

ArcGIS Collector User Guide

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For Collector 10.4.0

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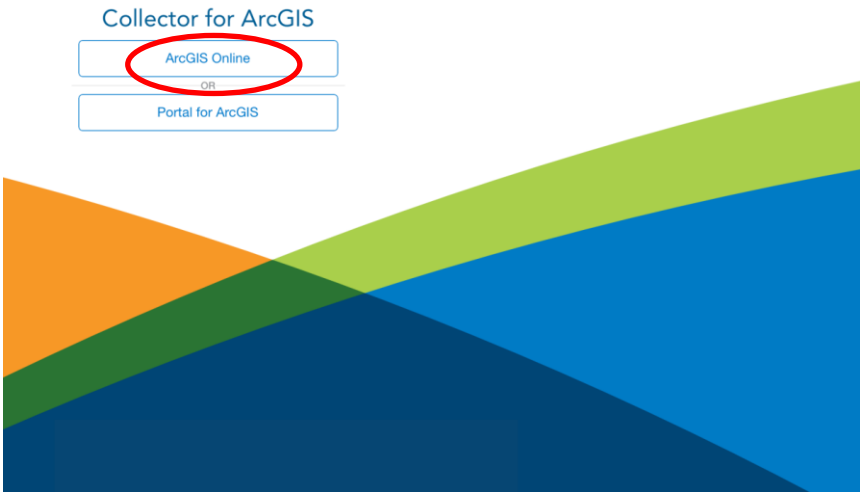
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DOWNLOAD & INSTALL COLLECTOR APP

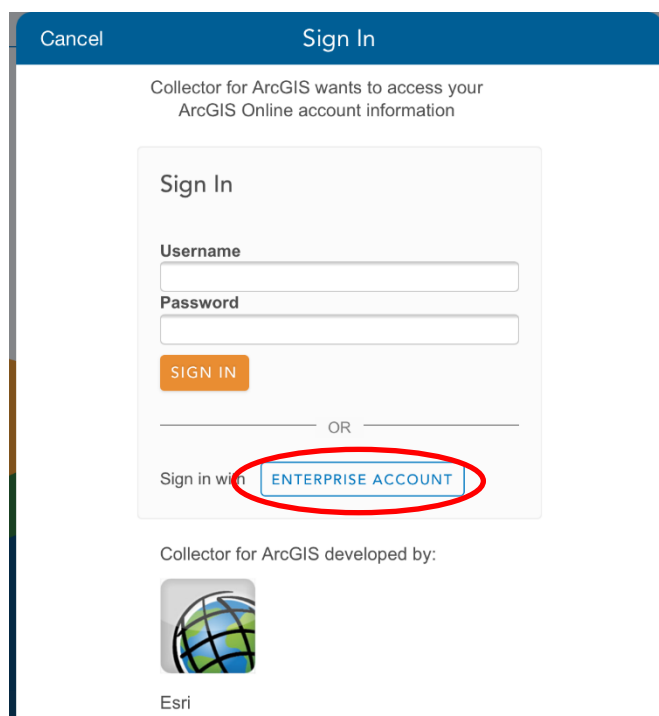
1. Depending on what mobile device you’re using, the app will look slightly different.
 - **iPhone/iPad:** use the App Store and search “Collector for ArcGIS”. 
 - **Android/Google:** use Google Play and search “Collector for ArcGIS”. 
2. Install the app on your device

SIGN IN TO ARCGIS ONLINE

1. Start the app by tapping the  icon on the iPad’s home screen Or the  on android devices). If you see this screen, you will be required to sign in:

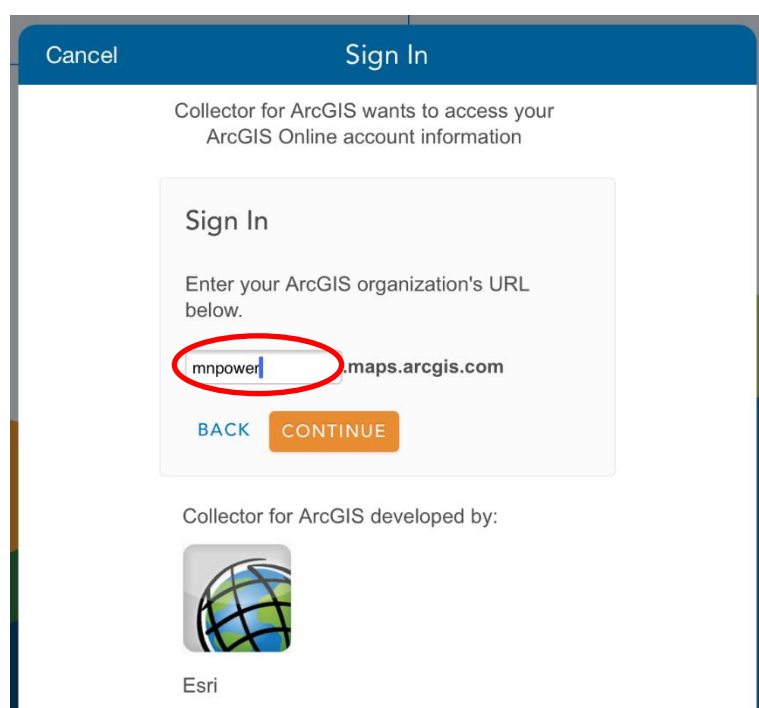


2. Tap the **ArcGIS Online** button to continue. You will now see the sign in screen:



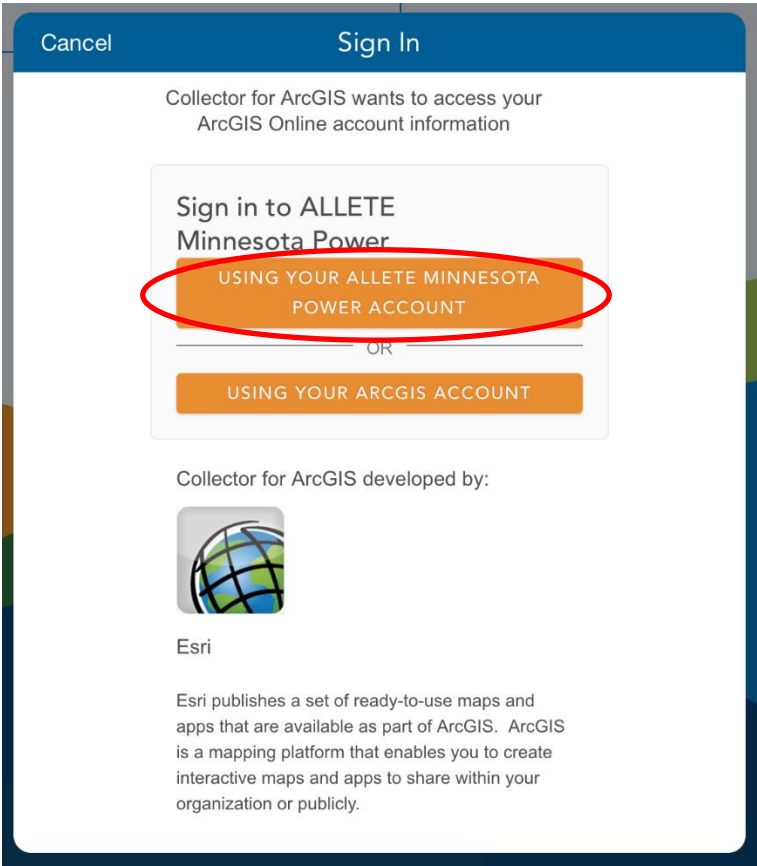
The screenshot shows the 'Sign In' screen of the ArcGIS Online application. At the top, there is a blue header bar with 'Cancel' on the left and 'Sign In' on the right. Below the header, a message states: 'Collector for ArcGIS wants to access your ArcGIS Online account information'. The main content area is titled 'Sign In' and contains two input fields: 'Username' and 'Password'. Below these fields is an orange 'SIGN IN' button. A horizontal line with 'OR' in the center separates this from the 'Sign in with' section, which features a blue button labeled 'ENTERPRISE ACCOUNT' that is circled in red. At the bottom, it says 'Collector for ArcGIS developed by:' followed by the Esri logo and the word 'Esri'.

3. Enter "**mnpower**" to access the MN Power Account. Tap **CONTINUE**.



The screenshot shows the 'Sign In' screen of the ArcGIS Online application, similar to the previous one. The header bar is the same. The message 'Collector for ArcGIS wants to access your ArcGIS Online account information' is present. The 'Sign In' section now prompts the user to 'Enter your ArcGIS organization's URL below.' Below this prompt is a text input field containing 'mnpower' (circled in red) followed by '.maps.arcgis.com'. There are two buttons: a blue 'BACK' button and an orange 'CONTINUE' button. At the bottom, it says 'Collector for ArcGIS developed by:' followed by the Esri logo and the word 'Esri'.

