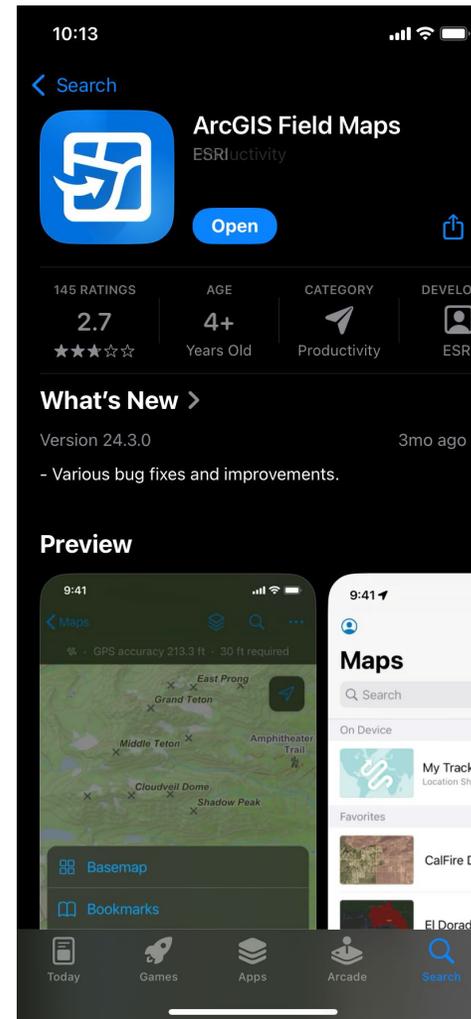# Purpose

- The purpose of the Parking Space Inventory Service Drive Field Inspection application is to allow staff to collect photos of parking issues on campus
- This document describes
  - How to access the application
  - Gives an overview of the application and navigation of its parts
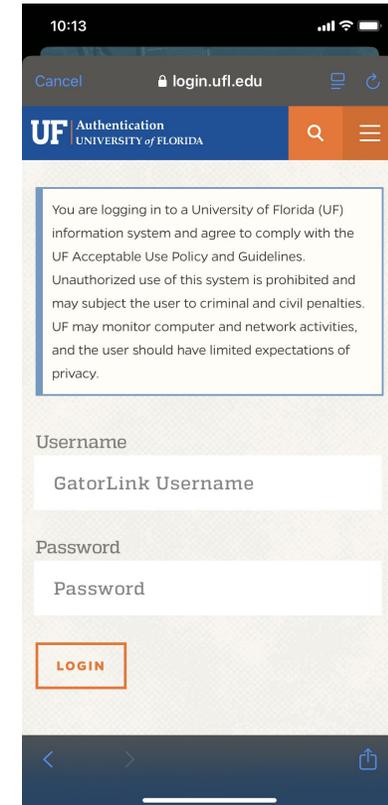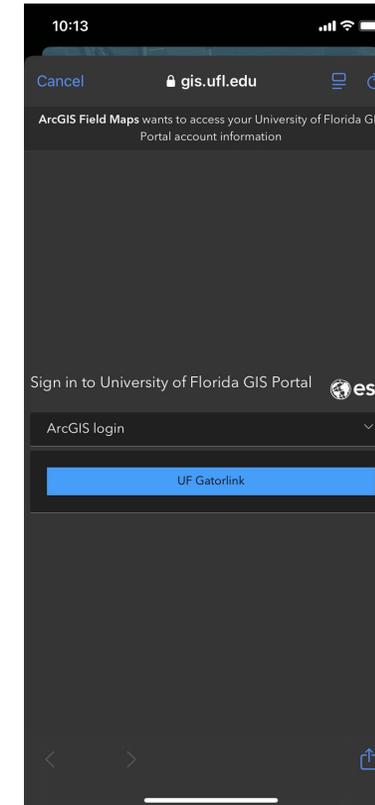
Access Application

