Visitor 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

AS A VISITOR TO THE OPENDATA PLATFORM (ODP) YOU HAVE ACCESS:

- To browse and view datasets that are marked public.

- To browse or view a dataset shared to you directly by a dataset owner or contributor.

- To perform other basic functions such as search and download.

This document guides you through the Open Data Platform and describes the step-by-step process to use the different functions that you, as a visitor, 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/

Other relevant guides are available:

Contributor user manual

Administrator user manual

Focal point user manual

Coordinator user manual

NEW USER REGISTRATION AND LOGIN

TO CREATE A NEW ODP ACCOUNT:

1. Visit the **ODP Website** in your Web browser. The **Login Page** will be loaded.

2. Click **Sign up**. Enter the details in the Sign Up page .

3. Click the checkbox *Send me e-mail updates and notifications*, if you want to receive regular updates and notifications about the ODP.

4. Click the checkbox *I have read and accept the Terms of Use*. This is mandatory.

5. Click **Sign Up**.

6. You will receive a verification e-mail with a verification link and a verification code to your registered e-mail address.

7. Click on the **verification link** or enter the verification code and click **Ok** to complete the registration process.

8. You will receive a confirmation e-mail to your registered e-mail address once registration is completed.

> **NOTE**: If you did not receive the verification e-mail in your registered e-mail address, check the e-mail in Spam/Junk folder. If not available in Spam/Junk folder, click Resend and then check your mail box for verification e-mail.
>
> If the problem still persists, visit the Help page.

LOGIN AND PASSWORDS

TO SIGN-IN TO THE ODP WEBSITE USE YOUR E-MAIL ADDRESS AND PASSWORD

Once registration is complete, to login, visitors need but click **Sign In** after entering their **e-mail address** and **password**.

> **NOTE**: An additional approval is required for private sites. You will receive an email when access is granted by the site owner.

TO RESET YOUR PASSWORD:

1. Visit the ODP Website to access the **Login Page**.
2. Click **Forgot Password** to access the Reset Password page.
3. Enter your registered e-mail address in the **E-mail** field and click **Reset**.
4. You will receive an e-mail to your registered e-mail address, with a confirmation code and a password-reset link.
5. Click on the password-reset link or enter the **Confirmation code;** click **Next**.
6. The Create Password page opens.
7. Enter your new password and re-enter your new password.
8. Click **Change**.
9. Your password is successfully changed and you can sign-in with the new password.

> **NOTE:** As you enter the password, the tool rates its quality (Too short, Weak, Good or Strong).Your password should comprise a minimum of six characters to be accepted.

USER PROFILE

You can update your profile information or view your personalization features that you created under the Profile page.

NOTE: To access the Profile page, click on your Username.

On this page, you can perform the following actions:

EDIT PROFILE

Click on **Edit profile** to change your First name, Last name, E-mail or to unsubscribe from e-mail updates and notifications.

CHANGE PASSWORD

Click on **Change Password** to change your password.

VISUALIZATIONS

Click on **Visualizations** to view dataset visualizations:

- Created by you,
- Shared to you, or
- Saved by you.

HINT: Click on *"Automatically update my pages to use the most recent data available"* for visualizations to automatically update when the underlying data is updated.

DATASETS

Click on **Datasets** to view all the datasets:

- Created and uploaded by you,
- Shared to you and
- Pinned or marked as favorites.

DOWNLOADS

Click on **Downloads** to view the list of the download requests you created and the status of each download.

FINDING DATA

| Home | Data Catalog | Gallery | | Login | Sign Up |
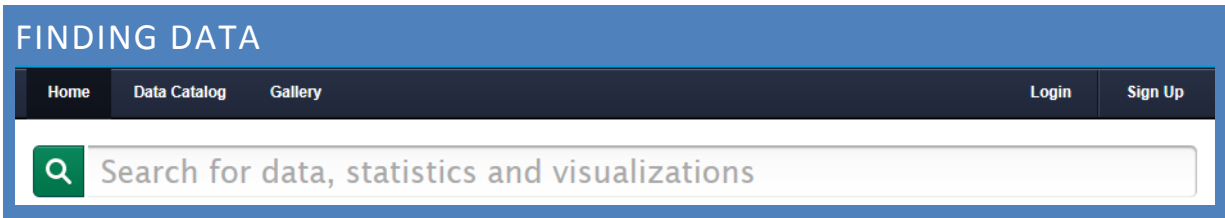
You can find data by:

- Searching from home page
- Browsing the Data Catalog
- Browsing the Gallery

SEARCH FROM HOME PAGE

From the **home page**, you can search data, datasets, pages, and presentations across all public and shared items by simply typing a keyword in the search field.

