

NSW Data Portal: User Guide – Sharing Data with a Group

Creating a group for data sharing and sharing data with a group

This user guide provides step by step advice to help you to create a group for data sharing.

You will need to decide if you want your data to be accessible by anyone (called open data) or whether you want to restrict the ability for people to search for, discover and access that data.

If you want to only share with a limited number of people or organisations you will need to set up a 'group' which allows you to control who can discover and access your information.

A group in the NSW Data Portal defines the collection of people that you want to share data with.

If you want to put tight controls on the use of your data, you may wish to establish a Data Sharing Agreement, or require all data requestors to complete a Data Sharing Checklist, before you create a group and give them access to your data. See Data.NSW for access to the Data Sharing Agreement generator prototype and the Data Sharing Checklist for data requestors.

As a data owner, before creating an account and sharing data you need to ensure you:

- Complete the data sharing checklist on [Data.NSW](#)

Creating a group

Navigate to <https://portal.data.nsw.gov.au/arcgis/home/>

Click on the 'Groups' tab at the top of the page.

Complete the 'Create new group' summary details and user permissions. You can also add a group image if you wish.

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Home Gallery Map Scene Groups Content Organization Spatial

Create New Group

Drag and drop a JPEG, PNG, or GIF.
Use 400x400 pixels or larger for best results.

Upload Thumbnail

Group Name *

A short, meaningful name for your group

Summary

A short description of the purpose of your group

Tags *

Add tag(s)

Who can view this group?

☐ Only group members
☐ People in the organization (NSW Data Portal - Beta)
☒ Everyone (public)

Who can join this group?


☐ Those who request membership and are approved by a group manager
☒ Only those invited by a group manager
☐ Anyone

Who can contribute content to the group?

☒ Group members

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Create New Group



Edit Thumbnail

Group Name *

Birdies

Summary

mapping agricultural feed

Tags *

Agriculture x Maps x Feed x

Add tag(s)

Who can view this group?

☒ Only group members
☐ People in the organization (NSW Data Portal - Beta)
☐ Everyone (public)

Who can contribute content to the group?

