OUTDOOR RECREATION
for Everyone

FS ACCESSIBILITY DATABASE
SURVEY TOOL
Administrator Setup and
Data Collection Guide

Forest Service
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Introduction

The U.S. Department of Agriculture, Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG) are legally enforceable standards for maximizing the accessibility of outdoor developed recreation areas while protecting the unique characteristics of the natural setting. The Forest Service Accessibility Database (FSAD) Survey Tool is a digital, tablet-based system that guides a surveyor through the accessibility assessment process of a campground, picnic area, or other outdoor developed recreation area.

Compatible and Incompatible Tablets/Smart Devices

Compatible Devices
Samsung Galaxy Tab A, Samsung Galaxy Tab S2, Apple iPad Pro, Apple iPad, and Juniper Cedar Tree 7 Rugged Tablet. You can also find all supported hardware at the IES Supported Hardware page.

Incompatible Devices
These are known incompatible devices, iPad Generation 1, iPad Air model A1475, and iPad Mini model MD542LL/A. These are all first-generation Apple operating System (iOS) devices.

If you experience problems with your device, please call in a Customer Helpdesk ticket and ask to be routed to the Geographic Information System (GIS) queue.

Apple iPad Device Backup and Install Instructions

Please install the App before you leave the office to go into the field. You will not be able to install it without an internet connection.

Prepare for the App

Connecting to Wi-Fi iOS Device
1. Make sure you are connected to Wi-Fi. Tap “Settings.”
2. Tap “Wi-Fi.”
3. If the Wi-Fi is working, the available network will show below Wi-Fi.

<table>
<thead>
<tr>
<th>Settings</th>
<th>Wi-Fi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airplane Mode</td>
<td>Wi-Fi</td>
</tr>
<tr>
<td>Wi-Fi</td>
<td>Joan</td>
</tr>
<tr>
<td>Bluetooth</td>
<td></td>
</tr>
<tr>
<td>Cellular Data</td>
<td></td>
</tr>
</tbody>
</table>

4. If the available network is not selected, select a network from the list below.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>Cellular Data</td>
<td></td>
</tr>
</tbody>
</table>

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Updating Device
5. Once the Wi-Fi is connected, tap “General.”
6. Update the Apple device to the current operating system (iOS). On “General Screen,” tap “Software Update.”

7. Tap “Download and Install.”
8. Type in password

9. Agree to “Terms and Conditions.”

10. Agree to “Terms and Conditions” for a second time.

11. Tap “Continue.”

12. Tap “Continue.”

13. Enter password and verification, if needed.

14. Make sure your iOS is up to date (iOS version is subject to change).
Back Up to the iCloud
Back up the App before you go into the field.

1. Tap “Apple ID.”

2. Tap “iCloud.”
3. Tap “iCloud Backup.”
4. Tap “Back Up Now.”

5. Check to see when last backed up.

6. Your backup is complete. You are now ready to install Survey123.
Install Survey123 app

Install the app before you go into the field. You will not be able to install it without an internet connection.

1. Tap “App Store.”
2. Next, type “Survey123” in the search bar. Tap “Survey123 or Survey123 for ArcGIS.”

3. Once the page loads, tap “Get.”
4. Tap “Get” again.

5. Tap “Install.”
6. You will see the circle filling in as the download completes. Once completed, tap “Open.”

7. If you already have an ArcGIS Online (AGOL) account, select the “Sign In” button. If you don’t have an AGOL account, do not try to sign in yet. See “Request an AGOL Account.”
Android Device Back Up and Install Instructions

Prepare for the App and Backup the Device

This must be done before you go into the field. You will not be able to perform these actions without an internet connection.

Make sure Wi-Fi is connected

1. Turn on Android Device
2. Tap Apps button
3. Scroll to Settings and Tap
4. Tap Network & Internet
5. **Tap Wi-Fi**
6. If Wi-Fi is on it will say ‘On’ and the Slider will be to the right
7. If Wi-Fi is off tap the network you wish to join below.
Install Survey123

Install the app before you go into the field. You will not be able to perform these actions without an internet connection.

1. From the home screen tap “Play Store.”
1. Once the “Play Store” opens, tap the search bar and type “Survey123” to search for the app.
2. Once you have found Survey123 for ArcGIS, tap “Install.”

3. Tap “Accept” to install the application.
4. Once done, tap “Open” to start the software.
AGOL Account Request Instructions

If you are NOT a Forest Service employee, submit your email address to your unit coordinator (Forest Service employee who is managing the survey) so he or she can acquire an AGOL account for you. The link is an intranet site and unaccessible by external individuals.

Forest Service Employee Instructions

If you are a Forest Service employee, please use the following steps to establish an AGOL account.

1. Go to USFS - ArcGIS Online - Web GIS Implementation page and select “Click here to Request Access to AGOL.”
2. You will then be redirected to AGOL Request Form. Please fill out Requester Name, Requestor Email, Requestor Phone #, and Region/Station/Area fields. Click “submit” once finished.

**Instructions for All Account Holders**

As the owner of the new account, you will receive an email sent to the “Requestor Email” entered above. Once this email is received, you will need to set your AGOL password. Make sure not to forget your username and password, you will need it throughout the survey season.

When the account is set up and your password set, notify the applicable **Regional Accessibility Coordinator (RAC)**, and he or she will arrange for the survey to be made visible to the user. Allow 1 to 3 days for this step to be completed. When this is done, the survey will show up as available for download on your mobile device in the Survey123 app.
Survey123 Download Instructions

Because the Forest Service Accessibility Database Survey Tool runs in the Survey123 software, Survey123 must be downloaded first.

1. Tap “Survey123” from your home screen.

2. Tap “Sign in” and use your AGOL account information.
3. Fill in your account information by typing in the boxes. Tap “Sign in” when finished.
4. Next type in “USFS” and tap “Continue.”

