



United States Department of Agriculture



Southern Pine Beetle Collector Map

Instructions for Install of Collector and Download of the SPB Collector map for offline use



Forest Service

Table of Contents

Objective 2

Download & Install Collector on your tablet or smart phone..... 2

 How to Check version of Collector installed on your Device..... 2

 Download Collector 3

Sign In to ArcGIS On-Line (AGOL) on Collector..... 4

Download the map for off-line use..... 5

Use basemaps on your device..... 8

Map Download using a basemap stored on your device 9

Sync your work10

Removing Old Maps to Re-Download a map update10

AGOL account needs to be added12

State Cooperators.....12

 Details on making your AGOL account visible and accepting Group Invites..... 12

Accepting Invites.....14



Objective

This guide follows [ArcGIS web help documentation](#).

The ArcGIS web help gives a brief outline of the process. The objective for this supplemental information is to fill in that outline with details, illustrated at every step with screenshots.

The screenshots and examples shown in this guide use a 12" Samsung tablet with an Android operating system. The experience using different devices and operating systems will be similar but not identical. Refer to the [ArcGIS web help documentation](#) for the differences when using iOS or Windows devices.

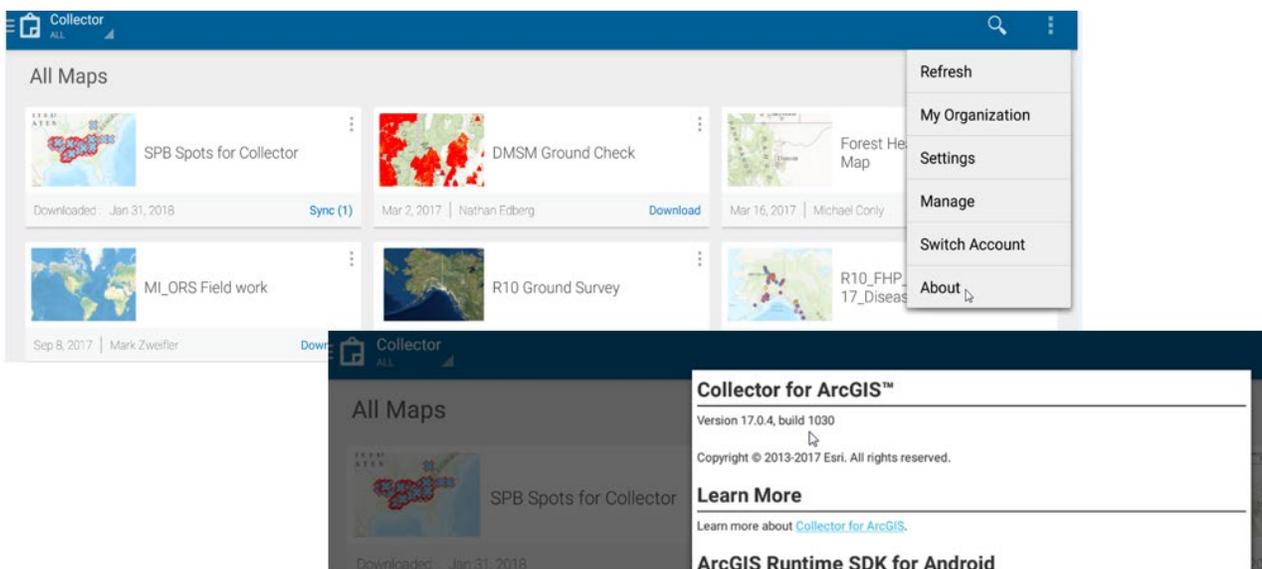
Download & Install Collector on your tablet or smart phone

Do you already have the current version of Collector (Version 18.03) installed on your mobile device?

- ➔ If **Yes**: Skip to the next section titled, "[Sign In to ArcGIS On-Line \(AGOL\) on Collector](#)"
- ➔ If **No**: Update to current version or Download and Install Collector

How to Check version of Collector installed on your Device

Open Collector. In the upper right of the screen click on the  icon and then select 'About' from the drop-down menu. The Version number is displayed at the top of the "Collector for ArcGIS" pop-up screen.

