HCA ArcGIS Online Tool - How To Guide V1.0
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What is ArcGIS Online?

HCA ArcGIS Online ("AGOL") tool is an online, secure, customizable, conservation data sharing platform where users can store and share data, view and create real-time web maps. The ArcGIS tool can be used for monitoring, evaluation, planning, reporting and much more. For more information, please visit the public facing profile http://hca.maps.arcgis.com/

Getting Started

Getting a Login

1. Contact the ArcGIS contact for your agency
   a. State of Hawai’i – Dennis Kim at DKim@dbet.hawaii.gov
   b. RCUH – sladmin@hawaii.edu
2. After your account is created, or if you already have an account, edit your profile.
3. To do this, first click on your personal profile button.
4. Select Edit My Profile.
5. Set your profile to *Everyone (public)*.

**Logging In**

1. Go to [www.arcgisonline.com](http://www.arcgisonline.com).
2. On the upper right hand side click the *sign-in* button.
3. Enter username and password to sign-in.
4. Note: You must be added to the ECP Group to be able to access shared data. Please contact Sam Aruch at [samaruch@gmail.com](mailto:samaruch@gmail.com) to be added to the group.

**Searching for Maps & Data**

1. The search bar is located on the upper right-hand side of the homepage once logged in.
2. Enter the keywords you want to search for. A dropdown appears that allows you to decide in which category to search.
3. Once you have searched for keywords, there are several filter options.
4. Above, the search results are the sorting options. Clicking each option lists results by each category.

5. On the left-hand side, you can select what types of results you want to view, such as maps, layers, or apps. You can also toggle on and off the option to view ArcGIS desktop content and whether you want to search in only HCA or your host organizational account.
Map Basics

Navigating a Basic Map

1. From the home map screen there are many navigational tools.
2. On the left hand side of the map there are several tabs.
3. Select the **Details** button to show information about the content in the map as well as the legend.
4. The **Add** button will allow you to put additional data onto the map.
5. Select the **Basemap** button to select a pre-made basemap.
6. The **Analyze** button will show you multiple analysis tools you can utilize depending on what kind of data you are using.
7. The **About** button will show you helpful information regarding basic map making.
8. The **Content** button shows you the layers you have currently on your map.
9. The **Legend** button displays how the legend will appear on the finalized map.
10. **Zoom** in and out with the mouse scroll wheel or with the controls in the top right corner of the map window. The small house icon will reset the extent to default.

11. To pan the map, left-click, hold and drag anywhere within the map.
   - The scale bar is present in the lower left-hand corner.
   - Along the top of the map you will see several buttons.
   - Click the **Save** button to save your work, select the dropdown next to it if you wish to specify where to save.

12. The **Share** button allows you to specify who can access the map.

13. The **Measure** button will let you measure distance and/or area.
Creating a New Map

1. From the homepage select the **Map** tab at the top.

2. Most controls are located along the left-hand side.
3. Basic data tools are along the top.
4. To pan the map, left-click, hold and drag anywhere within the map.
5. Zoom in and out with the mouse scroll wheel or with the controls in the top right corner of the map window.
6. Select the Details button to show information about the content in the map as well as the legend.
7. Select the **Basemap** button to select a pre-made basemap.
8. Present layers are displayed under the **Details** button and Content tab. There are also multiple options available above and to the right of the map display. Many are self-descriptive.

Adding Data from ArcGIS Online

1. Select the Add button to add data on top of the basemap. From this drop down, you can select what type of data you may want to add.
2. To find State of Hawaii GIS layers, select Search for Layers and enter HawaiiStateGIS. Set the “In” from the dropdown to ArcGISOnline so it looks for data hosted online. This will display the datasets authored by HawaiiStateGIS.

3. Some layers are not listed, so you have to add them from their URL. To do this, select the Add button and choose Add Layer from Web.
4. In the popup window, select from the drop down what type of data you will be referencing. KML is a Google Earth file type. CSV is a file type used in Microsoft Excel.

5. Once you have selected the data type, enter the URL in the provided space. You can check the appropriate box if you want to use the layer you are adding as the basemap.

6. To find data online, open a new tab and go to the State of Hawaii GISdata downloads at http://hawaii.gov/dbedt/gis/download.htm (you can google State of Hawaii GIS and get there that way too). This site has multiple datasets you can download or reference the URL for the dataset.

