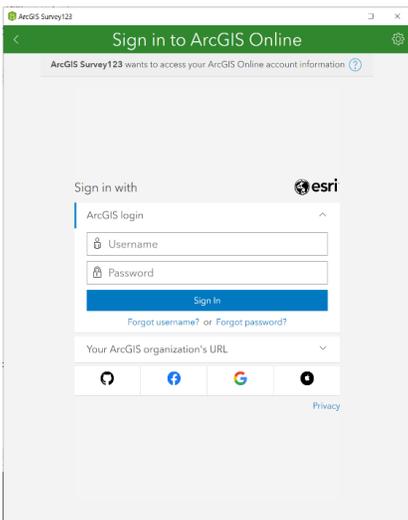


# Survey 123 Navigation

## Sign in



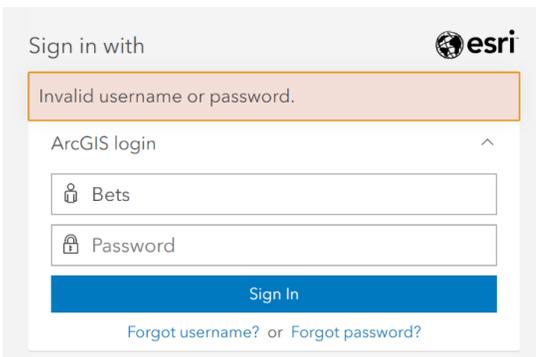
Your ArcGIS Survey123 Application Sign in starts here. To open the app, click the “Sign in with **ArcGIS Online**” block to land on the screen below.



Here you will enter the Username and Password you created during Account Setup and click the “Sign in” block. Please note the password field is case sensitive.

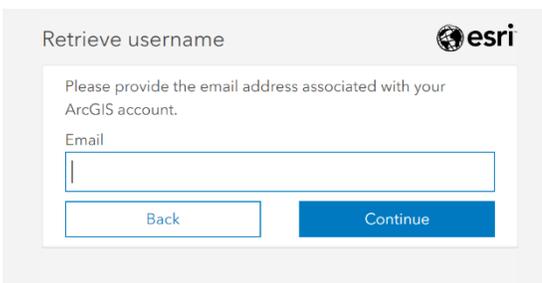
Please do not attempt to use “Your ArcGIS organization’s URL”. If you click on this block, you may close it by clicking the ∨ symbol next to the ArcGIS login label.

Do not click on social network symbols. These won’t allow you to login and will be removed from the app in the future.



If invalid credentials are entered, you will receive a message.

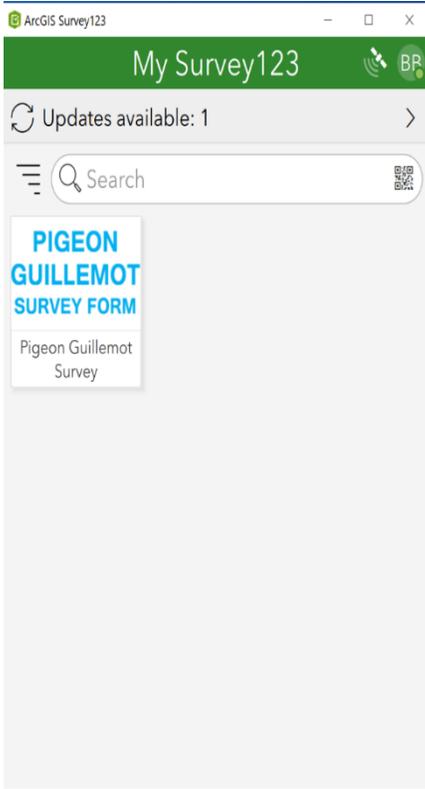
If you are unsure of your credentials, you may use the “Forgot username? Or Forgot password” links.



