

ArcGIS Field Maps Quick Start Guide



For Jefferson County Public Works Department

November 2021

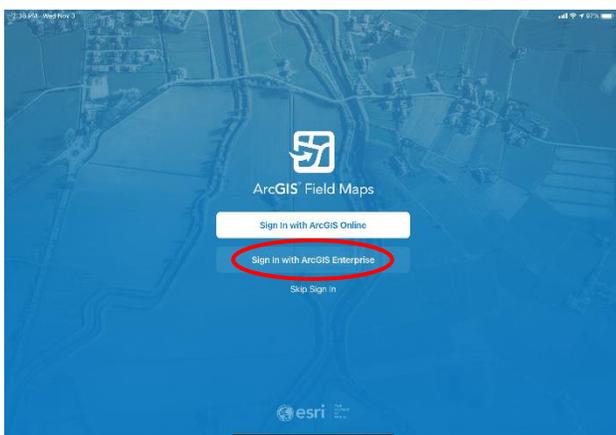
****Disclaimer: This is not a comprehensive guide of every and all function in Field Maps. Functions not relevant to Public Works field operations are not covered. For questions regarding additional functionality, please contact the Jefferson County GIS Department****

Getting Started

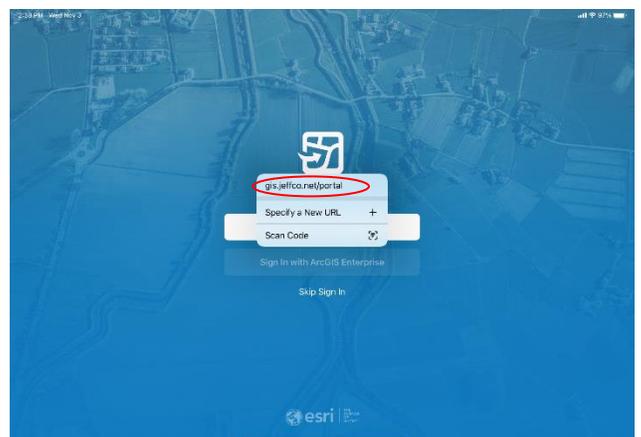
Begin by opening the Field Maps application on the home screen of your tablet.



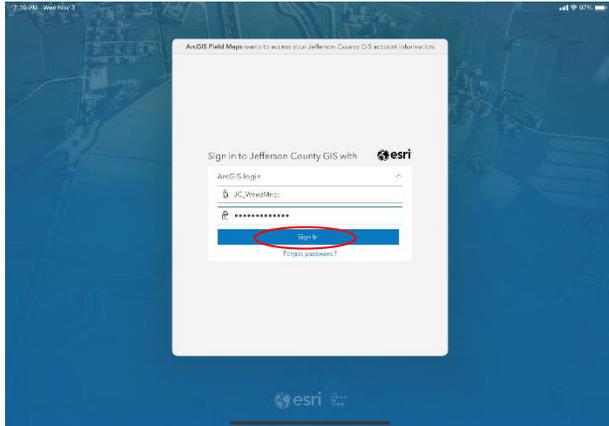
When first opening the app, you may be prompted to login.



Select 'Sign in with ArcGIS Enterprise' and choose 'gis.jeffco.net/portal'

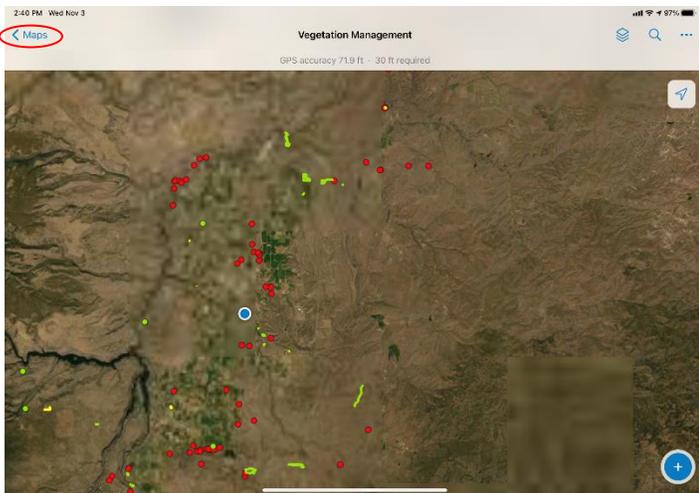


Enter your login credentials and click 'Sign In'

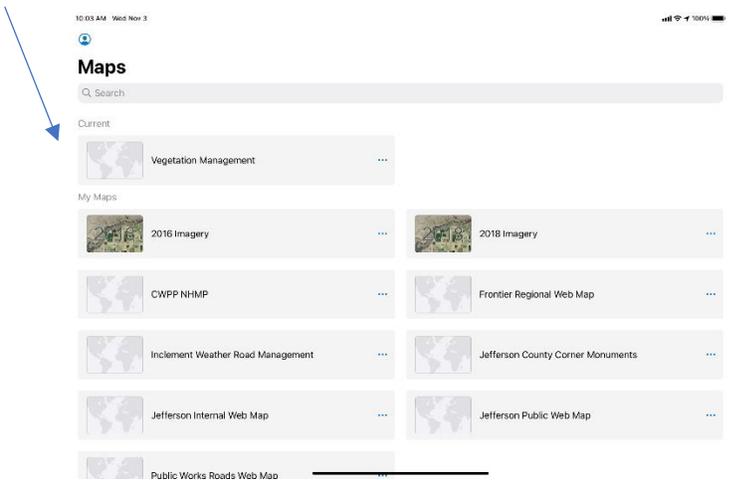


Enter your login credentials and click 'Sign In'

The application will either default to your most recently used map, or the home page, which consists of a list of maps available to your user account.



To return to the home page at any time, tap '< Maps' in the upper left-hand corner.

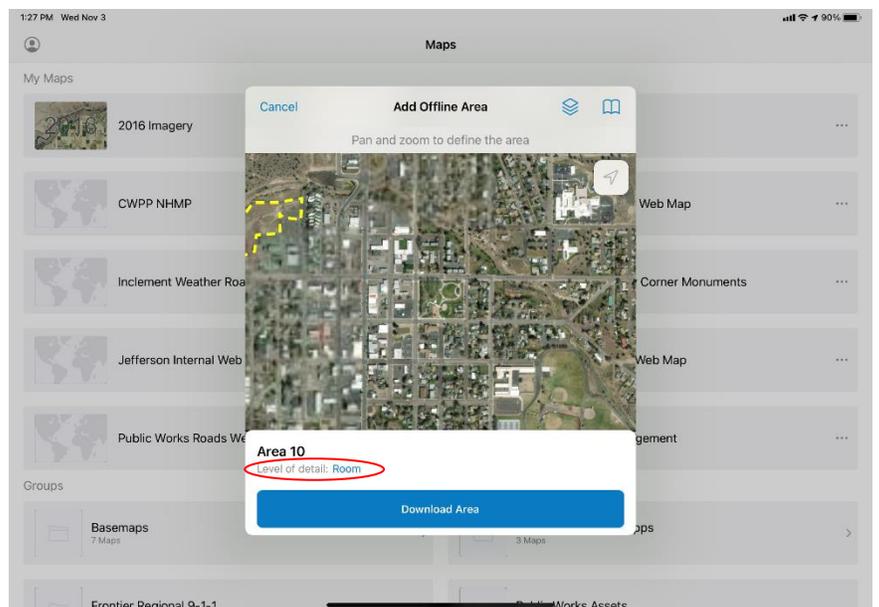
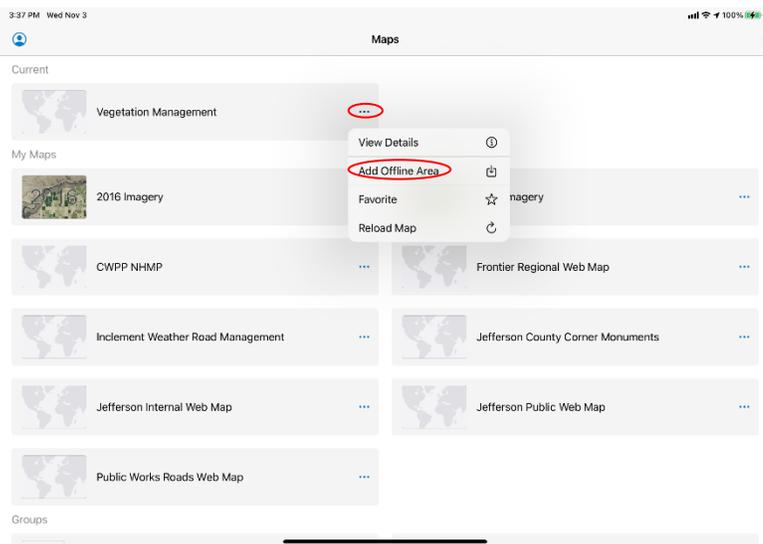


