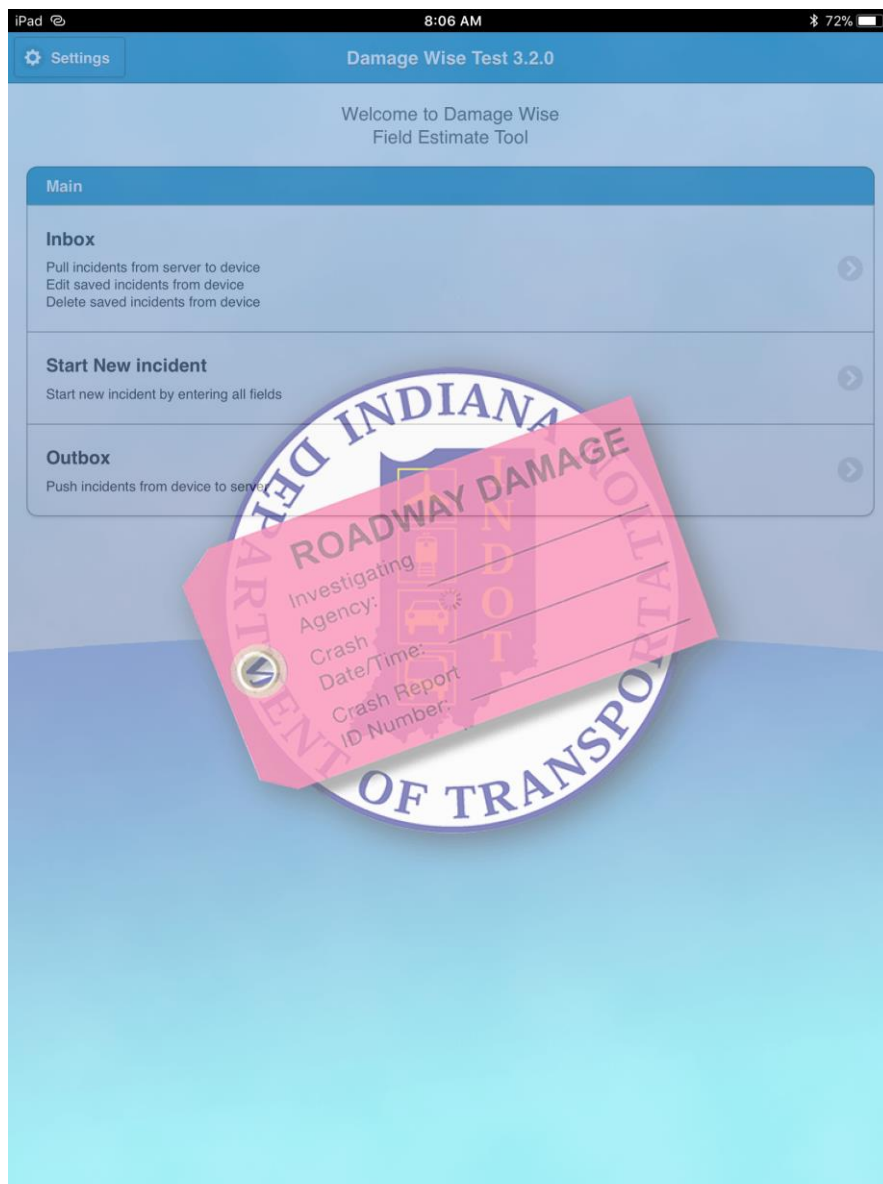


DamageWise

Field Estimating Tool v3.2

10/5/2017
State of Indiana
Jason Kuhn & Stacey Larkin



Contents

1.	Forward.....	1-3
2.	Home Screen.....	2-4
3.	Validating Device and Setting up the Environment	5
3.1	Settings.....	5
3.1-1	Definitions	5
3.1-2	Connecting to Internal State Wireless.....	5
3.1-3	iPad Settings	6
3.2	Validating Device and Setting up Environment.....	7
3.2-1	Validating Device	7
3.2-2	Setup Environment.....	12
4.	DamageWise Field Estimate Tool Overview	14
5.	Navigating the Inbox	15
5.1-1	Pull Incidents from Server	16
5.1-2	Incident Information	18
5.1-3	Viewing Location Map.....	18
5.1-4	Show/Hide Sort Icons.....	19
5.1-5	Editing an Assigned Incident.....	20
5.2	Damage to State Property Assessment Form	21
5.2-1	Common Items.....	21
5.2-2	Items of Interest / Unique Data fields.....	23
5.2-3	Confirm Dispatch Options	37
6.	Start New Incident	40
6.1	Creating a new Incident.....	40
6.2	Managing a new incident from the Inbox.....	42
7.	DamageWise Field Estimate Tool Software Updates	43
1.	Appendices.....	46
1.1	DamageWise iPad App Change Log.....	46
1.1-1	DamageWise 4.2/iPad App v2.06 (Released 5/15/2015).....	46
1.1-2	DamageWise 4.3/iPad App v2.07 (Released 7/24/2015).....	46
1.1-3	DamageWise 4.3/iPad App v2.08 (Released 9/11/2015).....	46
1.1-4	DamageWise 5.0/iPad App v3.0 (Released 5/27/16).....	46
1.1-5	DamageWise 5.1/iPad App v3.2 (Released 10/6/17).....	46

1. **Forward**

In the following documentation, we will examine different workflows for doing field estimates for damaged state property.

Initially, you will need to be familiarized with the process of validating your iPad with the DamageWise service. This will allow your iPad to communicate with the DamageWise web applications, thus allowing you to both receive and send field estimates. This process will require that you become somewhat familiar with the Settings within the iPad.

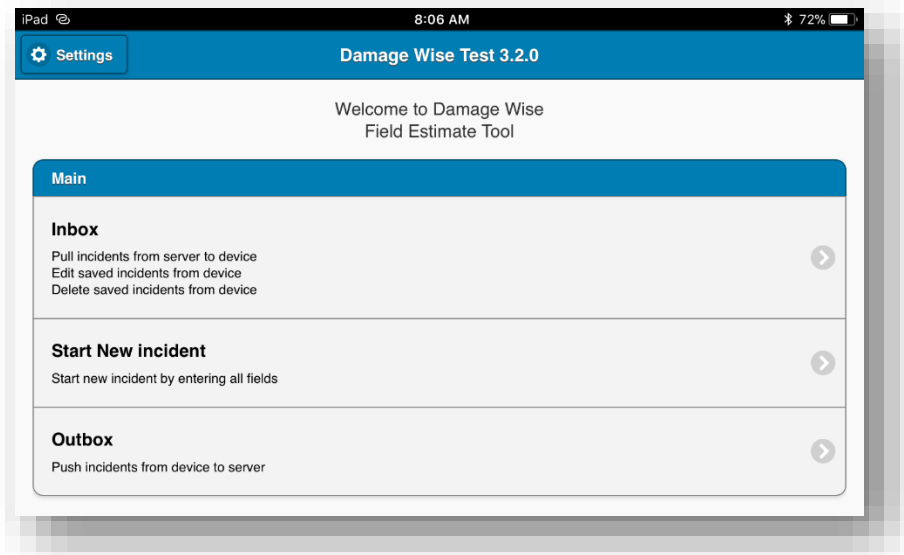
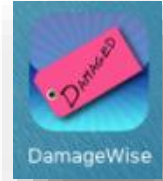
After these procedures are discussed, we'll then look at how the DamageWise Field Estimate Tool can be used to estimate damaged state property incidents that are assigned to your iPad by one of the District DamageWise Administrators as well as estimating an incident that has not been reported yet.

The DamageWise Web Application and the DamageWise Field Estimate Tool work together to allow the DamageWise District Administrators and the DamageWise Field Assessors to quickly and efficiently collect and return estimates on damaged state property.

Finally, this document will walk through the various features that will be used as part of a typical daily workflow.

2. Home Screen

The *Home Screen* is from where you will navigate your way around the DamageWise Field Estimate Tool on your iPad. From the *Home Screen*, you will be able to control the **Settings** of the application, check for new incidents assigned to you by your District Administrator in the **Inbox**, **Start New Incident**, and use the **Outbox** to submit completed estimates back to your District Administrator.



The following is a brief overview; each of these items will be discussed at length in this document.

- **Settings**
 - Validate Device
 - Setup Environment
- **Inbox**
 - Pull incidents from the Server to the Device
 - Edit saved Incidents from the Device
 - Delete saved Incidents from the Device
- **Start New Incidents**
 - Start new Incident by entering all fields
- **Outbox**
 - Push Incidents from the Device to the Server
 - Re-edit submitted Incidents from the Device
 - Delete the Submitted Incident.

3. Validating Device and Setting up the Environment

3.1 Settings

Before you can use the DamageWise Field Estimate Tool, you will need to go through the process of validating your device to the DamageWise Service. You will also need to set up the Environment on your iPad.



This process will need to be performed the first time you set up your iPad as well as each time you receive an upgrade to the DamageWise Field Estimate Tool application.

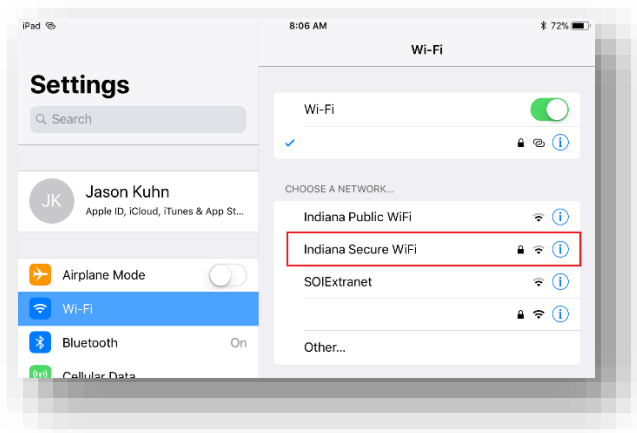
3.1-1 Definitions

Internal State Wireless: The Internal State Wireless connection allows secure connectivity inside of the firewall. This means that when connected using the Internal Wireless, the user will have access to the State Intranet. As well as being more secure and allowing internal access, the Internal State Wireless connection will be a far more reliable connection. This is the recommended method of connection when available. Additionally, the Internal Wireless connection should be the default connection on the iPads.

Other Wireless: Any wireless connection that is not Internal State Wireless. This can include but is not limited to the Indiana Public Wireless, free connections at places like McDonalds or Starbucks or even a home wireless connection.

3.1-2 Connecting to Internal State Wireless

To connect to the Internal State Wireless, on your iPad select the **settings icon** and then in the top left portion of the settings page, select **Wi-Fi**. Then on the upper right portion of the screen, locate and tap on the wireless network listed with as Indiana Secure Wifi



When prompted with the dialog to **Enter the password for “Indiana Secure Wifi”** enter your @indot.in.gov email address for the Username and INDOT network password (the password you use to log into an INDOT computer) and then tap **Join**.

Enter the password for "Indiana Secure WiFi"	
Cancel	Join
Username	@indot.in.gov
Password	••••••••
Mode	Automatic >

You are now connected to the *Internal State Wireless*.

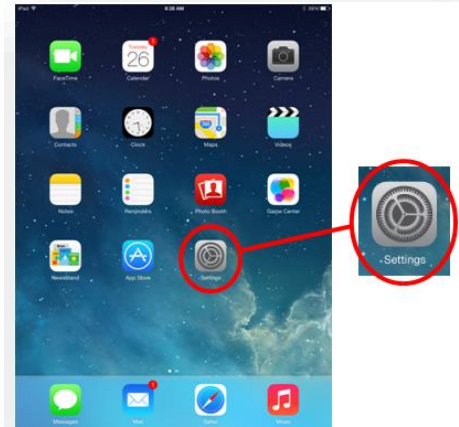


Note: You will be prompted to input your INDOT network password after each time that you change your INDOT Network Password.

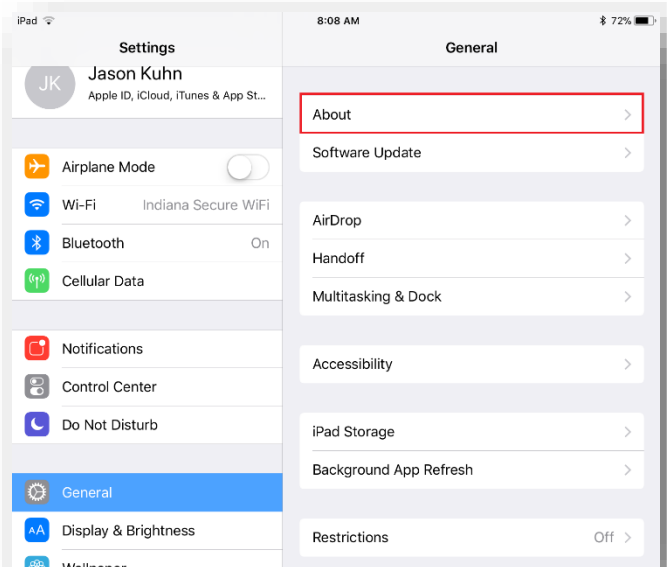
3.1-3 iPad Settings

In order to validate your device, you will need to find and record the device Serial Number.

