WISCONSIN DEPARTMENT OF NATURAL RESOURCES

Instruction Manual

Version 3
August 2023

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Get Started

To get started reporting your charter trips with the Survey 123 Field App and the Sport Trolling Report for the Great Lakes, you have to complete the following steps. Please complete these steps in the order below to ensure that you are ready with the application to enter your fishing trips.

1. Complete the registration process for your username, password and security questions from an email sent by notifications@arcgis.com - See page 4 for details.

2. Download the Survey 123 Field App on your smartphone - See page 5 for details.

3. Download the Sport Trolling Report for the Great Lakes into the Survey 123 application - See page 6 for details.

4. After reading the instructions, start the login procedure on page 9.

5. Start entering your trip information - See page 11 for details.

ArcGIS Login Credentials

In order to download the Sport Trolling Report for the Great Lakes, you will need to create ArcGIS login credentials.

These credentials will be sent by the ArcGIS Notifications email address and look like the email below (notifications@arcgis.com). This email will be sent within one week of your purchase of your sport trolling license. **Make sure that your email address in Go Wild is accurate otherwise you will not get this critical email.**

Please click on the link in the email to create your secure password and security question and proceed to page 5 to continue the start-up process.

If you don't receive this email within one week of obtaining your Sport Trolling license, check your trash or spam folders. If you can't find it, please contact Mallory.Johnson@wisconsin.gov for further assistance.

---------- Forwarded message ---------
From: **ArcGIS Notifications** <notifications@arcgis.com>
Date: Wed, Feb 22, 2023 at 11:36 AM
Subject: An invitation to join an ArcGIS Online organization, Wisconsin DNR Hub Community.
To: <jane.jsmith2023@gmail.com>

Bryce Linden has invited you to join an ArcGIS Online Organization, Wisconsin DNR Hub Community.

Please click this link to finish setting up your account and establish your password to join the organization, Wisconsin DNR Hub Community: https://www.arcgis.com/home/newuser.html?invitation=Ae83e566d209a4856b78e02ee0ae2f36d

This link will expire in 14 day(s).

Note that your account has already been created for you with the username, **ccap.janesmith**.

If you have difficulty signing in, please contact Bryce Linden (bryce.linden@wisconsin.gov). Be sure to include a description of the problem, the error message, and a screenshot.

For your reference, you can access the home page of the organization here:
https://wi-dnr-hub.maps.arcgis.com

Experience what's possible with ArcGIS Online. For free hands-on lessons and other resources, visit Learn ArcGIS.

FOR MOBILE DEVICE

1. Download and install ESRI Survey 123 Field App to your device from your app store.

Apple: https://apps.apple.com/us/app/arcgis-survey123/id993015031

Google: https://play.google.com/store/apps/details?id=com.esri.survey123

Amazon: https://www.amazon.com/Esri-Inc-Survey123-for-ArcGIS/dp/B01MAV32GO

Microsoft: https://www.microsoft.com/store/apps/9NBLGGH5WMRR

The app name and image (as seen on the Apple App Store) is below.

ArcGIS Survey123 [4+]
ESRI
Designed for iPad
★★★☆☆ 2.9 • 110 Ratings
Free

The Survey123 app is now loaded on your phone and ready for you to load the Sport Trolling Report for the Great Lakes.

2. Continue on to start loading the form.

Installing the Sport Trolling Form
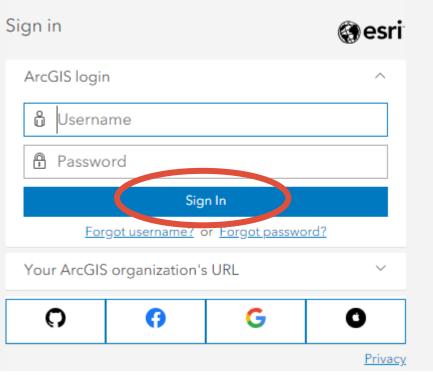
1. When you open the Survey123 application, you will get this splash screen during startup. Hit "Sign in with ArcGIS Online."

