

# Completing and Submitting the Survey123 Survey Form

The Survey123 Survey Form is the data entry tool for entering our Beach Data Sheet data into the Washington Department of Fish and Wildlife marine bird database. Throughout this document we refer to the Survey123 Survey Form as the 'Survey Form'. The Survey Form closely follows the layout of the Beach Data Sheet in order to simplify data entry and reduce errors.

## Survey Form Data Entry Pages

Page 1: Header information from the top of the front page of the Beach Data Sheet. *[pg 4 of this document]*

Page 2: Burrow visits from the backside of the Beach Data Sheet. *[pg 7 of this document]*

Page 3: Disturbances section from the bottom of the front page of the Beach Data Sheet. *[pg 12 of this document]*

Page 4: This is where images of the Beach Data Sheet are uploaded. *[pg 15 of this document]*

Page 5: This is the quality control section and Survey Form upload area. *[pg 16 of this document]*

To move between pages on the Survey Form click the left facing or right facing arrows at the bottom of the form, as shown below.



## Required Data

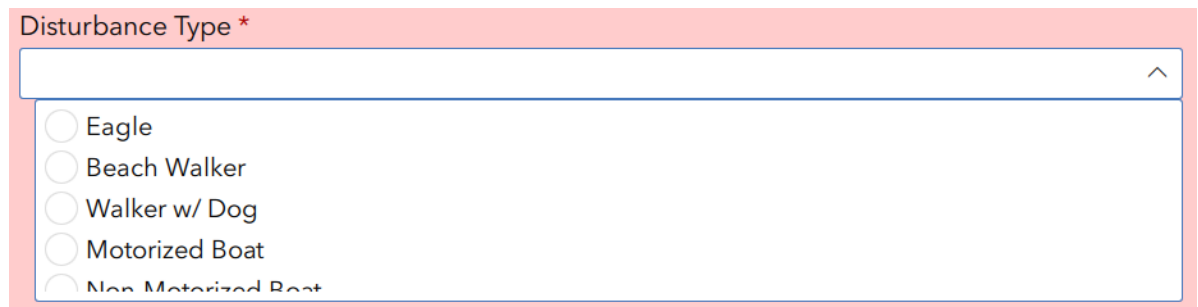
Labels on the Survey Form shown with a red star indicate the associated data entry box must be given a value. The required entry "Colony" label is shown below. If the entry is overlooked, the Survey123 application will give you a warning when you try to submit the survey. This is covered in the Survey Form Page 5 directions in this document.

Colony \*

## Data Entry Types and Entering Data

There are a variety of methods for selecting and entering information into the Survey Form, depending on the type of data entry box. Below are examples of the different methods and a listing of what data entry boxes use which method.

- **Pick Lists** [(Page 1 – 'Region', 'Colony', 'Team Lead'), (Page 3 – 'Disturbance Type')]: Click on the entry box and click on your choice. It will automatically populate the entry box.

A screenshot of a "Disturbance Type \*" pick list. The list is displayed in a white box with a light red border. At the top right of the box is a small upward-pointing chevron (^). Below the header, there are five radio button options: "Eagle", "Beach Walker", "Walker w/ Dog", "Motorized Boat", and "Non Motorized Boat".

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- **Date** [Page 1: 'Survey Date']: Click on the entry box, then click on the date from the calendar. The date will automatically populate the entry box.

Survey Date \*

Thursday, April 29, 2021

April						
2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

- **Time** [applies to all of the time entries in the Survey Form]: This one is a little tricky. Click on the entry box and the current time will appear in a 'time selection box'. Adjust the time with the up/down arrows. Or, click your cursor on the displayed hour or minutes in the time selection box and overwrite the value using your keyboard. This will typically be a faster method. Select "AM". **To enter the selected time, click anywhere in the entry box again. And make sure you select AM.**

5:34 AM

05 : 34 AM

PM

- **Radio Buttons** [(Page 1: 'Survey Duration Type', 'Tide sign (+/-)', 'Tide Direction'); (Page 2: 'Visit Type'); (Page 3: 'Disturbance End at Survey End')]: Click on the correct choice. It will be automatically saved.

