

Lead-Safe Alaska Field App Instructions

1. Download ESRI's ArcGIS Field Maps App on your phone or tablet:

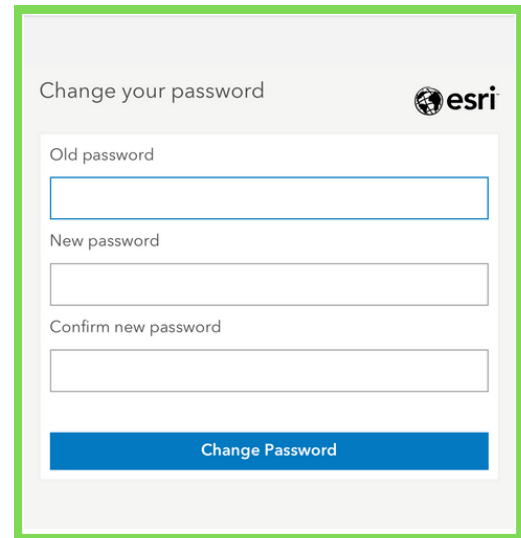
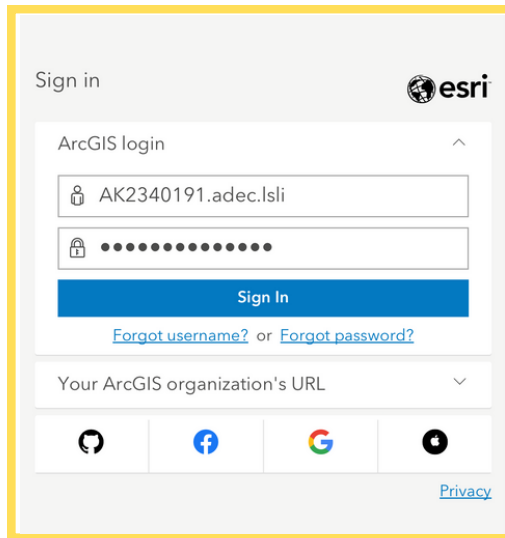


<https://play.google.com/store/apps/details?id=com.esri.fieldmaps&pli=1>

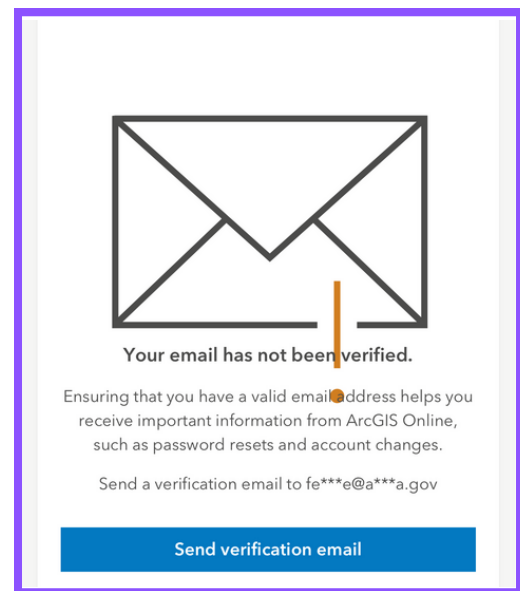
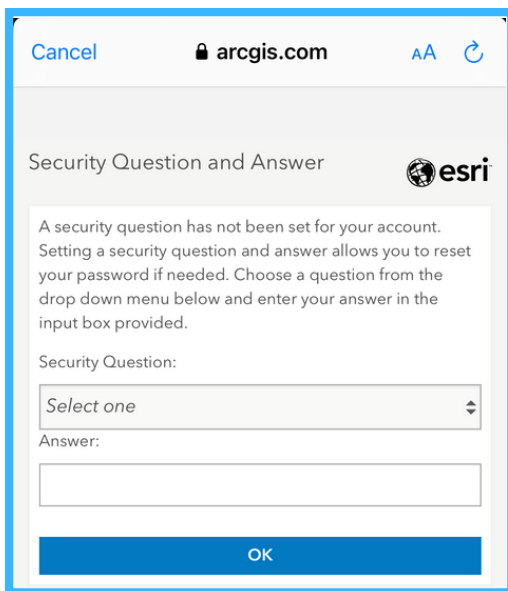


<https://apps.apple.com/us/app/arcgis-field-maps/id1515671684>

2. After opening the app on your device, Select Sign In with ArcGIS Online (red). A pop up will appear.
3. Sign in using your username and password or the login information provided to you in the email you received after registering (yellow). If you have already changed your password, **skip to Step 7**.

