



Overview

The **Intterra** Field Tool is a downloadable mobile app that gives you a simplified mapping tool for viewing, collecting and sharing information in **Intterra Maps (web)**.

The Field Tool app complements and extends the use of **Intterra Maps** to field users.

It does not have all the capabilities of **Intterra Maps**.

This app was developed primarily to give you the capability to:

- collect information from the field,
- share that information (including photos) with others in your agency using **SA**,
- share your device location (if you choose that option), and
- work offline, automatically syncing data to **SA** when comms are good.

The Field Tool is a GPS-enabled app.

To use this app, you need to enable your device settings to share your location at least “While using the app” and optimally “Always” to allow tracking even when the app is on in the background (another app is in use at the same time or the device has “gone to sleep”).

This enables the SA Field Tool to give you:

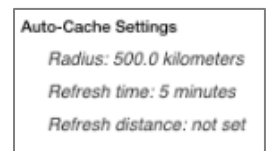
- the minimally required auto-cache* information around you,
- access to draw a point, line or perimeter using GPS track,
- the option inside the app’s internal settings to share your location with **SA**.

To conserve your device’s battery, it is recommended that you swipe the app closed when field work is complete.

***A Note about Auto-Cache in the Field Tool:** **Intterra Maps** data is loaded to your device in local storage automatically so that it’s available to view and edit if you lose internet coverage. Since there are limits to how much data your device can store and utilize effectively, and since loading the data takes time away from your ability to view and edit, the Field Tool only loads the information you might need within a certain distance around you.

The ‘**Radius**’ around you for mapped information to be automatically saved or “**auto-cached**” to your device is set for each data layer and varies by the type of data layer.

To see auto-cache settings, tap the layer name’s right arrow > and look at the end of the layer list.

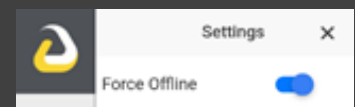


The ‘**Refresh time**’ is set based on the need and availability of new information. The ‘**Refresh distance**’ is ‘not set’ when it’s unlikely you’ll move beyond the radius within the Refresh time.

Auto-cache is based on your current location only. Since that may not be the area you are planning to work in, and since comms vary by location and cell service, it’s best not to depend solely on auto-cache.

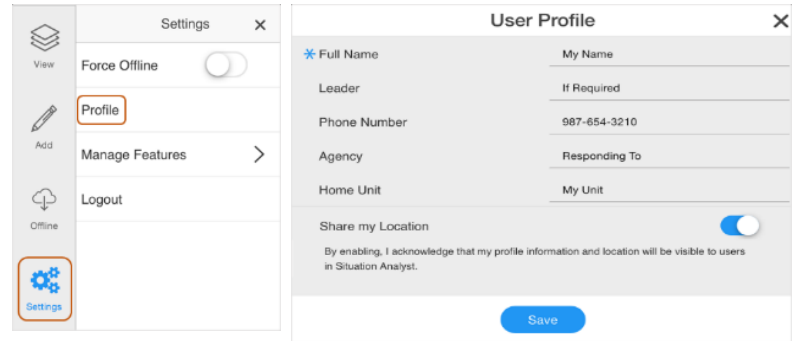
TIP for improving performance, battery life, and syncing!

- It’s best to set up offline areas (saving base maps and all available data) when you have a good internet connection (described on next page) **AND**
- **Select Force Offline** (settings) when working in the field.
- **Toggle off Force Offline** when back in good comms to sync data.



These steps require a strong network signal for online access, either cellular or Wi-Fi.

1. **LOG IN** with your **Intterra** credentials.
2. In Settings
 - a. **COMPLETE** the User **Profile**.
 - b. **TURN ON** 'Share my Location' if your reporting agency wants you to send **Intterra** your location to.

