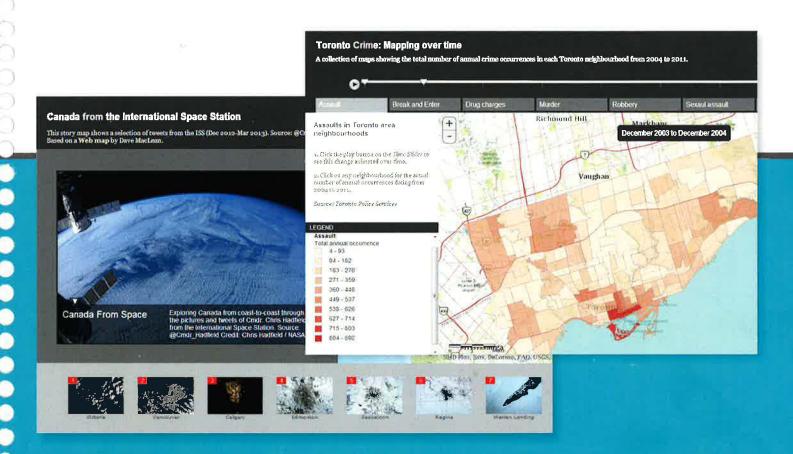
# ArcGIS Online Tutorial

Now, telling your story with maps has never been easier.







# **ArcGIS Online Tutorial**

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### Introduction

You've just received an assignment from your editor to report on the progress of various government agencies in implementing the Federal Contaminated Action Plan. You've decided to show all identified contaminated sites across Canada and at what stage each of the 142 sites is in within the prescribed Federal 10-Step Process for addressing a contaminated site.

This tutorial will demonstrate how you can easily tell your story by building a Web map using <u>ArcGIS</u> <u>Online</u>, Esri's complete, cloud-based, collaborative content management system. The system allows you and your organization to manage your geographic information in a configurable environment.

As a journalist, you're entitled to create a free ArcGIS Online Public Account to access ready-to-use maps, create your own maps and share your information.

Using ArcGIS Online, you can bring data to life by creating content-rich, interactive maps that tell your story. Whether you're in a meeting room, at your desk or in the field, you can access the same map on all your devices at any time. And when you're ready, publish and share your map.

By the end of this tutorial, you'll learn how to:

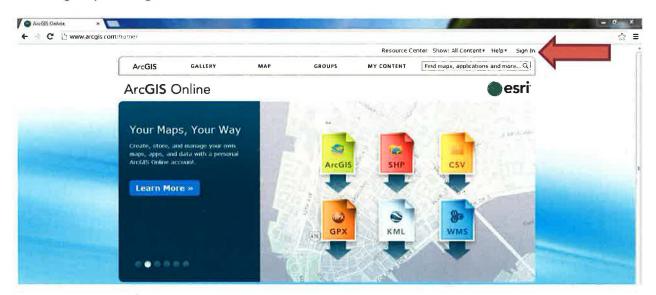
- Build a map with ArcGIS Online using open data from the <u>Federal Contaminated Sites Inventory</u>.
- Share your map with others and collaboratively enhance it with various types of content.
- Create a map that your audience can access via desktop and mobile devices.

Throughout the tutorial, there are various opportunities to publicly share your data and maps. Exploring these options is encouraged, but once you have completed the tutorial, it's recommended that you turn off any sharing on your items. This will ensure that ArcGIS Online remains clear of duplicate content.

All data used within this tutorial is publicly available and is referenced throughout this document. Additionally, all datasets or links to data services have been packaged in a zipped file for your convenience.

# Exercise 1: Creating an ArcGIS Online Public Account

Let's begin by creating an account.



- 1. Go to the ArcGIS Online Web site: <a href="arcgis.com">arcgis.com</a>. Click Sign In on the upper right hand corner or access the sign-in page directly from <a href="https://www.arcgis.com/home/signin.html">https://www.arcgis.com/home/signin.html</a>.
- 2. Click the *Create a Personal Account* button. You will be asked to complete a form to create a new account.
- 3. Enter a user name between 6 to 24 characters in length and contains letters, numbers or a combination of both. You can also use the following special characters: . (dot), \_ (underscore), and @ (at sign). Other special characters and spaces are not allowed. Your user name is case sensitive.
- 4. Enter a password between 4 to 28 characters in length and contains letters, numbers or a combination of both. Special characters and spaces are not allowed. Your password is case sensitive. Reenter your password to confirm.
- 5. Enter your first name.
- 6. Enter your last name.
- 7. Enter the name of your organization, for example, your employer, school or agency.
- 8. Enter your e-mail address. Reenter your e-mail address to confirm.
- 9. Enter your phone number.
- 10. Select an identity question and enter an answer. This information is used to validate your identity in the event you forget your password.
- 11. Read the ArcGIS Online terms of use and click the I Accept button to agree to the terms.
- 12. Click the *Create My Account* button.

