

ArcGIS Online: Item Administration and Group Sharing

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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

Search

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 d

Last Updated: Feb 2, 2016 Created: Jun 2

★★★★★ (ratings: 10) views: 1



USA Census Populated Places

Feature Layer by esri

U.S. Populated Place Areas represents po

Jun 22, 2017

Home Gallery Map Scene Groups Content Organization

Nothing to See Here

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<input type="checkbox"/>	Renewable Energy Potential in the United States	Web Map	★ ...	Jun 9, 2017
<input type="checkbox"/>	Renewable Energy Potential by State	Feature Layer	★ ...	Jun 9, 2017
<input type="checkbox"/>	Baton Rouge Buildable Soils	Feature Layer	★ ...	Jun 7, 2017
<input type="checkbox"/>	Baton Rouge Buildable Soils	Shapefile	★ ...	Jun 7, 2017
<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

Previous

1

2

3

4

5

...

24

Next

Overwhelmed?

You're in the right place.

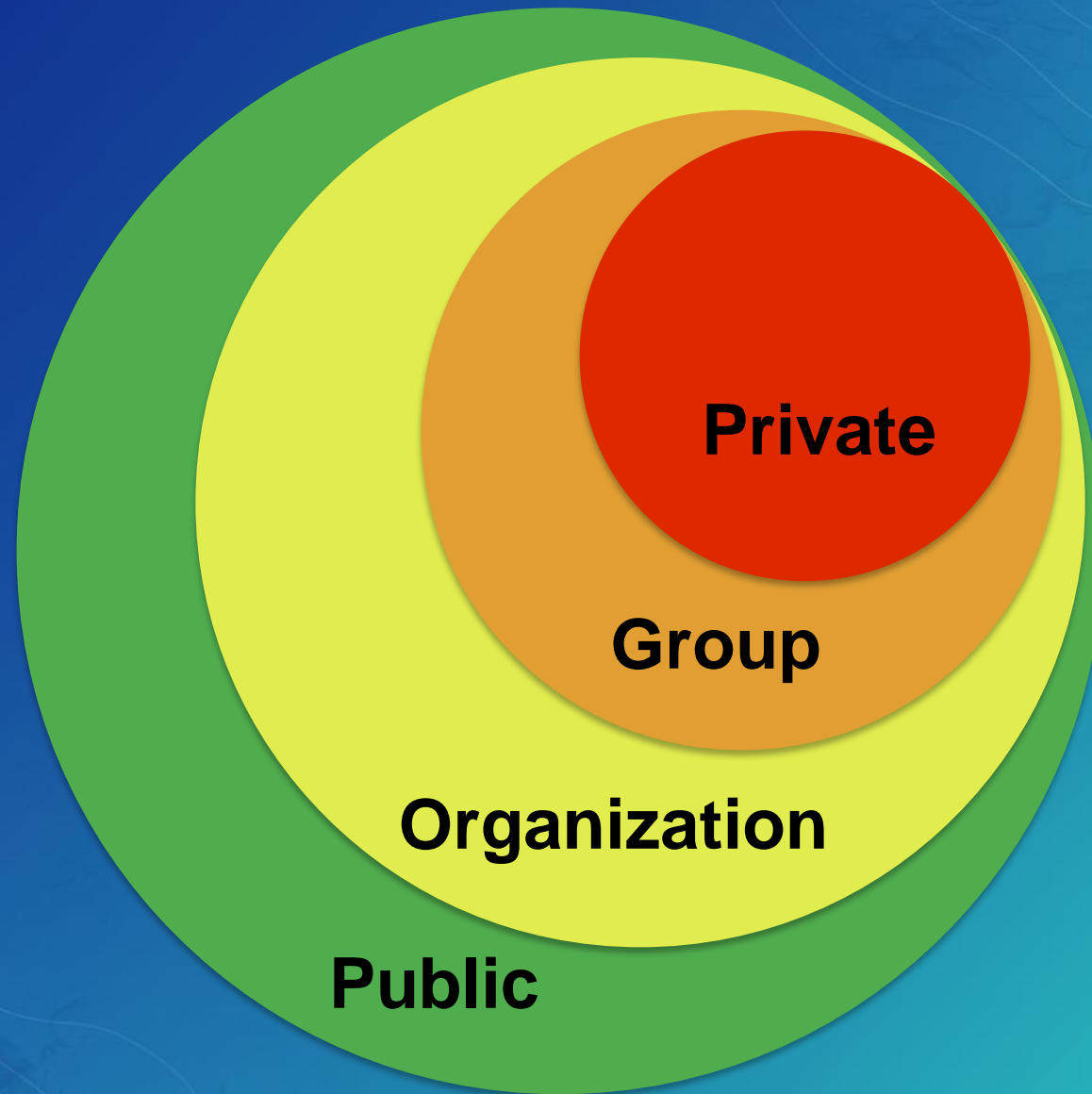


Overview

- 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





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

2014-2019 USA Population Growth Rate

Tags

test

Tags

Population, growth, 2010, Census

Tags

USA, KeyUSFacts, Census, population, age, family, block groups, tracts, counties, states, demographic, demographics, US, US Census Bureau, Census Bureau, US Department of Commerce, DOC, National, United States, Key Facts, KeyFacts, population change, predicted growth, growth, North America, growth rate, rate, percent change, population growth, 2010 Census

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

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 stated in the metadata. The 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 nutrimo.
- One or more place keywords (e.g., "North America", "United States", and "Kansas" would be appropriate for a Kansas, USA dataset).