2. Enter your ArcGIS Online credentials that were sent to you via email and the password that you created.

   Your username should start with "ccap." followed by your name. For example, ccap.janesmith.

3. Hit "Sign In" to login to the Survey123 App.

4. If you get this screen, you can click close.

   We are not collecting location information with this app.

Location Inaccessible

Please ensure:
1. Location services are turned on.
2. The app has permission to access your location.

↻ Retry

⊗ Close

5. Once open, click "Download Surveys."

   If you don't have a download surveys button, type "sport trolling" in the search bar and continue to step 6.

My Survey123

Q Search

You don't have any surveys on your device.

☁ Download surveys

6. Click on the cloud icon next to the report form.

7. Once the form has been downloaded, click on the back arrow to return to the forms page.

8. Click on the Sport Trolling Report Form.

9. Click "Collect," and you are ready to enter your fishing trips.

10. Go to page 11.

Starting The Application

1. When you open the Survey123 application and get this splash screen during startup, hit "Sign in with ArcGIS Online"

2. Enter your ArcGIS Online credentials that were sent to you via email and the password that you created.

   Your username should start with "ccap." followed by your name. For example, ccap.janesmith.

3. Hit "Sign In" to start the form.

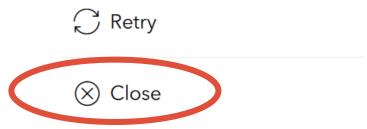4. Click on the Sport Trolling Report Form for the Great Lakes.

   If you get this screen, you can click "Close." We are not collecting location information with this app.
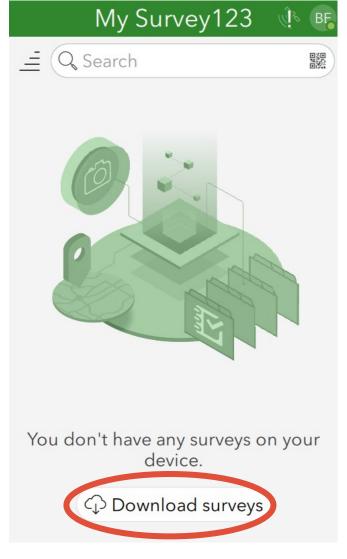
Location Inaccessible

Please ensure:
1. Location services are turned on.
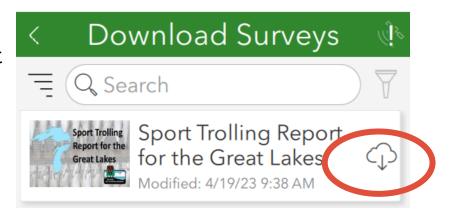2. The app has permission to access your location.

↻ Retry

⊗ Close

5. To begin entering data, click on the "Collect" icon below.

ArcGIS Survey123 — □ ✕

< Sport Trolling Report for the Great Lakes

Sport Trolling Report for the Great Lakes

In this form, captains will enter their fishing trip inform...
Owner: bryce.linden_wi_dnr
Created: 4/4/23 4:07 PM
Modified: 4/19/23 9:38 AM

This template includes all XLSForm features supported in ArcGIS Survey123.

＋ Collect ＞

Collecting Information

1. Enter your DNR customer number.

2. Enter your first and last name.

3. Enter your documented boat name OR 8-digit state registration number.

4. Answer the primary question, "Did you fish this month?"

If you answered **NO**, please continue on .

If you answered **YES**, please continue on .

Please use a mobile device to complete and submit this report. If you need technical support, please contact Sport Trolling Form Support on Mon-Fri from 9:00 AM to 4:30 PM.

