

Hydrant Inspection Application Documentation

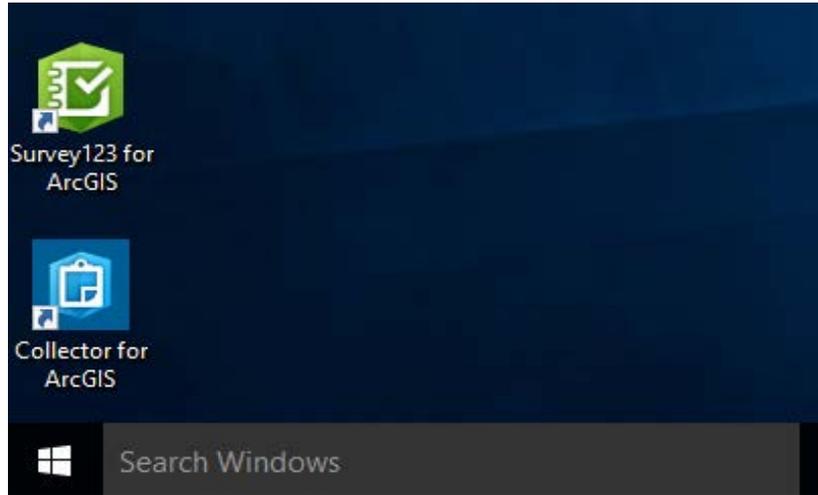
KCFD Technical Support Line - 816-513-6672

The password for Windows on the laptop (KCFD User1) is **Kcfd1234**

To access the Hydrant Application double click on the “**Collector for ArcGIS**” icon. The application will keep logins active for about two weeks and not require you to login until the time has expired. Each company has a sign in that all three shifts share. **Passwords are the same for all accounts: Kcfd1234!**

Username: HydrantInspector_XX
(XX is the company name)

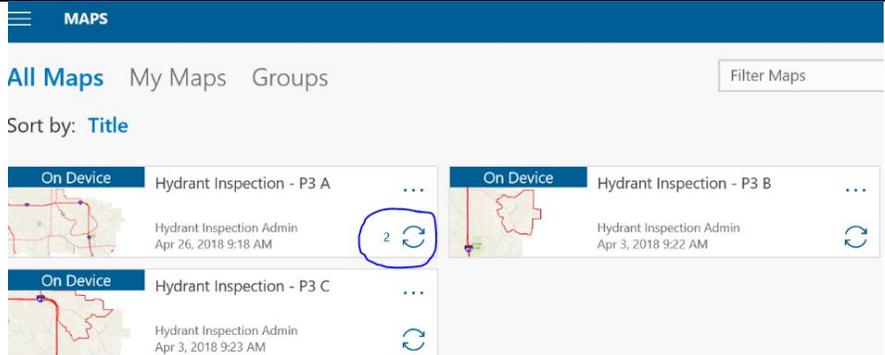
If you receive a login error or are asked to sign in see the “**Hydrant App Sign in**” document for detailed instructions.



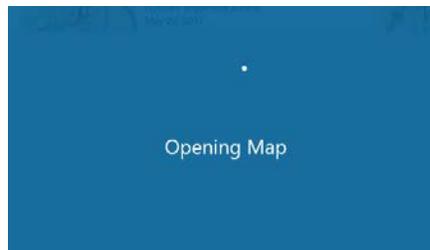
On the MAPS screen, click on the circle arrow icon anytime there is a number next to it. This will synch the completion status count from your local maps to the server.

I recommend doing this right before you start inspections for the day and right after you complete inspections for the day.

