



## ***Contributor 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

An ODP Dataset Contributor is assigned to each of the 15 e-GDDS categories and to each of any other datasets disseminated to the IMF.

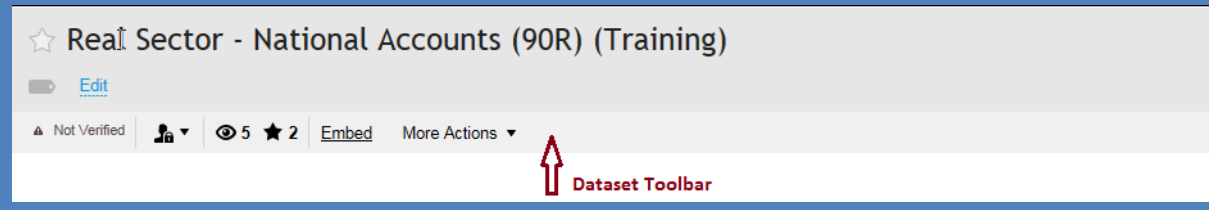
### AS A CONTRIBUTOR TO OPEN DATA PLATFORM (ODP) YOU ARE RESPONSIBLE TO:

- Serve as IMF's first point of contact for data issues and updates.
- Create, update and delete datasets.
- Create and disseminate using dashboards.
- Share datasets with other users in the community.
- Manage user access and access rights at the dataset level.
- Ensure the data for your respective categories are disseminated on the agreed schedule.

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 a Contributor 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/>.

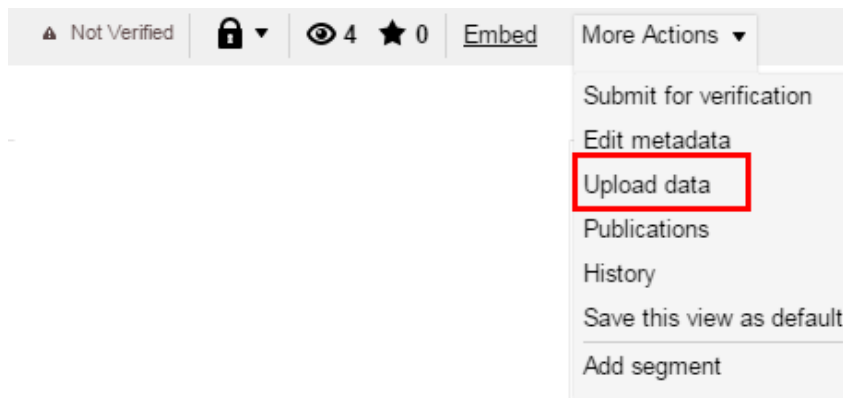
## UPLOADING THE DATA TO EXISTING DATASET



To upload new data related to the existing dataset every reporting period or to edit the dataset metadata, first open your dataset either from “My Datasets” under data catalog or using the link in the upload status email.

**Upload data** option in the dataset toolbar can be used to update the data in the existing dataset.

1. Click on **More Actions** and select **Upload Data** from the dataset toolbar.



2. Click **Select file for Upload** and select the data file (see below note on instructions to prepare the data file) to be uploaded.
3. ODP verifies the file format and displays a status message to indicate whether the file is in correct format or not.
4. Click **Submit**.
5. Upload Status window will load showing the status of the file submission.
6. Once the file is submitted, user will get an Upload summary report and also Upload Status email with the link to the newly created dataset.

**NOTE:** To Prepare data file for submission:

Download the existing data into XLSX format from ODP using **Download Data** option in the dataset page.

Delete the Download URL in the file.

