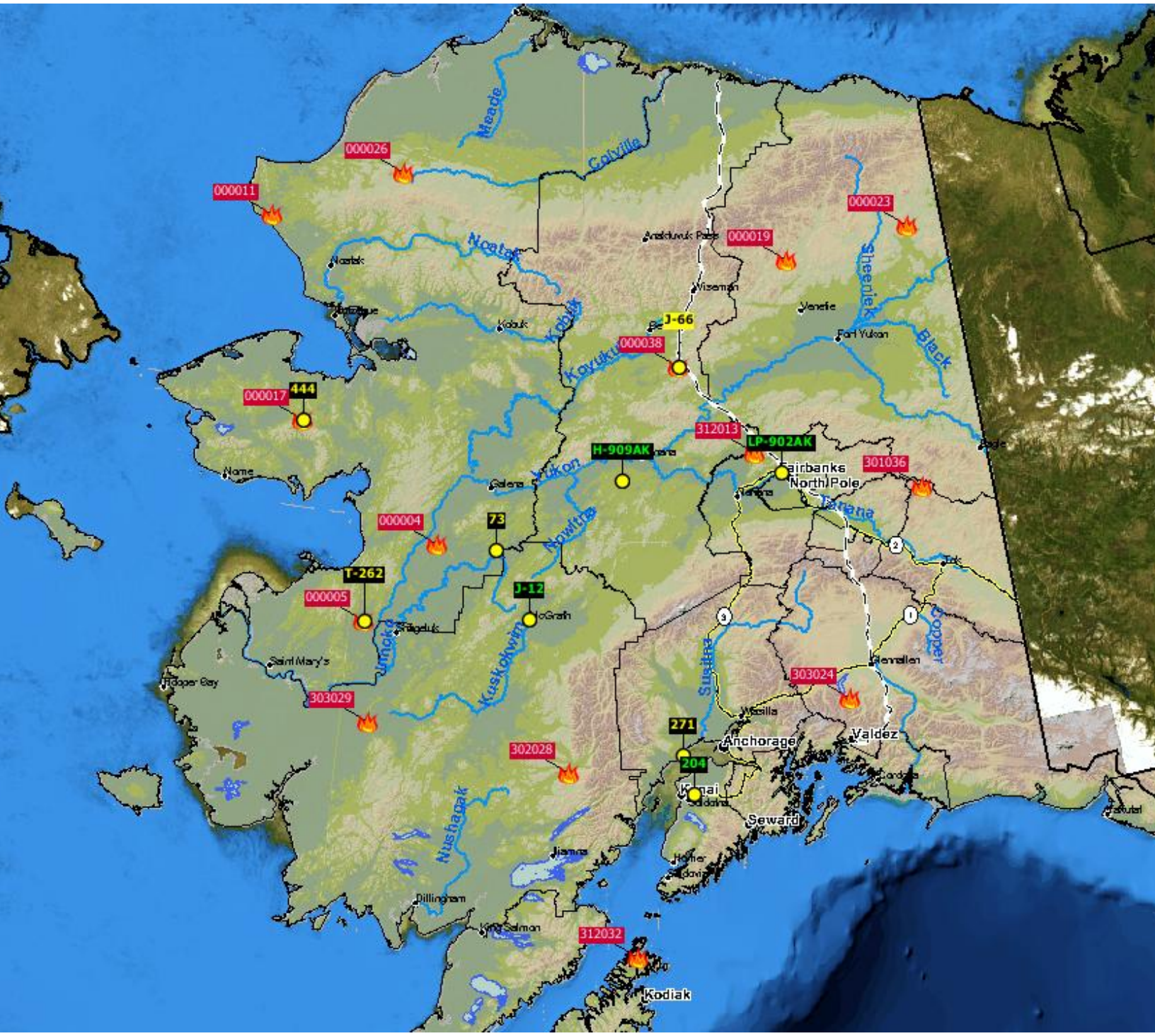
IFM 2014
User Reference Manual



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Getting Started

Requirements

In order to run IFM 2014, the following are required.

- High speed internet connection
- Java 2 Runtime Environment, version 7u25
- An internet browser (IE10, 11 or latest Firefox are recommended)
- 1G of physical RAM available for IFM
- 1280 x 1024 resolution or greater (recommended)

Running IFM

IFM can be accessed through a specified URL. A file will automatically download and run on your computer. The up-to-date links can be found at: http://forestry.alaska.gov/integratedmanagement.htm
On the login screen as shown in **Figure 1**, enter your IDIR username and password to log in.

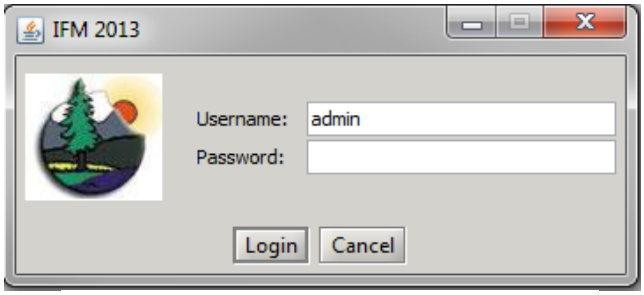


Figure 1: Logging in to IFM

Setting up IFM

There are a few things that new users need to do to get started in IFM:

1. Select User Preference Location. File > User Preferences > Choose base or office > Save. See Appendix 5 for more information.
2. Select Beeping options. Beeping > IA Request > Everywhere. See Beeping section for more information.
3. Map Engine:
    a. Choose zoom level (scale) and area for your default map
    b. Choose map layers that you would like enabled on your default map and hit Apply. See Map Area section for more information
4. Icon overlays:
    a. Choose basic icon overlays that you would like enabled on your default map
    b. Some examples are:
        i. Org -> Area Office, Tanker bases

ii. Incidents -> Fire -> Uncontained, Contained, Controlled
iii. Incidents -> Smoke Reports -> Uncontained
iv. IA Requests -> Active

5. Save your own Default map preferences (as selected in step 3 and 4)
   a. File -> Save Map As -> Name your map -> Select 'Load on Start-up' -> Ok

Using IFM 2014

Layout of IFM 2014

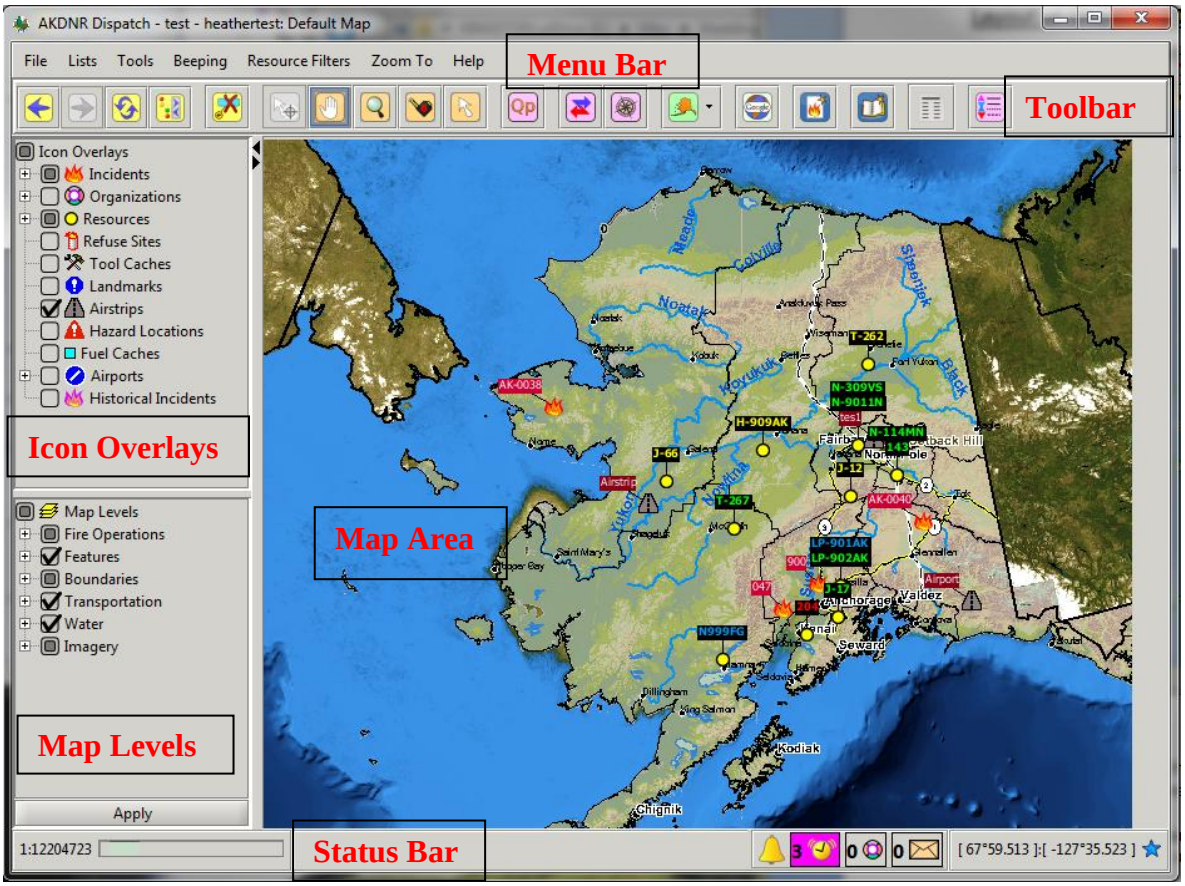


Figure 2: Layout of IFM

There are six main parts to the IFM window. These six parts are illustrated in **Figure 2**.

- **Menu Bar:** has the main functions of IFM

- **Toolbar**: contains many of the functions in the menu bar, and offers shortcuts for the most commonly used functions

- **Icon Overlays:** all of the resources, bases, incidents and other point data that can be displayed over the IFM map

- **Map Levels:** all of the map layers that can be displayed in the Map Area based on the Map Engine selected (eg: AFS map engine vs MODIS)

- **Map Area:** the actual map in IFM which displays all of the overlays and map levels that are selected. The map is interactive and allows user to click on icons and manipulate the map.

- **Status Bar**: displays the scale of the current map, the progress indicator when the map is being loaded, the coordinates of the position of the mouse in the map area and notifications.

1. MENU BAR

- **File**
  - **New:**
    This offers access to a new default map, new incident forms, creation of new Resources and new general overlays (eg: fuel caches).

  - **Load Historical Data:**
    Allows users to access Incident data for any incidents that occurred before January 1st of this year. A pop-up allows the user to select a time range and load incidents on the map and in the Incident List. The returned data will always include this year's fire data, even if not selected in the range. See Appendix 7 for more information.

  - **User Preferences:**
    Allows user to indicate which base they are working at, so that certain defaults will be applied within IFM (eg: creation of new Incident).
    The 'Reset Preferences' button resets to the default settings for IFM (eg: form and list preferences). See Appendix 5 for more information.

  - **Save Map As:**
    Saves a map with all of the enabled overlays and map layer preferences, as well as the current zoom and map position. See Map Area for more information.

  - **Launch Map:**
    Opens a previously saved map. See Map Area for more information.

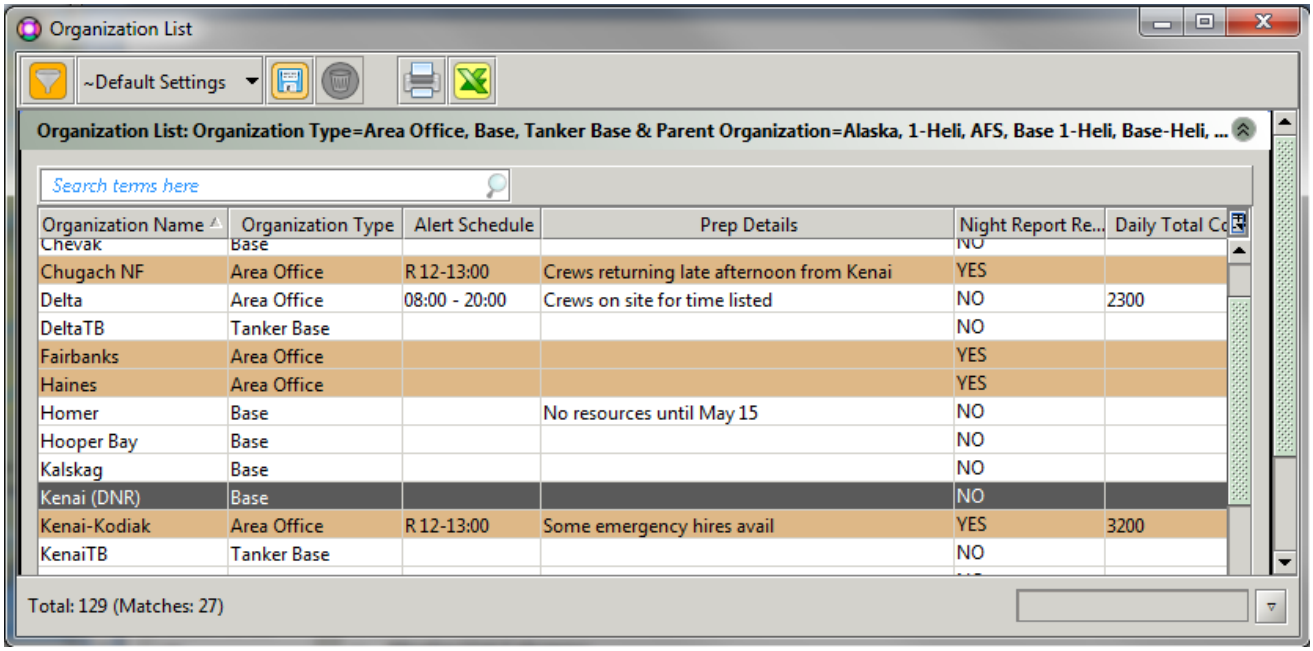
  - **Delete Map:**
    Deletes an existing saved map. See Map Area for more information.

  - **Print Map:**
    Prints the current map view. See Map Area for more information.

  - **Export to WFDSS:**
    Allows users to export Incident information to WFDSS. The user is prompted for a date range and can save a .psv file to upload to WFDSS. See Appendix 9 for more information.

  - **Close/Exit:**

To close the current map, select *Close* from the *File* menu. This will close only the specific map window if multiple are open. To close all the open map windows and exit IFM, select *Exit* from the *File* menu or use the X.



Organization Name	Organization Type	Alert Schedule	Prep Details	Night Report Re...	Daily Total Co
Chevak	Base			NO	
Chugach NF	Area Office	R 12-13:00	Crews returning late afternoon from Kenai	YES	
Delta	Area Office	08:00 - 20:00	Crews on site for time listed	NO	2300
DeltaTB	Tanker Base			NO	
Fairbanks	Area Office			YES	
Haines	Area Office			YES	
Homer	Base		No resources until May 15	NO	
Hooper Bay	Base			NO	
Kalskag	Base			NO	
Kenai (DNR)	Base			NO	
Kenai-Kodiak	Area Office	R 12-13:00	Some emergency hires avail	YES	3200
KenaiTB	Tanker Base			NO	

Figure 3: Organization List

- **Lists**

Lists offer access to all data for any of the icons and forms in IFM (eg: Incidents, Airports) . The Lists can be manipulated according to user needs by filtering/searching the list or turning on different columns of information or moving columns around. (**Figure 3**).

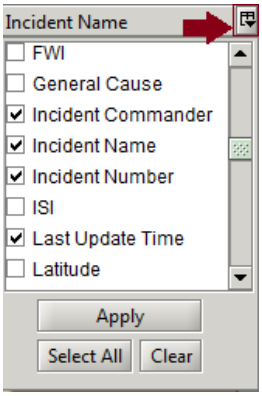


Figure 4: Select column display

- **List Set-up:**
  Lists can be set up to suit user preferences, which are remembered within a session and between sessions. The user preferences include: the location of the List on your computer monitors, the size of the list form, the column ordering and selection of columns, whether list panels are open or closed, and which filters/searches are enabled.
- **Display List Columns:**
  Users can configure their lists to display any columns that they wish. To configure the columns, click the small arrow to the right of the column headers. Select or de-select any of the options available. (**Figure 4**).
- **Search within a List:**

  Place your cursor in the *'Search Terms Here'* field and type text to search by. Hit 'Enter'. The search terms are matched against the columns and the List will filter the results. Empty the Search text and hit Enter to go back to the full List.
  - The search results will be initially matched on the column that the list is currently being sorted on.
  - The search will only happen for columns that are visible (not hidden).
- **Open forms from a List:**

There are two ways that users can access specific forms from the list.

- Users can double-click on rows in the lists *OR*
- Highlight the row and hit 'O' on the keyboard.

Multiple forms can be opened by holding down CTRL key and clicking. Groups of forms can be opened by holding down SHIFT key and clicking. NOTE: only 5 forms can be opened simultaneously.

- **Sorting within a List:**
  List results can be sorted by clicking on any of the column headers. For example, if you were to open *'Resources'* and click on the 'Registration' header, the list of resources will sort alphabetically on the Registration column. If you were to click on the same header again, it would sort in reverse alphabetical order. The columns with numbers will sort in numerical order.
- **Filtering a List:**

  Users can filter the list data based on many criteria (eg: List all incidents that are Status = Out). Users can choose which fields/columns they would like to use for filtering in order to build queries for the list data (eg: Show incidents with Status = Out AND Size = >100ha).
  Different field types have different ways that they can be filtered. Some filters are selection check boxes and some are date ranges or number ranges (**see Figure 5**).
  - - Choose filters
  - - Remove the current filters
  - - Apply the current filters

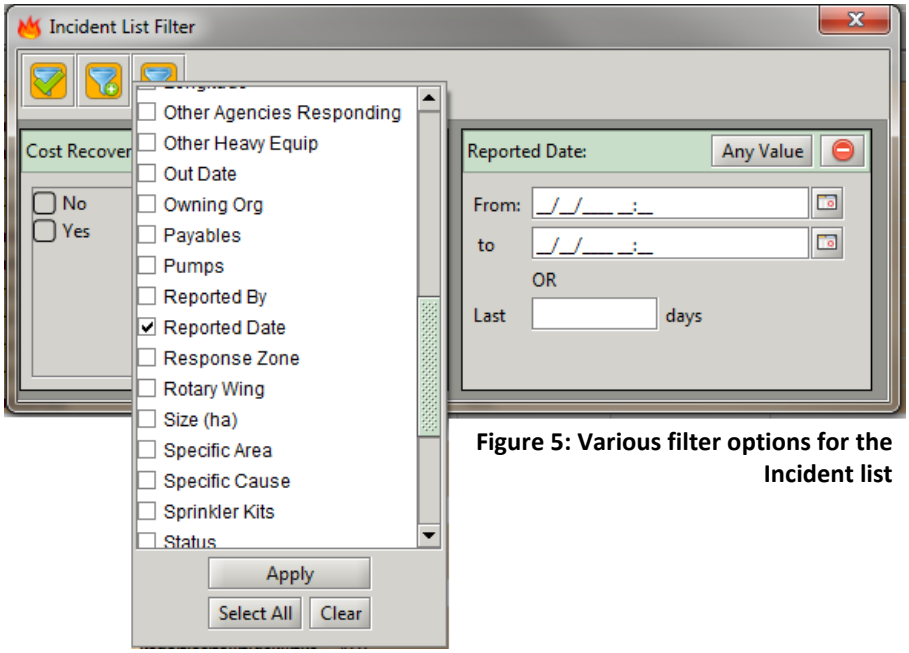


Figure 5: Various filter options for the Incident list

- **Saving a List:**

When a user has a manipulated List Settings and/or List Filters they can choose to save that List for future use. Saving a List will save both the settings (column selection and order, list size, etc) as well as the applied filters.

