

A Guide to Adding a Dataset to the Cambridgeshire Insight Open Data Portal

Policy, Performance and Intelligence

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Adding a new dataset

A “Dataset” is the term used to describe the holding page on the Open Data portal for data files.

1. Depending on which page you are on:
 - a. On the “DKAN Metastore (Datasets)” page, click “Add a new dataset”
 - b. On the “Content” page, click “Add content”

The following are required in order to publish:

2. On the “Create dataset” page, fill in the title (e.g. Demo Dataset)
3. 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. Choose a who can access your data (from Public, Restricted Public, or Non-public). Open data is public.

The screenshot shows the 'Create dataset' form in the Open Data Portal. The form is titled 'Create dataset' and is located under the 'Cambridgeshire and Peterborough Insight | Open Data Portal' header. The form includes the following fields:

- Title ***: A text input field containing 'Demo Dataset'. This field is circled in red.
- Description ***: A text input field containing 'A demonstration of how to create a dataset.'. This field is circled in red.
- Public Access Level ***: A dropdown menu with 'public' selected. This field is circled in red.
- Frequency**: A dropdown menu with '- None -' selected.
- Data Dictionary**: A text input field containing 'http://'. Below this field is a note: 'URL to the data dictionary for the dataset or API. Note that documentation other than a data dictionary can be referenced using Related Documents as shown in the expanded fields.'

On the right side of the form, there is a sidebar with the following information:

- Last saved:** Not saved yet
- Author:** Demo_User
- Revision log message**: A text input field for describing changes.

5. Enter the latest date the data was changed/updated/modified
6. Select the licence that's appropriate to your data. (most common one is UK Open Government License)

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http://

Data Dictionary Type
The machine-readable file format (IANA Media Type or MIME Type) of the distribution's describedBy URL.

Release Date

dd/mm/yyyy

--:--:--

Date of formal issuance.

5. Last Update *

24/07/2026

--:--:--

Most recent date on which the dataset was changed, updated or modified.

6. License
The license dataset or API is published with. See [Open Licenses](#) for more information.

UK Open Government Licence (OGL)

Relevant Location
If your dataset has a spatial component, please provide location such as place name or latitude/longitude pairs.

Temporal
Start date

dd/mm/yyyy

--:--:--

End date

dd/mm/yyyy

--:--:--

The [start and end dates](#) for which the dataset is applicable.

7. Select the name of your organisation from the drop-down menu (e.g. Cambridgeshire County Council)
 - a. If your organisation doesn't appear on this list, please contact Policy, Performance and Intelligence (policyandinsight@cambridgeshire.gov.uk)
8. Enter a contact name and email address.
9. Choose the topic most appropriate for your data
 - a. You can add multiple topics if appropriate, by clicking back in the box after selecting the first one from the list

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7.

Organization

A Dataset Publisher Organization.

Publisher Name *

Cambridgeshire County Council - Policy and Insight Team

8.

Project Open Data ContactPoint vCard

A Dataset ContactPoint as a vCard object.

Contact Name *

A full formatted name, e.g. Firstname Lastname.

Policy, Performance and Intelligence

Email *

Email address for the contact name.

policyandinsight@cambridgeshire.gov.uk

9.

Topics

Main thematic category of the Dataset.

Topic

Other

10. Add tags that will help site users find your data, by starting to type an appropriate word.
 - a. If it starts to autofill the word, click it to add
 - b. If nothing autofills, finish typing then click the word
11. Under “Data File”, add title of the first file you will be uploading or linking to
12. Enter a short description about the data file/link – what does the file contain, what file format is it in etc
13. Select which file format the data file is (e.g. xlsx, for a standard Excel file)

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Content

Tags*

Tags (or keywords) help users discover your dataset; please include terms that would be used by technical and non-technical users.

10. Tag*

testing

Distribution

A distribution is a container for the metadata specific to the data resource being shared. Each distribution should contain one **Access URL** or **Download URL**. When providing a Download URL, also include the format of the file. A distribution containing a Download URL to a csv or tsv file will generate queues that will import the data into a database table, this is referred to as a datastore. The datastore provides an API endpoint for users to run queries against the data.

11. Data File

File Title

Demo data example

12. File Description

Example of a file to be uploaded in an Excel xlsx format.

