



USER MANUAL

DATA.TOURISMDATA.CH



National Data Infrastructure for Tourism

Version 1.0. – User Manual

Dear User

Thank you for downloading our User Manual – Version 1.0.

This manual is designed to provide you with all the information you need to use our metadata catalogue effectively.

However, we understand that there may be questions or information missing from this manual, which is why we will be updating it regularly.

Please make sure that you always use the latest version of the manual.

If you cannot find the information you are looking for in this manual, please feel free to send an email to support@tourismdata.ch and our team will be happy to assist you.

We appreciate your feedback and suggestions as they will help us improve future versions of this manual.

We hope that you find this manual helpful.

NaDIT Team

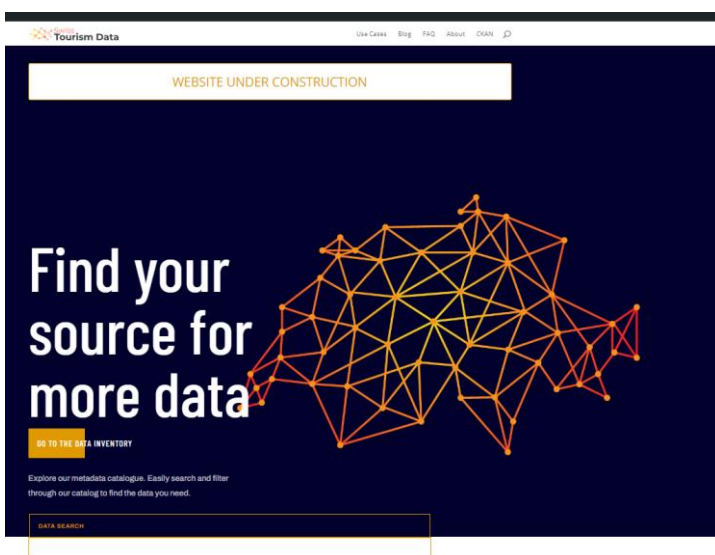


Purpose of the document

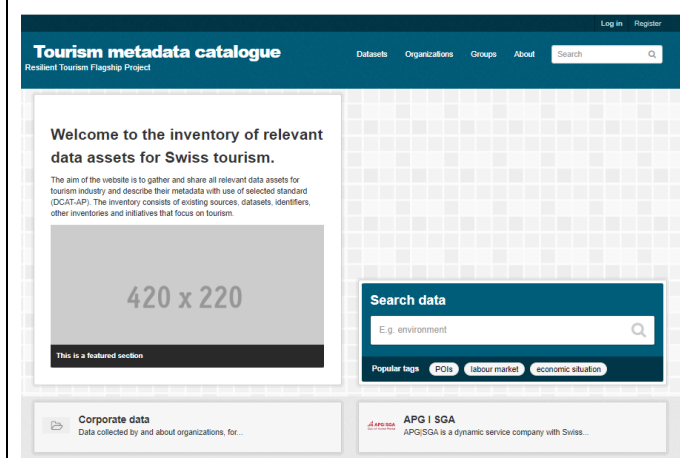
The main purpose of this document is to present main user functionalities of our metadata catalogue published at www.tourismdata.ch, that was launched in February 2023. The handbook is intended to help data providers describe the metadata of their datasets with the use of CKAN available at data.tourismdata.ch.

Please remember that the website available at www.tourismdata.ch was created for end users, people who are looking for data in the field of tourism. In order to fill the website with the information about available data, we use CKAN, available at data.tourismdata.ch.

A. Website for end-users looking for the data available at www.tourismdata.ch



B. Tool CKAN available for project partners to describe the data available at data.tourismdata.ch



Approach

The approach used for this User Manual was based on the identification of the main user functions of the CKAN website (data.tourismdata.ch) and the description of each function from the user's perspective. Each main function documentation consists of a screen snapshot and the steps required to execute the function.

Main User Functions of the website

This section describes all of the main user functions supported by the website data.tourismdata.ch.

User functions	See Page
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Users` functions – account creation, resetting a password

In this section the basic admin functions will be described.

Creating a new account

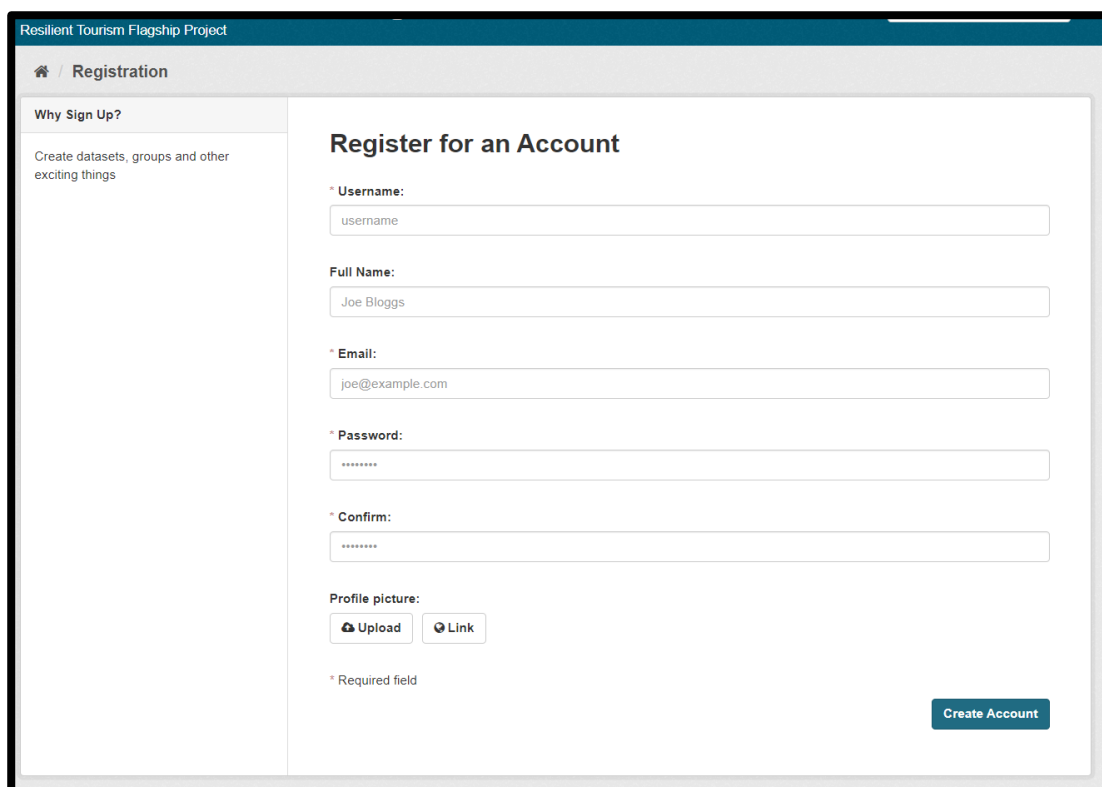
In order to be able to describe the data available in the organization, it is necessary to create an account on the CKAN platform available at data.tourismdata.ch.

