

Instructions for Sideloading Base Maps

iOS 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.



The sideloaded basemaps have custom features including parcel lot lines, EMS grids, and city boundaries.

If you have the previous year's basemap on your device, you will need to remove it before downloading the new basemap.

Step 1. Remove Previous Year's Basemap

1. Depending on where and how you installed last year's basemap, you may need to delete the basemap from your devices Files.
 - a. Go to Files  and navigate to the location of your basemap
 - i. Potential locations for older basemaps:
 1. *Downloads* folder
 2. Expand the side panel and select *On My iPad* > select the *Field Maps* folder
 - b. Delete any files with a *.tpk* extension by long pressing and selecting *Delete* (the older basemap will likely have a 2021 in the file name). If there is nothing listed here, then you are ready to download the new basemap. *while you're at it...you might also want to delete any old ArcGIS Collector files as well since the county no longer uses that application for Damage Assessment.

Step 2. Installing *ArcGIS Field Maps* (if not already installed)

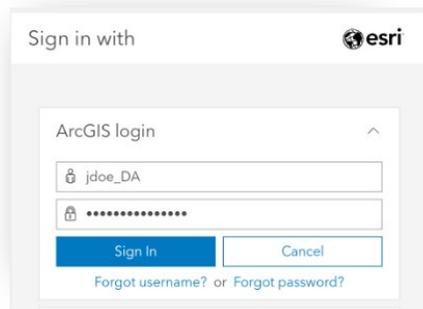
1. On your device, open the the Apple Store 
2. Search for *ArcGIS Field Maps*.
3. Click on Install to install the *Field Maps* application onto your device.



Step 3. Log-in To the Field Maps App

1. Open the *Field Maps* app on your device 
2. On the Sign in Page, click *Sign in with ArcGIS Online*.
3. Sign in using your Username/Password, then click *Sign In*.
4. You can close the *Field Maps* app and proceed to the sideloading step.

Having issues logging in? Contact the Damage Assessment lead for your agency or email egis@pinellas.gov.



Step 4. Sideload a Basemap to Your Device

Installing basemaps on iOS devices will be done “wirelessly”, i.e. you will not need to connect your device to a computer to sideload basemaps. The size of the basemaps you will be downloading can range from ~1GB to 6.4 GB. For these reasons, we recommend a strong Wi-Fi connection while you sideload basemaps to improve performance and avoid data charges.

1. From your device, use the web browser (Safari) and type in the web address:
<https://egis.pinellas.gov/apps/DamageAssessment/>
2. You will be directed to Pinellas County’s Base Map site. Click on the agency basemap you want to download.

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.

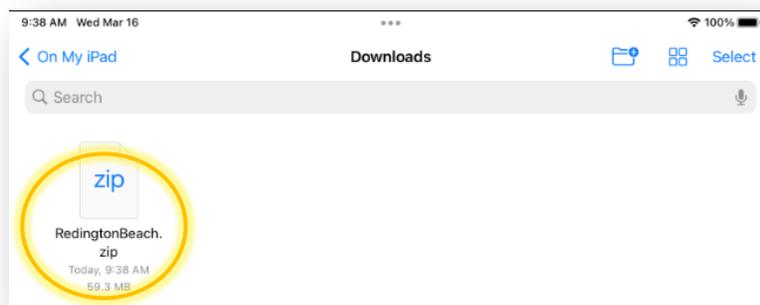
3. A prompt will pop up asking if you want to download. Click **Download**.
4. If you are downloading the Pinellas County (full county basemap) and St. Petersburg, you will be directed to a new download page. These files will already be unzipped.

5. Navigate to your **Downloads** folder  to verify that the download is completed (the download may take several minutes).



6. If you are downloading a basemap for a municipality other than St. Pete, you will need to unzip the file.
 - a. Clicking on the zip file will automatically unzip the folder and create the **PCDA.tpkx** file you will need for Field Maps.

You will now need to move the basemap into the correct folder so the Field Maps app can access it.

