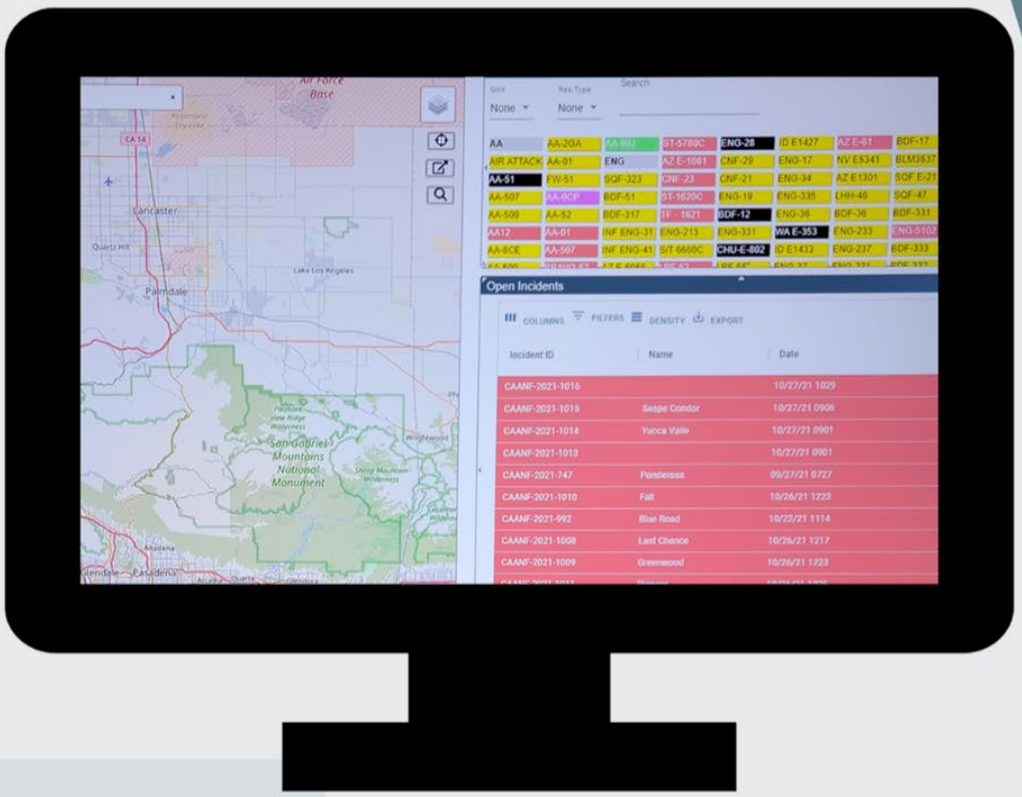
WildCAD-E

Users Guide

for Center Admin



WildCAD-E
WILDLAND COMPUTER-AIDED DISPATCH ENTERPRISE

Version 1.809.0

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Center Admin User Guide

Introduction

Welcome to *WildCAD-E*, the web-based Computer-Aided Dispatch (CAD) system developed by Bighorn Information Systems for wildland fire agencies and targeted for Emergency Communications Centers of all sizes.

The purpose of this document is to assist the Center Administrator with the initial setup and subsequent maintenance of *WildCAD-E*. Dispatchers who will be using *WildCAD-E* should refer to the *WildCAD-E* User Guide for information on how to operate the software.

Please note that the Center Admin tab in *WildCAD-E* will only be visible with Center Admin access from iNAP.

The following pages will guide you through the various menus in *WildCAD-E* for Center Admin.

Format of the Center Admin User Guide

The *WildCAD-E* User Guide for Center Admin is structured to guide the Center Admin through each menu item. It is divided into multiple parts, with each part containing associated steps to lead the user through the process effectively.

User's Environment

Considerations to Ensure Continuity in the Use of *WildCAD-E* and Workspace Suggestions for the User

- Dispatchers need a computer with either a Google Chrome or Microsoft Edge browser.
- Ensure the browser used is the most current version.
- Field employees doing rostering can use a computer, tablet or phone.
- Two computer monitors available to *WildCAD-E* allow the dispatcher to drag items to a separate monitor.
- A cell-based hotspot is recommended for backup in the event the user loses internet connectivity.
- A fast internet is essential. Test your internet speed at www.speedtest.net.
- Users will be automatically logged out of *WildCAD-E* after eight hours of inactivity in the system.

iNAP FAM Profile Management Access

WildCAD-E users with Center Administrator role use their iNAP FAM Profile Management screen to:

- Assign centers and roles.

- Approve or deny user requests and grant access, even when a user has not previously requested it.
- Approve access requests submitted by users and grant access to their dispatch center for users who have not requested access.

Alternate Authentication (FAMAuth is unavailable)

- Alternate Authentication (See Appendix V) features to allow users to log into *WildCAD-E* using an alternate secure method, if FAMAuth is experiencing an outage and is unavailable.

WildCAD-E Roles

- **Center Administrator** provides access to the Center Admin menu.
- **Dispatcher** allows access to all dispatcher-related screens.
- **Roster** provides access to just rostering capabilities in *WildCAD-E*.

A dispatcher who will also roster will need both the Dispatcher role and the Roster role.

Application Security Splash Screen

The user will now be presented with a page of security and appropriate use behavior information that must be agreed to before entering the application.

Home Page

The **Home page** is divided into three major sections: 1) the ribbon across the top, 2) the Icons, and 3) the pull-down menu or the "Hamburger" menu (≡), which displays the pull-down menu. See the User Guide for Dispatcher for more details regarding the Home Page.

Figure 1 - Home Page Ribbon shows System, Status of CAD, About, User and Dispatch Center (L-R)

Figure 2 - The Icons

Figure 3 - The Hamburger is located above, and to the left of, the Icons.

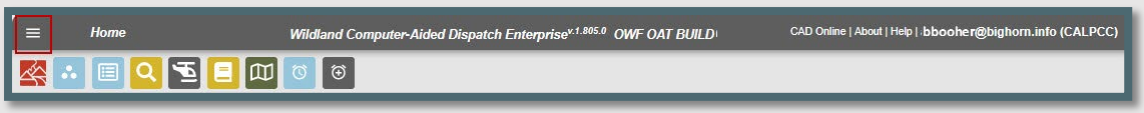
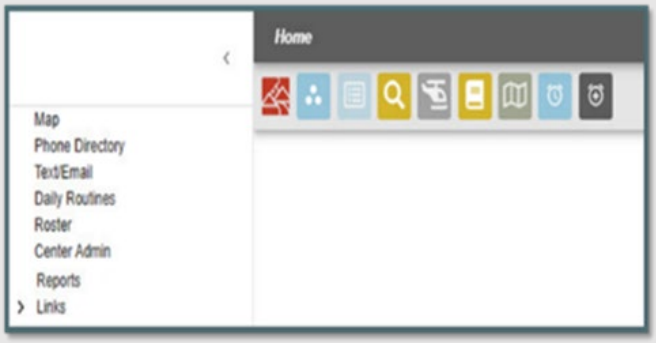


Figure 4 - The "Hamburger" symbol opens this pull-down menu.

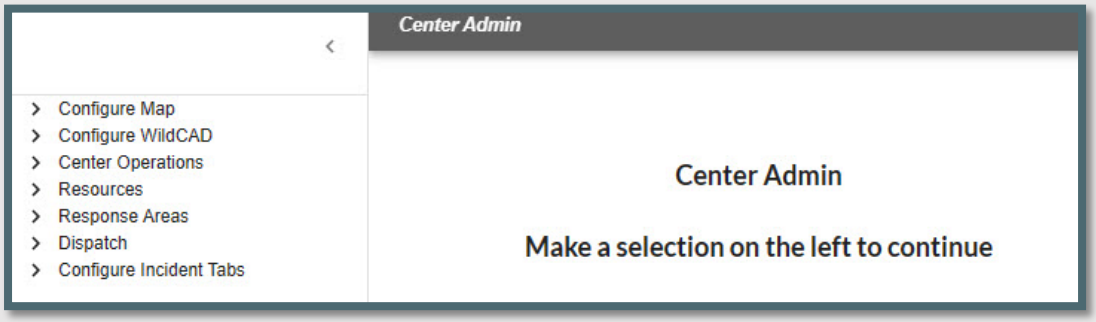


Click on "Center Admin" (Figure 4) which allows access to:

- Maps
- Phone Directory
- Text/Email
- Daily Routines
- Roster
- **Center Admin**
- Reports
- Links

By entering the Center Admin mode, the user can access the Center Admin menu. The Center Admin menu will open into its own tab (Figure 5). The application browser tabs now include the environment if you are logged into one of the lower environments - for example *WildCAD-E* OAT.

Figure 5 - Center Admin is the first level pull-down menu.



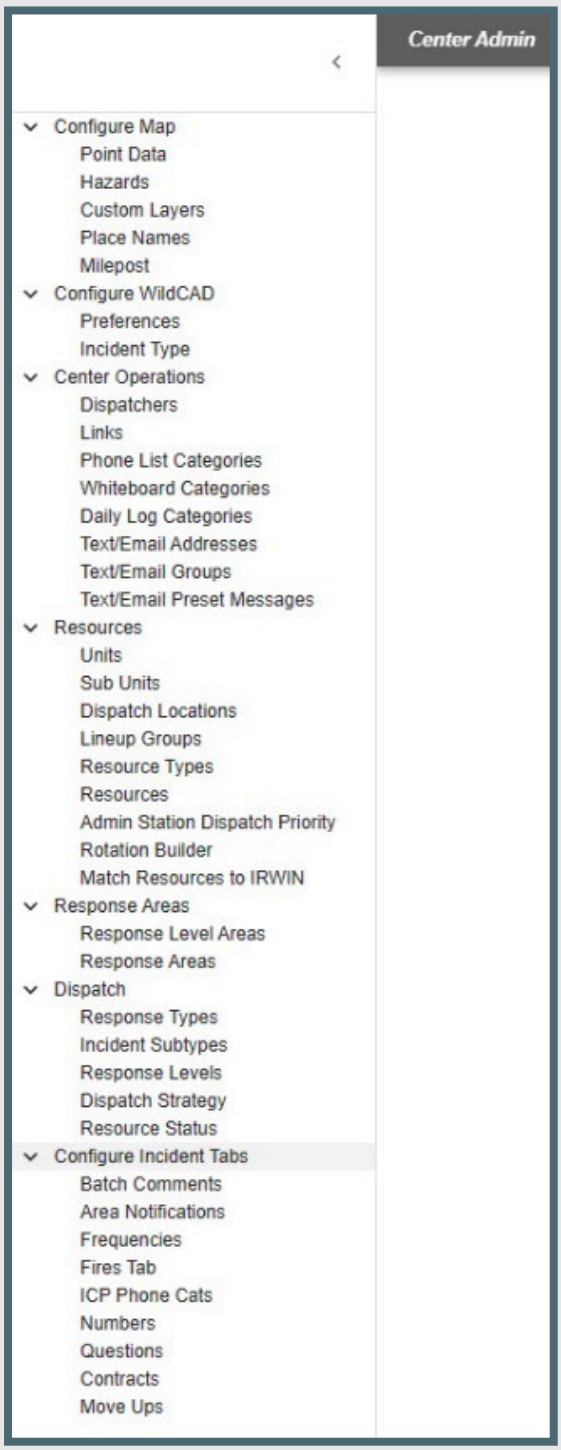
The first level pull-down menu provides the user with access to each of the topics identified above (in Figure 5) and will be accessible after you select the specific topic:

- Configure Map
- Configure WildCAD
- Center Operations

- Resources
- Response Areas
- Dispatch
- Configure Incident Tabs

The second level pull-down menu for Center Admin (Figure 6) is to the right. From this menu, the user accesses the menu sub-topics.

Figure 6 - Second level pull-down menu for Center Admin



Part I: Configure Map

The Center Administrator can maintain five types of center-specific data layers:

1. Point Data
2. Hazard
3. Custom Layers
4. Place Names
5. Milepost

When any of these layers are updated, the map page needs to be refreshed to show the updates. Map layers that are added from services outside of *WildCAD-E* may take longer to load when the map shows large areas of land. For the best results, zoom in before trying to turn on a layer.

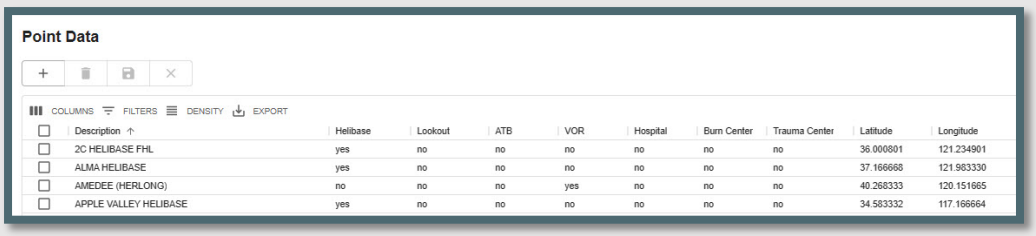
Point Data, Hazard and Place Names

Point Data, Hazards and Place Names are maintained similarly. Point Data and Hazards show up in the layers list under WildCAD Data (if there is data for the category). Place Names can also be added and searched within the Find Icon.

Navigate to the maintenance screen:

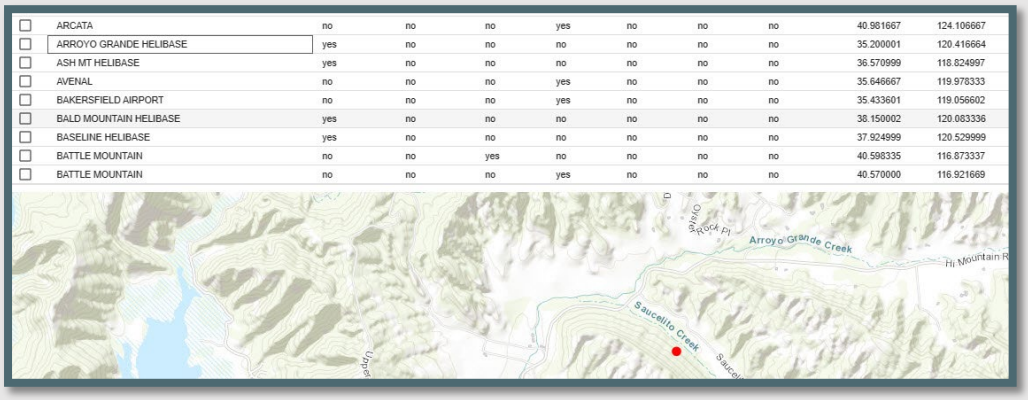
- Allows users to add, edit and delete from the maintenance screen.
- Click a row (do not select the check box) to view the point on the map.
- Double click inside the row to start editing the attributes. When editing the Lat/Lon, you can preview your change by tabbing out of the cell.
- Click the save icon to keep the changes or the X icon to cancel the changes.

Figure 7 - Point Data allows the user to view the point on a map.



Description	Helibase	Lookout	ATB	VOR	Hospital	Burn Center	Trauma Center	Latitude	Longitude
2C HELIBASE FHL	yes	no	no	no	no	no	no	36.000801	121.234901
ALMA HELIBASE	yes	no	no	no	no	no	no	37.166668	121.983330
AMEDEE (HERLONG)	no	no	no	yes	no	no	no	40.268333	120.151665
APPLE VALLEY HELIBASE	yes	no	no	no	no	no	no	34.583332	117.166664

Figure 8 – When Point data is entered, the location is viewable on the map.

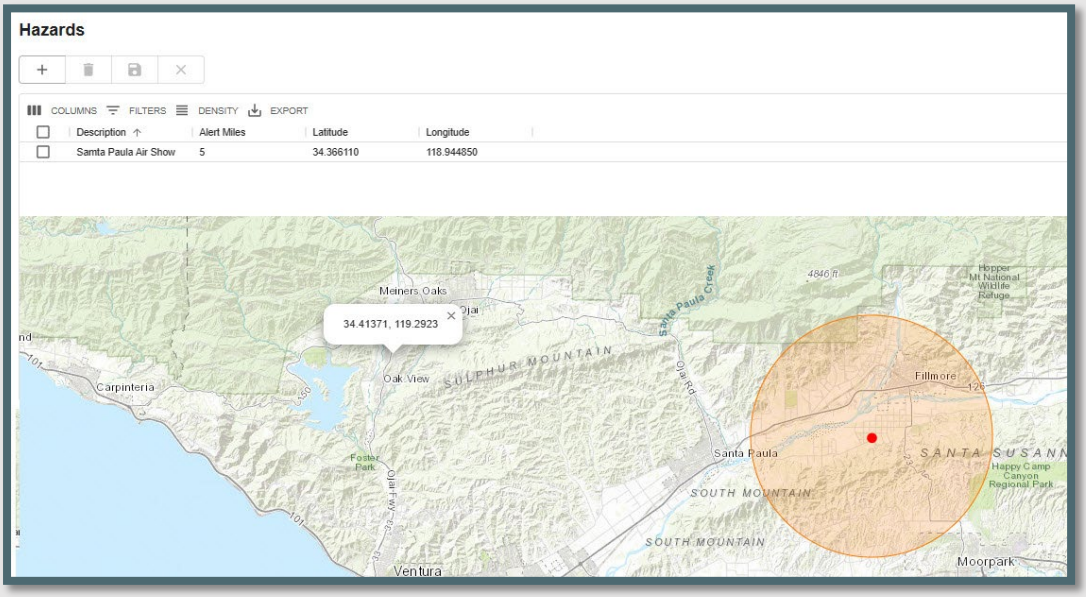


Add or Modify the Hazards Layer

Navigate to the maintenance screen.

- Click on a row (**do not** select the check box) to view the point on the map.
- Double click inside the row to start editing the attributes.
- When editing the Lat/Lon or the radius, the user can preview changes by tabbing out of the cell.
- Click the "Save" icon to keep the changes or the "X" icon to cancel the changes.

Figure 9 - Double click inside the row to begin editing attributes.



Custom Layers

Add or Modify Custom Layers

Figure 10 - Select either a zipped shapefile or a URL to add a custom data layer.

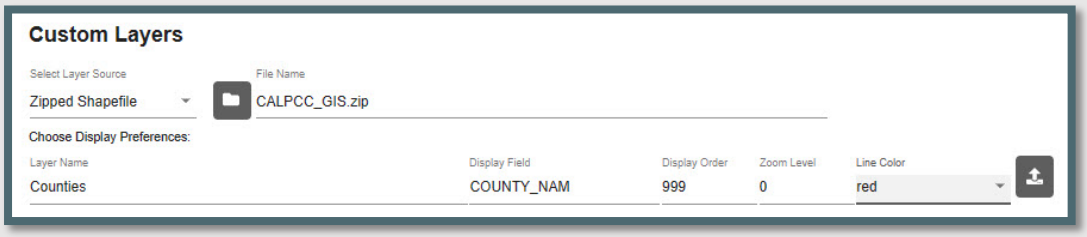
Custom data layers can be added by either uploading a zipped shapefile or adding a URL from various web-hosted map layers. To do so, navigate to the maintenance screen.