ArcGIS Field Maps

- Download the ArcGIS Field Map Application from the App store onto the device used for collection
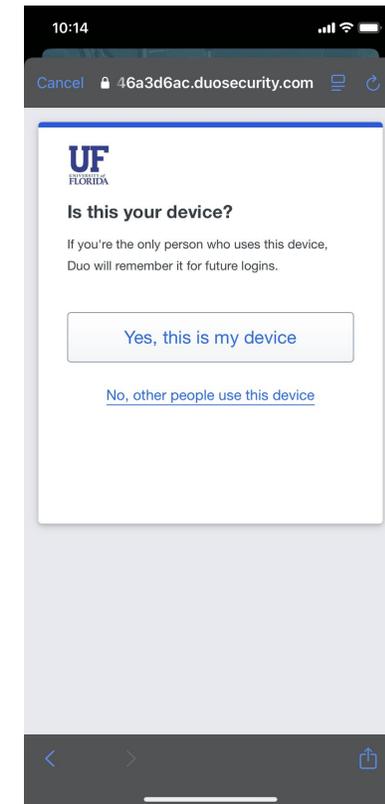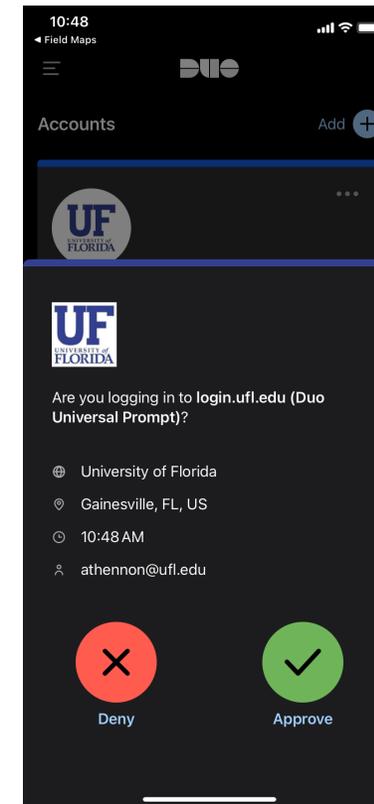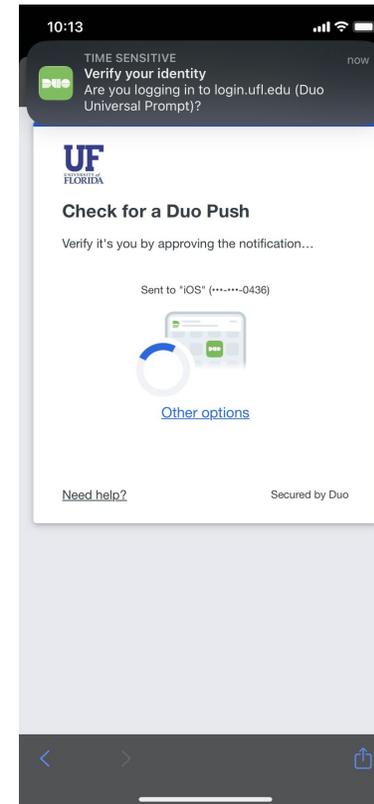
Access Application

ArcGIS Field Maps

- Click Sign In with ArcGIS Enterprise
  - Enter the following site: gis.ufl.edu/portal
- Click UF Gatorlink
  - Your user name is your Gatorlink name WITHOUT @ufl.edu
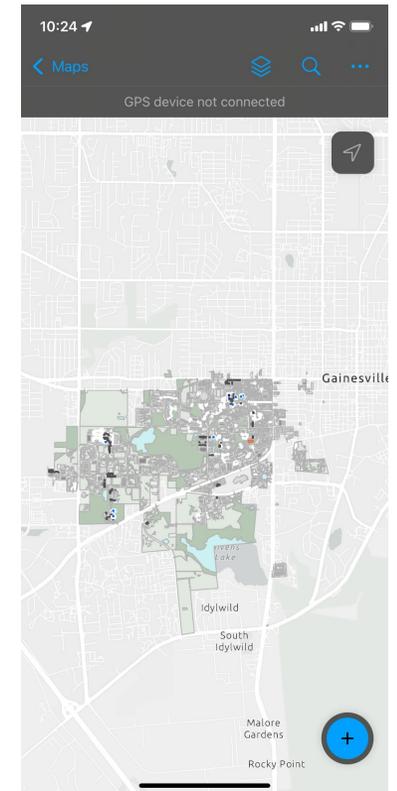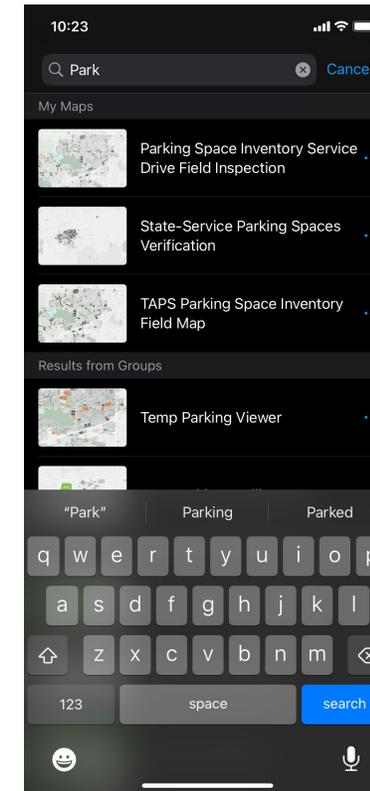
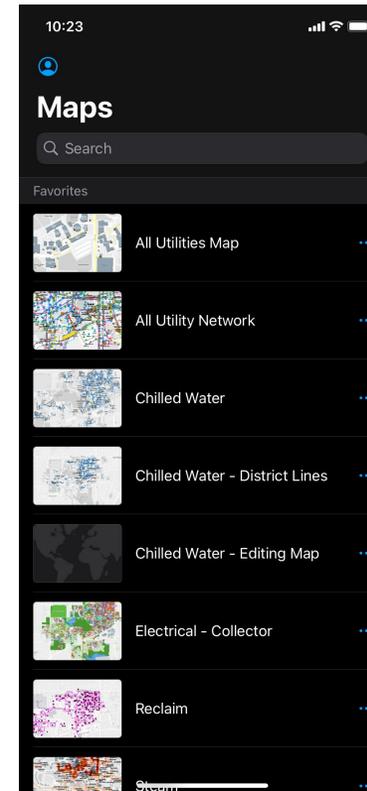# Access Application