There are two ways to open an account:

- (1) creation of an account by an interested person
- (2) sending of invitation by the site administrator.

1. Creation of new account

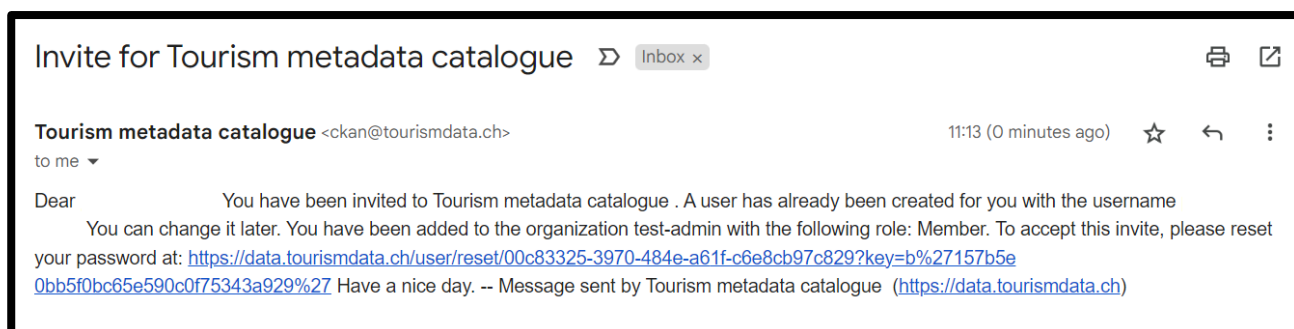
- 1.1. Please visit the website <https://data.tourismdata.ch/> and click on the «Register» button (top right corner of the page) or alternatively open a direct link: <https://data.tourismdata.ch/user/register>
- 1.2. Fill in the form, enter your details (username, full name, email, password. And click the button «create account».
- 1.3. Your account is ready, you will not get any confirmation e-mail.



The screenshot shows a web browser window with the title "Resilient Tourism Flagship Project". The page is titled "Registration" and contains a "Why Sign Up?" section on the left and a "Register for an Account" form on the right. The form includes fields for Username, Full Name, Email, Password, and Confirm, along with an "Upload" button for a profile picture and a "Link" button. A "Create Account" button is located at the bottom right of the form. A note at the bottom left of the form indicates that asterisks denote required fields.

2. Sending an invitation by the site administrator

2.1. You will get a message from a website administrator with invitation to joint the website.

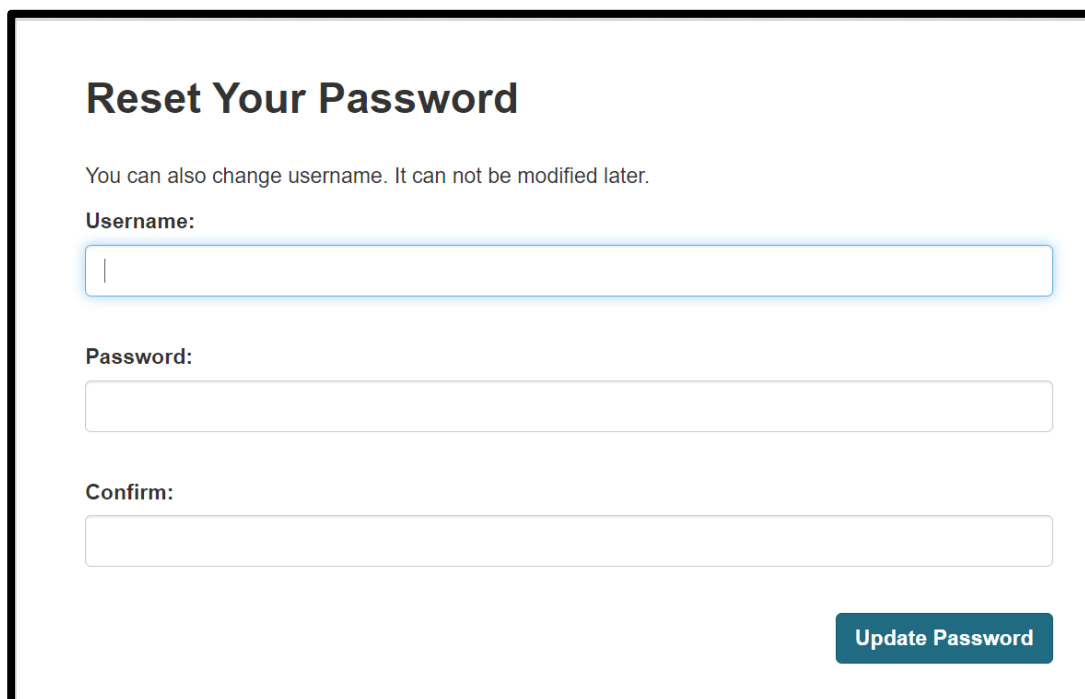


2.2. Please click the link attached to the message.

2.3. You will be redirected to the data.tourismdata.ch website and you will have the possibility to change your username and set the password.

