

IDM3 Map Services Tick Sheet:

Supplying maps for creating or updating EEA map services

Project name/reference:		Project name or job reference #
EEA Ticket Number:		EEA reference number.
Is this a new map service? Or is this an update of an existing map service?	<input type="checkbox"/> New <input type="checkbox"/> Update	Knowing which service is being updated will help us ensure a smooth update. It is important that previous releases are used as templates, as this will minimise broken links within the map service.
If this is an update; - Which map service is affected?		
- Is the map (mxd) being updated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
- Is the data being updated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
- Has a template map and/or data schema been used?	<input type="checkbox"/> Yes	IDM3 group at EEA can supply you with these templates.
For an update, have you ensured that field and feature names are identical to the previous version, and that field types are unchanged?	<input type="checkbox"/> Yes	It is important that field name and type remain consistent across versions as other services/applications could now be using this service.
This delivery of map and/or data to EEA have these projections:	<input type="checkbox"/> WM Auxiliary Sphere <input type="checkbox"/> LAEA	These are the projections used by various map web platforms and the ones accepted at EEA for map services.
What is the URL pointing to the service?		
You have ensured that both layers and the map use the same coordinate system?	<input type="checkbox"/> Yes	With mixed projection services, your data has to be projected on the fly, thereby slowing performance.
Data can be delivered (used) in one of two ways; as a file-geodatabase, or, as a direct connect to an EEA database. This service uses:	<input type="checkbox"/> file-geodatabase	These are the only formats accepted at EEA for map services.
Background and unneeded layers have been removed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Generally the environment on which the service is used supplies the background context needed.
- if No, please explain why they are needed.		
Metadata provided for data layers (Inspire compliant metadata form)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Some	This assists with version consistency between map services and updates.
MXD dataframe properties filled? For updates, this information might already exist! Make sure Name and it's not set to the default value, "Layers".	Name Description	<input type="checkbox"/> Yes <input type="checkbox"/> Yes
		Both Name and Description will be shown in the Rest ArcGIS Services.. <i>In the Table of Contents, right click Layers (Dataframe), Properties, General...</i>

Item Description when sharing as a service supplied? For updates, this information might already exist! This is the metadata of the service (not to be confused with the metadata of the data itself).	Title Summary Tags Description Credits	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	This information provides context and discoverability for the map service over the internet. <i>ArcMap: File > Share As a service, Item Info...</i>
The map document is not set to 'Store relative pathnames to data sources'	<input type="checkbox"/> Yes		Using relative pathnames slows map service performance!
Map name follows EEA's Map Services naming convention	<input type="checkbox"/> Yes		Each map service is self contained within the file structure. EEA file structure & naming convention is prescribed, see below .
Feature dataset names follows EEA's Feature Dataset naming convention	<input type="checkbox"/> Yes		
Geodatabase names follows EEA's Geodatabase naming convention	<input type="checkbox"/> Yes		
'Check Geometry' has been performed on all 'line' and 'polygon' features. And 'Repair Geometry' was applied to those features where errors were found?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		Incorrect ring order and self intersecting polygons affect performance and display. N/A for maps with points only.
All used fields (including spatial) have indexes applied?	<input type="checkbox"/> Yes		Fields used for symbology, joins, query definitions & labels should be indexed for improved map performance.
File-geodatabase has been <u>compacted</u> ?	<input type="checkbox"/> Yes		Do not compress the geodatabase!
Is this map service a part, or a result, of a project? Project Name:	<input type="checkbox"/> Yes <input type="checkbox"/> No IDM3 person involved in project:		Projects requiring map services, need to consult with IDM3 for advice on needs, resources and technical constraints.
What is the rationale for this map service?			This information gives us context around which we can allocate resources. Does this service support an application? Who are the audience? Public? Private? What message is being delivered? This should be similar to the Summary or Description of the Item Description, which is also the metadata of the service.
Is this map service a part of a publicity/event launch?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known If Yes, Launch date/s:		Is there a launch or promised delivery dates we need to be aware of? We need two weeks notice for map publishing.
Further info on Launch or Project:			This does not have to be detailed and could be a URL.
Are there likely to be any high activity (hot spot) areas in this map service?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known		High public interest areas (from a launch focus or due to the nature of a map) can be pre-cached for improved performance.
If Yes, can you describe or supply polygon coverage for these areas?			
Thematic Contact	Name		The subject expert; the person whom EEA can contact regarding thematic content.
	Email		
	Phone		
Map Custodian	Name		The map maker, the person whom EEA can contact regarding map details (i.e. symbology, labels, etc.).
	Email		
	Phone		

QA Data and Map have been checked to ensure information is complete, correct, consistent and reliable.	<input type="checkbox"/> Yes <input type="checkbox"/> Geometry only <input type="checkbox"/> Table only <input type="checkbox"/> This is done elsewhere	Data validation checks have been performed. The information is accurate and reliable, i.e. it has been collected and measured consistently. It is complete; fields are filled and records are present. Compared with the last version of this data there are no missing features.
Tick Sheet sign off send to Sebastien.Petit@eea.europa.eu Name: _____ Signature: _____		

Map services are becoming an integral part of EEA’s delivery on its core values. The map services we deliver range from internal use to public information delivery, many of these services are high profile and cover EEA’s core themes: Water, Land, Biodiversity, Air & Noise. The information and requirements for these services is continually evolving and as such in order to maintain these services, and to be able to meet increase in load (due to a public launch or other event) we have standardised the manner in which service requests are made. This tick sheet is designed to assist you in delivering data and maps to EEA for map services.

