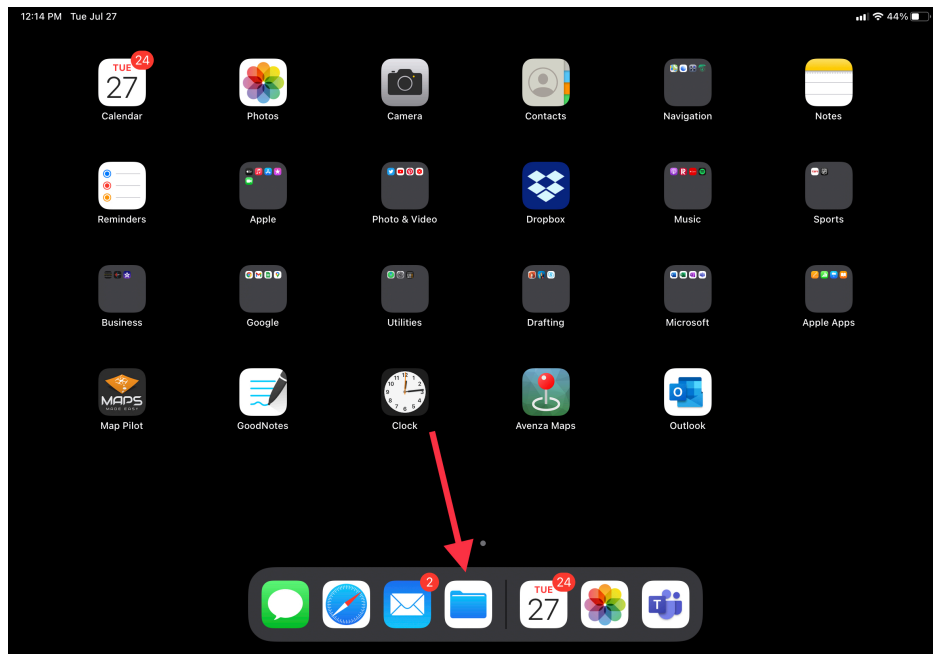
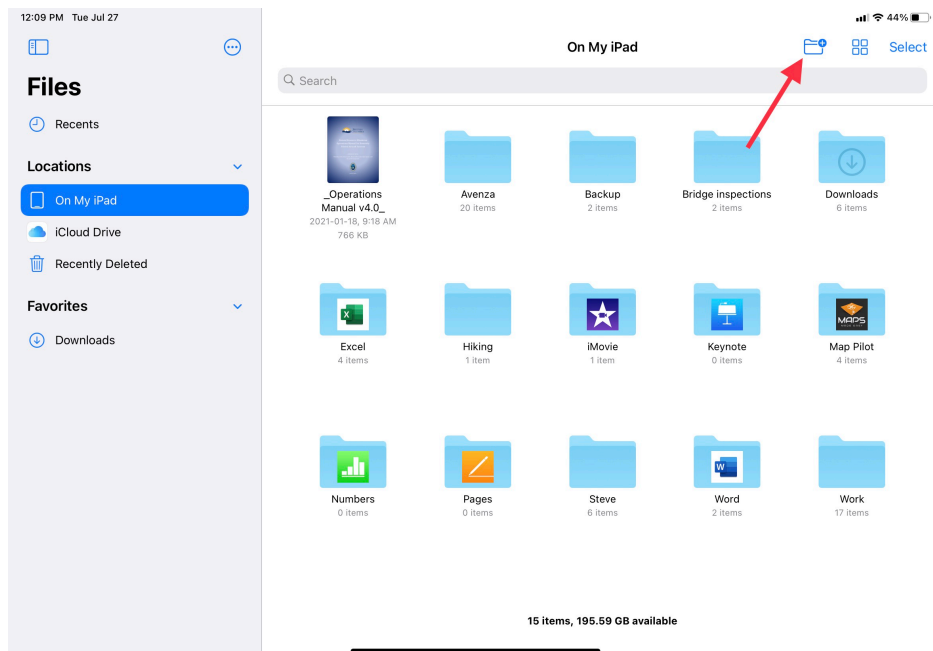


