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# Idaho Transportation Department (ITD) – Weed Control Survey User Guide

Prepared for:  
ITD

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## 1.0 Introduction

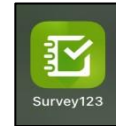
The Department of Agriculture requires that ITD log information about every herbicide application job along state roadways, rest areas, and yards. This application suite provides a modernized mobile workflow that empowers the applicators to record the required information in the field. Once entered the information is used to generate spatial data that can be displayed in a map as well as queried and exported to meet reporting needs.

## 2.0 What is Survey123?

Survey123 for ArcGIS is a simple and intuitive form-centric data gathering solution that makes creating, sharing, and analyzing surveys easy. This User Guide will focus on the workflow completed within the Survey123 app.

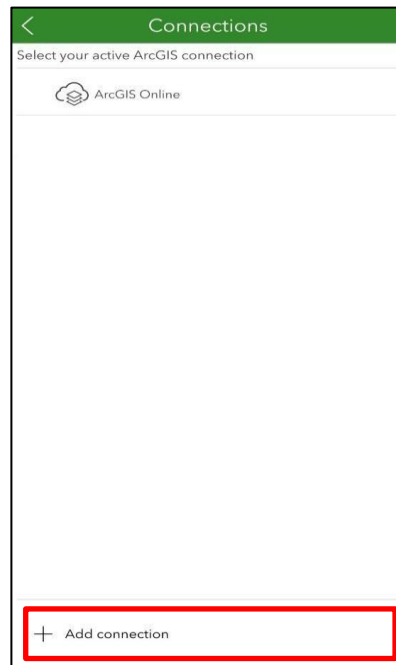
### 2.1 Download and Install

- a. Open the Apple App Store if on an iOS device or the Google Play Store if on an Android device
- b. Search for Survey123 for ArcGIS in the App Store or Google Play
- c. Download Survey123 for ArcGIS to the device



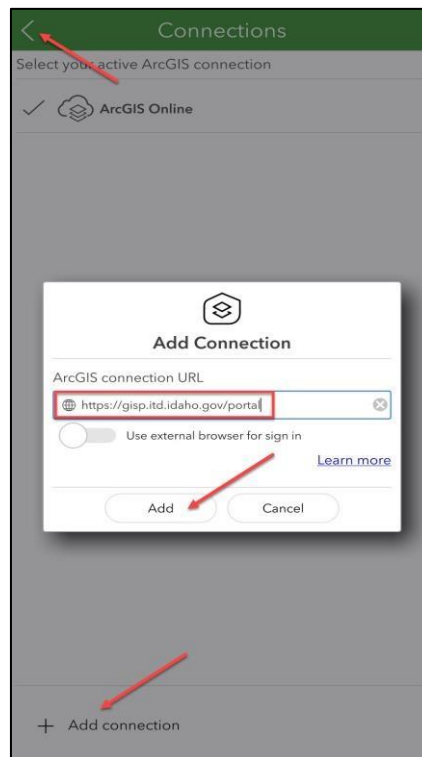
### 2.2 Configure and Login

- d. Open Survey123 for ArcGIS on the device
- e. Hit Manage ArcGIS Connections on the home screen. This will open the interface below.  
Hit add connection at the bottom of the screen.



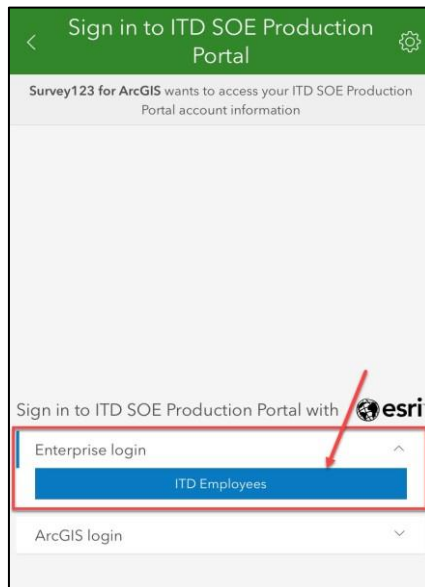
**Figure 1(a): Add Connection**

- f. In the ArcGIS connection URL box enter: <https://gisp.itd.idaho.gov/portal> and hit Add. Leave the use external browser for sign in toggled off.



