

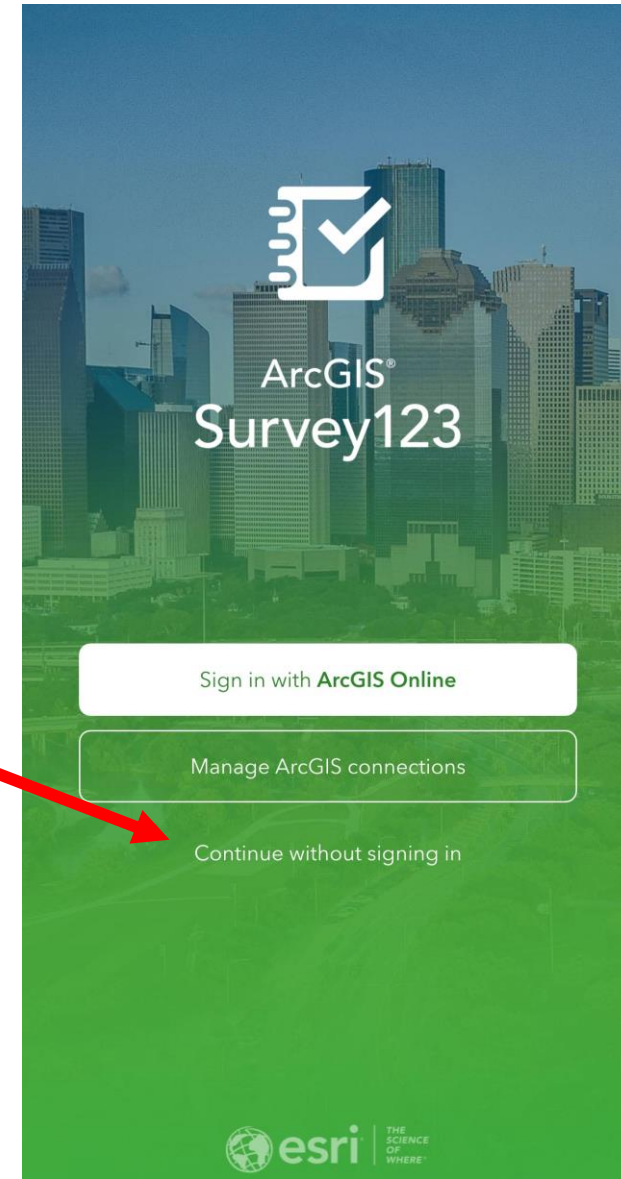
# Survey123 Guide

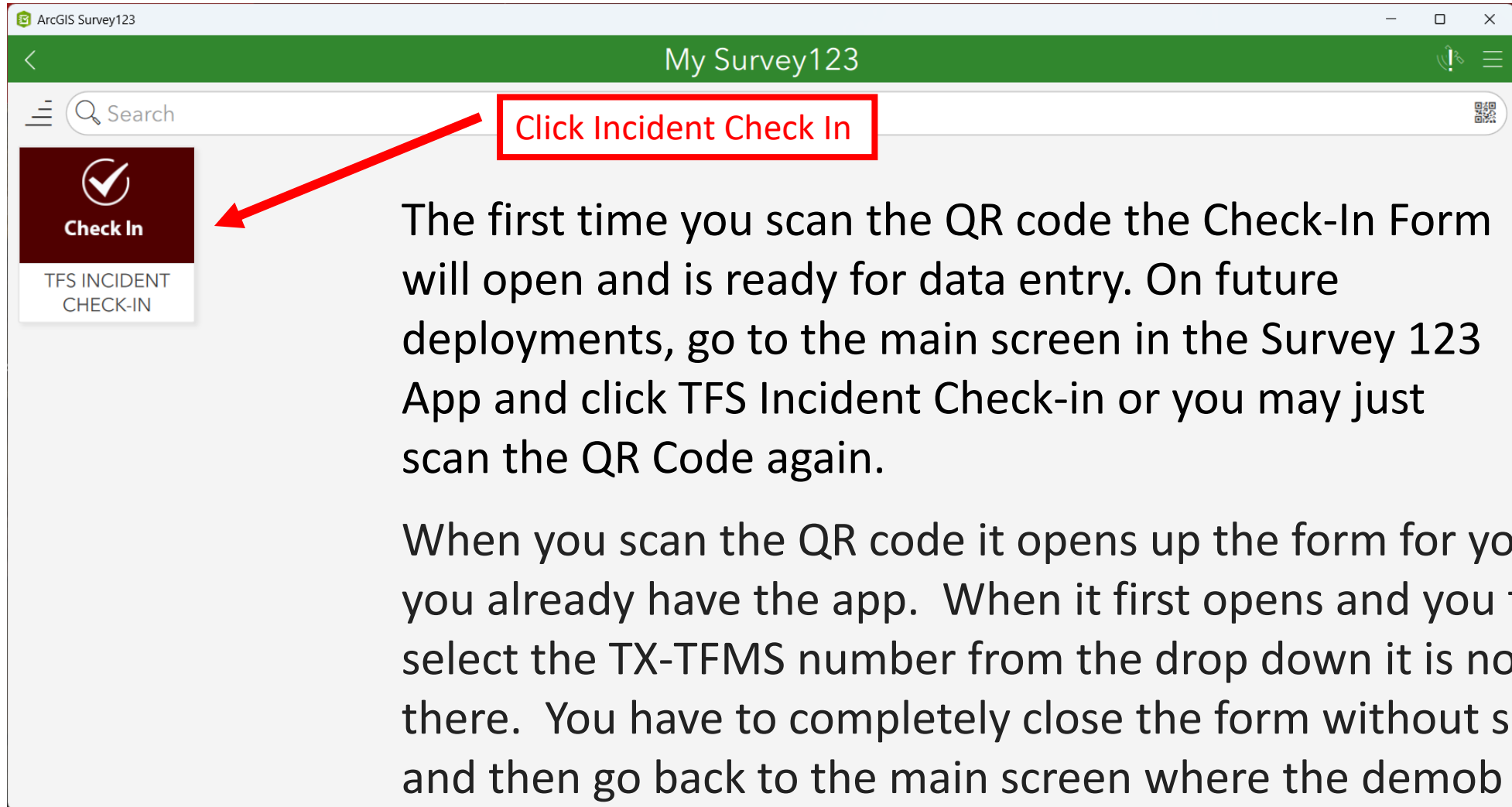
This guide will help those assigned to the TIFMAS assignments using Survey123 check in app. You need to download the Survey123 app from the Apple App Store or Google Play Store.

Scan QR Code from the Survey 123 application search bar or use device camera to open the check-in form



This app works on a computer, iPad, Android, or iPhone. You do not need an account. Click the “Continue without signing in” area to get started





The first time you scan the QR code the Check-In Form will open and is ready for data entry. On future deployments, go to the main screen in the Survey 123 App and click TFS Incident Check-in or you may just scan the QR Code again.

When you scan the QR code it opens up the form for you if you already have the app. When it first opens and you try to select the TX-TFMS number from the drop down it is not there. You have to completely close the form without saving and then go back to the main screen where the demob icon is and then open it and hit the collect button and then the correct incident number will show up.



## TFS INCIDENT CHECK-IN



Check In

Owner: jvara\_tfsgis

Created: 8/24/20 2:51 PM

Modified: 3/3/23 2:30 PM

Click or tap 'Collect' to open the form and start the Check-In process

Click collect to open the form




Collect



ArcGIS Survey123

# TFS INCIDENT CHECK-IN



**TEXAS A&M**  
FOREST SERVICE

Version 4.1

Feedback/Troubleshooting  
[Plans@tfs.tamu.edu](mailto:Plans@tfs.tamu.edu)

On iOS devices, the keyboard may cover up questions and prevent you from scrolling down. Swipe down over the keyboard to hide it and continue.

