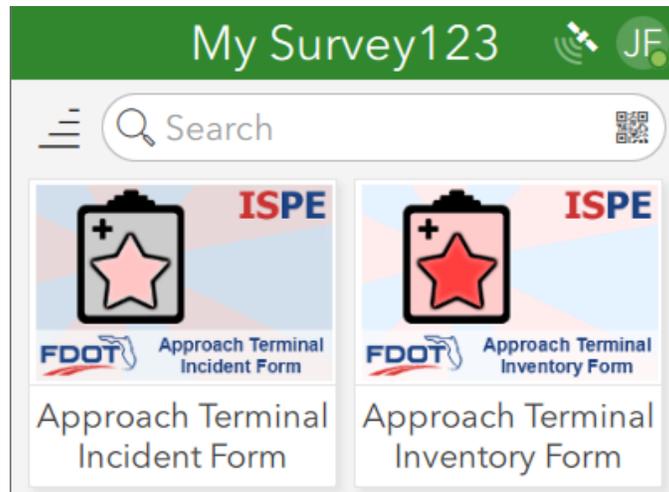
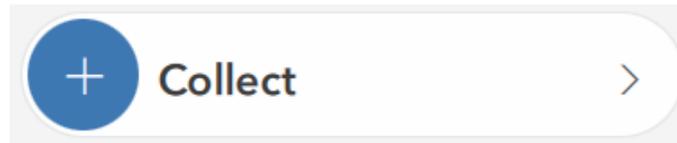


How to Use and Complete Survey123 Forms

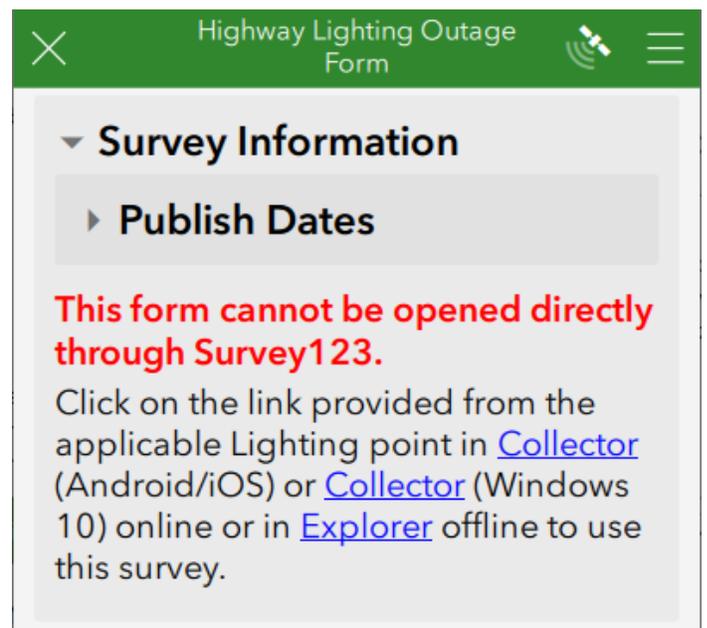
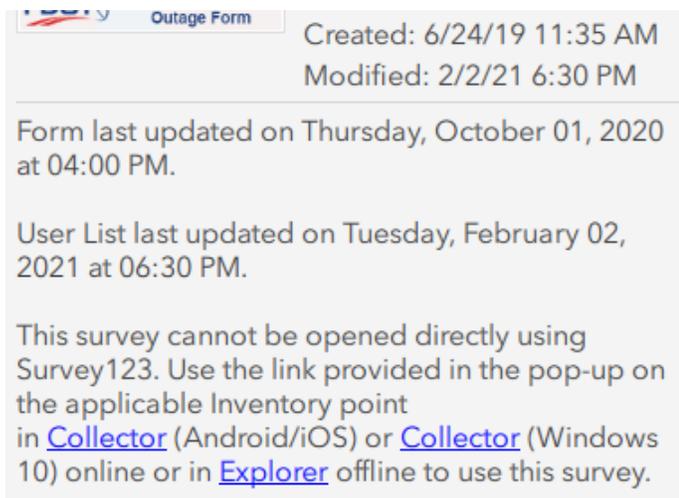
1. Click on the thumbnail or the label of the form to be used.



