How to Collect, Edit, Archive, and Delete Records

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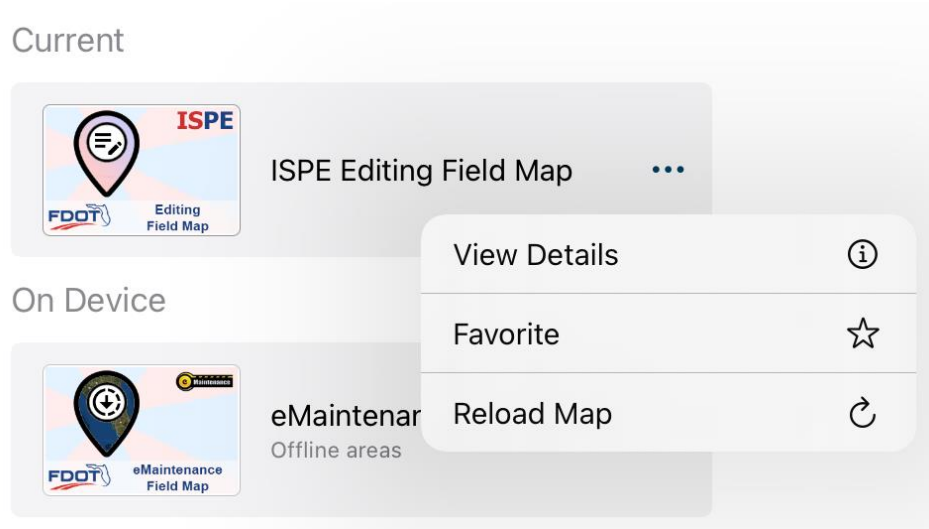
Links to each specific District ISPE and HWLO Field Maps map and web editing tool are provided in the eMaintenance Quick Start Guide PDF document on ArcGIS Online. Users must have an ArcGIS Online account and be a member of an applicable District editing group to be able to edit data as shown in this document and linked to in the guide.

Please contact the applicable eMaintenance District Champion to request access to edit data using these tools.

Refreshing Field Maps and Web Editing Tools

Occasionally, there may be updates to the maps with changes to the data collection form logic, map symbology, or other layer and/or table changes.

- From a web browser, the web editing tools can be refreshed by clicking the button in the browser or the appropriate keyboard shortcut.
- For Field Maps, the user should be outside of the map on the general map selection screen.
  - For the currently opened map, select the three dots next to the map, and click "Reload Map".
  - Other maps should automatically pull the latest changes upon opening if it is not the last opened map.

The map or web editing tools should pull the latest changes and function as intended. If there are any issues and refreshing or reloading the map does not work, please contact the applicable eMaintenance District Champion to notify the eMaintenance Admins.
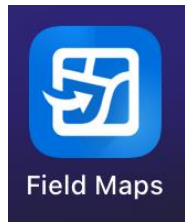
Collecting New Data
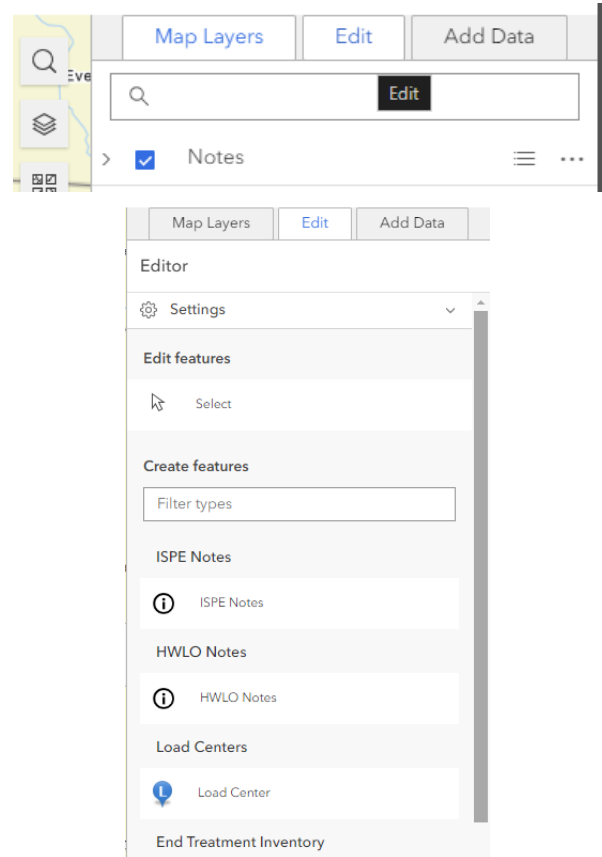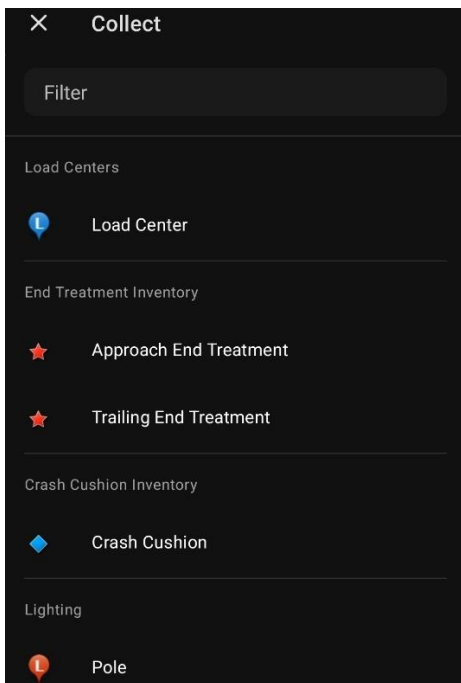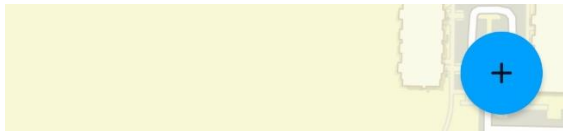
Adding Standalone Feature Points

