BEET LEAFHOPPER SIGHTING REPORT 2022

Beet Leafhopper Sighting Report Survey 2022 Help Document

The following document is a guide to submitting a record using the Beet Leafhopper Sighting Report.

Contents

How to Submit a Survey

Desktop/Laptop
Go to https://arcg.is/O9LyK to open the survey.

No username/password is required

***It is recommended that Google Chrome is used for Survey123 on the desktop***

Mobile Devices
Survey123 can be used on iPads, iPhones, Androids, or any other smart devices.

1. Install ArcGIS Survey123 from the Google Play Store or Apple App Store
2. Open Survey123
   a. Select "Continue without signing in."
   b. If you have an ArcGIS Online account – select "Sign in with ArcGIS Online" and enter in credentials.
   c. Use the QR code reader to scan the survey QR code below (if the QR code icon does not appear on the main page search bar, select "Download surveys" at the bottom)
      i. Or search for Beet Leafhopper Sighting Report
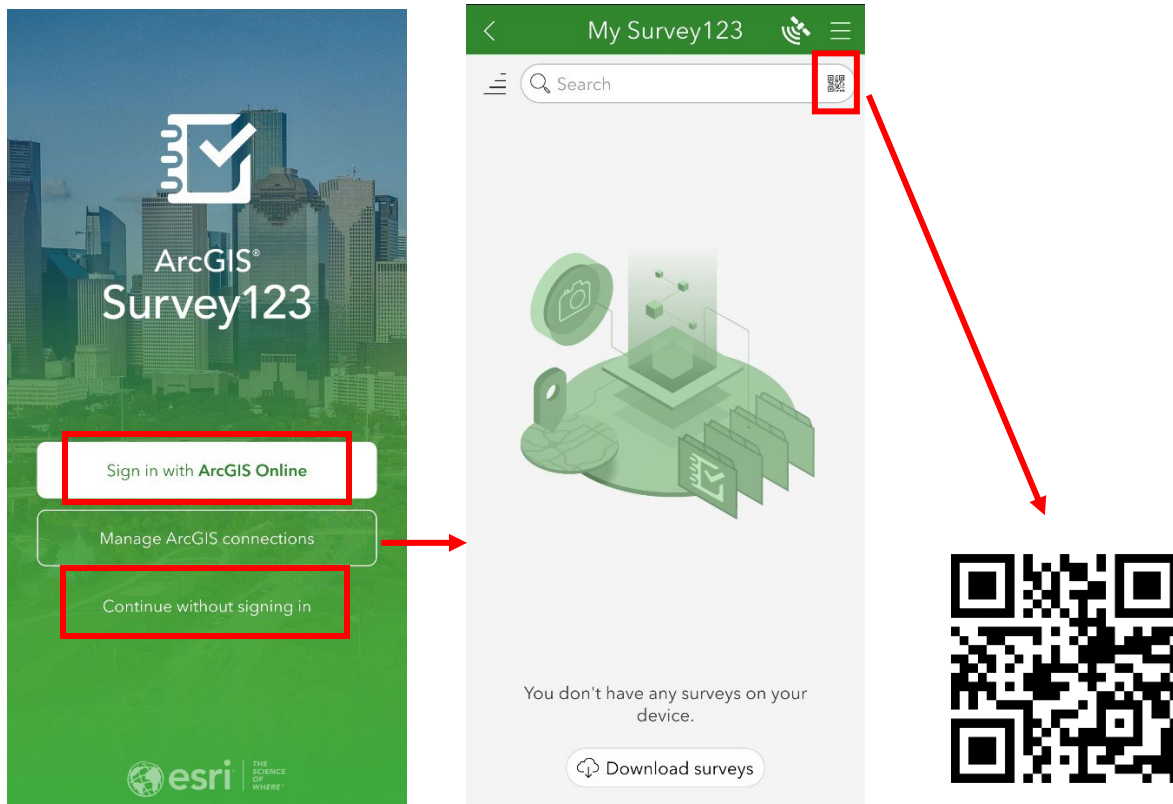
d. After scanning the code, a browser window will pop up. Select the option "Open in the Survey123 field app."
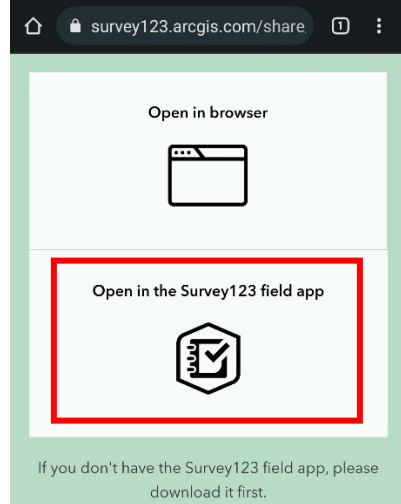
e. A new, blank survey will open in the Survey123 mobile application. Either enter in a survey or select the "X" on the top left to exit the record. Back on the main page, the Beet Leafhopper Sighting Report survey is now saved on the device. When ready to enter a new record, tap the survey icon to open it, then select Collect at the bottom to begin a survey.
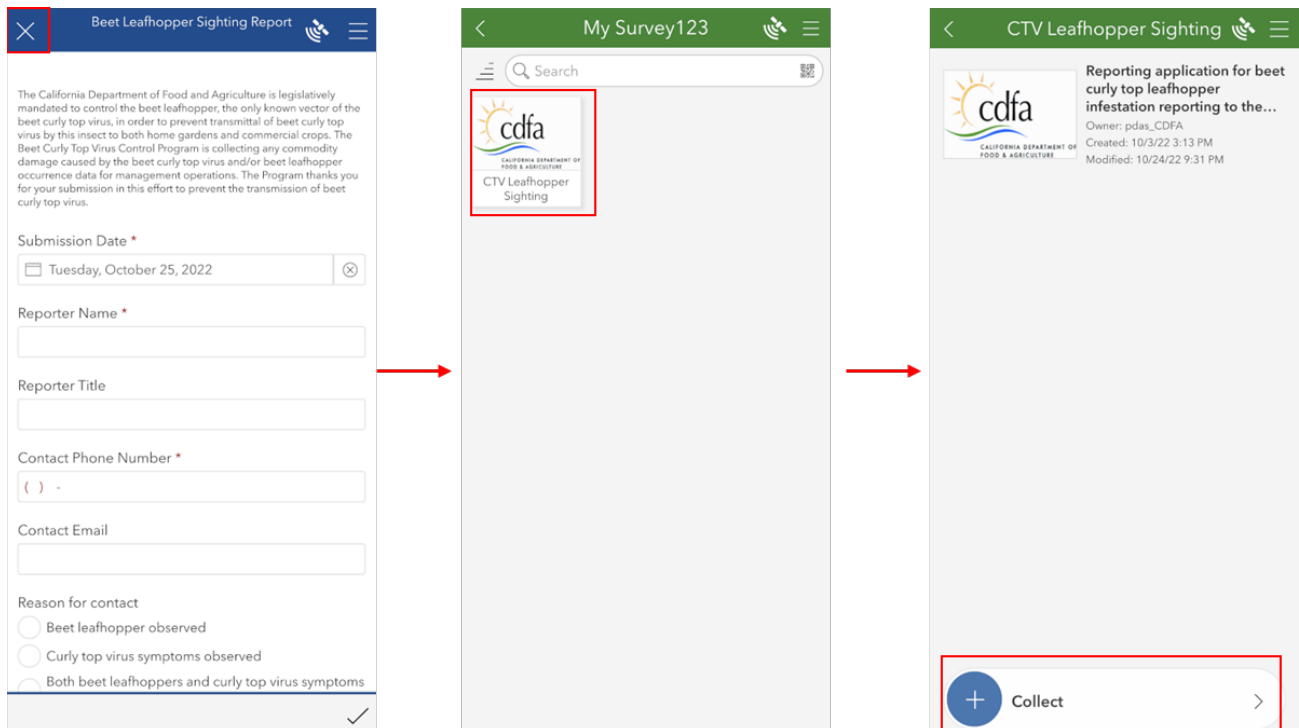
Desktop and Mobile - The following should appear at the top of the screen:

The Survey

Different types of data entry fields in the survey

1. Calendar to select the date of submission

   To expand the calendar, click on the calendar icon to the left of the date. Click the date of interest. Date will default to the current date.

2. Text box for open-ended text

3. Dropdown choice lists

Dynamic Fields

In some cases, additional fields will appear depending on an answer to a previous question.

Example 1) In the images below, selecting "Beet leafhopper observed" under the **Reason for contact** field will prompt the field **Host plant beet leafhoppers were observed on**, whereas selecting "Curly top virus symptoms observed" will prompt the fields **Commodity type showing symptoms** and **Percent damage observed**.

Example 2) When "Provide address or description of field location" is selected under the **How would you prefer to provide location information?,** a text box for field location will appear, while when "Use mapping utility to drop point on a map" is selected, a mapping option will load instead.

Required Fields

All fields marked with a red asterisk *are required. Surveyors will receive an error in red for any required fields missing information and will be unable to submit the survey.

Submit Survey

Once all required fields are completed, select Submit at the bottom of the survey (desktop) or the grey check mark on the bottom right (mobile).

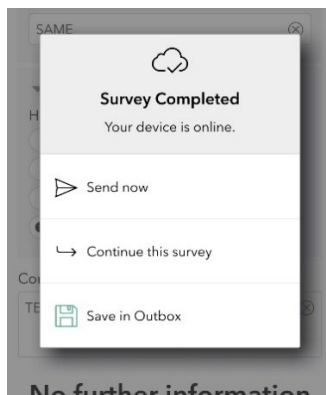If the survey is filled out correctly, the following message will appear:

Desktop:

Your survey was submitted successfully. Thanks!

Press here to submit another survey.

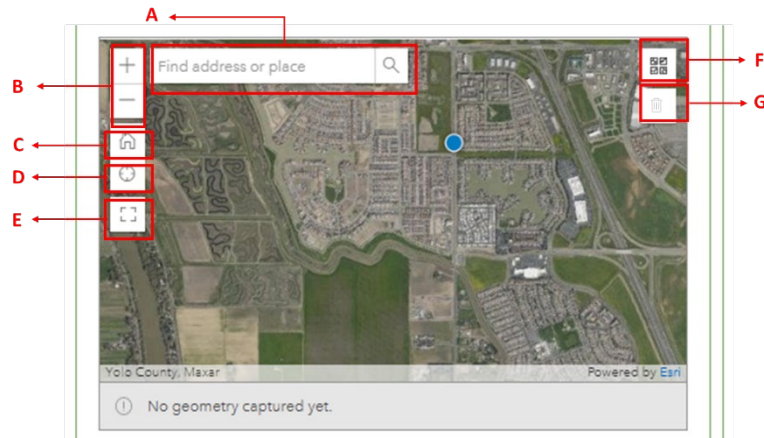Following the link "here" will open a new, blank survey record.

Mobile:

Select "Send now" to submit the survey.

How to Use the Survey Mapping Application

The mapping application allows the reporter to draw a point at the field location.

Desktop Map Window

A. **Search Bar**: Enter location or area of the field to be inspected. Surveyor can enter coordinates (in decimal degrees or degrees minutes seconds format), address, cross streets, city, or county. Use a set of coordinates to be most precise.

B. **Scale**: Click the "+" icon to zoom in and the "-"to zoom out.

C. **Default Map View**

D. **Zoom to Current Location**: Navigate to current location. Must enable location services on smart device.

E. **Large Map**: Expand the map window.

F. **Base Map Selection**: Change the base map to better assist in selecting field location (suggested base maps: Imagery, Hybrid Imagery).

