# Field Maps for PSS

*Read through this document in its entirety and work through all necessary steps before heading into the field to begin working.*

*If you run into any issues at any point in the steps below, contact the project manager or a member of the GIS department for assistance.*

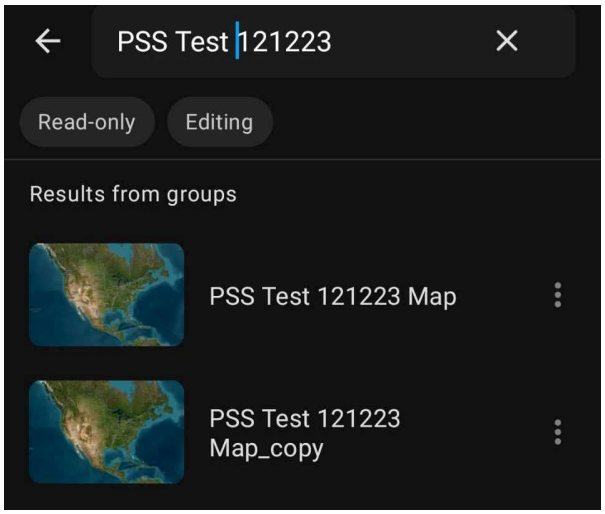
## Before heading into the field

If not already downloaded, navigate to your device's app store and search for the ArcGIS Field Maps application. You should see the icon shown below.

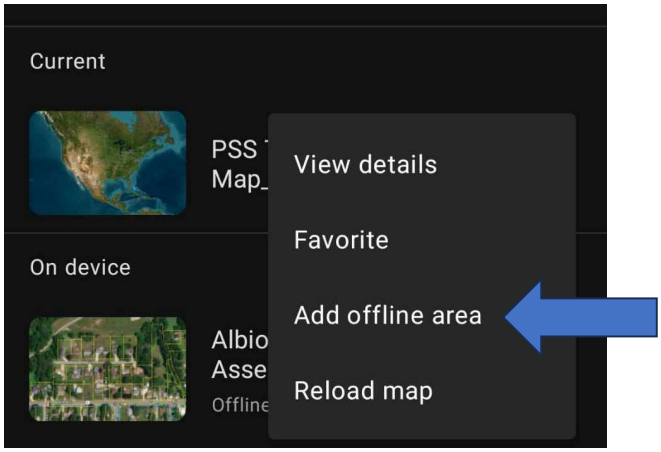
After installing, open the app and select Sign in with ArcGIS Online and sign into your ArcGIS account.

After signing in, locate the map you'll be recording data on by searching for it. You should receive the name of the map in the same email that you received the SI.

You don't necessarily need to type the entire name of the map for it to appear as an option.



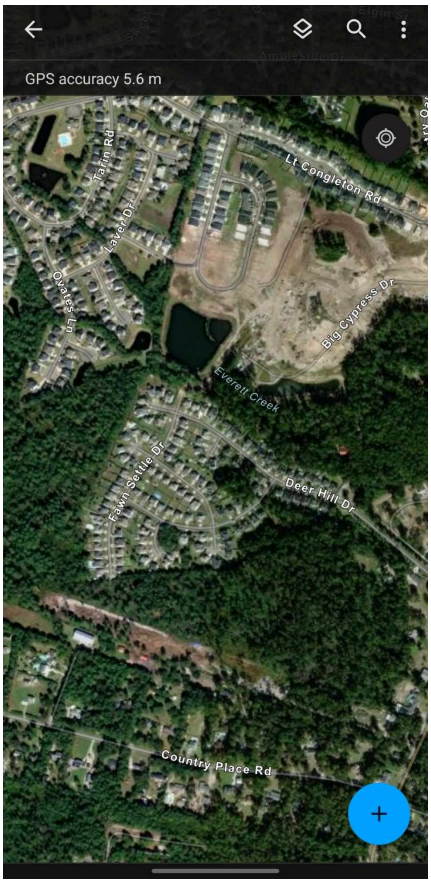

Open the map when it appears either by clicking the map image or, if you've previously used this map, and expect that updates were made, click the 3 dots beside the map name and select reload map.

