

Instructions for Ordering Vector and Raster Data On the Geospatial Data Gateway (version 6)

The following document consists of instructions for ordering vector and raster data on the new Geospatial Data Gateway Version 6. There are several different ways to begin the selection process in step 1 - **WHERE**. The default option, **Order by County/Counties** is used in the first example from start to finish (pages 2-10). Starting on page 11, the document will explain the other options for ordering data.

First: Open a browser and view the Home Page:

- Open a web browser.
- To access the application, enter the following address:

<https://gdg.sc.egov.usda.gov/>

The screenshot shows the Geospatial Data Gateway (GDG) home page. At the top, there is a navigation bar with links: Home, Login, Check Order, Status Maps, News, Data Policy, FAQ, Help, NAIP Download, and Contact Us. Below the navigation bar, the page is divided into several sections. On the left, there is a sidebar with a list of links under the heading 'You are here: Home / 3DGHome.aspx'. The main content area features a large banner image of a natural rock arch over the ocean, with the text 'GEOSPATIAL DATA GATEWAY' and 'the one stop source for environmental and natural resource data'. To the right of the banner, there is a 'GET DATA' button with a red arrow pointing to it. Below the banner, there is a 'System Status' section indicating that all products are running normally. Further down, there is a 'I Want To...' section with a list of options: NAIP Download, Order by County/Counties, Order by State, Order by Place, Order by entering Latitude/Longitude Bounding Rectangle, and Order by Interactive Map using custom Area Of Interest. At the bottom of the page, there is a footer with links to NRCS, USDA, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Info Quality, FirstGov, and White House.

Next: Press the “GET DATA” Button to start the order process:



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Important Note: Never use the browser “Back” button as you get in to an ordering session on the Gateway website. It will put you back at the beginning instead of the previous page you completed. Use the 1-WHERE, 2-WHAT, 3-HOW, 4-WHO, 5-REVIEW tabs at the top of the left hand window panel to go to a previous step.

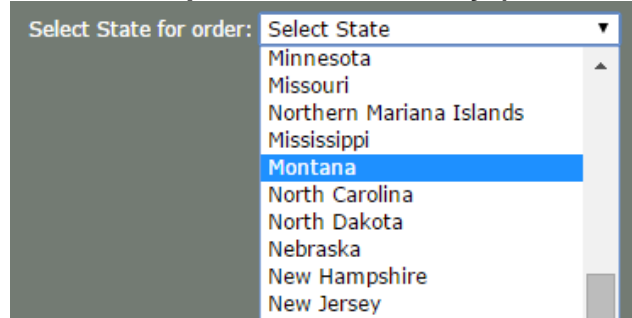
A. Order by County/Countries

Step 1: “WHERE”

The screenshot shows the Geospatial Data Gateway website interface. The browser address bar displays the URL <https://gdg.dev.sc.gov.usda.gov/GDGOrder.aspx>. The page header includes the USDA logo and the text "Natural Resources Conservation Service" and "United States Department of Agriculture". The main content area is titled "WHERE" and contains the text "If you wish to change the method for selecting the order area, click [HERE](#)." Below this is a section titled "Order by County/Countries" with a dropdown menu labeled "Select State for order: Select State". A red arrow points to this dropdown menu with the label "Order Status Panel". To the left of the main content area is an "Instruction Panel" with detailed text about selecting counties and using navigation buttons. A red arrow points to this panel with the label "Instruction Panel". On the right side of the page is a "YOUR ORDER" panel with fields for "Order Area (Where): None", "Order Map Layers (What):", "Order Format (How): None", "Order Projection (How): None", "Order Inclusion (How): None", "Order Delivery Method (How): None", and "Order Recipient (Who):".

- ❑ The “GET DATA” button on the Gateway home page will take you directly to **Order by County/Countries**.
- ❑ Select state of interest in the drop down list:

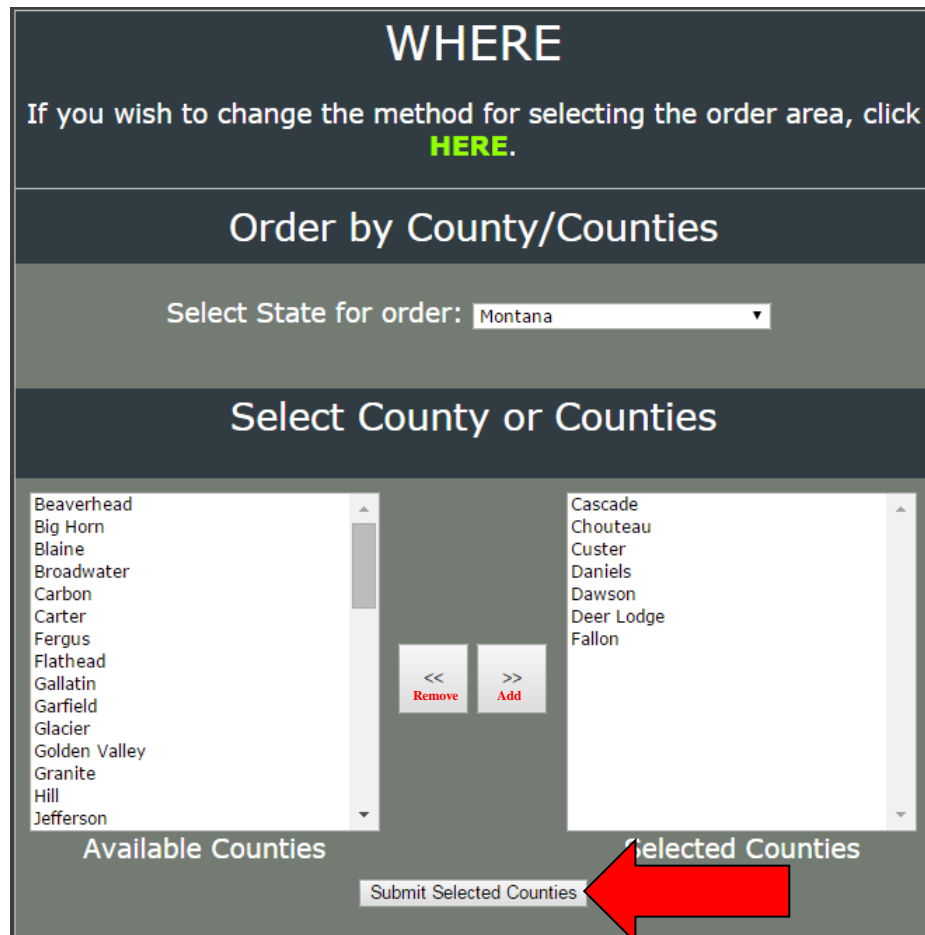
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Select State for order:

- Minnesota
- Missouri
- Northern Mariana Islands
- Mississippi
- Montana**
- North Carolina
- North Dakota
- Nebraska
- New Hampshire
- New Jersey

- ❑ Using <Shift> or <Ctrl> keys on your keyboard and left mouse click button to select, choose the counties needed in the list and press the appropriate **Add “>>”** or **Remove “<<”** button as you select or deselect the needed counties, then select the **“Submit Selected Counties”** button.



WHERE

If you wish to change the method for selecting the order area, click [HERE](#).

Order by County/Counties

Select State for order:







Select County or Counties

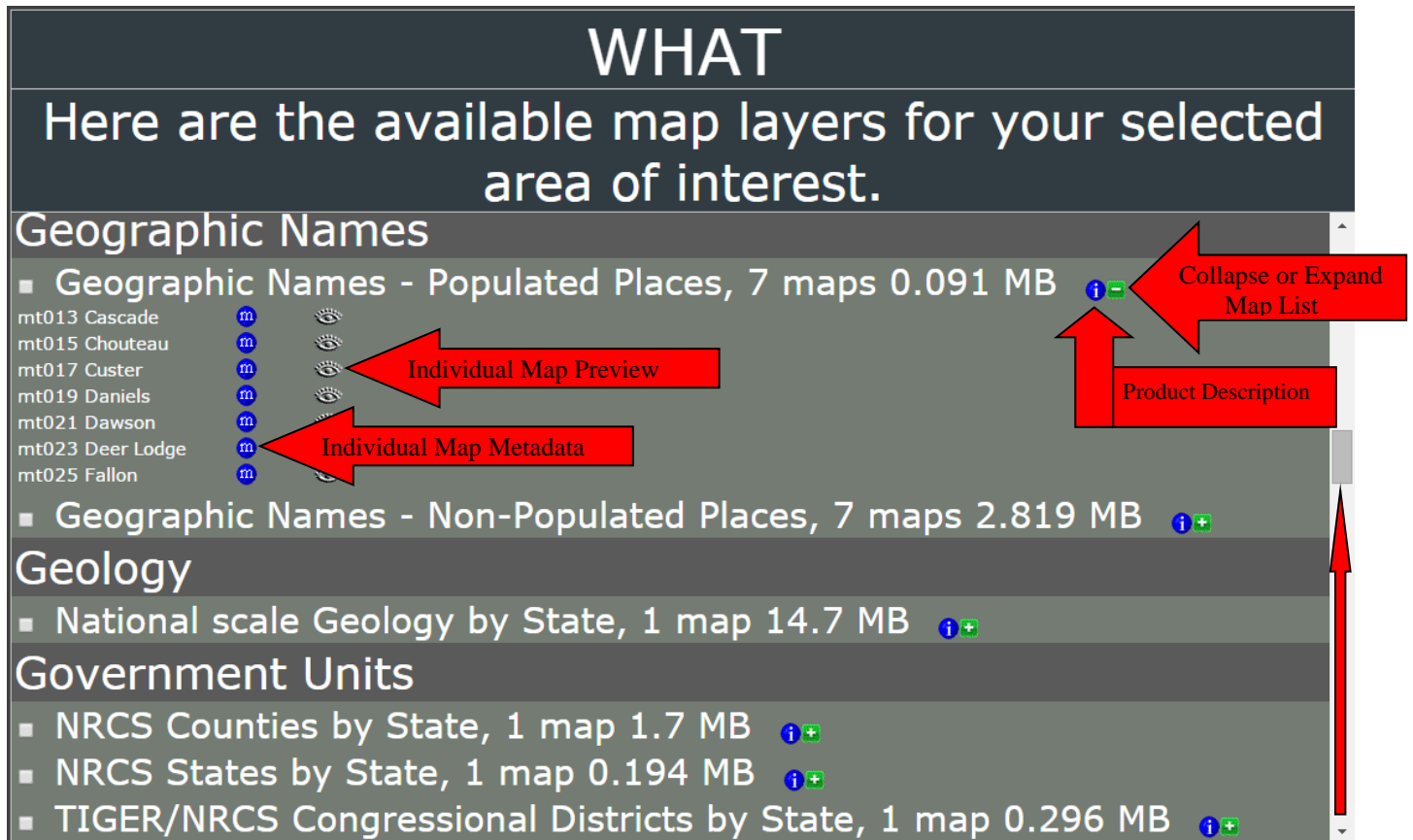
Available Counties	Selected Counties
Beaverhead	Cascade
Big Horn	Chouteau
Blaine	Custer
Broadwater	Daniels
Carbon	Dawson
Carter	Deer Lodge
Fergus	Fallon
Flathead	
Gallatin	
Garfield	
Glacier	
Golden Valley	
Granite	
Hill	
Jefferson	

