

Lesson 18 –The Decision Editor

Estimated time to complete: 30 minutes

In this lesson, you will learn how to:

- Access the Decision Editors
- Edit a pending decision using the Default and Advanced Decision Editors.

When you have completed WFDSS 101 Lessons 1-17, you've developed all the required inputs for your training incident. All that's left to do is submit your decision for review, make edits if needed, and publish it. This lesson introduces the two Decision Editors and how each are used to prepare a decision for publishing. In Lesson 19, you will finish your edits and complete the decision for your training incident.

About the WFDSS Decision Editors

Decision editors allow Incident Owners and Editors to add supportive text, images, and information to a decision document to help tell the story of an incident. In essence, this supportive content connects the primary parts of a decision together; it makes a decision easier to read and helps get your message across.

WFDSS offers two decision editors for incident owners and editors to use when editing a decision, the Default Decision Editor and the Advanced Decision Editor. Each can be accessed from the Decisions tab after a decision is created, and when a user is ready to edit the pending decision. The interface for editing a decision is different for each editor, however the editable sections of a decision are the same.

Both decision editors enable decision editing, but there are benefits of using one over the other for any given incident. The Default Decision Editor provides an intuitive, quick, and easy way to put together a decision for an incident and automatically opens when a Pending Decision is edited. The Advanced Decision Editor (the editor that's been in use since WFDSS inception) in contrast, provides advanced editing features not available in the Default Decision Editor, such as the ability add tables, add bullets or modify styles and font. It can be accessed by clicking the *Convert to Advanced* button on the Decision tab. The Default Decision Editor will meet the documentation needs for most incidents, but the Advanced Decision Editor will be useful for incident documentation with extensive formatting and/or additional content needs. Users can switch to the other editor midway through documenting a decision and the decision content will be saved in its current state. If you choose to switch back however, all information entered using the new decision editor will be lost.

Note: The Default Decision Editor works best with IE 11, Chrome or Firefox. We apologize for the inconvenience and are working to find a solution other than installing a newer version of IE or using Firefox and Chrome. Users can still use the Advanced Decision Editor, which is the same decision editor we have been using since 2009.

In the following exercise, you will navigate to the pending decision you created in Lesson 12, and then open the Default Decision Editor. You can follow along on your screen as you proceed through the lesson.

Editing a Decision

Editing a decision can be accomplished using either the Default or Advanced Decision Editors, which are both accessible on the Decisions tab.

- With the Default Decision Editor, editing is accomplished in each individual section and previously uploaded images and content are quickly accessible for insertion. This editing option provides a simplified approach to creating a decision that is intuitive and meets the needs of most incidents, regardless of complexity.
- With the Advanced Decision Editor (the editor that's been in use since WFDSS' inception), editing is accomplished via the Text Editor; content is added from the Incident Content Tree (all incident content) to the Decision Content Tree (current pending decision content). This editor provides advanced editing features not available in the Default Decision Editor, and may be useful for complex decision documents with extensive text and images.

The interface for editing a decision is different for each editor, however the editable sections of a decision remain the same and are as follows:

- Incident Information
- Weather
- Modeling
- Risk
- Benefits
- Objectives
- Course of Action
- Cost
- Rationale

Both decision editors allow multiple Owners or Editors to work on a decision simultaneously. This strategy is more efficient and helps a unit produce a decision document more quickly than if multiple users work together in one WFDSS account. Users can check out and edit a portion of the decision and check it back in when they are finished. Checked out portions of a decision can only be edited by the user that checked it out, to eliminate the risk of multiple editors 'walking' on each other.

A decision consists of nine parts and you can select /check out the full pending decision for editing or just a section. Typically, it is best to just edit one section of a document at a time. This enables other users to edit other sections of the decision at the same time.

When a decision or its sections show as **Available** in the status column, the decision and its parts are available for editing and are not checked out by Incident Owners or Editor. In the graphic below, the Pending Decision and its' sections are **Available** for editing.

