Thank you for opting in to share your data with AFC. The data will be shared through Esri ArcGIS Online utilizing their best practices standards and safety and security. The data will be shared in a view only mode (non-editable), and will not be made available to the public or any other parties. For your organization to share the data, there are three tasks that need to be completed:

- 1. Create a view only feature layer for the data collected via AMP
- 2. Create a Group to share the data with AMP
- 3. Share the data

Task 1 and task 3 will need to be completed individually for both the Valve data collection survey and the Fire Hydrant data collection survey. The Valve and Fire Hydrant Forms will be shared to the same Group created in Task 2.

The instructions below will be for the Fire Hydrant form, but the same steps should be taken for the Valve form.

Thanks again for opting to share your data with AFC!

Please contact bmyl@american-usa.com for any questions or more information.

Create View Only Feature Layer for The Data Collected via AMP

1. Log on to your organizations ArcGIS Online account and select the 'Content' tab and navigate to the 'Survey-Fire Hydrant' folder (or which custom folder you keep your data collected via the AMP app), and select the 'Fire Hydrant' Feature Layer (hosted)' item.

Home	Gallery	Мар	Scene	Notebook	Groups	Content	Organization		Q	Ç9	Benjar byaris	I
Conten							My Content	My Favorites	My Groups	My Organizati	on Livir	ng Atlas
+ Ne	w item	🔡 Create	app	Q Search Surv	ey-Fire Hydran	t				🖬 Table 🦷	Date Modified	¦†↓ Filter
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🗎 My Aj	ops		•	Fire Hydrant			🔣 Web Map		ů	☆ …	Sep 6, 2022	
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🖻 Surve	y-Fire Hydrant)										

2. Select 'Create View Layer'



3. Select 'Next'



4. Select 'Next'



5. Select 'Create'



Create a Group to Share Data With AFC

1. In your organizations ArcGIS Online account and select the 'Groups' tab and '+ Create group'

Home Gallery Map Sce	ne Notebook Groups Content Organi	ation	Q 🗘	* * * * * * *
Groups		My Groups F	Featured Groups	My Organization's Groups
E Create group	Q Search My Groups			Title Filter
Filters	0 - 0 of 0 Filters Created: Today X Clear filters			
Only show groups with new O	No groups foun changir	d that meet your criteria. Try clearing so 1g your search term to show more grou	ome filters or ups.	
 Owner byaris Another organization member Someone outside the organization 				
 Special groups Open Data Shared Update Distributed Administrative Organization Settings () 				
 Date created Clear Today Vesterday Last 70 days Last 30 days Custom range 				

2. Name the Group <Your Organization>_AMP (for example: James Town Water_AMP). For 'Group membership' check the 'Only group members' option.

Name James Town Water AMP	_	
Summer		
A short description of the purpose of your group		
	T Upload image	
Tags		
Add tags		
roup membership		
roup membership Who can view this group?		

3. Confirm the rest of the settings are the same as pictured below. Once complete, select 'Save'

roup membership				
Who can view this group?				
Only group members				
O All organization members				
O Everyone (public)				
Who can be in this group?				
O My organization's members only				
 My organization's members only Any organization's members 				
 My organization's members only Any organization's members How can people join this group?				
My organization's members only Any organization's members Mow can people join this group? By invitation				
 My organization's members only Any organization's members How can people join this group? By invitation Who can contribute content? 				
 My organization's members only Any organization's members How can people join this group? By invitation Who can contribute content? All group members 				
 My organization's members only Any organization's members How can people join this group? By invitation Who can contribute content? All group members Group owner and managers 				
 My organization's members only Any organization's members How can people join this group? By invitation By invitation Who can contribute content? All group members Group owner and managers Who can see the full list of members on the full list of members of the full list of mem	he group's Members tai			
 My organization's members only Any organization's members Any organization's members By invitation By invitation Who can contribute content? All group members Group owner and managers Who can see the full list of members on t Anyone who can view the group 	he group's Members tat	»? ®		
 My organization's members only Any organization's members Any organization's members By invitation By invitation Who can contribute content? All group members Group owner and managers Who can see the full list of members on t Anyone who can view the group 	he group's Members tal	5? ®		

4. Select the 'Invite users' tab



5. Turn the 'Search all ArcGIS Online organization members' tab on, and search for 'American-USA', and 'Invite users'

Invite users	×
Q. Bearch users	ㅋ Name Fiber
Who can be in this group? Any organization's members	
Filters	(\mathbb{Q})
Search all ArcGIS Online organization	
> My groups	Enter a search term to find users across all of ArcGIS Online.
	Invite users Cancel

Share the data with the AFC Group

1. Select the 'Content' tab and navigate to the 'Survey-Fire Hydrant' folder and select the 'Fire_Hydrant_view' item

Home	Gallery	Мар	Scene	Notebook	Groups	Content	Organization		Q	P		
Content							My Content	My Favorites	My Groups	My Organiza	ation Liv	ing Atlas
+ Ne	w item	88 Create a	арр	Q Search Surv	ey-Fire Hydra	int				🖬 Table 📑	≡ Date Modified	↓†↓ Filter
Folders			et	1 - 4 of 4 in Survey-Fi	e Hydrant							
Q Filter	folders			Title							Modified	•
🗇 All M	/ Content		Î (Fire_Hydrant_	iew		🧕 Feature Layer	(hosted, view) 🔻	ô	☆ …	Sep 9, 2022	
🖒 byaris 🖯 My Ap	pps			Fire Hydrant			💽 Web Map		ô	☆ …	Sep 6, 2022	
🗎 Surve	y-AMP			Fire Hydrant			Form		ů	☆ …	Sep 6, 2022	
🗎 Surve	y-AMP Hydrant			Fire Hydrant			🧕 Feature Layer	(hosted) 👻	ô	☆ …	Sep 6, 2022	
Surve	y-Fire Hydrant)	•									

1. Select the 'Share' widget

Fire_Hydrant_view 🥒		Overview	Data	Visualization	Usage	Settings
🖉 Edit thumbnail				Open i	n Map Viewer	*
	Add a brief summary about the item.	0	' Edit	Ope Open i	n in Scene View n ArcGIS Deskto	ver
	Created: Sep 9, 2022 Updated: Sep 9, 2022 View Count: 2				Publish ~	
Add to Favorites				E	Export Data 🖂	
Description		l	9 Edit		Share	
Add an in-depth description	of the item.					

2. Select the 'Everyone (public)' tab and select' Edit group sharing'

*Everyone (public) means people outside your organization can view the data ONLY if they are a member of the group. This does not mean anyone in the public can view your data.



3. Select the group name you created (for example: James Town Water_AMP) and 'OK'

< Group sharing		×
Q Search groups		{†↓ Filter
Filters	1 group selected 🗢 Clear selection	
 Owner byaris Another organization member Someone outside the organization 	J James Town Water_AMP S Survey123 Template Applications	مَّہ Revert
 Group membership setting Special groups Date created 		
		СК

4. Select 'Save'

Share			\times
Set sharing	level	⊆ Revert	
O ĝ	Owner Owner of the item(s) has acce	ss	
0 📠	Organization All members of your organiza	tion have access	
• 🔇	Everyone (public) People outside your organiza	tion have access	
Set group s	haring	⊆ Revert	
J		හී Edit group sharing	
		Save Cancel	