

GEOCOVE

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ARM360[®]

Version 5.3

Field-User Manual



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1 About ARM360®

1.1 About ARM360®

Geocove's ARM360® is a specialized software application designed specifically to work within a Geographic Information System (GIS) and communicate incident information, in near real time, to a centralized database. This field-user software is designed to be installed on field computers and pre-configured by an administrator. Once the field deployment is configured by the administrator, it is ready for immediate use to collect and relay incident information to a command center and vice versa. It may be relayed via wireless or wired connection. No configuration, by field users, is required or possible.

NOTE: ARM360® is custom configured by a System Administrator for Field Users. Therefore, some functionality that may be illustrated in this manual (such as certain Workbooks or views) may differ for users and to accommodate the specialized needs of the Incident Commander. The System Administrator determines, loads, and configures which functions are enabled (available) or disabled (unavailable) on each user system.

1.2 Installation & Configuration

ARM360® is typically loaded and configured by an administrator for those using it in the field. If your software is not loaded, consult your administrator to load and configure the software. The administrator will configure the correct maps, incident reporting tabs, and custom special icons (if necessary) for ARM360®. Not all (extension) tabs that may appear in this documentation may be displayed (or installed) in every computer. The administrator determines system configuration, operational functionality, and access based on field objectives. Options may vary per computer.

NOTE: ARM360® for Windows will operate on laptop and notebook computers, Tablet PCs, and Desktops PCs. It does not require a touch screen nor the Tablet PC pack be installed.

1.2.1 System Requirements

1.2.1.1 Field Device / Data Collector

- Windows XP SP3 (w/ .NET Framework 3.5 SP1 installed)
- Windows Vista SP1, SP2 32-bit/64-bit Ultimate, Enterprise, Business, Home Premium (w/ .NET Framework 3.5 SP1 installed)
- Windows 7 32-bit/64-bit Ultimate, Professional, Home Premium (w/ .NET Framework 3.5 SP1 installed)

1.2.1.2 Servers Required

- ArcGIS Desktop
- ArcSDE Geodatabase (personal or multi-user)
- ArcGIS Server 10.1 or 10.2 Standard or Advanced Enterprise (ArcGIS Server installation requirements can be found on the Esri website located at:
<http://resources.arcgis.com/en/help/system-requirements/10.1/index.html#//0151000007200000>)

1.2.1.3 Optional System Requirements

- GPS (built-in, blue-tooth, or USB) supplying NMEA protocol
- Digital Camera

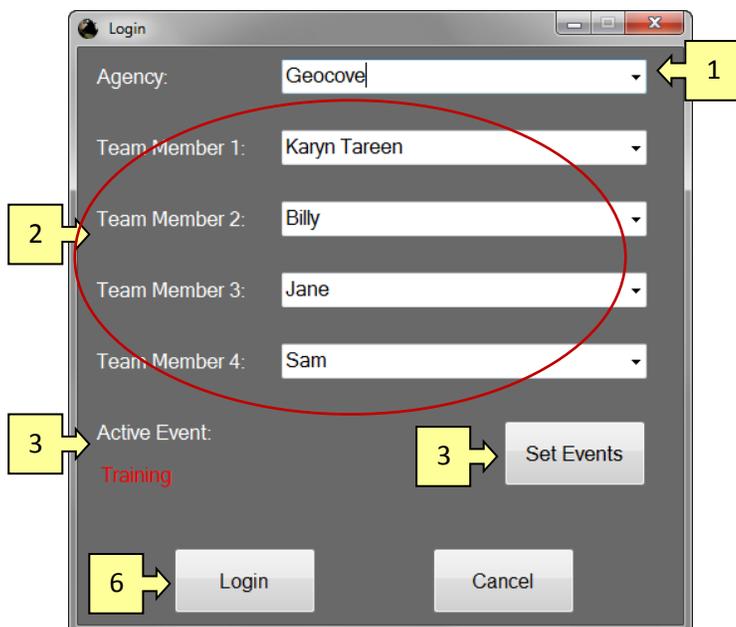
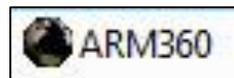
1.3 ARM360® Software Updates

Software updates install the newest version of ARM360® and may update changes to data. However, the System Administrator is responsible for updates. Field Users do not update ARM360®.

2 Getting Started - Overview of the Basics

2.1 Launch, Login, and Close ARM360®

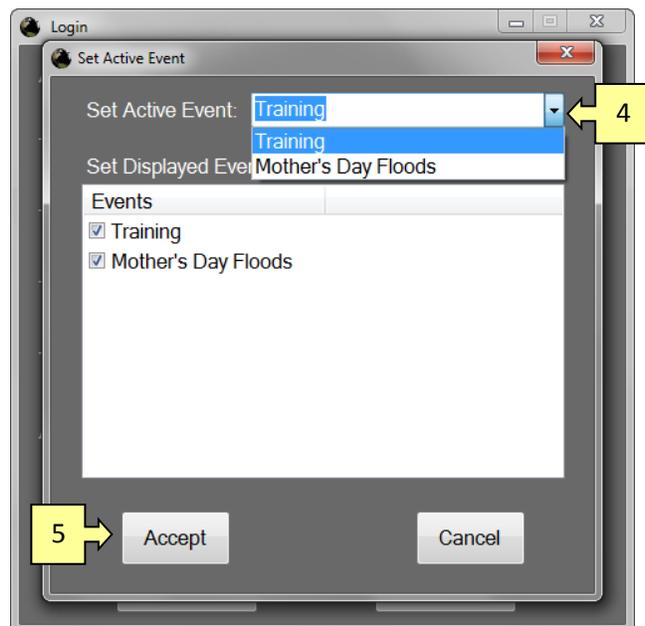
To **LAUNCH ARM360®**, double click on the ARM360® icon typically located on your Windows® desktop. The software will open a "Login" dialog box.



To LOGIN to ARM360®

The administrator typically pre-configures the "Team Member," "Lead Agency," and "Set Events" selections.

1. If the appropriate "Lead Agency" is not displayed, click on the drop-down arrow and select the correct one.
2. Click on the drop-down arrow and select the appropriate team name(s). You may also type your name in the field, if it is not pre-loaded.
3. If the "Active Event" displayed is incorrect, click on the "Set Events" button.
4. Select the correct event from the drop-down box.
5. Click the "Accept" button (the "Set Active Event" dialog box will automatically close leaving the "Login" dialog box displayed).
6. Verify all the information is correct, then click the "Login" button.



To **CLOSE ARM360®**, left click on the "Red X" in the upper right corner of the window (typical of Microsoft Windows).

All dialog boxes will close by clicking on the "Red X."



2.2 Quick Overview - Getting Around

2.2.1 ARM360® Workspace

There are eight main functional areas of ARM360®. The illustration below identifies the location of each function. Each function is explained in detail throughout this manual. The main functional areas are

1. The Navigation Tab
2. Extension Tabs (various)/Scroll Buttons
3. Sync (synchronization) Tab
4. Map Views
5. Map Navigation Controls
6. Workspace
7. GPS Location Push Pin
8. Map Location Coordinates

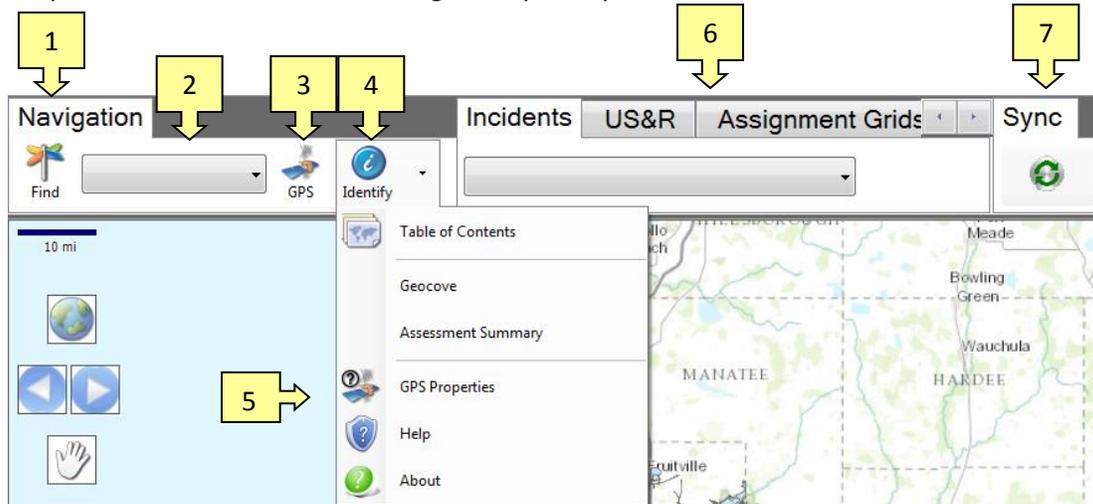
NOTE: ARM360® is custom configured by a System Administrator for Field Users to collect specific information (data) required to accommodate specific incidents. Therefore, some functionality that may be illustrated in this manual (such as certain workbooks or views) may differ for users to accommodate the specialized needs of the Incident Commander. The System Administrator determines, loads, and configures which functions are enabled (available) or disabled (unavailable) on each user system.



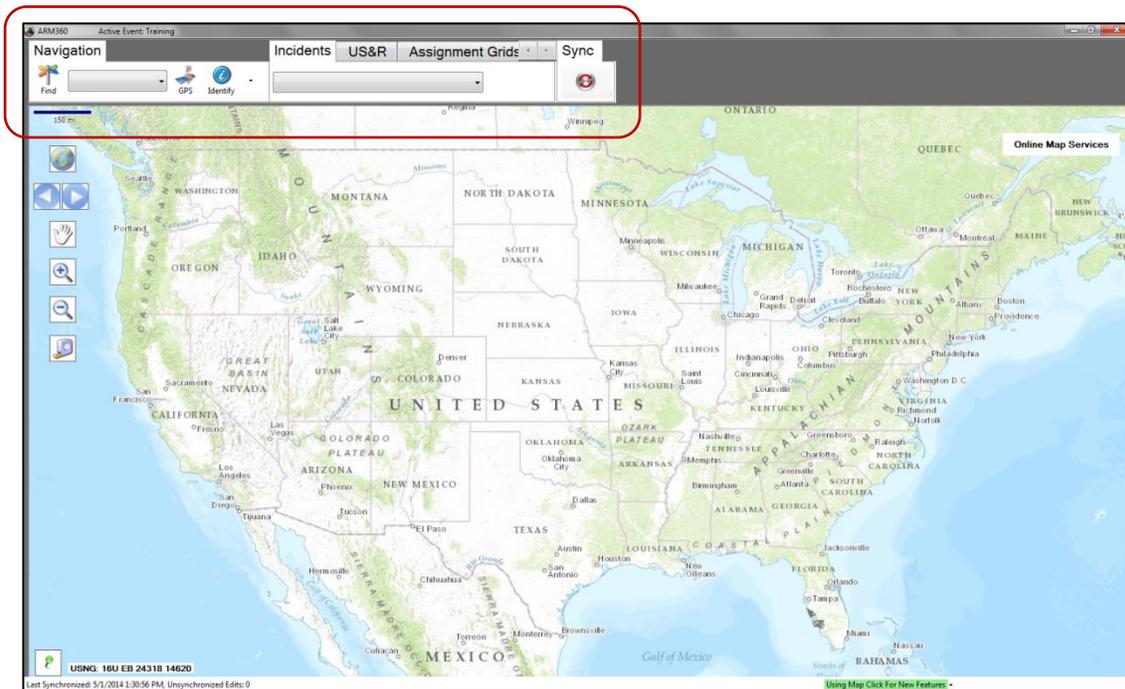
Overview of ARM360® Workspace

2.2.2 The Toolbar - Working within the Workspace

The Toolbar is located at the top left on the screen. It consists of a Navigation Tab, Extension Tabs, and a Synchronization Tab. Each Tab is explained in detail in this manual. Not all Extension Tabs are available in each system - Extension Tabs are configured by the System Administrator on an as-needed basis.



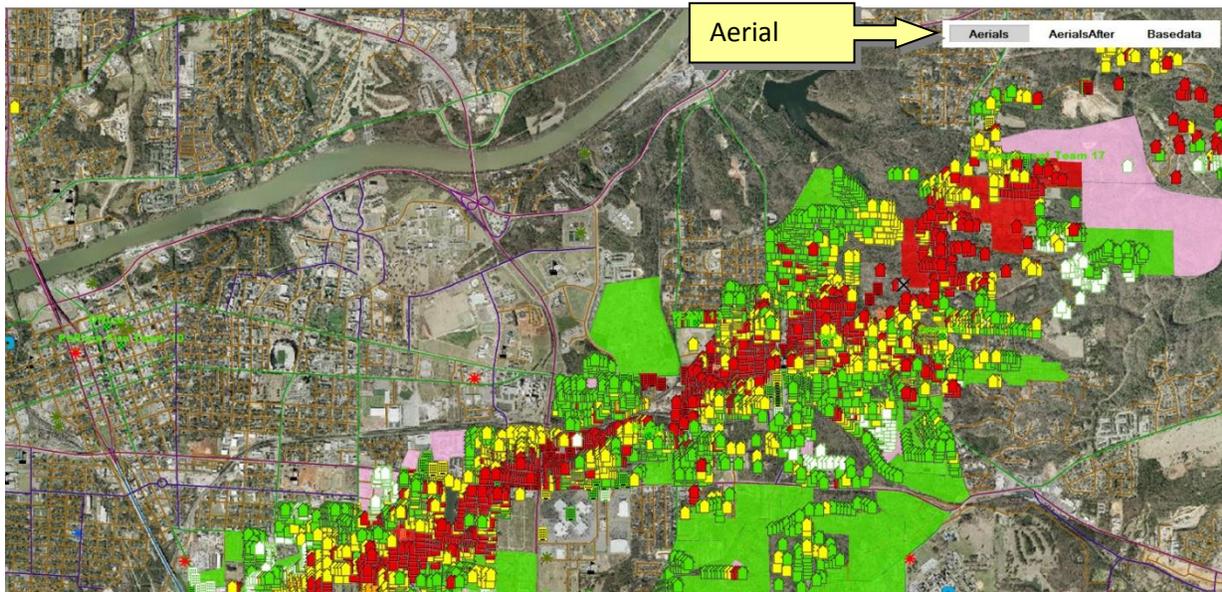
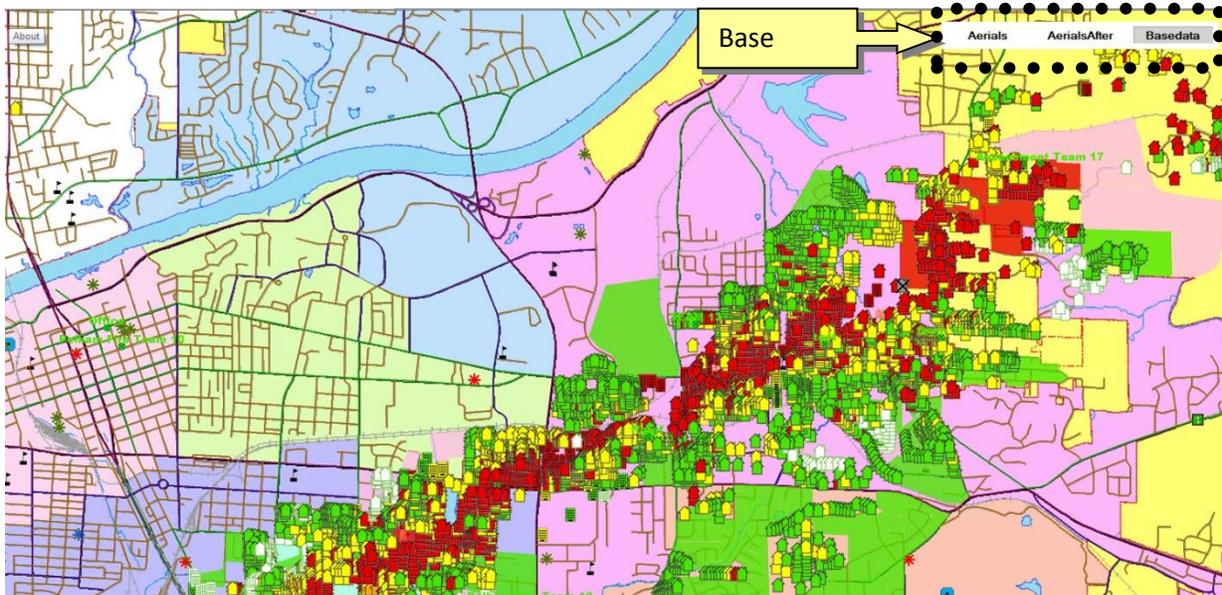
- 1) **Find** – Allows searching of data to find specific location(s) on the map (configuration may vary)
- 2) **Bookmarks** – Preset locations that instantly take you to that location on a map
- 3) **GPS On/Off** – Enable/Disables GPS
- 4) **Identify** – Identifies location(s) on the map
- 5) **About** – Avails Help, Table of Contents, and GPS Properties
- 6) **Extension Tabs** – Primary means to place data on the map. Each tab enables specific reporting capabilities. Not all tabs are available on all systems.
- 7) **Sync** – Syncs system data with server (and server data with system)