Credits

Enter the content vendor(s) name(s) and contact information.

If you find a citation statement, please enter it.

Tags

Make sure all items contain the following tags:

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

Organizing items

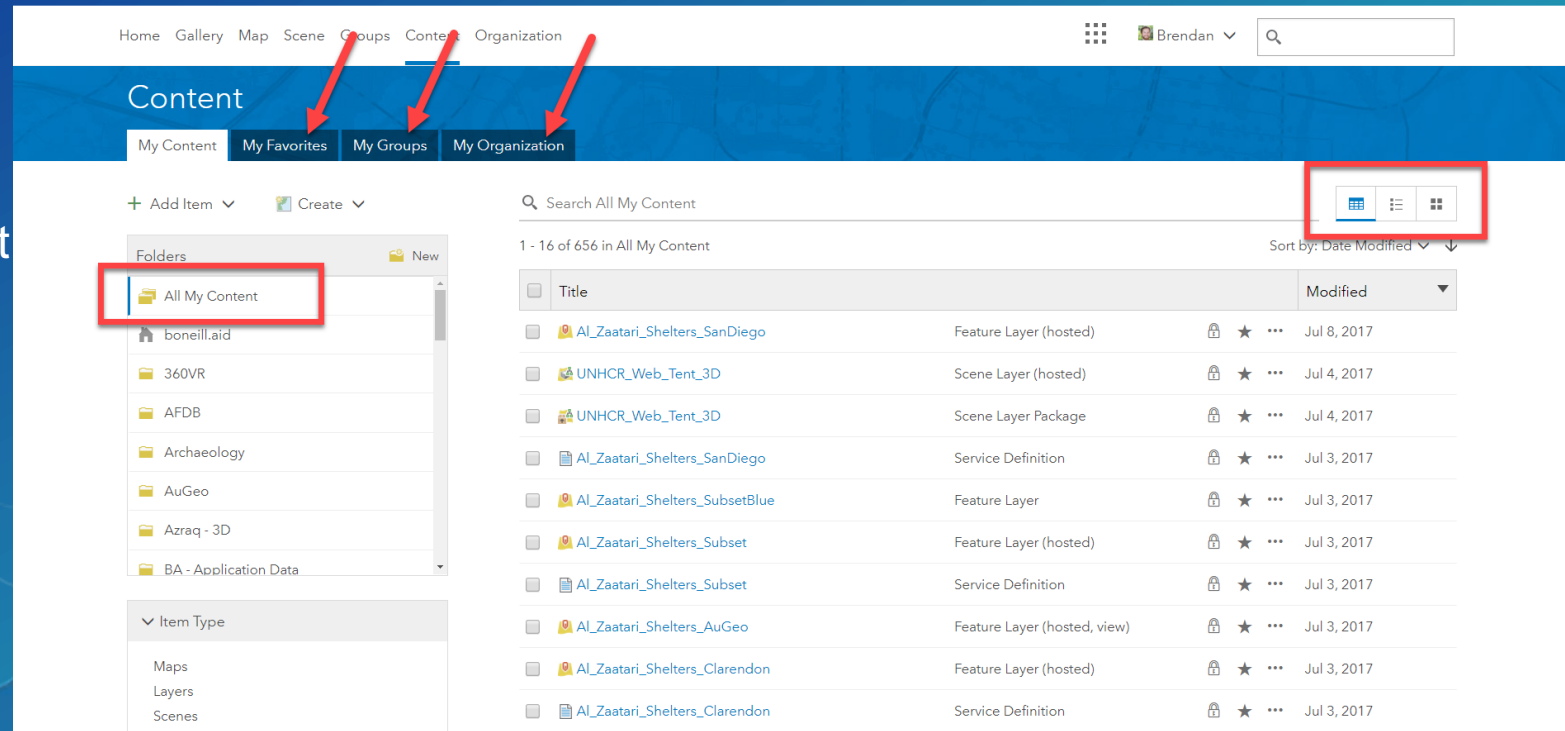


New Content page

- New tabs for favorite, group, and organization items

