

The logo for geodata.gov features the text "geodata.gov" in a blue sans-serif font, with a small star above the letter 'o'. Below it, the text "U.S. MAPS & DATA" is written in a smaller, blue, all-caps sans-serif font.

geodata.gov
U.S. MAPS & DATA

A horizontal banner image featuring a collage of American landmarks: the Golden Gate Bridge on the left, the Statue of Liberty in the center, a globe in the background, and the Natural Arch in the foreground on the right.

Your One Stop For Federal,
State & Local Geographic Data

Geospatial One-Stop Community Steward Handbook

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Overview of Community Management Procedures

1. Procedures for Managing Community Channels on GOS2

For New Community Stewards

All channel stewards must have an account on geodata. If you do not have an account, please create one.

Create an Account on the GOS Portal

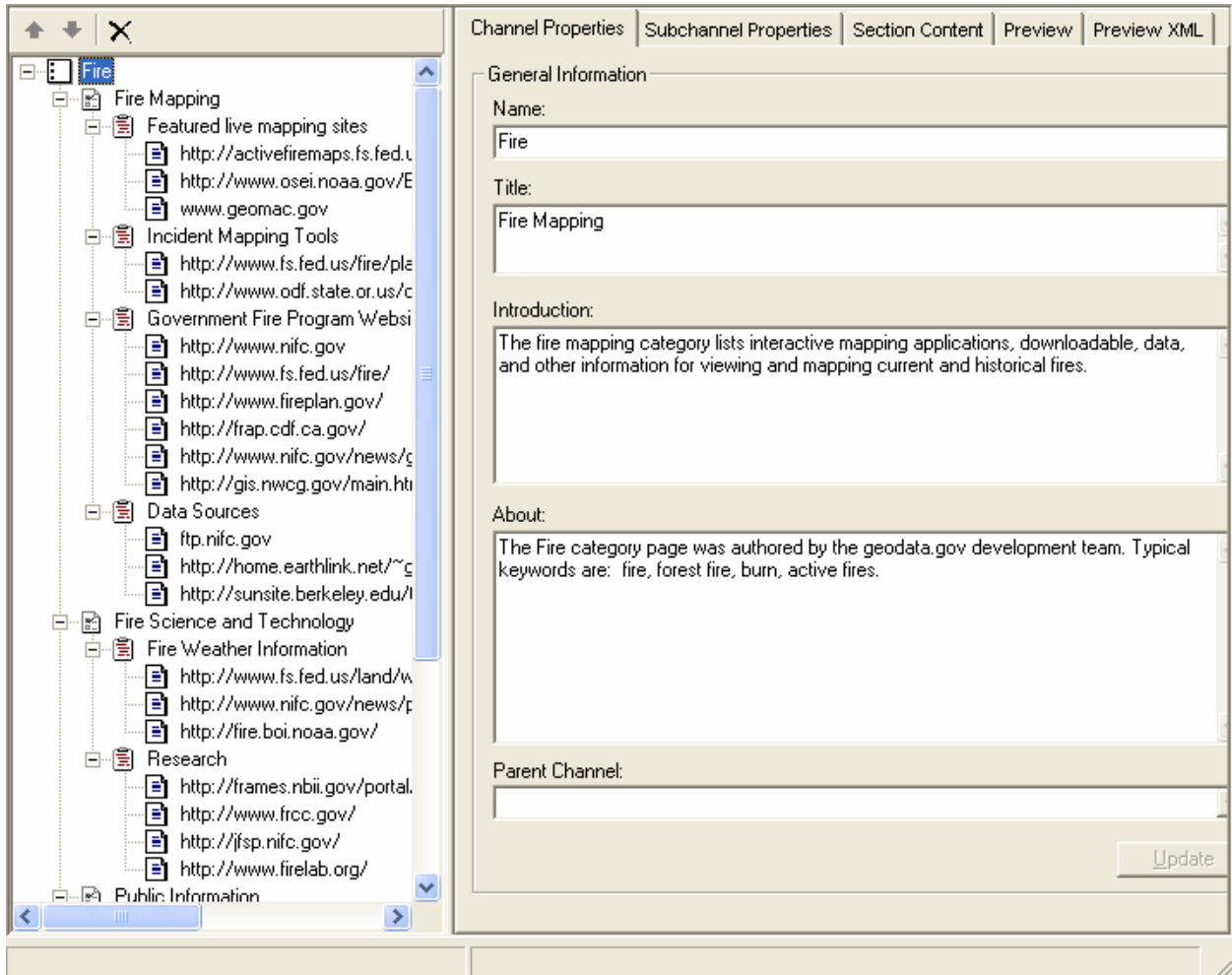
- a. Go to GOS2 at <http://gos2.geodata.gov/wps/portal/gos> and click the Sign In link located near the upper right corner of the home page. This is a temporary link to gos2.
- b. Fill out the form; all fields are required.
- c. Click continue to create an account.

After you have created an account on GOS2, contact the Geodata Administrator (gpyles@blm.gov) and let them know your GOS username and the channel for which you will be steward. The administrator will notify you when your channel is activated.

