



CONNECTING YOUR DATASET – A GUIDE FOR OPEN DATA SUPPLIERS

INTRODUCTION - In July of 2011, the Premier of British Columbia presented a direction to government that listed specific actions that will ensure our government continues to build on the open data and open information tools launched on July 19th. In particular, the direction states that Ministries must adopt BC's open license for data and ensure data accessibility through DataBC in accordance with BC's Open Data Policy which includes the requirement that data be published in an open machine-readable format. This guide will assist you in making your data available in accordance with the Premier's direction.

1 PLAN - Plan the process. Examine your current operational data holdings with a view to how that data can be opened up for public consumption. A good source when beginning this process is your Ministry Transformation & Technology Plan. Determine if the data will be hosted locally within your own public web presence or if it needs to be hosted with DataBC.

2 ASSESS – Once you know the breadth and depth of the data you wish to open up; you know the specifics of the data; and you know the final format that will be used, you can then engage in the assessment process. Follow the assessment checklist procedure to ensure that the data fits the policy and then proceed to gain executive sign-off to move forward.

3 MODEL – The data of interest may currently be in an operational database or available as one or more unstructured files or spreadsheets. Think about how you can structure the data to be of optimal use to the public consumer or developer. DataBC operations staff can assist in this process.

4 TRANSFORM – In many cases the data will need to undergo a transformation process to convert it from the operational model to a model determined to be best for dissemination to the public, e.g., conversion to another format, or extraction of specific columns from a database. DataBC operations can supply assistance through consultation and tools.

5 PUBLISH – Once the data has been assessed, cleared, signed off, optimal structure determined, transformed (if required), and hosting arrangements have been made; it is now time to publish its reference to the data in the DataBC Catalogue. This is accomplished by using the ODSI (Open Data Supplier Interface). Access is set up by contacting DataBC operations.

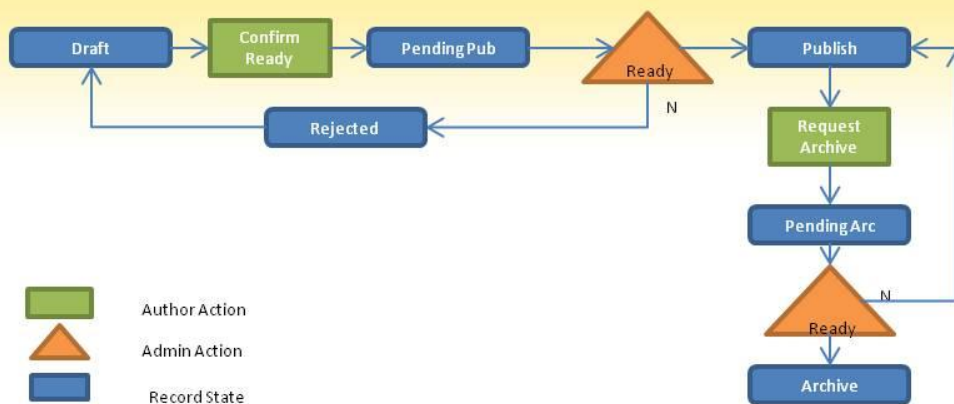
6 COMMUNICATE – Once the data is discoverable through the DataBC website (data.gov.bc.ca), DataBC can feature your data on the website carouse as "Latest Data", and even "Editor's Picks". You can contribute a blog about your data on the DataBC community page to help get the word out there!

7 MAINTAIN – Your data is now included as a record in the DataBC Catalogue. Be sure to keep this record up to date through the Open Data Supplier Interface (ODSI). You can use the ODSI to make changes to your titles, descriptions, and other information related to your data offerings and you can archive your record(s) when necessary. These are your catalogue records, be sure to keep them up to date and relevant.



ASSIGNED RECORDS – Each author will only have those records visible that are assigned.

MACHINE PROCESSABLE FORMATS – Data structured so that it can be manipulated and allow automated intake and processing through computer application..



OPEN DATA RECORD LIFECYCLE – The diagram provides an overview of how records go from creation through approval to archive (if required).

B.C. Home | Search Records | AELIVING : AUTHOR

Ministry: All
 Branch: All
 Record State: All
 Filter Terms: [Filter]

Show 10 entries

| State | Branch | Title | ContactName | Date Modified | Id |
|-------|----------------|---|-------------|---------------|--------|
| DRAFT | COURT SERVICES | Civil Court Lists - Court Services Online | | 2011-03-09 | 156512 |
| DRAFT | COURT SERVICES | Criminal Code Adult Provincial Court Lists | | 2011-03-09 | 156513 |
| DRAFT | COURT SERVICES | 100 Mile House Law Courts - Provincial Court List | | 2011-11-23 | 156514 |
| DRAFT | COURT SERVICES | Abbotsford Provincial Court - Provincial Court List | | 2011-03-09 | 156515 |
| DRAFT | COURT SERVICES | Alexis Creek Provincial Court - Provincial Court List | | 2011-03-09 | 156516 |
| DRAFT | COURT SERVICES | Anahim Lake Provincial Court - Provincial Court List | | 2011-03-09 | 156517 |
| DRAFT | COURT SERVICES | Ashcroft Provincial Court - Provincial Court List | | 2011-03-09 | 156518 |
| DRAFT | COURT SERVICES | Atlin Provincial Court - Provincial Court List | | 2011-03-09 | 156519 |
| DRAFT | COURT SERVICES | Bella Bella Provincial Court - Provincial Court List | | 2011-03-09 | 156520 |
| DRAFT | COURT SERVICES | Bella Coola Provincial Court - Provincial Court List | | 2011-03-09 | 156521 |

Showing 1 to 10 of 300 entries | First Previous 1 2 3 4 5 Next Last

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SEARCH / EDIT – Records are searchable by Ministry, Branch or record State. There are addition filters for specific terms and subsequence search options on the results.