Managing Avenza Road Inspection Files (iPhone and iPad)

1. Open the Files App

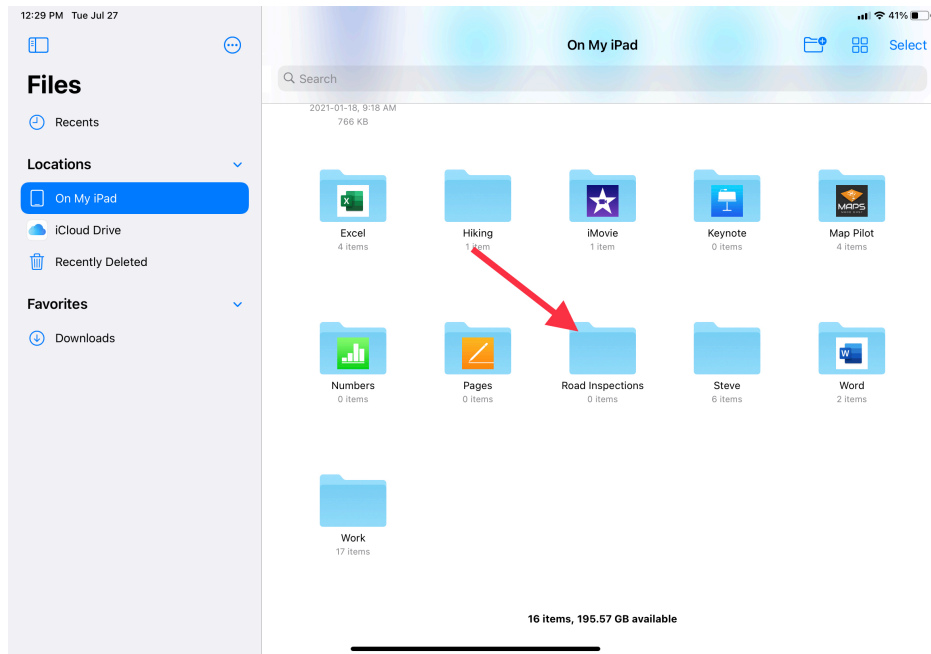


2. Now add a new Folder

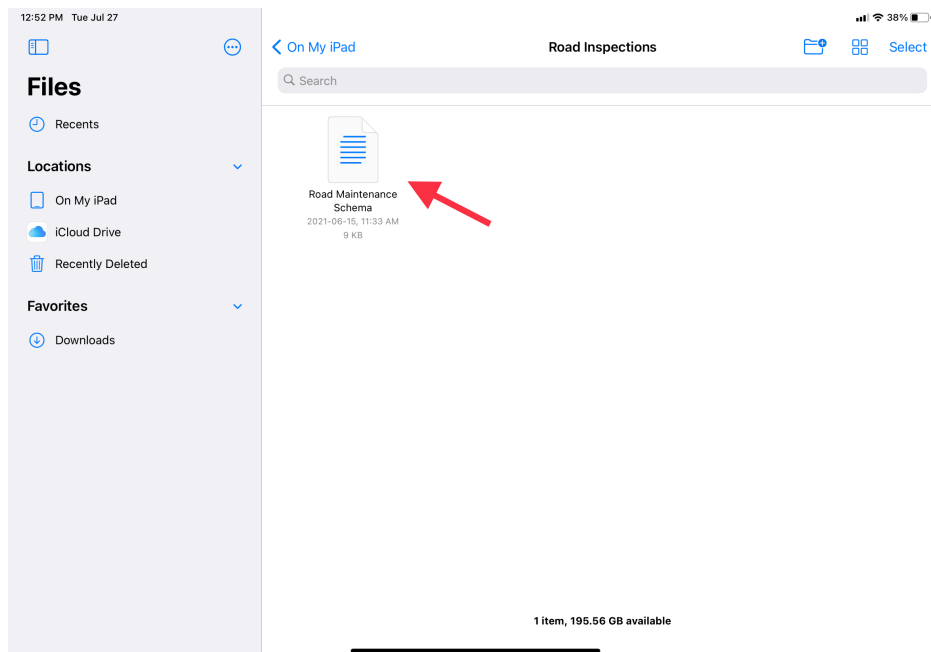


Managing Avenza Road Inspection Files (iPhone and iPad)

