

# Instructions for Sideloading Base Maps

## Android Version

### Background

#### What is sideloading?

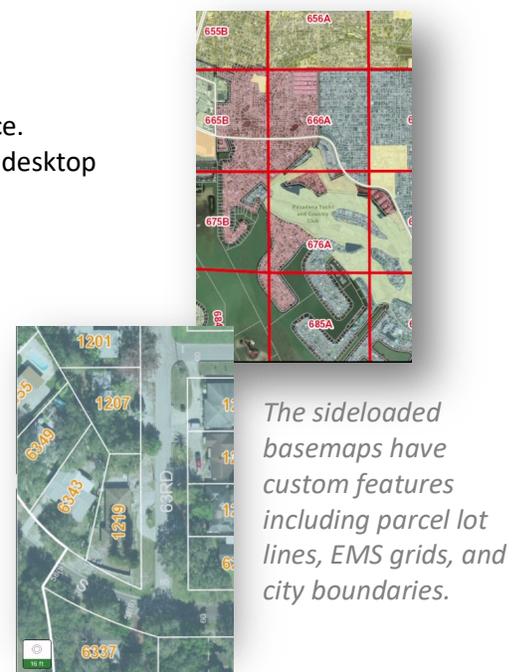
Sideloading refers to the installation of a customized basemap onto your device. Sideloading is performed before a disaster event and requires connection to a desktop computer.

#### Why do I need to sideload a basemap?

Sideloading the basemap on your device will ensure you 1) have access to the county's customized base map which includes parcel details and other DA-related features, and 2) will be able to access the basemap if your device is offline and/or has poor internet connectivity. Other advantages include improved app performance and reduced demand on battery life and mobile data.

#### When should I sideload basemaps on my device?

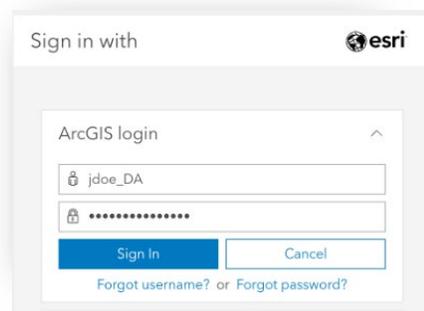
We highly recommend sideloading prior to the annual Damage Assessment training. Minimally, basemaps should be sideloaded to your device **before** the beginning of the storm season.



### Step 1. Install ArcGIS Field Maps (if not already installed) & Log in

1. Go to the Play Store on your device  and search for **ArcGIS Field Maps**.
2. Click on Install to install the **Field Maps** application onto your device.
3. Once installed, Open the **Field Maps** app on your device .
4. On the Sign in Page, click **Sign in with ArcGIS Online**.
5. Sign in using your Username/Password, then click **Sign In**.
6. After you are signed in, you may be prompted to enable location services. Make sure to select the option to **Share device's location While using the app**.

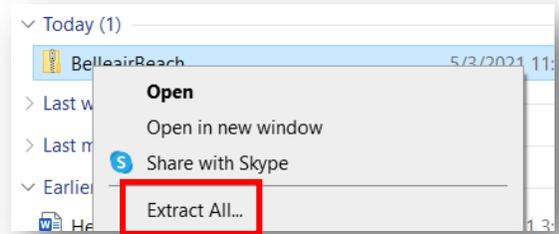
**Having issues logging in?**  
**Contact the Damage Assessment lead for your agency or email [egis@pinellascounty.org](mailto:egis@pinellascounty.org).**



## Step 2. Sideload a Basemap to Your Device

You will need to connect your Android device to your personal computer for sideloading

1. Download the Damage Assessment basemap to your computer.
  - a. Go to the following URL <https://egis.pinellas.gov/apps/DamageAssessment/>.
  - b. Select the full county basemap or the base map for your jurisdiction. Download may take some time depending on your Internet connection and the file you are downloading.
  - c. Save and unzip the basemap file to a location that your computer can access. Remember the location – you will need it later. To unzip a file, simply right click on the zipped file and select Extract All.
  - d. **NOTE: if you download the basemap for the entire county, you will not need to extract/unzip the file.**



**Important:** You can only sideload **ONE** basemap on your device at a time. If your device has enough storage, we recommend downloading the full county basemap, especially if there's a possibility you'll be working across multiple jurisdictions/cities. Otherwise feel free to download the smaller basemap for your city/jurisdiction. Connect your device to your computer using a USB cable. Make sure you are also connected to the internet.

