

Metadata Catalog Training for GIS Staff



Spring 2016

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Metadata Catalog Training for GIS Staff

Spring 2016

Thank you for attending today's training! If you have any questions about the catalog, training, or metadata, please do not hesitate to contact data@phila.gov and we will be happy to help.

Here's what we'll cover today:

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Introduction to Metadata

What is metadata?

Metadata is the descriptive text explaining spatial and aspatial data summarizing basic information to make it easier for data consumers to access and appropriately use the data. Up-to-date metadata is critical for data sharing, including a detailed synopsis of the data, how it was derived, and who is responsible for maintaining it.

Previously, we updated metadata with ArcCatalog

In October 2014, the Data Committee developed a metadata template for all GIS metadata in ArcCatalog. It looked like this ----->

Whenever you have created a GIS layer that was shared outside of your department's GeoDB2 account, you would fill out the metadata according to this template. People usually keep copies of their metadata in Word documents and copy and paste them into ArcCatalog; and whenever a copy of that layer is created, or the layer is published or distributed online, the metadata is manually copied making it more likely to contain discrepancies or be out of date.


More information about the metadata policy up to now is located on the GIS wiki:

KEY

Optional

Required

2004 Topographic Contours Two Foot



Topographic map

Legend

City of Philadelphia, Contours, Topography, Tides, Contours, Two Foot, 2004

Summary

Topographic contours at intervals of two feet.

Horizontal datum: NAD 83/1983
 Vertical datum: NAVD 83/1988
 Horizontal coordinates: 4327024
 Vertical coordinates: 4327015
 Projection: UTM
 Datum: NAD 83/1983

Metadata

A combination of line segments that connect but do not intersect; these represent elevation on a map of the natural and artificial features of an area. This is one of the elevations; the other elevations are part of the same survey starting in 1946 and updated using new aerial photography collected between 25 March 2004 and 25 April 2004.

File Description:

System resolved the two topographic contours from 2004 DEM. Contours identified the Philadelphia Area of Change to identify into the areas where the topography has changed.

Process: Unique code for each attribute

Feature Type	Feature
Index	2200
Index	2201
Intermediate	2202
Index	2203
Intermediate	2204
Index	2205
Intermediate	2206
Index	2207
Intermediate	2208
Index	2209
Intermediate	2210
Index	2211
Intermediate	2212
Index	2213
Intermediate	2214
Index	2215
Intermediate	2216
Index	2217
Intermediate	2218
Index	2219
Intermediate	2220
Index	2221
Intermediate	2222
Index	2223
Intermediate	2224
Index	2225
Intermediate	2226
Index	2227
Intermediate	2228
Index	2229
Intermediate	2230
Index	2231
Intermediate	2232
Index	2233
Intermediate	2234
Index	2235
Intermediate	2236
Index	2237
Intermediate	2238
Index	2239
Intermediate	2240
Index	2241
Intermediate	2242
Index	2243
Intermediate	2244
Index	2245
Intermediate	2246
Index	2247
Intermediate	2248
Index	2249
Intermediate	2250
Index	2251
Intermediate	2252
Index	2253
Intermediate	2254
Index	2255
Intermediate	2256
Index	2257
Intermediate	2258
Index	2259
Intermediate	2260
Index	2261
Intermediate	2262
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Intermediate	2334
Index	2335
Intermediate	2336
Index	2337
Intermediate	2338
Index	2339
Intermediate	2340
Index	2341
Intermediate	2342
Index	2343
Intermediate	2

<http://maps.phila.gov/display/citywide/Metadata+Policy+and+Standards>

New Online Metadata Catalog – metadata.phila.gov

For the past year, OIT staff in the Data Services/Open Data team and GSG have been developing the Metadata Catalog (nicknamed ‘Benny’) as a searchable, online resource for storing metadata for City data (both spatial and aspatial). Our aim is to make it easy to find and update metadata for all of your department’s layers, and to find information about other data that exists in the City. No longer will it be

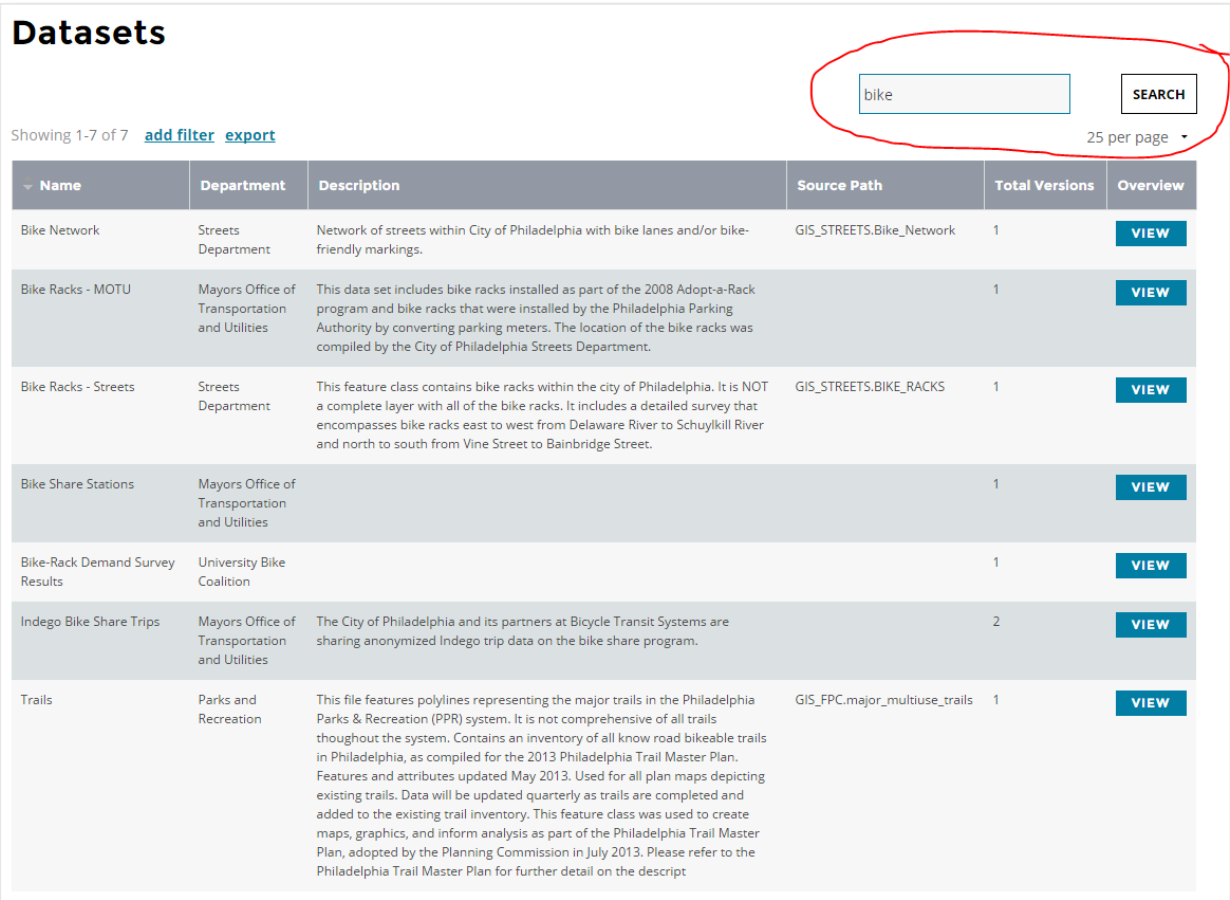
necessary to edit ArcCatalog and keep versions upon versions of Word documents! The catalog will also be a resource for the public, supporting the open data initiative.

How to Find Data in the online Metadata Catalog

Search by Keyword

You can search by keyword from the homepage. Keyword search includes the dataset name, description, department, and other details.

Here is an example searching the keyword "bike"



Datasets

Showing 1-7 of 7 [add filter](#) [export](#) 25 per page ▾

Name	Department	Description	Source Path	Total Versions	Overview
Bike Network	Streets Department	Network of streets within City of Philadelphia with bike lanes and/or bike-friendly markings.	GIS_STREETS.Bike_Network	1	VIEW
Bike Racks - MOTU	Mayors Office of Transportation and Utilities	This data set includes bike racks installed as part of the 2008 Adopt-a-Rack program and bike racks that were installed by the Philadelphia Parking Authority by converting parking meters. The location of the bike racks was compiled by the City of Philadelphia Streets Department.		1	VIEW
Bike Racks - Streets	Streets Department	This feature class contains bike racks within the city of Philadelphia. It is NOT a complete layer with all of the bike racks. It includes a detailed survey that encompasses bike racks east to west from Delaware River to Schuylkill River and north to south from Vine Street to Bainbridge Street.	GIS_STREETS.BIKE_RACKS	1	VIEW
Bike Share Stations	Mayors Office of Transportation and Utilities			1	VIEW
Bike-Rack Demand Survey Results	University Bike Coalition			1	VIEW
Indego Bike Share Trips	Mayors Office of Transportation and Utilities	The City of Philadelphia and its partners at Bicycle Transit Systems are sharing anonymized Indego trip data on the bike share program.		2	VIEW
Trails	Parks and Recreation	This file features polylines representing the major trails in the Philadelphia Parks & Recreation (PPR) system. It is not comprehensive of all trails throughout the system. Contains an inventory of all know road bikeable trails in Philadelphia, as compiled for the 2013 Philadelphia Trail Master Plan. Features and attributes updated May 2013. Used for all plan maps depicting existing trails. Data will be updated quarterly as trails are completed and added to the existing trail inventory. This feature class was used to create maps, graphics, and inform analysis as part of the Philadelphia Trail Master Plan, adopted by the Planning Commission in July 2013. Please refer to the Philadelphia Trail Master Plan for further detail on the descript	GIS_FPC.major_multiuse_trails	1	VIEW

TIP If you don't find the results you are looking for, try variations of your search term (for example: bike vs. bikes vs. bicycle).

Search by GeoDB2 Layer Name

In addition to searching by keyword, city staff whose data is hosted in GeoDB2 can search for metadata by using the GeoDB2 layer name. This can help to clarify discrepancies between the common name for the data and the layer's name in the database.

Note that when searching by a different parameter (keyword or filtering results), the layer name is listed in the search table under the Source Path column to help identify the dataset you are looking for.

TIP

To search by layer name, you can include the department's prefix or not (for example, *GIS_PLANNING.Zoning_BaseDistricts* -or- *Zoning_BaseDistricts*). If you don't find the result you are looking for, the dataset may not have been added to the metadata catalog, or its layer name may not have been included in the metadata entry.

add filter export 25 per page ▾					
Name	Department	Description	Source Path	Total Versions	Overview
Zoning Base Districts	Philadelphia City Planning Commission	<p>Polygon boundaries of Philadelphia's Zoning Base Districts based on existing City zoning districts with revised codes applied per enactment of the new Zoning Code of December 2011, made effective August 22, 2012. District boundaries unchanged from previous zoning with the exception of certain CMX2 / CMX2.5 splits.</p> <p>Key attribute fields and descriptions: CODE - Zoning code without the dash (often used for labeling maps at small scales)LONG_CODE - The Zoning code with the dash includedZONING GROUP - generalized group of zoning codes (i.e. Residential Multi-Family, Residential/Residential Mixed-Use, Commercial/Commercial Mixed-Use...)</p> <p>Philadelphia Zoning-Related Websites: Zoning Code -- http://www.amlegal.com/library/pa/philadelphia.shtml and navigate to Title 14 Zoning Map -- http://www.phila.gov/map On pop-up menu scroll down to 'Zoning' Zoning Administration Manual -- http://www.phila.gov/CityPlanning/projectreviews/Pages/Zoning.aspx</p>	GIS_PLANNING.Zoning_BaseDistricts, GIS_PLANNING.Zoning_PreAug2012	2	VIEW

TIP

For metadata editors, try to synchronize the dataset name listed in the metadata catalog with common names for the data in any other platform you use to minimize confusion.

