**Government of
South Australia**

Data.SA Publishing User Guide

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1.   BACKGROUND

In September 2013, the Premier announced a *Declaration of Open Data* that commits the Government of South Australia (SA) to proactively make government data available for use by business and the community.

Data.SA (www.data.sa.gov.au) the South Australian Government Data Directory supports the *Declaration* and ensures that South Australian Government data is discoverable. The portal uses CKAN (Comprehensive Knowledge Archive Network).   This user guide provides instructions on how to publish and manage datasets on Data.SA, this includes adding new datasets, updating existing datasets, managing organisation details, and managing users. Advice is also provided on how to best to maintain the datasets on an ongoing basis.

This guide should be read in conjunction with the Open Data Process Guide and Toolkit (available at www.dpc.sa.gov.au/open-data). The Toolkit has been designed to assist agencies to complete an open data approval process and then to publish and maintain the data. The approval process covers all aspects of the open data process from identifying data, third party rights, classification, license and approach to release the data. The toolkit and accompanying guides can be found at http://www.dpc.sa.gov.au/open-data.
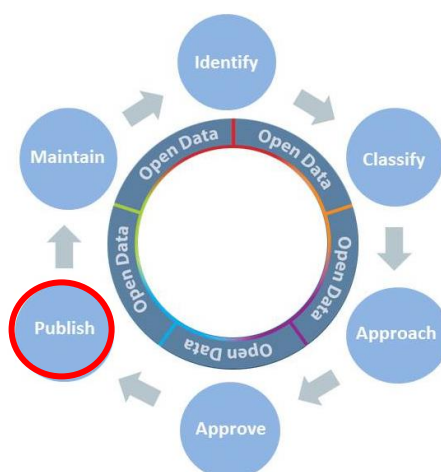
2.   OPEN DATA ROLES AND RESPONSIBILITIES

2.1   Data.SA Team

The Data.SA team, within the Office for Digital Government, manage the Data.SA infrastructure and provide support to Publishing Organisations (SA Public Sector agencies or Local Councils). The Data.SA team is responsible for the technical aspects of the portal such as software upgrades, design, development, setting up groups and publishing organisations and publishing content to the 'About' and 'Apps & Ideas' sections.

2.2   Publishing Organisations

Each Public Sector agency and participating Local Councils will have a publishing organisation established on Data.SA. The publishing organisation contains information about the organisation such as logo, description, website address etc. Datasets are published to an Organisation. A publishing organisation must have at least one approved Data.SA Publisher to publish and maintain datasets.

2.3   Data Authority and Subject Matter Experts

The Open Data Process Guide requires the Data Authority to work through a series of recommended steps to identify, classify, plan the approach and complete an approval process for the release of data. The Data Subject Matter Expert (SME) will assist the Data Authority and will often be the contact person for enquiries or refresh of data.

2.4   Data.SA Publishers

Data.SA Publishers are responsible for managing their organisation datasets on Data.SA. The role of the Data Publisher is to:

- Publish newly approved open datasets for your organisation on Data.SA.
- Edit/update and maintain existing datasets according to update frequency.
- Create a new dataset for major amendments.
- Perform periodic reviews of the datasets, checking for broken links, currency.
- Maintain your Organisation's details on the site, particularly after Machinery of Government changes.
- Provide advice to the Data Authorities/Providers on how a dataset can be uploaded.
- Respond to customer queries about the data, making improvements where applicable or provide additional metadata or formats where requested.
- Download statistical reports from data.sa.gov.au for your organisation.

Data.SA Publishers should read the **Publish** section of the *Open Data Process Guide* and become familiar with the following open data tools:

- **Open Data Process Worksheet**
  The *Open Data Process Worksheet* (or an organisation's equivalent) details the identification, classification, approach for release and actions required to release and maintain each dataset. Data.SA Publishers should receive a copy of the approved *Open Data Process Worksheet* before commencing the publishing process.
  The worksheet is available at http://dpc.sa.gov.au/open-data

- **Data.SA Publishing Content Summary**
  The *Data.SA Publishing Content Summary* needs to be completed by the Subject Matter Expert/Data Authority and provided to the Data.SA Publisher before a dataset can be published. It provides all the necessary details to publish a dataset on Data.SA such as the name of the dataset, description, keywords, update frequency, geospatial coverage, file formats, and which groups the dataset is to be published to.
  The form is available at http://dpc.sa.gov.au/open-data

Data Publishers should establish a process to collect and store records and approvals relating to open data published by the organisation. This could include establishing a process to receive a copy of the *Open Data Process Worksheet* and *Data Content Summary* for each dataset.

Data.SA Publishers should also be familiar with the following whole of government publishing guidelines:

- Website Writing Guide
- Writing for Government Websites
- SA Government Branding Guidelines (PDF)
- South Australian Government Website Accessibility Policy (PDF)
- South Australian Government Digital Communications Guideline (PDF)
- Social Media: Guidance for Staff and Agencies (PDF)
- Information Privacy Principles (IPPs) (PDF)

3.   GETTING TO KNOW THE PORTAL

This section provides an overview of the Data.SA web portal. You do not need to be logged onto the website to explore the following functionality.

3.1   The Homepage

The Homepage is the landing page for www.data.sa.gov.au and contains open data program news, a search function, legal information, terms of use and the navigation menu.
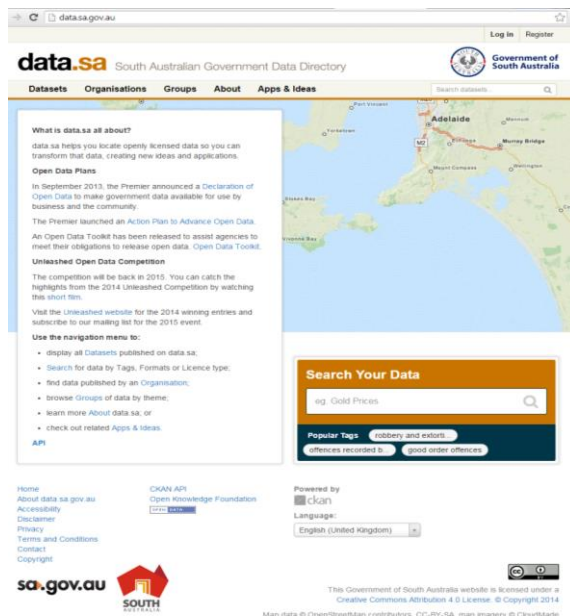
3.2   The Navigation Menu

The Navigation menu for Data.SA provides access to the following functions:

- o **Datasets:** This area contains a list of datasets. The most recently added or updated dataset appears first.
- o **Organisation:**   This area lists the approved Publishing Organisations (SA Public Sector Agencies or Local Councils) who have published datasets. Clicking on an organisation will display all datasets published by that Publishing Organisation. You will need to hover your mouse over the centre of an organisation until a hand appears and then click your mouse.
- o **Groups:** Datasets are not only visible under an Organisation, but are also published against groups or themes. Datasets can be published to one or more themes. The themes correspond to the groups defined on the *Data.SA Publishing Content Summary* and are aligned where possible with sa.gov.au themes.
- o **About:** This area is maintained by the Data.SA team.
- o **Apps & Ideas:** This area displays open data news stories and showcases newly developed applications that use South Australian open data. Items are published in the 'Related' section of a specific dataset.

