

Integrated Data Management System (IDMS)

User's manual for local government

Developed by



Manual Overview

The purpose of this user manual is to provide a comprehensive guide on how to use IDMS. This manual is intended for users who are new to IDMS and want to learn how to use it effectively. It assumes that the user has a basic understanding of data management concepts and is comfortable using a computer.

Technical terms and definition

- **Application:** A software system that performs specific tasks for an end-user.
- **API:** API stands for Application Programming Interface. It is a set of protocols and tools for building software applications.
- **Database:** Databases are used for storing, maintaining, and accessing any sort of data. Computer databases typically store aggregations of data records or files that contain information.
- **Domain:** Domain name is the web address of IDMS that users type in the browser URL bar to visit web applications.
- **IDMS:** IDMS stands for the Integrated Data Management System. It's a web application consisting of a dashboard at the user's end and a data management panel to manage municipal data for the municipality team.
- **DMS:** DMS stands for the data management system. It's a data management panel that the municipality team can use to manage and share data.
- **URL:** URL stands for Uniform Resource Locator. It's nothing more than the address of a given unique resource on the Web, e.g: <https://idms.oknp.org/>
- **Frontend:** A publicly accessible software application where users interact with the IDMS software to explore the datasets. Eg. search and download, read, etc.
- **Data Dashboard:** A web tool where users can explore, interact, and analyze data visually.
- **UI:** UI stands for User interface, which is the graphic layout of the application for user interaction.

- **Backend:** An application where all the background operations happen and are not visible to the public users.
- **User:** Users are the individuals who access and use the system.
- **MIS:** A management information system or a software system used by different departments of municipalities.
- **Publisher:** A user who publishes or manages the datasets in IDMS.
- **Sysadmin:** A high-level administrative user who has all the privileges to manage IDMS.
- **Admin User:** A user who has administrative access to manage the datasets and users.
- **Editor:** A user who publishes or manages the datasets in IDMS. It is the same as a publisher but just the terms are different.
- **Member Publisher:** A user who is associated with a category as a member user who can read the dataset but doesn't have access to manage the dataset.
- **Dataset:** A data set (or dataset) is a collection of data.
- **CSV:** CSV stands for comma-separated values which is a standard format to store the datasets.
- **Category:** Category is the collection of a dataset and hierarchy group of the users including different access privileges.
- **API:** API stands for application programming interface, a set of definitions and protocols for building and integrating application software.
- **FAQ:** FAQ stands for the frequently asked question. It consists of the answers to the frequently asked questions regarding the system.

Activities mapping

User Type	Who can take this user role?	Actions/Activities
General User	General citizens with access to the internet	<ol style="list-style-type: none"> 1. Explore datasets 2. Find recently published datasets 3. View municipality and IDMS insight 4. Access the data dashboard and download visualizations 5. Explore resources within datasets 6. Access data via data API 7. Filter and Explore the datasets 8. Contact the municipal data unit team
Publisher Member	Staff of the municipal office with login credentials assigned by the system admin	<ol style="list-style-type: none"> 1. Login with account credentials 2. View private datasets 3. View data dashboard 4. Everything a General User can do
Publisher Editor	Section Officers and other officials assigned by the system admin	<ol style="list-style-type: none"> 1. Publish new datasets 2. Edit existing datasets/data files and their metadata 3. Delete existing dataset or data file 4. Publish data via API 5. Everything a General User and Publisher Member can do

Publisher Admin	<p>CAO, Section Head or municipality's officers with the Publisher Admin role assigned by the system admin, and OKN</p>	<ol style="list-style-type: none"> 1. Add a new publisher user for the category 2. Remove/delete publisher users from the category 3. Modify the user's roles for the category 4. Login/reset your password 5. Everything a Publisher Editor can do
System Admin	<p>Departments or officials formally assigned to manage and oversee the IDMS and its users, and the system developer (OKN)</p>	<ol style="list-style-type: none"> 1. Add new department 2. Manage the users for the department 3. Change general user profiles and password 4. Promote user to sysadmin 5. Remove sysadmin user 6. Everything a Publisher Admin can do

User's actions

User actions are divided into two types: based on the system they use. The public portal can be used without credentials. Users' actions are limited to accessing data. Admin system is used by Publisher Member, Publisher Editor, Publisher Admin, and System Admin and requires credentials. Admin System can be used for data access, publishing, and management.

For general user

The general user here means any user who can explore the IDMS public portal without credentials. This type of user can explore, preview, and download datasets; view the dashboard and various visualizations, and contact the municipal data unit team. These users cannot make any changes to the system datasets.

1. Explore datasets

a. Using **Search Bar**

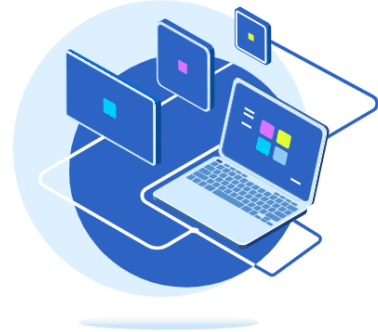
On the homepage of the IDMS website, you can see the search bar where you can type the keywords to help search from the available dataset in IDMS.

Welcome to the Integrated Data Management System of Tuluvar Sub-Metropolitan City

IDMS brings the data generated by the various departments and systems of the municipal office in the central hub. The system is used to effectively share the data between the department and to make the potential data available to the general public.

[Learn More](#)

[Explore Data](#)



Search and find datasets

IDMS includes datasets from various departments and systems. Search, explore, download, and use datasets.

[Search](#)

b. Browse According to the **Category**

On the homepage, you can also find the **Data Category** section. You can choose the category and explore the datasets within each category.

— Data Category —

Know the types of data you need. Easily navigate, filter, and find datasets according to datasets category.



Health

Data on the health services and programs offered by the offices, including information on healthcare facilities, personnel, and patient records, to monitor the provision of healthcare to the public.



Heritage and Tourism

Data on the preservation and promotion of cultural heritage and tourism, including information on historical sites, cultural landmarks, and tourism attractions, to support the development of heritage ...



Urban Development and Infrastructures

Data related to these projects, such as the number of projects completed, the cost of implementation, and the impact on local communities and planning, designing, and implementing projects related to ...

[All Category →](#)

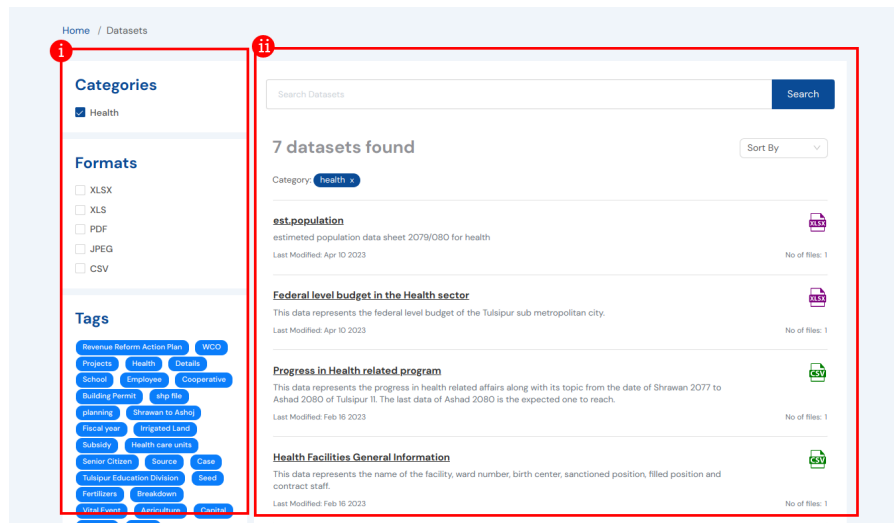
c. Explore using the **Navigation Bar**

The Navigation Bar is another option to explore datasets. It allows filter and search options. Users can filter datasets by categories, formats, and tags.

- i. Click on the **Datasets** option in the main navigation bar.



- ii. On the left-hand side, you can find the filters. You can choose the category, file format, or tags according to which datasets you want to filter.

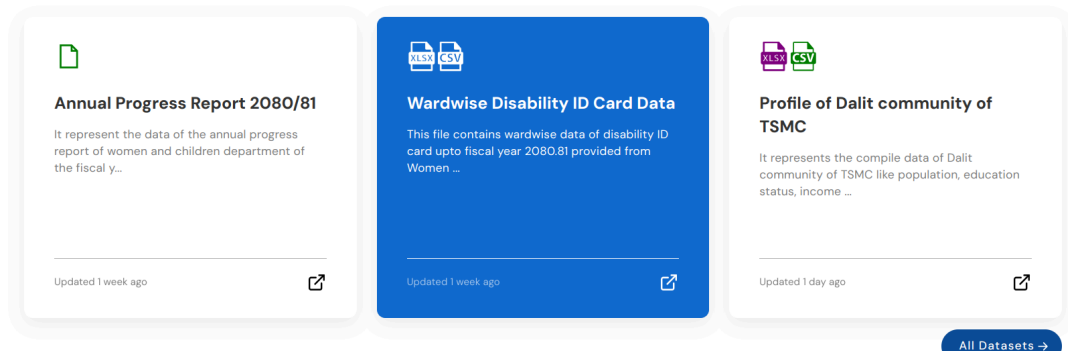


2. Find Recently Published Datasets

You scroll down to the bottom of the homepage to find the recently published datasets.

— Recent Datasets —

Find and explore the recent datasets that have been published by the municipality office. Datasets include various categories and formats.



