A Guide to Publishing Data on Cambridgeshire Insight Open Data Portal

Cambridgeshire Research Group

www.cambridgeshireinsight.org.uk
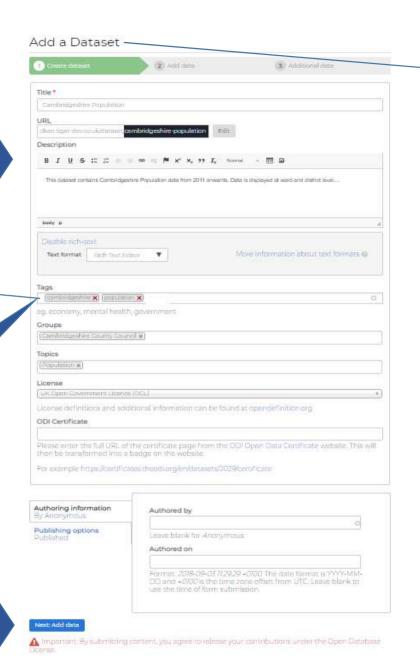
Adding a *Dataset*

Add a Dataset

1. **Enter the title of your dataset**
   e.g. *Cambridgeshire population*

Tags are words that are used to help identify the dataset when searched for.

3. **Enter a word and select from the drop-down menu that appears, if word is not available, it will be added automatically.**
   e.g. *population, Cambridgeshire*

6. **Click to move to next page**

A *Dataset* is the holding page on CIOD for data files (known as *Resources*)

2. **Enter a description of the dataset**
   e.g. what data is, what resources (files) have been uploaded, where the data has come from, and any licencing information

4. **Select the licence that's appropriate to your data.** (most common one is UK Open Government License)

5a. **Leave comments on.**
5b. **Complete Authoring info – Name & Date (yyyy-mm-dd).**
5c. **Tick to publish, un-tick to remain unpublished**

The screenshot shows the "Add a Dataset" form with the following fields:

Create dataset | Add data | Additional data

Title *
Cambridgeshire Population

URL
dkan.tiger-dev.co.uk/dataset cambridgeshire-population   Edit

Description

This dataset contains Cambridgeshire Population data from 2011 onwards. Data is displayed at ward and district level...

body p

Disable rich-text
Text format Rich Text Editor ▼   More information about text formats

Tags
cambridgeshire ✕ population ✕
eg. economy, mental health, government

Groups
Cambridgeshire County Council ✕

Topics
Population ✕

License
UK Open Government Licence (OGL)
License definitions and additional information can be found at opendefinition.org

ODI Certificate

Please enter the full URL of the certificate page from the ODI Open Data Certificate website. This will then be transformed into a badge on the website.
For example https://certificates.theodi.org/en/datasets/2029/certificate

Authoring information
By Anonymous

Publishing options
Published

Authored by

Leave blank for *Anonymous*

Authored on

Format: 2018-09-03 11:29:29 +0100 The date format is YYYY-MM-DD and +0100 is the time zone offset from UTC. Leave blank to use the time of form submission.

Next: Add data

⚠ Important: By submitting content, you agree to release your contributions under the Open Database License.

