



Rail Industry GIS Portal Getting Started Guide



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Table of Contents

Learning about the Rail Industry GIS Portal.....	1
System Requirements.....	1
Accessing the Railinc Customer Success Center	1
Getting Started with the Rail Industry GIS Portal	2
Registering to Use Railinc SSO	2
Requesting Rail Industry GIS Portal Access.....	2
Logging In.....	3
Viewing the Rail Industry GIS Portal Home Page.....	5
Using the Home Page Menu Bar.....	5
Accessing Your Apps, Notifications, and Profile	6
Performing a Search.....	7
Using Featured Maps and Apps	8
Working with Maps	9
Working with Groups.....	10
Working with Content	11

List of Exhibits

Exhibit 1. Launch Pad (showing the Rail Industry GIS Portal as an Authorized Application).....	3
Exhibit 2. Rail Industry GIS Portal Sign In Page.....	3
Exhibit 3. Account Access Page	4
Exhibit 4. Rail Industry GIS Portal Home Page.....	5
Exhibit 5. Notifications Popup.....	6
Exhibit 6. Search Results	7
Exhibit 8. Featured Maps and Apps	8
Exhibit 9. Map Viewer	9
Exhibit 10. Groups Page.....	10
Exhibit 11. Content Page.....	11
Exhibit 12. Content Page (showing the Add Item menu).....	12
Exhibit 13. Add An Item From My Computer Popup.....	12
Exhibit 14. Add An Item From My Computer Popup (Completed).....	13
Exhibit 15. Item Page.....	13

Learning about the Rail Industry GIS Portal

This document describes how to get started using the Rail Industry GIS Portal, a Railinc implementation of the [Esri™ ArcGIS Enterprise Portal](#), which enables the railroad industry to review, update, and share the Geographic Information System (GIS) data associated with their assets.

This document is intended for GIS professionals and other interested representatives from the Class I railroads. It describes how to get started with the Rail Industry GIS Portal in the following sections:

- [“Getting Started with the Rail Industry GIS Portal”](#) on page 2
- [“Viewing the Rail Industry GIS Portal Home Page”](#) on page 5
- [“Working with Maps”](#) on page 9
- [“Working with Groups”](#) on page 10
- [“Working with Content”](#) on page 11

Note: For detailed instructions about using the Railinc interface elements such as menus, calendar tools, and drop-down text boxes, refer to the [Railinc UI Dictionary](#).

For more information about getting started with the Esri™ ArcGIS Enterprise Portal, refer to [Esri’s online documentation](#).

System Requirements

For information about the system requirements of Railinc web applications and for information about downloading compatible web browsers and file viewers, refer to the [Railinc UI Dictionary](#).

Accessing the Railinc Customer Success Center

The Railinc Customer Success Center (CSC) provides reliable, timely, and high-level support for Railinc customers. Representatives are available to answer calls and respond to emails from 7:00 a.m. to 7:00 p.m. Eastern time, Monday through Friday, and provide on-call support via pager for all other hours to ensure support 24 hours a day, 7 days a week. Contact us toll-free by phone at 877-RAILINC (1-877-724-5462) or send an email directly to csc@railinc.com.

Getting Started with the Rail Industry GIS Portal

Access the Rail Industry GIS Portal by using Railinc Single Sign On (SSO), a web application that provides convenient access to a variety of Railinc products. To get started, go to the Railinc portal at <http://www.railinc.com> and log in to SSO by entering your user ID and password in the fields at the top right of the page and then selecting **Login**.

Registering to Use Railinc SSO

Each Rail Industry GIS Portal user must register to use Railinc Single Sign On (SSO). If you do not already have a Railinc SSO user ID and password, refer to the [Single Sign-On and Launch Pad User Guide](#). Once you have access to Railinc SSO, you must request access to the Rail Industry GIS Portal within SSO.

Requesting Rail Industry GIS Portal Access

After you receive authorization to use Railinc SSO, you must request access to the Rail Industry GIS Portal as described in the [Single Sign-On and Launch Pad User Guide](#).

The Rail Industry GIS Portal application has two different kinds of roles: a Railinc role and an Esri role.

There is only one Railinc role for users. From the SSO/Launch Pad Request Application Access by Role page, choose the “Location Management ESRI Portal Web User” role and enter the Mark for your railroad.

There are two Esri roles:

Level 1 Access

Users with this role have view only access to maps and applications.

Level 2 Access

Users with this role can edit, create, and share maps.

New users are assigned the Level 1 Access Esri role by default. If you need the Level 2 Access Esri role, indicate your request in the Comments field on the page where you select your Railinc role.

Refer to [Esri's documentation](#) for more information about Esri roles.

When you complete the permission request process, your application access request is submitted for evaluation. You will receive an email indicating the approval status of your request.