Visit Type \*

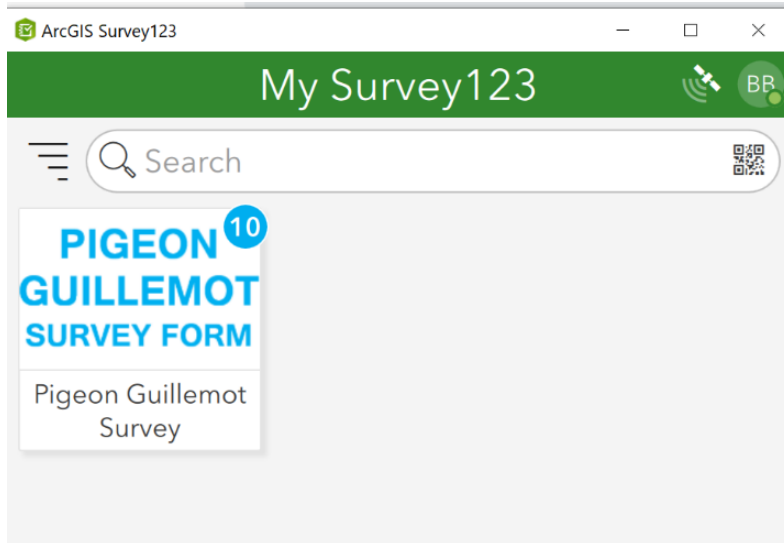
No Prey Sculpin Gunnel Other

- **Open Text and Number Entry Boxes** [(Page 1 – 'Observers', 'Total Volunteer Time', 'Tide (ft)', 'PIGU Counts'); (Page 2 – 'Burrow ID')]: Enter the information in the entry box and hit the 'Enter' key.
- **'Notes' Entry Boxes:** There are entry boxes for notes throughout the form. 'Notes' entry boxes are limited to 250 characters.

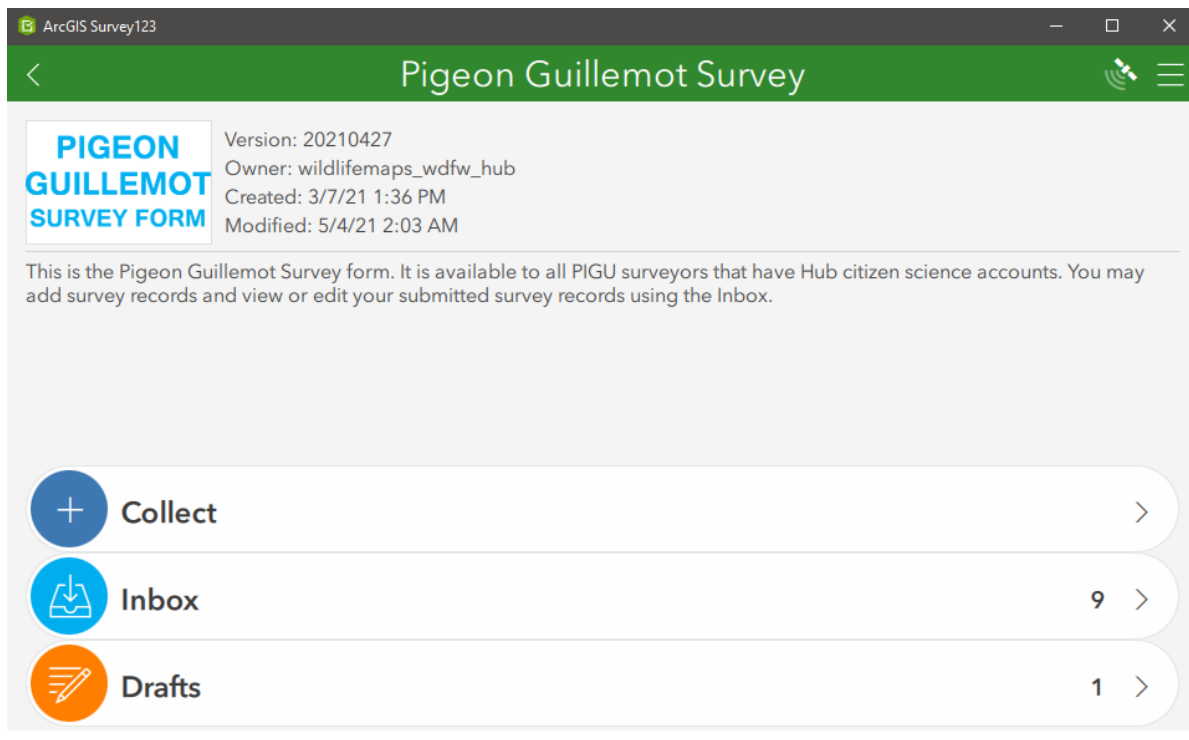
## Completing and Submitting the Survey123 Survey Form

