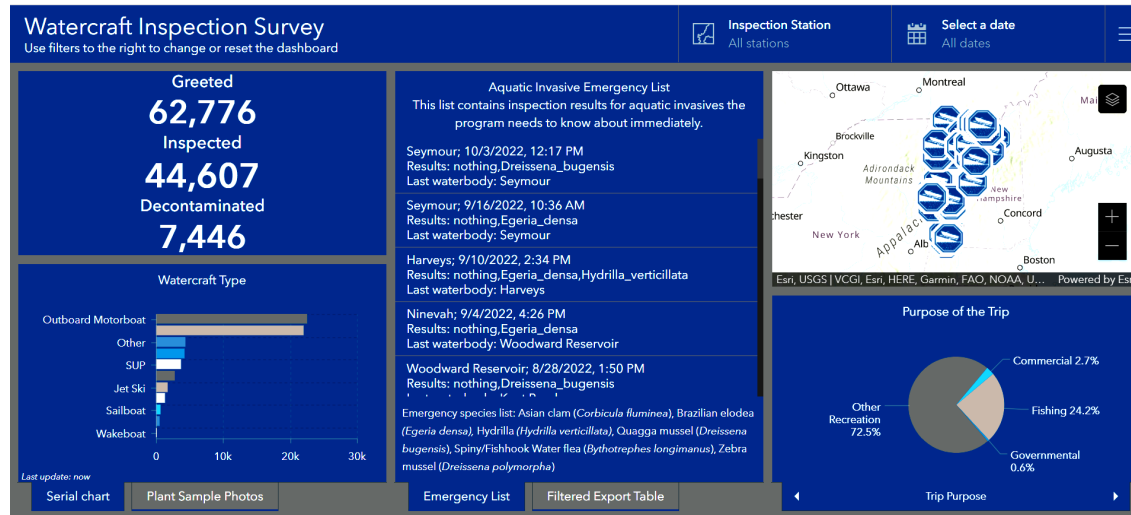


VT Watercraft Inspection Survey123 Data Dashboard

Guide for Vermont Public Access Greeter Programs



VT Watercraft Inspection Survey123 123 Data Dashboard - Why is it helpful?

- VTDEC, Coordinators, and Greeters (We) are able to review a single database of number of boaters greeted, types of watercraft, and number of watercraft that were inspected and decontaminated. It also shows species that were encountered by Greeters who submitted photographs to the Dashboard throughout the season.
- We can generate maps to track aquatic invasive species (AIS) movement and target monitoring efforts to reduce the spread of invasive species.
- We can gather information on how familiar boater's are with AIS, and how future education and outreach can be most effective by targeting locations.
- We can verify the data Greeters upload to Survey123 and confirm suspicious species found during inspections quickly.

Greeter Survey 123 Dashboard User Guide

Navigate to the Greeter Survey 123 Dashboard link:

Step 1: Go to the [Vermont Department of Environmental Conservation's \(DEC\) Public Access Greeter Program](https://dec.vermont.gov/watershed/lakes-ponds/aquatic-invasives/spread-prevention/greeters) webpage
<https://dec.vermont.gov/watershed/lakes-ponds/aquatic-invasives/spread-prevention/greeters>.

OR go to the [Vermont Department of Environmental Conservation's Aquatic Invasive Species Program](https://dec.vermont.gov/watershed/lakes-ponds/aquatic-invasives) webpage
<https://dec.vermont.gov/watershed/lakes-ponds/aquatic-invasives>.

Navigate to the "[Early Detection & Spread Prevention](#)" section with the photo of three kayakers
<https://dec.vermont.gov/watershed/lakes-ponds/aquatic-invasives/spread-prevention>.

Navigate to the "[Public Access Greeter Program](#)" section with photo of Greeters
<https://dec.vermont.gov/watershed/lakes-ponds/aquatic-invasives/spread-prevention/greeters>.

Step 2: **Scroll** down to the bottom of the Vermont Public Access Greeter Program webpage to find
"Greeter Training Materials"

Step 3: **Click on the link:**

[VT Public Access Greeter Dashboard – Draft](#)



Greeter Training Materials

- [2022 VT Public Access Greeter Manual](#)
- [Watercraft Inspection Survey123 Guide](#)
- [2022 VT Public Access Greeter Data Field Sheet](#) This data will need to be entered into Survey123.
- [VT Public Access Greeter Dashboard - Draft](#) Please log in with the Greeter Username and Password

Greeter Survey 123 Dashboard User Guide

Step 4. **Login** with the **credentials** provided to you at the greeter training

Login to the Greeter Survey123


Dashboard:




The screenshot shows a login interface with a dark background. At the top, the text "Sign in to Vermont Agency of Natural Resources" is displayed in white, with the Esri logo to its right. Below this, the "ArcGIS login" section contains two input fields: "Username" with a person icon and "Password" with a lock icon. A checkbox labeled "Keep me signed in" is positioned below the password field. Two buttons, "Sign In" (highlighted in blue) and "Cancel", are located at the bottom of the login section. Below the buttons are two links: "Forgot username?" and "Forgot password?", separated by the word "or". A "Privacy" link is located at the bottom right of the interface.