Update the downloaded data file. You can:

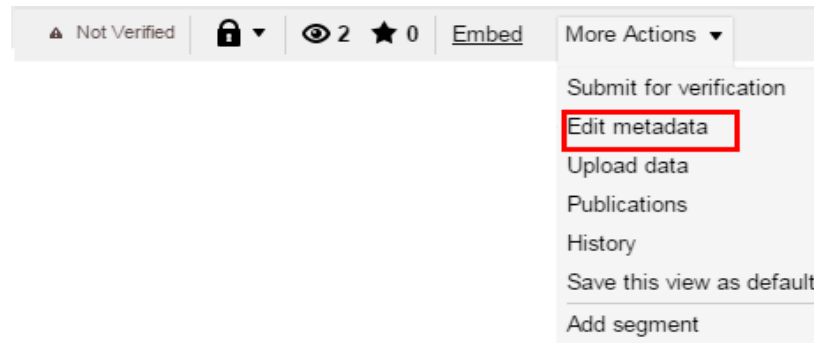
- Update/delete the existing data value by changing the respective cell.
- Add data for new time period by adding the additional columns.
- Add new indicator or base period by adding the additional rows.

If you want to add a new indicator, you need to get relevant SDMX code from IMF before uploading to ODP.

## EDIT THE DATASET METADATA:

**Edit Metadata** option can be used to edit the dataset metadata after the new data is uploaded.

1. Click on **More Actions** and select **Edit Metadata** option from the dataset toolbar.



2. Enter information in the metadata fields that needs to be updated. See [create new dataset section](#) for reference.

**NOTE:** Select the checkbox 'Allow full dataset download', if you want to allow users to download complete dataset (including the indicators with no data).

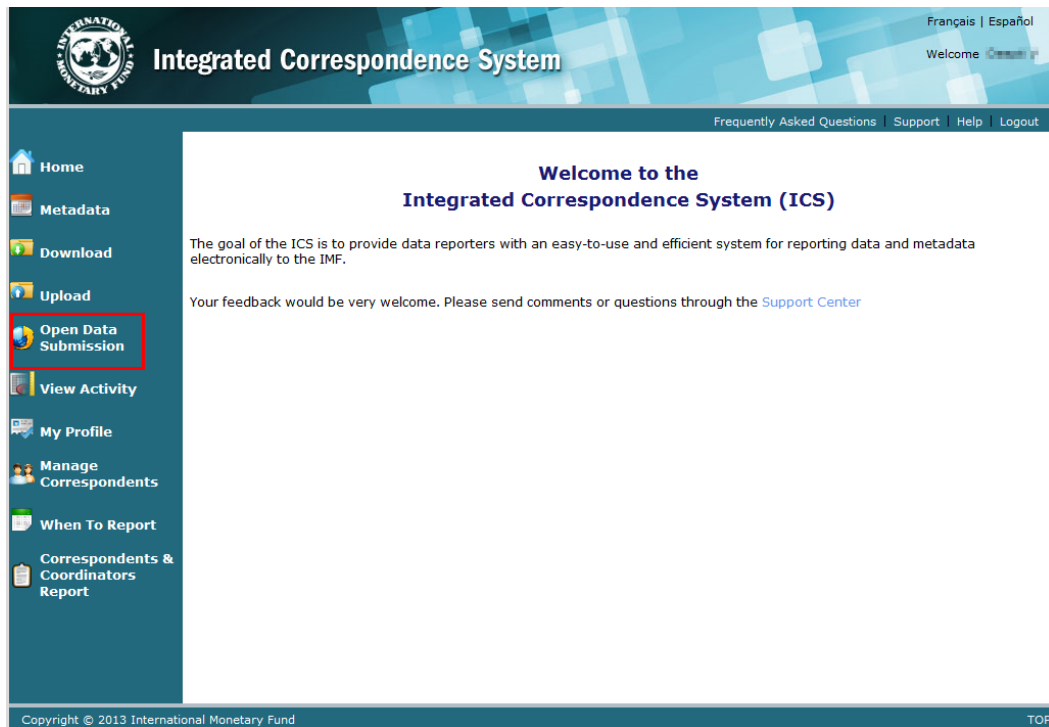
3. Click **Save** to save all the changes and return back to dataset page.
4. Click on **Delete** to delete the dataset.