- **Global Lists:**

  An Administrator can set up shared Lists so that all users can use them. These Lists have saved settings and filters and can be accessed through the dropdown (beside the Save button). The Global Lists have an ~ indicator in front and cannot be edited or deleted by regular users.

- **List Summaries:**

  The *Resource*, *Incident* and *Org* lists have Summaries in the panel below the main list. The Summaries change based on the filtering or searching applied to the list. For example, if you filter on Resource Type: Intermediate, the Summary will show only the Summary information for the Intermediate resources.

- **Print List:**

  Prints a current list of data within the table/list that is in view. Any columns that are disabled will *not* show in the Printed list.

- **Export to Excel:**

  This button exports the list to Excel based on the current filters, sorting, and visible columns. The user will be prompted to save the export before opening it in Excel. Any columns that are hidden will not export.

- **Collapse all panels:**

  This button collapses the List panels so that the panel headers are all visible and can be individually expanded as necessary.

- **Incident Lists:**

  - **Night Report Required in Lists:**

  Incidents are highlighted brown when they require that a Night Report be Completed (active fire statuses or called Out within the past day). Once all of the mandatory Night Report fields are filled in and the user hits the *Complete* button in the Night Report panel of the Incident, the highlighting goes away. This is the same for Area Offices in the Organization List. They are highlighted in brown until their Costs are submitted each day via the Org form.

Incident Num...	Type	Status	Management Office	Night Report Req'd	Reported Time	Size (acres)	Incident Comm
AK-0038	Fire - Wildland Fire	U - Uncontained	Delta	YES	02/13/2012 13:53	25.0	
AK-0040	Fire - Wildland Fire	U - Uncontained	Delta	YES	02/15/2012 12:02	2.0	
AK-0046	SR - Smoke Report	U - Uncontained	Delta	NO	02/16/2012 10:20	0.0	
DAS-0001	SR - Smoke Report	U - Uncontained	Delta	NO	01/27/2012 14:34	0.0	
DAS-0002	SR - Smoke Report	U - Uncontained	Delta	NO	02/01/2012 09:23	0.0	
DAS-0003	SR - Smoke Report	U - Uncontained	Delta	NO	02/01/2012 09:26	3.0	

ts

Figure 6: Incidents that require Night Reports to be Competed

- **Tools**

Displays all Toolbar buttons with a few additional pieces of functionality. Select any option in the *Tools* menu to link to that functionality. See the *Toolbar* section for more information on the various functions as well as Dead Reckoning.

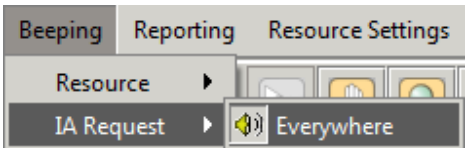
- **Beeping**

As a notification to the users, there is an audible beeping for Resources and IA Requests every 15 seconds.
Resources: beeping occurs when a resource is overdue for a check-in or when they have lost tracking.
IA Requests: beeping occurs when an IA request is saved with your User Preference in the Responsibility field.

To hear beeping you must ensure:

1. your computer volume is turned up
2. the beeping menu -> Everywhere is selected
3. the icon overlay is enabled

Figure 7: Beeping Menu selections



- **Reporting**
  - **Tracked Resources Report:**
    This report shows any resources that have had active tracking positions for the date selected.
- **Zoom To**

Sets focus to a specific area of the user map that is pre-defined. Select any of the areas/regions under the *Zoom To* menu.

- **Help**

Offers limited information about the current IFM release, as well as contact information.

2. TOOLBAR

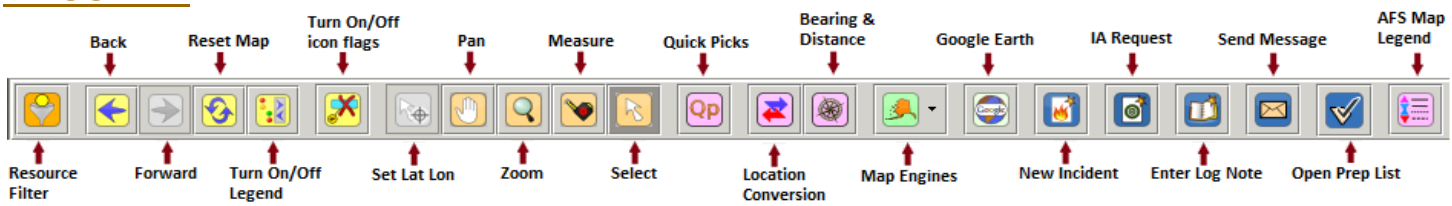
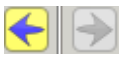


Figure 8: The Toolbar buttons

The Toolbar appears at the top of the IFM application and provides quick access to various pieces of functionality.

- **Back and Forward** 

Each time a user makes a change to their view on the map (zoom or pan) it is temporarily archived. To go back in the map history, click the *Back* button the Toolbar as shown in **Figure 8**. Click the *Forward* button to go forward again.

- **Reset Map**

To reload a map and return to the previously saved settings, click *Reset Map* from the *Tools* menu. This can also be done by clicking on the corresponding icon on the Toolbar shown in **Figure 8.** Both the icon overlays and map layers are reset.

- **Turn On/Off Legend**

The legend referred to is the Icon Overlays and the Map Levels on the left side of the Map Area. It can be hidden or revealed by clicking on the *Toggle Legend Visibility* from the *Tools* menu, or click the corresponding icon on the Toolbar as shown in **Figure 8**.

- **Turn On/Off Icon Flags**

To turn off the icon flags for some overlays on the map, click *Toggle icon flags* in the *Tools* menu or click the corresponding icon on the Toolbar as shown in **Figure 8**. The only flags that always remain are the Resource flags.

- **Lat Lon Selector**

The Lat Lon selector is only enabled for certain tools in IFM. An example includes selecting the coordinates of a destination for the *Bearing & Distance* tool. It also appears on various forms and allows users to quickly populate the Latitude and Longitude fields by clicking a location on the map while the tool is enabled.
To use this tool, select *Lat Lon Selector* from the *Tools* menu or from the Toolbar as shown in **Figure 8**. You can also select the button from within an editable form. Once the tool is activated, choose a map location by clicking in the Map Area. Your coordinate fields should be populated based on the location that was clicked on the map.

- **Pan**

The Pan tool is used for navigating around the Map Area. This tool moves the map around in the current zoom level (scale) to view other parts of the map. To use the pan tool, click *Pan* from the *Tools* menu, or the corresponding icon as shown in **Figure 8**. When selected, click and hold a place in the map area and drag the map around to change position.
Note: holding down the *Shift* key and dragging the map area will act as Pan without selecting the tool.

- **Zoom**

The Zoom tool is used to change the scale of the map by zooming in or out from the Map Area. To use the zoom tool, select *Zoom* from the *Tools* menu, or click on the corresponding icon on the Toolbar as shown in **Figure 8**.

- To zoom in: use the left mouse button to click on in the map area or scroll up with the scroll wheel. You can also click and drag the zoom tool over an area that you wish to view in greater detail.
- To zoom out: use the right mouse button to click on the map area or scroll down.

To zoom to a certain region or to view the entire province in the map area, select the desired region from the *Zoom To* menu.
Note: holding down the *Ctrl* key will act as though the zoom tool is selected. The scroll wheel on your mouse can also be used to zoom in out when the tool is not selected.

- **Measure**

The Measure tool is used for determining distance on the map. To use the measure tool, select *Measure* from the *Tools* menu, or click on the corresponding icon on the Toolbar as shown in **Figure 8**. To measure the distance between two points, click and hold the left mouse button starting at one object and move the mouse to the other location and release. You should see a box indicating coordinates, line length (miles/nm) and area

(acres). To continue the line from the last point to another point, just move the mouse to the new point and click the left mouse button once. You can eventually measure an entire area by linking together the first and last measuring point.

To draw curved lines (ex: following a road), hold the *Alt* button on the keyboard and click down left mouse button as you trace the distance with your cursor.

To **erase** all measurements on the map or to Refresh your measuring tool, click the right mouse button anywhere on the map. Note: you must have the Measure tool selected to get rid of the info box.

- **Select**

The Select tool is used for opening up detailed information for an icon displayed on the map. Some examples include opening up an Incident or Resource form. To use this tool, choose *Select* from the *Tools* menu and then click on an icon in the map area to bring up the detailed information. To simply preview some of the information, rest the cursor over the icon's flag and a pop-up will appear.

This tool can also be used to multi-select icons in a certain area to view their information. To do so, click and drag your mouse over a portion of the Map Area. All activated icons within that space should appear in a pop-up list grouped by icon type. Click on one of the listed icons and their form should open.

- **Quick Picks**

This is a form that gives users a snap-shot of the status of their resources as well as quick access to log notes and forms for Incidents and Orgs. Users can build and maintain their Quick Picks to show anything that you want to have quick access to for status updates or log notes. Each user's Quick Pick can be unique. See Appendix 4 for more information.

- **Location Conversion**

This tool is used to convert the between three different latitude and longitude formats, find the Legal Description or look up a location using Google. The initial lat and long can be generated by:

- using the Set Lat Long button on the map
- manually typing in coords
- opening this tool from within the IPR or Incident form

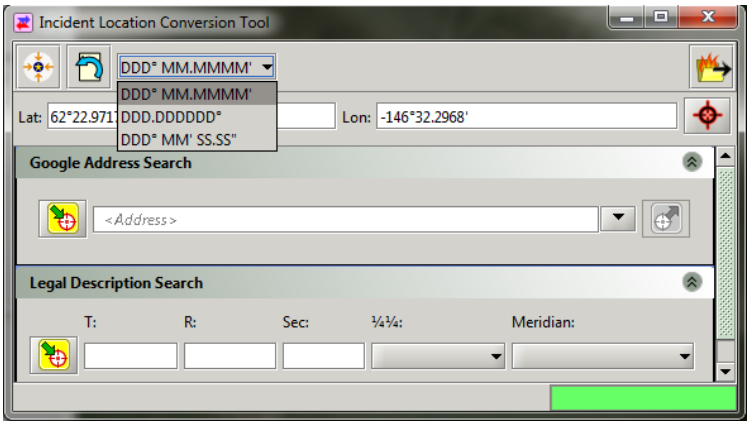
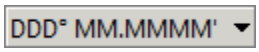


Figure 9: The Location Conversion tool

The three different coordinate formats are accessible through the dropdown.



Google Address Search:

- **Search using existing coords:** if you have coordinates in the LOCO form, pushing the first yellow button will use the coordinates to check for places or addresses nearby. A dropdown should activate and the user can select an item from the dropdown. When a location has been selected, the second yellow button will activate. Hitting this button will update the coordinates in the LOCO form. Note: if the second yellow button is enabled, it means that the Google search and LOCO coords are *not* the same.

- **Search location or place-name:** the Google Address search field can be used to look up an address or place-name. Type the text and hit Enter to search. The second yellow button will enable if there is a valid result. Hitting this button will update the coordinates in the LOCO form.

If you opened the Location conversion tool from an Incident, the new coordinates can be pushed back in to the incident form.

Legal Description Search:

If you have coordinates, the LOCO form can be used to look up the Legal Description. The Legal Description can not be used to look up coordinates currently.

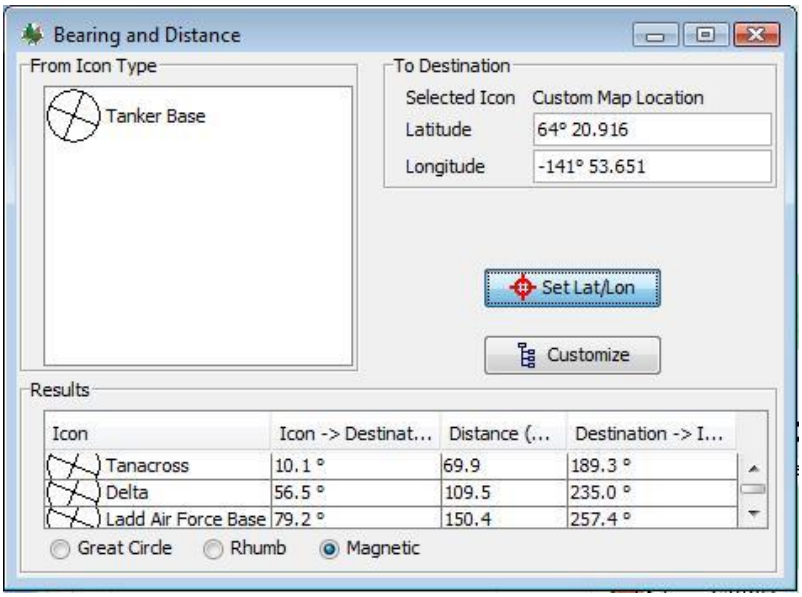
- **Bearing & Distance**

This tool is used for determining the bearing and distance from a specified Icon to a specified location on the map (Eg: Incident to closest tanker)

To use this tool:

- Select *Bearing & Distance* from the Toolbar or right-click on any icon on the map. A window will show up similar to the one shown in **Figure 10**.
  - If an icon was used as a starting point, the coordinates will be filled in
  - Otherwise use the the *Set Lat/Lon* tool to click on the desired location on the map to fill the coordinates or type them in
- Use the *Customize* button to select the desired icon type from the Icon Overlays list (turn green). You can have multiple icon types in the 'From Icon Type' list and ensure one is highlighted.
- In the results part of the window, a list will appear of all of the icon types and their computed details to the selected destination.

Figure 10: The Bearing and Distance form



You can move through the list to see the bearing and distance of each of the icons. A red line and target will encircle the selected icon in the Results list. The closest selected icon type to the location will appear at the top of the list by default. To change the measurement type, select Great Circle, Rhumb, or Magnetic below the list.

This tool is often used to determine the bearing and distance of aircraft to incident coordinates (ex: locate closest tanker to incident).

- **Map Engines**
  - **AFS Map**
    This engine points to the BDL high resolution map layers from SDMI.
  - **Selkirk Map**
    This default engine includes some general map layers provided by Alaska.
  - **Modis US**
    This map engine displays fire detections over a time period.

- Red = Last 12 hours
- Orange = Last 24 hours
- Yellow = since Jan 1st this year

- **GINA Map**
  This engine points to the map engine provided by the Geographic Information Network of Alaska (UA). You can view SPOT5 2.5m imagery for a large part of the state.

To choose a map engine, select the *Tools* menu > *Map Engine* and choose one of the map engines in the list. These engines can also be selected from the Toolbar by clicking the map engine dropdown as shown in **Figure 8**. The map engine button icon will reflect the map engine that is currently selected. The AFS map Legend button can only be used when the AFS map engine is selected.

- **Google Earth**

The Google Earth button launches an instance of Google Earth that appears in your web browser. Upon launching, the Google earth map should zoom to the same map view that the IFM map is currently focusing on. Certain icon overlays from IFM can be overlaid on the Google earth map such as resources and incidents. These icons are read-only and display small amount of information about each icon. All of the regular Google Earth features should be available for use.
Visit: *earth.google.com/userguide/v4/google_earth_user_guide.pdf* for more information on Google Earth.

- **New Incident Form**

The New Incident button brings up a blank Incident form with some defaults filled in. For further information refer to the Incidents section below.

- **IA Request Form**

The IA Request button brings up a blank IA Request form. For further information refer to the IA Request - Appendix 11 section below.

- **Enter Log Note**

The Log Note button brings up a blank Log Note form. For further information refer to the Log Entry section below.

- **Send Message**

The Send Message button brings up an empty message form. The user can choose which Stations to send the message to and type the message.

- **Open Prep List**

The Open Prep List button brings up a List showing all of the Prep fields from the Org forms.

- **AFS Legend**

The AFS Legend button will bring up a legend when the AFS map engine is selected. The Legend only shows what map layers are currently selected.

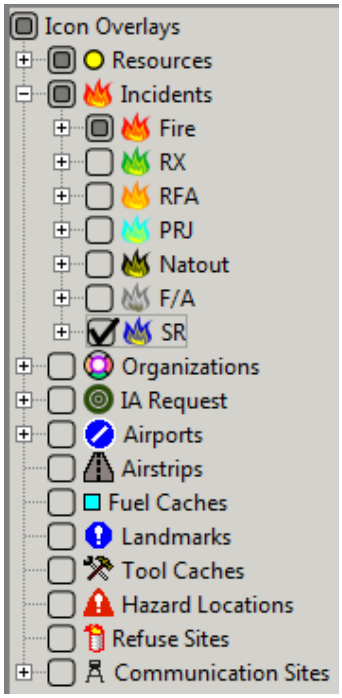


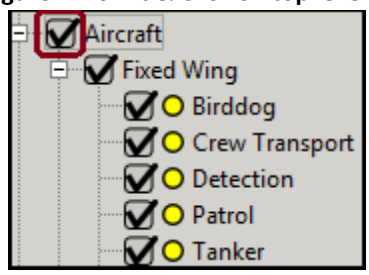
Figure 11: Icon Overlay Tree

3. ICON OVERLAYS AND FORMS

Icon Overlays are point data that have associated forms. There are two main types of icons in the system: those that can be edited and created by users and those that are maintained by administrators. Within the two categories there are multiple types of icons, with each type storing different information and displaying different visual icons.

The icon legend is displayed in a tree structure where expanding and retracting can be done by using the '+' or '-'. All icons can be turned on or off by clicking on the check boxes to the left of the icon name. The checkmark indicates the icon overlay is turned on and should be visible in the map area when applicable. If the box is grey , some of the icons for that category are turned on (below). Finally, if the box is unchecked , that indicates that the overlay is turned off. ** Hold down *shift* and click on the highest tree level to turn on/off all icons in the same tree branch.

Figure 12: Shift & Click on top level



Icons and icon flags are visible on the map. The icons and flags become larger as you zoom in to a larger scale map and smaller when you zoom out to a smaller scale map. Most icon overlays have a new Crosshairs button that locates the icon on the map even if that icon overlay is turned off. *Any open icon forms will have a star on the map indicating their location even if the overlay type is not enabled.

Administrator Maintained Icons

These icons are maintained in a database inaccessible to users. Some of this information can be included/adjusted by support staff, often annually. Database maintained icons include: Airports.

User Maintained Icons

These icon locations are defined and maintained by users. The user can choose a name, location and enter various details for each. Each icon type has different attribute data that can be entered and tagged to that point icon location.

