



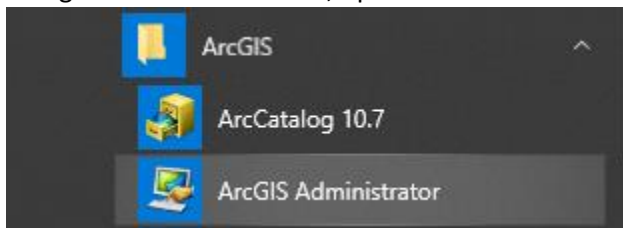
## ESRI ArcGIS Installation and Configuration Instructions

### Select your product

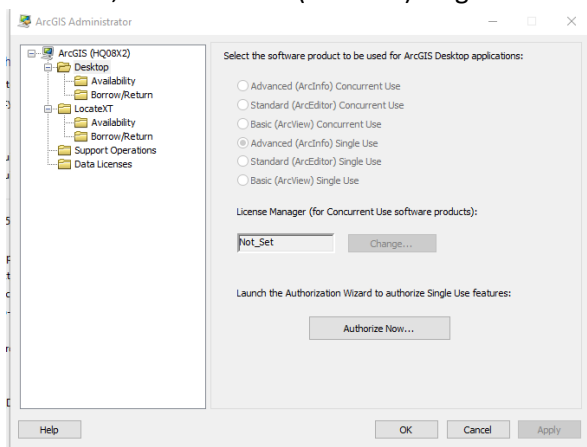
1. [ArcGIS Desktop](#)
2. [ArcGIS Pro](#)
3. [ArcGIS SQL Geodatabase Connection](#)
4. [BPD Geocoder Connection](#)
5. [Connecting to Portal](#)
6. [Publish to Portal](#)
7. [Overwrite Existing Data on Portal](#)
8. [Download Crime Analysis Toolbox for Pro](#)

### ArcGIS Desktop

1. To download ArcGIS Desktop, navigate to “Y:\ESRI ArcMap Installation”
2. Copy and paste the file titled “ArcGIS\_Desktop\_107\_167519” onto your desktop
3. Once the file is copied to your desktop, double-click it to begin the installation process
4. The default options are fine, so keep continuing until the installation begins. This process can take anywhere from 10-30 minutes
5. Once the installation is complete, it should ask if you want to authorize ArcMap. If so, proceed to **Step 8**. If it does not prompt you automatically, go to **Step 7**.
6. Navigate to the start menu, open the “ArcGIS” folder, and open “ArcGIS Administrator”



7. Once this opens, go to the “Desktop” tab on the left side of the screen. Under the options to select your software, choose “Basic (ArcView) Single Use” and then click “Authorize Now”



8. Click “Next” two times, until you are at the page to enter in your personal information. Fill this out and select “Next”
9. Fill out your organizational information and select “Next”
10. Paste in your license number you were given. It should begin with “ESU”. Click “Next”.
11. If you were not given a Spatial Analyst Extension, click “Next” and go to step 13. If you were, choose the option as shown below to allow you to authorize extensions. Paste in your Spatial Analyst Authorization Number. Click “Next”.

Feature	Authorization Number
3D Analyst	
Spatial Analyst	ESU123456789
Network Analyst	
Publisher	
Data Interoperability	
Geostatistical Analyst	

12. Click “Next” at the Evaluate Software Extensions page.
13. It will now authorize your licenses. If there are any issues, go back and double check the license numbers you submitted were correct. If the issue persists, please contact the ITS GIS Unit for assistance.
14. You can now use ArcMap! **If you have Spatial Analyst, the first time you use ArcMap you will need to enable the extension. To do this, open ArcMap. At the top of the screen, select “Customize”. Then select “Extensions”. Check the “Spatial Analyst” box.**

## ArcGIS Pro

1. To download ArcGIS Pro, navigate to “Y:\ESRI ArcGIS Pro Installation”
2. Copy and paste the file titled “ArcGISPro\_24\_169232” onto your desktop
3. Once the file is copied to your desktop, double-click it to begin the installation process
4. The default options are fine, so keep continuing until the installation begins. This process can take anywhere from 10-30 minutes
5. Once the installation is successful, you can load up ArcGIS Pro. You will need to log in to ArcGIS Online using the account that you created based off of an email that you should have received. If you did not receive an email prompting you to set up and ArcGIS Online Account, please contact the ITS GIS Unit for assistance.

