

# All Things Survey123

Everything you need to know to complete a Contact Recreation 2024 Survey form.

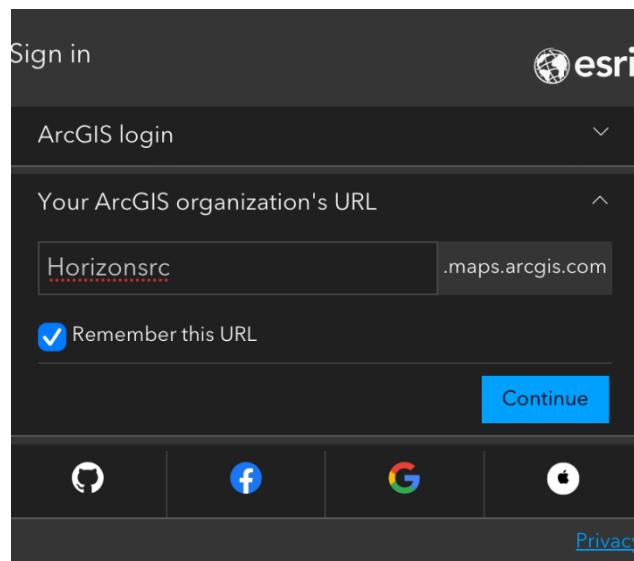
**Download the app displayed above via the app store.**

## Logging in.

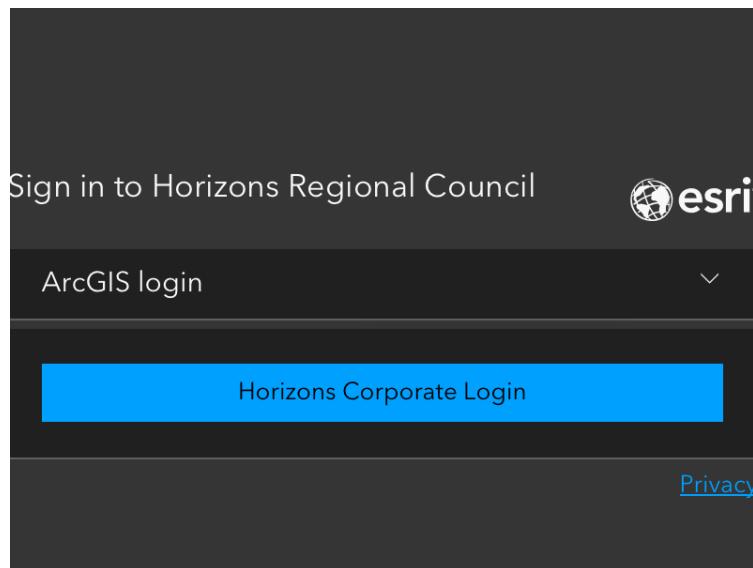
- 1) Sign in with ArcGIS online.



- 2) Click organization's URL and type "Horizonsrc" then click continue.



- 3) Click “horizons corporate login”.



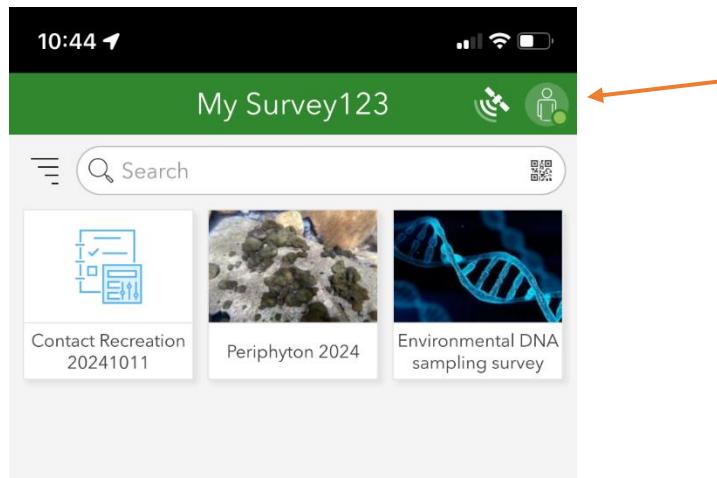
- 4) Then use your HRC email and TSFarm login password. This will open you up to the main survey page.