2.2.3 Map Views

The Map View buttons available are pre-determined by the System Administrator. The Basedata view, illustrated below, provides the base geographical regional data. Additional views, such as "Aerial View" may also be loaded, which provides photographic satellite imagery. Furthermore, GIS data may be available to display an "Aerials After View," which avails images taken after an incident. Field users can only see and use map data loaded by the system administrator. Not all "Map Views" may be available.

The MAP VIEW buttons are located in the upper left corner on the map.



Baseline Map View (top) and Aerial Map View (bottom).
Actual data from the Tuscaloosa, Alabama tornado, April 27, 2011.

3 Map Navigation Controls

The Map Navigation Controls enable you to move any direction around the map or zoom in and out of the map.

3.1 Scale Indicator

The "Scale Indicator" illustrates relative distance when zooming to various levels of the map.

3.2 Globe

The center (globe) resets the map to its original position.

3.3 Previous / Forward View

The curved arrow pointing to the left enables you to go back to a previous view. The curved arrow pointing right, enables you to move forward through views back to your current view.

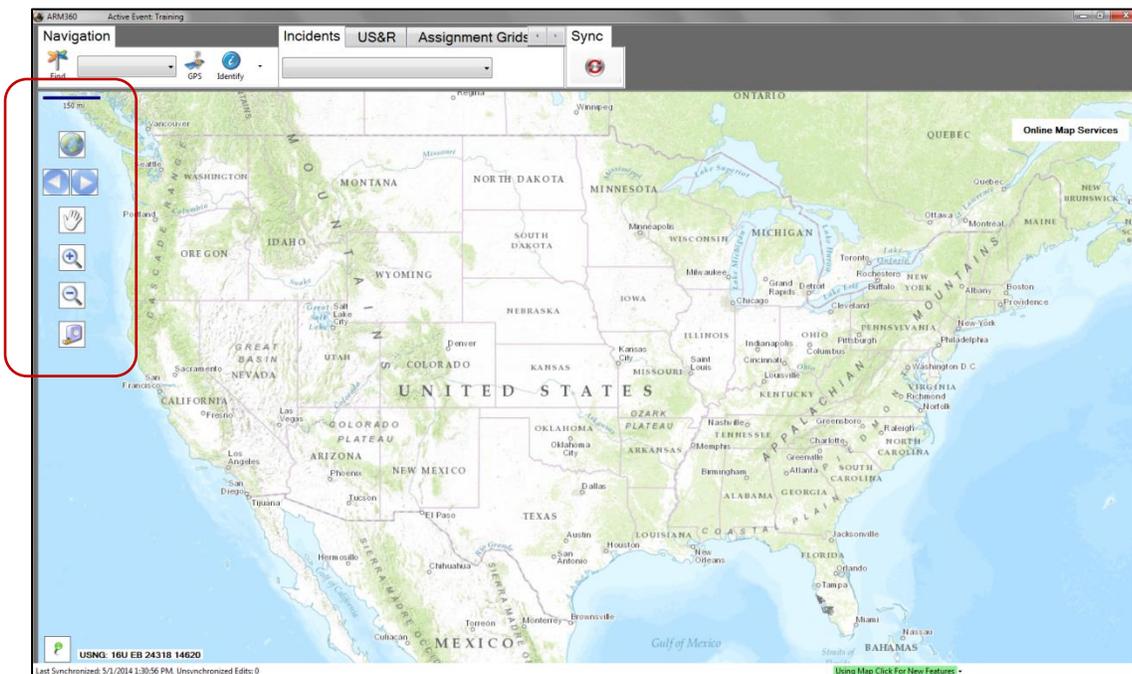
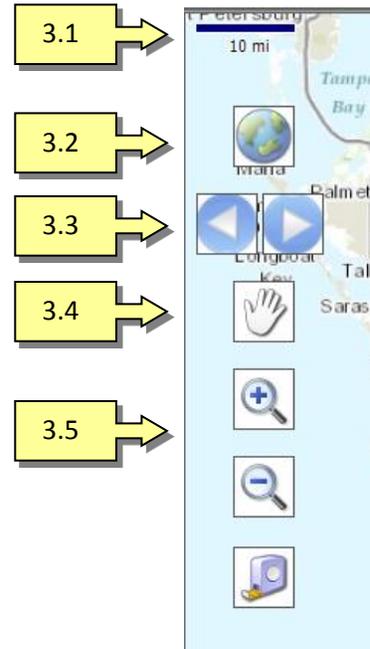
3.4 Pan (Hand Grab and Drag)

The "Pan" option enables you to "left click and drag" to move the map in any direction.

3.5 Zoom IN / Zoom OUT on the Map

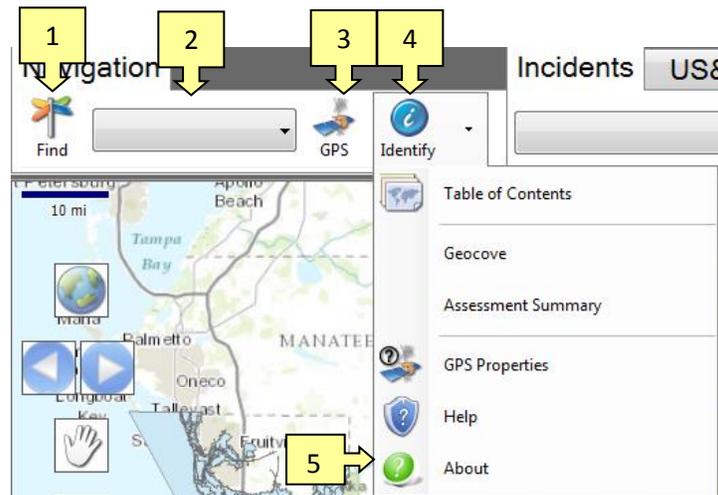
To "Zoom In" to an area, select the "+" icon, click and hold the left mouse button, and drag the box on the map, and release.

To "Zoom Out" of an area, click on the map and drag down. This tool can also be used to zoom in, by clicking on the map and dragging up.



4 Navigation Tab

The Navigation Tab consists of **Find**, **Bookmarks**, **GPS Toggle**, **Identify**, and **About**.



- 1) **Find** – Allows searching of data to find specific location(s) on the map (configuration may vary)
- 2) **Bookmarks** – Preset locations that instantly take you to that location on a map
- 3) **GPS On/Off** – Enable/Disables GPS
- 4) **Identify** – Identifies location(s) on the map
- 5) **About** – Avails Help, Table of Contents, and GPS Properties

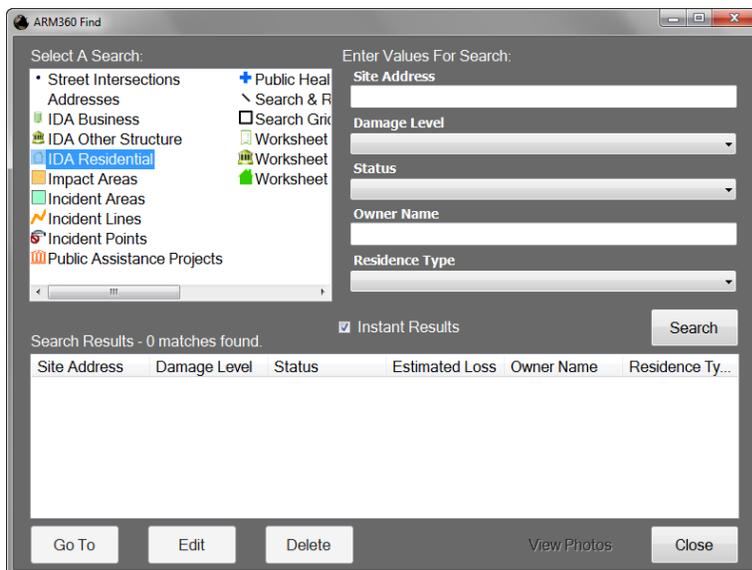
4.1 Find

The Find icon enables you to quickly locate a point or place on the map, then zoom to that location. Points found while using the Find tool can also be edited and/or deleted, if the system administrator has enabled the functionality on your system to give you editing capabilities. If you do not have editing capabilities, you will not be able to edit and/or delete points.

The "Find" button is fully configurable by the administrator. Sample searches are described below. Please note, some or all of these search options may not be available in your deployment. Five "Find" options are explained in this user guide, 1) Incident Points, 2) Facility, 3) Address, 4) USNG (United States National Grid), and 5) Street Intersections. The "Find Dialog Box" by default opens to "Incident Point." It quickly brings you directly to a location.

4.1.1 Find IDA Residential

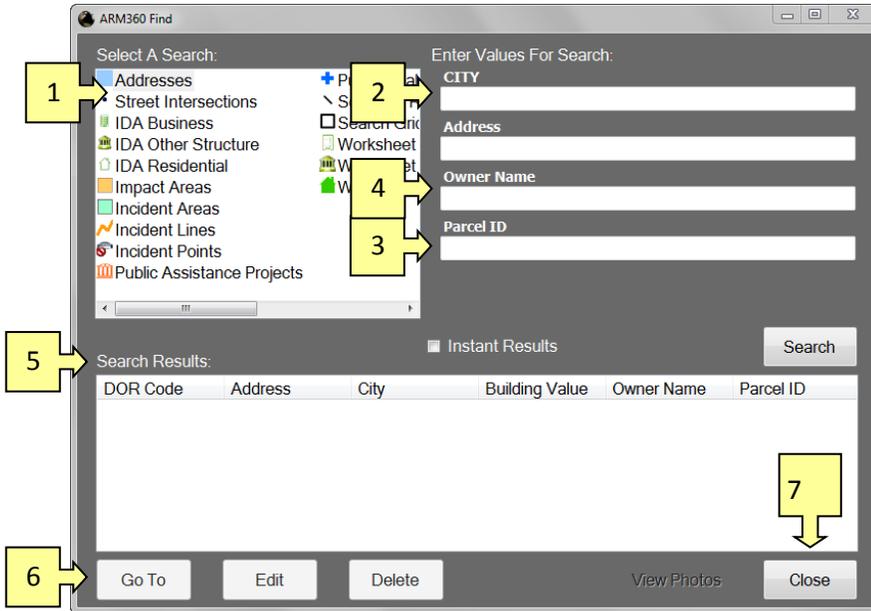
To find a location on the map, click on the FIND icon. By default, it opens to the first search option. Each selection in the FIND dialog box avails secondary dialogs in the form of drop down boxes, fields, and/or information necessary to support each find request.



- 1) The "Incident Type," drop down box displays incident types loaded on the map.
- 2) The "Assessor" is the person entering (or entered) the data.
- 3) The "Instant Results" box, if checked, will automatically load the search results. If the box is unchecked, click on "Search." If you are searching a large data set, having Instant Results on may increase loading time.

4.1.2 Find an Address

To find an Address, click on the FIND icon. By default, it opens to the first search option. Each selection in the FIND dialog box avails secondary dialogs in the form of drop down boxes, fields, and/or information necessary to support each find request.

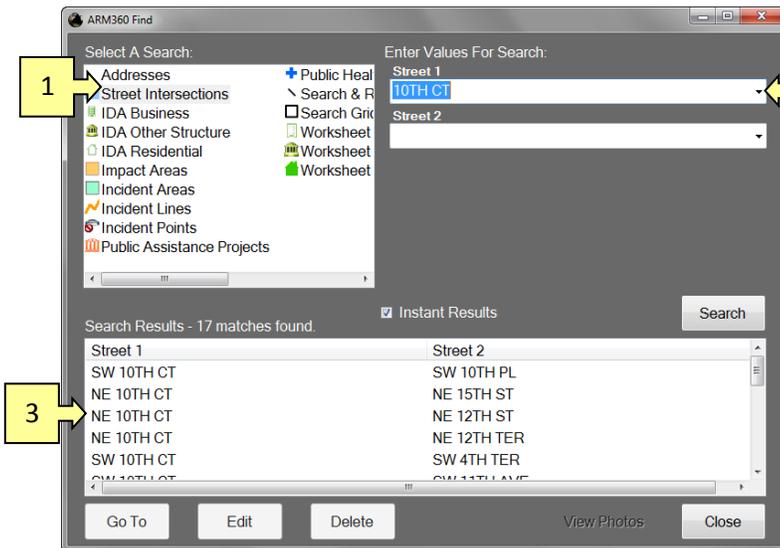


1. Click on "Find Address."
2. To find an address, enter the address in the "Address" field.
3. To find a location by parcel ID, enter the parcel ID in the "Parcel ID" field.
4. To find a location by the owner's name, enter the owner's name in the "Owner" field.
5. The results will display in the "Search Results" window.
6. Click on "Go To" and you will go directly to that location on the map.
7. To close the box, click "Close."

