INSTRUCTION

for the User of the Open Data Portal of the Republic of Uzbekistan

Role: User

USER INSTRUCTION

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Open Data Passport – information generated by the operator containing brief details about the open data.

Access to the Open Data Portal is carried out by visiting the following address: data.egov.uz

When accessing the portal, the **main page** will appear, which contains the following information:

• Information about open data sets:

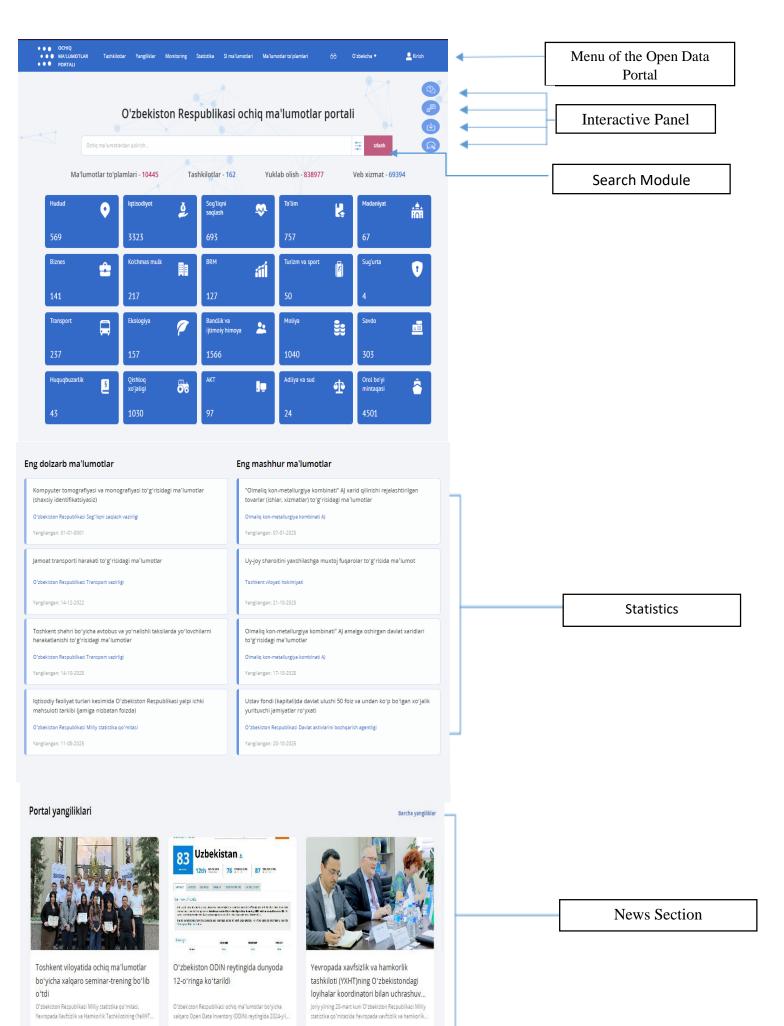
- o **Passport** general information about the dataset;
- o **Structure** the composition and data structure;
- **Table** the dataset itself;
- **Web service** integration gateway (API);
- **Versions** data version history.

• Search system with advanced search functionality:

- o **Dataset ID** search by dataset identification number;
- **Title** search by dataset name;
- o **Organization** search by organization;
- **Keywords** search by keywords.

