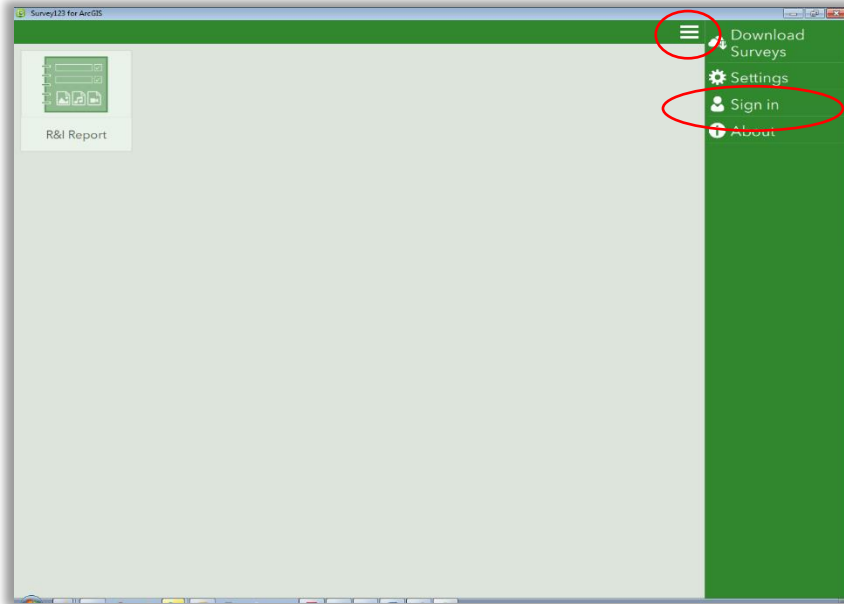


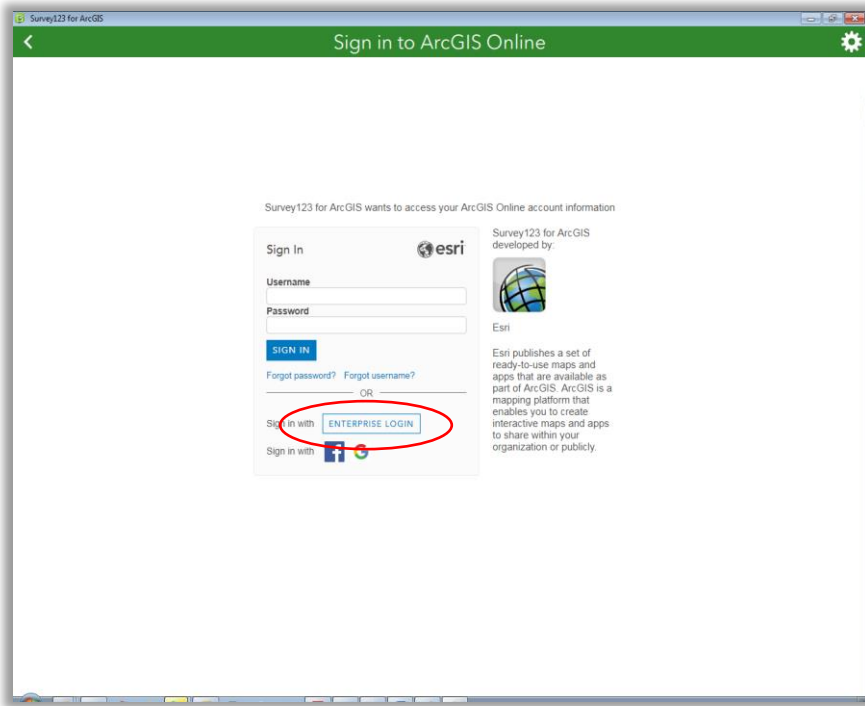
# Download USPL Digital Repair & Inspection Report onto PC

