

# National Access Point

## User Manual

[Log in](#) [Register](#)   [en](#) [ελ](#)

 [NAP.IMET.GR](#)

[datasets](#) [organizations](#) [about](#)



CO-FINANCED BY:



HELLENIC REPUBLIC  
Ministry of Infrastructure and Transport

DESIGNED AND DEVELOPED BY:



Ινστιτούτο Βασικών Κινητικότητας και Ασφάλων Μεταφορών  
Hellenic Institute of Transport

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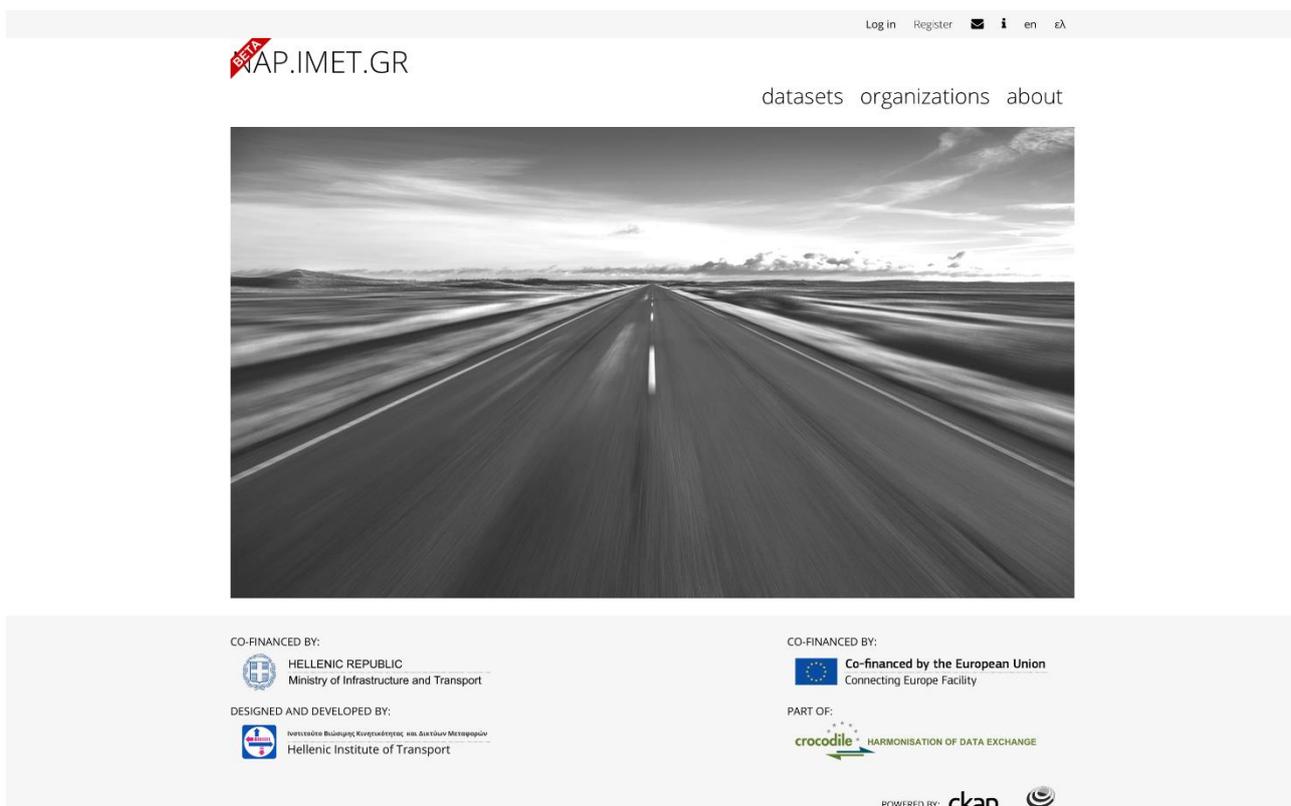
POWERED BY:  

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# 1. General Information



This manual aims to help data consumers and data providers use the National Access Point.

You can access the National Access Point without creating an account.

Specifically, you can browse and download public datasets, browse organizations, and browse data requests. A non-member can also use the contact form and visit the information page.

