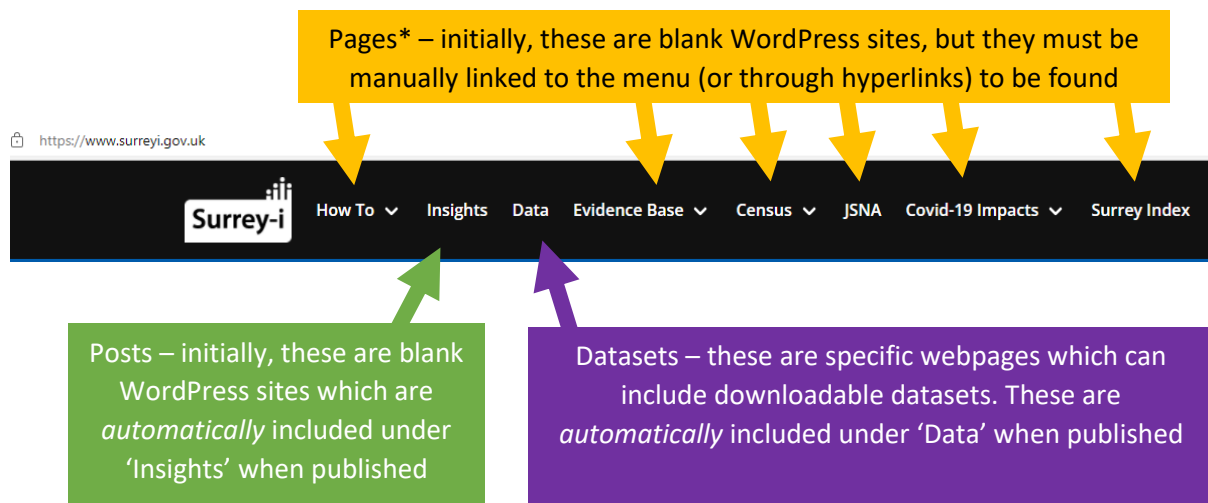


A Guide to Uploading to Surrey-i

This document will show the steps you need to take to add each of the different types of webpages to Surrey-i. To do this, you will need to have a Surrey-i account with administrative privileges.

1. The structure of Surrey-i

Firstly, it is important to understand that Surrey-i includes three main types of webpages which have been highlighted in the screenshot of the menu below.



*Please note that Posts can also be linked to the menu.

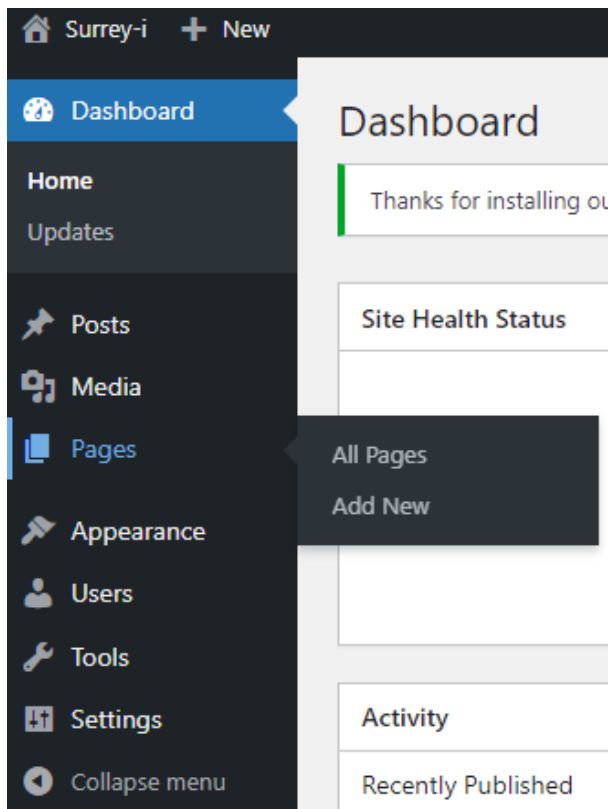
2. Making a new page

As noted above, pages are not automatically included on the active website. This section will show you how to make a new page and how to link a page to the menu.