DNR/ Go Wild Customer ID *

(must be 9 digits - no dashes, use leading zeros if less than 9 digits: 000054321)

First Name *

Last Name *

Documented Boat Name OR 8-digit state registration *

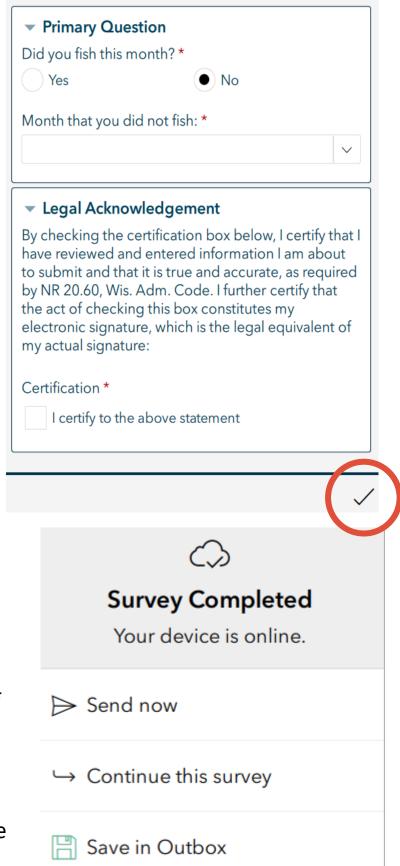▼ **Primary Question**

Did you fish this month? *

◯ Yes   ◯ No

DID NOT FISH THIS MONTH

1. If you answered the primary question as "No, I did not fish this month," select the month you did not fish from the drop down menu.

2. Click on the "I certify to the above statement" box.

3. Click on the check mark on the bottom right of the form.

4. Hit the send now button.

5. You have completed the entry of reporting a month in which you did not fish.

You can enter all the months you are not planning to fish at any time. We suggest that you fill out all the months you will not fish at the start of the season, so you will not have to remember to do it at the end of the season.

For example, if you won't have trips from January—March or October—December, enter those at the beginning of the year.

Primary Question

Did you fish this month? *

○ Yes   ● No

Month that you did not fish: *

[⌄]

Legal Acknowledgement

By checking the certification box below, I certify that I have reviewed and entered information I am about to submit and that it is true and accurate, as required by NR 20.60, Wis. Adm. Code. I further certify that the act of checking this box constitutes my electronic signature, which is the legal equivalent of my actual signature:

Certification *

☐ I certify to the above statement

✓

Survey Completed

Your device is online.

▷ Send now

↪ Continue this survey

🖫 Save in Outbox

FISHING REPORT

1. Select the date of your trip.

2. Select the major waterbody that you are fishing in.

3. Select an origin port from the drop down list.

4. Select a specific fishing location from the drop down box (i.e., grid).

Date of Trip *

📅 Thursday, April 13, 2023   ⊗

▼ **Location Description**

Note: If you fished at more than one waterbody during your trip, please enter each location as a separate report.

Please Select a Major Waterbody *

◯ Lake Michigan   ◯ Lake Superior

Please Select an Origin Port *

[⌄]

Please Select a Specific Fishing Location *

[⌄]

5. Enter the number of Wisconsin resident and non-resident anglers in your fishing party.

6. Enter the length of the fishing trip in whole hours.

7. Enter the number of ALL fish harvested during your trip.

▼ **Fishing Report**

Number of WI Resident Anglers *

(—)   0   ⊗   (+)

Number of Nonresident Anglers *

(—)   0   ⊗   (+)

Duration Of Fishing Trip In Hours? *

(—)   [   ]   (+)

Total Number of **All** Fish Harvested *
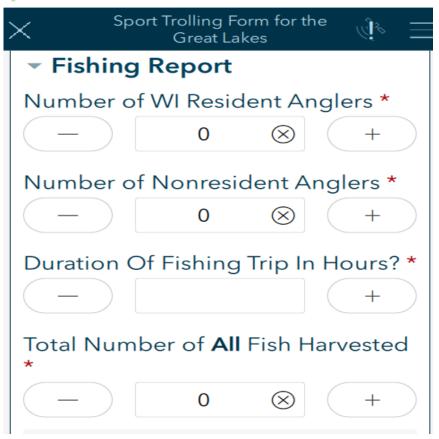
(—)   [   ]   (+)

