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## 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 the *WildCAD-E* User Guide for Dispatchers is to lead a Dispatcher through a typical duty day.

### Format of the User Guide for Dispatchers

The *WildCAD-E* User Guide for Dispatchers is set up in multiple parts, with various associated sections described to lead the user through each part.

### 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. Make sure the browser used is current.
- 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 <https://www.speedtest.net>.
- The session timeout of 8 hours has been removed and is being updated to the time the user logged out of *WildCAD-E* after 8 hours of inactivity in the application.

### iNAP FAM Profile Management Access

iNAP Org Unit Managers use their iNAP FAM Profile Management screen to:

- Complete steps the Org Unit Managers must take through iNAP 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 Part XI) feature 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.

## HelpDesk Contact Information

If a user needs technical support from *WildCAD-E*, go to the *WildCAD-E* Support site at: <http://www.wildcadsupport.net/login.asp>; enter user's name and password; and complete the online form. Support personnel will respond as soon as the form is received.

## Part I: 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.

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

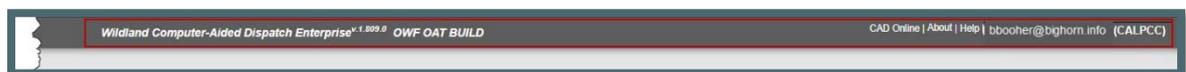


Figure 2 - The Icons are located below the Ribbon.

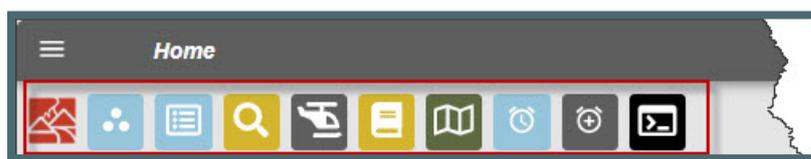
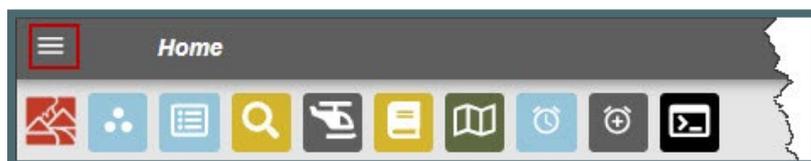


Figure 3 - The "Hamburger" is located above and to the left of the Icons.



## Section 1: The Ribbon

The **Ribbon** includes:

- **System** - Indicates current operating environment and version.
- **CAD Status** - On or offline.
- **About** - By clicking on "About," a pop-up window will open. Closing the pop-up will return the user to Home Page. Users can view the current version and system being used. (See Figure 4) Click on "WildCAD-E Release Notes" button to retrieve all the release notes. (See Figure 5). Click on "Request Enhancement" button to retrieve the request form. (See Figure 6)
- **Help** - Clicking on "Help" will take the user to WildCAD-E training.
- **Username and Center ID** - Indicates user, the current dispatch center, and where you can find the profile information for the current user. You can do this by clicking on the name (see Figure 7).

Figure 4 - Further defines what is available under "About."

