

OPEN DATA PHILIPPINES

Reference Manual for Agencies



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Introduction

Open Data Philippines uses DKAN, an open-source data management platform.

DKAN is a Drupal-based open data tool with a full suite of **cataloging**, **publishing**, and **visualization** features for easy publishing of data to the public.



Content Management

- Glossary of Terms
- Creating a new Dataset
- Creating a new Resource


Glossary

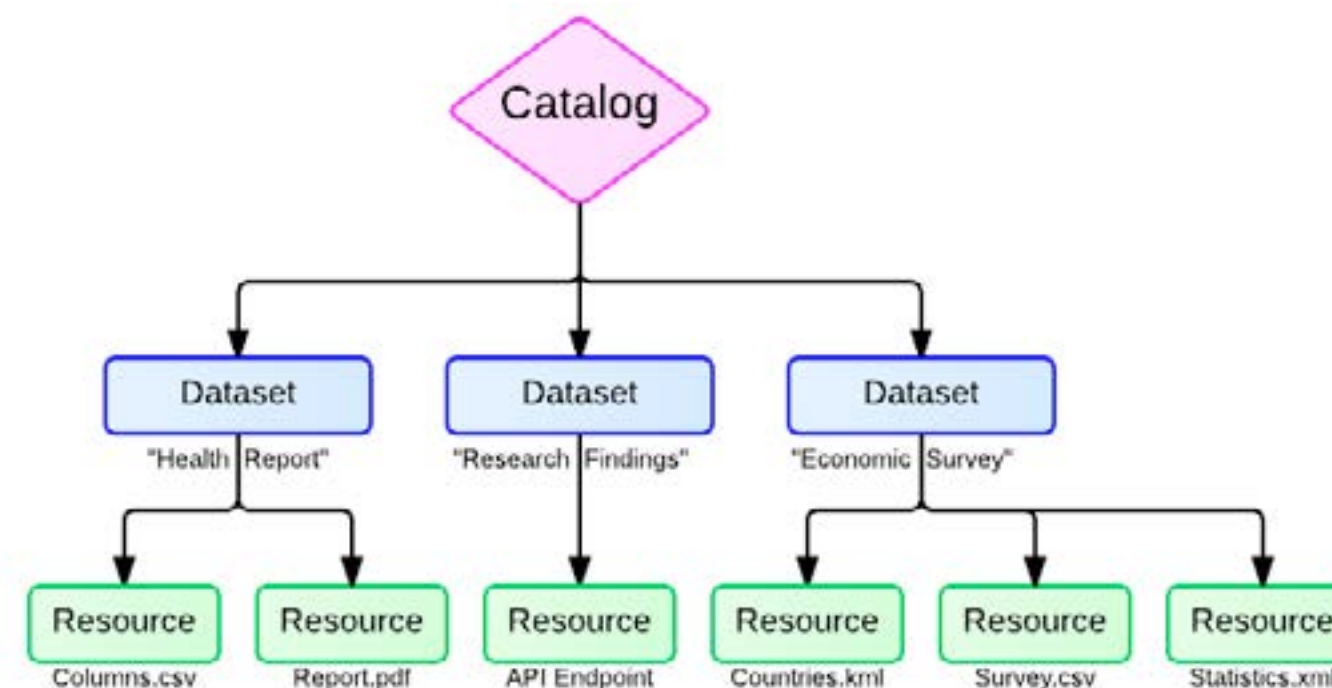
Catalog – list that contains all datasets within the site.

Dataset – container that holds different files and resources, as well as metadata.

Resources – the actual files that are of various file types such as csv, xls, json, png, geojson, xml, and others.

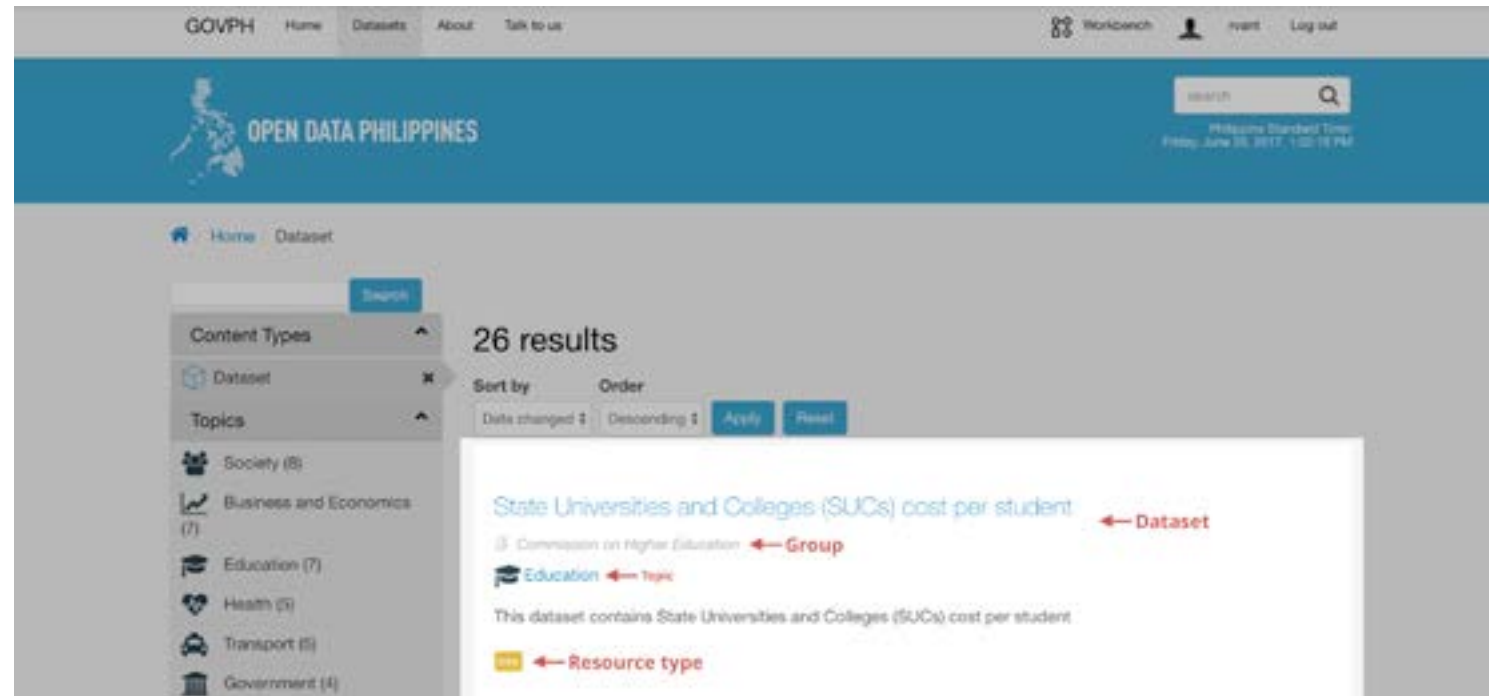
Group – a government agency that publishes data. Datasets are attributed to Groups.

 **Metadata** describes the “who, what, when, where, when, and how” of each dataset.



Content Structure

Glossary of Terms



Catalog layout showing datasets, resources, and groups

Dataset Info

i These fields are compatible with [DCAT](#), an RDF vocabulary designed to facilitate interoperability between data catalogs published on the Web.