As a registered member, you can complete all the aforementioned actions and also follow an organization, acquire a dataset, and create dataset requests.

In order to be able to publish a dataset you need to be an Editor or Admin of an organization. Please refer to section [16](#) for more details.

The website is optimized for the latest versions of Apple Safari, Google Chrome and Mozilla Firefox browsers.

## 2. Contact page

The screenshot shows the contact page of the National Access Point (NAP) for IMET.GR. The page is titled 'Contact us' and features a form with the following fields:

- \* Full Name:** A text input field.
- \* Email:** A text input field.
- \* Your Request:** A large text area for providing details regarding the issue or request. A note below the field states: "You can also use [Markdown formatting](#)".
- reCAPTCHA:** A field with the text "I'm not a robot" and a reCAPTCHA logo.

A "Submit" button is located at the bottom right of the form. A sidebar on the left contains the following text:

**Contact Us**

If you need further information regarding the National Access Point or you wish to become an accredited organization and publish your data, please fill out this form.

At the bottom of the page, there are logos for the Hellenic Republic Ministry of Infrastructure and Transport, the Hellenic Institute of Transport, and the European Union Co-financed by the European Union Connecting Europe Facility. The page is also part of the CROCODILE project, which aims at the Harmonisation of Data Exchange.

In order to contact the NAP administrator, you can visit the contact form by clicking the Envelope icon located in the top right-hand corner of the website.

You need to fill in the following fields:

- **Full Name**
- **Email**
- **Your Request**

Click on the *reCAPTCHA* field and follow the pop-up instructions.

Click the **Submit** button to send your message.

Please note that you need to fill in all the required fields in order to use the contact form.

### 3. Information page (About)

Log in Register

**BETA** NAP.IMET.GR

datasets organizations about

/ About

**i**

- General Information
- Data Requests
- GDPR - Personal Data
- Metadata Creation Guidelines
- Declaration of Compliance
- Statistics
- Support
- Terms of Use
- User Manual
- European National Access Points
- EU ITS Directive

#### General Information

The National Access Point (NAP) of Greece is a portal, through which interested parties can receive Intelligent Transport Systems related and road network related data. The portal offers a variety of real-time, historical, or static data in numerous formats and licenses. These data are provided by accredited organizations and can be used for various purposes (e.g. for developing commercial services) depending on their license type.

The main aim of the NAP is to collect and provide transport related data and to facilitate their re-use by service providers, local authorities, or central government agencies in order to provide harmonized traveler information services along the national and international transport network.

The development of the NAP is part of Crocodile 2, a co-financed European project (CEF 2014-2020). It is a requirement of the European Union, as stated in the Delegated Regulations 885/2013, 886/2013 and 962/2015 that supplement the ITS Directive 2010/40/EU.

If you wish to become an accredited organization and publish your data, please **contact us**.

If you are interested in getting access to a published dataset, please refer to the *NAP user manual* for further instructions.

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You can visit the information page by clicking the Info icon located in the top right-hand corner of the website.

This section contains vital information about the platform, including links for General Information, Data Requests, GDPR - Personal Data, Metadata Creation Guidelines, Declaration of Compliance, Statistics, Support, Terms of Use, User Manual, European National Access Points, and EU ITS Directive.

Click on each of the links on the left, to visit the corresponding webpage.

## 4. Register page

Log in Register en ελ

NAF.AP.IMET.GR

datasets organizations about

Registration

Sign up to the National Access Point

### Register for an Account

Username:

Full Name:

Email:

Password:

Confirm:

By creating an account you agree to the [Terms of Use](#).

I'm not a robot

[Create Account](#)

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Click *Register* in the top right-hand corner of the website.

You need to fill in the following:

- **Username** (characters must be lowercase alphanumeric (ascii) and any of these symbols: - \_ )
- **Full Name**
- **Email**
- **Password**

Click on the *reCAPTCHA* field and follow the pop-up instructions.

Click the **Create Account** button to create your account.

Please note that by creating an account you agree to the Terms of Use, which can be found in the Information page.

Your account will be created immediately.

## 5. Login page

Log in Register en el

NAP.IMET.GR

datasets organizations about

Home / Login

Do you need an account?

Sign up for access to the National Access Point.

