



GeoComm Submitter User Guide

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Introduction

Purpose

This manual is intended for GeoComm GIS Data Hub users who have also subscribed to GeoComm Submitter to simplify their data submissions into GIS Data Hub. It will be a helpful resource to those who would like to know how to use GeoComm Submitter tool in the Esri ArcMap. Each section in the manual provides step by step instructions for using the tool with its screen captures.

GeoComm Submitter

GeoComm Submitter is an ArcMap add-in toolbar developed by GeoComm for GeoComm GIS Data Hub users. This tool has been developed to simplify the process of creating data packages from within ArcMap and submitting to GIS Data Hub. In the ***Administrator*** part of the tool, the user can specify the **Package Destination URL** (URL for GIS Data Hub) and **Package File Location**.

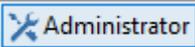
Once installed and configured the GeoComm Submitter can be utilized to create data packages utilizing data from the Table of Contents (TOC) within ArcMap and/or browsing to a location on the users computer where the data may reside for data like the MSAG and ALI data that would not reside in the TOC.

Packaging Process

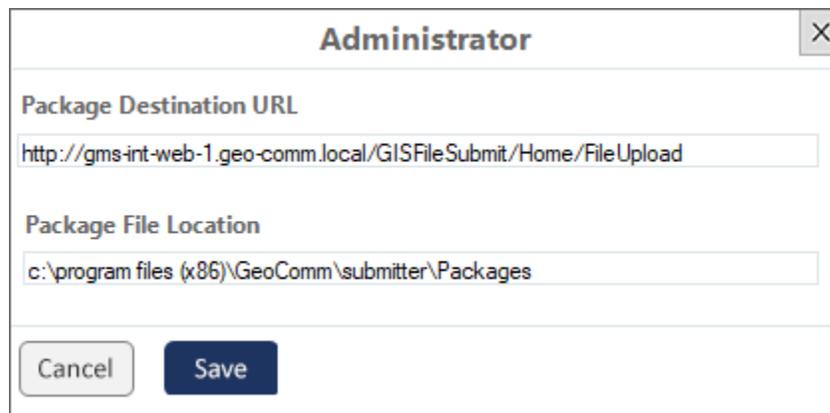
Note: In order for **Submit Data** button to be active, user must ensure that the **Package Destination URL** and **Package File Location** items are filled out in the **Administrator** and GIS data must exist in the ArcMap TOC.



Specify Admin Settings

1. Click on  **Administrator** setting.
2. Specify the **Package Destination URL**. This can be your URL for GIS Data Hub (GDH).
3. Update the **Package File Location** if desired
4. Click **Save**, this creates the Settings.json file and the **Package File Location** folders

Note: On install, the default Package File Location path is set as the applications install path, this can be changed by the user

A screenshot of the "Administrator" dialog box. The title bar says "Administrator" with a close button (X). There are two text input fields. The first is labeled "Package Destination URL" and contains the text "http://gms-int-web-1.geo-comm.local/GISFileSubmit/Home/FileUpload". The second is labeled "Package File Location" and contains the text "c:\program files (x86)\GeoComm\submitter\Packages". At the bottom, there are two buttons: "Cancel" and "Save".

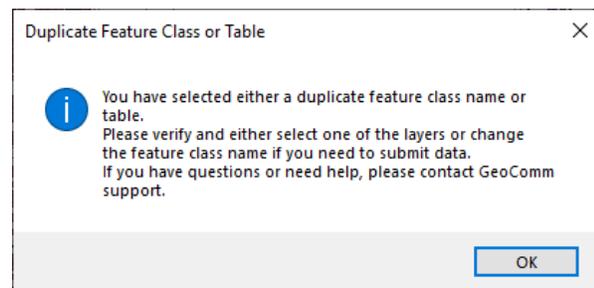
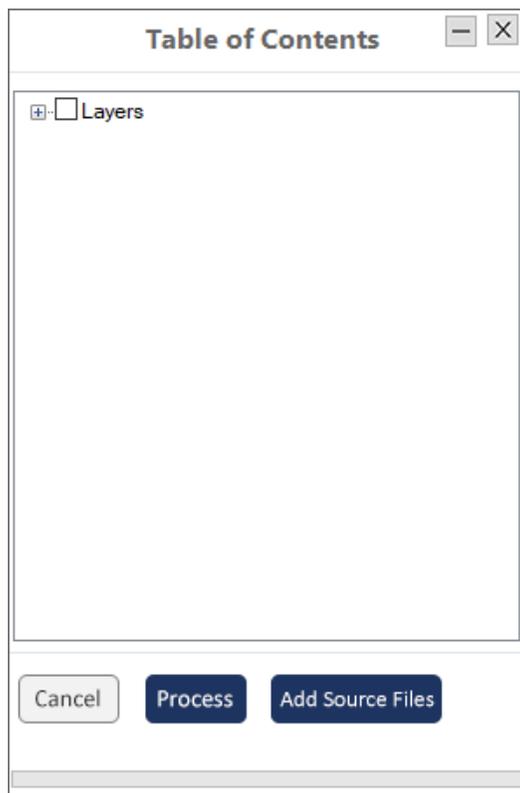
Add GIS Data/Table

