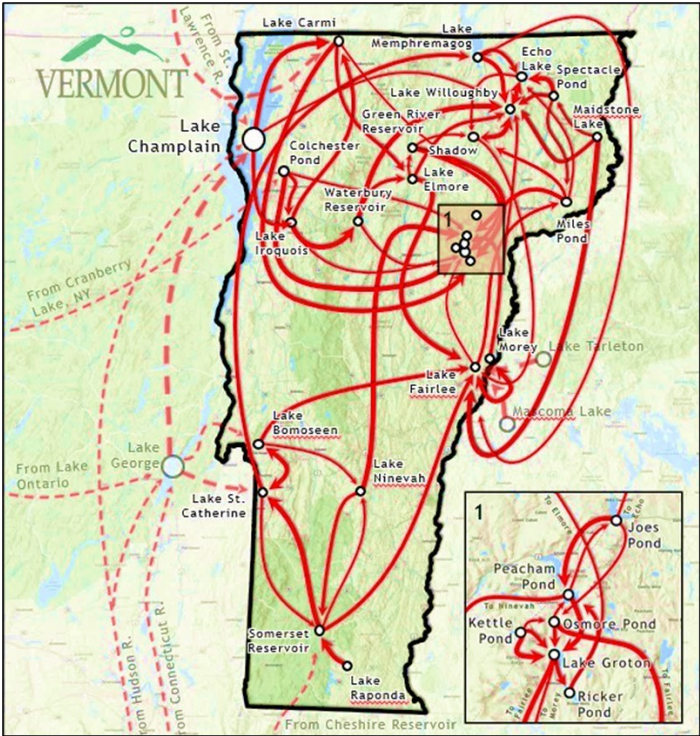


Guide for Vermont Public Access Greeter Programs



Why is it important to collect this data using Survey123?

- We are able to create maps like the one above to better understand patterns of boat movement.
- To track invasive species movement and target monitoring efforts to catch invasive species spread.
- To better understand the number and types of species Greeters are able to intercept on boats entering or exiting waterbodies.
- Gathering more information on how familiar boater's are with AIS, and how future education and outreach can be most effective.

Survey123 Watercraft Inspection Survey Guide

Downloading Survey123 onto an iPhone or iPad:

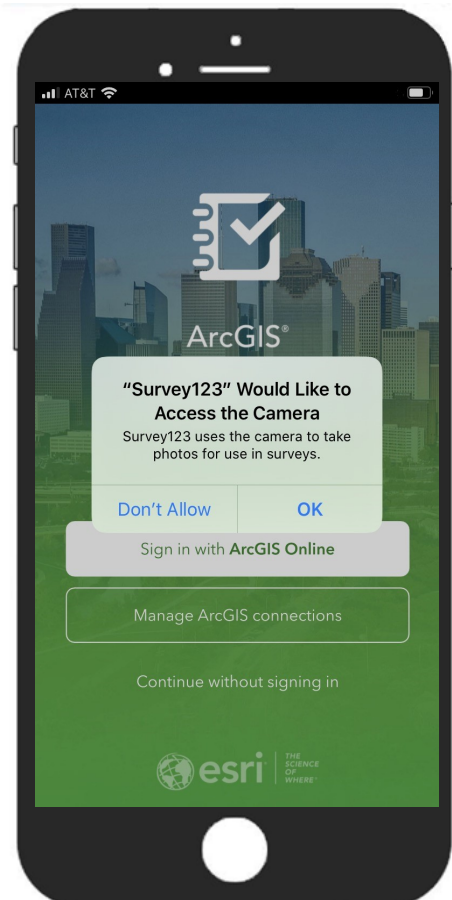
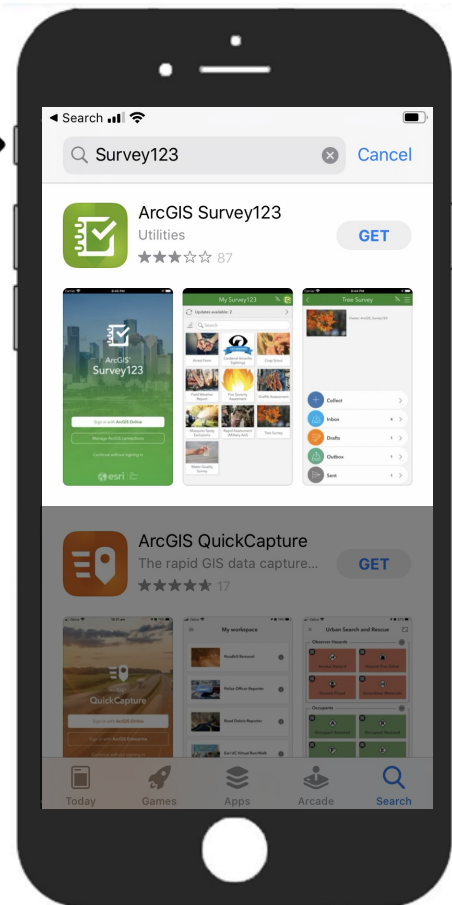
1. Open the **App Store** on your iPhone or iPad.
2. In the App Store search “**Survey123.**”
3. Click on the **Get** icon to download the **ArcGIS Survey123** App.

Note that if you are not using an iPad or iPhone, you will download the Survey123 app from Google Play for Android, or from the Microsoft Store for Windows.

