Survey123 Instructions

Rare Plant IMG Surveys 2027

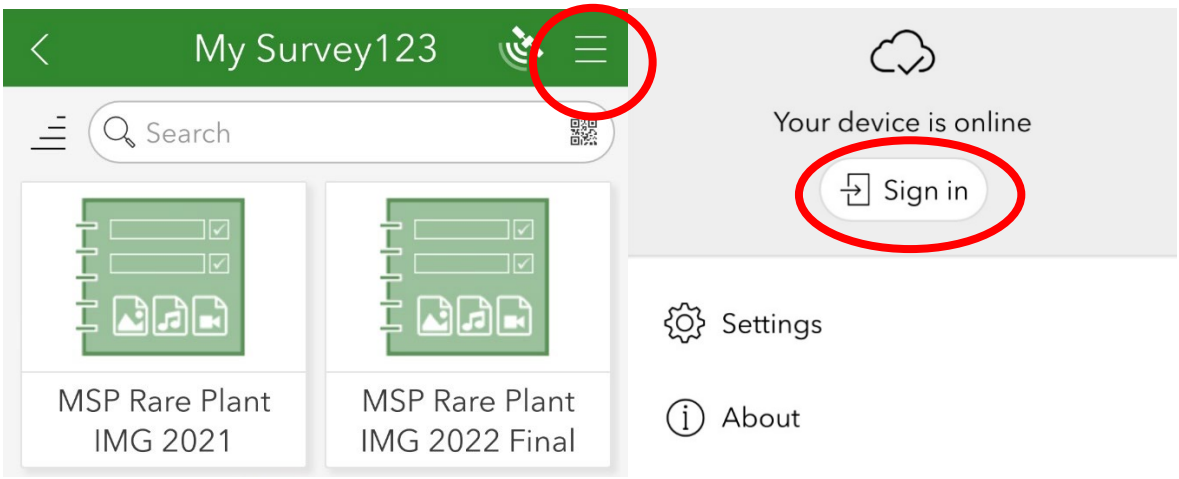
Step 1: Download Survey123

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 https://www.esri.com/en-us/arcgis/products/arcgis-survey123/downloads, download under section "Get the ArcGIS Survey123 field app" (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.

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

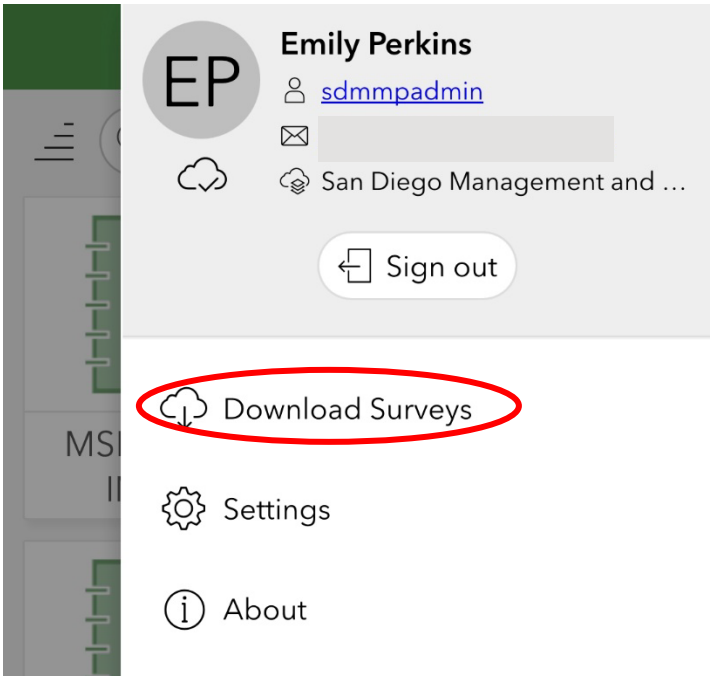
For those using their own organizational account, you must join the ArcGIS online group "SDMMP Rare Plant IMG Surveys", hosted by sdmmpadmin. To join, go to: https://arcg.is/1bqzmO. Click "Join this group". Please, email Emily (eperkins@usgs.gov) once you have requested (notification is not sent automatically).

Step 3: Download Survey Form

On the device, click on the 3 horizontal lines in the top right corner of the app. Select "Download Surveys".

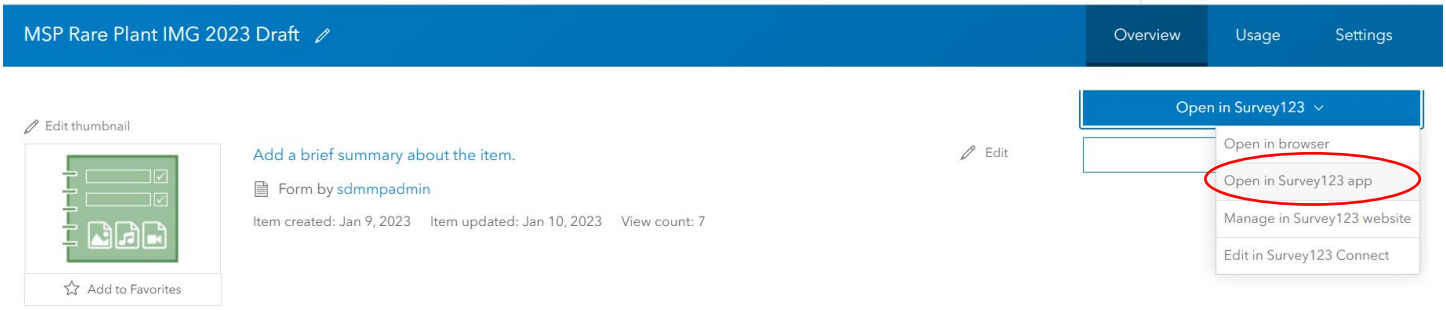
Choose the survey called "Rare Plant IMG 2027 Final".

Use "Rare Plant IMG 2027 Draft" to test and train.



****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, SDMMP Rare Plant IMG Surveys. Click on the Form Title. Choose "Open survey in Survey123". This will download the form and automatically open it in the app.

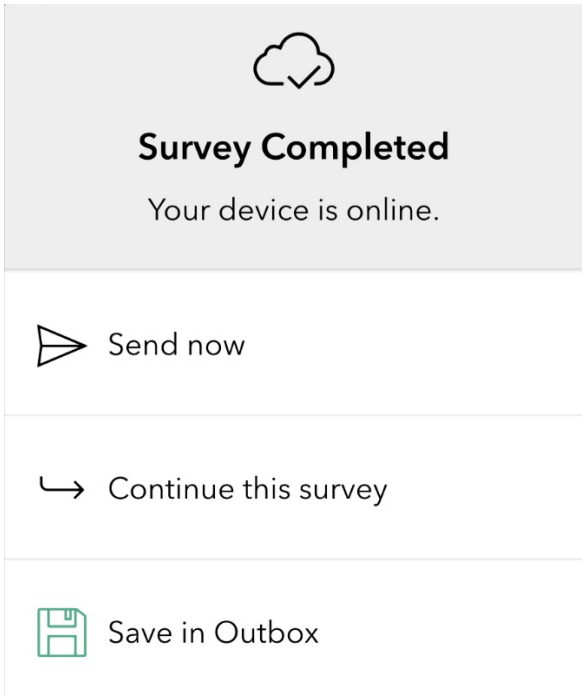


Step 4: Begin a Survey

When ready, click on the name of the survey to begin. Any field marked with an 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.



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 "Save in Outbox" if you are not online or would like to make edits before it is sent. 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. Contact SDMMP for more information.

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