m1 DEPARTMENT OF TRANSPORTATION

Collector on an iPhone

Signing into Collector

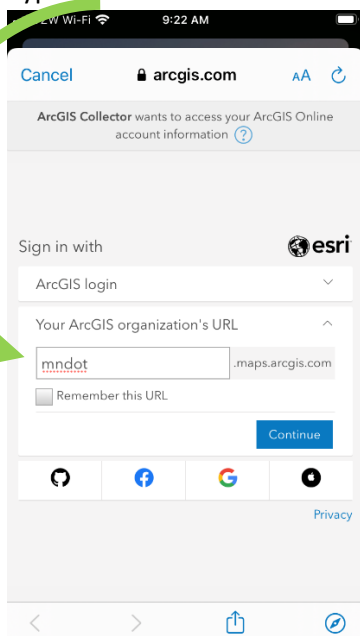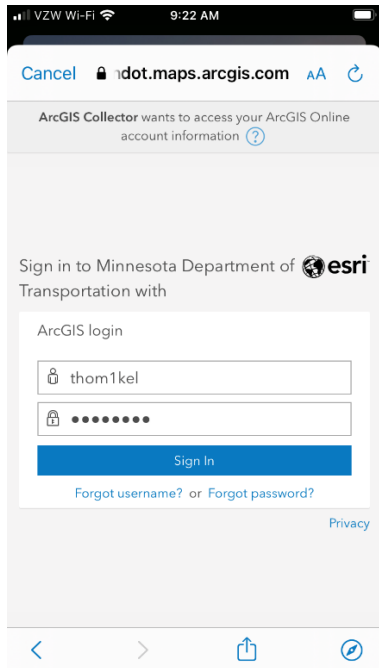1. Open Collector

   a. Click on Sign in with ArcGIS Online
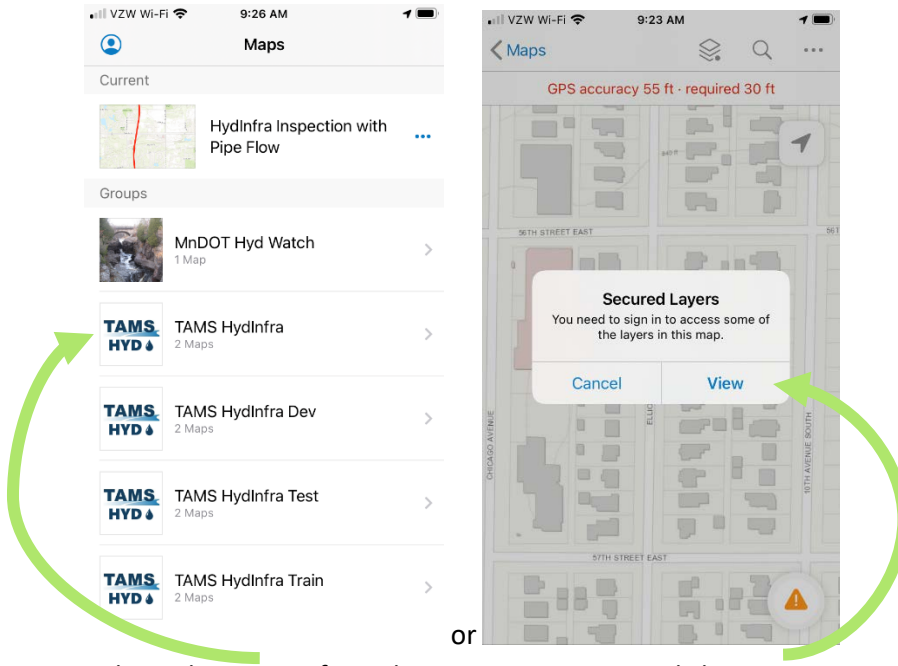2. Fill out ArcGIS sign in information
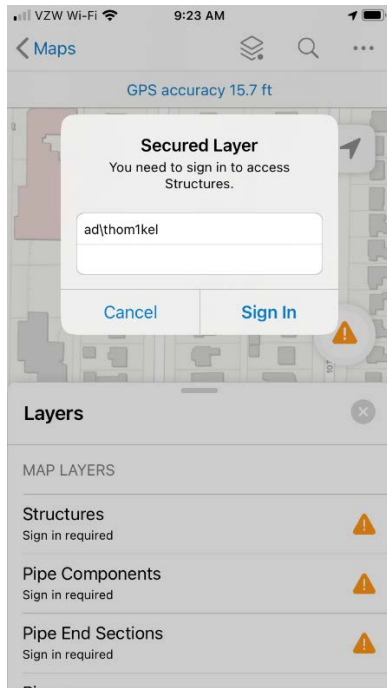   a. Type in mndot for the ArcGIS organization URL

