

# Viewing and Editing Submitted Surveys - For Regional Admins

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### 1. Accessing submitted Survey Forms for your review:

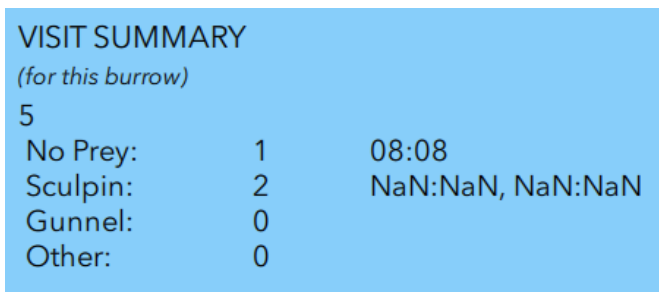
1. Click on the ‘Pigeon Guillemot Regional Admin Survey Form’ tile in My Survey123.
2. Click on ‘Inbox’.
3. Update your submitted survey list by clicking on ‘Refresh’.
4. Filter the list using the Search box and click on the survey you want.
5. Click ‘View’ (generally recommended) or ‘Edit’ to open the Survey Form for review.
6. If you make any changes (in ‘Edit’ mode only), resubmit the Survey Form when done.

**Critical (Really!):** Whether you open a survey to review the data in ‘Edit’ mode or ‘View’ mode, your first action after opening the survey should be to replace all burrow “NaN:NaN” visit times with the actual times as discussed in “2. Replacing the “NaN:NaN” burrow visit times with the actual times” below. Why:

- (1) You have to do this to be able to review the burrow visit times.
- (2) If you don’t do this, and find you have to resubmit the survey because you needed to make a change, your burrow visit times will be corrupted as discussed in “3. The “16:00” times” below. Even if the change you are making is unrelated to burrow visits, you must click through all burrows and visits as discussed 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 for each burrow will have a time associated with it. (Applies to both ‘View’ and ‘Edit’ modes.)
- b. The other visit times for each burrow 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.**

The screenshot displays a survey form with a green background for the 'Visits' section and a blue background for the 'VISIT SUMMARY' section. The 'Visits' section includes a 'Visit Type' dropdown menu with options: No Prey, Sculpin, Gunnel, and Other. Below this is a 'Visit Time' input field containing '8:08 AM'. A button labeled '(click here to delete submitted visit record)' is present. A navigation bar at the bottom of the green section shows '1 of 3' and a circled right arrow with the text 'Click the circled page control to move from visit to visit.' The 'VISIT SUMMARY' section shows a total of 5 visits and a table with the following data:

Visit Type	Count	Time
No Prey:	1	08:08
Sculpin:	2	NaN:NaN, NaN:NaN
Gunnel:	0	
Other:	0	

Below the table is a button labeled '(click here to delete a submitted burrow record)'. A navigation bar at the bottom of the blue section shows '1 of 2' and a circled right arrow with the text '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 - Critical (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 then have to correct each of these times (a frustrating task) and resubmit the survey. **Important:** 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**

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

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

**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

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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.

**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

**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)

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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.