

# Data Portal Operation (Module 1.2)



# Pacific Environment Portal

HELP

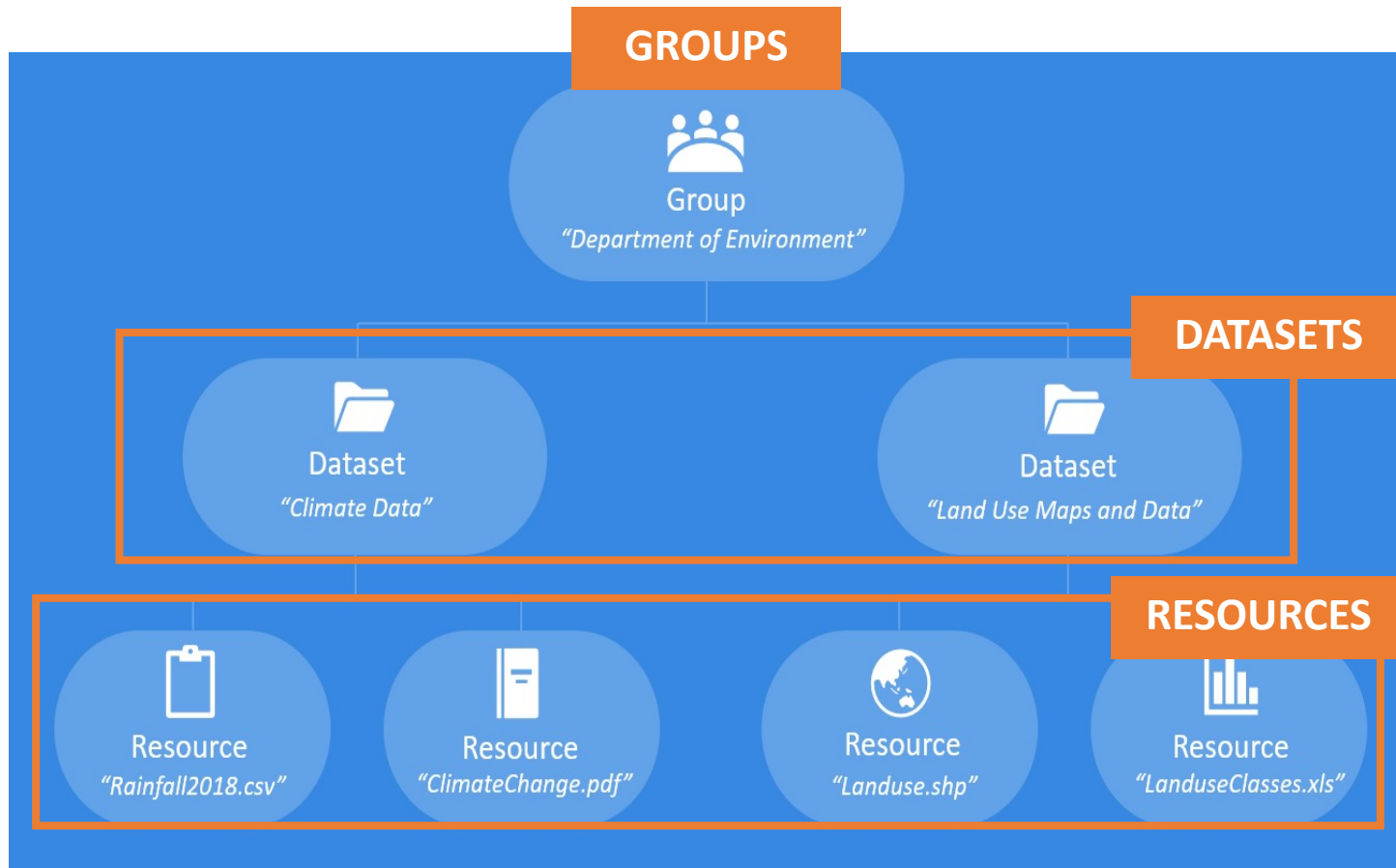
The screenshot shows the Pacific Environment Portal website. At the top left is the logo for SPREP PROE and the text "PACIFIC ENVIRONMENT PORTAL Environmental Information for Decision Making". A navigation menu is located at the top right, with "MENU" highlighted in an orange box. The menu items are DATASETS, ABOUT, TOPICS, GROUPS, STORIES, DOCS, DASHBOARDS, and HELP & SUPPORT, with "HELP & SUPPORT" circled in orange. Below the navigation is a search bar with the text "SEARCH TOOL" in an orange box above it. The search bar contains the word "Search" and a magnifying glass icon. Below the search bar is a grid of six theme buttons: "Atmosphere and Climate", "Land", "Biodiversity", "Built Environment", "Coastal and Marine", and "Culture and Heritage", with "Inland Waters" also visible. This grid is enclosed in an orange box. Below the theme buttons is a large orange box with the text "THEMES". Underneath "THEMES" is the heading "About" and a paragraph of text: "The Pacific Environment Portal provides an easy way to find, access and reuse regional and national data. Our main purpose is to provide easy access and safe storage for environmental datasets to be used for monitoring, evaluating, and analysing environmental conditions and trends to support environmental planning, forecasting, and reporting requirements at all levels. This Pacific Environment Portal is part of the Pacific Data Ecosystem, a partnership between Pacific Island Countries, SPREP and SPC. Visit the Pacific Data Hub for more data." Below the paragraph is a "READ MORE" button. On the right side of the page, there is a "LOG IN" button and a "LOG IN" link circled in orange. At the bottom right, there are social media icons for Facebook, Twitter, LinkedIn, and Email.

