



# Survey123 Field App - Data Collection

## Dolores Ranger District Trails Basic Workflow



### Overview

Get to know the field app and how various surveys appear when viewed from the field app on your mobile device. In this exercise you will install the Survey123 app and collect survey data. You'll navigate through the most commonly used screens and tools. After collecting and editing surveys, you'll sync your data.

### Goals

- Get to know Survey123 Field App screens
- Download Dolores Trail Survey to your device
- Collect data using Survey123 Field App

### Requirements

- A phone or tablet with the Survey123 app loaded
- Wi-fi internet access (not wifi or cell coverage not needed while collecting data)
- An FS organizational ArcGIS Online (AGOL) account
  - Username: doltrail1\_usfs
  - Password: D01tr@1l note: Second character is "zero" and last is lower case letter "l"

Notice: This password is being shared with the understanding that it will be used appropriately and within the scope of the agreement between the FS and your volunteer group. Never download surveys that are not yours and never use the password to access AGOL and edit or delete data unless you have been trained and instructed how to do so. Please contact Chris Bouton if you have any questions or concerns about account access.

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## Part 1: Installing Survey123 Field App on Your Device

1. Connect your phone or tablet to WiFi.
2. Open the **app store** on your device.
3. Search for Survey123.
4. Select **Survey123 for ArcGIS**.
5. **Install**.



## Part 2: Downloading a New Survey

### A. Open Survey123 app and sign in



1. Connect your mobile device to the internet.
2. Tap on the **Survey123** icon to open the app.



3. Select **Menu**. 
4. **Sign in** with your Forest Service ArcGIS Online (AGOL) organizational account.

*Once you've logged in, you won't have to log in again unless you need to switch accounts. If you need to switch accounts select the menu icon.*

### B. Download the Dolores USFS Trail Issue report v2.2 R Survey

1. Select **Menu**. 
2. Select **Download Surveys**. (It can take a few minutes for the search bar to appear.)
3. In the search bar search for **Dolores USFS Trail Issue report v2.2**
4. Select the thumbnail for **Dolores USFS Trail Issue report v2.2** from the results.
5. Select **OK**.
6. Select the **back arrow** 



to return to the list of surveys on your device.

Note you should only have to download once or if the form is updated to a new version.

## Part 3: Collect Data

### A. Open a Survey and Collect Data

1. From the list of downloaded surveys, select the Dolores USFS Trail Issue report v2.2 survey

2. Select **Collect**.



The survey opens with a list of questions. *Tip: Questions with a red star \* are required.*


3. Start answering the survey questions.

- \* Date is auto populated
- \* Select your group name. Hint: type a few letters and it will narrow the choices.
- \* Type in your name. Last name is fine.
- \* Select the trail that you are working on. Hint: type a few letters and it will narrow the choices.  
Note: For the Mancos Spur select the FS trail name you are on for example West Mancos 621, or Sharkstooth 620
- \* Select a trail issue to report Note: See data rules document for tips and standards on what and what not to collect
- \* Type comments to further describe if needed in comments field.
- \* Take at least one photo by pressing photo button in app. Max of 2 allowed.
- \* Your Location is automatically populated.

If you wish to collect multiple points along the same trail and not re-enter the basic information walk to your next collection point and then hit the "plus" button when you reach the next point.

### C. Submit Survey

Now it's time to save your survey.

1. When you're finished with the survey, select the check mark at the lower right. 

\* if you have cell service you can hit submit now if not you can save to your outbox and submit all of your surveys once you are back in cell service.

*Note: Each trail issue survey is meant to report one issue only. Complete multiple surveys if there are multiple issues in one location.*

If the device is online, a message box appears with two choices: **Send Now** or **Send Later**. **Send Now** automatically uploads the survey's results for viewing, as well as all surveys currently saved in the **Outbox**.

## D. Collect Additional Surveys

**This survey has a question which changes depending on your answer to a previous question.**

1. Select **Collect**.



## Part 4: Synchronizing Survey Data

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Now that you have some surveys completed, use the following steps to submit (sync) them to ArcGIS Online. You will need to be connected to the internet.

1. In the survey's content page, select **Outbox**.



*A list of surveys not yet submitted is shown. You can choose to edit these surveys before submitting them.*

2. When reconnected to the Internet, select the **Send Surveys** button to submit all

Note: Sometimes it may ask you to sign in again when doing this so save the password on your phone. This doesn't happen very often but it is a bug.

*Attachment Tip: When collecting photos, you may want to take the photo outside of Survey123 and add the existing photo from a folder. This makes the photos available both in AGOL and on your phone/tablet.*