

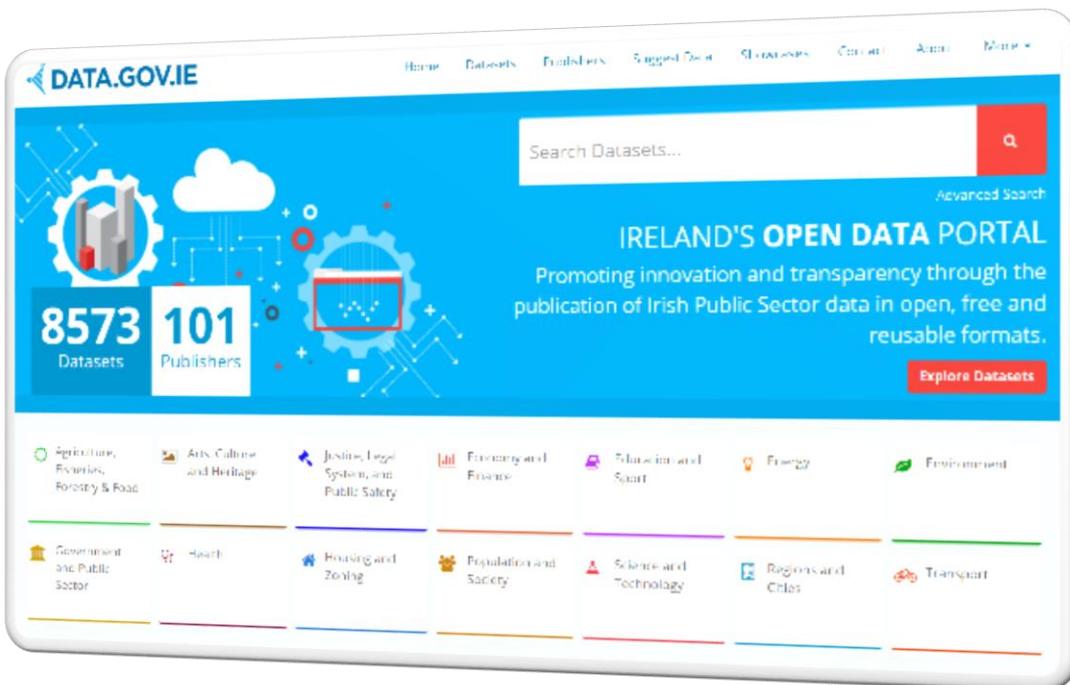


Open Data Portal

Guide on How to ‘Add a Dataset’

Date: 1st August 2018

Version: 1.0



Contact: Open Data Unit
Department of Public Expenditure and Reform
Floor 2, 7-9 Merrion Row
Dublin 2, D02 V223

