<u>DEP WMS Contractors (Status & Trend Networks Projects) – iPad Pro Setup Instructions</u>

Document updated 12/30/2024. Core instructions and screenshots copied from DEP Intranet guide for setting up an iPhone (https://www.floridadep.net/resources/setting-iphone).

1. Create an Apple ID for your work email account.

Before turning on the iPad, use another device to create an Apple ID for your work email account. Do not use a personal Apple ID to sign in to DEP iPads.

Visit the following website and complete all required fields to create an Apple ID. https://appleid.apple.com/account#!&page=create

Note that the password that is selected for the Apple ID will be needed to set up new devices and to download apps from the App Store. If this password is forgotten you will need to contact Apple Support by visiting: https://support.apple.com for further assistance.

During the Apple ID creation process, you will be required to verify your email address. You will also be required to enter a phone number and complete the verification steps (voice or text message) to set up two-factor authentication.

2. Insert the SIM Card into the iPad.

The SIM card slot is located on the right side of the device, near the bottom. Use the small metal tool included in the iPad box to open the SIM card slot.

3. Install Waterproof Protective Case

Reminder: <u>iPads are not waterproof</u>. Use of an IP68 rated case is required to protect the device from environmental hazards (dust, water, impact, etc.)

Follow manufacturer's instructions for case installation, use and maintenance.

4. Turn On the iPad.

Press the Power Button located on the top side of the iPad to turn on the device.

5. Set Up the iPad.

- The welcome screen displays the word "Hello" in many languages. Follow the on-screen instructions to get started. When prompted, **select your language, then select your country or region**. This affects how information looks on your device (date, time, contacts, etc.).

- On the **Quick Start screen**, decline the option to automatically set up the device using another iPhone or iPad. Select **Setup Manually**, and then follow on screen instructions.
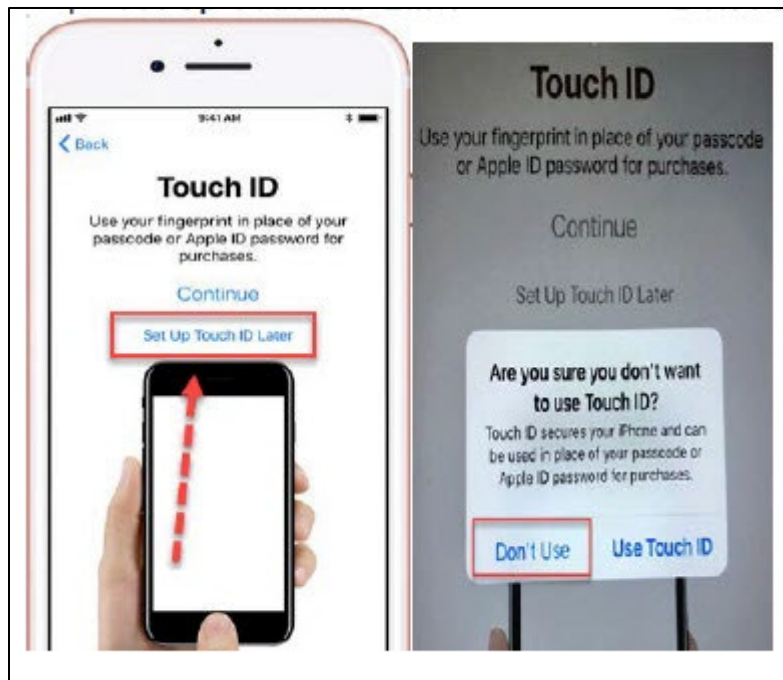

- Activate your device by selecting "**Use Cellular Connection.**" If this option is unavailable, select a trusted WiFi network to proceed.

- Read and proceed through the **Data and Privacy** Screen, then select "**Continue.**"

- On the **Face ID or Touch ID** set up screen, select "**Set Up Later.**" Select "**Don't Use**" if asked to confirm that you do not wish to use these features.

