Kete Taiao User Guide

June2026

Your login is ONLY for you. Do not share it with others or use it on multiple devices at the same time.

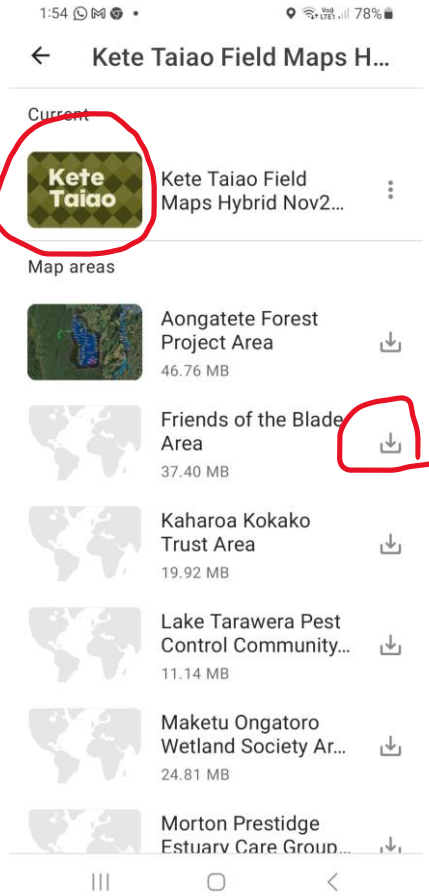
To access your project on Field Maps;

Download Field Maps from the Google play store or Apple app store, and use your details (username and password) to login.
Your login will enable either ‘viewer only’ or ‘edit access’.

Once you are logged in you will have access to ‘Kete Taiao Field Maps June2026’. Select the thumbnail, then the list of Maps areas will appear below the online map.

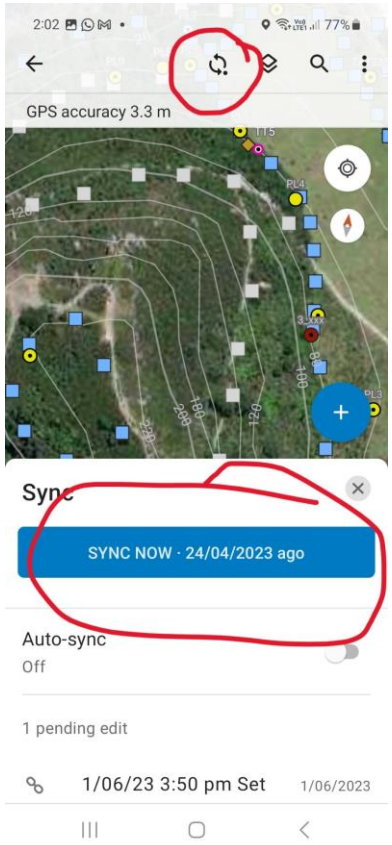
For areas with good reception - if your project area has good reception, you can select the ‘Kete Taiao Field Maps June2026’ thumbnail which opens the map for the entire BOP region and zoom into your area.

For areas with poor reception - if your project area does not have good reception, you will need to download the **offline Map area for your project ONLY** to use in the field.



Once downloaded your project area will be stored on your phone and **you** should always use this in the field in case you are in an area out of reception. Any changes/records made to Field Maps will be stored on your phone until you return to reception and sync your data.

Always sync your data when back in reception - to sync your data you will need to select the two arrows at the top (a dot will be there when data needs to be synced) and select 'sync now'...

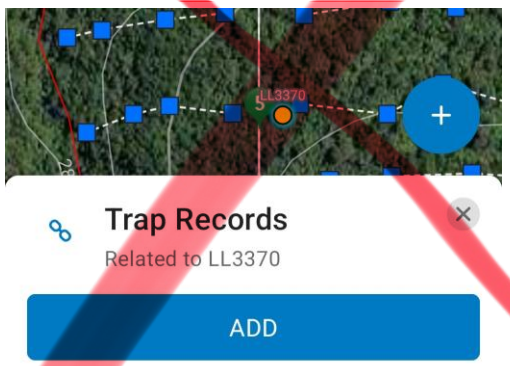


The above may look slightly different on iphones. ENSURE any data is synced when you return to reception.

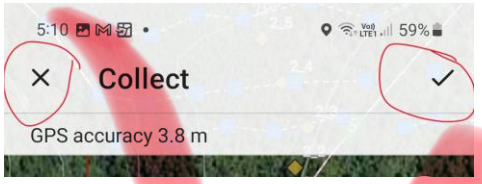
Your phone settings can be set up to have this happen as an auto or manual sync, however auto sync will use up more battery life as it's continually searching for this opportunity.

Adding a Trap record

Select the device (eg. trap), scroll down and select 'Trap Records', select "ADD', and fill in the relevant fields.

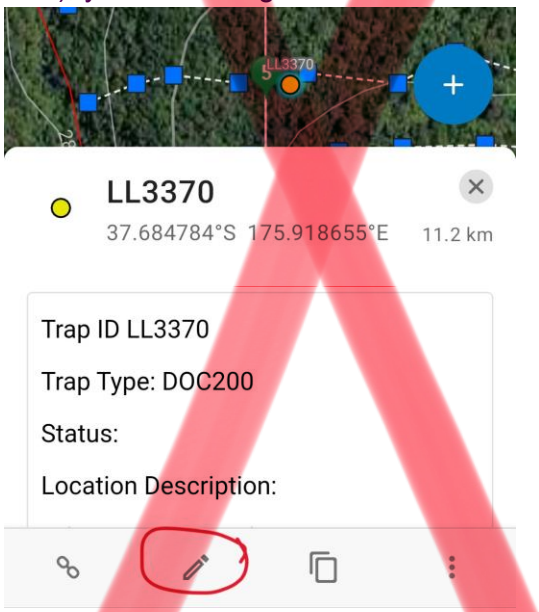


Make sure you save the record by choosing the tick (or cancel it using the cross) at the top of your screen.



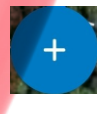
Editing a device

Select the device, select Edit (pen icon), you can change the device



status and dates and add comments relating to the device and location, or move the device to better reflect where it actually is (however this is dependent on the satellites on the day and the gps in your phone. Only change the position if it actually is in the wrong place). Do not delete an existing device as the records will be lost. Make sure you save the record by choosing the tick (or cancel it using the cross) at the top of your screen.

Adding a device/item



You only add a device or item if it contributes to how the project is being managed. Make sure you select the most appropriate item (eg. weed point, hazard etc.) and only add it when in the field so it's in the right place.

Minimum phone requirements required to run ArcGIS Field Maps:

Field Maps may suffer performance issues on older devices such as the iphone 6. It is recommended that your ios device is no more than 5 years old. Eg iPhone 7 or newer.

Android is a bit harder as there is such a breadth of devices and brands, however it is not recommended for entry level devices eg. the Samsung A10.

We recommend using a device with at least 4GB of RAM and a good quality GPS chip. Your location accuracy and the speed that the app runs is only as good as your device!

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