

# User Guide for Open Data Audit Tool

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## 1 Introduction

The Open Data Audit Tool is available at <http://audit.data.gov.ie/>

A data audit provides a mechanism to identify and catalogue what datasets an organisation holds. As outlined in the Guide for Publishers<sup>1</sup>, the aim of a data audit is to identify:

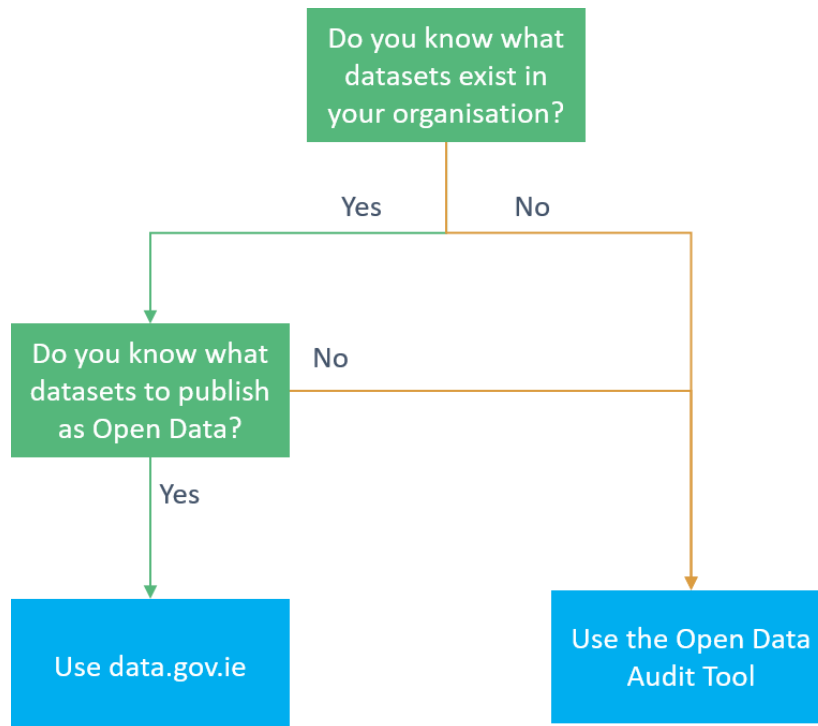
- the extent and range of datasets that exist within an organisation,
- whether these datasets are maintained,
- the ranking of datasets in terms of their importance to the delivery of the organisation's objectives,
- the perceived gaps in useful data that might help the delivery of these objectives,
- the potential for sharing datasets within the organisation and the wider public sector, and
- the potential for publication and making available for re-use.

The Open Data Audit Tool supports public bodies who want to start publishing Open Data but are unsure which datasets are suitable for publication. The Open Data Audit Tool is an internal tool that enables public bodies to list and describe all datasets that exist within their organisation, so that together with management and/or the Open Data Officer, datasets can be reviewed and those that are suitable for publication as Open Data are selected and approved. These datasets can then be

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<sup>1</sup> <https://data.gov.ie/guide-for-publishers>

published directly on data.gov.ie, as outlined below. The Open Data Audit Tool supports public bodies during data audits. However, if a public body has specific datasets to publish as Open Data, they can directly use the Open Data Portal <https://data.gov.ie> using the 'add a dataset' function. A guide 'Add a dataset' is also available. The flowchart below depicts when a public body should use the Open Data Audit Tool, and when a public body should directly publish Open Data on data.gov.ie.