2. If the form description does not provide any additional instructions, click on the “Collect” button to begin using the form. Otherwise, see the instructions below for how to open and use the form.



If the form description states that it cannot be opened directly using Survey123, follow the instructions provided on how to open and use the form. The form questions will not appear and cannot be submitted via this method. This will generally apply to Incident, Outage, Inspection, and other related data to the primary Inventory record.



Some Inventory forms may be opened directly through Survey123, but some may also be accessible using a link in Collector or Explorer in order to relate that record to another parent record. For example, Highway Lighting Inventory points may be inventoried without linking them to an existing Load Center, or using the link through Collector the new inventory points may be linked to an existing Load Center. In this case, the form will provide instructions on how to open the form so that it is related to another record. Check with the District Champion of the area being inventoried on whether to follow these instructions.

inventory form

Created: 4/25/19 5:08 PM
Modified: 2/10/21 6:33 AM

Form last updated on Thursday, October 01, 2020 at 04:00 PM.

RCI Extract last updated on Thursday, February 04, 2021 at 12:00 AM.

Structure List last updated on Wednesday, February 10, 2021 at 06:30 AM.

Use the link provided in the pop-up on the applicable Load Center point in [Collector](#) (Android/iOS) or [Collector](#) (Windows 10) online or in [Explorer](#) offline to add a new Lighting record point to an existing Load Center record.

Highway Lighting Inventory Form

Survey Information

Publish Dates

This Lighting record will not be linked to an existing Load Center.

Click on the link provided from the applicable Load Center point in [Collector](#) (Android/iOS) or [Collector](#) (Windows 10) online or in [Explorer](#) offline to relate a new Lighting record to an existing Load Center.

Lighting Type *

Select lighting type to complete using this form.

Open the applicable map in Collector or Explorer and find the parent record (Load Center, Inventory point, etc.) to which this new record will be related. When viewing the pop-up for the record, a link will display for adding a new record. Click on this link, which will then open the relevant Survey123 form and allow the user to continue using that form.