## Steps for First Time Setup

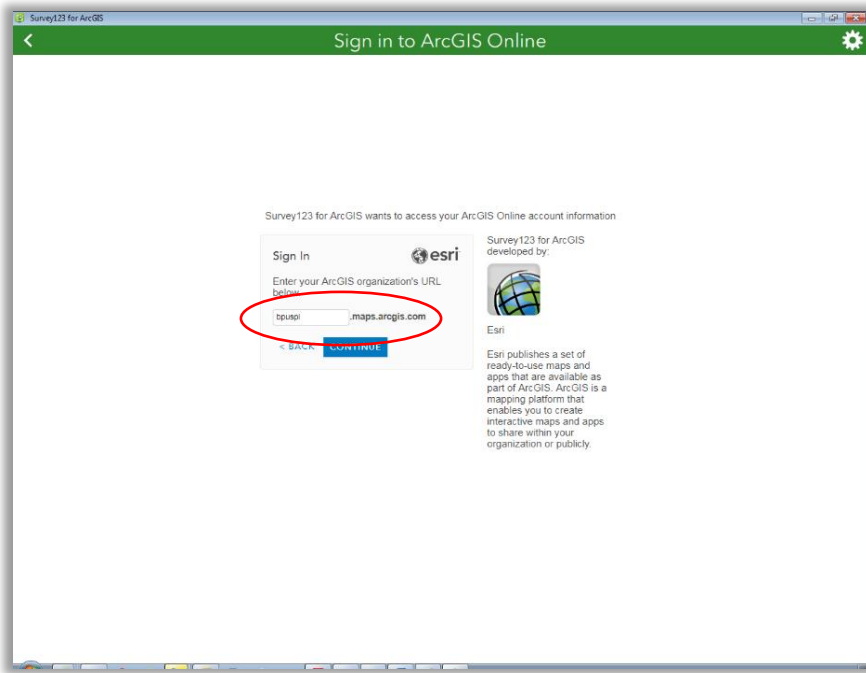
1. Open *Survey123* app
2. If this is the first time the app has been run, Select **Menu** button  in the upper-right corner, click **Sign In**



3. Select **ENTERPRISE LOGIN**

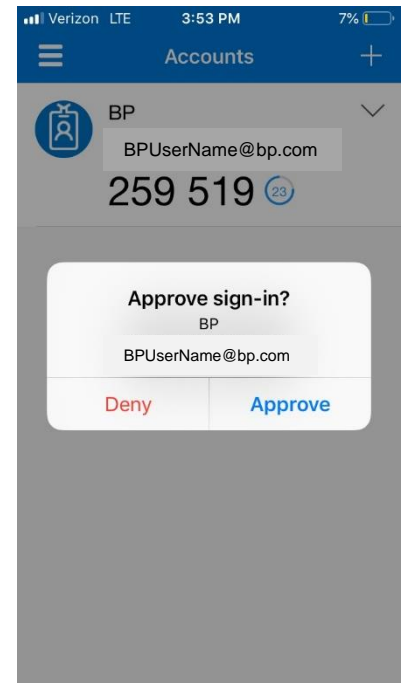
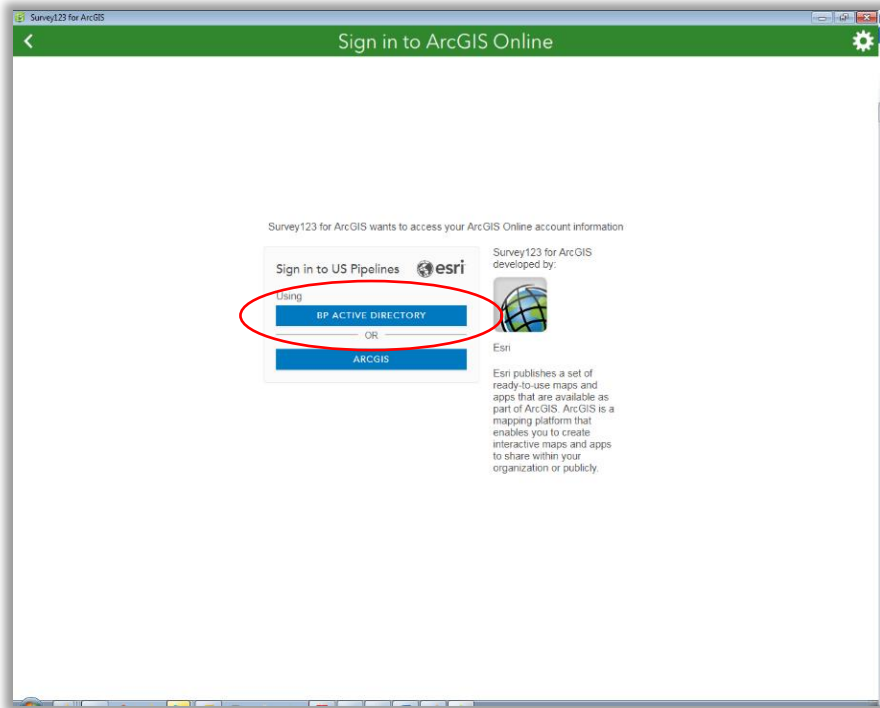


