



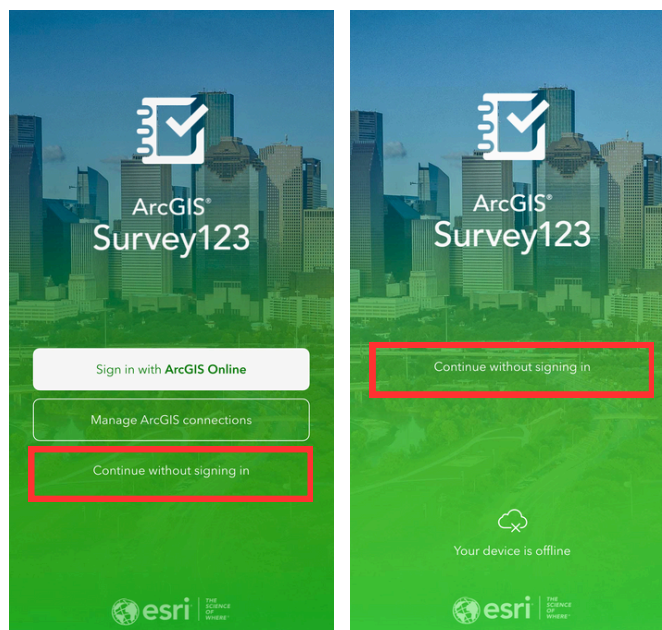
# Winter Road Watch

## Survey123 App: Data Collection Workflows

### Step 1: Open Survey123 App

You will be directed to a login screen — click on **‘Continue without signing in’** at the bottom. When you’re offline, the sign-in option will not be visible.

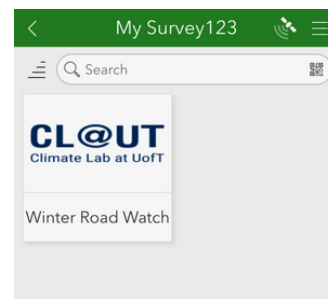
For guidance on app settings (camera and photo access, as well as location access), please refer to the instruction page.



### Step 2: Prepare Winter Road Watch

Winter Road Watch survey should show up on the *My Survey123* page. For detailed instructions on how to set up the Winter Road Watch survey, please refer to the instruction page.

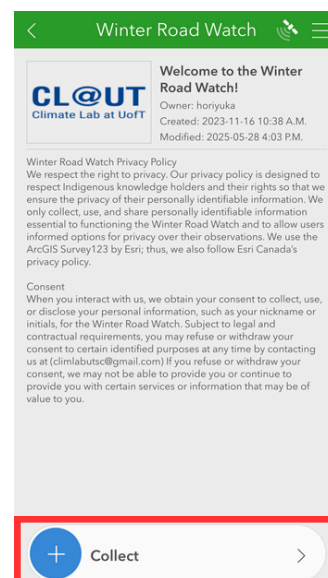
**Note:** If you see a notification stating ‘Updates available’ above the search bar, please click on it to update the survey.



### Step 3: Start Winter Road Watch

Before beginning the Winter Road Watch, please review our privacy policy and confirm your consent. For your convenience, we have included the same information below in case the text size appears too small on the Survey123 app.

Click **‘Collect’** to get started.



## Winter Road Watch Privacy Policy

We respect the right to privacy. Our privacy policy is designed to respect Indigenous knowledge holders and their rights so that we ensure the privacy of their personally identifiable information. We only collect, use, and share personally identifiable information essential to functioning the Winter Road Watch and to allow users informed options for privacy over their observations. We use the ArcGIS Survey123 by Esri; thus, we also follow Esri Canada's privacy policy.

## Consent

When you interact with us, we obtain your consent to collect, use, or disclose your personal information, such as your nickname or initials, for the Winter Road Watch. Subject to legal and contractual requirements, you may refuse or withdraw your consent to certain identified purposes at any time by contacting us at ([climlabutsc@gmail.com](mailto:climlabutsc@gmail.com)) If you refuse or withdraw your consent, we may not be able to provide you or continue to provide you with certain services or information that may be of value to you.

## Step 4: Record Observations at Each Location

**!** You will complete one survey for each location, as each survey will tagged with its coordinates.

Please follow the instructions below to record your observations. You will first see the information for the Winter Road Watch project.