## 2 Using the Open Data Audit Tool

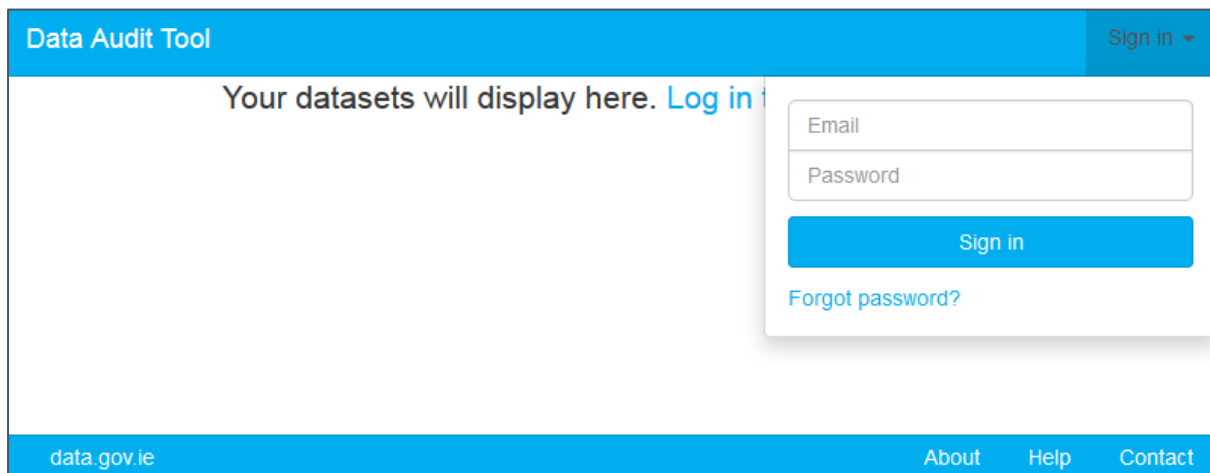
### 2.1 Registration

The Open Data Audit Tool is only available to staff of public bodies. The Open Data Unit in D/PER will register all new Users. If you would like to use the Open Data Audit Tool, but have not yet received sign-in details, please contact [opendata@per.gov.ie](mailto:opendata@per.gov.ie)

There are two roles: Manager and User. The Manager role has oversight over an organisation, its Users, and all datasets defined for that organisation. The User role has oversight of only those datasets they have created themselves. The Manager has the permission to approve or reject datasets for publication as Open Data.

### 2.2 Sign In

To sign into the Open Data Audit Tool, click on the 'Sign in' tab on the top-right of the screen. If you have forgotten your password, click on 'Forgot password?' You will then be prompted to enter your email, which will email you a link where you can reset your password.

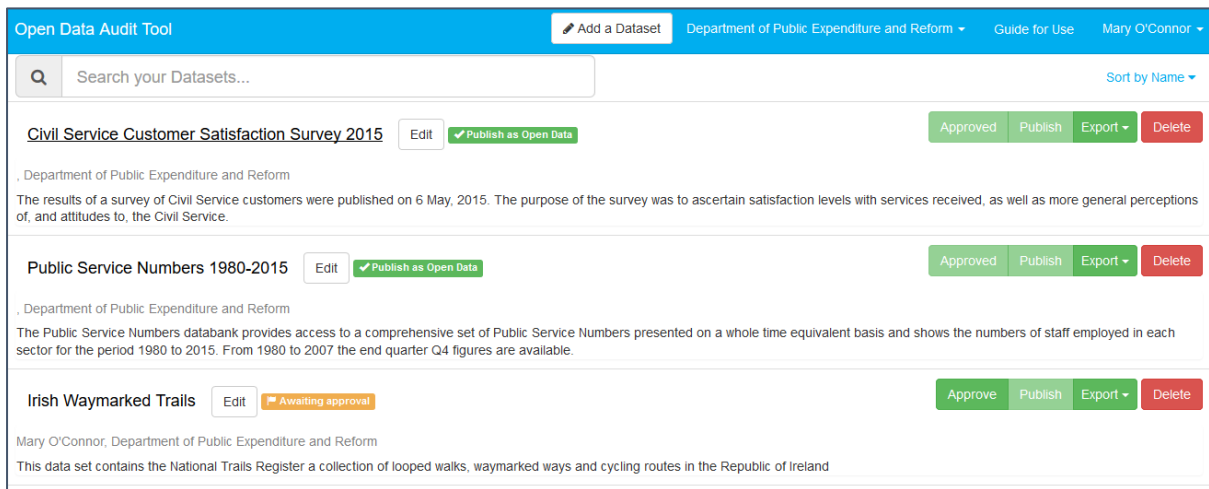


### 2.3 Dataset Overview Page

The main page of the Open Data Audit Tool is the dataset overview page. Here you can see all datasets that you have permission to access. A Manager can see all datasets from their organisation, while a User can see datasets that they have created (see Appendix I: Detailed User Permissions).

Details of the datasets displayed on this list include dataset name, description, creator and organisation. There is also a flag to indicate whether a dataset has been approved or not. This will display 'Publish as Open Data' if approved for publishing otherwise 'Awaiting approval' will be displayed.

