OUTDOOR RECREATION for Everyone
Pocket - User Guide for Administration Set-Up and Data Collection

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BACKGROUND

The Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG) and the Forest Service Trail Accessibility Guidelines (FSTAG) are the legally enforceable standards for facilities, routes, and features within the National Forest System. FSORAG provides guidance for maximizing the accessibility of outdoor recreation areas while protecting the unique characteristics of the natural setting.

INCOMPATIBLE DEVICES

These are devices that are known not to work with the survey123 app. These are iPad Generation 1, iPad Air model A1475, and iPad Mini model MD542LL/A. These are all first generation iOS devices. If you experience problems with your device please call in a Customer Helpdesk ticket and ask to be routed to the GIS queue.

ITEMS TO BE DONE BEFORE ENTERING THE FIELD

Remember to do these items in the office connected to the internet.
OS SMART DEVICE BACKUP AND INSTALL INSTRUCTIONS

Must be done before you go into the field

1. Make sure connected to Wi-Fi. Tap “Settings”.
2. Tap “Wi-Fi”. 

![Image of settings and Wi-Fi options]
OS SMART DEVICE BACKUP AND INSTALL INSTRUCTIONS

Must be done before you go into the field

3. If Wi-Fi is working network will show below Wi-Fi.

4. If not select a network for the list below.
OS SMART DEVICE BACKUP AND INSTALL INSTRUCTIONS

Must be done before you go into the field

5. Once Wi-Fi is connected tap “General”.

6. Update OS Smart Device to Current iOS. On General Screen Tap “Software Update”.

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![Settings Screen](image1.png)

![General Screen](image2.png)
OS SMART DEVICE BACKUP AND INSTALL INSTRUCTIONS

Must be done before you go into the field

7. Tap Download and Install.

8. Type in Passcode.

9. Agree to Terms and Conditions.

10. Agree to Terms and Conditions for a second time.

11. Tap “Continue”.

12. Tap “Continue”.

13. Enter Password and verification if needed.

14. Make sure your iOS is up to Date
   (iOS version is subject to change).
BACKUP TO iCLOUD

Must be done before you enter the field

1. Back up to iCloud. Tap “Apple ID”.

2. Tap “iCloud”.

![Image showing Settings and iCloud options]
BACKUP TO iCLOUD

Must be done before you enter the field

3. Tap “iCloud Backup”.
BACKUP TO iCloud

Must be done before you enter the field

4. Tap “Back Up Now”.

5. Check to see when last backed up.

6. Your back up is complete.
   You are not ready to install Survey123.
INSTALLATION SURVEY123 INSTRUCTIONS

Must be done before you enter the field

1. Tap “App Store”.

2. Next type “Survey123” in the search bar. Tap “Survey123 or Survey123 for ArcGIS.”
INSTALLATION SURVEY123 INSTRUCTIONS

Must be done before you enter the field

3. Once the page loads tap “Get”.

4. Again tap “Get”.

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FS ACCESSIBILITY DATABASE SURVEY TOOL
INSTALLATION SURVEY123 INSTRUCTIONS

Must be done before you enter the field

5. Tap “Install”.

6. You will see the circle filling in as the download completes. Once completed tap “Open”.
INSTALLATION SURVEY123 INSTRUCTIONS

Must be done before you enter the field

7. This is Survey123 open. If you already have an ArcGIS Online (AGOL) account you can sign in now. If you don’t have an AGOL account move to the next section without trying to sign in.
BACKUP FOR ANDROID

Must be done before you enter the field

2. Tap Settings.
3. Scroll down and tap “Backup and Reset”.
4. Tap “Back up Account”.
5. Tap “Google account”.
6. Tap “Home button”.
INSTALL SURVEY123 FOR ANDROID

Must be done before you enter the field

1. From the home screen tap “Play Store”.

2. Once the Play Store opens tap the search bar and search “Survey123”.

   ![Play Store search](image)
INSTALL SURVEY123 FOR ANDROID

Must be done before you enter the field

3. Once you have found Survey123 for ArcGIS tap “Install”.

4. Tap “Accept” to install the application.

5. Once done tap “Open” to start the software.
BACKUP FOR WINDOWS SMART DEVICE

Must be done before you enter the field

1. Start by backing up your Windows smart device with your preferred method.
   Use KBA00085504 to back up your windows smart device.
INSTALL SURVEY123 FOR WINDOWS SMART DEVICE

