Manual Entry in Fulcrum
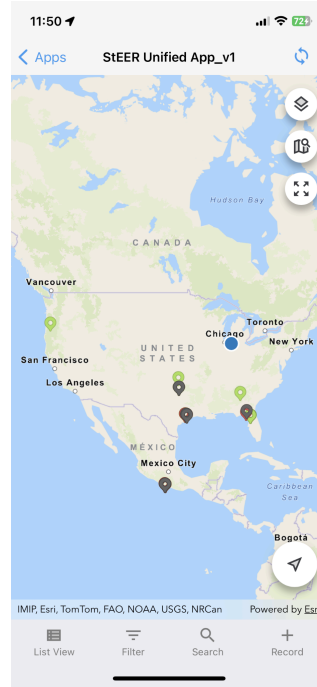## Quick Reference Sheet
Version 1.1
Released October 2, 2024

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

After logging in, locate the StEER Unified_App_V1. Then click on the Records icon to the right of that data set. For some users, you may have only one option.
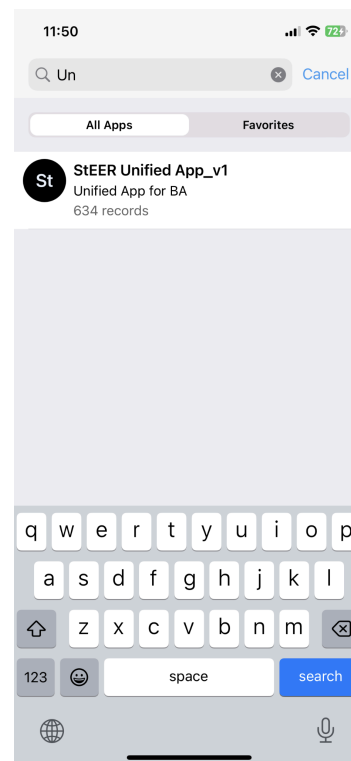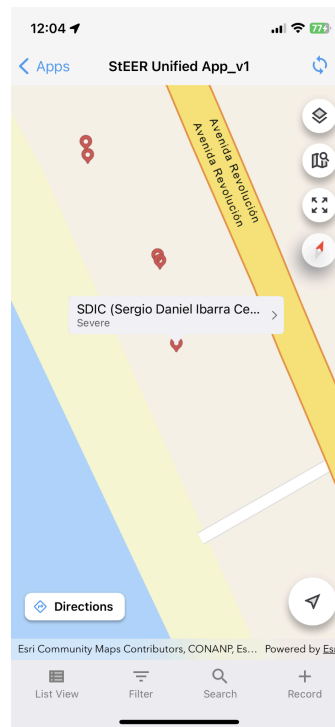
|	
This will display the records available in the dataset, generally defined by the area in your map view. As you zoom out, more entries will appear.	
Clicking on a point on the map or accessing the drop down menu to the left of any entry in the table enables you to view that entry.	

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.
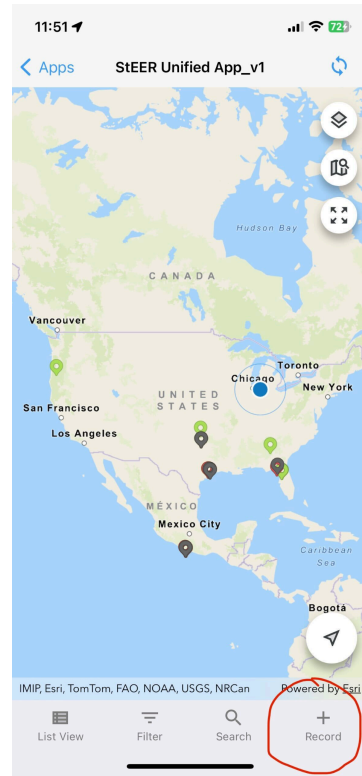
Once you click the **+Record** button, an editing window will appear. By clicking **Locate**, you can provide more precise latitude and longitude (note: if you have a street address, you may need to use Google Maps to figure out the Lat, Long equivalent).
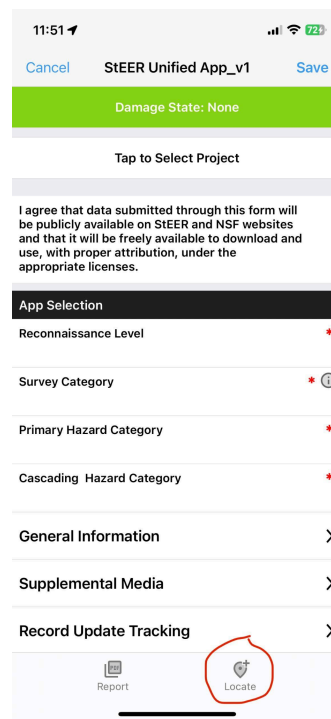
For each of the following fields, the info icon off to the right of each field provides additional guidance. Feel free to click it when in doubt.

