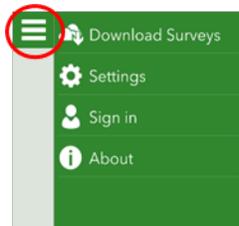
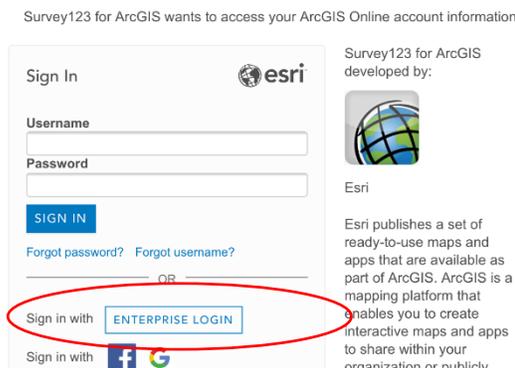


## Logging into Survey123—ArcGIS Online

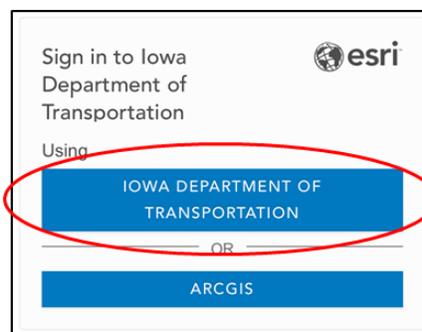


1) After opening the app, on the home screen, click on the three-line button in the upper right-hand corner, and click “Sign in.”

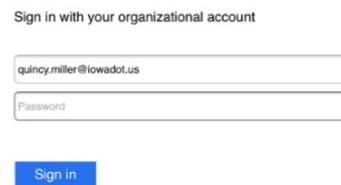
2) Then, choose the “Enterprise Login” button.



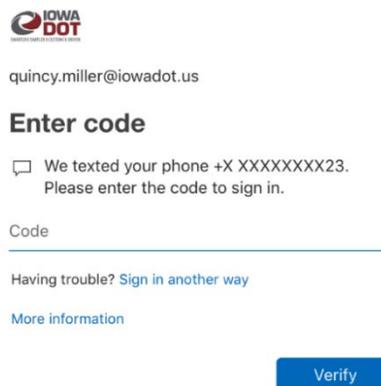
3) Then, type in “iowadot” into the text box and click continue. Then, choose “Iowa Department of Transportation.”



4) You will then be brought to the DOT sign in page, where your email should automatically be entered. If your email is not present, delete the one that is there and input yours. Then, enter in your password—the same you use for your computer login.



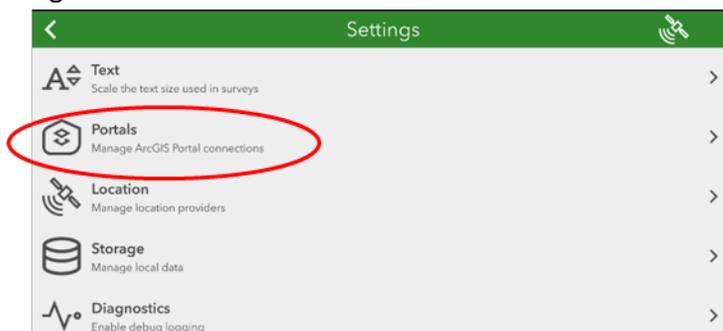
5) Also, be sure to have your cell phone nearby, as you will likely receive a code that you will have to enter to login. This multi-factor authentication (MFA) code will be texted to the device that is registered for it. After inputting the code and clicking “Verify,” you’re all logged in!



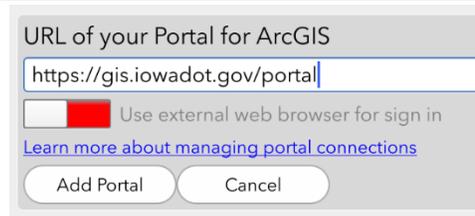
## Logging into Survey123—ArcGIS Portal

1) Portal for ArcGIS will become the new standard soon, and while the login process is largely the same, there are a few slight differences.

