

Accessing the Print Dashboard

Purpose

In support of user feedback, the DevOps team has developed a print dashboard that enables construction leads and project managers to access all of the information supporting a submitted Repair and Inspection Report through a dashboard.

This document covers:

- login into the application
- filtering reports
- utilizing the in-app report frame
- view and downloading supporting attachments
- printing the report to a DRIR Word Document template.

Login into Application



1. Click Sign In at https://survey123.arcgis.com/



2. Login: Projects123 Password: Survey123Reports

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3. Open BP USPL Digital Repair and Inspection Report



4. Click on the 'Data' tab

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Filter Reports

Within the Survey123 Print Dashboard a user can filter reports based any of the fields within the report. This widget will make it easier for a construction lead or PM to identify submissions completed under their profile.

1. Click Filter, revealing the filter pane

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3. This will center the map on the record

4. Click on the record to br	ing up the form	view		- 0 ×
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- Downloading Supporting Data
 - 1. In the Form view on the right-hand side of the page Scroll down till you see blue text

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Section B

- 2. Click on the text to download the Attached supporting document
- 3. The file will download into your Downloads folder

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4. Click on Open the Document, PDF, Excel sheet for quality review

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2. In the feature report pane scroll down and click Generate

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4. When the Report is completed Click Download



Feature Report



This panel will only display the last 10 tasks.

Apr 29, 2020

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Apr 7, 2020

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Record(s): 1

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