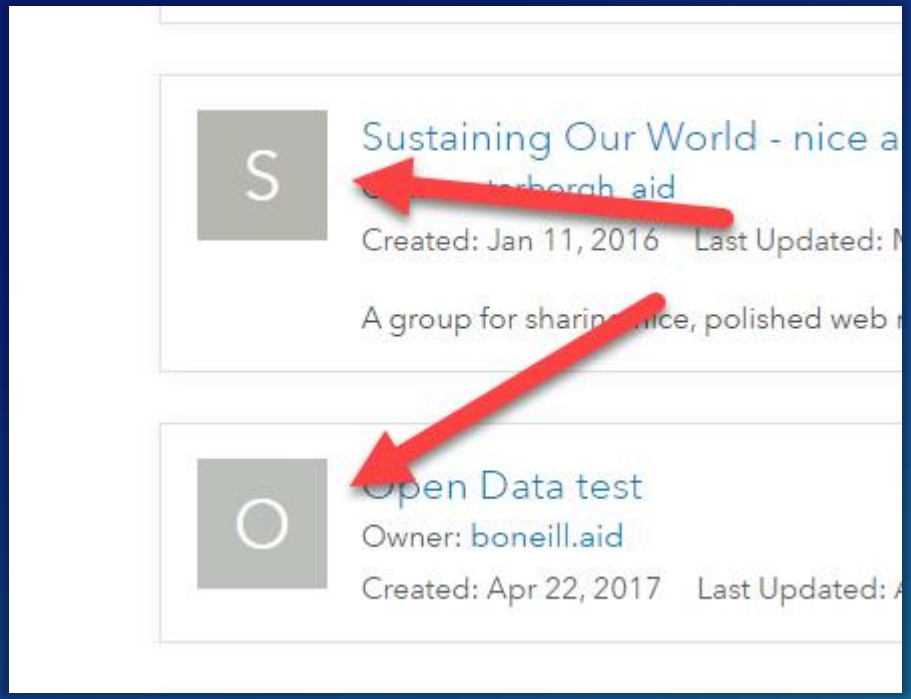
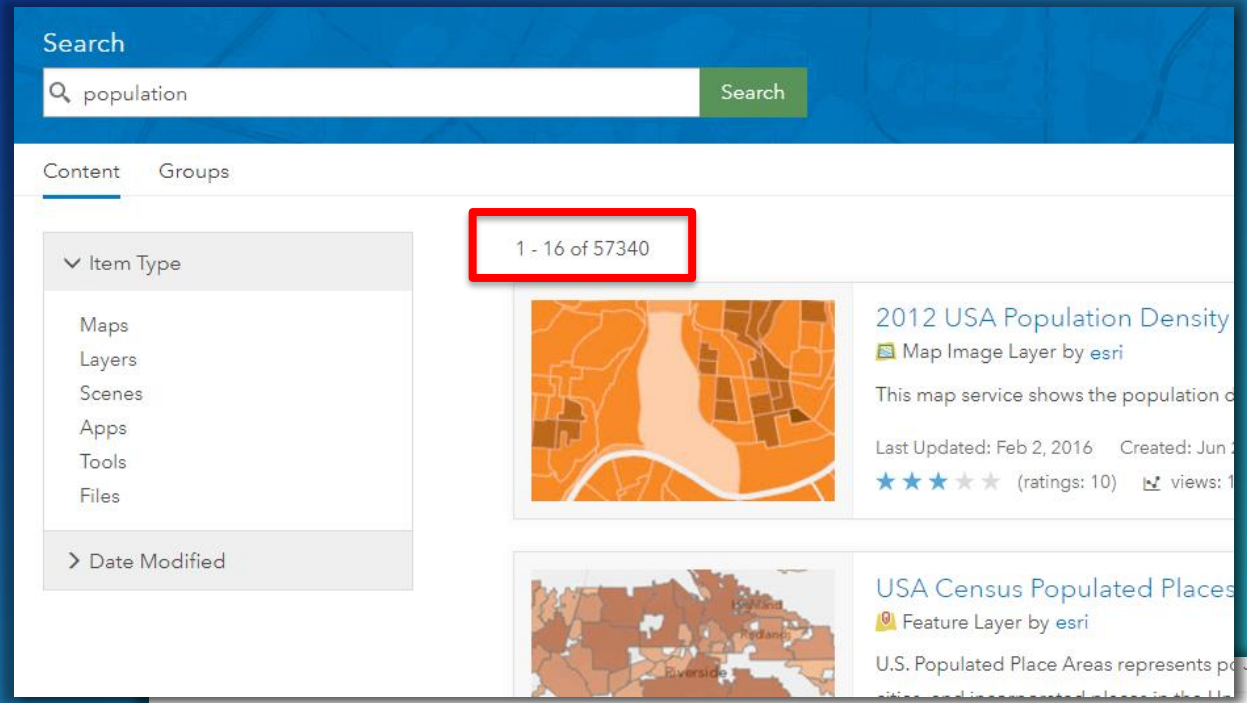
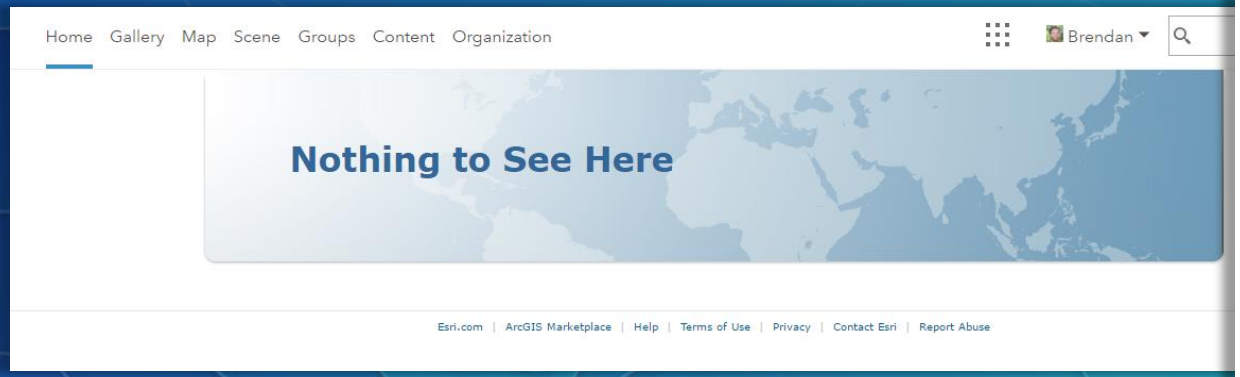
ArcGIS Online: Item Administration and Group Sharing

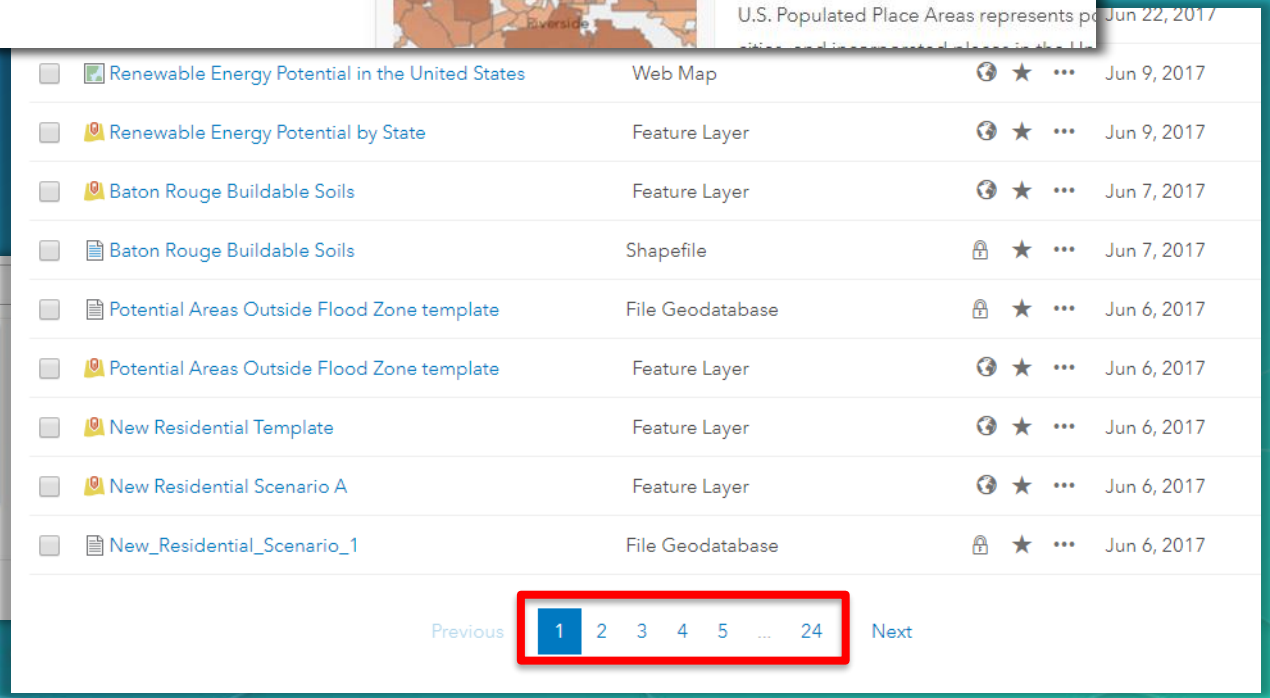
Brendan O'Neill

Caitlin Hillis


S
Sustaining Our World - nice a
Created: Jan 11, 2016 Last Updated:
A group for sharin nice, polished web
O
Open Data test
Owner: boneill.aid
Created: Apr 22, 2017 Last Updated:


Search
population
Search
Content
Groups
Item Type
Maps
Layers
Scenes
Apps
Tools
Files
Date Modified
1 - 16 of 57340
2012 USA Population Density
Map Image Layer by esri
This map service shows the population
Last Updated: Feb 2, 2016
(ratings: 10)
USA Census Populated Places
Feature Layer by esri
U.S. Populated Place Areas represents


Home
Gallery
Map
Scene
Groups
Content
Organization
Brendan
Nothing to See Here
Esri.com
ArcGIS Marketplace
Help
Terms of Use
Privacy
Contact Esri
Report Abuse


Jun 22, 2017
Renewable Energy Potential in the United States Web Map Jun 9, 2017
Renewable Energy Potential by State Feature Layer Jun 9, 2017
Baton Rouge Buildable Soils Feature Layer Jun 7, 2017
Baton Rouge Buildable Soils Shapefile Jun 7, 2017
Potential Areas Outside Flood Zone template File Geodatabase Jun 6, 2017
Potential Areas Outside Flood Zone template Feature Layer Jun 6, 2017
New Residential Template Feature Layer Jun 6, 2017
New Residential Scenario A Feature Layer Jun 6, 2017
New_Residential_Scenario_1 File Geodatabase Jun 6, 2017
Previous
1
2
3
4
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...
24
Next

Overwhelmed?

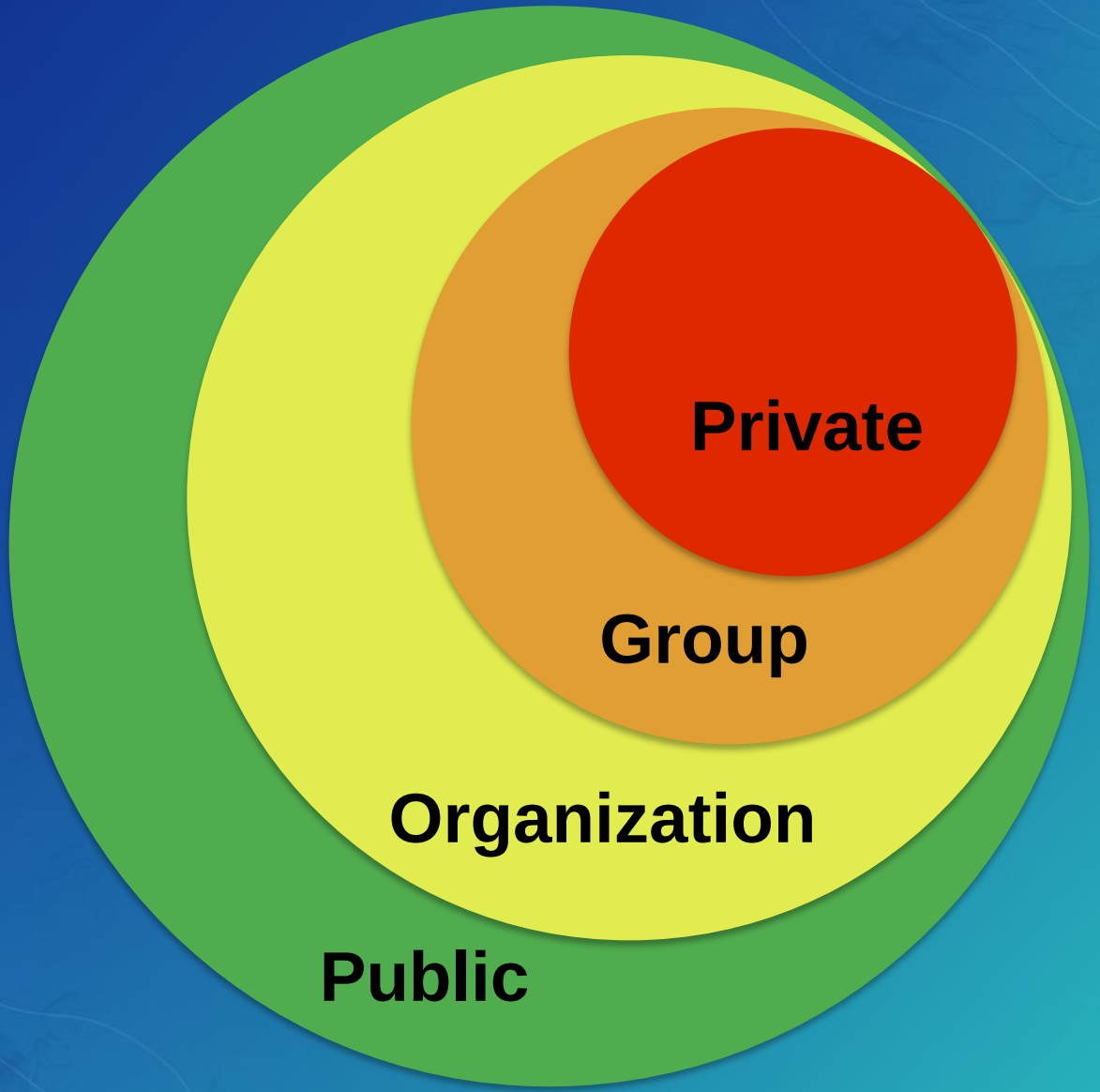
You’re in the right place.