**NOTE:** It is recommended not to delete the datasets unless approved by your agency Administrator.

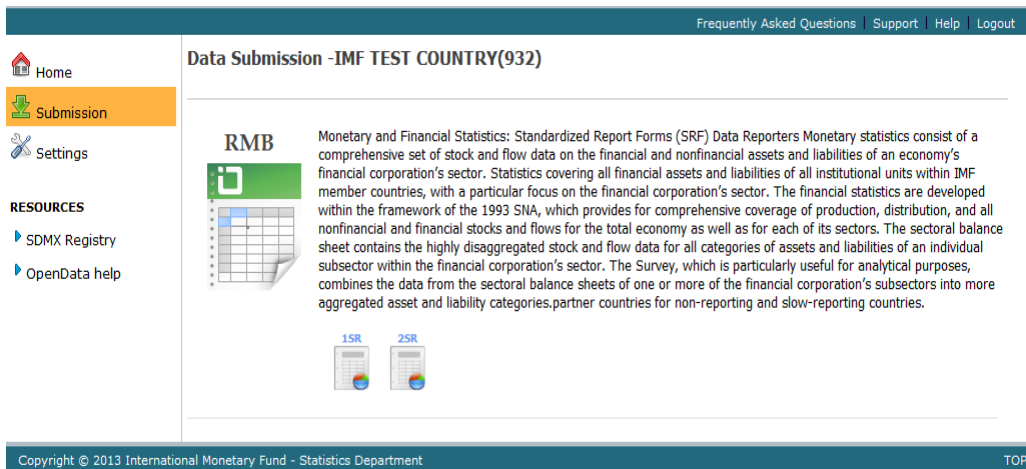
## SUBMITTING THE UPLOADED DATA TO IMF THROUGH ICS

If instructed to do so, once the data is uploaded to the ODP dataset, you can login to ICS and notify ICS of the availability of the new data. For ICS to pull data directly from your ODP dataset:

1. Login to ICS using your ICS correspondent credentials at <http://www-ics.imf.org>
2. Click on **Open Data Submission** link as shown.



3. Open Data Submission screen will load.



- Click on the **Settings** to open the Report settings window. This page will list all the ICS groups you have access to and will show the corresponding URL configured for each dataset.

Report Settings - IMF TEST COUNTRY(932)

Report Group: All Report: All Apply Filter

Group	Report	URL	Frequency	Is Success?	Actions
RMB - Monetary Statistics: Standardized Report Forms (SRF) Data Reporters	1SR - Central Bank	http://training.opendataforafrica.org/api/1.0/sdmx/getdata?dataflow=pjwurpdc&key=...A+Q+M&altCode=SDMX-Code		✓	Edit
RMB - Monetary Statistics: Standardized Report Forms (SRF) Data Reporters	2SR - Other Depository Corporations	http://cb.gambia.opendataforafrica.org/api/1.0/sdmx/getdata?dataflow=xefvw&key=...A+Q+M&altCode=SDMX-Code	Monthly	✓	Edit
RMB - Monetary Statistics: Standardized Report Forms (SRF) Data Reporters	4SR - Other Financial Corporations				Edit

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**NOTE:** To ensure ICS pulls data from the correct dataset, the Dataset ID (highlighted section in the above screenshot) in the ICS URL should match the Dataset ID in the ODP dataset URL where you uploaded the recent data.

- Once verified, click on **Submission**. Select the report form you would like to submit the data for.
- Submit Report popup window will load.

**Submit Report**

Are you ready to submit "Central Bank" report?

**Frequency:**

Annual  
 Semiannual  
 Quaterly  
 Monthly  
 Daily

**Time Period:**

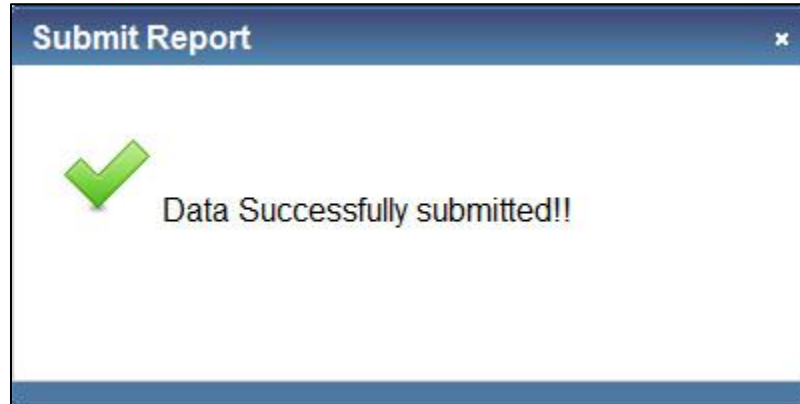
Start Date: 2012 Q4 End Date: 2014 Q4

**Submission Notes:**

Enter your Submission Notes:

Preview Submit Cancel

7. Select the Frequency and Time period and click on **Submit**.
8. ICS will download the data from the mentioned ODP dataset.
9. Once the data is successfully submitted, you will get a confirmation message.