4. Tap **USING YOUR ALLETE MINNESOTA POWER ACCOUNT.**



5. Enter your Allete Minnesota Windows **email** and **password**. Tap **Sign in**.

Cancel

Sign In

ALLETE / Minnesota Power

Sign in with your organizational account

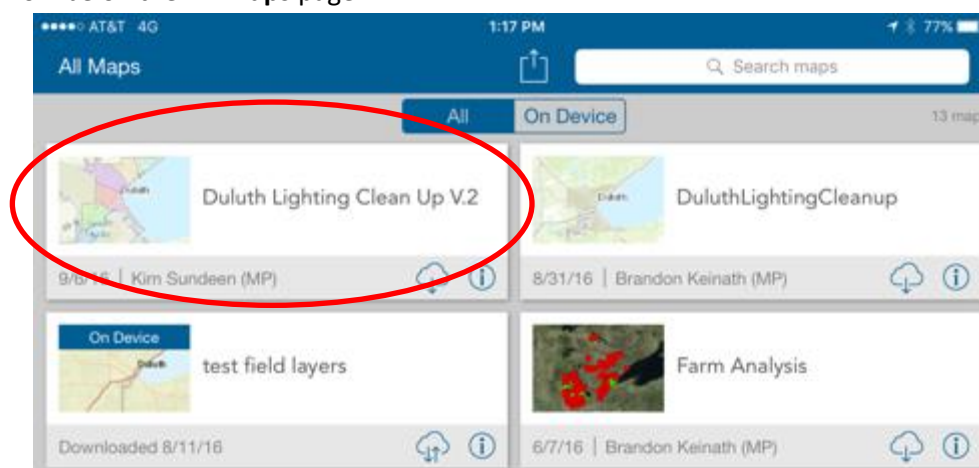
ksundeen@mnpower.com

.....

Sign in

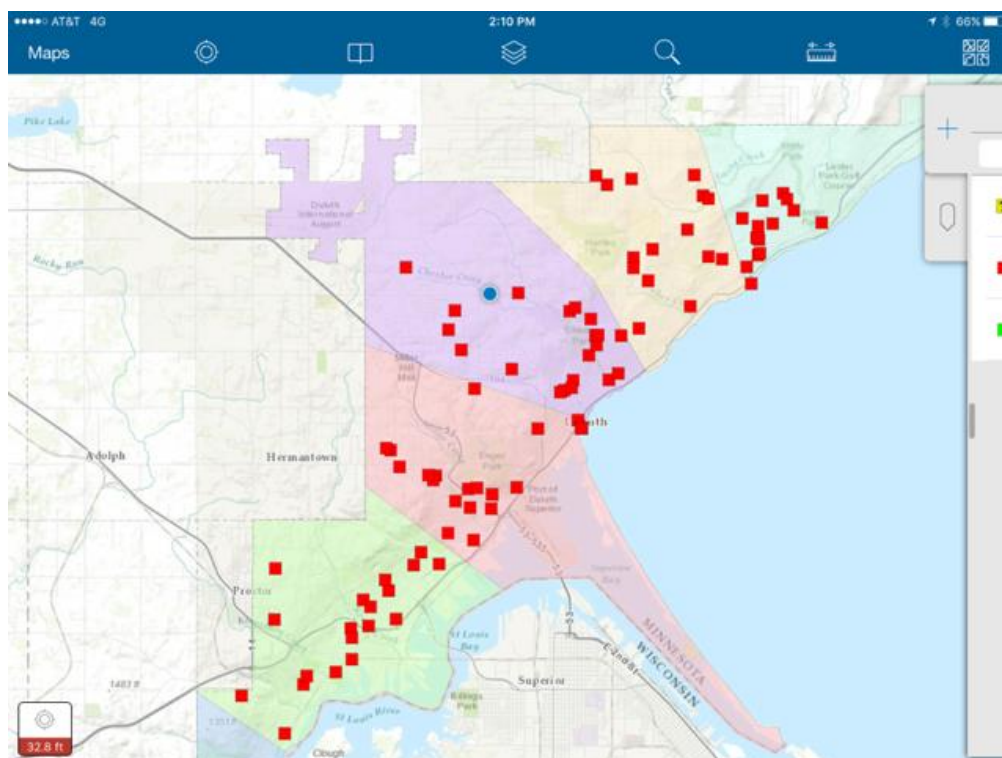
Sign-in requires you to use your ALLETE / Minnesota Power email address, Thank You

