Enhanced Vegetation Management
Collector for ArcGIS Reference Sheet

Follow the steps below to start working in the **Collector App**. For system requirements, please reference the user guide.

STEP 1: Download the App

Using your mobile app store, search for **"ESRI Collector"** and download the app onto your mobile phone or tablet.

STEP 2: Log-In to Collector

- Sign-in using the credentials provided

STEP 3: Choose a Map to Work In

- Once you are logged on, you will automatically be taken to the "Maps" screen, **click on the map that you will be working on** (note: look for circuit name). The map will open and center on your current location.
- Zoom in to the area of the map with the overhead line you are inspecting. You can also search by address.
- To view the different map layers available, click on "More" in the upper right corner.

STEP 4: Engage with Customers

- Make sure the "Parcels" map layer is selected by clicking on the icon.
- Select the parcel you will be working on and the parcel information will pop up at either the bottom or right side of your screen. Click on the icon to view the full information screen.
- In the "PARCELS" section, click on the icon followed by "Edit" to start collecting information and updates.
- Input the following information during/after speaking with the customer and click SUBMIT when done:

Notify Owner	Select whether the customer has not been contacted, if they agree to the work or if they are a refusal
Contact	Input whether you made On-site Verbal, Phone, or Door Hanger)
Contact Name	Input the name of the customer you have made contact with
Phone	Input the appropriate contact number for the customer
Email	Input the customer's current email address
Notify First	If the customer asks to be notified before work starts, select "Yes"
Bad Dog	If a customer has a dog that causes concern, select "Yes"
Access	If there is access to the property, select "Yes", if the property is in accessible (e.g. needs a gate code, etc.), Select "No"
Locked Gate	Select "Yes" or "No"
Access Notes	If needed

STEP 5: Start a Project and Collect Data

- Make sure the "Start Project" map layer is selected by clicking on the icon.
- Select the start project parcel you will be working on and the parcel information will pop up at either the bottom or right side of your screen. Click on the icon to view the full information screen and click on the layer name to make edits.
- In the "START PROJECT" section, click on icon followed by "Show details" to start collecting information.
- In the "VEGETATION PROJECT" section, select NEW. This will take you to the "Collect a new feature" screen.
  - Select the appropriate feature from WORK IDENTIFIED, COMPLETE, CLOSED OR REFUSAL.
  - Draw the project area. Click the to start drawing the polygon of the work area around the trees you have identified by tapping on the four corners of the project. Select the icon to undo any lines.
  - Begin collecting data in all fields and click SUBMIT when done:

LanID	Input your company designated ID
Inspection Date	Input the date of inspection or click "Today" to auto select today's date
Conductor to Ground	If you speak to the customer about additional Fire Defense Zone work underneath the conductors, select the appropriate Clear Type. If the customer does not want Fire Defense Zone work, select "No"
Conductor to Sky	Select "Yes" if there is overhang vegetation that needs to be addressed
Tree Removals	Input the number of trees that need to be removed
Underbuild	If the distribution line is on the same pole under a transmission line, select "Yes", otherwise if this is a standard overhead distribution line
Coastal Redwood Excpt	If the project contains redwood trees in coastal regions that would not be included in this work, select "Yes"
Wood Management	If debris will have to be removed select "Yes", if the customer would like to keep the wood from the project, select "No"
Comments	Input additional notes if necessary
Crane Required	Select "Yes" if special equipment will be needed for the project
Traffic Control	If the project is in a highly trafficked area and needs traffic control, select "Yes"
Line Kill	If a line kill is needed to safely conduct the work, select "Yes"
Riparian	If the project area is a riparian area, select "Yes"
Caltrans	If the project area is owned by Caltrans, select "Yes"
Permit	If any permits are needed before work starts, select "Yes"

- In the "START PROJECT" section, click on icon followed by "Show details" to start collecting information.
- In the VEGETATION POINT section, select "New"
- Select the type of vegetation you have identified. The GPS location will automatically pinpoint the tree location. If your GPS location is not available, click the icon and pinpoint the location on the map.
- Collect all additional data and click SUBMIT when done:

LanID	Input your company designated ID
Visit Date	Input the date of inspection or click "Today" to auto select today's
Veg Type	date Hazard Tree, Reliability Tree or Tree Select the appropriate tree
Species	species
Tree Diameter	Input the diameter of the tree
Tree Height	Input the height of the tree
Prescription	Input what type of work is needed, for example trim, treat or remove, etc.
Comments	Input additional notes if necessary
Status	Update the status as necessary

STEP 6: Status Your Line Inspection

- Select a line segment (which will be separated by parcel) and the line inspection information will pop up at either the bottom or right side of your screen. Click on it to view full details.
- Click the icon in the upper right hand corner followed by "Edit"
- Update all areas including:

Inspection Status	Select if you have inspected the lines or if it is a refusal
Inspection Date	Input the date of inspection or click "Today" to auto select today's date
LanID	Input your company designated ID
Comments	Input any necessary comments

STEP 7: You're all done!