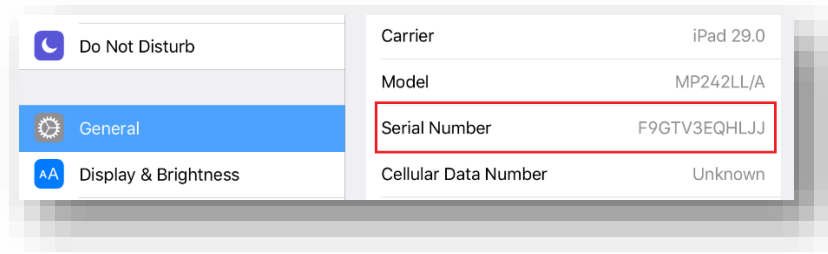
1. Select the *Settings* Icon from the Home screen on your iPad.



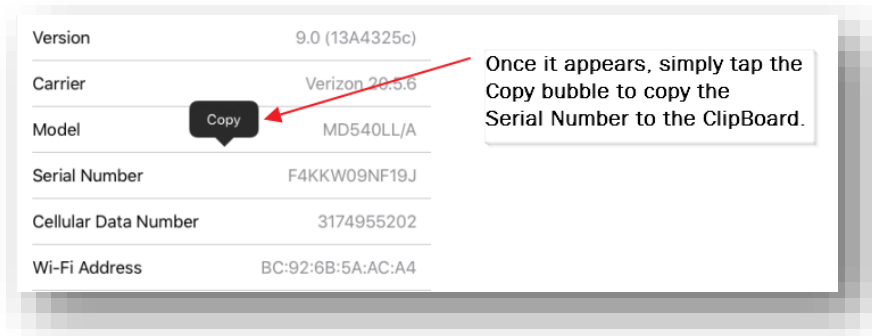
2. Select **General** from the list on the left side, and the **About** from the top right side of the settings Screen.



- Find and record the **Serial Number** listed on the right side of the screen.



Hint: Pressing on and holding in the area where the Serial Number is listed will activate an option to copy the Serial Number to the clipboard.)

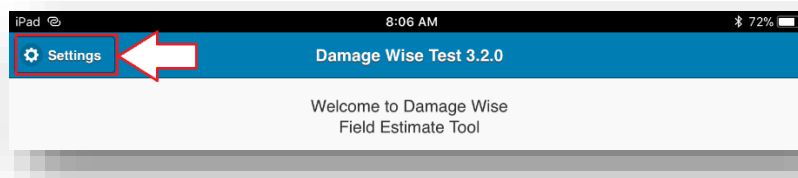
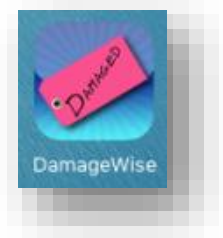


- After you have recorded the Serial Number, close the settings window by select the iPad's Home key.
- Once you have recorded the iPad Serial Number, you will need to input that information into the DamageWise Field Estimate Tool.

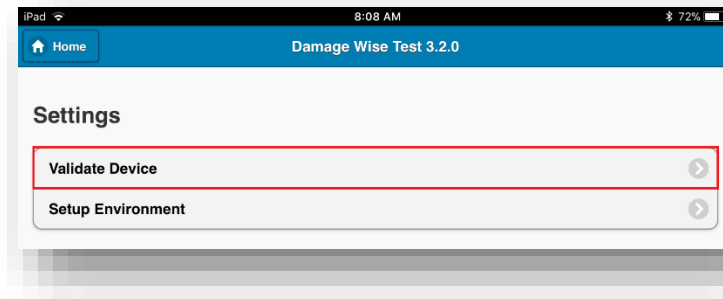
3.2 Validating Device and Setting up Environment.

3.2-1 Validating Device

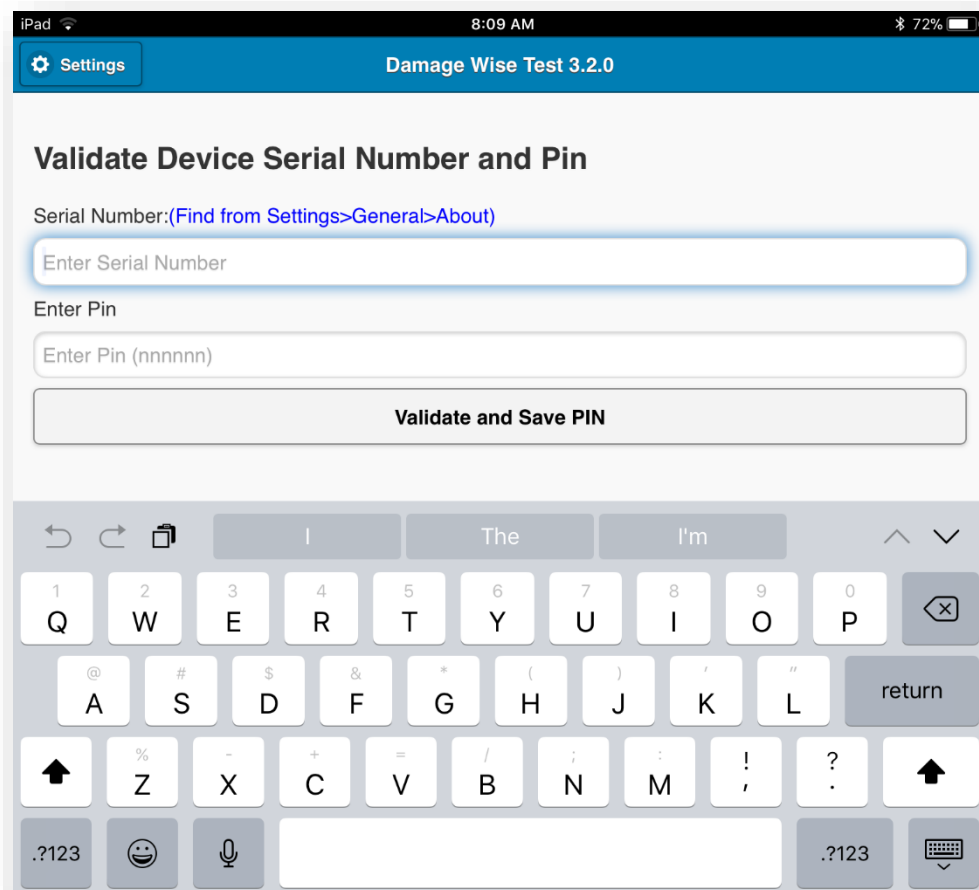
- Open the DamageWise Field Estimate Tool application on your iPad by selecting the **DamageWise** application Icon.
- With the DamageWise Field Estimate Tool application open, select the **Settings** button located in the top left corner of the application screen.



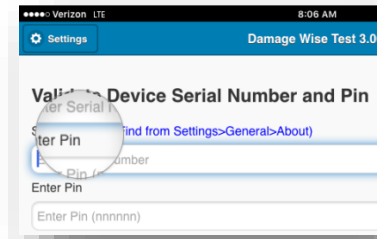
3. In the settings window, select **Validate Device**.



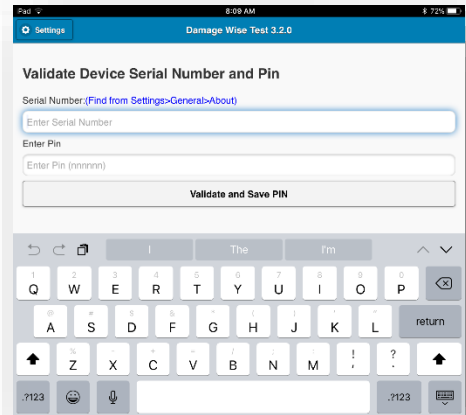
4. Tap the **Serial Number** dialog box to activate the touch screen keypad.



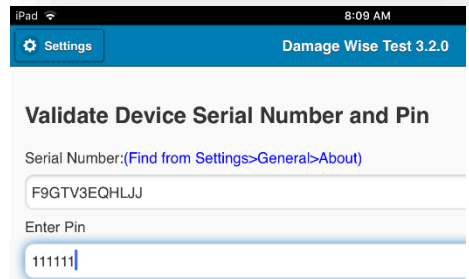
- Press in the **Serial Number** dialog box until a magnifying glass/bubble appears...



- Once the magnifying glass/bubble appears, quit pressing in the dialog box, then tap on the **Paste** dialog that appears. (This action will place the device serial number in the **Serial Number** dialog.)



- Tap the *Enter Pin* dialog to activate the touch screen keypad and then enter the number **111111**.

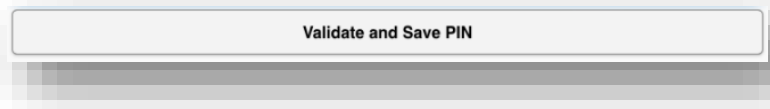


The Pin number should always be 111111, unless you are otherwise notified. The only reason this will ever change would be if your iPad is reported stolen or missing.

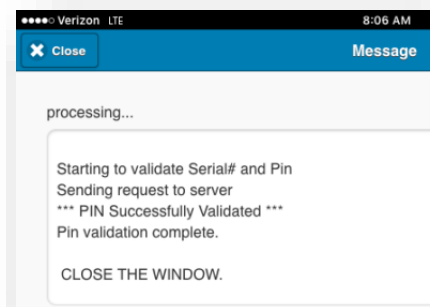


Hint: If you previously copied the Serial Number to the clipboard as described earlier, you can paste it here using the same “press-hold” method.

- Select **Validate and Save Pin**

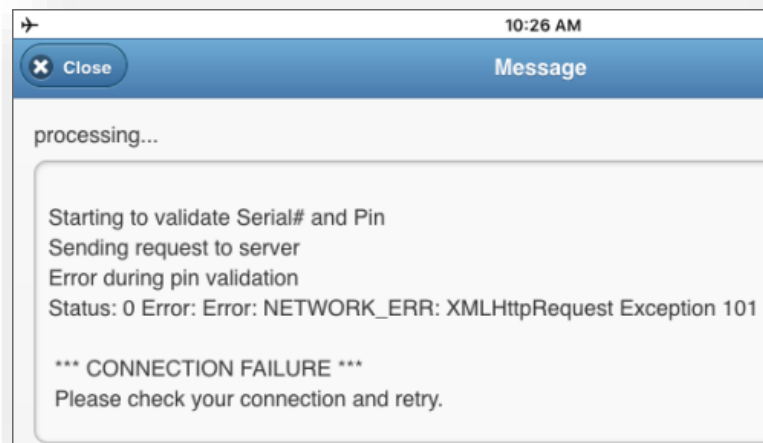


- Upon successful validation of your device, you will see a Message Dialog denoting successful Validation and completion. Close the Message Dialog window by selecting the “**Close**” button in the upper left corner.



Once the PIN Validation is complete, the default connection will have been established. You can temporarily change this in other locations throughout the DamageWise Field Estimate Tool. However, to change the default connection, you have to do so at this location.

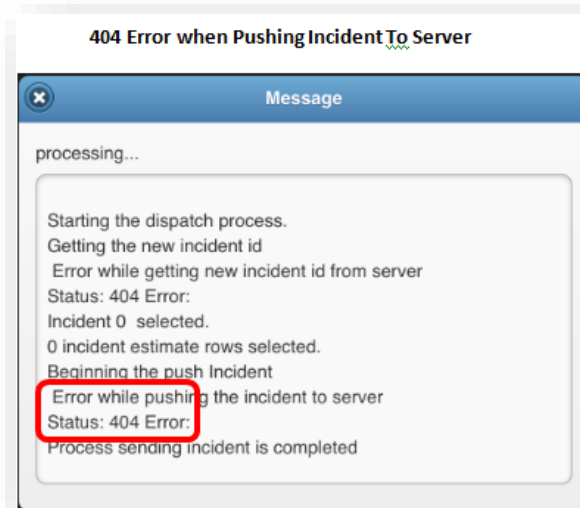
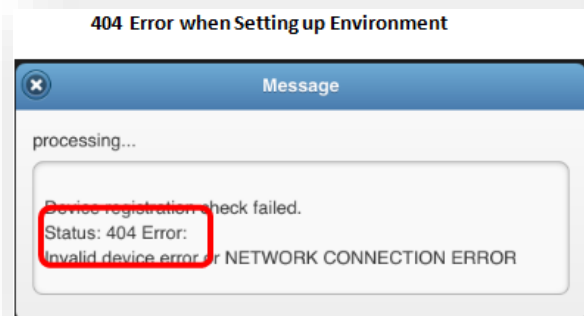
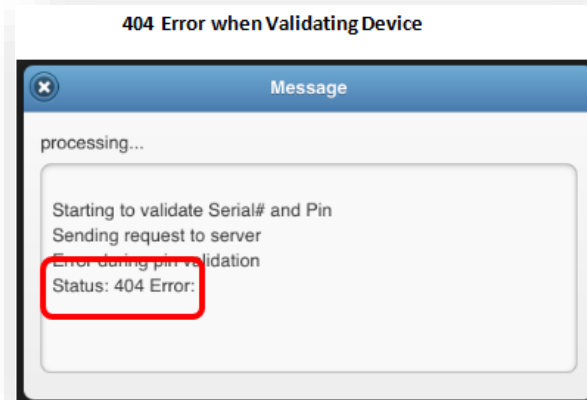
NOTE: If at any time, you get a **Connection Error** in the message dialog, this indicates that there are connection issues, select the “**Close**” button in the upper right corner and review your Wi-Fi connection settings. Connect to an available Wi-Fi__33 point. This should resolve this error. IF not, please contact DamageWise/iPad support via the help desk.)



3.2-1a Status 404 Errors

Status 404 errors indicate that the device (iPad) is either not connected to a Wi-Fi Network or it is not connected in a manner that the DamageWise Field Estimate Tool thinks it is connected.

To resolve this error, confirm that the device is connected to a Wi-Fi Network. Note that the dialogs shown have changed in the 2.08 version to show a “Close” button in the upper left instead. The “X” button shown is from pre-2.08 versions as these captures are not able to be easily replicated.

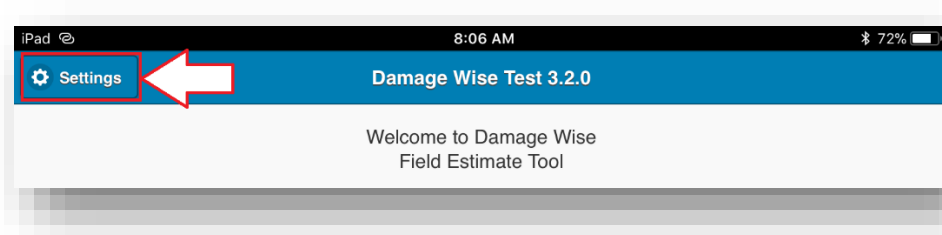


3.2-2 Setup Environment

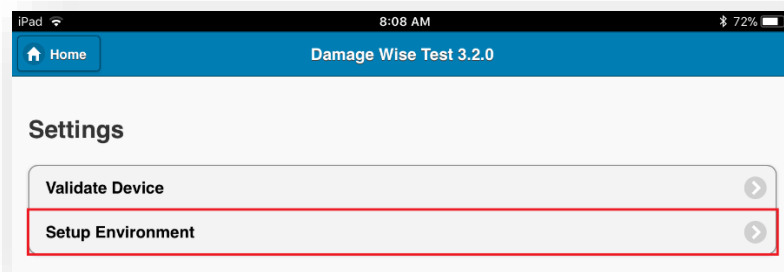
After you have validated your iPad and registered it with the DamageWise service, you will need to set up the DamageWise environment on your iPad. This includes downloading and/or refreshing the database tables that exist on your iPad.

NOTE: All DamageWise assessors should perform this step at least once a week to ensure they have the most up to date information in the DamageWise Field Estimate Tool.

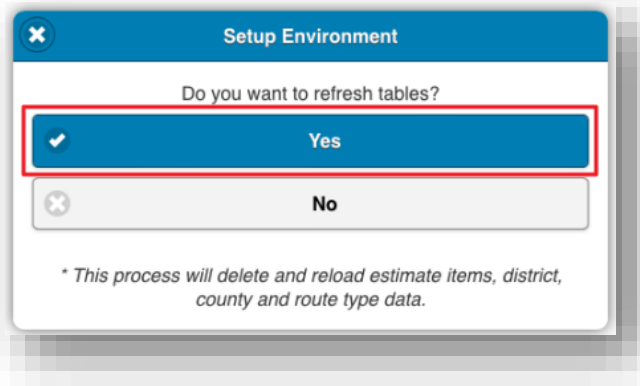
1. With the DamageWise Field Estimate Tool application open, select the **Settings** button located in the top left corner of the application screen



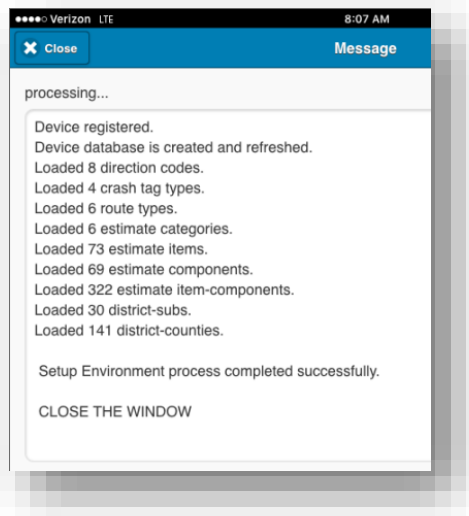
2. In the settings window, select **Setup Environment**



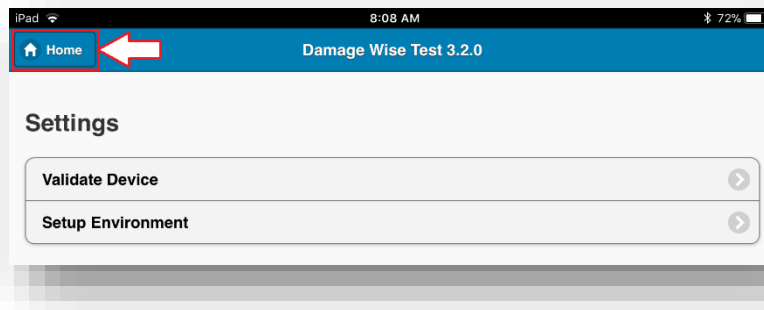
- Upon selection of the Setup Environment button, you will be taken to a dialog that asks if you want to refresh tables. **You should always select YES.**



- Once the tables have been refreshed, you will need to select the “Close” in the upper left corner of the Message dialog to close the window.



- Select the **Home** button from the top left corner of the window



4. DamageWise Field Estimate Tool Overview

The new DamageWise Field Estimate Tool has been completely re-written with the idea of both creating a more complete estimate, and ease of use in mind.

As you will see, the DamageWise Field Estimate Tool was created using a model similar to the type of applications that insurance adjusters use to estimate damage to a vehicle.

Along with supplying information such as date of accident, location, GPS Coordinates and photographs you will be able to submit a fairly complete estimate of damaged state property.

Similar to the methods used by Insurance Adjusters, you will be given a series of top level choices where you tell the application what category of item is broken (Example: Guardrail/End Treatment).

Then based on that selection you will be given another list of choices to tell the application what item within that category needs to be replaced. (Example: Guardrail: Post Replace)

Once you input those 2 pieces of information and then tell the application the Quantity of the item, an Estimate breakdown is displayed on the device.

The screenshot displays the 'Estimate Items' section of the tool. It shows a single item with the following details:

- Category:** Guardrail / End Treatment
- Item:** CAT: Anchor System
- Quantity:** 2 EA

There are two buttons next to the item: 'Edit' (with a checkmark icon) and 'Delete' (with a trash can icon).

Below the item is the 'Estimate Breakdown' section, which lists the following components:

Component	Quantity	Unit
1583 - SINGLE AXLE DUMP TRUCK	4	HR
5800 - TRAFFIC ARROW BOARD	4	HR
6600 - ATTENUATOR	4	HR
8711 - CREW CAB PICKUP	4	HR
Highway Technician 1	4	HR
Highway Technician 2	4	HR
Highway Technician 3	8	HR
CAT Anchorage System Assembly	2	EA

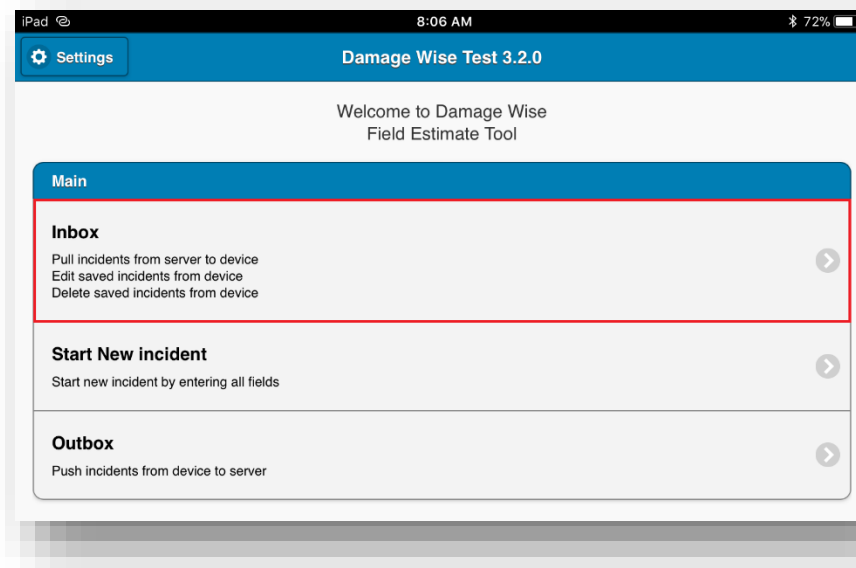
This method of provides INDOT's accounting department with a more complete and thorough bill of materials to submit to responsible parties when going through the billing process.

5. Navigating the Inbox

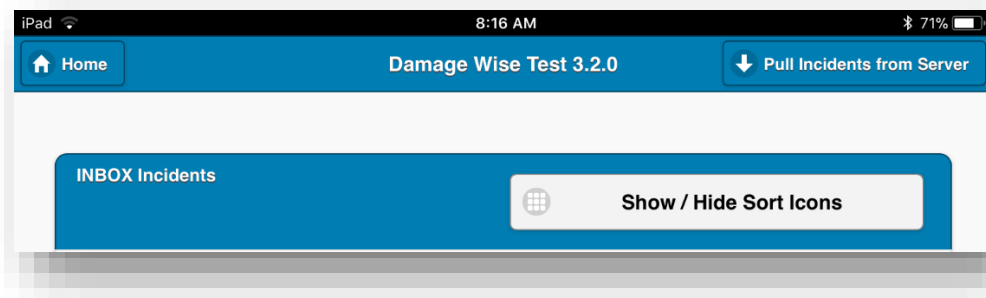
The Inbox is to pull (download) Incidents from the DamageWise Service that have been assigned to that particular device by the District Administrator. It can also be used to Edit saved Incidents that are currently on the iPad as well as deleting some saved Incidents.

You can also use the Inbox to view location maps of assigned incidents.

To navigate to the Inbox, from the DamageWise Field Estimate Tool Home page, select **Inbox**.



Any active Incidents that you have will be displayed in the Inbox. Upon initial deployment, or if you have no active Incidents, the Inbox will be empty as shown below.



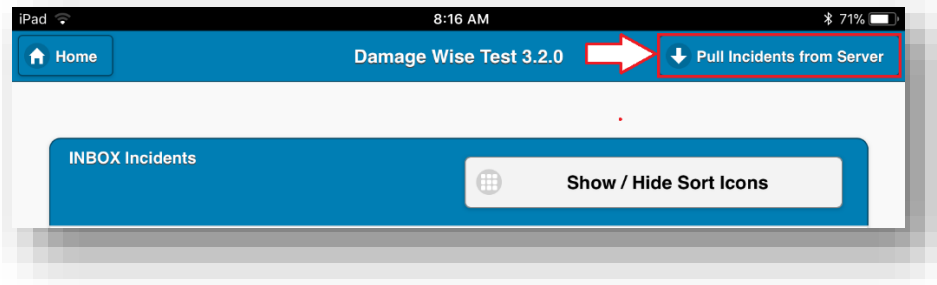
5.1-1 Pull Incidents from Server

Your iPad must have an active Wi-Fi connection in order to download or upload any Incidents that have been assigned to that device. The Wi-Fi connection can be from any available location. This includes but is not limited to free services such as a McDonalds, Starbucks, and Public Libraries. You can also use your home wireless network, or you can connect using available INDOT resources.