Sign in to Vermont Agency of Natural Resources 

ArcGIS login

 Username

 Password

☐ Keep me signed in

[Sign In](#) [Cancel](#)

[Forgot username?](#) or [Forgot password?](#)

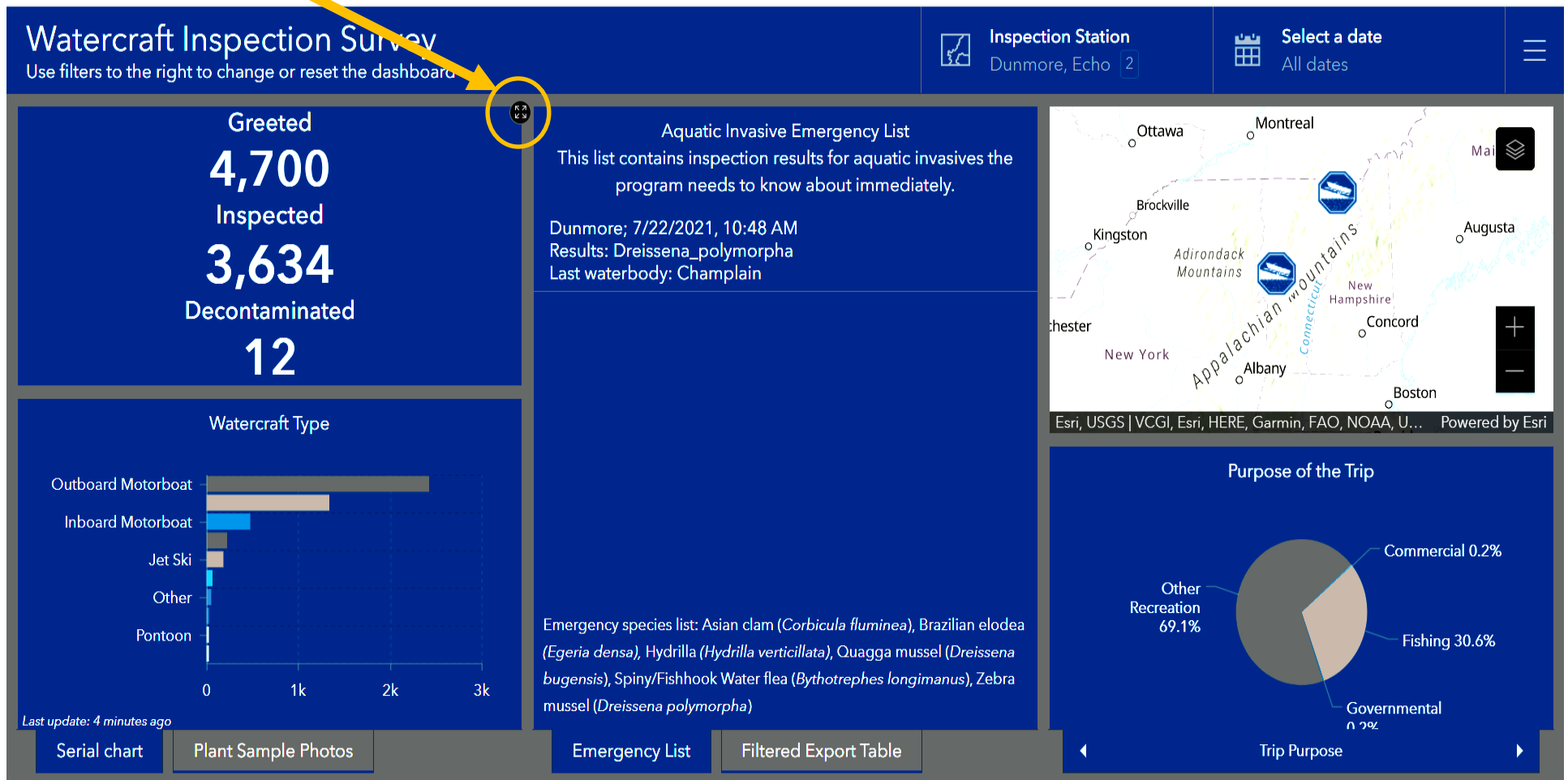
[Privacy](#)

Greeter Survey 123 Dashboard User Guide

Navigating within the Greeter Survey123 Dashboard:

Step 5: In the top right corner of each panel hover over the panel to reveal the maximize button in the top right corner.

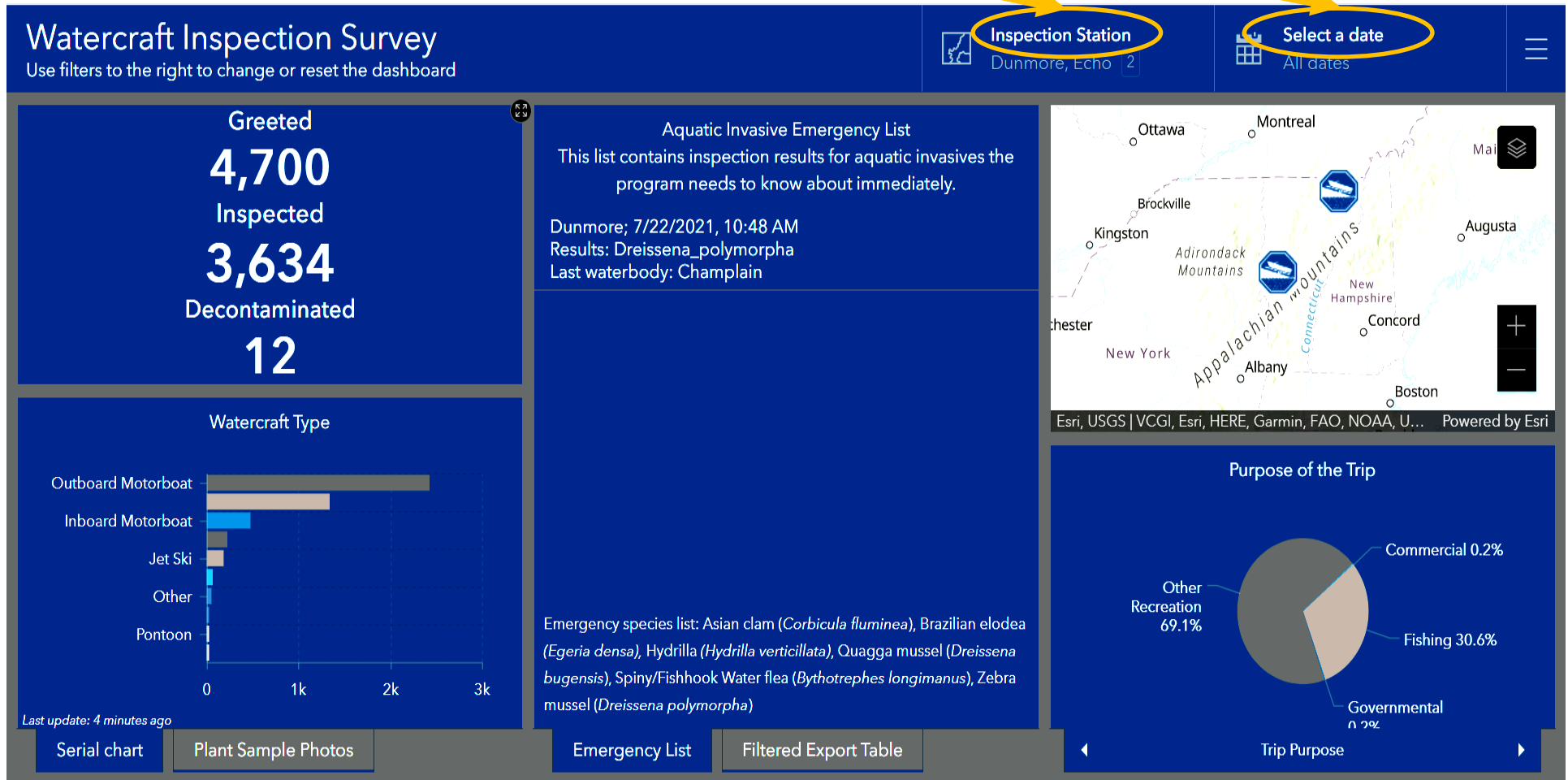
Click the  button to get a larger view of each section of the dashboard.



