2020 First Impression Damage Assessment (FIDA) Instructions

Set up FIDA v3.0 on a Mobile Device:

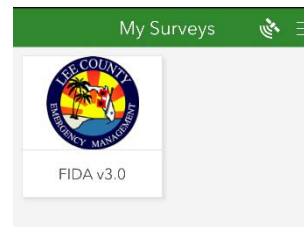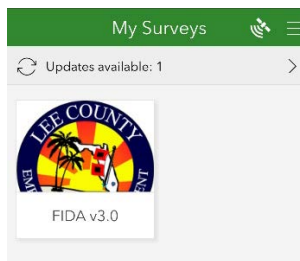1. **Install App on mobile device:** Survey123 for ArcGIS
   Download and install the free Survey123 for GIS app from iTunes or Google Play stores. If the app is already installed, continue to step #2
   If you open the Survey123 app and it prompts for a login, close the app and continue on to step #2
2. **Update Existing Survey OR Install New Survey**
   Update Existing Survey:
   - Tap on the Survey123 app on your device to see your existing surveys.
   - Tap **Continue without signing in**.
   - If you have a FIDA survey already loaded, you should see an option under the green Title bar called Updates available. (if you do not see this, please make sure to update the Survey123 for ArcGIS app on your device).
   - To update the FIDA survey, tap on Updates available, tap the chasing arrows to the right of FIDA to update.

   OR Install New survey:
   - Open a browser (Safari, Chrome, etc) and type in this link http://leegis.leegov.com/fida
     or from within an email with the link in it, tap on the link
   - Choose **Open in Survey123 field app**, tap Open (survey is downloaded to device and FIDA opens)
   - Tap on X to close, tap **Close** this survey and **lose changes** (brings you back to FIDA v3.0 home screen)
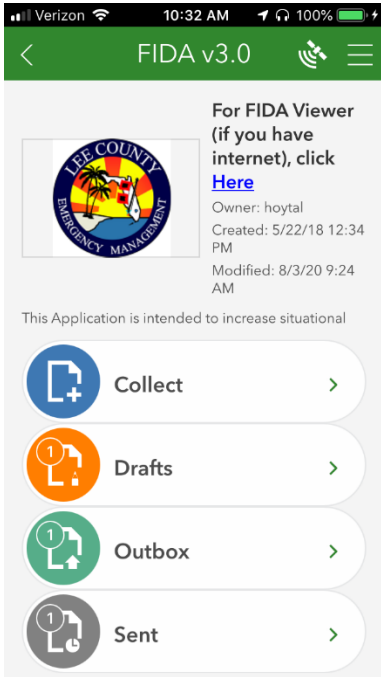
How to use FIDA on a Mobile Device:

1. Tap Survey123 App on mobile device
2. On iOS tap **Continue without signing in**
3. Tap on survey FIDA v3.0
4. Tap on Collect to start survey
5. Select Agency type and specific Agency * (required)
6. Fill in your Unit ID/Dispatch Call Sign or Full Name * (required)
7. Tap on choice for What you are Reporting - Access Issue, Damage report, Debris Estimation *(required)
8. Answer questions as required * or needed
9. Add Notes as needed
      (Optional: on keyboard tap microphone button and speak clearly instead of typing comments)
10. Add Photos as needed when available, not all reports will allow photos. Tap camera and take picture (rotate tools available), or tap folder and get picture from device.
    Note: pictures taken are not kept on device once report it sent
11. Report Location: Tap on map to make full screen, tap GPS button and/or move map to locate report location * (required), tap on check mark (bottom right) to save location
    (Optional: tap basemap selection button (along right side) to select other basemaps - World Imagery or World Topography which shows County building footprints and property lines)
12. If DISCONNECTED, Report Location map will not be available. PLEASE Key in Street Address in field provided.
13. Report Date and Report Time are automatically filled in * (required)

14. Tap check mark in lower right to complete report
    Options: Send Now – sends survey
              Continue this survey – returns to survey
              Save this survey in the Outbox - saves on device, send at later time

Note: if your mobile device is disconnected, surveys can still be completed and will be stored on the device until connectivity is possible and surveys can then be sent.