▼ Incident Information

Incident Number \*  
e.g. TX-TXS-023356

TX-TFMS-230001 Border Support 2023

STAR \*  
e.g. 00-123456

00-240781

Check-In Location \*

▼ Incident Information

Incident Number \*  
e.g. TX-TXS-023356

TX-EMTF-240001 24-0001 2024 Wildfire Season 2024

TX-TFMS-240001 Border Support 2024

TX-TFMS-240002 2024 Winter Fire Weather

TX-TXS-024001 Border Support 01 JUN

▼ Incident Information

Incident Number \*  
e.g. TX-TXS-023356

TX-TXS-024901 2024 SOC - DDC Support

TX-TXS-024902 FY24 Wildfire Support

TX-TXS 777777 State Resource Testing

TX-TXS 888888 Fire Testing

TX-TXS 999999 All Hazard Testing

Activate Windows ✓

These are examples of incidents. Choose the appropriate assignment which is provided by your Coordinator or STEN

Select your assignment from the drop down. Pick the correct incident. Do not use TXS 888888 or TXS 999999 for an actual incident.

## TFS INCIDENT CHECK-IN



Version 4.1

Feedback/Troubleshooting  
[Plans@tfs.tamu.edu](mailto:Plans@tfs.tamu.edu)

*On iOS devices, the keyboard may cover up questions and prevent you from scrolling down. Swipe down over the keyboard to hide it and continue.*

## ▼ Incident Information

Incident Number \*

e.g. TX-TXS-023356

TX-TFMS-230001 Border Support 2023

STAR \*

e.g. 00-123456

00-240781

Check In Location \*

STAR is provided on the  
Resource Order, by the  
Coordinator or your STEN

## TFS INCIDENT CHECK-IN

## ▼ Incident Information

Incident Number \*

e.g. TX-TXS-023356

TX-TFMS-230001 Border Support 2023

STAR \*

e.g. 00-123456

00-240781

Choose "Other" then type the  
address of the reporting  
location

Check-In Location \*

☐ Base☐ Mob Center☐ Helibase☐ ICP☐ Remote☐ Staging Area☒ Other

Check-In Location Other \*

💡 Describe the location you are checking in at

Val Verde Sheriff Office Booking Facility 295 FM 2523 Del Rio, TX 78840

Emergency Contact Type \*

☒ Supervisor☐ Dispatch☐ Other

Emergency Contact Name \*

Terry McGrath



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## TFS INCIDENT CHECK-IN

Check-In Location Other \*

Describe the location you are checking in at

Val Verde Sheriff Office Booking Facility295 FM 2523Del Rio , TX 78840

Emergency Contact Type \*

☒ Supervisor ☐ Dispatch ☐ Other

Emergency Contact Name \*

Terry McGrath

Emergency Contact Phone # \*

(555) 555-5555

▼ Resource Details

Resource Order Request Number - Letter Prefix \*

Indicate the letter prefix associated with your Order Request Number

☐ A - Aircraft ☐ C - Crew ☒ E - Equipment ☐ O - Overhead

Request Number \*

E-9999

Location is where you report for the incident

Emergency Contact should be someone at your home agency used for emergency contact

E number will be on the resource order or provided by coordinator.

TIFMAS operates with E numbers

249

✓



## TFS INCIDENT CHECK-IN

E-9999

Are you checking-in as an overhead resource or an individual assigned to a piece of equipment? \*

For CREW check-in select No

☒ Yes☐ No

When checking in a  
**person** select YES

When checking  
in **equipment**  
select NO

First Name \*

Terry

Last Name \*

McGrath

Drop down will have your  
position code. If you have  
wildland qual you can use this. If  
you do not use FFT2

Item Code/Position \*

Enter the 4 character position code, if known, or title of position from the "Resource Requested" column on resource order. Hint: Filter list by typing in keywords or characters (e.g. FFT2, TFLD, TYPE 1, Firefighter, Leader).

FFT2, FIREFIGHTER TYPE 2

Trainee \*

☐ Yes☒ No

Click No

Other Quals

If you have other qualifications and would be willing to be assigned in one of those positions, list.



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## TFS INCIDENT CHECK-IN

AGOL NIFC User Account  
**NON TAMFS EMPLOYEES ONLY**

This account will be used to provide you with access to TAMFS FieldMaps. [Click here](#) for instructions on how to request an account.

