HOW TO USE MMSD Salt Savers Inspection App
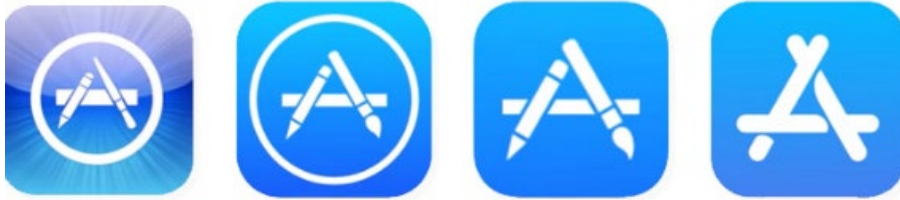## Instructions for: APPLE DEVICES (Iphone/Ipad)

To get started, you will need to complete a 2 step process:
        Step 1 = downloading the app
        Step 2 = loading a survey into the app

Step 1: Download Survey 123 app

1. Go to App Store- it will look like any of these icons.

2. Search for "Survey 123"

3. Click "Get" next to the green Survey 123 for ArcGIS icon

4. When the download starts, the "Get" button will
   Change into a square. When that same button turns
   A button that says "Open" you know he download has worked! You will now have
   the green Survey 123 icon on one of your home screens.

Done with step 1!

Note: At this point there is 'nothing' in the app, so it may take you to a screen to ask for a log-in. Don't worry about it. You do not need a log-in user or password. Step 2 (next page) will guide you through how to add a survey to the app.

Step 2: Load a survey into the app

You can have multiple surveys on your device at once. Each one you add, you will follow this same process.

1. Go to link provided by your trainer for the specific survey you are trying to load. There are two easy ways to do this:

    a. Option one: Open your camera, hover a picture of the QR Code (below), then quickly click the notification that pops up at the top

       of the screen

    b. Option two: Go to a browser (the place you look for things on the internet- Safari, Chrome and Firefox are common ones. Safari app icon pictured to the right) and type in:

       ## https://arcg.is/1XqCWG

2. Once you get to the link (either by QR code or by browser) you will see this screen - choose "Open in the Survey 123 Field App":

3. When you get a notification asking to use your location services, click ALLOW.
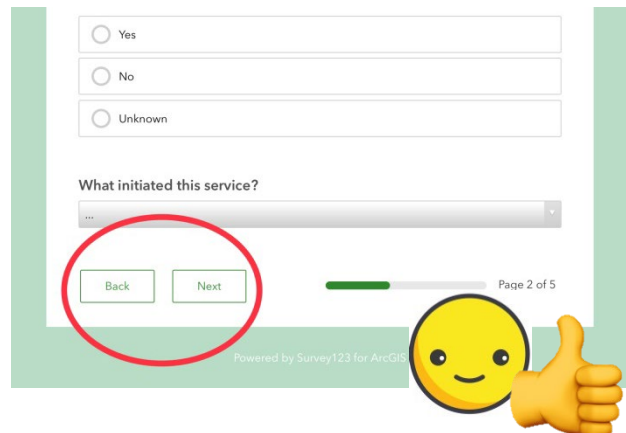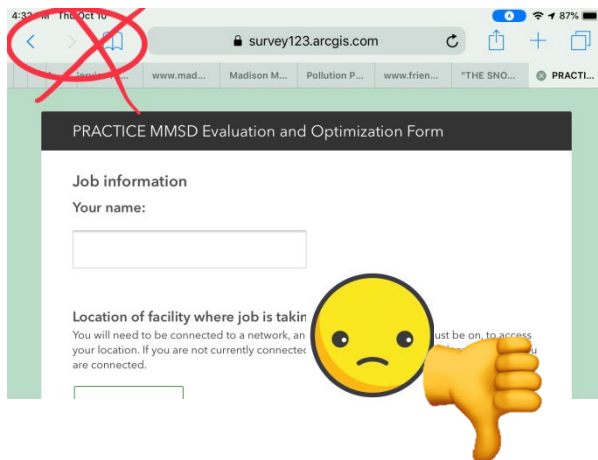
Done with step 2! **You will know if you did it correctly, if you come to a grey screen that says "PRACTICE MMSD Evaluation and Optimization Form" at the top.**

