

2016

PGCLitterTRAK Users Manual



for use by
**Community
Groups and
County
Citizens**

Prince George's County

Department of the
Environment

Sustainable Initiatives Division

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Introduction

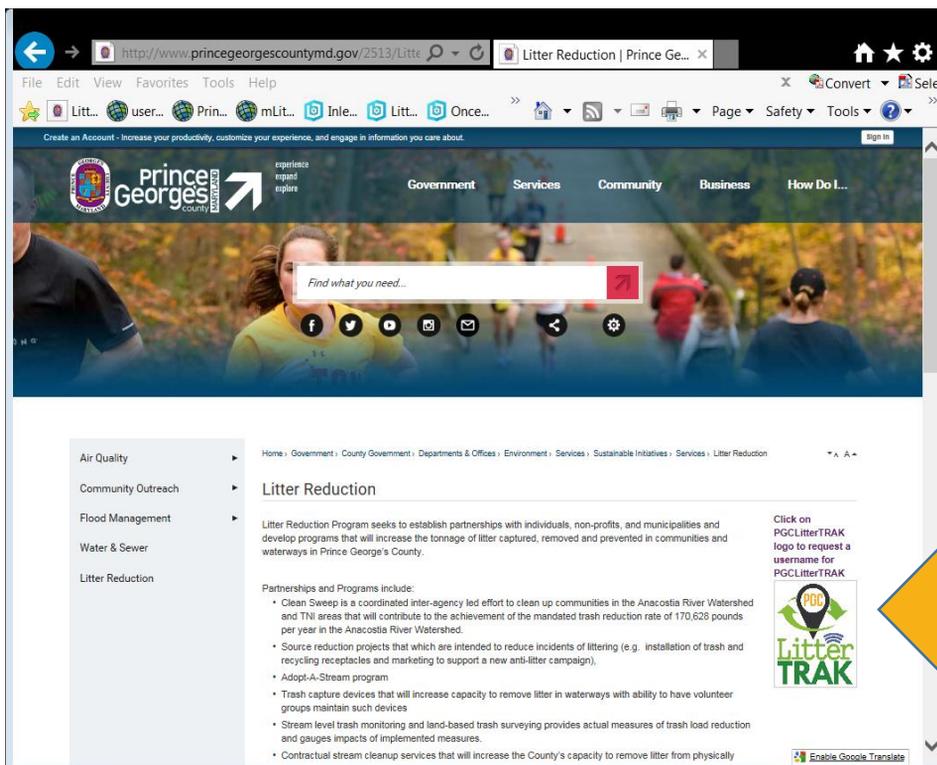


PGCLitterTRAK is an app that will be used by County residents and/or community groups that are interested in reporting their efforts to reduce litter in their communities. PGCLitterTRAK will serve as a tracking tool to aid residents in keeping track of removed litter and the amount of bagged trash and items removed from various locations in the County. Data collected by PGCLitterTRAK will be used for annual reporting documents to the Maryland Department of the Environment. PGCLitterTRAK is also built on the Survey123 platform and data collected is used to build a DoE map that displays each pinpoint location and associated collected amount. Data is collected and stored in a Cloud server. This app will continue to be supported by DoE Cloud servers and will be available to County Residents and Community Groups through registration.

Assistance will be provided to citizens at community events that DoE staff will attend. Individuals will be able to register by putting their information on the Litter Reduction page of the Prince George's County website.

Users can sign up for a user name at the County's Litter Reduction Page by submitting the user request form. Once user name is created it will be emailed to them.

<http://www.princegeorgescountymd.gov/2513/Litter-Reduction>



Download Survey123 for ArcGIS



Download the **SURVEY123 FOR ARCGIS** application for your mobile device from appropriate app store on your device

Download page - Free App download (Apple)

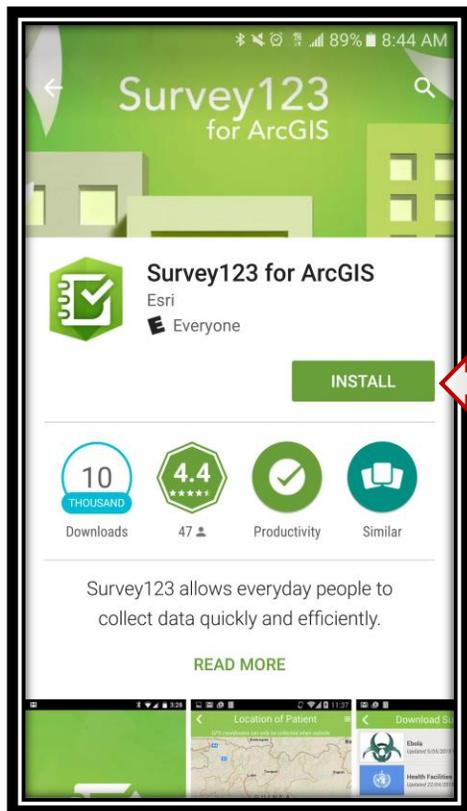
The screenshot shows the App Store page for 'Survey123 for ArcGIS' by ESRI. It includes the app icon, a description of the app as a form-centric data collection GIS app, and a 'View in iTunes' button. The 'What's New in Version 1.4.28' section lists updates such as options to delete, rotate, and rename photos, and support for calculations and constraints in repeats.

Download page - Free App download (Android)

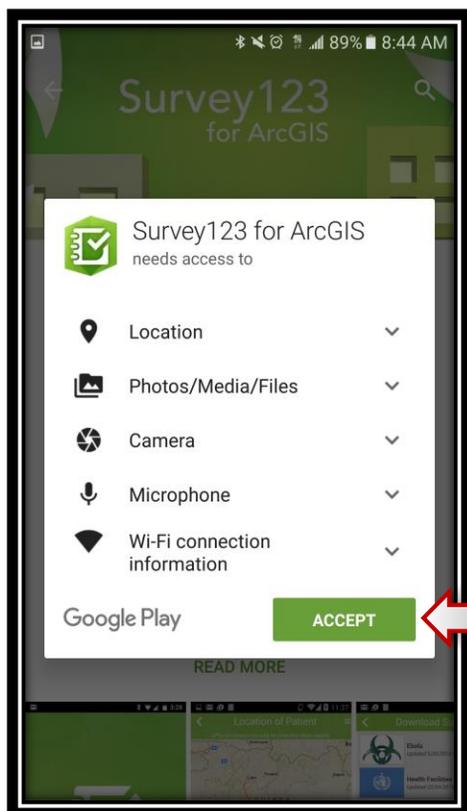
The screenshot shows the Google Play Store page for 'Survey123 for ArcGIS' by Esri. It features the app icon, a 4.7-star rating, and an 'Install' button. Below the main card, there are three preview images showing the app's interface on an Android device, including a map view and a survey form.

Download page - Free App download (Windows)

The screenshot shows the Windows Store page for 'Survey123 for ArcGIS'. It displays the app icon, a 5-star rating, and a 'Get the app' button. A note at the bottom states 'This app does not work on your device.' To the right, there is a preview image of the app's interface on a mobile device with a 'Sign In' button.



Select Install



Accept all defaults

There are a couple settings on your device that may need to be changed depending on your current configuration.

- Wi-Fi – On (improves location accuracy)
- Location – On (so device can locate the point on map)
- Screen timeout (if you screen locks too quickly)

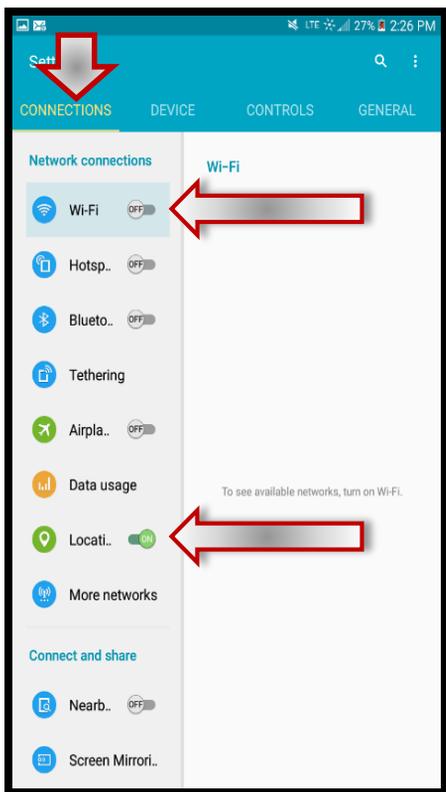
Following is examples of android and apple devices in case you need to change your settings

Tablet – Settings for Android devices



If you need to change settings on your device

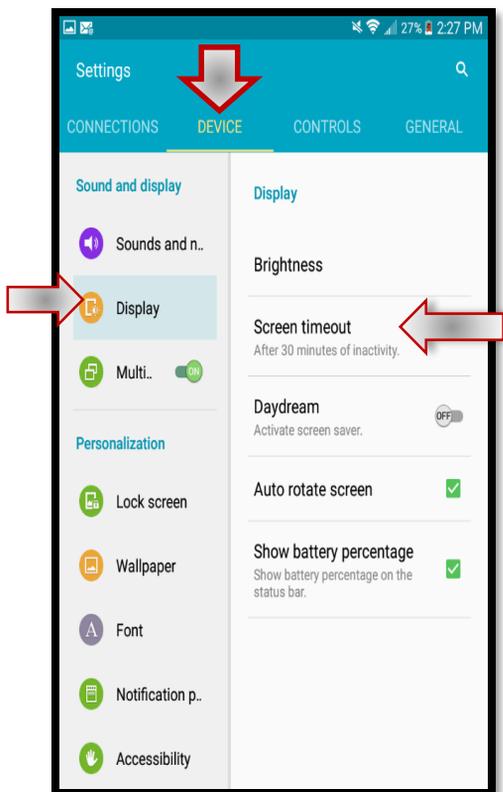
Select “Settings”



Select “Connections”

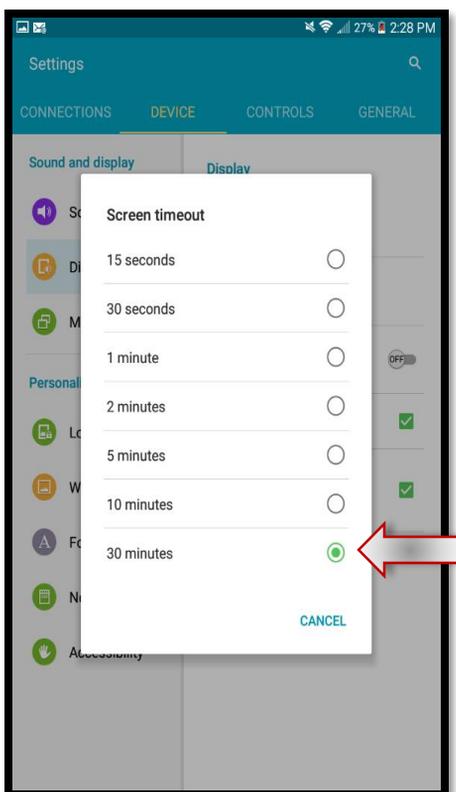
Turn **ON** Wi-Fi by Selecting the slider under the word Wi-Fi

Turn **ON** Locations (Always check that Locations is turned on) by Selecting the slider under the word Location.