#### Manager View

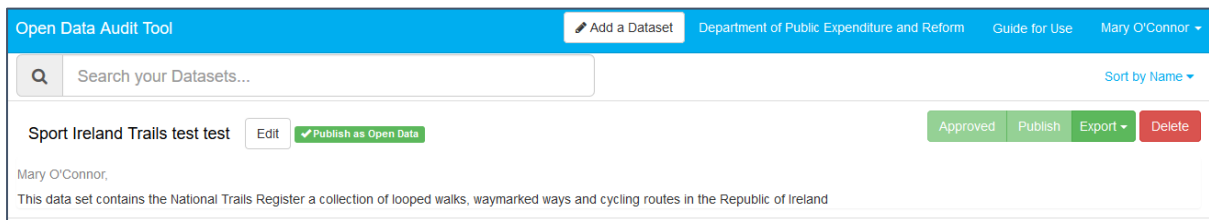


The screenshot shows the 'Open Data Audit Tool' interface for a Manager. At the top, there is a navigation bar with 'Add a Dataset', 'Department of Public Expenditure and Reform', 'Guide for Use', and 'Mary O'Connor'. Below this is a search bar and a 'Sort by Name' dropdown. The main content area lists three datasets:

- Civil Service Customer Satisfaction Survey 2015**: Status 'Approved', with 'Publish as Open Data' (checked), 'Publish', 'Export', and 'Delete' buttons. Description: 'The results of a survey of Civil Service customers were published on 6 May, 2015. The purpose of the survey was to ascertain satisfaction levels with services received, as well as more general perceptions of, and attitudes to, the Civil Service.'
- Public Service Numbers 1980-2015**: Status 'Approved', with 'Publish as Open Data' (checked), 'Publish', 'Export', and 'Delete' buttons. Description: 'The Public Service Numbers databank provides access to a comprehensive set of Public Service Numbers presented on a whole time equivalent basis and shows the numbers of staff employed in each sector for the period 1980 to 2015. From 1980 to 2007 the end quarter Q4 figures are available.'
- Irish Waymarked Trails**: Status 'Awaiting approval', with 'Approve', 'Publish', 'Export', and 'Delete' buttons. Description: 'This data set contains the National Trails Register a collection of looped walks, waymarked ways and cycling routes in the Republic of Ireland'

#### User view

If a user is registered as a 'User', as opposed to an Admin or a Manager, the Approve and Publish buttons will be greyed out, as they don't have permissions for this functionality.



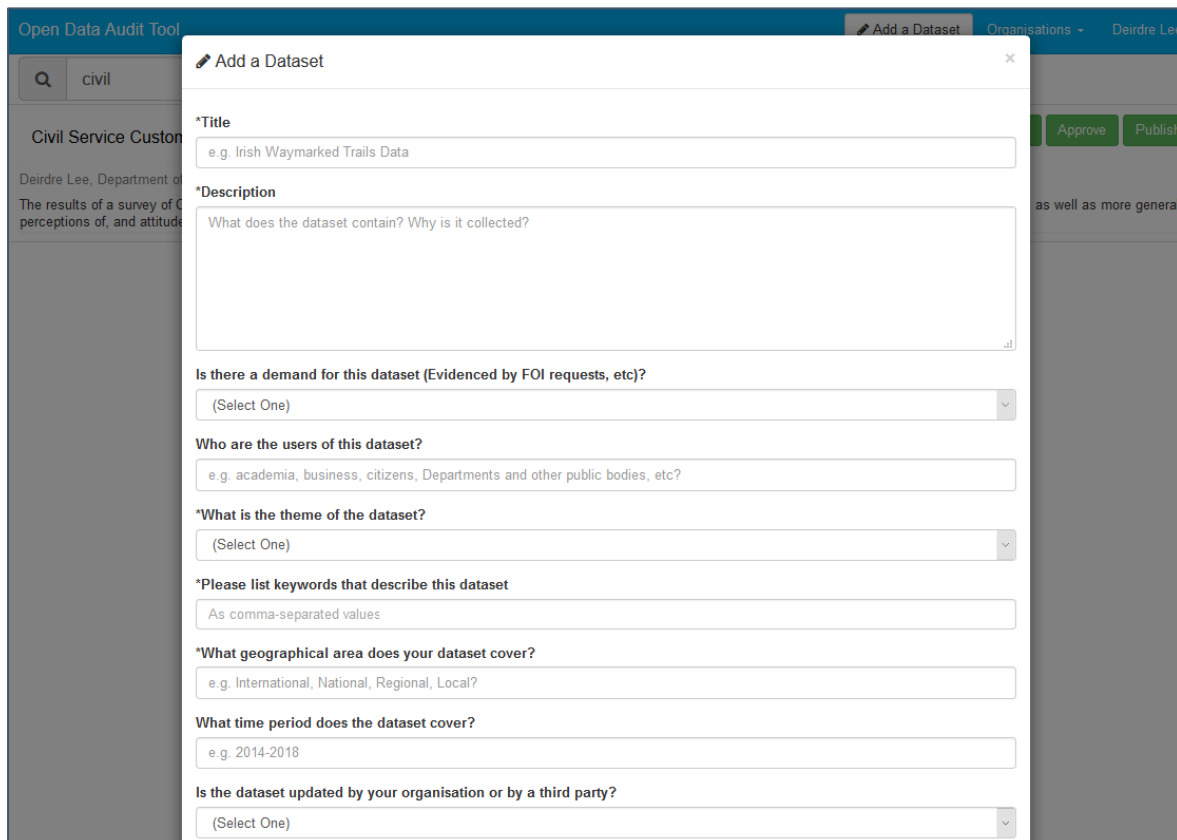
The screenshot shows the 'Open Data Audit Tool' interface for a User. The navigation bar is identical to the Manager view. The main content area shows a single dataset:

- Sport Ireland Trails test test**: Status 'Approved', with 'Publish as Open Data' (checked), 'Publish', 'Export', and 'Delete' buttons. Description: 'This data set contains the National Trails Register a collection of looped walks, waymarked ways and cycling routes in the Republic of Ireland'

## 2.4 Add a Dataset

To add a new dataset, click on 'Add a Dataset' option on the top of the page. A window opens with the 'New Dataset' form. All questions are included in Appendix II: New Dataset Form.

Enter all the details pertaining to this particular dataset. All questions marked with an asterisk \* are mandatory. When completed, click 'Save Dataset'. If you want to cancel, click 'Close without saving'.

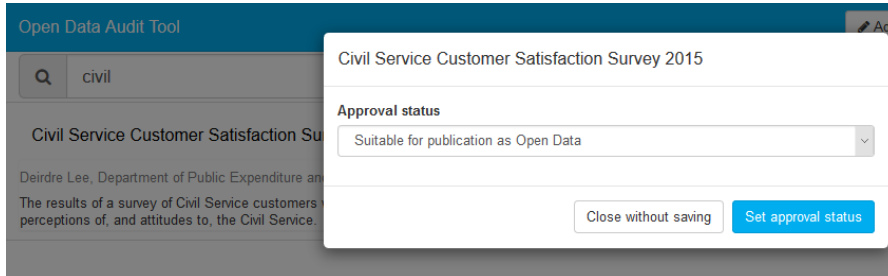


The screenshot shows the 'Add a Dataset' form overlaid on the Open Data Audit Tool interface. The form contains the following fields and questions:

- \*Title**: Text input field with the example value "e.g. Irish Waymarked Trails Data".
- \*Description**: Text area with the prompt "What does the dataset contain? Why is it collected?".
- Is there a demand for this dataset (Evidenced by FOI requests, etc)?**: Dropdown menu with "(Select One)" selected.
- Who are the users of this dataset?**: Text input field with the example value "e.g. academia, business, citizens, Departments and other public bodies, etc?".
- \*What is the theme of the dataset?**: Dropdown menu with "(Select One)" selected.
- \*Please list keywords that describe this dataset**: Text input field with the prompt "As comma-separated values".
- \*What geographical area does your dataset cover?**: Text input field with the example value "e.g. International, National, Regional, Local?".
- What time period does the dataset cover?**: Text input field with the example value "e.g. 2014-2018".
- Is the dataset updated by your organisation or by a third party?**: Dropdown menu with "(Select One)" selected.

## 2.5 Approve Dataset for Publication as Open Data

An Admin (Open Data Unit in D/PER) or Manager role can approve datasets for publication as Open Data. This is a flag that indicates whether the dataset has been reviewed by a Manager. The approval status can be 'Awaiting Approval', 'Suitable for publication as Open Data' or 'Not suitable for publication as Open Data'. Only datasets approved as suitable for publication as Open Data can be automatically published on data.gov.ie as described in the next section.

