

# Guide to using the **Indigenous Marine Bird Monitoring Survey Form** for Survey123

Step-by-step instructions for completing a survey using the Survey123 app



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## Introduction

Welcome to the guide to using the Indigenous Marine Bird Monitoring Survey Form for Survey123. This tool was designed to be specifically used by Indigenous users to collect information associated with seabird observations in and around British Columbia's coastline, including areas located in and around the Salish Sea.

The instructions in this guide will provide you with step-by-step instructions on how to set up and use the Marine Bird Monitoring Survey Form within the Survey123 app to collect marine bird observations in the field.

# Requirements

You will need the following four items to begin making bird observations using the Indigenous Marine Bird Monitoring Survey Form in Survey123:

1. A mobile phone or tablet device (iOS, Android or Windows). A GPS-equipped device will utilize the survey form's full functionality, however this is not a strict requirement. It is possible to use the survey form without a GPS but you will need to input the observation location manually using the survey form's built-in map. If you are not sure if your device is equipped with an internal GPS receiver then please see the *How can I tell if my tablet has a GPS receiver?* question in the *Frequently asked questions* section below.
2. Internet connectivity during set up (app and survey form download) and for uploading your completed survey forms. Internet connectivity/mobile data is NOT required during data collection.
3. Survey123 app installed on your device. The app must be downloaded from Google Play or the Apple Store prior to using it in the field. The Survey123 app is FREE. Downloading the app ahead of time will allow access to the survey form even when you do not have an internet connection.
4. Indigenous Marine Bird Monitoring Survey Form loaded within the Survey123 app.



## About Survey123



Survey123 is a simple formcentric field data gathering application that can be used to capture survey results using smartphones and tablets. Surveys can also be completed and submitted in a web browser. Users can easily download and install the Survey 123 app on their device, and then download a survey form from within the app.

# Survey123 Setup Guide

Users can fill out the survey through the Survey123 app, or through a computer web browser; but the app offers more functionality such as offline data collection and automatic location entry. The following section provides step-by-step instructions on how to install the Survey123 app and setup the Indigenous Marine Bird Monitoring Survey Form within the app.

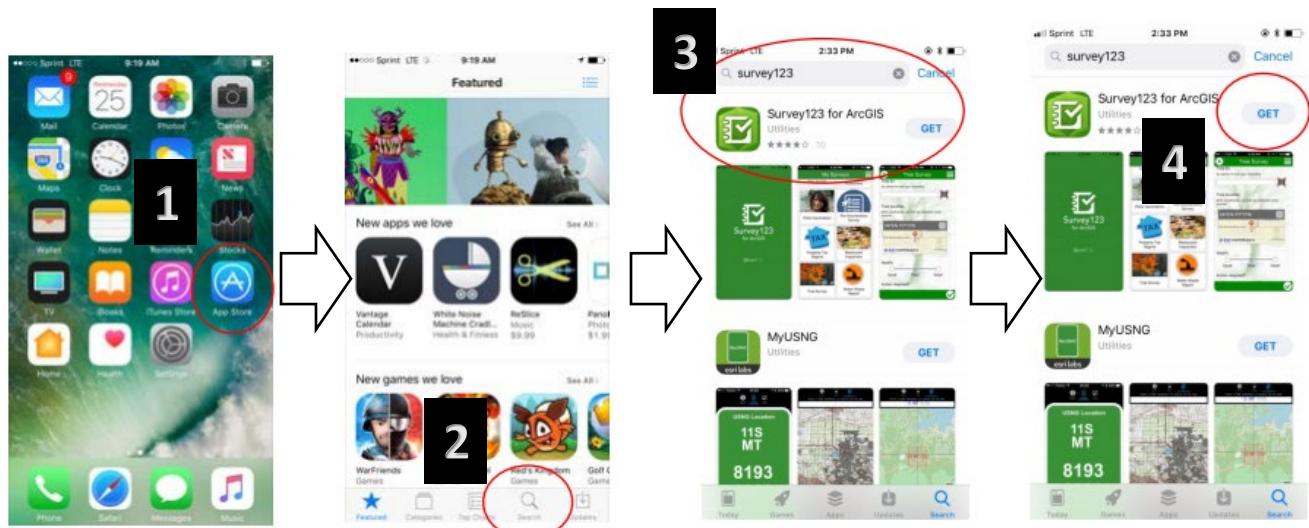
## 1. Download and Install the Survey123 App

To collect data using the Indigenous Marine Bird Monitoring Survey Form, you first need to download the Survey 123 app.