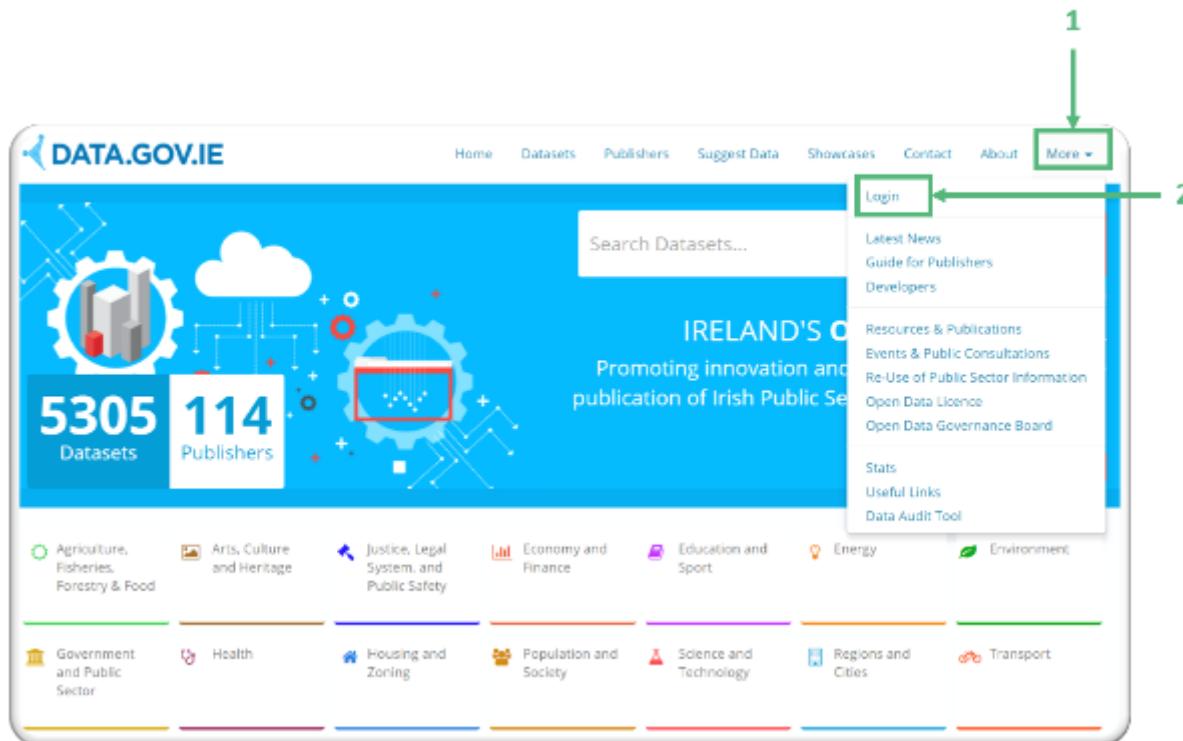
Phone: 01 604 5132

Email: opendata@per.gov.ie

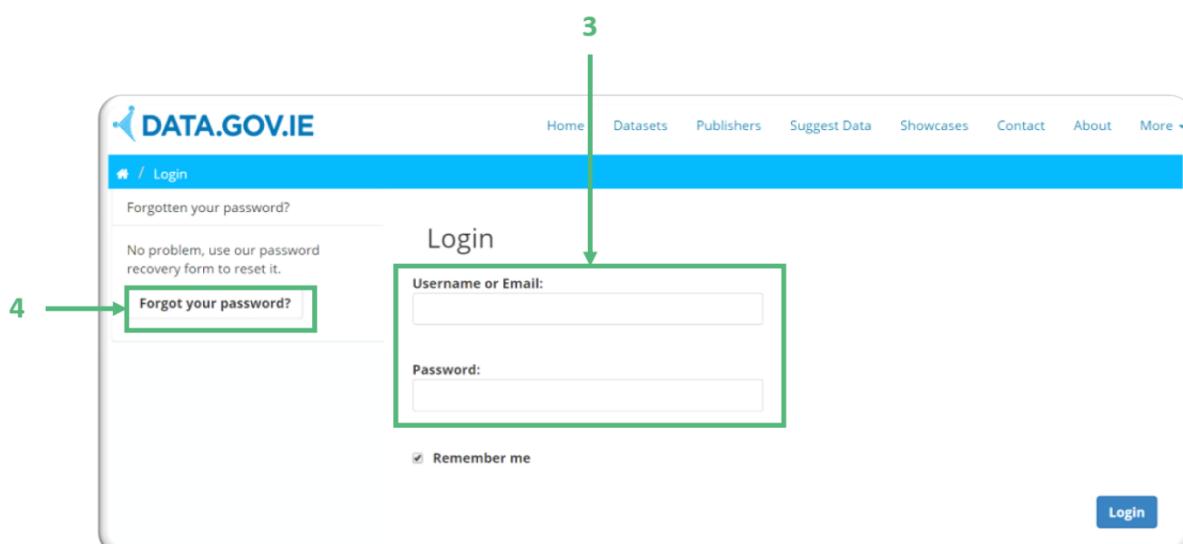


1 Login

To login as a registered user, (1) click on the ‘More’ menu tab, and (2) select the ‘Login’ menu item. If you are not yet a registered user, contact the Open Data Unit at opendata@per.gov.ie.



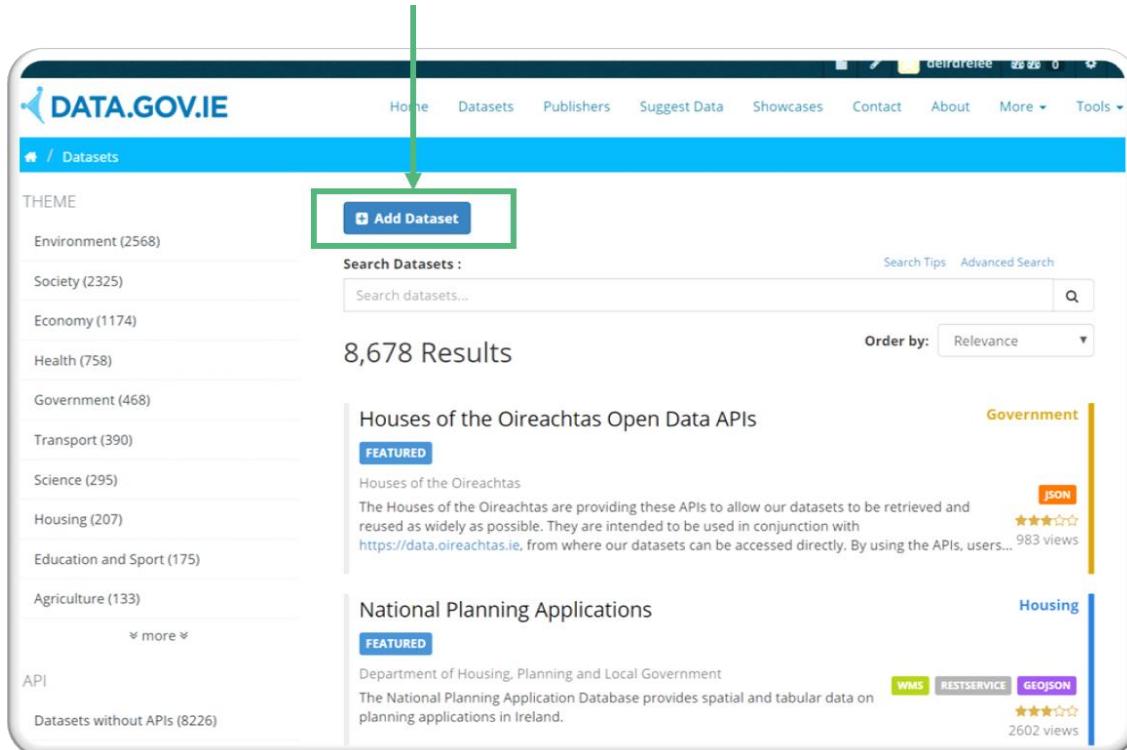
On the login page, (3) enter your username or email address and password and click the ‘Login’ button. If you have forgotten your password, click on the ‘Forgot your password?’ button (4).





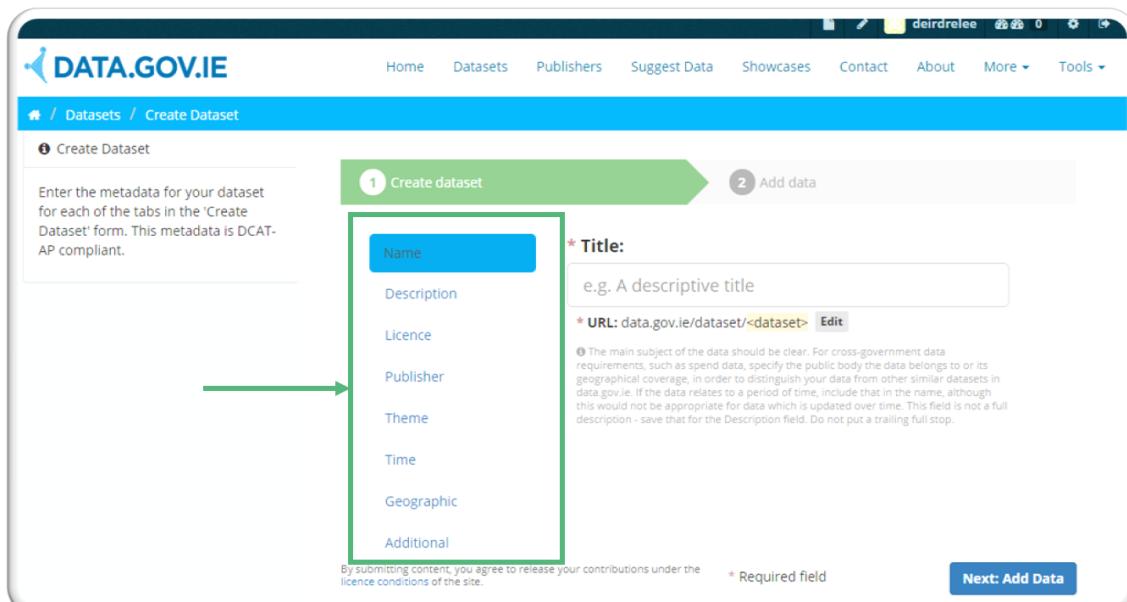
2 Add a Dataset

To add a new dataset on data.gov.ie, click on the ‘Add Dataset’ button on the main dataset page. This button will only be visible to logged-in users.



