

How to add a dataset in the REXUS 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.

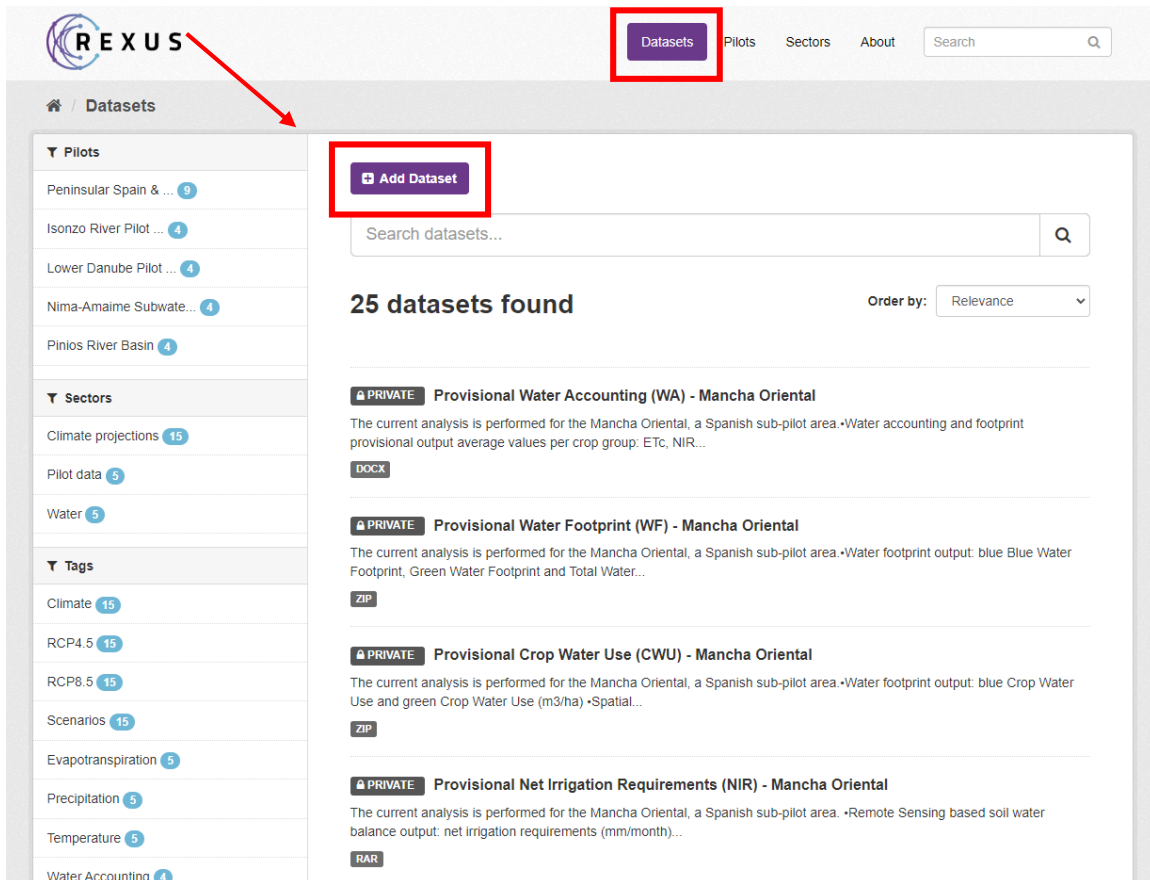


Figure 1: All datasets

Then, you will be directed to the next 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 regarding the dataset
- **Tags** – keywords relevant to the dataset
- **Pilot** – the name of the pilot that is represented in the dataset
- **Source data used** – information about the provider of 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 you do that, you have to click the **“Next: Add data”** button on the bottom right of the page (Figure 2).

REXUS

Datasets Pilots Sectors About Search

Dataset / Create Dataset

What are datasets?

A CKAN Dataset is a collection of data resources (such as files), together with a description and other information, at a fixed URL. Datasets are what users see when searching for data.

1 Create dataset 2 Add data

Title:
eg. A descriptive title
* URL: rexus-observatory.draxis.gr/dataset/<dataset> Edit

* Description:
eg. Some useful notes about the data
You can use Markdown formatting here

* Tags:
eg. economy, mental health, government

Pilot:
Isonzo River Pilot Case

Source data used:
Information about the source

* Author:
Joe Bloggs

Author Email:
joe@example.com

Organization:
Your organization

Data update frequency:
Data update frequency

Data timespan:
Data timespan

Time interval:
Time interval

* Required field

Next: Add Data

Figure 2: Create dataset

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 file or provide more than one link, 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.