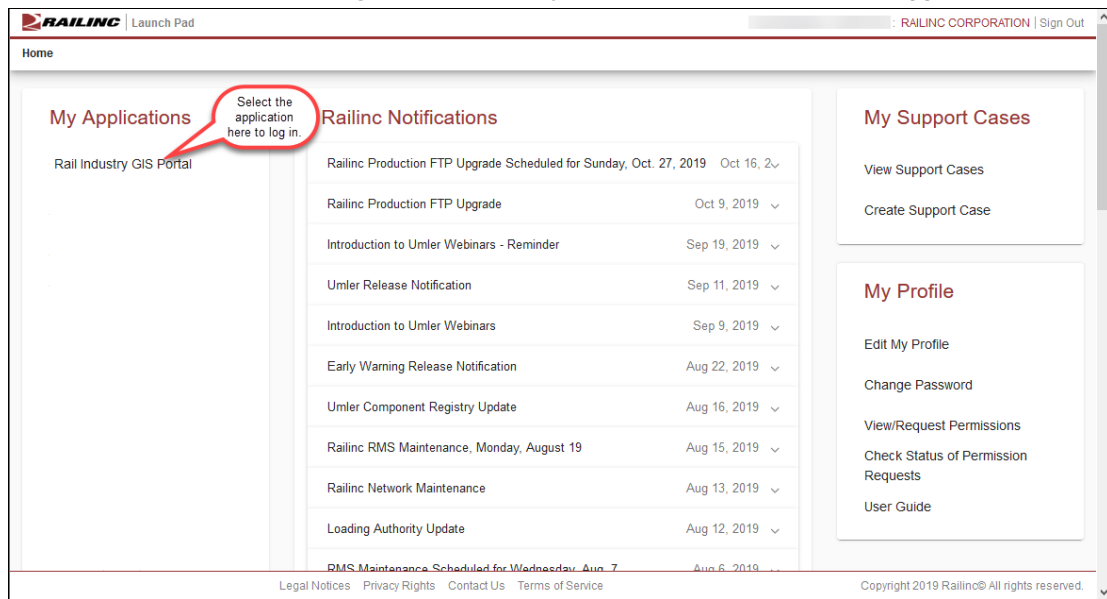
Once you receive e-mail notification of approved access to the Rail Industry GIS Portal, you can log in and begin using the application (see “[Logging In](#)” on page 3).

Logging In

To log in to the Rail Industry GIS Portal:

1. Open your internet browser.
2. Go to the Railinc web portal at <http://www.railinc.com>.
3. Log in to SSO (in the Customer Login panel at the upper right). Your Railinc Launch Pad showing authorized Railinc applications is displayed (see [Exhibit 1](#)).

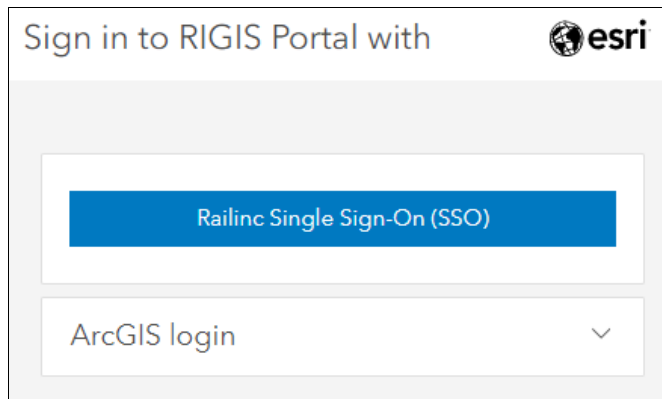
Exhibit 1. Launch Pad (showing the Rail Industry GIS Portal as an Authorized Application)



Note: For more information about the Launch Pad, refer to the [Single Sign-On and Launch Pad User Guide](#).

