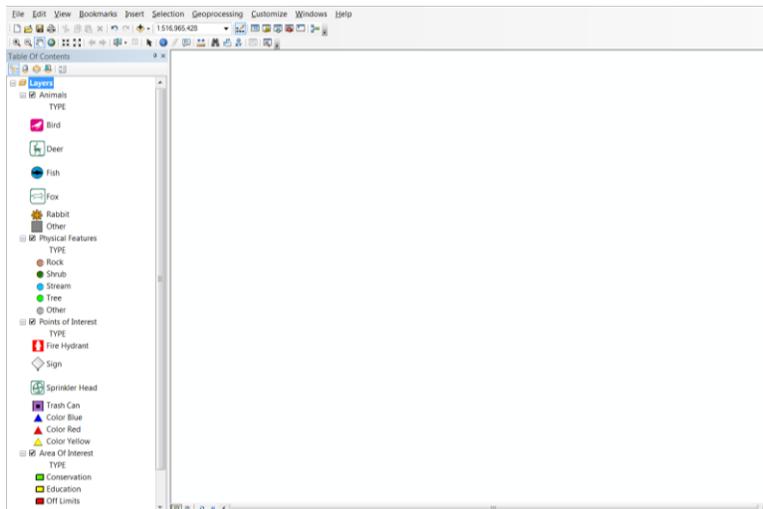


## Collector Workshop

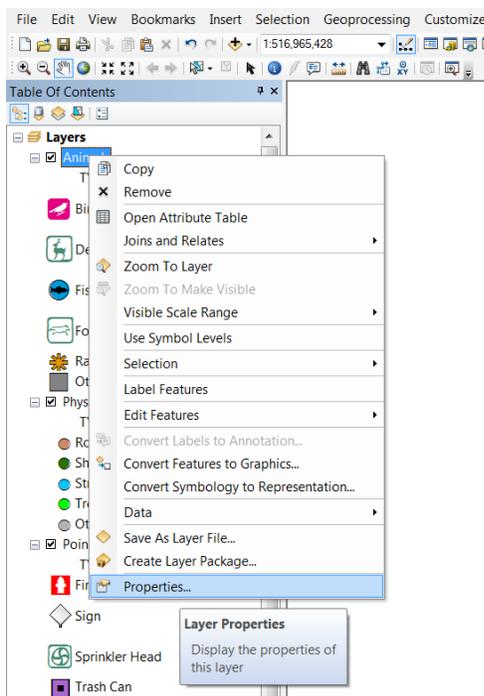
**Exercise 1** – Publish and Configure a feature layer which will be added to a web map for use in field collection.

### Section 1 – Prepare the Map Document

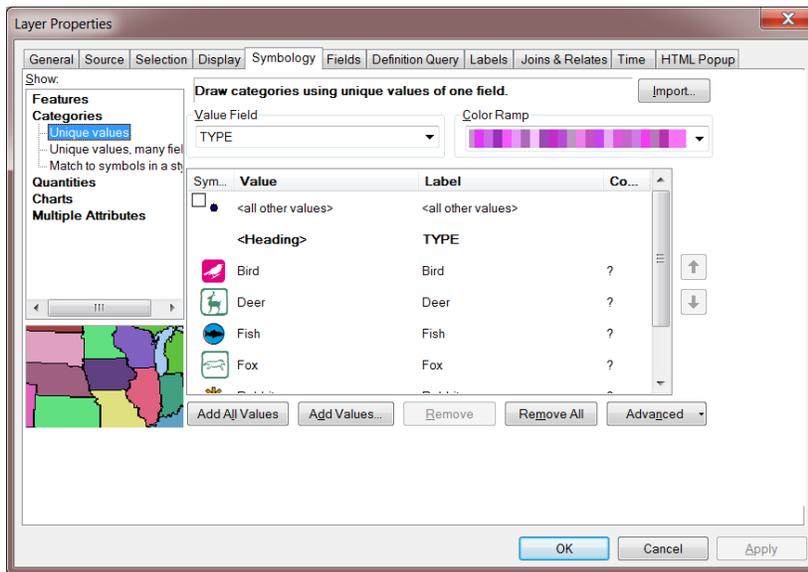
Start **ArcMap**, Open **CollectorMap.mxd**. You will see an empty map, but in the legend there are several pre-configured feature classes:



Feel free to change the symbology for any one of the feature classes in the Table of Contents by **right-clicking on the name of the feature class**, and choosing **Properties**:



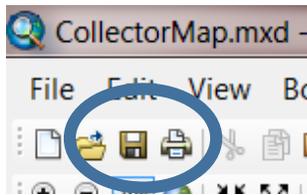
Then click on the **Symbology Tab**:



Click on any individual symbol, and change the icon if you wish.

Click **OK** on the Layer Properties dialog to confirm the change.

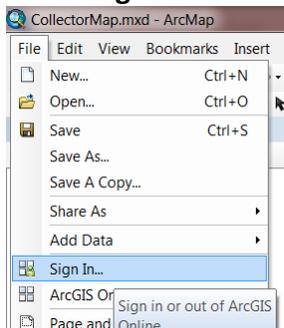
Save the Map Document.



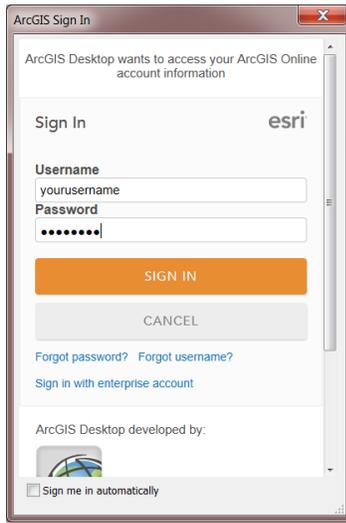
## **Section 2 – Publish the map and layers to ArcGIS Online**

Sign in to ArcGIS Online from ArcMap:

### **File -> Sign In**

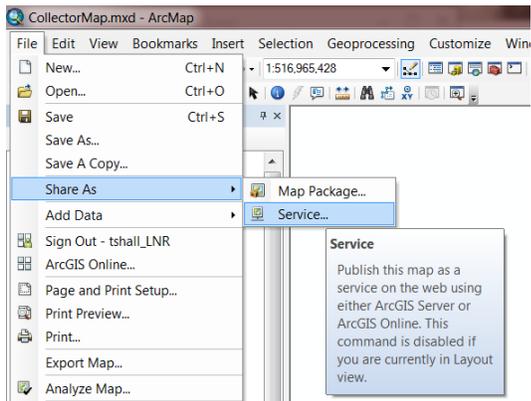


Enter your ArcGIS Online **username** and **password**, click **Sign In**:



Publish your map and layers:

**File -> Share As -> Service**

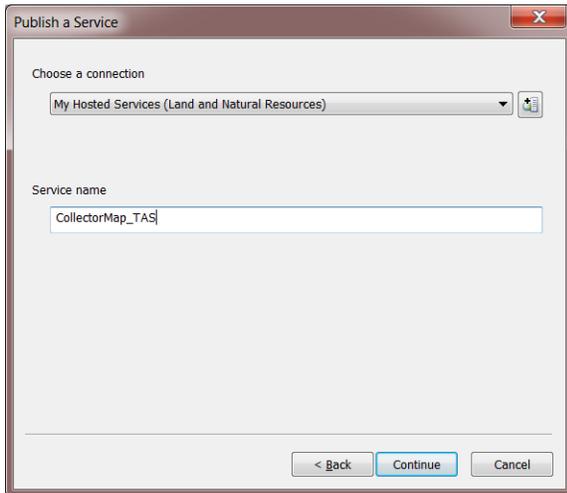


Choose **Publish a Service**, Click **Next**:



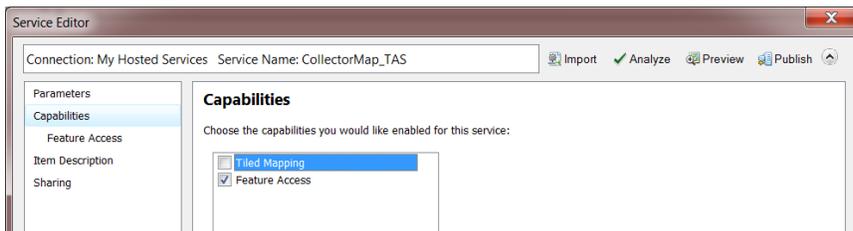
In “Choose a Connection”, make sure it says **My Hosted Services (your org name here)**.

**\*\*\*\*IMPORTANT NOTE!!!!\*\*\*\*** For Service Name, please **add an underscore with your initials** to Collector Map. For example, if your name is Robert William Smith, your Service Name will be CollectorMap\_RMS. This will help us avoid confusion between web maps later on.

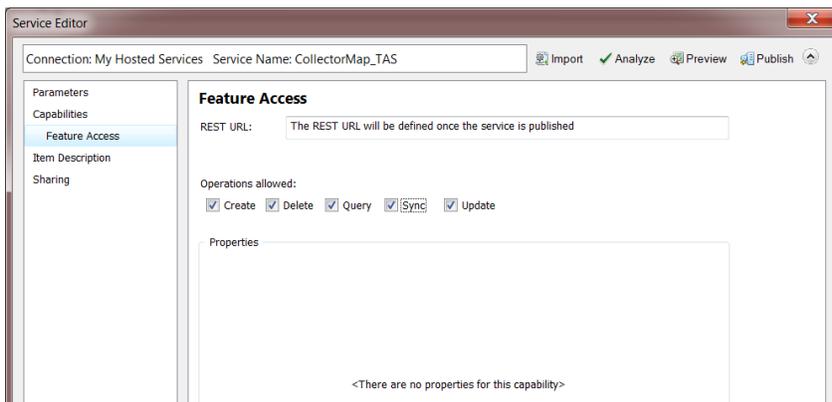


Click **Continue**.

In the Service Editor dialog, click **Capabilities** on the left side, make sure you **check Feature Access**, then **un-check Tiled Mapping**, in that order.



Underneath Capabilities, click **Feature Access**. Ensure that all the following have checks in the checkboxes: **Create, Delete, Query, Sync, Update**.



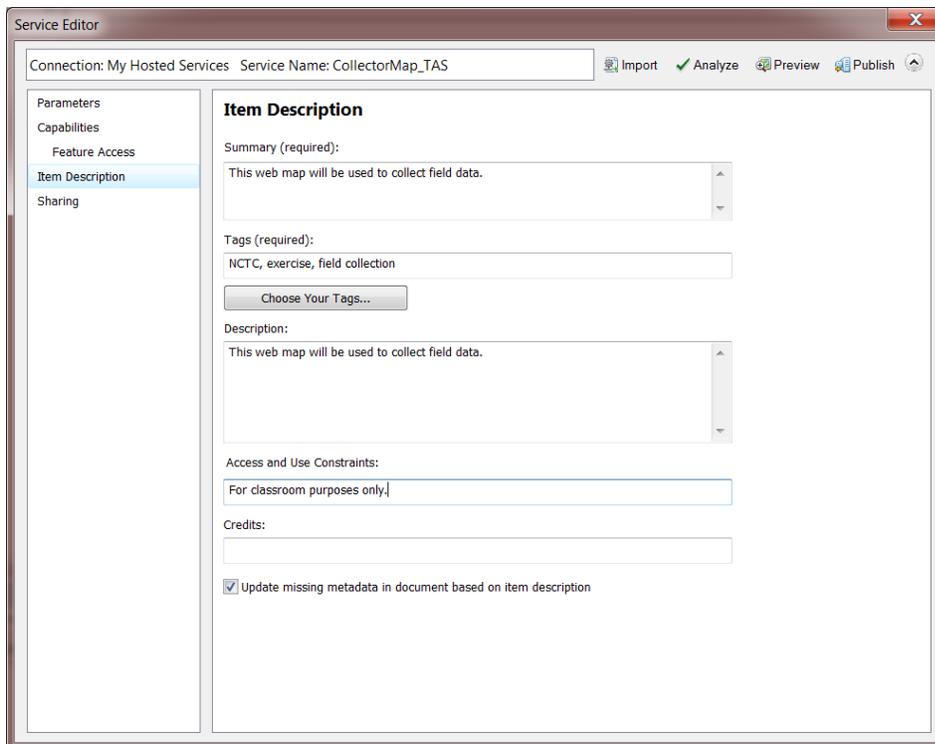
On the left side, click **Item Description**.

