

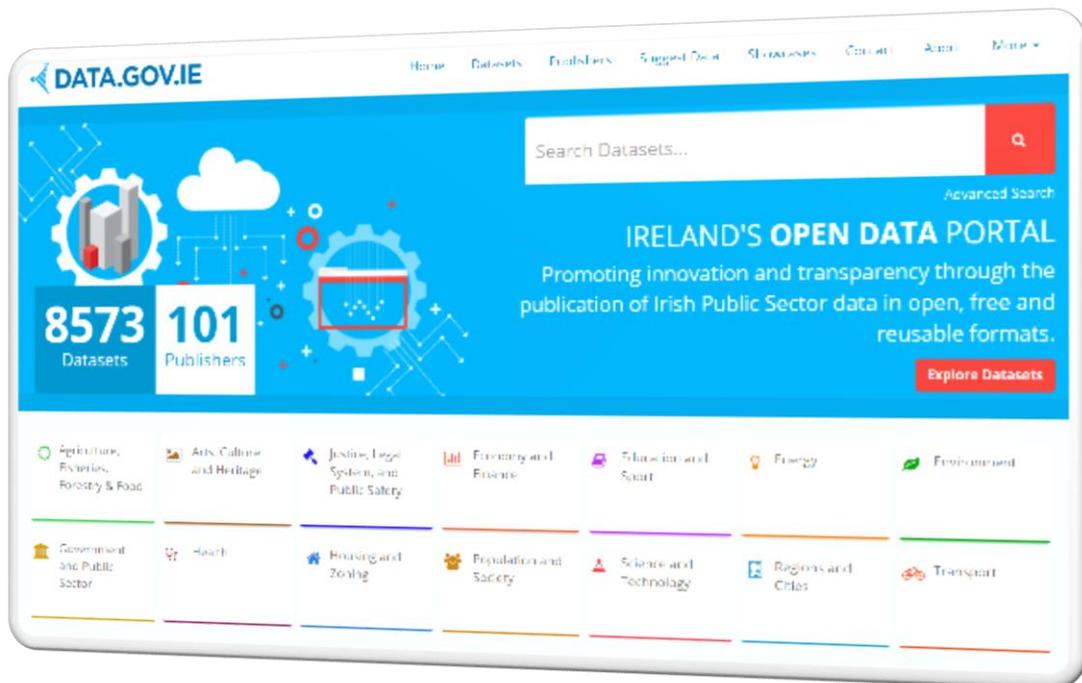


Open Data Portal

Guide on How to 'Add a Dataset'

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Version: 1.0



Contact: Open Data Unit
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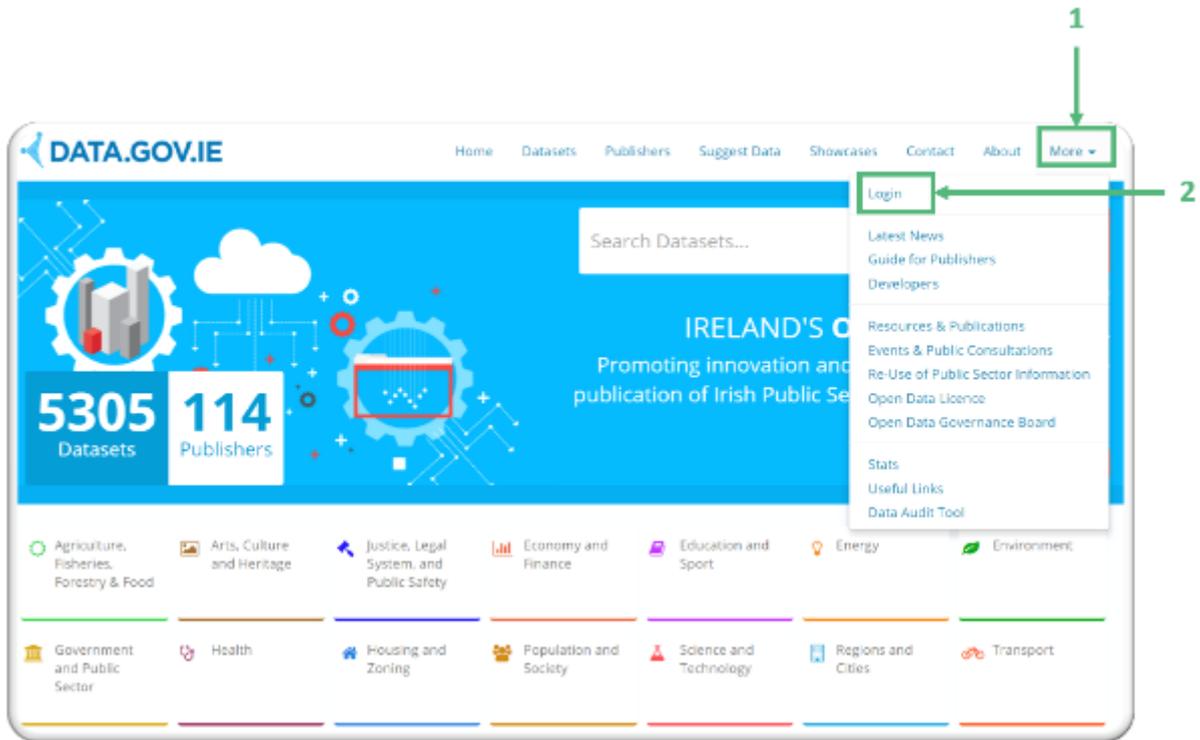
Phone: 01 604 5132