### Navigating to your Survey Form

1. Start Survey123. It will open to what's called the Forms Gallery. Your Gallery will look like the graphic below.



2. Click on the Pigeon Guillemot Survey Form tile. The Form Page below will open. Note: You will not initially have the Inbox and Drafts icons shown below.



3. Click on 'Collect' to open a new Survey Form to enter data from the Beach Data Sheet. That's it! You're ready to go.

# Completing and Submitting the Survey123 Survey Form

## Page 1 – Header information

### Region and Colony

- **Regions Authorized:** “whidbey” should be under this text. This shows you are associated with the Whidbey Region. If “whidbey” is not here you will not be able to complete a form; you will not be able to enter values into the Region or the Colony entry boxes.
- **Region** (entry required): Click in the entry box and select “Whidbey Island”.
- **Colony** (entry required): Click in the entry box and select your colony from the pick list. Note, you must make the **Region** entry before you can make the **Colony** entry.
- **Location field:** The location of your colony will show in the entry box. There is nothing for you to do here. However, let us know if your colony is not shown in the right location.

**Regions Authorized**  
whidbey

Region \*

Colony \*

Location  
*This is autopopulated based on your colony choice.*

### Date and Time

- **Survey Date** (entry required): Click in the entry box and enter the survey date from the calendar.
- **Survey Year:** This is a read-only (no input) field holding the current year based on your date entered.
- **Week of Year:** This is a read-only (no input) field holding the week of the year based on your date entered.
- **Start Time** (entry required): Enter the survey start time. The time defaults to the current time, so if you are entering data into the form in the PM **you have to change the value to AM.**
- **End Time** (entry required): Enter the survey end time. Same warning as above.
- **Duration Type** (entry required): Click “Standard One-Hour Survey”. This form can be used for extended surveys, so we have added this entry to allow us to separate our standard 1 hour beach surveys from other surveys in the database.

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▼ **Date and Time**

Survey Date \*

Survey Year

*Read only*

Week of Year

*Read only*

Start Time \*

End Time

Duration Type \*

Standard One-Hour Survey Extended Survey

### Surveyors

- **Team Lead** (entry required): Pick the Team Lead from the drop down list.
- **Observers** (entry required): Type in the names of the rest of the survey team. Separate names by comma-space.
- **Total Volunteer Time** (entry required): Enter the total volunteer time per the protocol (travel time + beach time + data entry time).

▼ **Surveyors**

Team Lead

Observers \*

Total Volunteer Time \*

*Use decimal notation: 2 hours 15 min = 2.25*

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### Tide Data

- **Tide sign (+/-)** (entry required): Click on “+” if it’s a positive tide and “-” if it’s a negative tide.
- **Tide (ft)** (entry required): Enter the height of the tide. No need to enter + or -. You took care of this with the last entry above.
- **Tide Direction** (entry required): Click on “Incoming” or “Outgoing”.