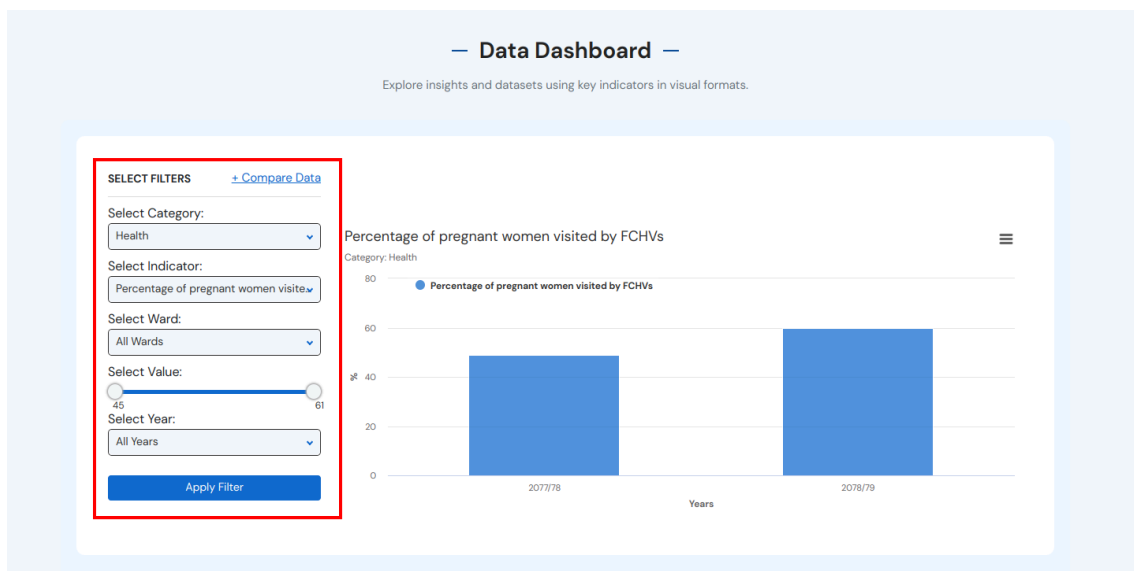
3. View Municipality and IDMS insights

Right below the search bar, on the homepage, you can find the insights about the municipality obtained from the IDMS

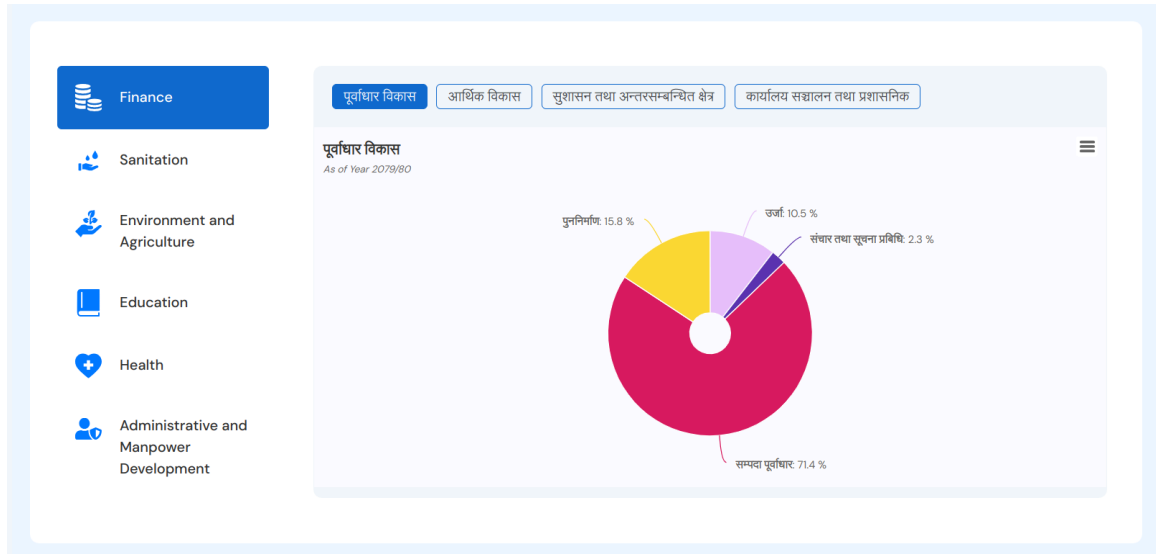


4. Access the data dashboard and download visualizations

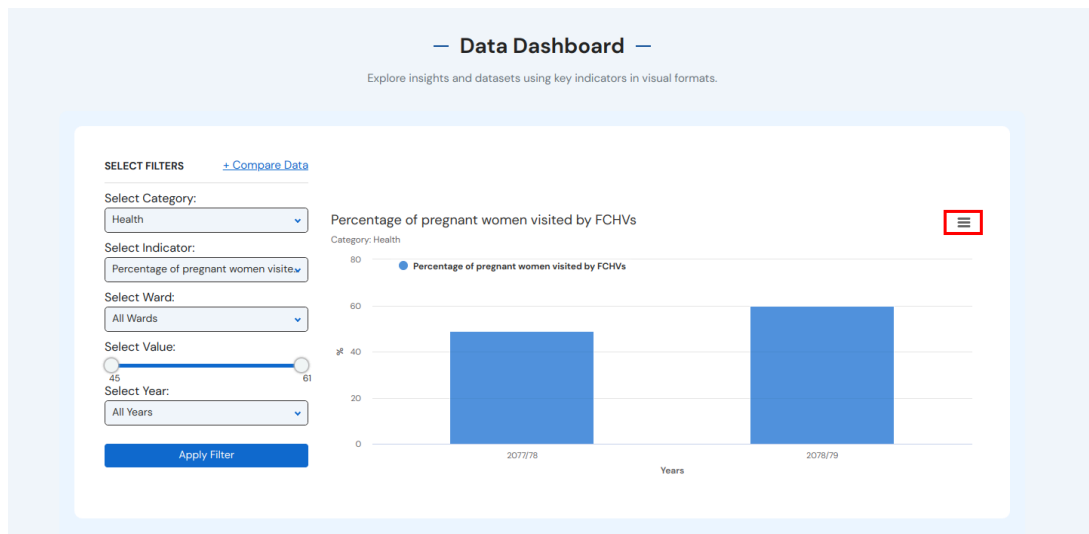
- Go to the **Data Dashboard** section and select the required Category, Indicator, and Ward to visualize data graphically



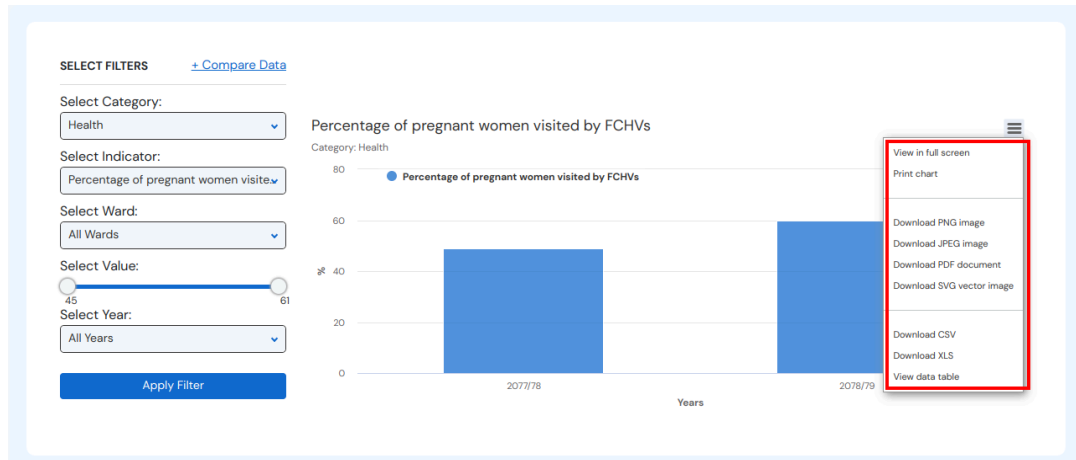
- b. Go to the Static Dashboard section to visualize static data of different categories (i.e for the "Health" category, you can visualize the total no. of health institutions and health workers of Tulsipur)



- c. To download a graphical representation of data
- i. Go to the dropdown button on the top right corner and click



- ii. You can choose the image format and download the graphical representation



5. Explore resources within datasets

General Users can also explore different resources (various data files, metadata) within a given dataset.

- a. Click on the dataset you want to explore from the given dataset lists

7 datasets found Sort By

Category: health x

est.population
estimated population data sheet 2079/080 for health
Last Modified: Apr 10 2023
No of files: 1

Federal level budget in the Health sector
This data represents the federal level budget of the Tulsipur sub metropolitan city.
Last Modified: Apr 10 2023
No of files: 1

Progress in Health related program
This data represents the progress in health related affairs along with its topic from the date of Shrawan 2077 to Ashad 2080 of Tulsipur II. The last data of Ashad 2080 is the expected one to reach.
Last Modified: Feb 16 2023
No of files: 1

Categories

Planning and Budget Department

Responsible for planning and executing various projects and budget for Tulsipur Sub Metropolitan City

Plans and Programs of 2079/80

This data shows plans of 2079/80 with its budget, plans of 2077/78 which haven't completed along with its budget , first quarterly report of planning department with its budget from both provincial government and federal government progress report.

Data and Resources

योजना शाखा प्रथम चौ प्रगती २०७९-८०

This data shows plans of 2079/80 with its budget, plans of 2077/78 which haven't completed along with its budget , first quarterly report of planning department with its budget from both provincial government and federal government progress report.

[Preview](#) [Download](#)

आ.व. २०७९+०८० (बुक्तानी बाँकी र नगर स्तरिय, संघीय सरकार, प्रदेश) सरकार बाट विनियोजन बजेट र आयोजनाहरु को प्रथम चौमासिक भौतिक प्रगति विवरण

This is a dataset for a quarterly report of tulsipur municipality. For the year: 2079/80

[Preview](#) [API](#) [Download](#)

6. Access data via data API

- a. Click the API button whose API you want to access. It will reveal API endpoint for the dataset and other parameter information.
- b. The dataset detail page contains data files and their metadata (description, titles)

Data API for आ.व. २०७९+०८० (बुक्तानी बाँकी र नगर स्तरिय, संघीय सरकार, प्रदेश) सरकार बाट विनियोजन बजेट र आयोजनाहरु को प्रथम चौमासिक भौतिक प्रगति विवरण

Get Request

https://data.tulsipurmun.gov.np/api/v1/data_search?id=f010aa4d-17f3-45a6-af17-c969f74616ec&sort=_id asc

Supported Parameter

Params	Description	Default	Type
id	Unique identifier of the file	f010aa4d-17f3-45a6-af17-c969f74616ec	string
filters	matching conditions to select, e.g {"field1": "a", "field": "b"}	N/A (optional)	object
fields	to return only selected fields	all fields (optional)	array or comma separated string
limit	maximum number of rows to return	100 (optional)	int
offset	offset this number of rows	0 (optional)	int
sort	comma separated field names with ordering eg. e.g.: "fieldname1, fieldname2 desc"	N/A (optional)	string
include_total	total matching record count	true (optional)	boolean

[Close](#)

[Preview](#) [API](#) [Download](#)

Home / Datasets / Plans And-Programs-Of-2079-80

Categories


Planning and Budget Department

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Data and Resources

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This data shows plans of 2079/80 with its budget, plans of 2077/78 which haven't completed along with its budget, first quarterly report of planning department with its budget from both provincial government and federal government progress report.