Filter by Department

Another way of searching for datasets is by filtering the search results. Filtering is accessible from the same homepage as searching by keyword.



The screenshot shows the 'Datasets' homepage. At the top right, there is a search bar with the text 'bike' and a 'SEARCH' button. Below the search bar, the text 'Showing 1-7 of 7' is displayed. To the right of this text, the link 'add filter' is circled in red, followed by the link 'export'. Below these links is a table with the following columns: Name, Department, Description, Source Path, Total Versions, and Overview.

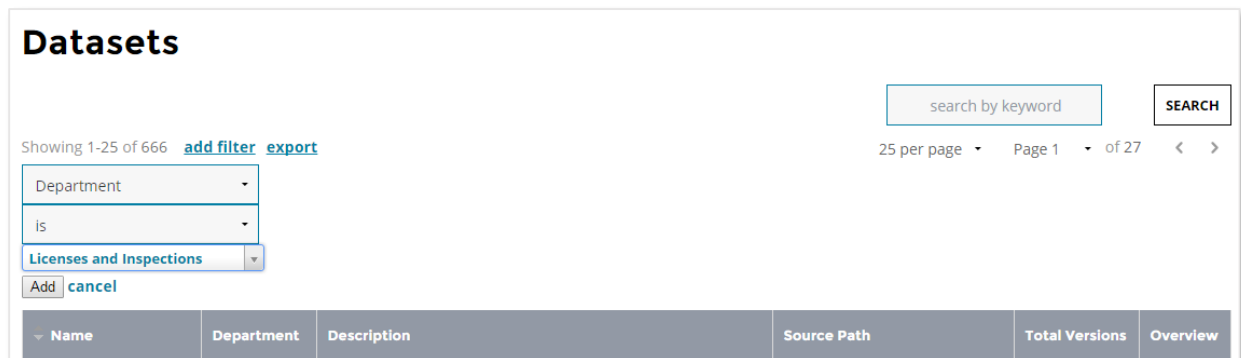
You can filter by any of the details fields of a dataset. One of the most useful ways to use this feature is filtering by Department. This will allow you to see all of the datasets belonging to that City agency/office/department.

To find all the datasets belonging to a given department, go to the homepage and click "add filter".

TIP

- In the first dropdown menu, choose "Department".
- Leave the second menu "is".
- In the searchable dropdown menu select the department you are interested in.

Here is an example for the department of Licenses and Inspections:



The screenshot shows the 'Datasets' homepage with the filter applied. The search bar now says 'search by keyword' and the 'SEARCH' button is still present. Below the search bar, the text 'Showing 1-25 of 666' is displayed. To the right of this text, the link 'add filter' is circled in red, followed by the link 'export'. Below these links is a table with the following columns: Name, Department, Description, Source Path, Total Versions, and Overview. The filter is applied to the 'Department' column, showing 'Licenses and Inspections'.

After filtering by department, you can search by keyword within those filtered results or add additional filters. It is possible to use complex filters with logic in order to find very specific selections of datasets.

Filter using logic

Beyond simple filters, you can search for datasets using multiple filters with logic to create queries to find datasets with specific qualities.

Example 1) Say we want to know how many spatial datasets are updated daily. To do this, we can use two filters:

Coordinate System is not **Not Applicable** and **Update Frequency** is **Daily**.

Coordinate System	Update Frequency
is not	is
Not Applicable	Daily
Update cancel	Update cancel

Example 2) Perhaps we would like to know how many sensitive datasets have been publicly released. We can find this using the filters:

Contains Sensitive Data is **Yes** and **Public Versions** is higher than **0**.

Contains Sensitive Data	Public Versions
is	higher than
Yes	0
Update cancel	Add cancel

Example 3) We may want to know how many datasets were created using digitization in their Development Process that are still being maintained. To find these, we can create the filters:

Development Process contains **digitiz** and **Update Frequency** is not **Archive** and **Update Frequency** is not **Unmaintained**.

Development Process	Update Frequency	Update Frequency
contains	is not	is not
digitiz	Archive	Unmaintained
Update cancel	Update cancel	Update cancel

The catalog provides substantial capacity to query the list of the City's datasets. Learn more about what's in the dataset's details to better understand how you can find information about data in the City of Philadelphia.

Datasets and Versions

The metadata catalog is organized into dataset entries, which each have one or more versions. You can think of a dataset like a magazine and its versions as the different issues of the magazine; so *Time Magazine* is like the dataset, and the December 2012 issue is one version.

TIP

A dataset entry always includes at least one version, the current version of that dataset. For many datasets, this is the only way this data exists, and the dataset will only contain that single version. But there are a number of reasons that you may have multiple versions of a dataset.

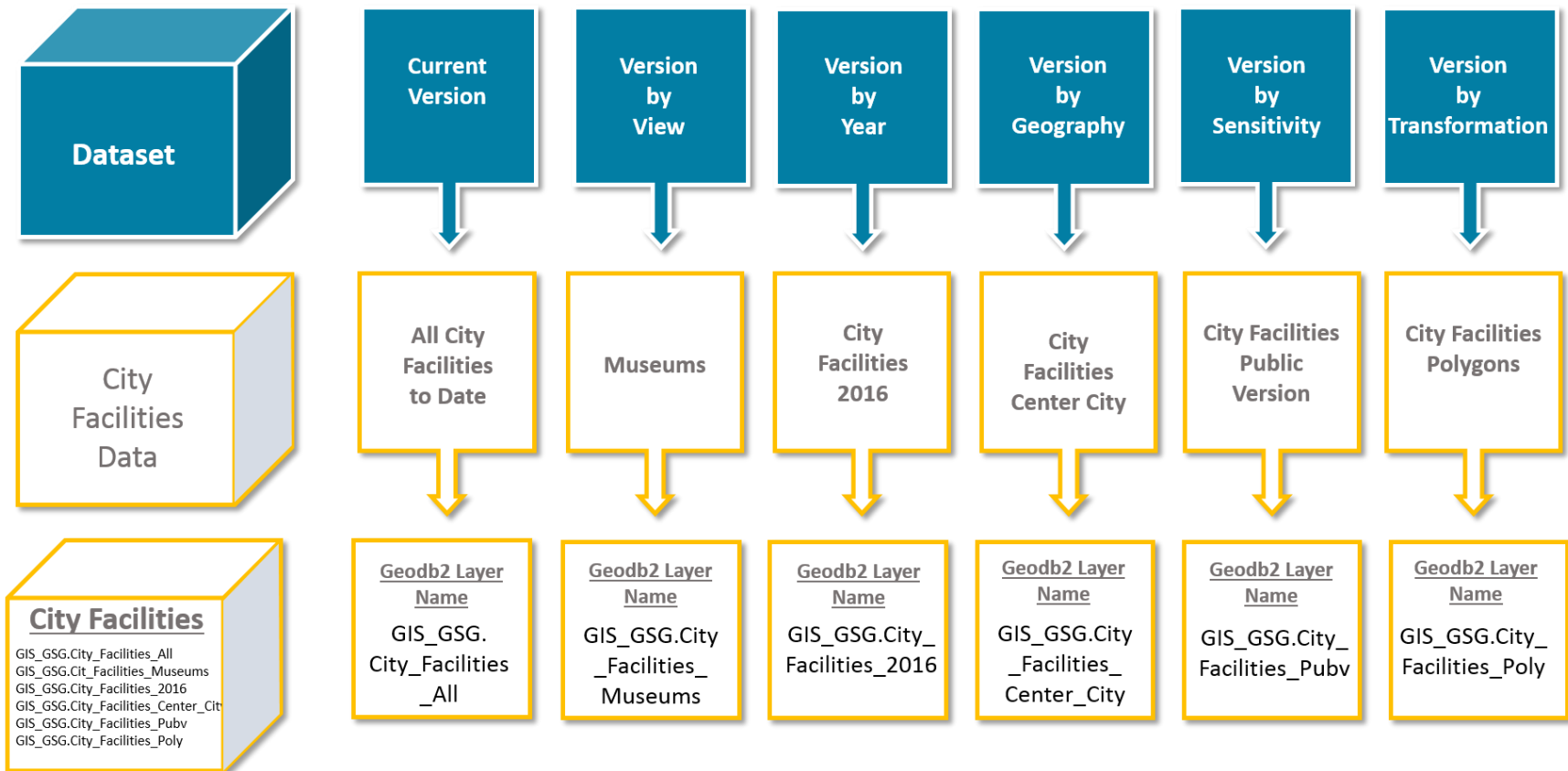
Examples of Types of Versions of a Dataset

This list is not exhaustive and does not include all possible reasons for different versions to exist.

Version types	Specific reasons	Example
Current Version	Current Version	
Version by Time	Annual updates	
	Stages of a process	City Budgets
	Boundary revisions	GIS_LNI.Districts, GIS_LNI.Districts_Broad
	Discrete snapshots	
	Archives of continuously updated data	GIS_POLICE.INCIDENTS_2006, GIS_POLICE.INCIDENTS_2007, etc.
Version by Category	Subset of master list	
	Obsolete/removed records	City_Facilities_removed
	Discrete model outputs	Vacancy_Model_Land, Vacancy_Model_Buildings
Version by Geography	Subset of master list	
	Categorically defined areas	Floodplain_100_yr, Floodplain_500_yr
Version by Sensitivity	Public/private versions	City_Facilities_all, City_Facilities_pub
	Internal views for different groups	
Version by Transformation	Line / polygon transformations	Traffic_Districts, Traffic_Districts_arc
	Point in polygon transformations	
	Geocoding outputs	LNI Violations, LNI Violations - Spatial
	Rasters with resolution transformations	

TIP

City Facilities is a sample dataset that can potentially include many versions. Versions are identified by their GeoDB2 layer name. The dataset collectively displays all versions within.



Examples of Existing Datasets and Versions

Dataset	Versions	Type of Versions
Digital Elevation Model (DEM)	GIS_GSG.DEM_2008, GIS_GSG.DEM_2010, GIS_GSG.DEM_2015	Versions by Time – Discrete snapshots
Sanitation Districts	GIS_STREETS.Sanitation_Districts GIS_STREETS.Sanitation_Districts_arc	Versions by Transformation – Line/Polygon transformations
L&I Districts	GIS_LNI.Districts_Broad GIS_LNI.Districts	Versions by Time – Boundary revisions
Street Centerlines	GIS_STREETS.Street_Centerline	Current Version
City Operating Budget	FY2016 Adopted FY16 Proposed FY15 Adopted FY15 Current Estimate FY2013 Budget Details	Versions by Time – Stages and annual updates
Vacant Property Model	GIS_LNI.Vacancy_Land GIS_LNI.Vacancy_Building	Version by Category – Discrete model outputs

At the same time, similar data that is maintained separately, belongs to a different department, or has been modified substantially enough to represent a completely different scope or purpose is not considered a version of the same dataset. These are distinct datasets.

What online metadata looks like

Once you find the dataset you're looking for, here's what you'll find on the page. Note the key features highlighted with red arrows which you can find defined in the [Glossary](#):

- Dataset Name
- Dataset Contact
- Data Classification
- Versions
- Endpoints
- Public Access and Use Constraints

The **Dataset Contact** is the best person to email if you have additional questions about the data. Contact the metadata catalog managers (data@phila.gov) about questions or issues related to the website.

The **Data Classification** will tell you whether the data is shareable to the public. If you don't see Endpoints to download a dataset classified as Public, you can expect that they will be published for release in the near future. "Enterprise" and "Private" means the data is only available to city employees.

The **Versions and Subsets of the Dataset** document

current, previous, and alternate versions of the dataset. There are a number of reasons why a dataset might have multiple versions. Clicking on the Version "Details" button will take you to the information specific to that version, including Fields included in the data and (if the data is available for download) Endpoints specific to that version.

The **Endpoints** lists URLs for all the downloadable files or web resources for this data.

The **Public Access and Use Constraints** is the City of Philadelphia's disclaimer of rights and responsibilities for anyone using City data to be aware of.

