Geographic Area Editor Reference Guide

Geographic Area Editor Overview

This document is a quick reference for GA Editors. It contains content from the WFDSS help.

Additional information can be found at the Wildland Fire Management Research, Development & Application website. The website contains:

- Conference Call Notes
- After Action Reviews
- Security Training and Direction
- Suggested Training and Prerequisites for Fire Behavior Specialists
- GA Editor Calendar – scheduled training and GA Editor conference calls
- Additional Decision Support information and Tools

Geographic Area Editor

A Geographic Area Editor has author privileges and ownership of all WFDSS incidents within the geographic area (GA) he/she is assigned. A GA editor can:

- Edit any WFDSS incident within their geographic area (GA).
- Help manage shapes*[1] associated with an incident (See Shape Privileges by User Role).
    - Draw, manipulate, or upload fire perimeters, MAPs, objective shapes, analysis ignitions, landscape masks, and barriers.
    - Draw or manipulate planning area or points of interest shapes.
- Help manage documentation for incidents in their GA that include managing incident-level privileges for incidents.
- Administer WFDSS accounts for users (edit user roles, disable user accounts, and so forth.).
- Create automated Basic and STFB fire behavior analysis and manage analysts in their region.
- Determine if a Decision Support Center (DSC) is needed during fire season, and then contact the appropriate individuals to establish a DSC.

Geographic areas do not have privileges specific to Fire Behavior Analysts or Administrators.

Users can use the filtering function in the WFDSS Address Book to determine who the Geographic Area Editors are by region and/or agency. People will find you this way, so make sure your GA area is correct.

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[1] *The following shapes cannot be modified when a decision is in the Review and Approval process: Management Action Points, Objective Shapes, Planning Area, and Fire Perimeters*

Editing Incident Information

WARNING: When you declare an incident out, there are numerous consequences. Review the Help topic: Declaring an Incident Out.

As a geographic area editor, you may need assist the field and need to edit or update information about an incident as more information becomes available, or as conditions change. On the incident Information page, you can:

- Modify the Incident Name and/or Unique Fire Identifier[2]
- Modify the incident's Latitude and Longitude
- Transfer incident ownership
- Add or modify the FireCode
- Update Incident Size (acres)[3]
- Modify Discovery Date and/or Time
- Add Containment Date and/or Time
- Add Controlled Date and/or Time
- Add Out Date and/or Time*[4]
- Modify the default Landscape Data Source selected to display fuels, canopy or topographical characteristics in map displays
- Update Incident Cause
- Update Jurisdictional Agency

Considerations:
- You cannot modify the Incident Name or Unique Fire Identifier when a decision has been published for an incident or the incident has been declared out.
- You can update Incident Size (acres) manually on this page, or you can upload/save a new perimeter and its corresponding acreage will auto-populate in the Incident Size field.
- GA Editors, Dispatchers or Incident Owners declare an incident out using this page. After declaring an incident out, the incident and its decision content are locked permanently in WFDSS and few additional edits are available. A Periodic Assessment is no longer required when an incident is declared out.

Note: When you click **Save** at the end of any page related to an incident, WFDSS automatically archives all information for that incident until the incident is declared out.

Note: WFDSS generates an email to Incident Owners when an incident is not contained after three days and there is no published decision. Click the link in the email to navigate to the incident so you can provide updated information.

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[2] *The following shapes cannot be modified when a decision is in the Review and Approval process: Management Action Points, Objective Shapes, Planning Area, and Fire Perimeters.*

[3] *The following shapes cannot be modified when a decision is in the Review and Approval process: Management Action Points, Objective Shapes, Planning Area, and Fire Perimeters.*

[4]
The following shapes cannot be modified when a decision is in the Review and Approval process: Management Action Points, Objective Shapes, Planning Area, and Fire Perimeters.

> **Note:** It is important to document the containment, controlled, and out dates for each incident. The system uses these dates to filter the incidents that appear on the map view for the geographic area.

