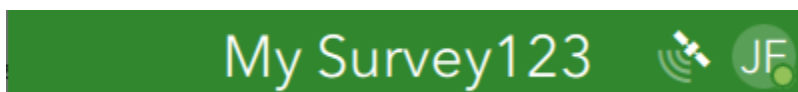


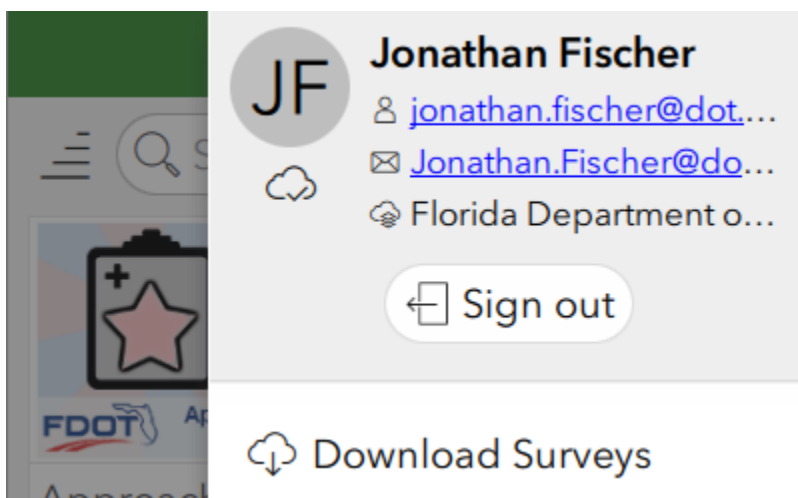
## How to Download, Update, and Delete Survey123 Forms

### Download and Update Forms

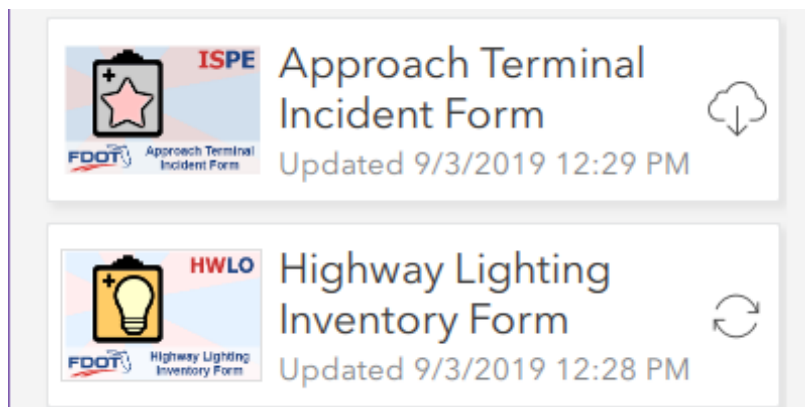
1. Within the green header at the top of the application, click on the account icon with the user's initials to expand the application's menu.



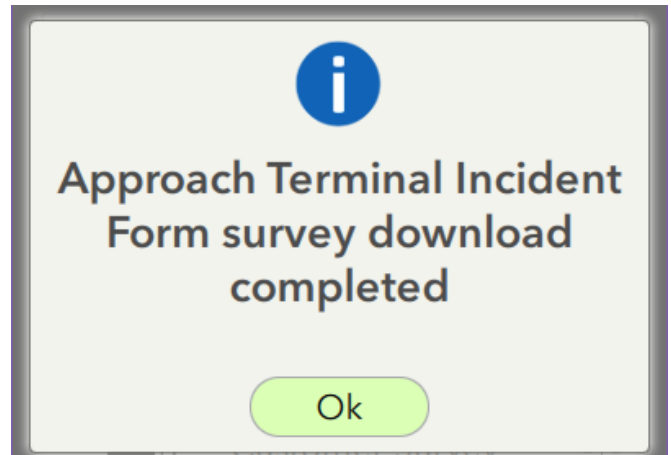
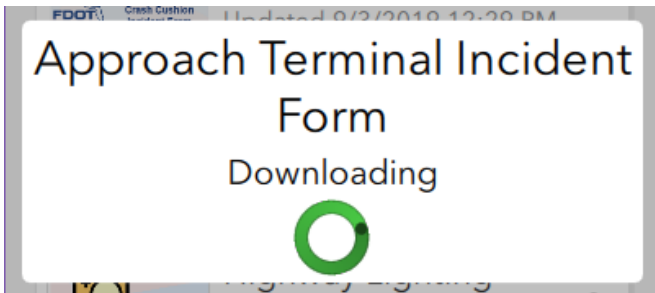
2. Select the "Download Surveys" button from the list of options.



