



# Damage Survey Reports Using MSAR

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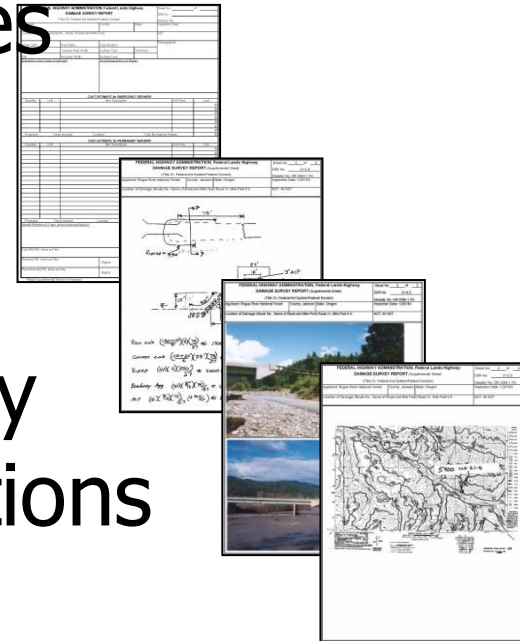
## **Objective:**

- Complete an acceptable Damage Survey Report
- Know how to use MSAR to create and submit DSRs

# Damage Survey Report

## What is a DSR

- DSR Form
- Asset Information
- Scope of Repair
- Living Document
  - Revise as needed to reflect changes to scope and cost
- Cost estimate
- Sketches
- Photos
- Map
- Quantity calculations





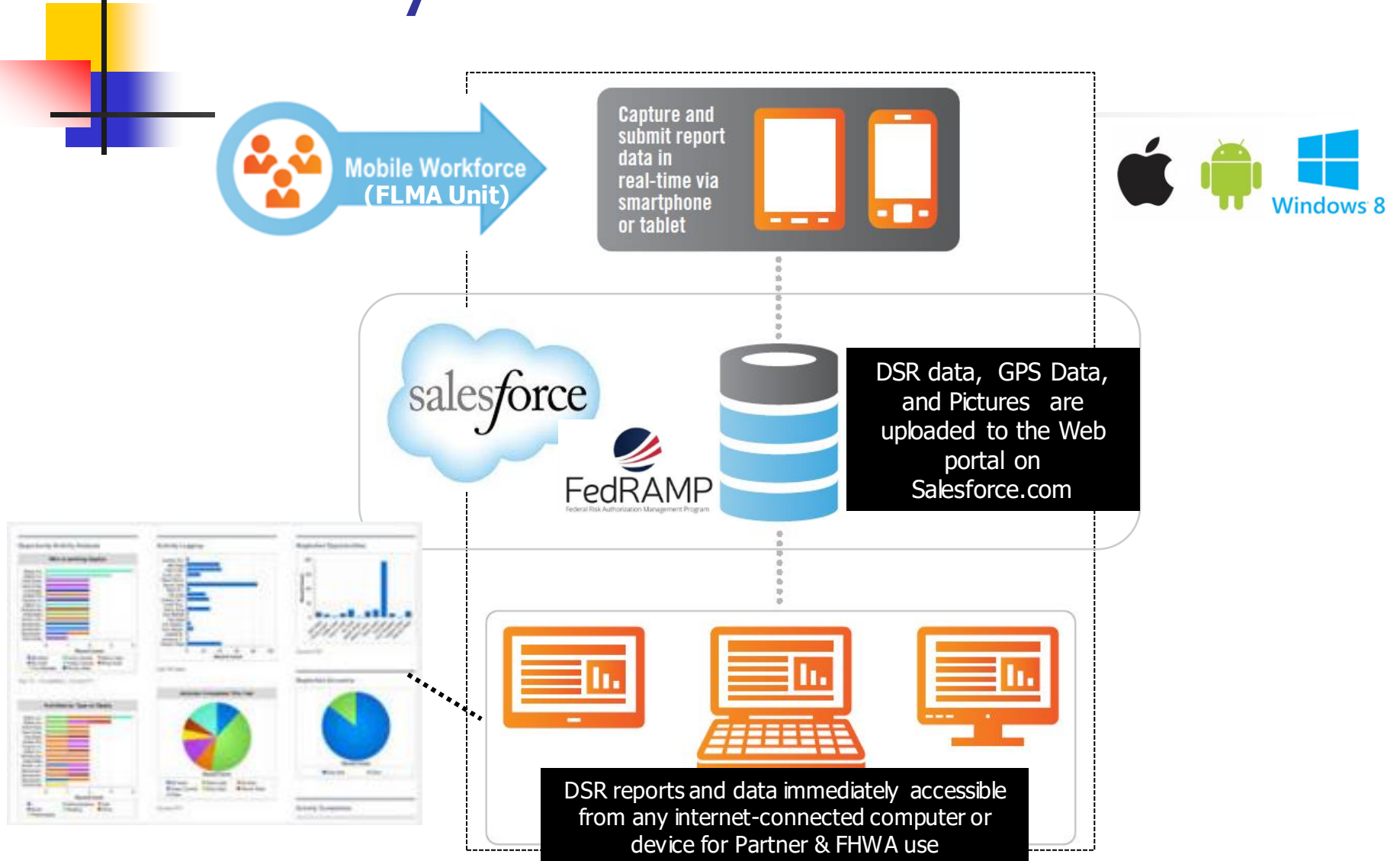
# What is MSAR?

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FHWA Emergency Relief (ER) and the office of Federal Lands Highways Emergency Relief for Federal Owned Roads (ERFO) have implemented the Mobile Solution for Assessment Reporting (MSAR) software to streamline the data capture, approvals, and reporting of damages to transportation infrastructure.