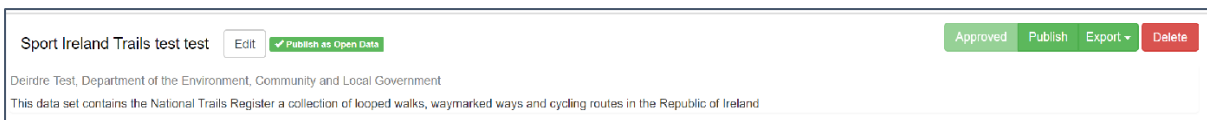


Once a Datasets has been approved (either 'Suitable for publication as Open Data' or 'Not suitable for publication as Open Data'), the "Approved" button will look greyed out.

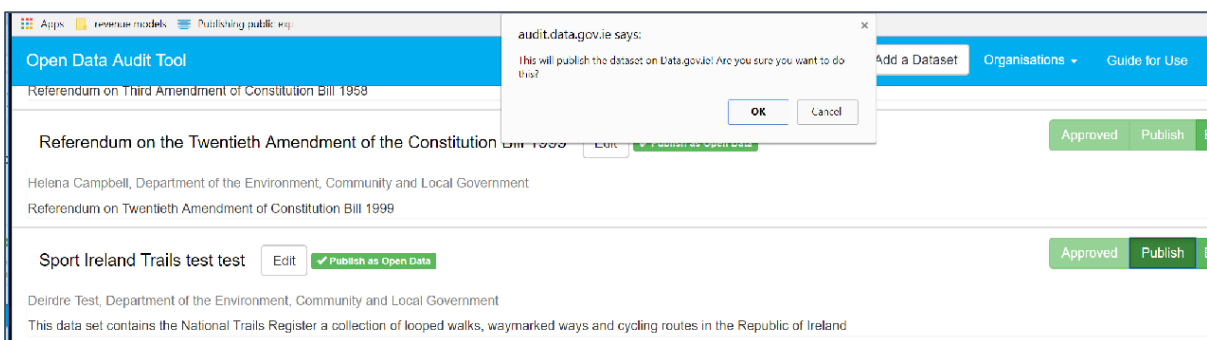


## 2.6 Publish an Approved Dataset on data.gov.ie

An Admin or Manager can automatically publish **approved** datasets to data.gov.ie. Click on the "Publish" button, as indicated in the image below.



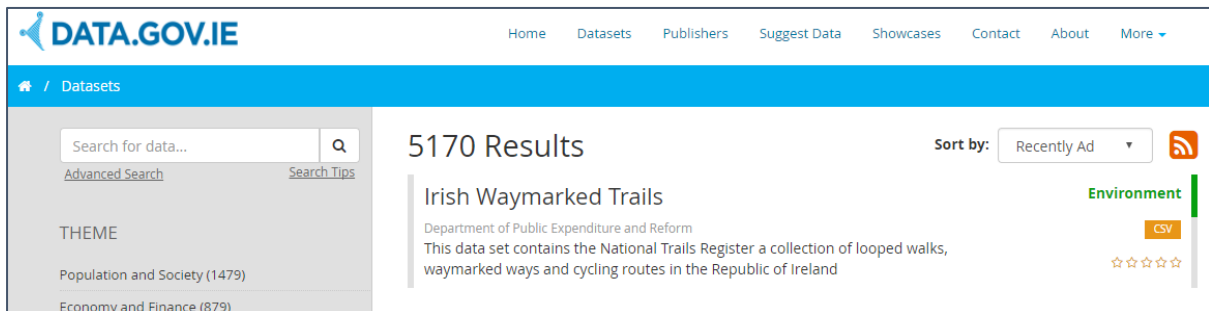
A pop-up message will be displayed on top of this page asking to confirm the action. Click **OK** to proceed and publish the dataset.



At this point a new pop-up will be visible, confirming the Dataset have been successfully published on data.gov.ie.



Visit <https://data.gov.ie> to verify the datasets is listed.