Modify your community channel

1. Log into your account on the GOS Portal.
2. Select My Tools to view the Community Tools. If you have not done so download the desktop channel editor tool by selecting Download tool. You will need admin permissions to install the tool. Please read the Instructions on the Download tool page before downloading and from the "Read Me" file in the zip file you download. You will also need to download MS xml editor which is explained in the "Read Me" files. Once the tool is installed you can update your channel.
3. Make updates to your community channel using the Desktop Channel XML Editor tool.
 - a. Start the Channel Editor Desktop tool and log in ([Section 2.1](#)).
 - b. Obtain the community channel you wish to edit either by downloading it or checking it out. Download ([Section 2.2](#)) Check Out ([Section 2.3](#))
 - c. Edit the channel (Sections [2.5-2.11](#))
 - d. Upload your revised channel to the server by checking it in ([Section 2.3](#))
4. Your community channel updates will be automatically loaded to the production server after 5-10 minutes.

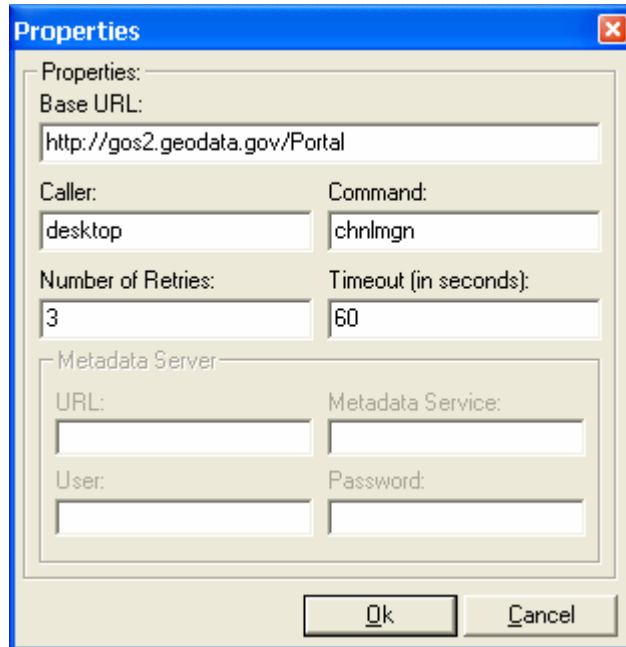
Desktop Channel XML Editor Tool Functions



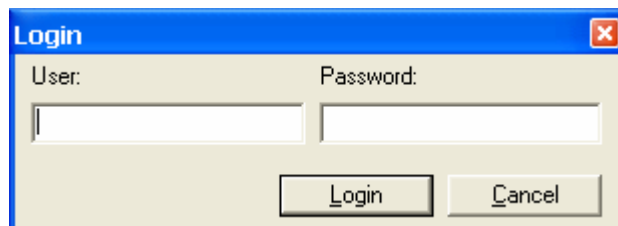
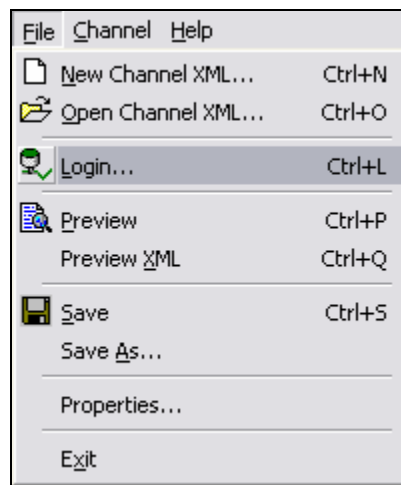
2.0 Desktop Channel XML Editor Tool Functions

2.2. Logging In

- Go to Start → All Programs → ESRI → Channel Management → XML Editor to run the Desktop Channel XML Editor tool.
- Verify that you are logging in to the correct server. Go File → Properties. The Base URL should be as shown below. If it is not correct change the URL.



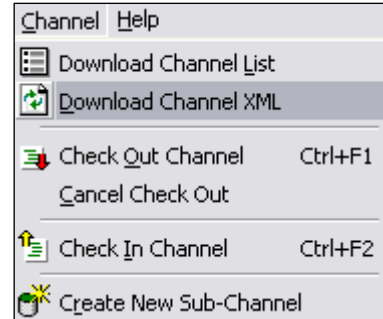
- c. Log in to the server by clicking on the login icon, pressing CTRL+L, or going to File → Login.



2.3. Downloading Community Channel XML Files for Editing

- a. It is possible to download and edit channels without checking them out. This is useful if the file you want has been checked out by another user. However, the revisions you make will not be saved. You could also download if you want to simply view the xml file and not make any changes.

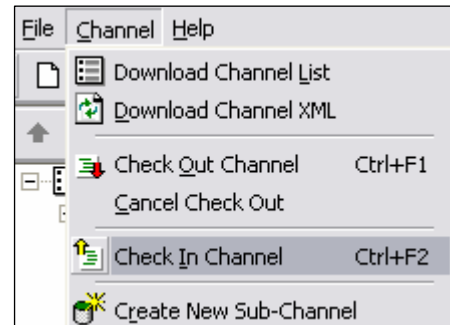
- b. Go to Channel → Download Channel XML
- c. Select the channel you want to download from the drop-down menu and click OK.



