

Working Waterfront Inventory Editing User Guide

Maine Coastal Program | Updated June 12, 2026



Created by VIEWSHED

Version 1

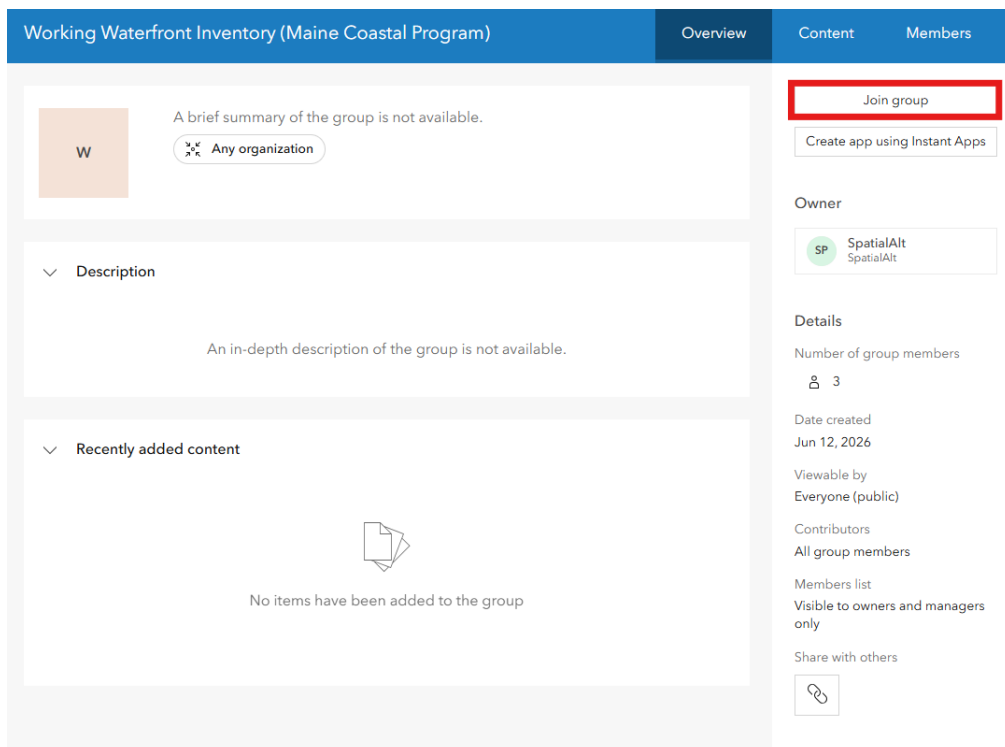
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Getting Started: Accessing the Shared Group

If you are new to this project, you will first need to gain access to the shared group on ArcGIS Online from your ArcGIS Online account.

1. The shared group is called "[Working Waterfront Inventory \(Maine Coastal Program\)](https://arcg.is/0Or9Cy0)." You can either find it at the link (<https://arcg.is/0Or9Cy0>) or search for it in ArcGIS Online (it is owned by the account with the username SpatialAlt).
2. Make sure you are logged into the account you would like to use to access the Working Waterfront Inventory. Click on the group details and select "Join group."



3. Your request will need to be approved by a group manager. It will send a notification to all group managers in ArcGIS Online, but reach out if you have issues getting approved.
4. Once you are approved, you will be able to access and edit the data as described below.

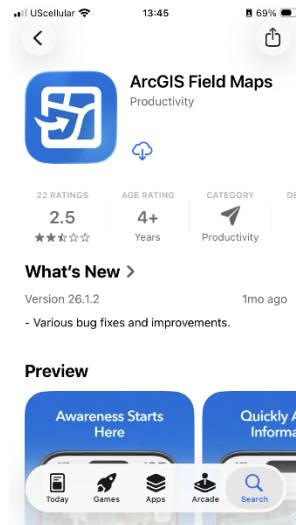
Editing Using Field Maps (Mobile)

Setting Up Field Maps

ArcGIS Online Field Maps allows you to edit data in web maps on your phone or tablet.

