

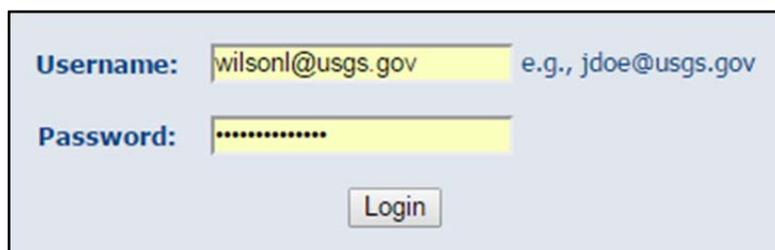
Exercise 4: Upload a Service Definition file in ScienceBase (15 min)

Goals:

- Log into ScienceBase
- Execute a Search
- Create a folder with student name
- Upload a Service Definition file with a metadata file
- Upload a zipped version of the original shapefile
- Manage permissions

1. Sign in

- Go to <https://www.sciencebase.gov/catalog/>
- Click on Log In
- Enter username and password
 - username is your DOI email address
 - password is your Active Directory Password



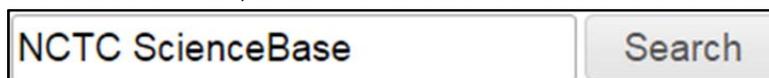
Username: e.g., jdoe@usgs.gov

Password:

Login

2. Execute a Search

- In the Search Box, enter NCTC ScienceBase and click Search



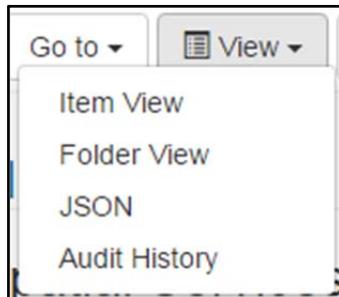
- From the Search Results list, click on the **NCTC ScienceBase and DataBasin Training 2016**

 **NCTC ScienceBase and DataBasin Training 2016**

Training materials for joint NPS/FWS Geospatial Training Workshop. ScienceBase and Data Basin - Interagency Web Mapping and Collaboration ...

3. Create a Folder with Student Name as title

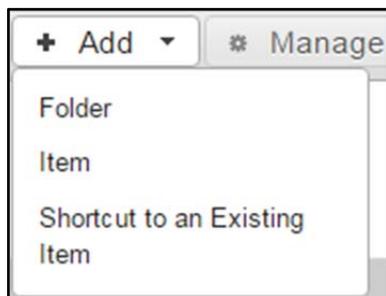
- Change view to Folder View by clicking on View>Folder View



- Or, alternatively to change to Folder View, click on NCTC ScienceBase and Data Basin Training 2016 from breadcrumb

[Communities](#) → [Training Community](#) → [NCTC ScienceBase and Dat...](#)

- Click on Add>Folder



- In the “**Name**” field enter your First/Last Name and in the “**Description**” indicate

A screenshot of a 'New Folder' dialog box. The dialog box has a title bar that says 'New Folder'. Below the title bar, there is a heading 'Add a new folder' and a sub-heading 'Enter the name of the new folder.'. There are two input fields: a 'Name' field with the text 'Lei Ann Wilson' and a 'Description' field with the text 'Lei Ann's Test Folder'. At the bottom right of the dialog box, there are two buttons: 'Create' and 'Cancel'.

that it is your test folder and select “**Create.**” (see below example)

4. Upload a Service Definition file with a metadata file

- Click on “**Add Item**”

- Click on “**Import File(s)**”

New Item:

How would you like to create this item?

- Click on “**+Add Files**”
- Browse to files and select:
 - **d:\CollaborativeWebMapping\MyData\metadata-StaffedVisitorStations_R8.xml**
 - **d:\CollaborativeWebMapping\MyData\StaffedVisitorStations.sd**

Note: To multi-select files, left-mouse click on one file and hold down the shift button on keyboard and left-mouse click on the other desired file.

 - Click on “**Open**”
- Select “**Done Uploading**”

Upload files:

Name	Type	Status	Preview Image		Title
StaffedVisitorServices_R8_WM.shp.xml	application/fgdc+xml	done		<input type="button" value="Remove"/>	<input type="text"/>
StaffedVisitorStations.sd	x-gis/x-arcgis-service-def	done		<input type="button" value="Remove"/>	<input type="text"/>

- To scrape the metadata, select “**Load Item from FGDC Metadata- Replacing Existing Values**”

Found FGDC Metadata...

An FGDC metadata file was found among the uploaded files. Base the ScienceBase item record on this data?