In the Summary text box, type **This web map will be used to collect field data.**

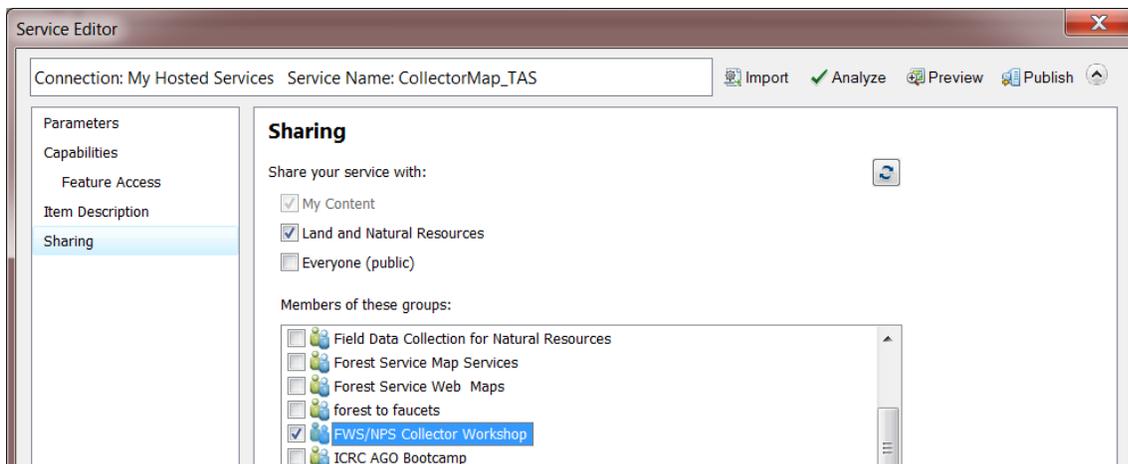
In Tags, type **NCTC, exercise, field collection**. Tags are used for keyword searches.

In the Description, copy and paste the text in the Summary box.

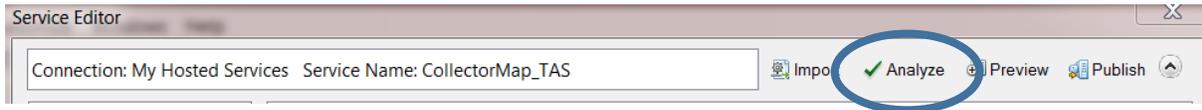
Under Access and Use Constraints, type **For classroom purposes only**.



On the left side, click **Sharing**. You may choose to share this with your organization (in this example, the organization is called Land and Natural Resources). You **must share** this with the **FWS/NPS Collector Workshop group**:



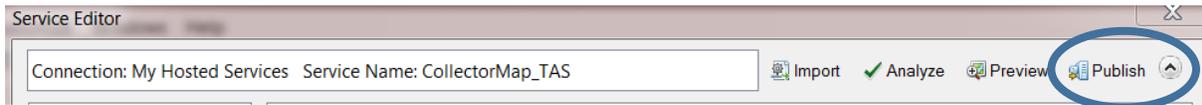
Click **Analyze** at the top of the Service Editor Dialog – this will show if you have any Errors that will prevent the publishing of this map:



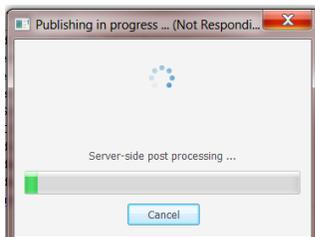
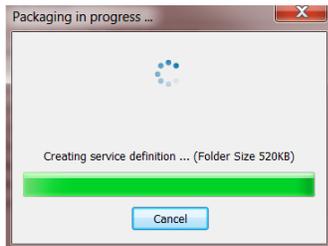
On the bottom of the ArcMap Window, a Prepare dialog appears, showing Errors, Warnings, and Messages.



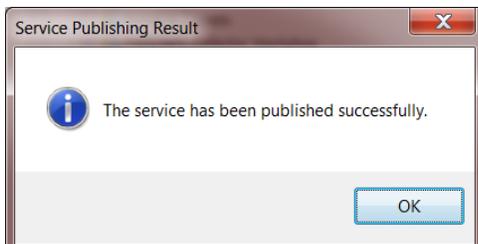
*You can still publish with Warnings and Messages, but not Errors.* If you had an Error, you could right-click on it, and a fix would be suggested. Since we don't have any Errors in our map document, we will click **Publish**:



You will see a series of messages while you publish, for example:



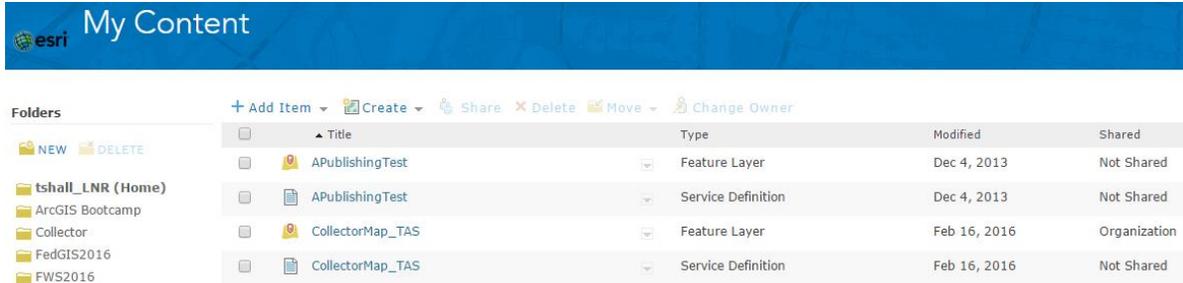
And then you will see that your service has been published successfully:



Click **OK**. **Minimize ArcMap.**

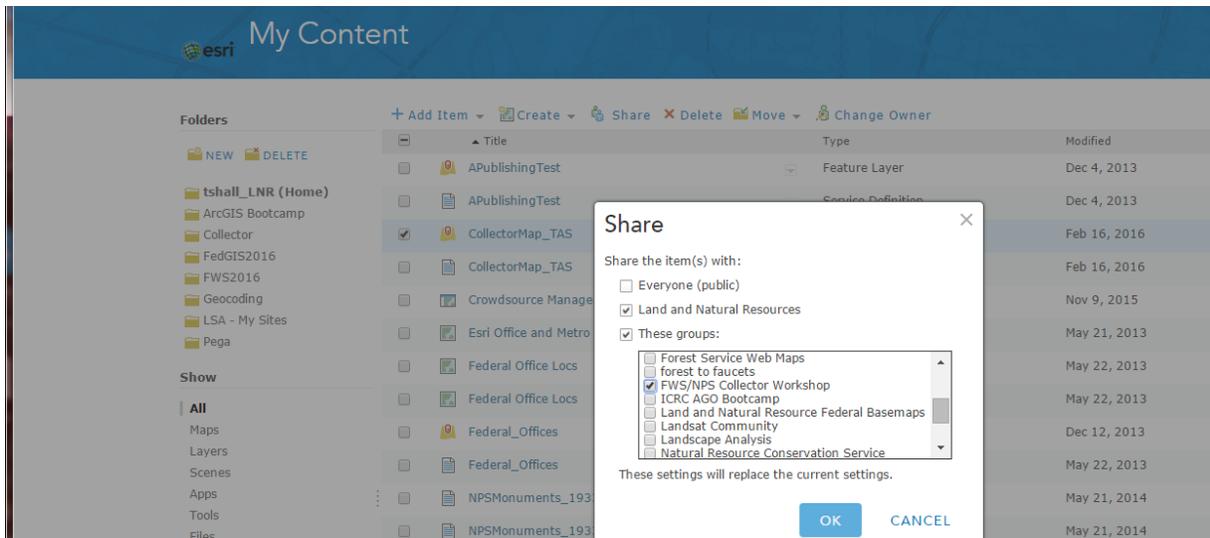
### Section 3 – Configure Feature Layer in ArcGIS Online