- **Creating an icon:**
  - **Refuse Sites, Tool Caches, Landmarks, Airstrips, Hazard Locations, Fuel Caches, Comm Sites**
  - Turn on the layer of the icon that you wish to create
  - Select File > New > Select desired icon type
  - Create a unique label
  - Type in a Lat and Long or use the Set Lat/Long button (click the button and then click a position on the map to auto-fill the coords).
  - Fill in any other fields > Save
- **Editing an icon/form**
  - Turn on the layer of the icon that you wish to edit
  - Click on the existing UDO that you wish to edit OR open the List from the List menu and click on one row
  - Edit any information > Click '*Save*'
- **Deleting an icon/form**
  - Open the form/icon that you wish to delete (click on icon OR List item)

- Select ‘ Delete’
- A pop-up will verify that you wish to delete the icon

INCIDENT ICONS/FORMS

The Incident form captures incident information and can be saved to the map as an icon. It allows the information to be shared among many users in real time. It is therefore very important to keep the incident form as up-to-date as possible when new information is revealed.

Icon Colour - Incident Type	Details
Wildfire	All wildland fires which DOF resources attack, suppress, or routinely monitor as a fire management action.
RX - Prescribed	Deliberately ignited fire for the purpose for forest management, to remove heavy fuel buildup or simulate natural cycles of fire in the ecosystem.
RA - Request for Assistance	Any incident not a fire managed by one of the 3 suppression agencies. Include: VFD fires, lower 48 responses, ESF-4, DMVA/DHSEM, Northwest Compact.
PRJ - Project Fire	Any non-incident that requires the assignment of resources. Examples: hazard fuels projects, timber cruising projects, education events.
Nat Out	All wildland fires which were discovered but have been extinguished by natural causes prior to initiation of suppression action. No suppression or monitoring has occurred.
False Alarm	All reported fires on which some type of response was initiated but no wildland fire was found and no suppression action took place but response costs were incurred.
Smoke Report	All reported fires on which some type of response was initiated but no wildland fire was found and no suppression action took place and no costs were incurred.

Table 1 & 2: Incident Icon Colours and Flag

Flag Colour - Incident Status	Details
Uncontained	Fire spread is unchecked.
Controlled	Fire line or natural boundaries completely enclose the fire, there is still potential for escape.
Contained	Fire line or natural boundaries completely enclose the fire and should withstand any weather conditions. Potential for escape is minimal.
Out	No flames or smoke visible, no heat remaining.
Finalized	All components of the report have been completed and reviewed.

A new Alaska Incident can be created in three ways:

1. Recommended: Click on the 'New Incident' button in the Log Entry . User should try to type the initial report of the incident in their Station log, then create a new incident and copy/paste the station log.
2. Select *File* > *New* > *AK Incident*.
3. Click on the corresponding icon on the Toolbar
   - Choose which Station that you are creating the incident for. It will default to your User Preference setting.

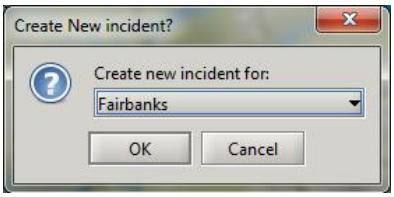


Figure 13: Create new Incident pop-up

When the new incident form opens, there are certain defaults that are automatically set on the form (eg: Type = Smoke Report). The incident number and Management Office are defaults and originates from the User's selected home base (File > User Prefs). The defaults are handy when the user wishes to start typing log notes for the incident immediately. The default fields can be updated and overridden as the information becomes available.

Although, these fields are already populated on creating a new Alaska Incident, the following fields always need to be filled in order to save any incident:

- Number, Type, Status, Latitude and Longitude

For a step-by-step guide on incident creation, see Appendix 1.

The incident form is split up into ten panels so that the information can be accessed as necessary **(Figure 16)**. All ten of these panels can be minimized or maximized at any time by clicking on the double arrow icon on the right side of the form in each panel header. When minimized, the headers will display a snapshot of the information from within the panel.

The top Toolbar on the incident form contains 13 icons:

1. ***Save*** - Saves all changes
2. ***Revert Changes*** - All unsaved changes made to the incident form will revert to previous values
3. ***Center Map*** - Centers the map to the selected incident
4. ***Show Crosshairs*** - Displays crosshairs on the map over the icon location.
5. ***Location Conversion*** - Allows users to convert between three coordinate formats and push the coordinates to the form
6. ***Add to Quick Picks*** - Adds the Incidents to the user's Quick Picks list
7. ***Open Report*** - Launches a PDF report which can be Printed or Saved. Note that the print function is not enabled until the form is initially saved. For more information on Incident Reports refer to the Reports section.
8. ***Open Log Entry Form*** - Launches the Radio Log for this particular incident
9. ***Create an IA Request*** - Launches an IA Request for this particular incident

10. ***Copy to TTY*** - Copies pre-determined fields to the clipboard and enables you to paste it anywhere. The main intention is to paste to the TTY to request a fire #
11. ***Copy to Email*** - Copies pre-determined fields and launches an email that is auto-filled with incident information.
    a. ***Email Incident Details:*** this launches an email with incident data that can be addressed to anyone.
    b. ***Email Inc Details to Land Managers:*** this launches an email that is addressed to the Land Manager tagged to the Admin Unit in the Incident form. The email addresses can be adjusted before sending the email.
12. **Incident History** - Launches a form that will display the historical changes for all of the incident fields. The user can select which fields they would like to view the history for. (See Incident History)
13. ***Delete Incident and Close Form*** - Deletes incident from the Map and List. This should only be used when an incident is created by mistake. *Contact Support if you have unintentionally deleted an incident*.

- **General Panel**

The General Panel is designed for users to input basic and vital information to build a general knowledge of the incident. The '*Type*' field determines the color of the icon on the map and the '*Status*' field determines the color of the icon flag on the map (see Table 1 above). As information is updated within this panel, the General Panel header will update and summarize information entered. The *Management Office* field will auto-fill based on the user's set User Preferences (File Menu).

- **Location Info Panel**

The Location Info Panel contains information regarding the geographic location of the incident.

The *Latitude* and *Longitude* can be manually entered or the *Lat Long Selector button* can be used to populate rough coordinates by clicking in the map while the button is selected (see Lat Long Selector under Toolbar). The Location conversion tool can be used to convert from various formats to the incident form. When coordinates have been confirmed on site, the user can lock the coordinates so that others know that they are correct. The coordinates can be unlocked if necessary by clicking on the lock icon again.

- **Frequencies Panel**

The Frequencies panel displays the various Frequencies that are important for the incident. Users can add or delete frequencies using the and buttons.

- Frequency Type: this is a dropdown: Air to Ground, Command, Tactical, AirGuard, Other
- Name: a dropdown with various frequencies or users can type their own
- Comment: a text field for entering any important information

- **Site Info Panel**

The Site Info panel contains information about the weather and indices at the start of the fire as well as some landscape and topographical information. The buttons attempt to fetch data from the map to fill in some of the fields.

- **Values at Risk Panel**

The Values at Risk Panel is designed for users to input up-to-date information with regards to properties threatened and/or lost by the incident. The values Threatened are intended to be *Daily* values while the values lost are *Cumulative*.

- **Incident Status Summary Panel**

The Incident Status Summary Panel displays four Incident Statuses, the time/date when the status was set and the size at that time. This panel is fed directly by status changes from the General panel, but it is only fed when the applicable row is *empty*. (Eg: a row that is filled in will not be clobbered by automated updates). The user can edit and override the timestamp or size at any point.

- **Land Status Panel**

The Land Status Panel is available to users for entering information with regards to owners of the land and the protection level. More than one land status entry can be captured, however; a primary type must always be selected. 'Primary' indicates where the incident started. Total Size will be tallied in the bottom right corner but does not link directly to the Current Size field in the General panel. The user must ensure that the Current Size field matches the Total Size in this panel before the Incident can be Finalized (validation prompt if not).

The incident toolbar has an option to 'Email incident details to Land Managers'. The Land managers are those associated with the Admin Units in this panel. These email addresses are connected to Admin Units through the Provisioning tool (Appendix 8).

- **Incident Details Panel**

The Incident Details Panel holds additional information with regards to the Legal Description, Reporter of the incident, Confirmed Legals, and the Primary Protection Agency for the incident. The user can edit these details at any time. The button will attempt to fetch the Legal Description from map data.
For more information on *Final Fire Report Approval* or *Finalizing* an Incident, see the Finalizing section below.

- **Night Report Panel**

The Night Report Panel is designed to capture important daily information about the incident.
The header of this panel will inform the user if a Night Report is Required.

- Night Reports are required for:
  - any Wildfire, or Prescribed Fire with a status of anything other than Out or Finalized (unless called Out within last 24 hours).
  - any Natout that has been called out within the last 24 hours
  - any Request for Assistance *that has a 6 digit incident number*, and a status of anything other than Out or Finalized (unless called Out within last 24 hours)
- There are many fields that are mandatory in order to Complete a Night Report, which is done by hitting the Complete button. The mandatory fields are verified at that time, and the user is warned if any mandatory fields are empty.
- When the user hits Complete, any assigned Crews will appear in the Night Report panel (try to indicate only those assigned overnight). Note: a Night Report can be Completed multiple times in a day, with the final Complete overriding any previous for that day.

- Successful completion of the Night Report will display 'No' Night report Required in the header and the Incident List highlighting will change from brown to white.
- Night Report fields will clear out automatically at 04:00 (Cost values, Narrative, etc) so that new values can be entered the next day.
- Negative cost values can be entered to correct previous Night Report submissions

For more information on Submitting a Night Report refer to Appendix 1 for a Night Report Submission how-to.

- **Resources Panel**

The Resources Panel displays current resources assigned to the incident. Resources can quickly be assigned to this incident via the Assignment drop-down, which is ideal for assigning many resources one after the other. Resources can also be quickly unassigned with the *'Un-assign Selected'* button.

New functionality in this panel includes the ability to Status and move resources on the map through Right-clicks. Simply right-click on the resource or multi-select a few, select the applicable right-click option (status, move, alert, unassign).

It is important to save changes. Resources will be highlighted in either green, red or grey if there are unsaved changes (green to assign, grey to un-assign, red for status change).

- **Attachments Panel**

The Attachments panel allows users to attach various files to the incident form. The file types are not restricted (eg: jpeg, pdf, doc, docx, xls, xlsx,) nor are the number of attachments or size of attachments.

- - Add a new file to the Incident form.
- - Remove a highlighted file from the Incident form.
- (or double click)- Save a file to your computer from the Incident attachments, and open the file.

Files that are attached to the Incident live in an external Content Management system on a separate server. The Incident files can then be accessed by any users with permissions in IFM and they do not have to be saved locally computers. If files of the same name are added, the version number will increase and the newer version will be available on the Incident. (Older file versions can be viewed by going directly to the Content Management system website).

Note: if the attachments server is unavailable, there will be a warning to users. Previously uploaded attachments will be unavailable until the server is reconnected.

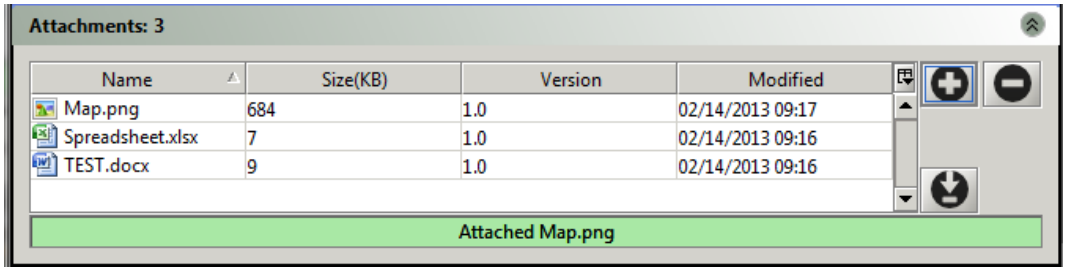


Figure 14: Incident Attachments panel

- **Finalizing an Incident**

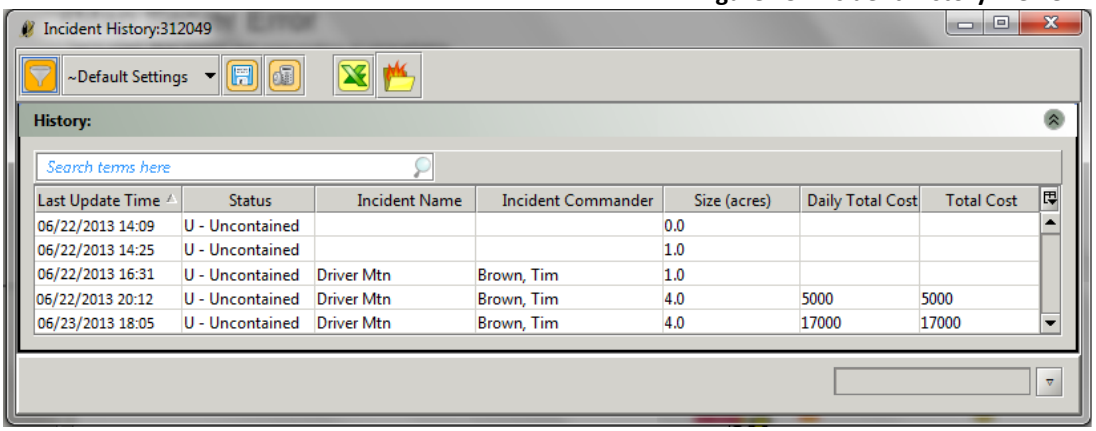
After an incident is called Out, the incident information must be reviewed within a certain number of days. The status of Finalized, indicates that the incident has been reviewed and the information is correct.

After reviewing the incident information for an Out incident, the user can enter their name in the 'Final Fire Report Approval' field of the Incident details panel. Only after a name has been entered in that field and the Current Size = Total Size (Land Status panel) , can the status of 'Finalized' be selected and saved for an Incident. Note: Finalized incidents can not be selected in the Log Entry or Quick Picks. To do so, go directly to the incident form and use the 'Add to QP' button or 'Open Log Entry' button.

- **Log Entry 'Small Incident form'**

The bottom panel of the Log entry form contains a subset of some of the incident fields from the large incident form. The fields in the log entry incident form can be edited and have their own SAVE button within that panel. The fields should match in the panel and main incident form as long as changes have been saved correctly. The idea is that users can quickly create new incidents in the log entry and type log notes for the incident immediately.

Figure 15: Incident History Viewer



Last Update Time	Status	Incident Name	Incident Commander	Size (acres)	Daily Total Cost	Total Cost
06/22/2013 14:09	U - Uncontained			0.0		
06/22/2013 14:25	U - Uncontained			1.0		
06/22/2013 16:31	U - Uncontained	Driver Mtn	Brown, Tim	1.0		
06/22/2013 20:12	U - Uncontained	Driver Mtn	Brown, Tim	4.0	5000	5000
06/23/2013 18:05	U - Uncontained	Driver Mtn	Brown, Tim	4.0	17000	17000

- **Incident History Viewer (Changes to Incident fields)**

The Incident History viewer is a pop-up that opens directly from each incident form. The viewer is similar to a List, and allows users to view changes that have been made to specific fields on the incident form. The fields are represented by columns in the viewer (eg: change in size over time). The user can choose their fields of interest by using the column selector in the top right corner . The user can also choose to save their column selections and settings so they will be a part of the dropdown.

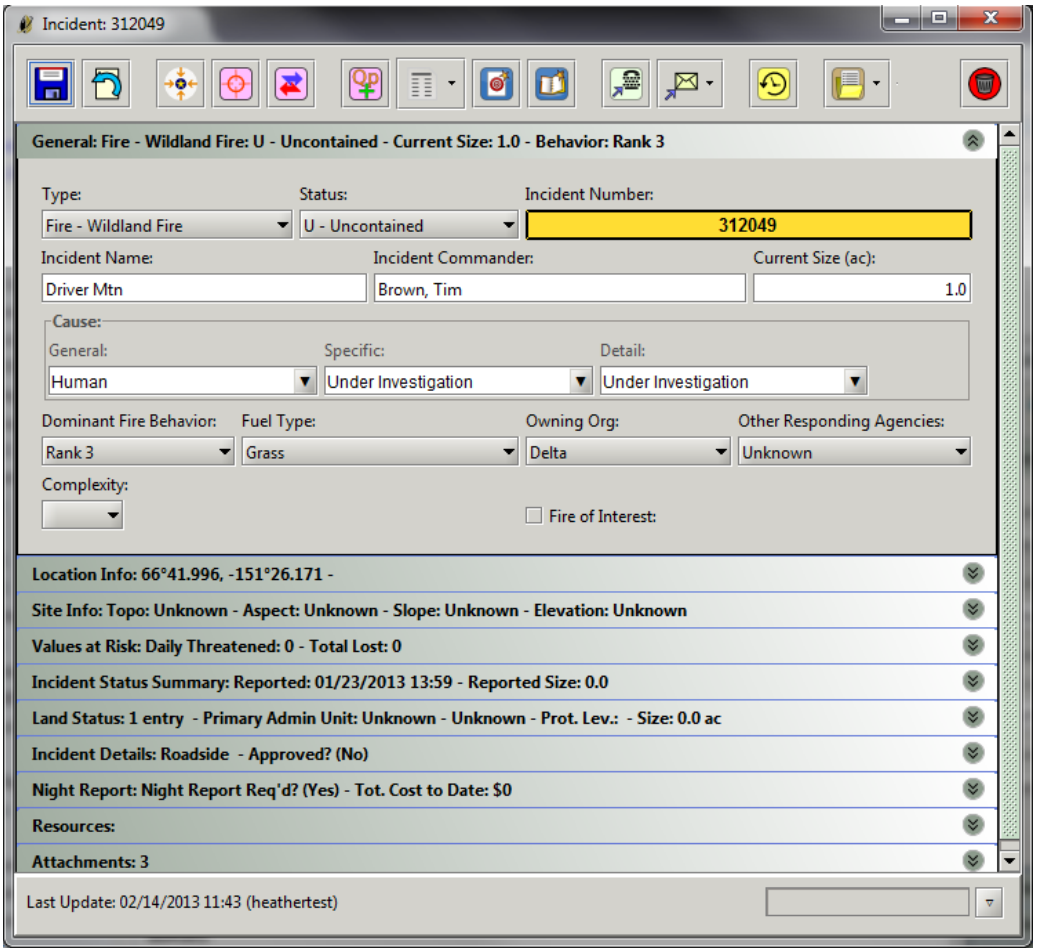


Figure 16: Incident Form

ORANIZATION ICONS/FORMS

Organizations are defined bases generally where resources are found when not assigned to incidents (eg: Area Offices, Tanker Bases).
Resources have a 'Home Unit' field and a 'Current Assignment' field, which are populated with Orgs. The Home Unit should represent the resource's home base, and should stick with that resource through the season. The 'Current Assignment' field is used if a resource is temporarily working out of another base.

There are three panels in the organization overlay: the *Organization Information* panel and the *Resource* panel. A fourth panel appears only in Area Offices and is the Additional Information (Cost) panel.

1. **Resources Panel:** The first panel contains information about the organization. It displays the organization name, organization code, parent organization (if there is one) and the location. The toolbar buttons include (in order): Save, Revert Changes, Centre Map, Open Log Entry, Add to Quick Picks and Reports.

