

Collector: First Time Use Set-up Instructions

Pre-question:

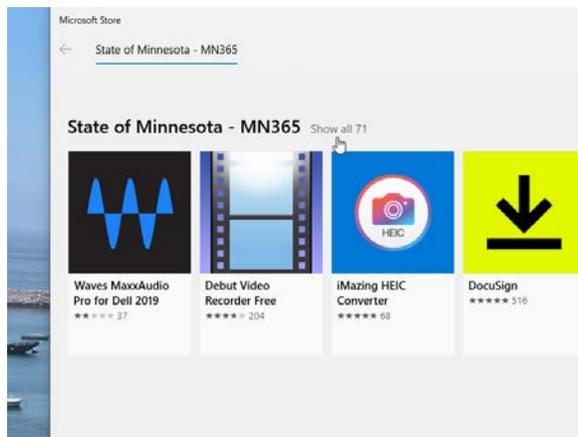
1. Do you have an ArcGIS username and password?
 - o If yes continue to the Collector Section
 - o If not - send an email to kellie.thom@state.mn.us requesting an ArcGIS username and password prior to continuing

Collector:

1. Connect Tablet to the Network via a network cable and login
2. Search for Collector on your tablet
3. Click on the Magnifying Glass  in the lower left hand corner
4. Type in *Collector*  in the search window
5. If Collector is found proceed to step 7
6. If Collector is NOT found, then click on the Microsoft Icon located in the bottom left of your screen

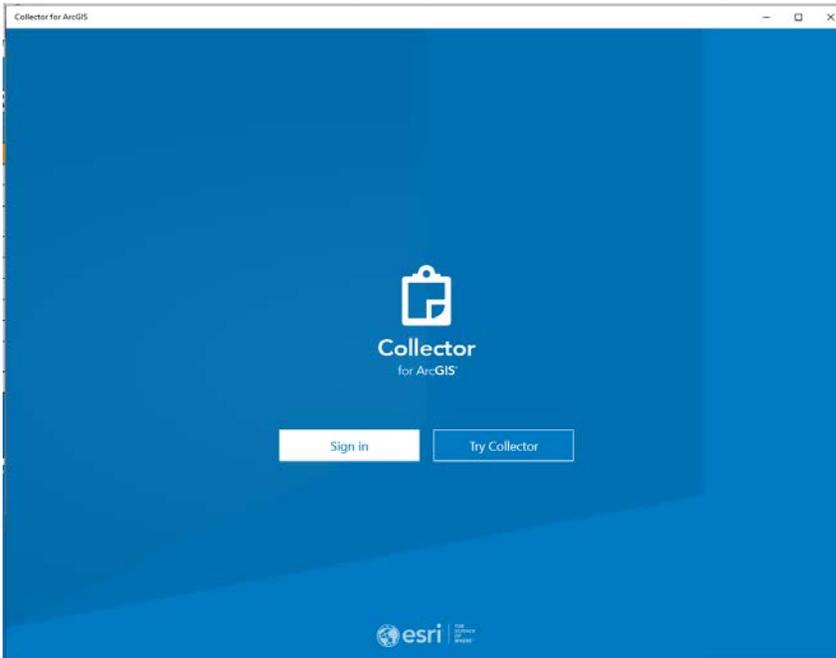


- o Click on Microsoft Store App to open it
- o Click on the Show all 71 link



- o Find ArcGIS Collector and Click on it to install
- o Once installed, close out of the Microsoft Store
- o Type in *Collector*  in the search window

7. Click on Collector to open it up and you should see something similar to the picture below:



8. Click on Sign in

9. Click on ArcGIS Online



10. Click on the 'Your ArcGIS organization's URL':

The screenshot shows the ArcGIS Sign In interface. At the top, it says "ArcGIS Collector wants to access your ArcGIS Online account information". Below that, there's a "Sign in with" section with the Esri logo. Underneath, there's an "ArcGIS login" section with fields for "Username" and "Password", and a "Sign In" button. Below the login fields, there are links for "Forgot username?" and "Forgot password?". The "Your ArcGIS organization's URL" dropdown menu is highlighted in yellow. At the bottom, there are social media icons for GitHub, Facebook, Google, and LinkedIn, and a "Privacy" link.