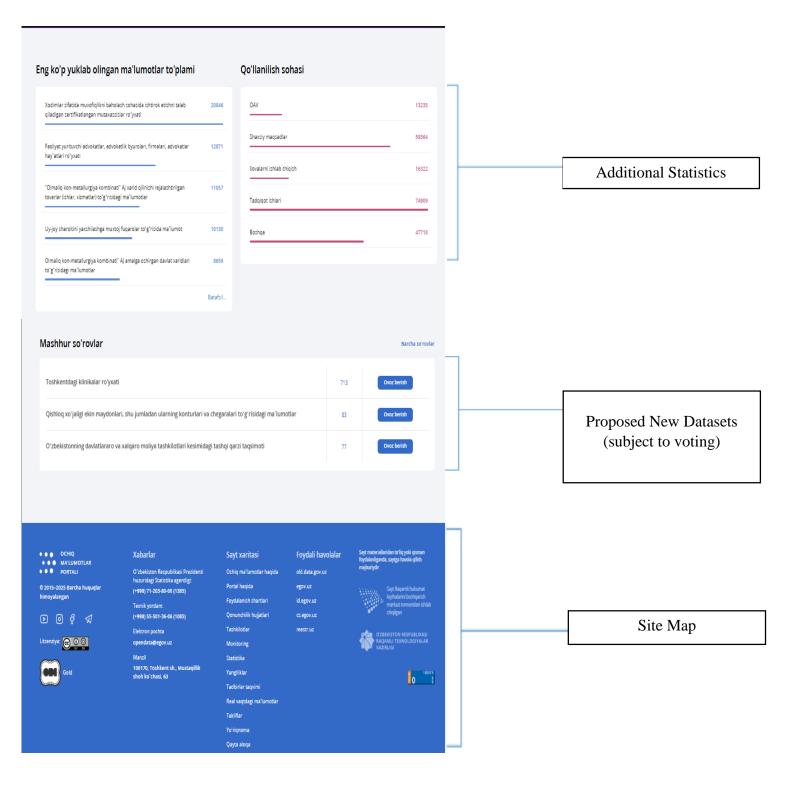
• Statistics section:

- Most relevant datasets up-to-date datasets;
- o **Most popular datasets** frequently downloaded datasets;
- **Application areas** distribution by areas of use.
- **Portal news** the latest updates and announcements.
- **Popular proposals** suggestions for adding new datasets available for voting.
- Site navigation:
 - o **Organizations** statistics on the number of datasets within organizations;
 - o **Monitoring** statistics on the timely updating of datasets;
 - o **Statistics** overall statistics on datasets;
 - o **Proposals** list of proposed new datasets;
 - o **Instructions** user guidelines for working with the portal;
 - o **Feedback** form for submitting suggestions or comments about the portal;
 - o **Previous version** access to the previous version of the portal;
 - o **FAQ (Questions and Answers)** frequently asked questions and their answers;
 - o **Glossary** terminology used in the field of open data;
 - o **About the Portal** general information about the portal;
 - o **About Open Data** general information about open data;
 - o **Terms of Use** − conditions for using open data;
 - o **Legislative Acts** regulatory and legal acts in the field of open data.

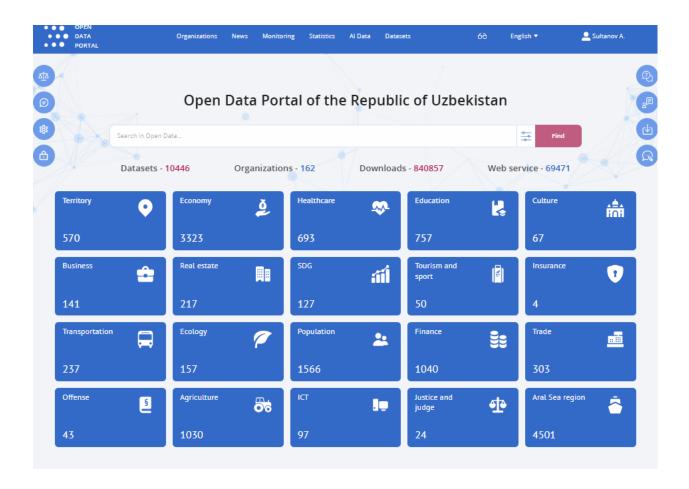


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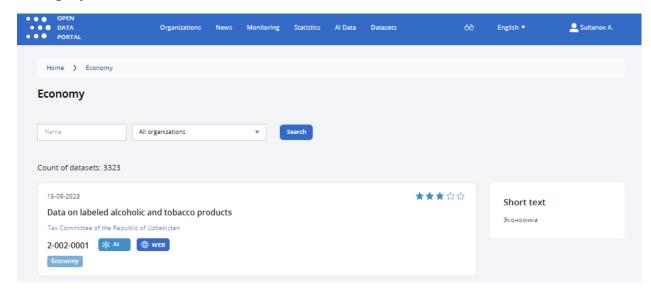
Batafeil.



