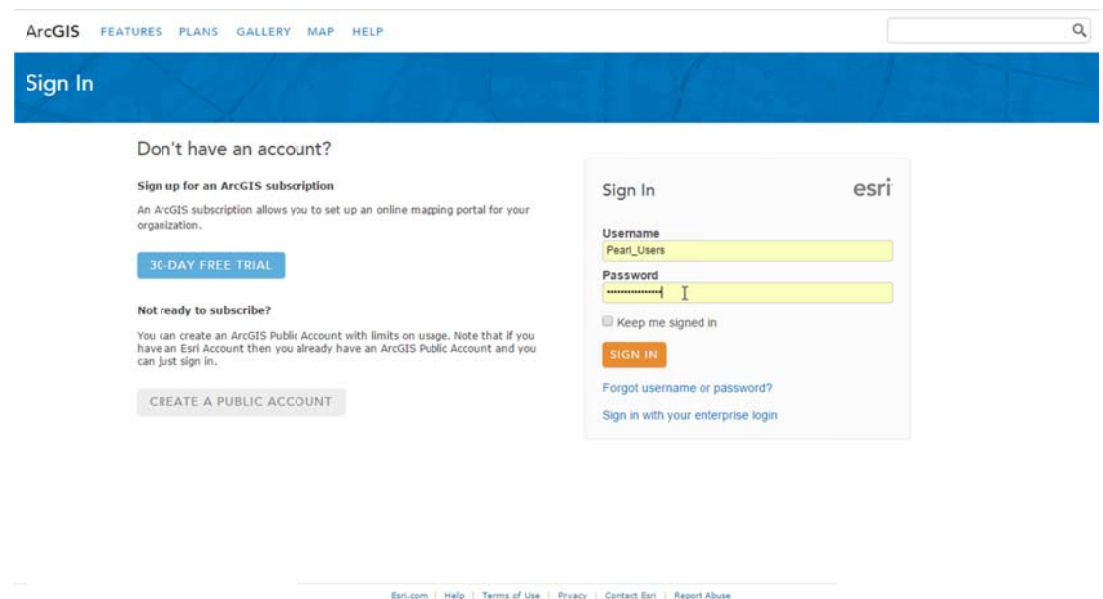


## 1 User Guide for PEARL GIS Mapping Site

This document describes how to access and upload data into the ArcGIS online site. Uploading data into the site requires a file compression/ziping program (e.g. for shapefiles) and ArcMap 10.1 (e.g. for rasters).

### 1.1 Login to ArcGIS Online

PEARL partners can access and sign in to the DHI ArcGIS Online page through <https://www.arcgis.com/home/signin.html>? using login details they have received from DHI (Please request for login details by writing to Nina at [nsd@dhigroup.com](mailto:nsd@dhigroup.com)).



The screenshot shows the ArcGIS Sign In page. At the top, there is a navigation bar with links: ArcGIS, FEATURES, PLANS, GALLERY, MAP, and HELP. Below this is a blue header with the text "Sign In". The main content area is divided into two columns. The left column is titled "Don't have an account?" and contains a section for "Sign up for an ArcGIS subscription" with a "30-DAY FREE TRIAL" button, and a section for "Not ready to subscribe?" with a "CREATE A PUBLIC ACCOUNT" button. The right column is titled "Sign In" and contains a form with fields for "Username" (containing "Pearl\_Users") and "Password" (masked with dots). There is a "Keep me signed in" checkbox and a "SIGN IN" button. Below the form are links for "Forgot username or password?" and "Sign in with your enterprise login". At the bottom of the page, there is a footer with links: Esri.com, Help, Terms of Use, Privacy, Contact Esri, and Report Abuse.

Figure 1-1 Sign in page for the site.

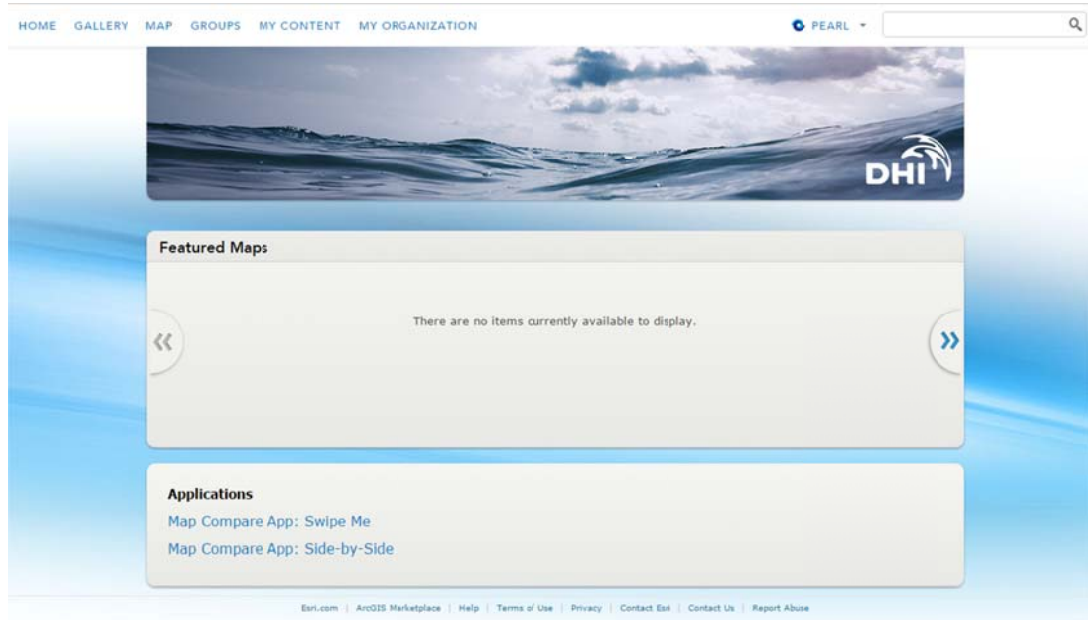


Figure 1-2 The site home page.

