



Treasury Board of Canada
Secrétariat

Secrétariat du Conseil du Trésor
du Canada

Canada

Access to Information Training Guide

Contents

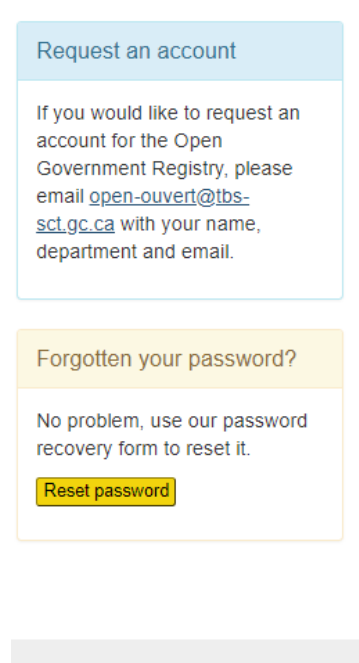
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1 – The Registry

- [The Open Data Registry](#) houses all of the Government of Canada’s metadata records for all datasets across federal organizations and allows you to upload and manage your summaries.
- All proactive disclosure documents (Access to Information, Contracts, Travel and Hospitality, Reclassification and Founded Wrongdoing) will be uploaded to the Registry and then published and made searchable on the [Open Government portal](#).

2 - How to register an account

- If you don’t already have a registry account you will need to register for one.
- On the right side of the page, click on the email address to request an account.



- Once you’ve applied, the Open Government Secretariat (OGS) will link your account to your department and notify you by email. Please note – as some organizations have moved to Canada.ca email extension, it is important to add your organization name when registering.
- If there are any issues with your account throughout the registration process, please contact the OGS team by sending an email to the [Open Inbox](#).

3 - Logging in to the Registry

- You now have access and can log in to the Registry by selecting the Log in tab in the menu bar.

- Once you enter your Username and Password you can select the “Remember me” checkbox to save your information in your browser.

Home → [Login](#)

Open Government Registry

Login

Welcome to the Open Government Registry

Use the Registry to publish government resources on the Open Government Portal.
For more information on using the Registry or to report errors, contact open-ouvert@tbs-sct.gc.ca.

Username

Password

Remember me

NOTE: Username and password are case sensitive.

Need an Account?

Then sign right up, it only takes a minute.

Forgotten your password?

No problem, use our password recovery form to reset it.

- If you have logged in successfully you will see a note at the top of the page indicating that you are logged in. You will also see the “Log Out” option in the top menu bar:

Open.Canada.ca Add to Portal Search Organizations FAQ **Log out**

Signed in as **Admin** Admin Dashboard Settings

Quick Links

Welcome to the Open Government Registry. Use the Registry to add government resources that will be published on the Open Government Portal. For more information on using the Registry or to report errors, contact open-ouvert@tbs-sct.gc.ca

[Open Data Records](#)
Add data about Government of Canada services, financials or national demographic information that is relevant to Canadians.

[Open Information Records](#)
Add information about government programs, activities and publications.

[ATI Summaries/Nothing to Report](#)
Access, upload and modify the monthly ATI Summaries and ATI Nothing to Report for your organization

[Proactive Disclosure - Contracts over 10K \(Quarterly\)](#)
Access, upload and modify the quarterly Contracts over 10K reports for your organization

[Proactive Disclosure - Hospitality Expenses](#)
Access, upload and modify the quarterly hospitality expenses for your

[Proactive Disclosure - Position Reclassification](#)
Access, upload and modify the position reclassification reports for your organization

[Proactive Disclosure - Acts of Founded Wrongdoing](#)
Access, upload and modify the Acts of Founded Wrongdoing reports for your organization