If your clients did not catch any fish during your trip:
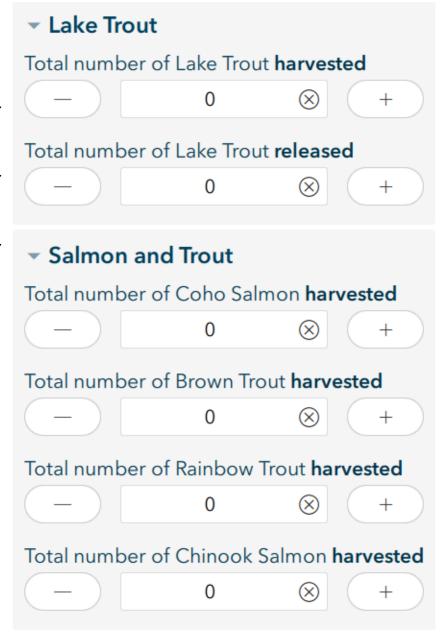
1. Enter zero.

2. Enter any trip comments.

3. Check the "I certify to the above statement" box.

4. Click the green check mark on the bottom of the app to complete your entry.

5. See page 22 to complete the submission of your trip.

Sport Trolling Form for the Great Lakes

▼ **Fishing Report**

Number of WI Resident Anglers *

— 0 ⊗ +

Number of Nonresident Anglers *

— 0 ⊗ +

Duration Of Fishing Trip In Hours? *

— +

Total Number of **All** Fish Harvested *

— 0 ⊗ +

Trip Comments
Please enter any comments about your trip here. (e.g. weather, tags, etc.)
Char. limit 255

▼ **Legal Acknowledgement**

By checking the certification box below, I certify that I have reviewed and entered information I am about to submit and that it is true and accurate, as required by NR 20.60, Wis. Adm. Code. I further certify that the act of checking this box constitutes my electronic signature, which is the legal equivalent of my actual signature:

Certification *

☐ I certify to the above statement

✓

If your fishing clients caught fish during your fishing trip:

1. Enter the total number of Lake Trout harvested.

2. Enter the total number of Lake Trout released.

3. Enter the total number of Coho Salmon, Brown Trout, Rainbow Trout and Chinook Salmon harvested on your trip.

▾ **Lake Trout**

Total number of Lake Trout **harvested**

| — | 0 | ⊗ | + |

Total number of Lake Trout **released**

| — | 0 | ⊗ | + |

▾ **Salmon and Trout**

Total number of Coho Salmon **harvested**

| — | 0 | ⊗ | + |

Total number of Brown Trout **harvested**

| — | 0 | ⊗ | + |

Total number of Rainbow Trout **harvested**

| — | 0 | ⊗ | + |

Total number of Chinook Salmon **harvested**

| — | 0 | ⊗ | + |

4. Did you examine any fish for clipped fins?

If you answered **NO**, go to .

If you answered **YES**, continue to the next step.

Did you examine any fish for clipped fins? *

◯ Yes   ◯ No

If you answered yes to the question "Did you examine any fish for clipped fins?," any fish that you harvested on your trip will appear below.

In this example, anglers caught Lake Trout, Coho and Chinook Salmon on this trip.

1. Enter the number of those fish that had ANY clipped fin. This indicates that those fish were raised in a hatchery.

Sport Trolling Form for the Great Lakes

Did you examine any fish for clipped fins? *

● Yes   ○ No

Number of clipped Lake Trout

—   0   ⊗   +

Number of clipped Coho Salmon

—   0   ⊗   +

Number of clipped Chinook Salmon

—   0   ⊗   +

OTHER FISH CAUGHT

1. If you caught fish other than Lake Trout, Coho and Chinook Salmon or Rainbow and Brown Trout, click on the Other Fish Caught section.

2. If you did not catch any other fish continue to .

3. Click on the "+" sign.

4. Click on the species that you caught. If your species is not in the list, select other and type the name in the box.

5. Enter the number of harvested fish.

6. If you harvested more than one type of fish, click on the "+" button and add another fish per step 3 above on , until all other fish have been recorded.

You can use the arrow buttons to see all the records that have been entered.