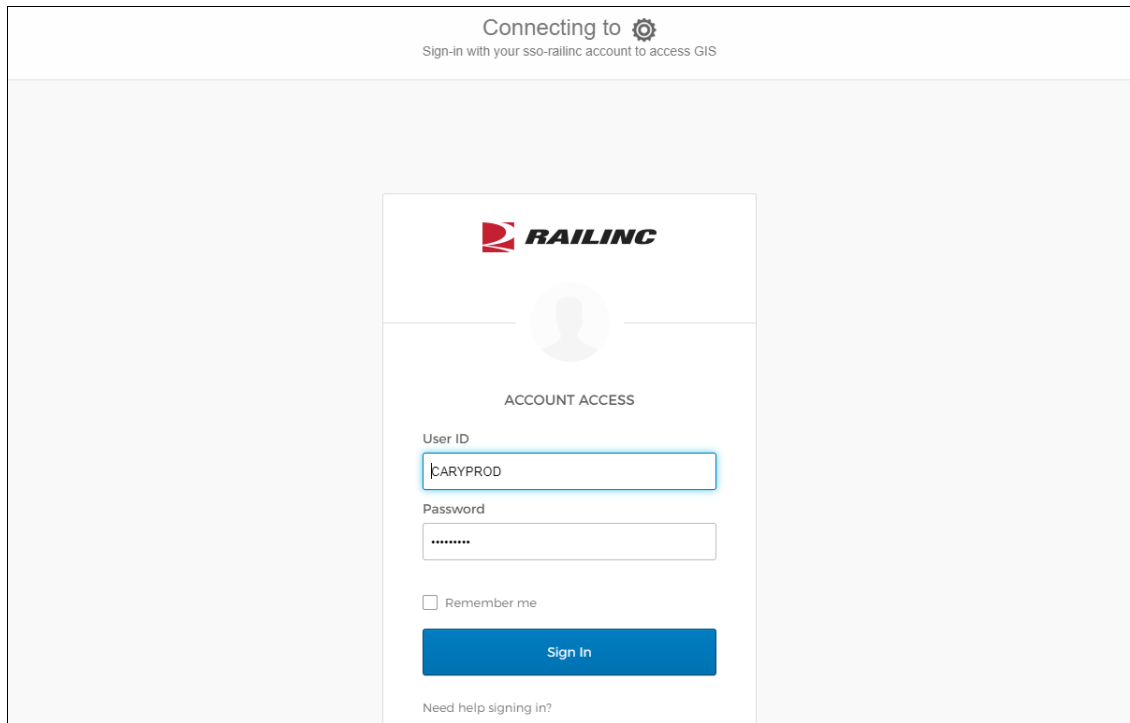
4. Select **Rail Industry GIS Portal**. The Sign In page is displayed (see [Exhibit 2](#)).

Exhibit 2. Rail Industry GIS Portal Sign In Page



5. Select the **Railinc Single Sign-On (SSO)** login option (the ArcGIS option is reserved for administrators). The Account Access page is displayed (see [Exhibit 3](#)).

Exhibit 3. Account Access Page



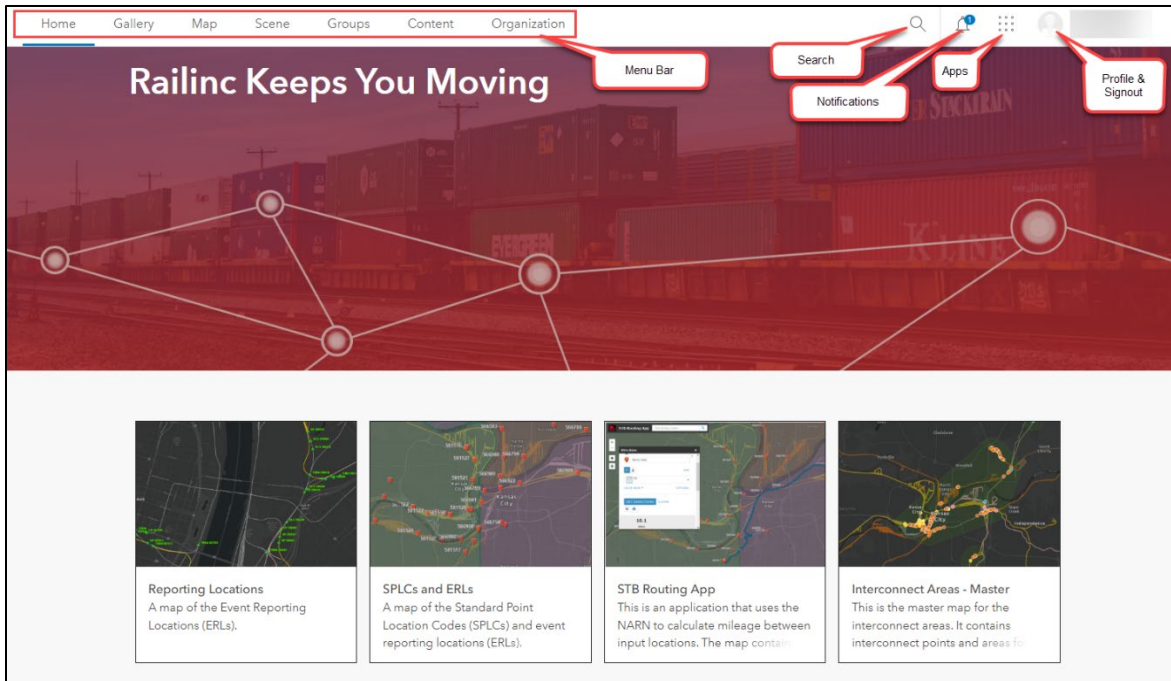
The screenshot displays the 'Account Access' page for the Railinc SSO system. At the top, it says 'Connecting to' with a gear icon and 'Sign-in with your sso-railinc account to access GIS'. The Railinc logo is prominently displayed. Below the logo is a user icon placeholder and the text 'ACCOUNT ACCESS'. The form includes a 'User ID' field containing 'CARYPROD', a 'Password' field with masked characters, a 'Remember me' checkbox, and a blue 'Sign In' button. A link for 'Need help signing in?' is located at the bottom of the form.

