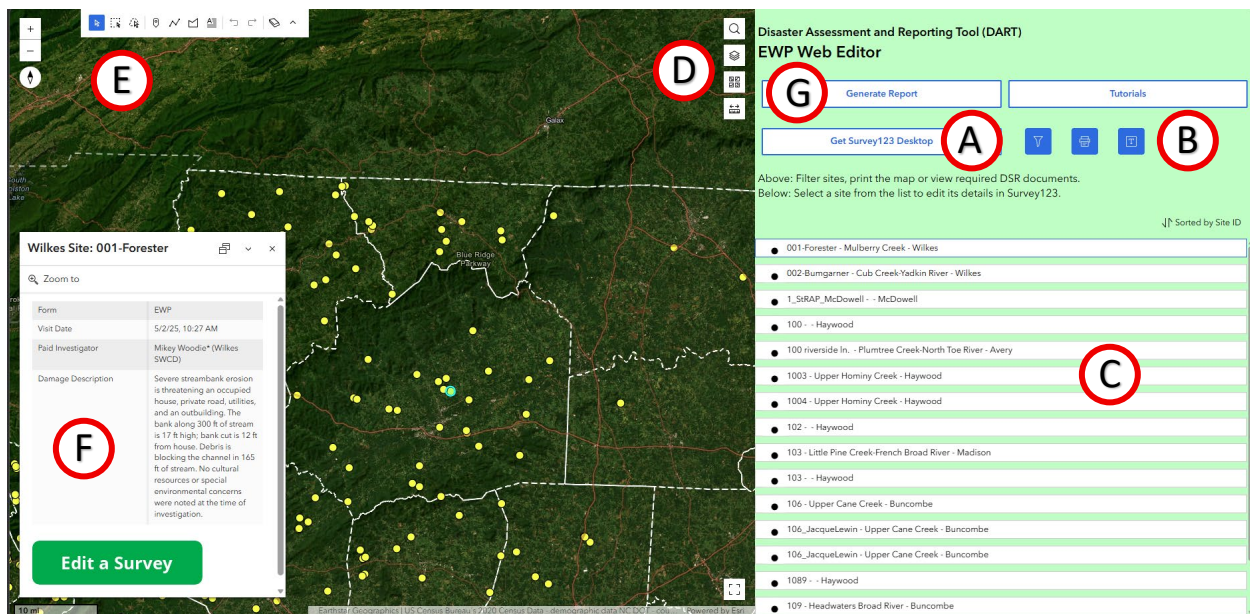


How to use the EWP Web Editor Disaster Assessment and Reporting Tool (DART)

