

## INSTALLATION



ArcGIS Survey123 is available to install from the **Company Portal**, or directly from the Apple, Google, Microsoft, and Amazon app stores.

Contact the **FDOT Service Desk** or local OIT staff for assistance with your device.

## NEW ACCOUNTS

An ArcGIS Online account will be created for those without one. An email from [notifications@arcgis.com](mailto:notifications@arcgis.com) will arrive with an activation link. Select the link to accept the invitation and then follow the instructions.

## SIGN IN

Once Survey123 is installed on your device, you must sign in to download and use Damage Assessment.

### Active Directory ArcGIS Users

1. Select **Menu** ☰ and then select **Sign in**.
2. Select **Your ArcGIS organization's URL**.
3. Enter **FDOT** in the field and then select the **Continue** button.
4. Select the **FDOT Active Directory** button.
5. Enter your **email address** and then select the **Next** button.
6. Enter your **password** and then select the **Sign in** button.

### Consultant/Contractor Named Account Users

1. Select **Menu** ☰ and then select **Sign in**.
2. Enter your **username**, enter your **password**, and then select the **Sign in** button.

### Surge (Ad Hoc) Users

1. Select **Menu** ☰ and then select **Sign in**.
2. Select **Your ArcGIS organization's URL**.
3. Enter **FDOTEM** in the field and then select the **Continue** button.
4. Select the **FDOT Emergency Management Surge Org** button.
5. Enter your **email address** and then select the **Next** button.
6. Enter your **password** and then select the **Sign in** button.

## DOWNLOAD SURVEY

New surveys are published for each incident. Once instructed to mobilize, download the appropriate survey before deploying to the field.

1. Select your **profile photo** (top right) and then select **Download Surveys**.
2. Search for **Damage Assessment** and find the survey for the current incident. For example, *Damage Assessment Milton*. Select the **Download** icon to install the survey.

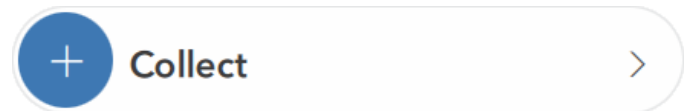


3. Once the download is complete, select **Back** < to return to the main menu.

## TAKE SURVEY

When there is damage to report, complete the survey. The first four questions and one photo are mandatory. All other questions are optional.

1. Select the **Damage Assessment** survey on the main menu to open the landing page.
2. Select the **Collect** button.



3. Complete the survey based on the damage seen.
4. Select **Check** ✓ to save and submit.
  - a. Select **Send now** to upload immediately.
  - b. No internet? Select **Save in Outbox**.
  - c. If any validation errors are detected, you will be prompted to correct them before the survey is saved.

## SEND QUEUED SURVEYS

Any surveys saved to the outbox can be submitted later when internet service is available.

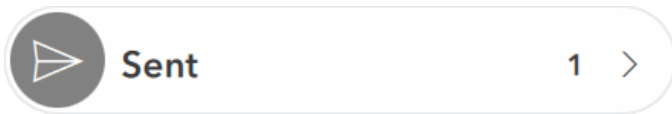
1. Select the **Outbox** button on the landing page.
2. Select the **Send** icon.



## SENT SURVEYS

Completed and submitted surveys are viewable on the **Sent** page. Data from submitted surveys can also be copied to a new survey.

1. Select the **Sent** button on the landing page.
2. Select a survey and then select **View** or **Copy sent data to a new survey**.



## HELPFUL TIPS

Prior to deploying, personnel should ensure that the following steps are completed.

- ✓ Set multi-factor authentication to use your mobile device, not a landline telephone.
- ✓ Update devices and Survey123 to the latest software versions.
- ✓ Sign in to Survey123 and confirm that your username and password work.
- ✓ Download the unique, incident-specific survey for the current disaster.

Once in the field, please keep the following tips in mind.

- ✓ When taking photographs, use your device to take them horizontally, with the sky up and the ground down. If the picture is oriented differently, use the "rotate" tool to place the sky up and the ground down.



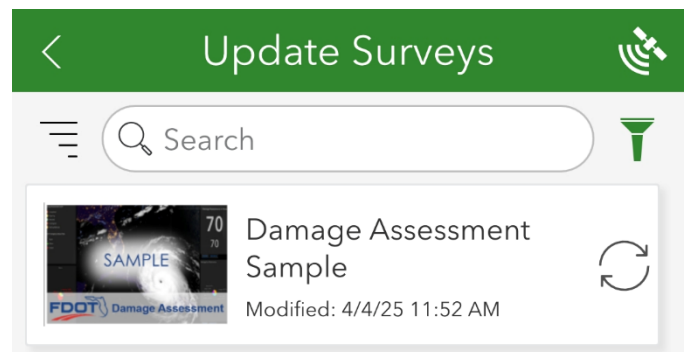
- ✓ Never edit surveys that are saved to the Outbox.
- ✓ Various optional questions are available based on the selected district. Ask your district maintenance engineer or GIS coordinator for any available district-specific guidance.

## UPDATE SURVEY

Should the Damage Assessment survey be updated after you have already downloaded and installed it on your device, Survey123 will prompt you to update.



1. Select the **Updates available** bar.
2. Select **Update** (↻) on the **Update Surveys** page to reinstall the survey.
3. Once the download is complete, select **Back** (<) to return to the main menu.



## DEVICE SUPPORT

Contact the **FDOT Service Desk** or local OIT staff for assistance with your device.

## GIS SUPPORT

Contact your district GIS coordinator for assistance with ArcGIS Online accounts and using Survey123. Help is also available from the GIS@FDOT team, which can be reached by emailing [co-gisatfdotadmins@dot.state.fl.us](mailto:co-gisatfdotadmins@dot.state.fl.us).

## FEEDBACK

Damage Assessment is updated annually based on feedback received from district personnel. If you would like to share any comments or suggestions, please submit them to your district GIS coordinator and they will forward them to FDOT Emergency Management and the ArcGIS administrator.