

A scenic view of a rugged coastline with steep cliffs and the ocean. The cliffs are dark and rocky, with some green vegetation on top. The ocean is a deep blue-grey color, and there are some rocky islands in the distance. The sky is overcast with grey clouds.

SURVEY 123 USER MANUAL

**NĀ MANU 'ELELE
STEWARD PROGRAM**

Survey Data

Purpose

In Hawai'i, our unique trails and natural areas are quickly being degraded. Our Nā Manu 'Elele sites have been selected because they have been directly impacted by overuse and high visitation. Conducting surveys is a useful way to keep track of visitor impact and usage. It is part of your role as a steward to report accurate data throughout your employment.

This year, the University of Hawai'i at Mānoa initiated the Trail Capacity Study, with steward data playing a critical role. Visitor data collected from Nā Ala Hele trails will be utilized to forecast trail conditions over time. Not only are the surveys important to our mission and management efforts, but having this data will help in securing funding to keep stewards out on the trails for years to come!



Steward engaging with visitors at Pololū Valley, Hawai'i Island.

DOWNLOAD the Survey123 App to your phone or tablet.

For iPhone, download from the App Store.

For Android, download from Google Play.

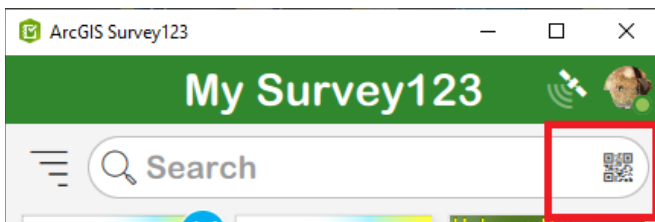
After you install the survey123 app, open the Survey123 app and select

Continue without signing in.



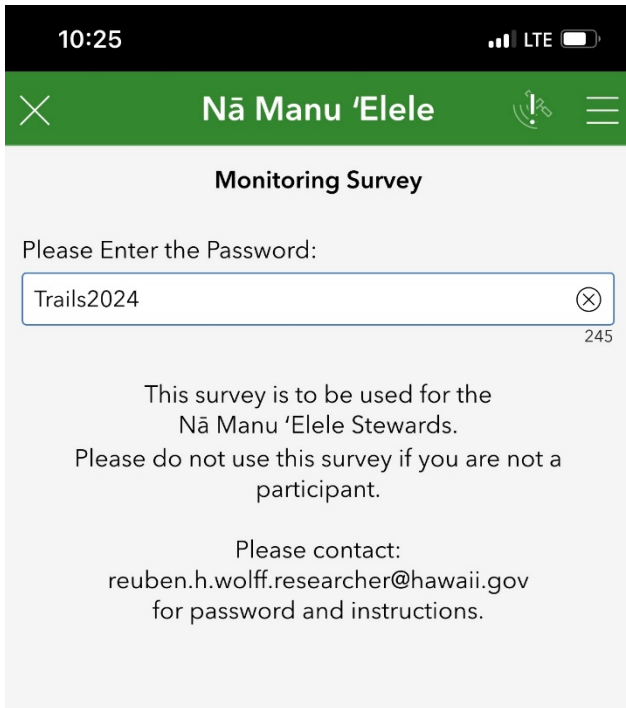
Then click the QR Code icon in the search box on the upper right corner and **scan the QR Code below:**

The survey123 is named: NAH_NaManuElele_S123



Password: Trails2024

Note: T in trails is uppercase



10:25 LTE

Nā Manu 'Elele

Monitoring Survey

Please Enter the Password:

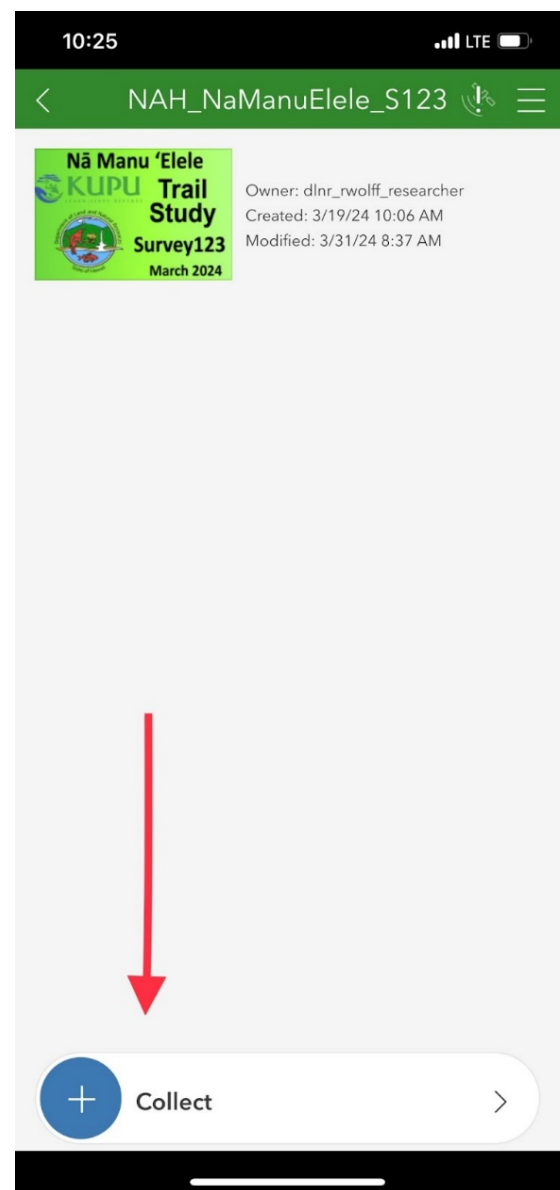
Trails2024

245

This survey is to be used for the Nā Manu 'Elele Stewards.
Please do not use this survey if you are not a participant.

Please contact:
reuben.h.wolff.researcher@hawaii.gov
for password and instructions.

Once you are taken to the survey, you will then click "collect" at the bottom of your page to begin.



10:25 LTE

NAH_NaManuElele_S123

Nā Manu 'Elele KUPU Trail Study Survey123 March 2024

Owner: dlnr_wolff_researcher
Created: 3/19/24 10:06 AM
Modified: 3/31/24 8:37 AM

Collect

Observer name field: Enter your first and last name. Then click on the three lines in the upper right corner. This will give you the option to “set as favorite answers” and your name will be automatically filled in from now on for you.

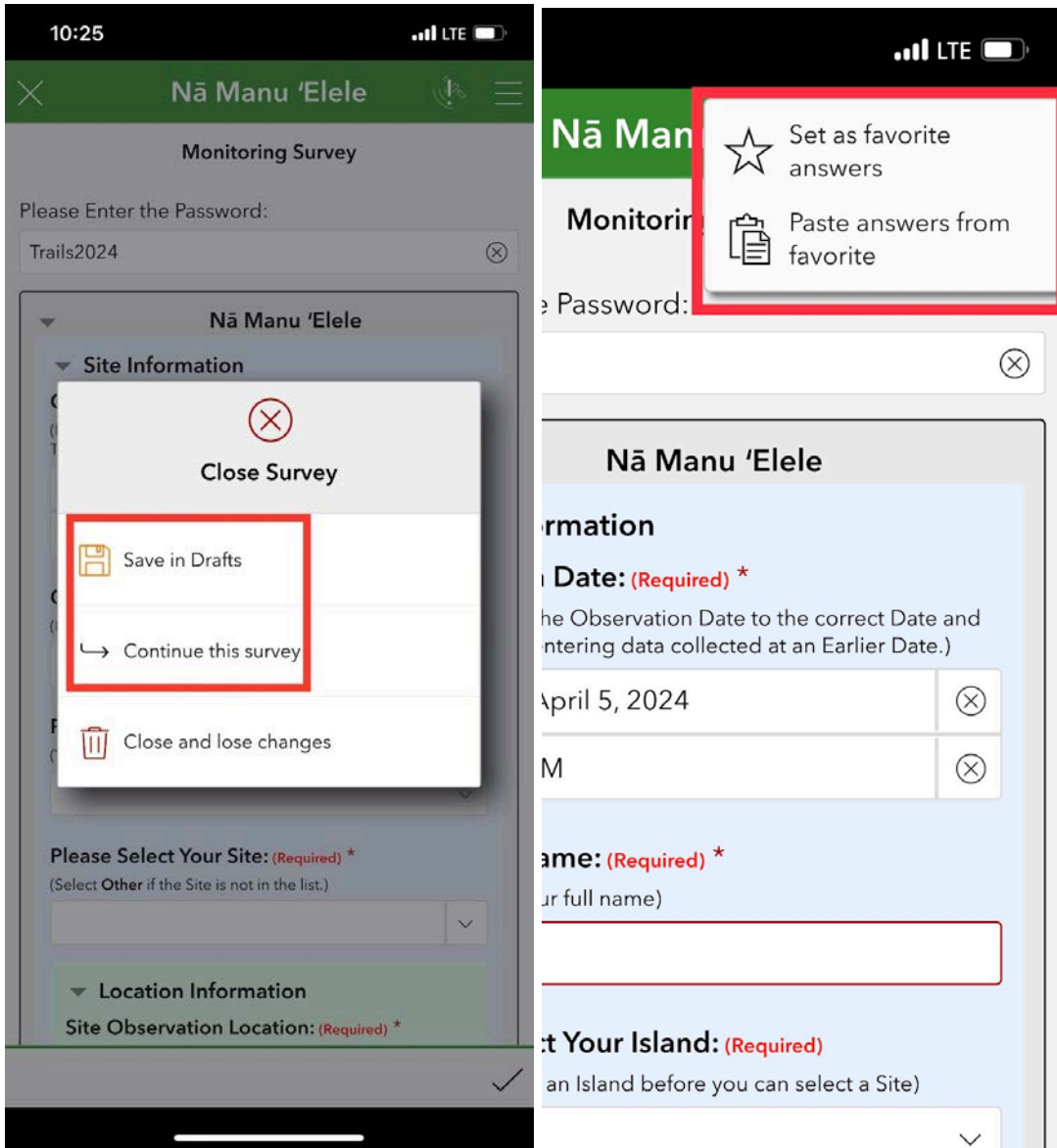
Make sure all your other answers are reflective of where you are and times since those answers may also be pre-filled to those by default.

The screenshot shows a mobile application interface for a monitoring survey. At the top, the time is 10:25 and the signal is LTE. The app title is "Nā Manu 'Elele" and the survey title is "Monitoring Survey". A password field contains "Trails2024". Below this, there is a section for "Nā Manu 'Elele" with a "Site Information" subsection. The "Observer Name" field is highlighted with a red box and contains "Superstar Steward". A red arrow points from the "Set as favorite answers" button in the top right corner to the "Observer Name" field. Other fields include "Observation Date" (Friday, April 5, 2024) and "Time" (10:25 AM). There are also dropdown menus for "Please Select Your Island" and "Please Select Your Site". At the bottom, there is a "Location Information" section with a "Site Observation Location" field. A checkmark is visible at the bottom right of the form.

If you continue the survey and submit your answers, these will be pre-filled for you next time.

If you “save in drafts” and do not submit, they will still be saved.

If you “close survey” or “close and lose changes”, they will not be saved.



Location Information: If you do not have service, you will be able to move the cursor to where you took data. The app will locate you based on your GPS coordinates.

Adjust your location if you take data along your trail or to different sections of the trail.

Reminder: You might need to allow the Survey123 app to access your device's location.

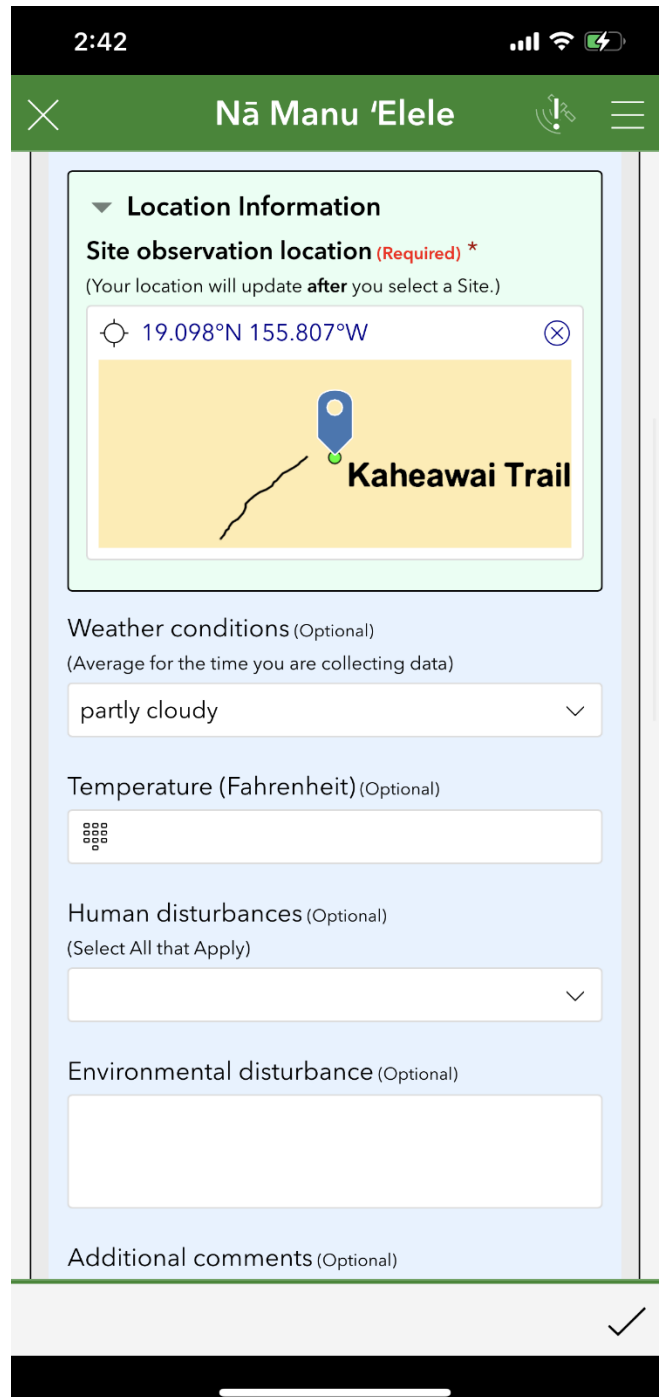
iPhone > Settings > Survey123 > Location > Select "While using the app"

If you require further assistance please reach out to your supervisor.

Weather conditions & temperature:

Please fill these out to the best of your ability. This is not a required field.

For an accurate temperature reading, refer to the weather app on your mobile device.



The screenshot shows a mobile application interface for 'Nā Manu 'Elele'. At the top, the time is 2:16, and there are icons for signal strength, Wi-Fi, and battery. The app title 'Nā Manu 'Elele' is displayed in a green header bar. Below the header, there is a close button (X) and a menu icon (three horizontal lines). The main content area is light blue and contains several sections:

- Weather conditions (Optional)**: A dropdown menu showing 'partly cloudy' with a downward arrow. Below it is a note: '(Average for the time you are collecting data)'. There is also a small icon of a weather station.
- Temperature (Fahrenheit) (Optional)**: A text input field with a small icon of a thermometer.
- Human disturbances (Optional)**: A section with the instruction '(Select All that Apply)'. It features a dropdown menu showing 'Loud music, Disruptive conduct' with an upward arrow. Below this is a list of checkboxes:
 - Loud music
 - Disruptive conduct
 - Leaving trash
 - Leaving poop bags
 - Using residents' private property
 - Human Defecation
- Environmental disturbance (Optional)**: A large empty text input field.
- Additional comments (Optional)**: Another large empty text input field.

At the bottom right of the form, there is a checkmark icon. The entire form is set against a dark background, likely the home screen of the app.

Human Disturbances: Click on the “human disturbances” drop down menu to report any observations of these occurrences. These categories do not need to be quantified, just selected.

Environmental Disturbances: Elaborate on any disturbances you feel necessary, such as treefall or weather changes.

Ex: “Due to today’s stormy weather conditions, I was stationed at the trailhead and advised all hikers to come back another day when the trail is less muddy.”

Additional Comments: If there is something notable, please fill out this section below.

Ex: “Today was a particularly busy day since it was a holiday weekend, I noticed 6 poop bags left along the trail.”

Observation Time Period: Time you surveyed, not including the time it took you to get to location where you took the observations.

Time periods are broken into one hour intervals. There are 2 ways so submit your daily Trail Steward Survey:

1. Submit 1 survey accounting all of the time spent on the trail surveying

Ex: You arrived at the trailhead @ 6:00 AM and worked an 8 hour shift. Enter time data in 1 hour intervals documenting all calculated fields in the survey.

- 6:00 AM - 7:00 AM
- 7:00 AM - 8:00 AM
- 8:00 AM - 9:00 AM
- And so forth till...
- 1:00 PM - 2:00 PM (assuming you took a 30 minute lunch break)

2. Submit **multiple** surveys for **multiple** trailheads

Ex: You started at Trailhead 1 @ 6:00. Later in the day you are at Trailhead 2 @ 11:00 AM. Enter time data 1 hour intervals documenting all calculated fields in the survey for every new trail.

- Trailhead 1
 - 6:00 AM - 7:00 AM
 - 7:00 AM - 8:00 AM
 - And so forth till...
 - 10:00 AM - 11:00 AM
 - SUBMIT SURVEY or SAVE IN DRAFT

You drive/hike to Trailhead 2 and arrive at 12:00 PM, **START NEW SURVEY**

- Trailhead 2
 - 12:00 PM - 1:00 PM
 - 12:00 PM - 1:00 PM
 - LUNCH BREAK (No time data) same survey
 - 1:00 PM - 2:00 PM
 - 2:00 PM - 3:00 PM
 - SUBMIT SURVEY or SAVE IN DRAFT

Observation time period (Required) *

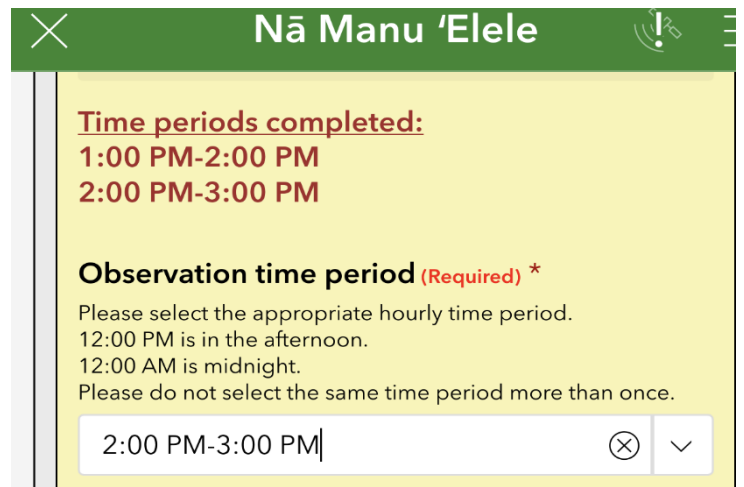
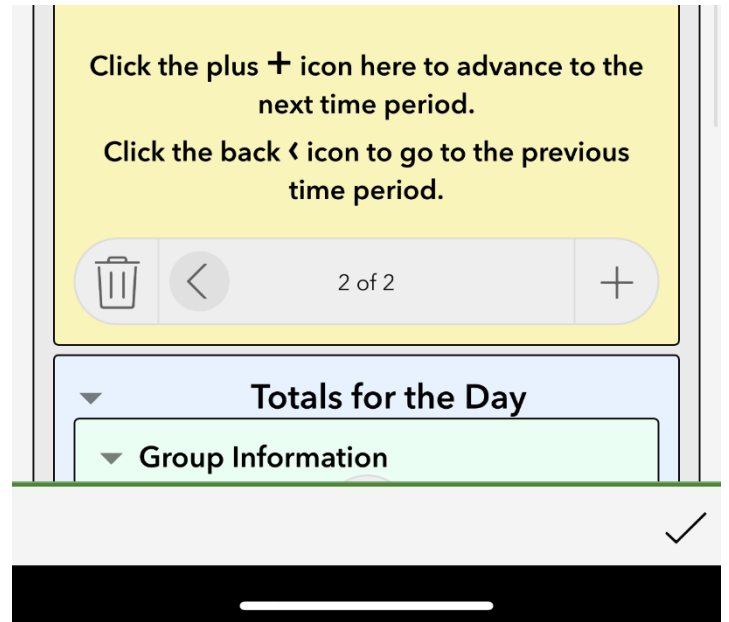
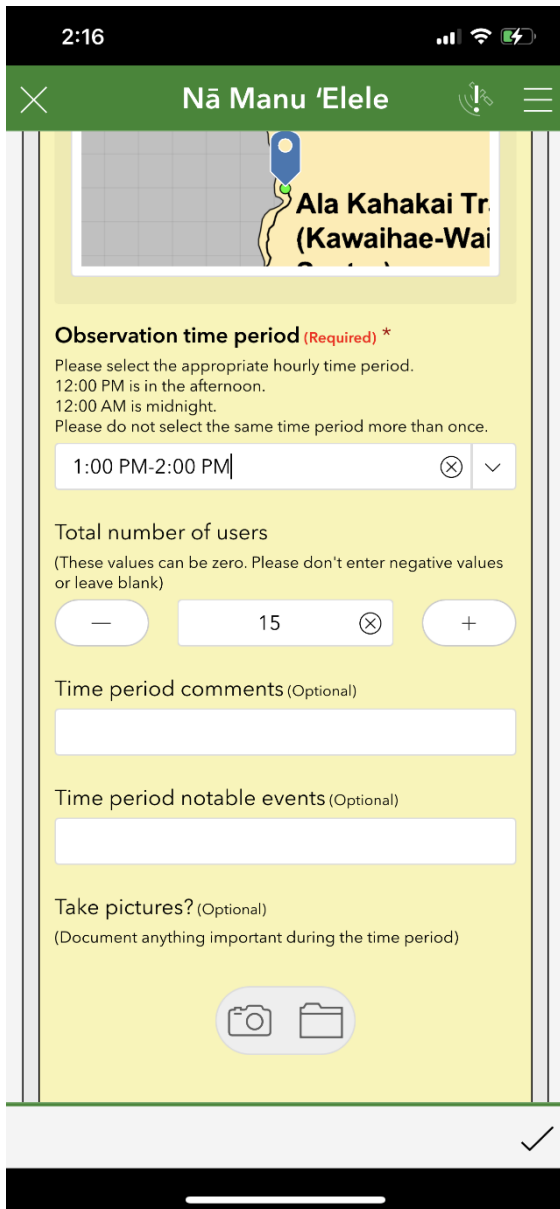
Please select the appropriate hourly time period.
12:00 PM is in the afternoon.
12:00 AM is midnight.
Please do not select the same time period more than once.

11:00 AM-12:00 PM

12:00 PM-1:00 PM

1:00 PM-2:00 PM

2:00 PM-3:00 PM



Hourly Time Recording: You will only be taking the data below for that hour. Record the number of users that you observe within that specific hour (separate from daily count numbers). Fill out the text boxes with comments or events if relevant. Add a photo if there is something notable you would like to record that occurred within that hour.

In order to move to the next time period you will click the + icon, then fill out the information for that hour accordingly. To go back and edit that information you can press the < icon and move between time periods.

The screenshot shows a mobile application interface for "Nā Manu 'Elele". At the top, the status bar shows the time 2:18, signal strength, Wi-Fi, and battery icons. Below the status bar is a green header with a close button (X), the title "Nā Manu 'Elele", a location pin icon, and a menu icon (three horizontal lines). The main content area is a light blue form titled "Totals for the Day" with a dropdown arrow. Underneath is a green box labeled "Group Information" with a plus sign (+) in a circle. Below this, a note reads: "These values can be zero. Please don't enter negative values or leave blank." The form contains six input fields, each with a label and a numeric keypad icon on the left, and a clear button (X) on the right. The labels and their corresponding values are: "Total number of bicyclists" (0), "Total number of dogs" (0), "Total number of dogs off leash" (0), "Total number of fishers" (0), "Total number of hunters" (0), and "Total on motorized vehicle" (0). At the bottom right of the form is a checkmark icon. The bottom of the screen shows a black home indicator bar.

Totals for the Day: Take counts of all of the following, use the + symbol to add and - symbols to subtract from the calculated fields.

Do not forget to click the "Group information" drop down in order to record group data.

Group Information: Press the (+) symbol to add information regarding groups. This can include school groups, organized groups, volunteer groups. You do not need to make groups for large families.

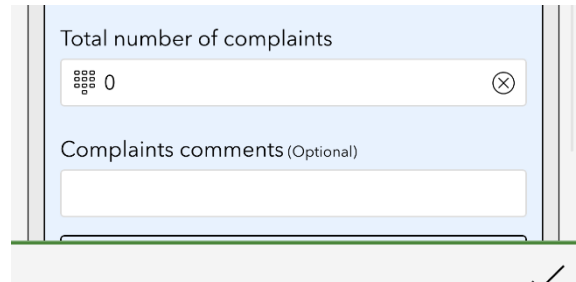
Example of Group Types

- Educational Groups:
 - Pre-K, Elementary, Middle, Junior-High, High School, and College School Groups
- Commercial Groups:
 - Kaimana Tours, Oahu Nature Tours, You and Nature.
 - Commercial Groups are for-profit enterprises that offer organized tours, transportation services, and guided experiences for tourists visiting our Nā Ala Hele Trails
- Organizational Groups:
 - Volunteer Groups, Boy Scouts, Girl Scouts, and other partnered agencies like O'ahu Invasive Species Removal (OISC), Ko'olau Mountain Watershed Partnership (KMWP), or O'ahu Tree Alliance

Commercial groups are required to obtain a Commercial Trail Tour Activity Permit (CTTA). While they are not obliged to present this permit to you, you can verify their legitimacy by accessing the NAH website and confirming the group's name. Please kindly turn away any commercial group that arrives without a reservation or permit.

The screenshot shows the 'Nā Manu 'Elele' mobile application interface. At the top, the status bar shows the time 2:18 and signal strength. The app header is green with a white 'X' icon on the left, the title 'Nā Manu 'Elele' in the center, and a menu icon on the right. Below the header is a light blue section titled 'Totals for the Day'. Inside this section is a light green box for 'Group Information'. The form includes: 'Group Type (Required) *' with radio buttons for Educational, Commercial, Organizational, and None (selected); 'Group Name (Optional)' with a text input field; 'Group Size (Required) *' with a numeric input field set to 0; 'Did they group have a permit if required? (Optional)' with radio buttons for Yes, No, and Not Required (selected). Below the form is a trash icon, '1 of 1', and a plus sign. Underneath the green box is a warning: 'These values can be zero. Please don't enter negative values or leave blank.' Below this are three more numeric input fields: 'Total number of bicyclists' (0), 'Total number of dogs' (0), and another unlabeled field (0). A checkmark is visible in the bottom right corner of the app's main content area.

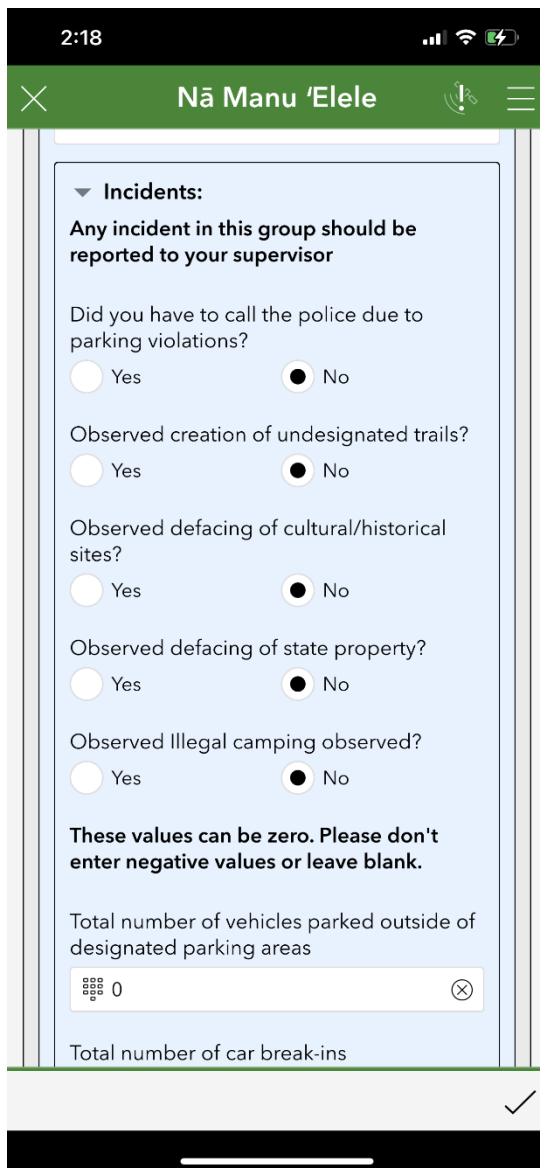
Complaints: Feel free to write any notable complaints or feedback you get from visitors.



A screenshot of a mobile form titled "Complaints". It features a text input field for "Total number of complaints" with a numeric keypad and a "0" value. Below it is a text input field for "Complaints comments (Optional)".

Incidents: It is important to fill out the incident drop down to the best of your ability. This section is crucial to keeping record of incidents to refer to if we need to. Inform your supervisor of any incidents as they occur and document the incident by taking photos and submitting promptly.

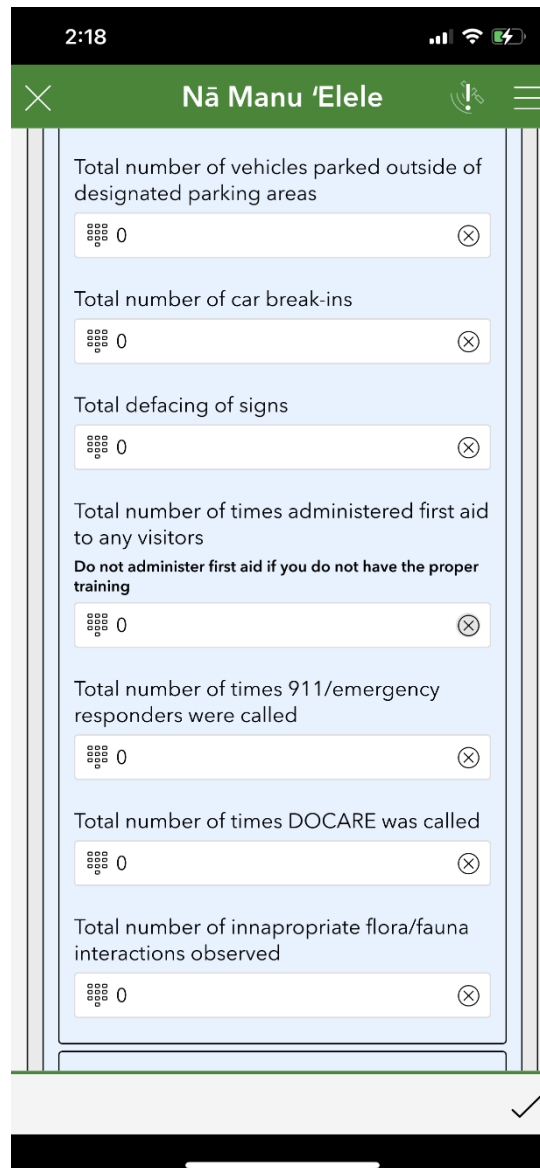
Call DOCARE and 911 if necessary. Call DOCARE for any wildlife or environmental incidents, call 911 for everything else.



A screenshot of a mobile form titled "Nā Manu 'Elele" with a green header. The "Incidents:" section contains several questions with radio button options for "Yes" and "No":

- Any incident in this group should be reported to your supervisor
- Did you have to call the police due to parking violations?
- Observed creation of undesignating trails?
- Observed defacing of cultural/historical sites?
- Observed defacing of state property?
- Observed Illegal camping observed?

Below these questions is a note: "These values can be zero. Please don't enter negative values or leave blank." At the bottom of the form, there is a numeric input field for "Total number of vehicles parked outside of designated parking areas" with a value of "0".

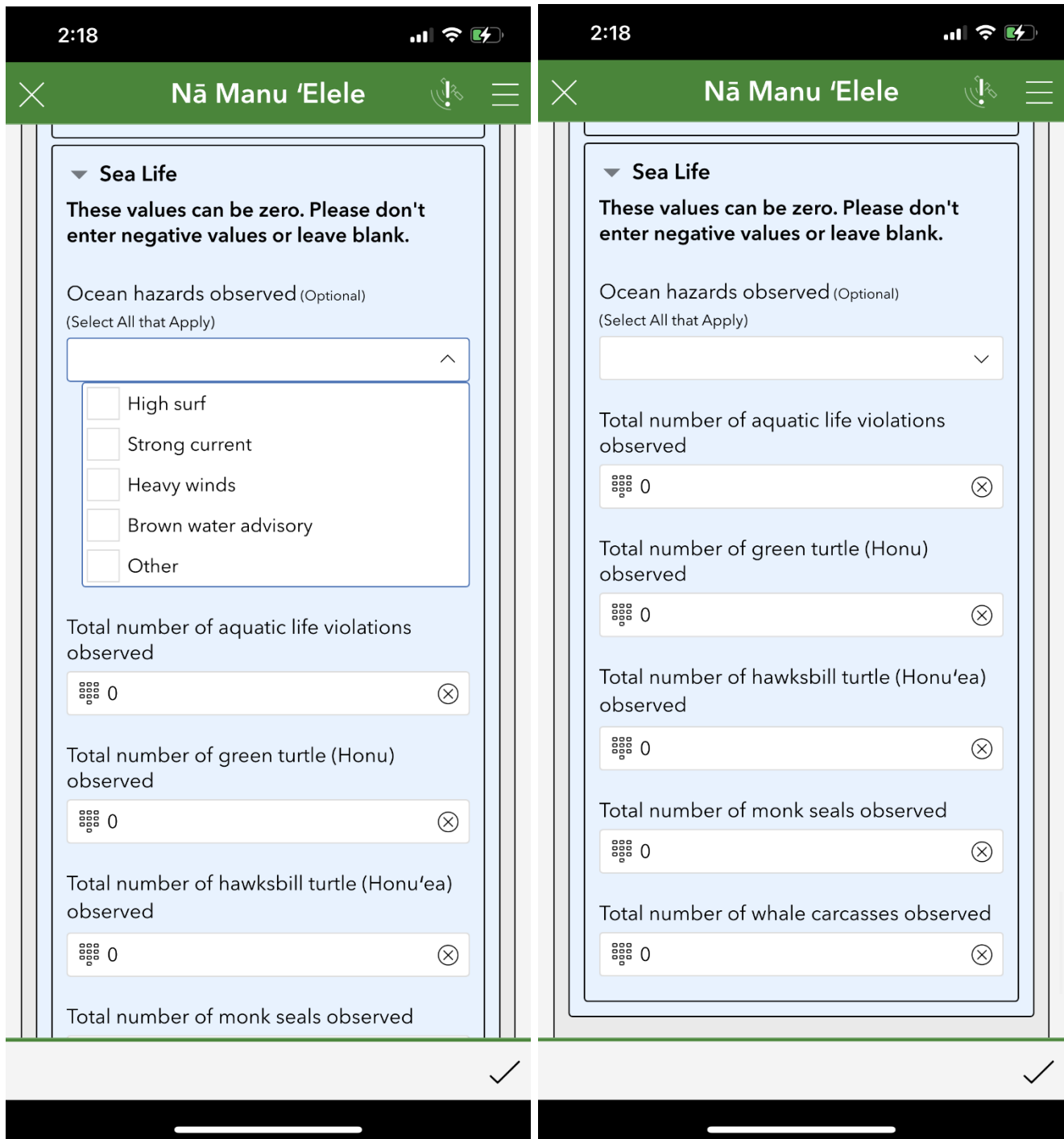


A screenshot of a mobile form titled "Nā Manu 'Elele" with a green header. It contains several numeric input fields for reporting various incidents, all with a value of "0":

- Total number of vehicles parked outside of designated parking areas
- Total number of car break-ins
- Total defacing of signs
- Total number of times administered first aid to any visitors (with a note: "Do not administer first aid if you do not have the proper training")
- Total number of times 911/emergency responders were called
- Total number of times DOCARE was called
- Total number of inappropriate flora/fauna interactions observed

Sea Life: The sea life drop down is mainly targeted for our CBSFA areas or trails that lead to beaches, fill these out to the best of your ability. "Ocean hazards observed" is a drop-down option, check all that apply.

Give feedback if you think more questions are needed for this section.



2:18

Nā Manu 'Elele

observed

0

Total number of green turtle (Honu) observed

0

Total number of hawksbill turtle (Honu'ea) observed

0



Total number of monk seals observed

0

Total number of whale carcasses observed

0

Take a picture?
(Optional. Document anything important)

Click the checkmark ✓ icon at the bottom to submit the form when you are done

✓

Photos: At the bottom of the survey there will be an option to upload photos (file icon) or take a photo (camera icon). Add a photo to the yellow section if it refers to a specific incident or something you want to address from the comments above. Add any additional photos below.

Submit: When you are done with the survey, click the checkmark at the bottom right corner.