The homepage for the site is shown after signing in.

## 1.2 Add Map Data

Add map data from your case study through 'My Content' on the Homepage menu.

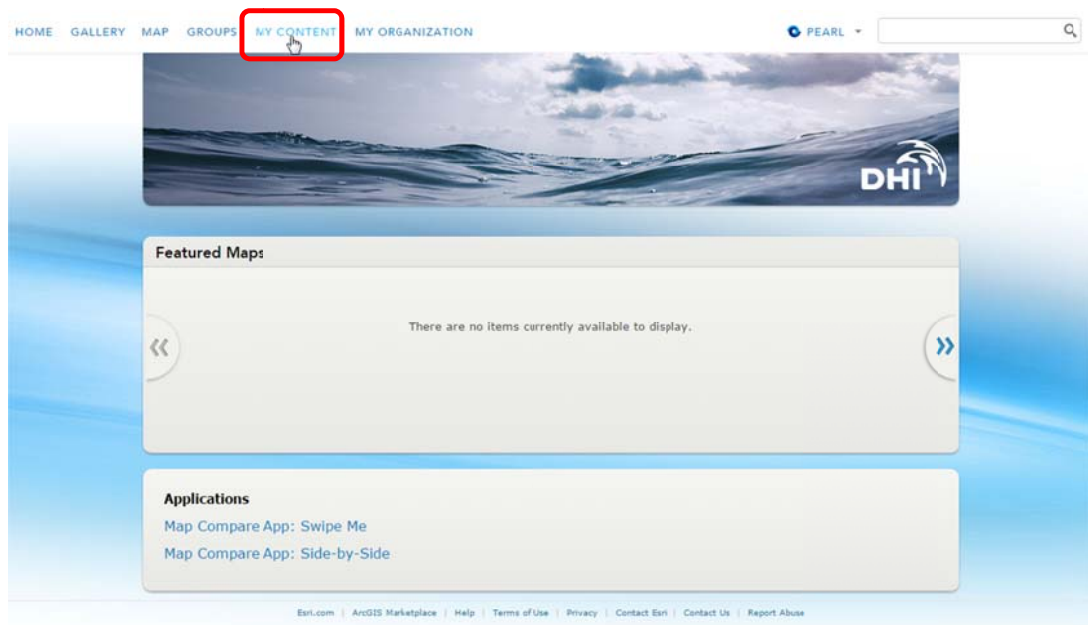


Figure 1-3 My Content on the Homepage menu.

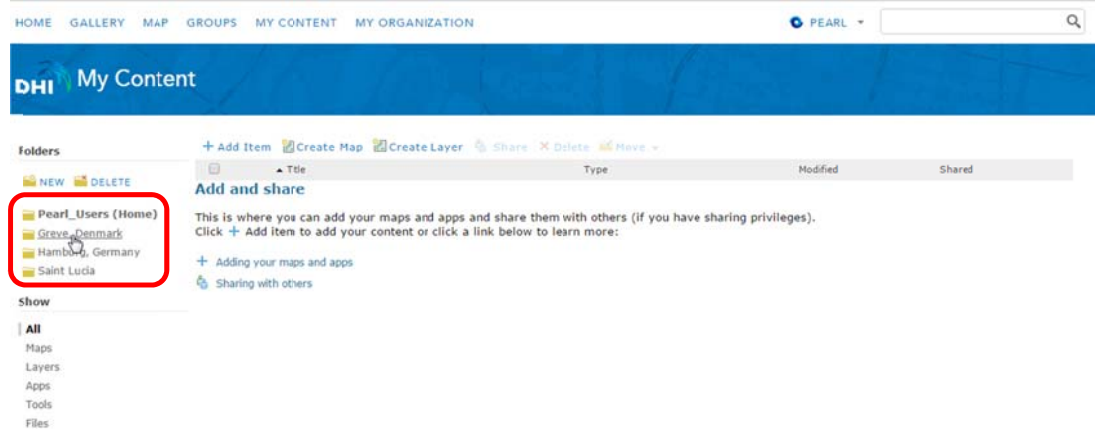


Figure 1-4 Available folders in the My Content page where data may be kept.

There are several folders where data may be kept. Please use the appropriate folders for your data and do not use the common 'Pearl\_Users (Home)' folder.

### 1.2.1 Add Shapefiles

On your computer, package the shapefile you would like to upload into a \*.zip file. Zip all the files into a zip file with the same name as your \*.shp file.

Then, in the ArcGIS Online 'My Content' page, click 'Add Item' to start uploading data.