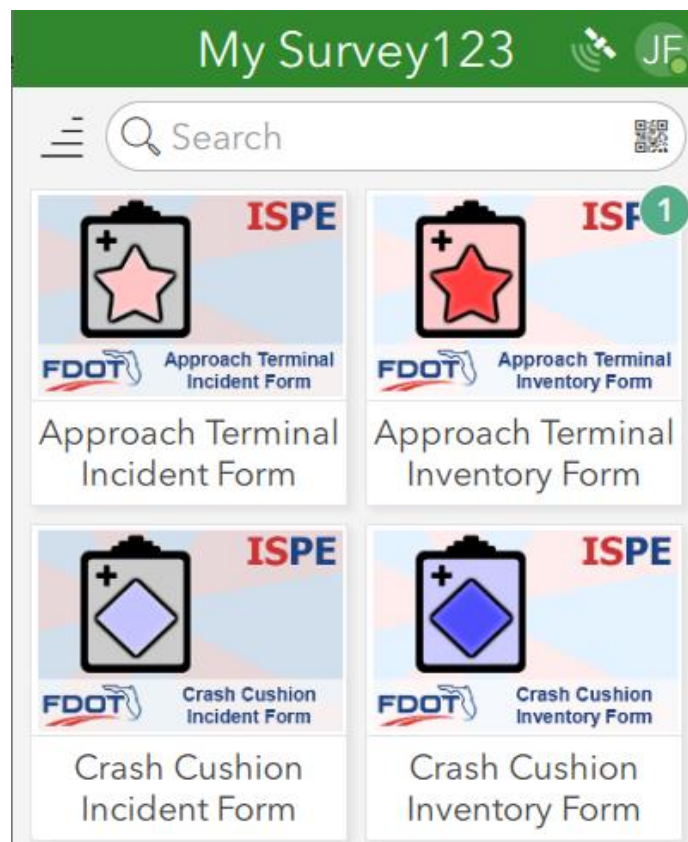
3. Find and click on the Survey123 form to download or update.
  - a. Only forms that are available to you are displayed in this list. If a form is not visible in this list, you may need to request access to the applicable editing group in order to gain access to the necessary forms.
  - b. Forms that are not already downloaded to the device will display a cloud icon with a down arrow.
  - c. Forms that are already downloaded to the device will display a circle of two curved arrows.



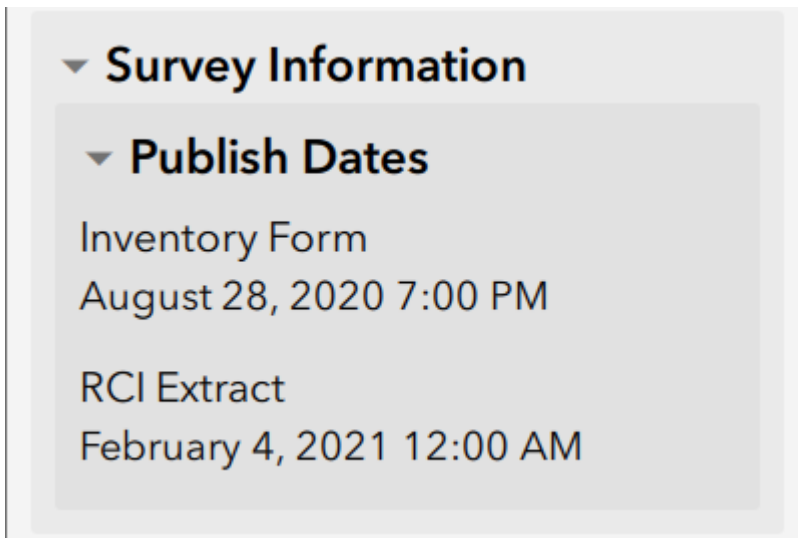
4. After clicking on the form, it will begin to download the latest form data. When the form has been downloaded or updated, a download completed prompt will appear. Select the "OK" button to continue



5. When new forms have been downloaded, they will now display under the "My Surveys" home page.
  - a. Continue this process for each form to be downloaded or updated.
  - b. When all necessary forms have been acquired, press the back button to return to this screen.