Email: opendata@per.gov.ie

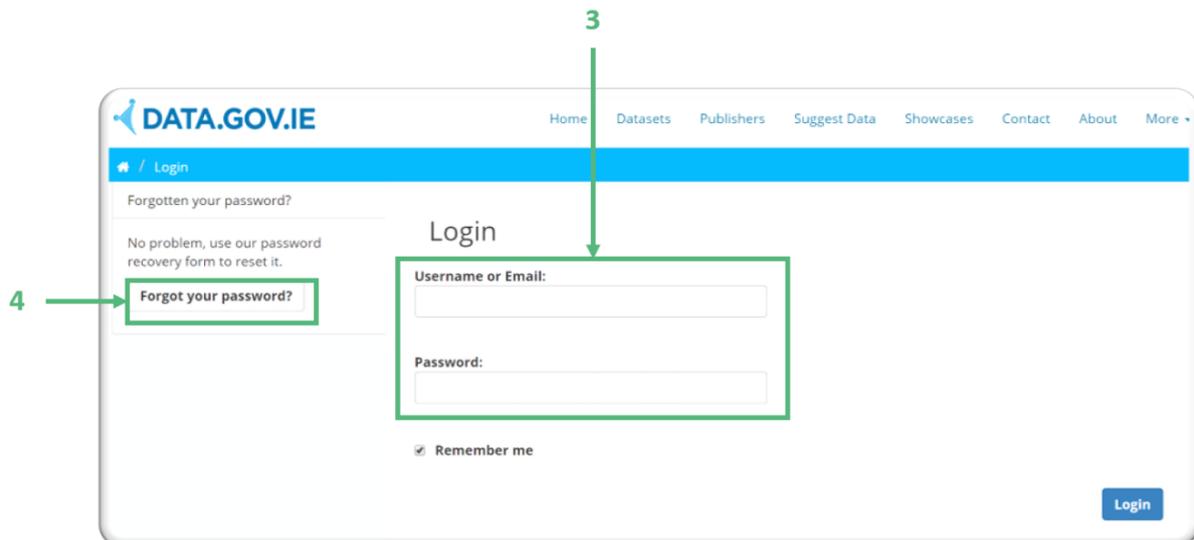


1 Login

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.