Greeter Survey 123 Dashboard User Guide

Navigating within the Greeter Survey123 Dashboard:

Step 6: **Filter Survey 123 Data** by “**Inspection Station**” or “**Date**” with the dropdown menu on the top right of the dashboard to chose from the lists.



Greeter Survey 123 Dashboard User Guide

Navigating within the Greeter Survey123 Dashboard:

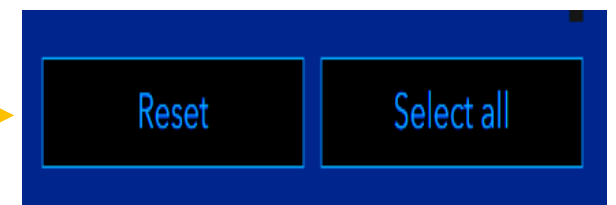
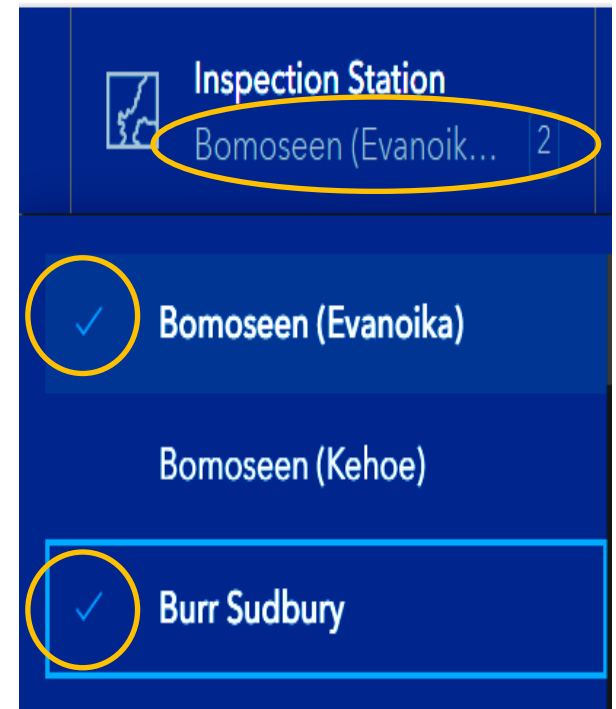
Step 6: To **filter by “Inspection Station”** select one or multiple waterbodies you wish to view. A blue checkmark will appear next to their name and the names and number of waterbodies selected will appear under the **“Inspection Station”** box.

The name of the town the waterbody is located in is in parentheses (e.g. **“Bomoseen (Evanoika)”** is referring to the area Lake Bomoseen located in the town of Evanoika).

Click on the waterbody name again to unselect it and the blue checkmark will go away, and the data on the dashboard will reset.

OR hit the **“Reset”** button at the bottom of the dropdown to unselect all water bodies and reset the dashboard.

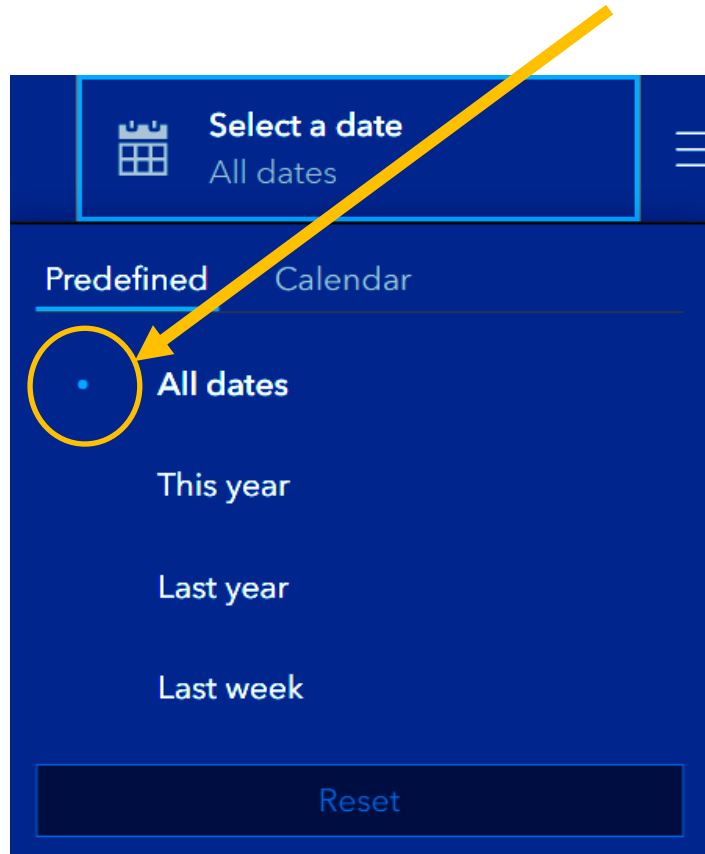
The data in all the other panels will change to reflect the **“Inspection Station”** and **“Date”** filters.