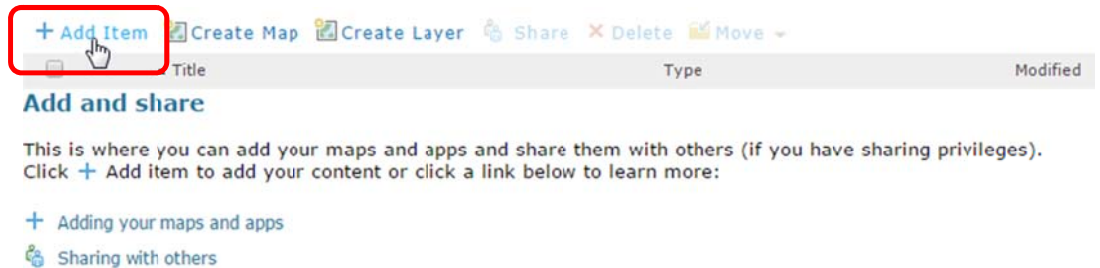
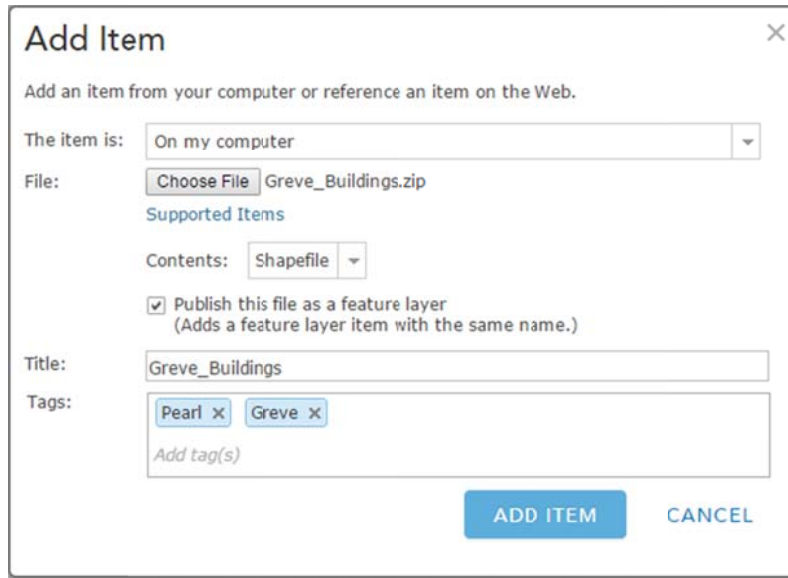


Figure 1-5 Click on 'Add Item' to start uploading data.



**Add Item** [X]

Add an item from your computer or reference an item on the Web.

The item is: On my computer [v]

File: [Choose File] Greve\_Buildings.zip

[Supported Items](#)

Contents: Shapefile [v]

☒ Publish this file as a feature layer  
(Adds a feature layer item with the same name.)

Title: Greve\_Buildings

Tags: Pearl X Greve X  
[Add tag\(s\)](#)

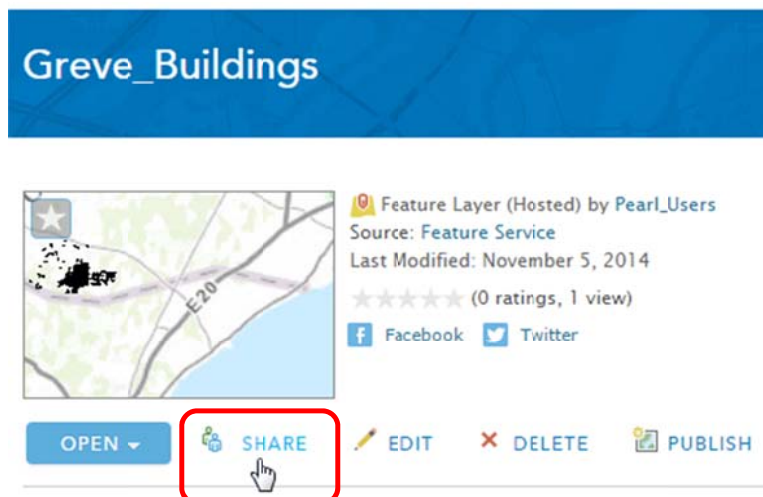
**ADD ITEM** CANCEL

Figure 1-6 The 'Add Item' dialog.





Locate the zip file for the shapefile you would like to upload. Click on the 'Add Item' button.

Once the data has been successfully uploaded, a description of the added data layer will appear.

Click on the 'Share' option to specify access to the data.



**Greve\_Buildings**

  Feature Layer (Hosted) by Pearl\_Users  
Source: Feature Service  
Last Modified: November 5, 2014  
★★★★★ (0 ratings, 1 view)  
 Facebook  Twitter


**OPEN** [v] **SHARE**  **EDIT** **DELETE** **PUBLISH**

Figure 1-7 Click on 'Share' to specify how the uploaded data will be shared online.

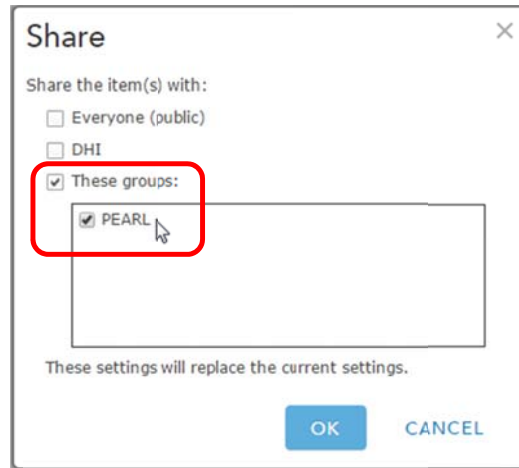


Figure 1-8 Data-sharing options.

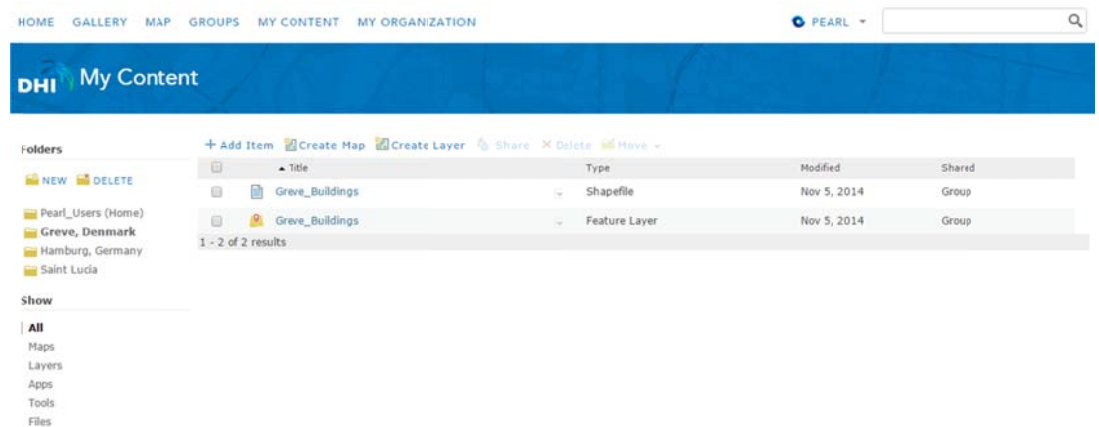


Figure 1-9 The uploaded shapefile placed in the appropriate 'My Content' folder.