☒ Group members
☐ Only group owner and managers

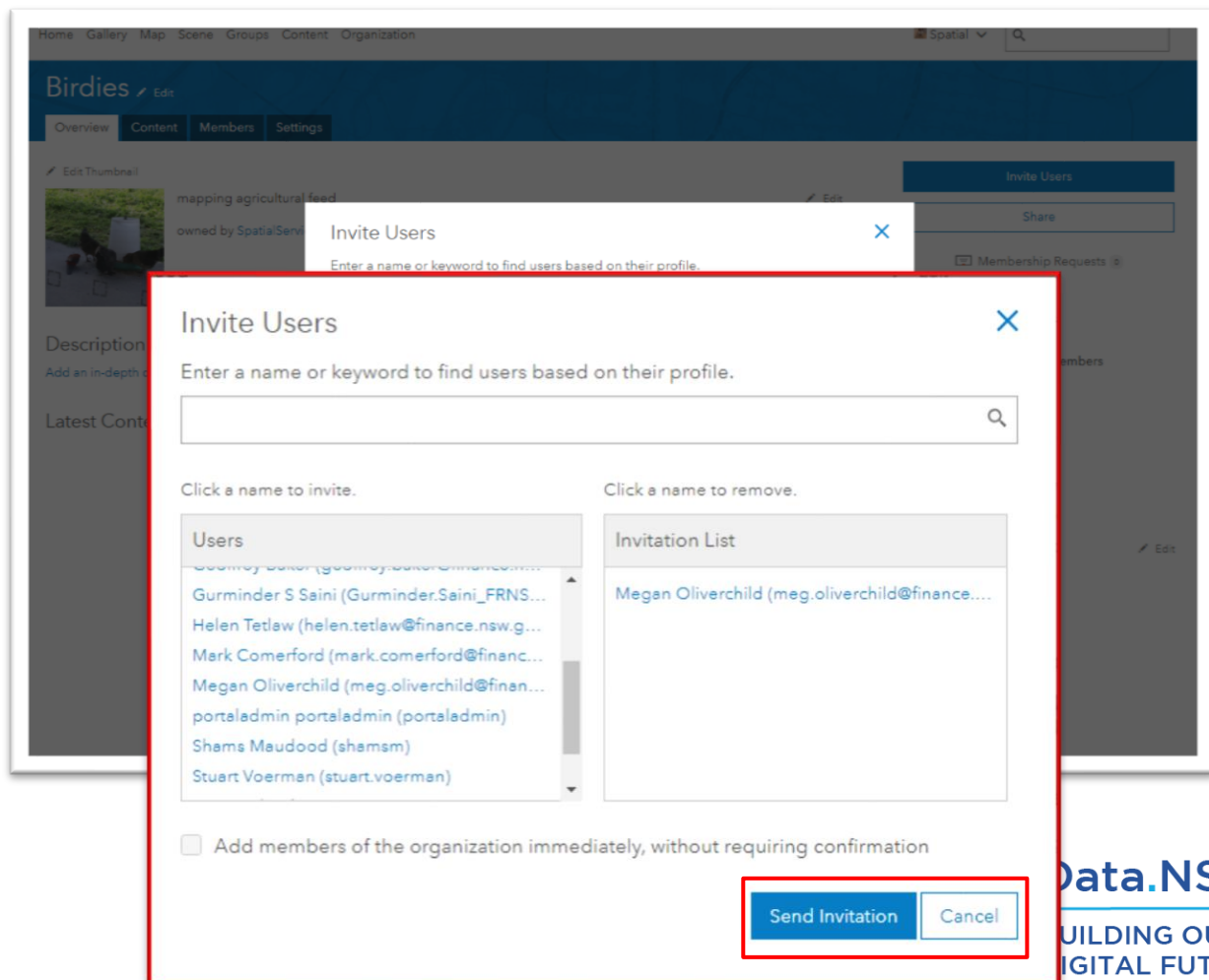
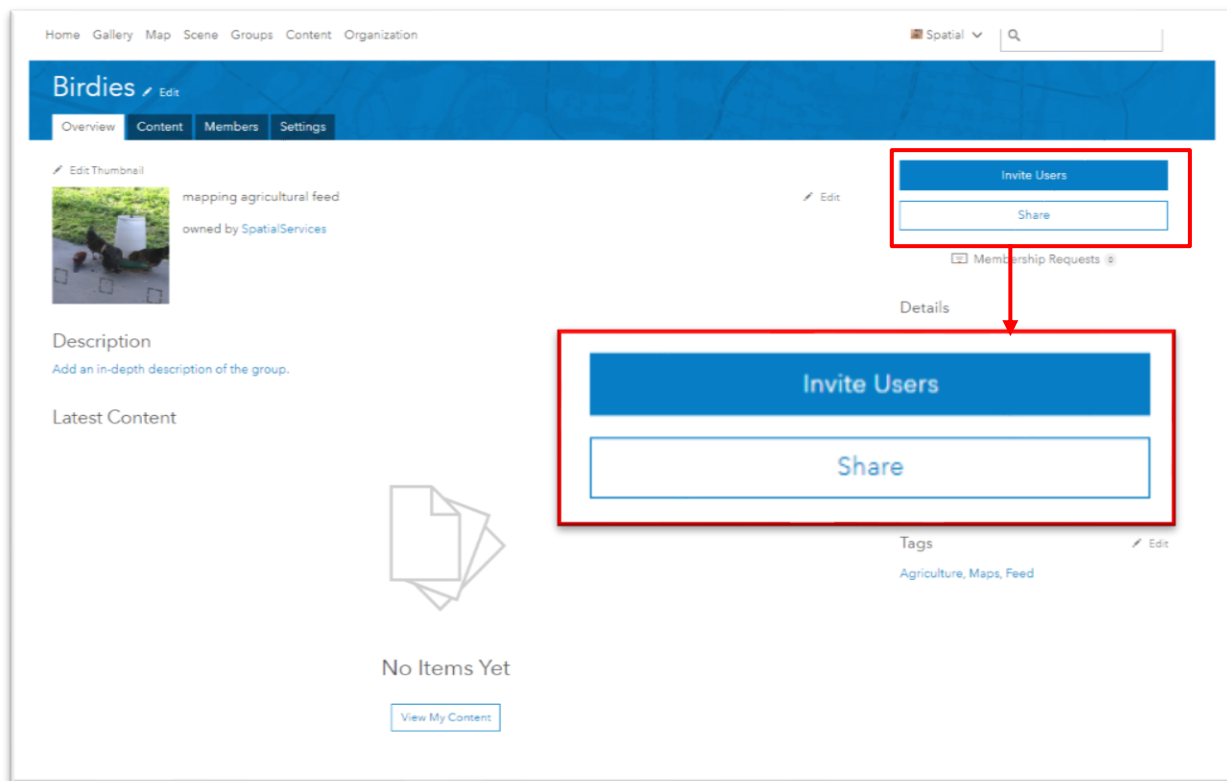
Sort group content by