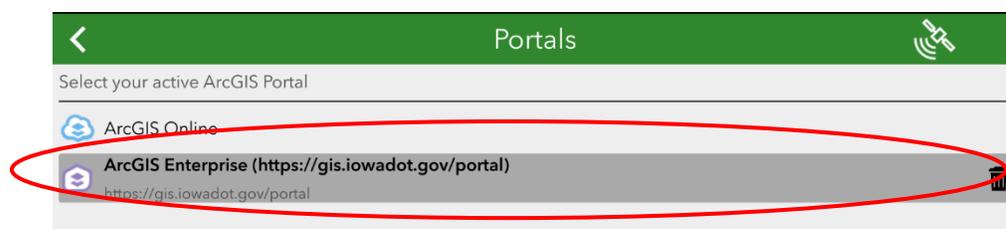
2) On the home screen, after bringing up the side menu with the stacked white lines, click on the “Settings” tab. From there, click on the section that says “Portals.” Click on “Add Portal” at the bottom of the screen.



3) Then, you will type in <https://gis.iowadot.gov/portal> OR <https://iowadot.maps.arcgis.com/> (It depends on which form you would like to work with)  
4) Leave the “Use external web browser for sign in” off (red showing) and click “Add Portal.”



5) This will take you back to the “Portals” screen, where you should have both ArcGIS Online and ArcGIS Enterprise present. Make sure that **ArcGIS Enterprise is highlighted**, then click the back arrow in the upper left-hand corner of the screen until you get to the menu to **sign in where you will need to sign in again**.



6) From there, the login process is the same as for ArcGIS Online. Make sure that the top header of the page says, “Sign in to ArcGIS Enterprise,” then select “Iowa DOT Login” and follow the same steps as with ArcGIS Online (See page 1).

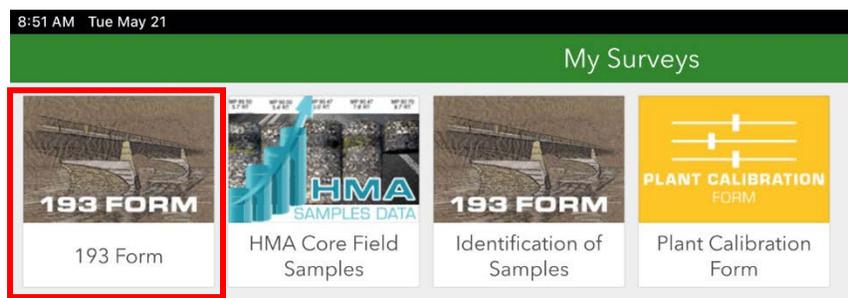
## Updating Surveys

- 1) Surveys have updates done over the winter months and it is a good idea to delete surveys and start with a fresh copy each spring. We are **not able** to push notification to the app or updated surveys through the app to users.
- 2) First, click on the stacked white lines in the top right of the app and select Settings. In the Settings menu, select Portals. Then click on the ArcGIS Enterprise portal with the purple logo and back out to the My Surveys page. (see second image below shows the old and new surveys)
- 3) You will be signed out of Survey123. Log back in (see page one).
- 4) Once you are signed in, click the stacked white lines and go to Download Surveys. Select the survey you want to use. The survey will be the updated version.
- 5) Next, delete the old survey by clicking on the survey (see top image below) and then select the stacked white lines at the top right and choose Delete Survey.

The old survey from 2018 has a last modified date of 3/26/19 and should NOT be used.

