Transition ArcGIS Online Services to another Incident Management Team

Steps for Outgoing Team

1. If a Transition Group does not exist in your team’s groups, create a Group from the Groups page.
	1. Groups link is at the top of the page after you log in to NIFC AGOL organization.
	2. Click Create A Group
	3. Name the Group and include Transition in the name
	4. Provide a short summary
	5. Add tags:
		1. Southern, Blue, GIS, Transition
	6. Share the group with the Organization
	7. Set Contributors to All members
	8. Save the new group
2. Invite/Add users from your team who have created services, maps or applications that should be continued.
	1. From the Transition Group page, click Invite Users link
	2. Type “southblue” in to the search bar to see all users using team accounts (add others by specific name)
	3. Click a name to add the member to the group
	4. After all pertinent users are added, click the Add members of the organization immediately check box
	5. Click Add to Group
3. Have all owners of shareable items share the items with the Transition Group
	1. Share all Hosted Feature Layers used to collect data
	2. Share all Maps used by field personnel to collect FIMT and Rehab data
	3. Share all Apps that are used by C & G to view and confirm collected data
4. After all items have been shared to the Transition Group,
	1. Remove all users except the Group owner (or the lead GISS)
	2. invite/add the GIS representative from the incoming team to the group
5. At time of transition, discontinue sharing of the hosted feature layers, maps and apps with all groups except the Transition Group. This will allow Collector users and Viewer accounts (C&G) to see only those items associated with the incident assigned to the team.
	1. If you want to keep copies of cool maps and apps, you can make copies of the layers, maps and apps and share them back to selected team groups. Do this before transition.

Steps for Incoming Team

1. Join the Transition Group of the outgoing team
2. Coordinate with outgoing GISS for timing the next steps
3. Change owner on all the hosted feature layers in the Transition Group to your account.
4. Share the layers, maps, apps that you want to continue to use with your team groups