b. Type in your ArcGIS login username and password

3. Collector will go to the last map you opened or to the maps page if you haven't opened a map prior

                    or

Either select a map from the map group page or click on View to sign into secured layers

      a. Sign in using you MnDOT Username and Password

            i. Username should start with ad\

           ii. Password is the one you use to login to your computer

4. Once you are signed in your map will look like this (if you see red triangle retry and make sure you are signed in as ad\username – if you need help contact MnIT support to make sure your MnDOT credentials are not locked)
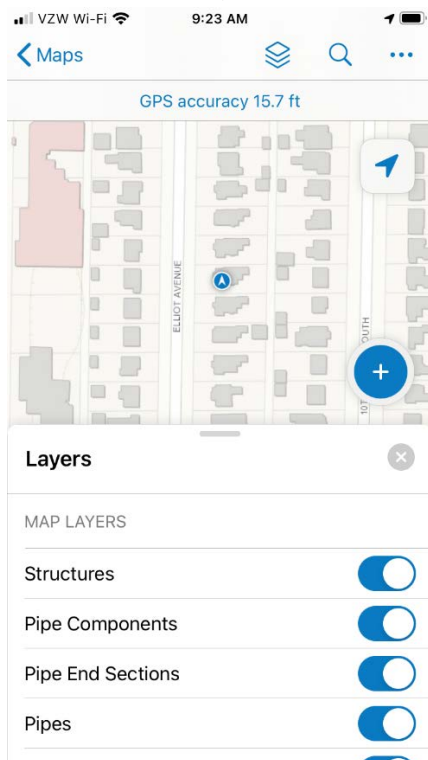
   a. Here is a [link](#) to learn about the general tools of Collector

How to add an Aerial Photo

1. To add an aerial photo, click on the three dots … in the upper right-hand corner; click on Basemap; select aerial photo; click on X in upper right corner
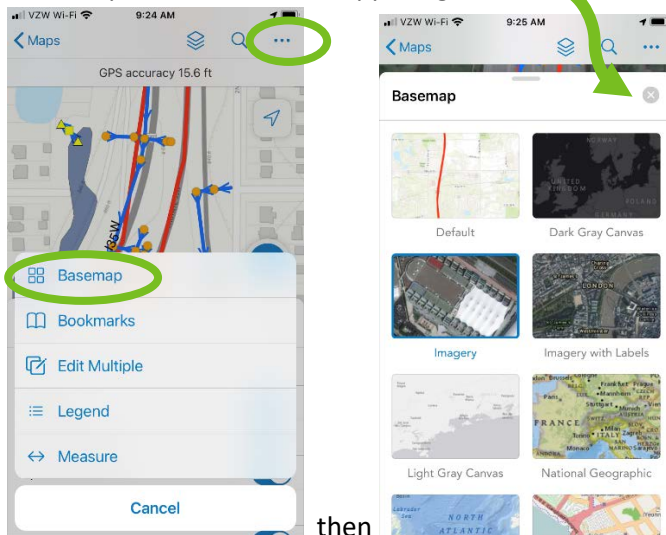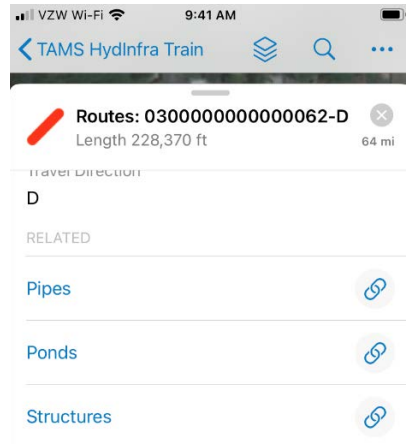
 then