More Help & FAQ

Using this App on a Computer

It is completely possible to document an inspection on the computer instead of a mobile device. Simply navigate your browser to the link in step 2. It will look slightly different, but function the same.
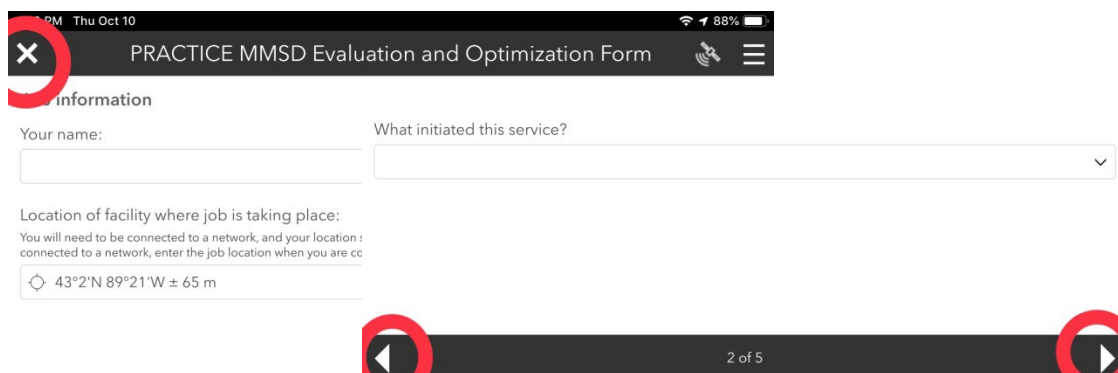
Caution! If you are completing the inspection in the browser (not in the app), use the "Back" and "Next" buttons that are part of the form to advance or go back in the form. Avoid using the back button in the browser.
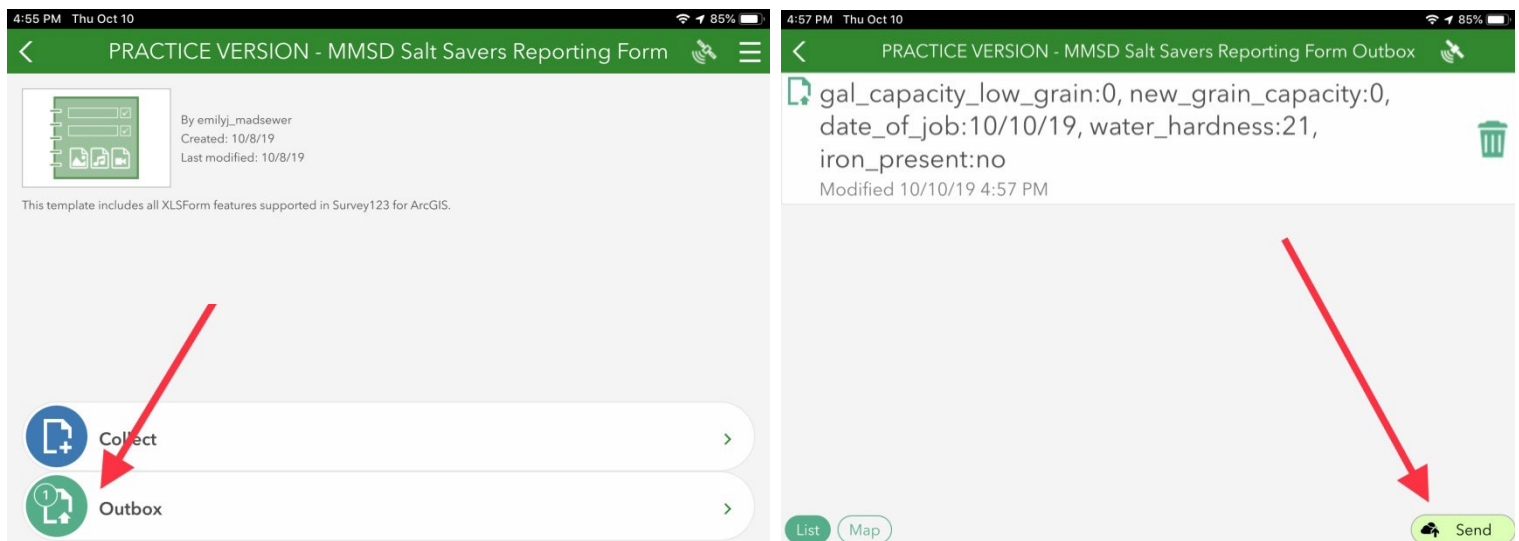