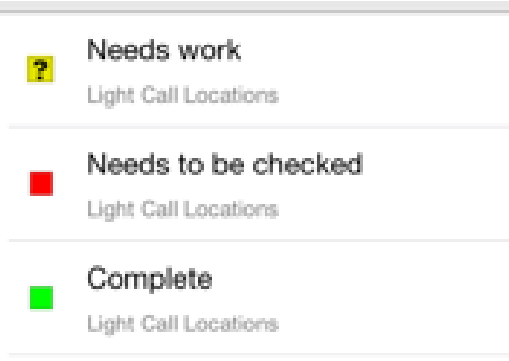
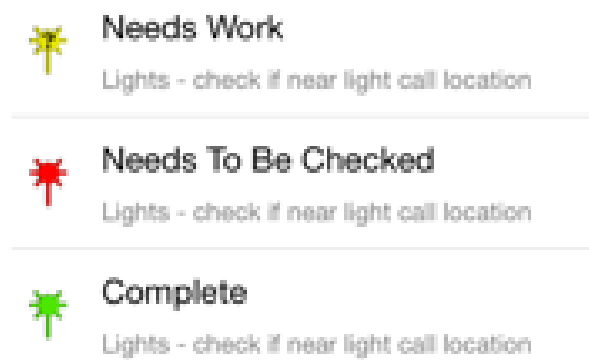
6. You will now be on the **All Maps** page:





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

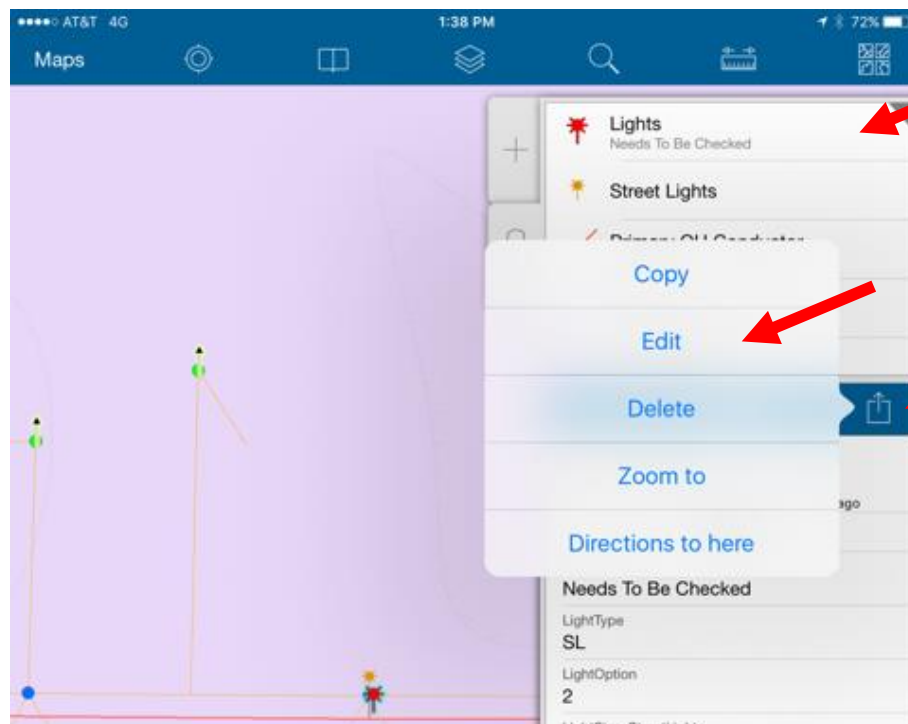
UNDERSTANDING COLLECTOR'S MAP SYMBOLS




Layer	Map Symbols
<p>“Light Call Location” statuses.</p> <p>Represents 310 customer call locations with call comments and/or address or phone number information.</p> <p>Status should ONLY be updated to “Needs Work” or “Complete” if you have visited this location.</p>	 <p>Needs work Light Call Locations</p> <p>Needs to be checked Light Call Locations</p> <p>Complete Light Call Locations</p>
<p>“Lights-check if near light call location” statuses.</p> <p>Represents every area and street light within Duluth boundary.</p> <p>Status should ONLY be updated to “Needs Work” or “Complete” if you find a light that needs work associated with a nearby Light Call Location.</p>	 <p>Needs Work Lights - check if near light call location</p> <p>Needs To Be Checked Lights - check if near light call location</p> <p>Complete Lights - check if near light call location</p>