Sign in with your organizational account

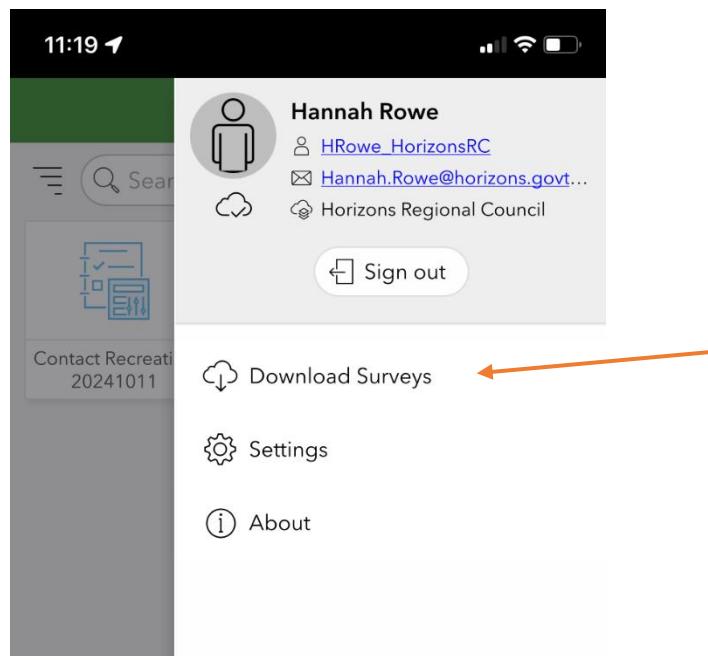
A screenshot of a sign-in form. It has two input fields: the top one contains the email address "hannah.rowe@horizons.govt.nz" and the bottom one contains a password represented by a series of dots. Below the fields is a blue "Sign in" button.

**Downloading CR survey**

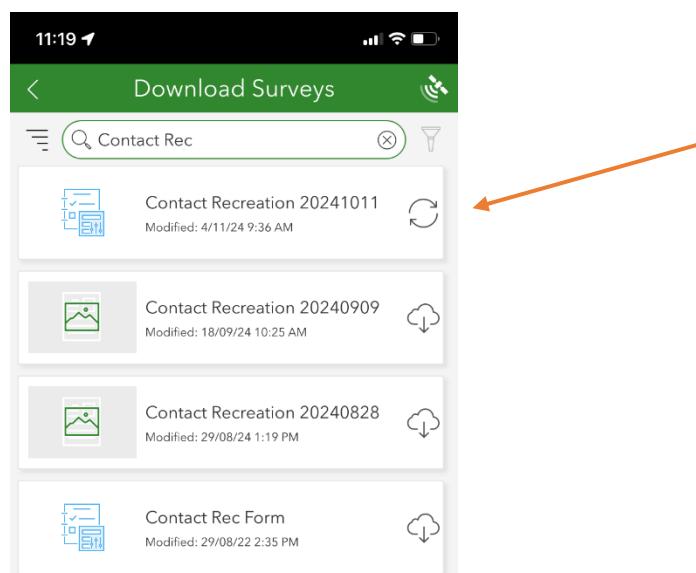
- 1) From the main survey page, click the “person icon” button top-right.



- 2) Click the “download survey” button.