City of Philadelphia Metadata Catalog

Dataset Overview

Field	Value
Name	Big Belly Waste Baskets (Trash Bins)
Department	Services Department
Dataset Contact	meta@phila.gov
Description	Big Belly brand waste baskets maintained and collected by the City of Philadelphia.
Development Process	Big Belly Baskets location information was captured with a GPS as the baskets were placed and is maintained by the City of Philadelphia.
Date Range	Current
Coordinate System	NAD_1983_StatePlane_Pennsylvania_South_11F_S12_10m
Update Frequency	Annually

Versions and Subsets of this Dataset

Current version of the dataset in addition to archives, derived cuts, and other variations, if they exist.

Version	Description	Last Updated	Classification	Status	Endpoints	Details
Big Belly Waste Baskets (Trash Bins)	Big Belly brand waste baskets maintained and collected by the City of Philadelphia.		Public	Released	10	View

Endpoints

Showing 1-10 of 10

Version	Format	URL	Data Store	Release Date	Deprecated
Big Belly Waste Baskets (Trash Bins)	CSV	http://data.phila.gov/dataset/big-belly-waste-baskets	Source	08/22/2015	No
Big Belly Waste Baskets (Trash Bins)	GeoJSON	http://data.phila.gov/dataset/big-belly-waste-baskets-geojson	For Open Data Portal	08/22/2015	No
Big Belly Waste Baskets (Trash Bins)	API	http://data.phila.gov/api/big-belly-waste-baskets	Source	08/18/2015	No
Big Belly Waste Baskets (Trash Bins)	Metadata	http://data.phila.gov/dataset/big-belly-waste-baskets-metadata	Source	08/18/2015	No
Big Belly Waste Baskets (Trash Bins)	CSV	http://data.phila.gov/dataset/big-belly-waste-baskets-csv	Source	08/18/2015	No
Big Belly Waste Baskets (Trash Bins)	GeoJSON	http://data.phila.gov/dataset/big-belly-waste-baskets-geojson	For Open Data Portal	08/18/2015	No
Big Belly Waste Baskets (Trash Bins)	CSV	http://data.phila.gov/dataset/big-belly-waste-baskets-csv	For Open Data Portal	08/18/2015	No
Big Belly Waste Baskets (Trash Bins)	CSV	http://data.phila.gov/dataset/big-belly-waste-baskets-csv	For Open Data Portal	08/18/2015	No
Big Belly Waste Baskets (Trash Bins)	CSV	http://data.phila.gov/dataset/big-belly-waste-baskets-csv	For Open Data Portal	08/18/2015	No
Big Belly Waste Baskets (Trash Bins)	Metadata	http://data.phila.gov/dataset/big-belly-waste-baskets-metadata	Source	08/18/2015	No

Public Access and Use Constraints

The City of Philadelphia reserves all rights in the City's databases and any data contained therein, and the user's use of the data does not constitute a transfer of, nor does the end user receive, any title or interest in the database or any other City data. The City of Philadelphia makes no representation about the accuracy of any specific information in this data and is provided "as is" and without Warranty of any kind. The user of this data will assume complete responsibility for any and all consequences resulting from its use or display and will hold the City of Philadelphia harmless from any and all claims, demands, liabilities, obligations, damages, suits, judgments or settlements, including reasonable costs and attorney's fees, that arise from use of this data.

- Thematic Mapping
- Date Last Updated
- Source Path
- Fields

Date Last Updated is where you can see how recently the data has changed. If it is blank, check the Update Frequency; datasets with a recurring scheduled Update Frequency may not list a specific date when last updated because updates are added by an automated process.

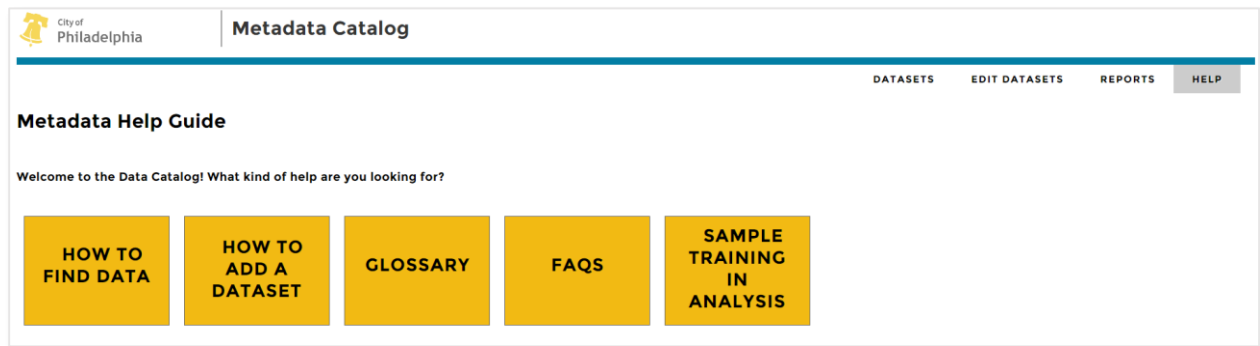
The **Fields** table tells you exactly what information is stored within the dataset.

When you have become familiar with searching for and interpreting the information about datasets, you may want to be able to download a list of datasets of interest to you. We won't cover this feature in this training, but you can explore it on your own. Find information here:

[illegible]

Need help? Have questions?

Help information is located at metadata.phila.gov/#help

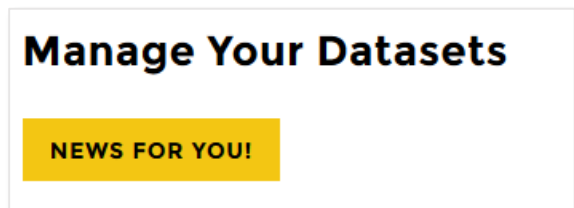


In addition to help pages and tutorials, there is help information specific to the forms you are working in accessible through the yellow button on the right-hand side.

TIP



Also look for news and updates about the catalog on the Manage Your Datasets homepage. The button “News for You!” will be yellow when there is new information you should read here.



What ArcCatalog will look like

Going forward, no one will have to update ArcCatalog entries after adding them. Here's what it will look like:

What's Left in Arc Catalog?

Railroad Lines
SDE Feature Class

Railroad Lines

SDE

Tags
GIS Services Group, GSG, Office of Technology, OIT, Philadelphia, City of Philadelphia, Rail, Railroad lines, 2004

Readable Title

Standard Departmental Tags

Summary

This is one of the planimetric coverages developed as part of the aerial survey project of 1996 and updated using new aerial photography collected between 25 March 2004 and 23 April 2004.

Description

The City of Philadelphia has migrated metadata for this data set to the City-wide Metadata Catalog. For any questions about the migration and administration of the Metadata Catalog, please contact maps@phila.gov. To view the metadata for this layer, please visit: <https://phl.knackhq.com/inventory#home/datasetdetails/5543866120583086178c4eeay/>

Credits

There are no credits for this item.

Use limitations

There are no access and use limitations for this item.

Extent

West -75.338691 East -74.927959
North 40.229553 South 39.790179

Optional

Scale Range

Maximum (zoomed in) 1:5,000
Minimum (zoomed out) 1:150,000,000

Optional

"The City of Philadelphia has migrated metadata for this dataset to the City-wide metadata Catalog. For any questions about the migration and administration of the Metadata Catalog, please contact maps@phila.gov. To view the metadata for this layer, please visit:" **Paste the link to your metadata**

Brief Summary (first sentence only)

Online, it can also be embedded in ArcGIS Online

Amenities

★

PHL Airport

Amenities

Feature Layer (Hosted) by maps.phl.data

Source: Feature Service

Last Modified: December 11, 2015

FS

★★★★★ (0 ratings, 53 views)

Facebook

Twitter

OPEN

SHARE

EDIT

DELETE

PUBLISH

MOVE

CHANGE OWNER

USAGE

EXPORT

Description

[CLICK HERE](#) to view metadata. For any questions or technical assistance please email maps@phila.gov.

Access and Use Constraints

The City of Philadelphia makes no representation about the accuracy of any specific information in this GIS data and is provided "as is" and without Warranty of any kind. Boundaries are self-reported. The user of this data will assume complete responsibility for any and all occurrences resulting from its use or display and will hold the City of Philadelphia harmless from any and all claims, demands, liabilities, obligations, damages, suits, judgments or settlements, including reasonable costs and attorneys' fees, that arise from use of this data.

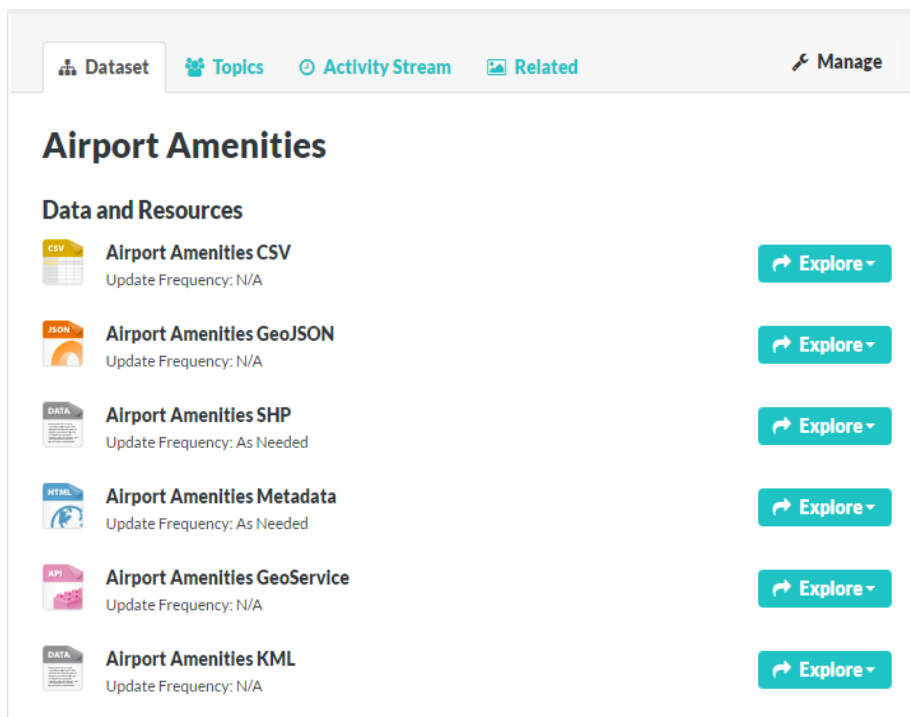
Layers

GIS_AIRPORT.Amenities

14

and as a resource in Open Data Philly.

Metadata and other resources on OpenDataPhilly.org



The metadata accessed from each of these repositories will be identically synchronized, reducing confusion, inaccuracy, and misinformation.

HANDS ON PRACTICE: USING METADATA.PHILA.GOV TO LOOK UP DATA

For this exercise, take about ten minutes to explore finding data in the metadata catalog.

- Go to metadata.phila.gov
- Use the search and filter features to find datasets of interest to you
- Explore the details of a few datasets to familiarize yourself with the interface

Complete Exercise 1 using the features you have learned about.

EXERCISE 1

Find the following datasets and write the answer on the line:

1. Find the City Facilities (Master Facilities Database) dataset. What are its three versions?
 - a. _____
 - b. _____
 - c. _____
2. Find the Commercial Corridors dataset and open the current version. What does the Ped_Trans_Char field mean (what is its Alias)?
 - a. _____
3. Find the OEO Registry of Certified Minority/Women/Disable Owned Business Enterprises. What department manages this dataset? What dates does it cover?
 - a. _____
 - b. _____

We'll review the answers to Exercise 1 to make sure everyone's on the same page.

HANDS ON PRACTICE: USING HELP PAGES

For this exercise, take about ten minutes to explore what resources are available to you to help with finding and editing metadata in the online catalog.

