

California State Water Resources Control Board's Guide to Publishing on the California Open Data Portal

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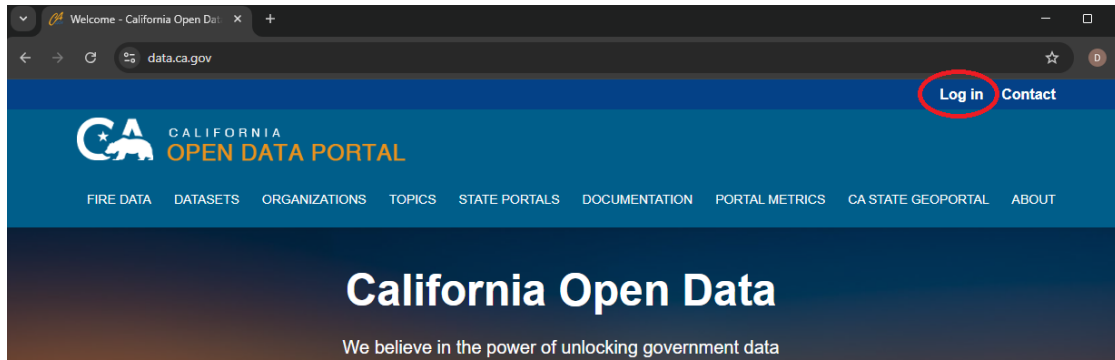
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This document describes the basics of how to publish a data on the [California Open Data Portal](#) for staff at the California State Water Resources Control Board.

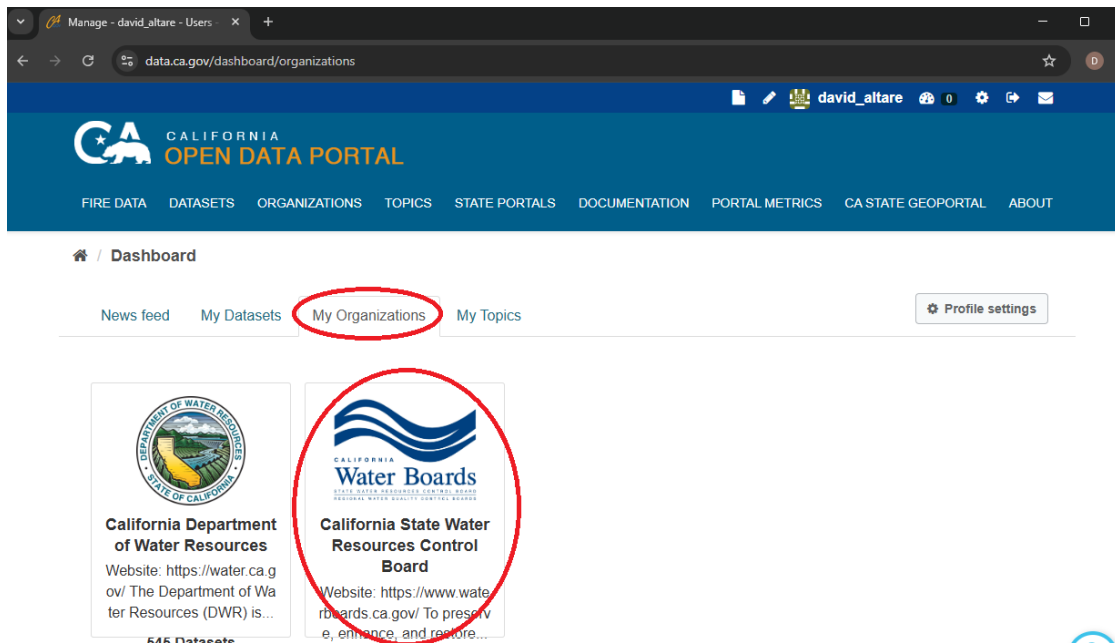
In the context of the open data portal, a dataset is a collection of data resources (such as files), together with a description and other information, at a fixed URL. A data resource is any file or link to a file containing useful data. The instructions below demonstrate how to create a new dataset, then add one or more data resources to that dataset. If you want to manage an existing dataset (including adding a new resource, updating an existing resource, or editing dataset metadata), skip to the [Managing an Existing Dataset or Data Resource](#) section.

1 Creating a New Dataset

1. Go to <https://data.ca.gov/> and click on the **Log in** button at the top right of the window to log in to your user account.



2. In your account dashboard, click on the **My Organizations** tab, then click on the **California State Water Resources Control Board** icon (if you're not already a member of this organization, you'll need to work with Office of Information Management and Analysis (OIMA) staff to be added to it).