Navigating Around the App

Use the X in the top left to exit out.
Use the little arrows at the bottom of the screen to move back to a previous page or to advance to a new page.
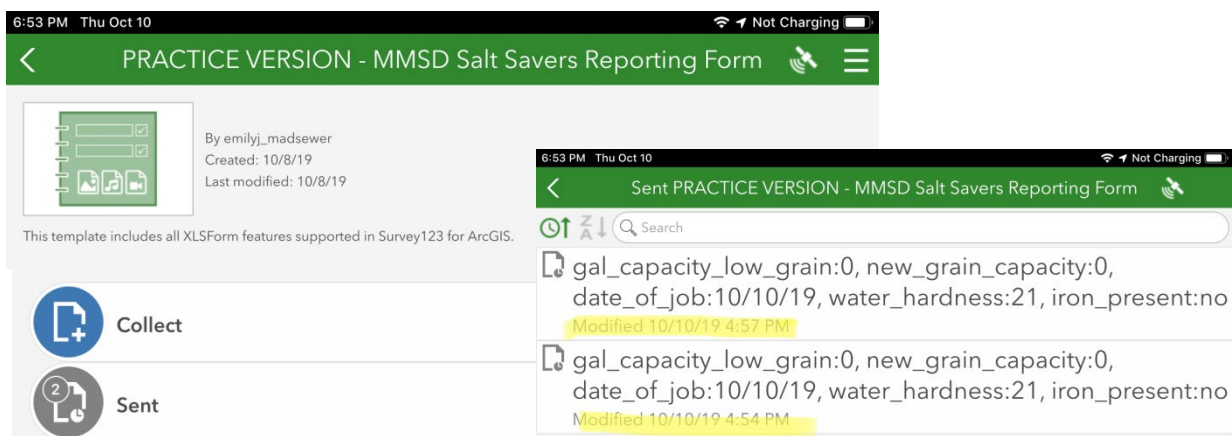
Submitting Inspections with no Service or Internet Connection

After you complete an inspection survey form and click send, if your device is not in connection you can close that survey and click save changes. That survey will go in your "outbox". When you are back in WiFi range or have cell reception, click on the outbox. It will bring you to the screen on the right, where you can send the surveys. Outbox will appear zero after surveys have sent, and a sent box will appear in the screen pictured below to the left.

Verifying Survey has been Sent

Sent surveys appear in the "Sent" box on the survey's main screen. At any time, you can view the surveys you previously sent.

Deleting a Survey

Deleting a survey and reloading a new one may be periodically required as updates come out.