Title ☐ Ascending

Create Group Cancel

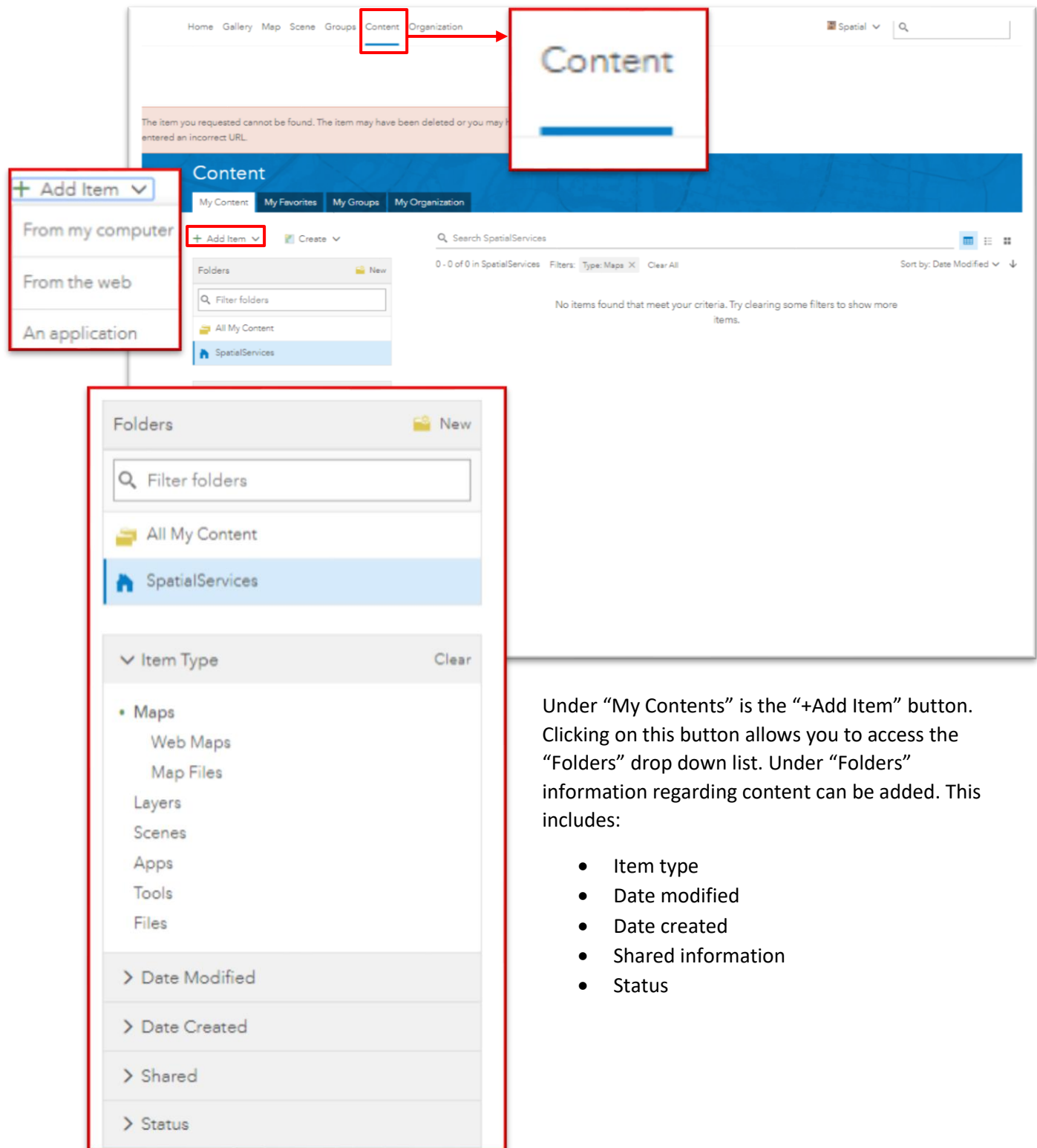
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Once your group has been created, you can invite members to your group.



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Once member have been added, use the ‘Content’ button to make data accessible to your group.