**Adding Data from your Hard Drive (ArcGIS Desktop)**

1. Under the *Add* button, select *Add Layer from File* to add data from your computer’s hard drive in multiple formats. Navigate to the file location on your computer and import it to the map.
2. Selecting *Add Map Notes* from the dropdown allows you to create an editable layer with points, arrows, and labels.
Sharing your Data with a Small Group Privately

1. To create your small group, open Groups and click Create a Group.
2. Enter a name, summary, description, and tags.
3. To add a thumbnail image, click the icon next to your group name, browse to the image file on your desktop, and click OK. Click Save to see your new thumbnail.
4. Select the sharing status of your group: Private, Organization, or Public. Your sharing privileges may determine the status you can select. If you have a public account, your group status is automatically set to public and cannot be set to private (or organization).
5. Check the box to allow users to apply to join the group.

6. The apply option is not available if your group is private.
7. Check the box to allow members to update all items in the group (if you want member to be able to update).
8. All members of the group with item update capability see two choices on the Share button in My Content: Access and Access and update capabilities. The Access and update capabilities choice is for sharing items to groups with item update capability.

9. Select who can contribute content to the group, all members or just you, the group administrator (group owner).

10. If you choose to only allow the group owner, members can view and access your items, but they can't share their own items with the group. This type of group is a good way to share your authoritative maps and data to a targeted audience. You control what items appear in the group and who can view them.

11. Click Save to create your group.

12. Open the map you want to work with, click the Share button along the top.

13. The share button allows you to determine who can view this map. The popup window shows you the groups you are a part of as options for sharing. You can also make your map public and a link to the map is provided.

14. Giving no permissions for sharing will make the map private.
Changing Symbology and Applying Filters

1. Clicking the name of a layer will expand its symbology.

2. Select the *Change style* button below the name of the layer to alter the symbology.
3. The *Filter* button will also allow you to change symbology by showing only features that meet the specified criteria.
4. The filter references the fields present in the data on the map. The first dropdown allows you to select the field you want to use.

5. The second dropdown contains conditional statements, you can select: *is, is not, is greater than*, etc.
6. The third field is controlled by the three options below it. If *Value* is checked, you must manually enter the exact value. Selecting *Field* will allow you to select from a dropdown list of fields. Selecting Unique will pull up a list of unique values for the specified field.
7. Under the name of the layer there is a *More Options* button, here are many options. One of note is *Disable editing*. Selecting this will prevent the specified layer from being changed.
8. Clicking the **Legend** button shows you the legend as it will appear on the map (uneditable from this tab).

**Editing Data**

1. To edit existing data, select the **My Content** tab at the top of the homepage. This will show you existing layers and maps available to you.
2. Select the map with the data you want to edit.
3. Once open, select **Edit** (note, this button will only be visible if you have editing privileges).

4. Once you click **Edit**, a list on the left will appear showing the available layers for editing.
5. To add a feature, click its symbol in the template and click to add or draw it on the map.

6. Press the Ctrl key to enable snapping. Snapping helps you line up the feature you are adding next to an existing one on the map. Once you've added the feature, a pop-up appears.
7. Enter information into the available fields. The fields will vary based on the editable attribute fields in the layer. It is good practice to ensure that each object has a title, location, and short description for future users. For example, you might enter a title, description, location, comment, and so on.

8. To attach an image or other files with a feature, click Browse in the Attachments section of the pop-up and choose the file from your computer. The file can be up to 10 MB in size.

9. To edit a feature, click it on the map to open its pop-up and edit the information.

10. To remove a feature, click it on the map to open its pop-up and click Delete.

11. To edit data offline in ArcGIS desktop, you first must enable the layers for offline use. If the map is enabled for offline use, all layers will be. All Esri basemaps are compatible with offline use.

12. Select the map you wish to view in ArcMap. From the overview page, select Open and select Open in ArcGIS for Desktop. This will launch ArcMap and you can edit the data offline.
Creating Apps

1. From the map viewer page select Share and then select *Make a Web Mapping Application.*
2. The popup first prompts you to select a style. On the left are categories to scroll through and the upper right corner also has a search bar.

3. Each theme has a different set of available widgets with a short description. From the web app you can view your editing options by selecting *Configure App.*
4. Configuring attributes allows you to customize your app banner with a logo, title, hyperlinks and so on.
Sharing Data and Security Settings

1. Open the map you want to work with, Click the Share button along the top
2. The share button allows you to determine who can view this map. The popup window shows you the groups you are a part of as options for sharing. You can also make your map public and a link to the map is provided.

3. Giving no permissions for sharing will make the map private.

Additional Sources

For additional help, go to ArcGIS Online Help: http://doc.arcgis.com/en/arcgis-online/