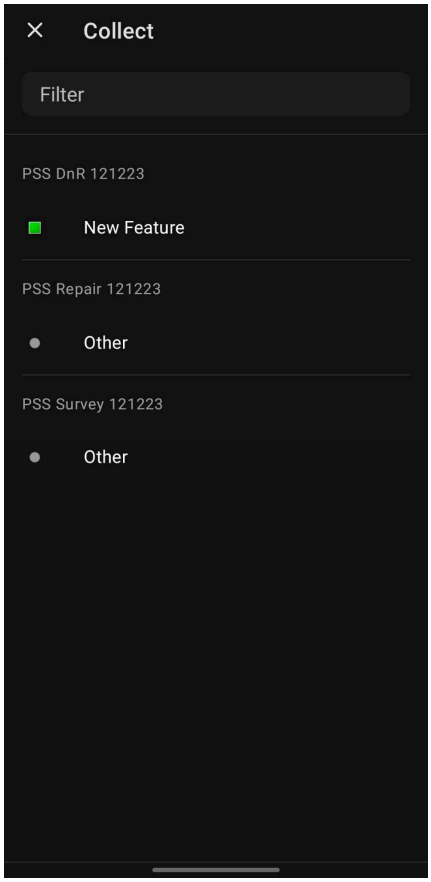


After opening the map, ensure that all necessary layers are turned on.

If you need the Survey layer, ensure that it is turned on by default. If you're using the Repair layer, ensure that both the Repair and DnR layers are turned on by default. Do so by clicking the blue + at the bottom right, which will show all layers currently turned on.

Only the layers you're working with should be turned on – either Survey or Repair/DnR – all 3 should not be turned on at once by default.



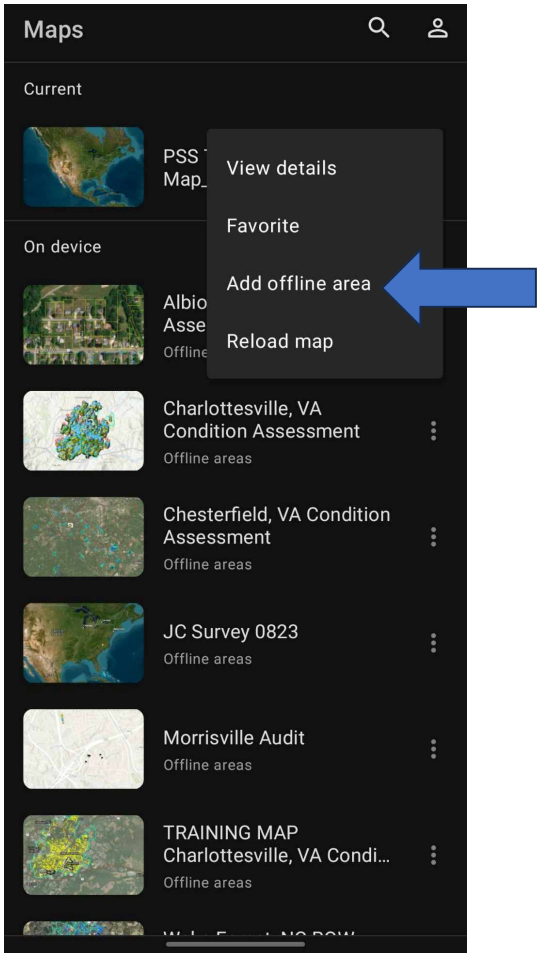



## Head to the area where you will begin working

Once you begin working, if you find it takes a long time for data to upload it's likely an issue of low signal. If it continually takes over 30 minute to submit a single point, contact either Chad or the PM for the project if you unable to reach him.

The likely response will be to find a location with a strong Wi-Fi signal and to add an offline map, or multiple offline maps, for the area, unless it's a particularly small area and waiting for the points to load would take less time than leaving to create the offline maps.

