

# Prepare your file to update metadata in bulk

We list here two methods : one using Google Sheets, and the other using LibreOffice.

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## With Google Sheets

- **STEP 1** : Create and configure the “domaindatasets://” dataset ([https://help.opendatasoft.com/platform/en/publishing\\_data/04\\_configuring\\_a\\_source/connectors/dataset\\_of\\_datasets.html](https://help.opendatasoft.com/platform/en/publishing_data/04_configuring_a_source/connectors/dataset_of_datasets.html))

Dataset of datasets (domain) - domaindatasets://

Clean cacheDownloadDelete

Source configuration

Type

Dataset of datasets (domain)

Interoperability Metadata

Custom Metadata

Statistics

Private datasets

Staged datasets

Admin Metadata

Source extraction preview

Dataset identifier	Federated dataset	Title
territoires_structure_pop_active		Territoires_structure_pop...
salaire-net-horaire-moyen-selon...		salaire-net-horaire-moye...
programme-de-la-fete-de-la-sc...		Programme de la fête de
interurbain1		interurbain1
logements-autorises0		Logements autorisés
patrimoine-immeuble-protège		patrimoine-immeuble-prc...
reference-codes-das		Référence Codes DAS
evn		Energia_regions
energia_equipments		Energia_equipments
energia_disponibilite_equipements		Energia_disponibilite_equi...
arrets-de-bus		Arrets de bus
comparaison-home-pages		Comparaison Home Page
comparaison-home-pages-colo...		Comparaison Home Page
territoires_formation_hank		Territoires_formation_han...
departementdeshautespyrenees...		departementdeshautespy...
departementdeshaitespyrenees		departementdeshaitespy...

- **STEP 2** : Export as a CSV the datasets within this dataset for which you want to update the metadata

## Flat file formats

### CSV

 [Whole dataset](#)

 [Only the 3 selected records](#)

CSV uses semicolon (;) as a separator.

### JSON

 [Whole dataset](#)

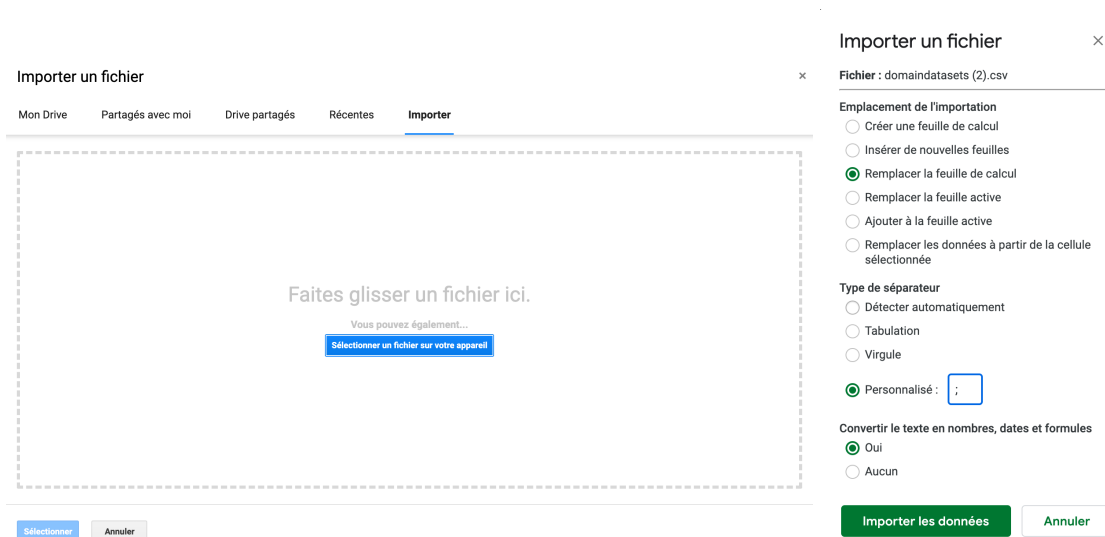
 [Only the 3 selected records](#)

### Excel

 [Whole dataset](#)