Add table or layer data from ArcMap to enable the **Submit Data** tool.



Submit Data

1. Once the tool is enabled, click  **Submit Data** on the toolbar to open the TOC window.



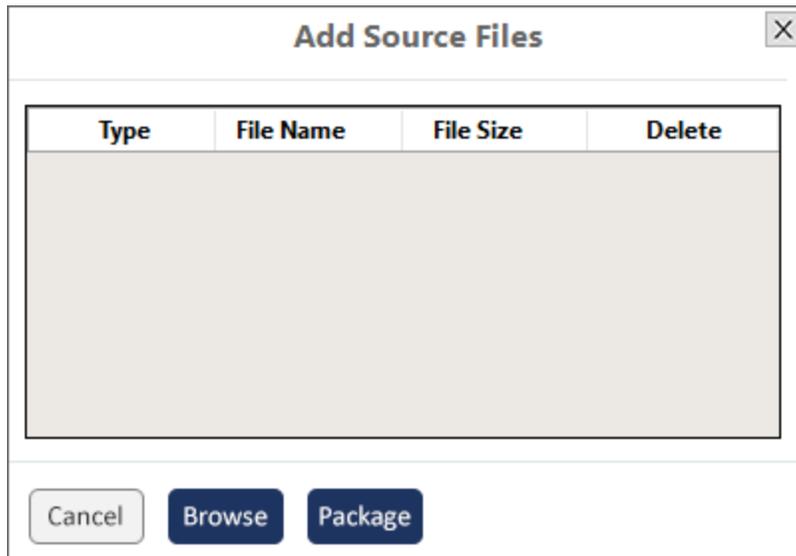
2. Now, expand the root node in Table of Contents (TOC) window to view all the layers/tables added along with its data source.

Note: A layer added twice with same data source will not duplicate in the custom TOC unlike in the default ArcMap TOC.

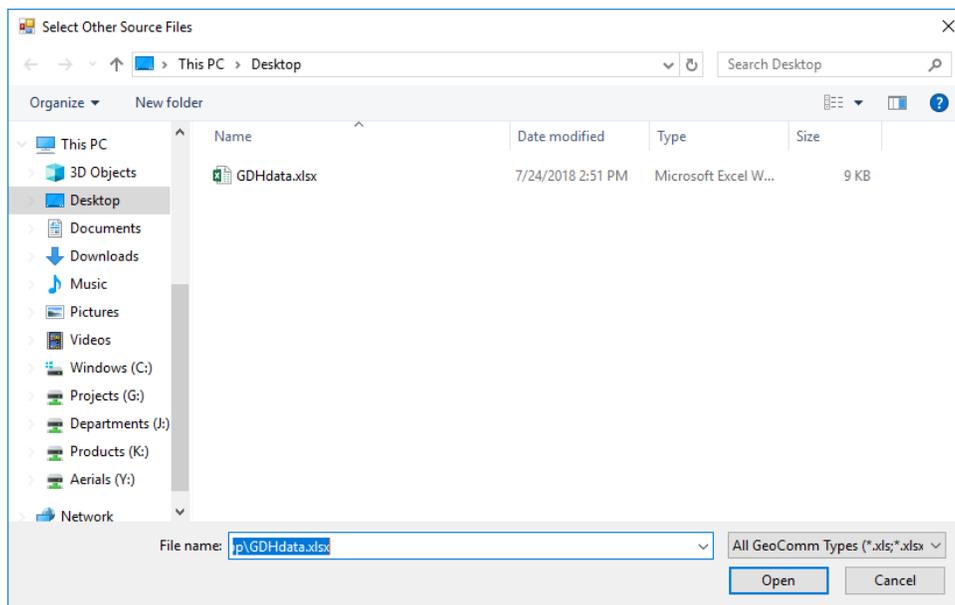
Note: The custom TOC enables the user/admin to make a selection without switching the layer on/off.