[Preview](#) [Download](#)

 आ.व. २०७९+०८० (भुक्तानी बाँकी र नगर स्तरीय, संघीय सरकार, प्रदेश) सरकार बाट विनियोजन बजेट र आयोजनाहरू को प्रथम चौमासिक मौलिक प्रगति विवरण

This is a dataset for a quarterly report of tulsipur municipality. For the year: 2079/80

[Preview](#) [API](#) [Download](#)

c. Click Preview, Download, or API View of datasets for respective functions

7. Filter and explore the datasets

- Clicking **Preview** from datasets will render a preview of the dataset which can also be viewed using some manipulations.
- Select **Add a rule**

Table Preview - आ.व. २०७९+०८० (भुक्तानी बाँकी र नगर स्तरीय, संघीय सरकार, प्रदेश) सरकार बाट विनियोजन बजेट र आयोजनाहरू को प्रथम चौमासिक मौलिक प्रगति विवरण

Total rows: 21

[Add a rule](#) [Submit](#) [Reset](#)

kr / s	shuk	sayajras akhya	smjntaa	smprn	bhaak pgt	venyapn /km	bhktant /km
1	का निगम व्यवस्था संरक्षण(आ.व. २०७९-८०)	9	9	2	22	468.93101	199.02615
2	का निगम व्यवस्था पंचायत चर्चिकला सभ...	19	19	4	21	10,3184.705	18043.827
3	लाभिक बजेटको निगमको पंचायत	1	1		0	16,43,05,805	2,40,00,000
4	नगर स्तरीय आयोजना आ.व. २०७९+८०	45	31	15	33	4,86,05,698	37,36,821
5	निगम व्यवस्था-संरक्षण संरक्षण (आ.व. २०...	14	14	5	36	177,94,662	61,34,834
6	पञ्च सरकार विभिन्न बजेटको निगमको पंचायत	8	2		0	40,00,000	
7	पञ्च सरकार विभिन्न आयोजना (संरक्षण) शक्ति...	36			0	80,00,000	
8	पञ्च सरकार विभिन्न आयोजना	4	4		0	3,00,00,000	102,92,574
9	पञ्च सरकार विभिन्न आयोजना	15	6	1	7	1,60,00,000	4,96,396
10	पञ्च सरकार विभिन्न आयोजना	26	26	2	8	4,02,24,421	88,53,906
11	पञ्च सरकार विभिन्न आयोजना (संरक्षण)	2	2	1	50	19,26,826	9,96,702
12	संघीय सरकार आ.व.	1	1		0	30,00,000	15,71,001.0
13	संघीय सरकार संरक्षण आयोजना	2	1			60,00,000	
14	संघीय सरकार विभिन्न आयोजना	1				130,00,000	
15	संघीय सरकार संरक्षण आयोजना	2				1,60,00,000	83,33,440
16	संघीय सरकार संरक्षण आयोजना	8	4			1,83,50,000	

[Close](#)

Apply rules to view results

Table Preview - आ.न. २०१५००० (कुलानी चौकी व नगर वस्ति, सौरीय बसवार, प्रदेव) बसवार सार: मिथिकेन बदेर व अकेनमदर को ज्ञान चौकीके पीछे प्रती बिसर

Total rows: 21

AND kr / s = + Submit Reset

kr / s	shaaik	mayajina shikya	amhaata	ampren	bhaatik pgti	viryaajin rkm	bhkaani rkm
1	डाक बिसर बसवारी बसवार(आ.न.२०१५०००)	9	9	2	22	4,68,93,701	1,99,02,613
2	डाक बिसर बसवारी बसवार बसवारी बस...	19	19	4	21	10,31,84,705	1,60,43,827
3	सौरीय बसवारी बसवारी बसवारी बस...	1	1		0	16,43,05,805	2,40,00,000
4	नगर बसवारी बसवारी आ.न. २०१५०००	45	31	15	33	4,86,05,698	3,76,821
5	बिसर बसवारी-बसवारी बसवार (आ.न. २...	14	14	5	36	1,77,94,662	61,34,634
6	बस बसवार बसवारी बसवारी बसवारी बस...	8		2	0	40,00,000	
7	बस बसवार बिसर अकेन (बसवारी बसवारी...	36			0	80,00,000	
8	बस बसवार बसवारी अकेन	4		4	0	3,00,00,000	1,02,92,974
9	बस बसवार बसवारी अकेन	15		6	7	1,60,00,000	4,96,396
10	बसवारी बिसर बसवारी बसवार	26	26	2	8	4,02,24,431	88,53,906
11	बसवारी बिसर बसवारी बसवार (बसवारी)	2		2	50	9,26,826	9,96,702
12	सौरीय बसवारी आ.न.	1		1	0	300,00,000	15,73,001 0
13	सौरीय बसवारी बसवारी बसवार	2		1		60,00,000	
14	सौरीय बसवारी बिसर अकेन	1				1,30,00,000	
15	सौरीय बसवारी बसवारी अकेन	2				1,60,00,000	83,33,440

Close

8. Contact the municipal data unit team

a. Go to the **Contacts** from the main menu.



b. You will be directed to the **Contact** form page where you will have to fill up the fields.

- i. **Pick the topic** from the dropdown
- ii. Input your **Name**
- iii. Input the **email** that the data team may use to contact you
- iv. Input the **message** that describes the problem

Write to us about your queries.

The system is managed by the data unit team of Municipality. Please use the contact form below to get in contact with the data unit team.

i

ii

iii

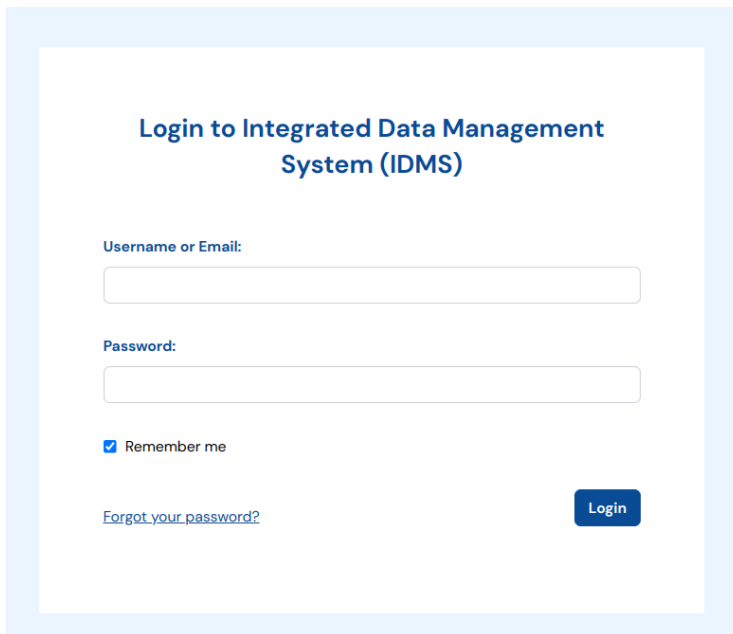
iv

- c. Use **Submit** button to submit the form.

For publisher member

The user with this role can view private datasets of the department but cannot add or update datasets. This user role is most useful when a private dataset needs to be shared among certain users with user authorization.

1. Login with account credentials



The image shows a login form titled "Login to Integrated Data Management System (IDMS)". It contains the following elements:

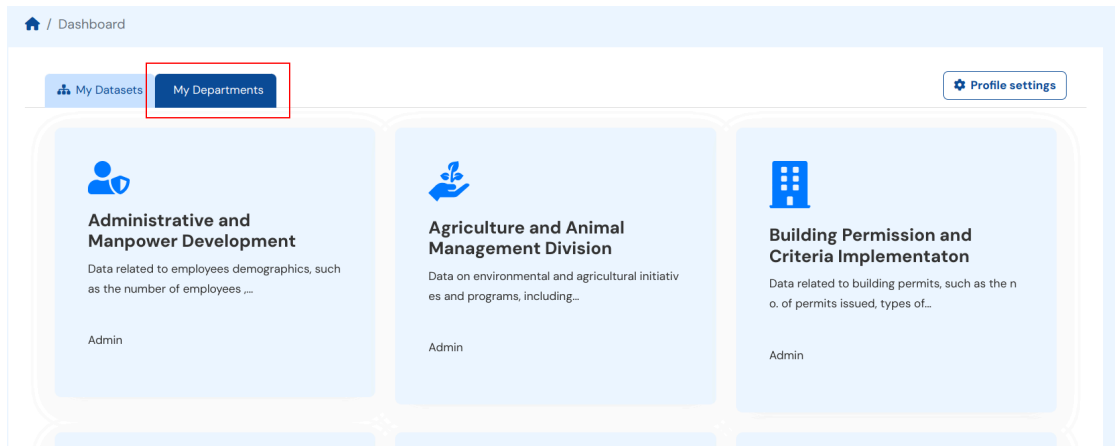
- A label "Username or Email:" followed by a text input field.
- A label "Password:" followed by a text input field.
- A checked checkbox labeled "Remember me".
- A blue button labeled "Login".
- A link labeled "Forgot your password?".