Species

● Atlantic Salmon   ○ Brook Trout

○ Northern Pike   ○ Pink Salmon

○ Splake   ○ Walleye

○ Other

Total Harvested

| — | 1 | ⊗ | + |

Species entered: Atlantic Salmon

| 🗑 | 1 of 1 | + |

LAMPREY ATTACHED

1. If you caught a fish with a Lamprey attached, click on the Fish with Lamprey Attached section.

2. Click on the "+" sign.

Other Fish Caught

Fish with Lamprey Attached

\+

▼ Fish with Lamprey Attached

Instructions: Select one species at a time. Add new species using the + sign. Delete entries using the trash can icon. If multiple species ar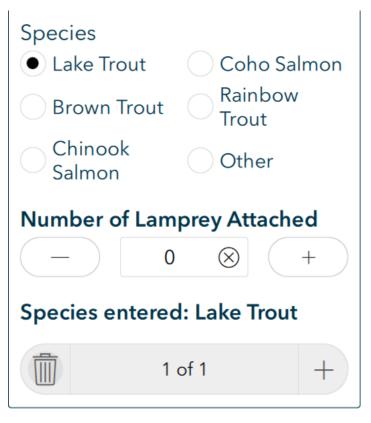e entered, toggle between them by using the arrows. **Repeat until all species with lamprey attached have been reported.**

3. Click on the species that you caught with the Lamprey attached. If your species is not in the list, select other and type the name in the box.

4. Enter the number of fish of that species that had a Lamprey attached.

Species

○ Lake Trout   ○ Coho Salmon

○ Brown Trout   ○ Rainbow Trout

○ Chinook Salmon ○ Other

Species entered:

| 🗑 | 1 of 1 | + |

5. If you have more than one species that had a Lamprey attached, click on the "+" button and add another species per step 3 above and on , until all other fish have been recorded.

You can use the arrow buttons to see all the records that have been entered.

Species
- ● Lake Trout
- ○ Brown Trout
- ○ Chinook Salmon
- ○ Coho Salmon
- ○ Rainbow Trout
- ○ Other

Number of Lamprey Attached

—   0   ⊗   +

Species entered: Lake Trout

🗑   1 of 1   +

If you are done with the report, continue onto the next page.

If you are done with the report:

1. Enter any trip comments.

2. Check the certify button.

3. Click the green check mark on the bottom of the app to complete your entry.

Trip Comments

Please enter any comments about your trip here. (e.g. weather, tags, etc.) Char. limit 255

▾ **Legal Acknowledgement**

By checking the certification box below, I certify that I have reviewed and entered information I am about to submit and that it is true and accurate, as required by NR 20.60, Wis. Adm. Code. I further certify that the act of checking this box constitutes my electronic signature, which is the legal equivalent of my actual signature:

Certification *

☐ I certify to the above statement

Once you have completed your entry, you have the option to send the survey now, continue with the survey or save it to your outbox.

If you don't have a cell phone or computer connection, please save your completed survey to your outbox and submit it as soon as you can.

If you have a cell phone or computer connection, the DNR suggests you submit the survey now to complete your submission.

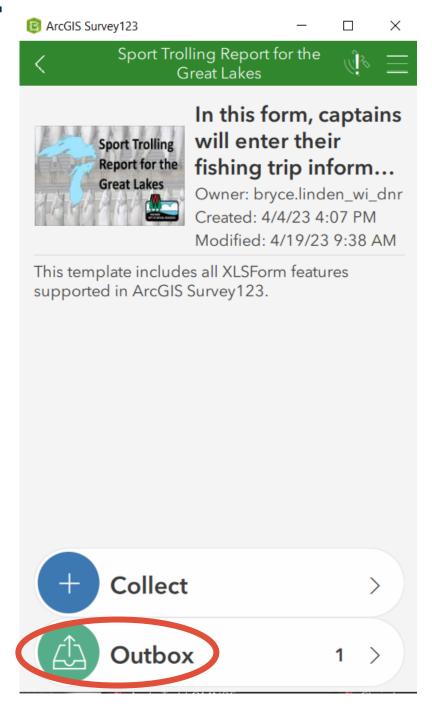Once you have successfully submitted your fishing trip, it will appear on the main page under "Sent."

