ArcGIS Online: Item Administration and Group Sharing

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Overwhelmed?

You’re in the right place.
Overview

- ArcGIS Online sharing model
- Best practices for item administration and group sharing
  - Tagging
  - Organizing
  - Sharing to groups
- Finding items
  - Keyword search
  - Map viewer search

- Questions
- Survey
ArcGIS Online sharing model
Deciding how to share your items

<table>
<thead>
<tr>
<th>“I want to…”</th>
<th>Item sharing level(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>…practice ArcGIS Online workflows and create content only accessible by me.”</td>
<td>Keep content private (default)</td>
</tr>
<tr>
<td>…collaborate on a project with other members, but we don’t want the rest of the ArcGIS Online organization to see the items yet.”</td>
<td>Group(s)</td>
</tr>
<tr>
<td>…collaborate on a project with other members, and we want the rest of the ArcGIS Online organization to see the items.”</td>
<td>Group(s) Organization</td>
</tr>
<tr>
<td>…showcase final content from a project and make it available to everyone, including anonymous users.”</td>
<td>Group(s) Organization Public</td>
</tr>
</tbody>
</table>
Tagging items
Tags

- Part of ArcGIS Online metadata
- Associate keywords with items
- Required for every item
Tags support content discovery

- Very important, especially for production items
- Should be intuitive and comprehensive
- Also adds a sense of value, authority to items

2014-2019 USA Population Growth Rate
Develop a tagging strategy

- Develop a list of standard tags for items in your organization
  - Organization name
  - Thematic keyword(s)
  - Project name
  - Geographic location
  - Industry specific keywords

- Share these standards as part of a content management document
  - Add the document to your organization
Nütrino Item Details Standards

Title
Enter a descriptive name for the item. If the item is shared with a working group, include '_draft' at the end of the title.

Summary
Enter a brief description of the content that includes:
- What the content represents, e.g., "This content represents the location of marketed sites in the San Diego sales region."
- The content source, e.g., "This content was derived from content provided by the U.S. Census TIGERLine Shapfiles (http://www.census.gov/geo/maps-data/data/tiger-line.html)."

Description
Enter a more detailed description of the content that includes:
- A content description, e.g., "This content represents the location of marketed sites in the San Diego sales region. The sites are ranked. These numbers reflect rankings."
- The content source, e.g., "This content was derived from content provided by the U.S. Census TIGERLine Shapfiles of the regions, making them available at http://www.census.gov/geo/."

Tags
Make sure all items contain the following tags:
- nütrino and nutrino.
- One or more place keywords (e.g., "North America", "United States", and "Kansas" would be appropriate for a Kansas, USA dataset).

Access and use constraints
Copy and paste the following statement into the space provided:
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In the event that the content vendor(s) has (have) granted the end user permission to redistribute the Geodata, please use proper proprietary or copyright attribution for the various content vendor(s), and provide the associated metadata file(s) with the Geodata.
Organizing items
New Content page

- New tabs for favorite, group, and organization items
- View all of your content
- Rename folders

- Table View
- List View
- Grid View
Use folders in your Content page
Organize YOUR content

- Don’t put everything in your home folder
- Create folders for specific projects or purposes
- Many specific folders > few broad
Use your “My Favorites” page
Save items for later

- Quickly earmark items for later use
- Your items or those shared with you
- Filter based on type, data, or sharing status
Sharing to groups
Groups
Organize your organization

- Created as a way to organize your items
- Many ways to configure
  - Who can see it
  - Who can join it
  - Who can contribute to it
- Useful way to collaborate
- Bring attention to items within a specific area of interest
- Highlight content through different applications in ArcGIS Online
Collaborating with groups

- **Group members can:**
  - Access items
  - Create web maps or perform analysis with data
  - Make updates to data and items details (if item or group configuration allows)
  - Download resources or data locally (if item configuration allows)

- **Owner controls whether other members can contribute items to the group**
- **Owner can promote a members to Group Managers**
- **Option to enable full editing control**
Working groups

- Place for and individual or group to develop content
- Generally private, invitation only
- Separates working content from broadcast content
- Help prevent unwanted changes to broadcast content
Broadcast groups

• Place for finished content to be shared
  - Select members
  - Entire organization
  - Public
Broadcast groups

- Can seed:
  - Organization’s featured content (home page)
  - Open Data apps
  - Organization’s gallery
  - Gallery applications
New Groups page

