



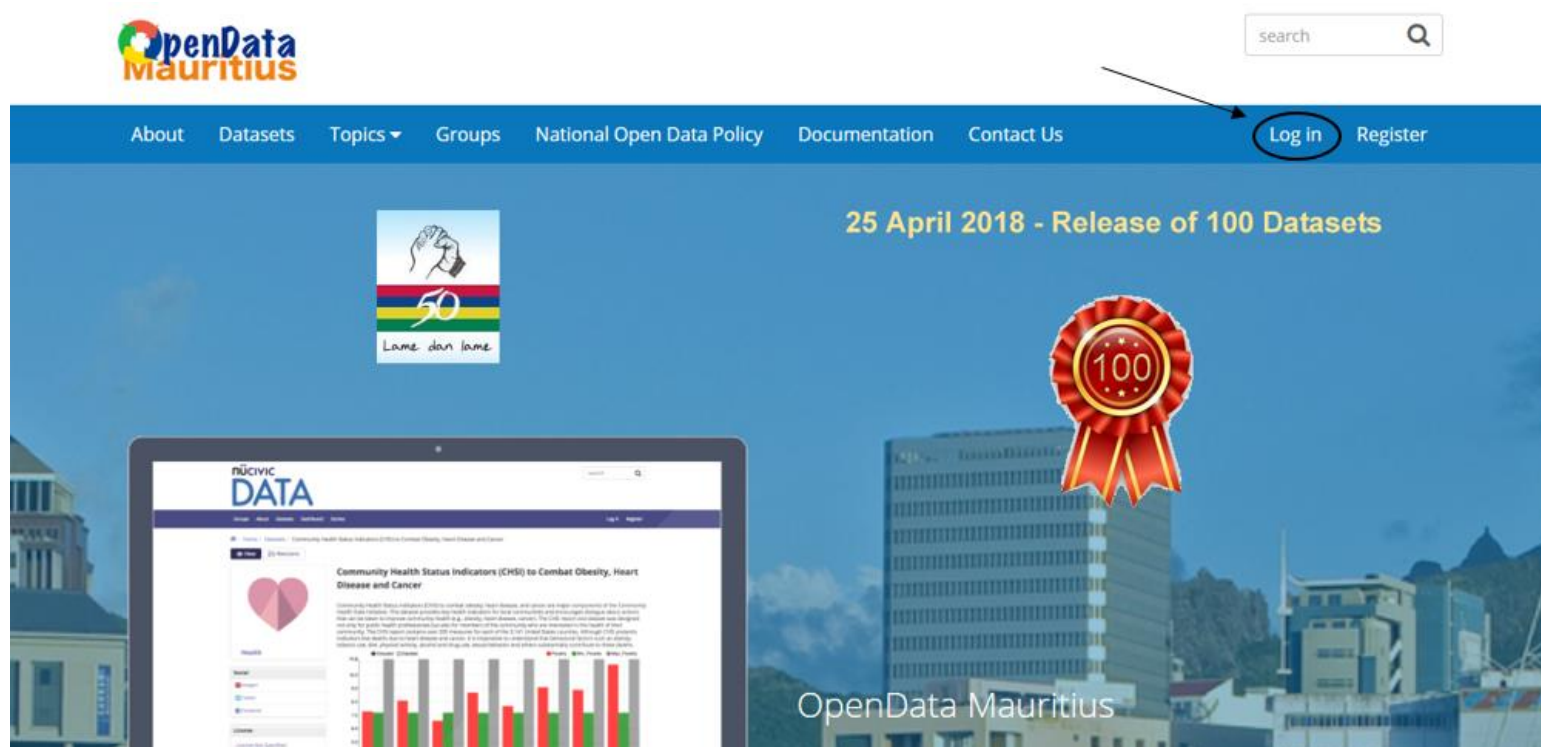
Building Datasets Data Publishing Process



