Collector – Going Offline

If you are going to be collecting Assets in an area without wifi or cellular data, you will want to follow this tutorial beforehand.

1. Make sure your device is **connected to wifi**
   1. \*\*\*Do not use cellular unless you have an unlimited data plan
2. On your device: Go to **Settings** > **Wifi** > **Connect** to a local hotspot
3. Open the **Collect App**
4. **Login, so that you can see your map**
5. Click the **Download button**
   1. On Apple it looks like a **Cloud with an Arrow**
   2. On Android it is the word “Download”
6. Now use 2 Fingers to zoom the **Work Area** square in or out
   1. You will want the work area Big enough to cover everywhere you will be working, but not much more than that: bigger area = more data & longer to download
7. Once you are satisfied with the Work Area, click the **Map Detail** button
8. Now use 2 Fingers to zoom the square in
   1. This will determine how much you can zoom in once you are out in the field
9. Once you are satisfied with the level of **Map Detail**, click the **Download** button
   1. On Apple devices it is on the top right corner
   2. On Android devices it is on the bottom right
10. Wait for your **Map** to **Download**
    1. If it fails for any reason, try it again
    2. After the map has successfully Downloaded, the **Download** button will change**:**
    3. Android devices will change to the word **“Sync”**
    4. Apple devices will change to a **Cloud with 2 Arrows**
    5. Once your map is Downloaded, you **will not have to download it again**, unless you need to change the Work Area or Map Detail
11. Now you can go offline - out in the field and Collect Assets
    1. Each time you collect an asset, a number will appear next to the Sync button
    2. That number represents all the changes you’ve made that are stored only on your device, they will not show up on your online map until they have been Synced.
12. After you have **finished** collecting assets for the day, reconnect to your wifi
    1. You must be in range of your wifi router
13. Once **connected** to wifi, click the Sync button
    1. Android devices it is the word **“Sync”**
    2. Apple devices it is a **Cloud with 2 Arrows**

**All of the work you do while Offline will only be stored on your device.**

**It will not show up on your online map until after you have Synced your work.**