



**StEER**  
**STRUCTURAL**  
 EXTREME EVENTS  
 RECONNAISSANCE

# Manual Entry in Fulcrum

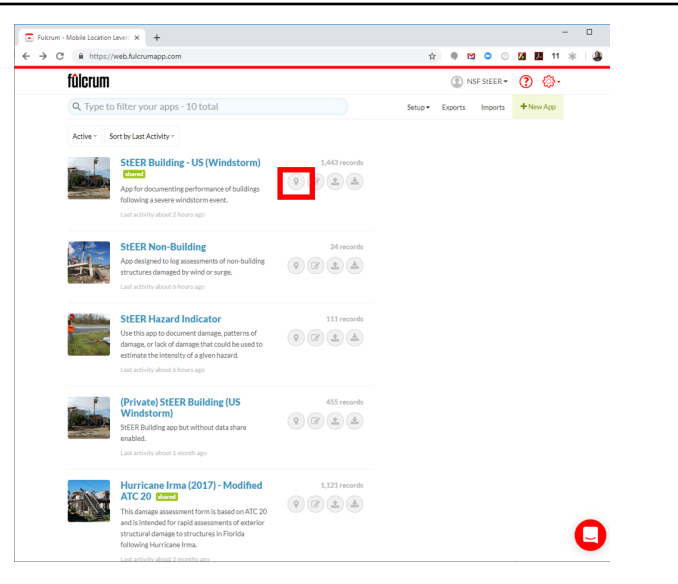
## Quick Reference Sheet

### Version 1.0

### Released August 23, 2019

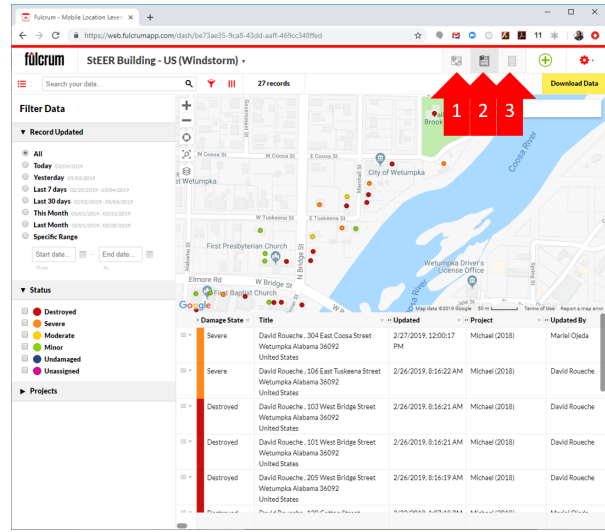
### INSTRUCTIONS FOR MANUALLY ADDING A DATA ENTRY TO FULCRUM FROM THE BROWSER INTERFACE

After logging in, locate the StEER data set you wish to work with. Then click on the Records icon to the right of that data set. For some users, you may have only one option.

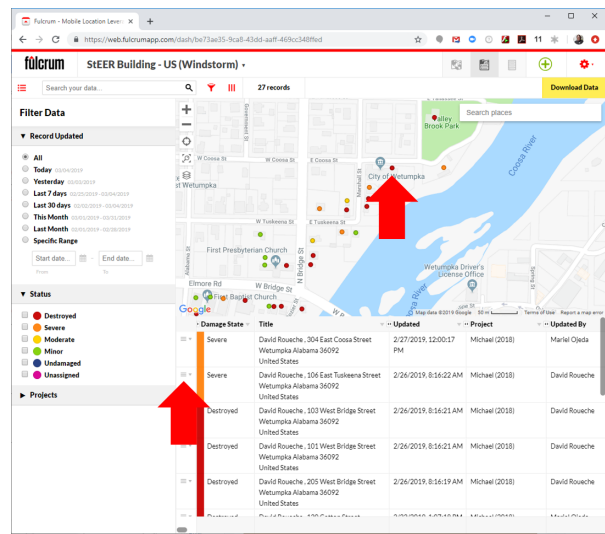


**StEER**  
**STRUCTURAL**  
 EXTREME EVENTS  
 RECONNAISSANCE

This will display the records available in the dataset, generally defined by the area in your map view. As you zoom out, more entries will appear. The options at the top of bar on the screen allow you to look at the (1) Map View, (2) a split screen with the Map and list view (default), and (3) the entirely list view.

