Operational Instructions

Download the Collector app

The Collector app is available for iPhone, Android, and Windows smartphones.

https://itunes.apple.com/us/app/arcgis/id589674237

https://play.google.com/store/apps/details?id=com.esri.arcgis.collector

https://www.microsoft.com/store/apps/9wzdncrdg7lk

The full documentation for Collector is at http://doc.arcgis.com/en/collector/

All screen shots are from the Android and iOS versions.

Using the Collector app during field operations

When used daily during field operations with limited network coverage, "Boat # Collector" map is to be synced at a minimum of twice a day:

1. In the morning prior to departing shore, and

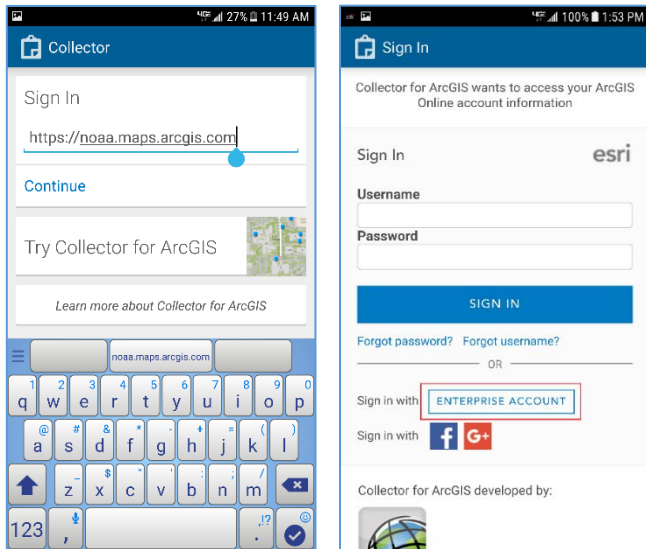2. Upon arrival to shore or accommodations where network is accessible. Users may wait until WiFi is available.

The morning sync allows the app to upload the sites assigned by the Field Coordinator to survey that day. The afternoon/evening sync allows the app to upload the sites surveyed that day by the boats to the Assignment App used by the Field Coordinator.