2. Now you're ready to connect the Android device to your computer
3. When/if prompted to Allow access to phone data on your device, select Allow
4. Messages vary between versions of Android, but you should be prompted when connecting to your computer to *share your files or allow access to phone data*.

If you are still having difficulties sharing files with your PC, check out additional instructions here:

<https://support.google.com/android/answer/9064445?hl=en>

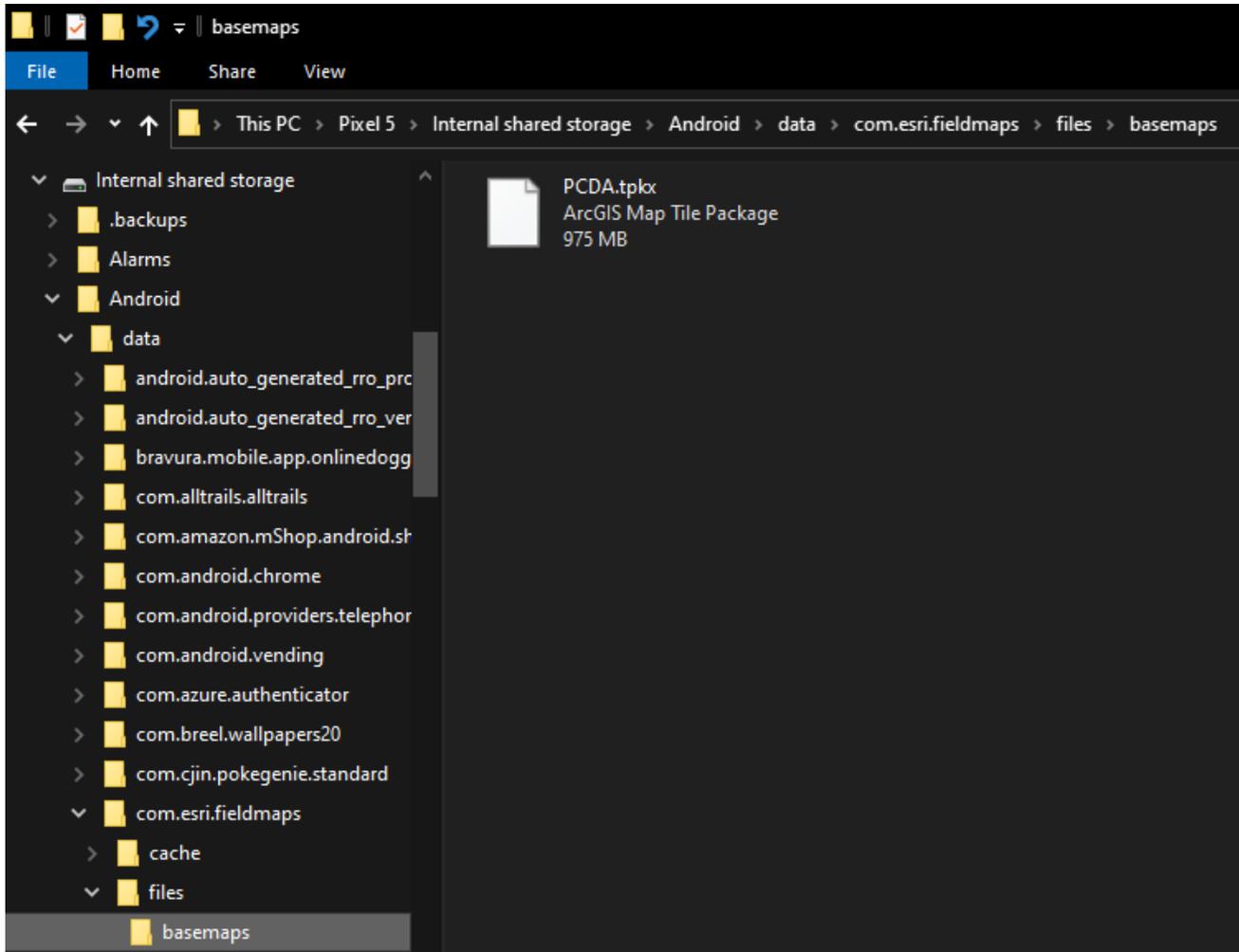
5. In Windows Explorer on your computer, navigate to your Android device. If your device does not show up in the Windows Explorer list, make sure you are connected and your USB settings allow file transferring.
6. In the file directory for your Android device, navigate to the folder:

[Your Android Device Name] > Internal storage > Android > data > com.esri.fieldmaps > files > basemaps

7. **IMPORTANT:** if there are any old basemaps (e.g. PCDamage2021.tpkx) make sure to delete that file prior to installing the new sideloading the new basemap for 2024.