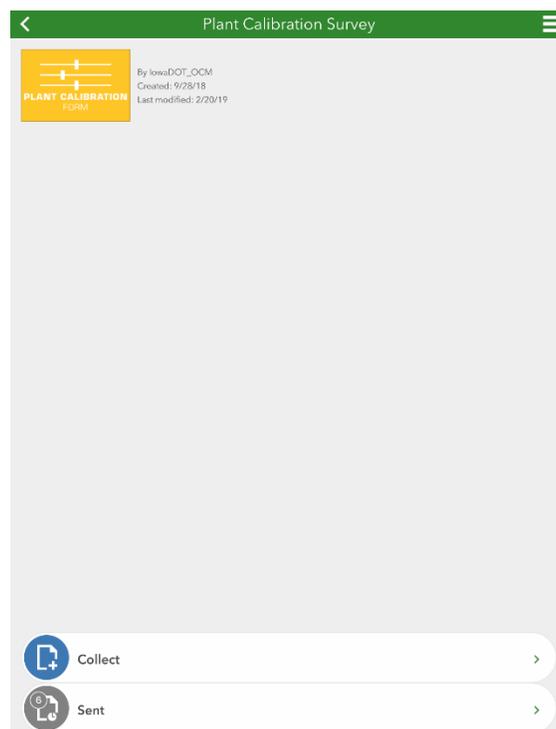
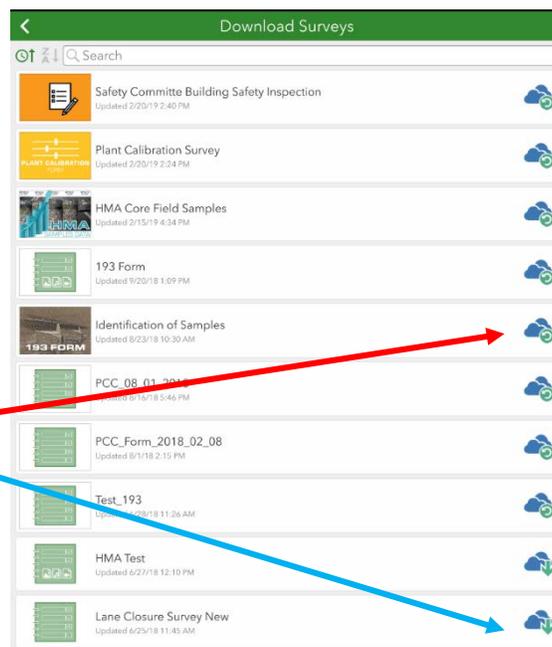


The new Survey for 2019 is in the red box below and has 193 Form in the description and picture.



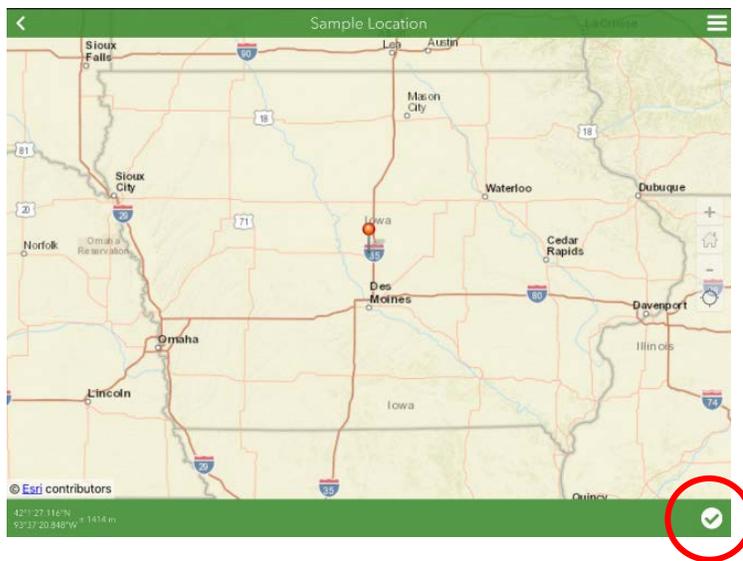
## Working with Survey123

- 1) Now that you're signed in, be sure that you have the latest version of the surveys. Click on the three-bar icon again to bring up the side menu and click on "Download Surveys."
- 2) Click on the cloud icon next to the survey you would like to update/download. The sideways curly arrow means that the survey will be **updated**, while a down arrow means the survey will be **downloaded** for the first time.
- 3) After downloading, return to the home screen and click on a survey. In this case, the Plant Calibration Survey has been selected. This is the screen you will see when you click on the survey, where you have the option to collect new data (begin a new survey) or look at previous surveys (sent surveys).
- 4) You may also have a third option as shown below, where the "Outbox" tab is present/ This means that a survey has data in it but is has NOT been submitted yet.
- 5) After filling out all the necessary data in the form, click on the checkmark in the lower right corner.
- 6) From there you will get this message, asking if you would like to send (submit) the survey now, later, or continue editing the survey. Clicking "Send Now" will submit the survey and have it appeared in the "Sent" box of the survey form. Clicking "Send Later" button will place the survey in the "Outbox" where the form is not submitted but is ready to be submitted. The third option will return you to the survey to make additional changes.



