

# Evaluator Instructions for the LakeSmart Survey123 mobile app

**PLEASE NOTE: Even if you have Survey123 installed from last year, you should update to version 3.9.148 or later. This version automatically notifies you of any updates to the survey.**

For help, contact Becky Schaffner ([becky.schaffner@maine.gov](mailto:becky.schaffner@maine.gov)) or Brooke MacDonald (<mailto:bhmacdonald@mainelakessociety.org>)

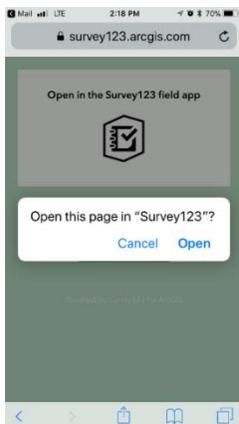
1. Install the free Survey123 for ArcGIS program on your phone or tablet. It is available through the Apple App Store, Google Play, and Amazon Appstore depending on your device. Search for “Survey123 for ArcGIS”, and install the app. You can also install it on a computer; see installation options under center column titled “Survey123 field app” here: <https://doc.arcgis.com/en/survey123/download/>
2. You do NOT need to sign in once downloading and opening the app. Proceed to step 3.
3. **DOWNLOADING and INSTALLING THE LAKESMART SURVEY.** Once you have installed the Survey123 app on your phone, there are several ways to access the LakeSmart survey.



- a. Turn on the camera on your phone or tablet and point it at the QR code above. When a pop-up notification appears (“Open arcg.is in Safari” for example), click it to open a link to the survey.

Or:

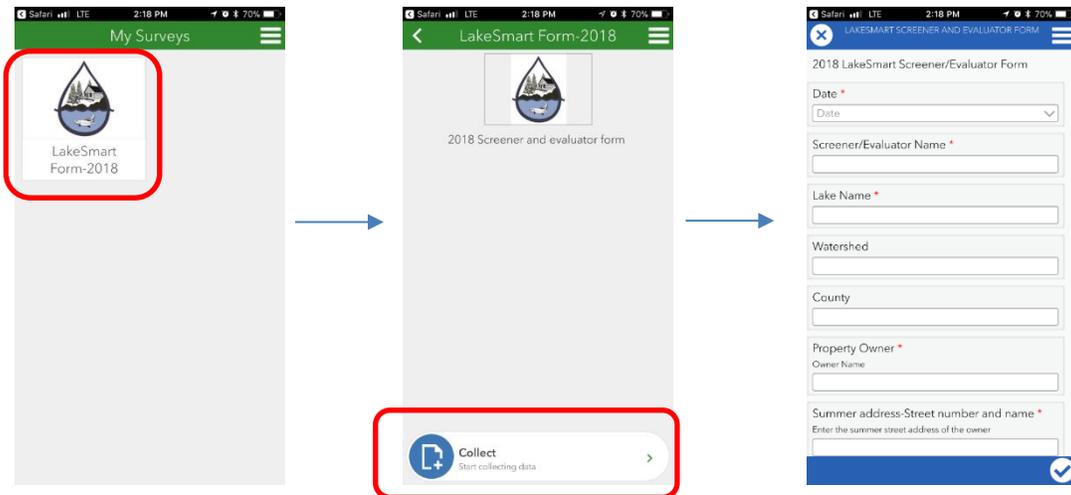
- b. On your device or computer, open a browser such as Safari or Chrome and click on or type in this link: [bit.ly/LakeSmart2020](https://bit.ly/LakeSmart2020)
- c. When you see the below screen, click “open in the Survey123 app. The survey will be downloaded and installed.



4. After installation: Open the Survey123 app (if not already open) by clicking the icon on your phone.



5. On the My Surveys screen, click the LakeSmart form 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. You can find saved incomplete surveys 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 four 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.