Field	Value
Publisher	Civil Aviation Authority of the Philippines
Modified Date	2017-06-28
Release Date	2017-06-22
Frequency	Daily
Homepage URL	http://www.caap.gov.ph/index.php/caap-services/mission-vision-and-objectives-11/...
Identifier	86481f22-cd84-4dd1-bc70-a8e42174bf41
Temporal Coverage	Tuesday, January 1, 2008 - 00:00 to Sunday, April 30, 2017 - 00:00
License	Other (Open)
Granularity	National
Public Access Level	Public

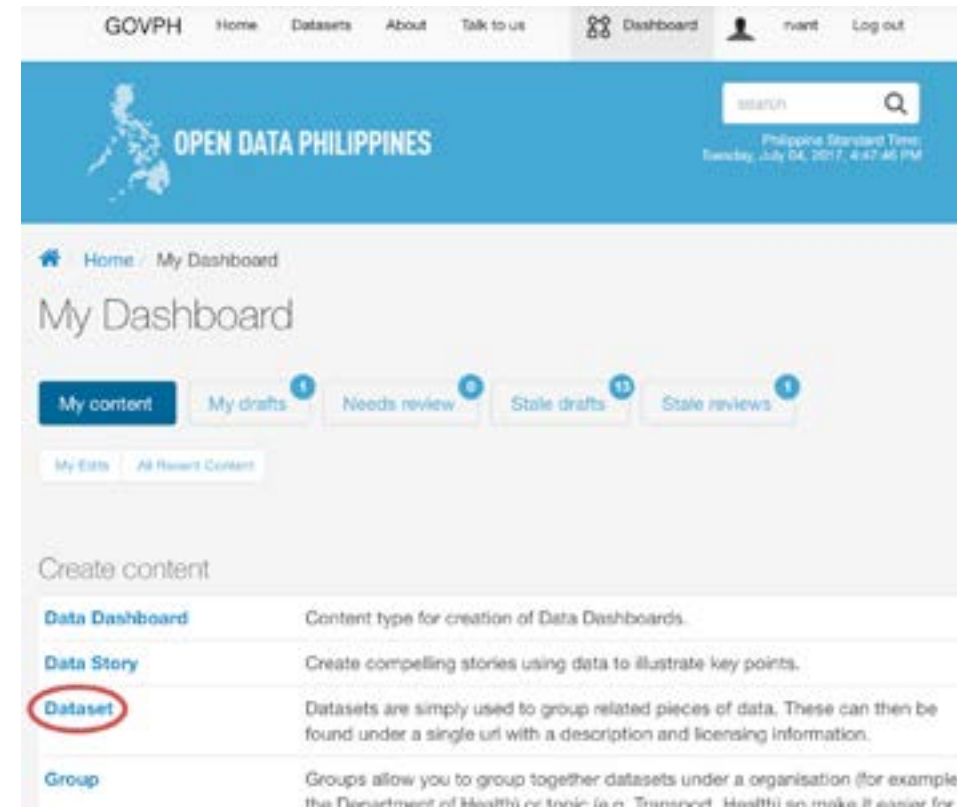
Sample metadata

Creating a new Dataset

Navigating the Dashboard

1. Click [Dashboard](#) from the menu.
2. Under [Create content](#), click [Dataset](#).

 The **Dashboard** displays the things you need to operate the site.



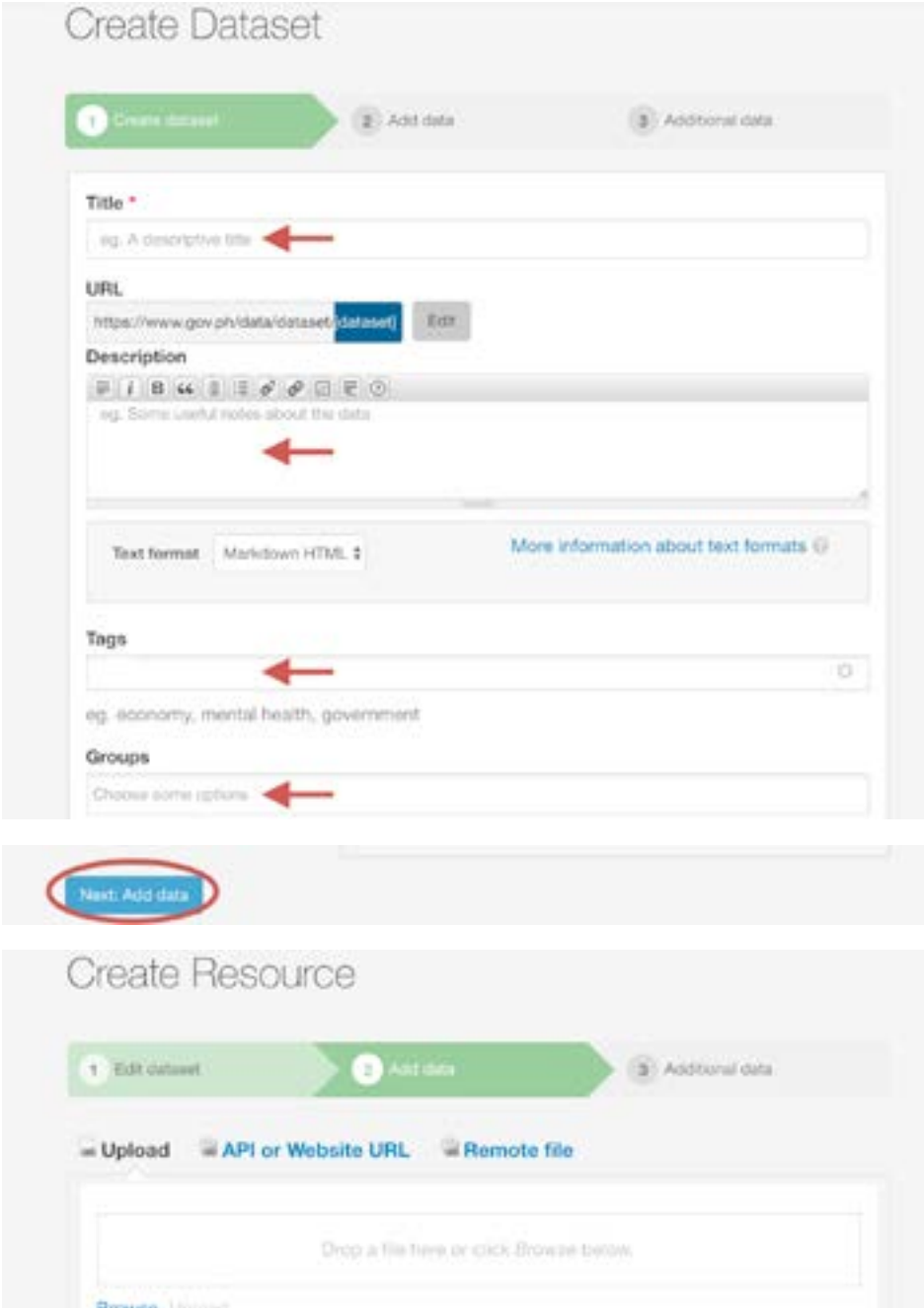
Create a dataset through the Dashboard page

Creating a new Dataset

Adding information and resources to the Dataset

3. In [Create Dataset](#), enter information such as the title, description, and tags, then choose the [Group](#) to which it belongs.
4. Scroll down and click [Next: Add data](#).
5. Add data by either **Uploading a file**, **Linking a remote file**, or **Linking an API**. Refer to pages 12–14 for detailed instructions on adding data.
6. Click Save.

 **Tags** help make dataset easily searchable



The image shows two screenshots of a web interface. The top screenshot is titled "Create Dataset" and has a progress bar with three steps: "1 Create dataset" (highlighted in green), "2 Add data", and "3 Additional data". Below the progress bar are several input fields: "Title" with a placeholder "eg. A descriptive title", "URL" with a placeholder "https://www.gov.ph/data/dataset/dataset" and an "Edit" button, "Description" with a rich text editor toolbar and a placeholder "eg. Some useful notes about the data", "Text format" set to "Markdown HTML" with a "More information about text formats" link, "Tags" with a placeholder "eg. economy, mental health, government", and "Groups" with a placeholder "Choose some options". Red arrows point to the Title, Description, Tags, and Groups fields. A "Next: Add data" button is circled in red at the bottom of the form. The bottom screenshot is titled "Create Resource" and has a progress bar with three steps: "1 Edit dataset", "2 Add data" (highlighted in green), and "3 Additional data". Below the progress bar are three tabs: "Upload", "API or Website URL", and "Remote file". The "Upload" tab is active, showing a file upload area with the text "Drop a file here or click Browse below" and a "Browse" button.

Enter information and data into your dataset to create it

Creating a new Dataset

Adding information and resources to the Dataset

7. Alternatively, click [Next: Additional Info](#) to add metadata to your Dataset before saving it.
8. Fill in the fields with the necessary information, such as the author, timeframe, contact information, and others.
9. Add geographical coverage information by either typing a location's name, drawing polygons on a map, providing GeoJSON data, or providing longitude/latitude points.