## 1.2.2 Upload Rasters

Open ArcMap 10.1 and load the raster file you would like to upload. Set the symbology/legend for your raster as appropriate. It is not possible to change the symbology of a raster uploaded to ArcGIS Online as a Map Service.

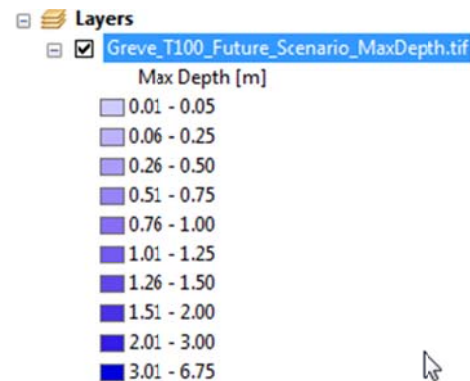


Figure 1-10 Symbology set for a raster layer in ArcMap.

Also, make sure that the raster has a Spatial Reference preferably in UTM system. To check, right click on the layer in the ArcMap table of contents and select 'Properties'. Go to the 'Source' tab of the Layer Properties window. Scroll down to see the spatial reference information.

If the spatial reference is not specified for the raster layer (i.e. shown as 'Unknown'), define it through the ArcToolbox 'Define Projection' tool. In ArcToolbox, go to 'Data Management→Projections and Transformations→Define Projection' to launch the tool. Select the raster as 'Input' and choose the appropriate (UTM) coordinate system for the layer.

Next, sign in to ArcGIS Online from within ArcMap through 'File→Sign In'.

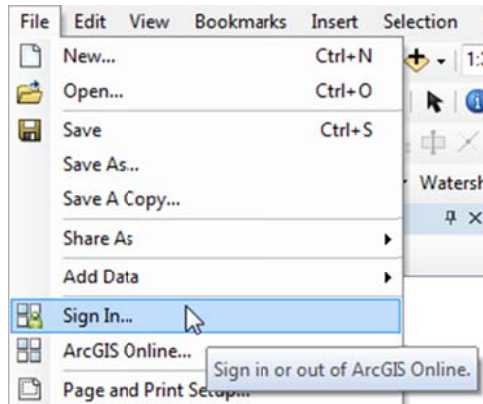


Figure 1-11 Sign-in to ArcGIS Online in ArcMap.



Figure 1-12 ArcGIS Online Sign In dialog in ArcMap.

Start uploading/sharing the raster map by going to 'File→Share As→Service'.

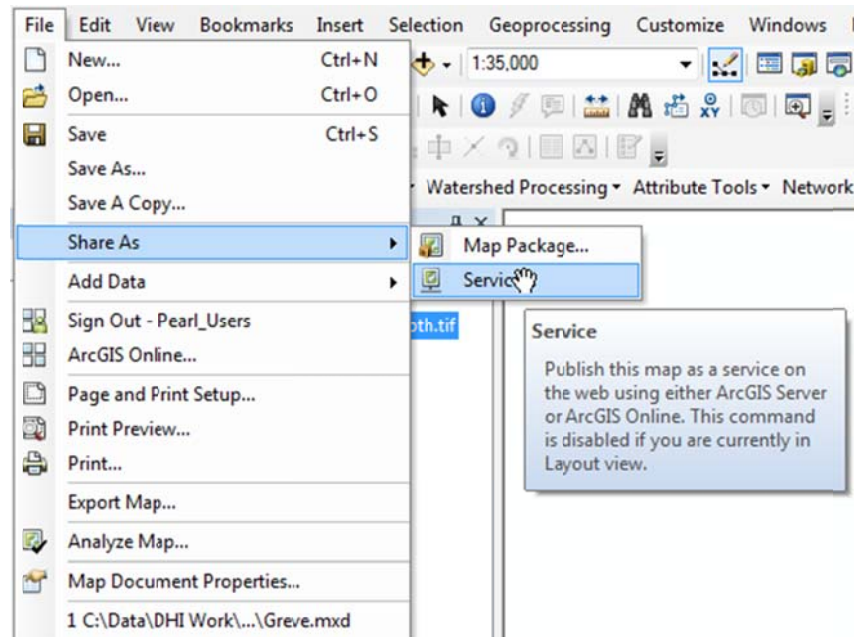


Figure 1-13 Share a raster layer as a 'Service'.

Select 'Publish a service' in the 'Share as Service' window and click on 'Next'.