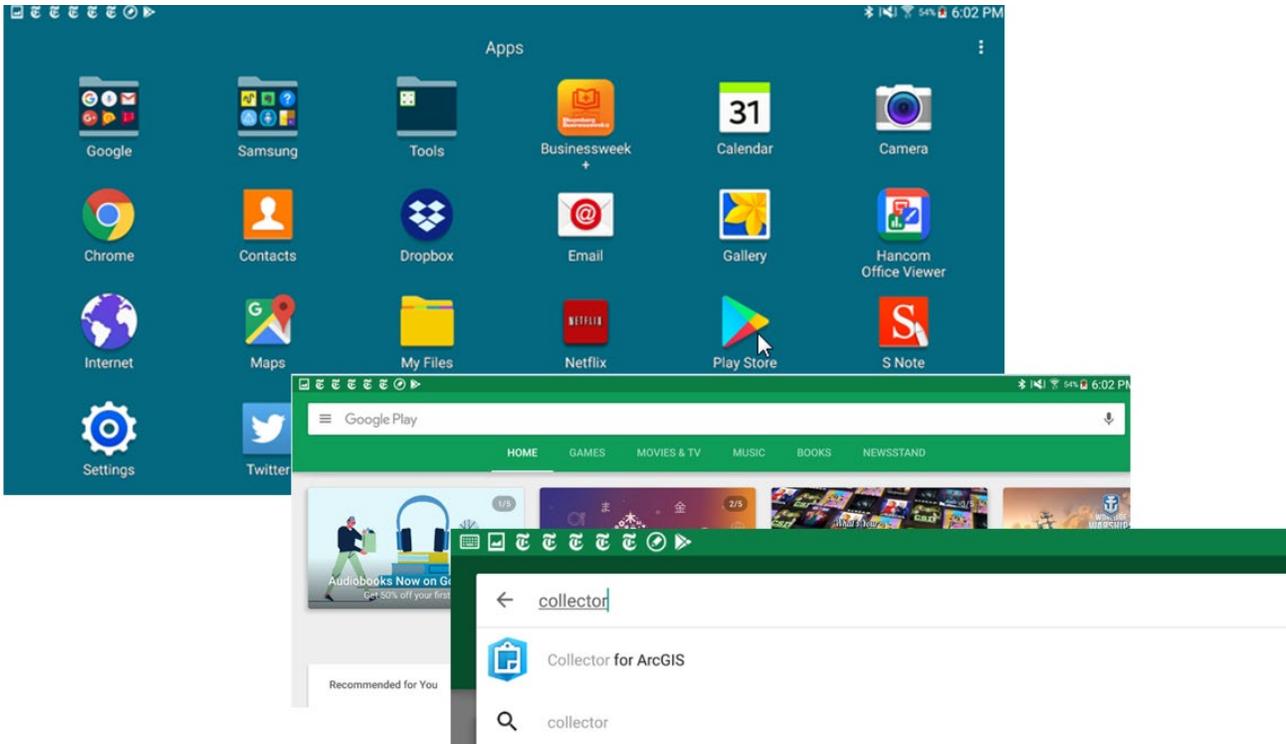


Download Collector

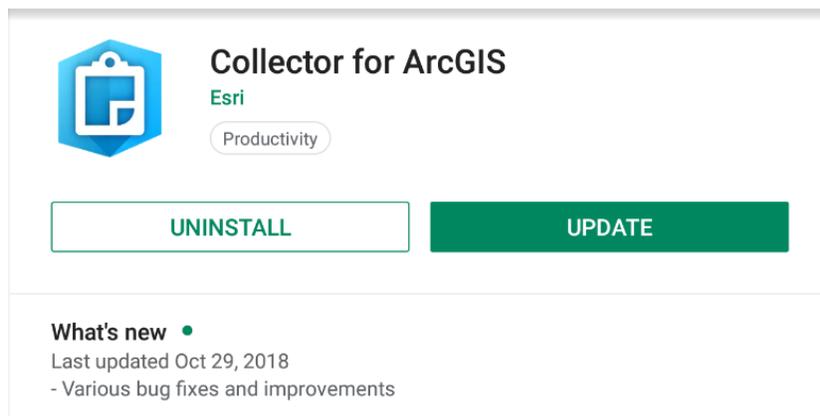
The Procedures for Update of an old version of Collector and a first-time install are very similar. Collector is a free application that is available from various sites:



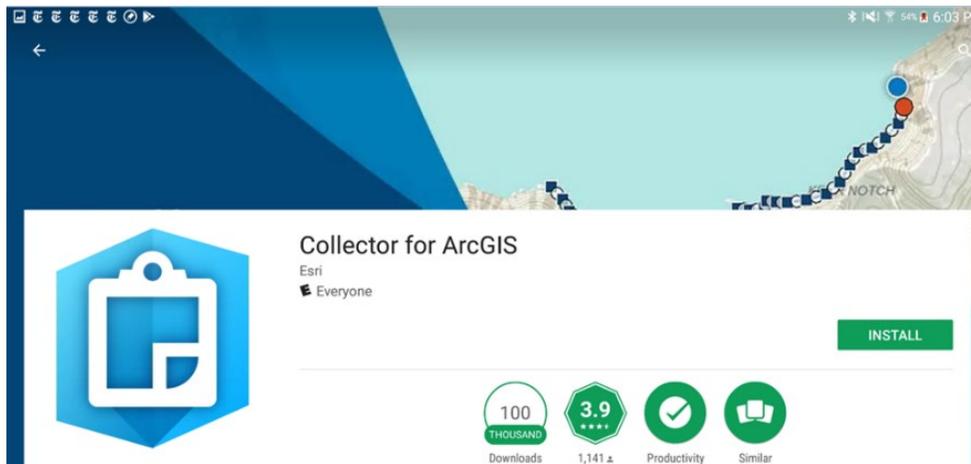
In the following screenshot, a user launches Google Play Store and types in "collector" in the search box to locate the "Collector for ArcGIS" install:



After clicking the "Collector for ArcGIS" link and you already have an older version of Collector on your tablet or phone, you will be presented with following screen and given the option to uninstall or Update your current version. Go ahead and click "Update" to update your software to current version:



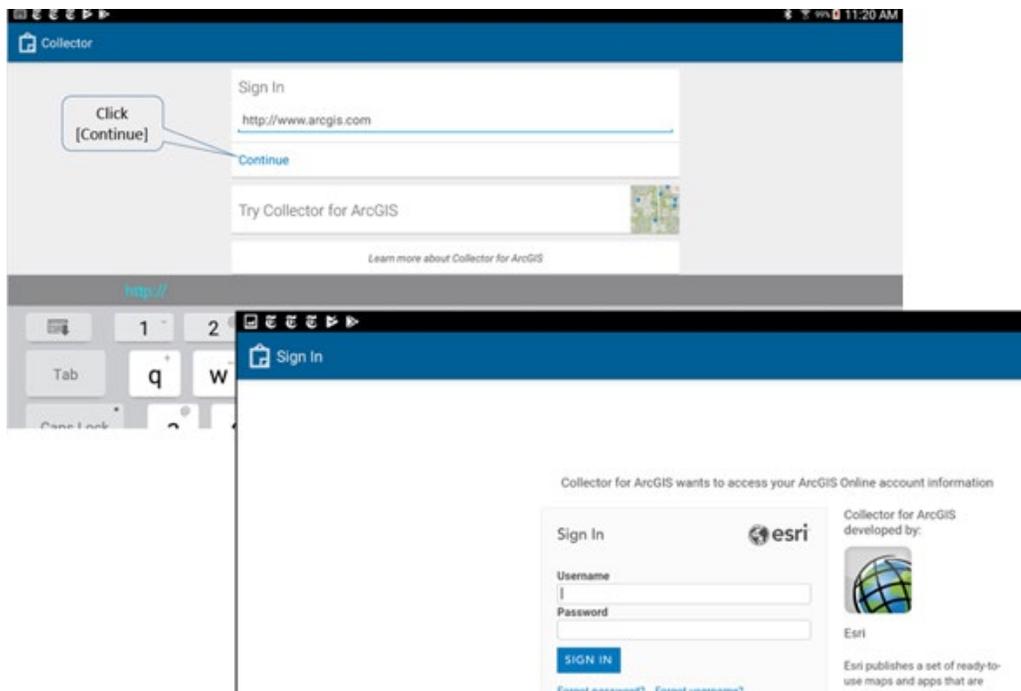
If you do not have Collector on your mobile device, then you will do a fresh install. Click "Install" to install Collector:



Sign In to ArcGIS On-Line (AGOL) on Collector

Note: To access the SPB Collector app you will need to have an AGOL organizational account and have that account added to the "Southern Pine Beetle" AGOL user group. See section titled, "[AGOL account needs to be added to the SPB group](#)" for details on obtaining an AGOL organizational account if you do not already have one and having your account added as a member of the AGOL SPB group.

