Lesson 12 –Creating a Pending Decision
Estimated time to complete: 15 minutes

In this lesson, you will learn:

- When you must create and publish a decision,
- About the Decisions tab and how to access a pending decision and its parts.

This lesson contains one exercise.

When must I Create and Publish a Decision?
You must create and publish a decision in the following circumstances:

- The pre-planned COA is not valid and requires a new COA.
- The situation requires a change in the level of oversight, significant changes to resource requirements, or increased costs require escalation to the next level of authority.
- The incident has escaped initial attack and is escalating into extended attack or long-duration event.

Creating a Pending Decision:
An incident owner or editor can create a pending decision from the Objectives, Course of Action (COA), or Decision tabs.

When you create a decision, you are creating the framework for the pending decision's content. You must create a decision before you can edit, review, approve, or publish a decision because this step provides formatting for the document. Only one pending decision can exist at any time, but you can create a pending decision any time after the previous pending decision has been published.

All decision inputs roll over into the formatted decision document and all subsequent decision inputs are also added to the structured document. After you create a pending decision, you can fine-tune the document, add supportive content, and finalize your inputs using the default decision editor or the advanced decision editor, available for selection on the Decisions page.

For your training incident, you've determined that the fire has escaped initial attack and will become a long-duration event. As you read above, there are many routes you can take to create a decision but for this lesson, we will create a decision from the Decisions tab. In the future, you can create a decision from a different page in the application if you choose. You will approve and publish your pending decision in a later lesson.

Creating a Pending Decision from the Decisions tab
1. From the Incident list, select the incident you want to create a decision for, and then click View Information.
2. Click the **Decisions** tab.

3. Click **Create**, and you will see a message in green atop the page that says the pending decision has been created. You will also see a hyperlinked list of requirements that must be completed before the pending decision can be reviewed/approved.

Once a pending decision has been created, an incident owner or editor can navigate to the Decisions tab to view or edit the pending decision. A list of Requirements that must be met before the decision can be published is displayed at the top of the page and the Decisions List displays at the bottom of the page. Your Pending Decision is available (in the screenshot below) for editing, with all of its individual parts revealed (Assessment, Objectives, etc.).

Each part of the decision is 'Available' for editing (highlighted red), as in the graphic below. That means an editor can select the bullet beside the decision or a part of the decision, click 'Edit' and essentially 'check it out' for editing.

In the following image, the Incident Information section of the decision is 'Being Edited' and the pending decision is locked. Locked means that the decision cannot be submitted for review/publishing because the decision is still being edited. The editor must 'check in' this section for the decision to unlock. If you are working through the suite of WFDSS 101 lessons, you will become more familiar with the Decisions tab in Lessons 18 and 19.

	Decision	Section	Status	Editor	Created (CDT)	Content Last Saved (CDT)	Relative Risk	Org Assessment
▲ ⦿	Pending Decision		Locked	Rau, Diane	05/26/2015 17:33			
○	Pending Decision	Incident Information	Being Edited	Rau, Diane	05/26/2015 17:33			
○	Pending Decision	Weather	Available	Rau, Diane	05/26/2015 17:33			
○	Pending Decision	Modeling	Available	Rau, Diane	05/26/2015 17:33			
○	Pending Decision	Risk	Available	Rau, Diane	05/26/2015 17:33			
○	Pending Decision	Benefits	Available	Rau, Diane	05/26/2015 17:33			
○	Pending Decision	Objectives	Available	Rau, Diane	05/26/2015 17:33			
○	Pending Decision	Course of Action	Available	Rau, Diane	05/26/2015 17:33			
○	Pending Decision	Cost	Available	Rau, Diane	05/26/2015 17:33			
○	Pending Decision	Rationale	Available	Rau, Diane	05/26/2015 17:33			

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Search for these related topics in the Help:

- Creating a Pending Decision
- Creating and Publishing a Decision
- About Decisions
- About the Decision Editors
- Editing a Decision

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