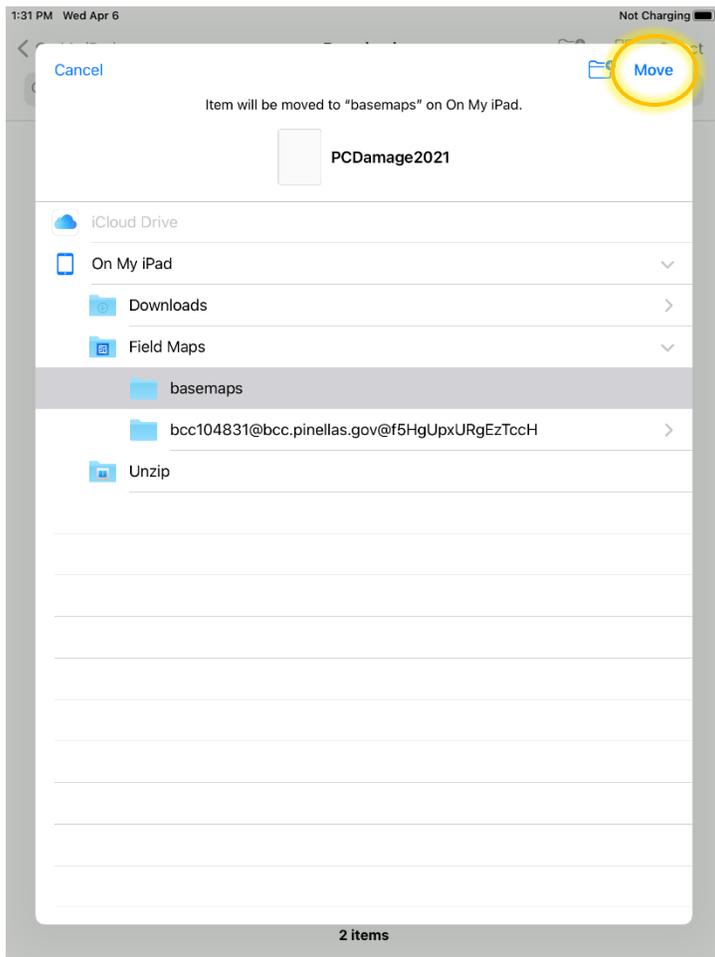
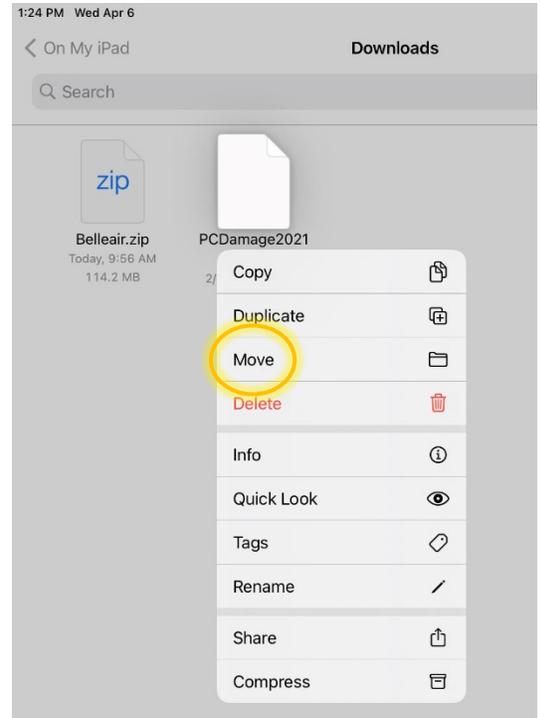


7. In the **Downloads** folder, long press on the unzipped **PCDA.tpkx** file and select **Move**. Make sure to select the unzipped **.tpkx** file and not the zipped folder.

8. In the next window, navigate to the **Field Maps** folder.

*Depending on you may have to create the basemaps folder by selecting the **add folder** icon  in the upper right of your window and name the new folder **basemaps**.

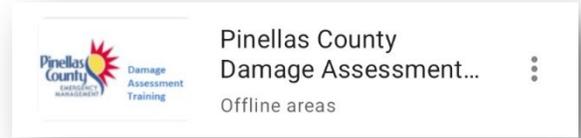
9. Select the **basemaps** folder and click **Move**.



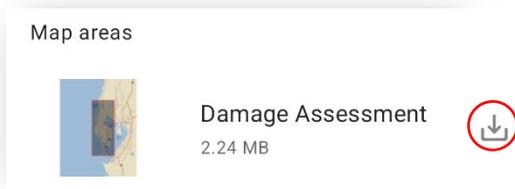
Step 5. Open the Basemap in the Field Maps App

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.

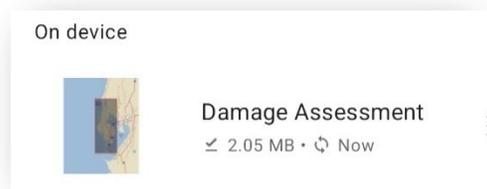
1. Open the *Field Maps* app on your device.
2. You should see the *Pinellas County Damage Assessment Training* map on your home screen. If not, select the search tool and enter "Pinellas damage".
3. Click on the *Damage Assessment Training* map to open the basemap download window.
4. Select the download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

