

# Viewing and Editing Your Previously Submitted Surveys - For Colony Leads

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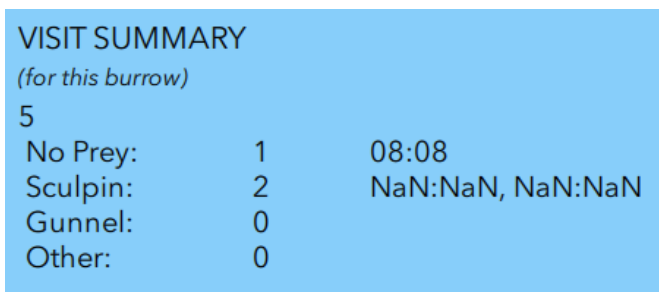
## 1. Accessing your submitted Survey Forms

1. Click on the ‘Pigeon Guillemot Survey Form’ tile in My Survey123.
2. Click on ‘Inbox’.
3. Update your submitted survey list by clicking on ‘Refresh’.
4. Click on the survey you want.
5. Click ‘View’ or ‘Edit’ to open the Survey Form for viewing or editing. **General Rule: Use ‘View’ when reviewing surveys. ‘Edit’ can cause unexpected results unless you carefully follow procedures below.**
6. If you make any changes (in ‘Edit’ mode only), resubmit the Survey Form when done.

**Important (Really!):** Do not open a survey in edit mode unless you know you need to make changes. If you do open a survey in edit mode and need to resubmit the survey because you made a change in the data, make sure you replace all “NaN:NaN” times on the Burrow Visits page with the actual visit times: follow the directions in **“Replacing the “NaN:NaN” burrow visit times with the actual times”** below.

## 2. Replacing the “NaN:NaN” burrow visit times with the actual times:

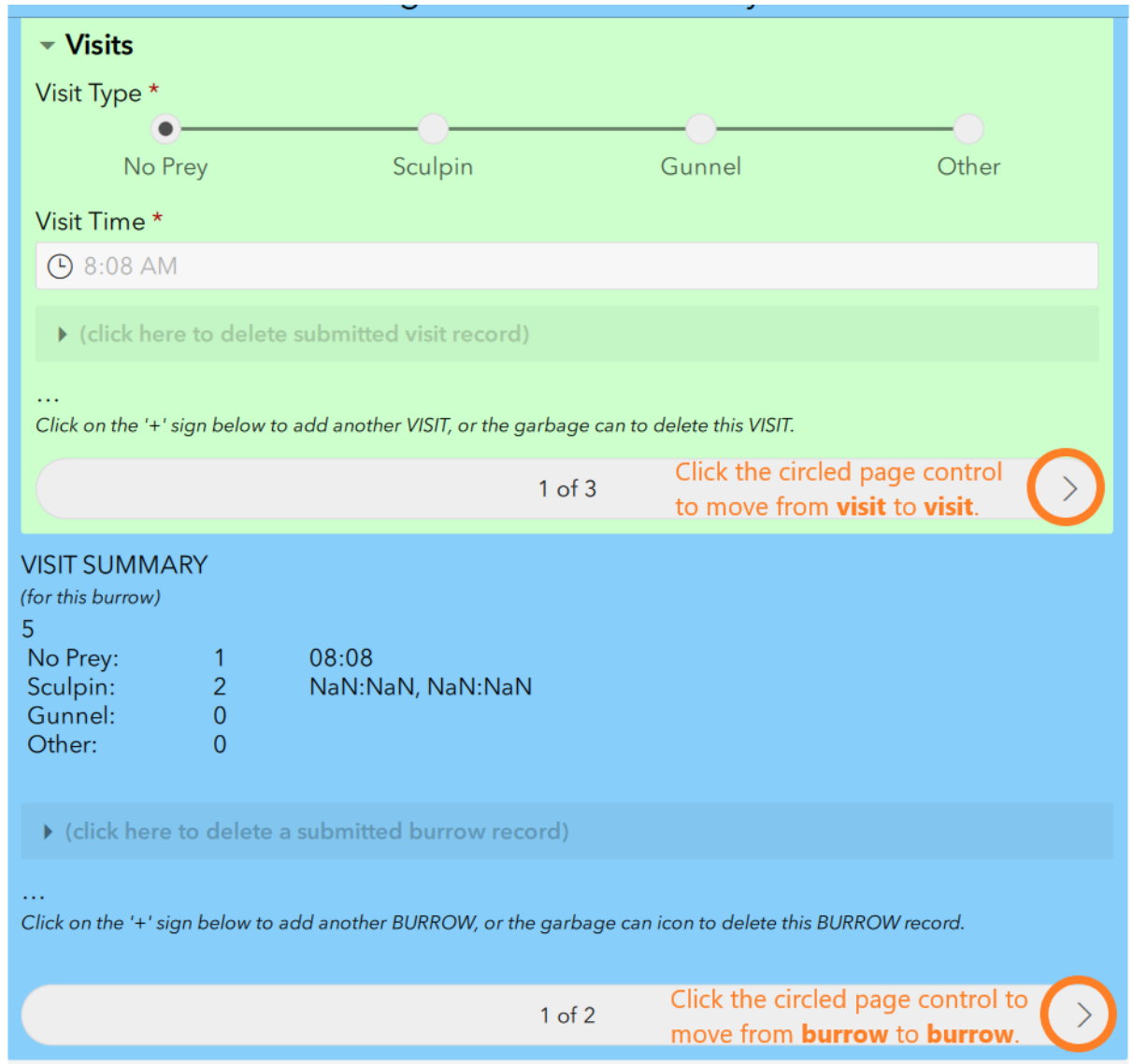
- a. When reviewing the burrow visit data on Page 2, ‘Visit Summary’, you will notice that only one visit will have a time associated with it. (Applies to both ‘View’ and ‘Edit’ modes.)
- b. The other visit times will be expressed as “NaN:NaN”, example below.



