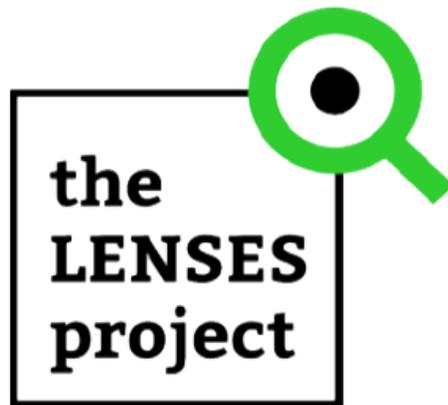


How to add a dataset in the LENSES Observatory



Add dataset

Firstly, you need to go to the “**Datasets**” page (Figure 1).

There, you will see the “**+Add dataset**” button which you need to click.

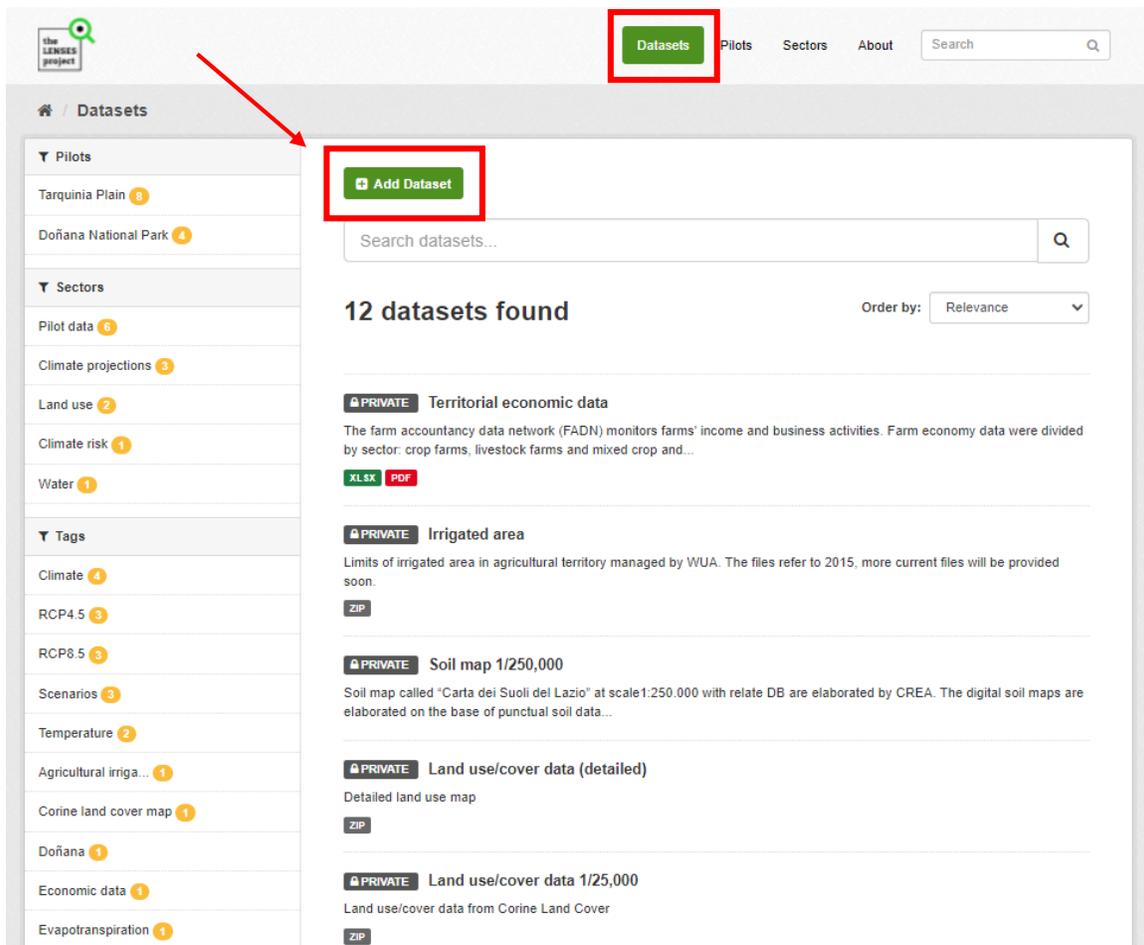


Figure 1: All datasets page

Then, you will be directed to the “Create dataset” page (Figure 2).

You will need to provide information about the dataset regarding the following:

- **Title** – a descriptive title of the dataset provided
- **Description** – a detailed description of the dataset
- **Tags** – keywords relevant to the dataset
- **Pilot** – the name of the pilot that is represented in the dataset
- **Author** – the name of the person who is responsible for the dataset from your organization

- **Author Email** – the email of the person who is responsible for the dataset from your organization
- **Organization** – the organization that provides the dataset
- **Data update frequency** - the frequency of the data updates (e.g., annually)
- **Data timespan** – if the dataset contains time series data, provide the first and last date available (e.g., 2019-2021)
- **Time interval** – if the dataset contains time series data, what is the time interval between values (e.g., 5min, daily, etc.)

