

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 Survey123 App
 - i) Survey123 for Android phones or tablets:
https://play.google.com/store/apps/details?id=com.esri.survey123&hl=en_US
 - ii) Survey123 for Apple phones or tablets: <https://apps.apple.com/us/app/survey123-for-arcgis/id993015031>
 - b) If using a laptop / desktop computer, download and install the Survey123 for ArcGIS 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 Survey123 app using your DEP ArcGIS Online enterprise credentials. Note that you may receive an error message that says “Unable to Connect” if location detection is not enabled on your device – just hit “ok” and ignore this message.
 - 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.
- 3) **Complete the survey.**
 - a) 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).
 - b) 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.
 - c) 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 2-3 minutes for groundwater.**
 - d) 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.
 - e) 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).
 - f) 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.
- 4) **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.

5) 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 to the shared OneDrive folder: **OneDrive\Status Trend Field Sheets**. When you open OneDrive through the Office 365 web app or the OneDrive mobile app, you should have access to this folder in the “Shared with me” section. 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_CustodySheetThe 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 shared OneDrive 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 OneDrive folder. If these documents are not appearing in the OneDrive folder as expected, contact [Stephanie](#).

6) 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 the OneDrive
 - 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 OneDrive 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. (**Reminder – do not send documents generated during testing / practice data entry to the lab.**)
- 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.

7) Notify WMS Staff when Each Project is Complete

- a) When a project is complete (all stations have been sampled and data has been entered into Survey123), send an email notification to the WMS data management team ([Tommy Adams](#)). Please include the project name in the email notification. This will signal that the project’s data can be exported from Survey123 and loaded into the GWIS Oracle database.
- b) 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.