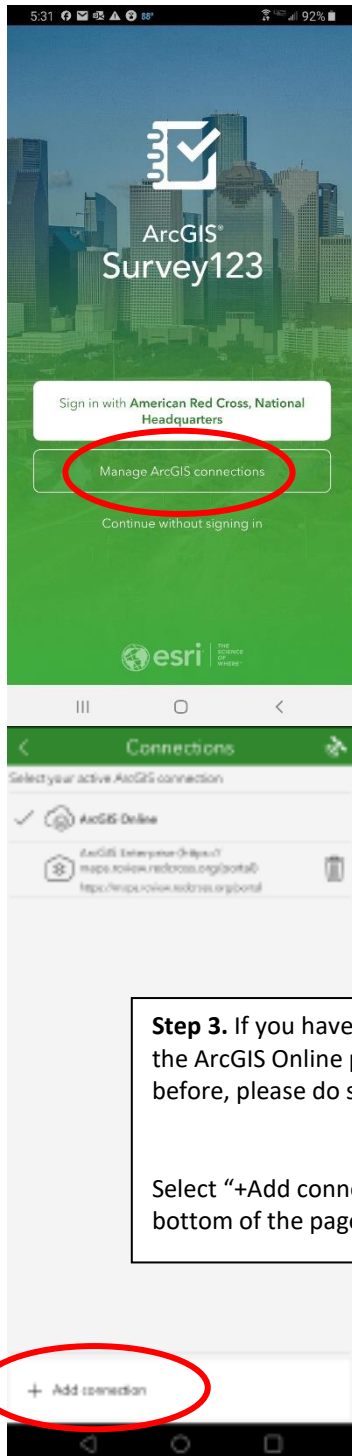


Survey 123 2024 User Guide

New users will benefit from this step-by-step user guide, and experienced users will find this document useful as a refresher tool. Access to surveys for DROs is restricted. Before trying to download a DRO specific survey, the DA lead must submit the user's name to SADS Unit, NHQ representative to be added to the DRO survey group. Region surveys and PDA surveys are not restricted.

Let's get started...

Navigate to the Apple Store or Google Play. Search for, install, and open ArcGIS Survey 123. A splash screen will briefly display, and then the initial sign-in screen will appear.



Step 1. If you have previously connected to RC View Enterprise Portal, you will need to change the Portal to our ArcGIS Online account.

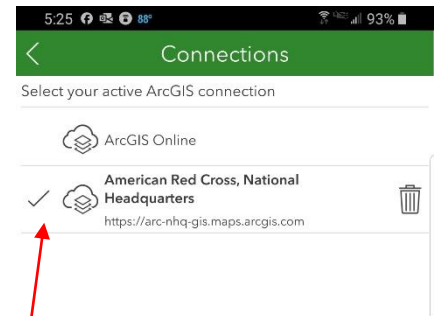
Select "Manage ArcGIS connections"

Step 3. If you have not added the ArcGIS Online portal URL before, please do so now.

Select "+Add connection" at the bottom of the page

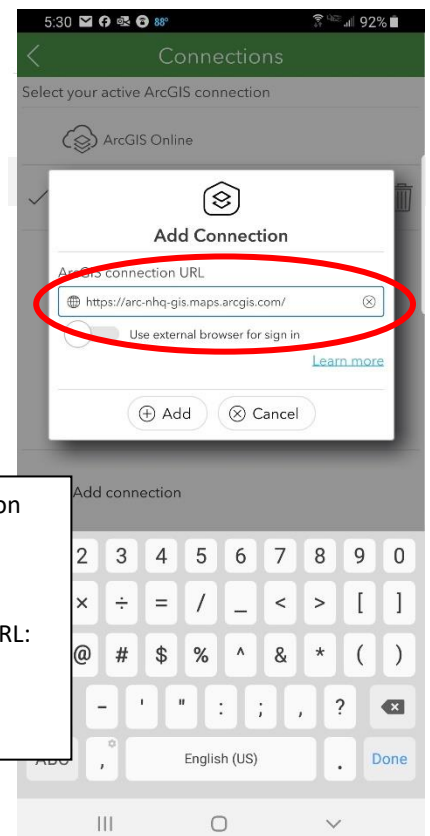
Step 4. The Add Connection window will open.