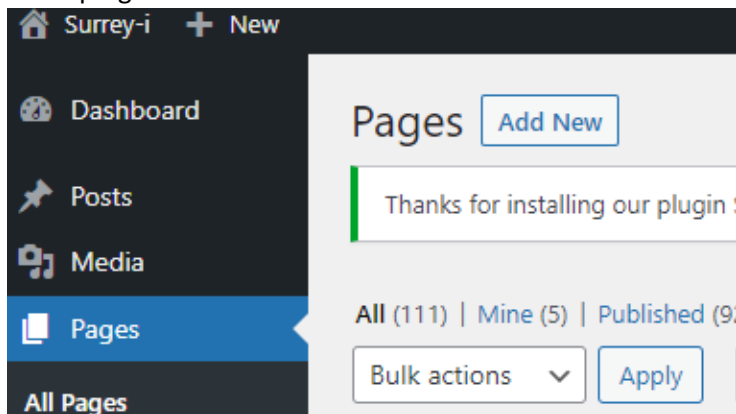
2a. When you are logged in, you should see your username at the right of the screen ('Your name here' in the below screenshot). To add a new page, you need to click your username, it will then show a drop-down menu. You should select 'WordPress Admin'.



2b. The WordPress Admin should look like the screenshot below. You can add a new page by selecting 'Pages' and then 'Add New'.

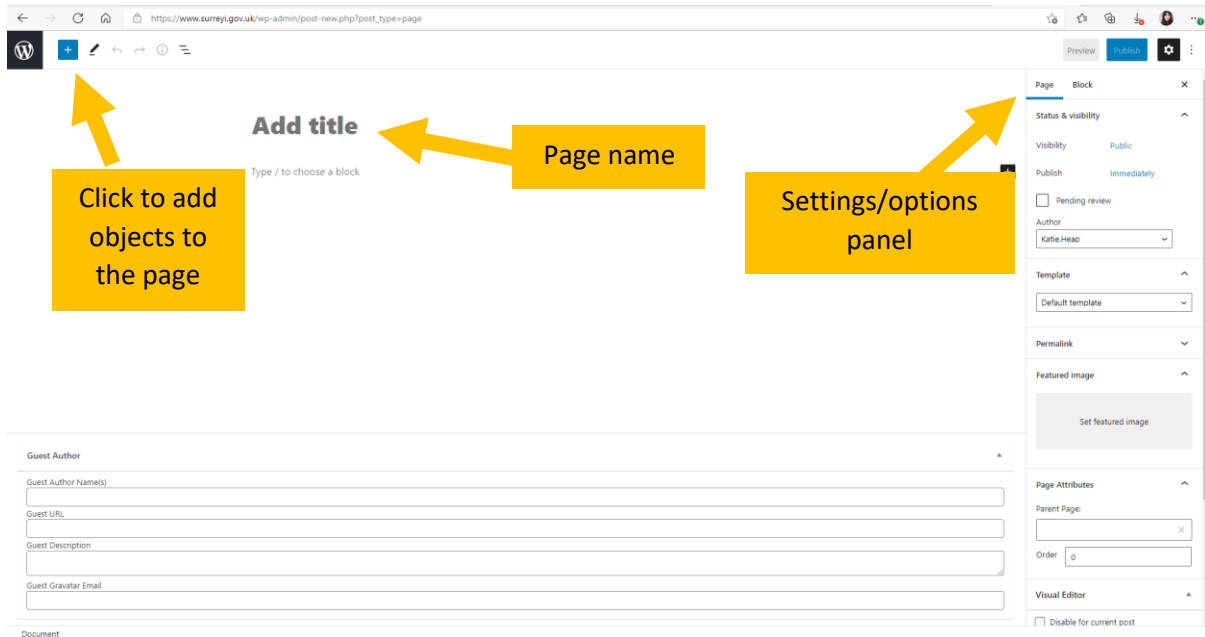


2c. You can also add a new page when on the 'All Pages' overview by adding the 'Add New' button at the top right.