Sign in to your account

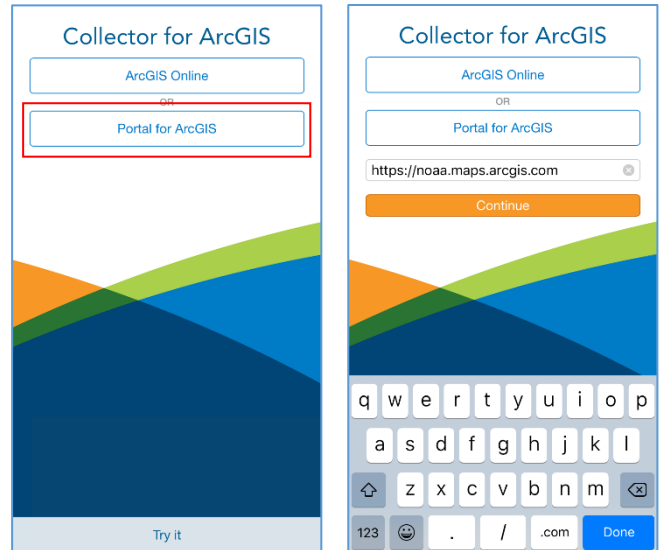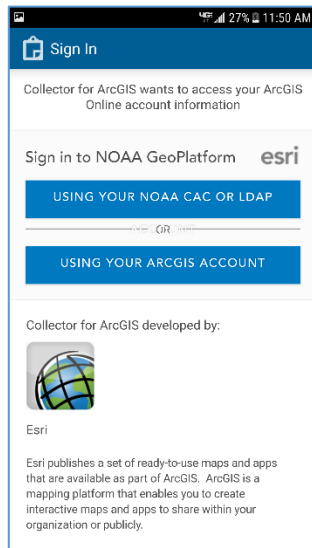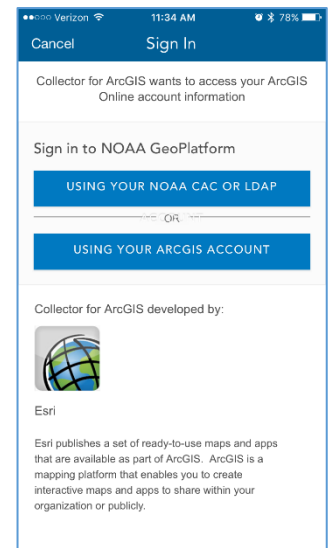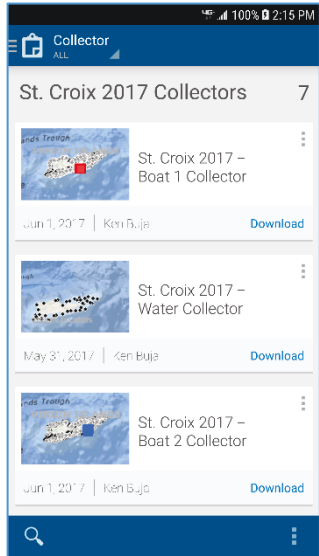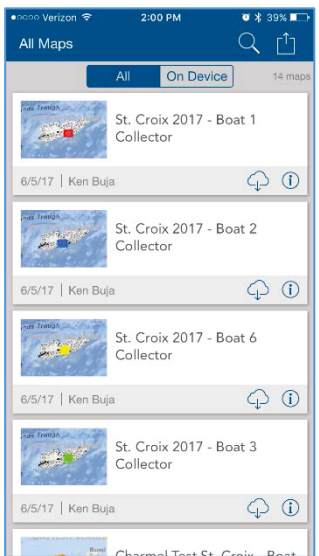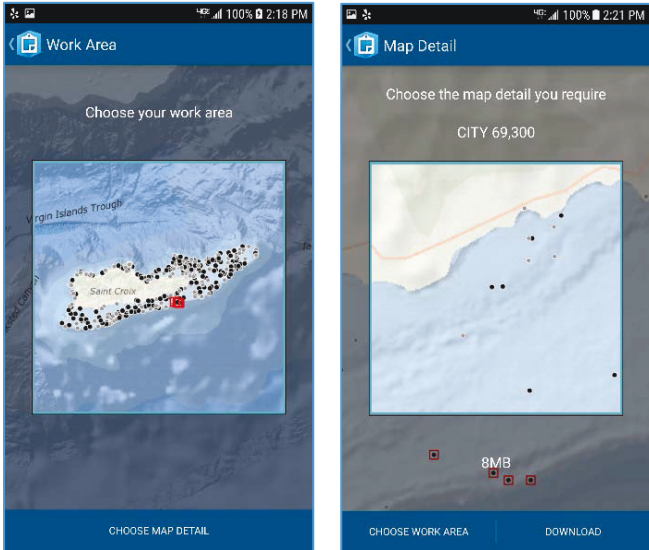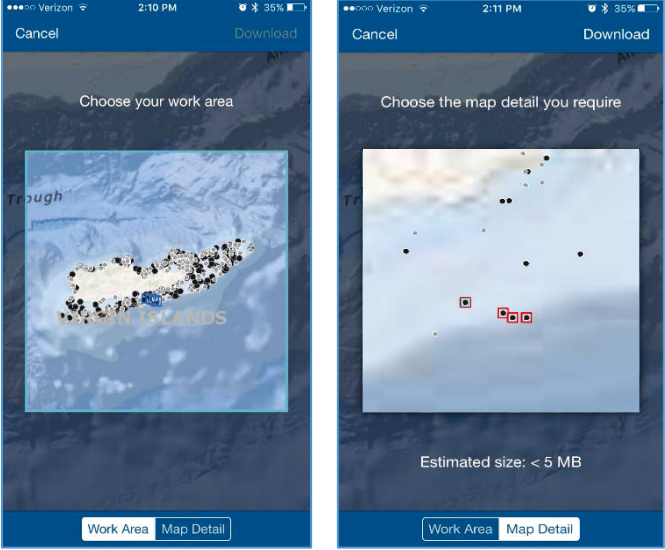| ANDROID	iOS
Opening Collector App for first time: 1. Under "Sign In", use the URL https://noaa.maps.arcgis.com and select Continue. NOTE: If you use the default http://www.arcgis.com, you will have an extra step. You have to select Enterprise Account and on the next screen, type noaa into the Organization's URL and select "Continue"	Opening Collector App for first time: 1. On the main screen, select "Portal for ArcGIS" 2. Type in the URL https://noaa.maps.arcgis.com and select Continue.
In the 'Sign In' screen: 1. <u>If you have a NOAA email account</u>: Select "Using your NOAA CAC or LDAP", and type in your noaa email address (include the @noaa.gov) and password. 2. <u>All other users</u>: Select "Using your ArcGIS Account", and type in your user name (typically firstname.lastname_noaa) and your password 	In the 'Sign In' screen: 1. <u>If you have a NOAA email account</u>: Select "Using your NOAA CAC or LDAP", and type in your noaa email address (include the @noaa.gov) and password. 2. <u>All other users</u>: Select "Using your ArcGIS Account", and type in your user name (typically firstname.lastname_noaa) and your password