- Go to <http://metadata.phila.gov/#help/>
- Open up each of the help pages to see where to go if you can't remember how to do something later.

Complete Exercise 2 using the information on these pages.

EXERCISE 2

Within the information contained on the 4 main help pages (How to Find Data, How to Add a Dataset, Glossary, and FAQs), fill in the following answers that are frequently asked by users:

- 1) Which of these is true:
 - a. Versions can have more than one dataset
 - b. Datasets always have one or more versions
 - c. Both a and b are true
- 2) What is the difference between an Update Frequency described as "Unmaintained" vs. "Archived"?
 - a. _____

- 3) What should you do if you forget your password?
 - a. _____

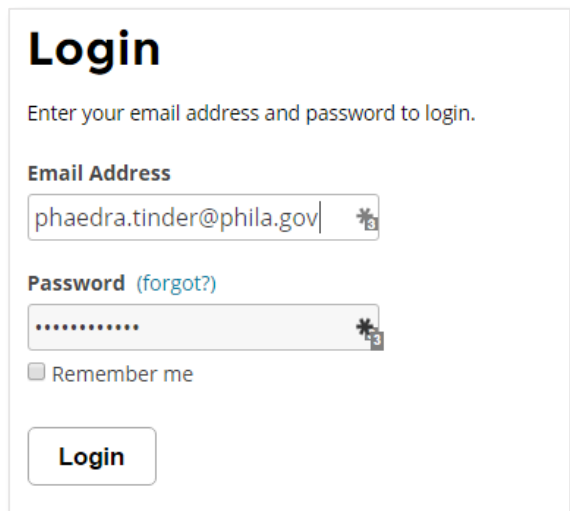
Do you have any questions you don't see in the help pages? Please write notes below and let us know.

After a few minutes, we'll review these answers to Exercise 2.

Editing Metadata in metadata.phila.gov

Logging in

Metadata catalog accounts are unique, not linked to your AD city login. If you don't have an account for the metadata catalog, email data@phila.gov. To login, use the LOG IN button in the upper right corner of the homepage. You can also follow the link on the homepage where it says "Administrators: Edit your metadata [here](#)."



Login

Enter your email address and password to login.

Email Address

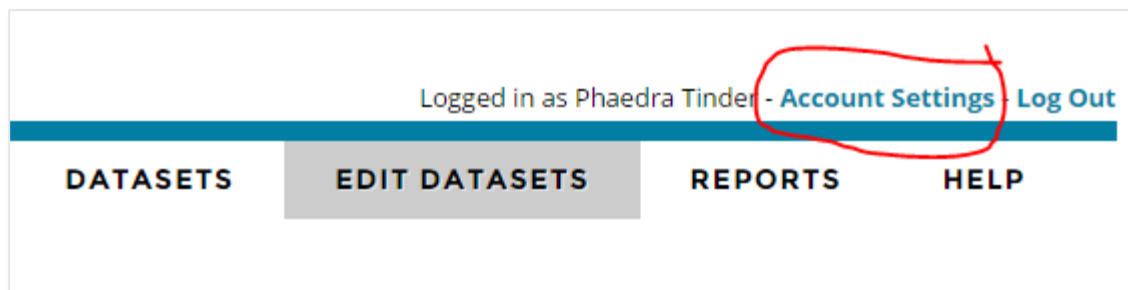
Password ([forgot?](#))

☐ Remember me

Login

If you forget your password, visit <http://metadata.phila.gov/#editdatasets/> and enter your phila.gov email, and click "Forgot Password?" Follow the prompt to receive an email at your city email address to set a new password.

TIP If you want to change your password, go to the Edit Datasets tab and click on the Account Settings link next to your name in the upper right corner of the screen. You have the ability to change your first and last name, the email address used, or your password. You must know your current password in order to change it. If you don't know your current password, follow the steps to reset it first.



Logged in as Phaedra Tinder - **Account Settings** Log Out

DATASETS **EDIT DATASETS** **REPORTS** **HELP**

Edit Datasets page

Logging in will take you to the Edit Datasets homepage. This is where you can see a list to edit all of the datasets owned by your department.

City of Philadelphia Metadata Catalog

Logged in as Test User - Account Settings - Log Out

DATASETS EDIT DATASETS REPORTS HELP

Manage Your Datasets

[ADD DATASET](#)

Showing 1-23 of 23 [add filter](#) [export](#) 25 per page

Name	Source Path	Dataset Contact	# Versions	Edit Dataset Overview	Edit Versions	Delete Dataset	Preview Dataset
Aerial Photography		maryanne.longacre@phila.gov	2	EDIT	VIEW	DELETE	PREVIEW
Basemaps		tom.swanson@phila.gov	14	EDIT	VIEW	DELETE	PREVIEW
Building Elevations	GIS_GSG_Building_Elevations	maps@phila.gov	1	EDIT	VIEW	DELETE	PREVIEW
Building Footprints	GIS_GSG_BUILDING_FOOTPRINTS	maps@phila.gov	1	EDIT	VIEW	DELETE	PREVIEW
City Facilities (Capital Expenditures Table)	GIS_GSG_City_Facilities_Capital	nicholas.fink@phila.gov	1	EDIT	VIEW	DELETE	PREVIEW
City Facilities (Master Facilities Database)		nicholas.fink@phila.gov	3	EDIT	VIEW	DELETE	PREVIEW
City Phone Directory			0	EDIT	VIEW	DELETE	PREVIEW
Digital Elevation Model (DEM)	GIS_GSG_DEM_2008, GIS_GSG_DEM_2012, GIS_GSG_DEM_2015	maps@phila.gov	3	EDIT	VIEW	DELETE	PREVIEW

From this page, you can edit the dataset overview entry, add and edit versions of the datasets, add and edit data fields, or delete datasets. You can also preview edits you make.

TIP

About deleting datasets: all editors have the power to delete datasets, but with great power comes great responsibility. All records in the metadata catalog are backed up weekly, but restoring a dataset deleted accidentally is not a simple process. Please use this power judiciously and only for datasets that you personally maintain.

Editing existing metadata and Adding new metadata

When you get to your Edit Datasets homepage, if you see missing information (Source Paths or Dataset Contacts) in the table, click on the Edit Dataset Overview button to update the dataset overview. This information should apply to all versions of the dataset.

If you add a new dataset, the Add Dataset form will automatically create the first version for you, auto-filled with the same information from the Dataset Overview. You can then update the unique information specific to that version without having to copy over everything that is the same. This information is only copied when you create the dataset or add a new version – editing the dataset overview will not copy any information anywhere. Editing a version will only auto-fill fields left blank in the version.

The Versions table shows you how many versions belong to each dataset in the “# Versions” column. Click the Edit Versions button to see a table of the versions added to this dataset. From here you can make updates to the specific versions as well as to the fields associated with those versions.

Name	Description	Classification	Edit Version Details	Edit Fields	Edit Endpoints	Delete Version
City_Facilities	An inventory of all buildings and other fixed assets owned, leased, or operated by the City of Philadelphia including buildings, structures, and properties (not including surplus properties). Also known as the Master Facilities Database. The database includes City-owned and non City-owned buildings and also identifies sites that have received Capital Program funding to support the use or maintenance of the facility or property by the City. Facilities include, but are not limited to: administrative or multi-purpose buildings, athletic fields, airfields and airport buildings, bridges, ball courts, fire stations, health centers, libraries, museums, plazas, parks and park buildings, playground equipment, piers, police stations, pools, recreation centers and buildings, radio towers, water and waste water facilities, etc.	Enterprise	EDIT	VIEW	OIT USE	DELETE
City_Facilities_pub	An inventory of non-sensitive buildings and other fixed assets owned, leased, or operated by the City of Philadelphia including buildings, structures, and properties (not including surplus properties). Also known as the Master Facilities Database. The database includes City-owned and non City-owned buildings and also identifies sites that have received Capital Program funding to support the use or maintenance of the facility or property by the City. Facilities include, but are not limited to: administrative or multi-purpose buildings, athletic fields, airfields and airport buildings, bridges, ball courts, fire stations, health centers, libraries, museums, plazas, parks and park buildings, playground equipment, piers, police stations, pools, recreation centers and buildings, radio towers, water and waste water facilities, etc.	Public	EDIT	VIEW	OIT USE	DELETE
City_Facilities_removed	An archive feature class of records removed from the Master Facilities Database.	Enterprise	EDIT	VIEW	OIT USE	DELETE

TIP

NEW: There is a new feature in Benny that allows you to import fields directly from GeoDB2 for layers and tables shared to SDE_Viewer. See the companion documentation [“How to Import Fields from GeoDB2”](#) for detailed instructions.

Documenting fields helps people understand the exact information contained in the dataset, and to explain what the field names mean. Here is an effective example of fields with **Aliases**, **Descriptions**, and field **Types**. Note that the table of fields is searchable.

Fields			
search by keyword			SEARCH
Showing 1-10 of 85			
10 per page Page 1 of 9			
Field Name	Alias	Type	Description
Add_Range	Approximate Address Range	Text	Approximate range of addresses incorporated within the commercial corridor.
Age		Text	Decade of original development or substantially complete redevelopment
Blocks_Area	Blocks/Area	Text	
C_Dist	Council District	Text	The City Council District within which the majority of the corridor falls. More information on City Council Districts at http://www.philadelphiacitycouncil.net/ .
CDC_Tax_Credit	Tax Credit Program	Text	Organizations representing the associated commercial corridors are participants in the City's CDC Tax Credit Program, through which they receive \$85k or \$100k per year, for ten years, from a corporate partner to engage in economic development activities. (The corporate partner, in turn, receives a 100% tax credit against their Philadelphia Business Income and Receipts Tax obligation). This is notable because it is a financial resource that CDCs often apply toward corridor revitalization activities.

You can edit the information about your fields inline by clicking on the box:

Field Name	Alias	Description	Type	Edit Field	Delete Field
GlobalID	GlobalID	A field of type geodatabase uniqueness replication n when it is ac	GlobalID	EDIT	DELETE
Name		Name of corridor, center or district	Text	EDIT	DELETE
PCPC_Num		PCPC Inventory number	Text	EDIT	DELETE
Pt_Add		From the PhilaShops Survey: Address approximating the commercial nexus of the corridor, center or district	Text	EDIT	DELETE
St_Ext		From the PhilaShops Survey: Approximate street extents or intersection for corridor	Text	EDIT	DELETE

When looking up datasets already added to the online catalog, you may notice that fields or versions are missing from an existing dataset. To add a new version, click the Add New Version button on the Versions homepage for that dataset. This will create a new version based on the name and Source path you provide, auto-filled with the details from the dataset overview. You should go into the Edit Version form and make changes that apply to that specific version of the dataset.

TIP Fields added to one version of the dataset can be easily associated with other versions that share the same fields. Just click the Associate Fields button on the Edit Fields page, where you can select from the fields belonging to that dataset. To add a completely new field, simply fill out the Add Field form.

That's the extent of what you'll be updating. But what are those other buttons, you ask?

Name	Description	Classification	Edit Version Details	Edit Fields	Edit Endpoints	Delete Version	Preview Version
Airport Vendor Rooms	Footprints of vendor rooms at the Philadelphia International Airport terminals.	Enterprise	EDIT	VIEW	OIT USE	DELETE	PREVIEW

EDIT OPEN DATA INFORMATION

These sections are not the responsibility of data maintainers, but are updated when a dataset is published for public download. They are never visible to someone viewing the dataset entry.

Endpoints are where OIT staff list URLs where the data is available for direct download or displayed.

The Edit Open Data Details buttons are where OIT staff can update information about the data release, the data's location on Open Data Philly, and the data Inventory undertaken by the Data Services team.

About Metadata Privacy

Metadata in Benny is shared distinctly from data sharing. By default, metadata is public; this does not provide anyone access to the data, it only means that others in the city and the public can read what you write about the data. **Any datasets that are shared publicly or citywide need to have public metadata.** There is an option to make your metadata private to your department only; this will allow only logged-in users from your department to view the metadata. It will only be visible within the edit datasets view, not when you search for datasets from the homepage.