2.4. Click the button «Update Password».

2.5. Your account is ready, you will not get any confirmation e-mail.

A screenshot of a web form titled "Reset Your Password". Below the title, it says "You can also change username. It can not be modified later." The form has three input fields: "Username:", "Password:", and "Confirm:". At the bottom right, there is a blue button labeled "Update Password".

Logging in

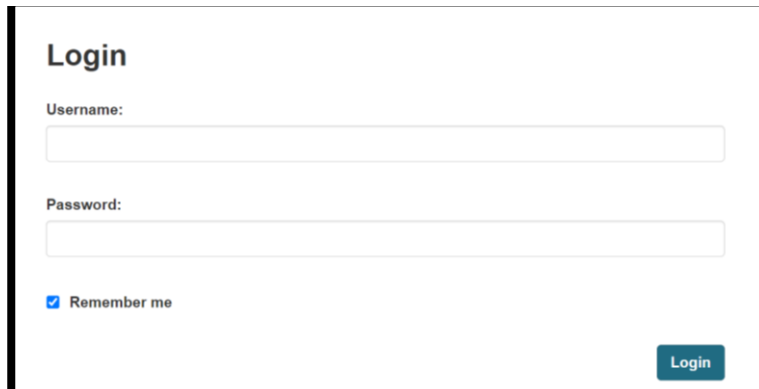
3. Logging in

3.1. Please visit the website <https://data.tourismdata.ch/> and click on the «Log in» button (top right corner of the page) or alternatively open an direct link:

<https://data.tourismdata.ch/user/login>

3.2. Enter **your username** (not your e-mail address) and password and click the button «Login».

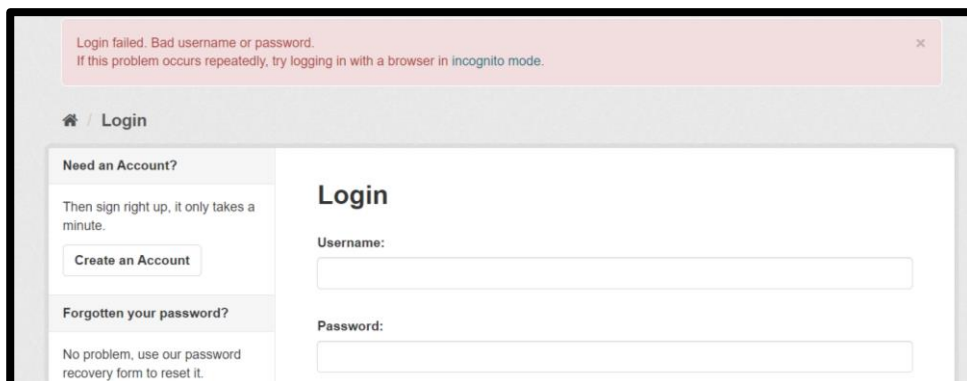
3.3. You can also choose the «Remember me» option that keeps you logged in.



Problems with logging in.

Please note, if you have problems logging in, please follow these steps:

- Clear your cache and cookies in the browser
- Use incognito mode
- try to log in using a different browser.



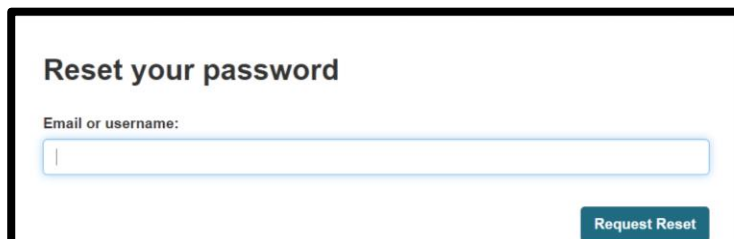
If these steps do not help, please contact us: support@tourismdata.ch

Changing or resetting your password

4. Changing the password

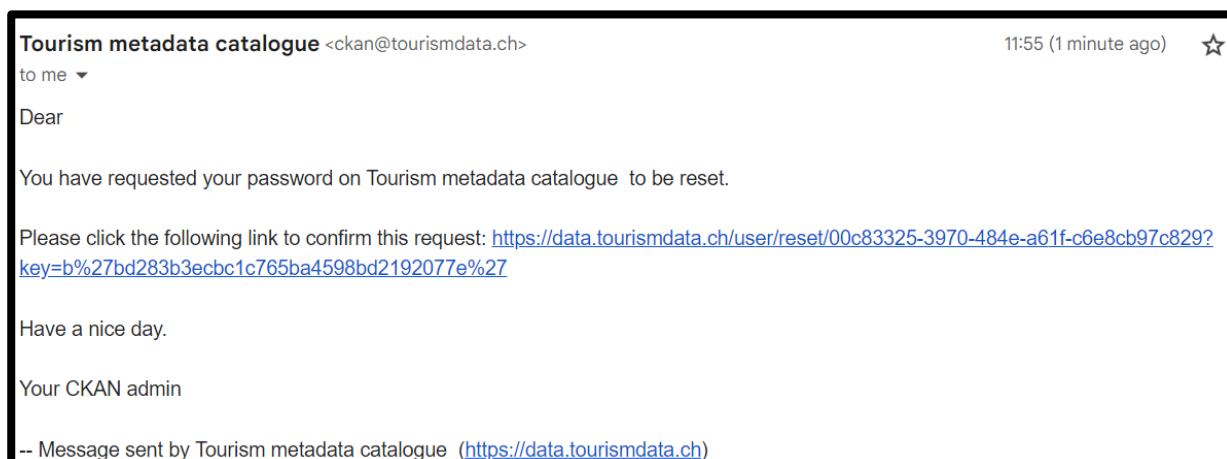
4.1. Please visit the website <https://data.tourismdata.ch/user/reset>

4.2. Enter your e-mail or username. and click the button «Request Reset».



The screenshot shows a web form titled "Reset your password". It contains a single text input field labeled "Email or username:" and a blue button labeled "Request Reset" positioned at the bottom right of the form.