Select a map

Once you sign in, you will be presented with all the maps you have been granted access in the Map Gallery.

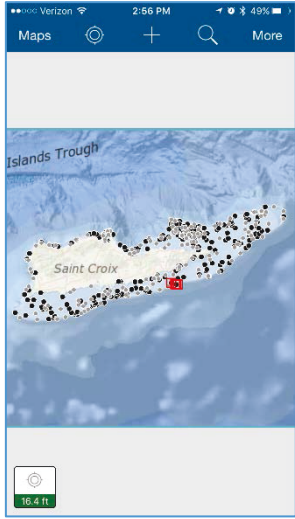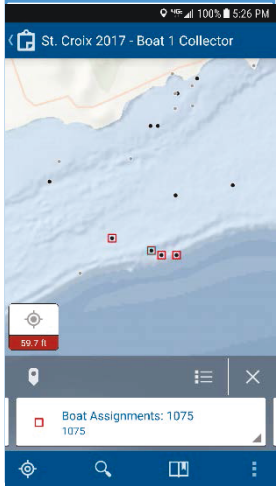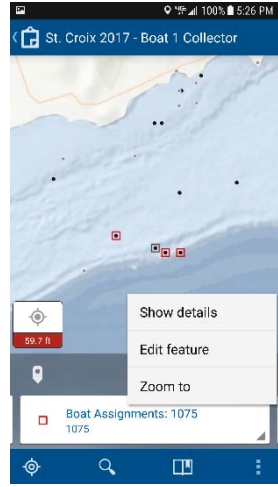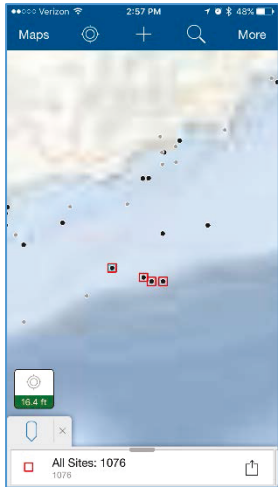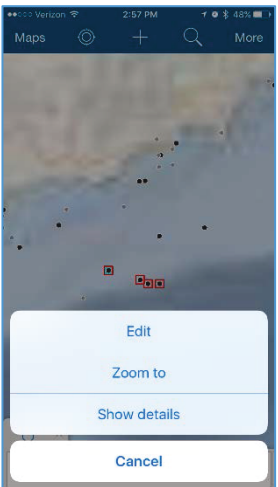| ANDROID	iOS
Select a map to use from the Map Gallery: 1. Using the ☐ symbol in the upper left corner to view selections, select "St. Croix 2017 Collectors" 2. Within this category, identify the boat you have been assigned and select the "Download" option on the map. As network coverage is limited throughout the day, downloading the maps allow for collector functions when not on network. Manual syncing is required to upload the edits made to the map when on network (see page 6). 	Select a map to use from the Map Gallery: 3. Select "All Maps" in the upper left corner to view selections, select "St. Croix 2017 Collectors" 4. Select the ⬇ symbol to download the map for the boat you have been assigned. As network coverage is limited throughout the day, downloading the maps allow for collector functions when not on network. Manual syncing is required to upload the edits made to the map when on network (see page 6).
Downloading the basemap: 1. In the Work Area, chose the portion of the basemap to download, then select "Choose Map Detail" at the bottom and zoom in as far as you think you will need. 2. Select Download when you are happy with the detail you have selected. 3. Once the map is downloaded, select the map to open. 	Downloading the basemap: 1. In the Work Area, chose the portion of the basemap to download, then select "Map Detail" on the bottom right and zoom in as far as you think you will need. 2. Select Download (appears when you have set Map Detail) when you are happy with the selection. 3. Once the map is downloaded, select the map to open.