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

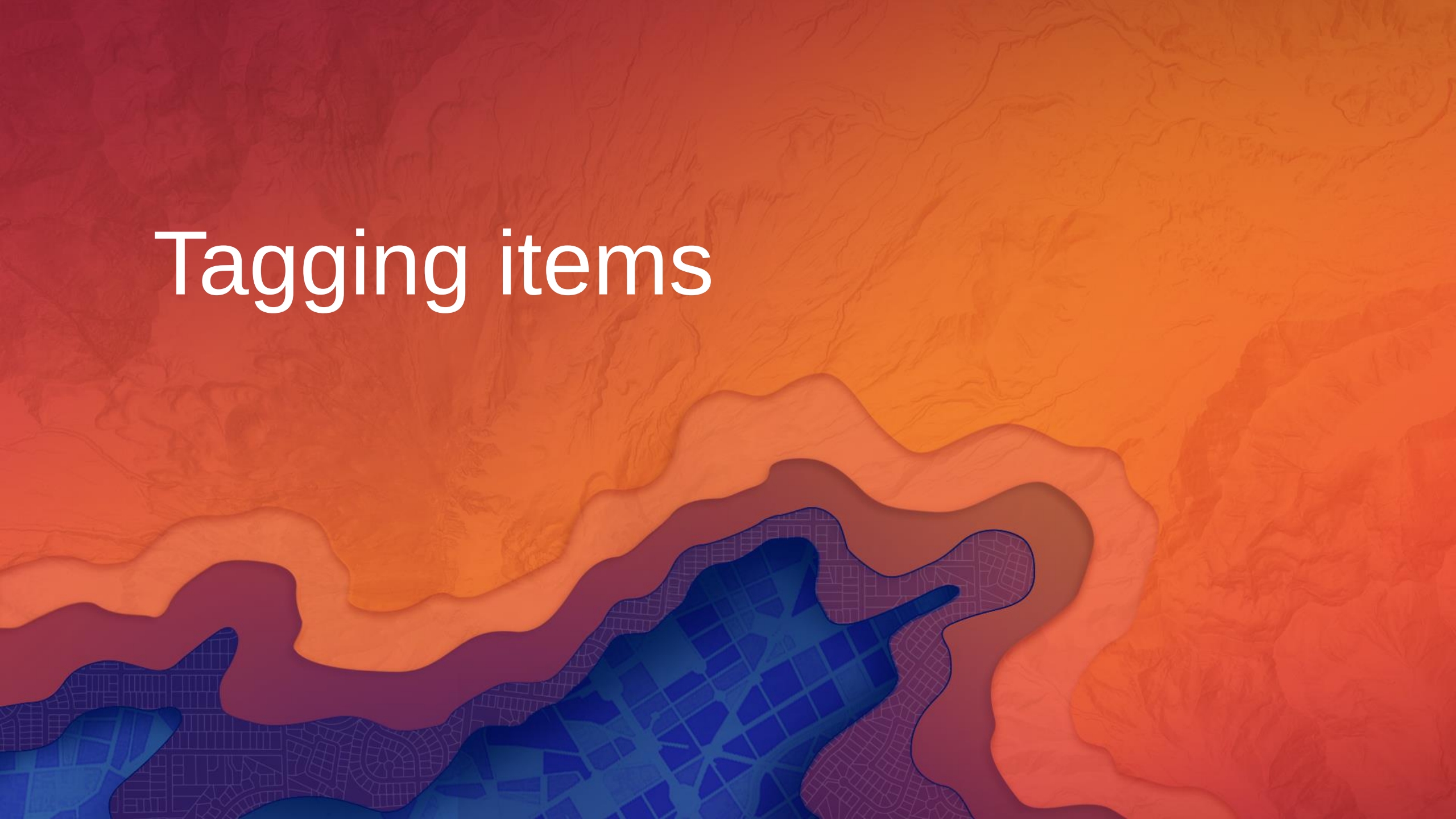
ArcGIS Online sharing model


Private
Group
Organization
Public

Deciding how to share your items

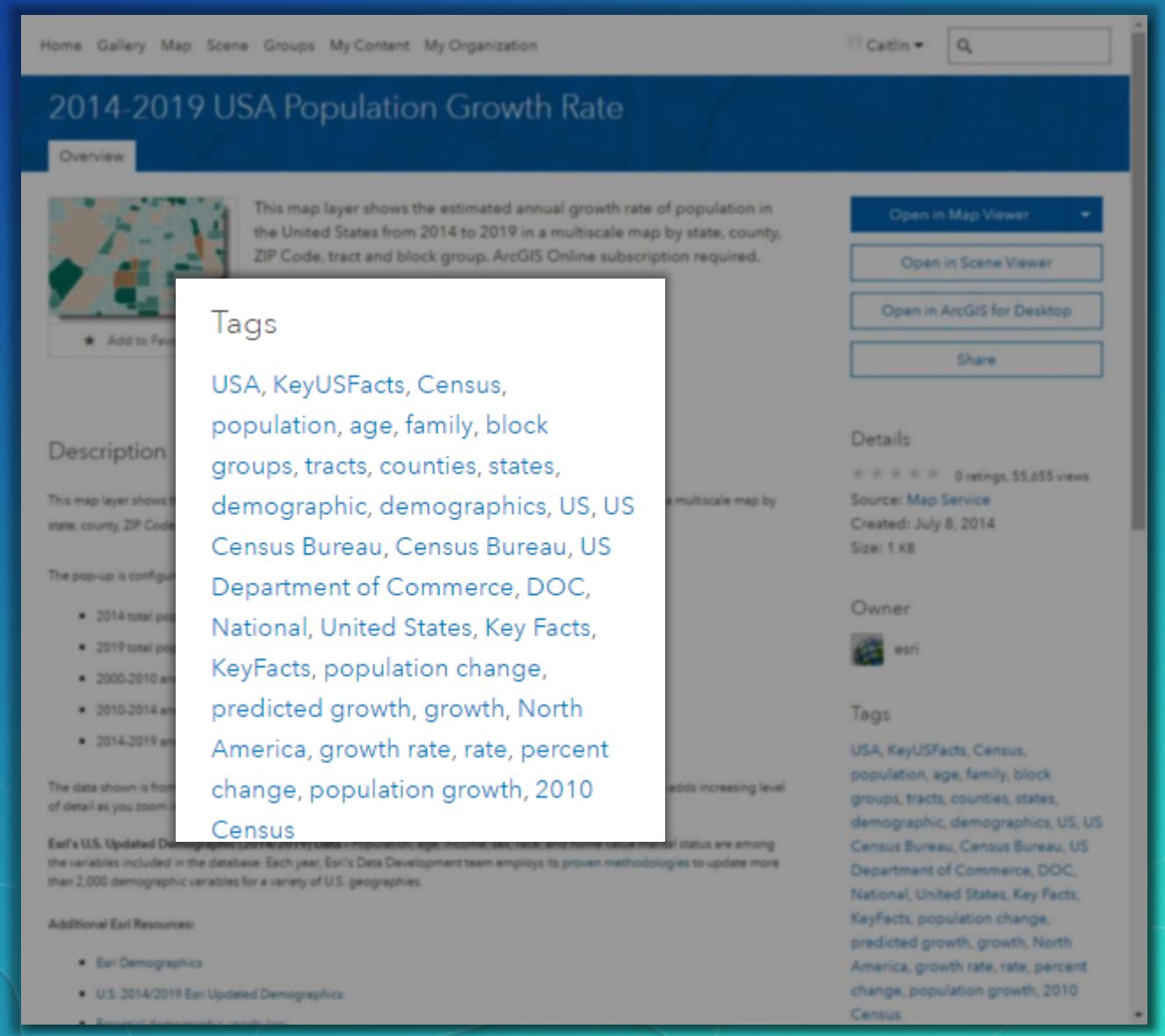
"I want to…	Item sharing level(s)
…practice ArcGIS Online workflows and create content only accessible by me."	Keep content private (default)
…collaborate on a project with other members, but we don't want the rest of the ArcGIS Online organization to see the items yet."	Group(s)
…collaborate on a project 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



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

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 TIGER/Line Shapefiles (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
- The content source, e.g., "This

Access and use constraints

Copy and paste the following statement

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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.
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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.

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).

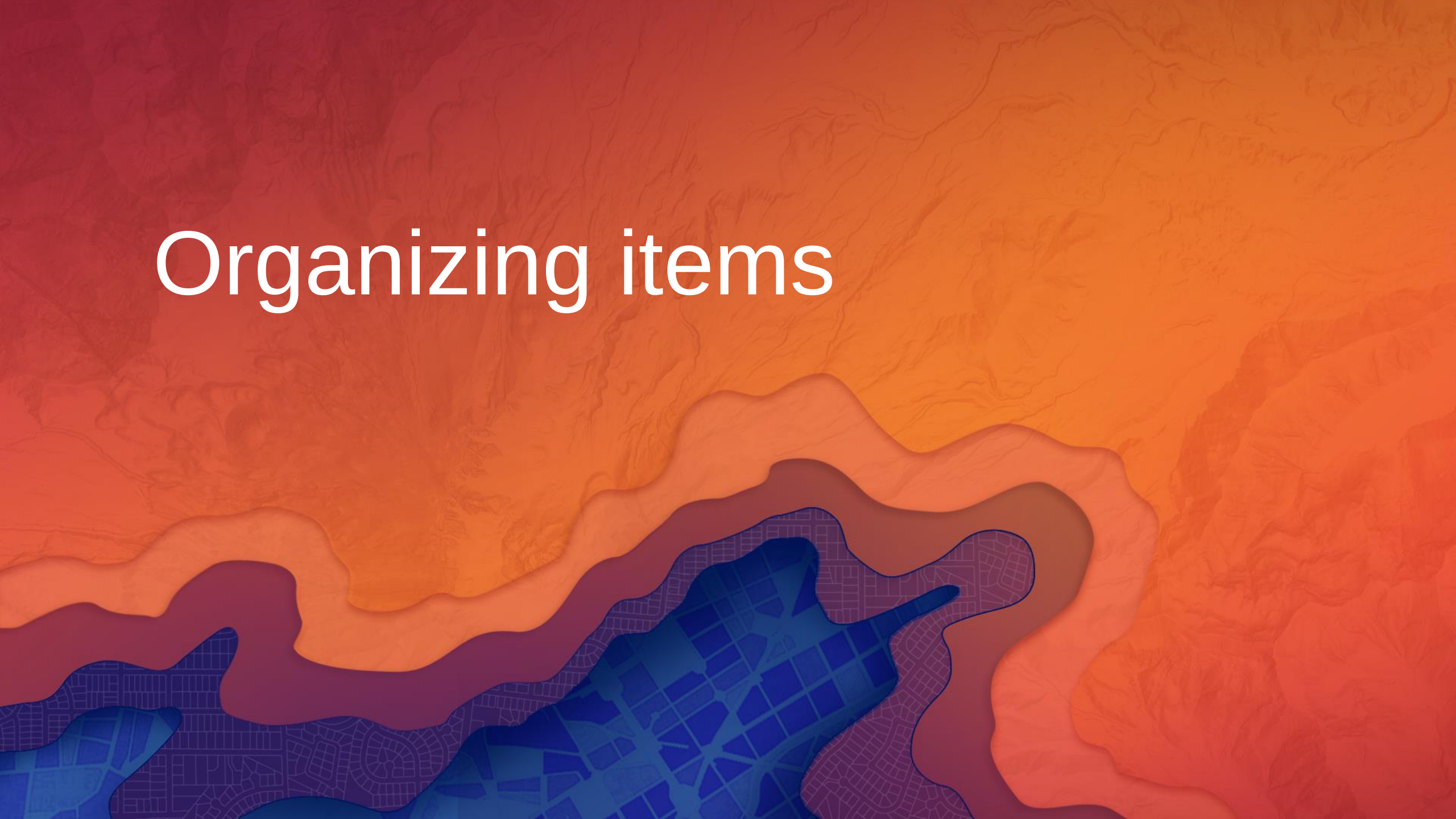
Credits

Tags

Make sure all items contain the following tags:

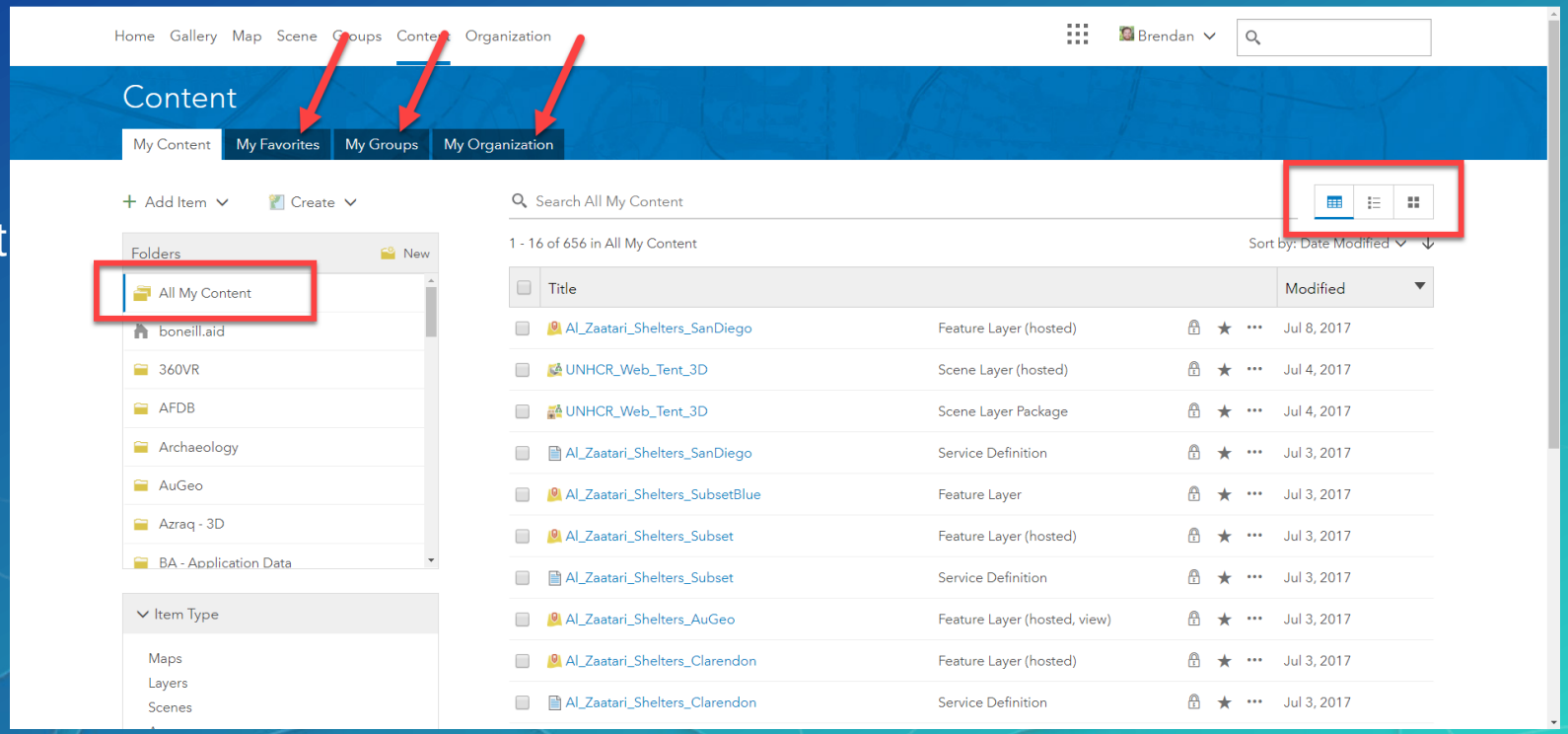
- nütrino and nutrino.
- One or more place keywords (e.g., "North America", "United States", and "Kansas" would be appropriate for a Kansas, USA dataset).

Organizing items



New Content page

- New tabs for favorite, group, and organization items



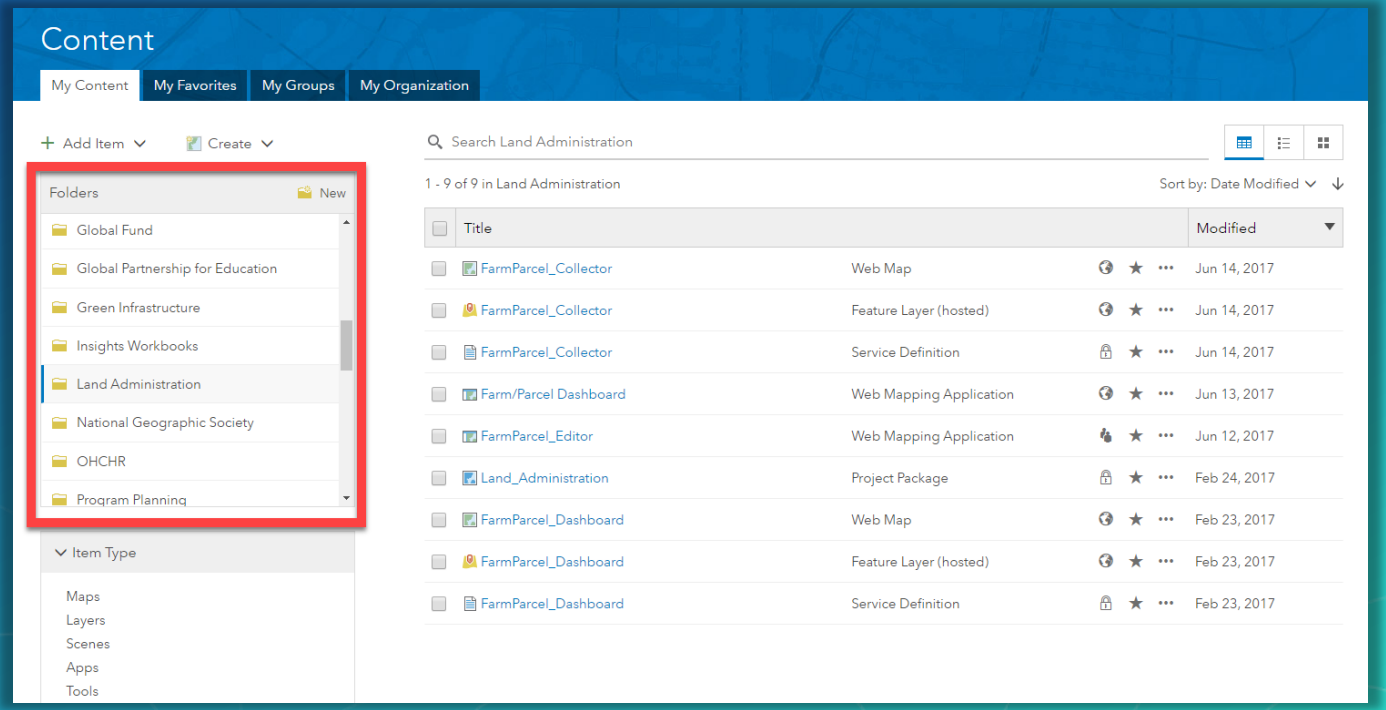
- View all of your content
- Rename folders

- Table View
- List View
- Grid View

Use folders in your Content page

Organize YOUR content

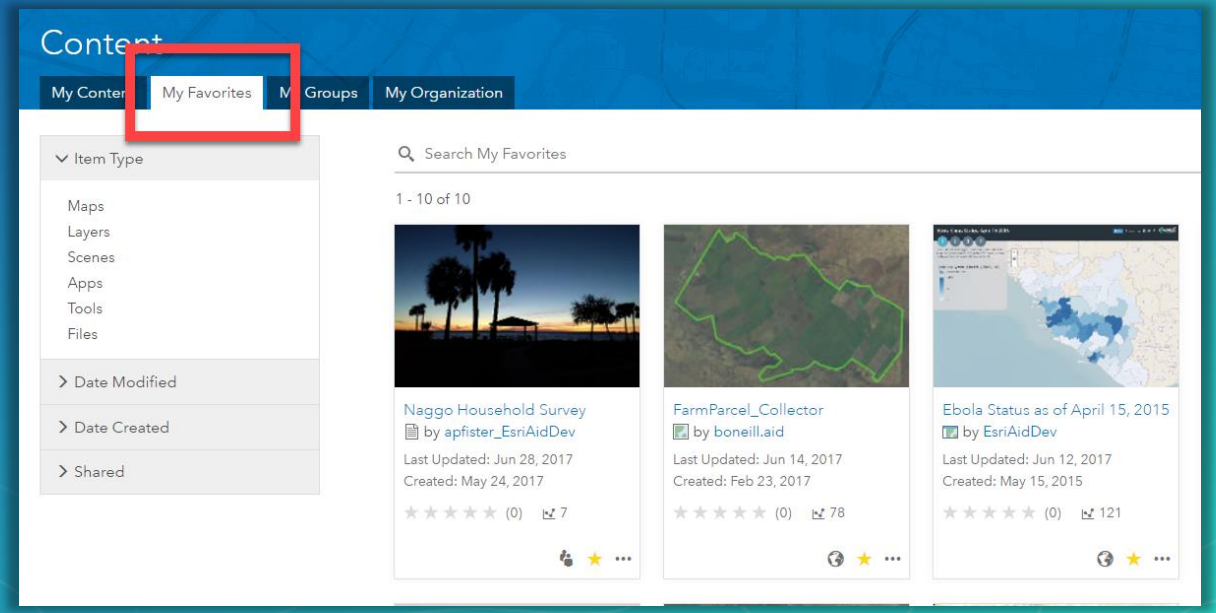
- Don’t put everything in your home folder
- Create folders for specific projects or purposes
- Many specific folders > few broad



