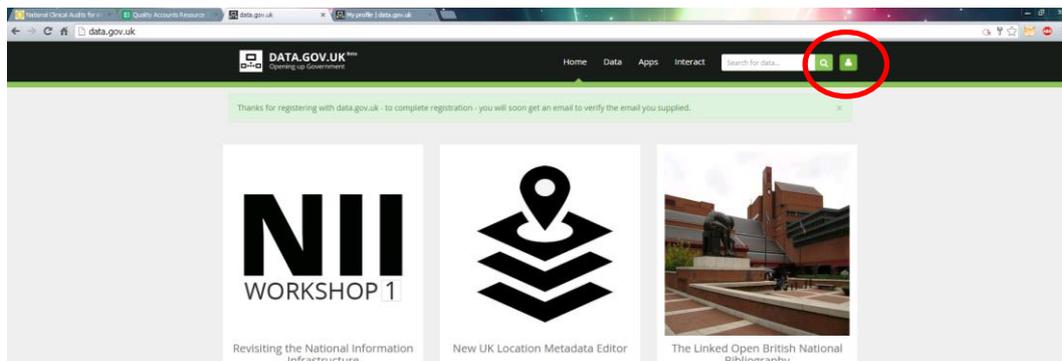


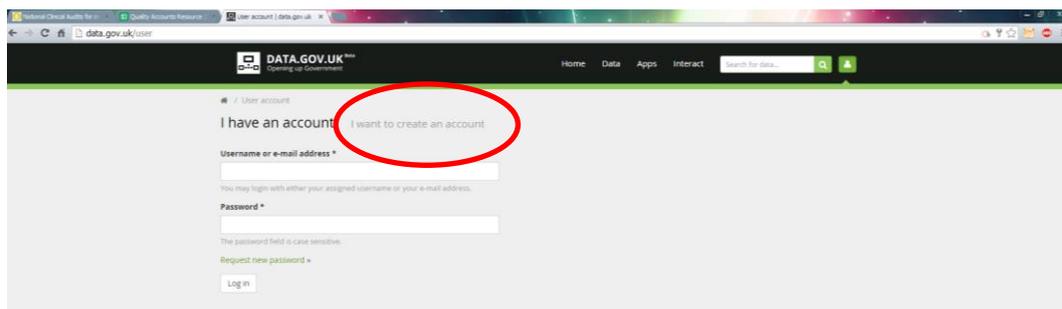
Data.gov.uk instructions for NCAs

This guide will take you through the steps needed to set you up as a user of data.gov.uk, to associate your account with HQIPs, and to publish datasets and other resources within HQIP's pages.

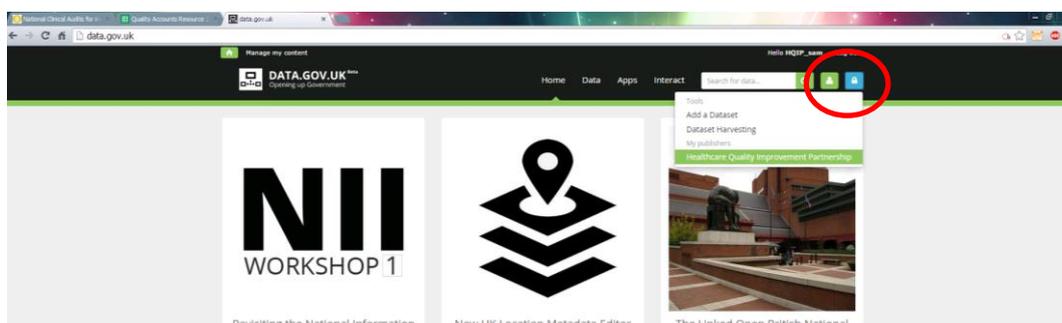
1. To upload data/resources to data.gov.uk you need to create an account and give HQIP your user name to be authorised as an editor to upload/manage data. To do that, go to <http://data.gov.uk/> and click the green man icon.