- 2 parts – Mobile App & Web portal
- Supports all user types
- Real-time tracking, reporting, & disaster data
- All new ERFO events are using MSAR for DSR submission

# MSAR - System Overview





# MSAR DSR Workflow by User Role

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- **Field User**
  - Create DSR on mobile device (site info, picture, gps, repair estimates)
  - Uploads draft DSRs from mobile device to web portal
  - Finalize DSR & submit for approval on web portal (attach backup documentation, final revisions, & submit)
- **Applicant Coordinator** – Create, Review &/or revise DSR, sign for applicant approval
- Disaster monitoring & reporting
- **FHWA ERFO Coordinator** - Review &/or revise DSR, sign for ERFO Eligible or Ineligible

# DSR

# Form

Old Excel form....

FEDERAL HIGHWAY ADMINISTRATION, Federal Lands Highway							Sheet No	1	of
DAMAGE SURVEY REPORT							Dist No		
(Title 23, Federal-Aid System/Federal Domain)							Division No		
Applicant					County			Latitude	
Agency					State			Longitude	
Project Name					Project Number	<input type="checkbox"/> RTIP (WIP)		Mile Post	
Bridge Data	Road Data		Classification			Planet Label			
Type	Travelled Way Width		Surface Type			Thickness	ADJ		
DP	Shoulder Width		Surface Type			Thickness	Inspection Label		
Description and Cause of Damage:					Scope/Description of Repair:				
COST ESTIMATE for EMERGENCY REPAIRS									
Quantity	Unit	Item Description						Unit Price	Cost
Proposed:	<input type="checkbox"/> Price Account <input type="checkbox"/> Contract				Total Estimated Emergency Repairs				
COST ESTIMATE for PERMANENT REPAIRS									
Quantity	Unit	Item Description						Unit Price	Cost
Proposed:	<input type="checkbox"/> Price Account <input type="checkbox"/> Contract				Total Estimated Permanent Repairs - Construction				
Estimate, itemize and provide supporting documentation and economic justification on attached sheets.				Preliminary Engineering (percent of permanent repair construction) 20%					
				Construction Engineering (percent of permanent repair construction) 10%					
				ERPO share of Permanent Repairs (Bidding Boats) 0.00%					
				<b>TOTAL EMERGENCY REPAIRS and ERPO SHARE of PERMANENT REPAIRS</b>					
Submitted By: (Name and Title)							Signature	Date	
Reviewed By: (Name and Title)							Signature	Date	
Recommended By: FLH ERPO Coordinator							Signature	Date	

# DSR

# App

## New MSAR App!

The screenshot shows the MSAR mobile application interface. At the top, the status bar displays 'Verizon' and '9:07 AM'. The app header includes the 'MSAR' logo and a hamburger menu icon. Below the header is the 'U.S. Department of Transportation Federal Highway Administration' logo. The main content area is titled 'Default Information' and contains a form with the following fields:

- Event:** 2017 CA Jan FWS
- Applicant Agency:** US Fish and Wildlife
- State:** 6 - California
- County:** 67 - Sacramento
- Report Type:** DSR

A red button labeled 'CREATE REPORT' is positioned below the form. At the bottom, a section titled 'Saved Reports' indicates 'There is 1 report on this device.' and includes two links: 'VIEW ALL' and 'UPLOAD ALL'.

# Ready for MSAR Access?



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- ✓ Email address provided to FHWA ERFO Coordinator to setup MSAR User account
- ✓ Receive a new user email from Salesforce for MSAR
- ✓ Have a Mobile device (iOS, Windows, or Android)
- ✓ Download free MSAR App to device (App store, Itunes, google)





# DSR Fields

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- Data collected for ERFO is not changing, just the documentation method
- This training incorporates both the Excel form & MSAR to accommodate the transition
- Focus is on MSAR



# DSR Information

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- Applicant, Sub-applicant, & Event
- Site identification and location
- Facility information
- Description and cause of damage
- Scope/Description of repairs
- Cost Estimate (emergency/permanent)
- Attachments
- Signatures

# Default Information & Event/Applicant Information

The screenshot shows the MSAR mobile application interface. At the top, the status bar displays 'Verizon' and '9:07 AM'. The app header includes the 'MSAR' logo and a hamburger menu icon. Below the header is the 'U.S. Department of Transportation Federal Highway Administration' logo. The main content area is titled 'Default Information' and contains the following fields:

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- State:** 6 - California
- County:** 67 - Sacramento
- Report Type:** DSR

A red button labeled 'CREATE REPORT' is positioned below the form fields. At the bottom, a section titled 'Saved Reports' indicates 'There is 1 report on this device.' and includes two red links: 'VIEW ALL' and 'UPLOAD ALL'.

1. Select **Event** that you want to create a report for
    - **Applicant Agency** and **State** will be populated automatically for the event information
    - Check the event name carefully as there may be several that are similar
    - You will be able to see all events for your agency
  2. Select **County** from prepopulated list for the report
  3. Choose DSR under **Report Type**
    - DSR - Damage Survey Report. Used for ERFO by Federal Agencies and Tribal Entities. **SELECT.**
    - DDIR - Detailed Damage Inspection Report. Used for Emergency Repair (ER) by state DOTs and local agencies. **DO NOT SELECT.**
  4. Check all fields and select **Create Report**
- Tip: The Event, County, and report type chosen will be saved for your next report on most devices



