

Instructions for Installing the New York iMapInvasives Simple Aquatic Survey (SAS) Pro Survey123 Form

I. Downloading the Survey123 Mobile Application

1. Download (or update) the Survey123 app onto the device (search the Play Store on Android or the App Store on iOS for **Survey123**, or use the links below).
Please ensure that you have the most current Survey123 version - 3.12.227 as of 6/5/2021
 - a. Link to Apple App Store:
<https://apps.apple.com/us/app/arcgis-survey123/id993015031>
 - b. Link to Google Play Store:
<https://play.google.com/store/apps/details?id=com.esri.survey123>
2. After opening the Survey123 App, you do not need to click “Get Surveys” or sign in to an ArcGIS Online account if you do not have one. Instead, simply proceed to the next section.

II. Download the SAS Pro Survey into Survey123

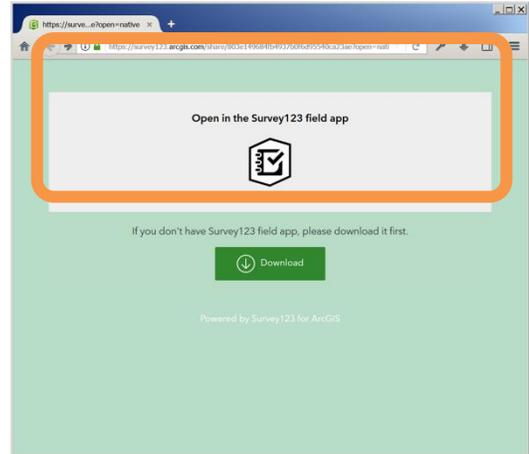
1. Use **one** of the following two methods below to access the SAS Pro survey:
 - a. **Short URL** [recommended]
Enter the following shortened URL into any web browser on the mobile device –

nynhp.org/imap/sas-pro
 - b. **Long URL**
If, for some reason, the short URL (above) is not working, this is the full URL –

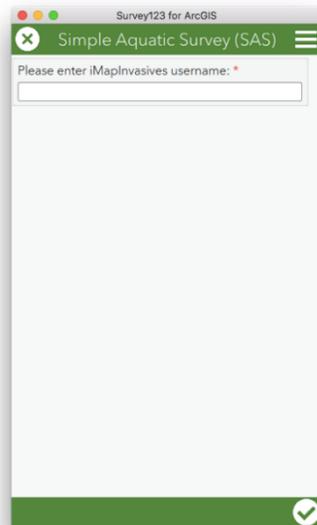
<https://survey123.arcgis.com/share/aa93db89b75a46d59b7f6679c89e22eb?open=native>

2. Once you have completed one of the methods above, click the gray box that says, **Open in the Survey123 field app** (circled in orange, right).

Note, on iOS devices, this step may happen automatically.



3. Tapping the gray box from step 2 (above) will automatically open your Survey123 app, download SAS into Survey123, and open the survey.
4. Once the survey has finished loading and you see the **Simple Aquatic Survey (SAS) Pro** screen, SAS has successfully downloaded to the device and is ready for data collection.



III. Using the Survey

1. The first step of completing a SAS survey is to enter your Name and iMapInvasives **Person ID**. This your specific ID number associated with every record you create. If you do not know your Person ID:

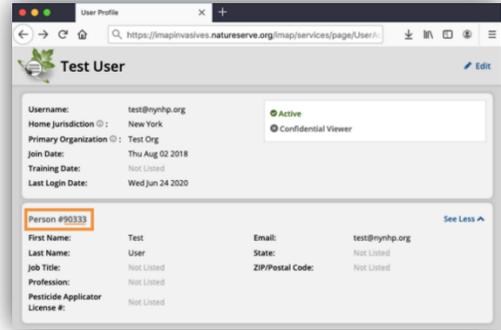
- a. Log in to iMapInvasives on a browser:

<https://imapinvasives.natureserve.org/imap/login.jsp>

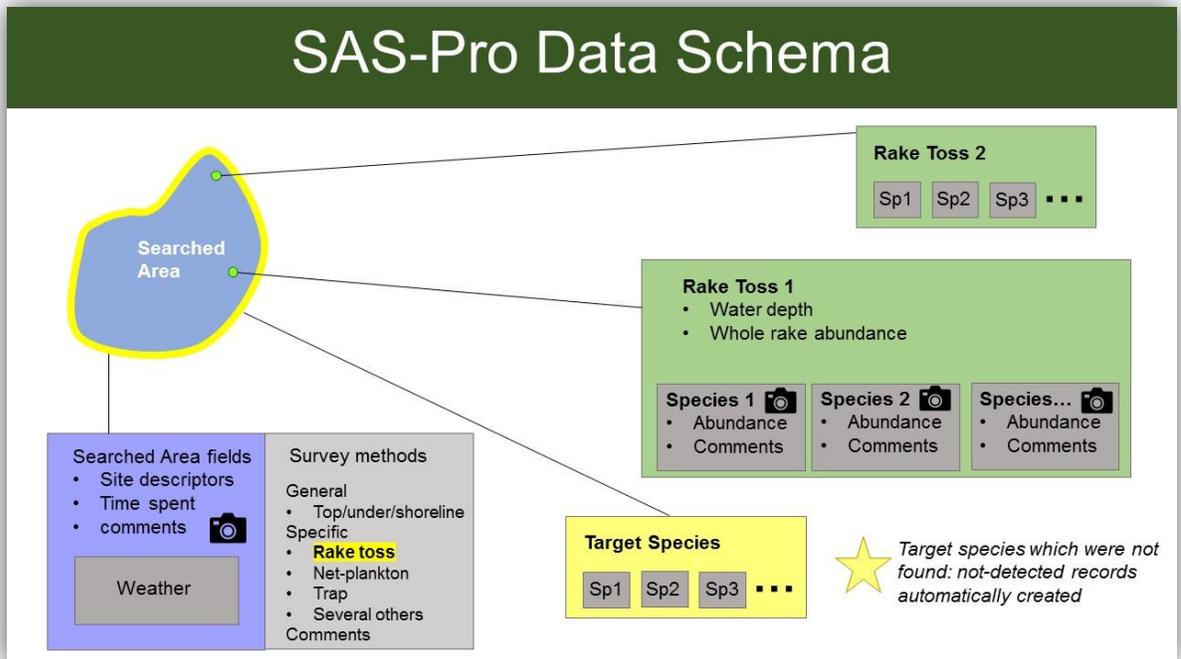
- b. Go to **“Your Account”** in Main Menu