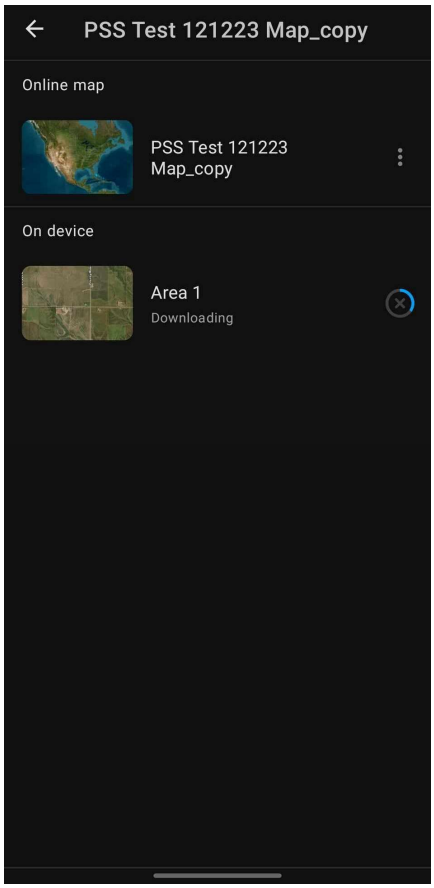
If you expect to have low signal in the area where you'll be working, this can also be done before going out into the field.



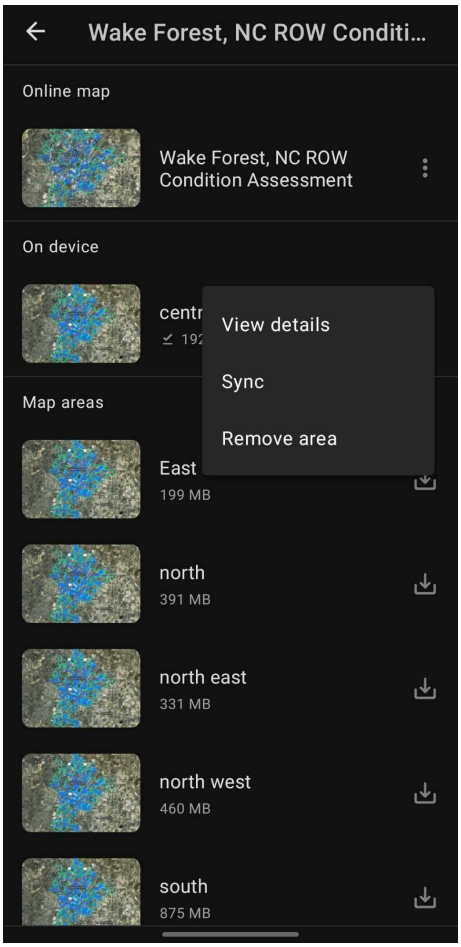
After selecting the option to add an offline area, you'll be shown a map. Zoom into the location where it needs to be created and then select Download Area. The level of detail can be changed (shown here as "Room"), and greater detail can take longer to download, though the map image can get fuzzy if anything less than "Small Building" is chosen.

**Commented [CL1]:** Unsure if I should keep this in. I'm not sure if it's useful, at least as they're getting started with this, and may add unnecessary complexity to the process.

The map area may take a while to download, typical wait times are 5 to 10 minutes, depending on the level of detail chosen. Once complete, open the map area and begin collecting using it. Only the selected area will now appear on the map.

Contact the PM before leaving the field once work is complete. If you used an offline map, let them know that not all data is visible yet if it hasn't fully synced, and may not be until a strong Wi-Fi signal is available. If this is the case, ensure that all data syncs when one is available, letting the project manager know once complete.