You'll be automatically signed in to the Web site and should see your *profile page*.

# **Exercise 2: Getting Your Mobile Device Ready**

This section walks you through how to get your mobile devices ready to access your final ArcGIS Online map. If you have an Apple, Android or Microsoft Windows Phone device, you can download this free **ArcGIS App** by Esri from your respective mobile app stores.

- For Apple devices, please visit the Apple App Store and search for ArcGIS App or click here.
- If you have an Android device, please visit the Google Play or Amazon App Store and search for ArcGIS App. You can also click here for Google Play or here for Amazon App Store.
- If you have a *Windows Phone* device, please visit the *Windows Phone store* and search for *ArcGIS* or click here.

# **ArcGIS**



The ArcGIS App extends the reach of your GIS from the office to the field. It allows you to navigate maps, collect and report data, and perform GIS analysis.

# **Exercise 3: Getting Started**

This section discusses some of the pre-requisites and suggestions for getting started with ArcGIS Online using your desktop computer.

- Use a compatible Web browser.
   For the best performance, especially with Web maps, it is recommended that you use Mozilla Firefox 2 and higher, Google Chrome or Internet Explorer 8 or higher. Internet Explorer 6 is not supported; IE 7 is supported but has performance limitations when working with Web maps. See more details from the <u>ArcGIS Online Help</u> section.
- 2. Sign into ArcGIS Online (<u>arcgis.com</u>) using your Public Account username and password if you're not already signed in.
- 3. Localize ArcGIS Online (optional but recommended).

Defining your region in ArcGIS Online sets the featured maps on the home page, content in the gallery and the default extent of new maps in the ArcGIS.com map viewer to Canadian-specific content.

### To do this:

- Ensure that you're logged into ArcGIS.com. Click on your name in the top banner to access your profile. Click *Edit my profile*. In the Region options, select *Canada*. Click the *Save* button.
- 4. Create a new empty map. Click on the home page and click on the Map Tab found on the main Toolbar (across the top) which opens a new empty map for you. To position the map to your desired region, move the map by pressing your left mouse button and dragging the map.



# Exercise 4: Working with Data - Part 1

Once you've opened up your blank map, you can now start adding your data. This section will show you how to add data from a variety of sources and in a range of formats.

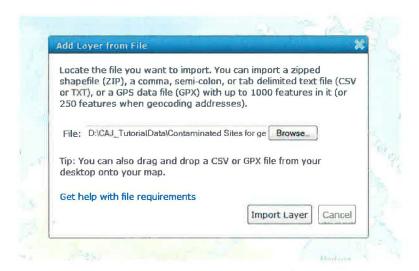
1. Add the locations of contaminated sites from a CSV file

First, add the locations of Contaminated Sites found in Canada.

- Navigate to the Contaminated Sites for geocoding.csv file from Windows Explorer and open it.
  Note the Latitude and Longitude columns. These columns will be used to locate the points on
  the map. The 1, 5, 10, 25, 50 kilometer (km1, km5...) columns are the population within a radius
  of the contaminated sites. The LastStepCompleted column indicates the highest step completed
  in the Federal 10-Step Process. The FederalSiteIdentifier column holds the unique identifier (ID)
  for each site.
- Drag the Contaminated Sites for geocoding.csv file from Windows Explorer into the Web map (map portion in the browser).

**Note:** This drag-and-drop functionality is not supported in all browsers.

Alternatively, you can go to Add (at the upper left hand corner of your browser) → Add Layer
from File and navigate to the CSV file → Import Layer.



ArcGIS Online will automatically find the fields within your dataset relating to location; however,
if it finds multiple columns that could be used, you will need to specify which one you'd like to
use. All of the data is then added to the map with the default symbology, which you can modify
later.



# 2. Change the layer name

Change the name of the newly-added layer by clicking on the right arrow beside the layer name
 Contaminated Sites for geocoding and choose Rename. Rename the layer to "Federal
 Contaminated Sites".



### 3. Add a bookmark

To easily bring up this map view of all contaminated sites in the future, add a bookmark by clicking on the *Bookmarks* button. Choose *Add Bookmark* and type the name "All Contaminated Sites" in the blank space provided. Hit Enter.



### 4. Change the default symbology

• Change the symbology by clicking on the right arrow beside the layer name again and choose **Change Symbols**.



• Change *Use:* to *Unique Symbols*. Change *To Show:* to *LastStepCompleted*. Click on the *Symbols* button and choose *Change All Symbols*. Select the circle and change *Symbol size:* to *12 px*.



 Click Apply → Done, then click the Done Changing Symbols button. Click Show Map Legend to return to the Table of Contents to see the symbology set in the map.