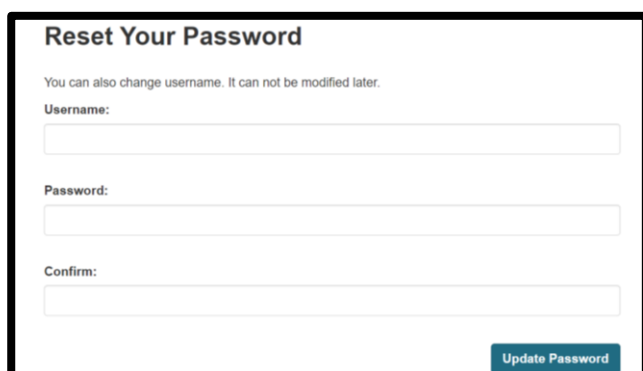
4.3. Open your mailbox. You will get a message from a website administrator



The screenshot shows an email message from "Tourism metadata catalogue <ckan@tourismdata.ch>". The message content includes: "Dear", "You have requested your password on Tourism metadata catalogue to be reset.", "Please click the following link to confirm this request: <https://data.tourismdata.ch/user/reset/00c83325-3970-484e-a61f-c6e8cb97c829?key=b%27bd283b3ecbc1c765ba4598bd2192077e%27>", "Have a nice day.", and "Your CKAN admin". The footer of the email reads: "-- Message sent by Tourism metadata catalogue (<https://data.tourismdata.ch>)".

4.4. Please click the link attached to the message.

4.5. You will be redirected to the data.tourismdata.ch website and be able to reset your password.



The screenshot shows a web form titled "Reset Your Password". It includes a note: "You can also change username. It can not be modified later." Below this are three text input fields labeled "Username:", "Password:", and "Confirm:". A blue button labeled "Update Password" is located at the bottom right of the form.

4.6. Enter a new password and click the button «Update Password».

4.7. Your password has been changed, you will not get any confirmation e-mail.

Managing information about your organization

In this section it will be explained how to add and manage information about your organization (data provider). Before adding information about datasets it is necessary to create an organization profile, so that all datasets will belong to the organization.

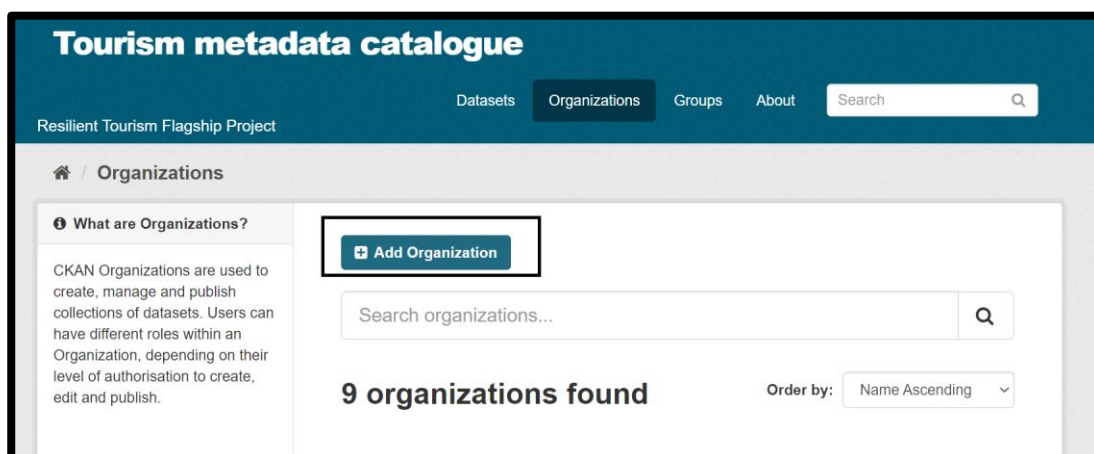
Adding a new organization

5. Adding new organization

5.1. Please visit the website <https://data.tourismdata.ch/>

5.2. Select the «Organizations» button from the top menu on the right.

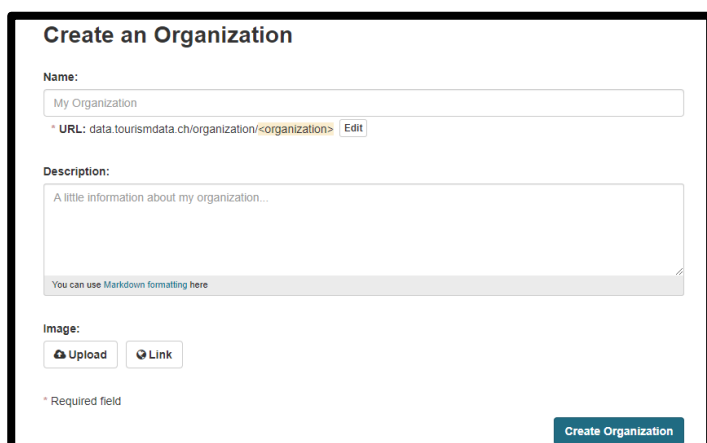
5.3. Click the button «Add Organization».



5.4. Fill in the information about your organization:

- Name** – the name of the organization/company will be used later to construct a URL of your data organization in CKAN.
- Description** - write a few words or sentences about your organization.
- Add image** – for example logo of your organization