VISIT SUMMARY		
<i>(for this burrow)</i>		
5		
No Prey:	1	08:08
Sculpin:	2	NaN:NaN, NaN:NaN
Gunnel:	0	
Other:	0	

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- c. In order to see the times of each visit to a burrow you must move through the visits for that burrow by clicking on the page control arrow in the visit 'Repeat' box (green area). As you move from visit to visit the "NaN:NaN"s will be replaced by the actual visit times. **You do not have to enter anything.**



**Visits**

Visit Type \*

No Prey      Sculpin      Gunnel      Other

Visit Time \*

🕒 8:08 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.

1 of 3      Click the circled page control to move from **visit** to **visit**.

**VISIT SUMMARY**  
(for this burrow)

5

No Prey:	1	08:08
Sculpin:	2	NaN:NaN, NaN:NaN
Gunnel:	0	
Other:	0	

▶ (click here to delete a submitted burrow record)

...

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

1 of 2      Click the circled page control to move from **burrow** to **burrow**.

- d. When you have done this for a particular burrow, you must use the page control arrow in the burrow 'Repeat' box (blue area) to move to the next burrow and then repeat step c. above to move through the visits for that burrow.
- e. Repeat this process for all burrows and visits.
- f. When you are done the Survey Summary on page 5 of the Survey Form will show a complete list of all burrows and visits for the survey. Review this summary to make sure your data entry is correct.

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3. **The “16:00” times - Important (Really!):** If you open a survey in ‘Edit’ mode, and you do not click through the “NaN:NaN” times to replace them with the actual times, **and you then resubmit the Survey Form**, the “NaN:NaN” times will be replaced with “16:00”, example below.

VISIT SUMMARY		
<i>(for this burrow)</i>		
5		
No Prey:	1	08:08
Sculpin:	2	16:00, 16:00
Gunnel:	0	
Other:	0	

You will see this change after you refresh your Inbox and open the survey. You will have to correct each of these times and resubmit the survey. If you open a survey in ‘Edit’ mode and don’t make any changes, you do not need to resubmit the Survey Form and can exit out of it by clicking the “X” in the upper left hand corner of the Survey Form page.

**Pigeon Guillemot Survey**

Use the circled 'X' to close the form without making changes in 'Edit' mode. This also closes the form in 'View' mode.

Visit Type \*

Visit Time \*

8:08 AM

(click here to delete submitted visit record)

1 of 3

**VISIT SUMMARY**  
*(for this burrow)*

5		
No Prey:	1	08:08
Sculpin:	2	NaN:NaN, NaN:NaN
Gunnel:	0	
Other:	0	

(click here to delete a submitted burrow record)

1 of 2

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**General Rule:** When reviewing survey forms, do not open them in "Edit" mode. Open them in 'View'.

4. **Deleting Visits, Burrows, Disturbances, and entire Surveys:** You are provided a 'Delete' function in the Survey Form that allows you to delete individual burrow visits, individual burrows (and their visits), individual disturbances, and the entire survey.

Burrow Visits Page deletes: Delete an individual visit or an individual burrow using the 'deletes' shown below.

The screenshot shows a web interface for managing survey data. The top section, titled "Visits", has a light green background. It includes a "Visit Type" field with radio buttons for "No Prey", "Sculpin", "Gunnel", and "Other". Below it is a "Visit Time" field with a clock icon and the value "8:08 AM". A button with a right-pointing arrow and the text "(click here to delete submitted visit record)" is highlighted with an orange box. Below this is a "..." separator and a note: "Click on the '+' sign below to add another VISIT, or the garbage can to delete this VISIT." At the bottom of the green section is a pagination bar showing "1 of 3" and navigation arrows. The bottom section, titled "VISIT SUMMARY", has a light blue background. It includes the text "(for this burrow)" and a table with the following data:

5		
No Prey:	1	08:08
Sculpin:	2	NaN:NaN, NaN:NaN
Gunnel:	0	
Other:	0	

At the bottom of the blue section is another button with a right-pointing arrow and the text "(click here to delete a submitted burrow record)", also highlighted with an orange box.

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Disturbances Page delete: Delete a single Disturbance using the 'delete' shown below.

Did the disturbance end before the survey ended? \*

Yes  No

Notes

[▶ \(click here to delete submitted disturbance record\)](#)

Survey Summary and Submit Page delete: Delete the entire Survey using the 'delete' shown below.

Form Version  
20210528 long notes

[▶ \(click here to delete submitted survey record\)](#)

▼ **Add General Survey Notes (Optional)**

After clicking where a 'delete' says "click here ..", a form opens similar to the Burrow Delete below. Click "Yes" to indicate the record should be deleted.

▼ (click here to delete a submitted burrow record)

Do you want to delete **this burrow record** from a **submitted survey**?

*If you toggle this field to 'yes', then this related record (BURROW and any associated visits) will be marked for permanent deletion (taking place overnight). **This is only necessary if you have already submitted this survey**-- otherwise you can delete this burrow record directly in the Survey123 form by tapping on the Garbage Can icon below.*

Yes  No

You must resubmit the Survey Form when done. Deletions will update overnight along with any other edits you may have made to the survey.