3.3 Searching for Datasets

You can use the search boxes on either the Data.SA homepage or Datasets page.
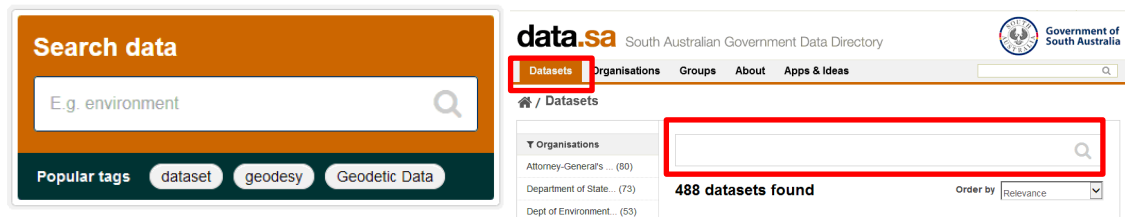
(Note: the search box under Groups and Organisations only searches the group names, organisation name, and organisation descriptions).

In the example below, the keyword 'flora' is entered in the search box located in the Datasets area. The results can be filtered further by using the left hand column.

1. **By Organisation**

    The organisations that have matching datasets results are listed. This includes results from other Search Partners such as the Commonwealth's open data portal Data.gov.au, which are identified by a black box .

    Clicking on the organisation will display results for that organisation only.

2. **By Groups** – these are the themes or topics datasets are published against. Users can search for datasets related by topic such as sports and recreation, business and industry, arts, culture and history. There are currently 13 groups.

3. **By Tags** – Tags are keywords or terms that are associated with the datasets.

4. **By Format** – Datasets can be filtered by file format such as csv, xls, shp. This is useful for developers who may have a preference to use a particular open data format such as csv.
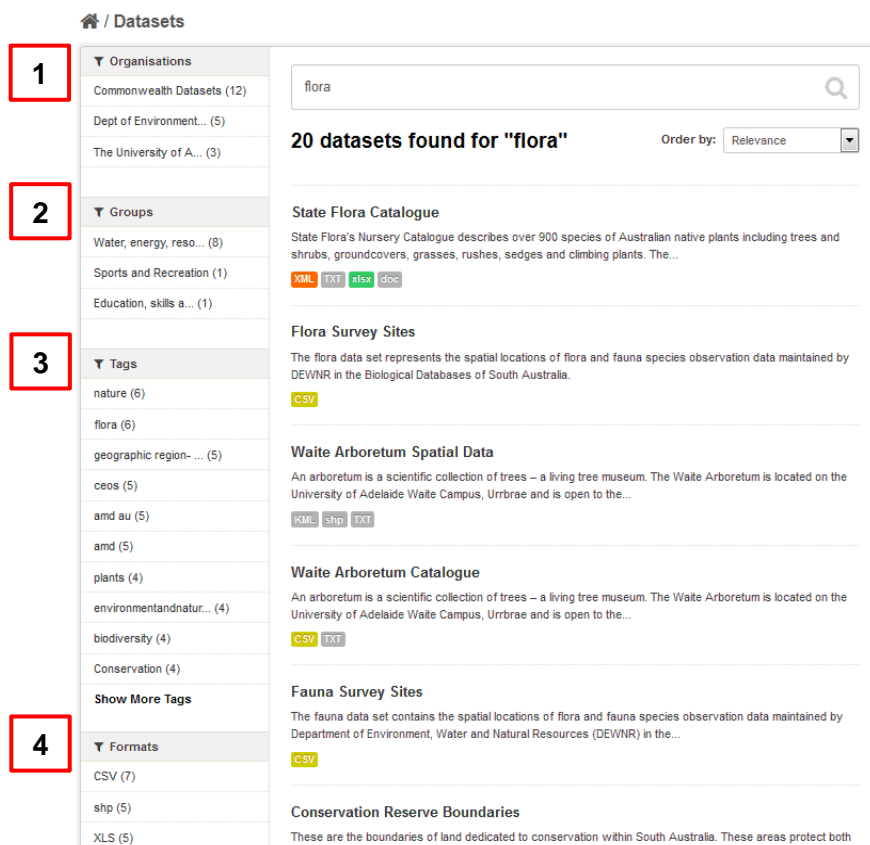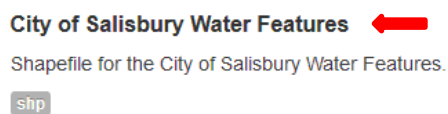
3.4 Search Options

You can control how search results are displayed by selecting one of the options below. The *Source Data Portal* refers to datasets from Search Partner's such as the Commonwealth's open data portal Data.gov.au.
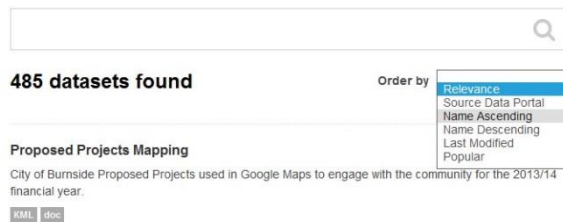
3.5 Open a Dataset

o   To open a dataset click on the title of the dataset.

o   A landing page will open which displays all the details of a dataset.

The Activity Stream allows users to view the history of changes made to the dataset.

Related – Users can view apps, ideas and news stories for this dataset.

The metadata about the dataset in 3 formats.

The resources that make up the dataset.

Options available to explore the resources.

Keywords listed against this dataset. Used for searching.

The metadata details information about the dataset such as currency, when it was published, what period of time it relates to, which organisation published it and the creative commons licence it uses.

3.6 Previewing and Opening Resources

Resources can be previewed and downloaded.

Clicking on **Preview** (or the resource name) will open another page which contains more information about the resource, including a preview of some file formats such as the csv file illustrated below in grid format. Note, some file formats will not display but can still be downloaded.

Unique resource URL.

4. DATA.SA PERMISSIONS AND ACCOUNTS

4.1 Access Permissions

Data Advocates or a Local Council's equivalent, are responsible for deciding who within their organisation will become the Primary Data.SA Publisher (the Primary Administrator). The Primary Administrator will liaise directly with the Data.SA team on publishing matters. The Primary Administrator account is set up by the Data.SA team. Where an organisation is made up of a number of business units/divisions, a number of Administrators may be required to manage open data for their areas. Primary Administrators will be able to create these additional Administrator accounts.