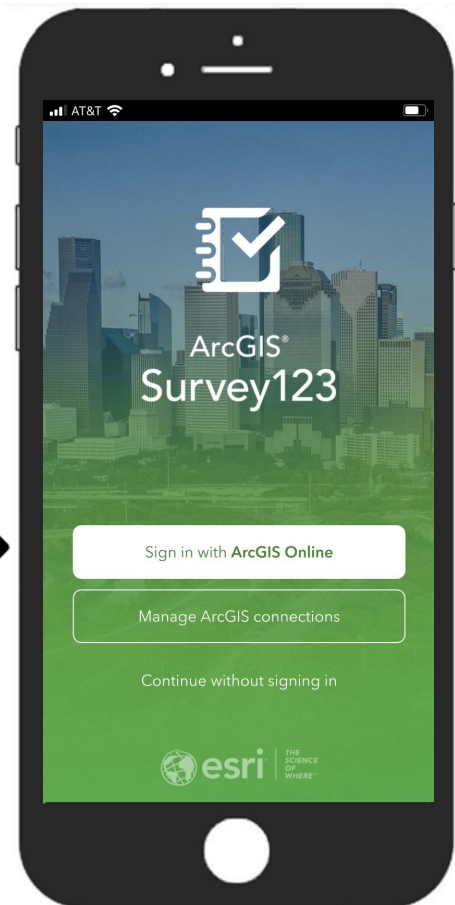
4. After the Survey123 App has downloaded, the icon will appear on the home screen of your phone or iPad.

5. Click on the icon  to launch the app.

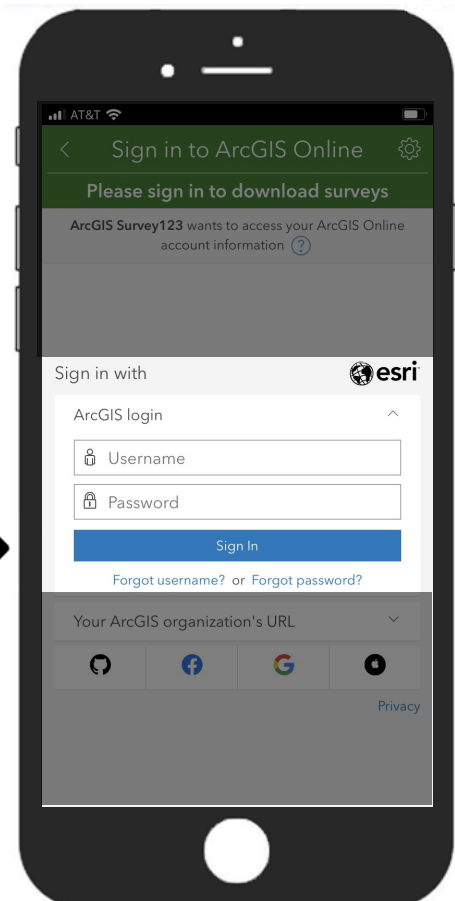
6. The first time you open the app, a series of questions may appear asking if you would like to allow “Survey123” access to your camera and location. You should **select OK**.



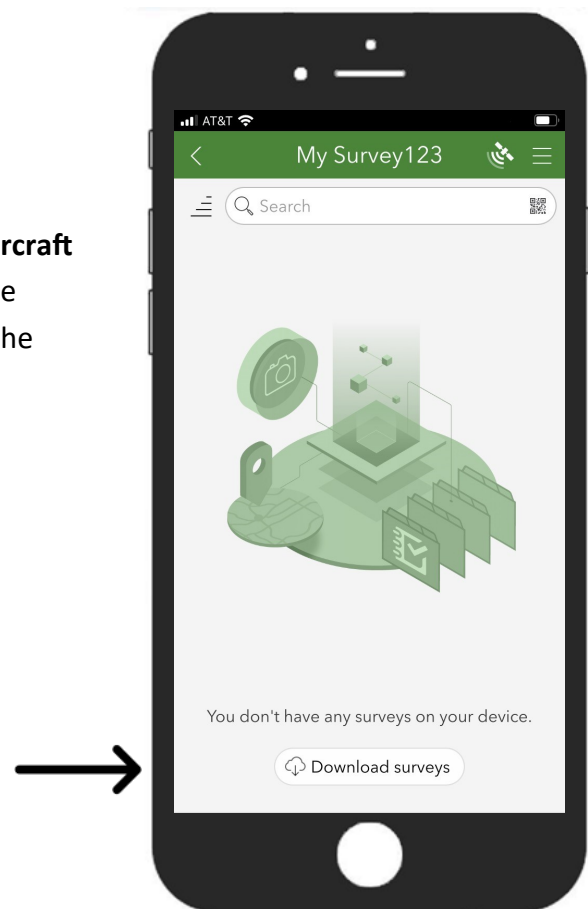
7. The next step is to **sign in with ArcGIS Online**. We will provide the sign in information you will need. Do not try to continue without signing in, you will not be able to access the survey.



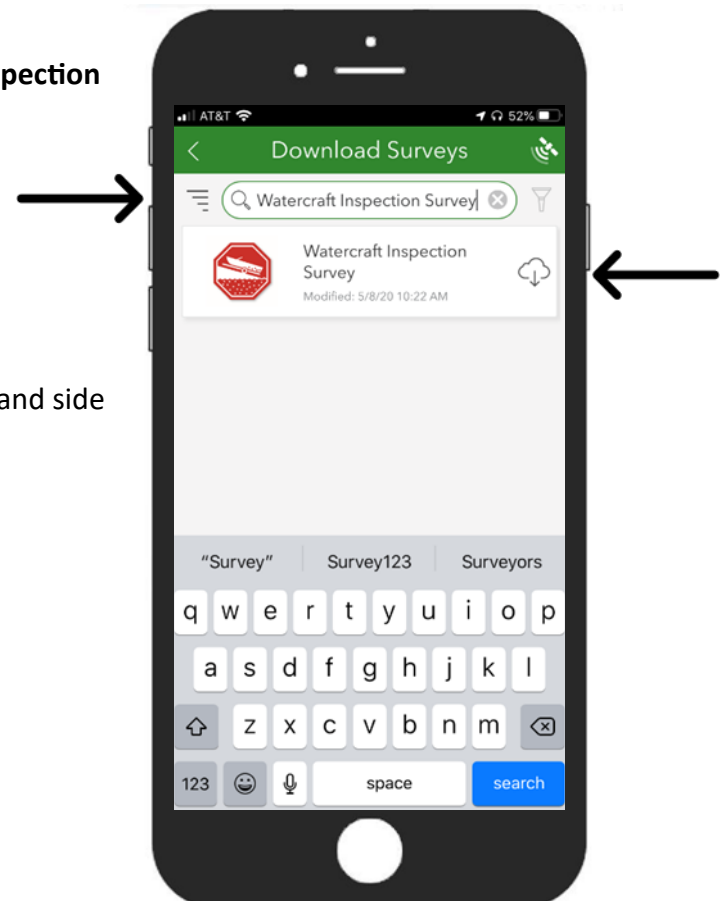
8. Enter your **Username** and **Password**. Again, we will provide this information. Then click the blue **Sign In** bar.