- Table View
- List View
- Grid View

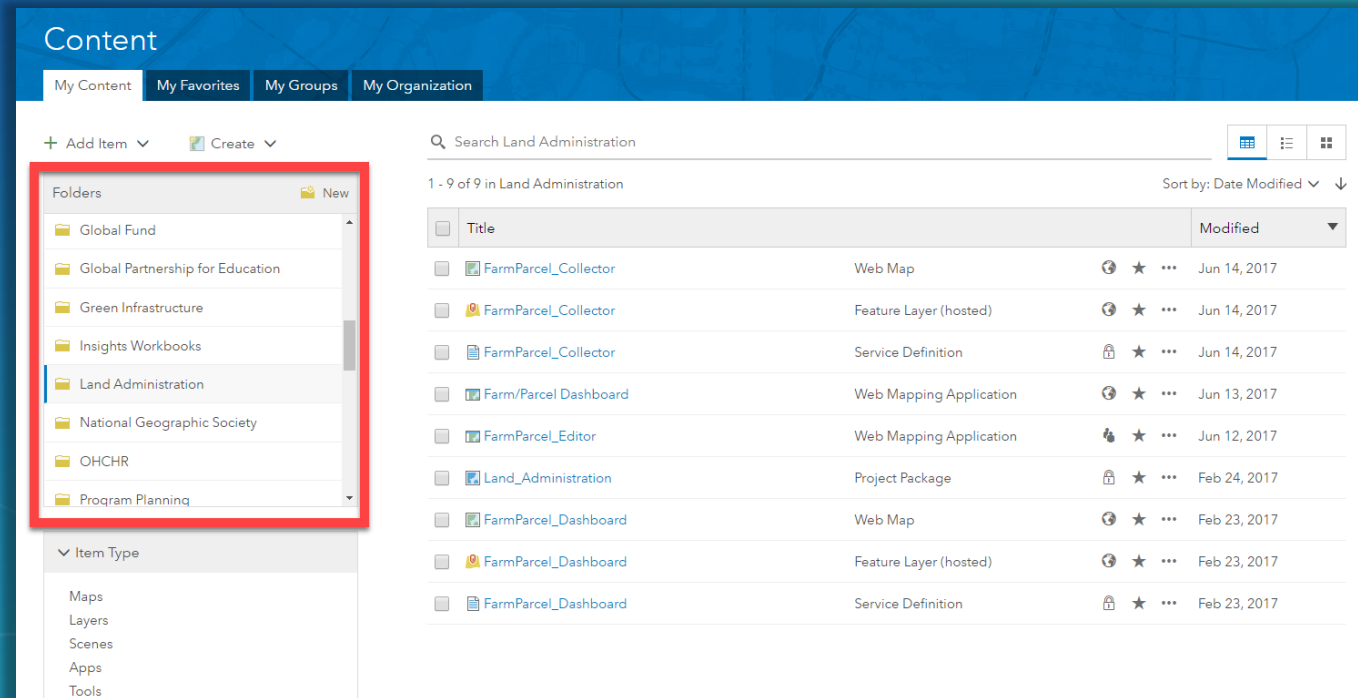
- View all of your content
- Rename folders



Use folders in your Content page

Organize **YOUR** content

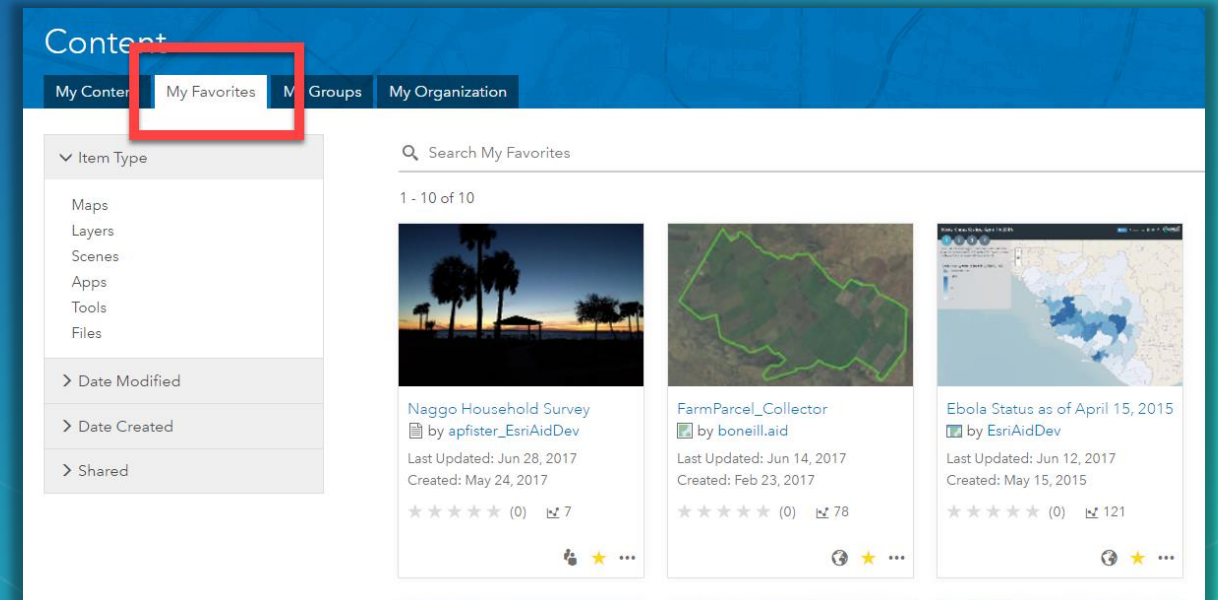
- Don't put everything in your home folder
- Create folders for specific projects or purposes
- Many specific folders > few broad



