



U.S. Department of Agriculture



OUTDOOR RECREATION FOR EVERYONE



FS ACCESSIBILITY DATABASE SURVEY TOOL Administrator Setup and Data Collection Guide



Forest Service

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Forest Service Accessibility Database Survey Tool

Pocket User Guide for Administration Setup and Data Collection

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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.

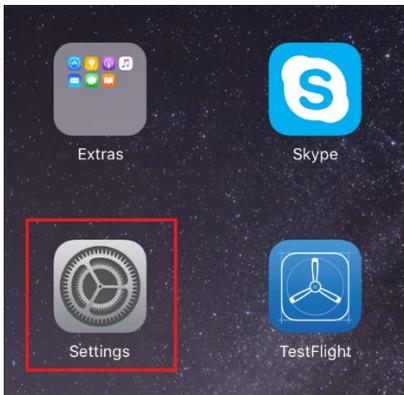
Apple iPad Device Backup and Install Instructions

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.

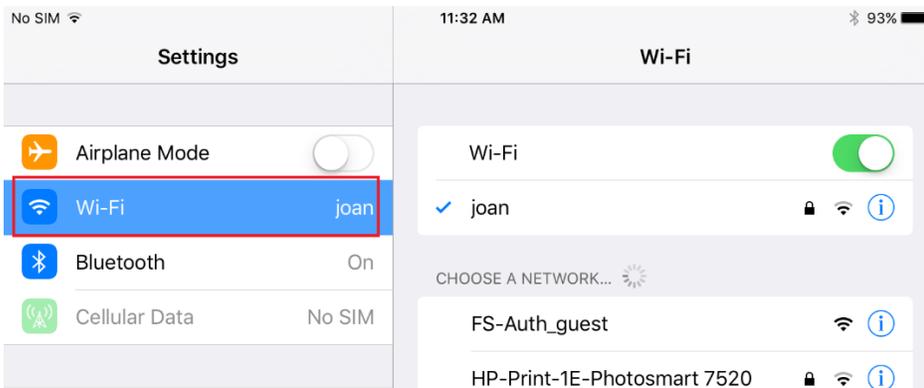
Prepare for the App

Connecting to Wi-Fi iOS Device

1. Make sure you are connected to Wi-Fi. Tap “Settings.”



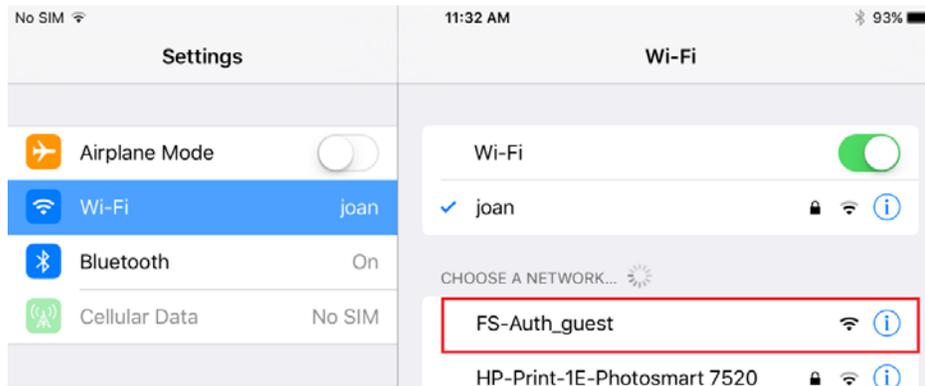
2. Tap “Wi-Fi.”



3. If the Wi-Fi is working, the available network will show below Wi-Fi.

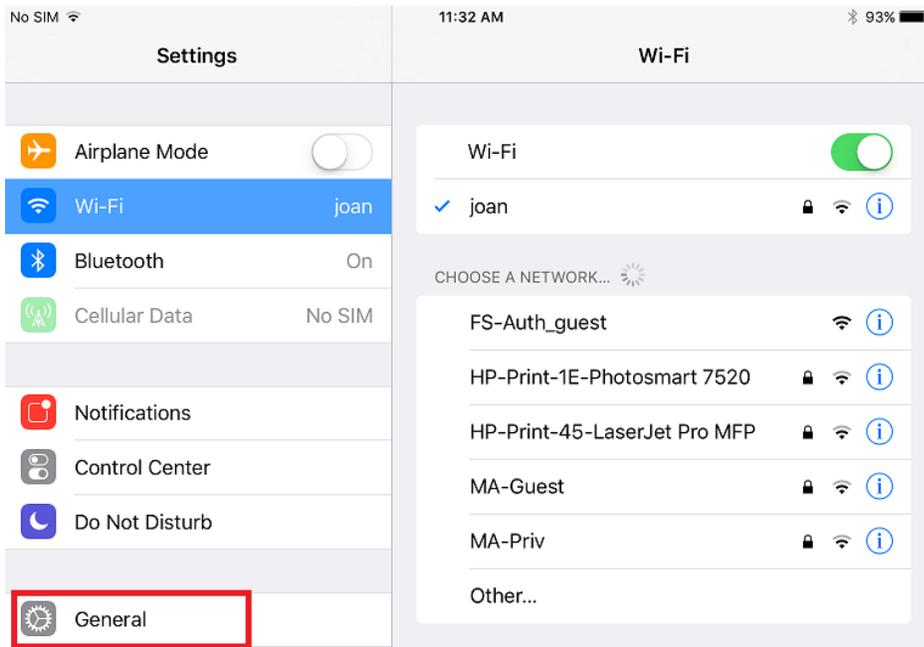


4. If the available network is not selected, select a network from the list below.

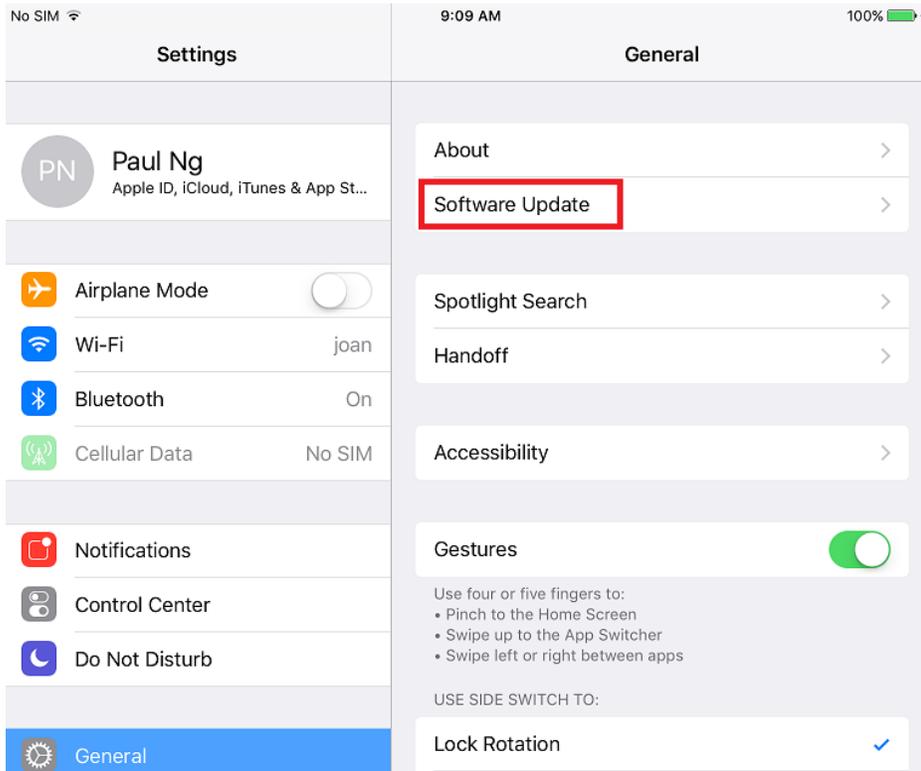


Updating Device

5. Once the Wi-Fi is connected, tap “General.”



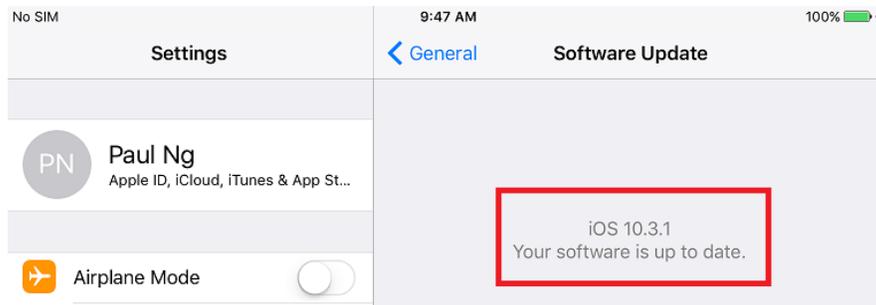
6. Update the Apple device to the current operating system (iOS). On “General Screen,” tap “Software Update.”



7. Tap “Download and Install.”



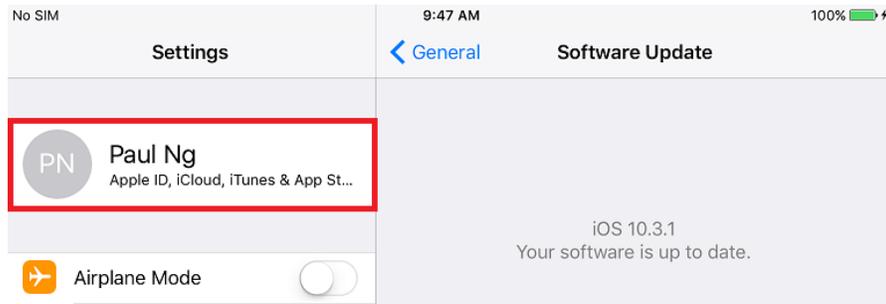
8. Type in password
9. Agree to “Terms and Conditions.”
10. Agree to “Terms and Conditions” for a second time.
11. Tap “Continue.”
12. Tap “Continue.”
13. Enter password and verification, if needed.
14. Make sure your iOS is up to date (iOS version is subject to change).



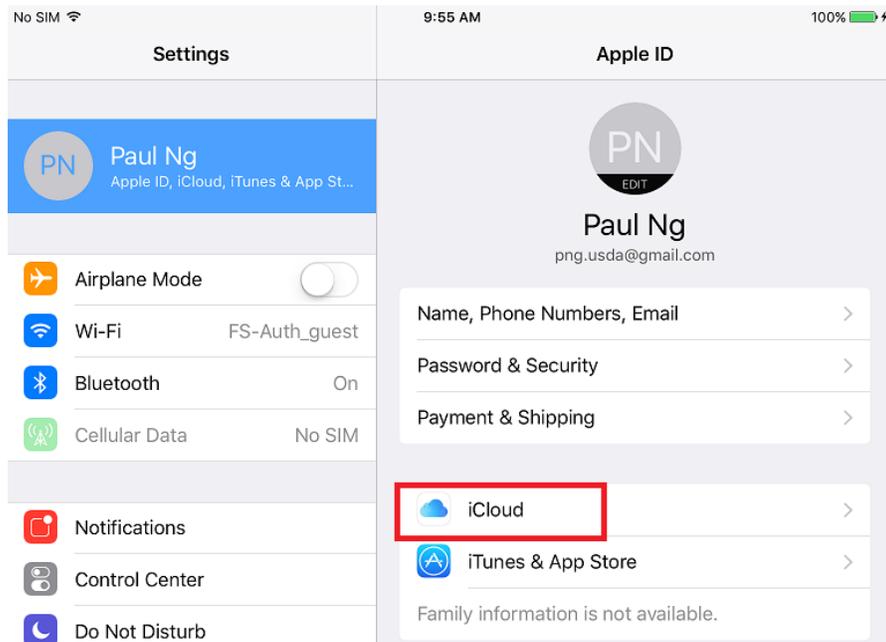
Back Up to the iCloud

Back up the App **before you go into the field.**

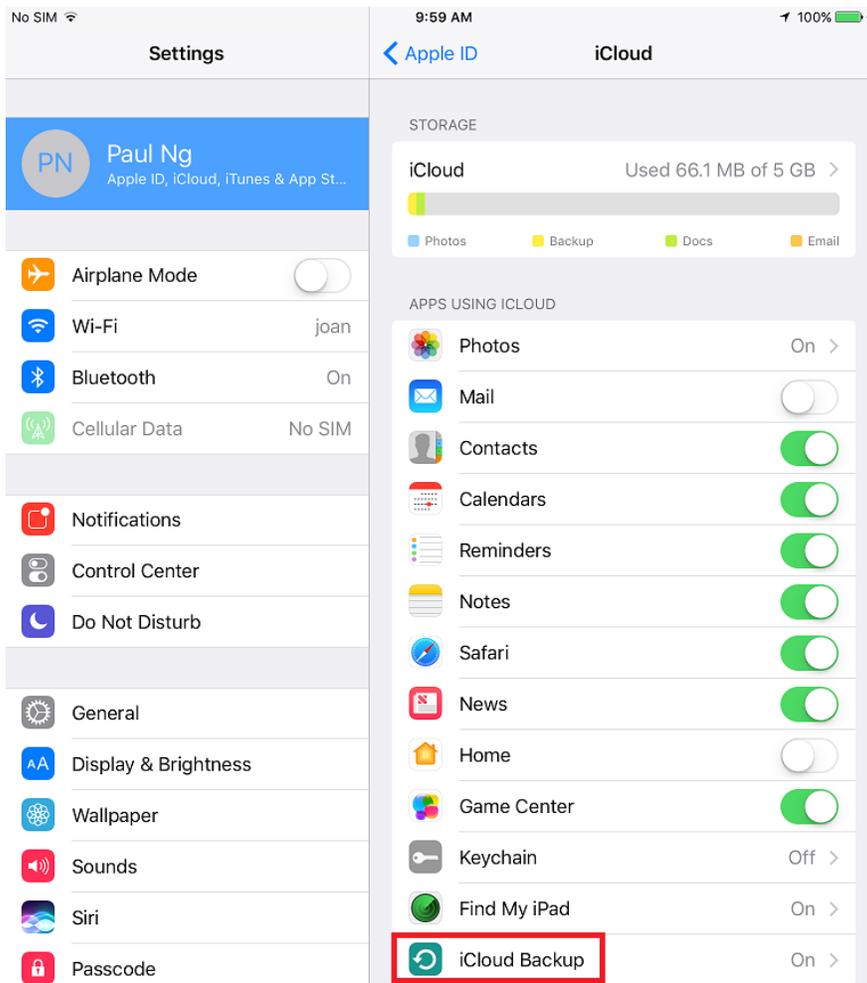
1. Tap “Apple ID.”



