

NEW

**Adding data is now easy**

# What's New in 'Add Data'?



## Bulk file upload support

HDX supports drag & drop of multiple files to attach to a dataset.



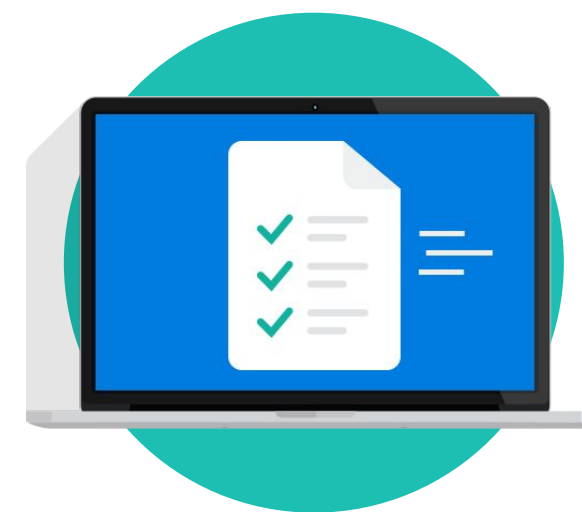
## Google Drive & Dropbox integration

You can connect to your Google Drive and Dropbox accounts and directly choose and attach multiple files to dataset.



## Single page form for adding and editing data

You can add or edit file(s) and complete metadata fields on one page.



## Less required fields for private datasets

To make it easier to share data with your colleagues, private datasets can be submitted quickly with less required fields.



## Update frequency [new feature]

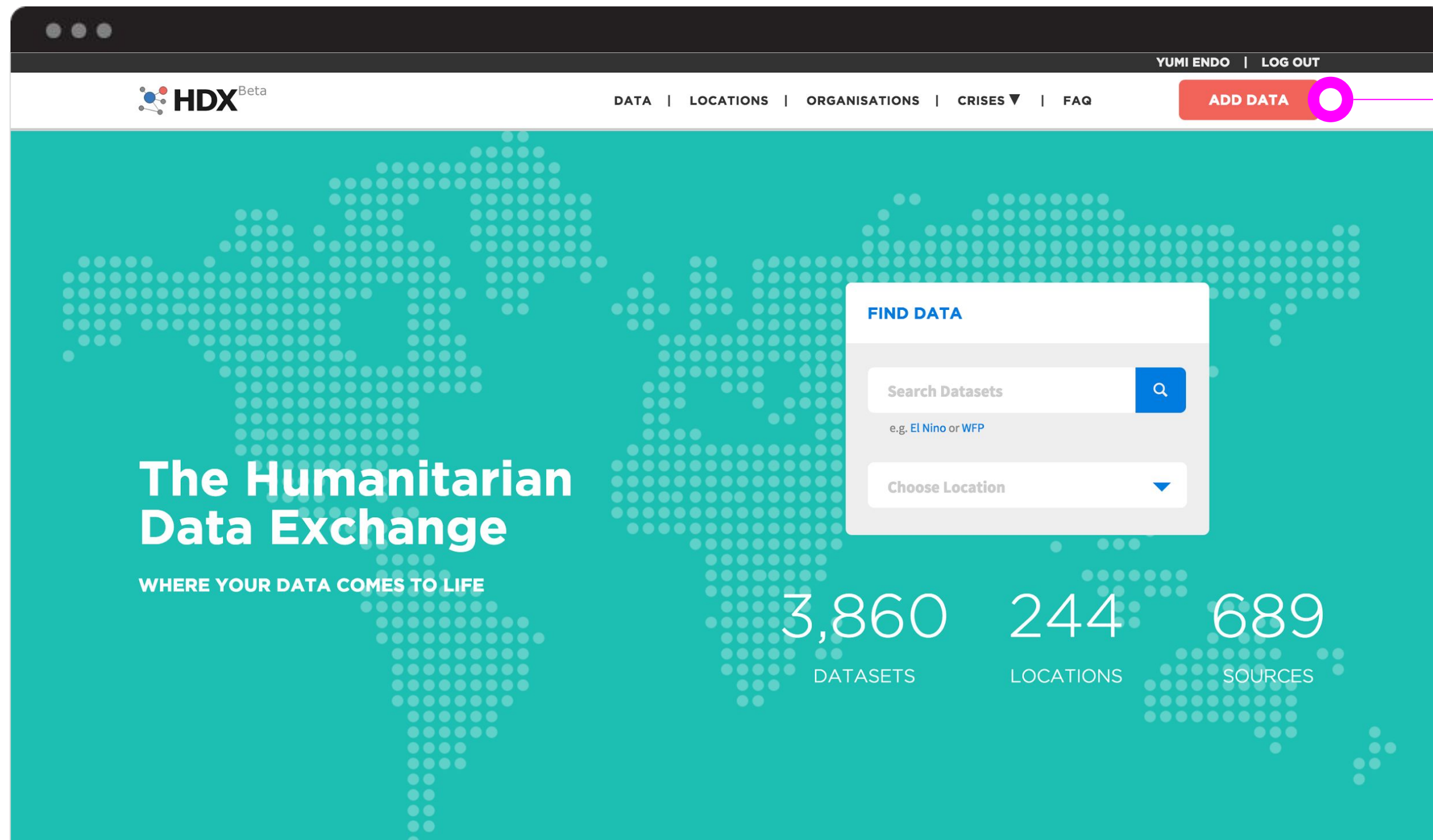
You will be asked to provide an update frequency for data shared publicly so that the HDX community can tell if a dataset is being maintained.