**If you are using an iOS (Apple) Device:**

1. Open the App Store
2. Go to Search
3. Search for "Survey123 for ArcGIS"
4. Download and install by selecting GET
5. Open the Survey123 Application.

**Note:** when the app is launched for the first time after installing, you will be asked if you want to capture location only when the app is on, always, or never. Choose "on" or "always". This can be changed later in your device's settings, by browsing to Settings > Privacy > Location Settings > Survey123.

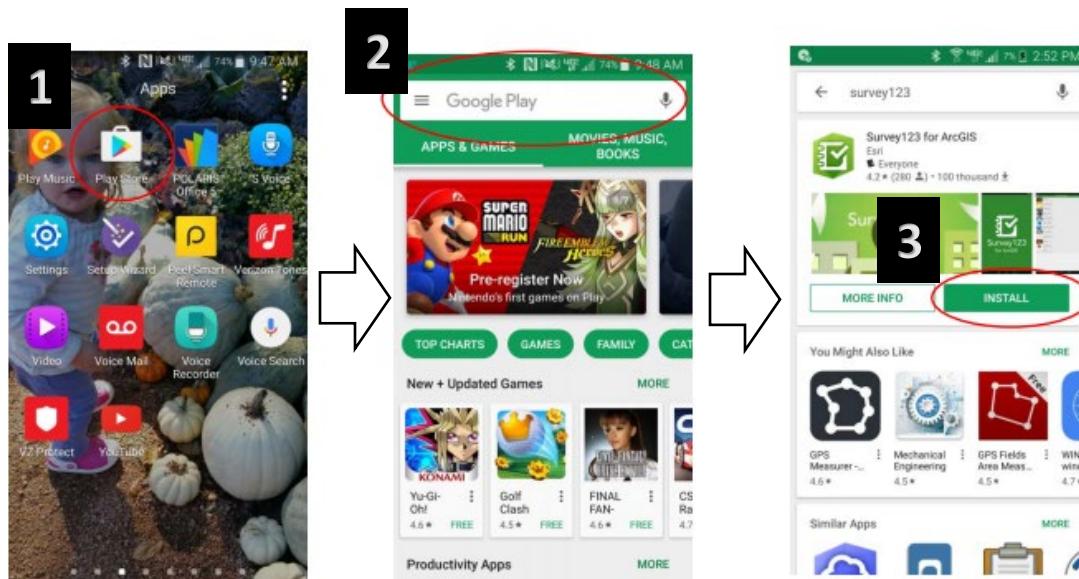


## If you are using an Android Device:

1. Open the [Google Play Store](#)
2. Search for "[Survey123 for ArcGIS](#)"
3. Press [INSTALL](#)
4. Open the [Survey123 Application](#)

**Note:** On Android, when the app is launched for the first time after installing, you will be asked if you want to allow access to the device's location, select yes. This can be changed later in your device's settings, by browsing to Settings > Apps > Survey123 > Permissions (or similar depending on the Android device).

On Android, when you run the app in the background, a notification that the app may be using your current location appears; however, your location will only be captured according to the behavior chosen in the location settings within the app. The default behavior is to only capture the location as needed by a survey, meaning that no location is captured when the app is in the background.