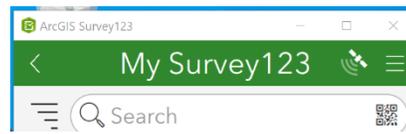
Using the **email address** you entered during your Account Creation in this box, ArcGIS will send you an email containing your username.

Likewise, you can request a password reset, using the **username** you entered during Account Creation.

# Forms Gallery



The Forms Gallery is where you land after login. The title bar shows MySurvey123 centered. At the far right you should see your initials, indicating you are logged in. If you're not logged in, the title bar shows a

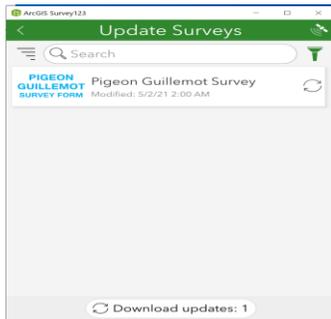


menu symbol  which opens a menu to allow sign in.

To the left of your initials is a “radar” icon, which will give your current location if you have location services turned on. You will not need this for your survey.

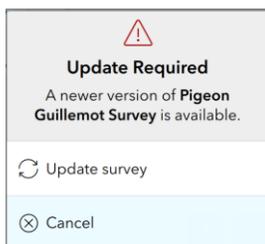
Below the title bar on the left, is the “Update indicator” . If developers have updated forms, there is a circular icon and the number of updates available. Clicking the icon will apply all updates.

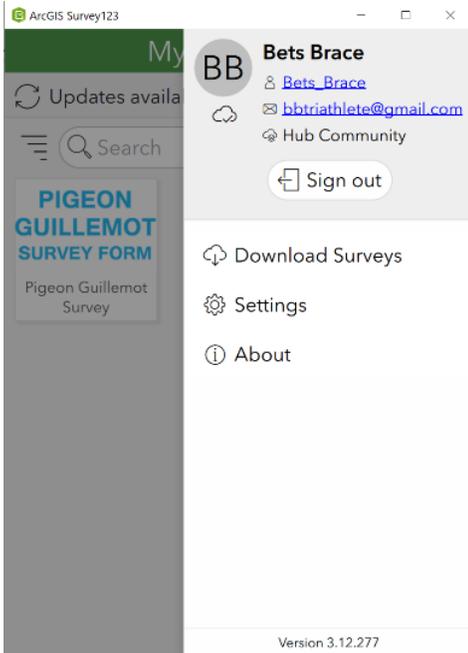
To the far right is a direction indicator  taking you to the Update Surveys page with available updates listed (see below), allowing selective updates in case you don't want to accept all.



Below the “updates indicator bar” is a search field to search for a form. Since you only have one form, you will not need this search feature.

Below the Search field in the Forms Gallery is your **PIGEON GUILLEMOT SURVEY FORM** icon. The number displayed  is the count of forms you have previously sent. Clicking the number opens your inbox to display your surveys sent. Clicking the Survey icon will open up your survey for data entry, unless there are updates available. You will receive a pop up a message (see below), requiring you to update.



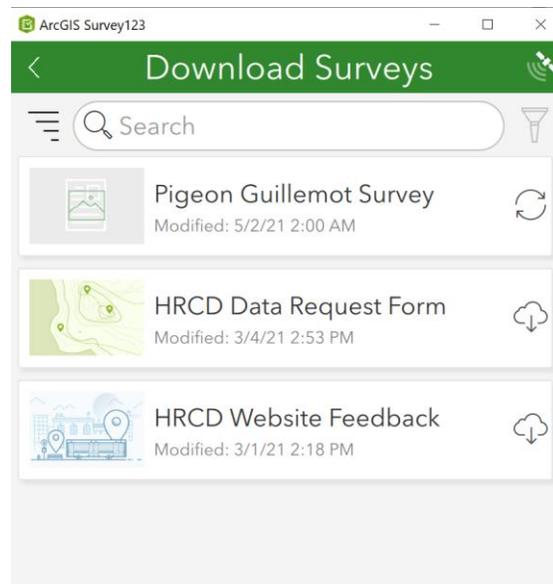


The “User Sidebar” looks like this.