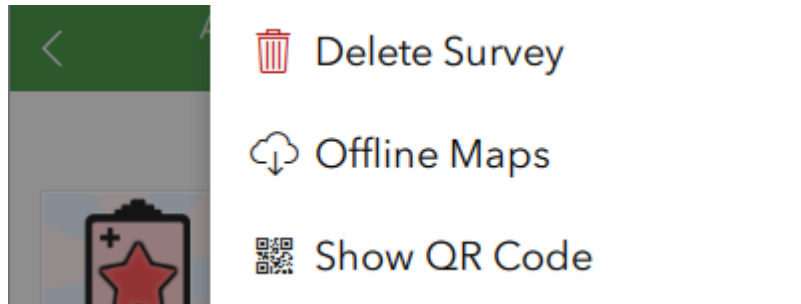


6. To verify that the latest version of the form is installed, open the form and click the “Collect” button. The form version date will display at the top of the form. Verify that this date matches the version instructed to be used.
  - a. The process to update the Survey123 application is different from the process to update the Survey123 forms.
  - b. The application itself may or may not automatically update based upon mobile app store settings and enterprise device policies.
  - c. The forms downloaded and used within the application **will not** automatically update in the background. The process outlined in this documentation **must** be used to download and update forms to the latest version as required.
  - d. When new versions of the form are published, **older versions of the form may not continue to work and may not allow data to be submitted**. Unsubmitted forms in the “Draft” or “Outbox” folders of the application may not be compatible with the latest versions of the forms and may not submit after updating the form. Always submit completed forms as soon as possible and verify with an eMaintenance District Champion or Admin on what the latest version of the form is to be used.

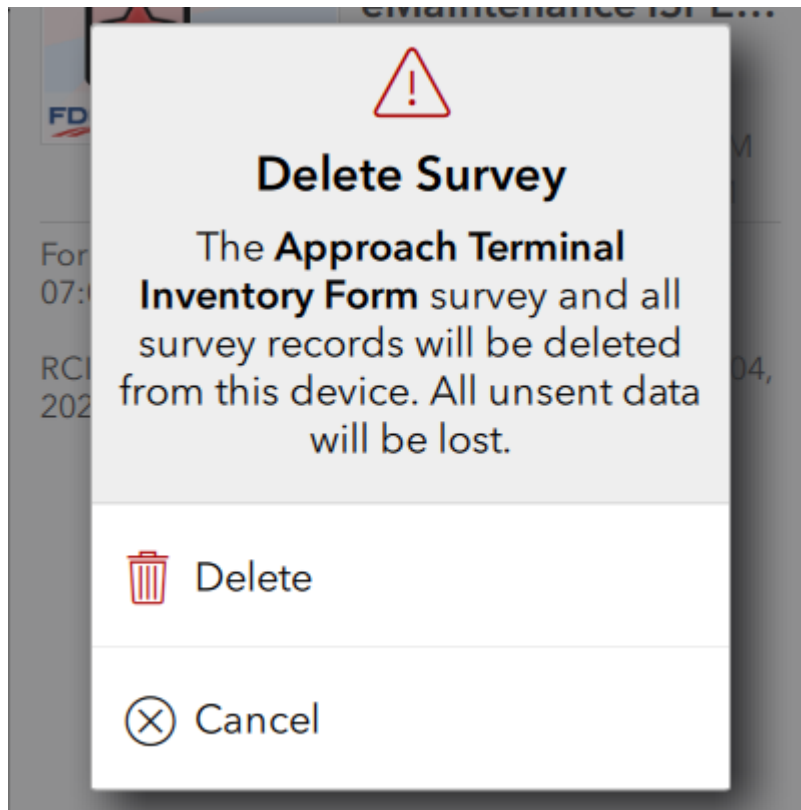


## Delete Forms

1. Open the form from the “My Surveys” page but do not click the “Collect” button.
2. Click on the menu icon (three horizontal lines) in the upper right corner.
3. Click on the “Delete Survey” button.



4. If you are sure you wish to delete the form, select the “Yes” button. Otherwise, select the “No” button.



5. To download the form again, use the menu from the “My Surveys” page and select the “Download Surveys” button as outlined at the start of this document.