1. Download the application on your device. You can either search for it in your app store (“ArcGIS Online Field Maps”) or access it at this link:

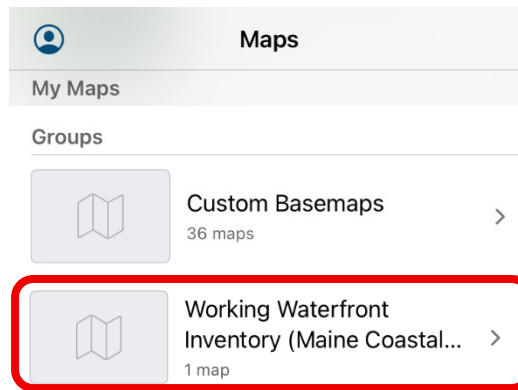
<https://www.esri.com/en-us/arcgis/products/arcgis-field-maps/downloads>



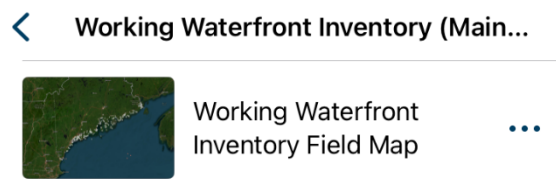
2. Open the Field Maps Application and log into your ArcGIS Online account.



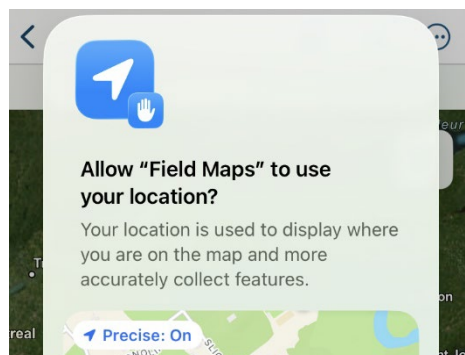
3. All the web maps shared with you will show up on the home screen. Scroll down to the bottom and there will be a list of the Groups you are a member of. Click on the Group folder for “Working Waterfront Inventory (Maine Coastal Program)”



4. Click on the map called “Working Waterfront Inventory Field Map” (that should be the only one).



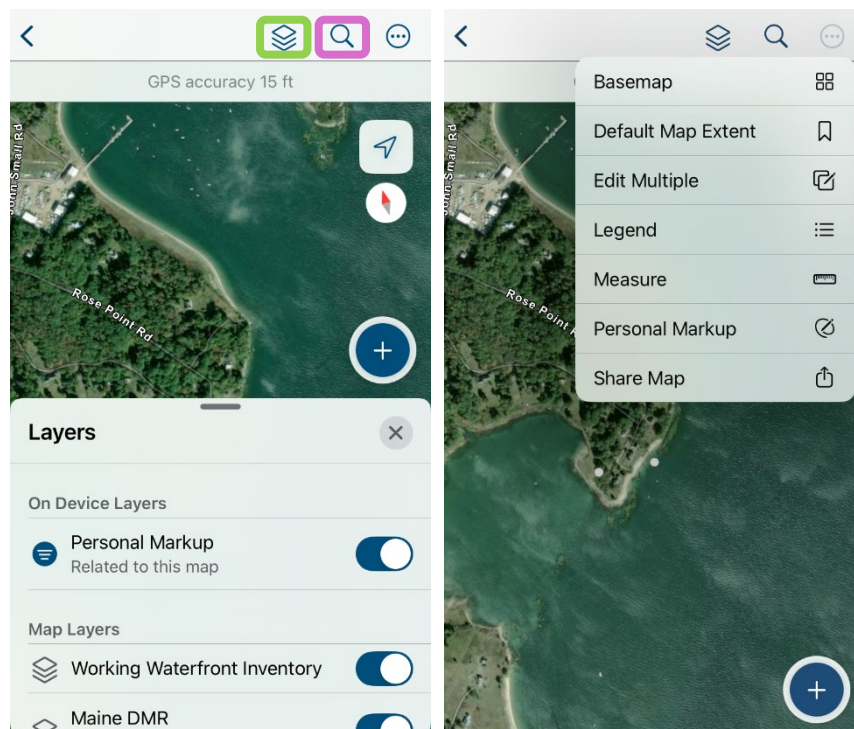
5. The app may ask you for permission to use your location. If you are out in the field at the location you are collecting data for, you can enable location services to help you pinpoint your location (though the accuracy varies). Otherwise, you can just search in the map or use the imagery to locate the points you add.



