

Electronic Collection Form Instructions

The Electronic Collection Form (**Figure 1**) and the Collection Form Worksheet are the primary tools used to capture the Synar survey data. **Both forms are required.** Complete the forms very carefully to prevent erroneous data. The forms contain information for every outlet in an area.

Figure 1. Electronic Collection Form

Survey123 for ArcGIS

Synar Collection Form 20XX

License Number: *
70190015

Area Number:
301

Sample Number:
24

Business Name:
Thrift Drug Inc

Business Name 2:
Rite Aid #10976

Business Address:
431 Commons Drive

Business Address 2:

City:
Dubois

Submit Button

Uninstallation/Installation

If you have previously downloaded the Survey123 application on a phone/tablet, your application should be up-to-date. However, please be sure to check for any updates in your app store. If you have previously installed Survey123 on a desktop/laptop computer, you will need to uninstall and reinstall the application to make sure that it is the most up-to-date version.

To uninstall:

1. Right-click on the Survey123 for ArcGIS icon on your desktop and click on "Properties."
2. Click on "Open File Location."
3. Double-click on "Uninstall Survey123forArcGIS.exe."
4. Make sure "Remove all components" is selected.
5. Click "Next."
6. Click "Uninstall."
7. Click "Finish."

Please follow the instructions below to reinstall Survey123 on your desktop/laptop computer.

If this is the first time using the Electronic Collection Form, the application must be installed on any machine being used to enter the survey data (i.e., phone, tablet, desktop/laptop computer, etc.). Go to the website (<http://doc.arcgis.com/en/survey123/download/>). Depending on the operating system, click one of the blue buttons (Windows x86, macOS, Linux) under "Survey123 for ArcGIS" to install the free application. Alternatively, press the X:\Shared\StatServe\SYNAR2018\Instruction_Forms\2018-ElectronicCollectionForm-instructions.docx

appropriate black button to download the application from the corresponding app store for your phone/table/other mobile device. Follow the instructions after clicking on the appropriate button.

The sample of outlets are provided in an htm file (**Table 1**). The file contains the list of sampled outlets for an area. Each outlet has the following variables: Area number (Area), Sample Number (Number), Business Name 1, Business Name 2, Business Address 1, Business Address 2, City, ZIP, County and a hyperlink (URL) titled “Open Form”. To access the Electronic Collection Form (**Figure 1**) for an outlet, click on the hyperlink. Each hyperlink is unique to each sampled outlet. To complete the survey for (Area 101, Number 1), click on the hyperlink in the same row.

Table 1. Sample File Example

2017 Synar Sample - Area 101									
Area	Number	Business Name 1	Business Name 2	Business Address 1	Business Address 2	City	ZIP	County	URL
101	1	550 Trading Company	Fillmore General Store	2781 Buffalo Run Rd		Bellefonte	16823	Centre	Open Form
101	2	United Refining Co Of Pennsylvania	United Refining Co Of Pennsylvania	Kwik Fill M40	915 Pleasant View Blvd	Bellefonte	16823	Centre	Open Form
101	3	Reggies Quick Stop Inc	Reggies Quick Stop Inc	186 West Main Street		Millheim	16854	Centre	Open Form
101	4	Daniel Yoder	Mountainside Bulk Foods	172 Vonada Lane		Aaronsburg	16820	Centre	Open Form
101	5	Gail Confer	G & Js Store	Centre Cty Grange Fair En	Box 271 Route 144	Centre Hall	16828	Centre	Open Form
101	6	Dunne Manning Stores LLC	Bestway Travel Center #307	Routs I80 - 115 South		Milesburg	16853	Centre	Open Form
101	7	Bald Eagle Fuel & Tire Inc	Snappys	216 S Water St		Bellefonte	16823	Centre	Open Form
101	8	G Mini Stop LLC	G Mini Stop LLC	280 Walnut St		Howard	16841	Centre	Open Form
101	9	Wildcat LLC	Best Way Travel Center	Rte I80 & 115 S		Milesburg	16853	Centre	Open Form
101	10	Weis Markets Inc	Weis Markets Inc 32	945 E Bishop St		Bellefonte	16823	Centre	Open Form
101	11	Fishers Market Todd R Fisher	Fisher S Market	100 Turnpike St		Milesburg	16853	Centre	Open Form
101	12	DolgenCorp LLC	Dollar General Store #5820	644 E Sycamore Rd		Snow Shoe	16874	Centre	Open Form
101	13	Recreation Ventures LLC	Recreation Ventures LLC	149 Main Park Rd		Howard	16841	Centre	Open Form
101	14	Mary Hettinger	Hettingers Grocery	135 E Main St	Box 109	Rebersburg	16872	Centre	Open Form
101	15	Dunne Manning Stores LLC	Bestway	Routes I80 115 South		Milesburg	16853	Centre	Open Form
101	16	DolgenCorp LLC	Dollar General Store #2263	141 S Spring St		Bellefonte	16823	Centre	Open Form
101	17	Snow Shoe Travel Plaza Inc	Snow Shoe Travel Plaza Inc	529 E Sycamore Rd		Snow Shoe	16874	Centre	Open Form

Note: Every time a hyperlink is clicked on, a new version of the Electronic Collection Form will open. The fields that were already completed will not be there. If you want to open the form with the fields you already completed, you can save the form as a draft or you can select “Send Later” after selecting the submit button. You can then access the form through the Collection Form Navigation Area (**Figure 5**). These options are explained below.

The survey questions have not changed and should be completed in accordance with traditional survey rules. However, there are some cosmetic differences because of the transition from a paper report form to an electronic collection form.

First, complete the “Date and time of visit”. The current date and time is pre-filled. **You need to change the date and time to the date and time of the visit.**

Next, complete the “What was the outcome” question after date and time. The response to this question will cause the relevant questions to appear depending on what you select. In other words, if you mark “Sale” only the questions required for “Sale” will appear. Same with “Refusal” and “Non-completion.” Finally, complete the remaining questions in accordance with survey rules.

Submitting/Saving Information (Electronic Collection Form)

Submit the data by selecting the submit button in the lower right corner of the Electronic Collection Form (**Figure 1**). This opens the Survey Completed screen (**Figure 2**) which displays the options: “Send Later”, “Send Now” or “Continue this survey”. Select “Send Now” to submit now.

When you select “Send Now”, the data is submitted and a copy of the completed form will be in the Sent Area. You can open the form, with the fields you completed by clicking “Sent” in the Collection Form Navigation Area (**Figure 5**). Select the “Send Later” button to send a copy of the form to the outbox when you are not finished inputting data and want to finish later. Selecting “Send Later” will not submit the data. However, the form can be opened from the Outbox and finished later. Do not forget to submit the data when you are finished.

Another option to finish inputting the information later is to save by clicking the “X” in the upper LEFT-HAND corner of the Electronic Collection Form to open the Confirm Close screen (**Figure 3**). You are given 3 choices: “Close this survey

and lose changes”, “Continue this survey” or “Save this survey in Drafts”. If you select “Save this survey in Drafts”, the form can be accessed later with the information you have already entered. Selecting “Close this survey and lose changes” or “Save this survey in Drafts” takes you to the My Surveys Area (**Figure 4**).

Figure 2. Survey Completed

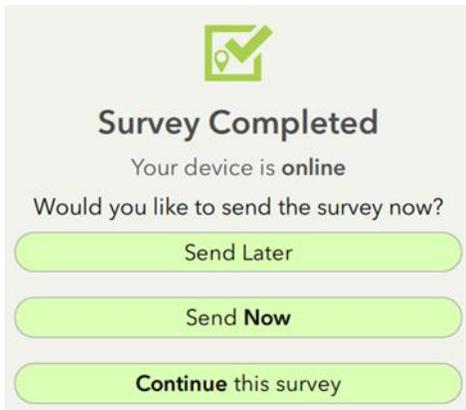
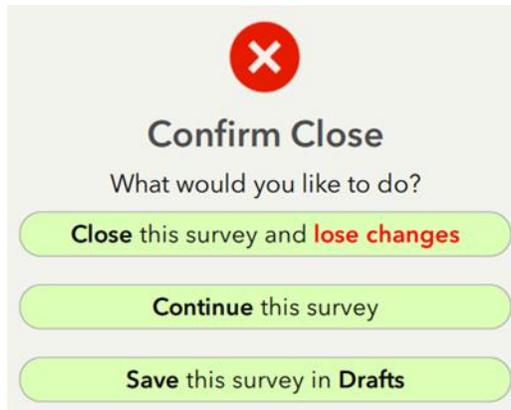


Figure 3. Confirm Close



⚠ The data for every outlet needs to be submitted (“Send Now”)!

You can temporarily save as a draft or “Send Later” but you must submit the data using “Send Now” at some point.

Electronic Collection Form Navigation Area

To get to the Collection Form Navigation Area (**Figure 5**), open any link to the surveys, click the “X” in the upper left-hand corner of the collection form to open the Confirm Close screen (**Figure 3**), select “Close this survey and lose changes” to get to the My Surveys Area (**Figure 4**), then click on the Synar Collection Form icon to get to the Collection Form Navigation Area (**Figure 5**). In this area, there is always a “Collect” icon. There also may be a “Drafts” icon, a “Sent” icon or an “Outbox” icon depending if a draft was created, a form was submitted or a form was saved to be sent later. Click the appropriate icon to go to the appropriate area.

Figure 4. My Surveys Area

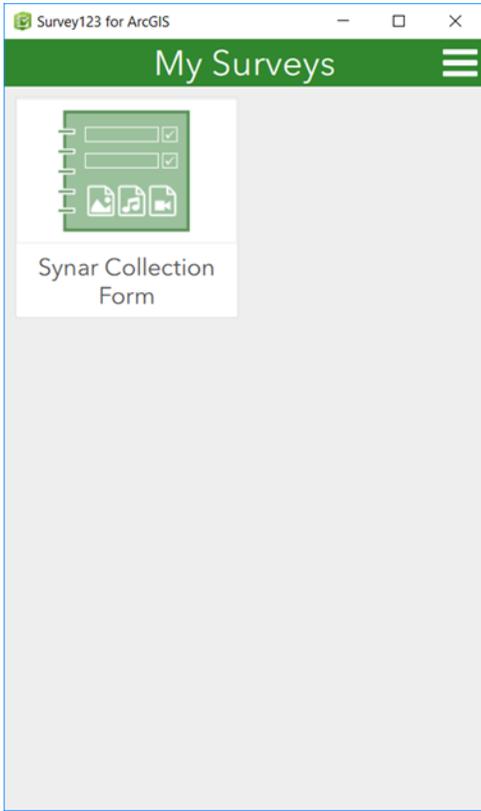


Figure 5. Collection Form Navigation Area