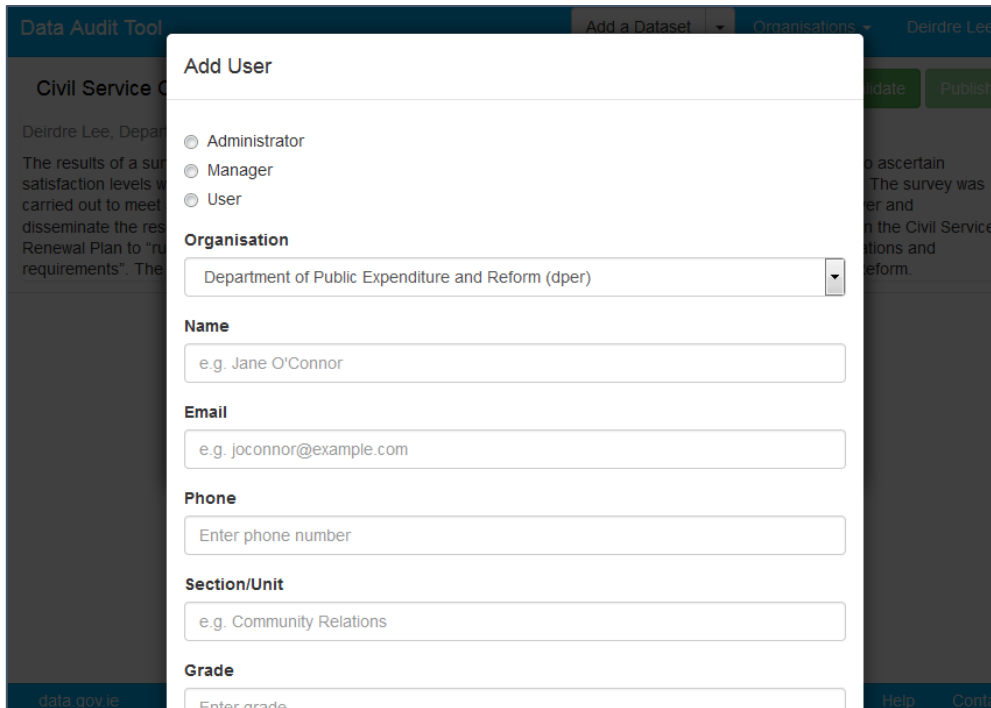


## 2.7 View/Add Users

A Manager can view all Users within their organisation. To see the User-list, click on 'Organisations - > 'User List' on the top-right of the page. By clicking on this a list of all current Users appears. These Users can be viewed, edited or deleted.

**Note: If a User is deleted, all datasets associated with that User will also be deleted!**

To create a new User, click on 'Add User'. A window opens with the 'Add User' form. Enter all the details pertaining to this particular User. When completed, click 'Add User'.



The screenshot shows the 'Add User' form overlaid on the Data Audit Tool interface. The form includes the following fields and options:

- Role:** Three radio button options: Administrator, Manager, and User.
- Organisation:** A dropdown menu currently showing 'Department of Public Expenditure and Reform (dper)'.
- Name:** A text input field with the placeholder 'e.g. Jane O'Connor'.
- Email:** A text input field with the placeholder 'e.g. joconnor@example.com'.
- Phone:** A text input field with the placeholder 'Enter phone number'.
- Section/Unit:** A text input field with the placeholder 'e.g. Community Relations'.
- Grade:** A text input field with the placeholder 'Enter grade'.

The background interface shows a dark blue header with 'Data Audit Tool', 'Add a Dataset', 'Organisations', and 'Deirdre Lee'. The main content area is dimmed, showing a document titled 'Civil Service C' with some text about a survey.



## Appendix I: Detailed User Permissions

### User Permissions

- Log-in
- Change password
- Log-out
- Access to own Datasets:
  - View
  - Create
  - Edit
  - Delete
  - Export as CSV, JSON or RDF

### Manager Permissions (in addition to User permissions)

- Create User (registration email sent to User to login and set password)
- Edit User
- Delete User
- Reset password of any User
- Access to all datasets in own organisation
  - View
  - Edit
  - Delete
  - Export as CSV, JSON or RDF
  - Review dataset
    - Not reviewed
    - Reviewed – pass
    - Reviewed - fail

### Admin Permissions (in addition to Manager/User permissions)

- Create organisation
- Assign Managers of organisation
- Edit organisation
- Delete organisation
- Access to all datasets in system
  - View
  - Edit
  - Delete
  - Export as CSV, JSON or RDF

## Appendix II: New Dataset Form

The following are all the questions that appear in the 'New Dataset' form. All questions marked with an asterisk \* are mandatory.