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



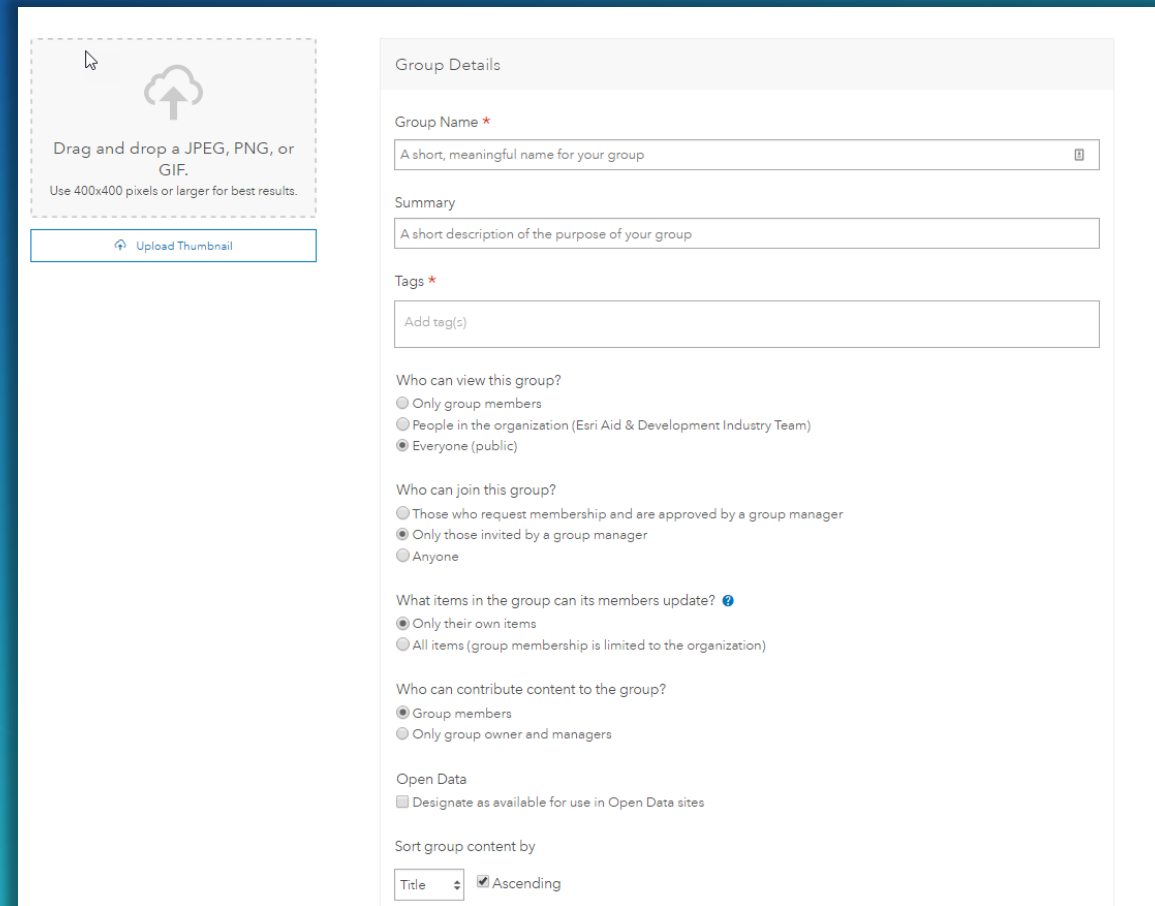
Sharing to groups



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



The screenshot displays the 'Group Details' form in ArcGIS Online. On the left, there is a thumbnail upload area with a dashed border, a cloud icon, and the text: '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 is titled 'Group Details' and contains several sections: 'Group Name' with a text input field and a required field asterisk; 'Summary' with a text input field; 'Tags' with a text input field and a required field asterisk; 'Who can view this group?' with three radio button options: 'Only group members', 'People in the organization (Eri Aid & Development Industry Team)', and 'Everyone (public)'; 'Who can join this group?' with three radio button options: 'Those who request membership and are approved by a group manager', 'Only those invited by a group manager', and 'Anyone'; 'What items in the group can its members update?' with two radio button options: 'Only their own items' and 'All items (group membership is limited to the organization)'; 'Who can contribute content to the group?' with two radio button options: 'Group members' and 'Only group owner and managers'; 'Open Data' with a checkbox labeled 'Designate as available for use in Open Data sites'; and 'Sort group content by' with a dropdown menu set to 'Title' and a checked checkbox for 'Ascending'.

Group Details

Group Name *

A short, meaningful name for your group

Summary

A short description of the purpose of your group

Tags *

Add tag(s)

Who can view this group?

☐ Only group members

☐ People in the organization (Eri Aid & Development Industry Team)

☒ Everyone (public)

Who can join this group?

☐ Those who request membership and are approved by a group manager

☒ Only those invited by a group manager

☐ Anyone

What items in the group can its members update? ⓘ

☒ Only their own items

☐ All items (group membership is limited to the organization)

Who can contribute content to the group?

