Survey123 User Guide

**Survey123 Connect:**

Survey123 Connect is an interface used for downloading existing templates off survey123.arcgis.com, customizing them then uploading them back to survey123.arcgis.com to download onto your iPad. It can also be used to create survey templates.

1. Download Survey123 Connect onto your computer.
2. Login into Survey123 Connect using ArcGIS sign in credentials.
3. Download the desired template by selecting the download icon (circle with two arrows) in the upper right of the template.

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**Creating survey using template:**

Once you’ve downloaded Survey123 Connect on your computer and downloaded the survey template you want to use, it’s time to create surveys for individual reaches. In this tutorial we’ll be using the template DASH\_MasterV6.

1. Select the menus icon on the template (3 horizontal bars in lower right) and select ‘Create new survey’

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1. Rename survey to reflect the reach you’ll be working on and select ‘Create Survey’.

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1. Find the survey you created on your Survey123 Connect display and select the survey.

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1. Once the survey loads selects ‘Publish’ on the left.

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1. Select ‘Publish Survey’ in the warning box.

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1. Once the survey is published (sent to ArcGIS online account) you can now download it onto your iPad.

**Download survey onto iPad:**

1. Connected to WIFI login to Survey123 on your iPad.
2. Under ‘My Surveys’, select the menu icon (3 horizontal bars) in the upper right corner.

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1. Select ‘Download Surveys’.

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1. Select the survey you wish to download by selecting the download icon (circle with 2 arrows). Once downloaded the survey is now on your iPad, ready to use in the field.

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**How to save and send surveys:**

Once you’ve collected data in survey for the day there are two options;

1. You can save the survey your working on as a draft (ideal if the survey isn’t complete and you’ll be working on it the next day).
2. You can send your completed survey off to Survey123 online to convert to a .csv

**To save as draft**

1. Select the ‘x’ in the upper left of the screen and then select ‘Save this survey in Drafts’

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1. When you want to access the survey again to continue working in it simply select that survey and select ‘Drafts’.

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1. If there are multiple drafts saved find the one you are looking for and select it.

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**To send survey to Survey123 online:**

1. When you’ve completed a survey and you’re connected to WIFI, select the check mark icon in the lower right.

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1. Your survey will upload to Survey123 online. See steps below for further instructions.

**Data collected to .csv steps:**

1. After you’ve “sent” your survey off, login to survey123.arcgis.com.
2. Select your survey.

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1. Select ‘Data’ in the upper right corner.

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1. Select ‘CSV’ from the drop-down menu under ‘Export’.

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1. Open survey and perform necessary edits, making sure channel units match those on Collector.