

# Winter Road Watch

## Set Up Your ArcGIS Survey123 App: Instruction



### Q1. How do I download the Survey123 app?

To access the Winter Road Watch, the **FIRST STEP** is to download the Survey123 app on your smart device. The **SECOND STEP** involves scanning the QR code for the survey.

This two-step process utilizes Esri's ArcGIS Survey123 product, which allows the Winter Road Watch to create apps in-house. **Note:** If you have already installed the Survey123 app, there is no need to download it again. You can skip to these steps and directly open the survey within the app.

#### Step 1

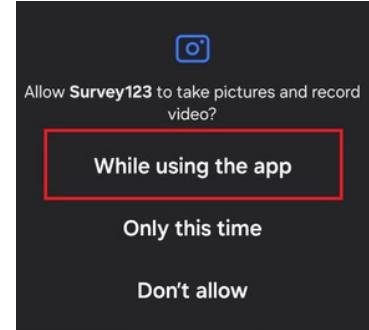
To download the free ArcGIS Survey123 app, simply click on one of the links below that corresponds to your smart device.



### App settings: Camera and photo access

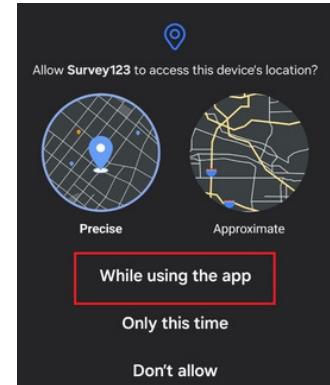
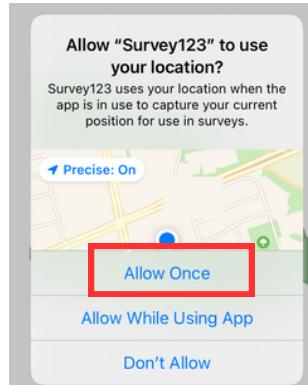
When you launch the Survey123 app for the first time, a prompt will ask if you permit it to access your camera— iOS users select '**OK/Allow**', Android users select '**While using the app**'.

You will be directed to a login screen (as illustrated in Q2 below)—click on '**Continue without signing in**' at the bottom.



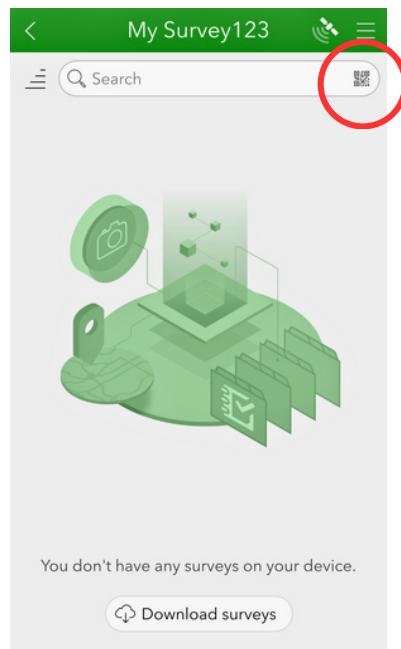
### App settings: Location access

You may also be asked to allow Survey123 to access your location; we recommend choosing '**Allow While Using App**' (both iOS/Android users), as most surveys will track your location. **Please note:** you won't see any surveys on this page unless you have previously used the Survey123 app for other surveys.