6. Enter your user ID and password and select **Sign In**. The Rail Industry GIS Portal Home page is displayed (see [Exhibit 4](#)).

Viewing the Rail Industry GIS Portal Home Page

Once you successfully log in to the Rail Industry GIS Portal, you can see the Home page, which contains a menu that provides access to Rail Industry GIS Portal functions and shows the Featured Maps and Apps (see [Exhibit 4](#)).

Exhibit 4. Rail Industry GIS Portal Home Page



Using the Home Page Menu Bar

The menu bar provides access to the following functions:

- | | |
|----------------|---|
| Home | Returns you to the Home page, which enables you to work with the Featured Maps and Apps as well as view apps and notifications, work with your profile (including signing out), and perform an application-wide search. |
| Gallery | Provides access to the Gallery, a collection of public maps that you can browse. |
| Map | Enables you to create and share maps and data with others in your group. See “ Working with Maps ” on page 9 for more information. |
| Scene | Provides access to a three-dimensional viewer, which you can use to browse scenes or create new scenes. <i>This feature is not currently needed when working with the Rail Industry GIS Portal.</i> |

Groups	Provides a list of available groups that you can join to tailor your content. See “ Working with Groups ” on page 10 for more information.
Content	Lists content that you have created and allows you to create maps and apps. See “ Working with Content ” on page 11 for more information.
Organization	Provides information about the RIGIS Portal users.

Once you select a menu item, the selected content is displayed.

Accessing Your Apps, Notifications, and Profile

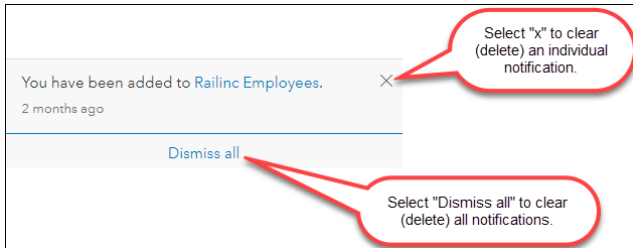
The Apps, Notifications, and Profile icons are located at the top right of the Home page.

The Apps icon (☰) enables you to view and organize web apps that may have been made available to you. *This feature is not currently needed when working with the Rail Industry GIS Portal.*

The Notifications icon (🔔) contains a number representing the number of your notifications. Select this icon to view a popup (see [Exhibit 5](#)) containing notifications that you may have received (for example, a message indicating that you have been added to a group).

Note: The Notifications icon is not displayed if you do not have any notifications.

Exhibit 5. Notifications Popup



The Profile icon (👤 User1 ▼) displays your username and contains a drop-down arrow (▼). Select this icon to see options for viewing your user profile, viewing settings, viewing Help content, and signing out of the Rail Industry GIS Portal.

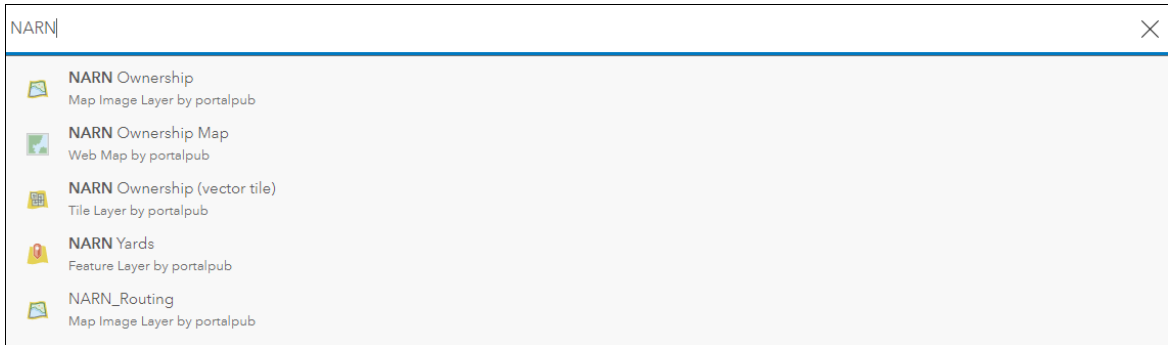
Tip! When viewing your profile, you can select the Edit tool (✎) to customize aspects of your user profile, including your picture and bio, etc.

Performing a Search

Select the Search icon (🔍) to display the Search field (Search for maps, layers, apps, groups and more in ArcGIS Enterprise). This field enables you to perform an application-wide search for items that have been tagged with keywords.

For example, type “NARN” in the Search field. The Search Results are displayed (see [Exhibit 6](#)).

