Starry Stonewort Collaborative
Survey123 Access and Use Instructions

1. Turn on locational services (GPS) on your smart phone or tablet if so equipped – note that some tablets do not have this feature. If your device does not have this feature users will need access to another way to report coordinates of where they are sampling. We have had good luck with free smart phone apps (Compass GPS for android is one) that easily give a latitude and longitude coordinate of where the user is standing. Dropping a point in Google Maps will also give you this information.

2. Access this URL (web address): https://arcg.is/1zrGX9
   This link should provide instructions to download the Survey123 app from Google Play (Android) or the App Store (IOS/Apple). Follow the onscreen prompts to download and install the app.
   The 2019 Starry Stonewort Pilot Survey should open automatically within the Survey123 app or how to do so will be displayed.

3. Subsequently the app can be started by the same methods used for most other applications. Choose the 2019 Starry Stonewort Pilot Survey if prompted.

4. We feel that most of the entries in the form are self-explanatory. The form should be completed for each sample location. Some clarification for a few items:

   a. _Map Location_ - allows panning and zooming to your sampling location.
      If your device and signal availability will allow it: Choose the map and a new larger map screen will appear. A dot will appear representing your location, but we have found during testing that this is often approximate to varying degrees. We suggest using this as a starting point and then pan (drag the map) and zoom (pinch or spread fingers or use "+" and "-") to find the proper location for your sample. Once you have done this, click the check mark and it will return you to the survey form.
      NOTE: If you use this function, press the "X" in the boxes for _Latitude_ and _Longitude_ (below) to clear those entries.
   b. _Latitude and Longitude_ must be filled in **IF** _Map Location_ (above) does not work on your device. You will need to determine the Latitude and Longitude of your sample location (see #1) and enter it into the boxes.

   c. _Sample Collected_ is to record if a voucher sample is collected. If this is the case, choosing "Y" will open another box. Enter exactly the same label as you used to label the sample bag with initials, date and location.

   d. _Submit photo(s)_ allows submittal of photos with the survey entry. Choose the camera icon and it should switch temporarily to your device's camera. Take a picture and it will return to the survey. You can choose to take additional pictures by pressing the "+" if you like. If possible, please take at least one of the rake after the toss to show the sample clearly.

5. Choose the check mark icon at the bottom right to submit the form entry. A "Survey Competed" screen will appear with 3 options:
   a. _Send Later_ If your device has no wifi or you prefer not to use your cellular signal, this option will put your survey entries into an _Outbox_. When connected with wifi, access the Survey123 app, choose "Outbox" and then "Send"
   b. _Send Now_ will upload your survey response immediately.
   c. _Continue this survey_ will allow you to return to the survey and edit your responses.