

Wetland Functions Characterization Tool for Linear Projects

ArcGIS Survey123 Field Data Form Manual

**Prepared By
WSDOT Environmental Services Office**

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1. Introduction

The Washington State department of Transportation (WSDOT) Environmental Services Office has created an ArcGIS Survey123 form to improve the experience of biologists using WSDOT's Wetland Functions Characterization Tool For Linear Projects (BPJ Tool). The BPJ Tool is a qualitative tool for rapid assessment of linear projects, using best professional judgement (BPJ), to characterize wetland functions.

The BPJ Survey123 is an electronic field data form that can be completed in the field on a mobile device or tablet, or in the office on a laptop or desktop. The data entered into the field data form produces a report that can be included in the Wetland and Stream Assessment Report (WSAR) functional assessment summary appendix. That information in turn is used to summarize wetland functions in the body of the WSAR. The BPJ Survey123 is a new (as of January 2023) option for recording field data. The paper field data form provided in the original 2000 BPJ Tool remains a valid option for recording BPJ field data. The intent of the BPJ Survey123 is to make it easier and quicker for biologists to populate the field data form, WSAR appendix, and functional assessment sections in the WSAR report body.

2. Using Survey123 with Wi-Fi or Cellular Data

The survey is accessible with a Wi-Fi connection, cellular data connection, or other internet connection via two different options.

2.1. Option 1 – Download the Survey123 app

Download the Survey123 app on your device while connected to Wi-Fi or other internet connection. To do this follow the applicable steps in Section 3 for downloading the app on your device.

2.2. Option 2 – Use a web browser

Use the following link to access the survey through your browser:

- <https://arcg.is/19055y>
- Click on “open with browser” and this will open the survey in your web browser. Fill out the survey and click submit at the bottom and the data will automatically be sent to the database in ArcGIS Online.
 - Note, you must not close the tab containing the survey when using the web browser until you have clicked “submit” on the survey at the bottom. If you close the tab before selecting “submit,” your progress in the survey will be lost.

3. Using the Survey123 app offline

If you intend to work offline to fill out the survey in the field, you will need to download the Survey123 app before going to the field. Follow the steps listed below for the applicable device before going to the field and while you have an internet connection.

3.1. Downloading on Android

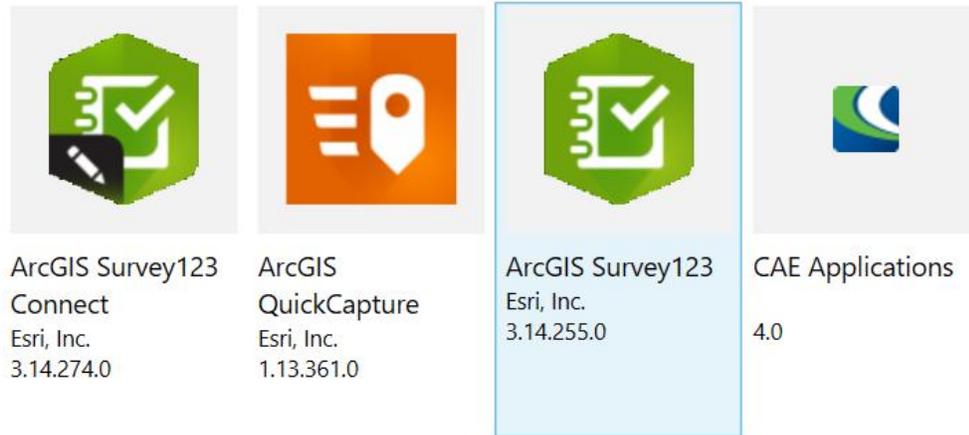
- Download Survey123 from the Google play store while connected to Wi-Fi or other internet connection prior to working offline.
 - Search Survey123.
 - Note: Do not select Survey123 Connect (this is used for creating surveys).
 - After initial app download you will be able to download surveys to your device to fill out offline and then submit when reconnected to Wi-Fi or other internet connection.

3.2. Downloading on Apple

- Download Survey123 from the App Store while connected to Wi-Fi or other internet connection prior to working offline.
 - Search Survey123.
 - Note: Do not select Survey123 Connect (this is used for creating surveys).
 - After initial app download you will be able to download surveys to your device to fill out offline and then submit when reconnected to Wi-Fi or mobile data.

3.3. Downloading on WSDOT computer or device

- If downloading on a WSDOT device, you can try to use the Software Center to download.
- Search for Survey123 in the software center.
- Click on it and select download.
 - Note sometimes this can take a few tries if the download fails, be patient. If this does not work, you can try the below workflow (Section 3.4) or contact the ITD Service desk for help with the Software Center.



