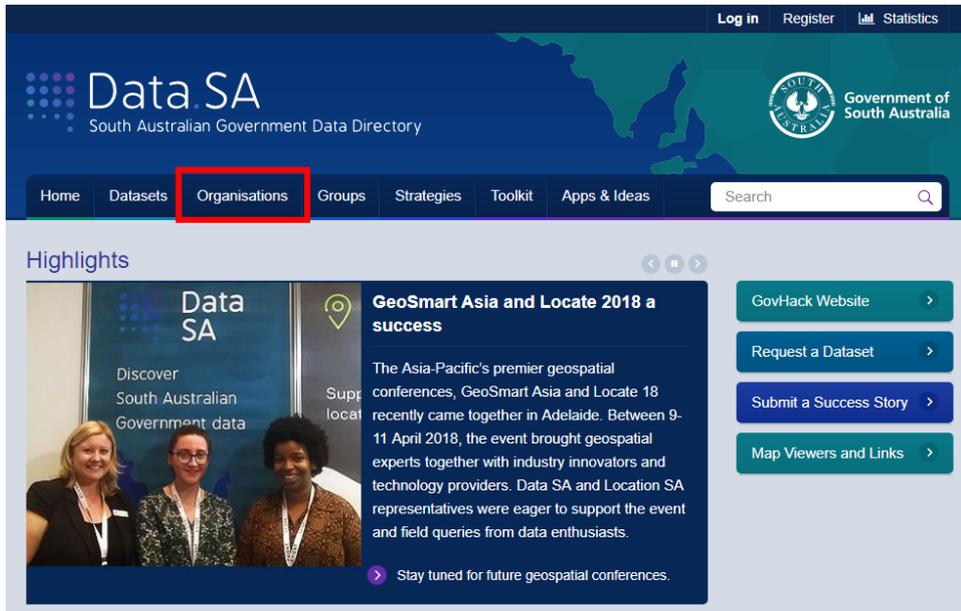
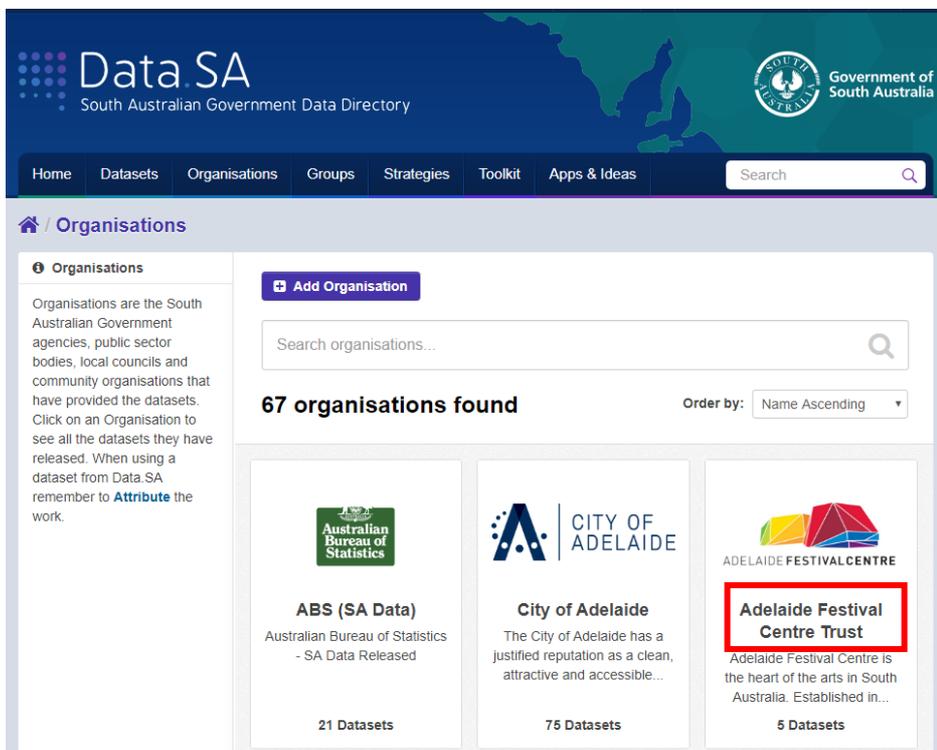


QUICK GUIDE TO PUBLISHING 2017-18 ANNUAL REPORT DATA

- Log in to <https://data.sa.gov.au> with you username/password. If you have forgotten your password or require a new publisher to be set up, email datasa@sa.gov.au
- Click on the **Organisations** tab



- Click on your **Organisation**



- You will be adding 2017-18 annual report data as a new resource to the original datasets that were created last year. Each year's annual report data will be added to the already existing datasets eg Fraud, Whistleblowers, Consultants, Executive appointments etc. The annual data should be prepared as a CSV file.
- Open one of last year's annual reporting datasets eg Fraud Detected
- You will need to update the home page (landing page) of the dataset first to ensure 2017-18 is reflected.
- Click on **Manage** to edit the dataset.

