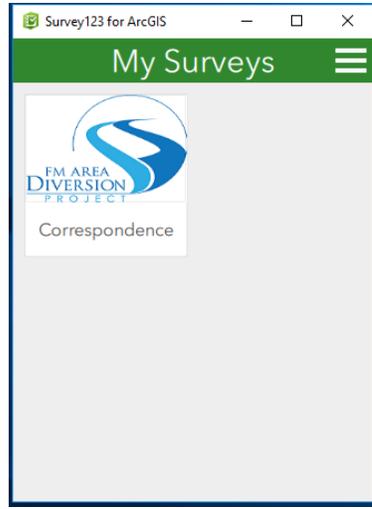


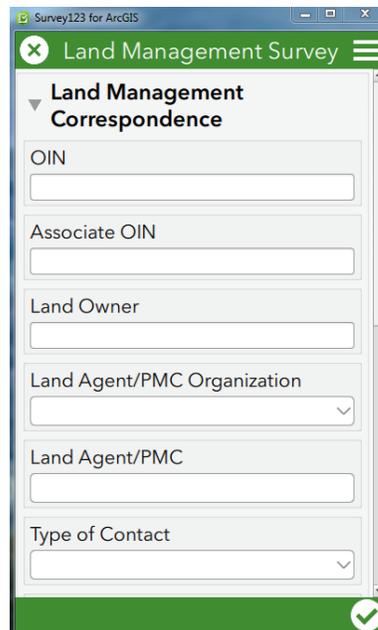
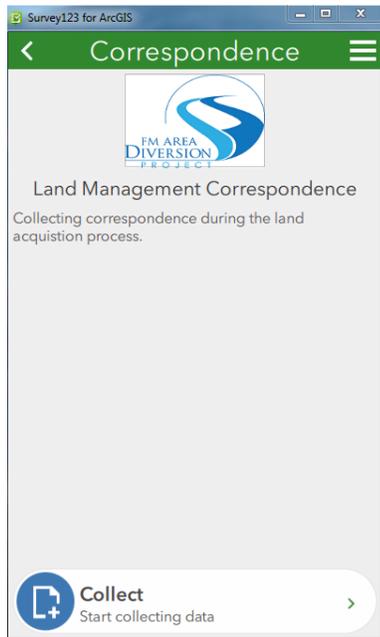
## Using Survey123

There are several ways to access Survey123. The first is by navigating to the Survey123 application on a desktop or the app on a mobile device. Or, it can be accessed through the FM Diversion web map.