Load Item from FGDC Metadata - Replacing Existing Values

Update Missing Item Data from FGDC Metadata Cancel

- Select **“Save”** and the item should look like:

https://www.sciencebase.gov/catalog/item/56b902f7e4b08d617f63a68f

Staffed Visitor Stations - USFWS, Pacific Southwest Region

Dates
 Publication Date : 2015-02-17
 Time Period : 2015-02-17

Citation
 U.S. Fish and Wildlife Service, 20150217, Staffed Visitor Stations - USFWS, Pacific Southwest Region: U.S. Fish and Wildlife Service: Sacramento, CA, http://databasin.org/datasets/8c4e310ee51d4116b41d8de277629577.

Summary
 This dataset depicts staffed visitor stations within the Pacific Southwest Region of the U.S. Fish and Wildlife Service. Staffed visitor stations may be refuge offices that are open to the public during specified hours, or may be dedicated visitor centers. This dataset does not include kiosks or other areas which contain information for visitors but are not staffed. The locations of these stations are based on the USFWS Corporate Master Table, with additional editing and updates based on the input of field and visitor services staff.

Contacts
 Point of Contact : Justin Epting
 Distributor : Justin Epting
 Metadata Contact : U.S. Fish and Wildlife Service, Division of Refuge Planning
 Originator : U.S. Fish and Wildlife Service
 Publisher : U.S. Fish and Wildlife Service

Attached Files

File Name	Original Metadata	Date	Time	Author	Size	Process
StaffedVisitorServices_R8_WM.shp.xml	Original Metadata	2016-02-08	13:57	wilson@usgs.gov	16 KB	Process file contents
StaffedVisitorStations.sd	Original Metadata	2016-02-08	13:57		846 KB	
thumbnail.png		2016-02-08	14:04		2 KB	

Related External Resources

Type: Online Link
 Web Link : http://databasin.org/datasets/8c4e310ee51d4116b41d8de277629577

Type: webLink
 Feature Layer : http://databasin.org/datasets/8c4e310ee51d4116b41d8de277629577

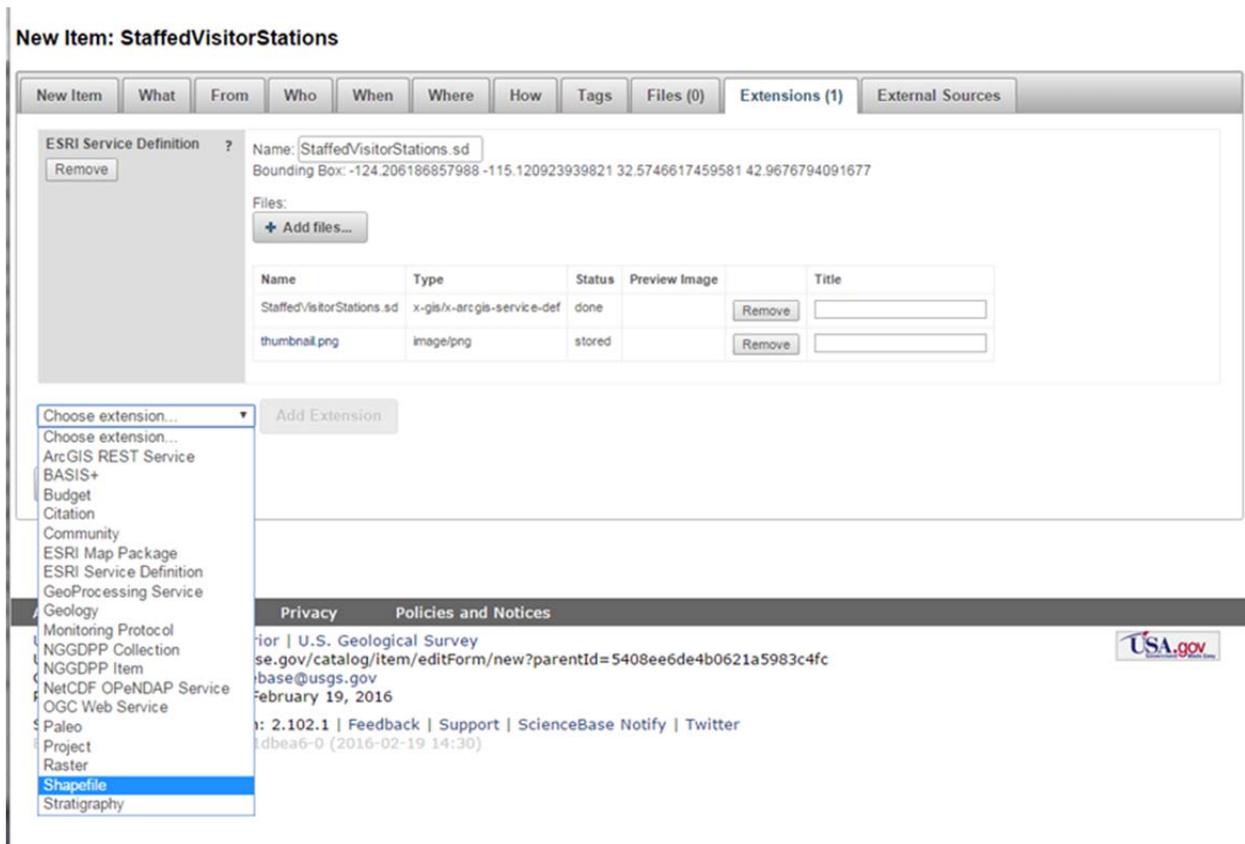
Purpose
 This dataset is intended for management of National Wildlife Refuges by the USFWS and is also intended to inform the public of staffed visitor stations. The public should contact individual National Wildlife Refuges prior to visiting to ensure hours of operation and amenities provided.