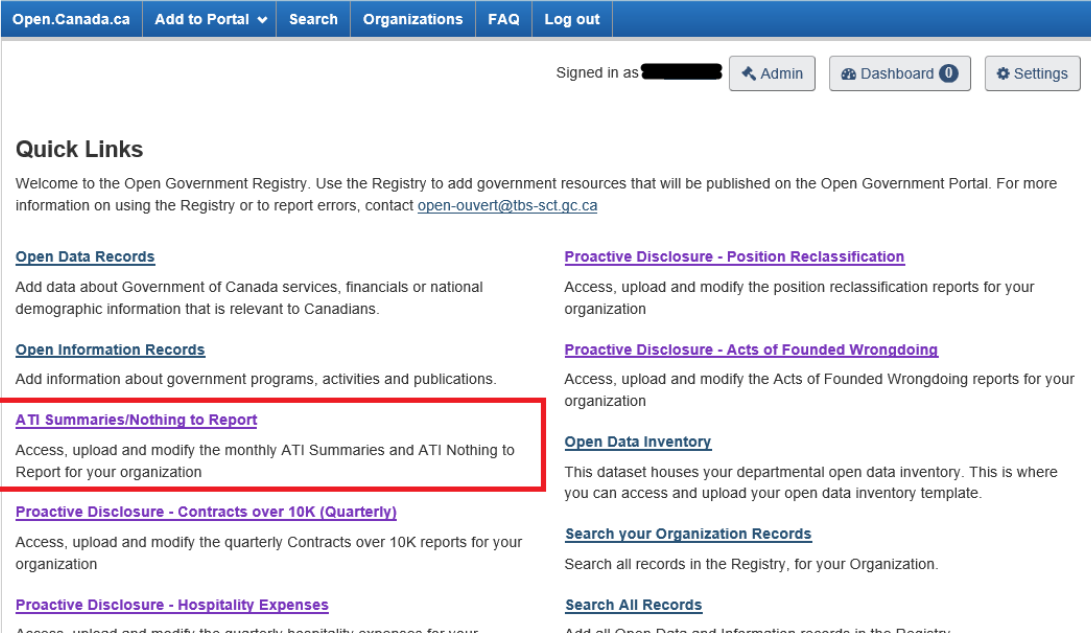
[Open Data Inventory](#)
This dataset houses your departmental open data inventory. This is where you can access and upload your open data inventory template.

[Search your Organization Records](#)
Search all records in the Registry, for your Organization.

[Search All Records](#)
Add all Open Data and Information records in the Registry.

4 – Selecting your Access to Information template

- Now that you are logged into the registry, you will see the “Quick Links” menu where you can select “ATI Summaries/Nothing to Report”:



The screenshot shows the Open Government Registry interface. At the top, there is a navigation bar with links for Open.Canada.ca, Add to Portal, Search, Organizations, FAQ, and Log out. Below the navigation bar, the user is signed in as [redacted] and has access to Admin, Dashboard, and Settings. The main content area is titled "Quick Links" and contains a welcome message and a list of links. The link "ATI Summaries/Nothing to Report" is highlighted with a red box. Other links include Open Data Records, Open Information Records, Proactive Disclosure - Position Reclassification, Proactive Disclosure - Acts of Founded Wrongdoing, Open Data Inventory, Proactive Disclosure - Contracts over 10K (Quarterly), Proactive Disclosure - Hospitality Expenses, Search your Organization Records, and Search All Records.

Quick Links

Welcome to the Open Government Registry. Use the Registry to add government resources that will be published on the Open Government Portal. For more information on using the Registry or to report errors, contact open-ouvert@tbs-sct.gc.ca

Open Data Records
Add data about Government of Canada services, financials or national demographic information that is relevant to Canadians.

Open Information Records
Add information about government programs, activities and publications.

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Access, upload and modify the monthly ATI Summaries and ATI Nothing to Report for your organization

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Access, upload and modify the quarterly hospitality expenses for your organization

Proactive Disclosure - Position Reclassification
Access, upload and modify the position reclassification reports for your organization

Proactive Disclosure - Acts of Founded Wrongdoing
Access, upload and modify the Acts of Founded Wrongdoing reports for your organization

Open Data Inventory
This dataset houses your departmental open data inventory. This is where you can access and upload your open data inventory template.

