ArcGIS Online

Create Your Account

1) Login to ArcGIS Online Using Iowa DOT Account
   You must be connected to the LAN either at work or remotely.

A) Open a web browser and go to http://iowadot.gov/gis. Select Iowa DOT Interactive Map Portal on the right side of the screen.

B) Once you get to the Iowa DOT Interactive Map Portal, select the Sign In button in the top right corner.

C) Select “Using Your Iowa Department of Transportation Account”.

D) You will be redirected to the Microsoft Web Portal login page. Sign in with your Iowa DOT email address and password.

E) A new account will be created with standard user permissions and you will be redirected to the Interactive Map Portal.
2) Update Profile

*New accounts are created with only a first name. The next steps will show you how to add your last name to your account.*

A) Select your name in the upper right corner next to the search bar.

B) In the drop-down menu, select My Profile.

C) Notice that your last name is blank on your Profile page. Select the Edit My Profile button.

D) Type your last name in the text box and then select the Save button.
DOWNLOAD THESE APPS

From the App Store install

- Collector for ArcGIS
- Explorer for ArcGIS
- Survey123 for ArcGIS

Tip: Search for Esri or ArcGIS
LOGIN TO COLLECTOR FOR ArcGIS

1. Open the Collector App
2. Select on the ArcGIS Online button

3. Choose Sign in with Enterprise Account.

4. Enter iowadot and select continue.
5. Select “Using Your Iowa Department of Transportation Account”.

6. Sign in with your Iowa DOT email and password.
LOGIN TO EXPLORER FOR ArcGIS

1. Open Explorer
2. Select Sign in

3. Select Enterprise Account

4. Enter iowadot
7. Select “Using Your Iowa Department of Transportation Account”.

5. Sign in with your Iowa DOT email and password. Select, keep me signed in.
LOGIN TO SURVEY123 FOR ArcGIS

1. Open Survey123
2. Select Sign in

3. Select Enterprise Account

4. Enter iowadot
5. Choose sign in with your iowa dot account

6. Sign in with your Iowa DOT email and password. Select, keep me signed in.
WORKING WITH COLLECTOR FOR ArcGIS

In order to see maps to collect data you must be part of a group. If you are not a part of a group or you do not see maps, contact Lee Shepard. Lee.Shepard@iowadot.us

To use Traffic Barriers and Culvert layers within Collector log in with your user name and password.

WORKING WITH HMA FIELD SAMPLES

When you open Collector you’ll see a list of your maps.

Select HMA Field Samples

Touch the plus sign
COLLECTING HMA CORE LOCATIONS

1. Select HMA Core Locations

2. Select Contractor, touch Done

3. Select Placement, touch Done

4. Select Core Number, touch Done
5. Is core on joint? The default is No, touch Done

6. Enter comments, touch Done

7. Enter microagent ID if applicable.

8. Touch Submit. If there is no GPS available, touch screen for location.
COLLECTING LOOSE MIX SAMPLES

1. Select HMA Loose Mix Sample

2. Select Contractor, touch Done

3. Select Sample Type, touch Done

4. Select Sample Box ID, touch Done
5. Enter your comments, touch Done

6. Touch Submit. If there is no GPS available, touch screen for location.
WORKING OFFLINE AND DOWNLOADING MAPS

If you know you are going to be in an area without cellular service, you should download the maps prior to going to the field. This will allow you to collect as many samples within a given area and sync to the server at a later date.

Select the cloud icon to download your map.

Choose your work area by zooming in or out to the location where you will be collecting samples. The Work Area will be highlighted by default.
Once you have designated your work area, select the Map Detail button. Zoom in to a level of map detail where you can view street names and/or other features so you can reference your location. Once you’ve completed this, download your map by selecting the Download button.

You will see this message when the map is downloading.

Once the map is downloaded, a download date will appear on the map label.
COLLECTING SAMPLES WHILE WORKING OFFLINE USING ArcGIS

When you are using a downloaded map, you will only be able to collect samples in the area you have previously selected.

When opening your map you will see the work area you previously selected. You can zoom into the location where you are going to collect samples. Select the plus button to collect a sample.
This map shows an area zoomed in where a location sample will be collected. Touch the screen in the location where you want to collect the sample.

Once your samples have been collected, you can upload them to the cloud by syncing the data. When you upload your samples, they are removed from the map. Alternately, you can stop sampling for the day and continue sampling the next day and sync them all at a later date.

See the next page for information on syncing your data.
SYNCING DATA AND DELETING MAPS USING ArcGIS

To sync data, select the Cloud icon with two arrows on the map label.

If there are points that need to be synced you will see a red badge containing the number of points you have collected but not synced.

You’ll see the status bar progress as the data is synced to the server.

To delete maps and previously synced locations select “Manage” from the drop down that appears after you select the icon.

Select Remove from the map that you want to sync or delete.
If you have points that have not been synced yet you will see this message. Select Keep to “back out” so you can sync your data before deleting the map.

Otherwise, you’ll be given the option to remove the features (locations) and basemap or the features only. **To work with the full map you must choose the “removed features and basemap” option.**
WORKING WITH EXPLORER FOR ArcGIS

This app is for viewing only. You cannot store any of your work here. You may have access to other maps within the Department of Transportation.

1. The 3 bars in the upper left hand corner will open the menu. You can select Groups to open maps where you have entered data.

2. Select the group whose maps you want to view from “My Groups”. If you choose “Featured Groups” you will see a list of all the DOT Group maps that you have access to.

3. Select the map you wish to view.

4. You can zoom in and select a point to see specific data for that point.
WORKING WITH SURVEY123 FOR ARCGIS

Once you sign in to Survey123 you will need to download your surveys to start collecting points.

1. To download a survey, select the 3 bars in the upper right hand corner of the screen.

2. Select “Download Surveys”

3. Select the survey you wish to download.

4. You will see this message when download is complete.

SETTINGS

1. To change settings, select the 3 bars in the upper right corner of the screen and then select settings.

2. You can change the text size by sliding the scale bar to the right. There are additional options at the bottom of this screen. It is not recommended that any of these other options be used.
COLLECTING SURVEYS

1. Select the survey you wish to work with.

2. Select Collect at the bottom of the screen.

3. Allow location

4. Begin adding details, objects with a red asteric are mandatory fields.
WORKING WITH MAP LOCATIONS

5. Adding your location to the map

6. Use the circle in the upper right hand corner of the map to find your position on the map, if you have cellular service.

7. If you do not have cellular service, you can manual zoom into the map (by selecting the map).

8. Move the map until your location is at the pin. You can zoom in and out by pinching and spreading your fingers. Once you have your location at the pin, select the checkmark at the bottom right corner of the screen.

9. You should now see the latitude and longitude of your location at the top of the map.

10. To submit your survey, select the checkmark in the bottom right corner. If you are missing a required field a message will inform you.
## Working with Bar Codes

11. Make sure the label is securely attached.

12. Select the barcode icon. This will open the camera so that you can photograph the barcode.

13. The first time you do this, you will need to select your bar code type. Tap the 3 bars at the top right to open the menu and select either “Code 39” or “Any type”. Code 39 is the actual bar code type that we are using.

14. Center the barcode within the frame and touch the screen.
15. The barcode will be inserted into the barcode field of the survey.

**Barcode and Location Information**

Security ID #(s) and/or Barcode #:
Must hand type if Barcode does not scan:
D1-002002

16. The camera icon will open your camera so you can take a photo. The folder icon will open your pictures, where you can attach a photo.

**Adding Photos and Attachments**