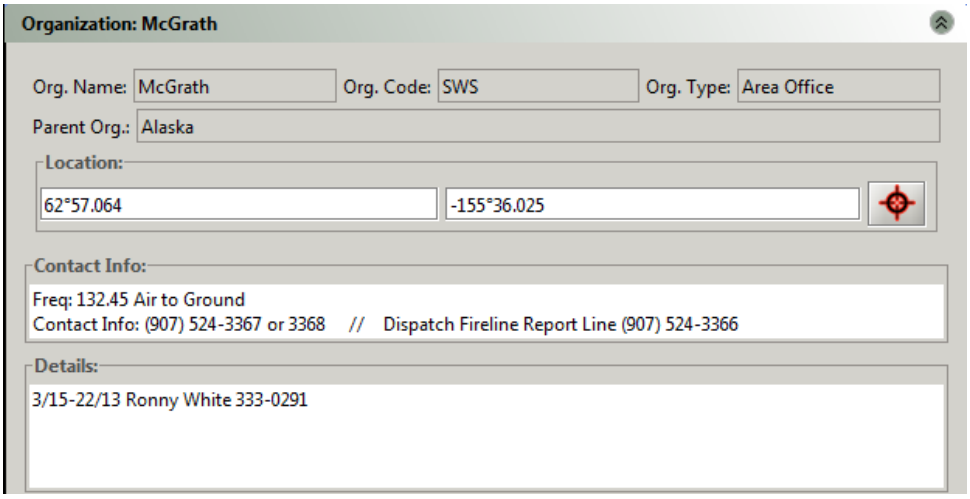
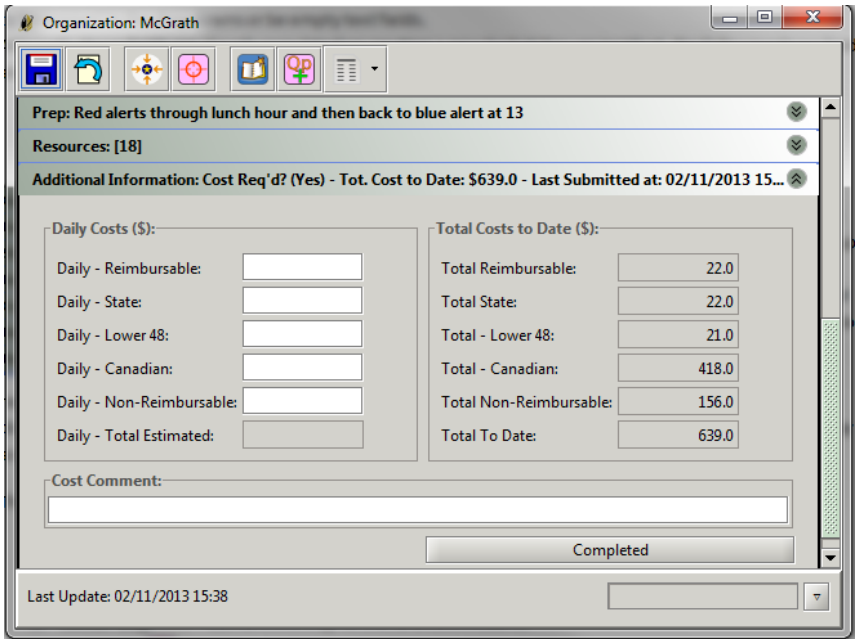


Figure 17: Main panel of Org form

2. **Prep Panel:** This panel has an Alert Schedule field and a Prep Details field. They can be updated daily for each Org form. Alert Schedule: daily crew extensions. Prep Details: Duty Officer schedule. Note: any entries should include date ranges.
3. **Resources Panel:** The 'Resource' panel displays the resource table and allows for the ability to add, status or move resources to this organization/base. The resources have right-click options when highlighted (status, move, alert).
4. **Additional Info Panel:** The Additional info panel is only available for Area Offices or main Orgs. The panel contains cost fields that are mandatory to fill out every evening as an Area Office Night Report. The panel header and Org List will indicate whether a Night Report is required or not. Hitting the Completed button will verify that mandatory fields are filled in. Note: an Org Night Report can be Completed multiple times in a day, with the final Complete overriding any previous entries for that day. See Appendix 2 for more information.

Figure 18: Cost panel on Area Office form



RESOURCE ICONS/FORMS

Resources are important icons in IFM. These icons can be updated through Automated Flight Following devices feeding point locations to satellites/ cell towers or they can be user-edited. The locations for the tracked resources are updated in the Map Area every two minutes (aircraft) or every five minutes (engines). As the resource position is updated on the Map Area, the points on the map are stored so that historical tracking can be viewed for any date in the past. Flag and text color combinations are based on availability and tracking of the resources as described below.

- **Resource Flag Colours**
  -

Yellow flag/ black text: signifies Assigned and had a recent position update (tracking)
  -

Black flag/ yellow text: signifies an Assigned and non-tracking resource
  -

Green flag/ black text: signifies Available and had a recent position update (tracking)
  -

Black flag/ green text: signifies an Available and non-tracking resource
  -

Blue flag/ black text: signifies Out of Service and had a recent position update (tracking)
  -

Black flag/ blue text: signifies an Out of Service and non-tracking resource
  -

Red flag/ black text: signifies a resource previously yellow, that has lost tracking for a period longer than 10 minutes
  -

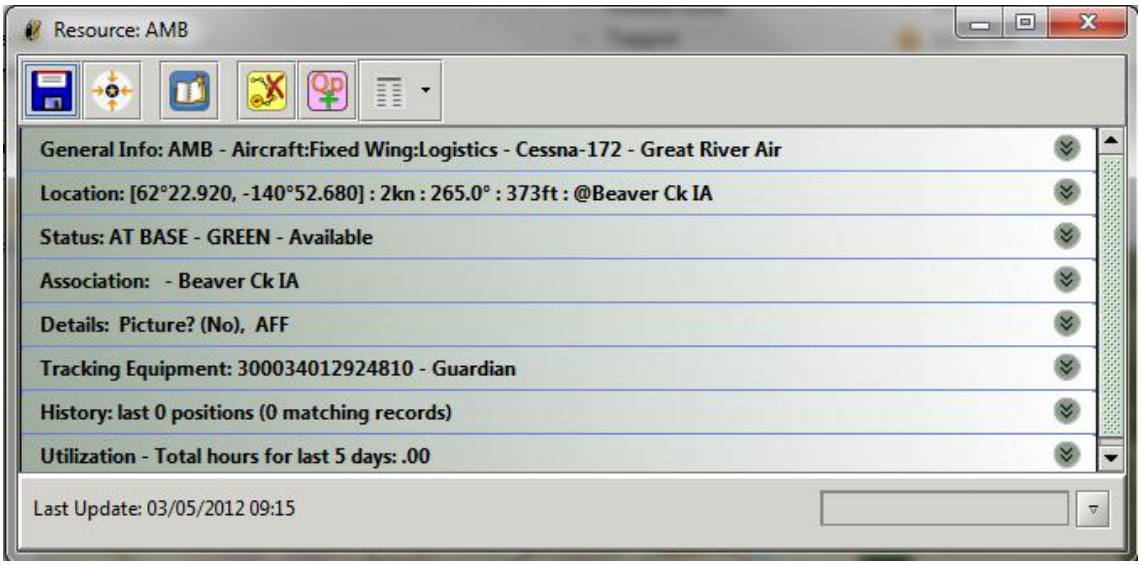
Purple flag/ black text: signifies a resource is overdue for a check-in. See Log Entry for details**.**

- **Resource Availability**

Refer to the Appendix 3 for information about resource statuses and availability.

There are 8 Main Panels on the Resource Form: General Info, Location, Status, Associations, Details, Tracking Equipment, History and Utilization. All of these panels can be expanded or minimized and the headers display a snapshot of what is contained within the panel. Only four of the panels are editable in IFM: Location, Status, Associations, and History. The Toolbar buttons are as follows: Save, Centre map, Open Log, Unload History, Add to Quick Picks and Reports.

Figure 19: Resource form Layout



- **General Panel**

This panel has basic information about the resource. This information can be edited through the Provisioning tool, which opens in your web browser.

- **Location Panel**

From this panel, users can edit the resources latitude and longitude by typing or with the lat/lon selector tool. To use the lat/lon selector, press the button and click on the map to the desired location. To put the resource icon at a base or other icon for example, click on the base icon flag with the Set lat long tool.

- **Status Panel**

This panel contains information regarding the contract, ICS status, Alert Status, Schedule and regular status of the resource. The Hourly Cost field can be edited through Provisioning. There are 3 ICS statuses for resources:

1. Assigned: when resource is Assigned to an Incident
2. Available: when resource is Unassigned and any status except Off Duty
3. Out of Service: when resource is Unassigned and Off Duty status

For more information about Resource Statuses, ICS and Contracts, refer to Appendix 3 .

- **Association Panel**

From this panel the user can assign the resource to a Home Unit, a different base (Current Assignment) or an Incident. The user can also move the resource icon on the map by selecting the button beside the desired location.

- **Details Panel**

This panel contains a basic description field and an image, if there is one attached to the Resource through the Provisioning pages.

- **Tracking Equipment Panel**

This panel displays the ESN and Provider information managed through the Provisioning pages.

- **Resource Position History**

Within this panel the user can select a date range or choose a pre-selected position trail to view the resources positions in a given time range. The history trail for the resource will appear on the IFM map. All historical

records for a given time range will be displayed at the bottom of the History panel. For a continuous track, ensure that you have the Current Position trail enabled instead of a date range. You can hover over any of the yellow position dots to get detailed information about that position (speed, alt, etc).

To turn history off on a map, select the Remove History button. If you are unable to locate which resource has the history trail, select one of the trail dots to open the applicable resource form. See Appendix 3 for more information.

- **Utilization Panel**

This panel displays Resource utilization information for the past 5 days. Utilization data is generated from resource tracking or from a user updating resource statuses. The Utilization data should match the Active Duration Report for that resource. For more info refer to Resource Durations below.

- **Dead Reckoning Functionality**

The dead reckoning tool is used for calculating the estimated current position of a tracked resource. This is used because aircraft locations are only updated every two to five minutes in the Map Area and therefore their icon positions can be outdated. When the tool is enabled, a calculated current position of a resource is displayed as a small red dot. The dot is attached by a line to the last known position of the resource. The position is calculated from the last known location, the speed and direction of the resource. Note: this tool only enables when the aircraft is travelling above 100 knots.

  - From the Menu Bar select: *Tools* > *Dead Reckoning*

- **Resource Icon Filters**

Resource icons can be enabled or disabled like any other icon overlay in the icon tree. The Resource icon overlay tree consists of Resource types (eg: Aircraft > Fixed Wing > Birddog). Users can further filter what resource icons appear on the map using the Resource Filter button in the toolbar.

The filter pop-up (**Figure 20**) allows users to choose which resource attributes (fields) that they would like to filter on. For example, a user could choose to display resources that are Actively moving and have an ICS status of Available . Note: the filters are remembered until they are manually edited.

  - - Choose filters
  - - Remove the current filters
  - - Apply the current filters

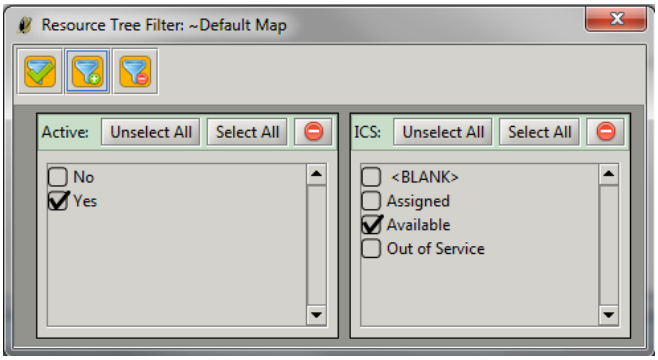


Figure 20: Resource icon filters

- **Lost Tracking**

If a resource has a position update, and then does not receive another update for 10 minutes, two things will occur:

  - The resource flag will flash red on the map
  - The resource will appear highlighted in Red in the resource list/ status bar icon will add a number

This warning state happens so that the user's attention will be drawn to that resource in case the situation is serious. Some non-serious causes could be that the resource tracking device was turned off, the resource landed at a non-defined base or the satellite connection was lost for an extended period of time.

- **Create New Resource**

New resources are created through a Provisioning tool which opens in a web browser. Only certain users have permissions to add new resources. For more information refer to Appendix 8.

- **Resource List**

The Resources list has more functionality than other Lists.

- **Multi-select** - hold Shift key to select a group of resources or Ctrl key to select various resources in the list
- **Right-clicks** - if you highlight a Resource or multi-select a few and right-click, there are several options (Resource Status, Alert Status, Move To, Unassign). Any right click option selected will take immediate effect.
- **Drag & Drop** - the ability to drag and drop from the List to Incident Form (Resource panel), Quick Picks, Org Form (Resource panel)

- **Alarming Resources in Lists:**

There are two reasons why a resource could be highlighted in the List.

1.) When a resource is overdue for a check-in it will be **purple**. The resource status must be changed or a log must be entered to resolve. In the log entry, you can also empty the check-in field and save. (At Base or Off Duty will clear the check-ins).

2.) When a resource has had no new position updates for more than 10 minutes when tracking, it will turn **red**. After five minutes, the resource will no longer be red.

See Appendix 6 for information on accessing the Alarming resource list via the Status bar.

AOX	C-FAOX	Medium	A-Star-350 B2		OFF DUTY	Out of Service
AOZ	C-FAOZ	Medium	A-Star-350 B2		AT BASE	Available
APJ	C-GAPJ	Medium	Bell-204c	03/05/2012 13:45	AT BASE	Available
ATX	C-GATX	Medium	A-Star-350 BA	05/16/2012 18:15	OFF DUTY	Out of Service
AVC	C-FAVC	Medium	BELL-206 L3		OFF DUTY	Out of Service

Figure 21: Alarming Resources in List

- **Resource Duration Reports**

Durations: when a resource is actively generating time against an incident or area office/station. An estimated cost can be generated from the duration time (Active Duration Report & Summary).

- **Aircraft Durations:**

Aircraft Durations are triggered by two things:

1. Resource tracking devices: When a tracking device fires up, the duration starts. When the tracking device has not had a position for more than 10 minutes, the duration stops at the time the last position was received.
2. Resource Statuses: Certain statuses that start and stop resource durations. These statuses are set by users.

The duration start and stop is triggered by whichever of the two things happens first, the tracking device or the resource status change.

- **Other Resource Durations:**

Other resource durations (eg: engines) are triggered by only one thing:

1. Resource Statuses: Certain statuses that start and stop resource durations. These statuses are set by users. See Table 1 in Appendix 3.

For more information on Resource Durations refer to Appendix 3.

LOG ENTRY FORM

The log entry form allows users to capture log notes for Resources, Incidents or Bases/Organizations. The log entry form also allows users to assign resources to incidents or current assignments (forward base), set check-in times for resources, set resource status and build resource durations among other things. Note: users are encouraged to use the Tab key to move around the main log entry panel for speed and efficiency.

Opening Log Entry form:

- **F3 key:** This hot key will open the log entry form if cursor focus is in the IFM application. The F3 key will also clear out the <Selection> field so that another selection can be made immediately. F3 will prompt if there is unsaved information.
- **Toolbar Icon or Tool menu:** Selecting this icon on the main toolbar will open the log entry form.
- **Quick Picks:** Double click on any item in the Quick pick list to open the Log entry. Highlighting and hitting the L key will do the same.
- **Lists: Resource, Incident, Org:** highlight an item and hit L key
- **Opening from another form:** The log entry form can be opened directly from any Resource, Incident or Base/Org form. At the top of each form you will see a button to open the log entry.

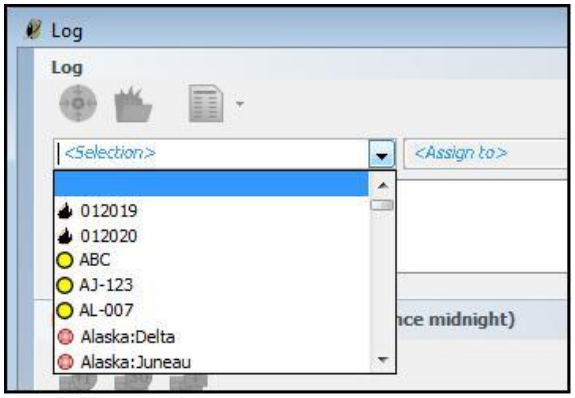


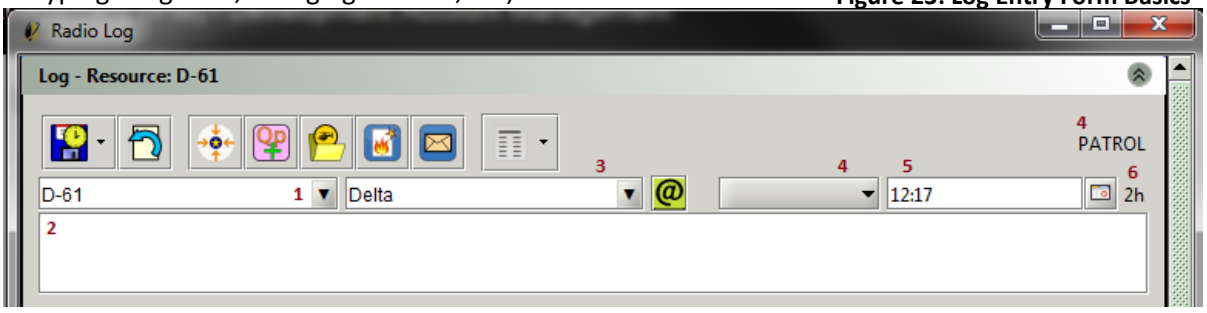
Figure 22: Log Entry Selection

Working with Resources:

There are various actions that can be done when a resource is selected in the Log Entry. These actions can be performed separately or at the same time to increase efficiency. Use the Tab key to move around the log entry fields and use keyboard shortcuts when possible (eg: E = Enroute)

1. Selection: the selected Resource, Incident or Org that the changes/ log notes are for
2. Log Note: User can type log notes that appear in chronological order in the Log History
3. Assign/ Unassign: User can assign a resource to an incident or Org. They can also Unassign from incidents or Current Assignments.
4. Status: User can Status their resources via the dropdown (eg: Patrol - To be explained below).
5. Set Check-in Time: User can set a check-in time for any resource.
6. Default Check-in Time: updating the resource will update the check-in time based on the default (eg: typing a log note, changing a status, etc)

Figure 23: Log Entry Form Basics



- **Log Note**

The log note section is where notes can be typed about a resource or any important information. Notes can be quickly typed and saved by hitting '*Enter*' on your keyboard. Notes can also be saved by clicking on the '*Save*' Icon on the right-hand side of the panel. Saving these notes can be in occurrence with other changes such as assignments and adding a check-in time.

- **Log Entry Assignments**

The Assignment field indicates where a resource is currently assigned, whether it be an Incident, Home Unit or Current Assignment. Resources have *Home Units* that indicate where they generally are based (for more info *see Resource section* above). If a resource is away from their Home Unit, they will have a Current Assignment set (eg: a different Area Office or a forward base). If the resource is assigned to an incident, that incident will always appear in the Assignment field.
* Log notes and actions against a resource will also appear in the log history for an incident if the resource is assigned to one. If not currently assigned to an incident, the resource log notes and actions will appear in the log history for the Current Assignment or Home Unit (if no Incident or Current Assignment).
*The Quick Picks are also available for quick resource assignments. Refer to Appendix 4 for info.