Edited by jonathan.fischer@dot.state.fl.us_fdot on 8/21/19 at 11:07 AM

3080: 27" ET Plus

[Add New Incident Record](#)
Link to Survey123 Form

Record ID

Classic 9:59 AM Thu Sep 5

Approach Terminal Incident Form

Survey Information

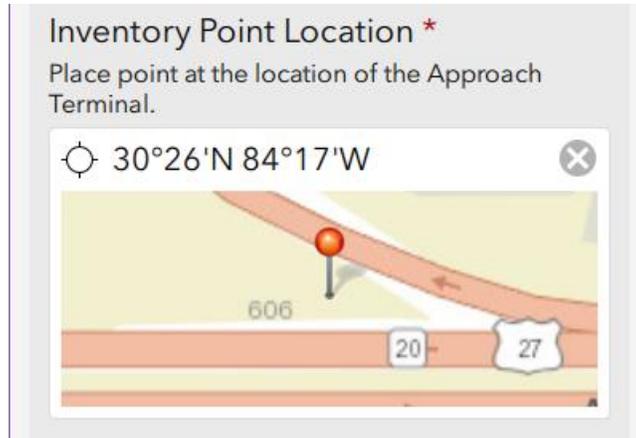
Publish Date
August 28, 2019 12:00 PM

Inventory Information

Incident Information

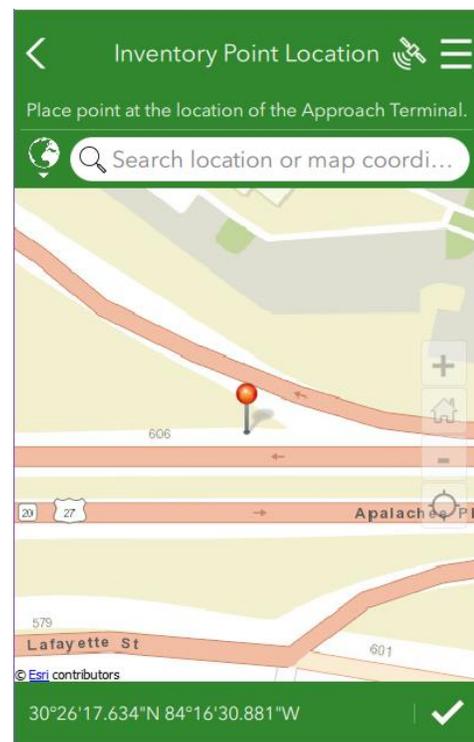
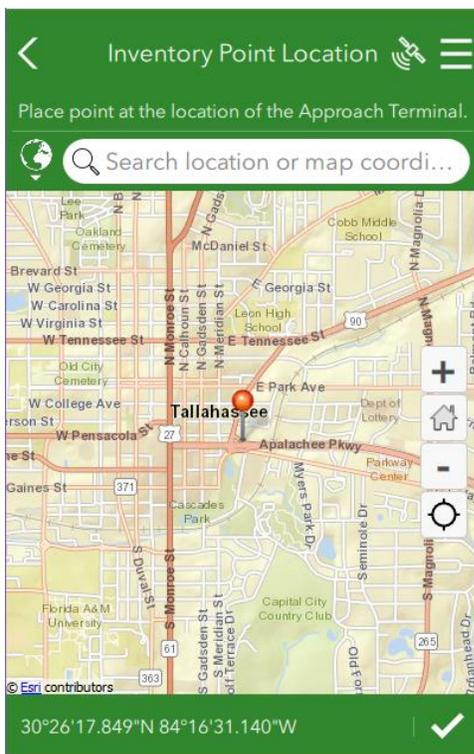
Vehicle Make

3. Once the form is opened and ready for use, complete each question of the form as requested. If required, a red asterisk will appear next to the form question.
 - a. For forms with location-based questions, the application will automatically place a marker at the location where the form was opened. Depending on external factors such as mobile data, Wi-Fi, and GPS connectivity and signal strength, this placement may not be directly in place of the subject information to be collected.

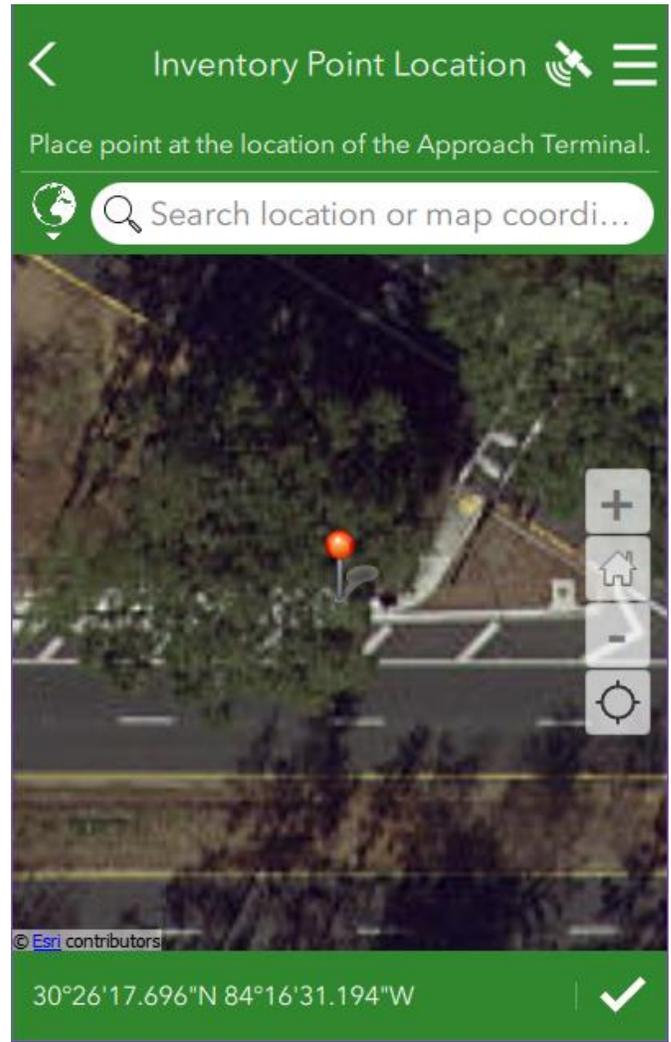
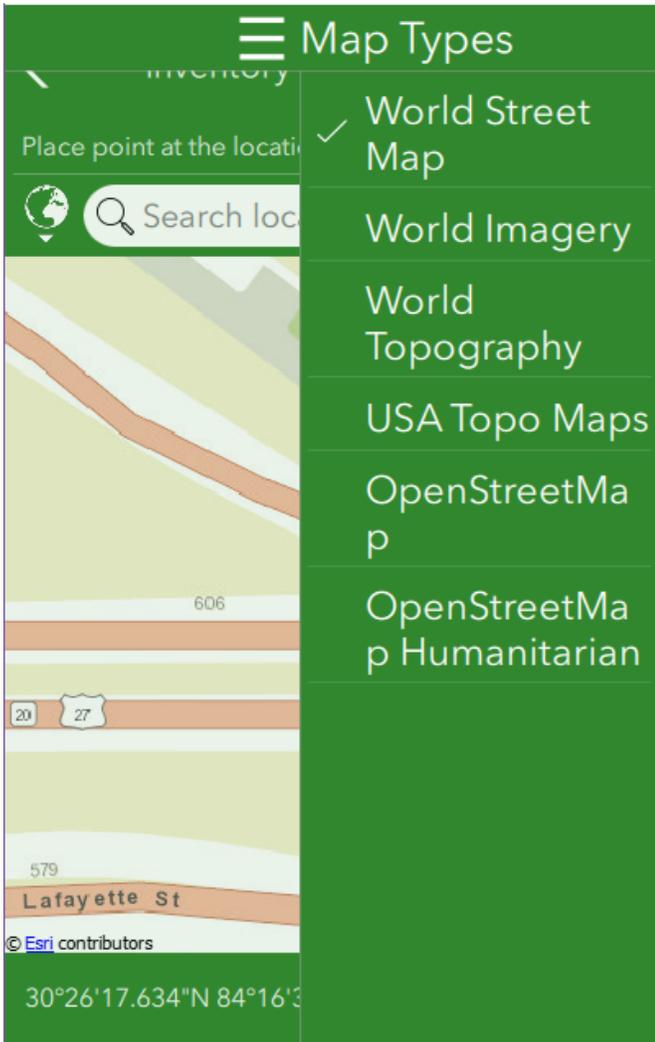


To correct the placement of the location marker, first click on the map. This will open an expanded window to fine-tune the location of the point.

On a mobile device, use two fingers and make a pinching motion, either inward to zoom out or outward to zoom in. Use a singer finger to tap and drag the map around and bring the marker to the most accurate location.



For the greatest accuracy in placing a point, it is recommended to switch from the streets view to the satellite imagery view. First click on the menu in the upper right corner (three horizontal lines), which will bring up a collection of different basemap layers that can be used. For the satellite imagery layer, switch the layer from “World Street Map” to “World Imagery”.



When the point has been correctly placed on the map, click the check box in the bottom right corner.



- b. In some cases, fields may not be interactive until other fields have been completed, such as selecting the District before selecting the Maintenance Unit/Cost Center.

District *
District 3

Maintenance Unit/Cost Center *
○ (390) Ponce de Leon
○ (391) Panama City
○ (392) Midway
○ (393) Marianna
○ (395) Milton

County *
Roadway ID: [##]-###-###

- c. As the form is completed, fields will indicate whether the format of the data entered is corrected and matches what is expected in the database. Attempting to submit the form before all required fields have been completed will cause the form to indicate what is missing or incorrect in the form.

