

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

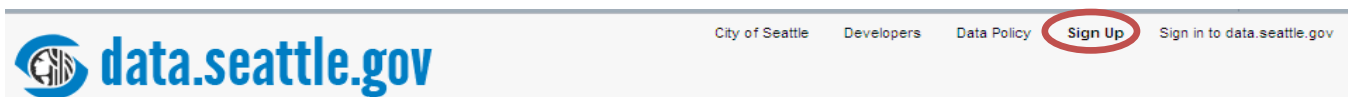
Publishing your data on data.seattle.gov is not difficult and with a bit of practice is quick and easily accomplished. This guide is designed to lead you through the steps necessary for manually publishing a dataset.

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:



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.

**We're glad you want to join Seattle!**

 Create a new **Socrata ID**

Use your Email and Password to sign into all **Socrata** powered sites.

Email Address

Display Name

Password (8 characters or more)

Confirm Password

By clicking on "Create My Account" below, you are agreeing to our [Terms of Service](#) and [Privacy Policy](#).

**Create My Account** [I already have an account.](#)

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

- Supported formats are .csv, .tsv, .xml, .xls, and .xlsx
- Browse to the file you want and select it. Chances are that it will be analyzed before you upload.

The screenshot shows the 'data.seattle.gov' website interface. At the top left is the logo and the text 'data.seattle.gov'. At the top right, there is a navigation menu with links: 'Hello, decartes', 'Administration', 'City of Seattle', 'Developers', 'Data Policy', and 'Sign out'. The main content area is titled 'Create a new Dataset'. Below the title, it says 'Please choose a file to import'. There is a text input field containing 'No file selected yet.' and an 'Upload a file' button to its right. Below the input field, it lists supported formats: 'Supported formats are .csv, .tsv, .xml, .xls, and .xlsx.'. At the bottom left is a 'Cancel' button, and at the bottom right are 'Previous' and 'Next' buttons.

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

Specify how "ARTS\_ORGANIZATIONS2.xlsx" should be imported.

**Columns to import**

Name	Data Type	Source Column	
X	Number	X	⚙️ ×
Y	Number	Y	⚙️ ×
NAME	Plain Text	NAME	⚙️ ×
URL	Plain Text	URL	⚙️ ×
Location 1	Location		×

**Location Source Columns** Addresses will be geocoded after import is complete.

Import Existing Address Columns

Street: ADDRESS

City:  CITY  Enter a custom value

State:  STATE  Enter a custom value

Zip:  (No Source Column)  Enter a custom value

Import Latitude and Longitude

Latitude:  Y  N

Longitude:  X  N

Reset to preset: Suggested columns

**Headers**

Headers should be ignored and not imported as data. Please indicate how many rows of your source file are headers:

X	Y	NAME	ADDRESS	URL	CITY	STATE
-122.34715306	47.659518017700002	911 MEDIA ARTS CENTER	909 NE 43rd Street	http://www.911media.org/news	Seattle	WA
-122.316975141	47.618030687599997	ARTIST TRUST	1835 12th Ave	http://artisttrust.org/index.php	Seattle	WA
-122.36326593699999	47.564548707999997	ARTS CORPS	4408 Delridge Way SW	http://www.artscorps.org/the-corps/	Seattle	WA
-122.35661100900001	47.622171645599998	ARTSFUND	10 Harrison Street	http://www.artsfund.org/	Seattle	WA

One of your rows is a header.

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



### Create a new Dataset

Please describe "ARTS\_ORGANIZATIONS2.xlsx."