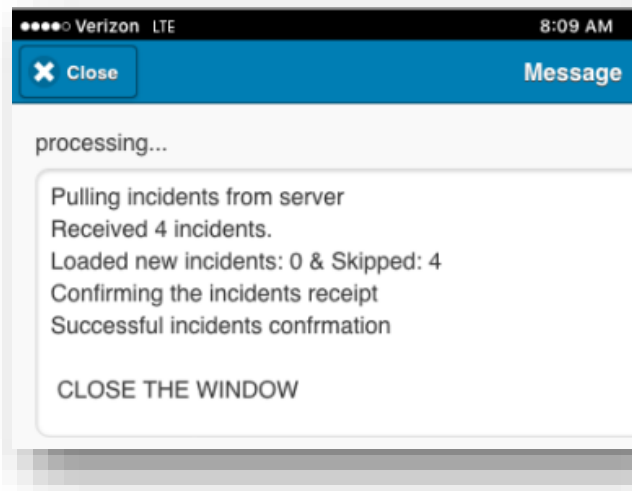


Please keep in mind that when using any INDOT equipment, you are subject to the [IRUA](#).

1. From the DamageWise Field Estimate Tool Inbox, select **Pull Incidents from Server**. This is located in the top right corner of the Incidents window.

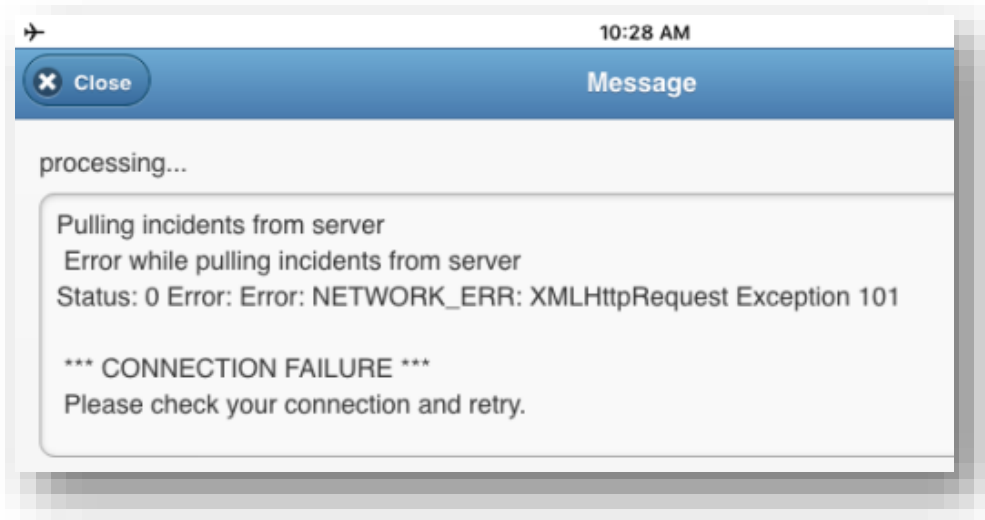


2. Upon successful download of the assigned Incidents, you will get a message dialog that tells you how many incidents have been downloaded as well as any Incidents still assigned to your iPad that currently reside on your iPad (**Note:** This process **DOES NOT** overwrite any existing Incidents). Close this dialog window by selecting the “X” in the upper left corner.

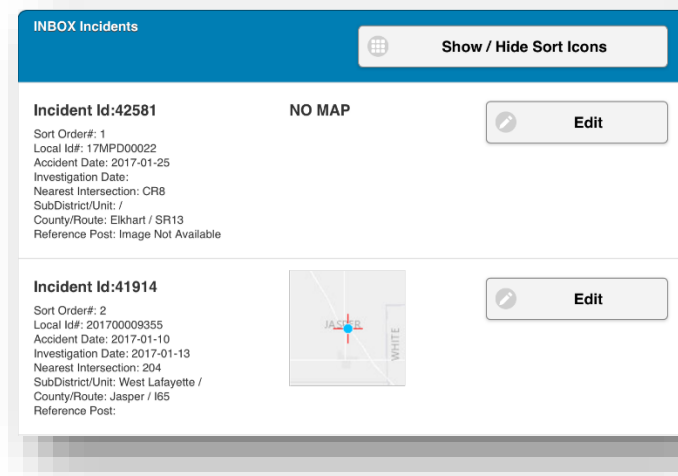




Note that if there is a problem and you were not able to successfully download any incidents you will be notified via a similar message dialog denoting any errors. See section 3.2-1a above for trouble shooting tips.



- Upon a successful pull of Incidents from the Server, the Inbox will display the incidents assigned to your iPad.



5.1-2 Incident Information

The DamageWise Field Estimate Tool Inbox gives a brief overview of the Information regarding each assigned incident, this includes...

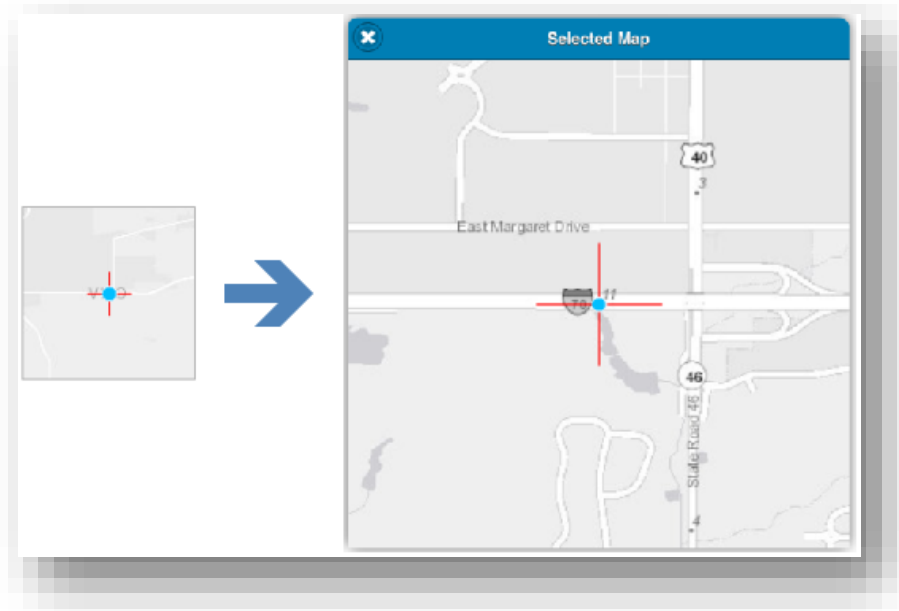
- Local ID
- Accident Date
- Investigation Date
- Nearest Intersection
- Subdistrict/Unit
- County/Route
- Reference Post.



5.1-3 Viewing Location Map

While in the DamageWise Field Estimate Tool Inbox, you may view a larger (zoomed) version of the location map. This will allow the user a better understanding of the general area in which the incident occurs.

To view a larger scaled location map, simply select the Location Map in the Incident Listing.



Close the larger view of the map by selecting the "X" in the upper left corner of the window.

5.1-4 Show/Hide Sort Icons

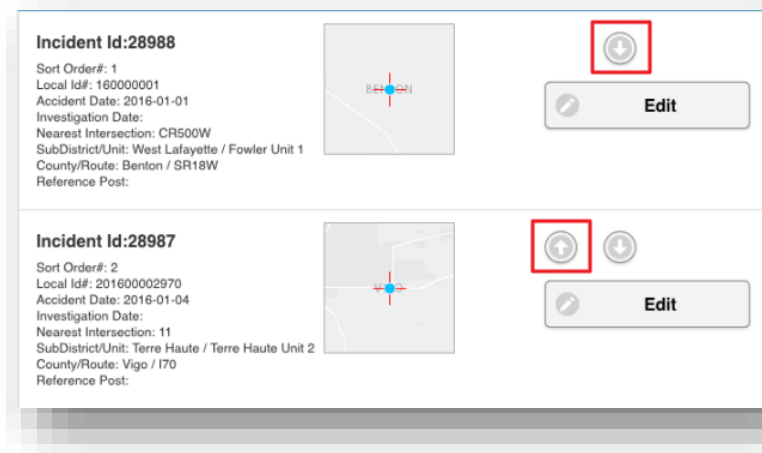
With the 2.07 release of the DamageWise iPad app, Inbox sorting functionality has been added. By default, incidents are sorted by route. These tools allow for the manual re-ordering of incidents in an order that better suits your need. Be advised that a user defined sort will be lost when new incidents are downloaded.

To work with the sorting tools:

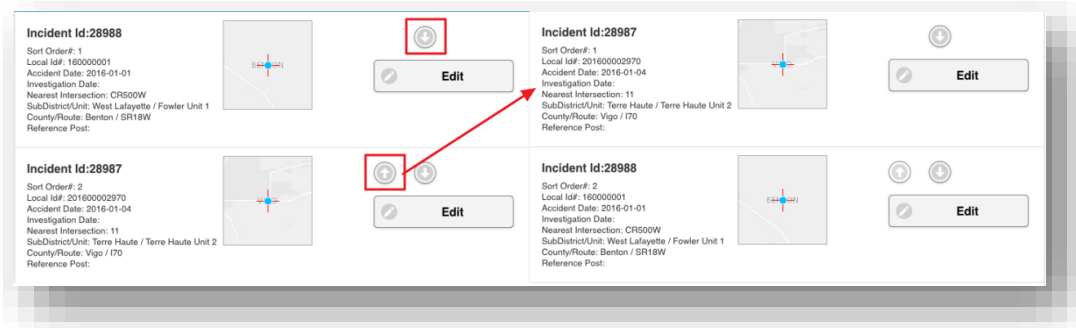
1. Select the Show/Hide Sort Icons.



2. This will enable Arrows above the Edit button for each incident.



3. Depending on location of the incident in the list, you will be presented an up or down arrow. Tap on these to change the order of the incidents.



4. Tap the Show/Hide Sort Icons button again to complete the sort operation.

5.1-5 Editing an Assigned Incident.

By selecting **Edit** in the Incident Listing you will open the *Damage To State Property Assessment Form*.

The image shows a mobile application interface. At the top left, there is a card for an incident with the following details: Incident Id: 42581, NO MAP, and an 'Edit' button. Below this card, a red arrow points to the 'Edit' button. The main part of the image is a screenshot of the 'Damage To State Property Assessment Form' on an iPad. The form is titled 'Damage To State Property Assessment Form - Page: 1 of 4' and contains several required fields. The fields are: Investigated Date (Sep 27, 2017), Investigated By (Enter investigated by), District (Crawfordsville), Sub District (empty), County (Elkhart), Route Type (State Road), Route (SR13), Direction of Travel (empty), Ramp Number (Enter ramp number), Nearest City / Town (Middlebury (Elkhart County)), and Nearest Intersection (CR8). The form is displayed on an iPad screen with a blue header bar containing 'Home', 'Damage Wise Test 3.2.0', and 'Inbox' buttons. The status bar at the top shows 'iPad', '8:17 AM', and '71%' battery.

Incident Id: 42581
Sort Order#: 1
Local Id#: 17MPD00022
Accident Date: 2017-01-25
Investigation Date:
Nearest Intersection: CR8
SubDistrict/Unit: /
County/Route: Elkhart / SR13
Reference Post: Image Not Available

NO MAP

Edit

Home Damage Wise Test 3.2.0 Inbox

Incident Id: 42581 Local Id: 17MPD00022 MRN: 902862728

Damage To State Property Assessment Form - Page: 1 of 4

* Required fields

*Investigated Date
Sep 27, 2017

*Investigated By
Enter investigated by

*District
Crawfordsville

*Sub District

*County
Elkhart

*Route Type
State Road

*Route
SR13

Direction of Travel

Ramp Number
Enter ramp number

*Nearest City / Town
Middlebury (Elkhart County)

Nearest Intersection
CR8

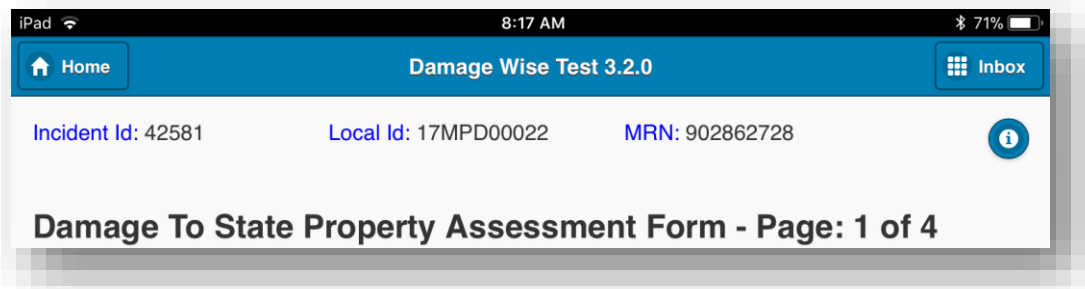
5.2 Damage to State Property Assessment Form

The Damage to State Property Assessment form is an interactive form that allows the user to input any and all important information regarding Damaged State Property on their assigned iPad and then submit that information for review and then billing from any available wireless internet connection.