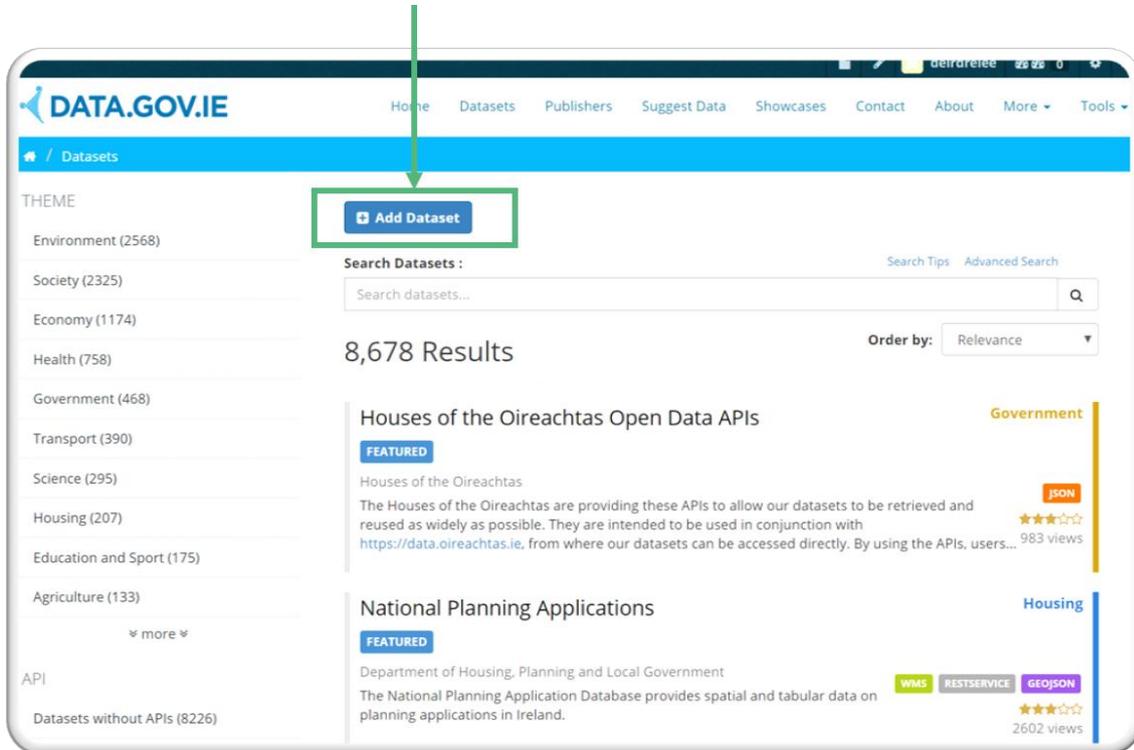
On the login page, (3) enter your username or email address and password and click the 'Login' button. If you have forgotten your password, click on the 'Forgot your password?' button (4).



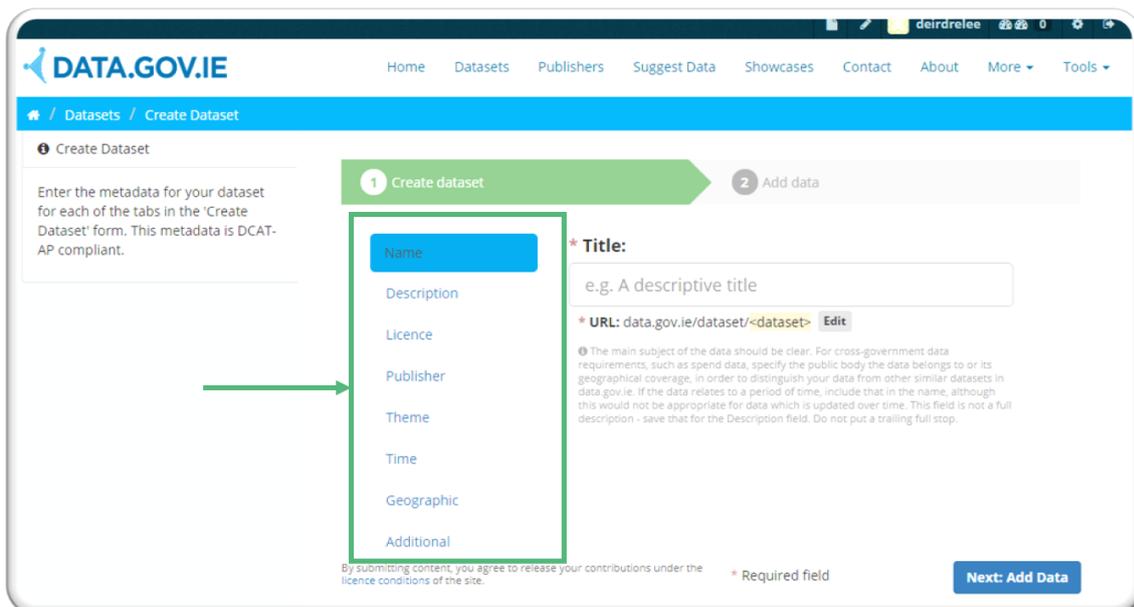


2 Add a Dataset

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.