☒ Group members

☐ Only group owner and managers

Open Data

☐ Designate as available for use in Open Data sites

Sort group content by

Title ☒ Ascending

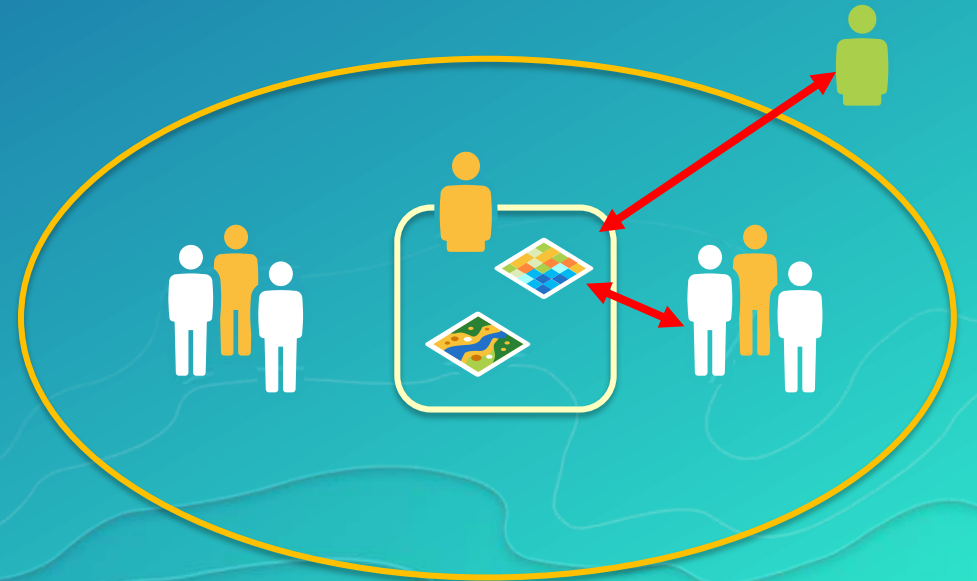
Collaborating with groups

- 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

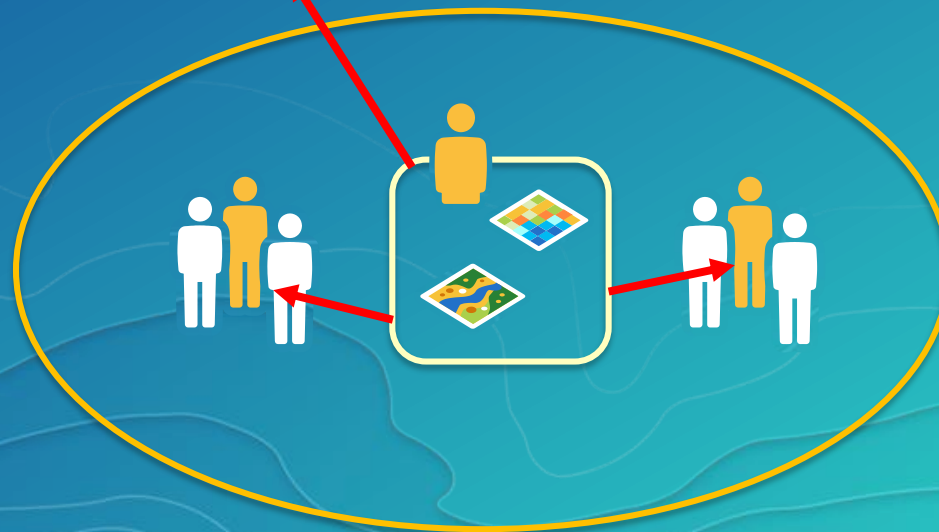
- Place for and individual or group to develop content
- Generally private, invitation only
- Separates working content from broadcast content
- Help prevent unwanted changes to broadcast content



