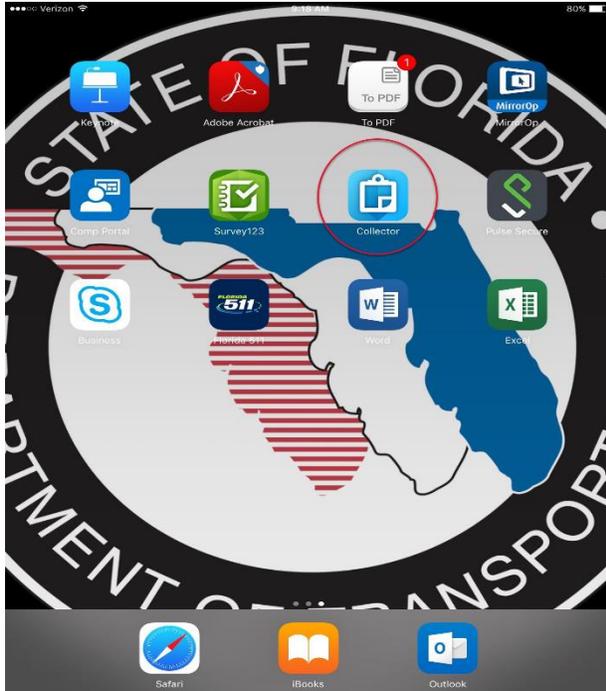


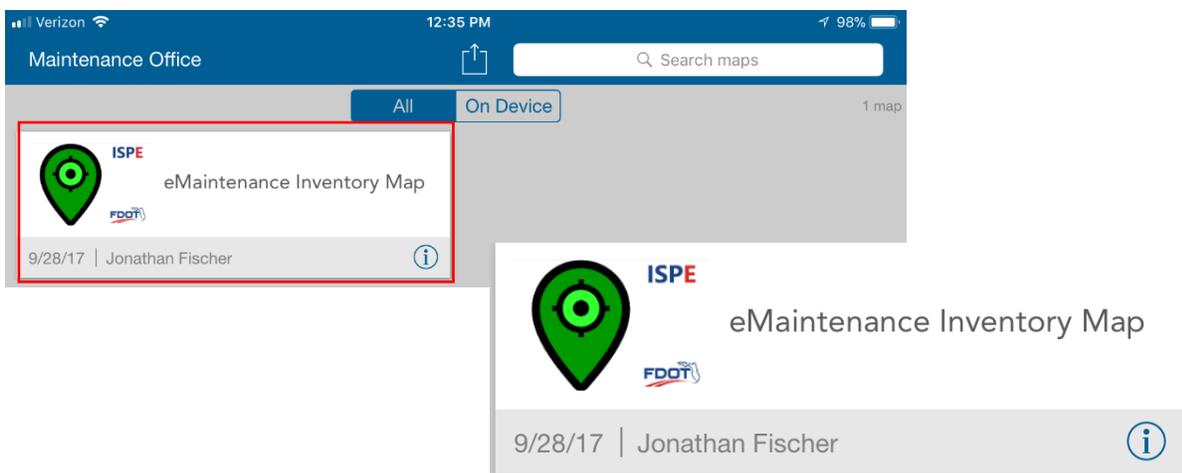
ArcGIS

How to Archive and Delete points in collector

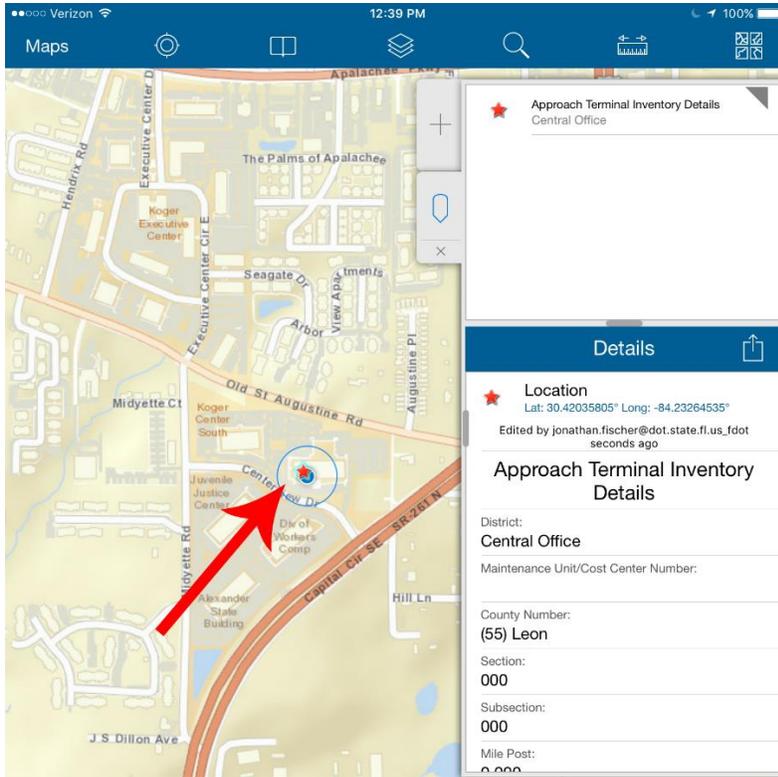
