

# RIDB - SITE DATA COLLECTOR

## User Manual

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# Introduction

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The RIDB Site Data Collector is a mobile application designed to enable data stewards to add new Site Plans for their respective Organizations to the RIDB (Recreation Information Database) using Android or iOS mobile devices.

## Section 1 – Installing the RIDB Application

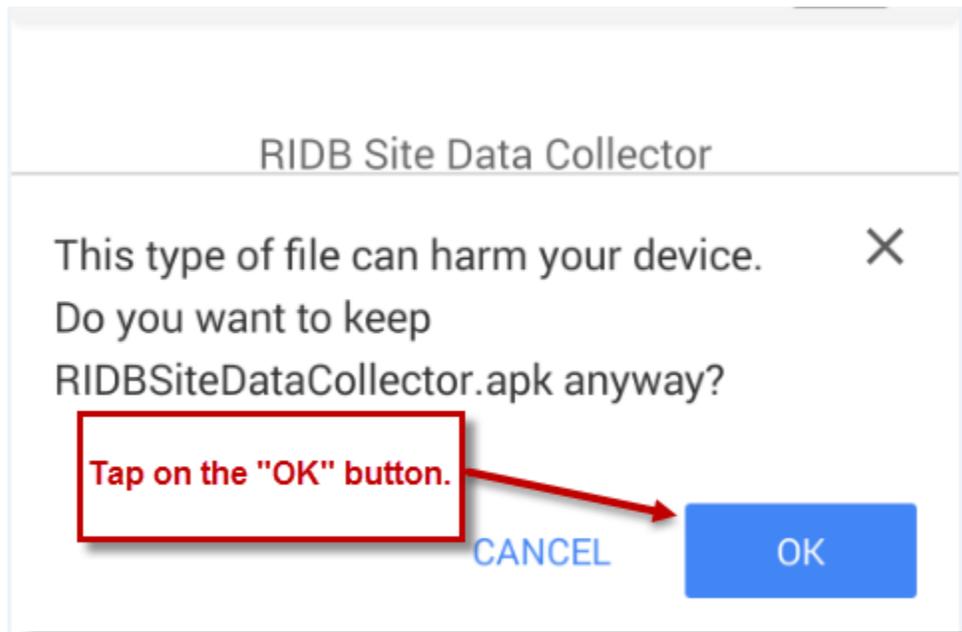
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### 1.1 Installing the Application on Your Android Device

1.1.1 To install the RIDB SITE DATA COLLECTOR application upon your Android device, navigate to the RIDB mobile application [page](#)



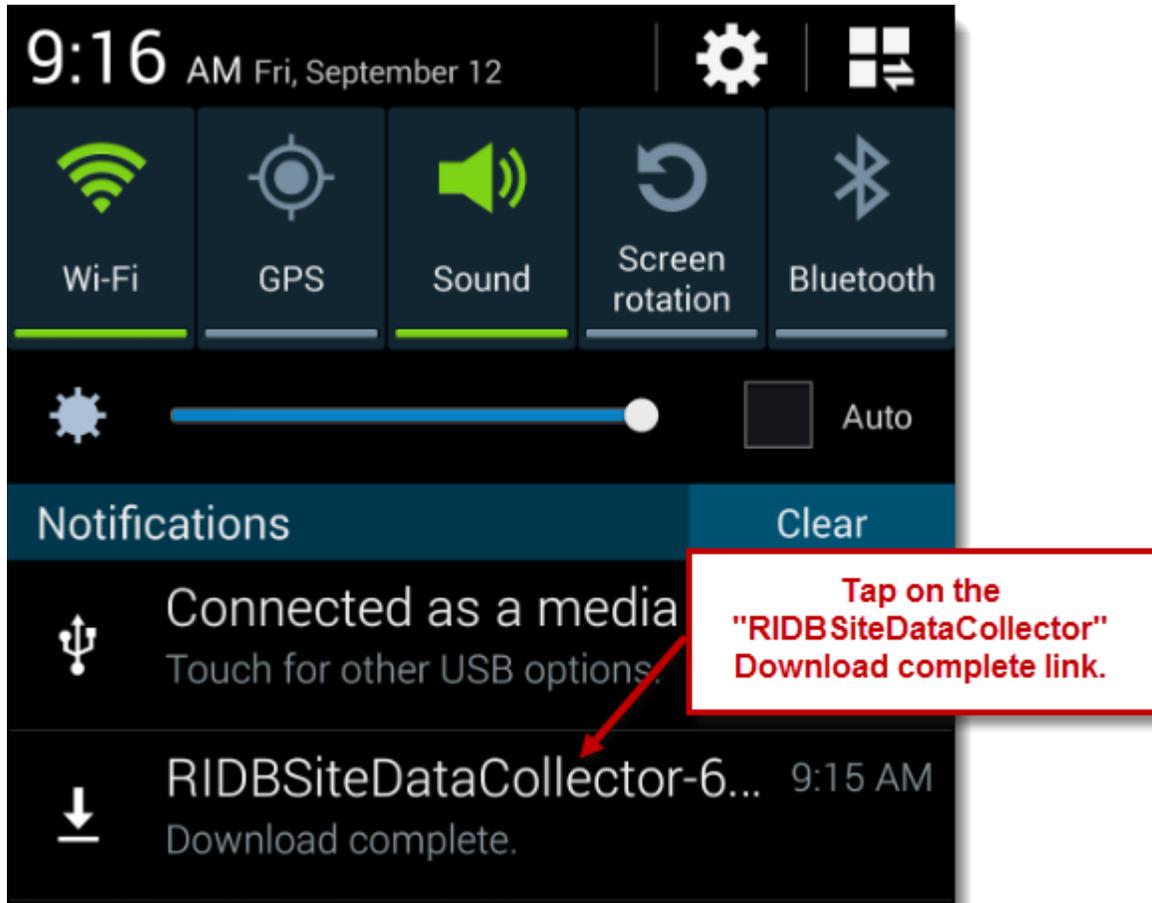
1.1.2 For an Android device, tap on the “Download for Android” button and you may see the following warning. If you encounter this alert, tap on the OK button shown below:



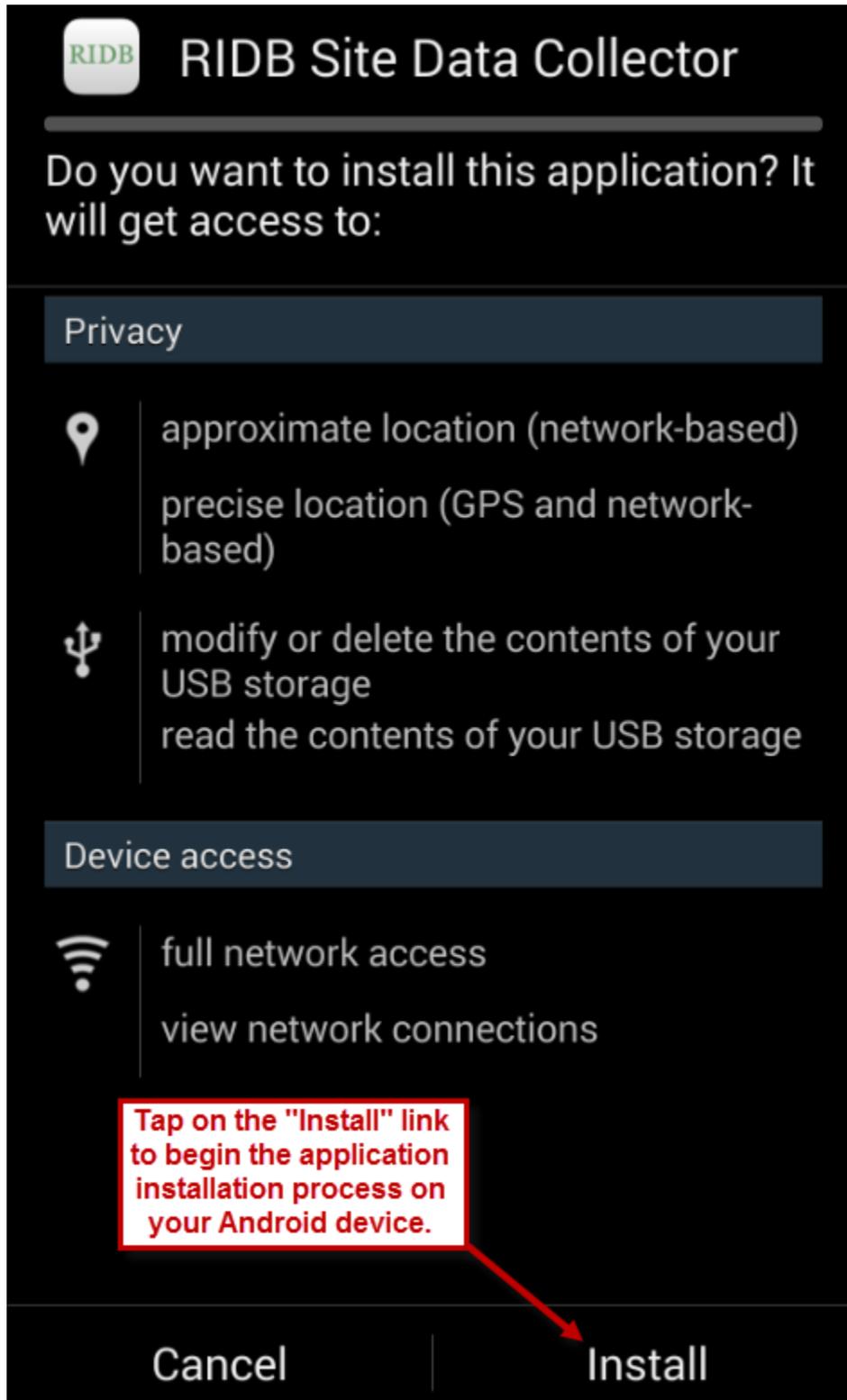
1.1.3 After tapping on the OK button, the application will begin to download onto your Android device. You will briefly see the “Starting download...” icon that is shown in the image below:



1.1.4 From the top of your device screen, use a “downward finger swipe” to enter the “Notifications page” for your Android device. Locate the “RIDBSiteDataCollector” link and tap on it – you may have to scroll down to find it. The image below depicts the “Notifications” page of a Samsung Galaxy S4 phone:



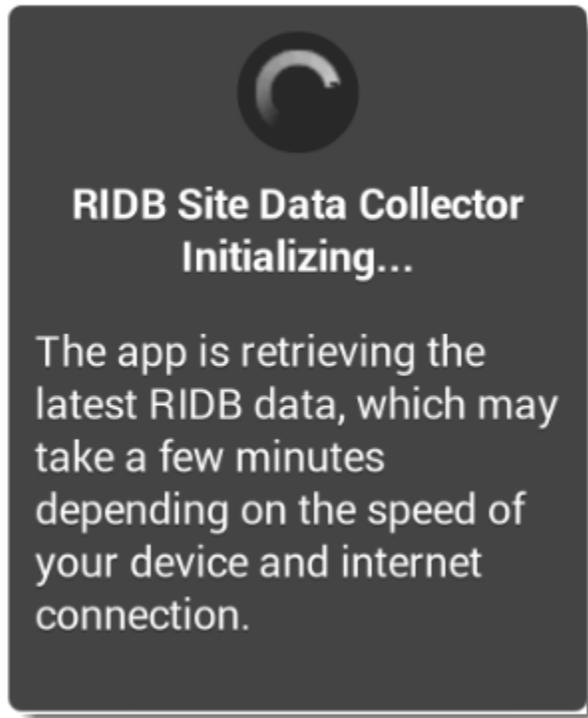
1.1.5 The “RIDB Site Data Collector Installation” page appears with an “Install” link at the bottom right of the page in the “Device access” section as shown below. Tap on the “Install” link:



1.1.6 Once the RIDB Site Data Collector has completed its installation, the “App installed” page will appear. Tap on the “Open” link located in the bottom right corner of the page:



1.1.7 After tapping the “Open” link, the RIDB Site Data Collector application will begin its initialization process which will trigger the “RIDB Site Data Collector Initializing...” alert shown below:



NOTE: Once the “Initializing” process has completed, your screen will redirect you to the “RIDB Settings Form” which is shown in the first image of Section 2 of this manual.

## 1.2 Installing the Application on Your iOS Device

1.2.2 To install the RIDB SITE DATA COLLECTOR application upon your iOS device:

1. Navigate to the RIDB mobile application [page](#).
2. Press the “Download for iOS” button
3. Press “OK” to confirm you are an authorized data steward approved to use the app
4. Press “Install” to install the RIDB SiteDataCollector
5. The RIDB SiteDataCollector icon will be available on your home screen. Press to open
6. You may receive a message about the Enterprise Developer being untrusted. If so:
  - a. Press “Cancel”
  - b. Go to “Settings” on your iOS device and press “General”
  - c. Click “Device Management”
  - d. You should see “Nsite LLC” listed as an Enterprise App”. Press it
  - e. Press “Trust ‘Nsite LLC’ ”
  - f. Press “Trust”
  - g. You may now open the SiteDataCollector app

# Section 2 – The RIDB Settings Form

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## 2.1 Opening the RIDB Site Data Collector Application

2.1.1 Locate the RIDB Site Data Collector Icon on your device, tap on it to open the application. A redirection to the “RIDB Settings” page depicted in the image below will occur:



## RIDB Settings

### Default Contact Info

First Name:

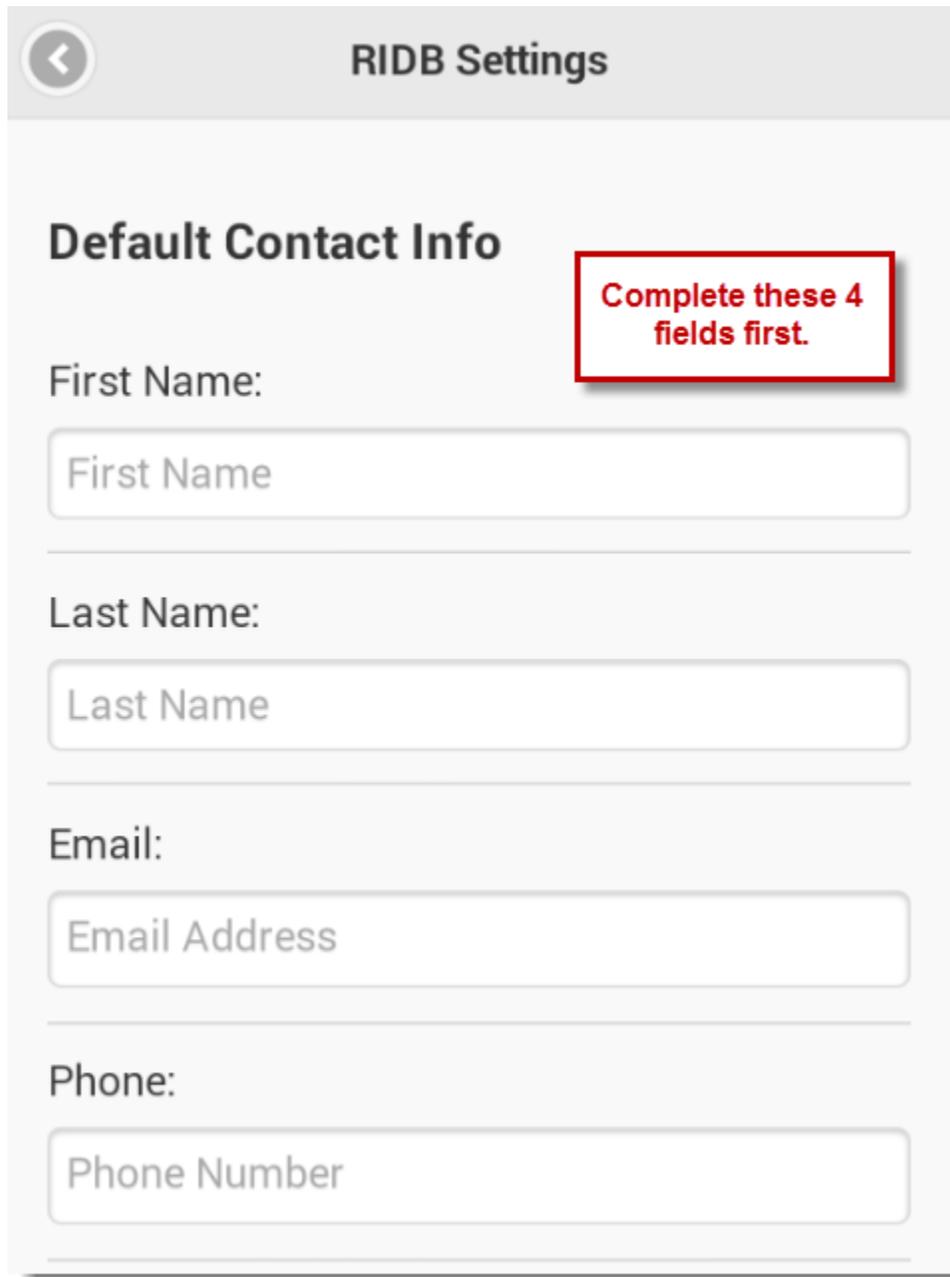
Last Name:

Email:

Phone:

## 2.2 Completing the “Contact Information” Fields

2.2.1 Tap on each of the “Contact Information” fields one at a time and add your information:



**RIDB Settings**

**Default Contact Info**

**Complete these 4 fields first.**

First Name:

---

Last Name:

---

Email:

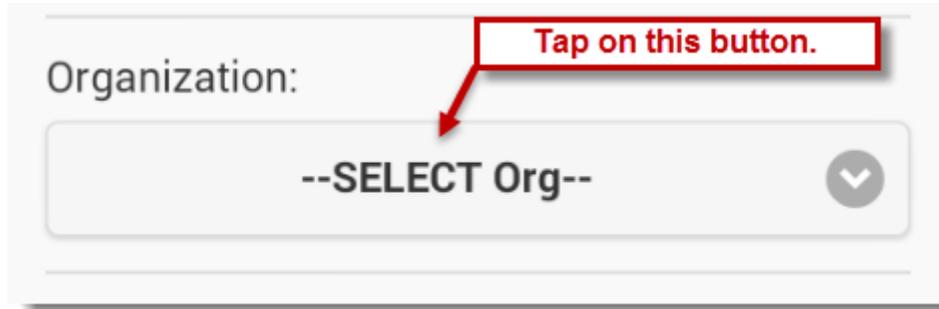
---

Phone:

---

## 2.3 Selecting Your Organization

2.3.1 Just below the “Phone Number Field” is the “Organization” field. Tap this field to display a list of Organizations from which to choose – it is critical to set your Organization correctly as it will determine the Organization list you will be able to search and choose from on the SITE PLAN page.