- **Administrator (Primary):** The Administrator has overall responsibility for their publishing organisation's open datasets on Data.SA and has the highest permission level. A Primary Administrator is nominated for each organisation to be the main contact for the Data.SA team. Where an organisation has several divisions, additional Administrators may be assigned, the privileges are the same. Administrators will be will be able to:
  - Add, update and delete datasets.
  - Manage users for their organisation by deleting old accounts and creating new accounts for editors, members or administrators.
  - Manage the organisation details e.g. logo, description, website address, contact email address and telephone number.
- **Editor:** Can add and edit datasets but not manage users.
- **Member**: Can view private datasets for their organisation but cannot add new datasets. Private datasets are published on the portal but are hidden from public view. Only logged in users for that organisation can view them. This provides an opportunity for an organisation to review a dataset before publishing it to the public.

4.2 Request a Primary Administrator

Data Advocates must approve the Primary Administrator for their publishing organisation. The Data.SA team will then create a Primary Administrator for each organisation. The Administrator will then be responsible for setting up their own publishers (Members, Editors or additional Administrators).

To request that Data.SA set up the Primary Administrator the ***Data.SA Publisher Access Form (Appendix A)*** must be completed, approved by the Data Advocate or Local Council equivalent, and emailed to DataSA@sa.gov.au

The same form can be used by organisations to manage internal publisher requests. The forms should be kept as official records.

Once the Data.SA team have created an account for the Primary Administrator, an automatic email will be sent to the user with their account details. The user will need to click on the link provided to reset their password.

```
Dear michelle

You have been invited to data.sa.gov.au. A user has already been created to
     you with the username michelle-jackson-3064. You can change it later.

     To accept this invite, please reset your password at:

          http://data.sa.gov.au/user/reset/bd3ed/
```

4.3   Log on to Data.SA

o   To log on to Data.SA, click on the **Log In** button from the **Homepage** and enter your **Username** (provided in the automatic email from Data.SA) and **password**.

4.4   Resetting Your Password

Users can reset their own password at any time by going to http://data.sa.gov.au/user/reset

It is recommended that passwords contain some capitals and numbers.

Administrators cannot change user passwords.

4.5   Setting up Publishers

4.5.1   Add New Users

Administrators have the ability to add users to their Organisation and assign roles as either a Member, Editor or additional Administrators.

o   Logon to www.data.sa.gov.au with your username and password.
o   Click on the main menu tab called **Organisations**. Find your organisation in the list and click on it.
o   Click on **Manage**

- ○ Click on **Members**

- ○ Click on **Add Member**

- ○ Enter the person's email address (must be in lowercase) in the **New User** field and select the **Role** from the drop down field. The 3 roles are Editor, Member and Administrator.

- ○ The user will then receive an automatic email with a login name and be requested to reset their password.

4.5.2 Self-Registration

Some users may have created their own accounts using the **Register** tab. Administrators may choose to create user accounts or have users create their own. In either case an Administrator will still need to need to assign permissions to a user so they can publish and edit datasets.

To create an account a user would:

- o Click on **Register.**
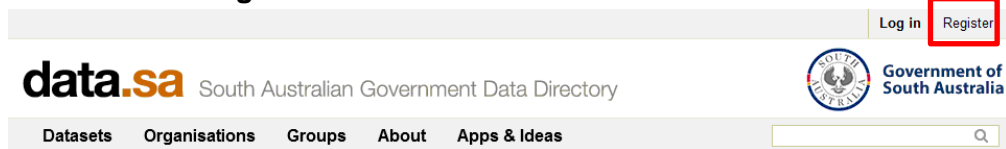
- o Complete the **Register for an Account** details.
- o Click on **Create an Account.**

4.5.3 Assign a Role to an Existing Account

If a person has registered themselves on the portal (see Self-Registration), the Administrator will need to assign a role so datasets can be uploaded to the organisation.

- o Logon to www.data.sa.gov.au with your username and password.
- o Click on **Organisations** from the menu. Click on your organisation.
- o Click on **Manage**
- o Click on **Members** and then **Add Member**
- o In the field **Existing User** enter the user's name (matching entries will appear)
- o Select a **Role** for the user. Click **Add Member**.

4.6   Changing a Role

An Administrator can change a person's role:

- o   Click on **Organisation**
- o   Click on **Manage** and **Members**
- o   Members of the portal will be listed.
- o   Click on the spanner icon

- o   Select a different role and click on **Update Member**

4.7   Deleting a User

Follow the instructions above for **Changing a person's role**, but click on to delete a user.

5. PUBLISHING ORGANISATION

A publishing organisation is displayed as a tile, with a logo, description and the number of datasets published. Only one organisation can be added for each Public Sector agency or Local Council. Business units, divisions and independent offices cannot be entered as separate organisations.

City of Salisbury Council

With the availability of land for residential and industrial development, an...

7 Datasets

Dept for Communities and Social Inclusion

The Department for Communities and Social Inclusion works with people who may...

20 Datasets

5.1 Adding an Organisation

A publishing organisation can only be set up on Data.SA by the Data.SA team. The following information needs to be emailed to DataSA@sa.gov.au

- **Name:** This is the name or your organisation. The URL displayed is automatically generated based on your organisation name. The URL can be used as a shortcut to accessing your datasets.
- **Description:** This describes what the organisation is and what services are provided.
- **Image:** An organisation logo can be provided as either an image (jpg, png, gif) or a URL. The URL can be obtained by right clicking the logo of a website and copying the properties.
- **Jurisdiction:** This a mandatory field to align with other jurisdictional portals. The options are Government of South Australia or Local Government.
- **Website:** This is the website address for your organisation
- **Email:** This should be a central mailbox address. Queries about your dataset will be emailed to this address. The address will be publicly accessible.
- **Telephone:** A phone number where data queries can be directed. Citizens can contact an organisation directly.