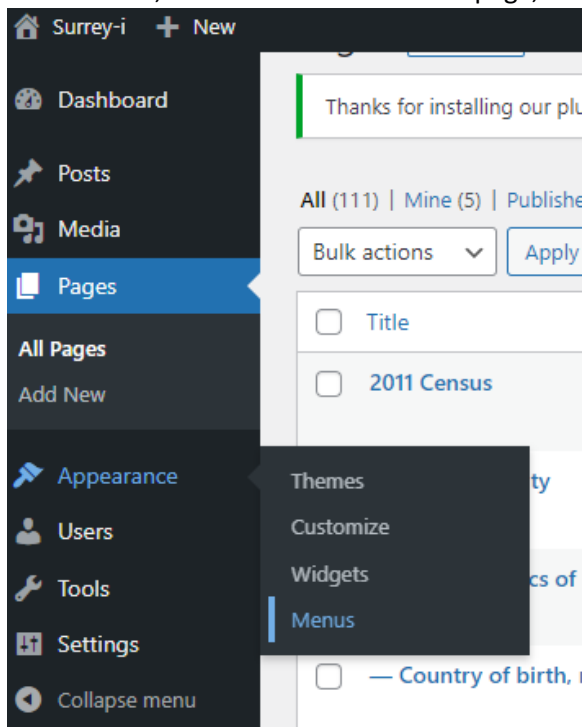
2d. A blank WordPress page should appear – WordPress is highly customisable and there is a large amount of online information on how to use WordPress (including code). Tableau dashboards can be embedded into pages OR posts – the process is included [here](#) (i.e. you need to log in to see it).

The author information is included in the settings on the right. If you want to include an author that is not available in the drop-down menu (e.g. SODA), you can scroll to the bottom of the page where you can enter guest author information.

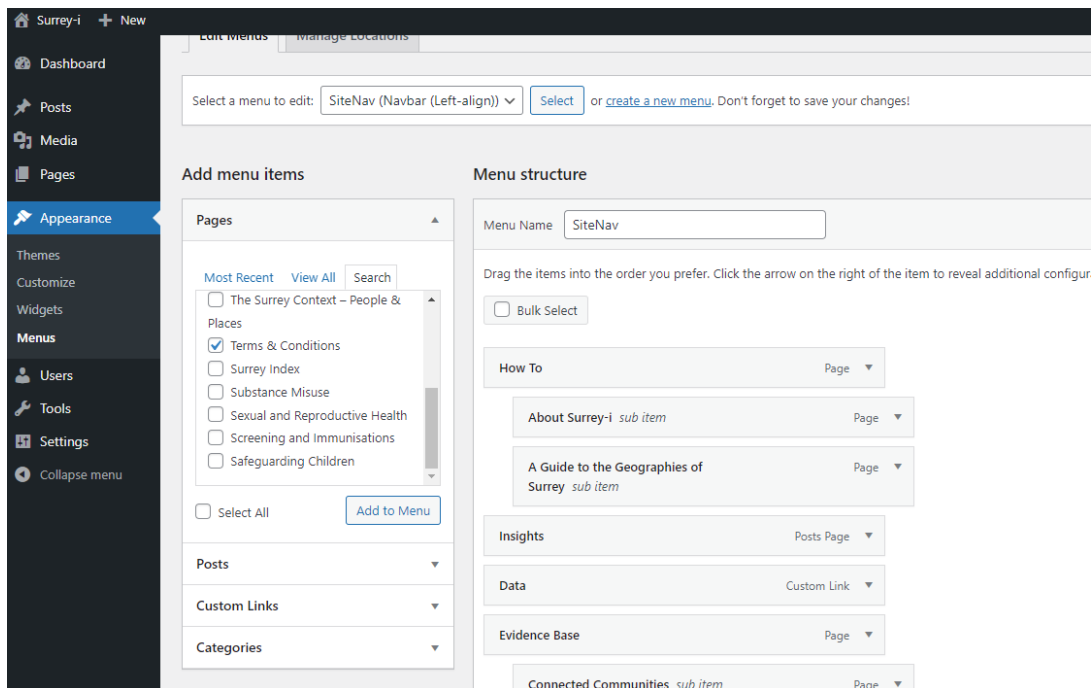


You can also restore old versions.