Create an Account

Forgot your password?

Use the password recovery form to reset it.

Reset your password

### Login

Username:

Password:

Remember me

Login

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Hellenic Institute of Transport

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Click *Log-in* in the top right-hand corner of the website.

You need to fill in the following:

- Username
- Password

Click the **Login** button to login with your credentials.

In case you forgot your password, click the link on the left and follow the instructions.

A reset password link will be sent to your email.

After login, three new menu buttons will appear in the top right-hand corner of the website.

These buttons redirect to the User page, the User Dashboard page and the User Settings page.

## 6. User page

AP.IMET.GR

Demo User

datasets organizations about

Home / Demo User

Demo User  
You have not provided a biography

Datasets Edits  
1 31

Username  
demo-userone

Email Private  
demo@userone.com

Member Since  
November 21, 2018

API Key Private  
0f56931f-2281-4ae0-b7ae-0ad93b598ae9

Datasets Data Requests Manage

**OWNER** Demo data  
This is a demo dataset  
PNG

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ΕΠΙΧΕΙΡΗΣΙΑΚΟ ΠΡΟΓΡΑΜΜΑ ΚΑΤΑΣΤΡΟΦΩΝ ΚΑΙ ΔΙΑΧΕΙΡΙΣΗ ΜΕΤΑΦΟΡΩΝ  
Hellenic Institute of Transport

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In the User page, you can view your created datasets, your data requests, your email, and your API key. There is also a **Manage** button on the right side of the webpage that redirects you to the User Settings page.

## 7. User Dashboard page

The screenshot displays the user dashboard for NAP.IMET.GR. At the top right, there is a user profile 'Demo User' and navigation links for 'datasets', 'organizations', and 'about'. The main content area is titled 'Dashboard' and features a tabbed interface with four tabs: 'News feed', 'My Datasets', 'Acquired Datasets', and 'My Organizations'. The 'News feed' tab is selected, showing a dropdown menu for 'Activity from: Everything'. The footer contains logos for funding and development partners, including the Hellenic Republic, the European Union, and the Hellenic Institute of Transport.

In the User Dashboard page, there are four tabs:

- **News feed:** In this tab you can view the latest activity regarding your account. This also includes the activity of the organizations that you follow.
- **My Datasets:** In this tab you can view a list of your created datasets. You cannot create a new dataset unless you are an Editor or Admin of an organization. Please refer to section [16](#) for more details.
- **Acquired Datasets:** In this tab you can view your acquired datasets.
- **My Organizations:** In this tab you can view a list of the organizations that you administer.

## 8. User Settings page

Demo User

AP.IMET.GR

datasets organizations about

Home / Demo User / Manage

**Account Info**

This page allows users to change the details of their account as well as to reset their password.

### Change details

\* Username:

Full name:

\* Email:

About:

You can also use [Markdown formatting](#)

### Change password

Old Password:

Password:

Confirm Password:

\* Required field

[Regenerate API Key](#) [Update Profile](#)

In the User Settings page, you can change your personal details, password, and generate a new personal API Key.

## 9. Datasets list page

The screenshot displays the AP.IMET.GR Datasets list page. At the top, there is a navigation bar with 'Demo User' and various utility icons. The main header includes the site logo and navigation links for 'datasets', 'organizations', and 'about'. Below the header, the page title is '/ Datasets'. A left sidebar provides filters for 'Organizations' (Demo Org (1)), 'Tags' (Motorways (1)), 'Formats' (PNG (1)), and 'Licenses' (Creative Commons At... (1)). The main content area features an 'Add Dataset' button, a search bar containing 'demo', and a dropdown menu set to 'Relevance'. It displays '1 dataset found for "demo"'. The dataset entry is titled 'Demo data', marked as 'OWNER', and has a 'PNG' format. A note states 'This is a demo dataset' and provides a link to API documentation.

In the Datasets page, you can browse and search all public and searchable private datasets. In the left sidebar, there are four sections/facets:

- **Organizations:** A list of the organisations that offer the datasets.
- **Tags:** A list of all the tags that appear in the datasets search page.
- **Formats:** A list of all available file formats.
- **Licences:** A list of used licenses.

The number after each entry represents the quantity of listed datasets that correspond to the specific value or property.