**Figure 1(b): Add ITD Portal Connection**

- g. Hit the back button at the top of the screen, this will take you back to the home screen. On the home screen hit Sign in with ITD ArcGIS Enterprise and select ITD Employees



**Figure 2(a): Enterprise Login**

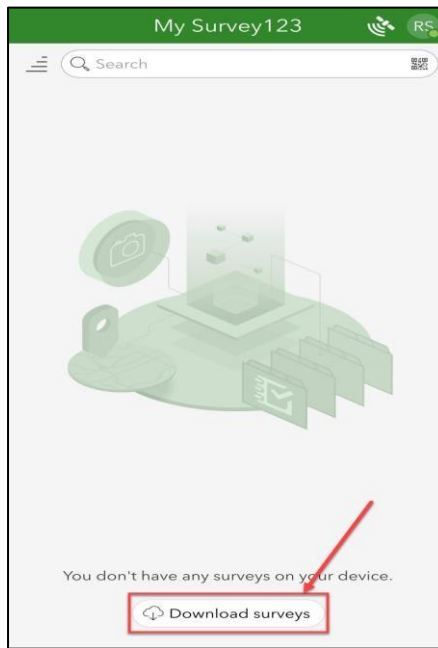
- h. Enter your ITD username and password and click on Sign in.



**Figure 2(b): ITD Portal Login**

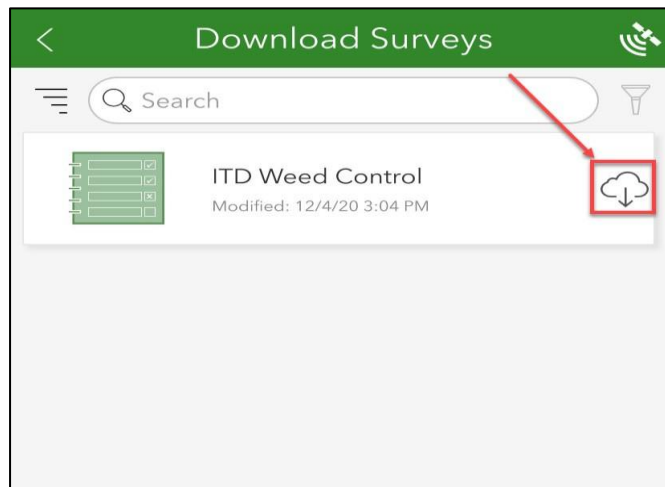
## 3.0 Downloading Surveys

- a. On the main page click on Download Surveys.



**Figure 3(a): Download Surveys**

- b. The download page will open, search for ITD Weed Control and hit the cloud icon to download.



**Figure 3(b): Download ITD Weed Control Survey**

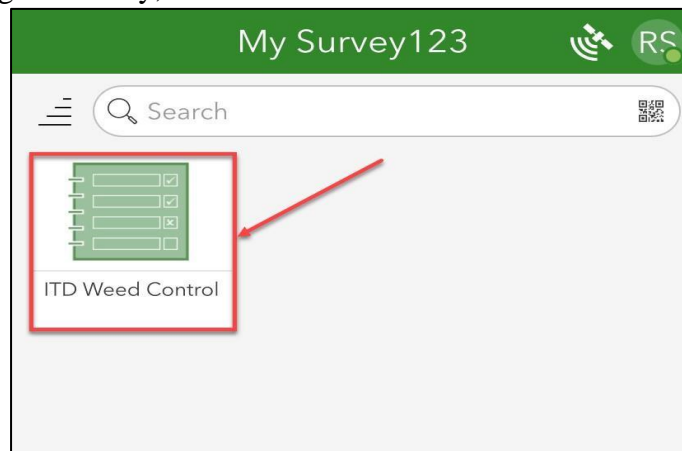
- c. Once the survey has downloaded hit the back arrow in the top left corner. The survey will now appear on the main page.