! Please select the District.
District *
[Empty dropdown menu]

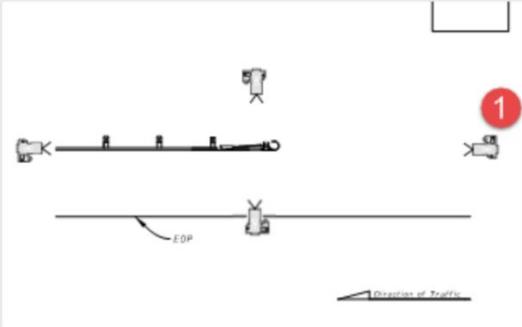
Section *
Roadway ID: ##-[###]-###
33 [X]
Input format not satisfied

- d. If photographs are to be included with the form, complete the images in the order shown and as instructed by the directions. Use the camera icon to capture a new image in the field. After capturing the photo, use the left or right rotation buttons to correctly orient the photograph upward. Use the trash can icon to delete the photo and use the camera icon again to retake a new photo.

Inventory Photos

Photos Taken Clockwise and in Order as Shown

(1) Front/Approach View



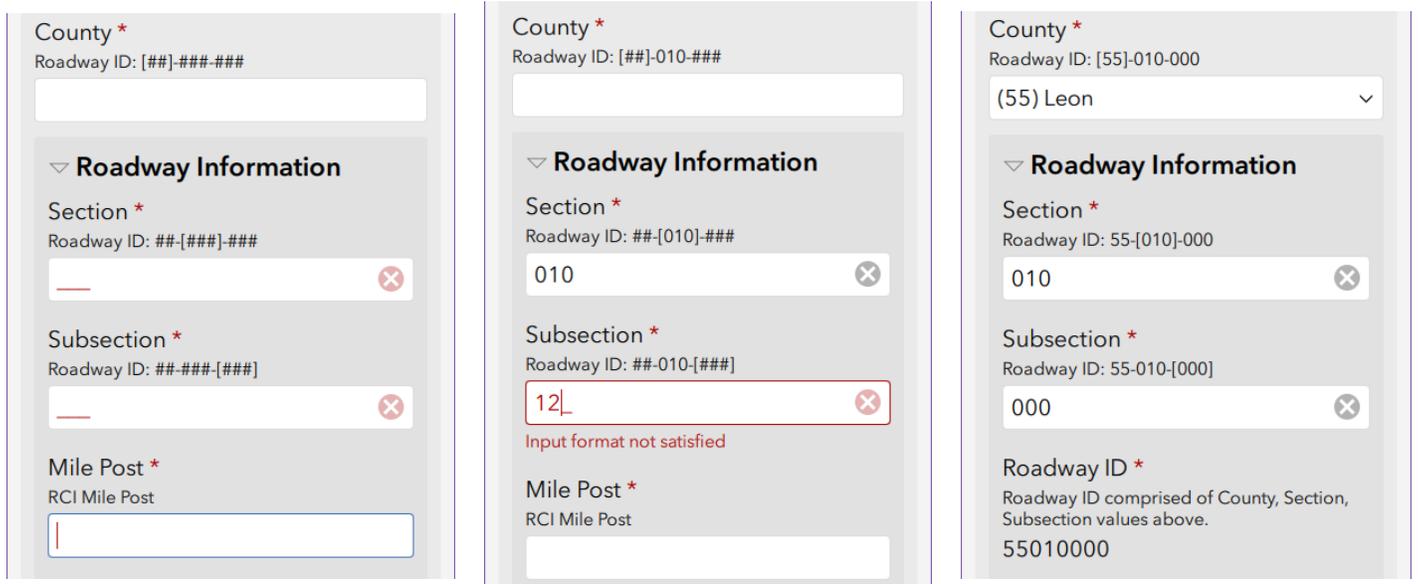
InventoryPhoto1-20190904-210510.jpg

Camera, Folder, Rotate Left, Rotate Right, Trash icons

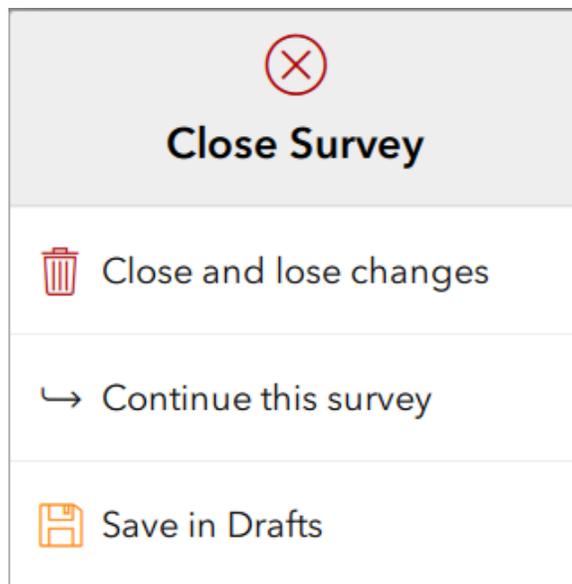
If the photographs are not taken and submitted correctly, it will be difficult to view them later using Collector or ArcGIS Online Web Apps.

If there are more photos to attach than photo questions in the form or if there are other file types to attach with the survey form, these should be appended to the record using Collector after the Survey123 form has been submitted.