Note: If a layer with the same name but different data source will show in the custom TOC, only one can be selected for submission.

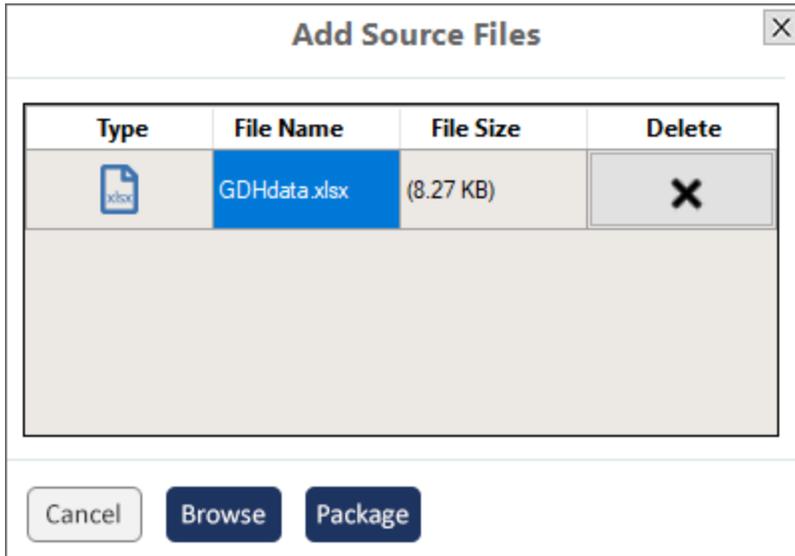
3. Click on **Add Source Files** to open **Add Source Files** window. Click on **Browse** to start browsing for files that are not in your ArcMap TOC.



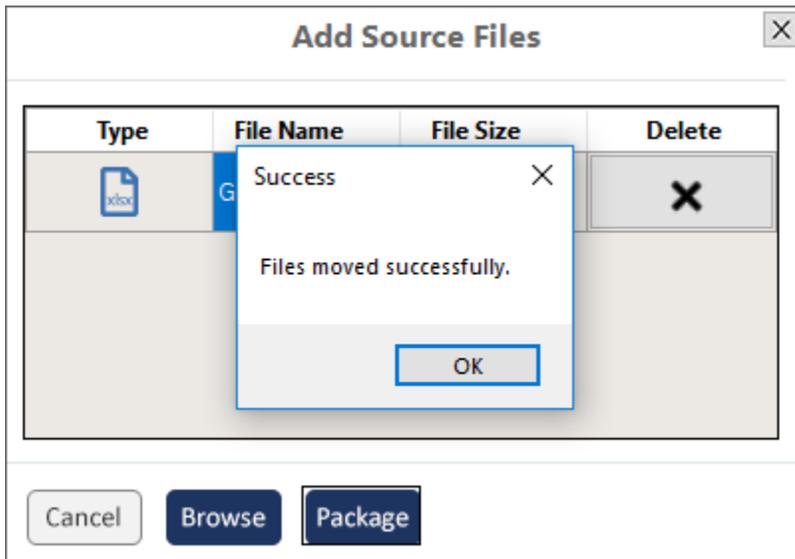
4. The user can view only .xls, .xlsx, .txt, and .csv files in the File selection dialog box for selection.