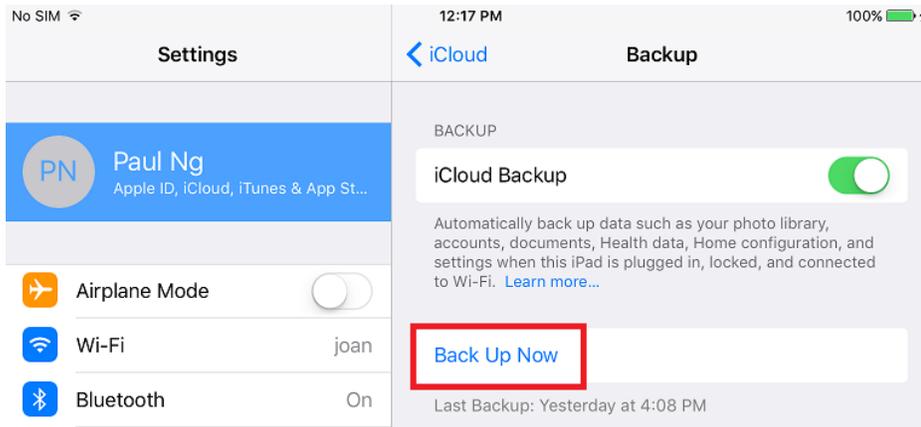
2. Tap “iCloud.”



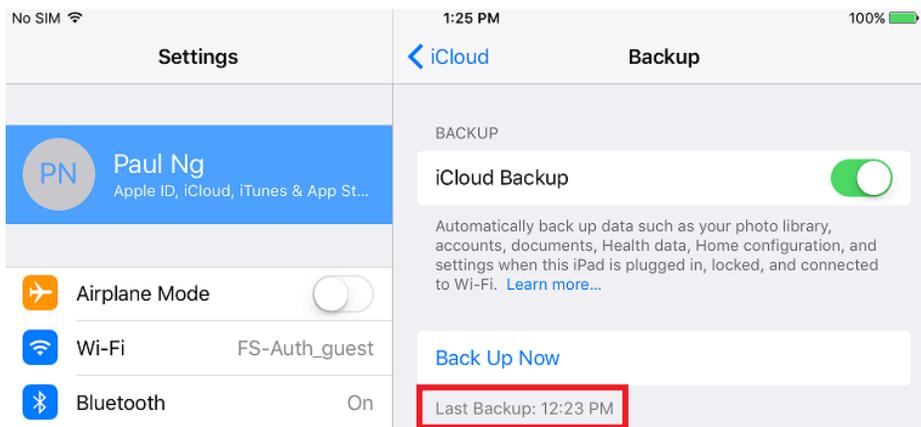
3. Tap “iCloud Backup.”



4. Tap “Back Up Now.”



5. Check to see when last backed up.

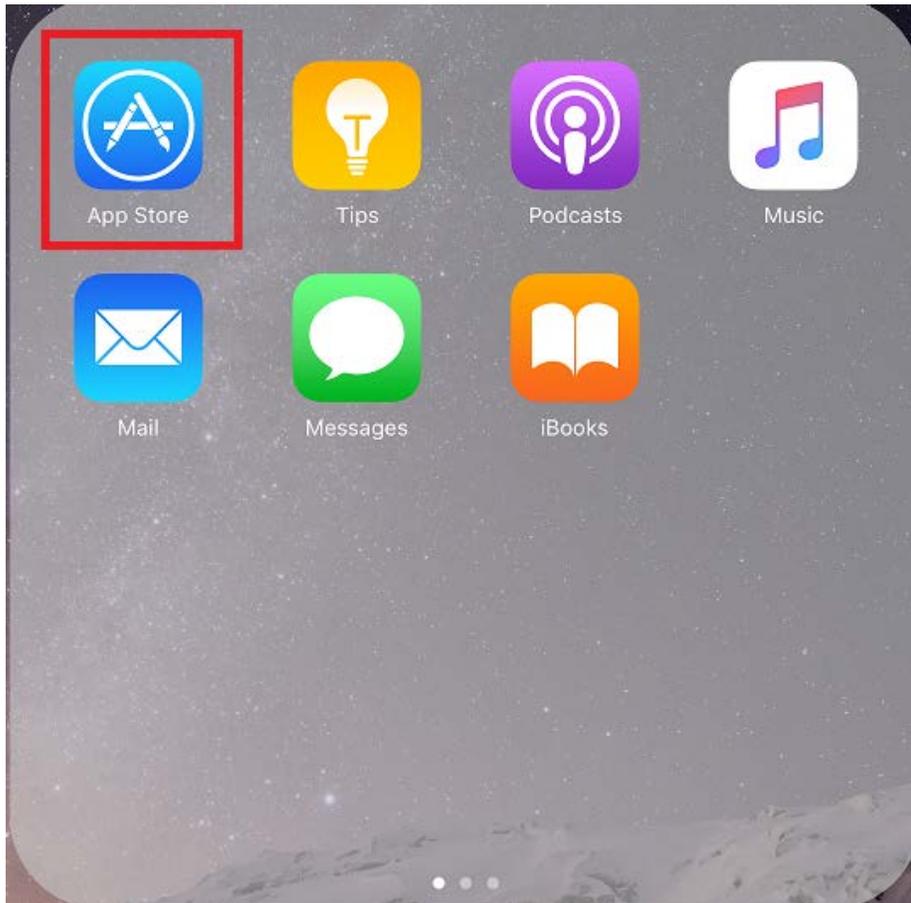


6. Your backup is complete. You are now ready to install Survey123.

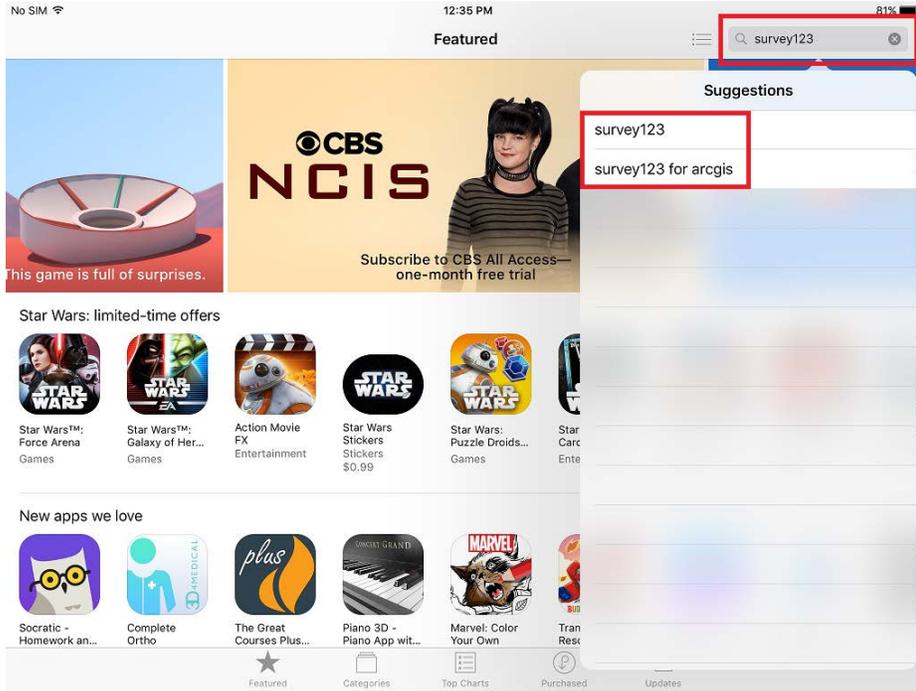
Install Survey123 app

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

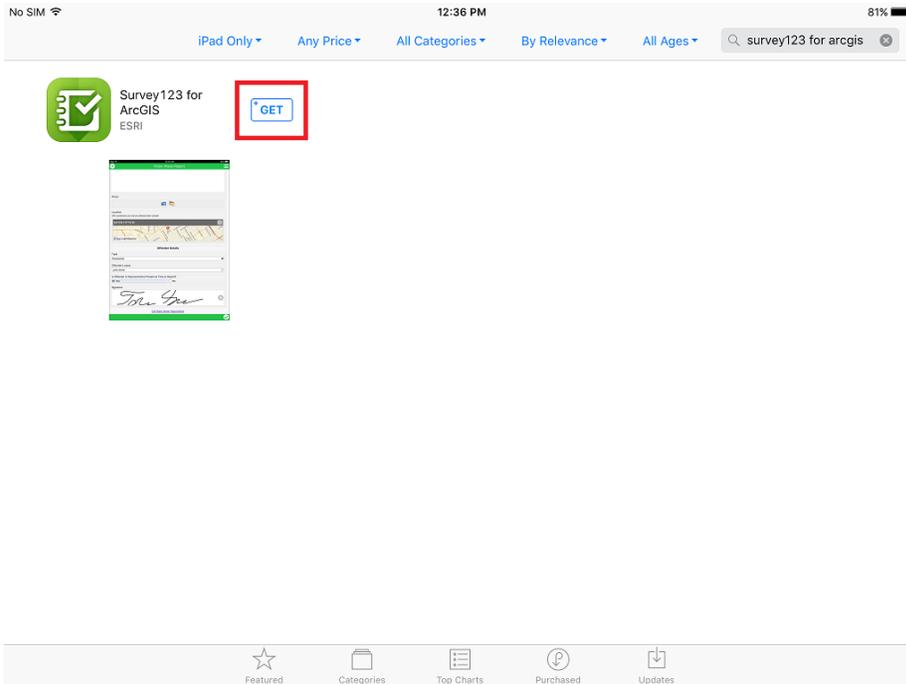
1. Tap "App Store."



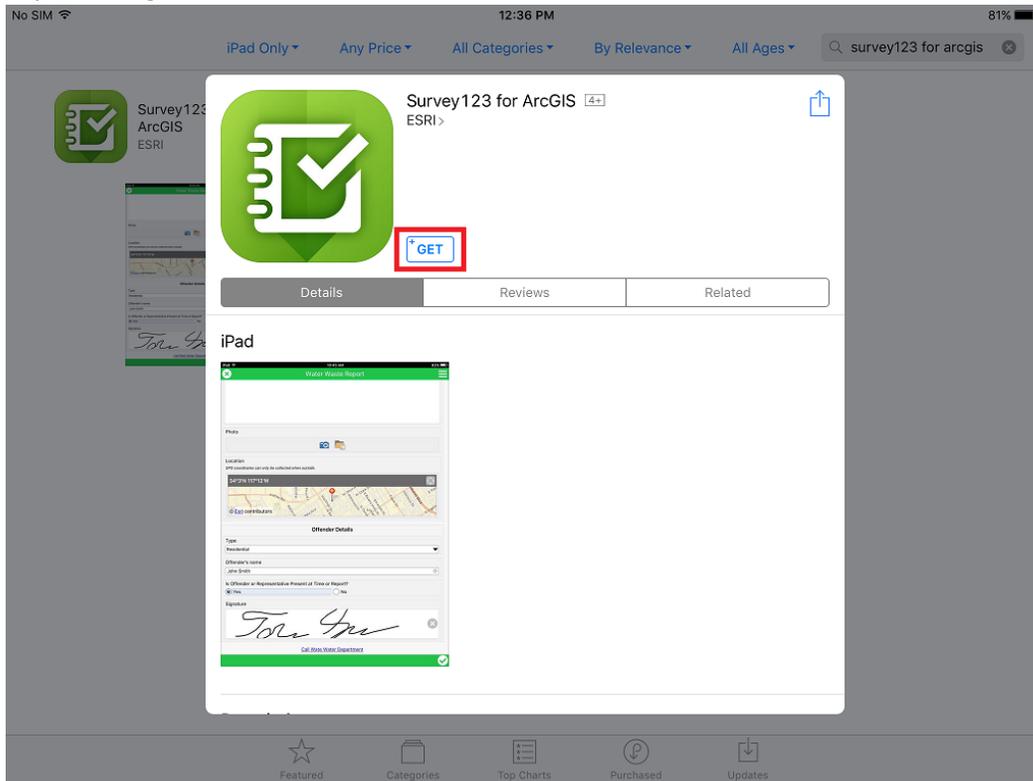
2. Next, type “Survey123” in the search bar. Tap “Survey123 or Survey123 for ArcGIS.”



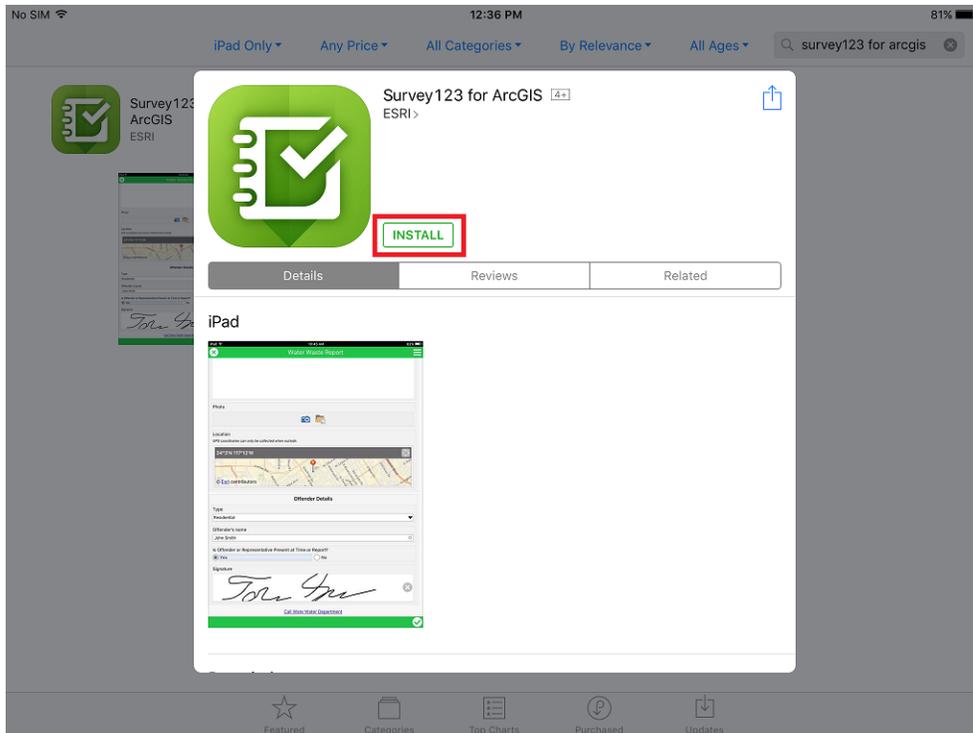
3. Once the page loads, tap “Get.”