G. **Delete Geometry**: Removes the point from the map.

Desktop Mapping

1. Map window will attempt to locate current location, some desktops will achieve an accurate location, but many will not.
2. Field location or nearby landmarks can be located using the search bar.
3. Once general vicinity has been located, field location can be set by clicking once while cursor is on the field of interest. A blue marker will now be displayed at field location.

Mobile Map Window

1. Select the map icon to open the map. If location services are enabled, the map will display the current location and coordinates. To edit the location, click anywhere inside the map.
2. In the expanded map, use search bar or click and drag map to the location of the field of interest. When blue marker is located on the correct field, click the check mark on the bottom right corner of the page to save location.

3. All other features are similar to the desktop version as outlined in the Desktop Map Window section above.

Field Mapping
Drop a point at location of field of interest.

Field Mapping
Drop a point at location of field of interest.

38°39'N 121°44'W ± 8.1 m

Santa Rosa
Sacramento
Fairfield

Field Mapping
Drop a point at location of field of interest.

Search location or map coordinate

N

8.3 m

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38°37'13.246"N 121°43'27.895"W
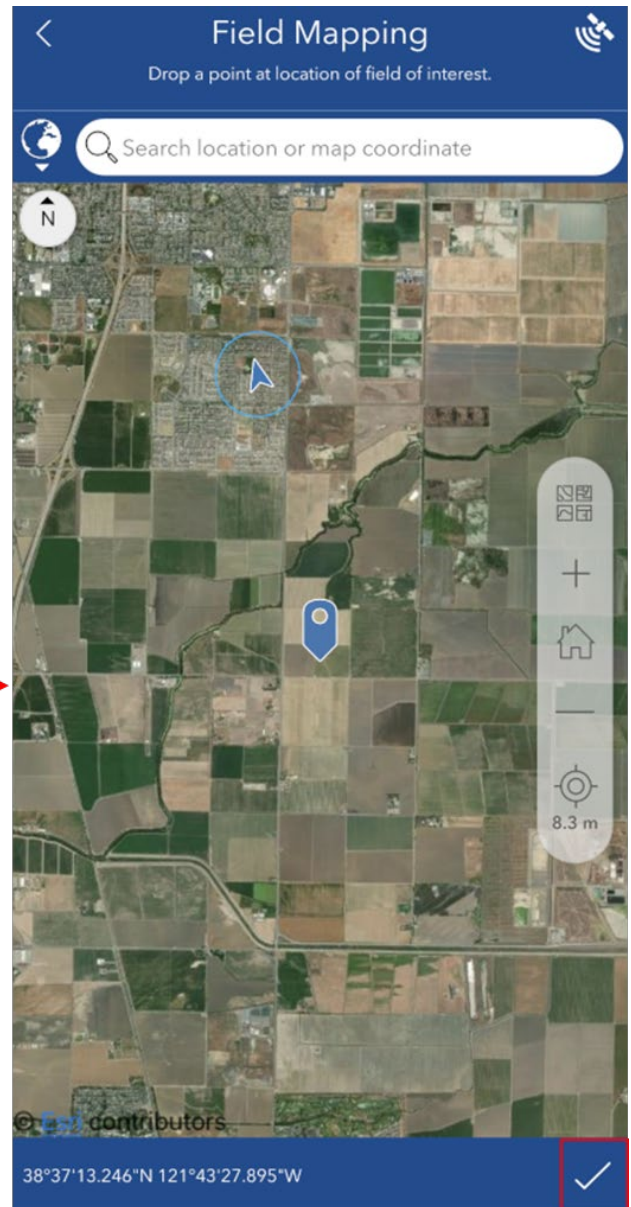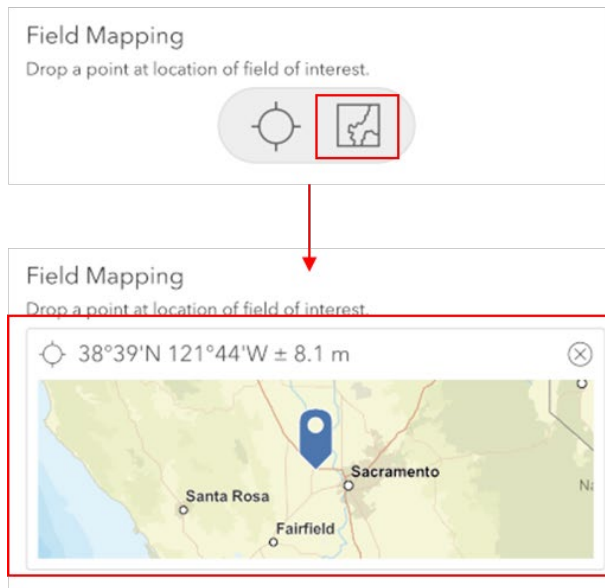
Tips and Tricks for Mobile Devices