- 1. Your Information:** Tap to set the current date and time. Enter your nickname or initials.
- 2. Your Location:** Click on the location icon next to the coordinate to adjust your current location. If you are outside the mobile coverage area, a map won't be visible, similar to the image shown.
- 3. Your Winter Road Observations:** Select the names of the winter roads (or ice roads, ice crossings, community winter/ice roads, private mining/resource roads) first, and click the photo icon to take a picture, up to 5.
- 4. Your Weather Observations:** Choose all applicable options.

The figure displays four sequential screenshots of the Winter Road Watch Survey123 app interface, illustrating the data collection workflow. Each screenshot shows a different section of the survey form, with a red arrow pointing to the location icon in the second screenshot, indicating the step to capture the current location.

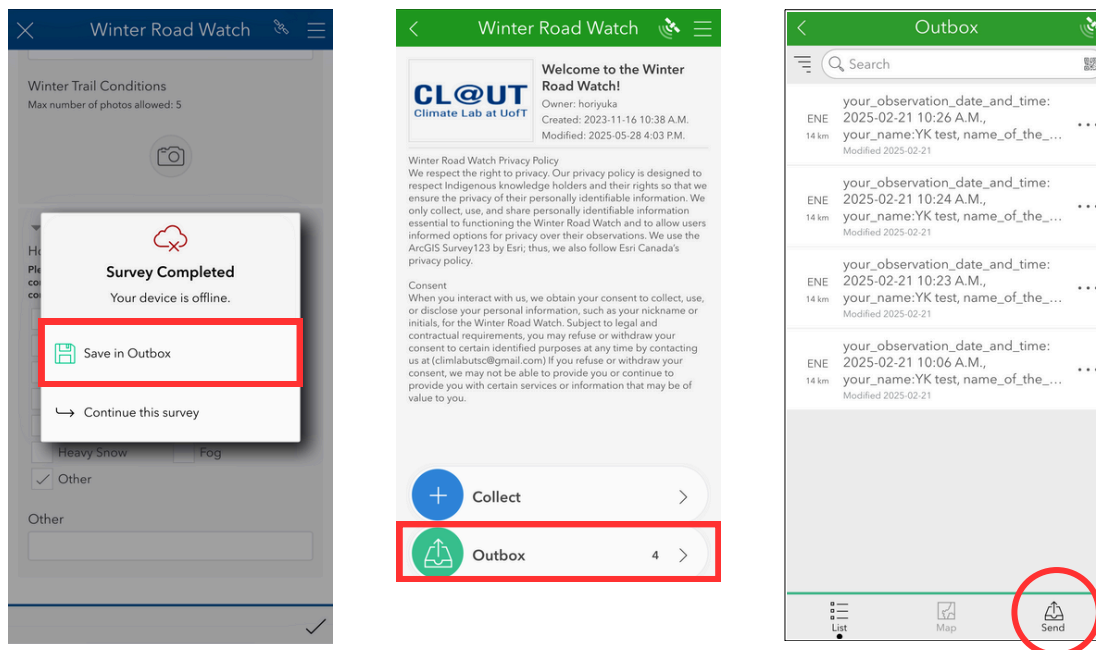
- Screenshot 1: Your Information** - Shows fields for Date (Month/Day/Year) Time (00:00AM/PM), Your Name, and Nickname or initials are also OK.
- Screenshot 2: Your Location** - Shows the "Where did you observe at?" section with a location icon and coordinates (62°32'N 114°58'W ± 4.7 m). A red arrow points to the location icon with the text "Tap once to capture your current location".
- Screenshot 3: Your Winter Road Observations** - Shows sections for "Name of the Official Winter Roads (Maintained by GNWT)", "Winter Road Conditions", "Name of the Official Ice Roads (Maintained by GNWT)", "Ice Road Conditions", and "Name of the Official Ice Crossings (Maintained by GNWT)". Each section includes a photo icon to capture an image.
- Screenshot 4: Your Weather Observations** - Shows the "Name of the Winter Trails" section and the "Your Weather Observations" section, which includes a list of weather conditions to select from: Sunny/Clear, Partly Cloudy, Mostly Cloudy, Light Rain, Rain, Heavy Rain, Freezing drizzle, Freezing rain, Light Snow, Snow, Heavy Snow, Fog, and Other.