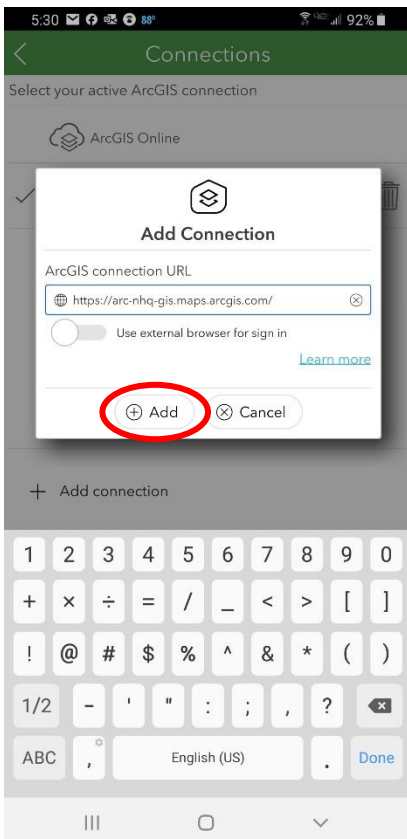
Enter the ArcGIS Online URL:
<https://arc-nhq-gis.maps.arcgis.com/>



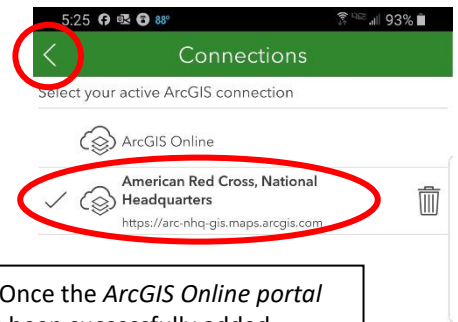
Step 2. If you have previously added the ArcGIS Online portal URL, please select it so you see the green checkmark on the right.

If you have not added the ArcGIS Online portal URL previously, please go to Step 3.

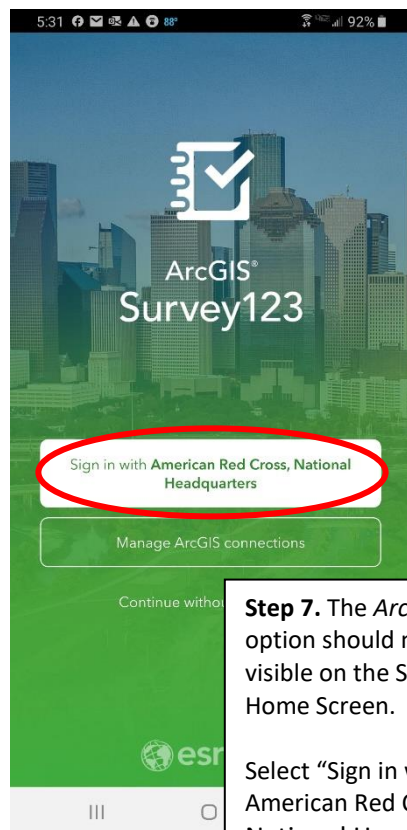




Step 5. Once you have entered the ArcGIS online portal URL and have confirmed that it is correct, select Add.



Step 6. Once the ArcGIS Online portal URL has been successfully added, please make sure it is the active portal with the green checkmark on the left. Once the ArcGIS Online portal is selected, click on the back arrow at the top left of the screen.



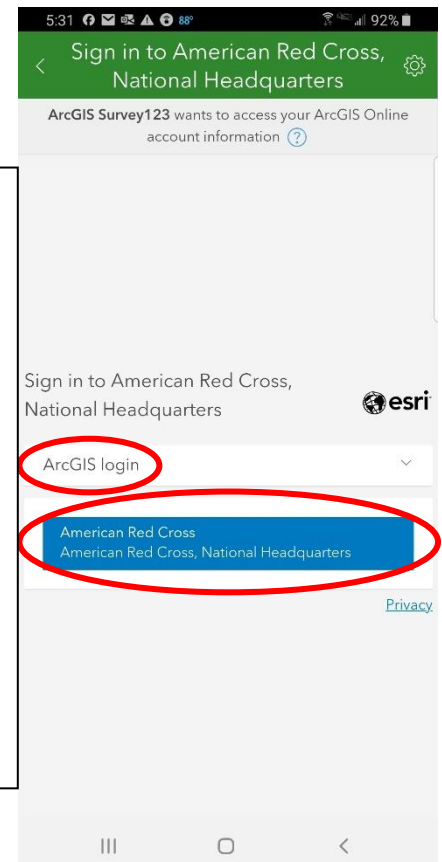
Step 7. The ArcGIS Online option should now be visible on the Survey 123 Home Screen.

