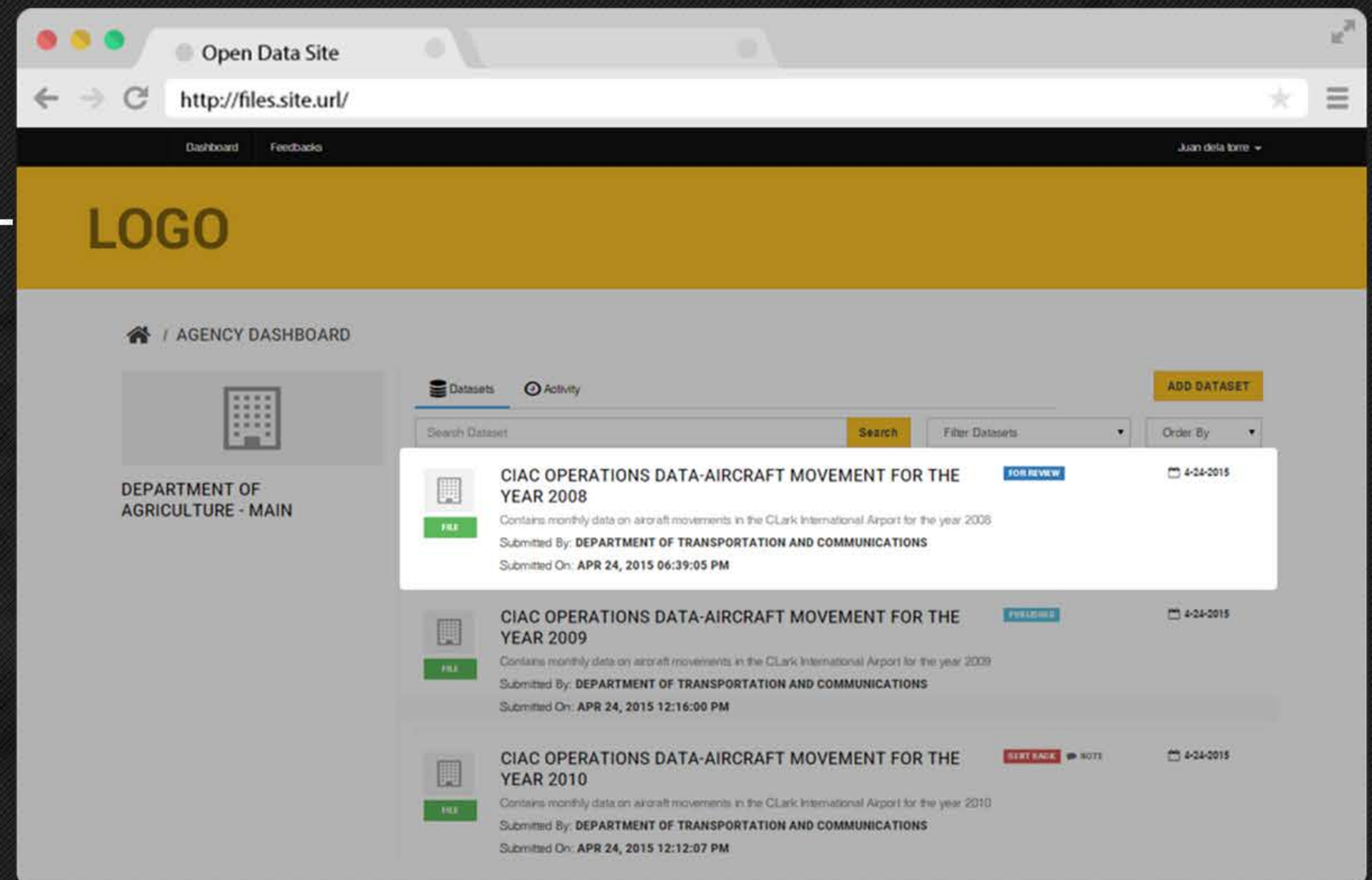
# Adding Datasets

*How do I add datasets?*

## OpenData Agency Dashboard

### DATASETS SAVED

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



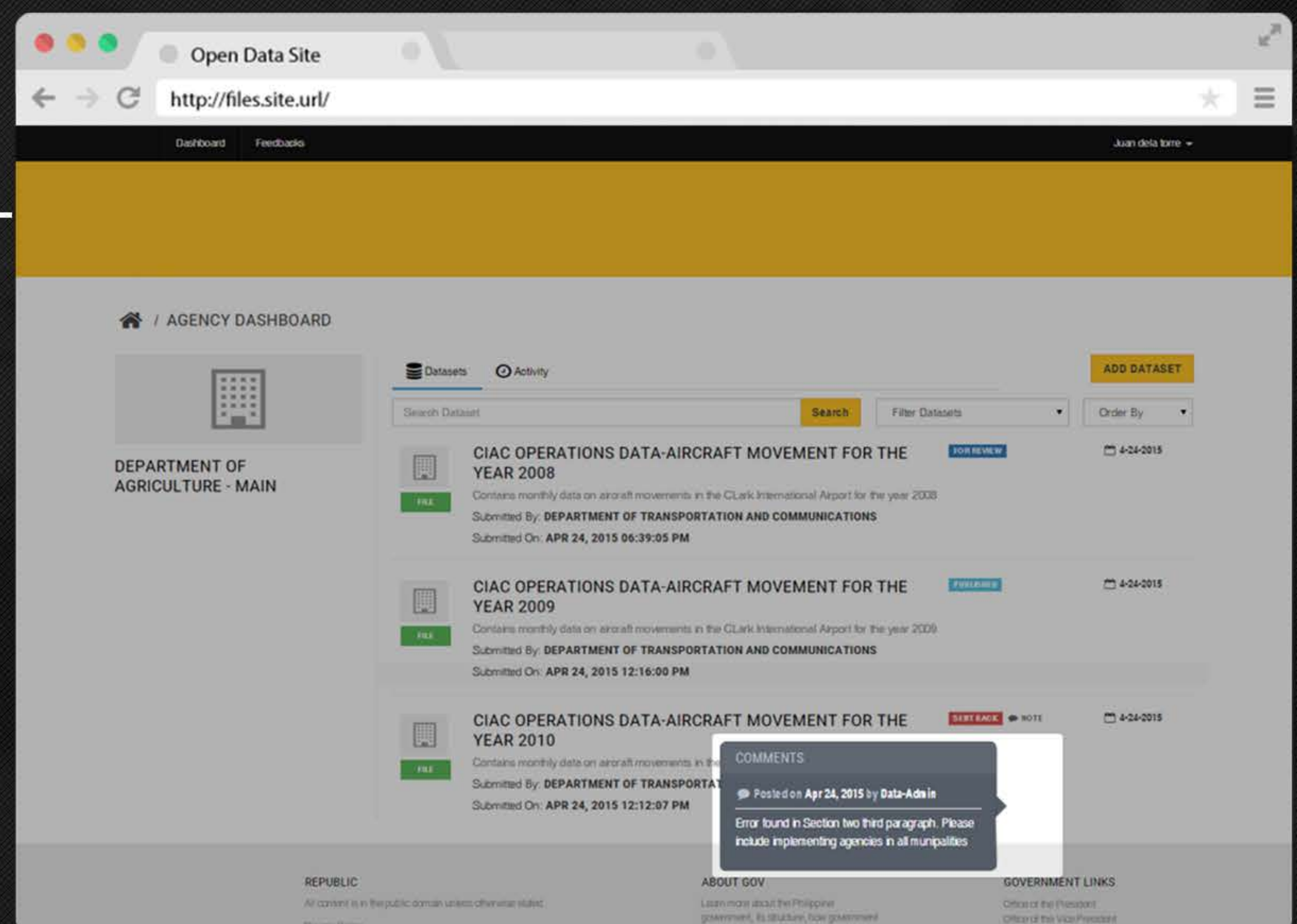