## 4.0 How to Use Surveys

Once the ITD Weed Control survey has been downloaded, it will be stored locally on your

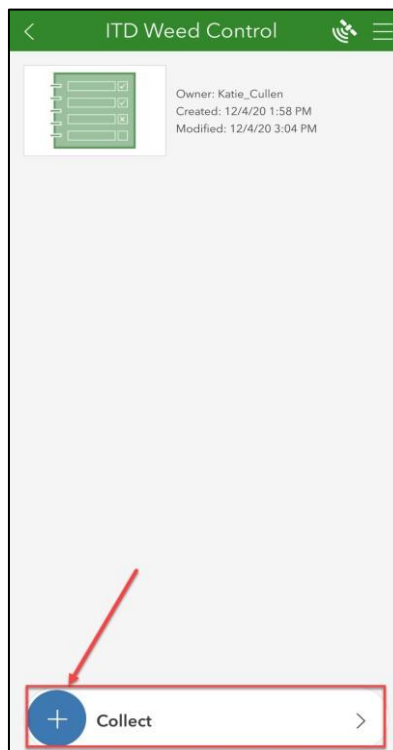
device in the “My Surveys” section of the Survey123 app.

- a. To begin using the survey, first click on the ITD Weed Control icon.



**Figure 4: My Surveys**

- b. Once on the ITD Weed Control survey home screen, select the “Collect” button to open the survey



**Figure 5: Collect data in Survey**

- c. Begin the survey by selecting a District from drop down and some fields (Address, Phone Number) are pre populated based on selected District.

Weed Control

IDAHO  
TRANSPORTATION DEPARTMENT

District  
3

Address  
8150 Chinden Boulevard, Boise, ID, 83714-1367

Phone Number  
208-334-8300

1 of 7

**Figure 6(a): Survey Form**

- d. Click on the bottom arrow and fill data in the required fields (marked with \*) for all the survey pages

Weed Control

Application Details

Application start date and time  
Friday, Januar... 12:42 ...

Application end date and time  
Friday, Januar... 12:42 ...

Applicator Name

License Number

Employer  
ITD

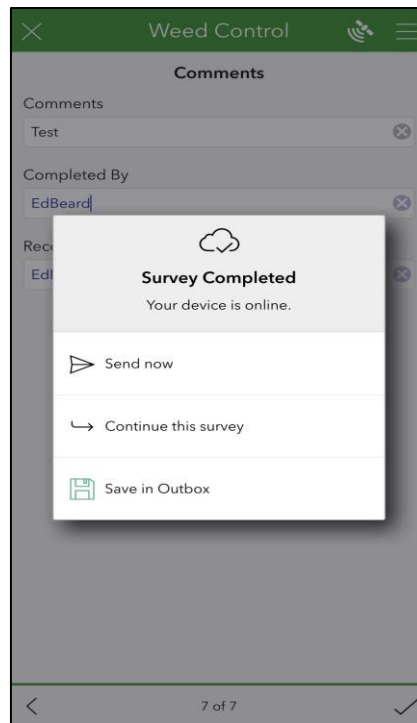
Is there a second applicator present?  
Yes No

2 of 7

**Figure 6(b): Survey Form**

- e. Click on the check mark at the bottom of the screen to submit the data entered in the survey form. The following options are displayed:

- **Send now:** Submit the survey immediately
- **Continue the Survey:** Return to the survey to keep entering information
- **Save in Outbox:** Save the survey data as a draft and it can be accessed on the survey home page under Outbox. This option can be used if user is in Offline mode and needs to save the entered survey information. Survey can be submitted from the Outbox once the user is connected to internet again.