Search your Organization Records
Search all records in the Registry, for your Organization.

Search All Records
Add all Open Data and Information records in the Registry

5 - Accessing your template:

- After selecting the “ATI Summaries/Nothing to Report” link you will be brought to the ATI Summaries page where you will select your organization from the drop down menu:

ATI Summaries

ATI Summaries: 994 rows ATI Nothing to Report: 0 rows

Aboriginal Affairs and Northern Development Canada

Update Delete API Access

Create and update records from Excel spreadsheet

[Download template Excel spreadsheet](#)

* Upload: (required)

Browse...

Submit

ATI Summaries and ATI Nothing to Report templates have now been combined. Now, you will only need to download and submit one template (see the 2 tabs in the template). Please email open-ouvert@tbs-sct.gc.ca with any questions.

Preview

Filter items Showing 1 to 10 of 994 entries | Show 10 entries

Year	Month (1-12)	Request Number	English Summary	French Summary
2014	9	A-2013-01037	All records related to Family and	Tous les dossiers liés au



- After you've selected your organization from the drop down menu, you can download your template
- The first step is to download the document and save it to your desktop or hard drive:

ATI Summaries

ATI Summaries: 994 rows ATI Nothing to Report: 0 rows

Aboriginal Affairs and Northern Development Canada

Update Delete API Access

Create and update records from Excel spreadsheet

[Download template Excel spreadsheet](#)

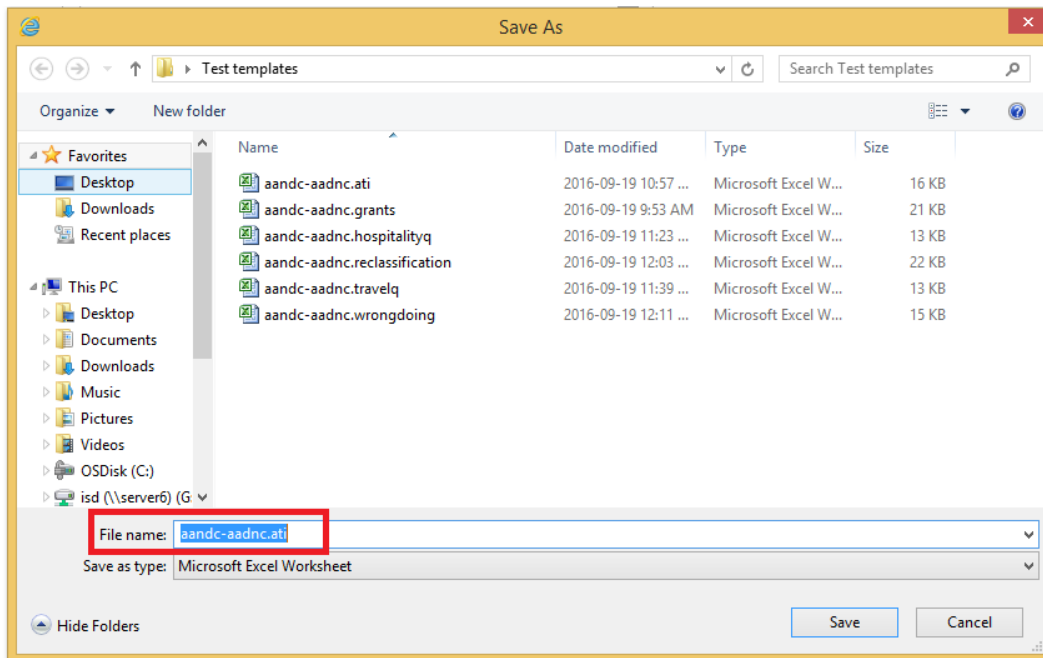
* Upload: (required)

Browse...

Submit

ATI Summaries and ATI Nothing to Report templates have now been combined. Now, you will only need to download and submit one template (see the 2 tabs in the template). Please email open-ouvert@tbs-sct.gc.ca with any questions.