- On the **Passcode Creation** screen, select "Passcode Options" and choose either "Four – Digit passcode." "Custom Numeric Code," or "Custom Alphanumeric Code." **Create a passcode that is at least four characters long** and verify the passcode when prompted.
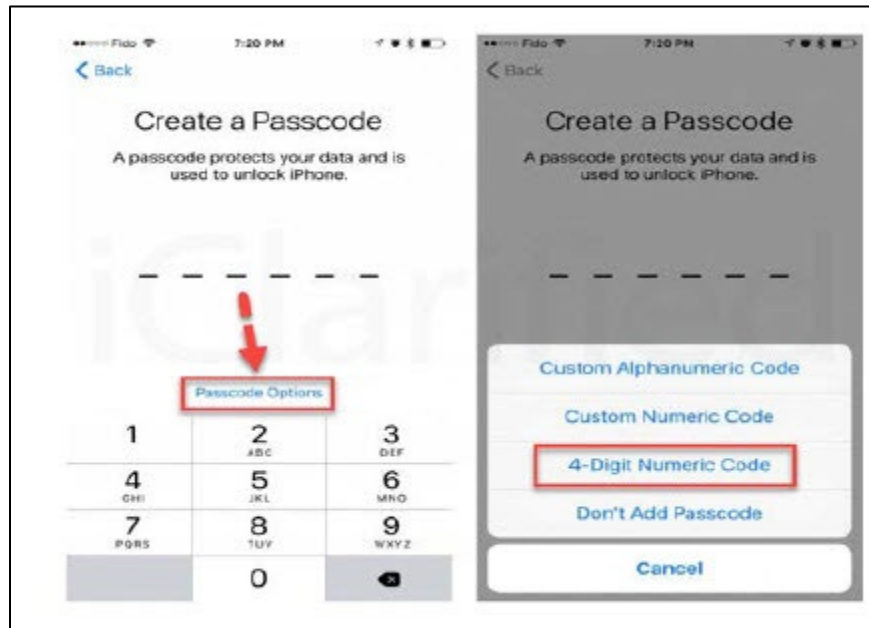
- On the **Apps & Data** screen, decline the options to restore from a backup source and select "**Set Up as New Device.**"
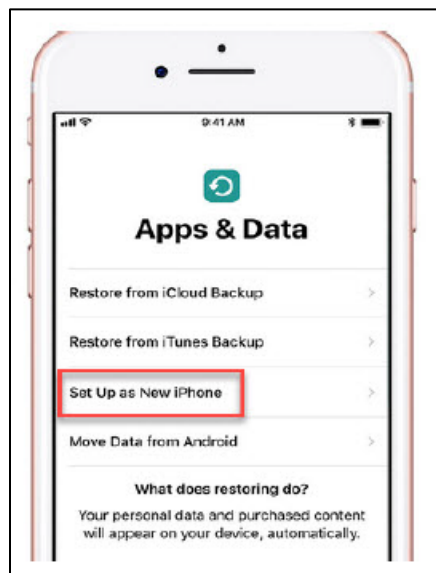

- On the **Apple ID** screen, enter the Apple ID and password that were created in step one of these instructions. Reminder: Use an Apple ID created for your work email address. Do not use a personal Apple ID to sign in to DEP iPads.

- Read the **Terms and Conditions** and select "Agree" to proceed to the next step.

- On the **Location Services** page, select "Agree" to allow applications to use information about the device's location. This setting is recommended to enable lost device detection and use of navigation and environmental data collection applications.

- On the **Siri Setup** page, select "Set up Later in Settings."

- On the **iCloud Analytics** and **App Analytics** pages, select "Don't Share."

- The device will complete the setup process, and the home screen will be displayed. You may need to unlock the device before proceeding by entering the device passcode that was selected in the steps outlined above.

6. **Practice Using Device Controls / Device Navigation**

- **Unlock Device:** If device screen is off. Press the Power Button on the top side of the device to display the lock screen. Swipe up to unlock the device. You will be prompted to enter the device passcode.

- **Lock Device:** When the device is unlocked, press the Power Button on top of the device to lock the device.

- **Access Control Center:** With device unlocked, swipe down from the top right corner.

- **Return to Home Screen:** With device unlocked and any application open, swipe up.

- **View or Close Open Applications:** With device unlocked, slowly swipe up to view all open applications. Tap an application tile to interact with that application. Swipe up on an application tile to close that application.

- **Rearrange Application Icons:** Long press on an application icon then select **Edit Home Screen** from the menu. Drag icons to rearrange them on the screen or add them to the quick access bar on the bottom of the screen.
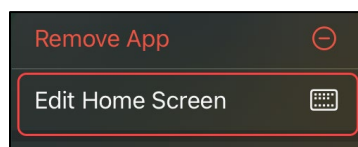
- **Capture a Screenshot:** Press the Power Button and either one of the Volume Buttons at the same time to capture a screenshot. The captured image will be saved in the device's Photos storage location.