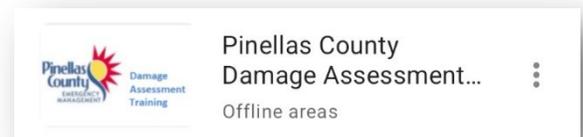
8. Copy the unzipped base map file into the *basemaps* folder.
9. Once the download is complete, disconnect your device from your computer.



### Step 3. Open the Basemap in the Field Maps App

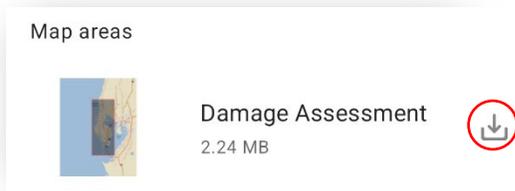
Once the basemap is sideloaded on your device, you'll need to load it in the Field Maps app and make sure it's working properly.

1. Open the *Field Maps* app on your device.
2. You should see the *Pinellas County Damage Assessment Training* map on your home screen. If not, select the search tool and enter "Pinellas damage".
3. Click on the *Damage Assessment Training* map to open the basemap download window.
4. Select the download icon  to load the sideloaded basemap.

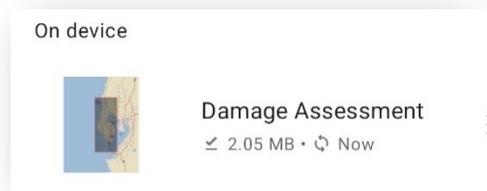


5. Loading the basemap may take a moment. Once it has completed, the Map areas window will change:

**Before loading basemap**



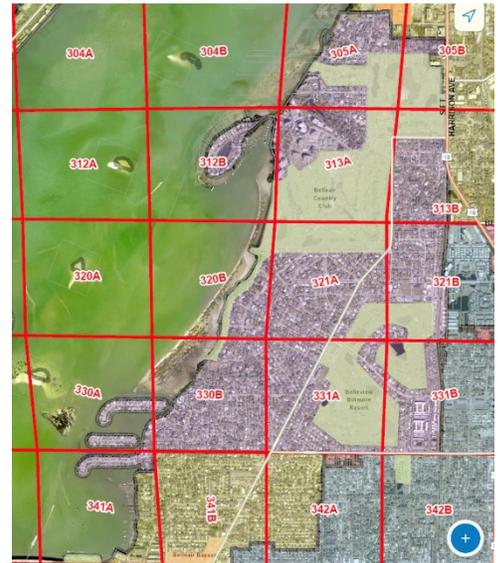
**After loading basemap**



6. Click on the **Damage Assessment** map to open.
7. When the map is opened, you should be prompted to **Allow “Field Maps” to use your Location**. Make sure to select **“Allow While Using App”**.

The sideloaded basemap is now the default basemap for Damage Assessment. You will now be able to access the basemap even if your device is not connected to the internet.

**Note:** During hurricane season, if Pinellas County is under a major storm advisory the training map will automatically be replaced with a storm-specific map on your device. The title of the new map will contain the name of the storm, e.g. *Damage Assessment –ACTIVE STORM*. As storms occur throughout the season, you will need to repeat Step 4 to load the basemap into the map created for that particular storm. Because the basemap has already been stored on your device, there is no need to re-sideload the basemap from your computer.



## Troubleshooting ArcGIS Log-in Issues

Signing into **ArcGIS Field Maps** on your device can be troublesome and may vary depending on your agency. Follow the steps below to troubleshoot login issues.

### Step 1: Do you have an ArcGIS Online login?

Yes – go to Step 2.

No – email [egis@pinellas.gov](mailto:egis@pinellas.gov) to request a DA user account.

### Step 2: I have an ArcGIS Online account, but I can’t remember my username or I forgot my password.

Most usernames are the first initial of your first name followed by your last name underscore da. For example: John Smith will be *jsmith\_da*. If you do not remember your username or password, please contact your supervisor or [egis@pinellas.gov](mailto:egis@pinellas.gov).