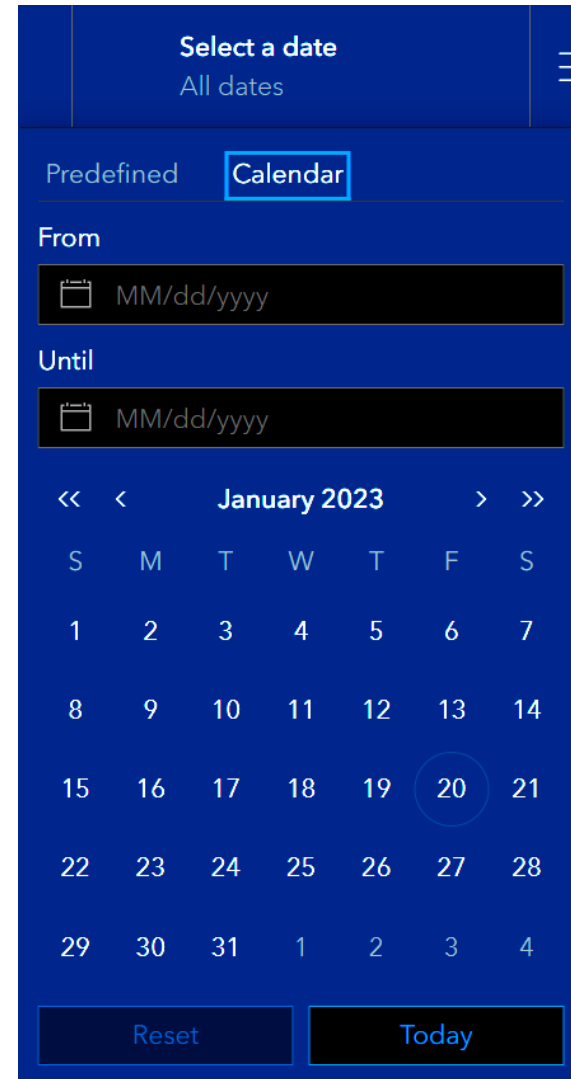
Greeter Survey 123 Dashboard User Guide

Step 6: **To filter by date**, select a “**Predefined**” timeframe or a specific “**Calendar**” date.

When you select a Predefined date a blue dot will appear in front of your selection.



Hit the “**Reset**” button to reset the dashboard.

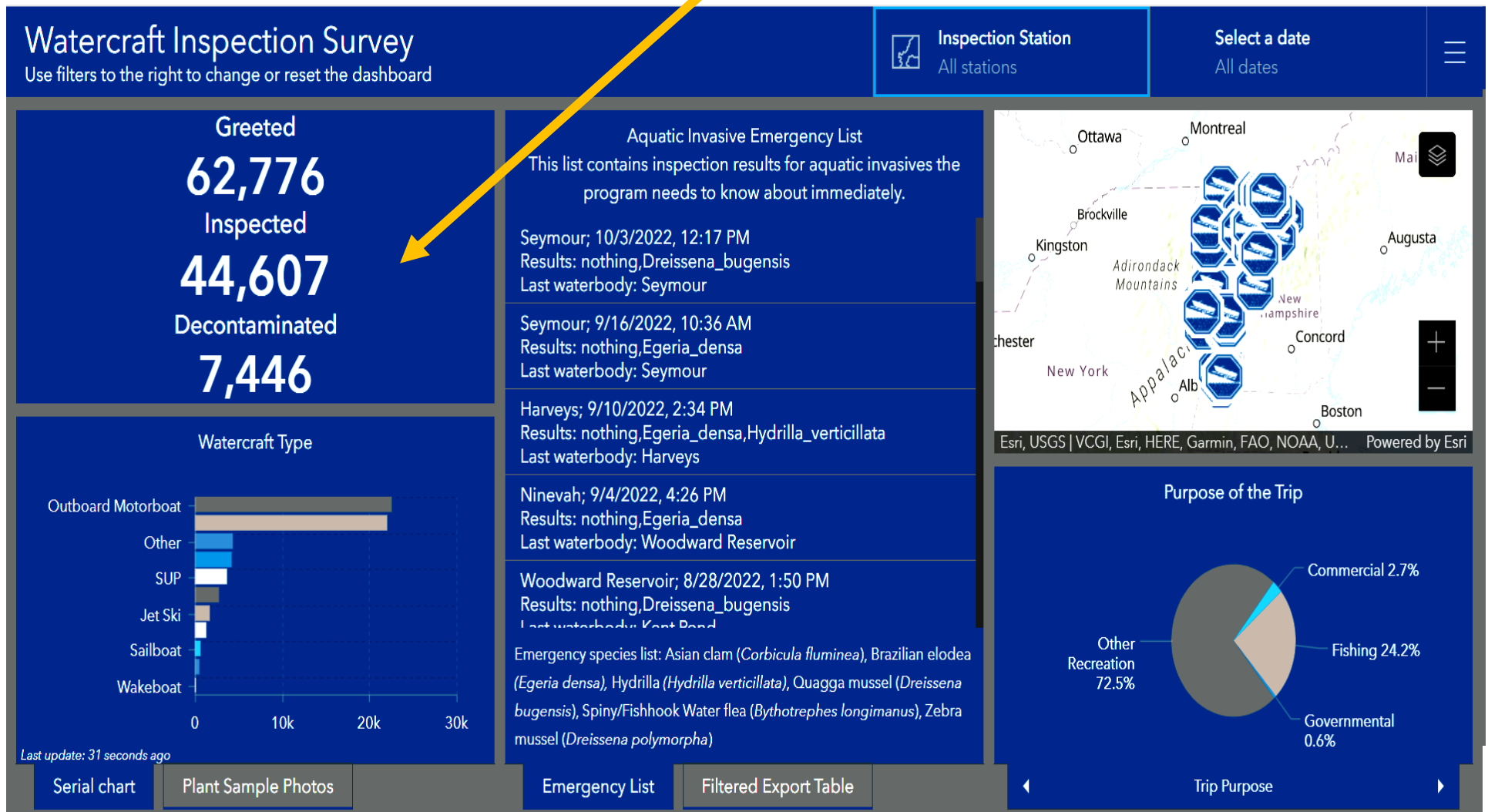


You can see data for your current date by hitting the “**Today**” button in the “**Calendar**” tab.