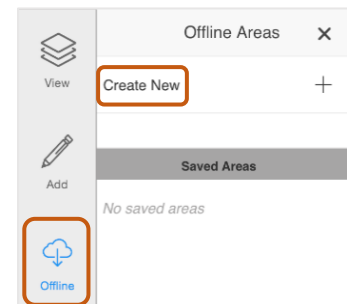


3. **SET UP OFFLINE AREAS.** Optional but highly recommended! Do this to be ready for bad comms and have a defined work area with all your data regardless of the radius around your location. (If your device's data plan has limitations it is best to save your offline areas after establishing a Wi-Fi connection.)

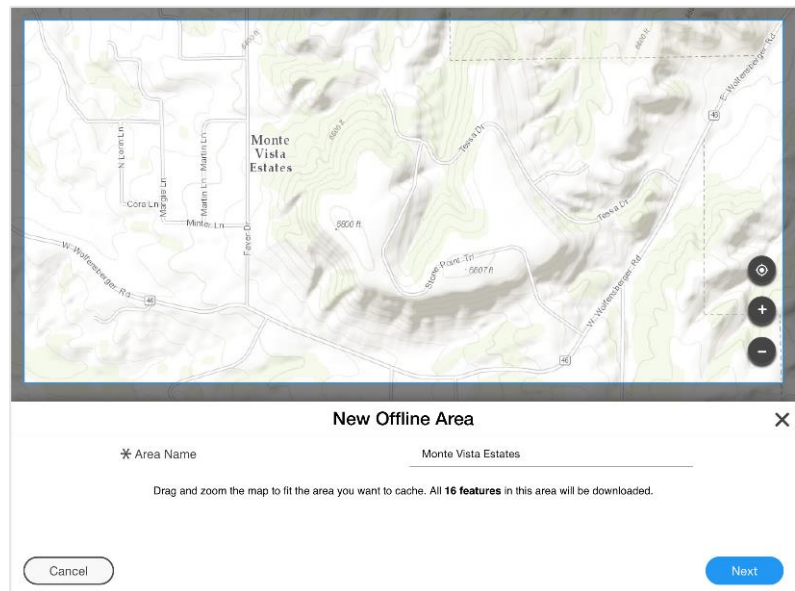
- a. **NAVIGATE** to the desired location.
- b. **TAP** 'Offline' on the gray bar menu, then 'Create New'.

Note: If the area is outside your current vicinity, no mapped information from **Intterra** will display on the map until after you save it as an Offline Area.

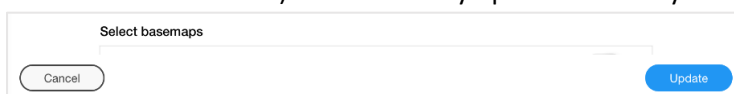
- c. **ADJUST** your area to 2,000 map features or fewer, guided by the feedback in the screen's lower panel. You will be caching all data available for that area.



- d. **TAP** 'Next' and then **SCROLL** through the lower panel!
- e. **SWITCH ON** the base maps you want for that area.
- f. **ZOOM** in to the level of detail you need to see. The cache is displayed.
- g. **CONFIRM** that you have a strong network signal and **TAP** 'Save'.
- h. **WAIT** for the download to complete (indicated by a blue dot left of area name).



4. **TAP** the locator button to center your device location on the map.
5. **KNOW** that information you add to the map is immediately synced to **Intterra** and that all updates to **Intterra** from everyone are sent for your immediate radius at regular Auto-Cache intervals.
6. **UPDATES** you make to your Offline Areas are immediately synced. **TAP** 'Update' within each Offline Area (if you are not at that location) to retrieve any updates made by others to your Offline Areas.

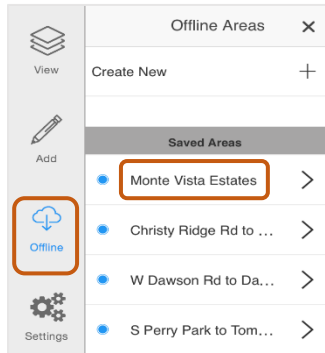


These steps can be made with or without internet access – but only after steps 1-3 on page 2!