# Sub- Applicant & DSR Report Name

Verizon 9:08 AM

## MSAR - New DSR

Event/Applicant Information

**Event Name:**  
2017 CA Jan FWS Storms and flooding

**Record Type:**  
DSR

**Applicant Agency:**  
US Fish and Wildlife

**Report #:**  
lore2017-1-26\_9:7:6Z

**Sub-Applicant:** ⓘ  
Canton NWR

**Status:**  
Draft

**Report Name:** ⓘ  
010-2

**Inspection Date:**  
01/12/2017

After selecting **Create Report** (previous slide), the screen to the left (**MSAR – New DSR**) will display

1. **Event Name, Record Type, Applicant Agency** and **Report #** fields are automatically populated
2. **Sub-Applicant** – input the unit (NPS), station or management area (FWS), forest (FS), field office (BLM), tribe (BIA), project/ lake (COE, BOR) name. Ex: Plumas NF, Yosemite N.P.
3. **Report Name** - Use facility # followed by the damage site number for this facility. Example: FS Road 16, 3<sup>rd</sup> damage site is '16-3'.

Tip: Tap on ? symbols for helpful hints!



# Site Information & Location Details

Verizon 9:10 AM

**MSAR - New DSR**

**State:**  
6 - California

**Federal Land Division:**  
CFL

**County:**  
67 - Sacramento

**NTTFI/NFLTFI:**  
 NTTFI/NFLTFI

**Congressional District:**  
5

1. For Federal Land Division refer to map on right

2. **NTTFI/NFLTFI**

Check box if damaged facility is on the National Tribal Transportation Facility Inventory (NTTFI) or National Federal Lands Transportation Facility Inventory (NFLTFI) lists. If not sure leave blank until you can verify inventory.



3. **Congressional District** – Use an internet search engine for an up-to-date district map of your state.

Tip: Download or print a copy of the inventory and Find your congressional district before you go for the unit/ area you are inspecting. This will make data collection faster, more accurate, and less re-work.



# Location Details & Facility Data

The screenshot shows a mobile application interface for 'MSAR - New DSR'. At the top, the status bar displays 'Verizon', signal strength, Wi-Fi, and the time '9:10 AM'. Below the header, there is a navigation menu icon and a text input field containing the number '5'. A section titled 'Location Details' contains several fields: 'Facility Name:' with the value 'South Entrance road'; 'Facility Number:' with the value '010'; 'Facility Type:' with a dropdown menu set to 'Road'; 'Mile Post:' with the value '1.2 - 1.8'; 'Maintenance Level:' with the value 'NA'; and 'ADT:' with the value '125'.

1. **Facility Name, Facility Number, Facility Type, Mile Post, and ADT** should be filled in with best available information and should match the NTTFI or NFLTFI inventory. In filling out the Average Daily Traffic (**ADT**), preference should be first given to available data, after which estimated volumes are acceptable.
2. **Maintenance Level** – For agencies that utilize a maintenance level system (i.e. Forest Service, BLM Levels 1-5), use the level of the facility at the location where the damage occurred. Some partners also note if it is year round or seasonal maintenance.

Tip: Mileposts are not always clear where measured from. Use road sign posts if possible, otherwise measured from a referenced location. Ex. 1.3 mi from gate



# Location Details & Facility Data

The screenshot shows the MSAR - New DSR mobile application interface. At the top, the status bar displays 'Verizon', signal strength, Wi-Fi, and the time '9:14 AM'. Below the status bar, the app title 'MSAR - New DSR' is displayed in a dark blue header with a hamburger menu icon to the right. Underneath the header, there are two buttons: a blue 'Launch Map' button and a red 'Use Device Coords' button. Below these buttons is a red 'Close Map' button. The main content area features a satellite map of a wooded area with labels for 'AIRWAYS', 'AGES', and 'OAK CREEK EAST'. Above the map, there are 'Map' and 'Satellite' toggle buttons. Below the map, there are two input fields: 'Latitude:' with the value '39.6922660572824' and 'Longitude:' with the value '-105.1348281373318'.

Three methods for location:

**A. Use Device Coordinates – ONLY IF DEVICE HAS SERVICE AT SITE**

If signal is weak or has not refreshed, you may get a warning. Continue with other data fields and try “Use Device Coords” again after it ‘refreshes’ location in background

**B. Launch Map**

This option opens up a preloaded map. To select the location, pan and zoom until the location can be identified. Double tapping with a finger will set the coordinates and drop a pin. To confirm that the correct location is identified, launch map, verify center of map is over damage site (zoom in), and close map.

**C. Input Latitude & Longitude Manually**

Input manually (in decimal degrees) if data available and more convenient to input than methods described above.



# Location Details & Facility Data

Verizon 9:17 AM

MSAR - New DSR

-105.1348281375318

Facility Data

Travel Way Surface Type:  
Aggregate

Travel Way Thickness:  
6"

Travel Way Width:  
18'

Shoulder Surface Type:  
Aggregate

Shoulder Thickness:  
6"

Shoulder Width:  
1'

1. **Travel Way Surface Type, Travel Way Thickness, Travel Way Width, Shoulder Surface Type, Shoulder Thickness, Shoulder Width**  
Data entered here should match inventory and existing undamaged sections.
2. **Bridge Data (not shown)** – If the damage site includes a bridge, enter the NBIS or Agency Asset number and fill in **Bridge Type**

Tip: When entering in facility data, don't focus on what facility specs should be or aspire to be, but rather what the existing attributes of the undamaged section are. If Inventory does not match existing condition, include that information in the comments box.