5.2   Edit the Organisation

An organisation's details may need to be updated as a result of Machinery of Government changes. Amendments can be made by a Primary Administrator.

o   Ensure you are logged on to www.data.sa.gov.au.
o   Click on the **Organisations** tab. Click on your organisation (the middle of the tile).
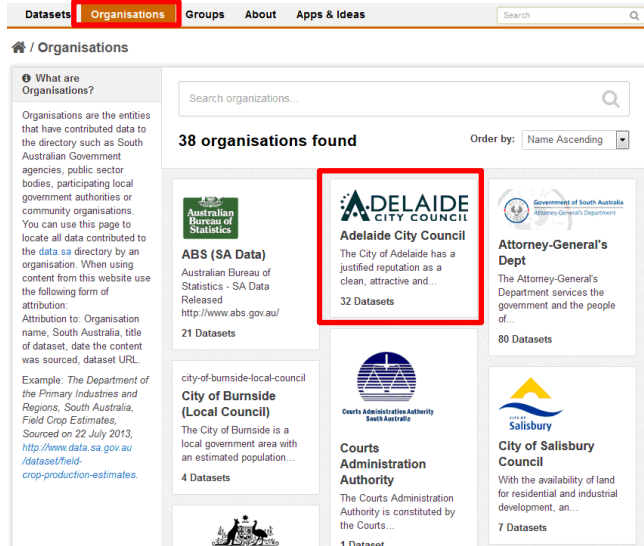
o   Click on **Manage**
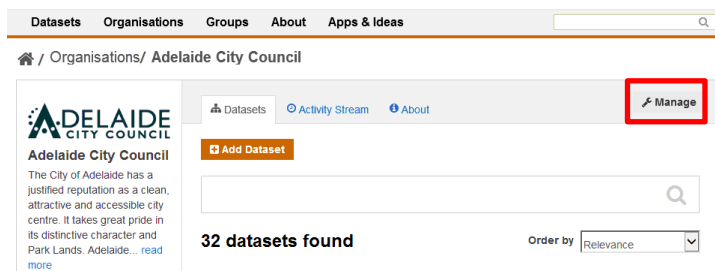
o   Ensure the **Edit** tab is selected.
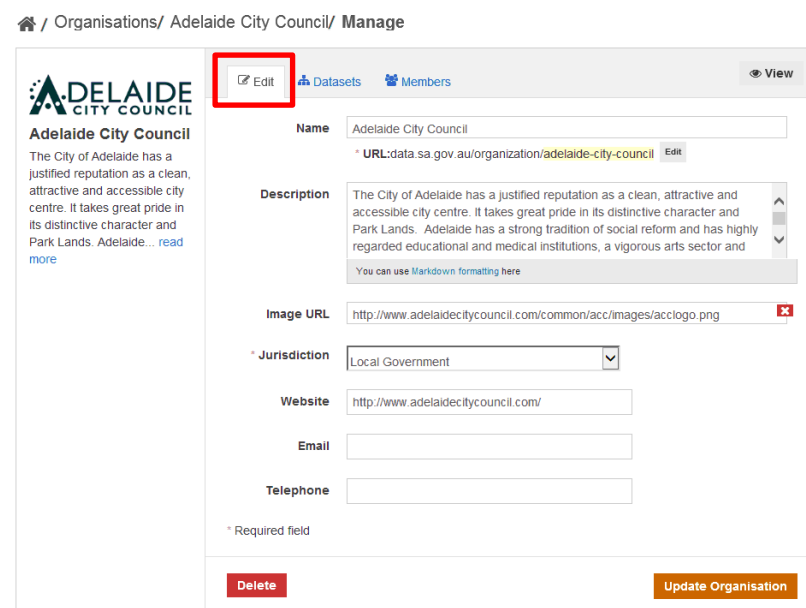
o Update the organisation name, description, website address, email address or telephone number.
o An organisation logo can be updated two ways:

  ▪ **For an image**: Click on **Upload.** You will need to browse your file directory to locate and upload the logo (jpeg, png or gif).
  ▪ **For a URL:** Click on **Link** and enter the URL that points to an already existing departmental logo. Note: changes to a departmental website may affect the URL of a logo.
o Click on **Update Organisation** to save the changes**.**

5.3 Move Datasets to Another Organisation

Datasets should only be moved to a new organisation as a result of a Machinery of Government change (where Government functions merge or separate). The Data.SA team can provide advice on how to handle the datasets. Where a division/business unit has been moved to another publishing organisation, existing datasets can be moved to the new organisation. The Data.SA team will need to grant Administrator access to another organisation. Once access has been granted, the metadata of every dataset that needs to transition can be edited.

o Open dataset and click on **Manage**
o Select the new organisation, from the **Organisation** drop down field.

o Click on **Update Dataset**

6. PREREQUISITES FOR PUBLISHING DATASETS

Some things to consider before publishing datasets:

6.1 Each Dataset Must Be Approved

It is the responsibility of the Data Authority to ensure data is approved for release, however the Data.SA Publisher should verify this approval before creating the dataset on Data.SA. The best way to ensure data is approved is to request a copy of the *Open Data Process Worksheet* (or similar approval) for the dataset. The worksheet will also assist the publisher on when to refresh the dataset.

6.2 Data.SA Publishing Content Summary

The *Data.SA Publishing Content Summary* for each dataset needs to be completed by the Subject Matter Expert/Data Authority prior to publishing. The form contains all the required information to publish the dataset on Data.SA efficiently. Do not commence adding a dataset on Data.SA until this summary is complete.

6.3 Hosted or Linked Data

Data can be:

1) Hosted on Data.SA. Files are uploaded and stored on Data.SA.
2) Linked, which means the dataset is stored on an agency managed portal. A URL to access the portal is provided and published on Data.SA. A user is then able to open the link and access the dataset.

For more information refer to the *Open Data Process Guide – Step 3 - Approach*.

6.4 What Makes up a Dataset

A dataset is made up of a series of files containing data and supporting information. Files can be loaded one at a time as a Resource e.g. csv, xls.

Resources can also be zipped files. For example, a shapefile is made up of at least 3 files which are zipped into 1 file and loaded as a single resource. A series of images can also be zipped to create 1 file and loaded as a single resource.

A dataset's resources could include:

o The data in multiple formats e.g. xlsm, csv, pdf etc.
o The raw (native) data where possible
o A link to data on a managed portal
o Metadata in csv/txt format
o Images (which can be zipped as one file).
o Website addresses or reports for additional information

6.5 Title of a Dataset

The title of a dataset is automatically used by the system to create a unique URL for the dataset. Careful thought needs to be given to the title of a dataset. Changing the name of a dataset will mean the URL will not match and could confuse users.

Avoid using acronyms and terms that may not be understood by the public. If you will be adding to a dataset in the future with new statistics/figures, avoid using dates/years in the title to ensure the dataset seems current. As a Data.SA Publisher you may need to consult the Subject Matter Expert to discuss refining the title to improve usability and avoid future changes.

6.6   File Size Constraints

Files up to 128MB can be uploaded to Data.SA. Files that are quite large can be zipped and then uploaded to Data.SA. Alternatively, a dataset may be hosted on an organisation's infrastructure and a URL is provided and published on Data.SA.

7.   PUBLISHING A NEW DATASET

Users assigned the role of Administrator or Editor can publish new datasets to their organisation. The *Data SA Publishing Content Summary* needs to be on hand to complete the required fields.

7.1   Step 1 – Add Dataset

- o Click on **Datasets**
- o Click on **Add Dataset**

Complete the following mandatory discovery metadata. Refer to page 22 on the field definitions.

o **Title:** This is the name of the dataset. Commonly understood words should be used and no acronyms. Where a dataset will be updated monthly/yearly with new figures/statistics, a year should not be entered in the Title. The title should not be changed in the future.

o **Description:** Enter a detailed description of the dataset e.g. what is the dataset about, why was the data collected, are there any sources of errors. It is recommend to include the area/location the dataset applies to in the first line e.g. Playgrounds within the City of Salisbury. This helps users when reviewing search results.