Next: Additional Info Save Save and add another

1 Edit dataset 2 Add dataset 3 Additional data

Dataset Information

These fields are compatible with [DCAT](#), an RDF vocabulary designed to facilitate interoperability between data catalogs published on the Web. These fields are also compatible with the [Common Core metadata schema](#) from [Project Open Data](#).

Author

Spatial / Geographical Coverage Area

Spatial coverage of the dataset. Will be rendered as GeoJSON. See [DCAT spatial/geographical coverage](#) for more info.

Map GeoJSON Points

Click first point to close this shape

Finish Delete last point Cancel

Spatial / Geographical Coverage Location

Map GeoJSON Points

Enter GeoJSON:

```
{ "type": "FeatureCollection", "features": [] }
```

Points

latitude, longitude; latitude, longitude; ...

Add Points

Add metadata to your dataset


Creating a new Dataset

Adding information and resources to the Dataset

10. Add other existing resources to the Dataset by scrolling down to **Resources**, typing the resource's name, then choosing it from the dropdown.
11. Add related content to the Dataset providing a title and its URL. This related content will be seen in the page of a published Dataset.
12. Scroll down, then click **Save**.

The screenshot displays two main sections of the dataset creation interface. The top section, titled 'Resources', contains a search bar with the text 'asd (283)' and a dropdown menu. A red arrow points to the dropdown with the text 'Type an existing resource's name and choose it from the dropdown to add it to the dataset'. Below this is a blue button labeled 'Add another item'. The bottom section, titled 'Related Content', has a 'Show row weights' link on the right. It contains two input fields labeled 'Title' and 'URL'. A red arrow points to the 'Title' field with the text 'Add related content by providing a title and its URL'. Below these fields is a note: 'The link title is limited to 125 characters maximum.' and a sub-note: 'An internal link or link to an outside resource that provides additional context to the dataset.' At the bottom of this section is another blue button labeled 'Add another item'. Below the 'Related Content' section is a separate box for 'Authoring information'. It includes 'By riant' and 'Published by riant' (with a note 'Your username:'). At the bottom of this box are three buttons: 'Save' (circled in red), 'View changes', and 'Delete'.

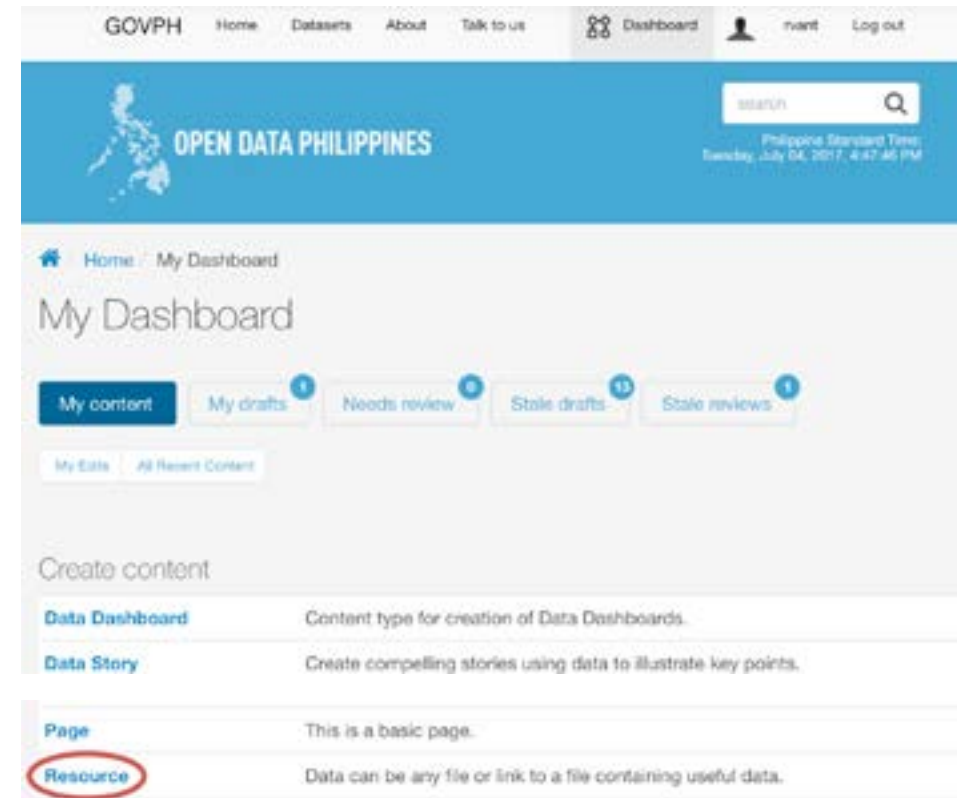
Add existing resources or related content to your dataset

 **URL** stands for “Uniform Resource Locator” and acts as the address for web resources.

Creating a new Resource

Navigating the Dashboard

1. Click [Dashboard](#) from the menu.
2. Scroll down, then click [Resource](#).

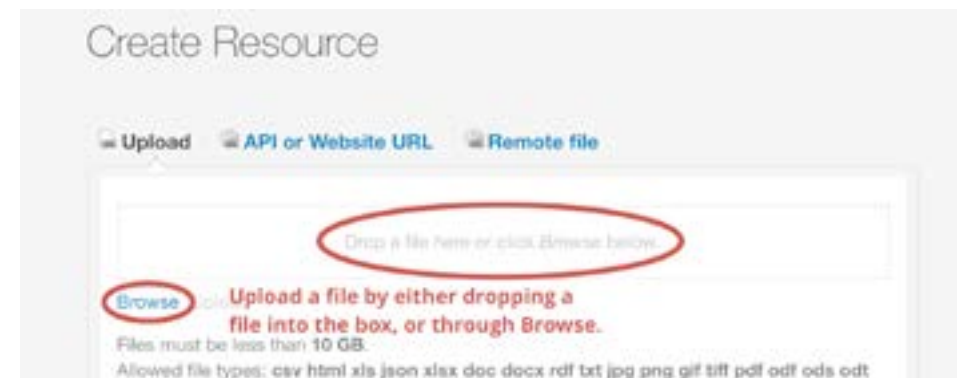


Create a resource through the Dashboard page


Creating a new Resource

Uploading a file

3. In [Create Resource](#), you can upload an existing file, link a file hosted on a different site, or link a public API.
4. You can upload a file that is on your computer by dragging and dropping a file into the box, or by clicking on [Browse](#) to choose the file.



