

# Navigating the Dataset Catalog

## Montana Data Portal

### How do I access the dataset catalog?

Navigate to the [www.howto.mt.gov](http://www.howto.mt.gov) website and select the 'Dataset Catalog' menu option.

### How do I navigate in the dataset catalog?

A screenshot and details for each numbered section from the vendor are enclosed below.

#### Montana Data Portal

The screenshot shows the Montana Data Portal interface. On the left, there is a sidebar with a search bar (1), 'View Types' (2) including Datasets, Charts, Maps, Calendars, Filtered Views, External Datasets, Files and Documents, Forms, and APIs; 'Categories' (3) including Business, Common Data Elements, Drivers, Education and Training, and Employment; and 'Topics' (4) including agency, contact, counties, county, and region. The main area is titled 'Search & Browse Datasets and Views' (5) and features a search bar (6) and a dropdown menu (7) set to 'Most Relevant'. Below this is a table of datasets:

Name	Popularity	Type
1. SiteSelectorBatch (DO NOT DELETE)	52 views	Dataset
2. County Lines <a href="https://testgisservice.mt.gov/arcgis/rest/services/GOV/OperationalLayers_MtSiteSelector/MapServer/9">https://testgisservice.mt.gov/arcgis/rest/services/GOV/OperationalLayers_MtSiteSelector/MapServer/9</a>	6 views	Map
3. Map of Leased State Government Facilities <a href="https://testgisservice.mt.gov/arcgis/rest/services/GOV/OperationalLayers_MtSiteSelector/MapServer/9">https://testgisservice.mt.gov/arcgis/rest/services/GOV/OperationalLayers_MtSiteSelector/MapServer/9</a>	187 views	Map
4. State of Montana Leased Facilities <small>Property facilities, buildings</small> This dataset contains all public information that relates to lease contracts between the State of Montana and owners/owne	15 views	Dataset
5. Montana Base Map <a href="http://gisservice.mt.gov/ArcGIS/rest/services/BaseMapServiceCenter/MontanaBaseMap/MapServer/0">http://gisservice.mt.gov/ArcGIS/rest/services/BaseMapServiceCenter/MontanaBaseMap/MapServer/0</a>	13 views	Map
6. Catalog	13 views	Dataset
7. Templates	2 views	Dataset
8. Montana Agency Names and Acronyms <small>Common Data Elements agency, agency acronms, common data element, ...</small> Approved list of State Agencies identified in statute (MCA 2-15)	18 views	Dataset
9. Montana County Names <small>Common Data Elements county, counties, region</small> Approved List of Montana County names with FIPS code	31 views	Dataset
10. TimeLine Chart - State Job Postings By Salary Permanent Yearly Salaried State of Montana Job Postings. Includes Minimum and Maximum Salary Comparison.	1,291 views	Chart

At the bottom of the main area, there is a pagination control (8) showing 'Showing 10 of 14' and a 'Suggest a dataset.' button (9).

- 1. Search:** Enter keywords or words to search the catalog for matches. Results will be presented in the following order: matches in the title, matches in the dataset, and matches in the metadata. Standard Boolean operators can be used, meaning you can type 'AND' or 'OR' between words to specify the type of search performed; an 'AND' search is performed if no operator is specified. We also use word stemming, which means that if you type "educational," you will also get results that match education, educating, educate, etc.

## Montana Data Portal

The screenshot shows the Montana Data Portal interface. On the left, there is a sidebar with sections: 'View Types' (1) containing icons for Datasets, Charts, Maps, Calendars, Filtered Views, External Datasets, Files and Documents, Forms, and APIs; 'Categories' (3) with Business, Common Data Elements, Drivers, Education and Training, and Employment; and 'Topics' (4) with agency, contact, counties, county, and region. The main area is titled 'Search & Browse Datasets and Views' (5) and features a search bar (6) and a dropdown menu (7) set to 'Most Relevant'. Below this is a table of 10 datasets with columns for Name, Popularity, and Type. The datasets listed are: 1. Site SelectorBatch (DO NOT DELETE) (52 views); 2. County Lines (6 views); 3. Map of Leased State Government Facilities (107 views); 4. State of Montana Leased Facilities (15 views); 5. Montana Base Map (13 views); 6. Catalog (13 views); 7. Templates (2 views); 8. Montana Agency Names and Acronyms (18 views); 9. Montana County Names (31 views); 10. TimeLine Chart - State Job Postings By Salary (1,291 views). At the bottom, there is a pagination control (8) showing 'Showing 10 of 14' and a 'Suggest' button (9) for users who didn't find what they were looking for.