Other Guiding Rules:

- Set scale-dependent rendering on layers to only draw when needed.
- Do not include nonalphanumeric characters in data frame or layer names, this includes: (,), >, <, \, /, -, _, =, etc.
- Avoid Charts and ‘Multiple Attribute’ Symbology.
- Keep layer symbology simple.
- Do **not** use definition queries and table joins on the same layer.
- Keep your definition query simple.
- Use Simple labels.
- Do not use layers defined by selections.

Map Services Naming Conventions & Folder Structure

Map service documents should be created and supplied following the same structure and naming convention as is used within EEA to deliver map services.

For various map service management purposes (like load balancing) map services 'data' may need to be moved/copied to other server. In order to ensure that the maps will work, without intervention map¹, following such a move a folder structure and naming convention have been devised.

Service Folder structure

Locally map a drive to (X:).

Under X: the folder structure is SOURCES \ [THEME] \ [Category] \ 'component folders'

SOURCES: This name is fixed!

[Theme]: A short name defining the EEA's themes, options listed here -

Admin: Public map services on abstract features, i.e. boundaries.

Air: Public map services on Air.

Bio: Public map services on Biodiversity.

Internal: Internal map services.

Land: Public map services on Land.

Noise: Public map services on Noise.

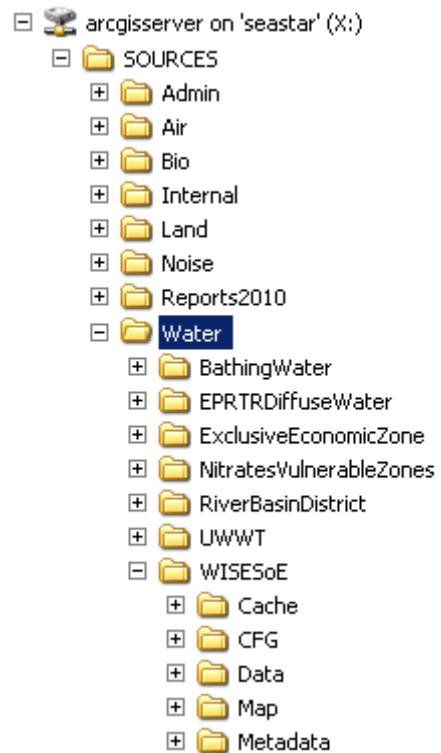
Reports[year]: Public map services, live maps published with reports.

Water: Public map services on Water.

[Category]: A short name defining the Subject's content, e.g. CLC1990, Natura2000, BathingWater.

'component folders':

Cache	Not in use at present
CFG	Service configuration file – copy previous configuration for this service here.
Data	Location for file geodatabase
Map	Location of map (mxd's & msd's)
Metadata	Not in use at present



Note: Do not use spaces in the folder structure naming,

Naming Convention

Geodatabase

[Category]_[LAEA|WGS84|WM]{_shared}{_SECURE}
e.g. WISESoE_LAEA_shared_SECURE

[Category]: A short name defining the content, e.g. CLC1990, Natura2000, WISESoE.

[LAEA|WGS84|WM]: Identifier of the geodatabase projection, e.g. LAEA (Lambert Azimuthal Equal Area)

{_shared}: Use of this tag denotes that this geodatabase is also used in another map service. An update of this geodatabase will need to be copied (and updated) on all map services using this geodatabase.

{_SECURE}: Data not for public use or access. If one or more feature datasets fall under this classification then the entire geodatabase is to be treated as secure.

Feature Dataset

¹ The concept is to allow data or maps to be updated or moved without having to re-link, re-symbolise or re-name: geodatabases, features/layers, tables, joins and / or query definitions.

[Subject]ⁿ{_Scale}

e.g. ArtificialSurfaces_g1000

[_Subject]: A short name used to describe the feature. Subject may be repeated to clarify or differentiate subjects.

{_Scale}: Nomenclature used to differentiate the same generalised feature². Use 'sp1000' where '*simplify polygon*' has been set for 1000m, 'sp100' for 100m, etc. Use 's10k' where the data scale is 1:10.000 (**and** this geodatabase has this feature in several scales).

sp – Simplify Polygon

s – Scale

Map

[Category]{_Subject}{_Dyna|Cach}_[LAEA|WGS84|WM]

e.g. WISESoE_Groundwater_LAEA

[Category]: A short name defining the content, e.g. CLC1990, Natura2000, WISESoE.

{_Subject}: A short name used to differentiate subjects within a Category.

{_Dyna|Cach}: *Internal EEA management of map services.*

[LAEA|WGS84|WM]: Native projection the service is serving, e.g. LAEA (Lambert Azimuthal Equal Area)

Note: **Do not** use version description in naming. The use of version number in naming a dataset, a map or a database, means that an update by necessity has to have a new name, this means that linkages will need to be reset in order for a map service to work. Version descriptions are better kept in metadata descriptors.

² If using a generalisation method not listed here, then advice the IDM3 group (Jan Bliki & co.) and we will update the scale nomenclature.