2.3.2 The “Select Org” list will appear, use an “upward finger-swipe” to scroll through the list of Organizations to locate your desired Org. Tap on your Organization to select it. A partial Organization list is shown in the 2 figures below – one for Android and one for “iOS” devices as their display is slightly different:

Figure 1: The Android device Org List:

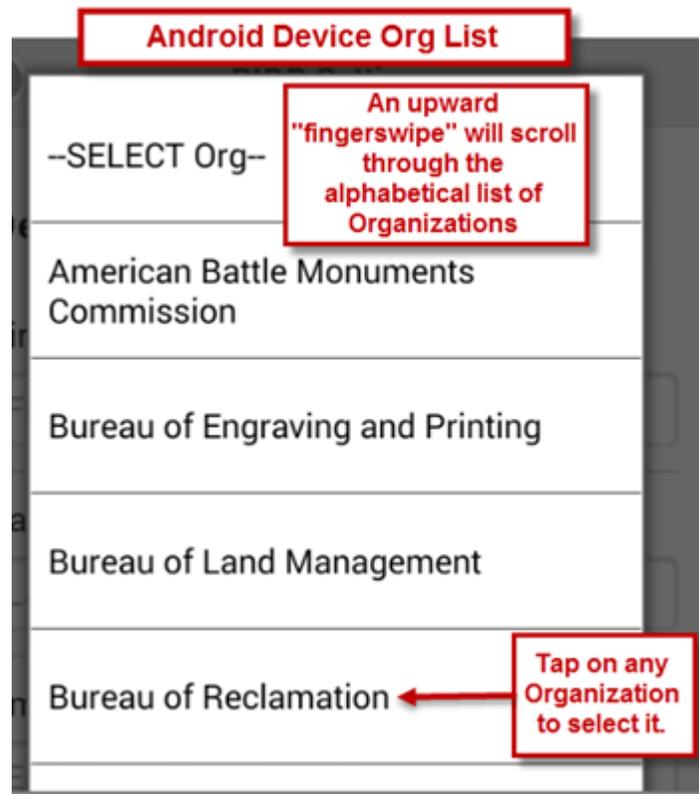
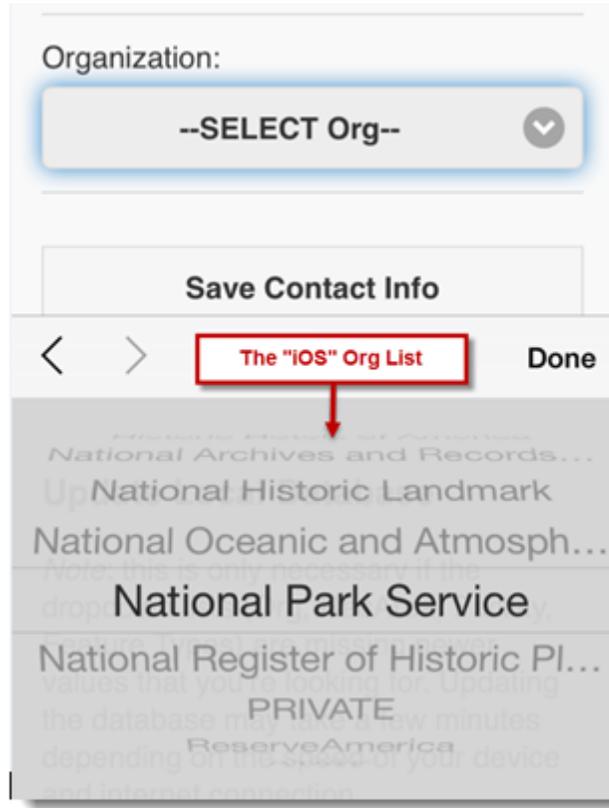
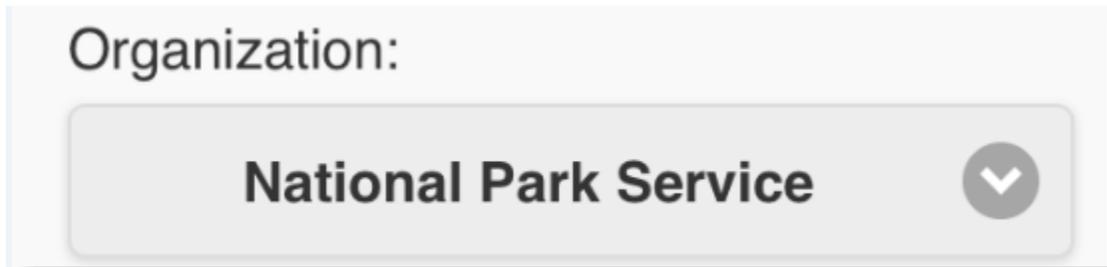


Figure 2: The iOS Device Organization list:

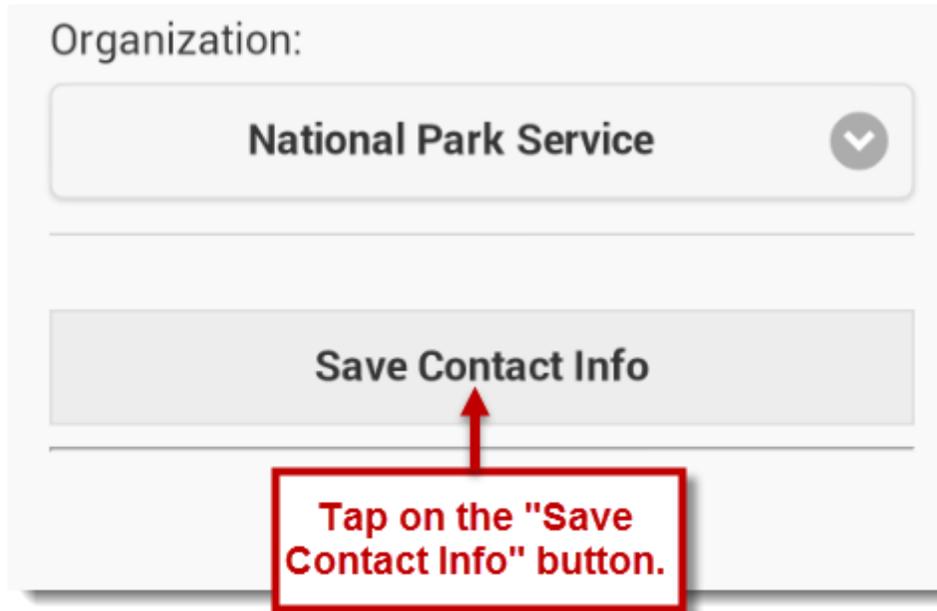


2.3.3 You will be returned to the "RIDB Settings" page with your newly selected Organization populated in the "Organization:" field as shown in the image below:



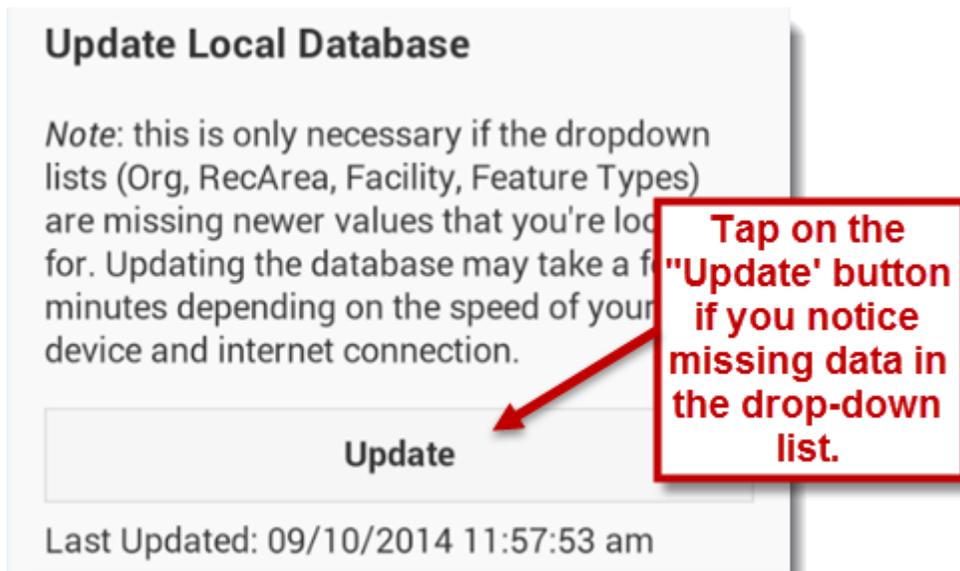
## 2.4 Saving the RIDB Settings Page Information

2.4.1 After reviewing all the fields on the form, tap on the “Save Contact Info” button shown below:

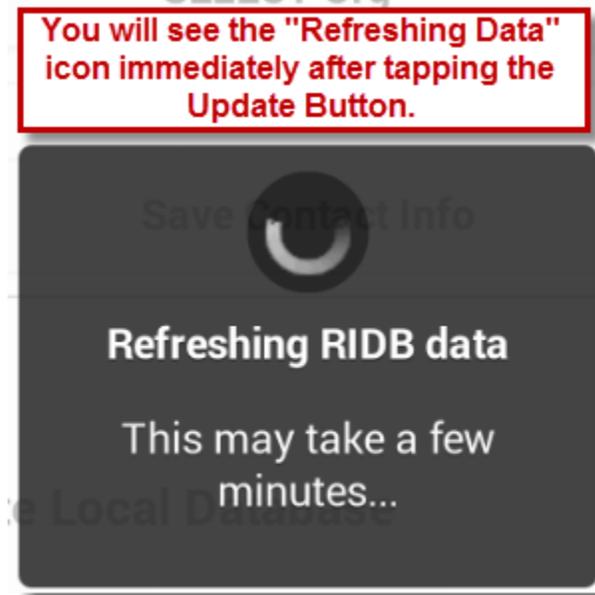


## 2.5 The Update Button

2.5.1 The “Update Button” should only be used if you notice that the dropdown lists do not contain the data you are looking for. A simple “tap” on the Update Button will cause the RIDB Site Data Collector application to search for any newly updated data and display them in their respective dropdown lists. The Update Button and its description are shown below:



2.5.2 The “Refreshing RIDB data” icon will appear after you tap on the “Update” button. Note that you should only tap the Update button if you notice that information you expect to find in any of the Site Plan form dropdown fields is missing. The “Refreshing RIDB data” icon is pictured below:



# Section 3 – RIDB Site Plans

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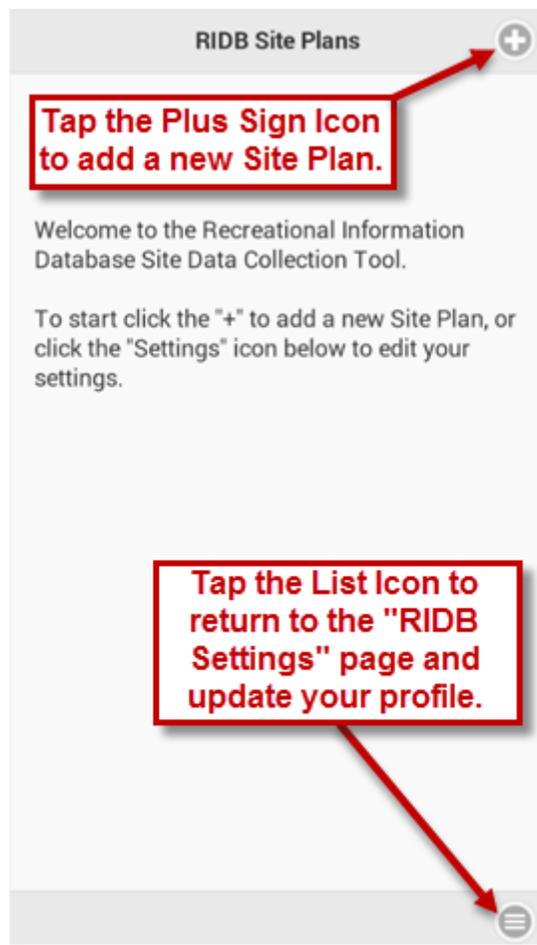
## 3.1 The RIDB “Site Plans” Welcome page

3.1.1 As soon as you save your Contact Information along with your Organization in the “RIDB Settings” form, you will be redirected to the RIDB Site Plans “Welcome” page.

This page has two icons on it, the Plus Sign icon “+” in the upper right-hand corner of the page, will redirect you to the “New RIDB Site Plan” page, while the “List Icon”, in the lower right-hand corner of the page, will redirect you back to your profile page.

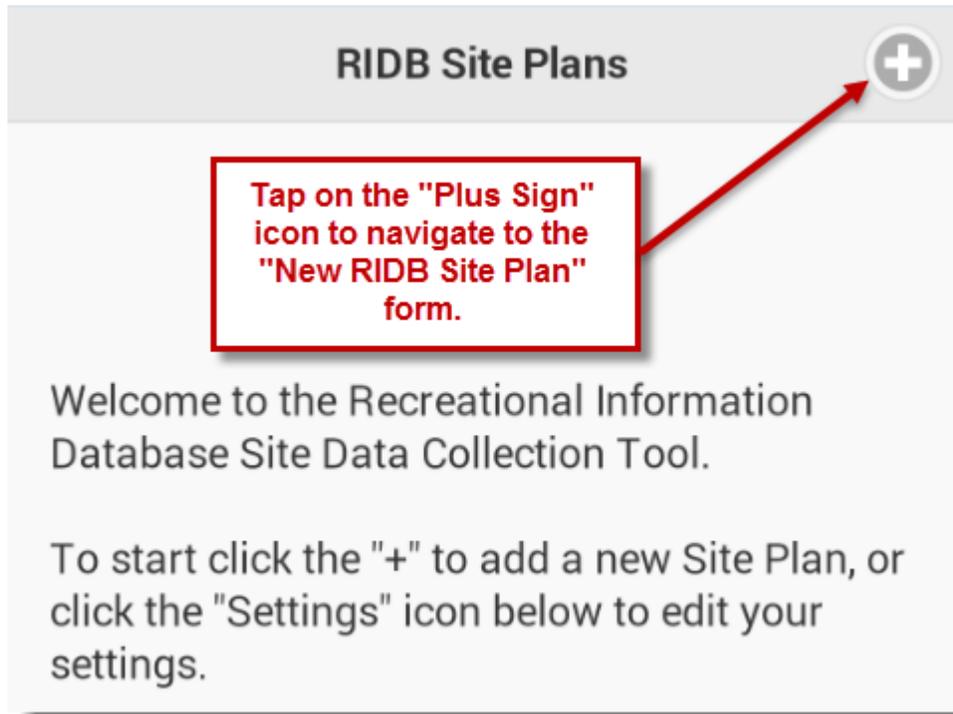
The profile page is the same “RIDB Settings” page you just came from, and returning to it will allow you to edit your “Contact Information”, or, if you wish, you can change the default “Organization” that you set earlier (“NPS” was used in the image examples).

The RIDB Site Plans Welcome Page is shown below:



3.1.2 Tap on the grey “Plus Sign” icon in the upper right-hand corner of the RIDB Site Plans page. This will trigger a redirect to the “New RIDB Site Plan” page which displays a form you will use to add a new Site Plan.

The image below shows the grey “Plus Sign”:



## 3.2 The “New RIDB Site Plan” Form

3.2.1 After tapping on the “grey plus sign icon”, the top half of the “New RIDB Site Plans” form consists of “Title” and “Description” fields, followed by the Organization button, and lastly, the “Facility” and “RecArea” buttons.

The screenshot shows a mobile application form titled "New RIDB Site Plan". The form is divided into several sections:

- Title:** A text input field containing the placeholder text "Site Plan Title".
- Description:** A text input field containing the placeholder text "Site Plan Description".
- Organization:** A dropdown menu showing "National Park Service" as the selected option.
- Facility or RecArea:** Two buttons labeled "Facility" and "RecArea".

Three red callout boxes with arrows pointing to specific elements provide instructions:

- One callout points to the "Title" and "Description" fields, stating: "Tap on the 'Title' and 'Description' fields to add your data."
- Another callout points to the "National Park Service" dropdown, stating: "The Organization you chose earlier appears by default".
- A third callout points to the "Facility" and "RecArea" buttons, stating: "The 'Facility' and 'RecArea' buttons contain lists associated with your chosen Organization."

3.2.2 The bottom portion of the “New RIDB Site Plans” form contains your “Contact Info” that you previously completed in the “RIDB Settings” page, as well as the “Save” button, which is shown in the image below:

**Contact Info**

First Name:

---

Last Name:

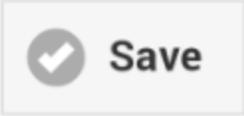
---

Email:

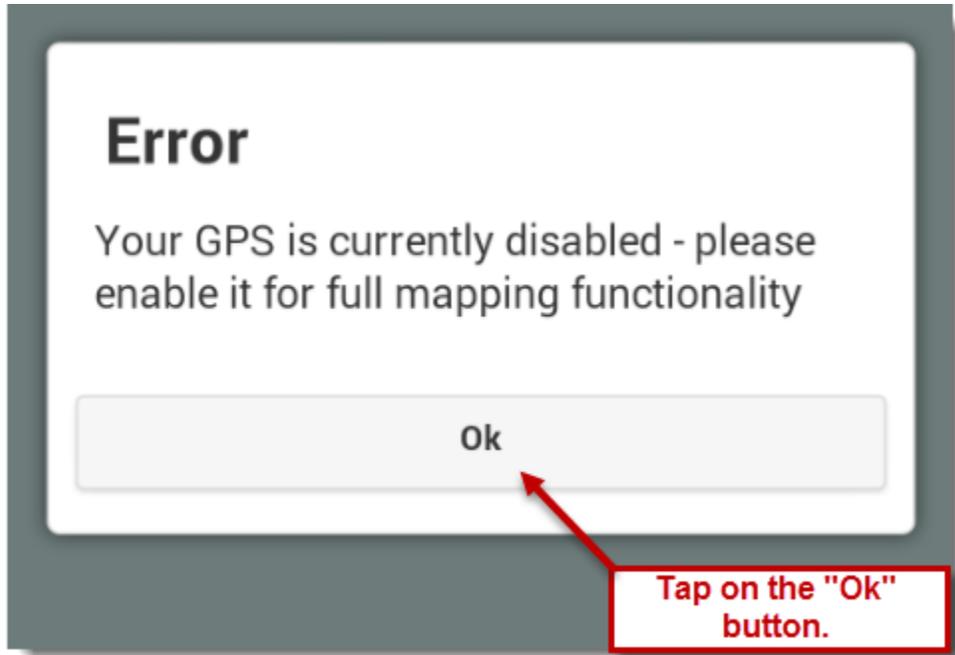
---

Phone:

---

 Save

3.2.3 GPS Alert: If you complete the form with a Facility or RecArea selected, but do not have "GPS" enabled on your device, you will receive the warning shown below:



Enable the GPS Feature on your device before continuing.

3.2.4 If you do not add a "Title", and tap the "Save" button without a Facility or RecArea selected, the New Site Plan will fail to save and the "Title" and the "Facility or RecArea" text located just above the Facility and RecArea buttons will change to a "red font." This indicates that a Title as well as the Facility or RecArea value must be input/selected to correctly save a New Site Plan. The image below shows the "red text" alerting you to add a "Title" and to select a Facility or RecArea before saving:

The screenshot shows a mobile application interface for creating a new site plan. The title bar at the top reads "New RIDB Site Plan" with a back arrow on the left. Below the title bar, there are several input fields and buttons. The "Title:" label is in red, and the text "Site Plan Title" inside the input field is also in red. Below this is a "Description:" label and a text input field containing "Site Plan Description". The "Organization:" label is in black, and the selected option "National" is also in black. Below that, the "Facility or RecArea:" label is in red, and the buttons for "Facility" and "RecArea" are in black. At the bottom, there is a section titled "Contact Info". A red box with a white background and a red border contains a note: "NOTE: If you attempt to 'Save' a Site Plan without completing the 'Title' and 'Facility or RecArea' fields, the Field Titles will turn red indicating they are 'mandatory' fields. In order to save a Site Plan, values must be placed in these fields." Two red arrows point from this note to the "Title:" label and the "Facility or RecArea:" label.