<< Remove Add >>

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Step 2: "WHAT"



















- ❑ In the center panel window, the result is a list of all the available map layers for the area in which you selected above. A scroll bar on the right hand side of the panel allows you to see additional products in the lower section of the screen.
- ❑ The  button next to each product is a link to the map layer description.
- ❑ The  (or  when the list is already open) button allows you to open a list of each individual map for the map layer that will be delivered. An individual version of each map's metadata is available if you click on the  button, and a preview can be viewed of each individual map using the  button next to the map's metadata. To close the list of individual maps for a map layer, use the  button.





WHAT

Here are the available map layers for your selected area of interest.







Geographic Names

- Geographic Names - Populated Places, 7 maps 0.091 MB  
mt013 Cascade  
mt015 Chouteau  
mt017 Custer  
mt019 Daniels  
mt021 Dawson  
mt023 Deer Lodge  
mt025 Fallon  
- Geographic Names - Non-Populated Places, 7 maps 2.819 MB  

Geology

- National scale Geology by State, 1 map 14.7 MB  

Government Units

- NRCS Counties by State, 1 map 1.7 MB  
- NRCS States by State, 1 map 0.194 MB  
- TIGER/NRCS Congressional Districts by State, 1 map 0.296 MB  

Scroll Bar

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- ☐ Place a **check mark** in the left hand box(es) of the map layer(s) you wish to order. As you do, the window panel on the right side of the screen keeps a running total of the size of the order and the number of maps to be delivered.

The screenshot shows the 'WHAT' section of the Geospatial Data Gateway interface. It lists various map layers under categories like Geographic Names, Geology, Government Units, Hydrography, and Hydrologic Units. Each layer has a checkbox for selection and icons for information and zoom. On the right, the 'YOUR ORDER' panel shows a summary of the selected items, including the order area, map layers, format, projection, inclusion, delivery method, and recipient. Red arrows point to 'Product Selection' buttons in the left pane and a 'Total' label in the 'YOUR ORDER' panel.

- ☐ **Please Note** that there are size restrictions when placing orders on the Gateway. You may be prompted to alter your selections if you exceed the following guidelines for product delivery method:

Download: 8192 megabytes (8 gigabytes)

You can reduce the size of your order by limiting the area and/or selecting fewer products.

- ☐ To enquire about special orders that exceed the size limitations of the Gateway, contact the following:



For NAIP:

Customer Service Section
 USDA Farm Service Agency
 Aerial Photography Field Office
 2222 West 2300 South
 Salt Lake City, UT 84119-2020
 Telephone: 801-844-2922
 Fax: 801-956-3653

For products other than NAIP:

J. Steven Nechero, Geospatial Data Leader
 Natural Resources Conservation Service
 National Geospatial Center of Excellence
 501 W. Felix Street, Building 23
 Fort Worth, TX 76115
 Telephone: 817-509-3366
 or **Rosemary Rivera**
 Telephone: 1-800-672-5559
 Fax: 1-817-509-3469

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- When you have finished selecting the map layer(s) you wish to order, select the Green “Continue”  button at the bottom of the center window panel (you may need to scroll down to the bottom of the center panel in order to see the  button).

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Step 3: “HOW”

HOW

FORMAT

Available file formats are based on the map layers requested. Please select a file format for the non-Image map layers:

Image map layers will be delivered in their **Native Format**

PROJECTION

There is only one projection available for the map layers requested and it has been chosen automatically. See the **YOUR ORDER** panel to the right for details.

INCLUSION

The Data Inclusion option indicates how much geographical area will be delivered with a selected map layer. This is similar to a “clipping” option for the map layers. Due to the limitations for your selected area of interest (Where) the inclusion will be **Standard** (the entire data set will be delivered for the order area chosen).

For a list of what to expect for geographical coverage for each map layer in your order, see this **Inclusion Table**.

DELIVERY

Delivery is via download. [Click here to see a download time chart.](#)

For additional delivery options please click [Here](#)

❑ **FORMAT:**

- All image layers are provided in their native format. This file format is indicated on the Status Map Page.
- The vector format is always a choice of 'ESRI Shape' file or 'ESRI File GeoDataBase' (which combine all maps into a single shape file or feature class) except for CLU and soils. CLU and Soils are only available as 'Shape File'.
- Any layer with the description that includes 'by State' is always delivered as a single Shape File or File GeoDataBase feature class for the whole state.

❑ **PROJECTION:**

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- All image map layers are provided in their native projection. This projection is indicated on the Status Maps page.
- A choice of map projection is provided when the layers are all vector layers.
- When any of the selected map layers are image layers, all vector layers are provided in the projection of the image layers.

☐ INCLUSION (CLIPPING):

The Data Inclusion option indicates how much geographical area will be delivered with a selected map layer. This is similar to a "clipping" option for the map layers. There are two options:

- **Standard:** The entire data set will be delivered for the order area chosen.
- **Extract:** A partial data set will be delivered for the order area chosen.