- Select either a zipped shapefile or a URL. To upload a zipped shapefile, it must have at least these 4 file extensions: .shp, shx, .dbf, and prj. The URL must be valid.
- Once you select the shapefile option, you can browse to the zipped shapefile location.
- Enter the Layer Name, Display Field, Display Order, Zoom Level and Line Color. The URL will not show a Line Color
    - The Display Field text is case insensitive. The user can type text using either upper- or lower-case text and the field will show up in the map footer.
    - Added space trimming for layer names that were getting entered with leading or trailing spaces. The spaces caused issues with the legend layer on the map.
    - An error message will display map layers uploaded at center where the display fields, set in the layer's maintenance page did not exist in the shapefile.
- Added user messages will appear notifying user to handle the case where a custom layer was added but the data was not actually saved by *WildCAD-E* on the back end. With this scenario, if the user clicked on the layer to view, the map could freeze. The user will now get a message that the layer should be removed and then added again.
    - You may also specify a "Zoom Level" parameter.
        - At zoom level zero (0) the base map will display the entire globe. Each click of the "plus" sign will increase the zoom level by one (1) zoom level and one click of "negative" sign will decrease the zoom level by one.

- When first opening the map layer the zoom level will be automatically set to the predetermined zoom level.

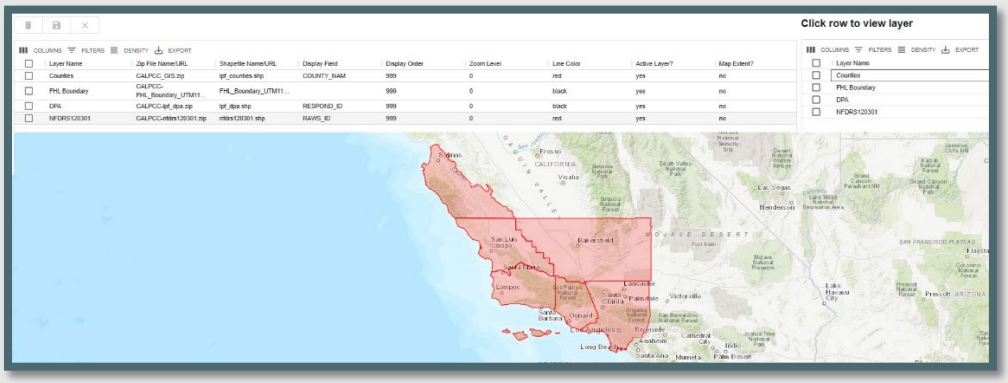
- Click the upload icon button.
- When adding a new layer, the layer name and attribute are only removed after the upload is completed.

Figure 11 – Center data layers can be added by uploading a zipped shape file or using a URL.



- To view the file, click on the row in the grid on the right side of the screen (not the check box).
- Use the grid on the left side of the screen to make changes to the row.
  - Save the changes.
- Click the row in the grid on the right to view the updated file.

Figure 12 – After refreshing the home page, the layer should now be added to the Center data.



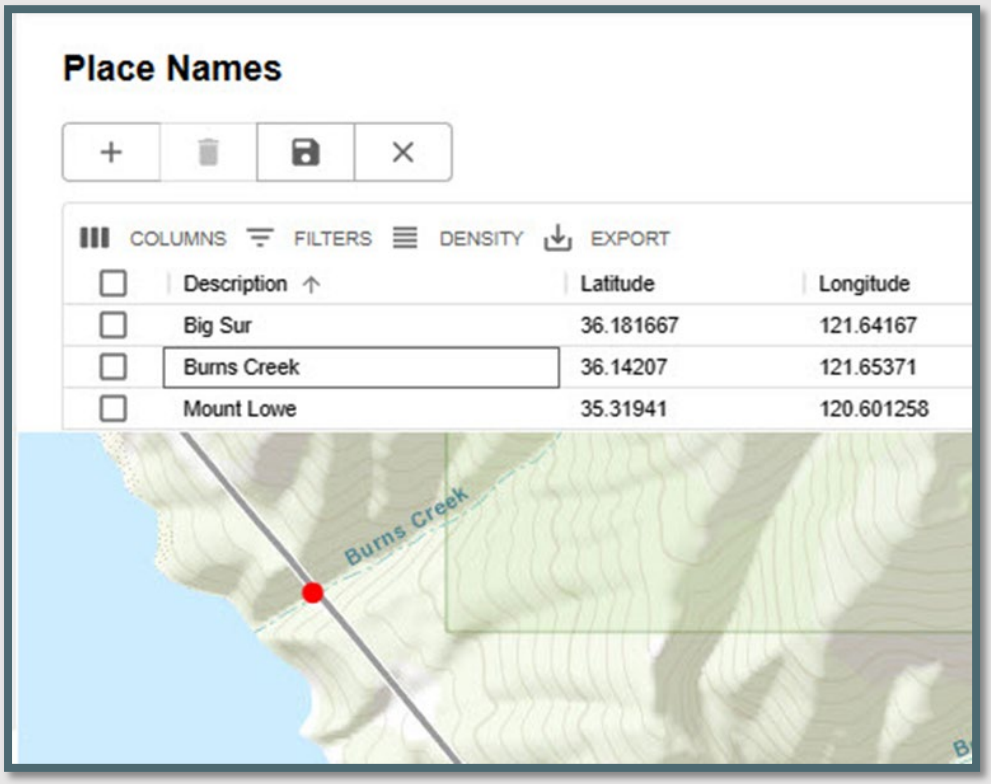
Place Names

Add or Modify Place Names

Navigating to the maintenance screen:

- Allows users to add, edit and delete from the maintenance screen.
- Click a row (do not select the check box) to view the point on the map.
- Double click inside the row to start editing the attributes. When editing the Lat/Lon, you can preview your change by tabbing out of the cell.
- Click the "Save" icon to keep the changes or the "X" icon to cancel the changes.

Figure 13 – Place Names allows the user to view the point on a map.



Milepost

Add or Modify Milepost Layers

Navigate to the maintenance screen.

- Milepost can be added by uploading a CSV (comma separated value) file to either add to or replace their current milepost data.
- The CSV file needs to have no column headers and contain 4 columns in this order: Road Name, Milepost #, Latitude, Longitude (positive number).

Figure 14 - Example of CSV file.

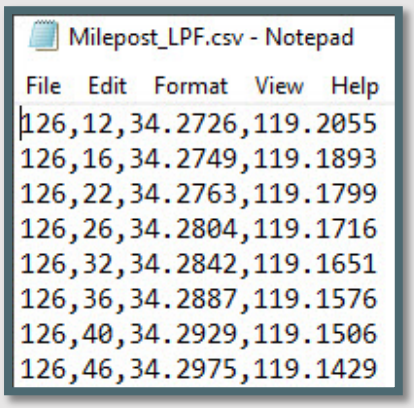
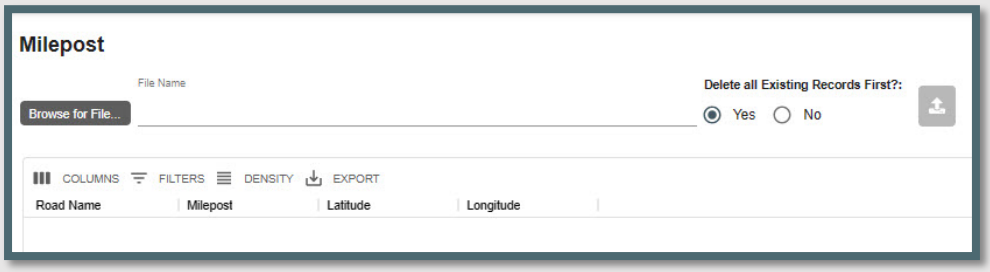
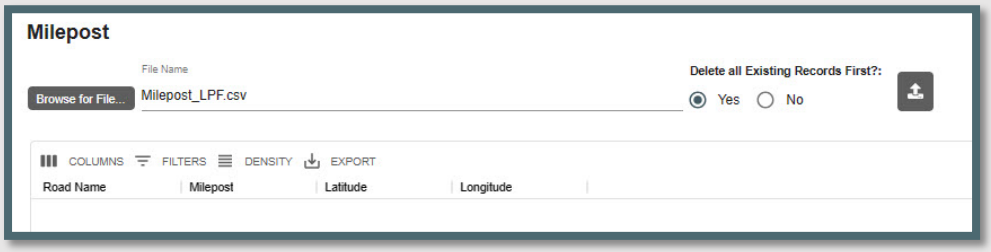


Figure 15 - Select CSV file to add milepost data.



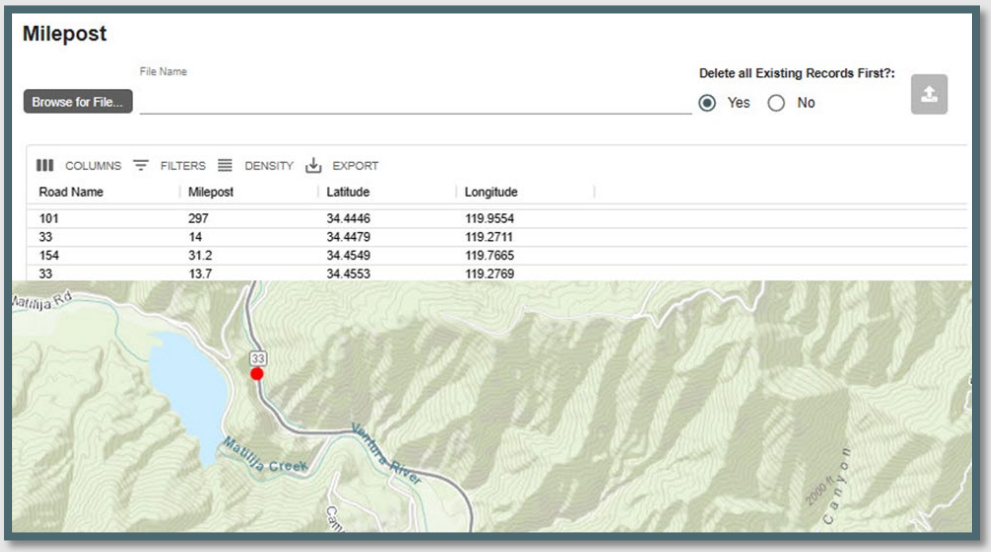
- Select the CSV file.

Figure 16 - In this example, if the CSV file is selected all existing records will be deleted.



- Select either Yes or No – "Delete all Existing Records First" Yes will replace all records. No will just add new records.
- Click the upload icon button.

Figure 17 - The results of the upload.



Response Area GIS Layer (Zip File)

The response area zipped shapefile must have at least these 4 file extensions: .shp, shx, .dbf, and prj.

The shapefile .dbf must contain one attribute called "Code" with a maximum length of 6 characters. This is the only attribute used by *WildCAD-E*. Any other attributes in the table will be ignored.

The values in the Code attribute of the shapefile should match the currently used values in the Response Area table (Center Admin/Response Areas). Matched values are used when:

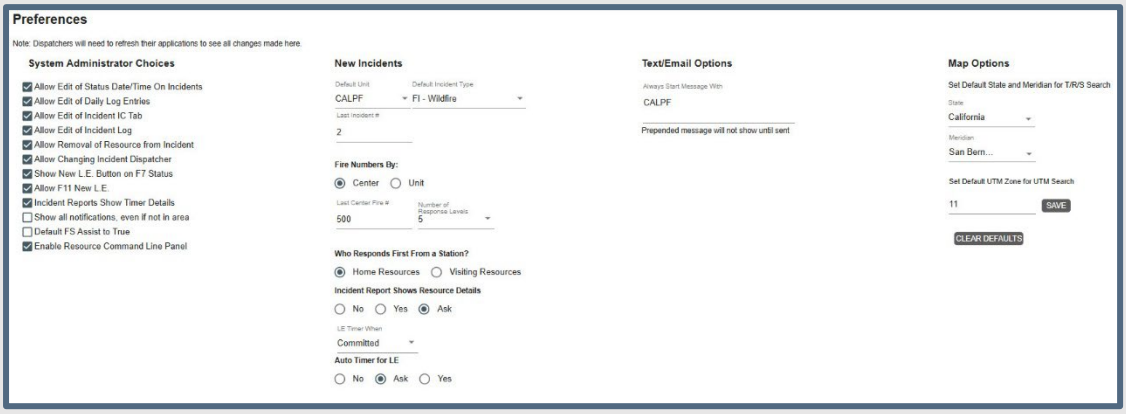
- using the Map find panel to search for a response area and drop a point.
- populating the response area for an incident when starting the incident from the map

Part II: Configure WildCAD

Preferences

The System Administrator can manage the following *WildCAD-E* settings on the "Preferences" panel.

Figure 18 - System Administrator Preferences Panel



System Administrator Choices

System Administrator Choices – by checking the correlating boxes, the System Administrator allows the following:

- **Allow the Edit of Status Date/Time on Incidents.** Dispatchers will be able to edit the status, date, and times on incidents.
- **Allow Edit of Daily Log Entries.** Dispatchers will be able to edit the Daily Entries on incidents.
- **Allow Edit of Incident Tab. Dispatchers will be able to edit the IC Tab on incidents.**
- **Allow Edit of Incident Log.** Dispatchers will be able to edit Incident Log entries.
- **Allow Removal of Resource from Incident.** Dispatchers can remove resource(s) from an incident and delete all Action History for those respective resource(s).
- **Allow Changing Incident Dispatcher.** A change in Dispatchers.

- **Show New Law Enforcement (LE) Button on F7 Status.** Displays the "NEW LE" button when a resource is selected on the Resource Status screen.
- **Allow F11 New LE.** Enables the F11 key.
- **Incident Reports Show Timer Details.** The Incident Report will show all timer details of the timers associated with the incident.
- **Show all notifications, even if not in the area.** Shows all notifications for any area.
- **Default FS Assist to True.** Every new incident will automatically check "FS Assist" on the Fiscal Tab.
- **Enable Resource Command Line Panel.** This feature allows a dispatcher to status a resource from a command line (i.e. "ENG11 AQ" command sets the status for ENG11 to Available Quarters)

New Incident

- The check box allows you to set a 2-digit calendar year prefix to every incident number that has been removed and will be enhanced in a future software release. In the meantime, the center can manually adjust their incident numbers to include the CY.
- Set the **Default Unit** and **Default Incident Type**. **Note:** This global Default Unit can be overridden by the per-user Default Unit on the Dispatchers screen.
- **Last Incident Number #** means the next incident number assigned will be this number plus one. The number will then be automatically increased.

Fire Numbers

- Are auto assigned either by Center or Unit.

Who Responds First from a Station?

- Select either Home or Visiting Resources.

Incident Report Show Resource Detail

- Set this as a yes, no or ask.

LE Timer When

- LE Timers set to start on what resource status.

Auto Timer for LE

- Choose yes, no or ask.

Test/Email Option

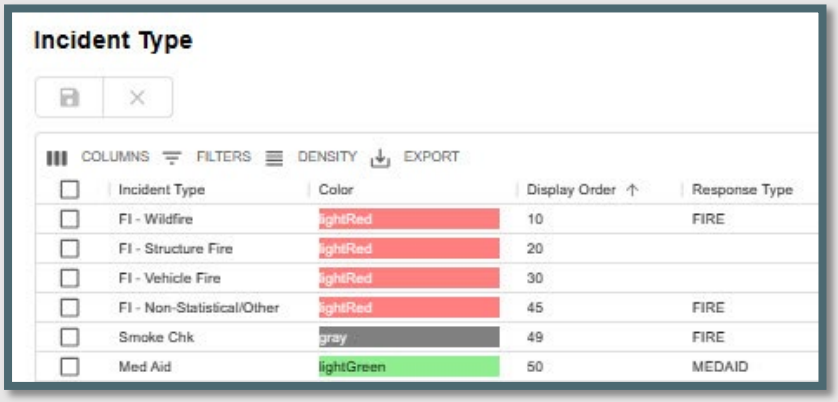
- Provides the user the opportunity to start every text message with a short, prepended message. Without a prepend message, the default is blank (null).

Map Options

- Set a default state and Meridiam for T/R/S searches.
- Set the default UTM zone for the center. This value is used as the default zone when searching by UTM on the map find panel. The length limit of 2 is set for the UTM Zone. Click the "Save" bottom to save the UTM Default.

Incident Types

Figure 19 - Incident Types



Enter the appropriate information in each column, as follows:

- Incident Types – Incident Types are set and cannot be changed. Appendix III – Incident Types contains the current list. Some Incident Types will have "Expired" dates, which will allow for searching, editing, and reporting incidents with expired types.
- Colors – Use the pull-down to change to the desired color for your center.
- Display Order – Enter the sequence number, so this order will be displayed in Incident Panel. The display order will show "none" for incident types that have not been given a display order. All incident types that do not have a display order will be sorted to the bottom of the list in ascending alphabetical order.
- Change the Center's Color - Double click on the color; then, use the pull-down to change the color to the desired color for your Center.
- Response Type - Use the pull-down to change to the desired Response Type controlling the Dispatch Strategy.
- Save your work.

Part III: Center Operations

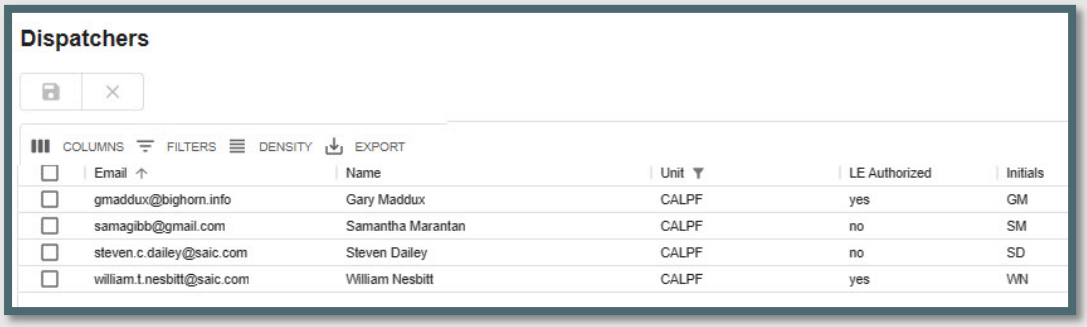
Figure 20 - Center Operations Pull-down Menu

Dispatchers

The dispatcher list is initially imported from WildCAD6, and thereafter reflects people authorized in iNAP who then login to *WildCAD-E*. The Center Admin can edit the following, but the Center Admin cannot add a dispatcher:

- Unit – default unit when this dispatcher starts an incident (overrides the system-wide default set on Properties).
- LE Authorized - yes or no pull-down)
- Initials – free text.

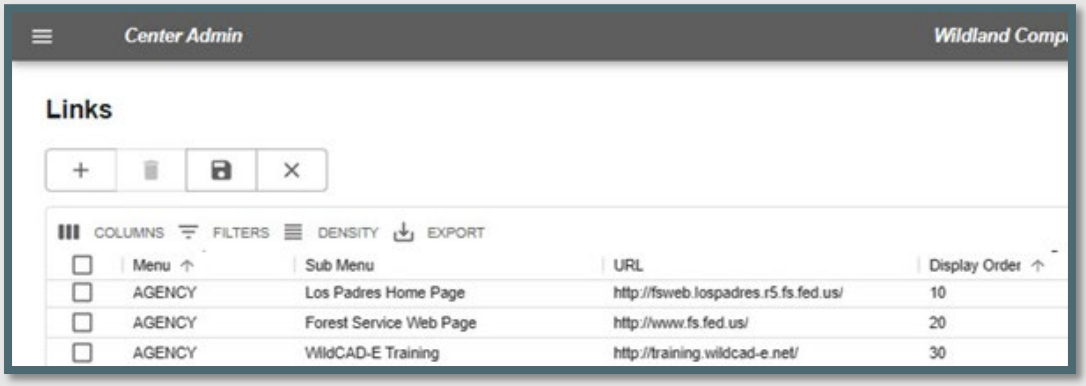
Figure 21 - Center Admin can add Links for use by Dispatchers using either a file path or URL.