Survey123 Advanced Option to store Agency and Name as favorites and recall for each report:

1. Tap on FIDA v3.0, tap on Collect to start survey/report
2. Select Agency type and specific Agency, fill in Unit ID/Dispatch Call Sign or Full Name
3. Tap hamburger button (3 horizontal lines in top right)
4. Tap Set as favorite answers
5. Tap X in top right, tap Save this Survey in Drafts
6. Start new survey, tap Collect
7. Tap on hamburger button (top right)
8. Tap on Paste answers from favorite
9. Continue to fill out the report.

Survey123 FIDA v3.0 Home Screen:

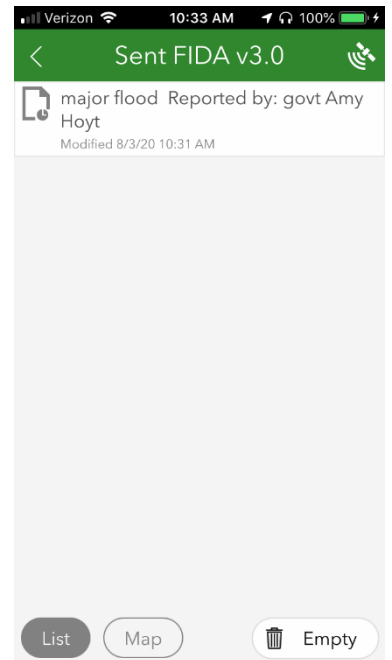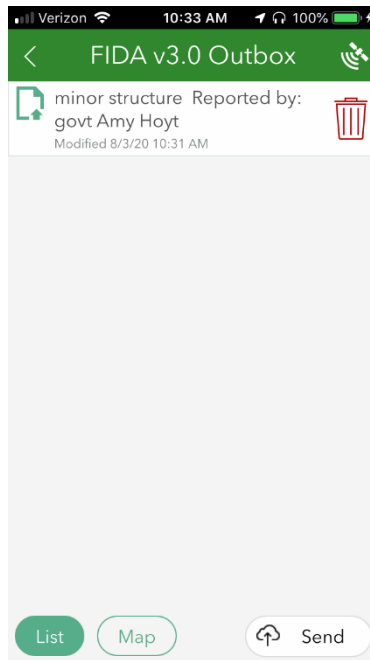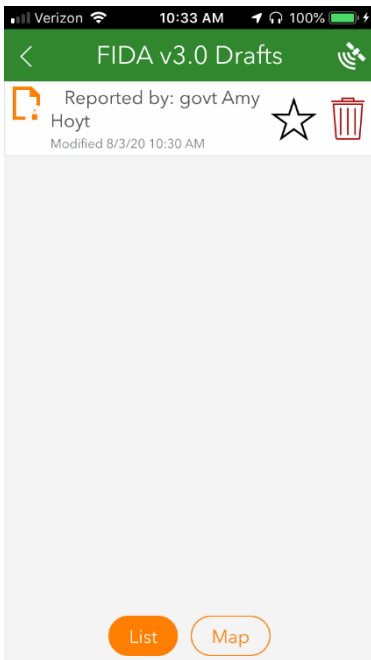**Tap:** on link for FIDA Viewer to see submitted surveys

Collect: start a new survey

Draft: survey that holds favorite answers to load into next new survey

Outbox: completed surveys that have not yet been sent, send button available

Sent: completed surveys that have been sent

View these by list or on a map, send them, or remove sent ones

How to use FIDA on a PC:

1. Open browser (IE, Chrome, FireFox, Edge) on any PC, go to http://leegis.leegov.com/fida
2. Choose **Open in Browser**
3. Select Agency type and specific Agency (required)
4. Fill in Unit ID/Dispatch Call Sign or Full Name (required)
5. Click on choice for What you are Reporting - Access Issue, Damage report, Debris Estimation (required)
6. Answer questions as required/needed
7. Add comments as needed
8. Add Photo as needed when available
9. Report Location: use zoom in/out tools, left click and drag map as needed to the location of the report
10. Report Date and Report Time are automatically filled in (required)
11. Click Submit

Viewable Website for FIDA and ARM360 (structural building damage assessment) Reports:

Open any browser (mobile device or PC)

FIDA Viewer: https://leegis.leegov.com/fidaviewer

FIDA Dashboard: https://leegis.leegov.com/fidadash

ARM360 Viewer (includes FIDA and ARM360 reports):   http://leegis.leegov.com/arm360viewer