6. Once you are in the map, you can start adding points and editing. See the following sections for instructions.

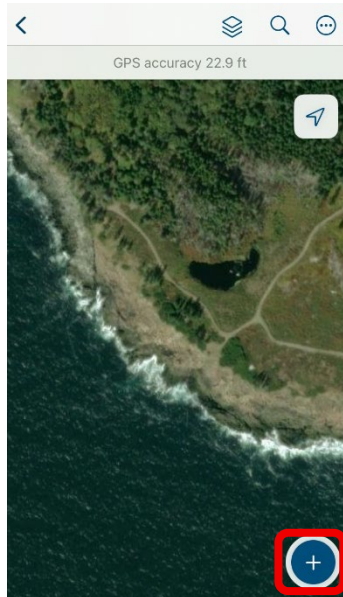
Tour of Tools

- **Layer Visibility:** To turn the visibility of different layers on/off, click the layer icon (looks like a stack of paper, outlined in green below). Then, toggle the layers on/ off.
- **Search:** To search for a location, click the search icon (looks like a magnifying glass, outlined in pink below).
- **Basemap:** To change the basemap, click the “More” icon (three dots) and select “Basemap” from the menu.
- **Return to Default Map Extent:** To change the return to the original view of the map (zoom out to the entire coast of Maine), click the “More” icon (three dots) and select “Default Map Extent” from the menu.
- **Edit Multiple:** To change/update the attributes of multiple records at a time, click the “More” icon (three dots) and select “Edit Multiple” from the menu. Select the points you want to edit together, then click Continue to edit their features.
- **Legend:** To view the legend, click the “More” icon (three dots) and select “Legend” from the menu.
- **Measure:** To measure the distance between things, click the “More” icon (three dots) and select “Measure” from the menu.

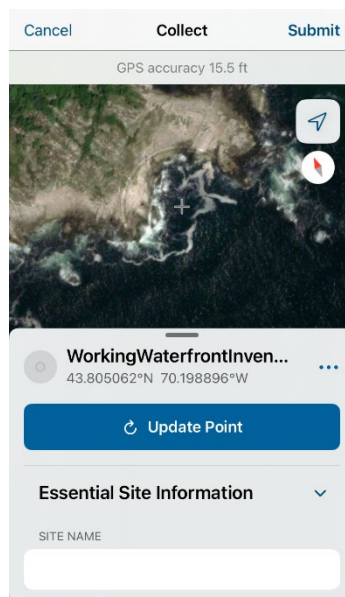


Adding New Records/Points

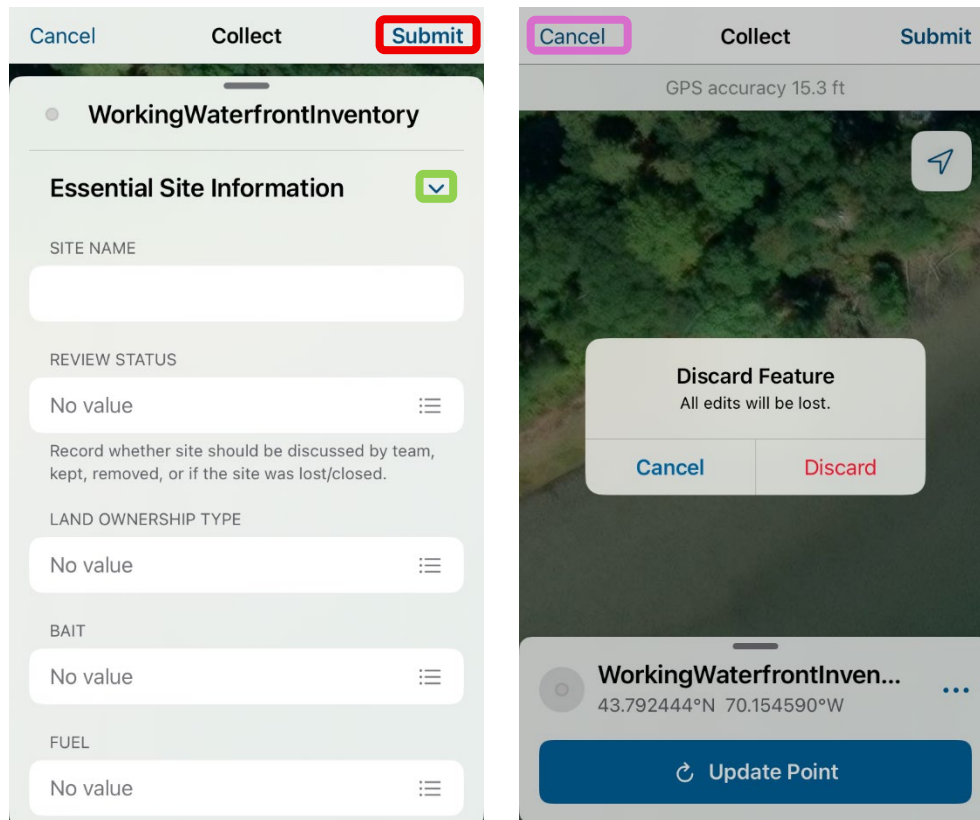
1. To add a new record/point, click the blue plus (+) icon.