9. After signing in, you will be able to download the **Watercraft Inspection Survey** by selecting **Download surveys** at the bottom of the screen. You will only need to download the survey the first time you use the app.



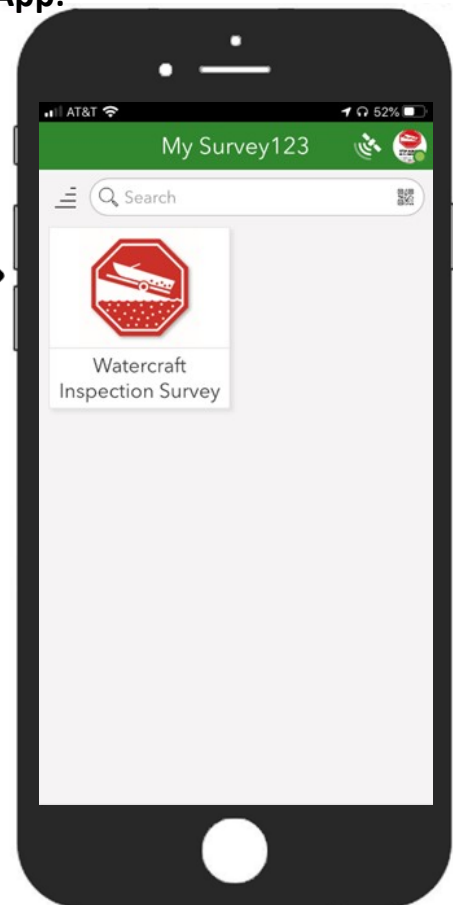
10. After selecting download survey, type "**Watercraft Inspection Survey**" into the search bar.



11. Select the **cloud symbol** with the arrow on the right hand side to download this survey.

Using the Watercraft Inspection Survey on the Survey123 App:

1. Once you are **signed in** to an **ArcGIS Online** account and have **downloaded** the **Watercraft Inspection Survey**, you will see the survey icon when you open the app.



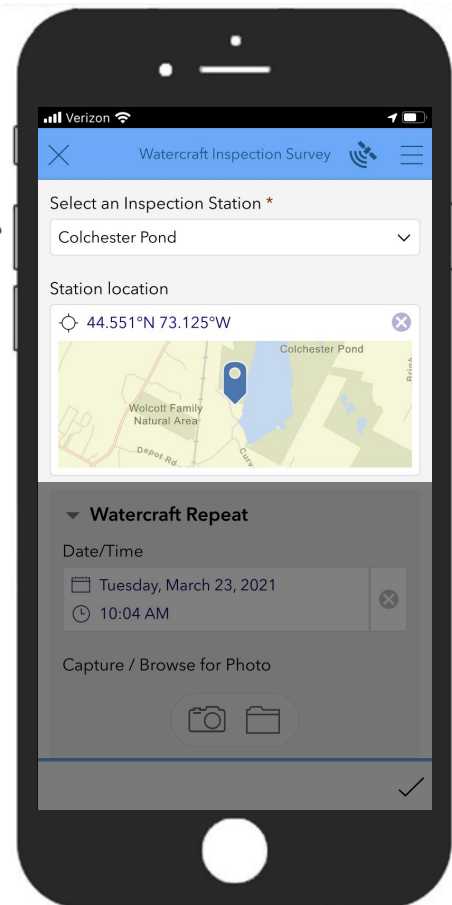
2. To enter data, first click on the **Watercraft Inspection Survey**.



3. This will bring you to a page with some additional Information. To begin an entry, **click on the blue circle** with the plus sign at the bottom of the screen

4. First you will select the **Inspection Station**. Note that at the bottom of the list there is “other” where you can type in an inspection station if yours is not listed. You should only use “other” if your inspection station is not listed.

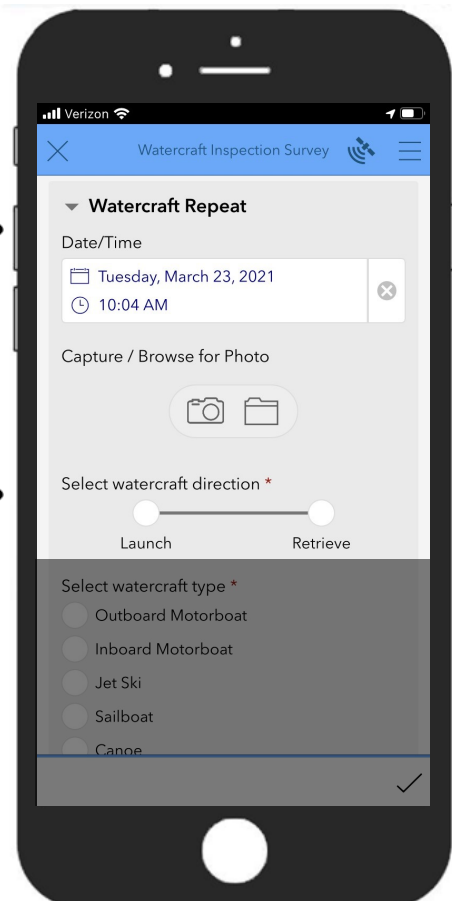
5. The **Station Location** will automatically appear on the map. It is important that you do not move the pin on the map unless you have selected “other” for the Inspection Station question above.



