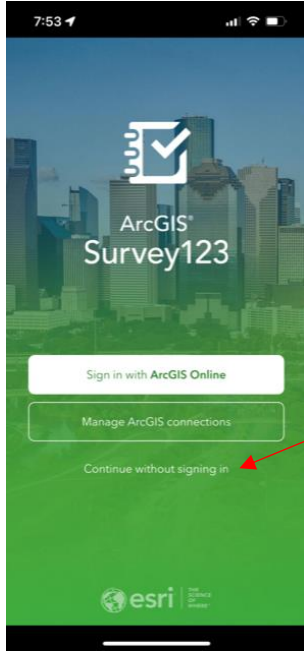
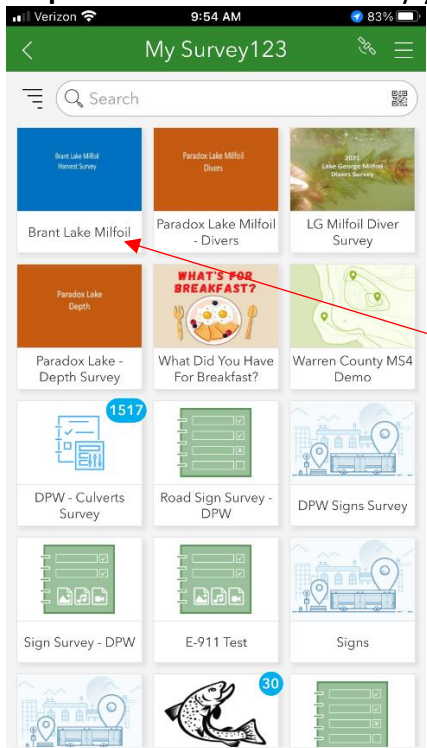


Instructions for Using Survey123 for Data Collection Brant Lake Milfoil Survey

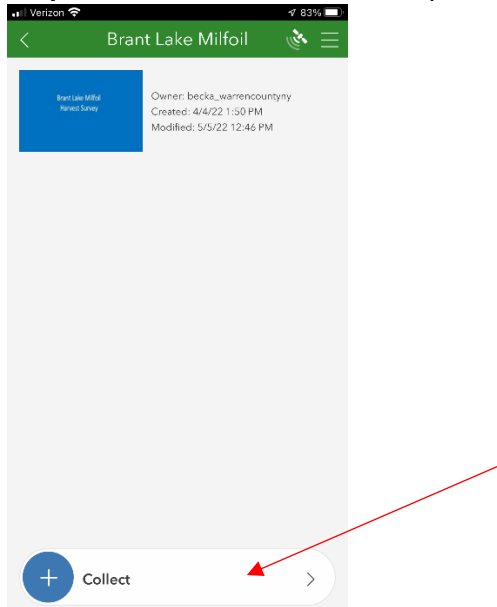
Step 1: Open the app, and choose **Continue without signing in**.



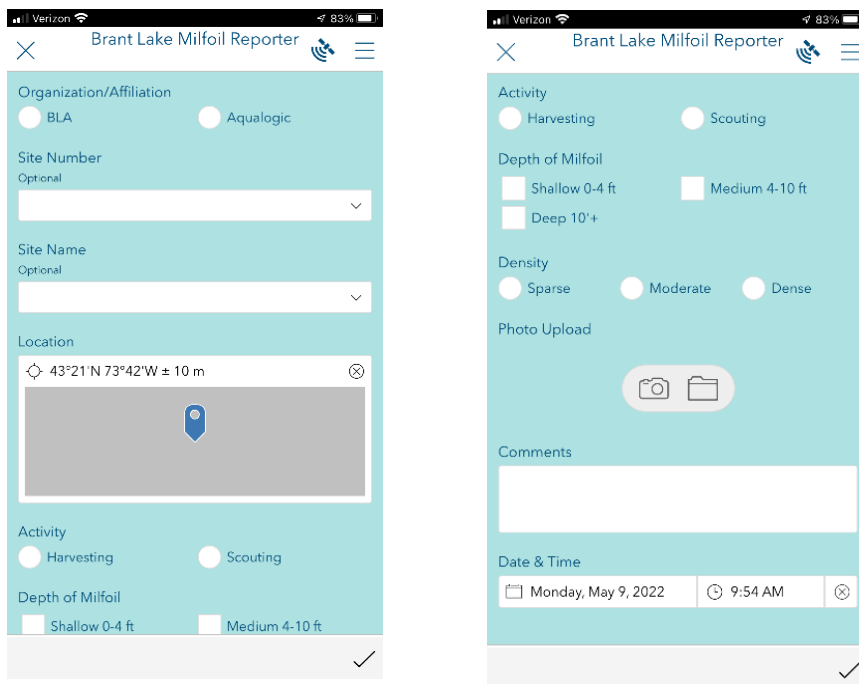
Step 2: Next click on the survey you want to use: Brant Lake Milfoil