Downloading Offline Areas

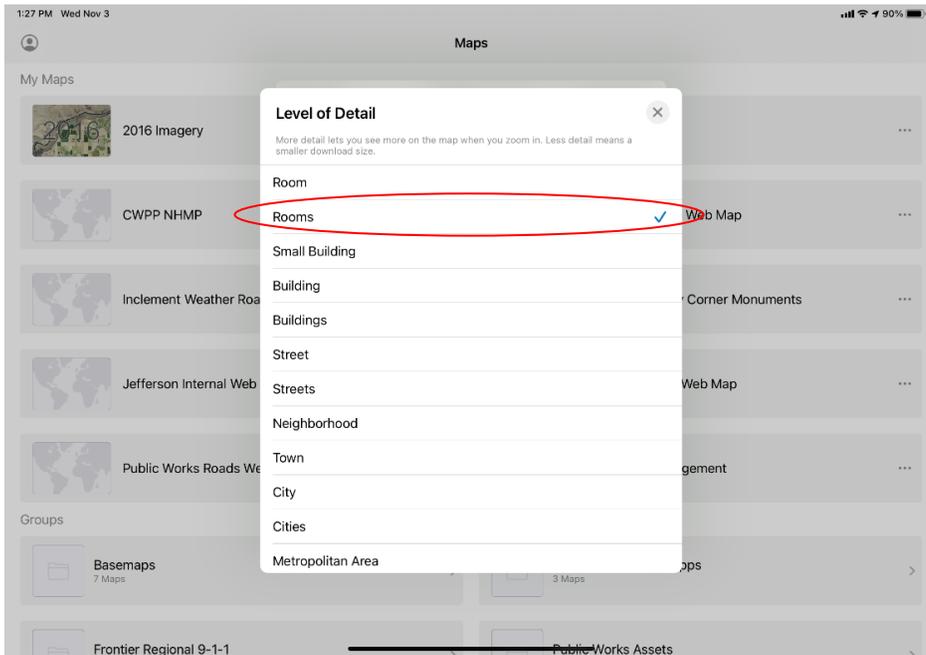
For data collection in areas of patchy mobile service, it is recommended that users download offline areas for the regions in which they will be collecting data. Field Maps supports multiple offline areas for each map.

****Note:** Once offline areas have been added, the map will automatically be set to offline collection mode. This means that data can only be collected within the boundary of the offline area that you are using. Before going out to collect, ensure that offline areas encompass the entire region in which you will be working. If you wish to return to the normal collection mode, all offline areas must first be deleted. ******

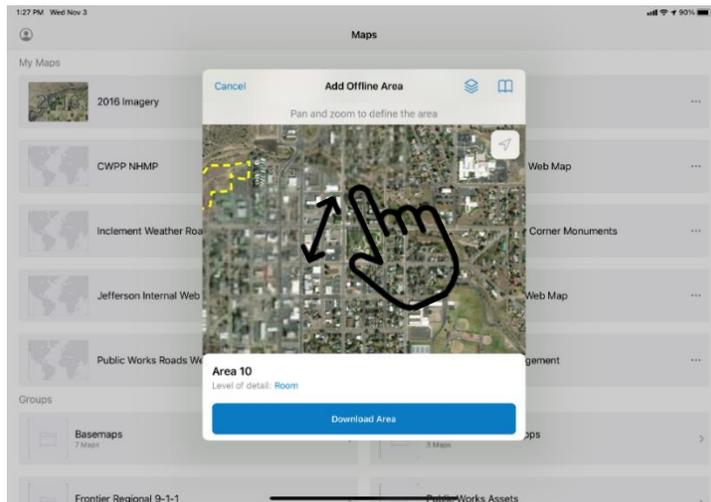
To download your first offline area, click the ellipsis next to the desired map, and select 'Add Offline Area'.



Before creating an offline area, tap the blue text next to 'Level of detail'



Ensure that the level of detail is set to 'Rooms' or larger. If 'Room' is selected, the offline area download will likely fail



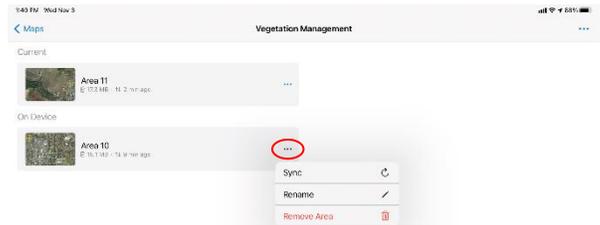
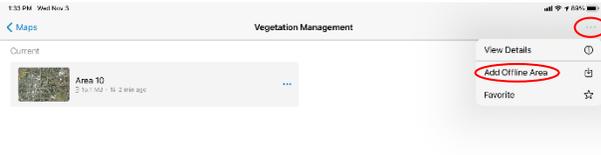
In the 'Add Offline Area' window, use your fingers to zoom and pan until a desired area is in the frame. Once satisfied, tap 'Download Area'



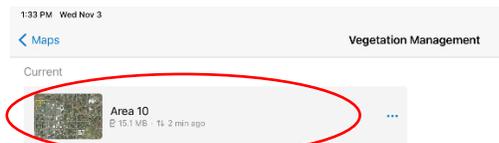
You will then be directed to a new page where your offline areas are stored. Here you will see the download progress.

****Note: offline area downloads may take some time, as the application must cache a portion of the aerial imagery basemap****

If you wish to download additional areas, tap the ellipsis in the upper right-hand corner of the same page.

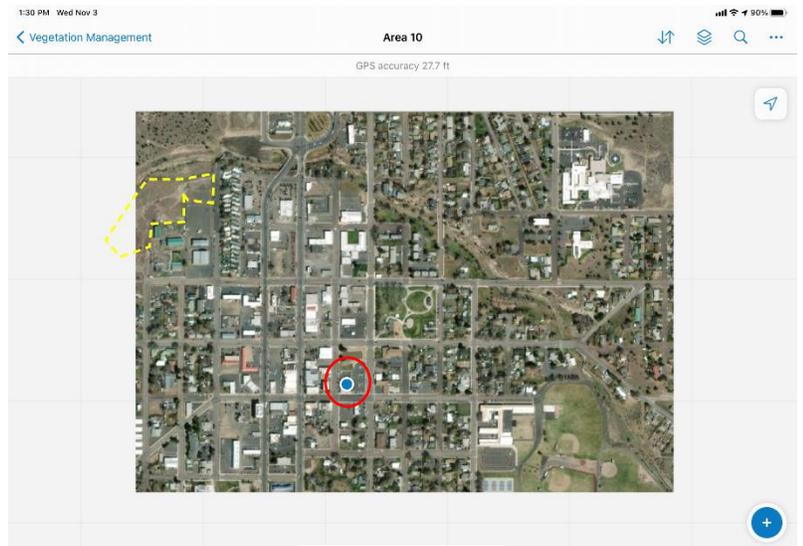


If you wish to sync, rename or delete an offline area, tap the ellipsis on the right-hand side of the area

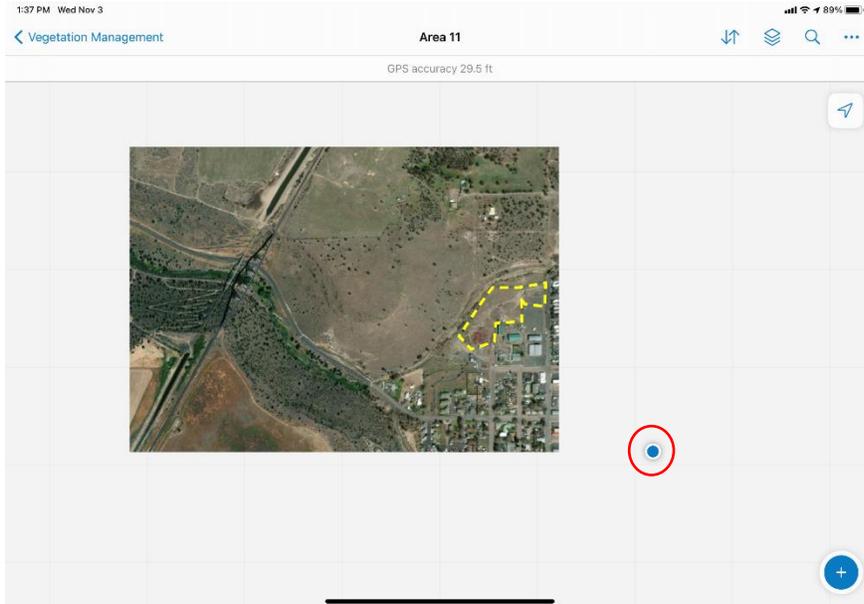


Tap anywhere on an area (except the ellipsis) to open it and begin collecting data.

****Note: The blue dot indicates your current location****

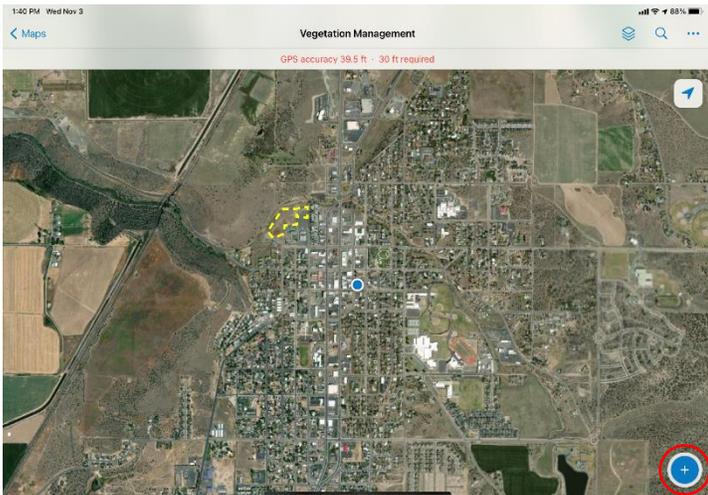


As noted before, collecting outside of the boundary of the offline area is not possible. Ensure that you have the correct area downloaded before going out to collect!

