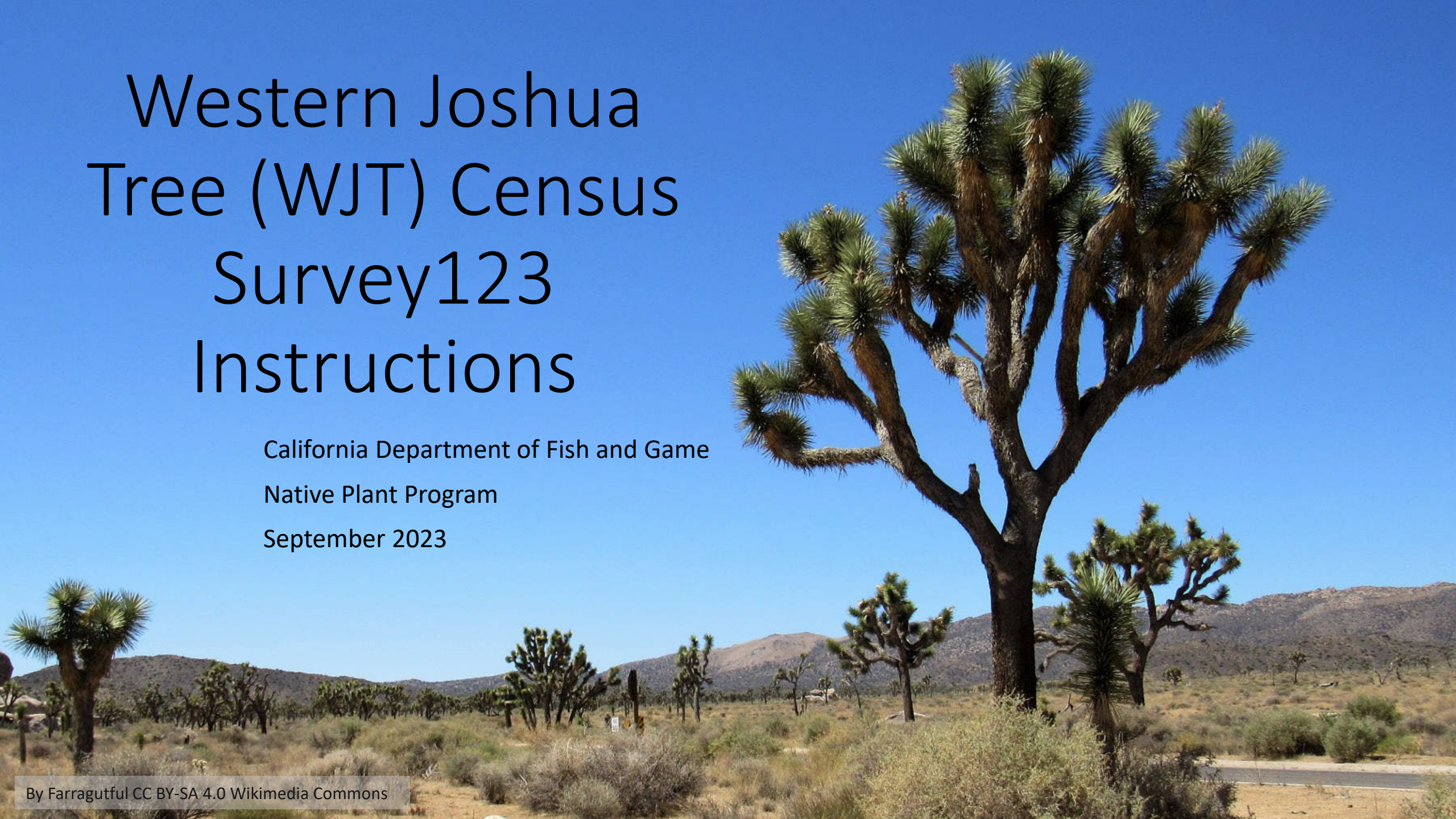
Western Joshua Tree (WJT) Census Survey123 Instructions