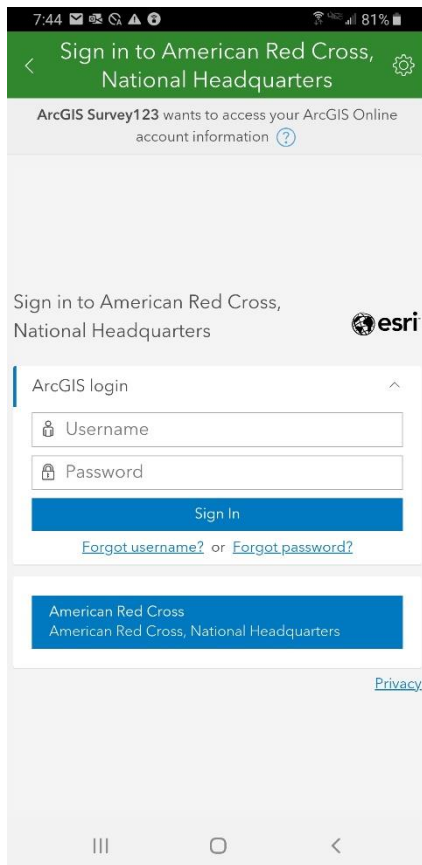
Select "Sign in with American Red Cross, National Headquarters" button.

Step 8. Select the "ArcGIS login" option.

NOTE: This option is for users that received a DR-specific login credential. Example: **778_John.Smith**

Step 8A. If you are using your SSO account please select the second option, the blue button that reads: "American Red Cross, American Red Cross, National Headquarters." All SSO account usernames start with "ARC_"