Once Collector is installed. It will place an icon on the device desktop. Click that Collector icon to launch the app. Don't change the default [arcgis.com](http://www.arcgis.com) URL, simply click "Continue" and the AGOL login screen will appear. Enter your AGOL Username and Password and then click **SIGN IN**.

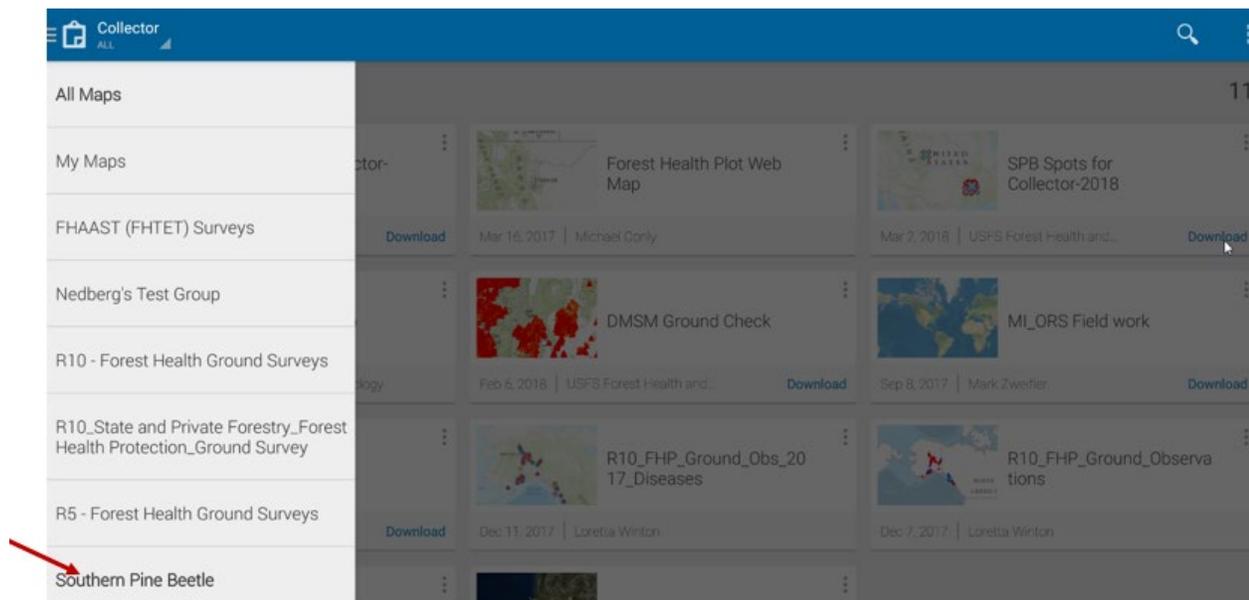


Depending on what AGOL groups you may be a member of, you might see several Maps to choose from. The screenshot below shows many published web maps that can be used in Collector that are hosted in various AGOL groups. The 2 maps/databases/applications available for SPB are in the "Southern Pine Beetle" group:

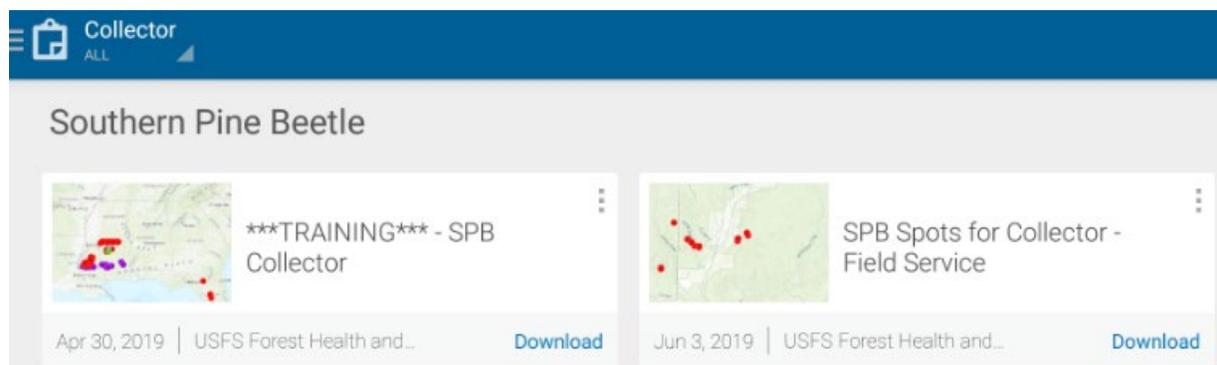
- *****TRAINING*** - SPB Collector** is the map to use for training & testing. Data collected in this app will not write to the production SPB database.
- **SPB Spots for Collector – Field Service** is the map to use for production data collection

Download the map for off-line use

To work offline, download the map to your device. You will need to obtain this map download while connected to the internet. To switch from the All Maps view to only see maps for SPB data collection you can click the "Southern Pine Beetle" group from the listing on the left side of the screen.