**Title:**  
Site Plan Title

**Description:**  
Site Plan Description

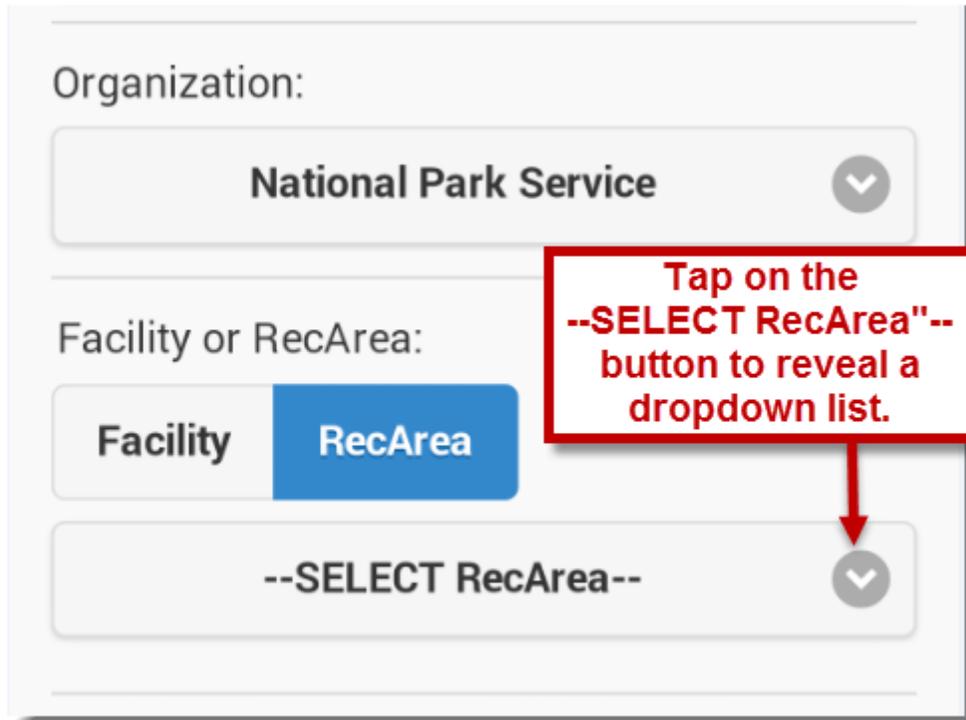
**Organization:**  
National

**Facility or RecArea:**  
Facility RecArea

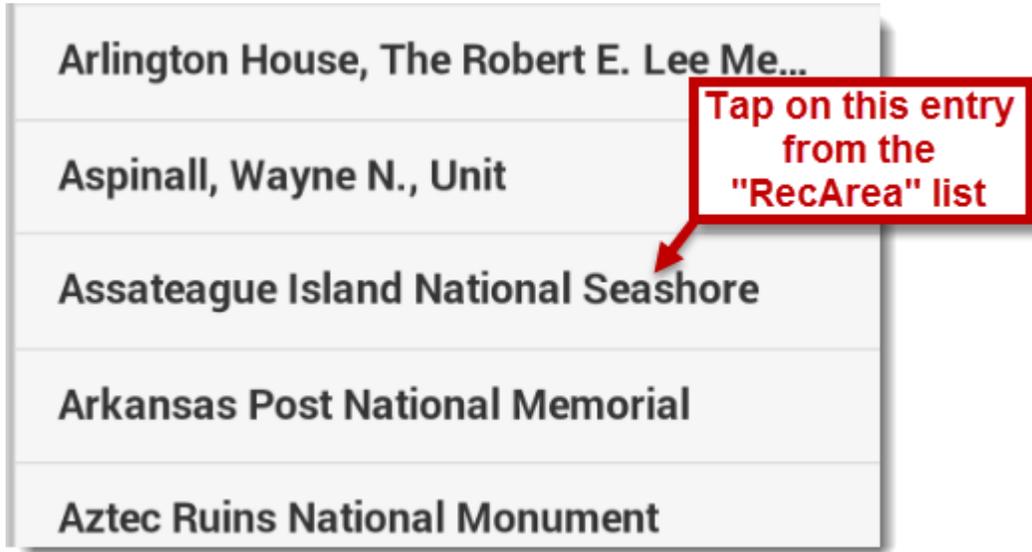
**Contact Info**

**NOTE: If you attempt to "Save" a Site Plan without completing the "Title" and "Facility or RecArea" fields, the Field Titles will turn red indicating they are "mandatory" fields. In order to save a Site Plan, values must be placed in these fields.**

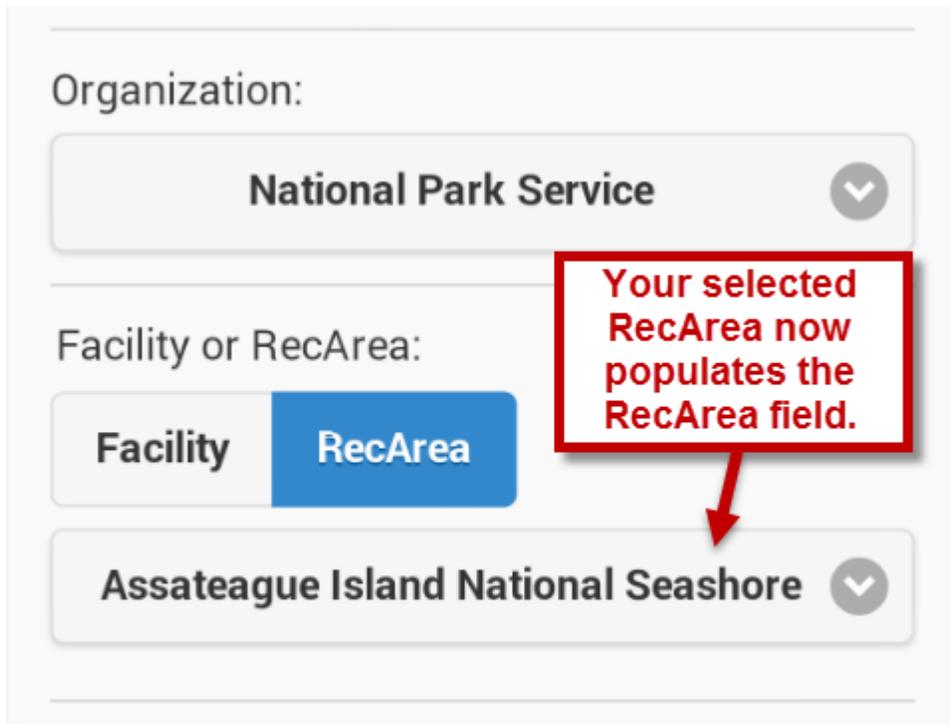
3.2.5 Tap on the “RecArea” button and you will find that a “--Select RecArea—” drop-down field will appear. You can tell that this field is a “drop-down” field by the grey “down arrow” icon on the right side of the button shown in the image below:



3.2.6 Tap on the “Select – RecArea --” button to display the complete “List of RecAreas” that you can scroll through to find the RecArea you wish to choose. The image below depicts a portion of the RecArea list:



3.2.7 As soon as you tap on the title of your selected RecArea, you are immediately returned to the RIDB Site Plans page with the selected value now populating the RecArea field as shown below:

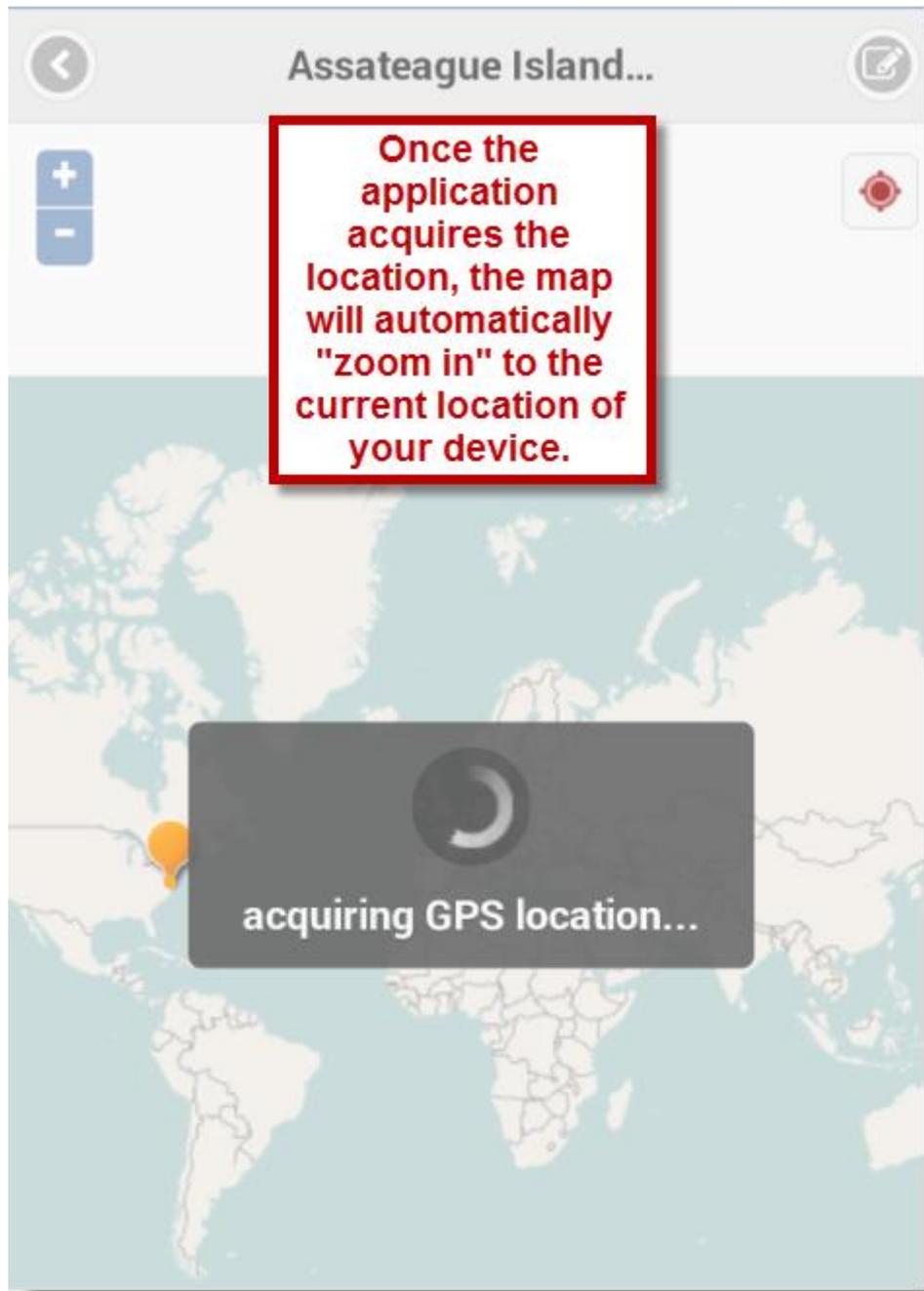


# Section 4 – The Site Plan Map Feature

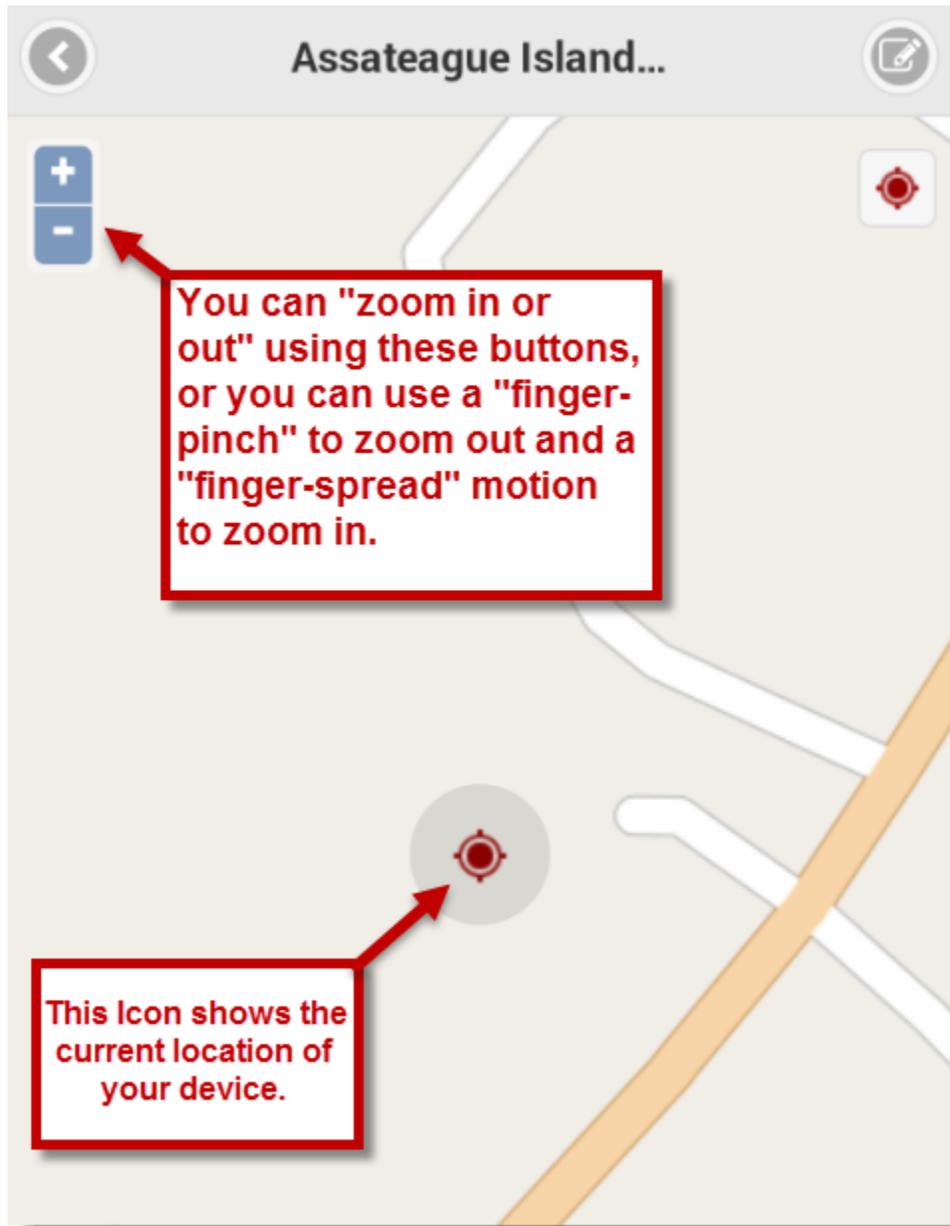
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## 4.1 Acquiring Your “GPS” Location - Zooming In and Out

4.1.1 “Acquiring GPS Location” page. Immediately after tapping the “Save” button from the RIDB Site Plans page, the screen will refresh and indicate that the GPS location of your device is being “acquired” as depicted in the image below:



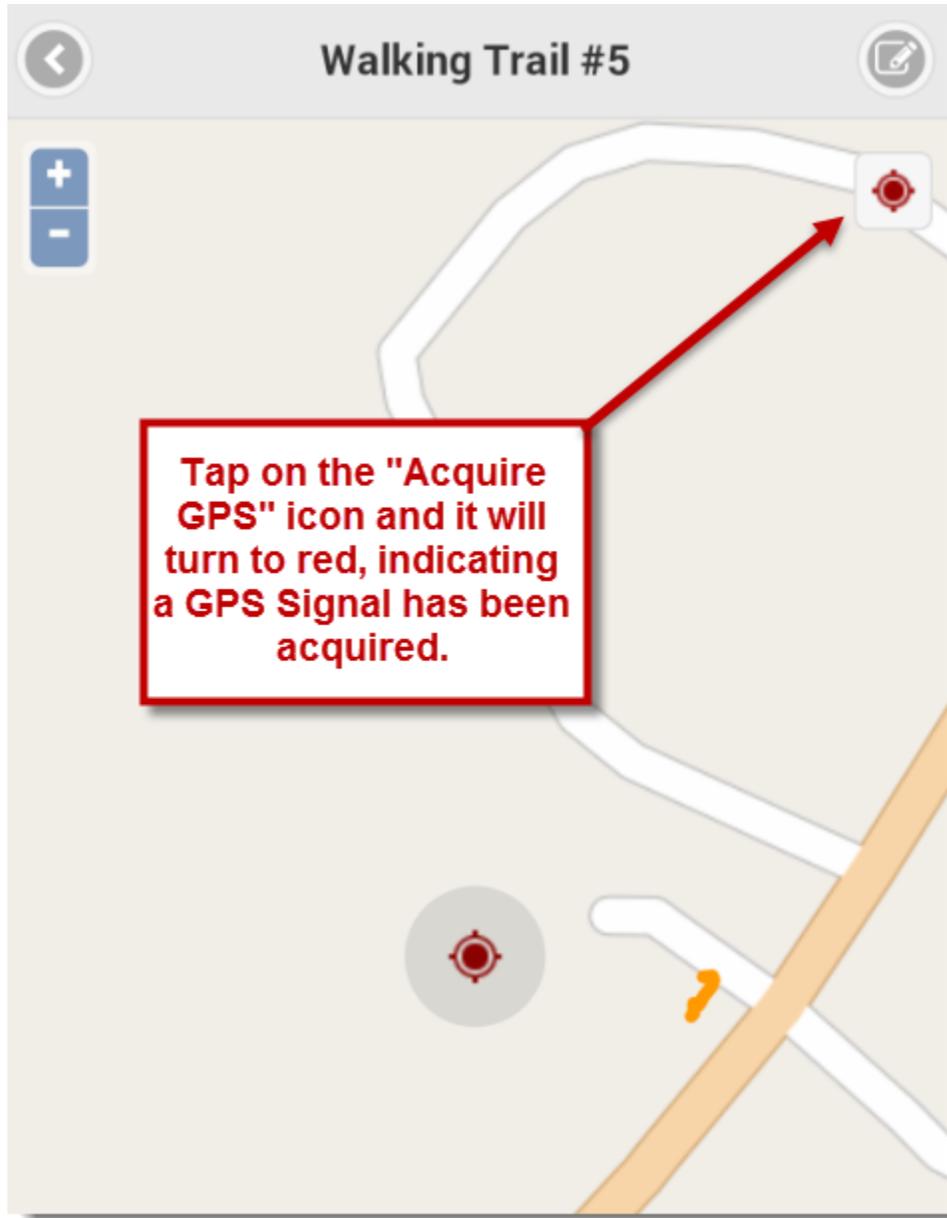
4.1.2 Once the "GPS Location" has been acquired, the map will "zoom in" to reveal the current location of your device as shown in the image below:



4.1.3 The “Acquire GPS” icon is located near the top right corner of the screen, if you have lost your GPS signal, the Acquire GPS Icon will appear “grayed out”, or “inactive” as shown below:

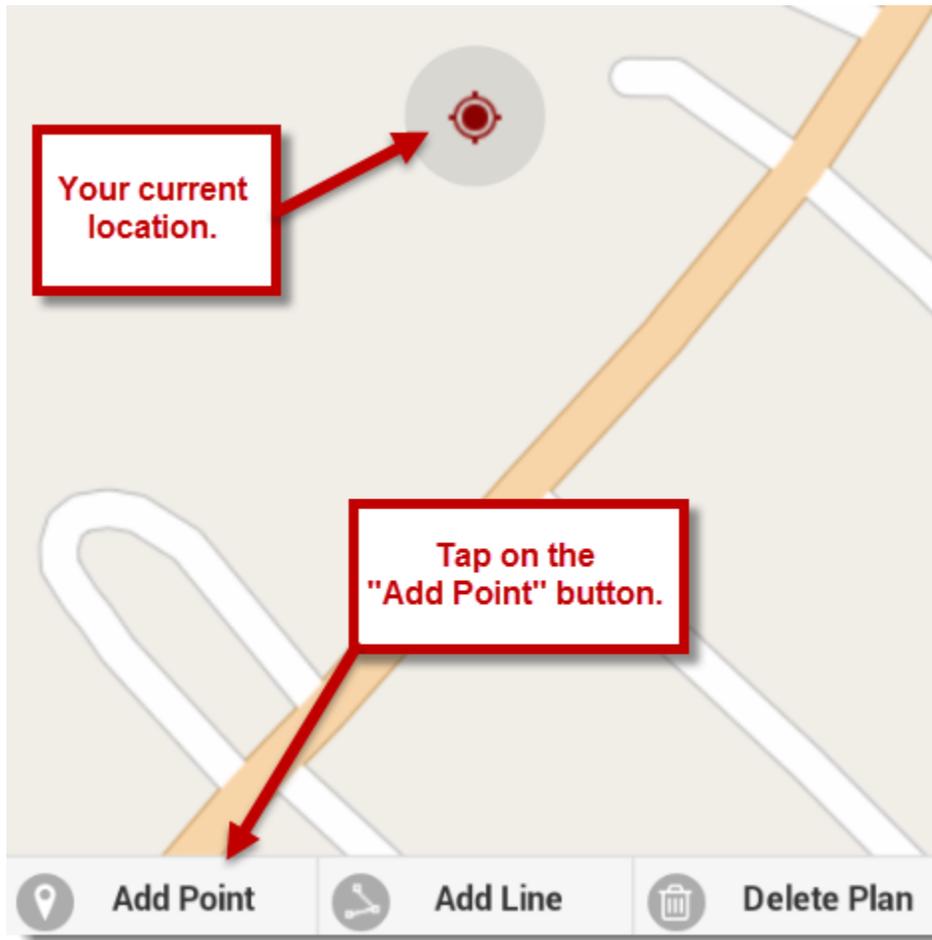


4.1.4 Tap on the "Acquire GPS Signal" icon, this action will trigger your device to search for a signal. Once your device has acquired a GPS signal, the icon will turn "red", indicating a signal has been acquired:

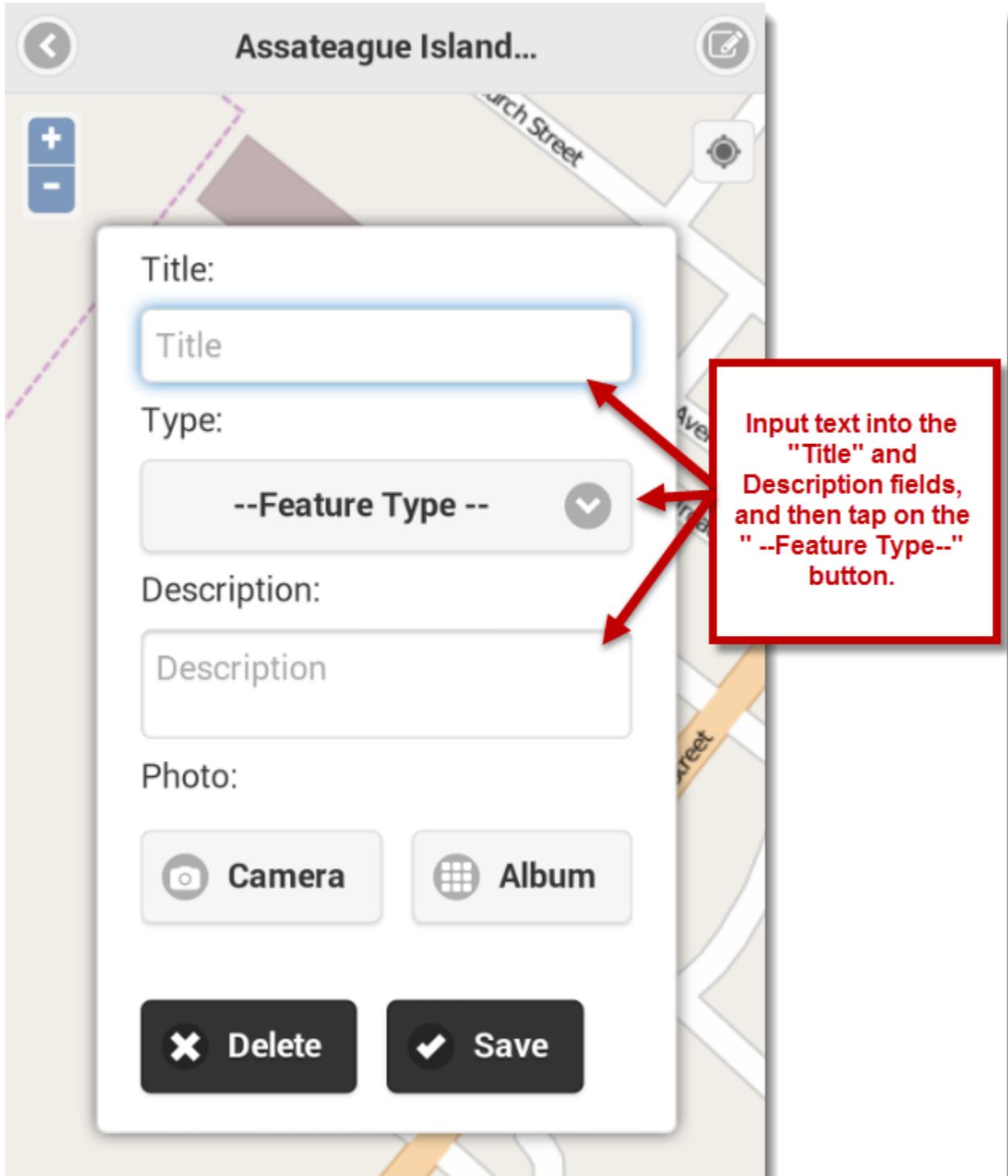


## 4.2 Adding a “Point” to a Site Plan Map

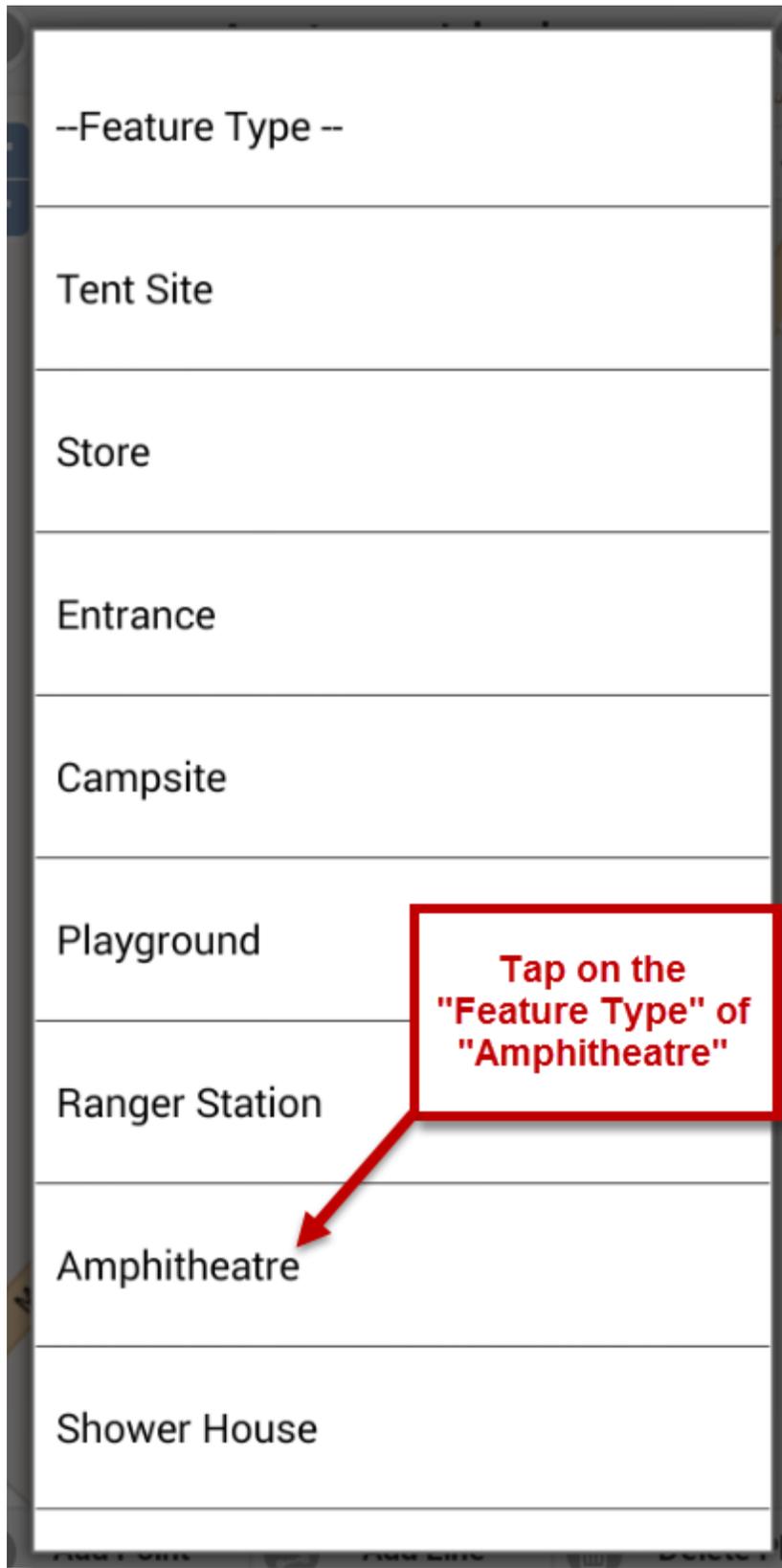
4.2.1 Adding a point to a map. Tap on the “Add Point” button to add a “Point” at your current location.



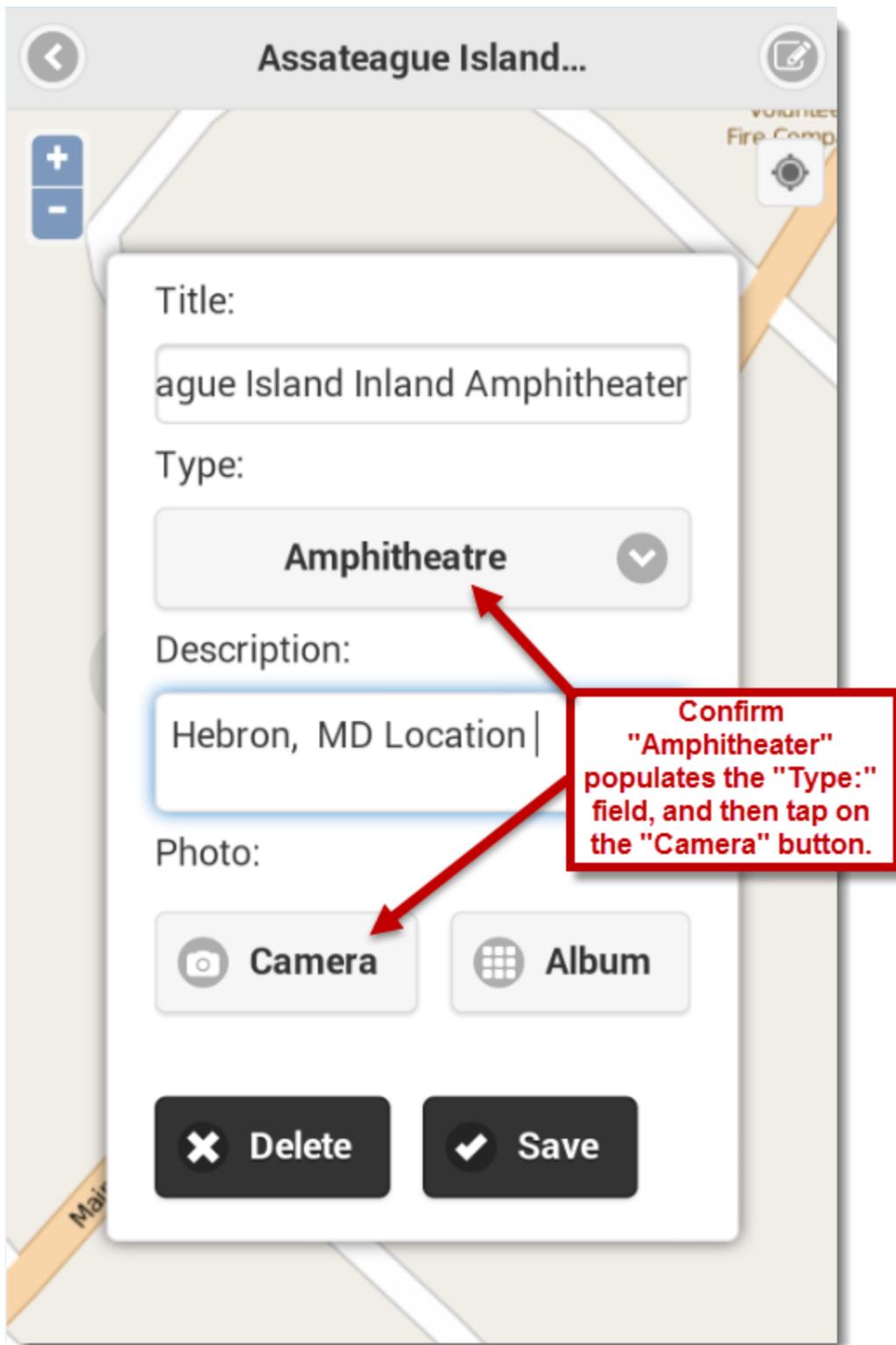
4.2.2 The “Add Point” Form. Complete the “Title” and the “Description” fields by tapping them and typing the desired text. Then tap on the “Feature Type” button to produce a list to choose from.



4.2.3 After tapping the “Add Point” button in the previous step, choose a Feature Type from this list. For this example, we are tapping on the “Amphitheatre” entry in the list as shown below:



4.2.4 Type Field Selection Confirmation – Confirm “Amphitheater” populates the “Type:” field and then tap the “Camera” button to activate the camera of your device:

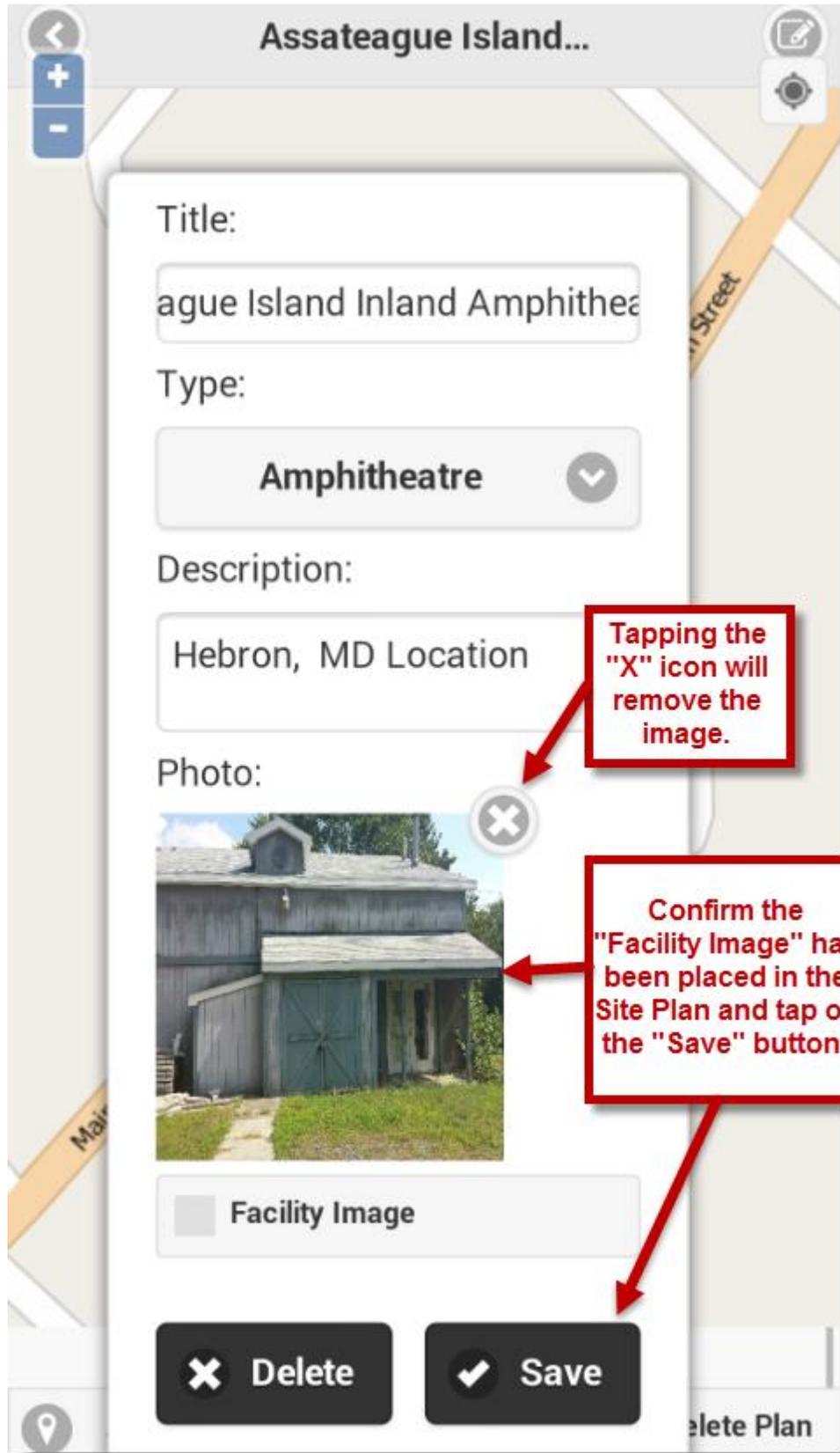


4.2.5 Take a photograph with your device and then tap the save button that appears in the lower right corner of the screen as shown in the image below:

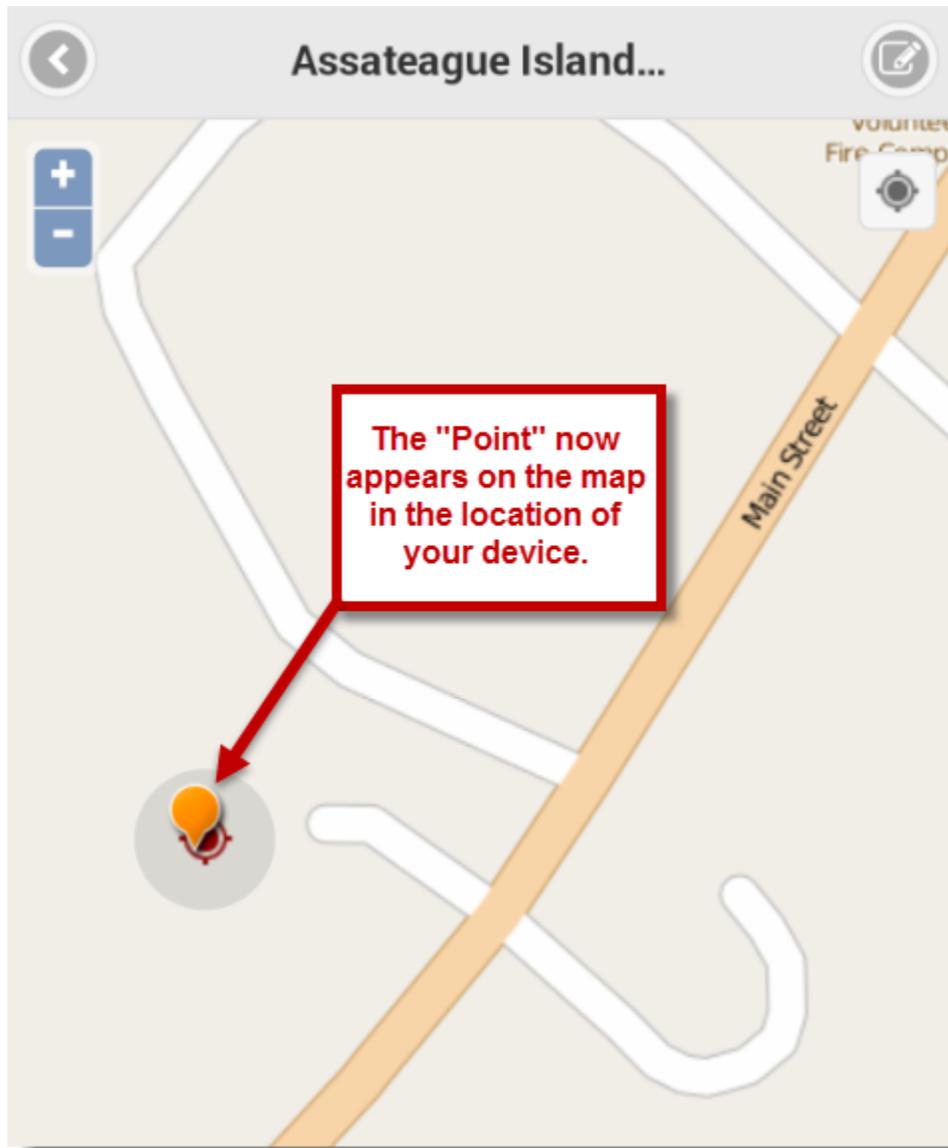


Take another photograph and this time click the "Discard" button to remove the image from the device.