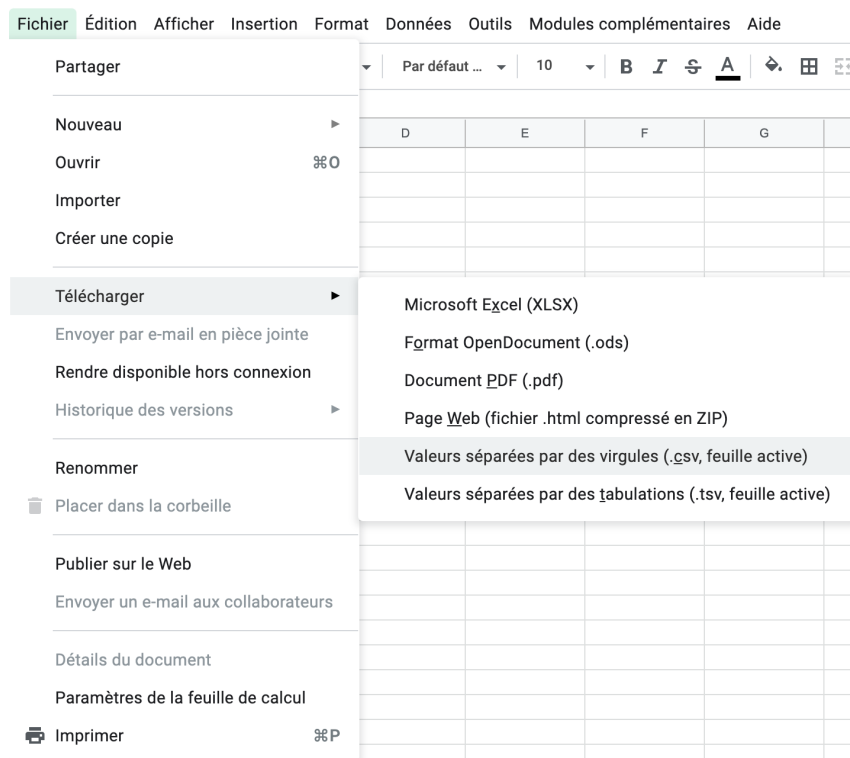
 [Only the 3 selected records](#)

- Import this file in a Google Sheet, and specify a “;” separator (or “,” if you have configured this separator on your domain)



The image shows the 'Importer un fichier' (Import file) dialog in Google Sheets. The main window has tabs for 'Mon Drive', 'Partagés avec moi', 'Drive partagés', 'Récentes', and 'Importer'. The 'Importer' tab is active, showing a large dashed box with the text 'Faites glisser un fichier ici.' and a button 'Sélectionner un fichier sur votre appareil'. To the right, a sidebar titled 'Importer un fichier' contains settings for the file 'domaindatasets (2).csv'. It includes options for 'Emplacement de l'importation' (with 'Remplacer la feuille de calcul' selected), 'Type de séparateur' (with 'Personnalisé' selected and a custom separator box containing ';'), and 'Convertir le texte en nombres, dates et formules' (with 'Oui' selected). At the bottom are buttons for 'Importer les données' and 'Annuler'.

- Change the metadata values within your google sheet, **delete all the columns of metadata you do not wish to update - except the column “Dataset identifier”**, then export it as a CSV with comma separated values



- Send this document to your CSM or run yourself the Postman collection entitled “Metadata changes - Update multiple metadata values at once.json”, with the CSV export as the datafile. As usual, read the collection description first.

## With Libreoffice

- **STEP 1** : Create and configure the “domaindatasets://” dataset ([https://help.opendatasoft.com/platform/en/publishing\\_data/04\\_configuring\\_a\\_source/connectors/dataset\\_of\\_datasets.html](https://help.opendatasoft.com/platform/en/publishing_data/04_configuring_a_source/connectors/dataset_of_datasets.html))

**Dataset of datasets (domain) - domaindatasets://** [Clean cache] [Download] [Delete]

**Source configuration**

Type  
Dataset of datasets (domain) ▼

Interoperability Metadata ☒

Custom Metadata ☒

Statistics ☒

Private datasets ☒

Staged datasets ☒

Admin Metadata ☒

**Source extraction preview**

Dataset identifier	Federated dataset	Title
territoires_structure_pop_active		Territoires_structure_pop...
salaire-net-horaire-moyen-selon...		salaire-net-horaire-moye...
programme-de-la-fete-de-la-sc...		Programme de la fête de
interurbain1		interurbain1
logements-autorises0		Logements autorisés
patrimoine-immeuble-protege		patrimoine-immeuble-prc
reference-codes-das		Référence Codes DAS
evn		Energia_regions
energia_equipements		Energia_equipements
energia_disponibilite_equipements		Energia_disponibilite_equi
arrets-de-bus		Arrets de bus
comparaison-home-pages		Comparaison Home Page
comparaison-home-pages-colo...		Comparaison Home Page
territoires_formation_hank		Territoires_formation_han
departementdeshautespynes...		departementdeshautespy
departementdeshautespynes...		departementdeshautespy

- **STEP 2** : Export as a CSV the datasets within this dataset for which you want to update the metadata, but copy the link address first, and change the separator (last parameter) to commas (cf example below).