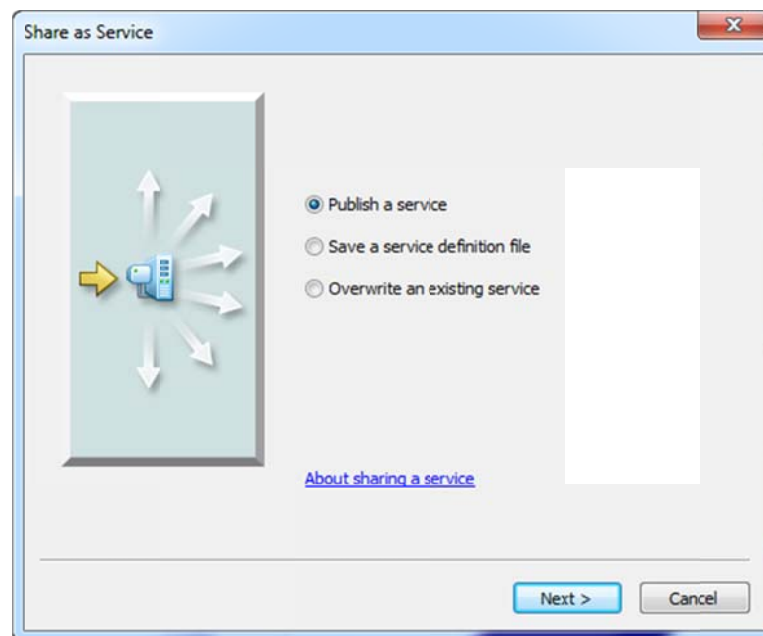


Figure 1-14 Share as Service window.

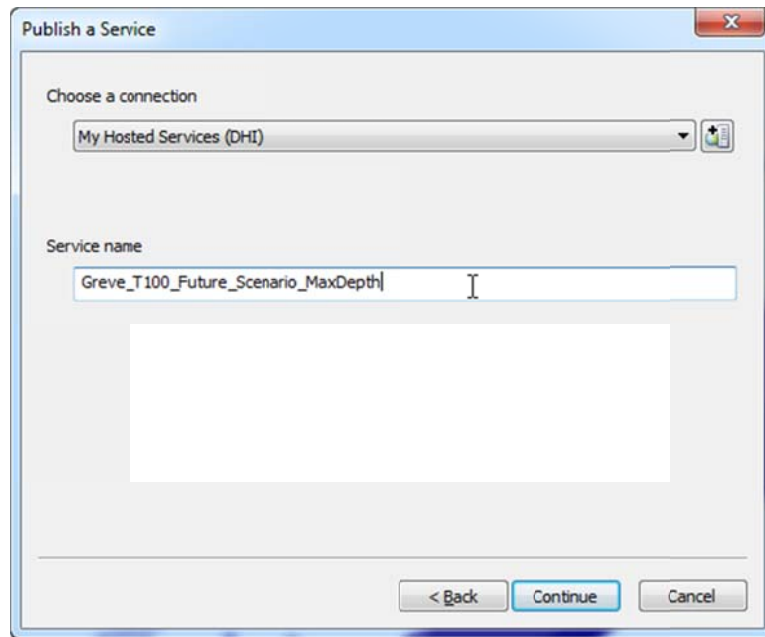


Figure 1-15 Specify the name for the data you would like to upload under 'Service name' in the 'Publish a Service' dialog.

Under 'Choose a connection' select the recognized hosted service connection (e.g. My Hosted Services (DHI)). Specify a name for the map under 'Service name' and click on 'Continue'. Use the name you would like the uploaded data to have in 'Service name'.

The 'Service Editor' window appears where you can specify different parameters for the map service being shared. Several items must be filled-in. Go to the 'Item Description' section. Fill out 'Summary' and 'Tags'.

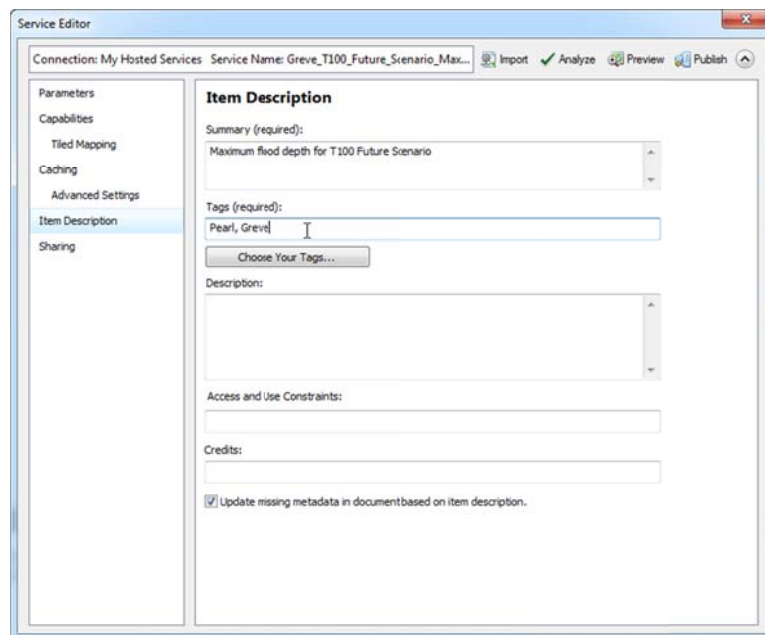


Figure 1-16 Fill in the required information in the Service Editor window.

Go to 'Caching' to setup the minimum/maximum visibility scales. Recommended levels are 'Counties' to 'Building'.

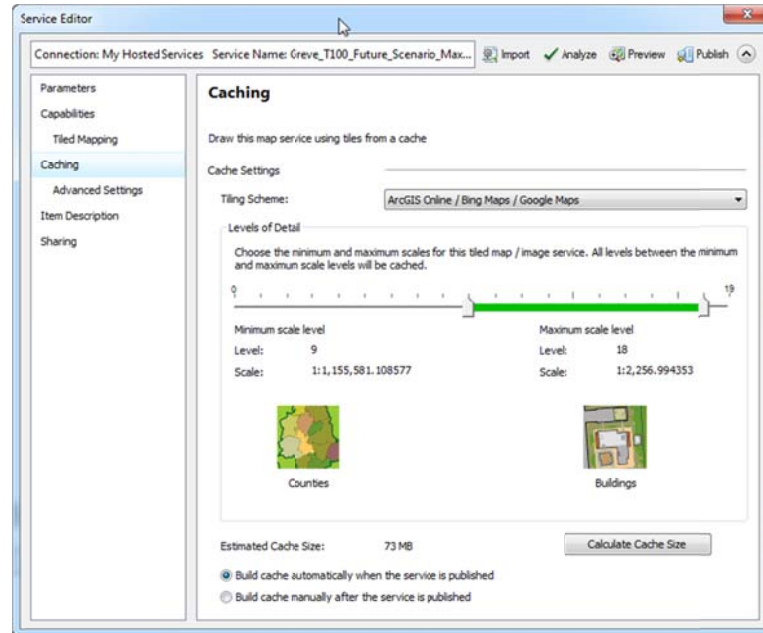


Figure 1-17 Caching specifications in the Service Editor window.

