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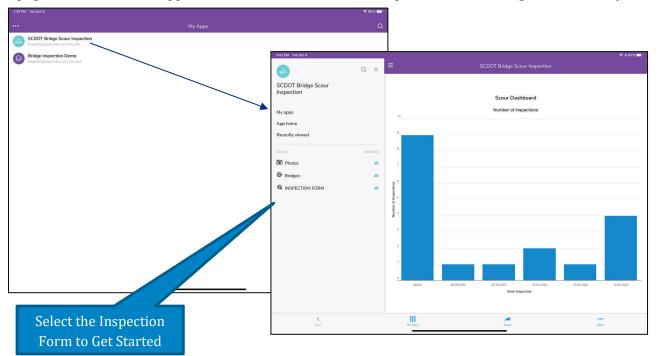
SCDOT Bridge Scour Inspection - Reference Guide

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 he 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.
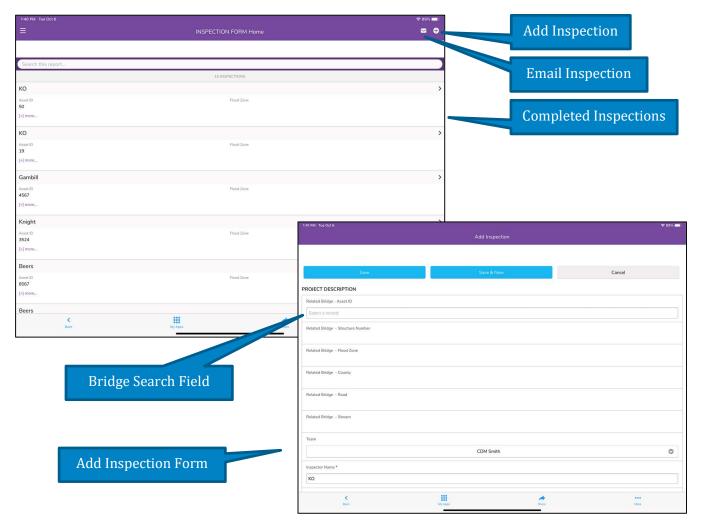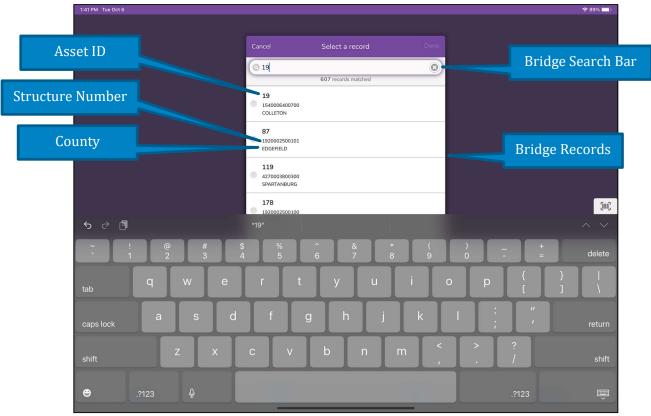

Select the Inspection Form to Get Started

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.

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.

Select from Library

Access Camera

Browse Device Files

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 from and make sure the Asset ID you entered in the form matches the bridge's Asset ID. Scroll to the bottom of the from 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.

Opens Photos Form

Related Photo Inspection Forms

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.

Bridge's Related Asset ID

Select or Write Appropriate Photo Description

Duplicate Count of Same Photo Description

Upload Image File

Submit Completed Form

Submit Form and Start New Additional Photo Form

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.

Edit Submitted Survey

11:06 AM Thu Oct 8

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

Add Photo

Photos   1   >

Owner	Olson, Kristofer
Created	OCT-07-2020 3:20 PM (EDT)
Last Modified	OCT-07-2020 3:20 PM (EDT) by Olson, Kristofer

Back   My Apps   Share   More

Submitted Forms

11:06 AM Thu Oct 8   84%
≡   Related Inspection2 is '22'

Search this report...

1 PHOTO
                                                                    >

Photo Description   Duplicate Photo
RipRap   Number Count
                                       1
[+] more...

View Submitted Photo Form

Back   My Apps   Share   More

Show Related Photo Forms

11:06 AM   Thu Oct 8

☰   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

Edit Form

Start New Inspection

Delete Form

Email Form