**Steps Involved Adding Data to EDG Clip and Ship on EDG Staging Server**

1. Determine layer to be added.
2. Add following values to Inventory.db – inventory table: Category, Owner, EDGTitle, MetaUuid, Type, Format, DataLink, Description2, DownLoadIt
3. Run Download script if it is a zip file - DownLoadFromDb.py
4. Run Projection script - listFolderProject.py
5. Add new data to mxd, change name to something relatively short, assign appropriate cartography
6. Add following values to Inventory.gdb – inventory table: GDBName, ClipShipTitle, InClipShip = “Y”
7. Make a backup copy of the gdg.mxd and call it gdg-backup.mxd
8. Run update.bat from the command prompt in the directory from which this bat file is found (on the EDG staging server this is “D:\ClipAndShip\Data”). In the inventory.gdb all records tagged as InClipShip = “Y” must have metaUuid, Description2 or scripts will fail. The update.bat file then runs the following python scripts: listFC.py (which calls mkPopup.py), UpdateEdgLink.py, UpdatePopupNMeta.py, UpdateDesc.py, ListMxdCalcTable.py, and WriteConfig.py. Note to run this script you will need to have the location of the python executable’s directory in your path setting, if not the batch file will not be able to execute the python statements in the code. The python location on the EDG staging server (182) is: D:\Public\Server\apps\ArcGIS\Python26\ArcGIS10.0
9. Check inventory DB to make sure it has been updated correctly, and check gdg.mxd to see that it has been updated correctly.
10. Copy all popup.xml files created in step 8, to appropriate place in on web server
11. Copy old gdg-backup.mxd to backup directory and rename it.
12. Load gdg.mxd in ArcMap, and save out a new copy of gdg.msd and publish to ArcServer
13. With gdg.mxd still open, drag and drop the “Extract Data Task” to the table of contents of the map. The “Extract Data Task” can be found in ArcToolbox, in ArcTool box add Server Tools -> Data Extraction -> “Extract Data Task” tool to the layer list. Then rename the tool in the layer list “ExtractEDGData”. Then do “save as” in ArcMap and save the mxd as “gdgClipAndShip.mxd”. Then refresh the service to this mxd in ArcServer.
14. Using the ArcGIS Rest API Admin tool, clear the rest cache.
15. Go to the rest end point for the gdg service, and confirm changes to the service are there and that the metadata links work for the new layers.
16. Update the config file “config-epa-clipship.xml” that runs the clip and ship flex viewer with the new sublayer tags made in step 9. A complete list of sublayer tags can be found in the file entitled “popup.xml”. You will then need to manually delete or comment out the popup references for the raster datasets, since they are not created. Republish this new config to the web server.
17. Test the config-epa-clipship.xml on the server via <https://edg-staging.epa.gov/clipship/>