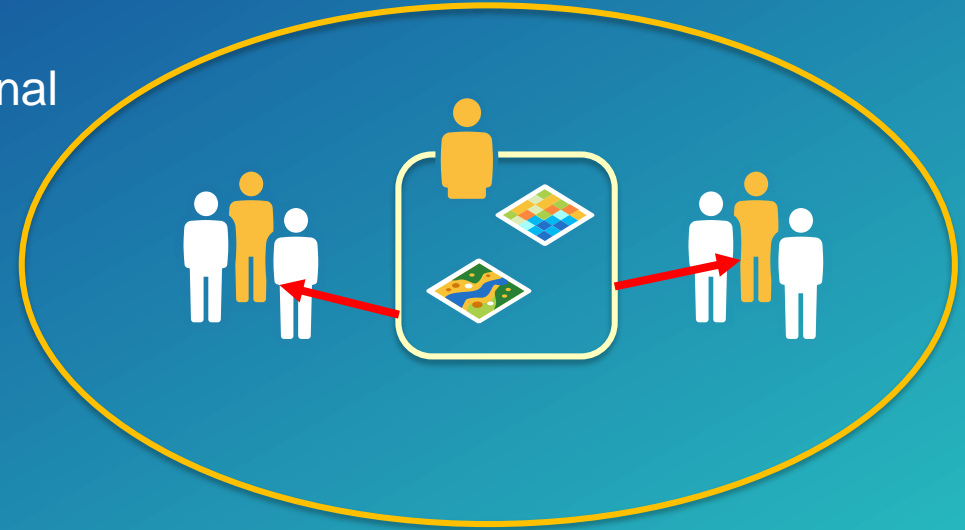
Broadcast groups

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

External



Internal



Broadcast groups

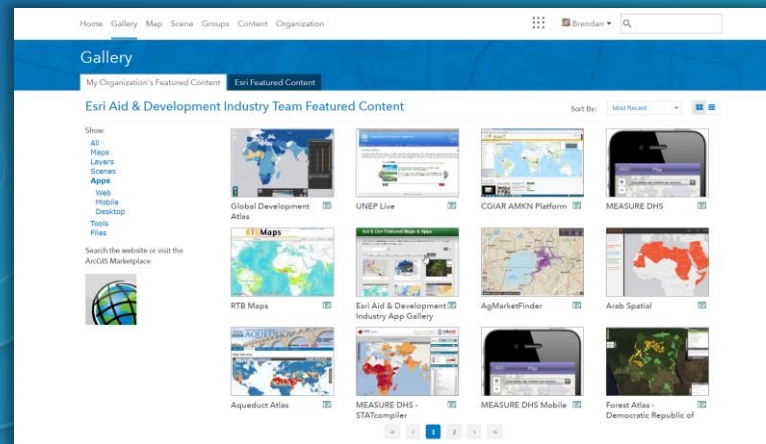
- Can seed:
 - Organization's featured content (home page)
 - Open Data apps
 - Organization's gallery
 - Gallery applications



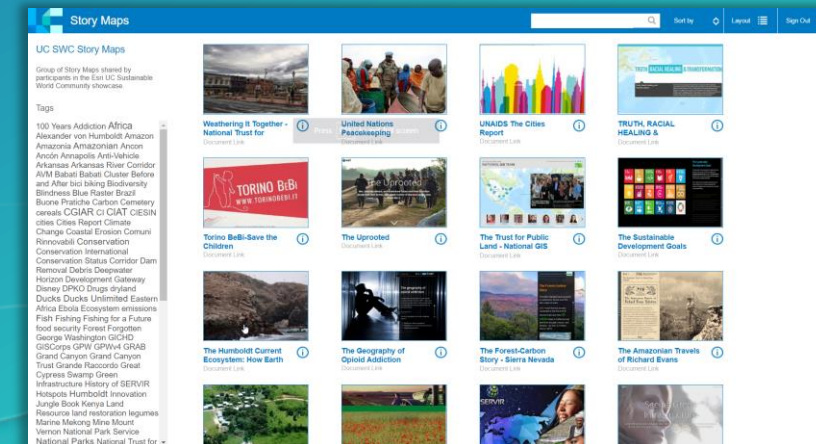
Open Data (Public)



Home Page (Public or Organization)



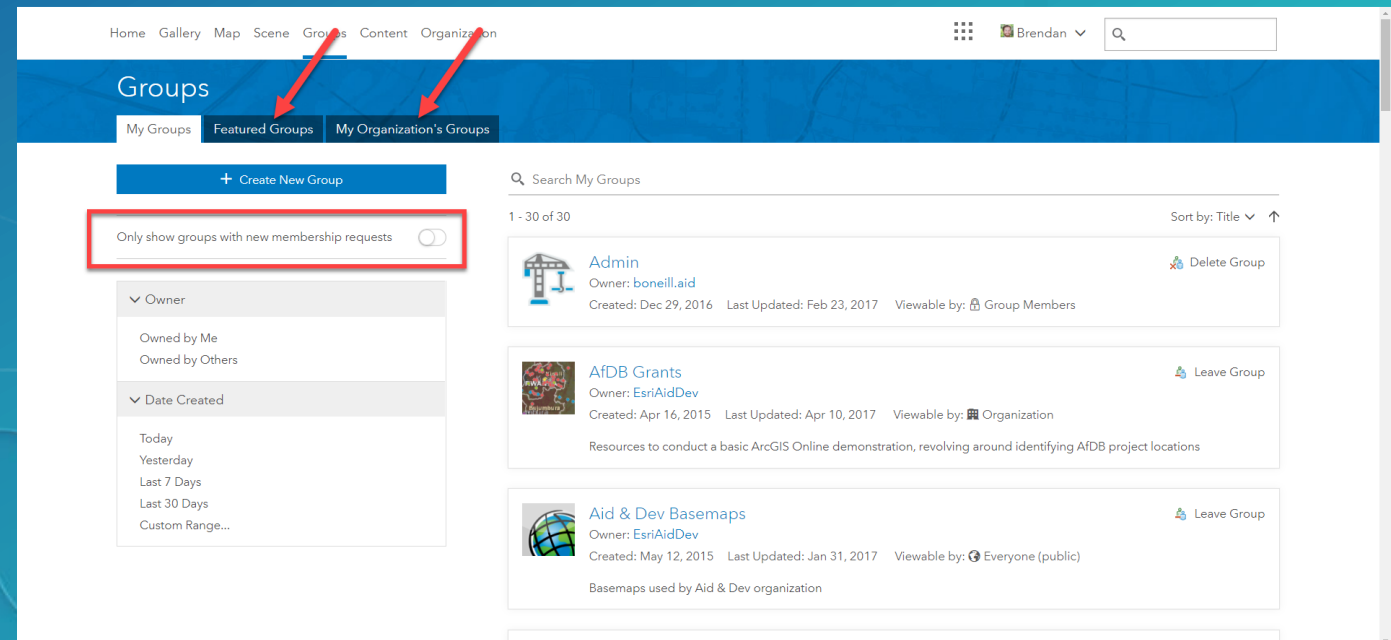
Gallery (Organization)



