

# EZ-2 Tutorial



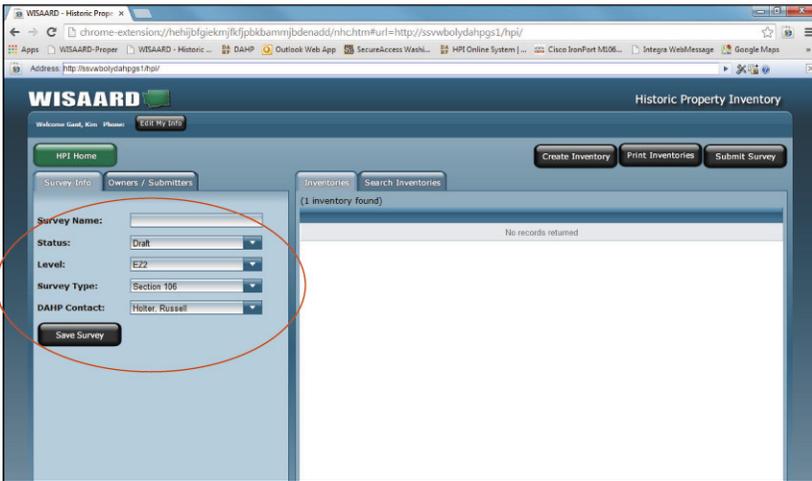
**Step 1:** Login to HPI.

**Step 2:** Press the *Start New Survey* button.

**Step 3:** Enter a **Survey Name**. This should be the street address of the property. Do not use special characters.

**Step 4:** From drop-down menus select a **Status**, **Level**, **Survey Type**, and **DAHP Contact** as shown.

**Step 5:** Press the *Save Survey* button.

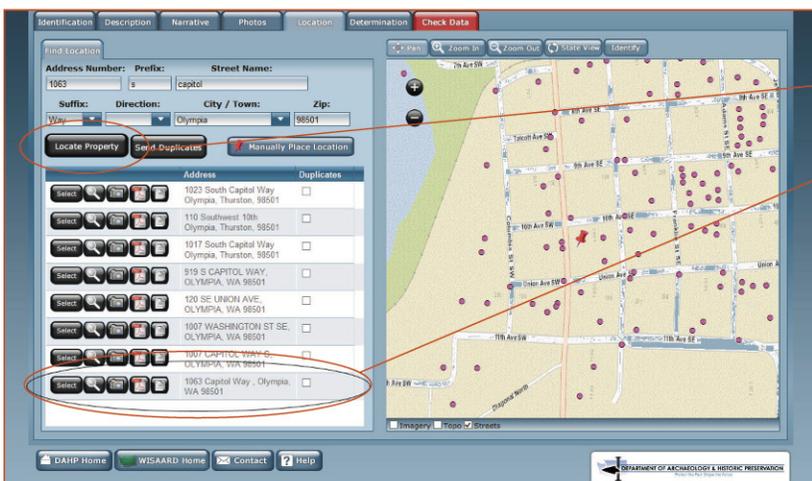


**Step 6:** Press *Create Inventory* button.

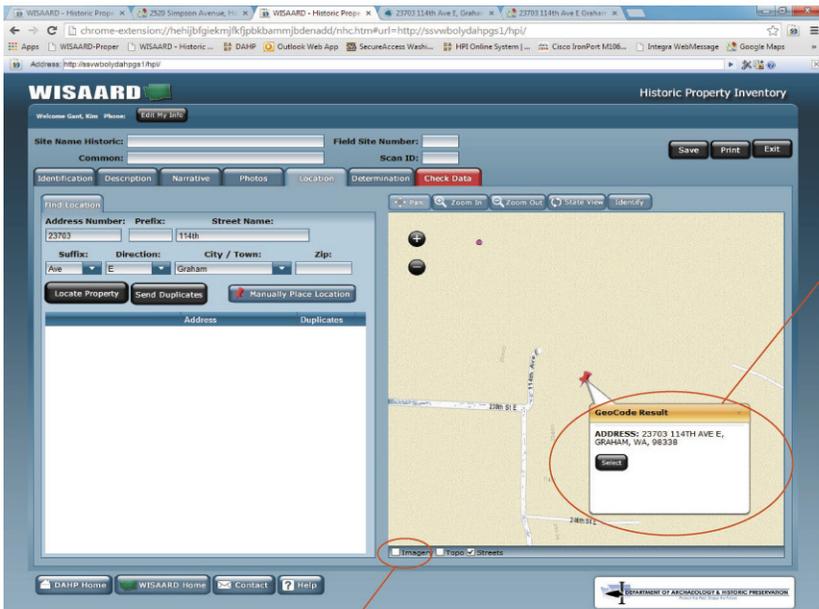


**Step 7:** Enter Address and press *Locate Property* button.

**Step 8:** *Select* the correct property address if it is in the list. If the address you entered does not appear in the list, see the next step.