1. Open up the Collector Application.



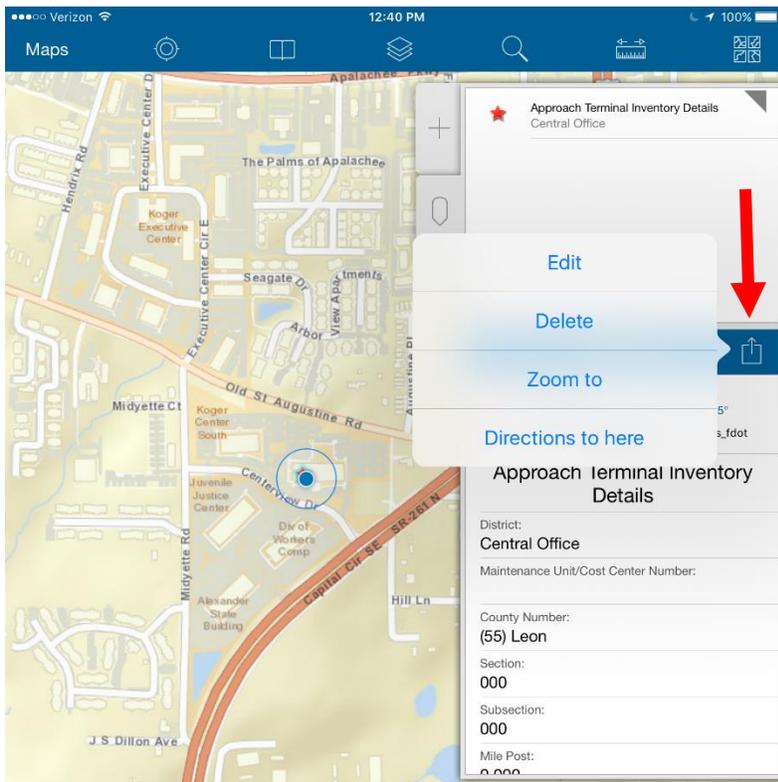
2. Next, select the “eMaintenance Inventory Map” from the available maps.



