



ArcGIS Online: Item Administration and Group Sharing

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ESRI USER CONFERENCE

GIS
INSPIRING
WHAT'S
NEXT

S

Sustaining Our World - nice a
terborgh.aid
Created: Jan 11, 2016 Last Updated: M
A group for sharing nice, polished web r

O

Open Data test
Owner: boneill.aid
Created: Apr 22, 2017 Last Updated: A

Content

My Content My Favorites My Groups My Organization Living Atlas

> Categories

> Regions

> Item Type

Maps

Layers

Scenes

Apps

Tools

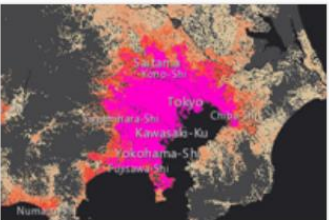
Files

> Tags

> Status

population

1 - 16 of 2033



World Population Estimate
by Esri

Updated: Dec 8, 2016
View Count: 14,468

✓

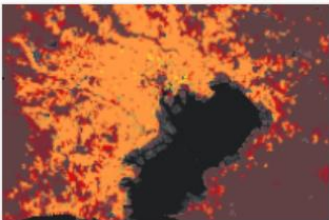
🌐

🛡️

🌍

★

⋮



Tokyo Population Density
by UOdocent

Updated: Jul 7, 2017
View Count: 208,898

🌐

🌍

★

⋮



<input type="checkbox"/>	Potential Areas Outside Flood Zone template	File Geodatabase	🔒 ★ ⋮	Jun 6, 2017
<input type="checkbox"/>	Potential Areas Outside Flood Zone template	Feature Layer	🌐 ★ ⋮	Jun 6, 2017
<input type="checkbox"/>	New Residential Template	Feature Layer	🌐 ★ ⋮	Jun 6, 2017
<input type="checkbox"/>	New Residential Scenario A	Feature Layer	🌐 ★ ⋮	Jun 6, 2017
<input type="checkbox"/>	New_Residential_Scenario_1	File Geodatabase	🔒 ★ ⋮	Jun 6, 2017

Nothing to See Here

Overwhelmed?

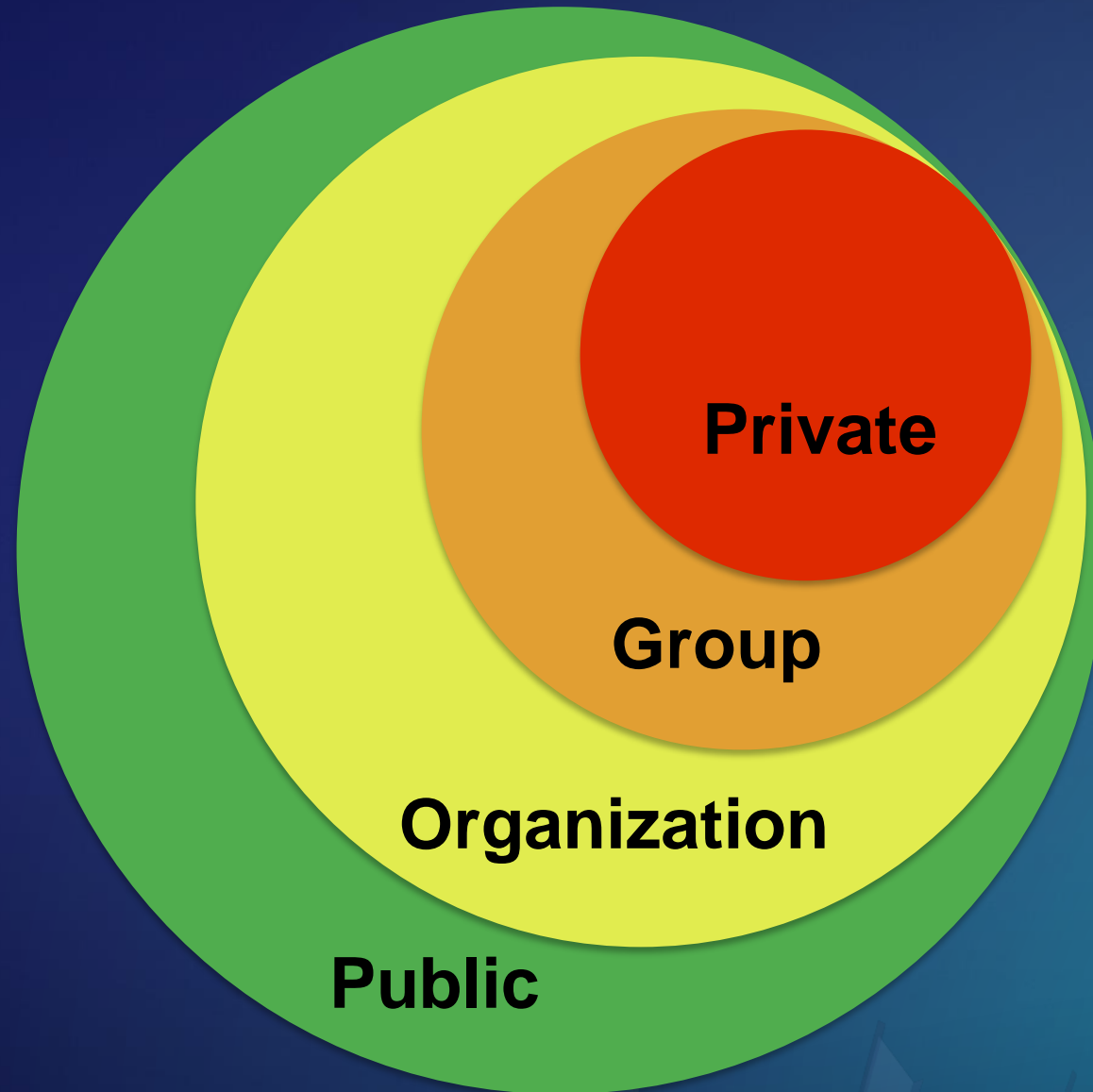
You're in the right place

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

The background is a solid dark blue. In the top-left corner, there are several diagonal lines in shades of teal and light blue. In the bottom-right corner, there is a complex graphic consisting of overlapping translucent shapes in teal, orange, and light blue, with a grid-like pattern visible within one of the shapes. The text 'ArcGIS Online sharing model' is centered in the upper half of the image in a white, sans-serif font.



Deciding how to share your items

"I want to..."	Item sharing level(s)
...practice ArcGIS Online workflows and create content only accessible by me."	Keep content private (default)
...collaborate on a project with other members, but we don't want the rest of the ArcGIS Online organization to see the items yet."	Group(s)
...collaborate on a project with other members, and we want the rest of the ArcGIS Online organization to see the items."	Group(s) Organization
...showcase final content from a project and make it available to everyone, including anonymous users."	Group(s) Organization Public



Tagging items

The background is a solid dark blue. In the top-left corner, there are several diagonal lines in teal, orange, and dark blue. In the bottom-right corner, there is a complex arrangement of overlapping geometric shapes, including rectangles and lines, in teal, orange, and dark blue. A faint, light blue grid pattern is visible in the bottom-right area.

Tags

- Part of ArcGIS Online metadata
- Associate keywords with items
- Required for every item

The screenshot shows the ArcGIS Online interface for an item titled "2017-2022 USA Population Growth". The page includes a navigation bar at the top with links like Home, Gallery, Map, Scene, Groups, Content, and Organization. A user profile for "Michael" is visible in the top right. The item's overview section features a thumbnail map of the United States, a description, and a list of tags. A pop-up window titled "Tags" is overlaid on the right side of the page, displaying a list of tags associated with the item. The tags include geographical locations, data sources, and demographic terms. The right sidebar contains buttons for "Open in Map Viewer", "Open in Scene Viewer", "Open in ArcGIS Desktop", and "Share", along with details about the item's source, size, and owner.