**NOTE:** For ODP countries that have adopted the recommended format for the National Summary Data Page with SDMX capabilities, ICS will not be required for data submission to the IMF.




## MANAGING DATASET ACCESS RIGHTS

In ODP, datasets can be either:

1. **Public** – This option enables you to make your data public and any users can view your dataset.
2. **Private** – When you create a new dataset in ODP, by default, it will be in Private. This option enables you alone to view your dataset.

**NOTE:** When Private, other users cannot view your dataset until you make your dataset Public or share your dataset to other users.

### SETTING A DATASET AS PUBLIC /PRIVATE:

1. Select the dataset from the Data catalog.
2. Click on  and click on Public or Private.

## MANAGING ACCESS LEVELS

In ODP, users can view different options for that particular dataset depending upon the access levels set by the dataset owners. The different access levels are:

### READ / VIEW ACCESS

If a user has Read/View access to a dataset then the user can only view the dataset.

### EDIT / MODIFY ACCESS

If a user has Edit/Modify access then the user can make changes to the dataset, edit the metadata or view the history of the dataset.


**NOTE:** The user cannot share this dataset with other users.

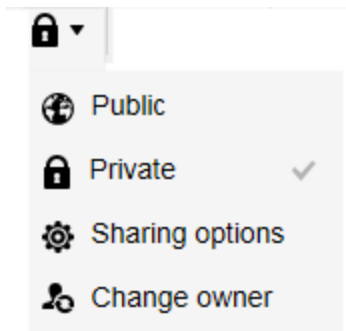
### FULL CONTROL ACCESS

If a user has Full control on the dataset then user can do all the actions like the dataset owner.

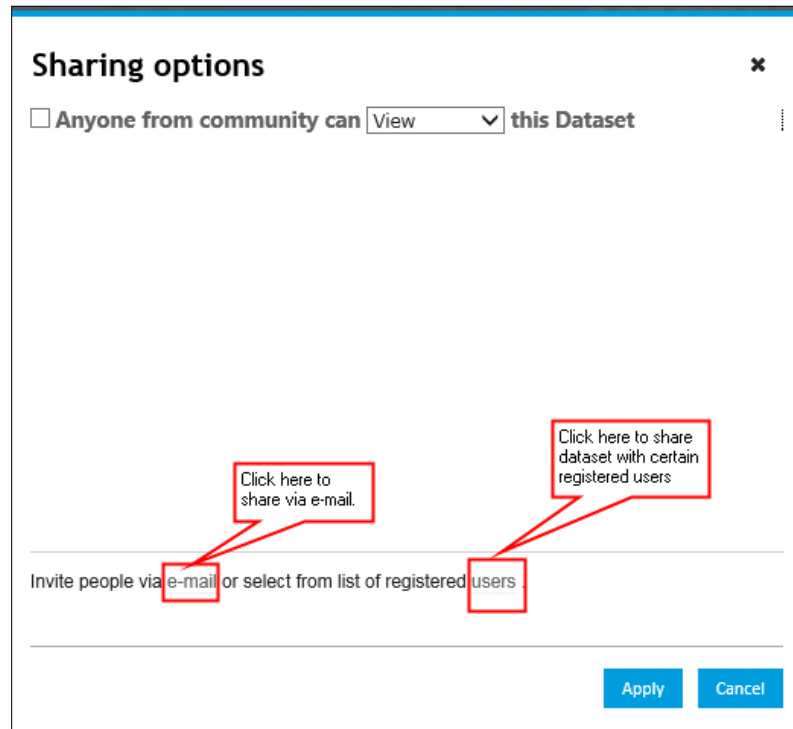
## GRANTING ACCESS

To grant access:

1. Select a dataset from the Data Catalog.
2. Click on  and click **Sharing options**.




3. The Sharing options page opens.



4. Select the checkbox to grant access to all the registered users of the ODP community.
5. Alternatively, to grant access to only certain users:
  - 5.1. Click **e-mail** link to share the dataset to the users using e-mail.