The screenshot shows the DATA.GOV.IE website. At the top, there's a navigation bar with links like Home, Datasets, Publishers, Suggest Data, Showcases, Contact, About, More, and Tools. Below the navigation is a search bar with the placeholder 'Search datasets...'. To the right of the search bar is a magnifying glass icon and a dropdown menu labeled 'Order by: Relevance'. On the left, there's a sidebar with a 'THEME' section containing categories like Environment, Society, Economy, Health, Government, Transport, Science, Housing, Education and Sport, Agriculture, and API. Below these are sections for 'Datasets without APIs' and 'more...'. In the center, it says '8,678 Results'. There are two featured datasets listed: 'Houses of the Oireachtas Open Data APIs' (Government) and 'National Planning Applications' (Housing). Both datasets have a 'FEATURED' badge, a brief description, a 'View Details' button, and a 'JSON' link. The 'Housing' dataset also has 'WMS', 'RESTSERVICE', and 'GEOJSON' links.

This will bring you to the ‘Create Dataset’ form, where you can complete the metadata for the dataset. You will be guided through each of the tabs, as shown below.



The screenshot shows the 'Create Dataset' form on DATA.GOV.IE. The URL in the address bar is '/Datasets/Create Dataset'. The form is divided into two main sections: '1 Create dataset' (highlighted with a green box) and '2 Add data'. The 'Create dataset' section contains tabs for Name, Description, Licence, Publisher, Theme, Time, Geographic, and Additional. The 'Name' tab is currently active. The 'Title' field is required, with a placeholder 'e.g. A descriptive title'. Below it is a URL input field with the placeholder 'URL: data.gov.ie/dataset/<dataset>' and an 'Edit' button. A note explains that the main subject of the data should be clear. The 'Add data' section is partially visible on the right. At the bottom, there's a note about contributing under the site's licence conditions and a 'Required field' indicator. A 'Next: Add Data' button is at the bottom right.



- **Name**

- **Title (mandatory):** A descriptive title for the dataset that will distinguish it from other datasets, in particular similar datasets published by your or other organisations, e.g. 'Leinster tree survey 2017'
- **URL:** This will be completed automatically, no need to edit.

- **Description**

- **Description (mandatory):** A concise description of the dataset outlining what the dataset contains, to where does the data apply, when, how and why the data was collected, and by whom. An example of a complete description is <https://data.gov.ie/dataset/weather-buoy-network>. Note, the description is used for search purposes, so a better description will improve the discoverability of the dataset.
- **Landing Page:** A website URL where the data is available or that provides more context to the data, e.g. a page on your organisation's website
- **Dataset conforms to these standards:** If applicable, what standards does this dataset conform to, e.g. INSPIRE, XBRL, ISO 19115, FHIR, etc
- **Language (mandatory):** Language of the dataset – English or Irish

- **Licence**

- **Rights notes:** A statement about the intellectual property rights (IPR) held in or over a Resource, a legal document giving official permission to do something with a resource, or a statement about access rights. Note that these rights notes cannot contradict the Open Data licence associated with the dataset.
- **Licence (mandatory):** Open Data licence associated with the dataset. Recommended is Creative Commons Attribution 4.0 (CC-BY 4.0)

Licence:

Creative Commons Attribution 4.0

| 

Creative Commons Attribution 4.0
Irish Public Sector Information Licence
Met Eireann Custom Open Data Licence
Oireachtas Public Sector Information Licence
Other (Openness Unknown)



- **Publisher**

- **Contact Person:** Person / role who can be contacted for more information on this dataset. Could be the Open Data Liaison Officer or the data owner.
- **Contact Person Email:** Contact email where the person/role can be reached.
- **Contact Person Telephone:** Contact email where the person/role can be reached.
- **Publisher (mandatory):** Will be pre-populated with your organisation
- **Visibility:** Public – the dataset will be publicly visible when it is added. Private – the dataset will not be publicly visible when it is added. This is set as ‘private’ as the default. When you have completed the process of linking your dataset and are happy that all the fields are correct and the data links are previewing and working correctly, you should then select ‘public’. The dataset will then be publicly accessible.

- **Theme**

- **Keywords:** List keywords which describe the subject of this data in commonly used terms abstract terms e.g. 'air quality, pollution, roads'. Put commas between each keyword. Note, keywords are used for search purposes, so better keywords will improve the discoverability of the dataset.
- **Theme:** Select a theme for the dataset from the list of standardised drop-down categories.

Theme:

Agriculture

Agriculture

Arts

Crime

Economy

Education and Sport

Energy

Environment

Government

Health

Housing

Society

Science

Towns

Transport



- **Time**

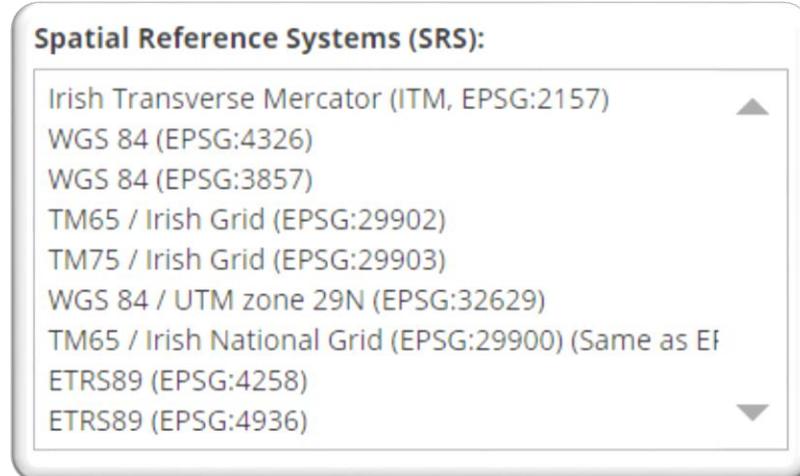
- **Update frequency:** How frequently is this dataset updated? Select from the following drop-down:
 - Real-time
 - Daily
 - Weekly
 - Monthly
 - Quarterly
 - Annually
 - Infrequently
 - Never
- **Data dataset released:** The date that the dataset was published. This could be the creation date, the date it was made publicly available, or the date it is being added to data.gov.ie.
- **Date dataset updated:** The date that the dataset was last updated/modified.
- **Period of time covered (begin):** The period of time that this dataset covers (start date).
- **Period of time covered (end):** The period of time that this dataset covers (end date).
- **Or specify what period of time the dataset covers:** The period of time that this dataset covers, e.g. list of years.