ArcGIS Field Maps

- Verify identify with Duo Mobile
  - Click on the message or open the Duo app
  - Click Approve
- Close the Duo app to get back to Field
- Click "Yes, this is my device"
- If you cannot get into the application, please contact BATS for permission to access the GIS portal

Access Map

Search for the Map

- From the Maps menu Search for "Parking Space Inventory Service Drive Field Inspection"

  - Select it from the list

  - This is the map used for field collection

  - Allow time for the app to load

    - Services that are not in constant use need to be started when the app is opened

    - We are working on ways to improve speed

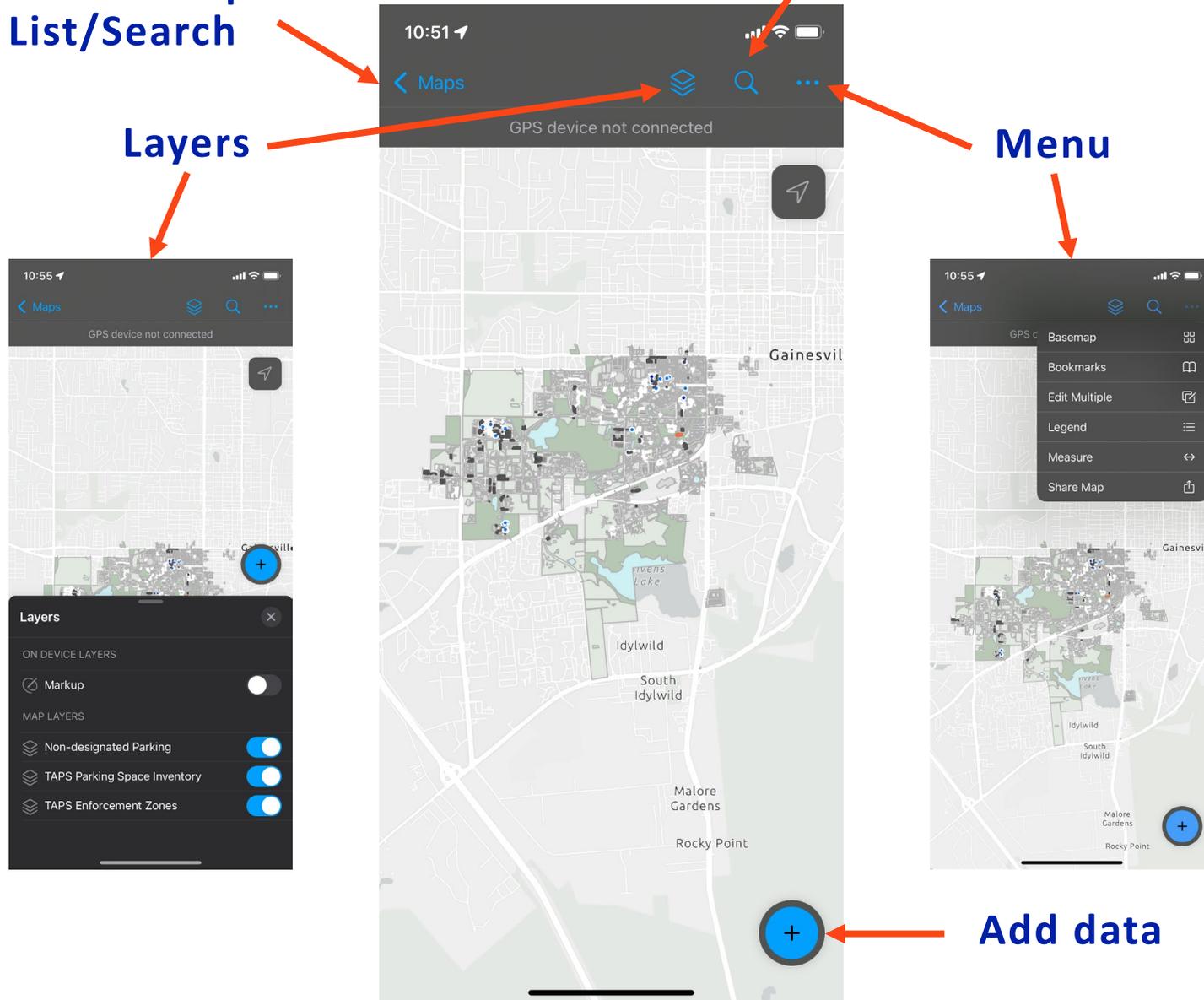- If you do not see this map, please contact BATS for permission to access the map
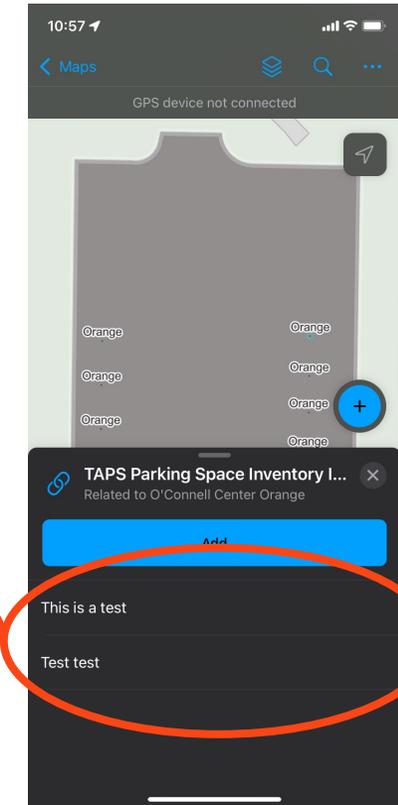
Overview

Back to Map List/Search

Address Search
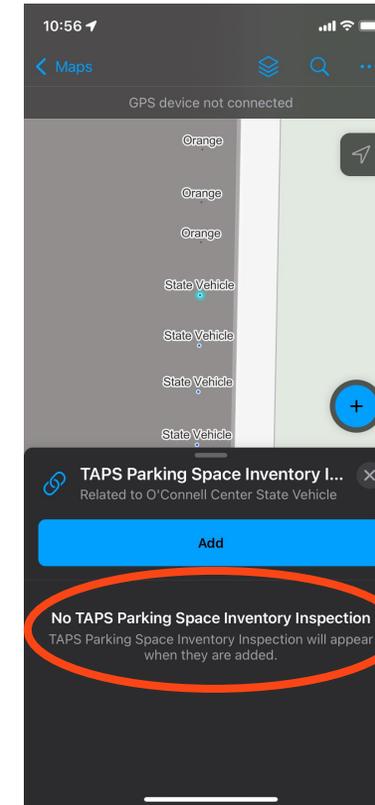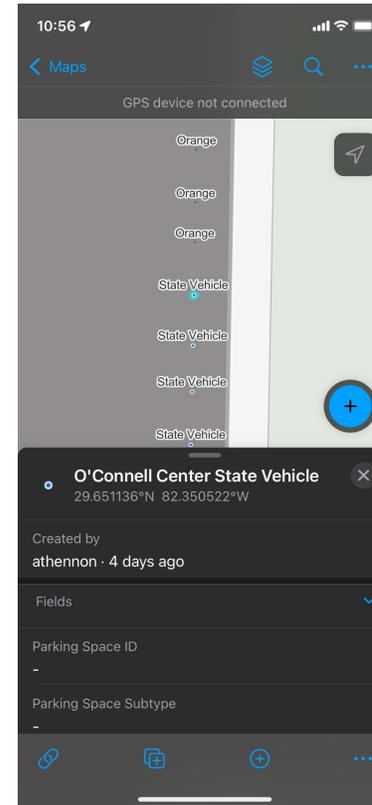
Layers