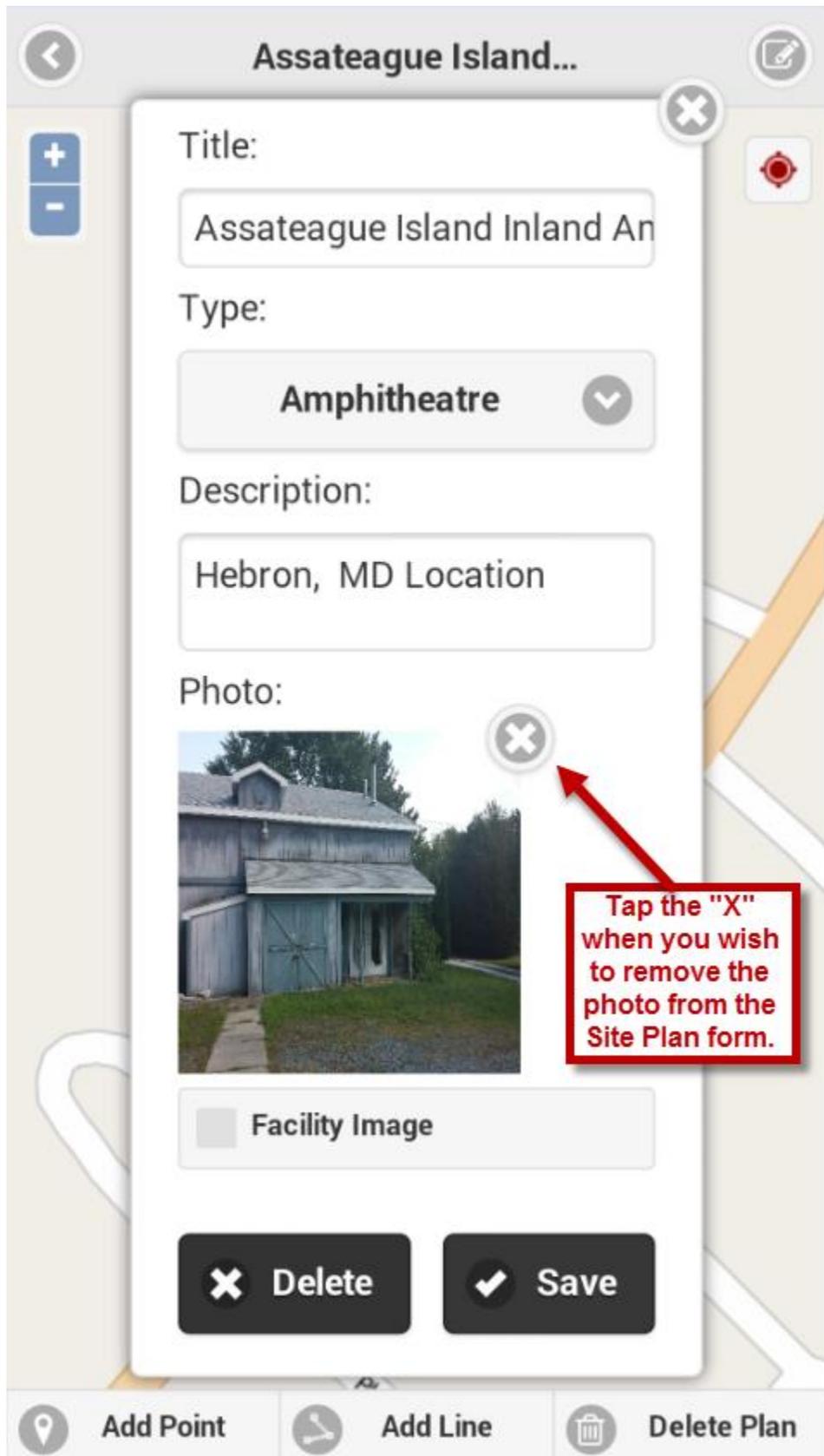
4.2.6 The "Facility Image" is added to the Site Plan as depicted below:



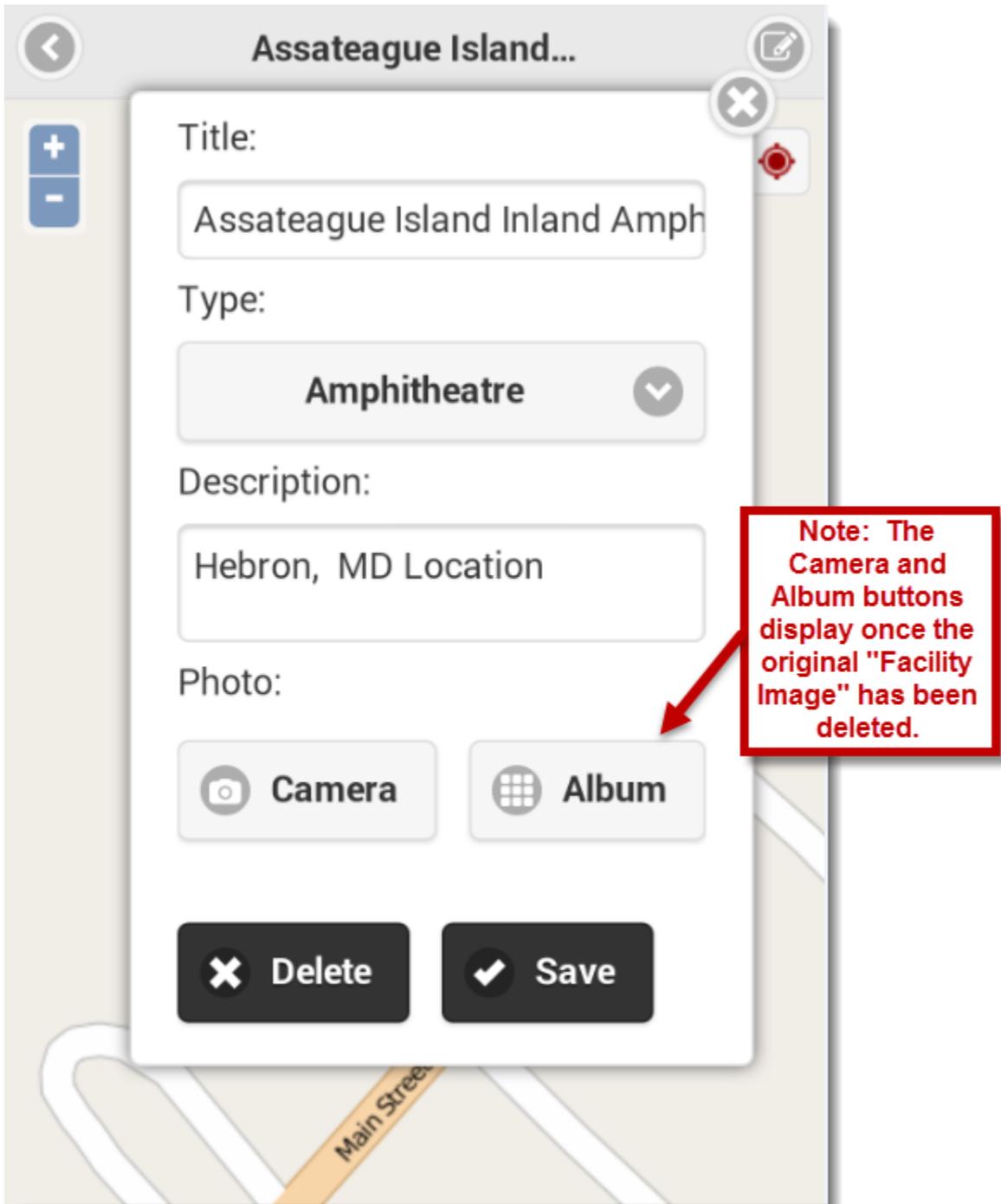
4.2.7 After tapping on the “Save” button, the “Point” for your Site Plan is added to the map.



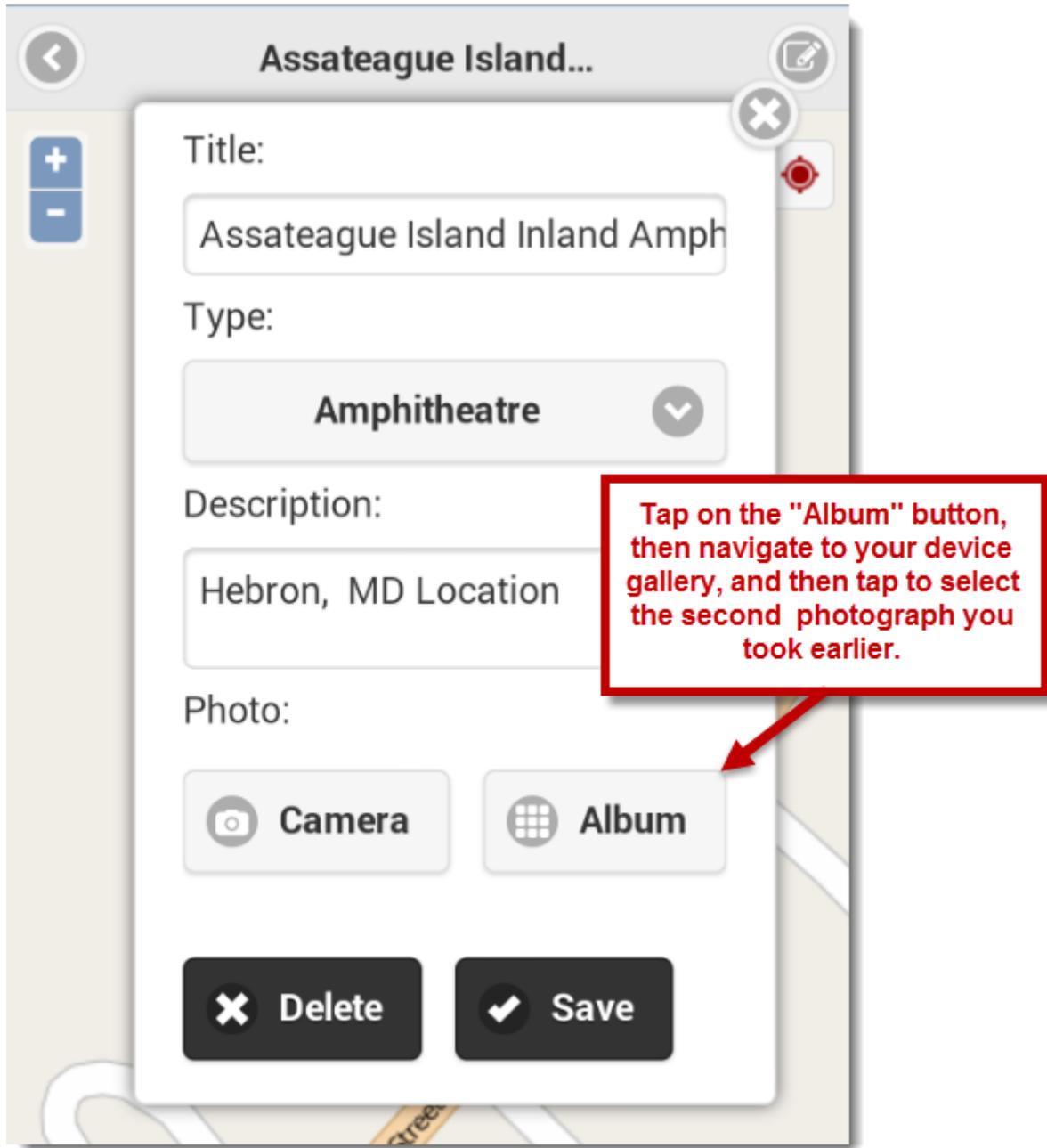
4.2.8 You can tap on the new “Point” that you just added to the map and the “Point” form will appear again. Note that from this “edit” version, you can change the “Title field”, “Type” field, and “Description” field values in the form. In addition, you can tap on the “X” next to the “Facility Image” to remove the image from the form:



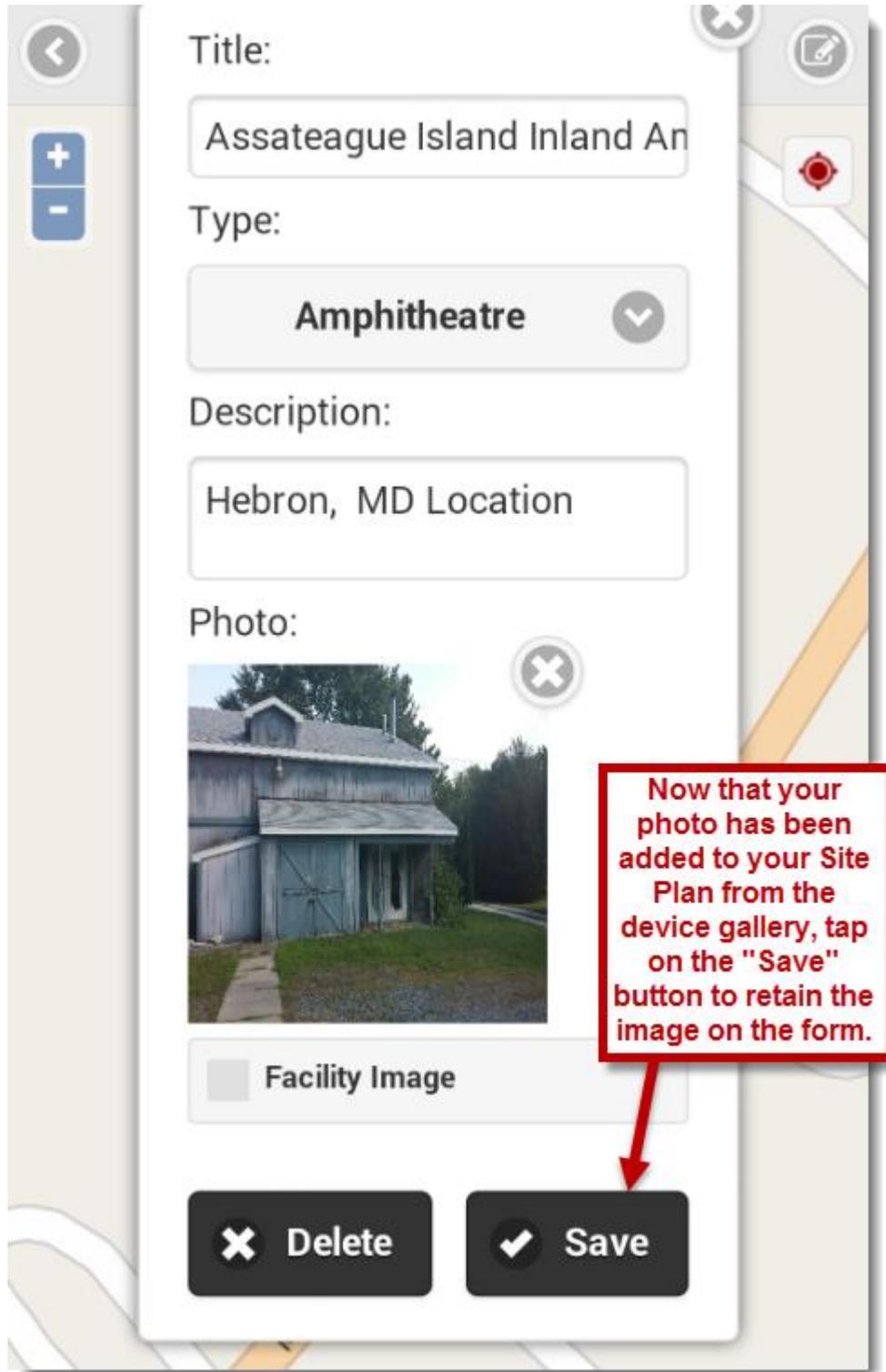
4.2.9 Take a second photograph of the target so that it is stored in the device gallery. Next, tap on the “X” to remove the original “Facility Image” from the Site Plan form. You will notice the Facility Image disappears from the form, and the “Camera” and “Album” buttons appear once more as shown below:



4.2.10 Using the Album button: Tap on the “Album” button, then navigate to your device gallery and tap the photograph you wish to add to the Site Plan form:

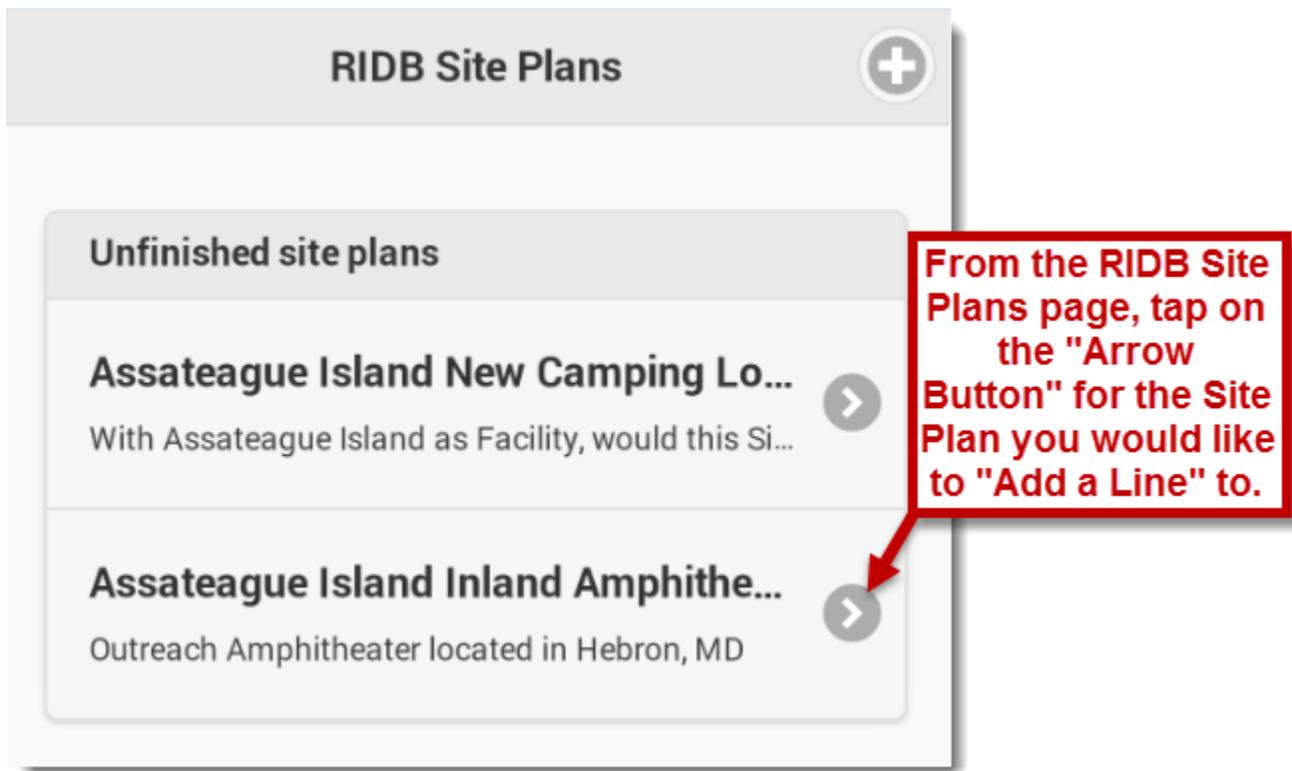


4.2.11 The photo that you navigated to and tapped to select now appears in the Site Plan form. Tap on the "Save" button to retain the photo in the form:

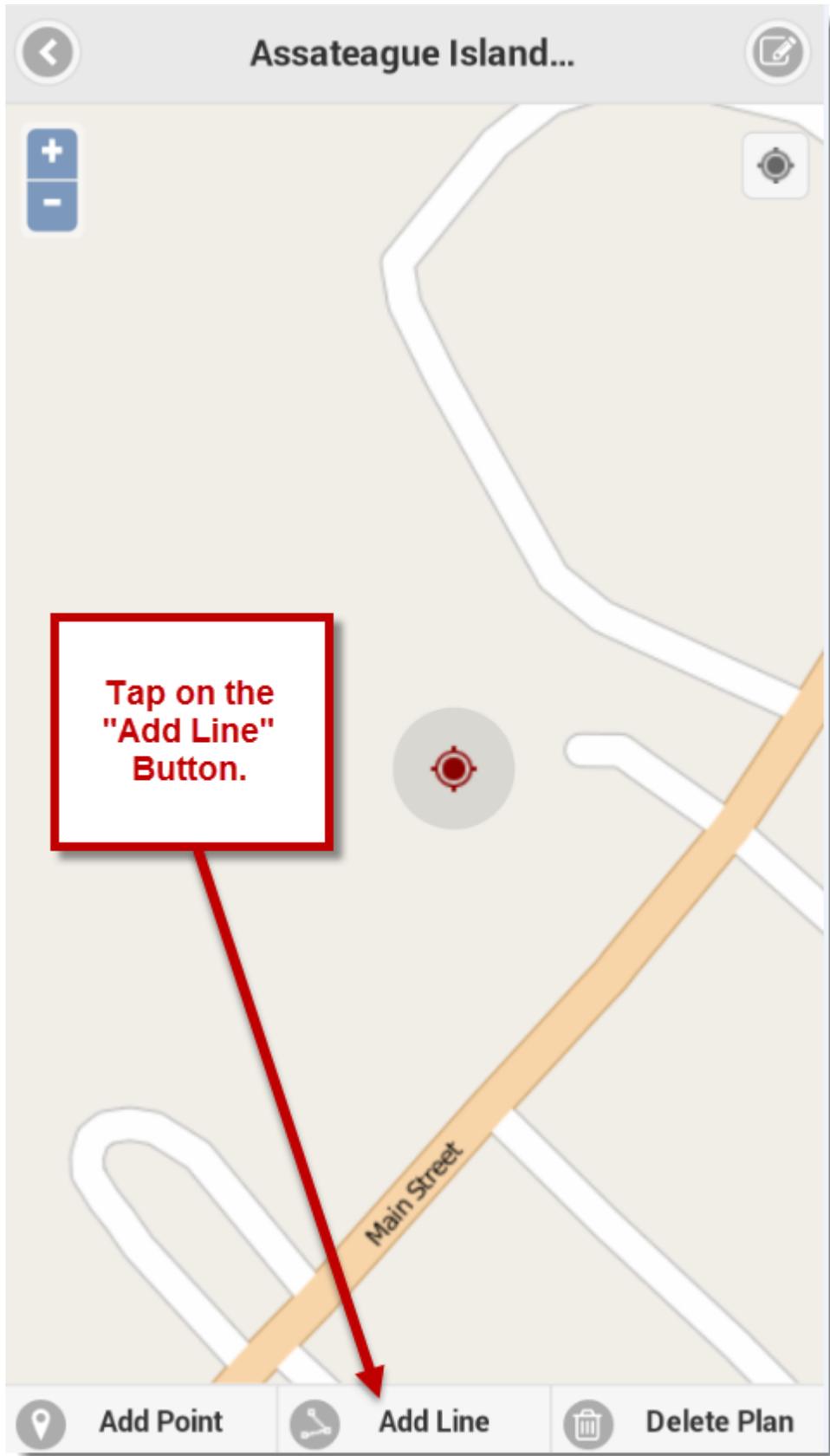


## 4.3 Adding a “Line” to a Site Plan Map

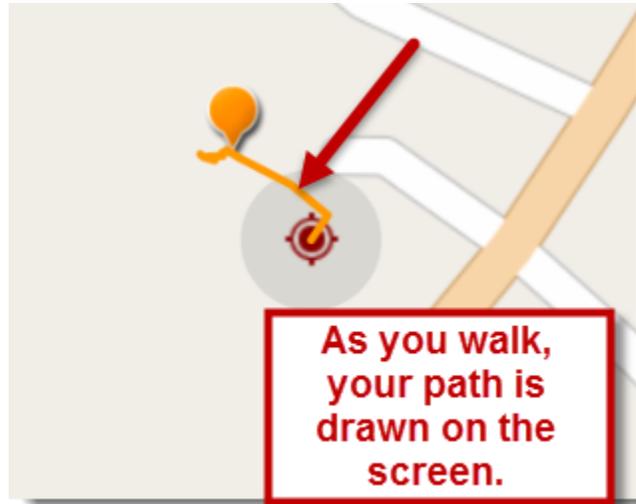
### 4.3.1 Start in the “RIDB Site Plans” page