How to Create a Feature

1. Click on the route (red line) closest to the new feature's location
2. From the list of routes select one (TAMS will update to the correct one if you choose wrong)
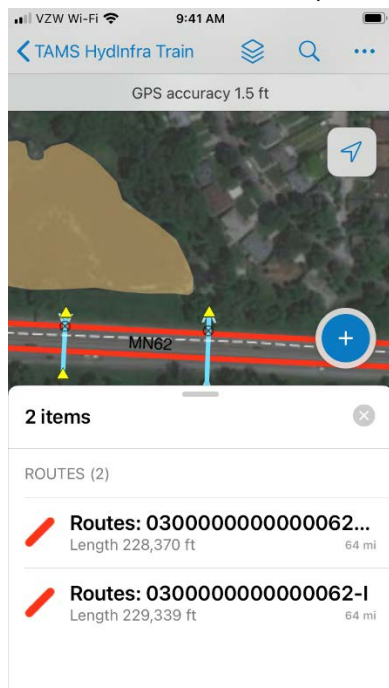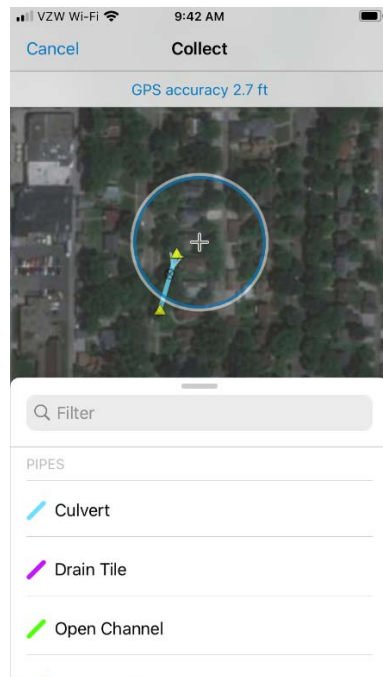
a.

3. Then select what type of feature you'd like to create by scrolling down and click on Pipes, Ponds or Structures
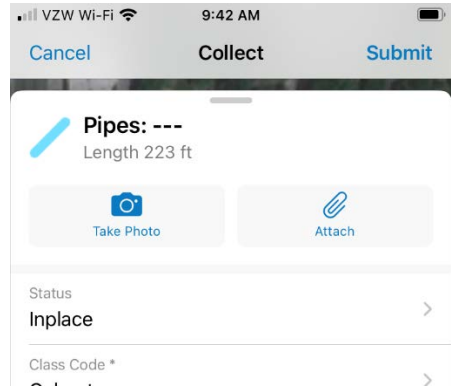
a.

4. Then select the correct classcode of your feature

5. Collector will use your location to create a point where you are standing. You can always move the map and update the location that way too.
   a. For pipes collect the upsteam end first and then the downstream end second

6. Fill out the inventory form for your feature, click Submit

b. If adding in an Inspection, or End Section, scroll down the inventory form until you see the blue links for Pipe Components; Pipe End Sections; Pipe Extension; Pipe Inspection

c. Select which one you want to edit
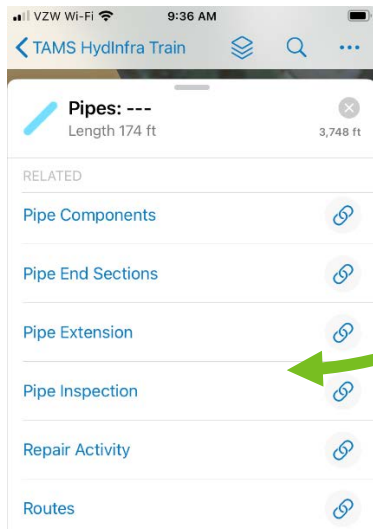
*Note – Click Add for anything new added
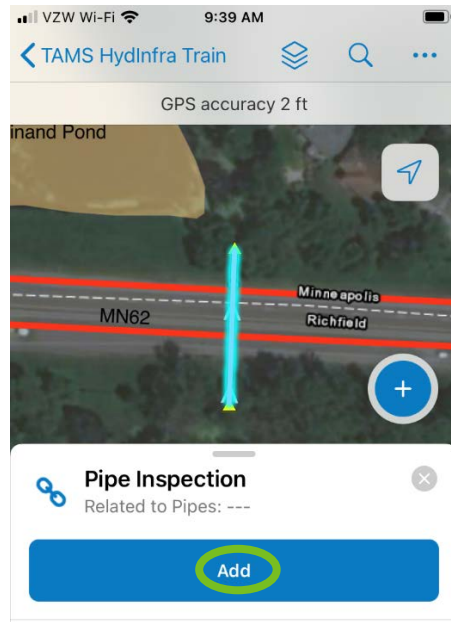
d. Each form will appear and click on the pencil icon to edit

e. Once all edits are made make sure to click Submit in the upper right corner or Cancel in the upper left if you need to undo your edits