[https://pvaillant.opendatasoft.com/explore/dataset/domaindatasets/download/?format=csv&refine.language=fr&timezone=Europe/Berlin&lang=en&use\\_labels\\_for\\_header=true&csv\\_separator=,](https://pvaillant.opendatasoft.com/explore/dataset/domaindatasets/download/?format=csv&refine.language=fr&timezone=Europe/Berlin&lang=en&use_labels_for_header=true&csv_separator=)

## Flat file formats

### CSV

 [Whole dataset](#)

 [Only the 3 selected records](#)

CSV uses semicolon (;) as a separator.

### JSON

 [Whole dataset](#)

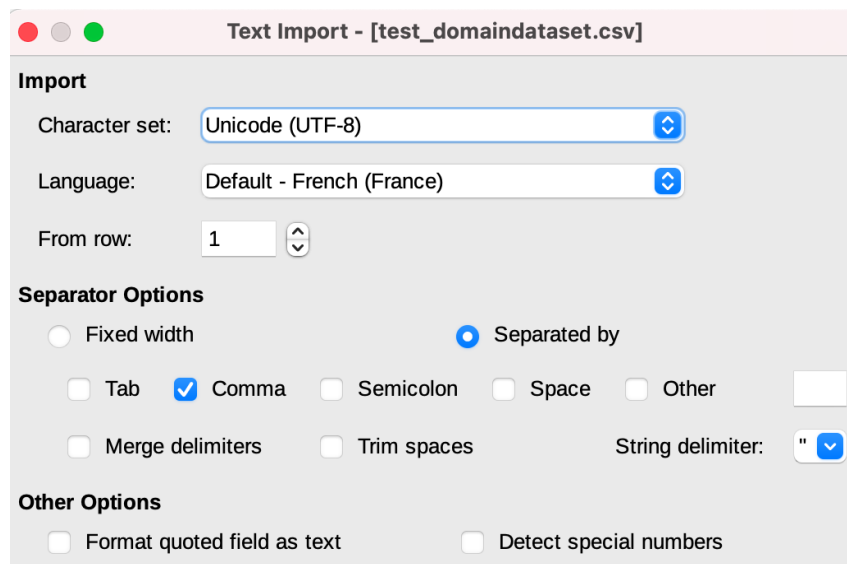
 [Only the 3 selected records](#)

### Excel

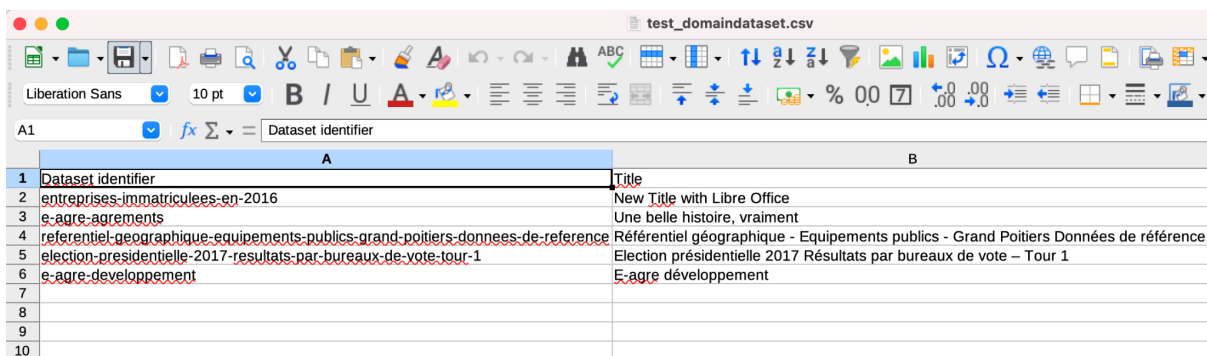
 [Whole dataset](#)

 [Only the 3 selected records](#)

- Open this file in LibreOffice, choose UTF-8 as the encoding format and select Comma (and only Comma!) in the separator option.



- Change the metadata values within your csv, **delete all the columns of metadata you do not wish to update - except the column "Dataset identifier"**, then save the new files.



	A	B
1	Dataset identifier	Title
2	entreprises-immatriculees-en-2016	New Title with Libre Office
3	e-agre-agrements	Une belle histoire, vraiment
4	referentiel-geographique-equipements-publics-grand-poitiers-donnees-de-reference	Référentiel géographique - Equipements publics - Grand Poitiers Données de référence
5	election-presidentielle-2017-resultats-par-bureaux-de-vote-tour-1	Election présidentielle 2017 Résultats par bureaux de vote – Tour 1
6	e-agre-developpement	E-agre développement
7		
8		
9		
10		

- Send this document to your CSM or run yourself the Postman collection entitled “Metadata changes - Update multiple metadata values at once.json”, with the CSV as the datafile. As usual, read the collection description first.