### Accessing the Survey Form from Desktop or Mobile Device

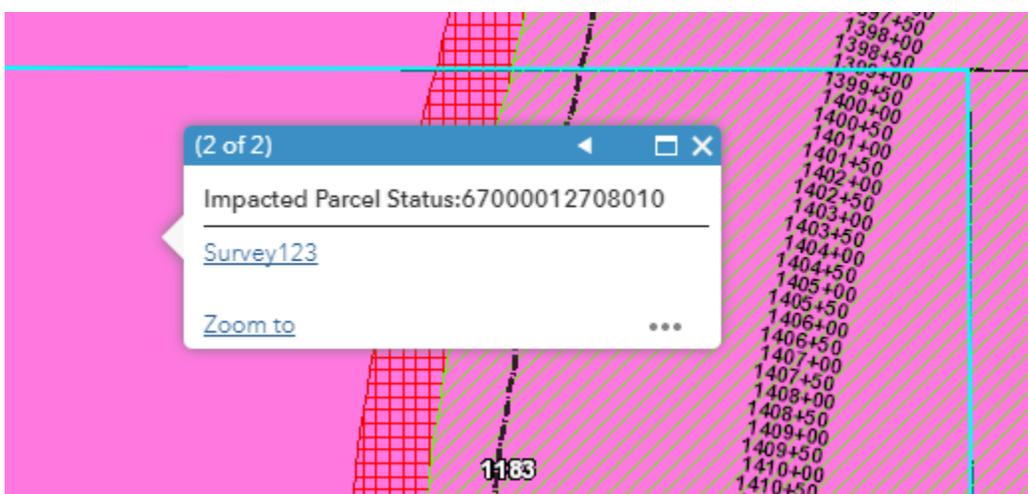
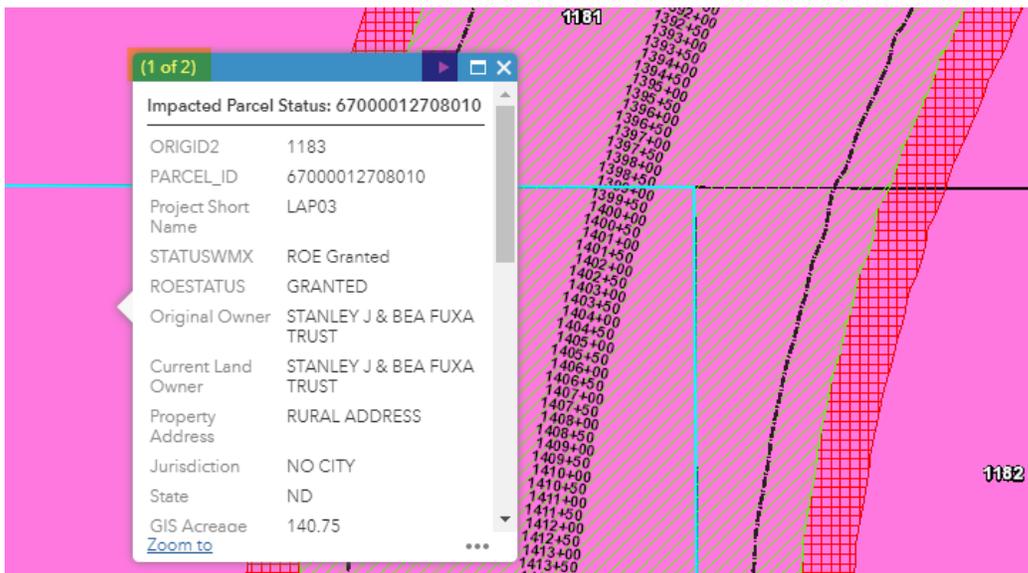


Once the desktop application or mobile app has been opened, select the Correspondence survey (it will be our only survey on your device). Once it is open, click on the **Collect** bar at the bottom of the screen and you can begin to enter your information.



## Accessing the Survey Form through the FM Diversion Web Map

1. Navigate to the FM Diversion web map  
<http://ae2s.maps.arcgis.com/apps/webappviewer/index.html?id=ab50e3b6f91f46c7bf80edce6cfc571c> and enter your credentials.
2. Zoom to a parcel that you'd like to record information for, and select it by clicking on it so the pop up window appears. Notice the (1 of 2) in the top left corner of the pop up window. Select the arrow on the top right of this window and a Survey123 hyperlink will appear and in the top left corner (2 of 2) will be shown.



3. Click on the Survey123 hyperlink, which will launch the Survey123 application. The OIN, Associate OIN (if property has one), and Land Owner will be filled out.