Greeter Survey 123 Dashboard User Guide

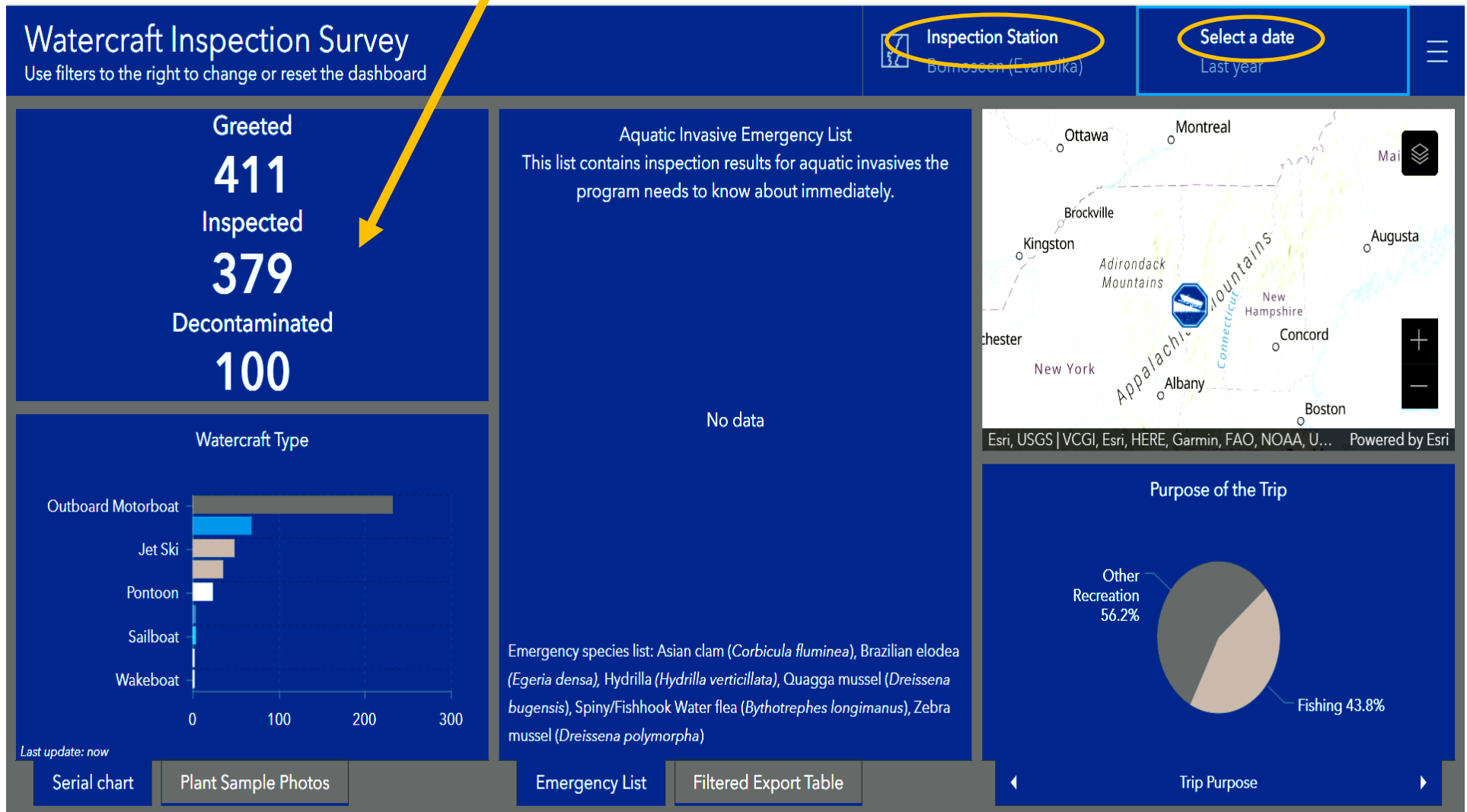
Understanding the Greeter Survey123 Dashboard information from left to right panels:

Step 7: The top left panel of the Dashboard gives information on the number of boats “**Greeted, Inspected, and Decontaminated.**”



Greeter Survey 123 Dashboard User Guide

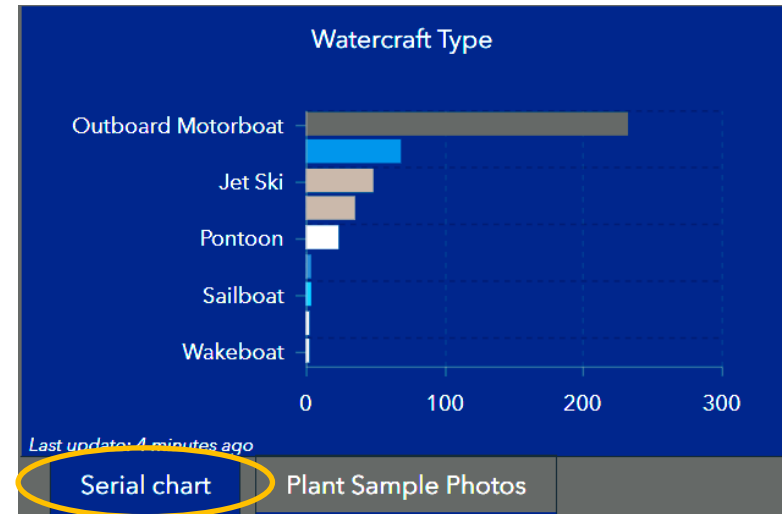
Step 7: For example, selecting **Inspection Station** “Bomoseen (Evanoika)” and “Last Year” under **Select a Date**, changes the number of **Greeter, Inspected, and Decontaminated** watercraft to reflect the number of watercraft **Greeted, Inspected, and Decontaminated in Lake Bomoseen (Evanoika) over the past year**, rather than the default of all the surveyed Vermont waterbodies over all years