2. If location services are enabled, the new point will default to your location. You can adjust the location by moving the map (using two fingers) and lining up the plus (+) sign over the correct location. Then, click the blue “Update Point” button to update the location.

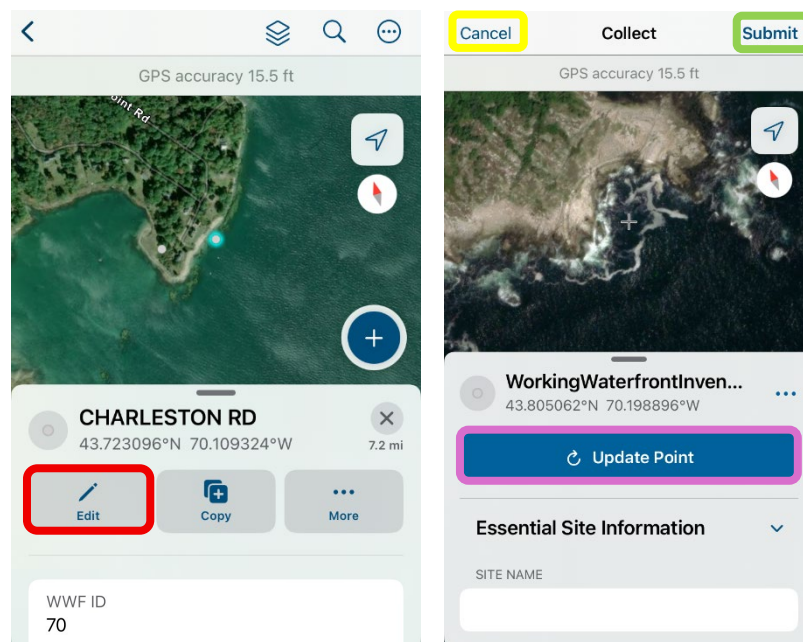


3. Click on the panel on the bottom of the screen and drag up to view the attributes for the new record. Fill in the information you have for that location. Some fields have options to choose from, which will appear when you click on that field. You can expand and collapse groups of attributes using the carrot key (outlined in green below, left).
4. If you added a point by accident and would like to discard it, click Cancel at the top left (outlined in pink below, right) and then click “Discard” in the pop-up.
5. When you are done editing the attributes, be sure to click “Submit” (outlined in red below, left) to save your data!