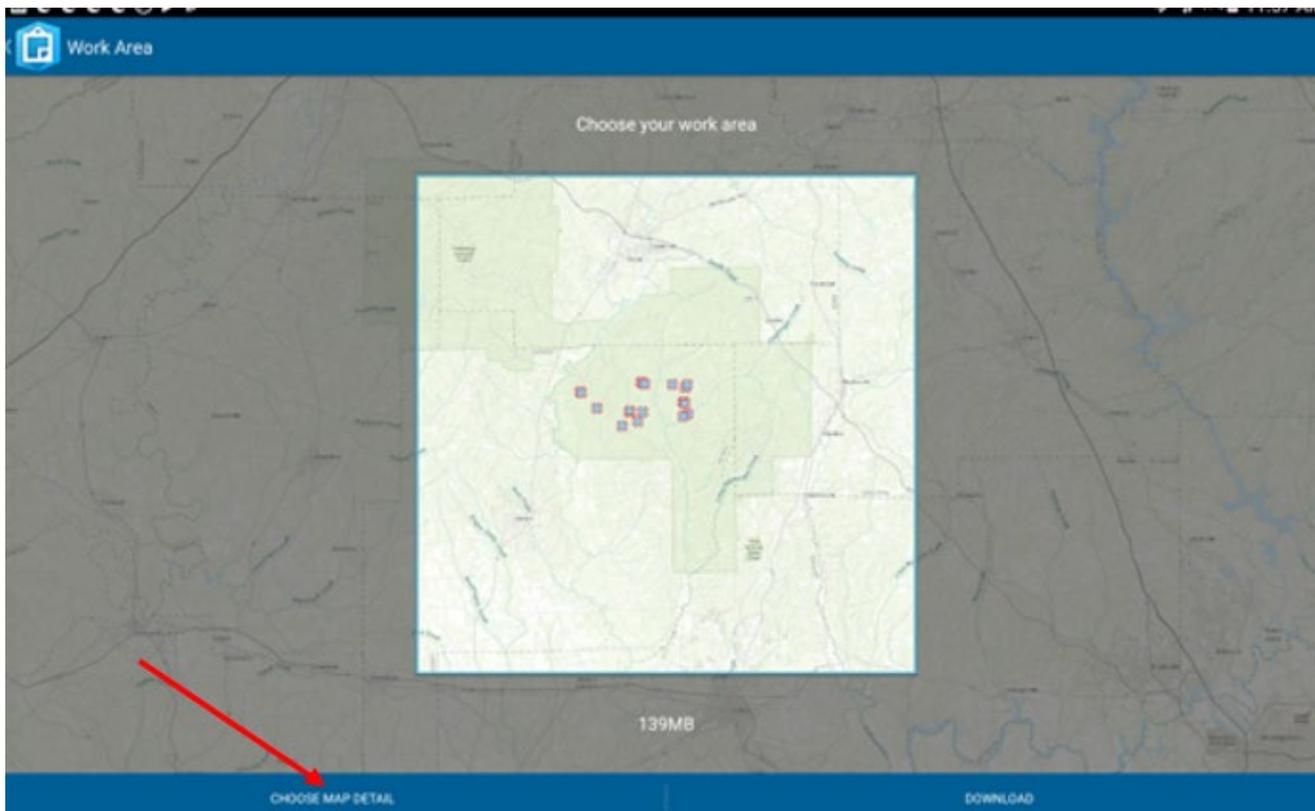
If just wanting to familiarize yourself with the application, click the Download link on *****TRAINING*** - SPB Collector**, otherwise, if ready to capture actual SPB data, download the **SPB Spots for Collector – Field Service** map.



In a standard map download for off-line use, Collector extracts from AGOL, both the SPB features and the default 'Topographic' basemap for your work area of interest. See section titled, "[Use basemaps on your device](#)" for an alternative to having to download the Topographic basemap from AGOL.

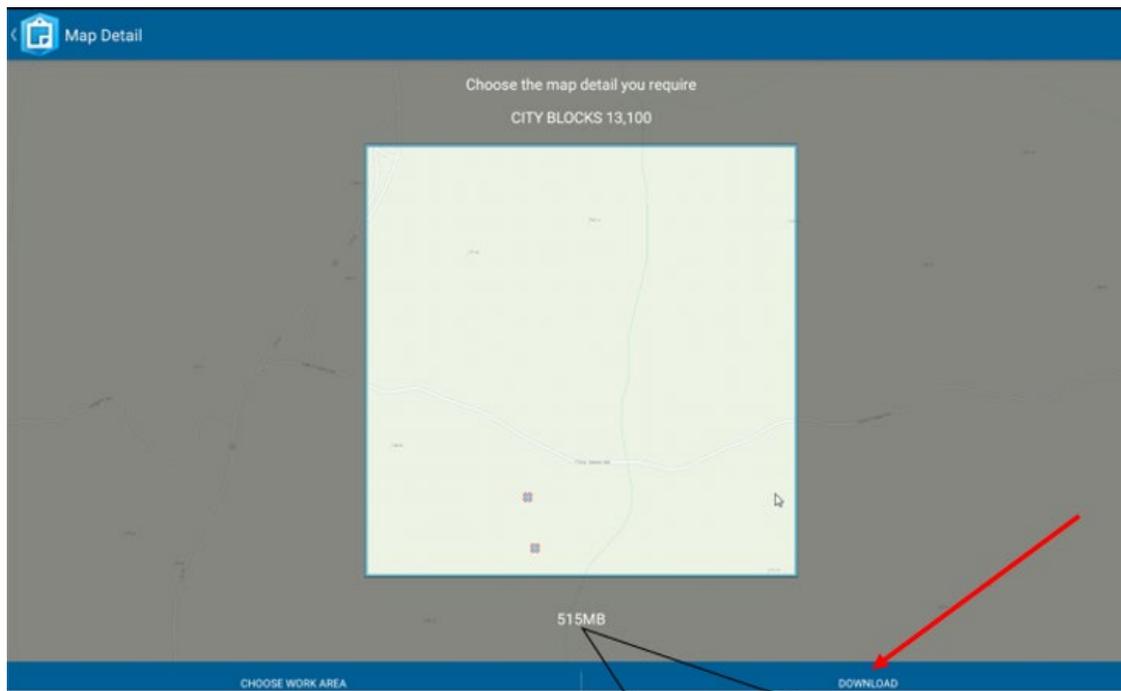
The file size of the download map for off-line use will be a function of how large of an area you wish to take off-line and the maximum zoom-in resolution you specify. Collector will prevent you from downloading too large of an area at too fine of a zoom-in resolution.

If a basemap is not already copied to your device, Collector will present a map of the southeast U.S. Press and drag the map to center the box over your survey area and click **CHOOSE MAP DETAIL**