The following Markdown can be entered in the description field to control some of the formatting elements.

Type	Markdown formatting	Result
Header	### Heading	**Heading**
Italic text	*Italic text*	*Italic text*
Bold text	**Bold text**	**Bold text**
Link	[data.sa.gov.au](http://www.data.sa.gov.au)	data.sa.gov.au
Bullet list	* Item 1 * Item 2 * Item 3 *Note: there are at least 3 spaces between the asterix and text*	• Item 1 • Item 2 • Item 3
Numbered list	1. Item 1 2. Item 2 3. Item 3	1. Item 1 2. Item 2 3. Item 3

o **Keywords:** The Keywords (or Tags as displayed in the portal) are words used to describe your dataset. The keywords help users find your dataset via the search engine. A dataset about Fire Hazards could have keywords such as fire, hazards, emergency, bushfires, CFS, MFS. When a keyword is typed into the field, the portal will automatically display a drop down of similar words. Words from the drop down can be selected.

o **License:** Select the approved Licence. The AusGOAL Creative Commons Attribution 4.0 Licence (CC-BY) is the preferred licence as it is the most open.

o **Organisation:** The name of your organisation will automatically appear in this field.

o **Visibility:** Datasets can be entered into the portal but marked as **Private**. This means the dataset will not be visible to anyone else other than the Data.SA team and your organisation Editors, Members and Administrators. When a dataset has been checked and is ready to go live, the field **Visibility** can be marked as **Public**.

- **Geospatial Coverage:** This is a free text/numeric field with South Australia entered as the default. If you have a more specific location that the data covers than South Australia, please use one of the following:
    1. ***a point/polygon***
       (a good example of this is the Public Transport Services dataset
       https://data.sa.gov.au/dataset/public-transport-services)
    2. ***an administrative boundary API***
       (this field has been created for the future when administrative boundaries become available)
    3. ***a reference URL (website address) from the National Gazetteer***
       Gazetteer reference URL's 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 field in data.sa.gov.au.

- **Temporal Coverage From/To:** The span of time from/to which the data is applicable. If the data applies only to a single point in time you should only fill in the *Temporal Coverage From* field.

- **Data Granularity:** This is an optional field that refers to the sub-division of data attributes. A high level of granularity means data are divided into multiple fields with each representing a single piece of data. For example, an address could be represented by many separate attributes such as a house number, a street name, a postcode, a state and so on, instead of a single 'address' attribute.

- **Language:** This field has a default of English and does not need changing.

- **Data Status:** A dataset will either be Active (current or regularly maintained) or Inactive (historical, is no longer updated or maintained).

- **Update Frequency:** An option needs to be selected from this drop down e.g. Monthly, Annually, As Required etc.

- **Expose User Contact Information:** Ticking this field will display a publisher's full name and email address based on their account details. This is a useful field for scientists and researchers who wish to have their contact details published.

- **Add Group:** Datasets are categorised by Organisation and by Groups e.g. Arts, culture & history or Emergency and safety. A dataset can be displayed under multiple groups if appropriate, however a group has to be added one at a time. After the initial dataset has been saved it can be edited and another group added. See [Edit a Dataset's Group](#).

- **Publisher:** This field is automatically generated from your organisation name.

- **Contact:** An email address needs to be entered. The email address should be a shared mailbox address in the case of staff turnover. Queries about your dataset will be directed to this email address.

- **Jurisdiction:** This field is automatically generated from your organisation's details. It will either show 'Government of South Australia' or 'Local Government'.

Click on **Next: Add Data.** This will take you to the second step of adding the data/resources.

7.2 Step 2 – Adding the Resources

Upon completion of Step 1 the second screen will open automatically. This is where the data files or resources are published.

- o **File:**
    - ▪ Click on **Upload** to upload your resource to the portal. A browser will open allowing you to select the file from your computer, or
    - ▪ Click on **Link** and a URL field will open. Enter the URL of where your dataset is located.

  If you click on the wrong tab, clicking on the red x icon will close the current field and revert back to the Upload/Link tabs.

- o **Name:** Enter a meaningful name for the data. It needs to be something that all citizens can understand. The name will assist a citizen in deciding the usefulness of the data for their requirements.

- o **Description:** Enter a description of the dataset e.g. what is the dataset about, when was the data collected, what time period does it relate to etc.

- o **Format:** Enter the format of the data. Some commonly used formats include:

html	text	xls	pdf	rdf	shp
json	csv	xml	zip	api	kml

Note: Once you start typing the format, pre-existing formats will automatically display. Entering formats in lowercase is recommended for consistency. Some formats will appear in colour and others will appear in grey, this is just how the portal was designed.

General Rules
- ▪ Files can be zipped but the file format selected should let people know what is inside the zipped file. A series of images can be zipped and published with the file format jpeg.
- ▪ Shapefiles are made up of at least 3 files (shp, shx, dbf) and are zipped. The format selected should be **shp**. KML files can also be zipped (KMZ) and should be entered with the format **kml.**

- o Click on **Finish**, or to add another resource click on **Save and add another**. The screens may vary slightly depending on your browser:

  - o *Internet Explorer Users*
    - ▪ To add another resource you will need to click on **Manage,** the **Resources** tab and **Add new resource.**
    - ▪ Upload or Link resource and click on **Add**
  - o *Firefox Users*
    - ▪ A new screen will appear enabling you to upload/link the resources and complete the fields. Click on **Finish**.

8. PRE-REQUISITES FOR UPDATING A DATASET

A dataset may need to be updated and refreshed over time. Agencies should have a plan on how often they review their datasets. A dataset may be updated with additional key words, additional contextual information or additional data for another period of time.

Once a dataset has been published, agencies need to be mindful that members of the public may be using the dataset so the impact of any changes needs to be considered.

8.1 Approvals for Updated Datasets

If a datasets metadata is being updated or a resource is added to a time series dataset e.g. June-December statistics, new approval is not required. Where a dataset is undergoing structural changes then a new *Open Data Process Worksheet* and a new *Data Content Summary Sheet* should be completed and approvals obtained where required.

8.2 Deleting a Dataset

A dataset should never be deleted as it is still valuable historic data and may already be in use by developers or researchers. A dataset that is no longer maintained should be marked as **Inactive**.

8.3 Deleting Resources

A resource should not be deleted as developers may have created applications using your dataset or referenced the resource URL e.g. http://data.sa.gov.au/storage/f/2014-07-10T01%3A34%3A38.139Z/field-names-for-air-quality-index.csv. A resource that is no longer updated should have its description updated to reflect this. Refer to *Making a Dataset Inactive.*

8.4 Managing Time Series Data

Data is often collected over a period of time. There are three ways to handle time series datasets:

1) An organisation for example collects data annually on Website Usage Statistics.

