

COLLECTOR FOR ARCGIS – DATA COLLECTION GUIDE

OPEN THE MAP



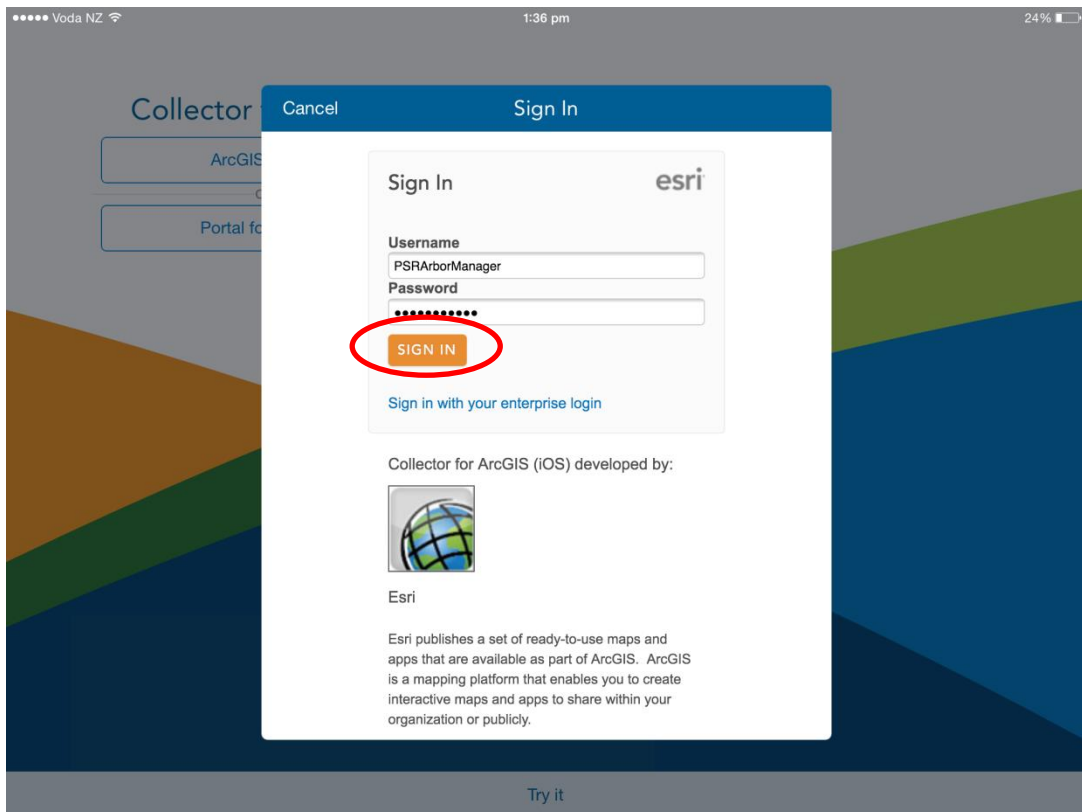
1. Start the app by tapping the  icon on the iPad's home screen.

If you see this screen, you will be required to sign in:



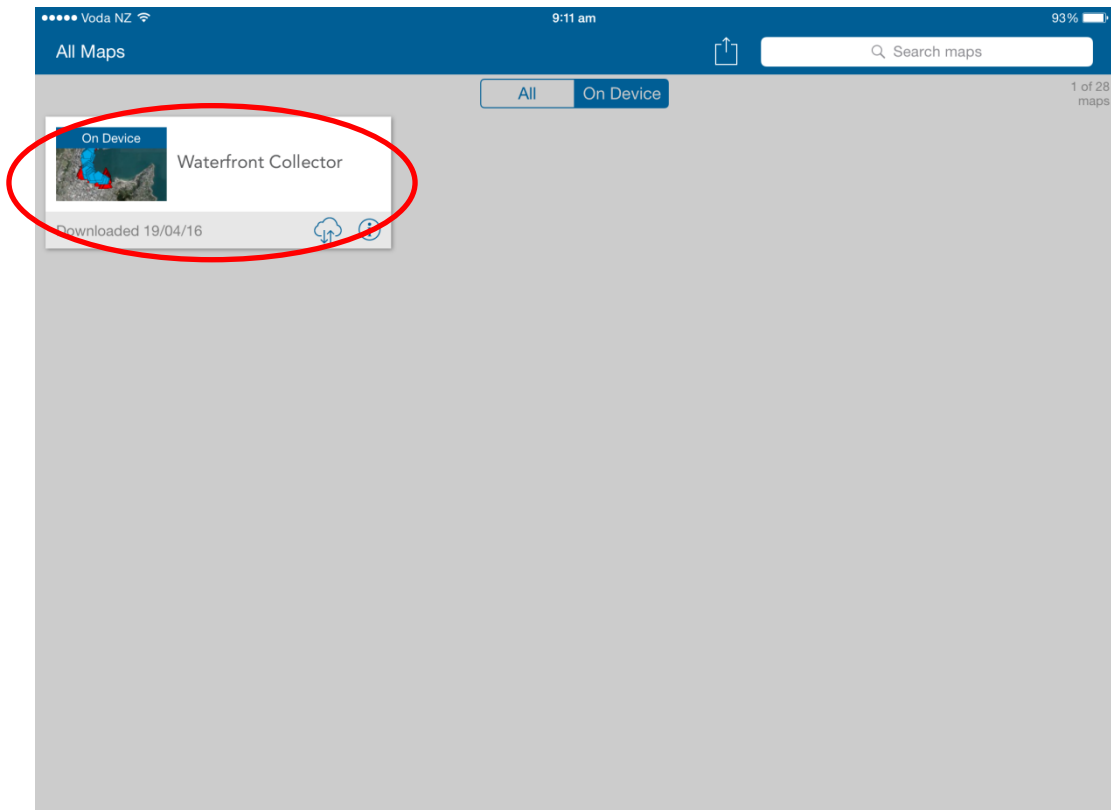
2. Tap the **ArcGIS Online** button to continue.

You will now see the sign in screen:



3. Enter your ArcGIS Online username and password, and tap **Sign In**.

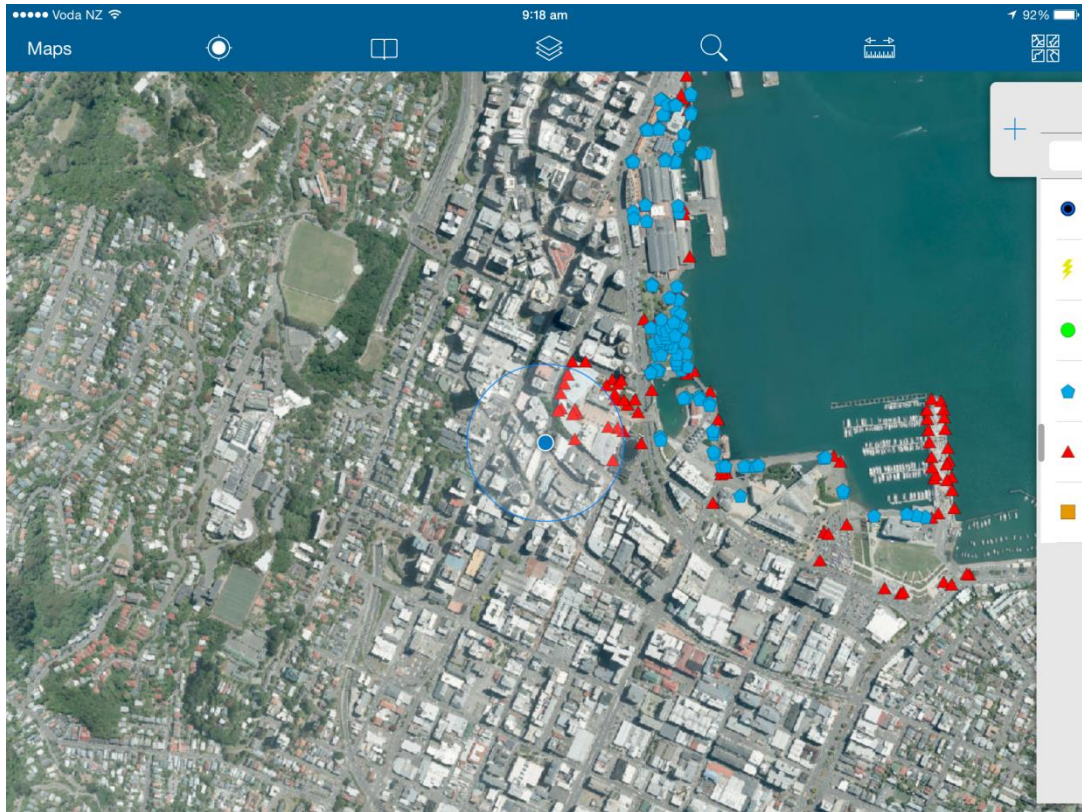
You will now be on the **All Maps** page:




4. Tap the thumbnail of the project that you are working on to open the data collection map and begin collecting data.

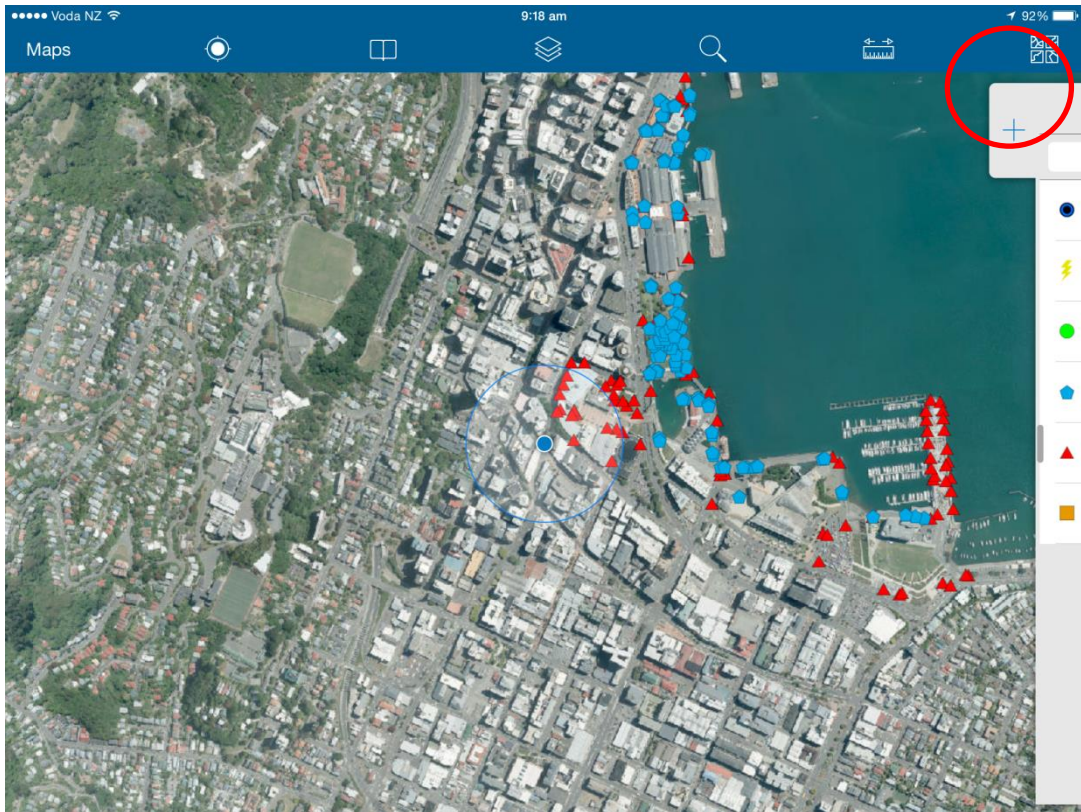
COLLECT POINT DATA

You will now see the data collection map:

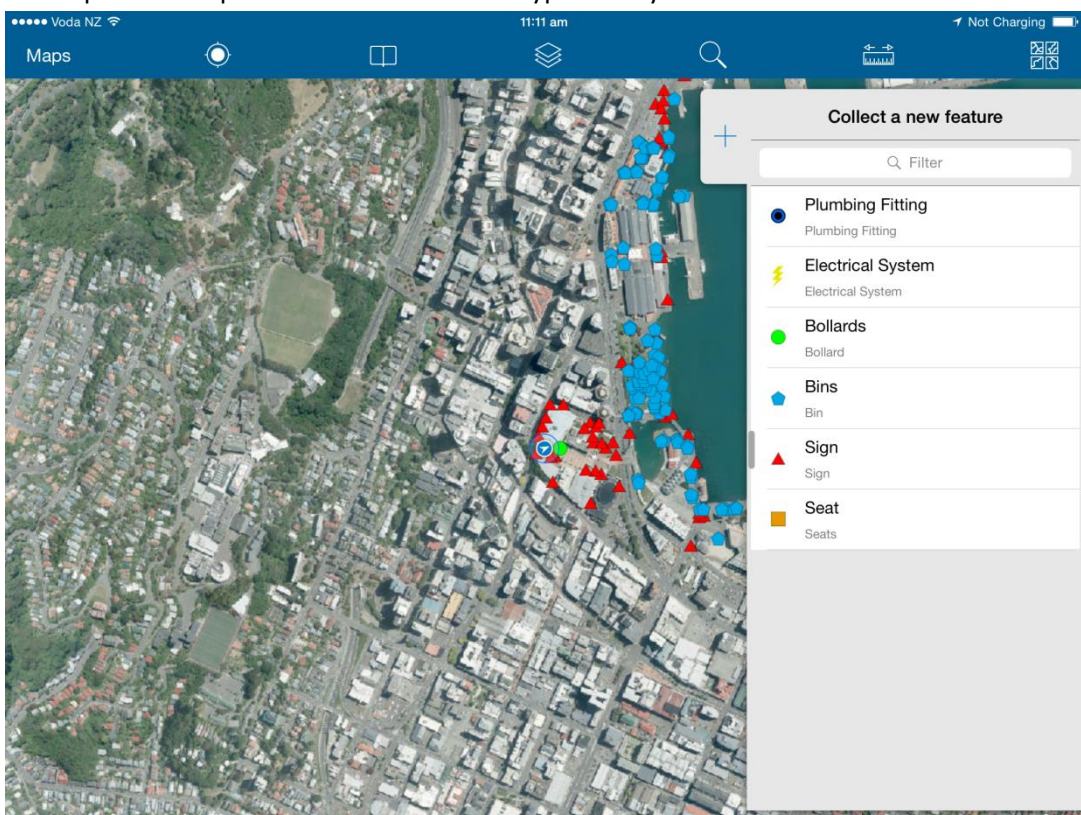


If location services are enabled, **My Location** shows a filled circle , indicating that your location is displaying on the screen. As you move, you will see your position on the map indicated by a blue circle. GPS accuracy will vary based on time of day and your position in relation to buildings and canopy cover.

