



How to Complete the Cold Storage Survey

Quick & Easy Step-by-Step Instructions



Direct Access (Web Link)

survey123.arcgis.com/share/775450d1



Scan to open survey

1 Getting Started



- ✓ **Open the Survey:** Scan the QR code with your mobile camera or click/type the link into your browser.
- ✓ **Device Compatibility:** Works on smartphones, tablets, and desktop computers (no app download required if opened via a web browser). Choose "Open in the web app."

2 Filling Out Key Information



- ✓ **Required Fields:** Look for the red asterisk. These fields must be completed before submitting.
- ✓ **Enter Accurate Details:** Fill in contact info, date/time, and specific dropdown choices accurately. Add as much detail as possible.
- ✓ **Location / Mapping:** If asked for a location, tap "Find My Location" (GPS icon) or drop a pin directly onto the map screen.

3 Upload Photos & Attachments



- ✓ **Capture/Upload:** Tap the camera icon to take a photo directly or upload existing files from your device.
- ✓ **Clear Images:** Ensure photos are well-lit and clearly show the details requested.
- ✓ **File Size Limit:** Keep attachments clear but concise to avoid upload delays.

Review & Submit

Double-Check Entries: Scroll back up to ensure all entries and location pins are accurate.

Tap "Submit": Click the green Submit button at the bottom of the page.

Confirmation Message: Wait until you see the "Data Submitted Successfully" message screen before closing your browser.

Form Reset: If you need to clear your answers and start over, refresh the browser page.

Weak Connection? If you are in an area with poor cell service, keep the page open until you return to Wi-Fi/strong signal to submit.



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Need Support? Contact tracy.stark@ucr.edu/ 951-827-5163