Survey Completed

Your device is online.

▷ Send now

↪ Continue this survey

💾 Save in Outbox

⊕ Collect   >

▷ Sent   2 >

Survey Not Sent

If you have entered the survey and attempted to send it but the survey does not send, you will notice that an outbox now appears in your application.
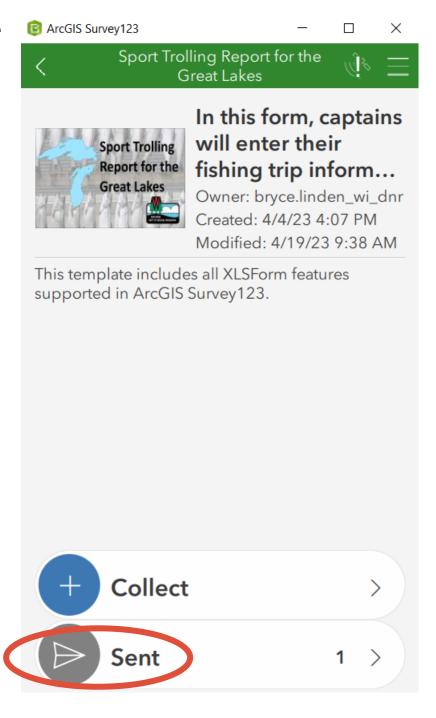
If this happens:

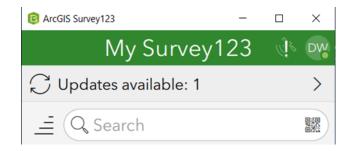1. Click on "Outbox" when you have a cell phone or computer connection.

2. Click "Send."

3. Once the survey is sent, the outbox will disappear. This indicates that your survey has now been sent in.

Applying Updates

If you open the Survey 123 app and see that updates are available, then follow these instructions to update the form for the application.
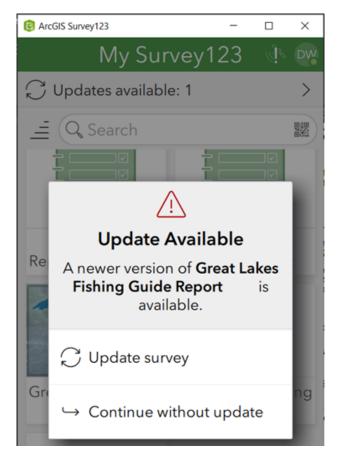

If updates are available:

1. Select the Sport Trolling Report for the Great Lakes Report Survey to open it.
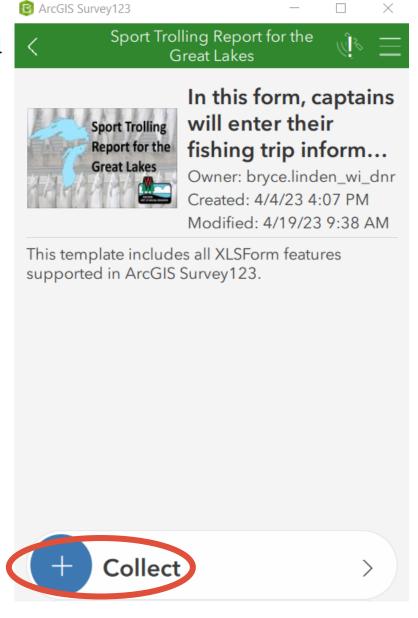

2. When you open the Sport Trolling Report for the Great Lakes, you will be prompted to update the survey or continue without updating. Please select "Update Survey," and the app will automatically download and apply the update.
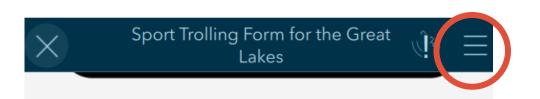
Saving Your Favorite Answers

In order to make it easier to fill out the first four questions on the report form, follow these instructions.

