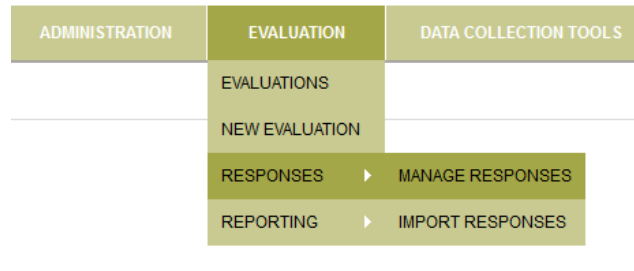


User Guide

Entering a Location Response
(for a new location)

Entering a Location Response

- Login to SMDS.
- Place your cursor over the **Evaluation** link.
- Place your cursor over the **Responses** link.
- Click the **Manage Responses** link.



A list of evaluations will display. By clicking on an evaluation link, you will see all data collection tools in the selected evaluation.

- Click the **Evaluation Title** link. The tools in the evaluation will be displayed under the evaluation name.
- Click the **Tool** link for the tool you'll be using to add responses.

SUCCESS MEASURES DATA SYSTEM

NEIGHBORHOOD HOUSING SERVICES OF MY TOWN | Elissa Schloesser | 2

Help Desk | Evaluation Learning Center

Users | Search

ADMINISTRATION | EVALUATION | DATA COLLECTION TOOLS | SHARING | MORE

Home / Evaluation / Responses

Name | enter text... | Filter | Clear Filter | Other Actions

Name	Program Types	Status
Budgeting webinar		Active
Buying a Home		Active
CIM Evaluation Phase 1		Active
CIM Evaluation Phase 2		Active
Community Evaluation, Phase I		Active

Name	Information Source Type	Responses
Resident Experience in the Community V1.0	Individual Respondent	91
Building Conditions V1.0	Location	97
Community Evaluation, Phase II		Active
Community Gardening with Neighbors 2016		Active
Eva CIM-Block Conditions v1.0		Active

Evaluation Title (points to 'Community Evaluation, Phase I')

Building Conditions Tool (points to 'Building Conditions V1.0')

- Click the green **New Response** button at the bottom of this page.

Building Conditions v1.0

[Return to Response Management Screen](#)

Evaluation: Community Evaluation, Phase I

Status: Filter Clear Filter Other Actions

Information Source	Response Id	Date collected	Status	Language
<input type="checkbox"/> 104 Market Street	550686	Dec 16, 2016	Complete	English
<input type="checkbox"/> 70 S. Prospect, Washington, District of Columbia, United States - 20024	294538	Jul 31, 2013	Complete	English
<input type="checkbox"/> 70 S. Prospect, Washington, District of Columbia, United States - 20024	436922	Jul 6, 2016	Complete	English
<input type="checkbox"/> 7602 S. River, Washington, District of Columbia, United States - 20092	294603	Jul 31, 2013	Complete	English
<input type="checkbox"/> 7602 S. River, Washington, District of Columbia, United States - 20092	436926	Jul 6, 2016	Complete	English
<input type="checkbox"/> 7607 S. Prospect, Washington, District of Columbia, United States - 20002	294518	Jul 31, 2013	Complete	English
<input type="checkbox"/> 7610 S. River, Washington, District of Columbia, United States - 20094	294604	Jul 31, 2013	Complete	English

0 Response(s) Selected [Edit](#) [Preview](#) [New Response](#) **New Response** [Delete](#)

The **Add Response** dialogue box appears.

- Click the green **New Location** button on the far right.

Success Measures Data System

Home / Evaluation / Responses

Add Response [Close](#)

Name

- Budgeting webinar
- Buying a Home
- CIM Evaluation Phase 1
- CIM Evaluation Phase 2
- Community Evaluation, Phase I
- Community Evaluation, Phase II
- Community Gardening with Neighbors
- Eva. CIM-Block Conditions v1.0

Add Response [Close](#)

Add response

Building Conditions V1.0

Specify the location regarding this response:

Find a Location [Show All](#) [New Location](#)

Type	Location	
Place	110 Library Ave	Delete Edit Check
Place	69 Baxter Street	Delete Edit Check
Place	61 Pine Street Apt 1	Delete Edit Check
Place	125 Park Avenue Apt 2	Delete Edit Check
Place	83 Baxter Street	Delete Edit Check
Place	81 Harrison Apt 2	Delete Edit Check
Place	36 Water Street	Delete Edit Check
Place	153 Crescent Street	Delete Edit Check
Place	121 Park Avenue Apt E	Delete Edit Check
Place	108 Library Ave Apt 1	Delete Edit Check
Place	112 Library Avenue Apt 1	Delete Edit Check
Place	45 Baxter Street	Delete Edit Check
Place	127 Maple Street	Delete Edit Check
Place	105 Park Avenue Apt 1	Delete Edit Check
Place	125 Park Unit 3	Delete Edit Check
Place	114 Maple Street	Delete Edit Check
Place	77 Harrison Apt #1	Delete Edit Check
Place	71 Harrison Ave Apt 1	Delete Edit Check

New Location

- Select the **Location** type.
- Enter the **Location** details.
- Click the **Save** button.