▼ **Tide Data**

**Tide sign (+/-) \***  
This value will supercede the sign you enter below.

+  -

**Tide (ft) \***  
*Tide in feet at start of survey. Use decimal notation with one decimal place (example "3.5" for 3.5 feet)*

**Tide Direction \***

Incoming  Outgoing

### PIGU Counts

- Enter the Beginning, Middle, and End PG counts according to the protocol (entries required). You can use the “-” and “+” counters or, more easily, just type in the number. Click on the next entry box or hit the Enter key to allow Survey123 to save the entry.

▼ **PIGU Counts**

**Begin count \***  
Count at beginning of survey

**Mid-survey count \***  
Count at middle of survey

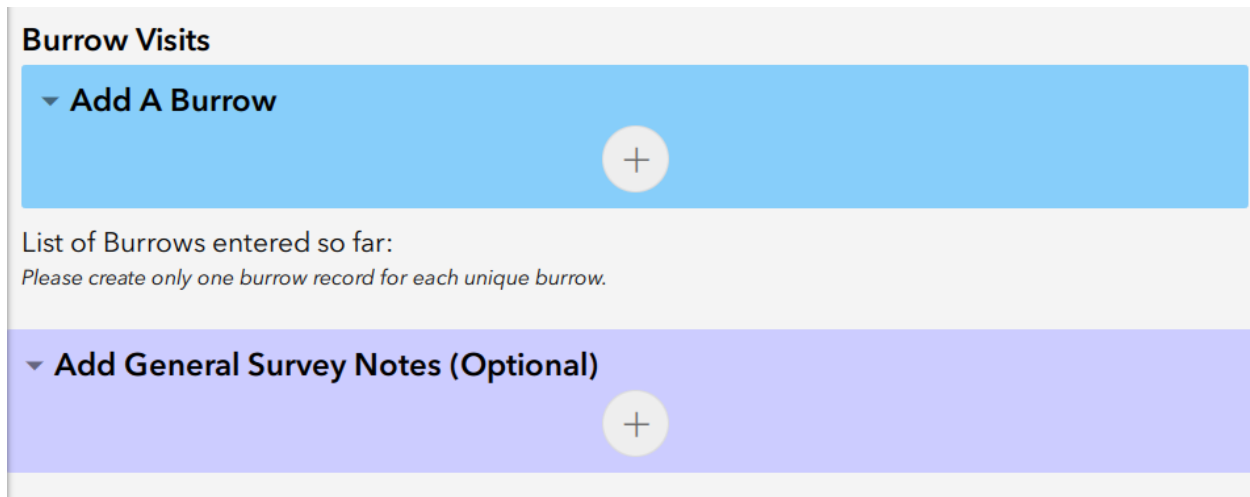
**End survey count \***  
Count at end of survey

## Completing and Submitting the Survey123 Survey Form

### Page 2 – Burrow Visits

When you first go to Page 2 on a new form it will look like the image below.

If you don't have any visits-to-burrow or deliveries, do not click on the "Add A Burrow" "+" sign. Clicking on this opens a page, which, if not deleted, puts a blank record (a "record" is a row of data) in the burrow activity database. If you do click on it by mistake, you can delete the page using the *trash can* icon discussed later.



The screenshot shows the 'Burrow Visits' section of a survey form. It features two main buttons: 'Add A Burrow' and 'Add General Survey Notes (Optional)'. The 'Add A Burrow' button is blue with a white plus sign, and the 'Add General Survey Notes (Optional)' button is purple with a white plus sign. Below the 'Add A Burrow' button, there is a text prompt: 'List of Burrows entered so far: Please create only one burrow record for each unique burrow.'

If you do have burrow activity, which is usually the case, click the "+" sign in the "Add A Burrow" section above. This will open the page to allow entries.

Note that when the page opens there is a blue colored section with a green colored section contained within it.

- Blue is everything to do with the current burrow.
- Green is everything to do with visits for the current burrow.
- It is essential you keep these points in mind when completing the Burrow Visits page.

**The 'Blue Section' – Add A Burrow** (top of page):



The screenshot shows the 'Add A Burrow' section of the survey form. It features a blue header with the text 'Add A Burrow'. Below the header, there are two input fields: 'BurrowID \*' (formerly 'nickname') and 'Burrow Note'. The 'BurrowID \*' field is a single-line text input, and the 'Burrow Note' field is a multi-line text input.