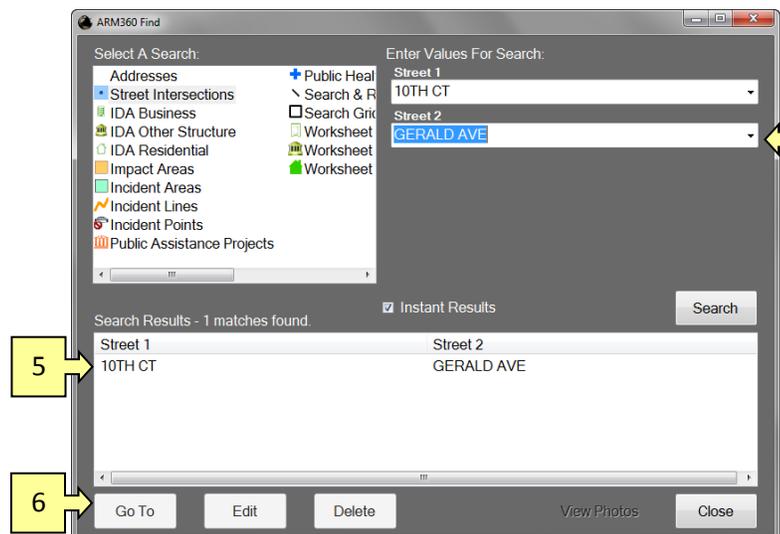
NOTE: With "Instant Results" enabled, it will begin to display results as each character is entered.

4.1.3 Find an Intersection

The INTERSECTION option locates two streets that intersect. To find an Intersection, click on the FIND icon. By default, it opens to the first search option. Each selection in the FIND dialog box avails secondary dialogs in the form of drop down boxes, fields, and/or information necessary to support each find request.



1. Click on "Street Intersections" in the "Select A Search" window.
2. In the "Street 1" field, click on the drop down box arrow. A list of potential street names will display. Select the desired street.
3. The selected street will also display in the "Search Results" window, if Instant Results has been selected. If not, you can click search to see the results.

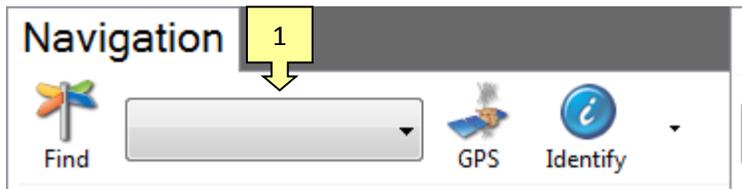


4. Click on the "Street 2" drop down box arrow. Intersection streets will be displayed.
5. The selected street will also display in the "Search Results" window. Click on the desired intersecting street combination.
6. Click on "Go To" and you will go directly to that location on the map.

NOTE: With "Instant Results" enabled, it will begin to display results as each character is entered.

4.2 Bookmarks

Bookmarks are preset by the system administrator. Field users may not add to the bookmarks. The purpose of "Bookmarks" is to enable the field user to immediately locate and go to a location on the map.

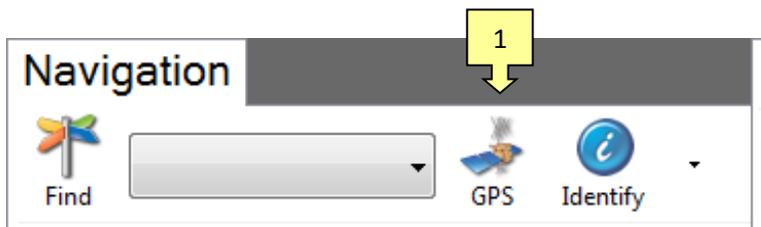


1. To access a "Bookmark," on the "Navigation Tool Bar," click on the arrow of the "Bookmark" drop down box.
2. Scroll down and click on the desired bookmark. ARM360® will immediately go to that location on the map or the required function.

4.3 GPS On/Off

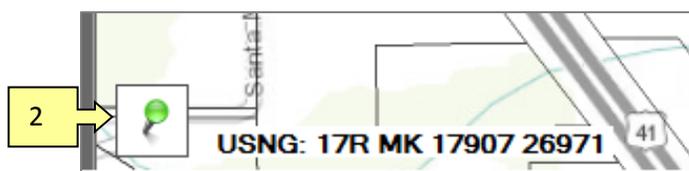
The GPS enables real-time location panning of the map. If GPS is "enabled," it will identify your location on the map and display your location. If used in conjunction with the "Pan" feature (the "hand" in the navigation tools), you can pan various locations relative you your current position. To re-center your location on the map, click on the green "Push Pin" in the lower left corner of the workspace.

NOTE: You must have GPS installed as part of your field system. Without GPS installed, the GPS function remains disabled.

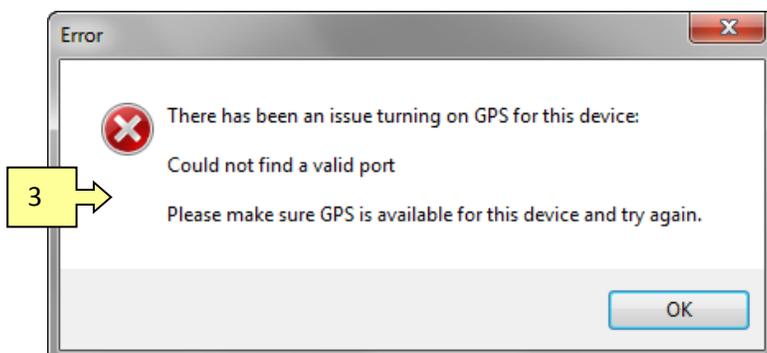


1. To enable, click on the "GPS" button to enable the GPS functions. To disable, click on the "GPS" button.

(Lower left corner of the map)



2. In the lower left corner of the Workspace is a "Green Push Pin." When the GPS function is enabled, you can click on the "Push Pin" at any time to re-center the map on your location.



3. If you click on the "Push Pin" and the GPS function is disabled, it will attempt to turn on or enable your GPS. If you do not have a GPS installed, you will receive an "Error" dialog box.

4.4 Identify

The Identify option enables you to identify a specific point or points on the map.

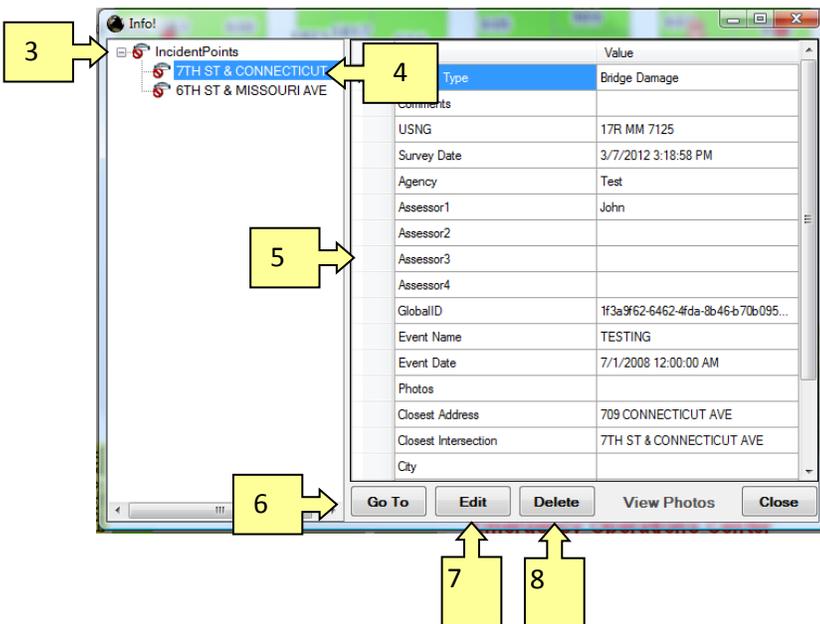


1. Locate a point on the map which requires identification, and click on the "Identify" button.



2. Left click, hold, and drag to include the area desired. The area appears shaded blue.

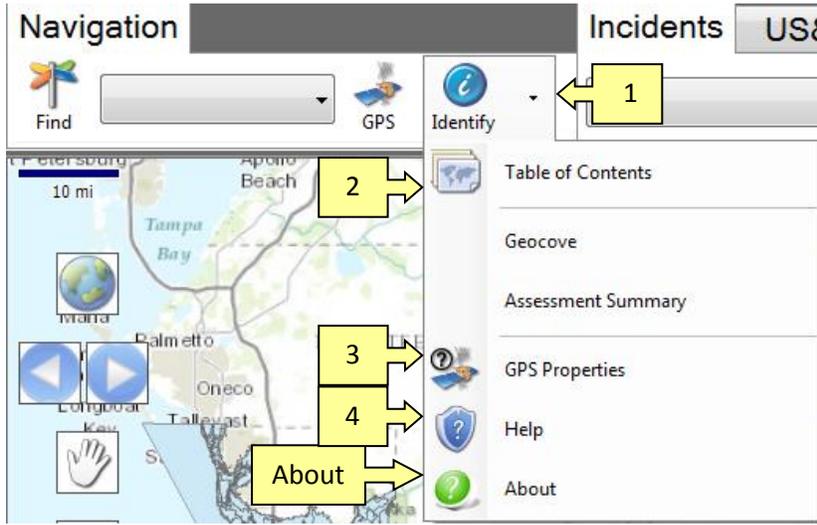
Release the left click button. A dialog box opens.



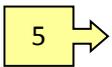
3. The dialog box lists location information. If more than one option is available, a "+" illustrates that multiple points have been found. Click on the "+" sign to expand the tree.
4. Click on the location you seek.
5. The right-side panel will populate with data.
6. Click on "Go To" and you will go directly to that location on the map or the required function.
7. To edit a selection, click the "Edit" button.
8. To delete a selection, click the "Delete" button and then confirm by clicking "Yes" or "No."

4.5 About

The About option enables you to access five things: Help (which shows this User Guide), Table of Contents (Layers), GPS Properties, and ~~Check for Applications update (not enabled at this version)~~.



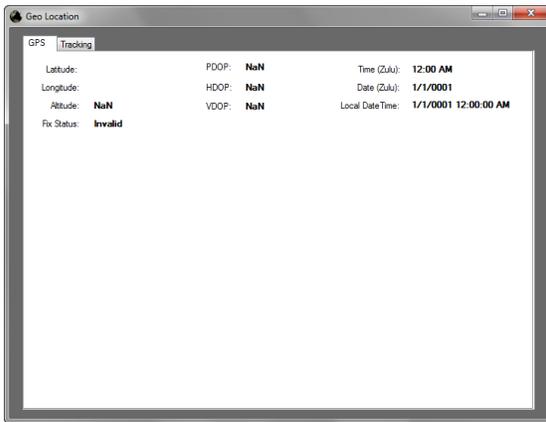
Click on the "About" button to identify the information about ARM360® and Geocove.



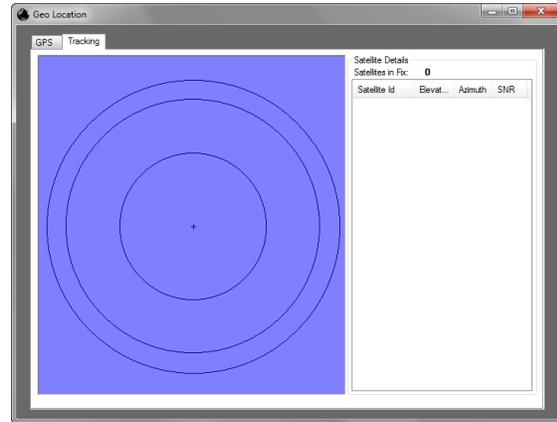
1. Click on the drop down box arrow.
2. To access the "Table of Contents," click on the "Table of Contents" button. The "Table of Contents" is a list of the layers of information available and what is visible at any given time.

Layer	Visible	Identify
Team Tracklogs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Team Locations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Worksheet Other Structure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Worksheet Residential	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Worksheet Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IDA Other Structure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IDA Residential	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IDA Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Impact Areas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Impact Area Structures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Search & Rescue	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Search Grids	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Incident Points	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Incident Lines	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Incident Areas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Health	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. Click on the "GPS Properties Button" to access the GPS Properties.



GPS Location Information

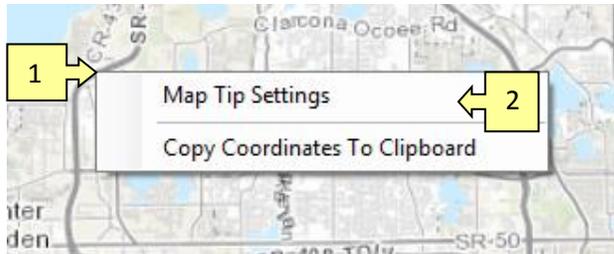


GPS Tracking

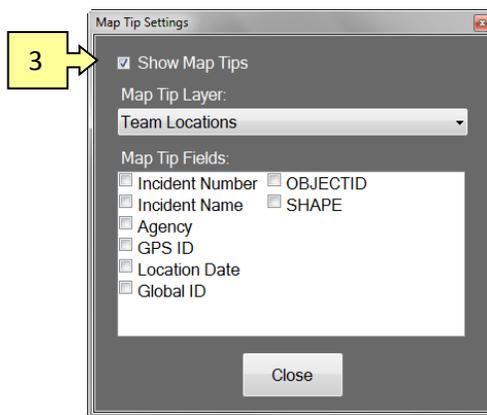
- 4) To access "Help," click on the Help Icon. The "Help" button opens an electronic version of this manual within ARM360® as an Adobe PDF. It requires "Adobe Reader" software which is available (free), at <http://get.adobe.com/reader/>.
- 5) The " ARM360® Update" is not yet available at this version The "System Administration Manual" explains how to update ARM360®.

5 Map Tip Settings

Map Tip Setting enables you to display tips when hovering over a point on the map.