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



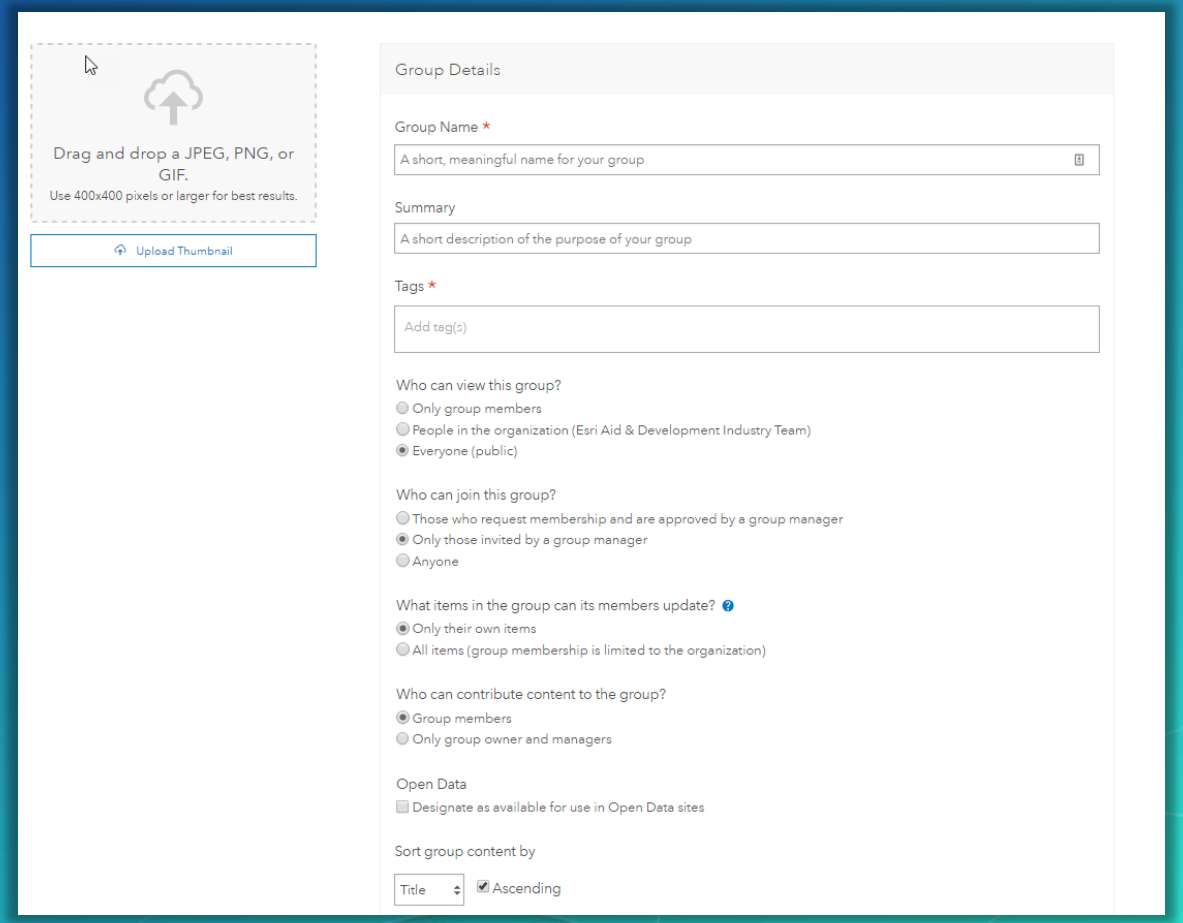
Sharing to groups

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

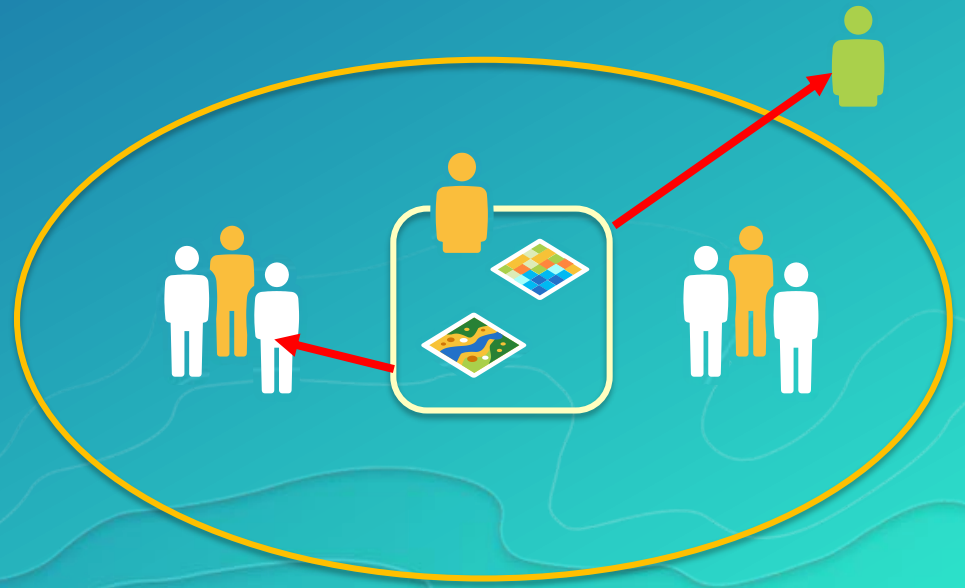
- Useful way to collaborate
- Bring attention to items within a specific area of interest
- Highlight content through different applications in ArcGIS Online



Collaborating with groups

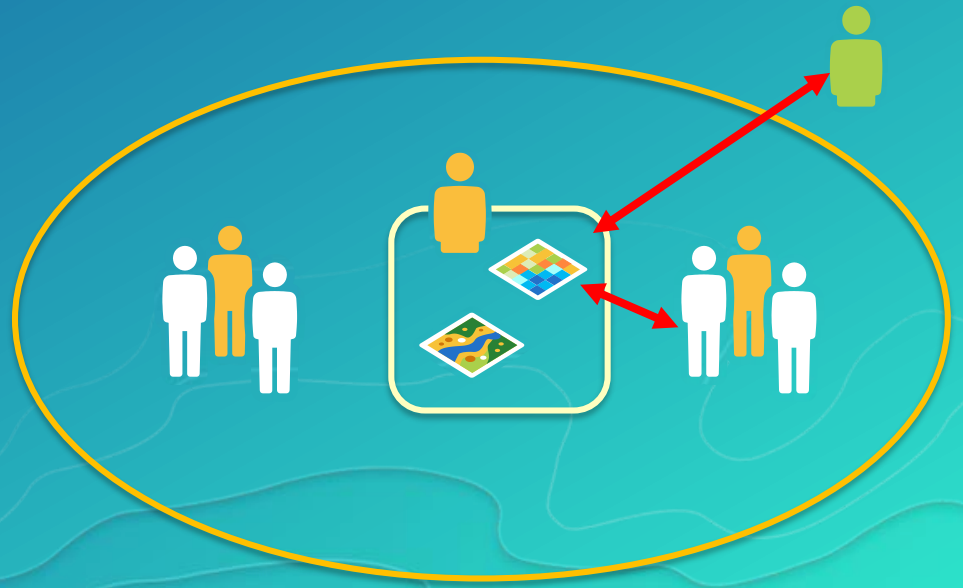
- Group members can:
  - Access items
  - Create web maps or perform analysis with data
  - Make updates to data and items details (if item or group configuration allows)
  - Download resources or data locally (if item configuration allows)

- 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



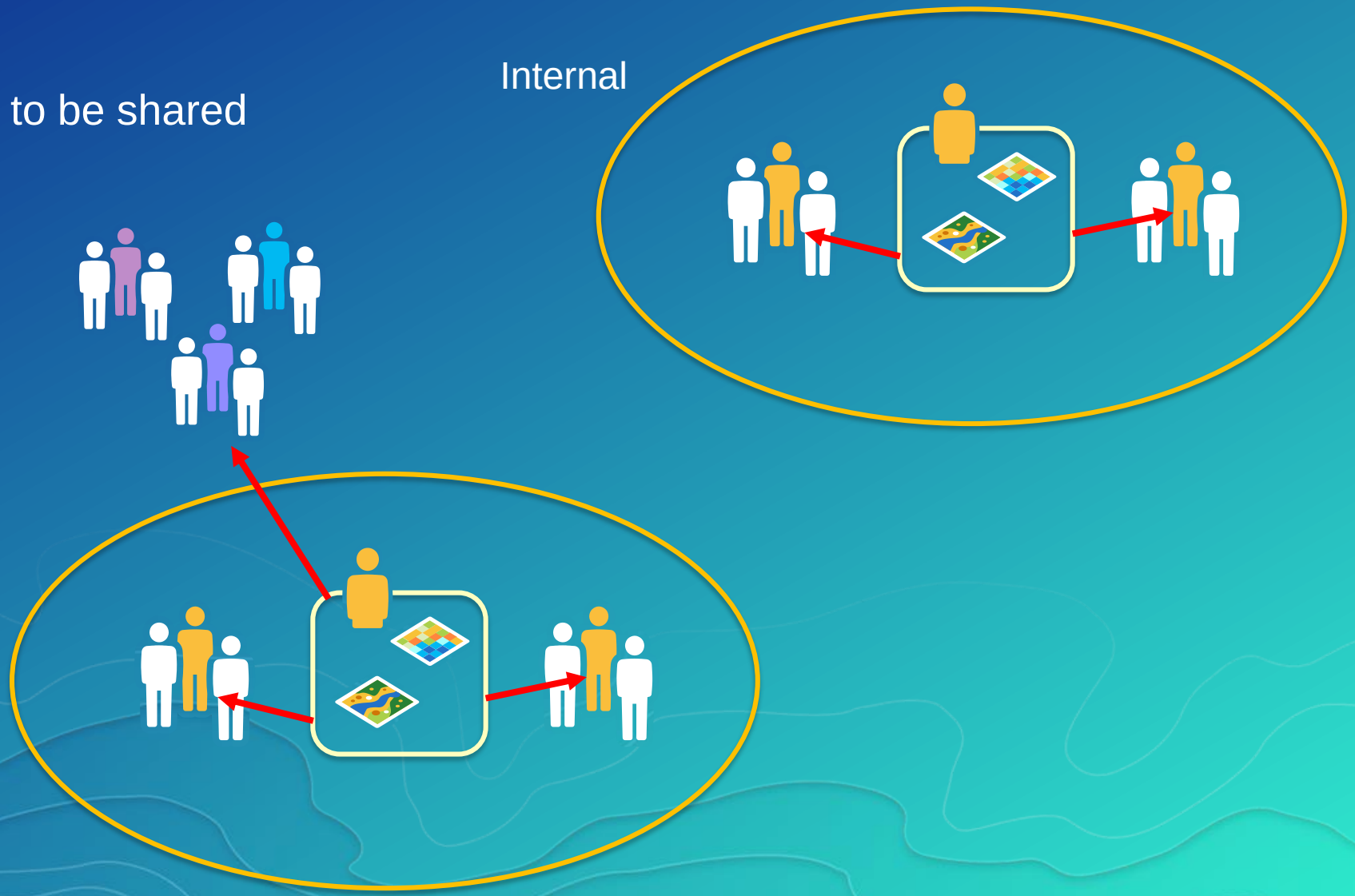
Working groups

- 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

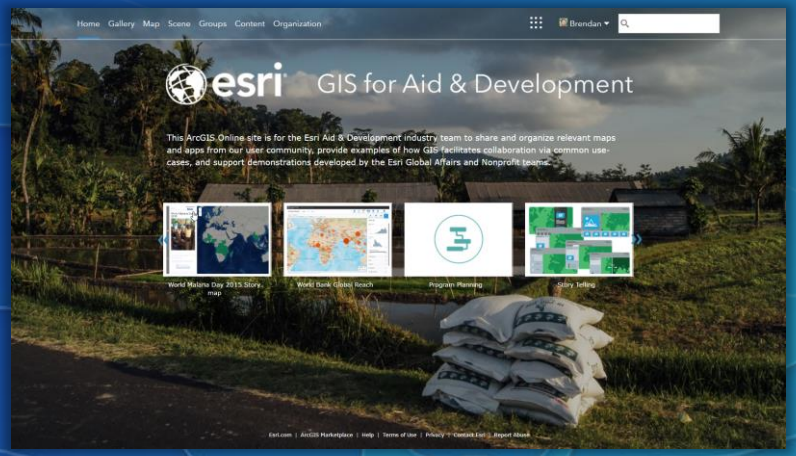
- Place for finished content to be shared
  - Select members
  - Entire organization
  - Public



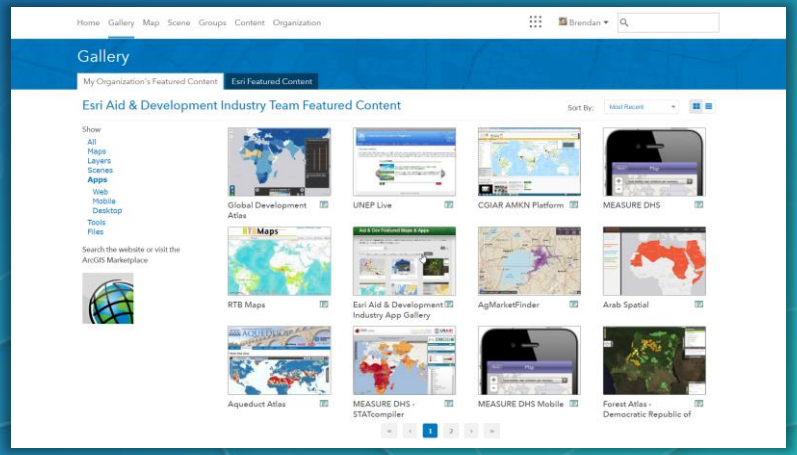
Broadcast groups

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

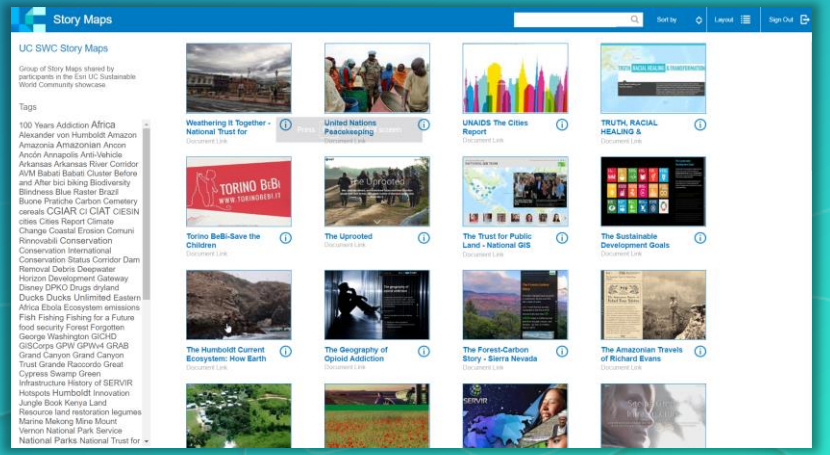
Open Data (Public)