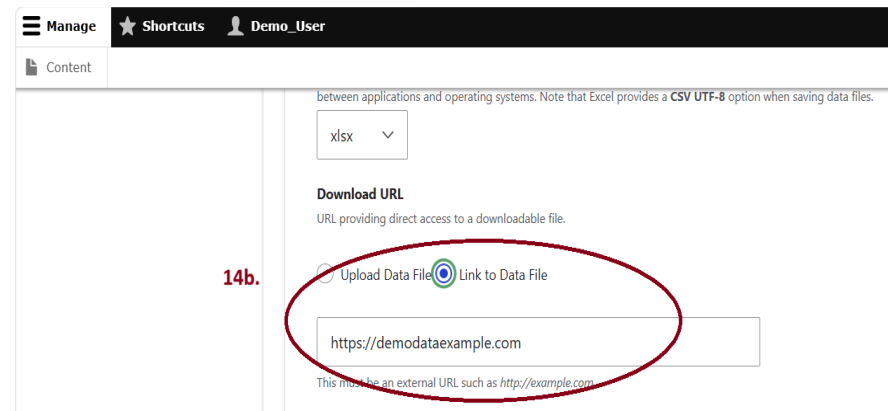
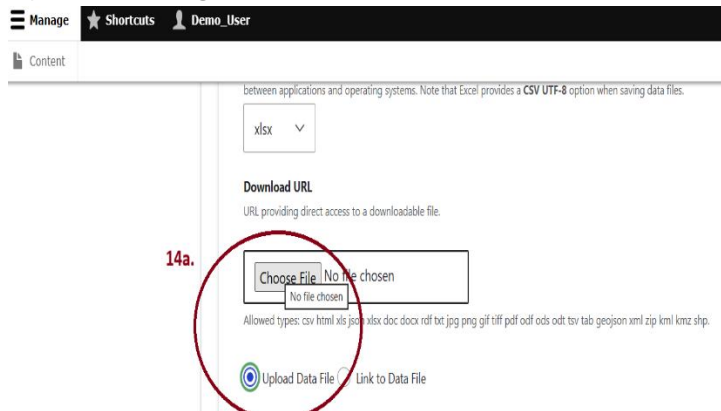
13. File Format

CSV files must be encoded in UTF-8 format to be imported correctly. UTF-8 encoding is an established standard that provides optimal compatibility between applications and operating systems. Note that Excel provides a **CSV UTF-8** option when saving data files.

xlsx

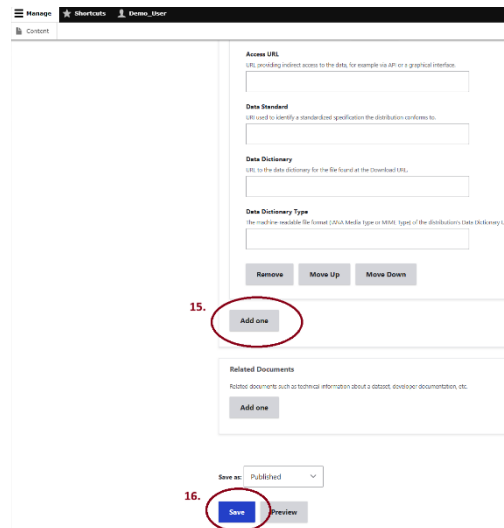
14. Select the appropriate button under “Download URL”

- If you are uploading a file, select “Upload Data File” and then click the “Choose file” button that appears above.
- If you are linking to a file, select “Link to Data File” and add the URL into the box below.



15. If you have any more files to add, select “Add one” under “Data File” (a new “Data File” box will open under the existing one) and repeat steps 11 to 14

16. Once finished, click “Save”.



Adding data to an existing dataset

1. On both the “DKAN Metastore (Datasets)” page and the “Content” page, click “Edit” in the “Operations” column of the dataset you wish to add to (e.g. Demo Dataset).
2. Scroll down the bottom of the page and click “Add one” under “Data File”

The screenshot shows the 'Content' page of the DKAN Metastore. The top navigation bar includes 'Manage', 'Shortcuts', and 'Demo_User'. The left sidebar has a 'Content' tab. The main content area is divided into two columns. The right column contains several sections: 'Access URL' (with a text input field), 'Data Standard' (with a text input field), 'Data Dictionary' (with a text input field), and 'Data Dictionary Type' (with a text input field). Below these sections are three buttons: 'Remove', 'Move Up', and 'Move Down'. A red circle highlights the 'Add one' button, which is located below the 'Data Dictionary Type' section. Below the 'Add one' button is a section titled 'Related Documents' with a text input field and an 'Add one' button. At the bottom of the page, there is a 'Save as:' dropdown menu with 'Published' selected, and two buttons: 'Save' and 'Preview'.

2.

3. A new “Data File” box will open under the existing one. Add the title add title of the first file you will be uploading or linking to
4. Enter a short description about the data file/link – what does the file contain, what file format is it in etc
5. Select which file format the data file is (e.g. xlsx, for a standard Excel file)

6. Select the appropriate button under “Download URL”
 - a. If you are uploading a file, select “Upload Data File” and the click the “Choose file” button that appears above.
 - b. If you are linking to a file, select “Link to Data File” and add the URL into the box below.

7. If you have any more files to add, select “Add one” under “Data File” (a new “Data File” box will open under the existing one) and repeat steps 3 to 6
8. Once finished, click “Save”.

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Content

Access URL
URL providing indirect access to the data, for example via API or a graphical interface.

Data Standard
URI used to identify a standardized specification the distribution conforms to.

Data Dictionary
URL to the data dictionary for the file found at the Download URL.

Data Dictionary Type
The machine-readable file format (IANA Media Type or MIME Type) of the distribution's Data Dictionary URL.

Remove **Move Up** **Move Down**

7. **Add one**

Related Documents
Related documents such as technical information about a dataset, developer documentation, etc.

Add one

Save as: Published

8. **Save** **Preview**