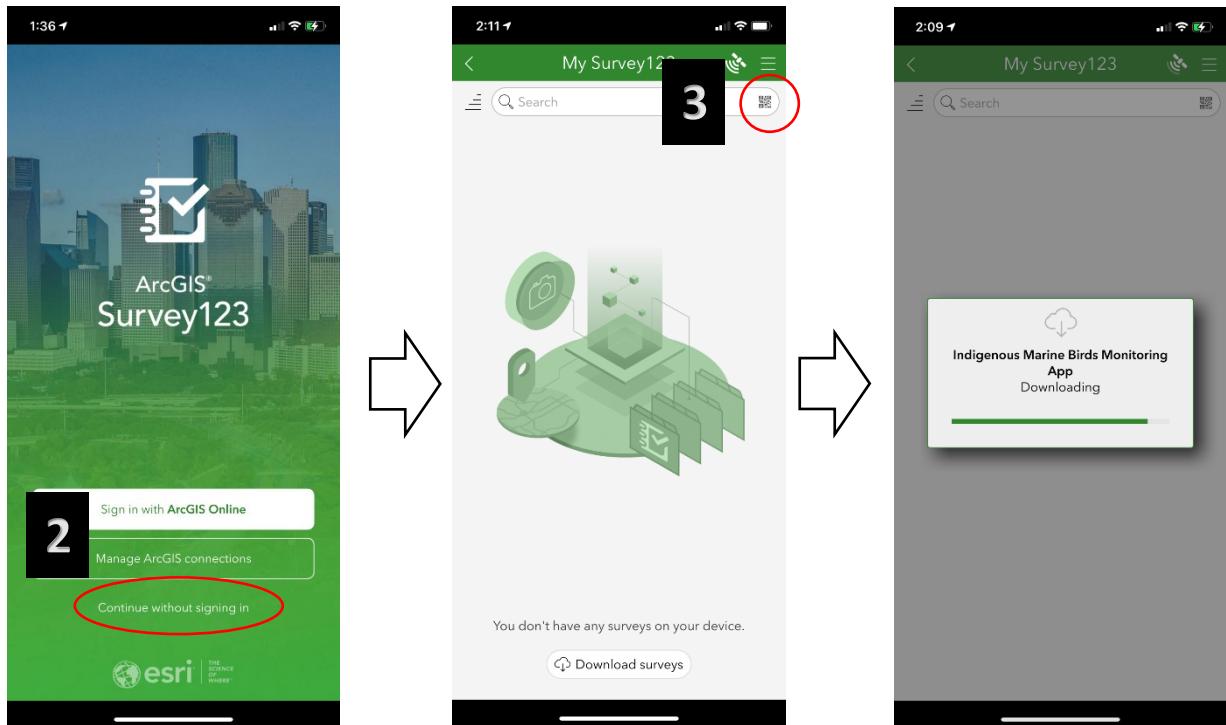
## 2. Install the Indigenous Marine Bird Monitoring Form in Survey123

Once you download the Survey123 app, it will ask you to sign in when you first open it, but you do not need an ESRI ArcGIS account to use the Indigenous Marine Bird Monitoring Survey Form - follow the next steps to access the form without signing in.

Note: you will only need to follow these steps to install the survey form the first time.

Access the Indigenous Marine Bird Monitoring Survey Form by scanning the following QR code.

1. Open the Survey123 Application
2. Select Continue without signing in
3. Click the QR symbol in the top right and scan the QR code off your computer screen or a printed copy of this PDF

