# UPLOADING A MAP PACKAGE TO RECOVER

Before initiating the upload, you will need to have a map package prepared that contains the debris flow model layers and MXD file. A detailed Esri help page for creating a map package is here: http://resources.arcgis.com/en/help/main/10.1/index.html#//00660000403000000

If you already have your map package ready to go, proceed below to **Step 2**.

Step 1 – Creating a map package

1. Prepare an ArcMap document as you would like to see these data appear in the RECOVER web map.
2. Create item descriptions for your map document (.MXD). To do this:
   a. From the ArcMap menu, select FILE—MAP DOCUMENT PROPERTIES
   b. The *Summary*, *Tags*, and *Description* part of this section must be filled out before the map can be published. These descriptions can be as short as you would like, as long as some summary, description, and tag is entered.
   c. More specifically:
      i. In the Map Properties page, add Author and Credits info. Give yourselves credit for this work and also add "NASA RECOVER and ISU GIS TReC".
      ii. We need to set a maximum scale threshold for each of the layers. This can be done under each of the LAYER PROPERTIES--GENERAL tab as shown below. I suggest using 1:250,000.
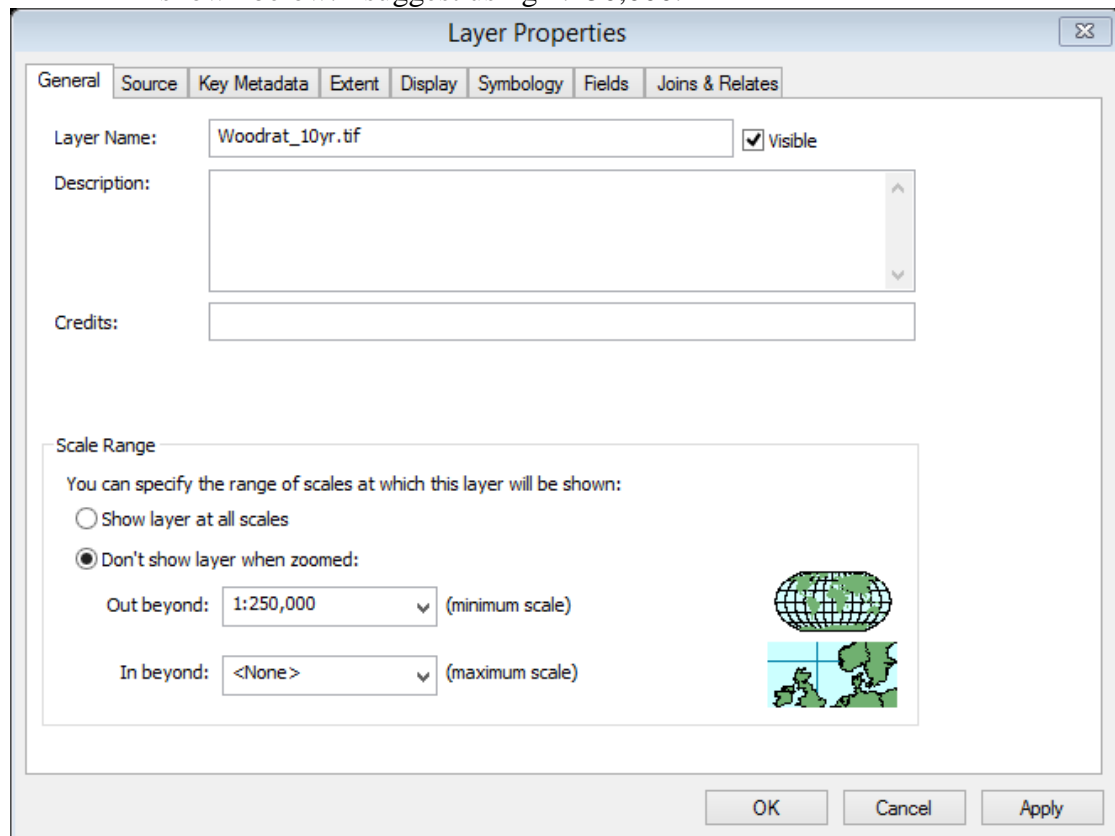
iii. Name the MXD following this convention: [FIRE NAME]Fire_[STATE]_DebrisFlow (for example: **WoodratFire_ID_DebrisFlow.mxd**.   This is very helpful when we automatically create a map service from it.
iv. Do not include a hillshade or other layers in the map document
v. Do not set any transparency. The hillshade is a base layer available for all RECOVER fires (beginning in 2016) and transparency messes up the colors in the map service/flex web map… plus it is available natively in our Web maps already (the user can make stuff semi-transparent, move draw order, etc.).

Note: Map packages are only supported with ArcGIS for Desktop version 10.0 and up.

3. Create a map package (.MPK). To do this:
   a. From the ArcMap menu, click FILE—SHARE AS—MAP PACKAGE.
   b. This brings up the Map Package dialog box.
   c. Make sure to select the *Save package to file* option under the Map Package section and browse to the file path to where you would like to save the map package.
   d. Next, click the Analyze button along the top right corner to check for any warnings or errors that will impact the map package.

There should be no errors and likely few warnings. If there are, expand the warnings or errors to check their details and attempt to fix them. Errors, with a red 'X', must be addressed before the map package can be created. Warnings can generally be bypassed, depending on their nature. For example, some warnings may reference something with key words like 'm-layer' or 'aware', these are unlikely to be an issue due to the nature of this project but if you want to look into any errors or warning you encounter, feel free to search through your preferred search engine or search for the issue here: http://resources.arcgis.com/en/home/

4. Once the previous steps are completed, click the **Share** button in the top right. Your map package will written to the folder you selected step 3C.

Step 2 – Upload the map package

Navigate to the RECOVER data upload webpage: https://ags.giscenter.isu.edu/files/shpload.aspx Login using the username and password provided by the RECOVER project team. This website is where you will upload the map package created in step 1.

Note: This upload site will only accept map packages (.MPK) for upload.

Note: Uploading a map package with the same name as another map package stored in this upload location will overwrite the stored map package with the new one.

To start:

1. Click the **Choose File** button
2. Navigate to your map package
3. Click **Open** to select the map package you want to upload.

The **Upload File** button should become enabled at this time.

4. Click the Upload File button.
5. Once the file is uploaded, the name of the file and some other details will be displayed. Double-check that the file name is correct and if so, you're done!
6. Close the Web browser page, we will take it from here!