1. Step One

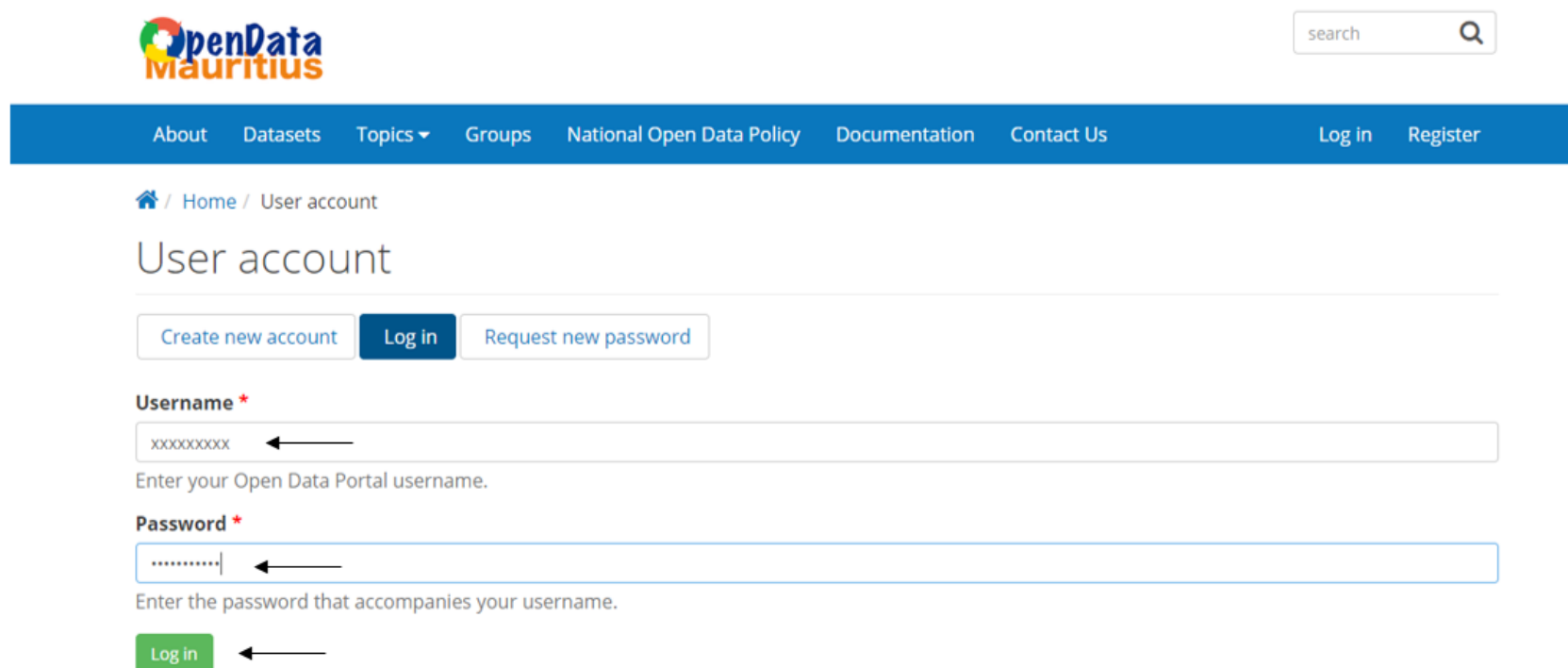
To begin the process of uploading a dataset, see the below steps:

Step 1: Visit the National Open Data Portal – Mauritius (<https://data.govmu.org>) and click “Log In”



2. Step Two

Step 2: Enter your User Name and Password and click the green “Log In” button.



The screenshot shows the OpenData Mauritius website's user account page. At the top, there is a search bar and a navigation menu with links: About, Datasets, Topics, Groups, National Open Data Policy, Documentation, Contact Us, Log in, and Register. Below the navigation bar, the breadcrumb trail reads 'Home / User account'. The main heading is 'User account'. There are three buttons: 'Create new account', 'Log in' (highlighted in blue), and 'Request new password'. Below these are two input fields: 'Username' and 'Password', both marked with a red asterisk. The 'Username' field contains 'xxxxxxxx' and the 'Password' field contains '.....'. Below each field is a prompt: 'Enter your Open Data Portal username.' and 'Enter the password that accompanies your username.' respectively. At the bottom, there is a green 'Log in' button.

OpenData Mauritius

search

About Datasets Topics Groups National Open Data Policy Documentation Contact Us Log in Register

Home / User account

User account

Create new account Log in Request new password

Username *

xxxxxxxx

Enter your Open Data Portal username.