- **Geographic (Note, most of these fields are custom to geospatial data. In many cases, 'Geographic coverage' is sufficient).**

- **Geographic coverage in GeoJSON format:** If applicable, GeoJSON representation of spatial coverage.
- **Geographic coverage:** Human readable description of spatial coverage, e.g. national, Connaught, etc.
- **Spatial URI:** If applicable, a spatial URI that identifies the spatial coverage.
- **Vertical extent:** If applicable, the vertical extent of the dataset, e.g. {"maxVerticalExtent": "3", "verticalDomainName": "sea level", "minVerticalExtent": "-1"}



- **Spatial Reference System (SRS):**

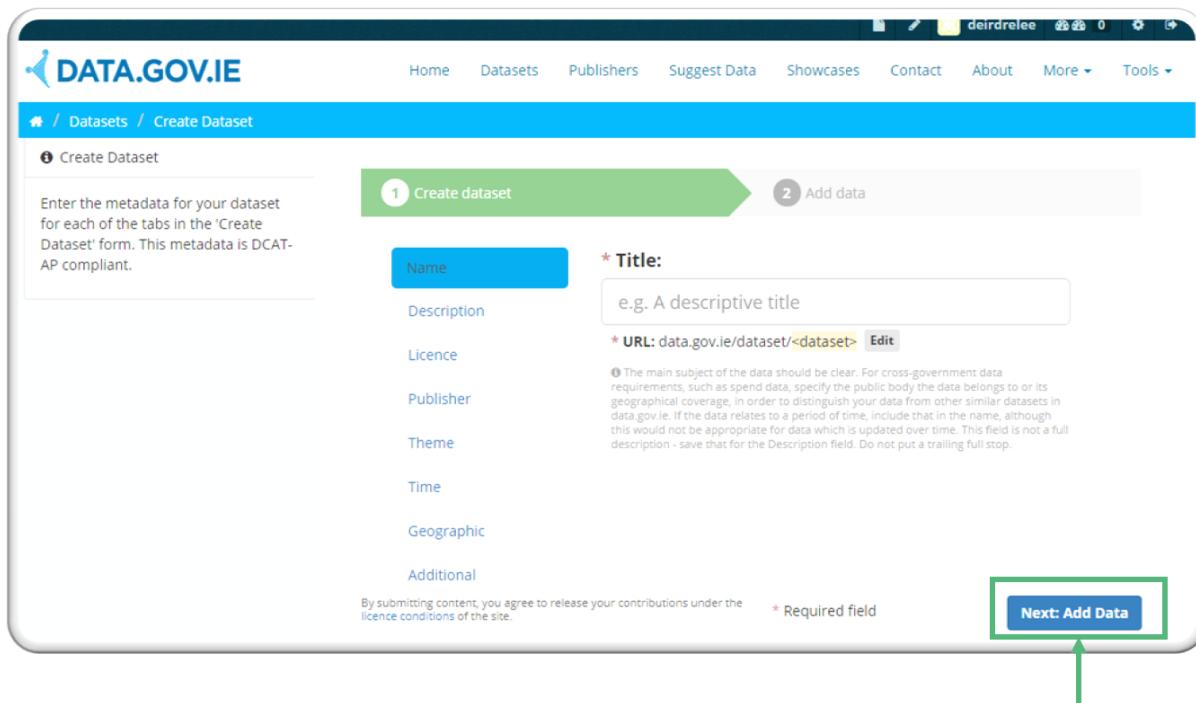


Spatial Reference Systems (SRS):

- Irish Transverse Mercator (ITM, EPSG:2157)
- WGS 84 (EPSG:4326)
- WGS 84 (EPSG:3857)
- TM65 / Irish Grid (EPSG:29902)
- TM75 / Irish Grid (EPSG:29903)
- WGS 84 / UTM zone 29N (EPSG:32629)
- TM65 / Irish National Grid (EPSG:29900) (Same as EFTM65)
- ETRS89 (EPSG:4258)
- ETRS89 (EPSG:4936)

- **Spatial resolution:** If applicable, the spatial resolution of the dataset.
- **Additional**
 - **Version:** If applicable, version number of the dataset.
 - **Provenance information:** Information about how the dataset was collected and any updates/processes that have been applied to the dataset.

When you have completed all of the metadata fields, click on the ‘Next: Add Data’ button, as shown below.



The screenshot shows the DATA.GOV.IE website interface for creating a dataset. The top navigation bar includes links for Home, Datasets, Publishers, Suggest Data, Showcases, Contact, About, More, and Tools. The current page is 'Datasets / Create Dataset'. A blue header bar indicates the user is on the 'Create Dataset' tab. The main form area has a green header '1 Create dataset' and a grey footer '2 Add data'. The form fields include Name (highlighted in blue), Description, Licence, Publisher, Theme, Time, Geographic, and Additional. A note at the bottom states: 'By submitting content, you agree to release your contributions under the licence conditions of the site.' A required field indicator (* Required field) is shown next to the URL field. At the bottom right is a blue button labeled 'Next: Add Data' with a green arrow pointing towards it.