## Completing and Submitting the Survey123 Survey Form

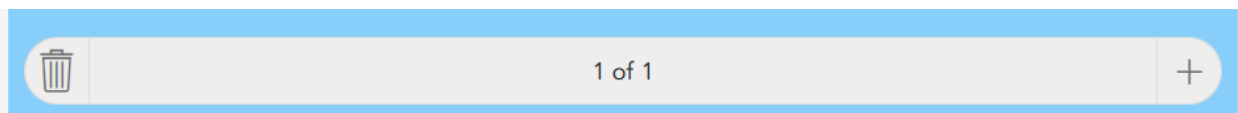
- **Burrow ID** (entry required): This is an open text entry box. It accepts letters, numbers, and words. Enter your designation for the burrow you wish to enter data for. This becomes the '**current burrow**'.
- **Burrow Note** (not required): This is an open text entry box that you can use to add a note about the current burrow if you wish to.

### The 'Blue Section' – Add A Burrow (bottom of the blue section)

- **Visit Summary (for this burrow)**: This is a read-only (no input required) section that provides a summary of your visit entries for the current burrow. As you enter data in the Visits section (green colored section) the Visit Summary data will update to show what you have entered for the current burrow. You can easily compare the data on your Beach Data Sheet for this burrow with the data you have entered to make sure your entries are correct.

VISIT SUMMARY	
<i>(for this burrow)</i>	
No Prey:	0
Sculpin:	0
Gunnel:	0
Other:	0

- **(click here to delete a submitted burrow record)**: This is available to delete all the burrow activity for the selected burrow for a Survey Report you have already **submitted**. We will discuss this later. You will rarely, perhaps never, need this, and at this time this is still under development.
- **Click on the '+' sign below to add another BURROW, or the garbage can icon to delete the BURROW record.**: This sentence provides directions referring to the image pictured below.



- This is the Burrows "*repeat*" block. The "+" sign is called a "*repeat*". The *repeat* is how you open a blank page to start entering information for the next burrow **after you have finished entering visits for the current burrow**. Note that it is in the blue colored section. Remember that this means it is associated with 'burrows', not 'visits', which are in the green colored area.
- If there is one thing that will trip you up when entering data, it is using the "*repeat*". It is confusing at first, but you will soon get the hang of it.
- Note the trash can icon in the image above. Use this to delete a burrow. If you delete a burrow, all the visits you have entered for the burrow will be deleted as well.
- The image below is what the *repeat* block will look like for a Burrows Visits page you have entered 4 burrows into. "3 of 4" shows that you are currently on the page for the 3<sup>rd</sup> burrow. The left facing and right facing arrows are how you move from one burrow page to another.





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### The 'Green Section' - Visits:

The Green Section is how you enter visits for the current burrow.

▼ **Visits**

Visit Type \*

No Prey      Sculpin      Gunnel      Other

Visit Time \*

🕒 Time

▶ (click here to delete submitted visit record)

...

Click on the '+' sign below to add another VISIT, or the garbage can to delete this VISIT.

🗑️ 1 of 1 +

- **Visit Type** (entry required): Click on the correct selection for the visit.
- **Visit Time** (entry required): Click in the entry box and enter the time of the visit using the up/down arrows. Remember to set AM/PM to AM, if necessary.
- **Click here to delete submitted visit record:** This is available to delete a single visit entry for the selected burrow for a Survey Report you have already **submitted**. We will discuss this later.
- **Click on the '+' sign below to add another VISIT, or the garbage can icon to delete this VISIT.:** These are directions for the area pictured below, which is called the Visits "repeat" block.

Click on the '+' sign below to add another VISIT, or the garbage can to delete this VISIT.