- 5.1.1. In the **People to add** field, type the e-mail addresses that you want to share, separated by a comma.
  - 5.1.2. Click the checkbox **Notify people**, if you want to notify your users.
  - 5.1.3. Select the **Access level** for your data share. You can give Read, Edit, or Full control access to your users.
  - 5.1.4. Click **Add**.
- 5.2. You can also grant access to certain registered users by clicking on **users** link and selecting the users from the list.
- 5.2.1. The details will be listed for preview in the sharing options window. Click **Apply** to grant access to the selected users.

## CHANGING DATASET OWNER

1. Click on  and select **Change Owner**.
2. Change Owner dialog box opens.
3. Type e-mail id of the user to whom you want to transfer the ownership and click **Find**.
4. Click **OK** to change the dataset owner.

## CREATING NEW DATASET

### PREPARE THE DATA FILE

To create a new dataset, prepare the data file to be uploaded to the ODP.

1. In order to successfully submit the data to IMF, the data file should be in the IMF SDMX standard format.
2. It needs to have three sheets
  - 2.1 Dataset
  - 2.2 Indicator
  - 2.3 Data
3. Dataset sheet should have the following details

Name	Value
Dataset Name	
Dimensions	INDICATOR;BASE_PER
Data	Data

4. Indicator sheet should list the list of Indicators in the dataset. It should have Code (Country code), Name, Order, Parent (optional) and SDMX code columns.

NOTE: If you want to add a new indicator, you need to get relevant SDMX code from IMF before preparing your data file.

	A	B	C	D	E
1	Code	Name	Order	Parent	SDMX Code
2	4993..2...	Balance of Payments, Current Account, Total, Net, National Currency	1		BCA_XDC
3	4100..2...	Balance of Payments, Current Account, Goods and Services, Goods, Net, National Cur	2		BG_XDC
4	2100.Z2...	Balance of Payments, Current Account, Goods and Services, Goods, Credit, Nation	3		BXG_XDC
5	3100.Z2...	Balance of Payments, Current Account, Goods and Services, Goods, Debit, Nation	4		BMG_XDC
6	2110..2...	Balance of Payments, Current Account, Goods and Services, Goods, General Merc	5		BXGM_XDC
7	2110B.2...	Balance of Payments, Current Account, Goods and Services, Goods, General M	6		BXGMT_XDC
8	2110C.2...	Balance of Payments, Current Account, Goods and Services, Goods, General Me	7		BXGMA_XDC
9	2110CA2...	Balance of Payments, Current Account, Goods and Services, Goods, General N	8		BXGMAC_XDC
10	2110CB2...	Balance of Payments, Current Account, Goods and Services, Goods, General N	9		BXGMACL_XDC
11	2110CC2...	Balance of Payments, Current Account, Goods and Services, Goods, General N	10		BXGMAV_XDC
12	2110CD2...	Balance of Payments, Current Account, Goods and Services, Goods, General N	11		BXGMAT_XDC
13	3110..2...	Balance of Payments, Current Account, Goods and Services, Goods, General Merc	12		BMGM_XDC
14	3110B.2...	Balance of Payments, Current Account, Goods and Services, Goods, General M	13		BMGMT_XDC
15	3110C.2...	Balance of Payments, Current Account, Goods and Services, Goods, General Me	14		BMGMA_XDC
16	3110CA2...	Balance of Pavments. Current Account. Goods and Services. Goods. General N	15		BMGMAC_XDC

5. Data sheet should contain the data values. This sheet should have Indicator (Country code), Indicator SDMX code, Indicator Name, Scale and the time period columns.