Password *

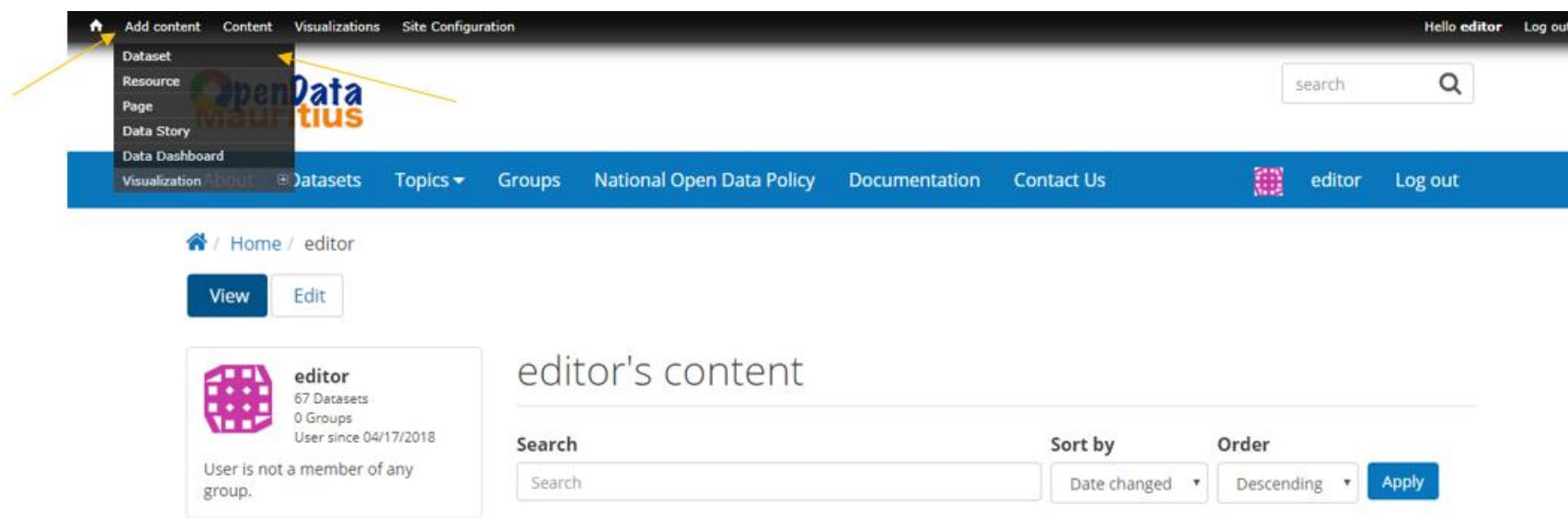
.....

Enter the password that accompanies your username.

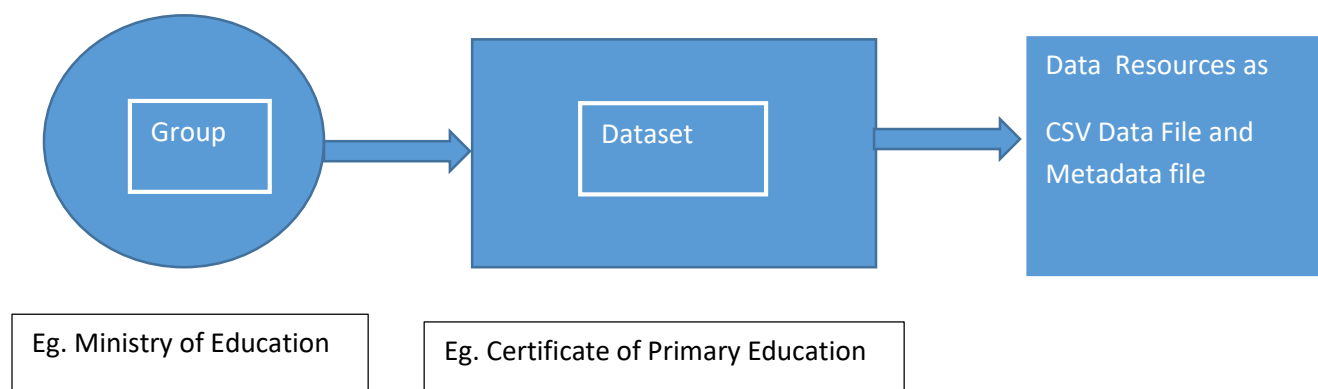
Log in

3. Step Three

Step 3: Once logged in, the user profile page will be displayed. Using the top menu bar select [Add Content > Dataset].



