

UPlan Content Management

This document reviews how to manage your items in UPlan. It is important that the display of all information is clear and intuitive for a wide number of consumers. The examples provided should work for most cases but will need to be further customized for some.

Title

Give a name that has meaning to a wide range of users. While content may be designed with one user in mind, it may be viewed by many more and should be easily identified. This will aid other publishers in identifying existing content they consider creating and help prevent duplication. It is generally accepted that, unless otherwise stated, the content is statewide and from the current/latest year.

Example:

{UDOT Region} – {Data Layer/Map Name} {Year}
"UDOT Region 1 – Substandard Barriers 2014"

Summary

Provide a brief overview of the data and the intended purpose. You may also include any notable functionality it contains (time enabled, zoom scales, secured service, draft, etc.). This will appear next to the map thumbnail when searching UPlan and will most likely be the first piece of information people see after the title.

Example:

This **{service/map/app}** contains **{project/condition/characteristic}** data for **{state/region/categorized}** roads from UDOT's **{ePM/OMS/BrM}** system. This is **{time enabled data/a secured service/for draft purposes only}**.

Description

In addition to what is in the Summary, detail any data source information, data refresh rates, dates the data was collected, analyzed, or became effective. Do this for all layers in a map. Provide descriptions for all layers contained in the map. Include the name and email of the data steward for specific data-related questions. The Description should contain much more detailed information than the Summary and not simply be a reiteration.

Example:

This **{service/map/app}** contains **{project/condition/characteristic}** data for **{state/region/categorized}** roads. It is sourced from UDOT's **{ePM/OMS/BrM}** system and is refreshed **{daily/monthly/as needed}**. It contains **{time enabled data/a secured service/for draft purposes only}** and is intended for **{a meeting/STIP/data collection}**.

For more information, please see the [Data Assessment Form](#).

For questions on the data, please contact **{contact name}** at **{contact email}**.

To download this data please visit [UDOT's Open Data Site](#).

Terms of Use

Use the following:

This data is for informational purposes and must be field verified prior to being used on a project.

“UDOT makes no warranty with respect to the accuracy, completeness or usefulness of this content or consequential damages resulting from the use or misuse of the content or any of the information contained herein. Please contact the UDOT GIS Department at udotgis@utah.gov for more information.”

Tags

Include key search terms relevant to the content and include the name of the content creator. The tags entered should be the same as the tags in the rest service. Include all possible iterations of names, groups, layers, etc.

Example:

Region 1, R1, Region One, udotr1
Right of Way, ROW, R/W

Thumbnail

- Always check to see if acceptable thumbnail options are already available. It is not required that every item have a unique, custom thumbnail.
- Use the PowerPoint thumbnail generator located here:
http://maps.udot.utah.gov/uplan_data/documents/uplan_content/ThumbnailTemplate.pptx
- There are multiple types of thumbnails branded for UPlan that highlight the information product type. Please make a thumbnail with the appropriate type for all of your content.
- UDOT's flickr account and RoadView Explorer are great resources for thumbnail images.
- DO NOT simply steal images from the internet.
- Further guidelines are provided in the template.

Additional Options

- Credits: Leave this field blank
- Delete Protection: Check on
- Save As: Leave Unchecked
- Offline Mode: Only check on if you have layers to be used for collecting data
- Extent: Change this if desired
- Application Settings: Customize as needed

Your Profile

Keep your profile information current. If you own content, this is especially important to inform other users who you are and how to contact you if they have interest in your data. Your bio should indicate where you work and the position you hold. An appropriate profile picture is a nice touch and generally welcomed in the UPlan community.

Example:

**{Engineer/Analyst/Consultant} for the {Utah Department of Transportation's/Consulting Firm's}
{Safety/Right of Way/West Davis Corridor Project} group. Office is located {on the 4th floor of
the Calvin Rampton Complex/166 W Southwell in Ogden}.**

If a change of email address is required, please email udotgis@utah.gov with the pertinent information.