**Home Unit Information**

Home Unit Identifier \*

Enter the Unit ID from the "Resource Assigned Unit ID" column on resource order. If Home Unit is not listed, select OTHER - NOT LISTED. *Hint: Filter list by typing in keywords or characters (e.g. TX-TXS, Texas A&M Forest Service).*

☐ TX-AHIMT All-Hazards Incident Management Team

☐ TX-EMTF Texas Emergency Medical Task Force

☒ TX-TIFMAS TIFMAS

☐ TX-TMD Texas Military Department

☐ TX-TPWD Texas Parks and Wildlife Department

Home Agency \*

☒ CITY

☐ COUNTY

☐ STATE

☐ COOPERATOR

Activate Windows ✓

When you sign up for Field Maps you are provided NIFC User Account. If you are on Border Support leave blank. If you are assigned to wildfire please provide this information.

Use the drop down and choose TIFMAS. Home agency is CITY. If you work for ESD or County you would select County

## TFS INCIDENT CHECK-IN

Home Unit State \*

Filter list by typing in two-letter abbreviation or state name

Texas - TX

Home Unit City \*

Lewisville

## ▼ Assignment Information

Mobilization Date \*

Sunday, March 12, 2023

Check-In Date \*

Sunday, March 12, 2023

Check-In Time \*

Enter as Military Time (08:00 = 8:00am, 16:00 = 4:00pm, etc)

17:00

Demob State \*

Final destination. Type state name or abbreviation to filter options.

PLEASE PAY ATTENTION...Mobilization date is date you leave for assignment. Check in Date is the Date you check in for assignment. If you select a time before noon, it will count that day as first workday. If you put a time past noon (12:01pm) it will count the next day as your first workday. This is important as it will calculate demob date based on this.



## TFS INCIDENT CHECK-IN

## Demob State \*

Final destination. Type state name or abbreviation to filter options.

Texas - TX

## Demob City \*

Final destination

Lewisville

## Reassignment \*

Were you directly reassigned from another incident?

☒ No☐ Yes

## First Work Day \*

Enter the first work day after travelling to the incident

Monday, March 13, 2023

## Length of Assignment (Days) \*

Enter the number of days you are available for this deployment. A typical response for this question is 14 days. **Check to make sure the DEMOB DATE calculated below is correct.**

14

## Last Working Day

Not editable

Demob State and City are  
your home agency (Final  
Destination!)

Enter workdays. TIFMAS is usually 7/14/21. This is  
decided by your home agency

## TFS INCIDENT CHECK-IN


Last Working Day

Not editable

 Sunday, March 26, 2023

Demob Date

Not editable

 Monday, March 27, 2023

These are calculated automatically based on what is entered above if incorrect change answer on assignment length or check-in time

## ▼ Mobilization Travel Information

Method of Travel \*

☐ Air☒ Ground☐ Virtual

Method of Travel Within the Incident \*

☐ AOV☐ POV☐ Rental☐ Bus☒ Passenger

Passenger with \*

Van 160

Method of travel is ground. You are a passenger unless you are the operator of the vehicle. If you are the driver, you will select AOV and enter the vehicle details.

Mob Jetport/Airport \*

Filter list by typing in the 3-letter airport code followed by '' (e.g. IAH), the airport name (e.g. George Bush Houston International Airport), or the municipality (e.g. Houston). If airport

## TFS INCIDENT CHECK-IN

## ▼ Mobilization Travel Information

Method of Travel \*

☐ Air☒ Ground☐ Virtual

Method of Travel Within the Incident \*

☐ AOV☐ POV☐ Rental☐ Bus☒ Passenger

Passenger with \*

Van 160

Mob Jetport/Airport \*

Filter list by typing in the 3-letter airport code followed by ',' (e.g. IAH,), the airport name (e.g. George Bush Houston International Airport), or the municipality (e.g. Houston). If airport information is not listed, select OTHER - NOT LISTED.