You can filter the results by datasets, pages, or data by clicking the links on top of the results list
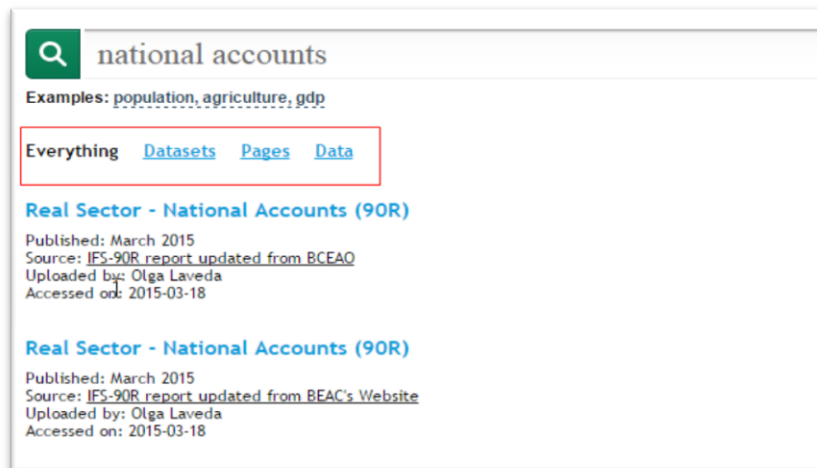
HINT: Login to search public and shared items to which you have access; if you are not logged in only publicly available items will be searched.

DATA CATALOG

The **data catalog** enables you to view available datasets.

Predetermined categories filter datasets by personal, topics, sources and regions. Alternatively a search is also available to quickly filter and find a dataset or time series by name.
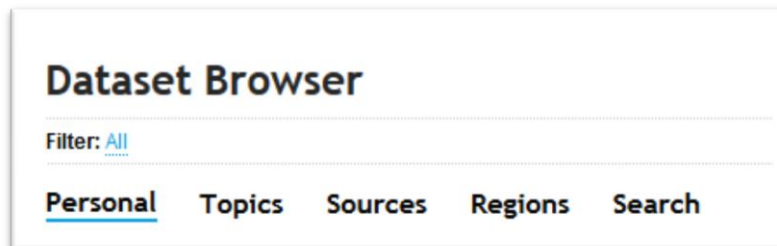
PERSONAL

Under the Personal tab, you can view all the datasets uploaded by you, datasets shared to you and the datasets you pinned or marked as favorites.

How to pin a dataset

1. Move over the mouse cursor to any dataset in the data catalog.

2. Click the ⭐ icon available at the right, to pin your dataset. After you click the icon, the icon changes to ⭐ . Now, the pinned datasets appear under *Pinned datasets*, in which you can access the datasets quickly.

3. Alternatively, you can also pin the dataset by clicking the ⭐ icon next to the Dataset name in the Dataset page.

TOPICS

Under topics, you can view a list of keywords that are associated with datasets available in ODP. Clicking on a keyword displays the relevant dataset(s) available in ODP.

SOURCES

Under sources, you can view all data sources and data providers that are associated with datasets available in ODP. For example: Central department.

REGIONS

Under regions, you can view a list of regions and the relevant datasets.

SEARCH

Under search, you can search your datasets by two ways:

DATASETS

Under Datasets search, you can type the name of a dataset (either full name or partial name). The datasets that are relevant to the given name appear as the result. Example: National Accounts