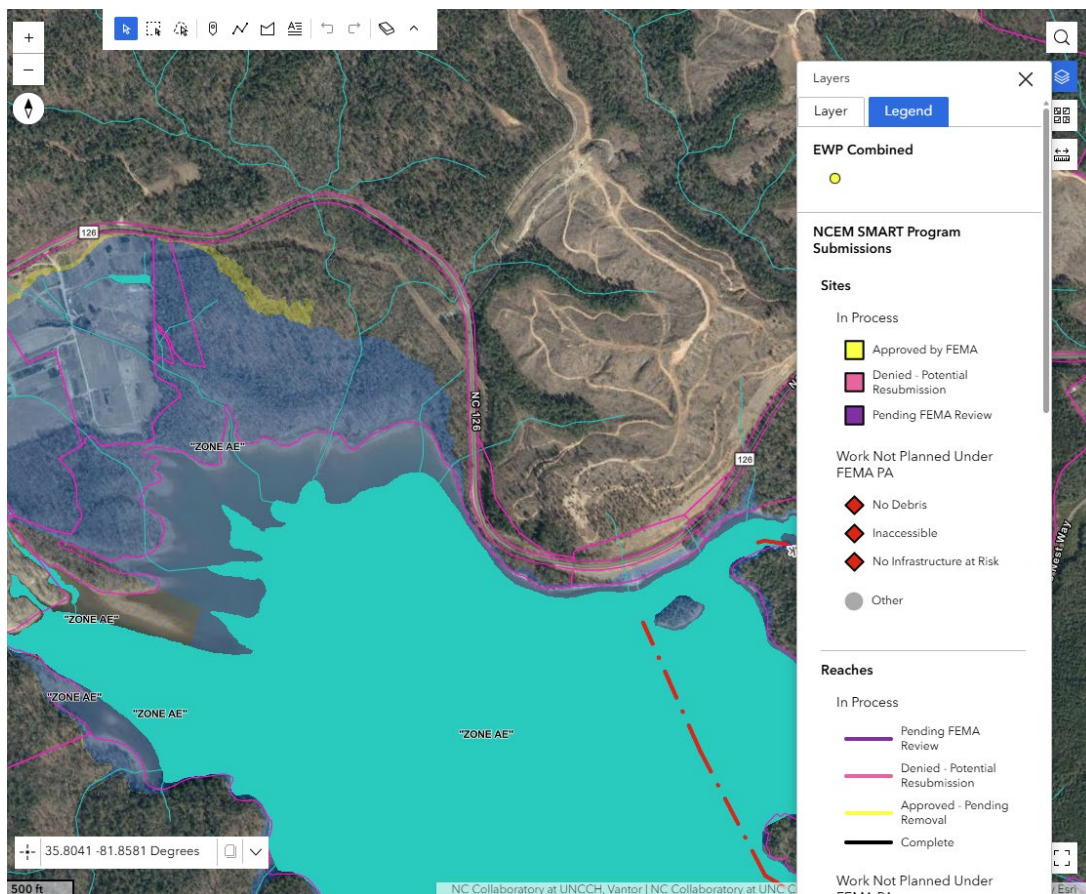
- Access the [EWP Web Editor](#) by visiting the Division's Disaster Recovery website under the StRAP webpage. Here you'll also find links to helpful EWP and StRAP resources, installation guides, tutorials and the [DART Dashboard](#). This is a public-facing dashboard to quickly show users where sites are going down, total counts, and damage photos.
- The Web Editor is designed to be the one stop shop for editing surveys and generating EWP reports. Log in following instructions from the installation guide.
- The Web Editor has several sections including an interactive map, list of submitted site visits, and links to edit the survey record of each.



Using the Web Editor and Map Feature

- To start, ensure you have the Desktop version of Survey123 installed. You need this to edit surveys. You will edit surveys with this app the same way you would on a mobile device. Download *Survey123* from Microsoft, Apple, or your approved store.
 - If you click *Edit a Survey* and a blank tab opens or nothing pops up, this is why.
 - Use the Tutorials button to access the Division website where you'll find guides on using DART and applying for EWP.

- B. This section has options for Filters, Printing the Map, and Viewing DSR Requirements. Use the Filters to search for your county, form, watershed (if entered) or a specific site name.
- C. Once filtered, find your site in the *Site List*, ordered alphabetically. When you click a site, the Map will automatically zoom and pan to it and open a pop up window (F).
- D. You can use map elements to make the map full screen, change the zoom level, and copy coordinates to the clipboard. At the top right, the map contains icons to:
- Search by address or coordinates
 - Turn on/off various layers and view the legend
 - Change the basemap
 - Take distance and area measurements
- D. Click the second icon from the top to turn on Layers, by clicking the eye icon. Once enabled, you can view layers in the Legend. The Web Editor gives you access to several informational layers that may be helpful in planning site visits or assessing site conditions, including pre- and post-Helene imagery, FRIS floodplains, and reported federal debris removal areas.

