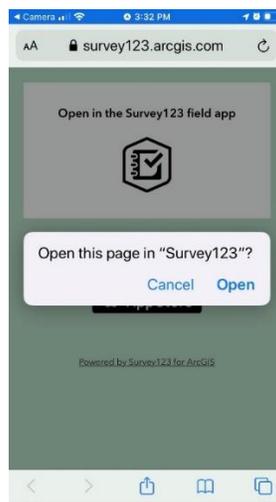# Evaluator Instructions for the 2024 LakeSmart Survey123 mobile app

For help with Survey123 contact Becky Schaffner (becky.schaffner@maine.gov)

1. Install Survey123 (Skip to Step 2 if you already have Survey123 installed).
    a. Phone or tablet: The Survey123 for ArcGIS program is available through the Apple App Store, Google Play, and Amazon Appstore depending on your device. Search for "Survey123 for ArcGIS", and install the app. (Note: After installation you do not need to log in. Go to step 2.)
    b. Computer: Go to https://www.esri.com/en-us/arcgis/products/arcgis-survey123/downloads. Under "Survey123 for ArcGIS field app" choose the installation link that corresponds to your computer's operating system. When the installation file has been downloaded (usually to your computer's Downloads folder) double-click to open and run the installation wizard. You do not need to sign in to use the app; proceed to step 2.

2. **DOWNLOADING and INSTALLING THE LAKESMART SURVEY.** Once you have installed the Survey123 app on your phone, there are two ways to access the LakeSmart survey.
    a. Turn on the camera on your phone or tablet and point it at the QR code below. When a pop-up notification appears ("Survey123" for example), click it to open a link to the survey.
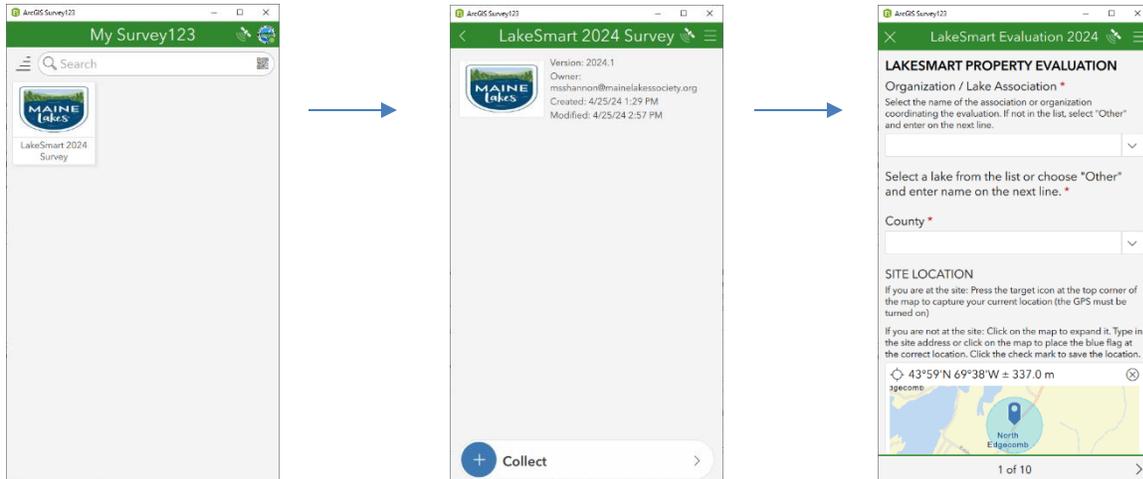

    b. Or click this link: bit.ly/LakeSmart24 or type it into a browser's address bar (case sensitive). Either of the above options will open a web page with a survey123.arcgis.com URL:

    a. Click "Open in the Survey123 field app." The survey will be downloaded and installed and should open in the app automatically.

3. After installation: Open the Survey123 app (if not already open) by clicking the icon on your phone.
4. Click Continue without signing in. Note: if you or your organization have an ArcGIS Online account, you may sign in with those credentials. Your submissions will be identified with your username.

5. On the My Surveys screen, click the LakeSmart 2024 Survey icon, then the Collect button at the bottom of the screen, and the survey will open, ready to be filled out.

6. There are several different question types, such as numbers, short fill-ins, and multiple choice. If you answer a question incorrectly, a warning message will pop up, so that you can correct it before submitting the form. Some questions are required, and must be answered before the form can be submitted.
7. Your phone may have a voice recognition function on the keyboard that can be used to fill in longer comments. Look for a microphone icon.
8. If you need to save the survey to complete later, click the "X" at the top left of the screen. You will have the option to discard or save the survey as a draft. You can find it in the "Drafts" folder below the "Collect" button on the LakeSmart Form home screen.
9. Points for each section of the survey are automatically tallied by the app. The total score for all sections is also calculated automatically. You will be able to view but not change these scores.
10. Once you have successfully answered all required questions in the survey, click the check button at the bottom right of the screen to submit it. If there are no errors, and there is an internet connection available, the survey will be submitted immediately. If the survey is unable to be submitted, it will be saved in an "Outbox." Be sure to check whether the Outbox has appeared on your screen. If so, you will need to try sending the survey again when you have a connection.
11. The data will be sent to a central database in the cloud and will be available to LakeSmart coordinators for viewing and editing through a secure log-in page.

MAKING CORRECTIONS TO SUBMITTED SURVEYS

If you need to make minor corrections to a submitted survey, it will be available for editing and viewing via the "Sent" box on the LakeSmart home screen, below the "Collect" button. Click on the Sent button to view the surveys you have submitted. Then you can choose to edit and resend the survey, or copy the data to a new survey. Use caution, as editing the survey will overwrite what you have already submitted to the database, and copying the data to a new one may duplicate what you have already submitted.