Home Gallery Map Scene Groups Content Organization Michael

2017-2022 USA Population Growth

Overview

This map layer shows the estimated annual growth to 2022 in a multi-scale map. A subscription is required to view this map layer.

Map Image Layer

Created: Jun 22, 2017

Living Atlas

Add to Favorites

Description

This map layer shows the estimated annual growth by country, state, county, ZIP Code, tract, and block group.

The pop-up is configured to include the following:

- 2017 total population
- 2022 total population estimate
- 2000-2010 annual population growth rate
- 2010-2017 annual population growth rate

Tags

USA, US, United States, North America, demographics, US Census Bureau, US Department of Commerce, DOC, census, Key Facts, population, age, family, block groups, tracts, counties, states, population change, predicted growth, growth, growth rate, rate, percent change, population growth, 2010 Census, demographics7, Base, KeyUS Facts

Open in Map Viewer

Open in Scene Viewer

Open in ArcGIS Desktop

Share

Details

Source: Map Service

Size: 1 KB

★★★★★

Facebook Twitter Google+

Owner

esri

Tags support content discovery

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

2017-2022 USA Population Growth

Tags

test

Tags support content discovery

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

2017-2022 USA Population Growth

Tags

test

Tags

Population, growth, 2010, Census

Tags support content discovery

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- Should be intuitive and comprehensive
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2017-2022 USA Population Growth

Tags

test

Tags

Population, growth, 2010, Census

Tags

USA, US, United States, North America, demographics, US Census Bureau, US Department of Commerce, DOC, census, Key Facts, population, age, family, block groups, tracts, counties, states, population change, predicted growth, growth, growth rate, rate, percent change, population growth, 2010 Census, demographics7, Base, KeyUS Facts

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
- Create a tag library
- Share these standards as part of a content management document
 - Add the document to your organization

Nutrino 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 TIGER/Line Shapefiles (<http://www.census.gov/geo/macs-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 by sales volume. These numbers reflect a snapshot of the current market.".
- The content source, e.g., "This content was derived from content provided by the U.S. Census TIGER/Line Shapefiles of the regions, making them available for use in the Nutrino system." (<http://www.census.gov/geo/macs-data/data/tiger-line.html>).

Access and use constraints

Copy and paste the following statement:

Use of this content is restricted to the purposes for which it was created. This content cannot be sold or used for marketing without the express written consent of Environmental Systems Research Institute Inc. THE CONTENT AND RELATED MATERIALS MAY CONTAIN SOME NONCONFORMITIES, DEFECTS, OR ERRORS. ESRI DOES NOT WARRANT THAT THE CONTENT WILL MEET USER'S NEEDS OR EXPECTATIONS, THAT THE USE OF THE CONTENT WILL BE UNINTERRUPTED, OR THAT ALL NONCONFORMITIES, DEFECTS, OR ERRORS CAN OR WILL BE CORRECTED. ESRI IS NOT INVITING RELIANCE ON THIS CONTENT, AND THE USER SHOULD ALWAYS VERIFY ACTUAL CONTENT. THE CONTENT AND RELATED MATERIALS ARE PROVIDED "AS-IS," WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL ESRI AND/OR ITS LICENSOR(S) BE LIABLE FOR COSTS OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOST PROFITS, LOST SALES, OR BUSINESS EXPENDITURES, INVESTMENTS, OR COMMITMENTS IN CONNECTION WITH ANY BUSINESS; LOSS OF ANY GOODWILL; OR FOR ANY INDIRECT, SPECIAL, INCIDENTAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES ARISING OUT OF THIS

AGREEMENT OR USE OF THE CONTENT AND RELATED MATERIALS, HOWEVER CAUSED ON ANY THEORY OF LIABILITY, AND WHETHER OR NOT ESRI OR ITS LICENSOR(S) HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. THESE LIMITATIONS SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY EXCLUSIVE REMEDY.

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.

Tags

Make sure all items contain the following tags:

- nutrino and nutrino.
- One or more place keywords (e.g., "North America", "United States", and "Kansas" would be appropriate for a Kansas, USA dataset).

Credits

If the content was derived from a third party,

list. If you find a citation statement, please include it.

Tags

Make sure all items contain the following tags:

- nutrino and nutrino.
- One or more place keywords (e.g., "North America", "United States", and "Kansas" would be appropriate for a Kansas, USA dataset).

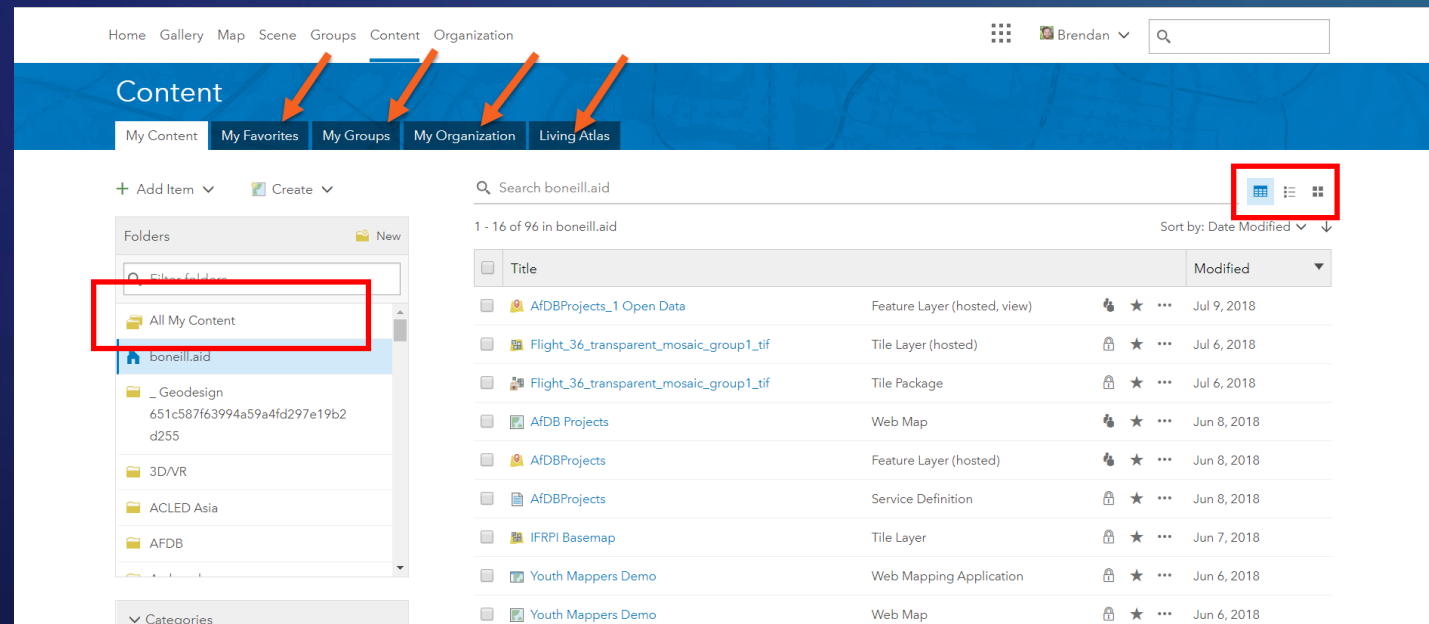
Organizing items

The background is a solid dark blue. In the top-left corner, there are several diagonal lines in shades of teal, green, and orange. In the bottom-right corner, there is a complex arrangement of overlapping geometric shapes, including rectangles and triangles, in teal, orange, and light green. A faint, light blue grid pattern is visible in the lower right area.