6. The **Date/Time** will automatically fill with the current time and date, however you are able to edit this field by clicking on it.

7. You also have the option to **Capture / Browse for Photos** either by selecting the camera icon on the left to take a picture, or by selecting the file icon on the right if you have already taken a photo you wish to include.

8. You will be asked to **Select Watercraft Direction**, either launch (entering the water) or retrieve (exiting the water).



9. The next question asks you to select a **Watercraft Type**. Note that there is an “other” category at the bottom that will allow you to type in a different watercraft type.
10. The first question for the boater is asking if they are familiar with **Aquatic Invasive Species (AIS)**. Select the yes or no button.
11. The next question asks about the **Purpose of the Trip**. If none of the first three options apply, select “other recreation.”

The screenshot shows the 'Watercraft Inspection Survey' app interface. At the top, there's a blue header with a close button, the title 'Watercraft Inspection Survey', and a menu icon. The main content area has a light gray background. Question 9 is 'Select watercraft type *' with a list of radio button options: Outboard Motorboat, Inboard Motorboat, Jet Ski, Sailboat, Canoe, Kayak, Rowboat, and Other. Question 10 is 'Is boater familiar with AIS? *' with a slider control between 'Yes' and 'No'. Question 11 is 'Select purpose of trip *' with radio button options: Fishing, Commercial, Governmental, and Other Recreation. A checkmark icon is visible at the bottom right of the screen.

12. Next is information about the **Last Waterbody Visited**. First you will select the **Waterbody Name**. At the bottom of the list is “other.” This option should only be used if the waterbody is not listed, or if the boater is unsure of the last waterbody visited. If you select “other” you will be prompted to type in a response, this is where you should enter the waterbody name if it is not on the list, or enter “Unknown” if the boater does not know.

Based on the waterbody you select, a list of **Access Names** will appear for that waterbody. Again, select the correct access, or select “other” and in the text box please include the access name if it is not on the list, “Unknown”, or “Private.”

The screenshot shows the 'Watercraft Inspection Survey' app interface. The 'Last Waterbody Visited' section is expanded, showing a dropdown menu for 'Select waterbody name *' with a list of options: Amherst Lake, Armington, Arrowhead Lake, Atlantic Ocean, and Baker Pond. Below this is a 'Select access name *' section. Further down, there are two more questions: 'Has the watercraft been used in the last 14 days?' with a 'Calendar Date: 03/09/2021' and a slider control between 'Yes' and 'No', and 'Was an inspection performed? *' with a slider control. A checkmark icon is visible at the bottom right of the screen.

13. The next question asks if the **watercraft has been used in the past 14 days**, you should select the yes or no circle. Note that the calendar date of 14 days ago is provided directly below the question for your reference.

14. Then indicate if there was an **Inspection Performed** by selecting the yes or no circle. If you select “yes” a list will pop up for you indicate your **Inspection Results**. You should select all the applicable check boxes on the list. If you find something not included on this list, select “**other**” and provide some additional information in the text box, and a photo if possible. If there is a species you are unsure of, select “**unknown**” and provide a photo in the photo section above and/or mail in a sample if you suspect it is an invasive species.

Watercraft Inspection Survey

Has the watercraft been used in the last 14 days?
Calendar Date: 03/09/2021

Yes No

Was an inspection performed? *

Yes No

Inspection results
select all that apply

- ☐ Asian clam
- ☐ Attached Debris (Mud, Grass, etc.)
- ☐ Bladderwort
- ☐ Brazilian elodea
- ☐ Brittle naiad
- ☐ Coontail
- ☐ Curly Leaf Pondweed
- ☐ Eel Grass

15. Indicate if the **watercraft was decontaminated** by selecting the yes or no circle.

16. If a **plant sample was submitted** by mail, let us know here.

17. The last question for the boater is **will they check for AIS in the future?**

Watercraft Inspection Survey

Was watercraft decontaminated? *

Yes No

Was a plant sample(s) submitted? *

Yes No

Will the boater check for AIS in the future? *

Yes No

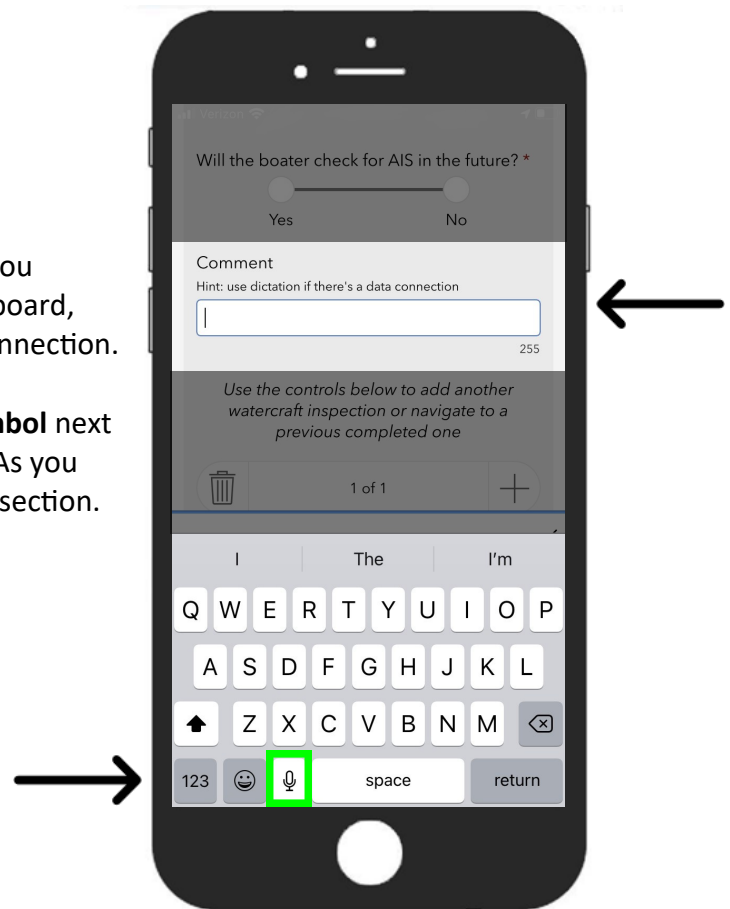
Comment
Hint: use dictation if there's a data connection