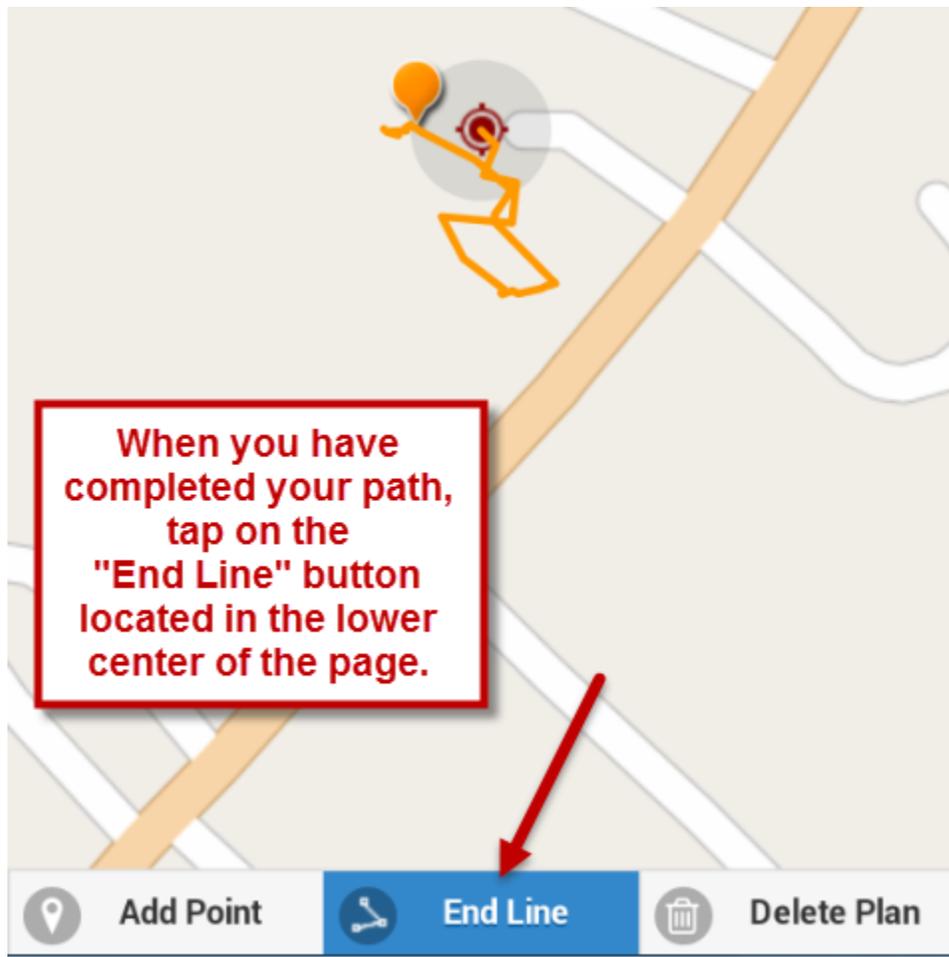
4.3.2 Once the application “Zooms In”, your location is revealed on a map. Tap on the “Add Line” button from the bottom of the page as shown in the image below:



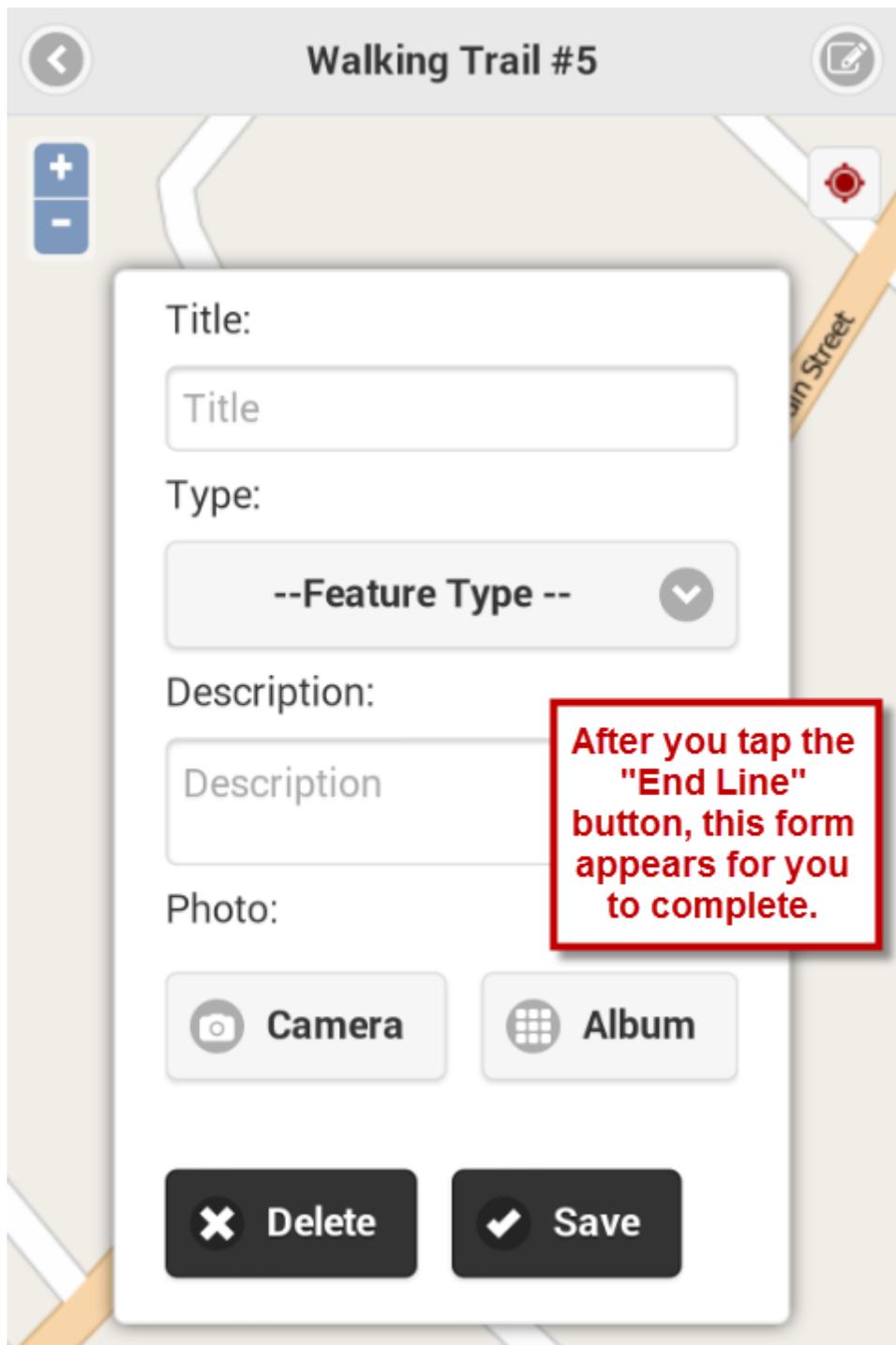
4.3.3 Begin walking with your device, and as you progress in your path, you will notice the path is being simultaneously drawn on the screen of your device as shown in the image below:



4.3.4 Tap on the "End Line" button when you have completed your "path."



4.3.5 After tapping on the “End Line” button in the previous step, a blank form will appear for you to fill out. Tap the Title and Description fields to add text, then tap the “Feature Type” Drop-down button and choose a value from the list. You can also tap the “Camera” button to add a photo, or even pick one from your device’s gallery:

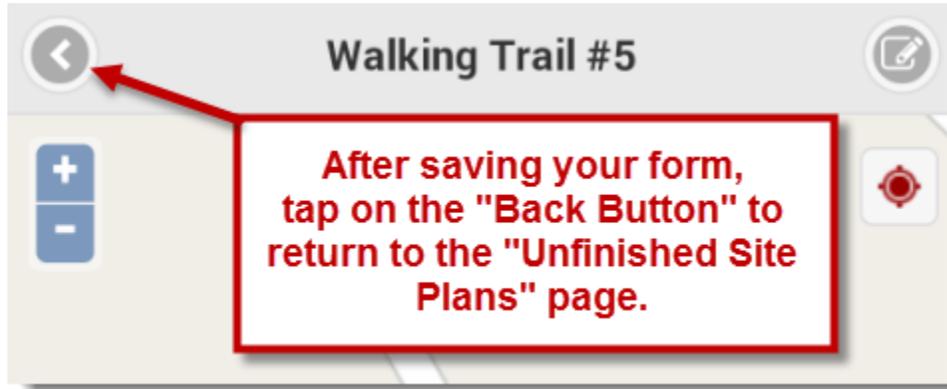


4.3.6 Here is an example of a completed form, fill yours out and tap the “Save” button if you wish to save it. Conversely, you can tap the “Delete” button if you no longer wish to save the form:

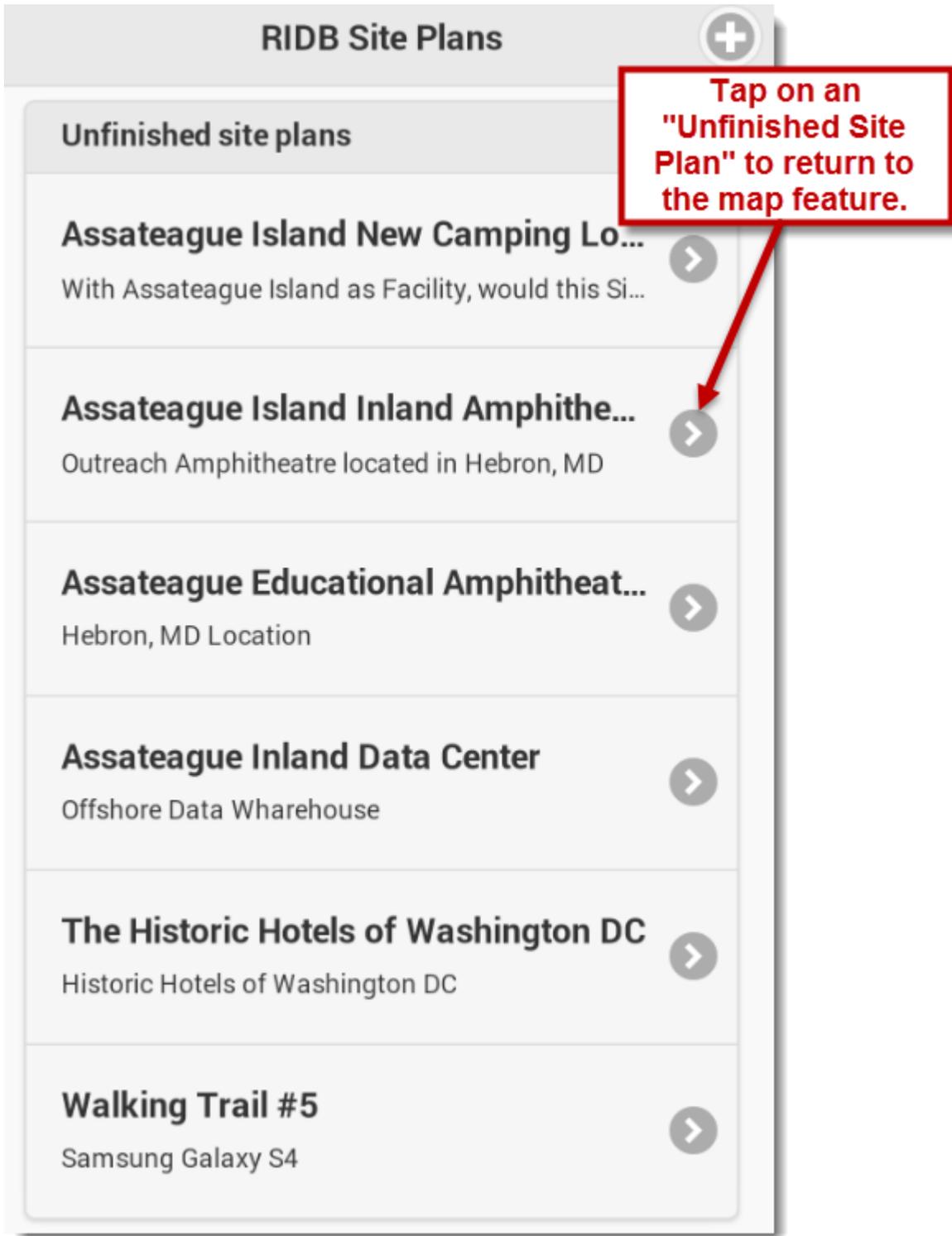
The image shows a mobile application form with the following fields and controls:

- Title:** A text input field containing "Walking Trail #5".
- Type:** A dropdown menu with "Hiking Trail" selected.
- Description:** A text input field containing "Samsung Galaxy S4".
- Photo:** A photo input field containing a landscape image of a path. A red callout box with a white border and red text points to the "Save" button. The text in the callout box reads: "Completed 'Add a line' form with photo added. Tap the 'Save' button".
- Facility Image:** A checkbox labeled "Facility Image" which is currently unchecked.
- Buttons:** Two dark grey buttons at the bottom: "Delete" with a white 'X' icon and "Save" with a white checkmark icon.

4.3.7 After you save the form in the previous step, tap on the "Back Button" shown below to return to the "Unfinished Site Plan" page:



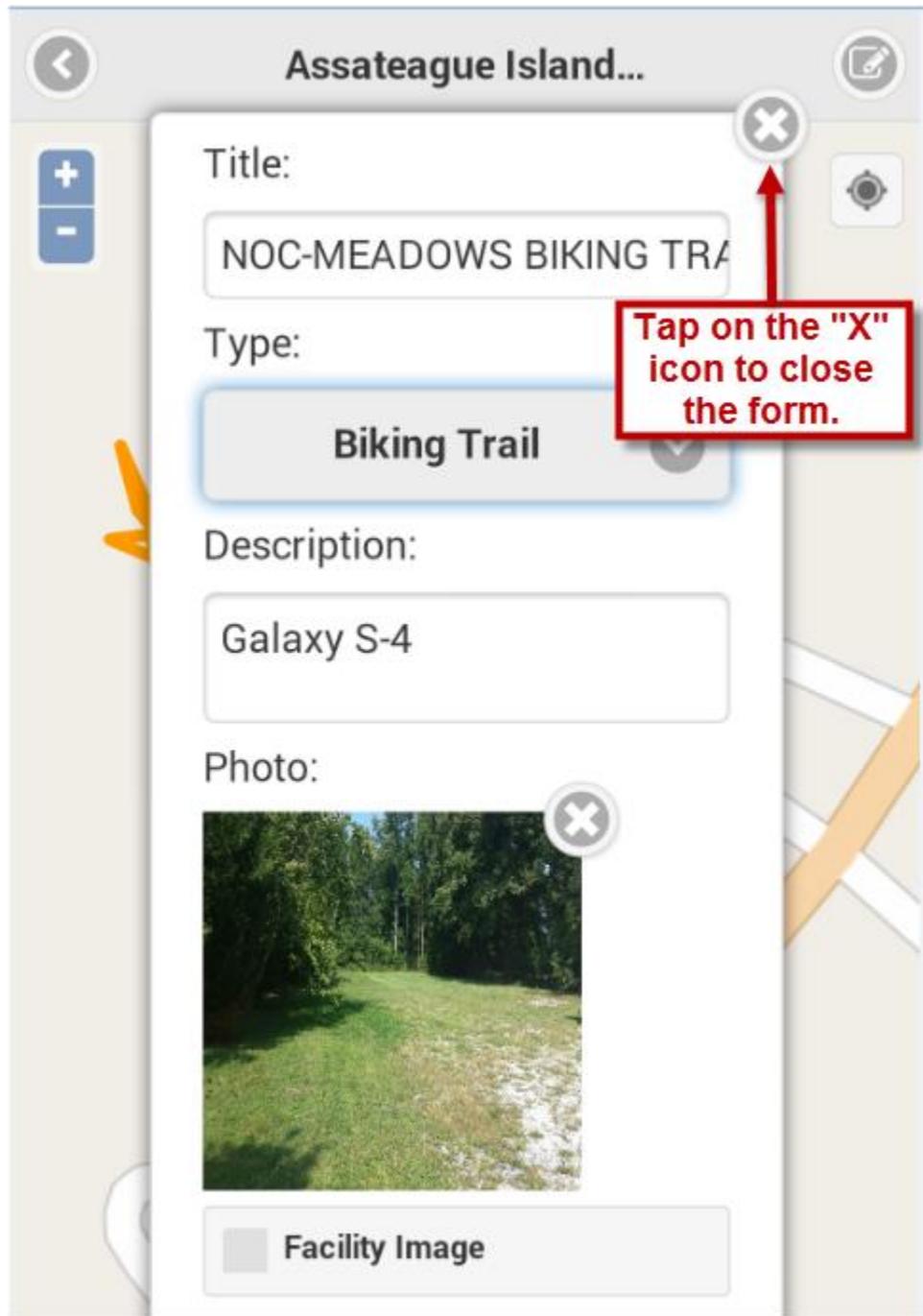
4.3.8 After returning to the RIDB Site Plans / Unfinished site plans page, locate the Site Plan and tap on the "Arrow Icon" as shown below.



4.3.9 Tap on the line that was previously added to the map as shown below. This will call up the form that was saved when the line was originally added.