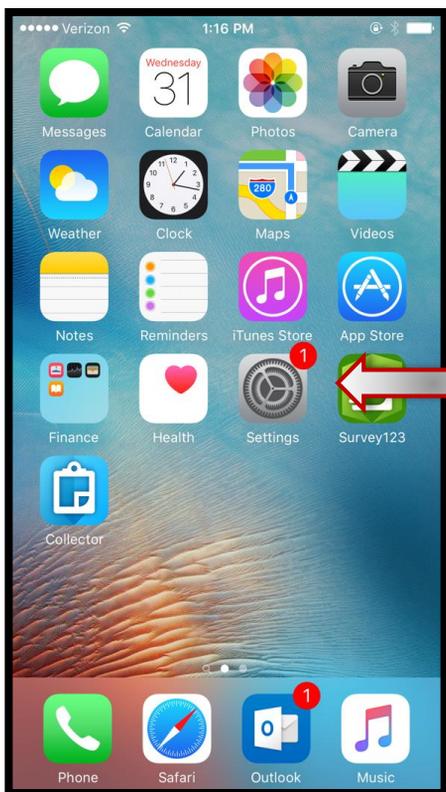
If your device keeps timing out, or going to sleep too quickly, you can lengthen the screen timeout.

- Select Settings
- Select Device
- Select Display
- Select Screen Timeout



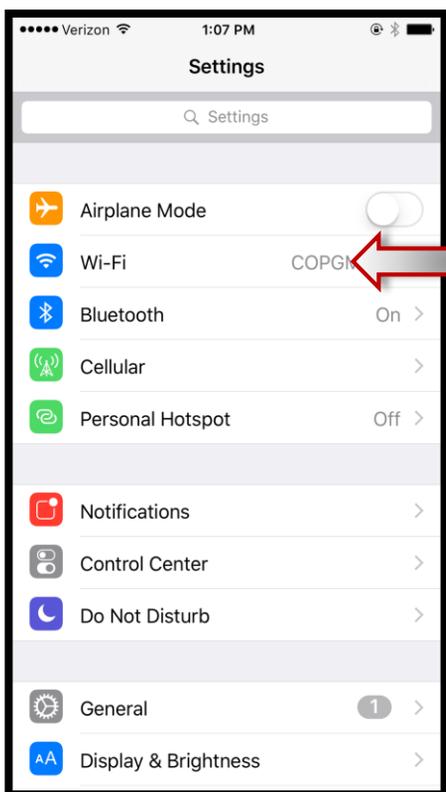
Select your preferred screen timeout option

Tablet – Settings for Apple devices

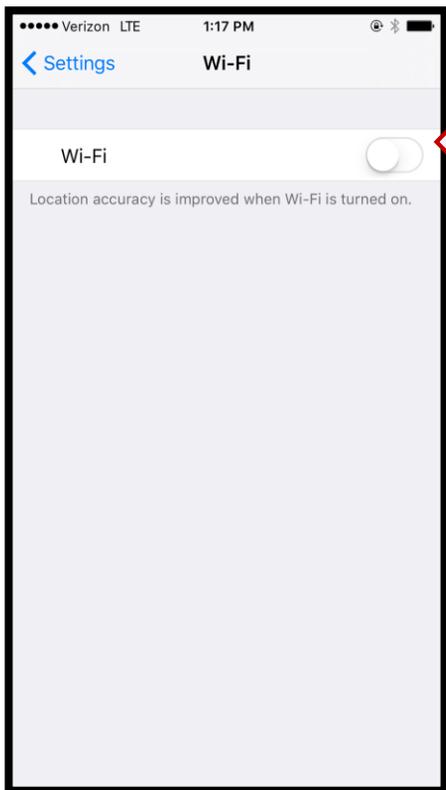


If you need to change settings on your device

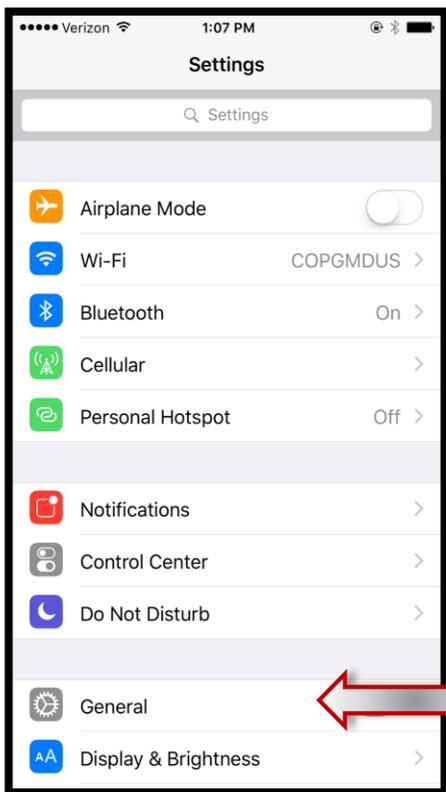
Select “Settings”



Select “Wi-Fi”

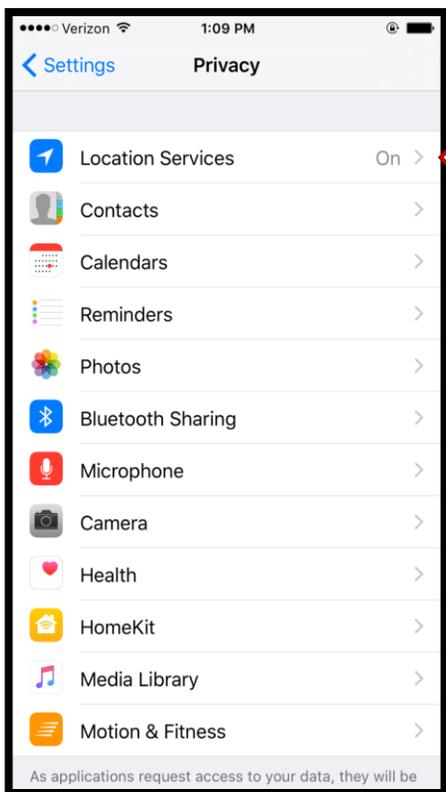


Turn **ON** Wi-Fi by
Selecting the slider
under the word Wi-Fi

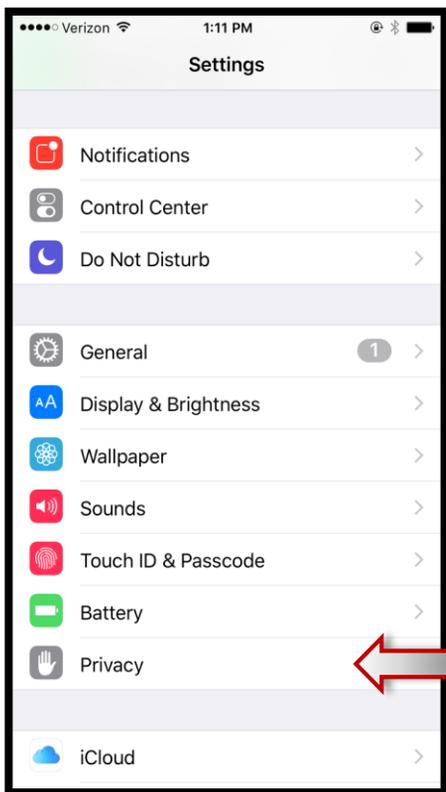


To turn **ON** Locations

Select "General"



Turn **ON** Location Services by Selecting the slider

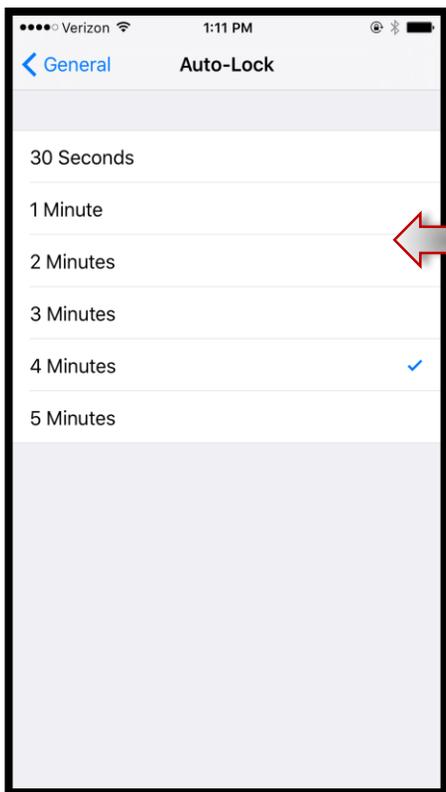


If your device keeps timing out, or going to sleep too quickly, you can lengthen the screen timeout.

