Status & Trend Networks Survey123 Instructions for DEP Users

1) **Download Survey123 Application** (Skip this step if you already have the app installed.)
   a) If using a mobile device, download and install the ArcGIS Survey123 app,
      i) Survey123 for Apple (iOS) phones or tablets: https://apps.apple.com/us/app/survey123-for-arcgis/id993015031
      ii) Survey123 for Android phones or tablets: https://play.google.com/store/apps/details?id=com.esri.survey123&hl=en_US
   b) If using a laptop / desktop computer, download and install the ArcGIS Survey123 Field App for Windows (contact DEP OTIS service desk for assistance with installation on DEP computers): https://www.esri.com/en-us/arcgis/products/arcgis-survey123/downloads

2) **Download the Status & Trend Networks Surveys**. (Note: This step requires an internet / cellular data connection.)
   a) Login to the ArcGIS Survey123 app using your DEP ArcGIS Online (AGO) credentials.
   b) Click the user profile icon, then click the "Download Surveys" button. Select the "**FL DEP Status and Trend Networks – Surface Water**" and "**FL DEP Status and Trend Networks – Groundwater**" surveys and click the download button. If you don't see these surveys listed, let Stephanie know.
   c) Click the back button to return to the "My Surveys" screen. The two Status and Trend (S&T) surveys should now appear on the "My Surveys" screen.
   d) Check for updates to the survey forms at the beginning of each week that data will be submitted. This is done by navigating to the download surveys screen and clicking the cycling arrows icon next to each survey (surface water and groundwater).

3) **Download Field Maps and Bad Elf Flex Applications.**
   a) Use of the Field Maps application requires a mobile device with an iOS or Android operating system.
   b) Download and install the ArcGIS Field Maps and Bad Elf Flex applications (skip this step if you already have the apps installed on your mobile device).
      i) Apple (iOS) phones or tablets:
         - ArcGIS Field Maps: https://apps.apple.com/us/app/arcgis-field-maps/id1515671684.
         - Bad Elf Flex: https://apps.apple.com/us/app/bad-elf-flex/id1486378497.

      ii) Android phones or tablets:
         - ArcGIS Field Maps: https://play.google.com/store/apps/details?id=com.esri.fieldmaps.
         - Bad Elf Flex: https://play.google.com/store/apps/details?id=com.badelf.flexapp.

4) **Connect Bad Elf GNSS Receiver.**
   a) Refer to the Watershed Monitoring Section GNSS Basics Manual for detailed instructions.
   b) Ensure that the receiver is paired with the mobile device.
   c) Adjust the receiver settings using the Bad Elf Flex application.
   d) Set the receiver as the location provider in both the Field Maps and Survey123 applications.

5) **Access the "Status and Trend Networks Navigation Map."**
   a) Login to the ArcGIS Field Maps app using your DEP AGO credentials.

b) Open the group folder for "DEAR Tablet Users" and locate the "**Status and Trend Networks Navigation Map.**" If you are unable to access the map, please contact Stephanie.

c) To use the map in areas without a reliable cellular data connection, download a portion of the map for offline use. While the mobile device is connected to a cellular data or Wi-Fi network, select the more options (three horizontal dots) icon for the Status and Trend Networks Navigation Map, then select "Add Offline Area." Follow the on-screen prompts for defining the area and level of detail to download.

6) Navigate to a station.

a) Within the Status and Trend Networks Navigation Map, use the Search tool to select a specific station or random site location on the map. The Status and Trend Networks layers can be searched by station name, GWIS Station ID / WIN ID, Status Network random site location (e.g. Z3-CN-18001), or FLUWID (Florida Unique Well Identification) tag number. A station or random site location can also be selected by tapping on the corresponding point marker on the map.

b) When a station or random site location is selected, the pop-up window within the map will display details about the selected feature and provide options for navigation. Select the "Directions" button to obtain driving directions to the selected location using Apple Maps or Google Maps. Select the "Compass" button to display the straight-line distance and bearing from the GNSS unit's current location to the selected point. Use of the compass-style directions is recommended when navigating in a boat or when driving or walking in an off-road area.

c) After arriving at the selected station or random site location, click on the "Open in Survey123" link in the pop-up window for that feature. This will open the Survey123 application on the user's device. The survey that corresponds to the type of sampling being performed (surface water or groundwater) will open and the selected feature's details will be pre-populated in the form.