Use the controls below to add another watercraft inspection or navigate to a previous completed one

1 of 1

18. The last section allows you to include any **comments** you have. You can either **type in a response** using the keyboard, or you can use the **dictation tool** if you have a data connection.

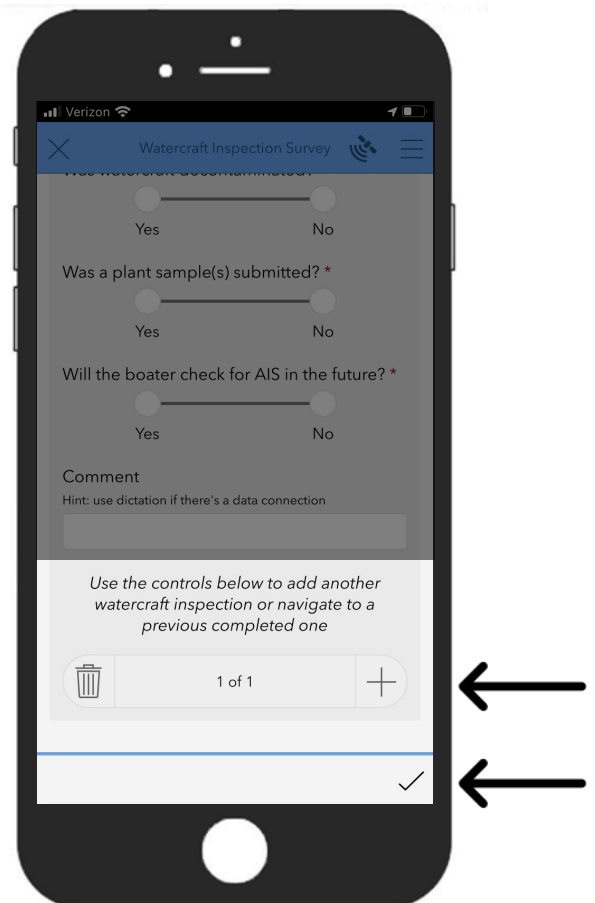
To use the dictation tool, click on the **microphone symbol** next to the spacebar on the keyboard and begin speaking. As you talk your phone will enter your words as text into this section.



19. When you have completed the survey, either select the **checkmark** to save your entry, or select the **plus symbol** if you would like to create another entry for the next boat you are inspecting.

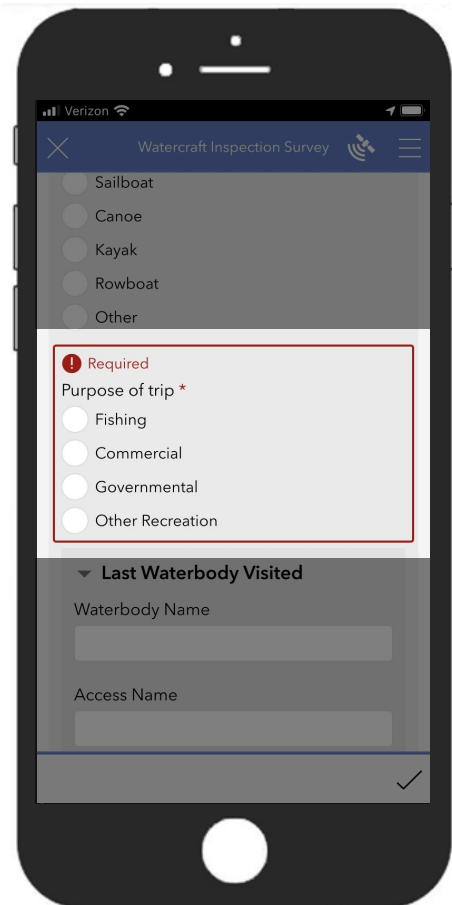
If you select the **plus symbol**, some information such as the Inspection Station will be retained so you don't have to enter this information for every boat. The **plus symbol** is equivalent to filling in a new row on a paper datasheet.

At a minimum you should use the **checkmark** to save your data anytime you take a break and at the end of the day. Though you may decide to use the check mark to save your data more frequently. The **checkmark** is equivalent to starting a new page of a paper datasheet.



20. If you try to move on to another survey or submit the current survey, and see a red exclamation mark next to a question, this is indicating that a response is required for that question. You will not be able to move on or submit the survey until you enter a response.

All questions in the survey with a red asterisk * are required.