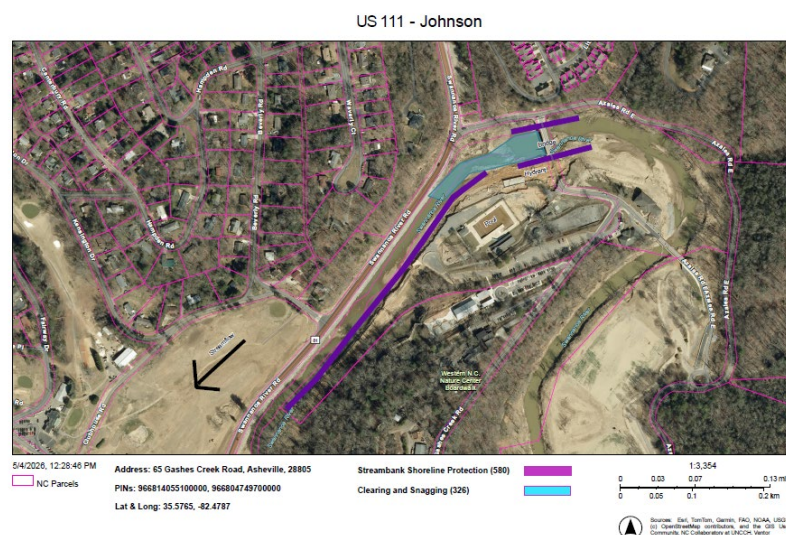


- E. After enabling the desired layers, use the Map and the *Print* button (B) to generate any required maps for the FDR or DSR. Section E has a suite of Markup tools you can use to add points, lines, shaded polygon areas, and simple text overlays onto the map. Use these to highlight areas of proposed action, identify features such as streamflow direction, or identify structures. When finished, click Print to generate a PDF. In addition to the Aerial Photo Map, you will need a Location Map Showing Roads to the Site.

Make sure to include the following information on the Aerial Photo Map:

- Legend for repair measures
 - To determine which PINs are included in the site, pull up your county GIS system and identify all of the parcels where there are planned repairs for the site.
- Latitude & Longitude
- Streamflow direction arrow
- Threatened Structure labels
 - Not all structures will be visible such as underground utilities but label anything that is identifiable.

The downloaded map should contain a title with open space below the map. You should be able to add these elements in the space below the map using your preferred PDF editor. The streamflow direction arrow should be placed on the map.