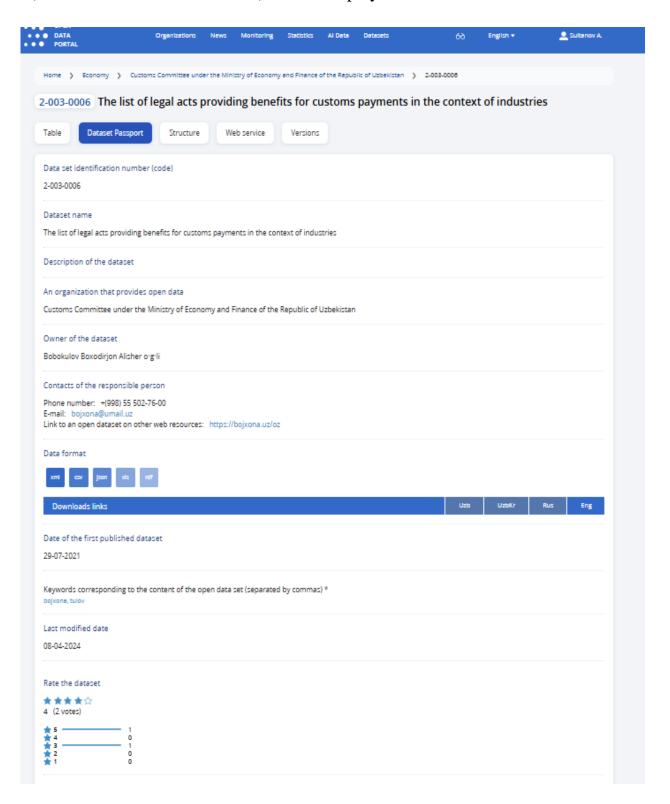
On the main page, you can access open data by navigating through the fields of activity to which the open data belong.



When a specific sector is selected, a list of open data sets pertaining to that sector is displayed.



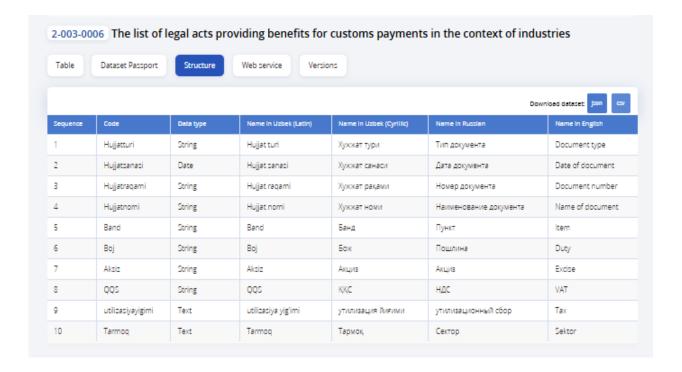
From the list, a specific data set can be selected, upon which the data passport (information about the data set) will be displayed.



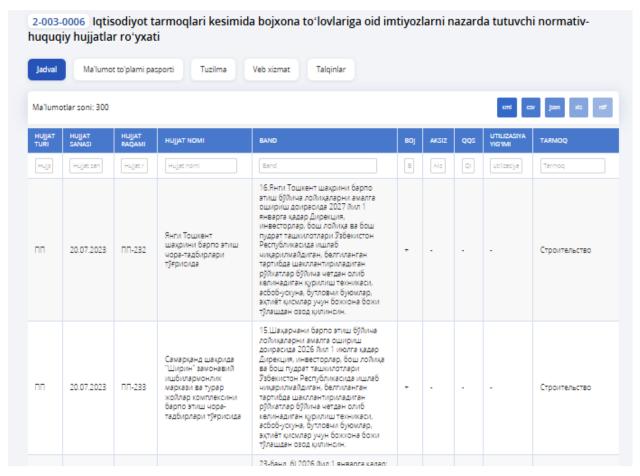
When the data passport is opened, the following information about the data set is displayed:

- Identification number (code) of the data set;
- Name of the data set;
- Data set owner;
- Contact details of the responsible person:
 - o Phone number;
 - o E-mail:
- Link to the open data set on other web resources;
- Data format (xml, csv, json, xls, rdf);
- Date of the first publication of the data set;
- Keywords corresponding to the content of the open data set (separated by commas)*;
- Date of the last modification;
- Rate the data set;
- Comments.