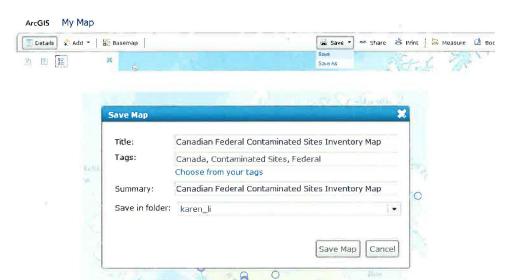


• The map should look as follows. Each symbol represents a completed stage. Through the symbology, users can easily see which stage each contaminated site is at.



• Go to the **Save button** and click **Save**. Fill out the details as required.

**Note:** Make sure your map title is unique by adding your initials to the start of your map. (This step is imposed to make it easier to search later in the exercise. It is not normally required)



E.g. KL Canadian Federal Contaminated Sites Inventory Map

 Click on any contaminated site on the map to see the pop-up window for more information on each site. The pop-up window shows information from the spreadsheet used earlier. Feel free to open again the *Contaminated Sites for geocoding.csv* file from Windows Explorer and look up the federal contaminated site you selected. Compare the information in the pop-up and the spreadsheet.

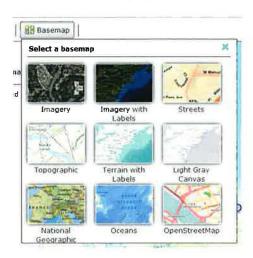


# Exercise 5: Working with Data - Part 2

This section will continue from the previous section and will guide you in adding more data sources as well as formatting your map more fully.

### 1. Switch basemap

Let's play with a few basemaps to see if there is one that better suits your map. To switch the
basemap, click on the *Basemap* button and choose *the Imagery with Labels* basemap. This
imagery map provides one metre or better satellite and aerial imagery in many parts of the
world as well as lower resolution satellite imagery worldwide with labels. (more info)



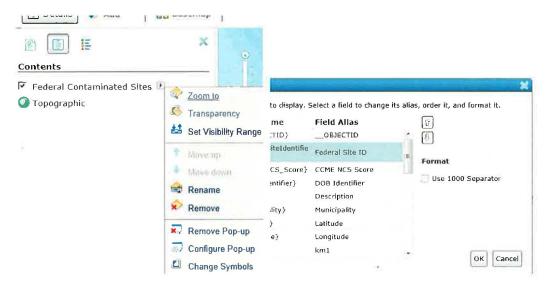
- Let's try another basemap. Choose the *Streets* basemap. This map features highway-level data for the world and street-level data for North America, Europe, and other parts of the world. (more info)
- Let's try another basemap. Choose the *Light Gray Canvas* basemap. This map draws attention to your thematic content by providing a neutral background with minimal colours, labels, and

features. Only key information is represented to provide geographic context, allowing your data to come to the foreground. (more info)

Let's go back to our original basemap. Choose the World Topographic basemap. This basemap
uses the best available authoritative data from public and private sources. Through a growing
list of Community Maps Program participants across Canada, more up-to-date data is available
that includes buildings, parcel and address graphics, and other cultural features in addition to
physical features. It uses subdued neutral tones, with more detail than the Gray Canvas Map.
(more info)

# 2. Control pop-ups: text information

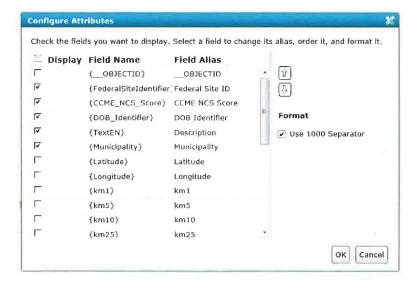
Pop-ups allow your users to click on features to find out more about them. The values contained within these pop-ups can include any values from the features in your map. There are lots of options to customize your pop-ups and these can all be accessed by clicking the right arrow beside the layer of interest, then choosing *Configure Pop-Ups*.



- For our map, lets first configure the text that is in our pop-ups.
- First, access the *Configure Pop-up* option on the *Federal Contaminated Sites* layer, then choose *Configure Attributes*, to configure how and what attributes will show in the pop-ups. Make sure to only place a checkmark beside the following attribute, rename its alias accordingly and verify or alter the numerical variable's *Format*.

Display	Field Alias Update	Field Format
FederalSiteIdentifier	Federal Site ID	<ul> <li>NO "use 1000 separators</li> </ul>
CCME_NCS_Score	CCME NCS Score	<ul> <li>NO "use 1000 separators</li> </ul>
		<ul> <li>1 decimal place</li> </ul>
DOB_Identifier	DOB Identifier	• n/a
TextEN	Description	• n/a

Use the image below to verify that you have configured the attributes properly.