How to edit a feature

1. To edit a feature select it by clicking on the feature itself and then pick the feature from the list
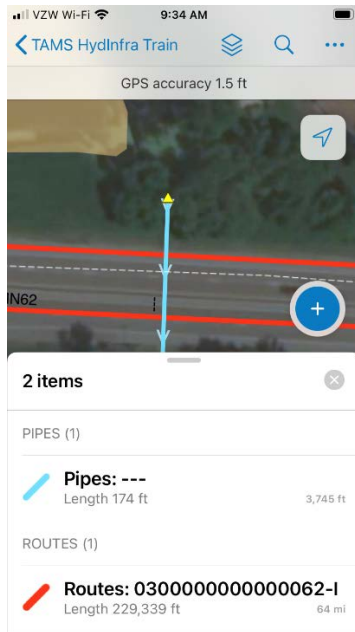
f. Click on the pencil icon in the bottom left of the screen if you need to edit the inventory form, if not scroll down past the inventory form until you see the blue links for Pipe Components; Pipe End Sections; Pipe Inspections; Repair Activity; Routes

g. Select which one you want to edit
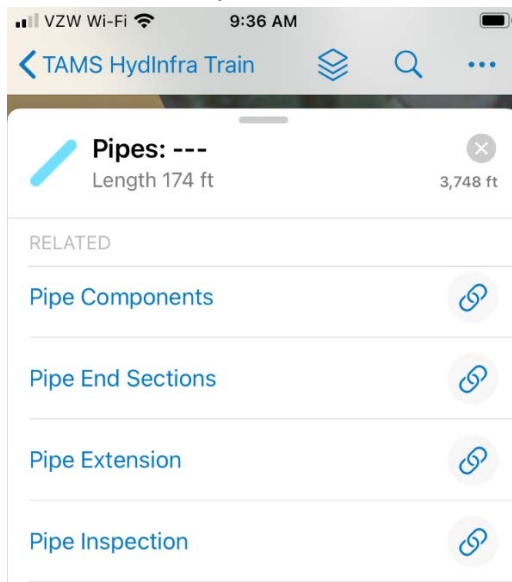
h. Select the pencil icon to edit each form

