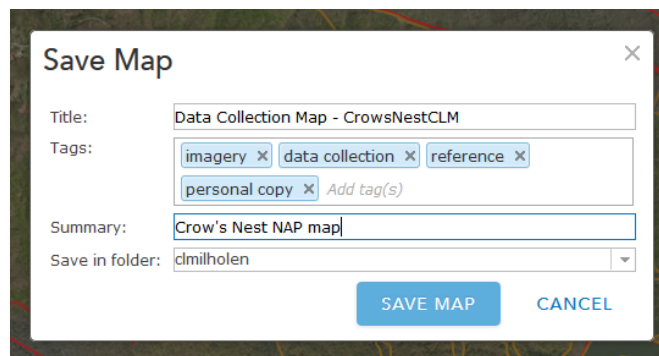
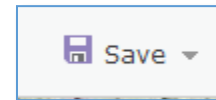


Working with Webmaps - RareQuest

Webmaps are accessed and configured in ArcGIS Online, and are also viewed in the Collector App. Users can see their own webmaps and maps shared within groups. Webmap settings determined by the author in ArcGIS Online reflect how the map is presented in the Collector App and viewed by the user. Working in the webmap online is not required for the RareQuest project, but it is useful if you would like to enter data in a web browser instead of the App on your device.

Access and save a map

- Click on the 'groups' button on the top banner.
- Locate and click on the 'RareQuest' Group. This is where all RareQuest related data and maps are stored; the group is private due to data sensitivity.
- Locate the RareQuest Collection Map.
- Click on the map thumbnail and the map will open in the map viewer.
- Pan/Zoom to the area of interest, if more specific than Virginia statewide.
- Click the down arrow on the save button on the top menu and click 'save as.'
- *Note that saving a copy of the map is OPTIONAL* You may work from the standard RareQuest Collection Map for the duration of the project. Saving your own copy, or copies, of the map will allow you to have more than one portion of the state downloaded to your device at the same time, since you can access multiple maps.
- Enter a unique, meaningful title and add tags and a summary. Click Save map. The copied map will save to the 'My Content' tab at the top of the webpage. You are now the owner of this map.
- [ArcGIS Online Help: Save Maps](#)



Map Viewer Tools



- Details: includes options to see information about the map, the map contents, and a legend
- Add: Add data to map; this is not necessary for the purposes of this project.
- Edit: opens editing environment; click to make collections via the webmap.
- Basemap: switch to a different basemap
- Save: save a personal map, or a copy of a map created by another user
- Share: share the map; this is not necessary for the purposes of this project.
- Print: create a printer-friendly version of map
- Measure: use to measure the area of a polygon, length of a line, or view the coordinates of a point.
- Bookmarks: access a set of predefined locations in the map. See next page for further details.
- Search: Enter keywords to find locations, addresses, places, and points of interest

- [ArcGIS Online Help: View maps in the map viewer](#)

Manipulate map contents

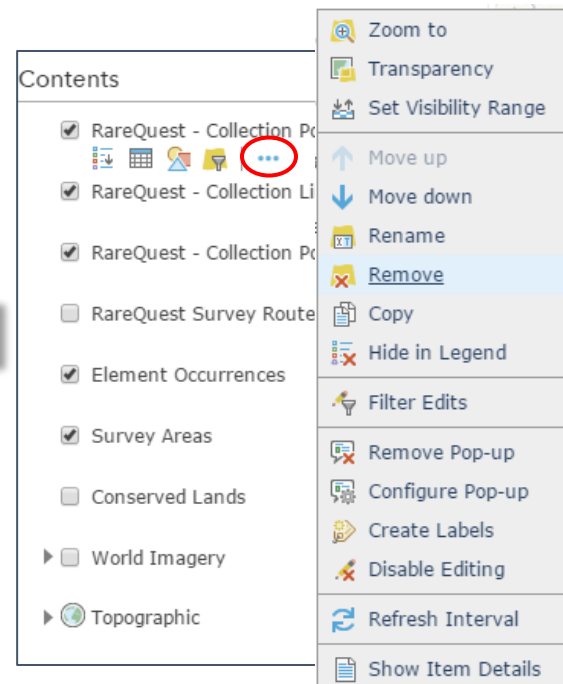
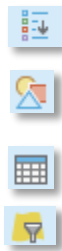
- If a map copy is saved, various tasks may be performed with the map and contents because the ownership has changed.
- Click on a feature in the map to access its pop-up details window
- Hover over layers in the Contents window to access the functions that are available (none of these are necessary for RareRequest):

[View legend](#)

[Change symbology](#)

[Attribute table](#)

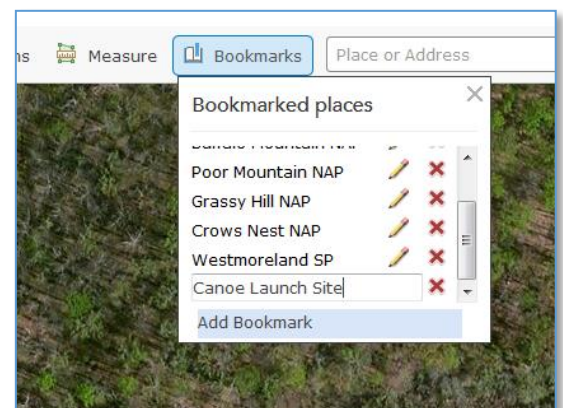
[Apply filter](#)



- Click the three dots at the far right of the layer (pictured, above right) to access even more options.
Note: Do not disable editing for the RareRequest Collection points, lines, polygons, or survey routes layers.

Set bookmarks

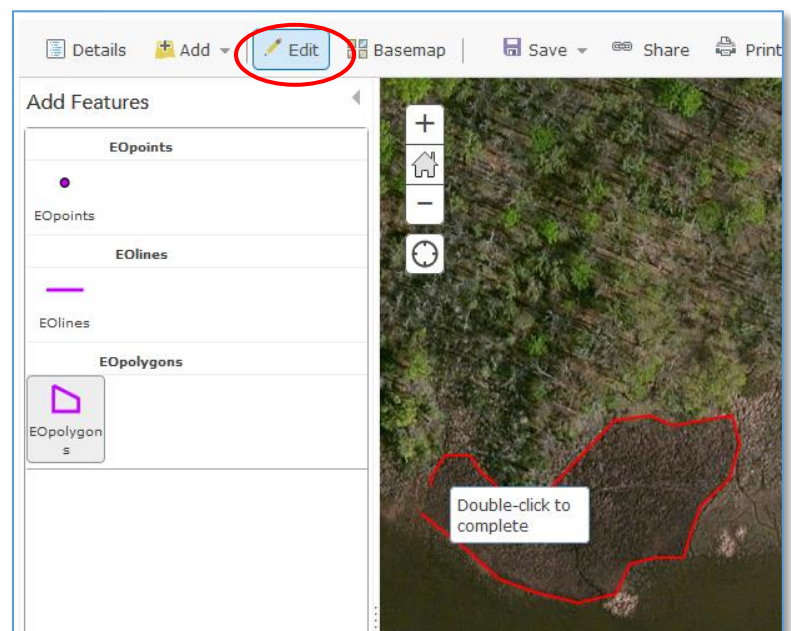
- Pan and zoom the map to the desired location.
- Click 'bookmarks' on the top menu.
- Click 'add bookmark.'
- Give the bookmark a meaningful name.
- Zoom to a previously bookmarked location by clicking on the name of the bookmark.
- Bookmarks may be accessed in the Collector App as well as ArcGIS Online.



Edit Data

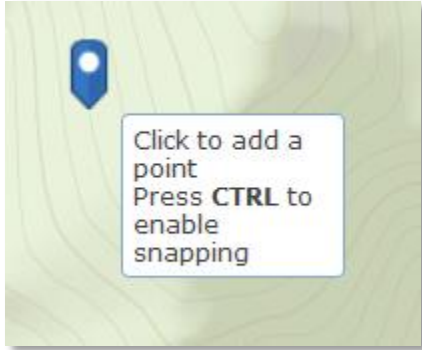
Record new information:

- Click 'edit' on the top menu to open the editing environment, shown at right, and the editable layers will appear in the 'Add Features' window.
- Click on the point, line, or polygon geometry as appropriate.
- Draw on the map with the mouse to capture the observed area. Each click will place a vertex on the map; click once for a point or several times to advance a line or polygon. Hold ctrl to enable snapping (snaps to existing shapes in the map)
- Double click to finish a line or polygon.
- To add a point from coordinates, enter the coordinates in the search bar and click 'add to map'



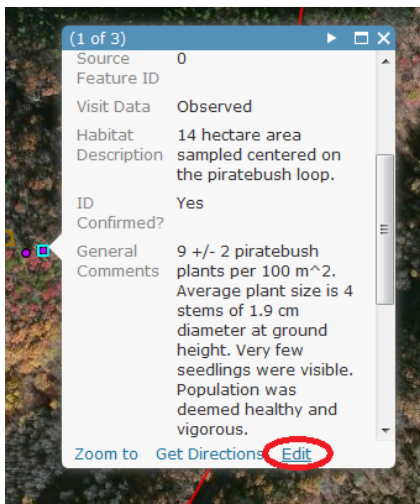
notes' when the location is found. Map notes are like graphics in the map. Click 'edit,' click on the point feature to collect (not map notes symbols), hover near the carat and hold the ctrl key; the point will snap to the carat graphic, as shown at left below.

- When the shape is finished a popup will appear, as shown at right below. Enter attributes and attach a picture if appropriate. To finish entering information, scroll to the end of the popup and click 'close.' The data is now saved in the editable feature layer.



Edit existing data:

While in the editing environment (see picture on previous page), click on the observation once to access the popup window and attributes. Click on it again and the vertices will appear which can be adjusted with the mouse as needed:



If the webmap is not currently in the editing environment (see picture on previous page), click on an editable observation to bring up its details popup window. Select 'edit' on the bottom of the menu. The map will then reflect the editing environment and adjustments can be made spatially, or to the attributes directly in the details popup.

[ArcGIS Online Help: Edit Features](#)

Finishing touches

- Remember to save the webmap when finished working. Edits made to the RareQuest layers are automatically saved within ArcGIS Online, but any zooming or bookmarks set by the user are saved in the webmap with the save button.
- Save as many copies of the map as desired (or don't, up to you). Please be aware that any settings changes that are made to the 'master' RareQuest Collection Map will not be reflected in your copies; I don't anticipate making any changes to the webmap settings but this is a heads up just in case. The RareQuest collections made by VMN volunteers WILL show up in your map copies as they are updated real-time, so you will see an accurate reflection of the data.