Must be done before you enter the field

1. Open browser and go to Survey123 Download. You will see the executable start to download at the bottom of your screen.
INSTALL SURVEY123 FOR WINDOWS SMART DEVICE

Must be done before you enter the field

2. A window will appear. Double tap “Next”.

3. You will need to double tap “Next” to move forward with the install.
INSTALL SURVEY123 FOR WINDOWS SMART DEVICE

Must be done before you enter the field

4. Tap “I accept the license” on the next window and then double tap “Next”.

5. Double tap “Next” to create a shortcut on your desktop.
INSTALL SURVEY123 FOR WINDOWS SMART DEVICE

Must be done before you enter the field

6. Double tap “Next” to start the install.

7. Double tap “Finish” to finish the installation.
INSTALL SURVEY123 FOR WINDOWS SMART DEVICE

Must be done before you enter the field

8. Once that is complete double tap the “Survey123 for ArcGIS” on your desktop to start the program.

9. Double tap “Sign In” to open the application.
REQUEST AGOL ACCOUNT FOR FOREST SERVICE EMPLOYEES

The link below is internal to the Forest Service and isn’t an internet link. If you are an FS employee you can request an AGOL account here. If you are NOT a Forest Service employee your unit coordinator (FS employee who is managing the survey) will request one for you. Please submit your e-mail address to the unit coordinator so they can acquire an AGOL account for you. If you are a Forest Service employee please move forward with the following steps.
REQUEST AGOL ACCOUNT FOR FOREST SERVICE EMPLOYEES

1. Go to [USFS- ArcGIS Online - Web GIS Implementation](https://www.fs.fed.us/arcgis/). You will see the webpage below. Select ‘Click here to Request Access to AGOL’.
REQUEST AGOL ACCOUNT FOR FOREST SERVICE EMPLOYEES

2. You will then be redirected to AGOL Request Form. Please fill out Requester Name, Requestor Email, Requestor Phone #, and Region / Station / Area. Then click ‘submit’ once finished.

The owner of the new account will receive an email sent to the “Requestor Email” entered above. Once this email is received, the recipient will need to set their AGOL password. Make sure not to forget your username and password. You will need it throughout the survey season.

When the account is setup and password set, notify the applicable Regional Accessibility Coordinator (RAC) Regional Accessibility Coordinator and they will arrange for the survey to be made visible to the user. Allow 1-3 days for this step to be completed. When this is done, the survey will show up as available for download on your mobile device in the Survey123 app.
DOWNLOADING A SURVEY FOR A SMART DEVICE

1. Tap “Survey123” from your home screen.

2. Tap “Sign in” and use your AGOL account info.
DOWNLOADING A SURVEY FOR A SMART DEVICE

3. Fill in your account info by typing in the boxes. Tap “Sign in” when finished.

4. Next type in ‘USFS’ and tap ‘Continue’.
DOWNLOADING A SURVEY FOR A SMART DEVICE

5. One you have signed in you should see a black Survey page. Tap the “three lines” in the right-hand corner.

6. Tap “Get surveys”.

![Image of the survey page on a smart device showing no surveys and the option to get more surveys.](image.png)
DOWNLOADING A SURVEY FOR A SMART DEVICE

7. Tap “Search” and type ‘FS Accessibility Database (FSAD) Survey Tool’.

8. Tap the “Cloud with the down Arrow” to download the ‘FS Accessibility Database (FSAD) Survey Tool’. Make sure it is the one with the most recent date.
DOWNLOADING A SURVEY FOR A SMART DEVICE

9. Once the Survey is download you will be taken back to My Surveys screen. Tap “FS Accessibility Database (FSAD) Survey Tool” to get started.
CHECK THAT CORRECT SURVEY123 IS DOWNLOADED AND WORKING

1. The survey will open, then tap “Collect” to start collecting data.

2. Next tap “Allow” to let the Survey123 Application know your location.
CHECK THAT CORRECT SURVEY123 IS DOWNLOADED AND WORKING

3. Use the pull down menus and text boxes to start entering data. Please enter as much data as possible.
CHECK THAT CORRECT SURVEY123 IS DOWNLOADED AND WORKING

4. Use the menu to select a “Region”. Once this has been done, you will see that Forest then has been populated menu for you to select from.

5. Next select a forest by tapping the menu then tapping the circle next to the forest you want to select.

6. If these two fields populate you are ready for field use.