Exhibit 6. Search Results

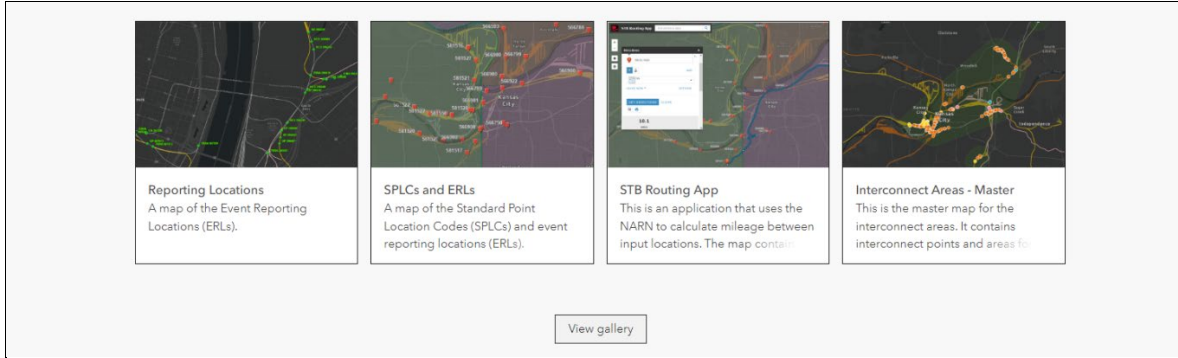


Select the item that you want to view.

Using Featured Maps and Apps

The Featured Maps and Apps section of the Home page (see [Exhibit 7](#)) contains maps and apps that have been “featured” – promoted by the administrator as being of interest to all Rail Industry GIS Portal users.

Exhibit 7. Featured Maps and Apps



Simply select a map or app to use it.

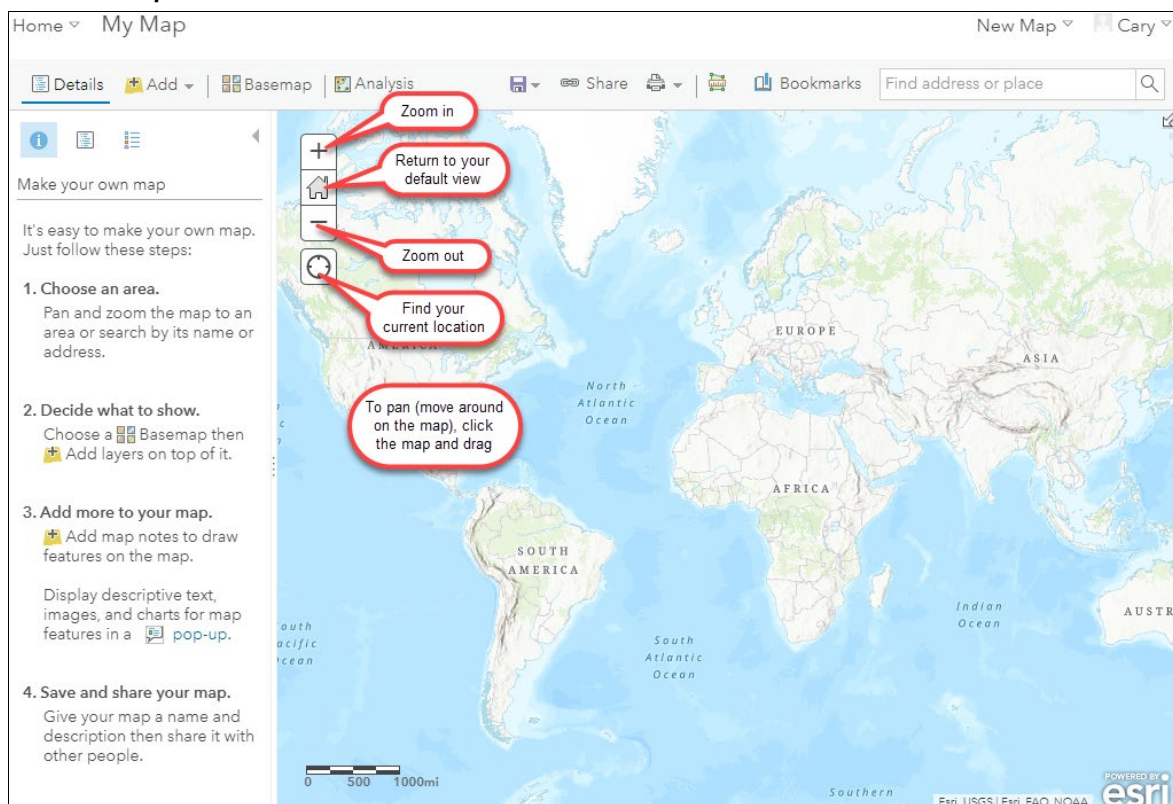
You can also select **View Gallery** to see a listing of all the maps and apps (items) that are available to you.

Working with Maps

Select **Map** from the menu to start the Map Viewer (see [Exhibit 8](#)), which enables you to view maps as well as create, save, and share maps.