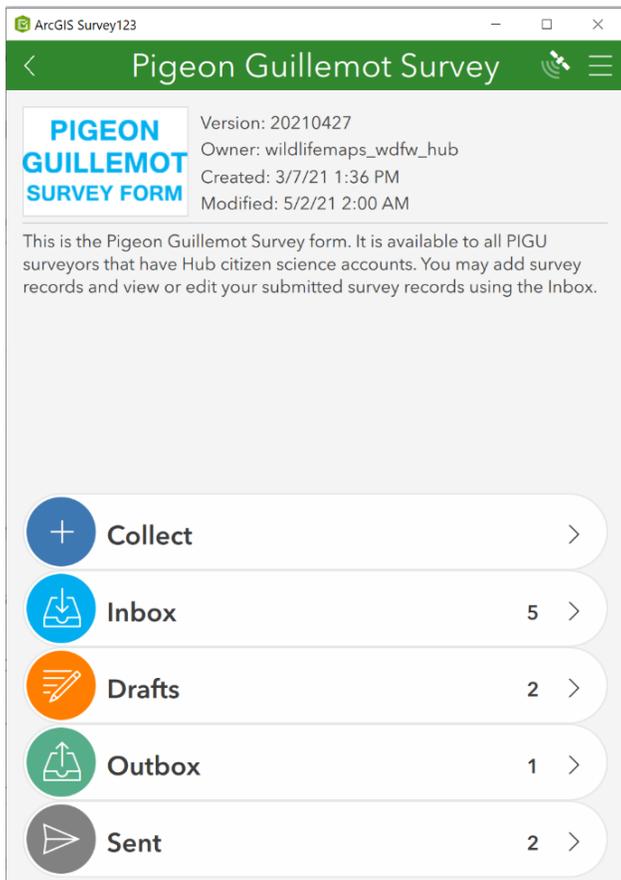
Showing your initials, name, username and email address you entered when creating your account. Also, a link to the “Hub Community” is there, though you will not need this for your survey.

The “Sign out” button will sign you out but leaves the app open. You will have to X out of the app to close it. You may stay signed in and just X out of the app if you prefer.

The Download surveys icon takes you to a “Download Surveys” page (see below), with all forms listed and you can selectively update forms here or download only the updated forms using the button at the bottom.



# Pigeon Guillemot Survey



On the survey page, the title bar has this indicator  to take you back a page.

On the right the menu icon  opens a sidebar with options. One to delete this Survey form, which might only be needed if tech support requires. The other options are not used.

Software version and dates display. If you have issues and need support, you may be asked for this info.

The “**Collect button**” opens up your Survey form to enter data.

The “**Inbox button**” opens your inbox, which holds surveys you have previously submitted. (see below).

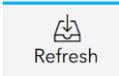
The “**Drafts button**” becomes visible and opens your Drafts folder (see below), after saving a survey to Drafts.

The “**Outbox button**” opens your Outbox (see below), containing completed surveys not yet sent.

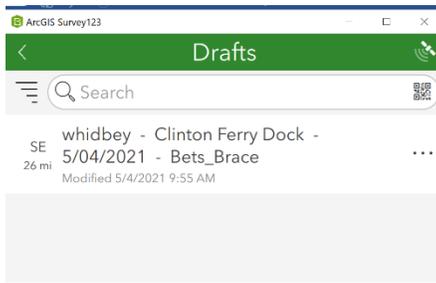
The “**Sent button**” opens your Sent box which contains surveys that you have successfully submitted. The database only uploads these surveys once every 24 hours, removing them from Sent.