# Learning Objectives



1. Data portal structure
2. Create datasets
3. Upload resources into a dataset
4. Understand licensing levels
5. Understand metadata

# Understanding the structure of the data portal



# Dataset vs Resource

## DATASET



### Rainfall data Marshall Islands

 *Marshall Islands Office of Environmental Policy and Planning Coordination*

Historical rainfall data from the Climate Change Knowledge Portal, World Bank Group (Website:  
[http://sdwebx.worldbank.org/climateportal/index.cfm?page=downscaled\\_data...](http://sdwebx.worldbank.org/climateportal/index.cfm?page=downscaled_data...) [1] [1]  
<http://sdwebx.worldbank.org/climateportal/index.cfm?page=...>



## RESOURCE



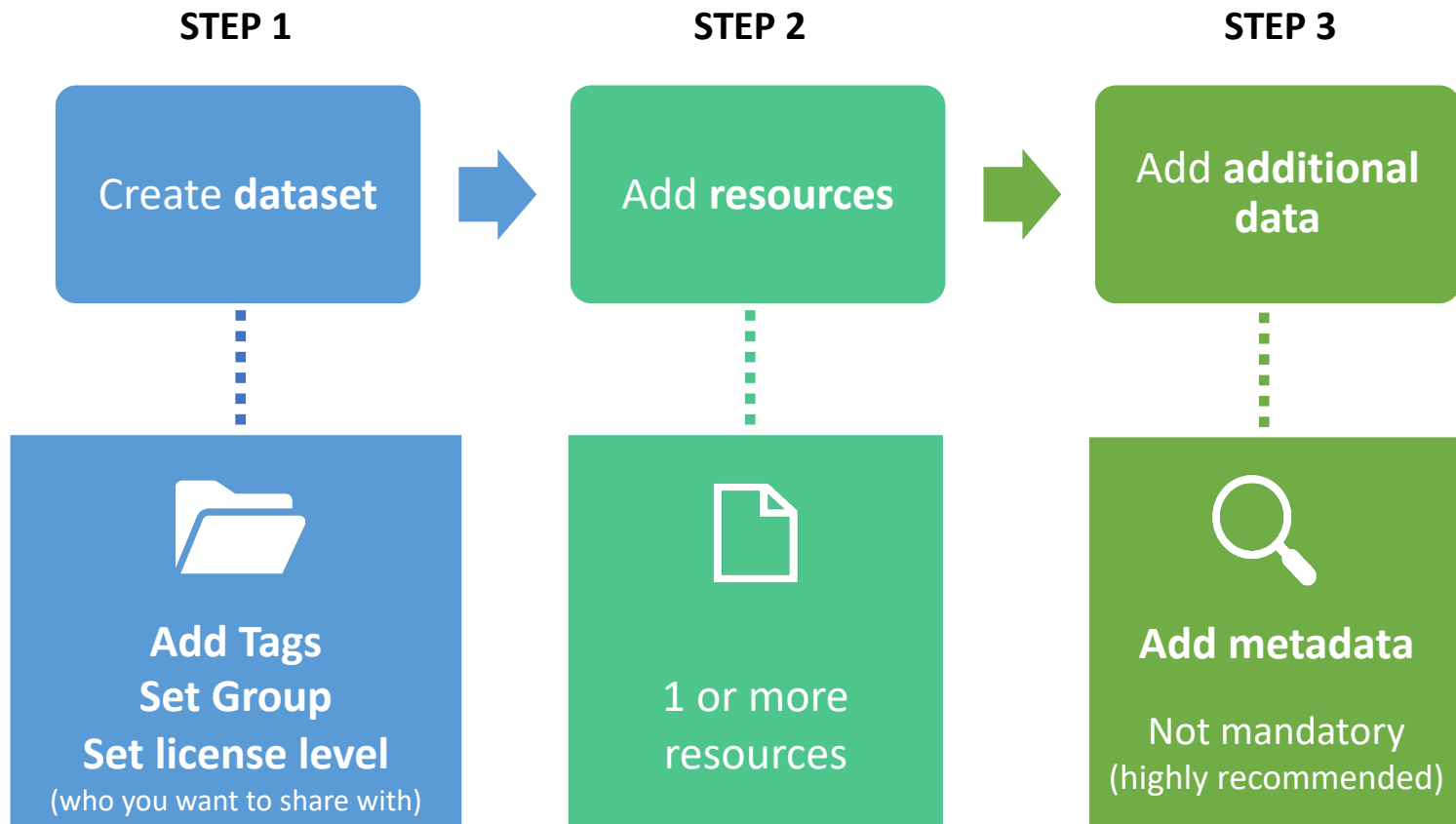
### RMI precipitation 1901-2015

 *Marshall Islands Office of Environmental Policy and Planning Coordination*

 *Rainfall data Marshall Islands*



# Uploading data



# STEP 1 : Create a Dataset



A screenshot of the Tonga Environment Data Portal website. The top navigation bar is dark with white text: 'Add content', 'Content', 'Visualizations', 'People', 'DKAN', and 'Site Configuration'. A dropdown menu is open on the left, listing 'Dataset', 'Group', 'Page', 'Data Story', 'Data Dashboard', 'Harvest Source', and 'Visualization'. The 'Dataset' item is circled in orange. The background of the page shows a scenic view of a tropical coastline with blue water and green hills. The page title is 'TONGA ENVIRONMENT DATA PORTAL' with the subtitle 'Environmental Information for Decision Making'. A search bar with the text 'search' and a magnifying glass icon is visible. The breadcrumb trail at the bottom right reads: 'Home / Dataset / Search'.

# STEP 1 (...continue)

## Add Basic Metadata

Add values for the basic metadata fields such as title, description, tags, groups and topics. Specify the license as Public, Shared or Private (next slide for license level information).



**Title \***

**URL**

**Description**

**Text format**  [More information about text formats ?](#)

Description should include any acknowledgements (eg. Donors) and specify if this is an official dataset

**Tags**

  
eg. economy, mental health, government

**Groups \***

**Topics**

**License Options and Access Control \***

- Select a value -

- **Public** - For data accessible to all portal groups and the public.
- **Shared** - For data shared between ministry portal groups but not with the public.
- **Private** - For internal use, only accessible within a single portal group.



# STEP 1 (...continue)


**Title \***

eg. A descriptive title

**URL**

tonga\_data.sprep.org/dataset/[dataset]

**Description**



Description should include any acknowledgements (eg. Donors) and specify if this is an official dataset

