A Guide to publishing your data on data.seattle.gov

Publishing your data on data.seattle.gov is not difficult and with a bit of practice is quick and easily accomplished. This guide is designed to lead you through the steps necessary for manually publishing a dataset.

In addition to this document, you should become familiar with the following link to the Socrata.com web site. The Knowledge Base and Community Forums are loaded with great information.

**Socrata Knowledge Base**

The first step is to obtain a city email account for the dsg primary account identification. This email account is also for external users to contact the dataset owner if they have questions about the data. It should be a unique account, not your personal account and when requesting you should add yourself and any other persons who will be using the account to have full access permissions on the account.

Next, create a data.seattle.gov account. Go to data.seattle.gov and click on Sign Up as shown below:

![data.seattle.gov registration form](Image)

The next screen will be the registration form. Use the new email account for the email address. The display name will be what an external user will see as the owner of the data. Suggestions might be the department name, division, program, etc. It really depends on who will maintain the data and if there is already a departmental account and you have access to it, you should use that.

After the data.seattle.gov account is set up, notify the Open Data Team at [open.data@seattle.gov](mailto:open.data@seattle.gov) to have publishing permissions granted to the new account. Please include the account display name and email address.

With publishing permissions granted, you are ready to upload data. You will know if permission is granted when you see the “Create New Dataset” button on your home page.
Next, prepare to upload your data.

Click on the Create a New Dataset button
  o Supported formats are .csv, .tsv, .xml, .xls, and .xlsx
  o Browse to the file you want and select it. Chances are that it will be analyzed before you upload.
The next screen shot is the analysis page. On this page you can make sure that all the data will be imported correctly. Note that the section on headers requires that you select a row to be used as headers by clicking once on More Rows. You may also add new data columns, specify the datatype of a column and other advanced functions. If your dataset includes addresses, you may decide to have them geocoded (add the latitude and longitude) for showing records on a map.

to upload
Completed information on this page creates keyword and searchable tags for the data set.

Once all information boxes are filled in, click next and the dataset will be created and you will have the opportunity to see the results.
All that remains is to check over the dataset, make sure all column titles/widths, value, and descriptors are correct. Be sure to check the “About” tab to make sure that all the information is accurate and what you want to see. You can edit the information after the initial upload and dataset creation. From the “About” tab, you can also click “Edit Metadata” and correct, add, or modify the metadata information.

Final editing of the dataset information is done via the “Edit” tab. Under this tab, you can

- Transfer ownership of the dataset to another account
- Share the dataset
- Set the permissions to public or private
- Disable public commenting (default is enabled)
- Upload and replace all rows of the current dataset
- Append new data records to the dataset (data columns must be exactly the same and in the same order)
- Change the order of the columns
- Add a new column

After completing the upload, editing the metadata, doing any tweaks to the data, and making sure that each data field looks the way you envision, it’s time to set the permissions to public via the edit tab. Congratulations, you’re done!