California Department of Fish and Game

Native Plant Program

September 2023



By Farragutful CC BY-SA 4.0 Wikimedia Commons

Images of Joshua Trees

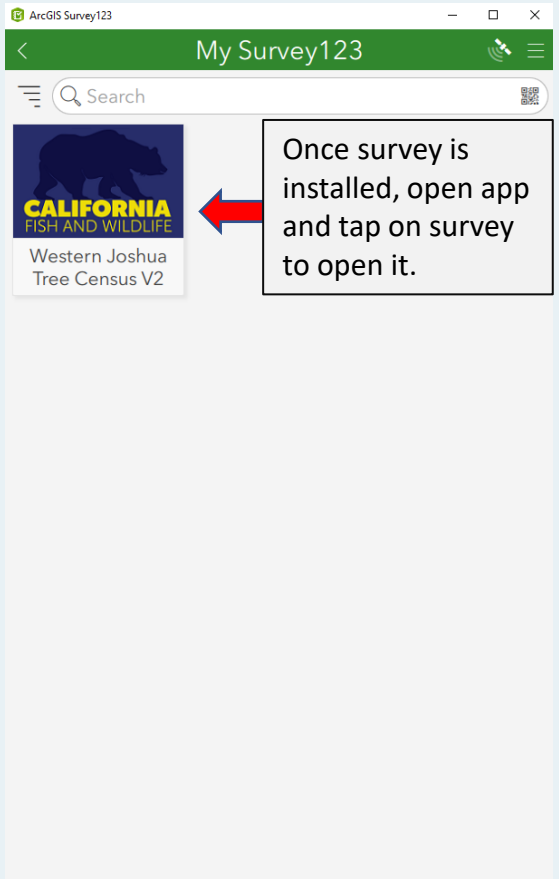
Mature WJT with flowers
(By Bernard Gagnon, CC BY-SA 3.0)

Juvenile WJT (no branching)
(By Steve Rider, CC BY-NC 2.0)

WJT flowers
(By TAkwish, CC BY-SA 3.0)

WJT Fruit
(By sunflowerlark CC BY-NC-ND 2.0)