The current inclusion type is **Extract**. To change the inclusion type, click [HERE](#)

For a list of what to expect for geographical coverage for each map layer in your order, see this [Inclusion Table](#).

- A choice of Standard or Extract is provided when area of interest by interactive map, place search or rectangle has been used and the map layers are all vector.
- If image layers are included, a choice is *only provided* with when an area of interest rectangle of less than .25 degrees latitude and longitude has been used.
- Standard inclusion is used in all other cases. Standard is always used when the selection method is by county or state.
- The extract inclusion option is ignored for Cropland Data Layer and all Soils map layers.
- See the Inclusion Table on the 3-How page for information on each map layer's standard and extract inclusion rules.

☐ DELIVERY:

- Delivery is via Download by default.

- ☐ Select the [CONTINUE](#) button.

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Step 4: “WHO”

- You must enter a valid email address to receive a completion e-mail indicating that your order is finished. Fields indicated with a '*' are required.

Only email is required:

WHO

A valid email address must be entered to receive a completion email indicating that your order is finished. A '*' indicates a required field.

* Email jack.gis@onecompany.org

- Select **CONTINUE** to review order on the next screen.

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Step 5: “REVIEW”

- ❑ Review your order and information one last time before clicking the PLACE ORDER button in the left window panel.



USDA Natural Resources Conservation Service
United States Department of Agriculture





[Home](#) [Status Maps](#) [Help](#) [FAQ](#) [Contact Us](#) [A⁻](#) [A⁺](#) [AA =](#)

1-WHERE	REVIEW	
2-WHAT		
3-HOW		
4-WHO		
5-REVIEW		
<p>Please check over the details of your order. If you wish to change anything, use this left control panel to traverse the steps to make corrections. When you are ready press the button below to place your order.</p> <p>Estimated time to complete your order: 2 Minute(s)</p> <p>Place your order with this button:</p> <div style="text-align: center; margin-top: 5px;"> PLACE ORDER </div>	<p>Order Area (Where): Atchison, Barber, Barton, Bourbon, Chase, Cherokee and Clark Counties, Kansas</p>	
<p>Order Map Layers(What):</p> <ul style="list-style-type: none"> Digital Raster Graphic County Mosaic by NRCS, 7 maps 498.154 MB Quadrangle Index 1:24,000, 7 maps 0.073 MB 	<p>Order Delivery Specifics(How): None AutoUTM to county FTP</p>	
<p>Order Recipient (Who):</p> <p>Jack GIS One Company 10 W. Main St. Anytown, Kansas 66111 jack.gis@onecompany.org 913-867-5309</p>		

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“FINISHED”

- ❑ The final page gives you an order number and a link (click “**Check Order**”) to another page where you can check the status of your order using either the order number or your e-mail address for tracking.

The screenshot shows the 'ORDER GENERATED' page. On the left is a navigation menu with options: 1-WHERE, 2-WHAT, 3-HOW, 4-WHO, 5-REVIEW, and FINISHED. The 'FINISHED' option is selected. The main content area has the heading 'ORDER GENERATED' and a 'Thank You for using the Geospatial Data Gateway' message. It states that order # 10150 has been generated and provides instructions on how to check the order status using the 'Check Order' function. It also notes that the order will be deleted 5 days after the confirmation email is sent.


“CHECK ORDER” Page:

The screenshot shows the 'Check Order' page. It features a search form with two input fields: 'Enter Email Address:' and 'Enter Order Number:'. Each field has a 'Go' button next to it. The page also includes a breadcrumb trail 'You are here: Home / Check Order' and a footer with various links and the text 'Last Modified: 10/09/2008'.

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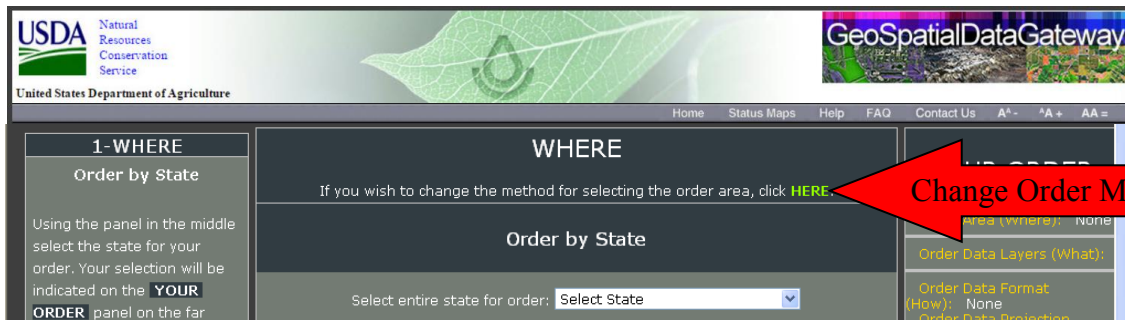
The remainder of this document will only describe the other ways in which to choose your area of interest (Step 1-WHERE) because the remaining steps after Step 1 are exactly the same as described above.