UPDATE AN EXISTING FEATURE OR COLLECT A NEW FEATURE

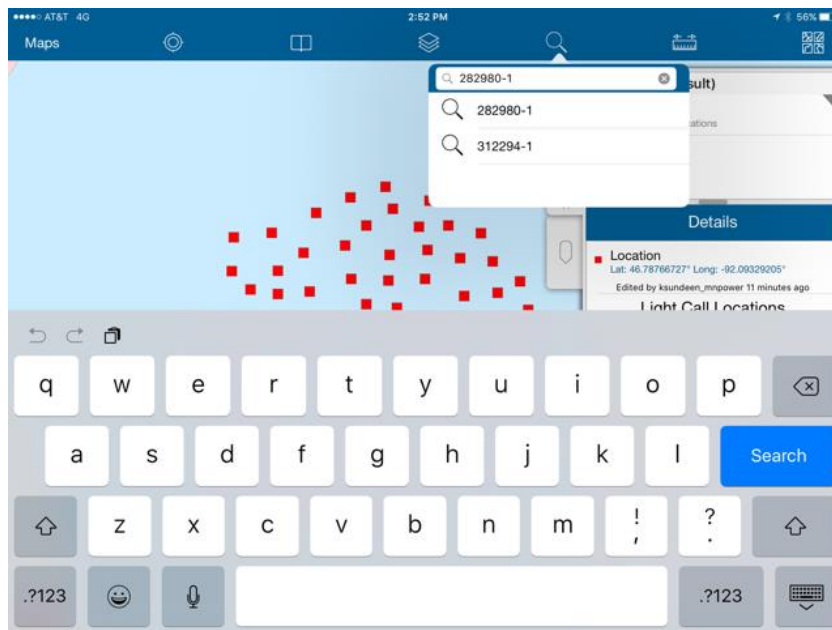
- To update existing features, zoom into the map & select points. Tap the layer you want to edit, then tap the edit icon  & tap 



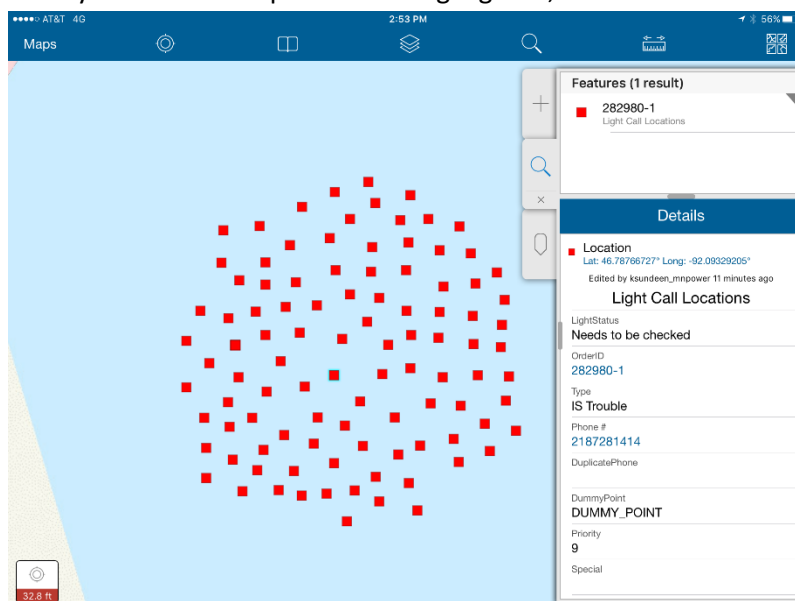
** If location services are enabled, **My Location** shows a filled circle , indicating that your location is displaying on the screen. As you move, you will see your position on the map indicated by a blue circle. GPS accuracy will vary based on time of day and your position in relation to buildings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




2. To update the existing “DUMMY_POINT” to your current location. *All Dummy Points are in a cluster of points so you can easily select individual ones.*