# Cause of Damage & Scope

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- Description and cause of damage
  - What happened? What is resulting condition?
  - Include culvert, surface, bridge condition
  - Dimensions of damage
  - Repairable or not?
- Scope/Description of repairs
  - **Most important section**
  - **This is our project agreement**
  - **How, what , where!**



# Cause of Damage & Scope

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- Scope/Description of repairs
  - Include sizes & dimensions
  - Differentiate between remove, reset, repair, replace
  - Include separate information for Emergency repairs & Permanent repairs scope
  - Include information on what is not included (Ex. Phone line repair by others)

# Description and Cause of Damage & Photos

The screenshot shows a mobile application interface for 'MSAR - New DSR'. At the top, the status bar shows 'Verizon', signal strength, Wi-Fi, and the time '9:23 AM'. Below the status bar is a dark blue header with 'MSAR - New DSR' and a hamburger menu icon. The main content area is white and contains two text input fields. The first field is titled 'Description and Cause of Damage:' and contains the text: 'Debris clogged several pipe culverts resulting impounding water south of the roadway. Water overtopped road removing aggregate surfacing. Two 24" culverts were damaged and lost fill'. The second field is titled 'Scope of Work:' and contains the text: 'Remove debris from culverts. Remove and replace 2 24" culverts. Replace lost aggregate base. Seed and mulch disturbed area.' Below these fields is a section titled 'Photos' with a light gray background. It contains the text: 'Click on the Camera button to take a photo or click on the Browse button to upload photo(s) from your device. The thumbnails will be added to the section below'. At the bottom of the form are two red buttons labeled 'Camera' and 'Browse'.

## 1. Description and Cause of Damage

- Provide a clear description about how the damage occurred.
- Describe the amount of material lost, noting the length, width, and depth.
- Include the size and condition of the structures.
- Note any signs of any preexisting condition.
- **Provide a sketch of the damage & proposed repair.** Attach as a photo (see below) or as a scanned document through web portal.

## 2. Scope of Work

- Describe both emergency and permanent repairs **in detail**. This description of the scope of work is what ERFO is agreeing to pay for.

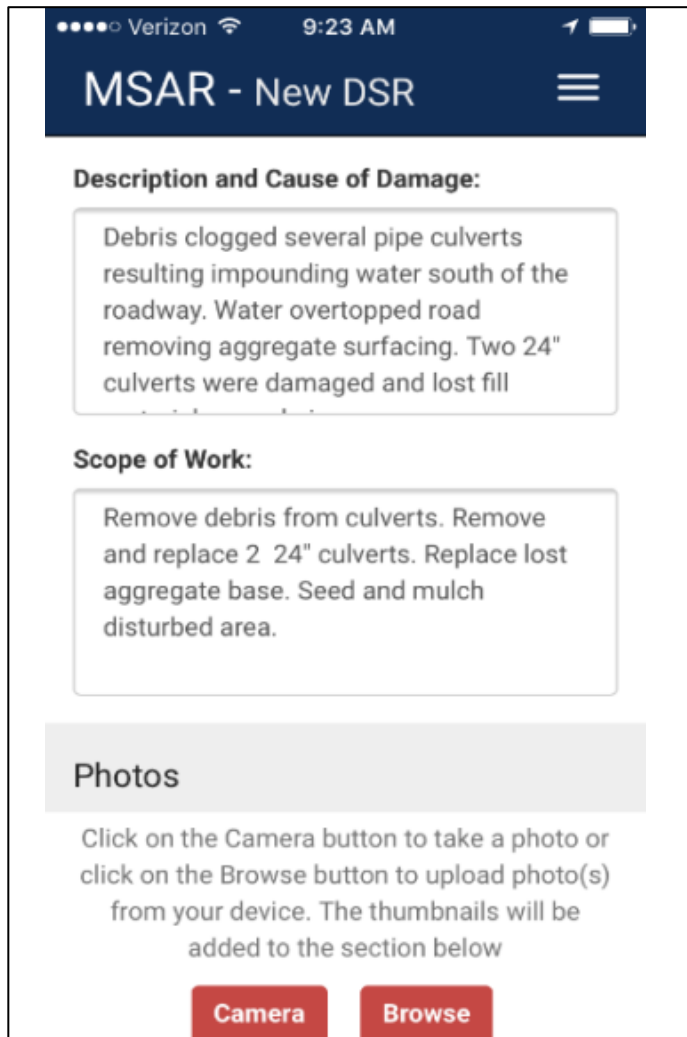


# Description and Cause of Damage & Photos

“Good”

TO

“Great”



Verizon 9:23 AM

**MSAR - New DSR**

**Description and Cause of Damage:**

Debris clogged several pipe culverts resulting in impounding water south of the roadway. Water overtopped road removing aggregate surfacing. Two 24" culverts were damaged and lost fill

**Scope of Work:**

Remove debris from culverts. Remove and replace 2 24" culverts. Replace lost aggregate base. Seed and mulch disturbed area.

**Photos**

Click on the Camera button to take a photo or click on the Browse button to upload photo(s) from your device. The thumbnails will be added to the section below

Camera Browse



Large Woody debris ( ~12cu yds) clogged the inlet of 3 – 24" culverts resulting in impounding of water on the south side of the roadway 4' deep. Water eventually overtopped the road removing 2" - 6" of aggregate surfacing for the full road width in a section 28' long. Two of the 24" x 34' culverts partially collapsed, lost ~18" cover fill material, and will need replacement. The third culvert is intact but needs fill....

Remove and dispose of debris from Culvert inlet basins. Remove and replace 2 culverts to current standard – 24" x 34' assumed. Install inlet & outlet FES. Install outlet Riprap with geotextile. Place imported fill in compacted lifts to bring embankment up to match previous road profile and slopes. Place 6" aggregate surfacing. Install Object markers. Traffic control, seed, mulch, and sediment control as needed.