2.4. Checking Channels Out/In

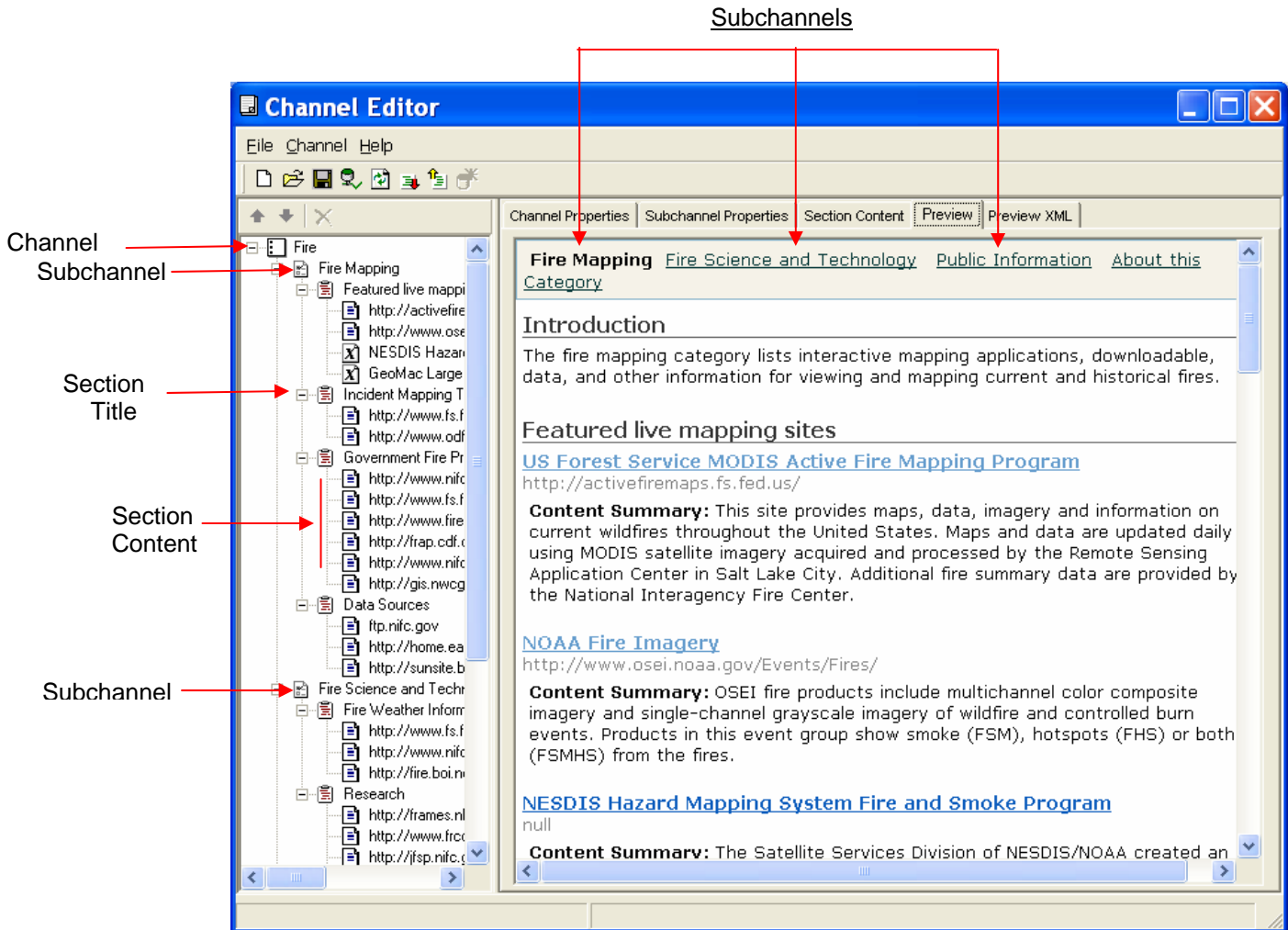
- a. Check out the channel by clicking on the check out button on the toolbar, pressing CTRL+F1, or going to Channel → Check Out channel. Check out prevents others from updating while you have it checked out.

- b. Update the content. When you have finished editing the channel, check it in by clicking on the Check In button on the toolbar, pressing CTRL+F2, or going to Channel → Check In Channel. Make sure that the file to check in is open in the Channel Editor.



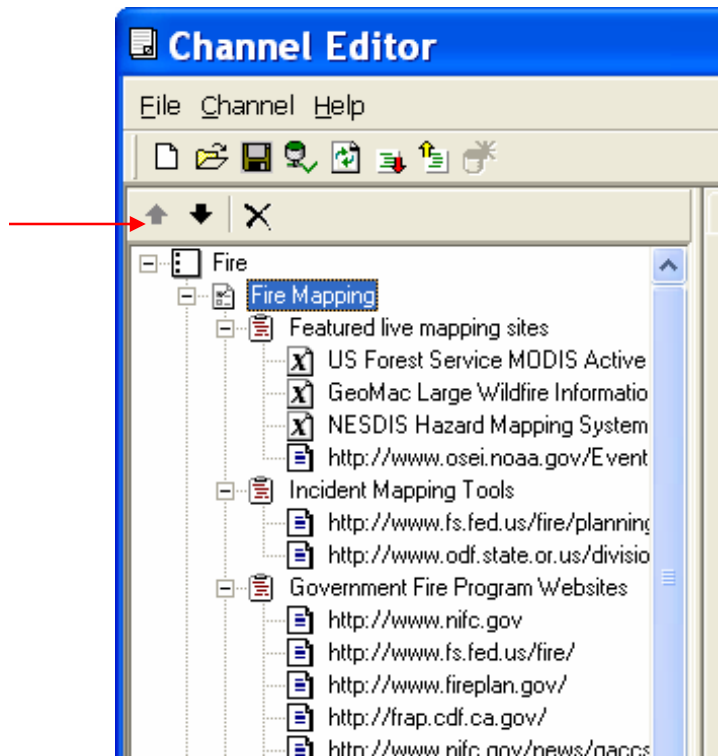
2.5. Channel Layout

- a. The channels are made up of subchannels, sections, and section content.