New Content page

- New tabs for favorite, group, organization, and Living Atlas items

- View all of your content
- Rename folders

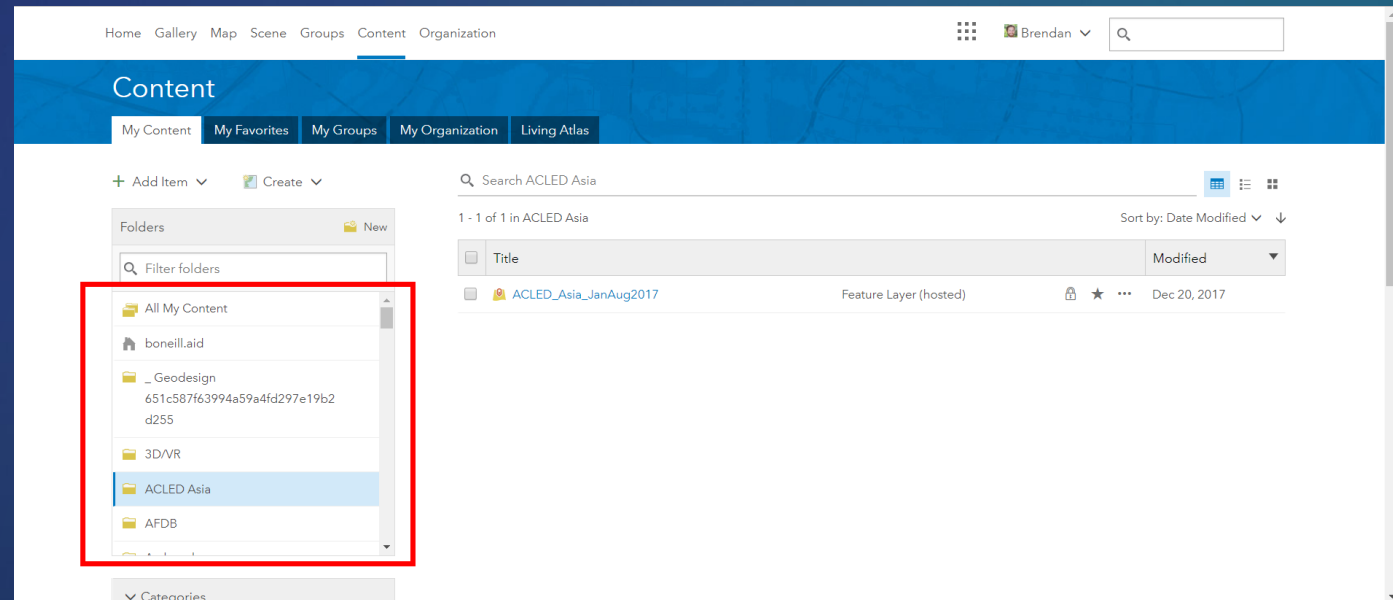


- Table View
- List View
- Grid View

Use folders in your Content page

Organize YOUR content

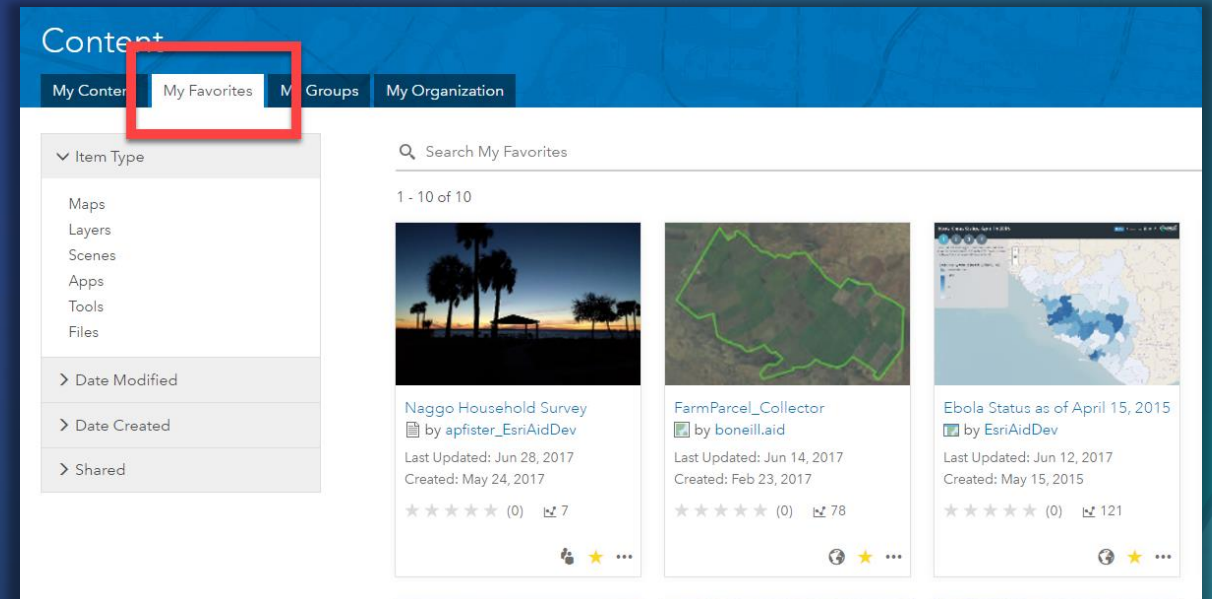
- Don't put everything in your home folder
- Create folders for specific projects or purposes
- Many specific folders > few broad



Use your “My Favorites” page

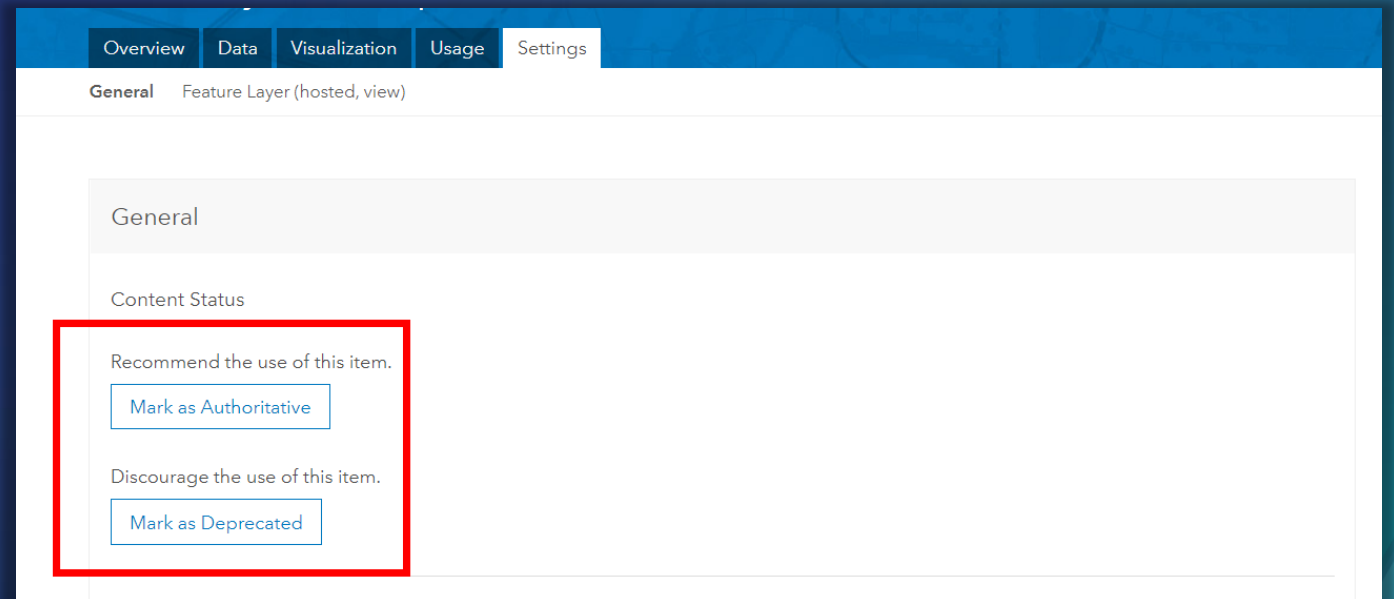
Save items for later

- Quickly earmark items for later use
- Your items or those shared with you
- Filter based on type, data, or sharing status