## Step 5: Submit Your Observations - 'Save in Outbox' and 'Send'

Please follow the instructions below to record your observations.

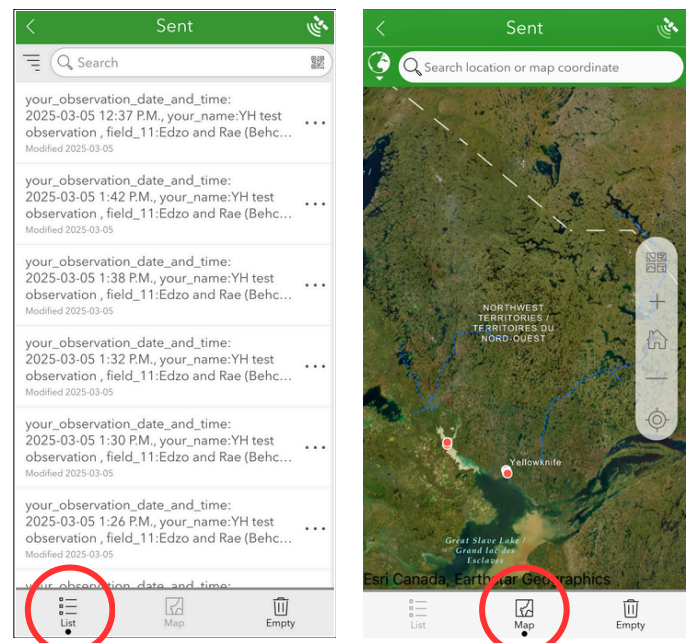
1. After completing an observation, click the ✓ icon in the bottom right corner. Choose the option to **'Save in Outbox'**. This will ensure all your surveys are stored locally on your device.
2. When you connect to Wi-Fi or mobile data, you'll need to submit the surveys saved in your Outbox. To do this, go to the survey summary page where you'll find an 'Outbox' folder.
3. Click on the 'Outbox' folder, and then click **'Send'** in the bottom right corner to submit it.

**! When you are outside the mobile coverage area, save your observations in your Outbox. Once you reconnect to Wi-Fi or mobile data, click 'Send' to submit.**



## Step 6: View Your Observations on the Survey123 App

By clicking on the 'Sent' folder on the Winter Road Watch summary page, you can access all previously submitted surveys from your device.

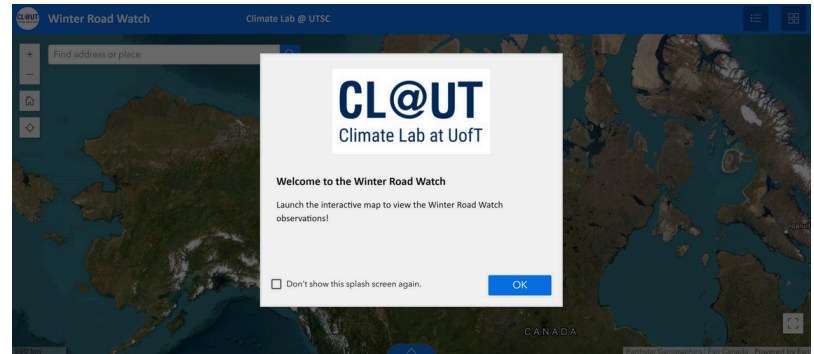


## Step 7: Explore Your Observations and Others on the Interactive Web Map

To explore observations collected from other participants, you have two options:

1. Scan the QR code for the Interactive Web Map Mobile Version displayed on the other flyer.
2. **Visit the 'Observation' tab on the WRaMP website.**

We suggest accessing our interactive web map on a larger screen (e.g., computer or tablet). For a more user-friendly experience, please navigate to the 'Observation' tab on the WRaMP website.



## Troubleshooting

If you have a problem with the Survey123 app, please refer to the detailed instructions in the guide, *Set Up Your ArcGIS Survey123 App*. If you have questions, please reach out to us.

### Contact us



Email

climlabutsc@gmail.com