7) Complete the survey.

a) From the "My Surveys" screen, click on one of the S&T surveys to open it, and then click "Collect" to open the form and begin entering data. (Skip this step if the survey was opened from a link provided in the Status and Trend Networks Navigation Map.)

b) The survey form will load after clicking the "collect" button in the Survey123 field app. **Please be patient – typical load times on DEP mobile devices are less than 15 seconds. Load times on other devices are typically less than 1 minute for surface water and less than 3 minutes for groundwater.**

c) Anything with a red asterisk is a required question. Note that answers to required questions often determine which questions and choices are available in later portions of the form. A few seconds of loading time may be needed when answering required questions about collection agency, project name, and station. Please click on the selected answer once and wait a few seconds for the associated data and calculations to load.

d) Each response to the survey represents all data collected for a single visit to one station (field data, water samples, field/equipment blanks, sediment samples, bioassessment samples, micro land use).

e) Bioassessment field data documentation (e.g. HA, RPS, LVS, LVI, phys/chem form) is not included in the surface water survey and will require separate forms.

8) Submit the survey response.

a) Click the check mark button at the bottom of the last page of the form. You will be asked if you want to send now, continue the survey, or save the survey to submit later. Choose "send now" to complete data entry and generate the field sheet and custody sheet documents for this site visit.

b) When the survey is successfully sent, a copy will be saved to the sent folder within the Survey123 app.

c) If your device has an insufficient data connection, or if you require additional time to review your responses before submitting the data, the survey response can be saved in the Survey123 app outbox. Note that each survey (surface water and groundwater) has its own outbox. Each day that data is collected, you will need to open the outboxes for all surveys used to review and submit all saved survey responses when a data connection is available.

9) Retrieve field sheet and custody sheet documents.

a) For each Survey123 response submitted, a field sheet and custody sheet packet will be generated and saved in the DEAR Teams Channel on SharePoint. The folder pathway is as follows: **Documents > Field Documentation > Sheets_To_Be_Processed > Status_and_Trend_Networks.** DEAR staff will be able to access the SharePoint site described above using the OneDrive mobile application. Within the OneDrive application, select **Libraries** from the main menu. Search the available libraries for "DEAR", select the **Division of Environmental Assessment and Restoration (DEAR)** group, then proceed to navigate to the **Documents \ Field Documentation \ Sheets_To_Be_Processed \ Status_and_Trend_Networks** subfolder. If you can't find this folder, let Stephanie know.

i) Field Sheet file name: ProjectName_FieldID_MMDDYYYY

ii) Custody Sheet file name: RQ_MMDDYYYY_StaffName1_CustodySheet

The custody sheet packet is generated after each survey submission. If multiple survey responses are received for the same RQ / date / field staff combination, an updated Custody Sheet is generated and saved over the previous version of the file.

b) Photos submitted through the Survey123 app will also be automatically saved to the SharePoint folder identified above.

c) There is typically a time delay of less than 5 minutes between survey response submittal and field sheets / cover sheets appearing in the SharePoint folder. If these documents are not appearing in the SharePoint folder as expected, contact Stephanie.

10) Review Custody Sheet Packets and Email to DEP Lab.

a) Each day, once all samples are collected, field staff should:

i) Retrieve field sheets and custody sheet packets from SharePoint.

ii) Review the retrieved documents.

iii) If needed, add notes, corrections, or signatures to the custody sheet packets. (Can be done using drawing / signature tools in the OneDrive mobile app, Adobe Reader, or Adobe Acrobat.)

iv) Email the signed custody sheet packet to the lab (lab.receiving@floridadep.gov). The custody sheet packet file name can be used as the email subject.

b) If samples were collected from multiple RQs on the same day, a separate custody sheet packet PDF and email to the lab is required for each RQ.

11) Notify WMS Staff when Each Project is Complete.

When a project is complete (all stations have been sampled and data has been entered into Survey123), compile all project documentation, including field sheets and custody sheets that were automatically generated from Survey123 responses. Save this documentation on the DEP file share server in the designated location for your team's Status & Trend Networks projects. Notify your WMS Project Manager when the project documentation is complete and ready for review by WMS.