Home Page (Public or Organization)



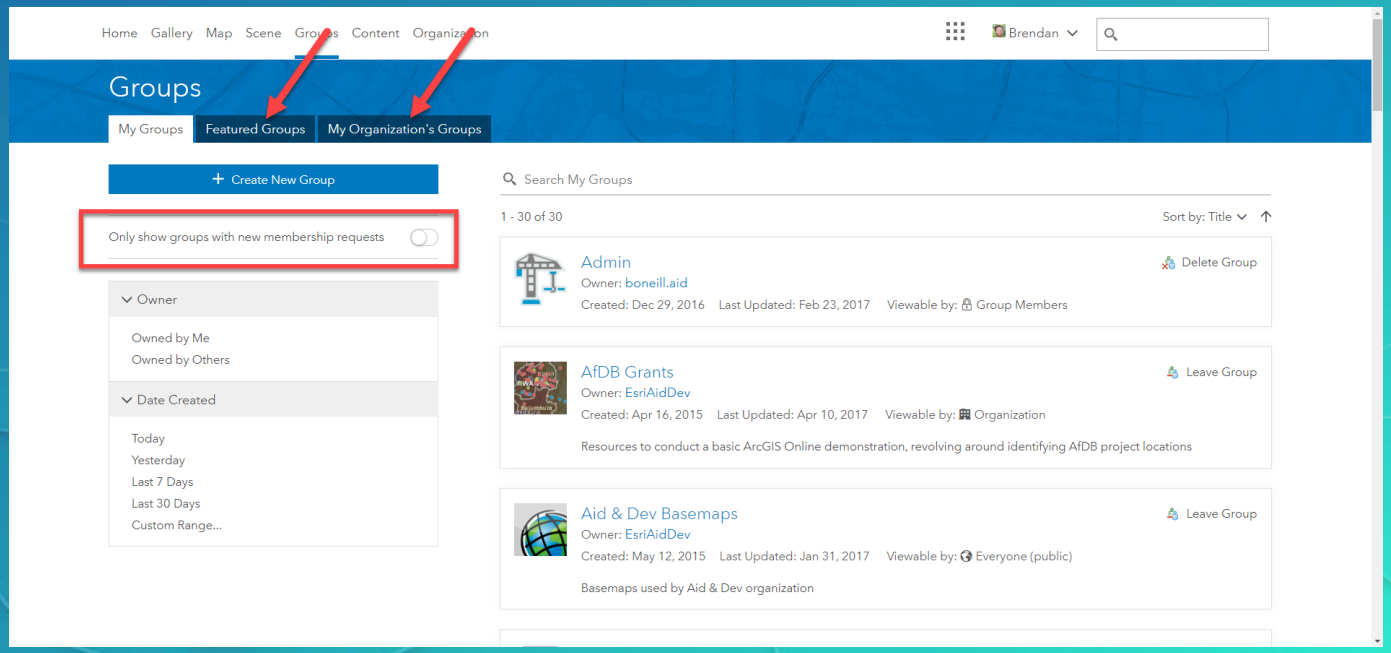
Gallery (Organization)



Gallery App (Public or Organization)

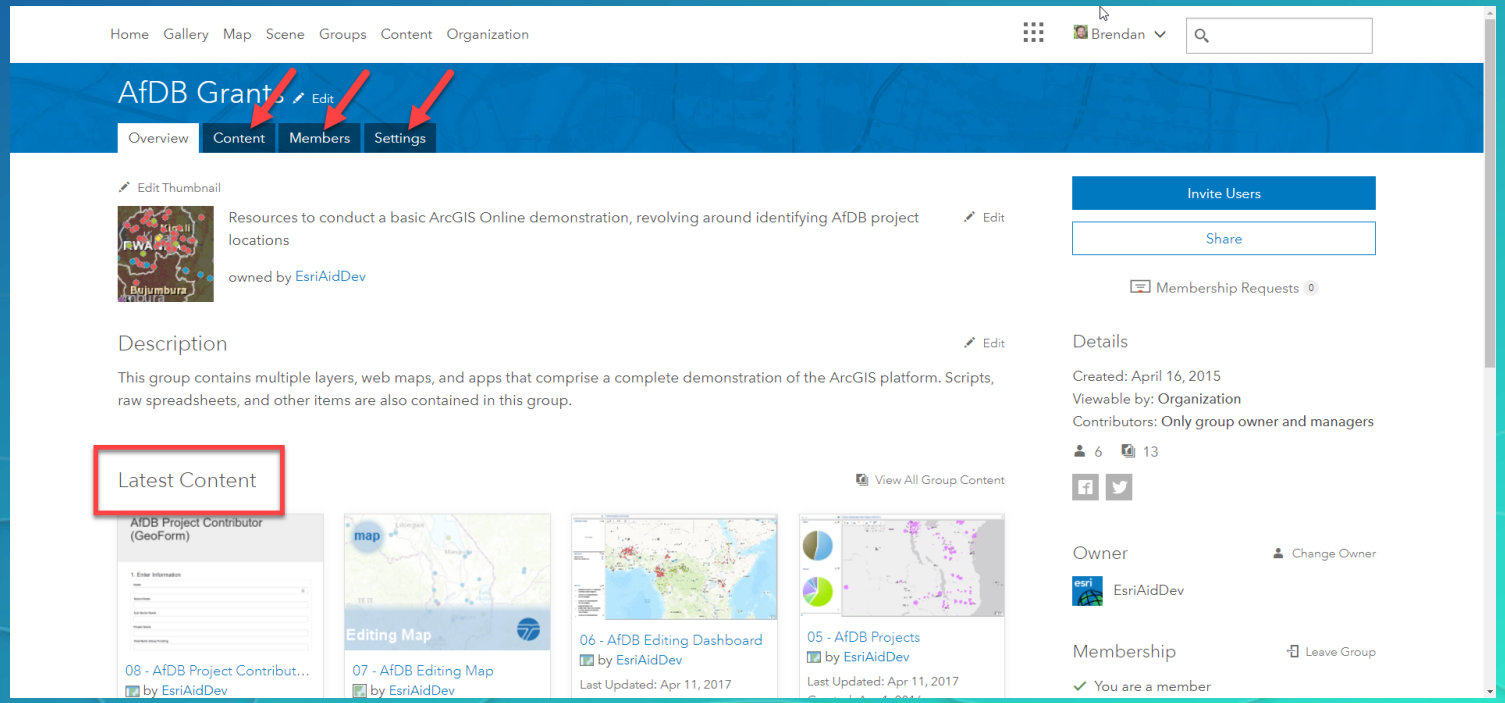
New Groups page

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

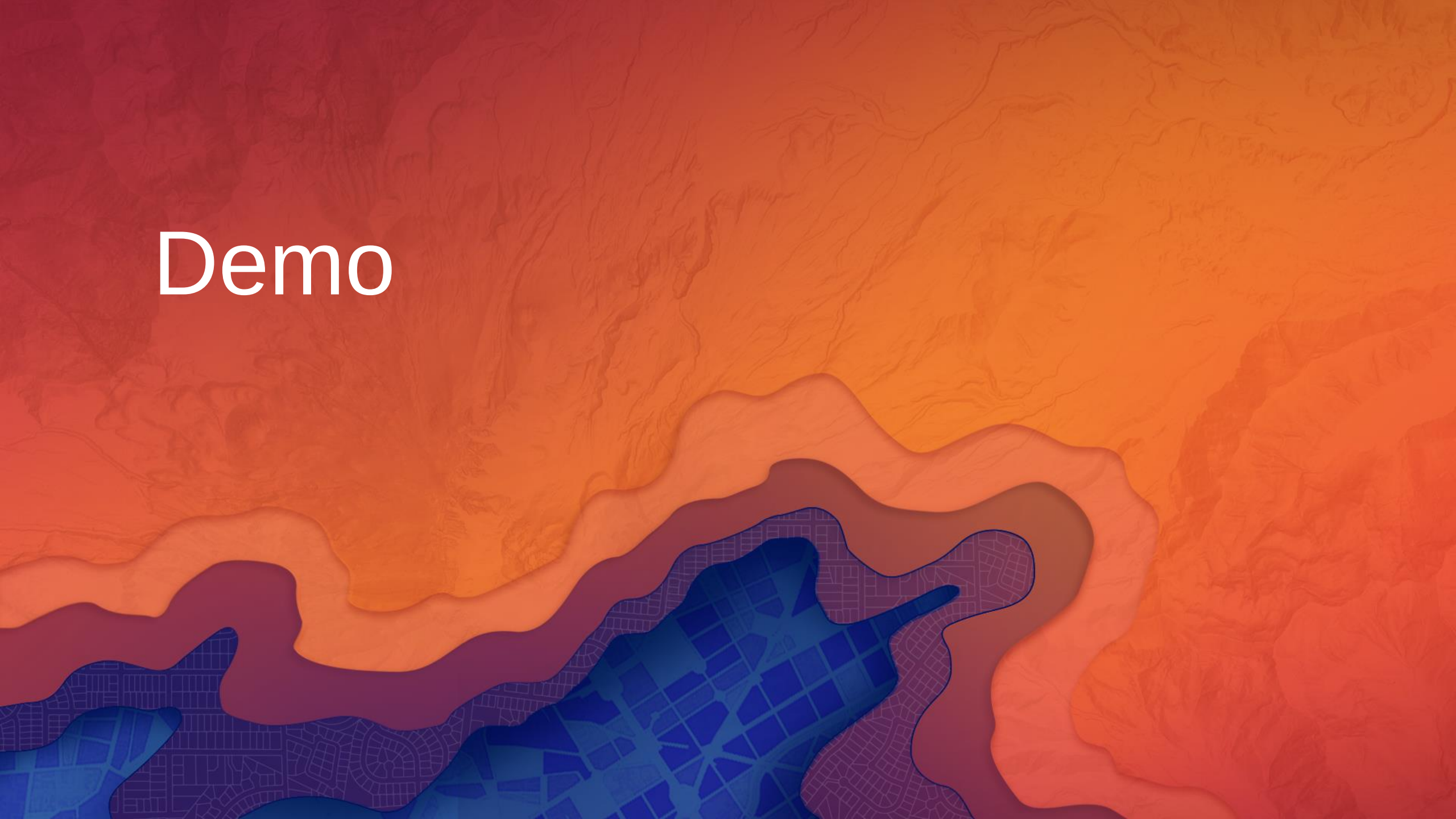


New individual group page

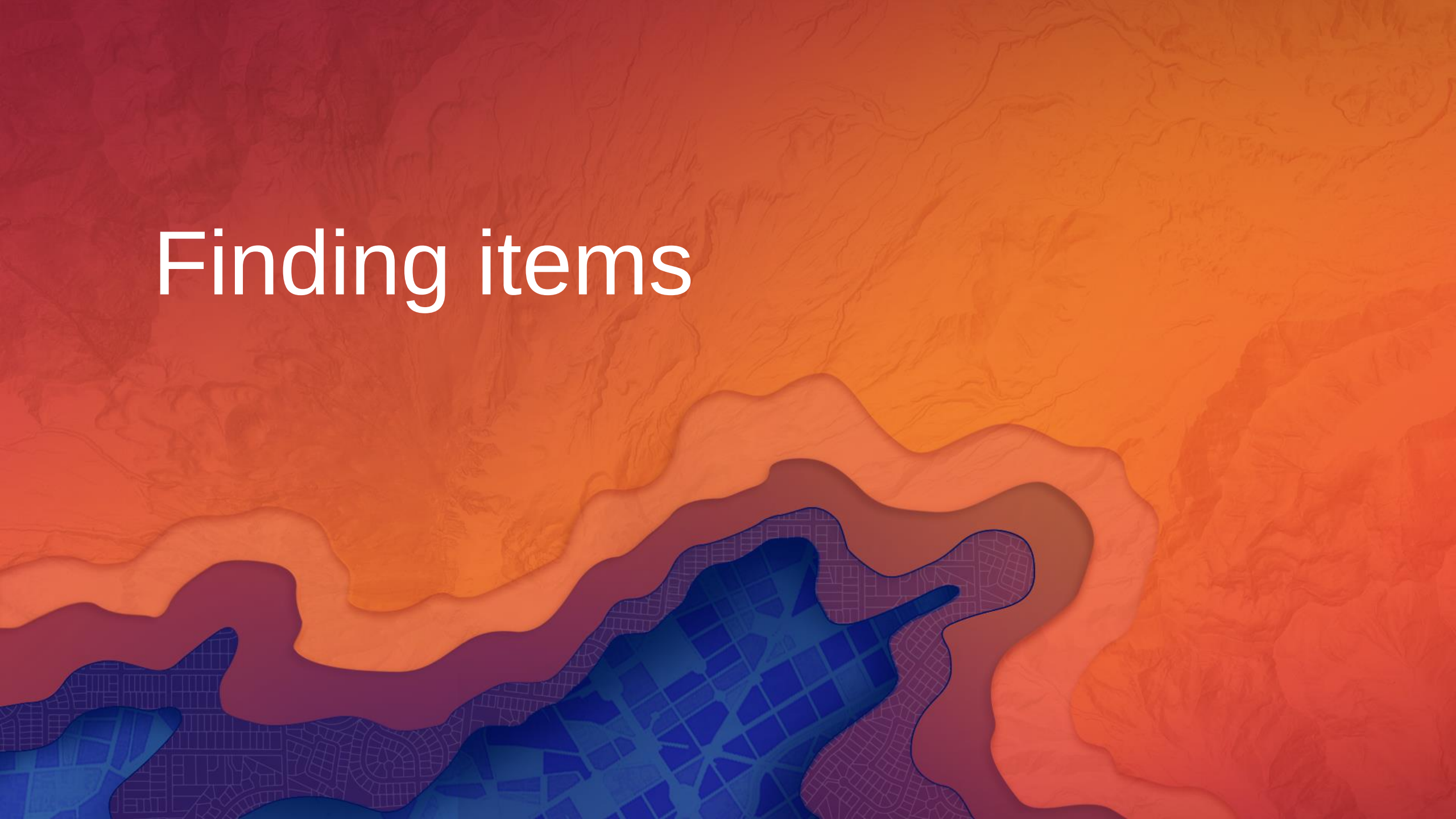
- Latest content
- Same improved interface as Content page
- Members tab
  - Promote members to managers
  - List by date joined
- Settings tab
  - Manage properties
  - Delete protection