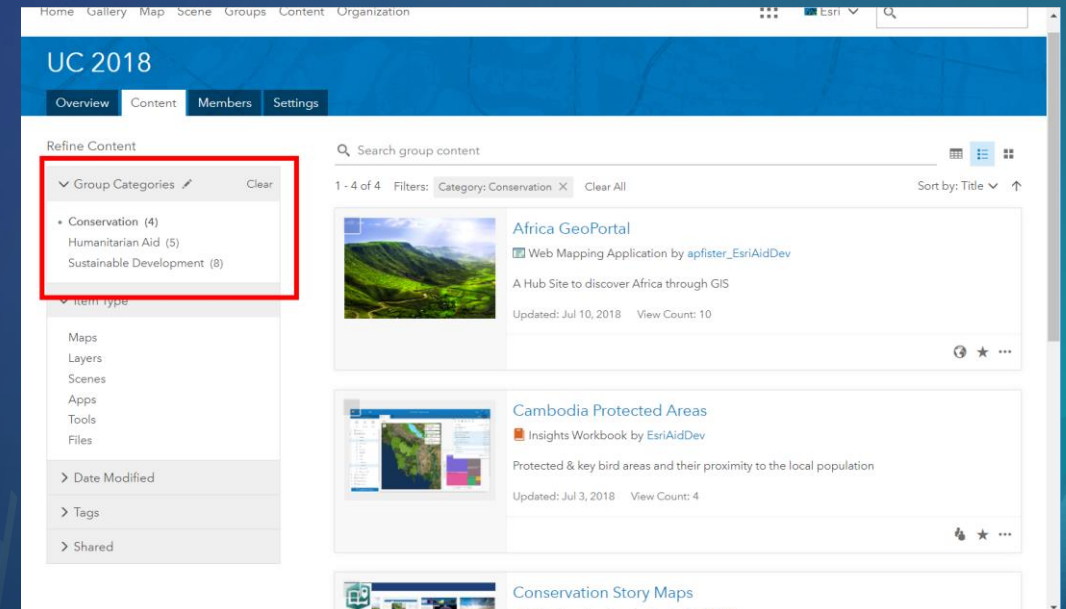
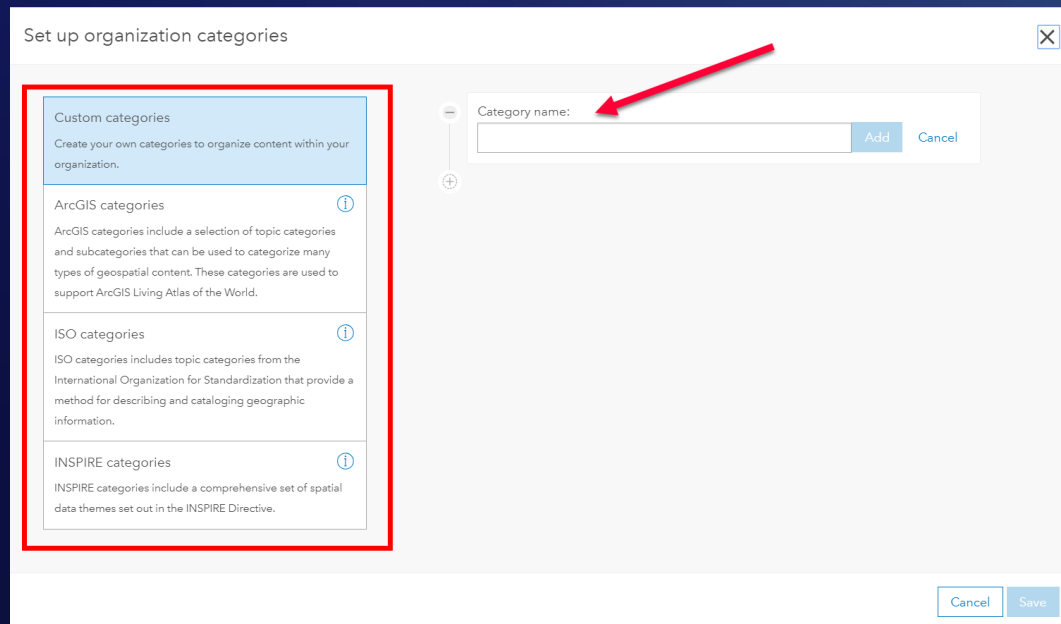
Authoritative content

- Mark content as *Authoritative* or *Deprecated*
- Ability to designate items based on user role
- Users can filter on this designation



Content categories

- Set up categories for your *organization* or *groups*
- Users are able to categorize items so that they are more easily discoverable

