

Waxcap Watch Survey

Survey123 Instructions & FAQs

Use this guide to:

- **UNDERSTAND** how to download the Survey123 app and how to access the survey form.
 - **ANSWER** any questions you may have about Survey123.
-

1 How do I download the Survey123 app and access the Waxcap Watch survey?

Downloading the Survey123 app on your smart device is the first step to getting access to Plantlife's surveys. The second step is downloading the survey via a link or a QR code (provided below). This two-step process is a result of using Esri's ArcGIS Survey123 application which affords Plantlife the ability to design surveys in-house.

Note: If you have already downloaded the Survey123 app, you DO NOT need to download it again (unless you wish to update your current version). You can skip to the second step.

FIRST STEP

To download the free Survey123 app, click on one of the following links that suits your smart device (phone or tablet):

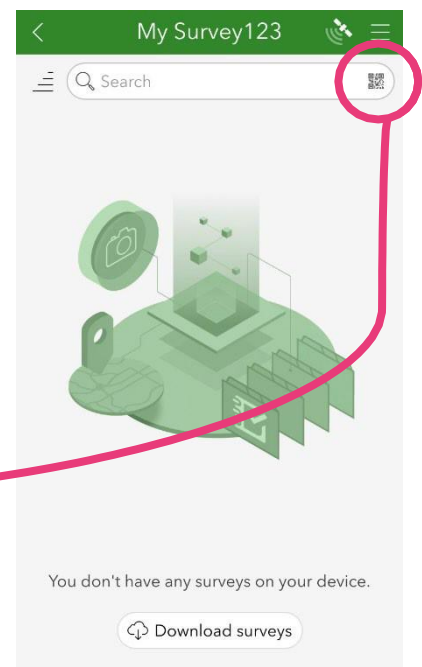
- [Survey123 for Android \(Google Play\)](#)
- [Survey123 for iOS \(Apple Store\)](#)

When you open the Survey123 app for the first time, you will be asked if Survey123 can access your camera – click '**Yes/Allow**'. You will then see a log in screen (as seen on next page) – click '**Continue without signing in**' at the bottom of the screen. You may also be asked about Survey123 having access to your location – we would recommend selecting '**Allow while using app**' as most surveys will record your location. You will then see the 'My Survey123' screen as featured on the right below. You will not see any surveys on this page unless you have already used the Survey123 app for other surveys.

SECOND STEP

To access the Waxcap Watch survey, you will need to click on [this link](#) on the same device you downloaded the Survey123 app on to **OR** you can scan the QR code below within the app using your device's camera.

You will then be taken to a page that asks how you would like to open the survey – click '**Open in the Survey123 field app**'. The survey will then be downloaded and opened in the Survey123 app. At that point, you will be ready to start your first survey!



YOU WILL ONLY NEED TO GO THROUGH THIS PROCESS THE FIRST TIME YOU ACCESS THE SURVEY

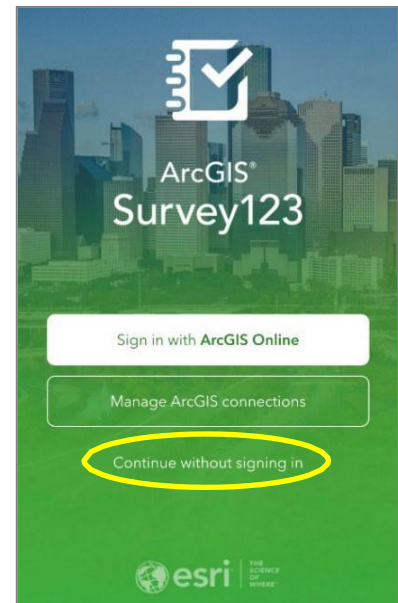
Plantlife
Waxcap
Watch

For all subsequent surveys, simply open the Survey123 app on your device and click on the Waxcap Watch survey icon (as seen on the left) on your 'My Survey123' screen. Then, click '**Collect**' at the bottom to fill out another survey. You can submit as many surveys as you would like.

2 Do I need to login to the Survey123 app?

No, you do not need to sign in or create sign in details to use the Survey123 app. After downloading and opening the Survey123 app, you should see the screen featured on the right.

The text at the bottom of the screen that says ‘**Continue without signing in**’ is what you want to click. You will need to click this each time you open the Survey123 app.



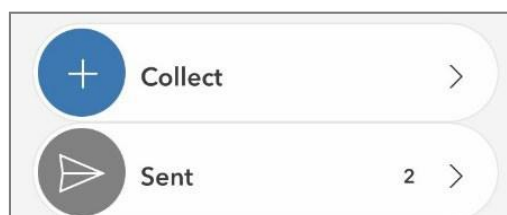
3 What if I don't have a smart phone/tablet or I'm not able to download apps?