Gallery App (Public or Organization)

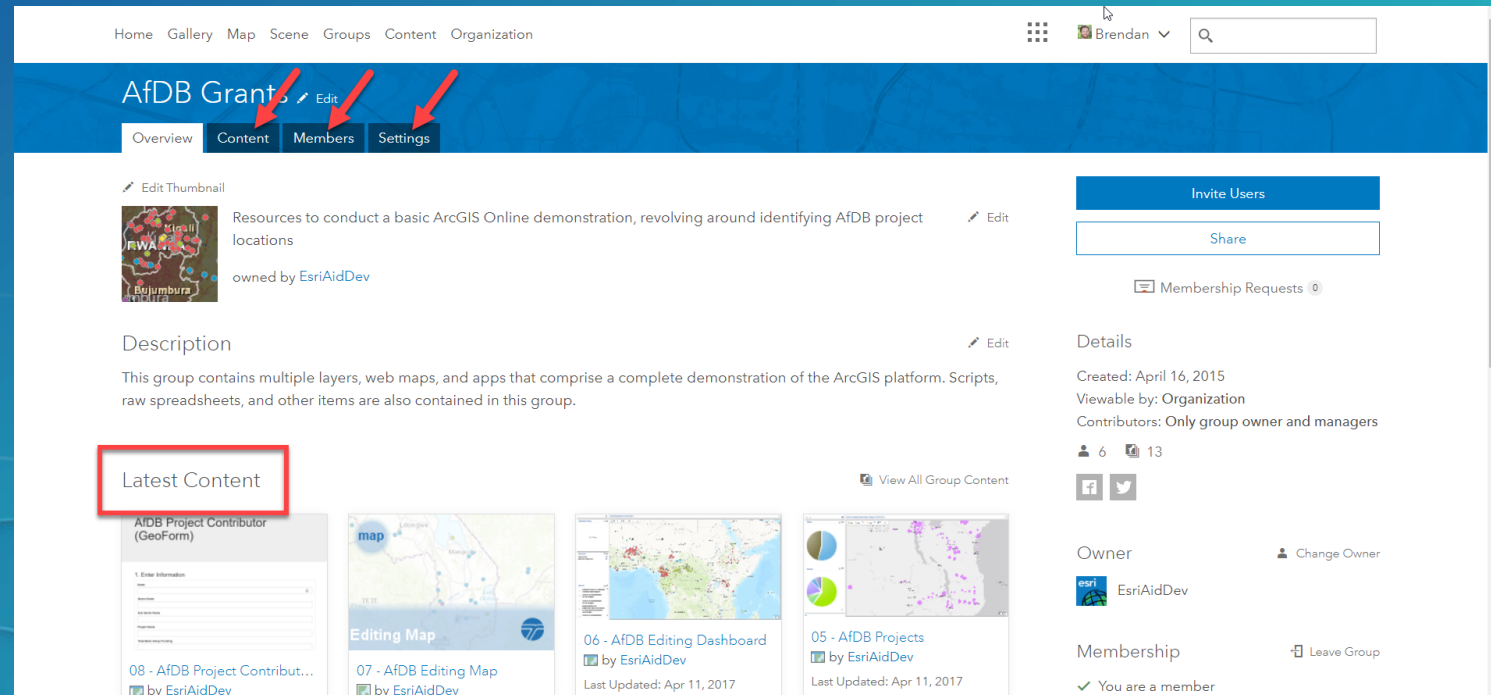
New Groups page

- 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

The screenshot shows the 'Content' page interface. At the top, there are tabs for 'My Content', 'My Favorites', 'My Groups', and 'My Organization'. Below the tabs, there are buttons for '+ Add Item' and 'Create'. A search bar is highlighted with a red box, containing the text 'renewable energy'. To the left of the search bar, there is a 'Folders' section with a 'New' button. The 'Folders' list is also highlighted with a red box and includes 'All My Content', 'chillis_edcontent', 'Kids Fair 2016', and 'Kids Fair 2017'. Below the search bar, the text '1 - 2 of 2 in All My Content' is displayed. To the right of the search bar, there are view icons (grid, list, and table) and a 'Sort by: Title' dropdown. Below this, there is a table with two rows of search results. Each row has a checkbox, a title, a type, and a date. The first row is 'Renewable energy - energy station - Ki...' (Web Map) dated 'Jun 8, 2017'. The second row is 'Renewable electricity production-Copy...' (Web Map) dated 'Apr 30, 2017'.

