

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.

The structure of Surrey-i

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

The screenshot shows the top navigation bar of the Surrey-i website. The menu items are: About, Census, Surrey Index, JSNA, Data & Insight, and SCC Information. A yellow callout box points to the menu items with the text: "Pages* – these are initially blank WordPress sites, but they must be manually linked to the menu to be found". A green callout box points to the 'Insights' menu item with the text: "Posts – these are initially blank WordPress sites which are automatically included under 'Insights' when published". A purple callout box points to the 'Data' menu item with the text: "Datasets – these are specific webpages which can include downloadable datasets. These types of webpages have been categorised under 'Type of Information' so that they appear in different sections of Surrey-i".

Pages* – these are initially blank WordPress sites, but they must be manually linked to the menu to be found

Posts – these are initially blank WordPress sites which are automatically included under 'Insights' when published

Datasets – these are specific webpages which can include downloadable datasets. These types of webpages have been categorised under 'Type of Information' so that they appear in different sections of Surrey-i

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

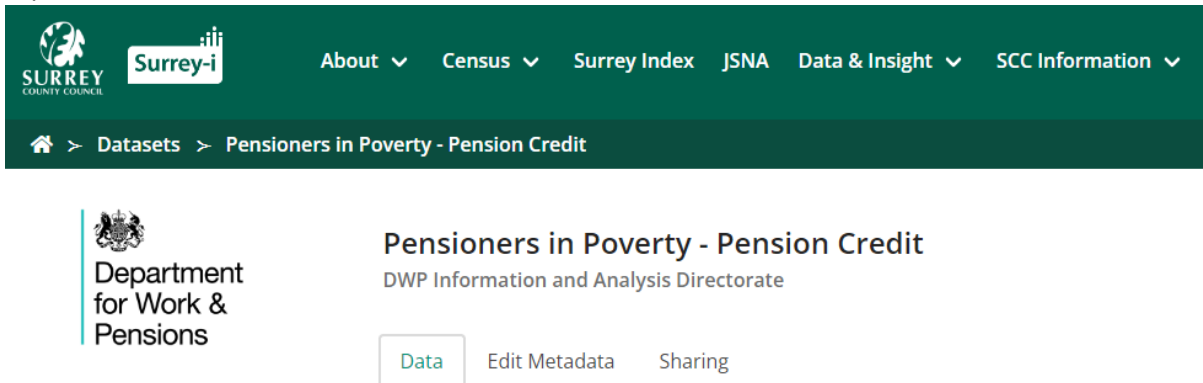
Datasets are categorised under different Dataset pages under the metadata. The following pages are dataset pages:

The screenshot shows three dropdown menus from the Surrey-i website. The 'Census' menu is open, showing options: 2021 Census, Census Data Search (pre-2021), 2011 Census analysis, and 2011 Census Area Profiles. The 'Data & Insight' menu is open, showing options: Insights, Data, Surrey Index, Index of Multiple Deprivation (IMD), Surrey Office for Data Analytics (SODA), Surrey Hackathon Project, and Impact of Covid-19 on our Communities. The 'SCC Information' menu is open, showing options: Surrey County Council (SCC) homepage, Needs Assessments, Policy Documents, JSNA, SCC Transparency, SCC FOI, and GIS Map.