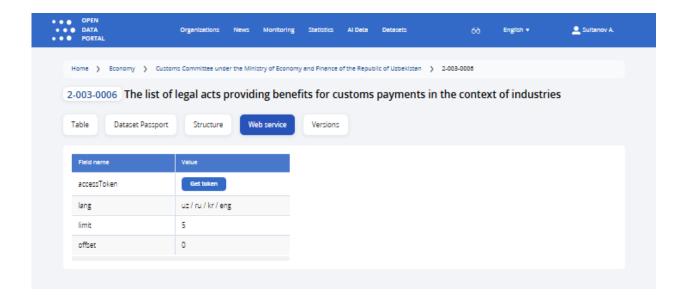
When navigating to the "Structure" section, the structure with data types will be displayed, which can be downloaded in **JSON** and **CSV** formats.



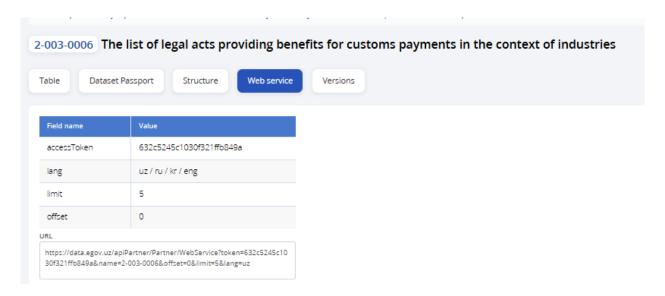
Navigating to the "Table" menu will display the dataset itself, which can be downloaded in XML, CSV, JSON, XLS, or RDF formats.



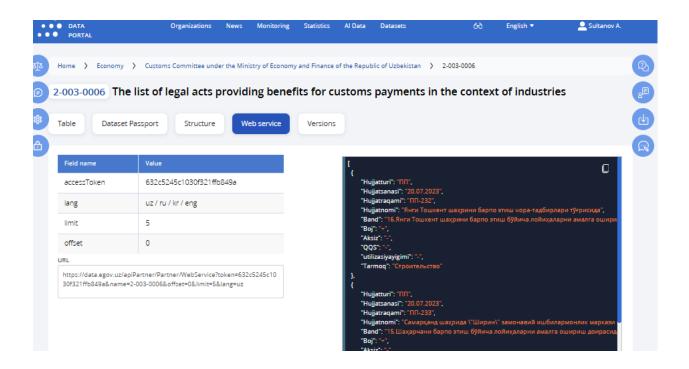
When navigating to the "Web Service" menu, the user has the opportunity to integrate the datasets into their own information system or resource in order to receive data in real-time mode.



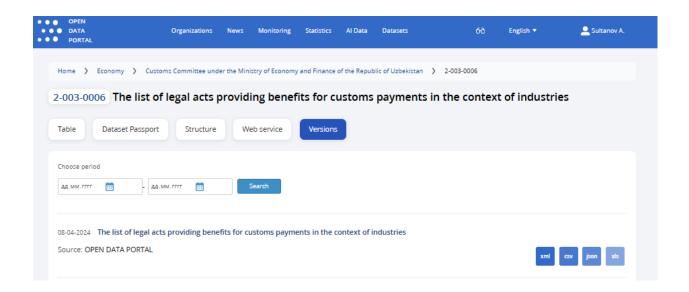
After clicking the "Get Token" button, the user will see the access token (key) as well as the URL link to the system API for integration.



When the "Send" button is clicked, the data in **JSON** format will be displayed for use during the integration process.



When navigating to the "Versions" menu, the data version history will be displayed along with the date of the last update, and the data can be downloaded in XML, CSV, JSON, or XLS formats..



On the main page, it is possible to search for data using a filter by dataset ID, dataset name, organization, or keywords applied to the datasets. After entering the required values in the search field, the "Search" button is clicked.

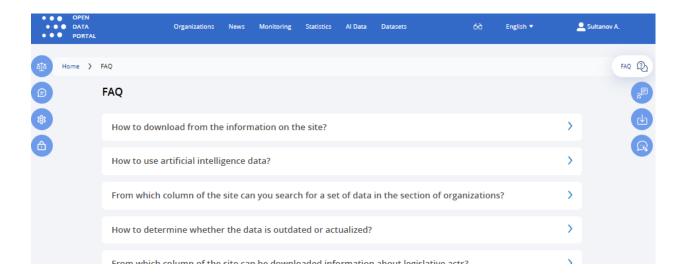


On the main page, there is an **interactive panel** for user interaction with operators in the following areas:

- Frequently Asked Questions (FAQ);
- User surveys;
- Request for a new dataset;
- Feedback.