Go to the 'Item Description' section and specify 'Area of interest to cache' as 'Current extent of the map'.

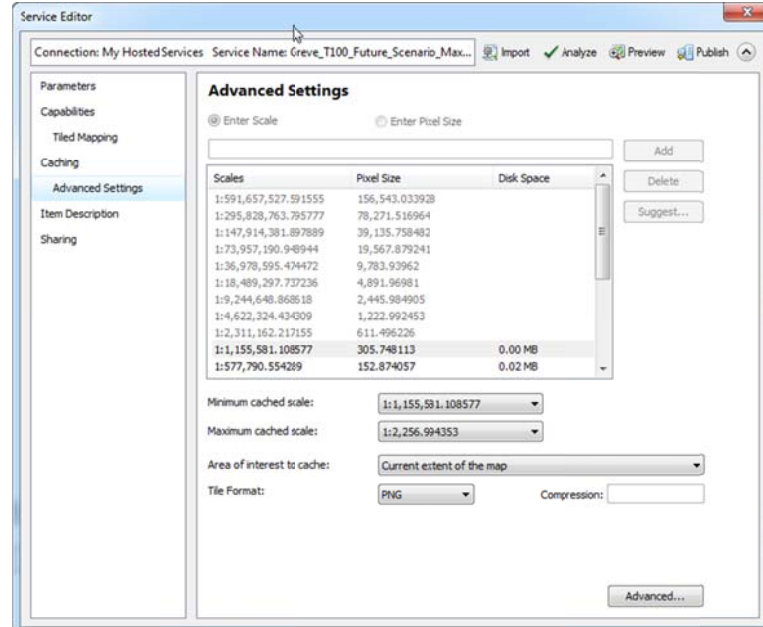


Figure 1-18 Caching Advanced Settings.

Click on 'Analyze' from the Service Editor window menu to check if all requirements have been satisfied for sharing the map service. Resolve any errors that are reported.

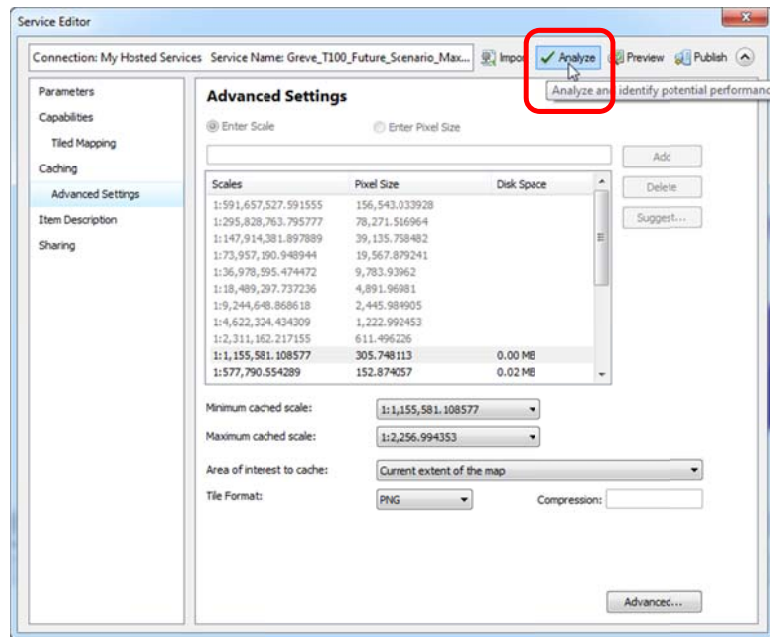


Figure 1-19 Analyze option on the Service Editor window.

Finally, click 'Publish' from the Service Editor window menu to share/publish the map service.

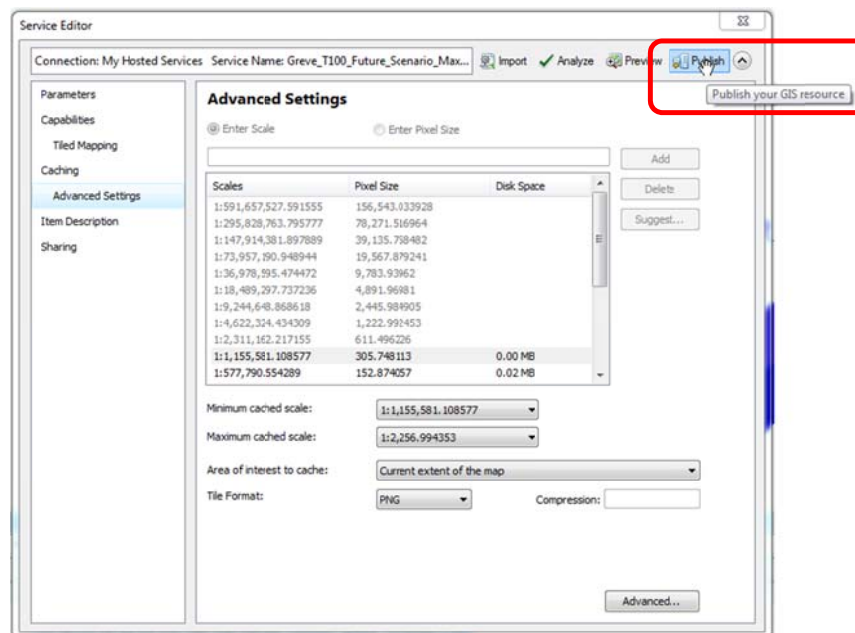


Figure 1-20 Publish option on the Service Editor window.