TIME SERIES

Under Time Series search, you can search by indicator name and the system displays a list of datasets that contain the relevant indicator name. Example: GDP
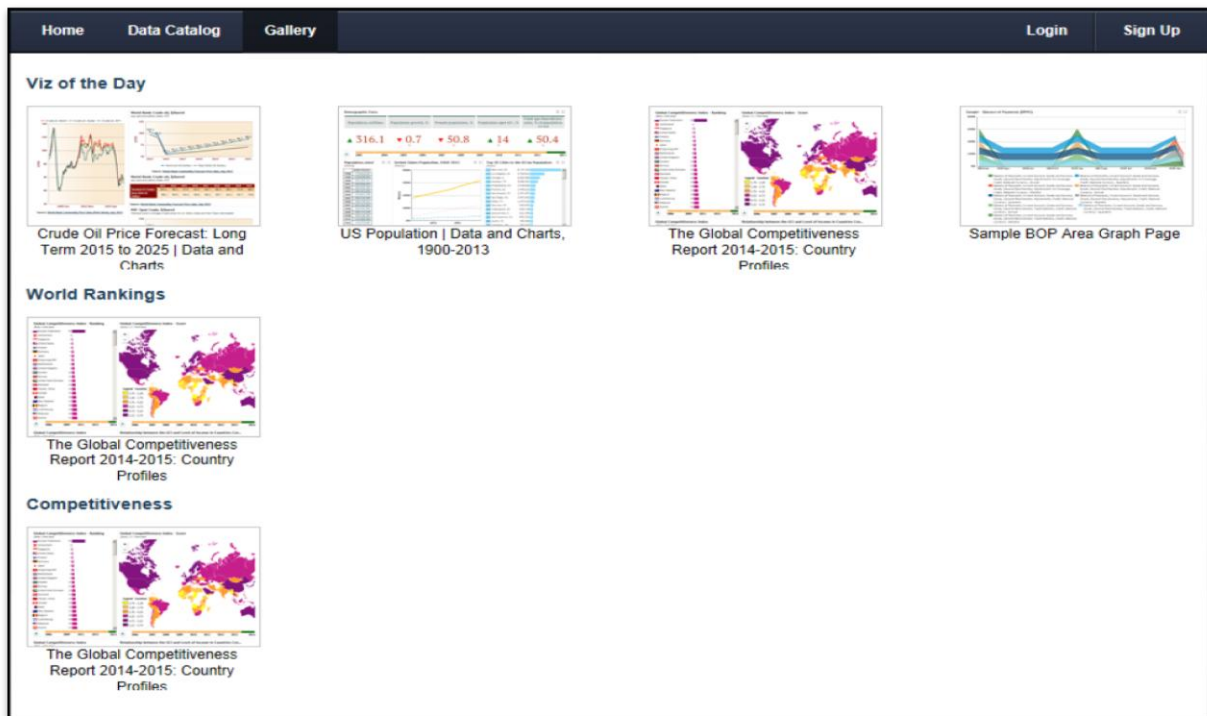

Click on the **Select Dataset** button to open the dataset.

GALLERY

The **Gallery** enables users to view the currently available and public data presentations or dashboards.

> **HELP**: Create dashboards (predefined reports) to quickly access the data you need.

1.   The gallery will list dashboards based on each of the Topic.

2.   Click on any dashboard icon to open that dashboard.

Once a Dashboard is opened, you can

1. Export the dashboard to PowerPoint, Excel or PDF
2. Open the related dashboard by clicking on the different **tags** (hyperlinks).
3. E-mail the dashboard to another user using the **E-mail** link.
4. Get the direct link for the dashboard using the **Get link** option and share the link with another user.

VISUALIZING AND SHARING THE DATA

ODP provides some basic visualization to help you perform data analysis.

To visualize the data within ODP, follow these steps:

1. First select a dataset.

2. Select the indicator(s), frequency and time period for the data that you want to visualize.

3. The data will be loaded in the visualization pane. The system determines the chart/graph based on the selections made.

4. You can change the graph/chart by selecting chart/graph types that appear in the visualization options.

> **NOTE:** Only the relevant chart/graph options are enabled based on your selection.