- c. You will find your Person ID on this page (e.g. **“Person #90333”** in the box in orange to the right).

- d. If you are part of an iMap organization or Project, follow the instructions to enter those ID numbers as well (optional).



2. The survey is organized into nested boxes that correspond to the SAS-Pro Data Schema (see image below).



One of the first steps is to delineate a Searched Area polygon, which indicates the extent to which a waterbody was surveyed (e.g. an entire pond or a section of a lake or river). In the next sections of the survey form, sampling points (either rake tosses or other general observation points) indicate where the sampling occurred, and which species were detected. We encourage you to pay close attention to help text if you need clarification within the survey.

3. “Target Species List”

- Please check off the **invasive** species you are specifically looking for in the survey you are conducting (this should be a subset of the full list).
- For instance, if you are conducting a rake toss(es), select the macrophytes you are comfortable identifying and plan to actively check for.
- *What if you detect a species that wasn't on your target list?*
This is not a problem – you can create the Presence without it being selected in the target species
- **A Not-Detected record will be automatically created for the entire Searched Area for any species selected on your Target Species List for which you did not create a Presence Record.**

4. For Rake tosses, you need to select a “Rake Toss Abundance Method”:

a. **USACE/Cornell/CSLAP/NYSDEC**

- This method uses a scale: 1 (Trace) – 2 (Sparse) – 3 (Moderate) – 4 (Dense)
- This is the more general method that most programs and volunteers use.

b. **NYS Parks Water Quality Unit**

- This method requires recording the abundance of each present species as a percentage (%).
- Note: the percentages **must** add up to 100% to submit the survey.
- This method is primarily used by the NYS Parks Water Quality Unit.

For more info and a full tutorial: <https://www.youtube.com/watch?v=2klmA3MizWM>

- ### 5. Once the survey is complete, tap the **Save** checkmark in the lower right side.
- (Close the keyboard if it is in the way from seeing the Save checkmark. To do so on iOS: Swipe away the keyboard, and on Android, press the device's Back button.)

If the device does not have an active internet connection when the survey is saved, it will automatically be saved to the survey Outbox for later upload (see number 6, below).

However, if the device has an active connection to the internet when the survey is saved, you will be presented with these options:

- a. **Send Later** (*saves the survey to Outbox*)
- b. **Send Now** (*sends survey to the server immediately*)
- c. **Continue this survey**

6. For records stored in the Outbox –
If the Outbox icon appears when you load the survey, you know you have unsent records. Those unsent records can be further edited if necessary.

To upload the pending surveys, tap the **Send** button in the bottom right. This will upload all pending surveys. It is not possible to selectively upload surveys.

IV. Utilizing the “Favorites” Feature

To save your login information so you do not need to re-enter the same data each time you start a new record:

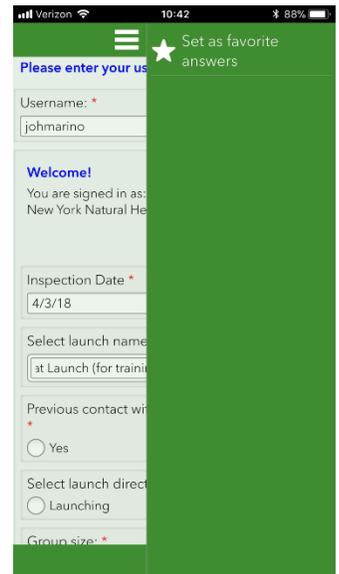
1. Start a new survey, and enter your username
2. Populate any other fields that will not change (such as username).
3. *Next is to specify that the values of this survey will be considered the “favorites.” To do so:*
Click the menu bar in the upper right corner
4. Select **Set as favorite answers**.
5. *Next, save the survey as a draft. To do so:*
Select the **X** in the upper left of the survey
6. Select **Save this survey in Drafts**.

Now you are ready to populate a survey with the saved favorite answers.

The process for utilizing the saved favorite answers is:

1. Start a new survey
2. Open the menu (using the button in the upper right)
3. Choose **Paste answers from favorite**.
4. Your previously-specified answers that were marked as favorite will now be populated in the survey.

You can repeat this process for every new record you enter.



V. Updating the Survey

1. If an update is available to SAS-Pro, an **Updates Available** notice will appear at the top of the Survey123 home screen (highlighted in yellow in the screenshot at right) when your device is connected to internet.
2. Select the **Updates Available** notice.
3. Select **SAS_Pro** in the list of available updates.
4. Once the download has completed, the updated WISPA form is ready for data collection.