## Step 2

To access the Winter Road Watch survey, simply click the QR code icon located in the top right corner, and then **scan the QR code displayed here or on the other flyer**. The survey will automatically download into the Survey123 app, and you'll be all set to begin your first survey! **You'll only need to follow this process the first time you participate in the survey!**



**Before starting your first survey, please review the “Data Collection Workflow” document. You can start at Step 3.**

## Q2. Is it necessary to sign in to the Survey123 app?

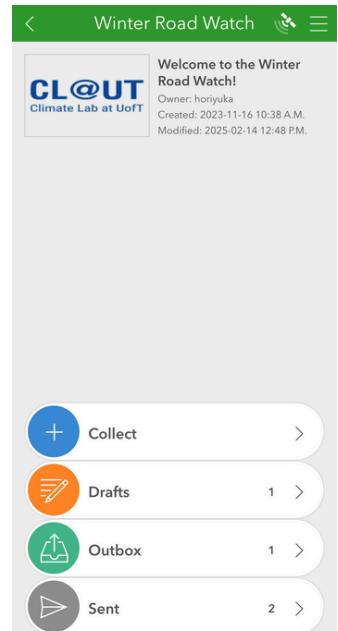
No, you do not need to sign in or create an account to use the Survey123 app. Once you download the app, you'll see the screen shown on the right. Look for the text at the bottom that says '**Continue without signing in**' and click that option. You'll need to select this each time you launch the Survey123 app. When you're offline, the sign-in option will not be visible.



## Q3. What are the functions of the Survey123 app?

On the Winter Road Watch summary page, you will find the following folders:

- **Collect** – Initiate a new survey
- **Drafts** – Surveys that you have begun but not yet submitted (this section will only appear if you have unsubmitted surveys)
- **Outbox** – Surveys you completed but did not send (for example, if you were in the field without mobile service or preferred not to use your data plan for submission)
- **Sent** – Surveys that you have already submitted (this section will only be visible if you have submitted surveys)



## Q4. What should I do if I'm heading to a very remote location where mobile data access may be limited?

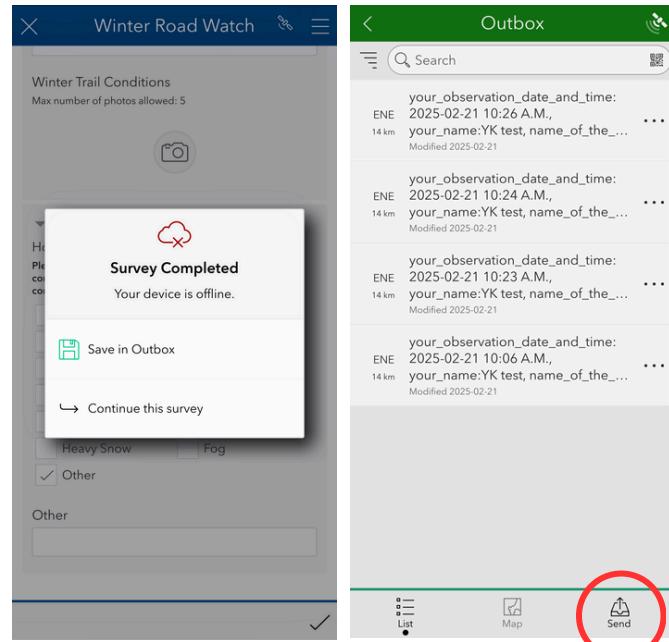
You can access and complete the survey without mobile data, but it's important to **download the Survey123 app first**.

Please follow these steps:

- Connect to Wi-Fi or use mobile data to download the Survey123 app along with the Winter Road Watch survey.
- Once downloaded, you can start filling out the survey offline.
- When finalizing your survey (by clicking the ✓ icon), choose the option to '**Save in Outbox**'. This will ensure all your surveys are stored locally on your device.
- **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 (as shown in Q3) where you'll find an 'Outbox' folder.

- Click on the 'Outbox' folder, and then click 'Send' in the bottom right corner to submit it.



## Q5. Why can't I see a map?

When you click 'Collect' to start the survey in the Survey123 app, it captures your current location. While completing a survey offline, you won't be able to see a map with your location. However, if location services are enabled on your device, the app will record your location. This may appear as an un-editable box displaying your current coordinates, similar to the image shown.



