

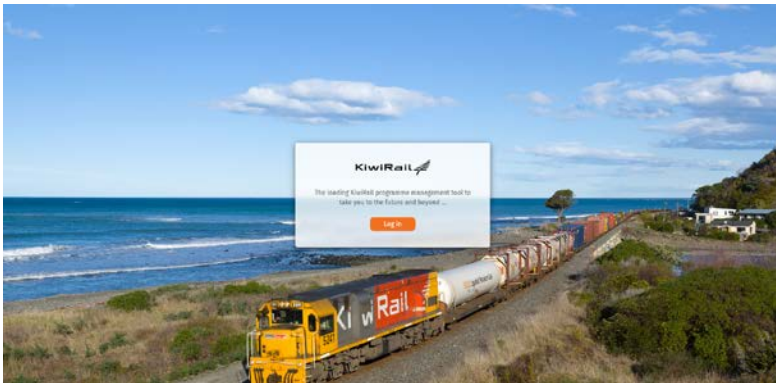
# Accessing ArcGIS Online applications

The apps linked from this web page are for KiwiRail employees and project teams. They require you to log in to GeoDocs which issues you with an ArcGIS license. This license is refreshed overnight so you will need to follow some of these steps each time you access the apps.

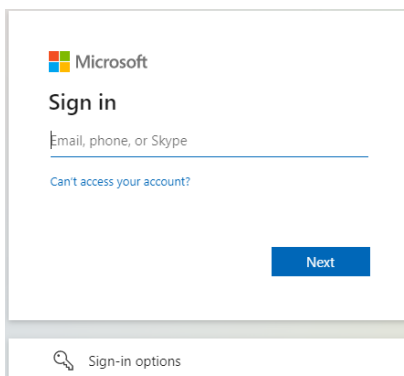
The apps should work with most modern browsers, but Chrome is preferred and is the most reliable.

## 1. Log in to GeoDocs.

- Navigate to <https://apps.geodocskiwirail.com/programme/index.html#/>



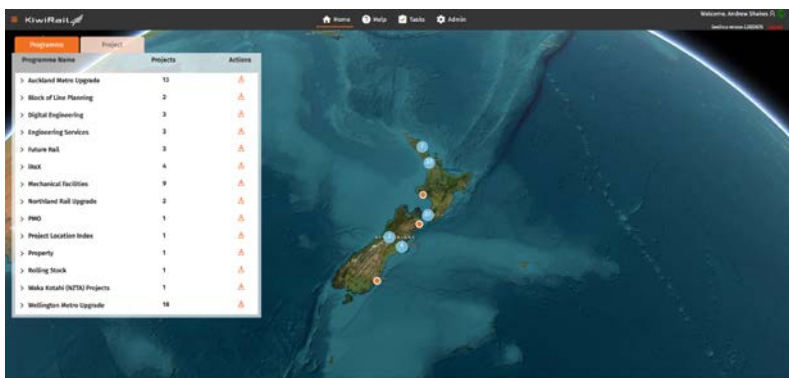
- Click Log in.
- You may need to sign-in to your Microsoft account, using your normal office365 credentials.



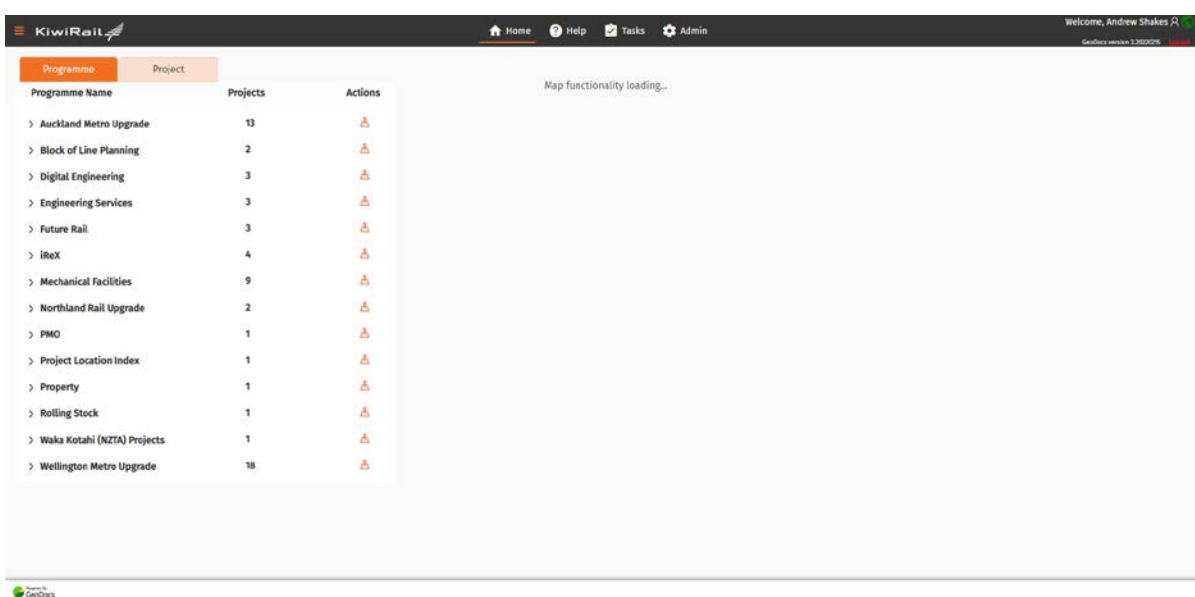
- If you can't log in to GeoDocs, you may not have been granted access. Contact the capital project team to get access. If you successfully logged in to GeoDocs, go to step 2.