5.5. When you are finished click the button «Create Organization».



Editing information about an organization

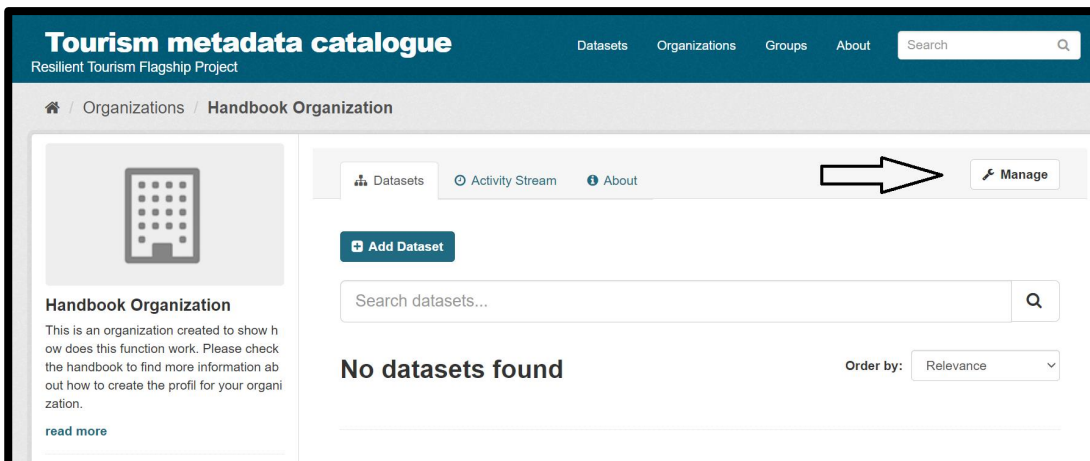
Once you created a profile for your organization you can always edit it, update the description or add new information.

6. Editing information about organization

6.1. Please visit the website <https://data.tourismdata.ch/> and log in.

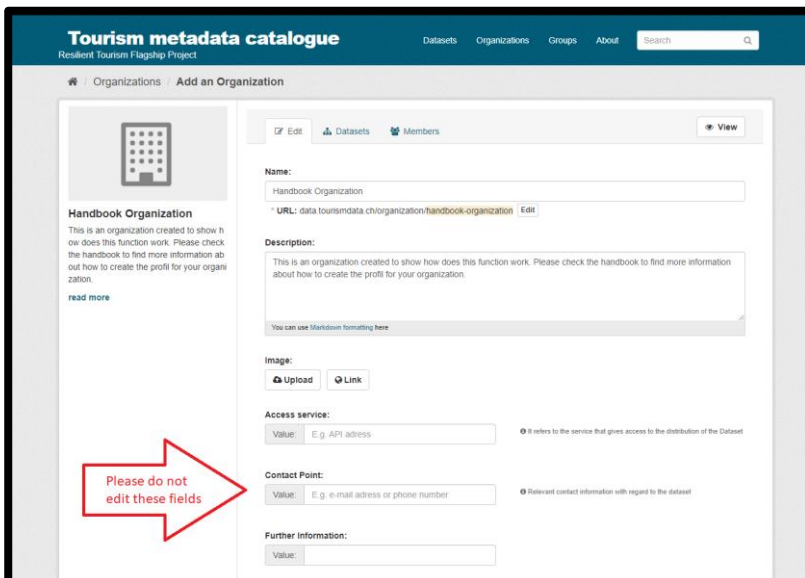
6.2. Find your organization in the list of all organizations and click on it

6.3. Select the «Manage» button from the menu on the right.



6.4. Edit the name of your organization, description or photo.

Please do not edit the fields that appear below (e.g., access service, maintainer).



6.5. Click the button «Update Organization». In the bottom right corner.

Adding members to your organization

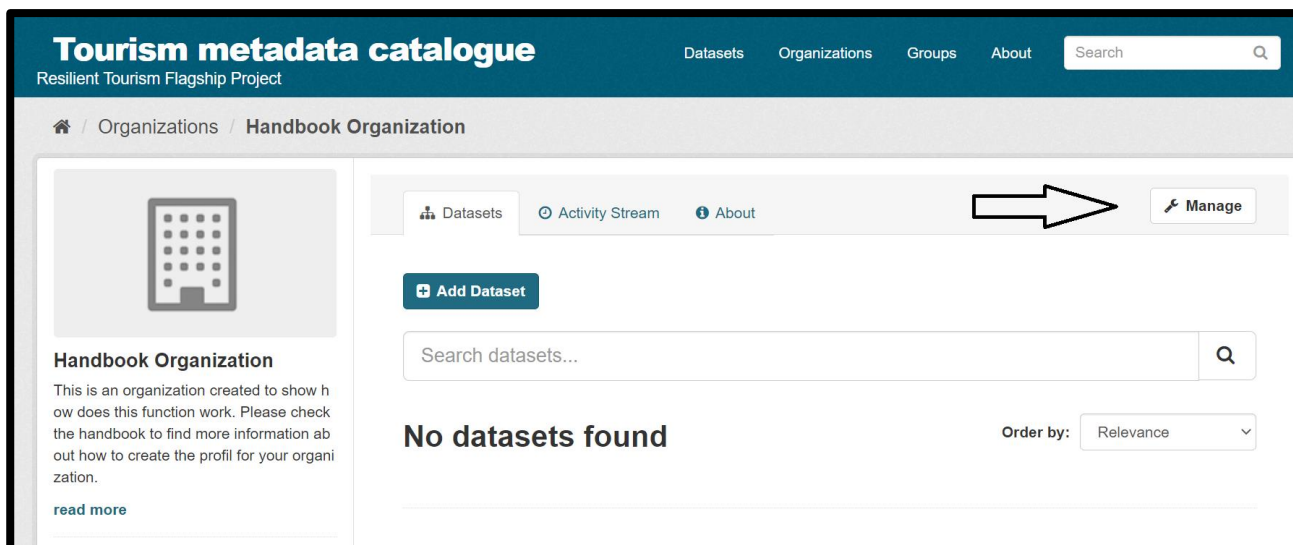
As the owner and admin of your organization's profile you are able to add other users to work with you (for example to help you updating information about the datasets).