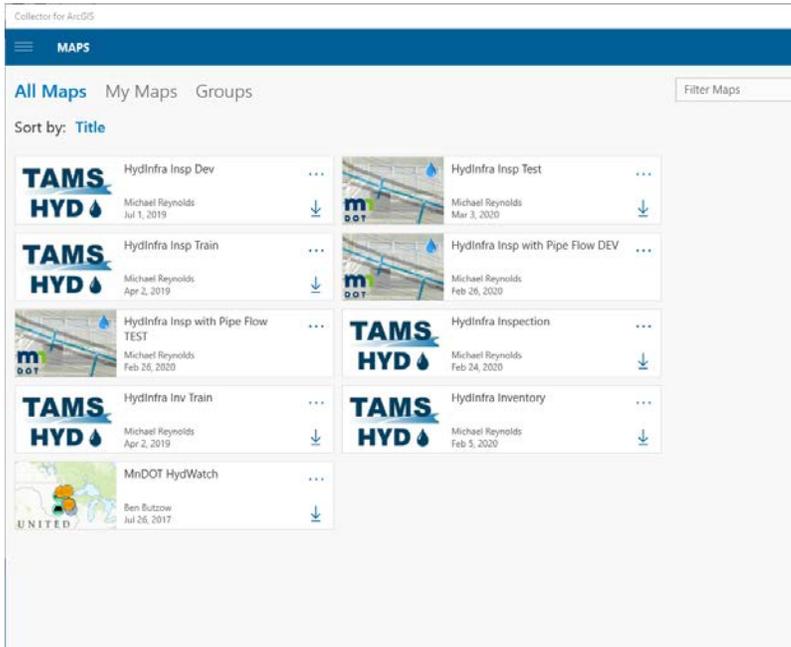
11. Type in mndot in the blank square and check on 'Remember this URL'

The screenshot shows the ArcGIS Sign In interface. The "Your ArcGIS organization's URL" dropdown menu is expanded, showing a text input field with "mndot" entered and ".maps.arcgis.com" as a suffix. Below the input field, there is a checked checkbox labeled "Remember this URL" and a "Continue" button. The rest of the interface is the same as in the previous screenshot.

12. Click the ArcGIS login drop down and then sign in with your ArcGIS Online Account username and password – not your MnDOT one

The screenshot shows the ArcGIS Sign In interface. At the top, it says "Collector for ArcGIS wants to access your ArcGIS Online account information". Below that, there's a "Sign in to Minnesota Department of Transportation with" section with the Esri logo. Underneath, there's an "ArcGIS login" section with fields for "Username" (containing "thom1kel") and "Password" (containing masked characters). Below the login fields, there is a "Sign In" button and links for "Forgot username?" and "Forgot password?". At the bottom, there is a "Privacy" link.

13. A page with some Collector maps will appear – Most will see:
 - HydInfra Insp Train – this is the map used for training
 - HydInfra Inspection – this is the map used for inspections and inventory



14. Click on the map you want to open
 - The Secure Layer input box will pop up
 - Username = your MnDOT username with ad\ in front of it
 - Password = your MnDOT password used to log into your computer or tablet
 - You may have to sign in twice for different layers. Each time use your MnDOT username and password

15. Once you are all signed in the map will appear

Connecting the R1 equipment

The R1 GPS receiver is used to get sub-meter accuracy for data collector when you are either collecting new features or moving existing features. There are a few steps to take to get this set-up. Please click on the link below to learn how to connect your R1 receiver to the Collector App:

<http://www.dot.state.mn.us/bridge/hydraulics/hydinfra/Collector/Collector%20Pairing%20R1%20GPS%20and%20Tablet.pdf>

How to Use the HydInfra Collector App

Please click on the link below for general instructions on how to use Collector. If more training is needed feel free to contact Kellie Thom – kellie.thom@state.mn.us or 651-366-4474:

<http://www.dot.state.mn.us/bridge/hydraulics/hydinfra/Collector/How%20to%20use%20Collector.pdf>

If you are having issues, comments or concerns with any of these processes please contact Kellie at kellie.thom@state.mn.us or 651-366-4474 or Ruth Betcher at ruth.betcher@state.mn.us