

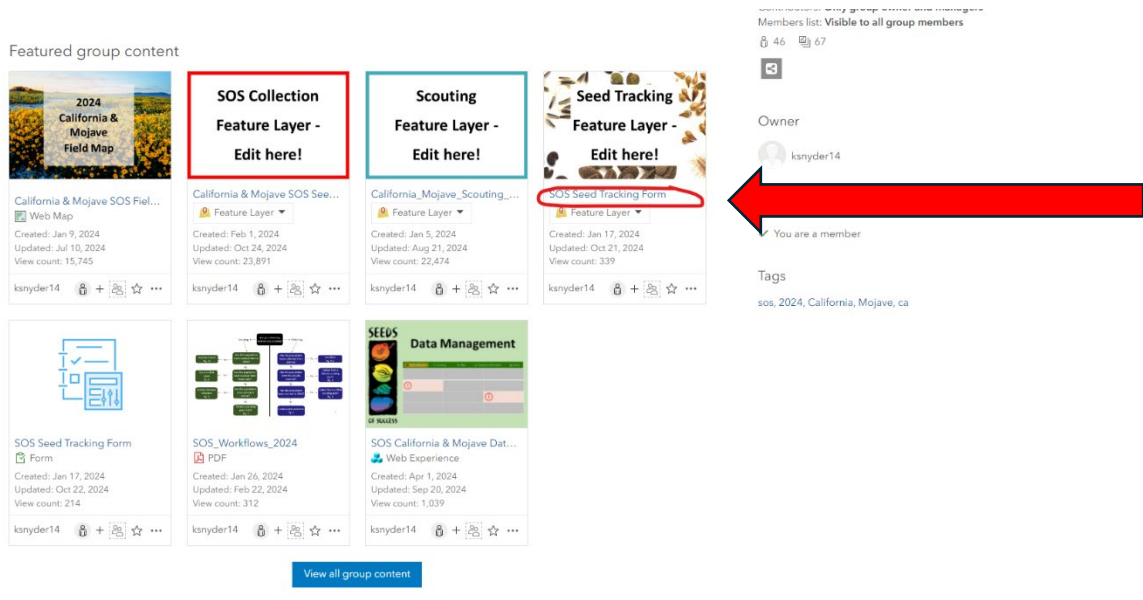
# How to edit seed tracking forms

## On your mobile device

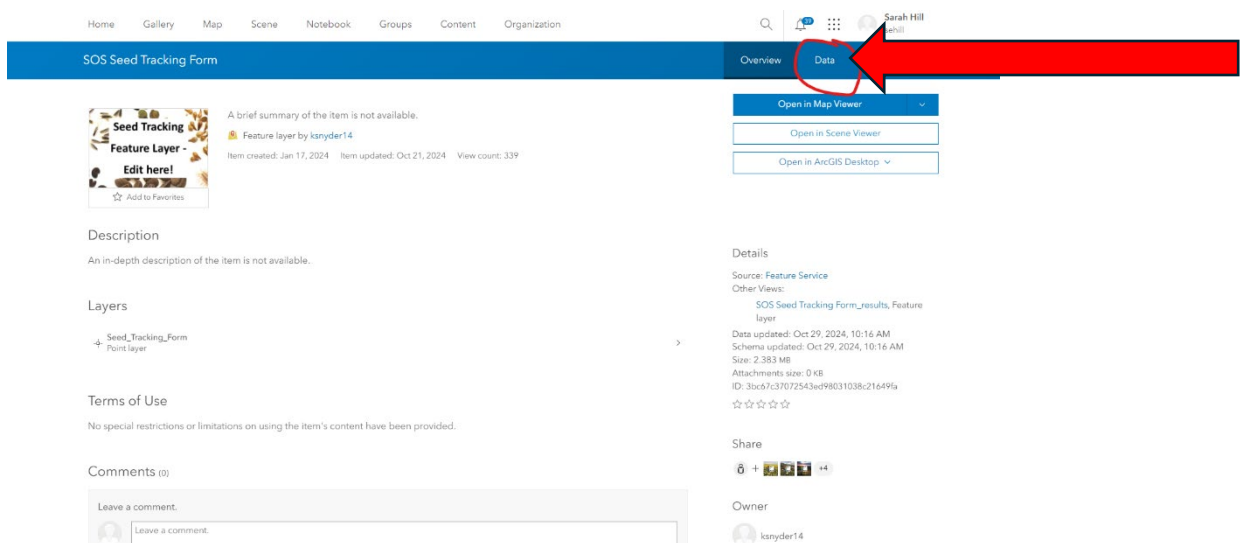
- 1) Open the Survey123 app, go to your sent folder, click on the form you want to edit, click “edit and resend”.
- 2) Click “other” for the seed cleaning facility, and type DELETE in the text box.
- 3) Submit the form.