To access the Frequently Asked Questions, the user needs to navigate to the "Questions and Answers" section of the portal's interactive panel.

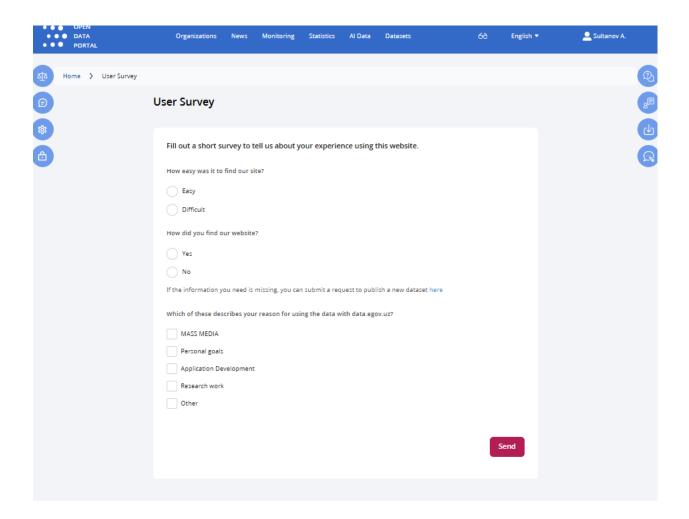
Upon entering this section, the user will have the opportunity to view answers to important questions regarding the portal.



In addition, the interactive panel includes a "User Survey" section, designed to collect users' opinions about the portal by answering the following questions:

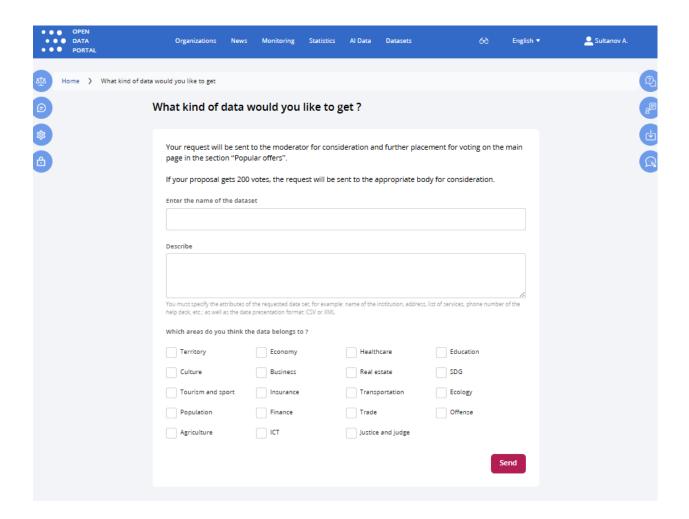
- How did you find our website?
- Did you find what you were looking for?
- Which of the following best describes your reason for using data from data.egov.uz?

This short questionnaire will appear in the next window.



The "Request for a New Dataset" section of the portal's interactive panel allows users to contact portal operators to request the addition of new datasets that do not yet exist on the open data portal and are considered important for public use in their activities.

When accessing this section, a window appears where users can submit a request by providing the dataset's name, description, and the relevant field to which the data pertains, for detailed analysis and further identification of the government organization capable of providing such data and publishing it on the portal.

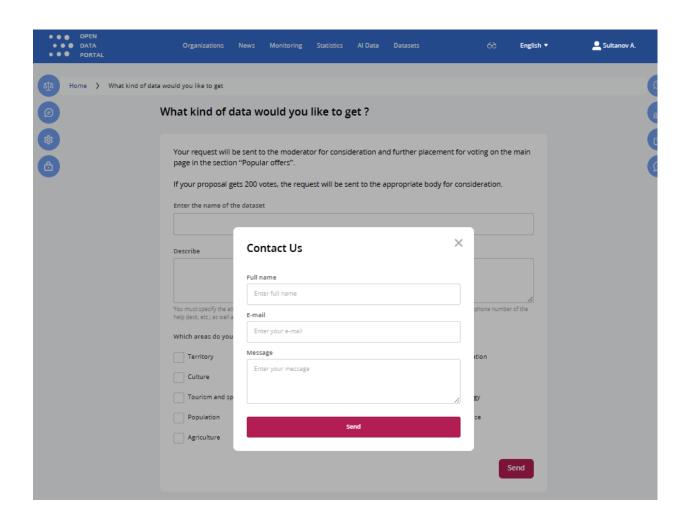


After filling in the request with the required information, the user submits it to the operator by clicking the "Send" button.