## Q6. How do I enable location services on my smart device?

The following information comes from [ArcGIS Survey123 FAQ](#):

- **On iOS**, when the app is launched for the first time after installing, you'll be asked if you want to capture location **Never, Ask Next Time, or While using the App**. This can be changed later in your device's settings, by browsing to **Settings > Privacy > Location Settings > Survey123**.
- **On Android**, when the app is launched for the first time after installing, you'll be asked if you want to allow access to the device's location. This can be changed later in your device's settings, by browsing to **Settings > Apps > Survey123 > Permissions** (or similar depending on the Android device). On Android, when you run the app in the background, a notification that the app may be using your current location appears; however, your location will only be captured according to the behavior chosen in the [location settings within the app](#). The default behavior is to only capture the location as needed by a survey, meaning that no location is captured when the app is in the background.

## Q7. If I wish to make observations several locations on the same winter road, is there a way to save some information so I don't have to re-enter it each time?

Yes, there is a way!

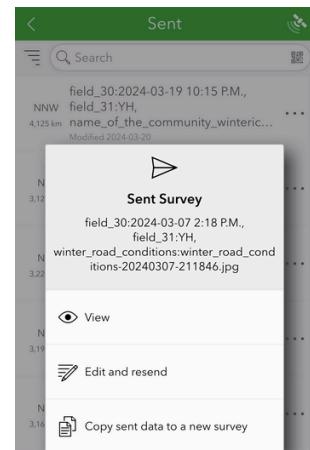
1. To begin your observation, click the menu icon located in the upper right corner of the screen. Tap 'Set as favorite answers', and finish your observation. You will see a star  mark next to your observation in the Outbox folder.
2. When you start a new observation, you can insert it by clicking the menu icon again and selecting 'Paste answers from favorite'.



**Note:** Only one observation can be marked as a favorite at a time. If you wish to change your favorite, simply create a new observation and make it as your favorite. The only elements that can be pasted from your favorite are 'Your Name', 'Name of the Winter Roads (or Ice Roads etc.)', and 'Weather Conditions'. Please remember to update 'Date and Time' and 'Your Location' with the current information.

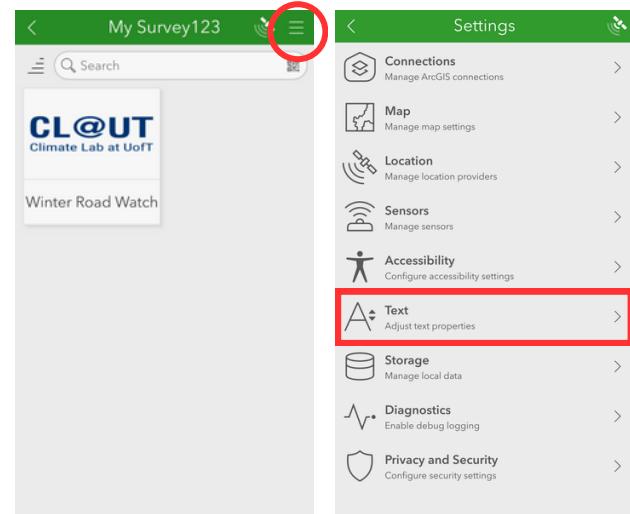
## Q8. Can I view or modify my survey once it has been submitted?

Yes, by clicking on the 'Sent' folder on the Winter Road Watch summary page (as shown in Q3), you can access all previously submitted surveys from your device. When you tap one of the surveys, you may see the options to 'View' or 'Edit and resend'. If you choose 'Edit and resend', you'll be able to modify your answers to questions and adjust your location. However, please note that you cannot edit any attachments or add one ones such as photos.



## Q8. How do I make the text larger on the Survey123 app?

If you're having trouble with the text size, you can customize the settings. Navigate to the *My Survey123* page, click on the menu icon located in the upper right corner, and choose 'Settings'. In the Settings menu, select 'Text' and modify the text size by sliding the circle to the right to enlarge it.



### Still having trouble?

If your question isn't listed or you wish to report a problem with the Survey123 app, we are here to help!

 Email  
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