3. A new folder will be added. Now Rename the Folder to Road Inspections. Then open that Folder.

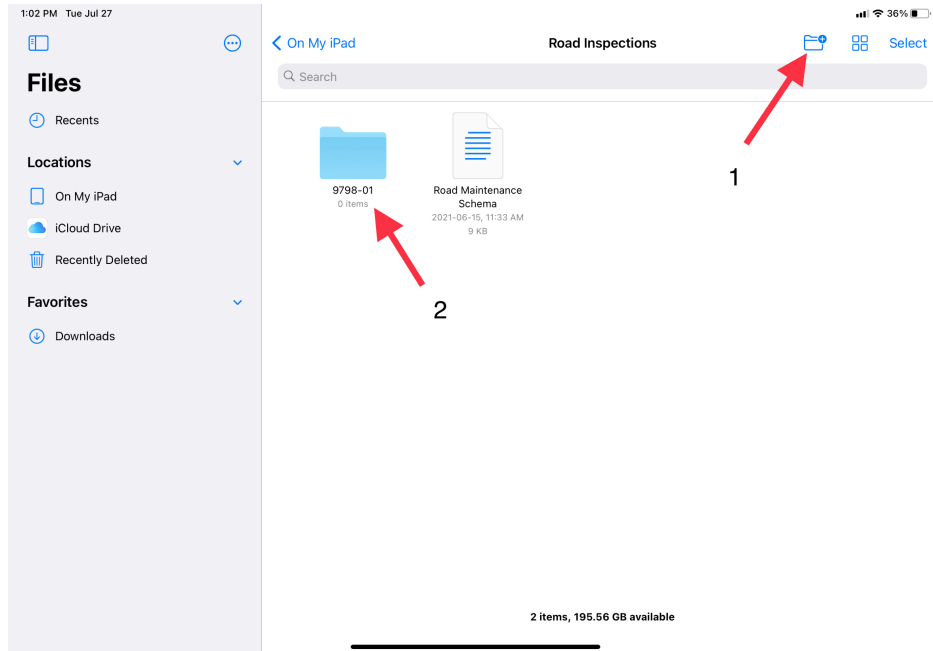


4. It's Recommended to upload the Road Inspection Schema into this Folder. See how here [How to Import Maintenance Schema into Avenza](#)

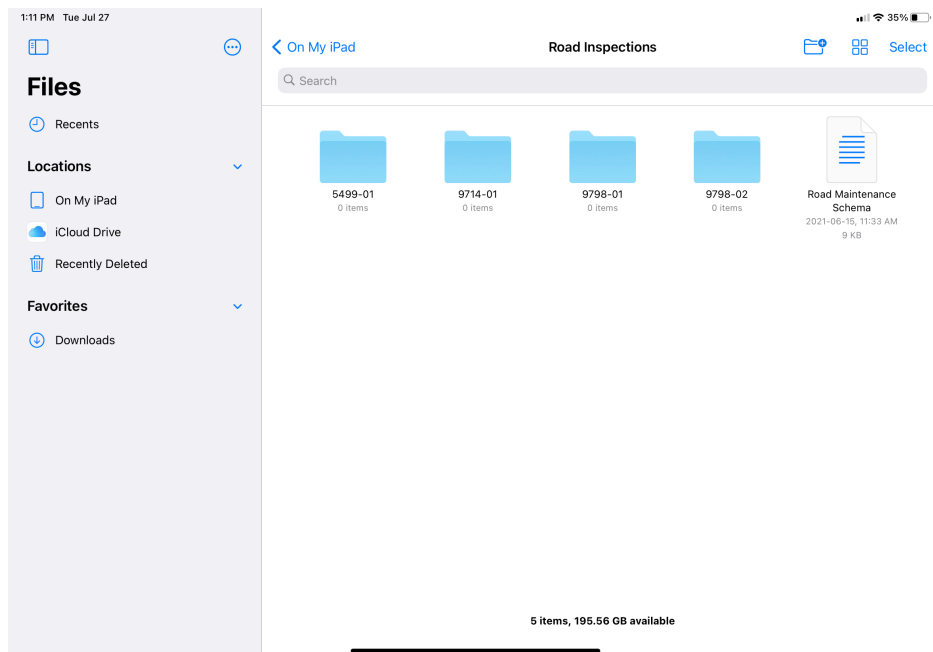


Managing Avenza Road Inspection Files (iPhone and iPad)