2. View private datasets

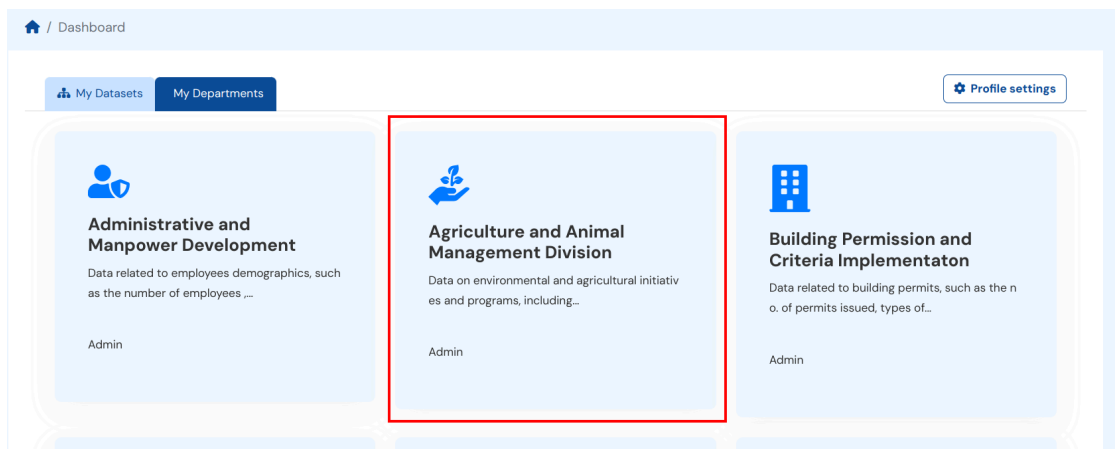
- Click the dashboard icon on the top of the header or directly navigate to "/dashboard" on the browser search bar.



b. Go to the **My Departments**



c. Click on one of the departments you want to view the associated datasets.

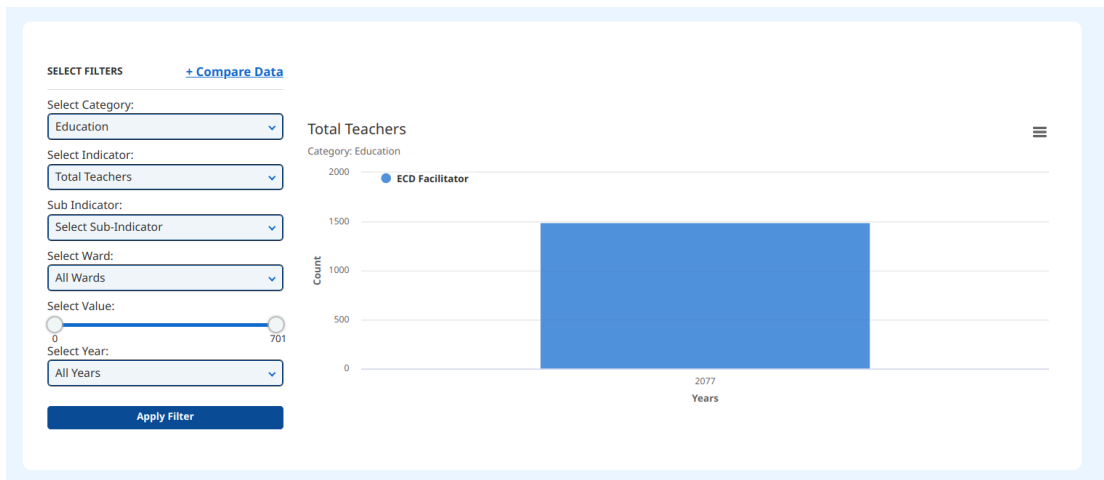


d. You will be able to see the private dataset as well if departments have any

3. View Data dashboard

- a. Select **Dashboard** from the navbar

- b. Explore data using the main dashboard



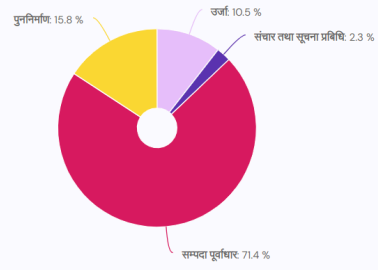
- c. Explore data using the consolidated dashboard

Finance

- Sanitation
- Environment and Agriculture
- Education
- Health
- Administrative and Manpower Development

- पूर्वाधार विकास
- आर्थिक विकास
- सुशासन तथा अन्तरसम्बन्धित क्षेत्र
- कार्यालय सञ्चालन तथा प्रशासनिक

पूर्वाधार विकास
As of Year 2079/80



For publisher editor

Users who have editorial privileges in the department are called publisher editors. This role is given to the user who manages the datasets within the department. Publisher editors have all the privileges of a publisher member, which means users with this role also can perform all the actions of a publisher member.

1. Publish new datasets

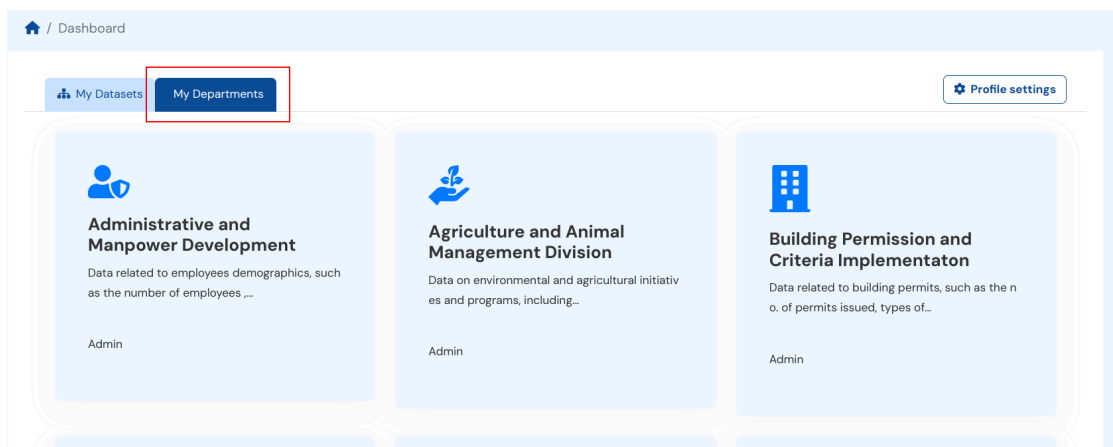
Publishing data can be done in two steps. The first step is to create a dataset, which is a collection of data files together with a description and other metadata information. And, the second step for adding/uploading data files to the associated datasets.

Step 1: Create a dataset

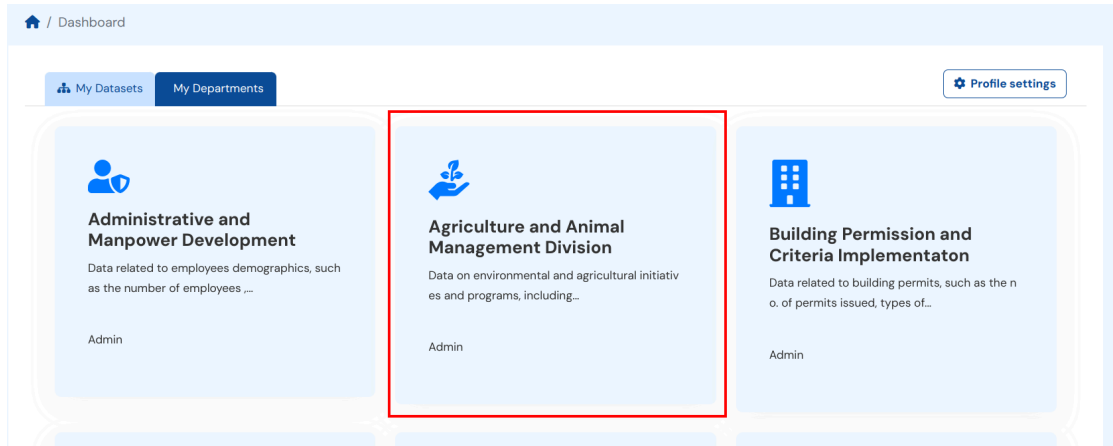
- a. Click the dashboard icon on the top of the header or directly navigate to '/dashboard' on the browser search bar.



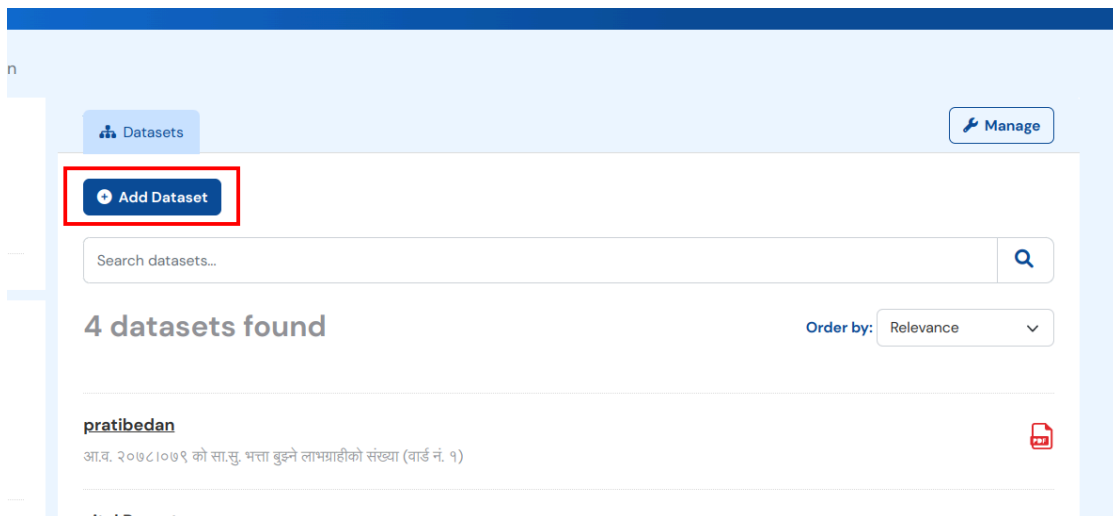
- b. Click **My Departments**. It will list all of your departments.



- c. Select one of your departments. (For example, let's select "Agriculture and Animal Management Division")



- d. Click the **Add Dataset** button, which will give a form for dataset creation.



- e. Provide the title for the dataset (*Dataset titles should describe what the dataset is about..*)
- f. Provide dataset description. (*Dataset description should be descriptive enough which should explain more about datasets.*)
- g. Provide **Tags** for datasets. It is usually one or two keywords, which assist users with quick searches.
- h. Select a **department** from the dropdown list.
- i. Select the **Visibility** of the dataset. (*Private dataset won't be visible for general users*)
- j. Click **Next: Add Data** to add files to the dataset.