# How to 'Add Data'

# 1. Go to 'Add Data'

- Click on 'Add Data' from anywhere on HDX.



You will be required to login to add a dataset on HDX.

Data on HDX is shared through organisations. You need to be a member of an organisation (with appropriate privileges) before you can add data.





## 2. Attach Resources (Files)

- Drag & drop your files OR select how you would like to import data (i.e., Dropbox, Google Drive, API/URLs). These files will attach to one dataset.

Area to drag & drop multiple files.

Alternatively, you can “Browse files” on your desktop, connect to Google Drive / Dropbox or import data from APIs/URLs.

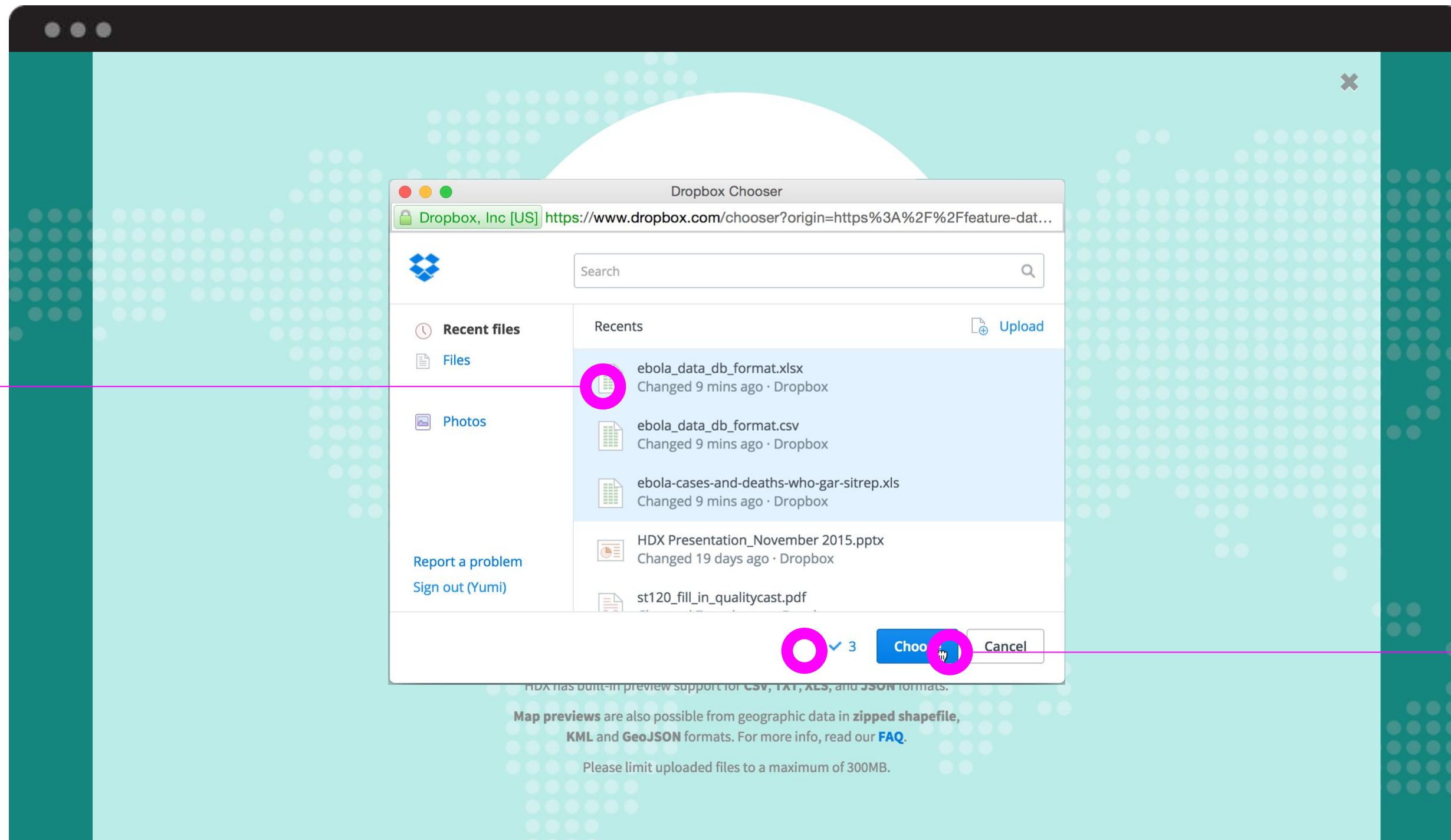
Tips on supported file formats.