5. Now Add a Folder within this Folder (1) and Name it by the Road Number you are going to inspect (2). Creating a Folder for each road you plan on inspecting will assist in organizing your data you collected.

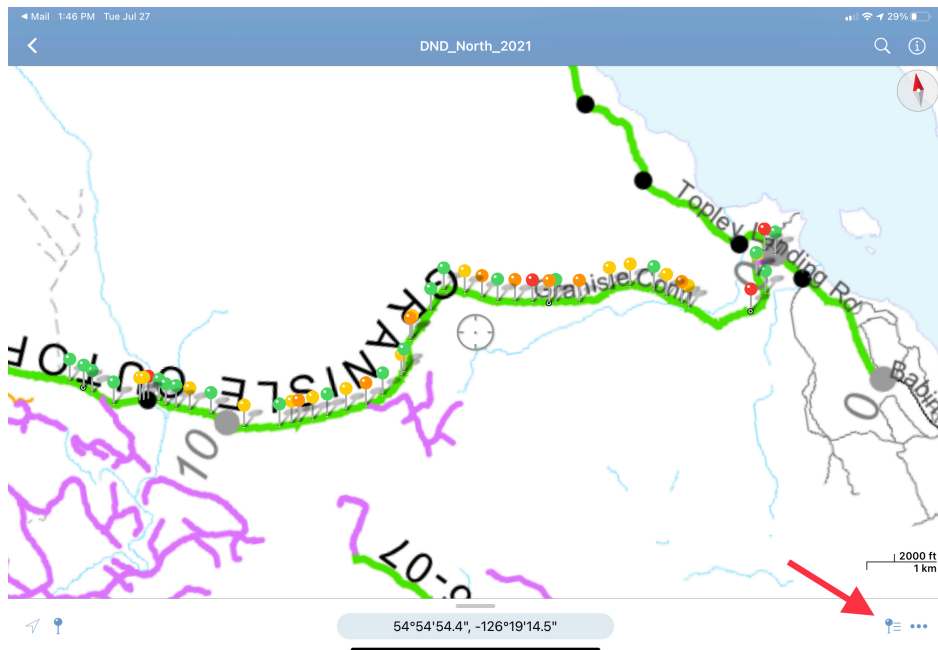


6. Repeat step 5 for each road you plan to inspect.

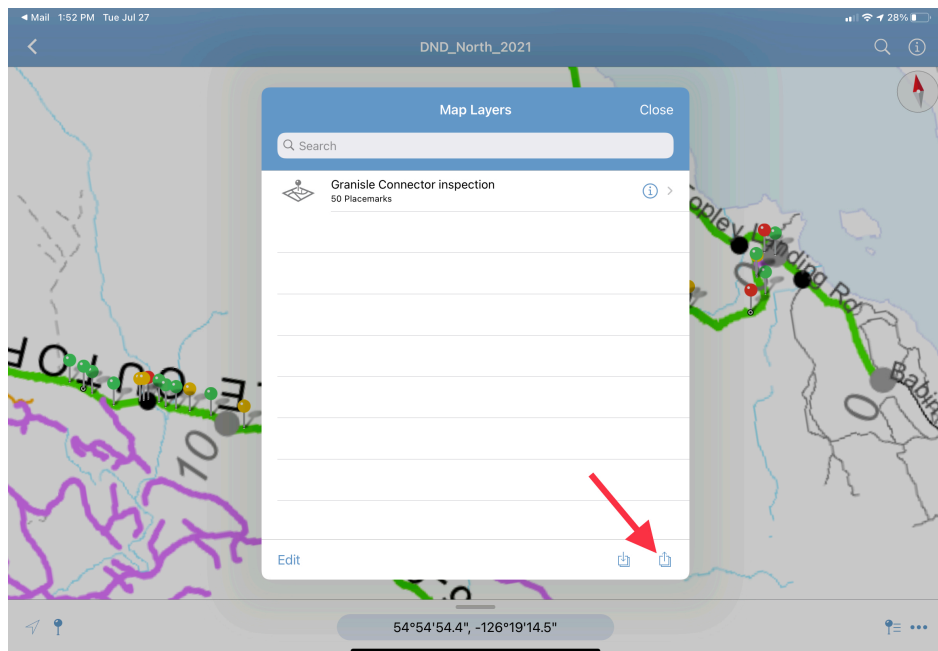


Managing Avenza Road Inspection Files (iPhone and iPad)

7. To Export your Inspection when completed select the pin with three horizontal lines in the bottom right of your screen.