The image shows a 'Create Dataset' form with a progress bar at the top. The first step, '1 Create Dataset', is active, and the second step, '2 Add data', is disabled. The form contains several fields, each highlighted with a red box and a letter in a red circle:

- e** Title: A text input field containing 'eg. A descriptive title' and a URL field containing 'dms.tulsipurmun.gov.np/dataset/<dataset>' with an 'Edit' button.
- f** Description: A large text area containing 'eg. Some useful notes about the data' and a note 'You can use Markdown formatting here'.
- g** Tags: A text input field containing 'eg. economy, mental health, government'.
- h** Department: A dropdown menu with 'Civil Registration' selected.
- i** Visibility: A text input field containing 'Private'.
- j** Next: Add Data: A blue button at the bottom right.

* Required field

Step 2: Upload/Add files

Once finished with creating datasets, you will get an add file UI form.

- Click the **Upload** button to upload a file from your local computer. Optionally, you could add a file and provide the URL of the files using Link.

The screenshot shows a two-step process: '1 Create Dataset' and '2 Add data'. Under the 'Data:' section, the 'Upload' button is highlighted with a red box. Below it are fields for 'Name' (containing 'eg. January 2011 Gold Prices'), 'Description' (containing 'Some useful notes about the data'), and 'Format' (containing 'eg. CSV, XML or JSON'). At the bottom are buttons for 'Previous', 'Save & add another', and 'Finish'.

- b. Provide the name of the data file. The name should describe what the data file is about.
- c. Provide the description of the data file. This is an optional field but if there are any additional things that explain the files, you could add that as well. eg. data description, schema description, years, etc.
- d. Provide the format of the data file. For example CSV, JSON etc.

This screenshot is identical to the one above but with red boxes highlighting the 'Name', 'Description', and 'Format' fields. The 'Name' field is labeled with a red circle containing the letter 'b', the 'Description' field with a red circle containing 'c', and the 'Format' field with a red circle containing 'd'. The 'Upload' button is no longer highlighted.

- e. You can finish the dataset upload, add another data file or go to previous steps as per your requirements.
- Click **Previous** to go to the dataset creation step before
 - Click **Save & add another** to add another resource
 - Click **Finish** to finish the dataset creation and complete the data upload

1 Create Dataset

2 Add data

Data:

Upload Link

Name:

eg. January 2011 Gold Prices

Description:

Some useful notes about the data

You can use Markdown formatting here

Format:

eg. CSV, XML or JSON

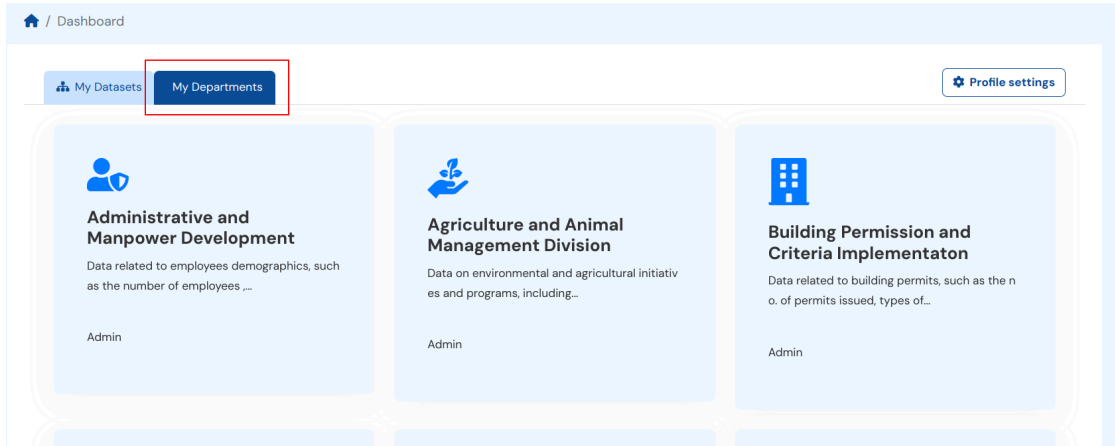
Previous Save & add another Finish

2. Edit existing datasets and their metadata

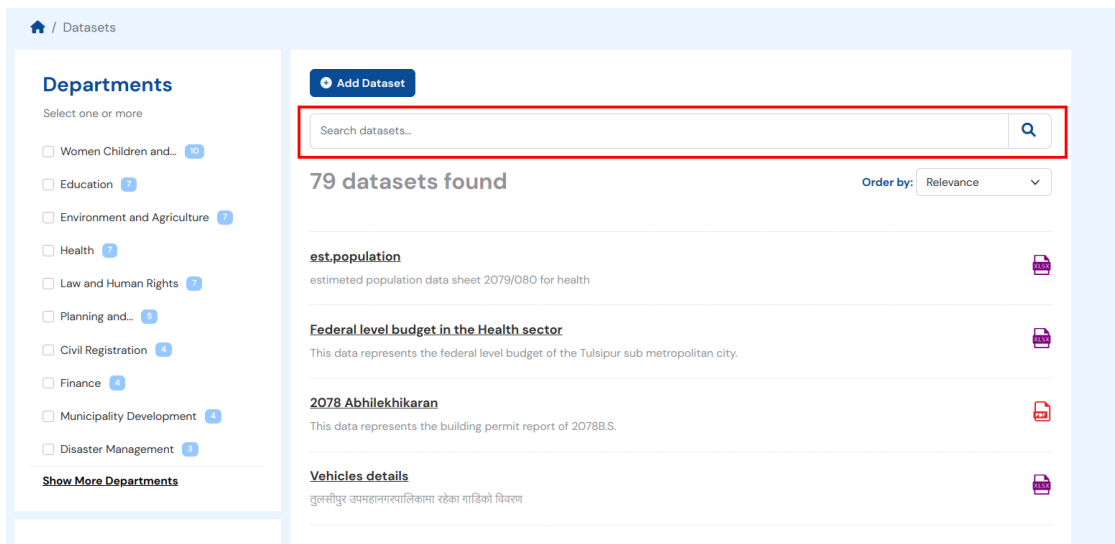
- a. Click the dashboard icon on the top of the header



- b. Select **My Departments**, it will list all of your departments. Select the department from the list where the dataset is associated with.



- c. Find and select the dataset where you want to make updates. Alternatively, you could search the dataset directly from the dataset search bar instead of following the above steps.



- d. Click the **Manage** button which redirects you to the dataset update UI form with current values in it. (For example, let's choose "Something dataset".)


tion

Dataset Manage

est.population

estimated population data sheet 2079/080 for health

Data and Resources

 **est.population 2079/080**
health mangement information system 2079/080 est. population

Preview Download

Edit

Additional Info

Field	Value
State	active

- e. Make the desired update in UI form and click on **Update Dataset**. From here you can make changes to the title, metadata, tags, etc. of the dataset.

Edit metadata Resources View dataset

Title:
 Edit

* URL: dms.tulsipurmun.gov.np/dataset/est-population Edit

Description:

You can use [Markdown formatting here](#)

Tags:

* **Department:**

Visibility:

* Required field

Delete Update Dataset

- f. If you want to make changes to the data file, click on resources.

Edit metadata **Resources** [View dataset](#)

Title:
 est.population [Edit](#)
 * URL: dms.tulsipurmun.gov.np/dataset/est-population [Edit](#)

Description:
 estimated population data sheet 2079/080 for health
 You can use [Markdown formatting here](#)

Tags:
 eg. economy, mental health, government

* **Department:**
 Health

Visibility:
 Public

* Required field [Delete](#) [Update Dataset](#)

- g. Find the data file you want to edit from the list, and click the **edit** button.(For example, let's select "est.population 2079/080" from this dataset.)

Edit metadata **Resources** [View dataset](#)

[+ Add new resource](#) [Reorder resources](#)

est.population 2079/080
 health mangement information system 2079/080 est. population

[Preview](#) [Download](#) [Edit](#)

- h. If you need to change the file, click **Clear Upload** and re-upload the desired file.

Edit resource DataStore [← All resources](#) [View resource](#)

File:
book1.xlsx [Clear Upload](#)

Name:
est.population 2079/080

Description:
health mangement information system 2079/080 est. population
You can use Markdown formatting here

Format:
XLSX

[Delete](#) [Update Resource](#)

- i. If necessary make the changes on the **Name**, **Description** and **Format** and click on **Update Resource**.

Edit resource DataStore [← All resources](#) [View resource](#)

File:
book1.xlsx [Clear Upload](#)

Name:
est.population 2079/080

Description:
health mangement information system 2079/080 est. population
You can use Markdown formatting here

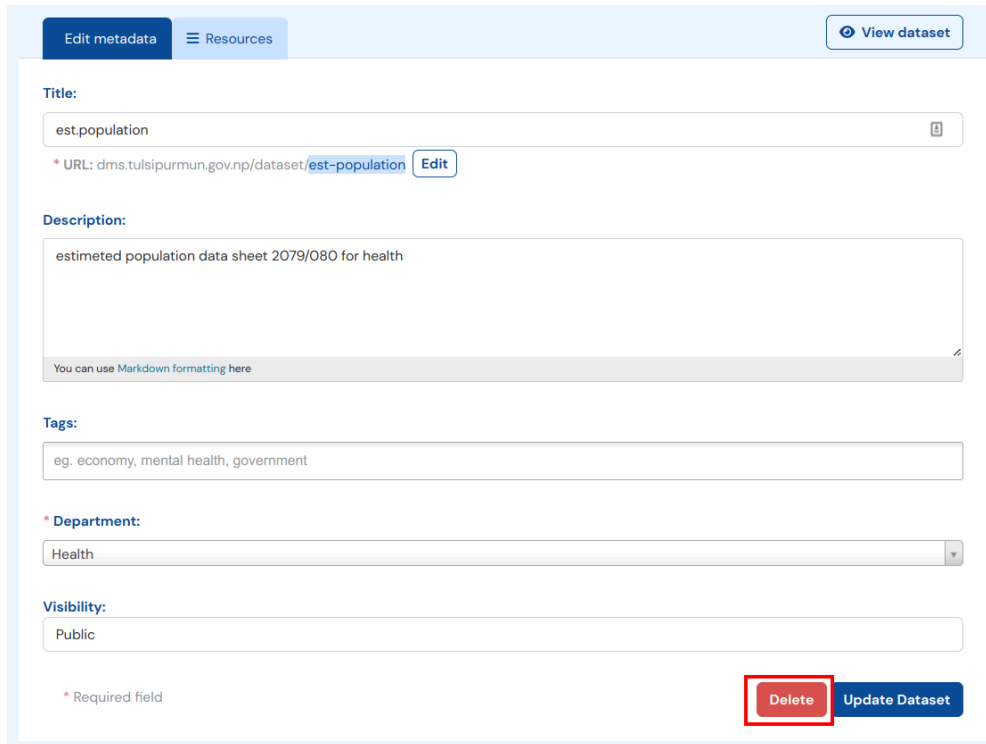
Format:
XLSX

[Delete](#) [Update Resource](#)

3. Delete existing datasets

The process for deleting datasets is the same as above (managing the datasets) up until you reach the dataset update UI form (steps-a to steps-d)

- a. Once you reach the dataset update UI form, click on **Delete**.