**Figure 7: Submit Survey Data**

## 5.0 View Results

Results can be viewed and used for reported in the Survey123 website by following the steps given below:

- Open this URL in a supported browser (Chrome, Firefox, Edge)  
<https://survey123.arcgis.com/share/1bd3df3525e5404ea429b564ca7e70f9/result?portalUrl=https://gisp.itd.idaho.gov/portal>.
- Select the button 'ITD Employees' where you'll provide your ITD credentials (email and password).
- Once authenticated, Select the 'Data' tab on the top right of your browser.
- Select the survey submissions in the table at the bottom of the browser. Once a survey is selected, a tab will appear with a PRINT icon that you can select. This will allow you to save or print the form for a hard copy.



July 2021

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## 1.0 Introduction

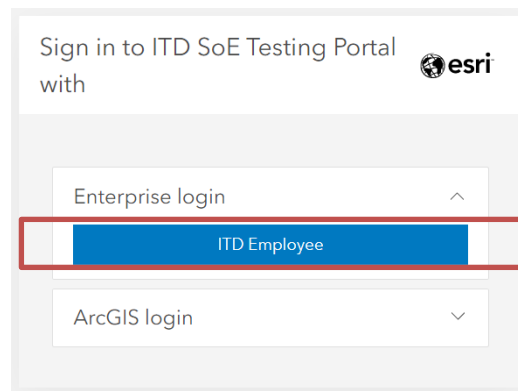
The Department of Agriculture requires that ITD log information about every herbicide application job along state roadways, rest areas, and yards. This application suite provides a modernized mobile workflow that empowers the applicators to record the required information in the field. Once entered the information is used to generate spatial data that can be displayed in a map as well as queried and exported to meet reporting needs.

## 2.0 Accessing the Weed Control Results Dashboard

To access the Weed Control Dashboard, click on the following URL:

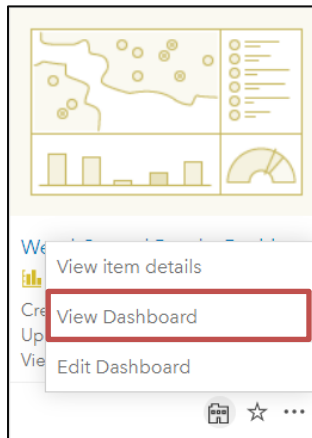
<https://maps.dotd.la.gov/portal/>

- Click “**Sign In**”
- Under “**Enterprise login**”, select “**ITD Login**” option and sign in to the added portal using ITD credentials.