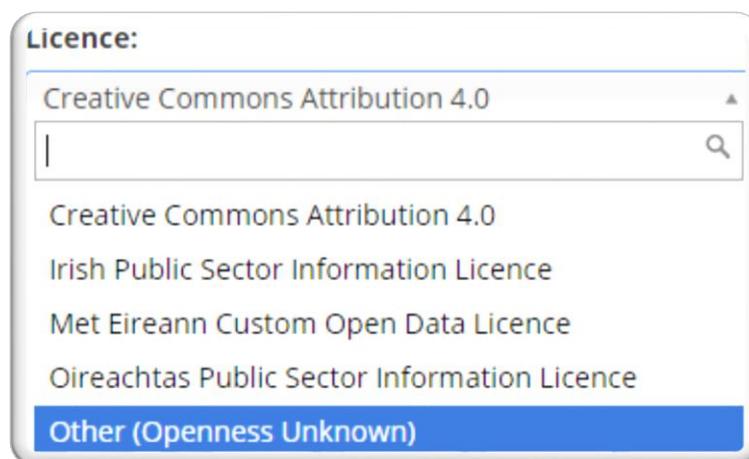


This will bring you to the 'Create Dataset' form, where you can complete the metadata for the dataset. You will be guided through each of the tabs, as shown below.





- **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)



The image shows a dropdown menu titled "Licence:". The selected option is "Creative Commons Attribution 4.0". Below the dropdown is a search input field with a magnifying glass icon. The list of options includes: "Creative Commons Attribution 4.0", "Irish Public Sector Information Licence", "Met Eireann Custom Open Data Licence", "Oireachtas Public Sector Information Licence", and "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.

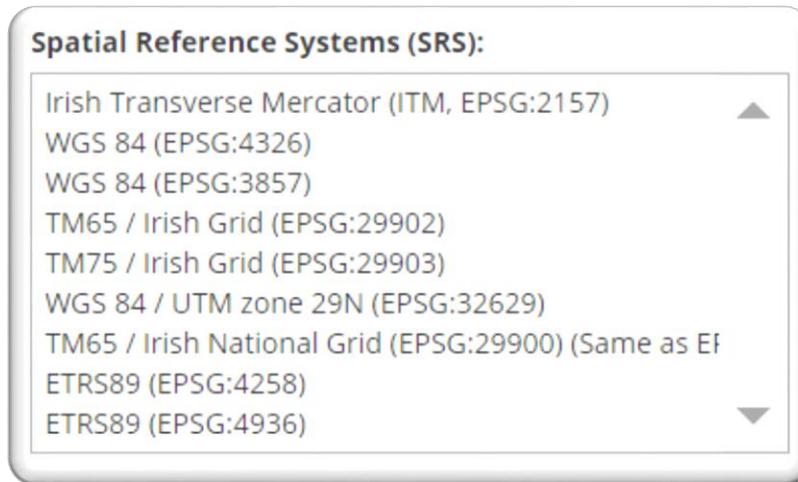




- **Time**
 - **Update frequency:** How frequently is this dataset updated? Select from the following drop-down:
 - Real-time
 - Daily
 - Weekly
 - Monthly
 - Quarterly
 - Annually
 - Infrequently
 - Never
 - **Data dataset released:** The date that the dataset was published. This could be the creation 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"}