## TO CREATE A NEW DATASET:



1. Once the data file is ready, login to the ODP Website.
2. On the main menu, click **Create New Dataset**.
3. Select the data file to be uploaded using one of the upload file options.
4. ODP verifies the file format and displays a status message to indicate whether the file is in correct format or not.
5. After the file verification is successful, enter the dataset metadata in the fields provided. Some of the metadata fields are:

Field	Description
Name	Name of your Dataset.
Description	Description for your Dataset.
Source	Source from where the data is retrieved.
Reference URL	URL from where the data is retrieved.
Publication Date	Date when the data is officially published.
Accessed On	Date when the dataset is accessed after the dataset is published.
Next Release Date	Date when the next official published date of the dataset.

6. NOTE: Metadata fields that have green marking are mandatory fields. e.g.: Name field ter

**= REQUIRED**

**SDMX Namespace**

**SDMX Custom XSD**

**DATA\_DOMAIN**

**REF\_AREA**

**COUNTERPART\_AREA**

NOTE: Contact IMF to get the relevant SDMX metadata information for your dataset.

7. Click **Submit**.
8. Upload Status window will load showing the status of the file submission.
9. Once the file is submitted, user will get an Upload summary report and also Upload Status email with the link to the newly created dataset.

**HINT:** You can add keywords to the dataset by Tagging option. This is useful if you want the dataset to appear under Topics tab in the Dataset browser. This can be done by clicking Edit link under the dataset name in the Dataset page.

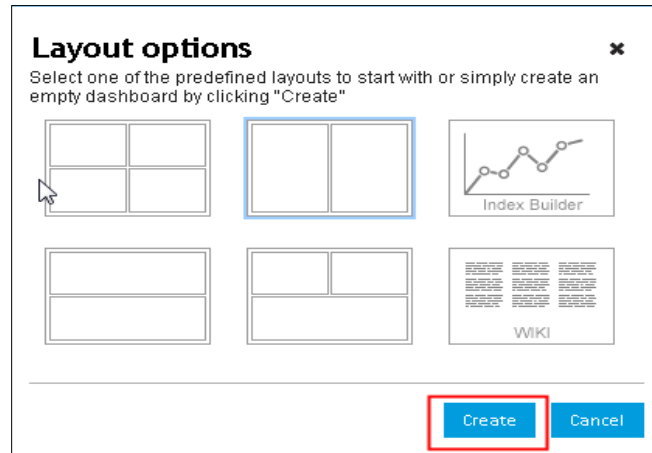
## CREATING A DASHBOARD

[Home](#)
[Data Catalog](#)
[Gallery](#)
[NSDP](#)
[Admin](#)
[Create Dashboard](#)
[Create New Dataset](#)

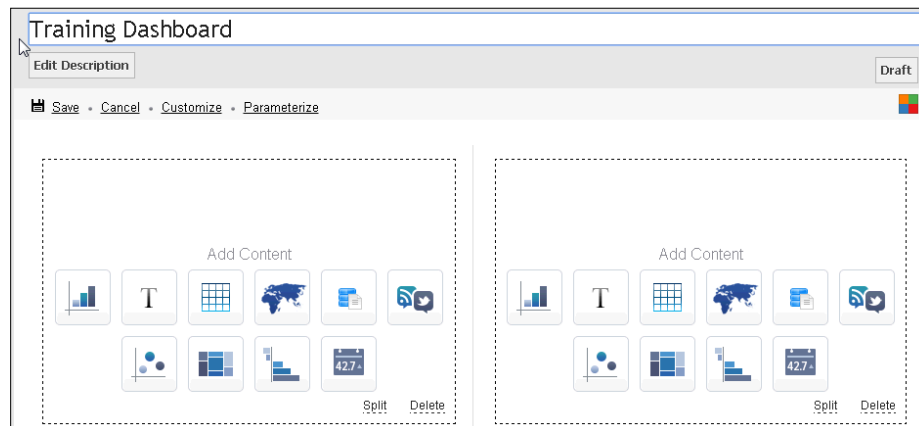
After creating datasets, you can build data presentations or dashboards using the data and different visualization options. Dashboards are useful for data analysis and to present your data from different indicators or datasets in graphical format

### DEFINING LAYOUT

1. Click on **Create Dashboard** on main menu.
2. The **Layout options** window opens.
3. Select any one available layout and click **Create**.