Decisions List

The default Decision Editor does not function correctly in Internet Explorer 9 or 10
[Set Decision List Preferences](#)

Create Revert from Advanced Copy View Info View Decision Pending KMZ

Decision	Section	Status	Editor	Created (CDT)	Content Last Saved (CDT)	Relative Risk	Org Assessment
<input checked="" type="radio"/>	Pending Decision	Available	Rau, Diane	06/04/2015 16:54	06/24/2015 11:08		
<input type="radio"/>	Pending Decision	Available	Rau, Diane	06/04/2015 16:54			
<input type="radio"/>	Pending Decision	Available	Rau, Diane	06/04/2015 16:54			
<input type="radio"/>	Pending Decision	Available	Rau, Diane	06/04/2015 16:54			
<input type="radio"/>	Pending Decision	Available	Rau, Diane	06/04/2015 16:54			
<input type="radio"/>	Pending Decision	Available	Rau, Diane	06/04/2015 16:54			
<input type="radio"/>	Pending Decision	Available	Rau, Diane	06/04/2015 16:54			
<input type="radio"/>	Pending Decision	Available	Rau, Diane	06/04/2015 16:54			
<input type="radio"/>	Pending Decision	Available	Rau, Diane	06/04/2015 16:54			
<input type="radio"/>	Pending Decision	Available	Rau, Diane	06/04/2015 16:54	06/24/2015 11:08		

Page 1 of 1 Rows per Page: 20 Edit Check In PDF... HTML... Delete...

If another Owner or Editor were editing the decision or section of the decision, the decision would be **Locked** and the portion of the decision being edited would have **Being Edited** in the Status column. If any portion of a decision is in edit mode, the decision is locked and cannot be checked out for editing or submitted for review and publishing. Available sections of a locked decision can still be checked out for editing however.

About the Default Decision Editor

The Default Decision Editor provides an intuitive, quick, and easy way to put together a decision for an incident and automatically opens when a pending decision is edited. Vertical Tabs represent each section of the decision; providing quick movement between sections. Hyperlinks in decision sections link to other components to speed completion of required sections. This feature, combined with the Situation Map opening in a separate window, allows users to quickly complete required sections while viewing map components/features.

You can create the majority of decision inputs within the Default Decision Editor itself, which eliminates the need to navigate between tabs and menu options. Adding additional content is also easy, as check boxes allow a quick way to add optional content to each decision section. For example, Relative Risk and Organization Assessments charts can all be included in a decision by checking a box on the Assessment vertical tab. You can also add simple text and uploaded/captured images.

To edit a decision using the Default Decision Editor

1. Navigate to the Decisions tab for the incident you want to edit a pending decision for.
2. Select the radio button besides the pending decision or one of its sections, and then click **Edit**. The Default Decision Editor opens to display vertical tabs; if you’ve chosen the entire decision to edit, the tab furthest to the right (Decision Requirements) will open. If you’ve chosen a section to edit, the vertical tab for that section will display.
3. Work through the individual tabs to develop decision inputs. Depending on the tab, the following options may be available. Users can:

Enter text/images by selecting **Insert Section** on the lower portion of the screen. Fill in the required **Section Title** field and optional Text Before and Text After fields. **The Text Before** field will display before a selected image and the **Text After** will display after a selected image (it is not necessary to select an image however; users can enter only text

if they choose). Select **Save** to include the text to the Decision Content. Use the **Edit** button to edit text in any of the added sections. Use the **Insert Before** option to insert a section before an existing section. Use the Move Up and Move Down arrows to change the order of the text sections. To delete a text section, click Delete.

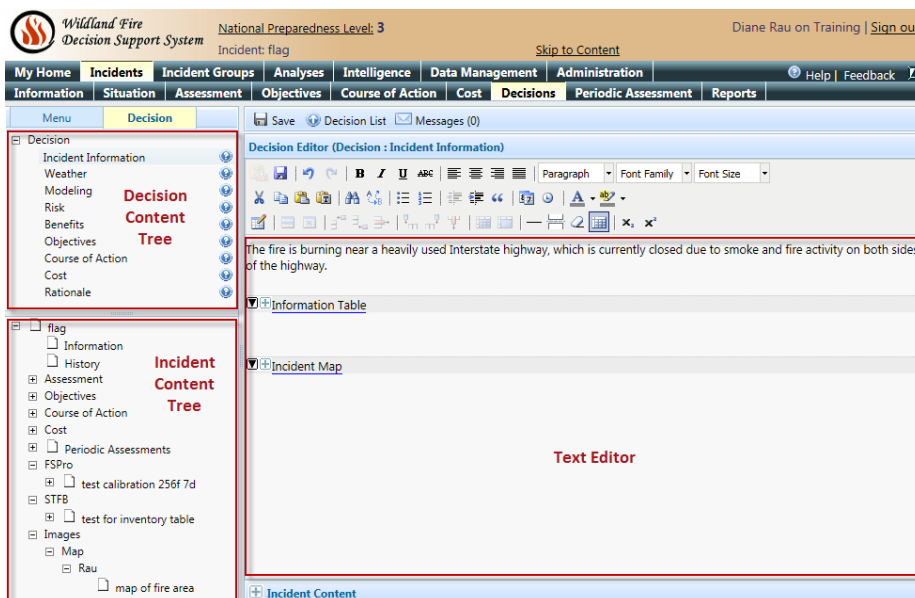
- Navigate to other sections of the decision via hyperlink (click **Return** when you are finished to return to the Default Decision Editor)
- Select checkboxes for content you want to add.
- Choose completed analyses to include in a decision.
- Create custom risk tables to enable editing of existing values tables for an incident.
- Use optional sliders to communicate potential benefits and/or strategy for an incident.
- View Sections to see what they will look like in a published decision.