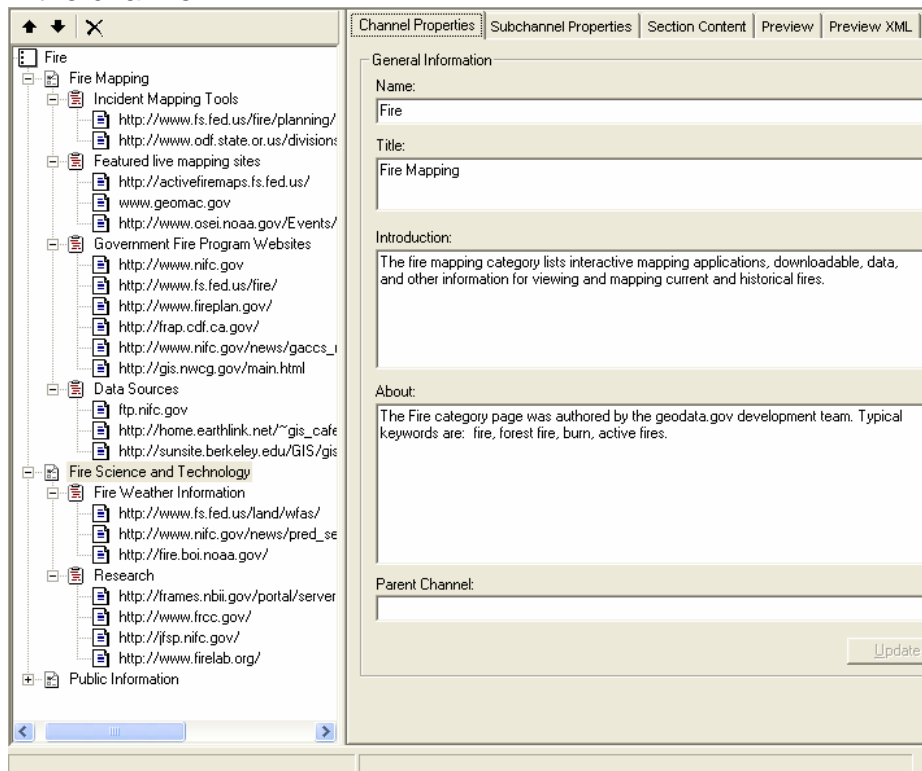
2.6. Arranging the Order

- a. You can rearrange the order of the content on your channel in two different ways:
Select the section or section content that you want to move. Click on the up or down arrow to change the order. You can't copy a section from one subchannel to another. To move a section to another subchannel you will have to delete it and recreate it in the new subchannel.