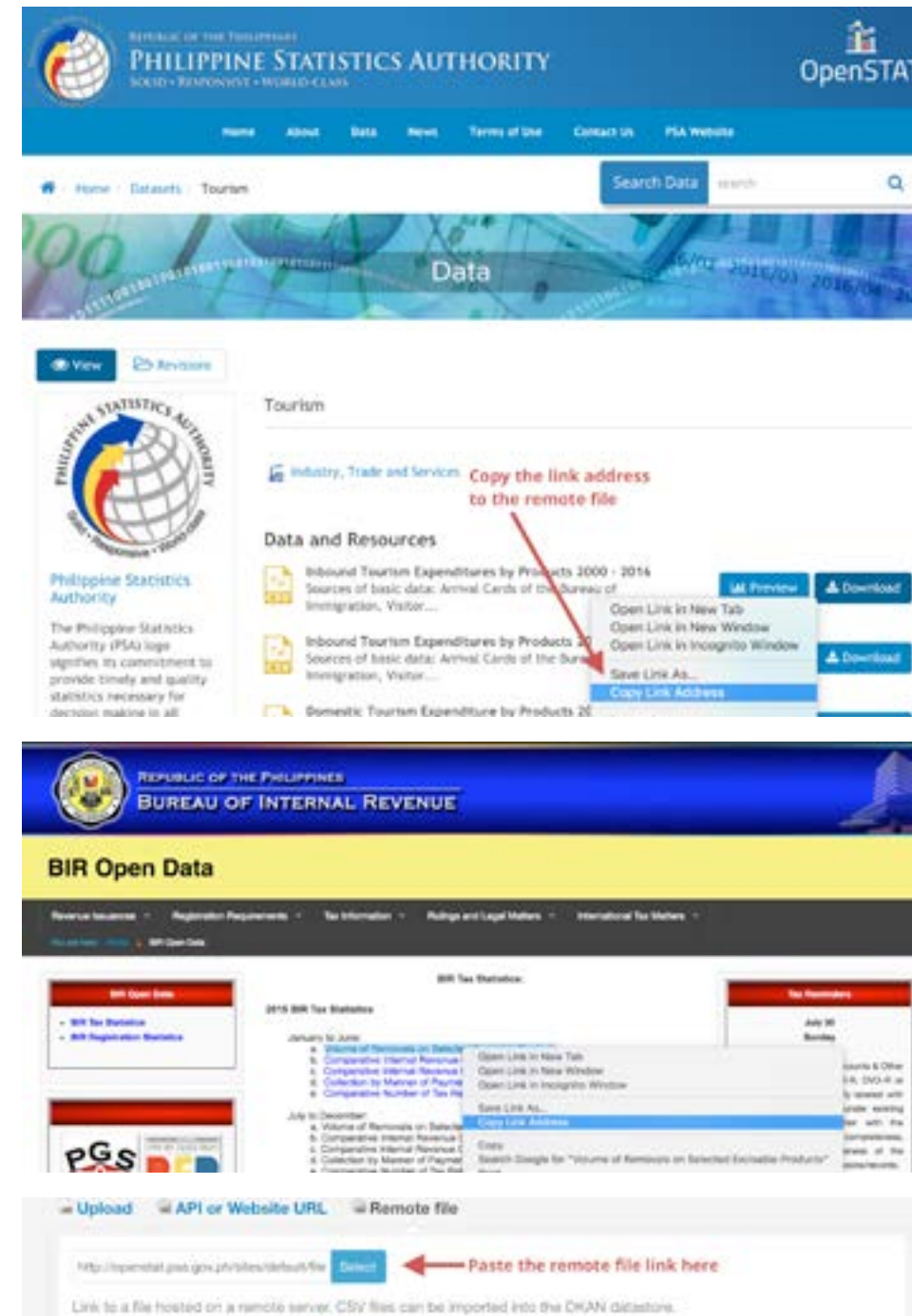
Upload a resource here

 **Uploading** means transferring a file from your computer to the site directly
A **remote file** is one that is uploaded in a different site.
An **Application Programming Interface (API)** is set of data, but not necessarily a file.

Creating a new Resource

Linking a remote file

- To link a file already hosted on any other site, visit the website and copy the link address. The link should end in a file format (e.g. csv, xls). On the side are examples of remote files from PSA and BIR.
- Go back to the Open Data PH Portal, in **Create Resource**, click the **Remote file** tab, then paste the link to the field provided.



Link existing resources hosted from a different site

Creating a new Resource

Linking an API

7. To link a public API as a source, visit the website and go the page of the API.
8. For example, the PSA site has an API. In the dataset page, click [Go to resource](#), choose all the fields to go to included, then click [Continue](#). Copy the URL of the API.
9. Go back to the Open Data PH Portal, in [Create Resource](#), click the [API or Website URL](#) tab, then paste the link to the field provided.

The image shows two screenshots from the Philippine Statistics Authority website. The top screenshot displays the 'Macroeconomic Accounts for Agriculture' page, with a 'Go to resource' button circled in red. The bottom screenshot shows the 'CountrySTAT Philippines' interface for 'Rice and Corn: Supply Utilization Accounts'. It features three columns: 'Commodity', 'Year', and 'Item'. Red arrows point to the 'Continue' button and the 'API or Website URL' tab in the 'Create Resource' form, with a red arrow pointing to the URL field containing 'http://countrystat.psa.gov.ph/selection.asp'.

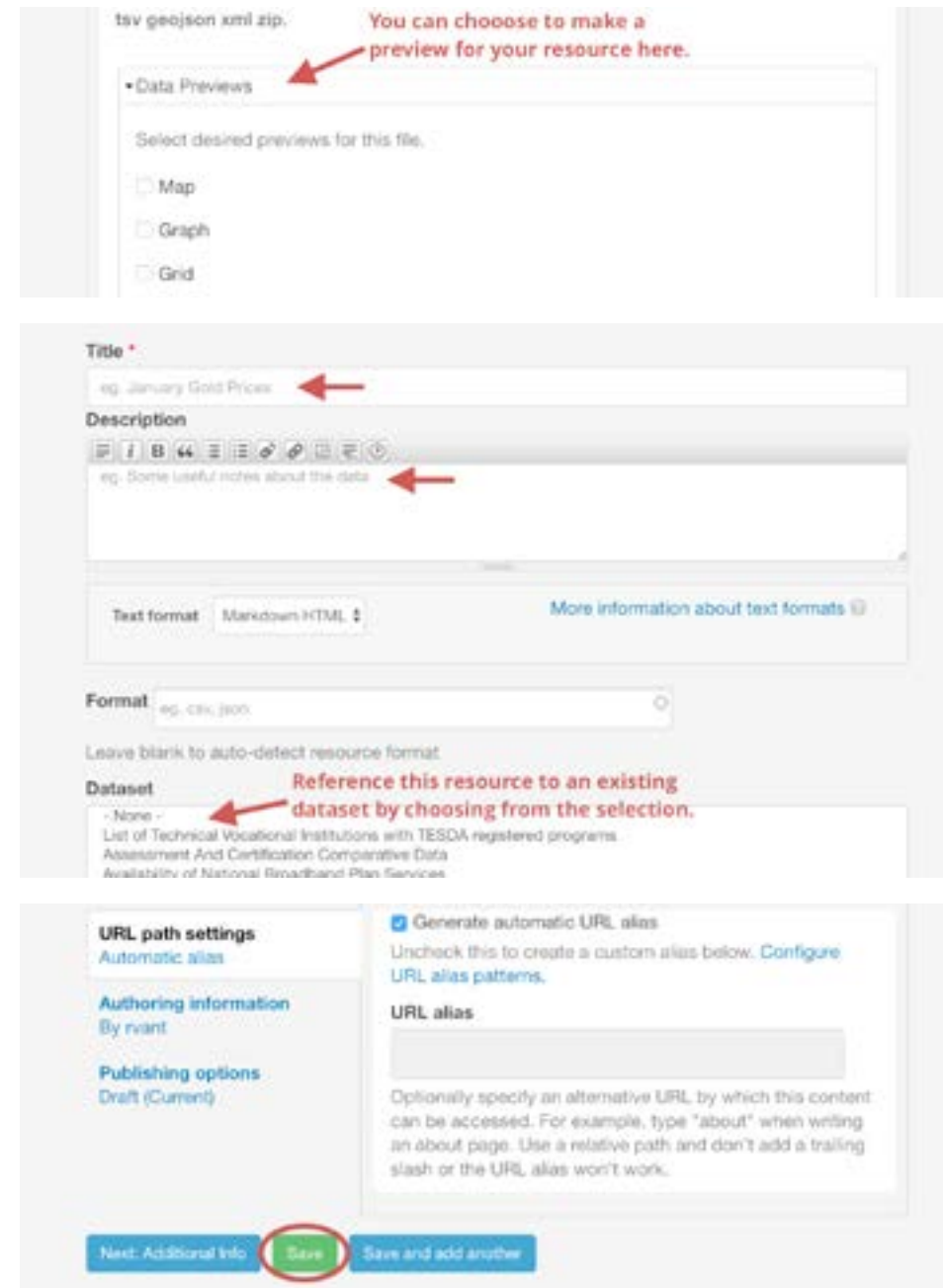
Provide an public API as a source

Creating a new Resource

Saving the Resource

10. If you wish to create a [Preview](#) for your data, choose a preview type from the selection.
11. Fill in the fields with the necessary information.
12. From the [Dataset](#) selection, choose an existing dataset to associate this new Resource to it.
13. Scroll down, then click [Save](#).

 A new Resource can still be created without associating it to an existing Dataset.