Menu

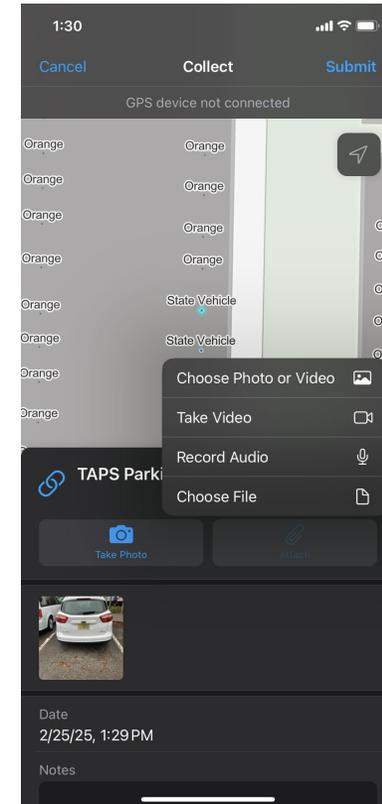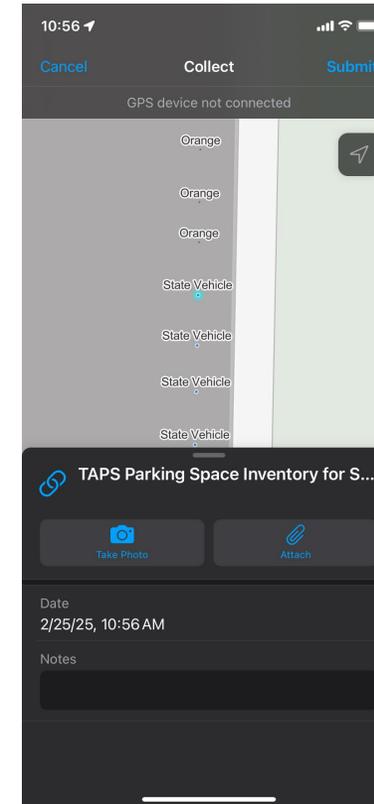**Add data**

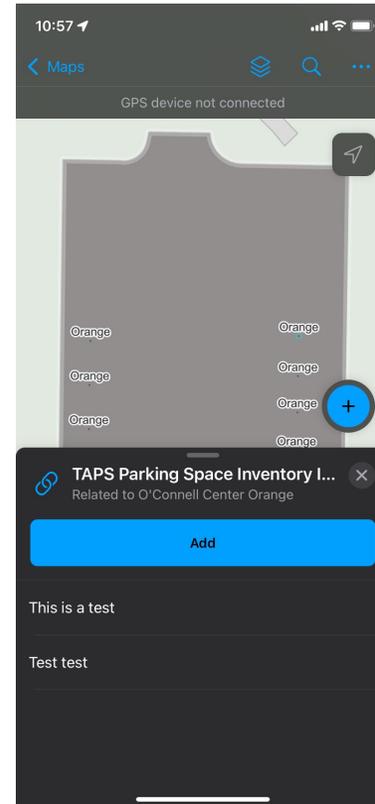# Collection

Existing Parking Space

- Zoom into your location

  - Parking space labels will appear as the scale changes

- Select the parking spot marker on the map

- Click the blue Link icon in the lower left

  - If there are other inspections of this spot, they will appear in a list below the Add button