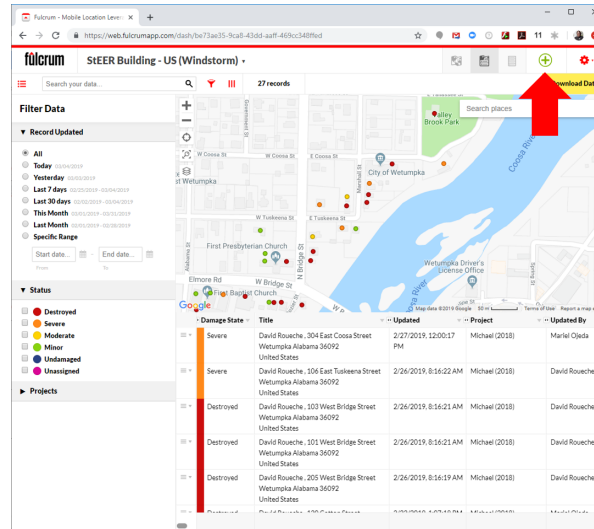


Clicking on a point on the map or accessing the drop down menu to the left of any entry in the table enables you to view that entry.

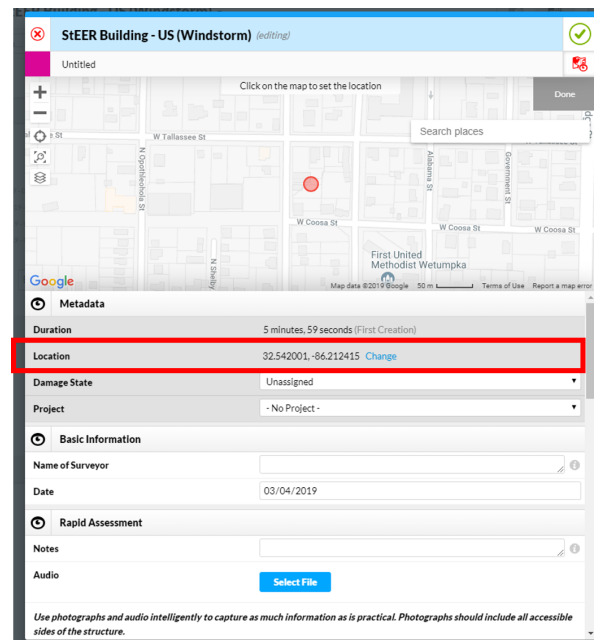


**StEER**  
STRUCTURAL  
EXTREME EVENTS  
RECONNAISSANCE

To add a new record, click the plus symbol on the upper right. This will activate a crosshair that you should direct to the approximate location of this damage entry on the map. Don't worry if it is not exact, you can change the coordinates later.



Once you click the location on the map, an editing window will appear. By clicking **Change** next to the **Location** entry, you can provide more precise latitude and longitude (note: if you have a street address, you may need to use Google Maps to figure out the Lat, Long equivalent).



**StEER**  
STRUCTURAL  
EXTREME EVENTS  
RECONNAISSANCE

For each of the following fields, the info icon off to the right of each field provides additional guidance. Feel free to click it when in doubt.

Additional instructions on how damage assessments are conducted by our Field Assessment Structural Teams (FATs) is available in the [FAST Handbook](#). These explanations, especially for classifications and rating scales, can be helpful in creating your entry.

StEER Building - US (Windstorm) (editing)

Untitled

Click on the map to set the location

Search places

Duration 5 minutes, 59 seconds (First Creation)

Location 32.542001, -86.212415 Change

Damage State Unassigned

Project -No Project-

Basic Information

Name of Surveyor

Date 03/04/2019

Rapid Assessment

Notes

Audio Select File

Use photographs and audio intelligently to capture as much information as is practical. Photographs should include all accessible sides of the structure.

Assign a **Damage State** from the drop down menu. Examples of damage states are available in the [FAT Handbook](#).

Assign the entry to the correct **Project** (these are associated with different events in the drop down menu).

StEER Building - US (Windstorm) (editing)

Untitled

Click on the map to set the location

Search places

Duration 5 minutes, 59 seconds (First Creation)

Location 32.542001, -86.212415 Change

Damage State Unassigned

Project -No Project-

Basic Information

Name of Surveyor

Date 03/04/2019

Rapid Assessment

Notes

Audio Select File

Use photographs and audio intelligently to capture as much information as is practical. Photographs should include all accessible sides of the structure.



Type your full name in **Name of Surveyor** with “(VAT)” after your name, e.g., Jane Doe (VAT). The date will default to today’s date.

