

OAPEN Update

1. Overview and Context

This procedure updates the OAPEN2 table in the [SQL Database](#).

2. Triggers

The execution of this procedure is usually triggered by

- [Metrics](#)

3. Steps to Be Performed

3.1 Download

[OAPEN-Dashboard](#) provides a download for all countries in CSV format. Often their data lags behind 1-2 months.

3.2 Clean

- When importing switch off space/semicolon as delimiter
- Delete all columns from H up to present month
- Delete the Funders column
- Reformat column G to YYYY-MM-01 format
- Delete header

3.3 Upload

- Navigate to phpMyAdmin table "OAPEN2"
- select Import tab;
- select file
- click "Go."
- archive files under Punctum Admin > Metrics > OAPEN

4. Additional Information

5. Document Control

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