3. On the organization page, click on the **Add Dataset** button.

The screenshot shows the California Open Data Portal interface. The top navigation bar includes links for FIRE DATA, DATASETS, ORGANIZATIONS, TOPICS, STATE PORTALS, DOCUMENTATION, PORTAL METRICS, CA STATE GEOPORTAL, and ABOUT. The main content area displays the 'California State Water Resources Control Board' profile, which includes a logo, website URL, and a brief description. A red circle highlights the 'Add Dataset' button. Below the profile, a search bar shows '66 datasets found' and a dropdown menu for 'Order by: Relevance'.

4. Fill in the dataset metadata (e.g., Title, Description, etc.). Guidance on how to populate the metadata is available [here](#) and [here](#).

The screenshot shows the 'Create Dataset' form on the California Open Data Portal. The form is divided into two main sections: '1 Create dataset' and '2 Add data'. The '1 Create dataset' section contains the following fields:

- Title:** A text input field with the placeholder text 'eg. A descriptive title'.
- URL:** A text input field with the placeholder text 'data.ca.gov/dataset/<dataset>' and an 'Edit' button.
- Description:** A large text area with the placeholder text 'eg. Some useful notes about the data' and a note at the bottom stating 'You can use Markdown formatting here'.

When you're finished, click on the **Next: Add Data** button at the bottom of the page.

Custom Field:

Key: Value:

Custom Field:

Key: Value:

Custom Field:

Key: Value:

The data license you select above only applies to the contents of any resource files that you add to this dataset. By submitting this form, you agree to release the metadata values that you enter into the form under the [Open Database License](#).

* Required field

Next: Add Data

5. Add a file containing your data using either the **Upload** or **Link** buttons, add a title and description for the resource, then click the **Finish** button, or click the **Save & add another** button to add another data resource. Guidance on how to format a data file for publication on the open data portal is available [here](#) and [here](#).

What's a resource?

A resource can be any file or link to a file containing useful data.

1 Create dataset 2 Add data

File:

Upload **Link**

Title:

eg. January 2015 Gold Prices

Description:

Some useful notes about the data

You can use Markdown formatting here

Format:

eg. CSV, XML or JSON

Previous **Save & add another** **Finish**

6. Add a data dictionary for the data resource you just created using one or both of the following methods. Guidance on how to populate the data dictionary is available [here](#),

here, and here.

- A. Upload a PDF containing the data dictionary to the dataset (as a separate resource), by going to the dataset homepage and clicking on the **Manage** button.

The screenshot shows the 'Example Dataset' page on the California Open Data Portal. The page has a blue header with the portal's logo and navigation links. The main content area includes a sidebar on the left with 'Followers' (0) and 'Organization' information for the 'California State Water Resources Control Board'. The main content area has tabs for 'Dataset', 'Topics', 'Showcases', and 'Activity Stream'. A 'Manage' button is circled in red in the top right corner. Below the tabs, there is a 'Test description' section, a 'Data and Resources' section with an 'Example Resource' (a CSV file), and an 'Additional Info' section with a 'Download' button. A table of additional information is shown below, with fields like 'Public Access Level', 'Rights', 'Program Contact Name', and 'Program Contact Email'. A blue question mark icon is visible in the bottom right corner of the table.

Field	Value
Public Access Level	Public
Rights	No restrictions on public use
Program Contact Name	Contact Name
Program Contact Email	waterdata@waterboards.ca.gov

Then click on the **Resources** tab, and click on the **Add new resource** button.

The screenshot shows the 'Example Dataset' page on the California Open Data Portal, specifically the 'Resources' tab. The page has a blue header with the portal's logo and navigation links. The main content area includes a sidebar on the left with 'Followers' (0) and 'Organization' information for the 'California State Water Resources Control Board'. The main content area has tabs for 'Edit metadata', 'Resources', and 'View dataset'. The 'Resources' tab is selected and circled in red. Below the tabs, there is a '+ Add new resource' button, also circled in red, and a 'Reorder resources' button. Below these buttons, there is an 'Example Resource' (a CSV file) with the description 'This is an example resource.'.

Upload the PDF file by clicking the **Upload** button, then click on the **Add** button.