Assign - Users can assign resources to incidents from the log entry by entering the incident number (or partial number) in the Assignment field. Users can also assign resources to Current Assignments if they are not assigned to Incidents.
Unassign – Users can unassign resources from incidents by deleting the incident from the Assignment field. Users can also unassign resources from Current Assignments (eg: forward bases) by selecting the resources Home Unit from the Assignment dropdown list.

- **Events/Statuses**

Events in IFM refer to specific points in time that indicate a change in Status generally. There are different types of events for Resources and Incidents.

  - ***Resource Statuses***

Resource statuses refer to the resource's current activity (eg. Enroute). These statuses drive duration reports for some resource types (see Appendix 3). The resource statuses in the log entry include:

- **At Base** - back at base. Clears check-in.
- **On Scene** - on scene at incident (still actively flying for aircraft)
- **Enroute** - left base for incident, left incident for base or elsewhere
- **Patrol** - left base for something other than an incident
- **Off Duty** (When Assigned) - stopped work for the night/ over-nighting on an fire. Clears check-in
- **Off Duty** (When Unassigned) -Unavailable
-
- ***Non status selections:***
  - **Manifest** - highlights the log pink to show the resource manifest
  - **Flag** - highlights the log purple as an important note. These flagged logs appear in the log history no matter what date range is selected. Best to remove the 'Flag' event if the log is no longer important.

- **Check-In Times**

IFM users can set check-in times as reminders for when a resource is designated to check in. The time displayed in the check-in field indicates the scheduled check-in time. The user can type in any time for the current day, or they can use the calendar button to select a future time/date for the check-in.

- Users can type the desired check-in time in hh:mm (eg: "1200")

- Users can use the current time to set the check-in. Eg: typing "**+15m**" will set the check-in 15 mins from now. Typing "**+3h**" will set it 3 hours from now. Typing "**+1d**" will set it one day from now.
- Note that any time entered that is more than an hour in the past will default to tomorrow. (Eg: if it is currently 15:00 and the user types 13:00, the new check-in time will be 13:00 tomorrow.
- Any time entered within the last hour will result in an alarming resource (audible alarm and flashing purple flag). Eg: if it is currently 15:00 and the user types 14:20, the resource will alarm as 40 minutes overdue.
- Default check-in times:

    - Resources can have default check-in times set for their particular resource or they can be left empty. These default times can be defined by resource type (eg: every two hours for an engine) or more specifically by each resource (eg: M-22 every 15 mins). The default time is displayed beside the check-in calendar button (eg: 30m).
    - If a resource has a default check-in time (eg: 30m), the check-in is automatically reset when certain actions are done. Making certain changes in the log entry will reset the check-in time (log note, change status, Assign/ Unassign).
    - Actions outside of the log entry can update resource check-in times as well. (Change status or Assign/ Unassign though Quick Picks or forms).
- Stop check-in:
    - Empty the check-in field in the log entry OR
    - Select Off Duty or At Base resource status

There are two ways to save changes made in the Log Entry panel:

1. Save & Check-in: This is the default button (Enter key = Save & Check-in). Using this button or the Enter key will cause any changes made in the log entry panel to result in a check-in. For example, if it is currently 15:00 and your resource has a 2h default check-in, typing a log and using Save & Check-in will result in the check-in field displaying the new default check-in time of 17:00.
2. Save Changes: Using this selection allows users to make changes in the log entry panel without overriding a defined check-in time. For example, if it is 15:00 and a check-in is set for 16:15, the user can type a log note, assign a resource or add an event without changing the check-in time. This option can be accessed via the Save dropdown on the log entry.

- **Overdue Resources**

If a resource misses a check-in time, four things will happen to warn the IFM user that a resource is overdue:

1. The resource flag will blink on the map

2. The resource will appear highlighted in purple in the resource list
3. There will be an audible alarm, if the user enables beeping
4. The check-in time in the log entry will be highlighted in pink

- **Log History**

The Log History section found in the Log form contains historical log information for resources, incidents, and organizations. The information that is saved and displayed here includes:

- Time Occurred - *editable*
- Time Entered (when the save happened)
- User (who generated the log or event)
- User@ Org (who generated the log or event & what their User Preferences are set to)
- Deployment (to incident, organization, etc.) - *editable*
- Event (eg. 'Assigned') - *editable*
- Resource
- System Generated? (non user-typed log)
- Log /Message

Log Note Types:
There are currently two different types of log notes: manual or system-generated. These will appear under the *'Log/Message'* column in the Log History.

1. **Manual:** Log notes are manually typed by a user. In the Log History, the background highlighting is non-existent and the logs are basic black on white.
2. **System-Generated:** Log notes are generated by different actions saved either in the Log note form or on the related resource, Incident or Base form. For example, if you change the event for a resource from At Base to Enroute, the log history will generate a log that says 'At Base --> En Route.'

Log History Filters:
When a resource, incident, or organization/base is selected in the Log Entry, a default range of log history will appear in the log history section. Logs will display that were entered '*Since Midnight*' of the current day.

-

- Text search most of the columns
- - Show only events that could trigger Duration start and stop
- - Show only User Typed log notes
- - Show only System generated log notes
- - Show only Messages that have not been 'Marked as read'
- - Exports the log history to excel. The user can choose which columns to export.

Editing the Log History:
In the Log History section, only the Time Occurred, Event and Deployment columns are editable.

- To edit, click in the column that you would like to change. Once you have made your change, the entire line text will turn red to indicate a change has been made. Save the changes by clicking on the save icon or cancel the changes by clicking on the revert changes button in the Log History Toolbar.
- NOTE: when editing times you may have to adjust multiple rows of history (eg: system-generated log and user-typed log that occurred at the same time!

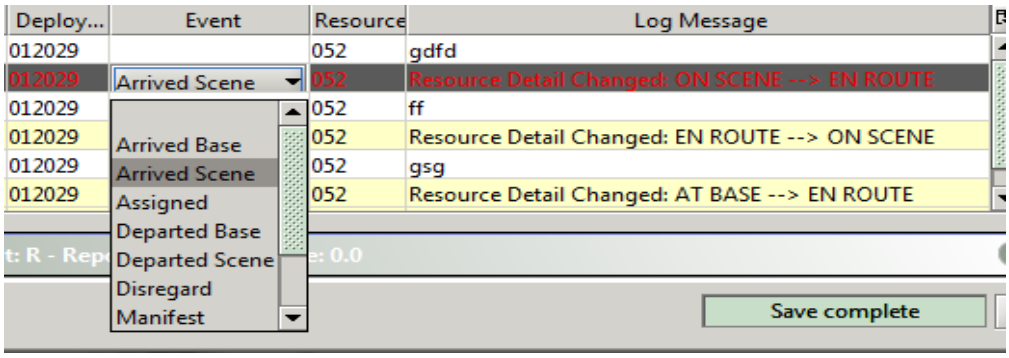


Figure 24: Editing Log History

Displaying Columns in the Log History:

In the Log History panel, to the right of the 'Log/Message' header is a small arrow . Select or de-select any of the columns. Differences between the two Time columns would indicate if that row has been edited.

Different Colors of Log Notes in Log History:

In the log history section you will notice different colored rows. These different colors represent a specific type of log.

Row Color	Log Type / Meaning	Example
White	User Log Note	"Fire is moving East quickly"
Yellow	Resource Activity Change	En Route --> At Base; Assigned; Unassigned
Peach	Location Change	Tracking start or stop
Pink	Manifest Event	Today's manifest = Smith, Jones, Anderson
Purple	Flagged Log	Important Log that a user would like to highlight (Flag event) "Scheduled Power outage @ 10:00"
Green	Message	A Message to an Org/Station that they have to Acknowledge: "Heli is enroute to your base"

Table 3: Log History Line Colors

- **Log Messaging**

The Station logs can be used to send messages between stations (offices/ bases).
Messages are defined as notes that are inputted into Station logs, but include notifications so that they are noticeable to the receiving centre. Each user is associated with a Station through their User Preference selection (File menu).

Users can send Messages to multiple stations at a time if they wish. All Messages appear highlighted in green in the Log History for the receiving station. The count of 'Unread' messages also appears in the status panel for the receiving station. A recipient at the station can 'Mark the message as Read' and it will turn the Message in to a regular log note. Senders can also choose to 'Log to (cc)' which places the log note in the station's log history, but does not turn the highlighting green or the status bar.

For more detailed information on Messaging, refer to Appendix 6.

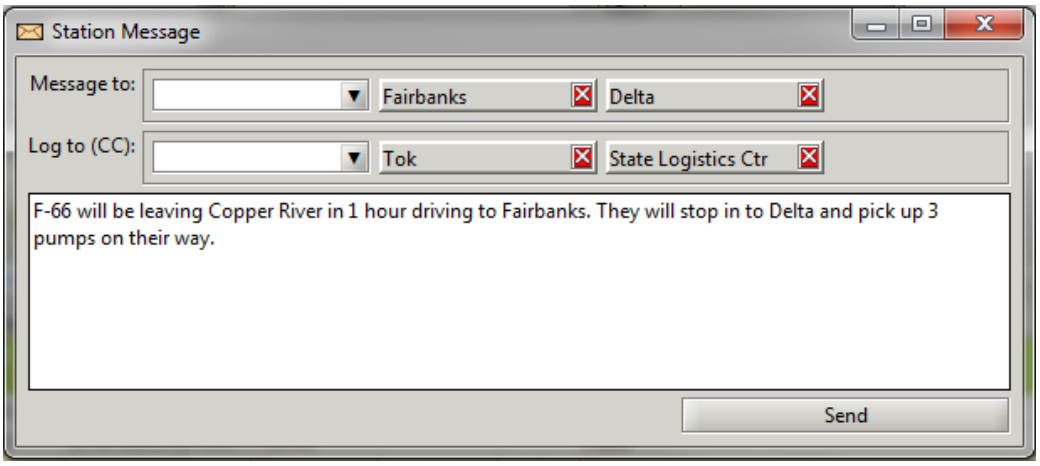
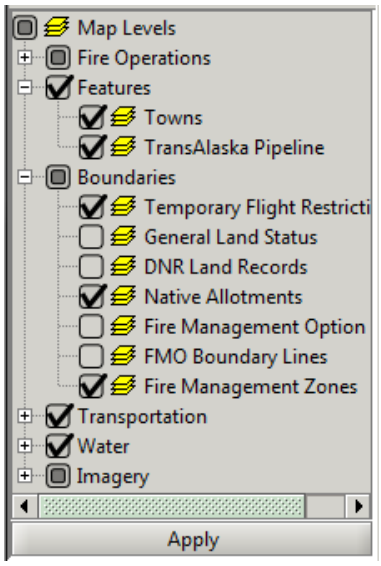


Figure 25: Message form

Figure 26: Map Levels enabled/ disabled



4. MAP LEVELS

Map Levels are overlays that can be enabled in your map area, but are not point data like the Icons. These layers allow the user to create a map by turning layers on or off. Controlling the Map Levels is very similar to the Icon Overlays where the checkmarks indicate whether or not the layer is turned on. The only difference is that after a change is made in the Map Levels, the *Apply* button must be clicked for those changes to take effect.

- Some layers require the user to' zoom in' <u>before</u> they are visible.
- The layers have an ordering that is pre-defined. Certain layers appear above others (eg. trails over park land).

5. MAP AREA

The map area includes the largest portion of IFM. It is the actual map space displaying a base map which can be manipulated with icon overlays and map levels as required. The Icon Overlays always appear above any activated Map Level.

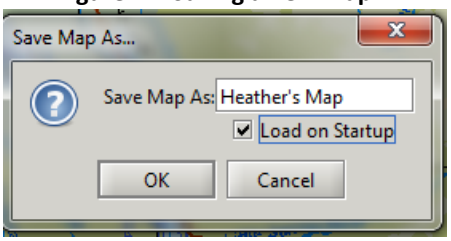
On start up of the application, a default map will be displayed. This map can be defined by the user in regards to: location, scale (zoom factor), icon overlays enabled and map layers enabled. The user can also save various other maps to be launched in separate windows at any point.

- **New Map Area**

  This launches a new window with a default map.
  - File > New Map or Click the 'New Map' button from the Toolbar

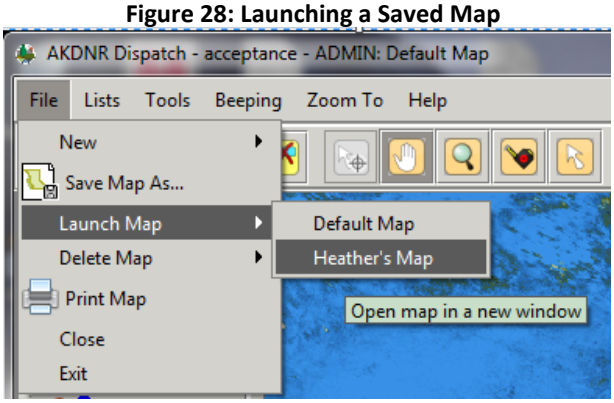
- **Saving a Map Area**
  - Zoom and pan to the desired map area
  - Activate all desired Icon Overlays
  - Activate all desired Map Levels. Click '*Apply*'
  - File > Save Map As > Type a name for your map. Click '*Ok*'
    - Click 'Load on Startup' for the map that you wish to launch automatically every time the application launches.
    - You can save any map with 'Load on Startup' unchecked to ensure that it does *not* load each time the application starts
    - Re-saving an existing map will override all settings with what is currently selected (zoom level, icons, map layers, etc)
  - It is a good idea to delete the old 'Default map' (or you will have two launching on start-up). You could re-save the Default with Load on Startup unchecked also.

Figure 27: Saving a new map



- **Launching a Saved Map**
  - File > Launch Map
  - Choose the desired map from the list of saved maps
  - A new instance of the application should open with your saved map
- **Deleting a Saved Map**
  - File > Delete Map.
  - Choose the desired map to delete. Click '*Yes*'
- **Printing a Map Area**
  - Zoom and pan to the desired map area (or launch the appropriate map)
  - Activate all desired Icon Overlays
  - File > Print Map

Figure 28: Launching a Saved Map



6. STATUS BAR

The status bar displays the scale of the current map view, the progress indicator when the map is being downloaded, the coordinates of the position of the mouse in the Map Area and the lightning count (when tool is in use).

- **Scale Bar:** 1:552316

  The scale of the map is displayed in the format "1: 8,000,000". The scale represents the ratio of a distance on the map to the actual distance on the ground. Eg: At a scale of 1: 8,000,000, 1 inch on the map = 80 miles

- **Progress Indicator:**

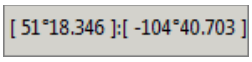
  The Progress indicator appears directly under the Map Levels in the Status Bar. It is a small bar that illustrates when data is being added or removed from the current Map Area.

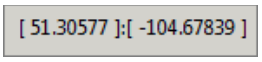
- **Coordinates:**

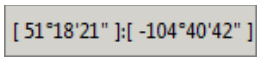
  The coordinates are displayed down in the bottom right corner of the status bar. They are displayed as the user moves over the Map Area while using one of these tools: Select, Pan, Zoom, Measure, Point ID, Lat Lon Selector. The Latitude and Longitude can be displayed in four different format types:

  degrees/ degrees-mins/ degrees-min-sec / UTM.

  Click in on the coordinates in the bottom right corner to change the coordinate format.

- **Notifications:**

  This section advises the users if there are items that they should be paying attention to.

  -

    Resources: The pink section indicates if there are any resources that are overdue for check-ins or have lost tracking (eg: 3 Resources). Clicking on the icon will launch the Resource List filtered to show those resources.
  -

    Station Logs: This section indicates how many Station logs have been entered for this particular user's Station (User Pref). The number will show how many logs since the user either launched IFM or since they have last had their Station log open in the current session. Clicking on this icon will launch the Log History for the Station and filtered to show only User-typed logs.
  -

    Station Messages: This section indicates how many Messages are active for this particular user's Station (User Pref). Clicking on this icon will launch the Log History for the Station and filtered to show only the Messages.

- **Connection Stats:**

  A star appears in the bottom right corner of the Status bar. The colours of the stars have different meanings:

  - Green: the network connection is currently ok and updates are being transmitted/ received
  - Yellow: the network connection is currently experiencing some slowdowns
  - Red: the network connection is currently in a bad state and is having some connection failures. The user may experience an error message if the connection is interfering with a s e.
  - Double-clicking on the Star will open the Connection Stats details.
    - Copy-to-clipboard if you want to save/ send the stats in an email (Ctrl V to paste)
  - The Connection star colour should adjust to green when the network connectivity improves. It may take a few minutes after network improves for the star to change colour.

7. REPORTS

There are various reports based on the data collected in IFM. Most reports can be run for a selected date range.

- **List Exports (All Lists - export to Excel)**

Any Lists can be exported to Excel (eg: Incidents, Resources). The export will include the current settings: columns selected, column sorting and filtering.

- **Incident Report (Incident form)**

The report contains the latest updates of the information as it currently appears in the Incident form (eg: last saved changes). Note: to view changes made to incident fields, refer to Incident History.

  - Historical Narratives: All Historical Narratives will be displayed with the date that they were saved. Only the last saved narrative per day will be displayed.

- **Incident Status Summary (Incident form)**

This report displays the chronology of the Incident Status changes as they appear in the Status panel of the Incident form. Each status change is time-stamped and the size of the fire is captured at the time the new Status is saved though they can be edited manually as well.

- **Historical Cost Report (Incident form)**

This report displays any historical and current costs that were entered for the incident as part of the Night Report process. These costs are currently manually entered. The user can select the date range that they would like to query.

- **Historical Cost Report (Org form)**

This report displays any non-incident costs that were entered for the Area Office as part of the Night Report process. These costs are currently manually entered. The user can select the date range that they would like to query.

- **Organization Report (Org Form)**

This report gives a snapshot of what is currently displayed in any of the Org form fields. The Area Office Org reports have an extra section that includes cost fields. The Daily costs refer to the last submitted costs and the Total Costs are calculated since January 1st and then refresh again on July 1st.

- **Incident Log History Report (Log Entry)**

The incident log note history provides a chronology of all of the user-typed log notes and system-generated log notes for an incident. Examples of system-generated logs include: assign/ unassign actions and incident status changes. Logs for resources that have been assigned to the incident will appear under the incident log as well.

- **Resource Log History Report (Log Entry)**

The resource log note history provides a chronology of all of the user-typed log notes and system-generated log notes for a resource. Examples of system-generated logs include: assign / unassign actions, tracking start or stop and resource statusing. Any logs for resources that have been assigned to the incident will appear in both the incident and resources log history.

- **Area Office Log History (Log Entry)**

The Area Office log note history provides a chronology of all of the user-typed log notes and system-generated log notes for an Area Office. Examples of system-generated logs include: assign/ unassign actions and resource statusing. Any logs for resources that have been assigned to the Area Office (or any bases that fall under the Area Office) will appear in both the Org log and resources log history if not assigned to an incident. If a resource

is assigned to an incident, the resource logs will only go under the incident logs and not the Area Office until unassigned.

- **Incident Active Duration Report (Log Entry)**

The incident duration report calculates the estimated costs for resources against an incident. This report shows all resources that have been assigned to the particular incident.
The durations are started and stopped by different things for aircraft vs other resources. Each start and stop will show one row and calculation in this report.
Aircraft: tracking data or user statusing of resources triggers durations
Other Resources: only user-statusing of resources triggers durations
Refer to the Resource Duration Report section above for more information.