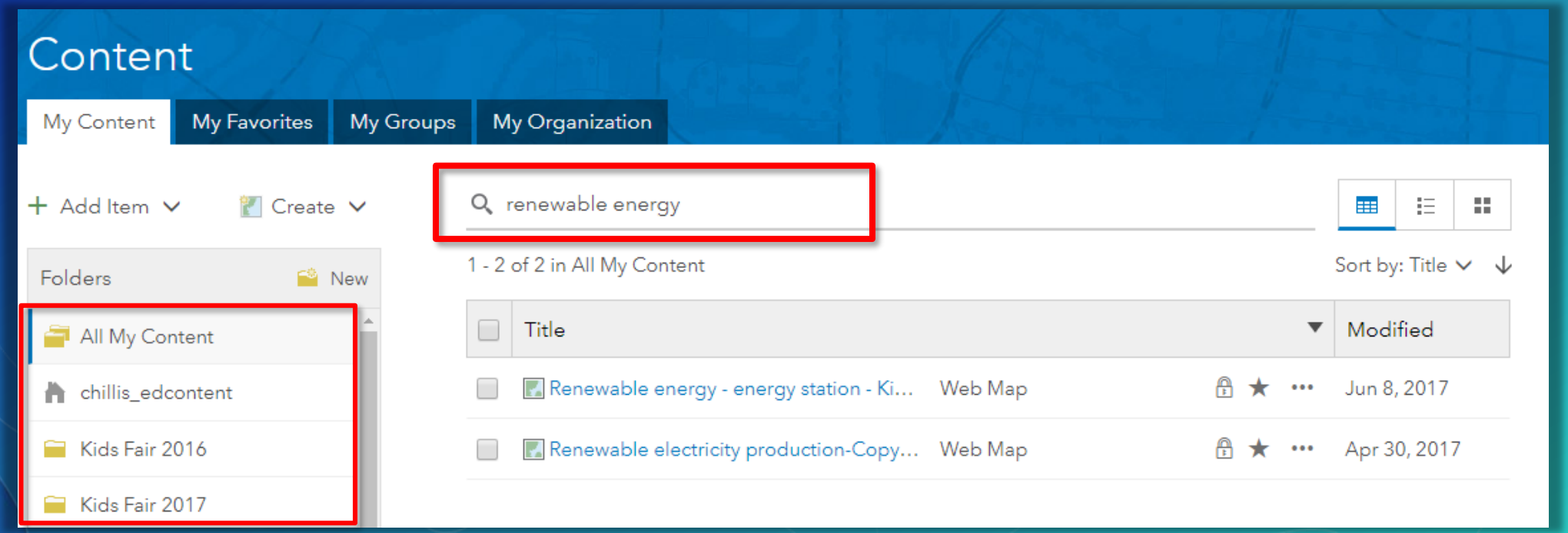
Demo



Finding items



Search within content page tabs



Search

earthquake

Search

Content | Groups

Only search in Esri Training Services

1 - 6 of 6

Sort by: Title

Item Type

- Maps
- Layers
- Scenes
- Apps
- Tools
- Files

Date Modified

- Today
- Yesterday
- Last 7 Days
- Last 30 Days
- Custom Range...

Shared

- With Everyone (public)
- With Organization
- With Groups
- Not Shared

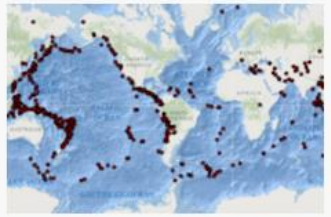
Earthquakes - August 2016

Feature Layer by EsriTrainingSvc

Earthquakes of magnitude 0.5 and greater for the month of August 2016.

Last Updated: May 12, 2017 Created: Aug 10, 2016

(ratings: 0) views: 200



Earthquakes 2012-2014

Web Map by EsriTrainingSvc

World map of earthquakes 2012 - 2014 of magnitude 5.7 and greater.

Last Updated: Sep 16, 2015 Created: Sep 10, 2015

(ratings: 0) views: 1942

Pacific Northwest Volcanoes

Web Map by EsriTrainingSvc

Map for examining volcanoes in the Cascades Range of the U.S. Pacific Northwest.

Last Updated: Sep 16, 2015 Created: Sep 11, 2015

(ratings: 0) views: 1929

Strong_Earthquakes_2012_2014

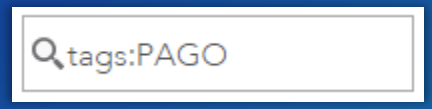
Service Definition by EsriTrainingSvc

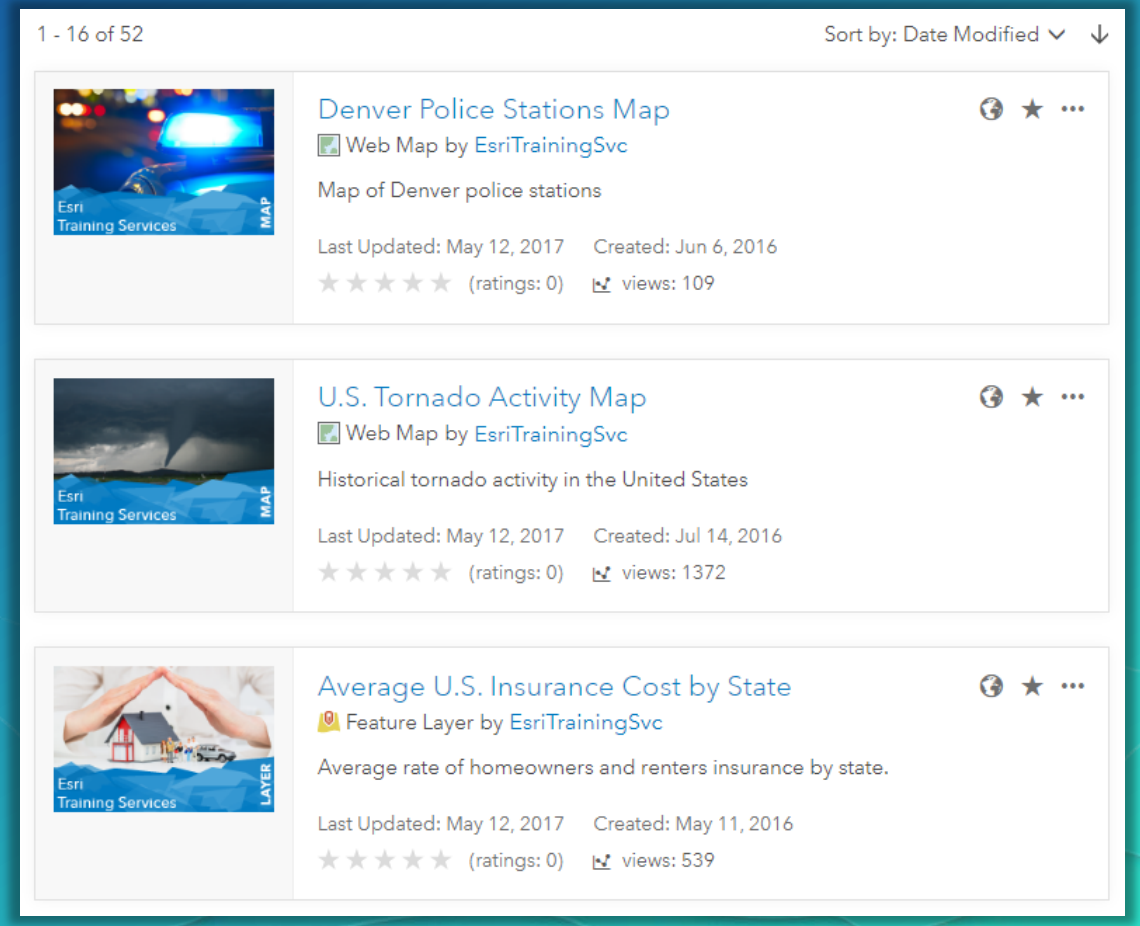
Advanced search

- Refine your search by searching specific fields in your string

Advanced search

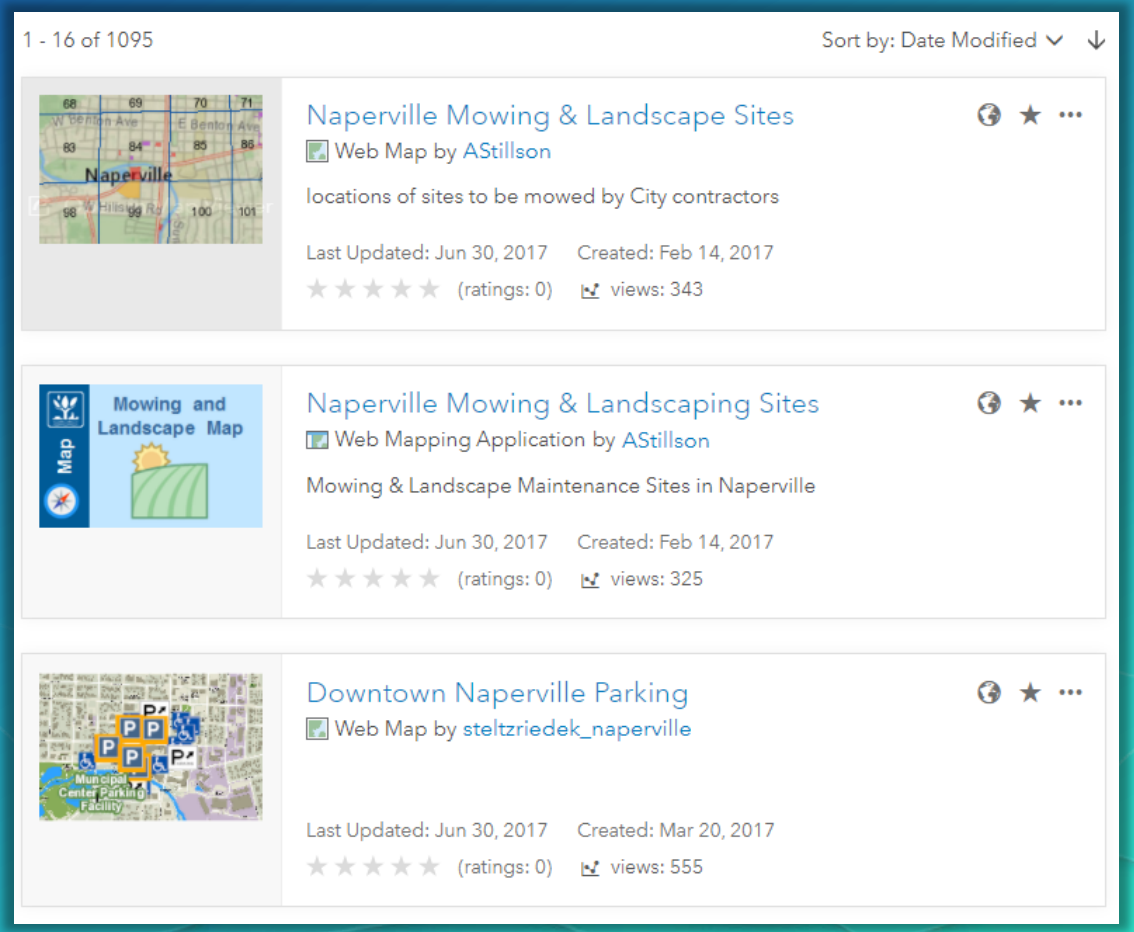
- Refine your search by searching specific fields in your string
  - tags





