

## Lesson 1 – Using the WFDSS 101 Training

This lesson contains five parts:

- [Introduction to WFDSS 101 Training](#)
- [Lesson Requirements](#)
- [Updating your Contact Information](#)
- [Using WFDSS Help](#)
- [WFDSS Navigation Tips](#)

### Introduction

The lessons in this series are intended to be completed as a suite, and in numerical order, but can be used as stand-alone lessons to help guide your WFDSS experience. Each lesson contains one or more short exercises that will teach you how to use WFDSS tools, as well as ideas for incorporating the tools into your workflow.

Each lesson is less than ten pages long. Some can be completed in 15 minutes, others may take close to an hour if you are new to WFDSS.

In these exercises, you will:

- Learn how to navigate WFDSS.
- Create a training incident and follow it thru from creation to decision documentation.
- Become familiar with the content of your unit's planning documents (or whatever unit you choose to work with) and how it guides development of incident objectives and requirements.
- Learn to use the values layers to prepare better risk assessments.
- Learn how to use WFDSS help to find the assistance you need.

Each lesson contains an introduction, topic-specific help content that has been copied from the WFDSS online help and one or more exercises. A list of WFDSS help topics that may assist you further is located at the end of each lesson.

### Lesson Requirements

All exercises are designed to be completed in the WFDSS Training System, but the steps described in the exercises can guide your decision-making in Production, too. Three tasks need to be completed before you can begin. You must:

- Create a WFDSS account (if you don't already have one.)
- Request and be assigned the role of Author (if you are not already an author.)
- Determine if the area where you intend to create your training incident has data uploaded into WFDSS Training (critical if you plan to complete the series of lessons or the lessons pertaining to objectives and requirements.)

## Requesting an Account

Before you can use the WFDSS application to track incidents, you must have an account. Once you set up an account, you can access both the production and the training application using the same user name and password, though your user privileges might be different in each system. New accounts are assigned the Viewer role. For other roles, including Author, you will have to submit a request to your Geographic Area Editor, which can easily be done from My Home > User Roles.

Federal employees must provide a government email address that ends with one of the following domains:

- \*.bia.gov
- \*.blm.gov
- \*.fs.fed.us
- \*.fws.gov
- \*.nifc.gov
- \*.nps.gov

Non-federal employees are approved as needed to support the interagency fire management mission, but are required to provide proof of security awareness training.

You can access the Request Account page from either the WFDSS Website Home Page (<http://wfdss.usgs.gov>), or by clicking the Request New Account link from either the WFDSS Production or Training System Login pages.

## Requesting Additional System Privileges

You can have multiple system-level roles in WFDSS. Some roles imply privileges associated with other roles:

- All roles have Viewer privileges.
- National Editors and Geographic Editors also have Author privileges.
- Super Analysts also have Fire Behavior Specialist privileges.
- Help Desk supersedes all other role assignments.

In addition, you might have incident-level privileges, such as Owner, Editor, Reviewer, or Approver.

(See Lesson 13 – Managing Incident Privileges for an explanation of incident-specific roles.)

### To Request Additional User Roles:

1. Login to the appropriate WFDSS application, Production or Training.
2. Click **My Home > User Roles**. The Home - User Roles page appears, with your current privileges checked in the User Roles box.
3. Check the additional roles that you want.
4. Write a justification for the request. Your justification should explain why you need the additional roles.
5. Click **Submit Request**.

A WFDSS Administrator will review your request and approve it if requirements have been met

### Determining if Data has been uploaded for a Unit

If you plan to proceed through the suite of WFDSS 101 lessons or explore other lessons in the series, it's important for you to create your training incident on a unit that has data uploaded into WFDSS training. You can determine if data has been loaded for a unit in two ways:

- Check with a unit's WFDSS data manager, or
- Navigate to the situation assessment map and use the identify tool to query for strategic objectives.

If data has been uploaded into WFDSS training for the unit you've chosen to work with, you are ready to begin the exercise. If it hasn't, select an alternate unit that has data uploaded. It's preferable that you develop your training incident on your home unit, but any unit with data loaded will suffice.

#### To Determine who a Data Manager is for a Unit:

1. Login to WFDSS Training and select the **My Home** tab. The Home page appears.
2. Select **Address Book** from the menu options on the left.
3. Select **WFDSS Address Book** from the Address Book dropdown list (if it's not already selected).
4. Select **Data Manager** from the Roles dropdown list.
5. From the list on the left, select the Geographic Area that contains the unit you've chosen to work with in one of two ways:
  - Double-click the name, **OR**
  - Single click the name, and then click the double arrows pointing to the right.
 The selected Geographic Area will be listed in the selection box on the right.
6. Select the Agency the unit belongs to the same way as above.
7. Click **Apply Filter**. The list of Data Managers for that agency(s) in that Geographic Area is listed.
8. Scroll through the list and locate the data manager for the unit you are looking for.