Select "Privacy"



Select "Auto-Lock"



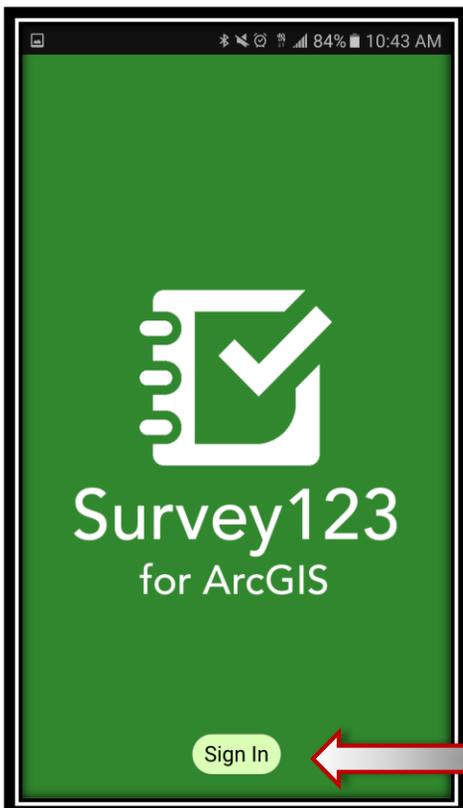
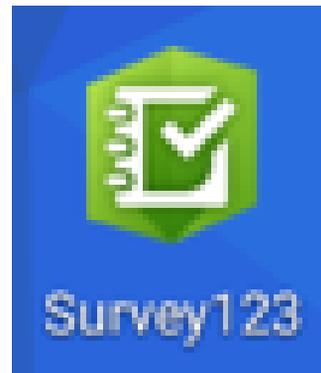
Select your preferred screen timeout option

Logging in & Download Survey (1st time)

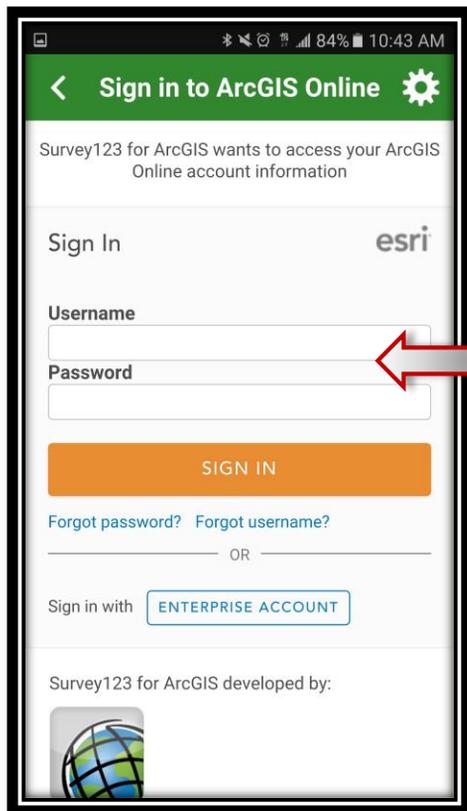


When collecting litter, users will be using the Survey123 App.

Select Survey123



Select Sign in

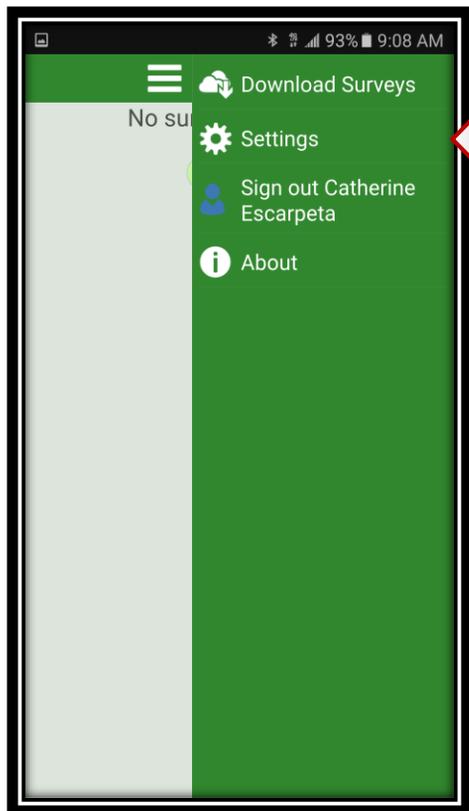


Users will be using their Arc GIS Online accounts to sign in.

Once you sign in it will remember you



Select Get Surveys

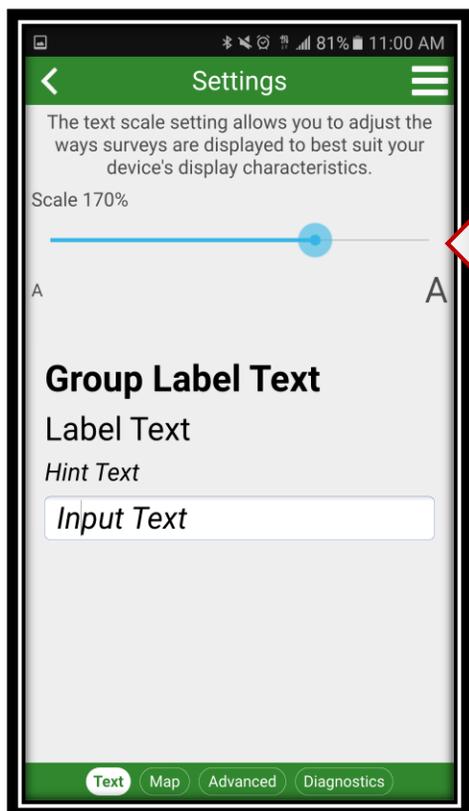


If you select the option button  on My Survey screen

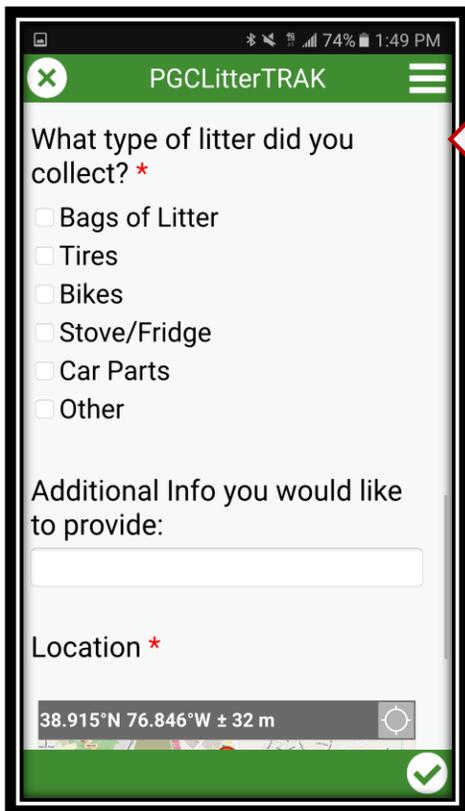
You can Download surveys

Change settings

Sign in/out of your ARCGis Online account

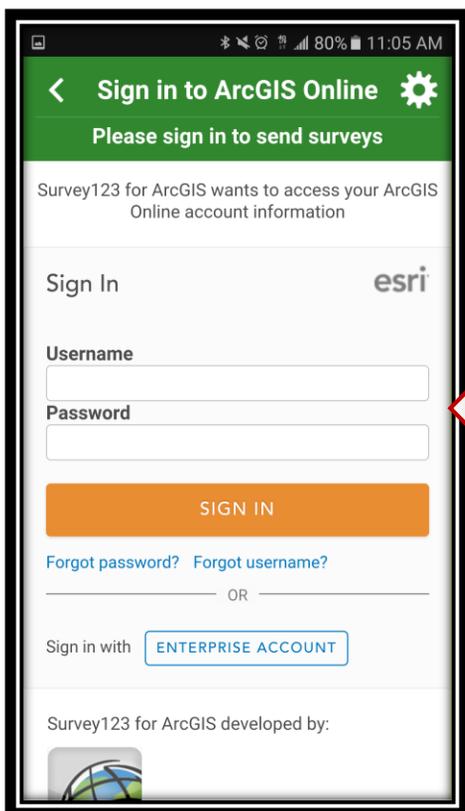


Sliding the blue circle on the bar will increase the size of text for your survey



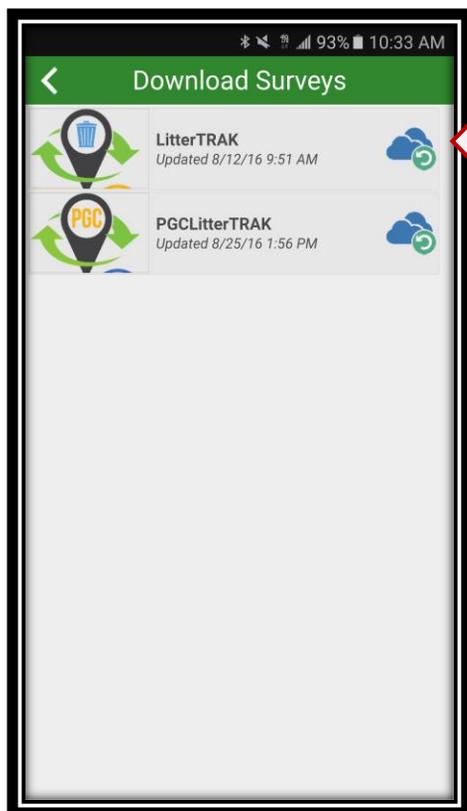
Text at 170%

Important thing to know:



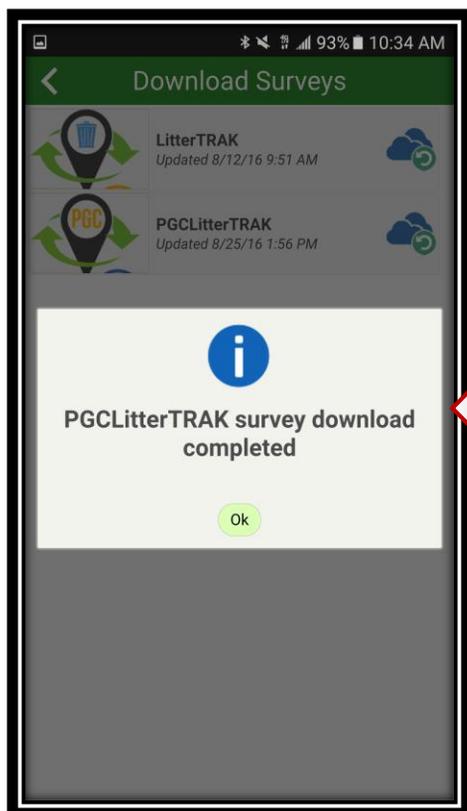
You do not have to be signed into your ArcGIS Online account to complete a survey once it's been downloaded