Greeter Survey 123 Dashboard User Guide

Step 8: The bottom left panel has two tabs of information:

The “**Serial Chart**” tab gives statistics on the types of watercrafts that have been greeted.

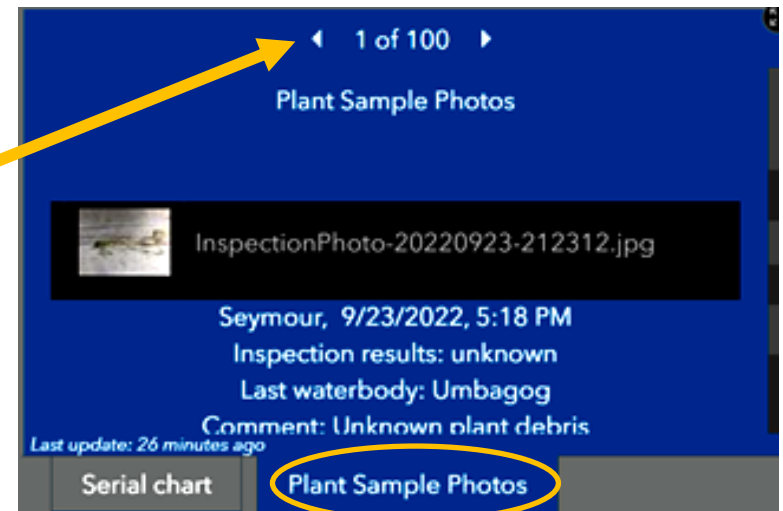


The “**Plant Sample Photos**” tab shows pictures unidentified species logged by Greeters into Survey123 for the DEC AIS team to verify.

Toggle through the samples using the left and righthand arrows at the top of the panel.

Refer to [insert link] to submit a photo to the Dashboard

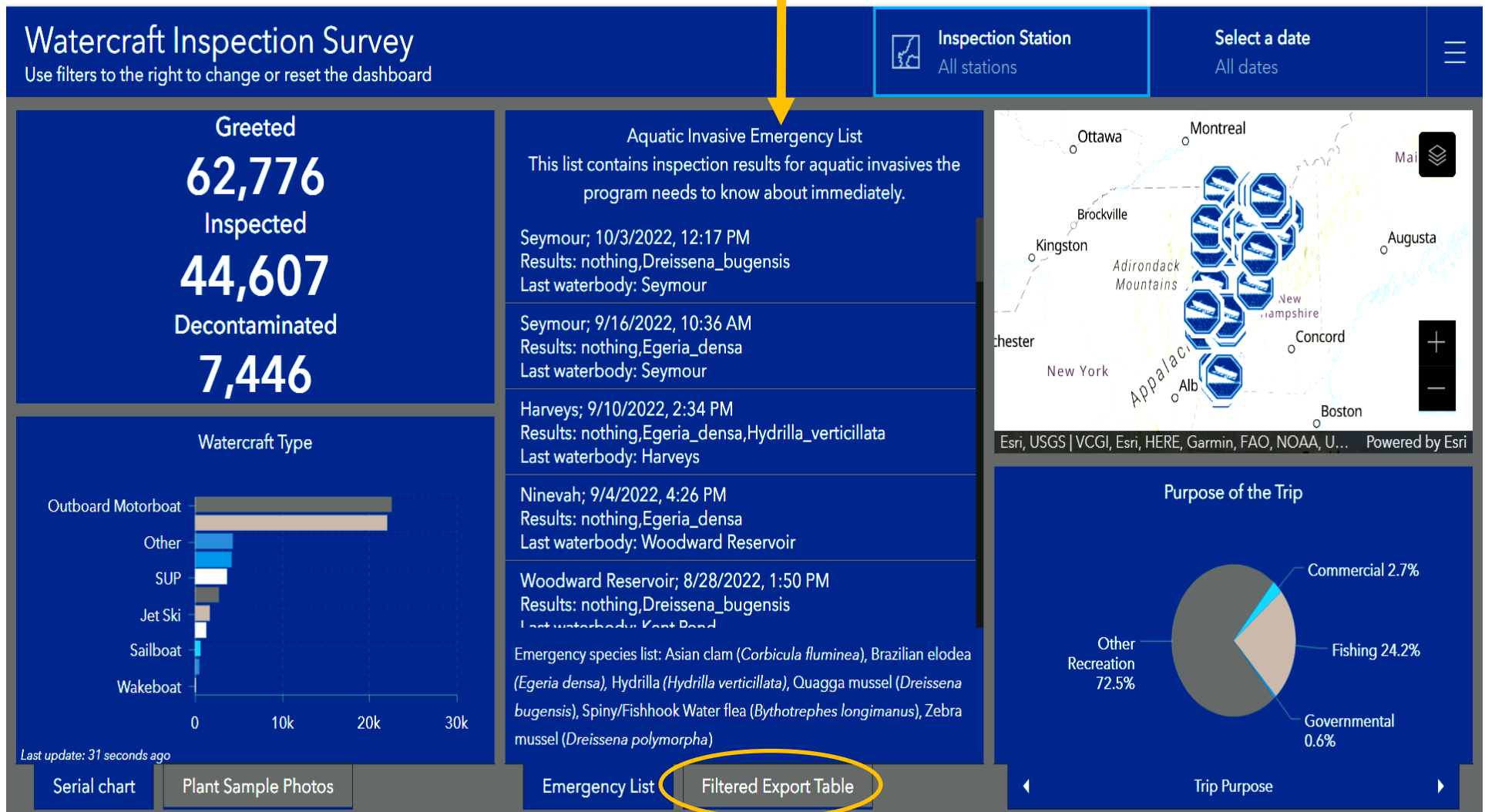
Both tabs can be filtered by “**Inspection Station**” and “**Date.**”



Greeter Survey 123 Dashboard User Guide

Step 9: The middle panel under the “**Emergency List**” tab gives information about any emergency AIS that have been found in Vermont.