Open a browser, and go to **ArcGIS.com**. **Log in** to your organization with your username and password, and go to **My Content**:



You will find the feature layer you just published in your Home directory.

Check **the box** next to your CollectorMap\_xyz Feature Layer, and click **Share**. Ensure that it is shared with the **FWS/NPS Collector Workshop Group**. You can also share it with your organization.



Click **OK**.

Click on the **CollectorMap\_xyz Feature Layer** to get to the Details page.

We need to configure the layers so that field editor information is captured and that attachments are allowed.

Click the Edit button on the Details Page:



Let's change the **Title** of the webmap to **NCTCCollectorMap\_xyz** (your initials)

Title

In the **Summary** Box, type the following text:

Summary

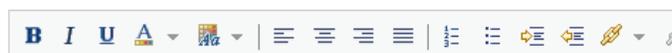
In the **Description**, type:

Description



And in **Access Use and Constraints**:

Access and Use Constraints



Under Properties, let's add some tags. Get rid of any existing tags, and type this comma separated list of tags: NCTC, Collector, field, conservation.

Properties

Tags

Under Editing, make sure you place a check in the checkbox next to **Enable editing and allow editors to:**, make sure the radio button next to **Add, Update, and Delete Features** is chosen.

Editing  Enable editing and allow editors to:  
 Add, update, and delete features  
 Update feature attributes only  
 Add features only

Put a check in the **box allowing others to export data to different formats**:

Export Data  Allow others to export to different formats.

Ensure there is a **check in the box next to Enable Sync**. This lets the field editor take the data offline:

Sync  Enable Sync (disconnected editing with synchronization).

In **Track Edits**, put a check in the checkbox next to **Keep track of who created and last updated features**. This adds two fields which capture username and date/time.

- Track Edits
- Keep track of who created and last updated features.
  - Editors can update and delete only the features they add.
  - Editors can view, update, and delete only the features they add.

Note, by making this selection only, we are allowing editors to modify and delete features that someone else has added.

Click **Save** to save your edits.

Scroll up to **Layers**, and in the dropdown list **next to each layer**, click **Enable Attachments**:

NCTCCollectorMap\_TAS

Web Map for field data collection.

Feature Layer (Hosted) by tshall\_LNR  
Source: Feature Service  
Last Modified: February 17, 2016  
★★★★★ (0 ratings, 14 views)

Facebook Twitter

OPEN SHARE EDIT DELETE PUBLISH

### Description

Web Map for field data collection - created for the Collector Workshop.

### Access and Use Constraints

For classroom purposes only.

### Layers

- Animals
- Physical Features
- Points of Interest
- Area Of Interest

Properties

- Export to Shapefile
- Export to CSV file
- Export to FGDB
- Export to GeoJSON
- Export to Feature Collection
- Service URL
- Enable Attachments
- Time Settings

Shared with: Organization, FWS/NPS Collector Workshop

Tags: NCTC, Collector, field, conservation

Credits

Size: 105 KB

**END**