So if you forget your password just go ahead and collect the data and we will help you get it uploaded once you are back in the office

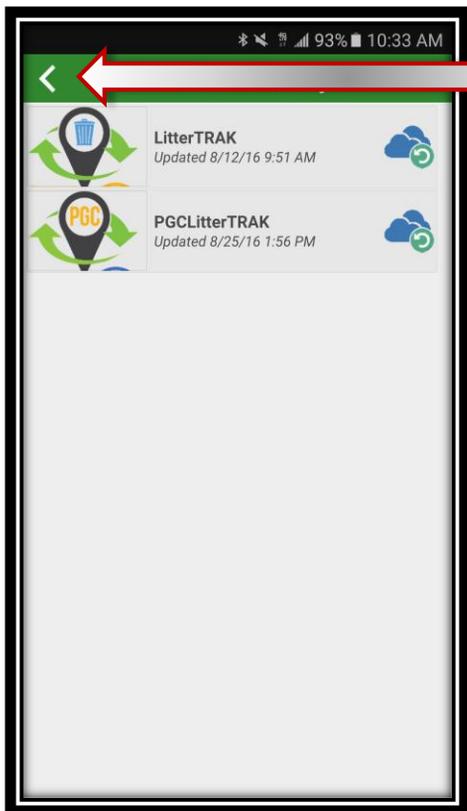


Select on
PGCLitterTRAK

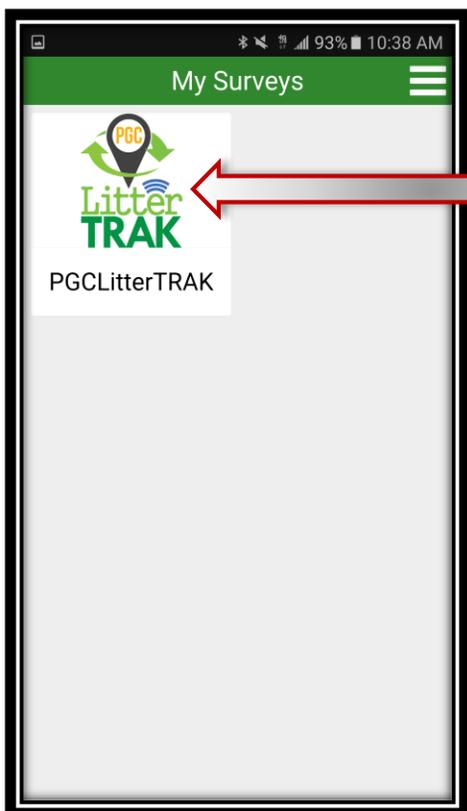
Surveys are only
available if you are in
the assigned group
So you may only see
one survey available
to you



Downloaded
complete will pop up
Select OK



Select back arrow



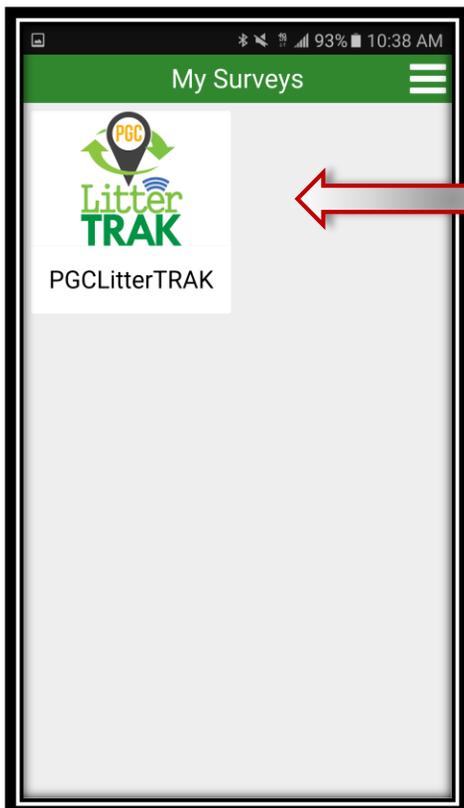
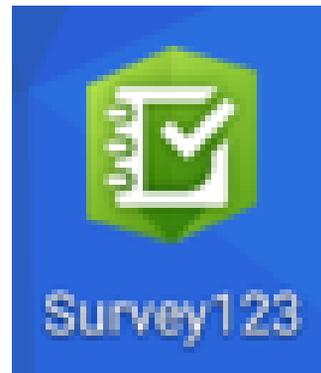
Select PGCLitterTRAK

Using PGCLitterTRAK

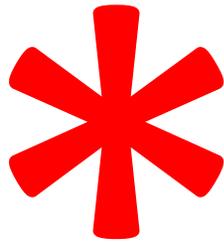


When collecting litter, users will be using the Survey123 App.

Select Survey123



Select PGCLitterTRAK



Any questions that
have a red asterisk
require an answer!!!



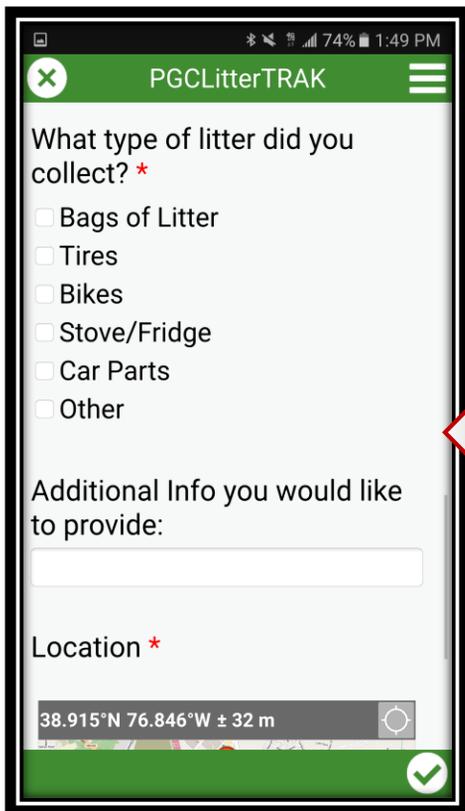
Select Collect to start collecting data via the form



Select answer to questions

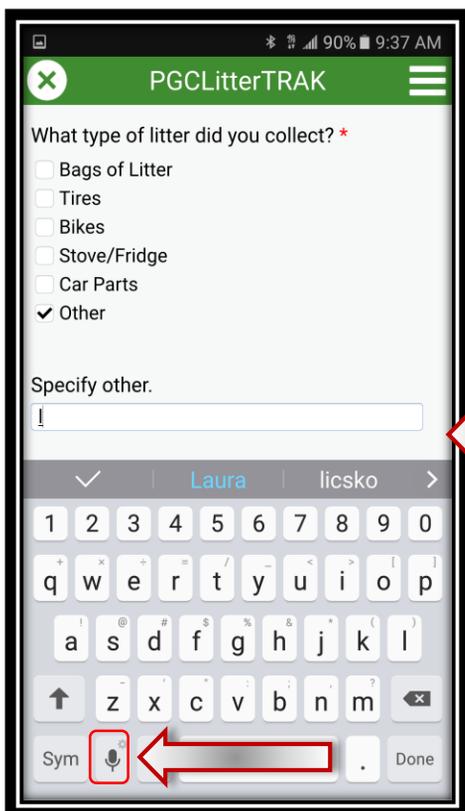
Depending what you pick from the list, this may/may not prompt another list of questions.

* Required answer



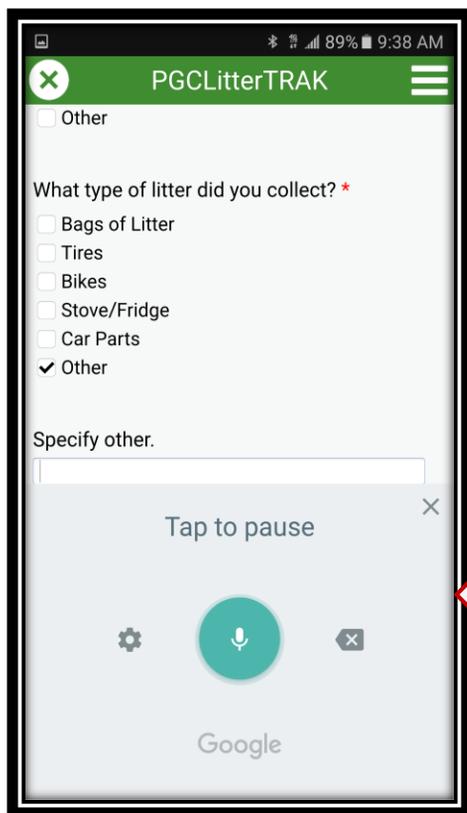
Selecting “Other” prompts you to specify other by typing in response

This works same for all questions



You can type in your response using keypad

Or use voice by Selecting microphone



PGCLitterTRAK

Other

What type of litter did you collect? *

Bags of Litter

Tires

Bikes

Stove/Fridge

Car Parts

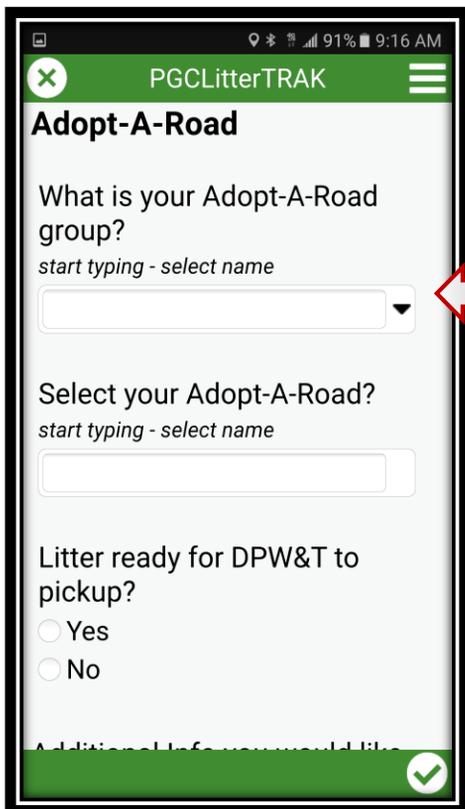
Other

Specify other.