- **Incident Active Duration Summary (Log Entry)**

The Summary report is the same Active Duration report above, yet is groups rows together for the same resource. If you ran the Summary for the entire length of the incident, it would show only one row and calculation per resource (eg: 5 days rolled into one).

- **Area Office/Station Active Duration Report (Log Entry/ Org Form)**

This duration report calculates the estimated costs for resources against an Area Office/Station. It shows all resources that are tagged to a particular Org, that are not currently assigned to an Incident (eg: out on Patrol).
The durations are started and stopped by different things for aircraft vs other resources. Each start and stop will show one row and calculation in this report.
Aircraft: tracking data or user statusing of resources triggers durations
Other Resources: only user-statusing of resources triggers durations
Refer to the Resource Duration Report section above for more information.

- **Area Office/Station Active Duration Summary (Log Entry/ Org Form)**

The Summary report is the same Active Duration report above, yet is groups rows together for the same resource. If you ran the Summary for a few days, it would show only one row and calculation per resource (eg: 5 days rolled into one).

- **Resource Active Duration Report (Log Entry)**

The Resource duration report calculates the estimated costs for resources against an incident or Area Office/station. This report is specific for one resource, but shows the different Assignments over a time period.
The durations are started and stopped by different things for aircraft vs other resources. Each start and stop will show one row and calculation in this report.
Aircraft: tracking data or user statusing of resources triggers durations
Other Resources: only user-statusing of resources triggers durations
Refer to the Resource Duration Report section above for more information.

- **Resource Active Duration Summary (Log Entry)**

The Summary report is the same Active Duration report above, yet is groups rows together for the same resource. If you ran the Summary for the multiple days, it would show only one row and calculation per incident or Area Office (eg: 5 days rolled into one).

- **Incident Status List Report (Report menu)**

This report displays incident status changes for any incidents by Area. The report shows New Fires, Active Fires and Out fires during a specific time period.

APPENDIX

1. Incidents

2. Organizations

3. Resources

4. Quick Picks

5. User Preferences

6. Notifications/ Messaging

7. Historical Incident Data

8. Resources Provisioning

9. Export to WFDSS

10. Quick Keys

11. Buttons/Icons

12. IA Request form

13. Standard Operating Procedures/ Guidelines (To be Added)

1. Incidents

Create a new incident:

1. The toolbar quick button
2. The log entry form button
3. File Menu -> New -> Incident

- Choose which station that the new incident is for. The default will be based on your User Preference.
- A Smoke Report incident will appear with an auto-generated number based on the station selected
- The Latitude and Longitude initially default to 53, -148
- Start typing incident log notes if necessary, before making further edits to the incident form
- Edit the Incident Number, Latitude, and Longitude
- Add to your Quick Picks immediately
- Fill in any other information as it becomes available

Small Incident form in Log Entry: *Recommended*

This form is a subset of some of the incident fields from the large incident form. The idea is that users can quickly create new incidents in the log entry and type log notes for the incident immediately.

- In Log Entry form, type initial incident details in your station log
- Highlight the log and hit 'Ctrl C' to copy from the Log History
- Hit New Incident button
- The new incident will be created and will be selected in the log entry
- Paste any copied logs (Ctrl V)
- Type log notes as necessary (directions, reporter info, etc)
- Open the bottom panel of the log entry and edit the incident information as necessary
- The fields in the log entry incident panel will match the main incident form as long as it is saved!

Submit a Night Report:

- There are two indicators if a Night Report is required:
  - Incident List = incident is highlighted brown
  - Night Report panel of incident form says 'Yes'
- To submit a Night Report, hit the Complete button in the Night Report panel
- A validation message will indicate if any of the mandatory values have not been filled in
- Fill in the mandatory values
  - You can enter 0s if necessary
  - You can enter negative cost values to subtract from the Total costs if necessary
- Click Complete again until there are no longer validation issues
- Note: a Night report can be completed multiple times in a day, with the final 'Complete' overriding earlier values

Finalize an Incident:

- After the incident is called Out it must be reviewed to ensure the information is correct
- Ensure that the Total Size in the Land Status panel is the same as the Current Size
- After review, go to the Incident Details panel
- Fill in the field called 'Final Fire Report Approval' with your name
- In the General Panel, change the Incident 'Status' to *Finalized*
- Click 'Save'
- Note: Finalized incidents do not require Night Reports

Assigning or Unassigning Resources:

- See Appendix 3.

Incident History/ Changes to incident data:

- Launch the Incident History viewer from an incident form
- Choose a saved setting from the dropdown menu (viewer toolbar)
- Sort the results by the 'Last Update Time' column
- Adjust the visible columns using the column selector if necessary
- The history of changes to the incident fields will be represented by each specific column
- Add the 'Updater' column if you want to see who made the changes

Email AAO:

- The incident form has a button to generate an email with incident information
- Choose the 'Email Incident Details' dropdown option
- An email should open with a subset of data from the incident form
- Enter an email address or multiple addresses and SEND
- Note: the email also contains a web-link to Mobile IFM for that particular incident

Email Land Managers:

- The incident form has a button to generate an email with incident information
- Email addresses are auto-filled based on the ADMIN UNITS selected in the Land Status panel. The email addresses associated with an Admin Unit can be added or edited via Provisioning (File > New Resource)
- Choose the 'Email to Land Manager' dropdown option
- An email should open with a subset of data from the incident form
- Enter an email address or multiple addresses and SEND
- Note: the email also contains a web-link to Mobile IFM for that particular incident

Attachments panel:

- Attachments can be uploaded to the incident form in *any* size or file format
- Try to be conscious of file size (eg: 100,000kB) when uploading
- The file is stored on a server in Anchorage, so can be deleted from your computer if desired
- If the attachments server is unavailable, there will be a warning to the users
    - Any previously attached files will not be available until the server is connected

2. Organizations/ Bases

Submit Nightly Costs for an Area Office:

1. Open the Area Office form in IFM
2. Enter the values in the 'Additional Info panel'
3. Enter a Cost Comment
4. Hit Completed

Station Logs:

- Station logs can be captured throughout the day for any occurrences. Some examples are: phone calls reporting incidents (create an incident as soon as possible), general phone calls, or anything to be documented that does not directly pertain to an incident or resource in IFM.

Extended Staffing:

- Alert Schedule field: record daily extended staffing and utilize this formatting: "20:00 03/15/13"
- Prep Details: list resources to be extended: "2 engines, tankerbase, helitack, 2 dispatchers"

Duty Officer Roster:

- Details field: list the Duty Officer on call with their contact info: "03/15-22/13 Ron Boyd 333-1120"

Responsible Org:

- Home Unit: where a resource is based out of generally (eg: tankers may have 'Alaska' whereas 'F-68' would have 'Fairbanks'
- Current Assignment: where a resource is temporarily based out of (eg: tankers may have 'Home = Alaska and Current Assignment = Palmer TB')
- Responsible Org: if a user has a Current Assignment, that is the Responsible Org. If a user does not have a Current Assignment, the Home Unit is the Responsible Org.

Set a Current Assignment (Org) for a Resource:

There are a few ways to tag a resource to an Organization (Area Office, Base)

1. Drag resource(s) onto the Org in the Quick Picks if not assigned to an incident
2. Enter resource callsigns in the Resource panel of the Org form and Save
3. Select the resource in the Log Entry and use the Assignment field to tag it the Org (save or Enter)

Remove a Current Assignment (Org) from a Resource:

There are a few ways to remove a resource from an Organization (Area Office, base)

1. Open the resource form Association panel and change the Home Unit or Current Assignment as necessary > Save
2. Drag resource(s) onto a new Org in the Quick Picks if not assigned to an incident
3. Highlight the resource in the resource panel of the Org form. Hit Unassign and save
4. Select the resource in the Log Entry and delete the Org from the Assignment field (save or Enter)

Move a Resource icon to an Organization icon:

1. Assign a resource to an org (above)
2. Click on the resource in the resource table
3. The resource line should turn grey to indicate it is selected
4. Click on the blue ‘Move-To’ arrow
5. The text should turn pink to indicate the resource has moved
6. The Resource flag will appear above the organization flag to indicate it is stationed there.

3. Resources

New Resources are created and existing resources edited though Resource Provisioning.

Resource Assignment: How To

Assign a Resource through Quick Picks:

1. Ensure that your incident is in the QP form
2. Highlight the resource in the QP form or Resource List. (Hold Ctrl key to highlight multiple resources.)
3. Click again and Drag the selected resource(s) over the Incident in the QP and drop
4. The resources will now be Assigned to the Incident
5. (You could also drag the resource into the Resource panel of the incident form)

Assign a Resource through Log Entry:

1. Select the resource in the Selection field of the Log Entry (hit F3 and type callsign)
2. Tab over to the Activity field and type the incident number (or last couple digits)
3. Hit Enter
4. The resource will now be Assigned to the Incident

Assign a Resource through Incident form:

1. Open the Resource panel of the incident form
2. Type the resource callsign in the dropdown box and hit Assign
3. Type more resource callsigns if necessary
4. Hit Save to complete the Assignment

Assign a Resource through Resource form:

1. Open the Associations panel of the Resource form.
2. Select the Incident in the Incident field or change the Home Unit and Current Assignment as necessary > Save

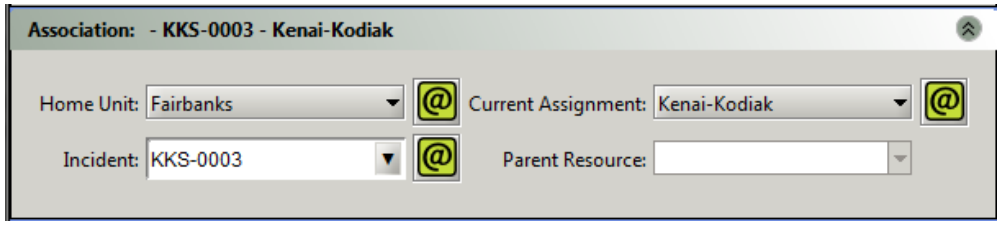


Figure 1A: Association Panel of the Resource Form

Resource Unassignment: How To

Unassign a Resource from an Incident:

5. There are a few ways to Unassign a resource from an Incident
    1. Right-click the resource in the Quick Picks > Unassign
    2. Right click on the Assigned resource in the Resource List > Unassign
    3. Highlight the resource in the resource panel of the incident form. Hit Unassign and save
    4. Select the resource in the Log Entry delete the Incident from the Assign field

Resource Assignment: About

- Assignment = Incidents, Detection or Pre-position in IFM.
- Assigning means that the resource is currently tagged to that assignment and any logs and statusing will be captured as part of the chronology for the assignment. This is different than 'Committing' resources as in ROSS. These resources can be re-Assigned as necessary.

Icon Move:

If a resource does not have a functional tracking device, you can update a resource icon location in four ways:

1) Move in Quick Picks or Resource List
    - Right-click on the resource in Quick Picks or Resource list
    - Select Move and choose one of the options (Home Unit, Current Assignment, Incident, Set Lat Long)

2) Manually setting the resource's Latitude and Longitude
    - In the resource location panel, place your cursor in the Latitude field
    - Enter a valid Latitude and Longitude > Save
    - The resource should move to the new location

3) Using the Latitude/ Longitude selector
    - Click on the Lat/Lon selector icon
    - It should turn green to indicate it is activated
    - Click somewhere on the IFM map
    - The coordinates should update and the resource should move to the new location > Save

4) Using the Move buttons in the Log Entry, Incident form, Resource form
    - Click on the button beside a location to move that icon on the map

Resource Tracking:

- Tracking: signifies an update to the Position of the resource icon by the tracking device. When the tracking device is turned on for a resource, the resource flag turns from black to a solid colour (yellow, green, blue) depending on the resource's availability. As the resource moves, positions and statistics (speed, heading, altitude, etc) are captured at an average of one every two minutes.
    - Note, when creating a new resource, the position will also update (which looks like tracking).
- Tracking Issues: Contact Jordan Halden: jordan.halden@alaska.gov if resources are not tracking and should be.

Tracking History:

- All past resource positions are captured and archived. These past positions can be viewed on the map by enabling the History. Users can choose to look at a past date range, or view the current position trail (eg: '25 positions' filter will update as new positions are captured). The trail will appear on the map as a series of yellow dots connected by yellow lines.
- The historical position table on the resource form displays the past tracking information and matches the history currently displayed on the map. The information can be copied row by row and pasted into resource logs for example.
- Use the button to unload the tracking history from your form and map. This can be done by clicking on the yellow tracking dots on the map and one of the tooltip positions to open the form where the button is found.

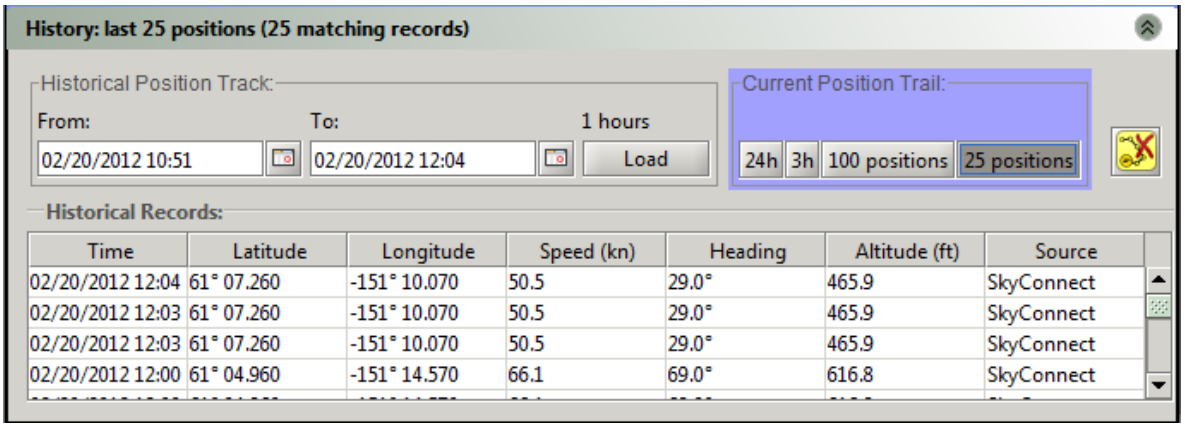


Figure 2A: History Panel Layout

Resource ICS Statuses

There are three ICS statuses:

- Assigned = Incidents, Detection or Pre-position in IFM.
  - When a resource is Assigned to an incident; any status
- Available = resource is available for duty and not currently Assigned
  - When a resource is Unassigned; status is Patrol, At Base, Idle, On Scene
- Out of Service = resource is unavailable for duty or assignment (eg: gone home for the night, on holidays, undergoing maintenance)
  - When a resource is Unassigned; status is Off Duty
- Assigning means that the resource is currently tagged to that assignment and any logs and statusing will be captured as part of the chronology for the assignment. This is different than 'Committing' resources as in ROSS. These resources can be re-Assigned as necessary.

Resource Statuses:

Resource status refers to what the resource is currently doing (actions such as Patrol or En route to incident).

STATUS	EXPLANATION
AT BASE	Resource is stationed at a base. (Clears check-in)
ENROUTE	Resource is en route TO or FROM an incident, detection or preposition. Resource must be Assigned.
PATROL	Resource is out on Patrol and is not currently assigned to an incident.
ON SCENE	Resource is On Scene at an Incident.
IDLE	Resource is not currently contributing to a duration or cost estimate. (Eg: a heli that is landed out at a fire or crew that is over-nighting).
OFF DUTY	Resource is not currently available for a dispatch. (ICS status changes to Out of Service if Unassigned). (Clears check-in)

Table 1A: Resource Statuses

Resource Durations:

- Durations: a resource is actively generating time against an incident or area office/ station. An estimated cost can be generated from the duration time x hourly rate (Active Duration Report & Summary).
- Durations are generated differently for aircraft vs other resources.

- Aircraft durations are triggered by two things:
  - Resource tracking devices: When a tracking device fires up, the duration starts. When the tracking device has not had a position for more than 10 minutes, the duration stops at the time the last position was received. Eg: aircraft flies from base to incident and lands = duration.
    - Note: the 'Tracking Stopped' event is inserted into the Log History, even when the resource is actively tracking. The log's timestamp is updated with each new position update.
  - Resource Statuses: Certain statuses that start and stop resource durations. These statuses are set by users. See table below.
  - The duration start and stop is triggered by whichever of the two things happens first, the tracking device or the resource status change.
- Other Resource durations are triggered by one thing:
  - Resource Statuses: Certain statuses that start and stop resource durations. These statuses are set by users. See table below. Eg: engine is put in 'Patrol' status for the day. When they are changed to At Base, the duration is complete.

Table 2A: Durations triggered by Statuses

RESOURCE STATUS:	Start Duration?	Stop Duration?
AT BASE	NO	YES
ENROUTE	YES *	NO
PATROL	YES *	NO
ON SCENE	YES *	NO
IDLE	NO	YES
OFF DUTY	NO	YES

* If the Duration is already in progress, choosing this Status will continue the duration and not restart it.

- Resources that are not assigned to incidents, will have their Durations and logs show up under a Current Assignment or Home Unit (Org).

Resource Assignments and Durations:

- New Resource Assignments do not automatically start a Duration. It depends on the Resource's status or tracking.
  - If the aircraft is tracking, the duration will start against a new assignment.
  - If the aircraft is not tracking, the new assignment will not start a duration.
  - If the current resource status is generating a duration, the new assignment will start a new duration.
  - If the current resource status is not generating a duration, the new assignment will not start a duration.
- If you assign a resource that is out on Patrol, the resource duration will start against the incident as soon as it is Assigned. The resource status will automatically change from Patrol to En route.
- If a resource is currently Assigned to an Incident (and their status = En route or On Scene), the duration will stop against the first incident and start against the new incident if the resource is reassigned. The status will automatically change to En route on reassignment.

- **Duration Reports:** These reports show the resource time durations from the start to stop (status or tracking). The durations are multiplied by the hourly resource costs.

1. **Incident/ Org Active Duration Report -** Displays each duration segment (start and stop duration) for every resource that had a duration while Assigned to the Incident or Station in the selected time range.
2. **Incident/ Org Active Summary** - Summarizes the duration segments so there is only one per resource for the selected time range.
3. **Resource Active Duration Report** - Displays each duration segment (start and stop duration) for a specific resource in the selected time range.
4. **Resource Active Summary** - Summarizes the duration segments so there is only one per resource per Assignment or Area office.

Resource Contracts:
There are three different Contract types for resources:

- On Contract - State resources, other hired resources, short term or long term hire.
- Off Contract - Any resource not currently on staff or temporarily hired.
- For Hire - A resource that is Off Contract, but has indicated that they are available for hire.