🗑️ 1 of 1 +

- This *repeat*, "+", operates like the Burrows *repeat* except it is for visits to the current burrow. Each time you finish entering a Visit Type and you have another Visit Type to enter **for the same burrow**, you will click the "+" in the green section to bring up another blank **Visits** page. Note that when you do this, the Burrow ID you entered in the blue section does not change. Enter the next Visit Type and Time.
- You will continue doing this until you run out of visits to enter for the current burrow.
- Note the trash can icon in the image above. Use this to delete a single visit.
- The image below is an example of what the green section could look like when you have entered five visits for a burrow.
  - The *repeat* block shows we are on the second visit of five we have entered.
  - This visit was a Gunnel delivery at 8:35 AM.
  - The left and right facing arrows in the *repeat* block are how we would move from one visit to another.

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- If we wanted to delete this visit we would click on the trash can icon.

▼ **Visits**

Visit Type \*

No Prey      Sculpin      **Gunnel**      Other

Visit Time \*

🕒 8:35 AM

▶ (click here to delete submitted visit record)

...

Click on the '+' sign below to add another VISIT, or the garbage can to delete this VISIT.

🗑️ < 2 of 5 > +

- Once you run out of visits to enter for the current burrow, and you have visit data to enter for other burrows, you will click the *repeat*, "+", in the blue (burrow) section to bring up a new burrow page.

### A note about entering burrow data:

You will be entering data from a completed Beach Data Sheet that will look something like the image below when filled out. All the visits to a particular burrow will be entered on a single row of the Beach Data Sheet.

Burrow ID	Visit to Burrow	Sculpin	Gunnel	Other
5	8:16		8:35, 8:37 8:54	8:40
3		8:23, 8:36		
9		8:39, 8:45		
2			8:52	8:57

Therefore, in the Survey Form it makes sense, and it's easier, to enter all the visits associated with a particular burrow before moving to the next burrow. Additionally, this will make the best use of the Visit Summary in the blue section. For instance, this is what the Visit Summary would look like when you have completed entering all the visits for Burrow ID "5" above:

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VISIT SUMMARY		
<i>(for this burrow)</i>		
5		
No Prey:	1	08:16
Sculpin:	0	
Gunnel:	3	08:35, 08:37, 08:54
Other:	1	08:40

This alignment between the Beach Data Sheet and the Survey Form makes it easy to check your entries to make sure you have entered what you've intended to enter. If you've made errors, no worries. Move between burrows using the burrows repeat block arrows and between visits using the visit repeat block arrows, and make any needed adjustments to entries.

### Bottom of the Page – White Section:

List of Burrows entered so far:

*Please create only one burrow record for each unique burrow.*

This message reminds you to enter all the visits for a particular burrow before moving to the next burrow. This read-only field updates the list of Burrow IDs as you enter each burrow. This helps you keep track of what burrows you have already entered. For our example survey, this field would look like this after entering the four burrows that had visits:

List of Burrows entered so far:

*Please create only one burrow record for each unique burrow.*

5,3,9,2

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### **Page 3 – Disturbances**

When you first go to Page 3 on a new form it will look like the image below.

If you don't have any disturbances, do not click on the "Add A Disturbance" "+" sign. Clicking on this opens a page, which, if not deleted, puts a blank record (a "record" is a row of data) in the Disturbance table of the database. If you do click it by mistake, you can delete the page using the *trash can* icon discussed later.

**Disturbances**

▼ Add a Disturbance +

▼ Add General Survey Notes (Optional) +

If you do have a disturbance to report, click the "+" sign in the "Add A Disturbance" section above. This will open the page to allow entries.

*Go to the next page.*

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After clicking the “+” sign the page opens as shown below.

▼ **Add a Disturbance**

Disturbance Type \*

Start \*

End \*

Disturbance Duration (min)  
*Read only*

Impact  
*Read only*

Did the disturbance end before the survey ended? \*

Yes No

Notes

► (click here to delete submitted disturbance record)

...

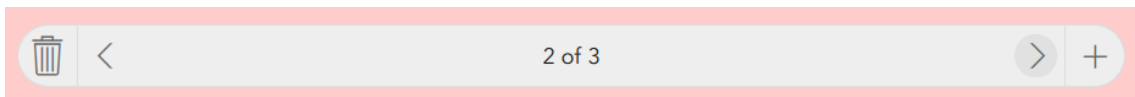
Click on the '+' sign below to add another DISTURBANCE, or the garbage can icon to delete this DISTURBANCE.