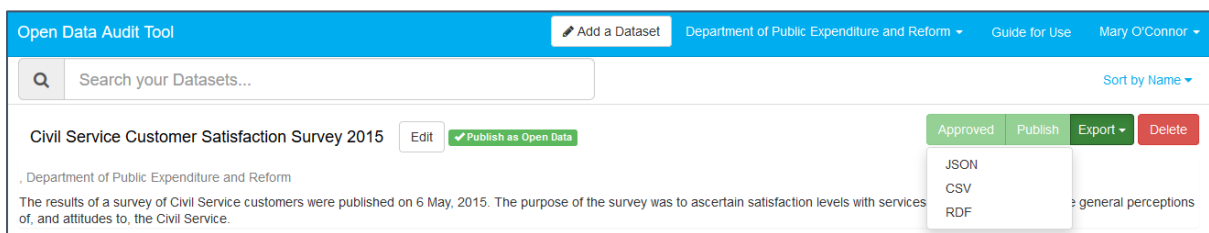
- **Title\***
- **Description\***
- **Is there a demand for this dataset** (evidenced by FOI requests etc)? Yes/No
- **Who are the users of this dataset?** (e.g. academia, business, citizens, Departments and other public bodies etc)
- **What is the theme of the dataset?\*** (Agriculture, Arts, Crime, Economy, Education, Energy, Environment, Government, Health, Housing, Society, Science, Towns, Transport)
- **Please list keywords that describe this dataset?\*** (as comma separated values)
- **What geographical area does your dataset cover?\*** (international, national, regional, local)
- **What time period does the dataset cover?** e.g. 2014-2018
- **Is the dataset uses information from another source is it modified or aggregated by your public body prior to publication?** Yes/No
- **How frequently is the dataset updated?\***  
(Never/daily/weekly/monthly/quarterly/biannually/annually/biennially)
- **When was the dataset created?\*** (in yyyy-mm-dd format e.g. 2012-10-28)
- **When did the last update take place?** (The last time the dataset was changed in yyyy-mm-dd format e.g. 2012-10-28)
- **Is metadata or descriptive information associated with this dataset?** Yes/no
- **Please indicate whether a standard metadata schema or an in-house schema is used.** (e.g. DCAT, ISO 19115, Dublin Core, Custom etc)
- **What is the Responsible Business Unit for this dataset?** (e.g. Irish Sports Council)
- **If the dataset is already published online please provide an URL to the webpage where the dataset is available.** (e.g. <http://www.revenue.ie/en/about/statistics/receipts-taxhead.html>)
- **For each data format that the dataset is available in (e.g. csv, xls, pdf, JSON, etc) please provide the direct download URL.** (option to add more than one)
- **If the dataset is not already published online, can it be published?\*** Yes/no
- **If no, please explain why not.** (e.g. it contains personal data or is excluded under copyright)
- **Is the dataset currently associated with a licence?** Yes/No
- **If yes, which licence?** (Creative Commons Attribution, Public Sector Information, Other Attribution, Other)
- **Could the dataset be published under the Creative Commons CC-BY 4.0 licence?** Yes/No
- **Would publication of the datasets held in your area deliver potential benefits to citizens, businesses, or the Public Service?** (Yes/No)
- **Are there gaps in the data?** (For example, a change in the system means that data was not collected in certain years, that data was only collected in certain years etc) Yes/No
- **Would publication require agreement from external bodies?** (EU, Copyright holders, other PBs etc) Yes/No
- **Is the data reliable – can we stand over a dataset's accuracy?** Yes/No?
- **Is anonymisation or aggregation of the datasets required?** Yes/No
- **If there are any other considerations please advise.**

## Appendix III Export Metadata for a Dataset

Metadata provides additional information about a dataset so that it is easy to understand its meaning, its structure, and to clarify other issues, such as rights and license terms, the organisation that generated the data, data quality, data access methods and the update schedule of datasets.

The metadata for each dataset in the Open Data Audit Tool can be exported as JSON, CSV or RDF, modelled according to the W3C metadata standard DCAT<sup>2</sup>. This is recommended by the Irish Open Data Technical Framework<sup>3</sup>. Complete metadata ensures the datasets are easy to understand and access. The metadata can then be published on a public body’s own website or imported into the Open Data portal data.gov.ie. The process of publishing to data.gov.ie is automated, as described in Section 2.7 below.

To export the metadata about a dataset, click on ‘Export’ and select the desired data format.



The following figures show the dataset metadata exported in each of the three available formats.