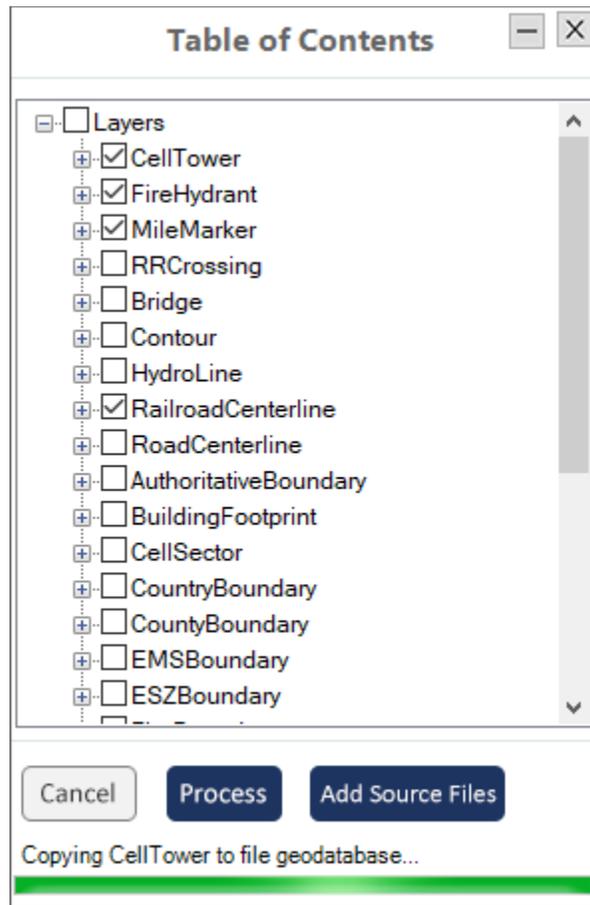
- 5. Select the files for the packaging process by double clicking the file or click on **Open**. All the selected files will populate in **Add Source Files** window.



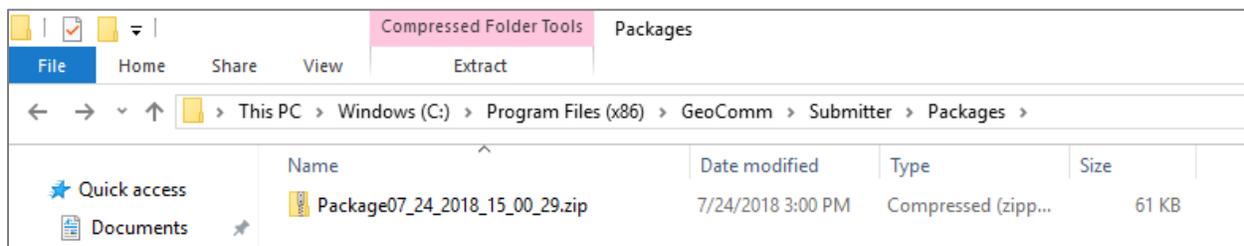
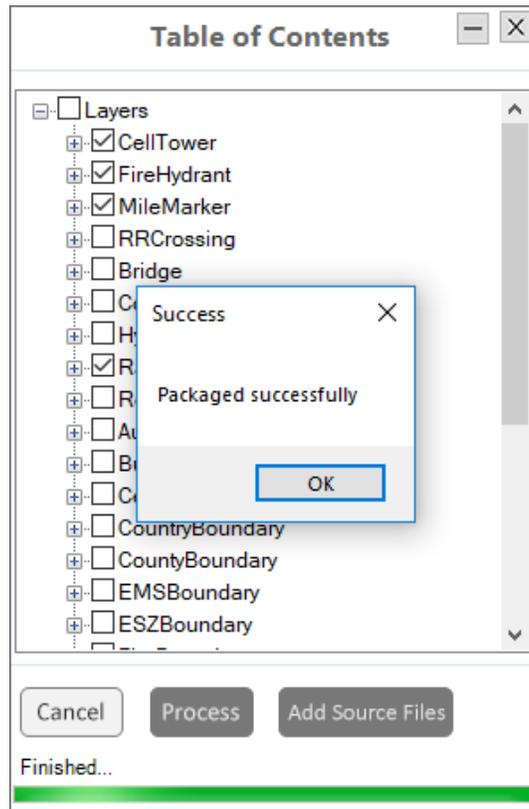
- 6. Click on **Package** button to add these source files to the files selected in the TOC.



7. Now, select the layers/tables you want to export in the package and click on Process button.



- You will get a confirmation message once the selected layers get exported and a file geodatabase gets created on the Administrator specified Package File Location. All the packages get created with the time stamp.



Note:

All the files, layers, and tables packaged through GeoComm Submitter will get zipped together in the folder created in the Packages folder.

Revision History

Revision #	Revision Date	Brief Description of Change(s)	Approved By