5.2-1 Common Items

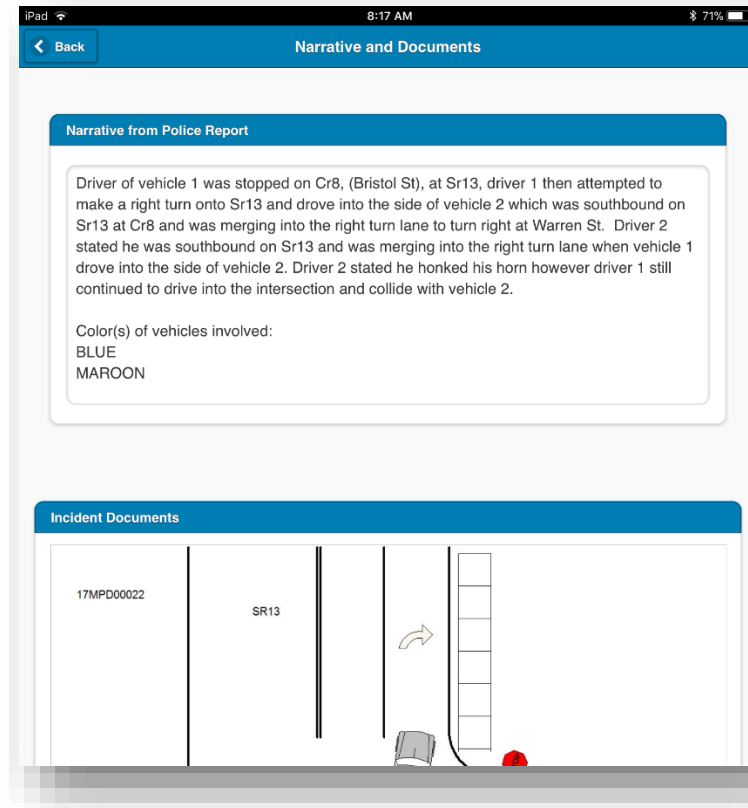
The Damage to State Property Assessment Form has 4 Individual pages consisting of different fields to input data regarding the assigned Incident. Although these 4 pages contain differing data fields, they each do have common items among them.

The top portion of each window contains the following...



- **Home:** Located In the upper left corner of the form, when selected the **Home** button will take you to the home page of the DamageWise Field Estimate Tool.
- **Inbox:** Located in the upper right corner of the form, when selected the **Inbox** button will take you to the DamageWise Field Estimate Tool **Inbox**.
- **Incident Id:** Located just below the home key. The **Incident Id** is displayed on each of the 4 pages of the form.
- **Local Id:** Located in the upper middle portion of the form, the **Local Id** is listed on each of the 4 pages.
- **MRN:** Located in the upper right corner of the form, the **MRN** displays the ARIES Master Record Number of the Incident.

- **Narrative:** Located in the upper right corner and illustrated as an information button (), the **Narrative From Police Report** and the **Incident Documents** (Police report Diagram) from the ARIES Police Report will be displayed. To Close the Narrative, Select the “**Back**” in the upper right corner of the window.



- **Page Number:** Below the MRN and Narrative, the page number is listed a Page No. of 4.

Some Items are common within the form itself.

- **Required Fields:** As noted right below the page number, any field which is denoted with an “*” preceding the field name is required. You will not be able to save or submit the form without this information.
- **Select Dialogs:** Any field which is denoted with its field name colored blue will activate a dialog window when selected. This dialog window is to be used to input data into the respective field.
- **Yes/No Sliders:** Any field that requires a Yes or No response has a **Yes/No** slider. Simply select the slider to switch between responses

- **Page Numbers:** Located at the bottom of each page of the form, you can navigate between pages by selecting page numbers individually or you can step through each page by selecting the button labeled “Next”.

5.2-2 Items of Interest / Unique Data fields

As stated earlier in this document, each of the 4 pages has some data fields that are unique. This section covers those unique items and how they function.

5.2-2a Page 2 - *Crash Tag



It is very important that we (INDOT) denote whether a pink Crash Tag is present at the location of an assessment. INDOT uses this data to report back to the appropriate law enforcement agencies as to whether they and their staff members are participating in the Damage to State Property initiative.

*Crash Tag
Unknown

The initial status of the **Crash Tag* field is blank. If it is something other than blank, one of the District Administrators has changed the field before it was assigned. To change the status of the **Crash Tag* field...

1. Tap on the *Crash Tag* data field, this will activate the **Select Crash Tag Value** pick list.

Verizon LTE 11:22 AM 81%

< Back Select Crash Tag Value

No
Not Applicable
Unknown
Yes

2. Tap on the entry in the pick list that is most appropriate.

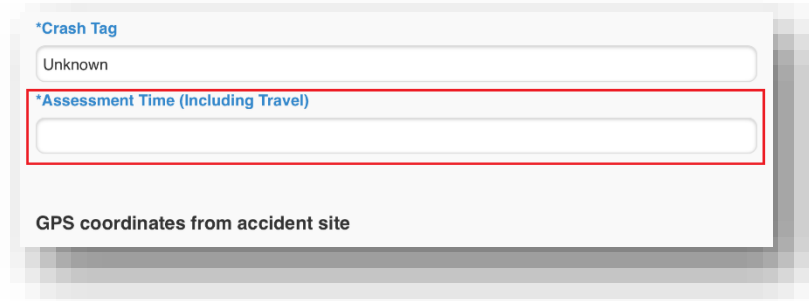
*Crash Tag
Yes

3. This populates the **Crash Tag* data field.

5.2-2b Assessment Time

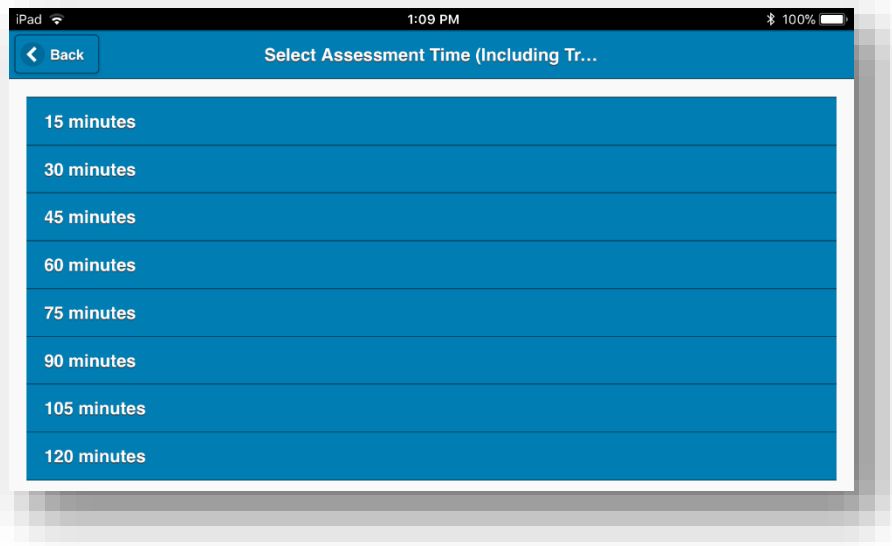
New to DamageWise 3.2 is the inclusion of the Assessment Time field. This field is provided for you to enter the amount of time you spend on your assessment, including travel to and from the location. This field can be located toward the bottom of Page 2, between the Crash Tag and GPS Coordinates.

1. Locate and Tap on the Assessment Time field.



A screenshot of a mobile application interface. At the top, there is a blue header with the text '*Crash Tag'. Below this is a white input field containing the text 'Unknown'. Below that is another blue header with the text '*Assessment Time (Including Travel)'. This header is followed by a white input field, which is highlighted with a red rectangular border. Below the input field is the text 'GPS coordinates from accident site'.

2. Tap on the entry for the time you spent on the assessment, including travel to and from the incident location. When entering your time, always round up to the next 15 minute interval.



A screenshot of a mobile application interface showing a list of time intervals. The screen has a blue header with a back arrow and the text 'Select Assessment Time (Including Tr...'. The list contains the following items: 15 minutes, 30 minutes, 45 minutes, 60 minutes, 75 minutes, 90 minutes, 105 minutes, and 120 minutes. Each item is a blue rectangular button with white text.

5.2-2c Capture GPS Coordinates:

In order to collect accurate location data, the ability to Capture GPS Coordinates has been added to the DamageWise Field Estimate Tool. To perform this operation simply select the **Capture GPS Coordinates** button on pages 2. The Latitude and Longitude will then be populated.

GPS coordinates from accident site

Capture GPS Coordinates

Latitude: 39.430598928 Longitude: -87.336828743

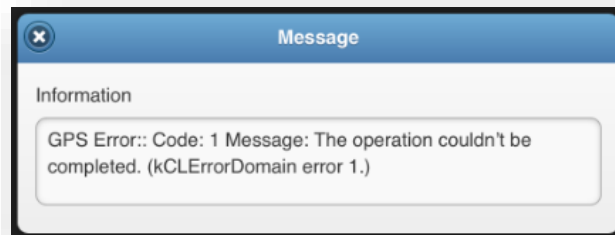
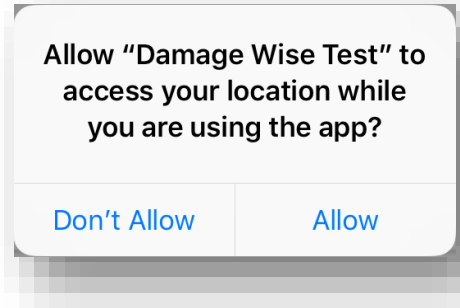


The **Capture GPS Coordinates** tool will work whether your iPad has a Wi-Fi connection or not!

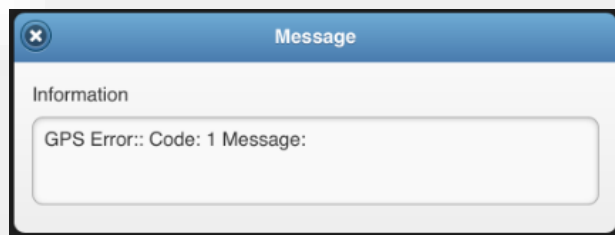


Upon first use of the DamageWise Field Estimate Tools **Capture GPS Coordinates** utility, you should be prompted with a dialog telling you that “*DamageWise Would Like To Use Your Current Location.*” In order to get the GPS Coordinates, you will need to select OK when prompted with this dialog.

If, for some reason “*Don’t Allow*” is selected, the user will receive an error message similar to the one shown below.



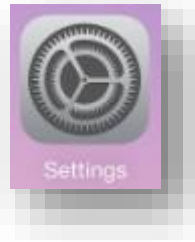
And any subsequent attempts at *Capturing GPS Coordinates* will result in this error message.



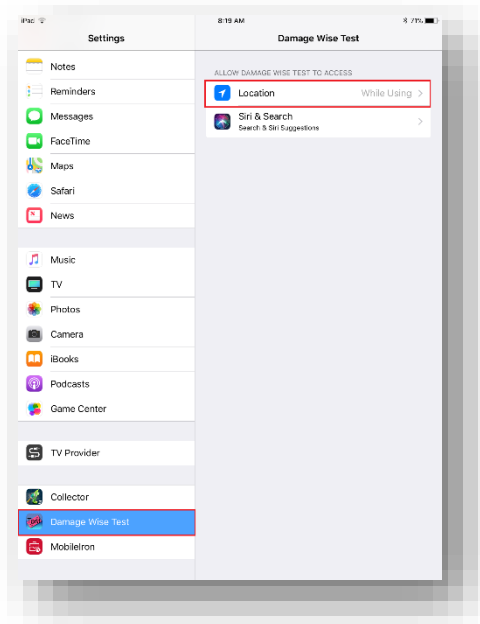
5.2.2.c.1. Enabling Location Services.

In the event that “Don’t Allow” was selected as described above, the user can reset this option.

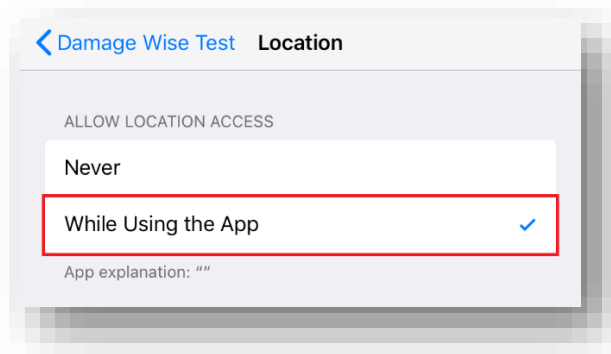
1. Go to the iPad home screen and select **Settings**



2. At the iPad Settings scroll down to the application entries on the left panel. DamageWise will be listed as shown. Select it, and you'll notice a location entry on the right panel.