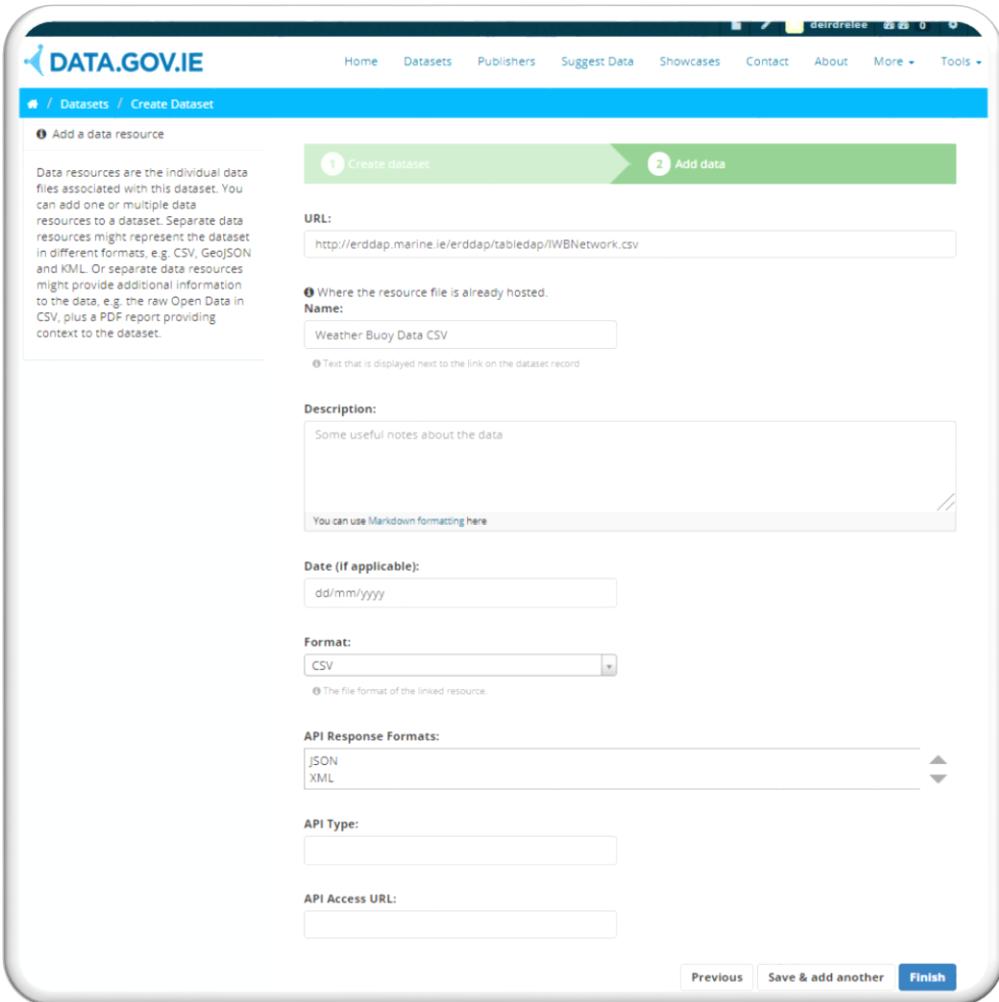


If you have not completed any of the mandatory fields, you will see the following message outlining which fields are missing:

The form contains invalid entries:
• Description: Missing value

Link to Dataset Resources (Files)

You can link to one or more dataset resources (files) via the 'Add Data' page. These are the direct download links where a user can access the dataset hosted online, e.g. on your website.



The screenshot shows the DATA.GOV.IE website interface. At the top, there's a navigation bar with links for Home, Datasets, Publishers, Suggest Data, Showcases, Contact, About, More, and Tools. Below the navigation, a blue header bar says 'Datasets / Create Dataset'. A green progress bar at the top right indicates '1 Create dataset' and '2 Add data'. The main form area has several input fields:

- URL:**
- Name:**
- Description:**

You can use Markdown formatting [here](#)
- Date (if applicable):**
- Format:**
- API Response Formats:**
- API Type:**
- API Access URL:**

At the bottom right of the form are buttons for 'Previous', 'Save & add another', and a prominent blue 'Finish' button.

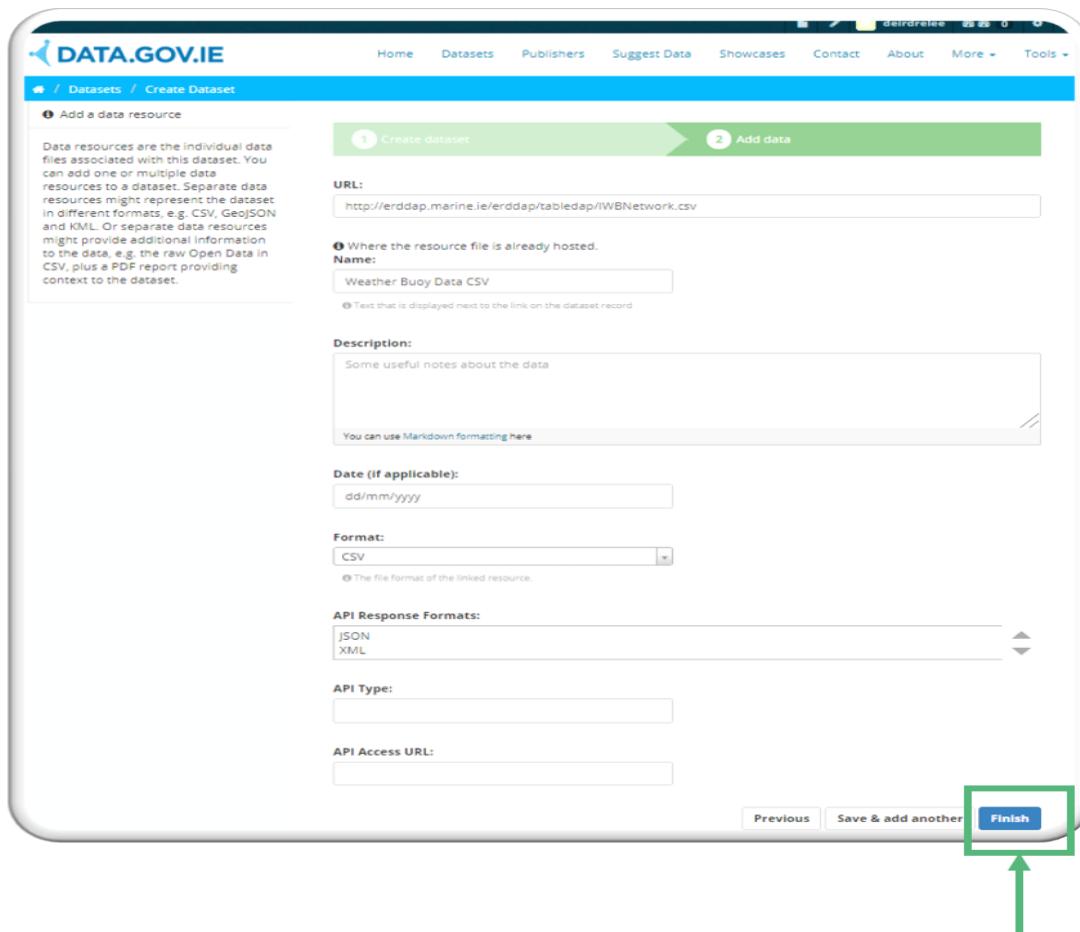
- **URL:** The direct download link of the dataset resource
- **Name:** A name for this particular resource that will be displayed next to the preview/download option on data.gov.ie
- **Description:** If applicable, a description of this dataset resource.