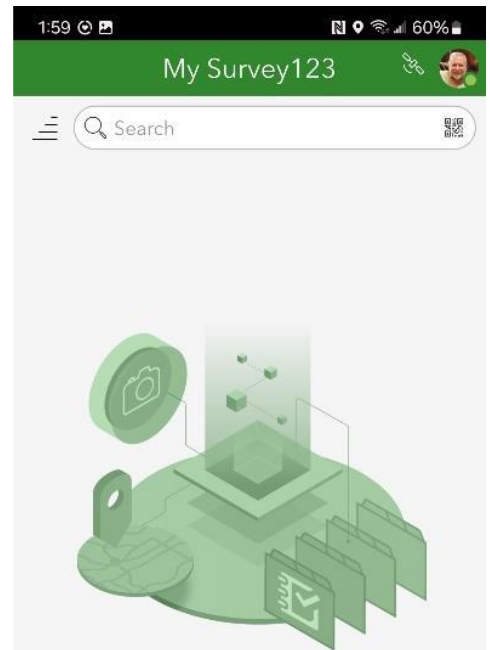




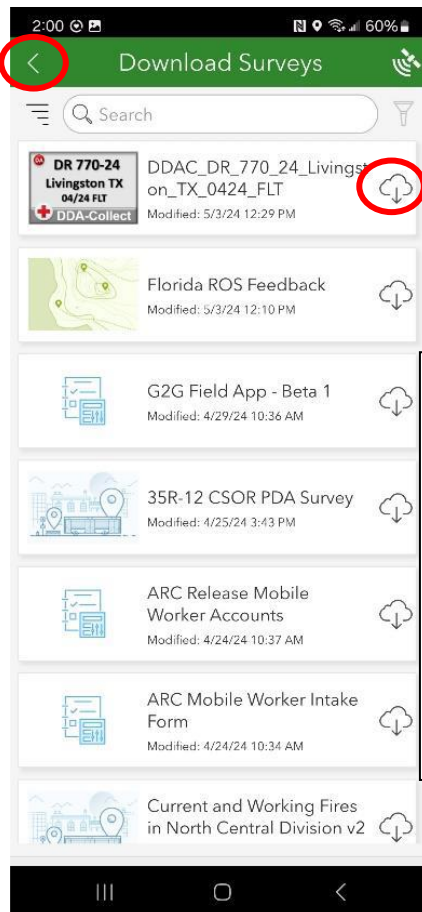
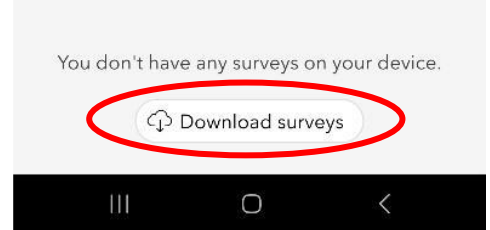
Step 9. Enter the credentials provided by your DA Supervisor.

Example:
 Username:
 DR770_Collector_001
 Password:

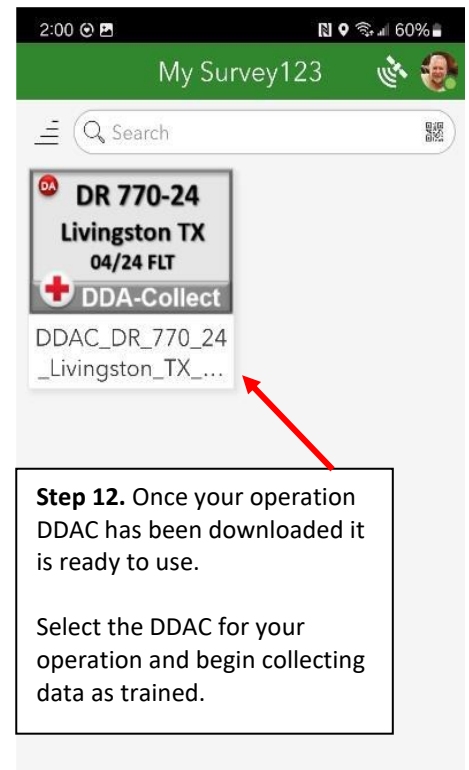
Enter the password provided.



Step 10. If you have not added surveys previously select "Download surveys"

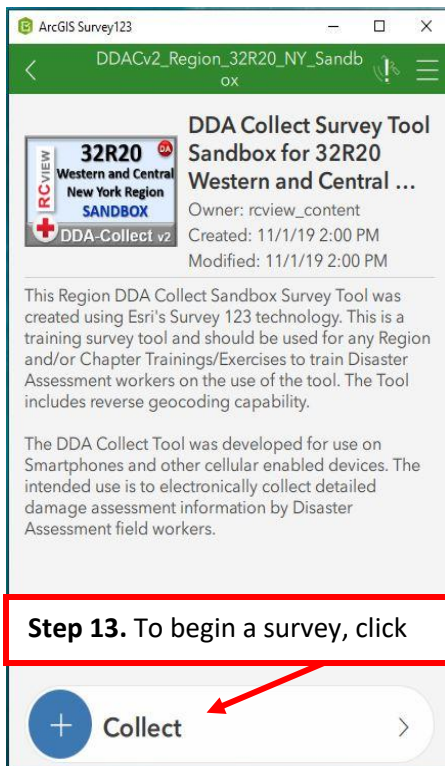


Step 11. Only surveys available to your credentials will be visible. Select the DDA-Collect survey for your operation by selecting the Cloud with the down arrow. Example: DR 770-24 Next, select the Back arrow at the top left of the screen to return to "My Survey 123" home page.



Step 12. Once your operation DDAC has been downloaded it is ready to use.

Select the DDAC for your operation and begin collecting data as trained.



Event & Assessment Information

Date & Time of Assessment: *

Friday, Febru... 5:00 PM

DR/Incident #:

Note: For Region Active Operations DDA-Collects you will manually enter the DR or Incident number as provided by your supervisor. For DR-specific DDA-Collects the DR Number will be pre-filled in, like in this sandbox, to help speed up data entry.