Add a Resource

A *Resource* is a file that contains data – you can either upload a file, provide an API or link to an existing data file.
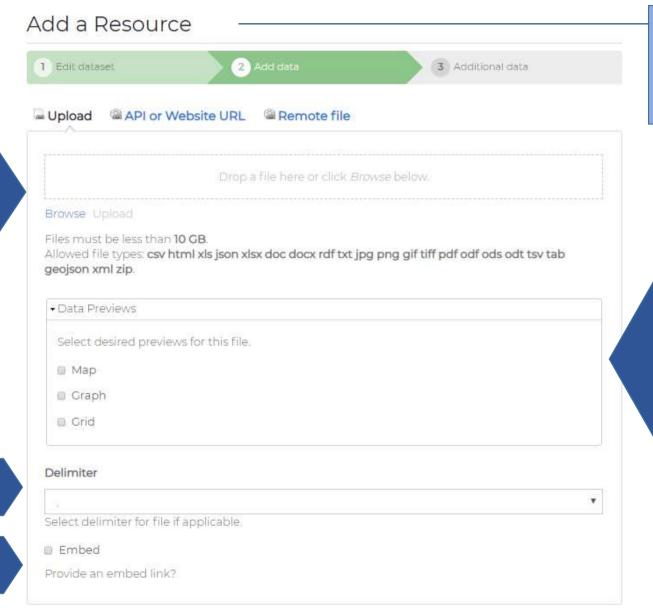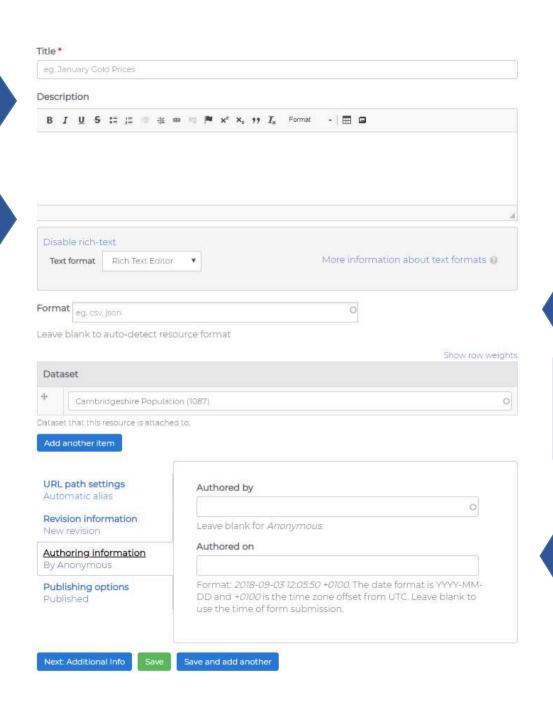
1. Select the option you are using from the top then upload your file or paste the API or URL link. To upload a file you can either drag a file into the box or click browse to select a file from your folder structure.

1 Edit dataset 2 Add data 3 Additional data

Upload   API or Website URL   Remote file

Drop a file here or click *Browse* below.

Browse Upload

Files must be less than **10 GB**.
Allowed file types: **csv html xls json xlsx doc docx rdf txt jpg png gif tiff pdf odf ods odt tsv tab geojson xml zip.**

▾ Data Previews

Select desired previews for this file.

☐ Map

☐ Graph

☐ Grid

2. Tick as applicable:
Map: will use longitude and latitude co-ordinates to map your data
Graph: creates a chart
Grid: creates a table view of the data (.csv only)

3. Select from drop-down menu if applicable

Delimiter

Select delimiter for file if applicable.

☐ Embed

Provide an embed link?

4. Tick if an *Embed* link is required.

3. Enter a title for your data file/link.
e.g. Cambridgeshire Population 2018.

4. Enter a short description about the data file/link – what does the file contain, what file format is it in etc
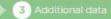
Title *

eg. January Gold Prices

Description

B *I* U S := := + + ∞ ∞ ℙ x² x₂ 99 *I*ₓ   Format   - | ▦ ▣

Disable rich-text

Text format   Rich Text Editor ▼   More information about text formats ⓘ

5. Enter the format of the data.
e.g. csv./xlsx/json

Format   eg. csv, json   ○
Leave blank to auto-detect resource format

Show row weights

If uploading a file in CSV format, keep column titles short, limiting to 28 characters and remember to validate your file through CSVLint:
http://csvlint.io

Dataset

⊕   Cambridgeshire Population (1087)   ○
Dataset that this resource is attached to.

Add another item

URL path settings
Automatic alias

Revision information
New revision

Authoring information
By Anonymous

Publishing options
Published

Authored by

                                                            ○
Leave blank for *Anonymous.*

Authored on

Format: *2018-09-03 12:05:50 +0100.* The date format is YYYY-MM-DD and *+0100* is the time zone offset from UTC. Leave blank to use the time of form submission.

6. Enter authoring information (remember, date in yyyy-mm-dd format) and **select publish status.**

Next: Additional Info   Save   Save and add another

1 Edit dataset   2 Add dataset   3 Additional data

Dataset Information

These fields are compatible with DCAT, an RDF vocabulary designed to facilitate interoperability between data catalogs published on the Web. These fields are also compatible with the Common Core metadata schema from Project Open Data.

Author

This is the author of the dataset.

Spatial / Geographical Coverage Area

Spatial coverage of the dataset. Will be rendered as GeoJSON. See DCAT spatial/geographical coverage for more info.

Map	GeoJSON	Points

Ottawa
Toronto
New York
Washington
United States
Los Angeles   Phoenix
Leaflet

Spatial / Geographical Coverage Location

Spatial location of the dataset. Could be Address, City, State, part of the world or other description. See DCAT spatial/geographical coverage for more info.