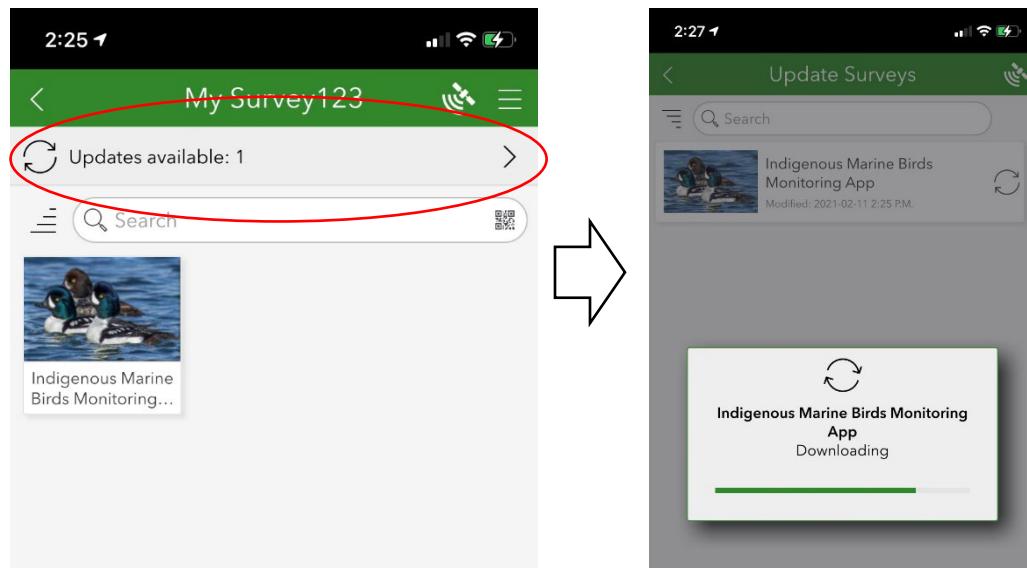


Note: You can also access the Indigenous Marine Bird Monitoring Survey Form (by clicking on the link below from within the device you intend to use.

<arcgis-survey123://?itemID=a67d71f4457a4accacf6007c76f7875>

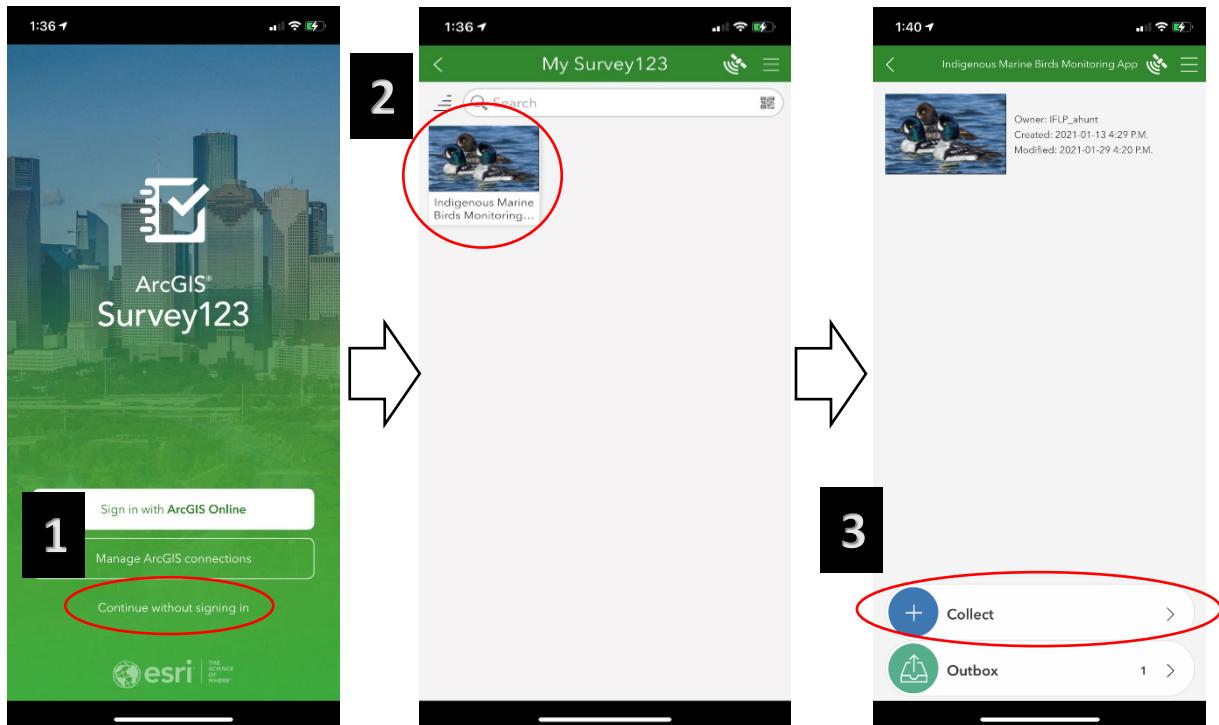
The Indigenous Marine Bird Monitoring Survey Form will appear under My Surveys.

If you get an alert that an update has been made to the survey, click on the Updates Available banner and then the  icon.



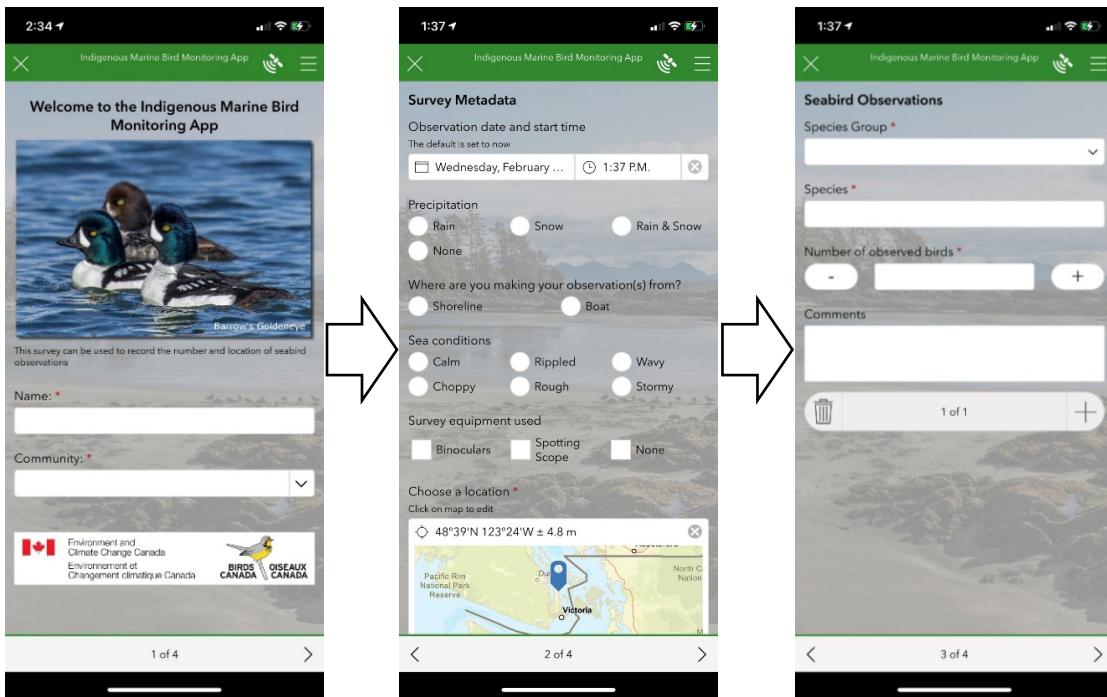
### 3. Collecting Data

1. Open the Survey123 app and select Continue without signing in to access the Marine Bird Monitoring Survey Form.
2. Select the Marine Bird Monitoring Survey Form icon.
3. Click Collect to start a new survey.



**Note:** if you do not want to use any of your mobile data while collecting data we recommend you put your device into airplane mode.

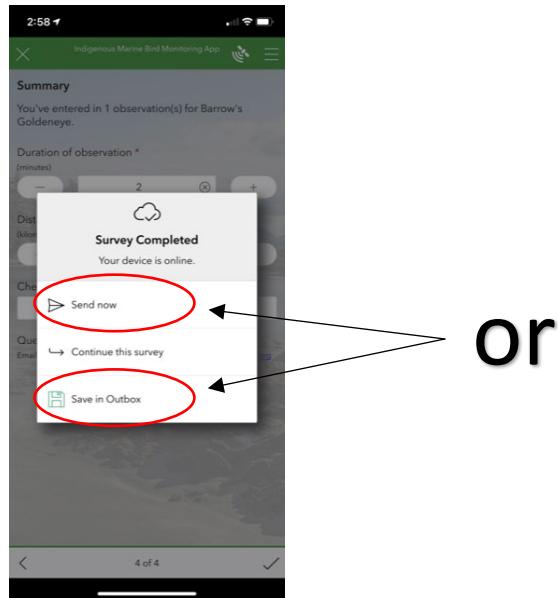
1. Fill in the fields. Fields with a red asterisk (\*) are required.