Spatial Services
 ArcGIS REST Service : https://www.sciencebase.gov/arcgls
 ArcGIS WMS Service : https://www.sciencebase.gov/arcgls

Permissions
 Readable By: (INHERITED)
 • PUBLIC
 Writable By: (INHERITED)
 • ROLE USFWS
 • ROLE USNPS

5. Upload the Zipped Shapefile for easier downloading

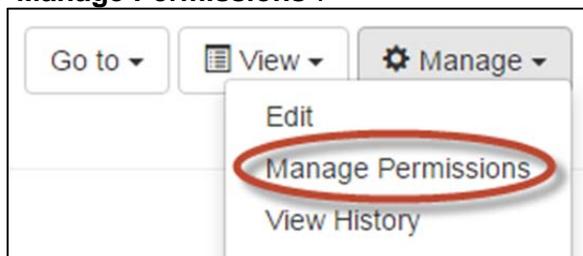
- To upload the zipped shapefile, go to the Extensions tab and choose 'Shapefile' as the extension type in the bottom window, as shown here:



- Browse to the zipped shapefile **d:\CollaborativeWebMapping\MyData\StaffedVisitorStations_R8.zip** and select it. It will then be added to this ScienceBase record and made available for download in ScienceBase and later in DataBasin, after we import this record into DataBasin.

6. Manage Permissions

- To manage permissions on who can view and edit the ScienceBase Item, click on an item's main "Manage" drop down menu (located in the upper right corner), and select "Manage Permissions":



- Or, alternatively click the settings icon next to the permissions label in the right sidebar:



- In the “**Manage Permissions**” menu, it is possible to limit read and write permissions to individual users or groups of users. By default items are set to inherit the permission settings from their parent item.

Note: For users that wish to secure data in ScienceBase and have the maps accessible from Data Basin, they will need to manage the security in ScienceBase via **Manage Permissions**. (See **Exercise 6: Accessing Sensitive Data in Data Basin**).

Manage Permissions: Staffed Visitor Stations - USFWS, Pacific Southwest Region

Item Readable By:	Inherited: <input checked="" type="checkbox"/> <ul style="list-style-type: none"> • PUBLIC inherited from...
Item Writable By:	Inherited: <input checked="" type="checkbox"/> <ul style="list-style-type: none"> • ROLE:USFWS • ROLE:USNPS inherited from...

Update data in background task (asynchronously)

Save Cancel

- In the **Item Writable By** section, de-select “**Inherited**” to create custom permission settings:

Manage Permissions: Staffed Visitor Stations - USFWS, Pacific Southwest Region

Item Readable By:	Inherited: <input checked="" type="checkbox"/> <ul style="list-style-type: none"> • PUBLIC inherited from...
Item Writable By:	Inherited: <input type="checkbox"/> ROLE:USFWS <input type="button" value="Remove"/> ROLE:USNPS <input type="button" value="Remove"/> Permissions: ROLE: <input type="text" value="Type a role ..."/> <input type="button" value="Add"/> USER: <input type="text" value="Type a user ..."/> <input type="button" value="Add"/>

Update data in background task (asynchronously)

Save Cancel

- The “**USER**” field in the **Item Writable By** section, begin typing in the name of your neighbor to give them write access to the ScienceBase item. Their name should appear in the drop-down selection list and click on their name and select **Add** and then **Save**.

Note: If the person is not found in the drop-down selection, they do not have an account to ScienceBase.