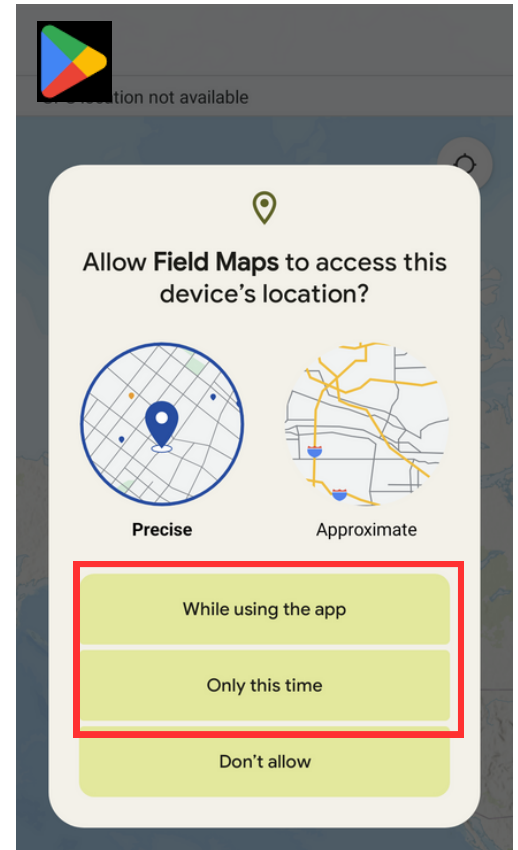
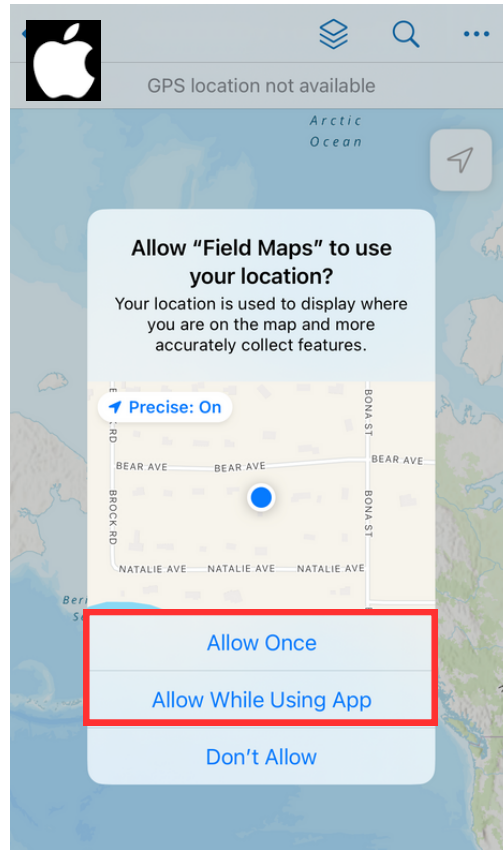
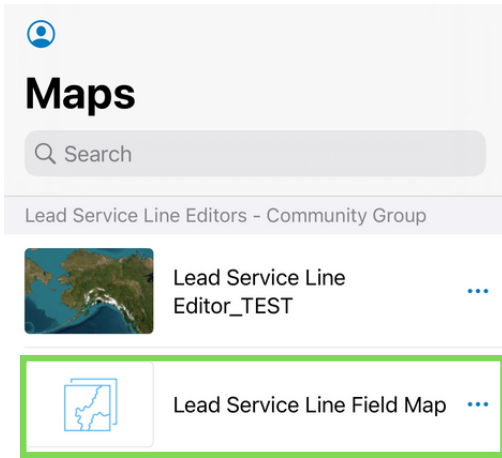


4. Change your password (green).
5. Select a security question and answer (blue).
6. Follow the prompts to verify your email address (purple).