About the Advanced Decision Editor

If you choose to use the Advanced Decision Editor for decision editing, primary decision inputs must be developed using tabs (Assessment, Objectives, etc.) atop the page or menu options on the left. Additional content is added using the Text Editor, and by moving content from the Incident Content Tree to the Decision Content Tree. Although the Advanced Decision Editor contains the same decision sections as the Default Decision Editor, it provides advanced editing features not available in the Default Decision Editor, including the ability to:

- Add tables
- Adjust font color/size
- Highlight text
- Superscript/subscript text
- Add bullets

To edit a decision with the Advanced Decision Editor, select the **Convert to Advanced** button on the Decision tab when all sections of a Pending Decision are Checked In.



You must complete edits to the primary parts of a decision (Objectives, COA, Validation, etc.) on the individual tabs for each section, but the Decision Editor allows you add additional content to any section of a decision document. You can type text freely, to describe inputs in more depth, or describe the reasons why you developed a particular input (or chose not to for that matter). You can also add images or other items saved or uploaded to Incident Content.

The Incident Content Tree

The Incident Content Tree is a collection of all content associated with an incident, parts of which will be used in building a decision; such as outputs from fire behavior assessments, values at risk products, and uploaded maps and photos. It's available to Incident Owner or Editors editing pending decision content using the Advanced Decision Editor, and contains all content for an incident that has been:

- Saved or captured from a WFDSS display or map.
- Uploaded from outside of WFDSS.
- Published in past decisions.
- Included in a current pending decision.

When using the Advanced Decision Editor, the Incident Content Tree is located in the left pane, beneath the Decision Content Tree. Incident Owners and Editors can access the Incident Content Tree when editing a pending decision and can add content from the incident content to the decision content using the Text Editor tools. To view incident content, you must change the Text Editor view from decision content to incident content by clicking Incident Content at the bottom of the page. You can select Decision Editor (located above Text Editor tools) to return to the decision content view.

Content captured, or saved from a WFDSS display or map, or uploaded from outside of WFDSS is saved to the Incident Content Tree as part of the incident history documentation. It is not automatically added to the decision content for a pending decision; you will have to add the content manually. For example, if you upload a photo of fire behavior for an incident, the image is stored in the images folder in the Incident Content Tree (see [Uploading Images](#) for more information). From there, you can insert the image into the decision content, wherever you see fit. If you do not manually add a saved, captured, or uploaded image to your decision content, the image remains in the incident content, unused.

Note: You need to insert incident content into the decision document before it can be included in a decision. If it is not added to the decision, it is stored for a limited time in the system. Decision content for published decisions is permanently stored in WFDSS.

The Decision Content Tree

The Decision Content Tree is delineated by sections of the pending decision and can be viewed by incident owners and editors when using the Advanced Decision Editor. Its located at the upper left of the Advanced Decision Editor when you are editing a pending decision and contains all content currently included in the pending decision. You can use the Text Editor to edit decision content, manually add content from the incident content tree or add text or other supportive information to relate incident events. When making edits to decision content, a pop-up dialog displays 3 minutes prior to a session timing out due to inactivity. Contents are auto-saved if changes were made.

From the Decisions page, you can select an entire decision for viewing or editing, or just a section, and the Decision Content Tree will contain only the content you've selected.

An Incident Owner or Editor can edit content in or add content to the Decision Content Tree until a decision has been submitted for review.

The Text Editor

The Text Editor, available only in the Advanced Decision Editor, is a powerful decision editing tool that allows incident owners and editors to organize and format decision document so that anyone reviewing the content will be able to clearly understand its intent and content. When the published decision is downloaded, a reader unfamiliar with your incident should be able to understand why you chose a particular Course of Action (COA) and how it will achieve Incident Objectives.