Links

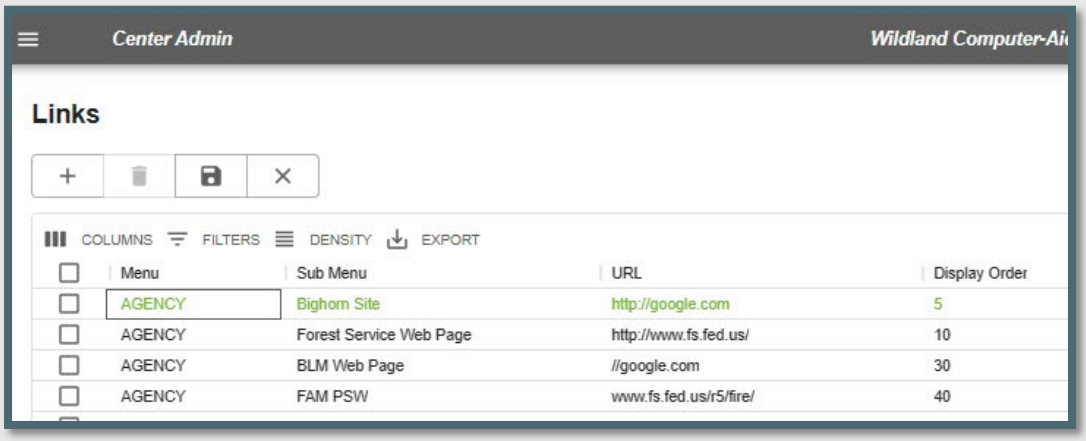
In *WildCAD-E*, the Center Admin can create an optional new menu called, "Links." The "Links" menu can contain a second-level menu (a "group"), using either a URL or a file.

Figure 22 - Center Admin can create an optional menu called, "Links."



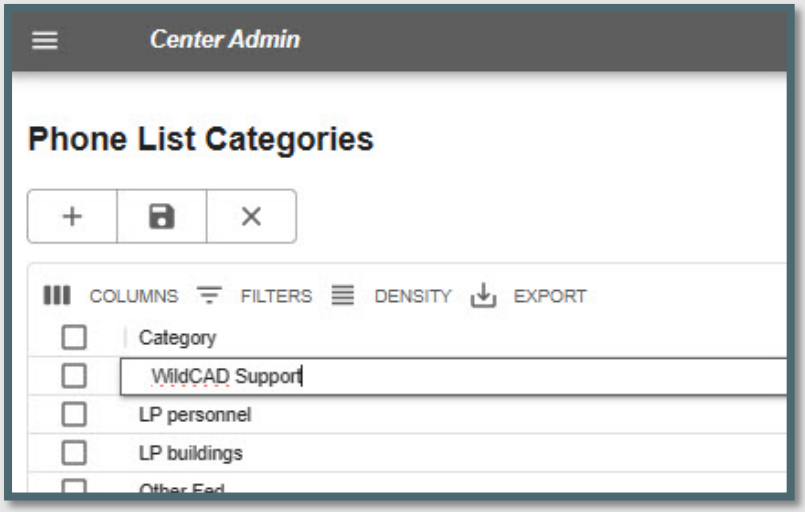
- To add a new item, select the appropriate button and enter the label to appear on the menu. If it is a URL or a file, enter the appropriate path.

Figure 23 – Links allows the user to select the appropriate button and enter the label to appear on the menu.



Phone List Categories

Figure 24 - Phone List Categories



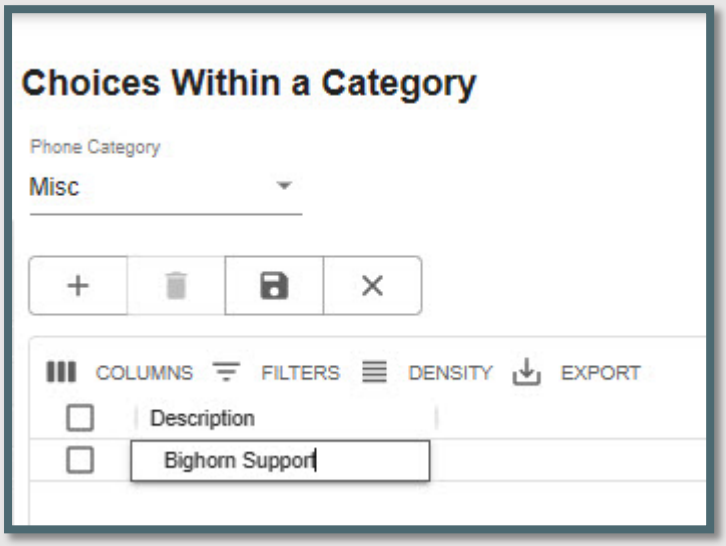
To add categories within a Phone List Category, the Center Admin will choose the following:

- Categories
  - Click the "+" and Enter Category
  - Click "Save" to add the category to the list.

To add choices within Choices Within a Category, the Center Admin will choose the following:

- Select a Phone Category from the pull-down.
  - Enter a description.
  - Click "Save" to add to the list.

Figure 25 - Phone List Categories and Choices within a Category



Whiteboard

The Whiteboard is intended to be a place to post a few items of interest, typically for a day or other brief period.

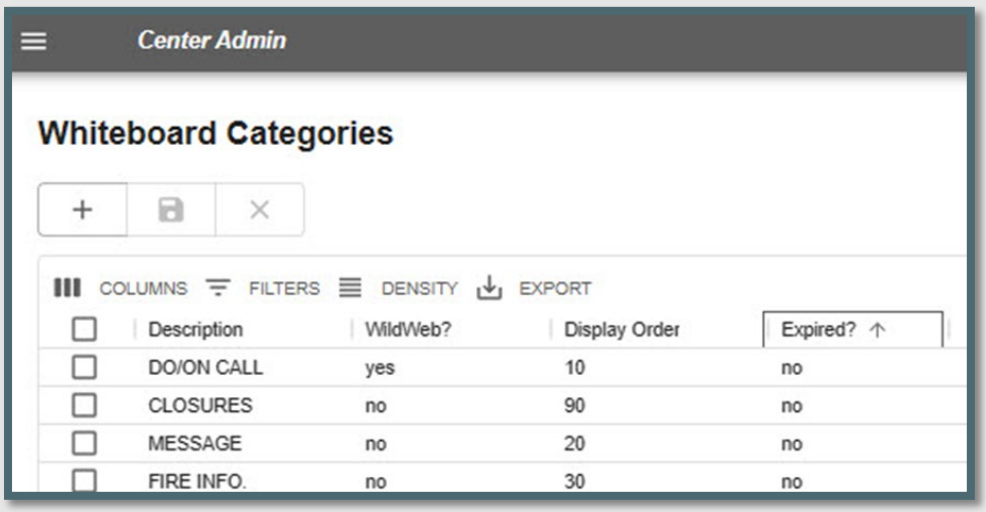
There are three Whiteboard columns:

1. Description
2. WildWeb (Yes/No)
3. Display Order Expired (Yes/No)

The Center Admin may opt to show information on a Whiteboard category on WildWeb, which then is viewable to the public.

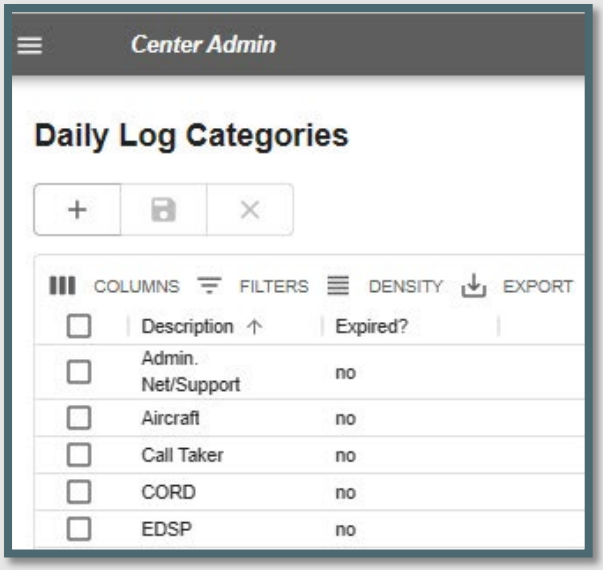
Caution: WildWeb is viewable by the public.

Figure 26 - Whiteboard is a place to post items of interest.



Daily Log Categories

Figure 27 - Daily Log Categories

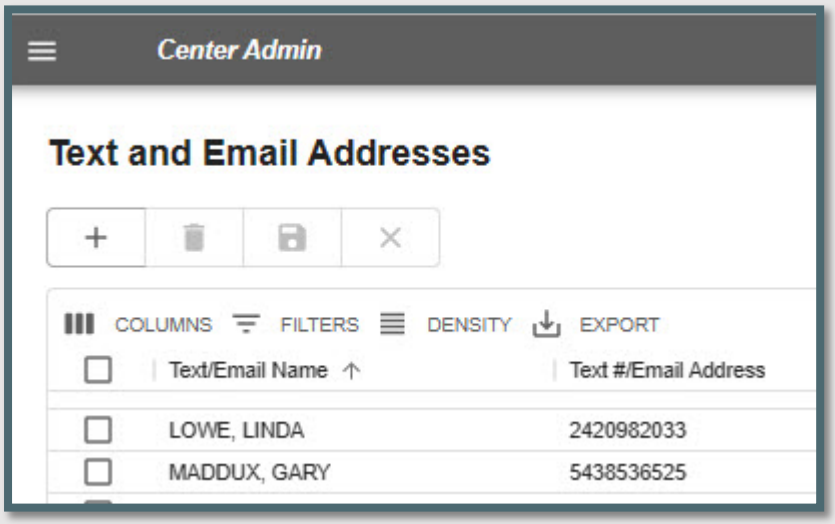


For each category:

- Enter Category Description
- Indicate if Expired (Yes or No)

Text/Email Addresses

Figure 28 - Text and Email Information is now available.



Text and Email names and addresses are entered by the Center Admin and then available in *WildCAD-E*.

For each address enter:

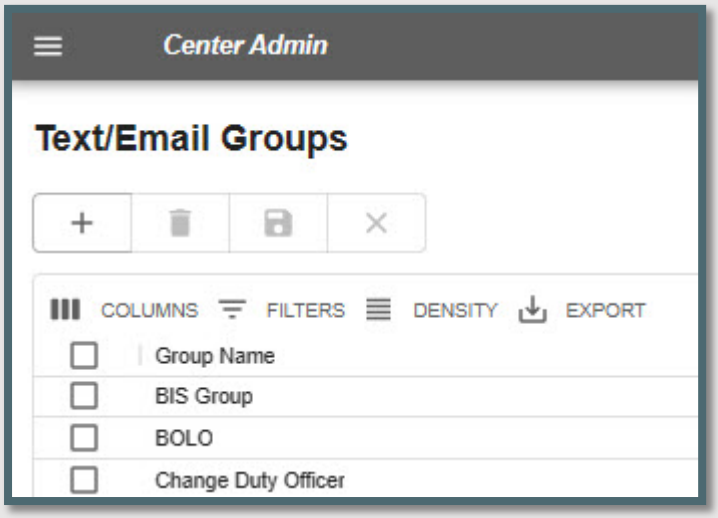
- Text / Email Name
- Cell Phone number or Email Address – any entry which is precisely 10 numeric characters is sent as a text; anything else is sent as email.

Text/Email Groups

The group names are the potential recipients of your text and/or email messages. For each group enter:

- Group name.
- Then, click "Save."

Figure 29 - Groups are the text/email recipients.



Assign Text/Email to a Group

Using the pull-down to select a group name previously created:

- Select the group name.
- Select the emails for those who are members of that group.
- Move them to the "In Selected Group" By clicking on the ">" or move them back by clicking on the "<."
- Click "Save."

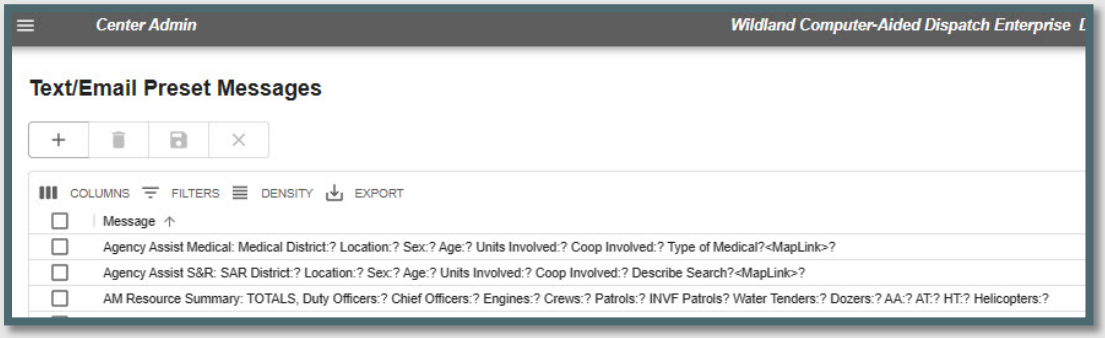
Figure 30 - Create a group and populate with names and emails.

Text and Email Preset Messages

If the Center Admin routinely sends a certain type of message (e.g., the Morning Lineup), the Center Admin can create a list of preset messages, formatted with blanks for the dispatcher to complete prior to sending the message.

- Go to a line on this screen, enter:
  - The preset title followed by a colon (e.g., Agency Assist Medical:)
  - One or more prompts for the user to fill in, each followed by a question mark (e.g., District? Location? Age?). No colon is needed following the prompt.

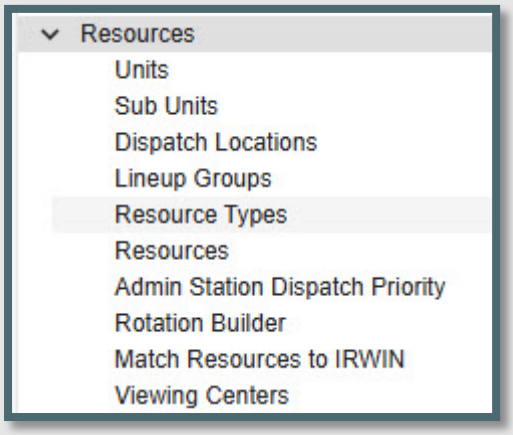
Figure 31 - Add present, routinely used email and text messages.



Part IV: Resources

The Resources sections include numerous grids which are configured by the Center Admin.

Figure 32- Resources Pull-down Menu



Units

Figure 33 - Units Panel

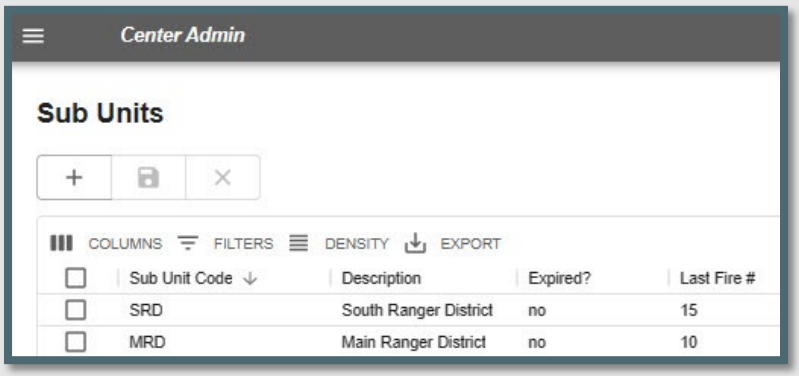
Enter the appropriate information in each column:

- Unit – enter free text (needs to match the NWCG standards).
- Name – enter free text.
- Manage Incident -yes or no pull-down if you manage incidents for this unit.
- Display Order – enter a number to create the order in which you want them to appear in Incident Panel.
- Last Fire Number - Set last fire number assigned – if fire numbers are per Unit.
- Incident Num Suffix – As example, if more than one center dispatches for a state land office, the user might enter a B here and save it. Now, every incident this user creates for this unit will have the letter B at the end of the incident number. So, if the incident number would normally be 1582 and if it is for this unit, the incident becomes 1582B or 231582B with the year prefix.
- Save your work.

Sub Units

Use Subunits to identify the administrative areas (Such as Ranger Districts) for purposes of tracking the fires occurring on the area on the Fires tab of the Incident Panel.

Figure 34 - Subunits allows the user to create a subunit.

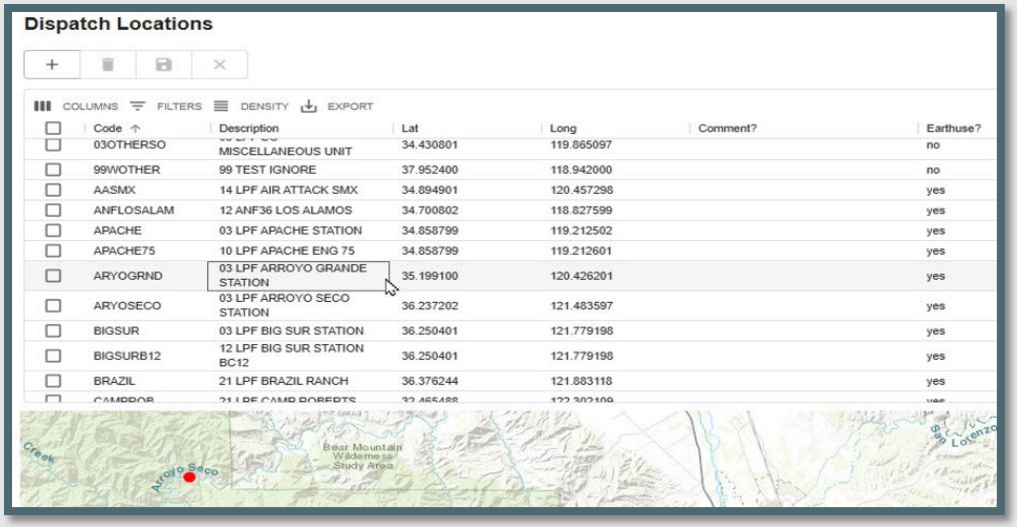


Enter the appropriate information in each column, as follows:

- Sub Unit Code – is the short identification of the administrative area.
- Description is entered as free text.
- Expired? yes or no pull-down.
- Last Fire Number Set last fire number assigned.
- Save your work.