# Receiving Feedback

*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**





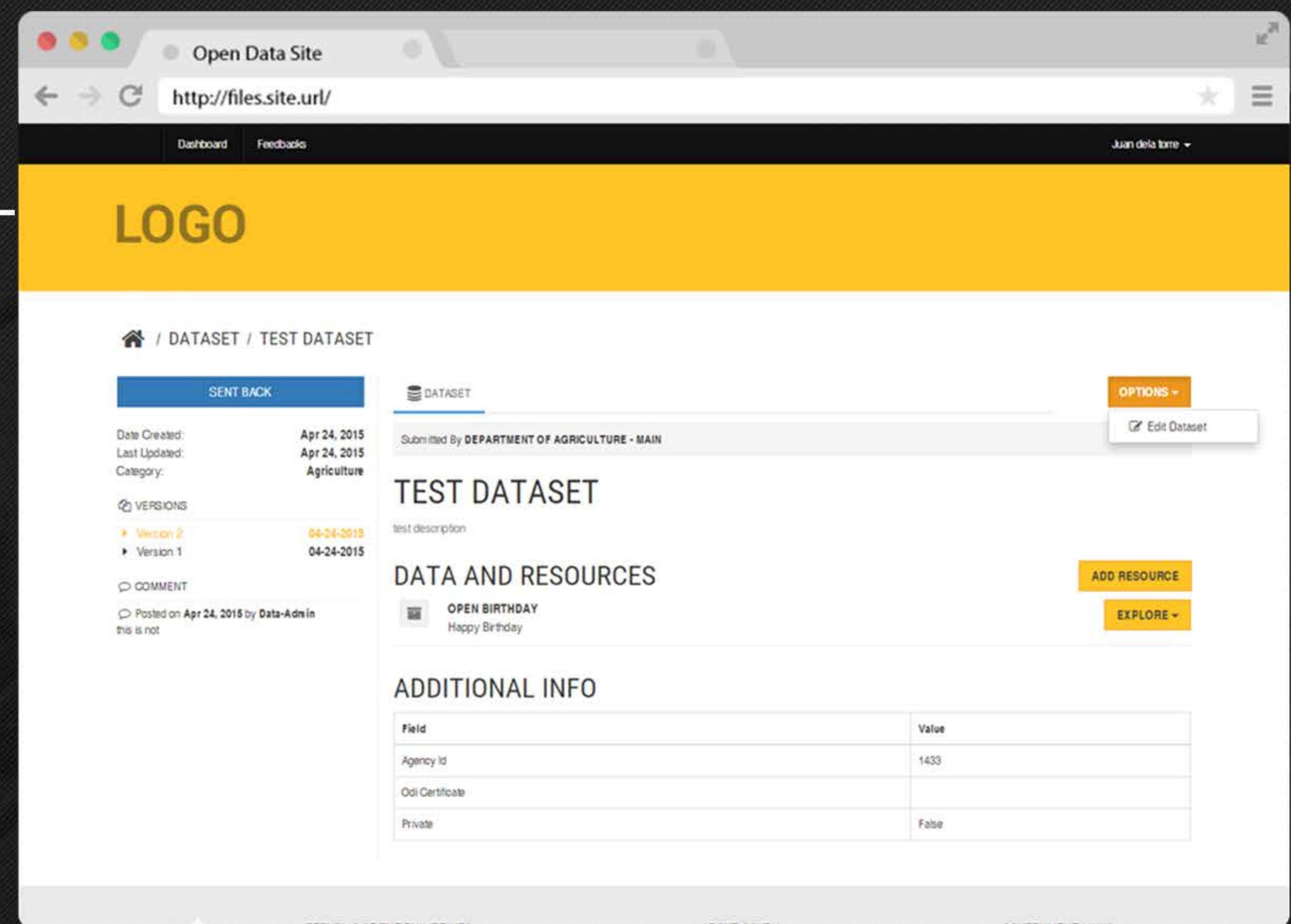
# Editing Datasets

*How do I edit my dataset for revisions?*

## OpenData Dataset Entry Page

### EDIT DATASET

Click on **Options > Edit Dataset** and edit the dataset accordingly. You may also upload new files or replace existing 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.