Content

My Content My Favorites My Groups My Organization

+ Add Item Create

Search: renewable energy

1 - 2 of 2 in All My Content

Sort by: Title

<input type="checkbox"/>	Title	Modified
<input type="checkbox"/>	Renewable energy - energy station - Ki... Web Map	Jun 8, 2017
<input type="checkbox"/>	Renewable electricity production-Copy... Web Map	Apr 30, 2017

Folders New

- All My Content
- chillis_edcontent
- Kids Fair 2016
- Kids Fair 2017

Search

earthquake

Search

Content

Groups

Only search in Esri Training Services



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

1 - 6 of 6

Sort by: Title



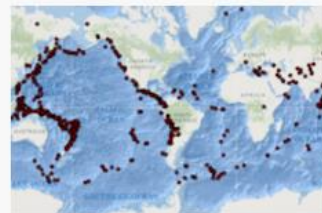
Earthquakes - August 2016

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



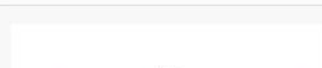
Pacific Northwest Volcanoes

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

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

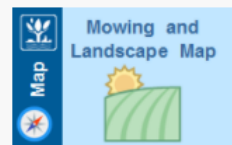
- title

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

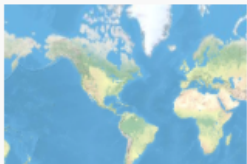
- owner

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
 - 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

🔍 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

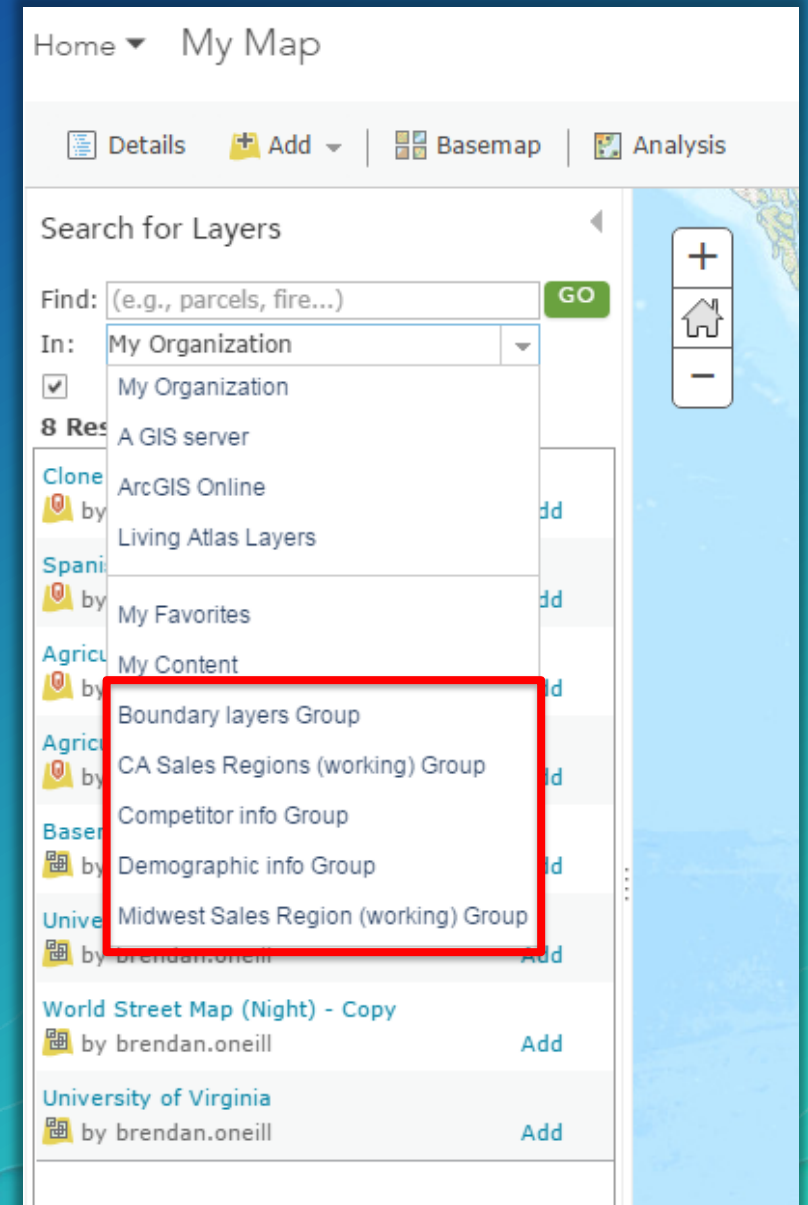
- When doing a field search, use a colon (:) after the field name.
- Boolean operators must be in all caps (AND, OR, NOT).
- Use double quotation marks to surround terms with multiple words.
- Filter and sort your results.

tags: "Los Angeles"

The screenshot displays the Esri Advanced Search interface. On the left, a sidebar contains three filter sections, each highlighted with a red box: 'Item Type' (with options: Maps, Layers, Scenes, Apps, Tools, Files), 'Date Modified' (with options: Today, Yesterday, Last 7 Days, Last 30 Days, Custom Range...), and 'Shared' (with options: With Everyone (public), With Organization, With Groups, Not Shared). The main area shows search results for 'Los Angeles'. At the top, it indicates '1 - 16 of 9242' results. A 'Sort by' dropdown menu is also highlighted with a red box, showing options: Relevance (selected), Title, Owner, Date Modified, Views, and Rating. The first result is 'Los Angeles 1880' (Tile Layer by DavidRumseyMaps), the second is 'Los Angeles River - Municipal' (Feature Layer by Learn_ArcGIS), and the third is 'Los Angeles Street Score' (Web Map by jbell_lahub).

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>



esri

THE
SCIENCE
OF
WHERE