

## FERN Data Collection Instructions

Maine Timber Research and Environmental Education (TREE) Foundation

### Overview

Survey123 for ArcGIS is a form-based mobile data collection application available on desktop PCs and mobile devices using Windows, iOS, and Android systems. If you plan to collect data offline, download the **Survey123 Field App** before heading into the field. Follow the steps below while you have an internet connection to ensure proper setup. Multiple forms of data can be reported from different phases of FERN (or layers of the forest) in this form, only submit the data you collected but haven't yet reported. This form adds the data to a database, so all previous entries are added to a database of FERN data. If you have questions or concerns about the data reporting process, please contact [lana@mainetree.org](mailto:lana@mainetree.org).

### Application Installation

1. Click the survey link or scan the QR code:  
<https://arcg.is/1b1fyD0>
2. If the Survey123 Field App is not installed, follow the prompt to download and install it (Download the **Survey123 Field App**, not Survey123 Connect)
3. After installation, the survey will open automatically.
4. Alternatively, you can install the app via your device's app store and then use the link to download the FERN survey.
5. Once installed, you can download the survey to your device, collect data offline, and submit it when reconnected to the internet.



### Browser Use (Online only)

You can also complete the survey in a browser using the same link. Note: You must not close the tab containing the survey when using the web browser until you have clicked “submit.” If you close the tab before submitting, your progress will be lost.

### Completing the Survey

1. The FERN survey will be listed within **My Surveys** in the Survey123 Field App.
2. Tap on the FERN survey and select **Collect** to begin entering data.
3. If offline, the data will be stored and can be submitted when you are back online.
4. If you have an internet connection, you will see an option to send the survey upon completion.
5. If you are offline, completed surveys will be stored in the **Outbox**.
6. When reconnected to the internet, open the **Outbox** and **send** the saved surveys.