

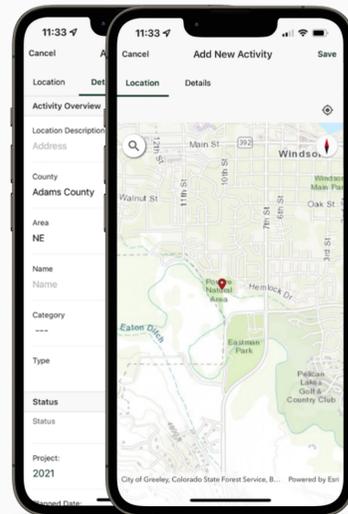


# Quick Reference Guide

GeoTracks Mobile

## Create an Activity

1. Go to **"Activities"** by tapping activities in the bottom navigation bar.
2. Tap **+** in the bottom right corner of the activity list.
3. Add the activity location by using the **Search** to search by Lat/Lon or Address or pan/zoom the map to find the activity Location.
4. **Tap on the map** to select the Activity Location.
5. Tap **"Yes"** to use the Location. A pin will appear on the map.
6. Tap the **Details** tab.
7. On the Add New Activity form complete Activity Details on the Details tab.
8. Tap **"Save"** to create the new Activity and tap **"Save"** again to confirm the Activity will be created.



## Update Activity Details

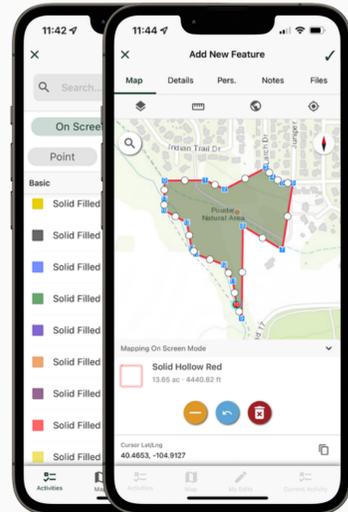
1. On the Activity List perform a wildcard search for the Activity Name. Tap on the Activity in the Activity List to **select the Activity**.
2. Select the **"Details"** tab.
3. Tap **+** to Edit the Activity.
4. **Edit the Activity Details** as necessary.
5. When finished tap **"Save"** in the top right corner of the screen and then tap **"Save"** again to confirm the edits will be saved.

## Activity Mapping

To access the GeoTracks Mobile mapping functionality use the **Activity List** to find and **select the preferred Activity**. After selecting an Activity from the Activity List the **Activity Map** will open. Use the **Map** tab to access Mapping related to a specific Activity (The Map tab will be selected by default).

### Create Map Features

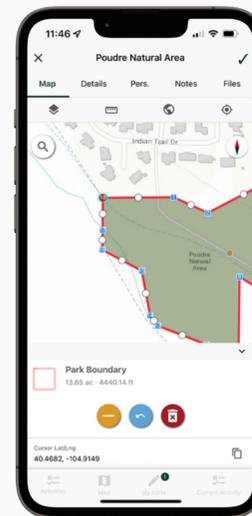
1. From the **"Map"** tab for the selected Activity tap **+** at the bottom of the screen.
2. Select **"On Screen"** or **"By GPS"** as the feature creation method.
3. Select **feature type** (point, line or polygon).
4. Select **feature symbol**.
5. Begin walking (GPS) or tap (On-Screen) on the map to create the feature.
6. When finished tap **+** in the top right corner of the screen and then tap **"Yes"**.
7. **Update the Details** as necessary.
8. Tap **+** again and the feature will be created and added to the map.



## Activity Mapping Continued...

### Edit Feature Geometry

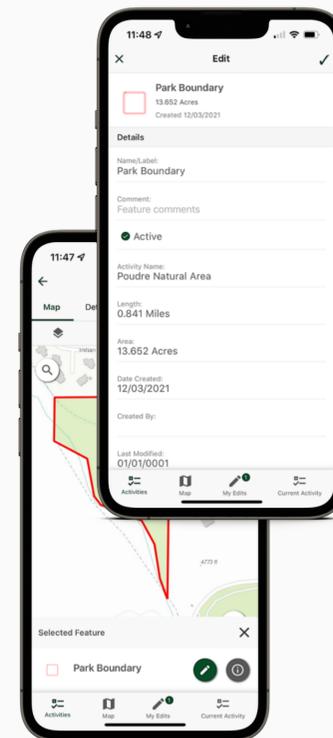
1. From the **Map** tab for the selected Activity, choose a feature to edit. Choose a feature to edit by tapping on the feature on the map or by tapping **≡** at the bottom of the screen (This example will illustrate selecting a feature by tapping the feature on the map).
2. **Select the feature** that should be edited.
3. Tap **+** to Edit Geometry
4. First, tap on a vertex or mid-point to select. (The selected vertex or mid-point will have a blue halo). Tap and hold on the selected vertex or mid-point and drag it to a new location. When the vertex or mid-point is in the preferred location release the tap and hold to move the point. Complete this as many times as necessary to edit the feature geometry.
5. Tap **+** and tap **"Yes"** to save feature geometry edits.



