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ArcGIS Online Content Sharing Standards

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Purpose

These standards are developed to promote the authoritative and comprehensive documentation of GIS content (data, information, and services) provided by the Louisiana Department of Transportation and Development, through the ArcGIS Online (AGO), “cloud-based” web service. AG is “software as a service” (SAAS) and acts as both as a repository of official, authoritative data from DOTD, as well as, a means for its use and distribution. These standards provide a framework for the descriptive information (metadata) required before posting official DOTD information for public access, using ArcGIS Online. They apply to all GIS-based and non-GIS-based content that is represented as originating from the Louisiana Department of Transportation & Development.

These standards are an important element of DOTD’s evolving strategy to publish web-based GIS services to share and distribute information through a service-oriented architecture (SOA) to promote data and information collaboration across and outside of the Department. Accurate documentation is essential to support the proper use of data through:

- Data Discovery – The ability to identify the nature and content of services and data available from DOTD.
- Interoperability- Proper use of services and data requires knowledge of their content.
- Currency – Current (up-to-date or real-time), as well as, historical services and data play different, important roles.
- Source and Processing – The original information source of services and data, and any modifications are important factors for proper data use.

When GIS content is properly documented, it saves time and effort by users, as well as, the programs and managers who support those resources.

Use of and Access to ArcGIS Online

DOTD employees (and in special circumstances, DOTD Contractors) can request a User ID and access to the official LADOTD ArcGIS Online for Organizations account. Individuals can also obtain their own, personal User ID for ArcGIS Online. For information on these processes, see the LADOTD GIS Home page:

<http://gis.dotd.la.gov>

See the section under, “**Cloud Based DOTD GIS Platform.**”

Personal AGO User IDs are intended for personal use and not “official” DOTD business. Personal User IDs are appropriate for keeping personal information, tracking training history, and other personal activities. It will allow you to store your own content and share it as you see fit. These are **NOT INTENDED FOR OFFICIAL DOTD USE OR FOR RELEASING OFFICIAL DOTD CONTENT**. DOTD AGO User IDs are intended for this purpose.

All members of the LADOTD ArcGIS Online Organization will have the ability to collect and create their own content and share it within DOTD. Specified individuals have the ability to “Share” or “Publish” content outside of the Department. These are typically Section Heads or their designees, or individuals whose job duties require this functionality. The “Publisher” role can be assigned, at any time, by a site Administrator and will be handled on a case by case basis.

It is the responsibility of all AGO users to provide comprehensive and accurate documentation for their content. This responsibility applies to everyone, regardless of whether they are the creator of the data, or access content from other sources through ArcGIS Online. Documentation should be done at the time an item is added to the user’s “My Content” page. For a small up-front investment in time, this yields great benefits for both the user and subsequent users who will discover the content through ArcGIS Online and other web searches.

Data Documentation

The data that comprise ArcGIS Online content should be properly documented. For standards and guidelines for data documentation, refer to the LADOTD GIS Home page, noted above. Select “GIS Standards” on the left-hand pane to view the documents. Much of the descriptive, metadata information resides within the data and will provide the basis for meeting the *ArcGIS Online Content Sharing Standards*.

There are several elements of ArcGIS Online that require the user to enter descriptive information. These include:

- User Profile – Information about yourself.
- Content Item Details – Information about the content item.
- Group Details – Information about the purpose for a group of content and users.

Minimum Documentation Required for Sharing ArcGIS Online Content

These standards are subject to change as technology, business requirements, and the ArcGIS Online system evolve. Publishers of ArcGIS Online content, on behalf of the Louisiana Department of Transportation and Development should review these standards, for modifications, periodically and before releasing any new data.