Tap to pause

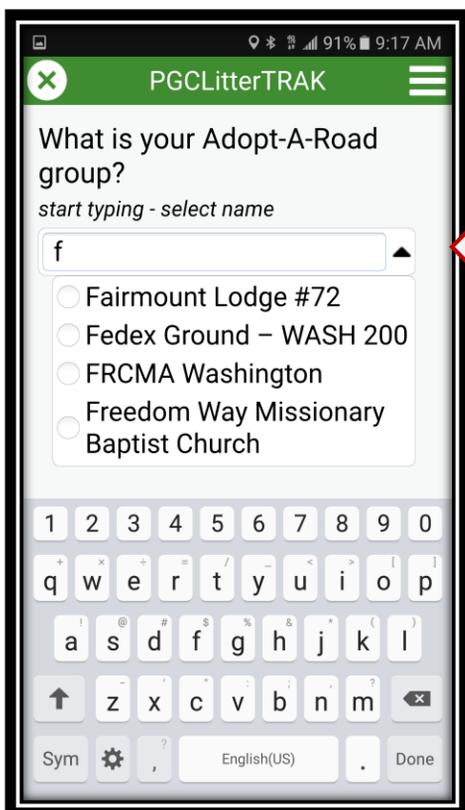
Google

Voice Recognition
types whatever you
say into the blank
space



Select “Adopt-A-Road”

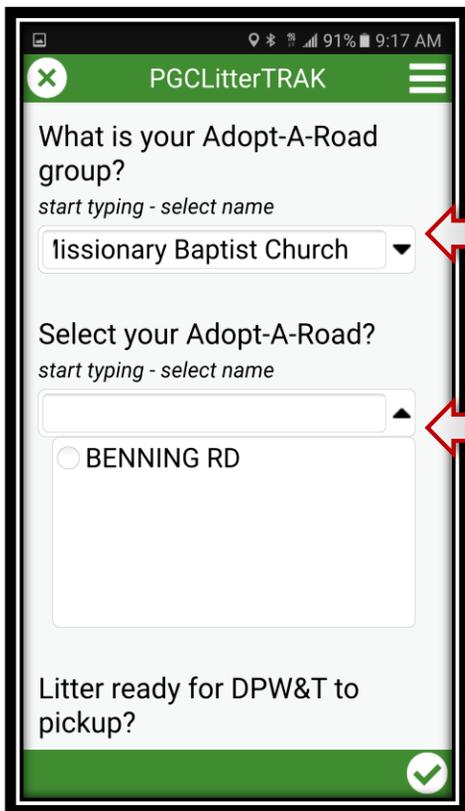
Opens Adopt-A-Road section which has specific questions based groups that have a signed agreement with DPW&T for Adopt-Road program



Select Adopt-A-Road group

Selecting “Adopt-A-Road” prompts you to select which your group

Only lists groups that are in the adopt-a-road program



PGCLitterTRAK

What is your Adopt-A-Road group?
start typing - select name

missionary Baptist Church

Select your Adopt-A-Road?
start typing - select name

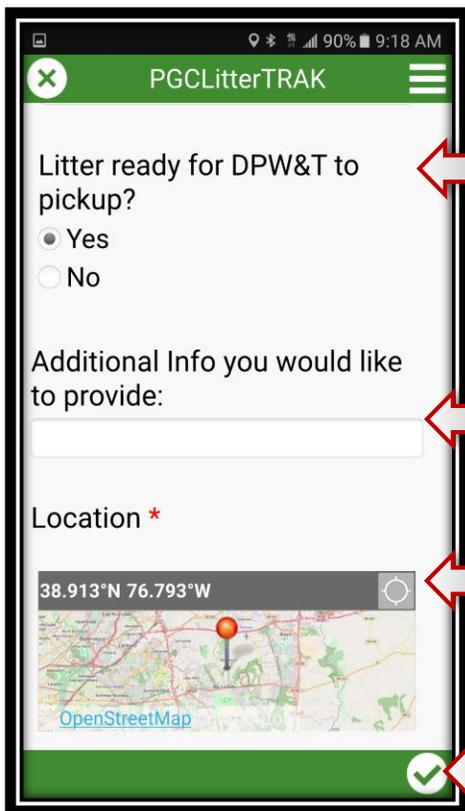
BENNING RD

Litter ready for DPW&T to pickup?

Once your group is selected

Select arrow to select your road

(a few groups have multiple roads)



PGCLitterTRAK

Litter ready for DPW&T to pickup?

Yes
 No

Additional Info you would like to provide:

Location *

38.913°N 76.793°W

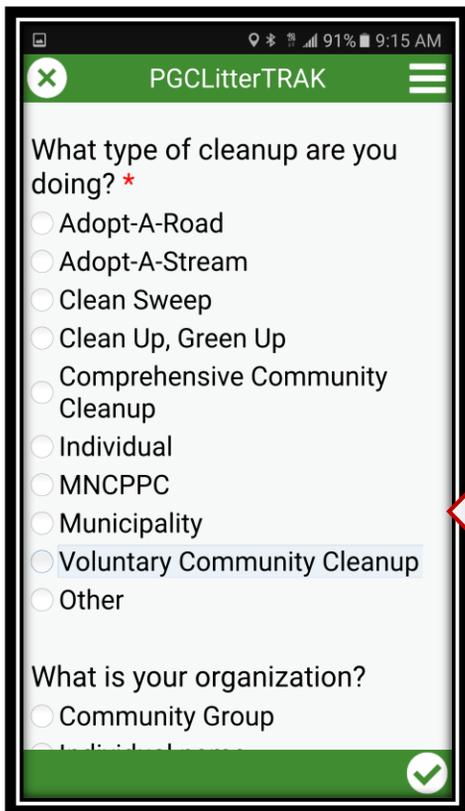
OpenStreetMap

Is litter ready for pickup?

Additional information
Such as illegal
dumping site, etc.

Location – make sure
pin on map

Select checkmark to
send data



PGCLitterTRAK

What type of cleanup are you doing? *

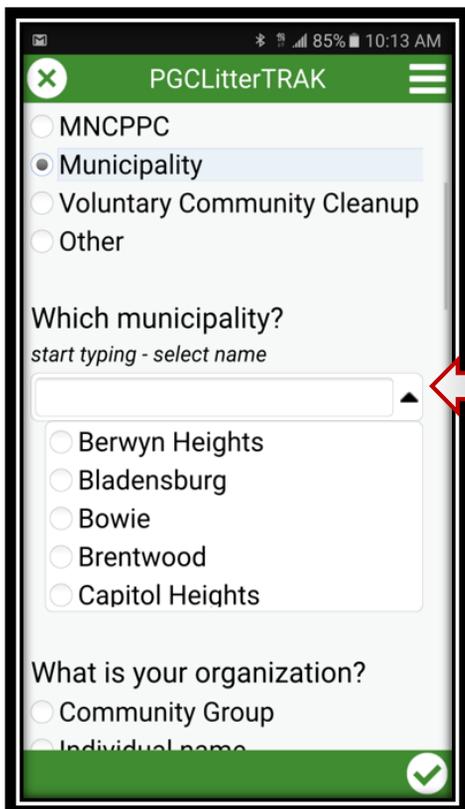
- Adopt-A-Road
- Adopt-A-Stream
- Clean Sweep
- Clean Up, Green Up
- Comprehensive Community Cleanup
- Individual
- MNCPPC
- Municipality
- Voluntary Community Cleanup
- Other

What is your organization?

- Community Group
- Individual name

9:15 AM

Select "Municipality" only if you work for the local municipal government doing a cleanup



PGCLitterTRAK

- MNCPPC
- Municipality
- Voluntary Community Cleanup
- Other

Which municipality?
start typing - select name

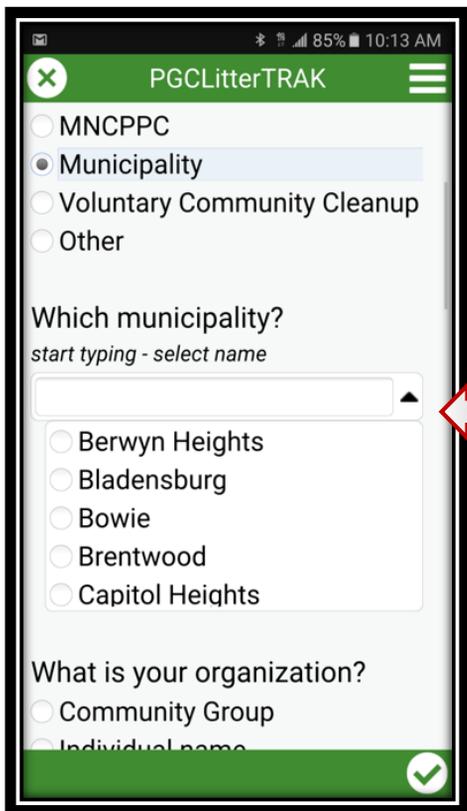
- Berwyn Heights
- Bladensburg
- Bowie
- Brentwood
- Capitol Heights

What is your organization?

- Community Group
- Individual name

10:13 AM

Select name of municipality from list



PGCLitterTRAK

MNCPPC

Municipality

Voluntary Community Cleanup

Other

Which municipality?

start typing - select name

Berwyn Heights

Bladensburg

Bowie

Brentwood

Capitol Heights

What is your organization?

Community Group

Individual name

Select name of municipality from list



PGCLitterTRAK

Other

What is your organization?