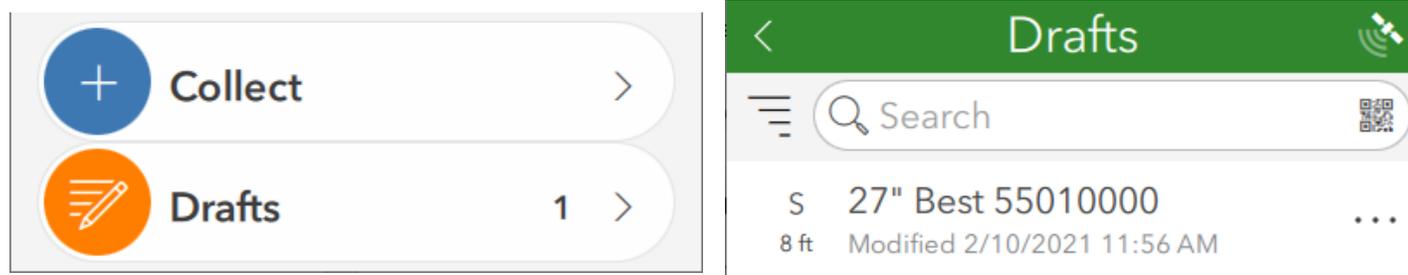
- e. Some elements of the form may update or appear as the form is completed to guide the user in submitting the correct data. For example, the hint above the County, Section, and Subsection fields below will update showing the data entered as each field is completed. Once the fields have been fully completed, a new Roadway ID field displays so the user may verify that the final value is correct.



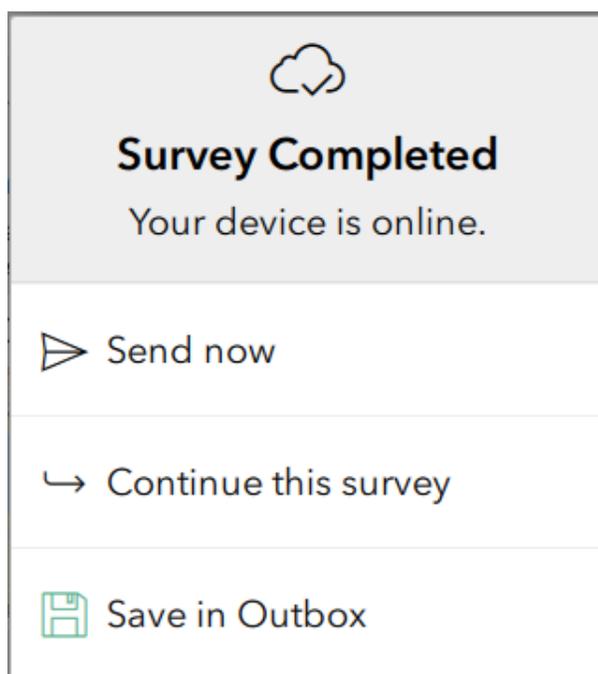
- 4. At any time during the survey, the user may click the “X” button in the upper left corner of the window. This will bring up a menu where the user may choose to:
 - f. “Close this survey and lose changes” – This will discard the entire survey. No data will be submitted nor saved on the device.
 - g. “Continue this survey” – This will close the dialog box and return the user to the form.
 - h. “Save this survey in Drafts” – This will save the form as currently entered to a new “Drafts” folder, which is accessible on the previous screen where the “Collect” button was displayed.



