

WDA GIS Policy

May 7, 2009

GIS Usage:

1. Preferably, GIS users within the WDA will have ArcGIS training from an ESRI accredited instructor or similar training. In addition, a Natural Resources and Policy designated staff person will maintain a procedures sheet explaining how to use our software and the procedures for accessing technical support.
2. Per the constraints of the GIS Concurrent Use License, only one user is allowed to perform GIS at any given time. GIS software is on a first come first serve basis. Natural Resources and Policy designated staff will coordinate a flexible schedule for the current GIS users should conflict of use occur.

Data Storage:

1. A GIS server will house all GIS data.
2. The server will house a separate folder for all general data, i.e., roads, county boundaries, streams, etc.
3. Each staff will have a separate folder for his/her completed projects.

Printing:

1. GIS users will follow the procedures sheet mentioned in #1 under GIS Usage to access the plotter. Usage of the plotter will be tracked and inventoried by the plotter itself. Cost of ink and paper will be divided among users and will be monitored by Natural Resources and Policy designated staff on a monthly basis.

WDA Procedures Sheet

May 7, 2009

- 1) Natural Resources and Policy GIS designated staff will review yearly maintenance agreement and timely payment to ESRI.
- 2) Technical Support:
 - a. If GIS users need general software and printing assistance, they can ask other WDA staff with GIS experience.
 - b. If users see the error statement "All ArcView Licenses are in use," they can contact WDA IT staff to determine if license is available for use.
 - c. ESRI Technical Support staff can answer all other error statements, technical questions, etc. The yearly maintenance agreement allows unlimited questions at no additional charge.
- 3) Printing:
 - a. IT staff will provide user access to the GIS plotter.
 - b. Natural Resources and Policy designated staff will coordinate with the Department's supply purchasing person to order replacement paper and ink cartridges.
 - c. Natural Resources and Policy designated staff will provide the necessary print tracking history information to prorate printing costs among users.
 - d. Natural Resources and Policy designated staff will also serve as the main contact person regarding plotter printing problems and questions.