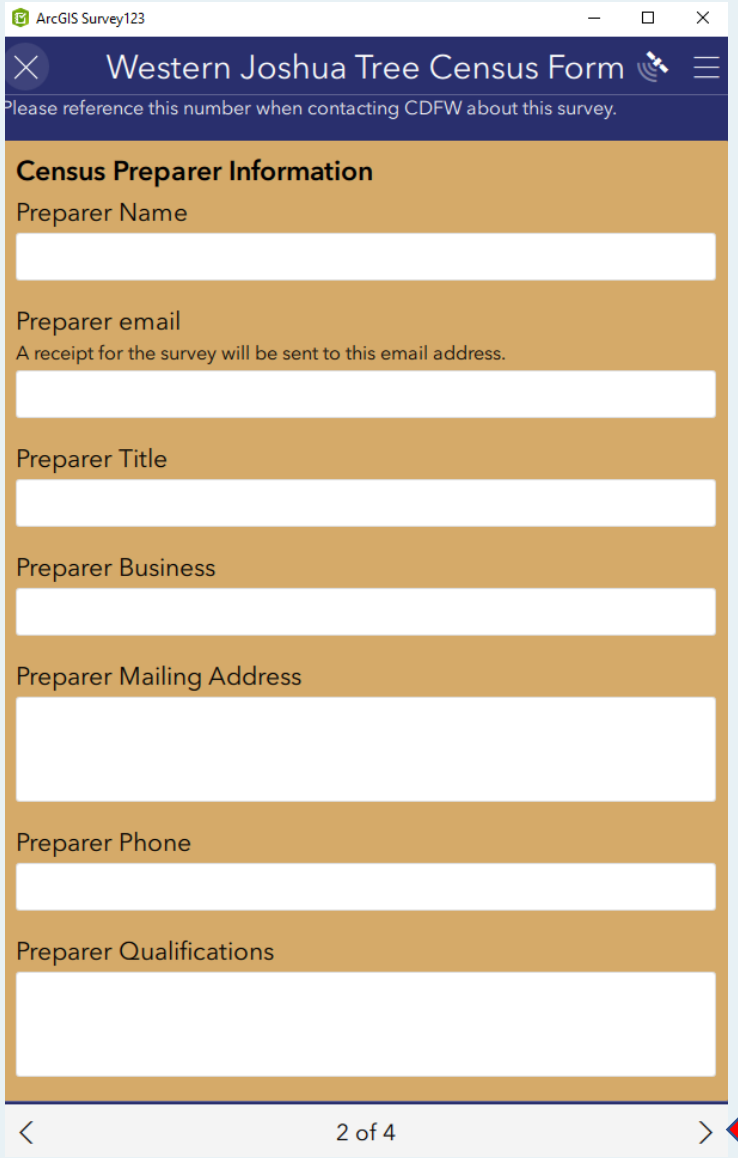
Installing Survey123



https://survey123.arcgis.app?itemID=08d6809f363b46aa9ce51ba72f8b6062

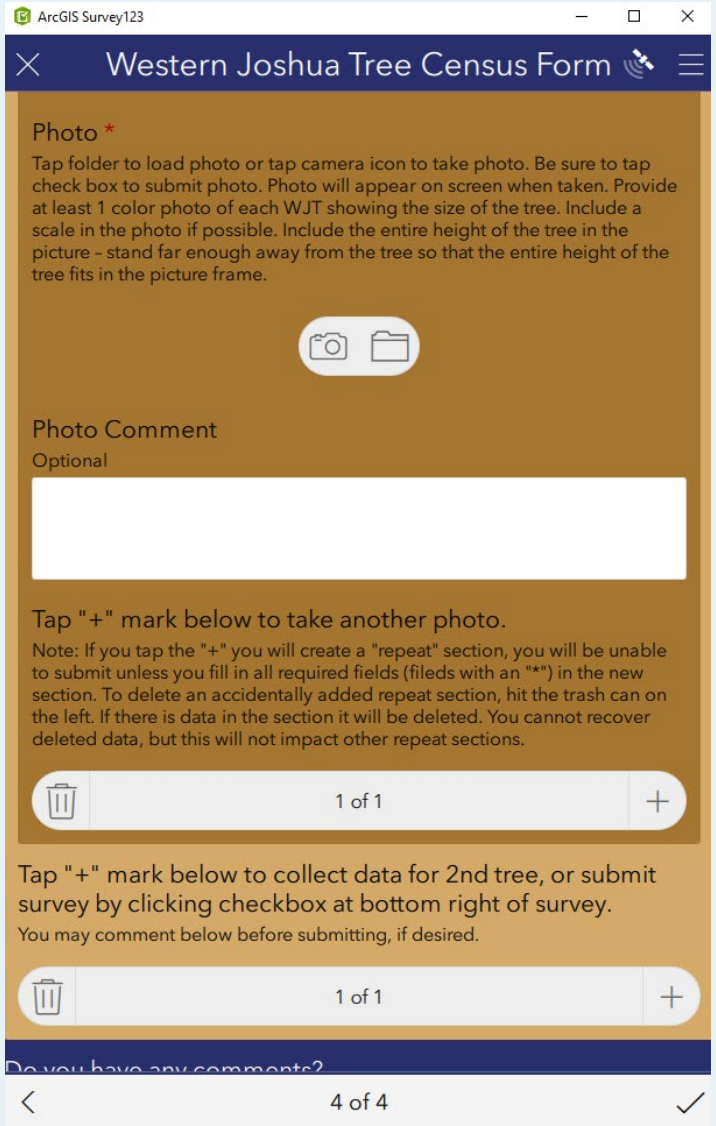
- You MUST install Survey123 and download the survey while you have cellular access.
- To install Survey123 scan the QR code or email yourself the link to the left.
- To install the survey, scan the QR code or click the link again after Survey 123 is installed. You may need to tap on “Continue without signing in” on the survey login screen. [On some devices, the survey will automatically download after Survey123 is installed].
- Once the survey is downloaded, you will be able to open it by opening the app and selecting the survey, even if you have no cellular.
- If the survey is already installed, you should still open it while you have cellular access to ensure that it is current. If it has been updated, it will automatically update when you open.