The screenshot shows the 'Add New Resource' page on the California Open Data Portal. The page has a blue header with the portal's logo and navigation links. Below the header, there's a breadcrumb trail: Home / Organizations / California State Water... / Example Dataset / Add New Resource. On the left, there's a 'What's a resource?' sidebar. The main form area has two tabs: 'New resource' (selected) and 'All resources'. The form fields are: 'File' (with a file name 'Data Dictionary - Example Resource.pdf' and a 'Remove' button), 'Title' (with the text 'Example Resource - Data Dictionary'), 'Description' (with the text 'Data dictionary for the Example Resource file.' and a note about Markdown formatting), and 'Format' (a dropdown menu showing 'eg. CSV, XML or JSON'). At the bottom right, there are two buttons: 'Save & add another' and 'Add' (which is circled in red), followed by a help icon.

- B. Add the data dictionary directly to the data resource by going to the data resource's page and clicking on the **Manage** button. (**NOTE:** After uploading a new data resource, before you can add data dictionary information you'll need to wait until the data table appears on the resource's page, as shown in the screenshot below; this could take a few minutes, depending on the size of the resource.)

Example Dataset - Example Resource

data.ca.gov/dataset/example-dataset/resource/194a9af0-4111-4472-a64c-b891b0652f2f

CALIFORNIA OPEN DATA PORTAL

FIRE DATA DATASETS ORGANIZATIONS TOPICS STATE PORTALS DOCUMENTATION PORTAL METRICS CA STATE GEOPORTAL ABOUT

/ Organizations / California State Water... / Example Dataset / **Example Resource**

Example Resource

Setup for Reporting DataStore **Manage** Download Data API

URL: <https://data.ca.gov/dataset/862443bb-e5c3-4ee0-9bac-44771c406b09/resource/194a9af0-4111-4472-a64c-b891b0652f2f/download/penguins...>

This is an example resource.

Data Table Canonical View

Fullscreen Embed

Add Filter

Show 10 entries

Hide/Unhide Columns

Showing 1 to 10 of 344 entries

Search:

_id	species	island	bill_length_mm	bill_depth_mm	flipper_length_mm	body_mass_g	sex	year
1	Adelie	Torgersen	39.1	18.7	181	3750	male	2007
2	Adelie	Torgersen	39.5	17.4	186	3800	female	2007
3	Adelie	Torgersen	40.3	18	195	3250	female	2007

Go to the **Data Dictionary** tab, then fill in the available information for each field in the data resource.

Example Dataset - Example Resource

data.ca.gov/dataset/example-dataset/dictionary/194a9af0-4111-4472-a64c-b891b0652f2f

CA CALIFORNIA OPEN DATA PORTAL

FIRE DATA DATASETS ORGANIZATIONS TOPICS STATE PORTALS DOCUMENTATION PORTAL METRICS CA STATE GEOPORTAL ABOUT

Organizations / California State Water... / Example Dataset / Example Resource / Edit

Example Resource

Format
CSV

Edit resource DataStore Data Dictionary Setup for Reporting Views

Field 1. species (text)

Type Override:

Label:

Description:

You can use Markdown formatting here

Click the **Save** button when finished.

Example Dataset - Example Res

data.ca.gov/dataset/example-dataset/dictionary/194a9af0-4111-4472-a64c-b891b0652f2f

You can use Markdown formatting here

Field 8. year (text)

Type Override:

numeric

Label:

Year

Description:

[The study year. Either 2007, 2008, or 2009.]

You can use Markdown formatting here

Save

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After saving the data dictionary information, the data dictionary will appear below the data table on the resource's page. (**NOTE:** you may need to update the resource's **DataStore** to make sure all of the changes to the data dictionary are applied to the resource; to do this, see the instructions in [Step 2](#) of the *Managing an Existing Dataset or Data Resource* section below.)

Example Dataset - Example Resource

data.ca.gov/dataset/example-dataset/resource/194a9af0-4111-4472-a64c-b891b0652f2f

_id	species	island	bill_length_mm	bill_depth_mm	flipper_length_mm	body_mass_g	sex	year
1	Adelie	Torgersen	39.1	18.7	181	3750	male	2007
2	Adelie	Torgersen	39.5	17.4	186	3800	female	2007
3	Adelie	Torgersen	40.3	18	195	3250	female	2007
4	Adelie	Torgersen	NaN	NaN	NaN	NaN	NA	2007
5	Adelie	Torgersen	36.7	19.3	193	3450	female	2007
6	Adelie	Torgersen	39.3	20.6	190	3650	male	2007
7	Adelie	Torgersen	38.9	17.8	181	3625	female	2007
8	Adelie	Torgersen	39.2	19.6	195	4675	male	2007
9	Adelie	Torgersen	34.1	18.1	193	3475	NA	2007
10	Adelie	Torgersen	42	20.2	190	4250	NA	2007

Showing 1 to 10 of 344 entries

Previous 1 2 3 4 5 ... 35 Next

Resources

Example Resource

Example Resource - ...