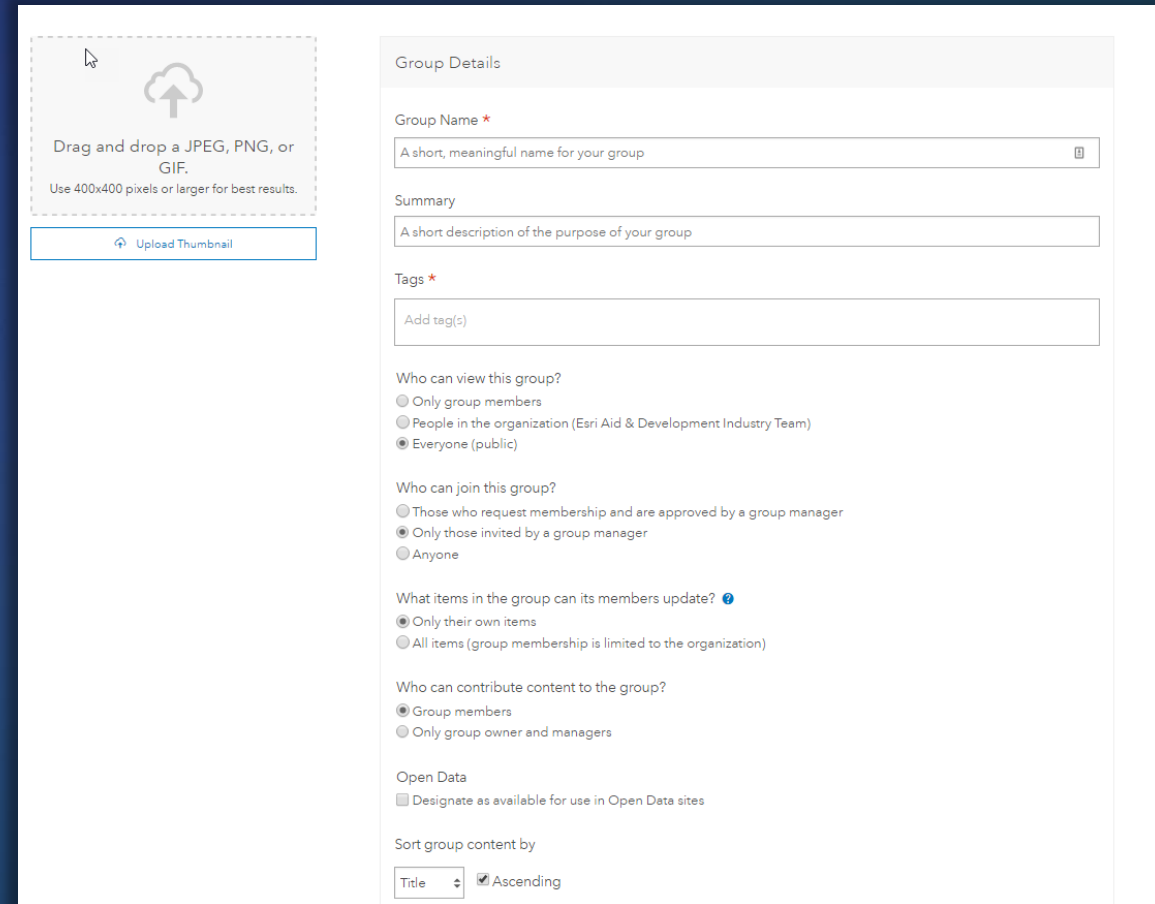


Sharing to groups

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



The screenshot displays the 'Group Details' form in ArcGIS Online. On the left, there is a dashed box for uploading a thumbnail, with instructions: 'Drag and drop a JPEG, PNG, or GIF. Use 400x400 pixels or larger for best results.' Below this is an 'Upload Thumbnail' button. The main form area on the right includes the following sections:

- Group Name ***: A text input field with a placeholder 'A short, meaningful name for your group' and a character count icon.
- Summary**: A text input field with a placeholder 'A short description of the purpose of your group'.
- Tags ***: A text input field with a placeholder 'Add tag(s)'.
- Who can view this group?**: Radio button options: 'Only group members', 'People in the organization (Eri Aid & Development Industry Team)', and 'Everyone (public)' (selected).
- Who can join this group?**: Radio button options: 'Those who request membership and are approved by a group manager', 'Only those invited by a group manager' (selected), and 'Anyone'.
- What items in the group can its members update?**: Radio button options: 'Only their own items' (selected) and 'All items (group membership is limited to the organization)'.
- Who can contribute content to the group?**: Radio button options: 'Group members' (selected) and 'Only group owner and managers'.
- Open Data**: A checkbox labeled 'Designate as available for use in Open Data sites'.
- Sort group content by**: A dropdown menu set to 'Title' and a checked checkbox for 'Ascending'.

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

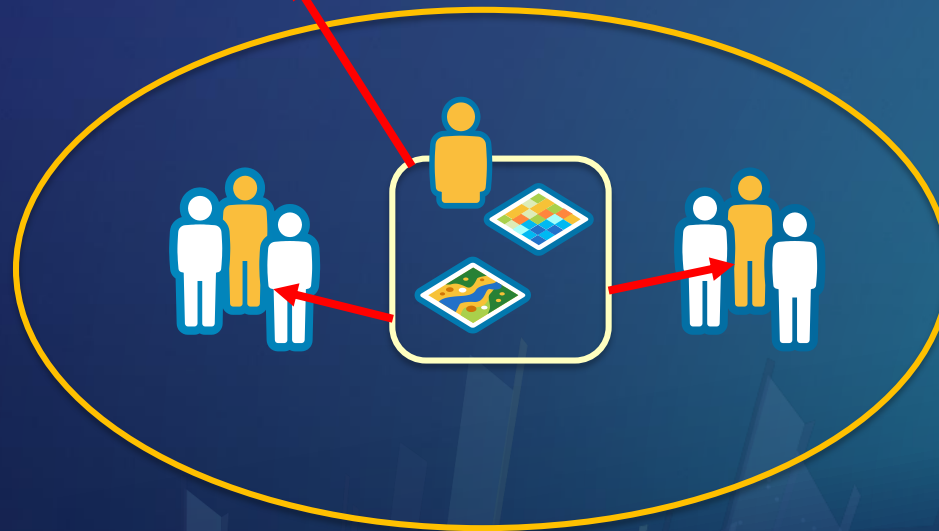
- Place for and individual or group to develop content
- Generally private, invitation only
- Separates working content from broadcast content
- Help prevent unwanted changes to broadcast content



Broadcast groups

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

External



Internal

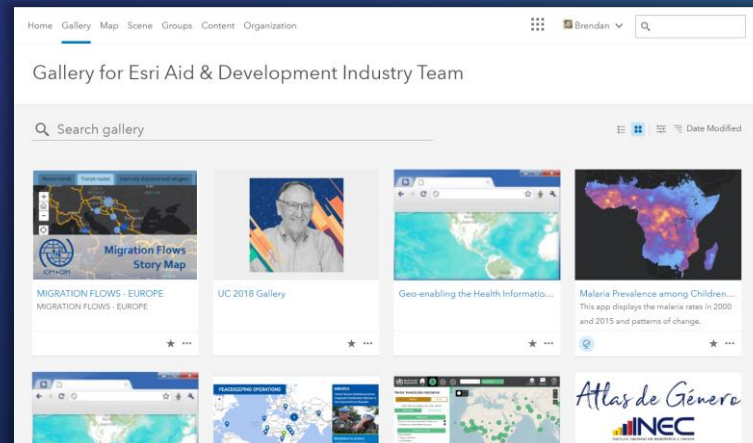


Broadcast groups

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



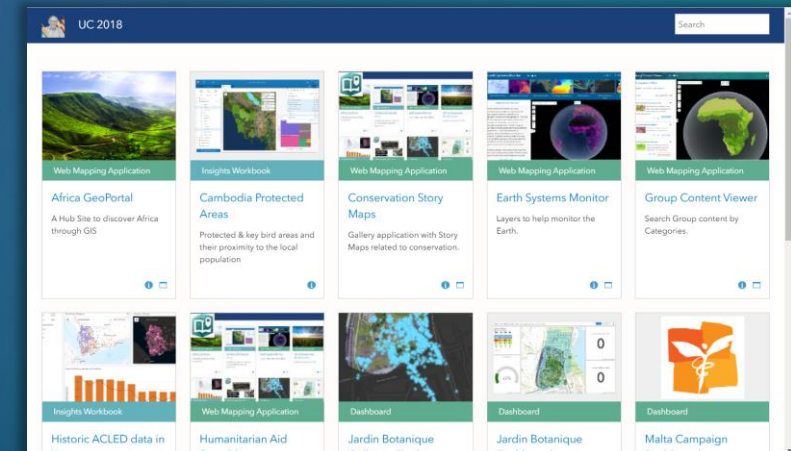
Home Page (Public or Organization)



Gallery (Organization)



