

Publishing to AGOL

Standards and Guidelines

DRAFT

Provided by:

GO!NC Maintenance & Support Team
NCDOT, GIS Unit
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Publishing to AGOL: Standards and Guidelines

Standards

Metadata

AGOL provides for basic metadata for published services and web maps. All AGOL metadata should be completed for each service or map prior to final publishing. AGOL metadata includes:

- Title
- Summary
- Description
- Access and Use Constraints
- Tags
- Credits

Disclaimer

At a minimum, the following disclaimer should be used in all published services and web maps. Additional information, specific to the data/map, may also be included.

The North Carolina Department of Transportation shall not be held liable for any errors in this data. This includes errors of omission, commission, errors concerning the content of the data, and relative and positional accuracy of the data. This data cannot be construed to be a legal document. Primary sources from which this data was compiled must be consulted for verification of information contained in this data.

A good example of combining this standard disclaimer with additional information can be found in the published AGOL “NCDOT Mitigation Site Map.”

Tags

AGOL tags are words, separated by commas, that describe the data or map. Tags are also used in AGOL searches.

The standard for Tags in AGOL is as follows:

1. The following tags are required on every map or service published through AGOL:
 - The words “North Carolina”
 - The word “NC”

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- The word “NCDOT”
- The words “Official NCDOT”
- Only one of the following categories that best describes the map or service:
 - Boundaries
 - Environment
 - Inland Waters
 - Location
 - Society
 - Structure
 - Transportation
 - Emergency Management
 - Imagery

Note: These categories are based on ISO 19115: Topic Category

- Data Owner name as listed in the online NCDOT Directory

<https://apps.dot.state.nc.us/dot/directory/authenticated/ToC.aspx>

2. Optionally include any other tags that help describe the service or map to assist users in locating the map or service

Use business Unit Publisher Account for Production Products

Use the Business Unit Publisher Account when publishing final versions of feature services and web maps to the public.

The Business Unit Publisher Account is a type of publisher account used to “officially” publish maps and data in AGOL on behalf of the business unit. If you do not have a Business Unit Publisher Account, contact the GIS Unit AGOL Support Team.

Refer to **Publishing to AGOL: Key Concepts** for more information about the Business Unit Publisher Account.

Guidelines

Standardize the Service Name

When uploading your data for the first time, choose a service name that can remain unchanged over time. The service name is the name by which the data is referenced in web maps and through other client applications, such as, ArcMap and SDV Online. If the name changes, links to your service will break.

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Standardize Attribute/Field Names

When designing your data, it is recommended that you standardize on attribute/field names in your data. Users of your data may use the fields for symbolizing or querying. Often changing attribute/field names can be a frustrating experience for users.

Backup/Recovery Solution

Since the source documents of services published in AGOL are not actually stored in AGOL, it is recommended that the .mxd and data be stored in a standard location (e.g. file server folder) such that a simple upload of the service can be performed if needed.

It is also recommended that the AGOL-specific metadata be saved to a document and stored with the .mxd. This way, everything is together should the service need to be recreated.