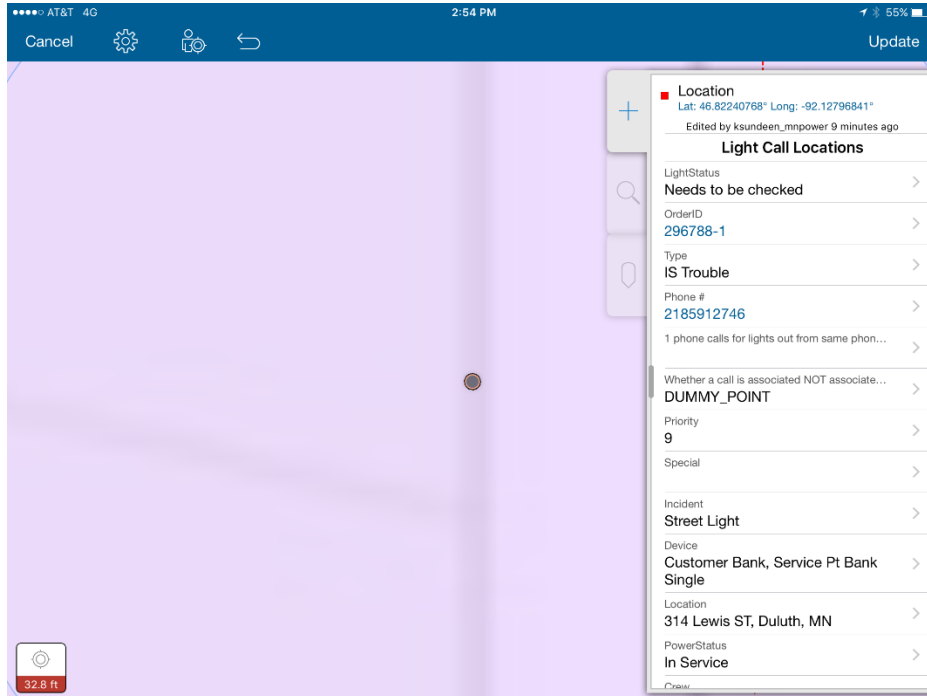
- a. Use the search menu to type in the OrderId to find the DUMMY_POINT . Tap Search in the keyboard.



- b. Once you can see the point that's highlighted, zoom into select that point.



- c. Open the Details tab  on the right side of the screen to view that highlighted record.
- d. Click the edit icon  & tap .
- e. Once editing, tap to grab your current GPS location. An **orange circle** will appear on the map to show your new location for the record





- f. If you want to manually change this location. Tap on the screen. It will show an orange circle.

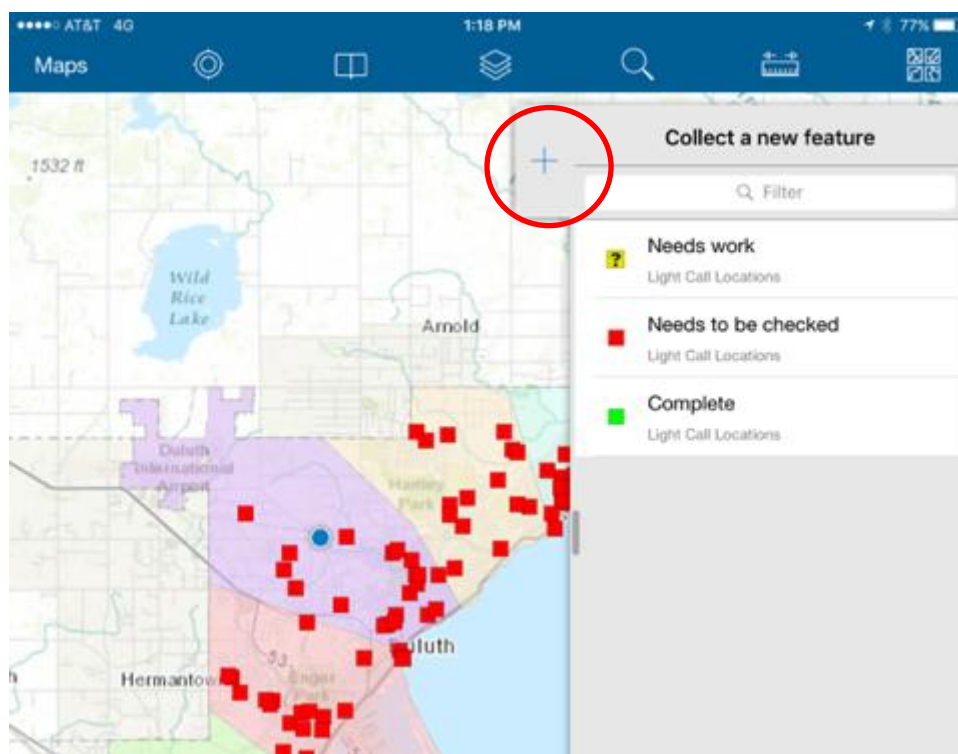
*The **orange circle** is where the new **feature** will be placed, and is based on the position of the GPS (the blue dot) when you selected your **feature** type. This can often be inaccurate, depending on the accuracy of the GPS at that time. You can manually adjust the position of the **orange circle** 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*