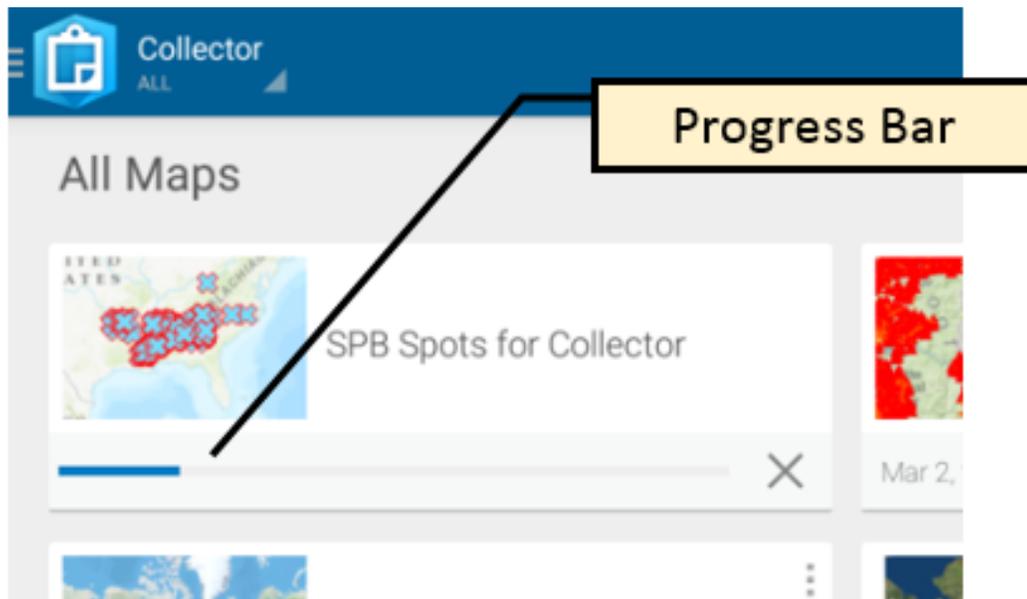
Note: When you use a basemap stored on your device, you won't need to specify map detail before downloading the map. See section titled, "[Use basemaps on your device](#)" for an example of using the statewide imagery base map created for the DMSM project as a base layer. When using a basemap on your device, a Collector map downloads only extracts the SPB features within your specified work area.

If necessary re-center the map inside the work area box. Zoom in or out by using the pinch or spread gestures until the map is showing the level of detail you need. When ready, click **DOWNLOAD**.



As you zoom-in to get further detail for the chosen work area extent, the size of the off-loaded base-map will increase. The size of the file is shown on screen

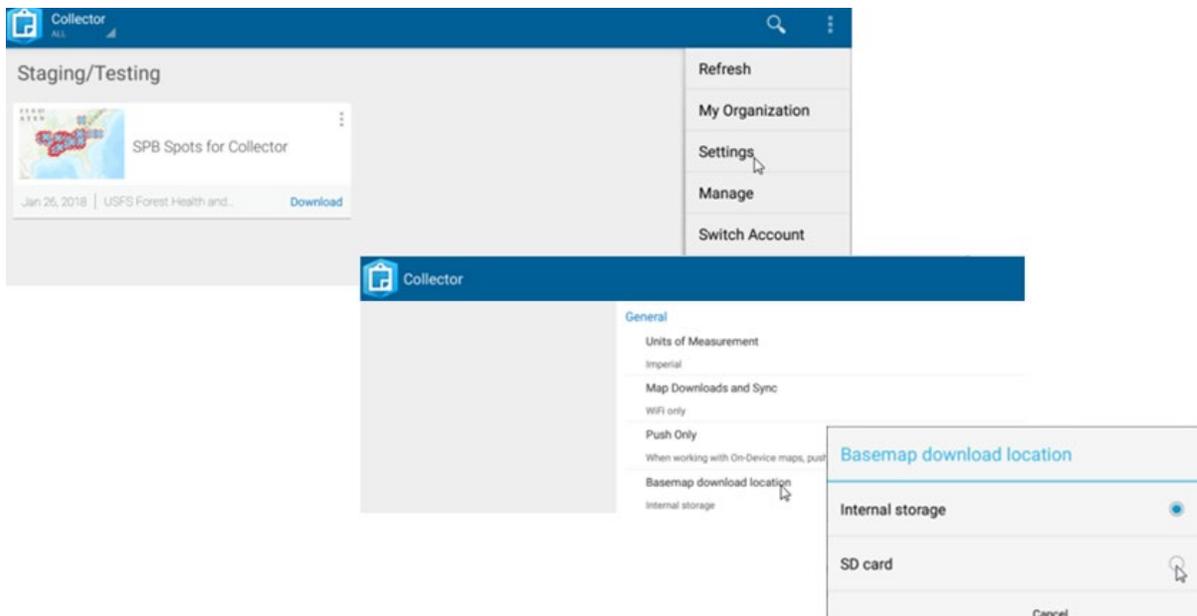
After clicking "Download", you are taken back to the Map Gallery and the map downloads. Depending on the size of your map, the download could take some time. During download, a progress bar displays and a cancel option is available. When the map has finished downloading, you can open and use the map without an Internet connection.



Use basemaps on your device

Basemaps provide the frame of reference for your data. When working offline, you can use basemaps on your device or SD card instead of downloading a basemap for each map you use offline. This has a few advantages: it's faster in most cases and allows you to prepare basemaps for much larger areas.

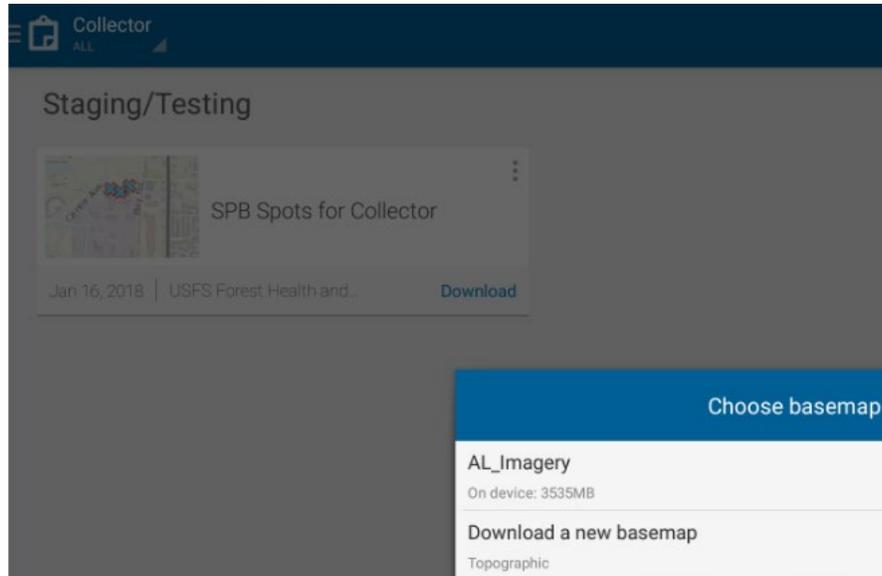
1. Prepare a tile package (.tpk) using ArcGIS Desktop. For details, see [How to create a tile package](#) in the ArcGIS help.
 - An option is to use the statewide imagery base layers that were created to support the Digital Mobile Sketchmapping (DMSM) application. These statewide imagery basemap TPKs are quite large, anywhere from ~3 to 5 Gb, depending on the state. Please contact Mark Zweifler (mark.zweifler@usda.gov) for details on obtaining these statewide TPKs.
2. Plug your device or SD card in to your computer.
3. Using a file explorer on your computer, Copy the tile package (.tpk) to the ArcGIS_Collector folder on your device or SD card.
 - When you install Collector, the install automatically creates an 'ArcGIS_Collector' folder on your device's internal storage. If you wish to store these basemap TPKs on the SD card you will need to first create an 'ArcGIS_Collector' folder at the root of the SD Card.
 - To access basemap TPKs on the SD Card/ArcGIS_Collector folder you will need to update Collector's default settings by going to the Map Gallery and selecting "Settings" from the Overflow menu (the  icon at the upper right of the screen) and a settings screen will pop-up. Scroll down and click the "Basemap download location" and change the setting to Basemap download location to "SD card".