1. Enter name of *Dataset* author. (this usually is the person uploading the data to the site)

2. Spatial/Geographical Coverage location
Where is the data covering? *Cambridgeshire? Fenland? St Ives. This can be selected by selecting points on the map or by copying and pasting in the desired GeoJSON text into the text below.*

Spatial / Geographical Coverage Area

Spatial coverage of the dataset. Will be rendered as GeoJSON. See DCAT spatial/geographical coverage for more info.

Map	GeoJSON	Points

Enter GeoJSON:

{"type":"FeatureCollection","features":[]}

Slide 5

OJ1   Ossel Jack, 03/09/2018

4. Temporal coverage
Time period the data covers
(start and end) MM-DD-YYY

5. Granularity
Level or scale of detail *e.g.
ward, months, hours, district*

**6. Enter any codes or
acronyms used in the data
into the Data Dictionary to
help the user.**

**7. Enter name of person who
should be contacted with
enquiries about the data.** *Does
not have to be the person who
uploaded the data, but the
data owner e.g. ONS*

**8. Enter email address that
should be used for enquiries
about the data.**

**9. Choose a who can access
your data (from *Public,
Restricted* or *Private*).** Open
data is public.

Temporal Coverage

The temporal period that the dataset covers. See DCAT temporal coverage for more info.

☐ Show End Date

Date   Time

E.g. 09/03/2018   E.g. 14:30:23

Granularity

This is usually geographical or temporal but can also be other dimension e.g. Person can be used to describe granularity of a dataset about average income. See DCAT Granularity for more info.

Data Dictionary Type

This is used to identify the media type (IANA Media Type also known as MIME-Type) of the URL used for the dataset's describedBy field. This should be specified if describedBy is not an HTML webpage.

Data Dictionary

Provides some sort of description that helps understanding the data. This can be a URL to such a resource. See Project Open Data data dictionary for more info.

Contact Name

Contact person's name for the asset. See Project Open Data for more info. Name should be formatted as Last, First.

Contact Email

Contact person's email address. See Project Open Data for more info.

Public Access Level

Public   ▼

The degree to which this dataset *could* be made publicly-available, regardless of whether it has been made available. See Project Open Data for more info.

Homepage URL

This field is not intended for an agency's homepage (e.g. www.agency.gov), but rather if a dataset has a human-friendly hub or landing page that users can be directed to for all resources tied to the dataset.

Data Standard

This is used to identify a standardized specification the dataset conforms to. If this is a technical specification associated with a particular serialization of a distribution, this should be specified with conformsTo at the distribution level. It's recommended that this be a URI that serves as a unique identifier for the standard. The URI may or may not also be a URL that provides documentation of the specification. See Data Standard at Project Open Data.

Language

Choose some options

This should adhere to the RFC 5646 standard. This language subtag lookup provides a good tool for checking and verifying language codes. A language tag is comprised of either one or two parts, the language subtag (such as en for English, sp for Spanish, wo for Wolof) and the regional subtag (such as US for United States, GB for Great Britain, MX for Mexico), separated by a hyphen. Regional subtags should only be provided when needed to distinguish a language tag from another one (such as American vs. British English).
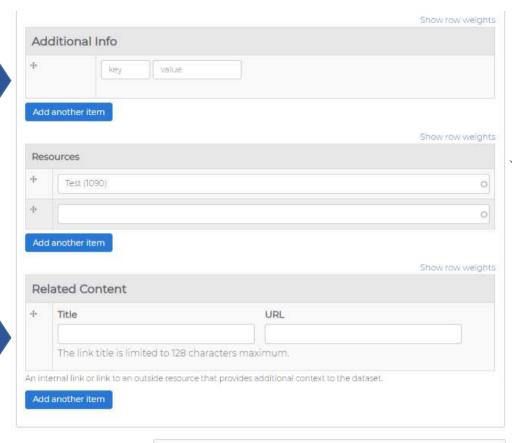
10. Additional info. Skip this step

Show row weights

Additional Info

✛ | key | value

Add another item

Show row weights

Resources

✛ | Test (1090) | ○
✛ | | ○

Add another item

11. Resources
Allows you to reorder multiple resource files. *(Drag resources to desired order)*

Show row weights

Related Content

✛ | Title | URL

The link title is limited to 128 characters maximum.

An internal link or link to an outside resource that provides additional context to the dataset.

Add another item

12. Related Content
Please include any additional websites or datasets that can be linked to the dataset

Revision information
New revision

☑ Create new revision

Revision log message

Authoring information
By Jack.Ossel on 2018-09-03 14:29:59 +0100

Publishing options
Published

Provide an explanation of the changes you are making. This will help other authors understand your motivations.

13. Revision information
Please skip

14. Click to save and complete this stage of the process.

Save Delete