NOTE: The more detail you require, the larger the download size. Also be aware that the standard Oceans basement won't give additional detail beyond City level.

Map tools

When the map first opens, it should be centered on your location.

ANDROID	iOS
▢▢ Use the Bookmarks tool to zoom to entire study area. ◉ My Location tool to pan where you are currently located (more on location tool [here](#)). 🔍 To find a specific station, use the Search tool. This tool is set up only to search for the Site ID (i.e. 1001). ⋮ Select Layers from the Overflow Menu to turn on or off either layer. This tool also contains the Measure and Basemap tools (if downloaded another basemap).	◉ My Location tool to pan where you are currently located (more on location tool [here](#)). 🔍 To find a specific station, use the Search tool. This tool is set up only to search for the Site ID (i.e. 1001). "More" option contains: ◈ Layer tool to turn on or off either layer ▢ Bookmark tool to zoom to entire study area. This option also contains the Measure and Basemap tools (if downloaded another basemap).

Site selection

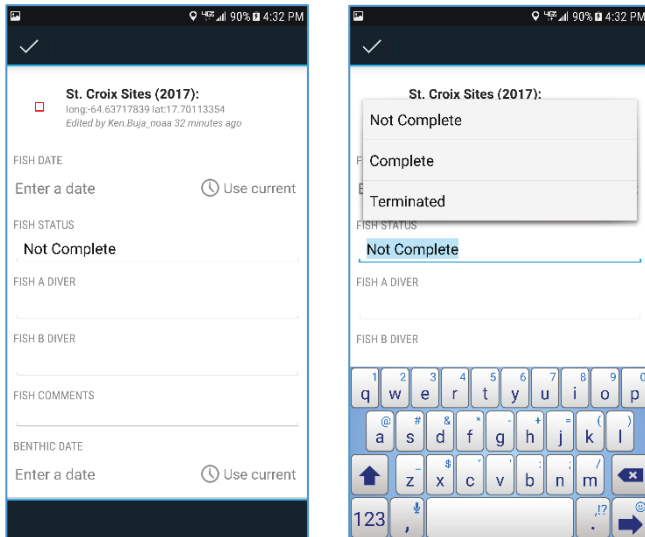| ANDROID	iOS

To select sites:
 	
1. Click on a site to start the editing process.
 	
2. To edit the attributes, select the Edit tool.
    Alternatively, to start editing immediately, select the arrow and select Edit Feature
 	
3. To select mulitple sites, zoom out so sites become clustered; then tap the cluster to select multiple sites.
 	
4. When multiple sites are selected, you can scroll through the list and select a single site, which will be highlighted on the map. Selecting the result will show all the attributes of the site.
	To select sites:
	
	1. Click on a site to start the editing process.
	
	2. To edit the attributes, click on the bar at bottom of screen, select the Options ⬆ tool to edit.
	    Alternatively, to start editing immediately select Options ⬆ tool on the bottom of the screen.
	
	3. To select mulitple sites, zoom out so sites become clustered; then tap the cluster to select multiple sites.
	
	4. When multiple sites are selected, you can scroll through the list and select a single site, which will be highlighted on the map.

Editing a site

All fields in the form are to be filled out.