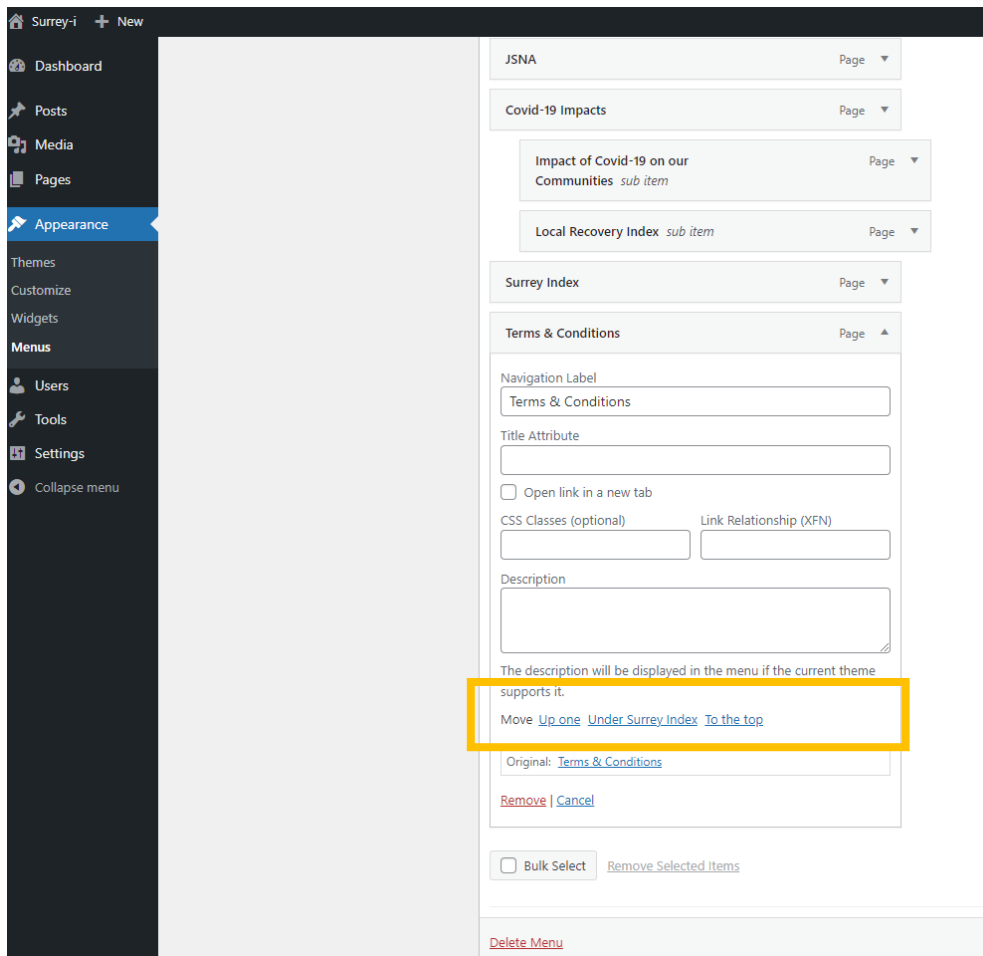
2e. Once this page is published, you must add it to the menu or use a hyperlink so that users can find it. To do this, on the WordPress Admin page, select 'Appearance' and then 'Menus'.



2f. Select the Page you want to add to the menu and then click 'Add to Menu'.



2g. The new page will be added to the bottom of the menu, and you need expand the section and click the options under 'Move'. Select 'Under <example name>' to make it a subpage.