The screenshot shows the 'Add New Resource' form in the REXUS system. The form is titled 'Add New Resource' and is part of the 'Isonzo River Pilot Case' under 'Pilots'. It features a progress bar with two steps: '1 Create dataset' and '2 Add data'. The form fields include: 'Data:' with 'Upload' and 'Link' buttons; 'Name:' with a text input containing 'eg. January 2011 Gold Prices'; 'Description:' with a text area containing 'Some useful notes about the data' and a note 'You can use Markdown formatting here'; and 'Format:' with a dropdown menu showing 'eg. CSV, XML or JSON' and a note 'This will be guessed automatically. Leave blank if you wish'. At the bottom, there are three buttons: 'Previous', 'Save & add another', and 'Finish'. Red arrows point to the 'Upload', 'Link', 'Name', 'Description', and 'Finish' elements.

Figure 3: Add new resource

The screenshot shows the REXUS web interface for adding a new resource. At the top, the REXUS logo is on the left, and navigation links for Datasets, Pilots, Sectors, and About are on the right, along with a search bar. Below the navigation, the breadcrumb trail reads: Home / Pilots / Isonzo River Pilot Case / fe / Edit / Add New Resource.

The main content area is titled "What's a resource?" and contains the text: "A resource can be any file or link to a file containing useful data." To the right of this text is a progress bar with two steps: "1 Create dataset" and "2 Add data".

The form fields are as follows:

- Data:** Two buttons: "Upload" and "Link".
- Name:** A text input field containing "eg. January 2011 Gold Prices".
- Description:** A text area containing "Some useful notes about the data". Below the text area is a note: "You can use Markdown formatting here".
- Format:** A dropdown menu showing "eg. CSV, XML or JSON". Below the dropdown is a note: "This will be guessed automatically. Leave blank if you wish".

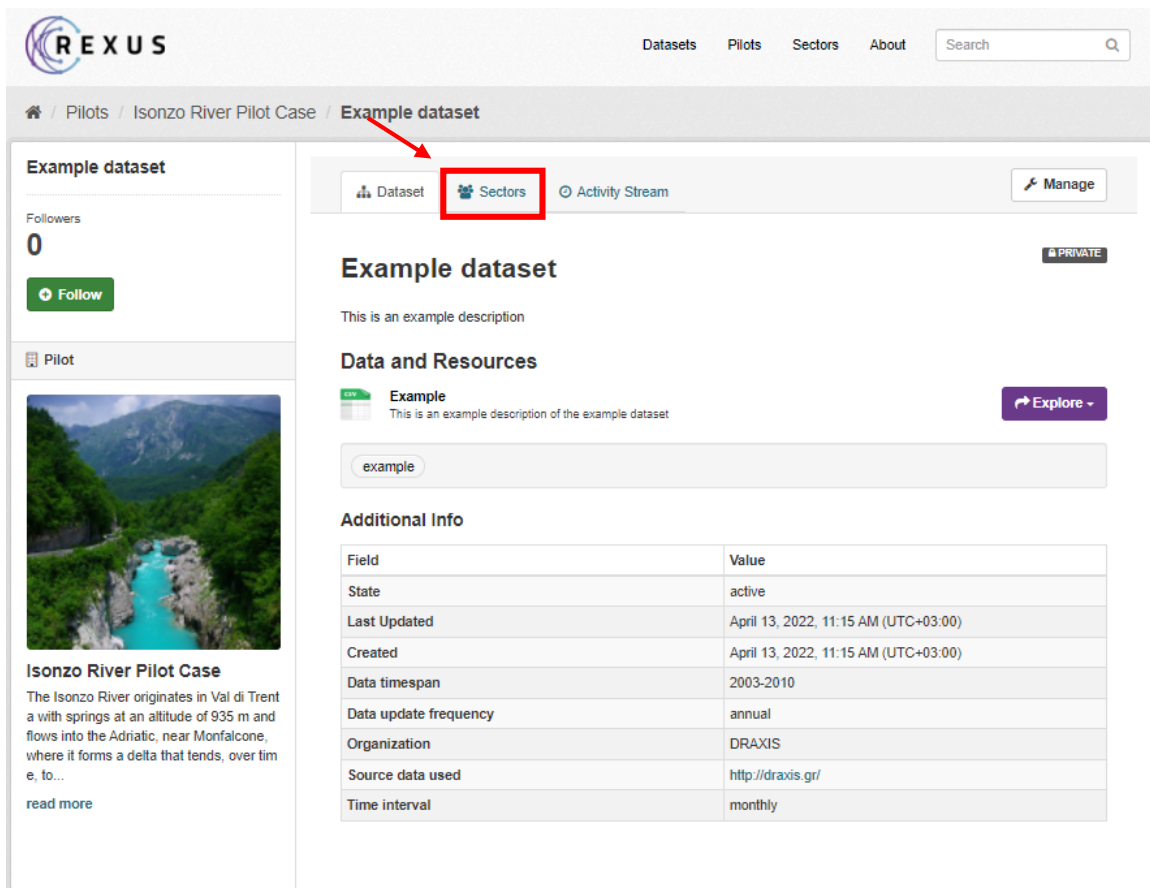
At the bottom right of the form, there are three buttons: "Previous", "Save & add another", and "Finish". The "Save & add another" button is highlighted with a red rectangular box, and a red arrow points to it from the right.