You can use these facets to perform an advanced search e.g. filter-in the desired tags.

You can choose multiple filters. The results are automatically updated in the dataset list.

If you are an Editor or Admin of an organization, you will see an **Add Dataset** button above the Search field.

## 10. Dataset page

The screenshot displays the 'Dataset page' for 'Demo data' in the AP.IMET.GR system. The page is structured as follows:

- Header:** 'AP.IMET.GR' logo and navigation links: 'datasets organizations about'. User information: 'Demo User'.
- Breadcrumbs:** Home / Organizations / Demo Org / Demo data
- Left Sidebar:**
  - Demo data:** Organization icon.
  - Organization:** 'Demo Org' with a description: 'There is no description for this organization'.
  - License:** 'Creative Commons Attribution 4.0' with a 'CC BY' icon.
- Main Content Area:**
  - Dataset / Activity Stream:** Tabs for 'Dataset' (selected) and 'Activity Stream'. A 'Manage' button is present.
  - Demo data:** Title and description: 'This is a demo dataset'.
  - Data and Resources:** Section containing a 'Demo resource' with an 'Explore' button.
  - Motorways:** A button for exploring related resources.
  - Additional Info:** A table with the following data:

Field	Value
Last Updated	22 March 2019, 13:18 (UTC+02:00)
Created	22 March 2019, 13:05 (UTC+02:00)

**Footer:**

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- PART OF:** crocodile HARMONISATION OF DATA EXCHANGE.

In the Dataset page, there is a list of all the data and resources that are linked to the specific dataset. You can click each resource or use the **Explore** button on the right to preview or download it. You can find additional info about the dataset in the table below the resources.

In the left sidebar, you can see the associated organization and the license of the specific dataset.

If you are the owner of the dataset, there will be a **Manage** button on the right side of the page.

## 11. Resource page

Demo User
en ελ


datasets organizations about

Organizations / Demo Org / Demo data / Demo resource

### Demo resource

Manage
Go to resource

URL: <http://data.nap.imet.gr/el/dataset/e403ce8b-c0a9-4187-b0f5-b0a94d179ab5/resource/a4c169af-75be-474e-97ab-7136026852f1/d...>

From the dataset abstract

This is a demo dataset

Source: Demo data


Εικόνα

Embed



ΣΥΓΧΗΜΑΤΟΔΟΤΗΣΗ:



ΕΞΑΡΧΙΣΜΟΣ & ΑΝΑΠΤΥΞΗ:



ΣΥΓΧΗΜΑΤΟΔΟΤΗΣΗ:



ΜΕΡΟΣ ΤΟΥ ΕΡΓΟΥ:



POWERED BY:  

Resources

Demo resource

#### Additional Information

Field	Value
Format	PNG
License	Creative Commons Attribution 4.0
Show more	

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PART OF:



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In the resource page you can download, read a short description, and preview (if the platform supports the specific file format) the actual resource. You can find additional info about the resource in the table below the preview section. You can also see if there is problem with the resource link and download a backed up version of the file from the website's server.

If you are the owner of the dataset, there will be a **Manage** button on the right side of the page.

## 12. Organizations list page

The screenshot displays the 'Organizations' page on the NAP.IMET.GR website. The page header includes the logo 'NAP.IMET.GR' and navigation links for 'datasets', 'organizations', and 'about'. The user is logged in as 'Demo User'. The main content area shows a search bar with the text 'Search organizations...' and a magnifying glass icon. Below the search bar, it states '3 organizations found' and 'Order by: Name Ascending'. Three organization cards are displayed:

- Demo Org**: 1 Dataset
- Egnatia Odos S.A.**: 13 Datasets
- Hellenic Institute of Transport**: 6 Datasets. A note below the card states: 'HIT is part of the Centre for Research and Technology Hellas (CERTH), which...'.

A sidebar on the left contains a section titled 'What are Organizations?' with the following text: 'Each organization corresponds to a data provider and has the right to create, manage, and publish datasets. Individual users may be associated with one or more organizations. Each user may have a different role within an organization depending on their level of authorization to create, edit, and publish datasets. If you wish to become an accredited organization and publish your data, please contact us.'