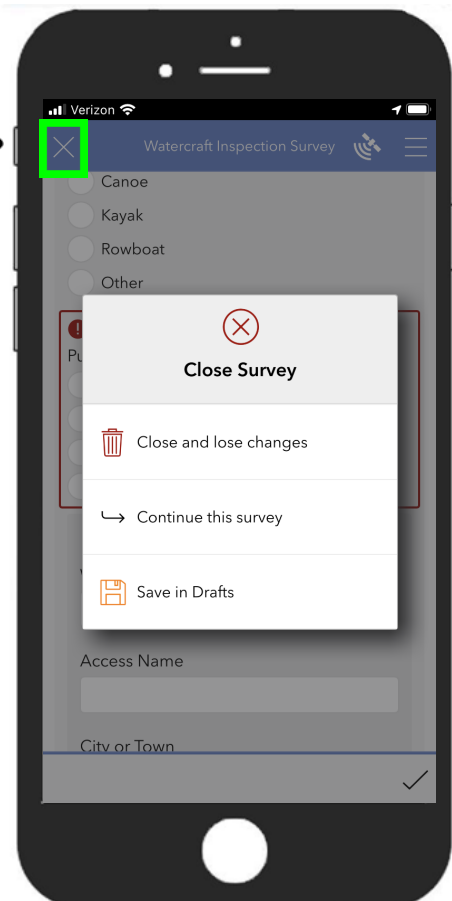
21. If you need to save a survey that is not yet complete, you can use the **X** in the upper left corner and **Save in Drafts**.

The **close and lose changes** will delete your entry.

If you accidentally click on the X, you can select **continue with survey** to go back and keep editing.

Save in Drafts will save your entry (or entries) to a drafts folder that you can continue to edit and submit later.

However, most of the time you won't need to worry about saving incomplete surveys to the drafts folder. Most surveys will be complete and ready to save as soon as you reach the last question, and then you will either select the **plus sign** to begin another entry, or the **checkmark** to save your entry.

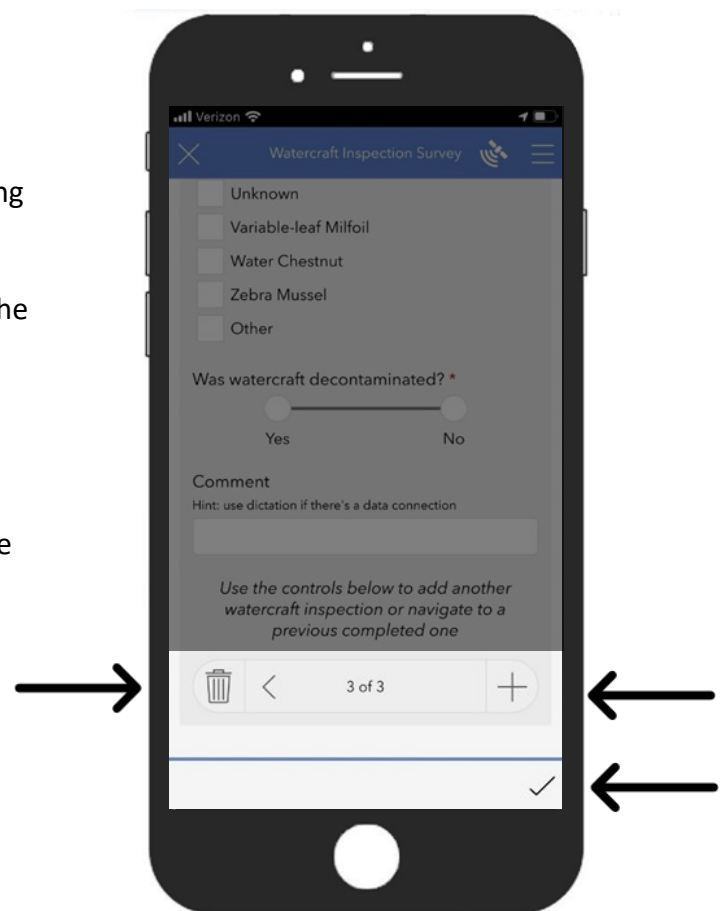


22. If you selected the **plus sign**, you can now start entering information for the next boat.

At the bottom of the page you will see a count of all the entries you have started, you can use the < and > arrows to navigate between entries.

The **trash can** will allow you to delete an entry.

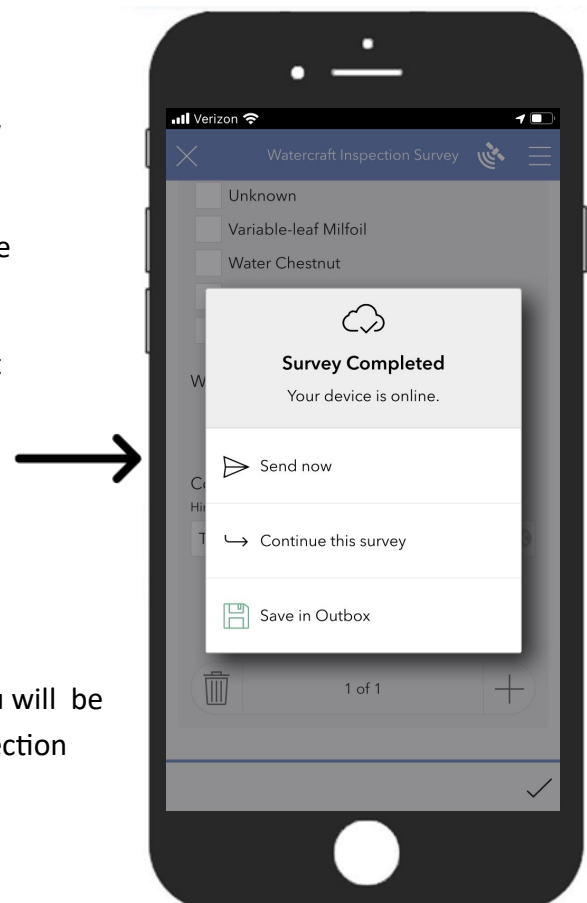
When you are ready to save all your entries, select the **checkmark** at the bottom right of the screen.



23. Once your survey is complete and you have selected the checkmark, you will have the option to **Send Now** if your device is online.

It is more likely you will not be connected to wifi while outdoors and in this case can select **Save in Outbox**.

If you pressed the check mark by mistake and haven't completed the entry you are working on, you can select **continue this survey** to go back.



If you have selected **Send Now** or **Save in Outbox** you will be returned to the home screen for the Watercraft Inspection Survey.