1 of 1

- **Disturbance Type** (required entry): Click the entry box and select the type of disturbance from the pick list.
- **Start** (required entry): Select the start time of the disturbance.
- **End** (required entry): Select the end time of the disturbance or the end time of the survey if the disturbance was still ongoing when the survey ended.
- **Disturbance Duration** (read only): The disturbance duration is calculated from the entered start time and end time.

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- **Impact** (read only): The impact is calculated from the Disturbance Duration and the assigned impact-time correlations in our protocol.
- **“Did the survey end before the disturbance did?”** (required entry): This entry requires us to identify those disturbances that continued beyond the end of the survey. Click the appropriate button.
- **Notes** (not required): Tell us more about the disturbance if it’s interesting to you or if something unusual happened.
- **“(click here to delete submitted disturbance record)”**: This is available to delete the current disturbance entry for a Survey Report you have already **submitted**. We will discuss this at another time, but it is likely you will rarely, or perhaps never, need this.
- **“Click on the ‘+’ sign below to add another DISTURBANCE, or the garbage can icon to delete this DISTURBANCE”**: This text refers to the “repeat” block directly below it.
  - As discussed in the instructions for Page 2 – Burrow Visits, the “+” sign is a “repeat”. After completing the entries for a disturbance, clicking the plus sign allows opening a new blank disturbance page to enter information for another disturbance. If you only have one disturbance you will not click the “+” sign.
  - Click on the trash can icon to delete a disturbance or to delete a blank disturbance page if you clicked on the *repeat*, “+”, by mistake.
  - If you have entered more than one disturbance the *repeat* block will include left and/or right facing arrows, shown below, that allow you to move from one disturbance page to another. In the example below the page is currently on the second disturbance of three disturbances that have been entered.



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### **Page 4 - Uploading Beach Data Sheet Images**

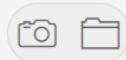
This page provides methods to upload images of the front and back of the completed Beach Data Sheet, actions which are part of our protocol.

The camera icon in the image below allows uploading a photo directly from a connected camera. And the folder icon allows uploading a photo by navigating to it on a connected device. These methods are discussed in more detail below:

- **Take Photos of the Beach Data Sheet with a Connected Camera (Camera Icon):** This method requires a camera connected to your computer (by cable or wireless). Click on the Camera Icon and take a photo of the front of your Beach Data Sheet (page 1 in the image below). The photo will be automatically saved to Survey 123. Take a photo of the back of the Beach Data Sheet the same way using “page 2”. Review the photos to make sure the quality is good enough for them to be used for reviewing the data. If they’re not adequate, use the trash can icon to delete the photos and try again, or try a different method below.
- **Take Photos of the Beach Data Sheet (Folder Icon) Without a Connected Camera:** Take front and back photos of the Beach Data Sheet with a camera and download them to your computer or store them in a connected cloud service. Click on the Folder Icon and browse to the photos location to save the photos to Survey123.
- **Scan Beach Data Sheet (Folder Icon):** Scan your Beach Data Sheet front and back into two separate image files. Click on the Folder Icon and browse to the scanned images location to upload the files to Survey123. Important note: Scan the Beach Data Sheet into JPEG or PNG files. Do not scan to PDF.

#### **Attachments**

Please attach a photo of your data sheet (page 1).



Attach an additional photo of your data sheet (page 2).