The screenshot shows a multi-step form for creating a new resource. The top section, titled "Data Previews", allows users to select a preview type (Map, Graph, Grid) for their file. Below this, the "Title" and "Description" fields are visible, with a text format dropdown set to "Markdown HTML". The "Dataset" section features a dropdown menu with several options, including "List of Technical Vocational Institutions with TESDA registered programs". The bottom section, "URL path settings", includes a checkbox for "Generate automatic URL alias" and a text input field for a custom "URL alias". At the bottom of the form, there are three buttons: "Need Additional Info", "Save" (highlighted with a red circle), and "Save and add another".

Reference this new resource to an existing dataset


Dashboard

- Portal users
- States and Workflow
- Content Workflow
- Content Revision

Portal Users

Workflow Contributor – an officer from the agency tasked with submitting resources and datasets. Contributor can create and edit content from their agency.

Workflow Supervisor – an officer from DICT tasked to assess submitted datasets for publishing. Supervisor can approve or reject submissions from all participating agencies.

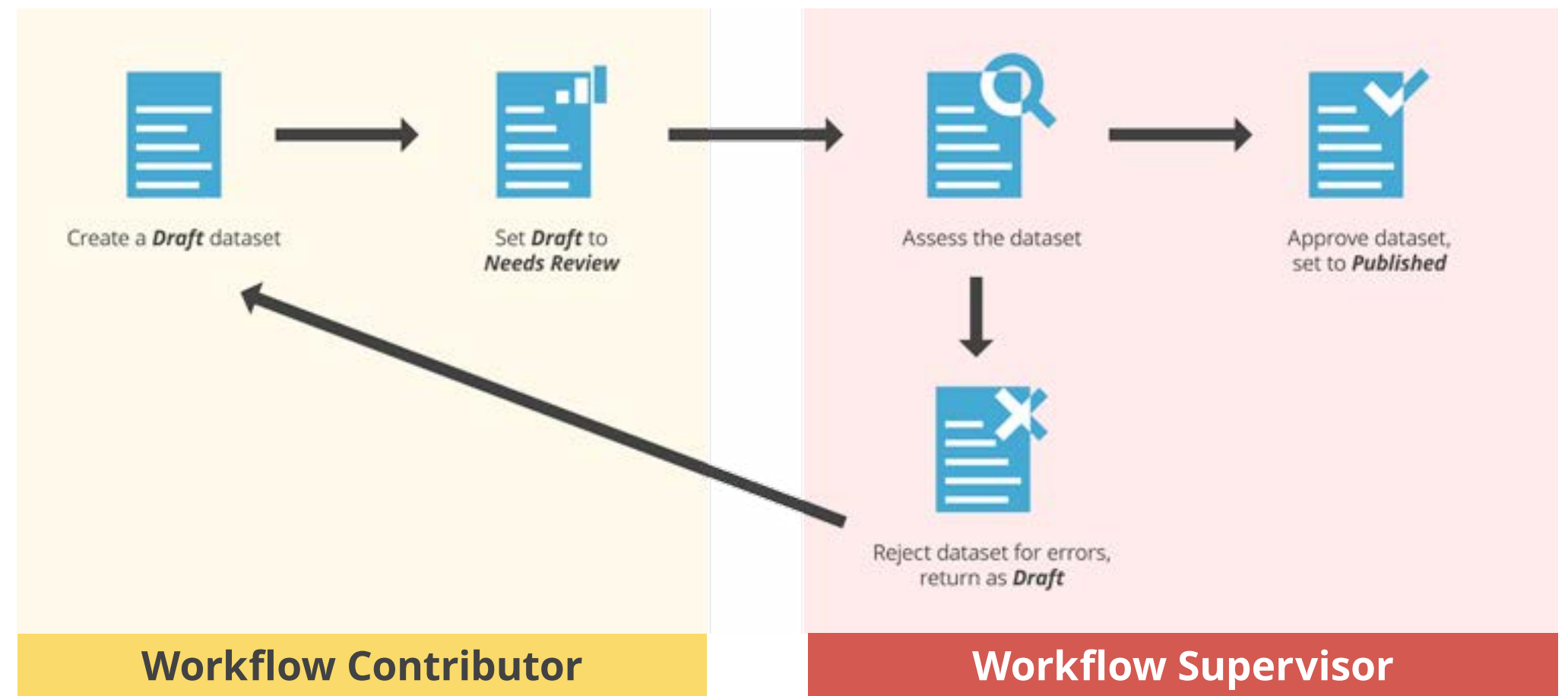
 The **Workflow** details the steps creating datasets and publishing them online for public release.

States and Workflow

Draft – a dataset recently made by a Moderator, viewable only by the Moderators within the same agency.

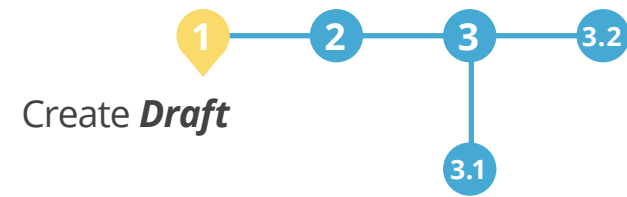
Needs Review – a dataset submitted to a Supervisor for assessment, which is viewable only by Moderators from the agency and Supervisors.

Published – a dataset approved by a Supervisor, which is viewable by everyone.



Follow this workflow to publish datasets into the portal

Content Workflow



1. Log in to the portal as a **Workflow Contributor**
2. Follow the steps stated in **Create a new Dataset** or **Create a new Resource**.
3. Once you are done, you can view your newly created dataset as a **Draft**.

 **Drafts** can only be seen by Workflow Contributor from the same agency and Administrators. It cannot be seen by the public yet.

User account

Log in Request new password

Username *
test_moderator

Enter your Open Data Philippines username.

Password *

Enter the password that accompanies your username.

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Math question * 3 + 0 =
3

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

Log in

OPEN DATA PHILIPPINES

Home / Datasets / Test_Dataset / sample_resource

Groups were updated on 7 resource(s)
Resource sample_resource has been created.