- g. Make any changes to the attributes & tap "Update" 

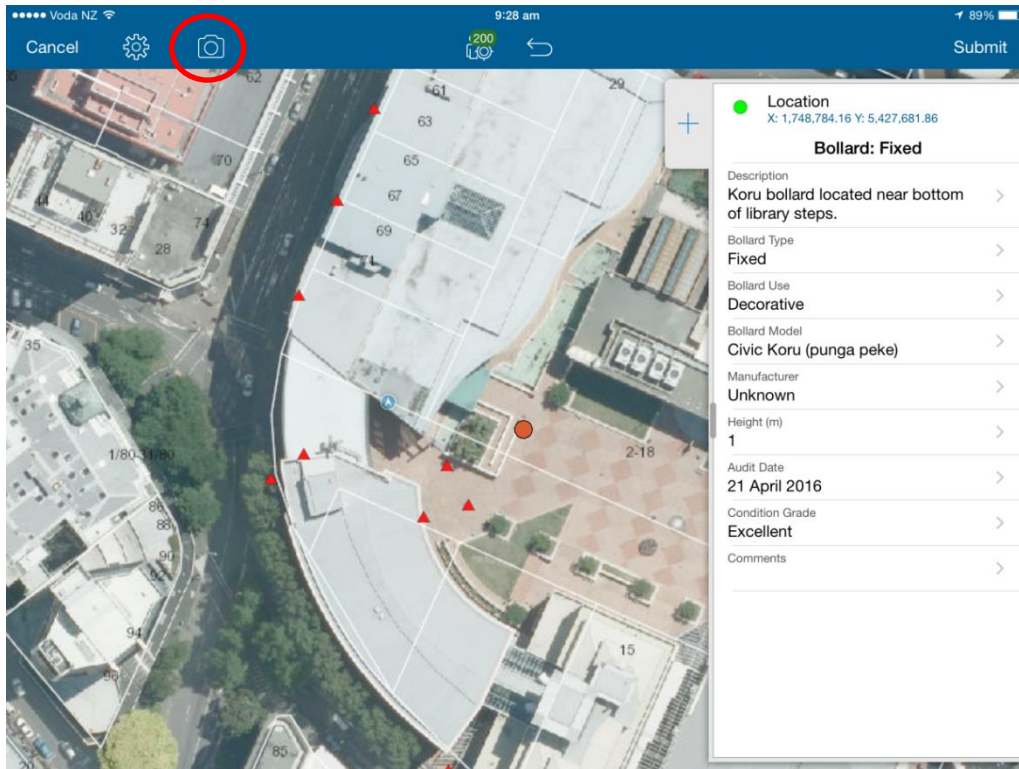
3. To collect a new **feature**, tap the **plus** icon  on the right hand side of your screen to view a side panel with a list of **feature** types that you can collect.



