

Instructions for the CBI Survey123 mobile app (2021 version)

PLEASE NOTE: Even if you have Survey123 installed from last year, you should update to the latest version.

For help, contact Becky Schaffner (becky.schaffner@maine.gov).

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 options under “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. Install the CBI app using one of the following methods: a) Point your phone’s camera at the QR code below **OR** b) click this link: <https://bit.ly/MaineCBI2021> **OR** c) open a browser such as Safari or Chrome and copy or type in the link (case-sensitive).



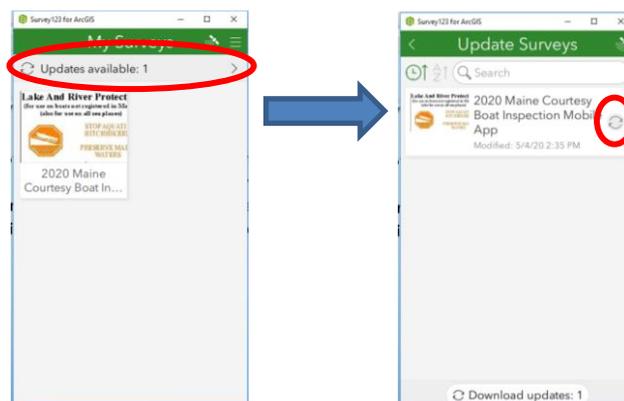
4. Click “Open in the Survey123 field app.” The survey will be downloaded and installed and will open in the app automatically.
5. If you are requested by the app to sign in to download surveys, ignore it. The survey is public and accessible to anyone with the link.
6. Once you have installed the CBI app, it will be saved and available within Survey123 for ArcGIS on future use. Open the Survey123 program on your device and select the CBI survey.
7. **UPDATING THE SURVEY:** Occasionally the CBI survey will be updated with corrections and new inspector names. If you are notified of an update when you open the survey, please accept and install it.

FILLING OUT AND SUBMITTING THE SURVEY

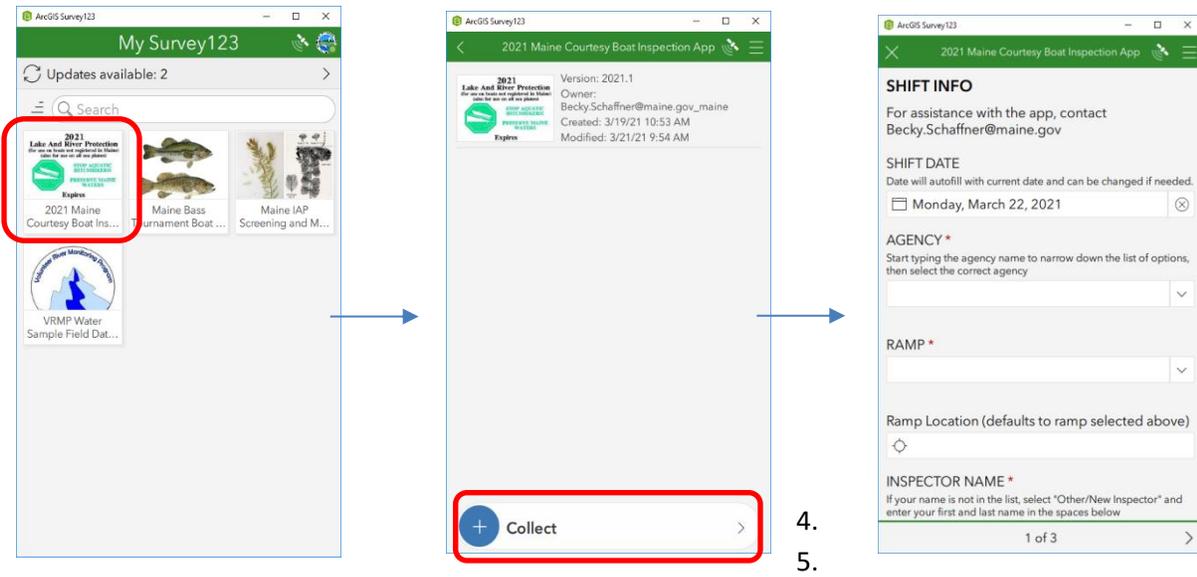
1. If the CBI survey does not open after installation, open the Survey123 app by clicking the icon on your



2. **NEW:** Check the update notifications at the top of the home screen. If there are updates for the CBI survey, click the arrow to continue to the Updates list. Click the “refresh” icon next to the CBI survey.



3. On the My Surveys screen, click the Maine Courtesy Boat Inspection icon, then the Collect button at the bottom of the screen, and the survey will open, ready to be filled out.



4. Some questions are required (marked with red asterisk) and must be answered before the form can be submitted. If you answer a question incorrectly, a warning message will pop up, so that you can correct it before submitting the form.
5. Page 1: Shift Start. You only need to fill out your shift info (date, agency, ramp, and inspector data) once during your shift.
6. Page 2: Inspections section. Click Yes to start entering inspections or continue to Page 3 to submit a shift with no inspections. This is a repeating section and you may enter multiple inspections without having to enter all the shift info again. When you reach the end of the Inspection section, you have the option to add a new inspection (+ sign) or delete it (trash icon). Once you've entered at least one inspection, you can click the radio button at the end of the page to view a list of your inspections. **It's OK to submit before your shift ends, but you will need to fill out the shift info again.**
7. Page 3: End of Shift. Enter Shift End Time, whether you entered the data at the ramp or after your shift, and any comments. 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 CBI home screen.
8. When your shift ends, and 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.
9. The data will be sent to a central database in the cloud and will be available to CBI 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 CBI 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.