Click Save Pop-up to save and test by clicking on a contaminated site.

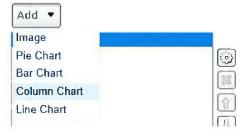


# 3. Control pop-ups: chart and graphs

This time, we are going to add a chart to the pop-up. Access the Configure Pop-up
option again for the Federal Contaminated Site Layer. Click Add from the Pop-up Media
section and choose Column Chart.

### Pop-up Media

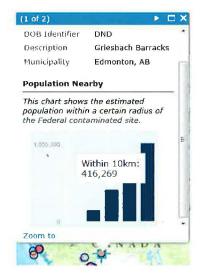
Display images and charts in the pop-up:



Within the Configure Column Chart dialog, you can configure how your column chart will appear. Configure the Title: of the chart "Population Nearby". Configure the Caption to "This chart shows the estimated population within a certain radius of the Federal contaminated site." Place a checkmark beside the following fields and rename their alias accordingly:

Fields	Field Alias Updated
km1	Within 1km
km5	Within 5km
km10	Within 10km
km25	Within 25km
km50	Within 50km

• Save and test your pop-up. When you hover over each column in the chart, it will show the exact value.



### 4. Add a New bookmark

 We want to highlight where there is a concentration of contaminated sites. Zoom into a region in Canada that has a visually higher concentration and bookmark it with the name "High concentration". (Refer to page 7 for help)



### 5. Add a layer from ArcGIS Online

 As the GIS community continues to grow, more and more content will be available for you to leverage on ArcGIS Online. To search for available content, click Add and choose Search for Layers.



Let's add some statistical information that will allow our readers to visualize where the
population is concentrated. In *Find:*, type "Canada statistics". Verify that *In:* shows

ArcGIS Online. Click Add beside Canada: 2006 Population Density. This will add the map
service to your map.



Your map should look similar to this:



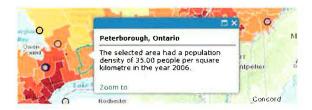
• If you click on the **Show Maps Legend** button, you will see the legend of the map with both map layers.



• If you click on the **Show Contents of Map** button, you will see that beneath your **Federal Contaminated Sites** layer is the newly added **Canada: 2006 Population Density** layer.



• Click on any of the features in the map and you will see a pop-up of information associated with it.



Even though this is a resource that you did not build, you can still make some changes.
 First, we will rename the layer to "2006 Population Density" (Refer to page 7 for help).

# 6. Setting transparency

Setting transparency on certain layers will allow information beneath to show through.
 If we were to set the newly added map service (population density) layer to be slightly transparent, then we could see the basemap beneath it. To set the newly added layer's transparency to 25%, access the arrow on the right side of the newly added layer and choose *Transparency*. Then, move the slider to 25.



### 7. Add a Map Notes layer

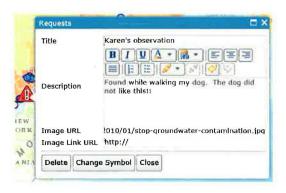
Finally, let's add a *Map Notes* layer to your map. We will be using this Map Notes layer to input some feedback received by a few citizens. Being able to add a Map Notes layer to your map is like being able to drape over a layer of transparency on a map. You can include additional text or graphical comments for your readers to help with their interpretation. This layer of information can be enabled or disabled just like your other map layers.

 To add a Map Notes layer, click Add and choose Add Map Notes. Provide a name for your Map Notes, "Citizen Sightings", then choose the Citizen Service Request Template and click Create. Depending on the template you choose, a different set of symbols will be available.



We will now mock a few contamination sightings on your map.

Click on the *Critical Issue* icon and randomly place it somewhere near another contaminated site on your map. This will bring out the *Request* dialog for you to populate information.
 Google search a contamination image and place the URL in the *Image URL*. Provide a brief description and click Close.



We will leave the *Image Link URL* without any values. Providing a value in the Image Link URL would link the image to a URL when users click on it.

Click the Edit button to stop editing.



Test your work by clicking on the observation icons. Here is an example:



- Add 3-4 more observations using different importance icons.
- Click the Edit button to restart edit mode.



## 8. Save your map

- Access your All Contamination Site bookmark to gain a view of all of your contamination sites
- Go to the *Save button* and click *Save*. Frequently save to prevent from losing your work.

The view you save your map with will be the same view that others will see when they open it.

# **Exercise 6: Sharing**

In this section, we will uncover the various ways to share your map with the public, journalists and other intended audiences.

• To share in ArcGIS Online, we must ensure that the map you have created is saved. If you have not saved your map, please click the *Save* button and select *Save*.

### 1. Sharing in ArcGIS Online

The map you have created is only available for you to view when you are logged into your ArcGIS Online account. To perform any kind of sharing, the map must first be enabled to share. Because the account you hold is a <u>Public Account</u>, all content shared must be shared with everyone.