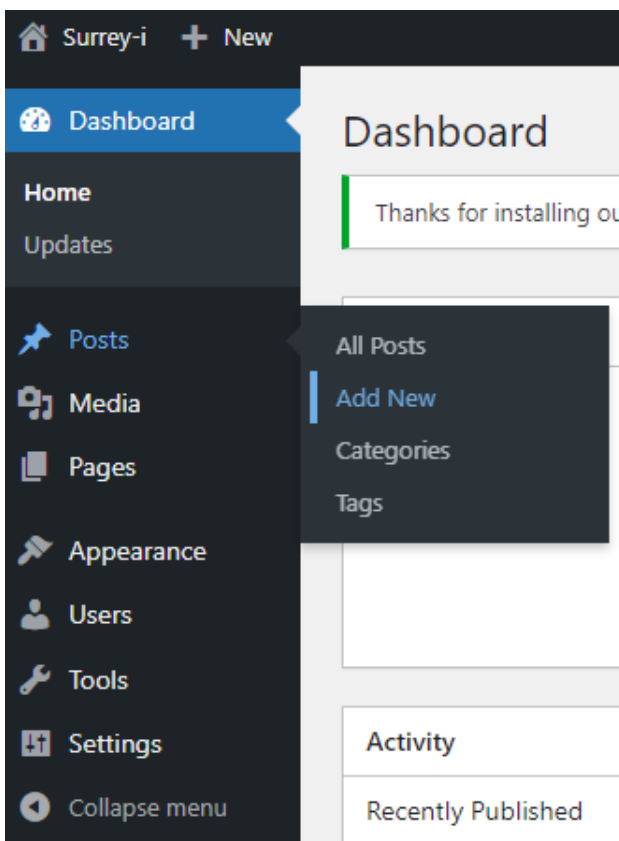
3. Making a new post

3a. As noted above, posts *are* automatically included on the active website under the 'Insights' section on the menu. This section will show you how to make a new post.

3b. When you are logged in, you should see your username at the right of the screen ('Your name here' in the below screenshot). To add a new post, you need to click your username, it will then show a drop-down menu. You should select 'WordPress Admin'.