Managing Shapes (Shape Privileges)

Each WFDSS User Role is associated with privileges that determine who can upload, draw, manipulate, and copy shapes. Geographic Area Editors can help manage shapes[5] associated with an incident (Shape Privileges by User Role further discusses the Geographic Area Editor's role in relation to shapes). Users with this role can:

- Draw, manipulate, or upload fire perimeters, MAPs, objective shapes, analysis ignitions, landscape masks, and barriers.
- Draw or manipulate planning area or points of interest shapes.

Managing Documentation for Incidents

Incident Ownership

Since a GA Editor owns all the incidents within their geographic area, he/she can manage incident ownership and other incident privileges. The following rules apply:

- An incident can be assigned to multiple owners. Multiple owners for an incident can edit the privileges of individual group members or remove an entire group without changing the Incident Owner.
- Only Authors, GA Editors, and National Editors can assign or transfer Incident Owners. Only Incident Owners can assign incident privileges.
- After a fire is declared out, Incident ownership can change in order to conduct further analyses and complete fire reports.

> **Note:** When you are assigned as an Incident Owner, or when someone transfers incident ownership to you, you will receive an email that contains a link to your incident.

Transferring Incident Ownership

Ownership is an incident-level privilege and GA Editors are automatically assigned incident ownership in their geographic area. Authors can:

- Transfer ownership of an incident to another author, or
- Transfer ownership of an incident to a group of WFDSS users that they've created in their address book.

Ownership of an incident may need to be transferred for a variety of reasons:

- The current owner is going out of town and will not be available.

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[5] *The following shapes cannot be modified when a decision is in the Review and Approval process: Management Action Points, Objective Shapes, Planning Area, and Fire Perimeters.*

- Incident complexity is increasing and additional authors are needed to assist with decision-making and documentation.
- Incident is transitioning to an incident command team or a different team.
- The size of the fire requires a higher level of authority to manage it.

Only group members with Author privileges can own incidents. Members of a group that do not have author privileges can assist with document editing, review, and approval.

Managing Incident-Level Privileges

In WFDSS, there are system-wide user roles (e.g., Author, Viewer) and incident-specific privileges (e.g., Owner, Editor, Reviewer, Approver). Incident privileges are specific to each incident. As owner of incidents in their GA, a geographic area editor can grant incident-specific privileges to other personnel (individuals or groups) to help with documentation of an incident.

Incident Privileges is also a menu option where an Incident Owner can manage incident-level privileges for an incident. Here, a GA Editor/Incident Owner can:
- Assign incident-level privileges (Edit, Review, Approve) to other WFDSS users.
- Assign incident ownership to or share incident ownership with other WFDSS users or groups.
- Query incident privileges and ownership for an incident to determine who has privileges and what types of privileges each user has.
- Remove privileges from WFDSS users assigned to help with decision documentation for an incident.

When incident ownership is assigned to a group, a GA editor can add and modify roles for individuals in the group, and delete ownership as needed. They can also change incident ownership after declaring an incident out for reporting and analysis purposes.

Administration of WFDSS User Accounts

> **Note:** Before starting tasks available to the left in the Administration tab, ensure you understand how each task works and its consequences.

Users with Geographic Editor or Administrator roles have access to the Administration tab. The following functions are available to both of these users:
- View Role Requests.
- Grant Role Requests.
- Edit User Roles when there is a role request.
- Group emails to all users that currently appear in the list.
- Manage notification lists for Fire Behavior Requests and GA Summary.
- Display Security Information for lists of 1000 users. Security information contains Last Access Date, RoB Type and RoB acceptance Date.

> GA Editors cannot reset passwords for users. Users must contact the helpdesk or an administrator.

Viewing User Role Requests

Geographic Editors and Administrators can view role requests from the Administration tab. Role requests include requests for new WFDSS accounts as well as additional user roles. The Show Role Request table provides Geographic Editors a list of users within their current Geographic Area (see **Home > Contact Information** to verify your current GA). Administrators see all role requests in the system.

> **Caution:** Verify that non-federal users have completed security training before granting them access.

To view role requests:

1. Choose the **Administration** tab. The Administration page appears.
2. Click **Show Role Request**. The table displays the role requests available to you.

    > **Note:** If your list is longer than a page, use the User List Filter to search by agency or a specific user.

