Process and Procedure of Publishing dataset
Home Page of tn.data.gov.in

Click on login to login as a Data Contributor.
Enter credentials of Data Contributor and Log in

Users having @gov.in or @nic.in can directly Log In with their Email/Password.

- testcontrib@data.gov.in
- ********

Forgot your password?

Log In With Password

or

E-mail/Mobile (Log In With OTP)

Generate OTP

or

Not registered with MyGov account? Register Now

MyGov Auth platform is designed, developed and hosted by National Informatics Centre, Ministry of Electronics & Information Technology, Government of India.
Click on Create Content and choose Catalog
Catalog creation form is following.

Catalog Title *

Educational Institutions in Coimbatore

Catalog Description *

The data refers to Educational Institutions within Coimbatore district of Tamil Nadu. The details includes Educational Institution name, the category of educational institutions, Address, Area and Ward number where it is located.

Please provide a detailed description of the Catalog (e.g., an abstract) determining the nature and purpose of the data catalog.

Keywords *

Coimbatore, Education Institutions, Name of the schools, ward number

It is a list of terms, separated by commas, describing and indicating at the content of the catalog.

Group Name

Educational Institutions
Fill all the Details of form and click on ‘Save’.
Catalog is created status message is shown on the right corner of window.
Click on “Add Resource” for resource creation.

You do not have any unpublished resources. You can add resources to this catalog from the "Add Resource" option above.
Fill all details of Resource
Choose Resource Category as ‘Dataset’.

Catalogs / Educational Institutions in Coimbatore

Revision state: Draft
Most recent revision: Yes
Set moderation state: Chief Data Officer Review

Resources not Published

Catalog Info

Write to CDO

Catalog Moderation
Current State:
Draft
Operation:
Move to Chief Data Officer Review
Move to Trash

Chief Data Officer
Name:
Test CDO
Designation:
CDO
Ministry/State/Department:
Tamil Nadu

Resource Category *
Dataset

Resource Title *
Educational Institutions in Coimbatore

AccessType
Open

Resource Access Method *
- Select a value -
Upload Datafile
Link to URL
Frequency of Data *

Granularity of Data Element
Fill all details of Resource

Choose ‘Resource Access Method’ as ’Upload Datafile’.
Select the required file from location.
Once file is uploaded, file name is shown on the page.
Fill all other required details, check for Compliance and save it.
After catalog and resource creation, these can be sent for Chief Data Officer review. Resource can be sent to CDO, once catalog is sent to CDO.
Now Catalog and Resource are under Chief Data Officer Review
Catalog and Resource sent to Chief Data Officer Review are visible in data contributor’s ‘Under Moderation’ section.

<table>
<thead>
<tr>
<th>Title</th>
<th>Ministry/State/Department</th>
<th>Moderation state</th>
<th>Revised by</th>
<th>Last updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Institutions in Coimbatore</td>
<td>Tamil Nadu</td>
<td>Chief Data Officer Review</td>
<td>testcontrib@dat...</td>
<td>4 min ago</td>
</tr>
<tr>
<td>Test catalog 2 on 5th oct</td>
<td>Tamil Nadu</td>
<td>PMU for Publish</td>
<td>testcontrib@dat...</td>
<td>1 day 2 hours ago</td>
</tr>
</tbody>
</table>
Login to CDO account – Enter credentials and login.

Users having @gov.in or @nic.in can directly Log In with their Email/Password.

- testcdo@data.gov.in
- *******

Forgot your password?

Log In With Password

or

E-mail/Mobile (Log In With OTP)

Generate OTP

Not registered with MyGov account? Register Now
After login to Chief Data Officer Account, click on My Dashboard
Click on “Needs Review”, here you can see Catalogs and Resources which are moved by Contributor to CDO for Review.
Chief Data Officer is redirected to the Catalog/Resource Page

Catalog Moderation
Current State:
Chief Data Officer Review

Operation:
- Move to Draft
- Move to Contributor Review
- Move to PMU for Publish
- Move to Trash

Chief Data Officer
Name:
Test CDO
Designation:
CDO
Ministry/State/Department:
Tamil Nadu
Phone:
+91 9191919191
Email:
testcdo(at)data(dot)gov(dot)in
Address:
Tamil Nadu
Click on Edit Resource, Review the data, metadata and check on Compliance (for Chief Data Officer) than click on save.
Resource is updated and message is shown on screen.
Click on “Move to PMU for Publish” to move the Catalog
Click on “Move to PMU for Publish” to Move Resource
Catalog and resource moved to “PMU for Publish” and ‘Resource Current State’ is updated.
Login to PMU account - Enter credentials and login

- pmu@data.gov.in
- **********

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Log In With Password

Email/Mobile (Log In With OTP)

Generate OTP

Not registered with MyGov account? Register Now
After login to PMU Account, click on My Dashboard
Section ‘Needs Review’ shows Catalog/Resources which are moved by CDO to PMU for Publish
Click on “Move to Publish” to publish Catalog/Resource. First catalog is published then Resource us published.
Catalog and Resource are published.
Thank You