

American Woodcock SGS 2022

Instructions for Survey Form Upload to FileShare

<https://fileshare.fws.gov/?linkid=KZi4zr6VWWUdAb14xgJ0mK76E2CSS5Hd8YDODS6ncAGbVD1eXkm3VA>

Thank you for taking the time to upload your completed survey forms electronically. This system is set up so that you are the only person who can view your survey form(s) other than the state/province/national coordinators. This is to protect your Personally Identifiable Information (PII). Please note if you hit the refresh or back buttons or close out of the browser window, you will no longer see your uploaded file(s). They are still visible to the state/province/national coordinator, however.

- 1) Name your scanned survey form file(s) appropriately, so it includes the state/province, route # and your last name, e.g. MD_001_Rau. This is so it is easy to find and identify. **Each survey form should be in a separate file.**
- 2) Click on the FileShare link above.
- 3) You should now be in the folder called, 2022 ONLY_Woodcock SGS Completed Survey Forms.
- 4) Please find your corresponding state or province folder and click it.
- 5) This opens up the state or province folder. It should say 'No files in this Shared Link folder.'
- 6) Click on the gray Upload button at the top left (make sure you are within your state or province folder).
- 7) A new window will open. Locate where you saved your survey form(s). Select the file(s) and hit Open.
- 8) You will now see your files in a separate window. You can either add additional files or hit the blue Upload Now button.
- 9) Your files were uploaded successfully if you see the green 'Upload completed successfully' notation.
- 10) Hit the Close button.
- 11) Now you should see your file(s) within your state or province folder.
- 12) Your effort is now complete. You may close out of the browser window.