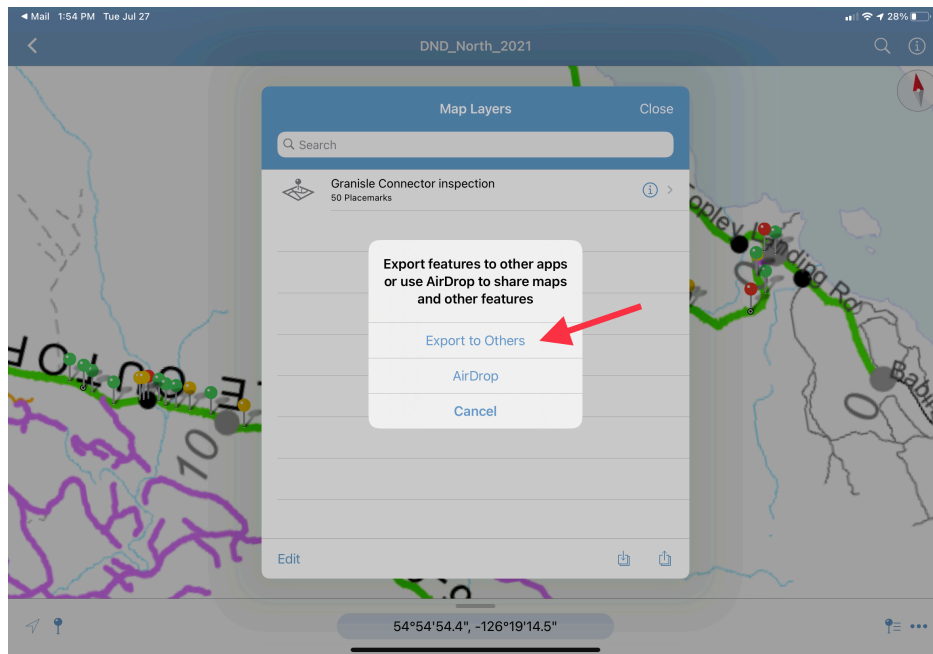


8. Now Select the Square with the up Arrow.

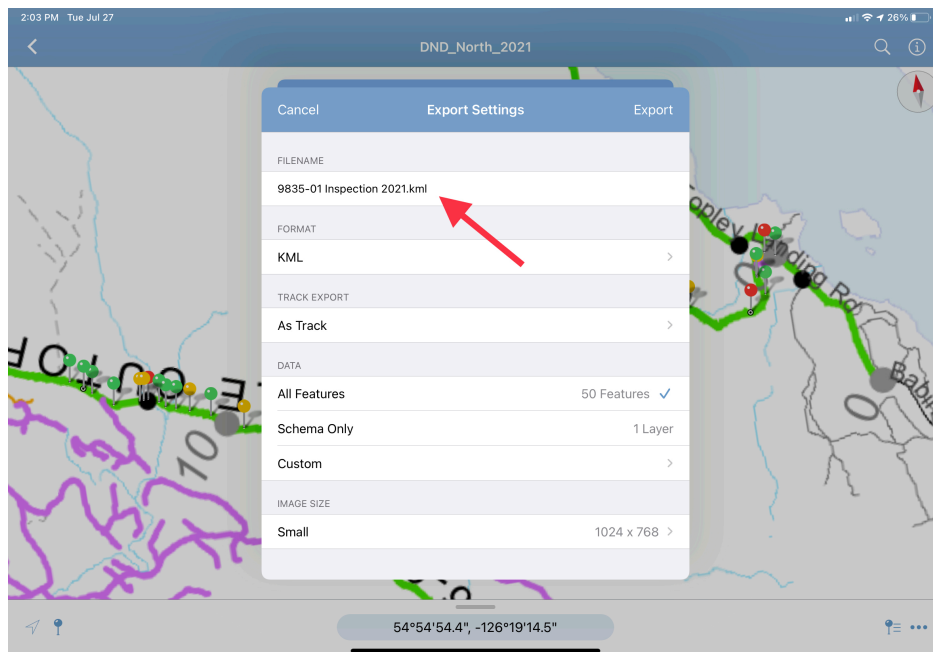


Managing Avenza Road Inspection Files (iPhone and iPad)