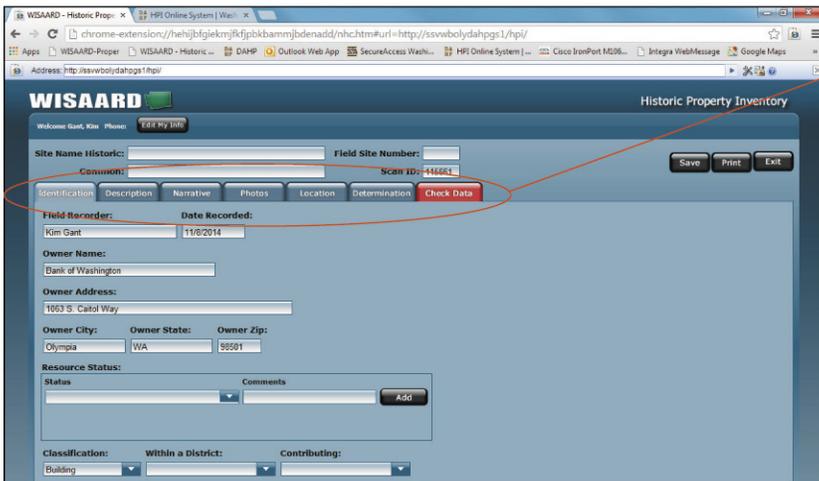


**Hint:** The system will time out after 20 minutes. Press the *Save* button often!



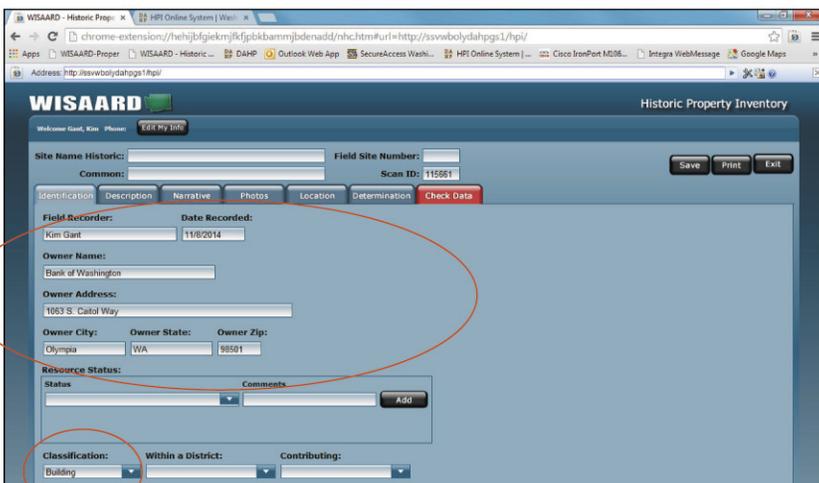
If the address you entered does not appear, click on the red pushpin and the GeoCode box will appear. Click the **Select** button and another box will appear. Click the **Select** button and the location information will populate. At this time you can click the **Manually Move Location** button and move the pushpin to ensure that it is on the correct property.