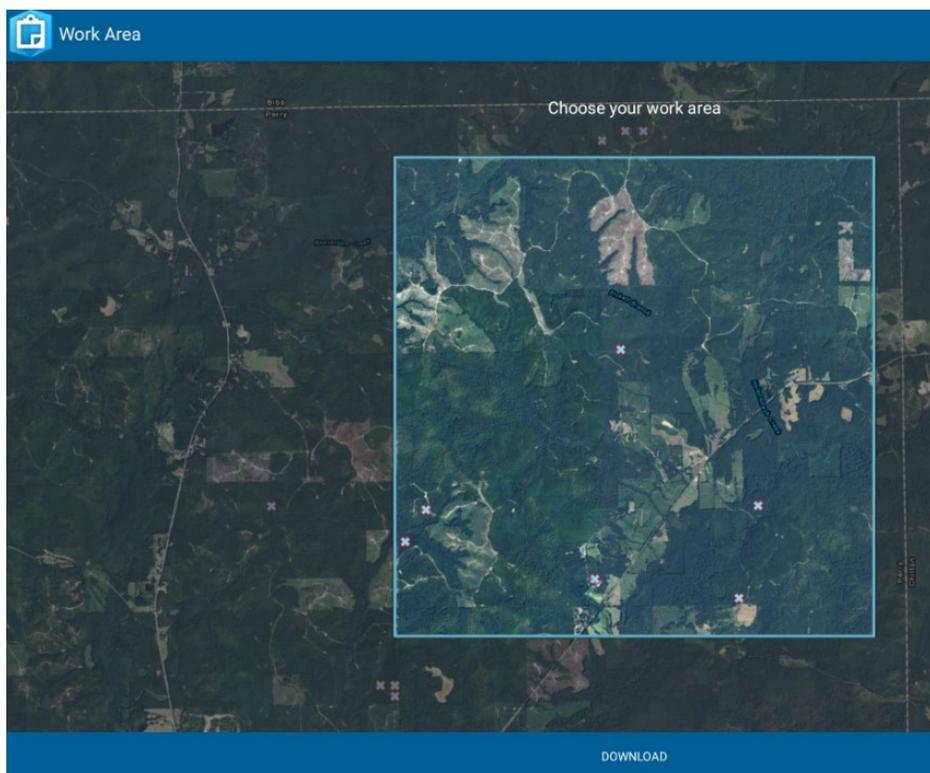
4. Restart Collector on your device.

Map Download using a basemap stored on your device

1. Click Download on the "SPB Spot for Collector" map in the Map Gallery and you will be presented with a choice to download from AGOL the default 'Topographic' basemap or use a map stored on your device. Select the basemap stored on your device (In screenshot below "AL_Imagery")



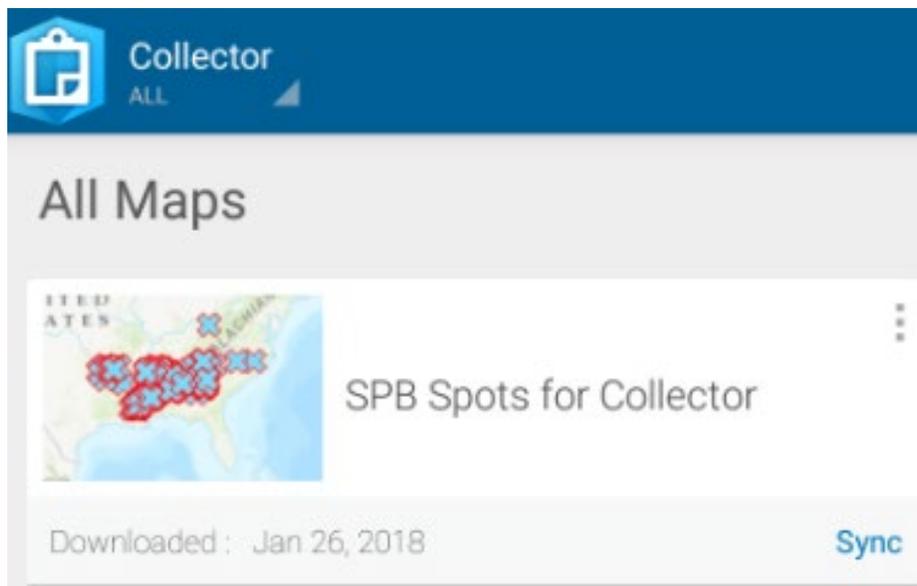
2. Zoom-in and center the map to the area that you desire to survey and click **DOWNLOAD**. Collector will pull down the SPB features within that work area extent to your device.



Sync your work

Sync allows you to send and receive updates for maps you've taken offline. Anytime you regain connectivity and want to check for new updates collected by others or send your updates for other people to see, select **Sync** on the "SPB Spots for Collector" map in the Map Gallery.

A synch before going out to the field ensures that you have any changes caused by the scripts or other user's check-ins.