TIP

Tips to Remember

- Datasets are owned by one department, which means that if another department creates a modified version of an existing layer, that layer is considered its own separate dataset.
- If you leave details blank in the dataset overview, these fields will be hidden from view. All fields should be completed in the version details and will always be visible.
- If a dataset contains multiple versions with different source paths, the dataset overview should list each of the source paths (ex: GIS_GSG.DEM_2008, GIS_GSG.DEM_2012, GIS_GSG.DEM_2015). This allows people to find datasets by searching for the GeoDB2 layer name.
- Data and Metadata privacy are handled separately. Metadata can only be Public or completely private – only logged-in editors from your department will see it. All Public or Enterprise data must have Public metadata. Private data can have either Public or Private metadata – that is the discretion of the department.

HANDS ON: UPDATING YOUR METADATA

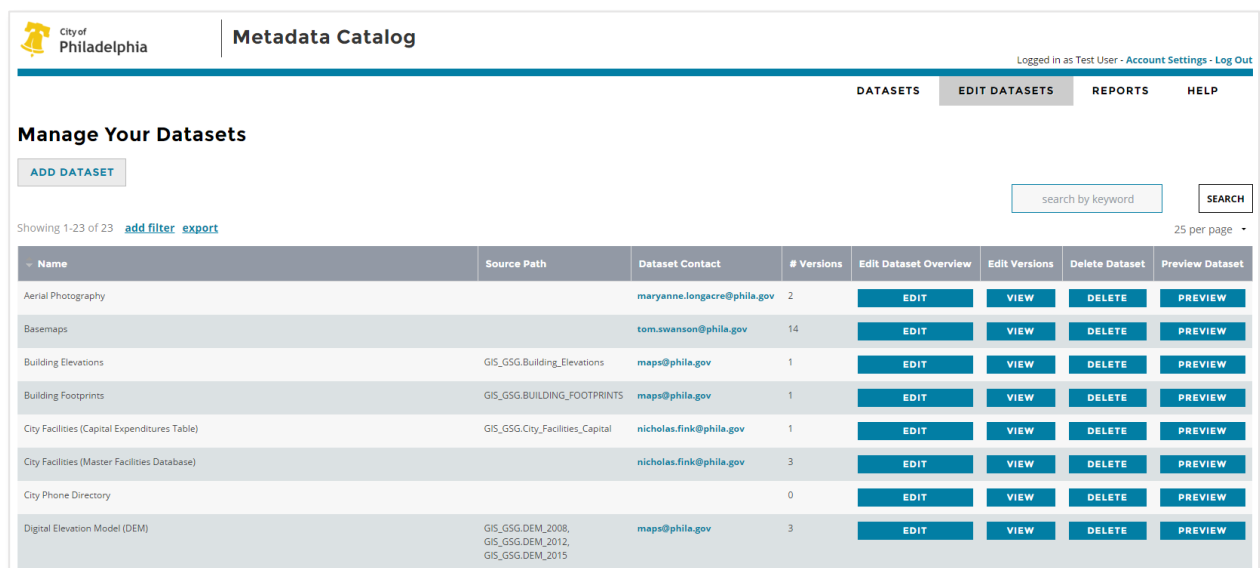
You will need:

- ✓ Login account for metadata.phila.gov
- ✓ ArcCatalog with database connections to GeoDB2
- ✓ Handout page of your department's datasets in SDE_Viewer in GeoDB2

We'll start by checking to make sure that the metadata for your entries already online is accurate and complete. Metadata is only required for data shared publicly or enterprise-wide, so those datasets are the ones we will be working with today.

- Go to <http://metadata.phila.gov/#editdatasets/>
- Log in using your Benny account

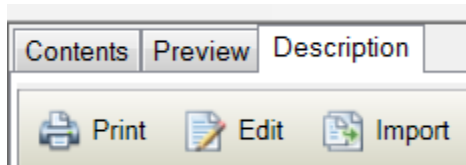
You will see a page like this, with only your department's datasets listed:



The screenshot shows the 'Metadata Catalog' for the City of Philadelphia. The page is titled 'Manage Your Datasets' and includes an 'ADD DATASET' button. A search bar is present with the text 'search by keyword' and a 'SEARCH' button. Below the search bar, it says 'Showing 1-23 of 23' and 'add filter export'. The main content is a table with the following columns: Name, Source Path, Dataset Contact, # Versions, Edit Dataset Overview, Edit Versions, Delete Dataset, and Preview Dataset. The table lists several datasets, including 'Aerial Photography', 'Basemaps', 'Building Elevations', 'Building Footprints', 'City Facilities (Capital Expenditures Table)', 'City Facilities (Master Facilities Database)', 'City Phone Directory', and 'Digital Elevation Model (DEM)'. Each dataset row has corresponding 'EDIT', 'VIEW', 'DELETE', and 'PREVIEW' buttons.

Name	Source Path	Dataset Contact	# Versions	Edit Dataset Overview	Edit Versions	Delete Dataset	Preview Dataset
Aerial Photography		maryanne.longacre@phila.gov	2	EDIT	VIEW	DELETE	PREVIEW
Basemaps		tom.swanson@phila.gov	14	EDIT	VIEW	DELETE	PREVIEW
Building Elevations	GIS_GSG_Building_Elevations	maps@phila.gov	1	EDIT	VIEW	DELETE	PREVIEW
Building Footprints	GIS_GSG_BUILDING_FOOTPRINTS	maps@phila.gov	1	EDIT	VIEW	DELETE	PREVIEW
City Facilities (Capital Expenditures Table)	GIS_GSG_City_Facilities_Capital	nicholas.fink@phila.gov	1	EDIT	VIEW	DELETE	PREVIEW
City Facilities (Master Facilities Database)		nicholas.fink@phila.gov	3	EDIT	VIEW	DELETE	PREVIEW
City Phone Directory			0	EDIT	VIEW	DELETE	PREVIEW
Digital Elevation Model (DEM)	GIS_GSG_DEM_2008, GIS_GSG_DEM_2012, GIS_GSG_DEM_2015	maps@phila.gov	3	EDIT	VIEW	DELETE	PREVIEW

- Find the first layer on your list of your SDE_Viewer layers. Check if it already has an entry online. If it doesn't, move on to a different layer. We'll come back to layers that need to be added.
- If you see that the entry online is missing the Source Path or Dataset Contact, open the "Edit Dataset Overview" form to prepare to fill out those details. When you list the Source Path for the dataset, make a comma-separated list of those for all versions of that dataset.
- Open ArcCatalog and open your department's account.
- Navigate to the layer
- Open the "Item Description" tab in the preview window



- Click the “Edit Versions” button for your dataset. When you update metadata, you want to update the current version of the dataset.
- Open the Preview Version window and check against the entry in ArcCatalog. If you see outdated or missing information, close the preview and click the Edit Version button to open the Edit form to correct the information. Here’s how the sections from the ArcCatalog template translate to the online catalog:

TIP *Translating Your Metadata from ArcCatalog to Benny*

ArcCatalog	Benny
Tags	<i>Not needed</i>
Summary	<i>Include in Description</i>
Features Updated Attributes Updated	Date Last Updated (<i>one single date</i>)
Metadata Last Updated	<i>Not included</i>
Update Frequency	Update Frequency
Public = y/n and Manage->Privileges	Data Sharing Privacy
Abstract	<i>Include in Description</i>
Key Attribute Fields (names/aliases/descriptions)	Fields (<i>add later</i>)
Data Development	Development Process
Coordinate System	Coordinate System
Thematic Mapping	Thematic Mapping
Other	<i>Include in Description</i>
Credits	Dataset Contact Email

These fields in the online catalog are new:

Benny	Get From
Date Range	Look in the Description or Summary: <ul style="list-style-type: none"> • Current = updated with changes to records over time • Use the standard format mm/dd/yyyy

Benny	Get From
System of Record	The authoritative system that stores the data. Commonly this will be: <ul style="list-style-type: none"> • GeoDB2 • A departmental database that pushes to GeoDB2 through automation
Format	The format of the raw data file within the System of Record.
Source Path	The GeoDB2 layer name
Contains Sensitive Data	If the layer cannot be shared to the Public or the Enterprise due to sensitive information, select Yes and briefly describe in the Sensitive Data Comments

Note that if you have questions about what different questions on the form mean or what you should write, the yellow help button on the right hand side of the form includes examples and further explanations.

HELP ME!

After updating the details, next update the fields. ****If your layer/table is located on GeoDB2 and shared to SDE_Viewer, see the document [“How to Import Fields from GeoDB2”](#) for instructions.****

- Click on the Edit Fields button for the version you are working on.

Versions and Subsets of this Dataset

Current version of the dataset in addition to archives, derived cuts, and other variations, if they exist.

Name	Description	Classification	Edit Version Details	Edit Fields	Edit Endpoints	Delete Version	Preview Version
City Facilities (Capital Expenditures Table)	Table tracking City Capital Program expenditures by site code (user code) for use with City Facilities feature class (Master Facilities Database).	Enterprise	EDIT	VIEW	OIT USE	DELETE	PREVIEW

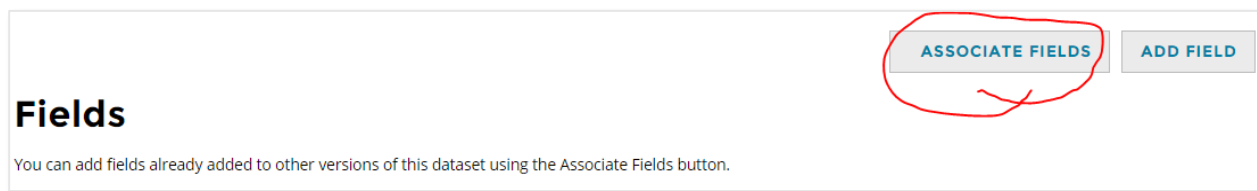
Which will show a table of fields already added to this version

Fields						ASSOCIATE FIELDS	ADD FIELD
You can add fields already added to other versions of this dataset using the Associate Fields button.							
Showing 1-9 of 9 25 per page							
Field Name	Alias	Description	Type	Edit Field	Delete Field		
DATE_UPDATED	Date Updated	Date when feature was updated; either 1996 (original ASC capture) or 2004 (Sanborn updates and capture)	Text	EDIT	DELETE		
ELEV	Elevation	Maximum height	Double	EDIT	DELETE		
FCODE	Feature Code	Building 1810 Hidden 1811 (Includes commercial, residential and industrial.) Institutional 1820 Hidden 1821 Tenis 1830 Hidden 1831 Building Center Polygons 1840 Hidden 1841 Nearline 9999	Integer	EDIT	DELETE		

On your page, if you see that there are fields missing from the list, you can check whether they have already been added to another version of the dataset and associate them to this version.

TIP If the dataset you're working with includes multiple versions, consider the following to reduce your workload. After a new field has been added, it belongs to the entire Dataset regardless of how many Versions of that dataset exist. Since different versions of a dataset may include different fields, but also may share many of the same fields, you can uniquely associate the same Fields with different versions of the same dataset. That way, you don't have to add the details of each field multiple times, and if you update information about a field, you only have to do so once.

From the Edit Fields page, you will see the Associate Fields button:



Fields

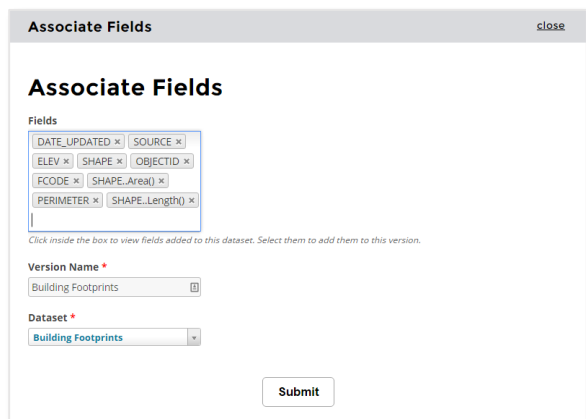
You can add fields already added to other versions of this dataset using the Associate Fields button.

