

Status & Trend Networks Survey123 Instructions for Non-DEP Users

1) Join Status & Trend Networks Survey123 User Group

- a) Request to be invited to the user group by sending staff member's ArcGIS Online (AGO) username to stephanie.sundermanbarnes@dep.state.fl.us.
- b) After being notified that you have been invited to the group, login to AGO using your WMD/County AGO enterprise credentials.
- c) Click on "Groups" near the top of the AGO home page. This will display all groups that the user is currently a member of and list any group invitations that they have received. Accept the invitation to the "Status and Trend Networks Survey123 Users" group to join the group.

2) Download Survey123 Application

- a) If using a mobile device, download and install the Survey123 App (skip this step if you already have the app installed on your mobile device).
 - 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 computer to enter data in the field, or if using a desktop/laptop computer in an office setting to enter data that was recorded on paper field sheets, download and install the Survey123 for ArcGIS field app (skip this step if you already have the app installed on your computer): <https://www.esri.com/en-us/arcgis/products/arcgis-survey123/downloads>

3) Access the “FL DEP Status and Trend Networks – Surface Water” and “FL DEP Status and Trend Networks – Groundwater” surveys. (Note: This step requires an internet / cellular data connection.)

- a) Login to Survey123 app using your WMD/County AGO 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 for each survey. If you don't see these surveys listed, let [Stephanie](#) know.
- c) Click the back button to return to the “My Surveys” screen. The surface water and groundwater surveys should now appear on the “My Surveys” screen.

4) 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 a survey (either surface water or groundwater) 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 are 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, sediment samples, field/equipment blanks, micro land use).
- f) Bioassessment field data documentation (e.g. HA, RPS, LVS, LVI, phys/chem form) is not included in the Status & Trend surveys and will require separate forms.

5) **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.

6) **Retrieve field sheet and custody sheet documents**

- a) For each Survey123 response submitted, a field sheet will be generated and emailed to the person identified as Staff Name1 in the Survey123 data entry form. A custody sheet will also be generated and included in this email if water quality, sediment, or macroinvertebrate samples were collected.
 - i) Field Sheet file name: ProjectName_FieldID_MMDDYYYY
 - ii) Custody Sheet file name: RQ_MMDDYYYY_StaffName1_CustodySheet

The custody sheet 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 stored on the DEP server.
- b) Photos submitted through the Survey123 app will be automatically named with project, station, and date information and saved to a DEP server. The named photo files will be sent to the contracted sampling teams after the associated project is complete.
- c) There is typically a time delay of less than 5 minutes between survey response submittal and email receipt. If these emails are not being received, contact [Stephanie](#).

7) Review Documents and Email Custody Sheet to DEP Lab

- a) Each day, once all samples are collected, field staff should:
 - i) Retrieve field sheets and final version of custody sheet from their email.
 - ii) Review the retrieved documents.
 - iii) If needed, add notes, corrections, or signatures to the custody sheet packets. (Can be done using comment / drawing / signature tools in Adobe Reader or Adobe Acrobat.)
 - iv) Email the signed custody sheet packet to the DEP 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.

8) 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 reviewed / signed versions of field sheets and custody sheets that were automatically generated from Survey123 responses. When the project documentation is complete and ready for review by WMS, send it to your WMS Project Manager electronically (by email or FTP site).