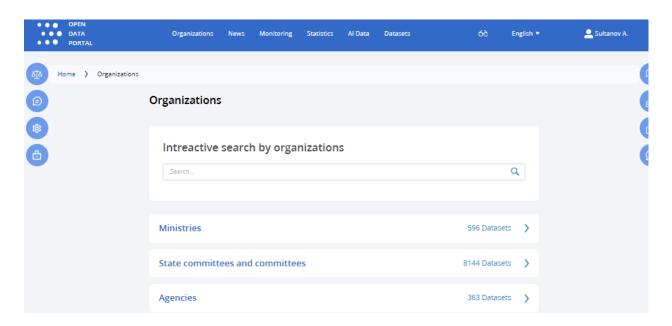
Upon receiving the request, the operator reviews it and publishes it on the main page for collecting a certain number of votes. Once a specified number of votes is reached, taking into account the demand for the proposed data, the operator contacts the authorized government body regarding the possibility of providing the proposed open datasets for publication.

If a positive decision is made, the government body provides the necessary data to the operator for publication on the portal.

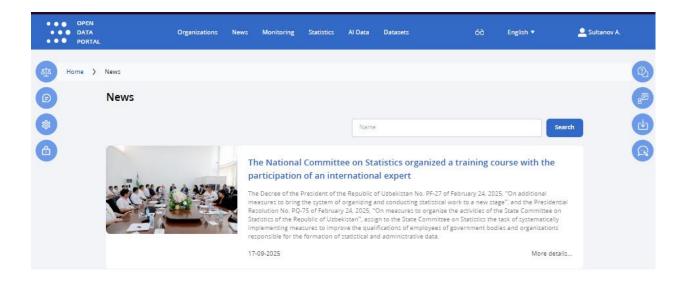
The "Feedback" section of the interactive panel is intended for submitting relevant comments and suggestions about the portal. When this function is accessed, a window appears allowing the user to submit a request by providing their full name, e-mail address, and message text.



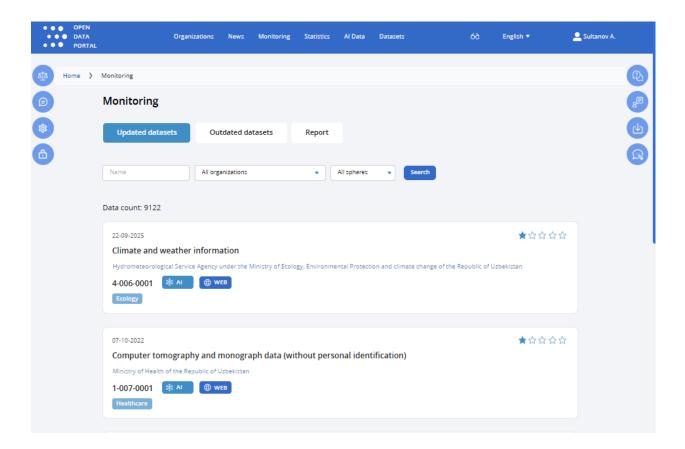
The "Organizations" item in the portal's main page menu is intended to display information on the number of datasets categorized by government organizations.



The "News" item in the portal's main page menu is intended to display portal news posted by the portal operators.

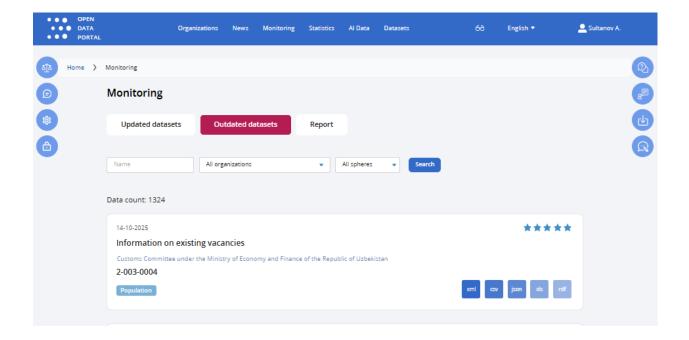


The "Updated Datasets" subitem under the "Monitoring" menu on the portal's main page is intended for monitoring data entered and updated by government organizations on the portal.