Dispatch Locations

Figure 35- Dispatch Locations

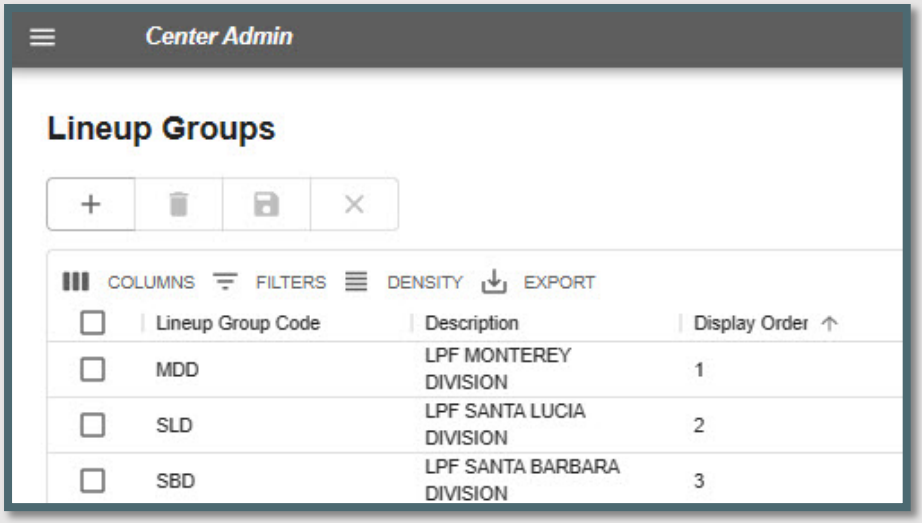


Dispatch Locations describes the location to which resources are dispatched.

- Enter the appropriate information in each column, as follows:
  - Code Initial Dispatch Location (Code an identifier)
  - Provide a Description
  - Provide the Lat/Lon in decimal degrees.
    - Longitude is assumed to be west.
    - No minus sign used.
  - Comment? – for future reference.
  - Earth Use? Set to true if you want WildWeb to show this Dispatch Location (potential future enhancement.)
- Save your work.

Line Up Groups

Figure 36 - Lineup Groups



Lineup Groups allow the user to do morning statuses by group. Lineup Groups are typically created for different Districts, Field Offices, etc.

Create a separate Lineup Group for each agency in your center, if the morning Line Up comes in separately for each.

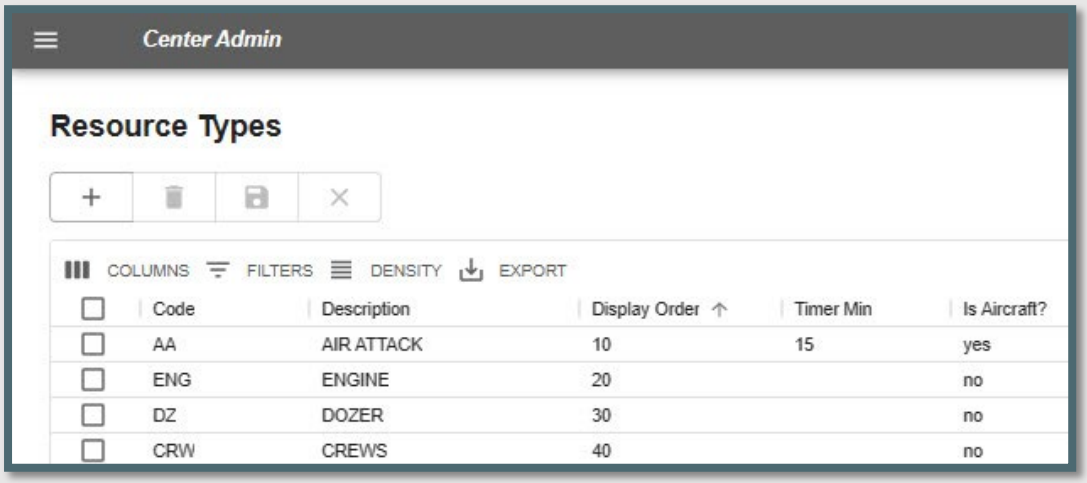
To do so:

- Enter the appropriate information in each column.
  - Lineup Group Code
  - Description
  - Display Order – number control the order on the Line Up Panel
- Save your work.

Resource Types

On the Resource Types panel, the Center Admin populates the information about each resource type used by the dispatch center.

Figure 37 - Resource Types (Fire, Other, LE, Medicaid, Structure, etc.)

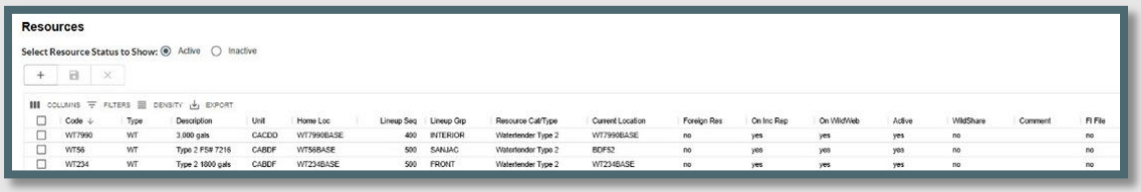


Enter the appropriate information in each column.

- **Code** is the name of the Resource Type
- **Description** is the description of the resource.
- **Display Order** is the number that merely controls the order in which responding Resources are listed on the Incident Panel.
- **Timer Minutes** is the default number of minutes for the Timer to run for each type of Resource.
- **Is Aircraft?** Use the pull-down menu and answer yes or no, as appropriate.
- Save your work.

Resources

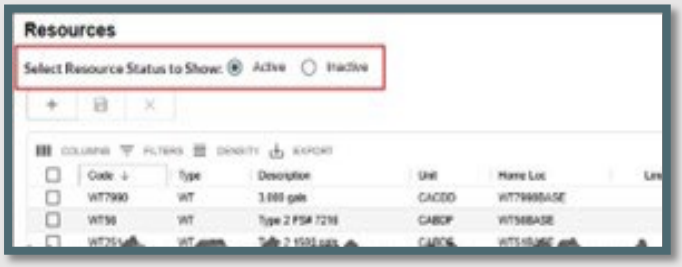
Figure 38 – Enter all pertinent information in each column on the Resources Panel.



Enter the appropriate information in each column.

- **Code** is the *WildCAD-E* name of the Resource. Keep this as short as possible, since it will be displayed on numerous reports and lists. For example, consider E31, not ENGINE31LPF.
- **Type** is pull-down list that was created in the Resource Type Grid
- **Description** is the name or description of the resource.
- **Unit** is a pull-down list that was created in the Units Panel.
- **Home Loc** is a pull-down list that was created in the Dispatch Location Grid.

- **Lineup Seq** is the sequence control for the order in which Resources are listed on the Line Up Panel. This has nothing to do with the order in which they are dispatched - merely the appearance on the screen.
- **Lineup Group** is a pull-down list that was created in the Line Up Group Grid.
- **Resource Cat/Type** is a pull-down menu used to select the Resource Category/Type. **This is required for any resources to be integrated with IRWIN.**
- **Current Location** is a pull-down list that was created in the Dispatch Location Grid.
- **Foreign Res** is a pull-down menu. Answer "yes" to indicate this resource is a foreign resource or "no," if not. Foreign resources are resources not from one of your units.
- **On Inc Report** is a pull-down menu. A "yes" means you want this Resource listed on the printed Incident Reports.
- **On WildWeb** is a pull-down menu. "Yes," if this Resource will show on the internet reports; and "no," if the Resource will not show on the internet reports from *WildCAD-E*, called WildWeb.
- **Active** is a yes or no pull-down. Select "Yes," if the Resource is active; and "No," if the Resource is no longer operational.
    - The user can toggle between viewing/editing resources that are either Active or Inactive. Active resources are selected by default. This feature was necessary because if the center has too many resources for the browser to display, the resources page will not load.
    - *Figure 39 - Toggle button between Active and Inactive*

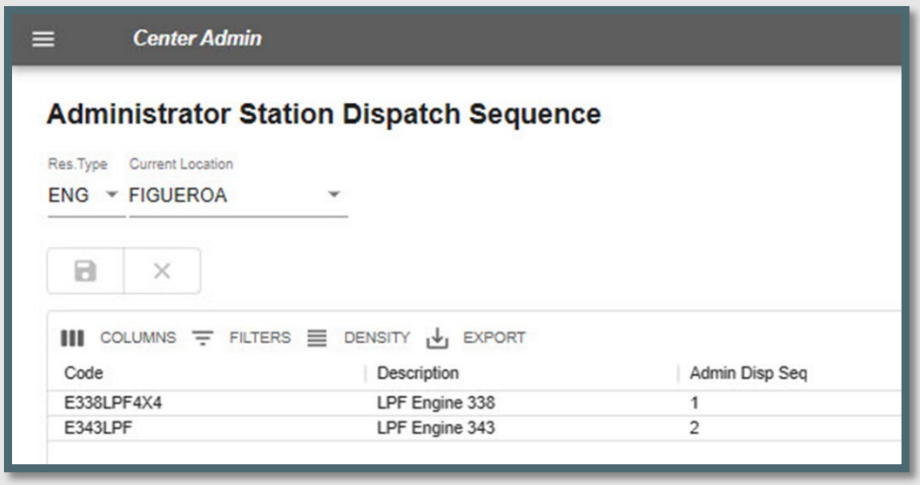


    - Resources cannot be set to inactive if they are assigned to an incident.
    - If a resource is set to "inactive," and they are part of a group, the resource will be removed from the group.
    - If the remaining group contains only 1 resource after a member is set to inactive, the group is cleared.

- **WildShare** allows any center to make the status of one or more resources available to other centers. In turn, a center can view the status of another center's shared resources. In the field called WildShare select ***Yes*** to indicate if a resource's status can be viewed by other centers. Select ***No*** to indicate if a resource's status cannot be viewed by other centers.
- **Comments** may be entered and edited in the space provided.
- **FI File** is a yes/no pull-down menu. A "yes," indicated that the Resource shown is by default used by the law enforcement Field Interrogation File panel.
- Save your work.

Admin Station Dispatch Priority

Figure 40 -Admin Station Dispatch Priority sets resource priorities by station.

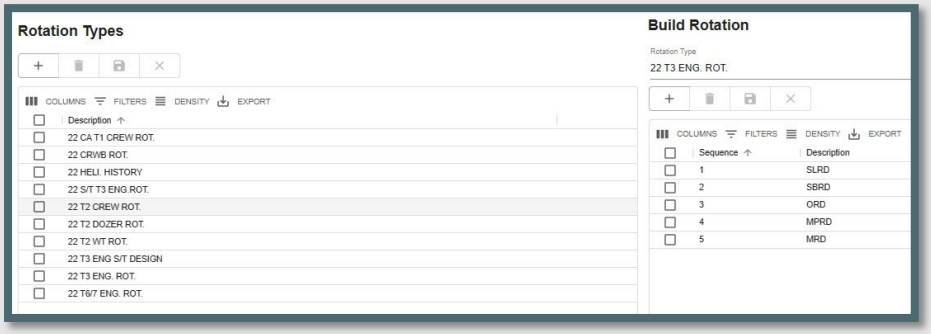


Sets resource priorities by station. To do so:

- Set the "Res Type."
- Select the "Current Location."
- Resources will then be shown.
- Enter the appropriate dispatch priority for each resource.
- Save your work.

Rotation Builder

Figure 41 – Builds rotation by resource type. Allows Center Admin to add, edit or delete the resources, as needed.



Builds rotation by type of resource (engines, dozers, crews, WTs, etc.) and allows the user to edit, add or delete those resources.

In the panel “Rotation Types:”

- Enter the appropriate “Description” on a row.
    - Save your work.

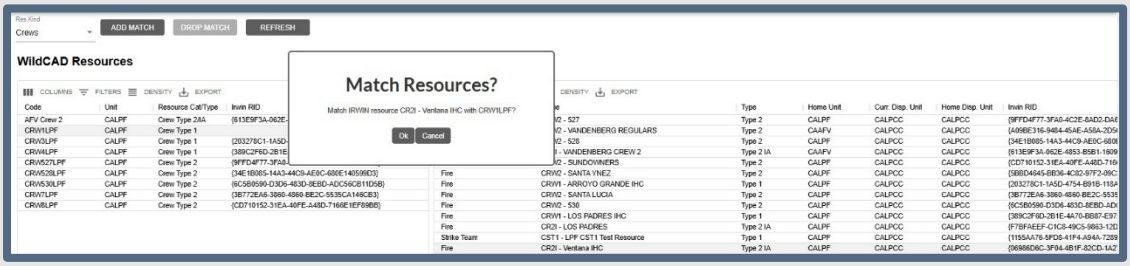
In the panel, “Build Rotation:”

- Select the rotation type from the Pull-down menu.
- Enter the appropriate information in each column.
    - Add the Sequence
    - Provide the Description
- Save your work.

Match Resources in IRWIN

“Match Resources in IRWIN” allows the user to match the same resources in both the IRWIN and WildCAD systems. WildCAD Resources are on the left side of the page, and the IRWIN Resources are on the right side, matching the order that the user would select resources. In addition, when clicking a resource from either grid, if the resources have a match, the matching records from both grids will be highlighted green

Figure 42- “Matching Resources in IRWIN” allows you to match the same resource in both systems.



Select the type of resource (Res Kind) from the Pull-down menu.

- Aircraft: Helicopters.
- Crews: IRWIN ignores primary ability for crews when performing match resources.
- Equipment: Include engines, dozers, water tenders, and tractor plows.

The panel will display all IRWIN resources whose **current dispatch center or home dispatch center belongs to you.** The WildCAD Resources are those whose **Resource Cat/Type** matches your Res Kind selection in the upper left, and whose Unit is one for which your dispatch center dispatches.

To **add a match**, select an IRWIN Resource and a WildCAD Resource. Choose “Add a Match.”

Figure 43 - Drop a previously matched resource.

To drop a matched resource:

- Select the WildCAD Resource the user wants to drop from the match.
- Click the "Drop Match" button.
- To refresh any changes made, use the "Refresh" button.
    - Save your work.

Un-matching of resources:

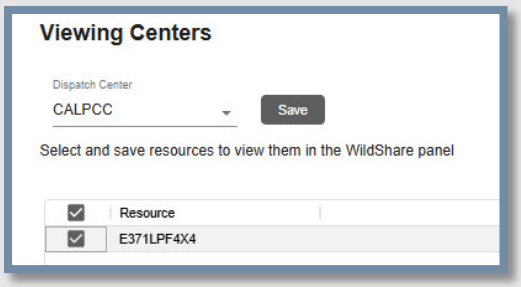
Un-matching of resources is no longer allowed if the resource is currently rostered with at least one person, or the resource currently has a filled capability request. An error will be displayed when attempting to un-match these resources.

Figure 44 – Error if Resource is Rostered or on a Request.

Viewing Centers (WildShare)

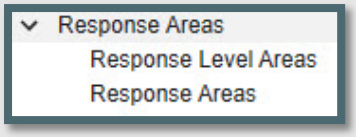
- The Center Administrator configures which centers and resources they would like their dispatchers to be able to view.
- Select the Dispatch Center.
- Select the resources to be viewed in the WildShare panel. In this example the CALPCC Resource is being shared with CASBCC.
- Click **Save**

Figure 45 – Viewing Center Configuration



Part V: Response Areas

Figure 46 - Response Areas Pull-Down Menu



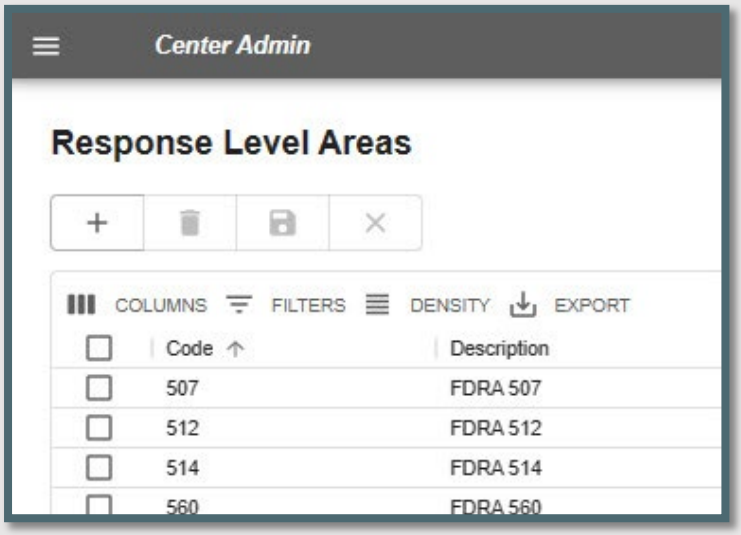
The Response Areas section includes two grids which are configured by the Center Admin. They include:

- Response Level Areas
- Response Areas

Each Response Area "lives" within one Response Level Area (RLA). If, in fact, the Response Area contains two or more RLAs, the user should either divide the Response Area into more than one or choose one RLA to represent the fire danger for the entire Response Area.

Response Level Areas

Figure 47 - Response Level Areas panel.

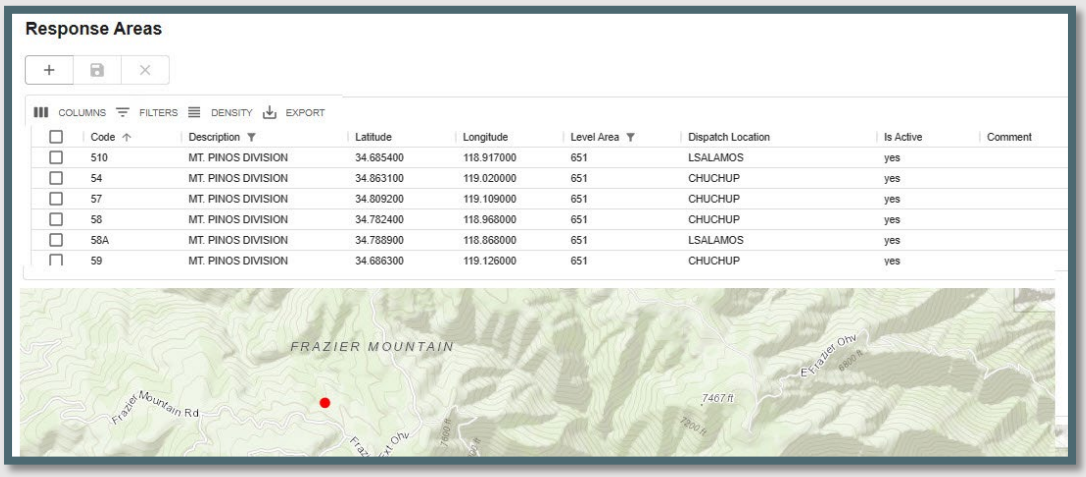


Response Level Areas are areas with common fire danger rating indices. For each Response Level Areas enter:

- Code
- Description
- Save your work.