• Click the **Share** button to bring out the **Share** dialog.



• Place a checkmark beside **Everyone** (public) to enable your map to be shared.

oose who can view this map.  or map is currently shared with t	hese noonle	
	riese people.	
Everyone (public)		
Members of these groups:		
Esri Canada Team TSG		

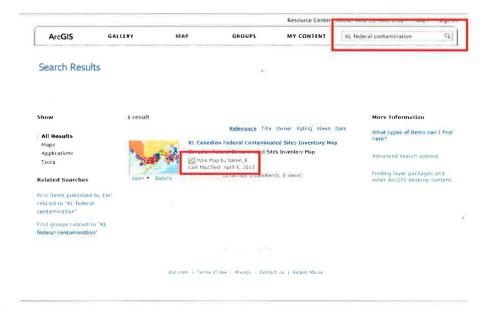
**Note:** If you attempt to share with a group without sharing with the public first, then you will get the following error message: "Items owned by a Public Account must be shared to everyone before sharing to a group".

Now that your map is shared, your map is searchable on ArcGIS Online. Let's try.

Using another browser, go to ArcGIS Online without using your Public Account credentials.
 Act as though you are a random user. (<a href="https://www.arcgis.com/home/">https://www.arcgis.com/home/</a>)

Note: "Another browser" means that if you are using FireFox, then select Chrome or IE.

• Using search capabilities in ArcGIS Online, type in an approximate name of your map to search for it, (e.g. KL federal contamination).



- Verify if this is your map by seeing who the Web map is created by, (e.g. Karen\_li).
- Click on the title of your map to open the information page for your map.

• Click on the *Open* button and select *Open in ArcGIS.com map viewer*. Now play with the map's pop-ups, bookmarks and any other interaction.



This is the experience that a user will have with your map on ArcGIS Online. If they attempt to click *Save*, they will not be able to overwrite your map, but will be asked to sign into their own ArcGIS Online account. Users are free to manipulate the map as you did and save their own versions.

## 2. Sharing through a Link

The map you created can be shared through a link. When you click on the *Share* button in your map, have it set to share with everyone and you will see a link to your map in the dialog. Copy and share the link with your colleagues, friends and the public through emails, articles and other forms of communication. This link will take the users directly to your map.

- Sign back into your *ArcGIS Online* account.
- Go back to the map you created by clicking on the My Content button at the top.



• This is where all of the content you have created is stored.



• Click on your map title to open the information page.

### **KL Canadian Federal Contaminated Sites Inventory Map**



- Click Open and choose Open in ArcGIS.com map viewer.
- Click Share to access the Share dialog.



# 3. Sharing with Social Media

The map you created can be shared through different forms of social media. In the **Share** dialog, you can choose to share this map on **Facebook** and **Twitter**.



 To share your map on Facebook, click the Facebook button. This will take you to the Facebook sign-in page.



• Once you are signed into *Facebook*, you can choose to share your map with anyone, (e.g. Friends, Family, Everyone).



• Click Share Link and this will be posted to your Facebook account.



• To share your map on *Twitter*, click the *Twitter* button. This will take you to *Twitter's* signin page.



Once you are signed into Twitter, you can click:



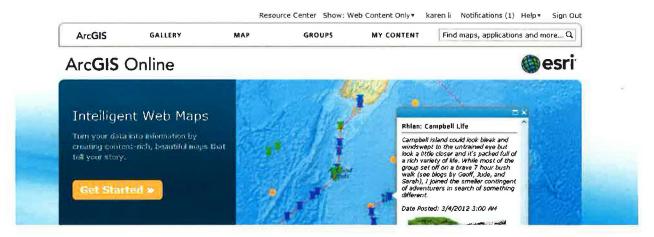
Your map will be tweeted on your Twitter account.



### 4. Sharing with Your Groups

Do you have groups of friends, colleagues or followers? If so, you can share your maps and apps with your groups. ArcGIS Online allows users to create groups to further enhance the experience of sharing and collaboration. When you initially access the ArcGIS Online welcome page, you will notice there is a *Groups* button at the top.

• Click on the Group button.



This will take you to your **My Groups** page. This page allows you to create a group, invite others into your group and request to be part of other groups. This image shows that the user is presently

participating in two groups, *Esri Canada Team* and *TSG*. If you look at the *created by* portion in the groups, you can see that *Karen\_li* owns one of the groups, while *mgregotksi* owns the other group.



When a user clicks on a group (e.g., Esri Canada Team), they will be brought to a page of content published by other members of the group that have decided to share their content.



• Click on the *Group* button again to go back to the *My Groups* page.