000-YY

DR/Incident Name:

Note: For Region Active Operations DDA-Collects you will manually enter the DR or Incident name as provided by your supervisor. For DR-specific DDA-Collects the DR Name will be pre-filled in, like in this sandbox, to help speed up data entry.

Region 32R20 NY Sandbox

Step 14. Select Event & Assessment Information field. The date/time stamp are automatically filled in. DR # and DR/Incident Name will also auto-populate, except when using the sandbox survey. Scroll down to select Disaster Type from the pulldown menu

Damage Assessment

Map Location

Assessed Dwelling Information

Photo


Narrative & Worker Information

Step 15. Select the Damage Assessment field next. Tap on the type of housing and use the pulldown menu for the appropriate damage classification. ***Be sure to turn off your phone's autocorrect feature!***

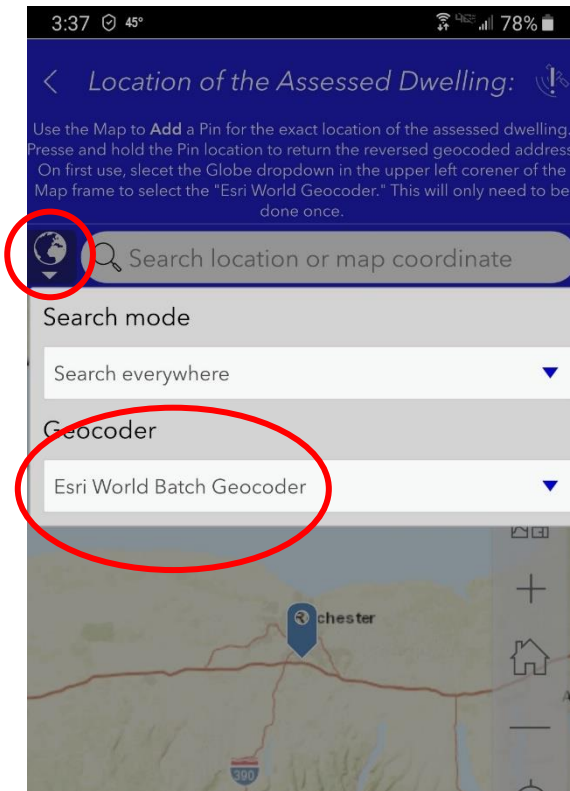
Map Location

Location of the Assessed Dwelling:

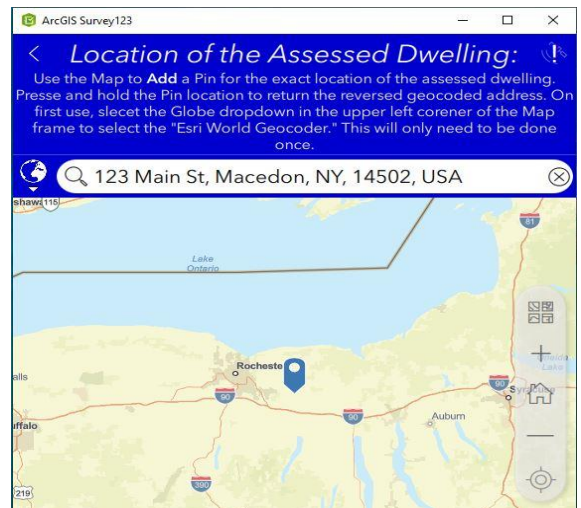
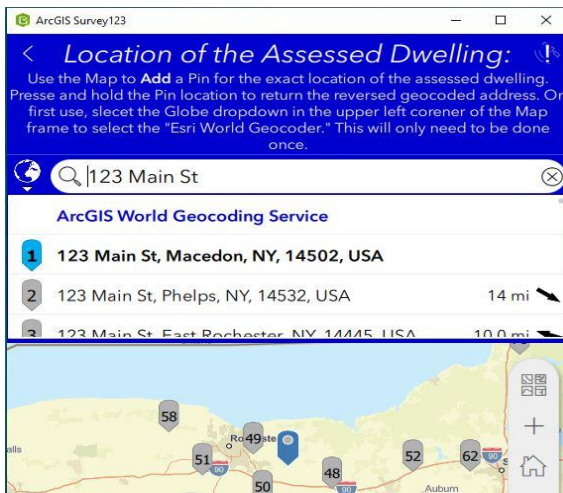
Use the Map to **Add** a Pin for the exact location of the assessed dwelling. Press and hold the Pin location to return the reversed geocoded address. On first use, select the Globe dropdown in the upper left corner of the Map frame to select the "Esri World Geocoder." This will only need to be done once.



