



### 3. Save the Map

Select the drop-down menu on the Save tab and select 'Save As'. In the Save Map dialog window, enter a title, tags (e.g. GPS, GNSS, Quad, whatever else you feel is appropriate), and a summary.

### 4. Customize the application settings

Click the About  button to open up details about the map, and select **More Details...** and then **Edit** to get to a place to enter information about your map. In the Properties at the bottom, you might find tools and capabilities you may want to provide with your map, such as Routing, Measure tools, a Basemap selector, a Find utility. These are all useful, but if they add too much clutter, turn them off here. One important detail is found in the **Settings** tab, where there is a checkbox for enabling offline mode (Enable Sync), so make sure to check this; otherwise users cannot collect data offline – away from WiFi, for instance.

### 5. Share your map

In the details dialog or on the main map screen, you can share your map with others by clicking on the share button. Select 'San Francisco State University' and at least one group, such as CEL Program.

### 6. See if you can access it from Collector

You'll need to sign in with the Collector app on a phone or tablet (sfsu.maps.arcgis.com + your AGOL account credentials), and choose the map you created.