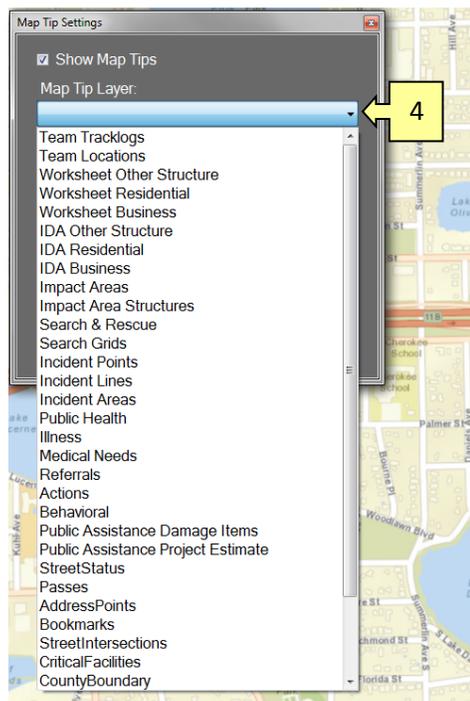


1. "Right click" on the map. Two choices appear: 1) Map Tip Settings and 2) Copy Coordinates to Clipboard.
2. "Left click" on "Map Tip Settings."

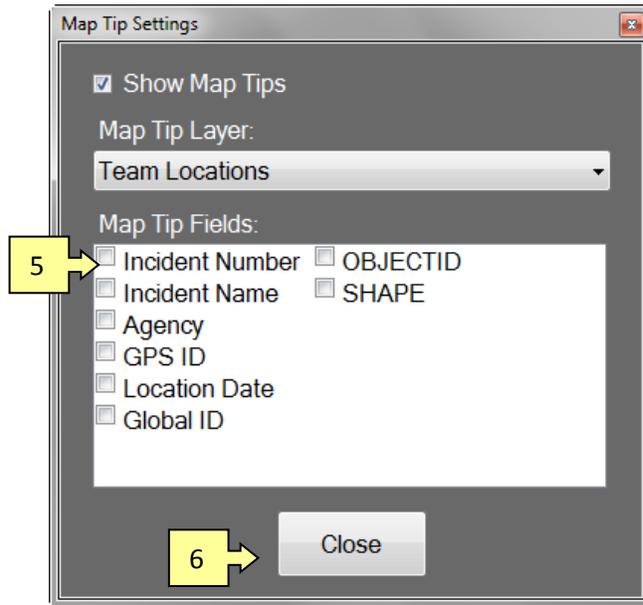


A "Map Tip Settings" dialog box opens.

3. Click on "Show Map Tips." A check mark verifies map tips are enabled.



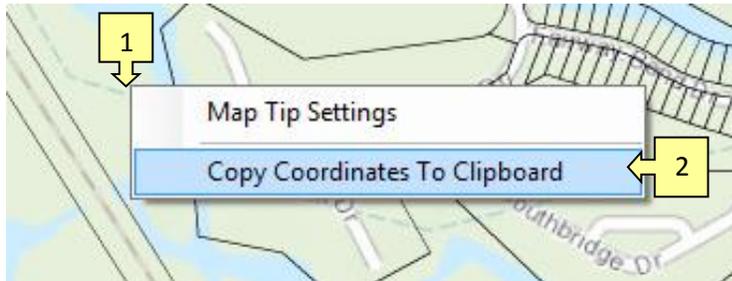
4. Click on the "Map Tip Layer" drop down box, then select the desired layer.



5. The appropriate information will appear in the "Map Tip Fields" box. Click on the desired category(ies).
6. Click "Close."

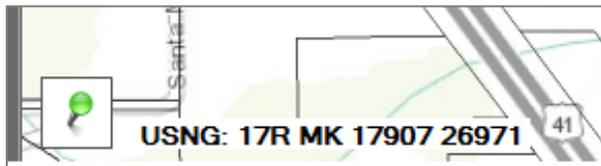
6 Copy Coordinates to Clipboard

Copy Coordinates enables you to convey or send coordinates at any time by "right clicking" anywhere on the map's Workspace, then "cut and paste" those coordinates to another software application such as a "chat" program, or text message, or e-mail. Coordinates are always located and displayed in the lower left corner of the the Workspace to the right of the "Green Push Pin."

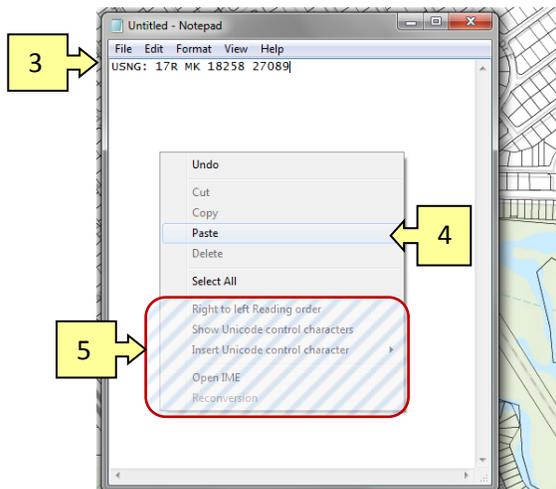


1. "Right click" on the map. Two choices appear: 1) Map Tip Settings, and 2) Copy Coordinates to Clipboard.
2. "Left click" on "Copy Coordinates to Clipboard."

The coordinates of that location will be placed on your "clipboard."



NOTE: Coordinates are always located and displayed in the lower left corner of the the Workspace to the right of the "Green Push Pin."



3. Select the destination in to which you want to paste the clipboard (coordinates). Left click.
4. The coordinates will appear.
5. Additional options shown here are part of "Notepad" software, not ARM360®.

NOTE: In this example, "Notepad" was used; however, you could paste clipboard contents to other locations such as a chat program, e-mail, or as a cell phone text message.

7 Extension Tabs

7.1 About Extension Tabs

Extension tabs are the primary means to place data points on the map. There are various Extension Tab options available (although all may not be installed on every system). The options include Incidents, Impact Damage Assessment (IDA), Worksheet (worksheet damage assessment), Human Services, Public Assistance Assessment, and Search and Rescue. The System Administrator determines and loads Extension Tabs. All extension tabs may not be available on all systems.

7.2 About the Symbols (Icons) Used in ARM360®

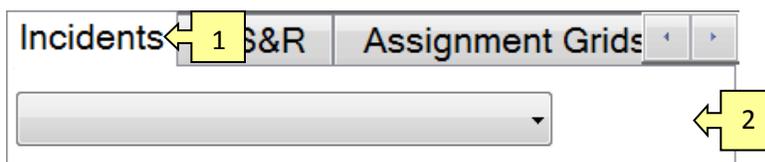
The symbols used to represent data points on the map may include a library of pre-loaded icons; however, the system administrator typically loads and configures custom icons, specific to a task, region, or agency. To understand what symbols correspond to information, use the identify tool. Consult your System Administrator if there are unknown icons. Only the Administrator can change or configure icons within the software; users cannot add, delete, or change icons. All data points placed on the map are represented by a symbol dedicated for a specific purpose.

7.3 Incidents Tab

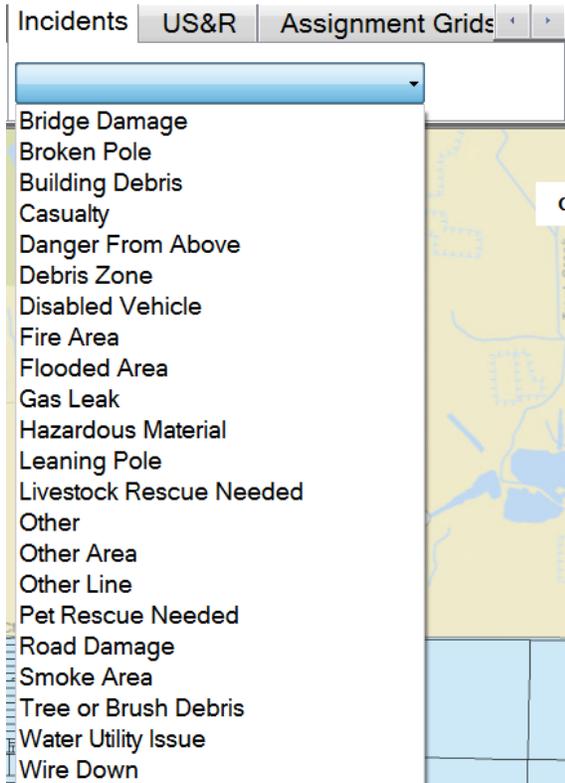
The Incidents option enables you to place a symbol representing a hazard, draw a line (shape) of a hazard, or create an area (shape) of a hazard. Each symbol represents a specific hazard. Symbol options are controlled by the System Administrator. A Field User may not add, change, or delete symbols from the list.

Note 1: Although you can place symbols, lines, or areas on a map, it is best that you zoom-in to the appropriate map level necessary to provide adequate detail to accurately place a hazard point, hazard line, or an area of a hazard.

Note 2: If you place a symbol where it does not belong (for example, a "Bridge Damage" icon where a bridge does not exist) and click "OK," it will place the icon on the map. You have the ability to delete incorrectly placed symbols through the "Identify" or "Find" tools.



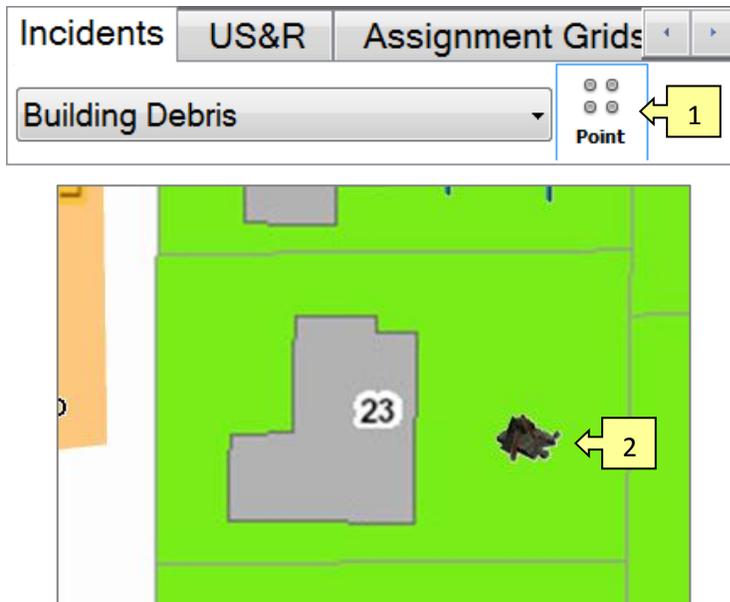
1. Select the "Incidents" Tab.
2. Click on the "Drop Down Box Arrow." Then, click on the appropriate incident.



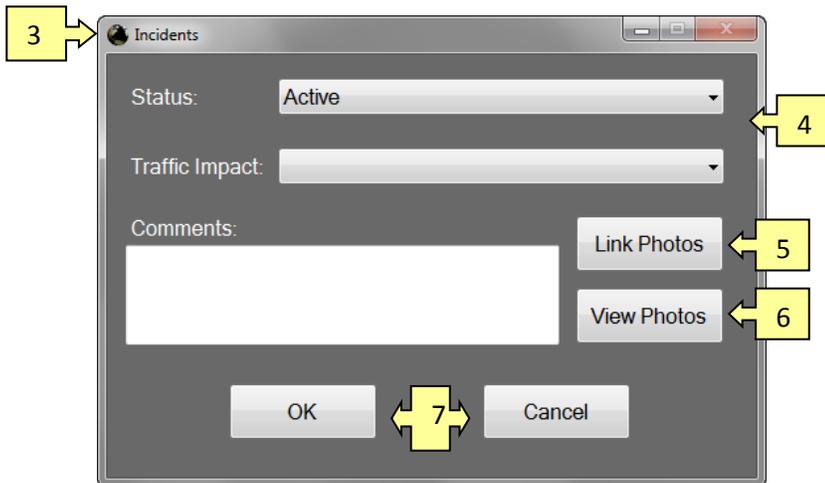
You can place incidents on the map in one of two ways, as a "point", "line" or an "area." You can distinguish the difference between the three because of the message that is displayed to the right of the tool once a symbol is selected.

- A "point" places a single icon on the map.
- A "line" enables you to click at the start and end location of the line. You may also click each location that the line changes direction.
- An "area" enables you to create a region through a series of points that signify the perimeter of the area.

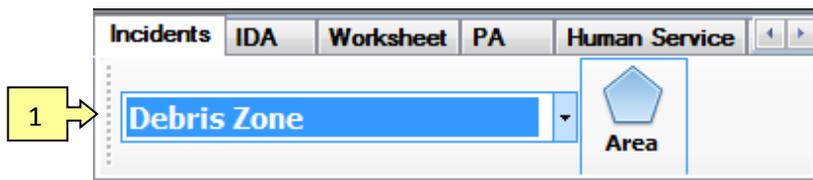
NOTE: Prior to selecting an incident type, note that the area next to the drop down box is blank.



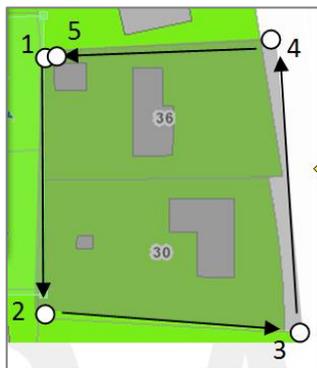
1. When you select an incident that places a "point" on the map, a "point" icon appears next to the drop down box in the tab.
2. To place a point (incident) on the map, locate where you want to place the point and click on that location. An icon representing the type of incident will remain on the map.
3. An "Incidents" dialog box may open. (Shown on next page)



4. Enter all available information into the dialog box.
5. To add a photo, click on "Link Photos" and browse to where the file resides.
6. To preview any assigned photos, click on the "View Photos" button.
7. Click "OK" to save the information or "Cancel" to close the dialog box without saving the information.



1. Identify the zone by a series of clicks to create the area/zone perimeter. It may be any shape and unlimited clicks.



For example: To create the zone in this example, clicks 1 through 4 created this rectangle. To end/close the zone, double click the last point (5).

The same "incidents" dialog box will open. Complete as in steps 4 through 7.

7.4 IDA (Impact Damage Assessment) Tab

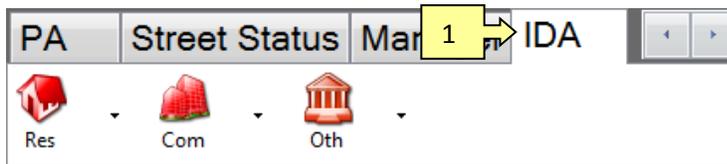
The IDA Tab option enables you to place a degree of damage (or no damage) to a specific location or area on the map. It distinguishes between Residential, Commercial, Other, and Damage Areas. Each enable you to place one of six degrees of damage (or no damage) icon on the map: 1) Destroyed, 2) Major, 3) Minor, 4) Affected, 5) No Damage, or 6) Inaccessible. The percentage of damage relative to each (Destroyed, Major, or Minor) is determined by the system administrator.