## Adding Map Locations

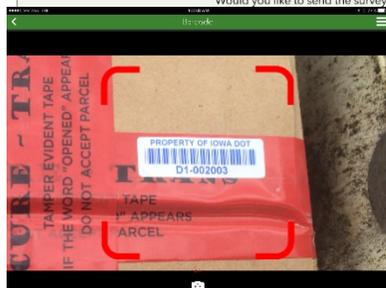
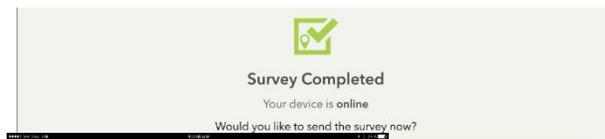
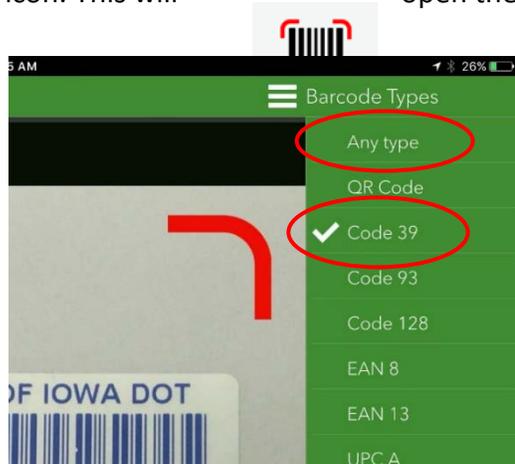
- If a map is present, be sure to click on the circle with crosshairs in the upper right-hand corner to capture your location.
- If you have poor/no cell service, you can capture your location by manually zooming in on the map by pinching the map outwards, as well as sliding your fingers across the screen.
- Once you have your location at the right place, click on the checkmark in the bottom right-hand corner of the map interface.



## Working with Barcodes

- 1) First, make sure the label is securely attached.
- 2) Then, on the Survey123 app, select the barcode icon. This will open the camera that will allow you to scan the barcode.
- 3) If this is your first barcode, you will need to open the side menu and select your barcode type. Select either "Code 39" or "Any Type," but the standard DOT barcodes are Code 39.
- 4) Center the barcode within the frame and touch the screen. If successful, the barcode field will be automatically populated.
- 5) If the barcode reader is not working properly, the barcode will need to be typed in manually.

open the



## Pictures

- When attaching photos or additional documentation, a field with a camera and a folder should be present. If available, there will also be a “plus” in the bottom right-hand corner of the field to add multiple pictures.



## Tips and Tricks

- Make sure your iPad is fully charged
- Have paper copies of your necessary forms just in case (PCC, 193, etc.)
- If experiencing issues with the app, press the home button of the iPad twice to bring up the apps that are open. Swipe up on the open Survey123 window to close out of the app.
  - If there are issues with the iPad itself, hold the home button of the iPad and the sleep button (on top of the iPad) *at the same time* until the screen turns black and the Apple logo appears. Once the Apple logo appears, the iPad has been restarted and you can let go of the buttons.
- Have the relevant manuals nearby to ensure proper identification

## Using Favorite Answers

- To start using favorite answers, you first need to have a survey filled out with the answers you use most commonly.
- When you have your go-to answers entered, open the side menu while still in the form and click “Set as favorite answers.” This will save the answers you have entered to use in new surveys of that form.
- To test it, after submitting your survey, open a new survey and open the side menu. Click on “Paste answers from favorite” and fill out/change any fields that differ from the favorite answers.