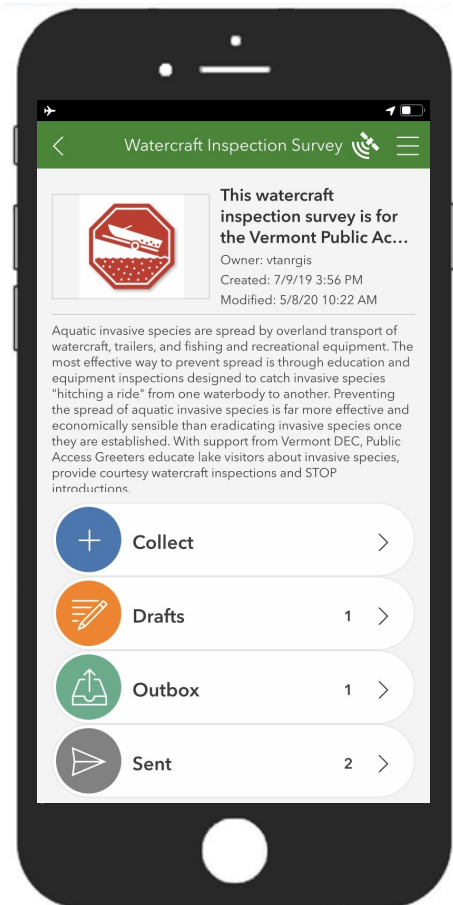
24. From this screen you are able to begin a new entry, finish an incomplete survey, upload completed surveys, and view your submitted surveys.

Collect allows you to begin a new survey entry.

Drafts is where you will find any incomplete surveys you have saved.

Outbox is where you will find all of your completed surveys that you have saved but still need to upload.

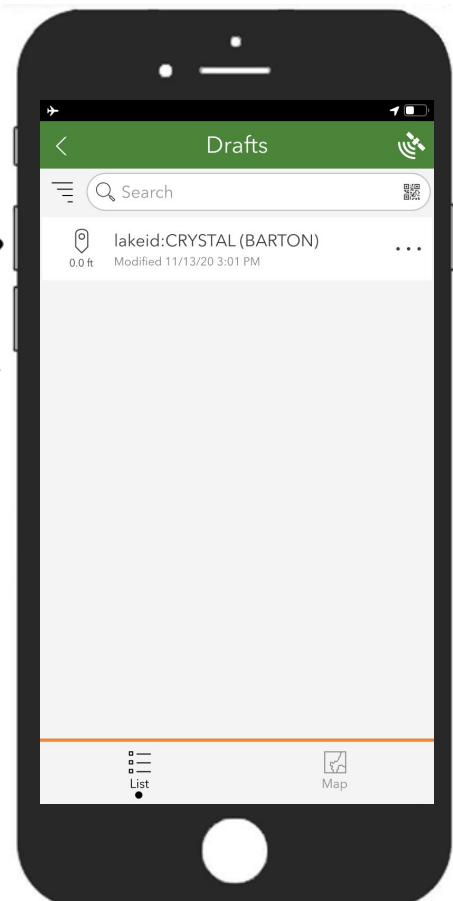
Sent is where you will find all of the surveys you have successfully filled out and submitted.



25. If you have a **draft you need to complete**, select the orange drafts circle.



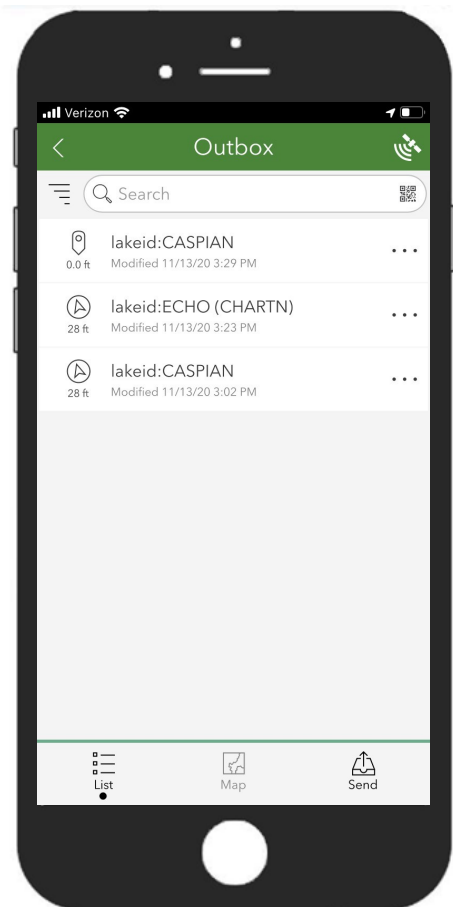
Here all of the incomplete surveys you have saved will be listed. To edit and complete one, simply click on it and it will open the entry where you left off.




24. If you have surveys **Saved to Outbox** and are now **connected to wifi**, click on the teal outbox circle. 

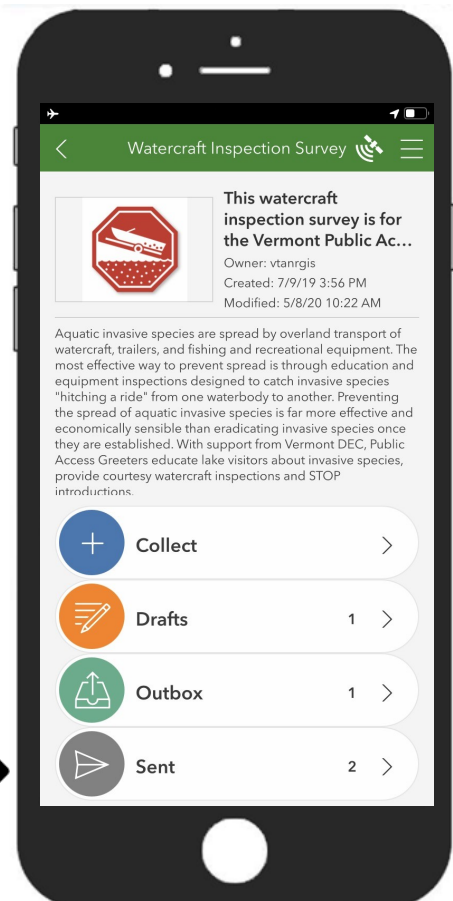
Here you will be able to view all of your completed surveys that are ready to be uploaded.