Q dfw

☐ DFW, Dallas Fort Worth International Airport, Dallas-Fort Worth

Matches: 1

This is required. Choose the airport closest to your home agency. Airports are loaded so you must pick from the list in the drop down

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## TFS INCIDENT CHECK-IN

Matches: 1

▼ **Finance Information**

Home Unit Timekeeper Phone # \*

( ) -

Home Unit Timekeeper Email \*

--- END OF RESOURCE CHECK-IN FORM ---

Click the Submit (✓) button to validate and submit your information. The keyboard may cover the Submit button on iOS devices. Swipe down over the keyboard to hide it.

**TO COMPLETE THE CHECK-IN PROCESS**, you must report to the local check-in recorder and provide them with a copy of all your documentation (resource order, qualifications, inspection(s), contract(s), rental agreement, etc.). Optionally, you can submit your documentation via email to [CheckIn@tfs.tamu.edu](mailto:CheckIn@tfs.tamu.edu)

Activate Windows ✓

\*If applicable email the following: Resource Orders, Red Cards, and Vehicle Inspections to [checkin@tfs.tamu.edu](mailto:checkin@tfs.tamu.edu)

Phone number and email will be the person at your home agency that is handling reimbursement.

When you are done click the check mark

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## TFS INCIDENT CHECK-IN

Request Number \*

E-9999

Are you checking-in as an overhead resource or an individual assigned to a piece of equipment? \*

For CREW check-in select No

☐ Yes ☒ No

Resource Name \*

EQUIPMENT: Enter the equipment designator (call sign) or name, such as Smithville TF Dozer #692, or Ouachita Dozer #1. CREW: Enter the crew or module name, such as Pine Knot Camp Crew, Lone Star Mod, PatRick NCC-20A, or Cherokee IHC. This information is included on the resource order under "Resource Assigned".

Enter resource name for Engine or Crew Swap Vehicle

Item Code/Position \*

Enter the 2 to 4-character position code, if known, or title of position from the "Resource Requested" column on resource order. Hint: Filter list by typing in keywords or characters (e.g., ENG2, DOZ3, Tractor Plow, Tender)

Q VAN, VAN, PASSENGER

Leader First Name \*

Leader Last Name \*

Use drop down to choose appropriate unit

If you are the driver and responsible for checking in a vehicle or piece of equipment that has its own Resource Order, email the completed vehicle inspection form and resource order to [checkin@tfs.tamu.edu](mailto:checkin@tfs.tamu.edu) To do this, open-up a new check-in form and complete. The slight difference in this process is the questions below under "Resource Details"





3 days prior to demob, access the demob request by clicking the TFS Incident Demob Request Form button. If submitting this demob request on your device, you will need to use the QR code below to open the form. Remember anything with an E number needs to be demobed from the incident



## TFS INCIDENT DEMOB REQUEST



Owner: jvara\_tfsgis  
Created: 7/2/21 11:33 AM  
Modified: 3/29/23 12:40 PM

This template includes all XLSForm features supported in ArcGIS Survey123.

Click to begin  
collecting data



## Demobilization Release Request Form

*On iOS devices, the keyboard may cover up questions and prevent you from scrolling down. Swipe down over the keyboard to hide it and continue.*

## ▼ Incident Information

Incident Number and Name \*

e.g. TX-TXS-023356

TX-TFMS-230001 Border Support 2023

Use the same incident number from the drop down you selected when you checked in

Request Number \*

Use capital letters

E-9999.1

Use your E-number assigned on your Resource Order. Remember anything with an E number needs to check in and demob from the incident. A separate demob request is not required for equipment/vehicles, it is added to the persons form.

Demobing from \*

☐ Central☐ East☐ North☐ Northwest☐ Panhandle☒ South☐ West

Available for Reassignment \*

☐ Yes☒ No

Select Travel Type \*

☐ Air☒ Ground

## Demobilization Release Request Form

*On iOS devices, the keyboard may cover up questions and prevent you from scrolling down. Swipe down over the keyboard to hide it and continue.*

## ▼ Incident Information

Incident Number and Name \*

e.g. TX-TXS-023356

TX-TFMS-230001 Border Support 2023

Request Number \*

Use capital letters

E-9999.1

This is the TFS area you are demobing from. The next slide has the TFS region map for reference