The footer of the page includes funding information: 'CO-FINANCED BY: HELLENIC REPUBLIC Ministry of Infrastructure and Transport' and 'CO-FINANCED BY: Co-financed by the European Union Connecting Europe Facility'. It also mentions 'DESIGNED AND DEVELOPED BY:' and 'PART OF:'.

In the Organizations list page, there is a detailed overview of the registered organizations. You can search for a specific organization or visit an organization by clicking on it.

## 13. Organization page

The screenshot displays the 'Organization page' for 'Demo Org' on the AP.IMET.GR platform. The page is divided into a sidebar and a main content area.

**Sidebar:**

- Organization name: Demo Org
- Description: There is no description for this organization
- Followers: 0
- Datasets: 1
- Follow button: [Follow](#)
- Facets:
  - Organizations: Demo Org (1)
  - Tags: Motorways (1)
  - Formats: PNG (1)
  - Licenses: Creative Commons At... (1)

**Main Content Area:**

- Navigation: datasets organizations about
- Current path: / Organizations / Demo Org
- Active tabs: Datasets, Data Requests, About
- Buttons: Add Dataset, Manage
- Search: Search datasets...
- Results: 1 dataset found (Order by: Relevance)
- Dataset details:
  - OWNER: Demo data
  - Description: This is a demo dataset
  - Format: PNG

In the Organization page there are three tabs:

- **Datasets:** In this tab you can search and view the datasets.
- **Data Requests:** In this tab you can view the data requests created by the specific organization.
- **About:** In this tab you can read a description of the organization.

In the left sidebar, there is a **Follow** button and the same four facets that appeared in the Dataset lists page. Please refer to section 9 for more info. You can use them to filter-in the displayed datasets. You can click the **Follow** button to follow the specific organization. As a result, the organizations' activity will be displayed in your News feed.

If you are an Editor or Admin of an organization, you will see an **Add Dataset** button above the Search field. If you are the organization's administrator, there will be a **Manage** button on the right side of the page.

## 14. Manage Organization page

The screenshot shows the 'Manage Organization' page for 'Demo Org' in the NAP.IMET.GR system. The page is divided into a left sidebar and a main content area. The sidebar contains a placeholder for the organization's logo and a message: 'Demo Org' and 'There is no description for this organization'. The main content area has three tabs: 'Edit', 'Datasets', and 'Members'. The 'Edit' tab is active, showing a form with the following fields: 'Name' (set to 'Demo Org'), 'URL' (set to 'data.nap.imet.gr/organization/demo-org'), 'Description' (with a text area containing 'A little information about my organization...'), 'Image' (with 'Upload' and 'Link' buttons), and three 'Custom Field' sections, each with 'Key' and 'Value' input boxes. A 'View' button is located in the top right of the main content area. At the bottom right, there is an 'Update Organization' button. The footer of the page includes logos for 'HELLENIC REPUBLIC' and 'Co-financed by the European Union'.

In the Manage Organization page there are three tabs.

- **Edit:** In this tab you can edit the organization's details (name, image, description).

The screenshot shows the AP.IMET.GR website interface. At the top, there is a navigation bar with the logo and the text 'AP.IMET.GR'. Below the logo, there are links for 'datasets', 'organizations', and 'about'. The main content area is titled 'Organizations / Demo Org / Manage'. On the left, there is a sidebar for 'Demo Org' with a description: 'There is no description for this organization'. The main area shows a list of datasets with the following actions: 'Add dataset', 'Edit', 'Datasets', 'Members', and 'View'. The list contains one dataset, 'Demo data', with a description 'This is a demo dataset'. Above the dataset name are three buttons: 'Make public', 'Make private', and 'Delete'. To the right of the dataset list, there is a search bar 'Search datasets...', an 'Order by' dropdown menu set to 'Name Ascending', and a summary '1 dataset found'. Below this, there are several filter sections: 'Organizations' (Demo Org (1)), 'Tags' (Motorways (1)), 'Formats' (PNG (1)), and 'Licenses' (Creative Commons At... (1)).

- **Datasets:** In this tab there is a detailed overview of your published datasets. You can perform batch actions on your datasets, make them public or private, and even delete them. You can also edit each one separately.