[ASSOCIATE FIELDS](#) [ADD FIELD](#)

- Click Associate Fields

Which will allow you to see the fields already associated with that version, and if you click inside the box, you can select additional fields already added to the dataset.

- Click inside the box to view and select additional fields to associate with this version.



Associate Fields close

Associate Fields

Fields

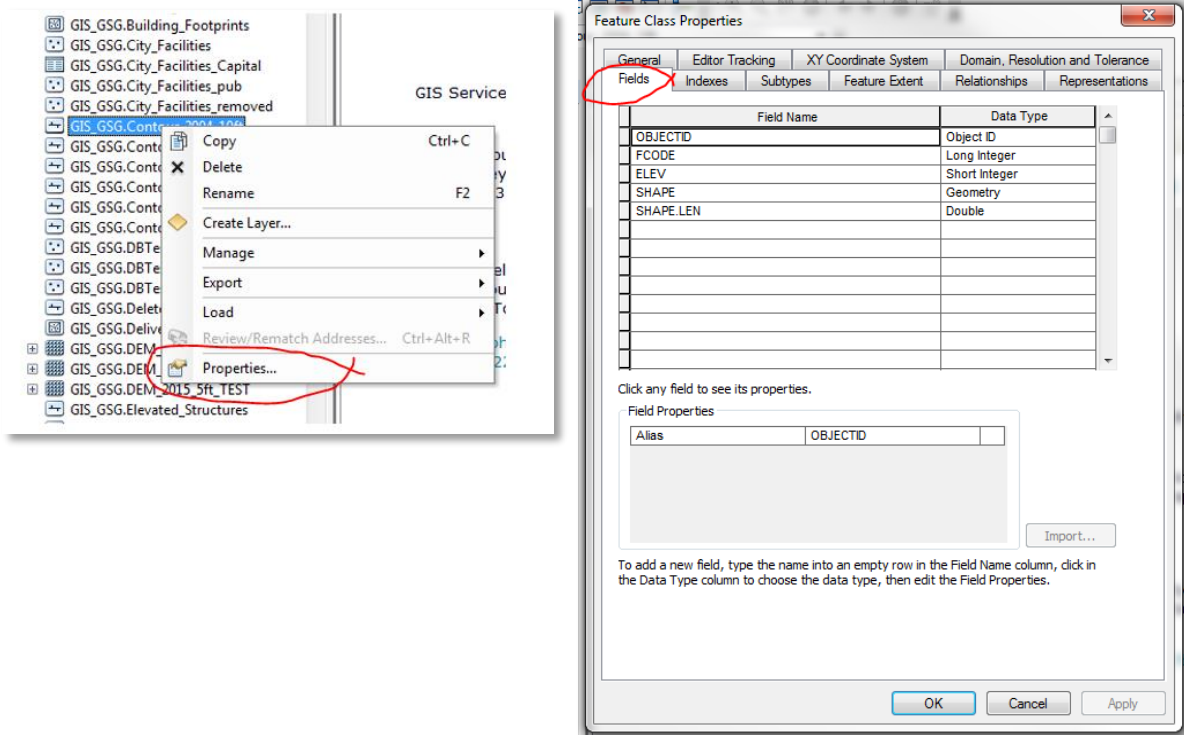
DATE_UPDATED X	SOURCE X	
ELEV X	SHAPE X	OBJECTID X
FICODE X	SHAPE_Area() X	
PERIMETER X	SHAPE_Length() X	

Click inside the box to view fields added to this dataset. Select them to add them to this version.

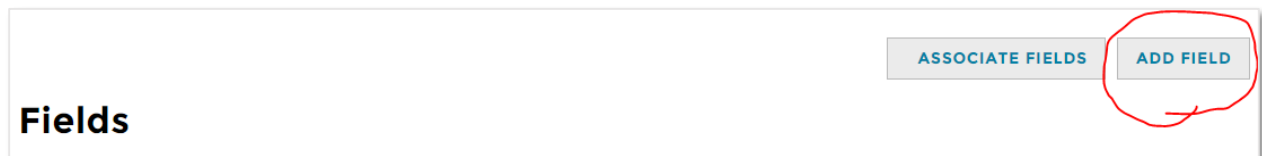
Version Name *
Building Footprints

Dataset *
Building Footprints

Information about the fields may be found listed under Key Attribute Fields in the ArcCatalog metadata or within the Properties window for the layer in ArcCatalog. You can check here to make sure you have added all the fields belonging to that version of the dataset.



To add a new field to the dataset, you will use the Add Field form, by clicking on the Add Field button on the Edit Fields homepage.



Which will open the Add Field form:

Add Field close

Add Field

Dataset *
Building Footprints

Field Name *

Name of the field as recorded in the raw data.

Alias

Human-readable version of the field name

Type

The type of data stored in the field.

Description
Brief description of the field, including domain/range of values where applicable, especially in the case of short codes.

- Use the Add Field form to add all the additional fields belonging to your dataset.

And now, you're finished!

Check and update metadata details and fields for each of the layers listed for your department. Note layers that do not have entries in the online catalog. We'll tackle those next.

After you have finished updating all of the entries that are already in the catalog, take a few minutes to look through your department's new online metadata. Not only is it now possible to search for data belonging to other departments, you can search your own department's metadata as well, which may be particularly useful to departments that manage many datasets. Consider that going forward, you can reap the benefits of this work:

- Editors can make updates from anywhere with an internet connection.
- Build data dictionaries with field descriptions
- Export fields, metadata, and dataset listings to csv, txt, or json output for consumption by other processes.
- Print out a readable entry of your metadata.
- Entries are all backed up for loss prevention
- Log-ins allow admins to track edits by user

HANDS ON: ADDING NEW DATASETS

Now we are going to work with the layers that you noted before that have not yet been added to the metadata catalog. If you don't have any layers that need to be added, you can complete this section with a fake test dataset we have created: Batman's Secret Lookouts.

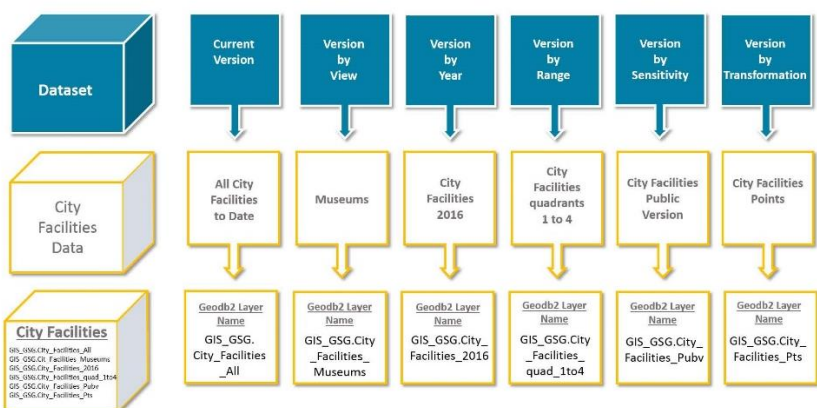
- Go to the editing homepage: metadata.phila.gov/#editdatasets
- Click the Add Dataset button



The Add New Dataset form will ask you to first determine whether or not this dataset will have multiple versions.

To recap, a dataset entry always includes at least one version, the current version of that dataset. For many datasets, this is the only way this data exists, and the dataset will only contain that single version. But there are a number of reasons that you may have multiple versions of a dataset:

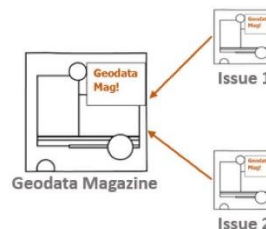
Datasets & Versions



City Facilities is a sample dataset that can potentially include many versions. Versions are identified by source paths (the file name where the data is stored). For spatial data, this is the Geodb2 layer name. The dataset collectively displays all versions within.

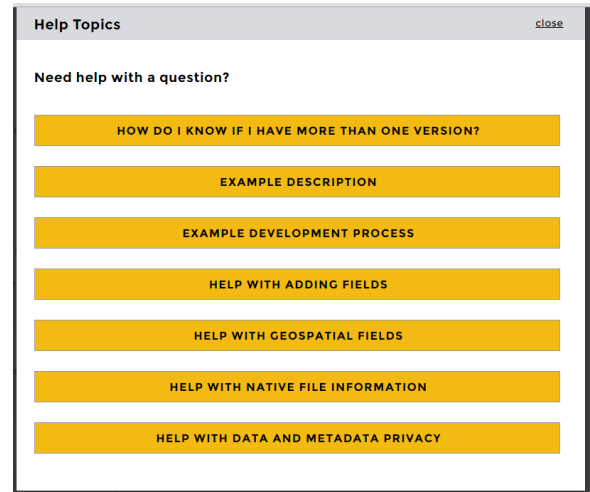
Datasets are a collective of versions. Think of a dataset like a magazine. Geodata Magazine is a collection of monthly issues inclusive of the first issue that was ever released.

Versions are iterations of a dataset. Additional iterations including the original are part of the Geodata Magazine Dataset. There are many ways to differentiate the versions within a dataset.



- When you determine whether this dataset will have multiple versions, fill out the form as completely as possible based on the ArcCatalog metadata, excluding specific details that may not apply to additional versions. Refer to the table from the previous exercise for translating the sections of ArcCatalog metadata to the online catalog.

Note the help button on the side if you have questions about this form.



After you submit the “Add Dataset” form, a Version will be automatically created and auto-filled with the details you submitted about the dataset. You will be automatically redirected to the Versions homepage

Versions and Subsets of this Dataset

Current version of the dataset in addition to archives, derived cuts, and other variations, if they exist.

Name	Description	Classification	Edit Version Details	Edit Fields	Edit Endpoints	Delete Version	Preview Version
City Facilities (Capital Expenditures Table)	Table tracking City Capital Program expenditures by site code (user code) for use with City Facilities feature class (Master Facilities Database).	Enterprise	EDIT	VIEW	OIT USE	DELETE	PREVIEW

- Click on the “Edit Version Details” button to update the specific version with any unique information specific to that version, including modifying the description or development process, and especially the
 - Source Path
 - Date Range
 - Date Last Updated
- Now return to the Versions homepage and click on the Edit Fields button.

TIP

NEW: There is a new feature in Benny that allows you to import fields directly from GeoDB2 for layers and tables shared to SDE_Viewer. See the companion documentation [“How to Import Fields from GeoDB2”](#) for detailed instructions.

- Using the Fields Properties window for the layer in ArcCatalog as a reference, add each of the fields using the “Add Field” button

Fields

[ASSOCIATE FIELDS](#)

[ADD FIELD](#)

- If your dataset has only one version, you're done! On to the next!
- If your dataset has more than one version, go back to the Edit Versions homepage and click the "Add New Version" button.

City of Philadelphia Metadata Catalog

Logged in as Phaedra Tinder - Account Settings - Log Out

Edit Datasets → Edit Versions

DATASETS EDIT DATASETS REPORTS HELP

ADD NEW VERSION

Versions and Subsets of this Dataset

Current version of the dataset in addition to archives, derived cuts, and other variations, if they exist.

Name	Description	Classification	Edit Version Details	Edit Fields	Edit Endpoints	Delete Version	Preview Version
Building Footprints	Planimetric Coverage containing the delineation of buildings or related structure outlines that represent the footprints of these buildings. Building outlines are closed off at tile boundaries by the tile neat line. The annotation.bn layer contains some building names. Building elevations are also included as attributes for each polygon. The polygon outlines of buildings for the entire City, constructed from coverage polylines. Note: many buildings are shown as connected. This includes rowhouses that appear as a single polygon and larger buildings where a determination could not be made. The only attributes included are ID, Area, Perimeter and Feature Code (IFCODE). There are no addresses assigned to these buildings at this time.	Public	EDIT	VIEW	QUIT USE	DELETE	PREVIEW

This is one of the planimetric coverages developed as part of the aerial survey project of 1996 and updated using new aerial photography collected between 25 March 2004 and 23 April 2004.