# Photos

- Color photos
- Entire roadway at damage site
- Face of failure
- Culvert inlet and outlet
- Perspective / distant
- Close details
- Reference points



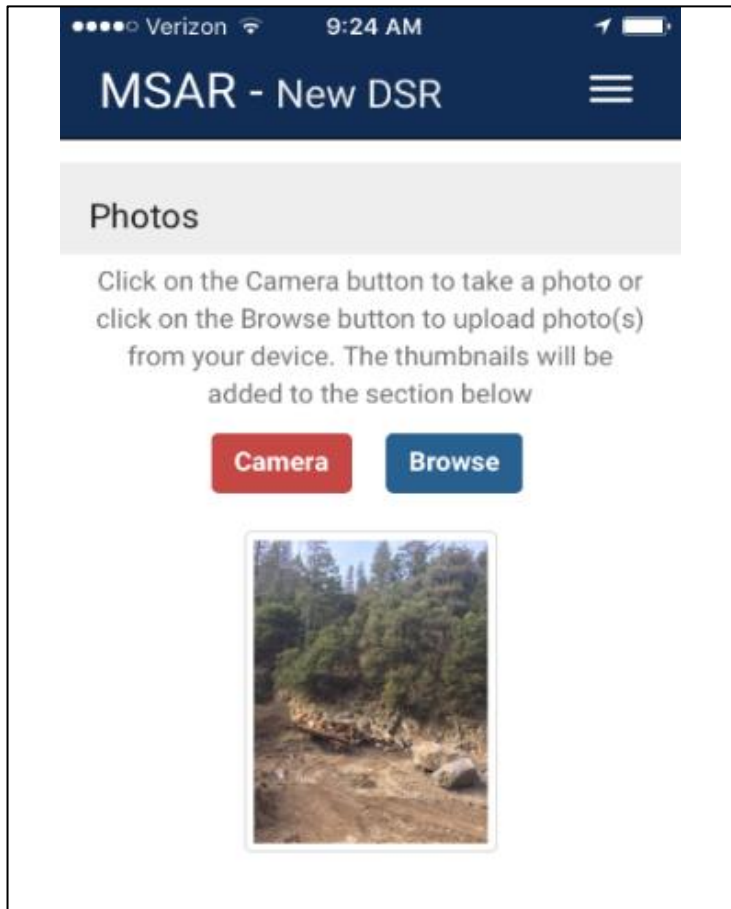


# Photos

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- During event
- Before any repairs
- After Emergency repairs
- After Permanent repairs
- Funding will be withheld if condition not documented

# Photos, Sketches, Calculations



## Photos/ Sketches/ Calculations

A. Use the **Camera** option while onsite to attach photos. MSAR will stamp the date, gps point, and time on photos taken with the MSAR app.

B. Alternatively, attach photos using the **Browse** button, locating the files on your device.

Additional photos, quantity calculations, and sketches should be attached through the web portal. Web portal allows a variety of file types including PDF, jpg, excel, word, etc.

Photos descriptions can be entered in the online portal.

Tip: Upload is limited to 25MB for each DSR so use app to take, size photo res down, or attach in online portal





