Instructions for the CBI Survey123 mobile app (2023 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.
2. You can also install it on a Windows computer. See options under "ArcGIS Survey123" on the ArcGIS Survey123 Downloads page.
3. Survey123 is no longer supported for MacOS (Mac computers). It is still supported and available for Apple iPhones and iPads (iOS) through the App Store.
4. Install the CBI app with a QR Code: Point your phone's camera at the QR code below. Click the pop-up that appears to download the survey.

5. Install the CBI app with a link: click https://bit.ly/MaineCBI2023 **OR** c) open a browser such as Safari or Chrome and copy or type in the link (case-sensitive). On the web page that opens, click "Open the Survey" at the bottom of the window. The survey will be downloaded and installed and will open in the app automatically.
6. Opening Survey123 and the CBI survey after installation: 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. On the Survey123 home screen, click "Continue without signing in." The survey is public and accessible to anyone with the link, and sign-in is unnecessary. On the My Survey123 screen, click the thumbnail for the CBI Inspection survey to open and begin entering inspections.
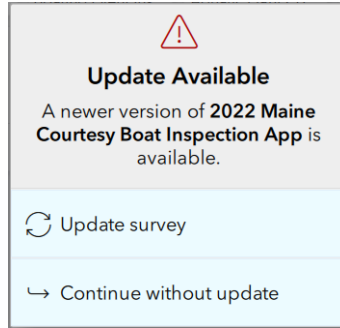

7. **UPDATING THE SURVEY:** Occasionally the CBI survey will be updated with corrections and new inspector names. If you are notified of an update when you open the survey, please accept and install it.
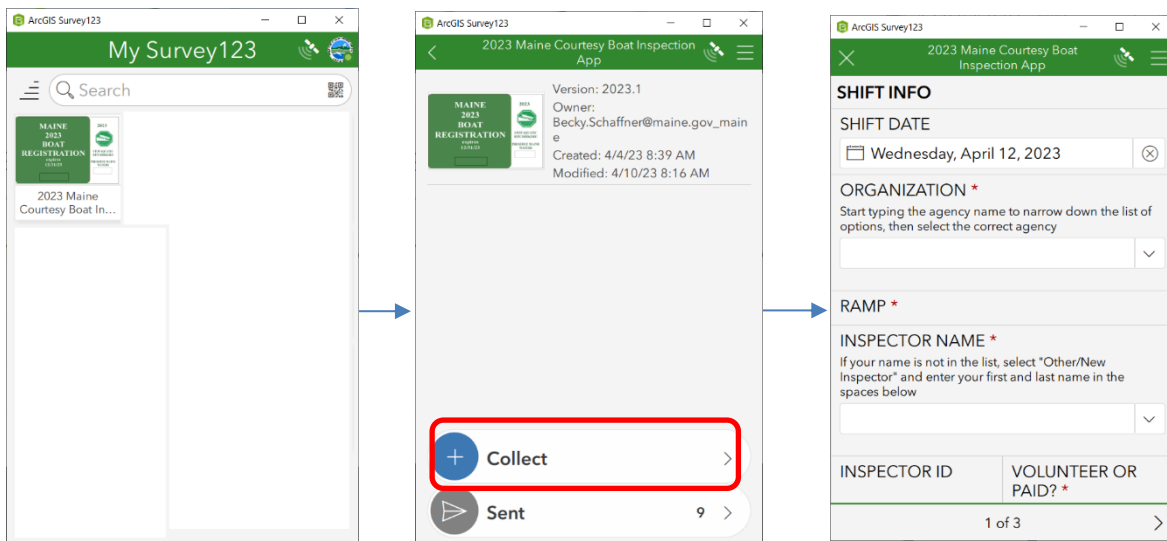
FILLING OUT AND SUBMITTING THE SURVEY

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

2. If you are notified that an update is available, choose "Update 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 select No to continue to Page 3 to submit a shift with no inspections. (If you select no, the Inspection questions will be visible, but grayed out and not fillable.) The Inspections section 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.

DASHBOARD

After the start of the season, CBI data entered through Survey123 will be viewable on the 2023 Maine CBI Dashboard. After uploading your surveys, you can check the dashboard for verification.