9. Now Select Export to Others.



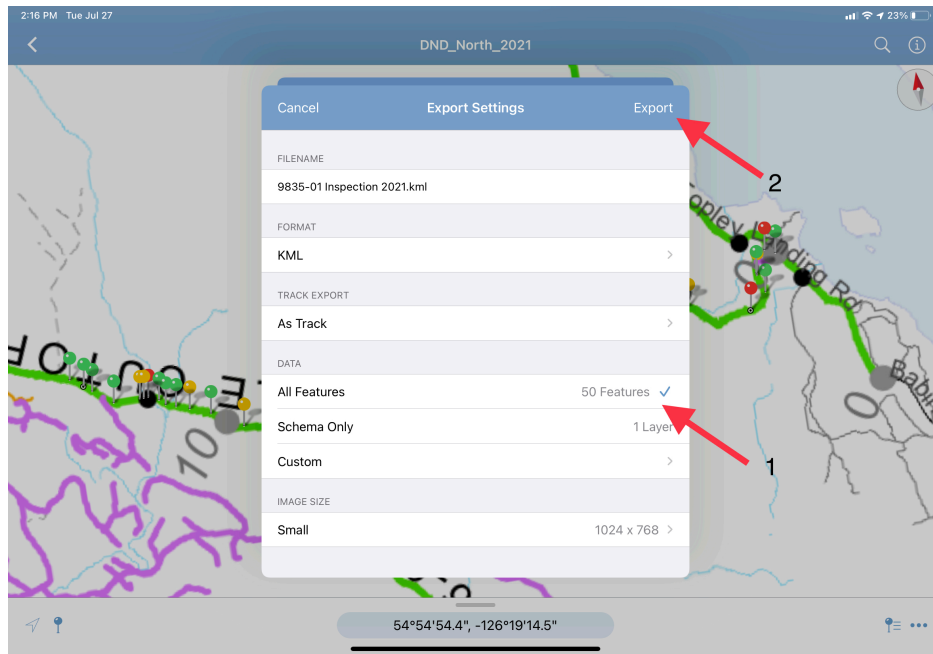
10. Next Rename the File. This is **VERY** Important. Its recommended that you Name it XXXX-XX (Road Number) Inspection with the year.