Click on the **Send** button in the lower right corner to upload and submit your completed surveys. It may take a few minutes depending on your connection and how many surveys you are uploading.



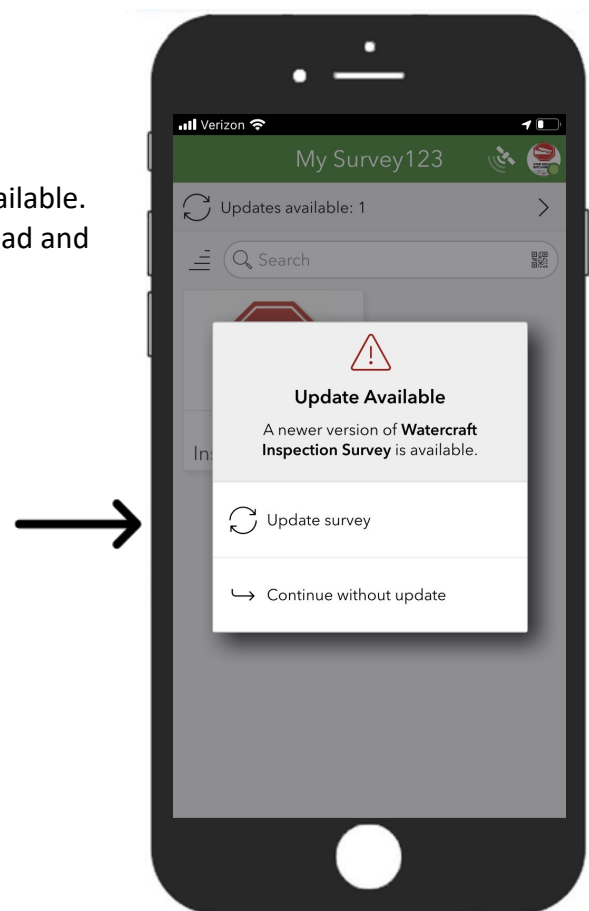
25. Once your surveys are successfully uploaded, they will move from the **outbox folder** into the **sent folder**. To view the surveys you have sent, click on the grey sent circle. 

You **will not** be able to edit responses that you have sent, and will get an error message if you attempt to. If you need to make a correction to a survey that has already been sent, please let us know and we will make the edit.



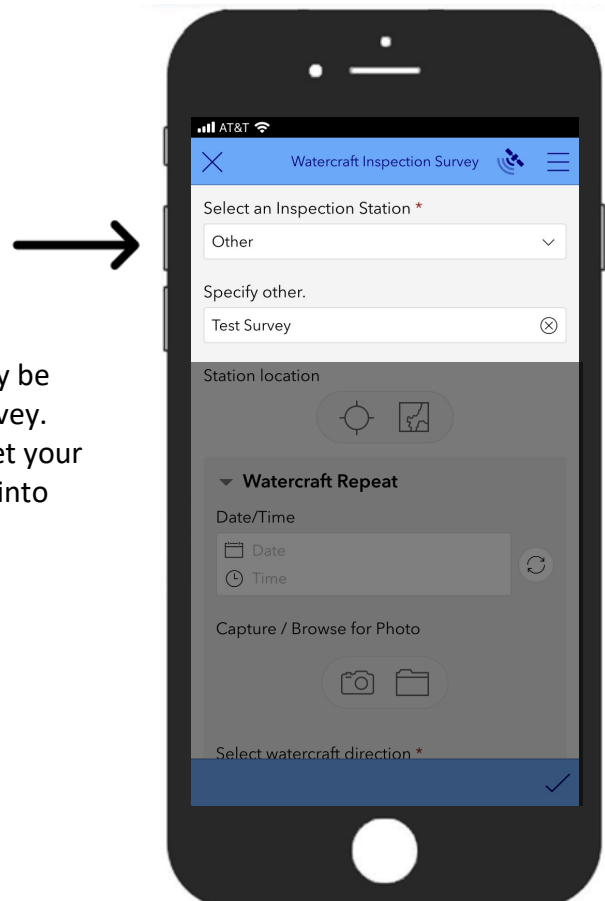
Additional Information:

1. You may occasionally get a pop up that an update is available. Next time you are connected to wifi, you should go ahead and update the survey.



Submitting a Test Survey:

2. When you are first exploring the Survey123 App it may be helpful to practice filling out and submitting a test survey. If you would like to submit a practice survey, please set your **Inspection Station** to "Other" and type "Test Survey" into the **Specify Other** textbox.



You may find it helpful to have this guide and the following files downloaded to your iPad:

- Public Access Greeter Manual
- Vermont Aquatic Plant Key
- The Infested Waterbodies List
- Vermont Fish and Wildlife Baitfish Guidelines
- Intercepting Aquatic Organisms and Specimen Submission Form
- Vermont Fish and Wildlife Department Warden Contact Information

All of these files are available to download on the [Vermont Public Access Greeter](#) webpage.

VT DEC Loaner iPads will have the following:

- [Screen Protector](#)
- [Durable Case](#)
- We are using [iPad mini](#). For a full list of all devices that support the Survey123 app, see the [Survey123 website](#).

For more information on the Vermont Public Access Greeter Program, including a Survey123 training video, visit the Vermont Department of Environmental Conservation [website](#).

For more information on Survey123 App, visit the ArcGIS Survey123 [website](#).



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