

## Geospatial One-Stop Quick Guide: Publishing Hurricane Katrina-related Online Data and Applications

### Step One:

Identify agency online data and applications that can provide direct support to Hurricane Katrina operations and assessment.

- contact other agency personnel or use a search engine to query your department/agency name and 'Hurricane Katrina'
- record the site title and URL

Resource types (in order of significance):

- Live Data and Maps (dynamic web mapping services)
- Applications (data viewer and exploration sites)
- Data download sites (download and ftp sites )
- Clearinghouses (data and metadata catalogs)
- General information websites

*including 'For Official Use Only' (FOUO) and sensitive data. Publishers will retain the ability to password protect sites. It is important to publish these resources so that those in an official capacity can identify and request permission to access the information.*

### Step Two:

Search GOS to see if the resource is already published:

- go to: <http://gos2.geodata.gov/>
- select the **Search** tab from the top (2nd from right)
- enter one or more words from the resource title in the **What** field
- if this does not yield a result, construct a query using the **What** (subject), **Where** (if applicable), and other **Advance Search** options to try and locate the resource
- if the resource is not located, proceed to the next step

### Step Three:

Create an account on the GOS2 site if you have not already done so. If you created an account at the original GOS portal, simply re-register (*do not just Login*) using the GOS 1 username and password – this will ensure that you can manage resources previously published.

- go to: <http://gos2.geodata.gov/>
- select the **Sign up** option from the uppermost right hand corner of the page
- provide the information requested being sure to record your username and password. Please include some reference to your agency, e.g. USGS, in your username
- click **Continue**

**More info on Creating a New Account at:**

<http://gos2.geodata.gov/gos/help/CreateNewAccount.htm>

#### Step Four:

Register as a GOS Publisher

Log in to GOS

- go to: <http://gos2.geodata.gov/>
- select the **Log in** option from the uppermost right hand corner of the page
- Log in with the username and password you established in the prior step

Register as a Publisher

- the **My Tools** tab should now appear along the top (3rd from left), select **Become a Publisher**
- enter the requested information
- Select the **Save Publisher Information**

#### Step Five:

Create and publish a metadata record for the online resource

##### General Notes:

- Rich keywords are imperative to discovery. If the resource is specific to Katrina, be sure to include both 'hurricane' and 'Katrina' as theme keywords. Place keywords such as state or city names and regional references, i.e., 'gulf coast' will also aid in data discovery.
- If possible, save a browse graphic or thumbnail of the site in an internet accessible directory and provide the location as part of your metadata record. This will greatly enhance the identification and utility of your resource. If you are unable to store the browse graphic in an internet accessible directory, please attach it to the email notification you send the Hurricane Katrina Community Steward in Step Six.
- Live web-mapping services require an operational URL as described in ***Creating and Publishing Metadata in Support of Geospatial One-Stop and the NSDI*** (<http://www.geo-one-stop.gov/metadata/CreatePublishMeta.pdf>).

**There are three options outlined below for creating and publishing your metadata record:**

**Option One:**

If you maintain a metadata collection that is registered for harvesting with GOS, simply create and add the metadata record to your own collection then follow these instructions to notify the GOS team that a new harvest is needed.

**Option Two:**

If you do not maintain a metadata collection that is registered for harvesting with GOS but do have access to your own metadata creation software, create the metadata record in your own environment and follow these instructions to upload the record into geodata.gov.

**Option Three:**

If you do not maintain a metadata collection and do not have access to metadata creation software, follow the instructions for using the GOS online metadata utility.

**Option 1:**

**Create and publish your metadata to your GOS-registered metadata collection and notify GOS that a new harvest is needed.**

Create the Metadata Record

- create the metadata record using your own software
- store the record in .xml format within your metadata collection

Notify GOS Admin that a new harvest is needed by sending email:

TO: Ginny Pyles at [ginny\\_pyles@blm.gov](mailto:ginny_pyles@blm.gov)

SUBJECT: Immediate Harvest Requested

MESSAGE: provide your GOS registration username and/or host URL.

**Option 2:**

**Create a metadata record using your own software and upload to geodata.gov**

Create the Metadata Record

- create the metadata record using your own software
- store the record in .xml format on your own system

Log in to GOS

- go to: <http://gos2.geodata.gov/>

- select the **Log in** option from the uppermost right hand corner of the page

- Log in with the username and password you established in the prior step
- Publish Metadata
- the **My Tools** tab should now appear along the top (3rd from left), select **Upload Metadata**
  - Browse to the location of the file and select the **Upload File**

### **Option 3:**

#### **Create a metadata record using the GOS online metadata creation/publication utility**

Log in to GOS

- go to: <http://gos2.geodata.gov/>
- select the **Log in** option from the uppermost right hand corner of the page
- Log in with the username and password you established in the prior step

Create Metadata

- the **My Tools** tab should now appear along the top (3rd from left), select **Create Metadata**
- Select the **Type of Content** from the pull down list. The content types are defined just below the field.
- Select **Proceed**
- Enter/edit information about the resource into the online form. Be sure to size your screen window so that you can use the scrollbar on the interior window to access the complete metadata form. Required elements are identified by a red asterisk (\*).
- After completing the form, select **Submit Metadata Registration**

### **Step Six:**

Notify the Hurricane Katrina Community Steward that you have posted a new resource

- go to: <http://gos2.geodata.gov/>
  - select the **Communities** tab from the top (5<sup>th</sup> from right) Note that the Community is currently featured on the home page and that you can access the site from here as well.
  - select **Hurricane Katrina** from the left banner just under the **Special Interest** tab
  - scroll to the bottom of the Hurricane Katrina Community page and select **Send comments and suggestions to the [community steward](#)**
- Be sure to have your windows sized so that you can see/use the scroll bar of the interior window.

- send an email to the Hurricane Katrina community steward indicating the you have posted a new Katrina-related data set to GOS. Be sure to note the *exact* title of the resource as it was published in the metadata record and, if possible, the document ID. To identify the document ID
  - go to ***My Tools***
  - select ***Manage Metadata***
  - select ***Download***
  - select ***Click to download metadata XML file***
  - in the dialog window, select ***Open***
  - review the XML and copy the value for ***PublishedDocID***.

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**Additional information and assistance:**

- more info on specific metadata content that will enhance search and discovery via GOS and the NSDI available at:  
<http://www.geo-one-stop.gov/metadata/CreatePublishMeta.pdf>
- contact your assigned GOS counselor if you need assistance during this effort.