Collecting Data



- There are 4 data screens: Applicant, Census Preparer, Project Information, and Tree Assessment. Navigate between screens using the arrows at the bottom.
- Most fields should be filled out, but the ones with asterisks are mandatory. Other fields contain data that may be needed but may be included in the application. At least one photo must be taken of each tree.
- The 4th window contains “repeats” which allow you to collect data about multiple trees (and collect multiple photos for each tree). See next slide for more information on repeats.

“Repeats”



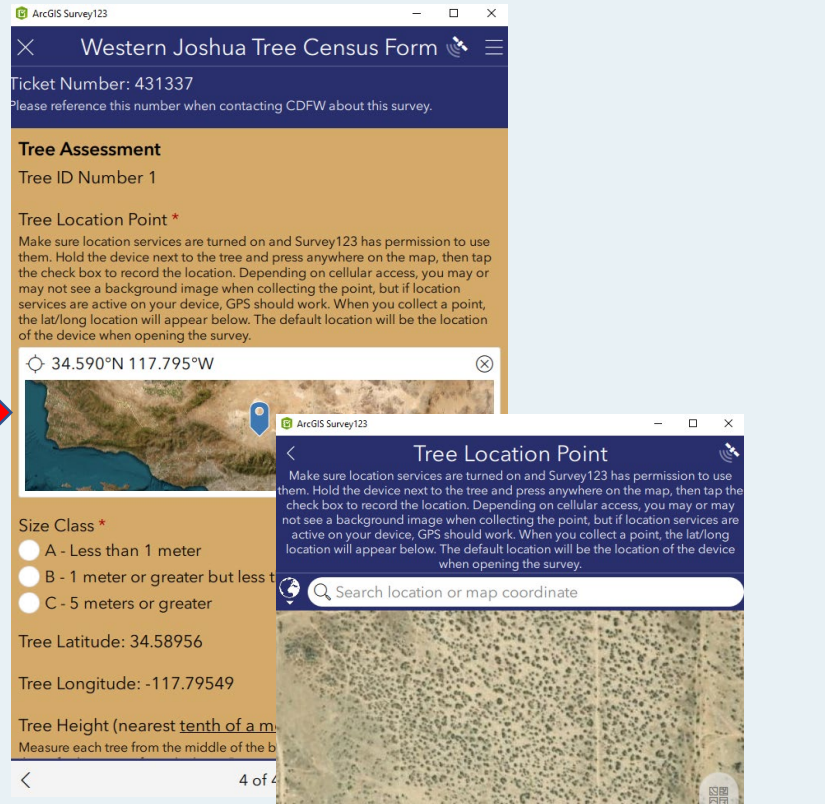
Click here to add another photo of the same tree.

Click here to add data for another tree.

- There are sections in the survey called “repeats. These sections allow you to collect multiple similar sets of data at different locations.
- There are two different repeats in the survey. One allows you to collect data about multiple trees and the other, which is embedded in this repeat, allows you to collect multiple photos of each tree.
- You can identify a repeat by the bar at the bottom with a “+” on the right and garbage can on the left. You can create a new repeat with the “+” or delete the current repeat with the garbage can. Deleting a repeat does not delete other repeats.
- If you create a repeat, you will need to fill in the mandatory data in that repeat before submitting the survey. If you accidentally create a repeat and don’t want to fill in the data, just delete the repeat.