B. Order by State:

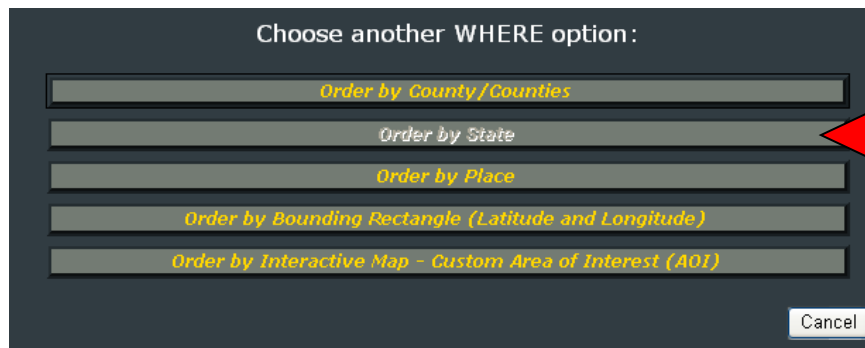
If you are back at the opening Gateway web page, press the  button to get to Step 1 once again, or if you are further in the order process and want to start over, press the **1-WHERE** tab toward the top of the left panel to describe your new area of interest method.

Step 1: "WHERE"

- Click on the Green "HERE" word toward the top of the middle section of the page:



- Select "Order by State":



- Select state of interest in the drop down list:



- Instructions for Steps 2 (WHAT), 3 (HOW), 4 (WHO), 5 (REVIEW) and FINISHED are on Pages 4-10 if needed.

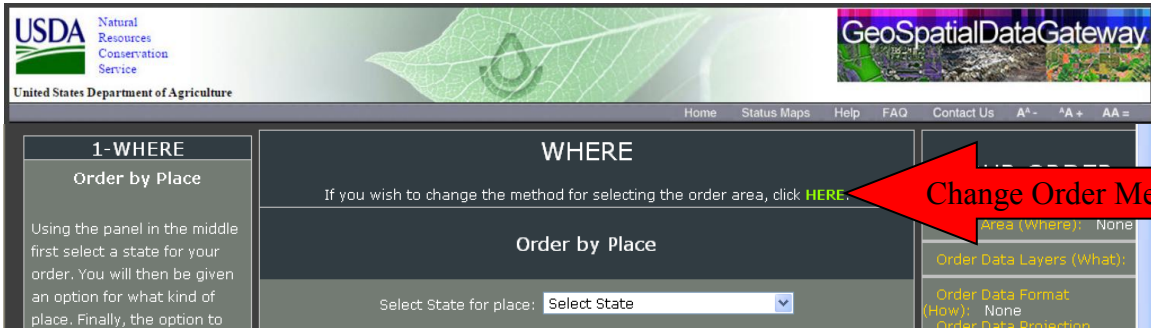
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C. Order by Place:

If you are back at the opening Gateway web page, press the  button to get to Step 1 once again, or if you are further in to the order process and want to start over, press the

1-WHERE tab toward the top of the left panel to describe your new area of interest method.

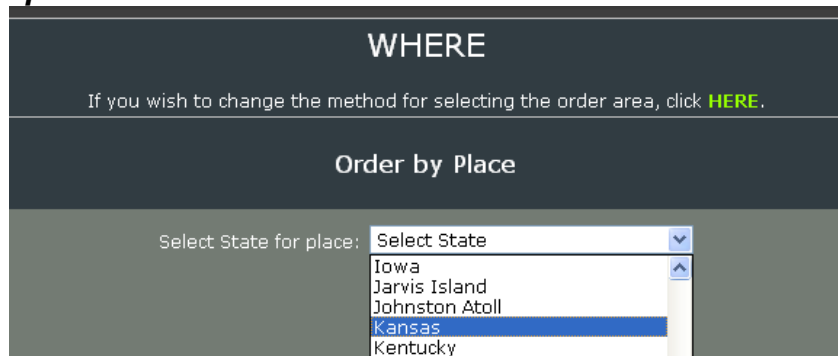
- ❑ Click on the Green “**HERE**” word toward the top of the middle section of the page:



- ❑ Select “**Order by Place**”:



- ❑ “**Select State for place**”:



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- ❑ “**Select type of place**”:

WHERE

If you wish to change the method for selecting the order area, click [HERE](#).

Order by Place

Select State for place: Kansas

Select type of place: Select type of place

- Select type of place
- Any
- State
- Congressional District
- Zipcode
- County
- Populated Place
- Non-Populated Place
- 24K Topo Sheet
- Hydrologic Unit

- ❑ “**Name of Place**”: In the example below, typing either “**Any**” or “**%**” will result in a list of all Hydrologic Units for the state selected, or if you already know the name of the place for which you are searching, simply type in the name or code in the “**Name of Place**” entry field, then click the “**Find Places**” button. Selecting the Hydrologic Unit of your choice, a map of the area will appear in the lower right, then click the “**Select This Place**” button at the bottom of the page:

WHERE

If you wish to change the method for selecting the order area, click [HERE](#).

Order by Place

Select State for place: Kansas

Select type of place: Hydrologic Unit

Name of Place: Any
(This entry supports the wildcard "*" for character matching)

Find Places

Select Place for Order

Place Name: 10250009 Missouri Region/Republican/Harlan County Reservoir, Kansas, Nebraska. Place Type: HUC9

- 10240005 Missouri Region/Missouri-
- 10240007 Missouri Region/Missouri-
- 10240008 Missouri Region/Missouri-
- 10240011 Missouri Region/Missouri-
- 10250001 Missouri Region/Republic.
- 10250002 Missouri Region/Republic.
- 10250003 Missouri Region/Republic.
- 10250004 Missouri Region/Republic.
- 10250009 Missouri Region/Republic
- 10250010 Missouri Region/Republic.
- 10250011 Missouri Region/Republic.
- 10250012 Missouri Region/Republic.
- 10250013 Missouri Region/Republic.
- 10250014 Missouri Region/Republic.
- 10250015 Missouri Region/Republic.