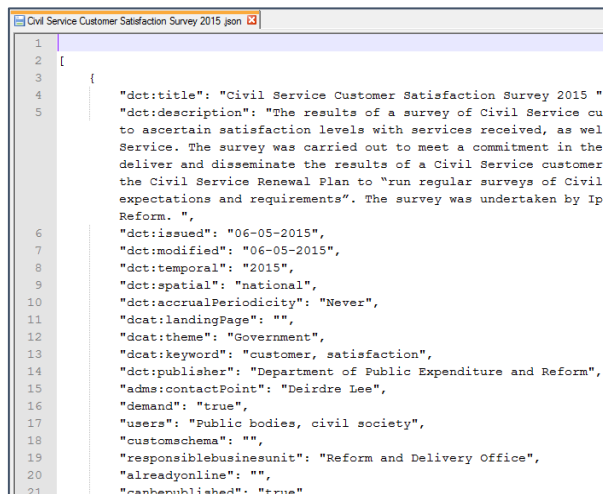


Figure 2: Dataset metadata exported as JSON

<sup>2</sup> <http://www.w3.org/TR/vocab-dcat/>

<sup>3</sup> <http://data.gov.ie/technical-framework#recommended-metadata-schema-for-open-data>

	A	B	C	D	E	F	G	H	I	J	
1	dct:title	dct:description	dct:issued	dct:modified	dct:temporal	dct:spatial	dct:accrualPeriodicity	dcat:landingPage	dcat:theme	dcat:keyword	dct:publisher
2	Civil Service Customer Satis	The results of a survey of Civil	06/05/2015	06/05/2015	2015	national	Never		Government customer, satisfactio		Department of Public
3											
4											
5											

Figure 3: Dataset metadata exported as CSV

```

1 <?xml version="1.0" encoding="utf-8"?>
2
3 <rdf:rdff xmlns:foaf="http://xmlns.com/foaf/0.1/" xmlns:owl="http://www.w3.org/2002/07/owl#" xmlns:rdfs="http://www.w3.org/2000/01/rdf-schema#" xmlns:dcat="http://www.dcat.gov.ie/2015/01/dcat#" >
4   <dcat:dataset>
5     <owl:sameas rdf:resource="89g1GhKey0h9yUQ2"/></owl:sameas>
6     <dct:description>The results of a survey of Civil Service customers were published on 6 May, 2015. The purpose
7     <foaf:homepage rdf:resource=""></foaf:homepage>
8     <rdfs:label>Civil Service Customer Satisfaction Survey 2015 </rdfs:label>
9
10    <dct:issued rdf:datatype="http://www.w3.org/2001/XMLSchema#Year">06-05-2015</dct:issued>
11
12    <dct:modified rdf:datatype="http://www.w3.org/2001/XMLSchema#Year">06-05-2015</dct:modified>
13
14    <dcat:theme>
15      <rdfs:description rdf:about="http://data.gov.ie/taxonomy/government">
16        <rdfs:type rdf:resource="http://www.w3.org/2004/02/skos/core#Concept"></rdfs:type>
17        <rdfs:label xml:lang="en">Government</rdfs:label>
18        <skos:prefLabel xml:lang="en">Government</skos:prefLabel>
19        <skos:inScheme rdf:resource="http://data.gov.ie/taxonomy"></skos:inScheme>
20      </rdfs:description>
21    </dcat:theme>
22
23    <dct:subject>
24      <rdfs:description rdf:about="http://data.gov.ie/taxonomy/">
25        <rdfs:type rdf:resource="http://www.w3.org/2004/02/skos/core#Concept"></rdfs:type>
26        <rdfs:label xml:lang="en"></rdfs:label>
27        <skos:prefLabel xml:lang="en"></skos:prefLabel>
28        <skos:inScheme rdf:resource="http://data.gov.ie/taxonomy"></skos:inScheme>
29      </rdfs:description>
30    </dct:subject>
31
32    <dct:language rdf:resource="http://id.loc.gov/vocabulary/iso639-1/en"></dct:language>
33
34    <dct:publisher>
35      <rdfs:description rdf:about="http://data.gov.ie/organisation/Department of Public Expenditure and Reform">
36        <rdfs:type rdf:resource="http://xmlns.com/foaf/0.1/Agent"></rdfs:type>
37        <rdfs:label xml:lang="en">Department of Public Expenditure and Reform</rdfs:label>
38      </rdfs:description>
39    </dct:publisher>
40  </dct:dataset>
  
```

Figure 4: Dataset metadata exported as RDF

A User can also export the metadata from all datasets as one file by clicking on ‘Export all Datasets’. This option is available under the User name drop-down menu, on the top-right of the screen. A Manager can export the metadata of all datasets from their organisation.