**Note:** When the user moves a **vertex** the selected vertex will simply be moved. However, when the user moves a **mid-point**, the **mid-point** will be moved and a new vertex will be added to the line or polygon feature at the new location.

### Edit Feature Details

1. Tap on the map feature and **select the feature** again.
2. Tap **i** to view Feature Details.
3. On the Feature Details screen tap **+** to edit.
4. **Edit Feature Details** as necessary.
5. When finished tap **+** in the top right corner of the screen. The edits to the feature details have been saved.



### Set Map Features to Inactive

1. From the **Map** tab for the selected Activity choose a feature to edit. Choose a feature to edit by tapping on the feature on the map or by tapping **≡** at the bottom of the screen (This example will illustrate selecting a feature by tapping the feature on the map).
2. **Select the preferred feature**.
3. Tap **i** to Edit Feature Details
4. On the Feature Details screen, tap **+**
5. Tap in the **Active** checkbox to remove the checkmark. This will make the selected map feature Inactive.
6. When finished tap **+** in the top right corner of the screen. The feature is now Inactive and will not be visible on the Map.

## Download Offline Basemaps

Offline basemaps are helpful in situations where the user has poor or no internet connectivity.

1. Tap **Map**
2. In the **Map** toolbar tap **Layers** to open Map Layers.
3. On the Map Layers screen tap the **download icon** next to the preferred offline basemap file (.tpk file).
4. Tap **"YES"** to confirm the offline basemap file will be downloaded. User will see a notification that the download is in progress.
5. When the download has finished the layers icon will appear in blue and the download icon will change to a trash can icon.
6. The offline basemap that was downloaded will appear at the top of the screen in the basemaps list. Tap on the offline basemap to select it as the basemap displayed on the Map.

## Sync Your Edits

Users must manually **"send"** data from the My Edits screen to the central database (Data is not automatically **"pushed"** from GeoTracks Mobile). The ability to successfully perform a sync through the My Edits screen depends on the mobile device's internet connectivity. Users should only perform sync operations through the My Edits screen when the user has sufficient internet connectivity.

1. Tap **"My Edits"** on the bottom navigation bar. The My Edits screen will appear. If the user has pending edits, the edits will appear on the My Edits screen.
2. On the **My Edits** screen, the user will see the Activity Name and information as well as a total number of pending edits, and a number of edits by type.
3. To sync all edits, users should **tap the circle button containing the total number of pending edits**. Users can also tap one of the individual edits types listed horizontally to upload edits of only one edit type.
4. After tapping the circle icon to sync all edits or tapping to sync an individual edit type tap **"Yes"** to sync edits.
5. If the mobile device has sufficient internet connectivity, the user's edits will be synced with the central database. A message will display briefly at the bottom of the screen to notify the user if all data transactions were successfully uploaded.



**Note:** Users should sync their edits as often as possible to reduce the amount of data that is being **"sent"** from GeoTracks Mobile to the central database. This is the best way to facilitate successful syncing of transactions given a variety of internet connectivity levels.

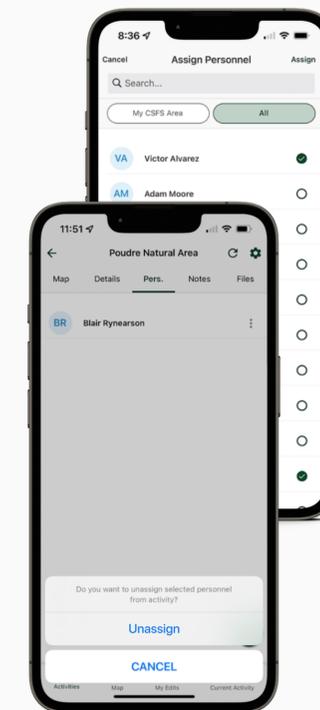
**Note:** Edits will not be sent to the central database, or visible on other user's devices, until the user **"Syncs Edits"**.

## Assign & Unassign Personnel

GeoTracks Mobile users can assign and unassign personnel associated with an Activity.

### Assign Personnel

1. On the Activity List perform a wildcard search for the Activity Name. Tap on the Activity in the Activity List to **select the Activity**
2. Tap **"Pers."** tab.
3. Tap **+** to assign personnel.
4. Use the Search and tap to **select the preferred Personnel**. One or more personnel can be selected.
5. Tap **"Assign"** to assign the selected personnel to the activity.
6. Tap **"Yes"** to confirm the personnel will be assigned to the activity.



### Unassign Personnel

1. Tap **i** next to the preferred personnel.
2. Tap **"Unassign"**
3. The selected personnel will be unassigned from the activity.

**Note:** Certain functionalities are available in GeoTracks Mobile based on the user's role and permissions.