

## SETTING UP OFFLINE MAPS IN SURVEY SOLUTIONS SERVER

### INTRODUCTION

In this tutorial we will cover the process of uploading and configuring offline maps displayed in the Map Dashboard and the Geography Questions within the Interviewer's instance.

The new geography features are thoroughly explained in [Survey Solutions Documentation and knowledge base](#) and these tutorials are based on their content. We recommend to read these articles [Geography Question](#) and [Map Dashboard](#) to learn about them.

#### 1. COMPRESSING MAP FILES

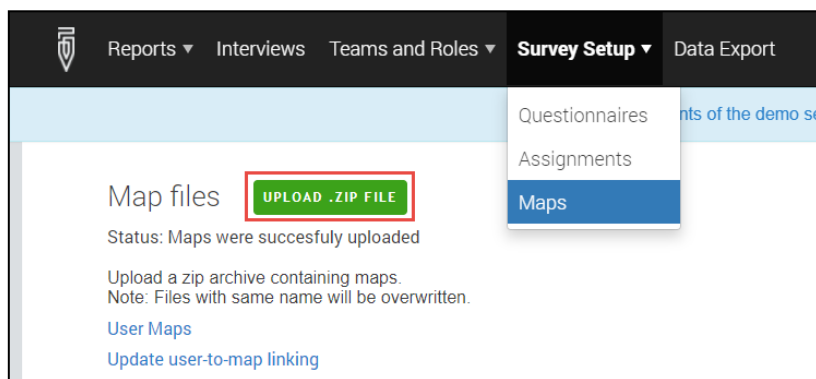
To upload the map files that we have produced beforehand<sup>1</sup> into the server, we will need to compress them into a .zip file. Note that the server can import all the .tif files compressed altogether in a single .zip folder.

In Windows this can be done by selecting all the .tif files, then right click to open the context menu and go to **SEND TO > COMPRESS (ZIPPED) FOLDER**.

#### 2. SETTING THE MAPS UP ON SURVEY SOLUTIONS SERVER

##### 2.1. Uploading the maps

- a. Go to **SURVEY SETUP** drop-down menu, go to **MAPS** and click on **UPLOAD .ZIP FILE**

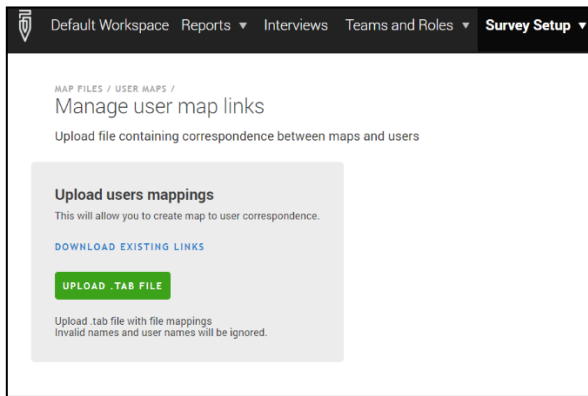


- b. Select the compressed folder containing the maps that we want to upload to the server. If the maps have been successfully uploaded a list with the maps available in the server will be displayed below.

##### 2.2. Assigning maps to the interviewers

- a. Go to **SURVEY SETUP** drop-down menu, go to **MAPS** and then select on **UPDATE USER-TO-MAP LINKING** to assign the maps to the different enumerators.
- b. You can click on **DOWNLOAD EXISTING LINKS** to get an example of the table's structure.

<sup>1</sup>To learn about how to generate offline maps in QGIS please check [this tutorial](#) (include link to the QGIS tutorial)



- c. Modify the table assigning one or more maps to the corresponding interviewers.

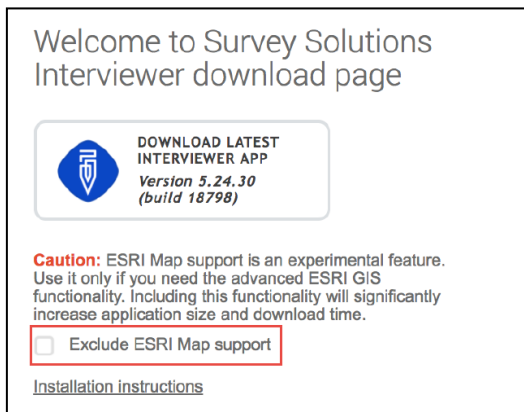
1	map users	
2	180102.tif	INTGIS2
3	180105.tif	INTGIS2
4	180106.tif	INTGIS2
5	701001.tif	INTGIS1
6	701002.tif	INTGIS1
7	701003.tif	INTGIS1
8	701004.tif	INTGIS1

- d. Click on **UPLOAD .TAB FILE** to upload the table with the Map - Interviewer correspondences.