1. **TAP 'Offline'** on the gray bar menu; then **TAP** the name of the Offline Area you're going to.

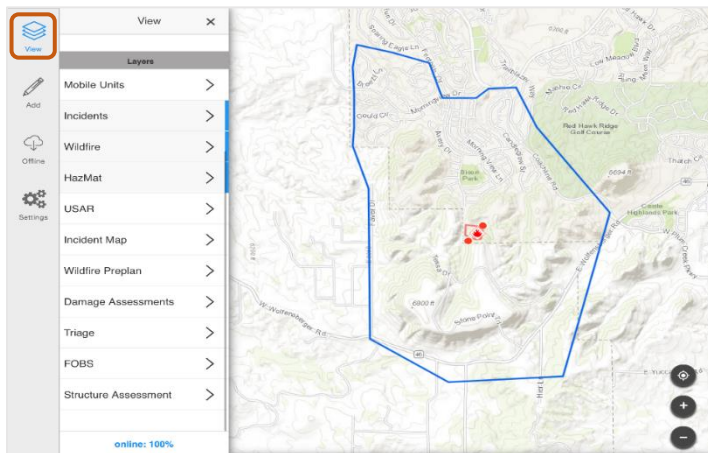
The map zooms to that area, offering you the chance to edit what's been cached.

You have 2 options in poor comms: **TAP** the red trash can to delete -or- **CANCEL** to use the map.



2. **Recommended:** Set **Force Offline** to on (see page 1).

3. To **TURN ON** the information layer(s) you need to see for your work. **TAP 'View'**. **TAP** the names of each of the layers you need. Most are self-explanatory. When the layer is activated, it's highlighted with a blue stripe.

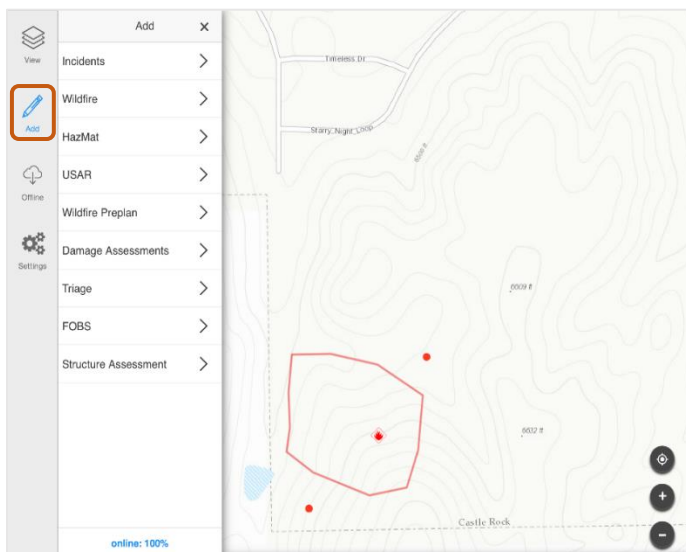


***Notes about a few layers:**

Incidents includes 4 different types of incidents and features that are common to all types of incidents.

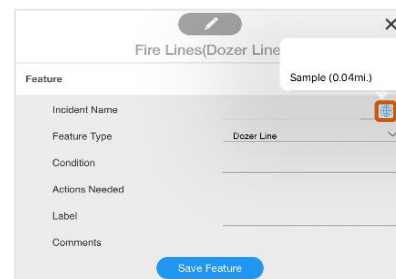
Wildfire, HazMat and USAR include features specific to those types of incidents.

4. **ADD** points, lines and perimeters as needed. The first two *Notes about a few layers (above) apply here, too.



Choose the category and then the feature you want to add to the map.

Follow the prompts, then tap the globe icon and be sure to associate your map feature with an Incident (or Preplan) Name in the feature details section before hitting 'Save Feature'.



5. If **Force Offline** was used, turn it off when back in good comms.