**Inbox:** Holds surveys you have previously submitted. They are downloaded

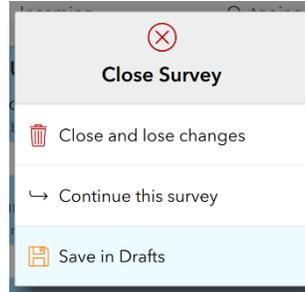
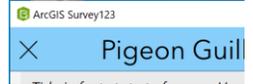
from Survey123 by clicking . You can open them and edit them and resubmit them or just view them.

This icon  to the left of the Search box allows for sorting.

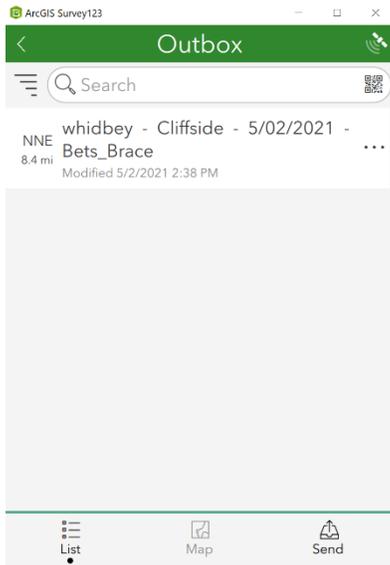


**Drafts** holds surveys you've started to fill out. You put a survey in Drafts by

clicking the 'X' in the upper left of any Survey Form page where you'll get a menu to lose, continue or save in Drafts.



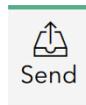
Clicking on a survey in Drafts opens the survey for further editing.



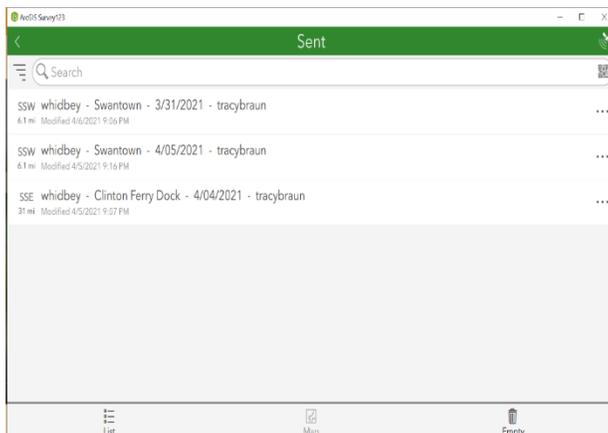
**Outbox:** Holds surveys you have completed, and have not yet submitted. The surveys are held on your device. You can upload directly from the Outbox. If you click on a survey in the Outbox you will also be able to select an 'edit' option.



Clicking yes, reopens the Survey. Clicking no closes the message.



The **Send** icon at lower right will submit your survey.



The **"Sent box"** contains surveys that you have successfully submitted. The database only uploads these surveys once every 24 hours, removing them from Sent.

## Things to Note:

1. Most pages have these one of these types of directional indicators:   These will take you to other pages. If you hit the leftward facing arrow  enough times it will take you out of the app and you will have to reopen.
2.  This icon indicates updates are available. The app requires you to run updates before allowing you to open the Forms.
3. The download cloud  icon allows you to download a full form.
4. Menu symbols  in upper right of many pages indicates there are some options available.
5. If you did not enable location services, you may continue to receive the message complaining about locations. Simply close the message. You will not see your actual location when you click on the radar icon.
6. You do not have to “sign out” of the app. You can choose to simply X out of the app. Then you will not need to enter your credentials next time you open it.
7. You will not need to link out to the “Hub Community” for any of our PG data entry work.
8. Everything is refreshed nightly. Updates and edits will show the next morning.
9. A Basic account holder can only edit surveys they have submitted. An admin can edit any survey in their Region.
10. On most lists – Outbox, Inbox, Drafts - you will have an ellipsis ... for optional actions on those list items.
11. The list of Surveys in your inbox will grow over the season. You may need to use the sorting option there to find a survey you are looking for.