After that, you have to click the **“Next: Add data”** button on the bottom right of the page (Figure 2).

The screenshot shows the 'Create Dataset' page. On the left, there is a sidebar with the heading 'What are datasets?' and a brief explanation of CKAN datasets. The main content area is a form with the following fields:

- Title:** A text input field containing 'eg. A descriptive title'. Below it is a URL field with the value 'lenses-observatory.draxis.gr/dataset/<datasets>' and an 'Edit' button.
- Description:** A large text area containing 'eg. Some useful notes about the data'. A note at the bottom says 'You can use Markdown formatting here'.
- Tags:** A text input field containing 'eg. economy, mental health, government'.
- Pilot:** A dropdown menu with 'Doñana National Park' selected.
- Author:** A text input field containing 'Joe Bloggs'.
- Author Email:** A text input field containing 'joe@example.com'.
- Organization:** A text input field containing 'Your organization'.
- Data update frequency:** A text input field containing 'Data update frequency'.
- Data timespan:** A text input field containing 'Data timespan'.
- Time interval:** A text input field containing 'Time interval'.

At the bottom right, there is a green button labeled 'Next: Add Data' which is highlighted with a red rectangular box. A red arrow points from the 'Time interval' field towards this button. A legend at the bottom left indicates that an asterisk (*) denotes a required field.

Figure 2: Create dataset page

Then, you will be directed to the “**Add data**” page (Figure 3).

There you will **either** have to click on “Upload” and upload a file, which is also called resource, of your dataset **or** click “Link” and provide a link to the dataset. Afterwards, you should provide the following:

- **Name** – a title for the dataset you are providing to the Observatory
- **Description** - a detailed description of the dataset

The format of the file will be identified by the system automatically, but you can still provide it if you like.

In case you wish to upload only one file or provide one link for the dataset, you can click “**Finish**” (Figure 3) and the dataset will be imported to the Observatory.

If you wish to upload more than one files or provide more than one links, you need to click “**Save & add another**” (Figure 4). Afterwards, you will need to do the same process as before in order to upload/provide the rest of the files and/or links. When you finish the process of uploading all the relevant files and/or links, you will need to click “**Finish**” (Figure 3) and the files (resources) will be imported to the Observatory.

Figure 3: Add new resource

What's a resource?

A resource can be any file or link to a file containing useful data.

1 Create dataset **2 Add data**

Data:

Name:

Description:

You can use Markdown formatting here

Format:

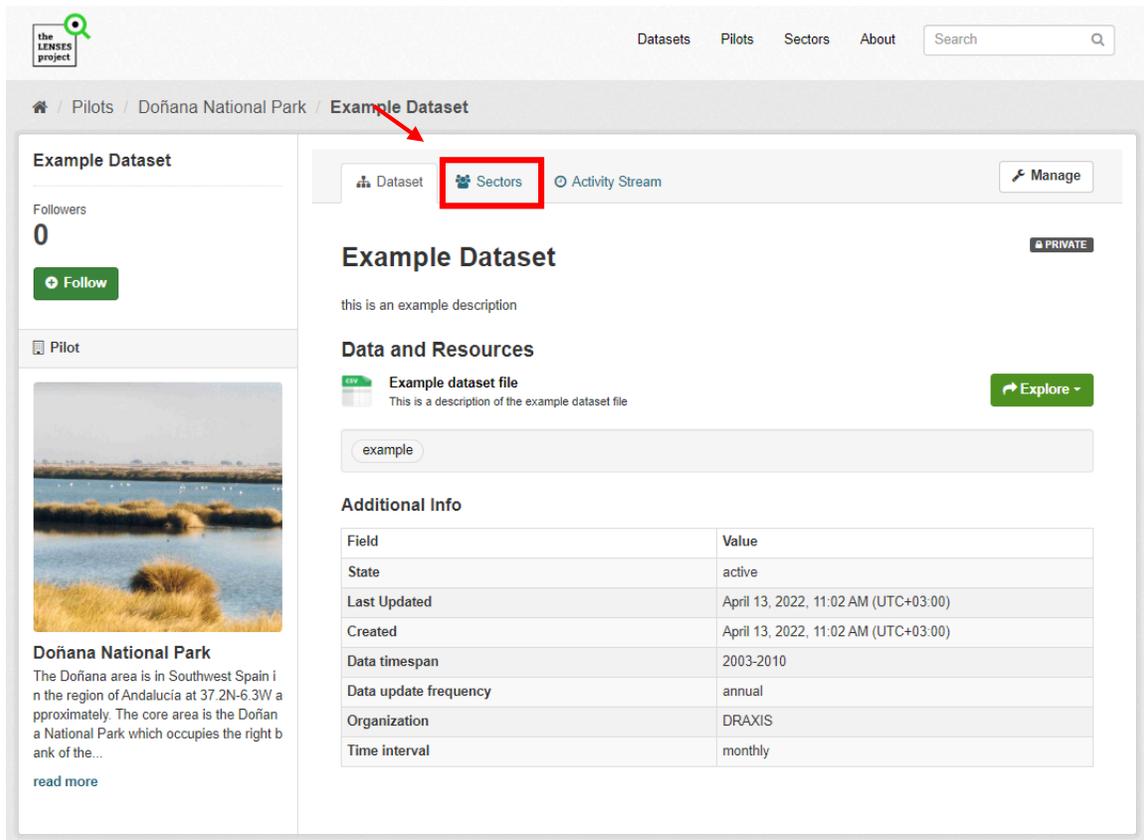
This will be guessed automatically. Leave blank if you wish