Step 3: Next click on **Collect** to open a new survey for collecting data



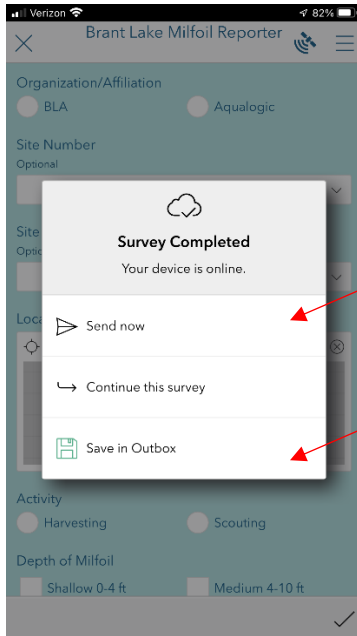
Step 4: Once the survey is open, go through and fill it out.



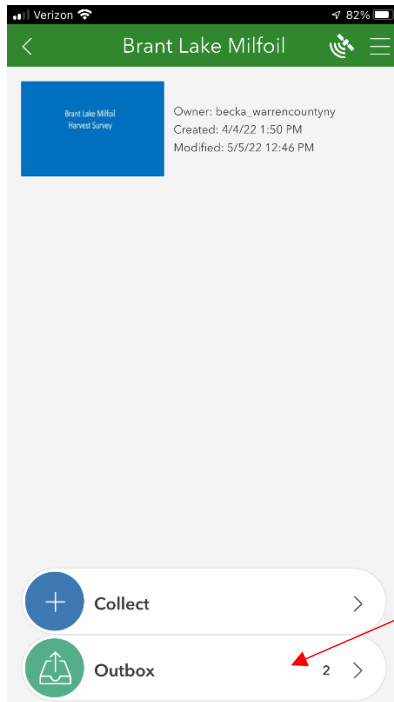
1. Select which organization you are with, most will be with BLA.
2. Optionally, choose the site number and/or site name from the dropdowns if you know them.
3. Next, click on the 'Compass' symbol to have the app generate your GPS location.
4. Select whether you are harvesting or scouting (Choose one).
5. Select the Depth you are working in (select as many as appropriate).
6. Select the Density of the Milfoil (Choose one).
7. If Harvesting, type in the number of pounds you harvested at this location.
8. Click on the camera if you would like to upload a photo.

9. Type in the Comments box if some notes would help clarify your Scouting or Harvesting.
10. The Date and Time auto-populate.
11. Click on the Check mark to send.

Step 5: If you have cell service, click on **Send now**. If you do not have cell service, click on **Save in Outbox**.



Step 6: If you selected **Save in Outbox**, when you are back in a service area, or in WiFi, reopen the Survey123 app and click on the Survey. Instead of choosing **Collect**, click on **Outbox** and choose **Send** at the bottom right side of the screen. At that point, all of your data submissions have been sent.



*****Please note that you will need to make sure that you have location services/GPS enabled for the Survey123 app in your phone settings as well allowing Survey123 to access/use the camera on your phone.**