View draft Back to dataset Edit draft Moderate Download

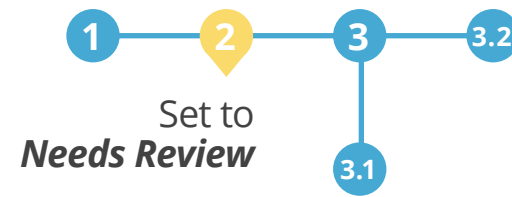
sample_resource

This is a sample resource

data.csv

Create a dataset draft as a workflow contributor

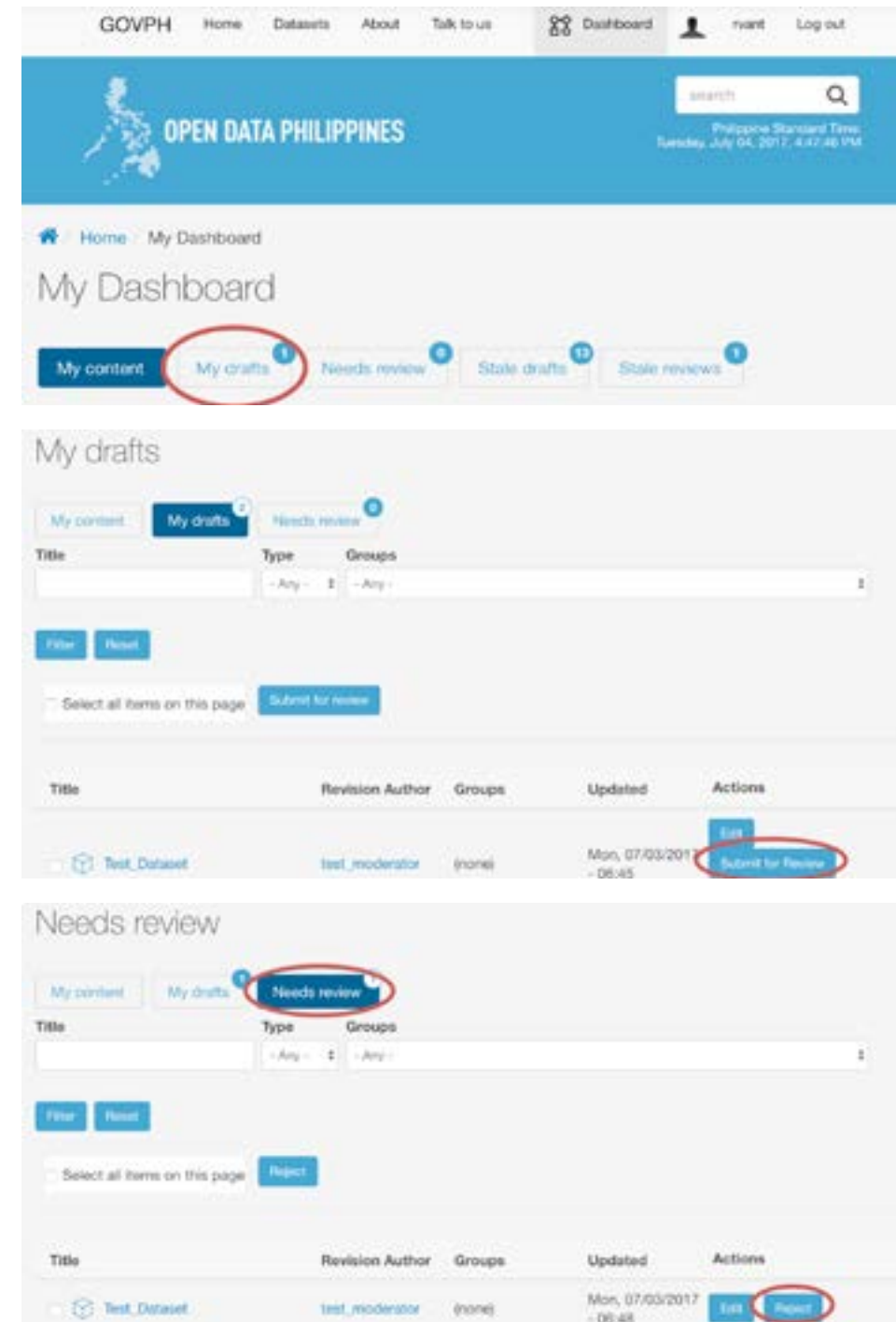
Content Workflow



1. Click [Dashboard](#) from the menu.
2. Click [My Drafts](#).
3. Scroll down and find the dataset you created.

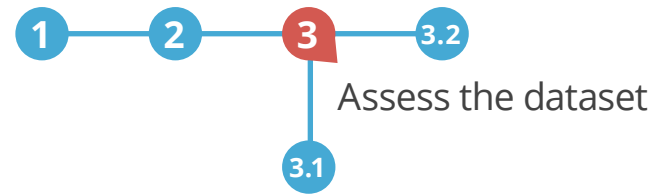
Under [Actions](#), click [Submit Review](#). The state of the dataset will now change from **Draft** to **Needs Review**.
5. To revert the state of a dataset back to **Draft**, click [Needs review](#). Find your dataset, then click [Reject](#).

 Change any Draft to **Needs Review** if it is ready to be assessed by Workflow Supervisors for publishing.

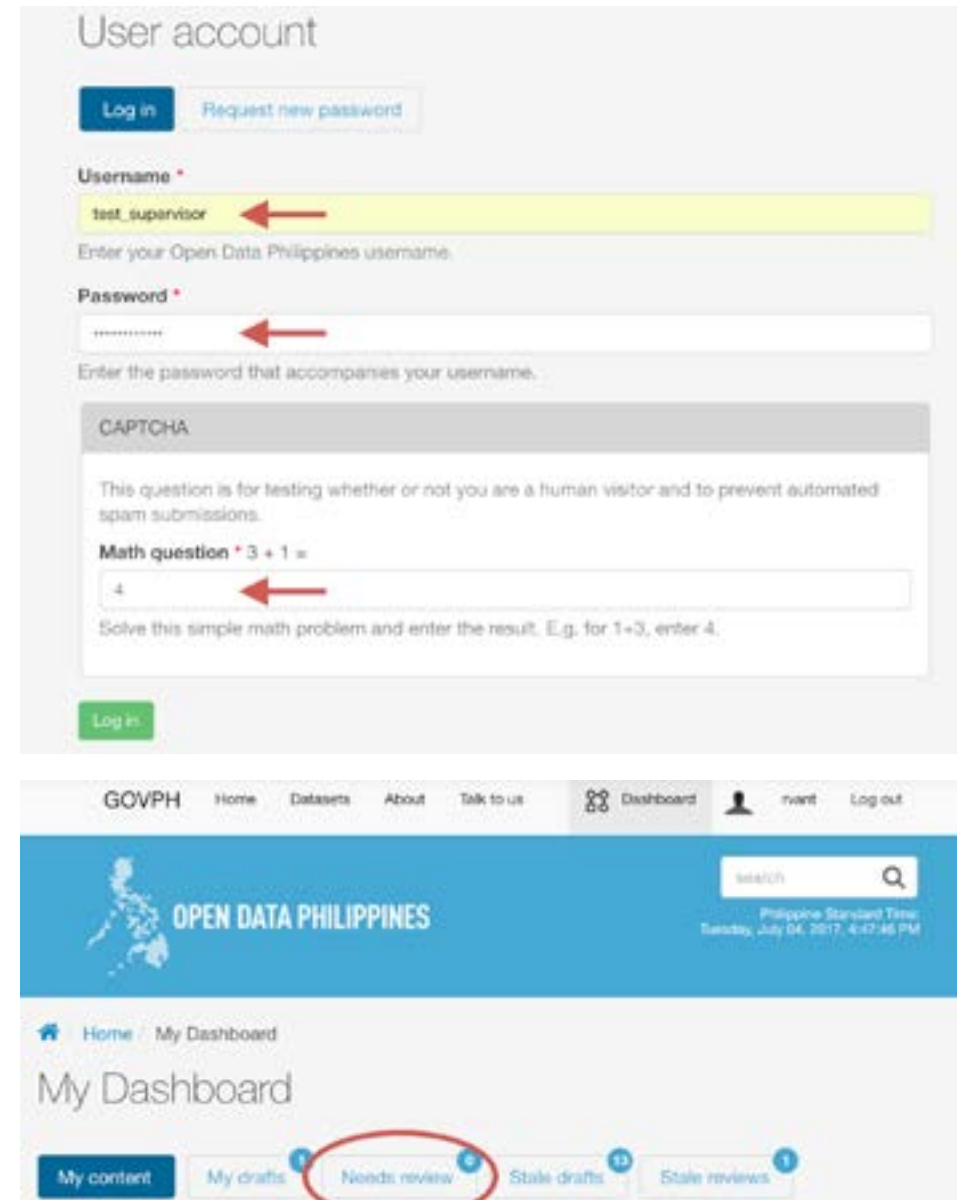


Submit your draft for review

Content Workflow

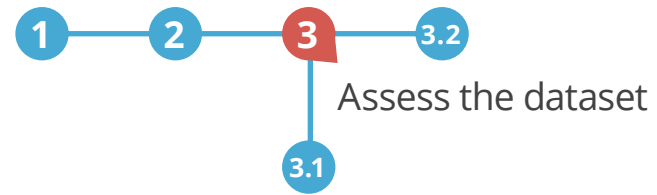


1. Log in to the portal as a [Workflow Supervisor](#).
2. Click [Dashboard](#) from the menu.
3. Click [Needs Review](#).




Evaluate submitted datasets as a workflow supervisor

Content Workflow



4. Scroll down and find the dataset you want to assess, then click on it.
5. View the dataset to assess if it is ready for publication.

 The public will not be able view datasets with red backgrounds as they are still unpublished.

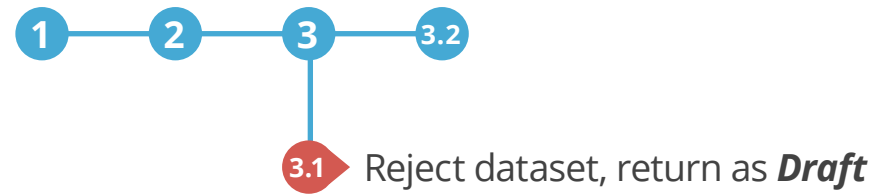
The top screenshot shows the 'Needs review' dashboard with a table of datasets. The 'Test_Dataset' entry is circled in red. The bottom screenshot shows the 'Test_Dataset' detail page with a red background, indicating it is unpublished. The page includes sections for 'Data and Resources' and 'Dataset info'.