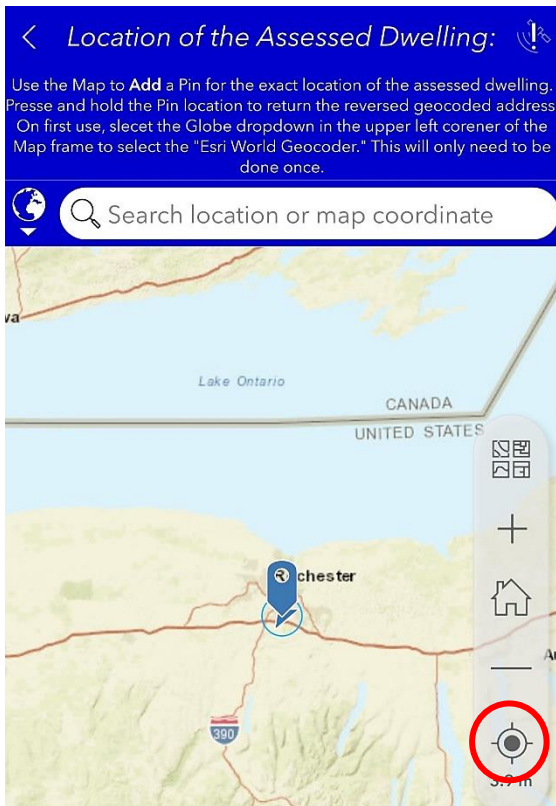
Step 16. Select Map Location field and tap on the white oval map icon for access the map page.



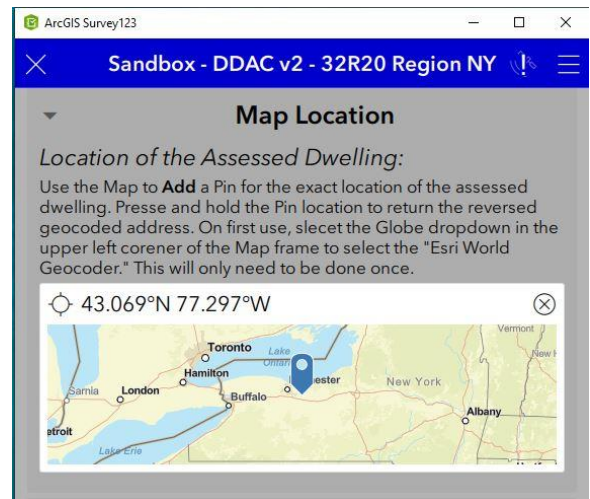
Step 17. When using Map Location for the first time, the user must change the Geocoder selection. Select the Globe icon (*shown left*), and under the Geocoder pull-down menu, select Esri World Batch Geocoder. *Do not miss this important step!*



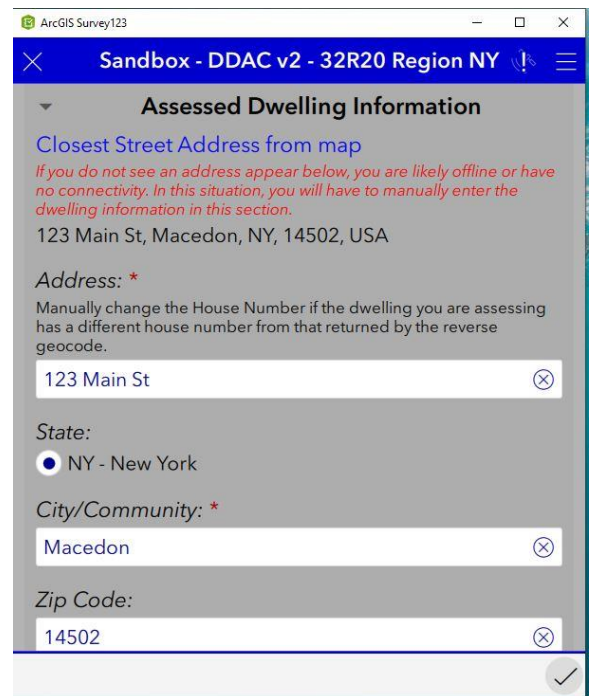
Step 18. There are two ways to determine and enter the correct postal address. If pinning remotely, or virtually, this method is best. In the search box, begin typing in the address being assessed. Possible addresses will begin to populate the field just below the search box. Click on the appropriate postal address, in bold type, (*left image*) and the full postal address will be filled in, and indicate the location on the map with a blue pin (*right image*) Tap on the check mark icon, bottom right corner, to lock in and save the pin and address