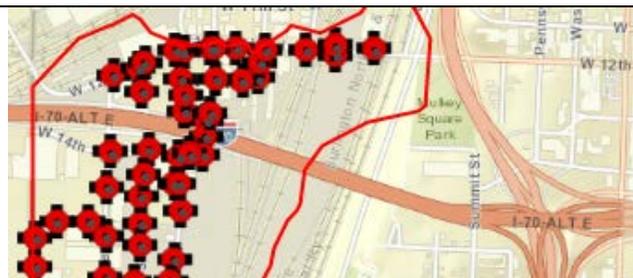
Select your Shift Map



Once the appropriate map is selected the map will load. It may take several seconds to open.

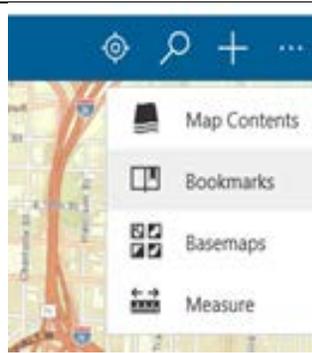


The map will open to your designated inspection area.



If you find that the app is not placing you in the correct location, you can switch to the default “**Work Area**” that was assigned to your company and shift. To do this, click on the three dots (menu option) in the upper right-hand corner of the App.

Next click on the “**Bookmarks**” option and then “**Work Area**”.



Bookmarks My Places

 Work Area

Now you should be near your inspection area on the map.



The hydrants are color coded.
Red – Need Inspection preformed
Green – Completed
Yellow – In Progress

To start an inspection, click on a Hydrant and then click on the “Perform Inspection” link one the left.

J01901H0011
Location 39.08075674N, 94.6011482W

Assigned Company: P9
Assigned Shift: C

Direction to Open: **Right/Clockwise**

[Perform Inspection](#)

A smaller map view showing a red hydrant icon. The map includes the street name 'Burlington Northside'. There are also other hydrant icons, one green and one red, visible on the map.

When you click on the preform the Inspection link a pop-up will prompt you to switch apps.

Click on the “Yes” button.

Did you mean to switch apps?

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“Collector for ArcGIS” is trying to open “Survey123 for ArcGIS”.

Yes

No

The Survey 123 App will start up.

This is where you will fill out the inspection form with the appropriate information.

Hydrant Photos are only required if there is physical damage to the Hydrant.

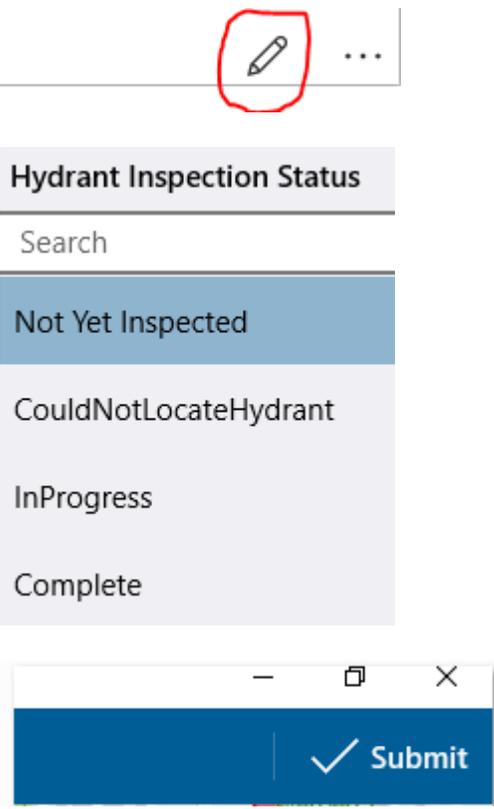
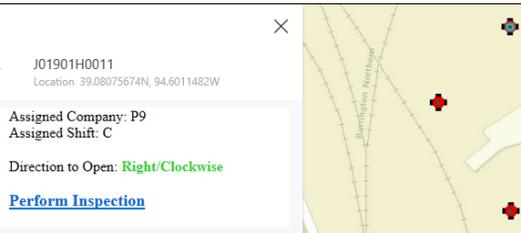
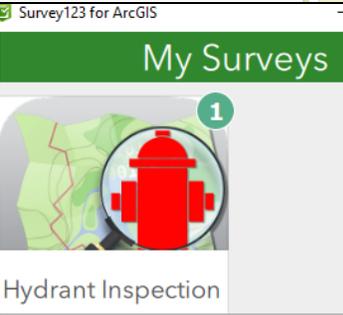
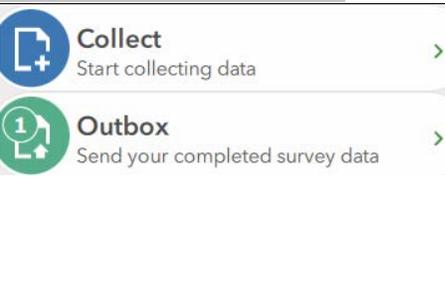
To take a photo click on the camera icon. The camera is front facing on the laptop. You can spin the screen around by turning the screen from the left-hand side. The screen should move easily so don't force it.