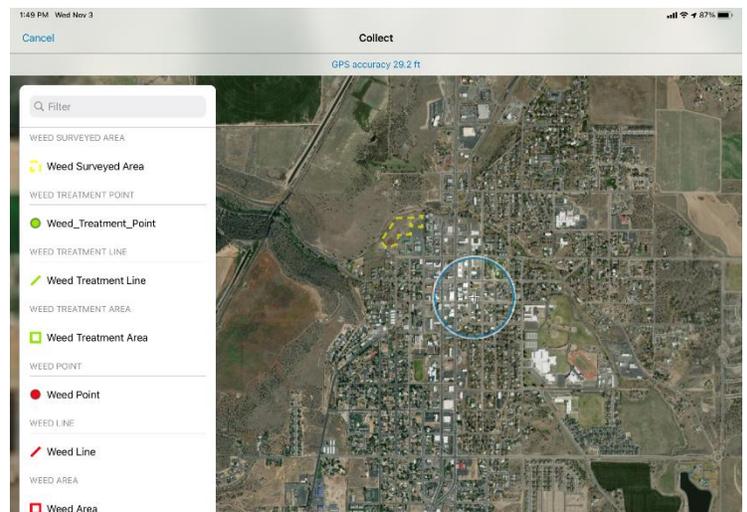


Collecting Data

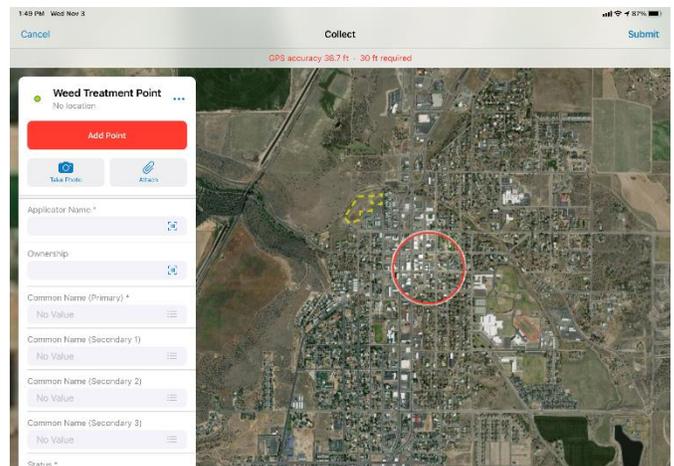
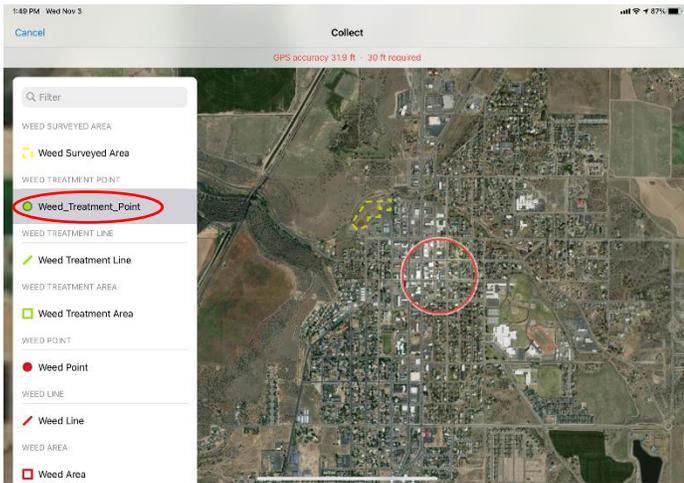
Shown in normal (online) collection mode. Some features may not work the same in offline mode, including the ability to change basemaps



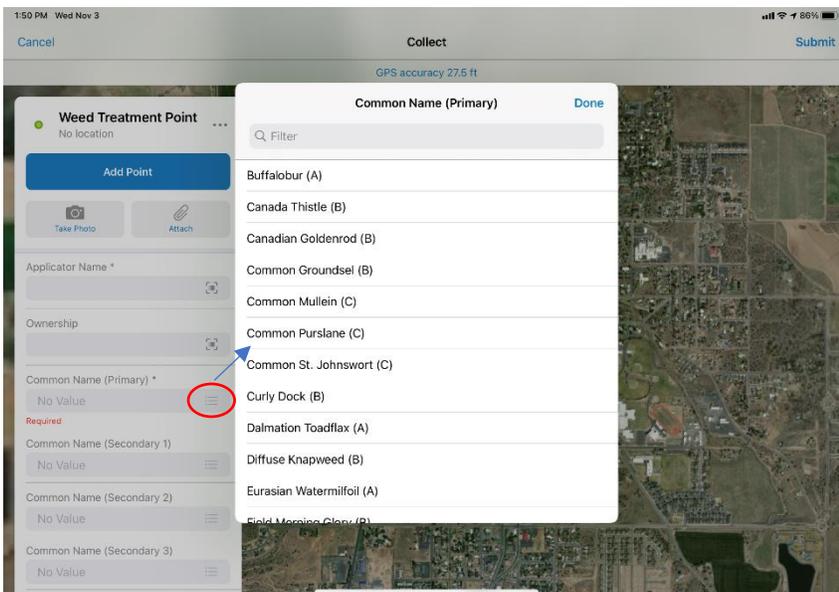
To begin, tap the plus sign in the lower right-hand corner of the map. This will bring up the list of available layers for collection



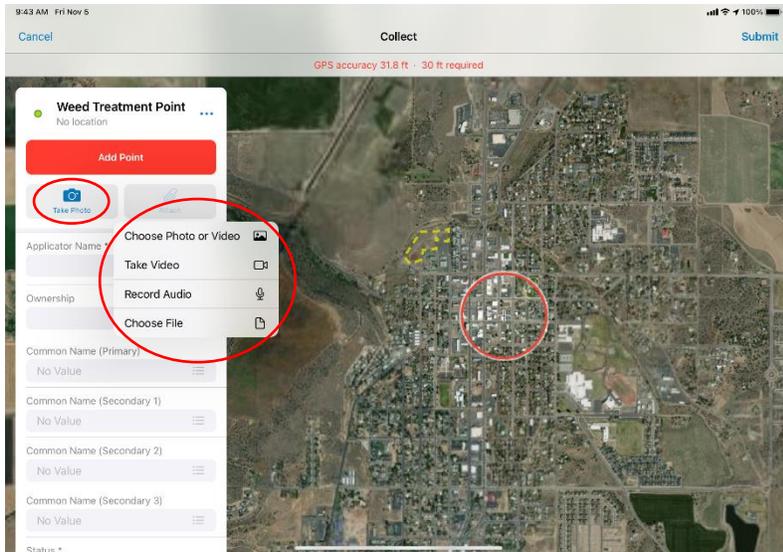
With a single tap, select the layer to which you would like to add new data. The first example will show collection of point data



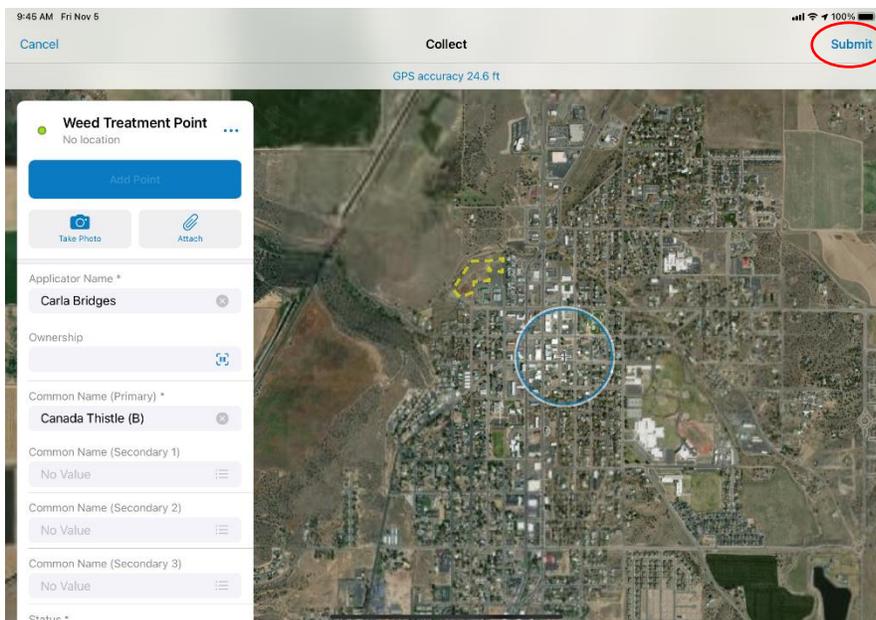
Begin filling out all necessary fields. Those with an asterisk next to the field name are required, and those with an ellipsis in the entry area contain a domain with a list of valid options and will not accept a custom entry.