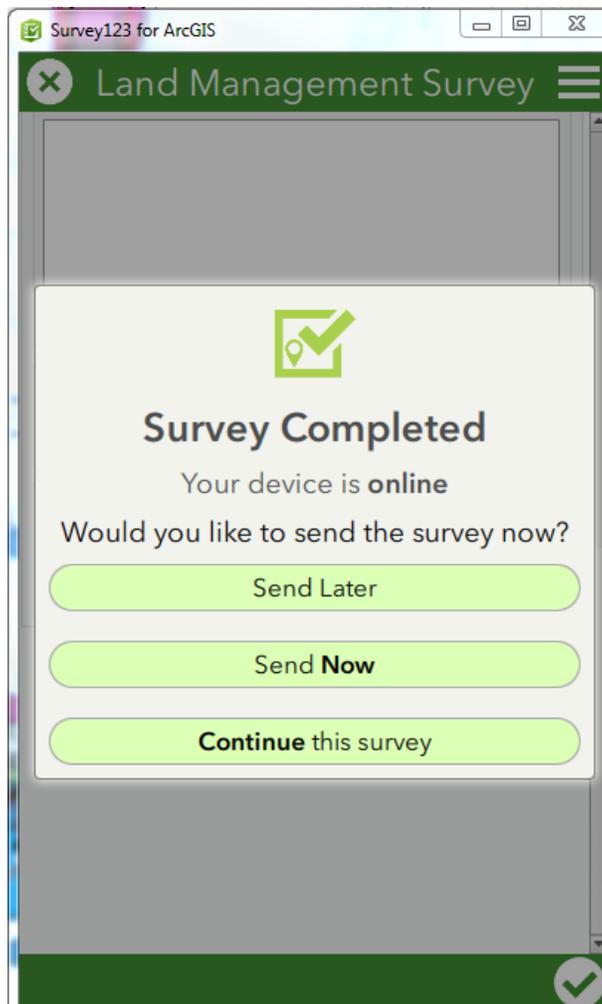
## Getting to Know the Correspondence Survey Form

Once the application is open, you can fill out the fields that are relevant to the individual report. The OIN field is required and Survey 123 will prompt you to fill it out if left blank. The rest of the fields are not required and can be filled out based on the information for the individual correspondence.

### General Tips about the Survey Form

- The **Type of Contact** field has the ability to select multiple types of contact.
- In the **Comments** field you can paste text from other documents. This field has a maximum of 8,000 characters.
- Under the **Photo** section you can take a picture with your device's camera or select a photo or document from a folder (including Word and PDF documents).

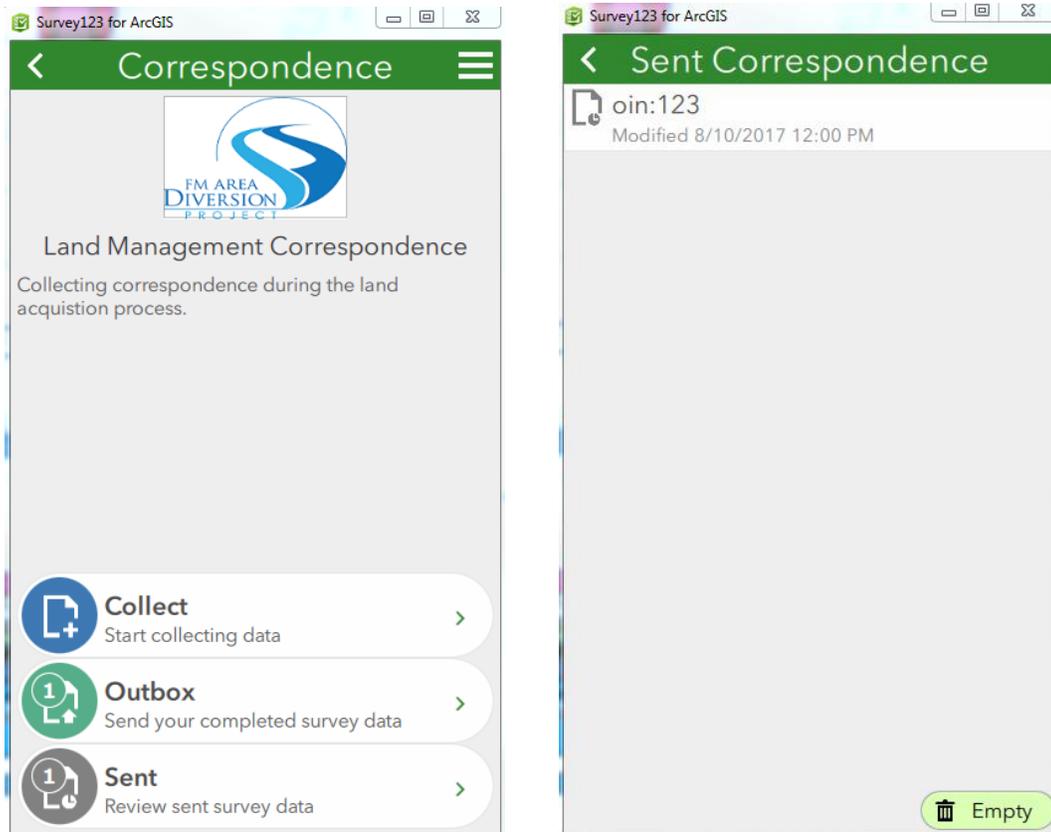
After the form is filled out, locate the check mark button on the bottom right of the screen. Once selected, a window will appear with three options: Send Later, Send Now or Continue this survey.