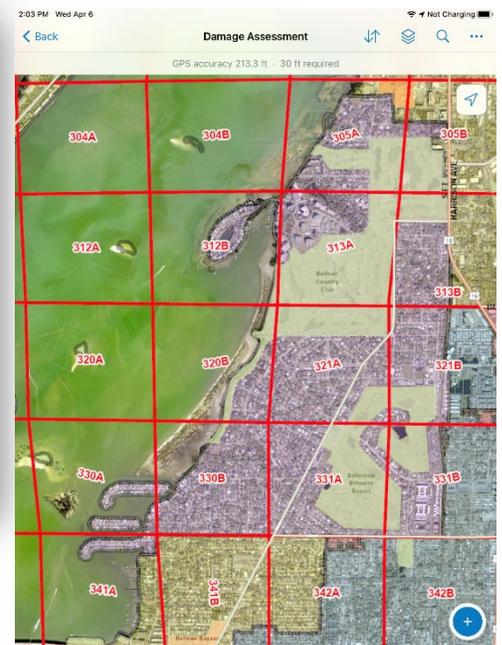
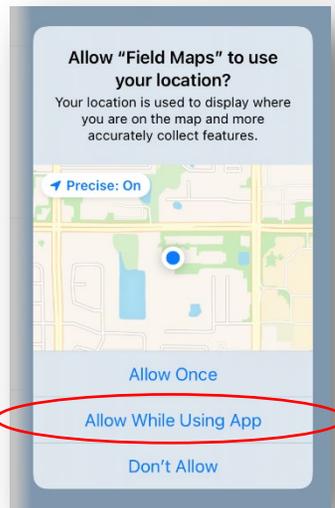


After loading basemap



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.

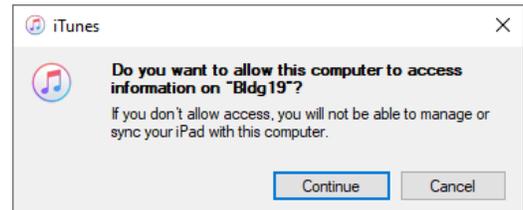


Note: During hurricane season, if Pinellas County is under a major storm advisory the training map will automatically be replaced with a storm-specific map on your device. The title of the new map will contain the name of the storm, e.g. *Damage Assessment – Hurricane Irma*. As storms occur throughout 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.

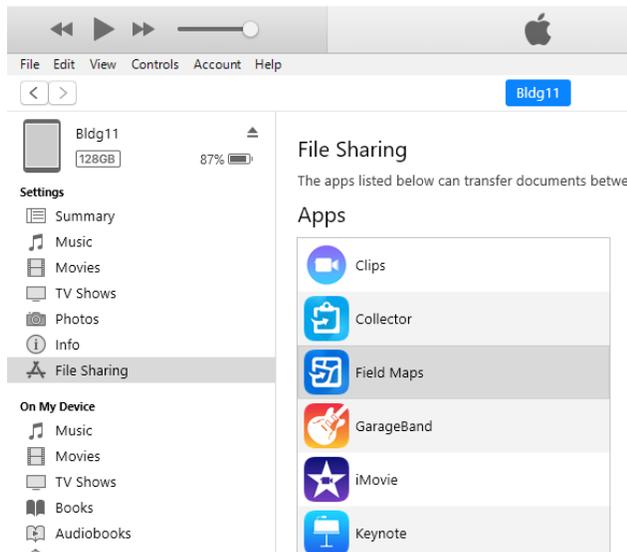
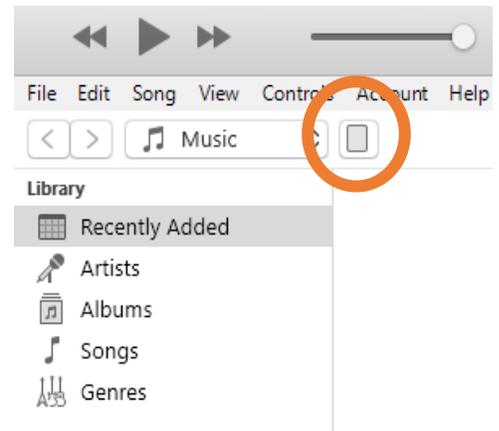
Alternative “Wired” Sideload Instructions Using iTunes

If you are downloading the county-wide basemap or one of the larger city basemaps and you have access to the iTunes app on your PC, it might be **quicker** to sideload the basemap by physically connecting your device to your computer. Follow the instructions below:

1. Login to iPad
2. Open iTunes on PC
3. Plug iPad into PC > when prompted select to share files + trust computer on both the iPad and PC
4. Select *Continue* when prompted to allow access to the iPad



5. You will also be prompted on the iPad to *Trust this Computer* and enter the iPad lock code for the home screen
6. Select the “**tablet**” icon in the upper left of the middle.
7. Click “**File Sharing**” and under **Apps**, select “**Field Maps**”.



8. Select Add File and navigate to the location where you have downloaded and unzipped the .tpk file.
9. The progress of the download will show in the top part of iTunes. **NOTE: This may take some time to complete.**



10. Once the download has completed you can disconnect your device 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 user login?

Yes – go to Step 2.

No – email egis@pinellascounty.org to request a DA user account.

Step 2: I have an ArcGIS Online account, but I can't remember my user name 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.