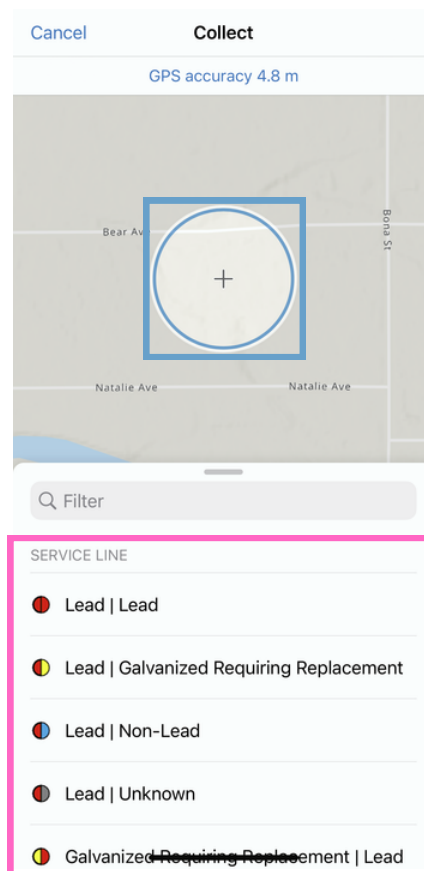
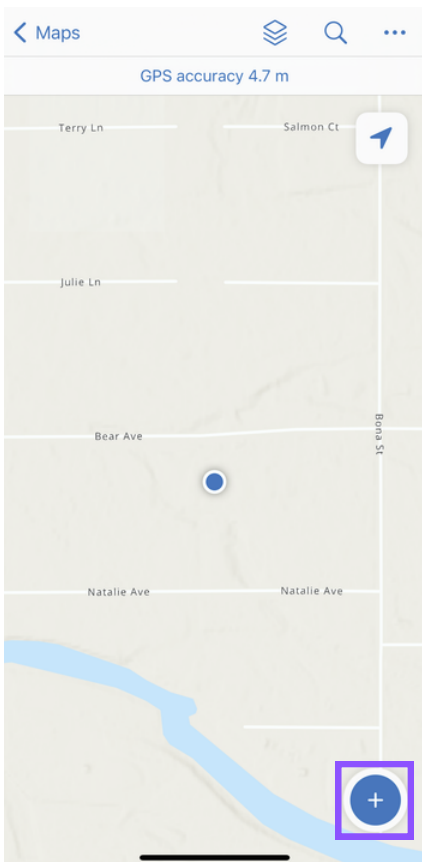
NOTE: You **MUST** be signed in to a registered public water system in order to enter, edit, or view your system's service line information.

Lead Service Line Field App



7. Select Lead Service Line Field Map from the Maps list (green).

8. Select your location preferences (red). You must select an option that allows Field Maps to use your location in order to use the app to submit lead service line inventory data to the State.



9. Select the plus sign icon (purple) to add a service line data point. This will open the Collect menu at your current location.

10. Use your finger to drag the circle (blue) until the center is located where you wish to place your service line data point.

11. Select the service line template which shows the service line classification you are reporting from the templates on the bottom of the screen (pink). You may need to scroll to see all template options.

**The left half of the template represents the material of the utility owned portion of the service line. The right half represents the material of the customer owned portion of the service line. If the service line is owned by one entity, the two halves should always be the same.*

