

Step 1 - Installing the App

Scan the relevant QR code on your phone using the camera app or a QR code scanner app.
You can also search in the app store for **ArcGIS Survey123**



Installing the Survey123 App

Step 2 - Install form

Scanning the QR code on your phone opens up a link that will download our survey form.



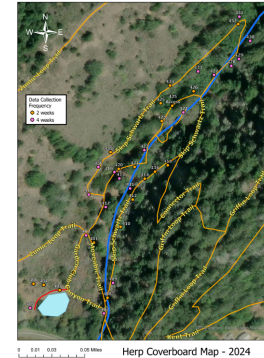
Add the Herp Survey form to your app

Optional Step (for the tech inclined) - Install AvenzaMaps and Download Map

To have a live map on your phone, that is, one that updates your location with a blue dot, you need AvenzaMaps.

Download the AvenzaMaps app from the app store, and download our PDF map.

You may need an account to use the app. Once set up, press the orange plus sign at the bottom right corner of the app, and click “import a map”



AvenzaMaps App Store Apple



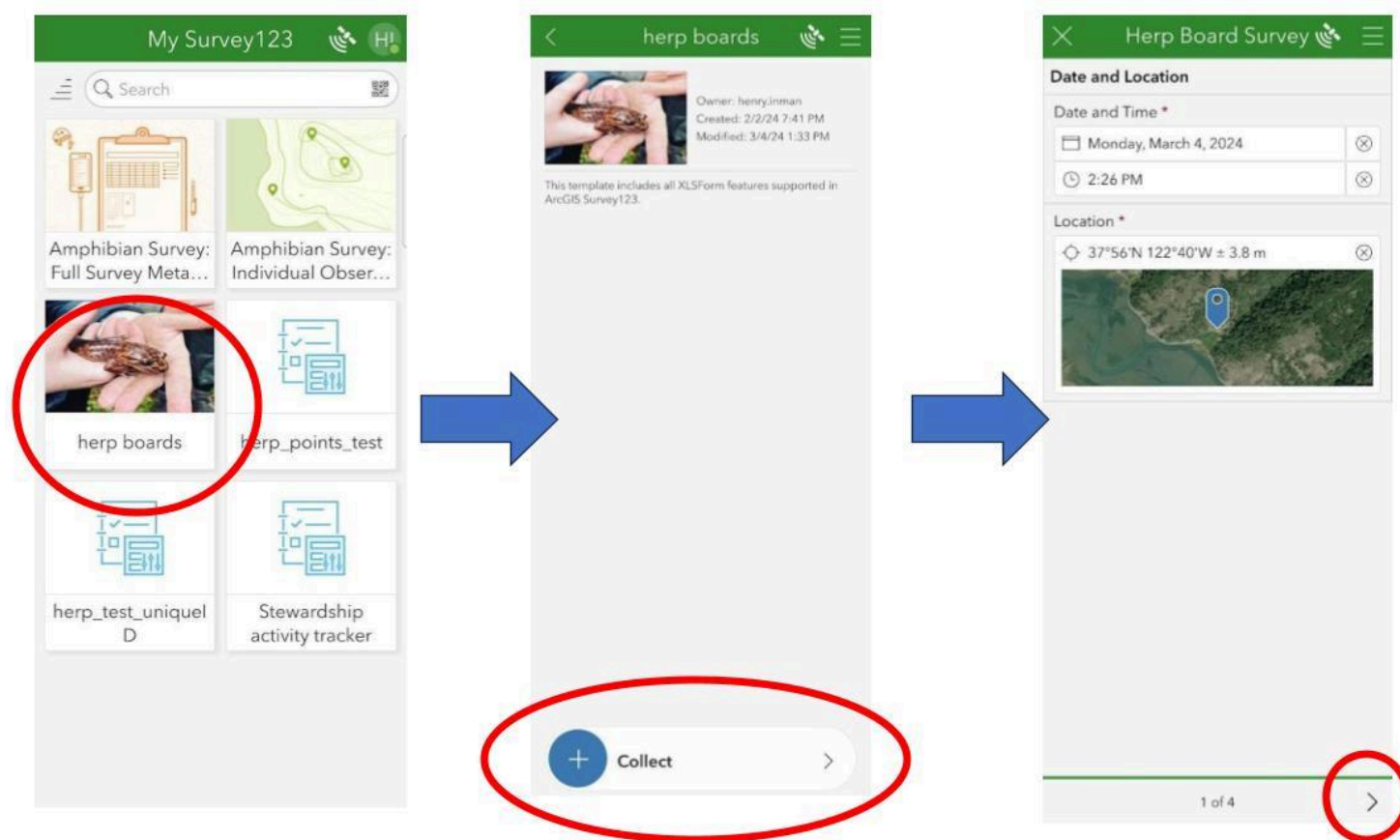
AvenzaMaps Google Play (Android)



Download Map

Step 3 - Using the Form

On the main screen of the Survey123 app, you should see the herp boards form. At each new coverboard you tap the **collect** button to open up the form. The arrow on the lower-hand side of the form scrolls through the pages on the app.