1. **Send Later** – This option will place the survey into your outbox and it will remain on your device, not viewable to others until it is sent. You can go back make changes and send it when the survey is complete.



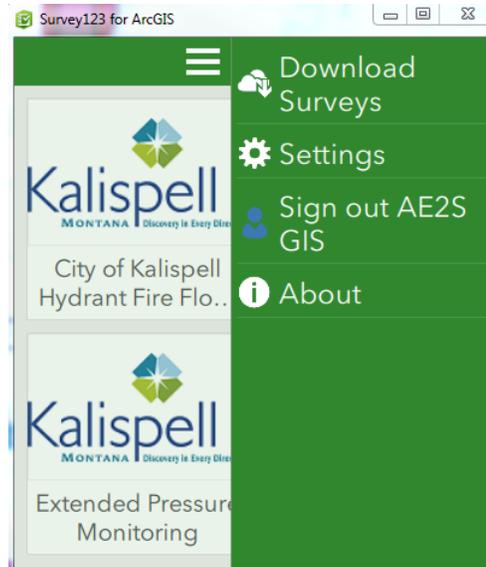
2. **Send Now** – The survey will be sent to be viewable by all. By doing so you still have the ability to make edits. Once surveys are completed a **Sent** box will be on your device where you can make changes. The image below to the right is the **Sent** box. If you select the Empty button in the lower right hand corner you will not be able to make edits to your surveys.



3. **Continue this survey** – Brings you back to the survey form to make additional changes.

During the FM Diversion project, changes to this survey form may occur. In order to get the latest survey you will regularly need to refresh the Correspondence survey on your device. How to do so is explained below.

1. At the home page where you see the Correspondence home tab, select the menu button at the top right hand corner (looks like 3 bars). This will open a side panel, where you can select **Download Surveys**. A new window will open.



2. Once the Download Surveys window is open, you will see the Correspondence Survey with a sync icon to the right. Click on the icon to download the latest form to your device.

