

Get Up and Running with ArcGISSM Online for Organizations



The release of ArcGIS® 10.1 is pivotal. It has been engineered as a system for your entire organization. ArcGISSM Online at 10.1 integrates cloud platform technologies to support not only the GIS professionals in your organization but also non-GIS users who will be able to use applications and maps to support their work on any device. ArcGIS Online makes integration with your organization's servers and desktops—as well as cataloging your information and providing backup hosting—easy. If you don't have ArcGIS for Server, you can use the cloud server.

ArcGIS Online can evolve with your organization, but when you initially set up the site, spend some time considering how members in your organization—especially non-GIS staff—can benefit from ArcGIS Online capabilities such as Esri® Maps for Office.

Considerations for Site Administrators

This guide assumes that you will be the site administrator. You will configure your organization's ArcGIS Online website to highlight geographic information that is important to your organization, control who has access and what they can do on the site, and customize the appearance of the site.

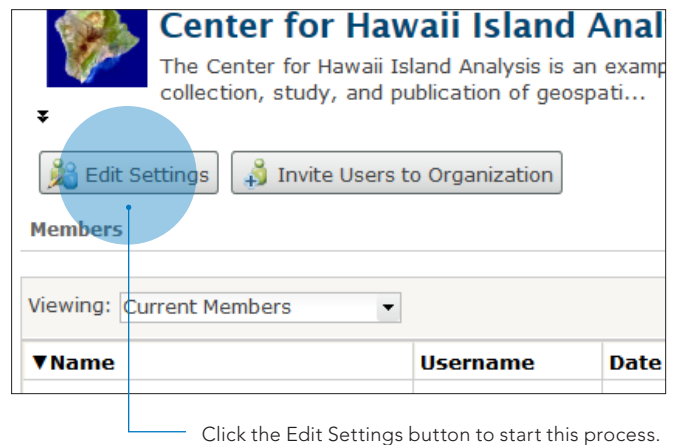
Before you configure your ArcGIS Online website, consider how your organization works and what geospatial content it

possesses. What content should you feature? Which maps, data, applications, and tools should be made available to specific groups? Which content can be made public? Some time spent considering these questions will help you intelligently set up groups and permissions to optimize communication, sharing, and collaboration within the organization. When appropriate, you can also allow access between organizations.



ArcGIS Online can manage organizational resources maintained as hosted services, ArcGIS for Server services, on-premises services, managed services, and Amazon Elastic Compute Cloud (EC2) services. All content is automatically set as private until you explicitly share it with specific groups or make it publicly available.

Groups in ArcGIS Online will let members of your organization collaborate and exchange content related to a specific project or common activity. Groups can be public or private. Public groups can accept members or simply share content without letting others join or share their content. Private groups invite members, and only those members can share or contribute content.



Setting Up Your Site

The person who requested the subscription will receive an e-mail with the activation link. As the administrator, you must click the link and sign in to ArcGIS Online to activate the account.

Once you have logged in, you will be prompted to customize the ArcGIS Online home page for your organization. This includes setting up a URL for your organization. The syntax is <organization name>.map.arcgis.com. **Note: Make sure the organization name is appropriate and correctly spelled because there is no way to change the URL once it is set.**

Once the URL indicator is set, you will be sent to the My Organization page. This page lets you monitor your organizational account: monitoring credit usage, finding out which items have been recently added and are the most popular, seeing featured groups, and viewing your organization's members and groups.

This is also where you will customize the various components that make up the site. You will set the source for basemaps, choose the featured maps, set up the galleries, and create and invite members to your groups.

General Page

Click General. You will add the organization name and its logo and include a description of it on this page. This is where you set the default language for the site, although individual users can customize this choice using their profile page. This is also where you will set the permissions that determine how members share and search for content outside the organization.

Home Page

Click Home Page to customize the site's home page by adding a banner, by either selecting an image or entering HTML that creates the contents of the banner. This is also where featured content is specified, but since that content has not been set up, accept the default settings for now. You will return to this part later.

Gallery Page

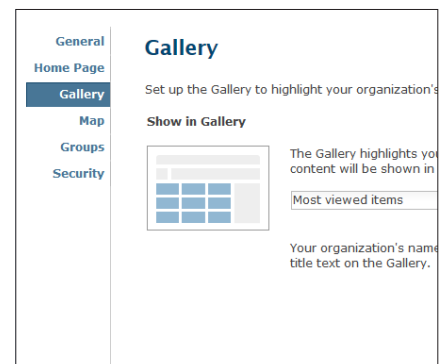
The next link is Gallery, where you will highlight the content from a group in your organization. For now, accept the default setting, and revisit it later.



General Page



Home Page



Gallery Page



Map Page



Groups Page



Security Page

Map Page

Click Map to configure the basemap gallery, default basemap, and map templates that people in your organization will use to author maps. You can use the Esri defaults for each of these components or choose a group whose basemaps and web map applications will be available instead.

If you will use basemaps from your organization, it is best to create a group called Basemaps that is owned by the site administrator. Note that only ArcGIS for Server and Open Geospatial Consortium, Inc. (OGC), Web Map Service (WMS) services can be used as basemaps. Layers from a file, KML services, and editable layers created in the ArcGIS Online map viewer cannot be used as basemaps. The default basemap will be the one users will get when they click New Map. Web application templates contain sample layouts that can be used to build web applications with little or no development work.

Groups Page

This is where you add an existing group to the Featured Groups list. For now, accept the default setting. Click the Groups button at the top of the site to begin creating the groups you identified earlier and setting appropriate permissions.

Security Page

As an administrator of your organization, you determine whether Secure Sockets Layer (SSL) is required for all transactions and whether anonymous access is allowed. When configuring the security settings for your organization, allow access through SSL if your organization intends to only access its own content or content from other SSL organizations. If you will have content that will be public, enable anonymous access, which means a user will not be prompted for login credentials.

Initially Provisioning the Site

Once you have established the basic website and created groups, you can begin moving your organization's content to it as web maps, data layers, web applications, and tools. Click the My Content button, add items, and set access permissions to public or specific groups.

With content and groups established, you can revisit the Gallery and Groups pages to select the content and groups you want to highlight in your gallery and on your home page.

Inviting Stakeholders

Once you have moved content into private groups you have established, you can invite stakeholders from across your organization to join the group using the Invite Users button on that group's details page. To ensure your members experience the best performance from the site, encourage them to use Mozilla Firefox®, Google Chrome™, or Microsoft Internet Explorer® 9 or higher.

For detailed information on setting up and using ArcGIS Online, visit help.arcgis.com/en/arcgisonline/help.

Next Steps

1. Create groups that align with your organization's structure and the way it works.
2. Define and create useful information products (maps).
3. Provision user accounts for all members of your organization.
4. Integrate information from other information sources and systems used to support the business.
5. Deploy the Microsoft Office and SharePoint tools.
6. Embed maps into other internal business systems and internal/external web properties.

Details on these steps will be available on the **seminar resources** page at esri.com/seminarresources.