3.1 What is a Data Resource?



Each CSV file is a Data Resource.

Eg. Education.....1980-2015.csv;
 Education.....2016.csv;
 Education.....2017.csv

4. Step Four

Step 4: From the Add a Dataset page, populate the following metadata fields:

The screenshot shows the 'Add a Dataset' page on the OpenData Mauritius website. The page has a blue header with the OpenData Mauritius logo and a search bar. Below the header is a navigation bar with links: About, Datasets, Topics, Groups, National Open Data Policy, Documentation, Contact Us, editor, and Log out. The breadcrumb trail shows: Home / Add content / Add dataset. On the left, there is a sidebar with a 'What are datasets?' section. The main content area is titled 'Add a Dataset' and features a progress bar with three steps: 1. Create dataset (active), 2. Add data, and 3. Additional data. The 'Title' field is populated with 'List of Post Offices and Addresses in Mauritius'. The 'URL' field is populated with 'data.govmu.org/dataset/list-of-post-offices-and-addresses-in-mauritius'. The 'Description' field is populated with 'This list provides Post Offices names, addresses and telephone numbers.'

1. Title

- Do not include references to Mauritius, this will be addressed in upcoming fields
- Do not include temporal (time) references, this will be addressed in upcoming fields

a. Note that DataSet should not contain year in its naming convention as Title

- b. Examples of Title that can be used:
Certificate of Primary Education (CPE) Examination Results;
Forest Plantations by Type of Plants;

2. URL is Automatic

- Do NOT modify this field

3. Description

- Brief description of the data
Give a **Description** - May be same as title – do not insert year
For example, Certificate of Primary Education (CPE) examination Results for island of Mauritius, island of Rodrigues and ...
- Do not include data dictionary or data limitations, these will be addressed in upcoming fields

4. Text format

- Do NOT modify this field

The screenshot shows a web form for data publishing. It has four main sections: 'Tags' with a text input containing 'post office' and a red 'x' icon; 'Topics' with a dropdown menu showing 'Information and Communication Technology'; 'License' with a dropdown menu showing 'Creative Commons Attribution'; and 'Publishing options' with three checkboxes: 'Published' (checked), 'Promoted to front page', and 'Sticky at top of lists'. Below these sections is a blue button labeled 'Next: Add data' and a red warning message: 'Important: By submitting content, you agree to release your contributions under the Open Database License.'

Tags
post office ✕
eg. economy, mental health, government

Topics
Information and Communication Technology ✕

License
Creative Commons Attribution
License definitions and additional information can be found at opendefinition.org

Publishing options
Published

- ☒ Published
- ☐ Promoted to front page
- ☐ Sticky at top of lists

[Next: Add data](#)

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

5. Tags

- Tags are keywords that allow data to be easily found
- Start typing and available tags will automatically appear for selection
- Separate tags with commas
for example Education, cpe, etc

6. Topics

- Broad category in which the data falls, such as 'Agriculture' and 'Social'
- Place your mouse cursor into the box to see available selections
- Generally only ONE topic will be selected, contact the administrator of the portal if more than one topic is being considered

7. License

- Select 'Creative Commons Attribution'

8. Then click 'Next: Add data'

5. Step Five

Step 5: From the Add a Resource page (also you can click Add Content → Resource), populate the following metadata fields:

The screenshot shows the 'Add a Resource' page. At the top is a blue navigation bar with links: About, Datasets, Topics, Groups, National Open Data Policy, Documentation, Contact Us, editor, and Log out. Below the navigation bar is a breadcrumb trail: Home / Add content / Add resource. On the left, a blue box titled 'What is data?' contains the text: 'Data can be any file or link to a file containing useful data.' The main heading is 'Add a Resource'. Below this are three tabs: 'Upload' (selected), 'API or Website URL', and 'Remote file'. The 'Upload' tab shows a file upload area with the text: '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 geojson xml zip.' A file named 'List of Post Offices and Addresses in Mauritius.csv' is shown with a 'Remove' button. Below this is a 'Data Previews' section with the text: 'Select desired previews for this file.' There are three checkboxes: 'Grid' (checked), 'Graph', and 'Map'.