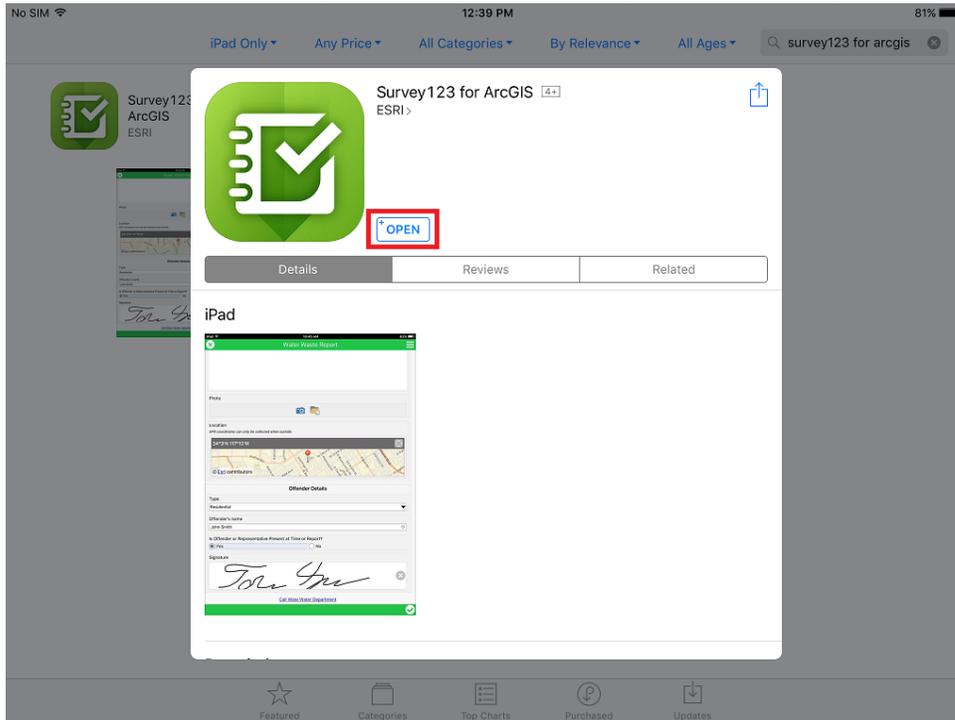
4. Tap "Get" again.



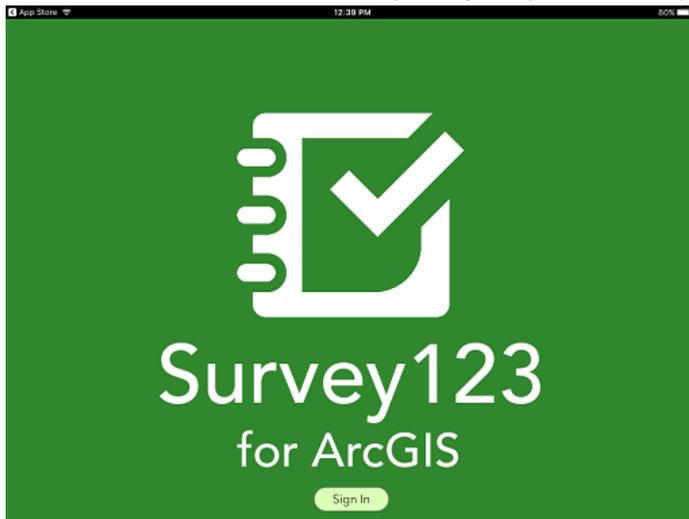
5. Tap "Install."



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

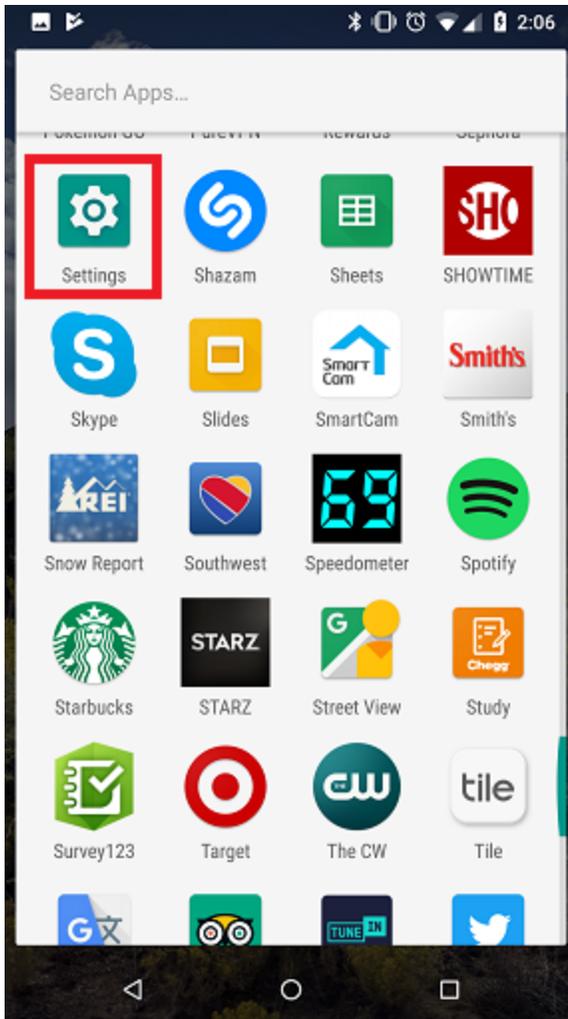
This must be done before you go into the field. You will not be able to perform these actions without an internet connection.

Make sure Wi-Fi is connected

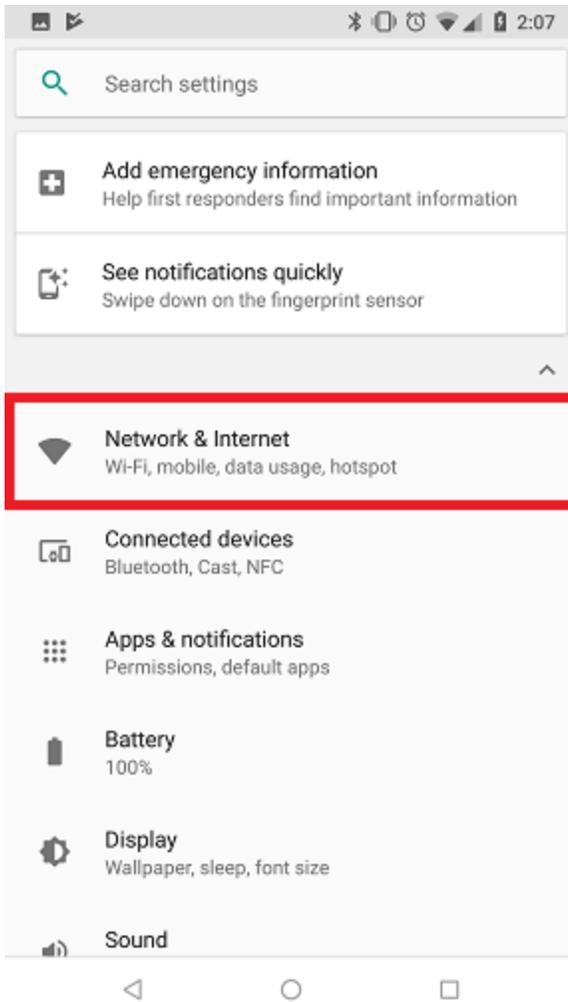
1. Turn on Android Device
2. Tap Apps button



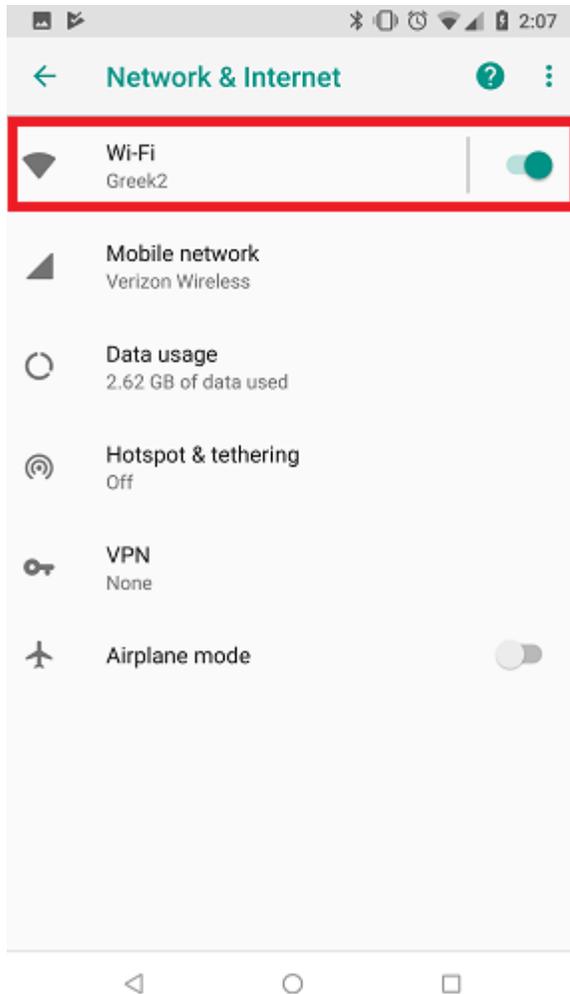
3. Scroll to Settings and Tap



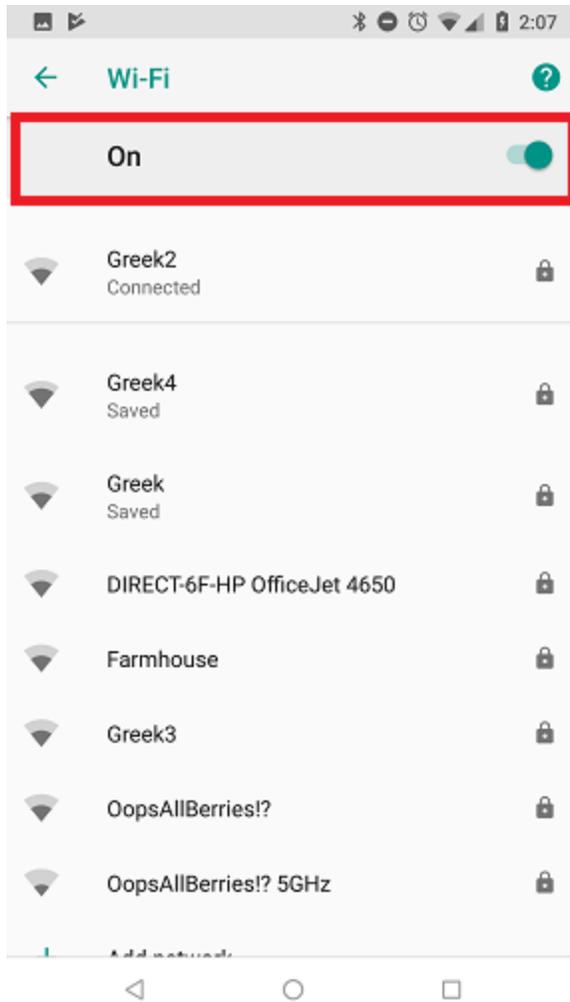
4. Tap Network & Internet



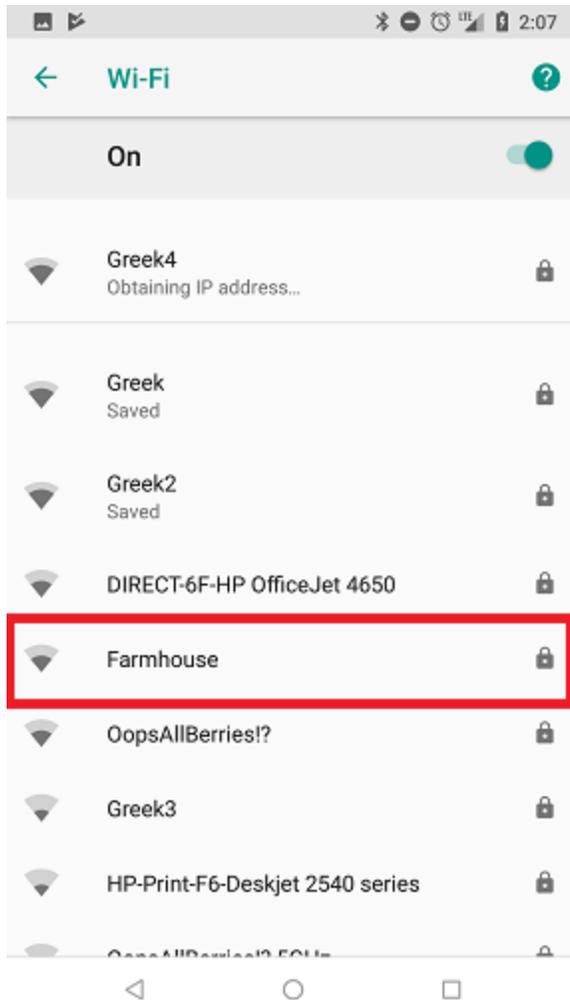
5. Tap Wi-Fi



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.



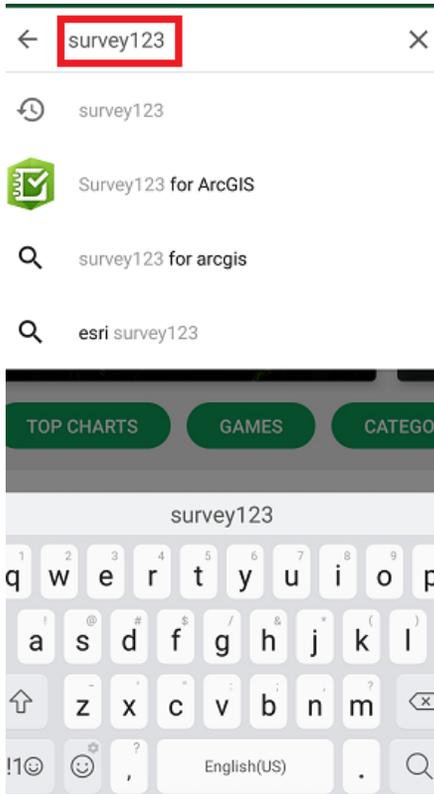
Install Survey123

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.”



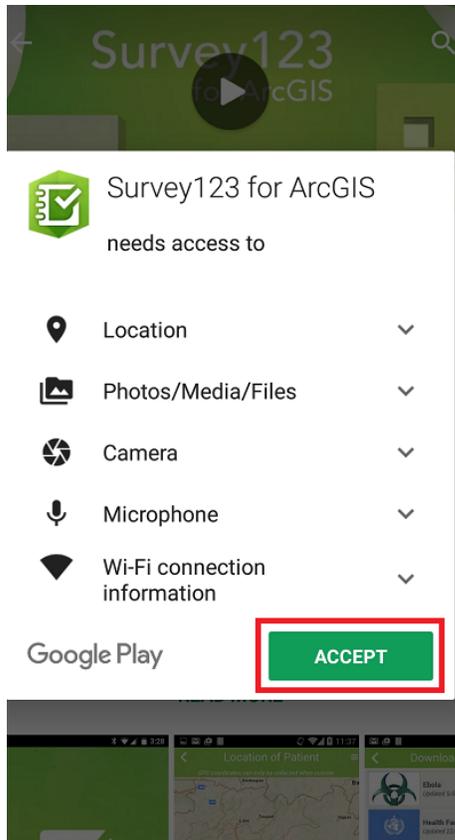
1. Once the "Play Store" opens, tap the search bar and type "Survey123" to search for the app.



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.”

The screenshot shows a SharePoint page titled "USFS - ArcGIS Online - Web GIS Implementation". The page has a green header with "SharePoint" and "BROWSE PAGE" options. Below the header is the USDA Forest Service logo and the page title. The main content area includes an "Overview" section and a "Request for ArcGIS Online (AGOL) Access" section. A red box highlights the link "Click here to Request Access to AGOL" in the "Request for ArcGIS Online (AGOL) Access" section.



Consultation Services:

2. You will then be redirected to [AGOL Request Form](#).

Please fill out Requester Name, Requester Email, Requester Phone #, and Region/Station/Area fields. Click “submit” once finished.

Search
[] GO

Links

- o News at GSTC
- o About the GSTC
- o Services
- o Business Management Office
- o Steering Committee
- o External Links
- o Contact the GSTC

Request Services

This site is maintained by:
USDA, Forest Service
Geospatial Service and
Technology Center,
2222 West 2300 South,
Salt Lake City, Utah 84119

GSTC
GEOSPATIAL SERVICE AND TECHNOLOGY CENTER
USDA FOREST SERVICE

CMO

WebGIS Requests & Consultation - Request ArcGIS Online (AGOL) Access
[Homepage](#) | [Index of Requests](#) | [WebGIS consultation request](#) | [AGOL access request](#) | [WebGIS Sharepoint](#)

Business Need

Requester Name:* Smokey Bear

Requester Email:* sbear@fs.fed.us

Requester Phone#:* 5555555555

Region/Station/Area:* Region 03

Forest, if applicable: choose one:

Description of technical solution initially required: Need account for Outdoor \$ Everyone

Submit **Cancel / Go back**

Instructions for All Account Holders

As the owner of the new account, you will receive an email sent to the “Requester 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.

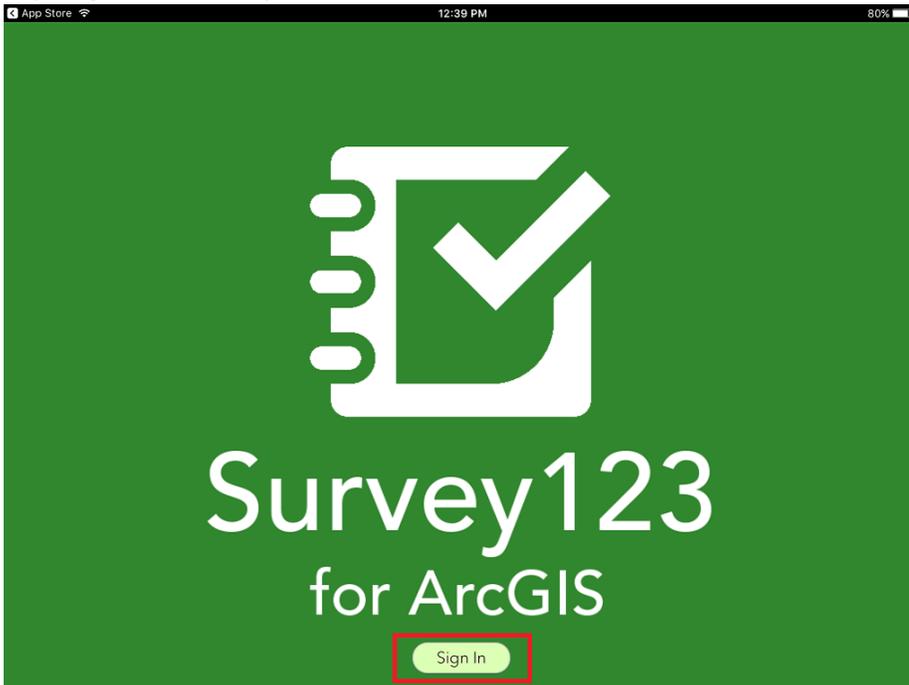
Survey123 Download Instructions

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

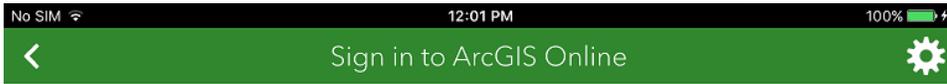
1. Tap "Survey123" from your home screen.



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.



Survey123 for ArcGIS wants to access your ArcGIS Online account information

Sign In

Username
sbear_usfs

Password
●●●●●●●●

SIGN IN

[Forgot password?](#) [Forgot username?](#)

OR

Sign in with **ENTERPRISE ACCOUNT**

Sign in with  

Survey123 for ArcGIS
developed by:



Esri

Esri publishes a set of ready-to-use maps and apps that are available as part of ArcGIS. ArcGIS is a mapping platform that enables you to create interactive maps and apps to share within your organization or publicly.

4. Next type in "USFS" and tap "Continue."



Survey123 for ArcGIS wants to access your ArcGIS Online account information

Sign In

Enter your ArcGIS organization's URL below.

Usfs .maps.arcgis.com

< BACK CONTINUE

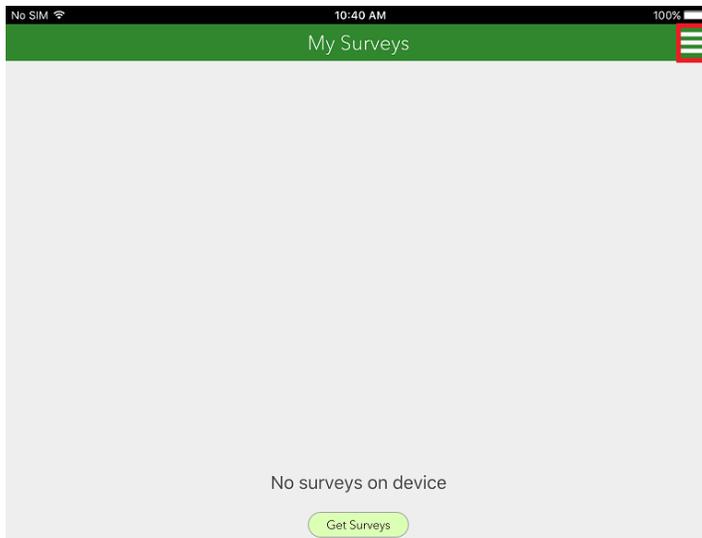
Survey123 for ArcGIS developed by:



Esri

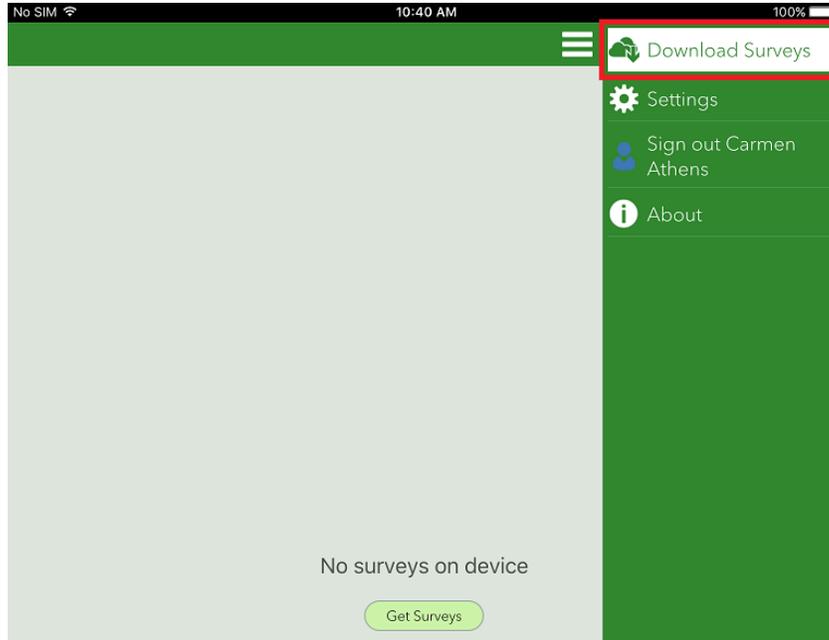
Esri publishes a set of ready-to-use maps and apps that are available as part of ArcGIS. ArcGIS is a mapping platform that enables you to create interactive maps and apps to share within your organization or publicly.

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

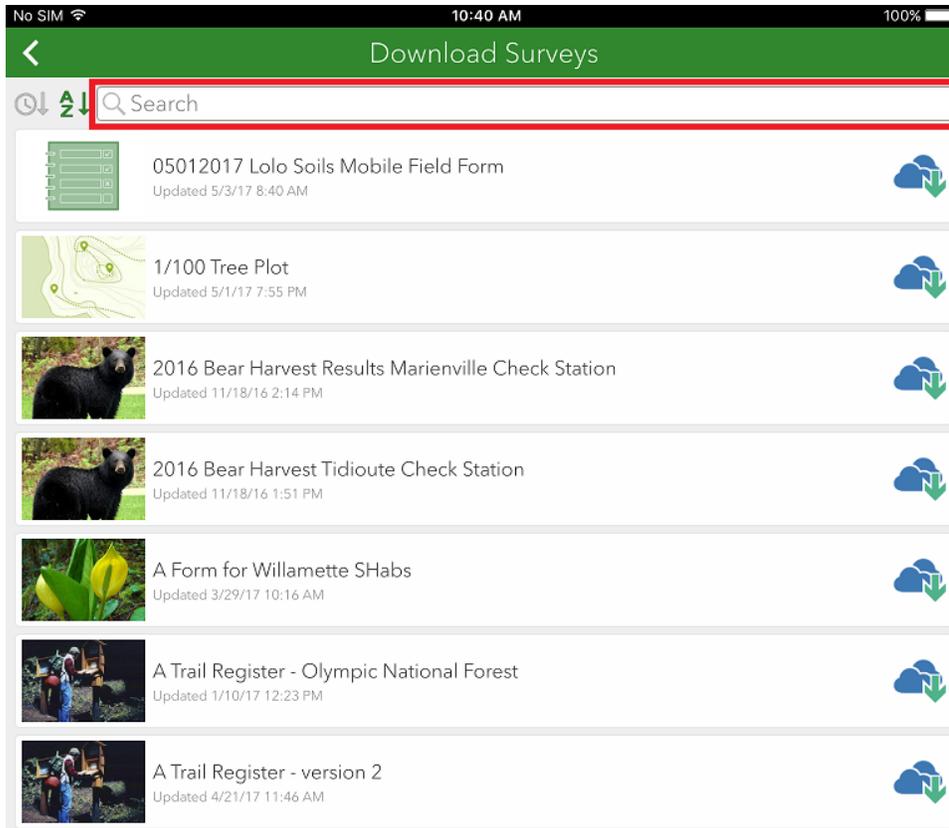


FSAD Survey Tool Download Instructions

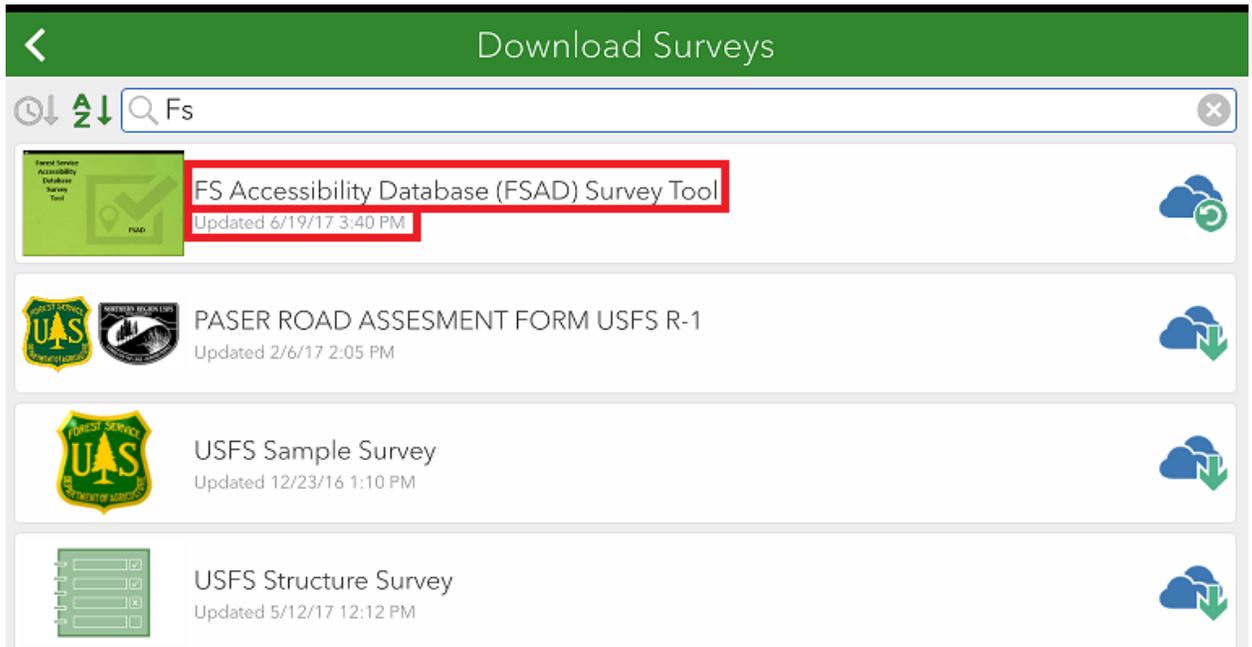
6. Tap “Get Surveys.”



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.