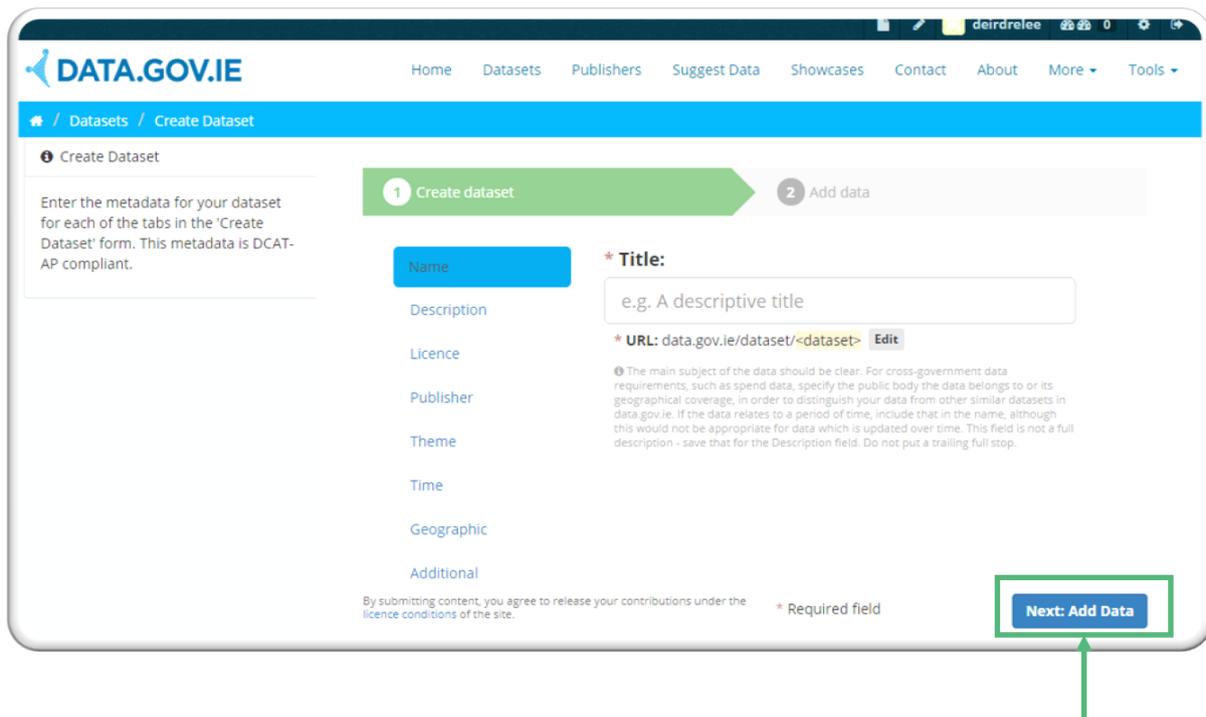


- **Spatial Reference System (SRS):**



- **Spatial 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.





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



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.

- **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.



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Datasets / Create Dataset

1 Create dataset 2 Add data

URL:

Where the resource file is already hosted.
Name:

Text that is displayed next to the link on the dataset record

Description:

You can use Markdown formatting here

Date (if applicable):

Format:

The file format of the linked resource.

API Response Formats:

API Type:

API Access URL:

Previous Save & add another **Finish**

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.

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Publishers / Department of Public ... / Leinster tree survey 2017

PRIVATE Dataset Actions

Leinster tree survey 2017

NEW
Published by: Department of Public Expenditure and Reform
Licensed under: Creative Commons Attribution 4.0
Theme: Agriculture
Views: 0
Openness rating: ★★☆☆☆

Survey of trees

Data Resources (1)

	Weather Buoy Data CSV	Details Q
		Download

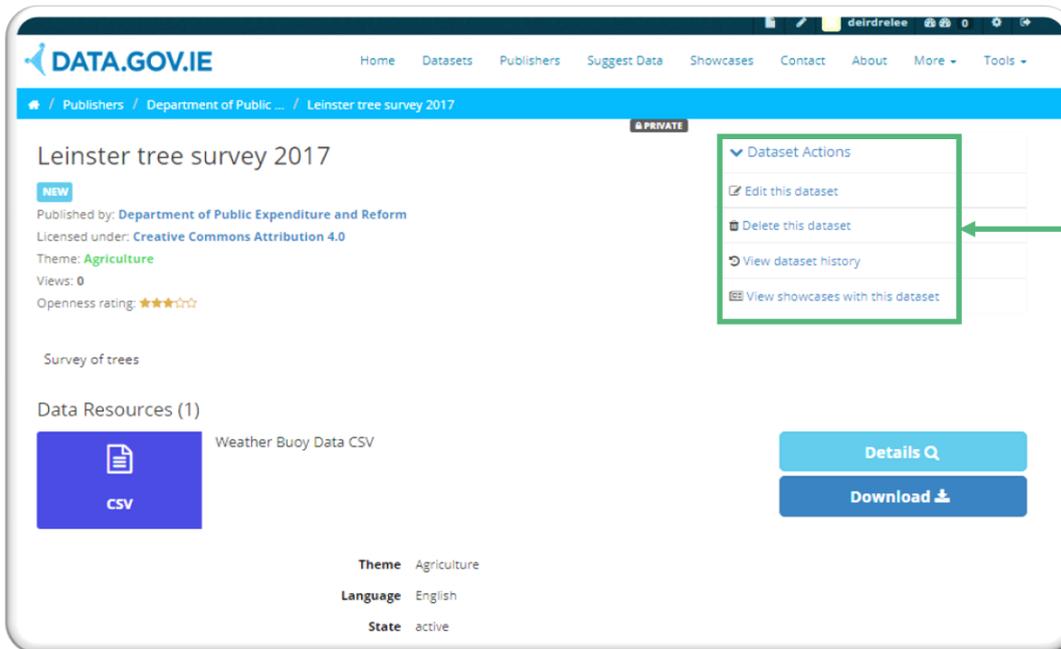
Theme Agriculture
Language English
State active



