





## Sign in

Sign in to NIFC:

1. Open the app.
2. Tap **Sign in with ArcGIS Online**
3. Enter your credentials:  
Username: username\_nifc  
Password:
4. Tap **Sign In**.
5. [Set up Multifactor Authentication](#)

## Settings

Tap the profile icon  or  in the upper left (iOS) or right (Android); under the Units section, set the coordinates to **Degrees Decimal Minutes**.


## Work offline

1. In the list of maps, tap to open the map, then **\*\*\***, then "Add Offline Area."
2. Zoom to the area you'll be working in and choose the level of detail (Street or Neighborhood). *You may not need the entire fire.*

**\*Remember - you cannot add or edit features outside of the downloaded map area\***

3. Make sure you have a good internet connection and **Download Area**
4. The map can be reloaded later if a larger area is needed

## Capture a new features

1. Tap  (on the map)
2. Choose the feature category to add
3. Add the new feature at the

current location or move the map so the cursor is at the correct location

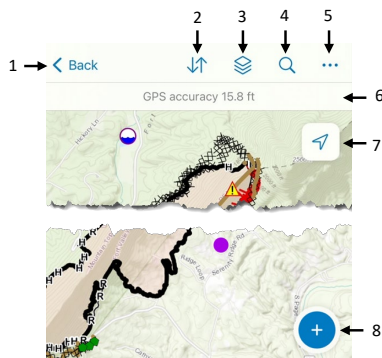
4. **Fill out the form** – fill out all fields, including (and especially) the comments. Use Talk to Text if needed!
5. Photos can only be added in the **Photo Points** layer. Be sure to add comments to any collected
6. Tap **Submit**

## Inspect and update an existing feature

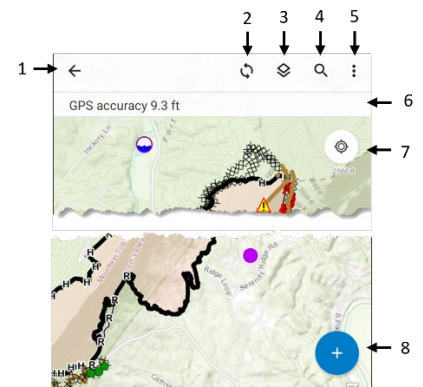
1. Tap the feature in the map you want to edit
2. Tap the **pencil** icon on the bottom left of the screen
3. Update the form by tapping an entry to edit
4. If needed, update the feature's location on the map by moving the location target and click **Update**
5. Tap **Submit**

## Quick Reference – Map Tools

iOS:



Android:



1. Go to list of maps
2. Sync data
3. Turn layers on and off
4. Search for coordinates or an incident polygon
5. Overflow:
  - a. Change basemap
  - b. Zoom to bookmarks
  - c. Edit multiple features
  - d. Legend
  - e. Markup
  - f. Measure distance/area
  - g. Share map
6. See GPS info – tap for details
7. Go to your GPS location
8. Add a new feature

## Map Tips:

- Hard tap the map to drop a pin and get a location (in DDM if your coordinate units were set earlier)
- To capture a line while you walk, try Streaming.

## Remove Map from Device

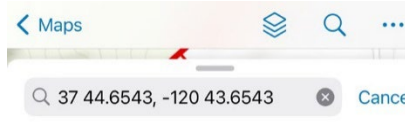
Maps should be removed from the device when you leave the incident and may need to be removed and reloaded if changes are made by the GIS.

1. In the list of maps, tap on the map with an offline area to remove
2. Tap the **\*\*\*** and select Remove Area

## Quick Reference – Location Tools

Points:


- Tap **Add Point** to add a point under the location target. By default it is under your location. Move the map to position the location target somewhere else.
- To move an existing feature's location, select it on the map then tap the pencil in the lower left corner. Move the map to the correct location (or edit any attributes) and tap **Update Point**.
- Use the search function to enter Lat/Long coordinates to add a point at a certain location. Must use this syntax: 37 44.65, -119 43.65 Click Search, after it zooms in, tap **Collect Here**.



Lines:

- Use streaming to collect a line feature while walking or driving. Select the line feature type then tap **Start Streaming**. To update the streaming settings, go back to the Profile and update Collection Settings.
- Streaming line segments can be editing by choosing options in the **Start Streaming** menu.
- To add a point feature while collecting a line, you need to stop the line collection, create the new Point feature, then return to the line feature and edit to continue on.

Sync when you have good connectivity. Make sure to sync at least once in the morning and once at the end of shift to send and receive edits.

1. Tap  to open the sync dialog. If there is no dot in the bottom right then there are no edits to push back out. You will still receive edits back, though, if there are any to receive.
2. If Auto-Sync is enabled, the features will sync without approval
3. If Auto-Sync is not enabled, you can review the edits here

## Troubleshooting

1. Can't sign in
  - Must be connected to wifi or cellular during login
  - Check for typos in username or password
  - Ensure you're logging into ArcGIS Online and not into ArcGIS Enterprise or your home Agency's AGOL Organization
2. No maps in app
  - Make sure you are added to a Mobile Editing or Incident specific group for your incident
3. Field Maps is not acting right
  - Ensure you have the most up-to-date version of the app
  - Ensure that your device has adequate storage available
4. Sync issues
  - Check internet connection
  - Turn off wifi to see if cellular connection is better
  - Close all other apps

5. Map doesn't appear to be updating
  - Refresh maps – go to map page and swipe up
  - Restart the app
  - Restart the device from complete power down
  - Sign out then back in

## Tips and Tricks

1. Since delete is disabled, mark a feature for deletion using the "Delete this feature?" attribute. The GISS will delete the feature from the database.
2. Work offline/in airplane mode to save battery
3. Sync in the morning and in the evening, even if you made no edits
4. Fill out all attributes for new features, especially the comments. Add repair attributes if this was requested.
5. Only collect or edit features in an area of which you are assigned, otherwise you run the risk of duplication or overwriting another user's edits

Add any notes here:

Sync