### 3. SETTING UP OFFLINE MAPS IN TABLETS

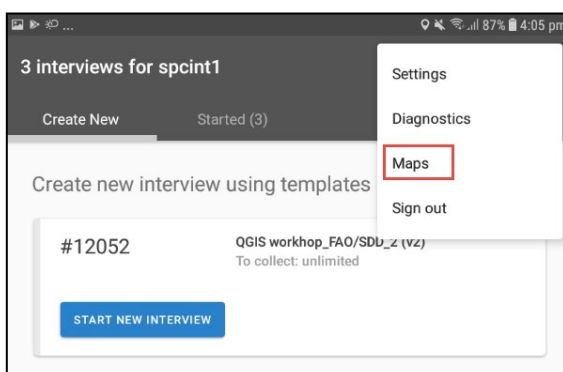
#### 3.1. Installing ESRI Map Support Module


We need to make sure that the ESRI Map support feature is installed alongside the Interviewer app. When downloading the Interviewer app, uncheck the **Exclude ESRI Map support** check box. If this module is not installed, the map features will not be available along the different menus.

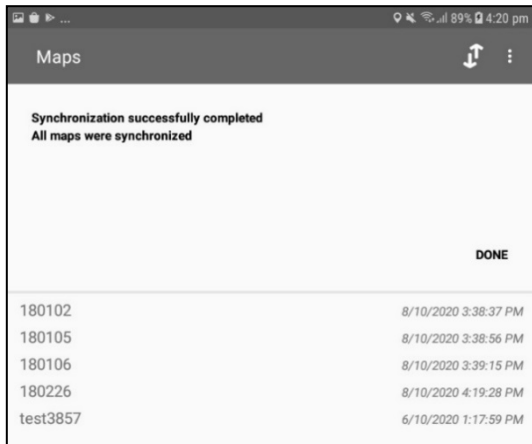


#### 3.2. Loading offline maps in the tablet

- a. In the main dashboard, click on  and select **MAPS**.



- b. In **MAPS** section click on  to download the maps assigned from the server. Note that only the offline maps assigned to the interviewer will be stored in the tablet.
- c. Once the maps have been successfully downloaded into the tablet, a list with the offline maps available will be displayed below.



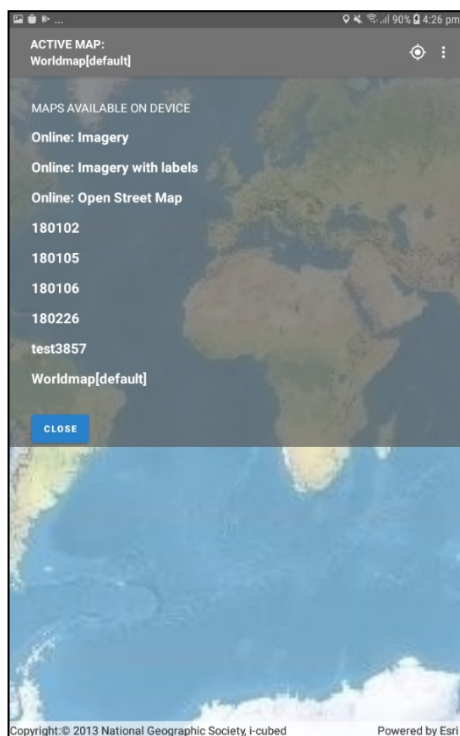
### 3.3. Making use of the Map support feature


There are two main features where the offline maps will be used.

**The geography question:** If a geography question (this excludes the GPS questions) has been included in the questionnaire, the offline maps will be available in the map screen of the geography question.


To display and interact with the offline map we need to follow the next steps:

- a. Click on **ACTIVE MAP** located on the top left corner of the screen and a list with the available maps will appear.
- b. Select the map of the EA where you are working in (in our example is the EA with code 180226).










- c. Click  on and your current location will be displayed on the map with a blue dot. (only if you are located within the map extent, the interviewer needs to select the map that is appropriate for the enumeration zone assigned).



- d. Then draw on the map the point, line or polygon and click  on to record the geographic feature.

**The Map Dashboard:** This feature is a good alternative to the classic paper maps utilised by interviewers to locate assigned dwellings and to identify enumeration areas' boundaries. Moreover, it improves the navigation capabilities by adding the interviewer's location in the map. In addition, the Map Dashboard can work offline using the maps previously loaded from the server.

- a. To access the Map Dashboard press on the  icon located in the top right corner of the main dashboard.
- b. As in the Geography question map, click on ACTIVE MAP to unfold the list with the maps available.
- c. Press the  icon to move the map to the extent of the data.
- d. Press the  icon to move the map to the extent of the offline map selected.
- e. Press the  icon to display on the map the current location of the interviewer.
- f. To zoom in you can either use the  control or place two fingers (usually thumb and forefinger) on the glass and spread them.
- g. To zoom out you can either use the  control or put two fingers on the glass and pinch them together.
- h. Rotate the map putting two fingers on the glass and turning them together like if you were tightening or loosening a nut. Press the  control to return to the original position.
- i. The current position of the enumerator is represented with a blue dot that turns into an arrow as soon as the enumerator starts moving.
- j. As the enumerator conducts interviews, they will be represented on the map as follows.
  - Completed interviews - Green circle
  - Rejected interviews - Red circle
  - Started interviews - Blue circle
  - Assigned interview - Blue diamond
- k. When pressing on any of the symbols, a popup window will display showing the Interview\_Key and the questionnaire title and version.

- I. To access to the interview from the Map Dashboard press on the symbol located on the right of the popup window.