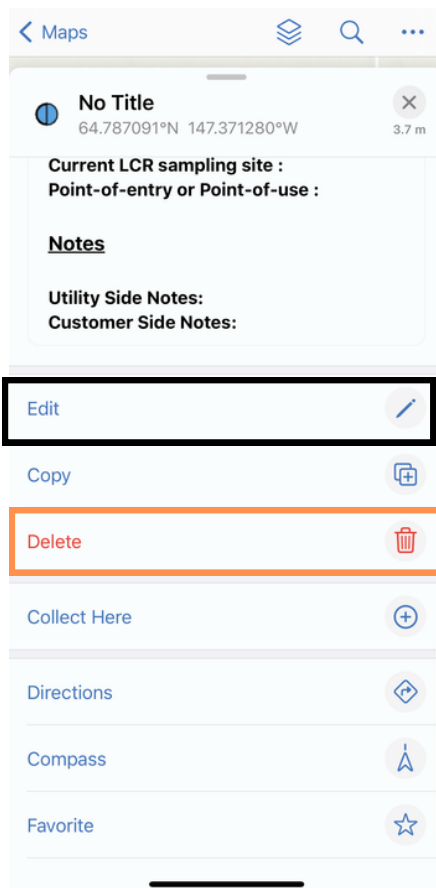
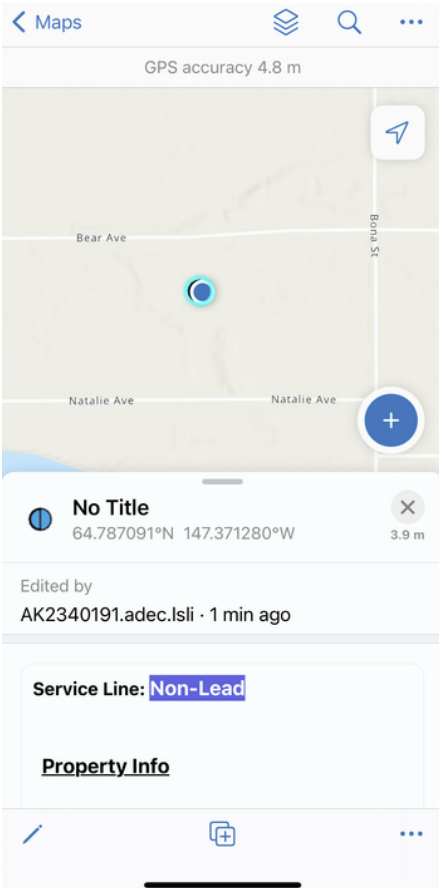
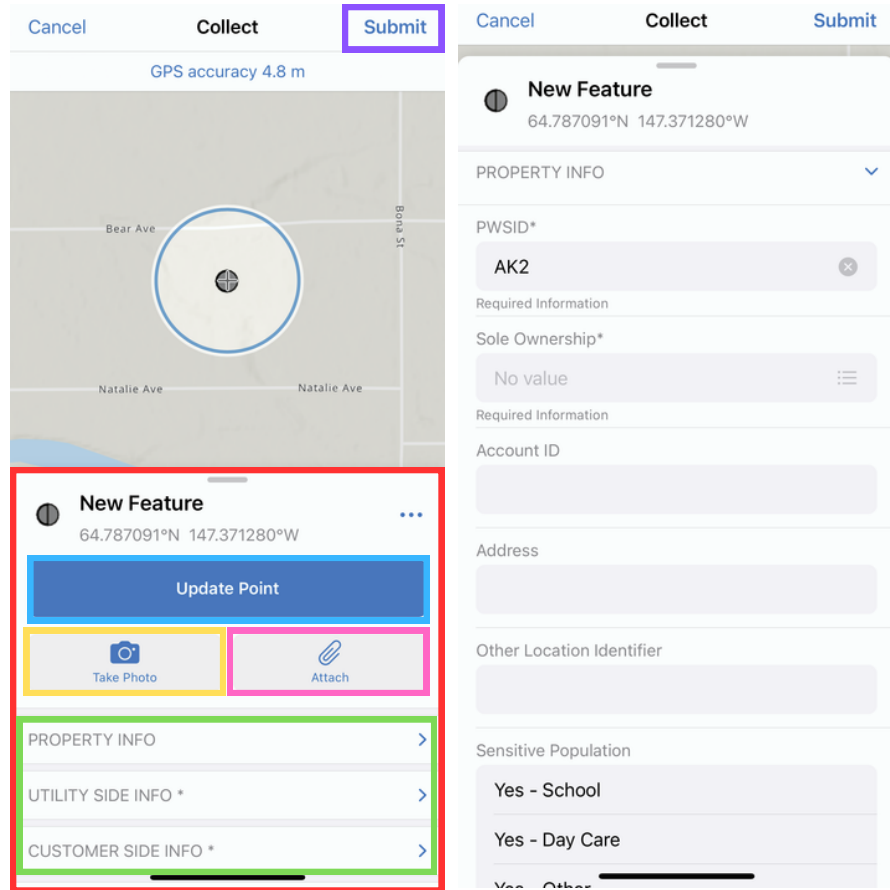
Lead Service Line Field App

12. The Editor table will appear at the bottom of the screen (red) that will allow you to enter service line information. Select each Info category (green) to add information. All fields marked with an asterisk (*) are required. If multiple service lines have the same information, it is recommended to use the Batch Edit feature (see Page 4).

This table also allows you to take a new photo of the service line (yellow), or attach a previously taken photo or other document to the service line (pink).

If you made an error while placing the data point, follow the directions in Step 10 again, and select Update Point (blue).

13. Select Submit to save your data (purple).



Deleting Data Points:

1. Select the data point you wish to delete on the map. The Editor table will appear at the bottom of your screen.
2. Use your finger to scroll down to the bottom of the editor table.
3. Select Delete (orange).

Editing Data Points:

1. Select the data point you wish to delete on the map. The Editor table will appear at the bottom of your screen.
2. Use your finger to scroll down to the bottom of the editor table.
3. Select Edit (black).