Community Group

Individual name

Government

Other

Community Group Name

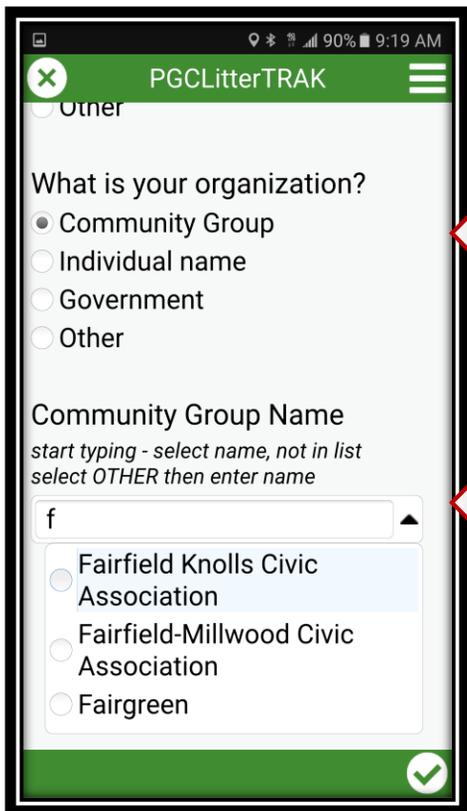
*start typing - select name, not in list
select OTHER then enter name*

Fairfield Knolls Civic Association

Fairfield-Millwood Civic Association

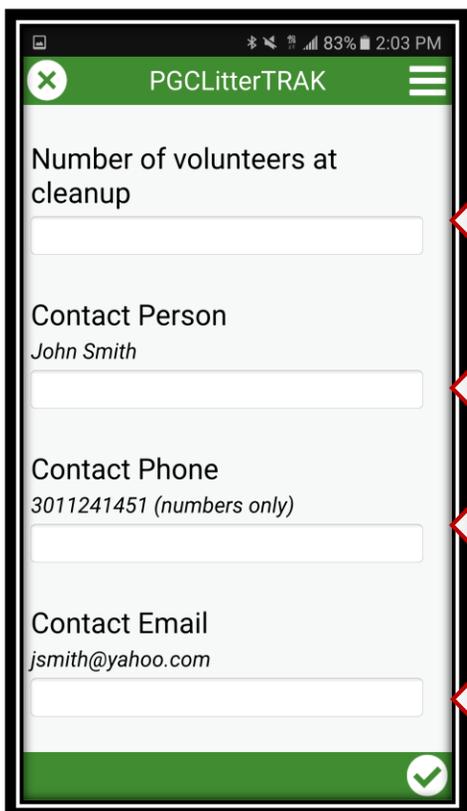
Fairgreen

Select government if you are a municipality or MNCPPC



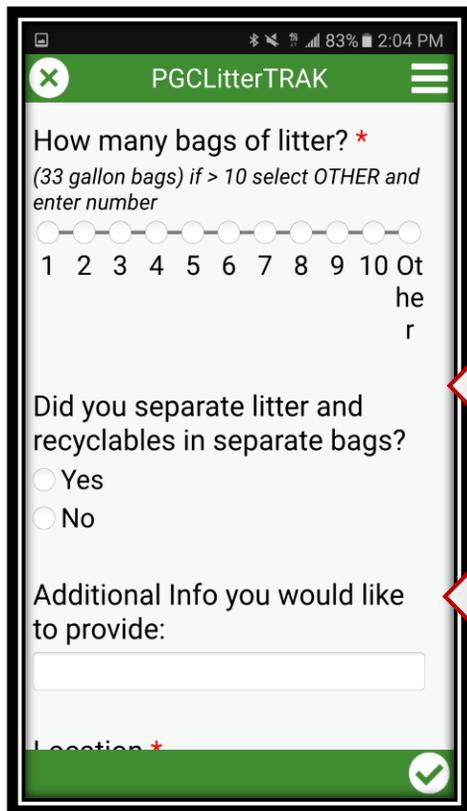
Select your type of organization

If you are a community group select your group name from list. If not in list, select "Other" then type it in



Number of volunteers (numbers only)

Enter contact information



PGCLitterTRAK

How many bags of litter? *

(33 gallon bags) if > 10 select OTHER and enter number

1 2 3 4 5 6 7 8 9 10 Other

Did you separate litter and recyclables in separate bags?

Yes

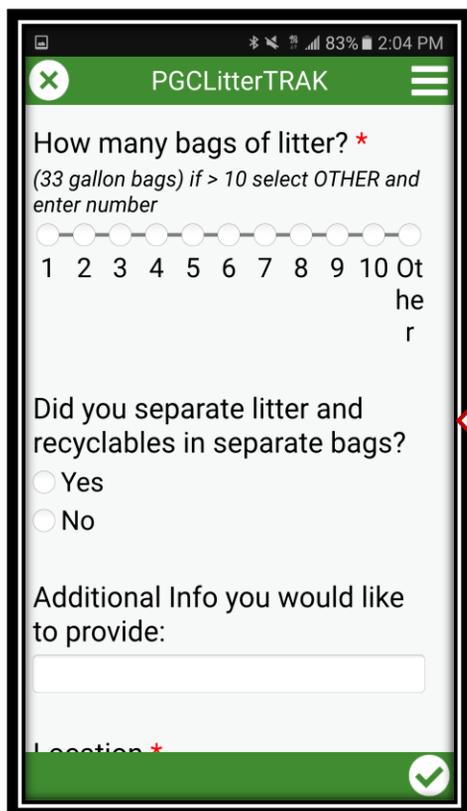
No

Additional Info you would like to provide:

Location *

Select number of bags, if more than 10 bags select "Other"

Enter number of bags



PGCLitterTRAK

How many bags of litter? *

(33 gallon bags) if > 10 select OTHER and enter number

1 2 3 4 5 6 7 8 9 10 Other

Did you separate litter and recyclables in separate bags?

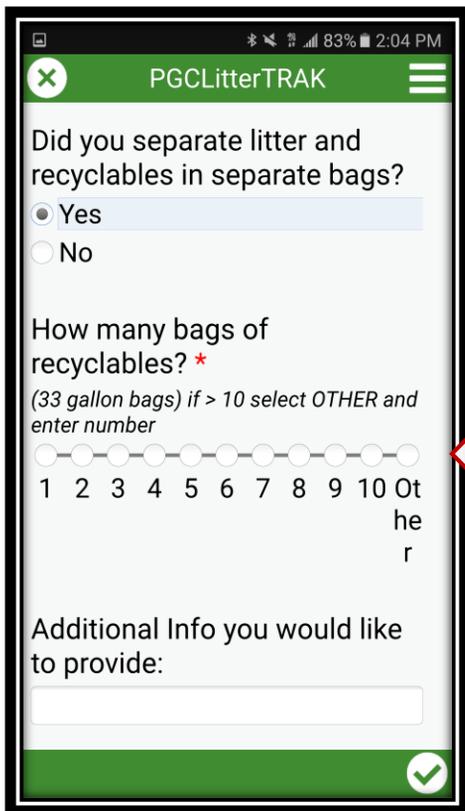
Yes

No

Additional Info you would like to provide:

Location *

Asked if separate litter and recyclables



PGCLitterTRAK

Did you separate litter and recyclables in separate bags?

Yes
 No

How many bags of recyclables? *

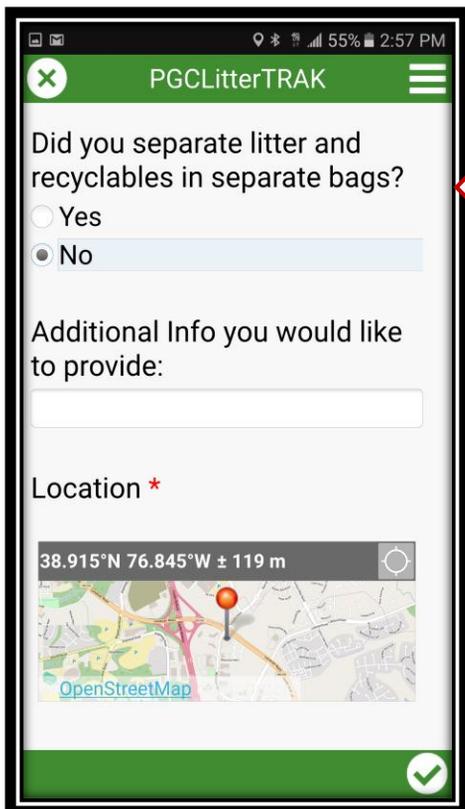
(33 gallon bags) if > 10 select OTHER and enter number

1 2 3 4 5 6 7 8 9 10 Other

Additional Info you would like to provide:

✓

Selecting “Yes” prompts you for count of how many bags of recyclables you collected



PGCLitterTRAK

Did you separate litter and recyclables in separate bags?

Yes
 No

Additional Info you would like to provide:

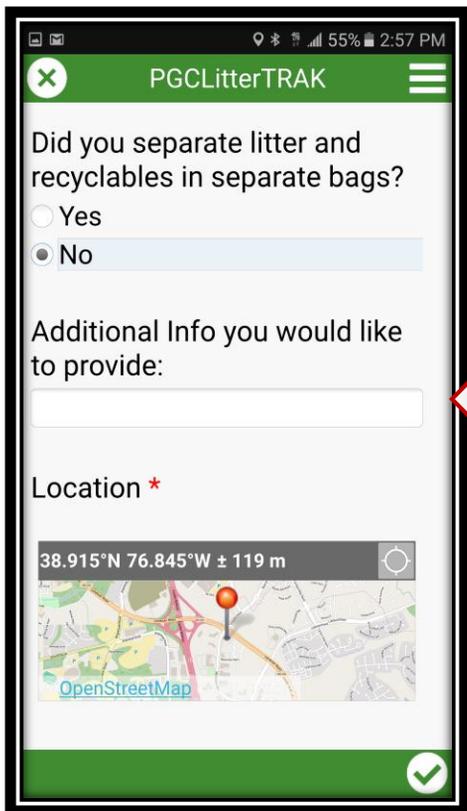
Location *

38.915°N 76.845°W ± 119 m

OpenStreetMap

✓

Selecting “No” just takes you to next question



PGCLitterTRAK

Did you separate litter and recyclables in separate bags?

Yes

No

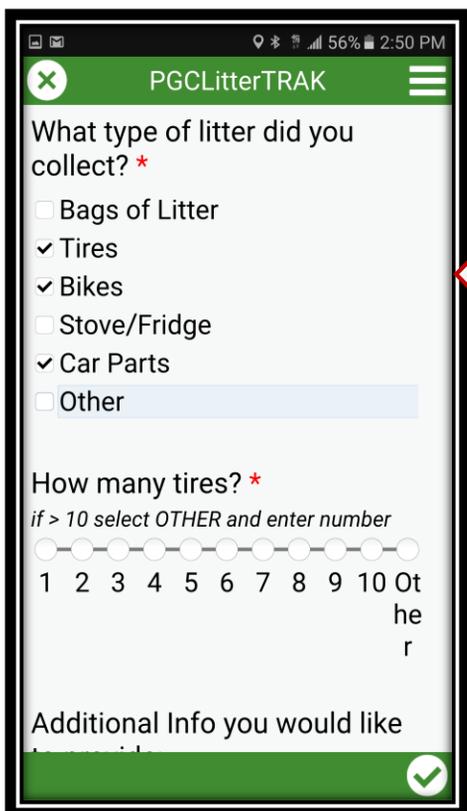
Additional Info you would like to provide:

Location *

38.915°N 76.845°W ± 119 m

OpenStreetMap

Additional information
Such as illegal dumping site, etc.