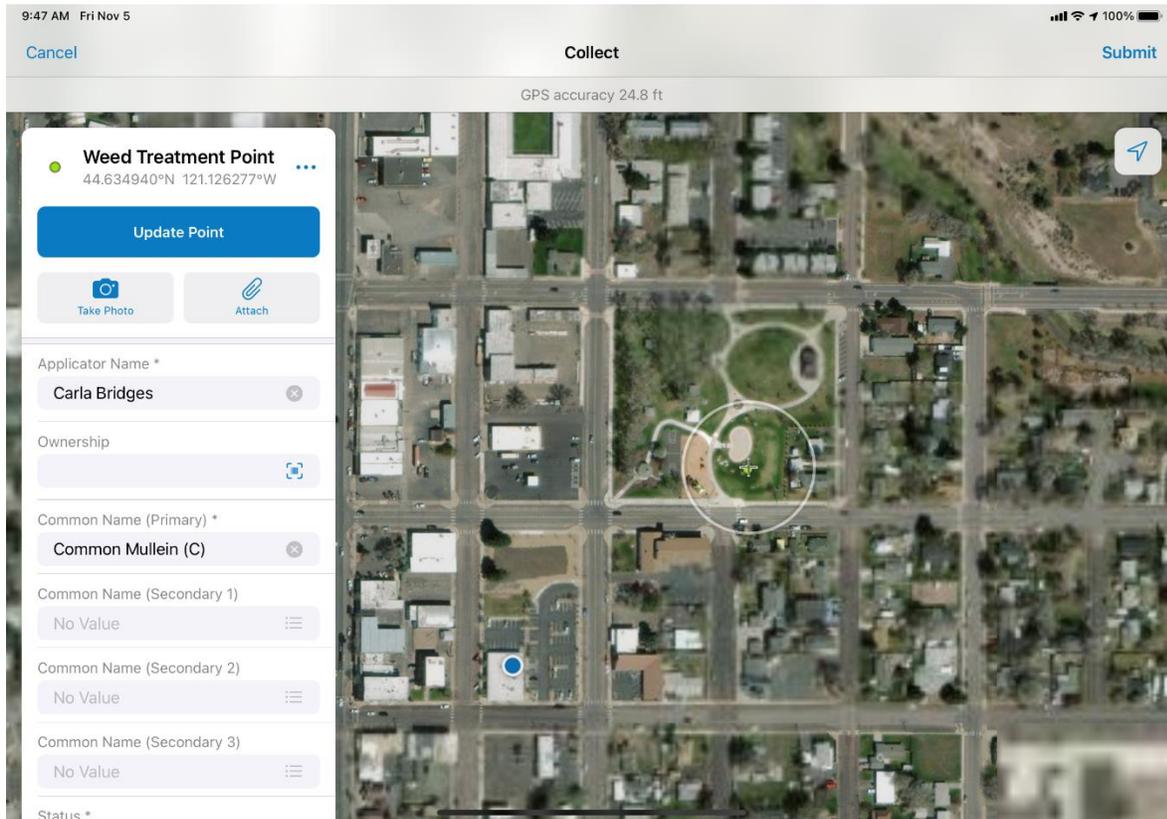
You may also take a photo with the tablet's camera, or add various other attachments shown in the list below



Once all necessary fields are filled out and attachments are added, click the 'Add Point' button to create your point. Then, click 'Submit' in the upper right-hand corner of the map to add the point to the dataset



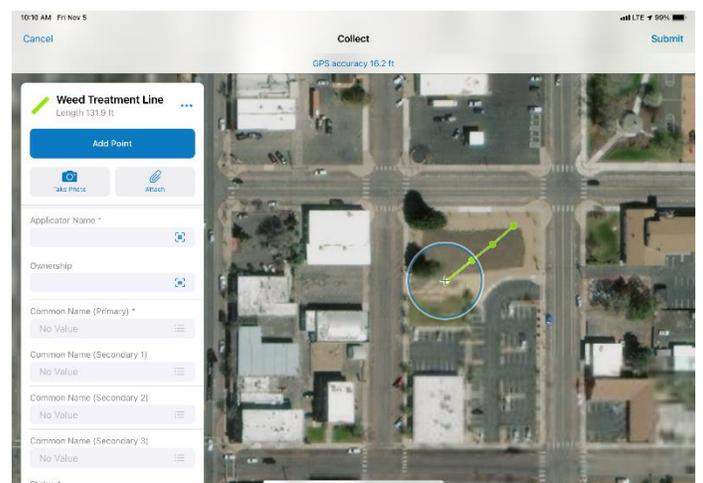
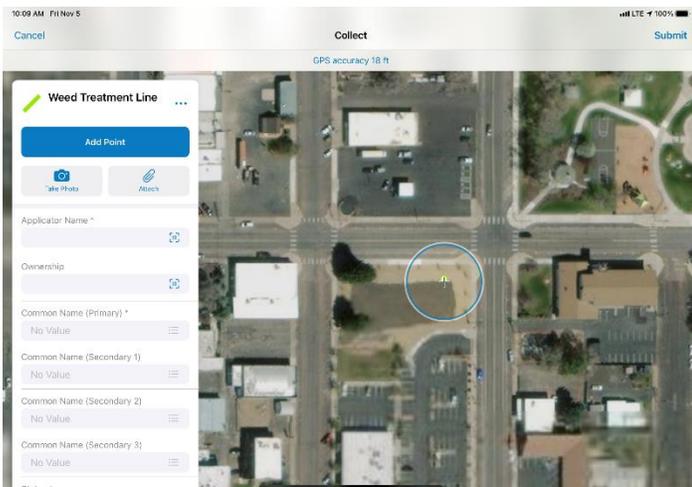
****Note: The collection crosshairs default to your current location. If you wish to drop a point elsewhere, simple touch and drag the crosshairs to the desired location, as shown below****



Collecting Line & Polygon Data

For line and polygon data, the preliminary steps are the same. In this case, you will add multiple points to form either a line or polygon area. This can be done either by walking and adding points based on your current location, or by dragging the crosshairs and creating a series of points.

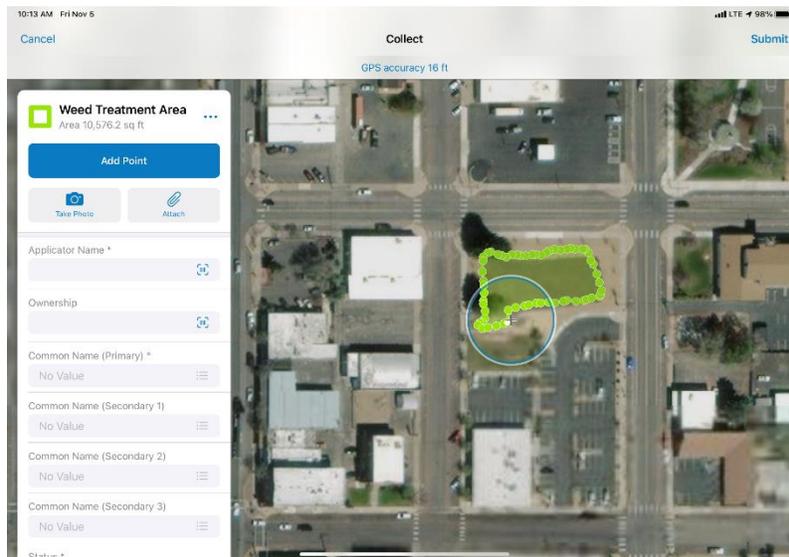
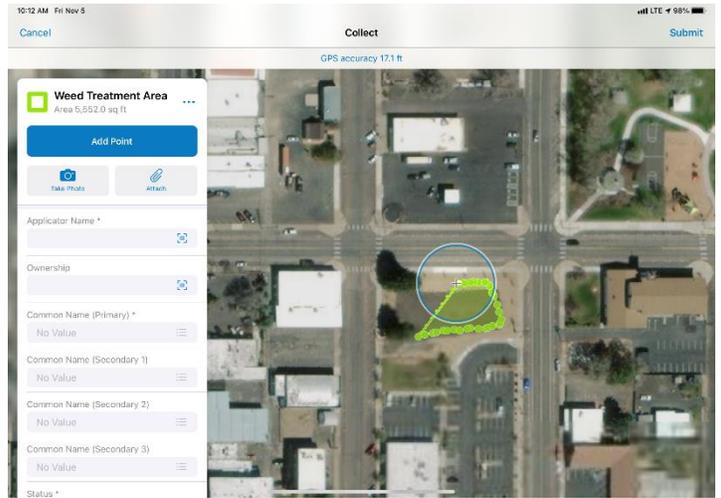
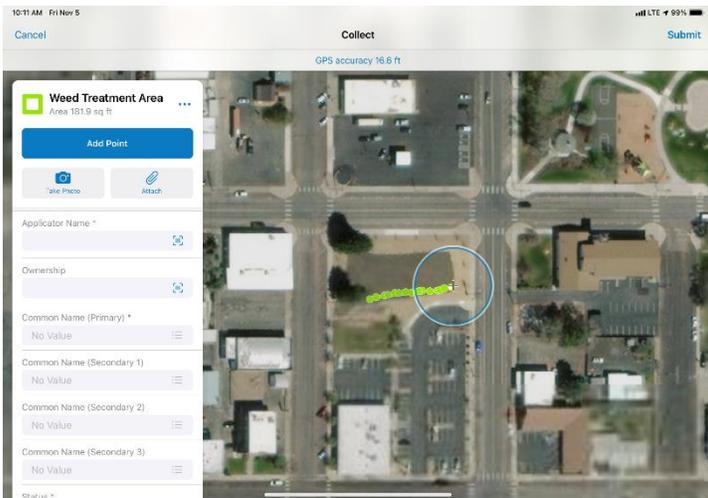
Line



This line was created by adding a point, walking forward, and adding an additional point, and so on

Polygon

Collecting polygon areas uses the same technique as collecting lines, but you will walk the perimeter of the desired area, adding points along the way. Adding more points will equal a more detailed and accurate polygon.