7. Adding members to your organization

7.1. Please visit the website <https://data.tourismdata.ch/> and log in.

7.2. Find your organization in the list of all organizations and click on it.

7.3. Select «Manage» button from the menu on the right.



Tourism metadata catalogue
Resilient Tourism Flagship Project

Datasets Organizations Groups About Search

Organizations / Handbook Organization

Datasets Activity Stream About Manage

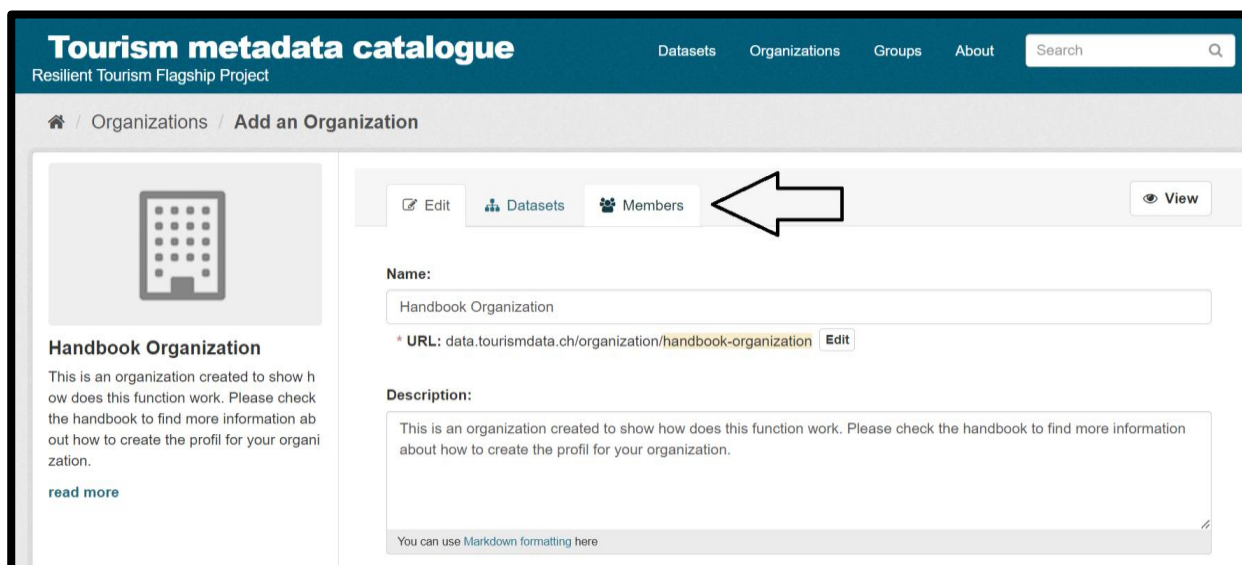
Add Dataset

Search datasets...

No datasets found

Order by: Relevance

7.4. Click the tab «Members».



Tourism metadata catalogue
Resilient Tourism Flagship Project

Datasets Organizations Groups About Search

Organizations / Add an Organization

Edit Datasets Members View

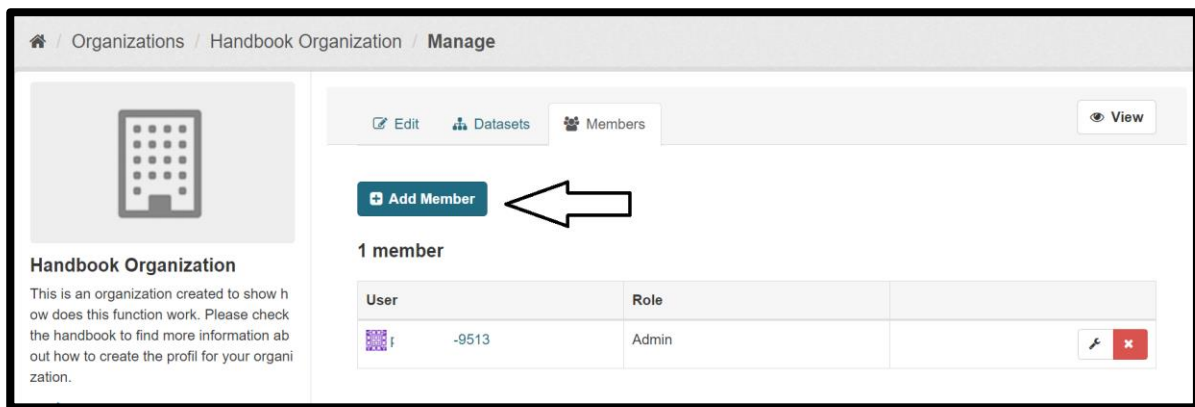
Name: Handbook Organization

URL: data.tourismdata.ch/organization/handbook-organization Edit

Description: This is an organization created to show how does this function work. Please check the handbook to find more information about how to create the profil for your organization.

You can use Markdown formatting here

7.5. You will see the list of the users and their role (e.g. admin, member). Click the button «Add Member».



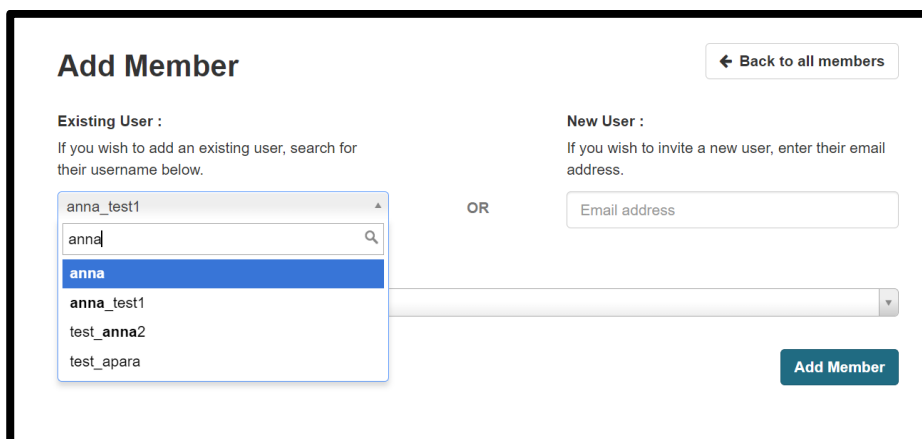
7.6. There are two ways to add new members to the organization:

- By adding a user that is already registered and has a valid account on the platform data.tourismdata.ch. You need to know the username of this user. When you start typing the username, you will find the user.
- By inviting a new user and entering their e-mail address.