3. Tap the Location entry and on the following panel, select the While Using the App setting.



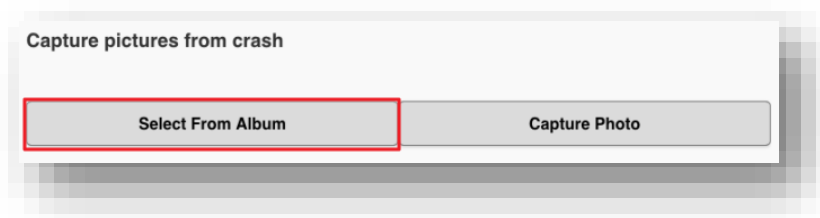
5.2-2d Page 3 – Capture Pictures from crash

There have been two options provided for capturing photographs of damaged state property, both of which can be used either individually or in conjunction with each other on an incident.

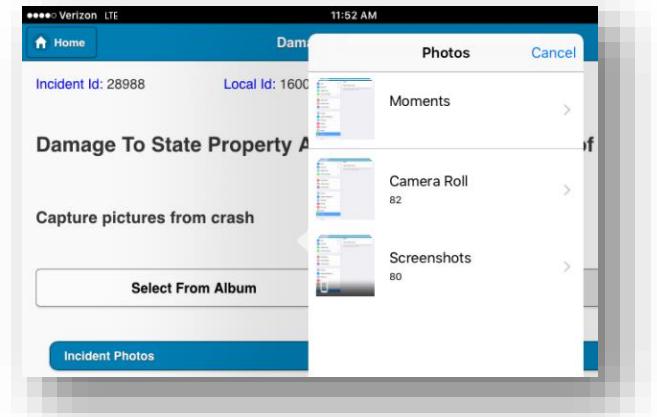
Select From Album

You may add photographs that are previously stored on your iPad to an incident.

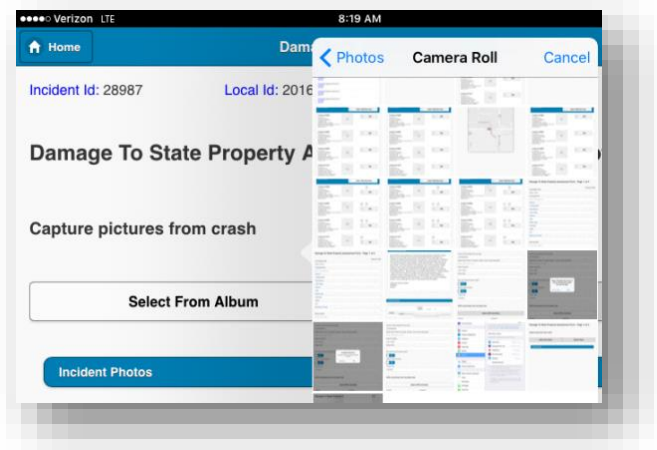
1. Select the **Select From Album** button on page 3 of the Assessment form.



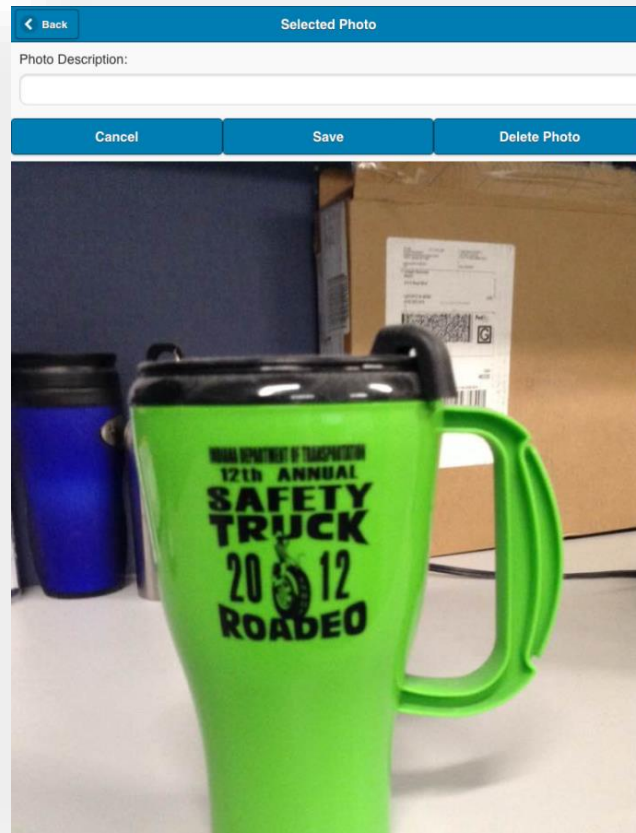
2. Select the album in which the needed photographs exist.



3. Select the needed photograph (Note: At the time of writing this manual, you can only select one photograph at a time, therefore you will have to repeat this process for each needed photograph.)

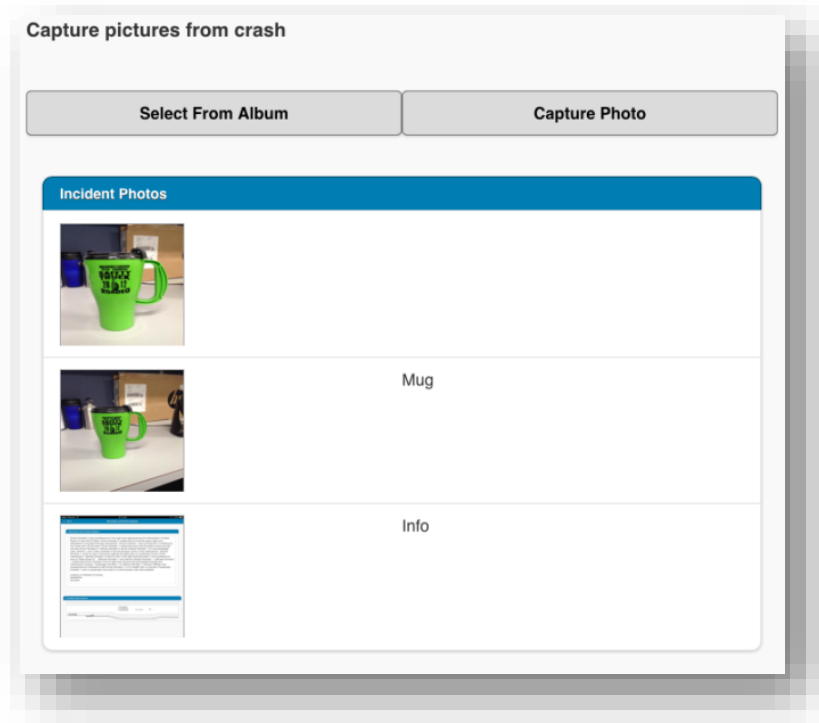


4. Upon selecting a photo from the Album, the user will be given the opportunity to place a description of the photo, cancel and select a different photo from the album, save the photo to the assessment or delete the photo from the assessment form.



- **Adding a Description:** To add a photo description, Tap in the dialog space above the photograph labeled *Photo Description:* to activate the on screen keypad. Key in the description and then either tap on the screen to deactivate the keypad or perform one of the following functions.
- **Cancel:** Tapping the *Cancel* button at any time, discards any edits made and returns the user to the *Capture pictures from crash* page of the assessment form.
- **Save:** Tapping on the *Save* button at any time, saves any edits made and returns the user to the *Capture pictures from crash* page of the assessment form.
- **Delete Photo:** Tapping the *Delete Photo* at any time, removes the selected photograph from the assessment form and returns the user to the *Capture pictures from crash* page of the assessment form. (**Note:** Tapping the *Delete Photo* button **does not** remove the photograph from the iPad photo album.)
- **Back:** Tapping the *Back* button (upper left portion of the screen) works the same as the *Cancel* button described above.

- The selected photographs are displayed on Page 3 under *Incident Photo's*.



The screenshot shows a web interface titled "Capture pictures from crash". At the top, there are two buttons: "Select From Album" and "Capture Photo". Below these buttons is a section titled "Incident Photos" with a blue header. This section contains three rows of incident photos. The first row shows a green mug with the text "MUG" to its right. The second row shows the same green mug with the text "Mug" to its right. The third row shows a document with the text "Info" to its right.

Capture Photo

You may also use the **Capture Photo** option to take photographs while you are assessing damaged state property.



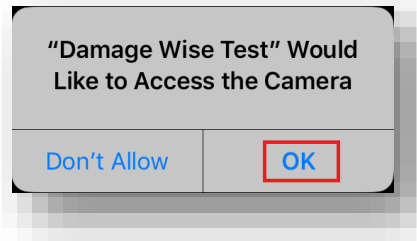
YOU MUST INCLUDE AT LEAST ONE PHOTO PER ESTIMATE, EVEN IF THERE IS NO DAMAGE!

- Select the **Capture Photo** button on page 3 of the Assessment form.



This is a close-up screenshot of the "Capture pictures from crash" interface. It shows two buttons: "Select From Album" and "Capture Photo". The "Capture Photo" button is highlighted with a red rectangular border.

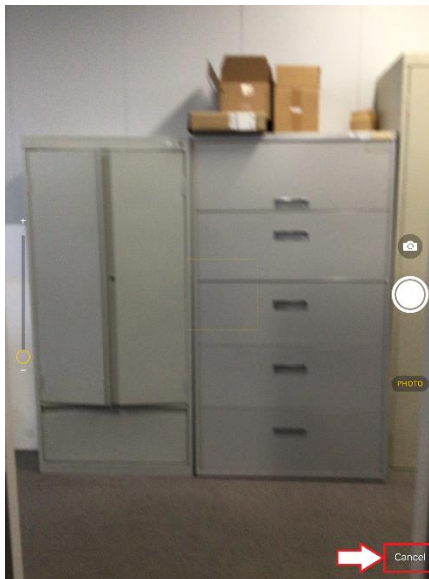
- The first time you attempt to use the Camera with DamageWise, you will be prompted to allow the app to access it. When prompted with the below, select OK.



- This activates the iPad camera. You will take a picture with this application just as you would if you were taking a picture outside of the DamageWise application, by pressing on the circular shutter button on the right side of the screen.



- If you decide that you do not want to take a picture, you can exit the camera by selecting the "Cancel" button, located below the shutter button.



5. Once the photograph has been snapped, you can either save the photograph by selecting the “Use” button on the lower right corner of the screen or you can retake the photograph by selecting the “Retake” button on the lower left portion of the screen.



6. After selection of *Use Photo* above, the user will be taken to a photo editing screen identical to the one described previously.

5.2-2e Page 4 – Incident Estimate

The Incident Estimate page is set up in such a way that when you pick an *Item Category* (Example: Attenuators), an *Item* (Example: Cartridge Attenuator: Nose), and then a quantity All of the components of that item are listed as an estimate breakdown. New in the 3.0 release is the ability to select available repair contracts for your estimates. You, the assessor, will then be asked if you disagree with the estimate breakdown. It is your responsibility to go over the estimate breakdown and make sure that there are no errors.

1. Select **Add new Estimate Item** from the upper right portion of page 4

The screenshot shows the 'Incident Estimate' page. At the top, it displays 'Incident Id: 42581', 'Local Id: 17MPD00022', and 'MRN: 902862728'. Below this, the title is 'Damage To State Property Assessment Form - Page: 4 of 4'. Under the heading 'Incident Estimate', there is a blue button labeled 'Add new Estimate Item' which is highlighted with a red rectangular box. Below the button is a blue bar labeled 'Estimate Items'.

2. Select **Item Category**

The screenshot shows the 'Enter Estimate Item' form. The 'Item Category' field is highlighted with a red rectangular box. Other fields include 'In House Or Contract', 'Item', 'Quantity', and 'Unit'. At the bottom, there are 'Cancel' and 'Save' buttons.

3. Select an Estimate Item Category from the list.

The screenshot shows two parts of the interface. On the left, a 'Select Estimate' screen displays a list of categories: 'Attenuators', 'Guardrail / End Treatment', 'Highway Lighting', 'Miscellaneous', and 'Signs'. A blue arrow points from this list to the right, where the 'Enter Estimate Item' form is shown. In the form, the 'Item Category' field is populated with 'Guardrail / End Treatment'.