This section should be used for data that does not have a parent record, such as End Treatment inventory, Crash Cushion inventory, Lighting inventory (in Districts not utilizing Load Center features), Load Centers (prior to adding related Lights), and other applicable layers.

Please see the applicable section of this document for instructions on adding related data, such as Incident and Outage table record information, or adding a Light related to a Load Center.
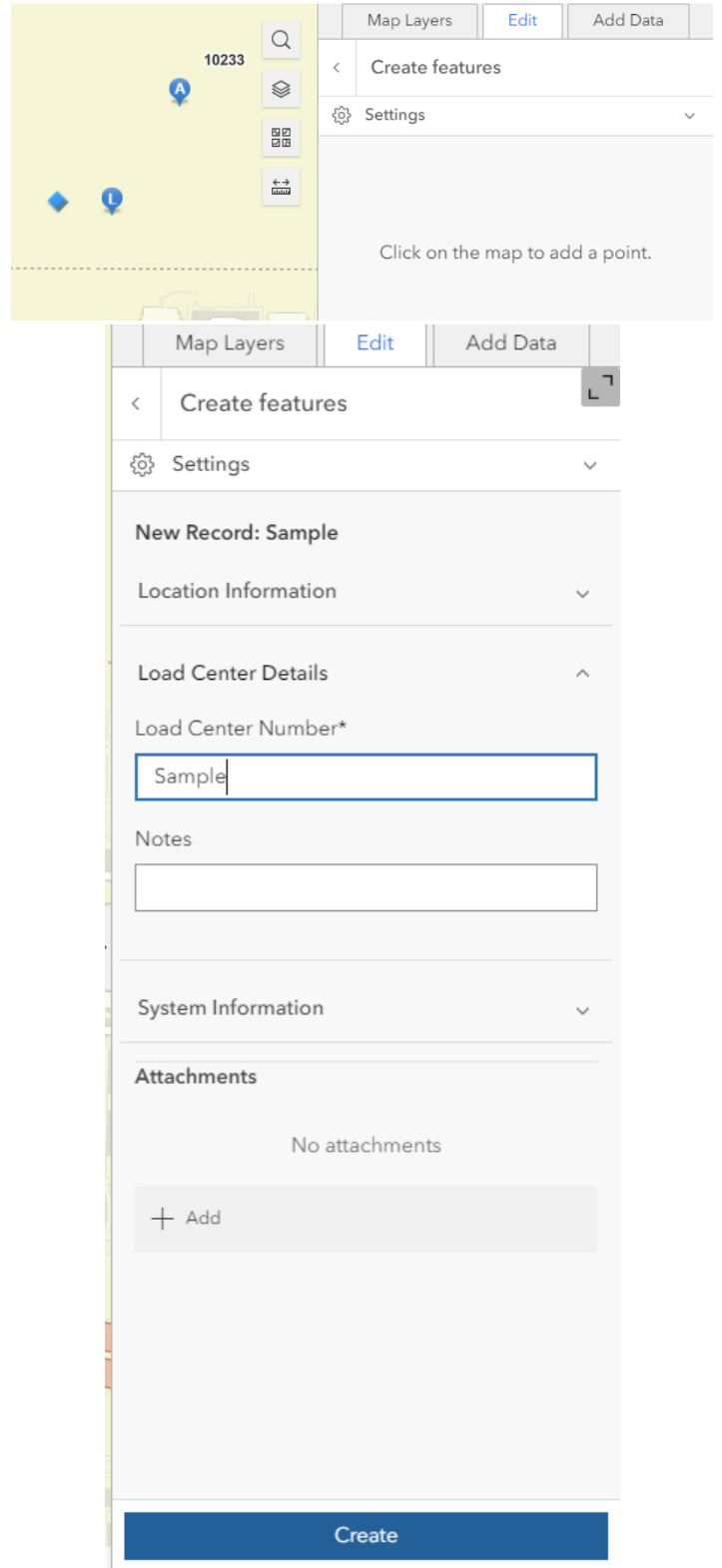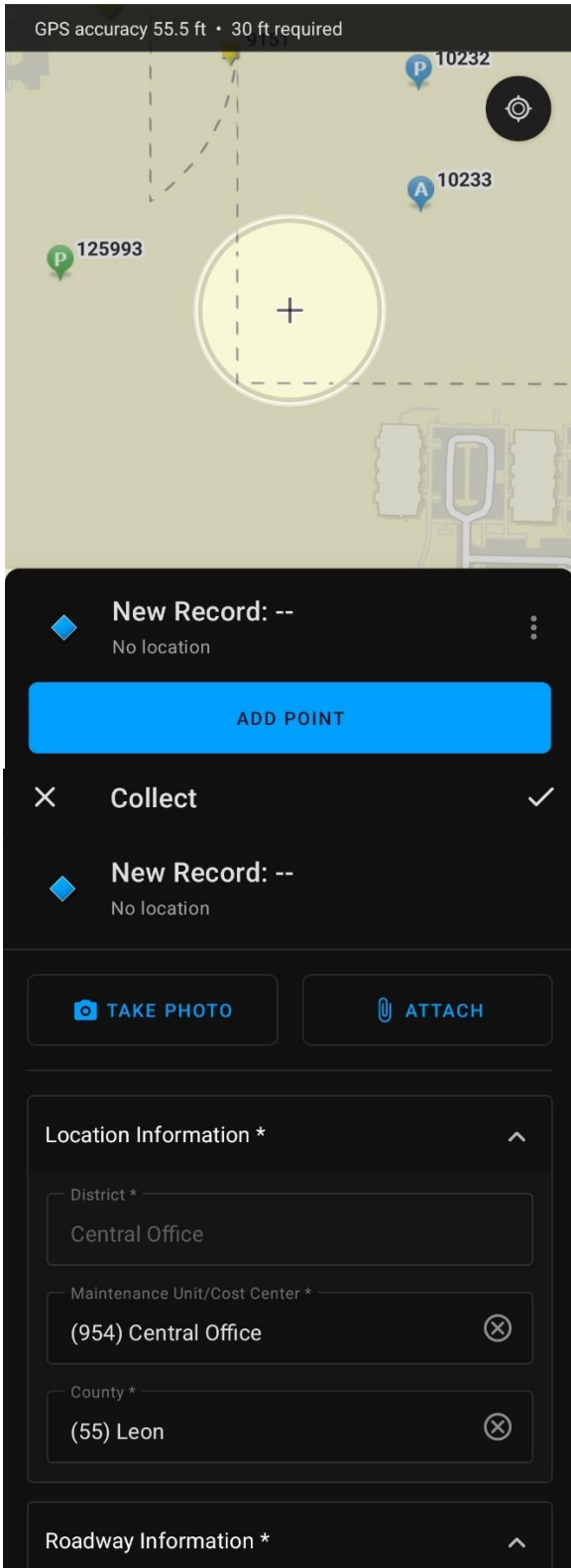
1. Open the Field Maps application on an Android or iOS device or open the web editing tool from a supported web browser on a laptop or desktop computer. Each District group has more specific web Editing Experiences.
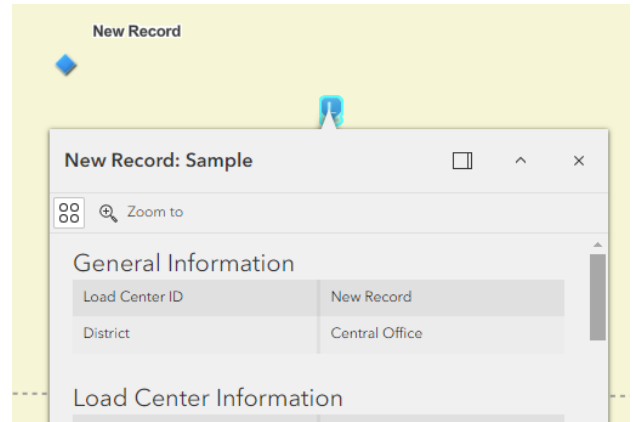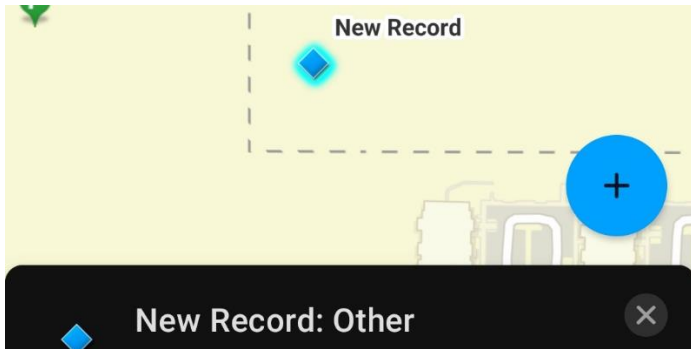