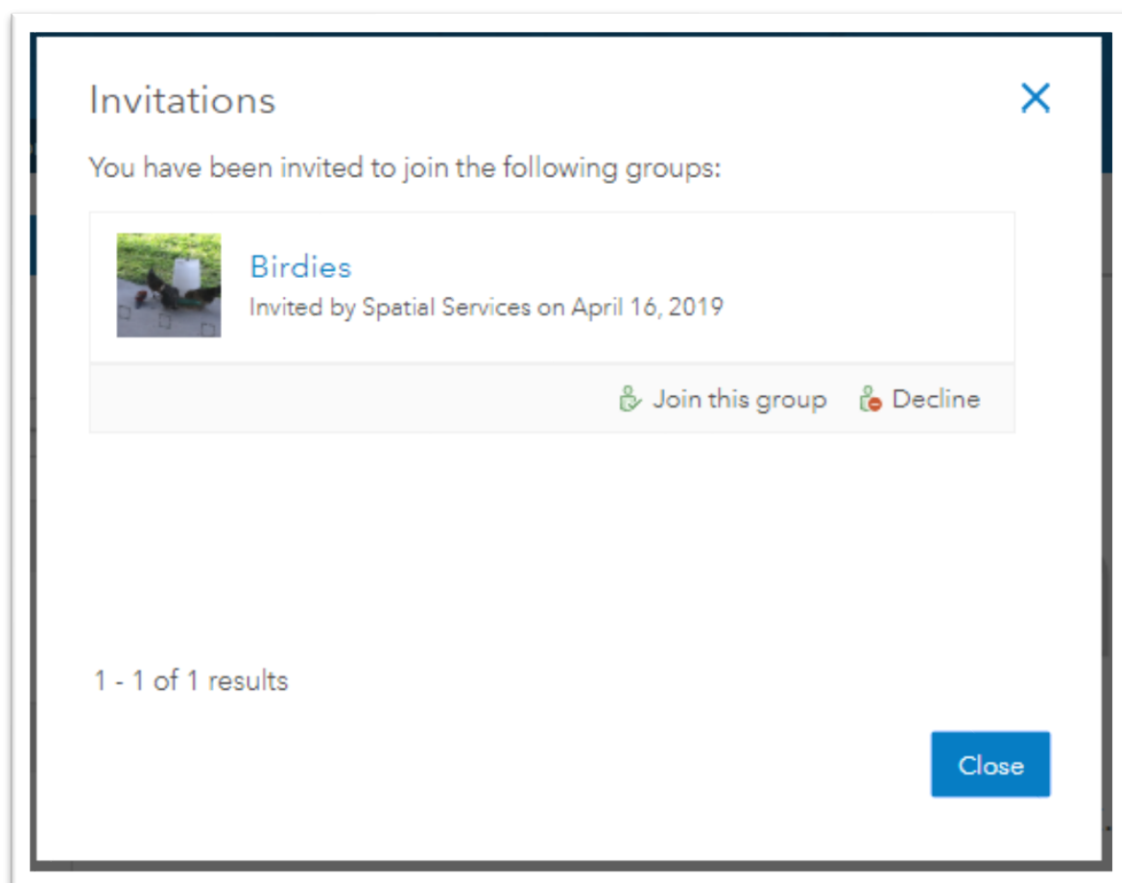
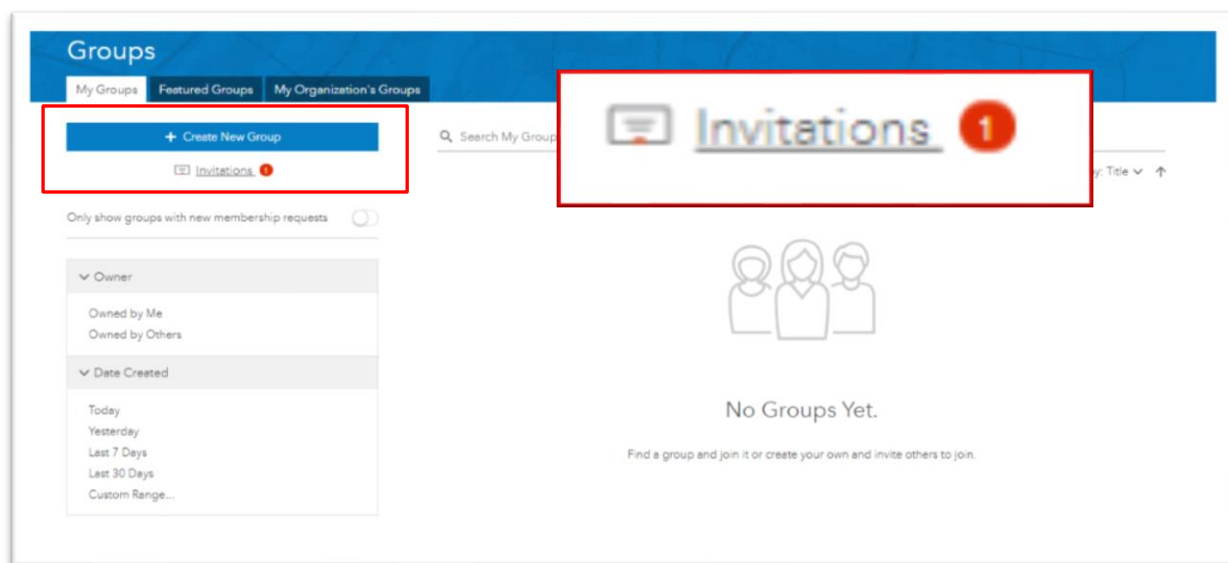


Under “My Contents” is the “+Add Item” button. Clicking on this button allows you to access the “Folders” drop down list. Under “Folders” information regarding content can be added. This includes:

- Item type
- Date modified
- Date created
- Shared information
- Status

Users will receive an invitation to your group to view the content you have enabled.

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Users will then be added to your group. At any stage users are able to leave a group by selecting 'Leave Group'.

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