1. Keep the survey up to date: if you see the message below, there has been a change to the survey. Select the update message, then select the refresh icon to update.
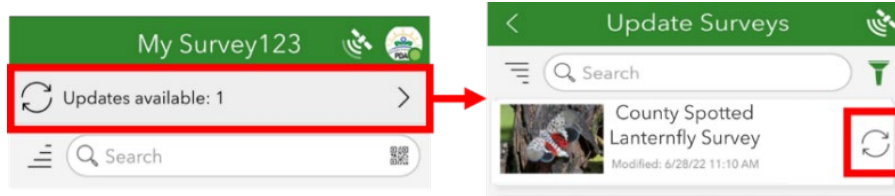
2. The Sent folder contains all surveys submitted on the device. Select the individual record to access options to view, edit and resend, or copy the data from that survey into a new record. Select the "…" elipses for the option to delete the survey from the device. Note: this does not delete the survey data, but simply removes it from the Sent folder on that device.
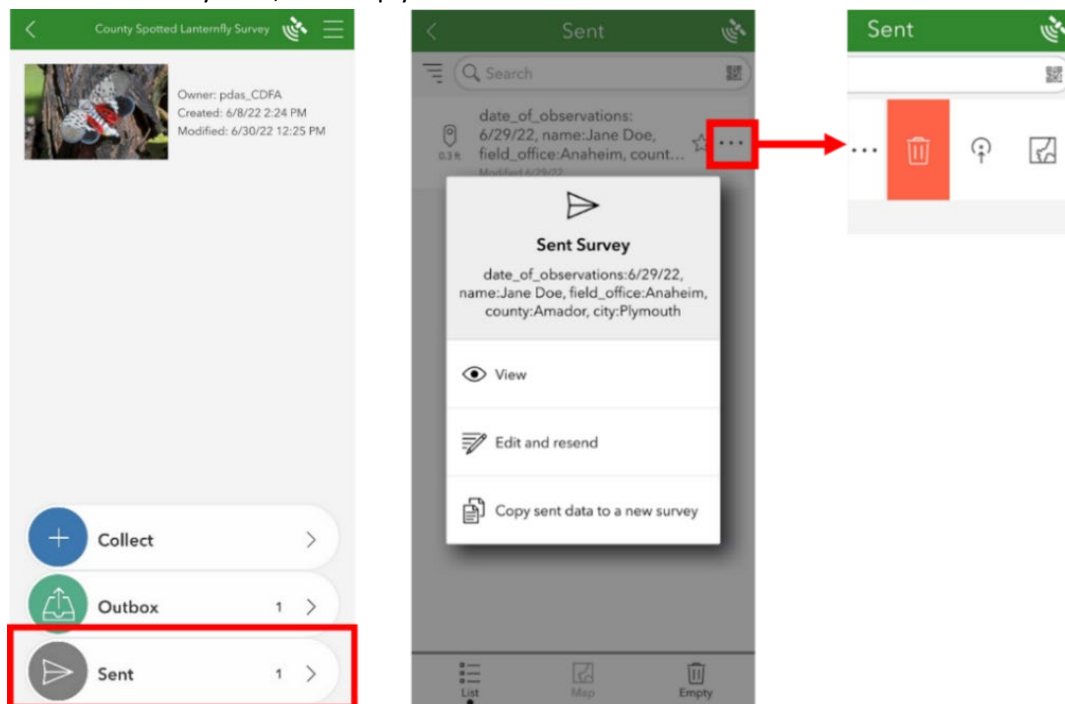