Title	Revision Author	Groups	Updated	Actions
Test_Dataset	test_moderator	(none)	Mon, 07/03/2017 - 09:48	Edit, Publish, Reject

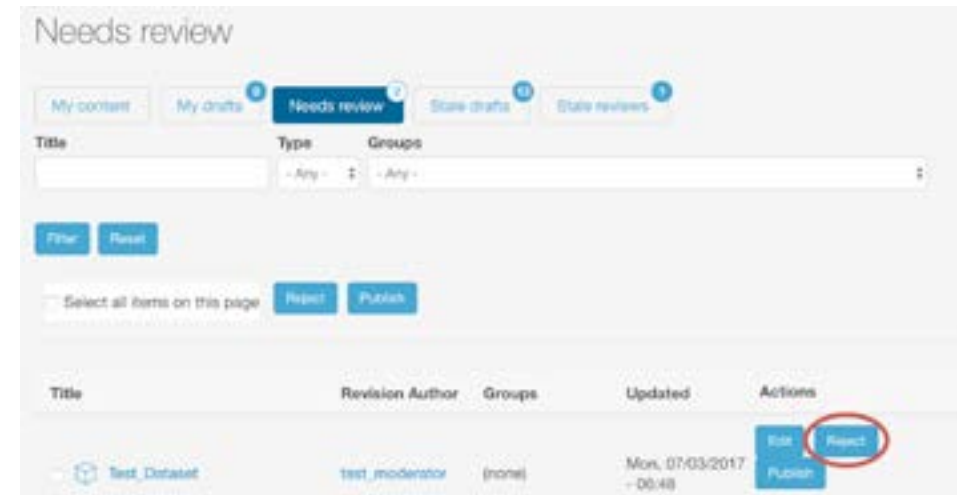
Field	Value
Modified Date	2017-07-03
Release Date	2017-07-03
Identifier	7c852e61-8060-4740-a576-9a32e4276c6

View submitted datasets and assess their contents

Content Workflow

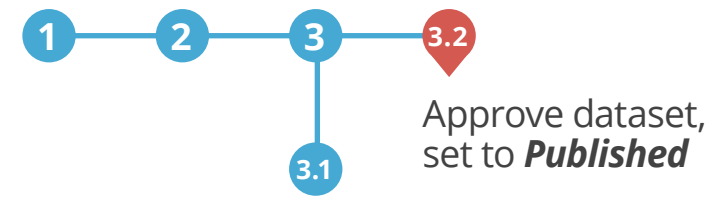


1. Under **Needs Review**, scroll down and find the dataset you want to reject.
2. Click **Reject**. The status of the dataset will now revert back to a **Draft**. The workflow contributor who submitted the dataset will now see that this dataset was rejected.

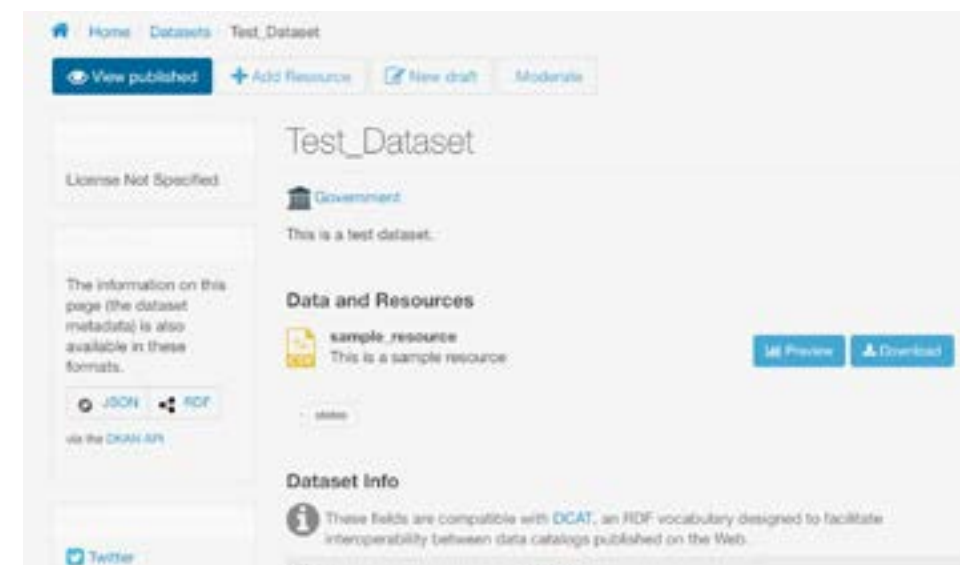
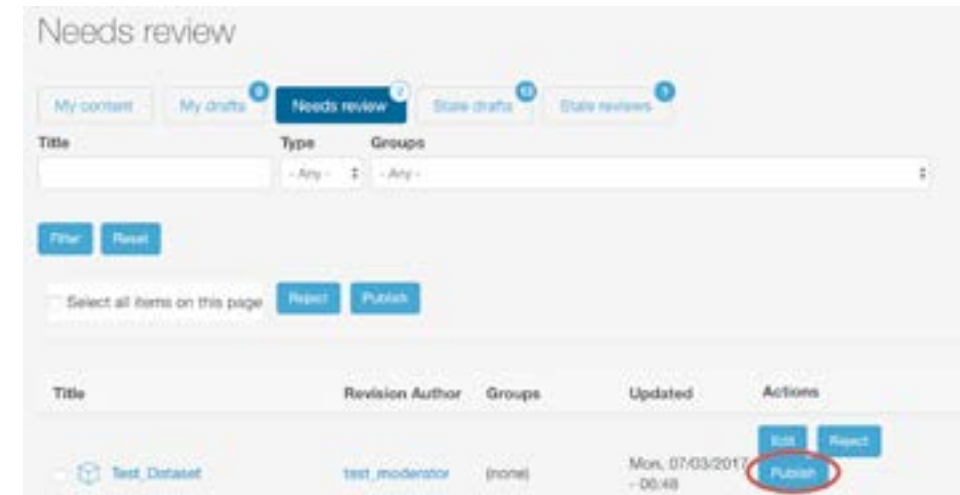


Turn a dataset that needs edits back into a draft if there are problems with it


Content Workflow



1. Under **Needs Review**, scroll down and find the dataset you want to approve.
2. Click **Publish**. The status of the dataset will now become ***Published***. It will now be viewable by the public.