# via **Dropbox**

- Login to your Dropbox account and select files\*.

You can select multiple files to attach to **one dataset**.



\*Please be advised that by adding files via Dropbox, file sharing setting turns on automatically and becomes viewable by anyone with the link.

When finished, click "Choose".

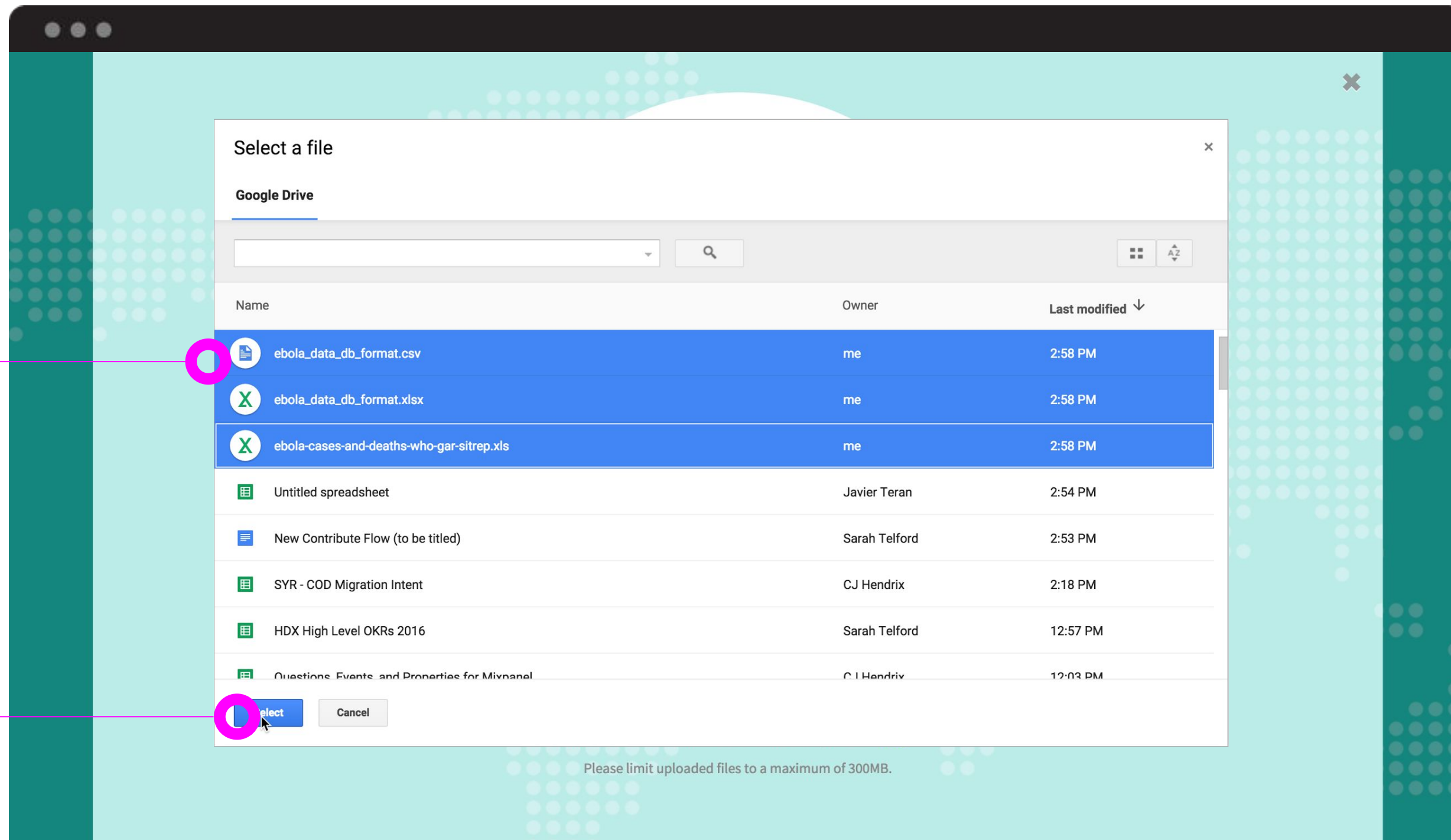


# via Google Drive

- Login to your Google account and select files\*.

