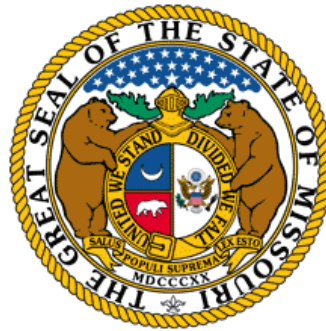


Missouri Office of Geospatial Information

ArcGIS Online Governance

Version 1.0



Office of Geospatial Information (OGI)
Information Technology Services Division
Office of Administration
State of Missouri
March 2017

ArcGIS Online Organization for the State of Missouri

Organizations

The State of Missouri will maintain an ArcGIS Organization (mogov.maps.arcgis.com) that will be administered by OA/ITSD/OGI. Any agency may utilize the State Organization as long as user accounts are provided by that department.

Agency Organizations will be available on a case by case basis. These Organizations will be administered by OA/ITSD/OGI and one or two designated staff of the department/division.

User Accounts:

Each agency will have an assigned number of named users, based on the number of ArcGIS Desktop licenses that are currently under maintenance for that agency combined with the number of users purchased in their subscription (5, 10, 100). When a named user account is based on entitlement from an ESRI annual Desktop maintenance, that agency will continue to be responsible for that maintenance. When a named user is based on a purchased subscription, each agency will be responsible for maintaining the annual subscription for its named users. OGI will work with agencies to ensure that entitlement changes and paid subscriptions meet the agency's needs. Failure to maintain an annual subscription or ArcGIS Desktop maintenance will result in a removal of those named users and the data/maps associated with it.

Any staff using ArcGIS Online for the State of Missouri must achieve access through a user account from an ArcGIS Online Organization. The use of ESRI's ArcGIS Online Public Accounts for government purposes violates the ESRI user agreement and is prohibited. Any staff needing access to ArcGIS Online should contact OGI to obtain an account.

Organizations will have the following roles set:

- **Administrator** – Level 2 account designated OGI staff with full control over Organization
- **Executive** – Level 2 account designated for selected department staff that will administer users, groups, and data sharing. This account will maintain ownership of any hosted data available to the public. This role will be filled by an OGI staff person when using the MOGOV organization. See below for custom role settings.
- **General** - Level 2 account for department staff who create data or maps, share with groups, publish hosted feature layers, edit features, and use analysis tools. See below for custom role settings.
- **Viewer** – Level 1 account for department staff that will view maps and data shared to the organization or specific groups. Note: This is a standard role available in ArcGIS.

Publishing Data:

General users have the ability to create hosted feature services through ArcMap, Microsoft Office ArcGIS Plug-in, or directly in ArcGIS Online. These services will be unshared or shared to a group. Any data shared to a group should have the metadata tab completed as required by their agency.

Public data will all be published through the Executive role. Any General user will prepare data as an unshared hosted feature service, including completion of metadata. The data will then be transferred to

the Executive user, who will verify the data accuracy and compliance with Program and Agency standards. The Executive user will then make the data available to the public if deemed appropriate.

A standard set of commonly used data layers will be provided by OGI to the ArcGIS Online Organization and available for access by any user in that Organization.

Credit Usage:

A credit budget of 500 will be set as a default for each member of an Organization. If a user reaches the maximum credit limit, more credits may be allowed on a case by case basis, determined by the Organization Executive or Administrator.

Groups:

Administrator and Executive roles will create and add members to groups. Data and maps may be shared to a group by General users; unless it is determined that is not a function of that specific group.

Groups may include ArcGIS Online users from other Organizations.

Administrators can create groups that allow members of the group to update items shared with that group. These groups are useful when multiple staff will update the same data layers. Members of these groups can also edit hosted feature layers that have been shared to the group with full editing control even if the layer is not editable. For example, a public hosted feature layer that isn't editable can be shared to the group and members of the group would have full editing control of the layer.

Field Data Collection:

Applications for field data collection may be set up by OGI staff. OGI staff will work with departments to develop and implement the project. For most applications, one General account is required for each field person that will collect data. Each department is responsible for providing equipment for collection.

Web Applications:

Publicly available Web Applications in ArcGIS Online will be created by OGI staff only. The Webapp Builder may be utilized by Department users for the creation of internal applications.

Enterprise Management:

OGI will administer ArcGIS Online Organization subscriptions and is the facilitator for agencies who choose not to manage individual organizational accounts. As part of the overall administration, OGI will also manage credit distribution and purchasing for these agencies.

