

## **Directions on how to fill out GIS data License agreement**

- 1) First, click the link to the GIS Data License Agreement on the Coeur d'Alene Tribe's GIS webpage, under data. This will bring up the License Agreement in a PDF viewer window.
- 2) You can then enter the current date by clicking on the highlighted text in the PDF viewer, these options are pick lists and can be changed by the arrows beside them.
- 3) You can then type your name or your organization's name (right before "hereinafter referred to as Licensee") on the blank provided. Do this by clicking on the blank line in the PDF viewer.
- 4) Next, you will enter the Dataset common name and File Name, these can be found in the GIS data discovery tool when searching for data you would like to request, which can be accessed on the page where you clicked to access the license agreement. If you need to request more data than the form allows, please write a note on the table on page one and then build your own table on a separate sheet of paper and attach it to the License Agreement. The easiest way to determine the File Name and Dataset common name is to use the Browse function in the Tribe GIS data explorer. Do this by clicking on the "Browse Tab", and then clicking on the desired data category (e.g. "Transportation Network"). Next select the button called "View Detail" for the layer you are interested in for example "Interstate 90 Exits". On the details page you can find the Title of Content and the File Name under the Content Citation section. These will be the two items you need to request data. Please put the Title of Content name in the dataset common name section of the form.
- 5) Please read the agreement carefully
- 6) Proceed to enter the date and other information like organization name, address, city, etc., leave the Signature line blank at this point. Please make sure you include the version of the software you will be using. This will enable us to provide you the data in the appropriate format.
- 7) After all information has been entered, double check since you will not be able to save the information entered. Print out the completed form.
- 8) Sign the printed form.
- 9) If you need the data soon you can fax the License Agreement to (208)-686-1901.

- 10) Regardless if you have faxed the License Agreement to us or not you must send the original License Agreement to the Tribe GIS Office. The mailing address is below:

Coeur d'Alene Tribe GIS Office  
P.O. Box 408  
Plummer, ID 83851