Response Areas Panel

Figure 48 - Response Areas Panel with Information Populated and Associated Map



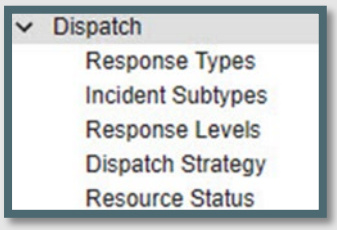
Response Areas – Data Entry

To populate this panel, enter the following information:

- **Code:** It is crucial that the "Code" (ID) entered for each Response Area is precise and matches the information in the Response Area GIS layer attribute table.
- **Description:** Enter a name or description of the area.
- **Latitude / Longitude:** The longitude is assumed west (no minus sign) and is entered in decimal degrees. This location represents the workload (e.g., fire occurrence) within the response area.
- **Level Area:** Select the Response Level Area for each Response Area from the Pull-down list of RLA's you previously created.
- **Dispatch Location:** When Resources become "Available" from an incident, their location will be set to this station for the purpose of dispatch priority.
- **IS Active:** The user represents the Response Area remains valid by setting to "Yes." If the Response Area is no longer valid, select "No."
- **Comment:** This is merely for the Center Admin's use and does not show elsewhere.
- Save your work.
- **NOTE:** The Response Areas have historical value, and therefore cannot be deleted from the database. Instead, use "no," which is set Active = false.

Part VI: Dispatch

Figure 49 - Dispatch Pull-Down Menu



The Dispatch section includes numerous grids and panels which are configured by the Center Admin. They include:

- Response Types
- Incident Subtypes
- Response Levels
- Dispatch Strategy
- Resource Status

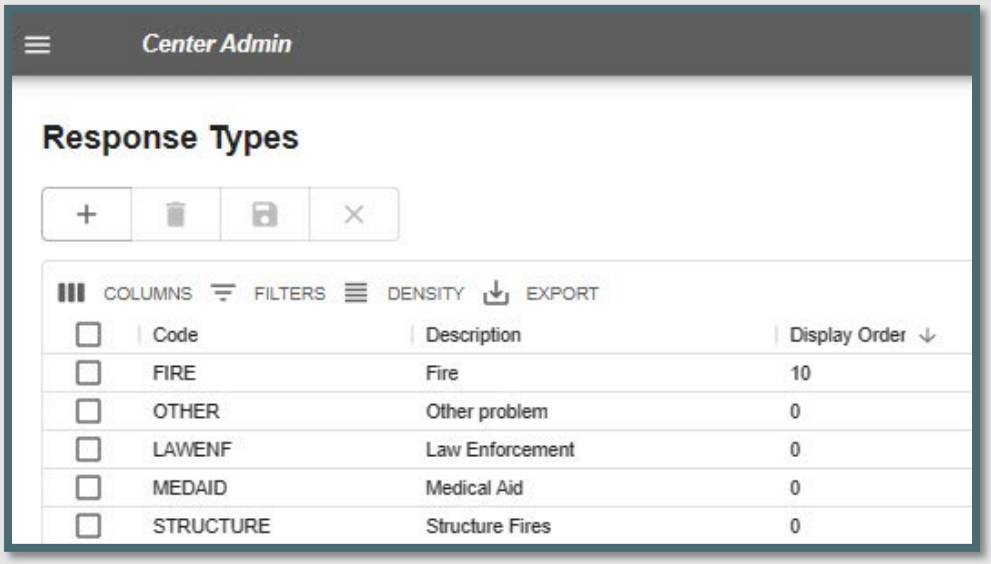
Response Types

The Dispatch Strategy is developed by Response Type, not by Incident Type, allowing you to use a Dispatch Strategy for more than one Incident Type.

For each response type, enter:

- Code
- Description
- Display Order
- Then, save your work.

Figure 50 - Response Type Panel allows the user to enter code, description and display order.



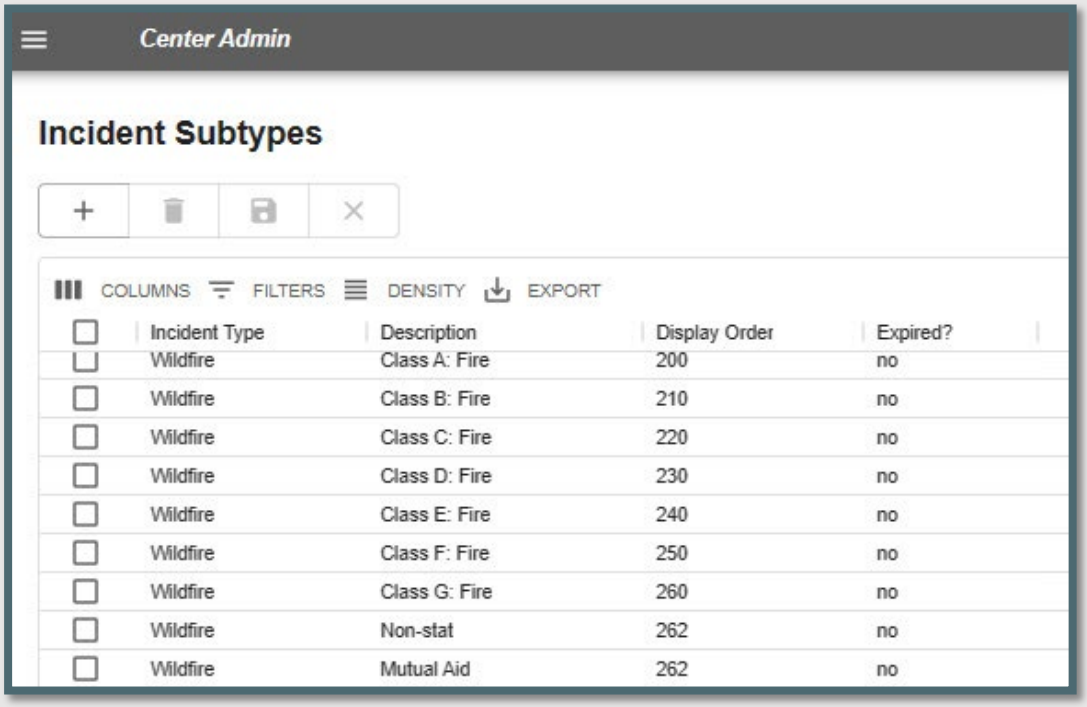
Incident Subtypes

Use the Incident Subtypes to display a more detailed definition of the Incident Type; you may list as many Subtypes as desired for each Type.

For each Incident Subtype enter:

- Incident type
- Description
- Display Order
- Expired?
- Save your work.

Figure 51 - Incident Subtypes panel is where the user describes any Incident Subtypes.



Response Levels

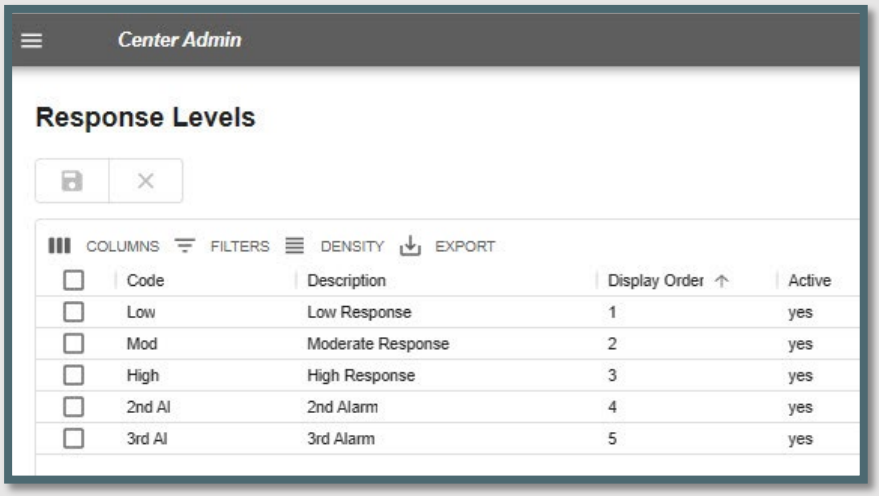
WildCAD-E allows you to develop standard responses based on up to six levels. Low, Moderate, and High (etc.) can be based on your choice of fire behavior or other factors. You may edit the Description of each Response Level to match the nomenclature you use in your center.

For each Response level enter:

- Code
- Description
- Display Order
- Active

- Save your work.

Figure 52 - The Response Level panel is where the user sets the type of response by level (low, moderate, high, second alarm, etc.).



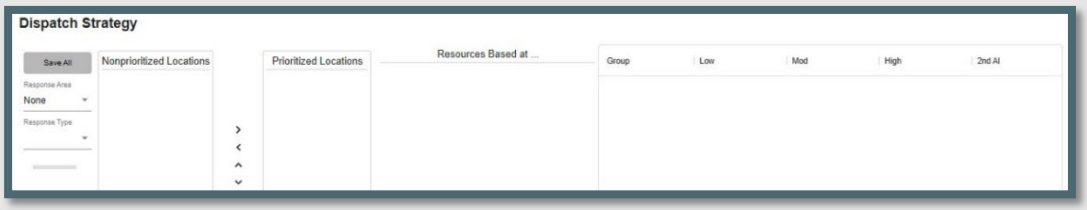
Dispatch Strategy

The user will use this screen to configure which resources *WildCAD-E* recommends at the start of an incident. *WildCAD-E* will recommend resources based on:

- **Response Area** is determined by *WildCAD-E*, using the incident latitude and longitude, as compared to your Response Area GIS layer; and allows the user to select response areas that are active.
- **Response Type** (e.g., "Fire" or "Law Enforcement (LE)" – Response Type is related to but different from Incident Type. Response types are groups of incident types.
  - **Example:** Response Types for a fire response could be used to build a preplanned response for wildfires, structure fires, or vehicle fires.
- **Response Level** (e.g., low, moderate, or high) is assigned each day to the Response Level Areas (RLA), which in turn is attached to an incident by the RLA of the Response Area, within which the RLA is located.
- **The Closest Dispatch Locations** to the response area.
- **Desired Quantities of Resources** are the desired number of a particular resource needed and are entered on the right-side panel.

How to Build the Dispatch Strategy

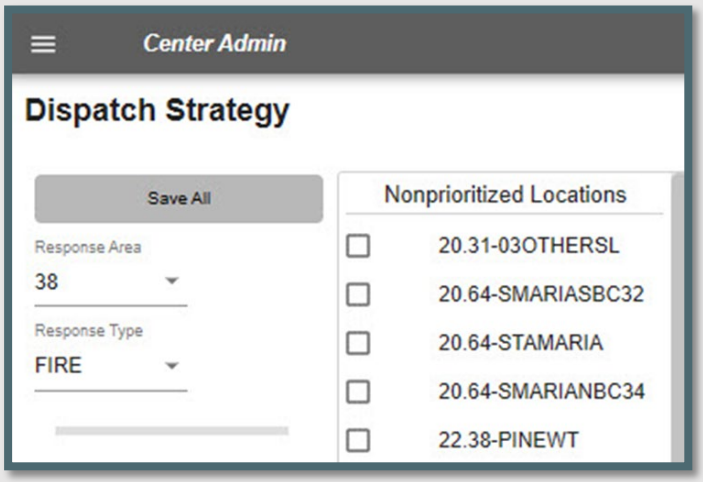
Figure 53 - Dispatch Strategy Panel



To build a Dispatch Strategy, the user will follow the steps below:

Step 1: Build a Dispatch Strategy

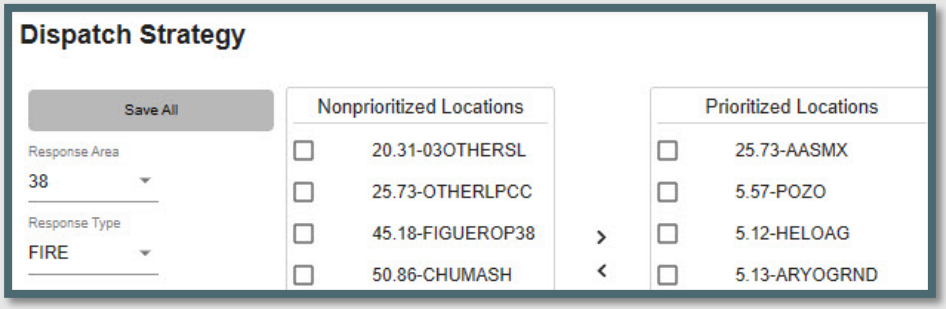
Figure 54 - Step 1 to Build a Dispatch Strategy



- Select a Response Area from the Pull-down menu.
- Select a Response Type from the Pull-down menu.
  - **NOTE:** *Initially, all dispatch locations will be listed under "Nonprioritized Locations," and ordered by the displayed air miles between the latitude / longitude of the Dispatch Location to the latitude / longitude of the Response Area.*

Step 2: Prioritize Locations

Figure 55 - Step 2 in Building a Dispatch Strategy

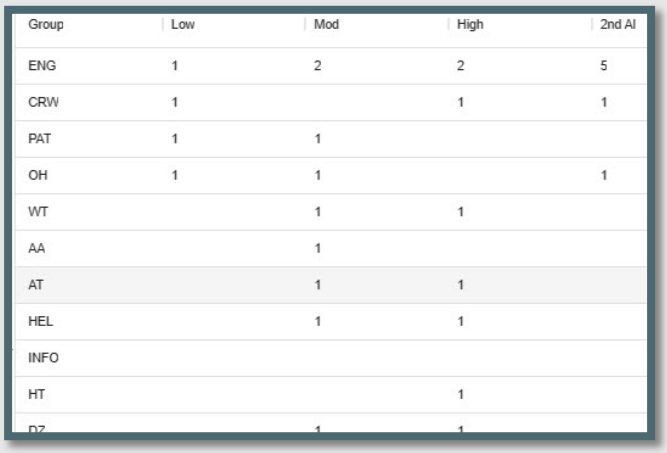


If resources based on a dispatch location under "Nonprioritized Locations" might initially respond to an incident within a selected Response Area:

- To add that location, select the location and move it under "Prioritized Location," by using the ">" sign.
- To remove the prioritized location, select the location and move it back to the left, using the "<" sign.
- Use "up" and "down" to change the priority order.

Step 3: Desired Quantities

Figure 56 - Enter incremental quantities of resources by resource type at each Response Level.

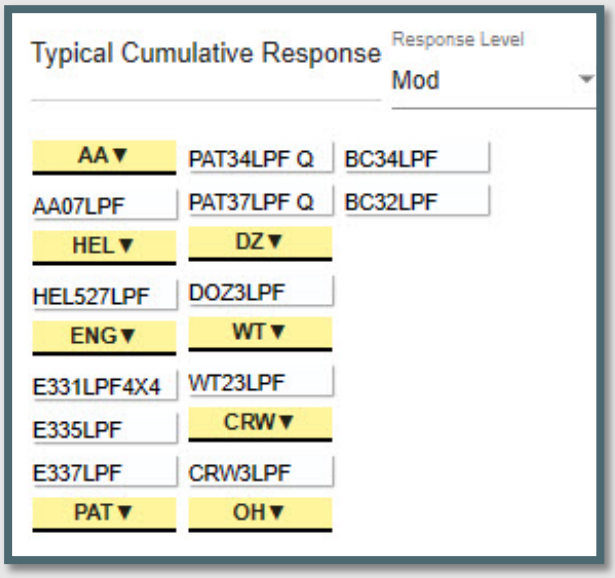


Group	Low	Mod	High	2nd Al
ENG	1	2	2	5
CRW	1		1	1
PAT	1	1		
OH	1	1		1
WT		1	1	
AA		1		
AT		1	1	
HEL		1	1	
INFO				
HT			1	
DZ		1	1	

- On the left side of the Dispatch Strategy Panel, enter incremental (additional) quantities of resources by resource type to be sent at each Response Level.
    - Looking at the example above, one engine will be sent when a Response Level is set to "low," but an additional two (for a total of three) would be sent when the Response Level is set to "moderate."

Step 4: Review Typical Cumulative Response

Figure 57 - Typical Cumulative Response



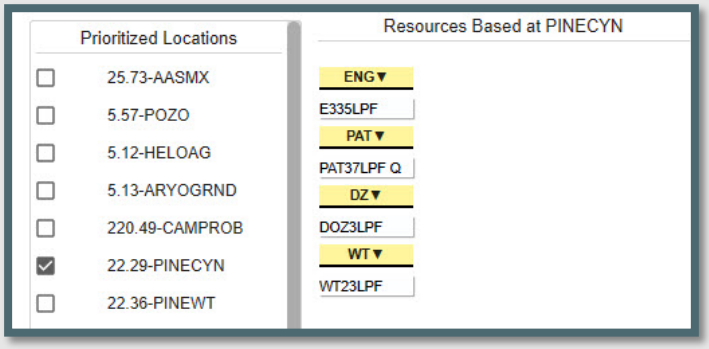
The "Typical Cumulative Response" provides the user a list of recommended resources for a particular response level provided all resources are at home and available. To see the "Typical Cumulative Response" for a certain response level:

- Under "Typical Cumulative Response," to see a total response for "Moderate," click one of the Response Levels within the pull-down to see

which resources will be recommended (if all resources are available at their home location).

Step 5: To review what resources are at a Dispatch Location

Figure 58 - Step 5 Resource by Dispatch Location

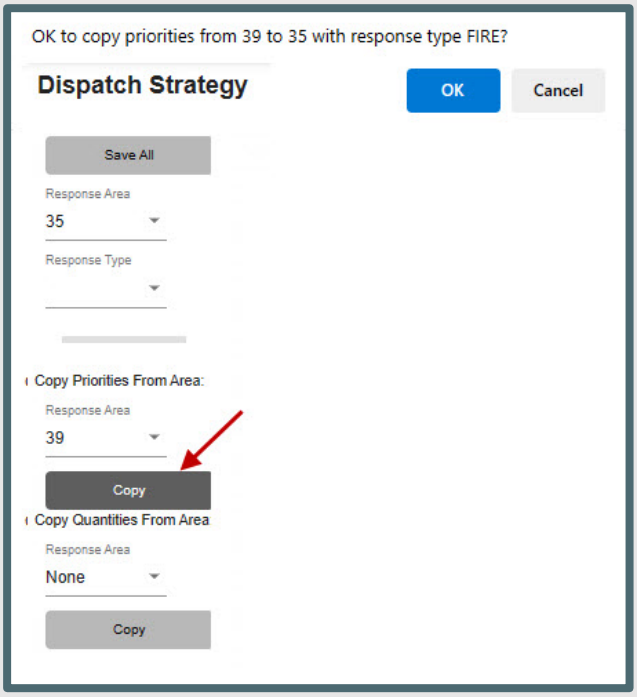


- Choose a Dispatch Location in the "Prioritized Locations."
- View the resources under "Resources Based at."

You can copy dispatch location priorities or resource quantities from the work you did in a different Response Area. You can also copy dispatch location priorities from a different response type. In all 3 situations, the information is copied **INTO** the currently selected (in the far upper left) Response Area and Response Type.

Copy Priority Locations from One Response Area to Another

Figure 59 – Copy one Station Priority to Another Response Area.