Select Place (Kind of Place)

Select This Place

- ❑ Instructions for Steps 2 (WHAT), 3 (HOW), 4 (WHO), 5 (REVIEW) and FINISHED are on Pages 4-10 if needed.

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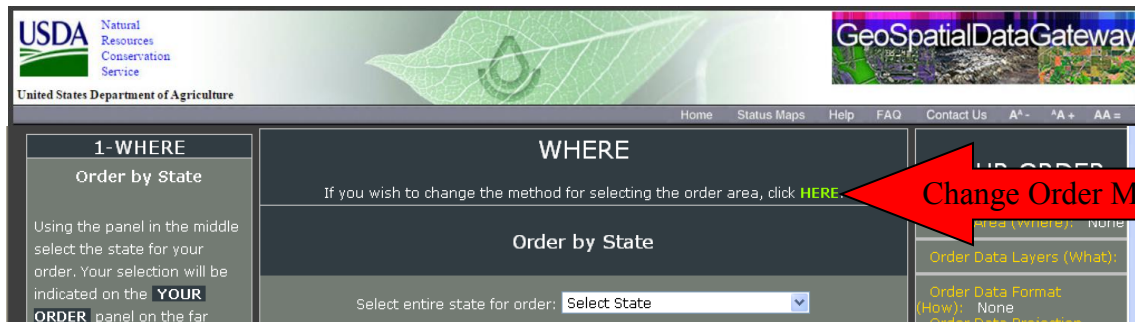
D. Order by Bounding Rectangle:

If you are back at the opening Gateway web page, press the  button to get to Step 1 once again, or if you are further in the order process and want to start over, press the

1-WHERE tab toward the top of the left panel to describe your new area of interest method.

Step 1: “WHERE”

- ❑ Click on the Green “**HERE**” word toward the top of the middle section of the page:

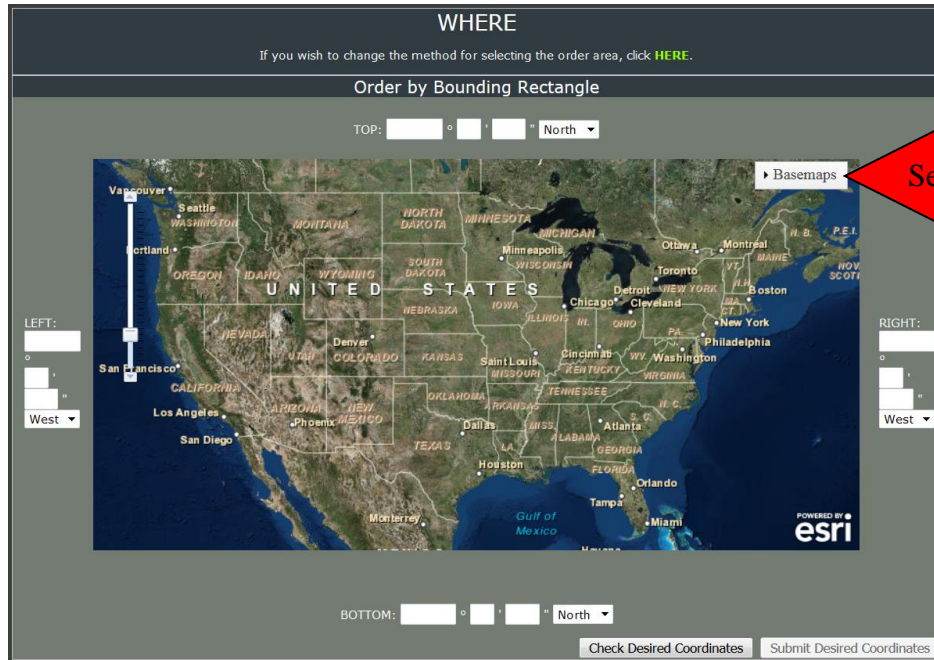


- ❑ Select “*Order by Bounding Rectangle (Latitude and Longitude)*”:



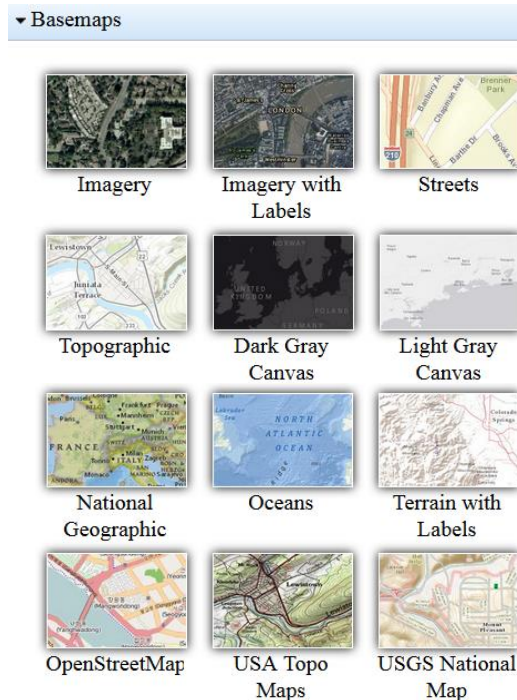
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- Resulting in the following map and blank coordinates that require your input:



- There is also a Basemaps button (in the example graphics above and on the next page) that will allow you to change to another desired Basemap as your map backdrop.