7.7. Click the button «Add Member».

You can choose between three types of account, which differ in the rights they are given:

- Member:
 - can view the organization's private datasets
- Editor:
 - can view the organization's private datasets
 - can add new datasets to the organization
 - can edit or delete any of the organization's datasets
 - make datasets public or private
- Admin:
 - Can do everything as editor
 - Add users to the organization, and choose whether to make the new user a member, editor, or admin
 - Change the role of any user in the organization, including other admin users
 - Remove members, editors or other admins from the organization
 - Edit the organization itself (for example: change the organization's title, description, or image)
 - Delete the organization



Adding and managing information about your data

In this section it will be explained how to add and manage information about datasets that are provided by your organization. Before adding information about datasets, it is necessary to create an organization profile in order that all datasets will belong to the organization.

Adding information about the data

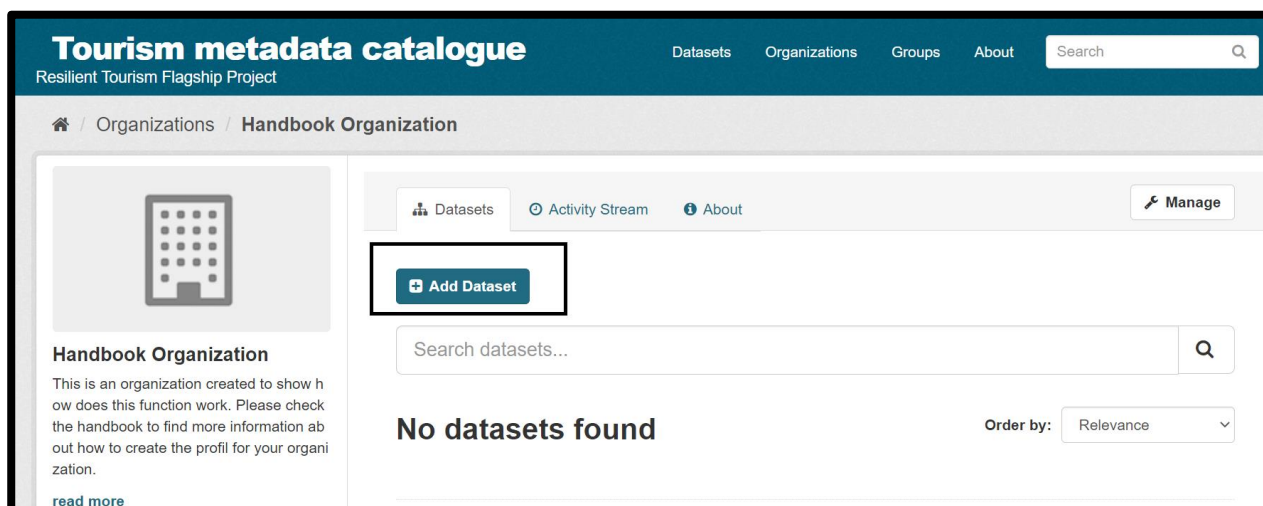
8. Adding information about the data (dataset) owned by your organisation

8.1. Please visit the website <https://data.tourismdata.ch/>

8.2. Select the «Organizations» button from the top menu on the right.

8.3. Find your organization in the list of all organizations and click on it

8.4. Click the button «Add Dataset».



8.5. Fill in the information about the data:

- Title** – title of the dataset in the original version (please stick to the original language version if the dataset is not available in English). Please remember that the title of the dataset will be used later to construct an URL of your dataset.
- Description** - write a few sentences about the data.
- Add tags** – add up to 5 tags that describe the data. Please use lower case and write tags using the plural form, eg. **hotels** (not **Hotel, hotel, Hotels**).
- Licence** – please select the appropriate licence. You can consult additional information about the licence definitions at <http://opendefinition.org>
- Organization** – your organization should be linked automatically to the dataset. In case you are an administrator of two or more organizations you should choose the organisation you would like the datasets to be linked to.

- f) **Visibility** – when working on the dataset you can choose its status as “Private” at first, so that it does not appear on the public website. When you are finished and sure that all the information is correct, you should change the status to “Public”.
- g) **Source** – website address of data provider.
- h) **Maintainer** – enter the information about the maintainer of the data
- i) **Maintainer Email** – add the email address of the maintainer
- j) **Access service** – refers to the service that gives access to the distribution of the dataset (it can be a webpage, API address).
- k) **Contact point** – add contact point information that can be used to ask further question about the dataset.
- l) **How to get the data** – if your data is not open data, please write information on how to get it, for example: to get the data please contact...
- m) **Identifier** – enter the unique identifier of the dataset. If your data has not any unique identifier, you can omit the field.
- n) **Issued Date** – enter date of formal issuance of the dataset
- o) **Languages** – deliver information about languages in which data is available. Please use standard language codes: de, en, fr, it
- p) **Publisher** – this is information about the organisation responsible for making the data available online.
- q) **See also** – you can use this field when you want to indicate that there is another data on a similar topic.
- r) **Spatial coverage** – it refers to the geographic region that is covered by the dataset, e.g., Switzerland, canton Lucerne, Zurich, etc.
- s) **Temporal coverage** – it refers to the time period covered by the dataset, e.g., 2021, 2018-2022.
- t) **Theme** – the main category of the dataset. A dataset can have multiple themes.
- u) **Update Interval** – it refers to the time interval at which the dataset is updated.
- v) **Custom field** – please use custom fields if you need to add any other relevant information about the data (dataset).

Dataset / Create Dataset

What are datasets?

A CKAN Dataset is a collection of data resources (such as files), together with a description and other information, at a fixed URL. Datasets are what users see when searching for data.

1 Create dataset **2 Add data**

Title:

* URL: data.tourismdata.ch/dataset/<dataset> Edit

Description:

You can use Markdown formatting here

Tags:

License:
 License definitions and additional information can be found at opendefinition.org

Organization:

8.6. When you are finished click the button «Next: Add Data».

In the next window you can add the links to the datasets stored on your servers (preferred option). Remember that datasets can be stored in several formats, for example the same data can be accessible in XLS; JSON; PDF format.

8.7. Add information about the “new resource”:

- a) **Data:** Paste the link where data is available
- b) **Name:** Enter the name of the dataset (usually it will be the same as the title of the data).
- c) **Description:** Enter a short description (usually it will be the same as description of the data)
- d) **Format:** choose the format of the data. When you start typing the format, you will be able to choose the appropriate one.