Step 19. When pinning an address on site, be sure to turn on phone Location first. Select the target icon (*on the right, 4th icon*) and the map will move under the pin to your physical location. If you are not directly in front of the residence, be sure to move the map so that the pin rests directly on top of the right house. To drop a pin, press and hold on the exact location of the dwelling. The address will reverse geocode automatically and will be visible under the Assessed Dwelling Information field. Tap on the check mark icon, bottom right corner, to lock in and save the pin and address and lat-long



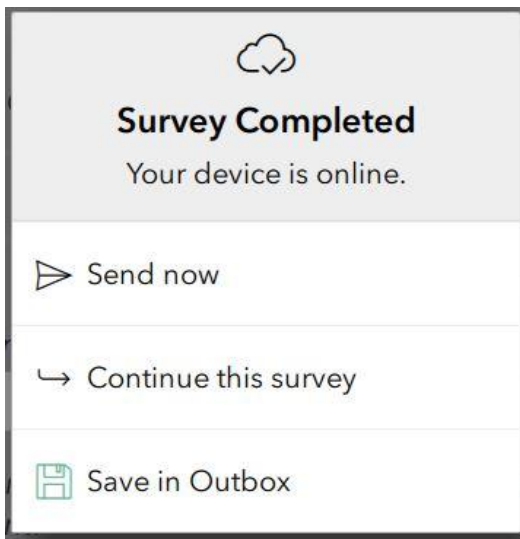
Step 20. Tap on the back arrow, upper left in the blue bar and the app will return to the survey page, map location, and the lat-long will be added to the top of the map window, verifying the pin has been locked in



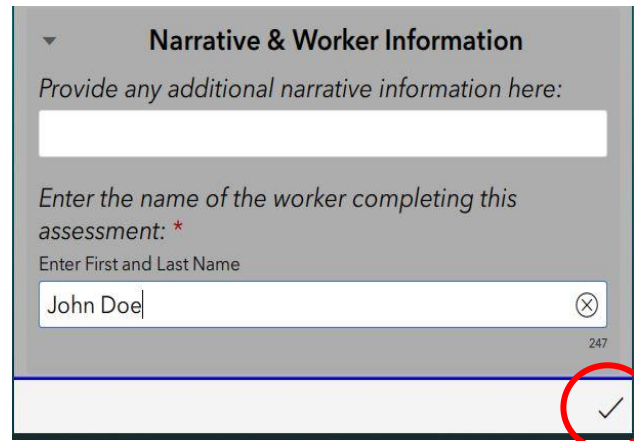
Step 21. Select Assessed Dwelling Information, and several fields will be filled automatically. **Verify that each field of information is correct.** Satellites can be off by a few yards to a mile or more, so verifying all this information is required. If correct, simply move on to the next field. If something needs to be corrected, select that field of information and manually enter the correct information (house # or correct street name for example)



Step 22. You will be using the Photo feature of Survey 123. It is a requirement mandated by SADS Unit, NHQ that every survey will include a photo of the structure being assessed to show the damage and support the damage classification. You will be given guidance at the time of your just-in-time training regarding this feature