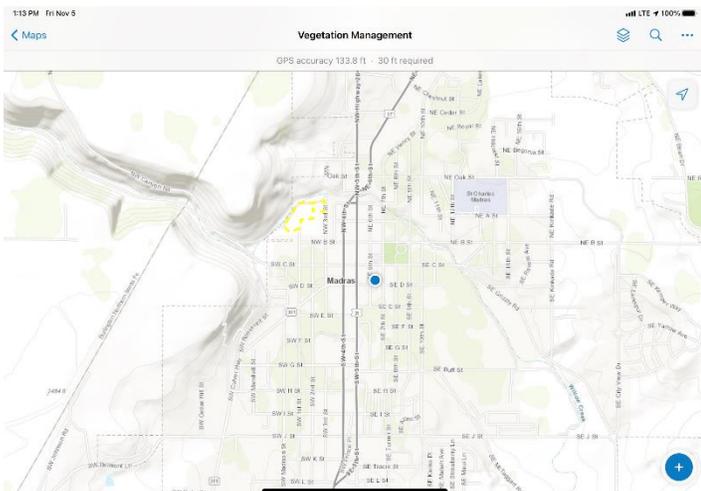
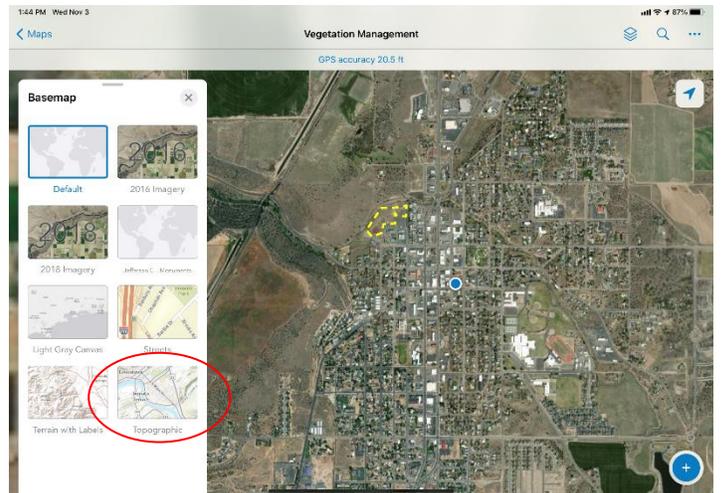
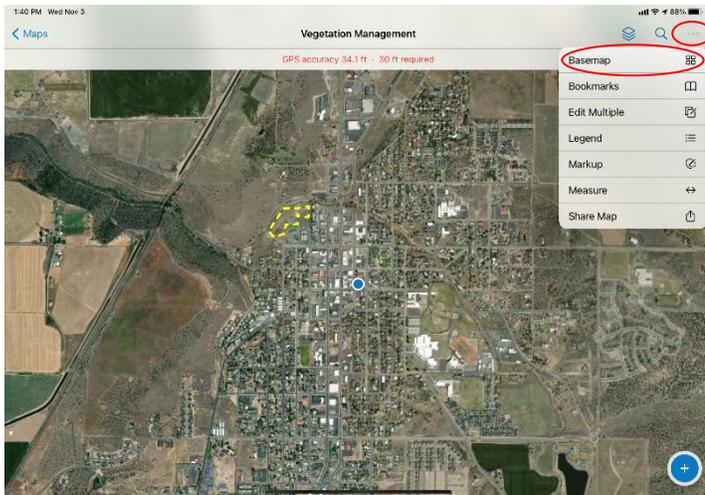
****In order for collected data to be added to the dataset, always make sure to tap 'Submit' in the upper right-hand corner of the map****

Additional Functions

1. Changing the basemap

When collecting in the normal, online mode, you have to option to view a different basemap from the default during your collection session.

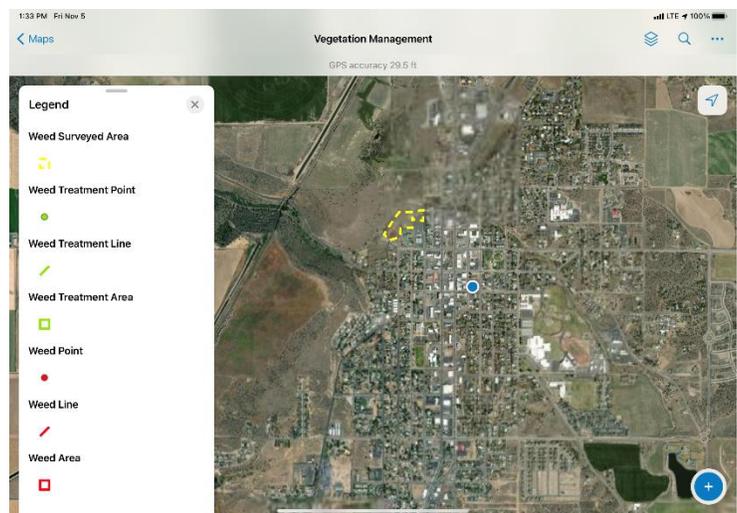
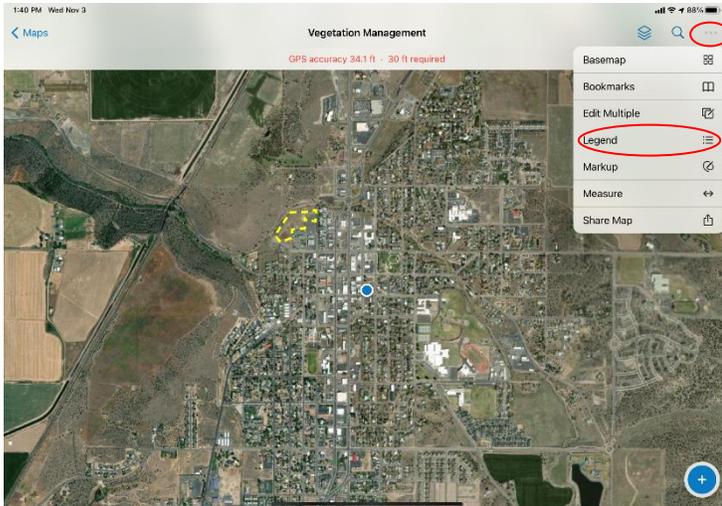
Click the ellipsis in the upper right-hand corner of the map, and select the basemap option at the top. This will bring up the list of basemaps available to your organization. Tap to select the desired basemap .



****Note: Next time you close down field maps, and re-open the map, it will return back to the default basemap****

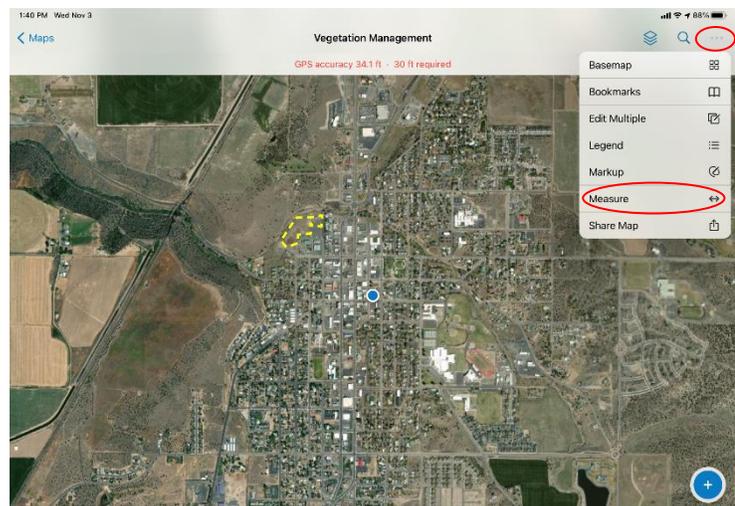
2. Legend

To open a legend showing all of the layers in the map, tap the ellipsis in the upper right-hand corner and select 'Legend'.