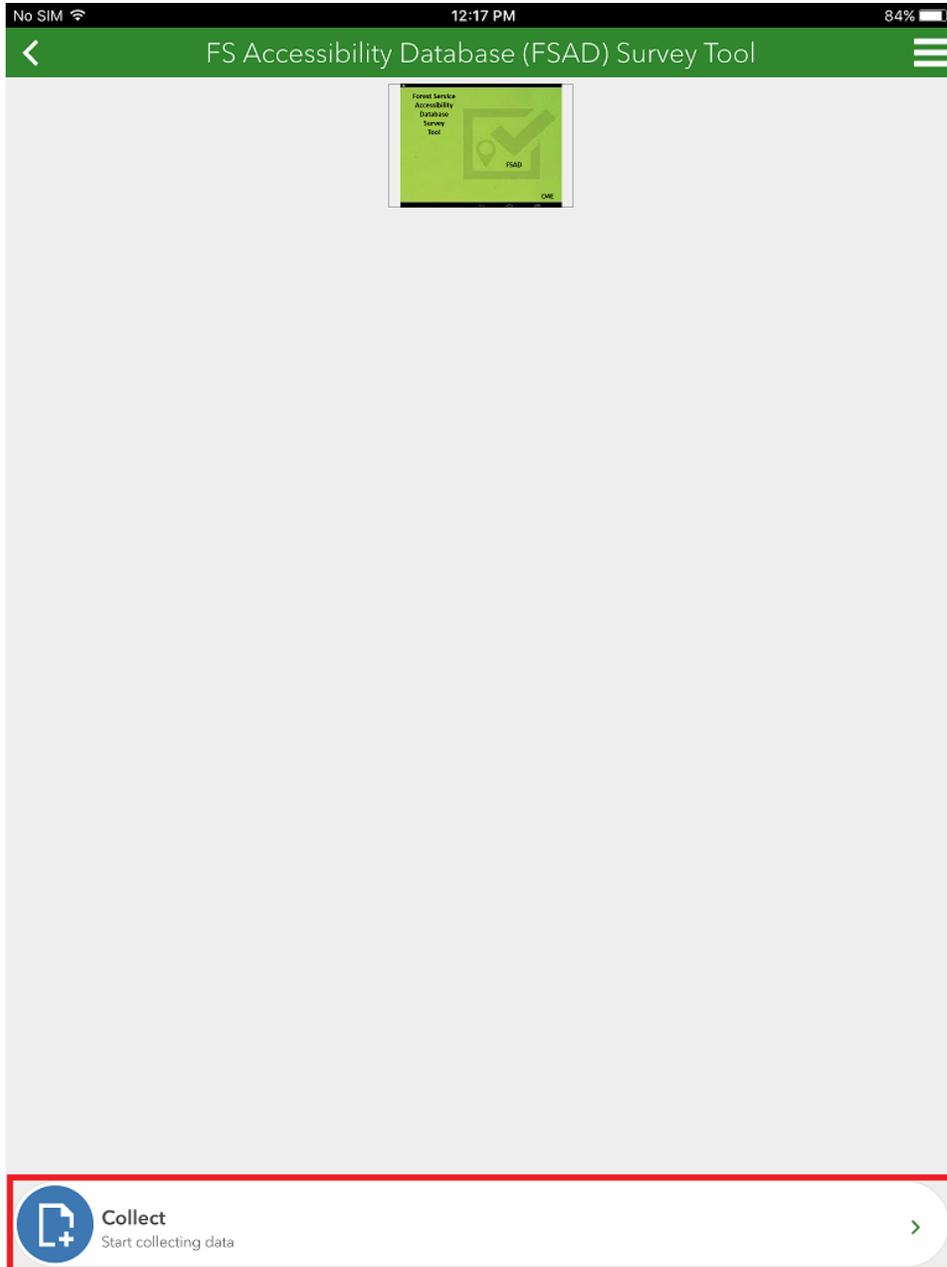


9. Once the Survey is downloaded, you will be taken back to “My Surveys” screen. Tap “FS Accessibility Database (FSAD) Survey Tool” to get started.

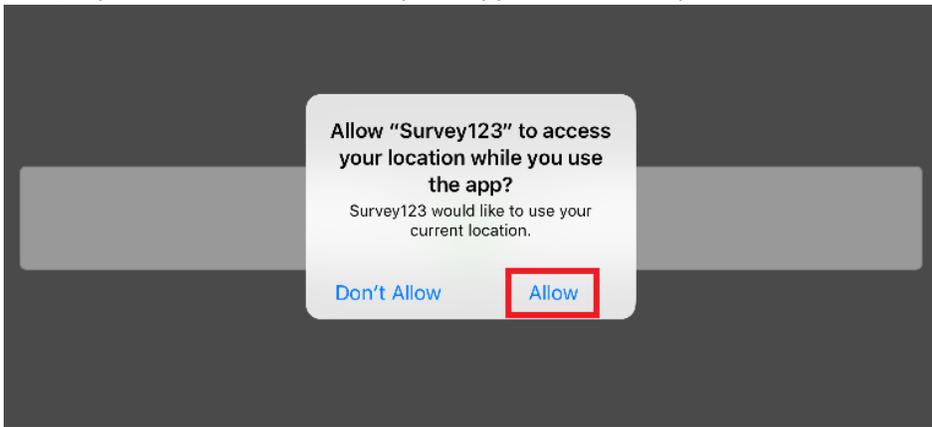


Instructions for Checking To See if Survey123 Is Downloaded and Working

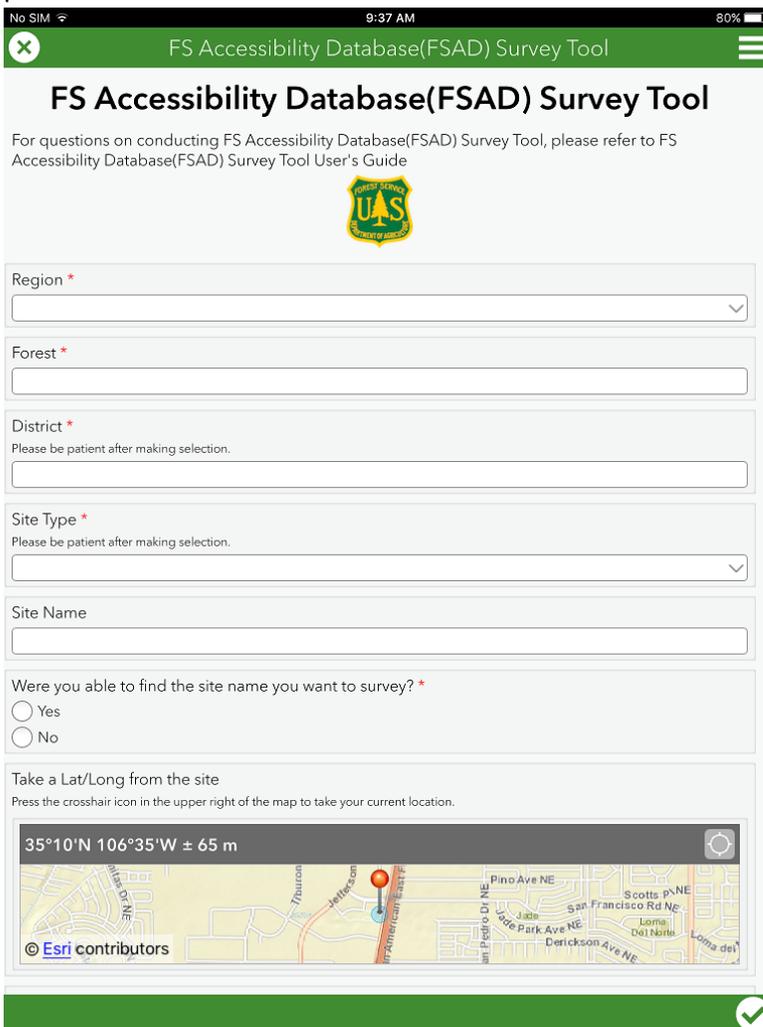
1. After the survey opens, tap “Collect” to start collecting data.



- Next, tap "Allow" to let the Survey123 Application know your location.



- 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.”

No SIM 9:52 AM Not Charging

FS Accessibility Database(FSAD) Survey Tool

FS Accessibility Database(FSAD) Survey Tool

For questions on conducting FS Accessibility Database(FSAD) Survey Tool, please refer to FS Accessibility Database(FSAD) Survey Tool User's Guide



Region *

Southwestern

- Northern
- Rocky Mountain
- Southwestern
- Intermountain
- Pacific Southwest
- Pacific Northwest

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

Forest *

Cibola National Forest

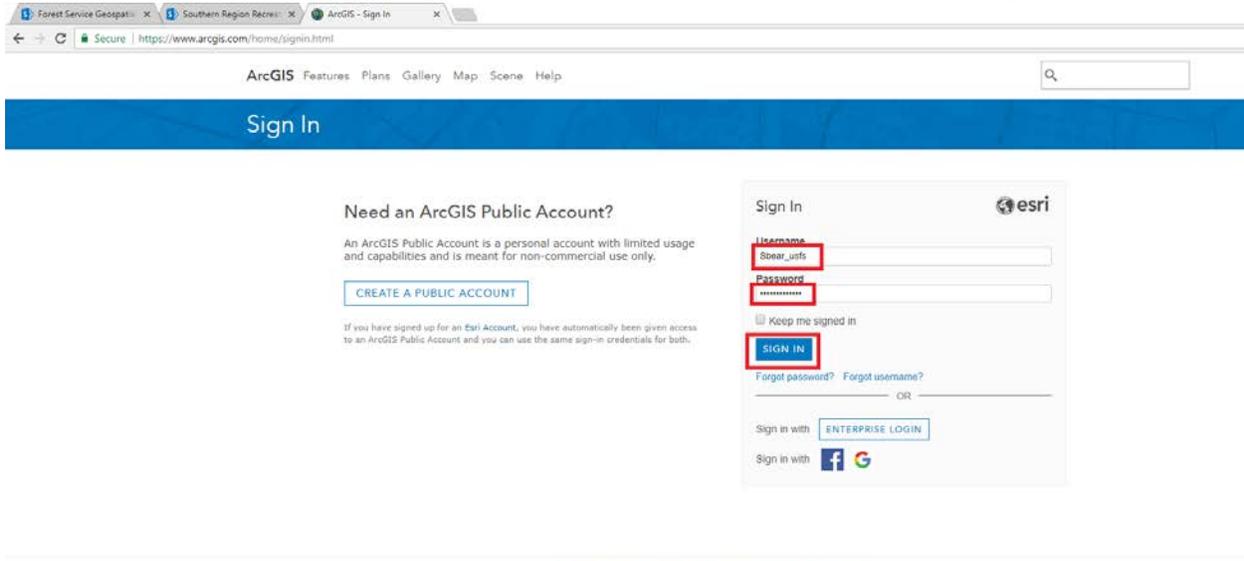
- Apache-Sitgreaves National Forests
- Carson National Forest
- Cibola National Forest
- Coconino National Forest
- Coronado National Forest
- Gila National Forest

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

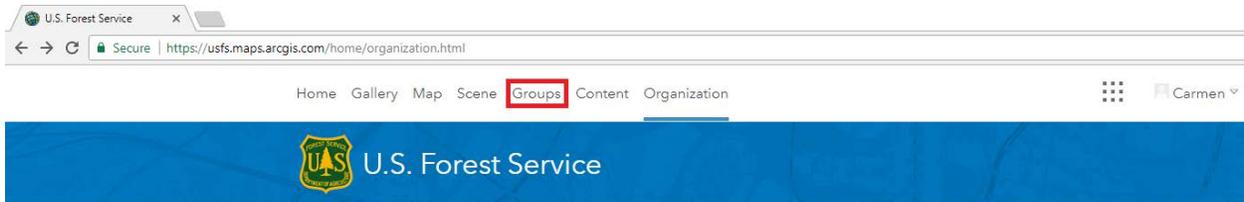
Viewing Data with the AGOL Viewer

To view the 2017 or 2018 Data you will first need to log into your AGOL account.

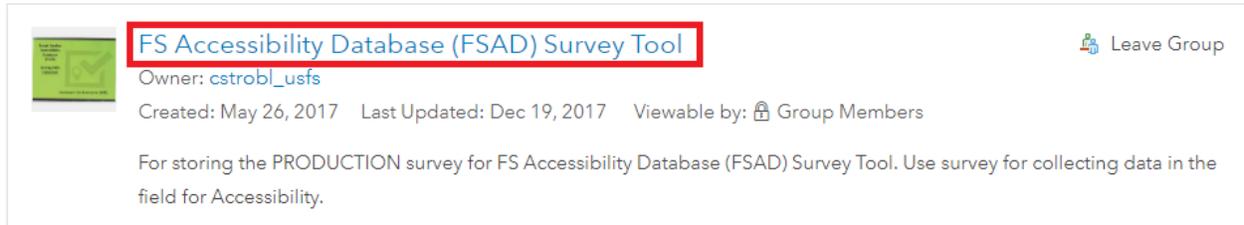
1. Go to [ArcGIS Online](https://www.arcgis.com) and log in. Type in your Username and Password and click “Sign In.”



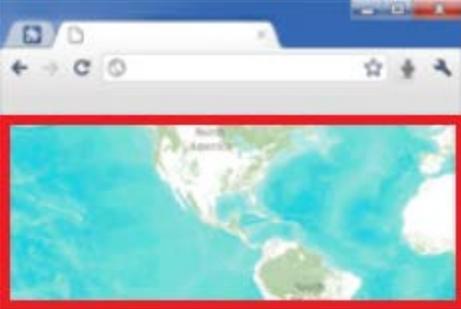
2. Click “Groups”



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



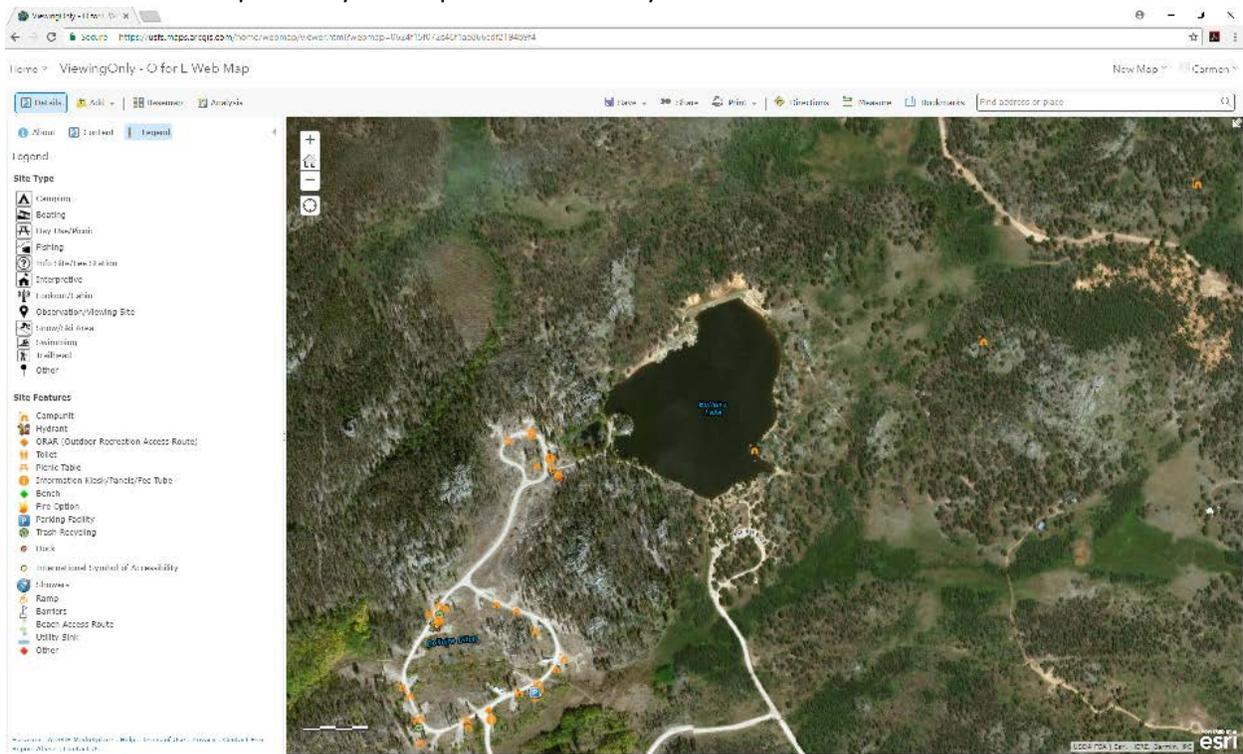
4. Next look for the Year of your and FSAD Data Viewer. Remember each data collection year will have a different viewer at this time. Click the map icon to open.