5. Once you have signed in, you should see a blank Survey page. Tap the three lines in the right-hand corner.
FSAD Survey Tool Download Instructions

6. Tap “Get Surveys.”

7. Tap “Search” and type “FS Accessibility Database (FSAD) Survey Tool.”
8. Tap the cloud with the down arrow to download the “FS Accessibility Database (FSAD) Survey Tool.” Make sure it is the one with the most recent date.
9. Once the Survey is downloaded, you will be taken back to “My Surveys” screen. Tap “FS Accessibility Database (FSAD) Survey Tool” to get started.
Instructions for Checking To See if Survey123 Is Downloaded and Working

1. After the survey opens, tap “Collect” to start collecting data.
2. Next, tap “Allow” to let the Survey123 Application know your location.

3. Use the pull down menus and text boxes to start entering data. Please enter as much data as possible.
4. Use the menu to select a “Region.”

5. Select a forest by tapping the menu then tapping the circle next to the forest you want to select.

6. If these two fields populate, you are ready for field use.

Viewing Data with the AGOL Viewer

To view the 2017 or 2018 Data you will first need to log into your AGOL account.
1. Go to [ArcGIS Online](https://www.arcgis.com) and log in. Type in your Username and Password and click “Sign In.”

2. Click “Groups”

3. Look for the FS Accessibility Database (FSAD) Survey Tools and Click on the group name to open.
4. Next look for the Year of your and FSAD Data Viewer. Remember each data collection year will have a different viewer at this time. Click the map icon to open.
5. The Viewer will open and you can pan and zoom to your data.
By Clicking on an Icon you can see the data.
6. By clicking in they expand you will be able to see all the data collected for that point.

7. Click the X in the corner to close the data for that site and you can move to the next point.
After closing the data frame you can then pan and zoom and view others.

**Data Editing Application**

To Edit your survey Data you will first need to log into your AGOL account.

1. Go to [ArcGIS Online](https://www.arcgis.com) and log in. Type in your Username and Password and click “Sign In.”
2. Click “Groups”

3. Look for the FS Accessibility Database (FSAD) Editing Tools and Click on the group name to open.

4. Click the map Icon to Enter the Application Editor.
5. The Editor will open to a page like.
6. The Instructions with Web Editing workflow are on the right.

You can perform the following workflows with the Web Editing Application:

1) Edit Attributes
2) Move Points
3) Correct for Multiple Campgrounds
4) View Features Found at a Site

The Smart Editor Tab is what you will use to Edit your Information.

Each workflow is outlined in the individual Tabs.

This tab is a general overview of how the application functions:
1) **Zoom to a Campground:**
Use the Site Features Query Tool to Zoom to a Site. Enter a Camp Unit number or a Site Name like "Duck Creek Campground"

2) **Restore Last Map Location**
To zoom the map to your last map extent (map view) click on the "Click to restore..." text. App State link is only available when you load the application.
3) Get Information about a Feature
Click on a feature to display attribute information. Use arrow button circled in red to navigate to the next feature.

4) Application Tips
When the edit panel is open, to close the panel scroll to the bottom of the panel and click the back button.

There are three ways to activate the Edit panel

1) Click on a point in the map
If clicking on a point does not open the edit panel in the smart editor, click on the edit panel and then click on your point.

2) Add a new point to the map

Click on a point, click on the "..." and click on the "Smart Editor" Menu
Add A New Site or Feature

Install Survey 123 on your Desktop

1. Open browser and go to Survey123 Download. You will see the executable start to download at the bottom of your screen.

Once finished, click double tap “Run”
2. A window will appear. Double tap “Next.”

Survey123 for ArcGIS 2.0.56 Setup

Setup - Survey123 for ArcGIS

Welcome to the Survey123 for ArcGIS Setup Wizard.
3. Double tap “Next” to move forward with the install.

Survey123 for ArcGIS 2.0.56 Setup

Installation Folder

Please specify the folder where Survey123 for ArcGIS will be installed.

`hens\Applications\ArcGIS\Survey123forArcGIS`  
Browse...

[Next]  [Cancel]
4. Tap “I accept the license” on the next window and then double tap “Next.”
5. Double tap “Next” to create a shortcut on your desktop.
6. Double tap “Next” to start the install.

Survey123 for ArcGIS 2.0.56 Setup

Ready to Install

Setup is now ready to begin installing Survey123 for ArcGIS on your computer. Installation will use 186.28 MiB of disk space.
7. Double tap “Finish” to finish the installation.

Survey123 for ArcGIS 2.0.56 Setup

Completing the Survey123 for ArcGIS Wizard

Click Finish to exit the Survey123 for ArcGIS Wizard.
8. Once that is complete, double tap the “Survey123 for ArcGIS” on your desktop to start the program.
9. Double tap “Sign In” to open the application.

10. Once you have signed in download the survey just the same as you would do for a device. You can then start entering data. The only difference is that you will have to type in all the latitudes and longitudes.

Forum for Forest Service Accessibility
Survey Data Outdoor for Everyone

Another part of the survey was to set up a forum. The Outdoor Recreation for Everyone (O4E) forum is located on the Forest Service Geospatial Collaboration Portal. The Outdoor Recreation for Everyone (O4E) forum is to help intended users to facilitate questions and push the boundaries on where this survey can be used in the future. The forum will help the creators find out what you are using the data for and what your integration needs are. Please check this area for posts.
Associated Web Pages

Accessibility (National) SharePoint
Accessibility
Forest Service Geospatial Collaboration Portal
Outdoor Recreation For Everyone (O4E) Forum

Glossary

O4E – Outdoor Recreation for Everyone
FSAD – Forest Service Accessibility Data Survey