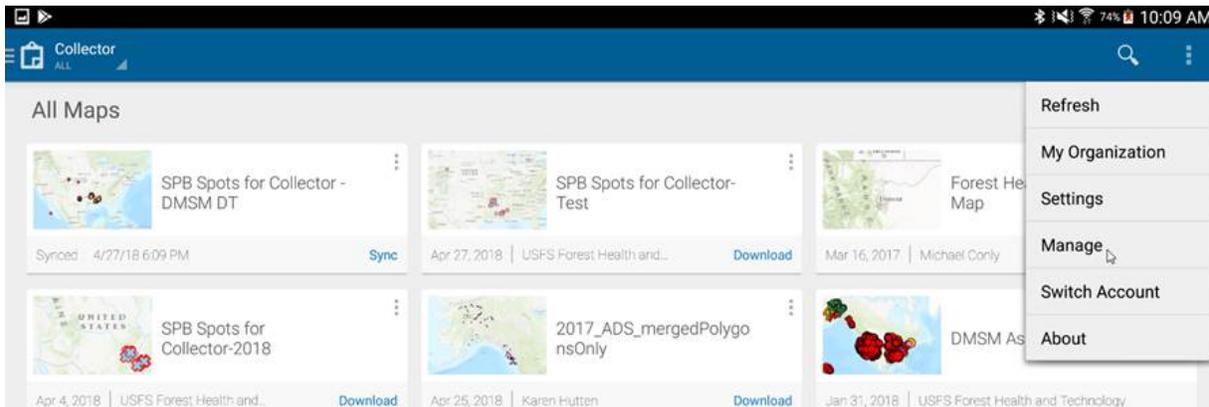
You can configure Collector to only push your edits up to the server when you sync, and not to pull down edits made by others while you were offline. This reduces the amount of data transferred, making it faster to share your changes, and saving data transfer costs on cellular networks. If the edits being made by others are important to you, leave Push Only synchronization disabled.

To enable push-only synchronization, go to the Map Gallery and select **Settings** from the Overflow menu  and enable "Push Only" synchronization.

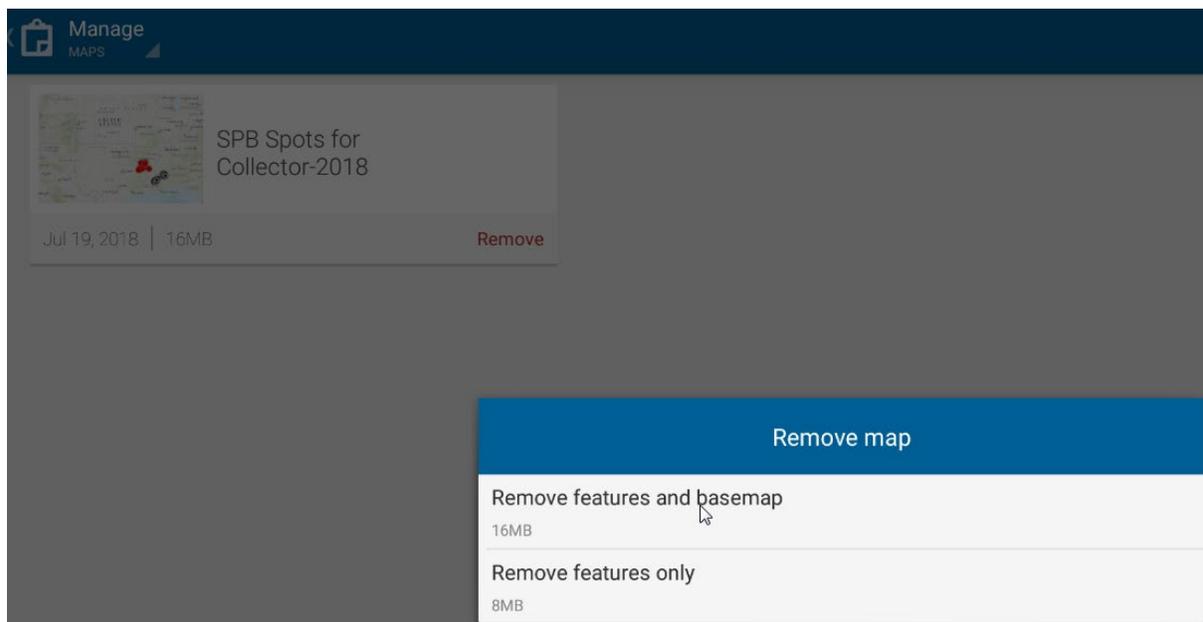
Removing Old Maps to Re-Download a map update

A synch allows users to obtain the most current feature information and does not require replacing the off-line base map on your tablet. However, occasionally it may be necessary for the admin to update the web map, for example to modify symbolization or other changes introduced since the previous season. When a change like this is implemented, FHAASST will notify the user community. To see these changes, users will need to remove the off-line map on their tablet and re-download the map update as shown below:

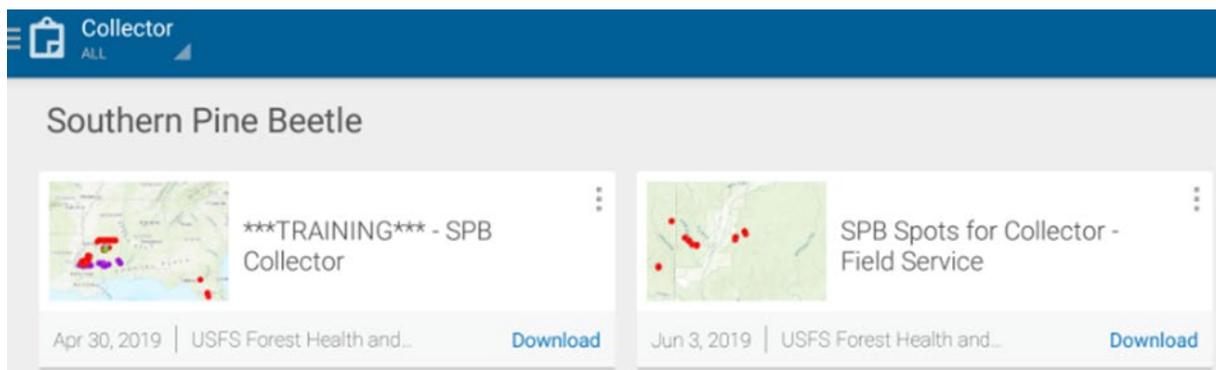
From the main All Maps screen, click on the drop-down menu on the far right and click "Manage"



From the Manage Maps screen Click **Remove** on the Map you want to replace with a new update. If prompted choose the "Remove features and basemap" option.