2. Click the "+" plus button in the bottom right corner of Field Maps or open the Edit widget in the upper right corner of the web editing tool. A list of available features to collect will appear as a list.

3. Move the map and click the "Add Point" button in Field Maps or click on the map in the web editing tool to add a point at the correct location. Once the point has been added, the list of field questions will appear in the web editing tool. Click the checkbox in the upper right corner or the "Create" button to save the point.
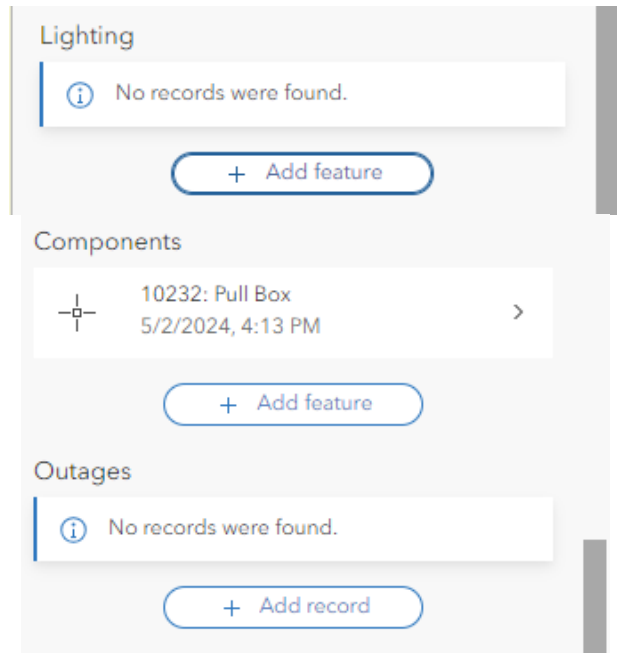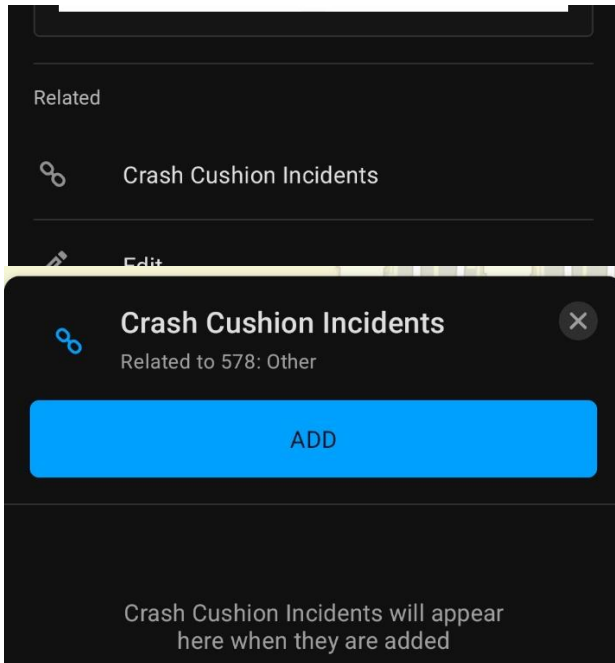
4. If there is an issue saving the data, a message should appear indicating what fields need to be completed and/or corrected. Limited or no mobile data connectivity may affect the ability to save data in the field.
5. Once saved, the point should appear on the map. Closing the edit widget in the web editing tool will allow the user to view the normal pop-up for the point.

