Frequently Asked Questions - IWMM Mobile App (IMA)- Version 2.0

App-Specific

*Why do I have to create a project before using the IWMM Mobile App (IMA) and what is the process?*  A project must be created prior to data entry in order to give your survey data a place to “land” upon upload. Use the [new project form](https://forms.office.com/Pages/ResponsePage.aspx?id=urWTBhhLe02TQfMvQApUlKF5bWzcjhVEut1mn-4053hUQVRUVUgyRjZSUkFWNzZJTFBTQVA1QU82RC4u) to submit your request to the database administrator who will create your project, assign a project code, and notify you when the project is complete and ready to receive data.

*Are all fields required? What happens if I can’t complete the entire survey?* All fields are required, however, certain fields will allow a value of ‘0’ or ‘not applicable’. App users will receive messages for fields that do not meet data standards and given an opportunity to correct them. Surveys cannot be sent until all user-specified fields meet approved standards. Automatic error checking is provided to maintain data quality and ensure proper data upload. Incomplete surveys can be saved as drafts in your Drafts box until ready to be completed and sent.

*How do I add management actions and vegetation survey information? Can I do this in the app?* Currently, the app does not allow you to enter your [management actions](http://iwmmprogram.org/wp-content/assets/downloads/IWMM_Wetland_Management_Record_data_form.pdf) or [annual vegetation survey](http://www.iwmmprogram.org/documents/IWMM_Vegetation_Survey_Form_2017.pdf) information. We hope to offer these fields in a future version of the app or possibly as separate applications. Presently, you will need to record this information using paper forms (use links above), then log in to the IWMM database and select your project. Under the “Data Entry” tab, select Vegetation Survey from the list and click the “Add a new vegetation survey” button on the page that appears. Management Actions are also listed under “Data Entry” and follow a similar process.

*How long does it take to complete the bird use and site conditions survey at a given site?* This is highly subjective and largely depends on the size of the unit and the number of waterbirds present. The average survey takes 15-25 minutes to complete. Larger units with several waterbird species and/or multiple vantage points will take longer to complete.

*Do I need training before I use the app?/How can I get training on the app?* [Training webinars](https://ecos.fws.gov/ServCat/Reference/Profile/114691) and [help documents](https://docs.google.com/document/d/1dM841HzQdJ3UQuyfdL8hnqmR0CNXqqug_d1xXp8Mh3o/edit?usp=sharing) are available and may be sufficient, especially for those who have prior experience with Survey123. If you would like additional training or have questions, please contact the IWMM Coordinator or one of the Regional IWMM contacts listed on the [iwmmprogram.org](http://iwmmprogram.org/contacts/) website.

*How do I get my data into the IWMM database? How do I get it back out?*  One of the primary benefits of using IMA is the ability to wirelessly upload data right from your mobile device. Once complete, submit the survey by tapping on the check mark in the lower right-hand corner of the application. Note that upload requires an Internet connection, but surveys can also be saved and sent later if Internet is not available. Data can be downloaded at any time simply by logging in to the online database, choosing your project, and selecting the “Download” option from the menu bar. Several filters are available to sort by unit, date, species, etc. You can also view previously submitted surveys in the app using the Inbox feature.

*I have multiple surveys to enter that have similar information (e.g. location, site condition, observer data is the same). Is there a way to auto-populate information between surveys?* Yes. From the IWMM Survey123 start page, click the button for Sent surveys. This will bring up a list of all surveys that have been completed and sent. Choose a survey to clone, and select “Copy the sent data to a new survey”. Please note that ALL fields in the cloned survey will already be populated, so review and edit each field carefully before submitting as a new survey.

*Can I collect site condition information on a separate day (due to weather or other circumstances)? How do I enter this into the app?* Yes, but we recommend that site conditions be collected as soon as practicable from the date of the bird survey. Incomplete surveys must be saved as DRAFTS. To do this, simply exit the app and you will be given a prompt to save the survey as a draft prior to closing. When you reopen the app, click the Drafts button on the start page. This will bring up a list of all Draft surveys that have been saved by the currently logged in user. Choose a survey to edit, open with a tap or click, complete the appropriate fields and send the survey.

*What should I do if I don’t see my project in the app?*

Projects must be created by the database administrator (fill out the [new project request form](https://goo.gl/forms/ouoGPEj5d3HFtk3k1) to set up a new project). **Re-download the app if you have received notification that your project is complete, but still doesn’t show as an option to select.**

*What should I do if I don’t see the units and/or observers I need within the app?*

Anyone with Project Leader permissions can add/edit/delete observers, units, and study areas for a selected project by logging in to the IWMM portal. More information can be found [HERE](https://docs.google.com/presentation/d/1klIGZg-7hB-xbzBt6B7Qph0D0EYmnic7gjWSudKLToI/edit?usp=sharing). If changes have been made, but are still not reflected, you may need to re-download the app in order to see the updates in Survey123.

*Is it better to edit a sent survey using the app, or do you have the use the IWMM portal?*Our recommended process is to **use IMA for data collection and transmission from the field**. Records should be as complete and correct as possible prior to transmission. Once data has arrived in AKN, the last step in the survey process is to **use the IWMM portal to conduct a final review of the data, make any final edits, and then promote the data** to the desired sharing level. At that point, the entire data process from collection, to transmission, to curation, is complete. Note that a sent survey edited in the app will no longer overwrite the previous survey once sent. Therefore, **final edits must be completed in the database, not the app**.

Database-specific

*Why can’t I see my data in the database after uploading with IMA?* Data submitted using the app goes first to ArcGIS online (AGOL). Survey data must then undergo a transfer process in order to populate in the AKN data management system. An API has been developed to automate this process and render survey data sent from the app every 24 hours.

*Why is it important to log in using the IWMM portal instead of the general AKN login?* The [IWMM Portal](https://data.pointblue.org/partners/iwmm/) serves as a customized entry point into the AKN data management system. This portal was developed to meet the project management needs of IWMM users and ensure that data entry meets required elements of the protocol. The portal also enables access to all the options that IWMM users need, such as vegetation survey and reporting tools.

*How is the IWMM portal structured in terms of user roles and permissions?*  IWMM is part of the AKN, and not its own database. All individuals using the AKN data management system are given a role that determines their project data permissions. The 2 main roles are as follows:

**Role:** *Biologist*

**Permissions:** Enter, edit, and promote data to sharing level 'Clean'

**Role:** *Project Leader*

**Permissions:** Enter, edit, download, and promote data to any sharing level (Raw - Level 5)

Within the AKN there are multiple tools designed to meet the needs of different users and their assigned roles and permissions.

*I’m confused by the AKN sharing levels. Can you explain them, please?* One of the advantages of housing IWMM data in an online database is the ease of sharing information with other bird conservation partners. Sharing levels may only be assigned by those with Project leader access and range from Restricted (data is only available by request) to Level 5 (data may be fully accessed and downloaded by any registered AKN user). We recommend Level 2 as a minimum sharing level for IWMM data. This allows your data to be accessed only by IWMM program staff and used in maps and regional summary reports.

General

*What equipment do I need? Can I use my phone?* IMA is designed to work on a tablet (e.g. iPad), but not cell phones, as the phone version of the app proved difficult to view in the field. At this time, FWS issued iPads are the recommended choice for participating refuges.

*Where can I go/who should I ask for help?* Please feel free to contact the IWMM Coordinator or one of the Regional IWMM contacts listed on the [iwmmprogram.org](http://iwmmprogram.org/contacts/) website.

Additional FAQ information regarding the IWMM program and protocol can be found [HERE](http://iwmmprogram.org/faq/).