EXPORT VISUALIZATION:

1. Click **Export**. The export format Window appears.
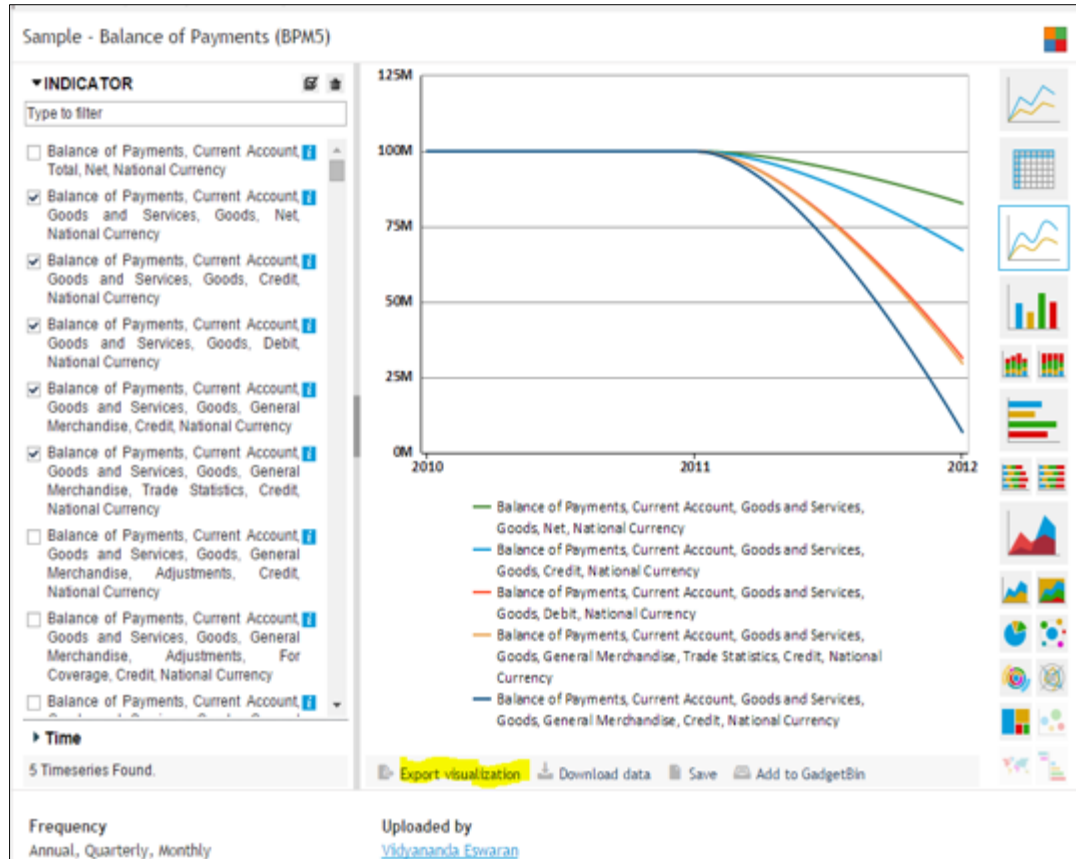
2. Select the export format option. You can export in PowerPoint, XLSX, PDF and PNG formats.

DOWNLOAD DATA

1. Click **Export**. The Export Format window appears with options to download the data.

The selection you have made is too huge for interactive visualization. You can reduce selection to less than 100 timeseries or download selected data to explore it.

Download selected data in one of the specified formats:

Comma Separated Values (CSV)   MS Excel (XLSX)   OData (Atomsvc)

Developer or data geek? Use one of the following links to access data from your application: JSON, SDMX, OData

2. Select the download format and click **Download**. You can download data in CSV, XLSX, OData, SDMX and JSON formats.

3. You will be redirected to the Download status page. If the process is successful, the status will be shown as Completed and the user will receive data via email to the registered e-mail address.

Download status

Your request for [redacted] data has been received and queued for execution. You will get an e-mail from us with data requested as an attachment once it will be completed. Please make sure that **system@knoema.com** is not blocked by your spam filter.

✔ Completed

While your data request is being executed you may explore other Knoema features. Do you like content in our Gallery? Do you know that you can create your own interactive data-driven dashboards in a few minutes and share them with your friend? You can even upload your own data, visualize and analyze it.

4. If there is any error while processing your request, contact the Technical Support for help.

SHARING THE DATA

☆ Monetary Statistics: Central Bank (1SR) (Official)

⚠ Not Verified   👁 49   ★ 3   Embed

E-mail
Get Link

You can share the data within the dataset by using the following options:

E-mail
Get Link
Embed

E-MAIL

Click on the **E-mail** button to e-mail the link to the Dataset visualization to another user.

GET LINK

Click on **Get Link** button to get the direct link of the Dataset to share with other users.

EMBED

Click on **Embed** to obtain the link to the dataset that can be used to embed in another page or iFrame.