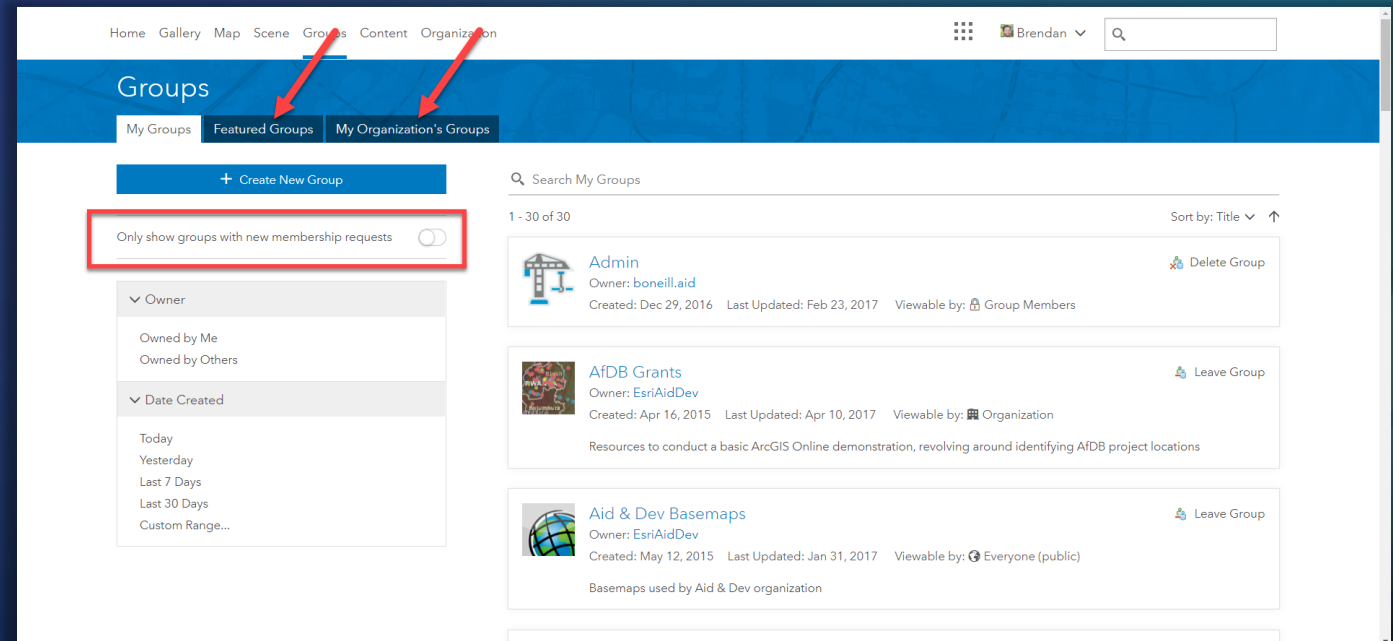
Open Data (Public)



Gallery App (Public or Organization)

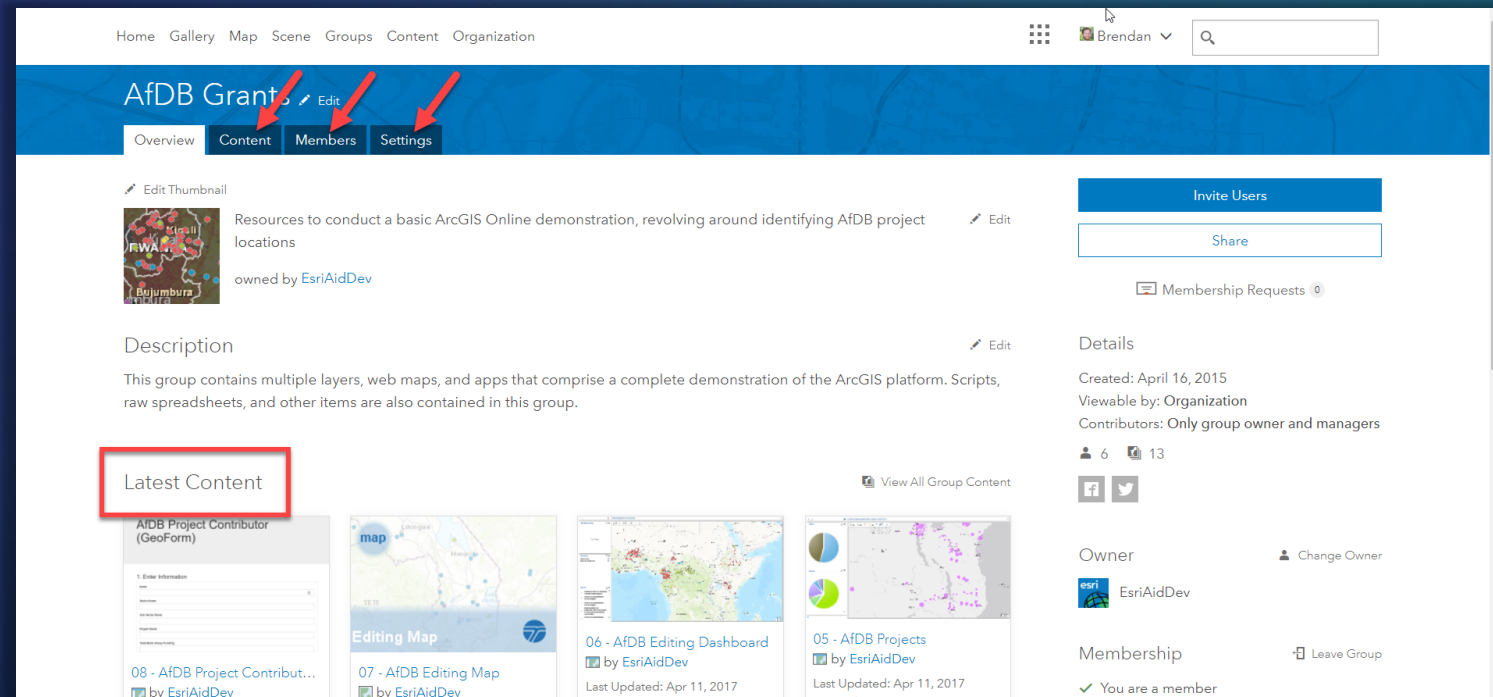
New Groups page

- 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



The background of the slide is a dark blue gradient. On the left side, there is a complex, abstract graphic composed of numerous overlapping, semi-transparent geometric shapes in various colors including shades of blue, teal, green, orange, red, and purple. These shapes are arranged in a way that suggests depth and movement, as if they are floating or layered. In the center of this graphic, there is a small, semi-transparent map overlay. The map shows a network of roads and several small, light-colored circular markers placed at various points along the road network. The overall aesthetic is modern and digital.

Demo

Finding items

Search within content page tabs

The screenshot displays the 'Content' page interface. At the top, there are navigation tabs: 'My Content', 'My Favorites', 'My Groups', 'My Organization', and 'Living Atlas'. Below these, a search bar contains the text 'Redlands', which is highlighted with a red rectangle. To the left of the main content area is a sidebar with a 'Folders' section. This section includes a search bar labeled 'Filter folders' and a list of folders: 'All My Content', 'MFlanagan8024', 'MojaveCleanup', and 'Survey-Design 4 Ramping and Training Survey'. The 'All My Content' folder is highlighted with a blue bar and is also enclosed in a red rectangle. Below the folders section are expandable categories: 'Categories', 'Item Type', 'Date Modified', and 'Date Created'. The main content area shows search results for 'Redlands', indicating '1 - 2 of 2 in All My Content'. Two map items are displayed: 'Redlands_MSF' by MFlanagan8024 and 'Redlands_Test_MF' by MFlanagan8024. Both items show creation and update dates of June 28, 2018, and a view count of 3. The interface also includes options to 'Add Item' and 'Create', and a 'Sort by: Date Modified' dropdown.