You will be notified when the service has been published successfully. Click 'OK'.

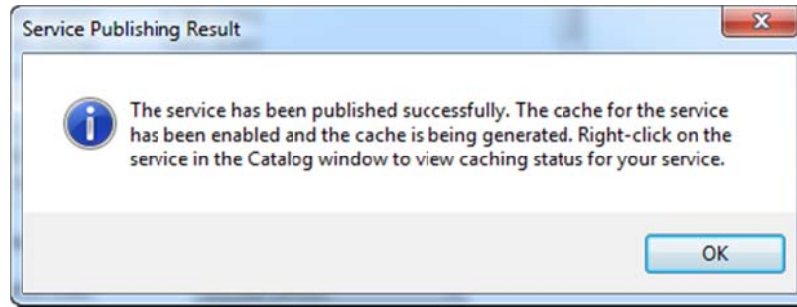


Figure 1-21 Notification about service publishing.

Go to the 'My Content' page of the ArcGIS Online site. Check that the map service you have just shared through ArcMap is in the list of contents (root folder first). Move the newly published Map Service to the proper folder. Modify the sharing settings for the newly-uploaded map service from the 'My Content' page by clicking on 'Share' from the menu. Share the data with the organization and/or the group as needed.

### 1.3 Create Maps

Maps can be created in different ways in ArcGIS online. This user guide focuses on the options available from the 'My Content' page.

In the 'My Content' page, click on the 'Create Map' button.

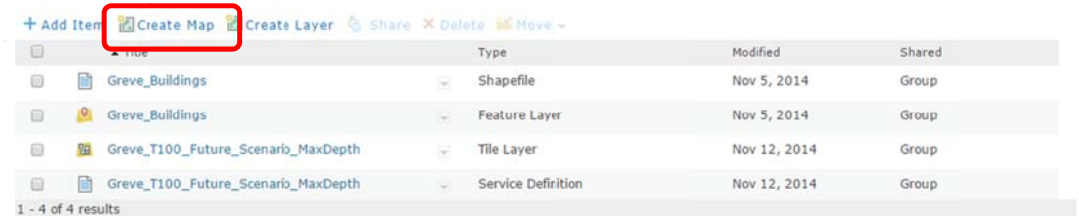


Figure 1-22 Create a map from the 'My Content' page.

Follow the instructions shown on the left side of the page to create a new map.

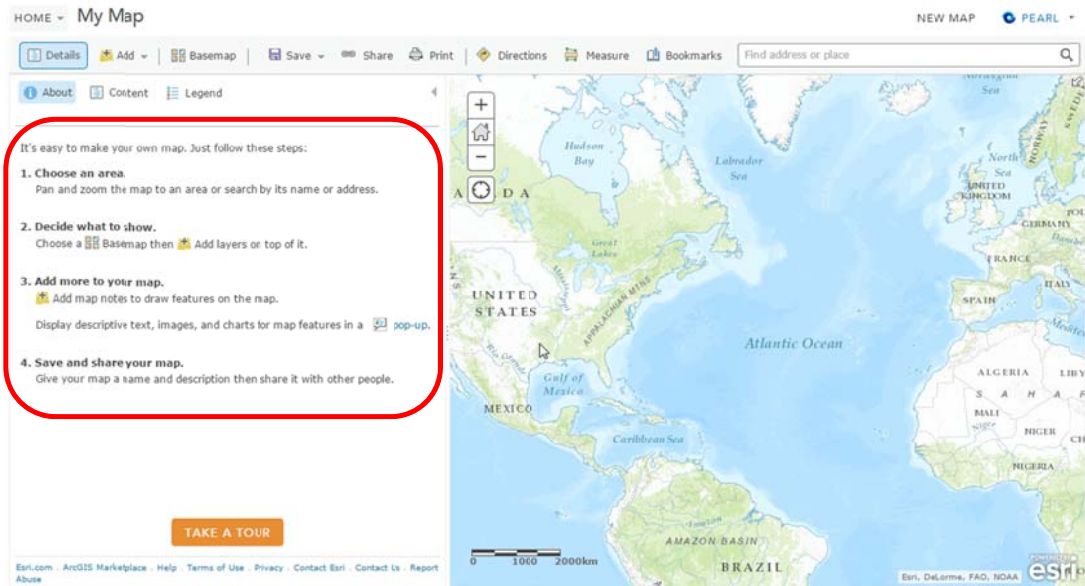


Figure 1-23 Map creation page showing instructions on the left side.

To add content to the map, click on 'Add' button. To add content from previously uploaded data, select 'Search for Layers'.

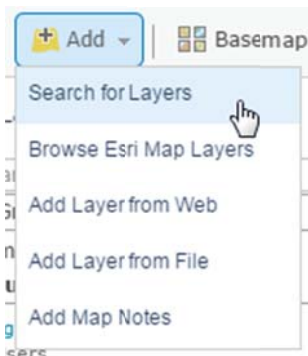


Figure 1-24 Search for layers to add to the map.

Find layers in 'My Content' or your group (PEARL Group) through the dropdown menu that appears. Click on 'Go' to start searching for available layers.



Figure 1-25 Search for layers dropdown menu.

Available data will appear on the list beside the map. This data will be automatically filtered depending on the extent of the current map. In the example below, only Greve-related data appear as the map extent covers Greve.

