Avenza Maps Pro Mobile Application User Guidance 2018-2019

Who: USFS employees and cooperators who use PDFMaps by Avenza for official USFS work purposes.

What: Avenza Maps Pro requires a license key in order to access and utilize Avenza Maps Pro features. This document provides guidance to install and register Android or iOS mobile devices with the 2018-2019 Avenza Pro USFS license keys.

➢ The standard 'Free' version of Avenza may be used on a device, if no license key is available for the Pro version.
  o The standard 'Free' version limits users to only 3 "custom" maps at a time.   Custom maps are any maps not from the Avenza Map Store.
  o Any "custom" maps already downloaded to a mobile device (at the time of the Avenza app update) should not be impacted. However, NO new "custom" maps will be able to be downloaded if the device already is at the 3 map limit.
➢ Users wanting to postpone the Avenza Maps update, for any reason, must disable automatic application updates on the mobile device.
➢ The Pro version allows for unlimited "custom maps" and more functions than the Free version.

How:

1. **Obtain Avenza Pro license key:**

	For users **with @fs.fed.us** or **@usda.gov** email address	For users **without @fs.fed.us** or **@usda.gov** email address but performing work for the USFS *(volunteers, seasonals, contractors, cooperators, etc.):*
Request a License Key	NO request is needed to obtain a license key. The license key is posted. Click here. Note, users will need to be logged into a USFS network or on eVPN in order to access the site.	A USFS supervisor/Point of Contact with *@fs.fed.us or @usda.gov* email must request a license key for users without *@fs.fed.us or @usda.gov* email address. 1. The intended user's USFS Supervisor/Point of Contact with **@fs.fed.us or @usda.gov** email address must email an Approver to request a license key for a user. 2. The Approver (see list below) will reply to the request email with the appropriate license key and user guide. 3. The USFS Supervisor/Point of Contact may then share the license key with the person(s) performing work for the USFS.
License Key Questions	Got a question about the license key? Ask! License key Approvers are listed at: https://sites.google.com/a/firenet.gov/fs-contacts- avenza-expiring-license/	
Registration Instructions	**IMPORTANT!!!** See page 2 of this guide for detailed registration information. **Failure to follow registration directions, will result in a user's device being banned**. Once a device is banned, it is not easily unbanned.	
Expiration	Annual expiration. A new license key will be available for request after **September 2019.** *Efforts will be made to get this date moved back later.*	
Training/Help	For help with operation of Avenza Pro, contact the GIS Help Desk through the **C**ustomer **H**elp **D**esk for assistance (866-945-1354).	

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2. **Download and install the Avenza Maps App to device**

3. **Open the Avenza Pro application on device**

4. **Navigate to Avenza Registration Screen**

   Note: Use appropriate instructions for device environment. Instructions for each environment are general. Individual screens may differ.

Apple/IOS	Android
1. Tap **Settings** (bottom right of screen) 2. Under **Subscription** 3. Tap **Enter Pro Account Details** 4. Field specific instructions below. *Read carefully!*	1. Tap overflow menu (top right) 2. Go to **Avenza Maps Settings** section. 3. Under **Subscription** 4. Tap **Enter Pro Account Details** 5. Field specific instructions below. *Read carefully!*

5. **Register with Avenza Pro license key -** *Read Carefully!* The USFS has a fixed number of licenses. Users who improperly register will be removed and will not have access to the pro license.

Avenza Registration Field Name	For users **with @fs.fed.us** or **@usda.gov** email address	For users **without @fs.fed.us** or **@usda.gov** email address but performing work for the USFS *(volunteers, seasonals, contractors, cooperators, etc.):*
Username	Account Pro Number **P###-####-####-####-###H** Note: When entering, the number is not case sensitive and doesn't require dashes.	NonFS Account Pro Number TEMP-####-####-####-#### Note: When entering, the number is not case sensitive and doesn't require dashes.
Password	Leave this field blank!	Leave this field blank!
Name	Full First and Last Name Example: **John Doe**	Full First Name, Last Name, and Work Email Example: **John Doe jdoe@gmail.com**
Organization	Home Unit Examples: **Bitterroot NF** **Pacific SW Research Station** **Sawtooth NF** **Humboldt-Toiyabe NF**	Appointment Type, Emphasis, and Home Unit (where user signed up) Examples: **Volunteer NFS – Boise NF** **AD Fire – Lassen NF** **Cooperator Fire – North Carolina Forest Service** **Seasonal R&D – Daniel Boone NF** **Contractor LEI – Huron-Manistee NF**
Email	**User enters their own** @*usda.gov* email address *Example: sbear@usda.gov*	**User enters their Point of Contact's or Supervisor's** @fs.fed.us or @usda.gov government email address *Example: sbear@usda.gov*

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6. **Your device is now registered!**

USFS and those working with the USFS <u>only</u>.   Misuse or illegal distribution of the license key beyond the USFS may result in a user's blocked use, penalty to individuals, or a loss of the enterprise license altogether. Help the USFS utilize Avenza wisely!

Having Problems? Most common issues…
- For **<u>temporary</u>** licenses:
    - Not including the user's first and last name, followed by a space, and the user's email address (all in the same line) in the Name: field
    - Not including the work email of the user's USFS sponsor or Point of Contact in the Email: field
    - Not filling out the Organization: field as indicated

- For **<u>permanent</u>** licenses:
    - Not filling out the registration fields as indicated
    - Emailing out the license key to a district or forest. **Do NOT** email out the permanent license key. Only the instructions (this document) about how to access may be emailed. Designated approvers (see https://sites.google.com/a/firenet.gov/fs-contacts- avenza-expiring-license/) may email the permanent license key if a need is warranted.

What happens if a user register's incorrectly?
Failure to follow registration directions, will result in a user's device being banned. Once a device is banned, it is not easily unbanned.

For any further questions or subscription assistance, please contact the GIS Help Desk directly using the GIS Support Form or call the Customer Help Desk at 1-866-945-1354. For technical issues, contact Avenza Help directly.