# Sketch & Quantity Calcs

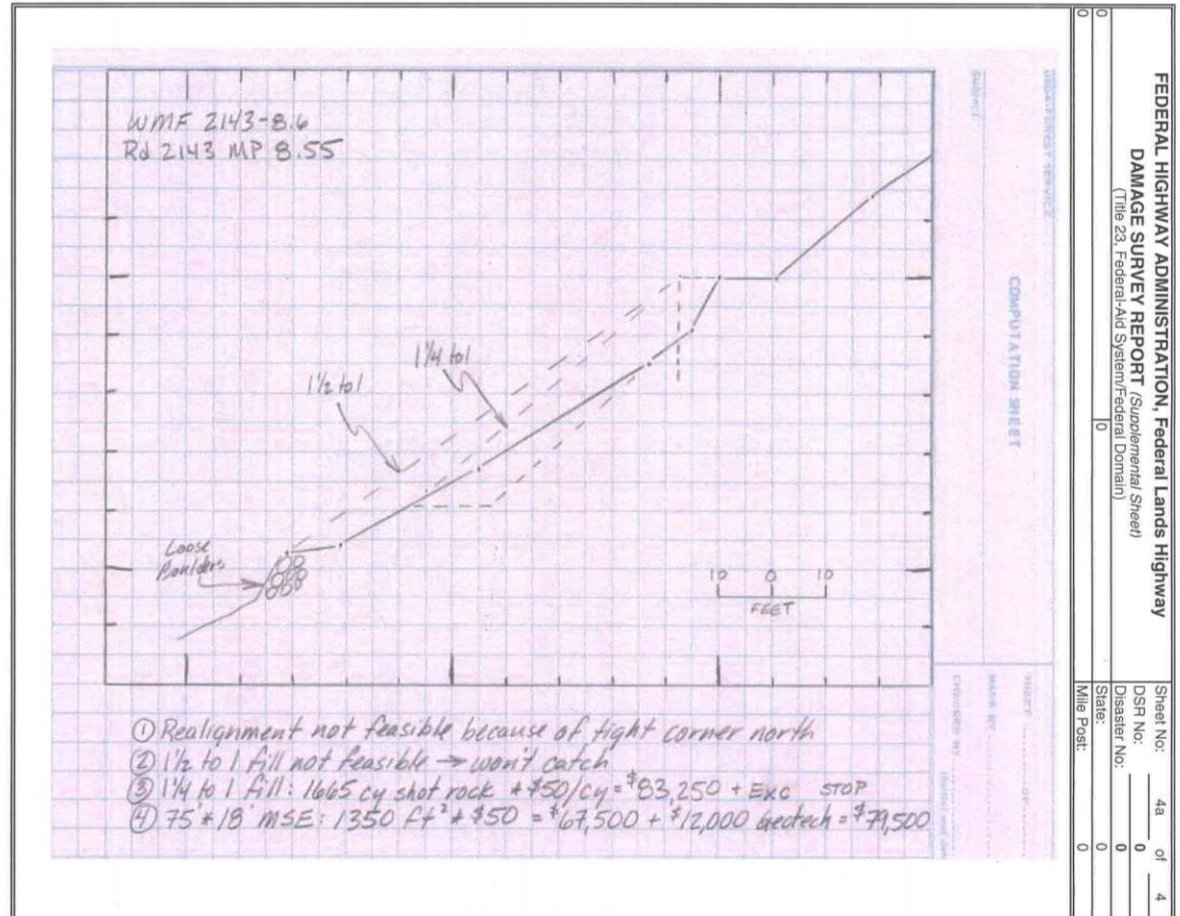
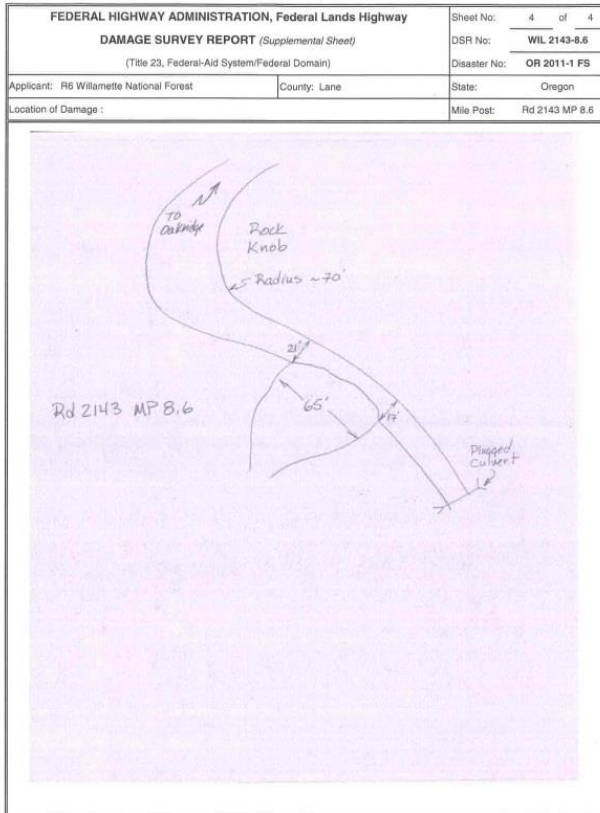
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- Plan view (with dimensions)
- Include Damage & Repair sketches
- Typical sections (preferably to scale)
- Quantity calculations for major items (show your work)
- Attach in MSAR by taking photo of sketch, browse for file, or upload on web portal



# DSR

## Sketch Example





# Supplemental Data

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- Bridge Inspection Report
  - Most recent prior to the event
  - Post damage
- Inventory report
- Hydraulic calculations
- Whatever is needed to tell the story at this site!



# Cost Estimates

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- Cost Estimate (Emergency &/ or Permanent)
  - Emergency – 180 days & limited scope
  - Permanent – Requires preapproval
- Use typical contract, unit, or FP items
- Avoid 'LPSM' or 'Day'
- Do not use 'crew'

# Cost Estimates

- Other estimate programs / forms can be used – attach & reference on estimate
- Use unit prices for your area/ contracts/ crews
- Common sense, Least expensive
- Include Mob, Survey, TC, EC, QC

Quantity	Unit	Item Description	Unit Price	Cost
240	YD <sup>3</sup>	Large Rip Rap 2'-4'	\$16.00	\$3,840
80	HR	Dump Truck Haul F.S.	\$38.16	\$3,053
120	HR	Excavator with Thumb IDIQ	\$150.00	\$18,000
20	HR	Loader at Pit FS	\$30.09	\$602
80	HR	F.S. Operator	\$40.81	\$3,265
				\$0

# Cost Estimate for Repairs

The screenshot displays the MSAR - New DSR mobile application interface. At the top, the status bar shows Verizon service, 9:25 AM, and a battery icon. The app header is dark blue with the text "MSAR - New DSR" and a hamburger menu icon. Below the header, there is a red "server." notification. The main content is divided into two sections: "Emergency Repairs" and "Permanent Restoration". Each section has a blue header with the section name and a red "ADD REPAIR" button. The "Emergency Repairs" section includes a table with columns "Description", "Cost", "Edit", and "Del". Below the table, there is a "Total Estimated Emergency Repairs:" label and a "Proposed Method:" section with two radio button options: "Force Account" and "Contract". The "Permanent Restoration" section also includes a table with columns "Description", "Cost", "Edit", and "Del".

## 1. Emergency Repairs

## 2. Permanent Restoration

Similar process for both **Emergency Repairs** and **Permanent Restoration**. Check box for each section whether repairs will be performed under a **Force Account** (repair done by applicant's employees) or **Contract**.

Click **Add Repair** in section to enter a new estimate item.

Major cost items should be supported with quantity calculations.



# Cost Estimate for Repairs

The screenshot shows the MSAR - New DSR mobile application interface. At the top, the status bar shows Verizon, 9:26 AM, and battery level. The app header is "MSAR - New DSR" with a menu icon. Below the header, there's a blue bar with "Emergency Repairs" and a red "ADD REPAIR" button. The main form area has a text input field containing "Debris removal". Below this, there are two input fields: "Lumpsum" (with a red dotted underline) and "2500". Below these are two more input fields: "0" and "1". The calculated cost is displayed as "Cost: \$2,500.00". At the bottom of the form are two red buttons: "Cancel" and "Save Repair". Below the form is a section titled "Emergency Repair Details" with a table header: "Description", "Cost", "Edit", and "Del". At the very bottom, there's a label "Total Estimated Emergency Repairs:".