This table is an example of how the system administrator may configure your system.

	Destroyed	Major Damage	Minor Damage	No Damage
Residential	More than 50%	25.01 to 50%	Less than 25%	0%
Commercial	More than 50%	25.01 to 50%	Less than 25%	0%
Other	More than 50%	25.01 to 50%	Less than 25%	0%

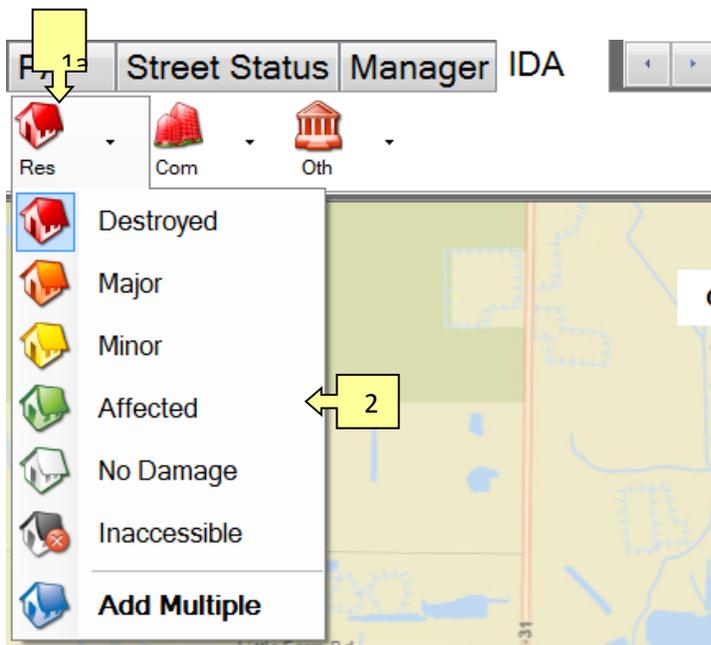
7.4.1 Adding an IDA Point Icon and Information

Adding IDA information for Residential, Commercial, and Other (structures) is the same. The only difference is the symbol selected.



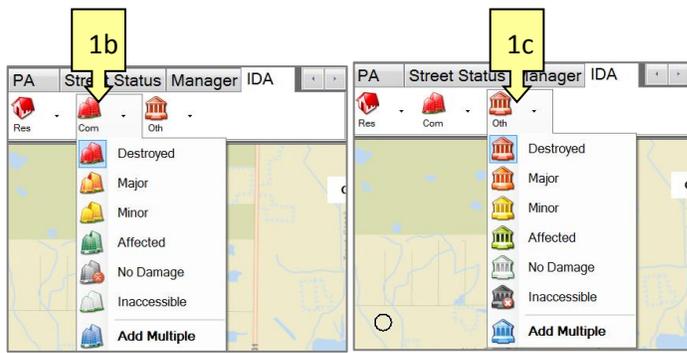
Click on the IDA Tab.

Note that there are three structural types available: Residential, Commercial, or Other. Each option has different symbols.



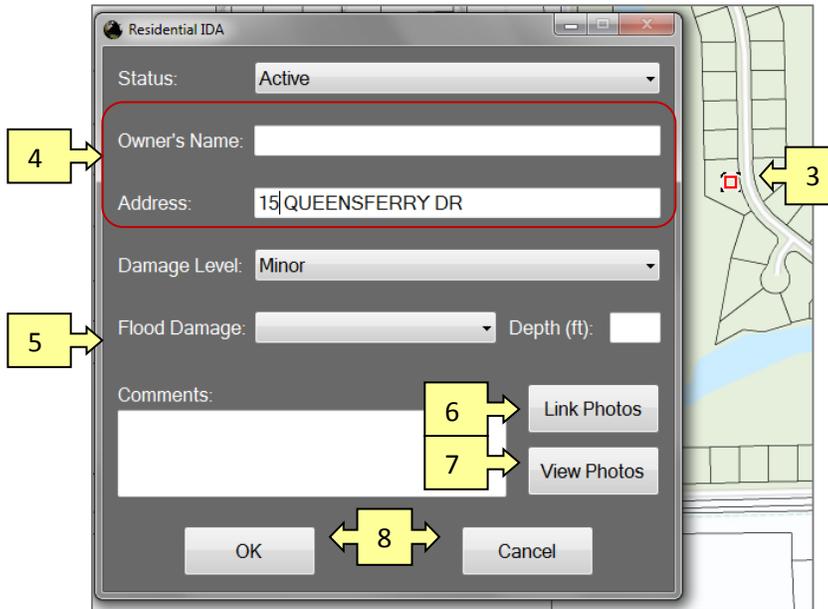
1. Select the appropriate **structure** type from the four choices available - 1a) Residential, 1b) Commercial, or 1c) Other. (1b and 1c shown on next page)
2. A damage level drop down box will display the six levels of damage. Select the appropriate damage level.

Note: Once you select a structure type and damage level, it will stay that type until changed thereby enabling you to place that type on the map as many times as necessary without re-clicking that structure type again. To change the structure type, simply click on another structure type and damage level.



NOTE: The titles and levels of damage that are available for "Residential" are available for the "Commercial" or "Other" icons. The difference being the "structure classification."

Be sure to select the correct classification.



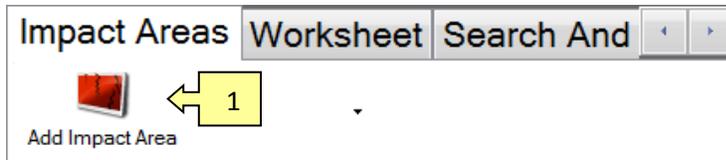
To Add IDA information:

3. Click on the property. ARM360® leaves a temporary marker (dot).
4. When you click on a property to add an icon, a dialog box may open and information is pre-populated (if available).
5. Enter all available information into the dialog box.
6. To add a photo, click on "Link Photos" and browse to where the file resides.
7. To view any assigned photos, click on the "View Photos" button.
8. Click "OK" to save the information or "Cancel" to close the dialog box without saving the information.
9. Upon completion of adding the IDA information, a permanent icon representing the structure and degree of damage (denoted by color) will remain.

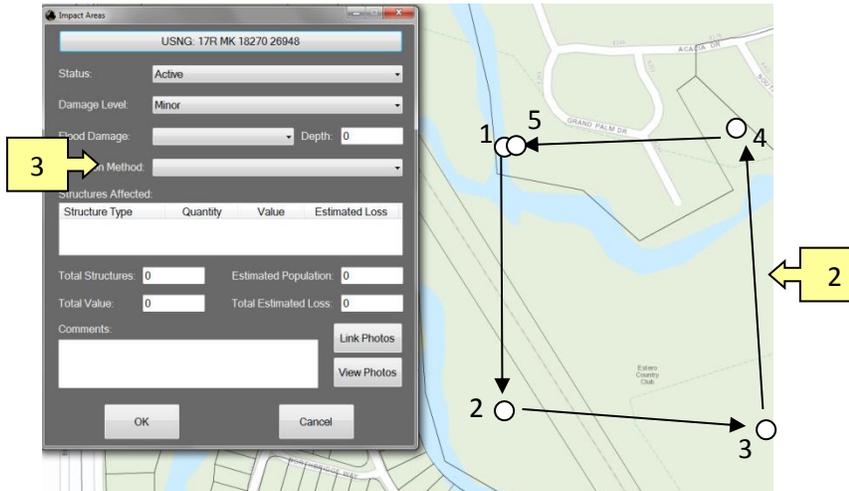


To remove an unwanted icon, use the "Delete" function in the "Identify" or "Find" tool.

7.4.2 Adding an Impact Area and Information



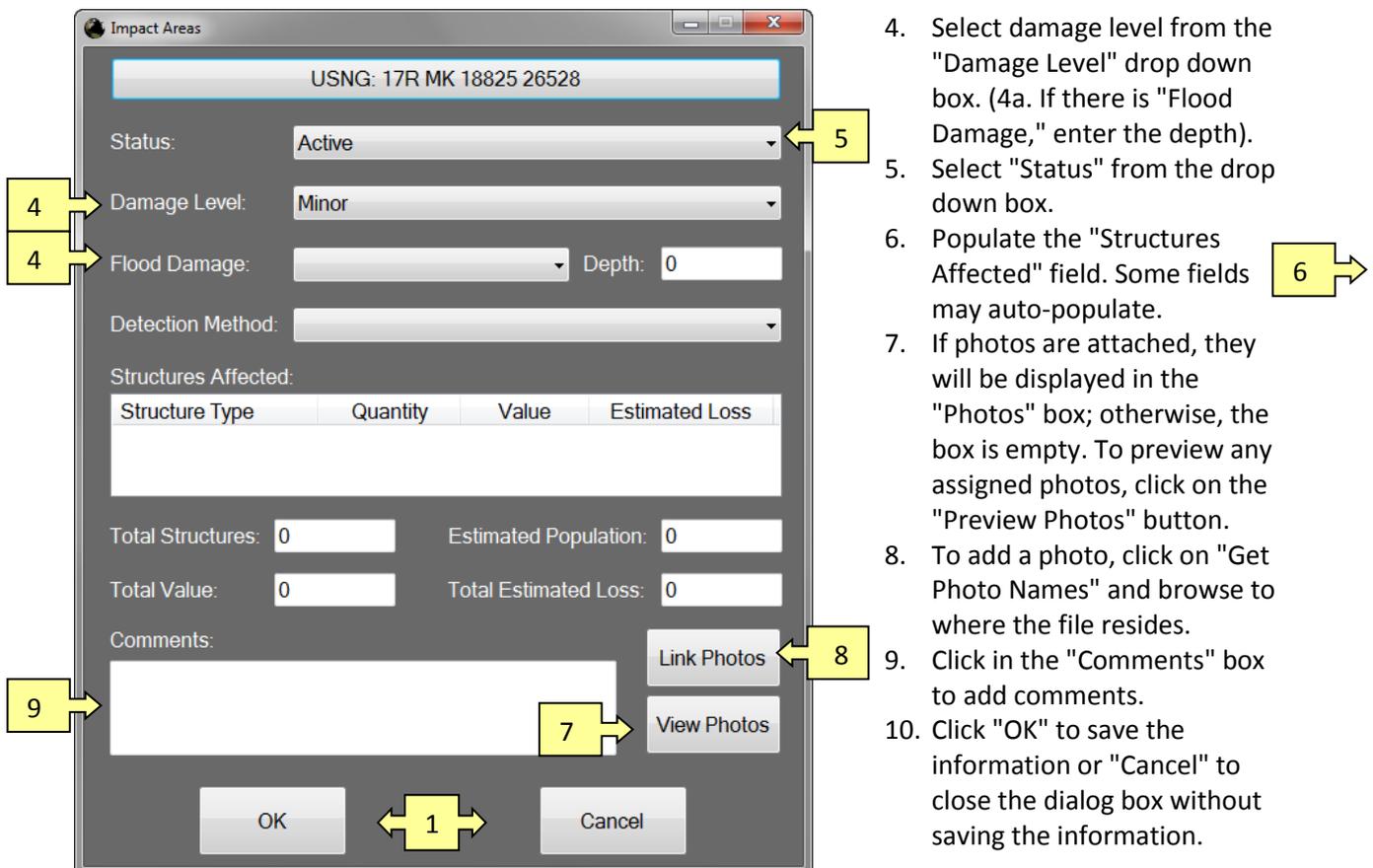
1. Select "Add Impact Area" from the Impact Area tab.



2. Identify the zone by a series of clicks to create the area/zone perimeter. It may be any shape and unlimited clicks.

For example: To create the zone in this example, clicks 1 through 4 created this rectangle. To end close the zone, double click the last point (5).

3. A "Damage Level" dialog box will open.



4. Select damage level from the "Damage Level" drop down box. (4a. If there is "Flood Damage," enter the depth).
5. Select "Status" from the drop down box.

6. Populate the "Structures Affected" field. Some fields may auto-populate.

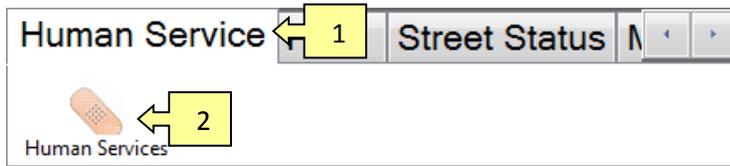
7. If photos are attached, they will be displayed in the "Photos" box; otherwise, the box is empty. To preview any assigned photos, click on the "Preview Photos" button.

8. To add a photo, click on "Get Photo Names" and browse to where the file resides.

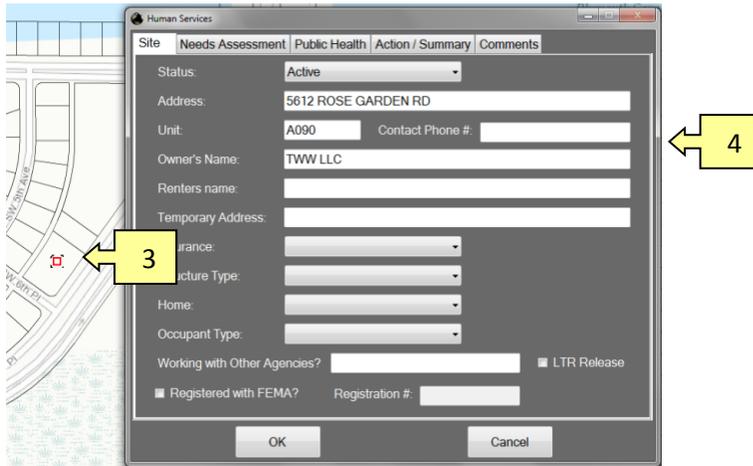
9. Click in the "Comments" box to add comments.