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.



The screenshot shows the REXUS website interface. At the top, there is a navigation bar with 'Datasets', 'Pilots', 'Sectors', and 'About' links, along with a search bar. The breadcrumb trail indicates the user is on the 'Example dataset' page under the 'Isonzo River Pilot Case' pilot. The 'Sectors' menu item is highlighted with a red box and a red arrow. The page content includes a sidebar with 'Followers' (0) and a 'Follow' button. The main content area features a description, 'Data and Resources' section with an 'Explore' button, and an 'Additional Info' table.

Field	Value
State	active
Last Updated	April 13, 2022, 11:15 AM (UTC+03:00)
Created	April 13, 2022, 11:15 AM (UTC+03:00)
Data timespan	2003-2010
Data update frequency	annual
Organization	DRAXIS
Source data used	http://draxis.gr/
Time interval	monthly

Figure 5: New dataset page

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

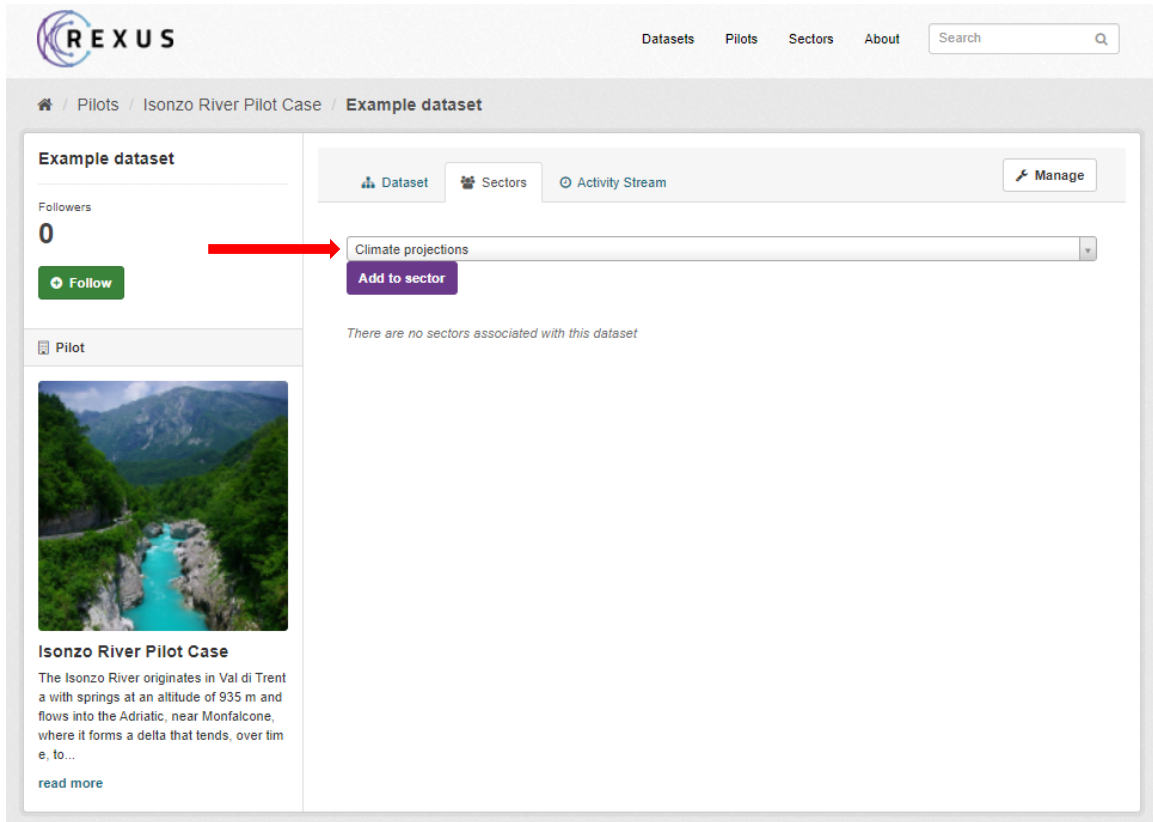


Figure 6: Select among existing sectors for the dataset

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).