To create a group, all you have to do is click *Create a Group* and fill in the details of your group. You will then decide if users can just join your group or if they need to apply to join your group. In this step, we will join a group created by David Mckie. The purpose of this group is to bring various journalists together to share and collaborate with content.

In the upper-corner of the page, type in CAJ and hit Enter. You should see David's group,
 CAJ Mapping Group.



- Click on David's group's name to gain access to more details
- Verify that the group is by *dmckie*, David Mckie's Esri account user name
- Click Join This Group near the upper right corner to request to be part of the group
- David will now receive a request shortly and he will authorize you

**Note:** Complete the two steps below after David approves your account.

Once you are a member of *CAJ Mapping Group*, you will have the option to share your map with the groups's members.

- Go back to your newly created map in ArcGIS Online viewer (*Refer to page 20 for help*).
- Share your map with David's group (Refer to Page 21 for help).

**Note**: If you have not been approved by David yet, skip this step and continue. Revisit this step at a later stage.

### 5. Sharing with a Map Template

A good way to promote your story is through an interactive, public-facing Web mapping application. This step will look at sharing your map through a map template.

- Open your contamination map in ArcGIS Online viewer (Refer to page 20 for help)
- Click Share to access the Share button and the Share dialog
- Click on Make a Web Application



Click on Make a Web Application to access the variety of templates that are available for
publishing your map. The end result could be a fully interactive Web application that
leverages your map which can then be shared with your users or deployed locally within
your own IT group.



Click on the little arrow beneath the Basic Viewer template and choose Preview. This will
bring up a new browser with a Web application of your map, allowing you to see what your
map looks like in this Web application.



The preview of this Basic Viewer template allows you to see and experience what the end user will see when they access your map from a Web application. Everything that you have set in the template will be available in this Web application, (e.g. bookmarks, pop-ups, legend, layers, basemap and print).

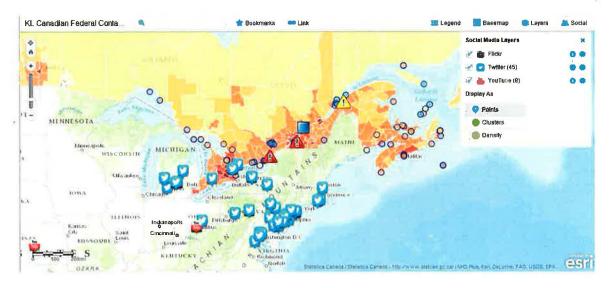
- Try out the capabilities in the Web application.
- Activate the browser with all the map templates and we will try another one.



 Access the next page of the Web application templates by clicking on 2 at the bottom of the template dialog.

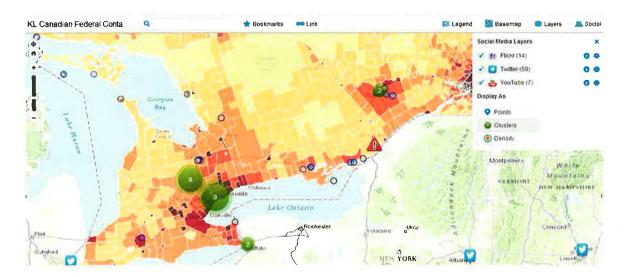


- Preview the **Social Media** Web application template.
- Utilize *Bookmarks* in the template and access your *High Concentration* bookmark or zoom into a smaller area on the map.

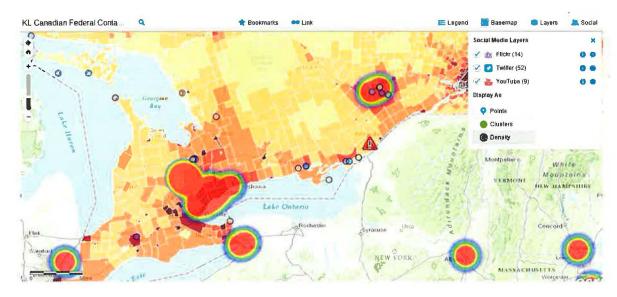


You may notice a large amount of *Flickr*, *Twitter* and *Youtube* icons on your map. This *Social Media* Web application template combines a layer of social media feeds. If you click on any of the social feeds, you will see what people are socializing about. By default, the map is configured to identify *Flickr*, *Tweets* or *Youtube* about *weather* for one month.

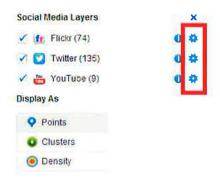
• Click on the *Clusters* button to display the information in clusters. This allows users to visualize concentrations.



• Click on the *Density* button to display the information in a density map. This allows users to visualize patterns and see concentrations another way.



Click on Points again to display the social media as points.



Click on the Settings icon to look at how the social media feeds are setup.



For Flickr, we can see the default keyword and the duration it searches for.