  - If there are no inspections of this spot, a message will appear below the Add button
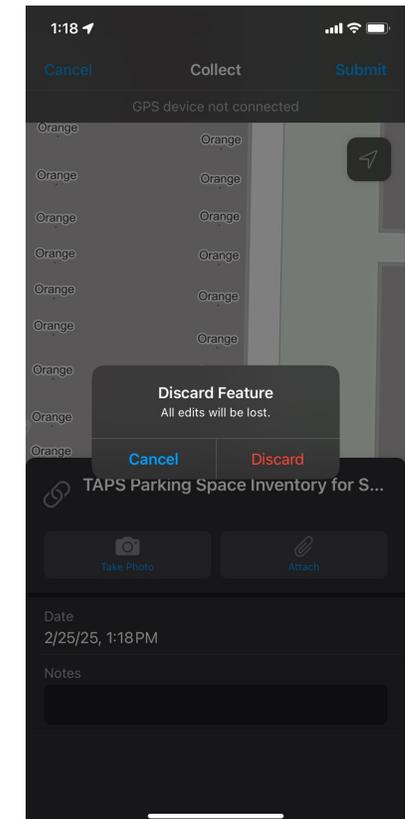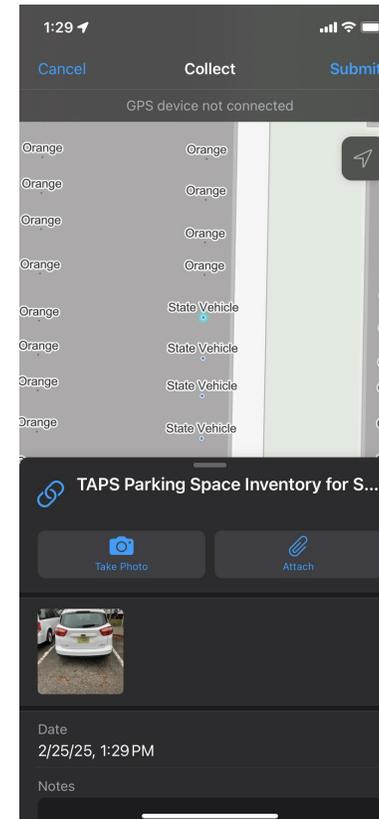
Collection

Existing Parking Space

- Click the Add button

- Take a photo using the blue Camera button or Attach a photo using the blue Paperclip button

- Enter Notes, if needed

Collection
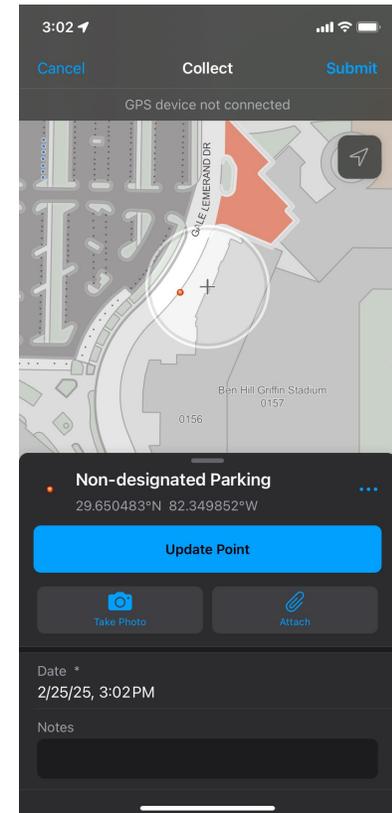
Existing Parking Space

- Click Submit in the upper right corner

  - If you've made an error, click Cancel in the upper left corner and then Discard edits. Nothing will be saved.

Collection

Non-designated Parking

- Zoom to the location in the map if parking is not in a designated space

- Click the blue Plus button on the lower right corner of the map to active crosshairs

- Drag the crosshairs with your fingers to move the target on the map to the location where parking is observed.

- Click Add Point

  - To change the location of the point, move the target around and click Update Point