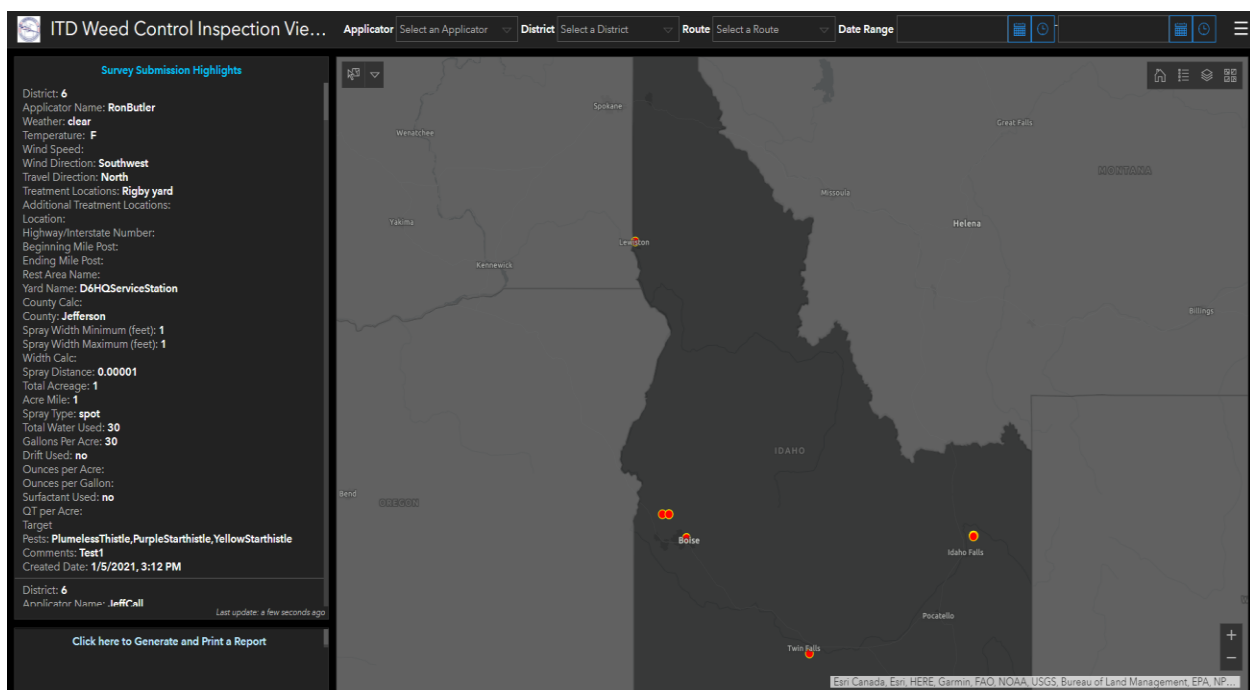
**Figure 1: Enterprise Login**

- Once signed in, click on “**Groups**” in the top banner
- Navigate to the **Weed Control** group and open the **Weed Control Results Dashboard** by clicking the ellipses then View Dashboard or Selecting the Dashboard Title.



**Figure 2: View Dashboard Icon**

## 3.0 Weed Control Results Dashboard



**Figure 3: Weed Control Results Dashboard (Default View)**

The Weed Control Results Dashboard includes the following elements:

1. List of Weed Control surveys
2. Filters: Applicator, District, Route and Date Range
3. Map Area
4. Generate Report link

## 3.1 List of Weed Control surveys

Weed Control surveys submitted using the Survey123 form are listed on the left panel of the dashboard. The list includes the District, Applicator, Wind details, Spray details etc. Clicking on one of the weed control surveys zooms the Map to the location of the selected survey.

## 3.2 Filters




The header of the dashboard includes the following filters:

- Applicator
- District
- Route
- Date Range

## 3.3 Map Area

The right section of the dashboard displays a map zoomed to the Idaho state with weed control surveys symbolized in the Map.

The following tools are available for the user in the Map:

Map Tools	
	Zoom widget
	Default Extent
	Legend widget
	Layer List
	Basemap
	Select Tool

### 3.3.1 Zoom Slider widget

The **Zoom Slider widget** provides interactive zoom controls in the map display.

#### Use the Zoom Slider widget

Click the zoom slider button to zoom in or out on the map. User can also double click in an area to zoom in to the map.

### 3.3.2 Default Extent

The **Default Extent widget** zooms the map to the initial map extent – in this case, the extent of Idaho State.

#### Use the Default Extent widget

The Home Button widget is automatically enabled when the app starts. Clicking the widget resets the map extent to the map's initial extent.

### 3.3.3 Legend

The **Legend widget** displays labels and symbols for layers in the map. Layers added in the Map are displayed in the Legend widget.

#### Use the Legend widget

When the application starts, the Legend widget is automatically enabled. Clicking the Legend widget displays the Legend window. Clicking the x in the upper right corner of the Legend window closes it.

### 3.3.4 Layer List

The **Layer List widget** displays the list of layers available in the App. The checked layers are displayed in the Map.

#### Use the Layer List widget

When the application starts, the Layer List widget is automatically enabled. Clicking the Layer List widget displays the Layer List window. Clicking check next to a layer adds the selected layer in the Map and unchecking the layer removes it from the Map. Clicking the x in the upper right corner of the Legend window closes it.

### 3.3.5 Basemap

The **Basemap widget** displays all the available basemaps in the App.

#### Use the Basemap widget

When the application starts, the Basemap widget is automatically enabled. Clicking the Basemap widget displays the Basemap window. Click on one of the available basemaps to add the selected basemap to the Map. Clicking the x in the upper right corner of the Basemap window closes it.

### 3.3.6 Select Tool

The **Select widget** displays labels and symbols for layers in the map.

