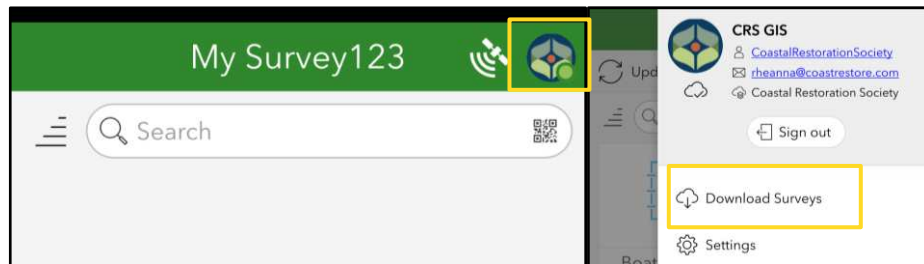# GUIDE FOR DATA COLLECTION

<u>Before you enter the field, please do the following while connected to wifi:</u>
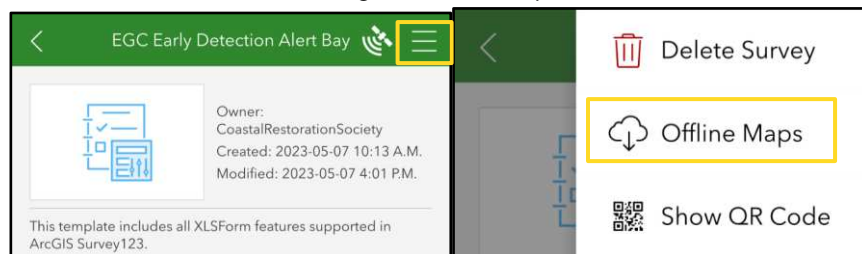
1) Download the Arc GIS "**Survey123**" app

   a) Sign in to ArcGIS Online with your team's login.

   b) Click the **logo** in the top right corner, from the drop-down menu select "**Download Surveys**".

   c) Choose the survey for your region "**EGC Early Detection Location Name**" (Eg. EGC Early Detection Sooke Basin). Hit the download button for the survey.

   i) You can also download the boat checklist and tailboard forms if you wish to use these safety documents for your fieldwork.
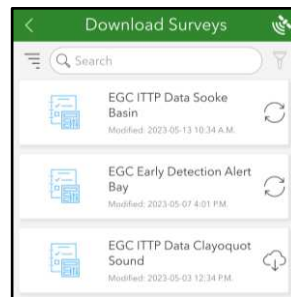

   d) After the early detection survey is downloaded click on the survey to open it. In the top right corner click the three bars, then "**Offline Maps**". Click the download button on the right of the map.
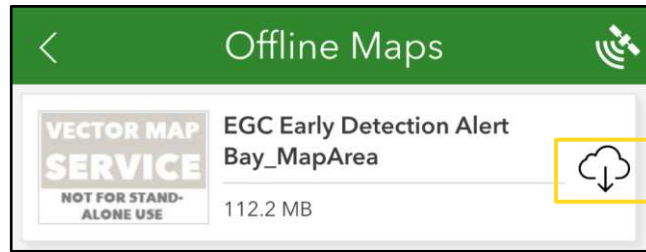
2) Download the Arc GIS "**Quick Capture**" app
   a) Sign in to ArcGIS Online with your team's login.
   b) On the bottom right click the orange plus sign.
   c) Click "Browse Projects".
   d) Click the download button for the survey for your region "**EGC Early Detection Location Name**" (Eg. EGC Early Detection Sooke Basin).
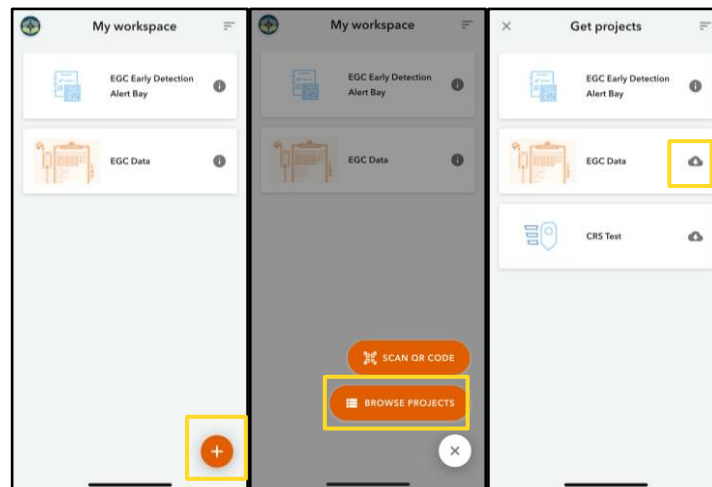

Day one in the field (dropping traps):