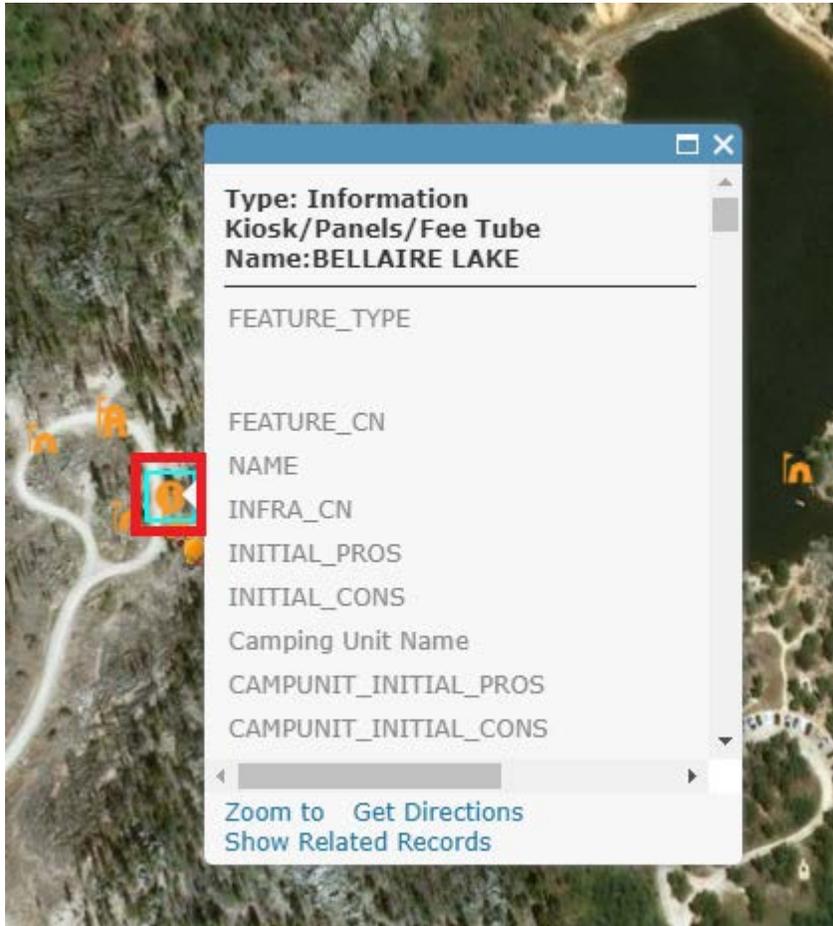
2018 FSAD Data Viewer
by kbjackson_usfs
Created: Mar 23, 2018
Updated: Mar 23, 2018
View Count: 5

⊞ ...

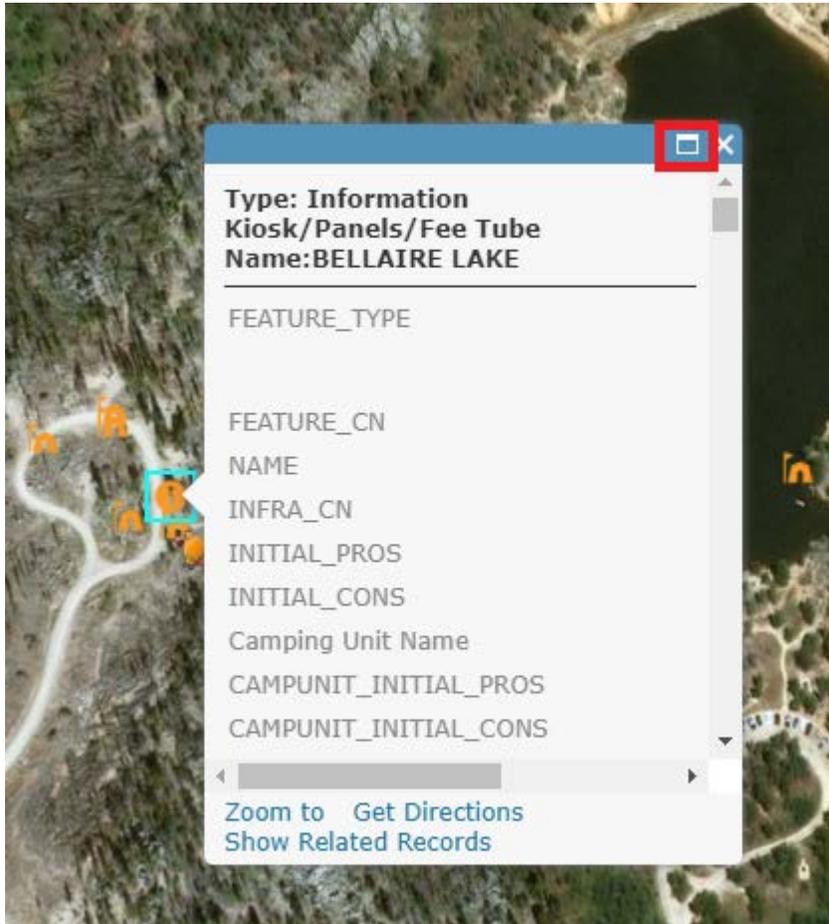
5. The Viewer will open and you can pan and zoom to your data.



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.

Type: Information Kiosk/Panels/Fee Tube Name:BELLAIRE LAKE

FEATURE_TYPE	Information Kiosk/Panels/Fee Tube
FEATURE_CN	
NAME	BELLAIRE LAKE
INFRA_CN	5008.001481
INITIAL_PROS	
INITIAL_CONS	
Camping Unit Name	
CAMPUNIT_INITIAL_PROS	
CAMPUNIT_INITIAL_CONS	
CAMPUNIT_TYPE	
CAMPUNIT_CONN_ORAR	
CAMPUNIT_CONN_FEATURE	
CAMPUNIT_EXTRA_AMENITIES	
Camp Unit PARKING_SIZE_FT	
Camp Unit HOOKUPS	
Camp Unit HOOKUP_TYPE	
Camp Unit Do hookups comply with ground space requirements?	
Camp Unit UTILITY_HEIGHT_INCH	
Camp Unit SURFACE_MATERIAL	
Camp Unit Specify other.	
Camp Unit FIRM_STABLE	
Camp Unit FIRM_STABLE_COMMENTS	
Camp Unit SLOPE_PERCENT	
Camp Unit IS_PARKING_AREA	
Camp Unit PARKINGLOT_OR_DRIVEWAY	
Camp Unit PARKINGLOT_FOR	
Camp Unit DRIVEWAY_MAX_GRADE	
Camp Unit DRIVEWAY_MAX_SLOPE	
Camp Unit DRIVEWAY_MAX_LENGTH_FT	
Camp Unit PAVED_OR_NOT	
Camp Unit PAVED_SLOPE_PERCENT	
Camp Unit NOPAVED_SLOPE_PERCENT	
Camp Unit Parking Area SURFACE_MATERIAL	
Camp Unit PARKING_SPACE_TYPE	
Camp Unit Parking Area SIZE_FT	
Camp Unit Parking Area Firm Stable	
Camp Unit Parking Area FIRM_STABLE_COMMENTS	
Camp Unit Parking Area DRVWY_TRANS_COMPLY	
Camp Unit PARKING_DISTANCE	

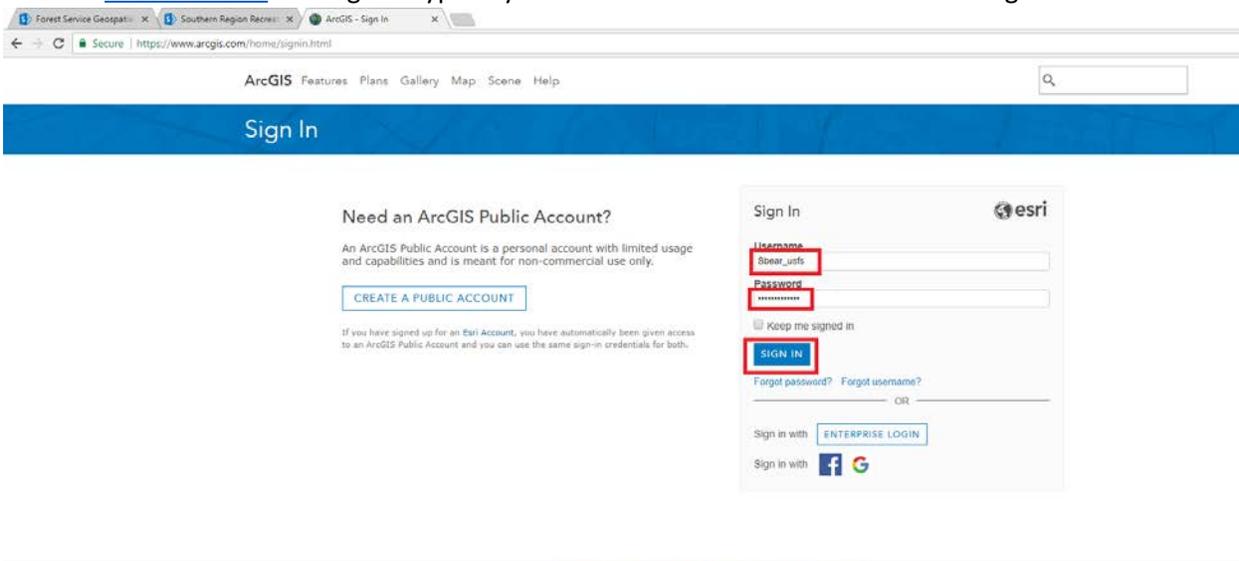
Zoom to Get Directions Show Related Records

After closing the data frame you can then pan and zoom and view others.

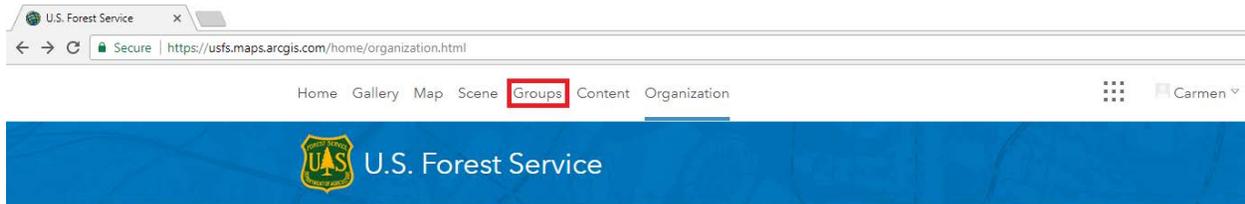
Data Editing Application

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"



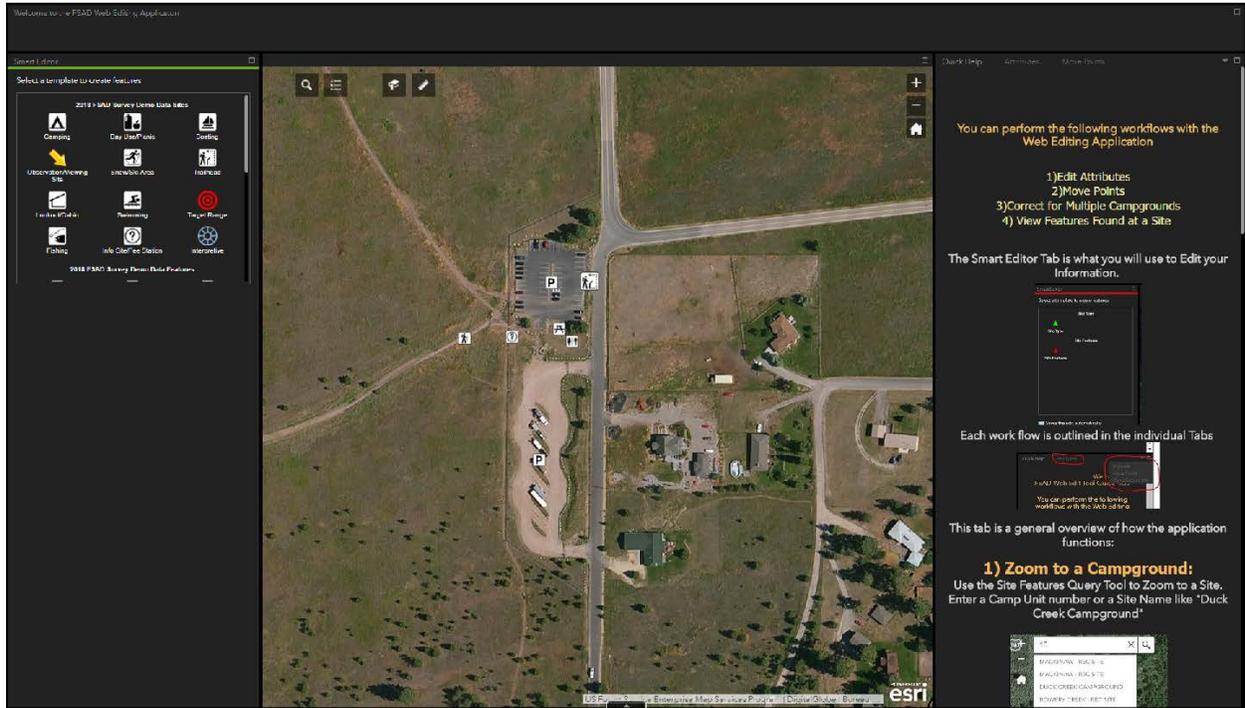
3. Look for the FS Accessibility Database (FSAD) Editing Tools and Click on the group name to open.