i. When adding an inspection make sure to click on the existing inspection instead of adding a new one if the feature has one. If a feature doesn't have a prior inspection click add.
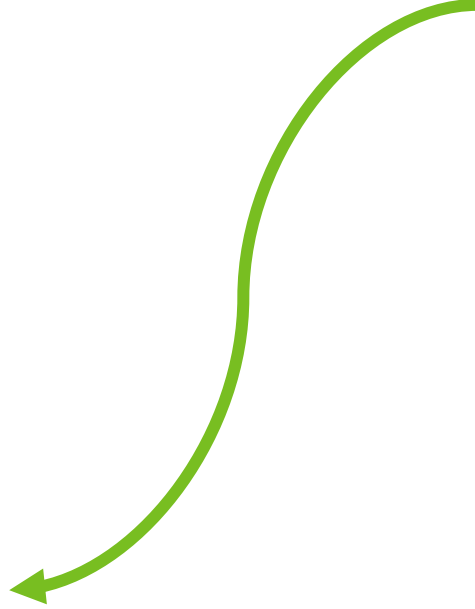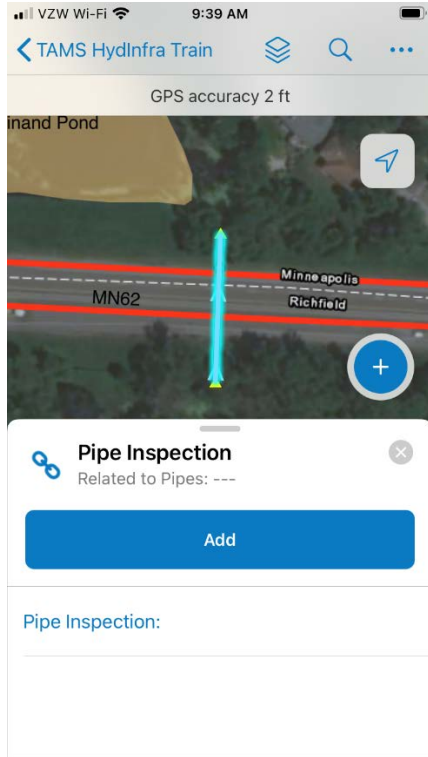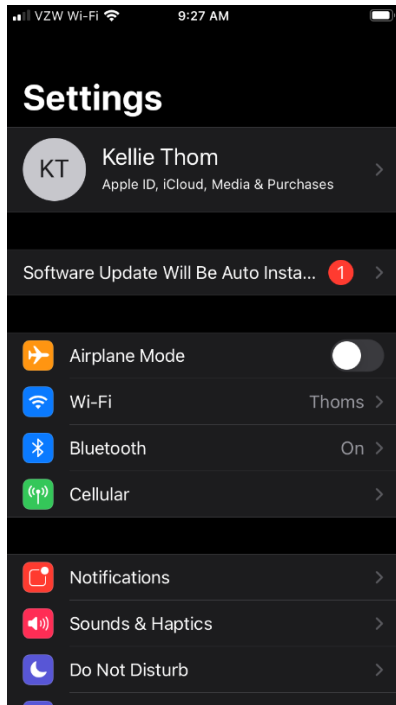

j. Once all edits are made make sure to click Submit in the upper right corner or Cancel in the upper left if you need to undo your edits
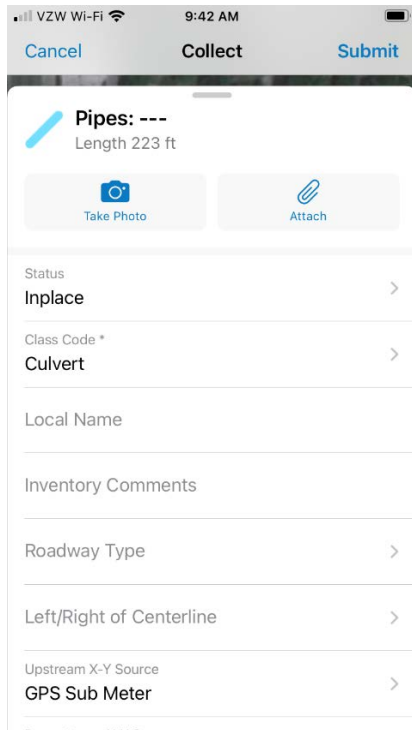
Connecting a R1 GPS Device

1. After you login to Collector, turn on the R1, go to your iPhone's settings icon and select Bluetooth

   a)

   b) Your GNSS R1 will show up either under Other Devices or under My Devices if you had it connected prior

   c) Click on the GNSS R1

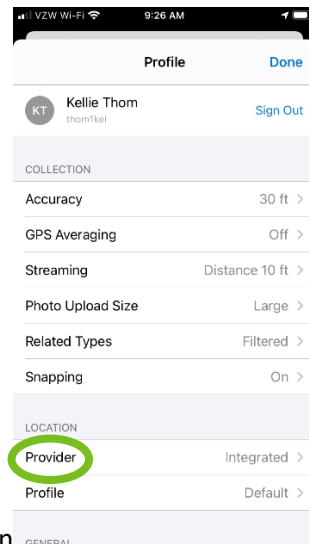   d) Close out of settings and go back to Collector