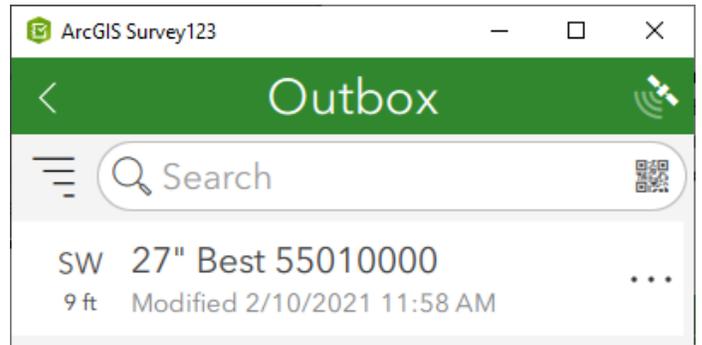
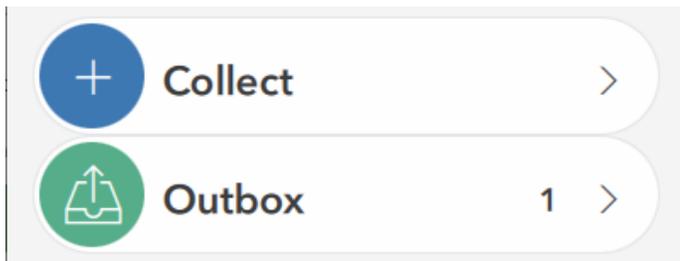
If a form is saved in drafts, it may be accessed by clicking on the “Drafts” button, then clicking on the existing survey to continue editing. Data saved to this drafts folder has not been submitted into the database and may be lost due to an app update, form update, or general device malfunction. If the user continues to edit the survey after it is saved in the drafts folder, the user should verify that the location marker (if a location question is provided) does not move upon reopening the survey. It is recommended to complete each survey as soon as possible to avoid losing data and requiring duplication of effort.



5. Once a form has been fully completed, the user should click on the green checkmark button at the bottom right corner of the form. If the form does not return any error messages about missing or invalid data, this will bring up a menu where the user may choose to:
 - a. “Send Now” – This will immediately submit the form and all data as completed into the database. Once the form has been submitted, the data will no longer be stored on the device. If the form was previously in the “Drafts” or “Outbox” folder, it will no longer display in those lists.
 - b. “Continue this survey” – This will close the dialog box and return the user to the form.
 - c. “Save in Outbox” – This will save the form as currently entered to a new “Outbox” folder, which is accessible on the previous screen where the “Collect” button was displayed.



If a form is saved to the outbox, it may be accessed by clicking on the “Outbox” button, then clicking on the existing survey to continue editing. Data saved to this outbox folder has not been submitted into the database and may be lost due to an app update, form update, or general device malfunction. If the user continues to edit the survey after it is saved in the outbox folder, the user should verify that the location marker (if a location question is provided) does not move upon reopening the survey. It is recommended to complete each survey as soon as possible to avoid losing data and requiring duplication of effort.



In cases of minimal or no data connectivity in the field, it is possible to complete multiple surveys and store them to the outbox. Once the user has reached an area with a strong enough mobile data signal or Wi-Fi connectivity, they may use the “Send” button in the outbox folder to submit all survey data at once.