1. Making and editing a data page

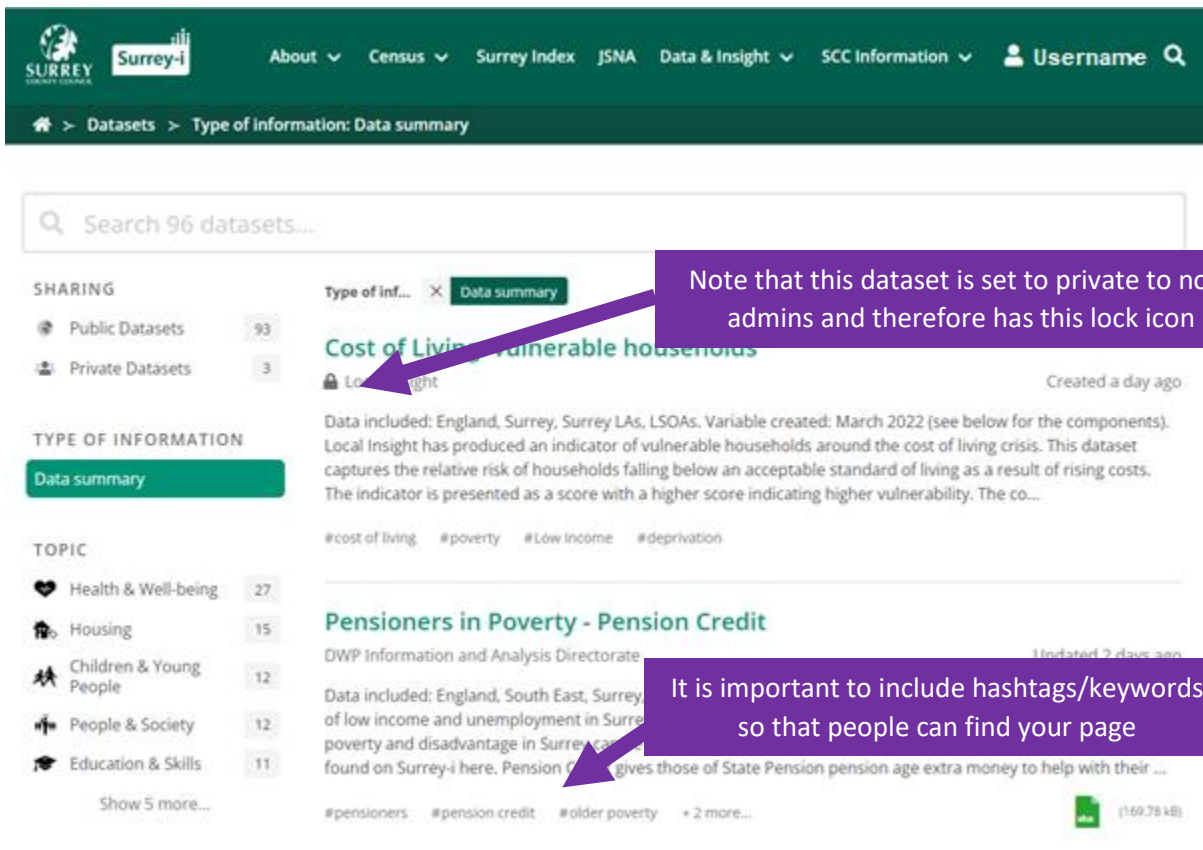
While pages and posts are quite similar, the data webpages have more of a rigid structure.

You should be able to tell that a page is a Dataset page as it should look something like this at the top:

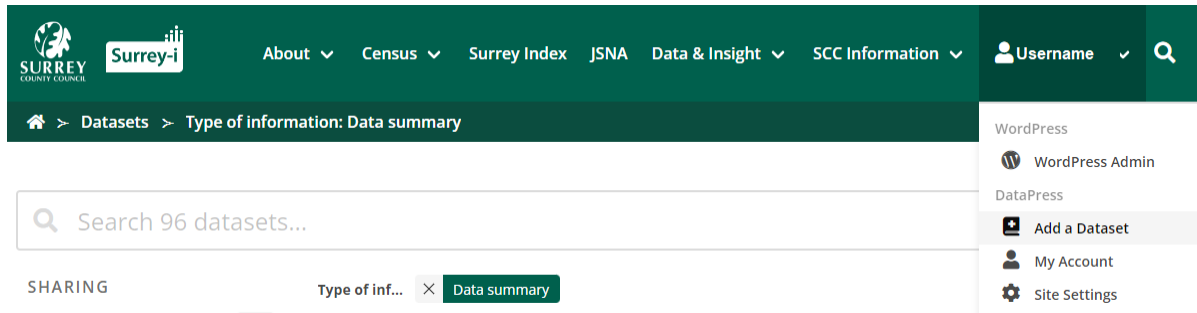


If you just want to do a quick change to a data webpage without it looking like you have added new data – after the changes, click on the ‘update date’ to revert to the old update date.