Social

Twitter

Facebook

LinkedIn

Data Dictionary

Data Dictionary Download

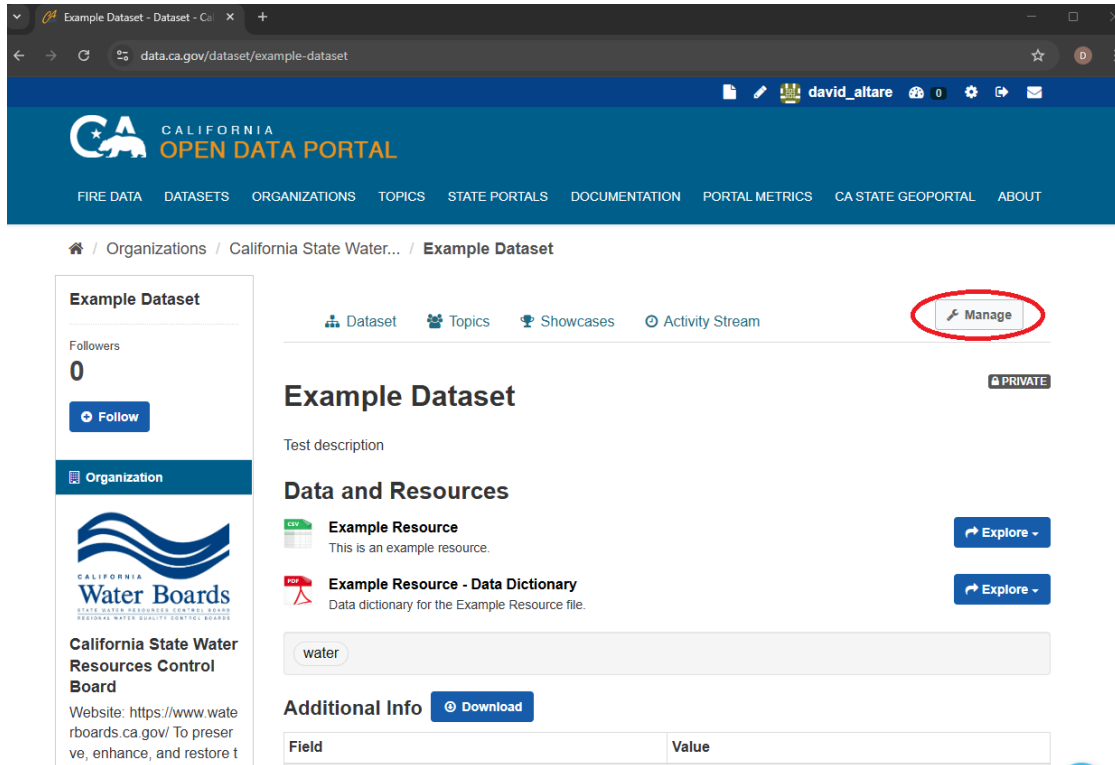
Column	Type	Label	Description
species	text	Species	The penguin's species. Either Adelie, Chinstrap, or Gentoo.
island	text	Island	The island in Palmer Archipelago, Antarctica where the penguin was observed. Either Biscoe, Dream, or Torgersen.
bill_length_mm	numeric	Bill Length (mm)	The penguin's bill length in millimeters.
bill_depth_mm	numeric	Bill Depth (mm)	The penguin's bill depth in millimeters.

NOTE: Setting the data type for each field by selecting a value in the **Type Override** box is especially useful if your users will be accessing the data via the API, but you'll need to ensure that all of the data in the given field is compatible with that data type before setting a data type other than 'text'. If there are problems with the data types, you can find more information by following the instructions in [Step 2](#) of the *Managing an Existing Dataset or Data Resource* section below, and going to the **DataStore** tab.