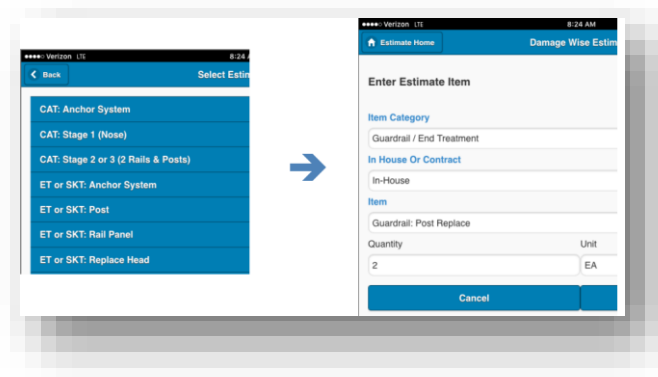
4. Select In House Or Contract

The screenshot shows a mobile application interface for 'Damage Wise Estimate'. At the top, there is a blue header with 'Estimate Home' and 'Damage Wise Estimate'. Below the header, the form is titled 'Enter Estimate Item'. It contains several input fields: 'Item Category' with the value 'Guardrail / End Treatment', 'In House Or Contract' (highlighted with a red box), 'Item', 'Quantity', and 'Unit'. At the bottom, there are two blue buttons: 'Cancel' and 'Save'.

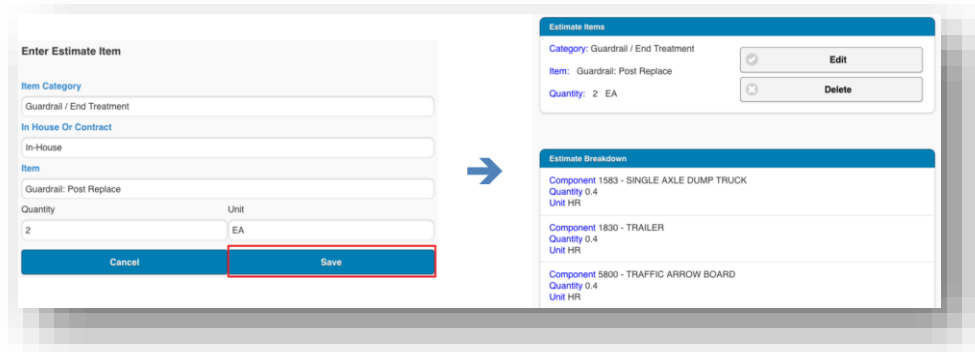
5. Select if the items are to be repaired by INDOT (In-House) or by one of the contracts available.

The screenshot shows a mobile application interface for 'Damage Wise Estimate'. On the left, there is a separate window titled 'Select Estimate' with a 'Back' button and two options: 'In-House' and 'M-32690-A'. A blue arrow points from this window to the main 'Enter Estimate Item' form. The main form has a blue header with 'Estimate Home' and 'Damage Wise Estimate'. It contains several input fields: 'Item Category' with the value 'Guardrail / End Treatment', 'In House Or Contract' with the value 'In-House', 'Item', 'Quantity', and 'Unit'. At the bottom, there are two blue buttons: 'Cancel' and 'Save'.

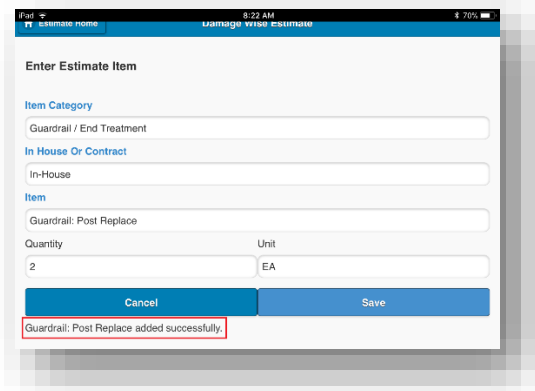
6. Select an Estimate Item from the list and then add a Quantity in the appropriate data field.



7. Select **Save** when satisfied with the result. Note that for Contract repairs, no breakdown will be provided.



New to the DamageWise 3.2, adding estimate items no longer requires backing out to page 4 and adding new items. Now upon adding an item, you will receive a notification that the items have been added, and the add item screen will remain with the last entered values that can be edited or replaced. When all estimate items have been added and saved, select Estimate Home in the upper left corner, or Cancel to return to Page 4. Verify that all items you added have been added to the estimate.



8. Review your estimate and answer the questions at the bottom of the page using the YES / NO sliders as appropriate. Note that if you answer “YES” to either of the questions, you will need to comment in the comments dialog.

Do corrections need to be made to the estimate?

No

Additional Damages (Did you find damages that were not listed as options among "Incident Estimate Items"?)

No

Comments (please "comment" if either of the above questions are answered "Yes", or if no damage was found)

Enter additional information comments

9. Select **Save and Validate Data**

Save and Validate Data

The **Save and Validate Data** tool will do a quick validation of the entered data. If you missed any of the required fields, the utility will display a dialog box indicating which items need to be corrected. The dialog box will display a line item for each page of the estimate with the errors on each page listed below the page number. In the 3.0 release selecting the errors will take you to the relevant page of the incident.

In the illustration below the following errors are indicated.

- **Page 1**
 - “Investigated by” value is missing
 - “City Value” is missing
- **Page 3**
 - YOU MUST INCLUDE AT LEAST ONE PHOTO PER ESTIMATE, EVEN IF THERE IS NO DAMAGE!

Message

Information

Validation Summary:

Page 1 Errors

- * Investigated by value is missing.
- * City value is missing.

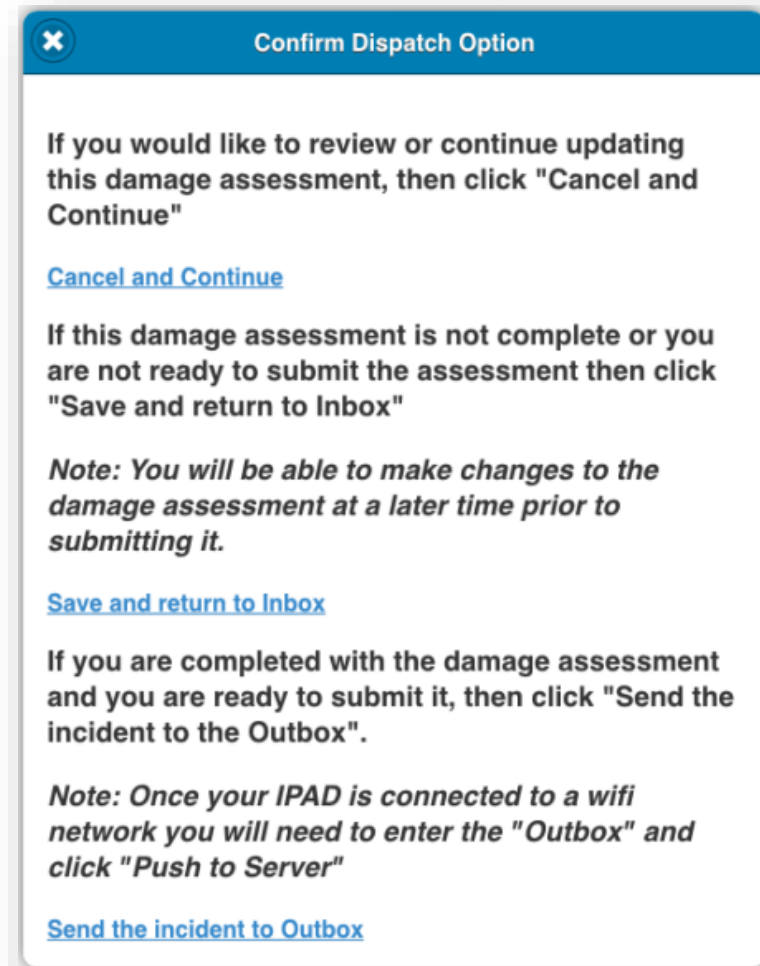
Page 3 Errors

- * Include at least one photo from accident site.

When your estimate has zero errors, the *Confirm Dispatch Option* dialog will be displayed.

5.2-3 Confirm Dispatch Options

The *Confirm Dispatch Option* dialog gives the assessor 3 separate options of how they wish to continue with the current damaged state property estimate.



5.2-3a *Cancel and Continue*

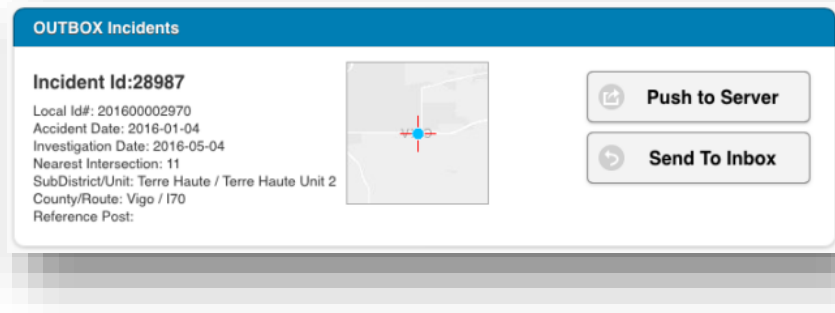
Cancel and Continue returns the user to the damaged state property estimate so that they may continue with their assessment.

5.2-3b *Save and return to Inbox*

By selecting **Save and return to Inbox** the damaged state property estimate is saved and re-displayed in the inbox. The assessor can then continue making changes to the assessment at a later time using the same workflow as described prior.

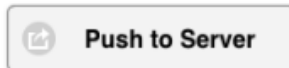
5.2-3c Send the Incident to the Outbox

Selecting **Send the Incident to Outbox** puts the incident in the Outbox and takes the user to the Outbox window. When the Incident is in the Outbox, the user is presented with two options.



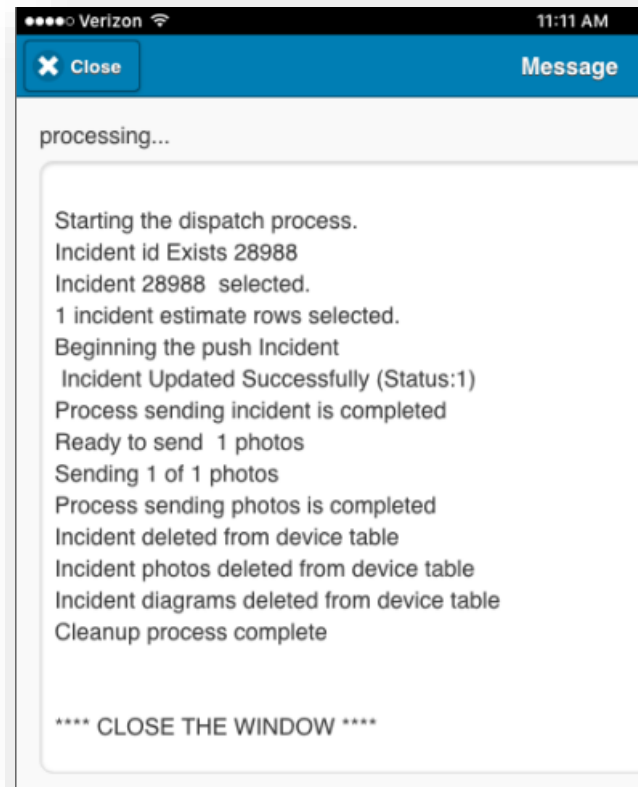
- **Push To Server** sends the Incident to the DamageWise server. This allows the District Administrator and/or INDOTs Accounting department to review the estimated damage to state property
- **Send to Inbox** returns the estimate to the Inbox which allows the user to edit the damage estimate.

1. Select **Push To Server**.



This sends the incident to the DamageWise server, thus allowing the District Administrator and/or the INDOTs Accounting department access to the damaged state property estimate.

2. A dialog box will be displayed that indicates whether the incident was successfully sent to the server or not. Press the **Close** button in the upper left corner to close the dialog box.



