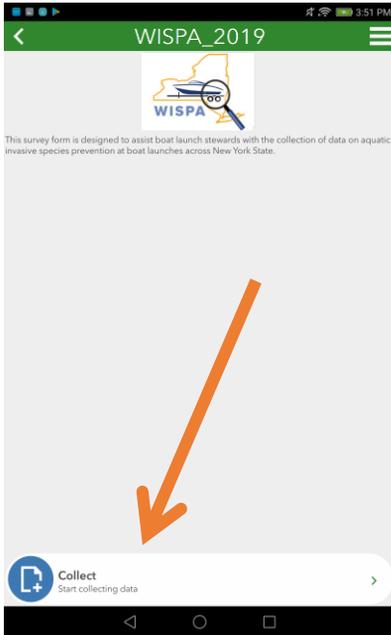
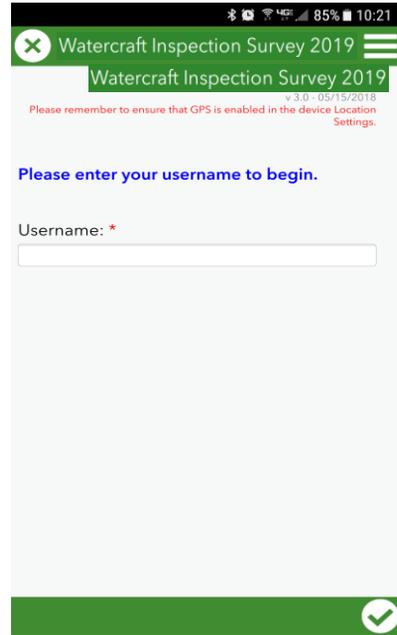


# WISPA 2019 Quick Reference

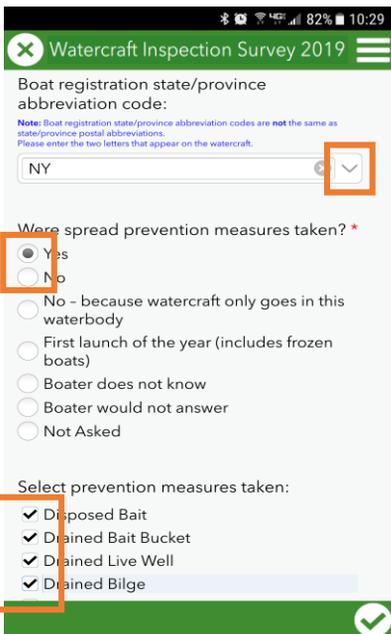
**Step 1:** Launch the Survey123 app, select the 'WISPA 2019' survey, and then start a new survey by selecting the 'Collect' option at the bottom of the screen.



**Step 2:** Enter your Username (if registered) [first three letters of first name and entire last name without special characters] or Organization specific Username (ask coordinator for more details).



**Step 3:** Complete the survey by filling in all of the required (\*) and optional fields, if applicable.

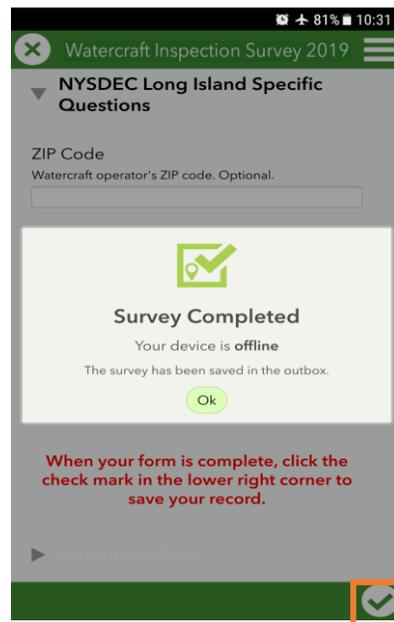


**Radial:** Select only one answer that applies.

**Boxes:** Select one or multiple answers that apply.

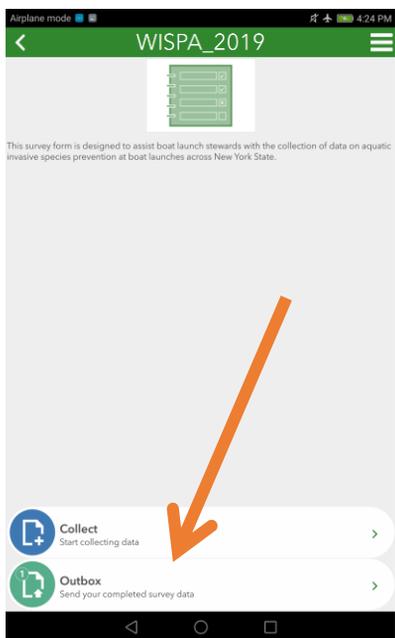
**Drop Down:** Select the Arrow to reveal answers and select from drop down window.

**Step 4:** When survey is complete, select the Check in the bottom right hand corner of the screen. Select 'Ok' and you will be returned to the main menu.

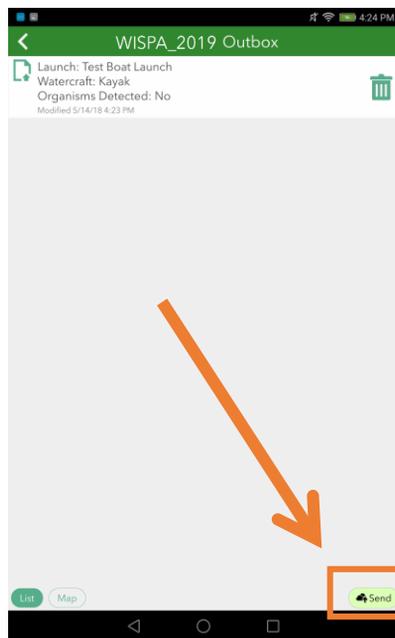


Note: With internet connectivity, you will have options to send the survey now or later. Without internet connectivity, the survey will be saved into the Outbox and should be manually uploaded nightly.

**Step 5:** To manually send surveys, at the main menu select the Outbox option at the bottom of the screen.



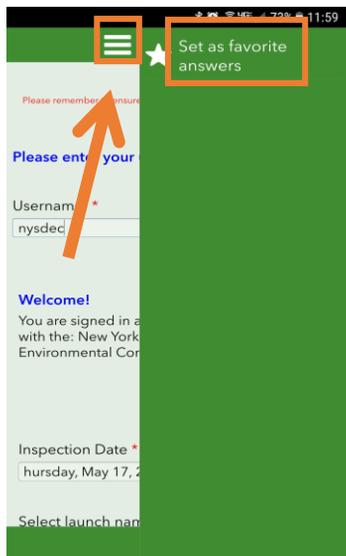
**Step 6:** Select the Send option in the bottom right hand corner of the screen to send all surveys in the Outbox.



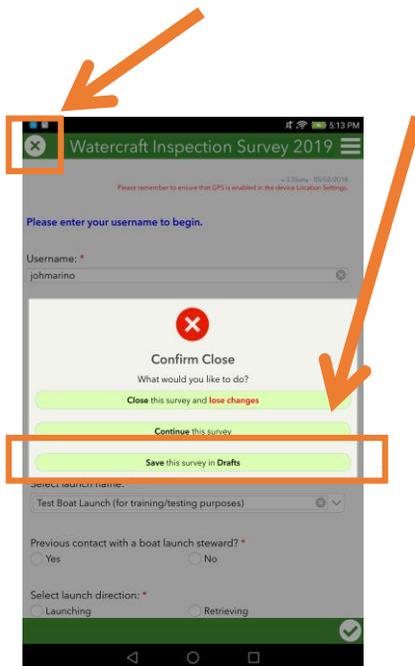
## Optional: Set favorites for answers to save for future surveys

(Note: Survey123 utilizes Favorites to save responses instead of User Preferences settings.)

**Step 1:** Start a new survey and complete the answers you would like to have saved for future surveys. Select the Menu icon in the upper right hand corner of the screen and select the option “Set as favorite answers.” Nothing happens, but it has worked!



**Step 2:** Close the survey by selecting the X icon in the upper left hand corner of the screen. Select “Save this Survey in Drafts” from the pop-up window.



**Step 3:** To populate saved favorites answers, start a new survey, select the Menu icon in the upper right hand corner of the screen and select the option “Paste answers from favorite”

(Note: Draft must remain saved in order for this to work.)