## On your desktop

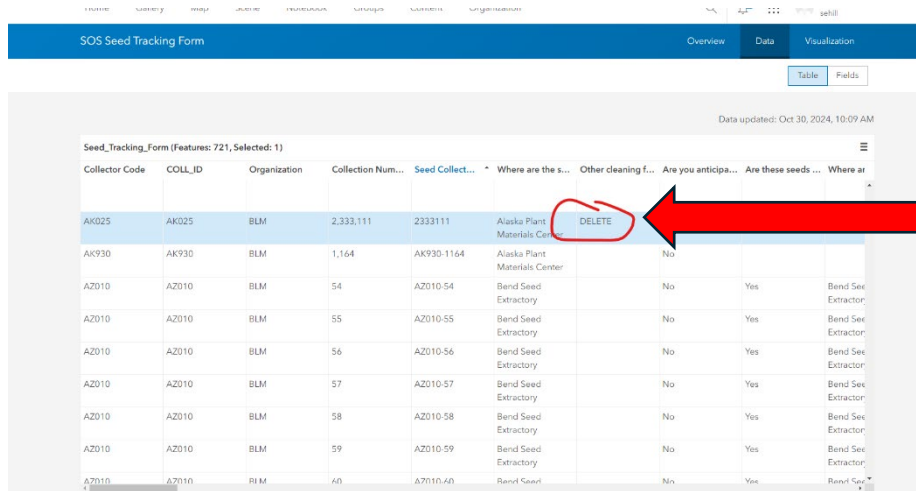
- 1) In your group, click on the seed tracking form



- 2) Click on the data tab



- 3) Find the collection you want to edit and write “DELETE” in the “Other Cleaning Facility” box.



The screenshot shows the 'SOS Seed Tracking Form' interface. At the top, there are tabs for 'Overview', 'Data', and 'Visualization'. Below the tabs, there are buttons for 'Table' and 'Fields'. The main content is a table with the following columns: Collector Code, COLL\_ID, Organization, Collection Num..., Seed Collect..., Where are the s..., Other cleaning f..., Are you anticipa..., Are these seeds ..., and Where ar. The first row is highlighted in blue and has the word 'DELETE' written in the 'Other cleaning f...' column. A red arrow points to this 'DELETE' text. The table is titled 'Seed\_Tracking\_Form (Features: 721, Selected: 1)' and the data is updated as of Oct 30, 2024, 10:09 AM.

Collector Code	COLL_ID	Organization	Collection Num...	Seed Collect...	Where are the s...	Other cleaning f...	Are you anticipa...	Are these seeds ...	Where ar
AK025	AK025	BLM	2,333,111	2333111	Alaska Plant Materials Center	DELETE			
AK930	AK930	BLM	1,164	AK930-1164	Alaska Plant Materials Center		No		
AZ010	AZ010	BLM	54	AZ010-54	Bend Seed Extractory		No	Yes	Bend Seed Extractor
AZ010	AZ010	BLM	55	AZ010-55	Bend Seed Extractory		No	Yes	Bend Seed Extractor
AZ010	AZ010	BLM	56	AZ010-56	Bend Seed Extractory		No	Yes	Bend Seed Extractor
AZ010	AZ010	BLM	57	AZ010-57	Bend Seed Extractory		No	Yes	Bend Seed Extractor
AZ010	AZ010	BLM	58	AZ010-58	Bend Seed Extractory		No	Yes	Bend Seed Extractor
AZ010	AZ010	BLM	59	AZ010-59	Bend Seed Extractory		No	Yes	Bend Seed Extractor
AZ010	AZ010	BLM	60	AZ010-60	Bend Seed		No	Yes	Bend Seed

- 4) Create a new seed tracking form with correct shipping information when seeds are shipped.

- 5) If you are having trouble, email Kristy Snyder, [ksnyder@blm.gov](mailto:ksnyder@blm.gov), with the collection number that you want to edit and ask her to delete it. Create a new form when seeds are actually shipped. If the person shipping the seeds does not have access to the geoplatform, contact Sarah Hill, [shill@blm.gov](mailto:shill@blm.gov) and she will help with the forms.