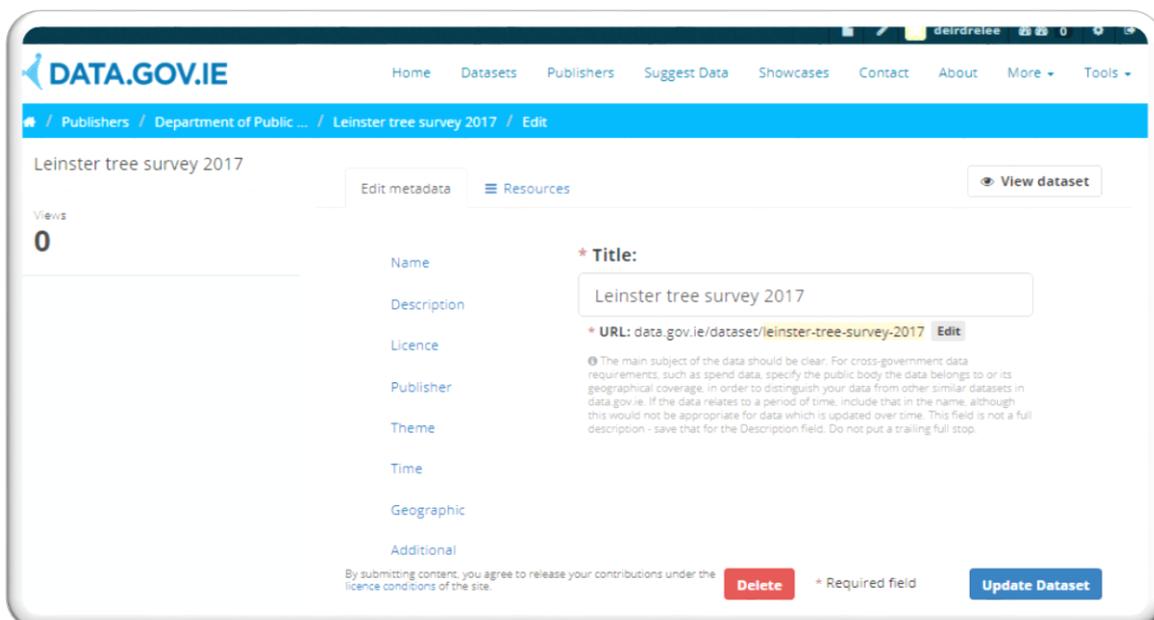
3 Edit/Delete a Dataset

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.

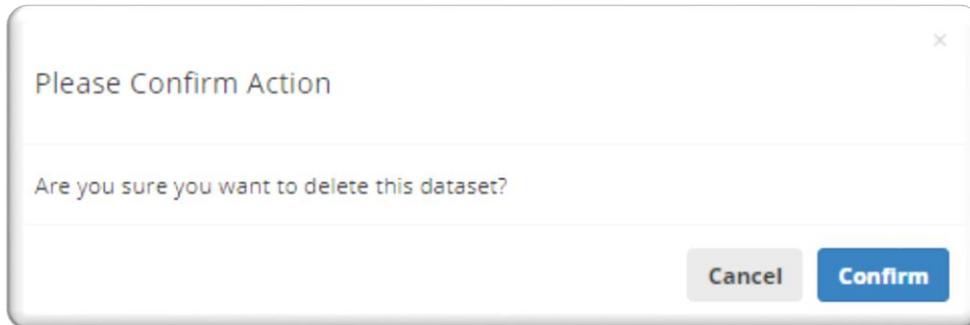


If you click on 'Edit this dataset', you will be brought to the dataset metadata form, where you can edit/update any of the metadata fields. For example, if you want to change the visibility of the dataset from 'private' to 'public', go to the 'Publisher' tab and update the 'Visibility' field.