Adding Related Feature Points and Table Records

This section should be used for adding related data, such as a Light to a Load Center, or Incident and Outage data.
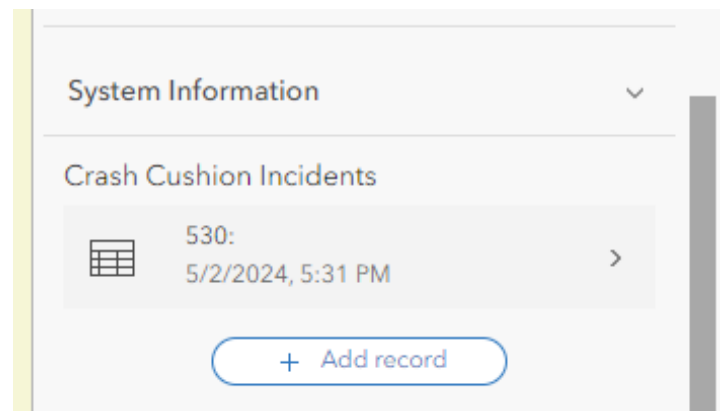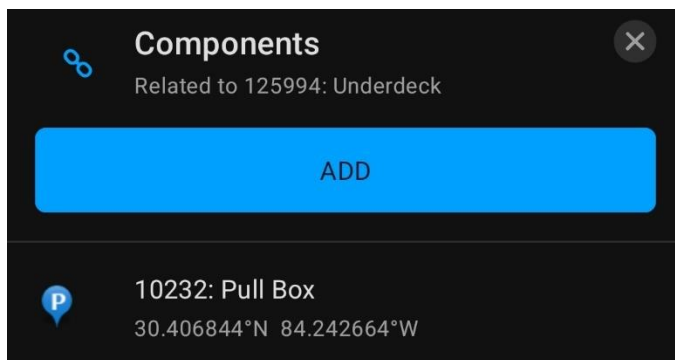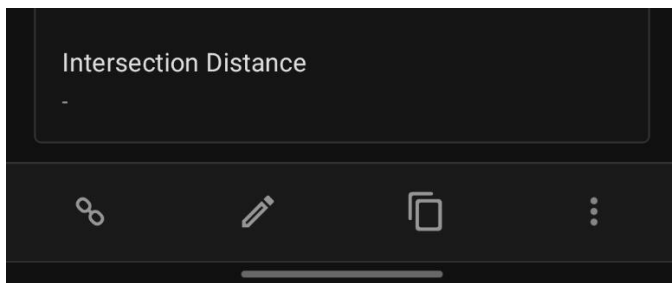
1. Open the Field Maps application on an Android or iOS device or open the web editing tool from a supported web browser on a laptop or desktop computer. Each District group has more specific web Editing Experiences.
2. Locate the existing record on the map.
   a. For the web editing tool, open the edit widget at this time.
3. Click on the point and scroll down to the bottom of the pop-up.
   a. For Field Maps, click on the intended related table from the list of available relationships.
4. Click on the "Add" button in Field Maps or click on the applicable "Add feature" or "Add record" button in the web editing tool.