1. Upload

- Select tabular data or shapefile to upload
- Do NOT use the 'API or Website URL' or 'Remote file' options at this time

2. Data Previews

- Select 'Grid' and 'Graph' if the data is tabular and graphical representation is required.
- Do NOT use the 'Map' (or 'Graph' optional) at this time

The screenshot shows a data upload form with several fields and options. Annotations include circles around the 'Delimiter' dropdown (showing a comma), the 'Title' field (containing 'List of Post Offices and Addresses in Mauritius'), and the 'Format' dropdown (showing 'CSV').

Delimiter

Select delimiter for file if applicable.

☐ Embed

Provide an embed link?

Title *

List of Post Offices and Addresses in Mauritius

Description

eg. Some useful notes about the data

Text format Markdown HTML [More information about text formats](#)

Format CSV

3. Delimiter

- For tabular data, select the appropriate delimiter character

4. Embed

- Do NOT use this field at this time

5. Title

- Enter a title for the RESOURCE, this is different from the title for the DATASET but may be similar
- For example, if the DATASET title is “Forest plantations by type of plants” the title of the RESOURCES may be:
 - DATA-Forest plantations by type of plants

6. Description

- A brief description of the resource, this can be omitted if the title is sufficiently self-explanatory

7. Text Format

- Do NOT modify this field

8. Format

- Select the appropriate file extension such as CSV

8.1 Saving the Data File (CSV Format) - NOTE: The following actions are to be performed prior to creation of the dataset.

- Select the Excel file to be used as dataset.
- Perform Data Wrangling.
- Convert the data file to CSV as follows:

S/N	Methodology		
1	Data File Name	“DATA” to be added at the beginning when clicking ‘Save as’	Eg. DATA-Forest Plantations by Type of Plants 1993-2015
2	Save file as Type	CSV format (comma delimited)	
		Then click on ‘Select Tools’ and	
		Select Web Options	

		Go to Encoding and select Unicode (UTF-8)	
		Click ok	

Dataset [Show row weights](#)

+

Dataset that this resource is attached to.

Add another item

URL path settings
Automatic alias

Revision information
New revision

Publishing options
Published

Revision log message

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

Save

Save and add another

9. Dataset

- Do NOT modify this field

10. Then click ‘Save and Add another’ or click ‘Save’ if no further Resource is to be added.

6. Step Six

Step 6: Creating and Saving the Metadata File (Dictionary) (In Parallel)

1. Create Metadata File in Notepad – Save file having prefix METADATA-....
2. Source of data to be included in metadata file such as Statistics Mauritius or the URL concerned
3. Describe any particular data
4. Footnotes for rows and columns to be pasted in the file
5. Superscript, if any to be inserted and remove in data file

For example, file: METADATA-Nominal and Real Wage rate indices 1993 - 2016

Nominal and Real Wage rate indices , 1993 - 2016

Source: Quarterly Survey of Employment and Earnings and Hours of Work in large establishments (employing 10 or more persons)

Published and converted to CSV by: Central Open Data Team (Ministry of Technology, Communication and Innovation)

Sources may also be:

- Source: Statistics Mauritius
- URL: if available (e.g Health PDF)

6.1 On top left hand side, you can add Content as Resource – Metadata File

Click Browse and select the Metadata file

Do not select Data Previews

1. Insert Title starting with METADATA eg. METADATA.....CPE 2015
2. Give a full Description
3. Save

7. Step Seven

Step 7: From the additional data page, populate the following metadata fields:


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



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. Author

- Do NOT use this field at this time

2. Spatial/Geographical Coverage Area

- Do NOT use this field at this time

Frequency

- None -

The frequency with which dataset is published. See [DCAT frequency](#) for more info.