Collecting Points

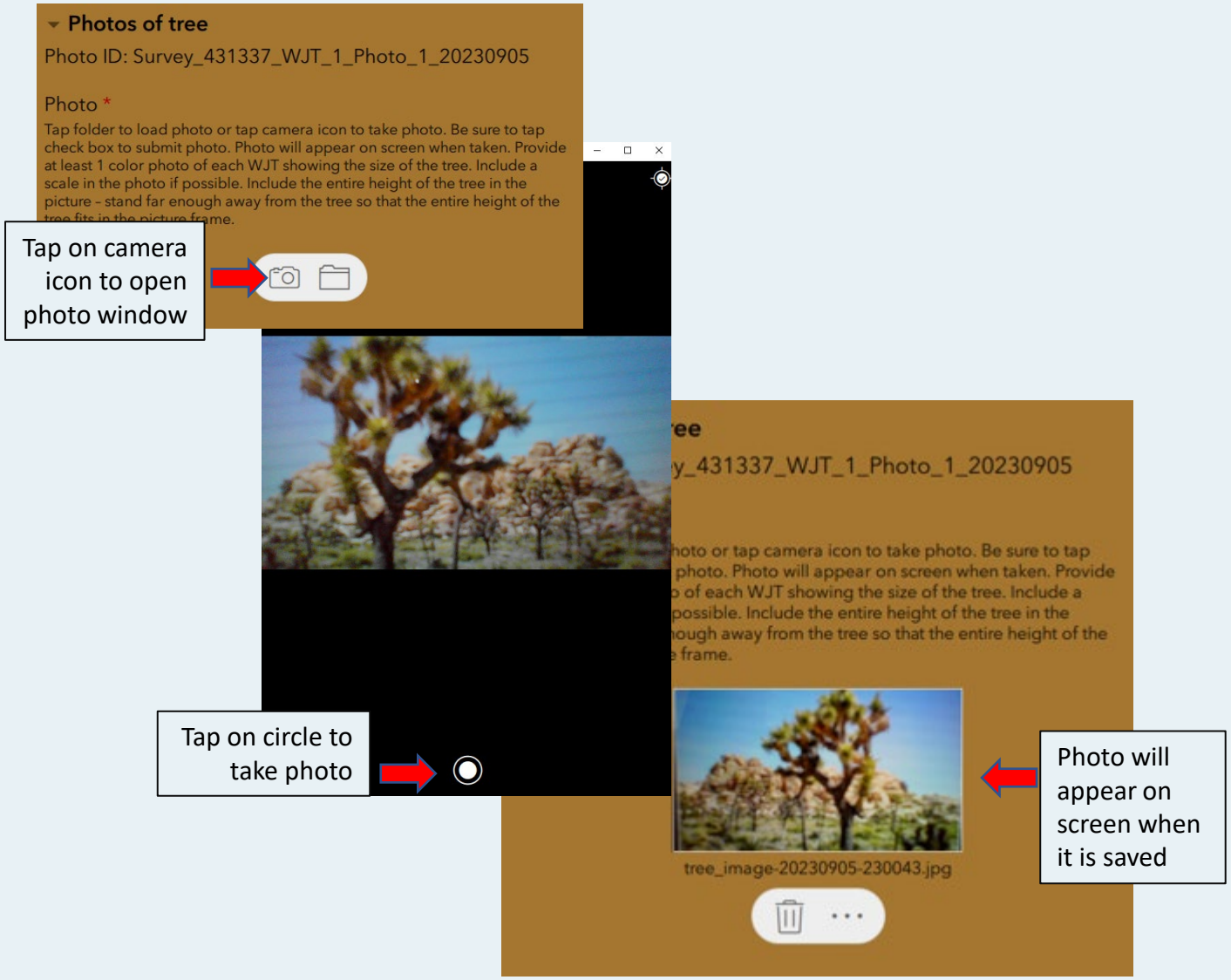
Tap on box to update the tree location point.



Tap on check mark to submit new location.