   The dataset could be titled: Department of XX Website Usage Statistics.
   - Resource 1 – 2013 Website Usage Statistics
   - Resource 2 – 2014 Website Usage Statistics

   In this instance the new data is added to the existing dataset as a new resource. 2015 data would be added as a new resource to this dataset.

2) A dataset could have 1 file containing 2012 and 2013 data. The file could be updated with 2014 data. In this instance the file (resource) can be deleted and replaced with the new file containing 2012, 2013 and 2014 data.

3) Where a dataset has had major structural changes:
   - The old dataset needs to remain but can have its description updated to reflect that it is no longer being updated and has been replaced with a newer resource e.g. *The Air Quality Index csv dataset will no longer be updated and has now been replaced with xxx.*
   - The new structured dataset can be added to the existing dataset as a new resource.
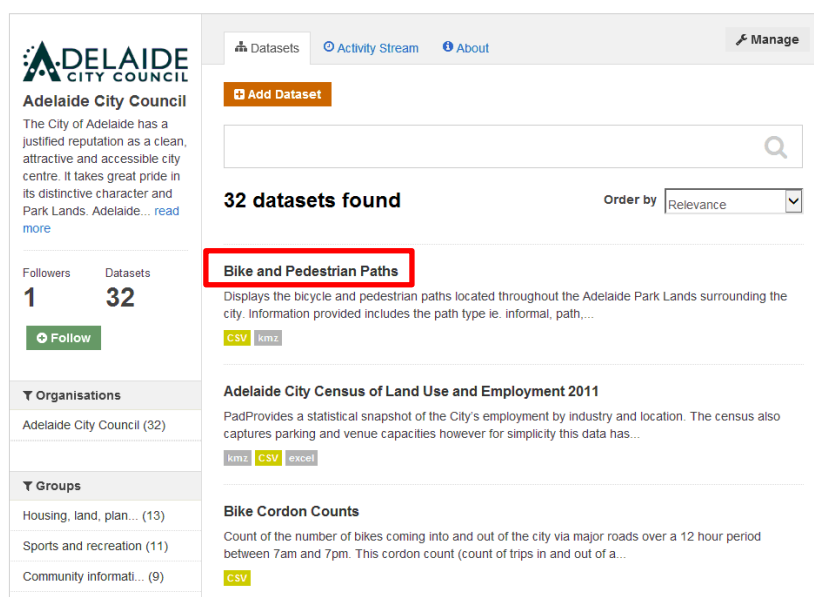
Where a new resource is added to a time series dataset, then the discovery metadata should be updated. Fields such as the description and temporal coverage will need to be amended.

8.5 Updating a Title and Impact on the URL

A URL is automatically generated when a title is entered for a dataset e.g. a dataset titled Air Quality Index has the following URL: http://data.sa.gov.au/dataset/air-quality-index Changing the title of a dataset means the URL will not be the same and may create issues for citizens trying to find your dataset. Developers, analysts, engineers or the media may be users of your dataset and link to it. Where ever possible the title of a dataset should not be changed. However, in situations where it is necessary or changes are minor, CKAN does allow you to edit the URL to keep it consistent with the title.

9. UPDATING A DATASET

- o Click on the **Organisations** tab and then click on your Organisation
- o Locate the dataset by scrolling down the page, or by using the search bar
- o Click on the title of the dataset

- o The dataset landing page will open. Click on **Manage.**

- o The metadata page will open automatically and the details can be updated. Click on **Update Dataset** when you have completed your edits.

9.1 Edit a Dataset's Group

You can add a dataset to another group or remove it from an existing one.
  o Open the dataset and click on the **Groups** tab
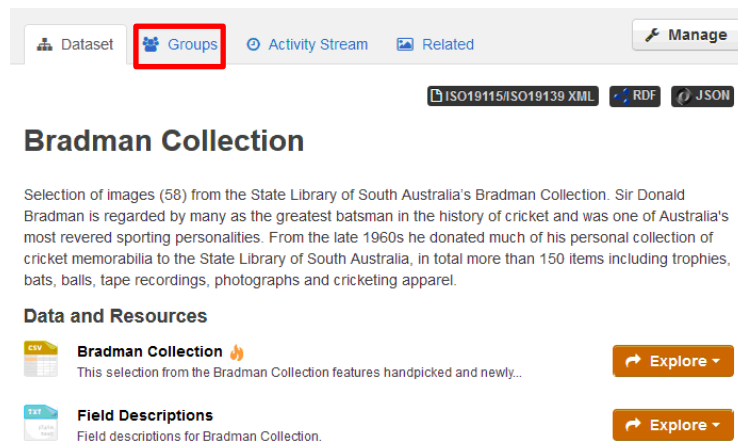
  o From the drop down select another group and click on **Add to group**
  o To delete a group, hover your mouse on the tile. The Remove button will appear. Click on **Remove** to delete.
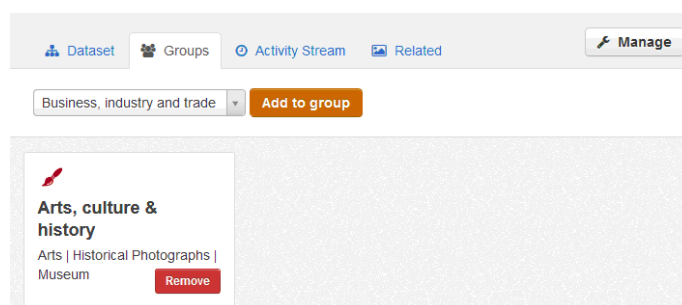
9.2 Making a Dataset Inactive

A dataset should never be deleted as it is still valuable. A dataset that is no longer required should be marked as 'Inactive'.

To make a dataset inactive:

  o Open the dataset
  o Click on **Manage**
  o Update the field **Data Status** to **Inactive** via the drop down.
  o Click on **Update Dataset.**
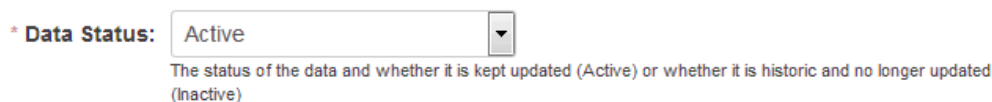
9.3 Editing the Resources

Once you have located your dataset under your Organisation, click on it. The dataset details will display.

- Click on **Manage**

- Click on the **Resources tab.** You will be able to
  - Add new resources
  - Edit existing resources
  - Reorder the resources
  - Delete resources

9.4 Add New Resource

- Additional resources can also be added to a dataset by clicking on **Add new resource.**

- **Upload** or **Link** the data file.
- Complete the fields. Click **Add** to complete the process.