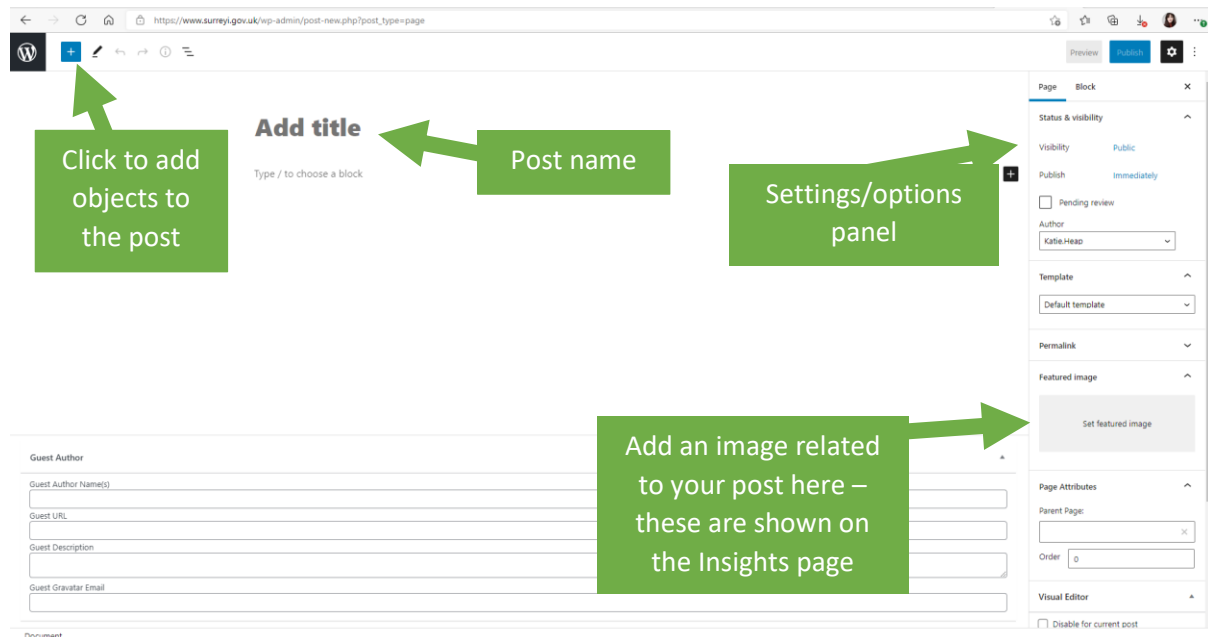


3c. You can add a new post on the WordPress Admin page and selecting 'Posts' and 'Add New'.



3c. A blank WordPress post should appear – WordPress is highly customisable and there is a large amount of online information on how to use WordPress (including code). The new post page looks the same as the new page option. Tableau dashboards can be embedded into pages OR posts – the process is included [here](#) (i.e. you need to log in to see it).

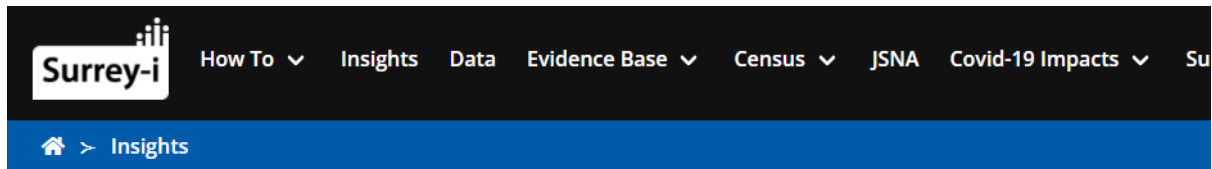
The author information is included in the settings on the right. If you want to include an author that is not available in the drop-down menu (e.g. SODA), you can scroll to the bottom of the page where you can enter guest author information.



You can also restore old versions.

3d. Here is what the Insights webpage looks like. Posts will be automatically added to this Insights webpage after being published, they do not need to be manually added to the Insights webpage.

Note that the test version did not have a 'Featured Image' and so automatically includes this picture. Edits can be made on individual posts after opening them and selecting 'Edit this Page' under your name on the right.



test

February 9th, 2022 by [Katie.Heap](#)

Cate

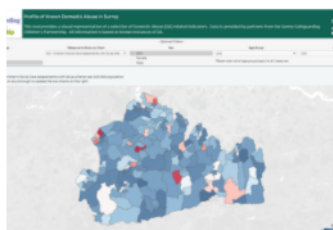
- [> Sur](#)
- [> Tab](#)



Understanding digital exclusion in Surrey

February 3rd, 2022 by [Surrey Office of Data Analytics \(SODA\)](#)

According to recent research, 11 million people (21%) in the UK are digitally disadvantaged, with an estimated 10 million people not able to access the Internet themselves and lacking basic digital skills needed for day-to-day life. An estimated 5.8 million people have never used the internet at all. Why does this matter? Being digitally excluded...



Domestic abuse: piecing the information puzzle together

December 17th, 2021 by [Surrey Office of Data Analytics \(SODA\)](#)

Sharing data to improve support for domestic abuse survivors in Surrey. Statistics on domestic abuse are produced separately by a number of different organisations in England and Wales. When taken in isolation, these statistics may not provide the context required to understand the national and local picture of domestic abuse. Office for National Statistics, 2020 Introduction The Surrey Office of Data Analytics (SODA) has been working with partners to...

4. Making and editing a data page

While pages and posts are quite similar, the data webpages have more of a rigid structure.

If you just want to do a quick change to a data webpage without it looking like you have added new data – after the changes, click on the ‘update date’ to revert to the old update date.