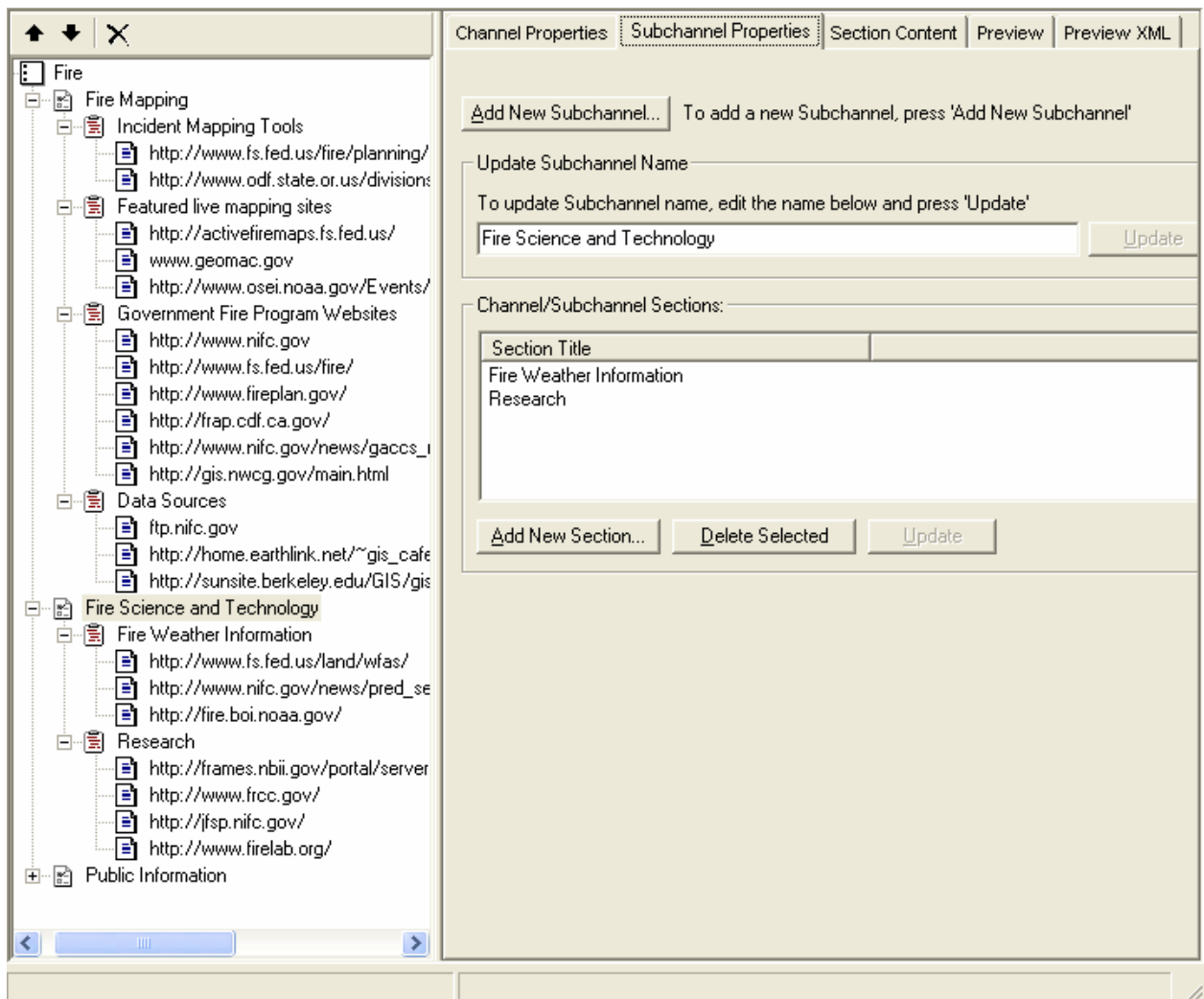


2.7. Editing Channel Properties

- a. Click on the Channel Properties tab.
- b. Here you can edit the name, title, introduction text, and about text of the channel.



c. To add a sub-channel, select Subchannel Properties tab

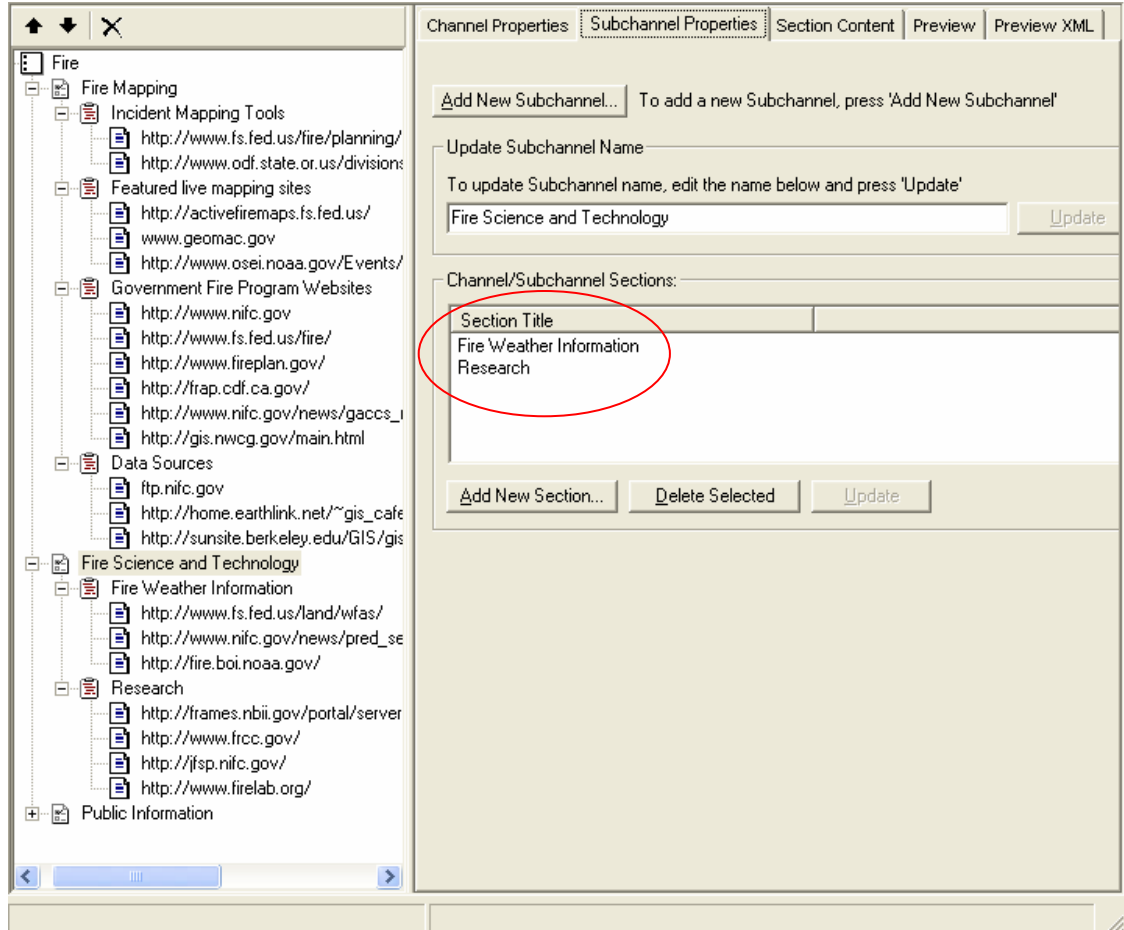


d. Click on the Add New Subchannel button and enter the name of the subchannel.

