

# Incident Check-in Instructions using Survey123 for ArcGIS

## 1 Download the LATEST version of the Survey123 Field App to your device

Survey123 can be used on any computer, smartphone, or tablet, so choose the device you're most comfortable with. The method for downloading the Survey123 field app will be slightly different depending on whether you are using the desktop app on a computer or the mobile app on a smartphone or tablet.

**Download Survey 123 on a Mobile Device:** If you will be using Survey123 on a smartphone or tablet, you can download the mobile app straight from an app store on to your device. Just open your app store and search for "**Survey123**" to get the free app or upgrade to the latest version.

**Download Survey123 (Field App) on a Computer:** Go to [bit.ly/Survey123Download-Computer](https://bit.ly/Survey123Download-Computer) to open the Survey123 Website. Under the Survey123 **Field App** section, click on the appropriate platform to download the app onto your computer. NOTE: Be sure to download the Survey123 Field App - **NOT Survey123 Connect**.

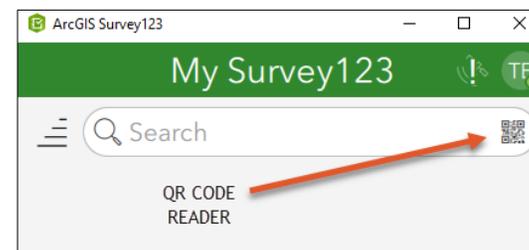
## 2 Download the latest version of the Incident Check-In Form

Once you have downloaded the latest Survey123 Field App, the easiest way to download and open the incident check-in form is to **scan the QR code below** – the app does not need to be open to download the report. Alternatively, you can open your web browser and type in the following URL: [bit.ly/IncidentCheck-InForm](https://bit.ly/IncidentCheck-InForm). Both options should open a download window that will either automatically download and open the form in Survey123, or prompt you to confirm the download by requiring you to click the option to "**Open in the Survey123 field app.**"

For mobile devices: You can scan the QR code directly with your camera or use the built-in QR reader in Survey123 as shown in the graphic to the right.

If prompted to Sign In to Survey123, simply click on "**Continue without signing in**".

Use Camera or Built-in QR Reader



Scan QR Code



## 3 Complete and submit form / Follow-up with Status Check-in Recorder

Complete the incident check-in form and submit it by clicking the checkmark (✓) in the lower-right corner of the application window. Once the form is submitted, coordinate with the local Status Check-in Recorder to finish checking in. You will need to provide them with a copy of all required documentation. After your check-in is completed, you will receive a copy of your check-in form at the email provided on the form.