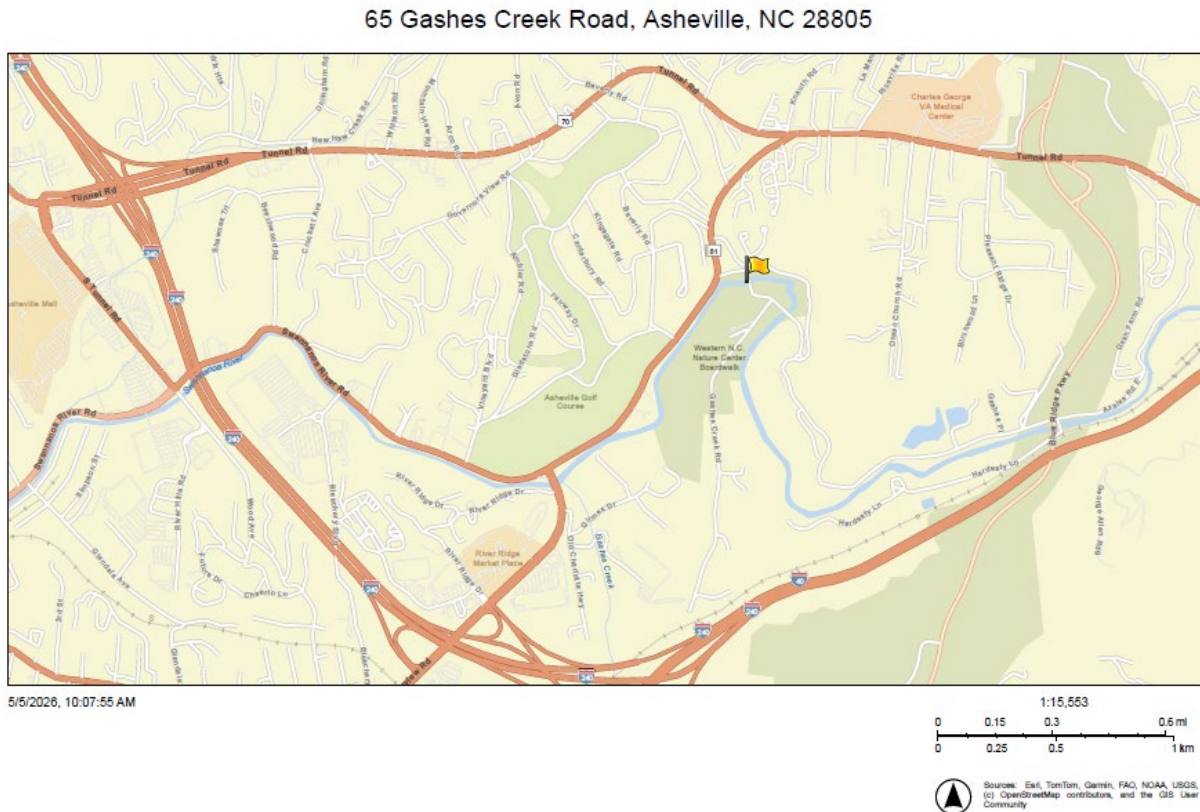


- a. Markup text is **NOT** saved so make sure to screenshot or print the result.

- b. You can also make DSR maps with the NRCS APE tool. Refer to the DSR Mapping Process guidance document.

Site Location Map

After you have downloaded the Aerial Photo Map, you can remove the elements from the DART Web Editor map and turn off the EWP combined layer. Change the basemap layer to “Streets”. Using the *Draw a Point* feature (E), choose an icon and drop it at the site location. Zoom out to give a good frame of reference as to where the site is located. Use the *Print* button (B) to generate the site location map and place the address in the title.



- F. The site details pop-up appears when you click a site in the Site List. Use this to quickly view information from a submitted site. Click *Edit a Survey* to open Survey123 to view more information or edit a site's details for an FDR or DSR.
- Here you should review the survey that the field crew completed and make sure that all responses and pictures are clear, detailed, and accurate. Review the application with the field crew in case there are any questions.
 - Edit and save your details the exact same way you would in the mobile Survey123 app and add the printed maps you just made to the *Maps* section under the *Pictures and Descriptions* tab. Use the *Field Data Report (FDR) and Damage Survey Report (DSR) Survey Completion Process* guide for detailed instructions on completing the survey questions.
 - This survey will have more fields available than was visible in the mobile version. Review the survey in its entirety to fill in any remaining data and double-check values and photos submitted by field staff. When you are done making edits, click the checkmark and *Send* to save changes.
- G. Click *Generate Report* when you are finished editing to get a PDF report. You will use the same document for both the FDR and DSR process. Make sure to edit and regenerate a new DSR report to add any additional details, such as the DSR number, if you are approved for a DSR.

Editing Surveys and Generating Reports in Survey123

1. The *Generate Report* button in the EWP Web Editor takes you to the Survey123 website for the DART survey.
2. First, sort and find your site. Sites are ordered by date of last edit, so your site may be at the top if it was edited recently. Otherwise, you can sort by County or Site ID to quickly find your site.
 - a. You can use the Form Viewer on the right to quickly view details submitted through Survey123.
 - b. Do **NOT** try to edit values from this website as permissions are greatly restricted. Editing of data should be done only within the Survey123 app to ensure automatic calculations function as intended.
3. Make sure you have selected a single site, highlighted blue. You should have the first option selected for box 1.
4. Click on *Report* on the top bar. Then set your Title in the *Reports Pane* on the left.
5. Choose the type of report you need. You will use the report titled *EWP Field Data Report* for both the FDR and DSR. If you are doing a CPA-52, you can switch to this report.
6. Once finished, click *Preview Sample Report (NOT Generate)* to generate a PDF report that you can submit to NRCS.