## Add Repair Estimate Item:

1. Input **Repair Description**
2. Input **Unit** (do not use lump sum for >25% of repair costs)
3. Input **Unit Price**
  - **Cost** is automatically calculated based on **unit** and **unit price**
4. Input **% Complete**
5. Input **Quantity**
6. Choose **Save Repair**



# Cost Estimate for Repairs

The screenshot shows the MSAR - New DSR mobile application interface. At the top, the status bar displays 'Verizon' and '9:27 AM'. The app header is 'MSAR - New DSR' with a menu icon. Below the header, there are two main sections: 'Emergency Repairs' and 'Permanent Restoration'. The 'Emergency Repairs' section has a red 'ADD REPAIR' button. Underneath, there is a table for 'Emergency Repair Details' with columns for 'Description', 'Cost', 'Edit', and 'Del'. A single row is visible with the description 'Debris removal', a cost of '\$2,500.00', and edit/delete icons. Below the table, it shows 'Total Estimated Emergency Repairs: \$2,500.00'. Under 'Proposed Method', there are two radio button options: 'Force Account' (selected) and 'Contract'. At the bottom, the 'Permanent Restoration' section also has a red 'ADD REPAIR' button and a section for 'Permanent Restoration Details'.

Description	Cost	Edit	Del
Debris removal	\$2,500.00		

Total Estimated Emergency Repairs: \$2,500.00

Proposed Method :

Force Account

Contract

If the previous steps are completed successfully, the Repair/Restoration details appear as shown with a line item.

To include additional cost items, choose **Add Repair** and repeat previous steps.

Continue process until all Emergency & permanent repair cost items are entered.

Tip: DSRs must have at least 1 cost item to be uploaded.



# Cost Estimate for Repairs

Item	Cost	Percentage	Amount
Pipe culvert - 24" installed	\$4,800.00		
<b>Total Estimated Permanent Repairs:</b>	<b>\$4,800.00</b>		
Preliminary Engineering Cost:	15 %	720.00	⌂
Construction Engineering Cost:	8 %	384.00	⌂
ERFO Share of Permanent Repairs Cost:	100 %	5904.00	⌂
<b>Total ERFO Share of ER &amp; PR:</b>	<b>\$8,404.00</b>		

The **Permanent Repair** field differs from **Emergency Repairs** since it includes fields for Preliminary Engineering (PE), Construction Engineering (CE), and ERFO share payable.

To enter as a percentage fill out the percentage field and press the ⌂ symbol. Note that if any costs change in the estimated permanent repairs that the PE, CE, and ERFO share will not automatically reflect these changes without pressing the ⌂ again. To input as a exact amount, place the value directly in the field.

Enter 100% of the ERFO Share of Permanent Repairs for NTTFI/NFLTFI facilities unless there are maintenance cost share agreements.

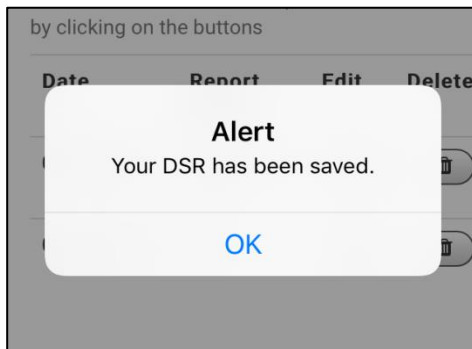
Tip: ERFO pays 100% of Emergency repairs by default. 😊





# Uploading

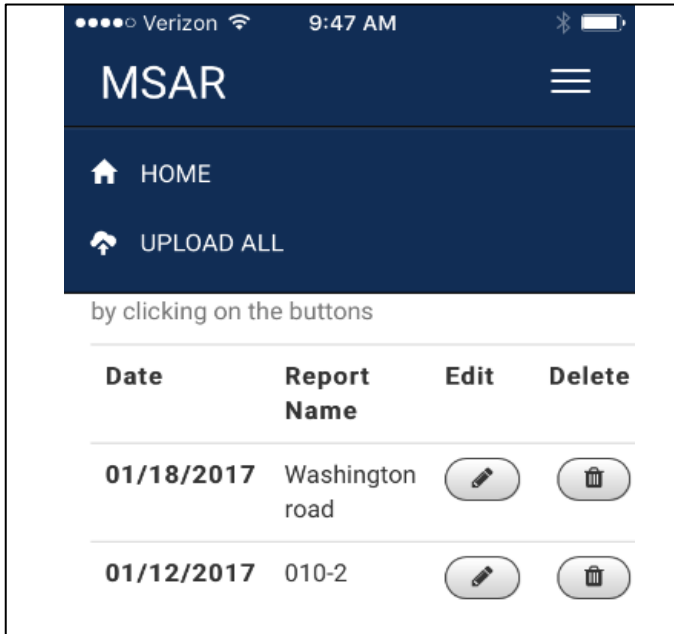
1. Ensure that the **Proposed Method** field in **Permanent Repairs** is selected.
2. Choose **Save** from Upper right menu.



Upon selecting **SAVE**, this alert will be generated and the MSAR application will show all of the DSRs on your device.