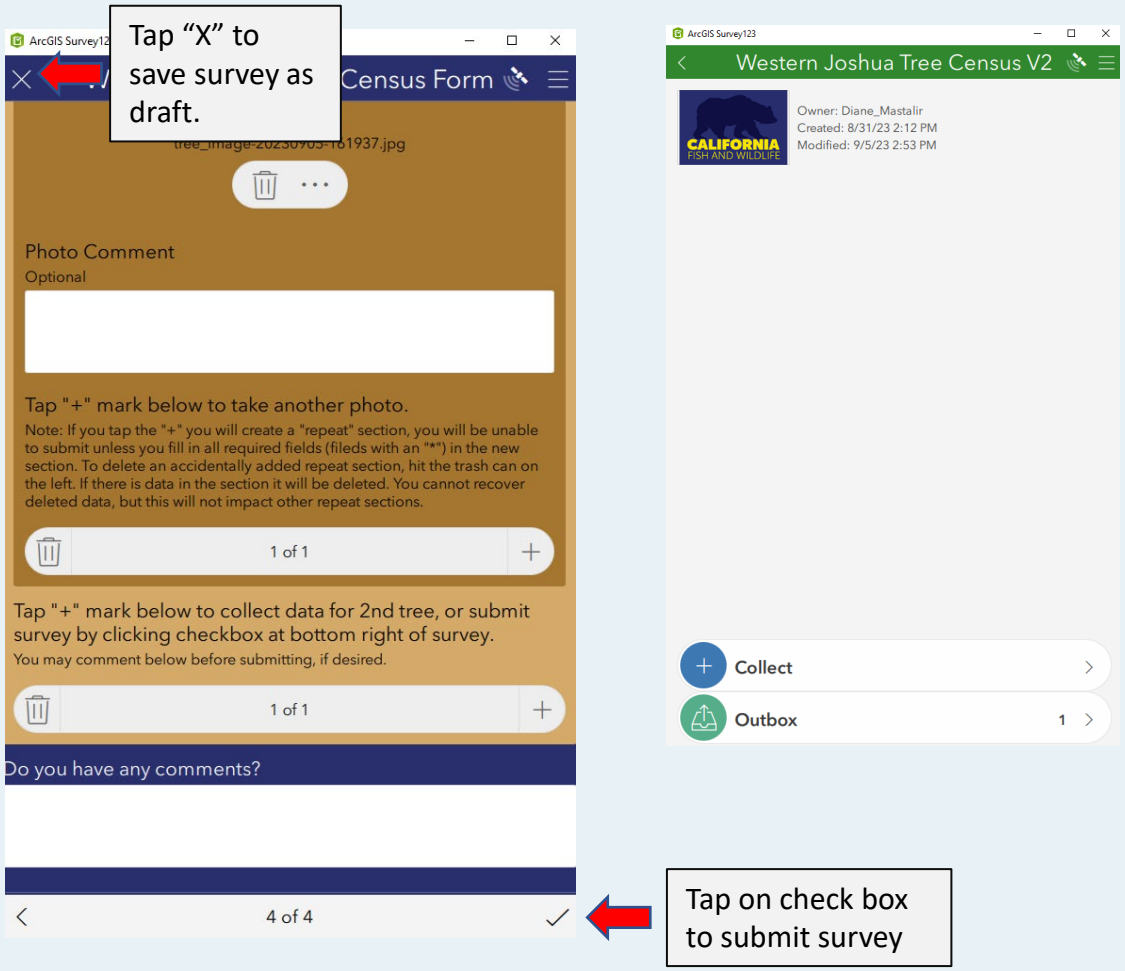
- Location sharing must be turned on and you must have given permission for the app to use it for GPS to work.
- The point collection feature (“Tree Location Point”, which is called a “geopoint”) will default to the location at which you opened the survey. If you want to collect a different location, just click on the geopoint image and then the check box to save your current location. The lat/long coordinates should change to your current location.
- If you have cellular access while collecting data, you will see an image background when collecting point data. If you don’t, the background will be a grid. The GPS data will be collected whether you have an image or not.

Taking Photos



- It is required to take one photo of each tree in the census.
- To take a photo, click on the photo icon (you may also take the photo with your device camera and load it by using the folder icon).
- Click on the circle in the photo window to save the photo.
- If the photo was saved successfully, you will see the image in the window of the main survey.
- It is possible to change the name of the photo, but please do not do so. The default name will provide us with a way to associate photos with particular surveys.

Submitting/Saving the Survey



a. You may submit the survey while in the field (if you have cellular) or save it in as a draft and re-open later to add data. To save as a draft, click on the “X” in the upper left corner while the survey is open and choose “Save in drafts”.
b. If you submit the survey while you do not have cellular access, you may need to go to the Outbox and open the survey and re-submit when you have cellular.
c. You will receive a confirmation email after you submit the survey. It will be sent to the email provided by the surveyor. If you don’t get this email, check the outbox within Survey123 to see if it didn’t send.
d. A copy of the survey will be kept in the “Sent” folder, but it will not be editable.
e. The Outbox, Drafts, and “Sent” folders will not be visible until they have surveys in them.