Administrator Guide

PREFACE

The African Development Bank (AfDB) and the International Monetary Fund (IMF) have collaborated to provide an Open Data Platform (ODP) for African countries and regional organizations. This modern data publishing platform allows National Statistical Offices, Central Banks, Ministries of Finance, and other official agencies to open their data to a range of users. The OpenData Platform for Africa has been made available to African Countries under the statistical capacity building program of the African Development Bank (AfDB).

INTRODUCTION

The role of the ODP site manager (administrator) is to manage the ODP site and to carry out the dissemination calendar as agreed between the coordinator, focal point and IMF staff.

AS AN ADMINISTRATOR TO OPEN DATA PLATFORM (ODP) YOU ARE RESPONSIBLE TO:

- Manage ODP, user access and access rights (for visitors and contributors).

- Implement the data sharing and dissemination policy established by the Focal Point of your agency.

- Assist ODP's users or referring them to other sources of help (AfDB, IMF, etc.).

This document will guide you through the Open Data Platform and describes the step-by-step process to use the different functions that you, as an Administrator can perform.

> **HELP**: To help you easily navigate through the ODP site, additional and more detailed help documents with screenshots are available at http://e-gddshelp.imf.org/ .

MANAGING ODP

Home	Data Catalog	Gallery	Admin		Create Dashboard	Upload data	K John	Logout

You can manage your agency's ODP and perform the site administrative tasks using the ODP **Admin** module.

TO ACCESS THE ADMIN MODULE:

- Login to the ODP website.
- On the main menu, click on Admin tab.
- Admin page will be loaded. This page has different options that can be used to manage your agency's ODP, datasets, users and security.

OPTIONS AVAILABLE IN ADMIN PAGE:

This section describes some of the options available for you to manage your agency's ODP portal.

GENERAL SETUP

Go to *General* tab in the Admin page to manage the general setup for your ODP portal. Some of the options available are:

Option	Description
Title	Enables you to set the title for the ODP portal.
Default permissions None ▼	Enables you to set the default access level for the ODP users. The available options are: **None:** All the new users who sign-up needs to be Approved or Rejected by you (ODP Manager) to get Visitor access to the ODP page. **Visitor role:** All the new users automatically get the Visitor access without your approval. **Contributor role:** All the new users automatically get the Contributor access without your approval.
Home dashboard kbciohg	Enables you to set the default dashboard for the home page of the ODP portal. You need to specify the **code** of the dashboard.

> **Hint:** For security purposes, we recommend you maintaining the default permissions as 'None'.

MANAGING THE DATASETS

Go to *Datasets* tab in the Admin page to:
- See all created datasets.
- Review and Delete datasets.
- Send weekly dataset status report to selected users using Notifications option.

MANAGING THE SECURITY

ODP site security can be managed using the *Security* tab. Some of the options available are:

Option	Description
This community is public	Enables you to make ODP portal as Public. This means, anyone can visit ODP, without a registration. By default, this option is not selected.
Do not allow users to create public content	Enables you to restrict users from creating public dashboards or datasets. By default this option is unchecked.

Note: Security access can also be set by dataset and through dashboards. E.g. Unless explicitly shared, private datasets cannot be accessed by anyone even though your ODP portal is public. For more help, please refer to Contributor Guide.

MANAGING THE USERS

Go to *Users* tab under the admin page to:
- Invite new users by email to sign up to you ODP portal.
- Accept and Reject new user sign-up requests.
- Manage access rights for all the users.

The *Users* page looks like the screenshot shown below.

TO INVITE NEW USERS TO SIGN UP VIA EMAIL:

1. Click on **e-mail** link in the Invite people via e-mail option.
2. **Add Members** page opens.

3. Type the email addresses separated by a comma.
4. In **Add to group**, select the access level that you want to give to the users. The options are *Visitors, Contributors*, and *Managers*.
5. Select **Notify people** if you want to notify people.
6. Click **Add**.
7. The notifications will be sent to the members' e-mail. Once the members proceed and complete the **sign-up** process, you will receive an e-mail with the user(s) details.

8. If the site **Default Permission** of your portal is set to **None** under **Admin → General,** then you will need to approve or reject the sign-up request.

TO APPROVE OR REJECT USER'S SIGN-UP REQUEST:

1. Click on **Admin → Users**.
2. You can see the list of pending sign-up requests waiting for your approval.
3. You can approve or reject the user by selecting **Approve** or **Reject**.

Invite people via e-mail			
Name	**Email**	**Registered**	**Action**
ijalab analyst		11/8/2012 11:17:22 AM	Approve Reject

4. After you approve or reject any user, the user will get a notification regarding the status of the account.
5. If you approve any user, you can view the user details in **Admin → Users**. You can now change the user role, if needed.

TO MANAGE USER ACCESS RIGHTS:

1. Search for the user you want to change the access rights.
2. Select the user's checkbox.
3. Select the role using the drop down at the bottom of the page.

Users displayed: 7 (total: 7)

```
Move to Managers      ▼     Apply
Move to Managers
Move to Contributors
Move to Visitors
Remove
```

4. Click **Apply**.

CUSTOMIZING THE APPEARANCE

You can customize your ODP portal appearance under *Appearance* tab. Some of the options available are:

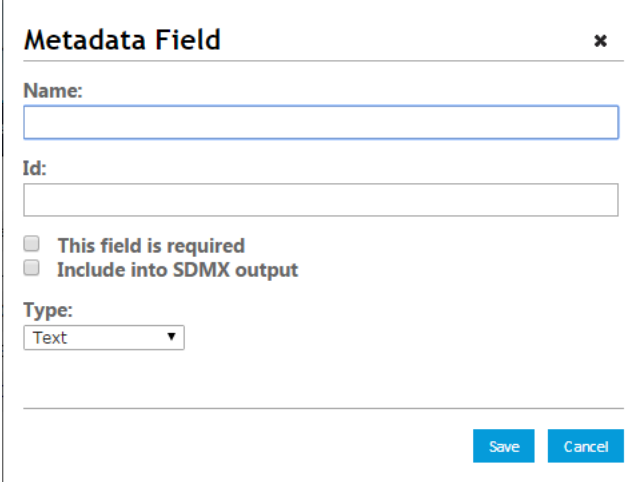| Option	Description
Upload Custom Themes/Logos	Enables you to upload a customized theme for the ODP portal. The image file size should be 940x80 pixels.
Download	Enables you to download the uploaded custom theme, which can be used later, if needed.

ADDING CUSTOMIZED METADATA FIELDS

Under **Custom Metadata**, you can add or update the custom metadata fields that can be used while creating the new datasets.

TO ADD NEW CUSTOM METADATA FIELDS:

1. Click on **Custom Metadata** tab under the Admin page.
2. Custom Metadata page opens.
3. Click on **Add** button.
4. **Metadata Field** page opens.
5. Enter the required information and click **Save.**

Metadata Field   ✖

Name:

Id:

☐ **This field is required**
☐ **Include into SDMX output**

Type:

Text ▾

Save   Cancel