1a. To make a new Dataset page, go onto go onto one of the pages which list the Dataset pages (this will also show up if you click the search icon) Specifically, when you click on the ‘Data’ under ‘Data & Insight’ option, this page appears:



1b. When you are logged in, you should see your username at the right of the screen ('Username' 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 – so that you can 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.



1c. 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:

The screenshot shows the 'Create New Dataset' form. At the top, a breadcrumb trail reads 'Home > Datasets > Create a Dataset...'. The form title is 'Create New Dataset'. The form fields are:

- Title:** A text input field with the placeholder text 'Type a short title...'.
- Team:** A dropdown menu with the placeholder text 'Which team can edit the dataset?' and a green downward arrow.
- Masthead:** A dropdown menu with the placeholder text 'Choose a masthead for the page...' and a green downward arrow.
- Description:** A large text area with the placeholder text 'Add a description...'.
- Hashtags:** A text input field with the placeholder text 'Add a tag'.
- Topics:** A list of checkboxes next to icons and topic names:
 - Children & Young People
 - Democracy
 - Economy
 - Education & Skills
 - Environment & Transport
 - Health & Well-being
 - Housing
 - Inequality & Deprivation
 - People & Society

It is VERY important that you select a 'Type of information' when you upload a new Dataset page. This is what tells Surrey-I where the Dataset page will appear on the website.

Note that Data summary pages appear under Data & Insight > Data.

Your Dataset page WILL NOT show up on any of these pages without this category (it will, however, be accessed through the search function so do not use this as a way to upload a draft)

Categories listed in the form:

- Health & Well-being
- Housing
- Inequality & Deprivation
- People & Society
- Public Health Resources
- Safer Communities
- Sport and physical activity
- Transparency

Form fields:

- Licence: Select one...
- Update Frequency: (Optional) Select one...
- Next Update Due: Click to select...
- Type of information: Select one... (dropdown menu open)
- Contact: [text input]

Dropdown menu options for 'Type of information':

- Data summary (× 96 datasets)
- Policy document (× 19 datasets)
- Needs assessment (× 51 datasets)
- SCC transparency (× 11 datasets)
- FOI (× 0 datasets)
- Census 2021 (× 0 datasets)

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.

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

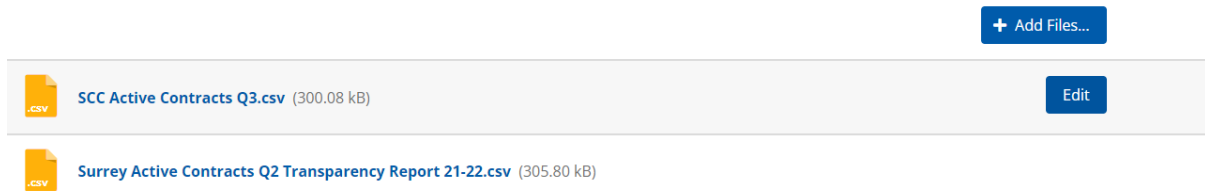
Summary (heading 1 size)

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>
```

1d. 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.

#contracts

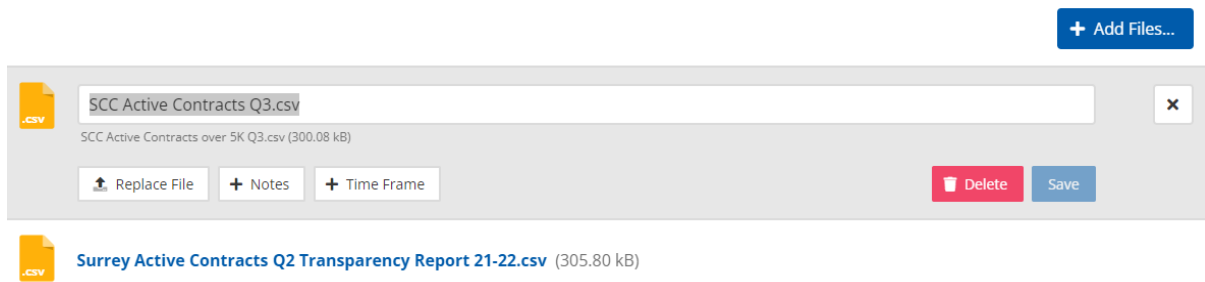


1e. Once a file has been uploaded, you have the option to change the title, replace the file, add notes, and add the time frame of the data. The way that notes appear has been screenshotted below. The 'Time Frame' option is sometimes difficult to use – for example, as you need to select months, if your data is per year it can be confusing to add the months.

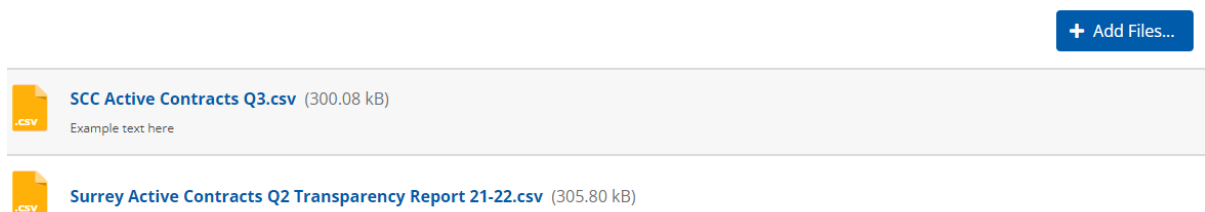
We recommend using the 'Add Notes' function to add the:

dates included (next release date)

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



1f. 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.

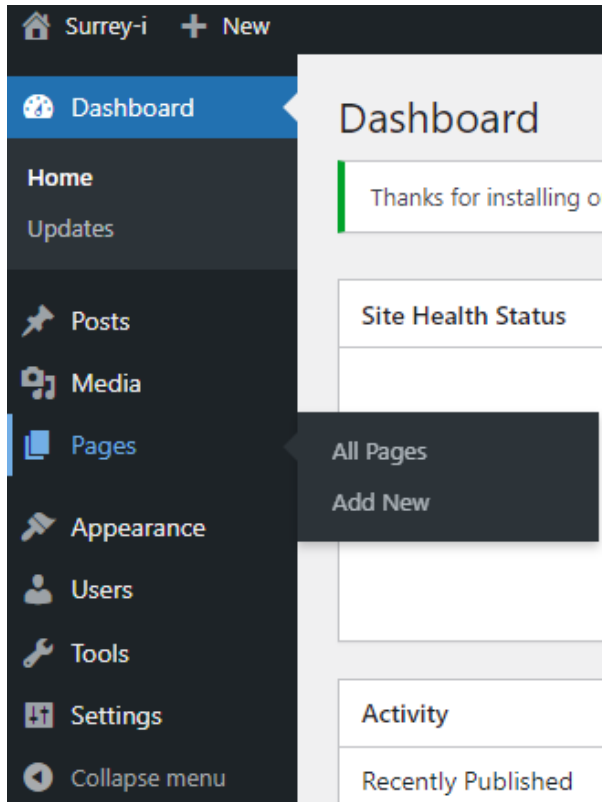
2. Making a new page

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.

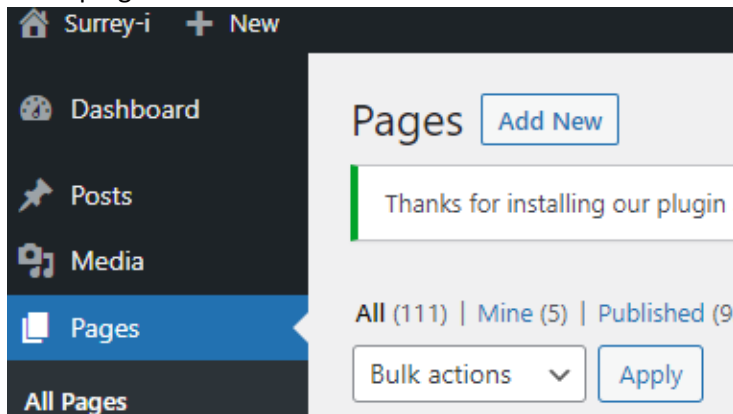
2a. When you are logged in, you should see your username at the right of the screen ('Username' in the below screenshot). To add a new page, you need to click your username, it will then show a drop-down menu. You should select 'WordPress Admin'.



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

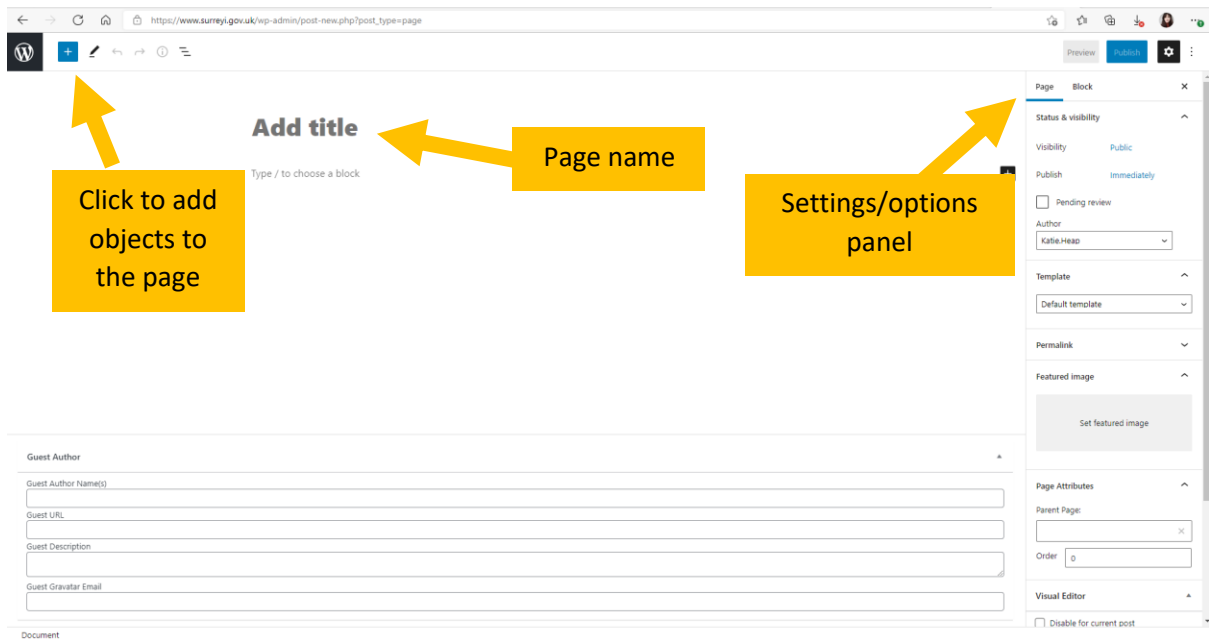


2c. You can also add a new page when on the 'All Pages' overview by adding the 'Add New' button at the top right.



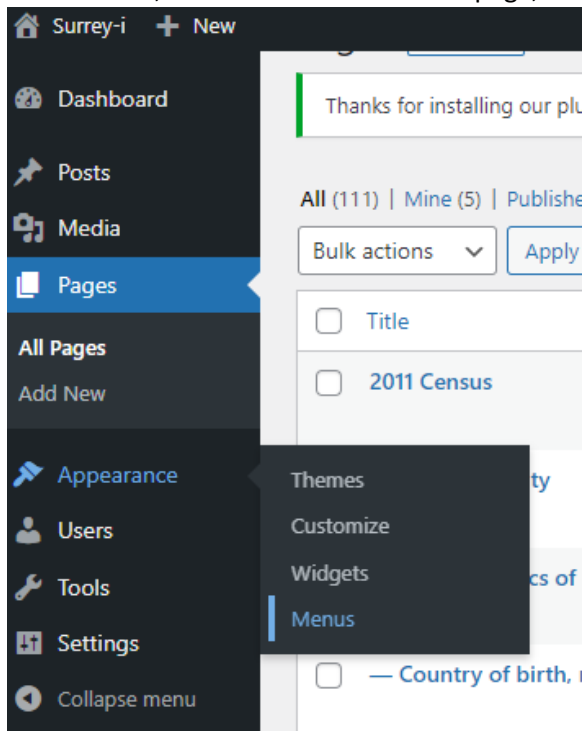
2d. A blank WordPress page should appear – WordPress is highly customisable and there is a large amount of online information on how to use WordPress (including code). Tableau dashboards can be embedded into pages OR posts – the process is included [here](#) (i.e. you need to log in to see it).

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.

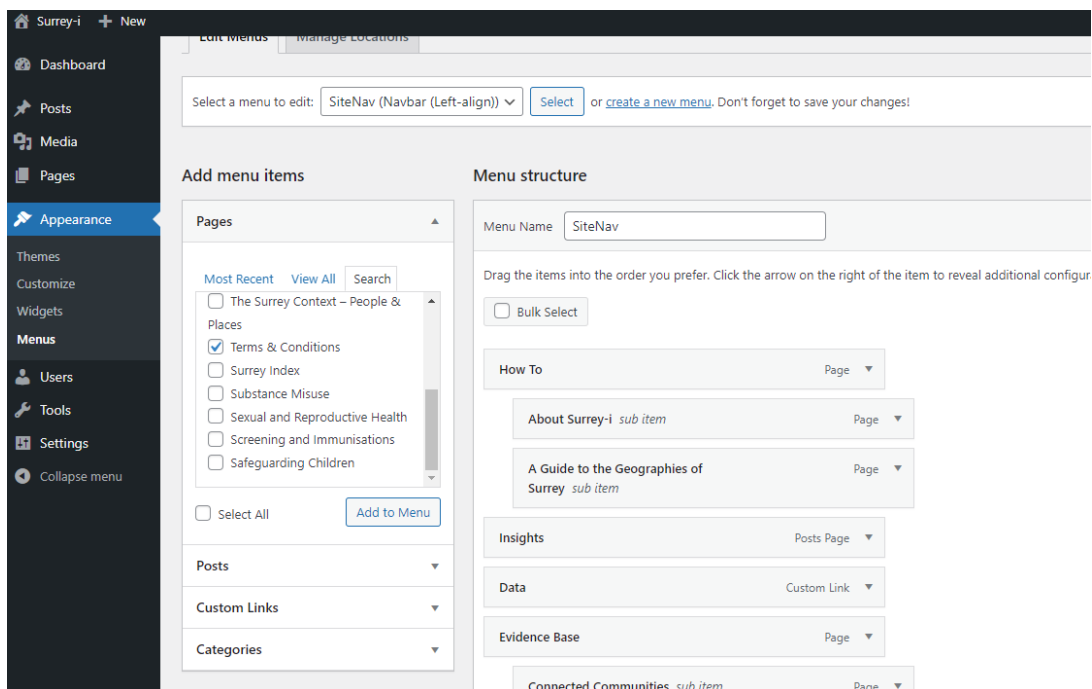


You can also restore old versions.

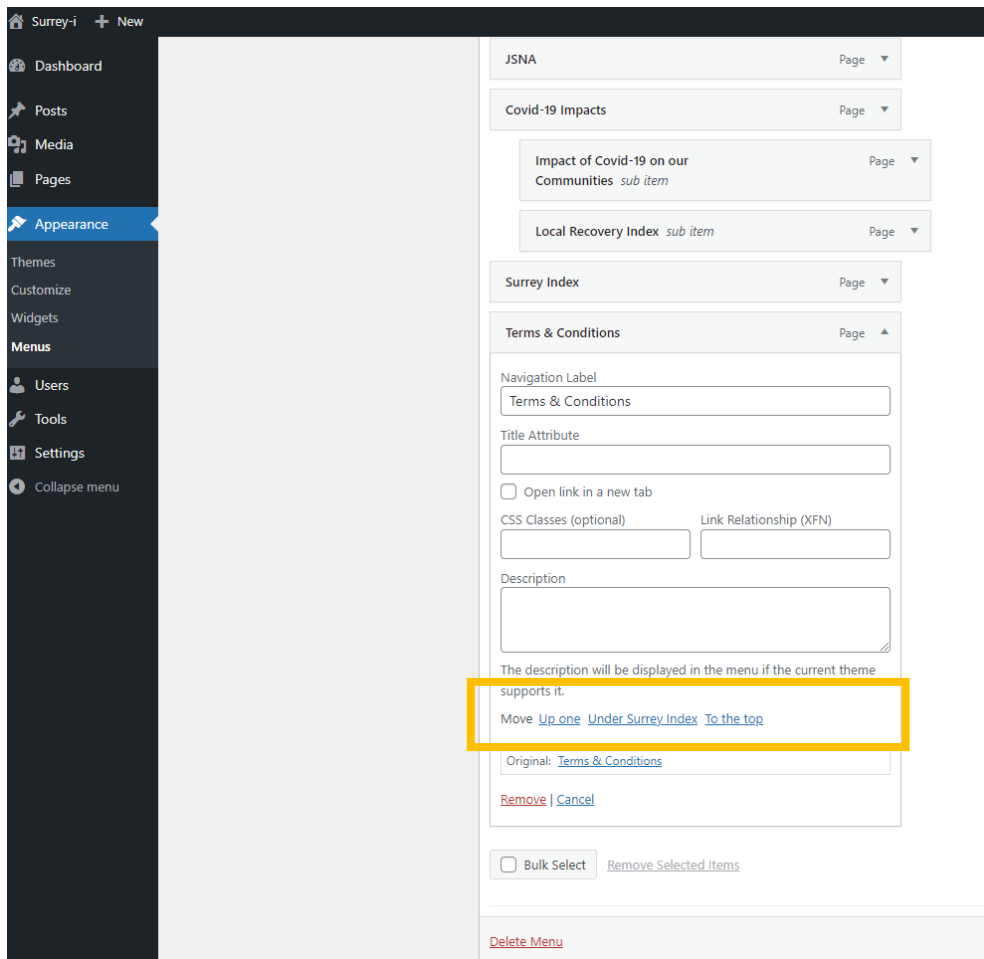
2e. Once this page is published, you must add it to the menu or use a hyperlink so that users can find it. To do this, on the WordPress Admin page, select 'Appearance' and then 'Menus'.



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.



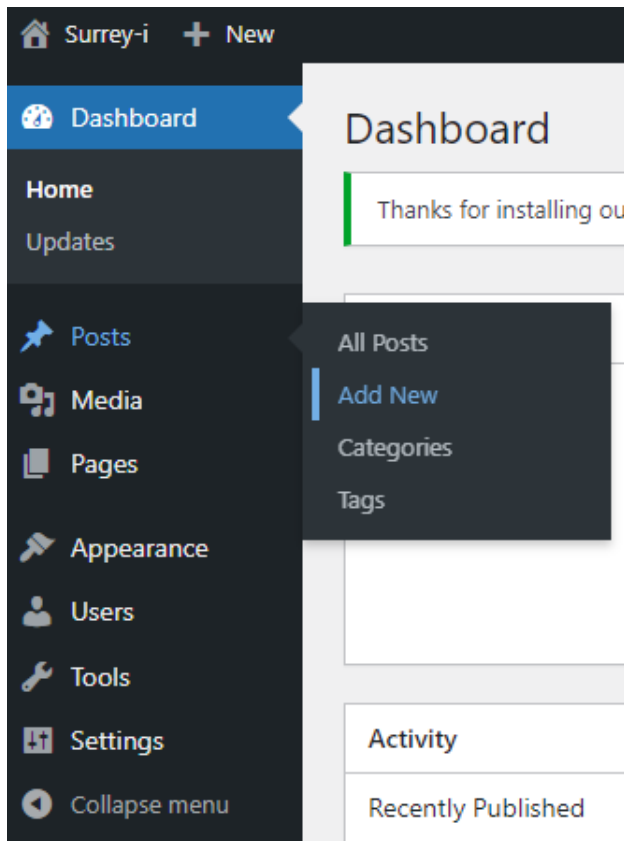
3. Making a new post

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 ('Username' 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'.

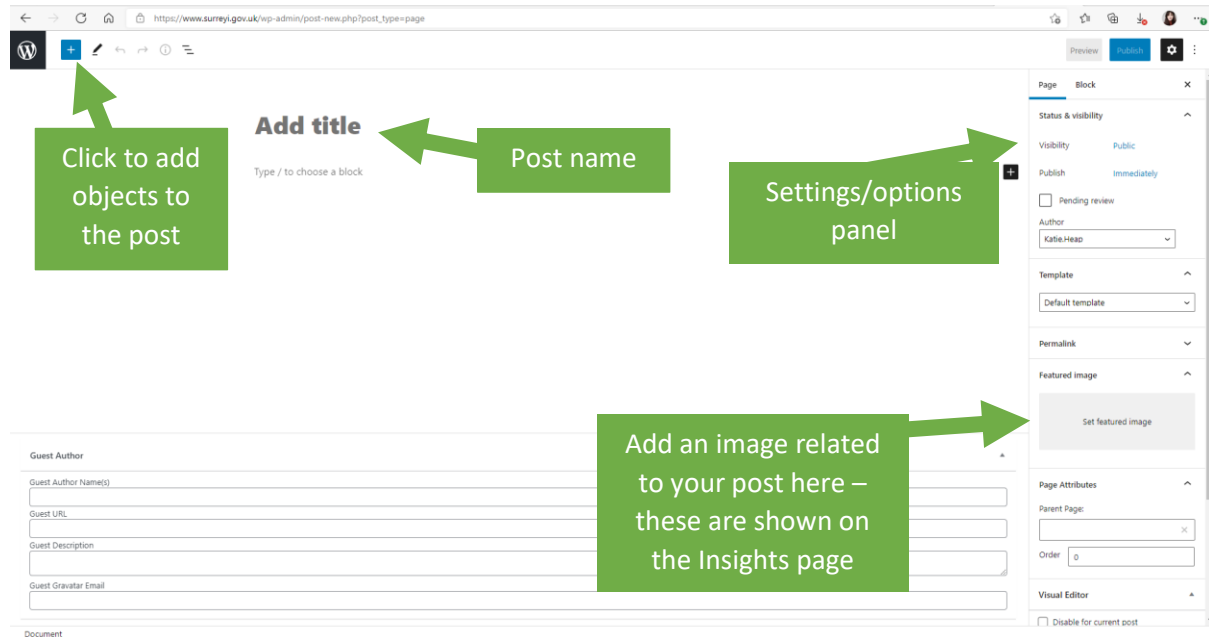


3c. You can add a new post on the WordPress Admin page and selecting 'Posts' and 'Add New'.



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).

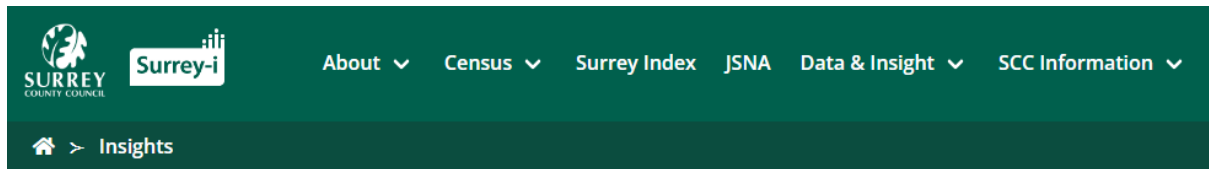
The author information is included in the settings on the right. If you want to include an author that is not available in the drop-down menu (e.g. SODA), you can scroll to the bottom of the page where you can enter guest author information.



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
June 22nd, 2022 by [Katie.Heap](#)

Categories

- [Tableau V](#)
- [Surrey Sn](#)



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