It can be filtered by “**Inspection Station**” and “**Date.**”



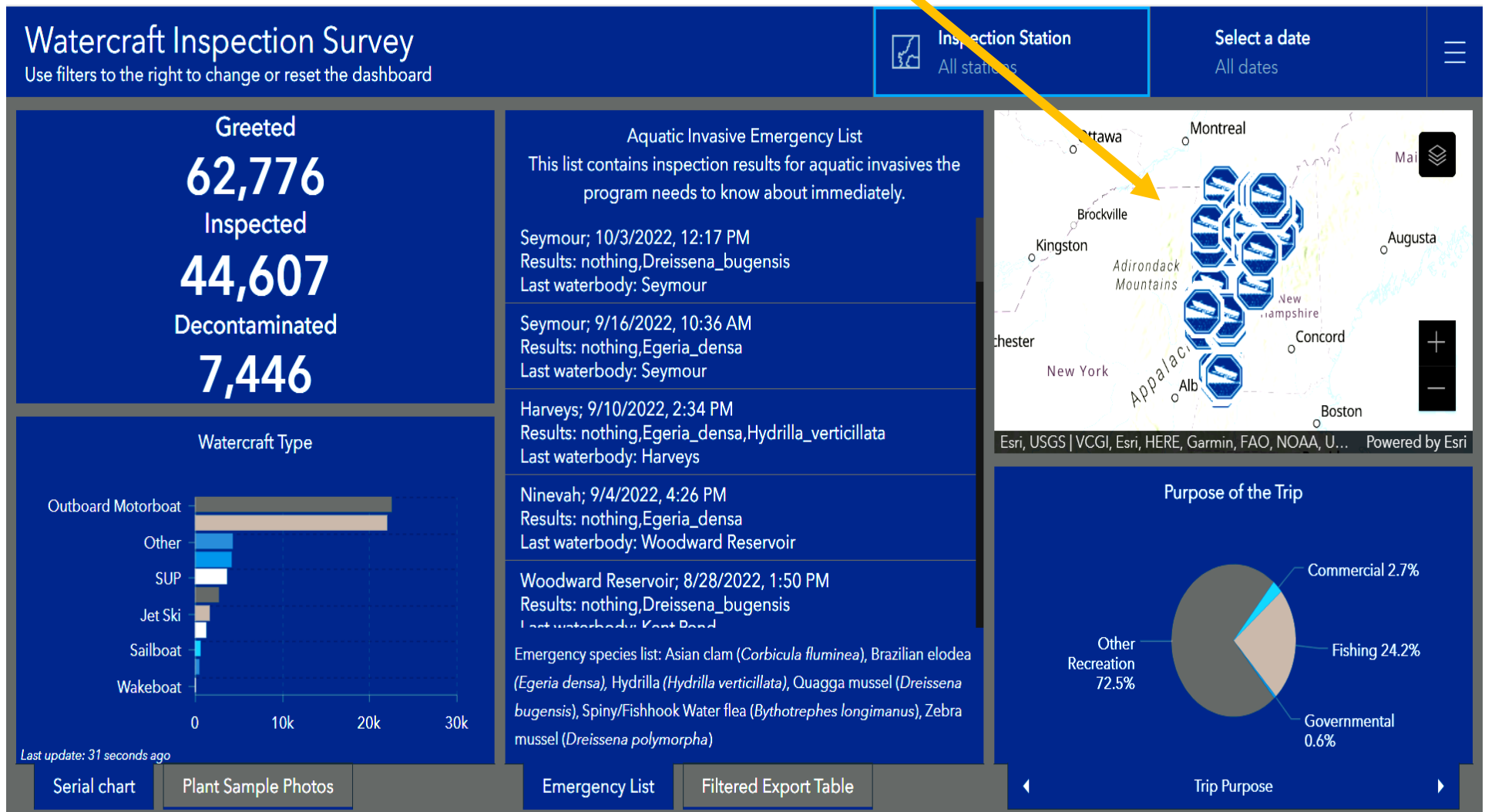
Greeter Survey 123 Dashboard User Guide

Step 10: The top right panel shows a **map of boat inspection stations**.

It can be filtered by “**Inspection Site**” and “**Date.**”



Symbol denotes an Inspection Station.