- New featured groups tab
- New organization’s groups tab
- New membership request notifications
- Filter groups based on new memberships requests
New individual group page

- Latest content
- Same improved interface as Content page
- Members tab
  - Promote members to managers
  - List by date joined
- Settings tab
  - Manage properties
  - Delete protection
Demo
Finding items
Search within content page tabs
Advanced search

• Refine your search by searching specific fields in your string
Advanced search

- Refine your search by searching specific fields in your string
  - tags
  
  ![Advanced search interface with PAGO search term and example maps]
Advanced search

- Refine your search by searching specific fields in your string
  - tags
  - title

Search result: Naperville Mowing & Landscape Sites
- Web Mapping Application by AStillson
- Locations of sites to be mowed by City contractors
- Last Updated: Jun 30, 2017  Created: Feb 14, 2017
- Rating: 0  Views: 343

Search result: Naperville Mowing and Landscaping Sites
- Web Mapping Application by AStillson
- Mowing & Landscape Maintenance Sites in Naperville
- Last Updated: Jun 30, 2017  Created: Feb 14, 2017
- Rating: 0  Views: 325

Search result: Downtown Naperville Parking
- Web Map by steltziedek_naperville
- Last Updated: Jun 30, 2017  Created: Mar 20, 2017
- Rating: 0  Views: 565
Advanced search

- Refine your search by searching specific fields in your string
  - tags
  - title
  - owner

![Example of advanced search results]

- Bigfoot Sightings
  - Feature Layer by EsriTrainingSvc
  - Approximate locations of Bigfoot sightings.
  - Last Updated: Nov 30, 2016
  - Created: Oct 12, 2016
  - Views: 447

- 3D Buildings Identifiers in Naperville, Illinois
  - Scene Layer by EsriTrainingSvc
  - 3D points that identify the locations of three potential solar panel placement sites in southwestern Naperville, Illinois
  - Last Updated: Apr 3, 2017
  - Created: Mar 15, 2017
  - Views: 43
Advanced search

- Refine your search by searching specific fields in your string
  - tags
  - title
  - owner
  - description
Advanced search

- Refine your search by searching specific fields in your string
  - tags
  - title
  - owner
  - description
  - id
Advanced search

- Refine your search by searching specific fields in your string
  - tags
  - title
  - owner
  - description
  - id
  - Other fields (type, snippet, access, numcomments, org id, etc.)
Advanced search
Boolean operators, grouping, and boosting

- Boolean operators allow you to combine terms
  - AND
  - OR
  - NOT

- Create subqueries using parentheses to group clauses

- Boost a term using the caret symbol (^) with a boost factor
Advanced search

Tips & tricks

- When doing a field search, use a colon (:) after the field name.
- Boolean operators must be in all caps (AND, OR, NOT).
- Use double quotation marks to surround terms with multiple words.
- Filter and sort your results.
Use the map viewer search

• Within map area – based on current map extent

• Choose where you want to search for layers
  - Limit to groups you belong to
Conclusion
Key takeaways

• Keep in mind the ArcGIS Online sharing model

• Tags are important and can be part of a larger strategy

• Organize your items in My Content

• Use groups to organize items, control access, and support project workflows

• Refine your searches in the keyword and map viewer search
Resources

• ArcGIS Online help

• ArcGIS Blog (Category: ArcGIS Online)

• Esri Training
  - Learn ArcGIS lessons

• Guides to help you Launch, Administer, and Promote your ArcGIS Online organization
Wednesday and Thursday sessions

- **ArcGIS Online: A Security, Privacy, and Compliance Overview**
  - Wednesday, 8:30-9:45am, Room 16B
  - Thursday, 8:30am-9:45am, Room 07A

- **Collaboration and Sharing with Groups using ArcGIS Online**
  - Wednesday, 10:30-11:15am, Demo Theater 10

- **ArcGIS Online: Administering Members in Your Organization**
  - Wednesday, 3:15-4:30pm, Hilton – Sapphire Ballroom E
  - Thursday, 3:15-4:30pm, Room 03

- **ArcGIS Online: Getting Started with Open Data and Initiatives in the ArcGIS Hub**
  - Thursday, 3:15-4:30pm, Room 05B
It’s a process.
MAKE A PLAN. GET STARTED.
Please Take Our Survey on the **Esri Events App**!

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Select the session you attended

Scroll down to find the survey

Complete Answers and Select “Submit”
Thank you!

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