Explicit elevation coordinate included with horizontal coordinates. All data compiled in Philadelphia Vertical Datum (i.e.: NAVD88 elevation minus 4.631 feet)

It will only ask you to include the Version Name and the Source Path (GeoDB2 layer name) for the new version. The rest of the details will be auto-filled again from the Dataset Overview.

Add New Version of this Dataset

Version Name *

HELP ME!

Specific name of this version of the dataset. May include year, geometry, or other variations.

Source Path

Layer name in GeoDB2, or other file location from which data is published

After submitting this form, details for this version will be auto-filled from the dataset overview. You can edit unique details for the new version in the "Edit Version" form on the following page.

Submit

- Go into the Edit Version Details and update the unique details for that version.

Here you can also add and associate fields to this version, but wait a minute for that.

- Submit the form and click the Edit Fields button for the version you just added.
- In the top right, you see the Add Field button and the Associate Fields button.

Add Field will open the form to create a new field like you did for the first version.

Associate Fields will open a form where you can select from among the fields already added to the other version to associate those in common with this second version. All the details and descriptions for each field will be carried with it. That way you don't have to write the same information multiple times, or make any updates in multiple places.

- After you have added all the fields to this version, and added all the versions of your dataset, you can preview the details you have included from the Edit Versions or Edit Datasets homepages.

When you've finished adding each of the remaining datasets from your department's list, take a breath and pat yourself on the back. You're almost done.

Future of Metadata: How Updating Metadata will work going forward

Now that all of your department's shared datasets have their metadata documented in the online catalog, what happens to the old ArcCatalog system? Going forward, for any datasets in GeoDB2 that are shared either citywide or publicly, metadata will be stored and maintained in the online catalog. This ensures that we have one central location with the most up-to-date, accurate documentation possible for City data.

All that will be left in ArcCatalog is shown below:

What's Left in Arc Catalog?

Railroad Lines
SDE Feature Class → **Readable Title**

Railroad Lines
SDE

Tags
GIS Services Group, GSG, Office of Technology, OIT, Philadelphia, City of Philadelphia, Rail, Railroad lines, 2004 → **Standard Departmental Tags**

Summary
This is one of the planimetric coverages developed as part of the aerial survey project of 1996 and updated using new aerial photography collected between 25 March 2004 and 23 April 2004.

Description
The City of Philadelphia has migrated metadata for this data set to the City-wide Metadata Catalog. For any questions about the migration and administration of the Metadata Catalog, please contact maps@phila.gov. To view the metadata for this layer, please visit: <https://phl.knackhq.com/inventory#home/datasetdetails/5543866120583086178c46ea/>

Credits
There are no credits for this item.

Use limitations
There are no access and use limitations for this item.

Extent
West -75.338691 East -74.927959
North 40.229553 South 39.790179 → **Optional**

Scale Range
Maximum (zoomed in) 1:5,000
Minimum (zoomed out) 1:150,000,000 → **Optional**

“The City of Philadelphia has migrated metadata for this dataset to the City-wide metadata Catalog. For any questions about the migration and administration of the Metadata Catalog, please contact maps@phila.gov. To view the metadata for this layer, please visit:” Paste the link to your metadata

Brief Summary (first sentence only)

After copying and pasting the URL to Benny in the ArcCatalog metadata page, no one will ever have to update this entry in ArcCatalog again! For this reason, be sure to make the Summary general enough that it will not become out of date (especially: no dates in layers being updated).

This is the disclaimer approved by the Data Committee that you can copy and paste into the Description pane:

The City of Philadelphia has migrated metadata for this data set to the City-wide Metadata Catalog. For any questions about the migration and administration of the Metadata Catalog, please contact maps@phila.gov. To view the metadata for this layer, please visit: [\[URL\]](#)

Other changes to GeoDB2 update process:

What to do when submitting a _rev layer

If there are no changes to your data schema, the existing layer will be updated via truncate and load, and the item description will remain unchanged – perfect! You don’t need to do anything different. If you are changing the schema or your layer or changing the layer name, please make sure that the item description page for the new data has been replaced.

Automated updates to metadata

Some departments who update layers in GeoDB2 through automated processes also have been updating the metadata’s “Last Updated” dates through that same automation. For now, we cannot support that same functionality in the online catalog. Until we can, layers that are updated by automated processes will not show a “Data Last Updated” date in the online catalog; the Update Frequency field will inform about the approximate recent updates to the layer.

What to do when you add a new layer to GeoDB2

TIP

Only shared layers are required to have metadata, but departments can manage metadata for private data in the online catalog as well. When adding a new layer privately to your account, or newly sharing a layer to the SDE_Viewer and/or GIS_Public accounts, be sure to search the online catalog to make sure that an entry for the dataset doesn’t already exist, or that this new layer could be considered a new version of an existing dataset. Annual updates or a new layer that was derived from an existing layer are two cases where the new layer is particularly likely to be a version of an existing dataset.

After creating the online metadata entry, just paste the link into the ArcCatalog metadata using the template shown above.

How to deprecate data

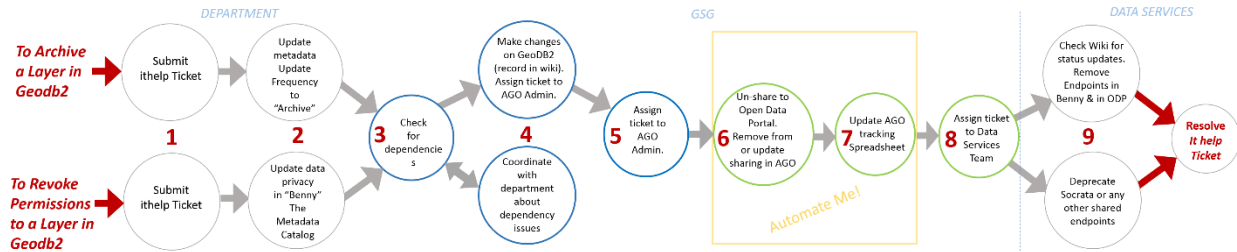
When you decide to stop maintaining data, replace it, or remove its access to either the public or the city, keep in mind the following workflow:

Proposed Data Deprecation Workflow

Steps: 1-8

Systems Group

AGO Admin



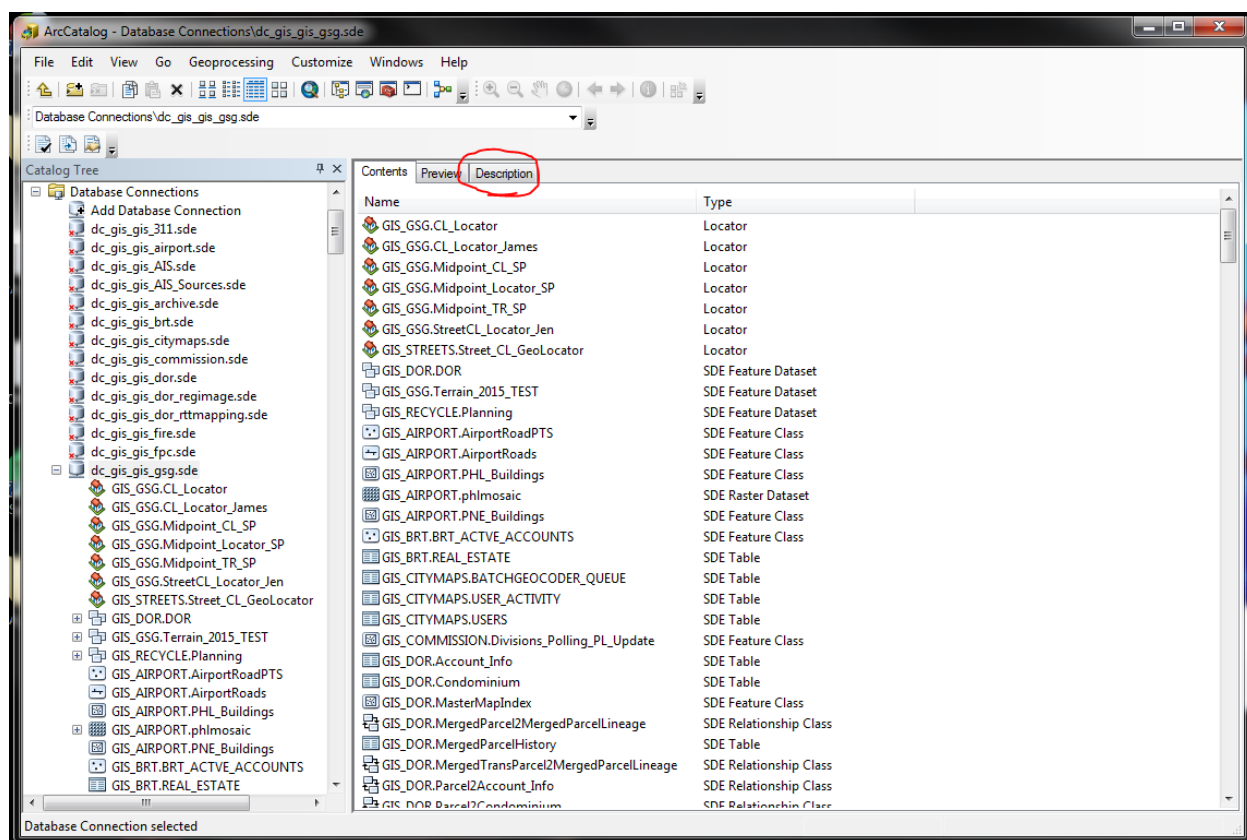
Within the metadata, be sure to keep the following items updated:

- If you decide to archive a dataset or replace it with a significantly new layer:
 - Update the version being archived:
 - Update Frequency: Archive
 - Date Range
 - System of Record: GeoDB2 Archive
 - Classification: Private or Enterprise
 - Check the Description for accuracy
 - If it is being replaced, create a new version for the replacement layer.
- If you want data off Open Data Philly or no longer shared citywide:
 - Submit the Update Notification email to ithelp@phila.gov and cc maps@phila.gov so that GSG can check for dependencies on the layers.
 - In the metadata, after the layer has been removed, update the version being revoked:
 - Classification: Private or Enterprise
 - Check the Description for accuracy