Advanced search

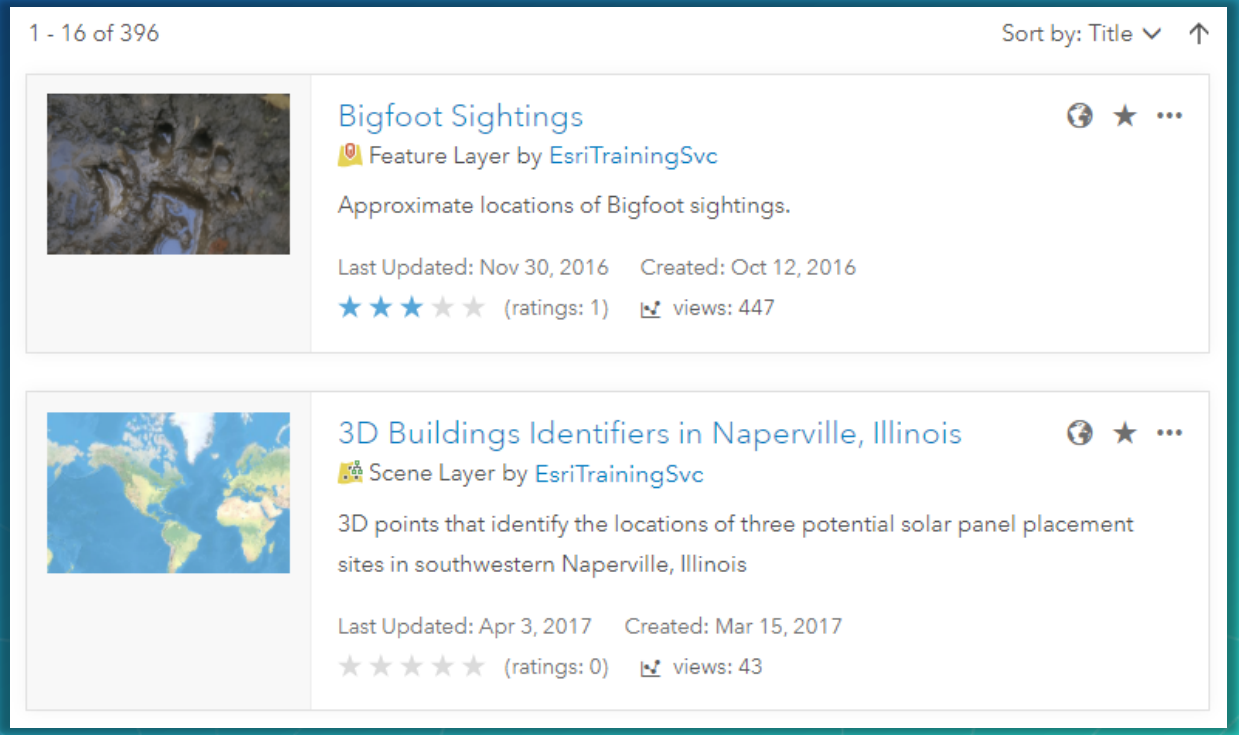
- Refine your search by searching specific fields in your string
  - tags
  - title



Advanced search

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

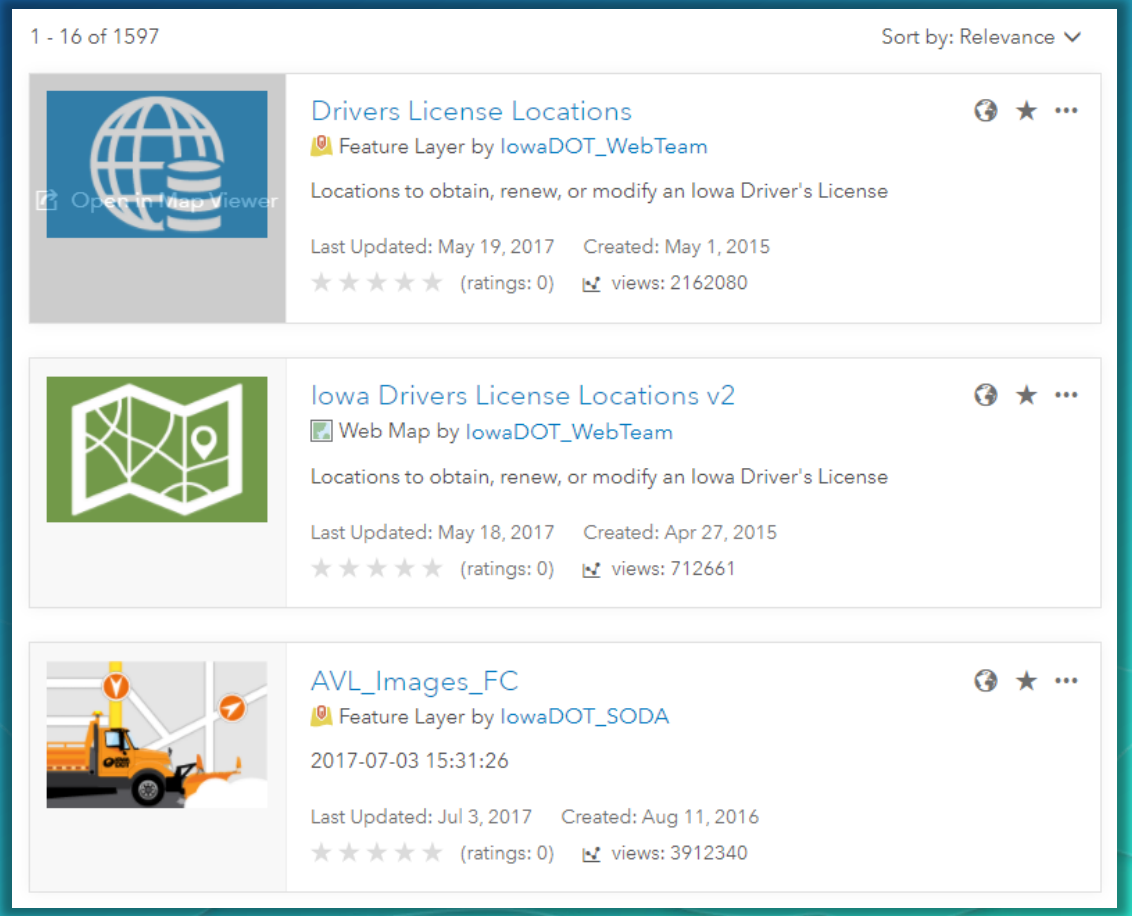
owner:EsriTrainingSvc



Advanced search

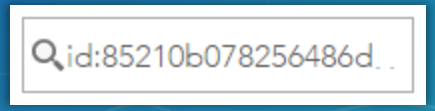
- Refine your search by searching specific fields in your string
  - tags
  - title
  - owner
  - description

description:Iowa



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

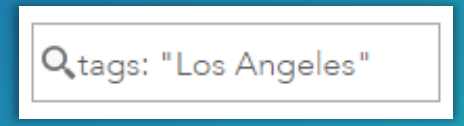
- Create subqueries using parentheses to group clauses

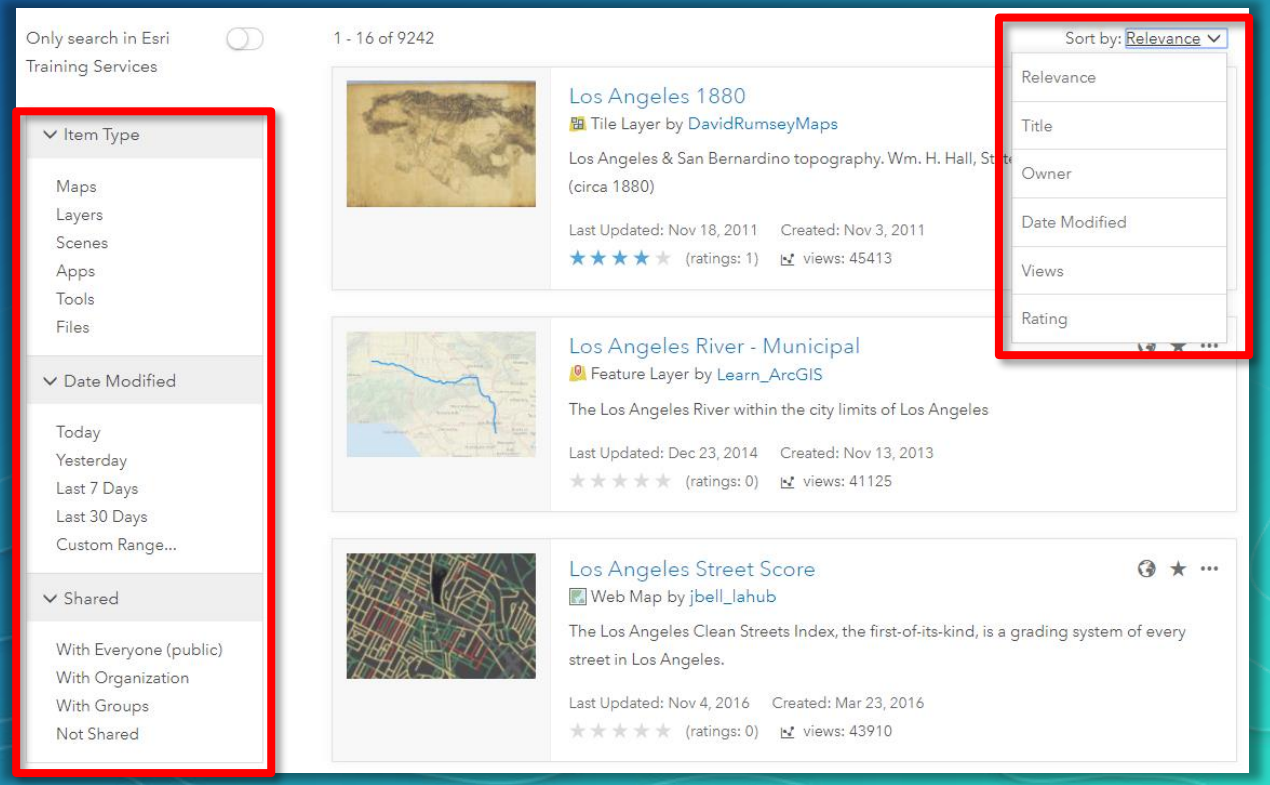
- Boost a term using the caret symbol (^) with a boost factor

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.