4. A new page opens with the selected layout.



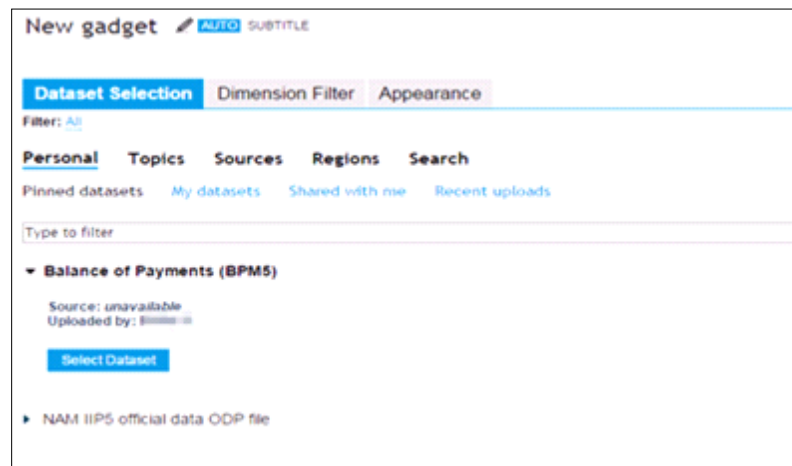
**HINT:** Don't forget to enter the name and brief description for your dashboard.


5. Each content area allows you build visualization of any one of the type:
- Charts/Graphs
  - Tabular
  - Plain Text
  - Map
  - Dataset List
  - Twitter
  - Bubble Chart
  - Tree Map
  - Ranking Gadget
  - Info card

**NOTE:** You can also split or delete the content area according to your need by clicking on Split/Delete links.

## DEFINING VISUAL OUTPUTS

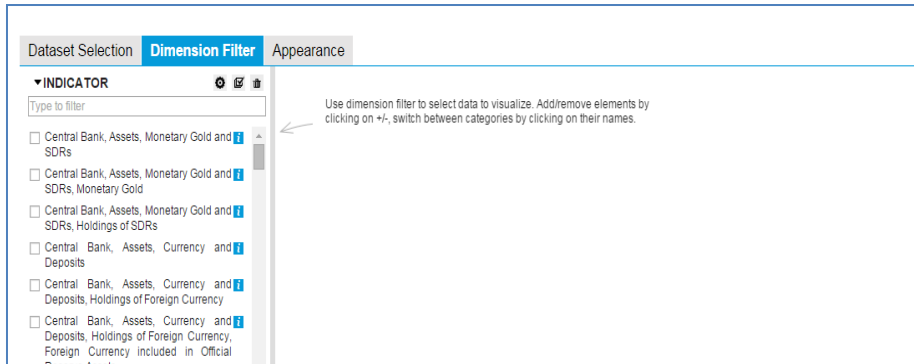
1. Select any one of the visualization options. An interactive page (gadget) opens.



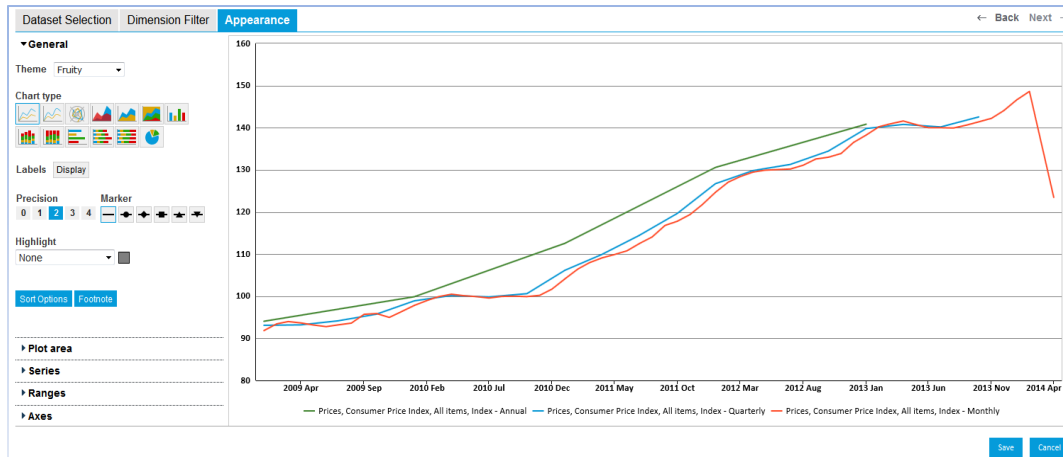
2. Click on  to edit the gadget title.
3. Browse the data catalog in the **Dataset Selection** tab and click **Select Dataset**.
4. The page loads the **Dimension Filter** tab.