## 2. Check you can access ArcGIS Online (maps)


- Once you are logged in, you should see a map (globe) load that shows project locations on the GeoDocs home page. Go to step 5.

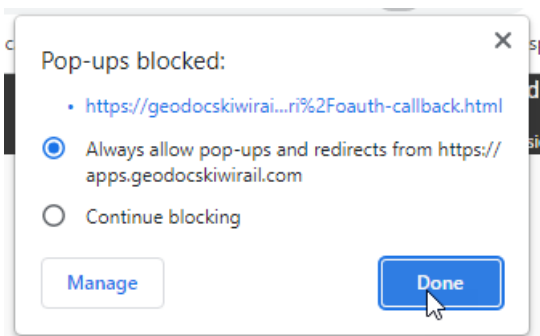


- If you can't see the map (Map functionality loading... appears indefinitely), it is likely your browser is blocking the pop-up that logs you in to ArcGIS Online. Go to step 3.



## 3. Inspect the URL to see if Popups are being blocked

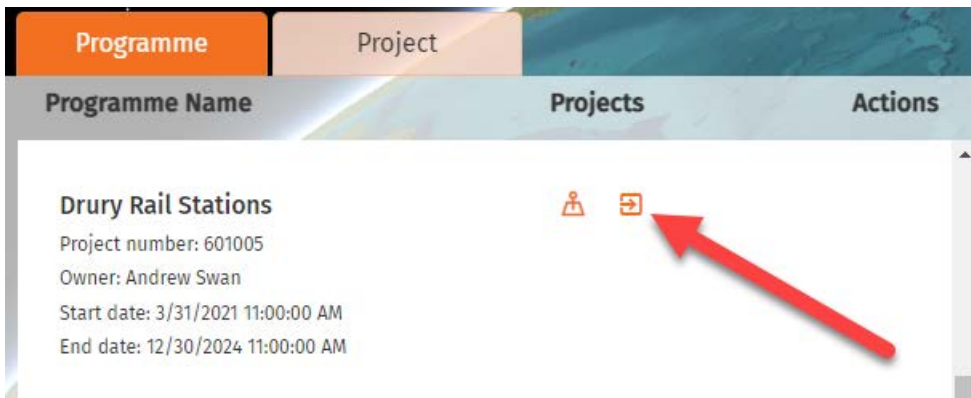
- To the right of the URL you will see an icon similar to this: 
- Click on the icon and enable pop-ups for geodocskiwirail.



- Always allow pop-ups (for this site), click Done. Refresh your browser. You should then see the map load. If you can now see the map, go to step 5.

#### 4. Load a project visualisation

- If you can still not see the map on the GeoDocs home page, navigate to the GeoDocs project which you have been set up to access. Then click the arrow button.



- Once the project page loads, Click on the Visualisation tab.



- A map should load although it may be quite basic.
- If it doesn't load, you may need to click on another tab then back to the Visualisation tab once again to check.
- Go back to the GeoDocs homepage. The map should now load on the home page. If it still won't load, contact the Digital Engineering team.

#### 5. Use the ArcGIS Application

- Once you are logged in to GeoDocs and can see the map, you should now have an ArcGIS Online License assigned to your Microsoft Account.
- **Note: this license will be refreshed overnight so you may need to repeat steps 1-2 each time you access the ArcGIS Online applications.**
- Follow the link to the ArcGIS online application, ensuring this opens in the same browser.