# ArcGIS Online

1. Create geodatabases for layers
   1. Create a geodatabase for each layer. Every geodatabase just contain a layer.
   2. Name the geodatabase the layer’s name.
   3. Save the geodatabases under X:\ArcGIS Online.
2. Upload geodatabases to ArcGIS Online <http://garland.maps.arcgis.com/home/content.html>.
   1. For those permanent layers GIS maintained, upload they to the folder ArcGIS Online Data.
   2. For the one-time-use layers, upload them to their department folder, and put with the map created by them.
3. Create maps on ArcGIS Online.
   1. Add the map information to Metedata database
   2. All the maps will be kept under their department folder.
   3. Permanent maps will be kept in ArcGIS Online permanent.
   4. One-time-use map will be kept in ArcGIS Online for 6 months.
4. Delete maps on ArcGIS Online (after 6 month of the map creation date).
   1. Send out a remind email to the customer.
   2. Delete Web Apps of the map.
   3. Make the map Not Shared.
   4. Wait a month.
   5. Print PDF file for the map, and saved under X:\ArcGIS Online\Archives the department’s folder.
   6. Delete the map from ArcGIS Online, and delete related one-time-use layer.