**Hint:** Click this box to see aerial imagery. It will help you locate a building.

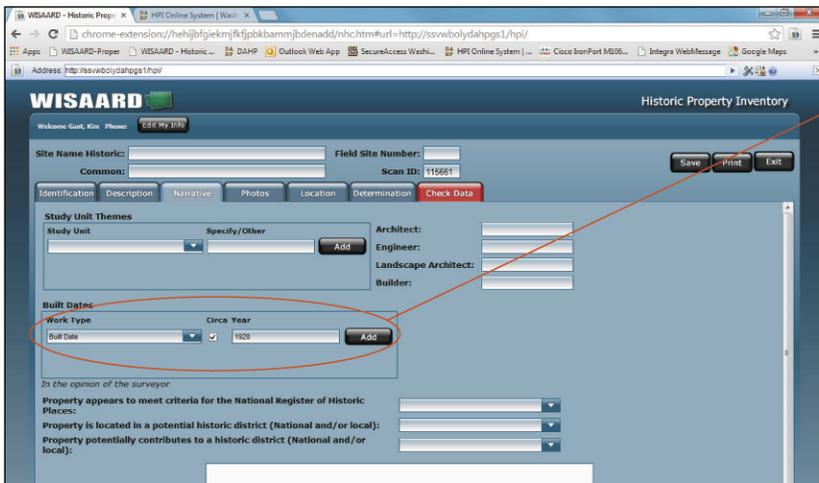


**Hint:** Use the tabs to navigate to different pages.

**Hint:** The **Check Data** tab lets you know which fields are required for the EZ-2 form. When all fields are completed the tab will turn blue. You may also click on the **Check Data** tab to see which fields are required.

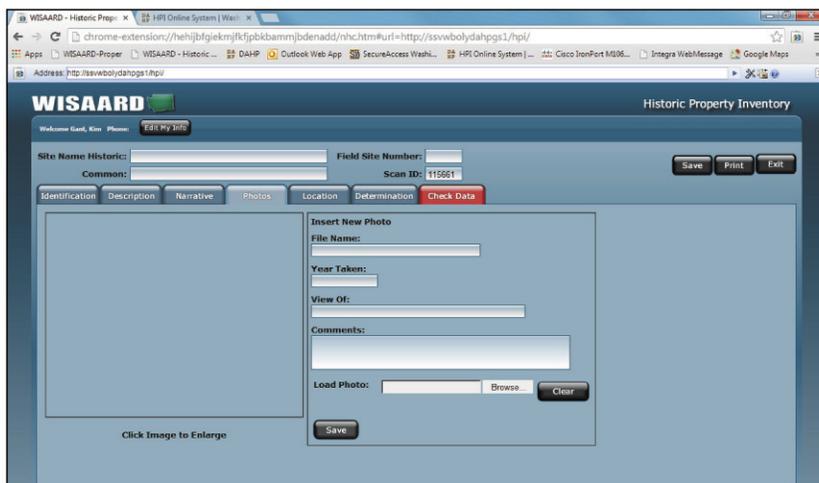


**Step 9:** Under the **Identification** tab enter the fields that are circled at left.



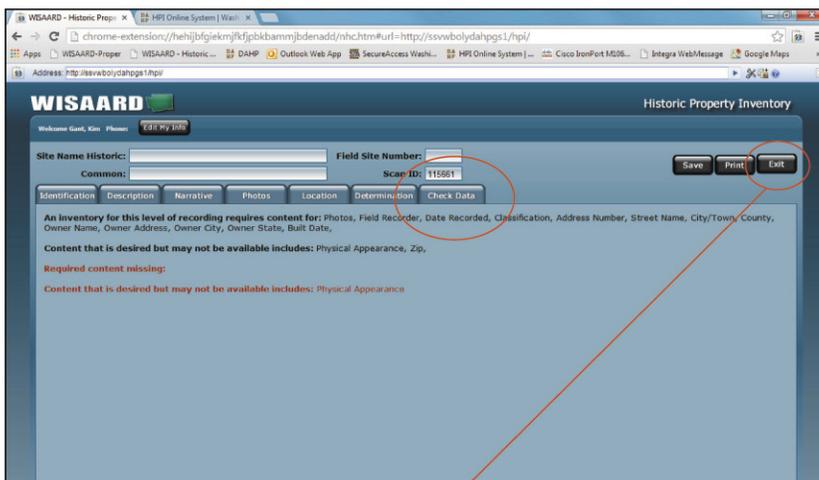
**Step 10:** Under the *Narrative* tab, select **Built Date** from the **Work Type** menu. Then enter the year the structure was built in the **Year** box. If you don't know the exact date, approximate and check the **Circa** box. Then press the **Add** button.

**Hint:** Click the *Save* button often!



**Step 11:** Click the *Photos* tab. Upload a photo by clicking on the **Browse** button and navigating to the photo on your PC. Once you have located the photo, press the **Save** button. The photo will appear in the large box on the left. **Only one clear photo of the building front is required for the EZ-2 form.**

**Hint:** Photos must be less than 2 MB!



Once you have completed all of the required fields, the **Check Data** tab will turn blue. Don't forget to click the **Save** button one more time! Use the **Exit** button to return to the Home screen and then press the **Submit Survey** button on the top right. You are finished!!

**Hint:** Use the *Exit* button to return to the HPI Home screen