

Guidance for Using the Disaster Assessment and Reporting Tool (DART)

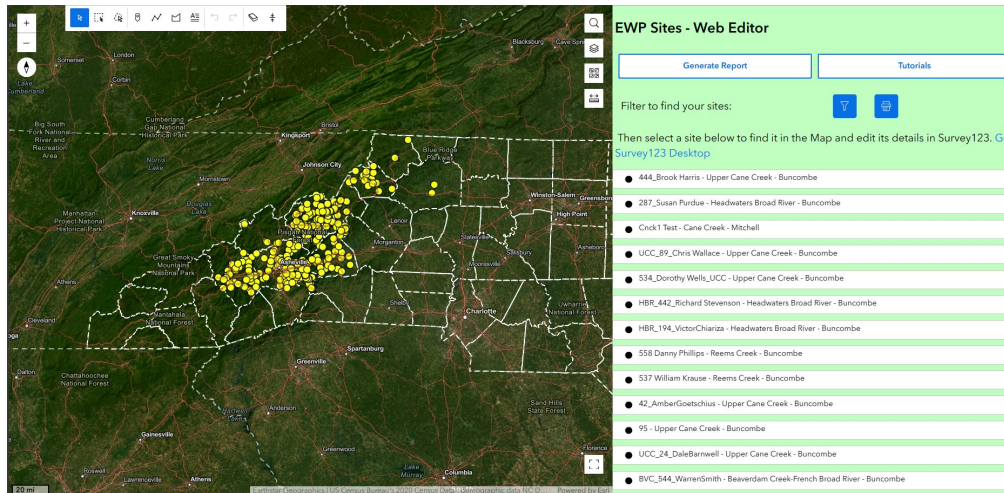
Completing Surveys in Survey123

1. Preparing for Site Visits:
 - a. Download the survey forms you intend to use, whether EWP or StRAP using the installation guide.
 - b. Download the relevant offline area.
 - c. Adjust phone and app settings to maximize your efficiency with Survey123.
 - d. Prepare your list of site visits and supplemental materials as applicable. You can start surveys ahead of time if you have information you would like to add but make sure to adjust the location while in the field. Save the survey to the outbox or send the survey so that your details are saved.
2. Filling Out a Survey:
 - a. Use Collect to start a new survey or choose Sent if you submitted details earlier.
 - b. Complete the survey as much as possible while 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.
 - c. For every site, start by filling out the first two pages, containing general information required for both EWP and StRAP. The general information section will contain subsections for:
 - i. Background information, Site Eligibility, Practices/Components, Structure value, and Photos.
 - ii. For a detailed walkthrough of the EWP Survey see the tutorial video on the StRAP webpage.
 - d. 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 also add any information to these sections that may save the district a follow-up site visit later.
 - e. 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.
 - f. Additional Notes and Tips:
 - i. It is strongly recommended to **take photos with the device's camera** app. Taking photos with the Survey123 app does NOT save the photos to the device's Photos app. You can use the File icon in the survey to submit photos once you are ready.

- ii. It is recommended to **Send surveys as soon as possible** following a site visit to prevent data loss with app or survey updates.
 - iii. When you are in the field you may find the keyboard is in the way. To hide the keyboard, place your finger or stylus and briefly hold in any blank space outside of the keyboard, then quickly swipe down towards the bottom edge of the screen.
 - iv. If you wish to change details from a submitted survey, you can do so either using the Sent folder on the original device or by using the EWP Web Editor.
- 3. If you are submitting a site only to StRAP, you are now DONE! If you are submitting to EWP, continue with the tutorial for the EWP Web Editor.

How to use the EWP Web Editor

1. The [EWP Web Editor](#) is designed to be the one-stop-shop for editing surveys and creating reports for EWP. Log in following instructions from the installation guide.
2. The Web Editor has several sections including an interactive map, important links and a list of sites with links to edit the survey record of each.



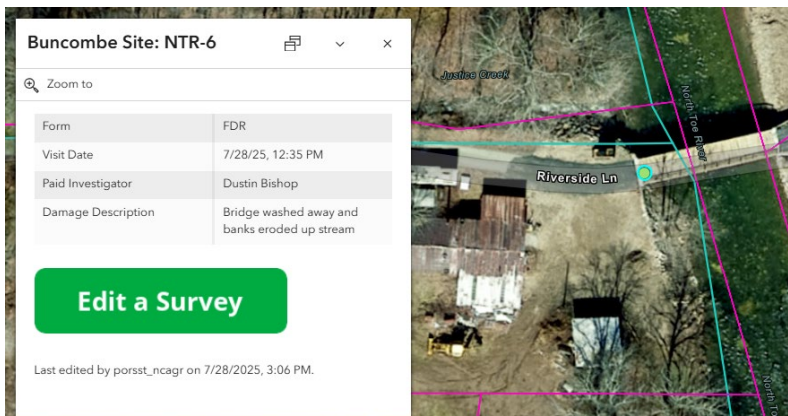
Using the Web Editor and Map Feature

1. Use the Site List and Filters on the righthand side to select your site of interest, then use the mouse and scroll wheel to zoom and pan as desired.
2. The map contains icons to enable search, toggle various layers, view the legend, change your basemap, do simple measurements and make the map full screen. Toggle the layers and basemap as desired, use the markup tools, then use the Print function to generate the required maps for the EWP Damage Survey Report: An Aerial Photo/Map and a Location Map Showing Roads to the Site.
3. Markup tools are located at the top of the map. Use the tools to highlight areas of action, add text describing proposed actions or identifying structures and identify stream flow direction.
4. Markup text is NOT saved so make sure to screenshot or Print the result for your map.



Editing Surveys and Generating Reports in Survey123

1. When you have any required Maps completed, save them to the desktop.
2. Click on a point to open a pop-up with an overview of the record and a link to Survey123. Review the location and information for accuracy, then click Edit a Survey.
 - a. Survey123 will open automatically if you have the desktop version installed, otherwise use the installation guide to install Survey123.
3. This version of Survey123 will have more fields available to users than you see in the mobile version. Review the survey in its entirety to fill in any remaining data and double-check values, details and photos submitted by field staff. When you are done making edits, use Send Now to save changes.
4. Back in the Web Editor, click on Generate Report to access Survey123 Reports.
 - a. Click on Report on the top bar, choose the record you are generating a report for, then edit any details in the Reports Pane on the left. When you are satisfied, use Preview Sample Report (NOT Generate) to generate a PDF report that you can submit to NRCS.



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,StRAP	Bb Trivette branch 1
FDR,StRAP	Bb trivette branch 2
FDR	MBW-BooneCreek-001
StRAP	MBW-BairdsCreek-001
FDR	MS_662_Sanchez
FDR	MS_660_Lee

1 of 461 selected

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