# **How to Share to Equity Hub**

The <u>GIS for Equity Hub</u> is the central location for sharing GIS data, applications, and tools that are used to inform County equity-related policy and initiatives. Share content here to increase its visibility to county staff, external agencies researching equity issues, and more. This document walks through the details of making content available in the Hub.

# **Share to the Content Group**

For an item to appear in the Hub catalog, it must be shared to the <u>LA County GIS for Equity Hub Content</u> (Open Data Group).

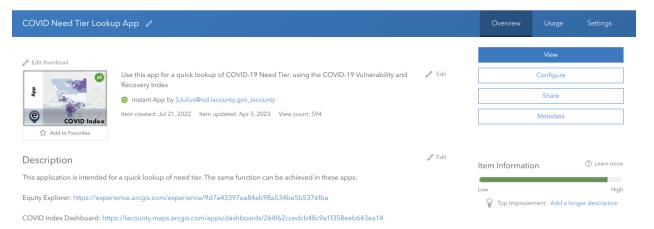
## Step 1. Join the Group

- Sign into ArcGIS Online: <a href="https://lacounty.maps.arcgis.com/">https://lacounty.maps.arcgis.com/</a>
- Navigate to: https://lacounty.maps.arcgis.com/home/group.html?id=a543afbe2a7348ac8498d02cfb835c18
- Click Join this Group this will submit a request which can be approved by a group member

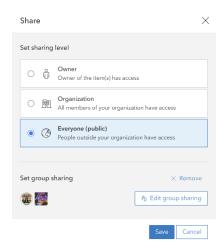


### Step 2. Share Content

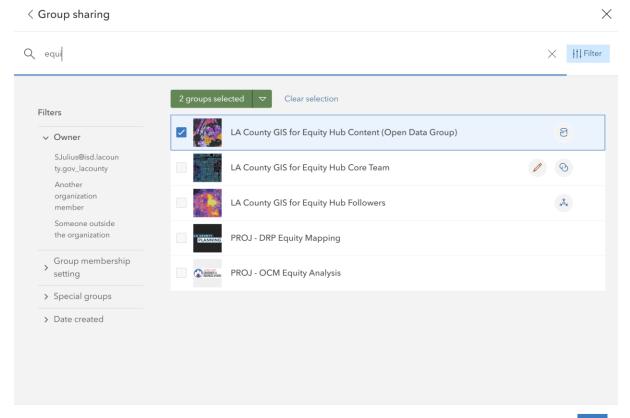
- For an item that you own or have privileges to share, open the item details page (example)
- Ensure all essential item details are filled out as described in the <u>Anatomy of a Perfect AGOL</u> item document



#### Click Share



- Click **Organization** if you only want the item to be visible to signed in users or **Public** if you want the item to be visible to anonymous public users
- Click Edit group sharing
- Check the box next to LA County GIS for Equity Hub Content (Open Data Group)
- Click Save



# **Review Item Tags**

All items shared to the Hub Content group will appear in the <u>Hub Catalog</u>. Search bars and buttons throughout the Hub site direct users to the Hub Catalog.

# Search by Keyword Q Search catalog of equity-related GIS content Browse all equity-related data

Other parts of the site direct users to content by category or department.

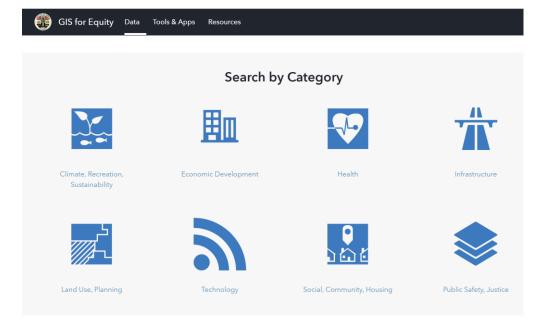
# Step 1. Find your item's tags

- Navigate to the item details page (<u>example</u>)
- Tags are listed on the right side of the screen, below Categories and above Credits
- Click Edit



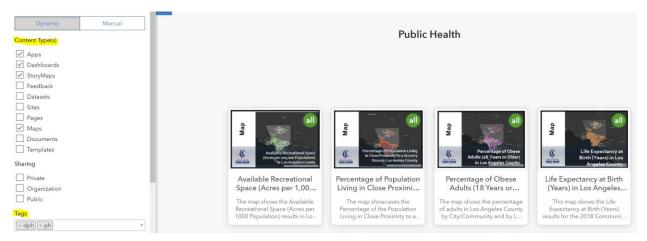
#### Step 2. Add one or more topic categories

For your item to appear when users search by category, add tag(s) with one or more of the words listed in the gallery on the <u>Data</u> page of the Hub, for example: **Climate**, **Health**, or **Justice**.



## Step 3. Add a department

- Review the departments listed on the <u>Tools & Apps page</u> of the Hub
- If your department is listed, give your item a tag with the department acronym, i.e. dph or drp
- Note that most departments are highlighting apps or maps in this section rather than datasets, so a hosted feature layer with a department tag may not appear in the Tools & Apps page but will still appear in the Hub Catalog.



If your department is not listed, it can be added in a new row (if your department will have 3+ content items in its section) or added to the **Other Departments** category. Reach out to the <u>GIS & Equity working group on Teams</u> to implement one of these options.

If you are adding an external app (<u>example</u>), give the item a tag of **external**, and it will appear in the **External Agencies** row.

That's it! Enjoy the GIS for Equity Hub and share.