- **Format:** The format of this dataset file. There must be at least one dataset resource associated with every dataset in an open, machine-readable format such as CSV, JSON, XML, GeoJSON, etc.
- **API Response Formats:** If this dataset is available as an API, what is the response format, i.e. JSON or XML
- **API Type:** If this dataset is available as an API, what is its type, i.e. REST or SOAP
- **API Access URL:** If this dataset is available as an API, what is its access URL

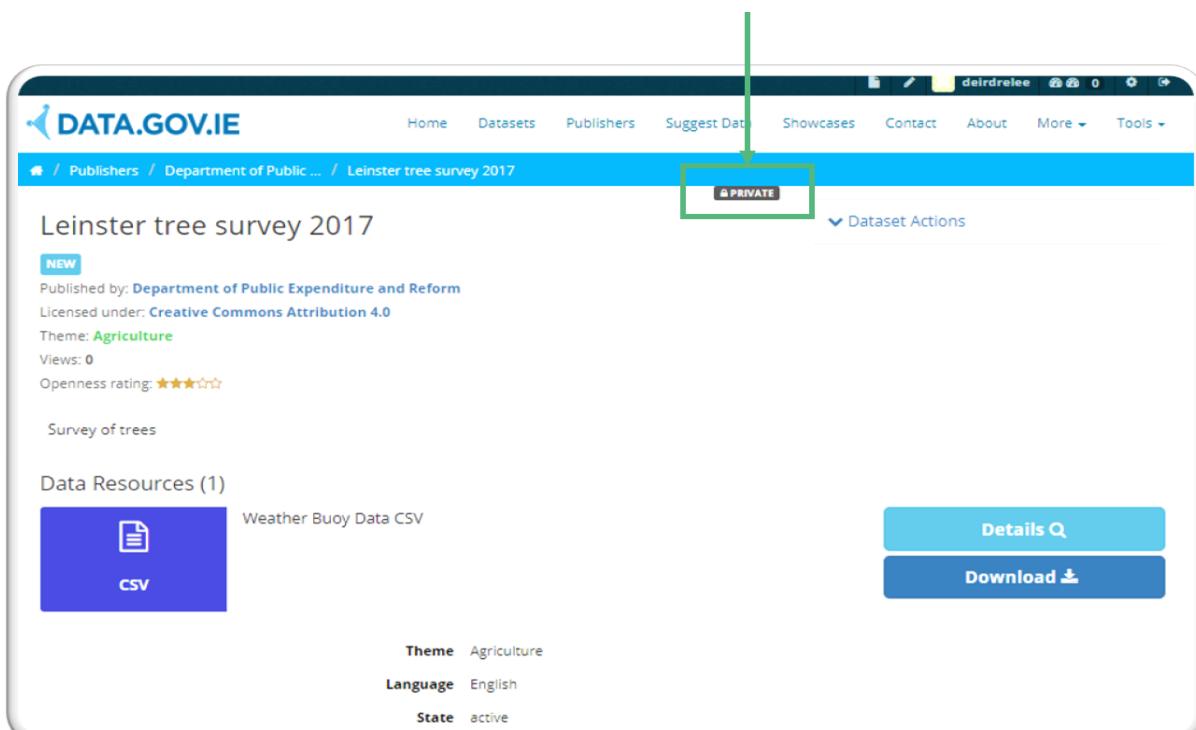
You can add multiple dataset resources to one data entry in data.gov.ie. Usually, this means different representations of the same data. For example, the dataset could be accessible in CSV, GeoJSON and SHP formats. These are added as three separate dataset files by clicking on ‘Save & add another’.

Additionally, there may be accompanying material that might be relevant to this dataset, for example, a PDF report that accompanies the dataset. As long as there is at least one dataset file associated with every dataset in an open, machine-readable format such as CSV, JSON, XML, GeoJSON, etc. adding related information in other formats is fine.



The screenshot shows the 'Create Dataset' page on DATA.GOV.IE. The URL is <http://erddap.marine.ie/erddap/tabledap/IWBNetwork.csv>. The dataset is titled 'Weather Buoy Data CSV'. The 'Description' field contains some notes about the data. The 'Format' is set to 'CSV'. Under 'API Response Formats', 'JSON' is selected. The 'API Type' and 'API Access URL' fields are empty. At the bottom, there are 'Previous', 'Save & add another', and a blue 'Finish' button. A green box highlights the 'Finish' button, and a green arrow points from it to the dataset's visibility status on the published page.

When all metadata for the datasets has been completed, click on the ‘Finish’ button as shown above, and the dataset will be created. Note that if you marked visibility as ‘Private’ the dataset will be tagged as private and will only be visible to logged in users from your organisation.



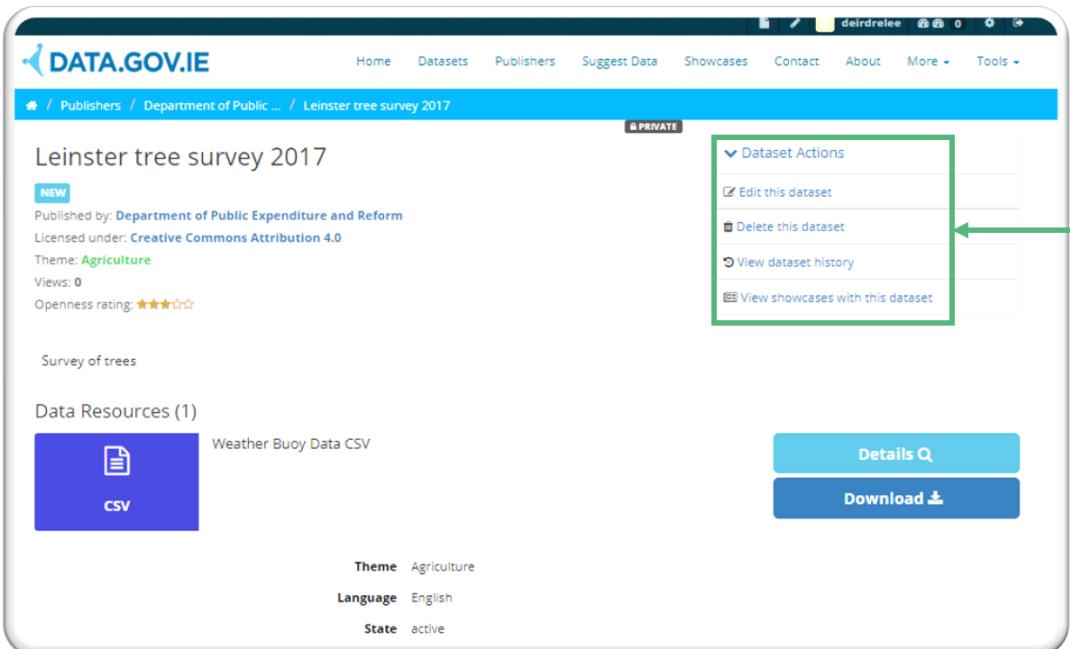
The screenshot shows the published dataset page for 'Leinster tree survey 2017'. The dataset is marked as 'PRIVATE'. In the 'Dataset Actions' dropdown menu, there are options for 'Edit', 'Delete', 'Share', and 'Dataset API'. Below the dataset title, it says 'Leinster tree survey 2017' and 'NEW'. It was published by 'Department of Public Expenditure and Reform', licensed under 'Creative Commons Attribution 4.0', and has a theme of 'Agriculture'. It has 0 views and an openness rating of ★★★☆☆. It is described as a 'Survey of trees'. The 'Data Resources' section lists 'Weather Buoy Data CSV' (CSV file). There are 'Details' and 'Download' buttons. At the bottom, it shows the dataset's theme is 'Agriculture', language is 'English', and state is 'active'.