#### To determine if Data has been uploaded for a Unit:

1. Login to WFDSS Training and select the Intelligence tab. The Intelligence map appears.
2. Select the Identify  tool and click in the area on the map where you would like to create your training incident. A small yellow circle appears.
3. Choose the **Info** sub-tab.
4. Note the Radius (miles) setting. Default is 5 miles.
5. Click **Strategic Objectives**. The list of Strategic Objectives appears for the location selected and all federal land within 5 miles.

### Updating Your Contact Information

WFDSS uses the information provided in your user profile to notify you of changes to incidents and decision reports that you are associated with. It is important to keep your profile up to date with your

current contact information. If you change jobs, units, or agencies, you do not need to request a new account. Instead, just update your contact information.

Note: You only need to update your contact information in one system. The changes are replicated between Production and Training.

#### To update your contact information:

1. Login to the appropriate WFDSS application.
2. Click **My Home > Contact Information**. The Home - Contact Information page appears with your contact information pre-filled.
3. Review each field and make the appropriate changes.
4. To receive text messages from WFDSS, identify your cell phone carrier, then click the link "Use my cell phone as my alternate email address". The Alternate Email Address field auto-populates and a message appears telling you to test the email address.
5. Verify that your geographic area, agency, and unit are accurate.
6. Click **Submit**. Your changes are saved in the database.

### About WFDSS Help

WFDSS Help provides users with:

- Overviews
- Task based instructions
- Reference material

Help content is context-sensitive for pages in the application. It can be accessed by clicking the Help link (located beside the feedback link in the upper right corner of the webpage). Once clicked, a help topic will appear that addresses the page in the application you are viewing. Help content is updated regularly.

You can search for help using the Google search tool on the WFDSS website home page (located in the upper left). You can also use the contents tree, index or search options within the help to navigate to the help you need.

If you can't find the information you are looking for in the help or WFDSS training materials, use the Feedback form to tell us what you were looking for and where you expected to find it. The form can be accessed from within the WFDSS application by clicking the Feedback link in the upper right hand corner of the webpage. You can also contact the Fire Application Help desk at 1-866-224-7677 or email them at [helpdesk@dms.nwccg.gov](mailto:helpdesk@dms.nwccg.gov).

#### Using the Contents and Index options in the WFDSS Online Help:

The Contents and Index tabs provide two other methods for locating the help you need. The Contents function allows you to scroll through a list of help categories and the Index function allows you to scroll through a list of keywords to find related topics. If you can't find the information you are looking for in the Help or the information is not clear, use the Feedback form to tell us what you were looking for and where you expected to find it

### Using the Search options:

There are two search functions in WFDSS that allow users to enter a keyword or phrase to find help:

- Google search, available on the WFDSS homepage, and
- Search function in the WFDSS Online Help.

### Using the Google Search on the WFDSS Home page

The Google search function on the WFDSS Home page allows users to search the entire WFDSS website (includes WFDSS Online Help and the WFDSS Home page) and/or the worldwide web. It's the most thorough search engine available on the WFDSS website.

### Using the Search Option in the WFDSS Online Help

The Search function in WFDSS Help allows users to enter a keyword or phrase to find help topics in the WFDSS Online Help. It can be found by clicking the Search tab on the left side of the screen when viewing the Help.

- If you search using a keyword, all topics currently in the help that contain that keyword will be listed.
- If you search using a phrase, all topics currently in the help that contain that phrase will be listed. When you search using a phrase, avoid verbs and use nouns so you don't inadvertently miss the help topic you are looking for. For instance, let's say you want help with editing a landscape file. If you search for "edit a landscape file," two results are found. If you search for the phrase "landscape file," 52 results are found. Multiple help topics may exist to provide the help you are looking for and in this case, Creating a Landscape File, Editing a Landscape File and Modifying Landscape File Parameters are among the results.

### WFDSS Navigation Tips

WFDSS is a web-based program that is best used with Internet Explorer; however, certain user behaviors can create errors. When an error occurs, WFDSS can behave unpredictably and the program might not work correctly.

The most common behaviors that result in WFDSS application error include the following:

- Failing to wait for 'Done' to appear in the web browser status bar before generating new program actions or inputs
- Using the web browser refresh function to refresh the document window instead of using navigation tools provided within WFDSS
- Using the web browser back button or browser history to go back instead of clicking **Return** (if available) or using other navigation tools provided within WFDSS
- Using multiple browser windows in IE8 that results in shared session information ([http://wfdss.usgs.gov/wfdss/training\\_slides/QT\\_IE8\\_wfdss.pdf](http://wfdss.usgs.gov/wfdss/training_slides/QT_IE8_wfdss.pdf))

**Search for these related topics in the Help**

- [Requesting an Account](#)
- [Requesting Additional System Privileges](#)
- [About WFDSS Help](#)
- [Using WFDSS Search options](#)
- [Using the Feedback Form](#)
- [Updating your Contact Information](#)
- [WFDSS Navigation Tips](#)
- [Accessing the Fire Application Help Desk](#)