1. To collect a new **feature**, tap the **plus** icon on the right hand side of your screen:

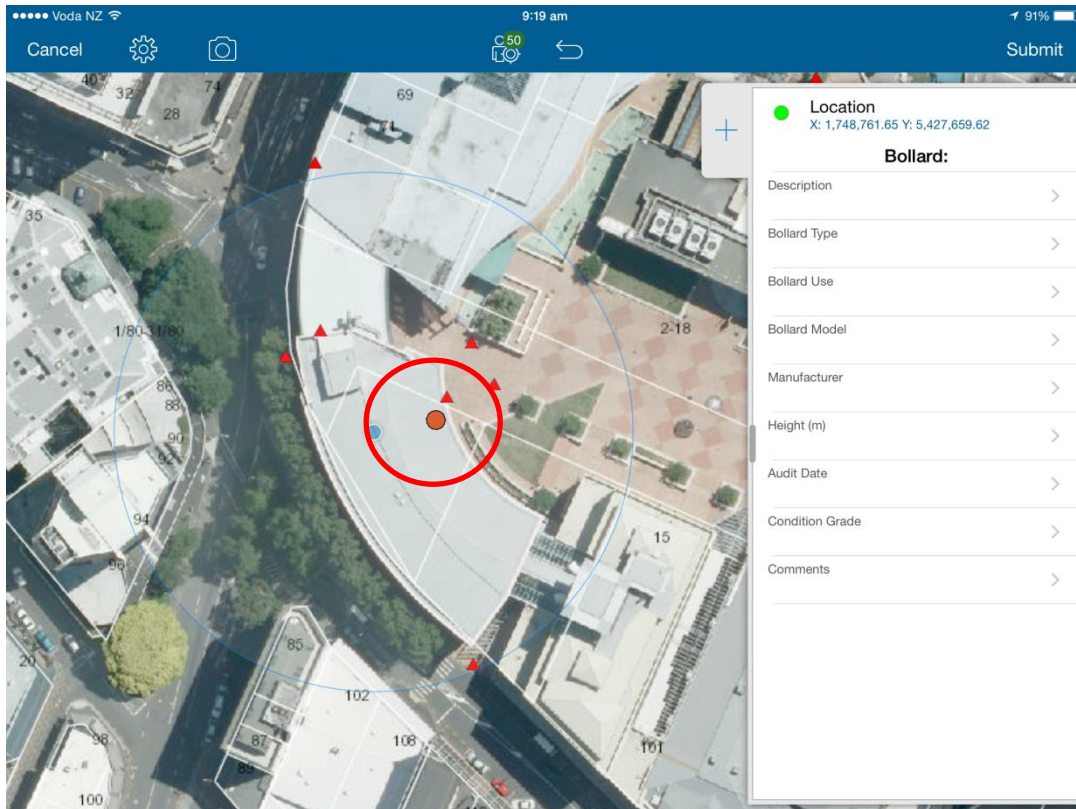


A side panel will open with a list of **feature** types that you can collect:

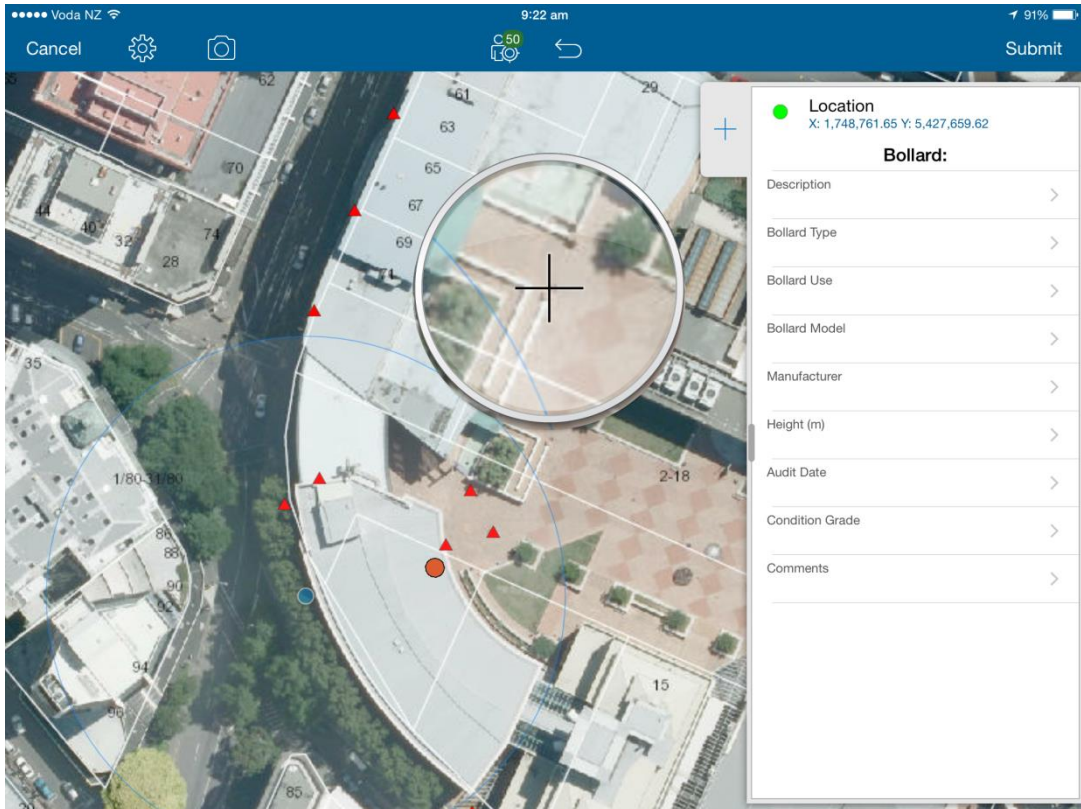


2. Scroll through the list to find the **feature** that you want to collect and tap the name to select it.

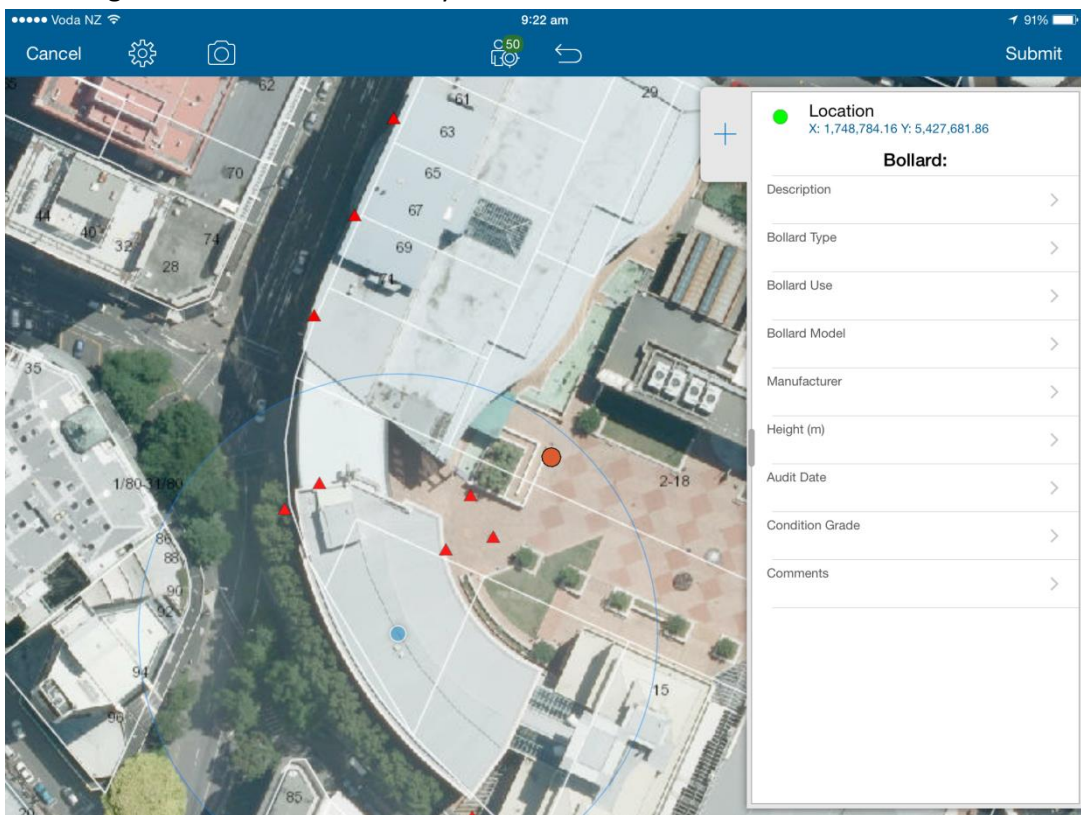
- Once you have selected your **feature** type, an **orange circle** will appear on the map:



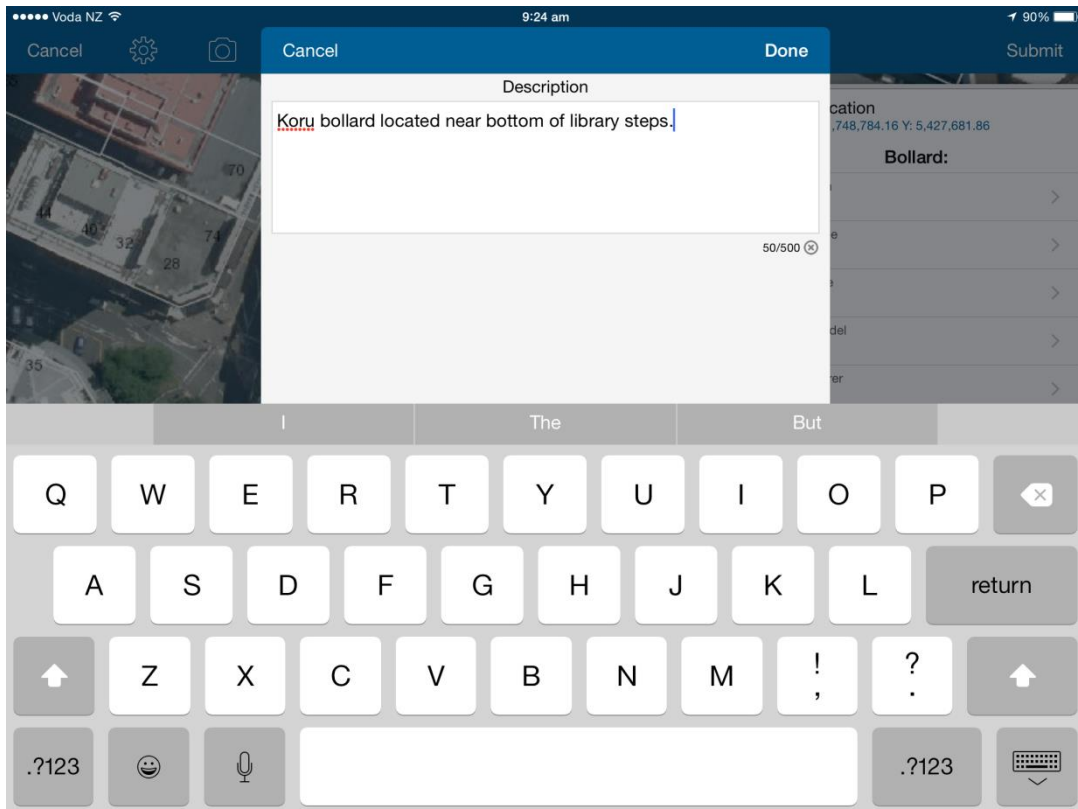
The **orange circle** is where the new **feature** will be placed, and is based on the position of the GPS (the blue dot) when you selected your **feature** type. This can often be inaccurate, depending on the accuracy of the GPS at that time. You can manually adjust the position of the **orange circle** by **pressing and holding** on the screen. This will display a magnifying glass and crosshair effect that you can drag around the map and position on top of the **feature** that you are collecting:



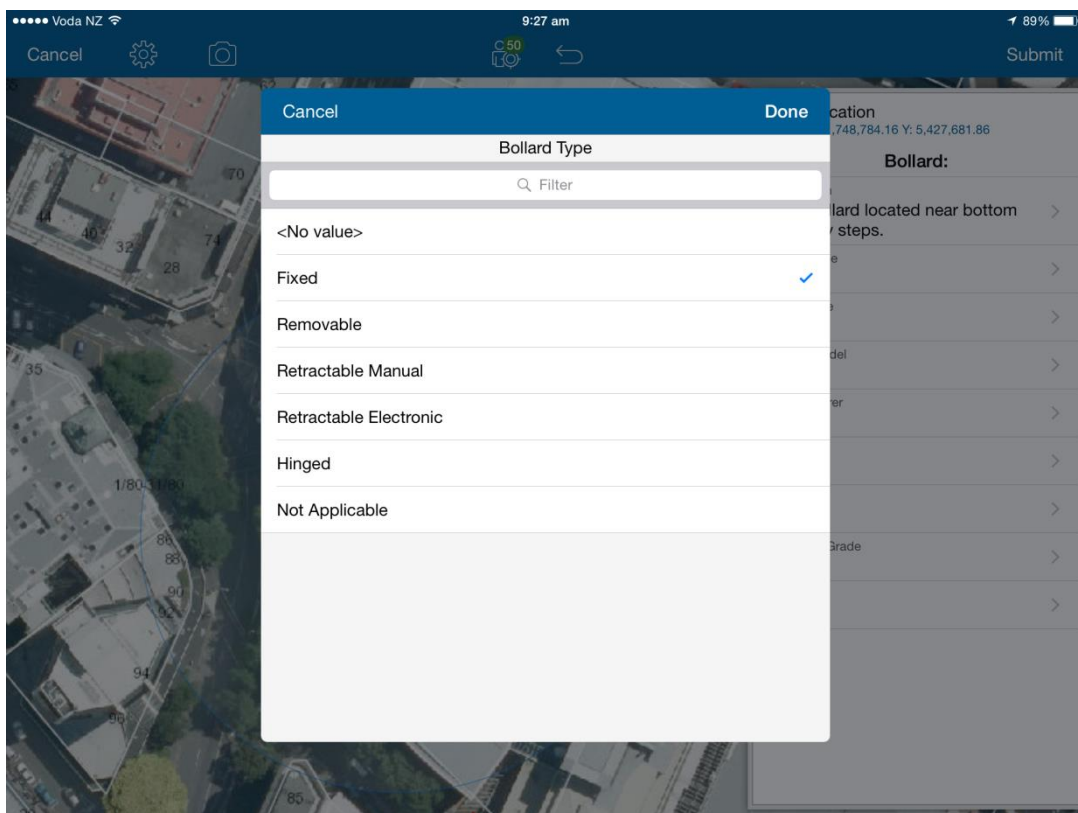
When you are satisfied with the position of the crosshair, take your finger off the screen and the **orange circle** will now be where you want it:



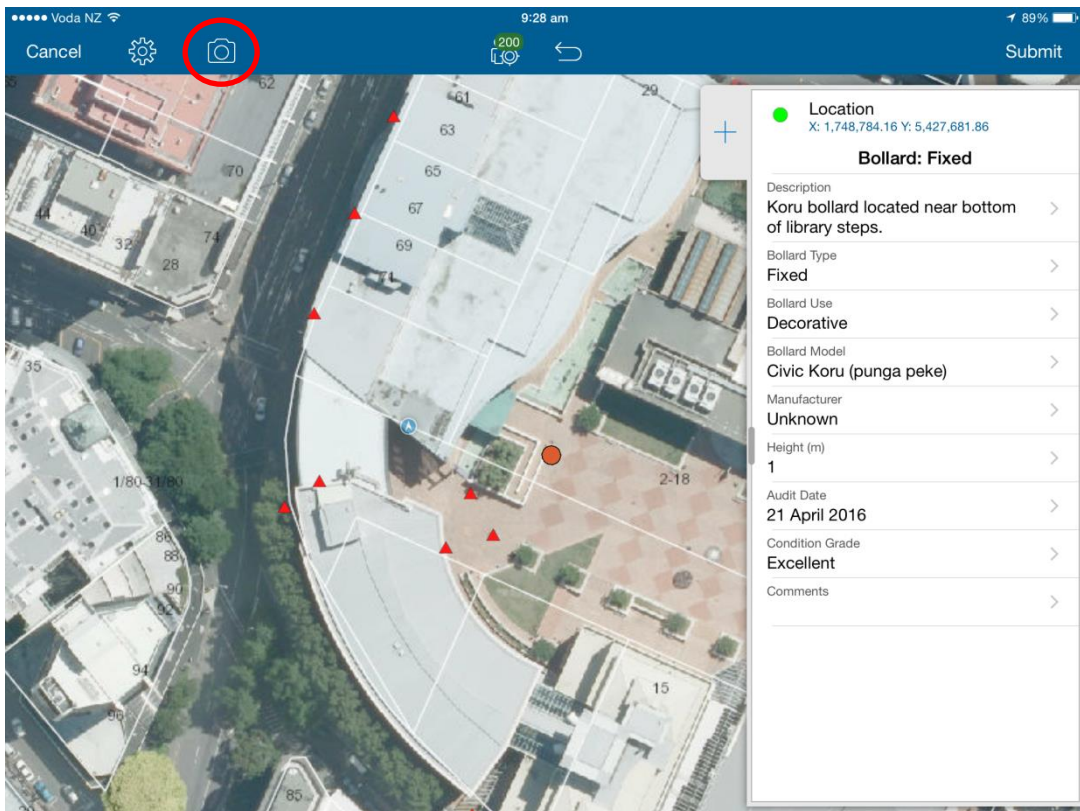
4. Next you will collect **attributes** associated with the **feature**, using the form on the right hand side of the screen. Some attributes will require you to manually type in a value:



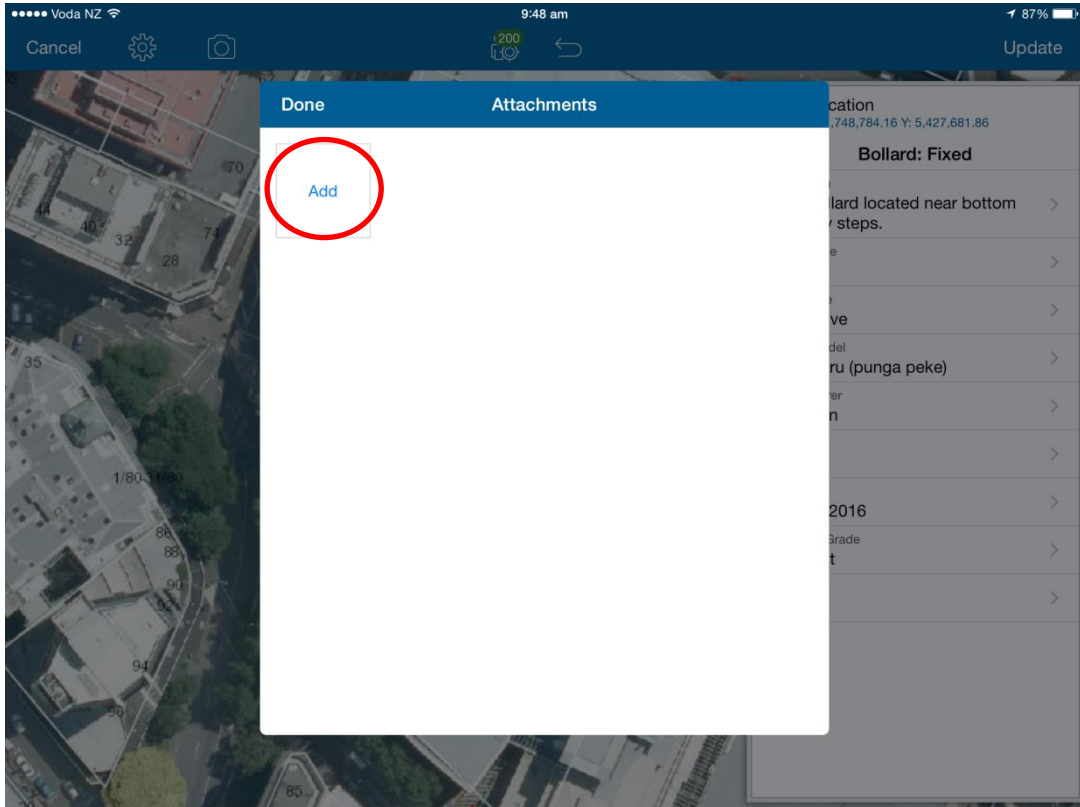
Others you will be able to select from a pre-defined list of values:



5. To attach a photo to the **feature**, tap the  icon at the top right of the screen:



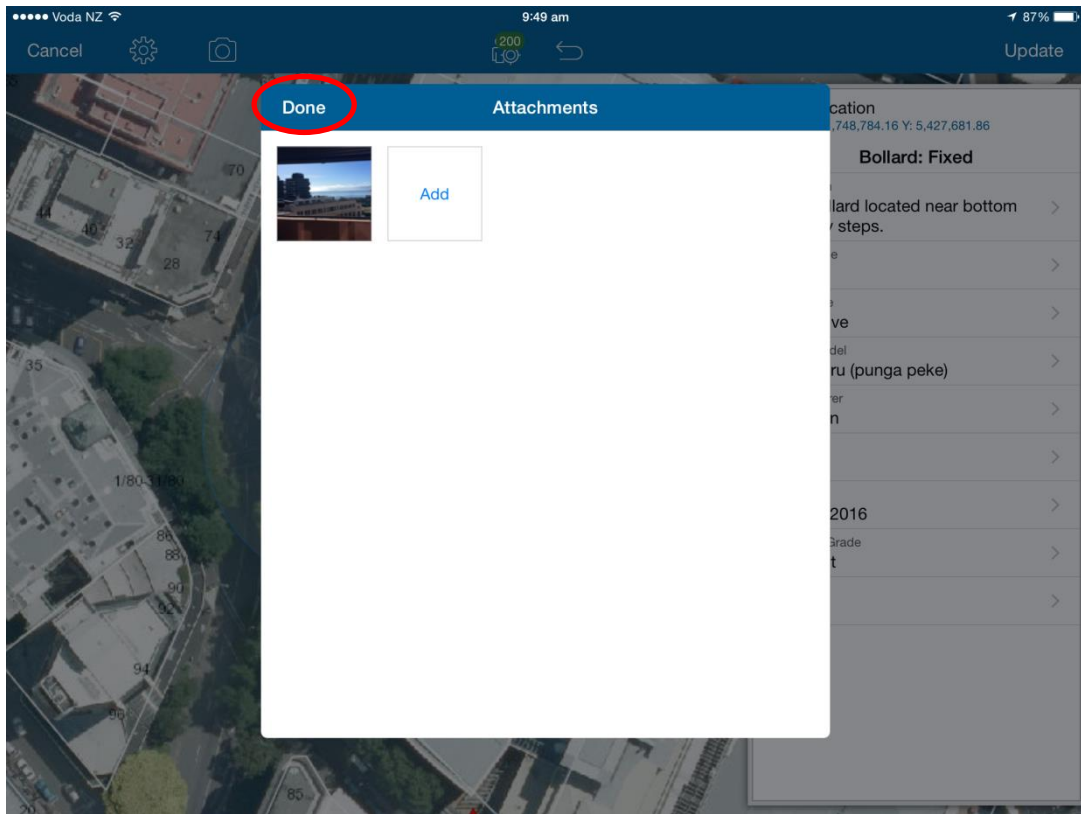
You will be presented with the **attachments** window. Tap **add** to add a new photo:



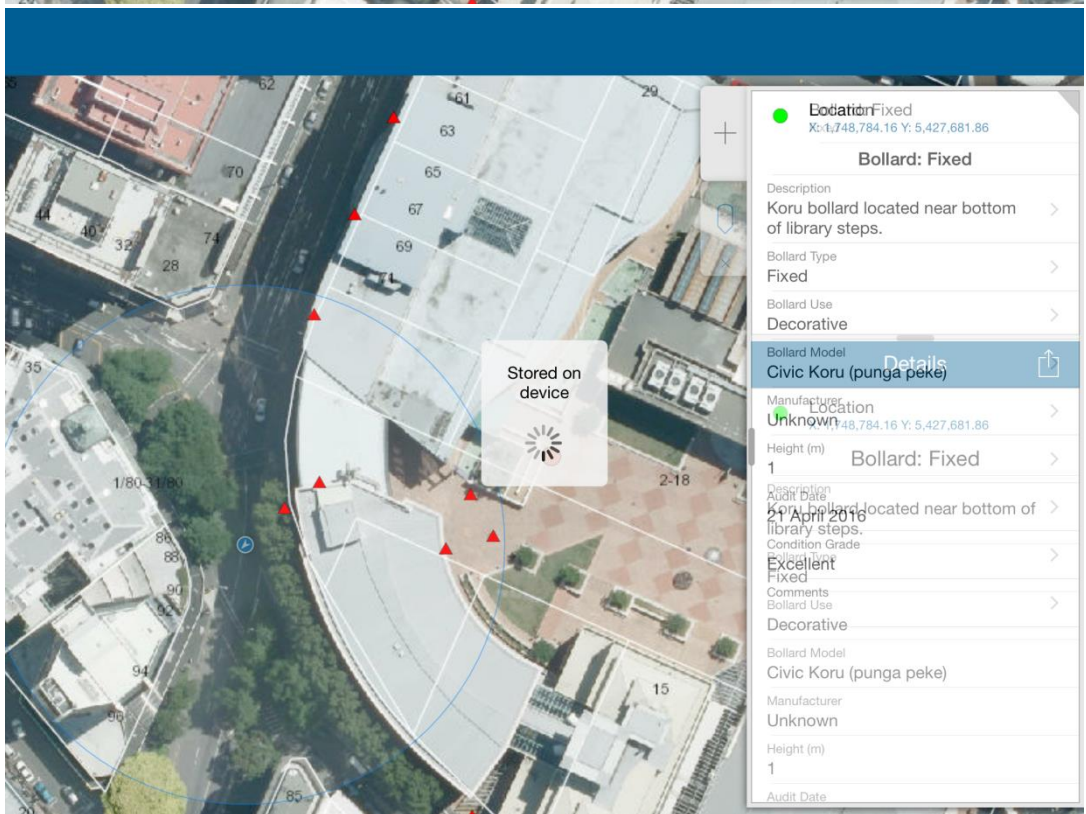
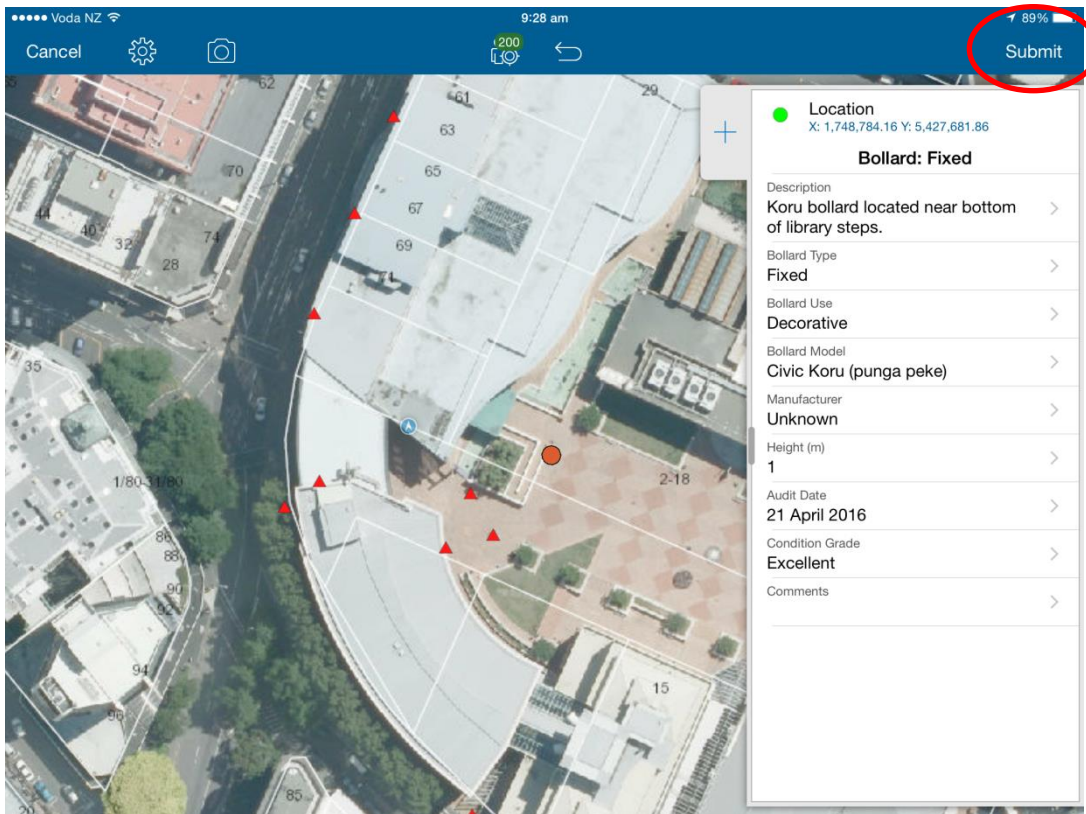
You will now see a small menu that will allow you to take a new photo, or choose an existing photo. If you choose to take a new photo the camera app will launch and you can take the