PGCLitterTRAK

What type of litter did you collect? *

Bags of Litter

Tires

Bikes

Stove/Fridge

Car Parts

Other

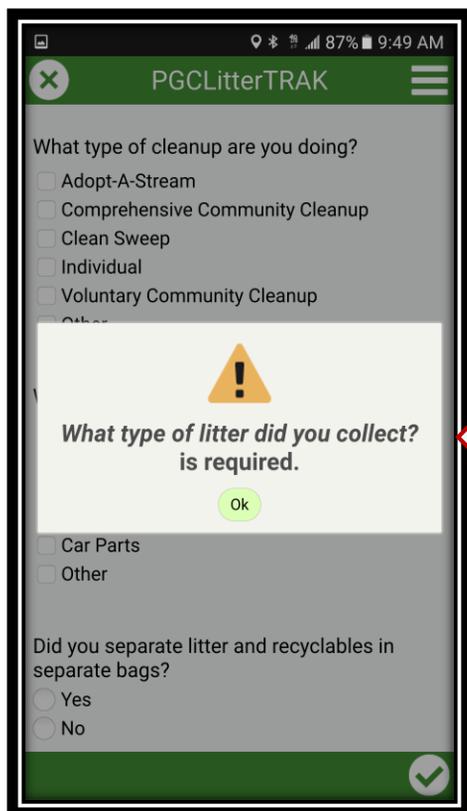
How many tires? *

if > 10 select OTHER and enter number

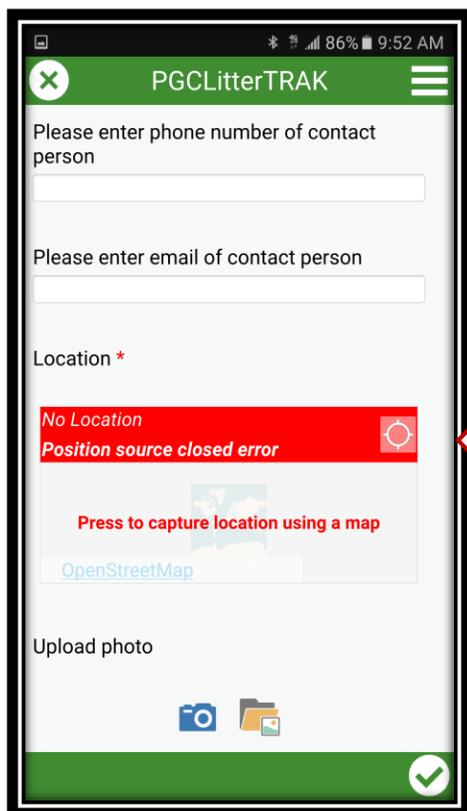
Other

Additional Info you would like to provide:

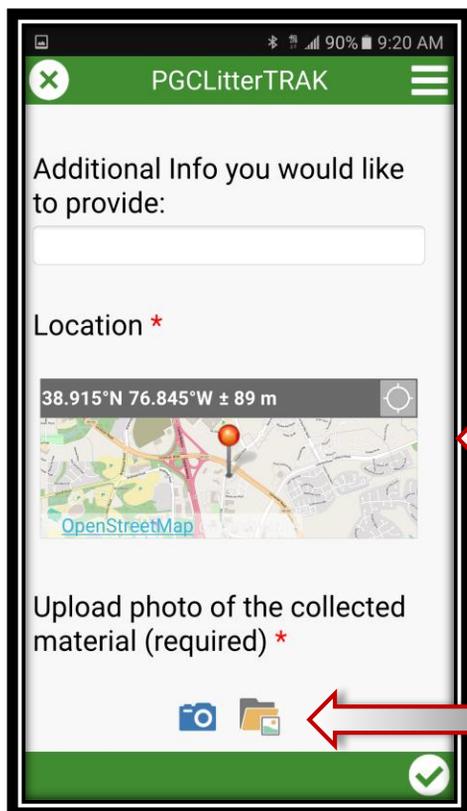
You can select multiple types of litter.



If you do not answer a required question – a required message pops up

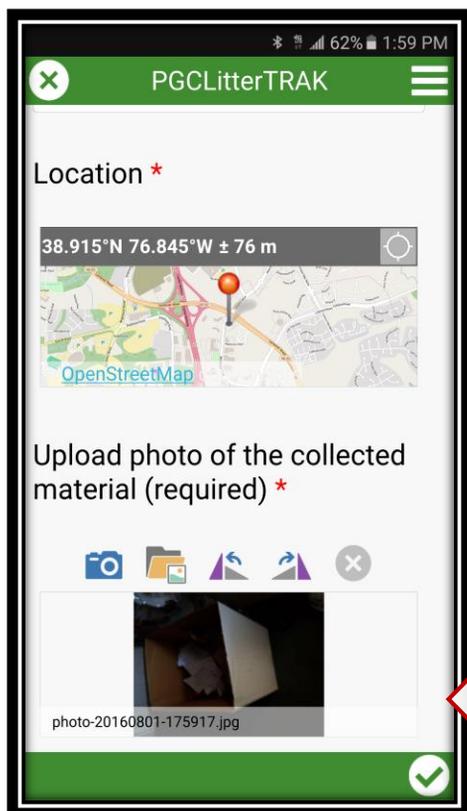


Location is required.... If this box is red it does not have the location selected. You can wait a few seconds or push the compass button



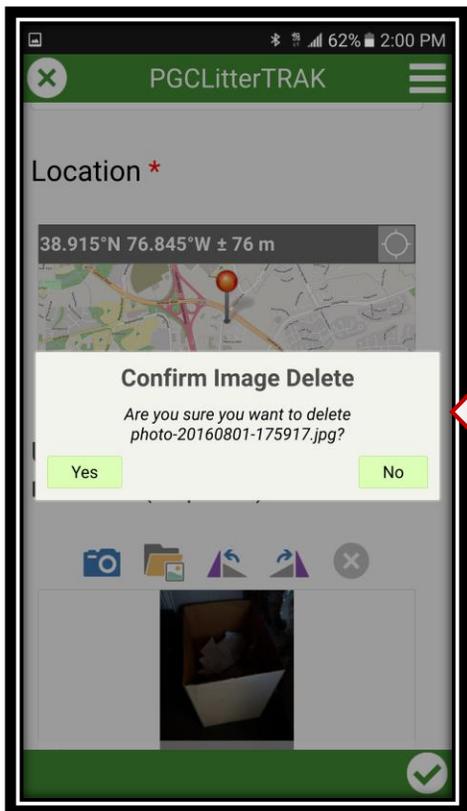
Once it knows your location the latitude, numbers will will display on the grey bar and you will see a point on the map

Upload one photo that you take in the field or upload from a library.



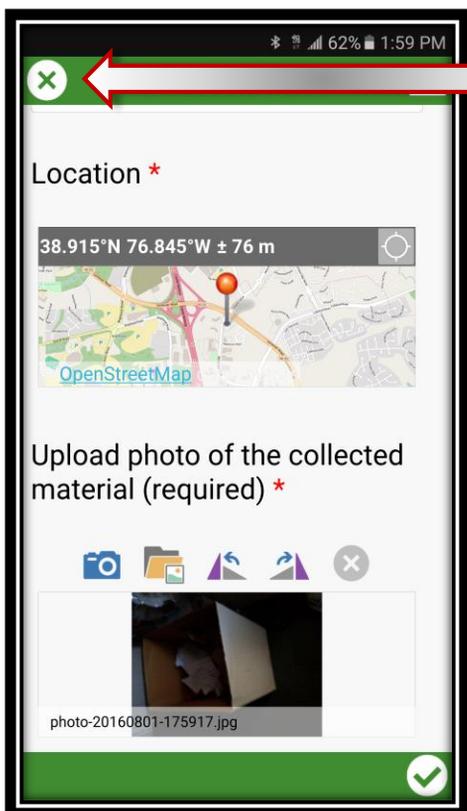
Note: If you have a cover that blocks camera (like otter box) please remove cover first

User has option to rotate photo or delete (X)