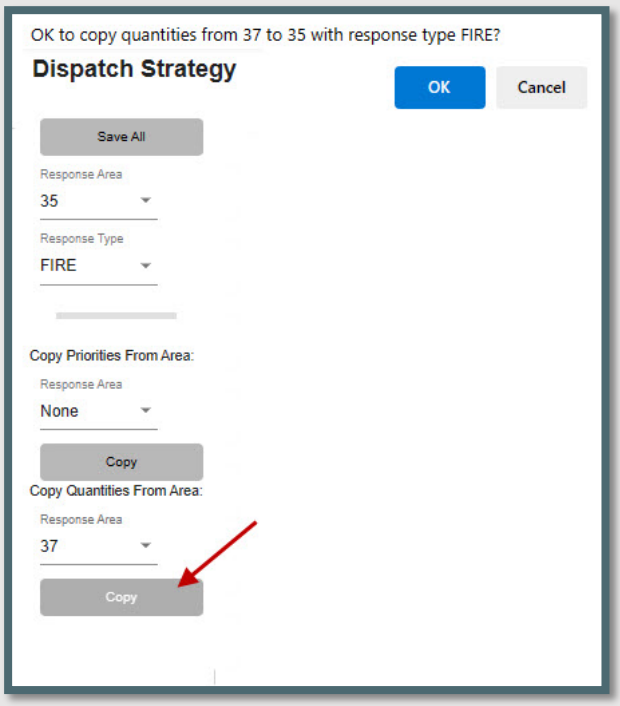
To copy dispatch location priorities from one response area to the response area presently selected in the upper left *ex. Area 35:

- Under "Copy Priorities from Area."

- Select the Response Area from which to copy Dispatch Location priorities. (ex. Area 39)
- Click the "Copy" button (Red Arrow in Figure 59).
- From there you will be prompted with, "OK to copy priorities from (RA (39) with Priorities) to (RA (35) where you want the priorities copied).

Copy Quantities from One Response Area to Another

Figure 60 - Copy quantities to Another Response Area.

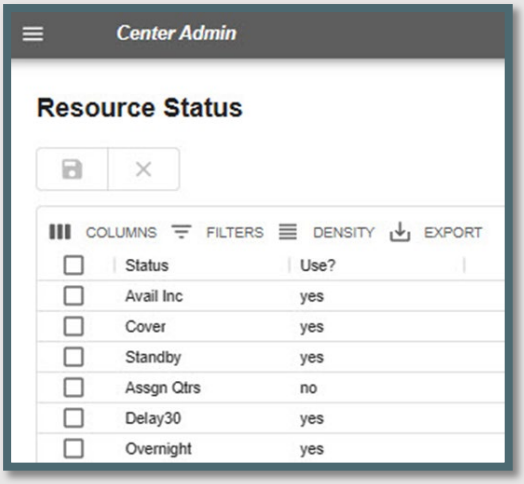


To copy resource quantities from one response area to the response area (35) presently selected in the upper left:

- Under "Copy Quantities from Area."
- Select the Response Area (37) from which to copy resource quantities.
- Click the "Copy" button.
- From there you will be prompted with, "OK to copy resource quantities from (RA (37) with quantities) to (RA (35) where you want the quantities copied).

Resource Status

Figure 61- "Resource Status" is set to" yes or no," by the Center Admin to determine which status the Dispatch Center will use.

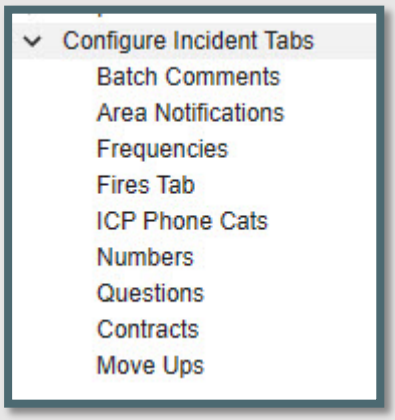


Under "Resource Status," the Center Admin will select whether to use resource statuses in their respective dispatch center, as follows:

- In the "Use?" column, use the Pull-down menu to select:
  - Yes, for use; and
  - No, for do not use.
  - Save your work.

Part VII: Configure Incident Tab

Figure 62 - Configure Incident Tabs Dropdown menu.



The configure incident pull-down list includes numerous tabs, many of which can be configured by the Center Administrator.

Batch Comments

Figure 63 - Batch comments provide information to potential recipients of your texts and email messages.

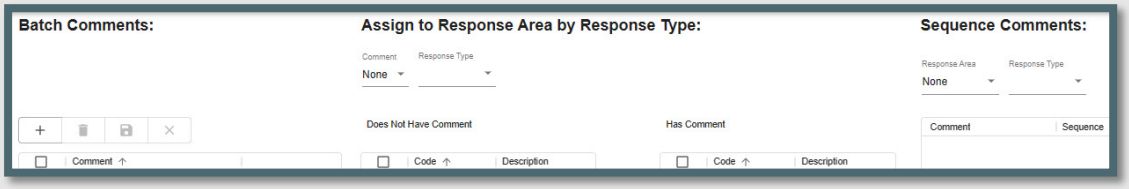
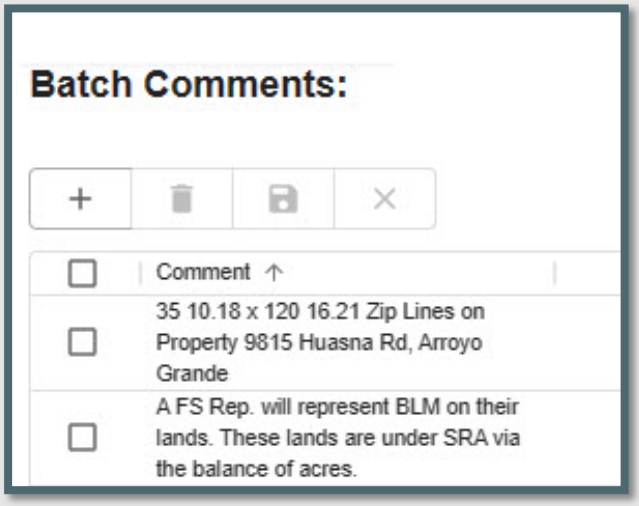


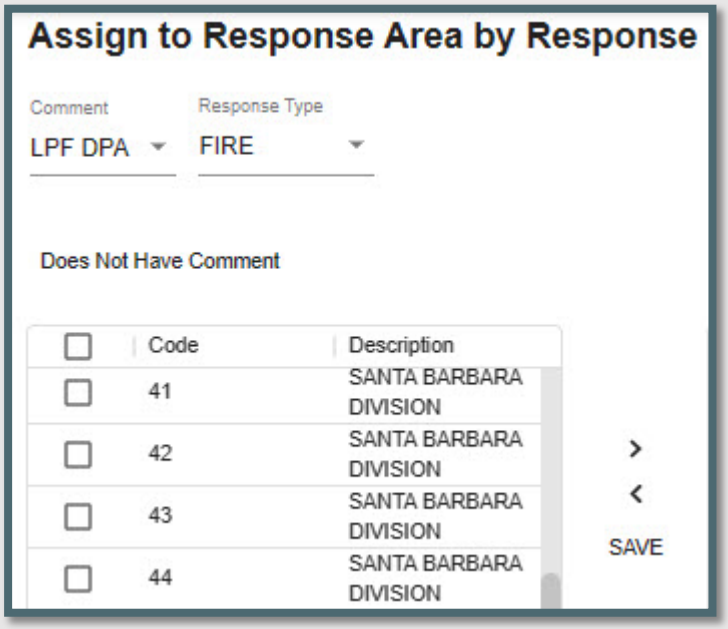
Figure 64 - Use the Batch Comments panel to create comments for use with a variety of incident types and response areas.



- Batch Comments provide information which will show on an Incident's "Comments" tab. From this panel, the user can create comments by:
- Entering the comment.
- Click save.

Assigned to Response Area by Resource Type

Figure 65 - Batch Comments / Assign to Response Area by Response Type



- Select a Batch Comment from the Pull-down menu.
- Select the Response Type from the Pull-down menu.
- From the "Does Not Have Comment," move the desired comment to "Has Comment."

Figure 66- Select comments to move from "Does Not Have Comment" to "Has Comments."

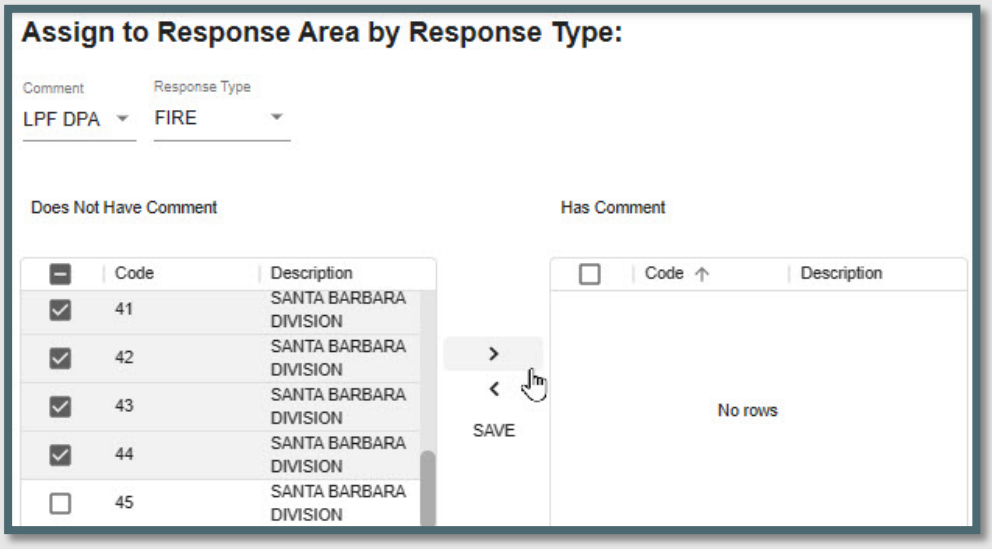
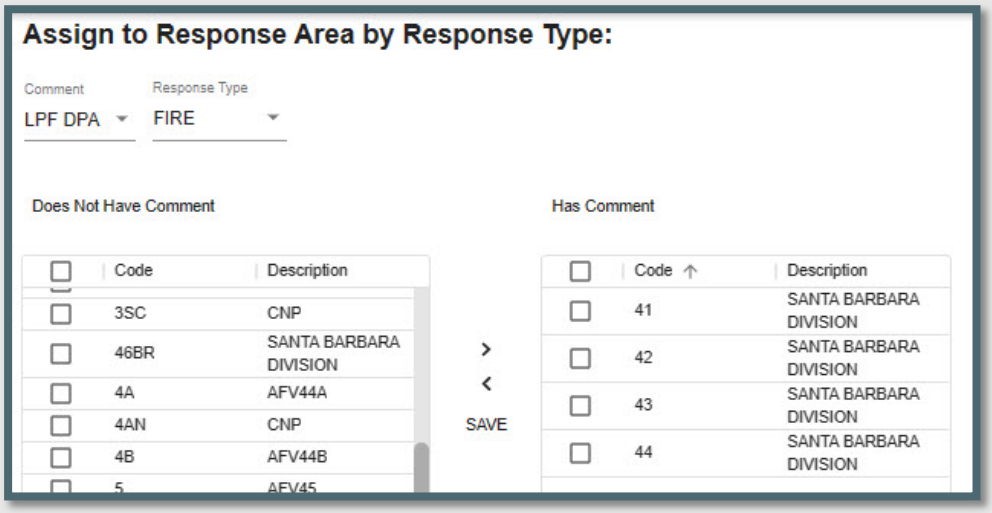


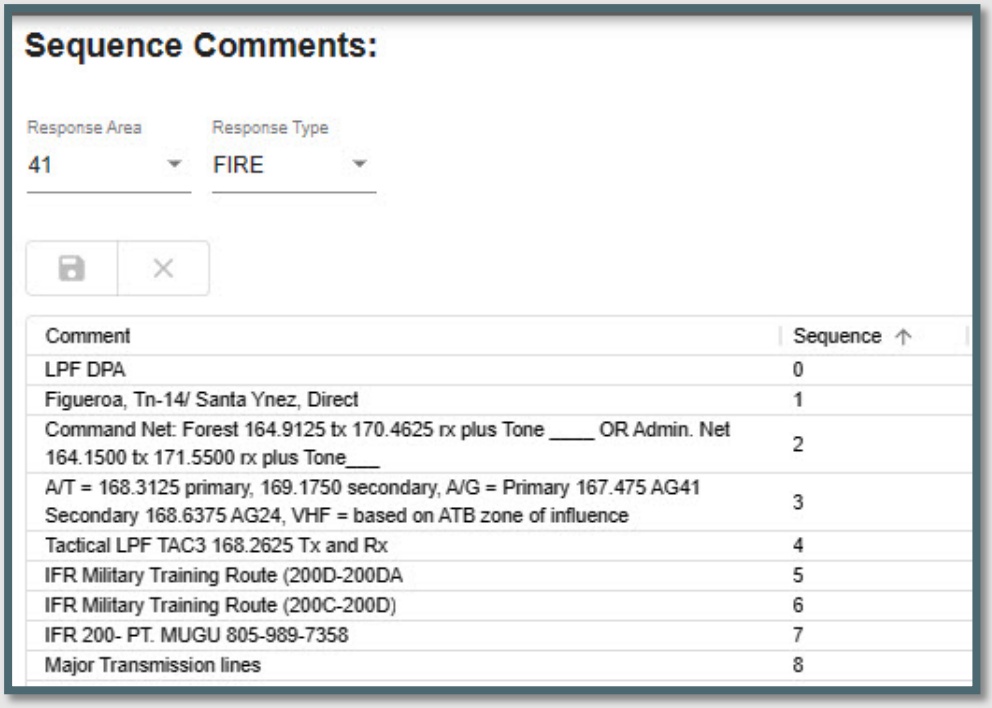
Figure 67 - Comments can also be removed by moving the comments back to "Does Not Have Comment."



- The user can also remove comments from the list by moving the comments back to "Does Not Have Comment."
- ALWAYS, click and save the entries.

Sequence Comments

Figure 68 – Sequence Comments

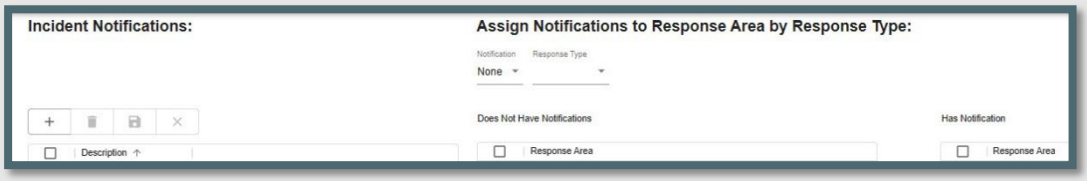


- Select Response Area from the pull-down menu. Use "ALL," if the same batch comments apply to all response types.
- Enter the "Sequence" numbers are used only for the order in which data will appear.
- Click the save icon.

Area Notifications

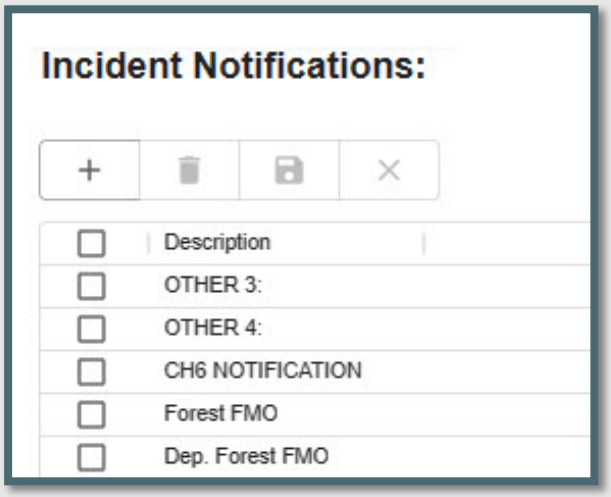
Notification to Incident within Particular Response Area

Figure 69 - Incident Notification Panel is Used to assign notifications which will show on an incident's Notify Tab for incidents within a particular Response Area



The Notify Tab on the Incident allows dispatchers to document contacts they have made throughout the incident. As Center Admin, if you want the dispatchers to always make certain contact whenever there is an Incident in a certain Response Area, use the Incident Notification Screen.

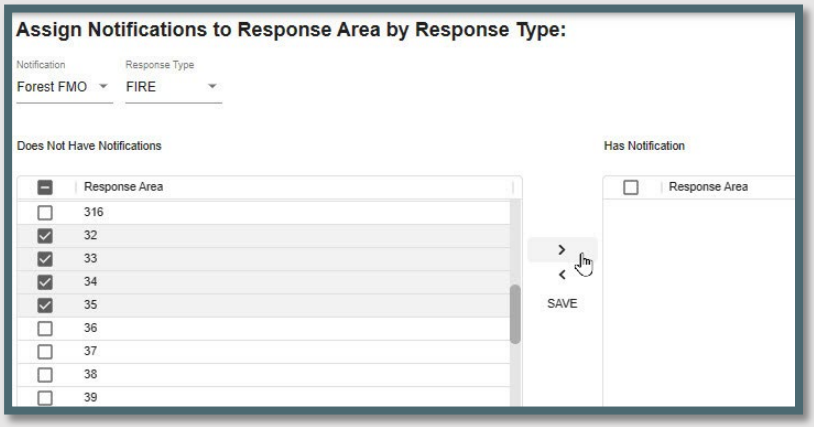
Figure 70 - Incident Notifications



- On the "Incident Notification" Panel, enter the group to be notified.
- Save your work.

Notification to Response Area by Response Type

Figure 71 - To assign notifications to a Response Area by Response Type



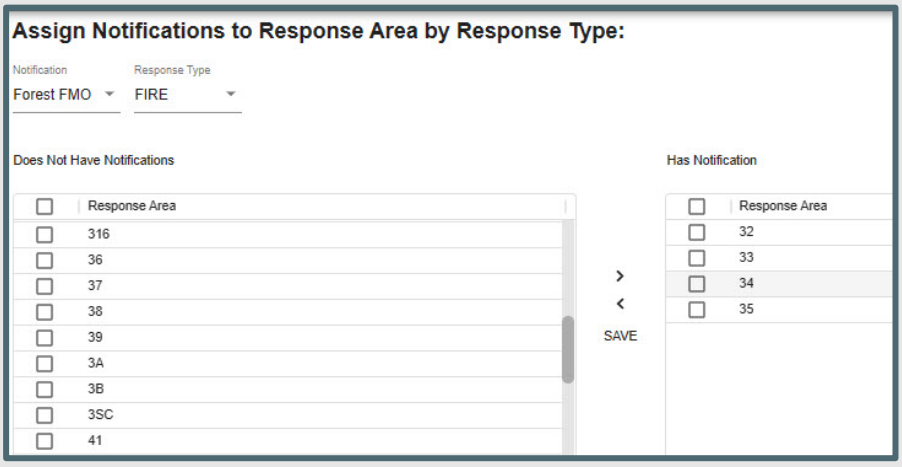
From the Pull-down menus:

- Select who gets notified under “Notifications.”
- Select the appropriate “Response Type.”
- Use “ALL,” if you want the same notification to apply to all Resource Types.

Next Step

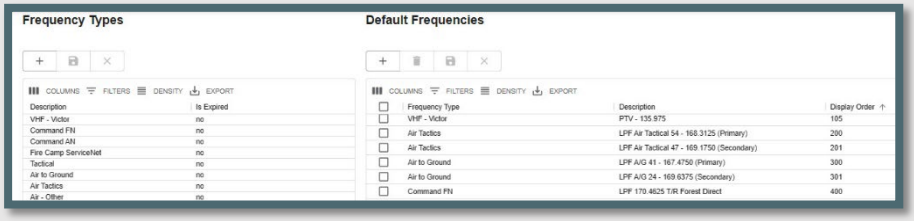
- Choose the “Response Area” by checking the box.
- Select the “Response Area(s)” from the “Does Not Have Notification” by checking the corresponding boxes for the appropriate “Response Areas.”
- Move each response area from the “Does Not Have Notification” to the “Has Notification” panel, using the “>.”
- Click to save your work.

