**Purpose:** To allow for the creation of an ArcGIS Survey123 Survey that can be used by the public to collect field data offline.

| **Step** | **Major Activity** | **References, Forms and Details** |
| --- | --- | --- |
| 1 | Set up and ArcGIS Survey 123 & download the ArcGIS Survey 123 field app if you have not already done so. | * See process number 370-01 * Note – offline functionality is only available in the field app not the web app. |
| 2 | Prepare basemap for offline use by creating a tile package using Tile Package Kreator  Tile Package Kreator is a desktop app for raster tile package creation and discovery. This app allows you to do the following:   * Create a raster tile package for offline use. * Browse and download organizational raster tile packages. * Upload existing raster tile packages to ArcGIS for sharing in your organization.   Tile Package Kreator provides an alternative method to create and manage the basemap files you need to use Survey123 offline. | * This is just one option for creating a tile package, various other options exist (e.g. creating a map packing in a browser). |
| 2a | Download and install Tile Package Kreator if you have not already done so. | * [macOS](https://links.esri.com/esrilabs/tile-package-kreator-mac) * [Windows](https://links.esri.com/esrilabs/tile-package-kreator-windows) * [Ubuntu](https://links.esri.com/esrilabs/tile-package-kreator-ubuntu) |
| 2b | Create a Tile Package Kreator project with the basemap you are interested in exporting. | * E.g. World Imagery (for Export) |
| 2c | Draw a polygon, rectangle or path for the area of the basemap you are interested in exporting | * If using path, specify a buffer radius. * You can save the specified area of interest as a bookmark, then export to GeoJson if so desired. |
| 2b | Select the desired number of zoom levels and enter a title. |  |
| 2c | Select to export the tile package either locally or to upload to ArcGIS Online. | * Fill in a description as well as choose sharing settings if uploading to ArcGIS Online. |
| 3 | Link the shared tile package to you your survey |  |
| 3a | 1. Open your survey in Survey123 Connect. |  |
| 3b | Open the **Linked Content** tab. |  |
| 3c | Select **Add Map Link**. | * A window appears with all map services and packages shared to your named user account. Not all of these items can be used offline. |
| 3d | 1. Select your preferred shared tile package, and select **OK**. |  |
| 4 | 1. Add the offline basemap to ArcGIS Survey123 field app. |  |
| 4a | 1. Open the ArcGIS Survey123 field app within range or Wifi or cellular data. |  |
| 4b | 1. Open the survey form you have previously created using web designer for which you would like to download an offline basemap. |  |
| 4c | 1. Click the settings button in the top-right of the survey, then Offline Maps.   Download the map package(s) you have previously linked to the survey. |  |
| 5 | 1. You can now open the ArcGIS Survey 123 app outside of internet access. When a map is needed within the form, change the map basemap to the downloaded map package. |  |