Step 1: Make sure there are no surveys in outbox. Send all surveys.
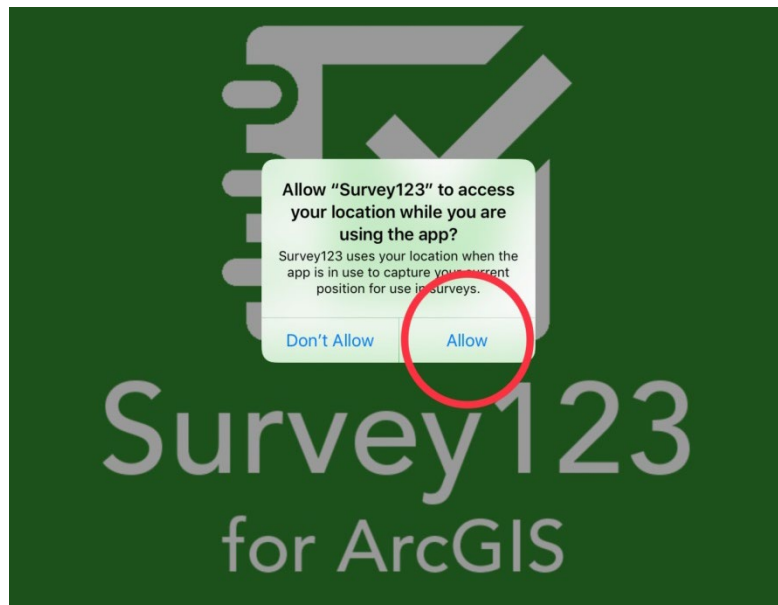
Step 2: delete survey
-Go to the home screen of the survey you want to delete
-Click the three lines in the upper right corner to open the menu
-Choose delete survey, the top choice.

Step 3: reload new survey
-Go to link provided by your trainer for the specific survey you are trying to load.
-Navigate to that page either using your browser or by scanning the QR code (use the start-up instructions starting at Step 2.)
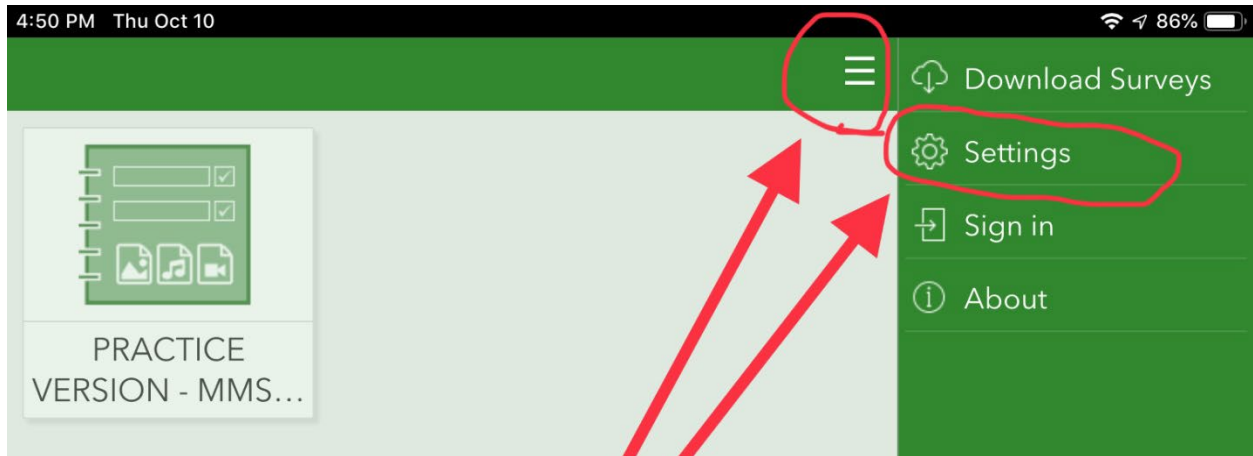
What are Location Services?

Location services allows Survey 123 to use your position. This will make it easier to input your location on the map, as your phone's current location will be the default starting point. You should allow location services to be used while you are using the app.

More on Location Services from Apple.com

Increasing/Decreasing Font Size

1. Get to the "MY Surveys" Home Screen.
    a. Close any survey you currently have open (if any) – use the X in the top left corner.
    b. Use the back button in the top left corner of the screen (if needed) to return to the screen where you see "My Surveys" on the top green bar.
2. Click the three horizontal lines in the upper right corner to open a menu, select the gear icon for "Settings"

3. Click "Text"
4. Use your finger to slide the white dot from right to left to change font size.