



**FSBIT Damage Assessment  
Mobile Application  
User Guide**



**Download Trackdown Mobile Application:**

**iOS (iPhone)**

Scan the barcode below with your mobile device, and download the App:



**Android:**

Scan the barcode below with your mobile device, and download the App:



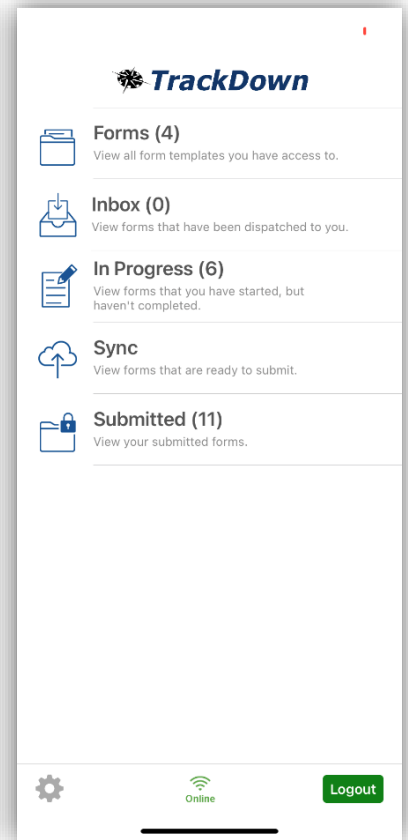
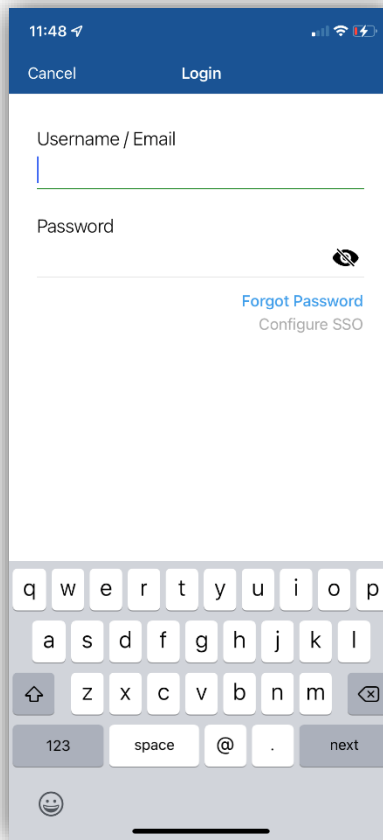
*LOGIN INFORMATION CONTINUES ON NEXT PAGE*

## Logging In

Log in using the provided FSBIT Member User Information. You will receive an email address and password for the Member you are assessing for damage.

Using the info provided, log in to the Trackdown Mobile application.

Select **Forms** from the Main Menu, and choose **“Damage Assessment – FSBIT”** form.



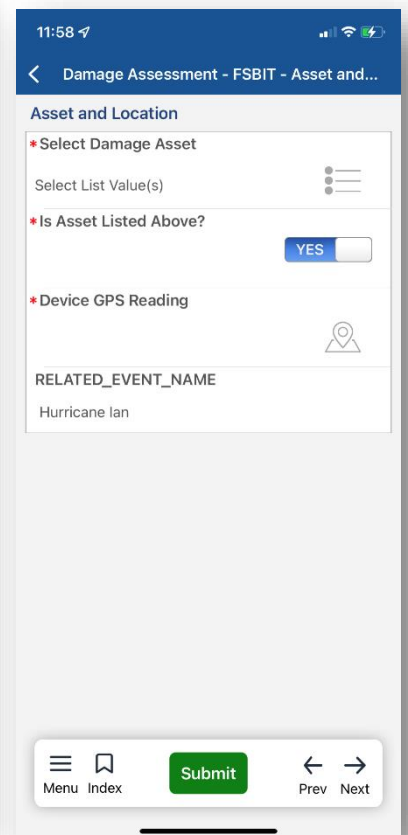
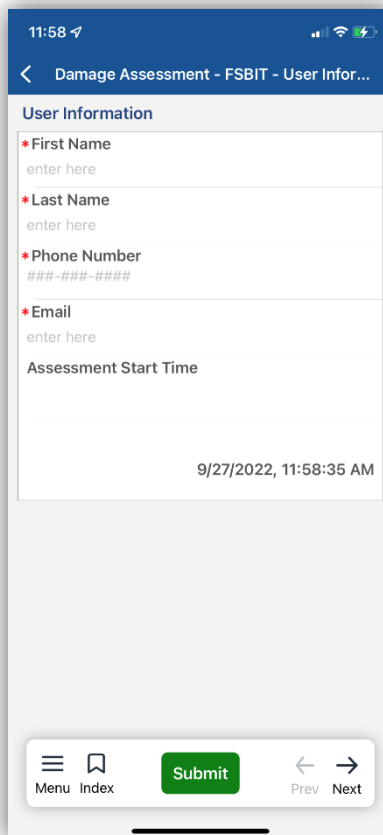
## Completing Damage Assessment

1. On the first page, enter the following:
  - First Name
  - Last Name
  - Phone Number
  - Email

Select the **“Next”** arrow on the bottom right.