### Use the Select widget

When the application starts, the Select widget is automatically enabled. Clicking the Select widget displays tool options: Point, Line, Polygon. Select and highlight weed control surveys in the Map using select tool. Clicking the x to remove the selection.

## 3.4 Generate Report

Clicking on “Click here to Generate and Print a Report” opens the Survey123 page with all the surveys displayed in a list and the Map. Click on the selected record in the table and click on “Generate” in the left panel. A word document is created and can be downloaded by clicking on the generated report.

The screenshot shows the 'Weed Control 3' application interface. On the left, the 'Report' panel is open, showing options for selecting a template, output settings, and a 'Generate' button highlighted with a red arrow. The main area displays a map of the United States with a red pin in the Pacific Northwest. Below the map is a table with columns: logo, district, addresscalc, address, phonenum, and Application Date. The table contains four rows of survey data. On the right, the 'Weed Control 3' details panel is visible, showing submission information and district details.

logo	district	addresscalc	address	phonenum	Application Date
	Aero	1390 W Gowen Rd, Boise, ID, 83705	1390 W Gowen Rd, Boise, ID, 83705	208-334-8775	Jun 24
3	8150 Chinden Boulevard, Boise, ID, 83714-1367	8150 Chinden Boulevard, Boise, ID, 83714-1367	208-334-8300	Jun 24	
2	2600 Frontage Rd, Lewiston, ID, 83501	2600 Frontage Rd, Lewiston, ID, 83501	208-799-5090	Jun 16 PM	
4	216 South Date Street, Shoshone, ID, 83352	216 South Date Street, Shoshone, ID, 83352	208-886-7800	Jun 14	

Figure 4: Generate Report

User can also select All records in the table and generate a report for all the submitted survey records.

## 4.0 Using the Dashboard

Click on one of the surveys from the left panel. The map zooms to the location of the weed control survey. Click on the survey point in the Map to view the survey details submitted using the Weed Control Inspection survey form in a pop up.