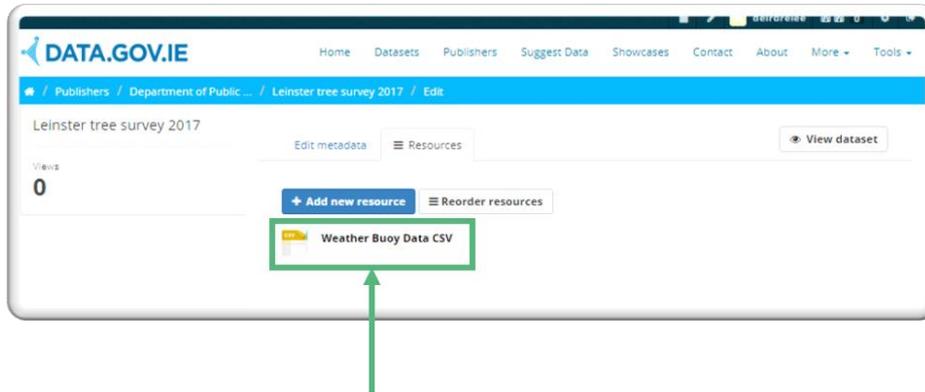
To delete a dataset, click on the 'Delete' button. You will be asked to confirm or cancel the deletion, as shown in the following pop-up.





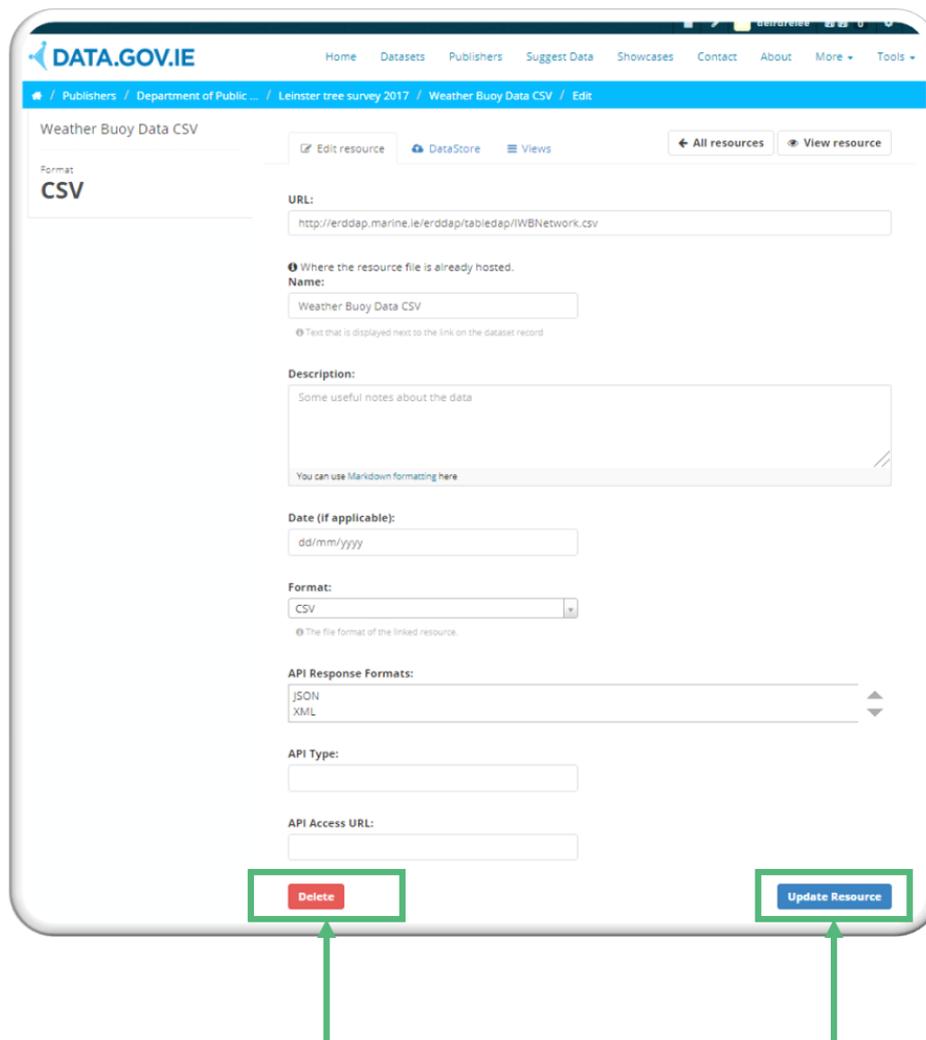
4 Edit/Delete Dataset Resource

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.



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 ask you to confirm or cancel the deletion.





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.