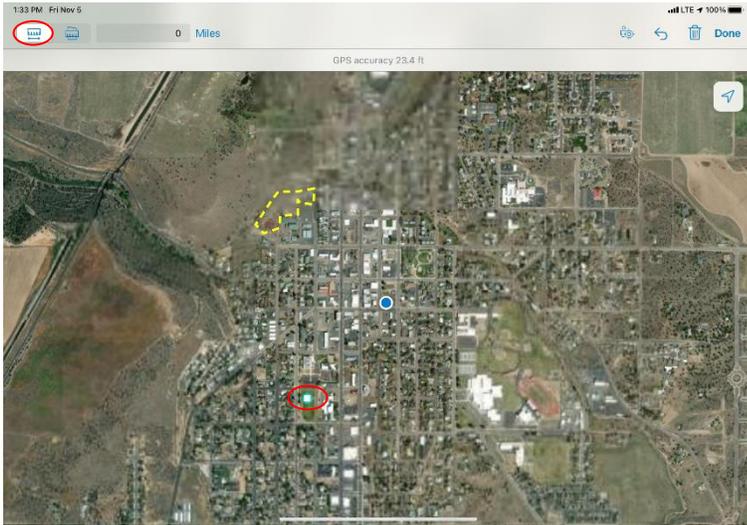


3. Measure

To measure a distance or area in the map, open the menu with the ellipsis in the upper right-hand corner, and select 'Measure'.

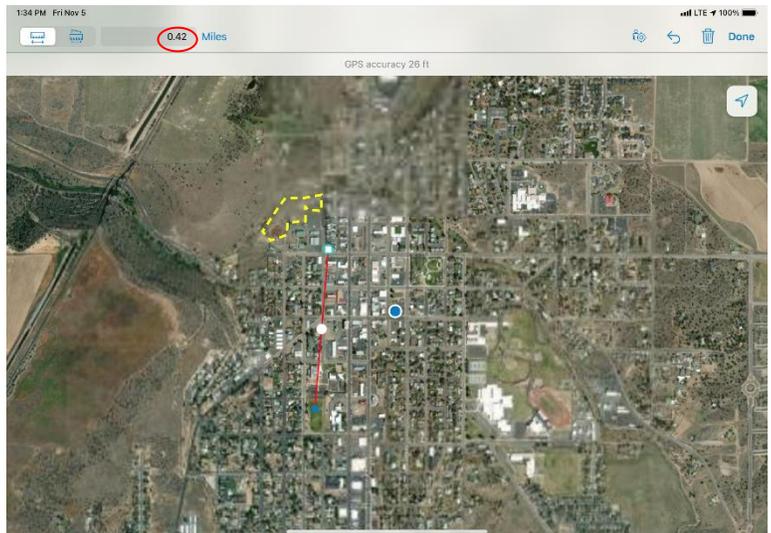


i. Measuring Distance

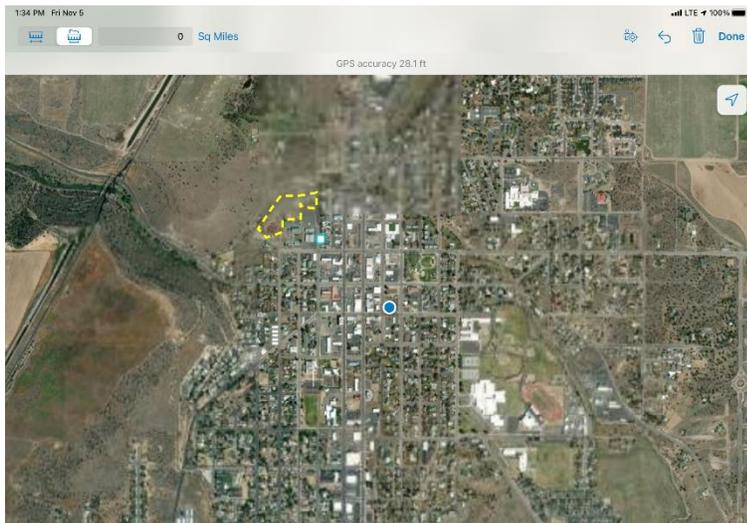


To measure distance, ensure that the ruler icon in the upper left-hand corner is selected. Tap once where you would like to start measuring and tap again to add another point. The distance between the points will be measured

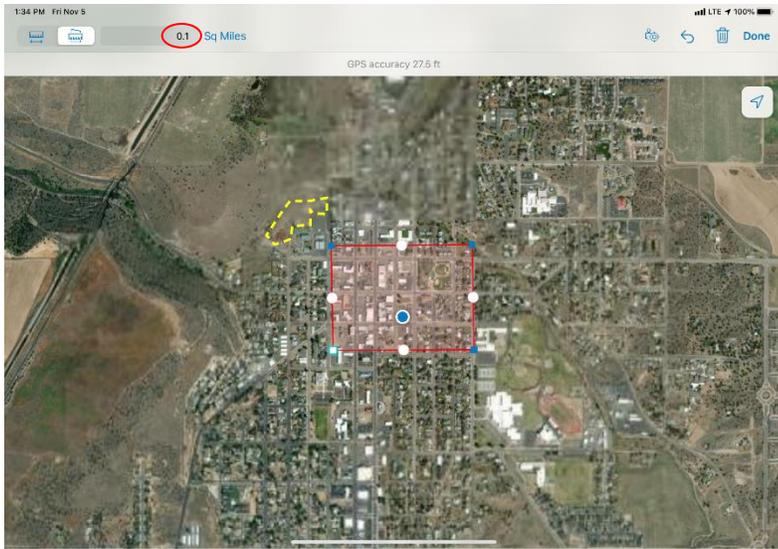
The measurement will be displayed in the box near the top left-hand corner. If you add more points, this number will measure the total distance between *all* points



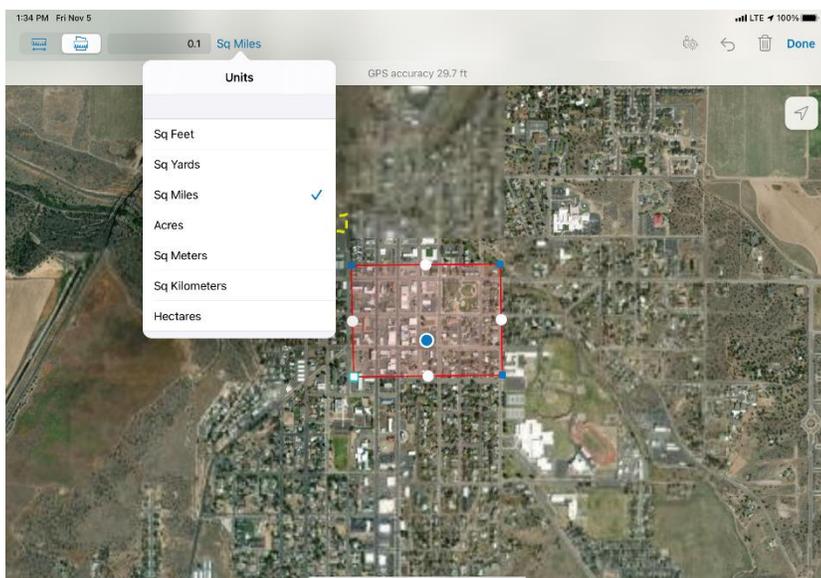
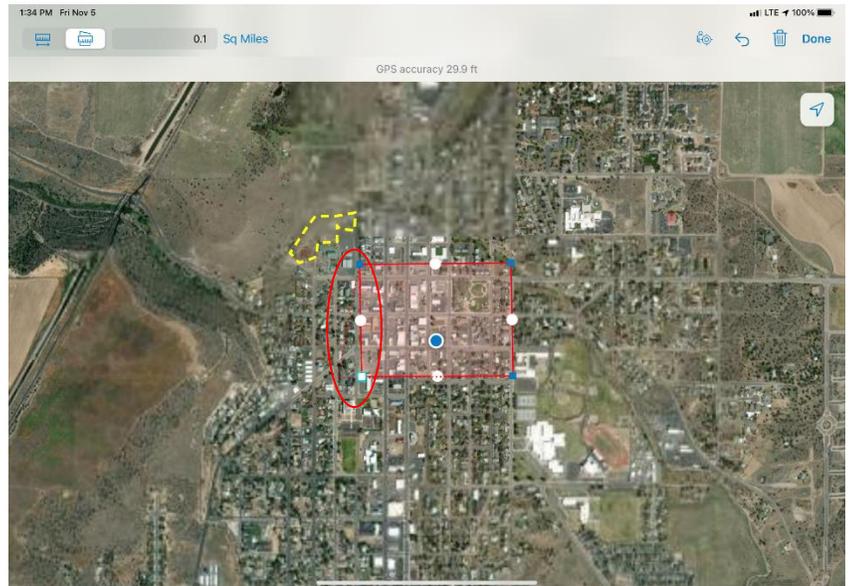
ii. Measuring Area



To measure area, ensure that the ruler icon with the box around it in the upper left-hand corner is selected. Tap once where you would like to start measuring and tap again to add another point. You must add at least three points to get a measurement



