

Lesson 1: WFDSS Introduction

This lesson contains five parts:

- Introduction to WFDSS 101 Training
- Lesson requirements
- Updating your Contact Information
- Using WFDSS help
- WFDSS navigation tips

Introduction to WFDSS 101 Training

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 in the series 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.

You only need to request an account once, as the account can be used for the duration of your career and additional accounts are unnecessary. You can update your contact information in WFDSS as you relocate and/or change jobs to ensure its currency.

Federal employees must provide a government email address 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](#), or from the appropriate login screen (Training or Production) for the application.

To request an account:

1. Do one of the following:
2. Navigate to the WFDSS Home web page > click the Request Account link from the menu options on the left side of the screen, or
3. Navigate to the WFDSS Training or Production login web page > click the Request New Account link located below the Sign In fields.
4. The Preliminary User Qualifications page opens.
5. Review the user qualifications.
6. Click Continue to move to the Request User Account page, or click Cancel to return to the WFDSS login screen.
7. Enter a User Name (at least six characters, containing lowercase letters, digits, and the special characters @, underscore (_), and period).
8. Enter your First and Last Name.
9. Enter your Telephone Number and primary Email Address.
10. If you have a cell phone number and secondary email address, enter that information.
11. Enter your security question, your answer, and confirm your answer.
12. Select your Geographic Area, Agency, and Unit.
13. Click Submit.

Once your request is approved, you will receive an email confirming your user name and password. If you don't receive an email with your password within a couple of hours of submitting your request, please contact the WFDSS help desk (helpdesk@dms.nwcg.gov).

Requesting Additional User Roles

When you request and are granted a WFDSS account, you are automatically assigned the Viewer user role. There are multiple system-level roles in WFDSS and you can request additional roles, as needed. 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.

Note: You must request additional user roles in both the Production and Training applications. You use the same WFDSS account to access each but the systems do not share data.

See [Lesson 13 - Managing Incident Privileges](#) for an explanation of incident-level privileges.

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 reviews your request and approves it if requirements have been met.

Determining if Data is 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 Intelligence map and use the identify tool to query for Strategic Objectives.

Instructions for each of these methods are included below. 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 the 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 drop-down menu (if it's not already selected).
4. Select Data Manager from the Roles drop-down menu.
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 Strategic Objectives & Management Requirements have 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. Also, if you experience a life change and want to change your login ID you can do so on this page.

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 fills 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 is the online help system that can help you navigate the application and develop quality inputs. It provides users with:

- Help topic overviews.
- Task-based instructions.
- Reference materials.

WFDSS Help is accessed from the WFDSS Home page or by clicking the help icons within the application.

From the WFDSS Home page, you can search the Help using the Google search tool (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. See [Using the Contents and Index options in the WFDSS Online Help](#) for further information.

Since 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)  **Help**. Once clicked, a help topic will appear that addresses the page in the application you are viewing. Help content is updated regularly.

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. You can also contact the Fire Application Help Desk at 1-866-244-7677 or email them at 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 the 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 WFDSS Search Options

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

- The Google search function available on the WFDSS homepage
- The Search function in the WFDSS Online Help

The Contents and Index tabs provide two other methods for locating the help you need. See [Using the Contents and Index Options in the WFDSS Online Help](#) for more information.

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. The WFDSS online help also has a search option, but it limits your search to only the online help. See [Using the Google Search on the WFDSS Home Page](#) for more information.

Using the Search Option in the WFDSS Online Help

The Search function in WFDSS Online Help allows users to enter a keyword or phrase to find help.

- If you search using a keyword, all topics currently in the help that contain that keyword are listed.
- If you search using a phrase, all topics currently in the help that contain that phrase are 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 to search for 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.

The Google search option is also available on the WFDSS Home page. It allows you 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. See [Using the Search Option in the WFDSS Online Help](#) for more information.

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 that results in shared session information (this can be remedied by opening the second browser in *New Session*).

Search for these related topics in the Help

- [Requesting an Account](#)
- [Requesting Additional User Roles](#)
- [About WFDSS Help](#)
- [Using WFDSS Search Options](#)
- [Using the Feedback Form](#)
- [Updating your Contact Information](#)
- [WFDSS Navigation Tips](#)