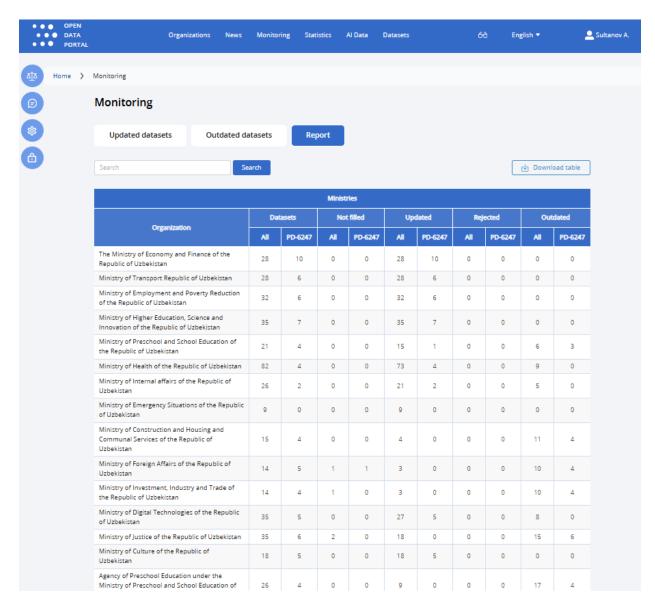


This window displays information about datasets added and updated on the portal.

The "Outdated Datasets" subitem under the "Monitoring" menu on the portal's main page is intended to display information about open datasets that have not been updated in a timely manner on the portal.

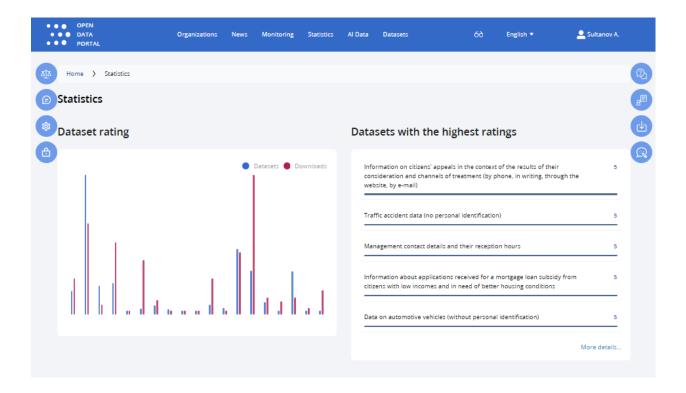


The "Monitoring" subitem under the "Monitoring" menu on the portal's main page is intended to display statistics on the number of datasets by government agencies and the timely updates of the open datasets on the portal.

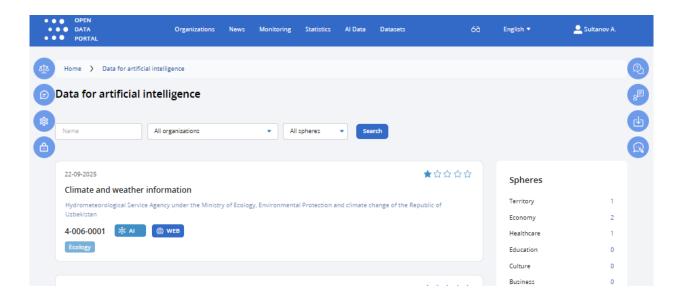


The "Statistics" item in the portal's main page menu is intended to display statistical data related to datasets, including:

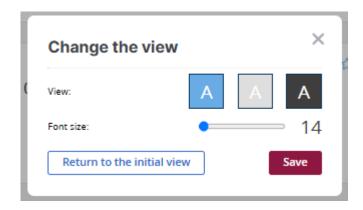
- Dataset ratings;
- Highest-rated datasets;
- Most frequently downloaded datasets;
- Areas of application;
- Rejected datasets;
- Popular search queries.



The "AI Data" item in the portal's main page menu is intended to display open datasets that are highly likely to be used in the field of artificial intelligence.



To use the function for visually impaired users, the user should click the button located on the main page menu bar of the portal.



The "Legislative Acts" section contains regulatory legal acts that govern the activities of open data.