Search results are limited to 300 records.

Click on an individual record "Title" to move to the edit screen.



Add/Edit Record ID: PENDING Record State: DRAFT AELVING : AUTHOR

Ministry: -select ministry
 Branch: -select branch Update Frequency:
 Sector:
 Contact Name: Contact Email:
 Title:
 Description:
 Characters Remaining:
 Subject: -select subject
 Keywords:
 Citation (URL): http://
 Web address (URL) of data file or resource:
 1 -selectformat Remove Add
 Cancel Save

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ADD RECORD – To add a record, fill out all the fields and hit save.

Scroll over each field title to provide more information.

ODSI has data validation on some fields. If you need to complete a record at a later time, entering a ‘temporary’ value will allow you to save your record.

Once complete the record will be saved as draft and notification sent to the ODSI record approver.

Search Records AELVING : AUTHOR

Ministry: All
 Branch: All
 Record State: All
 Filter Terms: Filter

Select Multiple Records for Bulk Operations

Check All Show 10 entries Search within Results:

| State | Branch | Title | ContractName | Date Modified | Id |
|-------------------------------------|--------|----------------|---|---------------|--------|
| <input type="checkbox"/> | DRAFT | COURT SERVICES | Civil Court Lists - Court Services Online | 2011-03-09 | 156512 |
| <input checked="" type="checkbox"/> | DRAFT | COURT SERVICES | Criminal Code Adult Provincial Court Lists | 2011-03-09 | 156513 |
| <input checked="" type="checkbox"/> | DRAFT | COURT SERVICES | 100 Mile House Law Courts - Provincial Court List | 2011-11-23 | 156514 |
| <input checked="" type="checkbox"/> | DRAFT | COURT SERVICES | Abbotsford Provincial Court - Provincial Court List | 2011-03-09 | 156515 |
| <input checked="" type="checkbox"/> | DRAFT | COURT SERVICES | Alexis Creek Provincial Court - Provincial Court List | 2011-03-09 | 156516 |
| <input type="checkbox"/> | DRAFT | COURT SERVICES | Anahim Lake Provincial Court - Provincial Court List | 2011-03-09 | 156517 |
| <input type="checkbox"/> | DRAFT | COURT SERVICES | Ashcroft Provincial Court - Provincial Court List | 2011-03-09 | 156518 |
| <input type="checkbox"/> | DRAFT | COURT SERVICES | Atlin Provincial Court - Provincial Court List | 2011-03-09 | 156519 |
| <input type="checkbox"/> | DRAFT | COURT SERVICES | Bella Bella Provincial Court - Provincial Court List | 2011-03-09 | 156520 |
| <input type="checkbox"/> | DRAFT | COURT SERVICES | Bella Coola Provincial Court - Provincial Court List | 2011-03-09 | 156521 |

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What do you want to update?
 Fields State Branch Search & Replace

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BULK RECORDS – ODSI provides the ability to update specific or ‘all’ records at once. To do so you select one of the following:

Fields: Full replacement for Contact Name, Contact Email, Subject, Citation URL and Update Frequency.

State: Changing the record state is only available for records in the same state.

Branch: Multiple records can be changed from one branch (sub-unit) to another.

Search & Replace: Search and replaced strings within the Title, Description and URLs.



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ODSI – Quick Sheet

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Scroll over each field title to provide more information.

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Once complete the record will be saved as draft and notification sent to the ODSI record approver.

The screenshot shows the 'Add/Edit Record' form. At the top, it says 'ID: PENDING Record State: DRAFT'. The form has several dropdown menus: 'Ministry: -select ministry', 'Branch: -select branch', 'Subject: -select subject', and 'Web address (URL) of data file or resource: -selectformat'. There are input fields for 'Contact Name', 'Contact Email', 'Title', 'Keywords', and 'Citation (URL)'. A 'Description' field is a large text area. At the bottom, there are 'Cancel' and 'Save' buttons. A 'Web address (URL) of data file or resource' section has a '1' in an input field, a '-selectformat' dropdown, and 'Remove' and 'Add' buttons.

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Search & Replace: Search and replaced strings within the Title, Description and URLs.

The screenshot shows the 'Search Records' interface. It has dropdown menus for 'Ministry: All', 'Branch: All', and 'Record State: All'. There is a 'Filter Terms' input field and a 'Filter' button. Below that, it says 'Select Multiple Records for Bulk Operations'. A table shows search results with columns: State, Branch, Title, ContractName, Date Modified, and Id. The first few rows are highlighted. A red box highlights the 'Fields' button in the 'What do you want to update?' section. Other buttons include 'State', 'Branch', and 'Search & Replace'. The table shows records with 'DRAFT' state and 'COURT SERVICES' branch. Titles include 'Civil Court Lists - Court Services Online', 'Criminal Code Adult Provincial Court Lists', '100 Mile House Law Courts - Provincial Court List', 'Abbotsford Provincial Court - Provincial Court List', 'Alexis Creek Provincial Court - Provincial Court List', 'Anahim Lake Provincial Court - Provincial Court List', 'Ashcroft Provincial Court - Provincial Court List', 'Atlin Provincial Court - Provincial Court List', 'Bella Bella Provincial Court - Provincial Court List', and 'Bella Coola Provincial Court - Provincial Court List'.