photo. If you choose to use an existing photo, you will be prompted to choose one from your photo library.

You can **attach** more than one photograph by tapping **add** again. These **attachments** are permanently associated with your **feature**. When you are finished attaching photos, tap **done**.



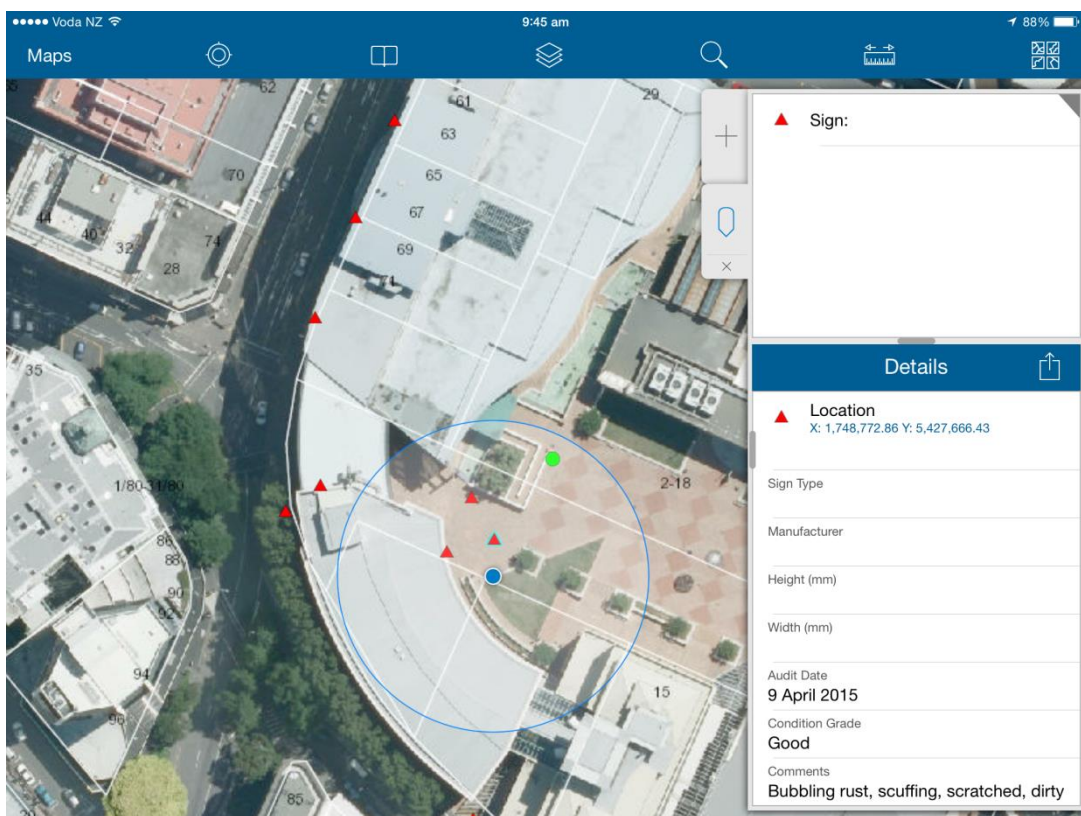
6. When you have filled out all applicable **attributes**, and attached all your photos, tap **submit** to save the **feature** and all **attachments** to the project and complete the data collection process:




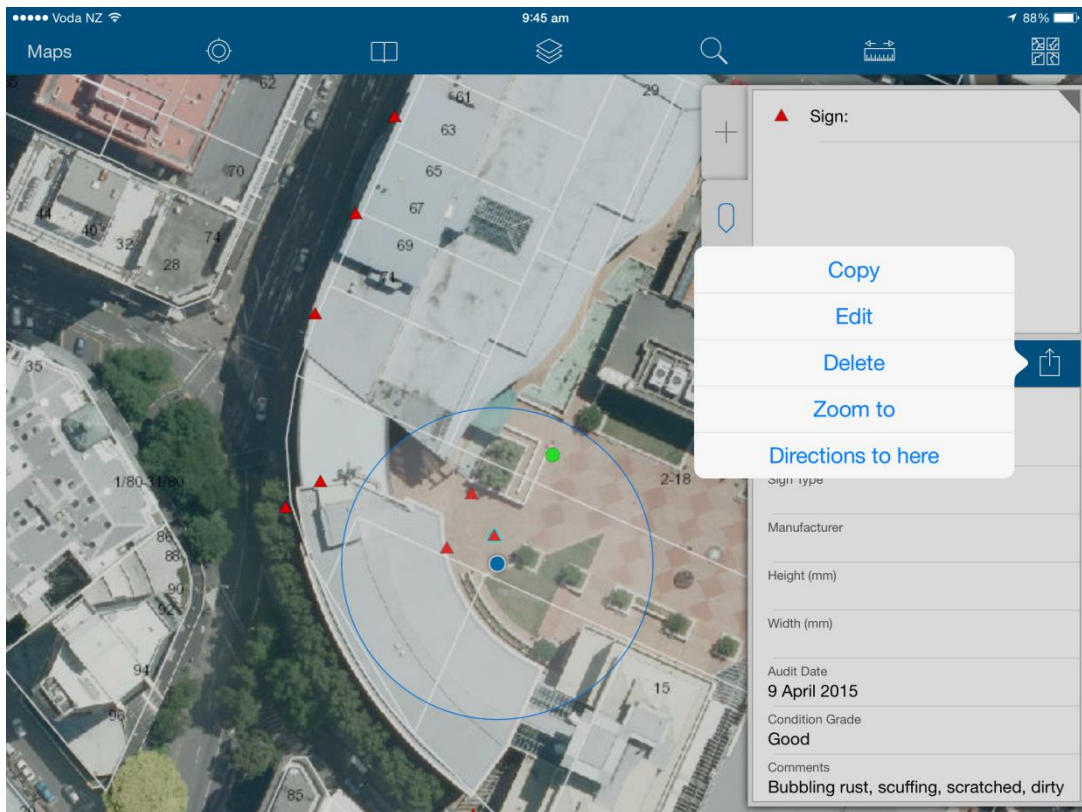
QUERYING AND EDITING YOUR DATA

Sometimes you might want to view or edit the **attributes** of an existing feature.

1. Select an existing **feature** by tapping on a symbol on the map. When the **feature** is selected, the symbol will glow blue around the edges, and its **attributes** will display at the right of the screen:

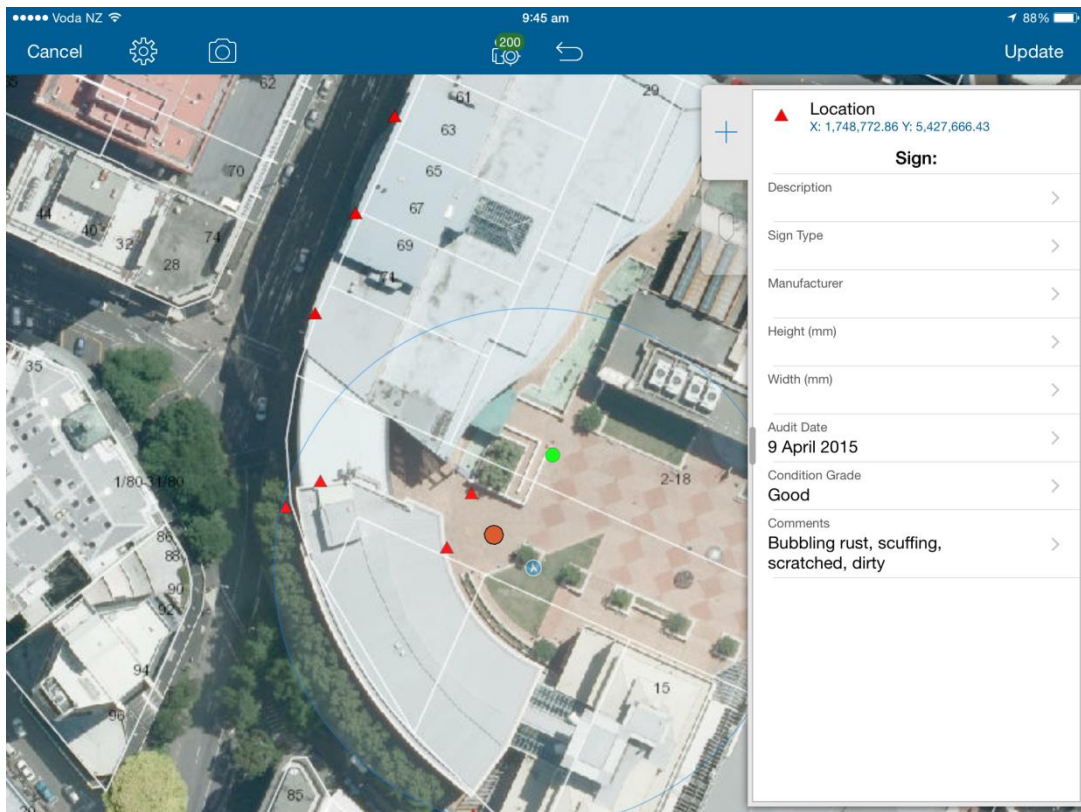


2. If you want to edit or delete the feature, tap the  icon. You will see a drop down menu:



3. If you want to delete the **feature**, tap **delete**, and you will be prompted to confirm your choice.

If you want to edit the **feature**, tap **edit**. The **feature attributes** will then be available for editing:



You will notice that the **feature symbol** has now become an **orange circle**. This means that the location of the feature can be adjusted. Tap and hold the screen to bring up the magnifier and crosshair if you would like to re-locate the feature.

To edit **attributes**, just tap on them and you will be able to change their values in the same way as when you create a **feature**.

Be sure to save your changes by tapping **submit** when you have finished.

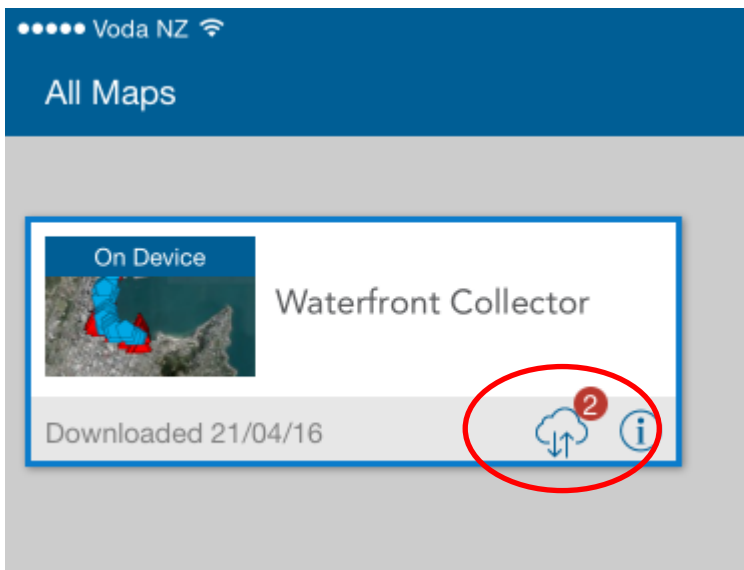
SYNCING YOUR DATA

When you have collected some data and are back in the office and connected to WiFi, you can sync your data so that it is saved to the ArcGIS Online server. It is recommended that you do this as often as is practicable, to avoid any chance of losing data.

1. Open the app. If you are on the data collection map screen, tap the **Maps** button at the top right of the screen to go to the **All Maps** screen:



2. On the **All Maps** screen you will see the thumbnail of your project. On this thumbnail is a small cloud icon with a red badge indicating how many updates and new **features** you have recorded since you last synced the data (if there is no red badge, then no updates have been made, and there is nothing to sync):



Tap the cloud icon to begin the sync. The sync can take anywhere from a few seconds to a few minutes depending on how much data has been collected. If the sync fails for any reason, just try again. You may need to be persistent in order to get the sync to complete.