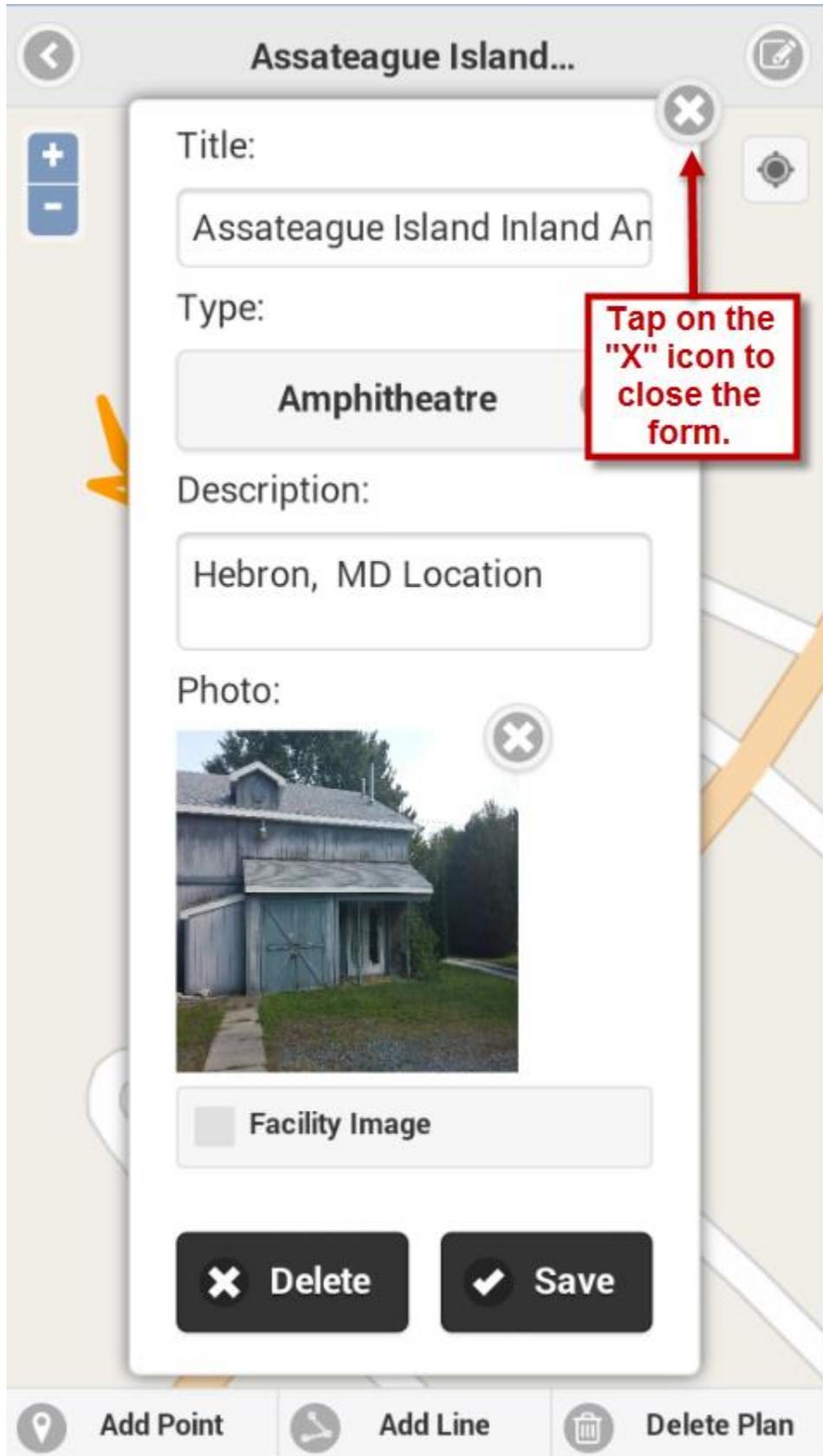
4.3.10 Once the form appears, tap on the "X" icon at the top right of the form to close it:



4.3.11 Tap on the "Point: Icon on the map to call up the form that was originally saved for that point:



4.3.12 Tap on the "X" icon to close the form:

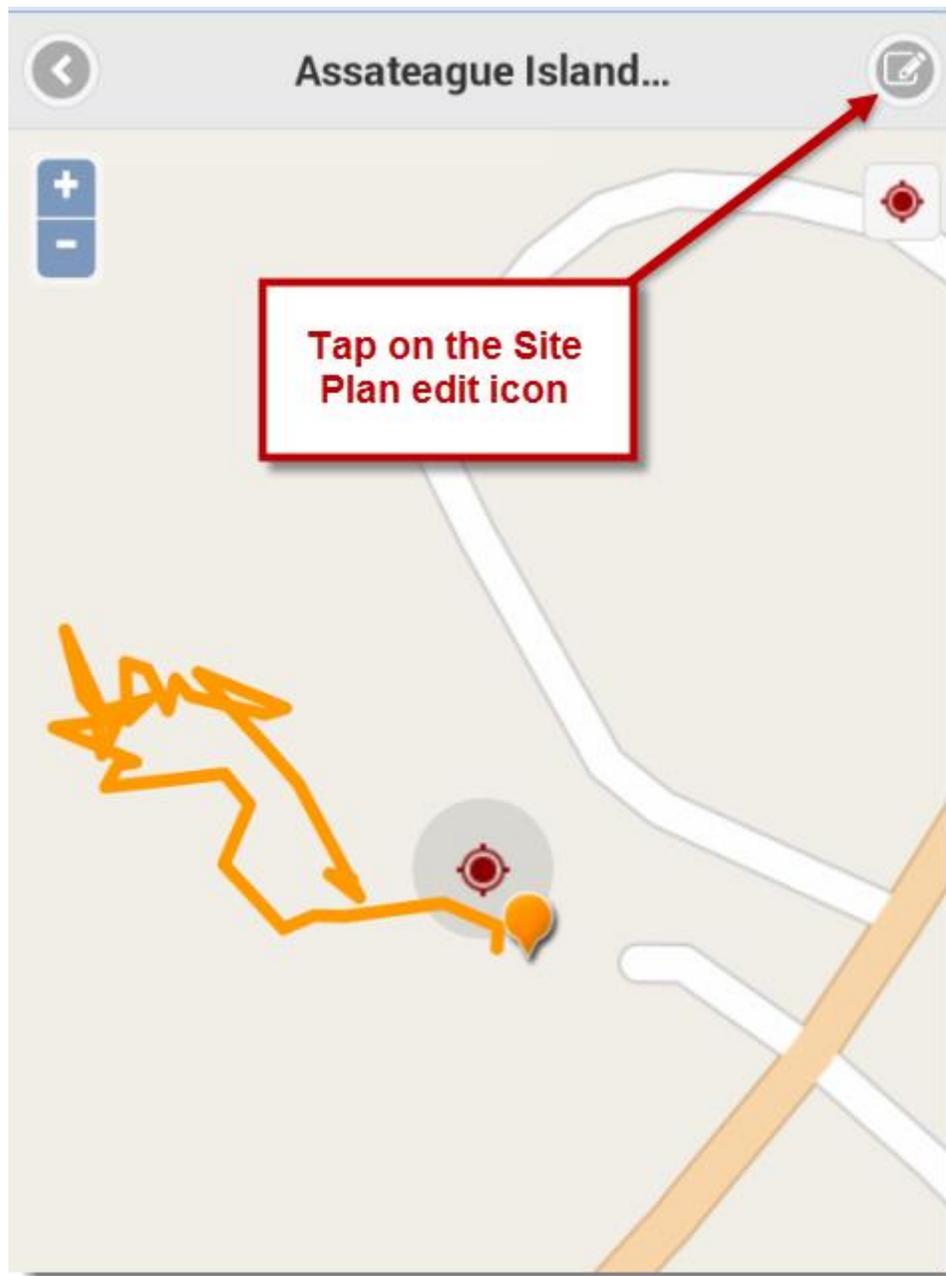


# Section 5 – Site Plan Submission

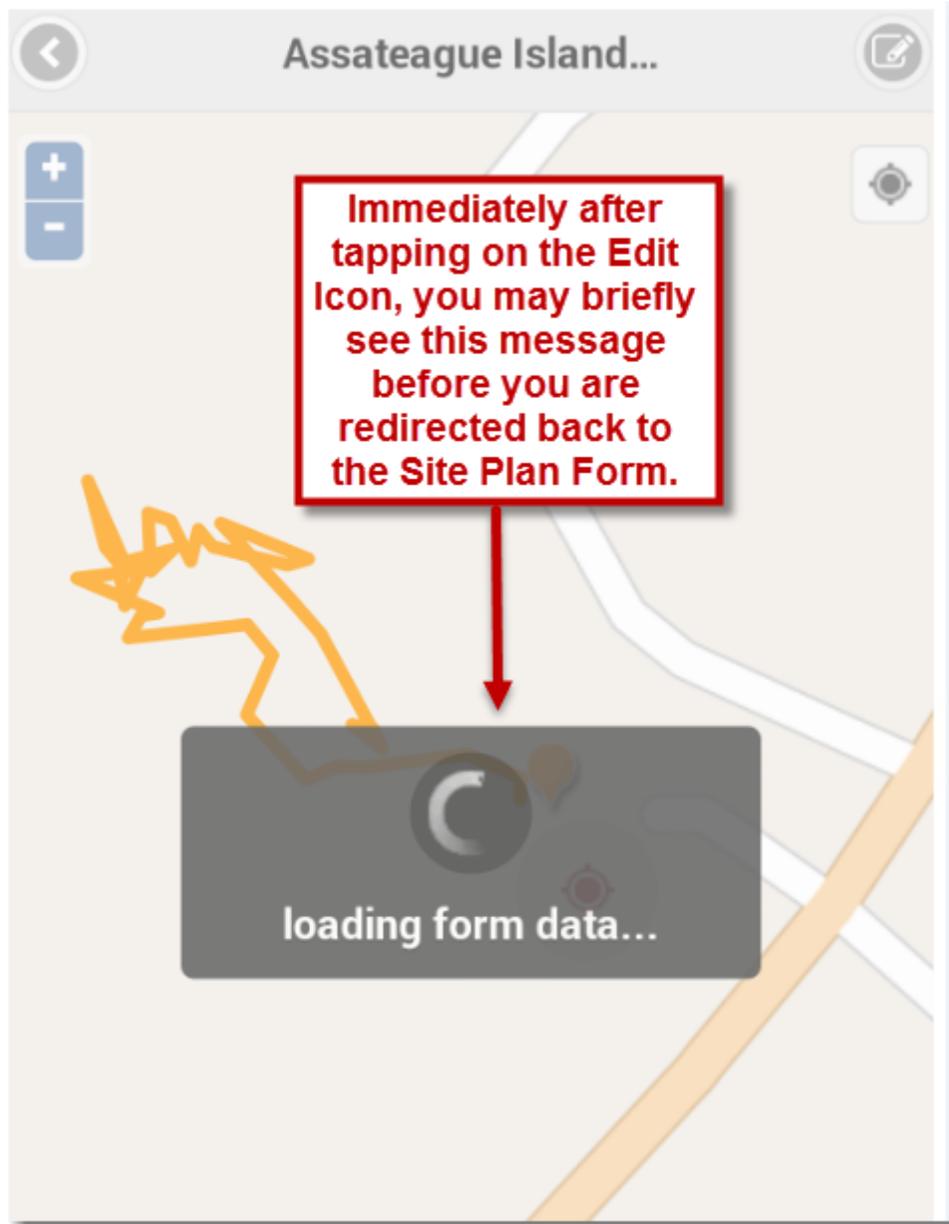
---

## 5.1 Uploading a Site Plan to RIDB

5.1.1 Continuing on with the map used in the previous step, tap on the “Site Plan Edit Icon” located in the upper right corner of the page as shown below:



5.1.2 The “loading form data” message. After tapping on the Site Plan Upload / Edit Icon, you may briefly see the “loading form data” message box shown below:



5.1.3 Your device has now redirected you to the Site Plan Upload / Edit page where you can perform any last minute edit changes, "Save" them, and then upload the Site Data Collection plan to RIDB:

**Assateague Island...**

**You can edit any of the Site Plan fields by tapping them and making the desired changes.**

Title:  
Assateague Island Inland Amphitheatre

Description:  
Outreach Amphitheatre located in Hebron, MD

Organization:  
National Park Service

Facility or RecArea:  
Facility RecArea

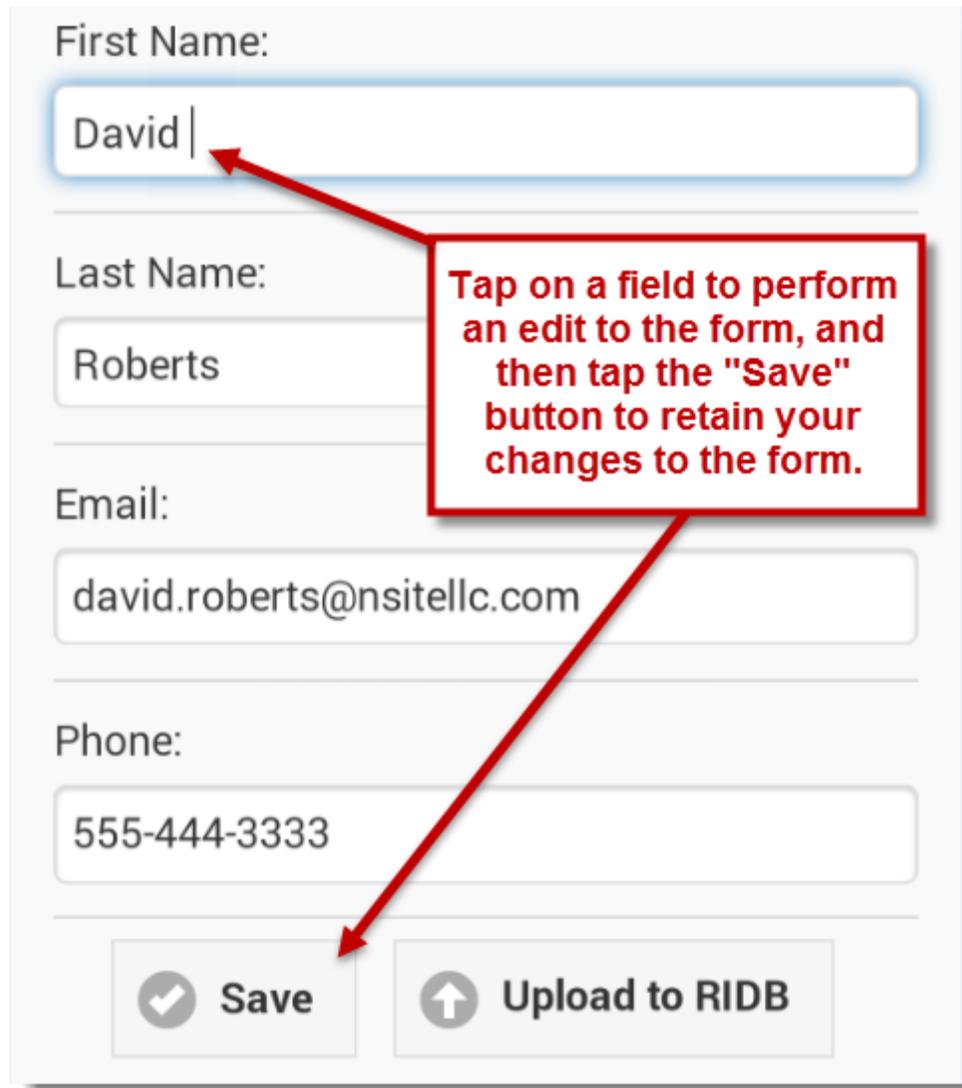
Assateague Island National Seashore

**Contact Info**

First Name:

**Scroll down to the bottom of the page to see the "Save" and "Upload to RIDB" buttons.**

5.1.4 Perform an "Edit" to the form and then tap the "Save:" button shown below:



First Name:  
David |

Last Name:  
Roberts

Email:  
david.roberts@nsitellc.com

Phone:  
555-444-3333

Save  Upload to RIDB

**Tap on a field to perform an edit to the form, and then tap the "Save" button to retain your changes to the form.**

5.1.5. The "Site Plan Saved" alert will briefly appear just after you tap the "Save" button:

The screenshot shows a mobile application interface for 'Assateague Island...'. At the top, there is a navigation bar with a back arrow on the left and a location pin icon on the right. Below the navigation bar, there are two tabs: 'Facility' and 'RecArea', with 'RecArea' being the active tab. Underneath the tabs is a dropdown menu currently set to 'Assateague Island National Seashore'. The main section is titled 'Contact Info' and contains three input fields: 'First Name:' with the value 'David', 'Last Name:' with the value 'Roberts', and 'Email:'. A white alert box with a red border and a red arrow pointing to it is overlaid on the form. The alert text reads: 'After tapping the "Save" button, you will see this "Site Plan Saved" alert.'

5.1.6 Once your edit changes have been saved, and you are completely satisfied that your Site Data Plan is complete, tap the Upload to RIDB button to submit your plan for approval:

**Contact Info**

First Name:  
David

Last Name:  
Roberts

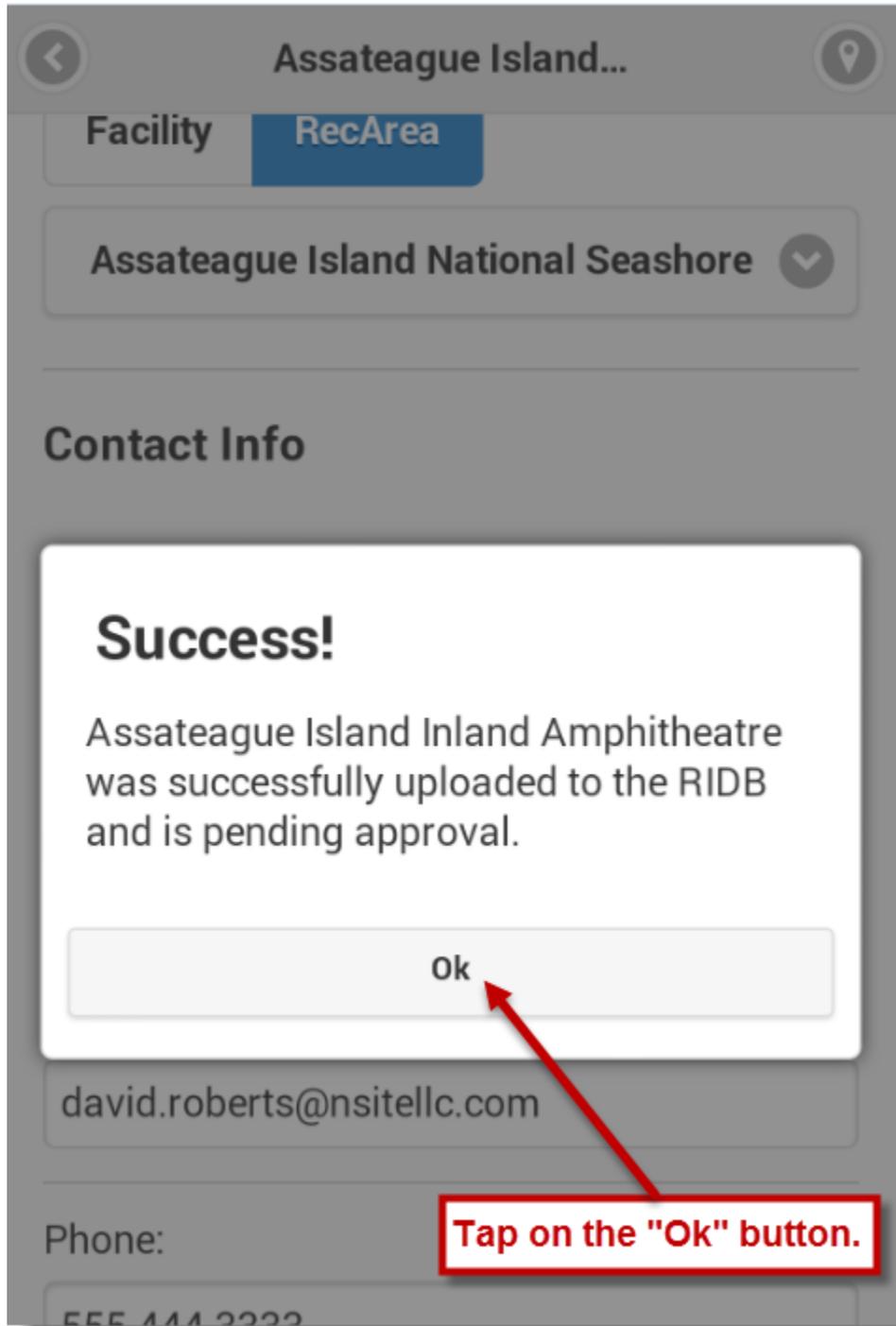
Email:  
david.roberts@nsitellc.com

Phone:  
555-444-3333

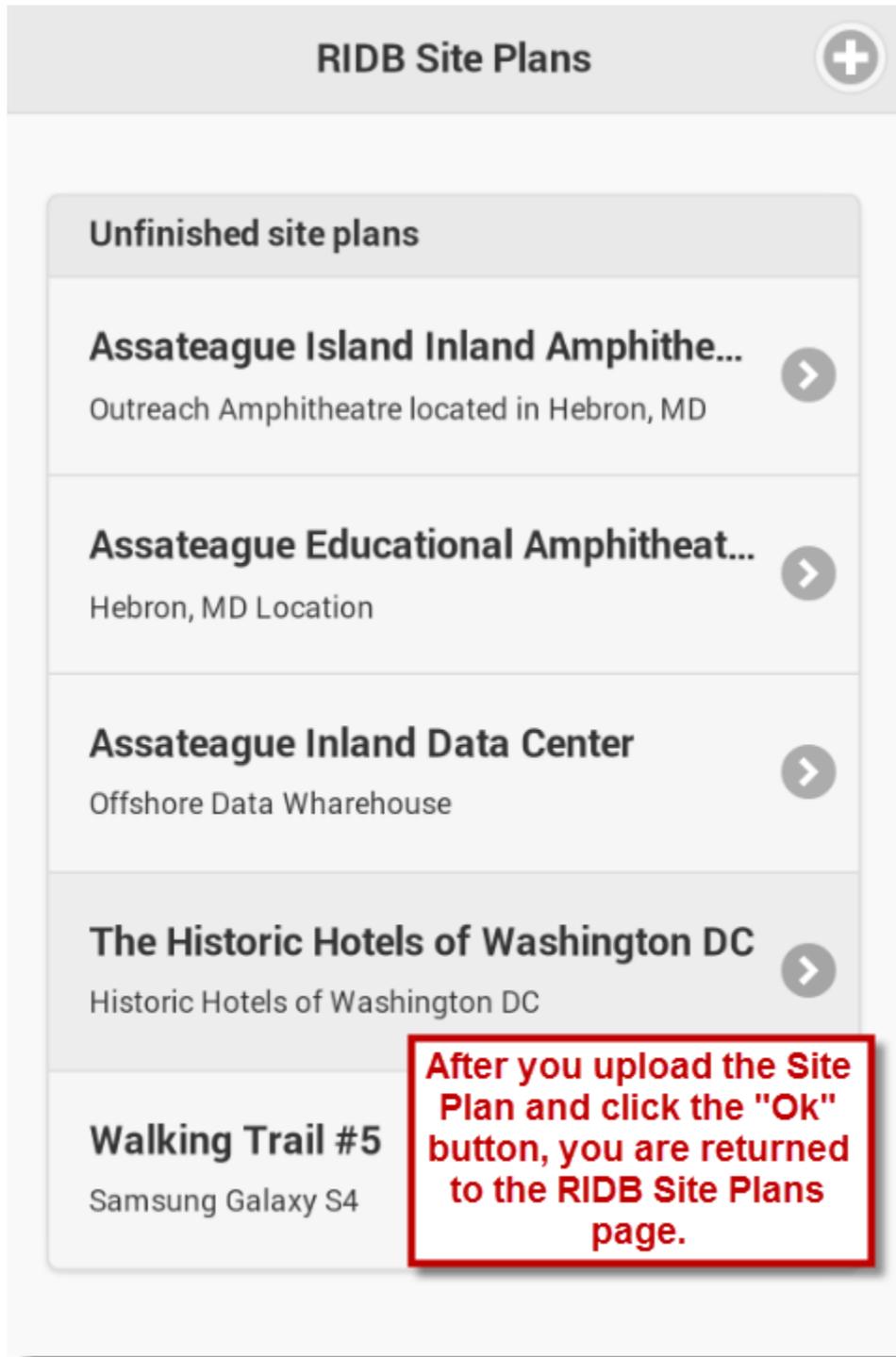
Save

Tap on the "Upload to RIDB" button.