Lead Service Line Field App

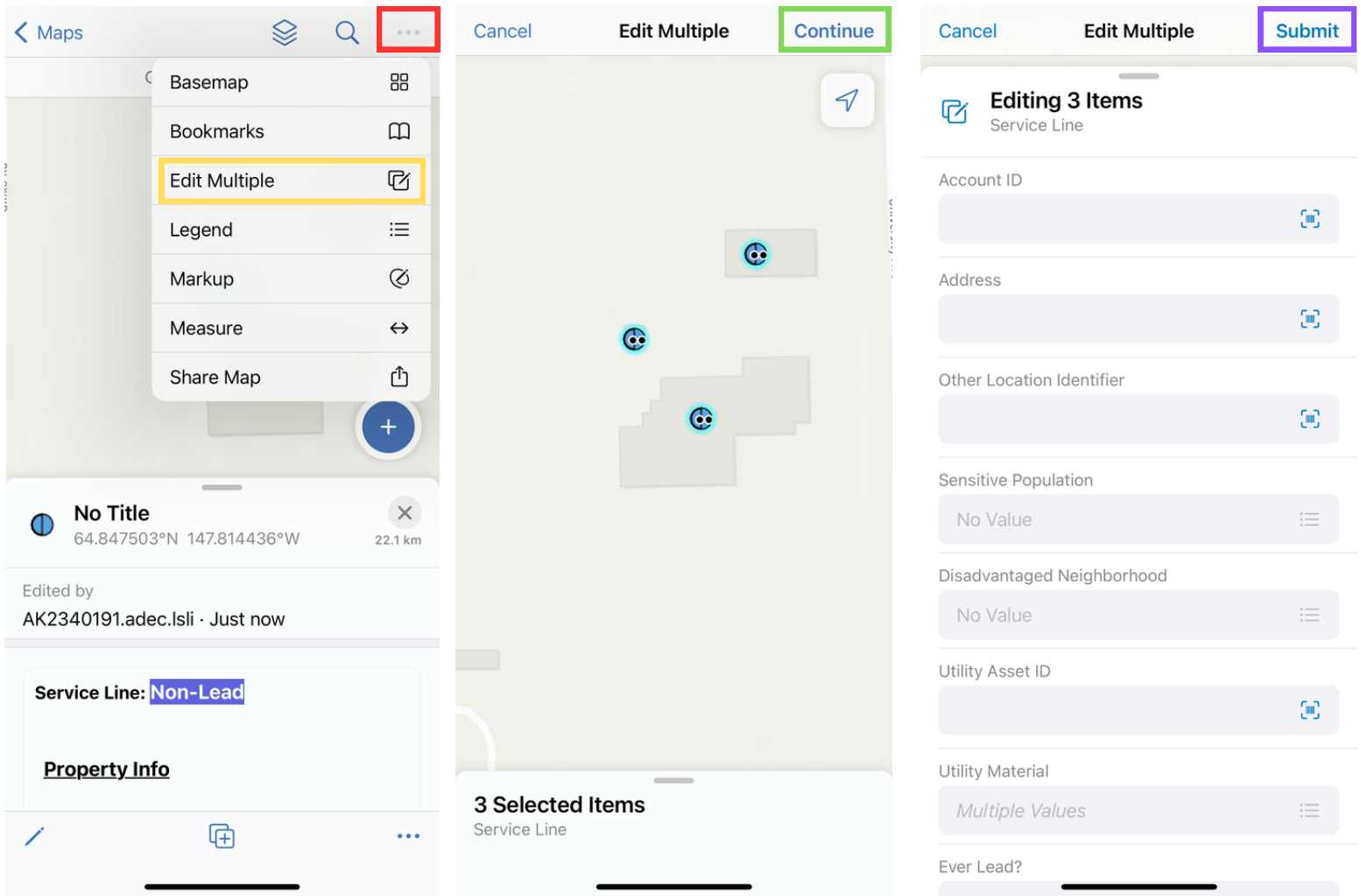
Batch Edit Feature:

If you have multiple data points that all need to have the same information entered, follow these steps to edit them all at once:

1. Select the three dots in the upper right corner of the screen (red).
2. Select Edit Multiple (yellow).
3. Tap on any data points you wish to edit. Selected data points will highlight blue.
4. Select Continue (green).
5. Use the Edit Multiple table to enter information you want **all** selected data points to have.

*Any information entered will affect all selected data points. Any fields left blank will keep any unique information entered for the individual data points.

6. Select Submit (purple) to save your batch edits. Now, all data points that were selected will reflect the information entered into the Edit Multiple table.



Lead Service Line Field App



Entering Data When You Are Not at The Physical Location:

Though it is recommended that you only use the Field App when you are physically located at or near the site of the service line, it is possible to enter and edit data for service connections you are not near. To do so, follow these steps:

1. Select the Magnifying Glass icon to open the search bar (red).
2. Enter the address of the service connection (pink).
3. Select the address from the Places list (yellow).
4. Select Collect Here (green).
5. Follow Steps 10-13 (Pages 2 & 3) to add a service line data point and enter service line information.