- **Turn Off the iPad:** Press and hold the Power Button and either one of the Volume Buttons at the same time, then follow the on-screen prompts to turn off the device.

7. **Download Applications for Status & Trend Networks Data Collection**

- Open the **App Store** application.

- Search for applications required for Status & Trend Networks projects (see list below) and click the **GET** button to install each application.

  When attempting to install an application for the first time, you will be required to sign in to the App Store with your Apple ID and passcode, read through and accept the service terms, and enter your billing information. On the **Payment Method and Shipping Information** screen, select "None" for payment method, and enter your work address and phone number.

 Required Applications for Status and Trend Network Projects

  - o ArcGIS Survey123

  - o ArcGIS Field Maps

  - o Bad Elf Flex (required when using Bad Elf external GNSS (Global Navigation Satellite System) receivers)

  - o Adobe Acrobat Reader

  - o Microsoft Outlook (or another email application approved by your agency)

  Optional Additional Applications

  - o Google Maps

  - o Organic Maps Offline Hike Bike (useful for navigation in areas with no cellular data signal)

  - o Compass (useful when taking directional photos)

  - o NOAA Tides & Currents

  - o Microsoft Teams

  - o Microsoft OneDrive

8. **Remove Unnecessary Applications**

- Remove any pre-installed applications that are not needed for environmental data collection activities. To remove an application, long press the application icon and wait for the minus sign to appear in the upper left corner. Click the minus sign, then select the option to remove the application.
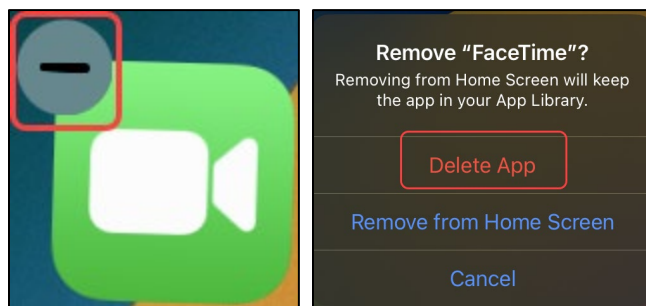

- **Use of text messaging and social media applications is <u>not permitted</u> on DEP mobile devices.** Please remove any pre-installed applications in these categories (e.g. Face Time, Messages).

9. **Adjust Device Settings**

- Open the **Settings** application.

- Click the user profile icon in the upper left corner to review account and iCloud settings.

   o Confirm that **Find My iPad** is turned on.

   o Review iCloud settings. To conserve battery usage, turn off iCloud sync for photos and other applications.
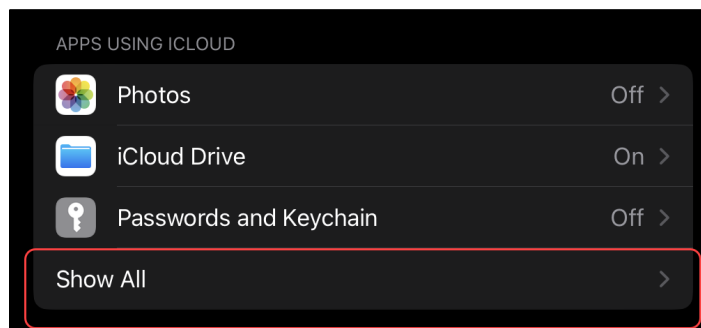
- Review the **Notifications** and **Sounds** settings and adjust according to your preferences. The Sounds settings include options for turning on / off the keyboard and lock screen sounds.
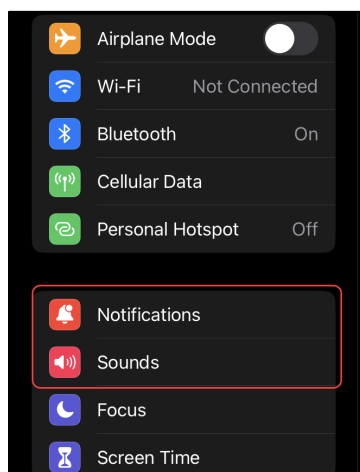
- Review the **General** settings.
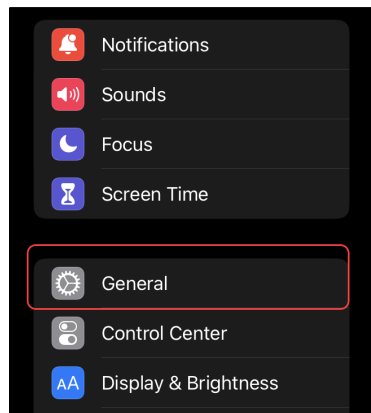
  - To conserve battery use, turn off **AirDrop**, **AirPlay**, and **Handoff** features.