3. Select the user you want to view roles for.
4. Click **Edit User**. The Edit User Role page appears.
5. Review the user's information and justification.
6. If appropriate, select the User Role(s) requested by the user.
7. Click **Save**. The user's role is updated when they log into WFDSS.

    > **Note:** If a user is currently logged into WFDSS when you change their role, they need to log out, close, and restart the web browser, then log back in for the role change to take effect.

Granting User Role Requests

Geographic Editors and Administrators can grant user roles. Users are usually granted the Viewer role when they request access to the application. If users are not federal employees, they are not automatically granted Viewer role. The Geographic Editor or Administrator must confirm that non-federal users require access and have completed security training. The users are required to request user roles that allow them to complete their assigned tasks. For example:

- Run fire behavior analyses (Fire Behavior Specialist role.)
- Create incidents (Dispatcher role.)
- Own incidents (Author Role.)
- Publish decision documents (Author role.)
- Pre-load strategic objectives, management requirements, and unit shapes (Data Manager role)

Geographic Editors can only grant the following user roles: Viewer, Dispatcher, Author, Fire Behavior Specialist and Data Manager. They can also Disable Users. Administrators can grant all user roles. Roles granted to a user in Production are mirrored to Training. Conversely, roles granted to a user in Training are not mirrored to Production.

Editing User Roles

Geographic Editors can edit the following user roles: Viewer, Dispatcher, Author, Fire Behavior Specialist and Data Manager. They can also Disable Users. A User Role might need to be edited for the following reasons:

- User requires different user roles due to a job change.

- User needs to be disabled in the application due to retirement or otherwise leaving employment.
- User requires a Geographic editor role (only Administrators can grant this role).
- User is attending a training class and requires a different user role.
- Uploads shape files or incidents in their <u>geographic area</u>. <u>Shape Privileges by User Role</u> further discusses the Editors role in relation to shapes.

Administrators can grant all user roles. A user's roles can be different for Production and Training. Roles granted to a user in Production will automatically be granted to the user's Training account. Conversely, roles granted to a user in Training are not mirrored to Production.

To edit user roles:

1. Choose the **Administration** tab, then do one of the following:
   - Choose **User List**. The User List table displays all users in the system for whom you are allowed to edit privileges.
   - Click **Show Role Request**. The User List table updates to display only the user role requests available to you.

   > **Note:** If you use Show Role Request, you will only be using a list of users who have requested roles.

2. Use the User List Filter to locate the user you want to edit.
3. Select the user, and then click **Edit User**. The Edit User Role page appears.
4. Select the appropriate User Roles for the user.
5. Click **Save**. The next time the selected user logs into WFDSS, their role is changed.

Sending Group Emails

Administrators and <u>Geographic Area</u> Editors can send a group email to the WFDSS user community. The email list is set by the current user list filter. Group email messages are intended for user notifications about events, tips, WFDSS-specific GA announcements, or requests. Examples include, but are not limited to, the following:

- Upcoming training
- Major system changes
- Geographic Editor communications to users/user groups within the geographic area

Examples of emails to avoid sending:
- Emails to the entire WFDSS user group
- Forwarding feedback responses
- Agency or National policy statements (They appear to be coming from WFDSS and not the appropriate office)

To send group emails:

1. Choose the **Administration** tab and set the appropriate user list filter as the intended recipients.
2. Choose **Broadcast Message**. The Group Email page appears.

> **Note:** Email will be sent to the users that currently appear in the user list. Use the filters to select a smaller subset of users.

3. Type the subject of the email. This should be short, but descriptive of the message contents.
4. Type the message you want to email to WFDSS users.
5. Review the message for typos, tone, and content.
6. Click **Send**. The message is emailed to all WFDSS users selected in your filter.

Managing Notification Lists

Administrators and Geographic Area Editors manage notification lists from the Administration tab. Geographic Editors have access only to the Geographic Area Summary and the Fire Behavior Requests. Administrators and GA Editors can review user accounts to determine those accounts that have not been accessed in a specified number of days. The user has the option of exporting the Notification Lists to an Excel spreadsheet.