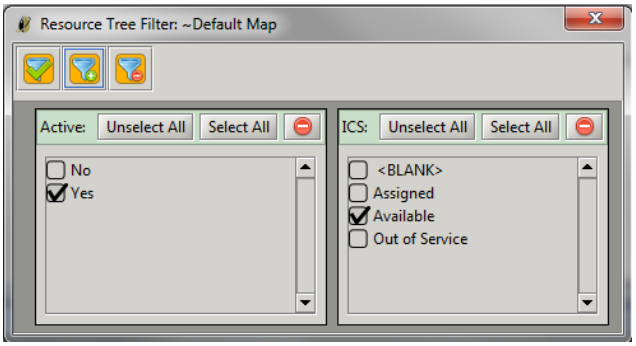
Choosing the resource Contract will not impact the Resource Status or ICS status. It is best displayed in the Resource List by enabling the 'Contract' column and filtering accordingly.
Changing the Contract for a resource can be done in a few different ways:

1. Right-click on the resource(s) in the Resource List
2. Right-click on the resource(s) in the Quick Picks
3. Edit the resource form Status panel

Resource Icon Filters:
From the icon overlay tree, select which Types of aircraft that you would like to see on the map (eg: tankers and/or medium helis). To further filter the resources, use the Filter button in the toolbar.

- - Launches the resource icon filter options
- - Allows the user to choose any of the various filter options. Eg: View Active (tracking) resources that are Available ICS status
- - Apply the filters that are selected
- - Remove any filters from the filter view. Hit apply.

Figure 3A: Resource Icon filter



4. Quick Picks

Quick Picks is a form or window that offers a snap-shot and quick access to important resources, incidents or stations. The form is split in to three sections: Incidents, Resources and Orgs.

Users should build and maintain their Quick Picks to show anything that they want to have quick access to for status updates or log notes. Each user's Quick Pick can be unique. It is recommended that users launch and maintain their QP daily.

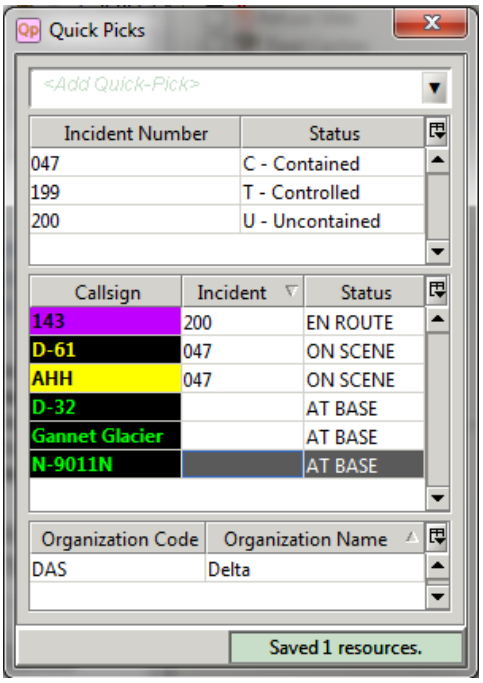


Figure 4A: Quick Pick layout

Default Quick Pick:
The QP form has a default size and layout, which can be adjusted by each user. There is a column picker to the left of each section to add or remove columns. The Quick Pick will open in the same location and with the same settings and selections unless it is moved or changed by the user. Recommended default columns include: Incident Number & Status; Resource callsign, Incident and Status; Org Name (**see Figure 4A**).

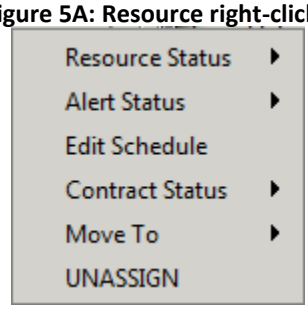
Maintaining your Quick Pick:

- **Adding to QP:**
  - **Quick Pick:** Type the Incident, Resource or Area Office in the text field at the top of the QP.
  - **Lists:** Highlight the selections in the Resource or Incident Lists. Drag the item(s) to the correct section in the Quick Picks and release the mouse.
  - **Forms:** There is a pink 'Add to Quick Pick' button in each form and on the log entry.
- **Deleting from QP:**
  - Highlight the selection(s) in the QP and hit the Backspace or Delete key

Using the Quick Pick:

- **Log notes:** Double click on any item in the Quick Picks to open the Log Entry form. Highlighting the item and hitting 'L' will also open the log.
- **Multi-select:** hold the Ctrl key to select more than one Resource, Incident or Org in the Quick pick. Actions can be done for more than one item at a time.
- **Opening forms:** Highlighting the item and hitting 'O' will open the selected form.
- **Assignments:** Click & Drag the resource(s) from the Resource section and drop them on the Incident. That will trigger an Assignment. Re-assignment can be done by dragging the same resource(s) to a new incident in the QP.
- **Resources Status:** Right-click on any Resource(s) in the QP to change their status.
- **Alert Status:** Right-click on any Resource in the QP to set the Alert status. Alert is mainly used for tankers and crews to indicate their response times (red, blue, green, yellow).
- **Edit Schedule:** Right-click to edit the Schedule field for the Resource(s) selected
- **Contract Status:** Rick-click to change the Contract to: ON, OFF, FOR HIRE
- **Resource Moves:** Right-click on any Resource(s) in the QP to move the icon on the map. The available options for moving each resource include: the Home Unit, Current Assignment or Incident if applicable.

Figure 5A: Resource right-clicks



5. User Preferences

Users are encouraged to set up their Preferred base or office using the File menu. The selected preference will auto-fill when creating new incidents and it will also ensure that Alaska appears at the top of some dropdown menus (instead of other agencies).

User Preferences also refers to IFM remembering certain preferences around set-up, forms and lists.

User Preferences Remembered on Initial Launch:

- **Location of application -** the IFM map will launch in the same place it was sitting when IFM was exited. If the user has multiple monitors, it will launch on the correct monitor. The map size will also be remembered.
- **Beeping** - beeping will be enabled or disabled based on what you had previously selected
- **Forms open/ closed -** any forms that were open when you exited IFM will launch
- **Lists open/ closed -** any lists that were open when you exited IFM will launch

List Preferences

- **Filters** - your filter settings are remembered for each List (eg: filtered by Fixed Wing resources)
- **Columns selected -** which columns are displayed or hidden is remembered along with the column order and width
- **Panels -** whether panels are expanded or retracted is remembered
- **Location of your List -** the location of your different Lists is remembered based on your computer monitor configuration
- **Size -** the size of your List window is remembered

Form Preferences

- **Panels -** whether panels are expanded or retracted (on applicable forms) is remembered
- **Location of your forms -** the location of your different forms is remembered based on your computer monitor configuration
- **Size -** the size of your forms is remembered

Reset User Preferences

The File menu offers the option for users to Reset their Preferences to the default settings for the application. Here are some examples of what is reset:

- Forms - will not automatically launch when the application is launched
    - forms will launch on your main monitor in the middle of the screen
    - form sizes will reset to their default size
- Lists - any set List filters will clear so that Lists will be unfiltered
    - selected and hidden List columns will be reset as well as the column order
- Maps - any saved maps are discarded with only the Default map remaining
- Application Location - the Default map will launch on your main monitor with no other forms opening

6. Notifications/ Messaging

Notifications refer to different indicators that user attention should be drawn to. A notification can be the flashing an icon on the map, a

Messaging and Log Notifications

Users can send messages to other stations through IFM. These messages can be typed manually or can be forwarded from the log history if already entered. The users get a notification that their station has a new Message if they are logged in to IFM.

Sending a Message:
There are two ways that a Message can be sent to another station:

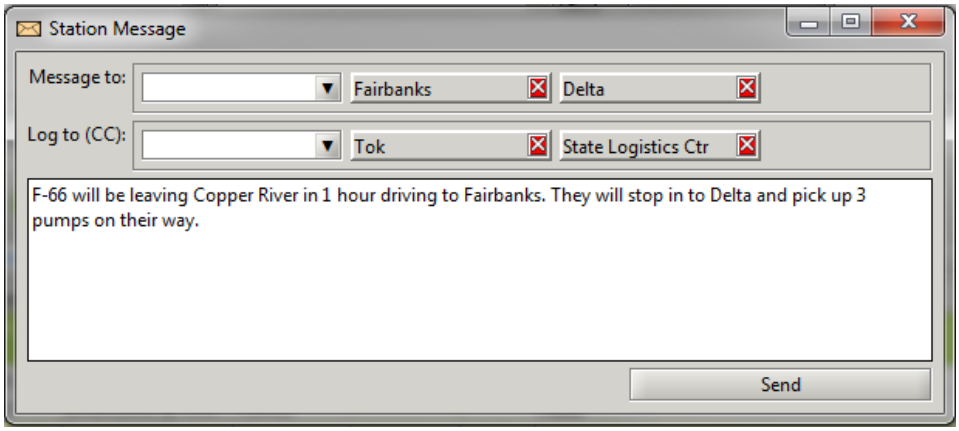
1. New Message:

- Send a New Message:
  - Select the Message icon from the toolbar or hit 'Ctrl M' on your keyboard
  - The Message form will open (**Figure 6A**). Choose the Station from the dropdown that you would like to send the Message to. You can type the name, partial name or use the dropdown.
  - Choose any other Stations that you would like to send the Message to if applicable.
  - Type the message or copy it into the large text field
  - Hit Send

2. Send a Message from the Log History:

- Forward Message: forward an existing log from log history
  - Right-click on any existing note in the Log History that you would like to send as a Message.
  - Choose 'Forward'
  - Fill in the 'Message To' field with any stations
  - The text field will be auto-filled
  - Hit Send
- Reply to Message: respond to a station who has sent a log or message to your station
  - Right-click on any green Message or note in the Log History that you would like to Reply to.
  - Choose 'Reply'
  - The 'Message To' field will be auto-filled with the Station that sent the original Message
  - Fill in the text field with the Reply Message
  - Hit 'Send'

Figure 6A: Message form



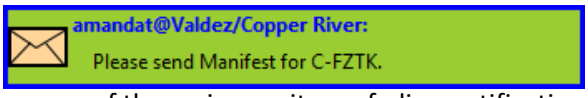
Receiving a Message:

- **Notifications of New Messages:**

Messages for stations appear in the log history for a particular station log and they will be coloured in bright green. Each user is generally set up so that they have a Station/Org selected in their User Preferences. This selection will indicate the station for which the user receives notification of Messages.

There are two forms of notifications so that users know when their station has received a new Message or has unread Messages.

1. Fading Notifications:

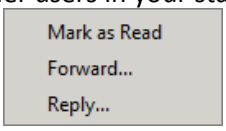


   - In the top right corner of the main monitor, a fading notification will appear when your station has a new message
   - The fading message will stay for a few seconds
   - Put your cursor over the notification for it to remain visible
   - Click on the message to open the log history, filtered to view only your station messages
2. Status Bar icon:
   - The icons in the status bar indicate if a station has any Messages that are unread.
   - The envelope icon will have a green background and a number beside it.
   - Clicking on the status bar icon will open the station log history, filtered to view only your station messages

- **Reading Messages:**

Station Messages will show up green in the log history and status bar until a user selects 'Mark as Read'. It is important to note that a Message has been viewed, so that other users in your station are aware, and so that the sending station is aware.

- Right-click on the green Message in the Log History
- Choose 'Mark as Read'



Once one user selects 'Mark as Read', that green Message will turn in to a regular white log note in the log history. You can enable the 'Station Message' column if you ever want to know if something was previously a message.

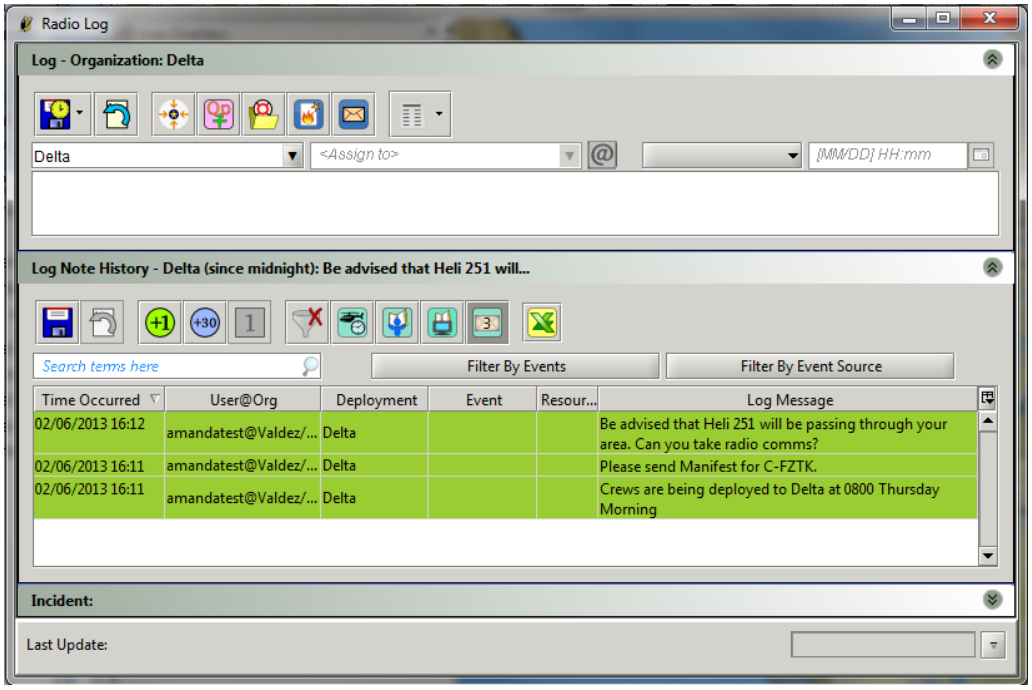


Figure 7A: Unread Messages in the Log History

Send Log Notes (non-message):

Messages are different than regular log note. It is possible to send regular log notes to Stations. These log notes appear in the Station log history as regular white log notes.

- Select the Message icon from the toolbar or hit 'Ctrl M' on your keyboard
- Fill in the 'Log To (CC)' field with the station(s)
- Fill in the text field with the log note for the station

Note: You can fill in the 'Log To (CC') field at the same time as sending any Message.

Receiving Log Notes (non-message):

There is one indicator that a station user has some log notes that are unread. These log indicators are user-specific and they do not need to 'Mark as Read'.

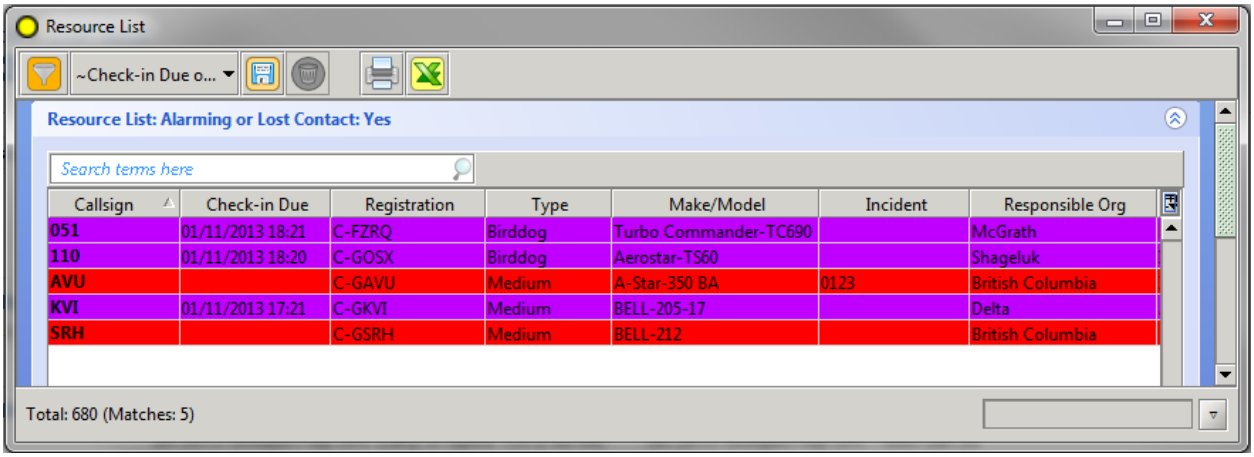
1. Status Bar icon:
   - The status bar will show a user how many user-typed log notes have been entered for their station since the station log was last opened or since IFM was launched
   - Clicking on the status bar icon will open the station log history, filtered to view only your station messages

Overdue or Lost Tracking Resources (Alarming Resources)

There is a special status bar icon to indicate when there are resources that are either overdue for a check-in or have lost tracking (no new tracking position for more than 10 minutes).

The pink icon will show a number for the resources in IFM that are in those states. Clicking on that icon will open a filtered list (**Figure 8A**).

Figure 8A: Alarming Resources



7. Historical Incident Data

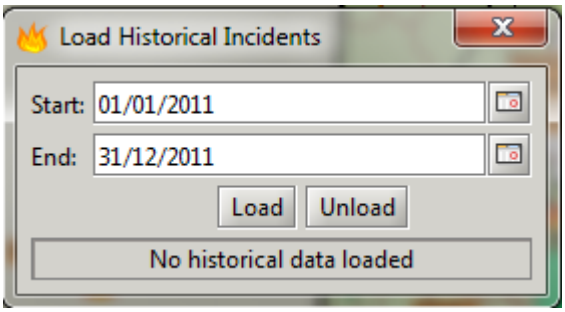
For Incidents in IFM, only the current year's data will show by default. Historical data from previous years can, however; be accessed at any time.

Load Historical Incidents:

- File menu -> Load Historical Data -> Incidents

- A date range selector will pop-up and allow you to choose the historical range that you wish to see. Hit 'Load'

Figure 9A: Historical incident selector



- When loaded, Historical incidents will appear in the Incident List. They will also appear as icons on the map.
- Note: all current year incidents will show up no matter what Historical date range is selected

Historical Incident Logs:

- Historical incidents can not be selected in the Log Entry. They do not appear in the dropdown for selection. To open Historical incident logs, first open the Historical incident form (from icon or List), then hit the Open Log button from there

Unload Historical Incidents:

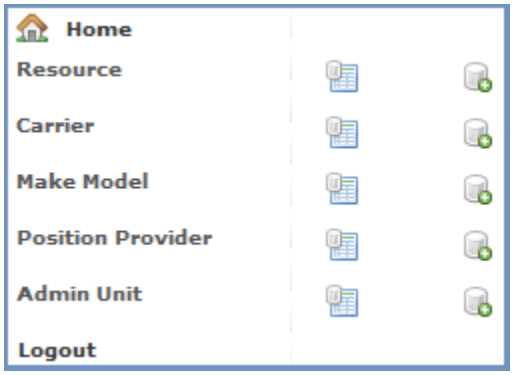
- Historical incidents will automatically disable the next time that you launch IFM.
- To unload historical incidents within your current session, re-open the date range selector (via File -> Load Historical Data). Hit 'Unload'

8. Resource Provisioning

Resource provisioning is where IFM users can create, edit, and Archive resources as well as important information with regards to resources (eg. Carriers, Position Provider, Resource Types, etc.). Resource Provisioning is accessed via File -> New -> Resource and opens in your web browser. There are three type of user privileges in IFM, so not all users will have the same editing capabilities.

