



Collector for ArcGIS Reference Sheet

For iPhone and iPad – STS G4 Workflow

Open the map **TrappingCollector_ <State>**

In the list of maps, tap the map.

Download the map using existing offline areas

Maps with available offline areas will be labeled as such and will have an arrow button on the right side.

1. Tap the arrow button of the map
2. Tap Download  on the desired offline area
3. You can download multiple offline areas

Capture a new feature

1. Tap **Add**  (on the map).
2. Choose the type of feature to capture.
Trap Note or Off Road Route
The feature (or its first point, if a Route line) is placed on the map at your location.
3. Update the feature's location (if necessary) or add additional points for a length or area using Feature location tools.
4. Fill out the form – tap an entry to select it and enter the information.
5. If adding attachments, tap **Take Photo** to take and add a photo, or tap **Attach** if attaching an existing item. Long press an attachment to rename it, save it to your device, or remove it from the feature.
6. Tap **Submit**.

- **G4 currently does not create new features**

View a form (feature attributes)

1. Tap the feature on the map or search for it to show its form. If multiple features are found, select the one you want from the list.
2. Swipe the panel up to view more of the form. This includes entries, attachments, and related reports and features.
3. Tap **Overflow**  at the bottom of the screen to access all the available actions (edit, copy, delete, collect here, directions, compass, add to my places).

Inspect and update an existing feature

1. View the form of the feature to inspect. (Tap it or search for it.)
2. Tap **Overflow**  at the bottom of the screen and tap **Edit**. (If viewing the feature's attachments, tap **Details** to see the available actions.)
3. Update the form by tapping an entry to edit it.
4. Tap **Take Photo** to take and add a photo or tap **Attach** if attaching an existing item. Long press an attachment to delete it. Tap an attachment to download it, then long press it to rename it or save to your device. (not in G4 workflow)
5. Update the feature's location on the map (use [Feature location tools](#) - use [Stream](#) to collect routes as you travel).
6. Tap **Submit**.

Delete

1. View the form of the feature or report to delete.

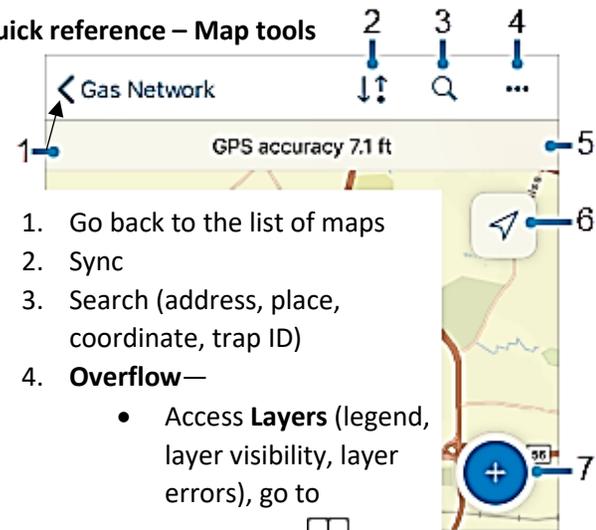
2. Tap **Overflow**  at the bottom of the screen, tap **Delete**, and choose **Delete**.
 - **G4 workflow currently does not delete features**

Switch Basemaps

1. Tap **Overflow** 
2. Tap **Basemap** 
3. Tap the desired basemap

Gypsy Moth STS basemaps can be downloaded from our map repository at <http://maps.gmsts.org>. Talk to your state trapping manager for account information.

Quick reference – Map tools



1. Go back to the list of maps
2. Sync
3. Search (address, place, coordinate, trap ID)
4. **Overflow**—
 - Access **Layers** (legend, layer visibility, layer errors), go to **Bookmarks** 
 - change the **Basemap** 
 - **Measure**  on the map
 - *Tip: Tap on the map to create shapes to measure or use your location.*
5. See GPS info. Tap for details.

6. Go to your GPS location. Tap again to change map orientation.
7. Add a new feature.

Quick reference – Feature location tools

While creating or editing a feature you can edit its location. You'll see a location target. The target is blue when at your location and the GPS meets required accuracy. When red, the GPS doesn't meet required accuracy. A gray target is positioned manually (by moving the map).



- Tap **Add Point** to add a point under the location target. By default, it is over your location and moves with you. Move the map to position the location target manually. Use the GPS button to center it over your location. (With GPS averaging, an average is calculated with each point added with GPS.)
- **Tap Update Point** on the Edit screen to change the location of a feature (trap placement, inspection, etc.)
- Use streaming to add multiple points to a length or area automatically while you walk or drive: Tap **Overflow** **☰** and tap **Start Streaming**. To change the frequency of what points are added, update **Streaming Interval** in **Overflow** **☰**. **Stop Streaming** to collect locations manually.
- Tap **Delete Selected Point**, in the **Overflow** **☰** to delete the selected point.
- Use **Overflow** **☰** to undo and redo changes.

Sign in

1. Open the app.
2. Tap **Sign in with ArcGIS Online**
3. Enter your credentials:
Username: <<USER NAME>>
Password: <<PASSWORD>>
4. Tap **Sign In**.

Sync

You should **sync daily**. It is recommended that you sync only when you have a **strong, stable connection**.

1. Tap **Sync**  to open the Sync panel. (If there is no dot in the icon, you have no edits to sync.)
2. Review the edits you made (if any) and tap **Sync**.
3. Wait for it to complete.

Troubleshooting

1. I can't sign in
 - Need to be connected for initial sign in.
 - Check for typos in username and password. Password is case sensitive.
2. Can't add an feature
 - Make sure it has a location (check the map).
 - Make sure have permissions to edit the data (ask admin).
3. Can't get GPS fix (no location available)
 - Go to an open area (away from trees, buildings, etc.) until get a location, then go back to point of interest.
 - Make sure Collector can use your location (in your device's settings).
4. Get poor location accuracy message and can't collect a feature.
 - Wait and see if accuracy improves.

- Override the required accuracy by tapping **Add Point**.
 - Manually place the point with location target.
5. Sync failed
 - Make sure you have good connectivity.
 - Make sure you aren't in airplane mode.
 - Specify a smaller preferred attachment size in Settings, delete images, and retake them.
 6. Sync takes forever
 - Specify a smaller preferred attachment size in Settings, delete images, and retake them.
 - Sync more frequently.



Gypsy Moth Slow the Spread Project
Information Systems Group
gmsts.org