3. Next, select the inventory point to either archive or delete.



4. Next, select the box with the upward arrow to open up the options menu.
Note: The placement of buttons will b



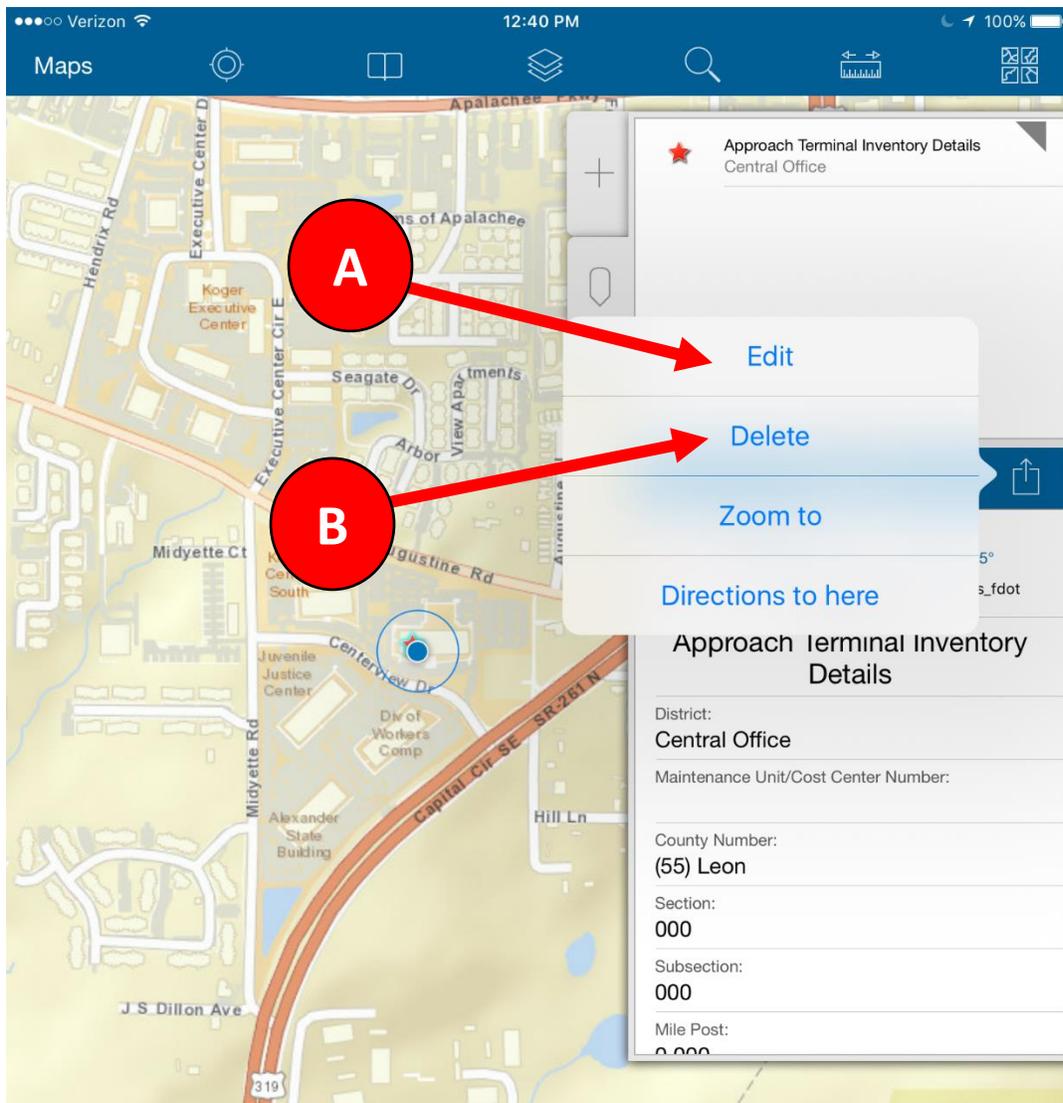
5. Next, select one of the two options.

A. **Archiving/Retiring Points:** Select the Edit button from the menu. This is the option to select when an inventory item is no longer in service and has been replaced with a newly constructed inventory item, and the old record is to be saved for historical purposes. Continue to #6 to follow the rest of the steps for archiving points.