  - Review the **Date & Time** settings and select your preferred time format (12-hour vs. 24-hour).

- Review the **Control Center** settings. Add or remove items from the Control Center menu according to your preferences.

  The Control Center contains quick links to commonly used tools (e.g. flashlight, camera, display brightness). To access the Control Center, swipe down from the top right corner.
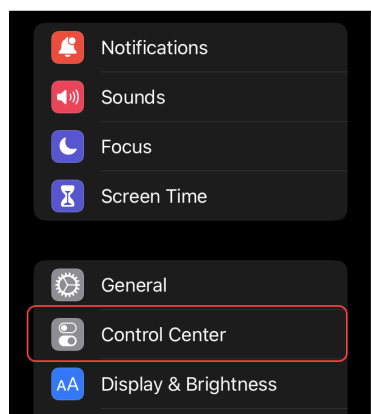
- Review the **Display & Brightness** settings.
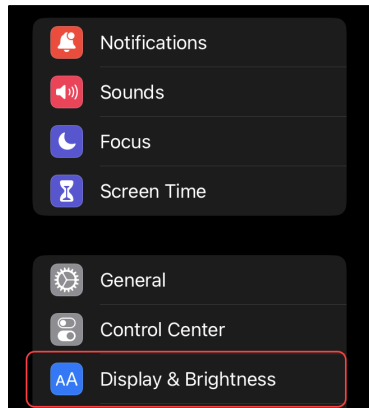
  o Adjust the **Auto-Lock** settings to increase the amount of time that the device can remain inactive before the lock screen activates. To reduce screen locking during field work, changing the auto-lock time to 10 minutes is recommended.

  o Adjust the screen **Appearance** (Light mode vs. Dark mode), **Text Size**, and **Brightness** according to your preferences.

- Review the **Accessibility** settings.

  To conserve battery life and reduce unintentional edits during field work, turning off the **Tap to Wake** and **Shake to Undo** features is recommended.
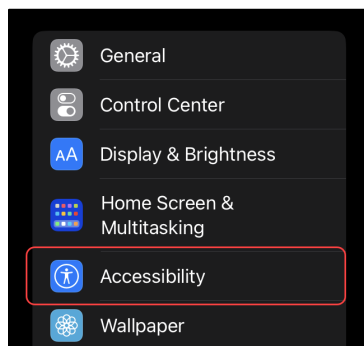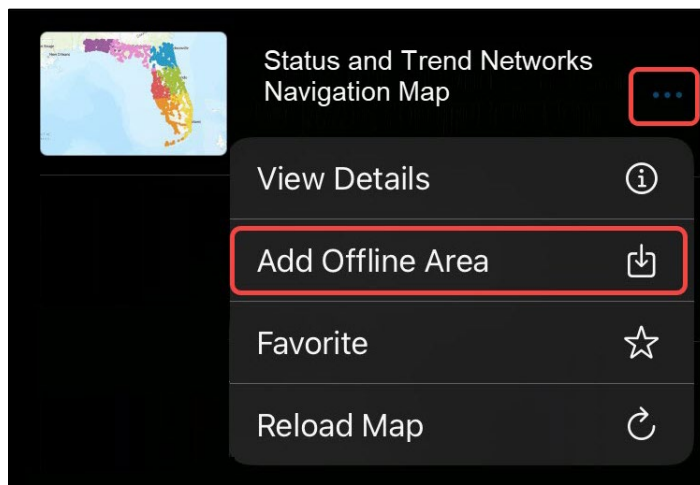

10. Prepare for Status & Trend Networks Data Collection

- Open the **ArcGIS Field Maps** and **ArcGIS Survey123** applications and log in using your WMD or County ArcGIS Online account credentials.