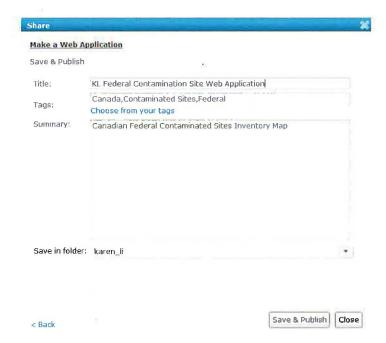
• Click on the *Twitter* and *Youtube* icons to see how they are setup.

In the upcoming step, we are going to change the keyword for each social media type. Choose a keyword that you think is generating buzz in social media, (e.g., Justin Beiber, TV, Korea..)

- Switch keywords for Flickr by inputting your keyword into Using keyword(s) and clicking
   Search.
- Repeat for Twitter.
- Repeat for YouTube.

Next, we are going to formally publish the Social Media template in ArcGIS Online.

- Activate the browser with all the Web application templates.
- Instead of choosing preview for the Social Media template from the drop list, choose Publish.



- Provide a title for your Web application.
- Click Save & Publish.

You have not successfully published your Web application in your My Contents folder nor shared it with the public.



- Click go to the item now and it will take you to your Web application's details page.
- Click on *Configure App* to configure a few properties of this Web application.



 Simply alter the Search Keywords for each of the social media platforms to the word of your choice.

**Note**: remember that the word you choose will directly influence the outcome. Choose your word(s) wisely.

When scrolling down the list of configurable items, you will see that the Web application templates offer quite a few items that you can configure and tailor for your story.

- Once you are done configuring, scroll to the bottom and click Save, then Cancel to return to the Web application's detail page.
- Click *Open* and choose *View Application*. A new browser should open and you should see
  your configurations reflected on the map. Check the social media messages to see if they
  are reflecting your keyword(s).
- Activate the browser with your Web application's details.
- Click Share and choose Everyone.

Your application is now accessible by everyone in ArcGIS Online.

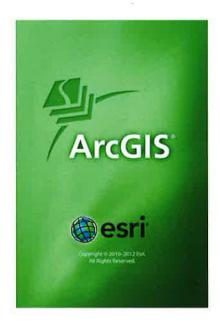
# 6. Sharing with a Mobile Device

Finally, we will look at sharing maps and apps with mobile and tablet devices. In *Exercise 2*, we walked through the steps necessary to get the *ArcGIS App* by *Esri* for *Apple*, *Android* and *Windows Phone* or tablet devices. Through the *ArcGIS App*, users (you and others) can access the content that you and others have created on ArcGIS Online.

**Note:** The steps below describe the user experience of an **Apple iPhone** device user. Other devices offer similar experiences thus you should be able to follow similar steps to navigate around the application.

Grab your smartphone device and start the ArcGIS App

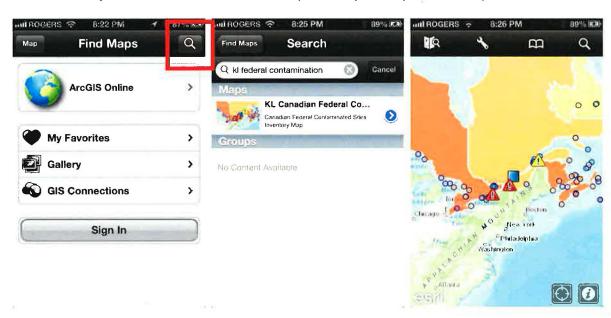




**Note:** if you have not downloaded the app, please refer to *Exercise 2*.

Using the search option in the application, you can browse to find shared content on ArcGIS Online. Let's find the map that you created earlier and shared with everyone.

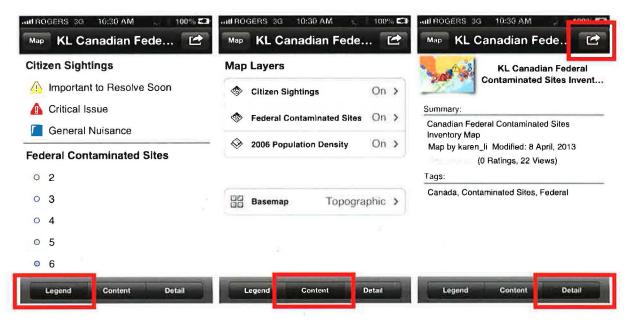
- Tap the magnifier located in the upper-right hand of the ArcGIS App.
- Type in the same text used earlier in *ArcGIS Online* to find your map, (e.g., KL federal contamination).
- Tap on the search result that corresponds to your map and the map will load.



- Try zooming in and out on the map by pinching in and out.
- Try the **bookmarks** created by tapping on the icon that looks like an open book.