4. Enter in *bpuspl* in text box. Should read *bpuspl.maps.arcgis.com*

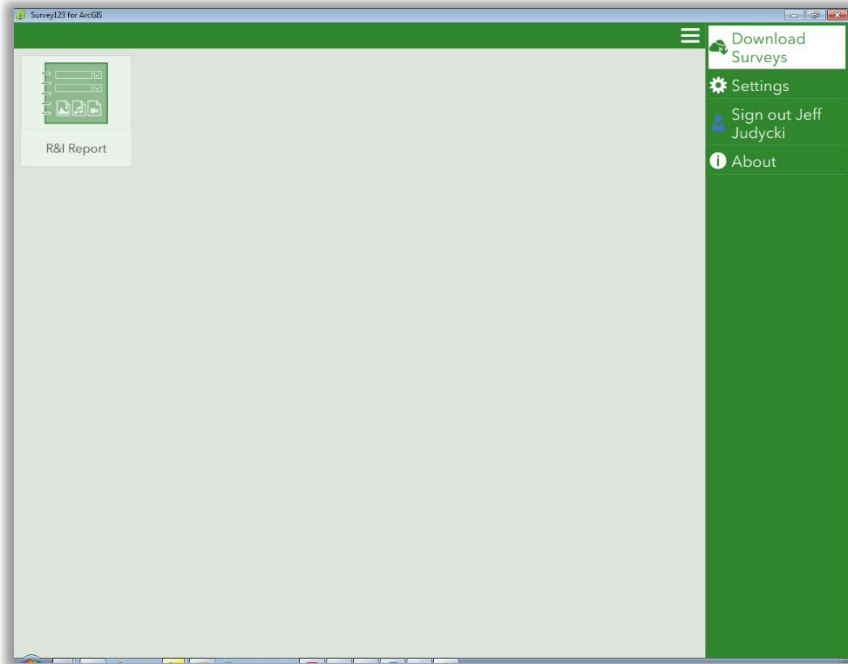


5. Click *BP Active Directory*

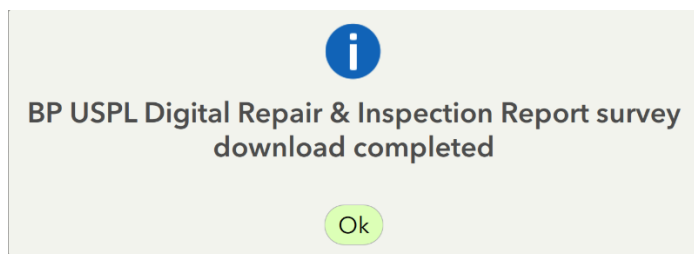
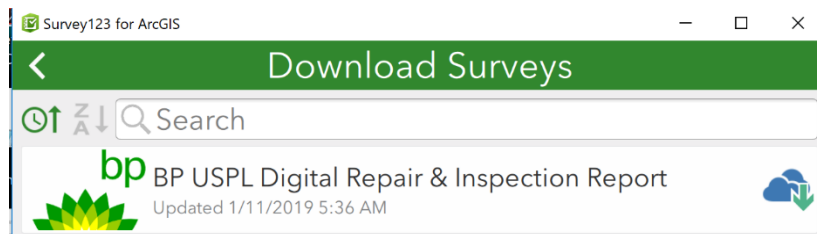
- a. Log in with your BP Active Directory credentials.
- b. *Maybe Optional* - Follow Microsoft Authentication App, click *Approve*
  - i. This will occur on the device where you installed the Microsoft Authentication App




6. Click the **Menu** button  then select **Download Surveys**.



7. Click the blue cloud icon on the right to download the survey (shown in Figure below) to your device.
- If you do not see the survey listed, you do not have rights to view the survey. Contact Mr. Judycki - [jeff.judycki@bp.com](mailto:jeff.judycki@bp.com)




8. Click the **Back** button  in the upper-left corner to return to the main screen.
9. The Survey will appear in your My Surveys dashboard.
- Click on the survey, then click **Collect** to begin collecting a new survey.

10. Once signed in, click on *BP Digital USPL Repair & Inspection Report* app  
a. To start new report, click *Collect, Start collecting data*



## Updating a Survey

Occasionally, updates will be made to the survey. When directed by the team, follow these steps to update.

1. Click the **Menu** button, then select **Download Surveys**.
  - a. You may be prompted to authenticate to the server. Log in with your NTID and password.
  - b. You may have to Follow Microsoft Authentication App, click *Approve*
2. Click the blue cloud icon  on the right to update the survey on your device.