



## Accessing the Print Dashboard

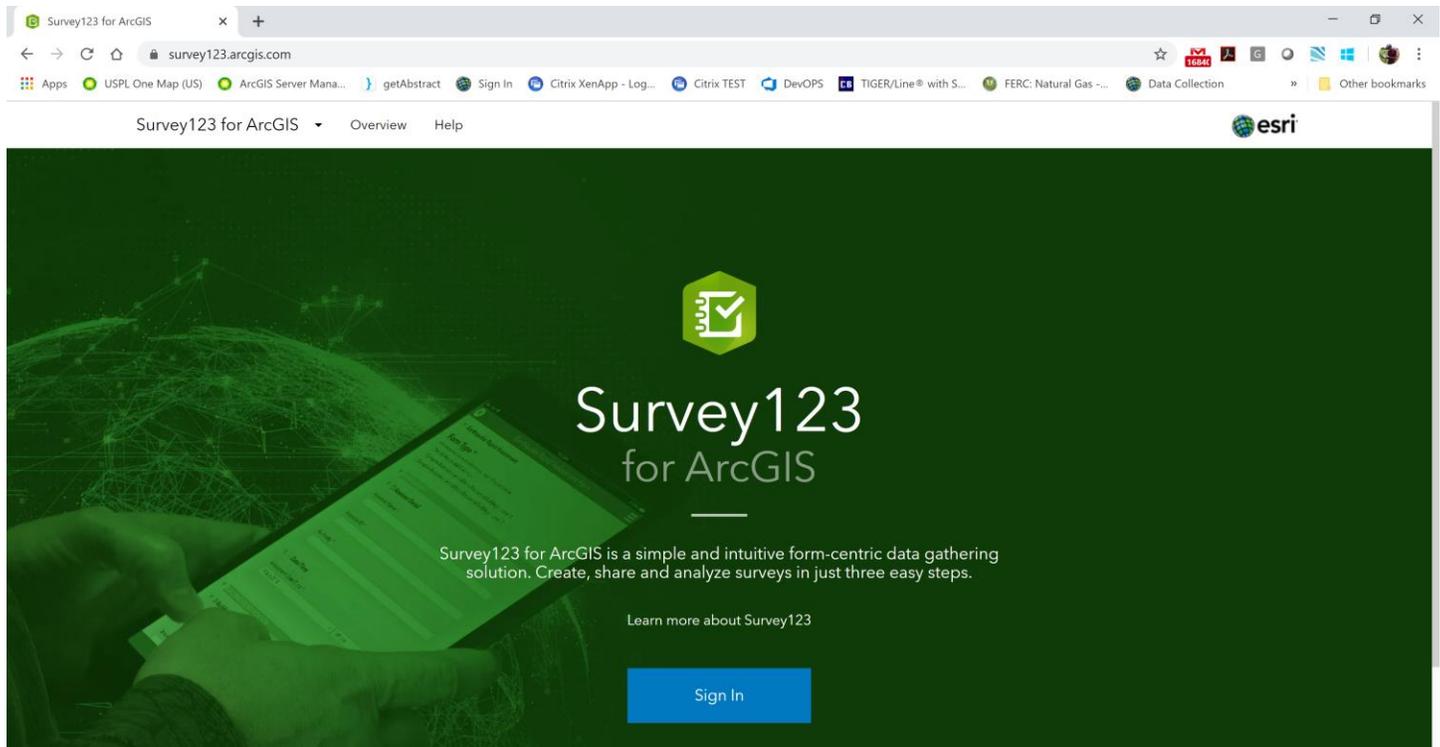
### Purpose

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.