In order to select multiple files, press CTRL (or ⌘ on mac) while making file selections on Google Drive.

When finished, click 'Select'.



\*If you choose to add files from Google Drive, sharing settings of file(s) has to be on so your file(s) becomes viewable on HDX. For instructions on how to change, please visit our FAQ.





# 3. Add Details - Your Files

- Under **Your Files**, fill out file type and add description (optional).

Multiple resources can be attached to one dataset.

Drag & drop to sort the resource order.

Option to add more resources.

The screenshot shows a web interface titled "Add Details - Please fill out all required fields" with a close button (X) in the top right. The main content area is titled "Your files" and includes instructions: "You can add more resources as needed by clicking on 'Add more resources'." Below this are instructions for "Dropbox" and "Google Drive".

Three resources are listed, each with a "3 RESOURCES (DRAG AND DROP TO SORT)" header and a trash icon. Each resource card includes:

- Resource 1: "Resource 1" with "Upload file" selected, "Import from URL", "Dropbox", and "Google Drive" options. File name: "ebola\_data\_db\_format.csv". File type dropdown is open, showing "CSV", "link to csv", and ".csv". Description field: "Add description". Action: "Drop file to overwrite or Browse".
- Resource 2: "Resource 2" with "Upload file" selected. File name: "ebola\_data\_db\_format.xlsx". File type dropdown is closed. Description field: "Add description". Action: "Drop file to overwrite or Browse".
- Resource 3: "Resource 3" with "Upload file" selected. File name: "ebola-cases-and-deaths-who-gar-sitrep.xls". File type dropdown is closed. Description field: "Add description". Action: "Drop file to overwrite or Browse".

At the bottom is a blue button labeled "ADD MORE RESOURCES".

Annotations with pink circles and lines point to:

- The "Add more resources" button.
- The "Drop file to overwrite or Browse" button for Resource 1.
- The "Drop file to overwrite or Browse" button for Resource 2.
- The trash icon for Resource 3.
- The "ADD MORE RESOURCES" button.

Option to drag & drop a new file to overwrite.

Delete.





# 3. Add Details - Privacy / Dataset Title

- Select privacy setting.
- Fill out title of dataset and description (optional).

To make the sharing easier with your colleagues, less fields are required if you choose to share privately.

The screenshot shows a web form for adding dataset details. It is divided into three main sections: Privacy Settings, Dataset title & description, and Metadata.

- Privacy Settings:** A pink circle highlights the "THIS DATASET IS\*" section. It contains two radio button options: "Private (Only you and other HDX members of your organisation can search, view/edit or download this dataset)" which is selected, and "Public (Anyone can search, view/edit or download this dataset)".
- Dataset title & description:** This section includes a "TITLE OF DATASET\*" text input field with the placeholder "eg. A descriptive title". Below it is a "URL: feature-data.hdx.rwlab.org/dataset/<dataset>" field with an "EDIT" button. A "DESCRIPTION" text area contains the text "What type of data is included in this dataset? For example, 'This data is about an assessment in x region'". Below the description is a link "You can use Markdown formatting here". A checkbox "Dataset contains sub-national data" is checked.
- Metadata:** This section includes a "SOURCE\*" dropdown menu with "ACAPS" selected, and an "ORGANISATION\*" dropdown menu with "ACAPS" selected.



# 3. Add Details - Metadata

- Fill out all required fields based on your privacy settings.
- When finished, press 'Submit'. You will be forwarded to the dataset page.

**Update Frequency -**  
You will be asked to provide an update frequency for publicly shared datasets. When the time comes, HDX will send a reminder to update your dataset.

The screenshot shows a web form titled "Metadata" with the following fields and annotations:

- SOURCE\***: Text input with "ACAPS" and a pink circle annotation.
- ORGANISATION\***: Text input with "ACAPS" and a pink circle annotation.
- MAINTAINER**: Text input with "yumiendo" and a pink circle annotation.
- DATE OF DATASET**: Select date OR Start Date - Start Date.
- LOCATION**: Empty text input.
- LICENSE\***: Text input with "Creative Commons Attribution" and a pink circle annotation. A link "Read more about licenses" is visible.
- METHODOLOGY**: Dropdown menu with "Census" selected.
- UPDATE FREQUENCY (?)**: Dropdown menu with "Never" selected and a pink circle annotation.
- CAVEATS / COMMENTS**: Text area with a note "You can use Markdown formatting here".
- TAGS**: Text input with "eg. economy, mental heal".
- SUBMIT**: A blue button at the bottom right with a pink circle annotation.

To make the data contribution easier, some fields are pre-populated. Please make changes as necessary.

When finished, press 'Submit'. Your entry will be lost if you close the window prior to submitting.