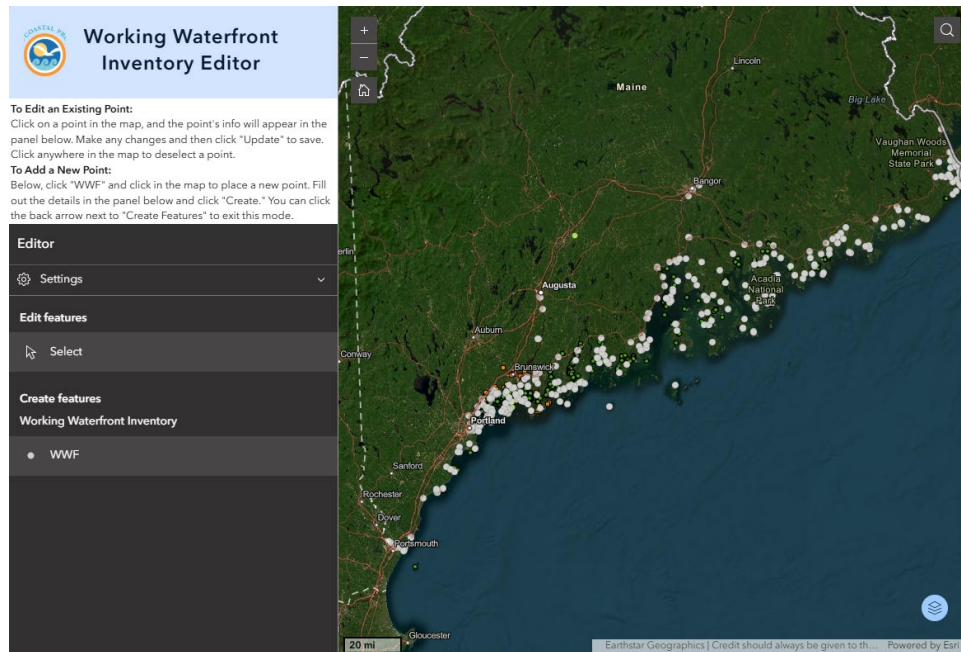
Editing Existing Records

1. To edit an existing record, select the point in the map by clicking on it. It will highlight in cyan/light blue-green. *If you have trouble selecting a point, make sure that you are trying to click on a Working Waterfront point and not other data in the map (this map also contains Aquaculture leases and Intertidal Access data for reference only).*
2. The attribute data for the selected point will appear in a panel at the bottom of the screen. Click on the panel and scroll down to view the attributes.
3. To edit the attributes or the location of the point, click the “Edit” button in the panel (outlined in red below, left).
4. Make the changes you would like to the attributes.
5. If you want to update the location of the point, use two fingers to move the map and line up the plus(+) symbol with the desired location in the map. Click “Update Point” to use the new location (outlined in pink, below right).
6. Click “Submit” (outlined in green, below right) to save your changes! If you want to discard them without saving, click “Cancel” (outlined in yellow, below right).



Editing Using the Dashboard (Desktop)

To access the Working Waterfront Inventory Editor Dashboard, either go to this link: <https://experience.arcgis.com/experience/77086e2f0e9448d4b54b14052716e889> or navigate to the [Working Waterfront Inventory \(Maine Coastal Program\)](#).



Tour / Tools Overview



Zoom in and Out: To zoom in or out, use the plus and minus buttons (shown, left).



Home Extent: To return to the original map extent/map, click the home icon (shown, left).

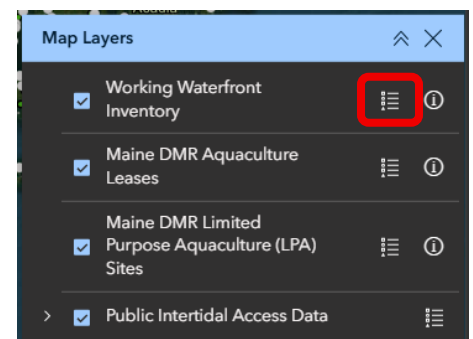


Search: To find a location, click the search icon (shown, left) and type an address or location name into the search bar.