4a. When you click on the ‘Data’ in the menu, this page appears which includes links to the specific data pages.

The screenshot shows the Surrey-i Datasets interface. At the top, there is a navigation menu with options like 'How To', 'Insights', 'Data', 'Evidence Base', 'Census', 'JSNA', 'Covid-19 Impacts', and 'Surrey Index'. A search bar is present with the text 'Search 575 datasets...'. Below the search bar, there are filters for 'SHARING' (Public Datasets: 456, Private Datasets: 119) and 'TOPIC' (Health & Well-being: 180, People & Society: 88, Children & Young People: 54, Economy: 42, Democracy: 37). A 'FORMAT' section lists file types: CSV File (226), PDF File (223), Spreadsheet (122), and Document (36).

Two dataset entries are visible:

- Contracts over £5000**: Surrey County Council. Updated a few seconds ago. Description: 'Areas included: pan-Surrey (though no spatial data published). Latest data included: Q3 2021-22. CSV file detailing all Contracts awarded over the value of £5000 by Surrey County Council. Specific data schema details can be found on the Local Government Association's (LGA) website http://schemas.opendata.esd.org.uk/Spend. This data is published as part of Surrey's obligations for transparency, as set out in the Local Government Transpa...'. Includes hashtags: #contracts. File size: 9.55 MB.
- Child Poverty and Disadvantage in Surrey**: DWP Information and Analysis Directorate. Updated 5 days ago. Description: 'Areas included: Surrey, Surrey LAs. Latest data included: Q3 2021-22. Summary of low income and unemployment here. Summary (LA summaries are below) income families is 20,876 for 2019/20. The as fa...'. Includes hashtags: #UniversalCredit, #Low Income, #Poverty, + 2 more... File size: 629.84 kB.

Annotations in the image:

- A purple box with an arrow pointing to the hashtags on the 'Contracts over £5000' entry: "It is important to include hashtags/keywords so that people can find your page".
- A purple box with an arrow pointing to the lock icon on the 'Child Poverty and Disadvantage in Surrey' entry: "Note that this dataset is set to private to non-admins and therefore has this locked".

4b. When you are logged in, you should see your username at the right of the screen (‘Your name here’ in the below screenshot). To add a new data webpage, you can click your name on the top right, and select ‘Add a Dataset’. Please check there isn’t already a version of the information uploaded to Surrey-I by the search function – add to that page or replace those files rather than making a new dataset webpage. It is easier for users if dataset pages include the various years rather than having them separated.

This screenshot is similar to the previous one, but with the user profile menu open. The menu is located at the top right, next to the user name 'Your name here'. The menu items are: WordPress, WordPress Admin, DataPress, Add a Dataset, My Account, Site Settings, and Logout. The 'Add a Dataset' option is highlighted.

4c. As noted, the way to create a new dataset webpage has specific sections (unlike the page and posts). Before uploading any files, you must fill out the following information:

🏠 > Datasets > Create a Dataset...

Create New Dataset

Title












Team

Masthead

Description

Hashtags

Topics

-  Children & Young People
-  Democracy
-  Economy
-  Education & Skills
-  Environment & Transport
-  Health & Well-being
-  Housing
-  Inequality & Deprivation
-  People & Society
-  Public Health Resources
-  Safer Communities

Please make sure mastheads and teams are up to date.

In the effort to make the contents of each page clearer, we have started to include the following at the top of each data webpage (in the description section):

Areas included (heading 2 size): e.g. Surrey, Surrey LAs etc. (normal size)