3 Edit/Delete a Dataset

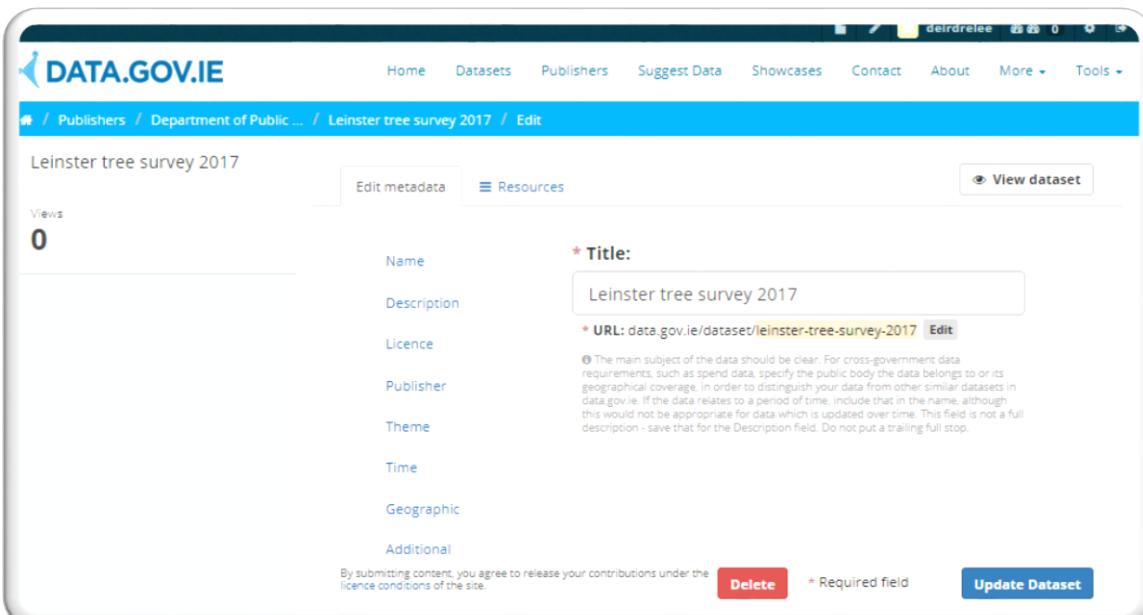
In order to edit an existing dataset, you must be logged-in. Browse to the dataset you want to edit, click on the ‘Dataset Actions’ drop-down menu, as shown below and select ‘Edit this dataset’ menu item. You can delete the dataset by selecting the ‘Delete this dataset’ menu item.

Note that while SysAdmins can edit/delete all datasets on data.gov.ie, other registered users can only edit/delete datasets that are belonging to the publisher they are a member of.



The screenshot shows the DATA.GOV.IE website interface. At the top, there's a navigation bar with links for Home, Datasets, Publishers, Suggest Data, Showcases, Contact, About, More, and Tools. Below the navigation, the URL is / Publishers / Department of Public ... / Leinster tree survey 2017. The main content area displays the dataset details: Title 'Leinster tree survey 2017', Status 'NEW', Published by 'Department of Public Expenditure and Reform', Licensed under 'Creative Commons Attribution 4.0', Theme 'Agriculture', Views: 0, and Openness rating: ★★★☆☆. It also lists a 'Survey of trees' and a 'Data Resource' named 'Weather Buoy Data CSV' (CSV file). On the right, there's a 'Dataset Actions' dropdown menu with four items: 'Edit this dataset' (selected), 'Delete this dataset', 'View dataset history', and 'View showcases with this dataset'. Below the dataset details, there are metadata tags: Theme Agriculture, Language English, and State active.

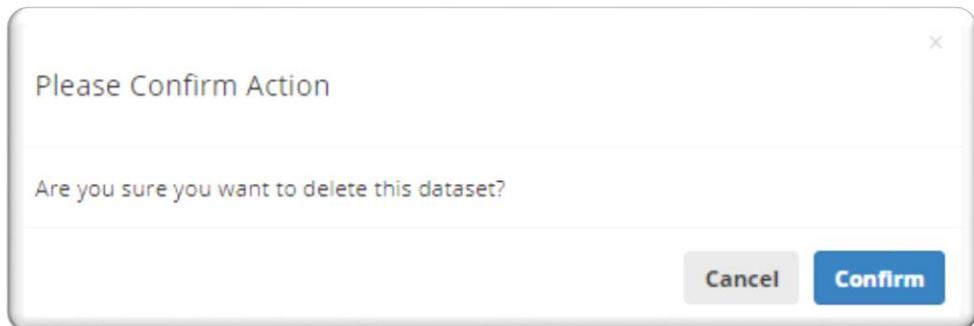
If you click on ‘Edit this dataset’, you will be brought to the dataset metadata form, where you can edit/update any of the metadata fields. For example, if you want to change the visibility of the dataset from ‘private’ to ‘public’, go to the ‘Publisher’ tab and update the ‘Visibility’ field.



The screenshot shows the 'Edit metadata' form for the 'Leinster tree survey 2017' dataset. The 'Title' field is filled with 'Leinster tree survey 2017'. The 'URL' field is 'data.gov.ie/dataset/leinster-tree-survey-2017'. The 'Description' field contains a note: 'The main subject of the data should be clear. For cross-government data requirements, such as spend data, specify the public body the data belongs to or its geographical coverage, in order to distinguish your data from other similar datasets in data.gov.ie. If the data relates to a period of time, include that in the name, although this would not be appropriate for data which is updated over time. This field is not a full description - save that for the Description field. Do not put a trailing full stop.' There are tabs for 'Edit metadata' and 'Resources'. At the bottom, there's a note: 'By submitting content, you agree to release your contributions under the licence conditions of the site.' with buttons for 'Delete', 'Required field', and 'Update Dataset'.



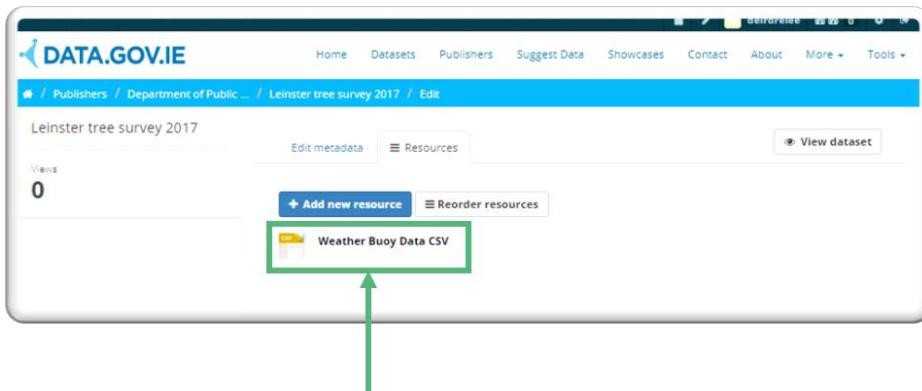
To delete a dataset, click on the ‘Delete’ button. You will be asked to confirm or cancel the deletion, as shown in the following pop-up.





4 Edit/Delete Dataset Resource

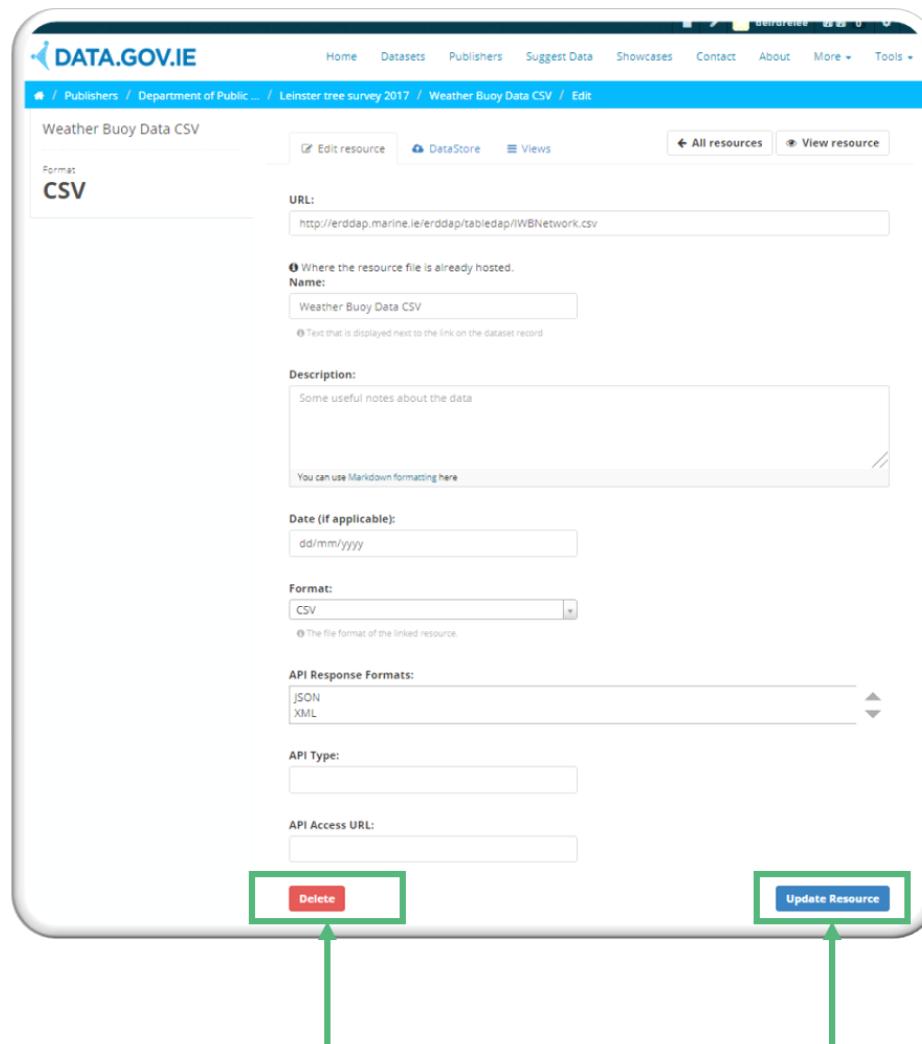
To edit or delete an existing dataset resources, add a new resource, or reorder existing resources, click on ‘Edit this dataset’, and then on the ‘Resources’ tab, as shown below. Select the resource you wish to edit or delete.



The screenshot shows the DATA.GOV.IE interface. At the top, there's a navigation bar with links like Home, Datasets, Publishers, Suggest Data, Showcases, Contact, About, More, and Tools. Below the navigation, the URL is /Publishers / Department of Public ... / Leinster tree survey 2017 / Edit. The main content area is titled 'Leinster tree survey 2017'. It shows a 'Views' count of 0. There are two buttons: '+ Add new resource' and 'Reorder resources'. A resource card for 'Weather Buoy Data CSV' is listed, featuring a small icon, the name, and a preview link. A green box surrounds this resource card, and a green arrow points downwards to the detailed edit page.

To edit the resource, update the metadata and click on the ‘Update Resource’ button.

To delete the resource, click on the ‘Delete’ button. A pop-up will be ask you to confirm or cancel the deletion.



The screenshot shows the 'Edit Resource' page for 'Weather Buoy Data CSV'. The URL is http://erddap.marine.ie/erddap/tabledap/IWBNetwork.csv. The page includes fields for Name (Weather Buoy Data CSV), Description (Some useful notes about the data), Date (dd/mm/yyyy), Format (CSV), API Response Formats (JSON, XML), API Type, and API Access URL. Two buttons at the bottom are highlighted with green boxes and arrows pointing to them: the 'Delete' button on the left and the 'Update Resource' button on the right.



Other Dataset Actions

Other dataset actions are:

- View dataset history
 - Shows the activity of this dataset including any edits and updates.
- View showcases with this dataset
 - This action lists any showcases that this dataset is associated with.