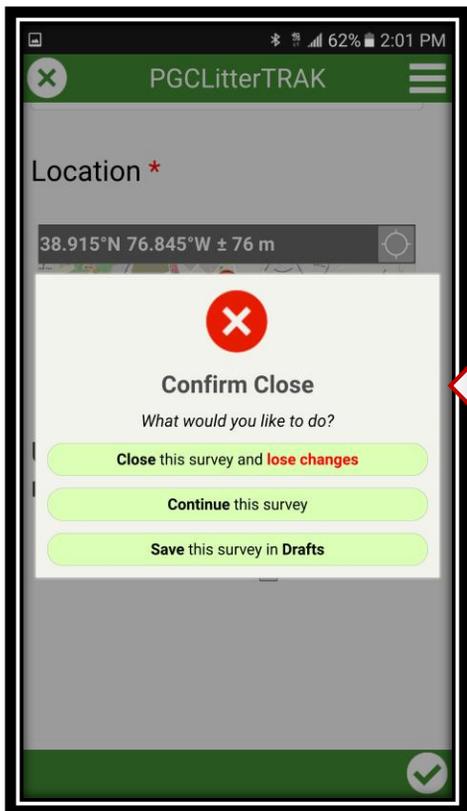


If Select X it will confirm delete

Select yes or no

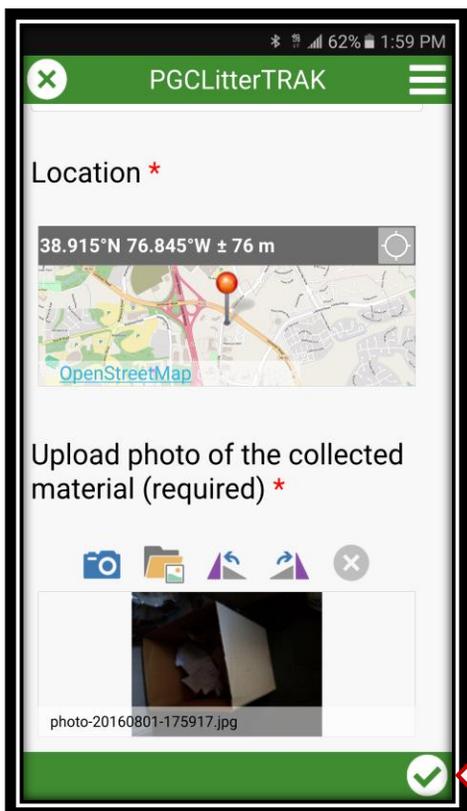


If you Select the X at top of screen, it will close the form

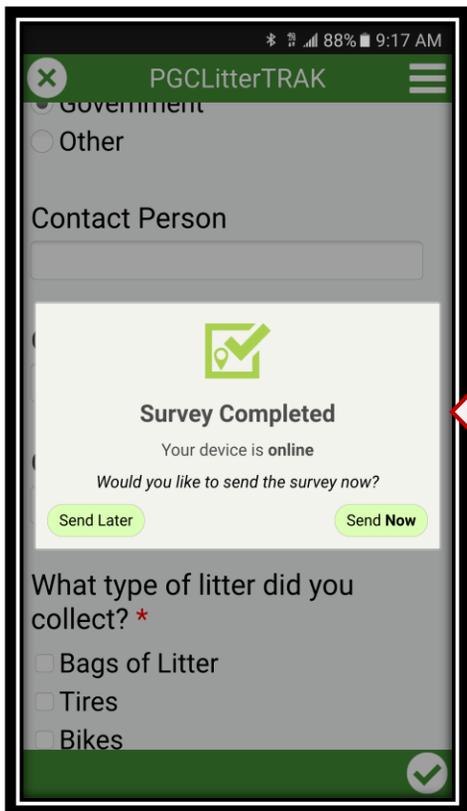


Close gives you 3 options

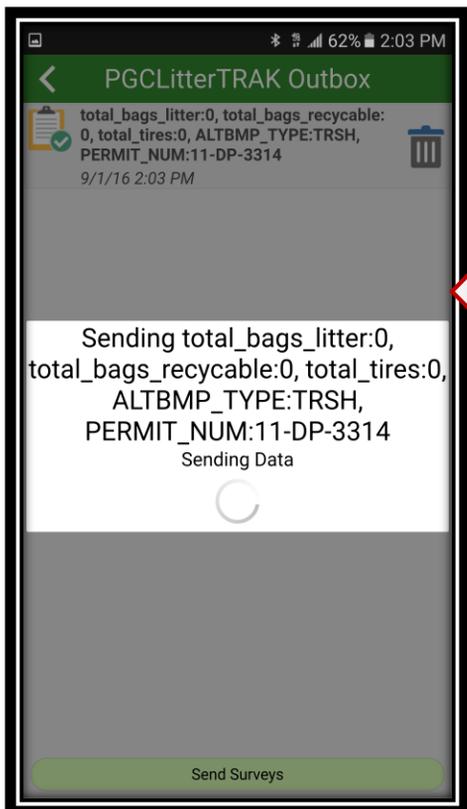
- Close
- Continue
- Save in drafts



Once survey is completed – Select the check mark



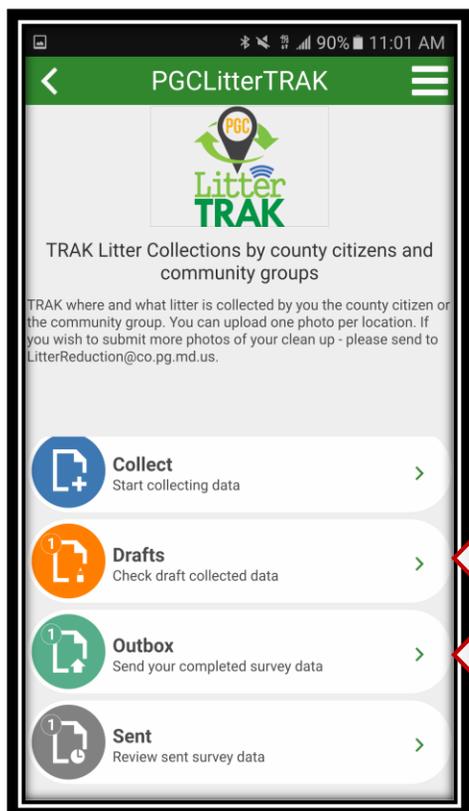
Once the survey is complete – you can chose “Send Later” or “Send Now”



“Send Now” transmits your data to the cloud – you will see a message sending

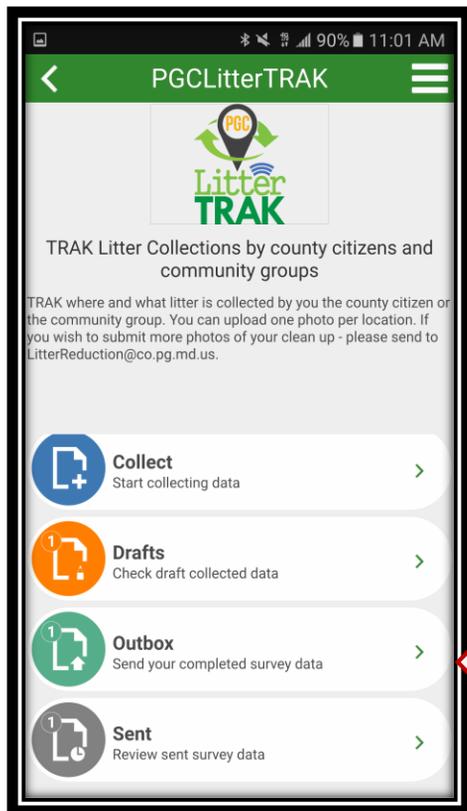


PGCLitterTRAK survey screen will have different options depending on how you have collected the data - you will see COLLECT and OUTBOX

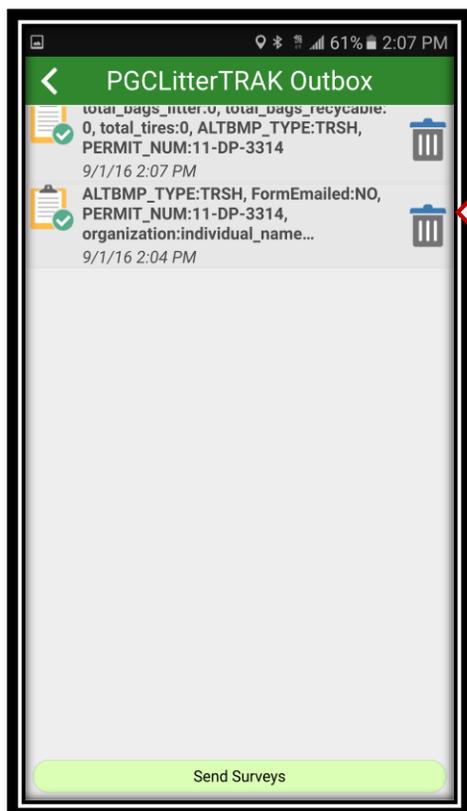


If you have pending collections either DRAFTS or OUTBOX – you will see them on the PGCLitterTRAK survey screen

These are created if you chose them on closeout screen – so you can come back and work on the later or send them later



Select OUTBOX



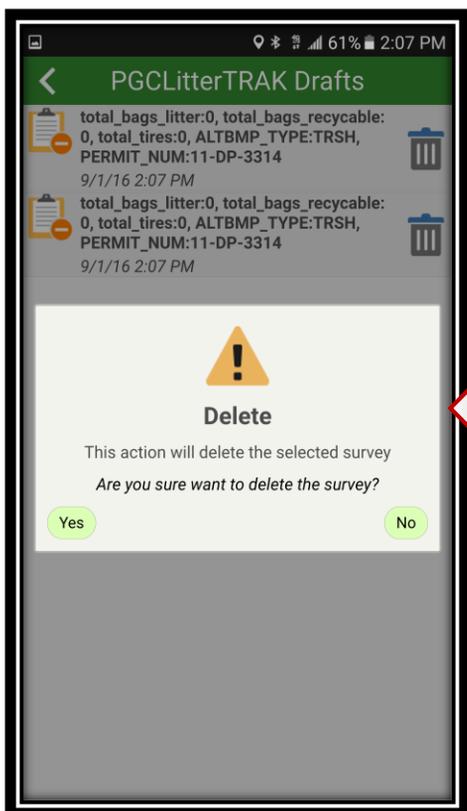
You will see the completed surveys ready to send

Select trash can to delete

Select "Send Surveys" to send all items in outbox



Drafts allow you to
Select on record and
continue work or
Select trash can to
delete

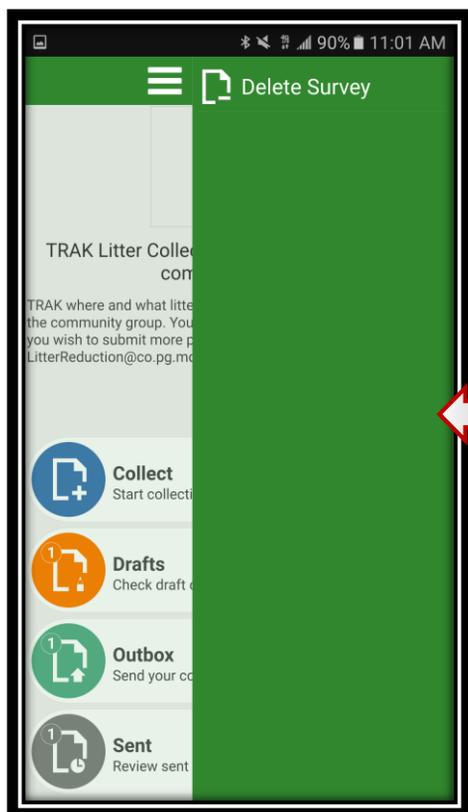


Select trash can to
delete – confirmation
Select yes or no



Users see the number of uncompleted surveys on the My Survey screen for both **DRAFT** and **OUTBOX**

Making it easy to return to work that needs to be completed



If you select the option button  PGCLitterTRAK survey screen – you have option to Delete Survey