























## Manage My Surveys

To view or edit submitted surveys, go to the **Manage My Surveys** page in the app or on the website ([caterpillarscount.unc.edu/manageMySurveys](http://caterpillarscount.unc.edu/manageMySurveys)). You will see a list of the surveys that you have submitted yourself, or if you are a Site Manager, a list of all surveys that have been submitted at your site:

**JUNE 5TH, 2018**

<b>DBM: NC Botanical Garden (NC), Circle 1, Spicebush</b>				9:48am	 
 <u>ANDREW ZACHMAN</u>	 BEAT SHEET	60 DRY LEAVES	6cm LEAF LENGTH	 NONE	
Show 1 Arthropod Sighting					
<b>DBL: NC Botanical Garden (NC), Circle 1, Spicebush</b>				9:45am	 
 <u>SARA SNELL</u>	 VISUAL	50 DRY LEAVES	7cm LEAF LENGTH	 TRACE (1-5%)	
Show 3 Arthropod Sightings					
<b>DBN: NC Botanical Garden (NC), Circle 1, Winged elm</b>				9:47am	 
 <u>KINSEY FISHER</u>	 BEAT SHEET	50 DRY LEAVES	6cm LEAF LENGTH	 MODERATE (11-25%)	

You can see what arthropods were found during a survey by clicking the "Show Arthropod Sightings" button at the bottom. In case of the red survey above, that looks like this:

<b>DBL: NC Botanical Garden (NC), Circle 1, Spicebush</b>				9:45am	 
 <u>SARA SNELL</u>	 VISUAL	50 DRY LEAVES	7cm LEAF LENGTH	 TRACE (1-5%)	
<div>  2 4mm ants         </div> <div>  2 3mm aphids         </div> <div>  1 3mm leafhopper         </div>					
Hide 3 Arthropod Sightings					



### Editing Surveys

You may have realized you made a mistake when submitting a survey and need to correct it. For example, you may have checked "Beat Sheet Survey" when it was actually a Visual Survey, or you may have realized that an arthropod that you were calling a True Bug was actually a Leafhopper. Click on the Edit button in the top right of the survey record you would like to edit, and you can change any of the associated values.

**Surveys are editable for up to one week after submission.** If you realize you need to correct a mistake after one week has passed, contact your Site Manager.

**Site Managers can edit any surveys submitted to their site no matter how long ago they were submitted.**



### Filtering Surveys


To help locate a specific survey or set of surveys, you can use the **Filter** feature at the top right of the **Manage My Surveys** page. You can filter records by Site, Circle, Survey, Date, User Name, or Arthropod Type.

USER: <input type="text" value="John Smith"/>	ARTHROPOD: <input type="text" value="Not selected"/>	SITE: <input type="text" value="Not selected"/> <small><a href="#">FILTER BY SPECIFIC SURVEY LOCATION CODE INSTEAD</a></small>	DATE: <input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="Year"/>
APPLY FILTERS			



### Deleting Surveys

If a survey was submitted in error (for example, if a branch was accidentally surveyed twice), it can be deleted by clicking the Trash Can icon at the top right of the survey record. This action cannot be undone, so make sure you mean it!

You can also select groups of surveys for deletion at once by using the Filtering tool above and then clicking on the  icon at the top right of the page.