**\* Dataset Title**

**Brief Description**  Cut and paste directly from the metadata template abstract section.

**Category**

**Tags / Keywords**   
Enter one or more keywords separated by commas

**Licensing & Attribution**

**Licensing**  Select Public Domain  
Choose licensing terms for people who wish to use this dataset

**Data Provided By**

**Source Link**  Here's where you upload the completed metadata template

**Attachments**

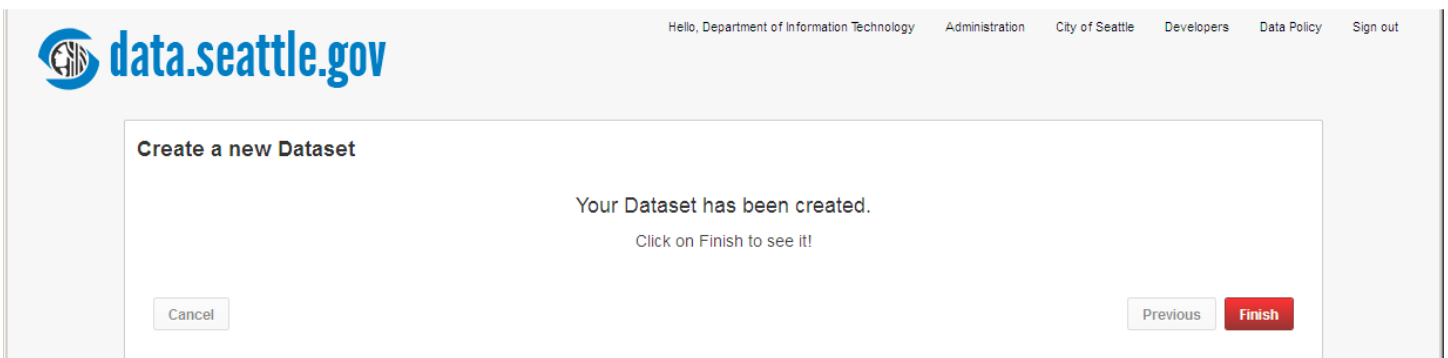
**Privacy & Security**

**Privacy Settings**  My data is public. It can only be modified by me, but everyone can view it. This is where you make the data public  
 My data is private

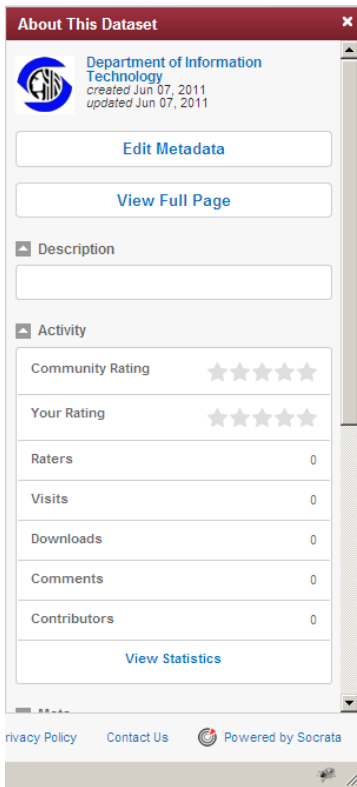
**Contact Email**  Enter the email account for your data.seattle.gov account  
This address will not be displayed publicly. If left blank, it will default to your address

\* Required Field

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.

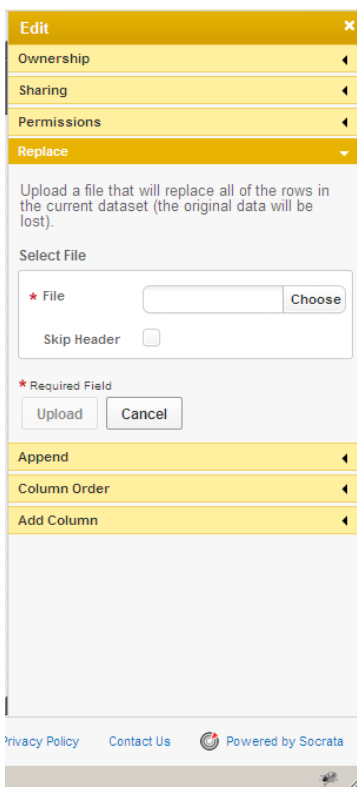


All that remains is to check over the dataset, make sure all column titles/widths, value, and descriptors are correct.



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 up load, 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!