When the form has been completed and you are ready to go to the next Hydrant, click on the checkmark icon at the bottom right of the form.

You can either "Send Now" if you have internet connection or if you think that you are to faraway from the fire truck you can click the "Send Later" option.

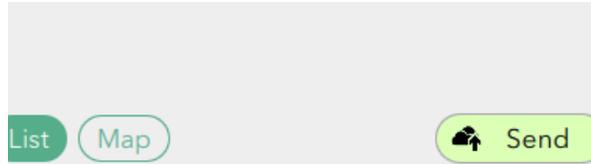
When you choose to send later the App will save the inspections to the Outbox.

Close the "My Surveys" app window by clicking on the "X" in the upper right-hand corner **before** going back to the Map and selecting the next Hydrant.

<p>Mark the Hydrant that you just finished with as “Complete”, by clicking on the pencil icon and selecting Complete from the dropdown choices.</p> <p>Click on the Keep button and then save the change.</p> <p>Save the status change to the map by clicking on the “Submit” button in the upper right-hand corner. The Hydrant should change color from red to green on the Map.</p>	<p>Assigned Company: R1 Assigned Shift: A</p> <p>Direction to Open: Right/Clockwise</p> <p>Perform Inspection</p> 
<p>Select the next Hydrant from the map as you did previously and preform the inspection like you did before.</p>	
<p>If you had chosen to “Send Later” the inspections are sitting in the Outbox within Survey123. To access the Outbox, open Survey123 if it is not already opened and click on the Hydrant Inspection graphic under “My Surveys”.</p>	
<p>Next click on the Outbox option. The Icon will show how many inspections need to be sent.</p>	

Inside of the Outbox, each inspection that has not been sent before will be listed.

Click the “Send” button. If the “Send” button is not there, that means that the laptop does not have an Internet connection. Make sure that you are in close range of the fire truck and that airplane mode is not on.



If you receive a message that you have to be Signed in to Survey 123 to send, click the Sign In button and entering your HydrantInspector login.

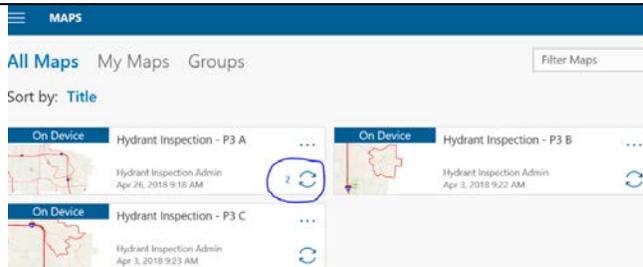
Each company has a sign-in that all three shifts share. **The passwords are the same for all accounts: Kcfd1234!**

Username: HydrantInspector_XX (XX is the company name)

Password: Kcfd1234!



Remember to synch the completion status counts from your local maps to the server before you exit out of the Collector application.



If after closing the “My Surveys” screen or any other application and the Hydrant map is not showing on the screen, click on “Task View” to see all running apps and then click on “Collector for ArcGIS” window.