Figure 72 - Notify Response Areas of Notifications



Frequencies

Figure 73 - This panel lists Frequency Types (Air, Ground, VHF, Command, etc.) and Default Frequencies



Build a list of commonly used frequencies on the screen. The sequence will set the order in which they appear. The initial sort for the default frequencies grid to be by Frequency Type and then by Display Order.

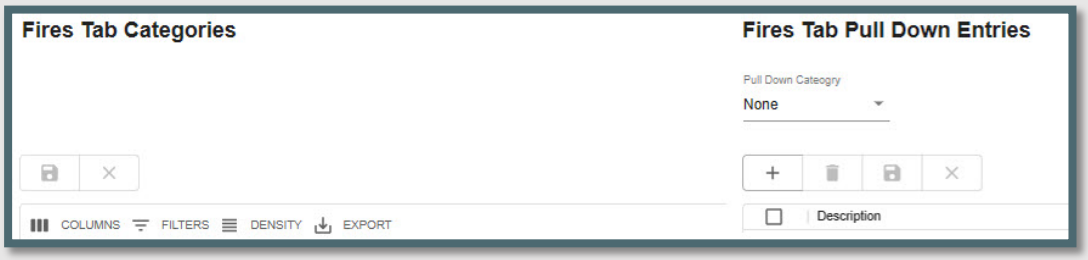
- Under the “Frequency Types,” enter:
  - The description and whether that frequency is expired (Yes or No).
  - Save your work.

- Under the “Default Frequencies,” enter:
  - The frequency type, description, and display order.
  - Save your work.

Fires Tab

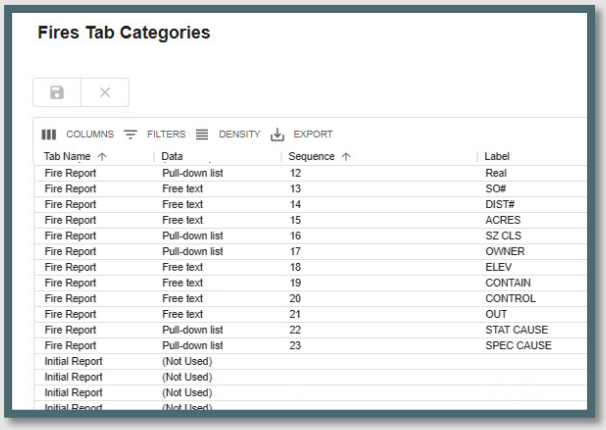
WildCAD-E enables the Center Admin to configure a separate screen of fire information specific to their respective dispatch center. This screen becomes available from the Fires Tab by clicking the “Initial Report” or “Fire Report” button.

Figure 74 - Fire Tab Categories Panel



Use the “Categories” screen to create labeled blanks for the dispatcher’s use. The categories can be free text or a pull-down list (created by the Center Admin). You can enter up to 20 rows for Fire Report, and up to 20 rows for Initial Report.

Figure 75 - Use the "Categories" screen to create labeled blanks for dispatchers to complete.

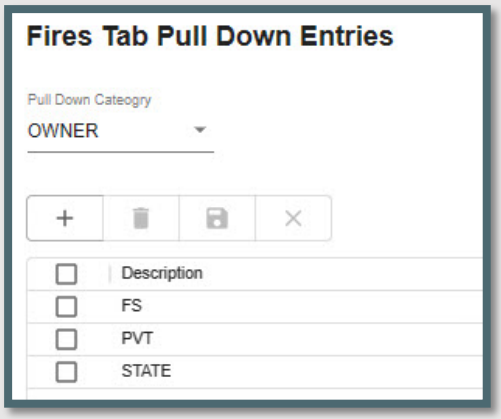


Tab Name	Data	Sequence	Label
Fire Report	Pull-down list	12	Real
Fire Report	Free text	13	SO#
Fire Report	Free text	14	DIST#
Fire Report	Free text	15	ACRES
Fire Report	Pull-down list	16	SZ CLS
Fire Report	Pull-down list	17	OWNER
Fire Report	Free text	18	ELEV
Fire Report	Free text	19	CONTAIN
Fire Report	Free text	20	CONTROL
Fire Report	Free text	21	OUT
Fire Report	Pull-down list	22	STAT CAUSE
Fire Report	Pull-down list	23	SPEC CAUSE
Initial Report	(Not Used)		
Initial Report	(Not Used)		
Initial Report	(Not Used)		
Initial Report	(Not Used)		

On the Fire Tab Categories Panel:

- Select a row with either “Fire Report” or “Initial Report.”
- Under Data, choose Free Text or Pull-down
- Enter Sequence
- Enter Label
- Save your Work.

Figure 76 - Fire Tab Pull-down Entries Panel



On the Fire Tab Pull-down Entries Panel,

- Select the Pull-down Categories from the list created in the Fire Tab Categories Pan (Figure 76).
- Enter the description.
- Save your work.

ICP Phone Categories

Figure 77 - ICP Phone Categories Tab

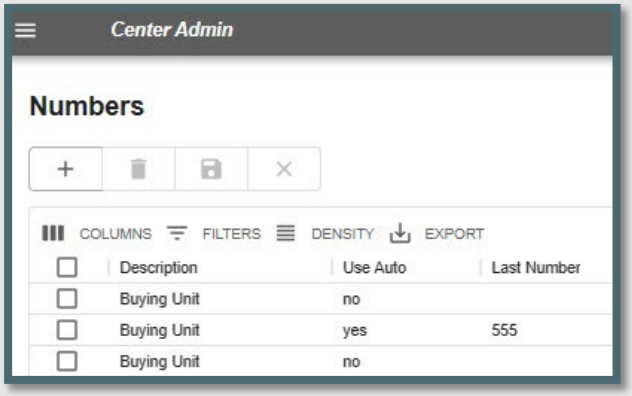
Use this screen above to configure the (up to six) categories of phone numbers on the ICP Phone Tab.

Enter the appropriate information under each tab:

- Enter the category.
- Reorder the sequence, as necessary.
- Save your work.

Numbers

Figure 78 - The Numbers Tab allows up to 20 characters.

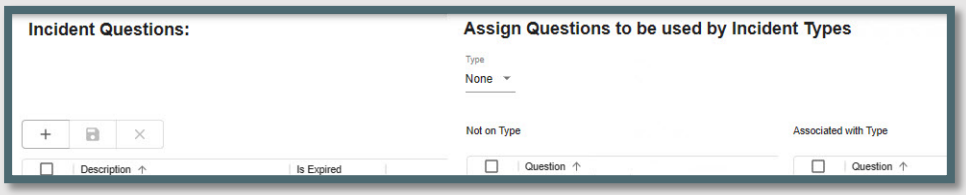


Use the screen above to configure the Numbers Tab, which allows up to 20 characters. This screen was originally created for numbers such as the incident fire number or FireCode that now have other dedicated locations. Currently, use it for any other brief information.

- "Use Auto" will allow the dispatcher to click "Auto" and receive the next number.
    - Enter the appropriate information in each column.
        - Enter the description.
        - Select Use Auto (Yes or No).
        - Enter Last Number.
        - Save your work.

Questions

Figure 79 - This tab's name will change according to the incident type.

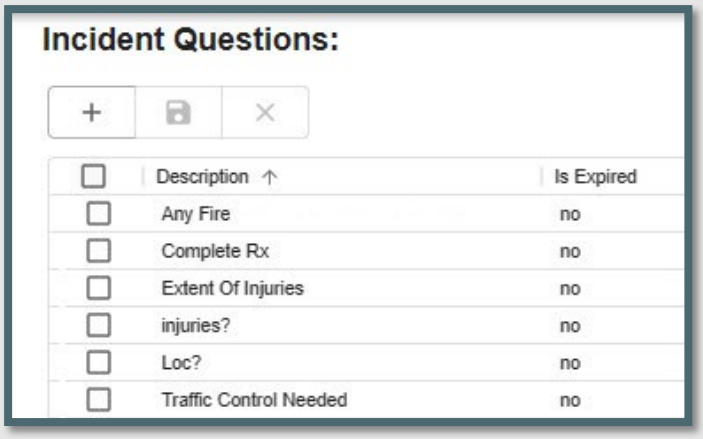


This Incident Tab's name will change according to the Incident Type (e.g., if the incident is a wildfire incident, the tab will be called "Wildfire.") The Center Admin will configure incident questions to be used by the specific incident type.

Using the Incident Question Section (Figure 80):

- Enter the question on the row under "Description."
- Indicate Yes or No under "Is Expired."
- Save your work.

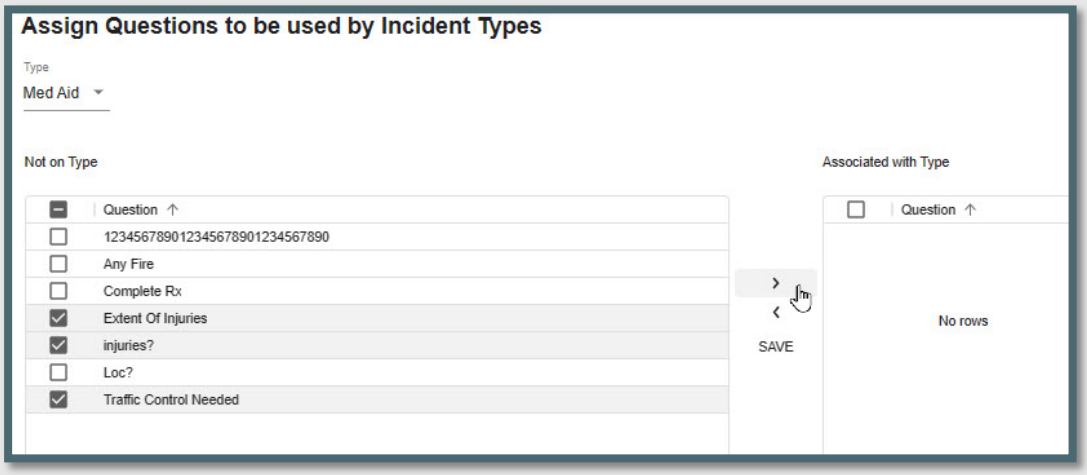
Figure 80 - Incident Question Panel



To Assign Questions to be used by Incident types:

- Select the Incident Type from the "Type" Pull-Down
- Select the "Question" from the "Not on Type"

Figure 81 - Assign questions to be used by incident type by using the ">"



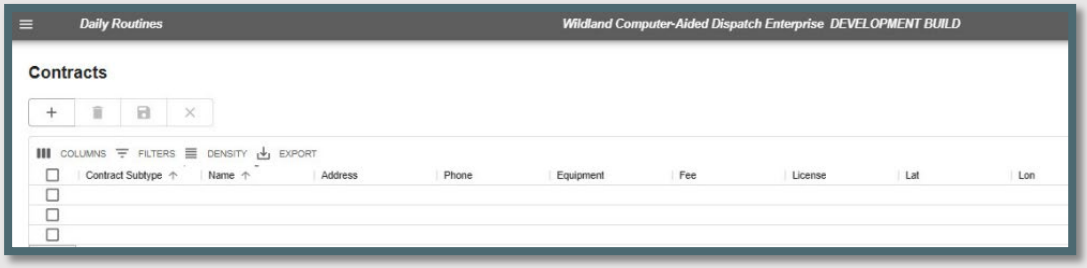
- Move each question from the "not on Type" to the "Associated with Type" panel using the ">"

Figure 82 - Move each question to the "Associated with Type" panel.

- Save your work.

Contracts

Figure 83 - Contract Type Panel



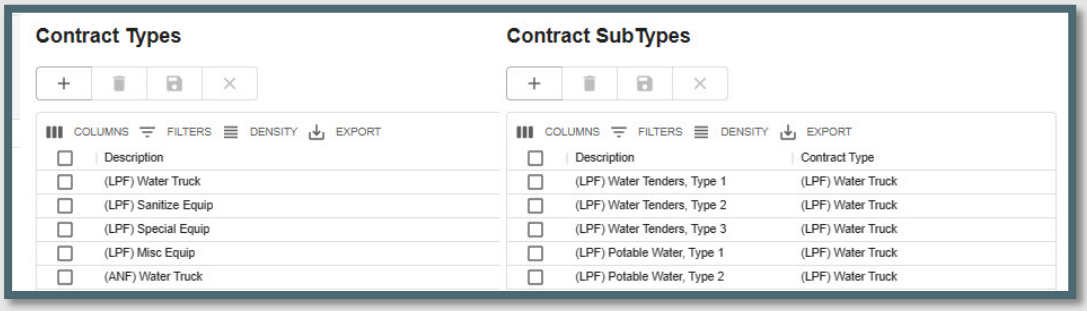
On the “Contract Type” panel:

- Enter the description of the contract and save your work.
- Save your work.

On the “Sub Type” panel:

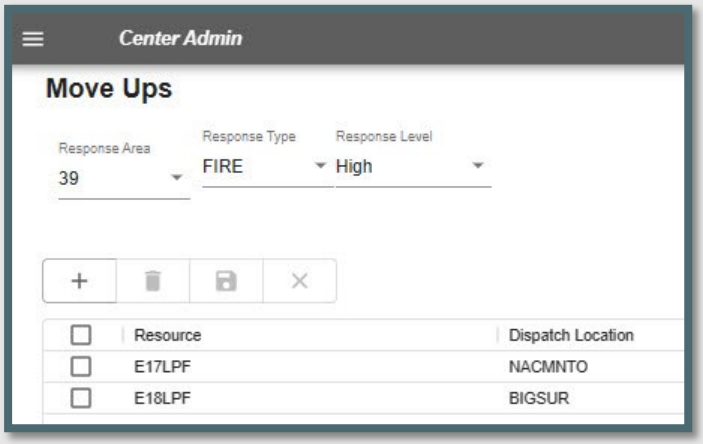
- Select the “Contract Type,” from the Pull-down types of lists created in the Contract Type Panel
- Add or edit the (Sub Type) Description.
- Save your work.

Figure 84 - Contract and Contract Sub Types



Move Ups

Figure 85 - Specify desired move ups on the "Move Ups" screen.



The Move Up Tab will remind dispatchers to move certain resources to cover the Incident.

- Assign Questions to be used by Incident type Panel.
    - Select the “Response Area,” from the Pull-down menu.
    - Select the “Response Type,” from the Pull-down menu.
    - Select the “Response Level,” from the Pull-down menu.
    - Enter the Resource and Dispatch Location to move up to.

Appendices

Appendix I – Icons and Function Keys

When a function key is available, users can either use the icon or function keys to access those panels within *WildCAD-E*.

Table 1- Table of WildCAD-E Icons

***WildCAD-E* Icon**	**Function Key**	***WildCAD-E* Icon Definition**
	F9	Create a New Incident Panel Icon - Starts a new Incident, although the user will have to enter all information such as location and response area.
	N/A	Create a New Complex Panel Icon – There is no function key available for "Create a New Complex Panel." Users will use the icon to access this function.
	F8	Open Incidents Panel Icon – Opens the screen that displays existing, open Incidents.
	F2	Open Incidents Panel Icon – Opens the "Search Incident Panel" for the user
	F7	Resource Status Icon – Opens the screen where you can perform status changes that are not related to Incidents, such as "In Service."
	F12	Daily Log Panel Icon – Opens the screen that display the "Daily Log," where you can document the activities not directly related to a specific Incident.
	F5	Map Panel Icon – Opens the *WildCAD-E* map.

***WildCAD-E* Icon**	**Function Key**	***WildCAD-E* Icon Definition**
	F4	Open Timers Panel Icon – Opens the Timers Panel for the user
	N/A	Create a New Timer Icon – There is no function key associated with the "Create a New Timer" icon. Users will use the icon to access this function.
	F3	Create a New Field Interrogation Fire (FI) or be able to search existing FI files.

Appendix II - Grids

Grids are a spreadsheet style interface with a variety of features available to those with Center Admin access to *WildCAD-E*.

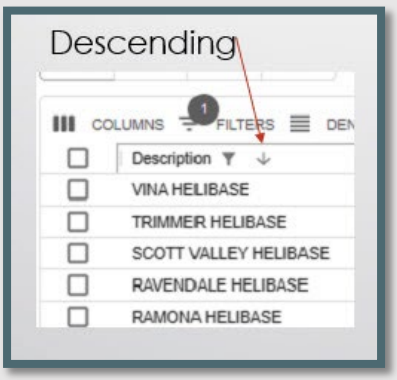
Sort Order of a Grid

- Click on any column heading or label.
- Sort by ascending (alphanumeric) with the arrow pointing up, by clicking once.

Figure 86 - Ascending pull-down menu.

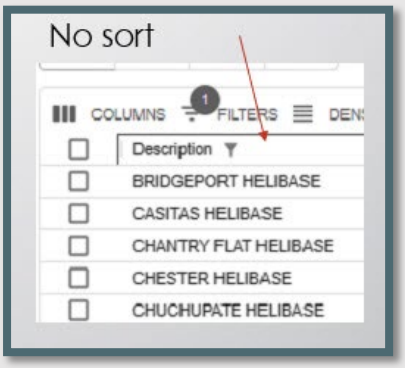
- Sort by descending with the arrow pointing down, by clicking twice.

Figure 87 - Descending pull-down menu.



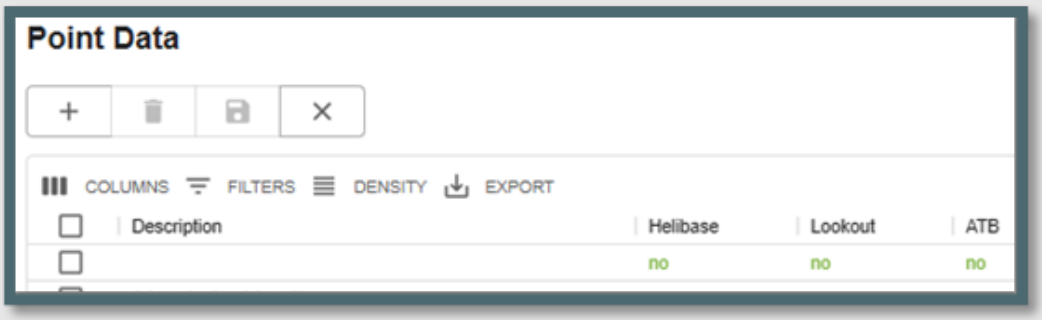
- For no sort, click a third time.

Figure 88 - Click three times to choose no sort.



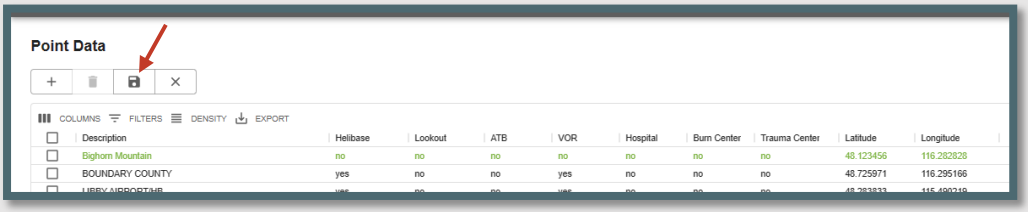
Add a Record or Row to the Grid

Figure 89 - The "+" sign opens a blank row at the top of the grid.