Collection

Non-designated Parking

- Take a photo using the blue Camera button or Attach a photo using the blue Paperclip button
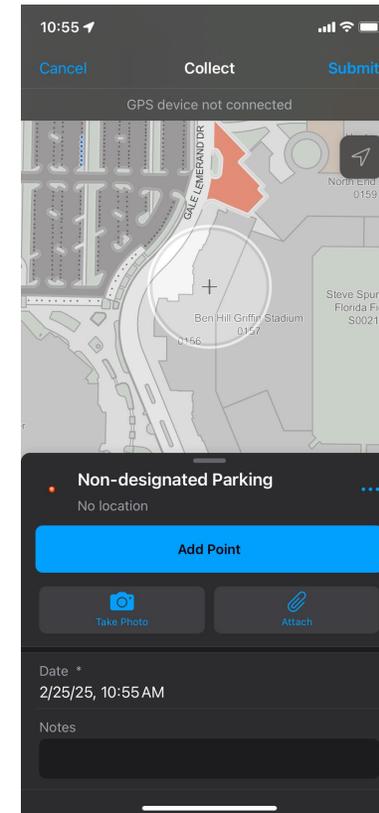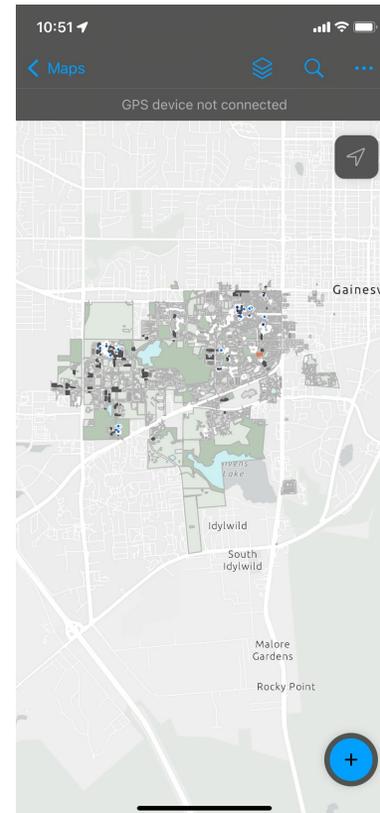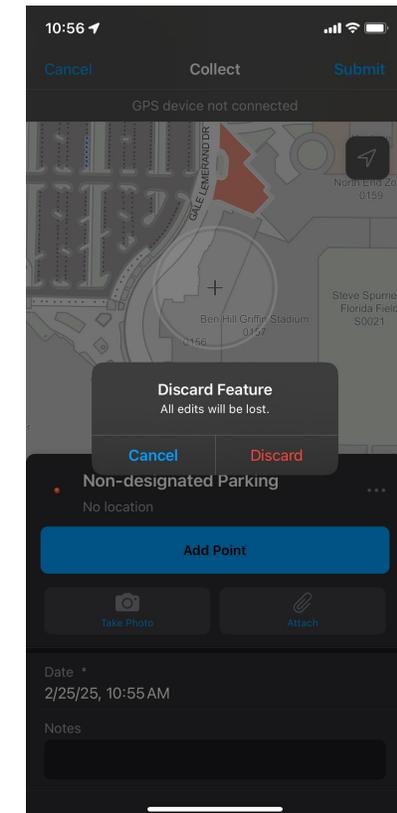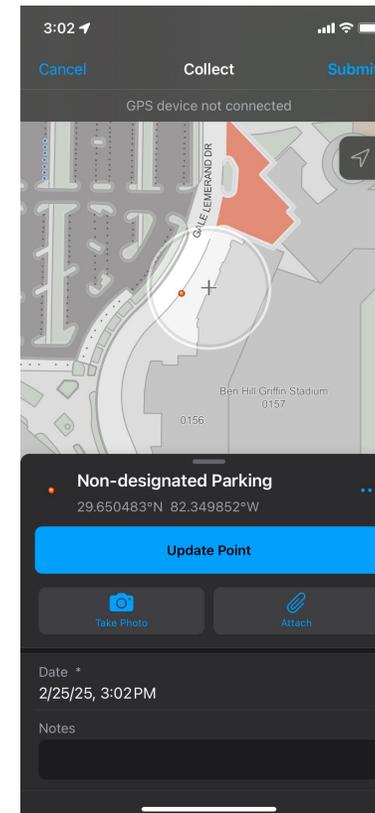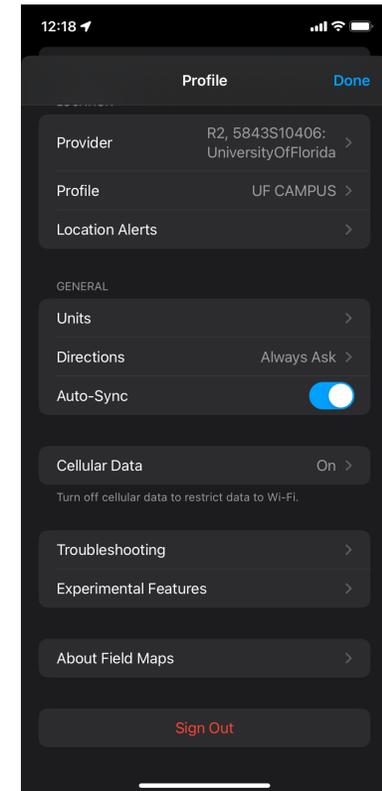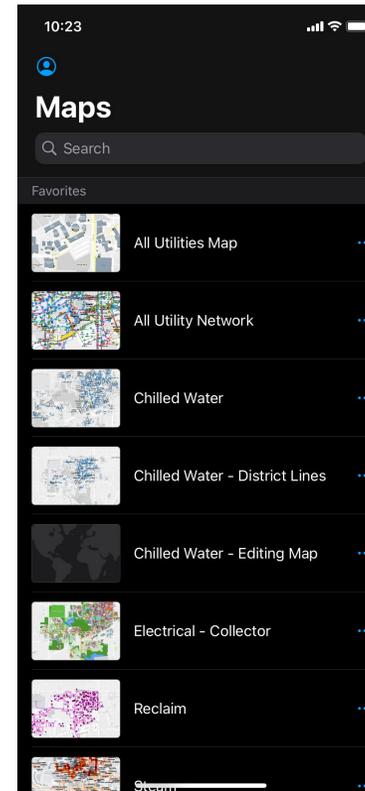
- Enter Notes, if needed