5.1.7 After you tap the “Upload to RIDB” button, a “Success!” message indicating that your Site Data Collector Plan has been successfully uploaded to RIDB. Tap on the “Ok” button shown below:



5.1.8 After successfully uploading a Site Plan to RIDB, you are redirected back to the RIDB Site Plans page:

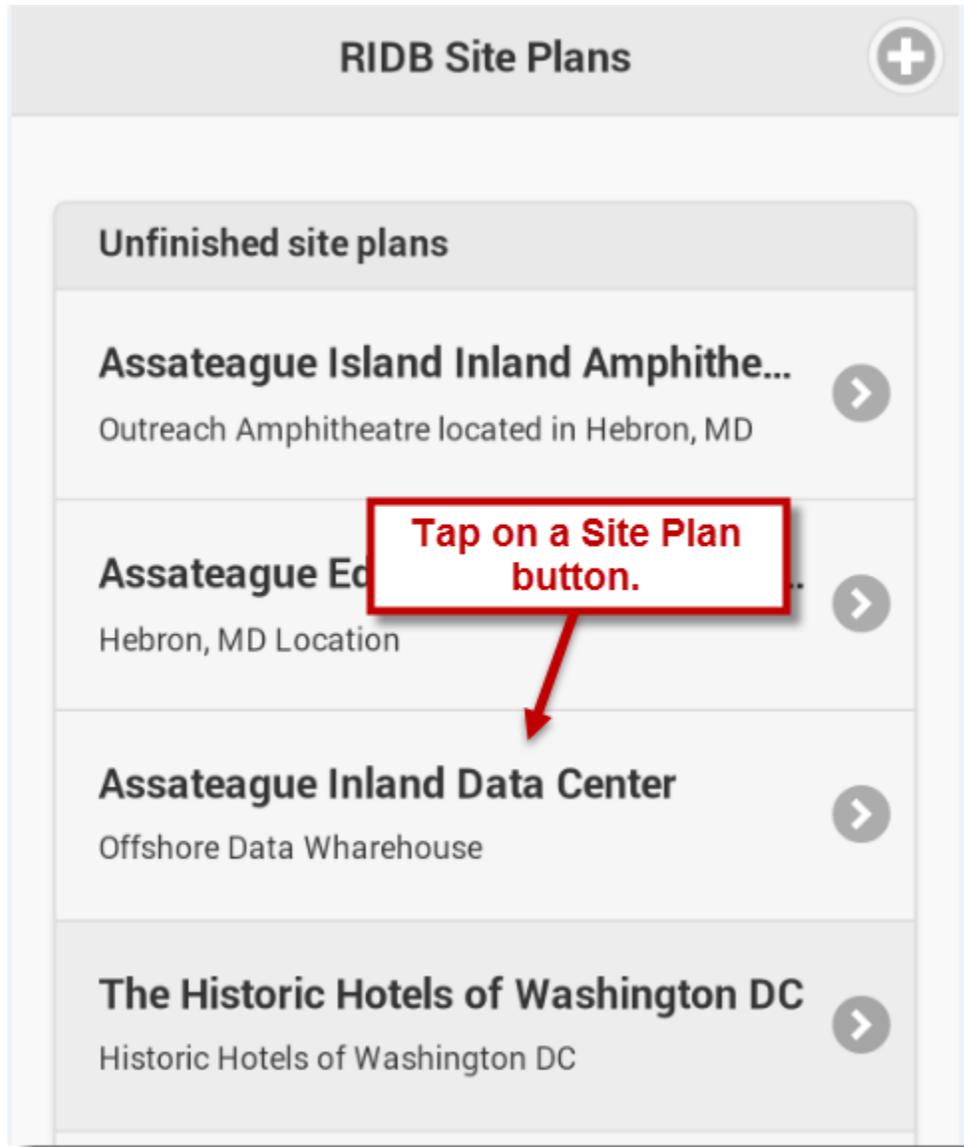


# Section 6 – Site Plan Deletion

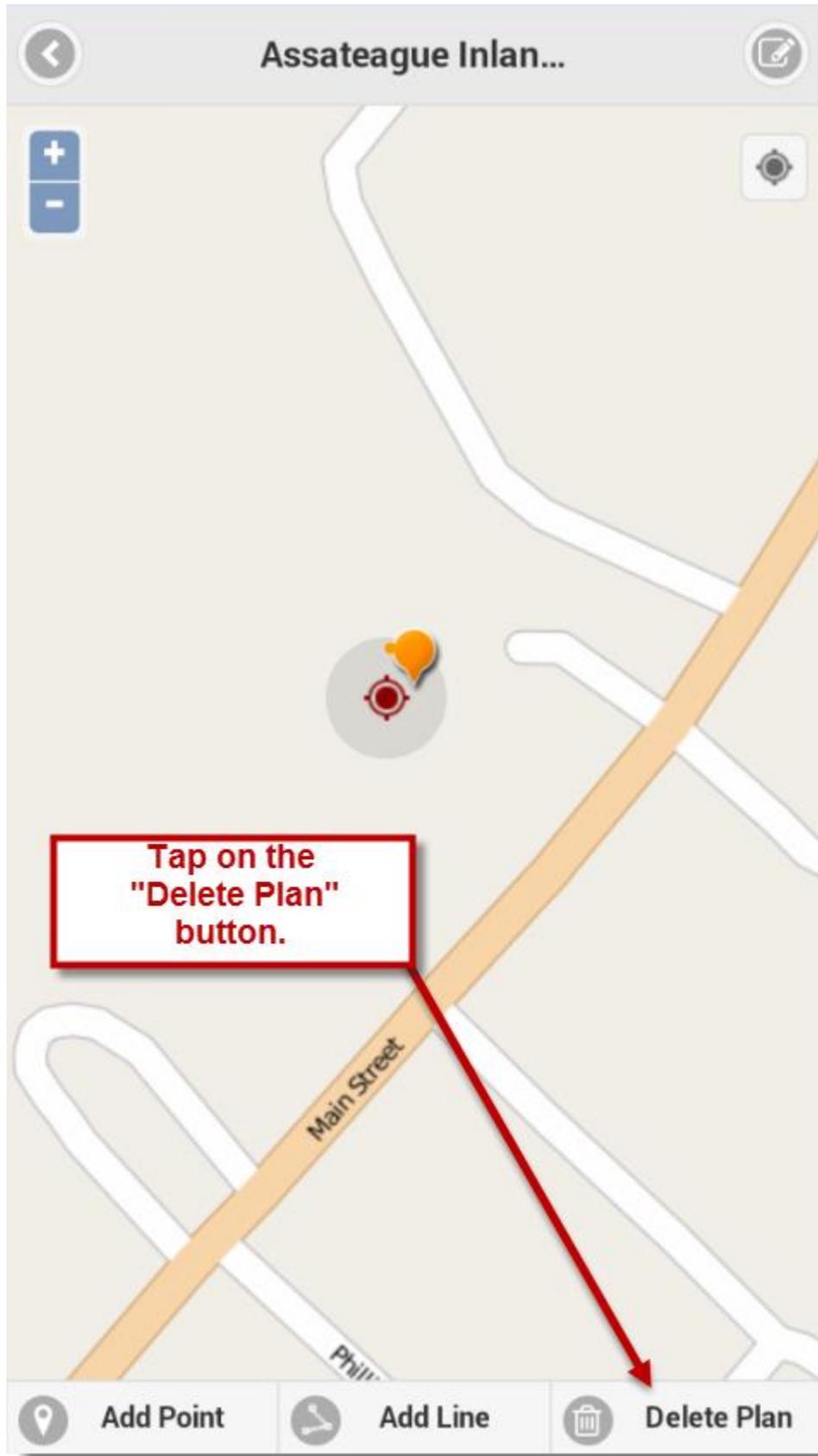
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## 6.1 Deleting a Site Data Collector Plan

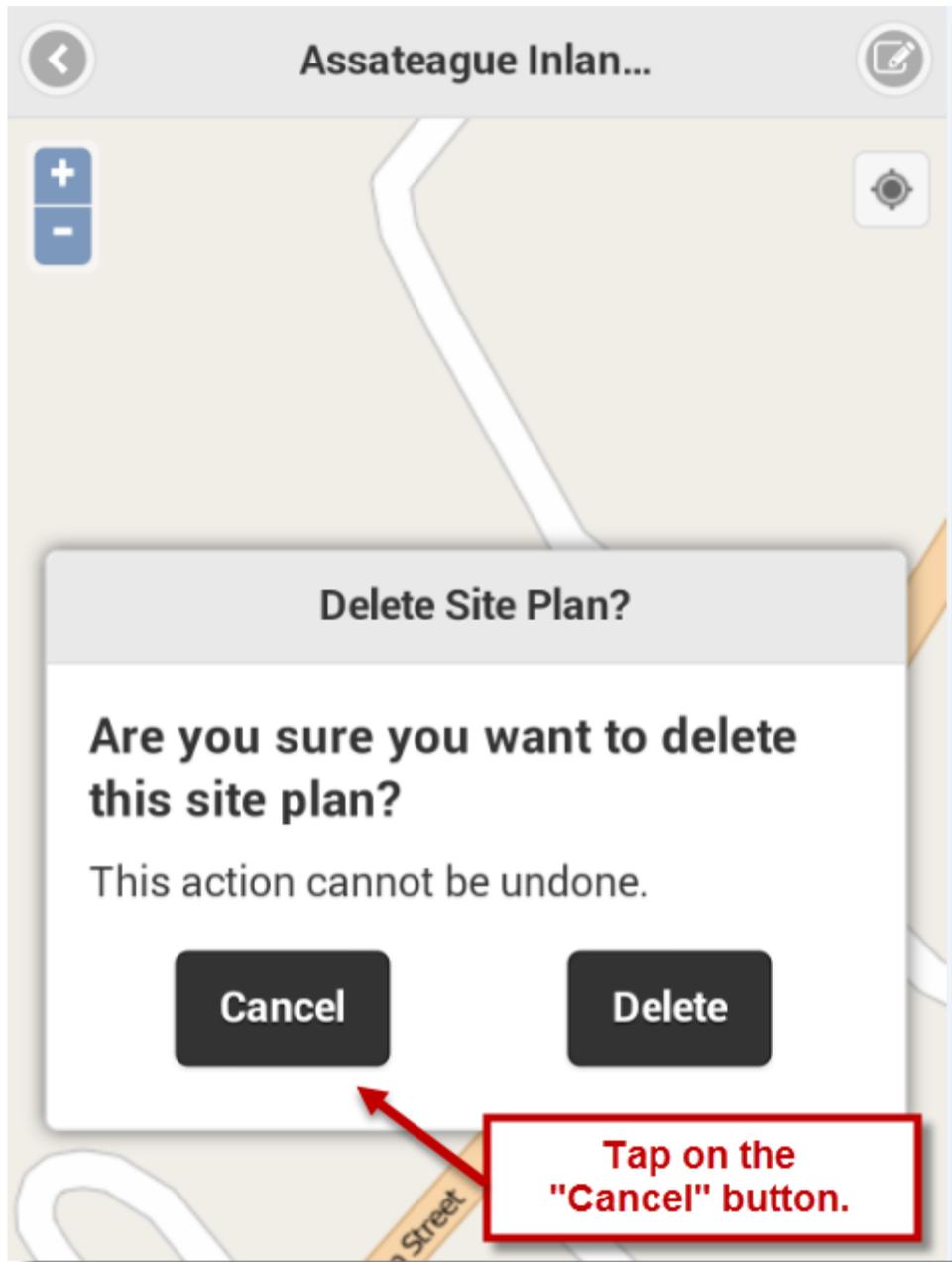
6.1.1 From the Site Plans page, take note of the list of plans and then tap on a Site Plan to delete:



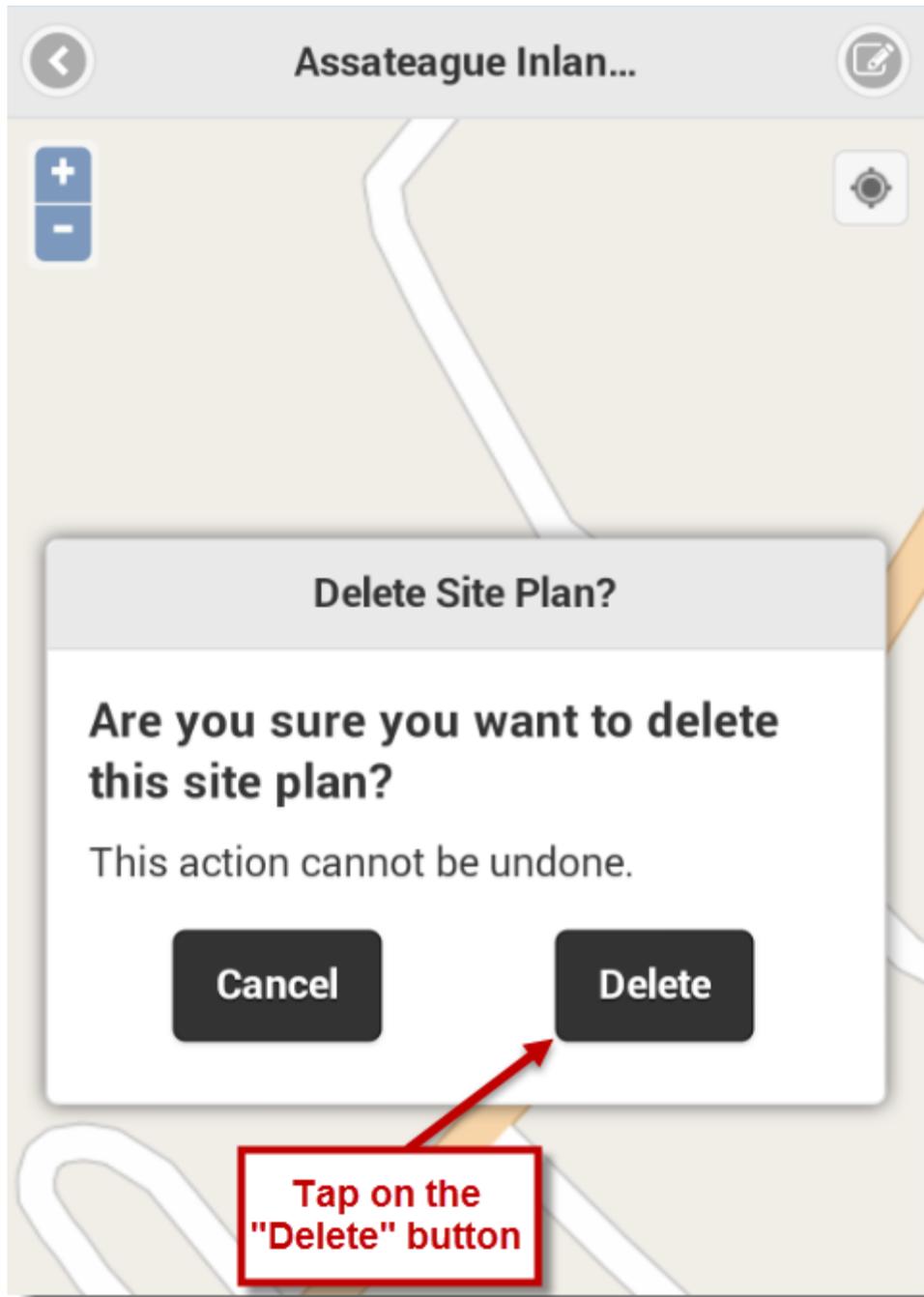
6.1.2 After the image of the Site Plan appears on the “Map Page”, tap on the “Delete Plan” button located in the lower right corner of the page as shown below:



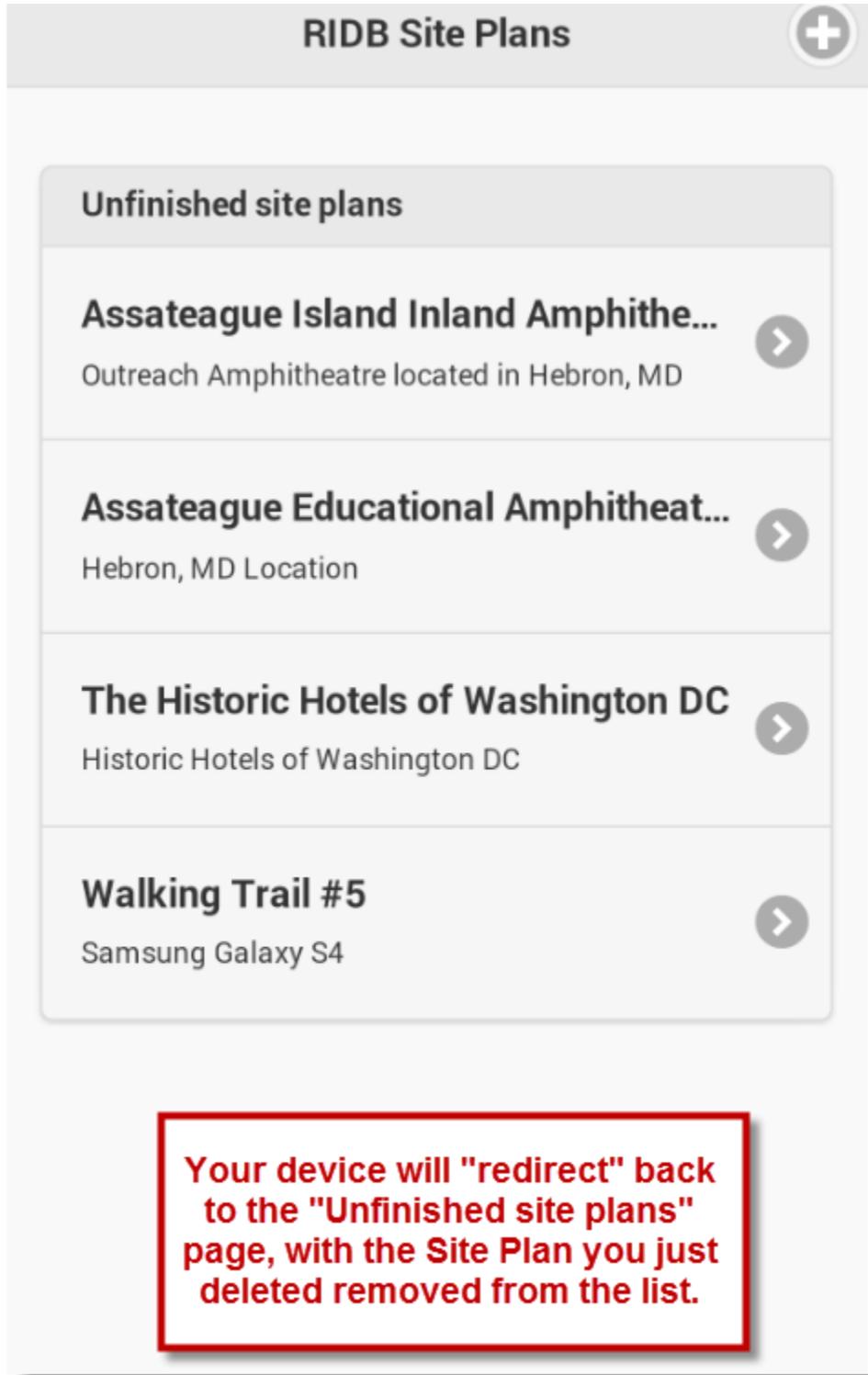
6.1.3 The “Delete Site Plan” confirmation message appears, tap on the “Cancel” button:



6.1.4 After tapping the “Cancel” button, you are returned to the Site Plan “Map Page.” Tap the “Delete Plan” button once more, and this time, tap on the “Delete” button from the “Delete Site Plan?” confirmation window:



6.1.5 After you tap the “Delete” button in the previous step, you will be redirected back to the list of “Unfinished site Plans” – with the deleted Site Plan removed from the list as shown below:



**This completes the  
RIDB Site Data Collector  
User Guide**