

Navigating the Dataset

Montana Data Portal

How do I navigate the dataset page?

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

The screenshot shows the Montana Data Portal interface. At the top left is the logo for MONTANA.GOV OFFICIAL STATE WEBSITE. Below it is a search bar. The main content area displays a dataset view titled "View of State of Montana Leased Facilities By City" (callout 1). Below the title is a description: "Based on State of Montana Leased Facilities" (callout 2) and "This dataset contains all public information that relates to lease contracts between the State of Montana and owners/owner agents for buildings used by state government." (callout 3). To the right of the title and description are social media icons (callout 4) and a search bar (callout 5). Below the description is a table with columns: LeaseNumber, CityName, Department, LeaseType, LeaseTermType, Triggers (StartDate-EndDate-Rent), and OriginDate. The table contains five rows of data. At the bottom right of the table are icons for "Manage", "More Views", "Filter", "Visualize", "Export", "Access", "Embed", and "About" (callout 6). The table is scrollable, as indicated by a scrollbar on the right (callout 7).

LeaseNumber	CityName	Department	LeaseType	LeaseTermType	Triggers (StartDate-EndDate-Rent)	OriginDate
1 8117	Anaconda	Public Health and Human Services	Office	Term		
2 5884-D	Anaconda	Revenue	Office	Triggered	07/01/13-06/30/14--8063.00 07/01/14-06/30/15--7855.00	
3 6144-A	Anaconda	Administration	Office	Term		
4 6442-A	Anaconda	Corrections	Office	Triggered	07/01/10-06/30/13--9330.00 07/01/13-06/30/17--10049.00	
5 6601-B	Anaconda	Labor and Industry	Office	Term		

For reference, "View" means any filter, chart, map, calendar, form, etc. that is "Saved" from a dataset.

1. Title: This is the title given to the dataset or view. Views, such as charts, can have a different name from the dataset it is based on.
2. Based On: If you are on a view, this will link to the dataset that the view is based on.
3. Description: This is the description given to the dataset or view.
4. Social Media: This allows you to interact with this dataset or view through social media:
 - RSS Subscription: Subscribe to updates on the dataset
 - Facebook: Share the dataset or view on Facebook
 - Twitter: Share the dataset or view on Twitter
 - Email: Share the dataset or view over email

View of State of Montana Leased Facilities By City **1**

Based on State of Montana Leased Facilities **2**

This dataset contains all public information that relates to lease contracts between the State of Montana and owners/owner agents for buildings used by state government. **3**

4 **5** **6** **7**

LeaseNumber	CityName	Department	LeaseType	LeaseTermType	TriggerRents (StartDate-EndDate--Rent)	OriginDate
1 8117	Anaconda	Public Health and Human Services	Office	Term		
2 5884-D	Anaconda	Revenue	Office	Triggered	07/01/13-06/30/14--8063.00 07/01/14-06/30/15--7855.00	
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5. Dataset View: These buttons allow you to switch between the different views of a dataset or view, you can have more than one view splitting the screen vertically at a time
 - Detail Row: This view displays each column and row in a tabular format (seen in example above)
 - Fat Row: This view displays the details for each row grouped together, for example columns may be in a vertical list.
 - Single Row: This view displays all the details for one row at a time, There are arrows to scroll through next and previous rows.
 - Chart: If you are viewing a chart a button for the chart view will appear.
 - Map: If you are viewing a map, a button for the map view will appear.
6. Search: Enter in a word or words to search within the dataset for matches.
7. Full Screen: Make the dataset or view full screen on your display.
8. Sidebar Buttons: These buttons open up a sidebar on the right-hand side of the dataset or view. Not all will appear, depending on if you are logged in and what role you have on the site.
 - Edit: Click this sidebar to create a working copy and edit the dataset. From a working copy, you can edit individual cells, append new rows, or replace the entire dataset.
 - Manage: Click this sidebar to transfer ownership of the dataset or view to another user, delete the dataset or view, share the dataset or view with other users, make the dataset public or private, show and hide columns, and change the column order.
 - More Views: Click this sidebar to see the other views created from the same dataset. These might be filtered views, charts, or maps. The number in red reflects the total number of views created from the dataset.
 - Filter: Click this sidebar to sort the dataset by columns, group and roll up the dataset, filter the dataset, and set the default filter for that view.

1 View of State of Montana Leased Facilities By City

2 Based on State of Montana Leased Facilities

3 This dataset contains all public information that relates to lease contracts between the State of Montana and owners/owner agents for buildings used by state government.

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- Visualize: Click this sidebar to set conditional formatting, create a calendar, create a map (if you have location data), and create a chart.
- Export: Click this sidebar to access API information, print the dataset, and export the dataset.
- Discuss: If commenting is enabled, click this sidebar to comment and read other's comments on the dataset or view. Commenting can be enabled for the dataset.
- Embed: Click this sidebar to create a form from the dataset and create Social Data Player embeds
- About: Click this sidebar to view the metadata information about the dataset, edit the metadata, view dataset analytics, and contact the dataset owner.