9.5 Edit Resource

o To amend the details of a resource such as the title, description, click on the name of the resource.

o Edit the fields as below.
o If a resource is linked (hosted on an organisation's infrastructure) the URL can be updated by clicking on the icon . Once you click on the icon the existing URL will disappear. You will then have the option of linking a new resource or uploading a resource.

o Click on **Update Resource** to save your changes.

9.6   Reordering Resources

o   You can control the order of the resources e.g. metadata files should appear after the primary dataset.

o   Click on **Reorder resources.**
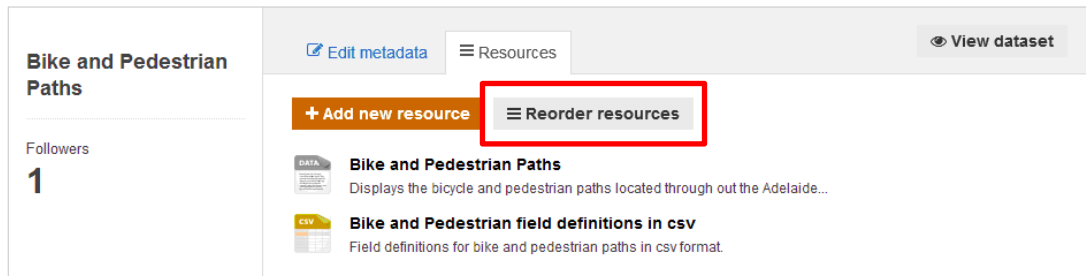
o   Hover your mouse over the resource you wish to move. The row will be highlighted and a double arrow will appear.

o   Drag the row to the desired location.
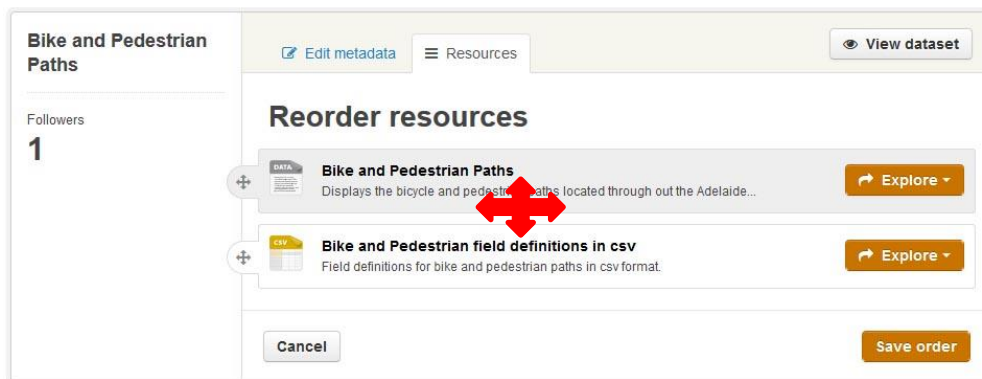
o   The resources can be moved as many times as you like.
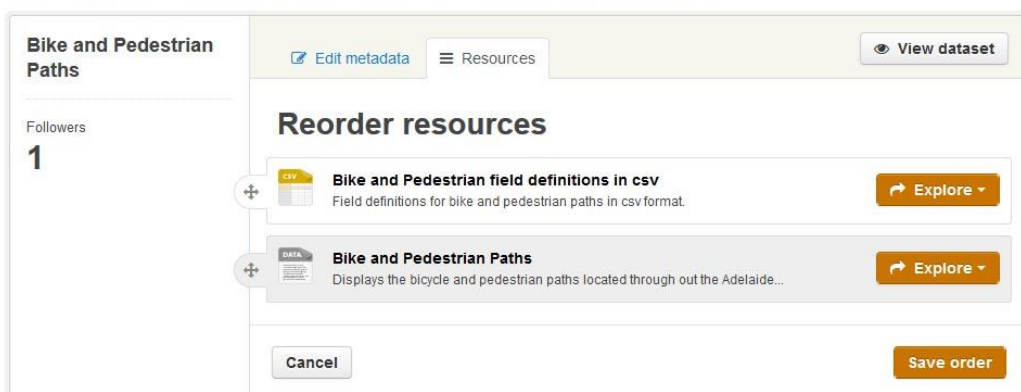
9.7   Preview Resources

o   Whilst in the resources screen, you can preview a resource.

o   Click on the title of the resource

o   Click on **View Resource**

(Note: Clicking on **All Resources** displays all the published resources for a dataset.)

o   As shown below, details of the resource such as its URL, description and metadata will display. There are some limitations with previewing the actual data. However, some formats such as CSV will display well.

9.8   Deleting a Resource

A resource may be deleted in two instances: The wrong file was uploaded or the file uploaded was corrupt or contained private information.

To delete
o Open the dataset in question
o Click on **Manage**
o Click on the **Resources** tab
o Click on the name of the resource you wish to delete. Double check that the correct resource has been selected.
o Click on the red **Delete** button.

o **Confirm** the action to delete.

10.   DATA.SA SITE USAGE STATISTICS

Data.SA site usage statistics are available at http://www.data.sa.gov.au/site-usage

You do not need to be logged on or have an account with Data.SA to view these statistics.

The statistics can be downloaded as a csv file.

The home page for Site Usage Statistics will open as illustrated below.

The following statistics are available:

1.   Publisher Usage Statistics
2.   Dataset Usage Statistics
3.   General visitor information including browsers used to access Data.SA, operating systems and country.

1 Displays the most popular datasets by publishing organisation.

2 Displays the most popular datasets

3

General statistics on the number of visitors to the portal.

🏠 / Site Analytics / Site-wide

Site Usage

⊕ Download as CSV

Jump To...
- Publisher Usage Statistics
- Dataset Usage Statistics

| Totals | Browsers ▾ | Operating Systems ▾ | Social ▾ | Languages | Country |

Show stats table for: All months ▾

Name	Value	History
Total page views	65705	
Total visits	14086	
Pages per visit	4.70	
Bounce rate (home page)	26.01%	
New visits	75.38%	
Average time on site	00:02:56 (176.24 seconds)	

10.1 Site Usage Statistics by Publishing Organisation

o From the drop down **Statistics for** select the month you would like statistics on.
o Click on your publishing organisation to see all the views and downloads for your datasets. If a single month is selected only the datasets accessed during that month will display.
o Clicking on a dataset name will open the dataset on Data.SA.
o The statistics can be downloaded by clicking on **Download as CSV.**

🏠 / Site Analytics / Publishers

Site Usage

Download as CSV

Publishers

Graph Legend

Click on a series below to isolate its graph:

🟩 SA Country Fire Service
🟦 Department of Planning, Transport and Infrastructure
🟧 Adelaide City Council
🟨 South Australia Police
🟪 Dept of Environment, Water and Natural Resources
🟪 Attorney-General's Dept
🟩 Dept for Communities and Social Inclusion
🟥 State Library of South Australia
⬜ ABS (SA Data)
🟩 Department of State Development
🟦 Dept for Health and Ageing
🟧 Public Health Information Development Unit
🟨 Dept for Education and Child Development
🟪 Environment Protection Authority (EPA)
🟩 Renewal SA
🟥 Dept of Further Education, Employment, Science and Technology
⬜ SA Tourism Commission
🟩 Dept of the Premier and Cabinet
🟦 National Centre for Vocational Education Research (NCVER)
🟧 The University of Adelaide

Statistics for [All months ▼]

Publisher	Dataset Views
SA Country Fire Service	3713
Department of Planning, Transport and Infrastructure	3213
Adelaide City Council	2326
South Australia Police	1358
Dept of Environment, Water and Natural Resources	1064
Attorney-General's Dept	815
Dept for Communities and Social Inclusion	662
State Library of South Australia	564
ABS (SA Data)	373
Department of State Development	282
Dept for Health and Ageing	243
Public Health Information Development Unit	240
Dept for Education and Child Development	240
Environment Protection Authority (EPA)	236
Renewal SA	212
Dept of Further Education, Employment, Science and Technology	187
SA Tourism Commission	176
Dept of the Premier and Cabinet	159
National Centre for Vocational Education Research (NCVER)	153
The University of Adelaide	131

10.2 Site Usage Statistics by Dataset

o   From the drop down **Statistics for all months**, select the month you would like statistics on.

o   Select your organisation from the publishers drop down and click on **Update** to refresh the statistics. The statistics will show how many views a particular dataset has had, and how many times it was downloaded.

o   The graph will only display the top 20 datasets, whereas the table will show the datasets accessed for the month.

o   The statistics can be downloaded by clicking on **Download as CSV.**

o   To return to the homepage of the Site Usage statistics click on **Site Analytics**.

11. TROUBLESHOOTING

I have accidently deleted my organisation and all the datasets.
Contact the Data.SA team immediately. A back up version of the dataset may be able to be reinstated by the service provider. Phone: 8204 8216 or Email: DataSA@sa.gov.au

What is a publishing organisation
A publishing organisation is a South Australian Government agency or Local Council who publish datasets to Data.SA. Their organisation is created on Data.SA and datasets are published to this area.

What is the difference between a Primary Administrator and an Administrator?
The permission level is the same for a Primary Administrator and an Administrator. The same functions can be performed on Data.SA such as adding/editing datasets and managing users. The Primary Administrator is a term used by the Data.SA to identify key publishers from each organisation. The Data.SA team will liaise with this person directly on publishing matters. Primary Administrators have an added responsibility to grant others within their organisation access to Data.SA.

The portal will not load my dataset
Data.SA can upload files up to 128MB. Contact Data.SA if your file is larger than this. Alternatively, try zipping a file which reduces the file size. Another reason why you may not be able to load a dataset is because you do not have Editor rights. Your Administrator can make this change for you.

I cannot see the *Add Dataset* tab
The Add Dataset tab only appears when you click on either your Organisation or the Datasets tab. To see this tab you must have been assigned Administrator or Editor rights. If you are a Member you will not be able to Add Datasets.

I published a dataset but I am unable to see it when I search for it.
Check that the dataset is marked Public. Datasets marked as Private (Visibility field) will not be visible to citizens. Also check your keywords. If you are searching on a particular word, it must be entered in the Keywords field.

I have multiple files of data for the same dataset

One dataset on a specific topic should be created with all relevant resources (files) added one by one to the dataset. For example a dataset called 'State Flora Catalogue' could have all the following resources:
  o The data in csv
  o The data in xml
  o The metadata file in txt
  o A zipped folder containing flora images.

Do users need to be registered to download data
Users do not need to be registered on Data.SA as the data is open there are no restrictions or requirements to declare who is using the data. If a user transforms data then they are required to attribute the data to the Publishing Organisation.

When can I delete an existing dataset
Datasets should never be deleted. Historical data has a high value to research communities. A dataset that is no longer active or maintained can be marked as Inactive (this is located in the Data Status field).

Can I make a resource Inactive
A resource cannot be made Inactive. Only an entire dataset can be made Inactive. If a resource has been replaced with a newer one, the description for that resource can be updated to show that a newer resource has replaced it i.e. this dataset has now been replaced by xx

11.1 Contact

As our data.sa.gov.au portal matures, new features will be communicated to users. Queries can be emailed to DataSA@sa.gov.au

12. APPENDIX A – DATA.SA PUBLISHER ACCESS FORM

Government of South Australia

Data.SA Publisher User Details

Name:	
Publishing Organisation:	
Business Unit:	
User Email:	
Telephone Number:	

Action Required

Create Account	Modify Permissions	Delete Account
Effective from / /20	Effective from / /20	Effective from / /20

Data.SA Publisher Access Permissions

☐ **Primary Administrator**	*To be created by the Data.SA Team* Can publish/edit datasets, manage organisation details, manage users for their division by assigning editor, member and additional administrator roles (ideal for a department with lots of divisions). Primary contact for the Data.SA team and data enquiries.
☐ **Administrator**	*To be created by the Primary Administrator* Has the same privileges above, but is not the primary contact for the Data.SA team.
☐ **Editor**	*To be created by an Administrator* Can add and edit datasets but not manage users.
☐ **Member**	*To be created by an Administrator* Can view datasets for their organisation but not add or edit.

Acknowledgment of Responsibility

Completion and approval of the *Data.SA Publisher Access form* demonstrates you are requesting a data publishing account on data.sa.gov.au for the South Australian Governments (Public Sector Agencies or Local Councils). The *Data.SA Publisher Access form* specifies the permissions required by a user to publish/maintain data on the publicly accessible website Data.SA, the South Australian Government's Open Data Directory.

Publishing access is restricted to authorised users to ensure that only approved open data (as per the Open Data Process Guide or similar Local Council Guideline) is published and that content is moderated with consideration of existing government communication policies and standards. It is recommended that Publishers use the browser Firefox or Chrome for optimal performance.
The responsibility of publishing data appropriately, in accordance with privacy, security and other relevant considerations rests entirely with the Data.SA Publisher and the Office for Digital Government take no responsibility.

I understand that the Office for Digital Government intends to continue to provide Data.SA as a South Australian government data publishing platform at no cost to SA government's data publishers. If circumstances change, the Office for Digital Government will give data publishers at least 6 months' notice.

Name of Data.SA Publisher	**Signature**	**Date**

Approval Required

- A request for a Primary Administrator role to be created or amended requires the approval of your Data Advocate or equivalent. Email the completed form to DataSA@sa.gov.au
- Requests for Editor, Member or additional Administrator roles to be created or amended require the approval of your Data Coordinator or equivalent. The completed form should be sent to your Primary Administrator.

Name of Data Advocate or Equivalent	**Signature**	**Date**