

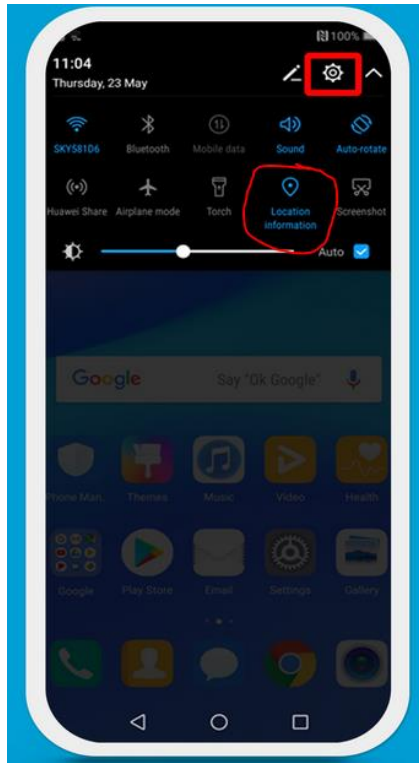
Please complete first three steps below when you have Internet!!

1. Open your device and make sure your location (GPS) is On, if it is On, go to next page 'Download and Install Survey123'

- Check if location is on in Apple product
 - Go to setting, then Privacy, then location services should show On, if it is not On, click into it to make it always On



- Check if location is on in Android product
 - Open your device at home page, swipe from very top down, it will bring out the top setting bar, make sure the Location icon is blue (On), if not, tap it to make it blue (On)



2. Download and Install Survey123

- Open your app store or Play store in your device:

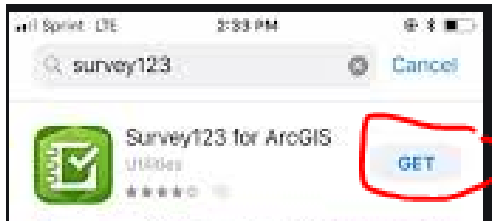


Samsung



Apple

- In app store, type survey123 in search and then click 'Get'/'Install'



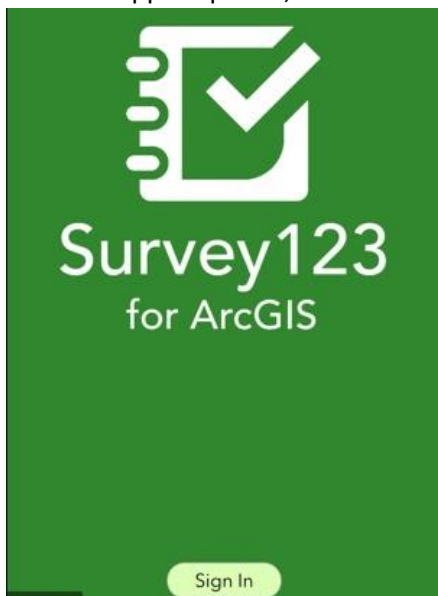
- Once it is downloaded, it will show 'open', click open to open the app



- when device is opening the app, it will ask to access your location or your gallery or apps on your phone, **please choose 'Allow' for all requests**



- once the app is opened, it will look like this. **Please leave the app when you reach this page**



3. Download the 'Fauna survey'

- Go to your camera, scan the QR image below

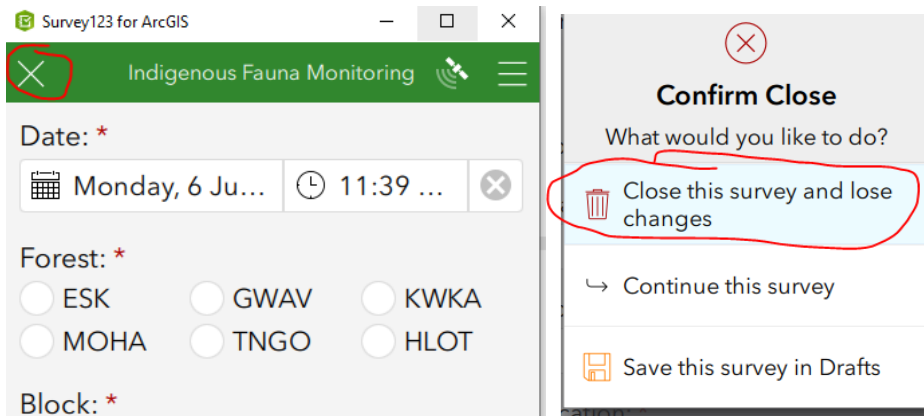


SOP for the Native Fauna Monitoring App

- Once QR code is scanned, it should Pop up a message of open Survey



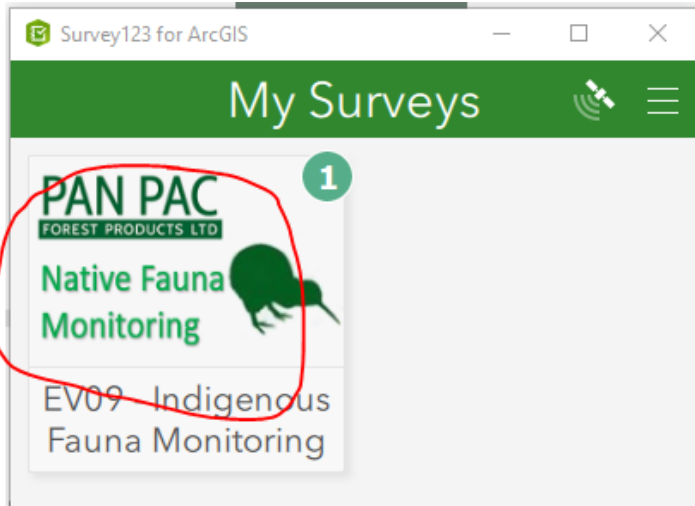
- It will automatically start download the survey and open the survey
 - Once you reach this stage, the survey is on your device. You no longer need to scan the code again
 - To leave the survey click the top left cross button and choose 'Close this survey and loose changes'