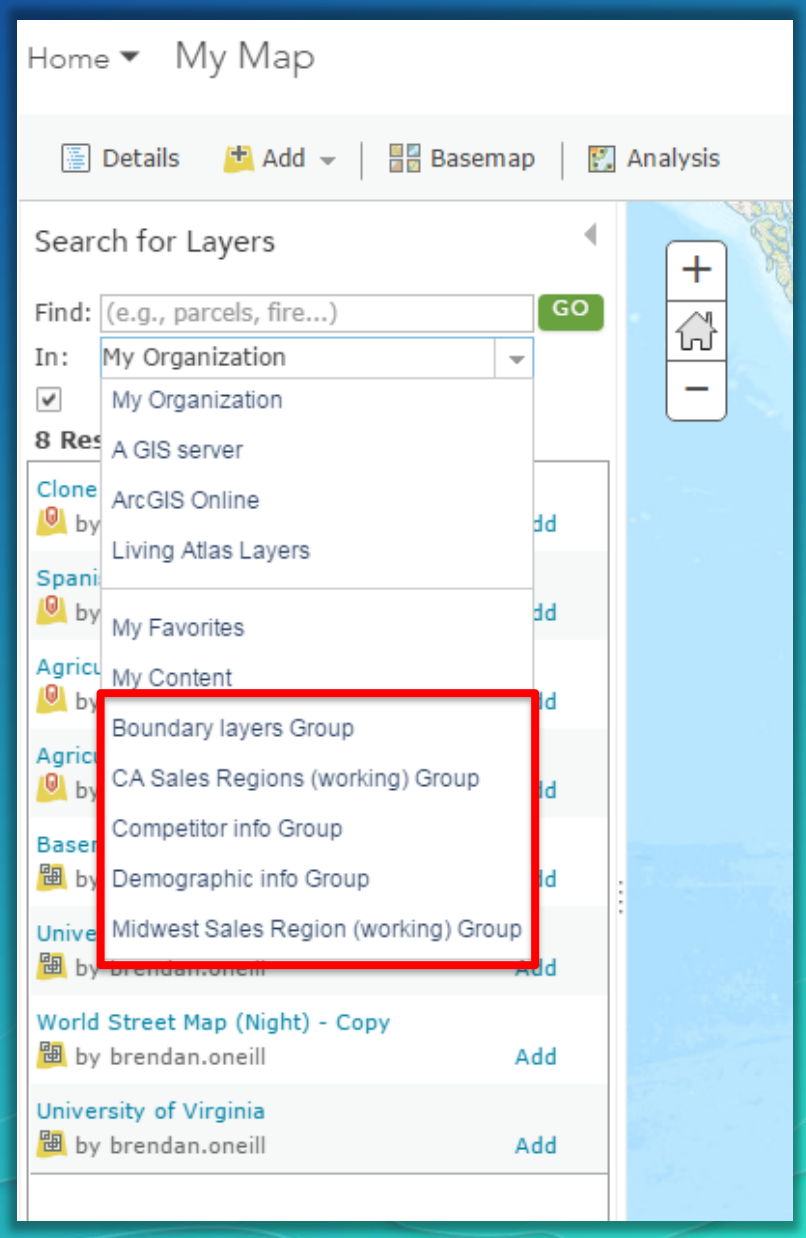




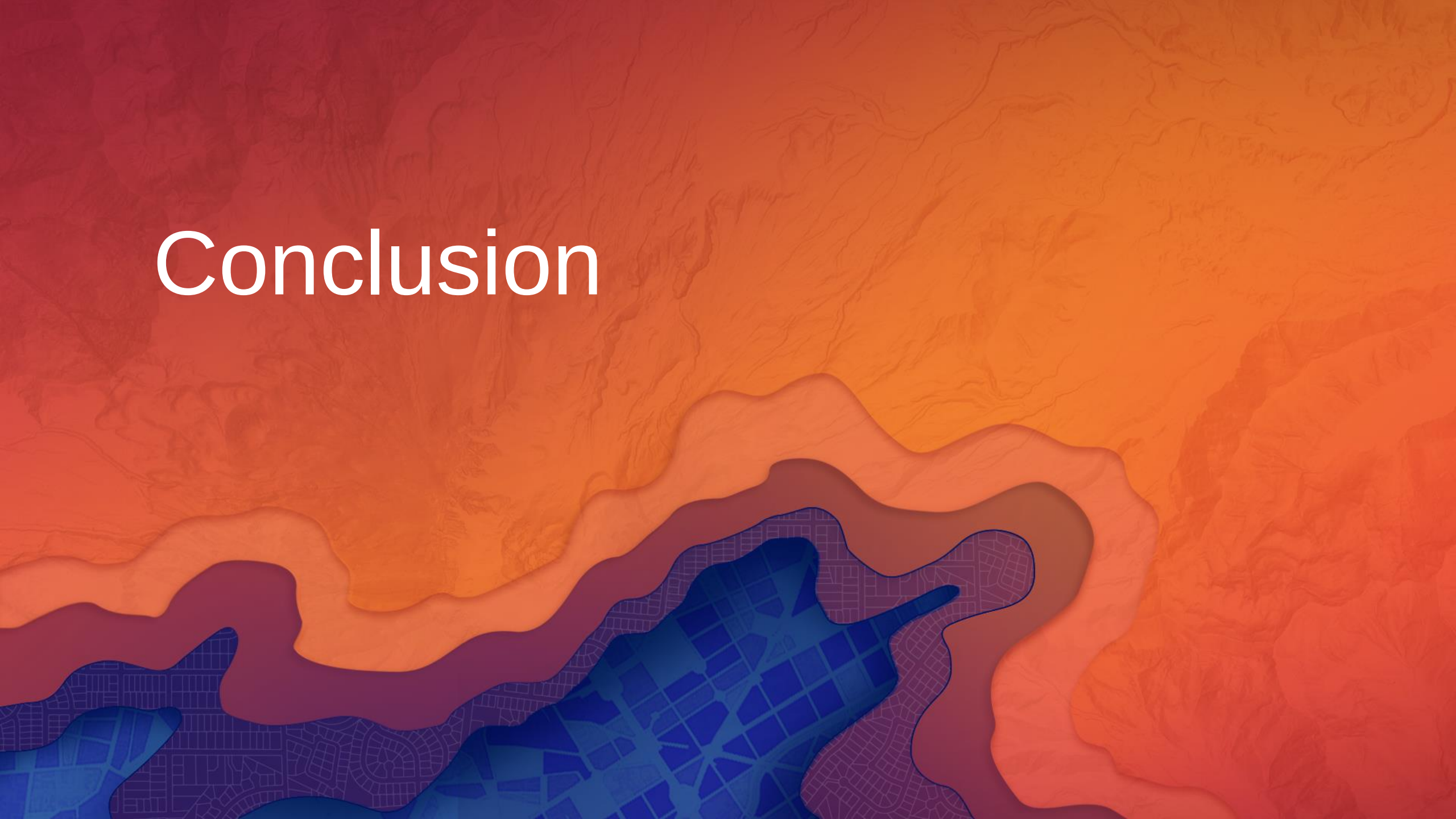
Use the map viewer search

- 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

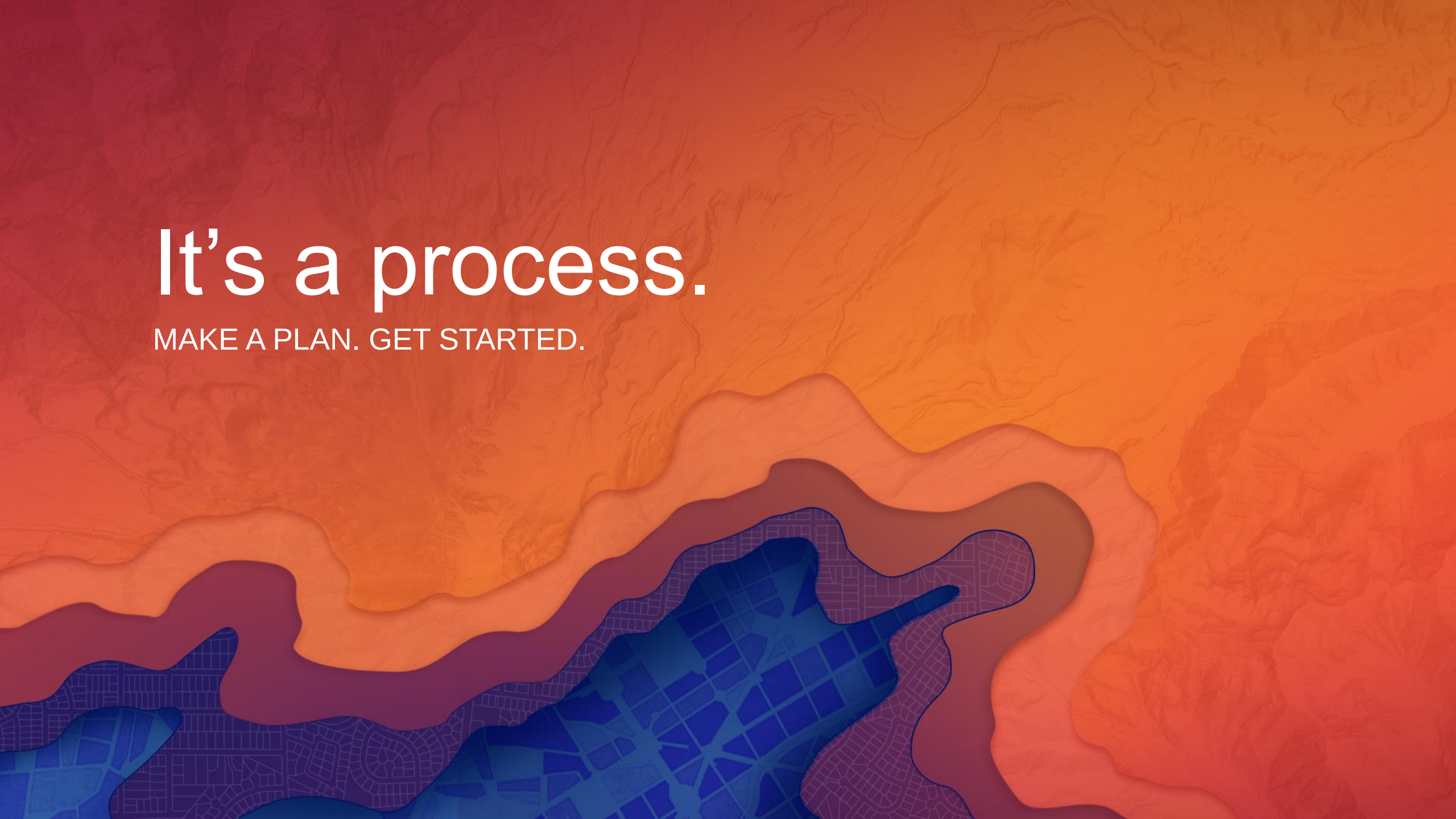
- ArcGIS Online help
- ArcGIS Blog (Category: ArcGIS Online)
- Esri Training
  - Learn ArcGIS lessons
- Guides to help you Launch, Administer, and Promote your ArcGIS Online organization

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.

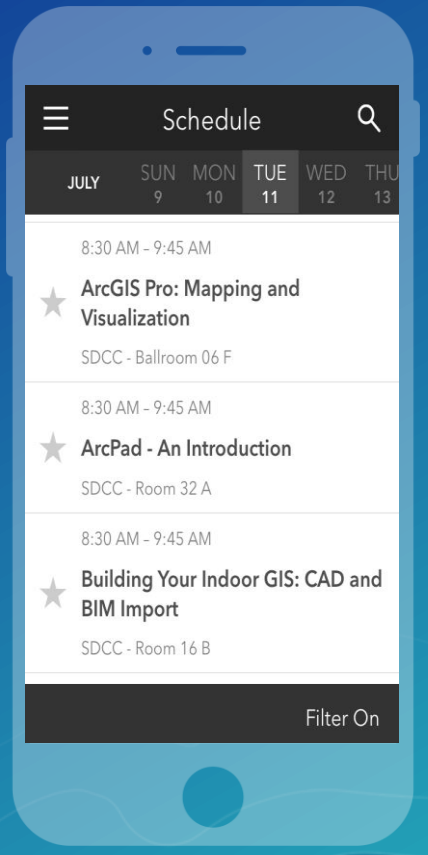
MAKE A PLAN. GET STARTED.



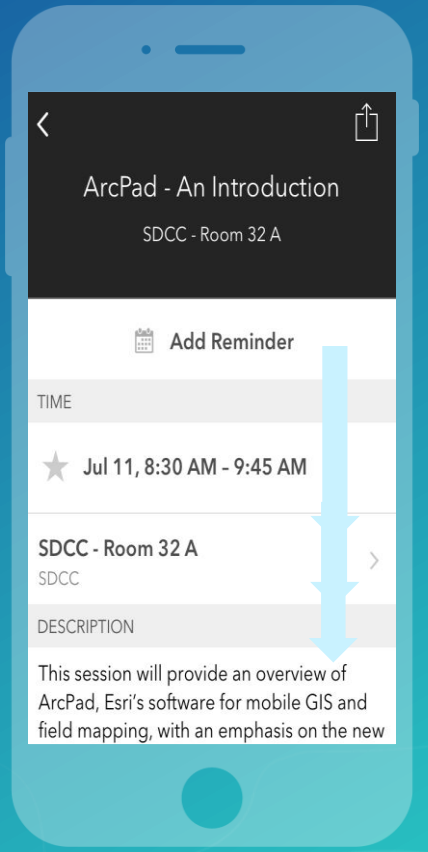
Please Take Our Survey on the **Esri Events App!**

Download the Esri Events app and find your event

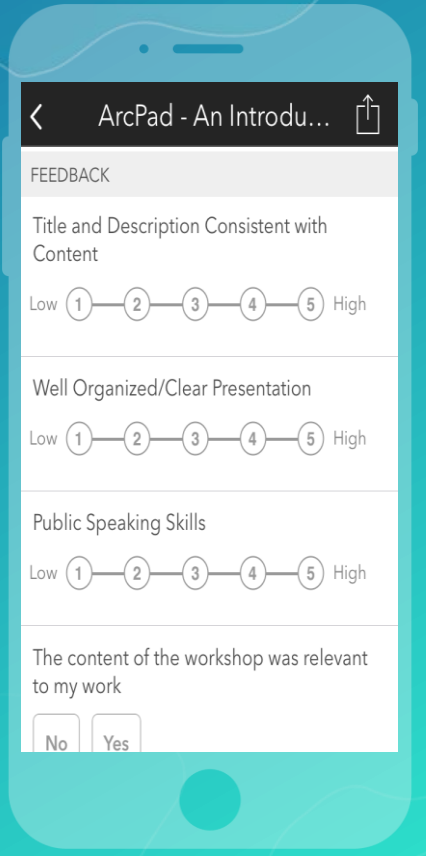
Select the session you attended



Scroll down to find the survey



Complete Answers and Select "Submit"



Thank you!

Brendan O’Neill – boneill@esri.com
Caitlin Hillis – chillis@esri.com

http://bit.ly/ItemAdmin

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