The screenshot shows a web interface for adding a new resource. At the top, there is a breadcrumb trail: Home / Organizations / Handbook Organization / test / Edit / Add New Resource. Below this, a progress bar indicates two steps: '1 Create dataset' and '2 Add data', with the second step being the active one. On the left, a sidebar titled 'What's a resource?' explains that a resource can be any file or link to a file containing useful data. The main form area contains the following fields and controls:

- Data:** Two buttons: 'Upload' (with a cloud icon) and 'Link' (with a globe icon).
- Name:** A text input field containing the placeholder text 'eg. January 2011 Gold Prices'.
- Description:** A large text area with the placeholder text 'Some useful notes about the data'. Below the text area, a note states 'You can use Markdown formatting here'.
- Format:** A dropdown menu currently showing 'xls'. Below the dropdown, a note says 'This will be guessed automatically. Leave blank if you wish'.

At the bottom right of the form, there are three buttons: 'Previous', 'Save & add another', and 'Finish'.

8.8. When you are finished click the button «Finish».

8.9. You can also add several resources. Use this option if you want to add information about several formats available. Please click the button «Save and add another» and proceed as described in the step 8.7.

Editing information about the data (dataset)

Once you added the information about the data, you can always edit it, update the description or add new information.

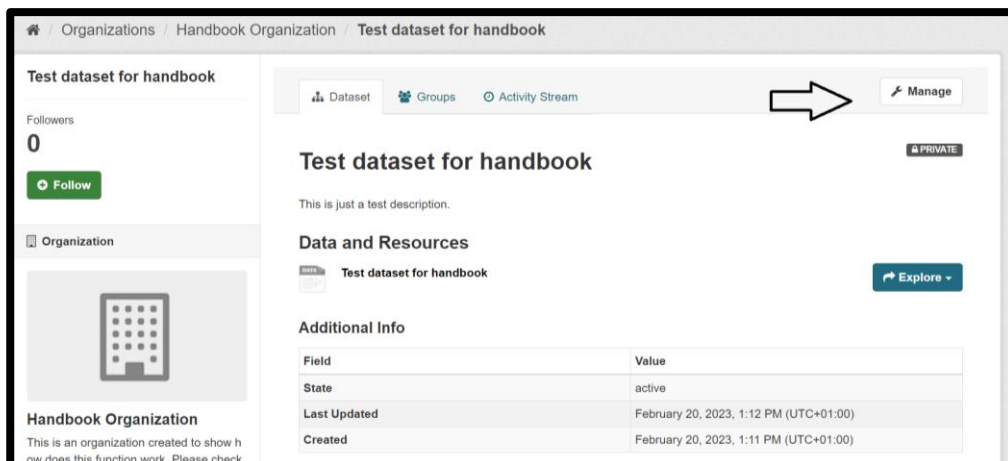
9. Editing information about data (dataset)

9.1. Please visit the website <https://data.tourismdata.ch/> and log in.

9.2. Find and click on the dataset you want to edit.

Please remember that all your datasets are linked to your organization.

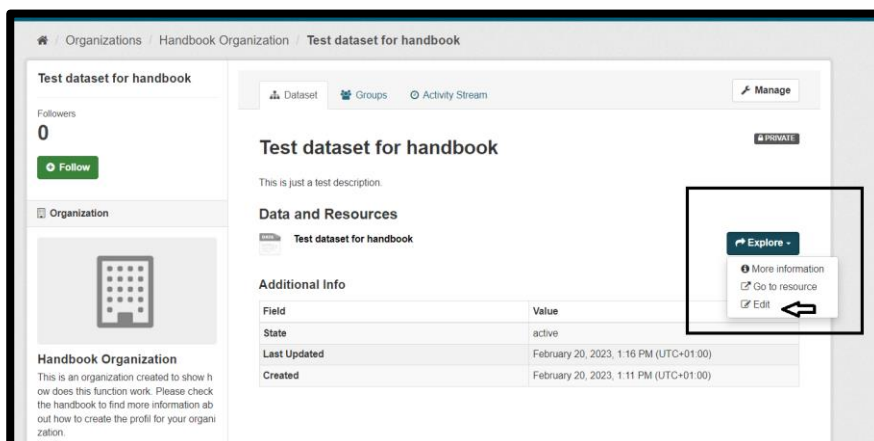
9.3. Click the button «Manage» on the menu on the the right side.



9.4. Edit all information that you want to update and change. Follow the steps as described in 8.5.

9.5. When you are finished click the button «Update Dataset» on the menu at the bottom right side of the page

9.6. You can also edit the information about the data resources, to do so click «Explore» and the «Edit» button.



9.7. Edit all information that you want to update and change. Follow the steps as described in 8.7.

9.8. When you are finished, click the button «Update Resource»

Terminology

Acronym	Description
API	Application Programming Interface
CKAN	Open-source software for data portals. The CKAN data platform is used to describe metadata available at data.tourismdata.ch This software serves as the data source for the platform www.tourismdata.ch
Data (Dataset)	A dataset corresponds to an entry on www.tourismdata.ch . It is published or curated by an organisation and is available for download in one or more representations ("Resource"). A dataset corresponds to a metadata entry and describes a single, thematically closed dataset.
Data resource	A material form or representation of the dataset in a specific format. A resource is a specific representation of the dataset. This can be different forms of provision of a dataset (e.g. a specific format), different time series or also different aggregation levels.
DCAT-AP	DCAT Application Profile – Metadata specification based on the Data Catalogue vocabulary (DCAT)
Licence	A data licence is a legal arrangement between the creator of the data and the end-user, or the place the data will be deposited, specifying what users can do with the data. You can consult additional information about the licence definitions at http://opendefinition.org
Metadata	A set of data that describes and gives information about other data.
User	Profile of a user, that represents the organisation and describes the datasets available.
Organization Profile	Profile of the organization that provides the data.

Contact us with further questions

In case you did not find the answer to your question, please contact us:

support@tourismdata.ch
