

Using the Fire Hydrant Inspection Application

Field Maps for ArcGIS

You will be using the ArcGIS Field Maps app to inspect and submit Hydrant information.

Before you can begin utilizing the Field Maps app to view and inspect Fire Hydrants, you must perform 2 steps:

1. You must become a member of the Bedford ArcGIS Online (AGOL) Organization. To do so, email ajohnston@bedfordcountyva.gov with your request and provide the email address you wish to use for your account. I will send you an e-mail notifying you of your username for the Bedford AGOL organization. You will be prompted to set up a password. You must use the username and password every time you log in to Field Maps, so it is important to remember this information! (You also have the option of having your device always logged on to Field Maps).
2. You must download and install the Field Maps for ArcGIS app on your phone or device.

Download and Install the Collector app:

***Directions may vary slightly depending on your device (Apple or Android).

--In the Apple App Store or Android Play Store, search for "ArcGIS Field Maps." It will be a blue square with a white design.

Once you have downloaded and installed Field Maps, and logged in, you can begin using Field Maps to inspect Hydrants.

Instructions for Using Field Maps for Hydrant Inspections

Watch this [video](#) for instructions on using the app.

A few things to remember:

1. We have designed the app to be used either online (connected editing) or offline (disconnected editing).
2. You will need to log in to Field Maps when you have an internet connection. Also, you will need to have internet access to download the map areas for offline use. Once you have logged in you DO NOT have to have an internet connection to navigate the downloaded map or to make edits to the Hydrants.

You WILL need internet access in order to sync any edits you have made to the Hydrants to the “Master” Hydrant layer.

Below are step-by-step instructions on using the Field Maps app:

--Open the Field Maps app on your device. Sign in with ArcGIS Online.

--Enter your Username and Password.

--Profile: Tap on the Profile icon on the upper left of the screen. Here you can change your GPS accuracy under Collection Settings (optional).

--Tap on the Hydrants Web Map. Here you will see 7 predefined map areas. The purpose of these predefined areas is for the user to have the ability to access the maps and Hydrant information while offline. You can download all of these areas at one time, or just download the area in which you will be performing inspections. **YOU MUST HAVE AN INTERNET CONNECTION TO DOWNLOAD THESE MAP AREAS. YOU WILL ONLY HAVE TO DOWNLOAD THESE AREAS ONE TIME.**

--Once you have downloaded the map area(s), you can access the map and begin inspecting and making edits to Hydrant information.

--Tap on the map area where you will be working to open up the map.

--Navigation: You can navigate the map either by pan and zoom, or by using the Search tool. When online, the Search tool will utilize Bedford-specific Locators. When offline, the Search tool will utilize the Location services in your device.

--Editing Hydrant information: Once you have found your area, and your Hydrant(s), you can begin making edits. Tap on a Hydrant. Then tap on the pencil to begin editing. Several of the fields (attributes) have domains, or pulldowns. In the rest of the fields you will have to enter the information. Once you have completed entering the Hydrant information you will tap on the “Submit” button (or the Check icon) at the upper right.

--Syncing Data: After you have completed edits, **AND ARE BACK ONLINE**, you can sync the edits to the “Master” Hydrants layer. Tap on the Up/Down icon at the upper right part of the screen. (In some apps the arrows appear to be moving clockwise). Then tap on the Sync button. The sync function is complete when the button flashes green.

--You will continue making edits this way on your next field visit.

Updated 3/12/2024