Where possible, **we would highly recommend using the Survey123 app** to complete the survey. It is much more convenient to use, especially when filling in the survey outdoors. The Survey123 app allows you to view and/or edit surveys you've already submitted, submit surveys while offline, and save answers to avoid re-entering the same information. Read more about these features in the answers below.

However, if using the app is not feasible, you can alternatively follow this link: <https://arcg.is/1P8Lj52> and then select 'Open in browser' to launch the survey in a web browser on your computer. If you choose this option, we recommend looking over the survey form first to see what information you will need to record when carrying out your survey. More information about waxcaps and grassland fungi can be found on the [Plantlife website](#).

4 If I'm revisiting the same site, can I copy or view a survey I've previously submitted?

Yes. After you submit your first survey, you will see a 'Sent' folder at the bottom of the survey summary page:



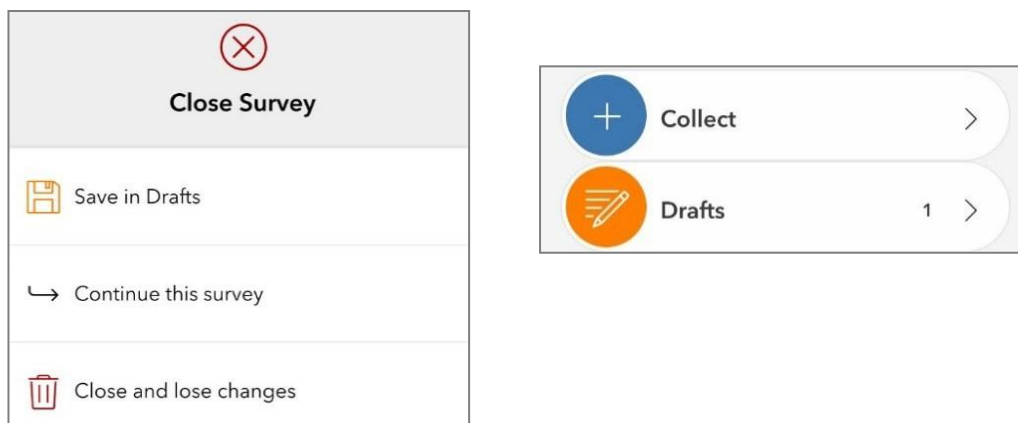
If you click into the 'Sent' folder, you can see all previously submitted surveys from your device. By clicking on one of the surveys, you will be given the option to 'View' or 'Copy sent data to a new survey'. By choosing the 'Copy sent data to a new survey' option, you can make any necessary changes and submit as a new survey.

5 If I'm submitting a survey multiple times, is there a way to save some of the information so I don't have to keep re-entering it?

Yes. Once you have populated the survey with the answers you wish to save for future surveys, you can set them as your favourite answers by clicking the menu icon in the upper right corner of the screen. You will then select the option 'Set as favourite answers'. Once your favourite answers have been saved, you can insert them into new surveys by clicking on the menu icon again at the start of your next survey and selecting 'Paste answers from favourite'.

6 Can I save my survey as a draft and edit before submitting?

Yes. If you would like to save your survey as a draft, click on the X in the upper left corner of the screen which opens the 'Close Survey' window below. Here you will be given the option to save the survey as a draft. To access the draft you have saved, navigate to the survey summary page where you will see a 'Drafts' folder (see image below). By clicking on this folder, you will be able to see the survey you have saved, edit as needed and can submit.



7 How do I enable location services on my mobile device?

The follow information comes from [Esri's ArcGIS Survey123 FAQ for submitters](#):

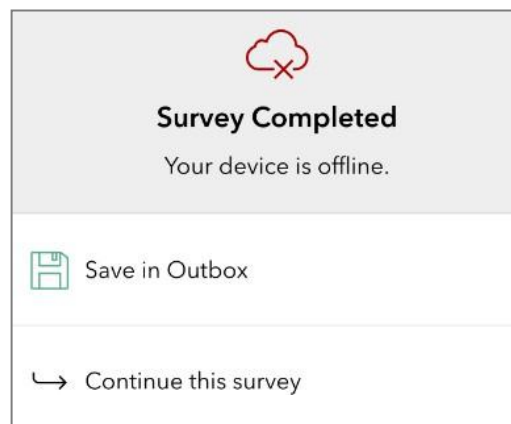
On iOS, when the app is launched for the first time after installing, you will be asked if you want to capture location only when the app is on, always, or never. This can be changed later in your device's settings, by browsing to **Settings > Privacy > Location Settings > Survey123**.