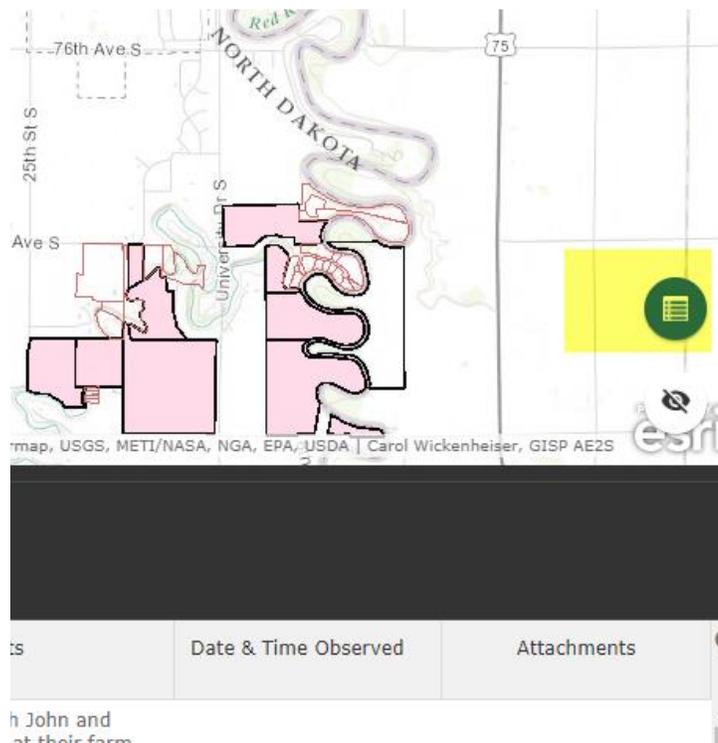


## Viewing and Downloading the Correspondence Surveys

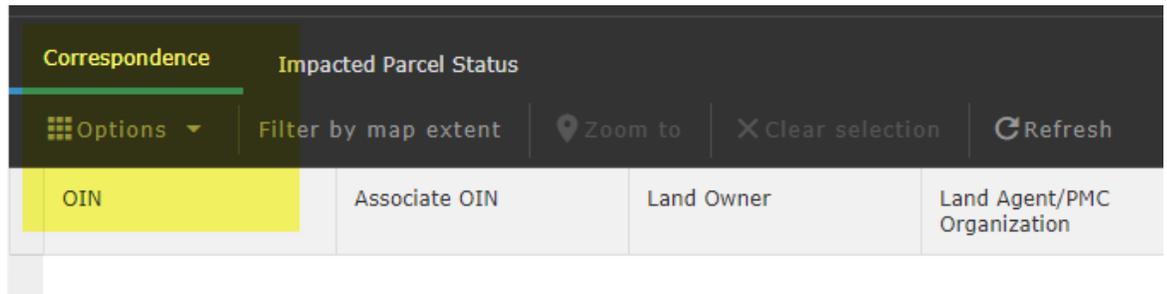
Navigate to the FM Diversion web map

<http://ae2s.maps.arcgis.com/apps/webappviewer/index.html?id=ab50e3b6f91f46c7bf80edce6cfc571c> Enter in your credentials to access the web map.

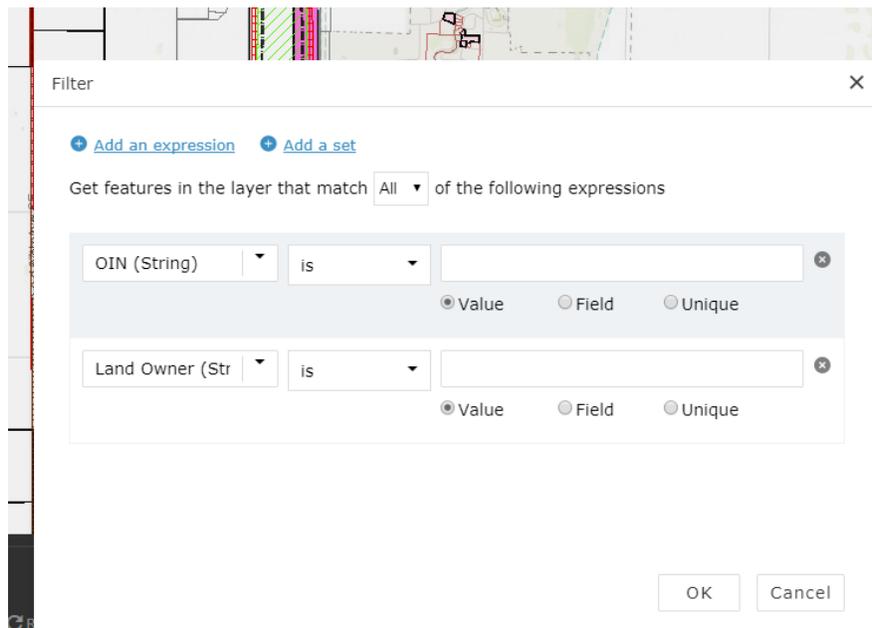
- In the bottom right hand corner of the web map is the **Attribute Table** icon. Click on the icon and the attribute table will launch, docked to the bottom of the screen.



- You will see two tabs on the top left of the Attribute Table; **Correspondence** and **Impacted Parcel Status**.



- The **Options** drop down gives you the ability to filter the table by any of the columns, show/hide columns for easy viewing, or export select rows or the entire table to an Excel sheet.



- Each of the column headers, except for Attachments, can be sorted in descending or ascending order by left clicking the column header.