- Tap on the bottom-right information icon (i) to see the *Legend*, *Content* and *Details* related to your map.
  - O You are free to turn layers on and off in the Content tab.
  - You can also change to a different basemap.

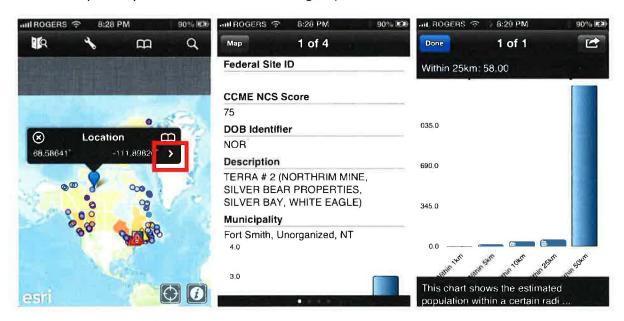


- Tap on the upper-right icon to access sharing capabilities within ArcGIS App.
- Click Cancel and tap on the Map button in the upper-left to return to the map.

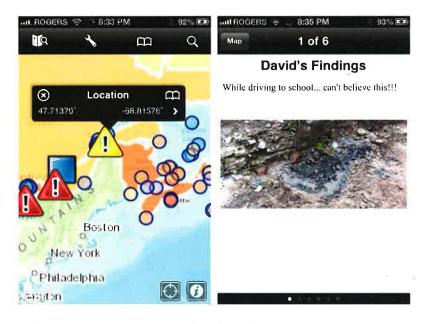


- Tap on a contamination site, and then tap on the arrow in the pop-up dialog. This will bring out the attribute and the column chart pop-up.
- Tap on the chart in the pop-up and the screen will turn into only the chart

Tap on any of the chart bars and it will give you the exact value.



- Tap **Done** in the upper-left hand to cancel out of the chart mode.
- Tap *Map* in the upper-left to return to the map.
- Try a couple more contaminated sites.



• Tap any of the incidents you inputted and try the pop-ups.

**Note:** The image associated with your incidents might take longer to load. This is dependent on the size of the image and the bandwidth of your device.

Return to the map.

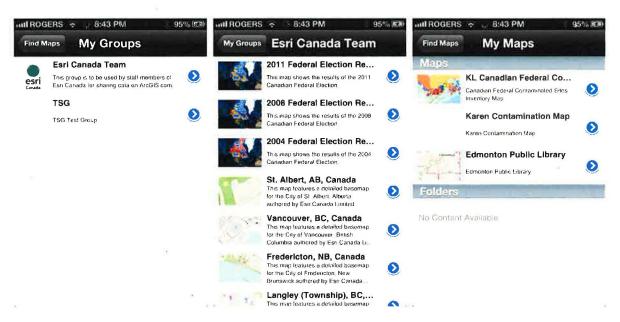
 To leave the map and return to the initial *Find Maps* screen, tap on the upper-left hand icon (Map with a Magnifier).



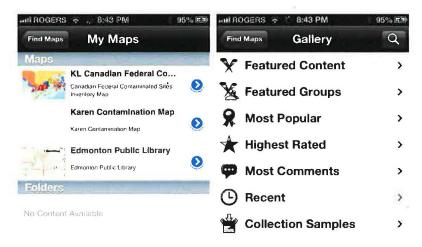
Aside from being able to find content shared in ArcGIS Online, you can still sign in using your ArcGIS Public Account credentials. This will allow you to see the content you built before it is shared and to access your groups.



- Tap on Sign in and provide your ArcGIS Online credentials. You will notice that you are now signed into your own ArcGIS Online account.
- Tap on *My Groups*, then select the group, (e.g., Esri Canada Team) to access the group(s) that you own or participate in.



- Tap on Find Maps in the upper-left corner to return to the Find Maps screen.
- Tap on My Maps to gain access to content you saved in your account, (this is the same as
  accessing My Content in ArcGIS Online.)



- Return to the Find Maps screen.
- Tap on Gallery to access the featured and highlighted content in ArcGIS Online.

As you can see, the ArcGIS Online experience can translate to any smartphone or tablet device.

# **Exercise 7: Cleanup**

In this section, we will review the steps necessary to clean up the work that you have completed in this tutorial. The cleanup is necessary to ensure that we do not clutter ArcGIS Online with unnecessary or repetitive content.

Access My Content in your ArcGIS Online account.



- Review each item's Shared column and see which item is shared with Everyone.
- For items that are shared with everyone, open the item's details page by clicking on it.
- Click Share to bring up the Share dialog.
- Uncheck *Everyone (public)*, *These groups:* and click *OK* to unshare your map or Web application with everyone.

Your items are now no longer shared on ArcGIS Online. They are still stored within your ArcGIS Online Public account and can be shared again at any time.