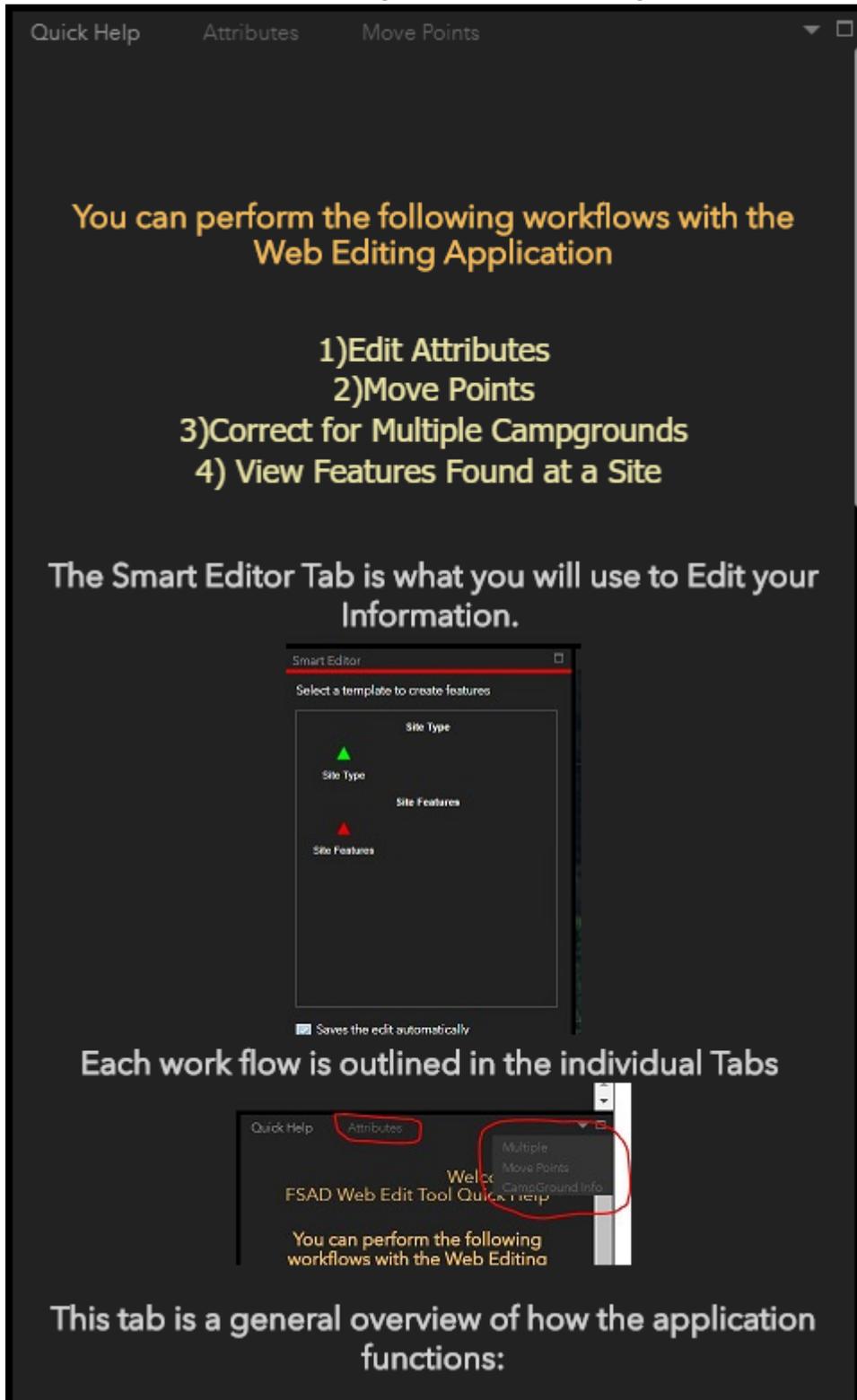
4. Click the map Icon to Enter the Application Editor.



5. The Editor will open to a page like.



6. The Instructions with Web Editing workflow are on the right.



The image shows a software interface with a dark background. At the top, there are three tabs: "Quick Help", "Attributes", and "Move Points". Below the tabs, the text reads: "You can perform the following workflows with the Web Editing Application". This is followed by a numbered list: "1) Edit Attributes", "2) Move Points", "3) Correct for Multiple Campgrounds", and "4) View Features Found at a Site". Below the list, it says: "The Smart Editor Tab is what you will use to Edit your Information." A screenshot of the "Smart Editor" window is shown, displaying a "Select a template to create features" dialog with options for "Site Type" and "Site Features". Below this, there is a checkbox labeled "Saves the edit automatically".

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

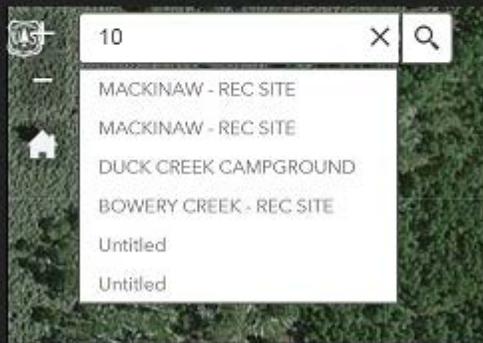
The Smart Editor Tab is what you will use to Edit your Information.

Each work flow 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"



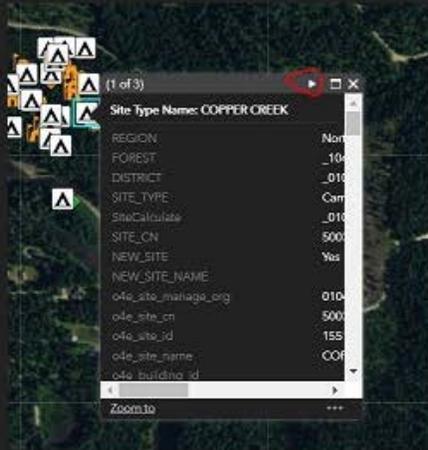
2) Restore Last Map Location

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.



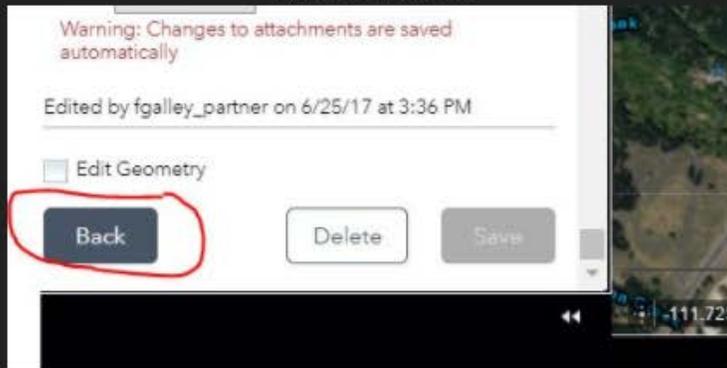
3) Get Information about a Feature

Click on a feature to display attribute information. Use arrow button circled in red to navigate to the next feature.



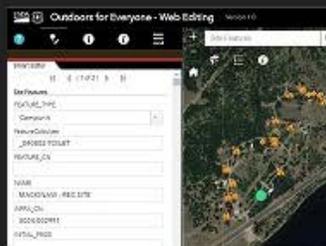
4) Application Tips

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

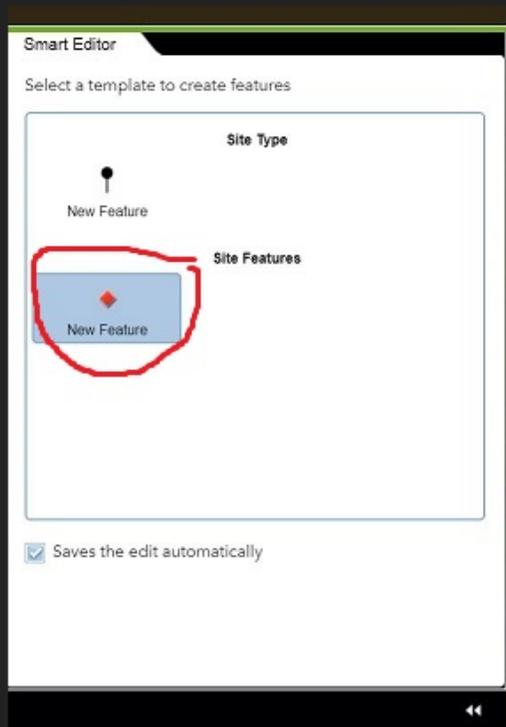
1) Click on a point in the map



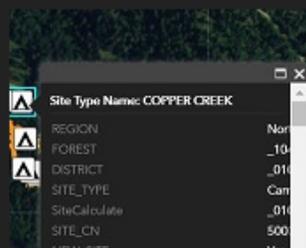
If clicking on a point does not open the edit panel in the smart editor, click on the edit panel and then click on your point.



2) Add a new point to the map



Click on a point, click on the "... " and click on the "Smart Editor" Menu



Open a Table View of the Data



Add A New Site or Feature

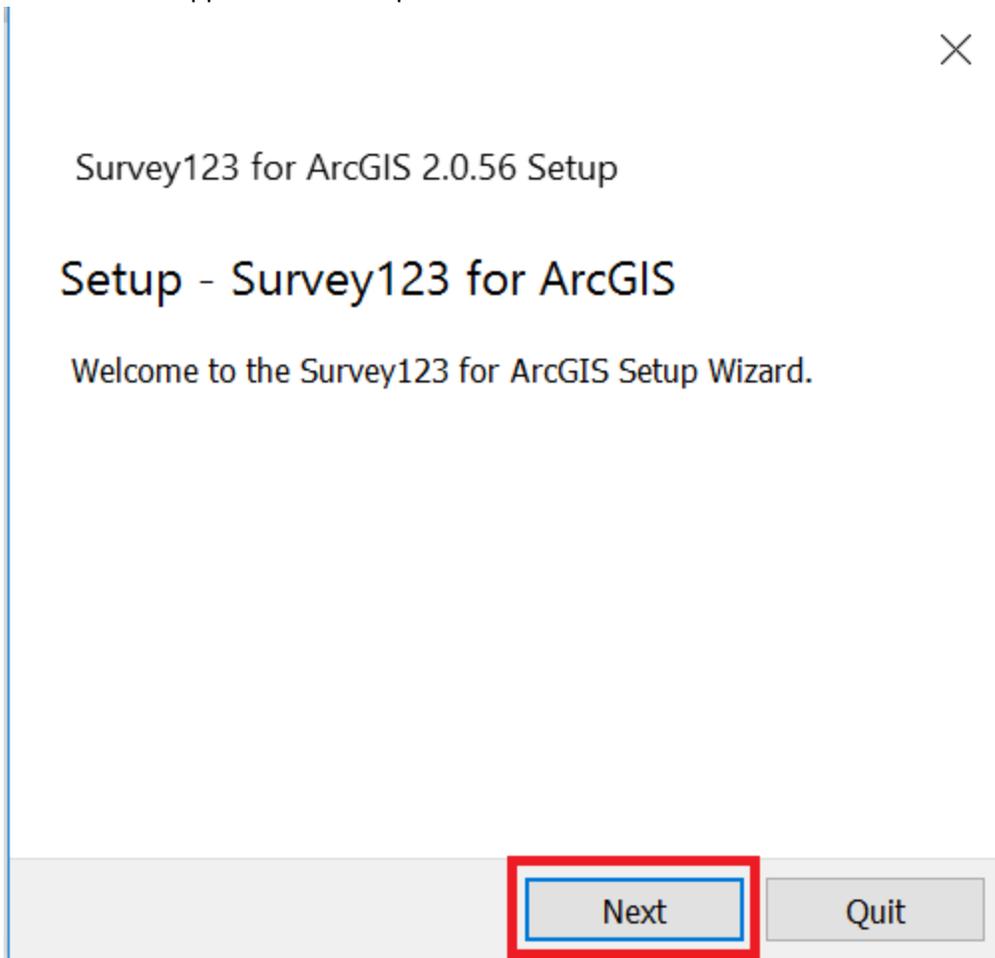
Install Survey 123 on your Desktop

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

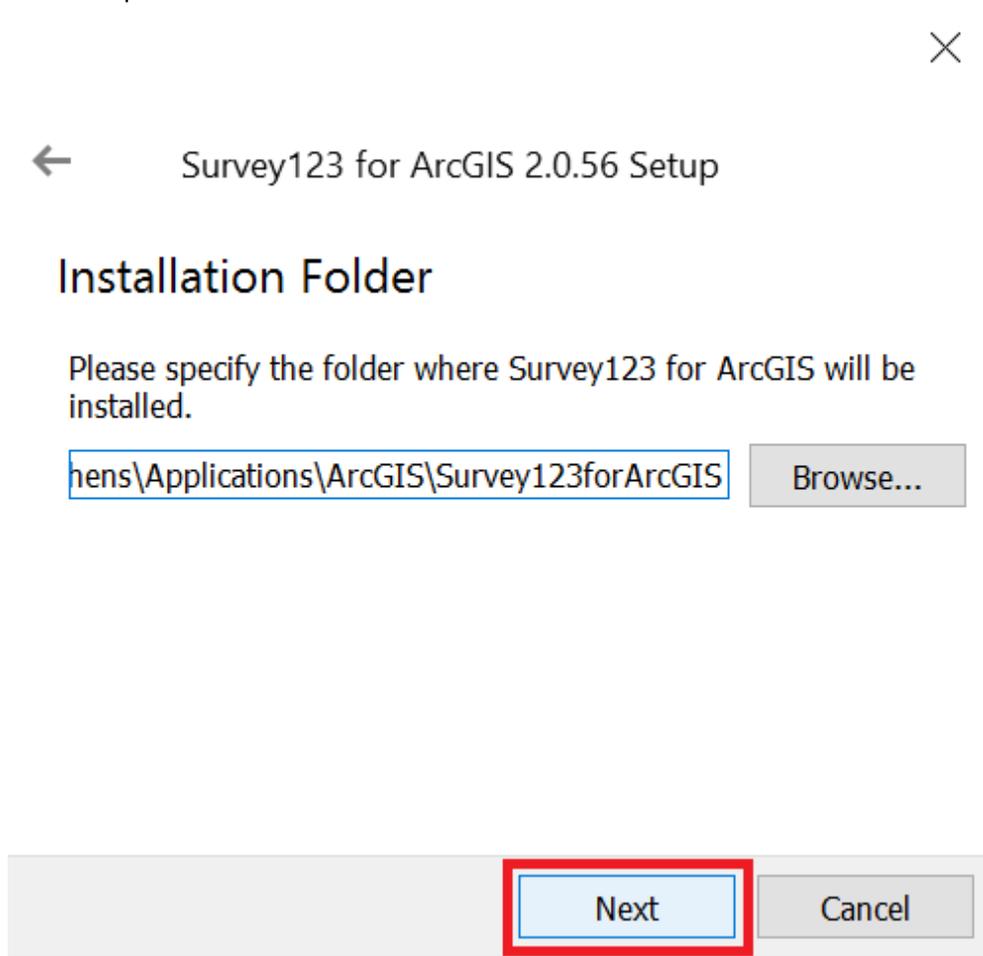


Once finished, click double tap "Run"