AP.IMET.GR

demo User

datasets organizations about

Organizations / Demo Org / Manage

[Edit](#)
[Datasets](#)
[Members](#)
[View](#)

**Add Member**

4 members

User	Role	
	Admin	<a href="#">Edit</a> <a href="#">Remove</a>
Demo Usertwo	Member	<a href="#">Edit</a> <a href="#">Remove</a>
Demo User	Admin	<a href="#">Edit</a> <a href="#">Remove</a>
	Admin	<a href="#">Edit</a> <a href="#">Remove</a>

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**POWERED BY:** ckan

AP.IMET.GR

demo User

datasets organizations about

Organizations / Demo Org / Manage

[Edit](#)
[Datasets](#)
[Members](#)
[View](#)

**Add Member** [Back to all members](#)

**Existing User :**  
 If you wish to add an existing user, search for their username below.  
 OR

**New User :**  
 If you wish to invite a new user, enter their email address.

**Role:**

**Add Member**

**What are roles?**  
**Admin:** Can add/edit and delete datasets, as well as manage organization members.  
**Editor:** Can add and edit datasets, but not manage organization members.  
**Member:** Can view the organization's private datasets, but not add new datasets.

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**Members:** In this tab, you can add or remove members and change the role of existing members of your organization. You can add existing registered users or invite new ones. Each new member can either be a Member, an Editor, or an Admin and each role will have different privileges. A Member can only view the organization's datasets (public or private) and an Editor can view, edit, delete, or add a new dataset. Finally, an Admin has full access to the organization.

## 15. Create Dataset page

Follow the instructions below, if you wish to publish a public or a private dataset. For more information and guidance regarding the creation of metadata, you can read the Metadata Creation Guidelines included in the Information page (About).

The screenshot displays the 'Create Dataset' page in the NAP.IMET.GR system. The page is divided into two main sections: a sidebar on the left and a main form area on the right.

**Sidebar (Left):**

- What are datasets?**: A section explaining that datasets are collections of data resources with metadata, defined during the publication process. It also provides a link for more information and guidance on metadata creation.

**Main Form Area (Right):**

The form is titled '1 Create dataset' and includes the following fields and options:

- Title:** A text input field with the placeholder 'Provide a short and descriptive title'. Below it, a URL is shown: '\* URL: data.nap.imet.gr/dataset/<dataset>' with an 'Edit' button.
- Description:** A large text area with the placeholder 'Provide descriptive information concerning the dataset'. A note below indicates 'You can also use Markdown formatting'.
- Tags:** A text input field with the placeholder 'Provide keywords with which the dataset will be searchable'.
- License:** A dropdown menu currently set to 'Creative Commons Attrib...'. An information icon indicates that license definitions can be found at [opendefinition.org](https://opendefinition.org).
- Organization:** A dropdown menu currently set to 'demo-org'.
- Access:** A dropdown menu currently set to 'Private'. An information icon explains that private datasets are only accessible to certain users, while public datasets are accessible to anyone.
- Searchable:** A dropdown menu currently set to 'True'. An information icon explains that searchable datasets can be searched by anyone, while non-searchable datasets can only be accessed by entering their URL directly.
- Allowed Users:** A text input field with the placeholder 'State the users that will have access to this dataset'.
- Quality Indicator:** A large text area with the placeholder 'Please describe the quality of your dataset'. A note below indicates 'You can also use Markdown formatting'.
- Update Frequency:** A text input field with the placeholder 'Enter the update frequency'.
- Maintainer:** A text input field containing 'Joe Bloggs'.
- Maintainer Email:** A text input field containing 'joe@example.com'.
- Custom Fields:** Three pairs of 'Key:' and 'Value:' input fields.

At the bottom of the form, there is a disclaimer: '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](#).' A '\* Required field' label is present, and a 'Next: Add Data' button is at the bottom right.

**Footer:**

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- DESIGNED AND DEVELOPED BY:** Ελληνικό Ινστιτούτο Μεταφορών, Εθνικό Μετσώβειο Πολυτεχνείο, Hellenic Institute of Transport.
- CO-FINANCED BY:** Co-financed by the European Union, Connecting Europe Facility.
- PART OF:** crocodile HARMONISATION OF DATA EXCHANGE.