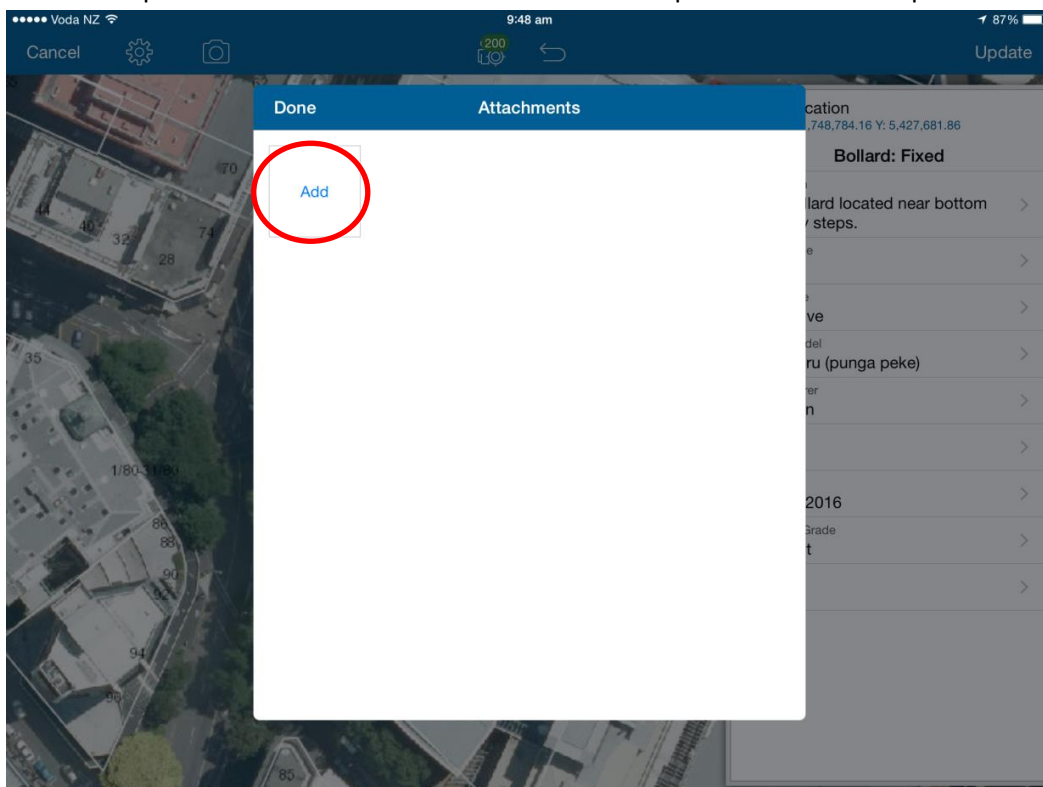
- a. Scroll through the list to find the **feature** that you want to collect and tap the name to select it. Some layers only show up when you're zoomed in closer.

ATTACH A PHOTO

1. When you're editing your existing or new feature, to attach a photo to the **feature**, tap the  icon at the top right of the screen:

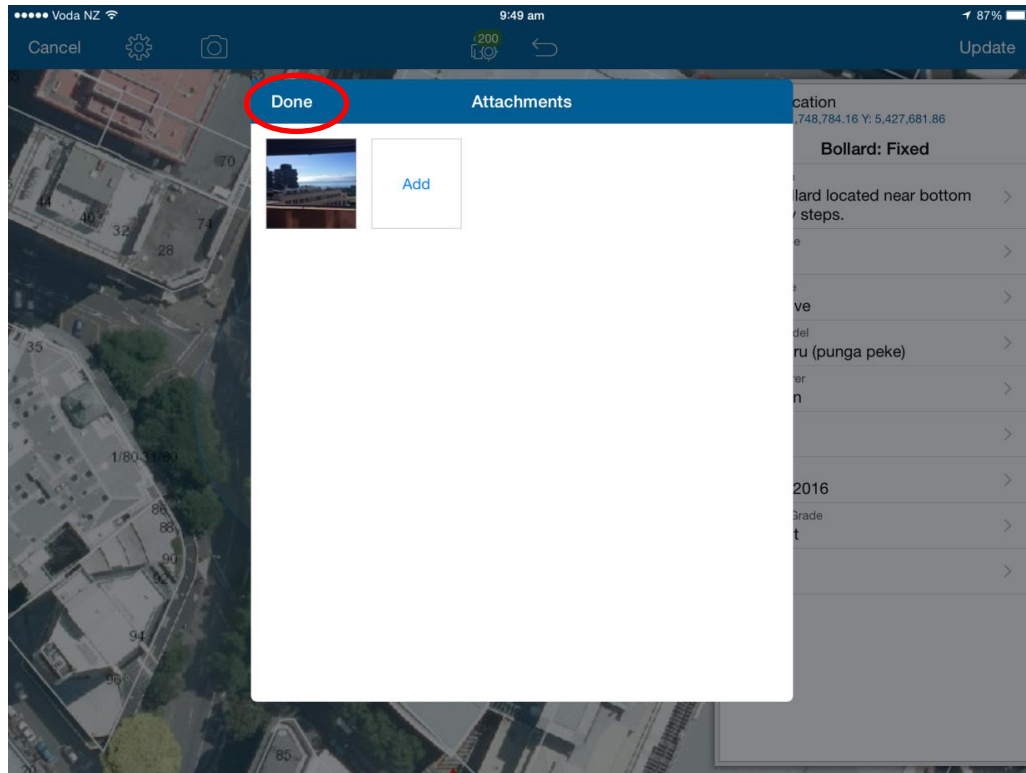


You will be presented with the **attachments** window. Tap **add** to add a new photo:



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**.



2. 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:

