NGDA Baseline Standards Inventory
Viewing and Editing Submissions Instructions and Tips

Once you have successfully submitted the questionnaire, you will have an opportunity edit or supplement your responses as many times as necessary and resubmit them during the open period. You will also be able to review both the initial and any subsequent submissions in the Responses Dashboard. This document will guide you through some important information for editing a previously submitted questionnaire.

Each of the following sections is further detailed below.

I. Responses Dashboard
II. Editing a Submission
III. Resources

I. Responses Dashboard

The Responses Dashboard allows users to view both their initial submission and response summary and any edited submittals if changes were made after the initial one (see Section II).

Use the following link to access the NGDA Baseline Standards Inventory Responses Dashboard (https://geoplatform.maps.arcgis.com/apps/opsdashboard/index.html#/4b91ec661b4a23b0c165c33e514856).

The Responses Dashboard will display the original completed survey in a Tab called ‘NGDA_Submissions’ (blue arrow in 1st screen shot below) with the questions and answers summary in the right window.
If there are further edits and the survey is subsequently resubmitted, the updated answers will appear in the other “Edited Submissions” Tab (green arrow in the 2nd screen shot below).

II. Editing a Submission

Once a questionnaire is successfully submitted the first time, the responses are committed to the Survey123 database. At this point, using the original link to the survey provided in the initial email will take you to the DSM login page to begin a new survey.

*Note:* If you enter the same NGDA token again after responses were submitted, it will not include your previous entries. It will begin a new questionnaire for the same NGDA. You can, however, enter a new token to begin another questionnaire if you have multiple NGDA.

To edit a previous NGDA submission, follow the steps below. Due to limitations with the Survey123 tool, it is important to follow these instructions or the revised submission may contain incorrect data.

1. Use the link to the survey found in the confirmation email.
2. Enter the same token provided for the NGDA.

You will be in the ‘edit mode’ and prior responses for this NGDA will be displayed. Edit mode is indicated by the pencil to the right and there will be no ‘reset’ or ‘saved’ indicators in the top gray bar.

*Important Note:* Responses are not saved temporarily by ‘cookies’ in edit mode. You must navigate to the end of the questionnaire and ‘submit’ within a single browser session or changes will not be saved.
3. Navigate to the question you want to change or supplement using the ‘Next’ button.
4. Use the following tips depending on what you want to change.

➢ **Tips for adding information**

*Supplemental information* may be added by choosing new picklist responses, adding up to three references, or modifying information in a textbox. Navigate to the end of the survey and click ‘submit’ when done.

➢ **Tips for changing picklists that have ‘select one’ option**

*Picklists that have a ‘select one’ response* may be changed by selecting the new option. Navigate to the end of the survey and click ‘submit’ when done.

➢ **Tips for changing picklists with check boxes**

Due to a technical limitation with Survey123, picklists that have multiple options and check boxes do not appear to be deselected when they, in fact, are. In order to deselect an item, click on the gray highlighted selection. Note in the top part of the menu that the number of objects has changed indicating that it has been deselected. **However, it will still appear to be checked.**

In some browsers, the gray highlighting will disappear when the item is deselected, but it may not. Click outside the picklist and return to the picklist drop down to verify the highlighting is gone.
In addition to deselecting previous options, you may also select new choices if desired. In order to confirm that your final choices are ready to submit, verify that the correct number of selections is displayed. Navigate to the end of the survey and click ‘submit’ when done. You can view your revised submittal in the dashboard to ensure the changes were saved to the database. See Section I. Responses Dashboard above.

➢ **Tips for deleting information added to textboxes**

If you entered information into a textbox – as part of a ‘Yes, Yes/Other, or No’ response (including references or comments) – **you cannot just deselect or change the response option without also deleting the text.**
Follow these steps:

1. Delete any text in textboxes.
2. Uncheck the response option to deselect it and/or check a different response.

**Note:** This instruction is the same for removing text previously entered for ‘References’ or other text fields or for changing a ‘No’ to a ‘Yes’ response or vice versa.

**Example:**

Are there geospatial data standards applied to this NGDA?

<table>
<thead>
<tr>
<th>Yes</th>
<th>Yes/Other</th>
<th>No</th>
</tr>
</thead>
</table>

Other Data Standards Category #1

Add one data standards category per textbox using the EXACT format described above. Once you start typing in the textbox, another textbox will appear for the next data standards category. If you do not need the next textbox, leave it blank.

Delete this text before unchecking the ‘Yes/Other’ response option

Other Data Standards Category #2

Add one data standards category per textbox using the EXACT format described above. Once you start typing in the textbox, another textbox will appear for the next data standards category. If you do not need the next textbox, leave it blank.

Navigate to the end of the survey and click ‘submit’ when done. You can view your revised submittal in the dashboard to ensure the changes were saved to the database. See Section I. Responses Dashboard above.
III. Resources

This *READ ME FIRST* document and additional resources are located on the GeoPlatform [NGDA Portfolio Community](https://geoportfolio.ngda.gov/) on the NGDA Baseline Standards Inventory Quicklinks page. These resources will guide you through successfully completing the NGDA Baseline Standards Inventory survey:

- **READ ME FIRST** – An overview of the steps necessary for accessing and completing the survey along with helpful tips and resources.
- **The Companion Guide: Achieving an NGDA Baseline Standards Inventory** – A shareable workbook that lays out the approach to the survey, the categories of standards with associated definitions, tables of known or FGDC-endorsed standards, the survey questions with additional clarifying statements and resources.
- **NGDA Baseline Standards Inventory: Questionnaire Response Picklist** – A shareable workbook of all picklist responses organized by question. Use this guide to predetermine picklist responses or to add "other" responses.
- **READ ME – Viewing and Editing Submissions** – A guide to successfully reviewing and editing survey responses after making the initial submission.
- **Why a Standards Inventory** – A high-level overview of why the NGDA Baseline Standards Inventory is being conducted.
- **Tutorial** – A walk through of all the documents and the survey.
- **Reports** – Reports and Dashboard providing analytics of the survey results.