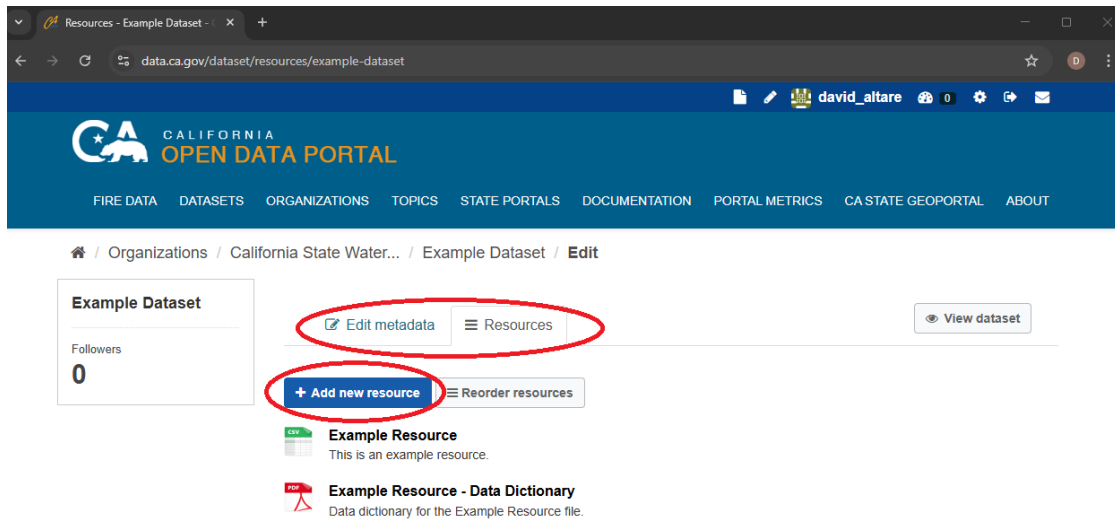
If you need to add data dictionary information for data resources with many fields and/or datasets with large numbers of resources, you can contact OIMA staff for assistance with automating the process of uploading that data dictionary information (to avoid the need for manual entry of the data dictionary information).

2 Managing an Existing Dataset or Data Resource

1. To add an additional data resource to an existing dataset, or to update the metadata for an existing dataset, go to the dataset and click on the **Manage** button.



To update the dataset's metadata, click on the **Edit metadata** tab, or to add a new data resource to the dataset click on the **Resources** tab then click on the **Add new resource** button.



If you're adding a new data resource that doesn't already have an associated data dictionary available on the portal, you'll need to add a data dictionary for your resource. See [Step #6](#) above for information on how to do this.

2. To manage an existing data resource (i.e., an existing file within a dataset and the file's associated metadata), go to the data resource's page, then click on the **Manage** button.

Example Dataset - Example Resource

data.ca.gov/dataset/example-dataset/resource/194a9af0-4111-4472-a64c-b891b0652f2f

CA CALIFORNIA OPEN DATA PORTAL

FIRE DATA DATASETS ORGANIZATIONS TOPICS STATE PORTALS DOCUMENTATION PORTAL METRICS CA STATE GEOPORTAL ABOUT

Organizations / California State Water... / Example Dataset / Example Resource

Example Resource

Setup for Reporting DataStore **Manage** Download Data API

URL: <https://data.ca.gov/dataset/862443bb-e5c3-4ee0-9bac-44771c406b09/resource/194a9af0-4111-4472-a64c-b891b0652f2f/download/penguins...>

This is an example resource.

Data Table Canonical View

Fullscreen Embed

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Hide/Unhide Columns

Search:

_id	species	island	bill_length_mm	bill_depth_mm	flipper_length_mm	body_mass_g	sex	year
1	Adelle	Torgersen	39.1	18.7	181	3750	male	2007
2	Adelle	Torgersen	39.5	17.4	186	3800	female	2007

From here, got to the **Edit Resource** tab to update the data file or update the resource's title or description, go to the **DataStore** tab to ensure that the data has been correctly uploaded to the database that feeds the resource's API, or go to the **Data Dictionary** tab to add information about each field and set the fields' data types.

data.ca.gov/dataset/example-dataset/resource/194a9af0-4111-4472-a64c-b891b0652f2f/edit

CA CALIFORNIA OPEN DATA PORTAL

FIRE DATA DATASETS ORGANIZATIONS TOPICS STATE PORTALS DOCUMENTATION PORTAL METRICS CA STATE GEOPORTAL ABOUT

/ Organizations / California State Water... / Example Dataset / Example Resource / Edit

Example Resource

Format
CSV

← All resources View resource

Edit resource DataStore Data Dictionary Setup for Reporting Views

File:
penguins.csv Remove

Title:
Example Resource

Description:
This is an example resource.
You can use Markdown formatting here

Format:
CSV

Delete Update Resource ?

3 Additional Resources

For more information about publishing open data resources on the California Open Data Portal, see the following resources:

- [California Open Data Publisher's Handbook](#)
- [California Open Data Portal Publisher's Guide](#)
- [California State Water Board's Open Data Publishing Guide](#)
- [California State Water Board's Recommendations and Guidelines for Data Dictionary Development](#)
- [California State Water Board's Open Data Handbook](#)