**Note:** GPS coordinates can be captured either for the current location or by selecting a location on a map. Survey123 will capture your current location if you are offline.

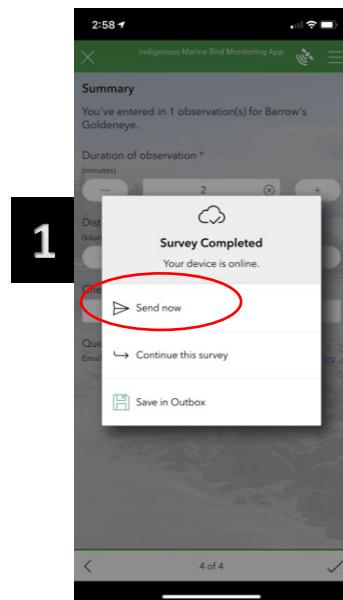
## 4. Submitting Data

In order to submit your survey form you will require an internet or cellular data connection. You can either submit your survey form while out in the field, uploading the information in real time using mobile data, or save your survey and submit it at a later time (e.g. if there is no internet access or you want to avoid using mobile data in the field).



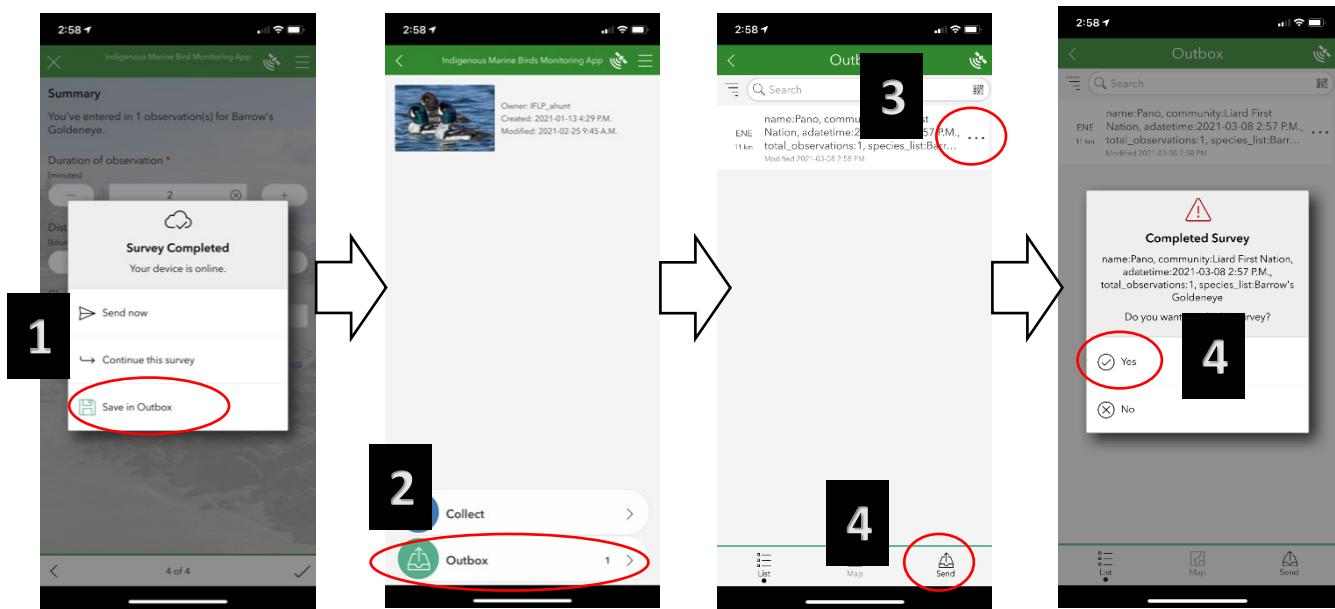
If you want to submit your survey right away:

1. Select Send now



If you want to submit your survey at a later time:

1. Select Save in Outbox
2. Open the survey form, select Outbox – you will see all of your saved surveys
3. To edit a survey, select the three dots ••• next to the survey
4. To send you survey, select Send, then Yes



## FAQ – Frequently asked questions

### **Do I need to be an ESRI ArcGIS named user or have an account in order to use the Survey123 field app or web form?**

Not for the Indigenous Marine Bird Monitoring survey. Anyone can use this survey form and submit data to it. No ESRI ArcGIS account is required.

### **Can I use the Indigenous Marine Bird Monitoring Survey Form on a device that does not have a data plan?**

Yes. Connect to Wi-Fi to download the Survey123 app, as well as the Indigenous Marine Bird Monitoring Survey Form. You can then begin capturing survey information without a data connection. All of your survey results will be stored locally on your device. When you return to the office and have a Wi-Fi connection, you will able to submit your survey form(s).

### **How can I tell if my tablet has a GPS receiver?**

You can try downloading and running a GPS satellite app such as [GPS Status](#). It will show you where all the satellites are at any given time, what the signal strength is, and whether you have a fix or not. You can also try reading the device manual or specifications.

Often your device uses Location Services if there is no GPS chip (or even if there is one). That may return an approximate location based on WiFi hotspots and cell tower IDs. So the fact that a mapping application shows your location is not proof positive that you have GPS.

### **Do I need a GPS to collect data using the Indigenous Marine Bird Monitoring Survey Form?**

No. Although all cell phones are now equipped with an internal GPS receiver, many tablets are not. If you are using a tablet with the Survey123 app, be sure to check if it has a GPS receiver. If you are not sure if your tablet is equipped with a GPS receiver then read the “[How can I tell if my tablet has a GPS receiver?](#)” question above.

For those devices that do not have GPS capability, location of observations can be specified manually using the interactive map in the survey form.

## **How accurate is the location captured by the Survey123 app?**

The Survey123 app relies completely on your devices' ability to capture locations. This means accuracy will vary from device to device and your location. Ensure that you choose the correct device for your data collection needs. Most smartphones while in/near a city with coverage will have an accuracy of ±5m.

To check the accuracy of your device:

- Open the Survey123 app and select Continue without signing in to access the Marine Bird Monitoring Survey Form.
- Click the satellite icon in the top right corner 

## **How can I improve the accuracy of the location captured by my device?**

You can sometimes improve the accuracy of the location captured by your device by pairing it with a high accuracy receiver. There are a broad range of GNSS receivers that can connect to your smartphone or tablet via Bluetooth.

You can also review the satellite coverage for your area using an app such as GPS Test to confirm which days will have the best coverage. This becomes more important when you are outside of cellular coverage.

## **How do I change the location permissions of the Survey123 app?**

On iOS, when the app is launched for the first time after installing, you will be asked if you want to capture location only when the app is on, always, or never. This can be changed later in your device's settings, by browsing to Settings > Privacy > Location Settings > Survey123.

On Android, when the app is launched for the first time after installing, you will be asked if you want to allow access to the device's location. This can be changed later in your device's settings, by browsing to Settings > Apps > Survey123 > Permissions (or similar depending on the Android device). On Android, when you run the app in the background, a notification that the app may be using your current location appears; however, your location will only be captured according to the behavior chosen in the location settings within the app. The default behavior is to only capture the location as needed by a survey, meaning that no location is captured when the app is in the background.

## **How do I minimize the keyboard on my iOS device?**

To hide the keyboard on an iOS device, swipe down over the keyboard from above it.

## Getting Help

If you have questions about the Indigenous Marine Bird Monitoring Survey Form or the Survey123 app, send an email to [bcvolunteers@birdscanada.org](mailto:bcvolunteers@birdscanada.org).