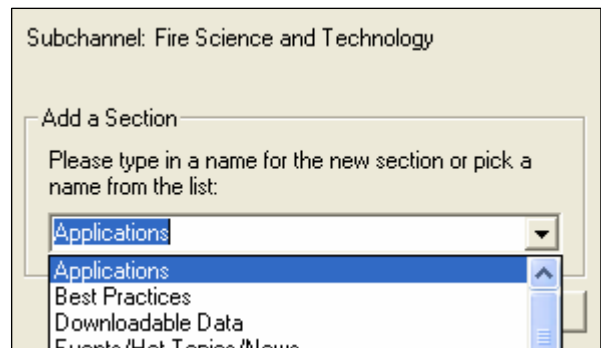
e. To update the subchannel name type in the subchannel name box and then select Update.

2.8. Editing Channel/Subchannel Section Properties

- a. To change the title of the section links, click on the link, retype the name within the field, and then click the Update button.

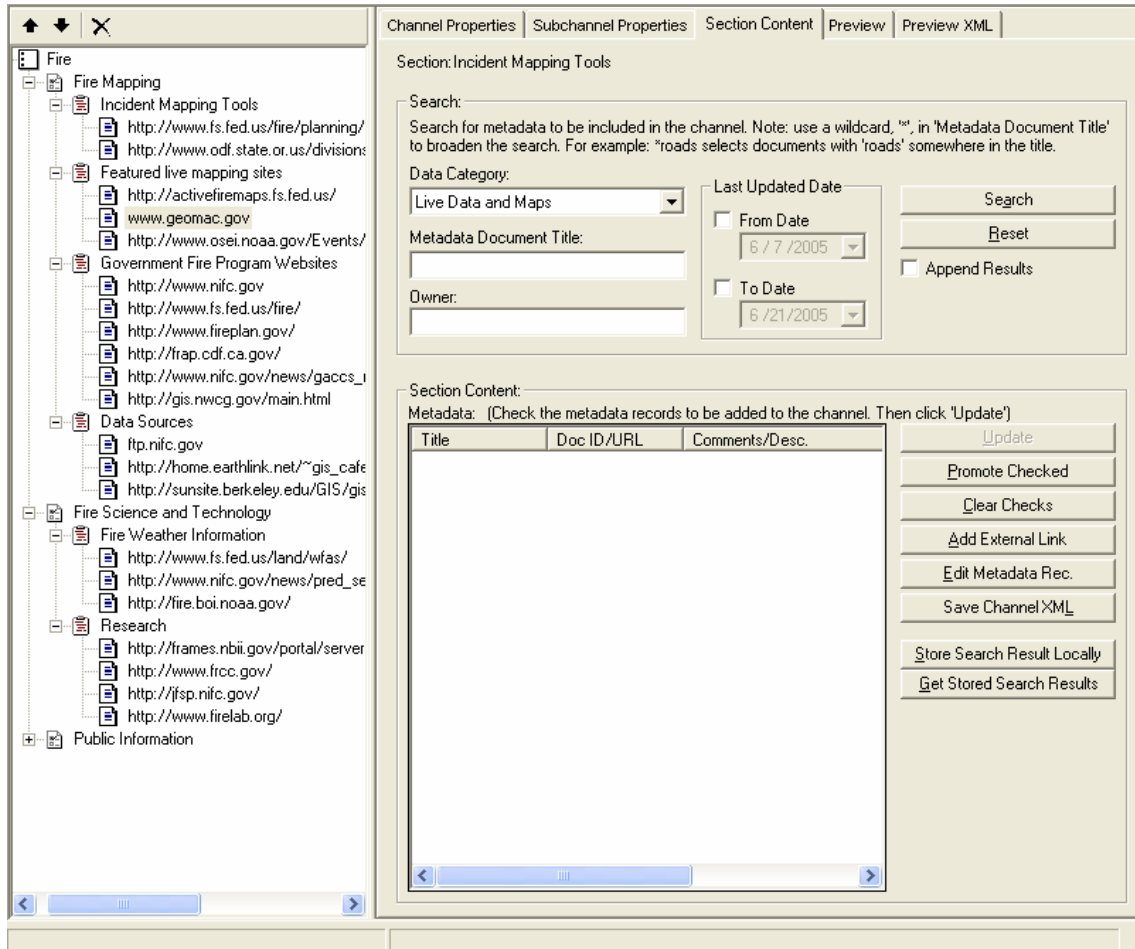


- b. To add a new section, click the Add New button. Type in the name of the new section and click Add.
- c. To delete a section, select it from the box where sections are listed, and click Delete Selected. Note: Deleting a section or link will delete all of the records within that section.



2.9. Editing Section Content: Searching for Metadata

- a. Each Channel/subchannel page is broken up into sections. The sections provide a separation between the different metadata. The search function searches through all of the metadata in geodata.gov, not just metadata within the current channel. Click on the Section Content tab.



- b. The top half of the Section Content screen is dedicated to searching for metadata to be included in the channel.

Channel Properties | Subchannel Properties | Section Content | Preview | Preview XML

Section: Incident Mapping Tools

Search:
 Search for metadata to be included in the channel. Note: use a wildcard, '*', in 'Metadata Document Title' to broaden the search. For example: *roads selects documents with 'roads' somewhere in the title.