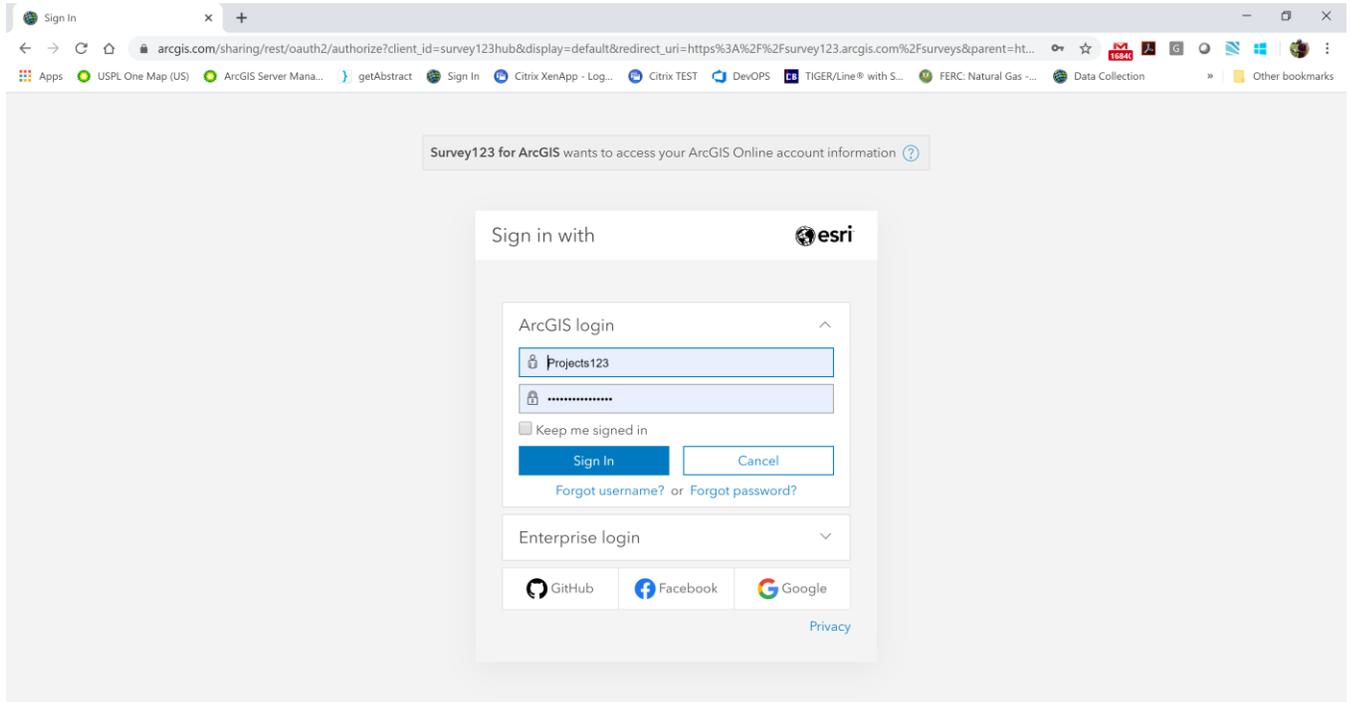
### Login into Application



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

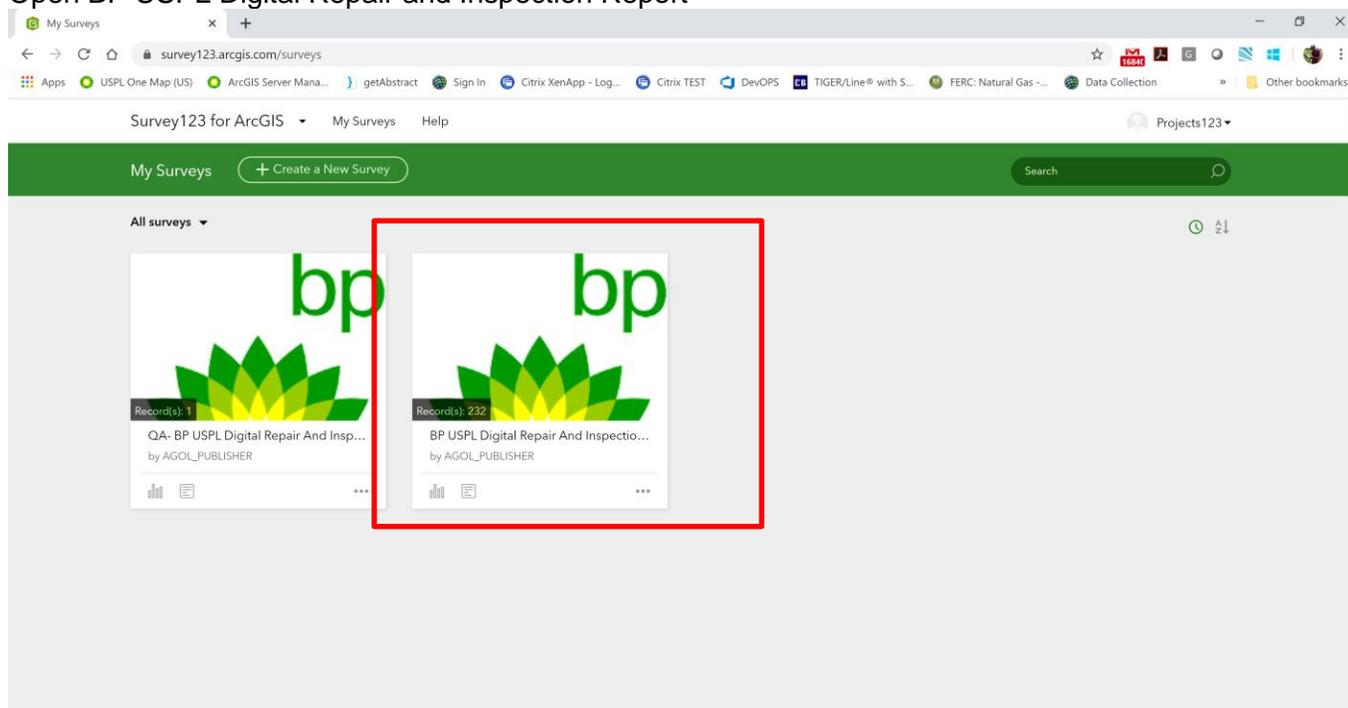


- 2. Login: **Projects123**  
Password: **Survey123Reports**

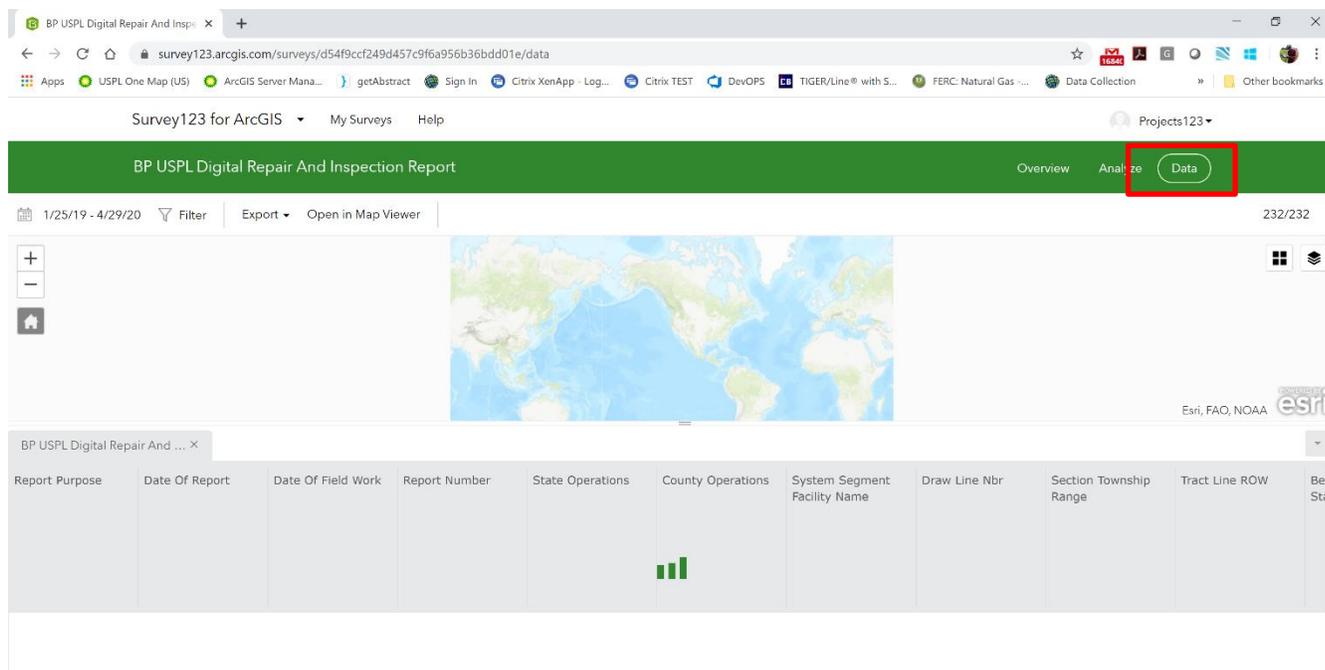




### 3. Open BP USPL Digital Repair and Inspection Report



### 4. Click on the 'Data' tab





## 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

BP USPL Digital Repair And Inspection Report

1/25/19 - 4/29/20 Filter Feature Report Export Open in Map Viewer Show individual response 232/232