The screenshot shows the Data SA website interface. At the top, there is a navigation bar with links for Home, Datasets, Organisations, Groups, Strategies, Toolkit, and Apps & Ideas, along with a search bar. The breadcrumb trail indicates the current location: / Organisations / Department of Planning, ... / Fraud Detected in the ...

The main content area displays the dataset details for "Fraud Detected in the Department of Planning, Transport and Infrastructure". On the left sidebar, there is a "Followers" section showing 0 followers and a "Follow" button. Below that is the "Organisation" section, which includes the logo and name of the Government of South Australia, Department of Planning, Transport and Infrastructure.

The main content area features a "Manage" button highlighted with a red box. Below the dataset title, there are tabs for "Dataset", "Groups", "Activity Stream", and "Showcases". The dataset is available in ISO19115/ISO19139 XML, RDF, and JSON formats. The description states: "Number of instances of fraud detected in DPTI by type of fraud." Under the "Data and Resources" section, there are two entries: "Metadata for Fraud detected in DPTI" (with a PDF icon) and "Fraud Detected in DPTI in 2016-17" (with a CSV icon). Each entry has an "Explore" button.

- Ensure the **Description** is up to date eg Machinery of Government changes are reflected.
- Update the **Temporal Coverage To** field to display 30 June 2018.
- Ensure the Group selected is **Government reporting and policy**.
- Click on **Update Dataset** at the bottom of the screen to save. You will return to the dataset's homepage (landing page).

Fraud Detected in the Department of Planning, Transport and Infrastructure

Followers

0

[Edit metadata](#)

[Resources](#)

[View dataset](#)

* **Title:** Fraud Detected in the Department of Planning, Transport and Infrastructure

* **URL:** data.sa.gov.au/data/dataset/fraud-detected-in-the-department-of-planning-transport-and-infrastructure [Edit](#)

* **Description:** Number of instances of fraud detected in DPTI by type of fraud.

You can use [Markdown formatting here](#)

* **Keywords:**

License:

[License definitions and additional information can be found at \[opendefinition.org\]\(http://opendefinition.org\)](#)

Organisation:

Visibility:

* **Geospatial**

Coverage: Free text field with South Australia as the default. If you have a more specific location use one of the following:
 1. a point/polygon (WKT) http://en.wikipedia.org/wiki/Well-known_text
 2. an administrative boundary API
 3. a reference URL (website address) from the National Gazetteer <http://www.ga.gov.au/place-names/index.shtml>. Gazetteer reference URLs can be found by searching for a place at <http://www.ga.gov.au/place-names/> then clicking through to the most appropriate location "Reference ID", and then copying and pasting the URL from the page into the Geospatial Coverage field.

Temporal

Coverage From: What is the temporal coverage of your dataset? Please choose a single date or a from and to date.

Temporal

Coverage To:

Data Granularity:

Language:

* **Data Status:**

The status of the data and whether it is kept updated (Active) or whether it is historic and no longer updated (Inactive)

* **Update**

Frequency: How often the dataset is updated. Eg: Daily, Weekly, Never

Expose User Contact Information

*Whether the user contact details should be public as well as the organisation contact details.

Groups: **Government reporting and policy**

***Add Group:**

- Click on **Manage**.

The screenshot shows the Data SA website interface. The header includes the Data SA logo and the Government of South Australia logo. The navigation menu contains Home, Datasets, Organisations, Groups, Strategies, Toolkit, and Apps & Ideas. A search bar is located on the right. The breadcrumb trail reads: / Organisations / Department of Planning, ... / Fraud Detected in the ... The main content area features a 'Manage' button highlighted with a red box. Below the title 'Fraud Detected in the Department of Planning, Transport and Infrastructure', there are tabs for Dataset, Groups, Activity Stream, and Showcases. A 'Follow' button is visible on the left sidebar. The description below the title reads: 'Number of instances of fraud detected in DPTI by type of fraud.'

