



SCDOT Bridge Scour Inspection – Quick Base Reference Guide
2020 - 10 - 06

SCDOT Bridge Scour Inspection - Reference Guide

Overview

The purpose of this inspection is to provide users with a streamline working experience during the field inspection process. The SCDOT Bridge Scour inspection is hosted on QuickBase and will continue to be updated along with this reference guide as needed. The user may complete the survey on IOS, Android, or desktop web applications. The Quick Base app for Android can be downloaded for free on Google Play and other native app download services. On IOS (iPad and iPhone) the Quick Base application can be found on the App Store. A link will be provided to access the survey through desktop browsers. The survey display may be different between the web browser and mobile devices.

Accessing the Inspection

The following instructions are demonstrated on the iPad. Open the Quick Base application and sign in. You will enter the “My Apps” landing page (shown below). Select the SCDOT Bridge Scour Inspection application. You will open to the Scour Dashboard where you will see statistics tracking the progress of the project. In the upper left corner, you will see the menu button (three stacked horizontal lines). Click the menu button to view the tables within the survey, return to the “My Apps” page, or return to the “App Home” dashboard. Select the “Inspection Form” to begin a new survey.

The image displays two screenshots from an iPad. The left screenshot shows the 'My Apps' page with a list of applications. A blue arrow points from the 'SCDOT Bridge Scour Inspection' app icon to the right screenshot. The right screenshot shows the 'Scour Dashboard' with a bar chart titled 'Number of Inspections' and a sidebar menu. A blue callout box with a white border and a blue arrow points to the 'INSPECTION FORM' option in the sidebar menu.

Date Inspected	Number of Inspections
09-01-2020	9
09-05-2020	1
09-10-2020	1
10-02-2020	2
10-05-2020	1
10-09-2020	4

Select the Inspection Form to Get Started



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Creating a New Inspection

Selecting the Inspection Form from the “Scour Dashboard” will bring you to the “Inspection Form Home” where you will see a search bar, a list of completed inspections, and the “Add Inspection” button. Select an inspection to edit it or click the “Add Inspection” button to begin a new survey. Once you have added a new survey you may begin to fill out the form. Select “Related Bridge – Asset ID” to open the search menu where you may find bridges by Asset ID or Structure Number. Once you select the bridge to be inspected the other Related fields will populate with data associated with that bridge. At this time please enter the Asset ID in the “Asset ID” field and **make sure the Asset IDs match correctly** before moving on to fill out the rest of the fields.

The image displays two screenshots of the SCDOT Scour Inspection mobile application interface. The left screenshot shows the "INSPECTION FORM Home" screen, which includes a search bar at the top, a list of completed inspections, and an "Add Inspection" button. The right screenshot shows the "Add Inspection" form, which includes fields for "PROJECT DESCRIPTION", "Related Bridge - Asset ID", "Related Bridge - Structure Number", "Related Bridge - Flood Zone", "Related Bridge - County", "Related Bridge - Road", "Related Bridge - Stream", "Team", "Inspector Name", and "Asset ID".

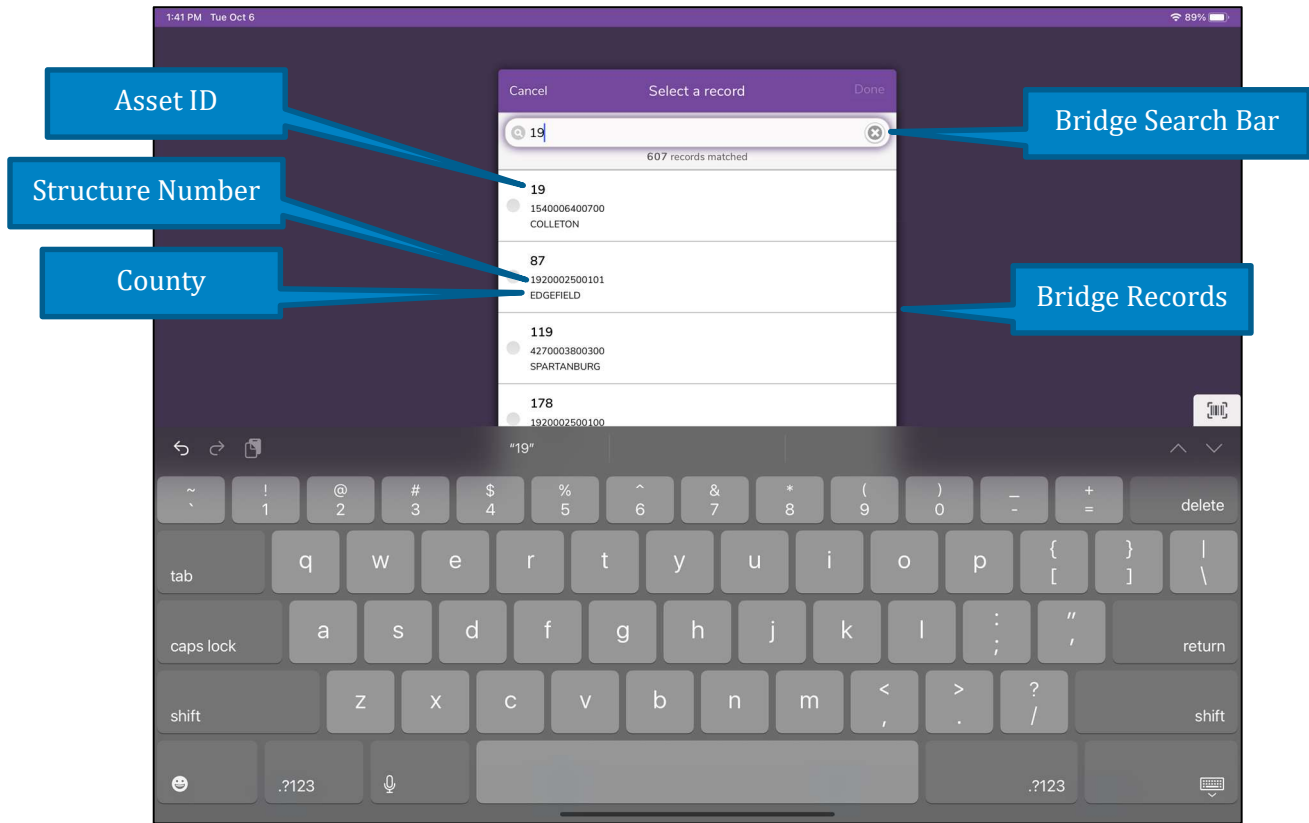
Callout boxes identify the following features:

- Add Inspection
- Email Inspection
- Completed Inspections
- Bridge Search Field
- Add Inspection Form



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Filling Out the Form

Move through each section of the form filling out questions. You are required to enter data in the Date, Asset ID, and your name in the “Inspector Name” fields to submit a survey. Some questions have drop down menus allowing you to select from pre-defined options or to add your own answer if you do not see an appropriate response. Number fields will open the number pad on your device. Text fields will open to the keyboard on your device.

Adding Photos

You will be asked to take and attach pictures of specified bridge qualities. Select “Choose File” (If prompted, allow the application access to your devices photo library and camera) to select and upload images you have already taken, or select “Take Photo or Video” to use your device’s camera to capture a new image. The “Browse” button allows you to select files from your system’s hard drive such as documents and PDFs. You may only upload a single file for each prompt. Once you have uploaded a file, fill out a brief description of the image. Below the description you will see a field ending in “File Name” which matches up with the Asset ID of the bridge, the photo being taken, and the date.



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The screenshot shows the 'REQUIRED PHOTOS' section of the inspection form. It contains several fields for uploading photos and adding comments, such as 'UpStream Left Bank', 'UpStream Left Bank Comment', 'UpStream Left Bank File Name', 'UpStream Right Bank', 'UpStream Right Bank Comment', 'UpStream Right Bank File Name', 'Bridge opening from UpStream side', 'Bridge Profile', and 'Bridge Profile Comment'. Each 'Choose File' button is annotated with a callout: 'Select from Library' points to the first 'Choose File' button, 'Access Camera' points to the second, and 'Browse Device Files' points to the third.

Adding Additional Photos

You may decide that you need to upload multiple photos to properly document a section. If this occurs, you must finish filling out the form and click the “Save” button before you may add additional photos to an inspection. Once you have clicked “Save” you will be directed to review your form. At this time, scroll through the form and make sure the Asset ID you entered in the form matches the bridge’s Asset ID. Scroll to the bottom of the form and click the “Add Photo” button under the “Add Additional Photos” header.

Clicking the “Add Photo” button will open the “Photos” inspection form where all additional photos are stored in table related to your inspection form.

The screenshot shows the 'Photos' form, which is a table of photo uploads. It includes fields for 'Under bridge looking UpStream Comment', 'Under bridge looking UpStream File Name' (with value '4_Under bridge looking UpStream_10-06-2020'), 'Under bridge looking DownStream Comment', 'Under bridge looking DownStream File Name' (with value '4_Under bridge looking DownStream_10-06-2020'), and 'OPTIONAL PHOTOS' section with 'Tape Down Measurements' and 'Tape Down Measurements Comment'. At the bottom, there is an 'Add Additional Photos' section with an 'Add Photo' button. A callout 'Opens Photos Form' points to the 'Add Photo' button. Another callout 'Related Photo Inspection Forms' points to the 'Photos' table header.