In order to be able to create a dataset, you need to be an Editor or Admin of an organization. Please refer to section [16](#) for more details.

To add a dataset visit the Datasets page in the main menu or visit the My Datasets tab in your Dashboard page and then click the **Add Dataset** button.

## 15.1. Public Dataset

In the Create Dataset page you need to fill in the following fields:

- **Title:** Enter the title of the dataset.
- **Description:** Provide a short and general description of the dataset.
- **Tags:** Enter the dataset's metadata.
- **License:** Choose one of the available licenses from the drop-down menu. If you need to use another license, please contact us with your request.
- **Organization:** Choose the organization that publishes the dataset.
- **Visibility:** Choose **public**.
- **Searchable:** Not available.
- **Allowed Users:** Not available.
- **Quality Indicator:** Describe the quality of your dataset.
- **Update Frequency:** Enter the update frequency of your dataset.
- **Maintainer:** Enter the dataset's maintainer name.
- **Maintainer Email:** Enter the dataset's maintainer email.
- **Custom Field / Key Value:** You can create custom fields and assign specific values. These will be visible in the Additional Info table in the Dataset page.

After filling in the above fields, click the **Next: Add Data** button to add a resource.

## 15.2. Private Dataset

If you wish to create a Private dataset, you need to pay special attention to the following fields:

- **Access:** Choose **private**. Private datasets can only be accessed by certain users.
- **Searchable:** Choose **true** or **false**.

If you choose true the dataset will appear in the search results, whereas if you choose false the dataset will not appear at all. Since the user will NOT be able to interact with the private dataset it is preferable to set the value to false. If you wish to make the dataset available under (paid) contract, it is advisable to create another public dataset with a sample resource and provide purchasing instructions and your contact information in the dataset description. This way, the user will be able to browse the sample dataset, and contact you directly with her/his request. When you reach an agreement with the user, you can use the next field to give her/him access.

- **Allowed Users:** Use this field to give access to a specific user. If a user has acquired your dataset, you can add her/his username here to give her/him access to the specific dataset. You can add multiple users for each dataset using a comma. The specific dataset will appear in the user's Acquired Dataset tab.

*You can use the above three fields (Access, Searchable, Allowed Users) to create datasets tailored to the needs of your customers that are ONLY visible to them.*

## 15.3.Resources

The screenshot shows the 'Create Dataset' form on the AP.IMET.GR website. The page is titled 'datasets organizations about' and 'Datasets / Create Dataset'. The form is divided into two main sections: '1 Create dataset' and '2 Add data'. The '1 Create dataset' section includes a sidebar with the heading 'What's a resource?' and a main form area with the following fields:

- Data:** Two buttons: 'Upload' and 'Link'.
- Name:** A text input field with the placeholder text 'Provide a short and descriptive title'.
- Description:** A text area with the placeholder text 'Provide descriptive and technical information concerning the data resource'. Below the text area, it says 'You can also use Markdown formatting'.
- Format:** A dropdown menu with the placeholder text 'eg. CSV, XML or JSON'. Below the dropdown, it says 'If no option is chosen, this field will be completed automatically'.

At the bottom of the form, there are three buttons: 'Previous', 'Save & add another', and 'Finish'. The footer of the page contains logos for the Hellenic Republic (Ministry of Infrastructure and Transport), the European Union (Co-financed by the European Union Connecting Europe Facility), and the Hellenic Institute of Transport (DESIGNED AND DEVELOPED BY: Ηellenic Institute of Transport). It also mentions 'PART OF: crocodile HARMONISATION OF DATA EXCHANGE' and 'POWERED BY: ckan'.

You can either upload a file or add a URL. If you click the **Upload** button, you need to provide the file from your computer and if you use the **Link** button, you need to provide a working URL (http, https, ftp, sftp). Please fill in the rest of the fields:

- **Name:** Enter the name of your resource.
- **Description:** Describe your resource in detail.
- **Format:** Choose the file format of your resource.

If you are finished, click the **Finish** button. If you wish to add another resource, click the **Save & add another** button. If you leave the page without adding a resource, the dataset will be saved as a draft and will only be visible to you in your Dashboard in the My Datasets tab.