Filter

232 / 232 (filtered/total)  
Survey submission dates:  
1/25/19 - 4/29/20

100%

surveyFormVersion is value

Add expression

Add group

Apply and zoom to Apply

Report Purpose	Date Of Report	Date Of Field Work	Report Number	State Operations	County Operations	System Segment Facility Name
Exposed_Pipe_Excavation_Line_Repair_Temporary_DQ_Covered_Tas	Apr 29, 2020	Apr 14, 2020		KS	Montgomery	261

### 2. Filter based on the Dig Site Number

1/25/19 - 4/29/20 Filter Feature Report E

Filter

232 / 232 (filtered/total)  
Survey submission dates:  
1/25/19 - 4/29/20

100%

Dig Site #: unique BT 2018-007

Add expression

Add group

Apply and zoom to Apply

Dig Site #  
Is  
Unique  
Select Dig Site using drop down arrow  
Click Apply and Zoom



3. This will center the map on the record
4. Click on the record to bring up the form view

### Downloading Supporting Data

1. In the Form view on the right-hand side of the page Scroll down till you see blue text  
2/232



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

The screenshot shows the 'BP USPL Digital Repair And Inspection Report' interface. The 'Data' tab is selected, displaying a table with columns: Report Purpose, Date Of Report, Date Of Field Work, Report Number, and State Operations. A row is selected, and a download icon is circled in red. A context menu is open over the icon, with 'Open' selected. The table data is as follows:

Report Purpose	Date Of Report	Date Of Field Work	Report Number	State Operations
Line_Repair_Permanent, DQ_Covered_Tasks Performed	Jun 12, 2019	Jun 11, 2019	P4802-20-LP-019	OH

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

Printing Report

- With one report selected Click on Feature Report

The screenshot shows the 'BP USPL Digital Repair And Inspection Report' interface with the 'Feature Report' tab selected. The 'Feature Report' tab is circled in red. The 'Output settings' section is visible, showing the report name and save location. The table data is as follows:

Report Purpose	Date Of Report	Date Of Field Work	Report Number	State Operations	County Operations	System Segment Facility Name
Line_Repair_Permanent, DQ_Covered_Tasks Performed	Jun 12, 2019	Jun 11, 2019	P4802-20-LP-019	OH	Hamilton	346



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

Feature Report

[Preview sample report](#)

3. Output settings

Report name ? \*

BP USPL Digital Repair And Inspection Report\_OID163\_202004291

Save to \*

Projects123's root folder

Format

Microsoft Word (.docx)

[Show credits](#)

**Generate**

Recent tasks >

3. The Print Dashboard will automatically shift over to in-progress jobs

☰ ↻ | 📅 1/25/19 - 4/29/20 | 🗑 Filter 0.9% | Feature Report

Feature Report ? ×

< Recent tasks

This panel will only display the last 10 tasks.

Apr 29, 2020

🕒 **BP USPL Digital Repair And Inspection**  
**Report\_OID163\_20200429170443** DOCX

Record(s): Started: 5:13:39 PM

Status: Creating...0%

Apr 7, 2020

✅ **BP USPL Digital Repair And Inspection** ↓  
**Report\_OID316\_20200407131242** DOCX

Record(s): 1 Started: 1:15:35 PM

Duration: 36s

🔄 **BP USPL Digital Repair And Inspection** ↓



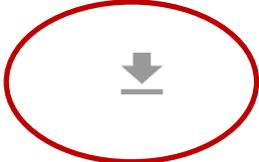
4. When the Report is completed Click Download

**Feature Report** ? ×

< **Recent tasks**

This panel will only display the last 10 tasks.

Apr 29, 2020

 **BP USPL Digital Repair And Inspection Report\_OID163\_20200429170443** DOCX 

Record(s): 1 Started: 5:13:39 PM

Duration: 34s

Apr 7, 2020

 **BP USPL Digital Repair And Inspection Report\_OID316\_20200407131242** DOCX 

Record(s): 1 Started: 1:15:35 PM

Duration: 36s