Owner	Olson, Kristofer
Created	OCT-06-2020 4:41 PM (EDT)
Last Modified	OCT-06-2020 4:41 PM (EDT) by Olson, Kristofer



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Adding Additional Photos – Photos Form

Once the main survey has been completed and you have clicked the “Add Photo” button at the bottom of the submitted form you may add duplicate photos. Copy the **Asset ID** from the “Related Inspection – Asset ID” and then fill in the rest of the form, adding your picture at the end. The “Duplicate Photo Number Count” field marks the number of iterations of the same subject: multiple pictures of Bank Erosion for example would continue sequentially. If you have multiple pictures to add, click “Save & New” to save the form and automatically open another. When you have added your last photo, click save to review the inspection. You may only add a single additional duplicate file at a time.

The screenshot shows the 'Add Photo' form with the following fields and callouts:

- Bridge's Related Asset ID:** Points to the 'Related Inspection - Asset ID' dropdown menu containing '4 - CDM Smith - KO'.
- Select or Write Appropriate Photo Description:** Points to the 'Photo Description' dropdown menu containing 'Bank Erosion'.
- Duplicate Count of Same Photo Description:** Points to the 'Duplicate Photo Number Count' dropdown menu containing '1'.
- Upload Image File:** Points to the 'Photo' section with a 'Choose File' button and '1 photo' indicator.
- Submit Completed Form:** Points to the 'Save' button.
- Submit Form and Start New Additional Photo Form:** Points to the 'Save & New' button.

Other visible fields include: 'Asset ID *' (4), 'Inspector Name' (KO), 'Date *' (10-07-2020), and 'Photo Name Calc' (4_Bank Erosion_1_10-07-2020). Buttons at the bottom are 'Save', 'Save & New', and 'Cancel'.



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Editing Previously Submitted Forms

When a form has been completed and needs editing, you may select the form in need of editing from the “Inspection Form Home”. Select the inspection by clicking the carrot to the right of the inspection. Once you have opened the inspection click the pencil icon in the upper right side of the screen to begin editing the survey. Click save when you have completed your edits. On the Survey viewer, scroll to the bottom of a survey to edit additional photos “Photo Surveys in the same way.

The image displays two screenshots from the SCDOT Bridge Scour Inspection mobile application. The left screenshot shows the 'INSPECTION FORM Home' screen with a list of 21 inspections. A blue circle highlights a right-pointing arrow next to the first inspection (Asset ID 126). A blue callout box with the text 'Edit Submitted Survey' points to a pencil icon in the top right corner of the right screenshot. The right screenshot shows the 'Inspection 126' form with fields for Project Description and Existing Bridge.

Asset ID	Flood Zone
126	Flood Zone
126	Flood Zone
4	Flood Zone
19	Flood Zone
22	Flood Zone
19	Flood Zone
50	Flood Zone
19	Flood Zone

PROJECT DESCRIPTION

Related Bridge - Asset ID	126
Related Bridge - Structure Number	320027800300
Related Bridge - Flood Zone	A
Related Bridge - County	ALLENDALE
Related Bridge - Road	US 278
Related Bridge - Stream	DUCK CREEK
Team	CDM Smith
Inspector Name	KO
Date	10-07-2020
Please Re-Enter Asset ID Number for Photo Naming Scheme	
Asset ID	126

EXISTING BRIDGE

Length FT	100
Width FT	20
Span Arrangement	
Alignment	



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Submitted Forms

View Submitted Photo Form

Show Related Photo Forms

Form Content (Left Screenshot):

- 126_DownStream Right Bank_10-07-2020
- Bridge opening from DownStream side
- Bridge opening from DownStream side Comment
- Bridge opening from DownStream side File Name: 126_Bridge opening from DownStream side_10-07-2020
- Under bridge looking UpStream
- Under bridge looking UpStream Comment
- Under bridge looking UpStream File Name: 126_Under bridge looking UpStream_10-07-2020
- Under bridge looking DownStream
- Under bridge looking DownStream Comment
- Under bridge looking DownStream File Name: 126_Under bridge looking DownStream_10-07-2020
- OPTIONAL PHOTOS
- Tape Down Measurements
- Tape Down Measurements Comment
- Tape Down Measurements File Name: 126_Tape Down Measurements_10-07-2020
- Add Additional Photos
- Photos
- Owner: Olson, Kristofer
- Created: OCT-07-2020 3:20 PM (EDT)
- Last Modified: OCT-07-2020 3:20 PM (EDT) by Olson, Kristofer

Photo List Content (Right Screenshot):

Photo Description	Duplicate Photo Number	Count
RipRap	1	1



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11:06 AM Thu Oct 8 84% battery

Photo #7

▲ PHOTOS REPORT

Related Inspection - Asset ID	126
Please Enter The Above Asset ID For Photo Name Calculation	
Asset ID	126
Inspector Name	KO
Date	10-07-2020
Photo Description	RipRap
Duplicate Photo Number Count	1
Photo	
Photo Name Calc	126_RipRap_1_10-07-2020

Owner	Olson, Kristofer
Created	OCT-07-2020 3:21 PM (EDT)
Last Modified	OCT-07-2020 3:21 PM (EDT) by Olson, Kristofer

Back My Apps Share More

Callouts: Edit Form, Start New Inspection, Email Form, Delete Form