10. Click "OK" to save the information or "Cancel" to close the dialog box without saving the information.

7.5 Human Services Tab

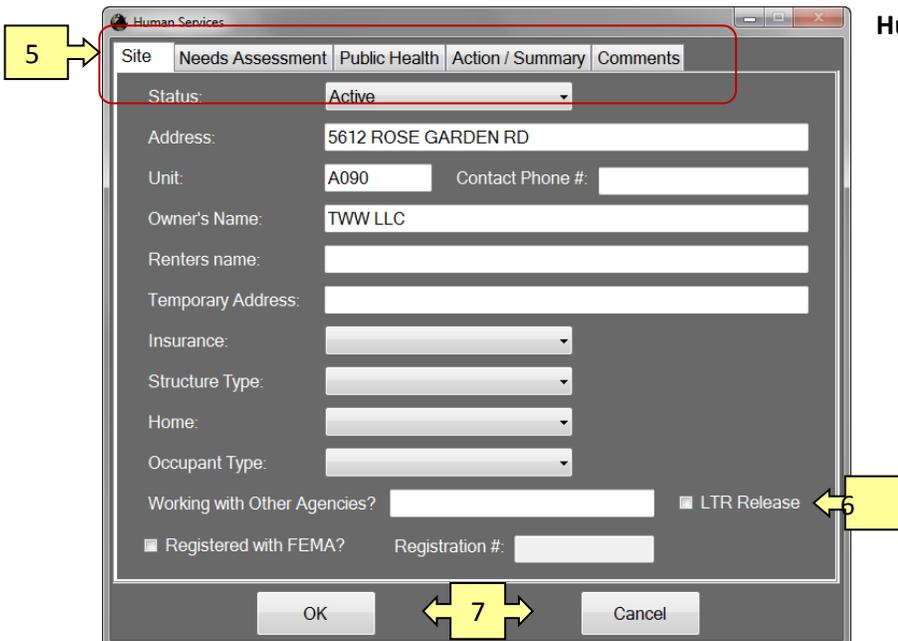


1. Click on the "Human Service" Tab.
2. Click on the "Human Service" icon.



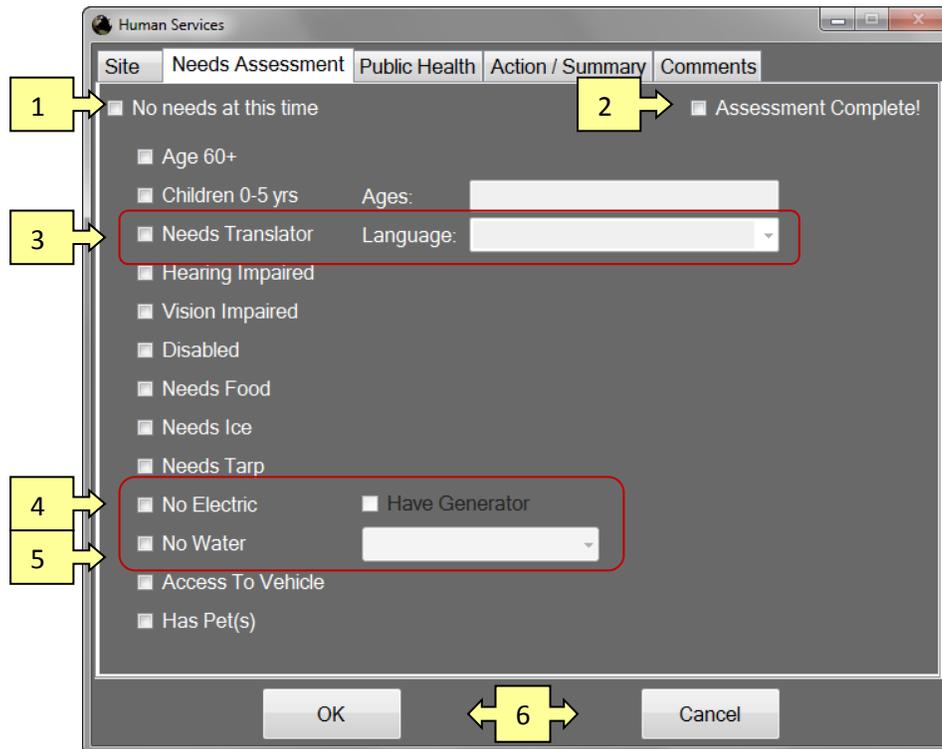
3. On the map, click on the location where you are performing the assessment. A red dot will appear.
4. A "Human Services" dialog box opens.

Note: The Human Services dialog box consists of five tabs. Each collects unique information.



Human Services Tabs

5. Fill in the Human Services tabs with the appropriate information
6. Click the "LTR Release" box, if a long-term release waiver has been signed.
7. Click "OK" to save the information or "Cancel" to close the dialog box without saving the information.

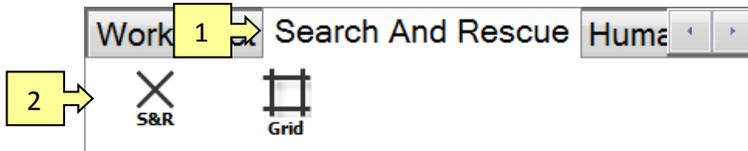


Human Services - Needs Assessment Tab

1. If there are no needs at the moment, click on the "No needs at this time" box. It will grey out the other options.
2. If the assessment is complete, click on the "Assessment Complete" box. This box must be checked to save the assessment.
3. If a translator is needed, click on the "Needs Translator" box, then select the language from the drop down box.
4. After clicking "No Electric" the "Have Generator" option will turn white and will be able to be selected.
5. If there is no water, click on the "No Water" box, then select the water source from the drop down box.
6. Click "OK" to complete and save the information or "Cancel" to close the dialog box without saving the information.

7.6 Search and Rescue

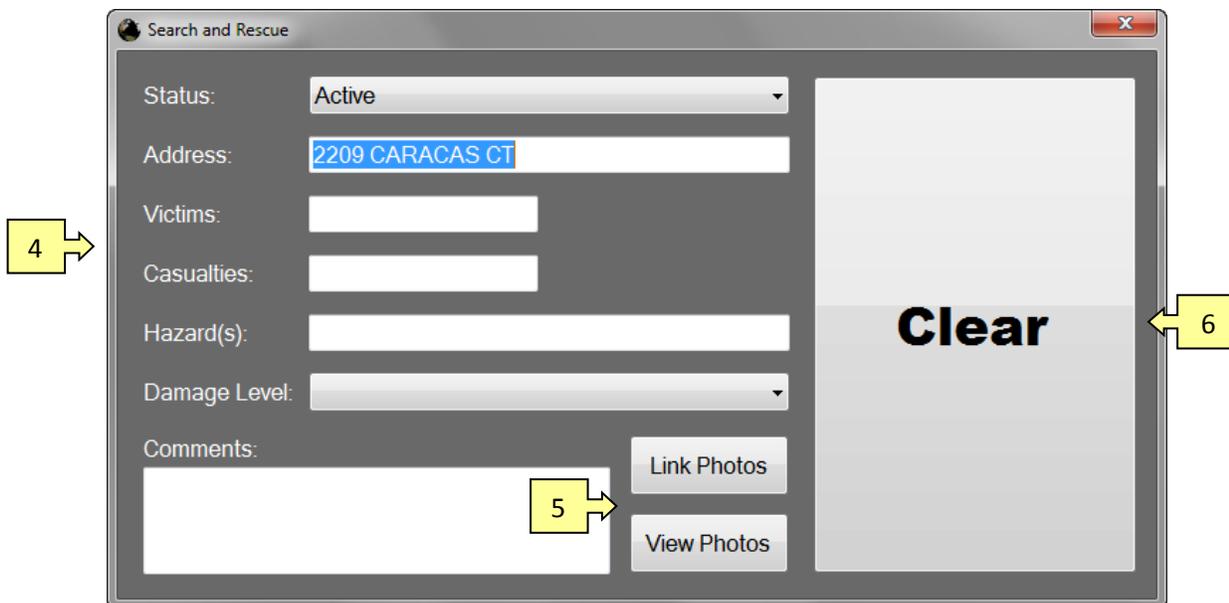
The Search and Rescue option enables you to place a feature based on search progress and structural damage to a specific location or area on the map. There are two options: 1) plotting a Search Grid or 2) a Search and Rescue point. Only one Search and Rescue point should be used to designate a specific structure, vehicle, or other searched entity. A Search Grid should be used to detail search grid areas, especially in the case of wildland search and rescue.



Two buttons available for use: Search and Rescue Point (left), or Search Grid (right).

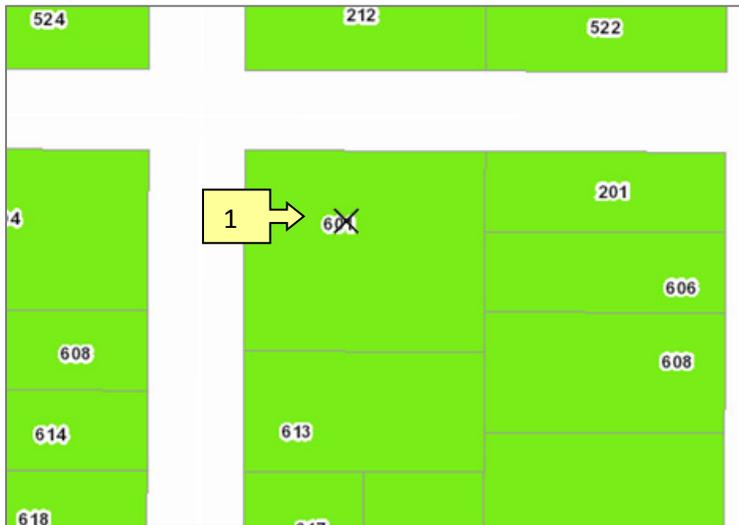
1. Click on the Search and Rescue Tab.
2. Click on the Search and Rescue Point icon.
3. Click on a property. ARM360® leaves a temporary marker (dot) on the property.

The Search and Rescue dialog box appears with pre-populated information (if available).



4. The left-hand side of the Search and Rescue dialog box contains items that may need to be filled in.
5. To preview any assigned photos, click on the "View Photos" button. To add a photo, click on "Link Photos" and browse to where the file resides.
6. When finished with this Search and Rescue dialog, click on the "Clear" button on the right-hand side of the form as shown here.

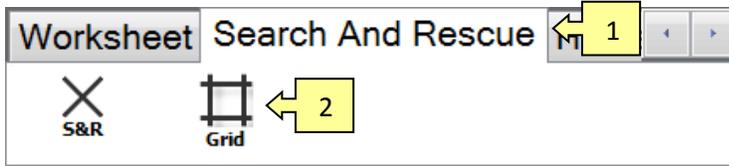
sdjfdl



1) A "cleared search site" symbol remains.

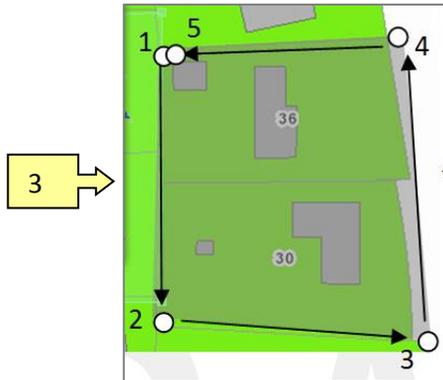
To remove an icon, use the "Delete" function in either the "Identify" tool or "Find" tool.

7.6.1 Adding Search and Rescue Grid



1. Click on the Search and Rescue Tab.

NOTE: Two buttons available for use: Search and Rescue Point (left), or Search Grid (right).



2. Select the Search Grid tool.
3. Identify the zone by a series of clicks to create the area/zone perimeter. It may be any shape and unlimited clicks.

For example: To create the zone in this example, clicks 1 through 4 created this rectangle. To end/close the zone, double click the last point (5) or click on the "Search Grid" icon.

Search Grid

Status: Unassigned

Assigned Team:

Assigned Agency: Geocove

Grid ID:

Comments:

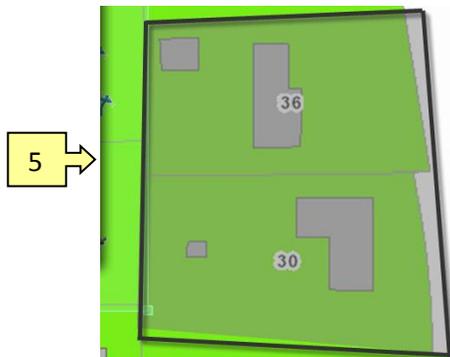
Link Photos

View Photos

OK Cancel

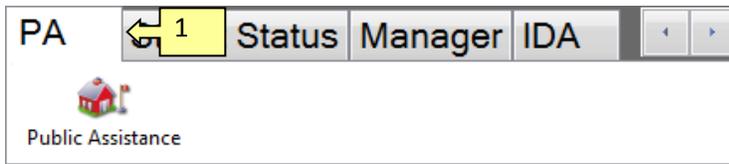
4. Complete the appropriate fields in the Search Grid dialog box. Select OK or Cancel when finished.
5. A permanent polygon, symbolized according to "Status", will remain representing the search grid perimeter.

To remove a search grid, use the "Delete" function in either the "Identify" tool or the "Find."



7.7 Public Assistance (PA) Assessment

The PA (Public Assistance) option enables you to collect information about public facilities.



1. Locate and click on the "PA" Extension Tab.

2. Locate and click on the public facility on the map. A small red dot (marker) will remain on the map.
3. Immediately after placing the marker on the map, a "Public Assistance: Project Estimate" dialog box opens. Populate empty fields.

Public Assistance: Project Estimate

Asset Name: Status: Active

Location: Reference #:

Damage Items:

Category	Description	Item ...

Add Item Delete

Total Materials Estimate: \$0.00 Total Labor Estimate: \$0.00
Total Equipment Estimate: \$0.00 Total Estimate: \$0.00

OK Cancel

4. The "Asset Name," "Location," "Reference #" may be auto-populated.
5. The Damage Items table will display all Damage Items that have been added. Select one to Edit/Delete.
6. The "Add Item" button will display another form to allow you to add a new Damage Item to the table. This will become the "Edit Selection" button if you have selected a Damage Item in the table.
7. The "Delete Selection" button will become available if you have selected a Damage Item. This will delete the selected item.
8. Totals are displayed at the bottom of this window and are calculated based on the Damage Items in the table.
9. Click "OK" to complete and save the information or "Cancel" to close the dialog box without saving the information.

The screenshot shows a software window titled "Public Assistance: Damage Item Estimate". The form contains the following fields and controls:

- Information Source (name and title):** A text input field.
- Damage Description:** A text input field.
- Category:** A dropdown menu currently showing "A - Debris Removal".
- Equipment Description:** A dropdown menu.
- Detailed Description:** A large text area.
- Quantity:** A text input field with the value "0".
- Unit Cost:** A text input field with the value "\$0.00".
- Equipment Estimate:** A text input field with the value "\$0.00".
- Labor Estimate:** A text input field with the value "\$0.00".
- Materials Estimate:** A text input field with the value "\$0.00".
- Item Estimate:** A text input field with the value "\$0.00".
- Comments:** A large text area.
- Buttons:** "Link Photos", "Preview Photos", "OK", and "Cancel".