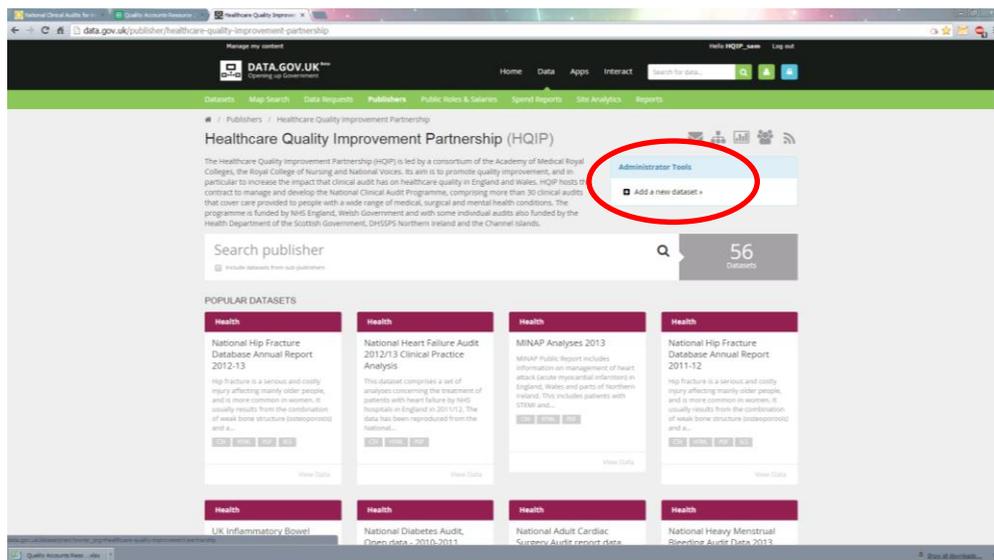
2. Then create an account by following the instructions:



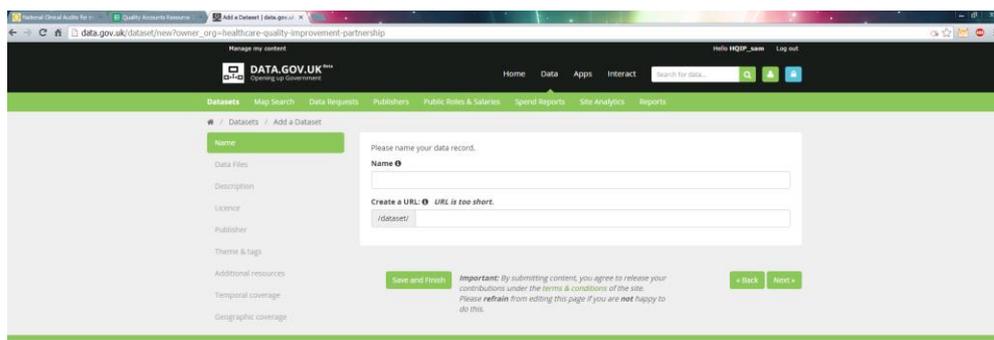
3. You will then need to **contact HQIP** with your username, so we can authorise your access to publish datasets under HQIP.
4. Once authorised by HQIP, log into your account, push the blue padlock at the top of the screen and click Healthcare Quality Improvement Partnership



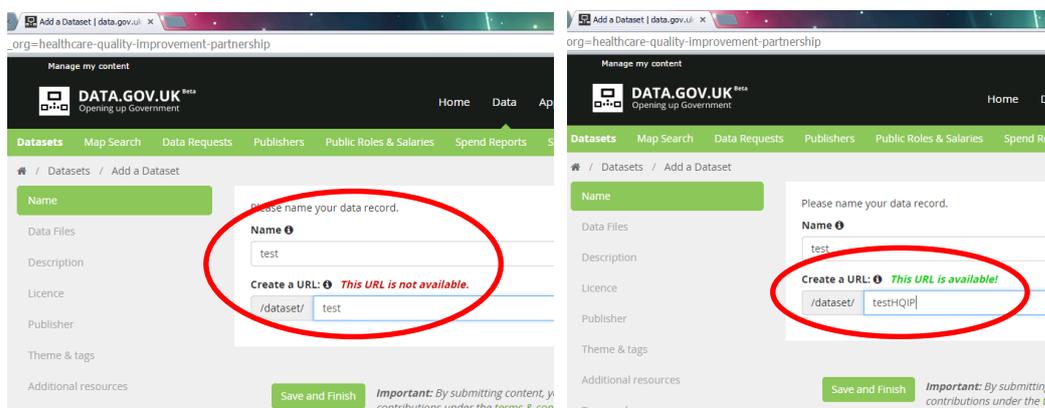
5. This takes you to the HQIP pages, where you can click to 'Add a new dataset'