The text editor allows incident owners and editors to:

- Edit content in the Decision Content Tree,
- Add text, tables or images to a decision,
- Modify formatting, styles and font to added text,
- Display content from the Decision and Incident Content Trees (for quick review of content before adding and without leaving the decision editor), and
- Insert page breaks to your .pdf content prints neatly.

The Default Decision Editor is more simplified in its approach, allowing edits but no options for modifying format or style. Add content to a pending decision to help tie the sections of your decision together. Additional content can help you strengthen your decision document, describe your incident in greater detail, and/or justify choices you made in selecting inputs. After each addition or edit, make sure you click Save.

Using Text Editor Tools

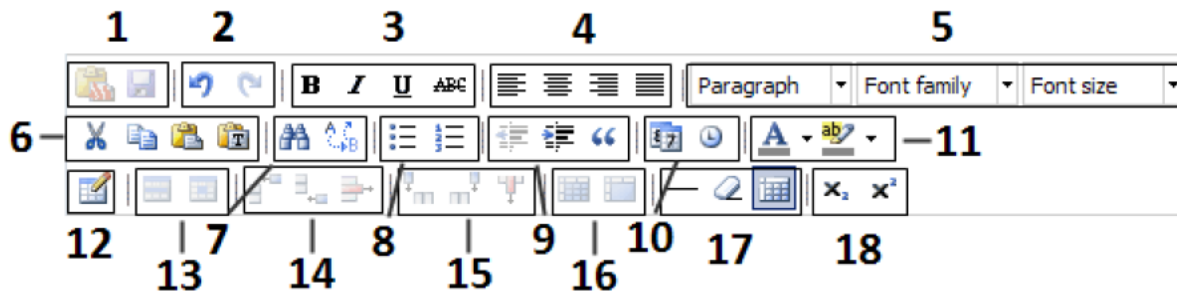



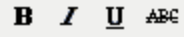
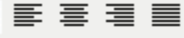


























Figure 1: Text Editor Tool Bar

Toolbar Number	Toolbar Icon	Description
1		Insert WFDSS content: Used to insert incident content into the decision content. Click the decision content folder that you want to add content to, highlight the content in the incident content tree that you want to insert, place your cursor in the Text Editor where you want to insert the content, click the Insert WFDSS content tool.

Toolbar Number	Toolbar Icon	Description
		Save: After each edit, click Save to save your changes. If you fail to click Save and you navigate to another section of the decision or you leave the decision editor, all edits since the last save are lost (Ctrl + S).
2		Undo recent changes (Ctrl + Z) or Redo (Ctrl + Y) recent changes
3		Font Options: Bold (Ctrl + B), Italicize (Ctrl + I), Underline (Ctrl + U), or Strikethrough
4		Alignment Tools: Align your text Left, Center, Right or Full;
5		<p>Style and Font Size: Change the Style, Font, or size of font. These options allow you add more than just words to a decision, you can:</p> <ul style="list-style-type: none"> • Assign styles to text you manually add such as subject headings or titles; these types of additions will help delineate your document and get your message across. For instance, in your pending decision, you can type “Fire Behavior Analysis Outputs” above images of model outputs and assign it a Heading 1 so that the audience knows that Fire Behavior Outputs are to follow, or • Increase font size or modify font face to emphasize a point or make content stand out. For instance, if predicted weather calls for deteriorating conditions for an extended period, you could add a phrase above the Fire Weather Zone Forecast in the Weather Content folder that summarizes the expected weather severity, and assign it a different font and a large size so it stands out in the document. <p>To restore font family and size to defaults, highlight the text and click the Remove  Formatting button beneath it (17).</p>
6		Cut, Copy and Paste: The WFDSS application accepts a wide variety of cut, copy, and paste options and you can use the tools to add text from within WFDSS or from outside of WFDSS. You can typically use any combination of cut and paste tools in this display as well as Ctrl +X, Ctrl +C, and Ctrl +V for cut, copy and paste. Since WFDSS was designed to work with Internet Explorer, various combinations may/may not work with other browsers.
		Paste as Plain Text: Allows you to paste text, typically from outside of WFDSS, that has been stripped of formatting like headings, font styles