- Click on the **Resources** tab

The screenshot shows the Data SA website interface in edit mode. The breadcrumb trail now includes 'Edit'. The main content area features a 'Resources' tab highlighted with a red box. Below the title 'Fraud Detected in the Department of Planning, Transport and Infrastructure', there are tabs for Edit metadata and View dataset. The 'Resources' tab is active, showing a form with the following fields: * Title: Fraud Detected in the Department of Planning, Transport and Infrastructure; * URL: data.sa.gov.au/data/dataset/fraud-detected-in-the-department-of-planning-transport-and-infrastructure; * Description: Number of instances of fraud detected in DPTI by type of fraud. A 'View dataset' button is visible on the right. A note at the bottom of the description field states: 'You can use Markdown formatting here'.

- Click on **Add new resource**

The screenshot shows the Data SA South Australian Government Data Directory interface. The breadcrumb trail is: Home / Organisations / Department of Planning, ... / Fraud Detected in the ... / Edit. On the left, there is a sidebar for 'Fraud Detected in the Department of Planning, Transport and Infrastructure' with 0 followers. The main content area has a 'Resources' tab selected, and a '+ Add new resource' button is highlighted with a red box. Below this, there are three existing resources listed with 'Explore' buttons: 'Metadata for Fraud detected in DPTI', 'Fraud Detected in DPTI in 2016-17', and 'Fraud Detected in DPTI in 2015-16'.

- Upload the 2017-18 annual report data
- Add 2017-18 to the resource name and description eg Fraud Detected 2017-18
- In the Format field, type **CSV**.
- When complete, click on **Add** to save the entry.
- Consider adding another resource which contains the URL of your online annual report.

The screenshot shows the 'Add New Resource' form in the Data SA interface. The breadcrumb trail is: Home / Organisations / Department of Planning, ... / Fraud Detected in the ... / Add New Resource. On the left, there is a sidebar with the heading 'What's a resource?' and a brief explanation. The main form area is highlighted with a red box and contains the following fields: 'Data:' with 'Upload' and 'Link' buttons; 'Name:' with a text input field containing 'eg. January 2011 Gold Prices'; 'Description:' with a text area containing 'Some useful notes about the data' and a note about Markdown formatting; 'Format:' with a dropdown menu showing 'eg. CSV, XML or JSON' and a note that the format will be guessed automatically. An 'Add' button is located at the bottom right of the form.

- Use the URL from the dataset's landing page for the Parliamentary papers. This will ensure any changes made to your dataset in the future will not affect the published link on your website or other documents.

Fraud Detected in the Department of Planning, Transport and Infrastructure

Followers
0

[Follow](#)

Organisation



Government of South Australia
Department of Planning, Transport and Infrastructure

Department of Planning, Transport and Infrastructure

The Department of Planning, Transport and Infrastructure serves South Australia by endeavouring to meet the state's current and future planning, transport and infrastructure... [read more](#)

Social

[Google+](#)

[Twitter](#)

[Facebook](#)

License



Dataset
Groups
Activity Stream
Showcases
Manage

ISO19115/ISO19139 XML
RDF
JSON

Fraud Detected in the Department of Planning, Transport and Infrastructure

Number of instances of fraud detected in DPTI by type of fraud.

Data and Resources

	Metadata for Fraud detected in DPTI Metadata for Fraud detected in DPTI	Explore
	Fraud Detected in DPTI in 2016-17 Fraud Detected in DPTI in 2016-17	Explore
	Fraud Detected in DPTI in 2015-16 Fraud Detected in DPTI in 2015-16	Explore
	Fraud Detected in DPTI in 2014-15 Fraud Detected in DPTI in 2014-15	Explore
	Fraud Detected in DPTI in 2013-14 Fraud Detected in DPTI in 2013-14	Explore
	Fraud Detected in DPTI in 2012-13 Fraud Detected in DPTI in 2012-13	Explore