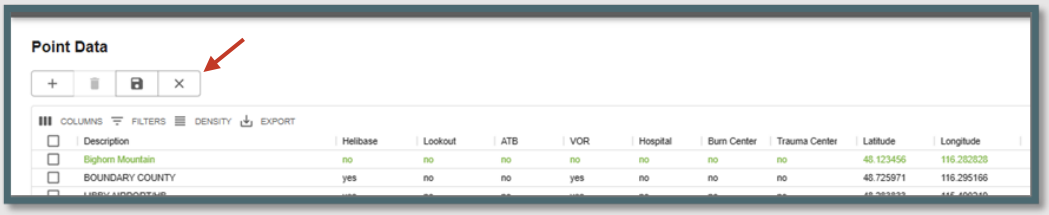
- Click the plus "+" sign to open a new blank row at the top of the grid.
- Enter all information across the row.

Figure 90 - The "Disc" icon saves a new record or edits an existing record.



- When done, click on the "Disc" icon. Use the "Disk" icon to save a new record or edit an existing record.

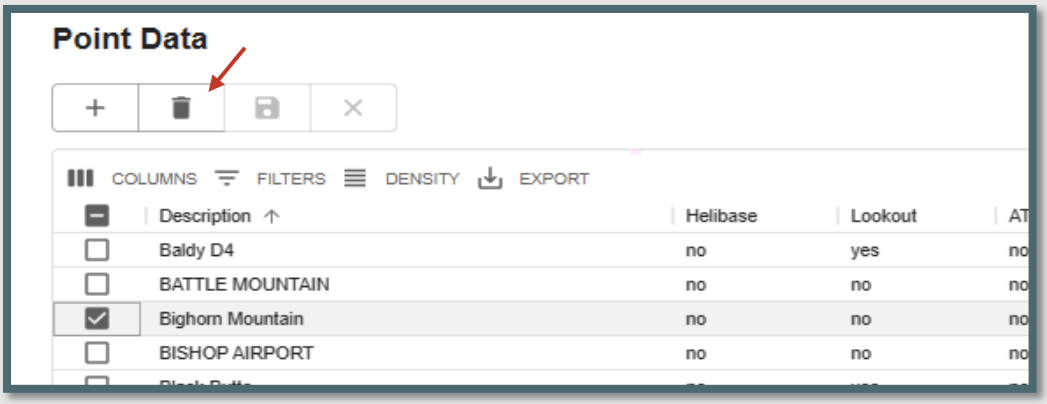
Figure 91 - Use the "x" icon to cancel the new record.



- Cancel a new record by clicking on the "x."

Delete a Row to the Grid

Figure 92 - Select row for deletion by checking the box.



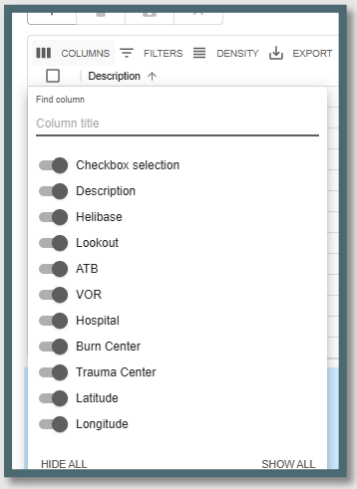
- Select the row for deletion by checking the box to the left of the row.
- Click the "Trash Can" icon.
- Click the "save" icon to complete deletion of the row.

Actions and Settings at the Top of the Grid

Columns

- On the grid, columns can be either hid or viewed.
- To hide, turn off the "slider" for the respective column.

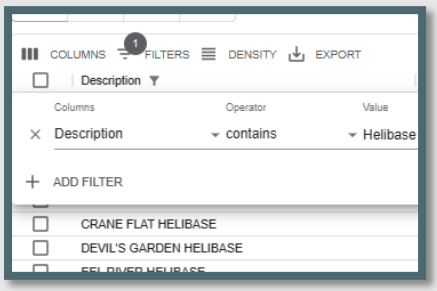
Figure 93- Slider column.



Filters

- Filters allow the user to search for records.
  - Select "Filter;" then the column.
  - Using the "Operation" pull-down menu, select contains, starts with or equals.
  - In the "Value" area, type in what you want to search for.

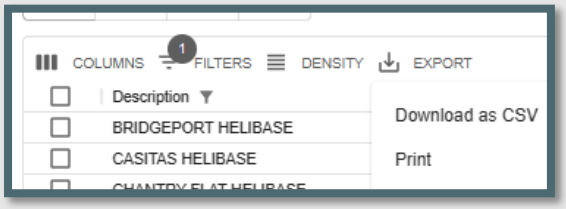
Figure 94 - Filters allow the user to search for records.



Density

- Density slightly changes the width and height of the information on the grid.

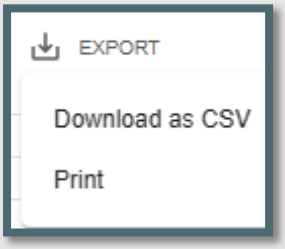
Figure 95 - Density slightly changes the height and width of the information on the grid.



Export

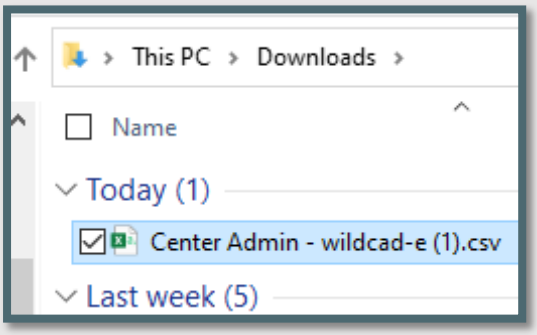
- Export typically downloads to a CSV file.

Figure 96 - Export is used to download a .csv file.



- The .csv file will download into the user's workstation "Download" folder.

Figure 97 - .CSV file downloads to the Center Admin or users station download files.



- If the user sorted the grid record first, the sorted information would be the only information exported to the .csv file.

Appendix III – Incident Types

Table 2 - Table of Incident Types

Code	Description	Expired?
A/C Down (expired 4/2024)	Aircraft Down	Yes
AC – Air Accident	Aircraft Accident	No
AC – Marine Accident	Marine Accident	No
AC – Motor Vehicle Accident	Motor Vehicle Accident	No
AC – Rail Accident	Rail Accident	No
AC – Structure Accident	Structure Accident	No
Aircraft	Aircraft	No
AP – Critical Incident Stress Management / Peer Support	Critical Incident Stress Management / Peer Support	No
AP – Law Enforcement (internal)	Law Enforcement	No
AP – Management Event (internal)	Management Event (internal)	No
AP – Resource Programs (internal)	Resource Programs (internal)	No
Emerg Stby	Emergency Standby	No
F1 – Debris /Product Fire	Debris Fire	No
F1 – Non-Statistical/Other	Nonstatistical Fire	No
F1 – Prescribed Fire	Prescribed Fire	No
F1 – Structure Fire	Structure Fire	No
F1 – Vehicle Fire	Vehicle Fire	No
F1 – Wildfire	Wildfire	No
FM – Complex Incident	Complex	No
FM – Emergency Stabilization	Emergency Stabilization	Yes
FM – False Alarm	False Alarm	No
FM – Fire Rehabilitation	Fire Rehabilitation	Yes
FM – Incident/Event Support	Incident/Event Support	No
FM – Out of Area Response	Out of Area Response	Yes
FM – Preparedness/Preposition	Preparedness/Preposition	No
Hazmat (expired 04/2024)	Hazmat	Yes
HZ – Biological or Toxic Conditions	Biological or Toxic Conditions	No
HZ – Explosives or Electrical Dangers	Explosives or Electrical Danger	No
HZ – Flammable as, Oil, and other liquid conditions	Flammable Gas	No
HZ – Radioactive/Nuclear Conditions	Radioactive/Nuclear Conditions	No
Med Aid	Medical Aid	No
Misc	Miscellaneous	No
MRO	Manage Res Obj	No
N/A	N/A	No
NatDisastr (expired 04/2024)	Natural Disaster	Yes
ND – Earthquake	Earthquake	No
ND – Flooding	Flooding	No
ND – Hurricane/Typhoon	Hurricane/Typhoon	No
ND – Landslide/Mass Earth Movement/ Avalanche/Sinkhole	Movement/Avalanche/Sinkhole	No
ND – Severe Winter Weather	Severe Winter Weather	No
ND – Thunderstorm/Tornado/High Winds	Thunderstorm/Tornado/High Winds	No
ND – Tsunami	Tsunami	No
ND – Volcano	Volcano	No
PA – Community Event	Community Event	No
PA – Infrastructure Event	Infrastructure Event	No
PA Public Service Organization Event	Public Service Organization Event	No

Code	Description	Expired?
Pub Asst (expired 04/2024)	Public Assist	Yes
Resc Order	Resource Order	No
SAR (expired 04/2024)	Search & Rescue	Yes
Smoke Chk	Smoke Check	No
SR – Marine Search/Rescue/Recovery	Marine Search/Rescue/Recovery	No
SR – Medical Assist	Medical Assist	No
SR – Urban Search/Rescue/Recovery	Urban Search/Rescue/Recovery	No
SR – Wildland Search/Rescue/Recovery	Wildland Search/Rescue/Recovery	No
TR – Classroom Training	Classroom Training	No
TR – On-the-Job Training	On-the-Job Training	No
TR – Proficiency & Currency Event	Proficiency & Currency Event	No
TR – Simulation	Simulation	No

Appendix IV – Other Data Zoom Levels

Table 3 – Other Data Zoom Levels

Layer Name	Zoom Level	Display Order	Map Footer	Display Field
NPS FMU	9	10	no	FMU_Code
BLM FMU	13	11	no	FMU_Code
USFS FMU	13	12	no	FMU_Code
RFPA	13	13	no	FMU_CODE
BIA FMU	9	14	no	FMU_Code
USFWS FMU	13	15	no	FMU_Code
Predictive Service Areas	15	17	yes	psanationalcode
Wilderness	13	18	yes	ShortName
Sage Grouse Habitat	9	19	no	
IRWIN Incidents (last 30 days)	9	20	no	
RAWS Stations	9	101	no	StationName
Surface Management	13	102	no	Label
Counties	13	103	yes	NAME
Lightning (last 2-7 days)	7	104	no	
Lightning (last 24 hours)	10	105	no	
Forest Service Topo	1	106	no	
Military Training Routes	9	107	no	
Temp Flight Restrictions (4)	4	109	no	EFFECTIVE
Public Land Survey	13	110	no	

Appendix V – Other Data URL Layers

Table 4 – Other Data URL Layers

Layer Name	Layer URL
NPS FMU BLM FMU	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USFSFireCOP_FireManagementUnits/MapServer/2/
USFS FMU	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USFSFireCOP_FireManagementUnits/MapServer/1/
RFPA	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USFSFireCOP_FireManagementUnits/MapServer/4/
BIA FMU	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USFSFireCOP_FireManagementUnits/MapServer/3/
USFWS FMU	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USFSFireCOP_FireManagementUnits/MapServer/0/
Predictive Service Areas	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USFSFireCOP_FireManagementUnits/MapServer/5/
Wilderness	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USFSFireCOP_AgencyBoundaries/MapServer/0
Sage Grouse Habitat	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USAWilderness/MapServer/0/
IRWIN Incidents (last 30 days)	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/SageGrouse/MapServer/0/
RAWS Stations	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/RAWS/MapServer/0/
Surface Management	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USFSFireCOP_FederalLands/MapServer/0/
Counties	https://services.arcgis.com/P3ePLMYs2RVChkJx/arcgis/rest/services/USA_Counties/FeatureServer/0/
Lightning (last 2-7 days)	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/LightningStrikes/MapServer/2/
Lightning (last 24 hours)	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/LightningStrikes/MapServer/1/
Forest Service Topo	https://apps.fs.usda.gov/arcx/rest/services/EDW/EDW_FSTopo_01/MapServer/
Military Training Routes	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/USFSFireCOP_MTR/MapServer/11
Temp Flight Restrictions (4)	https://egp.wildfire.gov/arcgis/rest/services/FireCOP/TFRData/MapServer/0
Public Land Survey	https://gis.blm.gov/arcgis/rest/services/Cadastral/BLM_Natl_PLSS_CadNSDI/MapServer/2/

Appendix VI - Alternate Authentication (If FAMAuth is Unavailable)

The Alternate Authentication feature enables users to log into WildCAD-E using a secure alternative method. If FAMAuth is experiencing an outage and is unavailable, users are automatically redirected to this feature when attempting to log into WildCAD-E.

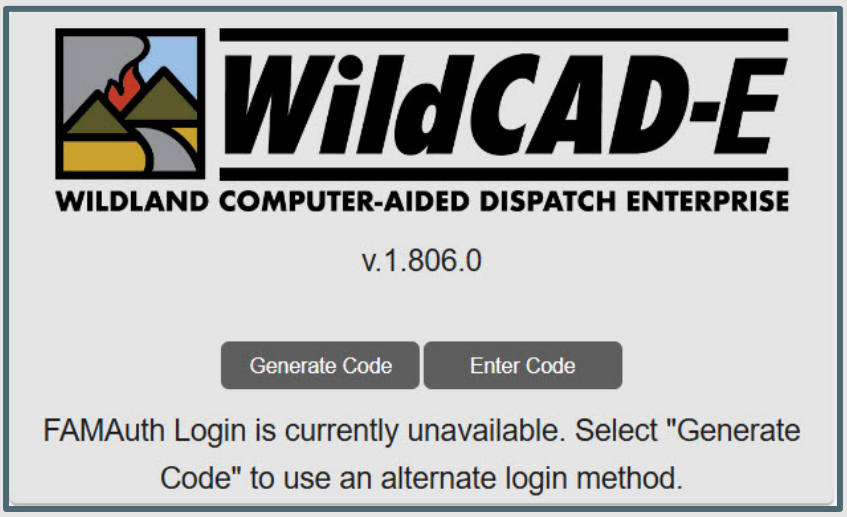
If FAMAuth is unavailable, the user can access *WildCAD-E* by going directly to the URL associated with the desired environment:

- WildCAD-E OAT is accessible at: wildcadoat.firenet.gov.
- WildCAD-E PROD is accessible at: wildcade.firenet.gov.

A user must have previously accessed at least one center in *WildCAD-E* via the FAMAuth method to successfully use the alternate authentication. After entering the URL for OAT or PROD and *WildCAD-E* detects that FAMAuth is unavailable, the user is prompted to generate a one-time secure code.

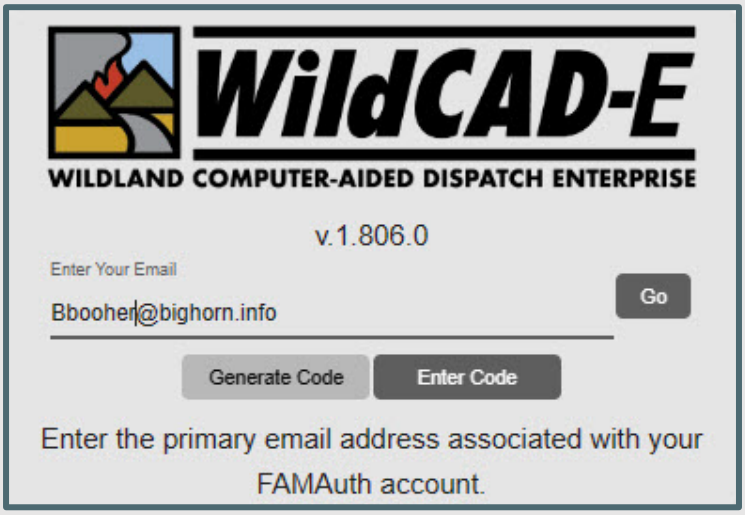
To start the process, click on **"Generate Code."**

Figure 98 - Select Generate Code



The user is prompted to enter their email associated with their FAMAuth ID account for the code and link to log into *WildCAD-E*. Then click on **"Go."**

Figure 99 - Enter Your Email

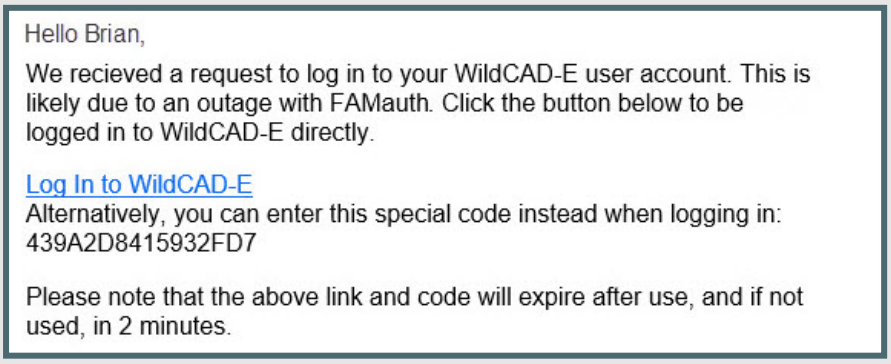


Go to the user's email. The code/link is only valid for 2 minutes.

Figure 100 - Go to Your Email

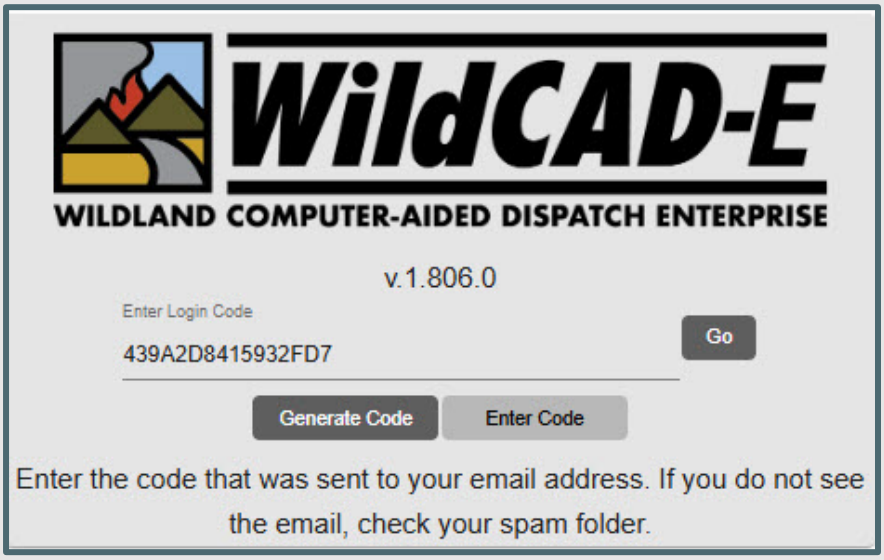
The user can click directly on the link in the email or copy the code and enter the code back to the *WildCAD-E* login page.

Figure 101 - Email Link or Code



Entering the code in the *WildCAD-E* login page, then click on **"Go."**

Figure 102 - Using the Code



Users will be logged into the last center or select a center with the same roles assigned as the last time you were working in that center.

Figure 103 - Select a Center

WildCAD-E

Users Guide for Center Admin

Version V1.808.1 dated November 2024