The standard ESRI Basemaps can be applied:



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- ❑ You may need to obtain coordinates from another map, or you can test different coordinates then press the “**Check Desired Coordinates**” button which will zoom to your test results:

The screenshot shows the 'WHERE' section of the Geospatial Data Gateway. At the top, it says 'WHERE' and 'If you wish to change the method for selecting the order area, click [HERE](#).' Below this is the 'Order by Bounding Rectangle' section. The map shows a red bounding rectangle over the central United States, covering parts of South Dakota, Nebraska, Iowa, Wisconsin, Illinois, and Michigan. The map includes labels for various cities and states. The interface has input fields for 'TOP: 45', 'LEFT: 95', and 'BOTTOM: 40', all with 'North' and 'West' dropdown menus. A 'Basemaps' button is located in the top right corner of the map area. At the bottom, there are two buttons: 'Check' and 'Submit Desired Coordinates'. Red arrows point to the 'Basemaps' button, the 'Check' button, and the 'Submit' button.

- ❑ Once you have the desired area of interest, press the “**Submit Desired Coordinates**” button.
- ❑ Instructions for Steps 2 (WHAT), 3 (HOW), 4 (WHO), 5 (REVIEW) and FINISHED are on Pages 4-10 if needed.

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E. Order by Interactive Map – Custom Area of Interest (AOI)

Step 1: “WHERE”

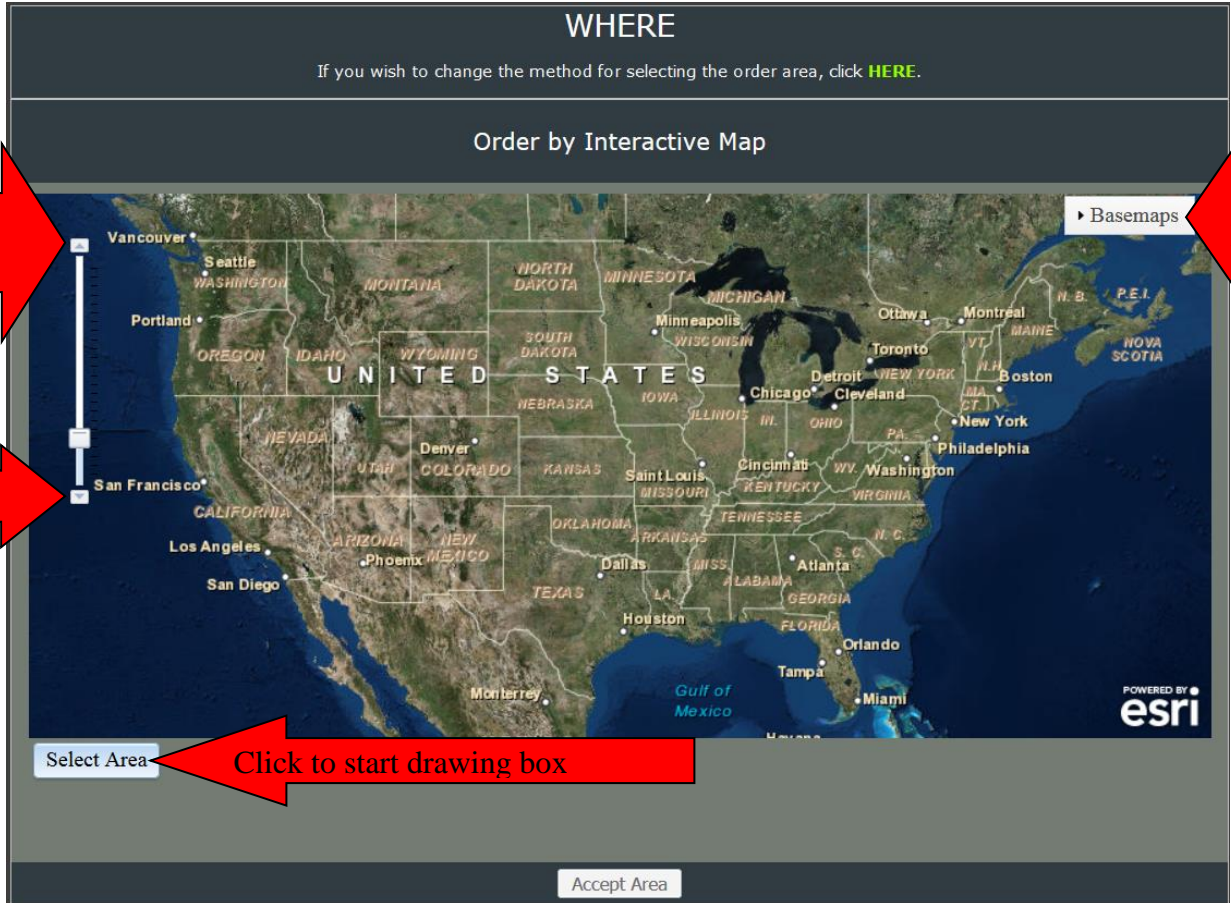
The screenshot shows the 'WHERE' section of the Geospatial Data Gateway. The page is divided into three main columns. The left column is titled '1-WHERE' and contains instructions for ordering by county. The middle column is titled 'WHERE' and features a 'Select State for order:' dropdown menu. The right column is titled 'YOUR ORDER' and contains various order configuration options. Red arrows point to specific elements: 'Change Order Method “HERE”' points to a green 'HERE' link at the top of the middle section; 'Instruction Panel' points to the left column; 'Order Status Panel' points to the 'Submit Selected Counties' button; and another 'Change Order Method “HERE”' points to the 'HERE' link in the top right corner.

