

Survey123 PIGU Colony Description Form

PIGU Colony Description Form:

PIGU COLONY DESCRIPTION FINAL

You may see the form tile above in your My Survey123 screen. However, do not use this form directly (don't open it via the form tile). **The PIGU Colony Description form must be accessed through the PIGU Add Colony Regional Admin form using the link in that form.** A screenshot showing the link to the PIGU Colony Description form is below.

LinkToDescriptionForm
Link to Colony Description form.
[Colony Description](#)

What's this form for?: The Colony Description form is for archiving colony documents (drawings, photographs, and other documents) if that is something your Region does or decides to do. This feature was developed to hold colony "maps" showing burrow locations; providing a history of burrow use and bluff evolution. However, other documents can be uploaded via this tool. Allowable file types are JPEG, PNG, and PDF. Clicking the link in the PIGU Add Colony form will open the PIGU Colony Description form, shown below. Select the relevant year for the documents. This will generally be the current survey year unless you are uploading archived documents. Use the file folder icon to upload documents stored on your device, or use the camera icon to take pictures of the documents using a connected camera. You may upload as many documents as are needed. Step by step directions are below.

The screenshot shows the PIGU Colony Description form interface. At the top, there is a purple header with a close button (X), the title "PIGU Colony Description", and a menu icon (three horizontal lines). Below the header, the form fields are as follows:

- Region:** whidbey
- Colony Name:** Double Bluff North
- Location:** 47.970°N 122.535°W. Below the coordinates is a map showing a coastal area with a blue pin and labels for "S-DUFF PARK" and "Useless-bay Tidlands Beach".
- Year:** A dropdown menu showing "2021" with minus and plus buttons on either side.

Below the year field, there is a text instruction: "Please attach an image/document of your Colony with burrows labeled. You will be able to attach as many photos as you need." At the bottom, there are two icons: a camera icon and a folder icon.

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Step by step document upload directions:

1. Open the PIGU Add Colony Regional Admin form for your region.
2. Navigate to the inbox.
3. Click the Refresh icon to ensure you have all records available.
4. Search for the Colony you wish to upload documents to and click on it.
5. Click either View or Edit to open it.
6. Click the "Colony Description" link to open the PIGU Colony Description form.
7. In the Colony Description form select the year the documents you want to upload are associated with (using '+' and '-' or edit with your keyboard)
8. Click the folder icon.
9. Navigate on your device to the files to upload.
10. Select/highlight a file. The default file type control may be set to images. So, you may need to select the "All files" control if you don't see any files listed (you must do this to see PDFs).
11. Click 'Open' and the file will load to the Colony Description form.
12. *Only for Whidbey users uploading colony maps:* Click the elipsis in the Colony Description form (next to the trash can) to bring up a menu and select 'Rename'.
13. *Only for Whidbey users uploading colony maps:* Highlight the auto-generated name and replace it with our coded name.
14. *Only for Whidbey users uploading colony maps:* Hit 'Return' on your keyboard.
15. Rerun steps 8-14 for each document **for the selected survey year** for this colony. The second time through, and for each succeeding time, the folder icon will have a '+' sign in the upper right corner showing that you can submit another document.
16. When **all documents** have been loaded **for the selected survey year**, submit (upload) the documents by clicking on the check mark. If, instead, you have multiple documents but you submit after selecting each individual document, the documents will not be related to one another, and each will display in its own page on the Colony Description webmap (described in the next section). This makes it much more difficult for users to find the document they want.
17. Once the documents are uploaded you will be returned to the already open PIGU Add Colony form. Click the link to the Colony Description form to return to the form to add documents for a different year, following all the steps above. (Note: If you upload more than one year's documents before submitting in step 16. above, all documents will be uploaded to the currently selected year. You don't want this.)
18. To add documents for a different colony, return to the Inbox view of the Add Colony form, find the colony, open the form in either 'View' or 'Edit' mode, and link to the Colony Description form.

Note: The PIGU Colony Description form is not intended to hold digitized Beach Data Sheets. Those are archived via page 4 of the Survey123 Survey Form.

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Viewing uploaded documents: Uploaded documents are accessed via the [Colony Description Attachment Viewer](#), sample page shown below.

When you click the link the viewer opens with instructions for using the viewer:

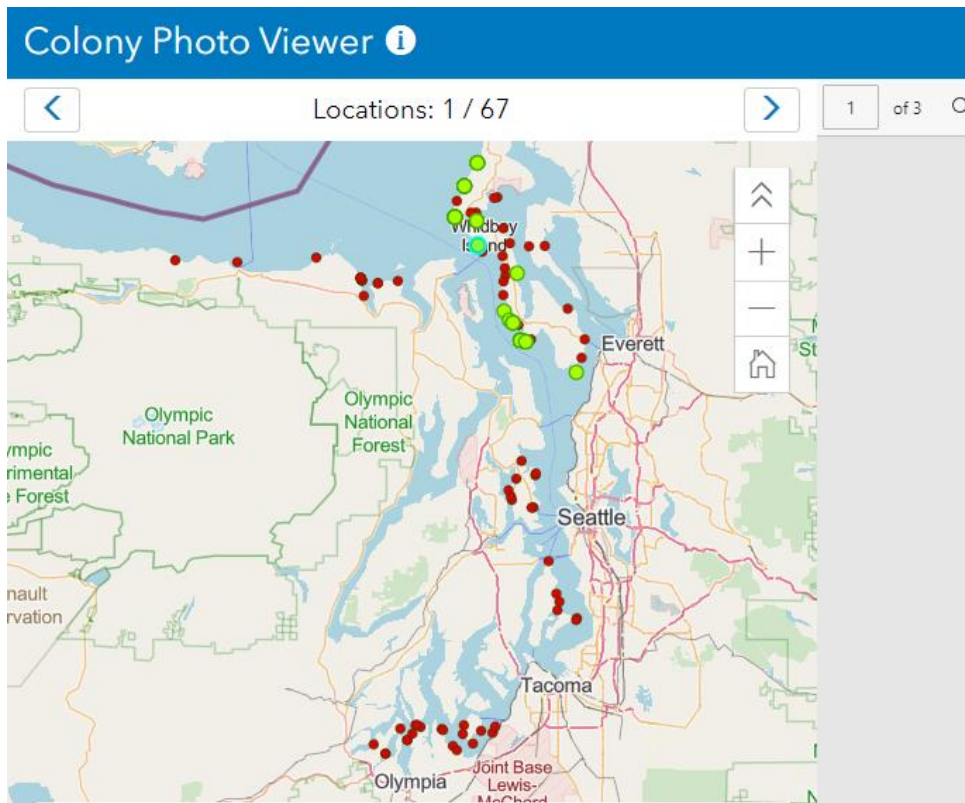
Click on a PIGU Colony (green dot) to view burrow photos.

There may be multiple years worth of photos. Click on the left and right arrows where it says 'Locations' to toggle between years at a single Colony.

Then to toggle between multiple photos of a particular colony-year, click on the left and right arrows UNDER the photos where it says 'Attachment' and then use your mouse scroll wheel to scroll up and down (or use the up and down arrows above the photos).

Okay

After clicking 'Okay' on the instructions, you will see a map of the SSGN regions and colonies. Green dots mean documents have been uploaded for that colony and are available. Red dots mean no documents have been uploaded. Zoom in and colony names will display. Click on a green dot to see the documents for that colony.



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The full viewer screen looks like this:

