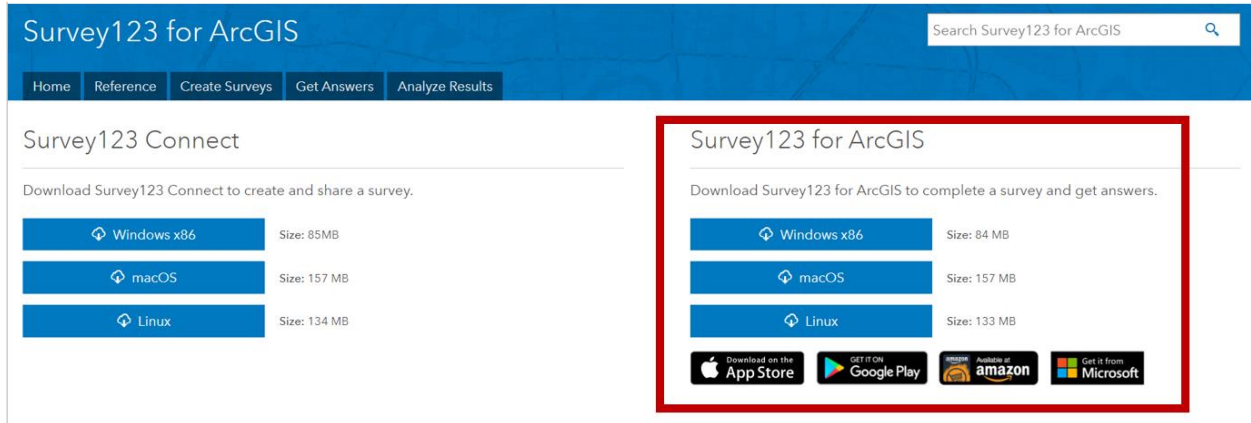


# How to Use Survey123 to Collect Weed Data

Patrick Sowers, King County Noxious Weeds  
4/13/18

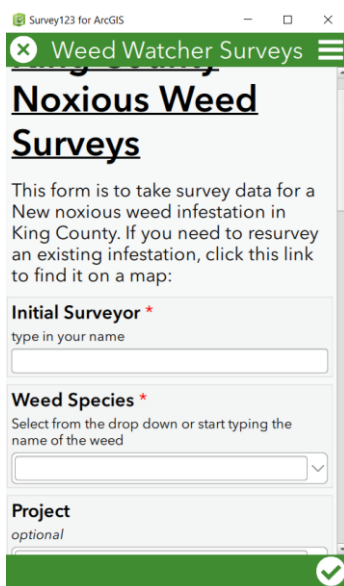
## STEP 1: DOWNLOAD THE SURVEY123 APP

Visit the Survey123 download page [Survey123](#) and choose your device that you want to download. You do not need to download Survey123 Connect



## STEP 2: DOWNLOAD THE WEED WATCHER SURVEYS FORM

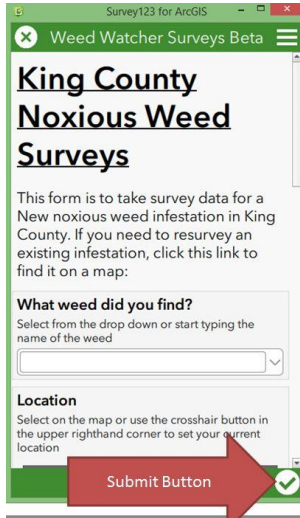
Download and open the Weed Watcher form in Survey123 using this link: [Weed Watcher Form](#)  
The form Looks like this:



### STEP 3: FILL OUT THE FORM AND SUBMIT

Fill out the Form following the hints. Answering some questions will reveal questions relevant to your answer.

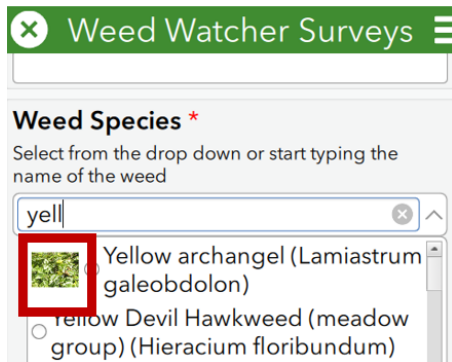
Submit the form by clicking the check box in the bottom right corner



### Field Glossary:

**Initial Surveyor** – Required. The name of the surveyor who first records the infestation.

**Weed Species** – Required. List of weeds on the King County Noxious Weed List. The list will filter as you start typing in the name. Click the thumbnail image to see larger photo of the plant



**Common Name** – Automatically filled in after selecting weed species

**Weed Class** - Automatically filled in after selecting weed species

**Required for Control** - Automatically filled in after selecting weed species. Yes means the weed is regulated in King County and property owners are responsible for controlling (preventing the spread of seed or root propagules) the plant.

**Project** – Optional. Enter the name of a specific project.

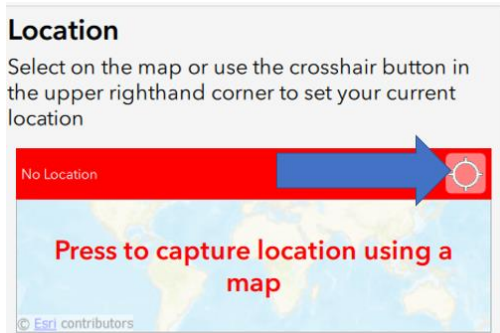
**Access Permission** – Relevant to Thornton Creek Project. Need to select Thornton Creek Project to view these questions. This question asks whether the surveyor has permission to Access the property.

**Owner Control** – Will the owner control the weed found on the property? Relevant to Thornton Creek Project.

**Site Name** – Optional. The name of a specific site. This can be used later to filter data specifically for this site.

**Location** – There are two options to set the location of your survey.

1. Click the target button to use your phone's GPS



2. Click on the map and move a Pin Marker to your location. Click on the home button to zoom to King County. Use this option if you have no or poor GPS reception.



**Accuracy (Feet)** – This lists your device's GPS accuracy in feet. Try to submit point locations that have an accuracy less than 40ft. If your accuracy is poor (high number) try manually selecting your location on the map. Standing in the same location and adjusting the direction you're standing in can also help improve accuracy.

**Affiliation** – Asks if you are surveying for a specific group or agency.

**Which Agency are you With?** – A list of groups and agencies involved with weed surveying. This can be used to filter survey data for a particular group

**Is this your last survey of the day?** – Relevant to Weed Watcher agency. This asks if this is your last survey of the day. If it is, it asks how many hours your volunteered surveying.

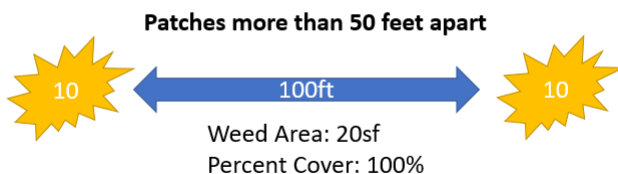
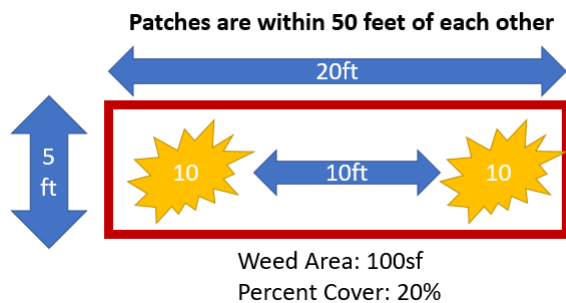
**Volunteer Hours** - Relevant to Weed Watcher agency. If you are a weed watcher volunteer and this is your last survey of the day, enter in how many hours your surveyed. This helps us track volunteer hours.

**Waterbody** – Relevant to Lake Weed Watcher agency. Choose which waterbody you are surveying.

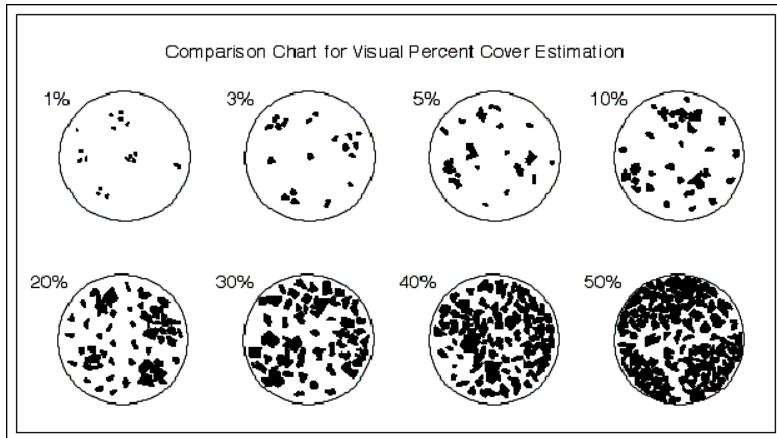
**Survey Date** – Defaults to today's date. Can manually change if needed.

**Location Description** – Optional. Any helpful location notes if necessary.

**Weed Area (Square Feet)** – Area of the weed infestation. This is the gross area. If plants are within 50ft of each other, consider them part of the same patch. See the diagram below on how to determine weed area, but don't get too hung up on your area estimation.



**Percent Cover** – The percentage of area the weed covers.



**Did you control the weed?** – Did you pull, dig, or cut seed heads?

**Control Date** – The date you controlled the weed. Enter a date even if you didn't control all the plants

**Control Method** – How the plant was controlled. Dug up, pulled, cut seed heads, etc.

**Percent Controlled** – Percent of the population controlled

**Notes** – Any notes about your survey

**Photos** – Optional. Try and keep to a minimum unless needed.

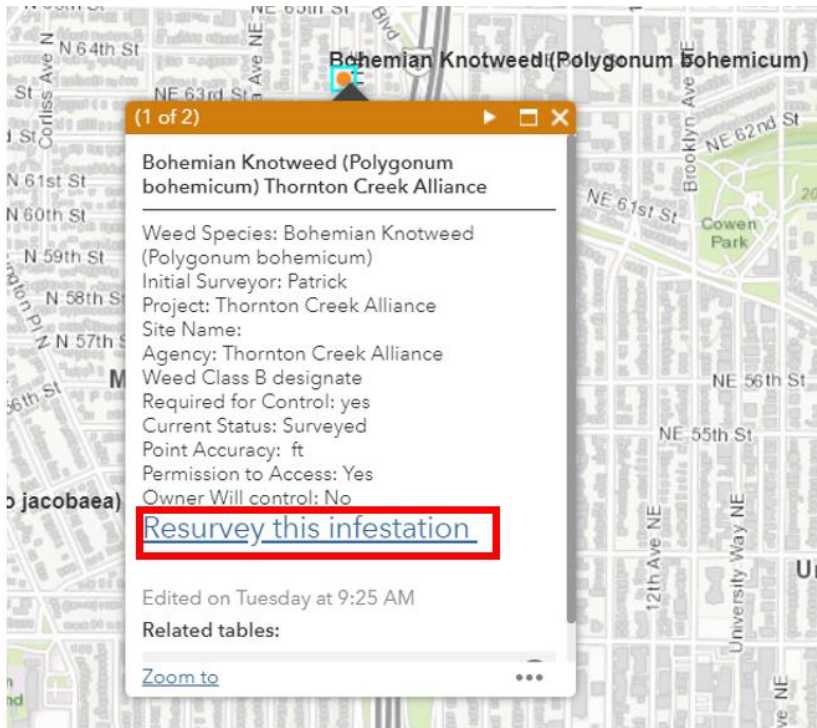
## RESURVEYING AN EXISTING INFESTATION

There should only be one survey for an infestation in a given year. If you revisit an infestation multiple times in one year, you should just **edit** that existing survey data. See below on how to edit data.

**Resurveying** is for surveying an existing infestation the following year after it was initially found.

To Resurvey and infestation you need to use the Thornton Creek Web app.

1. **Open the web app**
  - a. Visit the [Thornton Creek Project Page](#) Or
  - b. Open the Web App directly: <https://arcg.is/OTOPWa>
2. **Navigate to an existing infestation and click on it**
3. **In the pop-up, click "Resurvey this Infestation Link"**

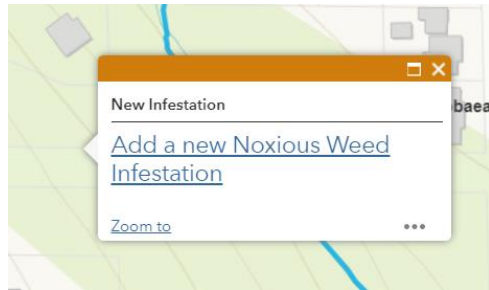


4. This will prompt the Survey123 app to open the “Resurveys” form
5. Fill out the form and submit

## OTHER FEATURES AND TIPS

### Two ways to open a new survey

1. **Directly open the Survey123 App**
  - a. Open the Survey123 App on your device
  - b. Click “Weed Watcher Surveys” on the “My Surveys” page
  - c. Click collect to start a new survey
2. **Open a new survey from the Web App**
  - a. Open the web app
    - i. Visit the [Thornton Creek Project Page](#) Or
    - ii. Open the Web App directly: <https://arcg.is/OTOPWa>
  - b. Click anywhere on the map and open the “Add a new Noxious Weed Infestation” link.  
Note: The survey does not use the location that you clicked. You still need to set the location in survey form.

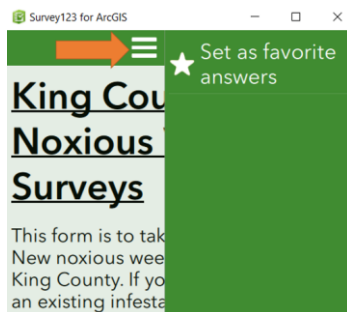


c.

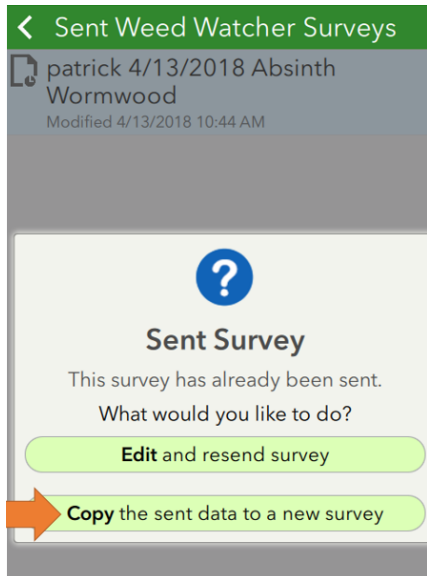
## Copy and Paste Survey Data

This will help speed up your surveying by not having to fill in the same data multiple times. There are two ways to copy data over to the next survey:

1. **Use “Set as favorite answers”.** **Note: This only copies and pastes answers up to the “Survey Information” Section.**
  - a. Fill out a survey
  - b. Before submitting, click the 3 bars in the upper right hand corner and click. “Set as favorite answers”
  - c. The next time you start a survey, you can click the three bars again and “paste favorites” to paste answers from your previous survey.

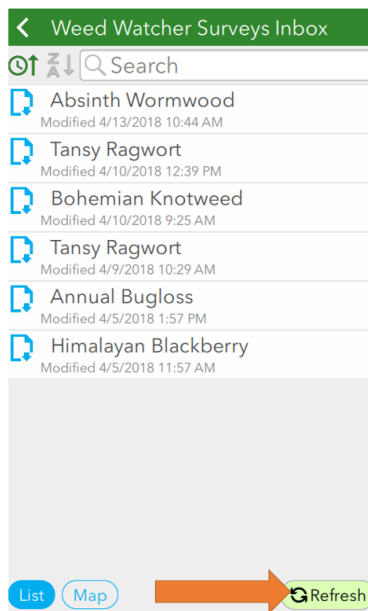


2. **Copy a Survey from your “Sent Surveys” box.** **This copies all survey data to a new survey. After copying the data, you will at least need to update the location.**
  - a. Navigate to your “Sent Surveys”
  - b. Click on a survey that you want to copy data from and select copy the sent data to a new survey.



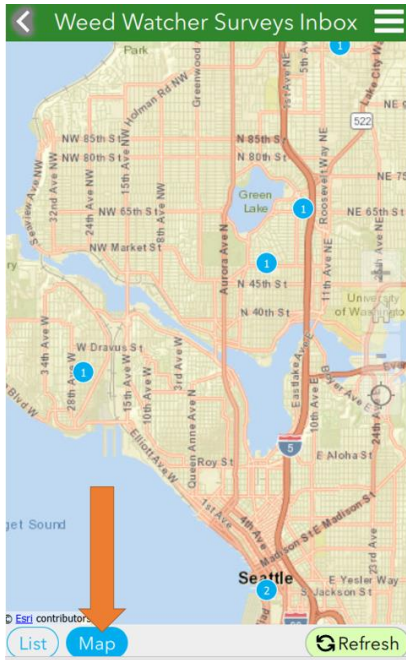
## Import and Edit Existing Surveys

1. Navigate to your Weed Watcher Surveys “Inbox”
2. Click “Refresh” in the bottom right corner to import existing surveys



3. Click “Map” to view existing surveys on a map. You can select these existing surveys to make edits or view the data.





## VIEW YOUR DATA

Visit the Collaboration Map page to view your data

[Collaboration Map](#)

Or visit a project page map

[Thorn Creek Project Page](#)