The screenshot shows the 'Edit metadata' form for a dataset. The form includes the following fields and controls:

- Title:** A text input field containing 'est.population' with a copy icon on the right.
- URL:** A text input field containing 'dms.tulsipurmun.gov.np/dataset/est-population' with an 'Edit' button to its right.
- Description:** A large text area containing 'estimated population data sheet 2079/080 for health'. Below the text area is a note: 'You can use Markdown formatting here'.
- Tags:** A text input field containing 'eg. economy, mental health, government'.
- Department:** A dropdown menu with 'Health' selected.
- Visibility:** A text input field containing 'Public'.
- Buttons:** At the bottom right, there are two buttons: 'Delete' (highlighted with a red box) and 'Update Dataset'.

A legend at the bottom left indicates that an asterisk (*) denotes a required field.

- b. If you do not want to delete the entire dataset and only individual data files within the datasets, click on **Resources**.

Edit metadata **Resources** View dataset

Title:
 est.population 
 * URL: dms.tulsipurmun.gov.np/dataset/est-population **Edit**

Description:
 estimated population data sheet 2079/080 for health
 You can use Markdown formatting here

Tags:
 eg, economy, mental health, government

* **Department:**
 Health

Visibility:
 Public

* Required field **Delete** **Update Dataset**

- c. From the list of data files within the datasets, click **Edit** on the file you want to delete.

Edit metadata **Resources** View dataset

+ Add new resource Reorder resources

 **est.population 2079/080**
 health magement information system 2079/080 est. population

Preview **Download** **Edit**

- d. Click on the **Delete** button to delete the data file.

Edit resource DataStore ← All resources View resource

File:
 book1.xlsx Clear Upload

Name:
 est.population 2079/080

Description:
 health mangement information system 2079/080 est. population
You can use [Markdown formatting](#) here

Format:
 XLSX

Delete Update Resource

4. Publish via data API

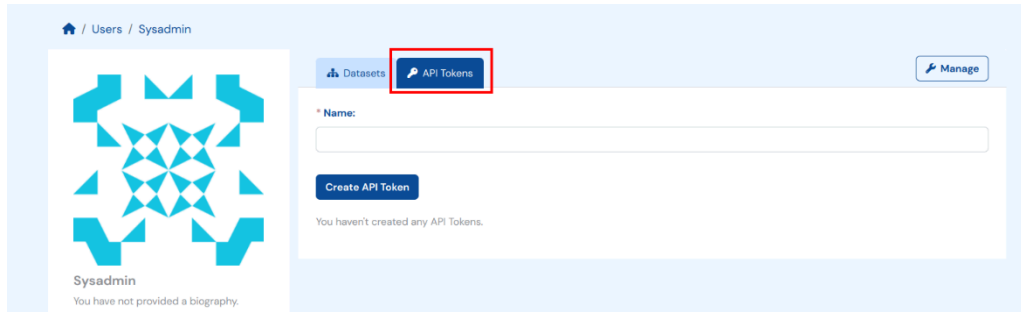
IDMS also has features to publish datasets via API. This feature is intended for easy integration or automatic data retrieval through other software systems. You must be authorized as the publisher–editor or publisher–admin role in the department or have to be a sysadmin to perform create/update actions to datasets via API. You will need an API Authorization key. Follow the given steps to generate an API token.

Step 1: Generate API Token

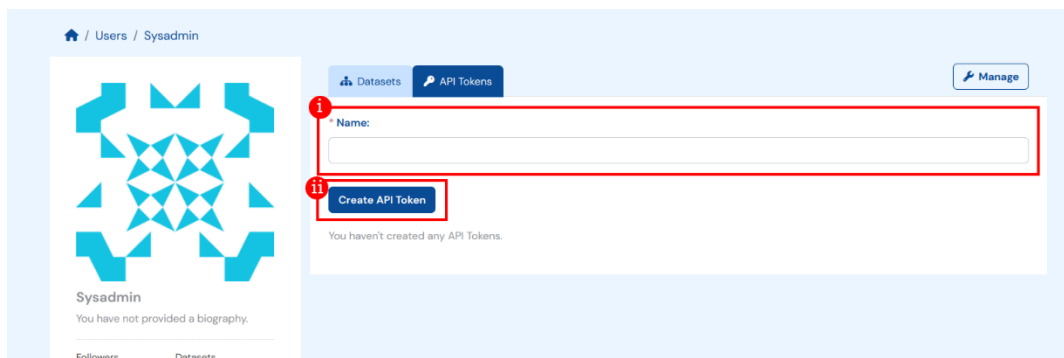
- a. Go to the profile page by clicking your profile image from the top header.



- b. Click the API token tab.



- c. Enter a token name and click the **Create API token** button to generate a new token.



Step 2: Add a new data file in the existing dataset with the following specifying Dataset schema

Endpoint: `{dms_url}/api/v3/datafile_create`

Parameters:

- **dataset_name** (*string*) – the name of the dataset. Get the dataset name from the dataset page edit page (or you could copy it from the browser URL also).
- **file_name** (*string*) – the file name for the data file.
- **format** (*string*) – the format for datafile. The default is CSV.
- **fields** (*object*) – Array object with fields type and field name eg. `[{"id": "field1", "type": "text"}]`. Type can be int, text, numeric, or there Postgres supported type.
- **primary_key** (*string*) – the unique identifier column for data records.

1 Create Dataset
2 Add data

Title:

new dataset ✖

* URL: dms.tulsiapurmun.gov.np/dataset/new-dataset new-dataset Edit

Description:

eg. Some useful notes about the data

You can use [Markdown formatting](#) here

Step 3: Add/Push new records to the existing data files

Endpoint: `{dms_url}/api/v3/datafile_update`

Parameters

- **file_id** (*string*) – the unique id of the data file. Get the file ID from the datafile page API explorer button.
- **fields** (*object*) – Array object of data records with field and value. Eg. `"records": [{"field1": "value", "field2": "value2" }, {"field1": "valueAnother", "field2": "valueAnother2" }]`

Data API - Consolidated Dashboard Data ✖

Get Request

https://dms.tulsiapurmun.gov.np/api/3/action/datastore_search?id=4aa09b2e-f970-426c-9151-edca55862021

Supported Parameter

Params	Description	Default	Type
id	Unique identifier of the file	4aa09b2e-f970-426c-9151-edca55862021	string
filters	matching conditions to select, e.g <code>{ "field1": "a", "field": "b" }</code>	N/A (optional)	object
fields	to return only selected fields	all fields (optional)	array or comma separated string
limit	maximum number of rows to return	100 (optional)	int
offset	offset this number of rows	0 (optional)	int
sort	comma separated field names with ordering eg. e.g.: "fieldname1, fieldname2 desc"	N/A (optional)	string
include_total	total matching record count	true (optional)	boolean

Close

For publisher admin

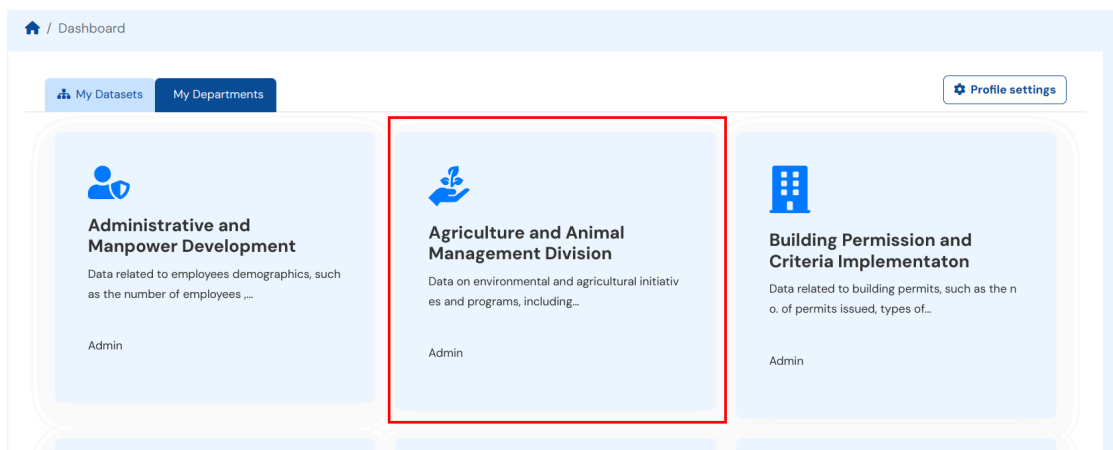
The actions in the DMS system that require some type of authorization are carried out by Users. All users must belong to one or more departments. A department can be different MIS systems or departments. Within a department, users can have different roles (Administrator, Editor, or Member of the department). Users who have admin privileges in the department are called publisher admins. Additionally, the publisher admin has all the privileges of both publisher-editor and publisher member.