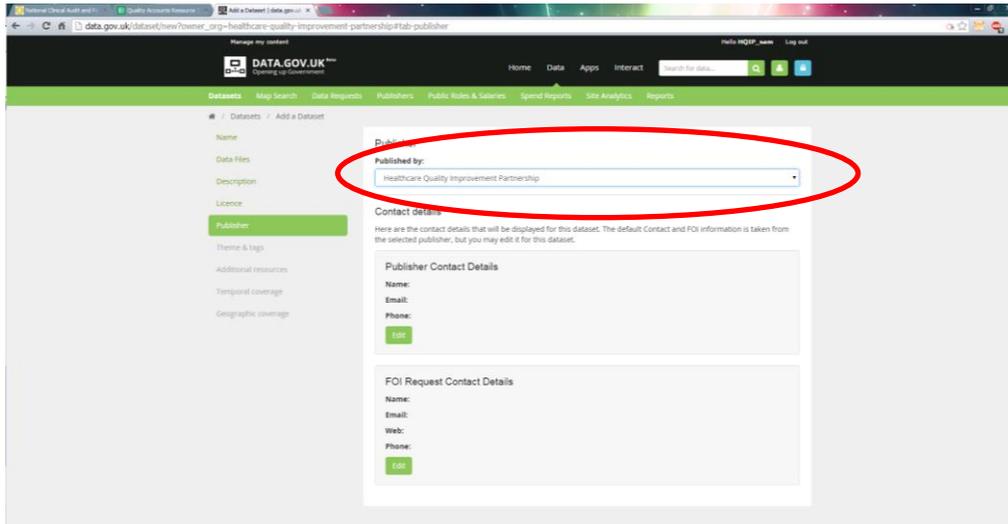
6. You will then be taken through the steps needed to publish a new dataset.



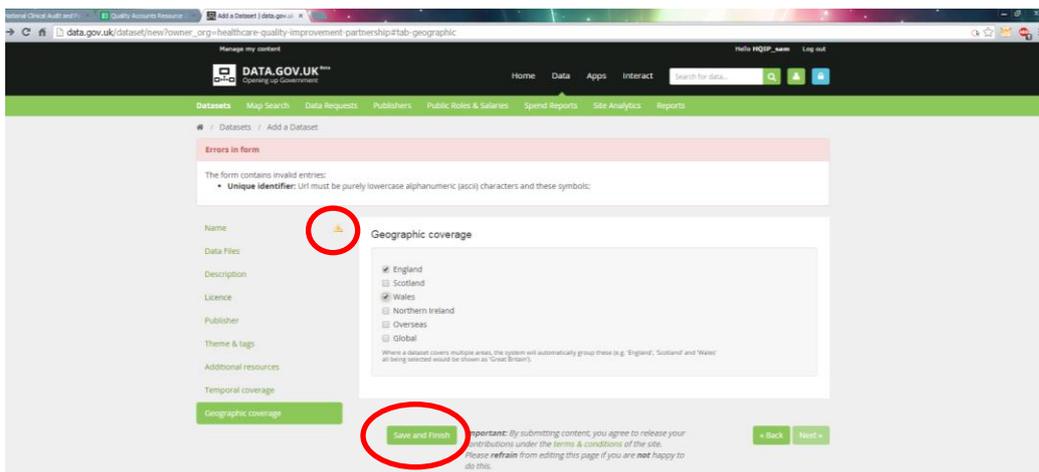
7. Please note that a URL needs to be created by the data uploader. Data.gov.uk will try to automatically create a URL from the name you give, but if this is already in use, you will need to specify a URL in the second box. The URL must be all in lowercase.



8. On the 'Publisher' screen, please select 'Healthcare Quality Improvement Partnership' from the dropdown box at the top. This will automatically provide the correct information for FOIs. You will need to complete the Enquiries section with contact details for the audit.



9. Once you have completed all the stages, click 'Save and finish'. The site will then let you know if there is any missing information, and display a warning triangle next to the relevant area.



10. Once all the information is correct and you have clicked 'Save and finish', your dataset will be published and data.gov.uk will take you to your new published page. Please check all the information is correct, and that the links are working properly. If you need to make changes, click 'Edit dataset properties >>'. This may require you to log in again.