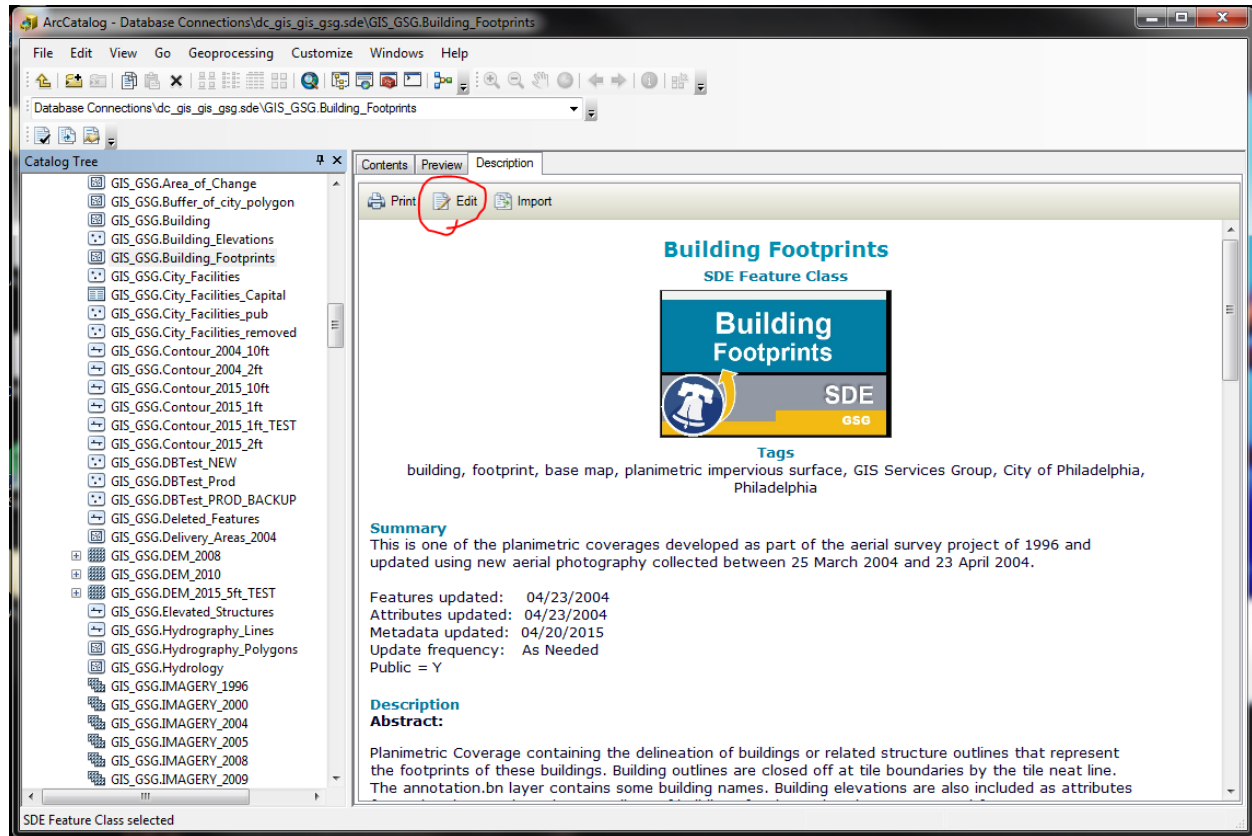
HANDS ON: REPLACING ARCCATALOG RECORDS

Now we'll undertake the last step in migrating metadata from ArcCatalog to the online catalog: replacing what's left in ArcCatalog.

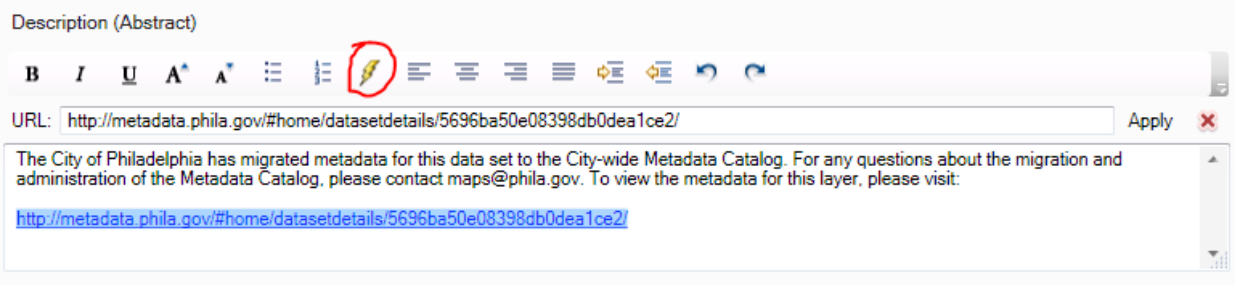
- Open your departmental GeoDB2 account in ArcCatalog and open the Item Description pane.



- Open this google document: What's Left in ArcCatalog template:
<https://docs.google.com/document/d/1koN9iJrEOPR92h3kVX9nz04Ub1TbJT2UkCZook39HKU/edit>
- Open the Datasets homepage: metadata.phila.gov/#home
- Navigate to the layers preceded by your department's account (ex: GIS_DEPT) and, based on the handout of layers shared to SDE_Viewer, go through each of the layers and do the following:
- Open an Edit Session

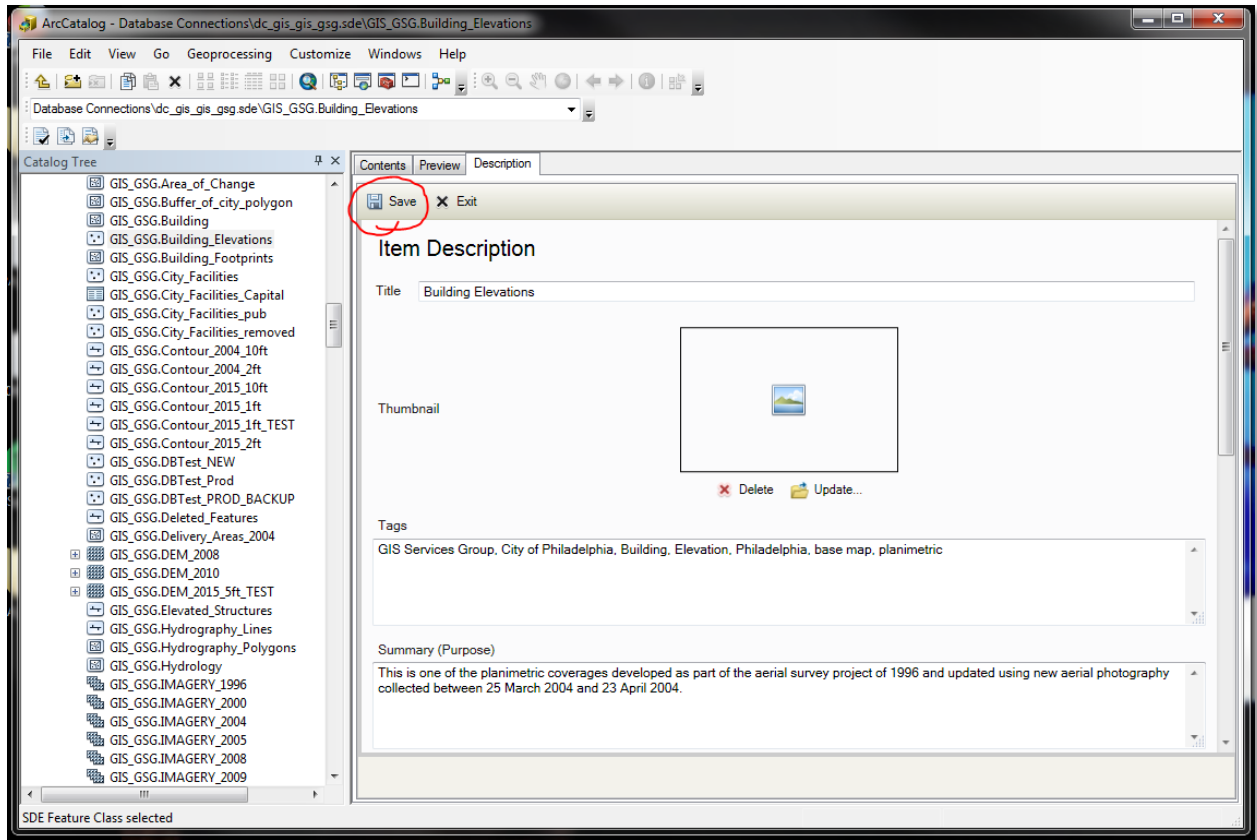


- Leave title as-is or change to name of the dataset in Benny
- Leave tags as-is
- Leave summary as-is; if not present, copy the first sentence of the description
 - Try to avoid using dates in the summary if these will change
- Copy and paste disclaimer from the google doc:
 - The City of Philadelphia has migrated metadata for this data set to the City-wide Metadata Catalog. For any questions about the migration and administration of the Metadata Catalog, please contact maps@phila.gov. To view the metadata for this layer, please visit: [URL]
- Search for the dataset in the online catalog and paste the URL to the relevant version into ArcCatalog using the lightning-bolt hyperlink



TIP

- Delete credits
- Delete use limitation
- Save description



All done!

Once you finish this, you never have to update these ArcCatalog entries again!

Feedback

We hope that you found this training informative and useful. Please fill out this anonymous Google Survey to let us know what you thought of the training or if there is anything we can improve:

<http://bit.ly/MetadataSurvey>

Glossary

Alias

Common Name or Nickname assigned to a field as opposed to the machine name stored in the data file.

Dataset

Datasets is an entry for a single item/table of data or a collection of versions of that data. This is a set that includes the original data and iterations (versions) of that original data unique to each department. Here's more information about datasets and versions: <http://metadata.phila.gov/#help-topics2/help-versions>

Data Store

Cloud web storage services for providing downloadable data in multiple formats. City of Philadelphia's point of access for downloadable data is www.opendataphilly.org.

Deprecated

This is a flag for OIT staff that the data is being or has been migrated and the endpoint is being replaced with a new one. Eventually deprecated endpoints will be removed entirely.

Endpoint

A URL that prompts a download specific to the format that the data is offered in the datastore. Endpoints can also be webmaps or other web visualizations where the data can be viewed.

GeoDB2

GeoDB2 is the central City geo-database for sharing spatial data among departments. The database is managed by the GIS Services Group (GSG) in OIT.

Metadata

Metadata is the descriptive text explaining spatial and aspatial data summarizing basic information to make it easier for data consumers to access and appropriately use the data. Up-to-date metadata is critical for data sharing, including a detailed synopsis of the data including how it was derived and who is responsible for maintaining it.

Open Data

Data shared to the public. This is accessible worldwide and downloadable in the data store.

Public Access/Use Constraints

It is the standard set of limitations releasing the City of Philadelphia as a municipal agency from liability incurred by the release or end user manipulation of the data.

The Public Access and Use Constraint Reads...

The City of Philadelphia reserves all rights in the City's databases and any data contained therein, and the end user's use of the data does not constitute a transfer of, nor does the end user receive, any title or interest in the database or any other City data. The City of Philadelphia makes no representation about the accuracy of any specific information in this data and is provided "as is" and without Warranty of any kind. The user of this data will assume complete responsibility for any and all occurrences resulting from its use or display and will hold the City of Philadelphia harmless from any and all claims, demands, liabilities, obligations, damages, suits, judgments or settlements, including reasonable costs and attorneys' fees, that arise from use of this data.

Release Date

For a Version - The earliest date at which the data became available for download

For an Endpoint - The date the specific URL became available for download

Sensitive Data

Data containing sensitive information that breaches the right to privacy for persons or places at risk e.g.: personal details of homeowners, social security numbers, medical status, etc. If there are any additional sensitivity concerns or notes in addition to the "Public Access and Use Constraints", comments are entered in the "sensitive comments" field.

Source Data

The table or layer name where the data is officially stored for shared enterprise (citywide) access. For geodata, this is the Layer Name in our citywide spatial data warehouse (GeoDB2). The source path for spatial data is formatted as *Database_Account.Layer_Name* (for example, GIS_GSG.Building_Footprints).

Type (Data Type)

A data type is an attribute that specifies what information is stored in that field. Data types include: Text, Numeric, Global ID, Date/Time, Currency, URL, Geometry etc.

Update Frequency

How often the data is updated. Recurring updates are daily, weekly or monthly. Items that are this frequently updated may be subject to an automated refresh schedule. You may also identify if the data is updated annually, as needed or never for more infrequently updated datasets. See here for more information about Update Frequencies: <http://metadata.phila.gov/#help/glossary2/help-update-freq>

Version

Iterations of data in a dataset. Versions refer to a unique source path and may vary in diverse ways within a dataset. Examples of versions are by: Most Current, View, Range, Year, Sensitivity or Transformation (geometry). See here for more information: <http://metadata.phila.gov/#help-topics2/help-versions>

How to Contact Us

If you have questions about Benny the Metadata Catalog, please don't hesitate to reach out to us.

1. For bugs, broken links, incorrect directions in our help documents, or help using the catalog, please email ithelp@phila.gov and cc maps@phila.gov. This is the fastest way to make sure the issue gets resolved or you get the help you need.
2. If you want to request training or accounts for your staff, email data@phila.gov
3. If you want to know more about how data gets released to the public, please email data@phila.gov
4. Please let us know what you thought of this training by filling out this survey: <http://bit.ly/MetadataSurvey>

Thank you!