## SQL Database Connection

**Disclaimer: The data in this database is still in development. Please inspect the data for accuracy before implementing it into your analysis. If there are any issues, please contact the ITS GIS Unit.**

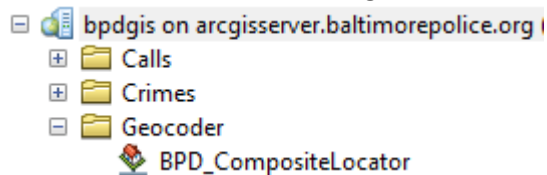
1. Contact GIS Unit at [bpdgis@baltimorepolice.org](mailto:bpdgis@baltimorepolice.org) for access to this database

## BPD Geocoder Connection

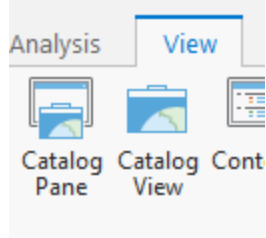
1. If you are using Pro, please go to **Step 6**. If you are using Desktop, go to the top of your screen and open the Catalog by pressing the corresponding button shown below.



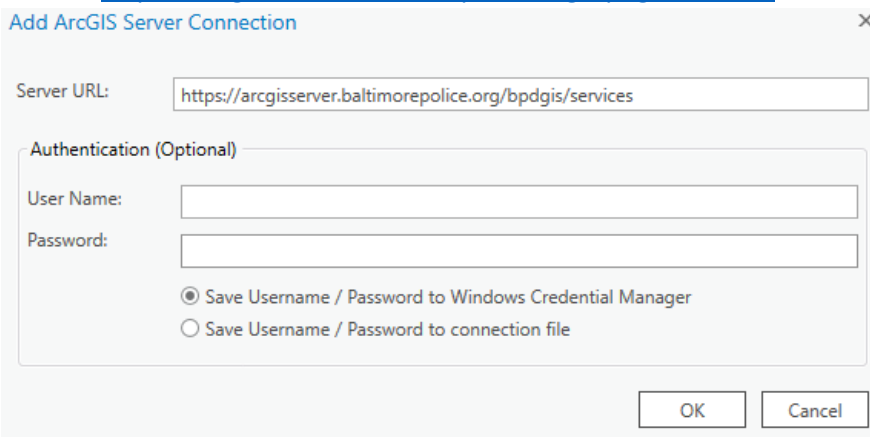
2. In the Catalog pane, expand the folder called "GIS Servers". Select "Add ArcGIS Server".
3. Select "Use GIS Services" and click "Next".
4. In the connection window, paste in <https://arcgisserver.baltimorepolice.org/bpdgis/services> into the Server URL and click "Finish". There is no username information to enter.
5. You are now connected to the GIS Server which houses the geocoder in use by the department. It is in the folder shown in the below image.



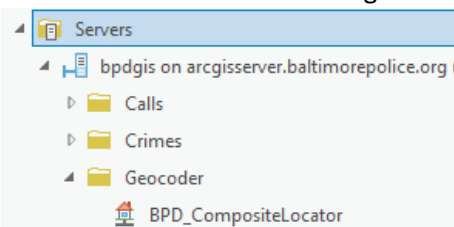
6. In Pro, at the top of your screen, select the "View" tab and click "Catalog Pane" as shown below.



7. Right click on the folder titled "Servers" as shown below and select "New ArcGIS Server Connection". Paste in the URL <https://arcgisserver.baltimorepolice.org/bpdgis/services> into the "Server URL" section. Click "OK".



8. You are now connected to the GIS Server which houses the geocoder in use by the department. It is in the folder shown in the below image.



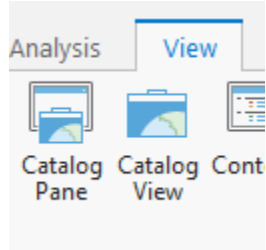
9. **Lastly, you must now right click on "BPD\_CompositeLocator" and select "Add to "Project" in order to correctly use the geocoder.**

## Connecting to Portal

1. The URL for the Portal homepage is: <https://arcgisportal.baltimorepolice.org/bpdgis>
2. Sign in with your assigned username and password in order to view content, publish data, and create content depending on your account level.
3. **If you are using Pro, please go to Step 7.** To connect to Portal in ArcGIS Desktop, go to the top of your screen and open the Catalog by pressing the corresponding button shown below.