For each category, below, descriptions are provided as guidelines for the Publisher to use when completing their minimum documentation requirements. As information is provided, it should be kept in mind that this content is the property of the Louisiana Department of Transportation and Development and is subject to Public Records Law (La. R. S. Title 44, *et seq.*). It is also important to note that this information is placed into web content that is searchable and being used by people seeking information (primarily geospatial information) regarding what DOTD employees do and the data they use in their capacity at DOTD. Finally, care should be taken to ensure that only information appropriate for distributed to the public are released. In addition, confidential, restricted, or limited-access information should not be placed into jeopardy of release.

User Profile

This is your identity within the LADOTD ArcGIS Online for Organizations website. Make sure it appropriately reflects who you are and what you do. You will need to provide information for the following elements:

Thumbnail Image. This can be a picture or other graphical file you wish to appear on your profile.

Name. Your name, as you wish it to appear on the AGO website.

Description. Job title, duties, work unit, Section/District. Provide information that will assist people in finding you and what you do, in a search.

Who can see your profile? The purpose of this website is to promote collaboration through information sharing. You should select “Everyone,” or at least, “Organization,” to share within DOTD.

Additional fields can be filled-out at your discretion.

Content Item Details

ArcGIS Online content can take several forms:

- Layers – Connections to a geospatial data source
- Files – Connections to a non-geospatial data sources
- Tools – Objects that perform at task.
- Web Maps – Collections of one or more Layers
- Web Mapping Application – Collection of Maps, Tools, and Layers in an interface that performs a specific function/workflow.

You will need to provide information for the following elements:

Thumbnail Image. A graphical file you wish to appear on the content Details page and in search results. It is best to create an image of the item, as an example of its content. It is also possible to edit the image, to add a DOTD logo.

Title. Provide a descriptive text title that is short and to the point that will aid others in finding the content.

Summary. A short, one-line text description of the content.

Description. This section is capable of displaying text formatting and hyperlinks. It should be used to thoroughly document the content, its source(s), use, who collected it, and why it is being shared. Provide whatever is important to know about the content, in this area.

Access and Use Constraints. This section is capable of displaying text formatting and hyperlinks. This section should contain any statements related to how the data can be appropriately used. Any legal constraints should be clearly described. Statements related to the temporal currency, spatial and attribute accuracy, or other data quality may be addressed.

Tags. Keywords that describe the content, its location, or other useful descriptors of the content to assist in searches.

Credits. Acknowledge any originators or individuals that contributed to the content.

Other elements are present that are automatically populated or may be modified as needed.

Group Details

Groups are used in ArcGIS Online to hold content with a common theme and connect individuals with common interests. This could be a specific project, a District or Section, or some special subject area. Section or District Groups are more formal and controlled by those entities. Any AGO user can create a Group for some theme and share content, from their own content to that Group. Group membership is transacted through invitations. The Group Owner invites persons to join or AGO users send a request to join. Group can be made, "Public" or "Private" or just open to DOTD AGO Users. They provide a way to share content, without having to specify individual users. It is important for AGO Groups to be well documented to make them discoverable by other AGO users.

Thumbnail Image. A graphical file you wish to appear on the Group's Details page and in search results. It is best to select an image related to the purpose of the Group. It is also possible to edit the image to add a DOTD logo.

Name. Provide a descriptive text name that clearly describes the purpose of the Group.

Summary. A short, one-line text description of the Group and its content.

Description. This section is capable of displaying text formatting and hyperlinks. It should be used to clearly describe the content and purpose of the Group.

Tags. Keywords that describe the Group and its purpose, or other useful descriptors of the Group, to assist in searches.

Status. There are three types of Groups:

- *Private* (Users cannot find this group and can join by invitation only.)
- *Organization* (Users within your organization can search for and find this group.)
- *Public* (Any AO user can search for and find this group.)

Contributors. This is set by the Group Owner and controls who contributes content to the Group.

- *All members*
- *Only Group Owner*

There are other settings that control the order in which the Group content appears and can be changed by the Owner.

Additional Information

If you have any questions about GIS web services, metadata, or how to create and use GIS Services or metadata, contact the IT GIS Manager.