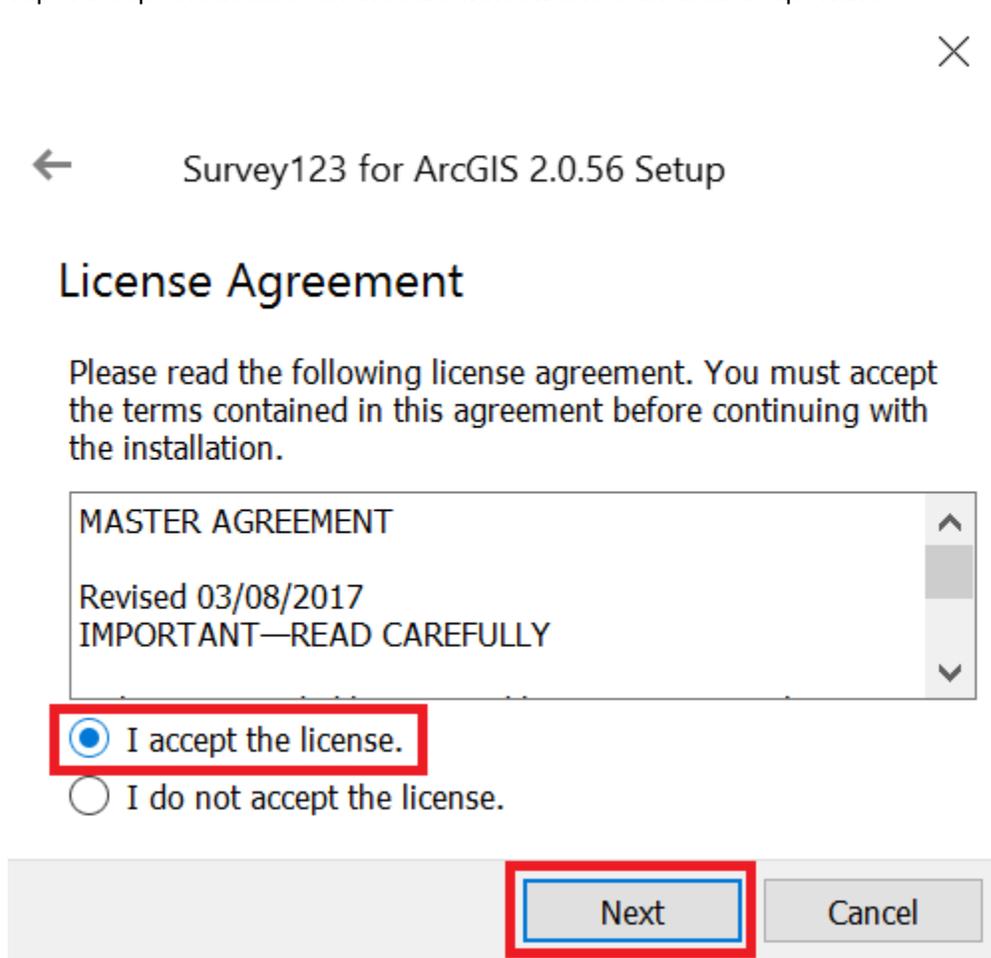
2. A window will appear. Double tap "Next."



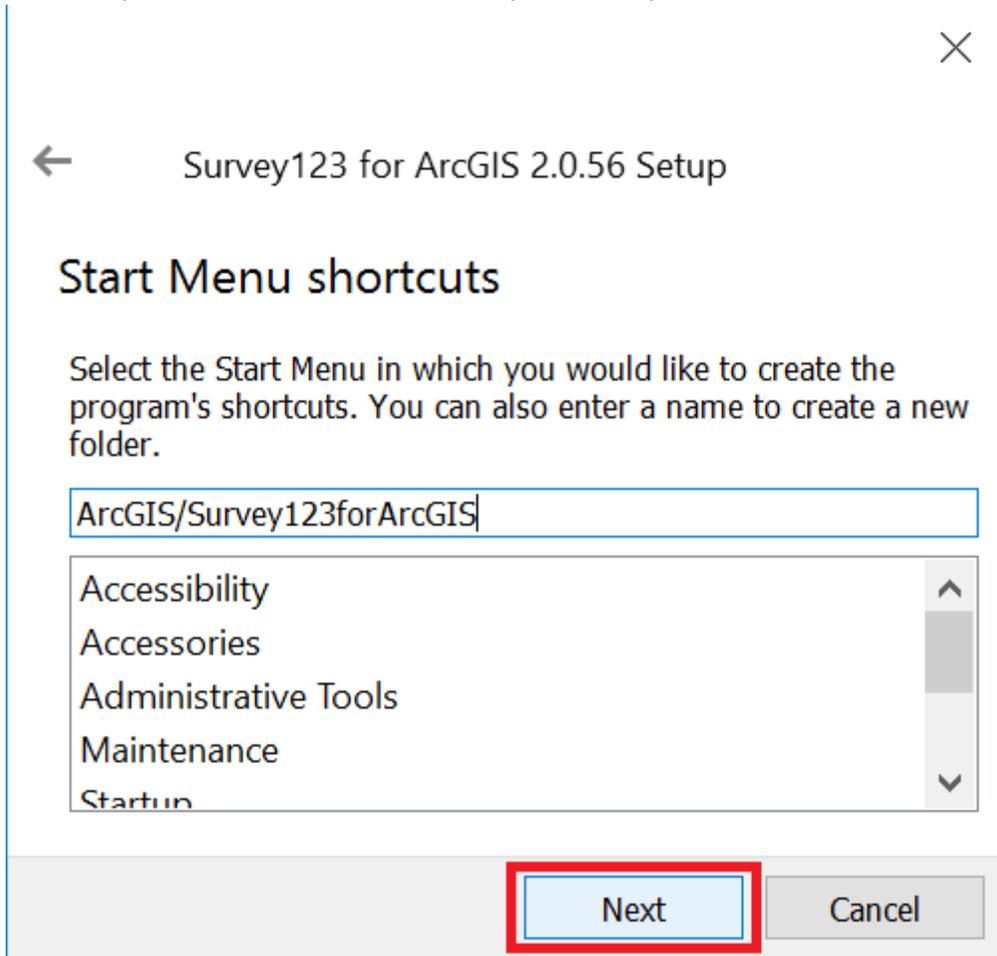
3. Double tap "Next" to move forward with the install.



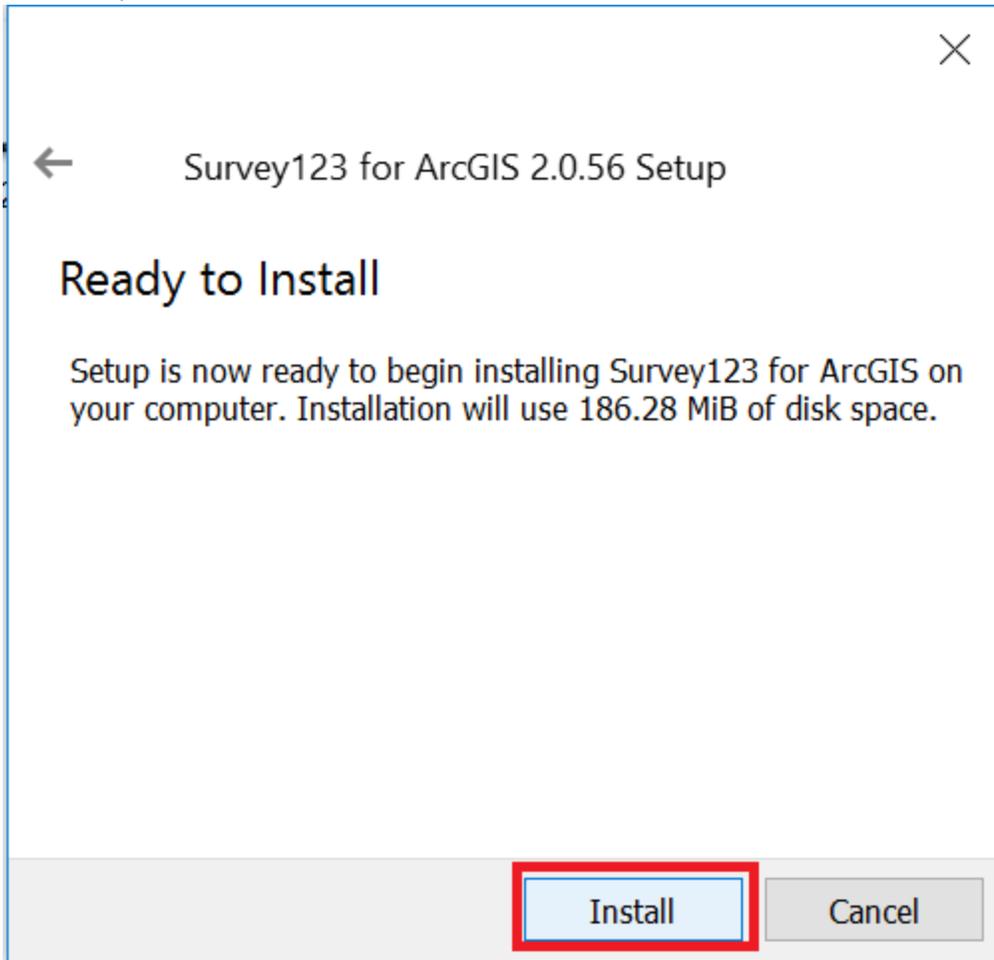
4. Tap "I accept the license" on the next window and then double tap "Next."



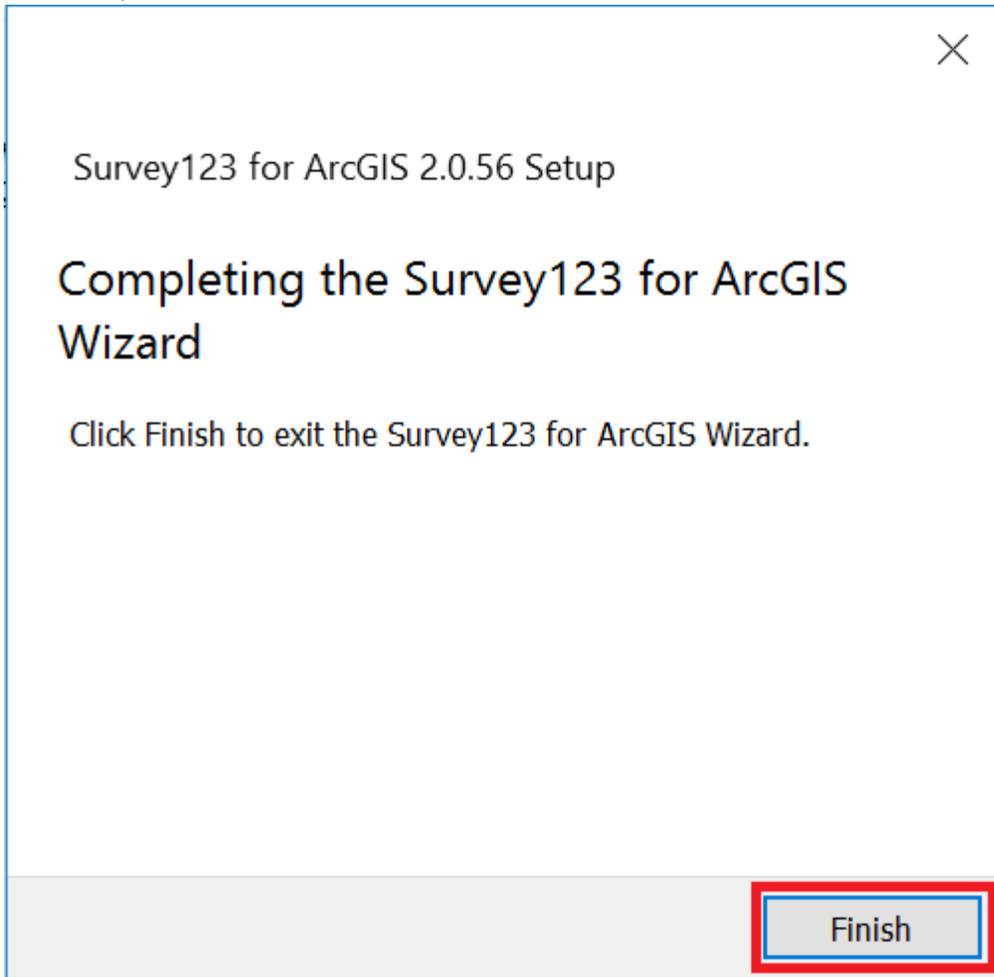
5. Double tap "Next" to create a shortcut on your desktop.



6. Double tap "Next" to start the install.



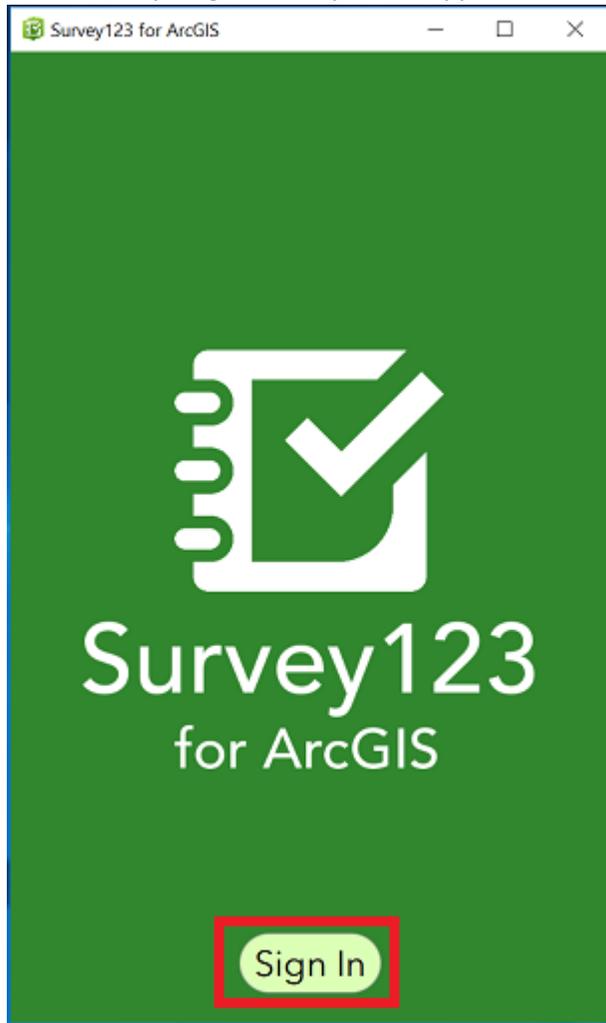
7. Double tap "Finish" to finish the installation.



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 used 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