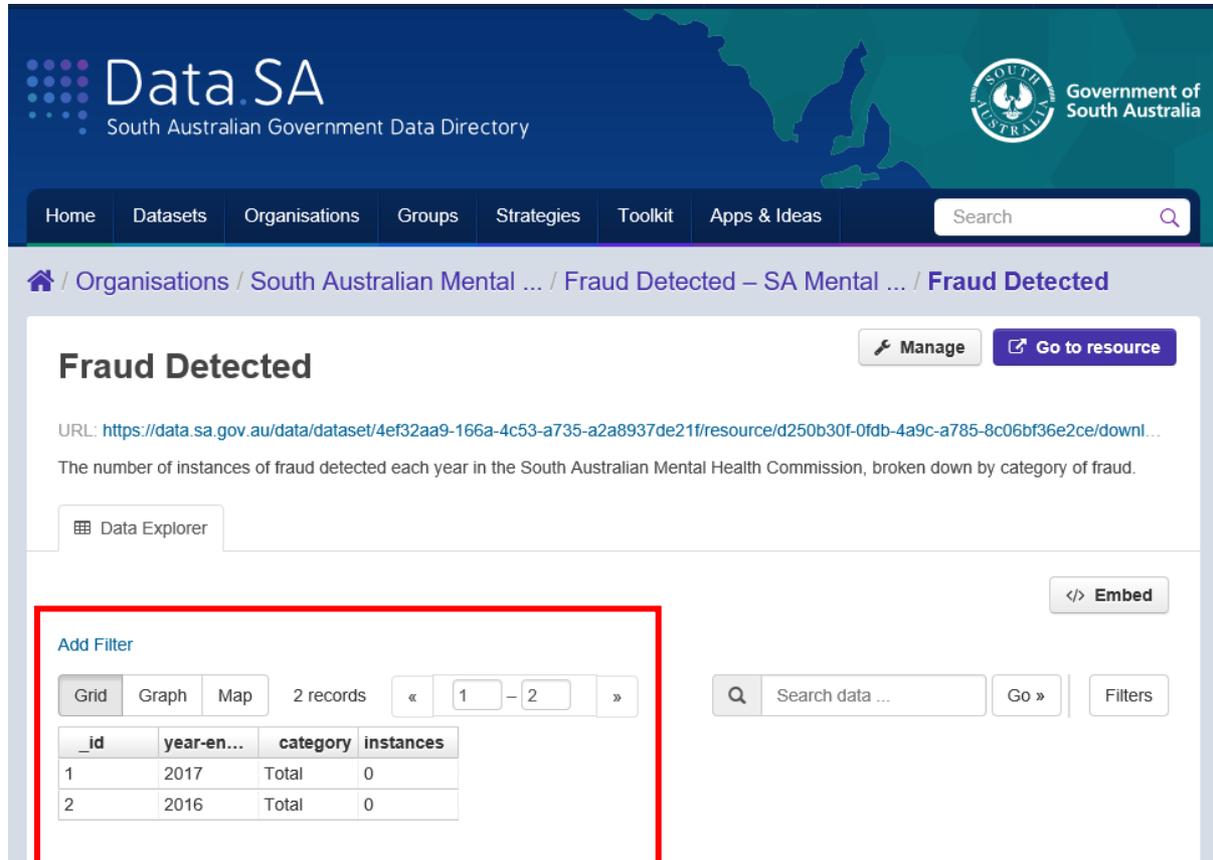
annual report
employment
executive

Additional Info

Field	Value
Title	Fraud Detected in the Department of Planning, Transport and Infrastructure
Type	Dataset
Language	English
Licence	Creative Commons Attribution
Data Status	active
Hosted/Linked	Hosted
Update Frequency	annually
Landing Page	https://data.sa.gov.au/data/dataset/04c1b42c-b121-4af0-bd41-7088f9d0ad93
Date Published	11-09-2017
Page Updated	07-06-2018

Annual Report data that displays in the preview table of Data.SA

CSV files if created correctly will display in a preview screen on the resources page of Data.SA (see below). Users will be able to read the data from the web page without having to download it.



The screenshot shows the Data.SA website interface. The header includes the Data.SA logo and the Government of South Australia logo. The navigation menu contains links for Home, Datasets, Organisations, Groups, Strategies, Toolkit, and Apps & Ideas. A search bar is located on the right. The breadcrumb trail indicates the current page is 'Fraud Detected' under 'South Australian Mental Health Commission'.

The main content area displays the title 'Fraud Detected' and a 'Data Explorer' tab. Below the title, there is a URL and a description: 'The number of instances of fraud detected each year in the South Australian Mental Health Commission, broken down by category of fraud.' A table with 2 records is shown, with columns for _id, year-en..., category, and instances. The table is highlighted with a red border.

_id	year-en...	category	instances
1	2017	Total	0
2	2016	Total	0

Creating CSV files correctly

To create a CSV file that can be previewed on Data.SA, there are some do's and don't's:

- do not format cells with borders, colours, bold or italics font
- do not merge cells
- do not use comments in cells
- do not use dollar signs, commas, footnote symbols or other special characters
- do not use formulas/macros
- do not hide rows or columns
- leave the worksheet name as Sheet1
- keep all tables on one worksheet and separate each table with a single empty row
- make sure your columns have headings
- if there are no instances of fraud etc report zero (do not write NA or add notes)
- save the spreadsheet as 'the name of your organisation, type of Annual Report Data, 2017-18' eg Department of Premier and Cabinet Fraud Detection 2017-18
- when uploading the resource, type in the Format field, CSV (.csv will not display the data in the table).