

# FLOW365 MONITORING PROGRAM

## How to Submit a Survey



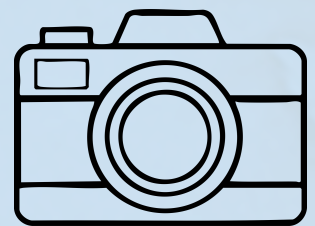
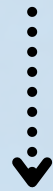
DOWNLOAD  
THE  
SURVEY123  
APP



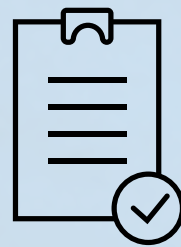
ACCESS THE  
FLOW365  
SURVEY



RECORD AN  
OBSERVATION



TAKE A  
PHOTO



SUBMIT THE  
SURVEY!



## **Welcome to the Flow365 User Guide!**

**This document will help you access the Flow365 survey and walk you through answering our survey questions while monitoring flow conditions at rivers and creeks around Tucson. Thank you for participating in our Flow365 program and for helping us work toward restoring year-round flow in Tucson's waterways!**

## **Downloading the App**

**Step 1: Go to your device's application store (Apple App Store, Google Play Store, Amazon Appstore, etc.)**

**Step 2: Search for "Survey123". The logo will look like the image below:**



# First Time Users: Accessing the Survey

**Step 1: Click this link (<https://arcg.is/04ubyy>), paste/type into your web browser, or take a picture of the QR code below to begin the access process. All of these options take you to the same place.**

**Step 2: The link will take you to a load screen that will give you the option to either open the survey “in browser” or “in the Survey123 field app.”**

**Step 3: Click on the option to open the Survey123 field app**

**Step 4: After the app opens, you will see a screen with three options, click “Continue without signing in”.**

**Step 5: The survey will open automatically at this point.**



Note: You only need to use the survey link in Step 1 the first time you access the survey, because the Survey123 app downloads the survey and saves it. You will be able to access the survey each time you open the app (see Returning User instructions below).

**Step 6: Fill out the survey using “Recording an Observation” steps outlined below!**

# Accessing the Survey123 Field App (Returning Users)

**Step 1: Open the Survey123 app.**

**Step 2: Choose “Continue without signing in.” This will take you to your “My Survey123” page.**

**Step 3: The “Flow365 Monitoring Survey” should appear automatically on your “My Survey123” page. Slide the page down with your finger to check for any updates to the survey. If no updates appear, tap on the survey image.**

Note: If an “Updates” banner appears at the top of the page, tap the banner, and you will be taken to an “Update Surveys” page. Tap the circular arrows on the right next to the Flow365 Monitoring Survey name, and wait till the updates have finished downloading. Tap on the arrow in the top left corner of the “Update Surveys” banner to get back to the “My Survey123” page, then tap on the survey image.

**Step 4: After clicking on the survey image, a survey information page will appear with two options, “Collect” and “Sent.” The “Sent” option allows you to view all of your past survey submissions. The “Collect” option lets you submit new surveys.**

**Step 5: Select “Collect” to open the Flow365 Monitoring Survey and follow the instructions in “Recording an Observation” below.**

Note: If you choose “Collect” by accident, or decide you need to finish a survey at another time, select the X in the upper left hand corner of the survey to leave the survey early. You will be given options to “close and lose changes,” “continue this survey,” or “save in drafts.” Choose the option you see fit. If you choose “save in drafts” a new option named “Drafts” will appear with “Collect” and “Sent.”

# Recording an Observation (part 1)

## Step 1: Date & Time

These will automatically populate when you open your survey. You can click on it to change it if needed.

## Step 2: Flow365 Username

Enter your Flow365 Username. You can select from the dropdown list, or start typing and your name should show up. If your name is not listed, select Other and fill in your First name and Last name initial in the blank box that appears. After completing your observation, contact us to be added to our list of Flow365 monitors!

## Step 3: Select your River or Creek

Select the name of the river or creek you will be monitoring from the dropdown list. Pay attention to the river/creek code listed in parentheses after the river/creek name as this code will be used to help you find your monitoring station later on in the survey.