Note: Editing, creating, and sharing maps requires the Level 2 Access Esri role. See “[Requesting Rail Industry GIS Portal Access](#)” on page 2 for more information.

Exhibit 8. Map Viewer



The Map Viewer walks you through the following steps each time you create a new map:

- | | |
|-----------------------------|---|
| 1. Choose an area. | Use the pan and zoom tools to locate an area of interest. |
| 2. Decide what to show. | Choose a basemap suitable for the type of information you want to work with. Add data layers on top of the map. |
| 3. Add more to your map. | Display descriptive text or images on the map. |
| 4. Save and share your map. | Provide a name and description for your map and share it. |

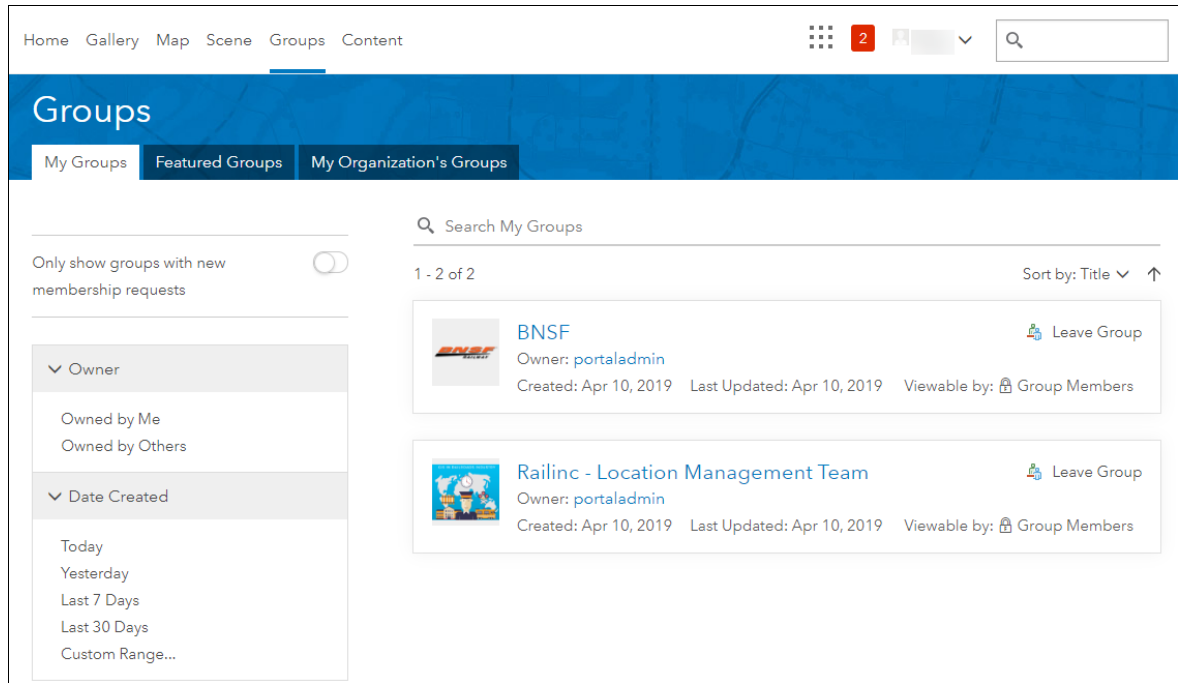
Refer to the following Esri Help topics for more information:

- [Using maps, scenes, and apps](#)
- [View maps in Map Viewer](#)
- [Get started with maps](#)
- [Create maps, scenes, and apps](#)
- [Quick lesson: Create a map](#)
- [Save maps](#)
- [Share maps](#)

Working with Groups

Groups organize and share items related to a specific area of interest. Select **Groups** from the menu to display the Groups page (see [Exhibit 9](#)), which lists the groups that are available to you. Contact the Railinc Customer Success Center if you need to join additional groups.

Exhibit 9. Groups Page



This page contains the following tabs:

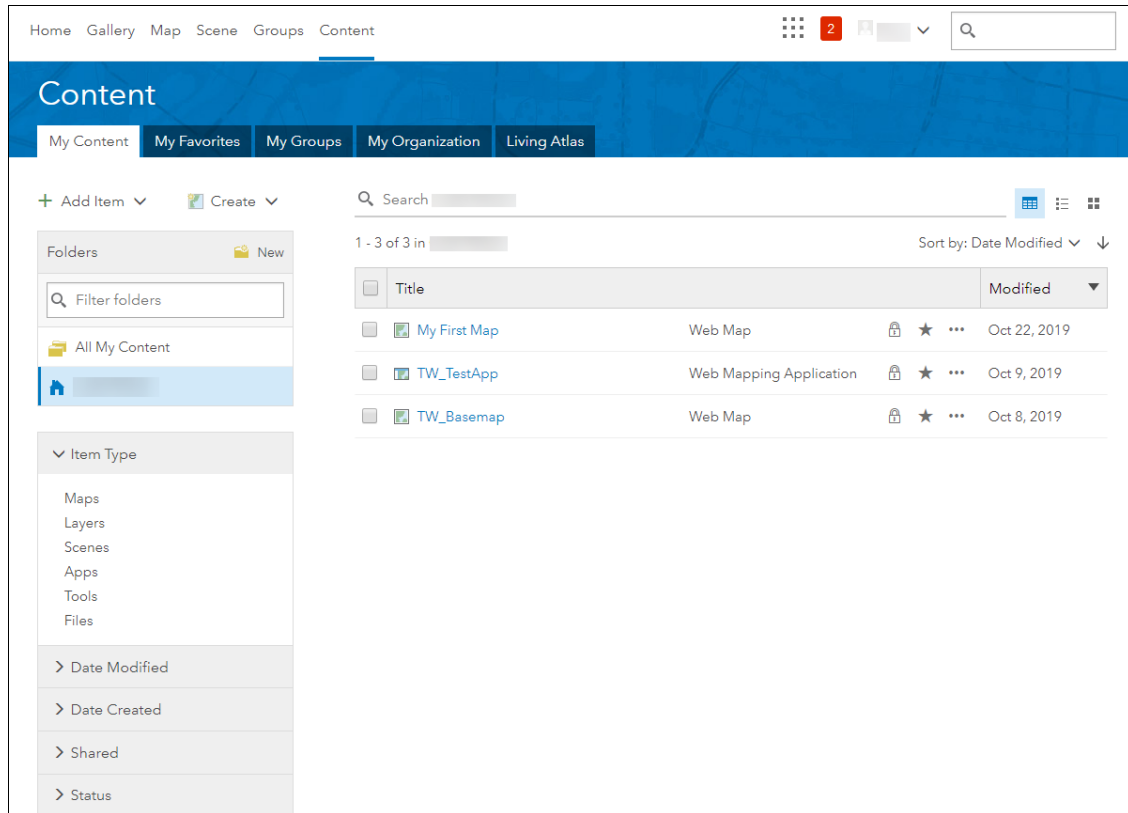
- My Groups** Displays the groups to which you belong.
A toggle in this section allows you only see groups with new membership requests.
- Featured Groups** Displays groups that have been shared by the administrator.
- My Organization's Groups** Displays all groups that you can access in the organization (the Rail Industry GIS Portal), including all groups shared with your organization and all groups shared with the public.

Refer to Esri's documentation for more information about [groups](#) and [sharing](#).

Working with Content

Select **Content** from the menu to display the Content page (see [Exhibit 10](#)), which lists content that you have created and enables you to create maps and apps.

Exhibit 10. Content Page

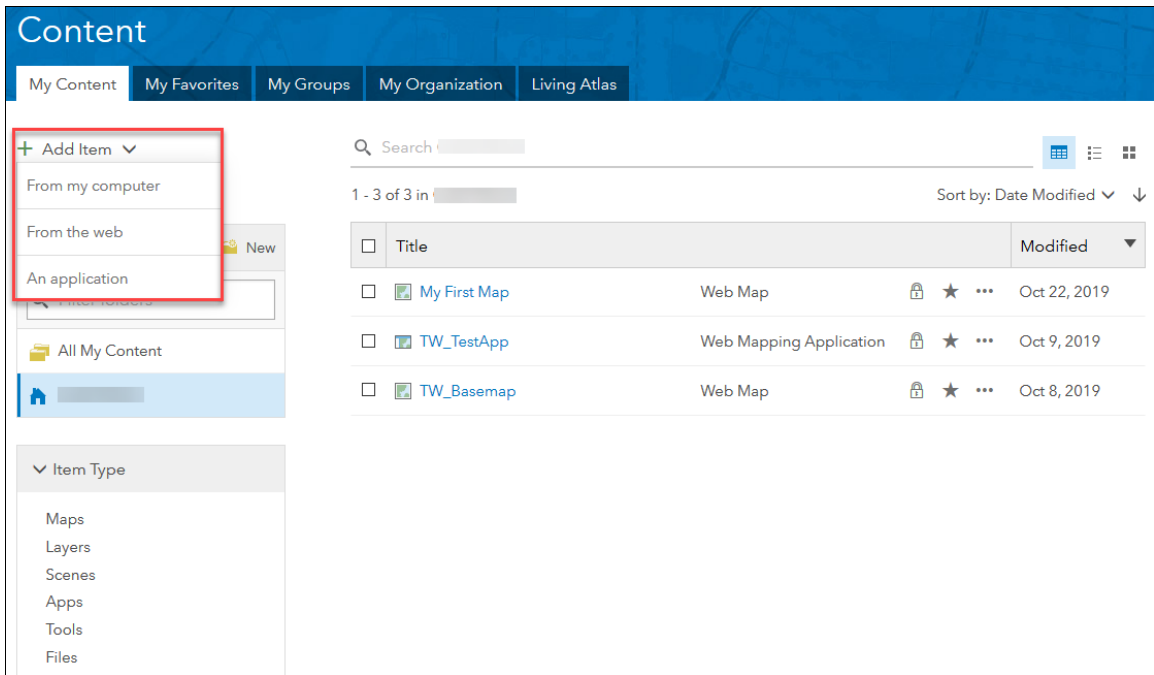


This page contains the following tabs:

- My Content** Your personal workspace – which displays all the items that you own. This tab enables you to organize your items into folders, [add content from your computer or from the web](#), and create maps and apps.
- My Favorites** Displays items that you have added to your list of favorites.
- My Groups** Displays items available to the groups to which you belong.
- My Organization** Displays all items available to your organization, including all the items that you own, all items shared with your organization, and all items shared with the public.
- Living Atlas** Provides access to the [ArcGIS Living Atlas of the World](#), a collection of maps, data layers, tools, services, and apps provided by Esri.

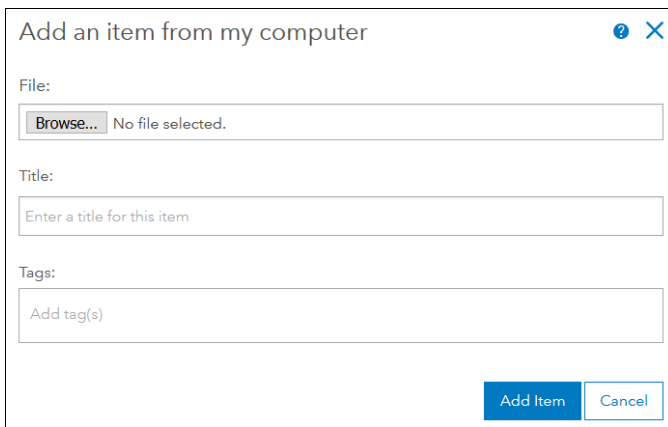
To add an uploadable item (.pdf, .png, .doc, .shp, .zip, .gdb, etc.) simply select **Add Item** from the My Content tab. The Add Item menu is displayed (see [Exhibit 11](#)).

Exhibit 11. Content Page (showing the Add Item menu)



Locate the item you want to add. For example, if you have a File Geodatabase stored on your computer, select **From my computer**. The Add an item from my computer popup is displayed (see [Exhibit 12](#)).

Exhibit 12. Add An Item From My Computer Popup



Select **Browse** and locate the file on your computer. Note that for a File Geodatabase, the file must be zipped.

Refer to [Esri's documentation](#) for information about the types of items you can add.

Once you locate the file, select the appropriate type using the **Contents** drop-down, select the **Publish this file as a hosted layer** checkbox (if appropriate), enter a title, and add some descriptive tags/keywords for search purposes – separated with tabs ([Exhibit 13](#)).

Exhibit 13. Add An Item From My Computer Popup (Completed)

The screenshot shows a dialog box titled "Add an item from my computer". It contains the following fields and options:

- File:** A text box containing "BNSFgdb.zip" with a "Browse..." button to its left.
- Contents:** A dropdown menu set to "File Geodatabase".
- Publish:** A checked checkbox with the text "Publish this file as a hosted layer. (Adds a hosted layer item with the same name.)"
- Title:** A text box containing "BNSFgdb".
- Tags:** A text box containing "Test" with a close button (X) and a placeholder "Add tag(s)".
- Buttons:** "Add Item" and "Cancel" buttons at the bottom right.

Select **Add Item**. The item is uploaded. If you selected the **Publish this file as a hosted layer** checkbox, a hosted web service is created and published, which enables the item to be added to a map ([Exhibit 14](#)).

Exhibit 14. Item Page

The screenshot shows the "BNSFgdb" item page with the following sections:

- Header:** "BNSFgdb" with an "Edit" link.
- Navigation:** "Overview", "Data", "Visualization", "Settings".
- Thumbnail:** "Edit Thumbnail" button and a placeholder image.
- Description:** "Add a brief summary about the item." and "Add an in-depth description of the item." with "Edit" links.
- Layers:** "dispatch_track_line_fgdb_bnsf" with options for "Open In", "Export To", "Time Settings", "Enable Attachments", "Service URL", and "Metadata".
- Terms of Use:** "Add any special restrictions, disclaimers, terms and conditions, or limitations on using the item's content." with an "Edit" link.
- Actions:** A vertical list of buttons: "Open in Map Viewer", "Open in Scene Viewer", "Open in ArcGIS Desktop", "Publish", "Create View Layer", "Export Data", "Update Data", "Share", and "Metadata".
- Item Information:** "Learn more" link, a progress bar from "Low" to "High", and a "Top Improvement: Add a summary" prompt.

You can then share this item with other users.