The screenshot displays the ArcGIS Survey123 web editor interface. The top navigation bar includes 'Overview', 'Design', 'Collaborate', 'Analyze', 'Data', and 'Settings'. The 'Report' button is highlighted with a red circle. Below the navigation bar, the 'Report' pane is active, showing a table of survey records. The 'FDR' record for 'LS_647_CityOfAshevilleG...' is selected and highlighted in blue. To the left of the table, the '1. Choose records to include' section shows 'Selected records only (1)' selected. Below this, the '2. Select a template' section shows 'EWP Damage Survey Report V3.docx' selected. To the right of the table, the '3. Output settings' section is visible, showing 'File options' set to 'Split', 'Report name' set to 'EWP Damage Survey Report V3_LS_647', 'Save to my ArcGIS account' set to 'porsst_ncagr's root folder', and 'Format' set to 'Microsoft Word (.docx)'. The 'Preview sample report' button is highlighted with a red circle. At the bottom, the 'Recent reports' section is visible.

ArcGIS Survey123 - My surveys

EWP Combined V3 Web Form Overview Design Collaborate Analyze Data Settings

7/22/25 - 11/3/25 Filter Report Export Open in Map Viewer Form view

Report

1. Choose records to include

☒ Selected records only (1)

☐ All records in the table (461)

2. Select a template [Manage templates](#)

EWP Damage Survey Report V3.docx

3. Output settings

File options

Split

Report name

EWP Damage Survey Report V3_LS_647

Save to my ArcGIS account

EWP Combined V3

Format

Portable Document Format (.pdf)

Recent reports

Form	Site ID
DSR	UCC_645_JohnsonHamon
FDR	IC_644_Dobkin
FDR	LS_647_CityOfAshevilleG...
FDR	LS_650_CityOfAshevilleEd...
FDR	BCD_652_CityOfAsheville...
FDR	SHC_663_Burnette
FDR	UCC_464_Nesbitt
FDR, SiRAP	Bb Trivette branch 1
FDR, SiRAP	Bb trivette branch 2
FDR	MBW-BooneCreek-001
SiRAP	MBW-BairdsCreek-001
FDR	MS_662_Sanchez
FDR	MS_660_Lee

1 of 461 selected

3. Output settings

File options

Split

Report name

EWP Damage Survey Report V3_LS_647

Save to my ArcGIS account

porsst_ncagr's root folder

Format

Microsoft Word (.docx)

Show credits

Preview sample report

Generate

Recent reports

7. You now have a PDF for your EWP application ready to submit to NRCS. If you need to revise your application, follow the previous steps to edit your survey123 info and re-generate a new report. Alternatively, you can edit the report in Adobe Acrobat if you have Adobe Pro by using the *Convert Image to Text* feature.

123-PDM-20

Natural Resources Conservation Service
Helene DAMAGE SURVEY REPORT (DSR)

Emergency Watershed Protection Program - Recovery

Modelled Version: February-2025

Creation Time: November 3, 2025 2:23 PM

****You are responsible for reading and following the requirements of the NRCS form****

NRCS Entry Only

Eligible: Yes ☐ No ☐

Approved: Yes ☐ No ☐

Funding Priority Number: 3

Limited Resource Area: Yes ☐ No ☐

- ☒ 1 Major disaster declaration
☐ 2 Emergency declaration
☐ 3 Fire management assistance declaration
☐ 4 Local declaration

Section 1A

Date of report	June 18, 2025 8:39 AM
DSR Number	37-11-25-5044-
Project Number	647

Section 1B – Sponsor Information

Sponsor Name	Buncombe SWCD		
Address	49 Mount Carmel Road, Suite 101		
City/State/Zip	Asheville/NC/28806		
Telephone Number	(828) 250-4785	Fax	828.250.6008