Content

My Content My Favorites My Groups My Organization Living Atlas

+ Add Item Create

Search: Redlands

1 - 2 of 2 in All My Content

Sort by: Date Modified

Folders

Filter folders

- All My Content
- MFlanagan8024
- MojaveCleanup
- Survey-Design 4 Ramping and Training Survey

Categories

Item Type

Date Modified

Date Created

Redlands_MSF by MFlanagan8024

Created: Jun 28, 2018
Updated: Jun 28, 2018
View Count: 3

Redlands_Test_MF by MFlanagan8024

Created: Jun 28, 2018
Updated: Jun 28, 2018
View Count: 3

Content

My Content

My Favorites

My Groups

My Organization

Living Atlas

Categories

Trending (2)

Basemaps (8)

Imagery (3)

Boundaries (13)

People (3)

Infrastructure (20)

Environment (43)

> Regions

> Item Type

> Tags

> Status

Mountains

1 - 16 of 83

Sort by: Relevance

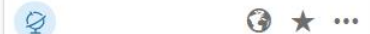


Pics montagneux de Manoub...

by Esri_cy_TN

Updated: Jun 20, 2012

View Count: 88



Pics montagneux de Manoub...

by Esri_cy_TN

Updated: Jun 21, 2012

View Count: 28

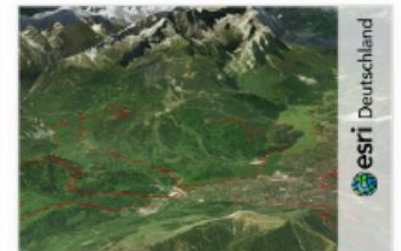


Green Infrastructure High Mo...

by AtlasPublisher

Updated: May 26, 2017

View Count: 596

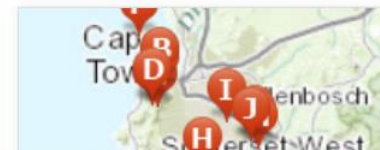


Mountain Biking in Bavaria

by esride_content

Updated: May 3, 2018

View Count: 4,796



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


Q tags:PAGO


1 - 16 of 52 Sort by: Date Modified ▼




Denver Police Stations Map
Web Map by [EsriTrainingSvc](#)
Map of Denver police stations
Last Updated: May 12, 2017 Created: Jun 6, 2016
★★★★★ (ratings: 0)  views: 109



U.S. Tornado Activity Map
Web Map by [EsriTrainingSvc](#)
Historical tornado activity in the United States
Last Updated: May 12, 2017 Created: Jul 14, 2016
★★★★★ (ratings: 0)  views: 1372



Average U.S. Insurance Cost by State
Feature Layer by [EsriTrainingSvc](#)
Average rate of homeowners and renters insurance by state.
Last Updated: May 12, 2017 Created: May 11, 2016
★★★★★ (ratings: 0)  views: 539

Advanced search


- Refine your search by searching specific fields in your string

- tags

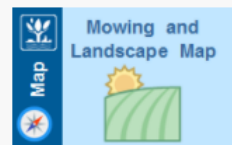
- title

Q title:Naperville


1 - 16 of 1095 Sort by: Date Modified ▾



Naperville Mowing & Landscape Sites
Web Map by [AStillson](#)
locations of sites to be mowed by City contractors
Last Updated: Jun 30, 2017 Created: Feb 14, 2017
★★★★★ (ratings: 0) views: 343



Naperville Mowing & Landscaping Sites
Web Mapping Application by [AStillson](#)
Mowing & Landscape Maintenance Sites in Naperville
Last Updated: Jun 30, 2017 Created: Feb 14, 2017
★★★★★ (ratings: 0) views: 325



Downtown Naperville Parking
Web Map by [steltzriedek_naperville](#)
Last Updated: Jun 30, 2017 Created: Mar 20, 2017
★★★★★ (ratings: 0) views: 555

Advanced search

- Refine your search by searching specific fields in your string


- tags

- title

- owner

owner:EsriTrainingSvc.

1 - 16 of 396 Sort by: Title ▾ ↑




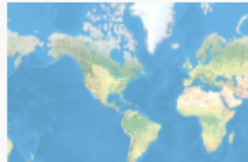
Bigfoot Sightings

Feature Layer by [EsriTrainingSvc](#)

Approximate locations of Bigfoot sightings.

Last Updated: Nov 30, 2016 Created: Oct 12, 2016

★★★★★ (ratings: 1)  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

★★★★★ (ratings: 0)  views: 43

Advanced search

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

1 - 16 of 1597 Sort by: Relevance ▾





Drivers License Locations

Feature Layer by IowaDOT_WebTeam

Locations to obtain, renew, or modify an Iowa Driver's License

Last Updated: May 19, 2017 Created: May 1, 2015

★★★★★ (ratings: 0)  views: 2162080





Iowa Drivers License Locations v2

Web Map by IowaDOT_WebTeam

Locations to obtain, renew, or modify an Iowa Driver's License

Last Updated: May 18, 2017 Created: Apr 27, 2015

★★★★★ (ratings: 0)  views: 712661




AVL_Images_FC

Feature Layer by IowaDOT_SODA

2017-07-03 15:31:26

Last Updated: Jul 3, 2017 Created: Aug 11, 2016

★★★★★ (ratings: 0)  views: 3912340

Advanced search

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

Q id:85210b078256486d...

1 - 1 of 1 Sort by: Relevance ▾



Mayor Walsh's Neighborhood Coffee Hours 🌐 ★ ⋮

Web Mapping Application by [BostonGIS](#)

Neighborhood Coffee Hours give residents a unique opportunity to speak directly to Mayor Walsh about the needs in their communities

Last Updated: Jun 30, 2017 Created: May 9, 2014

★★★★★ (ratings: 1) 👁️ views: 4299

Advanced search

- Refine your search by searching specific fields in your string
 - tags
 - title
 - owner
 - description
 - Id
- Group fields
- Range searches
- Boolean operators

Advanced search

Boolean operators, grouping, and boosting

- Boolean operators allow you to combine terms

- AND
- OR
- NOT

🔍 NapervilleANDowner:EsriTrainingSvc

- Create subqueries using parentheses to group clauses

🔍 title:(precinct OR station) AND Denver

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

🔍 recent fires^5

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.

Q tags: "Los Angeles"

The screenshot displays the search interface for the query "tags: 'Los Angeles'". On the left, a sidebar contains a list of filters: Categories, Regions, Item Type, Tags, and Status. The 'Tags' filter is highlighted with a red box. The main content area shows a grid of 16 results, with the first four visible. Each result card includes a thumbnail image, a title, the author, the update date, and the view count. The results are sorted by Relevance.

Filters:

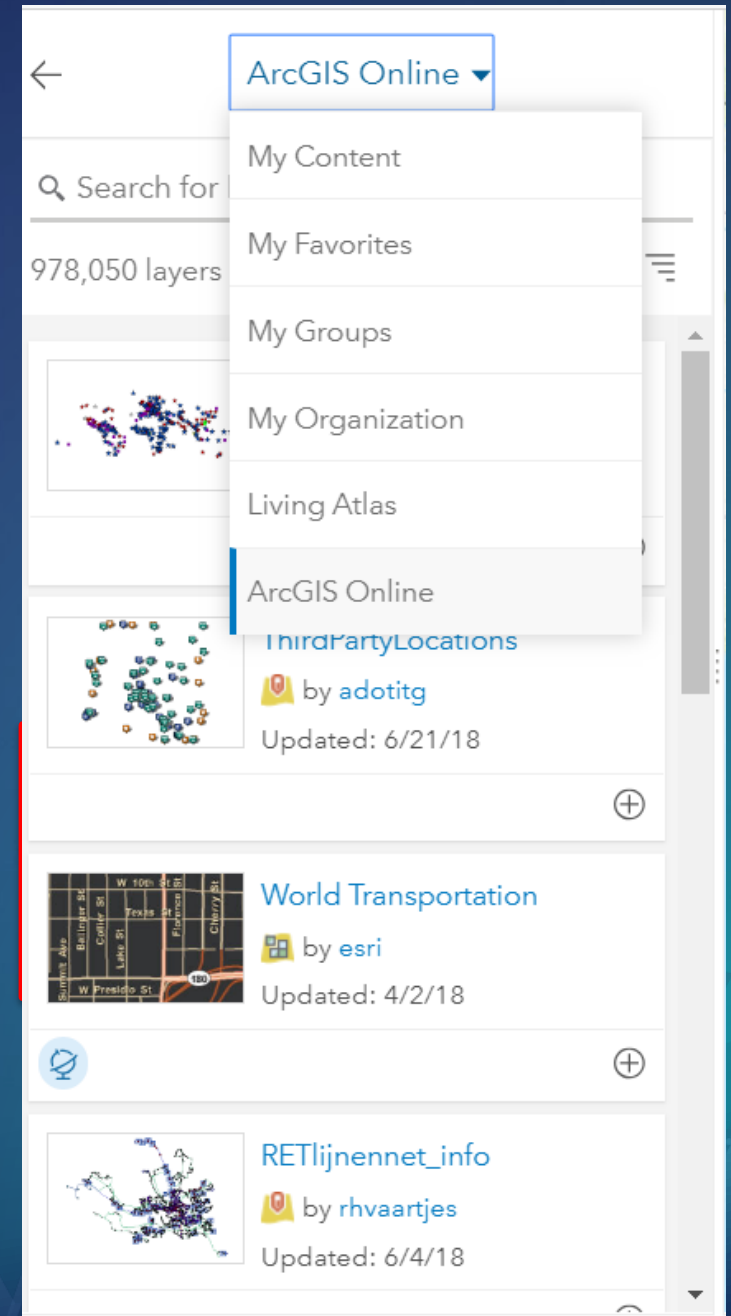
- > Categories
- > Regions
- > Item Type
- > Tags
- > Status