2. In Collector click on the <Maps icon in the upper left corner, then click on the profile icon and then click on Provider under the Location section
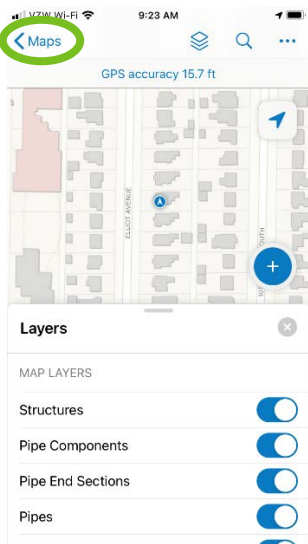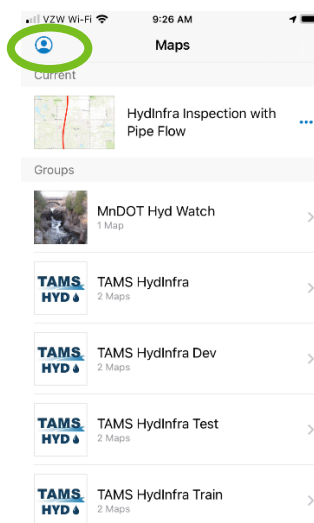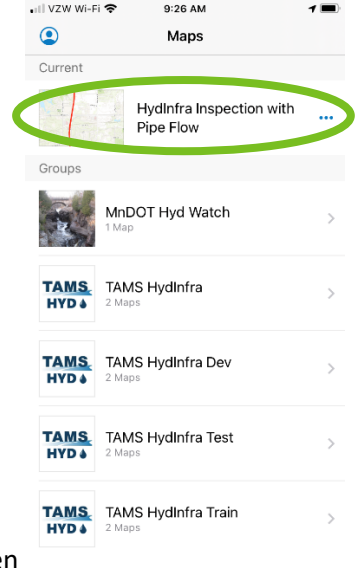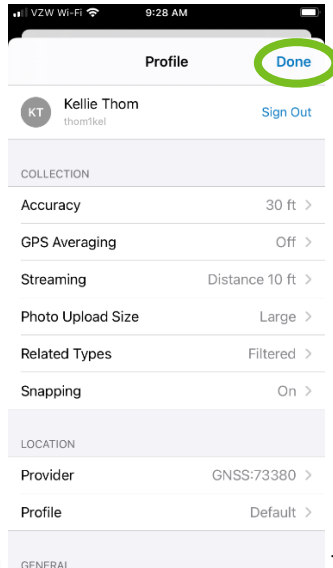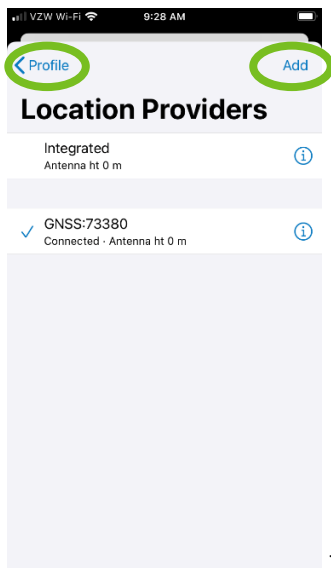
    Then Then

a) In the Provider section click on the GNSS R1 device if it is listed there or click on Add (upper right corner) to add it to the list. Once selected click on <Profile in the upper left to go back to Profile and click Done in the upper right corner. To go back to your map and click on it on the top of the screen

 then then

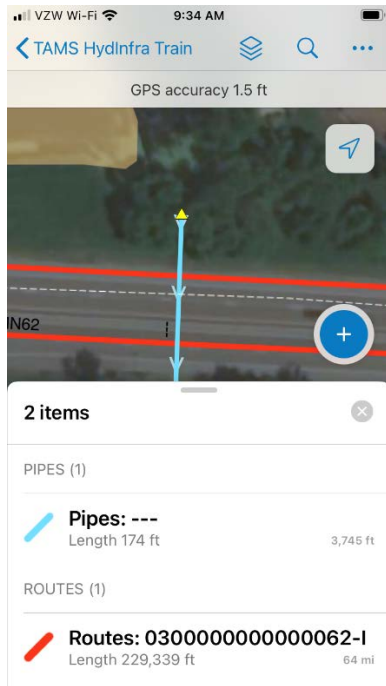b) In your map on the top of the map you'll see what your GPS accuracy is. Click on that for more information
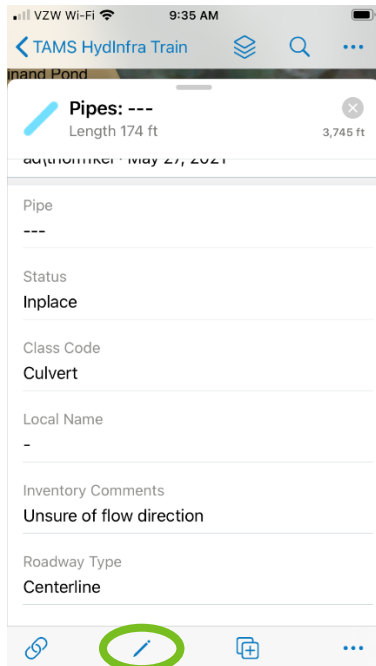
 and