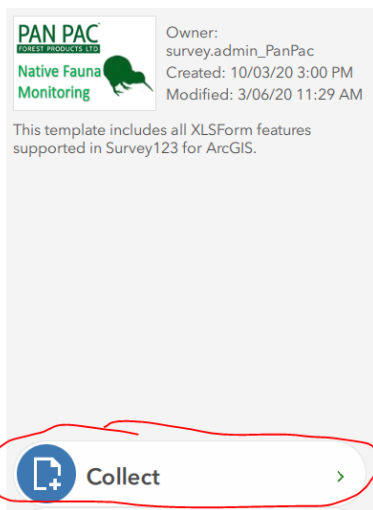
4. Fill out a Survey (not necessary to have internet)

When you out in the field and noticed a threaten species: Kiwi, falcon, bat, blue duck, fern bird, etc. **You must fill out the survey at your observed location.** The survey will work, even there is no reception

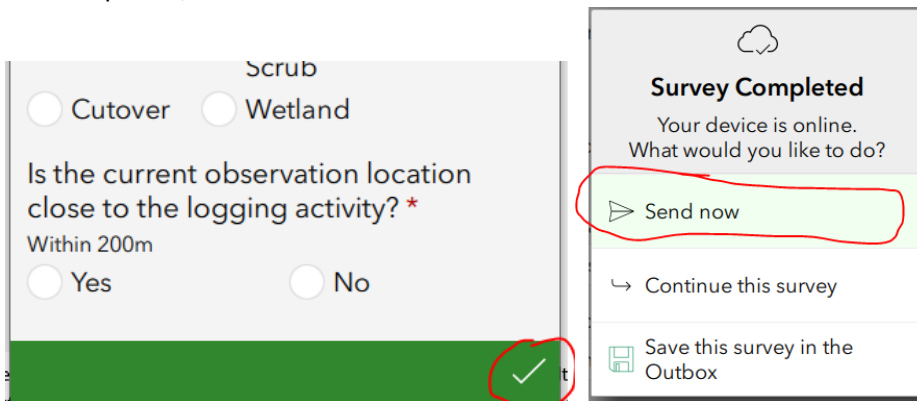
- Open survey123 and choose 'EV09-Indigenous Fauna Monitoring'



- Click 'Collect'



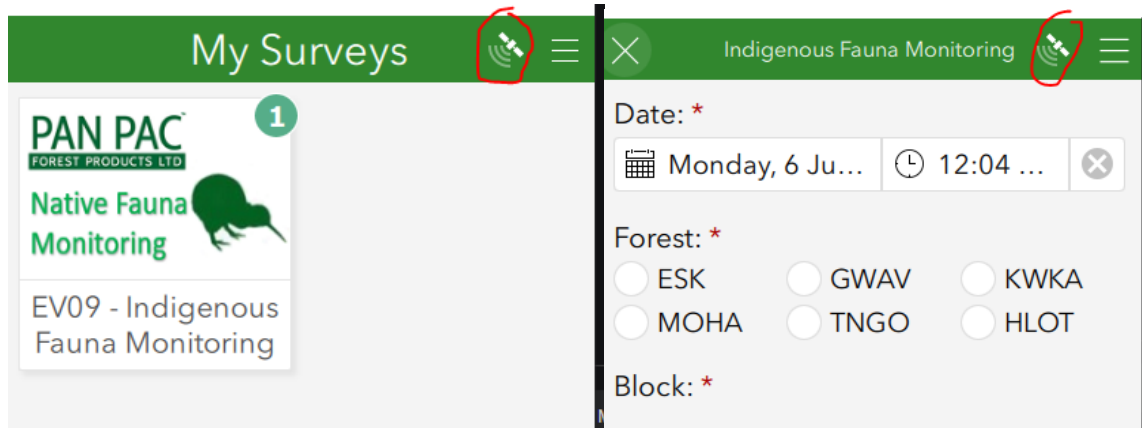
- Fill out all the fields in survey accordingly, the fields with * are compulsory and cannot be blank. Once completed, click the tick button at the bottom and choose 'Send now'



Important survey notes:

- Make sure the satellite Icon is On in your survey to pick up your current location, if not, please follow the first page to turn on your location in your device

SOP for the Native Fauna Monitoring App



- Survey will only be uploaded when you have reception, when you out in the field with no reception, it will automatically save to your outbox, when you submit. It will show a green icon on your survey
 - If you have any green icon on your survey, it means there are some surveys stuck in your outbox, please click the send button in outbox to re-send them, when you have reception/Internet