5. Select the indicators and time in the **Dimension Filter** tab.



6. Click on the **Appearance** to load the Appearance tab.




The appearance tab comprises the following options:

<b>General</b>	
<b>Theme</b>	You can select the theme for your graph. As you select the theme, the color/background color changes for your preview.
<b>Chart type</b>	You can select the different available graphs. The relevant graphs for your data appear and you can select the available graphs.
<b>Labels Display</b>	You can select this display tab to allow the numeric values to display in the graphs. You can de-select the display tab if you do not want to show the values.

<b>Precision</b>	You can enable the decimal values. <ul style="list-style-type: none"> <li>• 0 indicates no decimal values after the numeric value</li> <li>• 1 indicates .0 after the numeric value</li> <li>• 2 indicates .00 after the number value</li> <li>• 3 indicates .000 after the numeric value</li> <li>• 4 indicates .0000 after the numeric value</li> </ul>
<b>Highlight</b>	
<b>Sort Options</b>	You can sort options for your visualizing, based on the
<b>Foot Note</b>	You can add any name as a foot note for your visualization. Default setting is blank. If you select Auto, then the source of the dataset appears as foot note.
<b>Plot area</b>	
<b>Background type and Background color</b>	You can select the background type and the background color for the data visualization.
<b>Legend</b>	You can set the caption for your graph/chart/lines, as per the available choice. <ul style="list-style-type: none"> <li>• No legend</li> <li>• Legend on top</li> <li>• Legend at right</li> <li>• Legend at bottom</li> </ul>
<b>Series</b>	
	Select a chart series from the drop-down list
<b>Name</b>	You can change the name for the indicator and click Set. This enables to give a meaningful-series name (if needed) on the chart.
<b>Color</b>	You can change the background color for the selected indicator.

**NOTE:** The options available in the table might differ for each graph type.

7. After you made all the selections in the **Appearance** tab, click **Save** to save your gadget and selections.
8. Repeat the above steps to create gadgets for other content areas.
9. Click **Save** in the visualization toolbar to save your dashboard.
10. To edit the gadgets on your dashboard click on  at top right-corner of the gadget to load the gadget page options.

**NOTE:** All the dashboards you create will be accessible from the Profile page under Visualizations > Personal tab.

## SHARING DATA AND DASHBOARDS

After you upload the data to ODP, you can share the data and/or the dashboards to other national agencies, international agencies, or individuals.

### SHARING DATA

Sharing the data by datasets can be classified into two:

- Manual sharing
- Machine to Machine sharing

#### MANUAL SHARING

Using manual sharing:

- You can download the data from ODP and you can send the data to your users, as an attachment through e-mail.
- You can make the dataset as *Public*, and your users can visit ODP to view the data and download the data by themselves.
- You can also grant access to the data for specific users that you want to share.


#### MACHINE TO MACHINE SHARING

Using machine to machine sharing, you can share the data by three ways. Use Download Data option in your dataset page to share the data in:

- SDMX
- OData
- JSON

**NOTE:** International Monetary Fund consumes data from ODP through SDMX format.

### SHARING DASHBOARDS

1. Open the dashboard you want to share.
2. Click on  and click **Sharing options**. Refer [Granting Access](#) section under Managing Dataset Access Rights topic.
3. Either select from the registered users or enter the e-mail address of the users you want to share your dashboard with and click **Apply**.