5. Complete the steps to add a point if applicable, then complete the field questions as normal, and submit.

Editing Collected Data

1. Locate the feature on the map.
   a. For the web editing tool, open the edit widget at this time before clicking on a point.
   b. For Incidents and Outages, the parent feature must be selected first, then scroll to the related data section, and open the applicable table, if necessary. Select the correct feature from the list.
2. For Field Maps, click the pencil icon or scroll down and click the Edit button. For the web editing tool, begin editing the record.
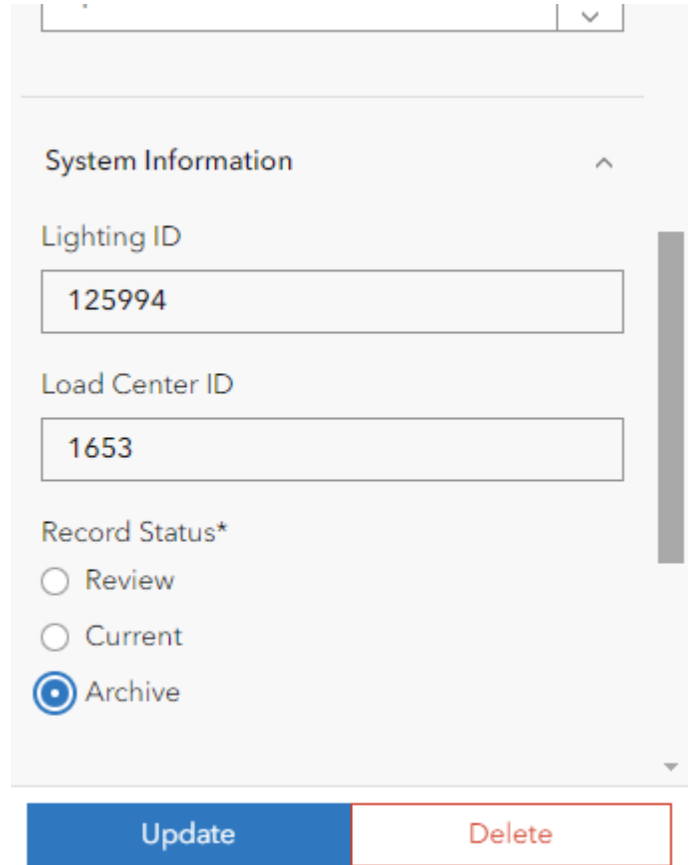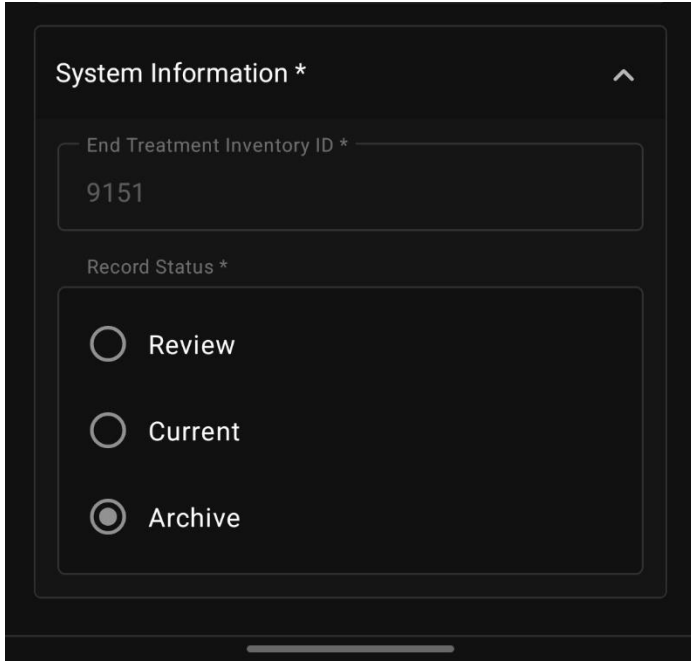

3. Complete any corrections to the data, then submit to save the data.
   a. For Field Maps, move the map and click "Update Point" to move the point.
   b. For the web editing tool, drag the feature symbol to move the point.

Archiving Collected Data

Certain layers can be archived to protect the record from further editing, so that the data remains in the database and a new replacement feature point can be created for a replacement asset. The End Treatment, Crash Cushion, and Lighting layers support archiving the data sets. Any related Incidents and Outages will get automatically archived by the system.

To archive the data, while editing the feature point, go to the "System Information" group and change the "Record Status" field from "Current" to "Archive". Submit and save the data, then the point should disappear from the map next time it refreshes.

Deleting Collected Data

In the event of duplicate data, records may be deleted from the map. Users should consult with their eMaintenance District Champions on whether or not to delete data from the system.

Incidents and Outages can be deleted without affecting other related records. If a record has 4 related Incidents recorded, deleting one will not affect the other three. However, deleting the End Treatment, Crash Cushion, and Lighting point will permanently delete all related Incidents and Outages without exception. It is recommended to archive any feature point that has related Incident and Outage information to protect it for historical purposes.

To delete a record, locate it from the map.

- For the web editing tool, have the editing widget open. Select the "Delete" button at the bottom of the screen.
- For Field Maps, select the three dot icon or scroll down and select the "Delete" button.