- User/ Dispatcher
- Admin
- Maintainer - Selkirk staff at present

Figure 10A: Resource Provisioning Dashboard



Resource Provisioning - Admin:

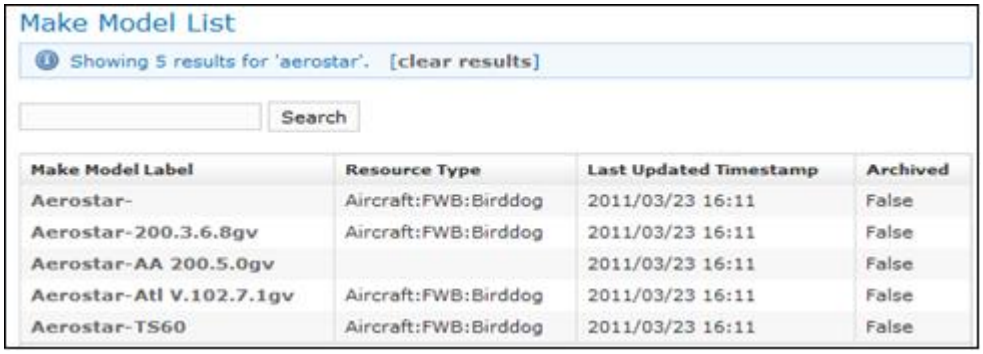
With the Admin privileges, this user has the ability to add and edit the following:

- Resources
- Carrier - *company/owner*
- Make/ Model
- Position Provider - *company supplying tracking device*
- Admin Unit - Incident form: land status panel

The Provisioning dashboard is along the left side of the screen. Each option has two icons: List and New . Clicking the List icon will display a list of all of the existing items of that type. Clicking New will allow you to create a new item of that particular type.

Lists:
The lists will sort by the first column though clicking any header will resort. The Lists will display all of the current items of the selected option (eg: Resource, Make Model, etc) with some of the attribute data.

- **Searching Lists:** Aerostar Search
  For each list there is a Search field where uers can search by most columns. The number of matches will appear above the list. To clear the search and return to the entire list, simply click 'Clear Results' above the search field.



Make Model Label	Resource Type	Last Updated Timestamp	Archived
Aerostar-	Aircraft:FWB:Birddog	2011/03/23 16:11	False
Aerostar-200.3.6.8gv	Aircraft:FWB:Birddog	2011/03/23 16:11	False
Aerostar-AA 200.5.0gv		2011/03/23 16:11	False
Aerostar-Atl V.102.7.1gv	Aircraft:FWB:Birddog	2011/03/23 16:11	False
Aerostar-TS60	Aircraft:FWB:Birddog	2011/03/23 16:11	False

Figure 11A: Make Model list sample

Editing Existing items: (Resources, Carriers, Make Model, and Position Provider)
To make any edit in Provisioning, go to the appropriate List and search for the item. Select it from within the lists and a new page should appear with 'Edit' as an option at the bottom. Click on 'Edit' and all of the fields in your selection should become editable. Click 'Update' at the bottom of the page once your edits are complete or 'Cancel' to disregard any changes.

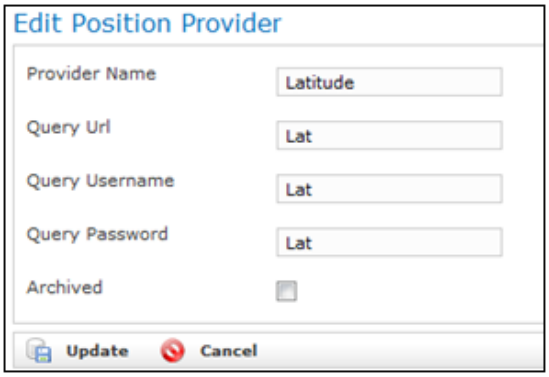
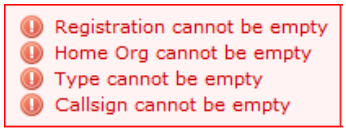


Figure 12A: Editing items in Res Prov

Create a New Resource:
Before creating a new Resource it is recommended that you search the unfiltered IFM Resource List (List -> Resources) to ensure that the resource does not already exist.
It is also a good idea to ensure that the resource is not 'Archived' through Provisioning. (Sort the Resource list by the 'Archived' column.

- To create a new Resource, click on the 'New Resource' icon on the dashboard . You can also choose File > New > Resource in IFM which opens your web browser.
- A 'Create Resource' page should appear.
- Mandatory fields: The Callsign, Registration, Type, and Home Detachment (highlighted pink). If any mandatory fields are not filled in, you will get a validation error in red text.
- Other fields can be left empty or filled in later as necessary. The fields are what populates the Resource form in IFM.



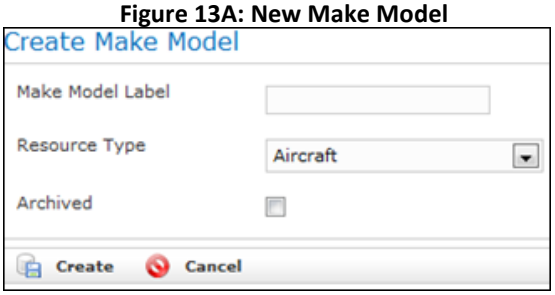
Tracked Resources:

If the resource has a tracking device, the yellow highlighted fields are required to be filled in. Note: the tracking device company will have to be notified to ensure the positions for a particular resource are being fed in to IFM.

Misc Notes for Resource Creation:

- When selecting a 'Type', you must select the lowest level sub-type (eg. if the list contains Aircraft > Rotary Wing > Intermediate, you must select 'Intermediate').
- The check-in field represents the 'Default check-in time' visible in the log entry form. It should be entered in minutes, or a 0 should be entered. You can also choose to inherit the same default check-in time that is associated with that Resource Type.
- Hourly Cost: populates the Duration reports by multiplying by the Duration times
- Image: can be saved to your computer and then uploaded using the Browse button. The image does not need to remain on your computer after the Upload is complete.
- Home Unit: choose main base for that resource
- Username: not necessary to fill in
- If you are unable to find the desired Make/Model, Carrier or Provider, your account privileges will allow you create new ones (save the resource first).
- Any new resource will appear at the default coordinates upon creation: 57 x -157

Figure 13A: New Make Model



Create a New Carrier:
To create a new Carrier, click on the 'New Carrier' button on the left-hand side of the provisioning page. A 'Create Carrier' page should appear. There is only one field, the Carrier Label that must be filled in.

Create a New Make Model:
To create a new Make Model, click on the 'New Make Model' button on the left-hand side of the provisioning page. A 'Create Make Model' page should appear. There are two fields and both must have a value in order to create a new make model. Note: the Make/Model field is dependent on the Resource Type selected.

Create a New Position Provider:
To create a new Position Provider, click on the 'New Position Provider' button on the left-hand side of the provisioning page. A 'Create Position Provider' page should appear. All four fields displayed need to be filled in though they currently do not currently hold value (can put in *any* info for the 'Query fields).

Admin Unit:
Admin Units appear in the Land Status panel of the incident form. They indicate land ownership for the area impacted by a wildfire. An email can be associated to the Admin Unit via the Provisioning tool. If the 'Email to Land Managers' button is used on the incident form toolbar, an email is auto-populated with incident details and the email address provisioned for the Admin Unit(s).

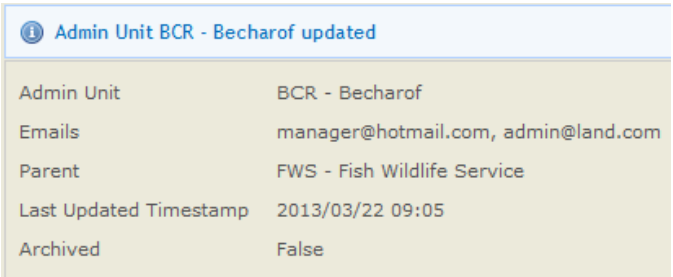


Figure 14A: Admin Unit emails

Note: Multiple email addresses can be saved through Provisioning. Edit the Admin Unit and enter multiple email addresses with a 'comma + space' in between (**Figure 14a**).

Archiving:
It is not possible to delete resources or any of the dropdown options completely out of IMF, but it is possible to Archive. Archiving allows the resource or item to be un-archived later if necessary and previous data history is maintained.
Archived items can be found in the Provisioning pages at the bottom of the Lists by default. Users can also search for them by enabling the 'Include Archived' checkbox. If a resource is archived, it will no longer appear in IFM at all. If a dropdown option is archived, it will no longer be available to select when creating or editing resources. It will disappear if it is already selected and saved for an existing resource.
To Archive, edit a resource or dropdown option listed above in the Provisioning pages. Ensure that the checkbox beside 'Archived' is selected and Save. To Un-Archive, select the same checkbox and ensure that it is empty before saving.

9. Export to WFDSS

Users can choose to export their IFM incident information directly into WFDSS, instead of going into WFDSS and manually entering all of the incident data. An advantage to doing the export via IFM is that the data is pulled directly from the IFM incident form. Also, updates to the Incident form in IFM are captured in subsequent WFDSS exports if the incident originates in IFM. The updates do not occur if the incident is first created through WFDSS.

The Export will be done once per day by Intel, unless otherwise requested from a Landowner. If requested, follow these steps:

1. File > Export to WFDSS
2. Select a specific date range if necessary, otherwise use the 12H quick key.
3. Save the .psv file on your desktop or in a folder on your computer
4. Login to WFDSS if/when prompted
5. Select 'Incidents' and 'Upload Incident'
6. Select SELKIRK and Browse to the .psv file > Upload
7. Verify that your incident was successfully uploaded to WFDSS by checking the 'Recent Incidents' filter (which is a bit finicky). For the WFDSS Incident filter, you may have to wait a few minutes for your incident information to upload. Try selecting a few filters and then return to 'Most Recent Incidents' filter.

10. Quick Keys

Here the quick keys to help use some of the functionality.

HOT KEYS	DESCRIPTION
F3	Opens Log Entry from. Empties Log Entry selection.
Enter	Save log changes (with check-in) in Log Entry
Alt S	- Save log changes (without check- in) in Log Entry form - Draw curve distances with measure tool
Ctrl A	Highlight text
Ctrl C	Copy text
Ctrl V	Paste text
Ctrl M	Send Messages
Ctrl Q	Open Quick Picks
Shift + Click	Enables/ Disables all icons below in the tree
Shift + Click	Pans around the map without selecting pan tool
O	Opens the form for a selected item in the Quick Pick table or List.
L	Opens the Log for a selected item in the Quick Pick table

11. Icons and Buttons

BUTTONS / ICONS	DESCRIPTION
	Back/ Forward: allows users to move through the map history
	Reset Map: resets map to last saved state
	Turn On/Off Legend: retracts or expands the Icon and Map overlay legends
	Turn On/Off Icon Flags: when the map gets cluttered with icons (turns off all flags except for resources)
	Pan: used for navigating around the map area at the same zoom level
	Magnify: alters the map scale by zooming in or out
	Measure: ability to measure lines, areas or curved lines (Alt S) on the map
	Select: used for opening up detailed information for icons displayed on the map
	Quick Picks: a pop-up that allows the user to have quick access to their Incidents, Resources and their Base logs and forms.
	Location conversion (LOCO): allows user to convert between various coordinate formats and perform a Google location search
	Bearing & Distance: used for determining the bearing and distance from a specified icon to a specified location on the map
	Modis map engine: allows users to view potential fire detections
	AFS map engine: various map overlays provided by AFS
	Selkirk map engine: basic map overlays
	GINA map engine: SPOT5 - 2.5m imagery for most of the state.
	Google Earth: launches Google Earth in the web browser
	Create a new incident: opens empty incident form
	New IA Request: creates a new IA Request form
	Log Entry form: a place to enter radio logs for Resources, Incidents or Area Offices
	Send Message: opens an empty form to send a Message to another station
	Open Prep List: launches Org List filtered and set-up to view the Prep data
	Reports: launches various pdf reports from other forms (eg: incident)
	AFS map legend: a map legend based on what map layers are currently enabled
	Save with Check-in: saves changes and updates the check-in time (if there is a default set)
	Save without Check-in: saves changes without updating the check-in time (if there is a default set)
	Revert: reverts any unsaved changes
	Center Map: centers the map on the icon that is associated with the form that is currently open (note must enable icon type)

	Crosshairs: puts red crosshairs on the map to show the icon location
	Add to QP: this button adds the Incident/ Resource to the Quick Pick List from the form
	Move to: moves the Resource to the Incident or Base location (as listed in the field beside)
	Open Resource Form: opens the resource form for the resource currently selected in the log entry
	Open Incident Form: opens the incident form for the incident currently selected in the log entry
	Copy to TTY: copies a few defined fields to the clipboard in order to paste them in the TTY (Ctrl V)
	Opens an email pre-populated with incident form details
	Open incident History viewer: shows all changes for all fields on the form
	Add file/ Add Row: attach a file to the incident form (uploads to remote server) or Add a new row to a table
	Remove file/ Remove Row: removes an attachment from the incident form or a Row from a table
	Open file: downloads locally, prompts to save, then opens the file
	Deletes the Incident form (should only be used when incident is created by mistake)
	Filter: opens the List filter or
	Add filter: choose which filter options you would like to use
	Remove filter: remove certain selections from your current filter
	Apply filter: apply current filter selections to your list/ resource icon overlay
	Column selector: choose which columns to appear in a List/ Table
	Show Duration Events: filters the Log History to show resource statuses that trigger durations to start or stop
	User Entered Logs: filters the Log History to show only user-typed log notes
	System-generated Logs: filters the Log History to show only system-generated log notes
	Set Lat Lon: fills in the coordinates based where you have clicked on the map
	Lock Coords: the lat and long fields become un-editable on the incident form
	Retract all panels: quickly close all panels
	Unload History: Remove resource history trail from the map
3	Opens a List of resources that are due for a check-in or have recently stopped tracking
0	Displays the number of entries in your station log since it was last opened
4	Displays the number of Unread Messages for your station (click to open view)
	Connection Status: Green = good connection, Red/ Yellow = unstable connection

12. IA Request form

IA Requests can be generated for any situation where Initial Attack resources are required (eg: Smoke Jumpers, tankers). The Request can be generated at one Station and sent to another, with an audible alarm notifying the suggested recipients.

Set up:

- Select your User Preference (File -> User Preference -> Save)
- Enable IA Request icons in your icon overlay tree (Active).
- Enable Beeping: Beeping -> IA Request -> Everywhere.

IA Request fields: (* = default)

- Incident number = mandatory field (where the coordinates come from)
- Priority = taken from the Primary Protection level on the incident. Note, if this changes for the incident, it will not automatically update for the IA Request.
- Status = Requested*, In Progress, Denied, Cancelled, Complete
- Request = Fire #*, ASM, Jumpers, Retardant, Other
- Responsibility = where the Request update is directed (eg: Statewide Tactical*, Palmer TB, etc). It will beep for anyone with that Org selected in their User Prefs (must have Beeping menu enabled)
- Detail = a text field to enter any specifics about the Request (eg: "4 loads of retardant")

IA Request Status:

- Requested = an initial IA Request status to show that it is not yet being actioned/ filled
- In Progress = the Request is currently being actioned/ filled. Changing any Resource Task Status to 'In Progress' will change the IAR status to 'In Progress' or it can be manually adjusted.
- Completed = the Request has been complete. Changing the IAR Status to Complete will change any resources to Complete & will Unassign from the Incident.
- Cancelled= the Request is no longer required. Changing the IAR Status to Cancelled will change any resources to Cancelled (Unassign).
- UTF = the Request can not be filled. Changing the IAR Status to UTF will change any resources to UTF (Unassign).

Create a New IA Request:

There are two ways to initiate an IA Request:

1. From the Toolbar or File menu (File -> New)
   - Must choose an incident before saving
2. From an existing Incident form
   - Auto-fills the incident number

Fill in the Request and Responsibility (who should Acknowledge the Request). The Responsible Org will show up in the flag text (eg: KKS above).

Note: any changes to an IA Request must be Saved in order for them to be reflected. At that time the Request will flash on the map, and ding for any users where the Responsibility field matches their User Preference selection.

An IA Request must be associated with an incident for it to save in IFM. The IA Request will appear on the map at the same location as the incident icon.

Respond to an IA Request:

- The IA Request will flash when Acknowledgement is required (flashes for ALL users with the IAR icon overlay enabled).
- ***How to I know the Request is directed at me?*** The icon flag should indicate who should respond (eg: Palmer TB vs Statewide Tactical). The IAR will also ding audibly for users who's User Preference match the Responsibility field of the IAR (eg: if the IAR is being sent to Statewide Tactical, the IAR will ding for those users only).
- Acknowledge the IA Request by hitting the Acknowledge button
- Change the Responsibility field to reflect the recipient of your response (eg: Responsibility should *not* remain as you).
- Fill in the Task Status panel with any IFM Resources - (see below)
- Change the Resource Task Statuses as necessary
- Change the IA Request Status as necessary

Resource Tasks:

- Add Resources: The resource Task Status will default to Pending (remains Unassigned to the incident).
    - Drag & Drop: users can drag resources from the Resource List and/or Quick Picks to the table
    - Hit the Add button to add a new row to the table. Choose a resource from the dropdown or type it in the field + Enter. Fill in any extra information.
- Remove Resources: Hit the Remove button to remove any rows that were added by mistake.
  Note: do not remove rows when resources have completed their task, simply adjust their Task Status.
- Task Status:
    - <u>Pending</u>: a resource is not actively working this Request, but is slated to
    - <u>Assigned</u>: a resource is actively working this Request. They will be Assigned to the Incident that is associated with this IA Request.
    - <u>Cancelled</u>: the resource is no longer required to attend to the Request. If the Task Status for the resource was In Progress, choosing Cancelled will Unassign from the incident.
    - <u>Completed</u>: the resource has completed its task for this Request. If the Task Status for the resource was In Progress, choosing Completed will Unassign from the incident.
    - <u>UTF</u>: the request for this resource can not be filled. If the Task Status for the resource was In Progress, choosing UTF will Unassign from the incident.
- Resources can be added to multiple IA Requests at a time, though they can only be 'In Progress' on one.
- Already Assigned Resources: If adding a resource that is assigned to a different incident, a Task Status of 'Pending' will *not* impact the resource. Once the Task Status of the Resource is changed to 'In Progress' the resource will now be assigned to the IAR's incident. The resource will automatically be 'Completed' on the previous IA Request.
- Task History: the Resource Task table is meant to reflect what occurred on this IA Request. Change the IA Request Status or the Task Statuses to reflect the workflow. Only remove table rows if added by mistake.

Complete, Cancel, Deny the IA Request:

Once the IA Request is no longer In Progress, select the appropriate IA Request Status.
Selecting Complete, Cancelled or UTF will:

- adjust all resources in the Task table to have the same Status
- Unassign them from the IA Request's incident

Note: If a resource is 'In Progress' on an IA Request 1 and it is put 'In Progress' on the next IA Request 2, it will automatically change to 'Complete' on IA Request 1 (re-assigned).

IA Request Beeping/ Audible Alarm:
Audible alarms are based on the Responsibility field of the IA Request. If the 'Responsibility' is directed at your station (User Pref), the audible alarm will beep every 15 seconds. If the Responsibility field is changed, the beeping will be directed at that station (anyone who has their User Pref to that station).
To hear audible alarms for your station/ Org, ensure that the Beeping menu is enabled as well.

IA Request List:
The IA Request List displays all of the IA Requests for the current fire year.

IA Request Tree:
- Active: Requested, In Progress, any Unacknowledged (Cancelled, Completed, UTF)
- Inactive: Cancelled, Completed, UTF

Report:
- The IA Request Report displays the current snapshot of the IA Request