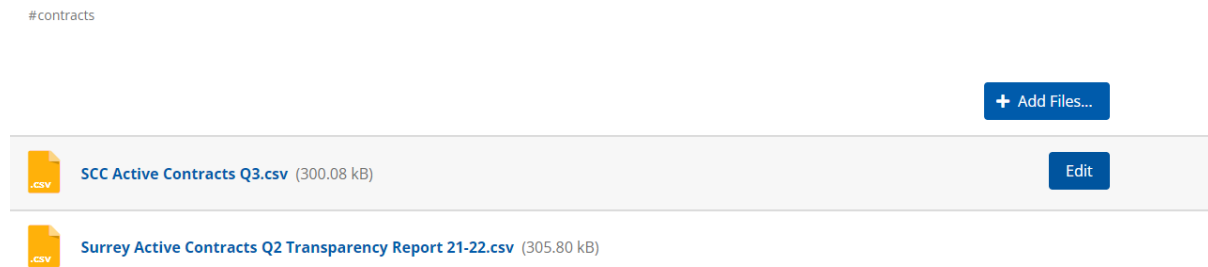
Dates included (heading 2 size): e.g. 2019/20 (next release December 2022) (normal size)

Summary (heading 1 size)

Where appropriate, the Population Insight Team has been including a short summary of the latest data on the actual dataset webpage. This is so that the insight into the data can also be accessed by a less technical audience. Images can be included on these pages (for the graphs) but you may need to resize them in the Edit Metadata – Description – unselect Use Visual Editor. This is an example of the code for images with the part about resizing in red/bold:

<p></p>

4d. The point of the dataset webpages is to upload versions for interested parties across Surrey. New files are added by selecting '+ Add Files...'. A variety of file types can be uploaded to these pages. In the interest of accessibility, we aim to upload csv files alongside Excel or other data filetypes. Additionally, Word documents should be accompanied by PDF versions.

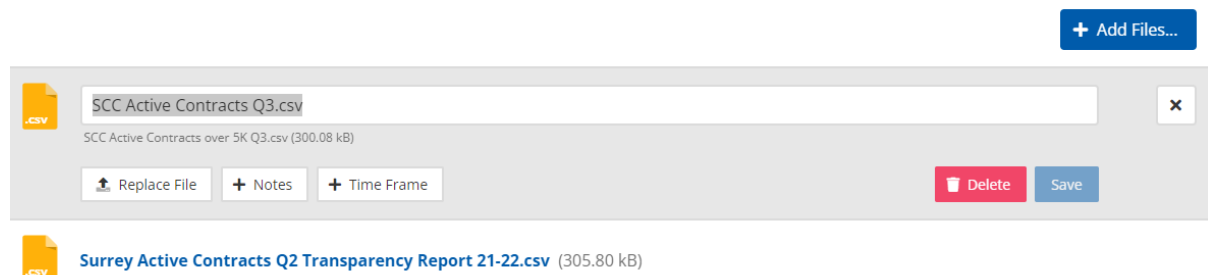


4e. Once a file has been uploaded, you have the option to change the title, replace the file, add notes, and add the time frame of the data. The way that notes appear has been screenshotted below. The 'Time Frame' option is sometimes difficult to use – for example, as you need to select months, if your data is per year it can be confusing to add the months.

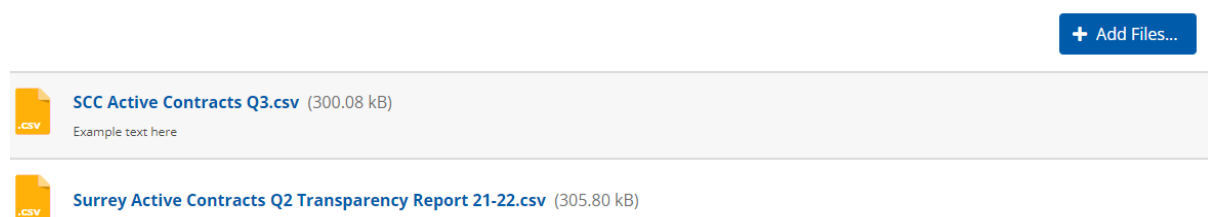
We recommend using the 'Add Notes' function to add the:

dates included (next release date)

& a short description of the file type. I.e. Simple CSV file



4f. The way that '+Notes' appear below the file is shown below:



If you just want to do a quick change to a data webpage without it looking like you have added new data – after the changes, click on the 'update date' to revert to the old update date.