- Click Submit in the upper right corner

  - If you've made an error, click Cancel in the upper left corner and then Discard edits. Nothing will be saved.
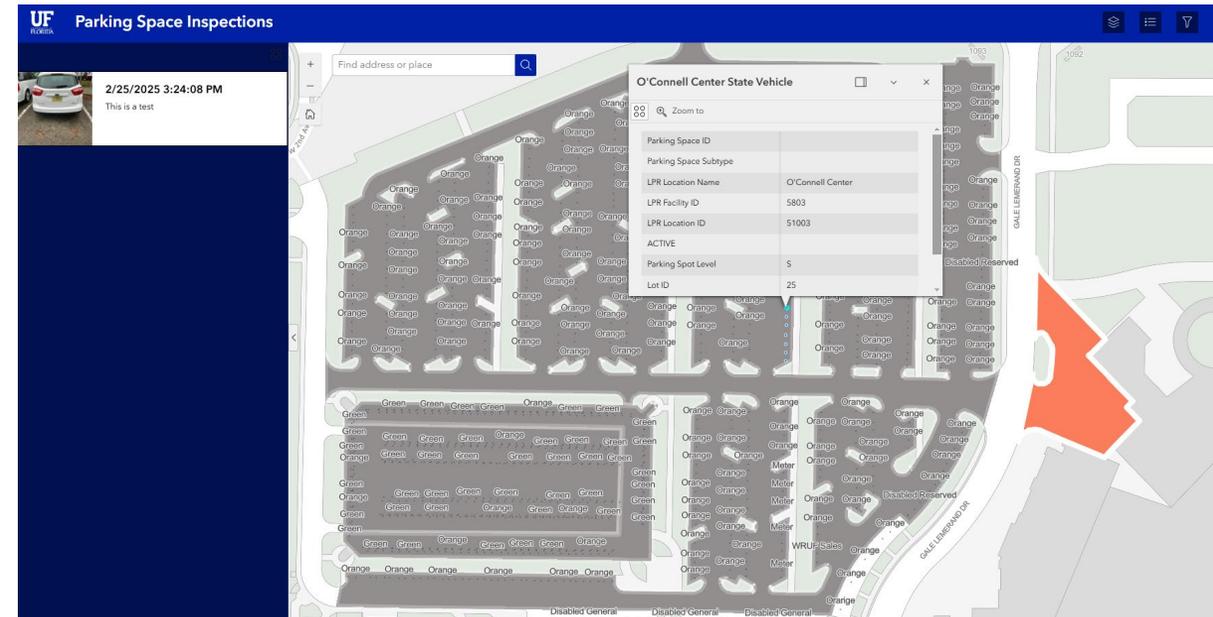
Leave Application

ArcGIS Field Maps

- If sharing a device, sign out of Field Maps when collection is complete

  - If this is a personal device, there is no need to sign out after every collection.

  - If you do not sign out, the next time Field is opened, it will return to the last session

- Return to the Maps page

- Click on the blue Person icon (Profile) in the upper left corner

- Scroll to the bottom

- Click Sign Out

Accessing Information

Inspection Viewer/Dashboard

- The photos and notes collected in the field will also be made available in a separate application

- This application is in development

Feedback

Feedback

- Please contact us with questions or comments.
- Together, we can make better products that best serve your needs.

BUSINESS AFFAIRS
TECHNICAL SERVICES

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https://bats.businessaffairs.ufl.edu/