Data Category:

Metadata Document Title:

Owner:

Last Updated Date
 From Date

 To Date

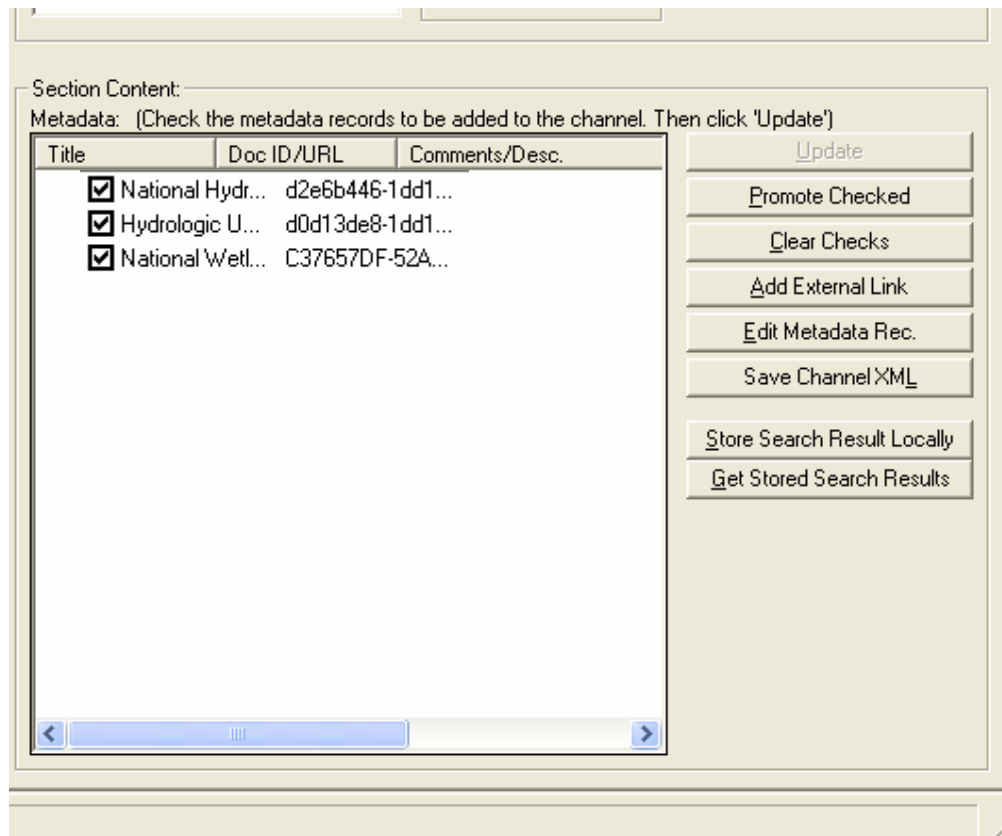
Append Results

- Data Category
 This is a mandatory field. Metadata are classified by categories. Select what kind of data you are looking for. The default is Live Data and Maps.
- Metadata Document Title
 This searches only within titles of metadata, not keywords or themes.
- Owner
 If you want to search a specific user's records, enter their geodata.gov username in this field. It must be exact; however, it is not case sensitive.
- Last Updated Date
 Specify a date range of the metadata record.
- Append Results
 Check this box if you search multiple times and want the results of all searches. If this box is unchecked, then records found in previous searches will disappear, except for the ones that have a check next to their names.

- c. Click the Search button once you have entered all of your criteria.
- d. In between searches, make sure to click the Reset button. Also, if the search functionality is not working, clicking Reset may resolve the issue.

2.10. Editing Section Content: Saving/Loading Search Results

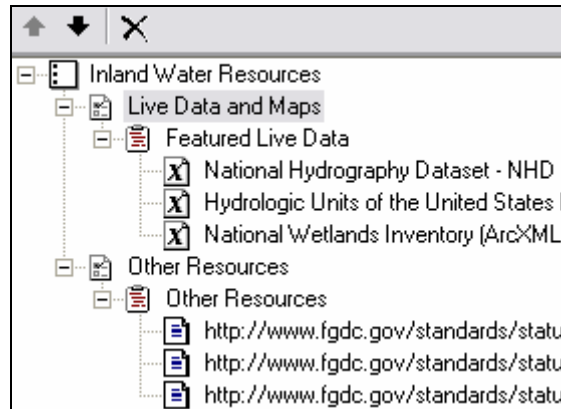
- a. Records matching your query will be shown in the bottom half of the Section Content screen. If you don't want to add content to your section yet, you can save search results for later use. Click on the Store Search Result Locally button.



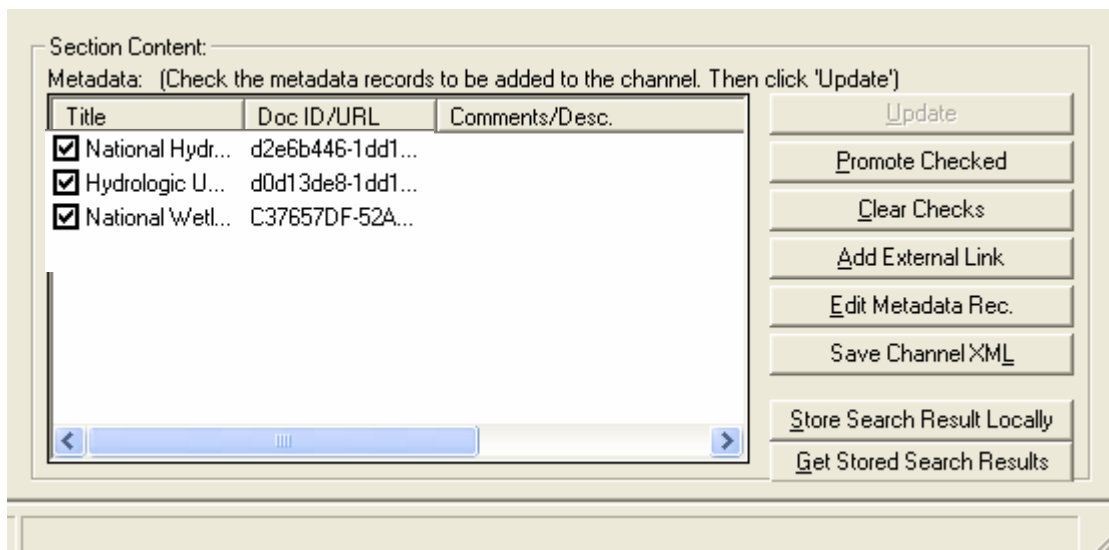
- b. Save your file, which will be in XML format?
- c. When you want to load your search results, click the Get Stored Search Results button.

2.11. Editing Section Content: Adding Records to Sections

- a. Once you've searched for records, you can add any number of them to sections.
- b. Make sure that the section where you want the record to be in is selected in the left menu.

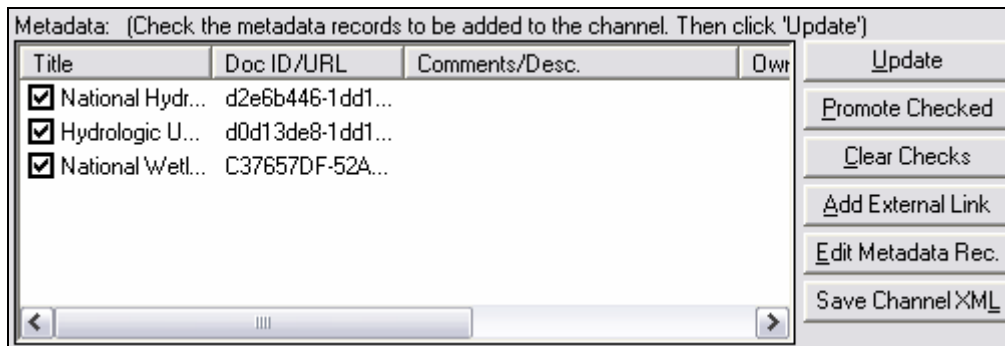


- c. Check all of the records that you want to add to that section. If you do another search, all records that are checked will remain on the list, whether or not the “Append Results” box is checked. For example, in the following figure, the three records that are checked will be added once Update is clicked.
- d. To easily view all of the currently checked records, click on the Promote Checked button. This will bring all checked records to the top of the list. The following figure is after the Promote Checked button has been clicked.



e. To view a record's metadata, double click its name in the search results box.

f. Note: Click the Update button after every change or addition you make and before you preview or leave this screen otherwise you will loose your changes!



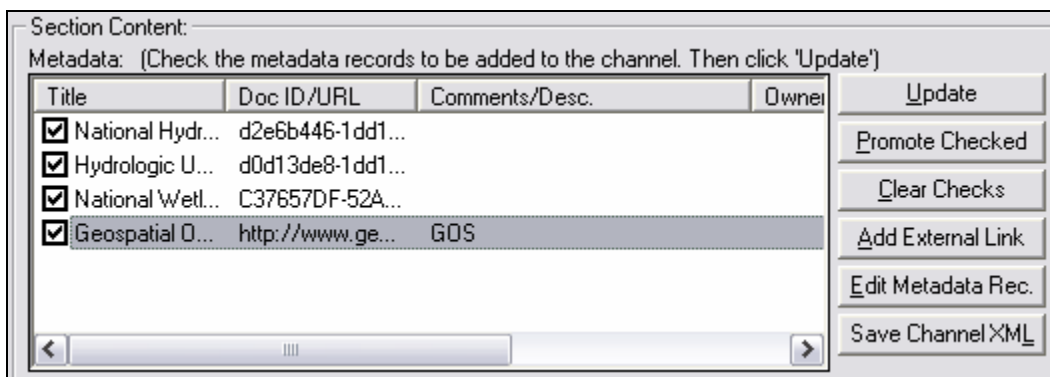
2.12. Editing Section Content: Adding/Editing External Links

a. You can add links to sites that are not referred to in any GOS metadata. To do this, click the Add External Link button.

b. Specify attributes of the external link.

- Name
This will be the title of the link on the channel's page.
- URL
Enter the URL of the site.

- Description
The description will be shown as the content summary.
 - Clear Form Checkbox
If you want to add multiple external links, check the Clear Form on Add box. This will set the fields blank after you add a link.
- c. Click Add.
 - d. Now the new external link will be in the list of content. **Make sure to click the Update button to put the new external link in the section.**
 - e. Once the external link is created, you can edit it by clicking Edit Metadata Rec. You'll be able to revise the title, URL, and description.



Application

- f. Note: If you select a record that is not an external link and click the Edit Metadata Rec. button, you can update the Title and Doc ID.
- g. This is a good way to add records if you already know the doc id and title from using the search. It is also a work around to get GOS metadata records into the community that you weren't able to get by doing a search.

2.13. How to add records that don't show up in the search

- a. A good way to add records if you already know the doc id, is to do a geographic search. This will bring in some records that you can modify. Click in the check box on a metadata record that has not been selected. Click on the title to activate it. Select Edit Metadata Rec. You can now replace the title and doc id with the record information you copied from the GOS metadata record. Select Update and then preview to see your changes.

2.14. Previewing

- a. You can preview your channels page by clicking on the Preview tab. **Make sure you have clicked the button to update your content and have saved your changes.**