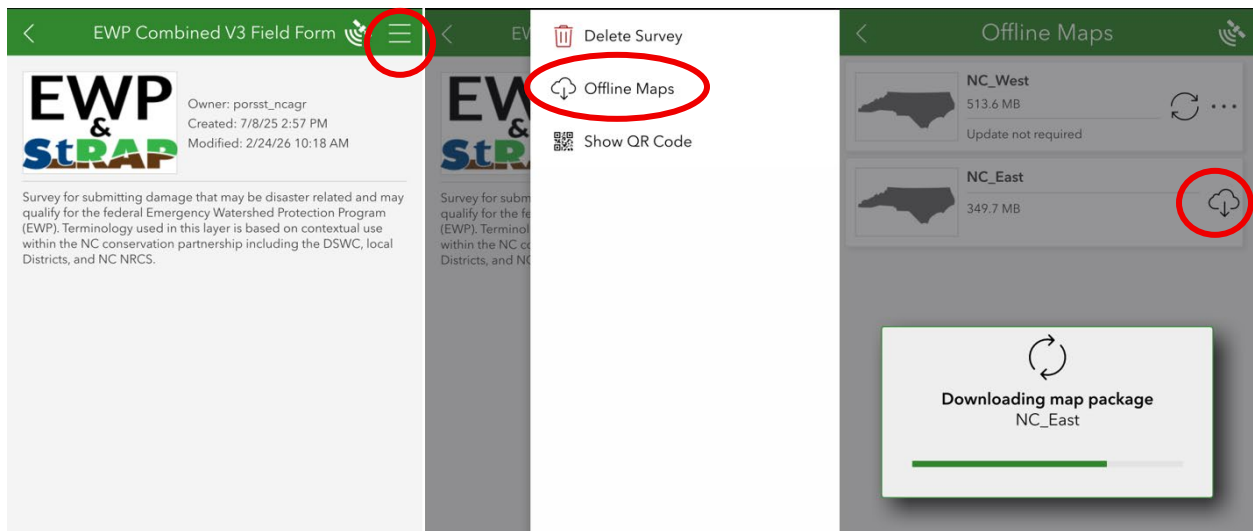
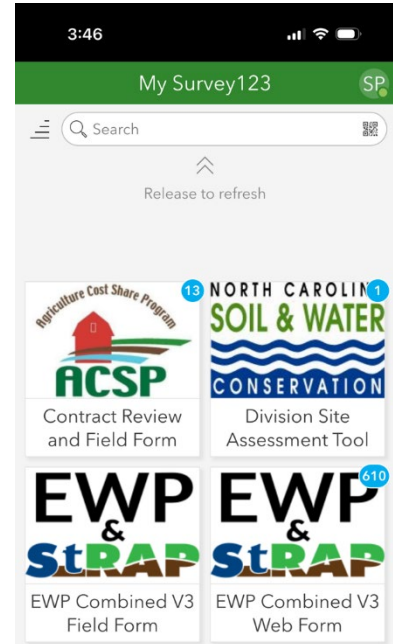


EWP/StRAP Field Visit Process Disaster Assessment and Reporting Tool (DART)

Preparing for Site Visits

1. Make sure Survey123 is downloaded on the device you intend to use in the field. Sign in or choose *Continue Without Signing In*.
 - Follow the Survey123 Installation Guide to set up the app to meet your needs.
2. If already downloaded, Sync your app to ensure you have the latest version of the survey downloaded. Do this by pressing and holding, then dragging down anywhere in the main menu, until you see *Release to Refresh*.
3. Download the relevant offline area if you expect to be in a Wi-fi dead zone. Click into each survey that needs an offline area, click the three horizontal lines in the top left, select *Offline Areas*, then click the download icon.



4. Prepare your list of site visits and supplemental materials as applicable. You can start surveys ahead of time if you have information such as locations you would like to add. Save it to the *Outbox* or choose *Send* to save your work. To return to an existing survey, find it in the *Outbox* or *Sent* folder and choose *Edit* or *Edit and Resend*.

Field Data Collection Process

1. Choose *Collect* to start a new survey or open your existing survey.
 2. Complete **all possible fields** of the desired form in the field, including entering the location, submitting photos, and filling out details for the CPA-52 or StRAP sections if those are likely to be relevant.
 - a. Start by filling out the Map and Site Name sections and selecting your primary Form, EWP or StRAP. If you may apply for both, choose EWP.
 - b. For every site, we highly recommend filling out as much as you can for the *Background Information* and *Pictures and Descriptions* sections while in the field.
 - c. If you cannot complete the remaining sections:
 - Site Eligibility, Engineering Costs, Structure Values, CPA-52 Notes, and StRAP Formthen we recommend you take sufficient notes and photos for someone to complete the application remotely.
 - d. See the PDF or video walkthroughs for each specific form for more information.
 3. All EWP submissions will eventually require a CPA-52, and all EWP submissions that are not accepted will be considered for StRAP, so it is a good idea to add any information to these sections that may save you a follow-up site visit.
 4. When finished, navigate to the last page of the survey and click the checkmark in the bottom right. Select *Save in Outbox* if you are currently Offline or in a low-connectivity environment, otherwise choose *Send Now*.
- Additional Notes and Tips:
 - It is strongly recommended to **take photos with the device's camera** instead of through the Survey123 app. Taking photos inside the Survey123 app does not save the photos to the device's Photos so it can be challenging to access them later if the app crashes mid application.
 - When you are in the field you may find the keyboard is in the way. To hide the keyboard, place your finger and briefly hold in any blank space outside of the keyboard, then quickly swipe down towards the bottom edge of the screen.
 - While in the field, you can click the microphone icon on the keyboard to enable speech-to-text for most fields within the survey.

- To edit details from a submitted survey, either use the *Sent* folder on the original device or find it in the *EWP Web Editor* on a desktop.

If you do not have access to the DART Tool in the field

- If you are unable to access the Survey123 form in the field, there is a Field Visit Data Form that will allow you to track repair measures and threatened structures on paper.
 - You can create a survey for the site once you have returned to the office and enter the information recorded in the field.
 - Write down the latitude and longitude, a damage description, and any other pertinent information that you will need to complete the survey later.
- If you do this, **MAKE SURE YOU STILL TAKE PHOTOS**
 - You can upload your photos to the form once you have returned to the office.

Closing Out After a Site Visit

- It is recommended to **Send surveys from the Outbox** by the end of each day, or immediately following a site visit to prevent data loss. If Esri updates the app and you have surveys that are only stored locally, you risk losing that data.
- Make sure you are reconnected to Wi-fi, then open Survey123, select your survey, and choose *Outbox*. At the bottom center click *Send*. This will make the survey accessible through the Web Editor and Survey123 Web Form. You can access the survey through the Web Editor to finalize the FDR before submitting.

***If you are submitting a site only to StRAP, you must also fill out the Formsite application listing the site name and total allocation request. We will follow up on application details after the StRAP round closes. If you are submitting to EWP, continue with the tutorial for the EWP Web Editor to generate FDR/DSR reports and submit them to NRCS.**