1. Hit "Collect" to start a new reporting form

2. Enter your DNR customer number.

3. Enter your first and last name.

4. Enter your documented boat name OR 8-digit state registration number.

5. Click on the top right part of the form denoted by the three lines.

Sport Trolling Form for the Great Lakes

Please use a mobile device to complete and submit this report. If you need technical support, please contact **Sport Trolling Form Support** on Mon-Fri from 9:00 AM to 4:30 PM.
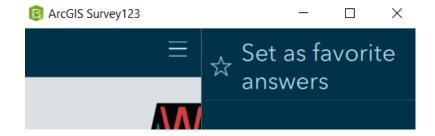
DNR/ Go Wild Customer ID *

(must be 9 digits - no dashes, use leading zeros if less than 9 digits: 000054321)

First Name *

Last Name *

Documented Boat Name OR 8-digit state registration *

ArcGIS Survey123

☆ Set as favorite answers

7. Click on the X in the upper left part of the form.

Sport Trolling Form for the Great Lakes

Please use a mobile device to complete and submit this report. If you need technical support, please contact **Sport Trolling Form Support** on Mon-Fri from 9:00 AM to 4:30 PM.

DNR/ Go Wild Customer ID *

(must be 9 digits - no dashes, use leading zeros if less than 9 digits: 000054321)

First Name *

Last Name *

Documented Boat Name OR 8-digit state registration *

8. Pick "Save in Drafts."
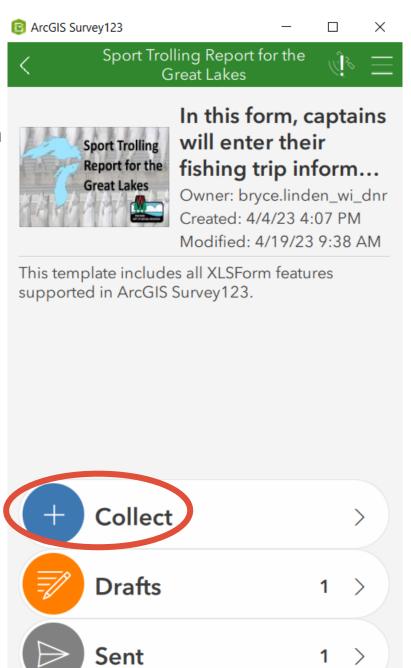
ⓧ
Close Survey

🗑 Close and lose changes

↪ Continue this survey

💾 Save in Drafts

9. Now when you view your main page, you will see a drafts folder. This contains the draft you just created. On the next trip you fill out, you can use the favorite answers to complete the first four questions.

To insert those answers:

1. Start a new report by hitting the "Collect" button.

2. Now click on the three lines at the top right.

Please use a mobile device to complete and submit this report. If you need technical support, please contact **Sport Trolling Form Support** on Mon-Fri from 9:00 AM to 4:30 PM.

DNR/ Go Wild Customer ID *

(must be 9 digits - no dashes, use leading zeros if less than 9 digits: 000054321)

First Name *

Last Name *

3. Click on "Paste answers from favorite."

   The answers you provided during this setup will automatically be filled in.

   Continue with the next question and the rest of the report.

Documented Boat Name OR 8-digit state registration *

ArcGIS Survey123

☆ Set as favorite answers

★ Paste answers from favorite

Frequently Asked Questions

QUESTION 1

What if I already have the Great Lake Guide Reporting form loaded into Survey 123?

ANSWER: Both the Great Lakes Guide Reporting form and the Sport Trolling Report for the Great Lakes can be used in the Survey 123 app using your credentials obtained from ArcGIS. Instead of proceeding "without signing in," proceed by entering your credentials, and you will be able to report either type of guide activity.

QUESTION 2

Entering the first four questions on each charter fishing trip is problematic. How can I made this easier?

ANSWER: The Survey 123 application allows you to save your favorite answers to the first four questions provided that you follow the steps outlined starting on page 27. Once you complete these steps, you will be able to paste those answers for each charter trip.

QUESTION 3

What will this data be used for?

ANSWER: This will replace the paper reporting and the data collected from charter captains will be used to improve the DNR's harvest estimates from the Great Lakes to help better inform management decisions.