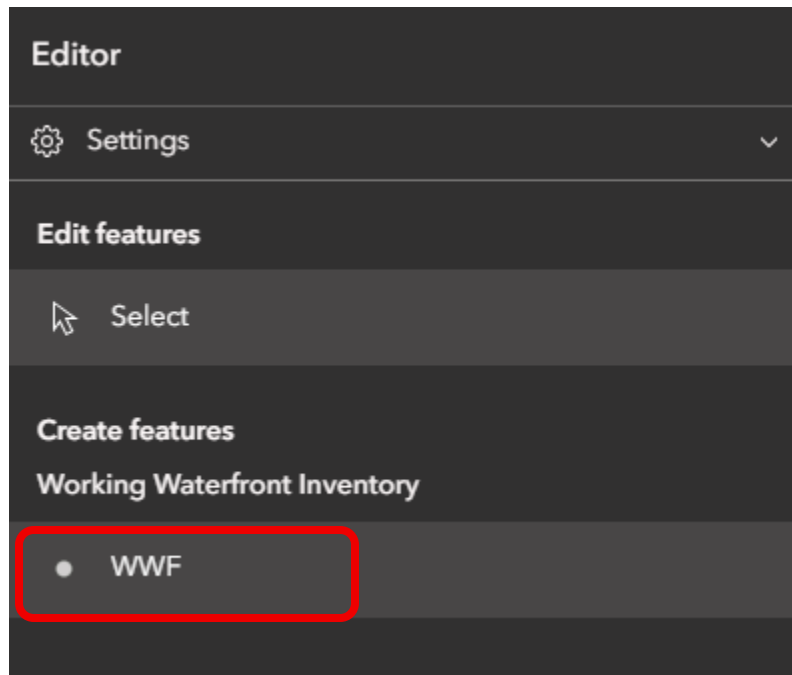
Map Layers: Click the map layers icon (shown, left) to:

- **See the map layers that are in the map**
- **View a legend for each layer:** select the legend icon next to the layer you'd like to see (outlined in red to the right)
- **Adjust which layers are visible:** click the check mark to make the layer visible/invisible

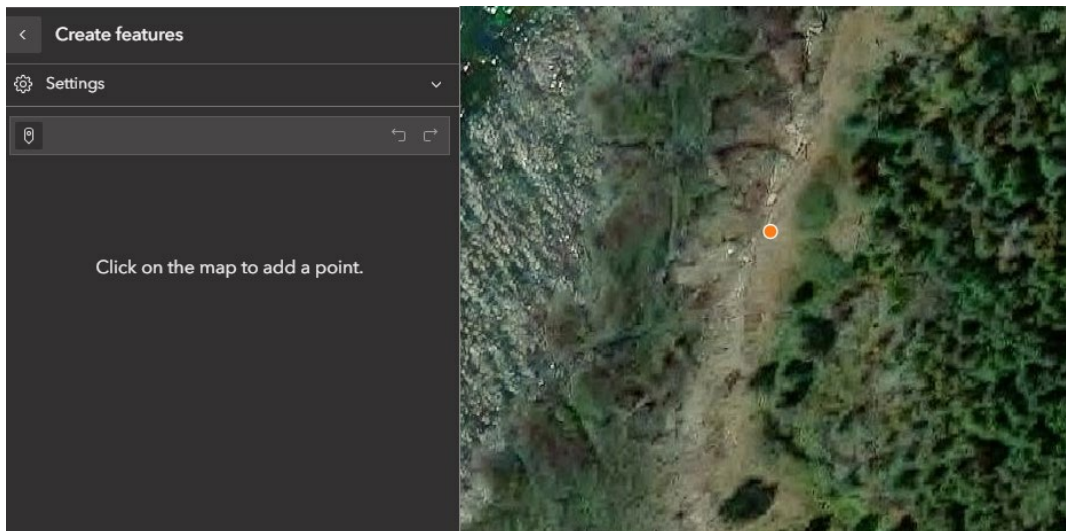


Adding New Records/Points

1. In the Editing Panel (bottom left), under Create Features and Working Waterfront Inventory, click WWF (outlined in red, below).



2. Pan in the map to where you would like to add the point, and click.



3. The Editing Panel will update to show the attributes for the new point. Enter the information you have collected into each field. Some fields have additional

information about what information it is asking for immediately below it (outlined in yellow, below).

< Create features

Settings

WorkingWaterfrontInventory

Essential Site Information

Site Name

TEST

Review Status

Record whether site should be discussed by team, kept, removed, or if the site was lost/closed.