Toolbar Number	Toolbar Icon	Description
		and hyperlinks.
7		Find and Find/Replace: The Find and Find/Replace tools work when you are trying to locate a word or words that you manually typed within a section of a document or want to replace those words with something else. You must use the tool within each section individually, as the application does not search the entire document, but only the content folder selected for display/editing in the Text Editor.
8		Lists: Unordered and Ordered lists allow you to create simple bulleted or numbered lists.
9		Outdent and Indent: Helps you align content the way you want it.
		Blockquote: Helps you define a block quotation within the text. A Block quotation is used to identify a large section of content from another source.
10		Timestamp: Allows you to insert a date and/or a time stamp within the content. This could be helpful if numerous Editors are editing content and a timeline is necessary.
11		Select Text Color: This tool allows you to change the color of the font.
		Select Background Color: This tool allows you to highlight text. To remove highlighting, you can use the Remove formatting  button beneath it (17).
12		Insert New Table: Allows you to insert a new table. Although you can cut, copy, and paste simple tables into the Text Editor, it's recommended that you build new tables using this tool. Table's cut/copied/pasted into WFDSS can contain hidden formatting that can corrupt content. When you create a table, try modifying the properties to get some practice using the various table tools available.
13		Table Row Properties: This tool allows you to modify a row or rows in a table. You can modify row type, alignment properties, or assign color if

Toolbar Number	Toolbar Icon	Description
		you choose.
		Table Cell Properties: This tool allows you to modify a cell or cells in a table. You can modify cell type, alignment properties, or assign color if you choose.
14		Insert Row Before: This tool allows you to insert a row above a cell or row you've selected in a table.
		Insert Row After: This tool allows you to insert a row below a cell or row you've selected in a table.
		Delete Row: Allows you to delete a row in a table.
15		Insert Column Before: This tool allows you to insert a column to the left of a cell or column you've selected in a table.
		Insert Column After: This tool allows you to insert a column to the right of a cell or column you've selected in a table.
		Delete Column: Allows you to delete a column in a table.
16		Split Merged Table Cells: Allows you to split table cells that have been merged either in WFDSS, or before copying into WFDSS.
		Merge Table Cells: Allows you to merge cells in a table. You can undo the merge with the Split Merged Table Cells tool beside it.
17		Insert Horizontal Line: Allows you to insert a horizontal line anywhere in a document or table. To delete a horizontal line, position your cursor at the start of the line near the left margin and click Delete on your keyboard.






Toolbar Number	Toolbar Icon	Description
		<p>Insert Page Break for Printing: Allows you to distinguish when a page ends and a new page begins when the document is printed or viewed.</p>
		<p>Remove Formatting: Allows you to remove formatting applied to text or a table. Select the content you want to modify, and then click the tool.</p>
		<p>Show/Hide Guidelines/Invisible Elements: Allows you to show or hide elements, such as table framework, within a document. If you choose to hide all such elements, the change applies to the entire document. Click the tool a second time and the elements are available for viewing.</p>
<p>18</p>		<p>Subscript: Allows you to display text as Subscript, as _{in this example.}</p>
		<p>Superscript: Allows you to display text as Superscript, as ^{in this example.}</p>

Figure 2: Text Editor Toolbar Icons

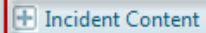
Displaying Content in the Text Editor

Within the Text Editor, you can easily switch from viewing decision content to viewing incident content and vice versa. This is helpful because:

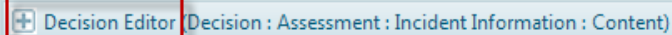
- You can view incident content before adding it to your decision content, so that you can be sure you are adding the correct image or text.
- You can access and review published decision content without having to return to the **Decisions** tab and open a published decision.

To display incident content:

1. Select the incident content you would like to view, and then click the plus sign to the left of the **Incident Content** option at the bottom of the page. Doing this changes the view from decision content to incident content.




- When you are finished viewing incident content, click the Decision Content option above the Text Editor tools to return to the decision content display.



Editing Decision Content using the Advanced Decision Editor

The Text Editor provides a set of tools that allow you to edit content in a pending decision. Specifically, you can add content to a pending decision to help tie the sections of your decision together. Additional text can help you:

- Strengthen your decision document.
- Describe your incident in greater detail.
- Justify choices you've made in selecting inputs.

After each addition or edit, make sure you click **Save**. You can add text and other types of content to pending decision content using the Insert WFDSS Content  (1*) and the Cut, Copy and Paste

 tools (6*).

**See above table for additional information about these tools.*

What types of content can I add to a pending decision?

You can add the following to your decision content:

- Text or tables developed using the Text Editor tools or copied/pasted from outside of WFDSS, or
- Images or other types of content from the Incident Content Tree.