# Uploading



1. Screen showing all DSRs on device.
2. Go to **Home** to create another DSR. Select **pencil** next to a DSR if you want to add or edit the DSR on your device.
3. Wait until you have good signal to upload reports to online portal.
4. **Upload All** will send all DSRs on device. To Upload an individual DSR, select the pencil under edit, select the menu bars on right, and choose **Upload**



**NOTE: UPLOADING WILL REMOVE THE DSR FROM YOUR DEVICE. The DSR WILL THEN ONLY BE EDITABLE VIA THE WEB PORTAL. YOU MUST UPLOAD THE DSR FOR IT TO APPEAR IN THE WEB PORTAL.**

You must finish the DSR in the web portal as it will still be in 'draft' and not submitted.



# Web Portal

Search... Search

Home Events Event Artifacts **DSR/DDIRs** Event Dashboard Disaster Dashboard Reports Dashboards +

Create New... All DSR Edit | Delete | Create New View

Shortcut

Unresolved Items

Recent Items

- 12S01-MP12.25
- 2017\_OR\_BLM Severe Winter Storms
- 33034-1
- 04N38 MP 7.66
- 0093-02
- 2017\_CA\_Jan BLM Storms

Action	Disaster Number	DSR Name	Facility Name	Status	Sub-applicant	Applicant	Total ERFO Share...
<input type="checkbox"/> Edit   Del	WY2018-1-FS	10138-1	Greys River Road	Active Eligible	Bridger Teton NF	Forest Service	\$2,892,000.00
<input type="checkbox"/> Edit   Del	WY2017-1-FS	10123-1	Blind Bull Rd	Active Eligible	Bridger-Teton NF	Forest Service	\$905,800.00
<input type="checkbox"/> Edit   Del	WY2017-1-FS	17094-1	Continental Divide...	Active Eligible	Bridger-Teton NF	Forest Service	\$312,439.00
<input type="checkbox"/> Edit   Del	WY2017-1-FS	10046 -1	Indian Creek	Active Eligible	Bridger-Teton NF	Forest Service	\$10,580.00
<input type="checkbox"/> Edit   Del	WY2017-1-FS	30530 - 1	Cliff Creek	Active Eligible	Bridger-Teton NF	Forest Service	\$71,905.00
<input type="checkbox"/> Edit   Del	WY2017-1-FS	10062-1	Kelley-Hams Fork...	Active Eligible	Bridger-Teton NF	Forest Service	\$10,478.00
<input type="checkbox"/> Edit   Del	WY2017-1-FS	10128-1	South Piney Creek	Active Eligible	Bridger-Teton NF	Forest Service	\$10,580.00
<input type="checkbox"/> Edit   Del	WY2017-1-FS	30250-1	Leidy Lake Road	Closed Ineligible	Bridger-Teton NF	Forest Service	\$8,200.00
<input type="checkbox"/> Edit   Del	WY2017-1-FS	10072-1	Smith Fork Road	Closed Ineligible	Bridger-Teton NF	Forest Service	\$0.00

1. You must finish the DSR in the web portal.
2. Attach additional files and captions
3. Finish Cost estimates & quantity calculations
4. Select delivery agency and complete any other items that were unknown in field
5. Review data is complete an accurate
6. When all further edits or information is complete in the Web portal, **Submit DSR for Review.**

Notes & Attachments

New Note Attach File View All

Action	Type	Title
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Del</a>	Attachment	<a href="#">DSCN1986.JPG</a>
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Del</a>	Attachment	<a href="#">DSCN1984.JPG</a>
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Del</a>	Attachment	<a href="#">DSCN1982.JPG</a>
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Del</a>	Attachment	<a href="#">DSCN1981.JPG</a>
<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Del</a>	Attachment	<a href="#">DSCN1980.JPG</a>

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Approval History

Submit for Approval



# Web Portal

- View Event Data, maps, & Status
- View DSRs & DSR Status
- Generate PDF versions for others
- Create, edit, revise, submit & approve DSRs
- Reporting of ERFO events & DSRs
- Create & View Summary Dashboards

The screenshot displays the ERFO Web Portal interface. At the top, there is a search bar and navigation links for 'Home', 'Events', 'Event Artifacts', 'DSR/DDIRs', 'Event Dashboard', 'Disaster Dashboard', 'Reports', and 'Dashboards'. The user profile for 'Lorell Duteil' is shown with the date 'Friday June 1, 2018'. A 'Discover Spring '18' button is also present.

The main dashboard area is titled 'Dashboard' and includes a 'Refresh' button and a 'Customize Page' link. It displays data as of 6/1/2018 7:08 PM. The dashboard is divided into three main sections:

- ERFO**: A pie chart titled '% ERFO \$ by Division' showing that the Federal Lands Division (FLD) accounts for 94% of the total ERFO share, while the EFL and CFL divisions account for 6% each.
- ERFO Current & Previous FY**: A bar chart titled 'Damages by Applicant' showing the sum of total ERFO share of ER & PR (in thousands of dollars) for various applicant agencies. The Bureau of Land Management (BLM) is the largest applicant, followed by the National Park Service (NPS).
- ERFO**: A table titled 'Active Recent Events' listing disaster numbers and their corresponding sum of total ERFO share.

On the left side, there are sections for 'Shortcut' (Unresolved Items), 'Recent Items' (listing various event IDs and descriptions like '2017 OR BLM Severe Winter Storms'), 'Custom Links' (IOS App, Android App, Windows App, Support Site), and a 'Recycle Bin'.

At the bottom, there is an 'Items to Approve' section with a 'Manage All' button and a link to 'Items to Approve Help'. A table below shows the details of items to be approved, including action options, related IDs, types, approvers, and submission dates.

Action	Related To	Type	Most Recent Approver	Date Submitted
Reassign   Approve / Reject	46N64-Walker-5.39-58	DSR/DDIR	Dean, Jennifer	5/29/2018 1:19 PM