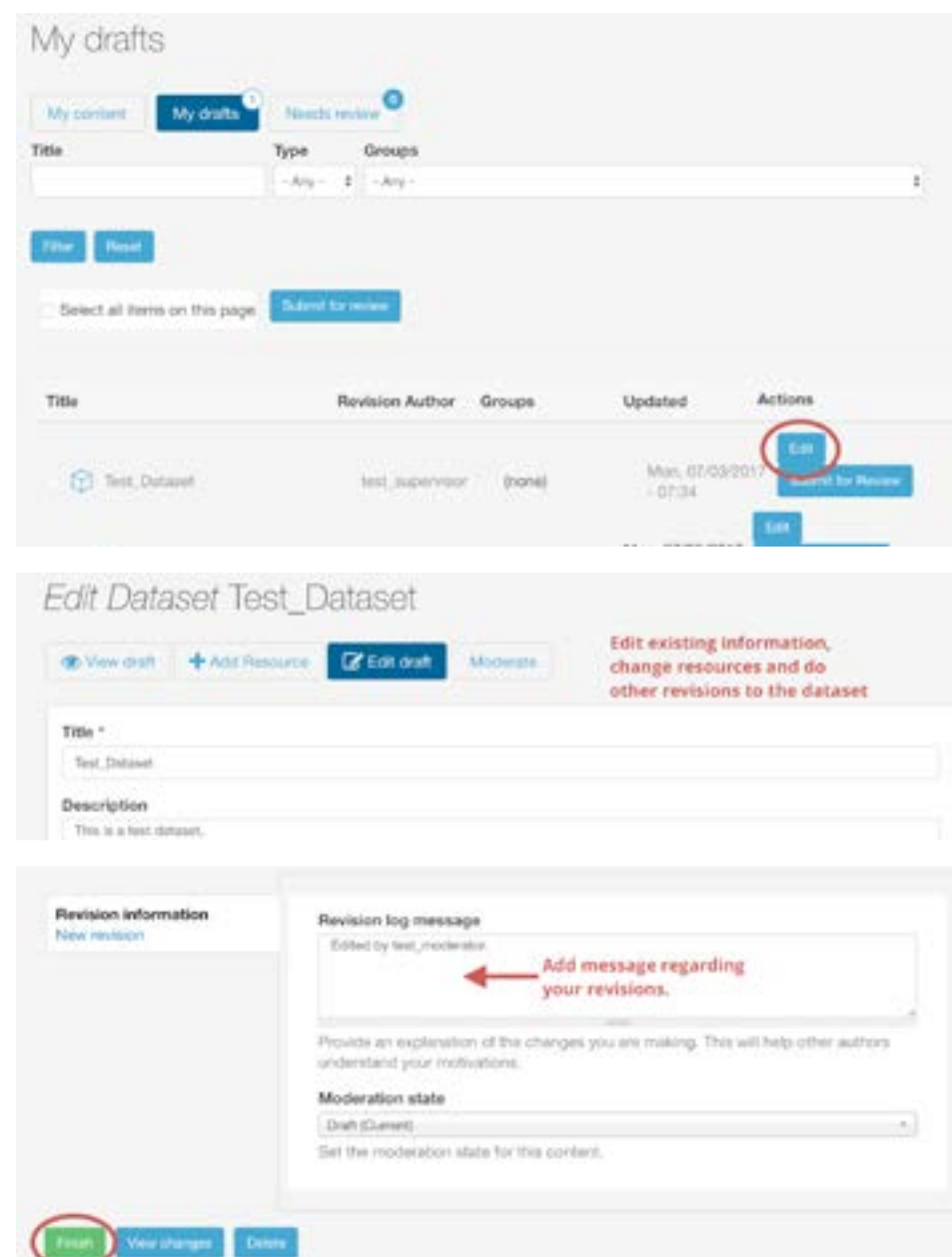
Approve a dataset to publish it for public viewing

 Published datasets do not have the red background of unpublished datasets.

Content Revision

1. Navigate to the [Dashboard](#) and click [My drafts](#).
2. Find the dataset to revise and click [Edit](#).
3. In [Edit Dataset](#), implement all changes you wish to do to the existing dataset.
4. Scroll down to the very bottom, and enter a message log about the revisions you made.
5. Once you are done, click [Finish](#).

 DKAN tracks all revisions made by all users.



The screenshot illustrates the content revision process in DKAN. It is divided into three main sections:

- My drafts:** A table listing datasets. The 'Test_Dataset' entry is highlighted, and its 'Edit' button is circled in red.
- Edit Dataset Test_Dataset:** A form for editing the dataset. It includes fields for 'Title' (Test_Dataset), 'Description' (This is a test dataset), and 'Moderation state' (Draft (Current)).
- Revision information:** A section for adding a revision log message. A red arrow points to the 'Revision log message' field with the text 'Add message regarding your revisions.' Below this is a 'Moderation state' dropdown menu.

At the bottom of the 'Revision information' section, the 'Finish' button is circled in red.

Make revisions to existing datasets to edit them

Content Revision

Monitoring the revision history

6. Click [Moderate](#) to view the revision history of the dataset.
7. You will see all the content or status changes applied to the dataset. You will also see which User applied the changes and the date and time they were applied.

The screenshot shows the Open Data Philippines interface for a dataset named 'Edited_Test_Dataset'. At the top, there are buttons for 'View draft', '+ Add Resource', 'Edit draft', and 'Moderate'. The 'Moderate' button is circled in red. Below the dataset title, there is a 'License Not Specified' section and a 'Data and Resources' section with a 'sample_resource' and 'Preview' and 'Download' buttons. The main part of the screenshot is the 'History of Edited_Test_Dataset' table, which shows a list of revisions with columns for Revision, Title, Date, Revision actions, and Moderation actions.

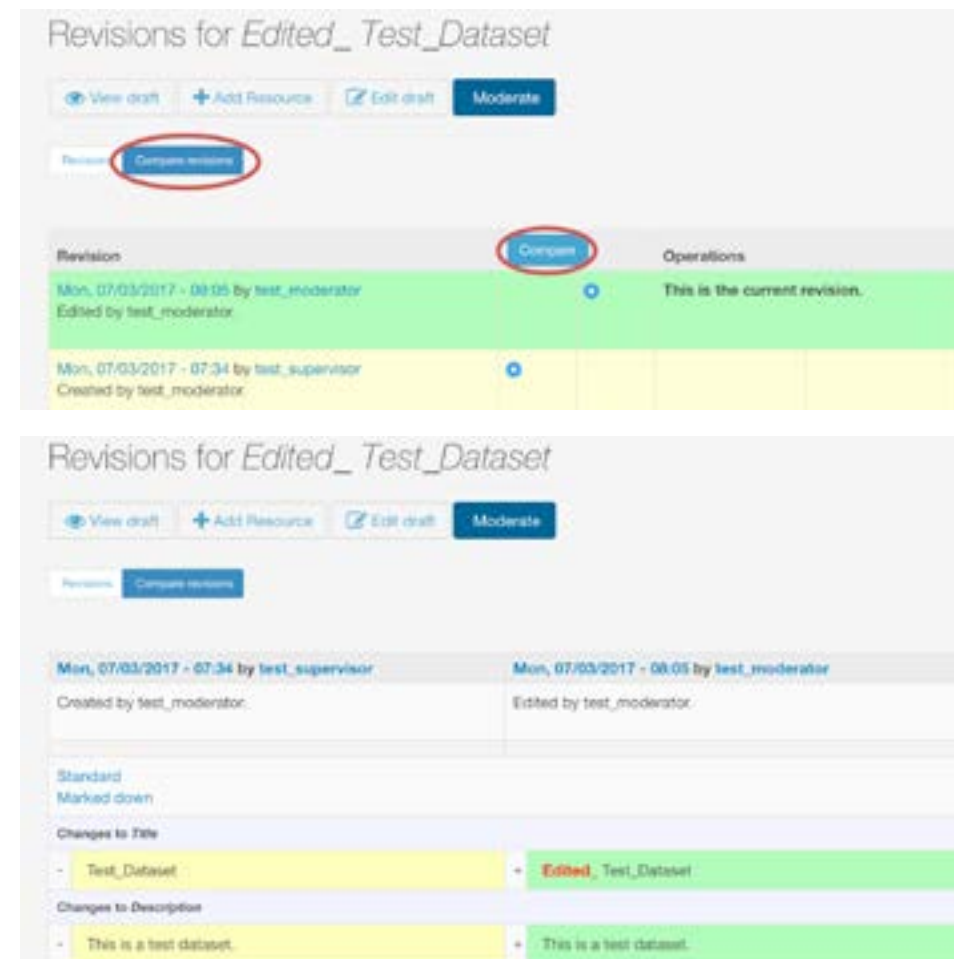
Revision	Title	Date	Revision actions	Moderation actions
1975	Edited_Test_Dataset Edited by test_moderator Revised by test_moderator	07/03/2017 - 08:05	View Edit draft	This is the current revision. The current state is Draft. Set moderation state: Needs Review Apply • From Draft -> Draft on 07/03/2017 - 08:05 by test_moderator
1963	Test_Dataset Created by test_moderator Revised by test_supervisor	07/03/2017 - 07:34	View	• From Needs Review -> Draft on 07/03/2017 - 07:34 by test_supervisor • From Published -> Needs Review on 07/03/2017 - 07:34 by test_supervisor • From Needs Review -> Published on 07/03/2017 - 07:31 by test_supervisor • From Draft -> Needs Review on 07/03/2017 - 06:48 by test_moderator • From Needs Review -> Draft on 07/03/2017 - 06:45 by

View the revision history of a dataset

Content Revision

Comparing revisions

8. To see the comparison of changes applied to a dataset, click [Compare revisions](#), then [Compare](#).
9. The page will display what changes were applied to which parts of the dataset.



Compare revisions applied to a dataset