All Executive and General Users will be required to attend an ArcGIS Online Organization User Training provided by OGI.

Settings for Executive Account:

<input checked="" type="checkbox"/> Groups	<input checked="" type="checkbox"/> Content	<input checked="" type="checkbox"/> Sharing
<input checked="" type="checkbox"/> Create, update, and delete <input checked="" type="checkbox"/> Join organizational groups <input checked="" type="checkbox"/> Join external groups	<input checked="" type="checkbox"/> Create, update, and delete <input checked="" type="checkbox"/> Publish hosted feature layers <input checked="" type="checkbox"/> Publish hosted tile layers <input checked="" type="checkbox"/> Publish hosted scene layers	<input checked="" type="checkbox"/> Share with groups <input checked="" type="checkbox"/> Share with organization <input checked="" type="checkbox"/> Share with public <input checked="" type="checkbox"/> Make groups visible to organization <input checked="" type="checkbox"/> Make groups visible to public
<input checked="" type="checkbox"/> Premium Content	<input type="checkbox"/> Features	
<input checked="" type="checkbox"/> Geocoding <input checked="" type="checkbox"/> Network Analysis <input checked="" type="checkbox"/> Spatial Analysis <input checked="" type="checkbox"/> GeoEnrichment <input checked="" type="checkbox"/> Demographics <input checked="" type="checkbox"/> Elevation Analysis	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Edit with full control	
Administrative Privileges		
<input checked="" type="checkbox"/> Members	<input checked="" type="checkbox"/> Groups	<input checked="" type="checkbox"/> Content
<input checked="" type="checkbox"/> View all <input checked="" type="checkbox"/> Update <input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Invite <input checked="" type="checkbox"/> Disable <input checked="" type="checkbox"/> Change roles <input checked="" type="checkbox"/> Manage licenses	<input checked="" type="checkbox"/> View all <input checked="" type="checkbox"/> Update <input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Reassign ownership <input checked="" type="checkbox"/> Assign members	<input checked="" type="checkbox"/> View all <input checked="" type="checkbox"/> Update <input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Reassign ownership
<input type="checkbox"/> ArcGIS Marketplace Subscriptions		
<input type="checkbox"/> Request purchase information <input type="checkbox"/> Start trials		

Settings for General Role:

General Privileges		
<input type="checkbox"/> Groups	<input type="checkbox"/> Content	<input type="checkbox"/> Sharing
<input type="checkbox"/> Create, update, and delete <input checked="" type="checkbox"/> Join organizational groups <input checked="" type="checkbox"/> Join external groups	<input checked="" type="checkbox"/> Create, update, and delete <input checked="" type="checkbox"/> Publish hosted feature layers <input type="checkbox"/> Publish hosted tile layers <input type="checkbox"/> Publish hosted scene layers	<input checked="" type="checkbox"/> Share with groups <input type="checkbox"/> Share with organization <input type="checkbox"/> Share with public <input type="checkbox"/> Make groups visible to organization <input type="checkbox"/> Make groups visible to public
<input checked="" type="checkbox"/> Premium Content	<input type="checkbox"/> Features	
<input checked="" type="checkbox"/> Geocoding <input checked="" type="checkbox"/> Network Analysis <input checked="" type="checkbox"/> Spatial Analysis <input checked="" type="checkbox"/> GeoEnrichment <input checked="" type="checkbox"/> Demographics <input checked="" type="checkbox"/> Elevation Analysis	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Edit with full control	
Administrative Privileges		
<input type="checkbox"/> Members	<input type="checkbox"/> Groups	<input type="checkbox"/> Content
<input type="checkbox"/> View all <input type="checkbox"/> Update <input type="checkbox"/> Delete <input type="checkbox"/> Invite <input type="checkbox"/> Disable <input type="checkbox"/> Change roles <input type="checkbox"/> Manage licenses	<input type="checkbox"/> View all <input type="checkbox"/> Update <input type="checkbox"/> Delete <input type="checkbox"/> Reassign ownership <input type="checkbox"/> Assign members	<input type="checkbox"/> View all <input type="checkbox"/> Update <input type="checkbox"/> Delete <input type="checkbox"/> Reassign ownership
<input type="checkbox"/> ArcGIS Marketplace Subscriptions		
<input type="checkbox"/> Request purchase information <input type="checkbox"/> Start trials		