There are notification lists for:
- FLAME Act Report
- User Accounts
- Other
- Weather Related
- Service Broker Failure
- User Feedback
- Decision/FLAME Act Failures
- Geographic Area Summary
- Oversight Summary
- Fire Behavior Requests

Monitoring Fire Behavior Request Notifications

The National Fire Decision Support Center no longer monitors Fire Behavior Request notifications. Geographic Area Editors are responsible for managing the coordination of Fire Behavior Requests generated by WFDSS users.

The National Fire Decision Support Center will manually subscribe new Geographic Area Editor's agency email to the Fire Behavior Request notifications for the geo-area listed in their profile when the Geographic Area Editor role is first assigned. GA Editors will need to adjust their notifications if they want to receive other geo-area notifications in addition to the one listed in their profile and/or if they would like to receive the notifications to alternative emails or phone numbers (i.e. text messages). Geographic Area Editors can subscribe/unsubscribe other WFDSS users to the notifications as needed for coverage of Fire Behavior Requests.

Geographic Area Editors needing assistance filling Fire Behavior Requests should contact the National Fire Decision Support On-Call Coordinator: 208-473-8107.

To add a user to a Notification List Type:

1. From the **Administration** tab, select **Notification** from the left menu. The Notification Types

list appears.

2. Click the radio button to the left of the appropriate Notification Type.
3. Click **Open**. Displays the appropriate Notification List.
4. Click **Add**. A new row displays at the top of the list.
5. Click the radio button to the left of the empty User ID, User Name, and Email Address row.
6. Enter the appropriate User Name or Email Address, NOT both.
7. Click **Save** to add the user to the Notification List, or click **Cancel** to not save the user information.
8. Click **Return** to go back to the Notification Type page.

To edit user information in a Notification List Type:

1. From the **Administration** tab, select **Notification** from the left menu. The Notification Types list appears.
2. Click the radio button to the left of the appropriate Notification List.
3. Click **Open**. Displays the appropriate Notification List.
4. Click the radio button to the left of the user row you want to edit.
5. Click **Edit**.
6. Modify the information as needed.
7. Click **Save** to save the modified user information to the Notification List, or click **Cancel** to not save the user information.
8. Click **Return** to go back to the Notification Type page.

To delete a user from a Notification List Type:

1. From the **Administration** tab, select **Notification** from the left menu. The Notification Types list appears.
2. Click the radio button to the left of the appropriate Notification Type.
3. Click **Open**. Displays the appropriate Notification List.
4. Click the radio button to the left of the user you want to delete.
5. Click **Delete**. The user information is removed from the page. You can delete one user at a time.
6. Click **Save** to save the newly added user information to the Notification List, or click **Cancel** to undo the deletion.
7. Click **Return** to go back to the Notification Type page.

About Images

WFDSS users with the following roles can <u>capture</u> or <u>upload</u> images for use in an incident's decision:

- Incident Owners and Editors
- Fire Behavior Specialists and Super Analysts
- Dispatchers (must be assigned to the same <u>geographic area</u> as the incident)
- Geographic Area Editors (must be assigned to the same geographic area as the incident)

Images are tied to a specific incident, and are stored in the Images folder in the <u>Incident Content Tree</u> (Incident List > select Incident and click View Information > Decisions > select Decision > click Edit > scroll down to see the Incident Content Tree in the left pane).

Analyses Related Tasks for Geographic Area Editors

Geographic Area Editors (and Incident Owners, Editors or Dispatchers) can generate WFDSS Automated Basic and STFB Fire Behavior for incidents in their geographic area. In addition, they can draw, manipulate, or upload analysis-related shapes such as analysis ignitions, landscape masks, and barriers.

Since fire managers contact the local GA editors when fire behavior analysis is needed for an incident, it is imperative that a GA Editor become familiar with the analysis skills with the GA area, and with the list of WFDSS users that have fire behavior specialist or super analyst roles.

The USGS Center for Earth Resources Observation and Science (EROS) currently houses the multiple processing machines that run FSPro. Processing capability has increased substantially and continues to do so, and priorities are no longer necessary most of the time. These computers may also be also shared with Fire Program Analysis (FPA), so not all of them may be available at the time of your run.