You can edit sections of a pending decision that are Available (not being edited by someone else) until the decision is submitted for review/approval. Submitting a pending decision for Review/Approval locks a decision until it is either Approved or Rejected. Rejected decisions return to pending status and for additional content and edits.

Adding certain types of content to a pending decision can corrupt decision formatting. As a result, the following additions are NOT recommended:

- Copying/pasting or typing any type of URL or web address into decision content, and
- Copying/pasting tables or images from Word documents into decision content.

Instead, upload captured images from outside documents or type content directly into the decision. Tables should be developed in WFDSS using the Text Editor tools.


To add text or a table to a decision using the Advanced Decision Editor:

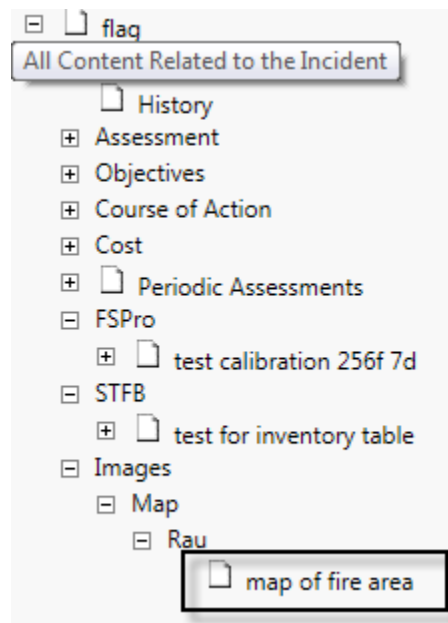
- From the Incident List, select the incident with a pending decision that you want to edit, and then click **View Information**.
- Click the **Decisions** tab.

5. Locate the pending decision or section of decision you want to edit, select it from the list, and then click **Edit**. The Decision Editor opens.
6. Place your cursor in the text editor where you'd like to add text, and:
7. Manually type content,
8. Cut or Copy text or a table from inside or outside of WFDSS and paste using Ctrl + C, Ctrl + V or the cut, copy and paste tools (6), or
9. Click the Create/Edit table tool to create a table (12), and add content to the table cells.
10. Click **Save**.


*See above table for additional information about these tools.

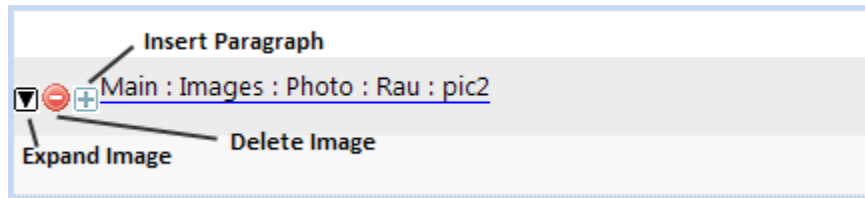
To add images and/or content from the Incident Content Tree:

1. From the Incident List, select the incident with a pending decision that you want to edit, and then click **View Information**. The Incident Information page appears.
2. Click the **Decisions** tab.
3. Select the pending decision or section of decision you want to edit, and then click **Edit**. The Decision Editor opens.
4. Select the Decision Content file (in the Decision Content Tree in the upper left) that you would like to add content to. The current contents of the file display in the Text Editor.
5. Locate the incident content (in the Incident Content Tree, lower left) that you want to add to your decision content and select it. In the example below, an image titled **map of fire area** is selected. Note that the Insert WFDSS Content  tool in the Text Editor toolbar activates and is no longer greyed out.



6. Place your cursor in the Text Editor where you want to add the content.

7. Click the Insert WFDSS Content  tool. The content is added where you placed your cursor in step 6. Once an image is added, it can be expanded for viewing, deleted, or you can add text above or below it.



8. Click **Save**. The content is now part of the pending decision document. If you navigate away from the page before saving your content, your edits are lost.
9. When you are finished with your edits, navigate back to the **Decision** tab to check-in the pending decision or section of the decision you were editing.

Summary

Together, the Decision Content Tree, Incident Content Tree, and the Text Editor combine to create a powerful decision editing tool that helps an Incident Owner or Editor develop effective and thorough documentation for an incident. In this lesson, you've gained the skills to do this and in Lesson 19, you will create a decision document for your training incident.

Search for these related topics in the help:

- [Decision Making: An Analytic Deliberative Process](#)
- [Uploading images](#)
- [Editing a Decision](#)
- [About the Decision Content Tree](#)
- [Decision Content Tree](#)
- [Incident Content Tree](#)