ANDROID	iOS
To edit sites:	To edit sites:

To edit sites:

1. Date fields: option to use the current time ("Use Current") or selecting date and time manually ("Enter a date")

2. All other fields (exception Comment and Auxiliary Diver fields) use pull down menu to populate the fields.

3. Default Status is "Not Complete". Select "Complete" or "Terminated" depending on the status of the dive

4. For the Diver fields, typing in a few letters of the name will narrow down the selection list.

5. Once all fields have been filled out, select Done (✓) to save your edits.

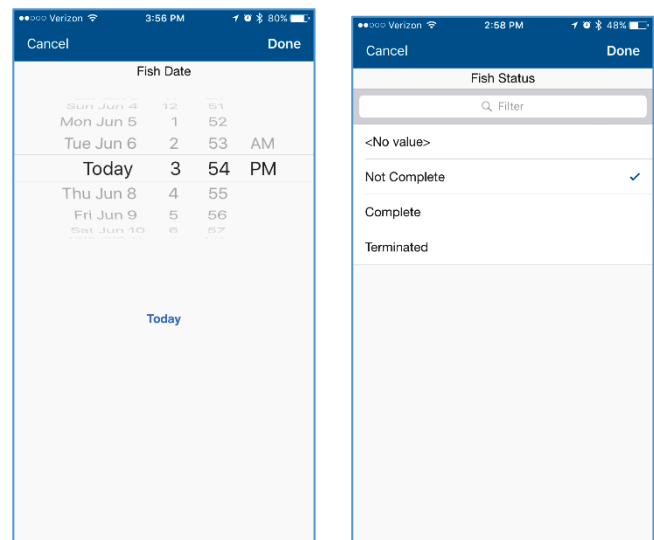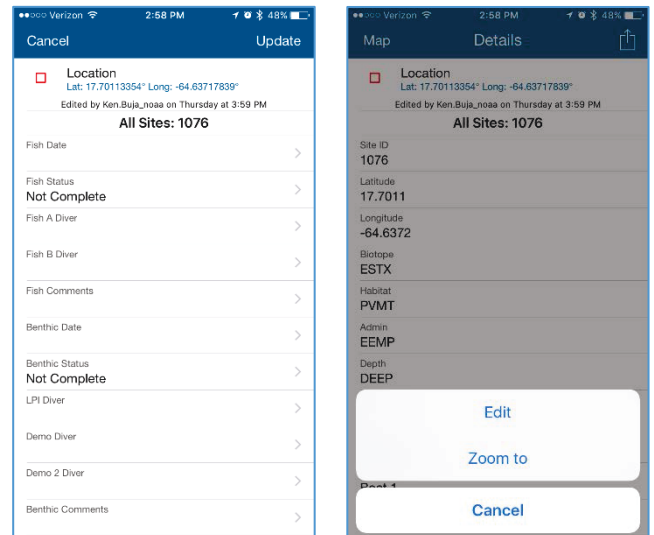**Using the back button will cancel the editing procedure and your inputs will be lost.**

To edit sites:

1. Date fields: within the Date screen, option to use the current time ("today") or selecting date and time manually

2. All other fields (exception Comment and Auxiliary Diver fields) use selection screen to populate the fields.

3. Default Status is "Not Complete". Select "Complete" or "Terminated" depending on the status of the dive

4. For the Diver fields, typing in a few letters of the name will narrow down the selection list.

5. Once all fields have been filled out, select Done to save your edits.

Using the back button will cancel the editing procedure and your inputs will be lost.

Syncing/Uploading site information

All fields in the form are to be filled out.

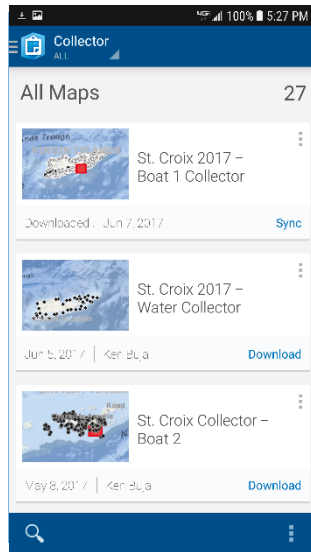| ANDROID	iOS
To sync/upload collected site information: 1. Return to the Map Gallery and select "Sync". This can be done with or without network (wifi) coverage. 2. If you want to use the map with network coverage, you will have to remove it from your device. You can keep th In the Map Gallery, select "Manage" from the Overflow menu ⋮ and remove the map.	To sync/upload collected site information: 1. Return to the Map Gallery and select the Sync ⟲ icon. This can be done with or without network (wifi) coverage. 2. If you want to use the map with network coverage, you will have to remove it from your device. In the Map Gallery, select "Manage" from the Options ⬆ menu and remove the map.