- PLEASE NOTE – it is imperative that you do not alter the file name in any way, PLEASE SAVE IT AS IS. The template is named uniquely for your department and may not allow you to upload the completed version if it has been changed.



6 - Completing your template

- Now that you’ve saved your organization’s template on your hard drive, you can begin to complete the document.
- Although the format is new, the template will still be populated with most of the same information that you’ve previously disclosed.
- Of note – every proactive disclosure or ATI line item **MUST** have a “Request Number”, this will allow users to modify and delete items if necessary:

	A	B	C	
1	aandc-aadnc	Aboriginal Affairs and Northern Development Canada Affaires autochtones et		
2	Year	Month (1-12)	Request Number	English Summar
4	2014	0	A-2013-01937	All records relat Services Audits i 2012 to present. request does no include financial
5	2014	0	A-2013-01940	All records relat enforcement of Nunavut, from J:
6				
7				
8				

- As always, if there are any issues when completing your template, please contact the OGS team through the [Open Inbox](#) for assistance.

7 – Nil Reports

- If you have a ATI nil report to upload, follow the same process as the steps above, but simply populate the Year and Month of the report in the second tab of the template:

	A	B	
1	aandc-aadnc	Aboriginal Affairs and Northern Development Canada Affaires autochtones	30
2	Year	Month	31
4	2016	12	32
5			33
6			34
7			35
8			36
9			37
10			38
11			39
12			Ready

8 - Uploading your template

- Now that you've completed your template, you're almost done.
- The next step is to log back in to the registry and return to your organizations page (the same page where you downloaded the template).
- You will see the "Upload" option directly below the button where you downloaded your template. Click the "Browse" button and select your completed template from your hard drive:

Update Delete Reference API Access

Create and update records from Excel spreadsheet

[Download template Excel spreadsheet](#)

* Upload: (required)

Browse...

Submit

- Once you've selected your completed template from your computer you will see the file name in the upload box:

Create and update records from Excel spreadsheet

[Download template Excel spreadsheet](#)


*** Upload: (required)**

ates\laandc-aadnc.ati.xlsx

ATI Summaries and ATI Nothing to Report templates have now been combined. Now, you will only need to download and submit one template (see the 2 tabs in the template). Please email open-ouvert@tbs-sct.gc.ca with any questions.

- Click "Submit" and your template will be uploaded to the registry. You will receive a message on the top of the form indicating that your template has been successfully added to the system, and you will be able to see the information that was captured in the template on this page:

Signed in as [REDACTED]

 Your file was successfully uploaded into the central system.

- Once your template has been successfully uploaded, you will be able to view all of the uploaded data in the "Preview" section below. You can also Search for a single line item by entering the "Request Number" in the **Filter items** section:

Preview

Filter items Showing 1 to 1 of 1 entries (filtered from 994 total entries) | Show entries

Year <input type="button" value="↑↓"/>	Month (1-12) <input type="button" value="↑↓"/>	Request Number <input type="button" value="↑↓"/>	English Summary <input type="button" value="↑↓"/>	French Summary <input type="button" value="↑↓"/>	Disposition <input type="button" value="↑↓"/>	Number of Pages <input type="button" value="↑↓"/>
2014	9	A-2013-01940	All records related to inspection and enforcement of community water in Nunavut, from Jan 1, 2012 to present.	Tous les dossiers liés à l'inspection et à l'application de la loi relativement au réseau communautaire d'approvisionnement en eau au Nunavut, du 1er janvier 2012 jusqu'à présent.	Disclosed in part / Divulgué en entier	7975

(Note: templates are pushed to the portal overnight, so you will not be able to see your completed template live on the open.canada portal until the next morning)

- If you receive an error message, try re-uploading your template.

9 – Adding, Modifying or Deleting an Item

- Once completed templates are uploaded, they may contain errors and omissions that need to be fixed. To delete an item, you will select the **Delete** tab below the Organization drop down menu:

The screenshot shows a web interface for 'Aboriginal Affairs and Northern Development Canada'. At the top, there is a dropdown menu with the organization name. Below it are four tabs: 'Update', 'Delete', 'Reference', and 'API Access'. The 'Delete' tab is highlighted with a red box. Underneath the tabs, there is a section titled 'Create and update records from Excel spreadsheet'. It includes a link to 'Download template Excel spreadsheet', an 'Upload: (required)' section with a 'Browse...' button, and a 'Submit' button.

- When you have selected the Delete option, the system will prompt you to enter the Request Number of the item you wish to delete. You may delete as many items as you need at one time, just ensure that only one Request Number is entered per line.

The screenshot shows the 'Delete existing records' form. At the top, it says 'ATI Summaries' and 'ATI Summaries: 994 rows | ATI Nothing to Report: 0 rows'. Below this is a dropdown menu for the organization. There are three tabs: 'Update', 'Delete', and 'API Access'. The 'Delete' tab is highlighted with a red box. Underneath the tabs, there is a section titled 'Delete existing records'. It includes a red asterisk and the text '* Request Number: (required)'. Below this is a text input field containing 'Request Number 1'. Underneath the input field, it says 'Enter one record per line'. At the bottom of the section is a 'Delete' button.

- You will enter the Request Number of the item you wish to have removed and will be prompted to make sure you want to delete the record:

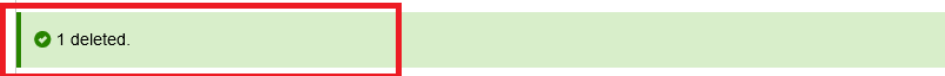
Confirm Delete

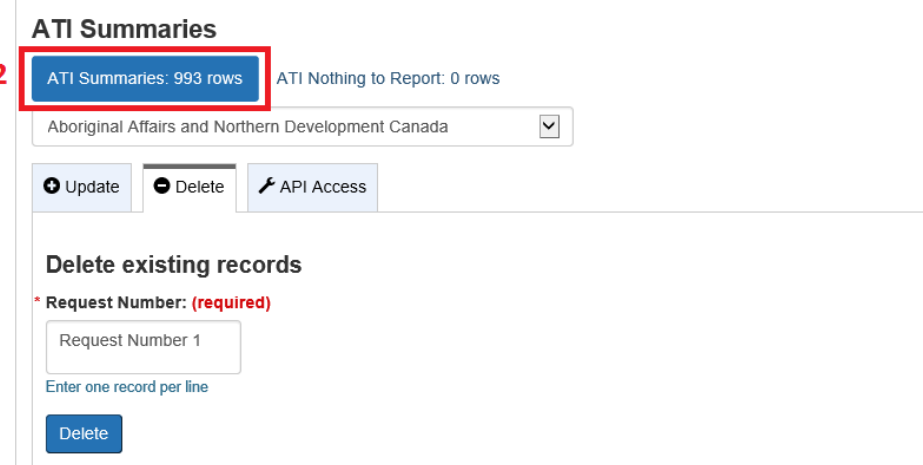
Are you sure you want to delete 1 record? This action cannot be undone.

Cancel

Confirm Delete

- Once you have confirmed the deletion of the record, you will be taken back to the previous page where you will see the confirmation (1). You should also see the change reflected in the number of records (2):

1 

2 

ATI Summaries

ATI Summaries: 993 rows ATI Nothing to Report: 0 rows

Aboriginal Affairs and Northern Development Canada

+ Update - Delete API Access

Delete existing records

* Request Number: (required)

Request Number 1

Enter one record per line

Delete

- To add or modify an item, the spreadsheet simply needs to be re-uploaded into the registry and it will add any new items or modify and existing ones.
- You will be able to preview any of these changes in the Preview section once the template has been re-uploaded.

As always, if you are still experiencing any issues, contact the OGS team by sending an email to the [Open Inbox](#).