**Purpose:** To allow for the creation of a an ArcGIS Survey123 Survey that can be used by the public to collect field data.

| **Step** | **Major Activity** | **References, Forms and Details** |
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| 1 | Log into your assigned ArcGIS Survey123. | An ArcGIS Online Editor account Username & Password are required |
| 2 | Create a ‘New survey’ and tailor it as desired. | There are various steps to go through. |
| 3 | Once the survey is complete set Sharing to ‘Everyone’ in the Collaborate tab. | This will allow it to be viewed by the public without having to login. |
| 4 | In the Collaborate tab, ensure either 'Ask the user how to open the survey, in browser or in the Survey123 field app' or 'Open the survey in the Survey123 field app directly.' is selected. | Allowing the survey to open in the app means the users can download the survey for offline use without having to login. |
| 5 | Advise anyone who is using the Survey that if they want to use it offline, they must first download the Survey123 app to their device before heading out of internet connection. | This is cost free. |
| 6 | Email the survey link to anyone you want to use it. | E.g., survey link - https://arcg.is/0H4L4u |
| 7 | Advise users they can:  -view in browser for quick data input if internet is available.  -download the survey for use in the Survey123 app if they intend to work without internet. |  |