- ❑ The default method for selecting the order area is by **County/Countries**, but there are several other options if you click the Green “**HERE**” word toward the top of the middle section of the page producing the following selection of results from which to choose:
- ❑ Select “**Order by Interactive Map – Custom Area of Interest (AOI)**”:

The dialog box titled 'Choose another WHERE option:' displays five radio button options. The options are: 'Order by County/Countries', 'Order by State', 'Order by Place', 'Order by Bounding Rectangle (Latitude and Longitude)', and 'Order by Interactive Map - Custom Area of Interest (AOI)'. A red arrow points to the 'Order by Interactive Map - Custom Area of Interest (AOI)' option. A 'Cancel' button is located at the bottom right of the dialog box.

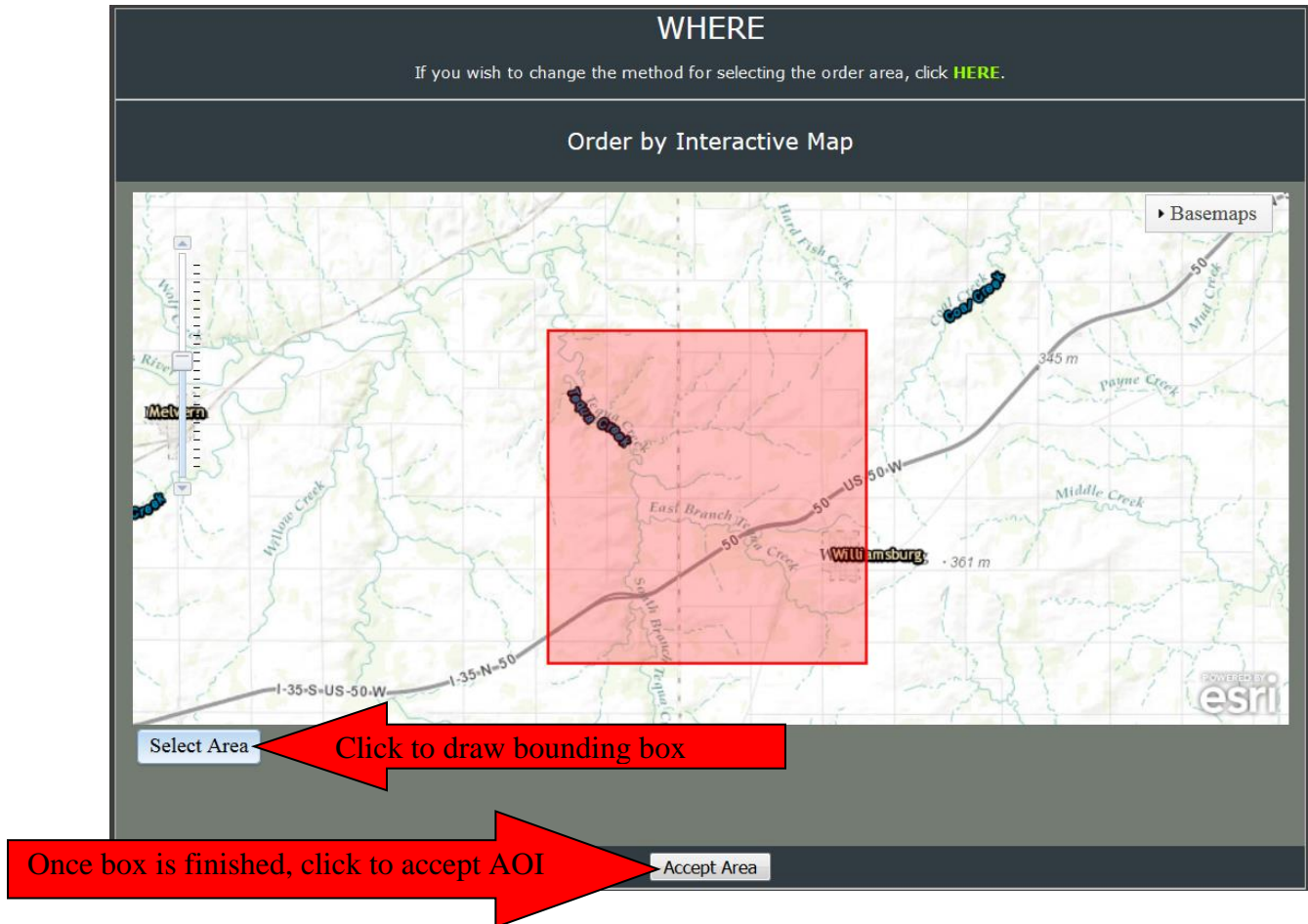
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- ❑ The resulting map is displayed in which you will create a minimum bounding box in the area where you want data. First, click the “**Select Area**” button. With the left mouse button start to draw the box and drag the box to the desired size. Once the box is drawn you can move it or resize it.



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- ❑ Once the desired area of interest is selected by the bounding box, click the “**Accept Area**” button:



- ❑ Instructions for Steps **2 (WHAT)**, **3 (HOW)**, **4 (WHO)**, **5 (REVIEW)** and **FINISHED** are on **Pages 4-10** if needed.



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This document was created by Laura Davenport, Ken Becker, and Carol Lloyd.

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