**Text format**  [More information about text formats ?](#)

**Tags**

eg. economy, mental health, government

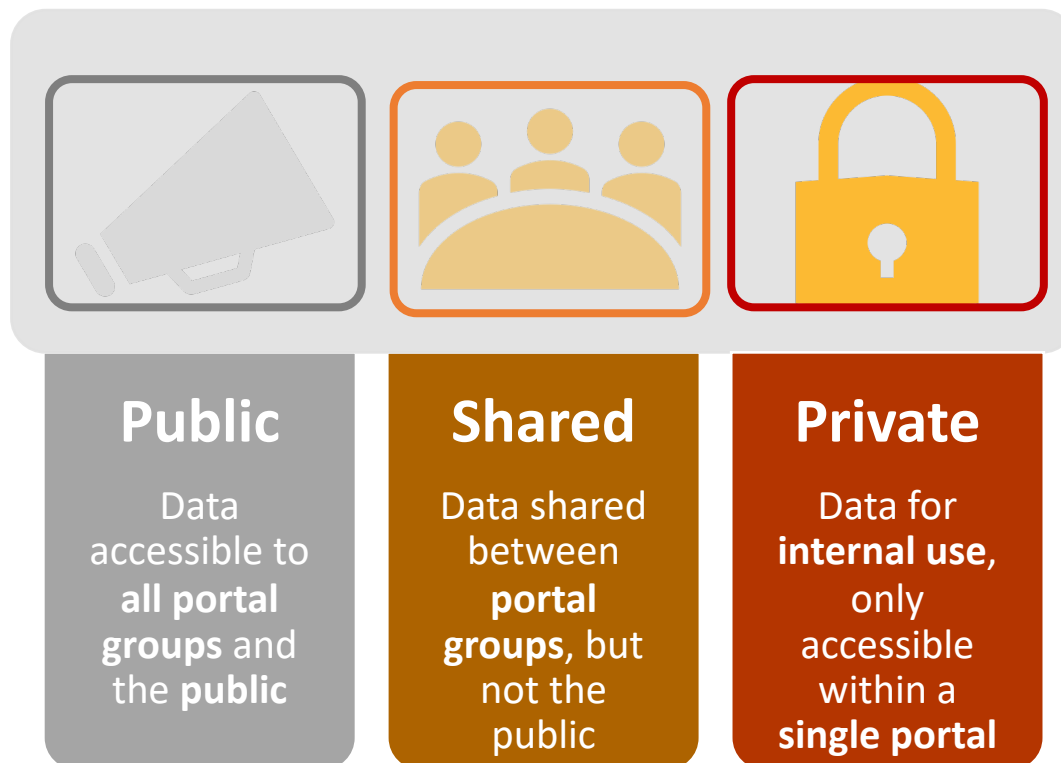
**Groups \***

**Topics**

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# License levels



# STEP 2: Add Resources

1 Edit dataset → 2 Add data → 3 Additional data

 Upload  Embed External Resource  Link to Remote File

Drop a file here or click *Browse* below.

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 tab geojson xml zip shp ppt pptx.

▸ CSV / GeoJSON Data Previews

**Delimiter**

Select delimiter for file if applicable.

Embed  
Provide an embed link?

# STEP 2 : (...continue)

**Title \***

eg. January Gold Prices

**Description**



Please provide additional information about about the resource including any caveats

**Text format**

Markdown HTML

[More information about text formats](#)

**Format**

Describe what the resource is about

Leave blank to auto-detect resource format

[Show row weights](#)

**Dataset**



testy (79437)

Dataset that this resource is attached to.

[ADD ANOTHER ITEM](#)

# Metadata

*Data about  
the data*

Field	Value
Author	Author of the dataset
Spatial Coverage Area	Area that the dataset relates to
Spatial Coverage Location	Name of the area that the dataset relates to
Frequency	How often a dataset is published
Temporal Coverage	Date, or start and end date range encompassing the dataset
Contact Name	Name of the person who can be contacted regarding the dataset
Contact Email	Email address of the person who can be contacted regarding the dataset
Homepage URL	URL of homepage where more info on the dataset can be found
Data standard	Name of the data standard that the dataset conforms to
Language	Language used in the dataset
Resources	List of resources that you added to the dataset
Related content	Internal link or link to an outside resource that provides additional context
Revision information	Explanation of the changes you are making in the Revision log message box. This helps other authors understand your motivations.

# Editing or deleting a dataset

13 APRIL 2018 | DATASET


## Inform Environment Data Portal Manuals


VIEW + ADD RESOURCE **EDIT** REVISIONS

Atmosphere and Climate Land Biodiversity Built Environment Coastal and Marine  
Culture and Heritage Nuclear Legacy

User manuals and quick start guides for using the Republic of Marshall Islands Environment data portal.


### Data and Resources

 **Official DKAN manual (comprehensive).**  
Official DKAN data portal user manual. [DOWNLOAD](#)

 **Inform Data Portal User Guide**  
User guide on getting started with the Inform Data Portal. [DOWNLOAD](#)

[DOWNLOAD ALL](#)

Field	Value
<b>Publisher</b>	Marshall Islands Environmental Protection Authority (RMIEPA)
<b>Modified</b>	2019-03-28
<b>Release Date</b>	2018-04-13
<b>Identifier</b>	c6f37831-0f0b-4db5-9c41-670e4db2f571



Marshall Islands Environmental Protection Authority (RMIEPA)

License

Public

[OPEN DATA](#)

