



The State Historic Preservation Office has created temporary survey applications to facilitate the recording of archaeological sites and historic properties. The interim applications replicate the fields included on the Ohio Historic Inventory form, Ohio Archaeological Inventory, and Archaeology Isolated Find Site forms.

### **How to Register and Access the Survey123 Forms**

Accessing the survey forms requires the installation of ArcGIS Survey123 field app. This is a free application available for Windows, Android, and Apple devices. The ArcGIS Survey123 field app can be downloaded [here](#). There is no need to register or create an account. Simply click the field app download link for your device type and follow the prompts to download and install the app.

After the Survey123 field app is installed, contact the State Historic Preservation Office at 614.298.2000 for access to the OHI form, the OAI form, and the associated OAI References Form.

Once you are given the link to the form, follow the prompt to open the needed form in Survey123. Once the form has been opened, it will be saved on your device for future use. From then on, open the Survey123 application from your Start menu, from a desktop shortcut, or, better yet, add to your taskbar. If the “Location Inaccessible” message appears, you can enable the app to access your device location by going to your device Settings, selecting Privacy, Location, and turning on “Allow apps to access your location”. You can also continue using the form by selecting “Close.” Doing so will default your mapping location to Redlands, California, however, you can always reposition the map to your needed location using Search, entering your Latitude and Longitude, or by simple map repositioning. It is recommended to “Allow location” within Settings.

### **Instructions and Guidance on Website**

Ohio Historic Inventory (OHI) - To learn how to complete the fields, create the location site map, and upload photo images for the interim Ohio Historic Inventory form, go to [this link](#), located on the Ohio History Connection, State Historic Preservation Office website.

Ohio Archaeological Inventory (OAI) – For details in OAI site reporting review the [OAI Site Form Preparation and Submission in use of Use of ArcGIS Survey 123](#) and the preceding *Instruction Manual for Completing the Ohio Archaeological Inventory Form* for additional details in site inventory.

### **How to Complete and Submit Survey123 Forms**

**OHI** – When you have filled in the required fields and additionally useful content, added the photos and the map, select the Check Mark at the bottom of the form and select **Send Now, Continue this Survey, or Save in Outbox**.

**OAI** – Once you have completed the required fields, added the “OAI Site(s) and Survey Area” map and the survey report Reference select the Check Mark at the bottom right of the form and choose either **Send Now, Continue, or Save in Outbox**.

The form’s primary screen will reappear with options to see what you have sent or saved and to start a new form (Collect).

Additional information about how to print a copy of the OAI, Isolated Find, and OHI forms will soon be available and shared.

## **Important Tips for Using the Survey123 / OHI, OAI and Isolated Find Forms**

**Be Prepared** – As survey123 requires the completion of all Required fields prior to Submitting a form, you will want to have available everything required in form completion. Survey123 handles your input as any online survey such that it does not upload your data until you Submit. You will see the choice to save forms as a Draft in which your input will be stored on your computer. That data may no longer be found when returning to Survey123 and it is advised to have prepared all necessary information before initiating a form.

**OHI - Photos & Map:** Prepare your photos and site plan/location map in advance, where you will be able to upload or drag and drop them into the Survey123 OHI form.

**OAI** – Have ready the required “OAI Site(s) and Survey Area Plotting map” and your associated survey report as a Reference. For due diligence or other survey lacking reports, select “No associated report....” from the drop-down list.

**OAI References Form.** Unless you are submitting inventory in “due diligence,” for which there is no associated report it is recommended to first add your report within the Reference Form before initiating inventory. After entering your report details select the checkmark to save your Reference entry. Note that you will have the ability to add your Reference(s) during Form preparation, but you will need to close and save your form as a Draft and where once re-opened your report entry will appear within the drop-down list. You only need to enter a report once, where it will easily be found for subsequent use. Use the search tool to enter a unique word or words to re-locate your report (e.g., project location or name as is found within your report title. To enter additional references to any form, select the + sign in the lower right corner.

**OAI Site(s) and Survey Area plotting map and other images** – The OAI summary survey map requiring use of the USGS 7.5' Topographic Quadrangle Series as background. This map must depict the Survey Area as well as the Site Boundaries to all survey identified or investigated sites labelling each in use of their county-based site trinomial numbers (e.g. “AD 431”). Uploading of select images such as to Temporally or Functionally diagnostic artifacts, or significant site features is available. Upload directly or drag and drop your map and images into the form. Please be selective.

**Isolated Find Form** - To complete an Isolated Find Form, start a survey form, enter the OAI number, and within “Form Version” select “Isolated Find”. This will reduce the form to display the far fewer fields required of an isolated find.

### **Additional Details**

**Location Coordinates:** Survey123 plots the Lat/Long coordinates by entering the property address (OHI), or by adding coordinates directly or by navigation within the map viewer. For plotting by address zoom in far enough to confirm the property’s location (close enough to see the street names for the OHI). If needed correct the location by clicking on the property location. Click the Check mark to add the Lat/Long data to your form. For the OAI it is encouraged to enter your field obtained coordinates, or carefully navigate to an accurate site center point to create your Lat/Long position.

**Drop-down Menus:** You can select directly from the menu drop down (side arrow) or start typing and select from the filtered choices offered.

**Required Fields:** The OAI and OHI must see all required fields completed before you can submit. For the OHI, please consider adding additional useful content to reflect any important details for future comparative evaluation or research. Many of the building attributes (such as foundation material, wall construction, style, and others) are not Required, but this information is important and should be entered, as applicable.

Use Completed form as Template. For larger surveys with form redundancy, you can select the completed form to auto-fill some data into another.

Information not collected in this version of the OAI and OHI: The name and address of the property owner as this can be more accurately collected if and as needed; UTM’s – Latitude/Longitude coordinates replace use of UTM automatically by the map.