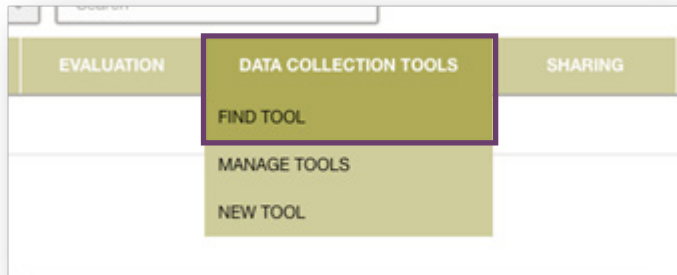


User Guide:
Searching For Tools

Searching for Tools

- Login to SMDS.
- Place your cursor over **Data Collection Tools** link.
- Click the **Find Tool** button.



From here, you can select a category to view tools in a specific community development area.

- Click on a **category** that you use in your evaluation work.



You can choose as many formats as you would like. If no formats are selected, you will see all tools. If you select Survey, you will see only survey tools. If you select Survey and Observation, you will see both survey and observation tools.

Tool Name	Tool or Module
AM Block Conditions	Data Collection Tool
Observation	
AM Community Survey	Data Collection Tool
Survey	
Block Conditions	Data Collection Tool
Observation	
Block Conditions	Data Collection Tool
Observation	
Block Conditions - Short Version	Data Collection Tool
Observation	

You can also search for a tool by name at any time.

- Type a tool name or portion of a tool name into the **Find a Tool** text field.
- Click the **Search** icon.

DATA COLLECTION TOOLS SHARING MORE ▼

Block Conditions 🔍

Previewing Tools

There are many options available for previewing tools and questions.

- Click on a tool name to view the tool.

Tool Name	Tool or Module
AM Block Conditions Observation	Data Collection Tool
AM Community Survey Survey	Data Collection Tool
Block Conditions Observation	Data Collection Tool
Block Conditions Observation	Data Collection Tool

From here, you can see the questions in the tool.

- Click on a question to see the answer choices and format.

AM Block Conditions v1.0

[See Tool 360 Details](#) [Expand Description](#)

Block Conditions

Q1. Block description

Q2. Parcel Use

Q3. How many vacant lots are on the block?

Q4. How many vacant or abandoned buildings are on the block?

Q5. Condition of Buildings – Percentage of

Q2. Parcel Use

	Found on Block. Check ALL that apply.	Predominant use. Check only ONE.
Single-family homes	<input type="checkbox"/>	<input type="radio"/>
Multiple-family dwellings	<input type="checkbox"/>	<input type="radio"/>
Commercial/Office (e.g., restaurants, stores, companies)	<input type="checkbox"/>	<input type="radio"/>
Industrial (e.g., factories, warehouses, auto repair)	<input type="checkbox"/>	<input type="radio"/>
Institutional (e.g., schools, libraries, churches)	<input type="checkbox"/>	<input type="radio"/>

At the bottom of the page, click on **Word Format** to view the tool as a Word document.

The Word version of a tool will be used if respondents fill out the tool on paper.

- Click on **Preview** to see the tool as it appears in SMDS when you enter a response.

A new tab will pull up the tool in preview mode, and you can fill out answers to see how it will look to simulate entering a response.