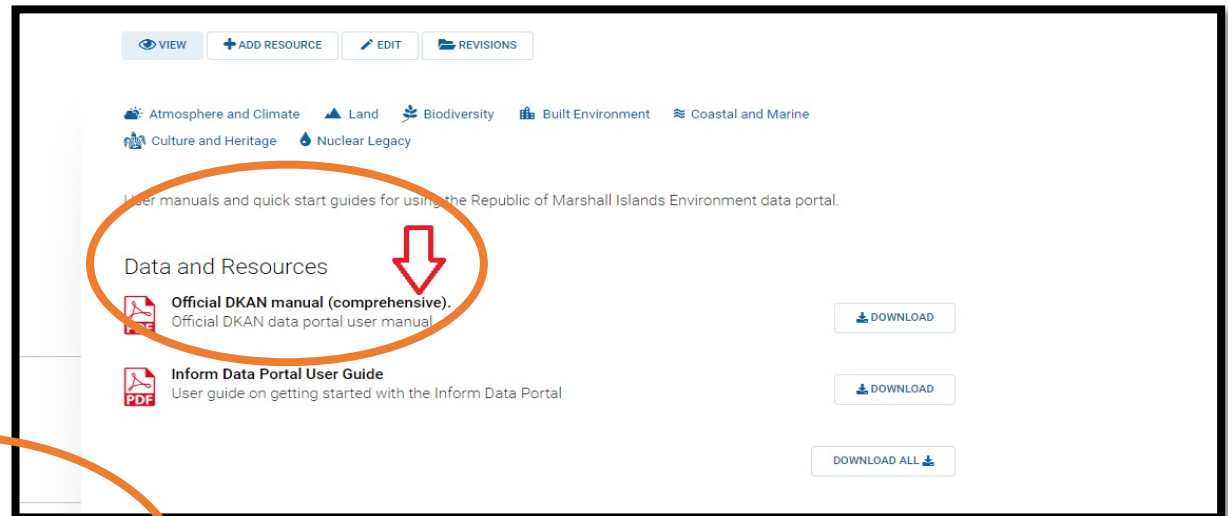
Other Access

The information on this page (the dataset metadata) is also available in these formats.

[JSON](#) [RDF](#)

via the DKAN API

# Editing & deleting a dataset (...cont)



VIEW + ADD RESOURCE EDIT REVISIONS

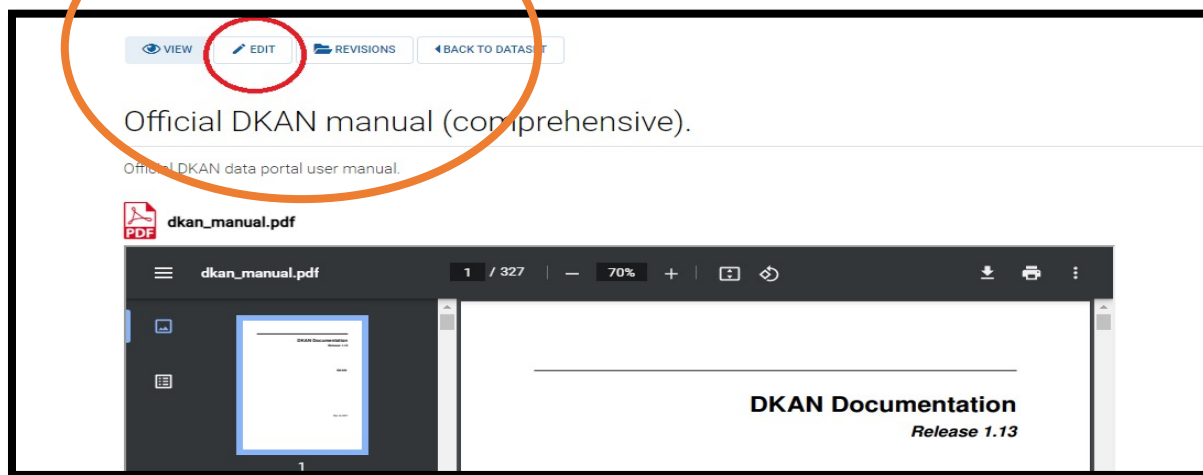
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[DOWNLOAD ALL](#)



VIEW EDIT REVISIONS BACK TO DATASET

**Official DKAN manual (comprehensive).**  
Official DKAN data portal user manual.

**dkan\_manual.pdf**

dkan\_manual.pdf 1 / 327 70%

**DKAN Documentation**  
Release 1.13

# In Summary

- The dataset is the folder that is created first to store resources or actual data on the portal
- There are three license levels to share information on the portal. These license levels are assigned per dataset.
- Uploading data on the portal is an easy three-step process
- If anything goes wrong in the process, it can be undone.

**Good Practice!**