Land Ownership Type

Create

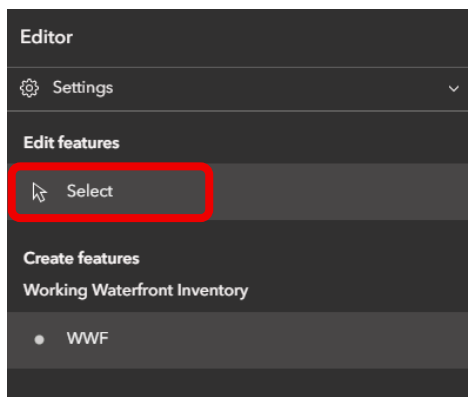
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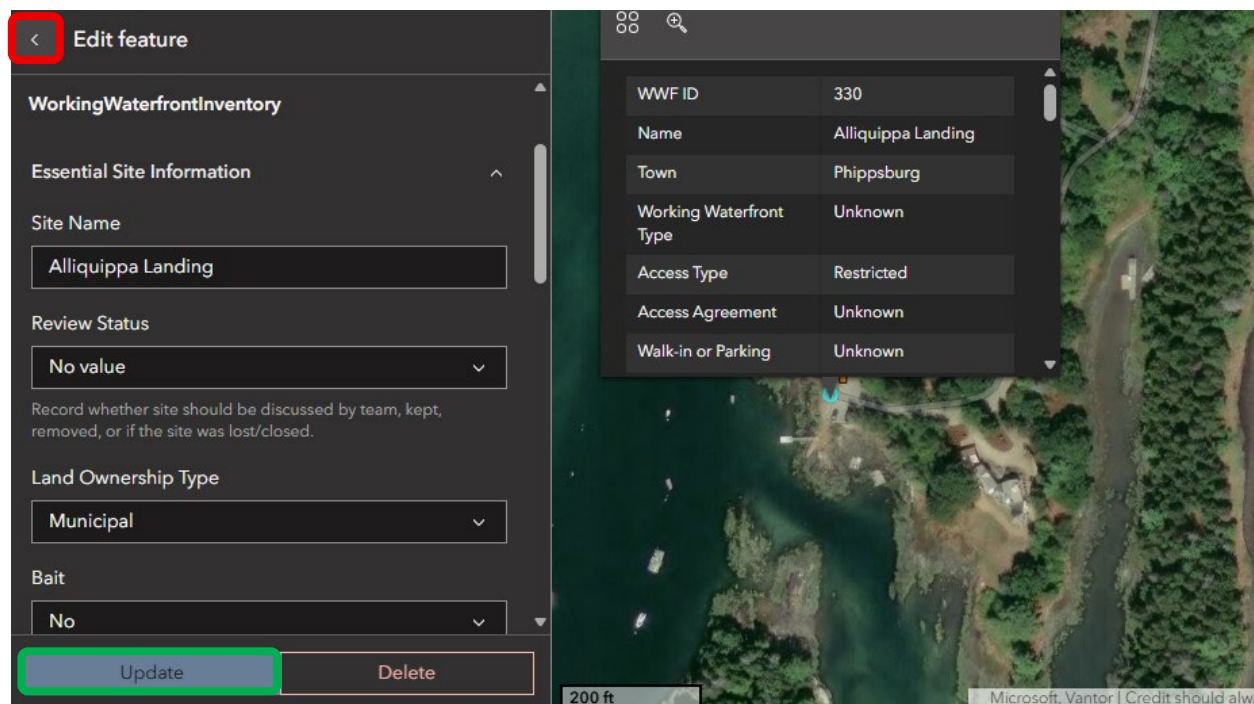
4. Click “Create” to save the point and the new attribute data (highlighted in green, above). If you would like to discard the new point, click the back arrow twice (outlined in red, above) and then click “Discard edits” in the pop-up that appears.

Editing Existing Records

1. To edit an existing record, in the Editing Panel (bottom left), under Edit Features, click Select (outlined in red, below).



2. In the map, click on the point you would like to edit. *If you have trouble selecting a point, make sure that you are trying to click on a Working Waterfront point and not other data in the map (this map also contains Aquaculture leases and Intertidal Access data for reference only).*
3. The attributes will appear in the Editing Panel. Make any updates based on the information you have collected.
4. To move the location of the point, hover over the point in the map (a crosshair will appear), click and drag the point to adjust the location.



5. To save the changes, click update (outlined in green above). If you want to discard your changes unsaved, click the back arrow (outlined in red, above).