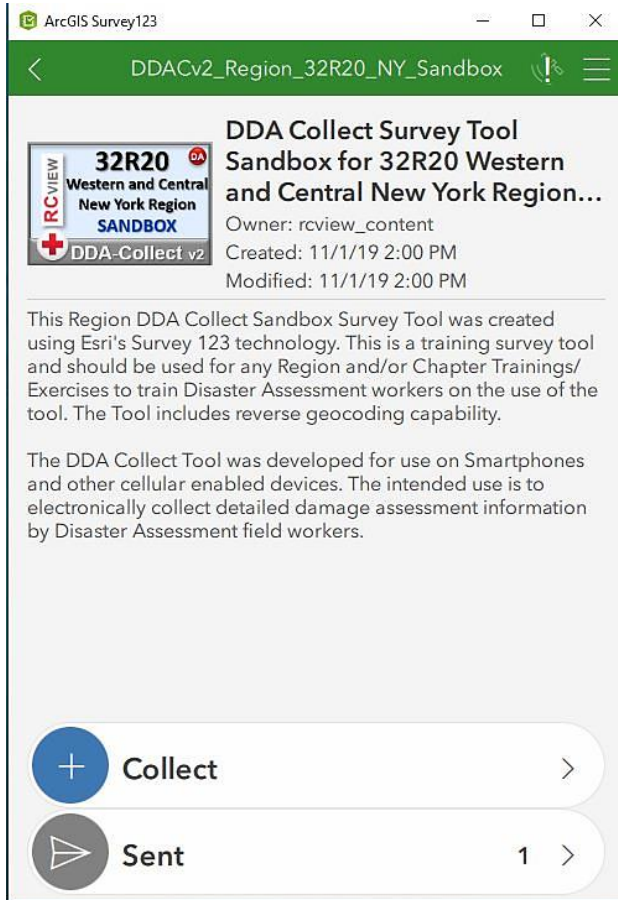
Step 24. Surveys can be sent one at a time, or at the end of a street, user choice. Select one of the options, shown above



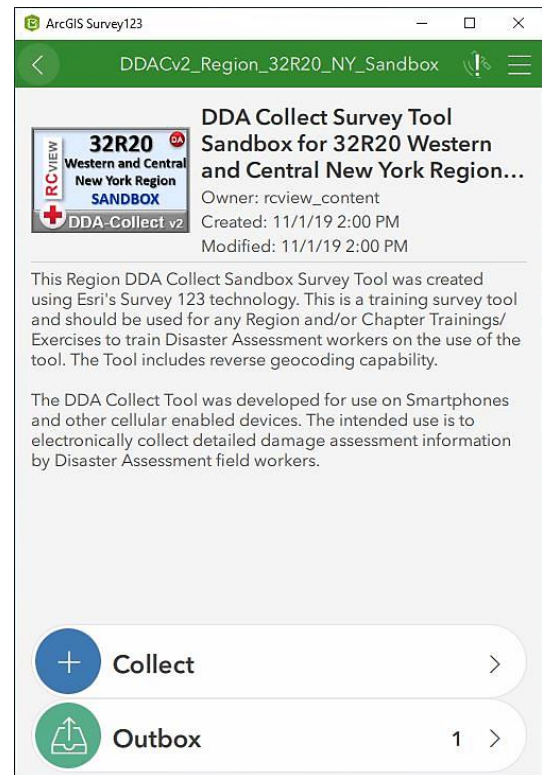
Step 23. The narrative field is used, and for information about infrastructure or road closures or to support the classification and does not include client information of any kind. There may be times when virtual assessments are included, with no photo attached. That statement should be entered in the narrative field to explain why there is no photo. If an interior photo of damage is added to the survey, explain how that photo was acquired in the narrative (client used ARC phone, door was open, photo taken from outside home)

Worker name must be first and last name, and is the person who actually completes the survey

Click on the check mark icon, bottom right corner of the page, to save the survey to the phone app.



Step 25. When Send Survey Now is selected, on the main page that will be indicated (*number of sent surveys shown on right*)



Step 26. If Save to Outbox is selected rather than Send Now, an Outbox icon will appear on the main page, and the number of surveys in the outbox will be indicated. If Send Now is not possible, the survey will be moved to the Outbox to be sent later automatically when it is possible to send (the phone acquires a signal and can send/receive email, it can send surveys)