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### **Page 5 – Survey Summary and Submitting the Survey**

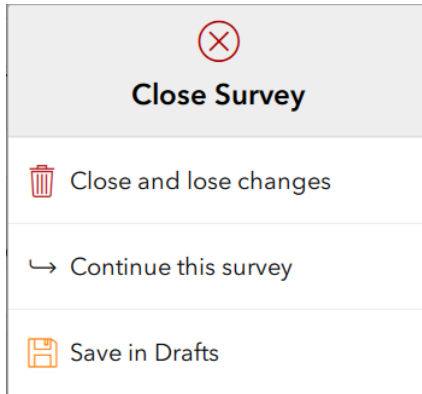
- **Survey Summary:** Page 5 provides a summary and listing of the burrow visits you entered into your Survey Form. This gives you the opportunity to perform a careful quality control check prior to submitting the survey. The Visits Summary is particularly useful for this purpose. Below is what the Survey Summary looks like for the example Beach Data Sheet entries from the Survey Form **Page 2 – Burrow Visits** instructions in this document.

Survey Summary		
Total No-Prey Visits Today		
1		
Total Prey Visits Today		
10		
Total Visits Today		
11		
Visits Summary		
5		
No Prey:	1	08:16
Sculpin:	0	
Gunnel:	3	08:35, 08:37, 08:54
Other:	1	08:40
3		
No Prey:	0	
Sculpin:	2	08:23, 08:36
Gunnel:	0	
Other:	0	
9		
No Prey:	0	
Sculpin:	2	08:39, 08:45
Gunnel:	0	
Other:	0	
2		
No Prey:	0	
Sculpin:	0	
Gunnel:	1	08:52
Other:	1	08:57

- **Saving the Survey Form for Later:** You can close a survey by clicking on the “X” in the upper left of the form (you can do this from any page of the Survey Form). If you do this you will be presented with these options:

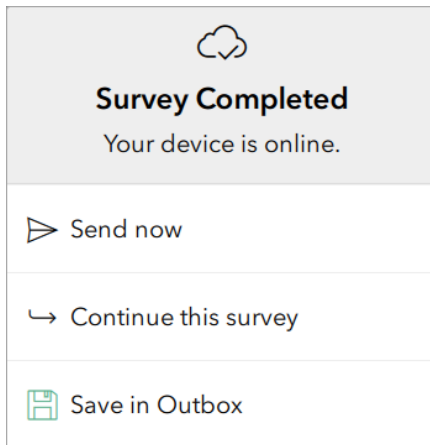


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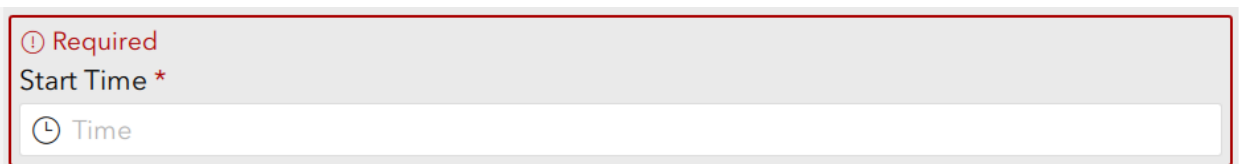
A dialog box titled "Close Survey" with a red 'X' icon. It contains three options: "Close and lose changes" with a trash can icon, "Continue this survey" with a left-pointing arrow icon, and "Save in Drafts" with a document icon.

- If you choose "Save in Drafts", the form will be save on your device. You will be able to return to complete the survey later by selecting it from your Survey123 Drafts box.
- Submitting the Survey Form: When you are ready to submit the Survey Form click on the check mark in the lower right of the Page 5 screen. You'll get the selection box below **IF** you've filled in all the required fields.



A dialog box titled "Survey Completed" with a cloud icon. It contains the text "Your device is online." and three options: "Send now" with a right-pointing arrow icon, "Continue this survey" with a left-pointing arrow icon, and "Save in Outbox" with a document icon.

- Choose "Send now" if you've done your quality control check and are ready to submit.
- Choose "Save in Outbox" if you need to check on something or if you have completed the survey, but you don't have internet service. This saves the form on your device. You can then open the form from your Survey123 Outbox when you are ready to submit it.
- When you click "Send now" If you've missed any required fields the form will take you to the missing field(s) for your input, shown for the 'Start Time' field in the example below.



A red-bordered box containing a red error message: "Required Start Time \*". Below the message is a text input field with a clock icon and the placeholder text "Time".