1. Add a new publisher user for the department

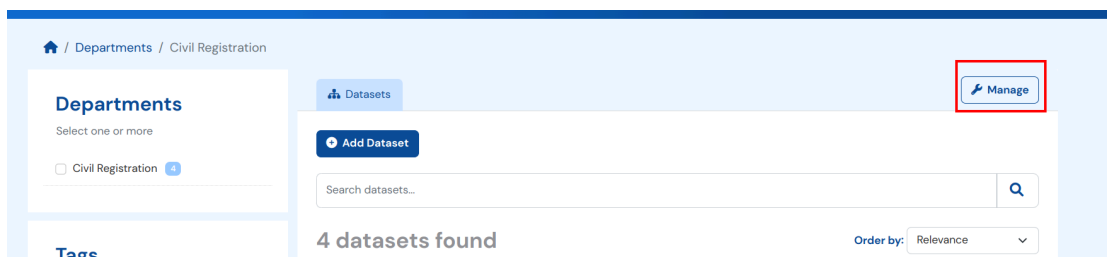
- a. Go to **Department** from the main menu



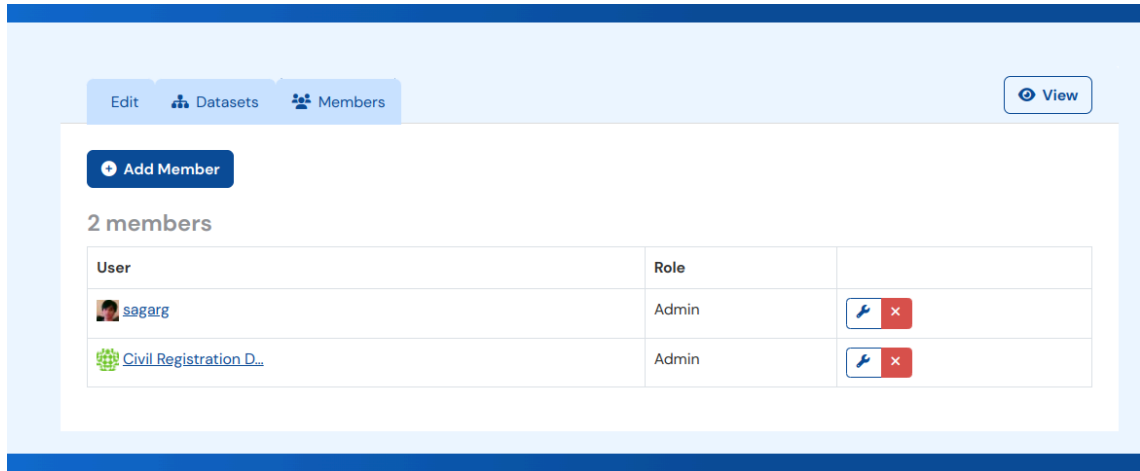
- b. Select one of the departments



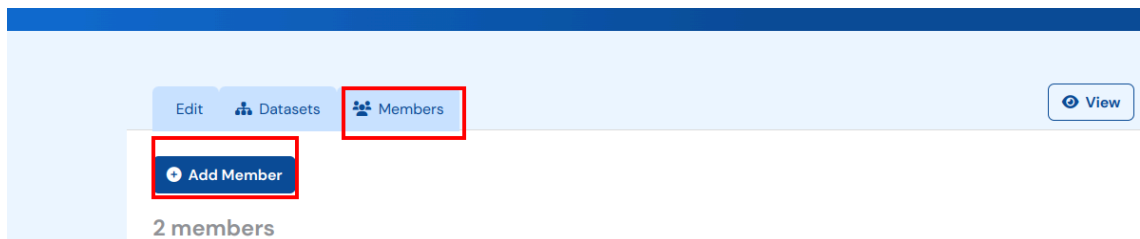
- c. Click **Manage** button on the top-right



- d. Click **Members** from the department menu. That will take you to the list of the members.



- e. Click the **Add Member** option.



- f. There are two options for adding users: adding an **Existing User** and adding a **New User**
- If the user is already registered, you could add the user by searching **username**.
 - You also can invite the users via **email**.

← Back to all members

Add Member

Existing User :
If you wish to add an existing user, search for their username below.

Username

OR

New User :
If you wish to invite a new user, enter their email address.

Email address

Role:
Member

Add Member

- g. Select **role** as admin to provide publisher admin access to users for the department.

Role:

Member

Admin

Editor

Member

2. Remove publisher and users from the department

- a. Step a to Step d are the same as above.
- b. Once you get to the members list, click the red cross icon on the right hand side of the users list.

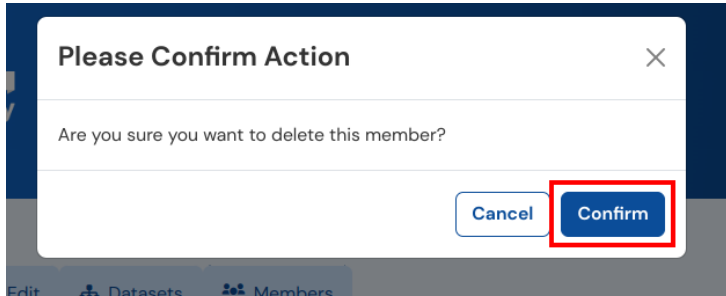
Edit Datasets Members View

+ Add Member

2 members

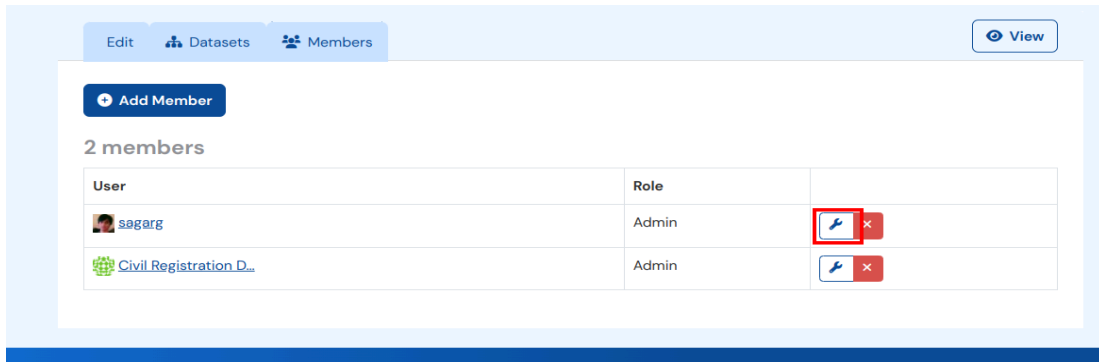
User	Role	
sagarg	Admin	
Civil Registration D...	Admin	

- c. Click on the confirm button on the prompt window.

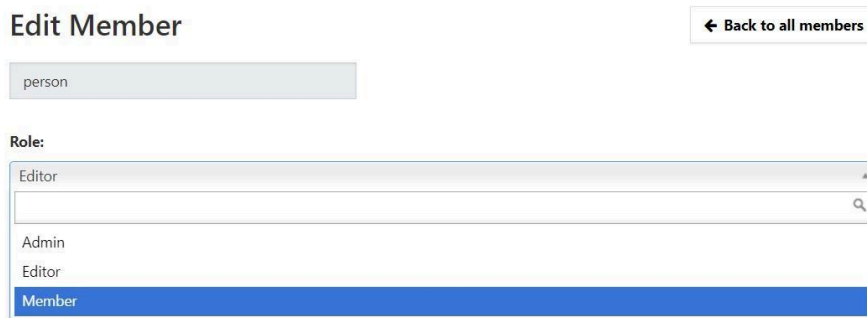


3. Modify the user's roles for the department

- a. Step a to Step d are the same as above.
- b. Once you get to the members list, click the gear icon on the right hand side of the users list.



- c. Select the role you want to permit.



- d. Click on Update Member button. That will update the selected roles for that member.

Edit Member ← Back to all members

person

Role:
Member

Delete Update Member

4. Login/reset your own password

- Click **Forgot your password?** on the login page. It will redirect you to the password reset page.

Login to Integrated Data Management System (IDMS)

Username or Email:

Password:

Remember me

[Forgot your password?](#) Login

- Enter your registered **username or email** and hit the “request reset” button. It will send you an email where you can reset your password.

Reset your password

Enter your email address or username into the box and we will send you an email with a link to enter a new password.

Email or username:

Request Reset

5. Explore Datasets

Publisher admins can explore datasets just the same as any other user. You can refer to the exploring datasets procedures in the general user section.

For system admin

System Administrator has high level authority over user and data management in IDMS. They are usually known as a sysadmin. Sysadmins have full control over the portal, both through the interface and the API for example:

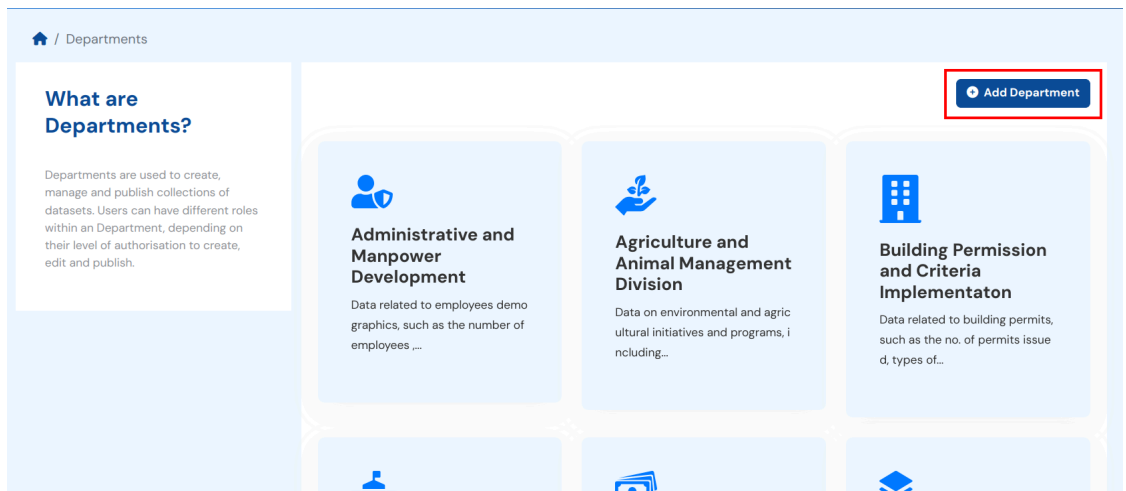
- Create a new department and edit existing department information.
- Create files and datasets of any department.
- Create, edit, and delete existing users.
- Modify the content of the accessory pages etc.