Numbered callouts indicate the following steps:

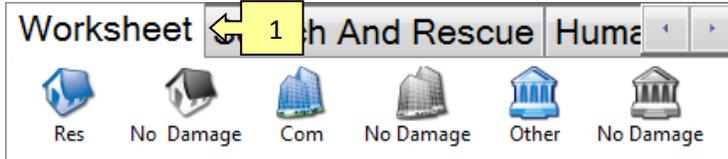
1. Information Source field.
2. Damage Description field.
3. Category dropdown menu.
4. Quantity and Equipment Estimate fields.
5. OK button.

1. The "Information Source" should be filled in with appropriate values.
2. The "Damage Description" allows a more detailed description of the damage of this particular item.
3. The "Category" can be changed by clicking on the drop down box and will change the options in the "Equipment Description" box.
4. The Quantity may be entered in the textbox and all values below will be calculated based on this quantity and the Equipment selected. You may manually enter values for any of these fields but will be prompted about changing them beforehand.
5. To accept this form, click OK. To exit this form without saving, click Cancel.

7.8 Worksheet Tab

7.8.1 About the Worksheet Options

The Worksheet option enables you to add detailed damage information or "No Damage" for three categories: 1) Residential, 2) Commercial, or 3) Other Types. Although each category has similar characteristics, each category collects specific information related to each category.



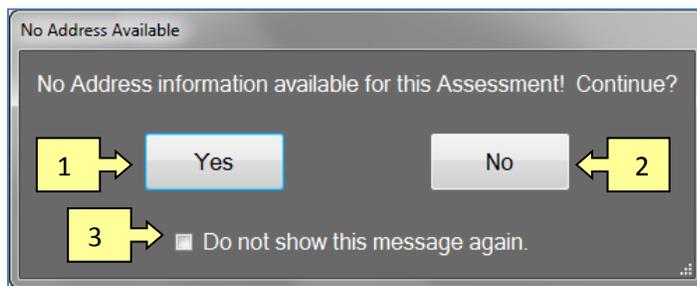
1. Click on the "Worksheet" Extension Tab.

The Worksheet Tab offers six options: "Full Assessment" or "No Damage" respectively for Residential, Commercial, or Other (neither residential or commercial).

7.8.2 No Address Available

The "No Address Available" dialog box is applicable to residential, commercial, and other type categories.

No Address Available Dialog Box



If No Address is Available

If you click on an area of the map where no address is associated with the map location, a "No Address Available" dialog box opens.

1. Click on "OK" to continue, which opens the "Residential / Commercial / Other Type Damage Assessment" dialog box to enable you to manually enter the missing information.
2. If you click "Cancel," it closes the dialog box.
3. If you click on the "Do not show this message again" box, it will insert a check mark and bypass (disable) this notification in the future.

7.8.3 Add Full Residential Assessment

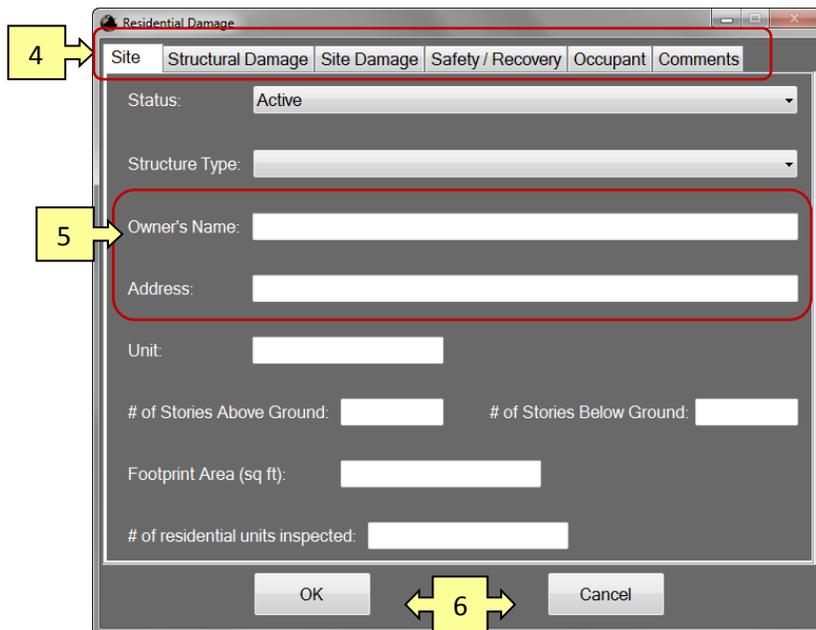


1. Click on "Add Full House Worksheet."
2. Select "Full Assessment House."

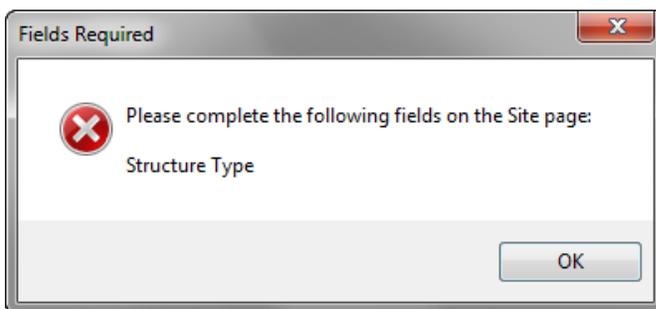


3. Click on a location on the map. A "red dot" (marker) will be placed on the map.

Residential Damage Assessment

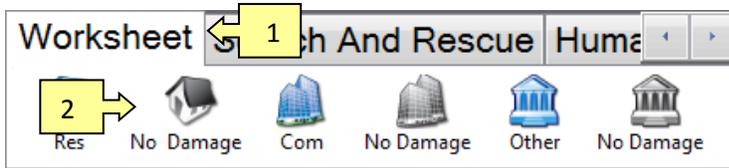


4. Complete the six tabs in the dialog box with all available information.
5. The owner's name and address should auto populate their respective fields; otherwise, a "No Address Available" dialog box opens, unless it has been disabled.
6. When you are finished, click "OK" to save the information or "Cancel" to close the dialog box without saving the information.

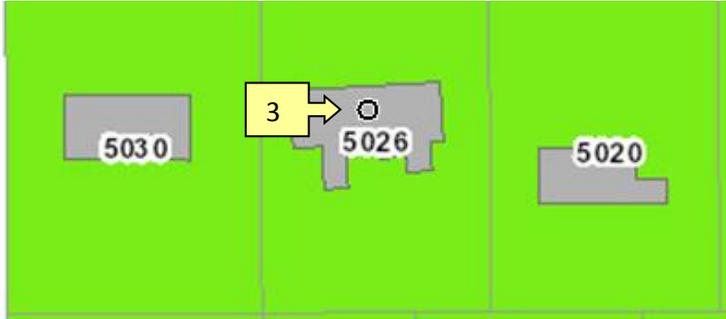


NOTE: If all required fields are complete, your entry will be accepted, if not, a "Fields Required" dialog box opens.

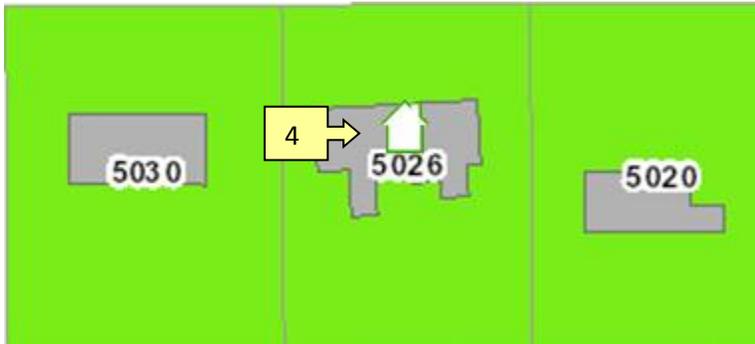
7.8.4 Add "No Damage" for Residential Worksheet



1. Click on the "Worksheet" Extension Tab.

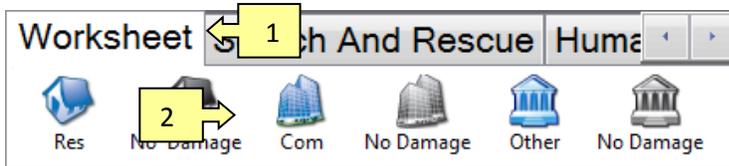


2. Click on "No Damage House" icon.
3. On the map, click on a residential structure.



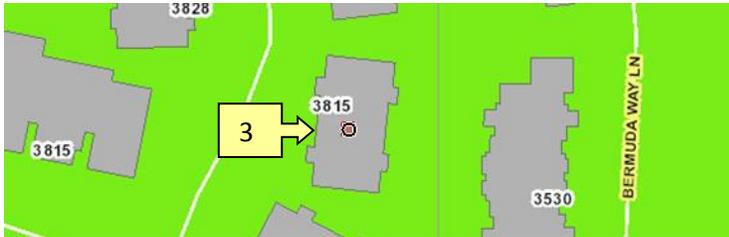
4. A "No Damage" symbol remains on the map.

7.8.5 Add Full Business Assessment Information



1. Click on the "Worksheet" Extension Tab.
2. Select "Full Assessment Commercial."

NOTE: Public facilities should be assessed using the "PA" Tab. Public facilities should not be categorized as "other" or "commercial."



3. Click on a location on the map. A "red dot" (marker) will be placed on the map.

Commercial Damage Assessment

The screenshot shows a 'Commercial Damage' dialog box with several tabs: 'Site', 'Loss & Ins.', 'Structural Damage', 'Site Damage', 'Safety / Recovery', 'Business', and 'Cc'. A yellow box with the number '4' points to the 'Site' tab. The 'Status' dropdown is set to 'Active'. The 'Business Type' dropdown is empty. A yellow box with the number '5' points to the 'Owner's Name' and 'Address' input fields. The 'Unit' and 'Footprint Area (sq ft)' fields are empty. The '# of Stories Above Ground' and '# of Stories Below Ground' fields are empty. A yellow box with the number '6' points to the 'OK' and 'Cancel' buttons at the bottom.

4. Complete the six tabs in the dialog box with all available information.
5. The business name and address should auto populate their respective fields; otherwise, a "No Address Available" dialog box opens, unless it has been disabled..
6. When you are finished, click "OK" to save the information or "Cancel" to close the dialog box without saving the information.

Commercial Damage Assessment – Loss and Insurance Tab

The screenshot shows the 'Commercial Damage' dialog box with the 'Loss & Insurance' tab selected. A red box highlights the input fields for Structure, Land, and Contents, with columns for Value, Loss, and Insurance. Callout 1 points to the 'Loss & Insurance' tab, and callout 2 points to the input fields.

1. The "Loss & Insurance" Tab works in concert the "Structural Damage" Tab.
2. Values are populated and updated when you click on the "Update Structure Loss Estimates" box (located on the "Structural Damage" Tab).

Commercial Damage Assessment – Structural Damage Tab

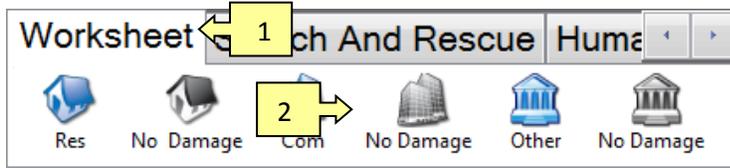
The screenshot shows the 'Commercial Damage' dialog box with the 'Structural Damage' tab selected. Callout 3 points to the 'Structural Damage' tab, callout 4 points to the 'Area Inspected' dropdown, and callout 5 points to the 'Update Structure Loss Estimate' button.

3. Click on the "Structural Damage Tab."
4. After filling in the information, click on the "Update Structure Loss Estimate" to update the total in "Loss & Insurance" Tab.

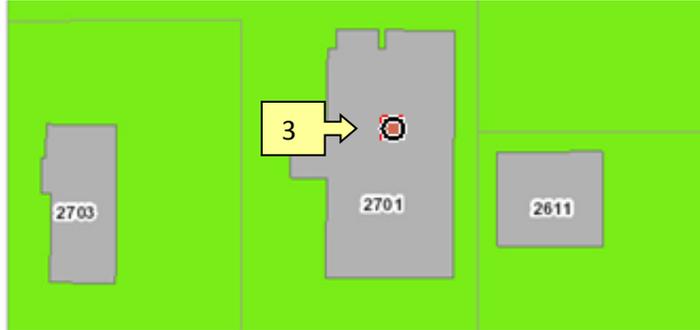
The screenshot shows the 'Fields Required' dialog box. It contains a red 'X' icon and the text: "Please complete the following fields on the Site page: Structure Type". An "OK" button is at the bottom.

NOTE: If all required fields are complete, your entry will be accepted, if not, a "Fields Required" dialog box opens.

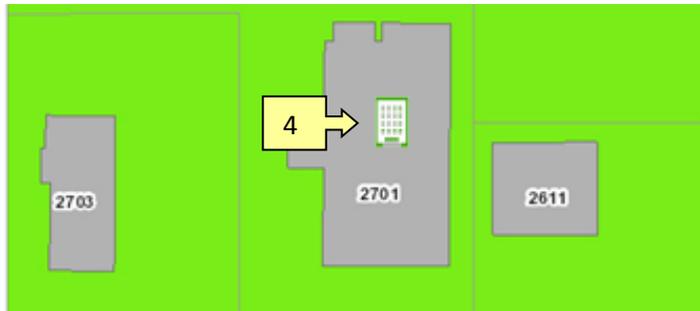
7.8.6 Add "No Damage" for Commercial Worksheet



1. Click on the "Worksheet" Extension Tab.
2. Click on "No Damage Commercial" icon.



3. On the map, click on a Commercial structure.



4. A "No Damage Commercial" symbol remains on the map.

7.8.7 Add Full Other Type Assessment

The "Other Type" is modeled after Commercial, so you will likely see similarities.