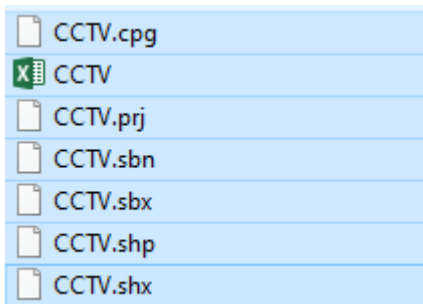
4. In the Catalog pane, expand the folder called "GIS Servers". Select "Add ArcGIS Server".
5. Select "Use GIS Services" and click "Next".
6. Paste the URL from Step 1 into the "Server URL" tab. Type in your assigned username and password into the corresponding "Authentication" boxes and click "Finish". You should now have access to the Portal in your Catalog pane.
7. In Pro, at the top of your screen, select the "View" tab and click "Catalog Pane" as shown below.



8. Right click on the folder titled "Servers" as shown below and select "New ArcGIS Server Connection". Paste in the URL <https://arcgisportal.baltimorepolice.org/gis>. Then type in your assigned Portal username and password into the corresponding boxes. Click "OK". You should now have access to the Portal.

## Publish to Portal

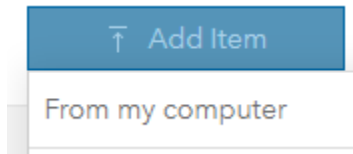
1. To publish data to the Portal you must first make sure your data is saved as a shapefile (not a feature class)
2. Navigate to the folder that you saved your shapefile in.
3. Highlight all the files in your shapefile as seen below:



4. Right click on one of the files and go to "Sent to" and choose "Compressed (zipped) folder". This will create a zip file of the shapefile that you can add to Portal.



5. On the Portal page, "<https://arcgisportal.baltimorepolice.org/bpdgis>", go to "Content" at the top and select "Add Item". Choose "From my computer".

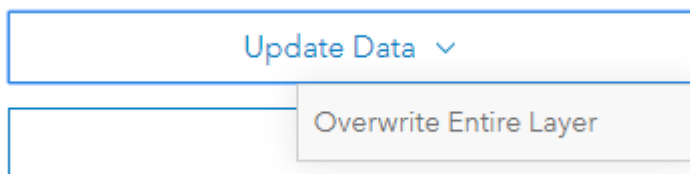


6. For "Choose File", select the zip file that you just made. Type in a Title for the item and type in a tag that describes the item (Ex. "Homicides"). Click "Add Item".
7. Once the item is added, you will be able to add it to Web Maps. Note that you need to share your data in order for others to see it. It is suggested that you share your data with your corresponding group (Ex. If you are in the Comstat Unit, share your data with only the "Comstat Unit" group) unless instructed otherwise.

**NOTE: If you share with "Everyone", that will mean people outside the firewall can access this data. The GIS Unit is not responsible for any sensitive information being released this way.**

## Overwrite Existing Data on Portal

1. Overwriting your data on Portal is more useful than publishing a whole new shapefile as it will automatically update your old Web Maps and Applications with your new data without you having to touch anything (provided your data structure is all the same and no field names have been changed).
2. If you want to overwrite data that you previously published to Portal, prepare the zip file for the new data with the same name and fields as the old data.
3. Once you have the zip file for the new data, navigate to the details page for the Feature Layer in Portal you want to overwrite by clicking on it in your "Contents" section.
4. On this page, click "Update Data" on the right side, and select "Overwrite Entire Layer" as shown below.



5. Select your new shapefile and click "Overwrite". After a minute of loading, the data should be updated.

## Download Crime Analysis Toolbox for Pro

1. Go to <https://arcgisportal.baltimorepolice.org/bpdgis/home/item.html?id=ba27a782e387401b81cc86af9aa6a751> in Portal and sign in with your assigned account.
2. Click "Download"
3. In the downloaded zip file, run the "CrimeAnalysis.esriAddinX" file and click "Install Add-In".
4. Once complete, the toolbox should be displayed in Pro the next time you open the program.