Building Conditions V1.0

Location Type * Place

Location * 104 Market Street

483 characters left of 500

X - Axis Enter latitude Y - Axis Enter longitude

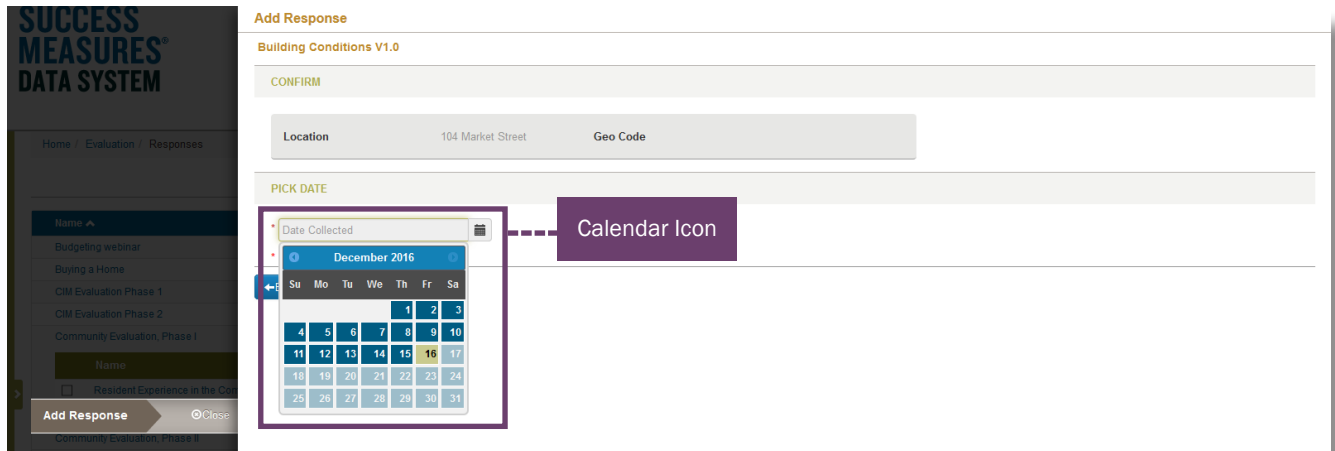
* Required Fields

Back Save Save

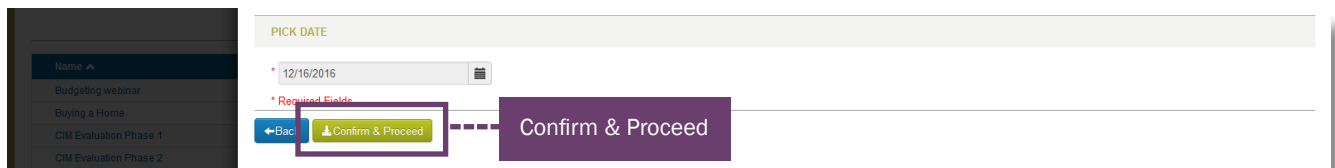
TIP:

- **For block observations**, choose **block** for location and enter a block description
- **For building observations**, SM best practice is to use **place** as the location type. You can also use Property and enter the city, state, and zip.

- Click the **Calendar** icon.
- Select the **Pick Date** icon.



- Click the **Confirm & Proceed** button.



A new window will open.

TIP: Please make sure to enable pop-ups from the SMDS site.

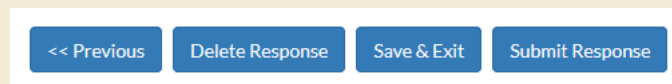
Fill out the responses for the data collection tool.

The screenshot shows a web application interface for 'SUCCESS MEASURES DATA SYSTEM'. The page title is 'Building Conditions'. It contains two main sections:

- 1. Address:** A text input field with a blue border and a small cursor icon.
- 2. Type of Building. (select all that apply):** A list of four checkboxes:
 - Single-family home
 - Multiple-family dwelling 2-4 units
 - Multiple-family dwelling 5 or more units
 - Industrial (e.g., factory, warehouse)

At the bottom of the form, there are three buttons: 'Delete Response', 'Save & Exit', and 'Next >>'.

TIP: There are 3 actions that can be conducted.



- **Save & Exit** will save the data you entered, but it will be marked as incomplete in your list of responses.
- **Submit Response** will officially record the response.