2. On the second page, select the **Damage Asset** from the list of scheduled values. If Damage Asset is not provided in the list of values, see below for further instructions.

Device GPS Reading will automatically generate in the form. Continue to next page.



If Damage Asset is Found/Selected in Step 2, please move on to Step 3 below

If Damage Asset is not provided in the list of values, select “No” on “Is Asset Listed Above?” to display the screen shown on the right.

Continue to fill out the form as necessary.

12:35

Damage Assessment - FSBIT - Asset and...

Asset and Location

\*Is Asset Listed Above?  NO

\*Select Damage Location

Select List Value(s)

\*Is Location Listed Above?  YES

\*Asset Name

enter here

\*Is this a Building or Other Structure(s) (i.e. LightPost, Bench)?

Select List Value(s)

\*Device GPS Reading

RELATED\_EVENT\_NAME

Hurricane Ian

Menu Index Submit Prev Next

3. Enter values for the following:

- Severity of Damage to Asset
- Estimated Damage Total (Select Range)
- Immediate Services Required? (Y/N)
- Is this Asset Safe for Occupancy And/Or Use?
- Does the Asset Pose an Imminent Threat to Public Health or Safety
- Does Asset Pose and Environmental Concern?

On the next page, enter a Damage Description into the textbox

11:59

Damage Assessment - FSBIT - Assessmen...

Assessment Information

\*Severity of Damage to Asset

Select List Value(s)

\*Estimated Damage Total (Select Range)

Select List Value(s)

\*Immediate Services Required?  NO

\*Is the Asset Safe for Occupancy And/Or Use?  YES

\*Does the Asset Pose an Imminent Threat to Public Health or Safety?  NO

\*Does Asset Pose an Environmental Concern?  NO

Menu Index Submit Prev Next

11:59

Damage Assessment - FSBIT - Damage D...

Damage Description

\*Damage Description (limit 2000 chars.)

Menu Index Submit Prev Next

## Photo Instructions

To continue, please ensure that the Auto-Rotate Lock on your device is turned off. This allows the phone to capture landscape photos horizontally.

***See below examples of how to turn off Auto-Rotate lock for Android and iPhone respectively:***

### **Android:**

<https://www.samsung.com/us/support/answer/ANS00088202/>

### **iPhone:**

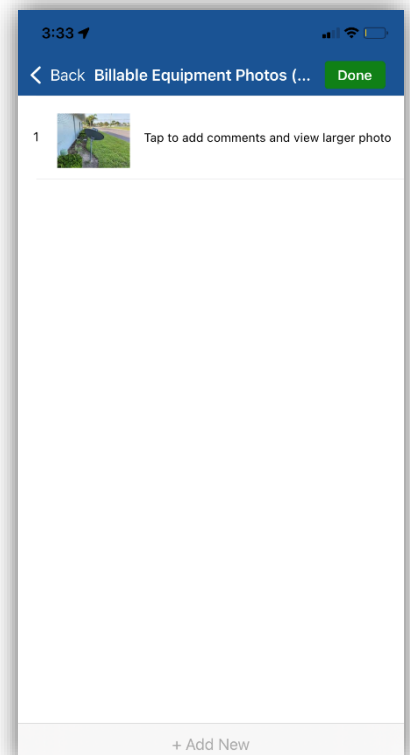
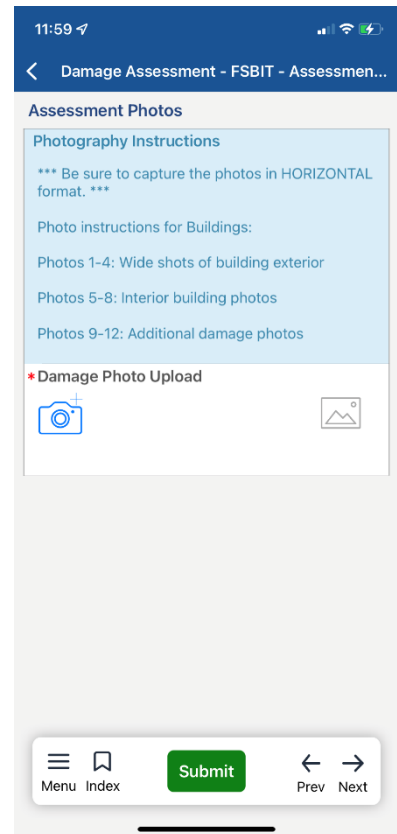
<https://support.apple.com/en-us/HT204547#:~:text=Swipe%20down%20from%20the%20top,make%20sure%20that%20it's%20off.>

To ensure best image quality for viewing reports, please capture all photos in **landscape** (horizontal) mode on your device.

## Photo Captions

Please provide a short caption with a few words for all photos if possible. If a longer explanation is necessary, there will be a text box below the photo field for additional details.

1. Click "Tap to add comments and view larger photo" next to image
2. In the window that pops up, select "Notes" on the bottom right.
3. Add a brief caption. The gray down arrow can be tapped to preview the image as the note is added.
4. Click the green "Done" button at the top right when finished.



To complete the Damage Assessment, add your signature, and click the green **Submit** button.