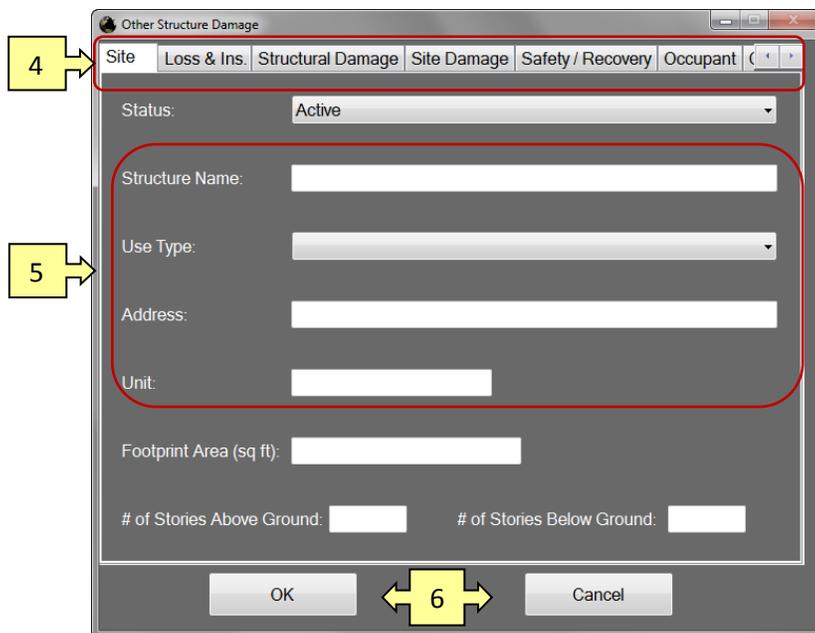


1. Click on the "Worksheet" Extension Tab.
2. Select "Full Assessment Other."



3. Click on a location on the map. A "red dot" (marker) will be placed on the map.

Other Structure Damage Assessment



4. Complete the six tabs in the dialog box with all available information.
5. The structure's name and address should auto populate their respective fields; otherwise, a "No Address Available" dialog box opens, unless it has been disabled.
6. When you are finished, click "OK" to save the information or "Cancel" to close the dialog box without saving the information.

Other Structure Damage Assessment - Loss & Insurance Tab

1. Click on the "Loss & Insurance" Tab."

The "Loss & Insurance" Tab works in concert the "Structural Damage" Tab.

2. Values are populated and updated when you click on the "Update Structure Loss Estimates" box (located on the "Structural Damage" Tab.

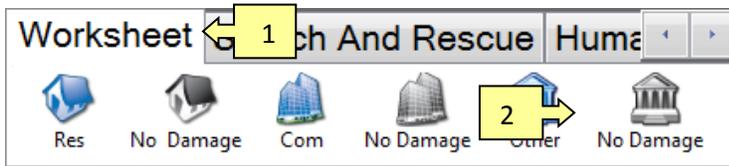
Other Structure Damage Assessment - Structural Damage Tab

3. Click on the 'Structural Damage Tab."

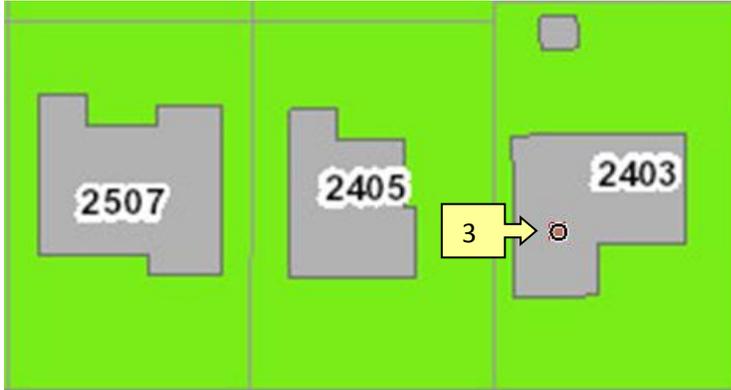
4. After filling in the information, click on the "Update Structure Loss Estimate" to update the total in "Loss & Insurance" Tab.

NOTE: If all required fields are complete, your entry will be accepted, if not, a "Fields Required" dialog box opens.

7.8.8 Add "No Damage" for Other Type Worksheet



1. Click on the "Worksheet" Extension Tab.
2. Click on "No Damage Other Type" icon.



3. On the map, click on the structure.

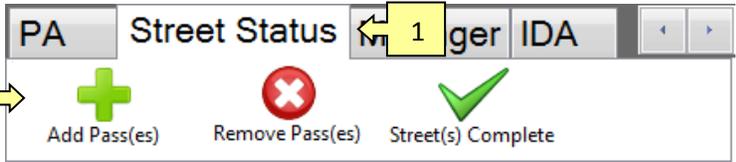
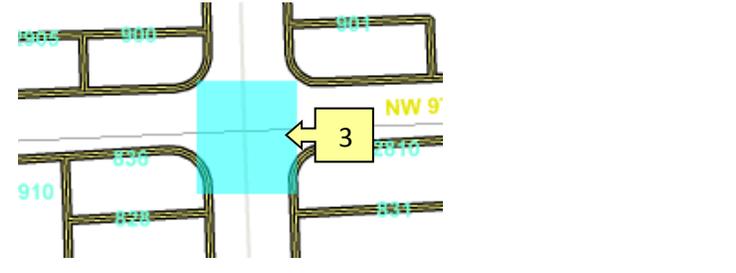
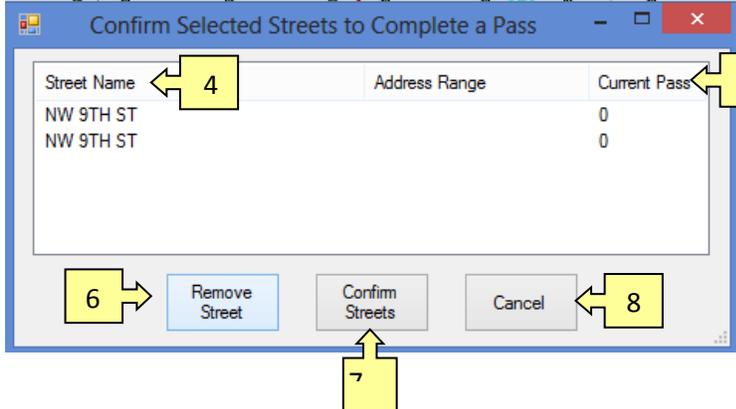


4. A "No Damage Other Type" symbol remains on the map.

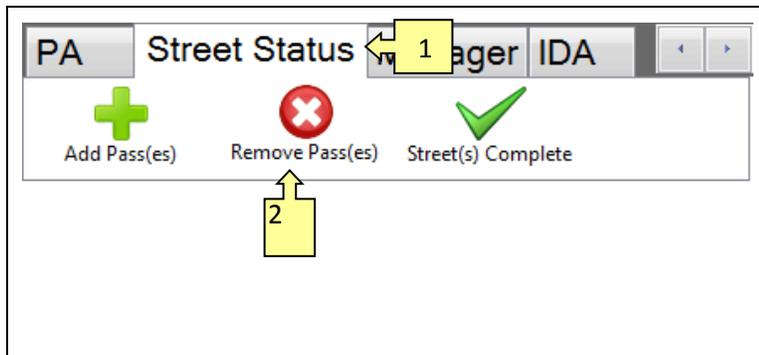
7.9 Street Status Tab

The Street Status toolbar enables you to record the amount of completed passes or clearings of a particular street. This tool is used to both simplify this process and prevent any potential disagreements between residents of the area and crew members by keeping track of which streets are considered completely finished based on the quantity of passes. The representation of a street will be dependent on how your administrator configures this tool. Generally the quantity of passes completed on a given street is represented by a color change of that street. After a certain amount of passes have been completed on a particular street, the user will be prompted if they would like to “complete” the street. This ‘closes’ that street to any further passes.

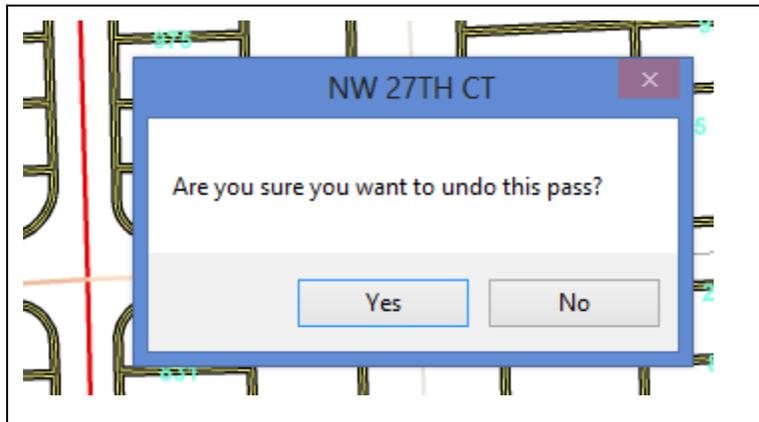
To complete a pass on multiple streets

	<ol style="list-style-type: none"> 1. Click on the Street Status tab. 2. Click on the “Add Pass(es)” tool icon.
	<ol style="list-style-type: none"> 3. Drag the cursor over desired streets. <p>Note: You will notice a cyan colored bounding box showing the selected area.</p>
	<p>The “Confirm Selected Streets to Complete a Pass” dialog box appears with pre-populated information (if available).</p> <ol style="list-style-type: none"> 4. The “Street Name” field will contain the selected Street’s name. 5. “Current Pass” field will be auto-populated with the quantity of currently completed passes. 6. To remove a street from the list and have the street NOT marked as complete click on the “Remove Street” button 7. Click on the “Confirm Streets” button to mark the selected street as complete. This will change the “Current Pass” value that is shown on this same dialog box. 8. Click on the “CANCEL” button to close this dialog box without editing any values.

To undo a complete pass on single streets

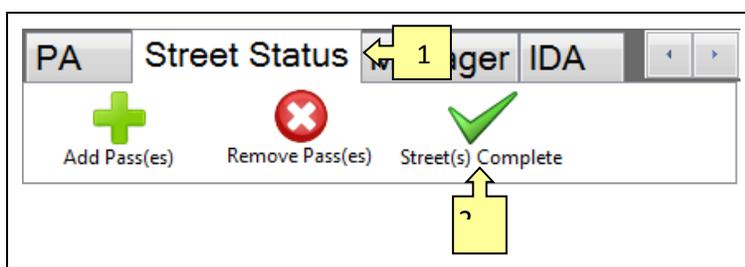


1. Click on the Street Status tab.
2. Click on the **“Remove Pass(es)”** icon.

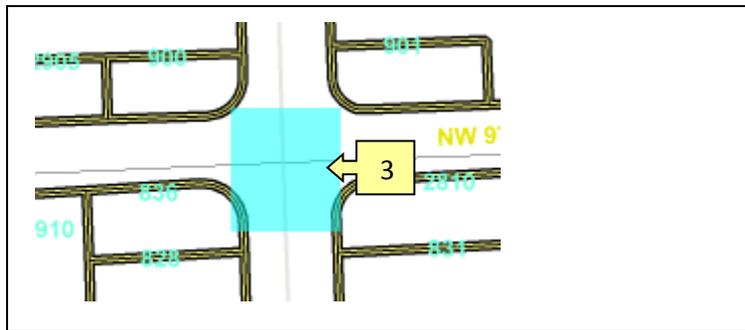


3. Use the cursor to click on the desired street.
4. A confirmation dialog box will display.
5. Select 'Yes' to undo a completed pass for the street. Select 'No' to cancel.

To mark multiple streets as complete

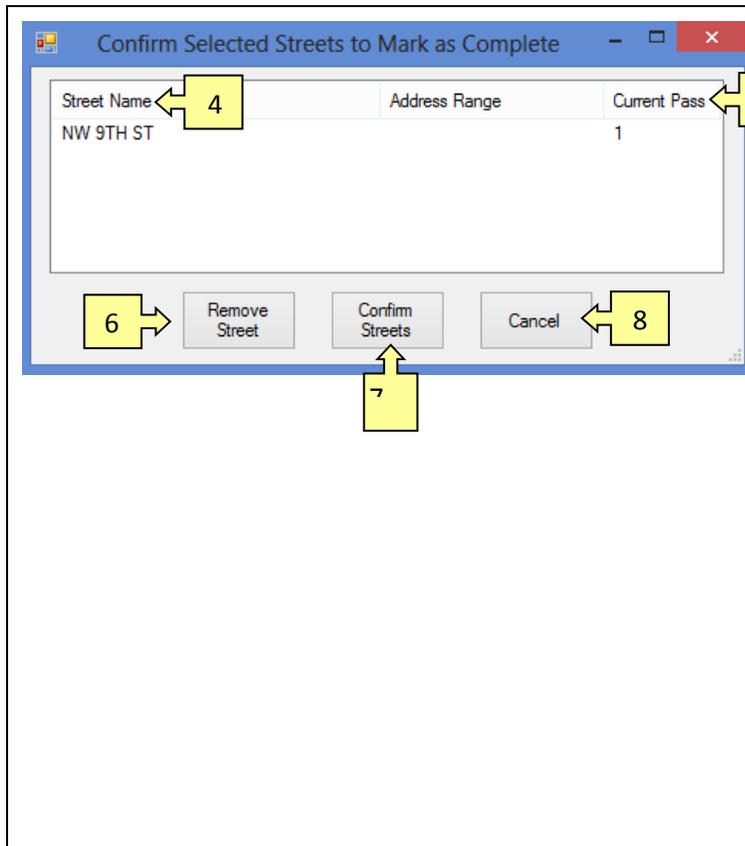


1. Click on the Street Status tab.
2. Click on the **"Street(s) Complete"** icon.



3. Drag the cursor over desired streets.

Note: You will notice a cyan colored bounding box showing the selected area.



The Confirm Selected Streets to Mark as Complete dialog box appears with pre-populated information (if available).

4. The **"Street Name"** field will contain the selected Street's name.
5. **"Current Pass"** field will be auto-populated with the quantity of currently completed passes.
6. To remove a street from the list and have it NOT marked as a completed pass click on the **"Remove Street"** button
7. Click on the **"Confirm Streets"** button to mark the selected street as completed for the current pass. This will change the **"Current Pass"** value that is shown on this same dialog box.
8. Click on the **"CANCEL"** button to close this dialog box without editing any values.

8 Synchronize Tab

8.1 What it Does

The Sync(hronize) tab toggles network connectivity "On/Off." It enables a field user device to connect to the appropriate incident server and upload information (data). In addition, it downloads information from other assessors to your device.

For synchronization, your device must be connected to the internet via an activated Air-card, Wi-Fi, or plugged directly into the network.

When it initially turns green it will automatically synchronize your data. Synchronization may occur automatically every five minutes (interval determined by the system administrator).

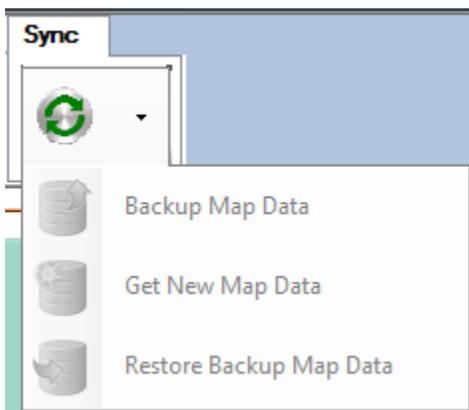
8.2 Green/Red Indicators



The green icon illustrates that the field-user device **IS** connected to the network.



The red icon illustrates that the field-user device **IS NOT** connected to the network.



At the current version, "Backup Map Data," "Get New Map Data," and "Restore Backup Map Data," tools are not yet available

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