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.
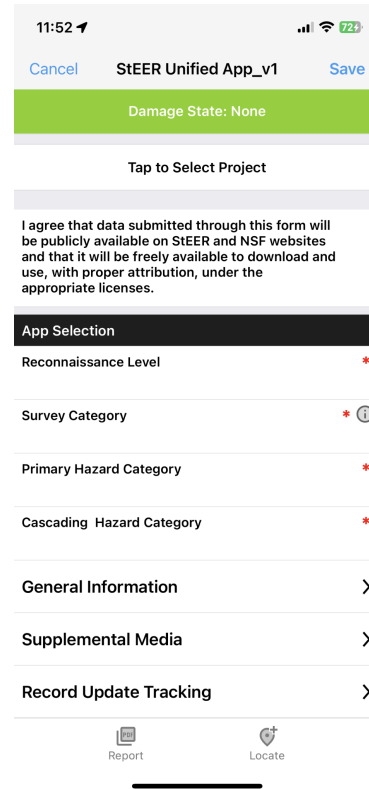
Assign a **Damage State** from the drop down menu by clicking the green **Damage State** menu at the top of the screen. Examples of damage states are available in the [FAT Handbook]().

Assign the entry to the correct **Project** (these are associated with different events in the drop down menu).
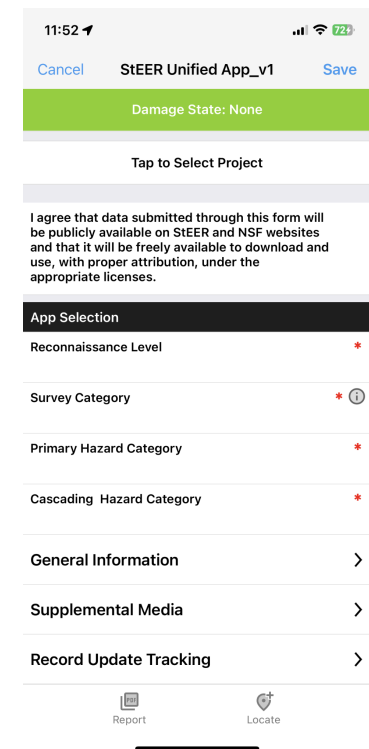
Under **Select a Project:** Select the Event that you are responding to.	12:27 Cancel **Select a Project** Hurricane Ian (2022) 10.20.2019 Dallas, TX Tornado 19 Jan 2019 Tornadoes 2020-08-11 Midwest Derecho 2020-08-11 Midwest Derecho 2021-1-25 Fultondale, AL Tornado 2021-3-25 Deep South Tornado Outbreak 2021-Dec-10-Midwest-Tornado-Outbreak 2022-Mar-21-23 Tornado Outbreak 2023-OCT-25-Hurricane Otis 2023-puerto-rico-tornadoes 2024-06-05 Oklahoma Tornadoes 2024-16-05 Houston Derecho 2024-27-09 Hurricane Helene
In the **Reconnaissance Level** field, select the level of response StEER is operating in.	12:27 Cancel **Reconnaissance Level** Done Search StEER VAST StEER FAST Other Other Clear Value

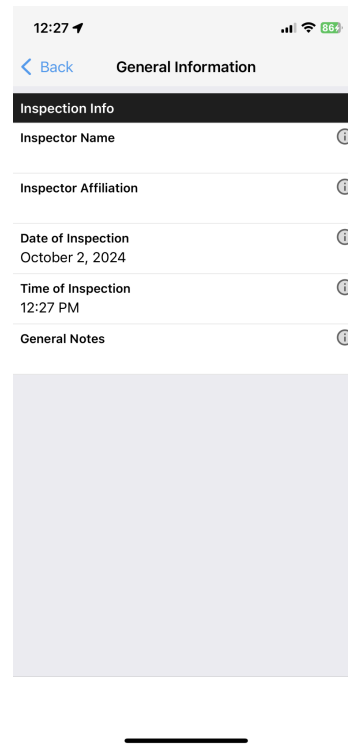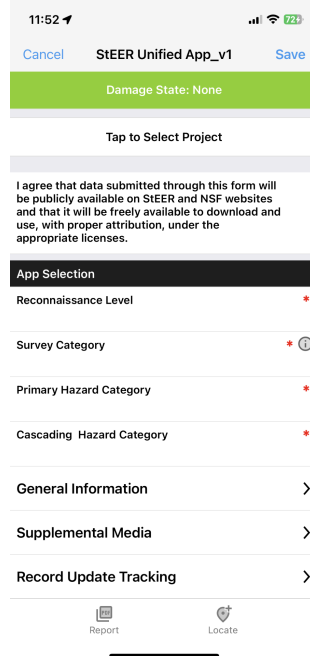|	
Under **Survey Category**, select the type of Survey being performed.	12:27 Cancel **Survey Category** Done 🔍 Search **Hazard Survey** **Performance Assessment Survey** Clear Value
Under **Primary Hazard Category,** select the type of Hazard.	12:27 Cancel **Primary Hazard Category** Done 🔍 Search **Earthquake** **Windstorm** **Coastal** Clear Value

In the **General Information,** add your name, affiliation, and any notes that you have.	
When all Fields are full, Click the **Save** option in the top right.	