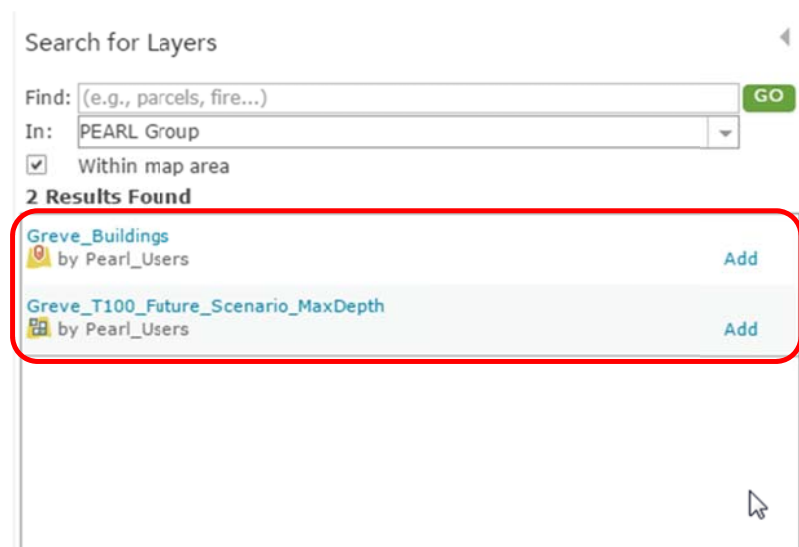


Figure 1-26 Available layers shown in the table of contents.

Add the layers you require and click on 'Done adding layers' to finish.

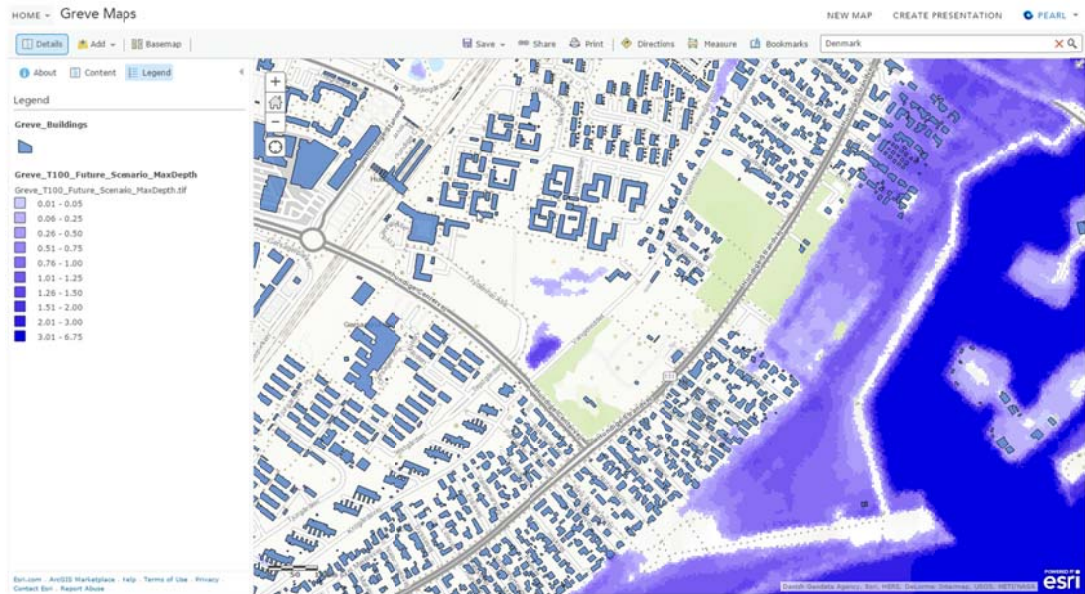


Figure 1-27 Finished map.

When viewing the contents of a map, a drop down menu beside a layer's name offers various options for the layer such as for changing symbols.

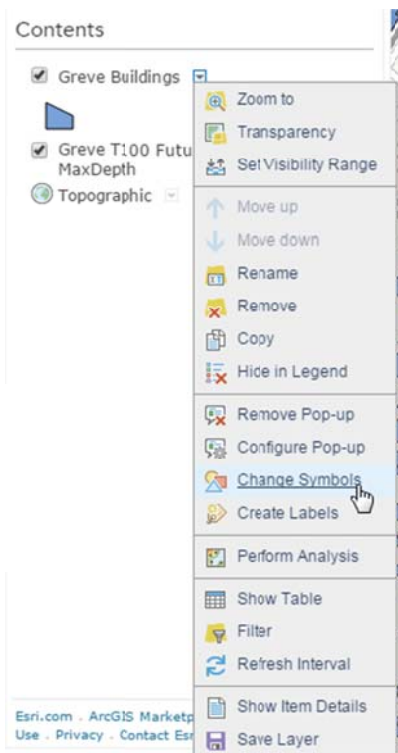


Figure 1-28 Options for a layer on a map.

Raster and tiled layers cannot be modified and raster symbologies are set follow those before publishing to ArcGIS Online.

Save the map ('Save as') in the appropriate folder.

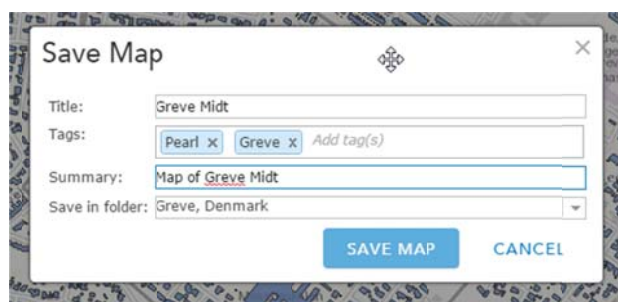


Figure 1-29 Save Map dialog.