

Rare Plant IMG Surveys 2020- Survey123 Instructions

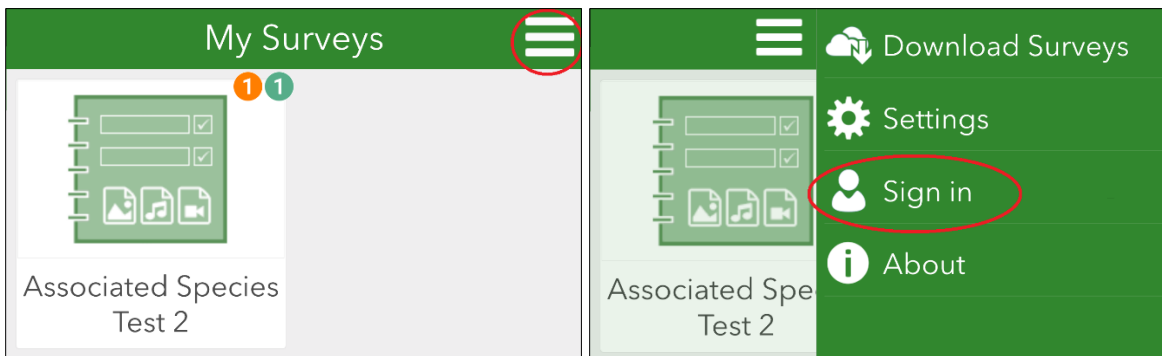
Step 1: Download Survey123

You have 2 options for downloading:

1. Phone/Tablet (android or iphone)- download "Survey123 for ArcGIS" from the app/play store.
2. Computer: go to <http://doc.arcgis.com/en/survey123/download/>, scroll down to the section that says "To complete a survey and get answers, download Survey123" (Do NOT download Survey123 Connect).



Step 2: Open App and Log in to an organizational account



Many organizations already have an ArcGIS online organizational account. This is not the free, public account. The organizational account through ArcGIS portal will also not work. If you do not, SDMMP has login information to share.

For the training event only (3/17/20), you may use the following login: Username: **sdmmp_user**, Password: **rareplantsIMG2020**.

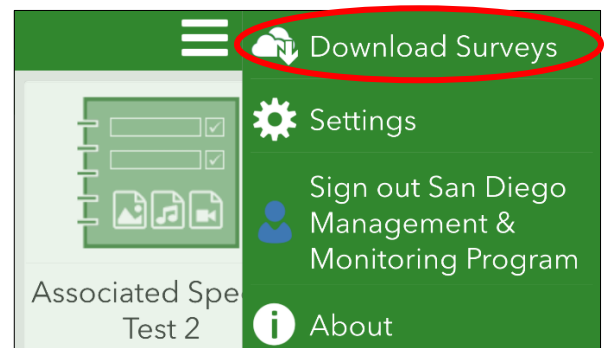
If you use an SDMMP account, skip to Step 3.

For those using their own organizational account, you must join the ArcGIS online group "Rare Plant Surveys", hosted by SDMMP1234. To join, go to: <https://arcg.is/0yiLP9>. Click "request membership". Please, email Emily (eperkins@usgs.gov) once you have requested.

Step 3: Download Survey Form

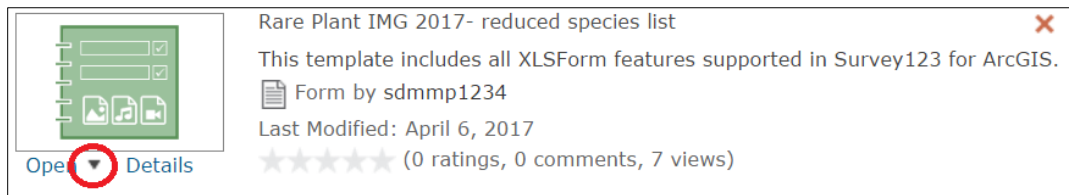
Click on the 3 horizontal lines in the top left corner of the app. Select "Download Surveys".

Choose the survey called "Rare Plant IMG 2020". (For trainings, we will use the survey "Rare Plant IMG 2020 Draft").



****If the survey is not listed****

Open a web browser on the device you are using for the survey, go to arcgis.com. Log in and go to Groups, Rare Plant Surveys. Click on the small arrow next to the word "Open" under the survey icon. Choose "Open survey in Survey123". This will download the form and automatically open it in the app.

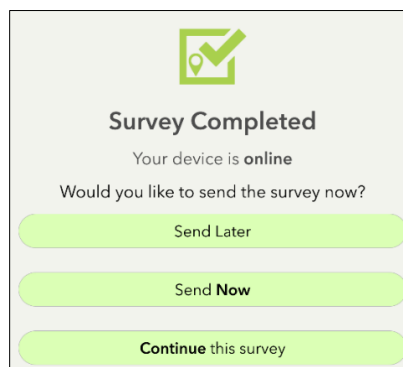


Step 4: Begin a Survey

When ready, click on the name of the survey to begin. Any field marked with a red asterisk is a required field. Fields can be filled in in any order. But keep in mind that some fields are not visible until a related question is answered. For example, if you answer "Other/Unknown" for the first question, new fields will appear to enter additional information about the survey location.

Step 5: Complete Survey

Fill in all relevant fields. Use the protocol and any supplemental information to complete the information either in the field or back in the office. If you need to save a survey to complete later, click on the check box in the bottom right corner, and select "Send Later". This will save the survey on your device until you are able to complete and send the survey.



Step 6: Send the Survey

Once all the information is filled in, click on the check mark in the bottom right corner of the app. Choose "Send Later" if you are not online. Choose "Send Now" if you are connected to the internet and able to send survey. It is better to wait to submit the survey until you have reliable internet. If there is an error, we can get the survey manually off the device.

Step 7: Editing Submitted Surveys

If you have a small number of surveys, we recommend finalizing the surveys in the app before you submit them. But it is possible to edit surveys once they have been submitted. Use a web browser to go to arcgis.com. Under the Rare Plant Survey group. Open the "Rare Plant IMG 2020" feature layer to a map. Use the editor to modify points. Contact SDMMP for more information.

For additional information about Survey123, see: <http://doc.arcgis.com/en/survey123/>