On Android, when the app is launched for the first time after installing, you will be asked if you want to allow access to the device's location. This can be changed later in your device's settings, by browsing to **Settings > Apps > Survey123 > Permissions** (or similar depending on the Android device). On Android, when you run the app in the background, a notification that the app may be using your current location appears; however, your location will only be captured according to the behaviour chosen in the [location settings within the app](#). The default behaviour is to only capture the location as needed by a survey, meaning that no location is captured when the app is in the background.

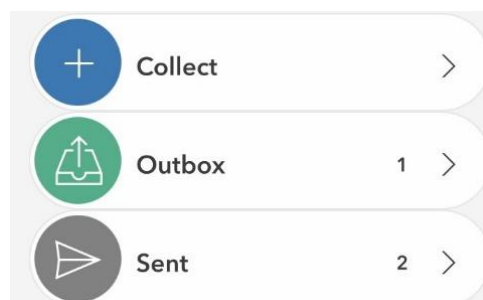
8 What if I don't have a mobile data plan or the location I'm going to is very remote and I may not have access to mobile data?

You can still access and fill out the survey without mobile data but you **MUST** download the Survey123 app in order to do this. See instructions below:

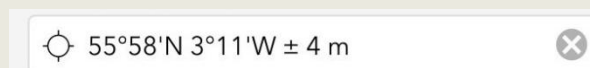
When connected to Wi-Fi or mobile data, download the Survey123 app, as well as the Waxcap Watch survey as detailed on page 1. You can then begin capturing survey information without a data connection. Upon completing the survey, you will be given the option to 'Save in Outbox', please select this option (see below). In doing so, all your survey results will be stored locally on your device.



When you are able to reconnect to Wi-Fi or mobile data, you will need to submit your survey that has been saved in your Outbox. To do this, navigate to the survey summary page where you will see an 'Outbox' folder (see image below). By clicking on this folder, you will be able to see the survey you filled out and can submit it by clicking 'Send' in the bottom right corner of the screen.



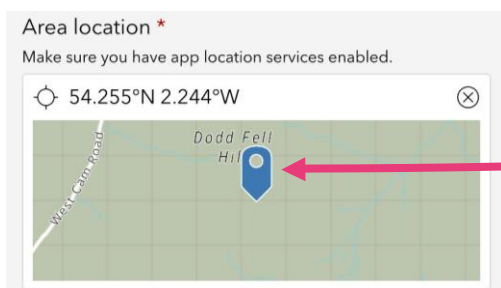
Note: You will not be able to see a map with your location while filling out a survey offline but rest assured, if you have locations services enabled on your device, the app will record your location. It might look like the following image, no map but an un-editable box containing your present coordinates.



9 How do I use the mapping/ geolocation capabilities in the Survey123 field app?

Survey location

You are asked to record the location at which you are conducting your survey as seen in the image below. If location services are enabled on your device (see question 7 if unsure), your location should automatically be picked up.



The blue pin on the map indicates that the record has been placed at your current location. If for any reason you want the pin to be at another location, click on the map to open a larger map window and drag the pin to a different location and click the tick. The coordinates of the record will be shown at the top of the map.

10 How do I make the text larger on the Survey123 app?

If you're having trouble with the size of the text, you can customise these settings within the Survey123 app. Click on the menu icon in the upper right corner of the 'My Survey123' page and then select 'Settings'. In Settings, select 'Text' and adjust the text size by sliding the circle to the right to increase the size.



Plantlife

Brewery House
36 Milford Street
Salisbury
Wiltshire SP1 2AP
01722 342730

enquiries@plantlife.org.uk

plantlife.org.uk

Plantlife International - The Wild Plant Conservation Charity is a charitable company limited by guarantee. Registered in England and Wales, Charity Number: 1059559. Registered in Scotland, Charity Number: SC038951. Registered Company Number: 3166339. Registered in England and Wales.

©Plantlife, March 2024 Design:
[evansgraphic.co.uk](https://www.evansgraphic.co.uk)

Plantlife is the global charity working to enhance, protect, restore and celebrate the wild plants and fungi that are essential to all life on earth. With two in five plant species at risk of extinction, biodiversity loss is now the fastest it's ever been and Plantlife's work has never been more vital. Plantlife champions and accelerates conservation action, working at the heart of a global network of individuals and organisations, to influence and inspire landowners and land managers, public and private bodies, governments and local communities. As time begins to run out, Plantlife's position as the global voice for wild plants and fungi will help to bring lasting and positive change to our natural world – for everyone's sake.

**To secure a world rich in
wild plants and fungi.**