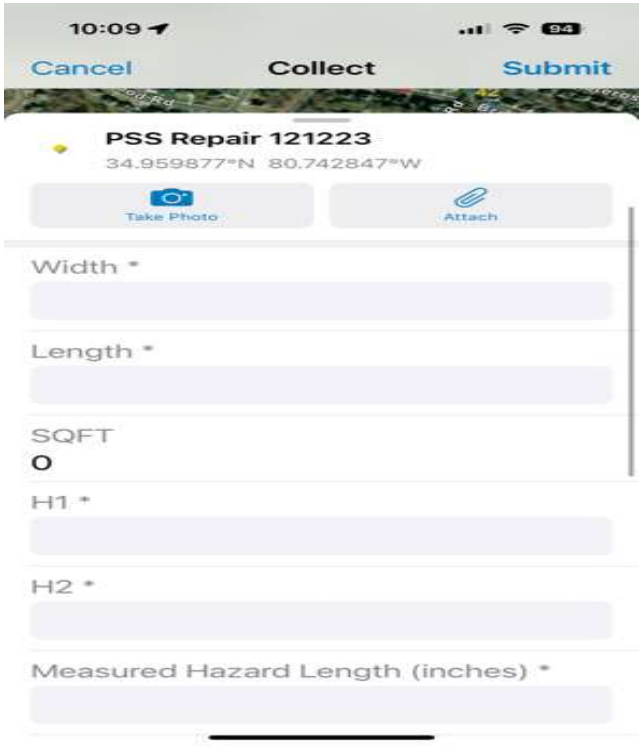

You do not need to force sync offline maps. It will try to sync automatically, and if it cannot sync, do not worry. It will sync automatically when you return to a good signal area.

**DO NOT DELETE OFFLINE MAPS WITHOUT CONFIRMATION FROM BDM**

*The screenshots provided may vary from what you see as you work through this process - they were taken on an Android device. Apple products will vary slightly.*

**Field Maps Repair Entry Quick Reference Guide**

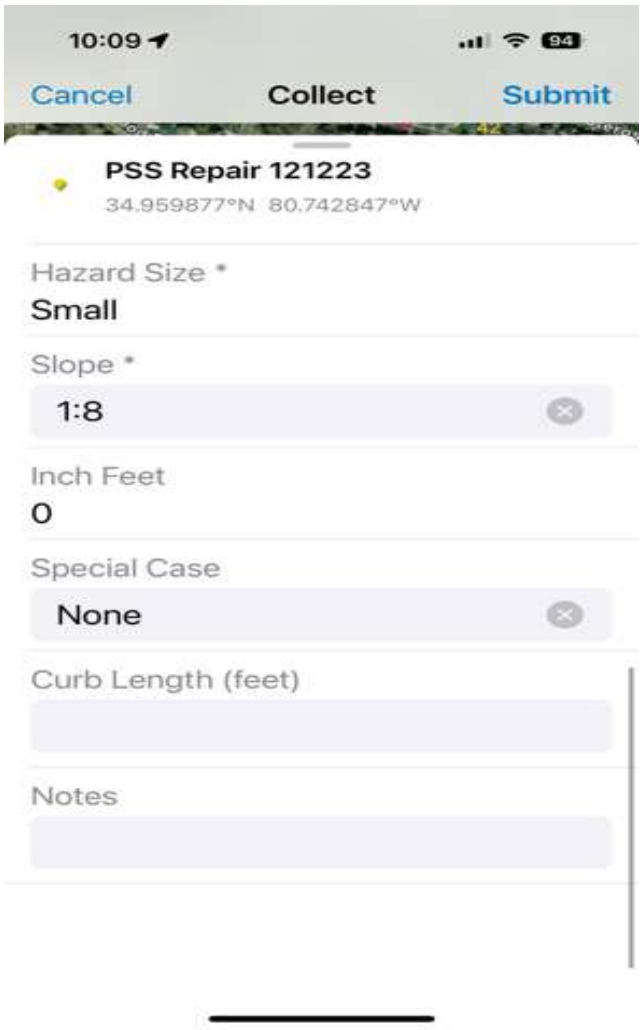
Use map to find location, update point, take picture enter in data and click Submit




**Repair data needs to be entered using**
**Field Maps Repair Layer**
**AND Google Timecards**

< --Sidewalk panel width
for curbs enter length of the cut in feet

< ---Sidewalk panel length
for curbs enter .5



Web Map Link

Overview of the tools included in the web app.

- the tool labeled as 1 below provides a shortened link to the web app
- 2 allows you to change the basemap
- 3 is a measuring tool. You can measure either length in miles or area in acres
- 4 provides filtering options
- 5 is the summary tool that shows totals including counts, sqft, etc.
- 6 is a selection tool
- 7 zooms to your current location