



# Collector for ArcGIS Reference Sheet

For Windows 10

## Sign in

Sign in to **MnDOT Organization**:

1. Open the app.
2. Tap **ArcGIS Enterprise**.
3. Enter <<https://mndot.maps.arcgis.com>> and tap **Continue**.
4. Enter your credentials:  
Username: AD Username  
Password: If you forget your password contact Agata Miszczyk at 651-366-5998 or Ben Butzow at 651-366-4053.
5. Tap **Sign In**.

**Open the map:** [HydInfra Training](#)

In the list of maps, tap the map's thumbnail.

## Collect

1. Tap on the more options button  then click on Map Contents and Layers. Ensure the *Routes* layer is checked on.
2. In the map, click on a route to highlight it in blue. The route's pop up will appear on the left.
3. Click **Location**  button to return to your location
4. In the pop up, scroll to the bottom until you see the **+Add** button.
5. Choose the feature to create by tapping on the corresponding **+Add** button. Select a type to create.

6. Fill out the form – tap a field to edit it, or select options from dropdown list.
7. Tap the map to place the feature on it or use **Point & shape editing tools** to get location from GPS.
8. Once complete; tap **Submit**.

## View information/details

1. Tap the feature to show its summary info.
2. Scroll through the pop up on the left to see all of the attributes and information.
3. Tap the **X** to close

## Edit

1. View the details of the feature to edit.
2. Tap **Edit** 
3. Update the form – tap a field to edit it, tap **Submit** when field is complete.
4. Update the feature on the map by tapping on the map (or use **Point & shape editing tools**).
5. [iPhone] Tap **Collect Attributes**  to return to the form, if needed.
6. Tap **Update**.

## Delete

Features cannot be deleted in the field. If a feature was created incorrectly, mark in the comments that it needs to be deleted.

## Quick reference – the map

- Zoom in and out: pinch and stretch
- Hold and drag: pan around

## Quick reference – Map tools



1. Menu
2. Go to your GPS location
3. Search (address, place, coordinate)
4. Add a new feature (not Windows 10)
5. More options
  - a. Map Contents – legend & layers
  - b. Bookmarks – save places
  - c. Basemaps – switch basemap
  - d. Measure

## Quick reference – Point & shape editing tools

While creating or editing a feature, use these tools to edit the feature's location or shape. You can also place points by tapping the map, or move them by selecting and dragging.



1. Delete shape (or edits)
2. Settings
3. [Lines, polygons] Start streaming (automatically collecting points while you walk/drive)—use **Settings**  to change the frequency of when points are added. When in progress, this shows **Pause**. **Pause** to make manual edits. [iPad shows **Start streaming** and **Pause streaming**]
4. [Lines, polygons] Delete the selected point
5. Undo the last change
6. Add a point at your location

## Legend

Structures	Ponds
● SPCD	■ Infiltration Basin
■ Special Feature	■ Filtration Basin
● Structure	■ Wet Pond
Pipes	■ Dry Pond
— Culvert	■ Mitigation Wetland
— Drain Tile	■ Natural Wetland
— Open Channel	■ Other
— Storm Drain	■ Unknown

## R1 Receiver



1. Turn on receiver by pressing and holding center button (#4).
2. Put into Bluetooth pairing mode by pressing and holding power button for 5 seconds until (●) light (#2) blinks blue.
3. Open Bluetooth settings on your tablet, by tapping **Search** and typing Bluetooth.
4. Make sure Bluetooth is turned on.
5. Find GNSS:<serial no> in the list of devices.

6. Tap it, then tap **Pair**
7. If successful, device will say paired
8. Open GNSS Status
9. Tap the **Menu** icon and then tap **Source**
10. Under Position Source tap Bluetooth then tap GNSS:XXXXX and **Select**
11. Once connected you will see satellite connections and estimated accuracy
12. To apply correction, tap **Menu** and **Corrections**

To pair the receiver with Collector:

1. Click on the **Menu** button and then tap **Settings**
2. Tap on the *Location* tab
3. At the bottom, tap on *Integrated Receiver*
4. Tap on **+Add a receiver**
5. Select the *GNSS:<serial no>* receiver by tapping on it, and then tap **Continue**
6. Enter the approximate height you plan to hold the R1 during data collection as the Antenna Height. **\*\*3 feet/1 meter is sufficient for most users\*\***
7. Tap **Add**
8. In the GPS Receivers window, tap GNSS:XXXXX and then tap **Switch**

## Sync

You should sync when you have good connectivity. Recommended whenever you can.

1. Tap **Maps** to go to the list of maps. The open map is at the top of the list.
2. If a count shows next to **Sync** you have local changes, so 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.
  - Check for typos in your org URL.
2. Can't add a 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.
  - Lower your required accuracy (in Settings).
5. Sync failed
  - Make sure you have good connectivity.
  - Make sure you aren't in airplane mode.
  - Try enabling **Push Only** synchronization.
  - Specify a smaller preferred attachment size in Settings, delete images, and retake them.
6. Sync takes forever
  - Try enabling **Push Only** synchronization.
  - Sync more frequently.
7. My position consistently shows shifted from where I am
  - If shifted in the same direction, ensure the location profile is configured correctly.
  - If shifted randomly, check your location accuracy.