Temporal Coverage
The temporal period that the dataset covers. See [DCAT temporal coverage](#) for more info.
☐ Show End Date

Date	Time
<input type="text"/>	<input type="text"/>
E.g., 04/24/2018	E.g., 13:36:39

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

3. Frequency

- Enter frequency of data updates if known

4. Temporal Coverage

- If data covers start/end dates, enter them here in the format mm/dd/yyyy hh:mm:ss
- These fields are optional but if a date is entered a time must be entered as well

5. Granularity

- Do NOT use this field at this time

6. Data Dictionary

- Enter data definitions and known limitations as needed

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.

Show row weights

Additional Info

+

key

value

Add another item

7. Contact Name

- Enter the general GROUP name that manages this data, NOT an individual person's name

8. Contact Email

- Enter the general GROUP email that manages this data, NOT an individual person's email

9. Public Access Level

- Choose Public, if there are concerns about the privacy or contents of the data, contact your department data coordinator prior to submitting or uploading any data

10. Additional Info

- Do NOT use this field at this time

[Show row weights](#)

Resources

+ List of Post Offices and Addresses in Mauritius (394)

+ List of Post Offices and Addresses in Mauritius (393)

+

[Add another item](#)

[Show row weights](#)

Related Content

+

Title	URL
<input type="text"/>	<input type="text"/>

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](#)

Revision Information
[New revision](#)

Authoring information
By kperab on 2018-04-20 05:08:03 +0400

Publishing options
[Published](#)

☒ Create new revision

Revision log message

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

[Finish](#) [View changes](#) [Delete](#)

11. Resources

- Do NOT use this field at this time, it will be auto populated; it can be used to delete unwanted resources

12. Related Content

- Do NOT use this field at this time.

13. Revision Information/Moderation State

- Once ready for review by department data coordinator(s) set this to Needs Review

14. Then click 'Finish'

8. Step Eight

Perform a testing

- Test all datasets submitted and their links
- Check Groups, corresponding Datasets as CSV and Metadata
- Try data preview as graphs with different coordinates

9. Copy data from pdf file and save in Excel for data wrangling

For example, for **Ministry of Health**

Go to website – <http://www.health.govmu.org>

On Menu, go to Statistics and Statistics on HIV/AIDS - Table New Cases of HIV/AIDS notified(2016)

1. Select and Copy data in Pdf file to Word and separate years
1987 - 2004 869 255 1124 87 22 109 956 277 1233 (*Note in this row, amend the year to be single and readjust later*)

2005 815 106 921 5 2 7 820 108 928
2006 455 87 542 9 4 13 464 91 555
2007 452 94 546 16 6 22 468 100 568
2008 402 136 538 12 7 19 414 143 557
2009 436 112 548 6 1 7 442 113 555
2010 433 135 568 8 4 12 441 139 580
2011 298 103 401 10 6 16 308 109 417
2012 215 105 320 6 1 7 221 106 327
2013 151 109 260 7 4 11 158 113 271
2014 190 132 322 7 4 11 197 136 333
2015 155 107 262 4 3 7 159 110 269

2. Paste in Excel
3. Go to Menu – Data
4. Click “Text to Column”
5. Choose delimited, next and select space (Space Separator)
6. Add rows/columns Title accordingly
7. Finish
8. Proceed with Metadata File and CSV file for upload

10. Resources: Links to be visited

We are in the Learning Process and need to learn by Research from other portals.

The links below may be referred for a high-level e-Learning resource on Open Data from the European Union.

1. [e-Learning Website] <https://www.europeandataportal.eu/elearning/en/#/id/co-01>
2. [Transcripts of e-Larning]:
<https://www.europeandataportal.eu/elearning/en/course/en/data/transcripts.zip>
3. [Additional Resources] <https://www.europeandataportal.eu/en/resources/more-training-materials>
4. <https://data.gov.in/>
5. <http://data.gov.au/> (CKAN)¹
6. <https://ny.github.io/open-data-handbook/OpenDataHandbook.pdf>
7. <https://www.europeandataportal.eu/en/providingdata/goldbook>

¹ CKAN - The **Comprehensive Knowledge Archive Network**(CKAN) is a web-based open source management system for the storage and distribution of open data. ... The state government of South Australia also makes government data freely available to the public on the **CKAN** platform.