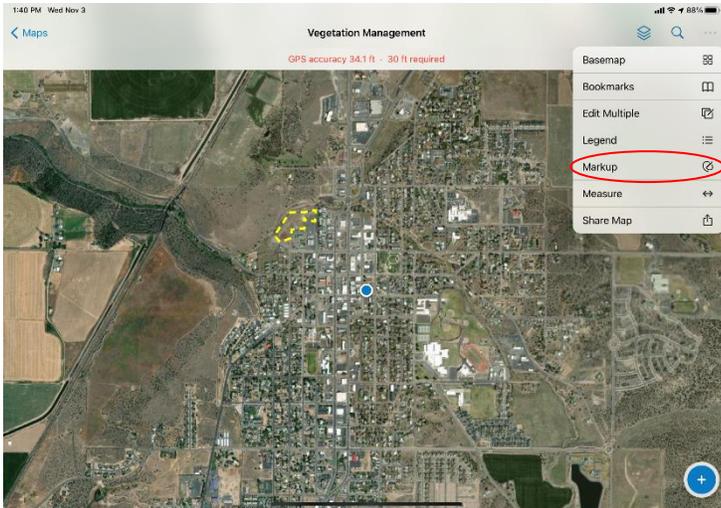
To adjust the position of a point, simply tap, drag and let go in the desired location



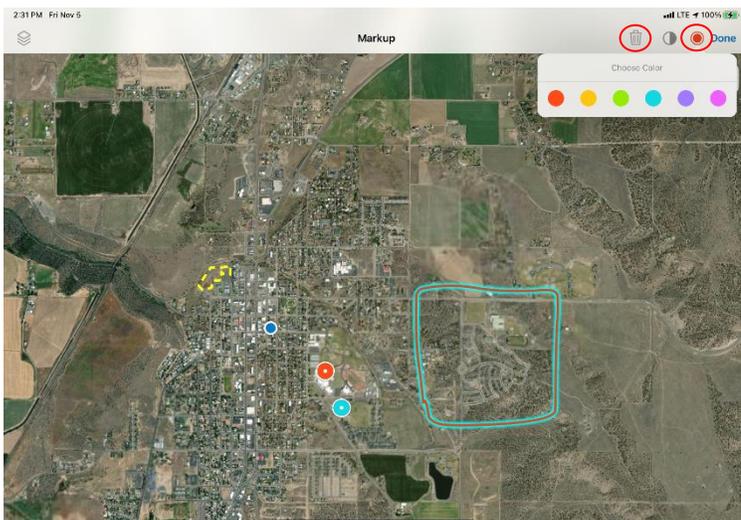
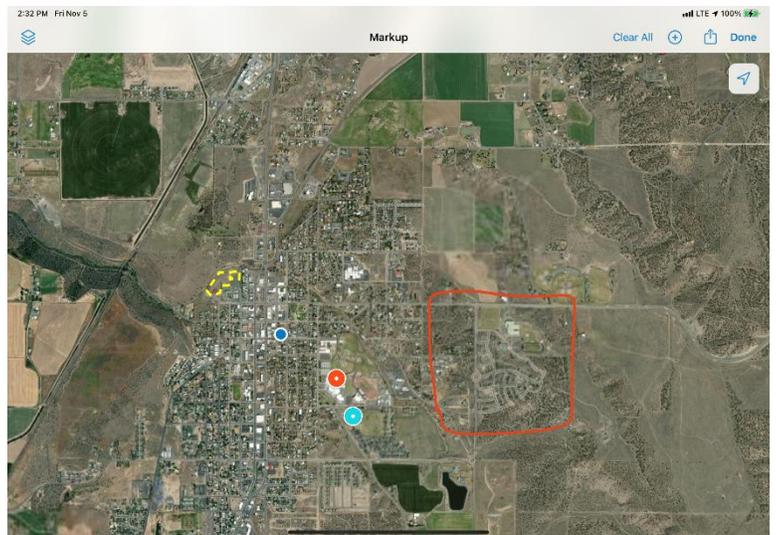
To change the units of measurement when measuring either distance or area, tap the blue text next to the measurement box in the upper left, and select a unit of measurement from the drop-down menu

4. Markup

To add points or simple drawings to the map, open the menu with the ellipsis in the upper right-hand corner and select 'Markup'.



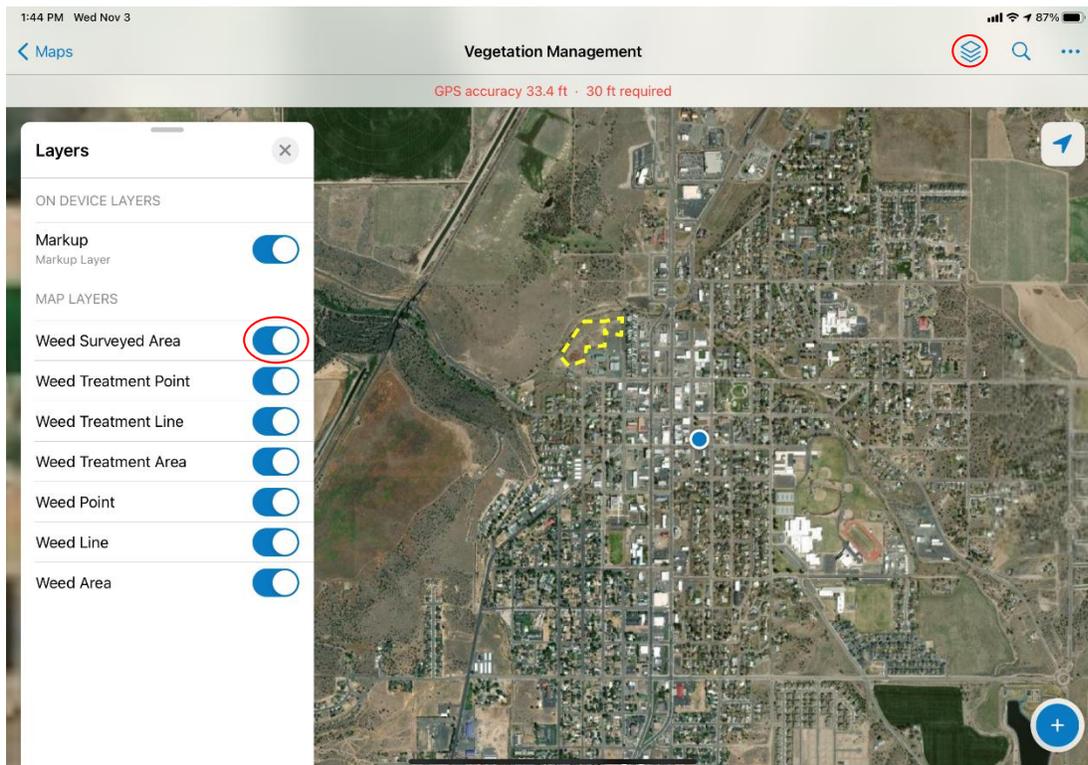
To make drawings, hold down and draw with your finger. To drop circular points, tap once



To select and change the color of a markup, tap it and click the colored circle next to the 'Done' button in the upper right-hand corner, and make a selection from the drop-down. To delete the selected markup, click the trash can icon

5. Layer List

To view and turn available layers on and off, click the layer icon in the upper right-hand corner of the map. Tap the toggle switched on the right-hand side of the layer list to turn them on and off. Once turned off, the layer will no longer appear in the map, and it will not be available for data collection.

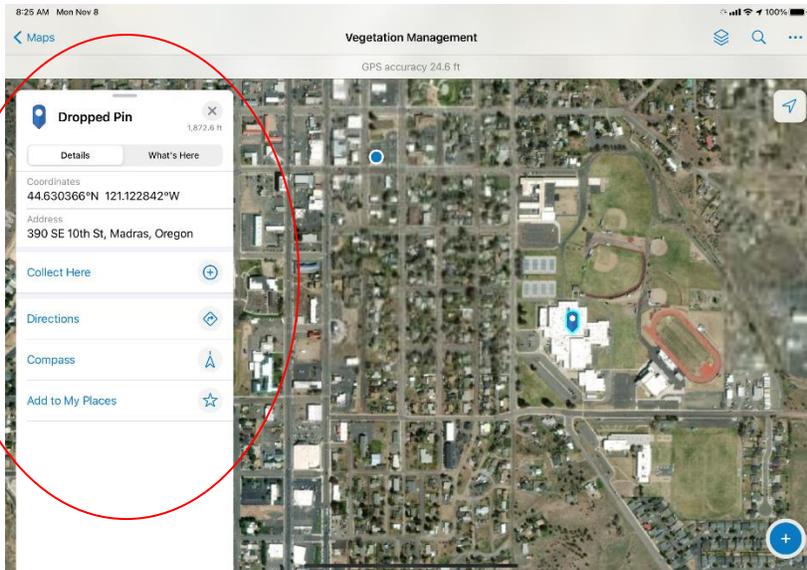


6. Dropping a pin

Dropping a pin is a useful way to keep track of and interact with various locations on the map. These points can be saved for future reference, and used in various ways, as detailed below.