The screenshot shows the 'StEER Building - US (Windstorm)' app interface. The 'Basic Information' section is highlighted with a red box. It contains the following fields:

- Name of Surveyor:** An empty text input field.
- Date:** A date picker set to 03/04/2019.

Other sections visible include 'Metadata' (Duration: 5 minutes, 59 seconds; Location: 32.542001, -86.212415; Damage State: Unassigned; Project: -No Project-) and 'Rapid Assessment' (Notes: empty; Audio: Select File button).

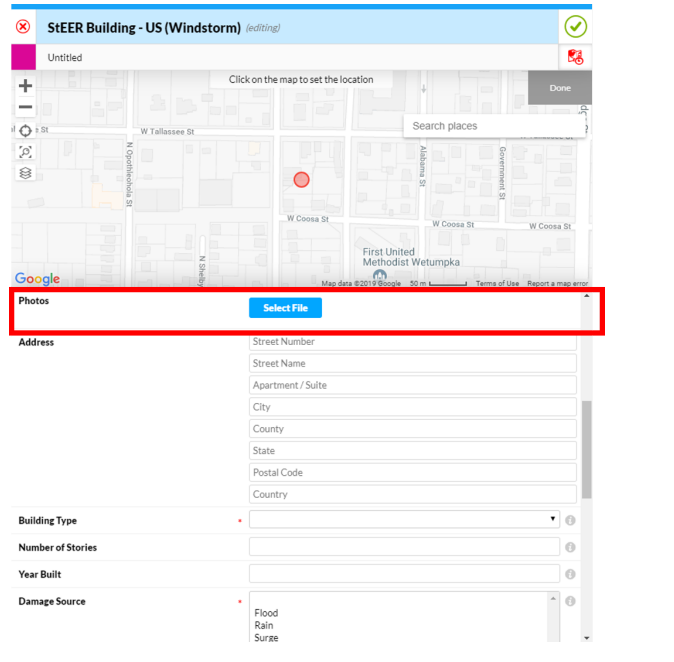
In the **Notes** field, provide some background on the source of this damage information, e.g., website or report it is taken from and what is depicted.

This screenshot is identical to the one above, but the 'Notes' field in the 'Rapid Assessment' section is highlighted with a red box. The 'Notes' field is currently empty.

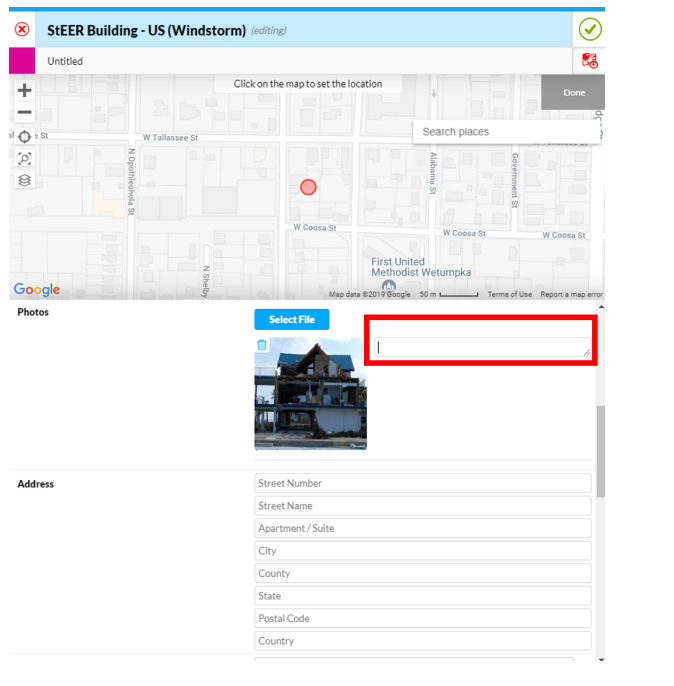


**StEER**  
STRUCTURAL  
EXTREME EVENTS  
RECONNAISSANCE

Under **Photos**, click **Select File** to upload any imagery (you must first locally save a copy of the image from the website source and then upload it to Fulcrum)



Once each photo is uploaded, it will visibly appear as a thumbnail with a caption field next to it. Enter a caption (either caption used by the source or of your own design). You can continue to click **Select File** to upload more photos as needed.



**StEER**  
STRUCTURAL  
EXTREME EVENTS  
RECONNAISSANCE

In the **Address field**, enter as much information as you have about the location of this structure.

StEER Building - US (Windstorm) (editing)

Untitled

Click on the map to set the location

Search places

Photos

Select File

Address

Street Number

Street Name

Apartment / Suite

City

County

State

Postal Code

Country

Select the **Building Type** from the drop down menu.