Search results (1 - 16 of 20):

- Transit Frequency in Los Ang...** by JenniferBell_UO
Updated: Feb 23, 2017
View Count: 1,968
- Los Angeles 1880** by DavidRumseyMaps
Updated: Jan 9, 2018
View Count: 46,826
- Los Angeles Urban Footprint** by AtlasPublisher
Updated: Jun 15, 2017
View Count: 7,876
- Downtown Los Angeles Trans...** by JenniferBell_UO
Updated: Jun 9, 2016
View Count: 32

Use the Map Viewer search

- Within map area – based on current map extent
- Choose where you want to search for layers
 - My Content
 - My Favorites
 - My Groups
 - My Organization
 - Living Atlas
 - ArcGIS Online



Conclusion

The background of the slide is a solid dark blue. It is decorated with abstract geometric elements. In the top-left corner, there are several parallel diagonal lines in shades of teal and orange. In the bottom-right corner, there is a more complex arrangement of overlapping geometric shapes, including rectangles and lines, in teal, orange, and a light blue color. The word 'Conclusion' is written in a large, white, sans-serif font, positioned in the upper-left area of the slide.

Key takeaways

- Keep ArcGIS Online sharing model in mind
- 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

See Us Here

WORKSHOP	LOCATION	TIME FRAME
<ul style="list-style-type: none">• ArcGIS Online: Administering Members in Your Organization	<ul style="list-style-type: none">• Room 07 A/B	<ul style="list-style-type: none">• 4:00 PM – 5:00 PM
<ul style="list-style-type: none">• ArcGIS Online: Best Practices for High Demand Layers	<ul style="list-style-type: none">• Room 16B	<ul style="list-style-type: none">• 4:00 PM – 5:00 PM



It's a process.

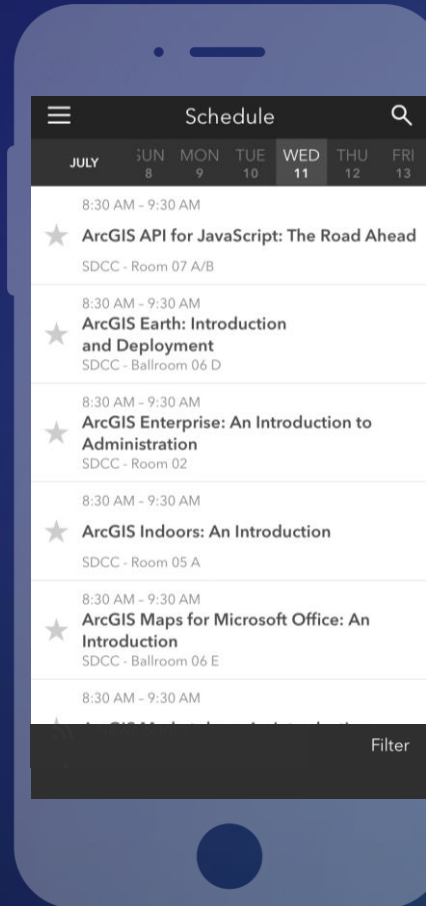
MAKE A PLAN. GET STARTED.

Please Take Our Survey on the App

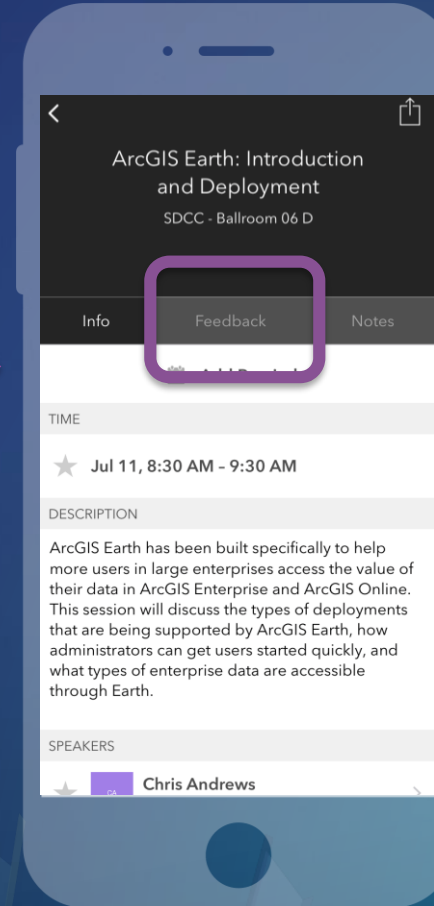
Download the Esri Events app
and find your event



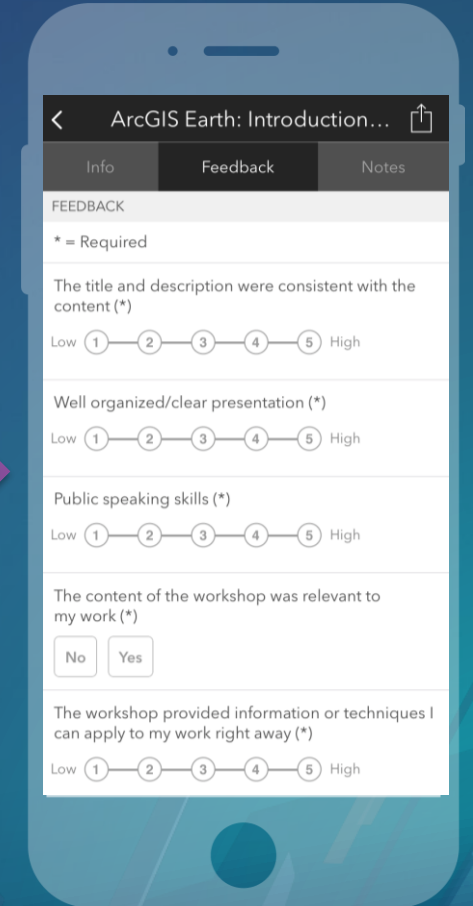
Select the session
you attended



Scroll down to find the
feedback section



Complete answers
and select "Submit"





Thank you!

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<http://bit.ly/ItemAdmin>



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