1) Open the "Quick Capture" app once you have set the traps in the water.
2) Walk over to the first trap then click on the survey "EGC Early Detection Location Name"
3) Fill out all questions, click the green button to drop a gps point. Answer the remaining questions.
4) Walk to the next trap and repeat step 3.
5) When you get back home to wifi click the box in the upper right corner with the orange number. Then hit "send" if it has not already been sent automatically.
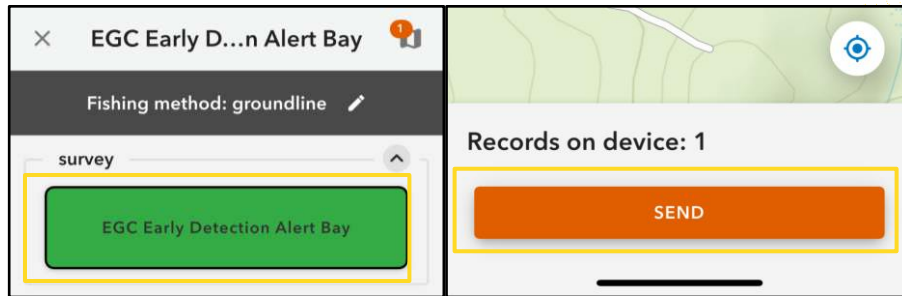
Day two before you leave wifi:

1) Open the "**Survey123**" app <u>before</u> you enter the field.
2) Click on the survey "**EGC Early Detection Location Name**".
3) Click on "**Inbox**", then "**Refresh**" on bottom right.
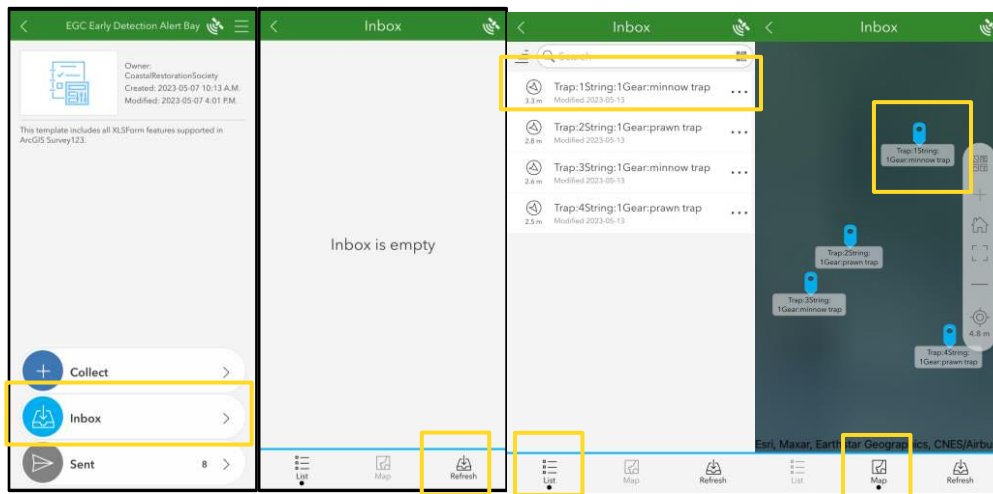
Day two when you get to your first trap:

1) In the "**Inbox**" choose the first trap using the "**Map**" or the "**List**" option shown above.
2) Fill out the **pull time and date**.
3) Fill out trap **usability**.
4) Fill out bycatch **species** and **number caught** (fish, starfish etc). Press the + sign for other species.
5) For crabs fill out **species, count, sex** and **size**. Press the + sign for another **species** or another **sex** (Male/Female/Berried). Press the + sign next to **crab size** to add another size.
6) Take photographs of any species that need to be identified and write "Other" in the species column. Write species descriptor and number to match photo, (eg. yellow sculpin x2).

7) Hit the ✓ at the bottom (may be hidden by keyboard) then "**Save in Outbox**".
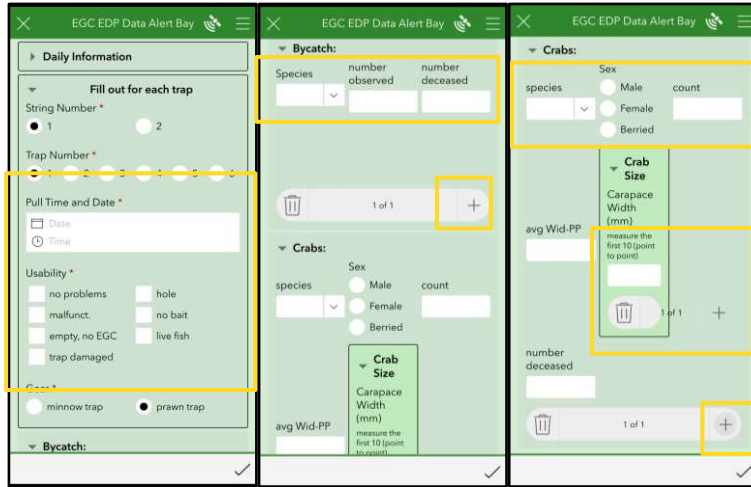
Notes:

- If you forget something or make a mistake it can be fixed in the Arc Gis Server after being sent. Just send a message to Tyranna at 778-700-2699 or write the issue under "Notes" on the next trap. (Eg. hole in the last trap, lat/long incorrect trap #1 etc)