Figure 4: Save & add another

Assign the dataset to a sector

When you upload the dataset, you will be directed to the page of that specific dataset. In order to assign the dataset to a sector, you need to select **“Sectors”** from the menu bar on the dataset’s page, as shown in the figure below (Figure 5).

In case you want to assign the dataset to a sector after leaving the dataset’s page, you can find the dataset you have uploaded at the “Datasets” page from the menu bar and follow the process explained above.



Example Dataset

Followers
0
[Follow](#)

Pilot



Doñana National Park
The Doñana area is in Southwest Spain in the region of Andalucía at 37.2N-6.3W approximately. The core area is the Doñana National Park which occupies the right bank of the...
[read more](#)

Example Dataset PRIVATE

this is an example description

Data and Resources

[Example dataset file](#)
This is a description of the example dataset file [Explore](#)

example

Additional Info

Field	Value
State	active
Last Updated	April 13, 2022, 11:02 AM (UTC+03:00)
Created	April 13, 2022, 11:02 AM (UTC+03:00)
Data timespan	2003-2010
Data update frequency	annual
Organization	DRAXIS
Time interval	monthly

Figure 5: Uploaded dataset page

When you select “Sectors”, you will be able to see the following page (Figure 6).

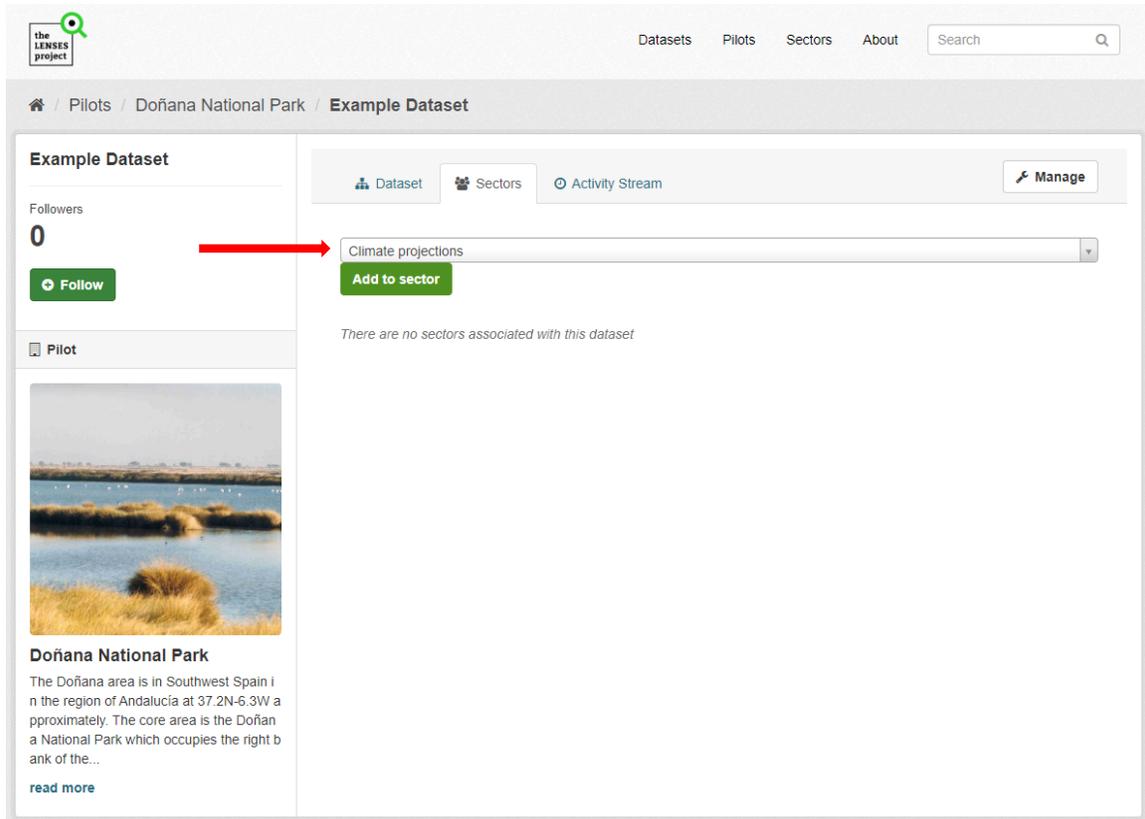


Figure 6: Select among sectors for the dataset

In order to assign the dataset to a sector you should select from the drop down list one of the existing sectors (Figure 6) and then click **“Add to sector”** (Figure 6).