c)
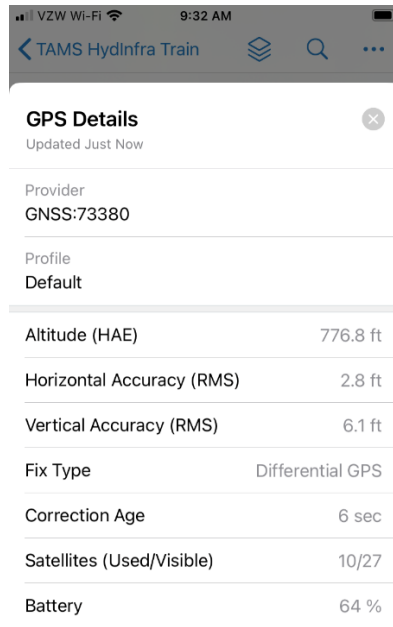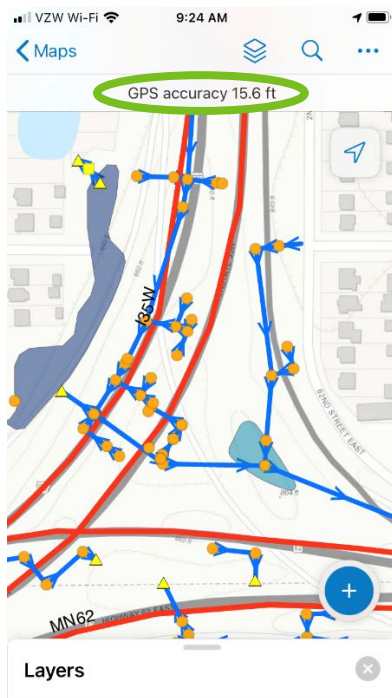
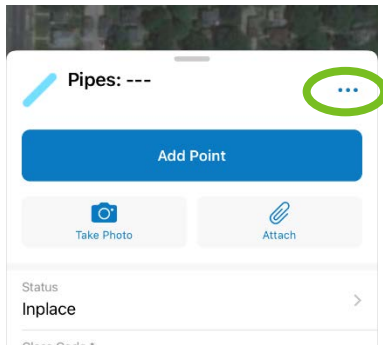# Moving pipe locations
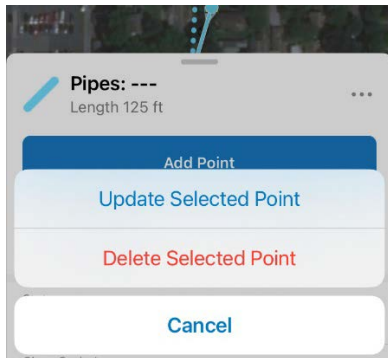
1. Select the pipe you want to move

   a.
2. Click on the pencil icon in the bottom left hand side

3. Click on the three dots … in the upper left corner of the form that pops up

4. Select Delete Selected Point for all points

5.
6. Move the map around or stand the new location and click on add point
7. Once complete click on Submit in the upper right-hand corner or if you made a mistake click on Cancel in the upper left-hand corner

How to download an offline map

1. Check this link out for how to download (towards the bottom of the page) and sync an offline map
2. Make sure you sync your map every night and check in the morning using your TAMS Collector Dashboard to see if your edits show up
   a. If your edits show up in the tables, you can remove your map
3. If you get an error trying to sync your map let Kellie Thom or Ruth Betcher know – we can get the data off your iPhone / iPad

Contacts

Kellie Thom kellie.thom@state.mn.us 612-322-0564

Ruth Betcher ruth.betcher@state.mn.us 507-286-7692 – Collector Password Reset, Sync Errors

MnIT Support 651-355-0200 – MnDOT Credentials Password Reset