Appendix II – GIS Data Sharing MOU

Procedure for Establishing Cross-Organizational Sharing Group

Note: These steps are subject to change as this technology is rapidly evolving.

Steps to establish the cross organizational sharing group with a client:

1. Create a group and configure the group settings

   - Create a group from the Groups page
   - Configure the setting only allow group members to view the group
   - Configure the setting where only group owners and managers can contribute content

This will ensure that the group owner controls who can see the group and who can contribute content.

2. Invite User

   - Instruct intended user to ensure his/her account name is discoverable across ArcGIS Online so that it may be found when searched for.
   - Select the Invite Users button on the group page
   - Uncheck the only search for member in the organization check box

- Search for client's username, and follow the prompts to invite the username

3. Have the client accept the invitation

   - The client must login to their ArcGIS Online account
   - Navigate to the Groups page
   - Click on the available invitation and select Join this group
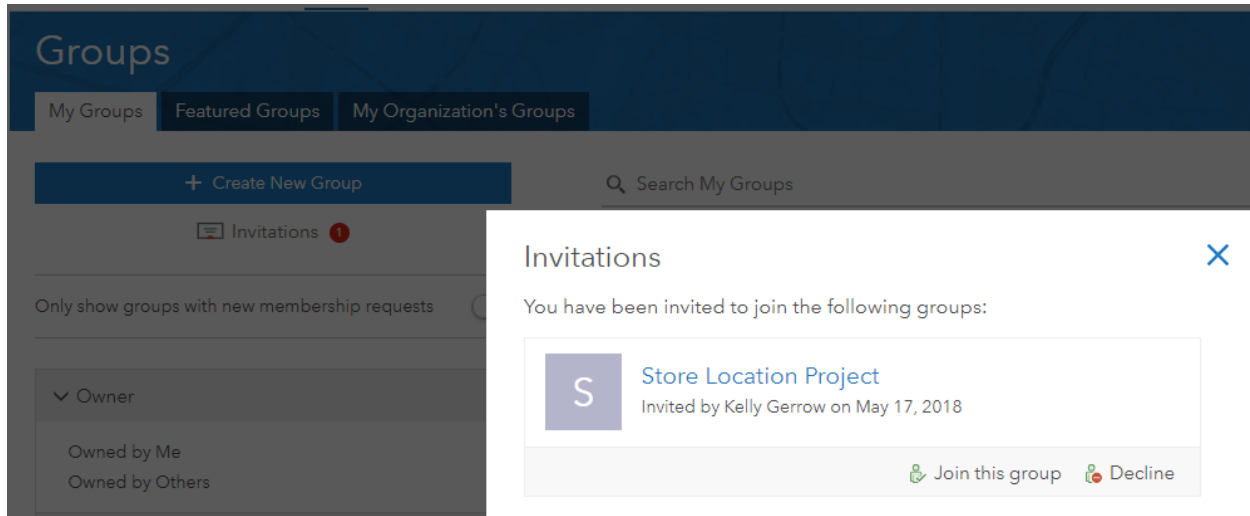
4. [Share items with the Group](#)

   - [Share](#) the web application and supporting items such layers, webmaps and files with the group to give the client access to the items

5. Communicate with the client how to access the items

As the group is set up with the correct items, share the link to the application with the customer. All the client needs to do is navigate to the app link and provide their ArcGIS Online username and password. Although more items have been shared with them, the client doesn't need to navigate to these directly.