Back in the All Maps screen Download the latest map updates on to the tablet for off-line use



AGOL account needs to be added

Each user of the SPB Collector app will be required to have an AGOL organizational account that has been added to the 'Southern Pine Beetle' AGOL group. Public accounts will not be enough. If you don't already have an AGOL account, see below for how to obtain one:

- **Forest Service Users:** To obtain an account, submit a request at the [Forest Service AGOL request](#) web site.
- **State Cooperators:** Obtain an account through your respective GIS staff. If an account cannot be obtained through the State, contact Sage Sheldon (Sage.Sheldon@usda.gov) about obtaining an FS account. State cooperators with an AGOL account through their own state's AGOL organization will also need to make their AGOL accounts visible to FHAAST so Sage can add you to the DMSM AGOL group (see section below for details on adding a non USFS AGOL account to the DMSM group).

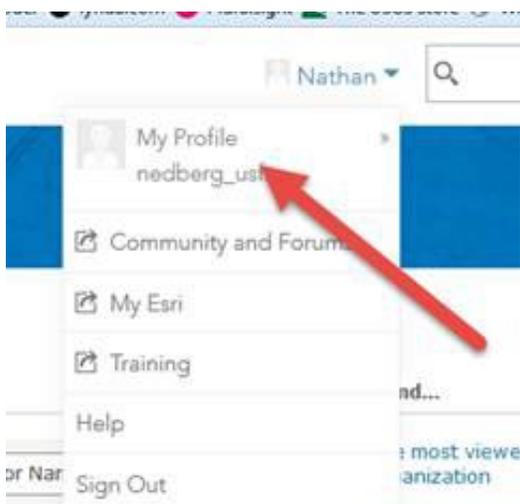
When an account is obtained, contact Sage to be added to the DMSM groups.

State Cooperators

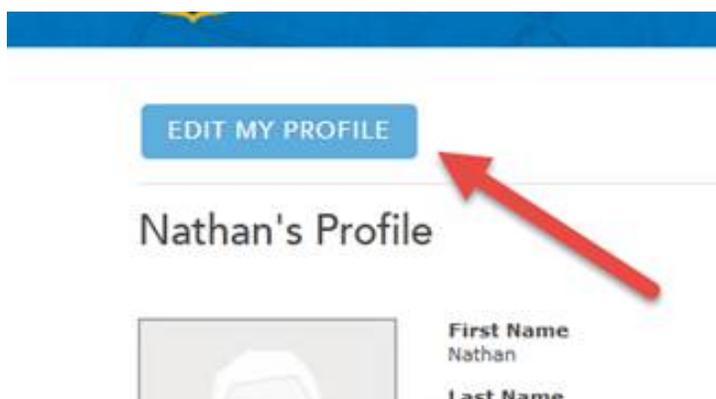
Details on making your AGOL account visible and accepting Group Invites

For non-Forest Service AGOL accounts, an account attribute needs to be set to make the account visible to everyone. This will allow FHAAST to add you to the DMSM group. If you are not able to see the options described below, you will need your AGOL Administrator to make the updates. Directions are as follows:

1. Log on to your ArcGIS Online account.
2. In the upper right corner, access your profile through 'My Profile'



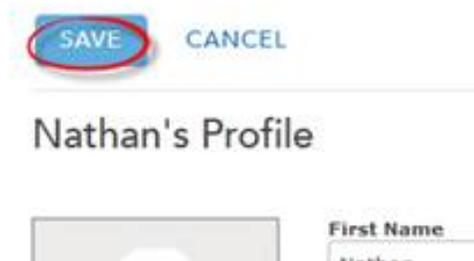
3. Select 'Edit My Profile'



4. On the right side under 'Who can see your profile?' select 'Everyone'



5. Click 'Save'

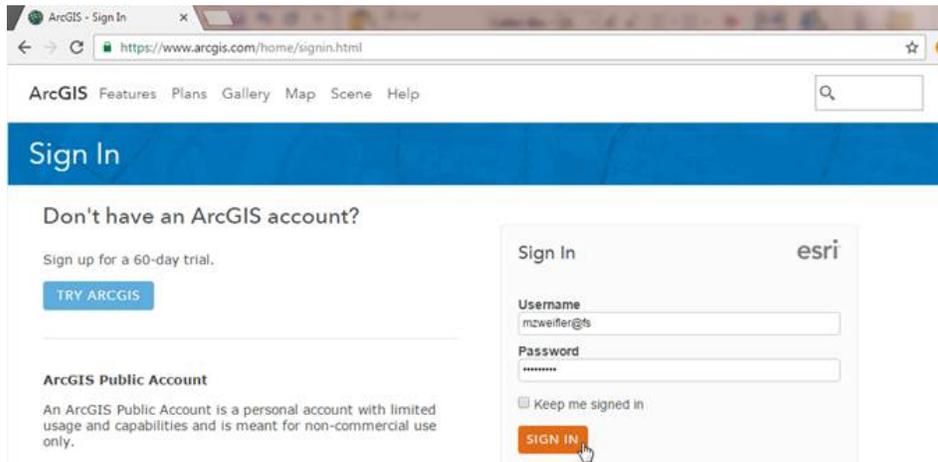


6. Email Sage Sheldon (Sage.Sheldon@usda.gov) and notify her of the change and she will invite you to join the AGOL group.

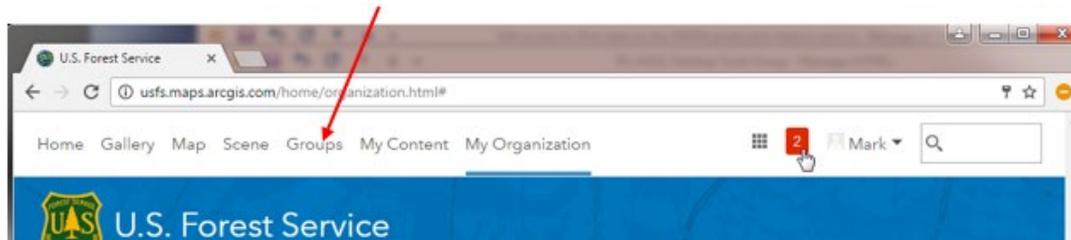
Accepting Invites

For AGOL accounts that are not part of the US Forest Service's AGOL organization, Sage can only invite a new account to join the DMSM group and cannot directly add that account to the DMSM group. For non-USFS accounts follow these steps to accept an invite

1. Go to the [AGOL website](#) and click the Sign In link in the upper right of the home page
2. Enter your AGOL Username and Password



3. Click on the **Groups** menu



4. On the My Groups page click on the **INVITATIONS** link at top and select the "Join this group" option.