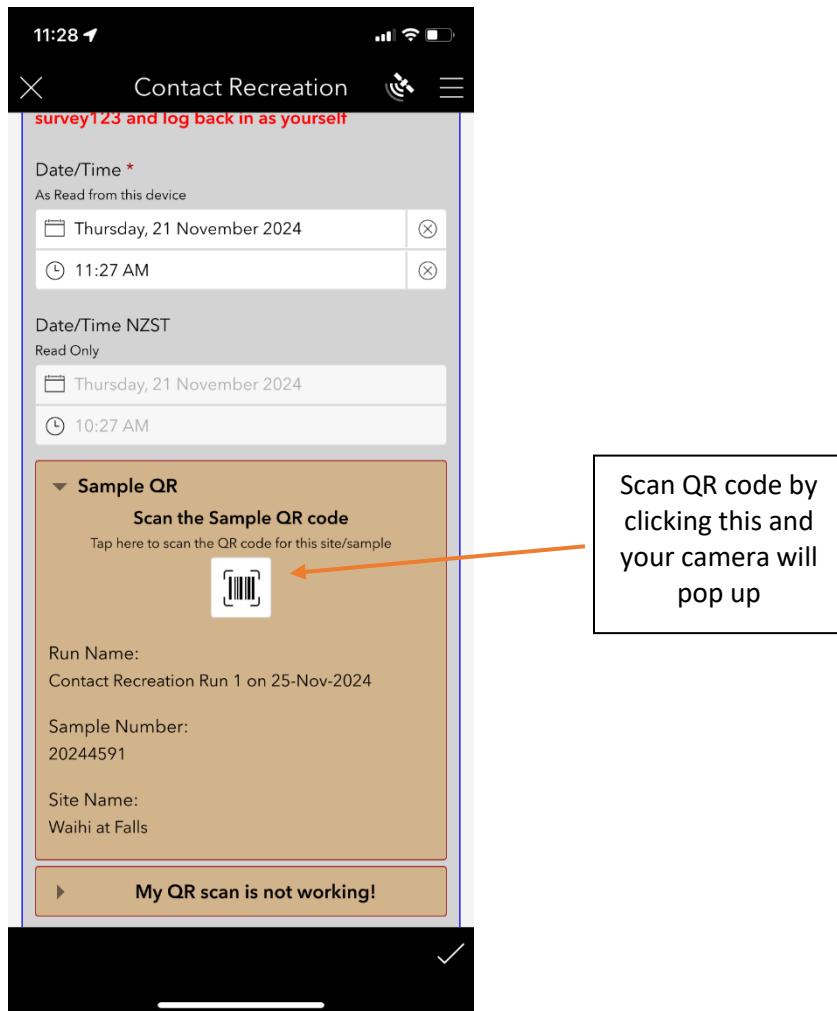


- 3) Type “contact rec” in the search box. The **Contact Recreation 20241011** form will show up and click the download button.

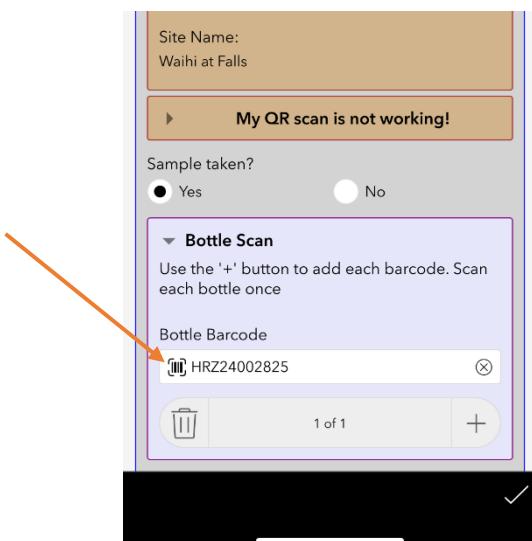


**Using QR and Barcodes within the survey:**

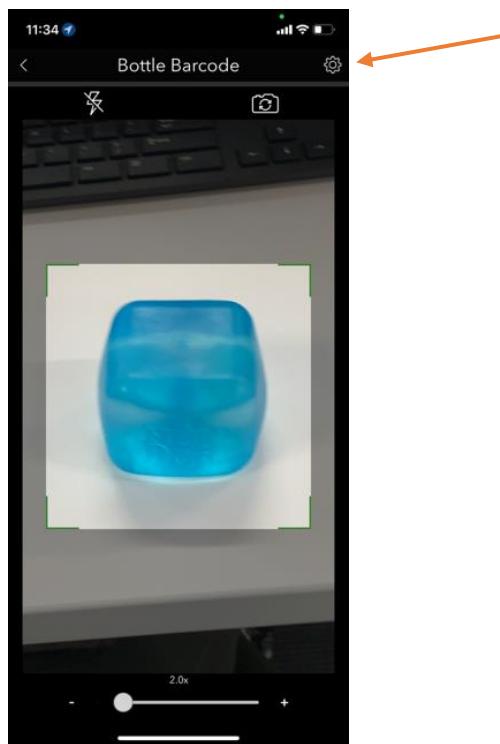
- As you open the Contact Rec form, this will be the opening page. It will prompt you to scan the QR code and when you do, the site info will appear. This is how you know it's scanned correctly.



- Scroll down and scan the barcode.



- 3) If it can't scan, we need to change barcoding reading settings. Click the barcode scan button which will open your camera. Click the setting button.



- 4) This opens the types of barcodes that can be read. Select code 39. You should be able to scan now.