## Step 4: Select your Monitoring Station

Type in the river/creek code for the area you will be monitoring to locate the station you are observing. All stations for each river code will appear when typing in an individual river/creek code. For example, typing in "RIL" will bring back a list of all the Rillito River (RIL) monitoring stations. Make sure your codes match between your "River or Creek Name" and "Select Monitoring Station" answers.

# Recording an Observation (part 2)

## Step 5: "Where are you observing from?"

This map will collect the location where you are monitoring streamflow. Tap the circle to let it collect location information from your phone's gps.

## Step 6: Select a Flow Status

Observe how the river is flowing. Select an appropriate flow status from the sliding scale provided. If you are unsure, scroll back to the pictures and descriptions in the Flow Status Guidelines as needed.

## Step 7: General Water Quality (question won't appear when river is dry)

Observe the overall appearance of the water at your monitoring site. Does the flow appear clear? Is there a high amount of floating trash in the flow? Select any of the answers that apply to the flow you see.

## Step 8: Flow Continuity (question won't appear when river is dry)

If known, select how long the river/creek has been flowing at the station you are monitoring. Select which option best relates to the situation at your monitoring station. Select "other" if the conditions are different from those listed, and type in additional comments. Many streams around Tucson have become intermittent or ephemeral, meaning the streams only flow aboveground for a short period of time during wet seasons of the year or after sporadic heavy rains. It will be helpful to know when flow periods begin and end at our monitoring sites so WMG staff can better gauge how long intermittent and ephemeral flows last around Tucson.

# Recording an Observation (part 3)

## Step 9: Document Channel Conditions

Attach a photo or two to your survey showcasing the flow status at your monitoring site. While not necessary, it is recommended to include something recognizable in the foreground of your photos that will provide scale for how large the flow is. This is especially helpful for WMG staff to perform analysis at later dates.

## Step 10: Add Additional Observations (optional)

Add in any additional information about the flow or monitoring site that seems important. Examples include:

- Details about storm damage near your monitoring station
- Vegetation identification in the monitoring area
- Signs of wildlife around your monitoring site
- Information about rainfall amount near your monitoring station
- Further detail about previous survey answers
- Any other information you would like us to know about your site

## Step 11: Submit your Survey!

Submit your survey by clicking on the check mark in the bottom right corner of the survey screen. You will see a screen with the option to “send now,” “continue this survey,” or “save in outbox.” Choose “Send now” to submit your survey right away, choose “continue this survey” if you would like to change any of your answers, and choose “save in outbox” to send the survey in at another time.

Note: Saving a survey in your outbox is good for when your mobile service may not be reliable and you need to wait until you can return to a more connected area. The “Outbox” folder is located with the “Collect” and “Sent” folders on the main survey page in the app. Just remember to go to your outbox and send in your survey when you reconnect!

# How to View Your Sent Observations

**Step 1:** Once you have submitted a survey, the app will take you back to the main page where you can submit another one.

**Step 2:** Instead of clicking “Collect”, click “Sent”. This will take you to the list of your surveys, with the most recent one being at the top.

**Step 3:** To view the submission, click in the box that starts with “observation date”.

**Step 4:** Click “View” and you’ll be able to scroll through your previous survey.



We also have an online Dashboard for the public to view the results of our monitoring efforts around the Tucson Basin. This interactive web platform features data collected over the past several years and highlights observations made by YOU, our monitors!

Use this link (<https://watershedmg.org/flow365>), type it into a browser or use the QR code above to see the live dashboard.

# Accessing the Survey from a Web Browser

While we prefer our monitors to collect information in the field, you can also access the survey from a desktop or mobile web browser using the following instructions:

**Step 1:** Click this link (<https://arcg.is/04ubyy>), paste/type into your web browser, or take a picture of the QR code below to begin the access process. All of these options take you to the same place.

**Step 2:** Click on the option to “Open in Web Browser”.

**Step 3:** The survey will open automatically, and you can begin filling it out following the “Recording an Observation” steps.