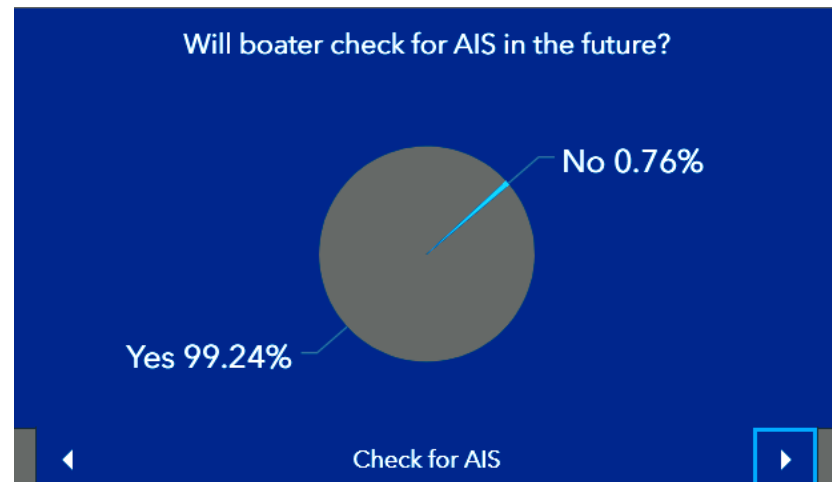
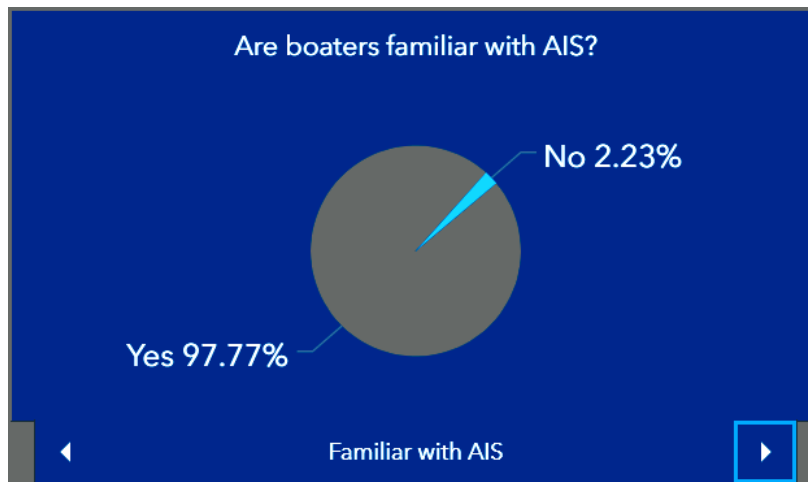
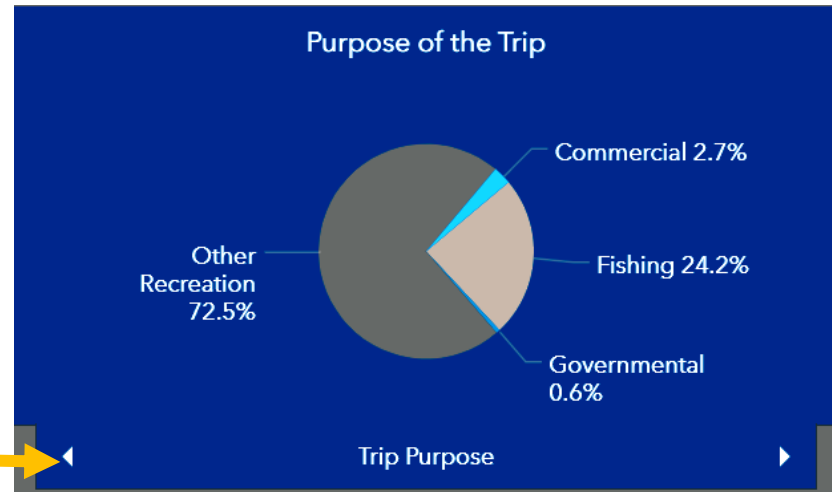


Greeter Survey 123 Dashboard User Guide

Step 11: The bottom right panel gives answers from boaters to questions posed by Greeters.

It can be filtered by “**Inspection Station**” and “**Date.**”

Toggle through the 3 different charts of information with the arrows on the bottom left and righthand corners of the panel.



Greeter Survey 123 Dashboard User Guide

To get Survey123 data:

Step 12: To get data you must pick “Inspection Station” and “Date” parameters.

Click on the “**Filtered Export Table**” tab in the center panel of the dashboard at the bottom of the page to get data from your chosen station and time frame.

Step 13: To download the data click on the **download button** in the bottom left corner of the Filtered Export Table panel and an Excel sheet will show up in your downloads on your computer.



Filter records by station and date			
Station name	Date/Time	Watercraft	Last waterbody
Bomoseen (Evanoika)	9/3/2022, 1:14 PM	Outboard	Bomoseen
Bomoseen (Evanoika)	9/3/2022, 10:30 AM	Outboard	Bomoseen
Bomoseen (Evanoika)	9/3/2022, 9:05 AM	Outboard	Bomoseen
Bomoseen (Evanoika)	8/20/2022, 2:36 PM	JetSki	Bomoseen
Bomoseen (Evanoika)	8/20/2022, 2:34 PM	Outboard	Bomoseen
Bomoseen (Evanoika)	8/20/2022, 2:05 PM	Outboard	Bomoseen
Bomoseen (Evanoika)	8/20/2022, 1:16 PM	JetSki	Bomoseen
Bomoseen (Evanoika)	8/20/2022, 12:54 PM	Outboard	Bomoseen
Bomoseen (Evanoika)	8/20/2022, 11:19 AM	Kayak	Bomoseen
Bomoseen (Evanoika)	8/20/2022, 11:15 AM	Outboard	Champlain
Bomoseen (Evanoika)	8/20/2022, 10:30 AM	Inboard	Bomoseen
Bomoseen (Evanoika)	8/20/2022, 9:39 AM	Outboard	Bomoseen
Bomoseen (Evanoika)	8/6/2022, 2:53 PM	Wakeboat	Bomoseen
Table notes: Download button at the bottom-right. 5,000 maximum rows. Export table includes all fields.			
<div>Emergency List Filtered Export Table</div>			

Greeter Survey 123 Dashboard User Guide

NOTE: In the downloaded Excel datasheet, Column Z
(**inspection_results**) reports on any findings from each station.

If an invasive species was found, the **full scientific name should be written out in the column formatted with an underscore between the genus and species names and with the genus capitalized.**

i.e. Genus_species ex) Myriophyllum_spicatum

Z
inspection_results
Myriophyllum_spicatum
Potamogeton_spp
Myriophyllum_spicatum,Potamogeton_spp
Myriophyllum_spicatum
nothing
nothing
nothing
Potamogeton_spp
Potamogeton_spp
nothing
MiscDebris
Myriophyllum_spicatum
nothing
nothing
nothing
nothing
nothing
nothing