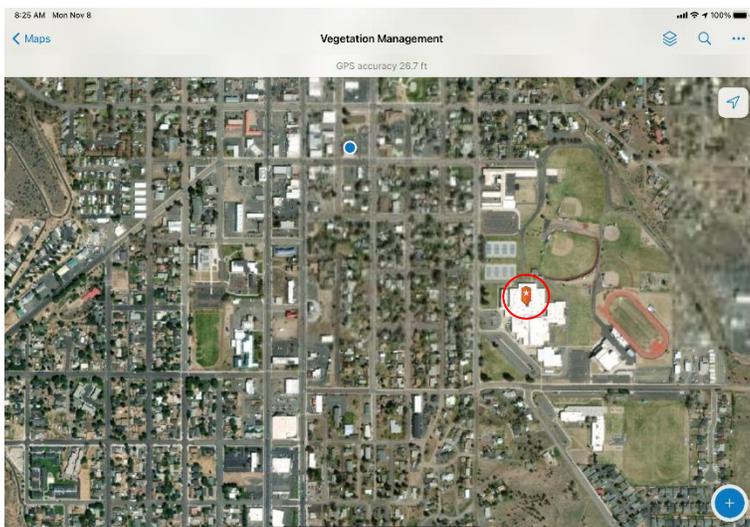
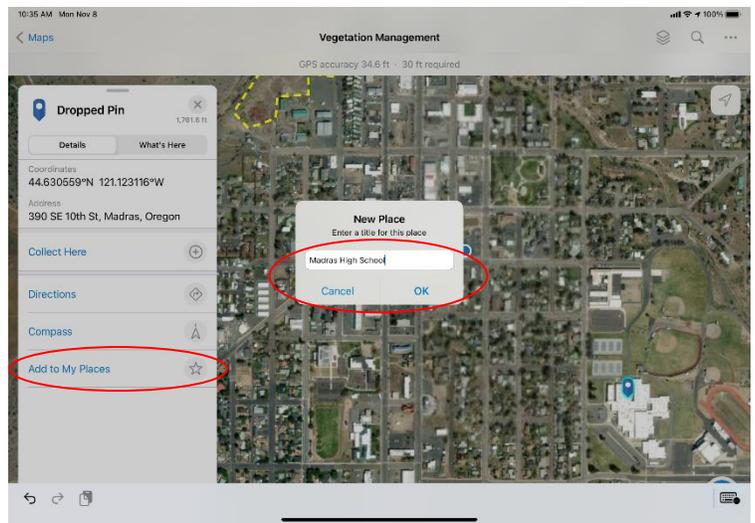
Begin by pressing and holding over the desired location until the magnifying glass with crosshairs appears. When the magnifying glass appears, you can move it around until the crosshairs center over the best location



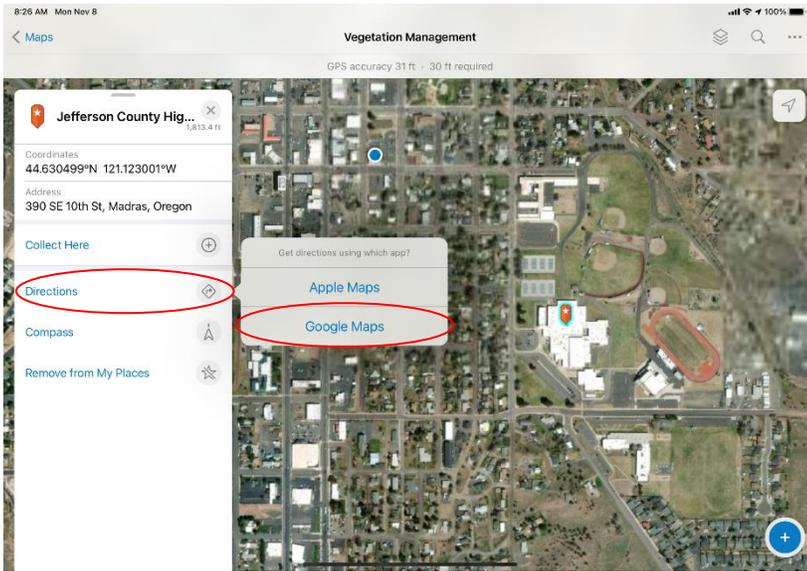
When satisfied, release to drop the pin. A dialog with multiple actions will appear on the left-hand side of the map. You will have the option to collect data in that location, get directions to that point, display the compass bearing from your current location to the pin, or add it to a library of saved locations

Add to My Places

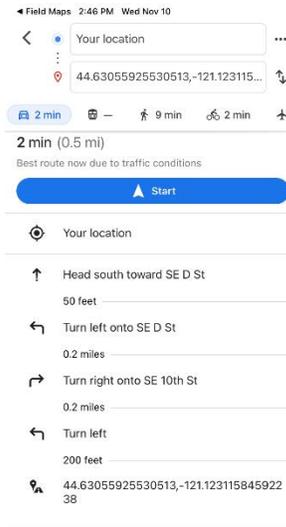
To bookmark the pin, tap 'Add to My Places' at the bottom of the dropped pin dialog. Enter a name for the pin and click 'OK'. The pin will change color and be added to your library of saved places until deleted



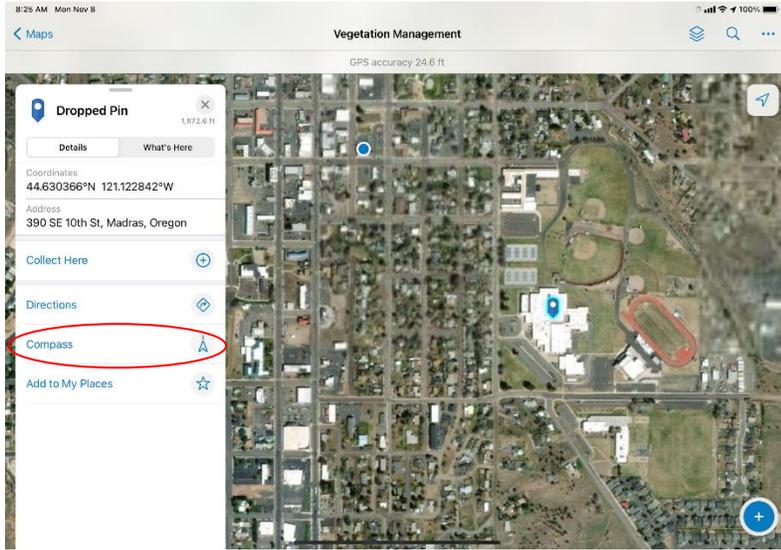
Directions



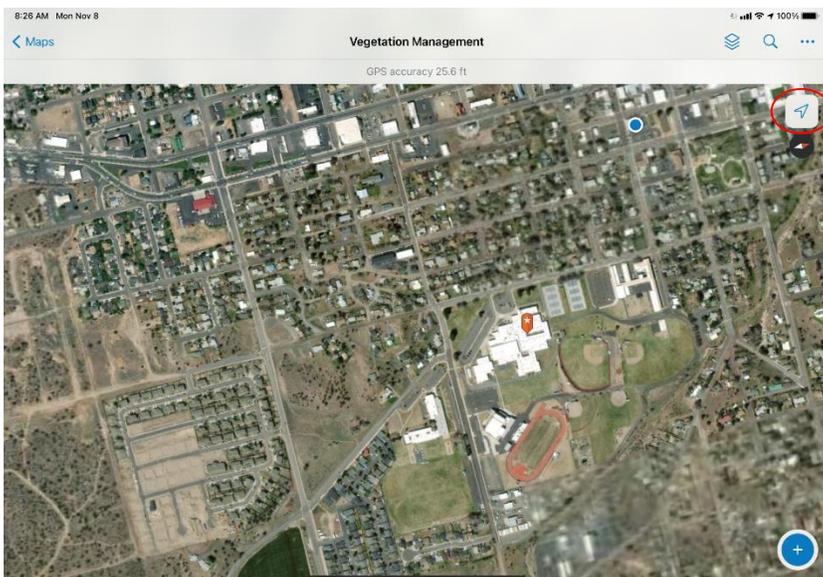
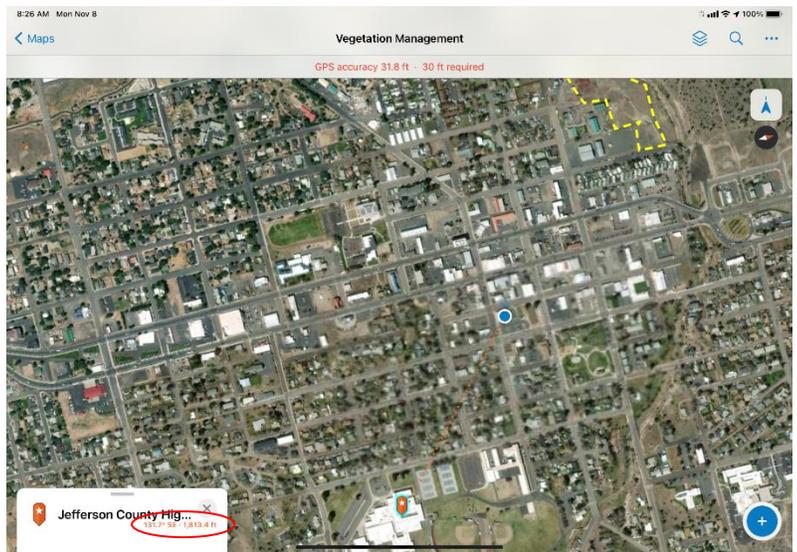
Tapping 'Directions' gives you the ability to get directions from your location to the dropped pin via Google Maps or Apple Maps



Compass



Tapping 'Compass' will show the compass direction and distance from your current location to the dropped pin



To reorient the map to north, tap the arrow icon in the upper right-hand corner of the map frame