3. The Outbox folder contains all survey records started but not successfully submitted, usually due to a lack of Wi-Fi or cellular data. When selecting a survey, the option appears to view, edit or send the survey. To submit the survey, select the Send icon on the bottom right.
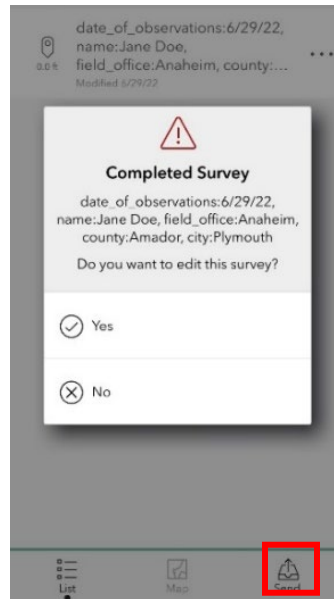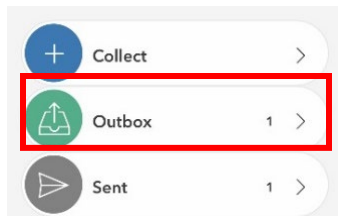
4. If a survey is closed out by selecting the "X" on the top left, the submitter has the option to save the survey to the Drafts folder. In this case, Drafts will also appear on the survey main page. Selecting the record will open the survey for completion.

Survey Dictionary

Field	Definition	Example
Date*	Date of survey. Will default to the date the survey is completed.	8/9/2021
Reporter Name*	The person completing the sighting report.	John Smith
Reporter Title*	Reporter's relationship to CDFA.	PCA, grower, etc.
Contact Phone Number*	Best phone number to reach reporter	(530) 123-4567
Contact Email	Best email address to reach reporter	j.smith@gmail.com
Reason for Contact*	What is the reason for this report?	Multiple choice: *Beet leafhopper observed, Beet leafhopper found on trap, Curly top virus symptoms observed,* or a combo of the above.
Host plant beet leafhoppers were observed on.	If leafhoppers were observed, what plant were they found on?	Multiple choice: *filaree, peppergrass, Plantago, goosefoot, lambsquarter, London rocket, Russian thistle,* or *Bassia*
Commodity type showing symptoms	If curly top virus symptoms were observed, on what crop?	Multiple choice: *tomato, sugarbeet, muskmelon, squash, pumpkin, cucumber, dry bean, green lima bean, green snap bean, pepper, spinach,* or *watermelon*
Percent damage observed	Estimate of what percent of plants show curly top damage?	5-10%
How would you prefer to provide location information?	Would you prefer to give verbal description of field location, or use a map.	Multiple choice: *Provide address or description of field location* or *Use mapping utility to drop point on a map.*
Field Location	Address, latitude/longitude, or description of field location.	39.0755, -121.89013 or 'County road 24 at road 103, field on the NE corner of the intersection'
Field Mapping	Enter address or coordinates, then use the mouse to pan/zoom to the field location. Mobile: press and drag finger to pan/zoom to the field location.	See Section: How to use the Survey Mapping Application
Photographs	Option to include photographs of leafhoppers or damaged plants.	Can use photographs from file or capture photos using device camera.

Questions?

Technical Questions Contact: **pdas@cdfa.ca.gov**

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