StEER Building - US (Windstorm) (editing)

Untitled

Click on the map to set the location

Search places

Building Type

Number of Stories

Year Built

Damage Source

Flood

Rain

Surge

Tree

Wind

Wind-borne debris

Unknown

None

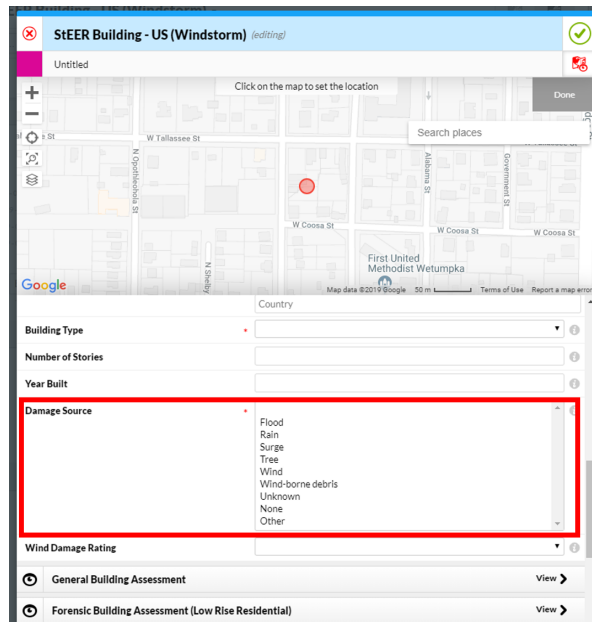
Other

Wind Damage Rating



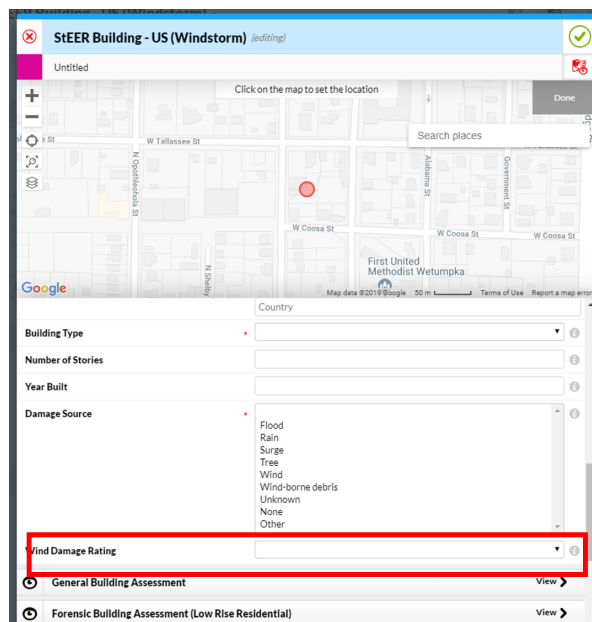
**StEER**  
STRUCTURAL  
EXTREME EVENTS  
RECONNAISSANCE

Select the **Damage Source** (as best estimated from the image) from the drop down menu.



The screenshot shows the 'STEER Building - US (Windstorm)' form. The 'Damage Source' dropdown menu is highlighted with a red border. The menu options are: Flood, Rain, Surge, Tree, Wind, Wind-borne debris, Unknown, None, and Other. Other form fields include 'Building Type', 'Number of Stories', 'Year Built', and 'Wind Damage Rating'. The 'General Building Assessment' and 'Forensic Building Assessment (Low Rise Residential)' options are visible at the bottom.

Select the **Wind Damage Rating** (as best estimated from the image) from the drop down menu. See the [FAT Handbook](#) for guidance on this rating scale.



The screenshot shows the 'STEER Building - US (Windstorm)' form. The 'Wind Damage Rating' dropdown menu is highlighted with a red border. The menu options are: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100. Other form fields include 'Building Type', 'Number of Stories', 'Year Built', and 'Damage Source'. The 'General Building Assessment' and 'Forensic Building Assessment (Low Rise Residential)' options are visible at the bottom.

*This is likely sufficient for the purposes of rapid data entries during P-VAT Report authorship.*



**StEER**  
STRUCTURAL  
EXTREME EVENTS  
RECONNAISSANCE



When completed, click the Check Mark icon at the top of the window to save the entry.

Clicking on the X icon in the left upper corner will exit out of the manual report entry screen without saving anything.

Clicking on either of these icons will return you back to the Fulcrum data display where you began.