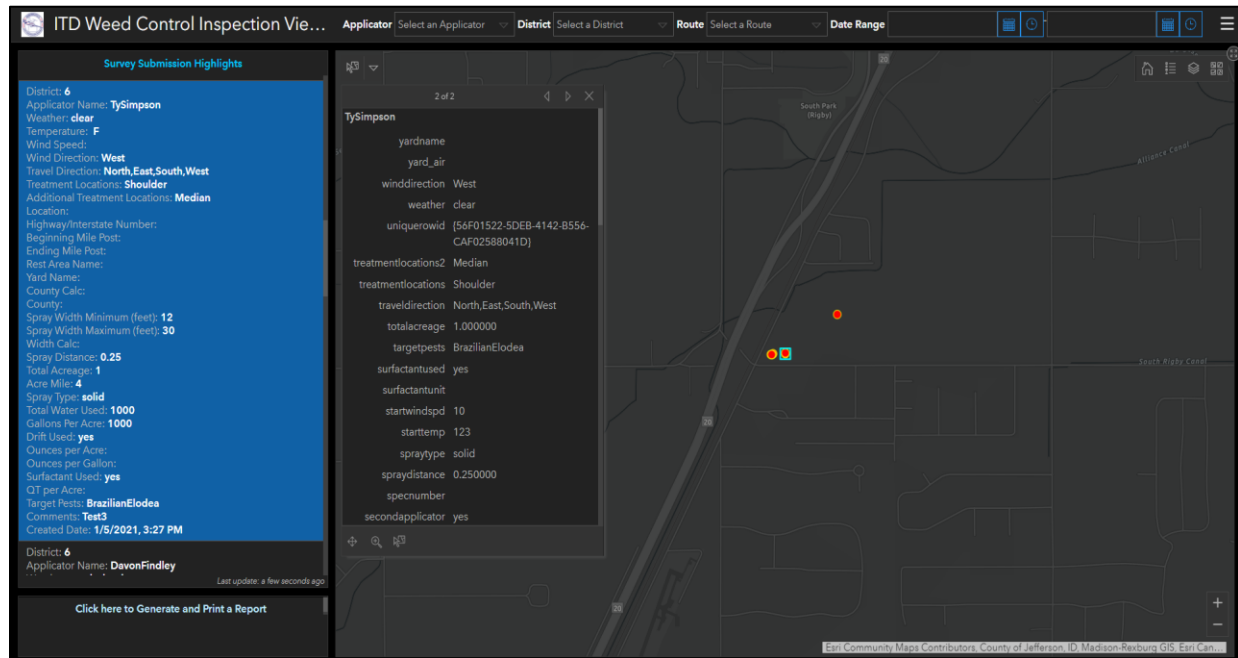


Figure 5: Selected Survey in Dashboard

Alternatively, use the Applicator, District, Route or Date Range filters located in the header to filter the data in the dashboard. Select a District from the filter drop down. The following sections of the dashboard are updated based on the selected district:

- List of surveys in the left panel
- Survey points in the Map
- Other filters located in the header

Click on “Select a District” from the District filter drop down to remove the applied filter in the Dashboard.

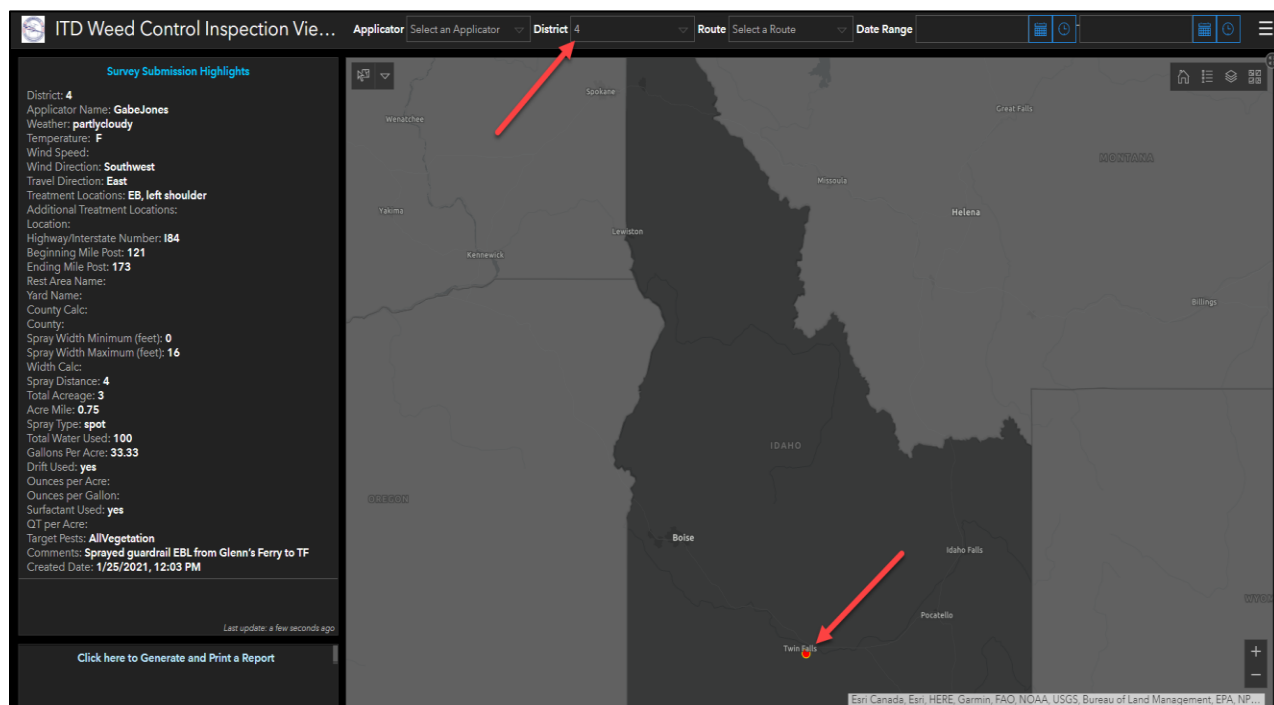


Figure 6: Filter by District