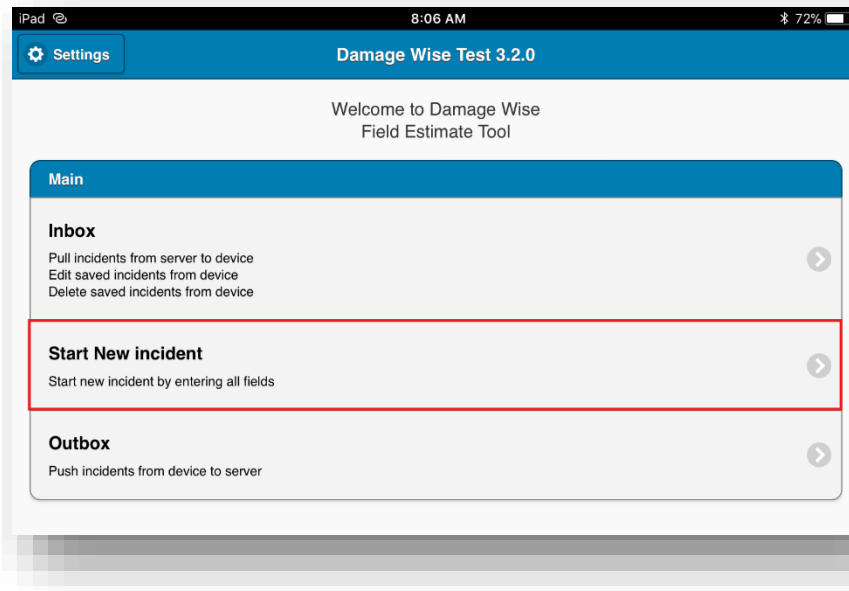
If an error or errors are indicated in this dialog box, first try using the **Pull Incidents from Server** button in the *Inbox* before submitting a help desk ticket.

6. Start New Incident

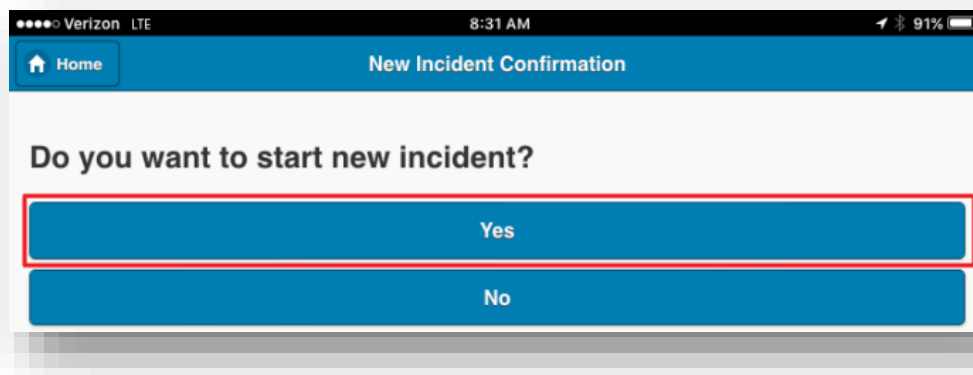
Unlike previous versions of the Damage Wise Field Estimate Tool, the field assessor can now do an electronic assessment of damaged state property in which they do not have a previously dispatched incident.

6.1 Creating a new Incident

1. From the DamageWise Field Estimate Tool home page, select **Start New Incident**.



2. Select **Yes** when prompted with the *Do you want to start a new incident?* Dialog.



3. Complete the new Incident as you would complete a dispatched incident.

Notice that with the exception of the **Investigation Date* field, all data fields are blank. The field assessor will be responsible for populating any required fields. If this has not been done, when the Validation step is taken, any errors will be displayed.

Verizon LTE 8:32 AM 91%

Home Damage Wise Test 3.00 Inbox

Incident Id: 0 Local Id: MRN:

Damage To State Property Assessment Form - Page: 1 of 4

* Required fields

*Investigated Date
May 4, 2016

*Investigated By
Enter investigated by

*District

*Sub District

*County

*Route Type

*Route
Enter route

Direction of Travel

Ramp Number
Enter ramp number

*Nearest City / Town
Enter city/town

Nearest Intersection
Enter nearest intersection

4. Complete and submit the damaged state property estimate as described previously.

6.2 Managing a new incident from the Inbox

If, after a new incident is created, that incident is sent to the Inbox for future reference, that Incident has an additional option available. When stored in the Inbox, new incidents may be *Edited* or *Deleted*. If you have started a new incident and you decide that for whatever reason, it isn't needed, you may delete it by simply selecting the **Delete** button.

Note that the newly created incident is indicated by no Incident Id Number.

INBOX Incidents

Show / Hide Sort Icons

Incident Id:0 (New) **NO MAP**


Sort Order#: 1
Local Id#:
Accident Date:
Investigation Date: 2016-05-04
Nearest Intersection:
SubDistrict/Unit: Terre Haute /
County/Route: Vigo / I70
Reference Post:

Edit

Delete

Incident Id:28988

Sort Order#: 2
Local Id#: 160000001
Accident Date: 2016-01-01
Investigation Date:
Nearest Intersection: CR500W
SubDistrict/Unit: West Lafayette / Fowler Unit 1
County/Route: Benton / SR18W
Reference Post:



Edit

7. DamageWise Field Estimate Tool Software Updates

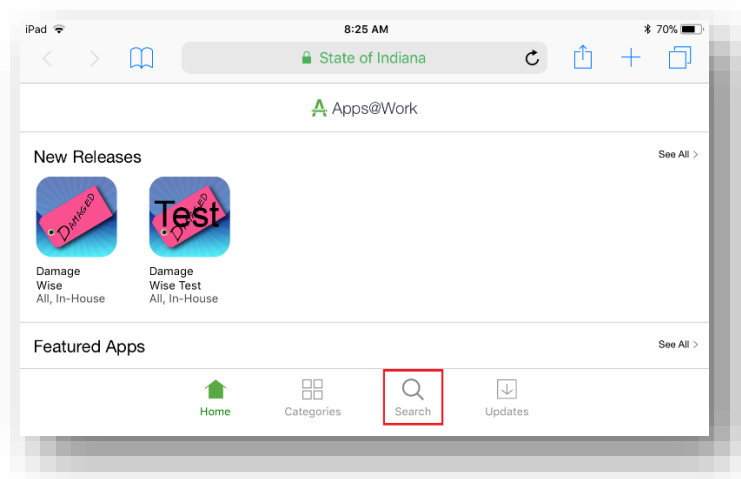
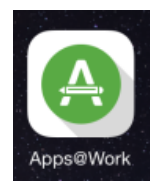
From time to time INDOT's MIS iPad Support group will notify you of pending updates to the DamageWise Field Estimate Tool. These are normally scheduled bi-yearly updates; however, from time to time INDOT will need to make changes to the DamageWise Field Estimate Tool to accommodate for an update to the Apple iOS or other applications.

In order to ensure that the latest DamageWise iPad updates are installed on each device, MIS will normally have the old version automatically removed from your device. By doing so, the most recent version will have to be downloaded and installed on your device.

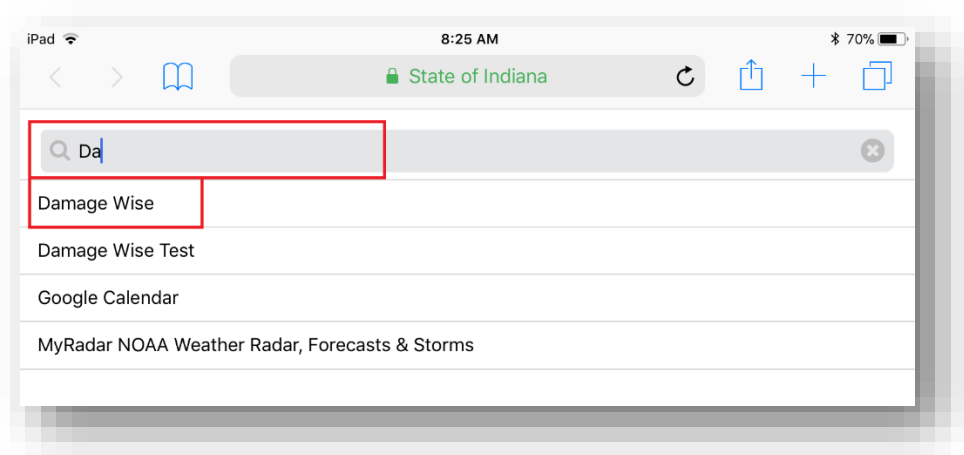
Whether the update is a point update where the new version is loaded on top of the older version or it is a complete version upgrade, the actual update process will be very similar to what is shown below.

Note: Before upgrading your DamageWise Field Estimate Tool to the new version *you must make sure that you have completed all pending assessments.*

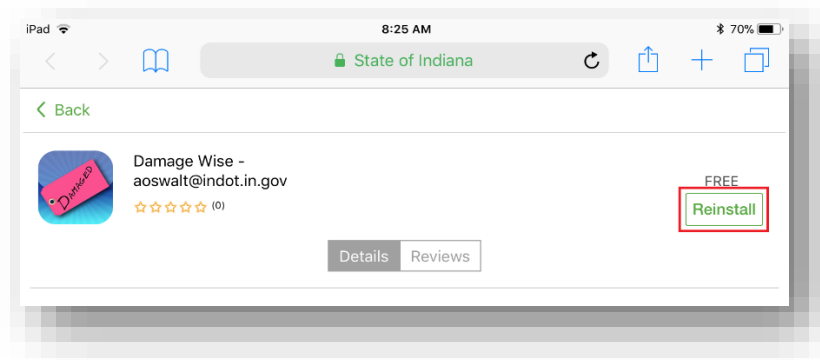
1. As discussed in a previous document, when an update to the DamageWise Field Estimate Tool is pushed out to the iPads, the DamageWise icon may disappear from your device. When this happens, select the **Apps@Work** icon.
2. In the *Apps@Work* application, select the **search button** from the lower portion of the page. (If DamageWise is shown in the New Releases or Featured Apps sections shown, it can be selected from there as well)



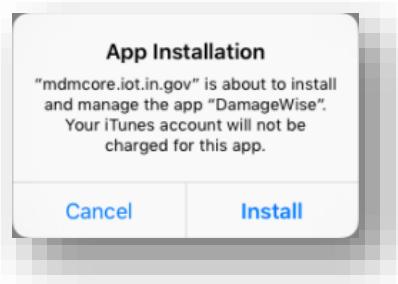
3. Start typing DamageWise into the search field, it will auto populate matches with as few as a 2 letters. Select DamageWise when it appears.



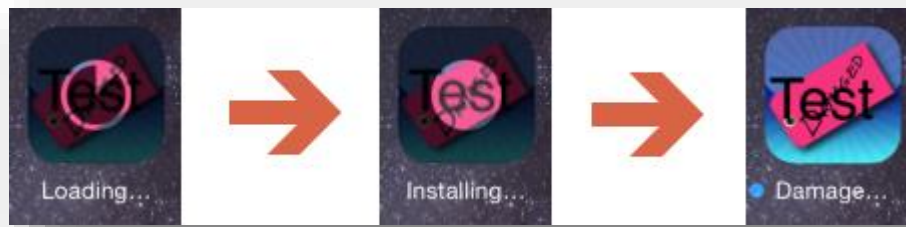
4. Select the button in the location shown. Depending on your installation, it could say Reinstall, Request, or Update.



5. When prompted, select **install**, or **Update** from the Apps Installation dialog.



6. The DamageWise Icon will appear on your screen. You will be able to watch the progress as the application is being installed.



7. If, the installation times out, you will need to select **Retry** on the “Unable to Download Application” pop-up dialog.



After successfully updating/re-installing, before using the DamageWise Field Estimate Tool, you will need to go through the process of setting up the environment.

1. Appendices

1.1 DamageWise iPad App Change Log

1.1-1 DamageWise 4.2/iPad App v2.06 (Released 5/15/2015)

- Will your device be connected to... question and yes/no button removed
- Police diagram added to narrative when available.

1.1-2 DamageWise 4.3/iPad App v2.07 (Released 7/24/2015)

- Added Sort/Hide functionality to Inbox

1.1-3 DamageWise 4.3/iPad App v2.08 (Released 9/11/2015)

- Compatibility Update for iOS 9.0
- Updates to various dialog, change from X button to **Close** button.

1.1-4 DamageWise 5.0/iPad App v3.0 (Released 5/27/16)

- Narrative is now identified by the information button on Page 1 of the incident.
- No Document Found on the narrative is no longer displayed, the area is left blank with no images below the Incident Documents header.
- Delete button on photos has been moved up to the top next to the Cancel/Save commands.
- For entering estimates, Highway Lighting has been added as an Item Category
- For entering estimates, the new In House or Contract Field has been added.
- The Estimate Breakdown layout has changed to have Component, Qty, and Unit on separate lines instead of columns.
- Verbiage on the Estimate agreement has changed to “Do there need to be corrections made to the estimate?”.
- Save and Validate only lists pages that have issues instead of all pages. Tapping on the Page number will take you to the appropriate page to resolve.

1.1-5 DamageWise 5.1/iPad App v3.2 (Released 10/6/17)

- The Crash Tag field on Page 2 is now required, and will have no value, requiring the assessor enter the value.
- New required field for Assessment Time on Page 2.
- When creating an Estimate on Page 4, saving items will not send the user back to the Incident Estimate. Assessors will receive a notification that the item has been added, but will leave them in the Enter Estimate Item screen to select additional items.