3.4. Downloading manually on Windows

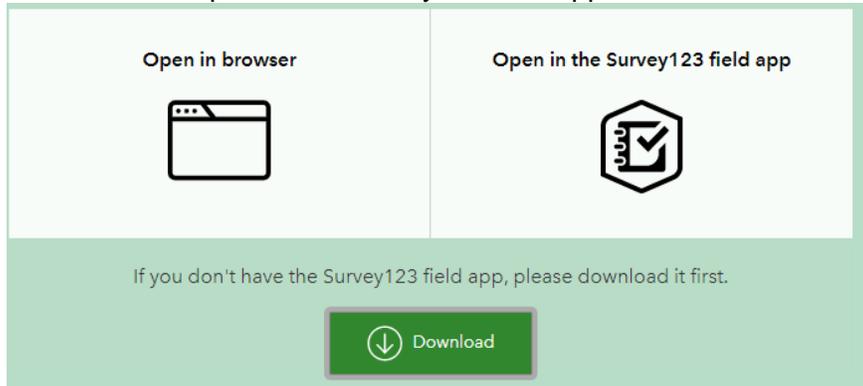
- Download for Windows here:
 - <https://www.esri.com/en-us/arcgis/products/arcgis-survey123/downloads>
 - Note: you may need admin access depending on your permissions.
- Scroll down to find the links.
 - Note: Field users want to download the field app, not Survey123 Connect (this is only for creating Surveys).
 - Once the file has downloaded, install it as you would any Windows software. Keep all settings as default when installing.



4. Access and complete the BPJ Survey123

4.1. Accessing the survey from the Survey123 app for the first time

- After downloading the Survey123 application as described in Sections 2 and 3, click on the URL below or type in the web address into your browser:
 - <https://arcg.is/19055y>
 - If you did not download the application yet, you can click on the download link that will take you to the page described in Section 3.
- Then click on Open in the Survey123 field app



- This should open the survey directly. You may need to confirm that your device wants to open Survey123 field app.
- After downloading the survey via the link, you will no longer need to use the URL to open the survey, but instead can open the app and select it from your My Surveys page. You may also continue to open it with the URL if desired.

4.2. Accessing the survey after first use

- Once the survey is used for the first time through the URL, you can open the BPJ Survey123 all subsequent times directly through the Survey123 app and you will be taken to a login page.
- Click on "Continue without signing in".
- You will be taken to your home page and select the survey to fill out new surveys.
- Click the "Collect" button to begin filling out the survey.
- If you need to close the survey before finishing, be sure to click "save to Drafts" when exiting out. This will be saved in your "drafts folder" on the survey homepage, below the "Collect" button.
- If filling out the survey while connected to the internet, click submit (the check mark at the bottom right) when finished. If saving progress before completing the form, click save to drafts before closing the survey entry.
- If filling out the survey offline, once you are finished, save the survey to your Drafts. When you are able to connect to Wi-Fi or other internet connection, go back into the survey and click submit.
- Following submission of completed BPJ Survey123 surveys, the following day, a report in a Word document format will be emailed to the email address indicated on the survey. The report synthesizes the field data into an editable WSAR report appendix format.

5. FAQ

When do I need to use the Survey123 app vs using the web browser?

The Survey123 application is used when you do not have access to Wi-Fi or other internet and will be working offline. If you have access to Wi-Fi or other internet, you have the choice to either use the Survey123 app or the URL. If using the URL select open in browser. When you submit the Survey, it will automatically be submitted to the database on ArcGIS Online, no syncing necessary. The following day you will receive a report synthesizing the data.

My survey is not showing up in the database in ArcGIS Online/I never got a report.

If using the web browser, be sure to hit submit after you fill out the survey.

If using the app offline, you must be sure to submit the survey once you are back in a location with Wi-Fi or other internet service.

If you confirm that you have done the above steps, contact Garrett Fuelling (GarrettFuelling@wsdot.wa.gov) with the information about your submittal.

I started filling out the survey and stopped and then came back and it was gone.

This functionality is only available in the Survey123 app and not the web browser option. If using the web browser option, you must be sure not to close the web browser tab containing the survey until you have hit submit or else your progress is lost.

When exiting out of a survey in the Survey 123 app, be sure to click the option “save to Draft Folder.” Surveys will be stored in your “Drafts” folder at the bottom of your home page.

Where is this data stored?

It is stored in a feature layer in ArcGIS Online.

I accidentally filled out a survey twice and submitted both.

Contact Garrett Fuelling (FuellingGarrett@wsdot.wa.gov) for help erasing the duplicate submission.

Is there a way to delete unwanted or finalized surveys from your user account after you have received the Word document report?

Your Sent folder can be cleared if you find it to be too full. Open your Sent folder and click on the three dots on the right of the screen. Click “delete the survey” to delete it from your Sent folder. Note, if surveys are still in your Outbox folder or Drafts folder in the application (as opposed to Sent), they have not been sent to ArcGIS Online.