1. Add a new Department

- a. Click the **Department** link on the main menu.



- b. Click the **Add Department** button on the top-right.



- c. Enter the **Department Name, Description, and Image URL.**
- d. Click on the **Create Department** button on the bottom right. It creates your department and will show the option to create new datasets.

🏠 / Departments / Create an Department

What are Departments?

Departments are used to create, manage and publish collections of datasets. Users can have different roles within an Department, depending on their level of authorisation to create, edit and publish.

Create an Department

Name:

* URL: dms.tulsiipurmun.gov.np/department/<department> [Edit](#)

Description:

You can use Markdown formatting here

Image:

[Upload](#) [Link](#)

* Required field

[Create Department](#)

2. Manage the users for the department

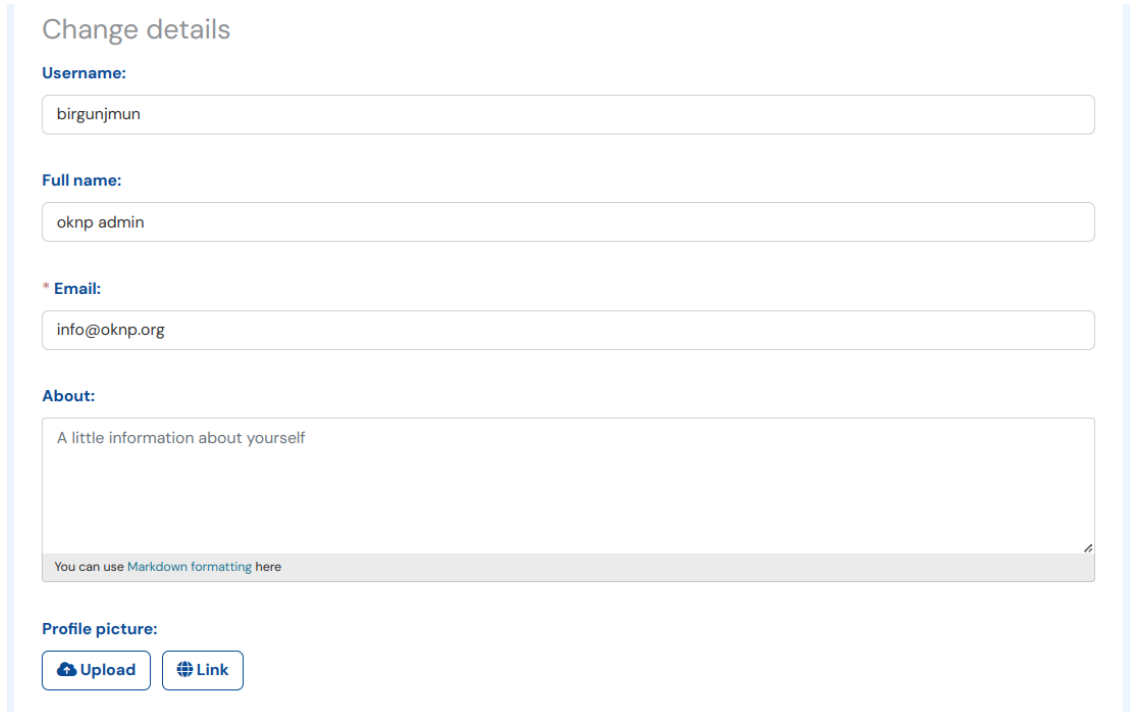
Just like publisher admin, system admin can also add, manage, or remove users. The process is the same. Read about the process of [managing the users here](#).

3. Change the user's profiles and password

- a. Select the **gear icon** from the top right corner.



- b. Do the necessary edits.

A screenshot of a 'Change details' form. The form is titled 'Change details' and contains several input fields. The 'Username' field contains 'birgunjmun'. The 'Full name' field contains 'oknp admin'. The 'Email' field, marked with an asterisk, contains 'info@oknp.org'. Below these is a text area for 'About' with the placeholder text 'A little information about yourself' and a note 'You can use Markdown formatting here'. At the bottom, there is a 'Profile picture' section with 'Upload' and 'Link' buttons.

- c. Provide the system admin password and click the **Update Profile** to save your edits

Profile picture:

Upload Link

Change password

Old Password:

Password:

Confirm Password:

* Required field

Delete Update Profile

4. Promote users to the sysadmin

Sysadmin users can promote the other general user as system admin.

- Click the **hammer icon** from the top menu.



- It will redirect you to the sysadmin control page, and search for users to promote via dropdown menu.

Administer IDMS

As a sysadmin user you have full control over this CKAN instance. Proceed with care!

For guidance on using sysadmin features, see the CKAN [sysadmin guide](#)

Sysadmins Config Trash

Current Sysadmins

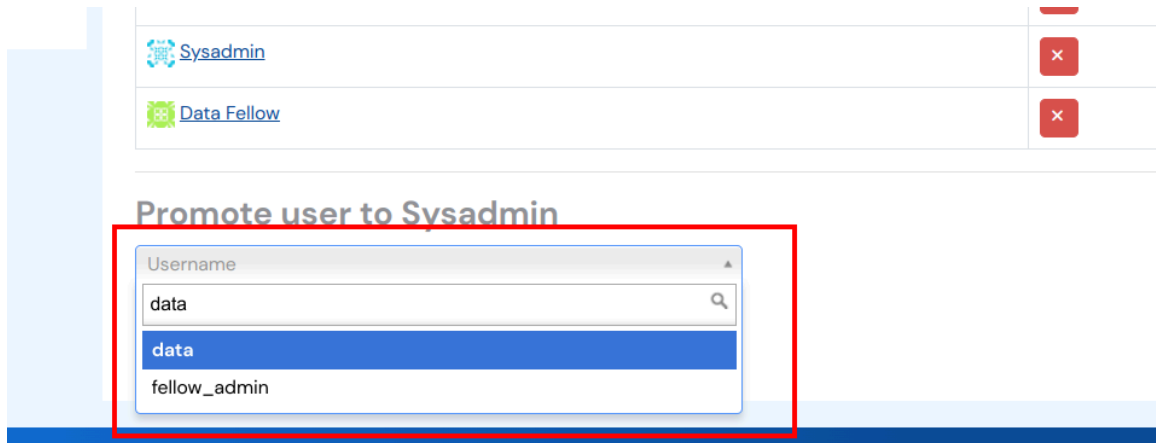
User	
default	x
sagarg	x
Sysadmin	x
Data Fellow	x

Promote user to Sysadmin

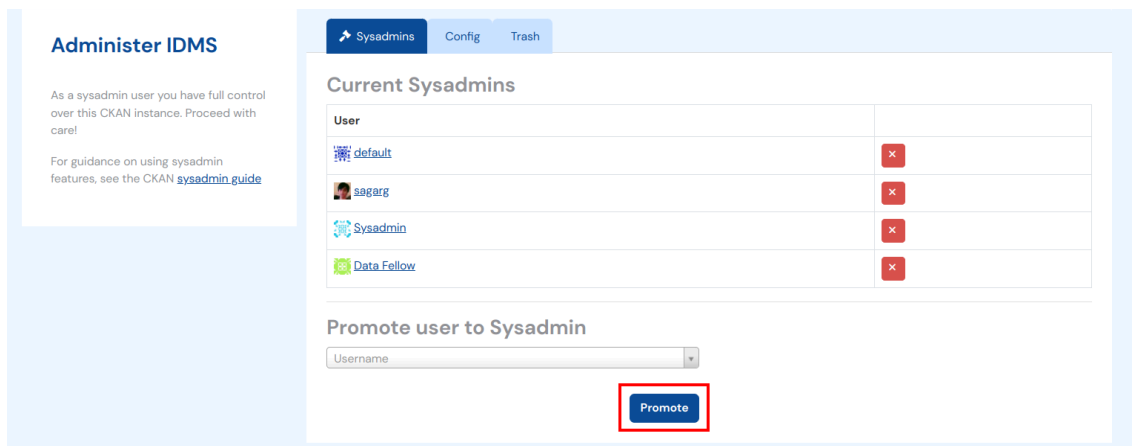
Username

Promote

- c. Select or search the user from the dropdown input UI.



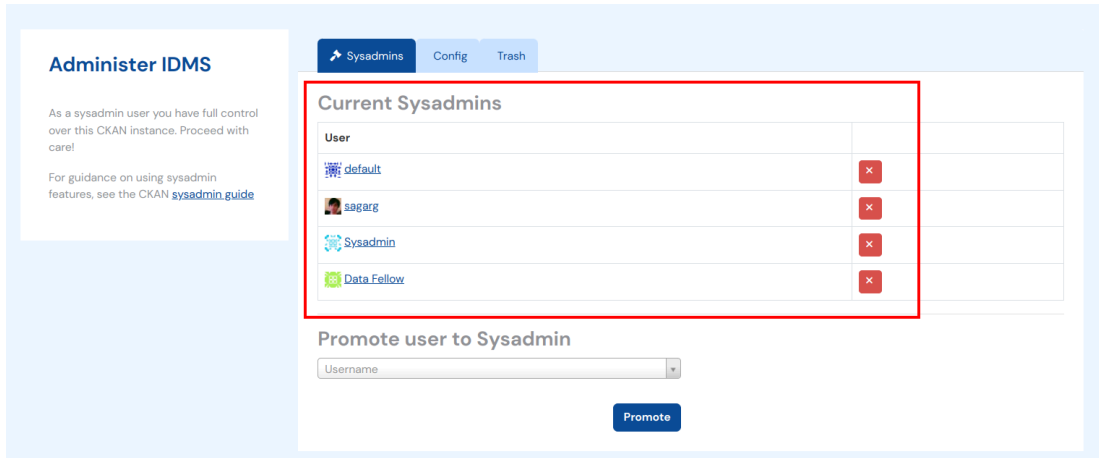
- d. Click **Promote**. Now the user gets the full privilege of sysadmin access.



5. Remove sysadmin user

The Sysadmin user can also remove the other sysadmin users.

- a. Once in the sysadmin control page, find the user you want to remove from the lists of current sysadmins.



- b. Click the red **cross icon**, you will get a user profile page. (For example, let's delete "default" sysadmin)