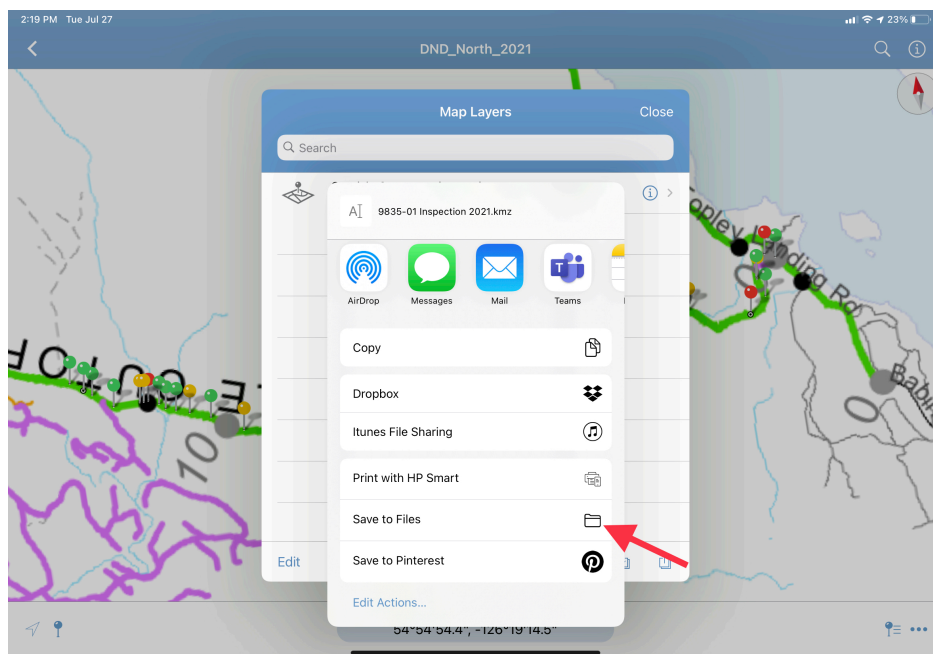


Managing Avenza Road Inspection Files (iPhone and iPad)

13. Ensure All Features (1) are Selected and Then Select Export (2)

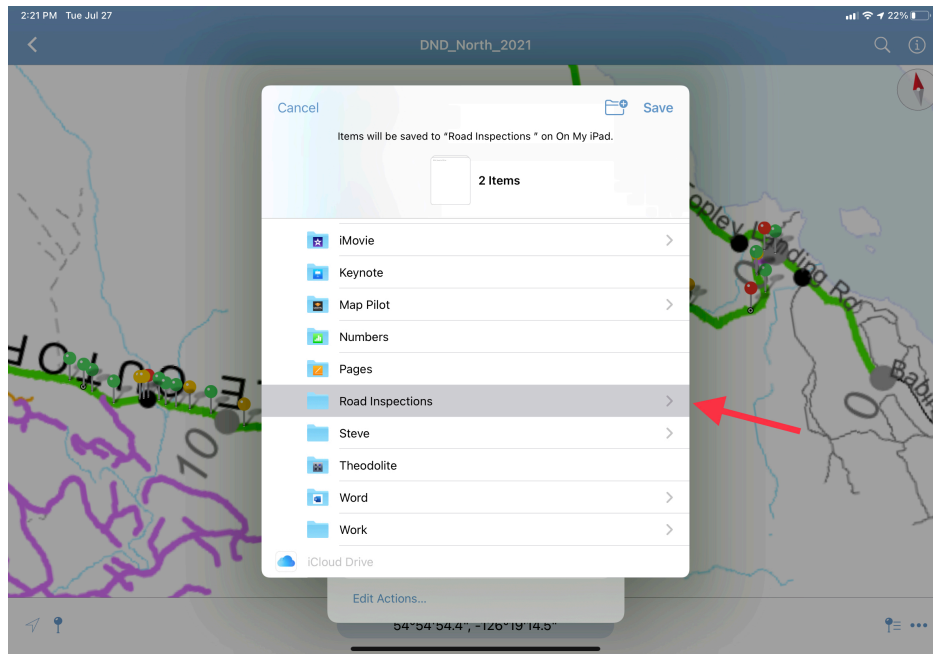
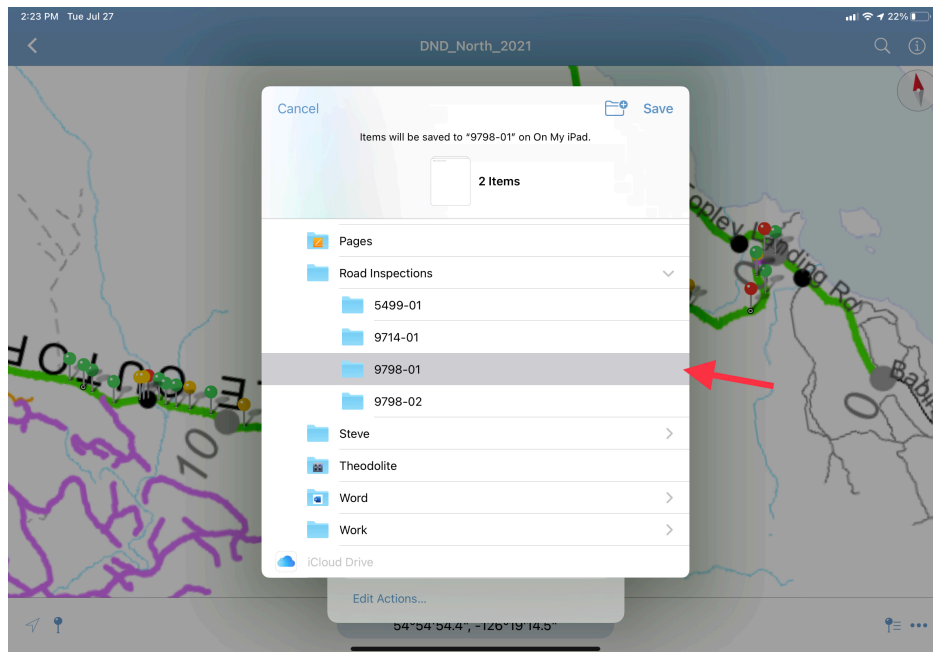


14. Now Select “Save to Files”



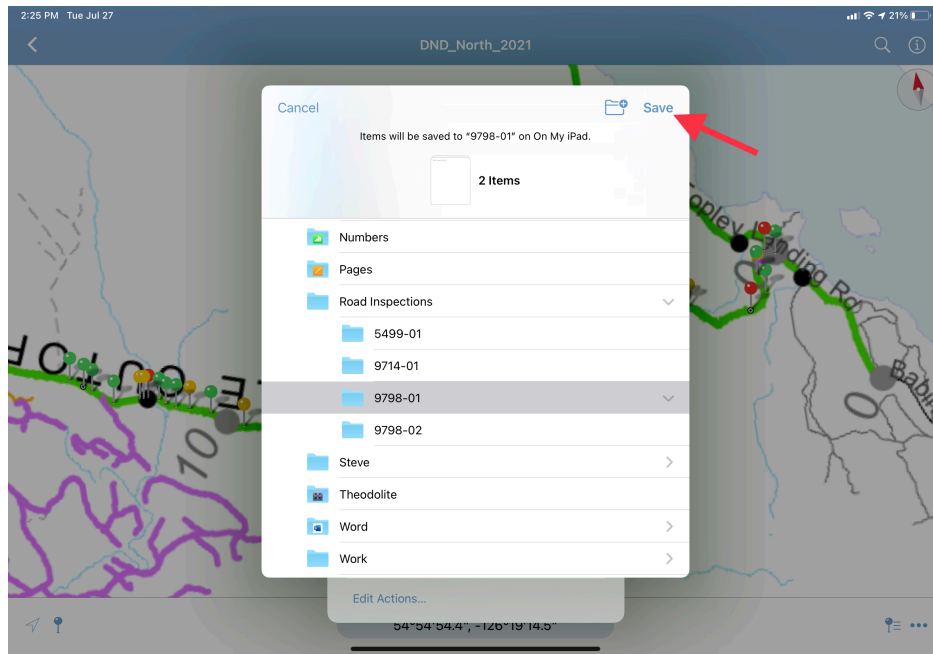
Managing Avenza Road Inspection Files (iPhone and iPad)

15. Now Navigate to the Road Inspection Folder and then then to the Road Folder.



Managing Avenza Road Inspection Files (iPhone and iPad)

16. Now Select “Save”.



17. Now Repeat steps 11 to 16 except Select the Format to a CSV (1) when set to CSV the File Name (2) will remain the same except it will have a .csv extension on it.

18. Navigate to the file location and you will see your KML and CSV file. Note you will also see a text file for both which just contains the title name for both files. You can leave these in the folder or delete them by clicking select, then the text files and then “Delete”

19. If you select the CSV file the file will open in a Spreadsheet App. If you click “Select” you will be able to select each file and share them via email, one drive or another means.

Repeat all the steps above for all the inspections you complete.