## 2. View Types: Clicking on one of these will filter the catalog with data of only that type.

- **Datasets:** These are datasets uploaded into the Socrata platform.
- **External Datasets:** links to datasets stored elsewhere on the web.
- **Files and Documents:** downloadable files such as PDFs or Word documents
- **Filtered Views:** These are saved filtered Datasets. For reference, "View" means any filter, chart, map, calendar, form, etc. that is "Saved" from a dataset, and will be linked to the original Dataset through the "More Views" tab.
- **Charts:** Charts such as pie charts and bar charts created from Datasets. These will also be linked to the original Dataset through the "More Views" tab.
- **Maps:** Maps created from geo-location data or geospatial data (shapefile, kml, or kmz file). If it is based on geo-location data, it will also be linked to the original Dataset through the "More Views" tab.
- **Calendars:** Calendars created from Date & Time data in a Dataset. These will be linked to the original Dataset through the "More Views" tab.
- **Forms:** Forms are created from a Dataset, to collect information from users. These will be linked to the original Dataset through the "More Views" tab.

## 3. Categories: Clicking on a category will filter the catalog for all datasets with that category selected in the dataset metadata.

## 4. Topics: Clicking on a Topic will filter the catalog by all datasets tagged with that word. This section is populated with terms as they are tagged on Datasets in the metadata.

## 5. RSS Subscription: Clicking on this allows users to subscribe to updates on the catalog.

## 6. Catalog Display Format: Toggle between detailed and rich display views of the catalog.

## Montana Data Portal

The screenshot shows the Montana Data Portal interface. On the left, there are navigation menus for 'View Types' (1), 'Categories' (3), and 'Topics' (4). The main area is titled 'Search & Browse Datasets and Views' (5) and features a search bar (1) and a 'Sort' dropdown menu (7) set to 'Most Relevant'. Below the search bar is a table of datasets with columns for Name, Popularity, and Type. The table lists 10 datasets, with the first one being 'SiteSelectorBatch (DO NOT DELETE)' and the last one being 'TimeLine Chart - State Job Postings By Salary'. At the bottom of the table, it says 'Showing 10 of 14' (8). Below the table is a 'Suggest' button (9) and a 'Didn't find what you're looking for? Suggest a dataset.' prompt.

Name	Popularity	Type
1. SiteSelectorBatch (DO NOT DELETE)	52 views	Map
2. County Lines <a href="https://testgiservice.mt.gov/arcgis/rest/services/GOV/Operational_Layers_MISiteSelectorMapServer/0">https://testgiservice.mt.gov/arcgis/rest/services/GOV/Operational_Layers_MISiteSelectorMapServer/0</a>	6 views	Map
3. Map of Leased State Government Facilities <a href="https://testgiservice.mt.gov/arcgis/rest/services/GOV/Operational_Layers_MISiteSelectorMapServer/0">https://testgiservice.mt.gov/arcgis/rest/services/GOV/Operational_Layers_MISiteSelectorMapServer/0</a>	187 views	Map
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6. Catalog	13 views	Map
7. Templates	2 views	Map
8. Montana Agency Names and Acronyms <small>Common Data Elements</small> Approved list of State Agencies identified in statute (MCA 2-15)	18 views	Table
9. Montana County Names <small>Common Data Elements</small> Approved List of Montana County names with FIPS code	31 views	Table
10. TimeLine Chart - State Job Postings By Salary Permanent Yearly Salaried State of Montana Job Postings. Includes Minimum and Maximum Salary Comparison.	1,291 views	Table

### 7. Sort: You can sort the catalog in a number of different ways:

- Most Relevant: This is generally associated with a search term, and is calculated based on a normalization of the number of views.
- Most Accessed: You can select "This Week," "This Month," and "This Year" and is based on the number of views of the page, or "Popularity."
- Alphabetical: Sorted alphanumerically.
- Newest: Sorted by the most recently added datasets.
- Oldest: Sorted by the least recently added datasets.
- Recently Updated: Sorted by the most recently updated datasets. This also takes into account newly added datasets, as their most recent update is the date of upload.
- Highest Rated: Sorted based on the average rating given to the dataset by users on the site.
- Most Comments: Sorted by the dataset with the most comments.

### 8. Number of Datasets in the catalog and the page: The text "Showing 10 of 14" indicates the number of datasets on the page you are viewing, out of the total number of datasets and views in the catalog. For example, as you move through the pages, these numbers will not change.