Step 3 - Using the Form (cont.)

Page 2 contains some important overview data fields for each coverboard.

The screenshot shows the 'Overview' section of the 'Herp Board Survey' form. The header bar is green with a close icon, a title 'Herp Board Survey', and a menu icon. The form fields include: 'Data Collector Name' with a text input containing 'Henry Inman' and a clear icon; 'Coverboard Label' with a text input and a dropdown arrow; 'Soil Moisture' with three radio buttons labeled 'Dry', 'Wet', and 'Flooded'; and 'Overview Photo' with a camera icon and a folder icon. A small number '244' is visible next to the 'Data Collector Name' input. The bottom bar shows navigation arrows and '2 of 4'.

On the second page of the form, make sure to enter your name. You can also set it as a **favorite answer**.

Click the "menu icon" in the top right corner:



Then, click on the star to set your name as a favorite answer.

This screenshot is identical to the previous one, but with the 'Set as favorite answer' dialog box open. The dialog box is a small white box with a star icon and the text 'Set as favorite answer'. The 'Data Collector Name' input field now contains 'Henry Inman'. The bottom bar shows navigation arrows and '2 of 4'.

Step 4 - Entering Species Data

Enter the number of each species/age you see. When you enter this data, enter only what you know confidently. If you see a salamander but can't identify it, enter it as "Unknown Salamander". If you can't tell whether it is a newt or a salamander, enter it as "Unknown Amphibian".

The screenshot shows the 'Herp Board Survey' app interface. At the top is a green header with a close button, the title 'Herp Board Survey', and a menu icon. Below the header is a 'Species Counts' section with two expandable categories: 'Amphibians' (yellow) and 'Reptiles' (light blue). The 'Reptiles' category is currently selected. Below these categories is a large grey rectangular area for 'Notes and Incidental Observations'. At the bottom is a navigation bar with left and right arrows and the text '3 of 4'.

This screenshot shows the detailed data entry screen for 'Amphibians' and 'Salamanders'. The 'Amphibians' section is expanded, showing a table with columns for 'Unknown Amphibian', 'Juveniles', 'Adults', and 'Not Sure'. Each column has a numeric input field with a value of '0' and a clear button. Below this is the 'Newts' section, which is collapsed. The 'Salamanders' section is expanded, showing a table with three columns: 'California Giant Salamander', 'Slender Salamander or Oregon Salamander', and 'Arboreal Salamander'. Each column has rows for 'Juveniles', 'Adults', and 'Not Sure', each with a numeric input field showing '0'. There is also an 'Unknown Salamander' section with a 'Juveniles' row and a numeric input field showing '0'. The bottom navigation bar is identical to the previous screenshot, showing '3 of 4'.

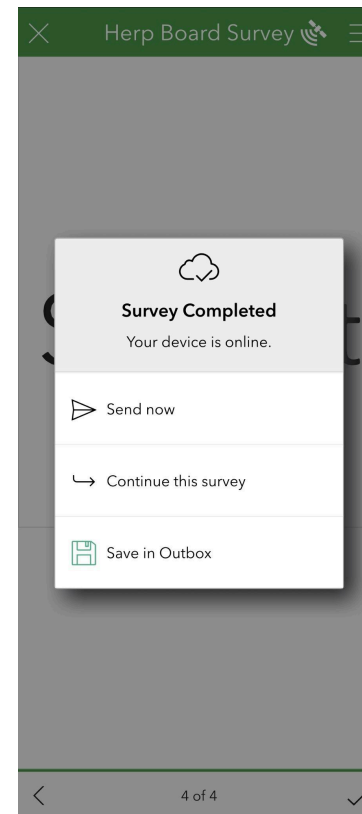
Step 5 - Submit Data

After you tap the Submit **checkmark**, you will be prompted to decide what to do with your data.

Either upload it immediately with **Send Now**, to send it over cellular data

Or **Save in Outbox** and upload later when you are connected to wifi.

Please upload your data before you leave Martin Griffin Preserve!



Step 6 - Upload Data

Unsent data should be in the **Green Outbox**. This should be empty before you enter the field and collect more data. Everything you've already sent will be visible by tapping the **Grey Sent Button**, which you can delete periodically.