Demobing from \*

☐ Central☐ East☐ North☐ Northwest☐ Panhandle☒ South☐ West

Available for Reassignment \*

☐ Yes☒ No

Select Travel Type \*

☐ Air☒ Ground



## Demobilization Release Request Form

▼ **Ground Travel**

Enter the following information as it appears on your Driver's Licence

First Name \*

Terry

Middle Name \*

Enter 'na' if you don't have one

NA

Last Name \*

McGrath

Cell Phone \*

(555) 555-5555

Email \*

Please make sure this address will allow you to receive external emails

tmcgrath@cityoflewistown.com

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## Demobilization Release Request Form

Email \*

Please make sure this address will allow you to receive external emails

tmcgrath@cityoflewisville.com

Home Unit City \*

Lewisville

Home Unit State \*

Filter list by typing in two-letter abbreviation or state name

Q T

- ☐ Connecticut - CT
- ☐ Kentucky - KY
- ☐ Massachusetts - MA
- ☐ Minnesota - MN
- ☐ Montana - MT

Matches: 16

Method of Travel \*

☐ AOV ☐ POV ☐ Bus or Van ☐ Rental ☒ Passenger ☐ Other

Estimated Itinerary

Check this if you are the operator. You will enter equipment/vehicle information towards the bottom of the form including equipment E number

Check this if you are a passenger or crew member

## Demobilization Release Request Form

## ▼ Estimated Itinerary

Indicate the Number of Days to Travel Back to Home Unit \*

☒ 1☐ 2☐ 3

## ▼ Day 1

## ▼ Departure

City, State \*

Del Rio, TX



Date \*



Monday, April 3, 2023



ETD \*

Enter as Military Time (08:00 = 8:00am, 16:00 = 4:00pm, etc)

08:00



## ▼ Arrival

City, State \*

Lewisville, TX





## Demobilization Release Request Form

Date \*

Monday, April 3, 2023

ETA \*

Enter as Military Time (08:00 = 8:00am, 16:00 = 4:00pm, etc)

17:00

Comments or Special Instructions

If you checked AOV  
above this should be  
checked allowing you to  
enter the equipment  
information

## ▼ Equipment Demobilization

Are you responsible for demobing any equipment \*

Includes AOV, Bus, Van, and Rental vehicles without a Resource Order

☐ Yes☒ No

If you checked passenger above  
this should be checked and you  
may then click the check mark  
in the bottom right to submit  
your request.

--- END OF RESOURCE DEMOBILIZATION REQUEST ---



## Demobilization Release Request Form

check 'No' above.

### Equipment Details

Click the plus sign to add equipment

Equipment has an Request Number assigned \*

☒ Yes

☐ No

Request Number \*

Use capital letters.

E-9999

This is the E number for  
the equipment

Equipment Type \*

Enter the 2 to 4-character position code, if known, or title of position from the "Resource Requested" column on resource order. *Hint: Filter list by typing in keywords or characters (e.g. AUTO, BUS, VAN, PU, ENG2, DOZ3, Tractor Plow, Tender)*

Q VAN, VAN, PASSENGER

Select the typing for your equipment  
from drop down list

Include any relevant information (e.g. unit or door number assigned, license plate, year, make, model, color, etc.) \*

Use this area to include additional information. This is especially useful for trailers, UTV's or other assets. If you need to add additional equipment to this request, click the plus sign. Example: use this when demobing a pickup and a UTV, both have request #'s and you are responsible for demobing them

ArcGIS Survey123

Demobilization Release Request Form

Request Number \*

Use capital letters.

E-9999

Equipment Type \*

Enter the 2 to 4-charater position code, if known, or title of position from the "Resource Requested" column on resource order. Hint: Filter list by typing in keywords or characters (e.g. AUTO, BUS, VAN, PU, ENG2, DOZ3, Tractor Plow, Tender)

Q VAN, VAN, PASSENGER

Include any relevant information (e.g. unit or door number assigned, license plate, year, make, model, color, etc.) \*

1 of 1

Click the Checkmark to submit.

--- END OF RESOURCE DEMOBILIZATION REQUEST ---

Click the Submit (✓) button to validate and submit your information. *The keyboard may cover the Submit button on iOS devices. Swipe down over the keyboard to hide it.*

✓