- Click the **Submit Response** button.

You will now see the location response in the list of responses.

Please note that when you view the list of location responses, the status column will indicate whether the location is complete or incomplete. Even if the response is completed, you can edit the response.

On the far right, you can click the (pencil icon) to **Edit**, (eye icon) to **Preview** or (trash icon) to **Delete** a response.

Building Conditions v1.0
Return to Response Management Screen
Evaluation: Community Evaluation, Phase I

Status [dropdown] enter text. [Filter] [Clear Filter] [Other Actions]

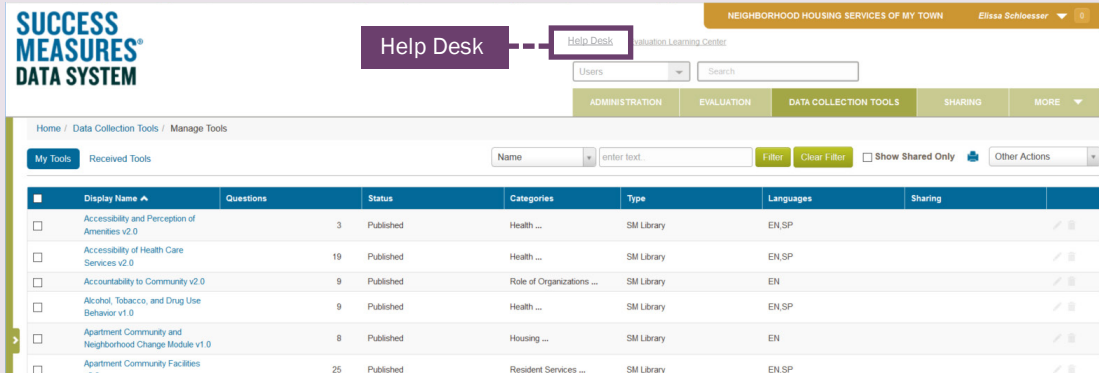
Information Source	Response	Date collected	Status	Language	
104 Market Street		Dec 16, 2016	Complete	English	Eye Icon
70 S. Prospect, Washington, District of Columbia, United States - 20024	294538	Jul 31, 2013	Complete	English	Eye Icon
70 S. Prospect, Washington, District of Columbia, United States - 20024	436922	Jul 6, 2016	Complete	English	Pencil Icon
7602 S. River, Washington, District of Columbia, United States - 20092	294603	Jul 31, 2013	Complete	English	Eye Icon
7602 S. River, Washington, District of Columbia, United States - 20092	436926	Jul 6, 2016	Complete	English	Trash Icon
7607 S. Prospect, Washington, District of Columbia, United States - 20002	294518	Jul 31, 2013	Complete	English	Eye Icon
7610 S River, Washington, District of Columbia, United States - 20094	294604	Jul 31, 2013	Complete	English	Eye Icon

0 Response(s) Selected [Edit] [Preview] [New Response] [Delete]

TIP: Once the evaluation is active and a response has been submitted, the evaluation cannot be returned to **Draft** status.

Need additional help?

- Click the **Help Desk** link at the top of the screen to find more guides on Customizing Tools and Question Formats. These guides are helpful resources as you work in the Tool Builder.
- If you have any questions or encounter any problems, please submit a help desk ticket.



The screenshot shows the SUCCESS MEASURES DATA SYSTEM interface. At the top left is the logo. The top right shows the user name 'Elissa Schoessler' and a profile icon. A 'Help Desk' link is highlighted with a purple box and a dashed line. Below the header is a navigation menu with 'ADMINISTRATION', 'EVALUATION', 'DATA COLLECTION TOOLS', 'SHARING', and 'MORE'. The main content area shows a table of tools with columns for Display Name, Questions, Status, Categories, Type, Languages, and Sharing. The table lists several tools, including 'Accessibility and Perception of Amenities v2.0', 'Accessibility of Health Care Services v2.0', 'Accountability to Community v2.0', 'Alcohol, Tobacco, and Drug Use Behavior v1.0', 'Apartment Community and Neighborhood Change Module v1.0', and 'Apartment Community Facilities'.

Display Name	Questions	Status	Categories	Type	Languages	Sharing
Accessibility and Perception of Amenities v2.0	3	Published	Health ...	SM Library	EN,SP	
Accessibility of Health Care Services v2.0	19	Published	Health ...	SM Library	EN,SP	
Accountability to Community v2.0	9	Published	Role of Organizations ...	SM Library	EN	
Alcohol, Tobacco, and Drug Use Behavior v1.0	9	Published	Health ...	SM Library	EN,SP	
Apartment Community and Neighborhood Change Module v1.0	8	Published	Housing ...	SM Library	EN	
Apartment Community Facilities	25	Published	Resident Services ...	SM Library	EN,SP	