## 16. Create Organization

The creation of an organization is managed by the system administrator. If you wish to create an organization, you need to contact the system administrator using the contact form. You need to provide your username, the preferred name of the organization, and your phone number.

Generally, organizations that are interested to add data to the National Access Point are requested to fill out a self-declaration form. By using this self-declaration form, organizations declare to which extend they adhere to the requirements set out in the Delegated Regulations regarding the quality and usage of the provided datasets. Extra verification may be required by the system administrator. You will be contacted within 2 working days.

You can download a sample of the self-declaration in the relevant Information page section.

## 17. Data Requests

The screenshot shows the website NAPA.IMET.GR. The top navigation bar includes 'Demo User', a settings icon, a plus icon, an email icon, an info icon, and language options 'en' and 'ελ'. The main header features the site logo and navigation links for 'datasets', 'organizations', and 'about'. Below the header, there is a breadcrumb trail 'Home / About' and a sidebar menu with an 'i' icon. The sidebar menu items are: General Information, Data Requests, GDPR - Personal Data, Metadata Creation Guidelines, Declaration of Compliance, Statistics, Support, Terms of Use, User Manual, European National Access Points, and EU ITS Directive. The main content area is titled 'Data Requests' and contains the text: 'Click [here](#) to create a Data Request or view an existing one.' The footer section contains logos for funding and development partners: Hellenic Republic Ministry of Infrastructure and Transport, Hellenic Institute of Transport, European Union Co-financed by the European Union Connecting Europe Facility, and the CROCODILE project (HARMONISATION OF DATA EXCHANGE). It also mentions 'POWERED BY: ckan' and 'FIWARE'.

You can create a data request to ask for data that are not published in the National Access Point.

All data requests are public.

To navigate to the Data Requests page visit the Information page by clicking the Info icon located in the top right-hand corner of the website. You can find the Data Request page link in the corresponding menu item in the sidebar.

Please note that the Data Requests page acts as a public message board. Any personal details posted there, will be publicly visible. All requests will be moderated by the system administrator on a weekly basis.

## 17.1.View Data Requests

The screenshot shows the 'Data Requests' page on the AP.IMET.GR website. The page header includes the site logo and navigation links for 'datasets', 'organizations', and 'about'. The main content area features a 'Data Request' section with an 'Add Data Request' button and a search bar. Below the search bar, it indicates '1 data request found' and shows a 'Demo request' with an 'OPEN' button. The footer contains logos for the Hellenic Republic, the European Union, and various partners like ckan and FIWARE.

In this page you can view posted data requests. You can also use the Search field to search for a specific request. You can view the request by clicking on it. If you are a registered user, you can add a new data request.

The screenshot shows the 'Demo request' page on the AP.IMET.GR website. The page header includes the site logo and navigation links for 'datasets', 'organizations', and 'about'. The main content area features a 'Demo request' section with a 'Manage' button and a 'Close' button. Below the buttons, it displays the details of the request, including a table of 'Additional Info' with columns for 'Creator' and 'Organization'.

If you are the owner of the data request, there will be a **Manage** button to edit the details of your request and a **Close** button to close the request.

Demo User 

**WAP.IMET.GR** datasets organizations about

🏠 / Data Requests / Create Data Request

**Data Request**

A Data Request allows a user to make a request for the provision of data that are not yet published on the platform.

To create a data request, please fill in the form.

## Create Data Request

\* Title:

Description:

You can also use [Markdown formatting](#)

Organization:

[Create Data Request](#)

CO-FINANCED BY:



HELLENIC REPUBLIC  
Ministry of Infrastructure and Transport

DESIGNED AND DEVELOPED BY:



Επιστημονικό Εργαστήριο Κοινωνικών, Ασφαλιστικών Μεταφορών  
Hellenic Institute of Transport

CO-FINANCED BY:



Co-financed by the European Union  
Connecting Europe Facility

PART OF:



HARMONISATION OF DATA EXCHANGE

POWERED BY:  

## 17.2. Create Data Requests

To create a data request please fill in the following fields:

**Title:** Enter the title of your request.

**Description:** Describe your request in detail.

**Organization:** If you are a member of an organization, fill in the name of your organization.

Click the **Create Data Request** button to create your request.