- If you will be using a Bad Elf External GNSS receiver for navigation and location data collection (required for all Status Network stations; required annually for Surface Water Trend stations), ensure that the receiver is paired with the iPad. Adjust the receiver settings using the **Bad Elf Flex** application, and set the receiver as the location provider in both Field Maps and Survey123 (refer to the Watershed Monitoring Section GNSS Basics Manual for additional instructions).

- Within the ArcGIS Survey123 application, select the **Download Surveys** option from the menu in the upper right corner. Select the "**FL DEP Status and Trend Networks – Surface Water**" and "**FL DEP Status and Trend Networks – Groundwater**"

surveys from the list of available surveys. Once the surveys are downloaded, they will appear in the "My Surveys" section on the main application screen. If difficulties are encountered when trying to download these surveys, please contact stephanie.sundermanbarnes@FloridaDEP.gov.

- Within the ArcGIS Field Maps application, open the group folder for **Status and Trend Networks Survey123 Users** and locate the **Status and Trend Networks Navigation Map**. If you are unable to access the map, please contact stephanie.sundermanbarnes@FloridaDEP.gov. To use the map in areas without a reliable cellular data connection, it is necessary to download a portion of the map for offline use while the mobile device is connected to a cellular data or Wi-Fi network. Select the more options (three horizontal dots) icon for the Status and Trend Networks Navigation Map, then select Add Offline Area. Options for defining the area and level of detail to download will be displayed.

11. Data Collection for Status & Trend Networks Projects

- Within the ArcGIS Field Maps application, open the group folder for **Status and Trend Networks Survey123 Users. O**pen the **Status and Trend Networks Navigation Map** or one of the downloaded offline areas by clicking on its corresponding map icon or title. Use the Layers menu to change the visibility for all station layers in the map. Separate layers are used to display the station or random site locations for each major project (Surface Water Trend Network, Groundwater Trend Network, and each of the seven Status Network resources).

- Use the Search tool to select a specific station or random site location on the map. The Status and Trend Networks layers can be searched by station name, GWIS Station ID / WIN ID, Status Network random site location (e.g. Z3-CN-18001), or FLUWID (Florida Unique Well Identification) tag number. A station or random site location can also be selected by tapping on the corresponding point marker on the map.

- When a station or random site location is selected, the pop-up window within the map will display details about the selected feature and provide a link for opening the corresponding Survey123 form for data collection. Tools for navigation are available

within the pop-up window. Select the Directions button to obtain driving directions to the selected location using Apple Maps or Google Maps. Select the Compass button to display the straight-line distance and bearing from the GNSS unit's current location to the selected point. Use of the compass-style directions is recommended when navigating in a boat or when driving or walking in an off-road area.

- After arriving at the selected station, click on the **Open in Survey123** link in the pop-up window for that station. This will open the Survey123 application on the user's device. The survey that corresponds to the type of sampling being performed (surface water or groundwater) will open and the selected station's details will be pre-populated in the form. Users are then presented with a series of questions to be completed at a single station. Anything noted with a red asterisk is a required field within the survey. Responses to these questions are often used to populate lists of choices for other questions that follow (e.g. responses to questions about collection agency are used to populate lists of choices for team member names and sampling equipment).

- Once the survey response is submitted, a field sheet will be populated and will be emailed to the person identified in the data entry form as Field Staff 1. If samples were collected, an updated custody sheet packet will also be included in this email. If non-DEP users are not receiving these emails, please contact stephanie.sundermanbarnes@FloridaDEP.gov. The field sheet filename will use the following nomenclature: ProjectName_FieldID_MMDDYYYY. The custody sheet packet will use the following nomenclature: RQ_MMDDYYYY_FieldStaff1_CustodySheet. A custody sheet packet file will be generated and named after each survey submission where samples were collected. If the user collects more samples under the same RQ /date/staff combination, an updated custody sheet packet will be generated and saved over the previous version of the file on the DEP server.

- Each day, once all samples are collected, field staff must review their field sheets and custody sheets and email the signed custody sheet packet to the DEP lab (lab.receiving@FloridaDEP.gov). The custody sheet packet file name can be used as the email subject. If samples were collected from multiple RQs on the same day, a separate email and signed custody sheet packet is required for each RQ. The **Adobe Reader** application can be used to add signatures or additional notes to the custody sheet packet if needed.