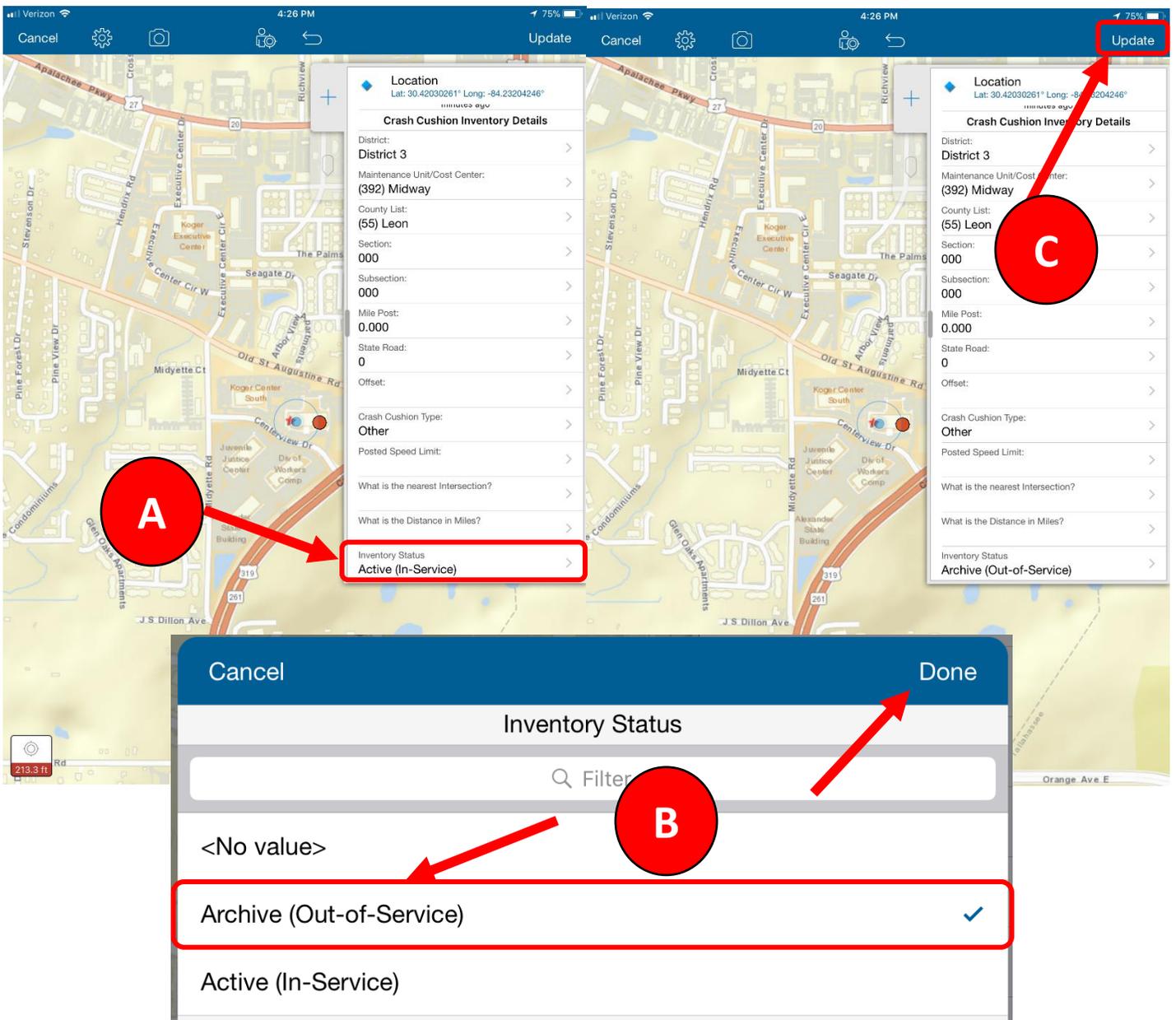
i. On Windows 10, this will be a pencil icon to go to editing.

B. **Deleting Points:** Select the Delete button from the menu. A pop-up dialog will ask the user to confirm the deletion. This will permanently remove the record and cannot be recovered. This option should not be used for archiving historical records and should only be used for removing records that are not valid for storage (*test points, scrapped records, items that should not have been collected using that feature (e.g., crash cushion recorded as approach terminal), etc.*).

- When an Inventory record is deleted, all related Incident records are also deleted as well and cannot be recovered either.
- On Windows 10, this will be a trash can icon to delete the record.



6. To archive, while in editing mode on the Inventory point, scroll down to the option titled “Inventory Status” (A). Select “Archive (Out-of-Service)” from the drop-down list (B) and then select “Update” (iOS) or “Submit” (Windows 10) (C).



7. Once the edits have been completed and saved, the point will either be marked as archived or deleted.