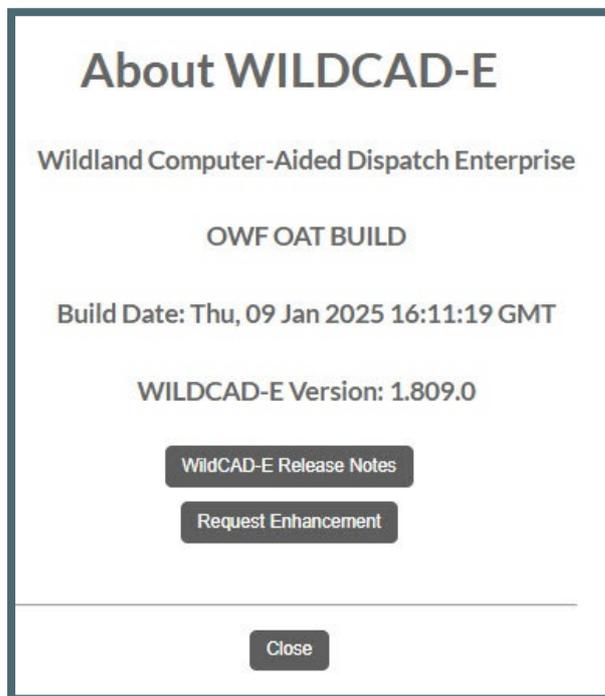


Figure 5 - Release Notes

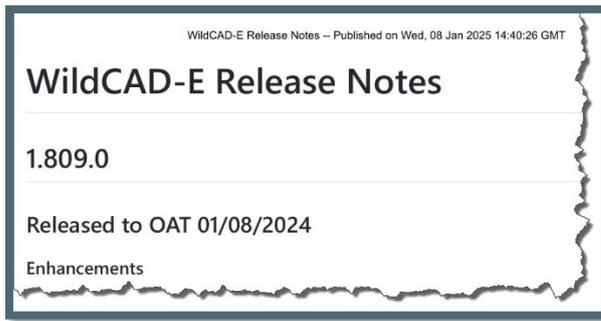
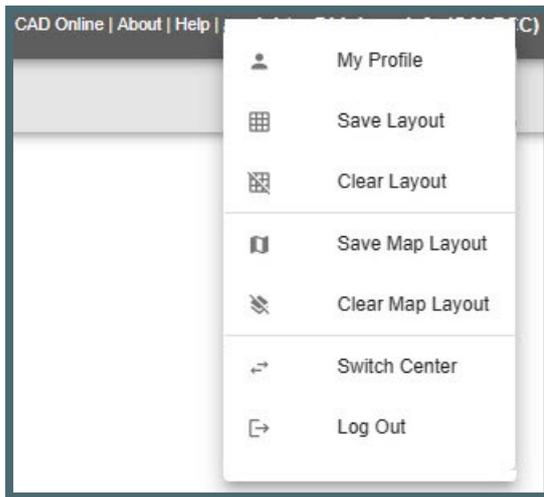


Figure 6 - Enhancement Request



## **Username and Center ID**

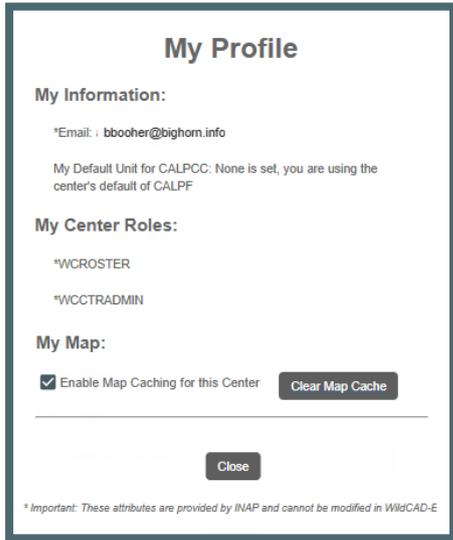
Figure 7 - Further defines the information available under "Username and Center ID."



## **My Profile**

Click on **“My Profile”** to display the following by clicking on the user’s email in the upper right corner:

Figure 8- My Profile provides information about the User.



The “My Profile” option opens as a pop-up rather than opening on a new page. This allows the user to maintain the same content on the home page and not refresh when checking their profile.

Displays the attributes provided from iNAP and cannot be modified in *WildCAD-E*. Any changes will need to be made through the Center’s iNAP Org Unit Managers.

- **My Information** - Displays the user’s Email, Current Dispatch Center, and Current Unit that the user set as the Default.
- **My Center Roles** - This is a listing of what roles the user has, such as Center Administrator, Dispatcher and or Roster.
- **Manage Map** - By checking the box next to “Enable Map Caching for this Center” the shapefiles can be cached to improve map load time. If, however, you experience problems loading the map after turning this on, uncheck it and click "Clear Map Cache." This feature only applies to the users only for the center to which they are logged in.

## **Save Layout**

Use this menu item to save the current layout of user screens - which windows are open and where they are located - so that the same layout will appear at startup the next time the user launches *WildCAD-E*.

If an incident panel is open, saving the home layout will save the location and dimensions of the panel. The next time the application is refreshed, new or existing incident panels will open with the same dimensions and location instead of the default top left.

## **Clear Layout**

To remove the saved screen layout, use this menu item.

## **Save Map Layout**

Use this menu item to save the current map layout including zoom level, map center, and active layers. The save layer applies to both map panel and map in a separate tab - so that the same layout will appear at startup the next time the user launches Map.

## **Clear Map Layout**

To remove the saved map layout, use this menu item.

## **Switch Centers**

- Under "Switch Center," use the dropdown menu to locate the appropriate dispatch center (Figure 9).
- Select the correct center from the list to change centers (Figure 10).

Figure 9 - Switch Dispatch Centers



Figure 10 - Select the new dispatch center from the dropdown menu.



## **Log Off**

- The action of logging off will require the user to log in as before.

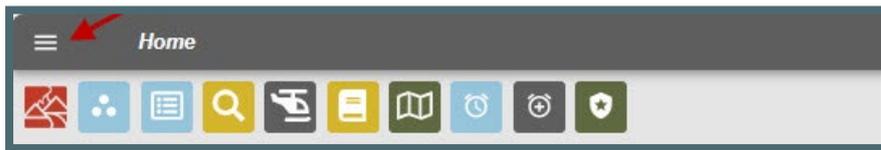
## Section 2: Icons and Function Keys

Icons and Function Keys make up the second area of the Home Page and are reviewed in 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*.

## Section 3: Hamburger (Pull-down Menu)

Click the **"Hamburger"** symbol (≡) on the Ribbon, and the pull-down menu in Figure 11 will appear.

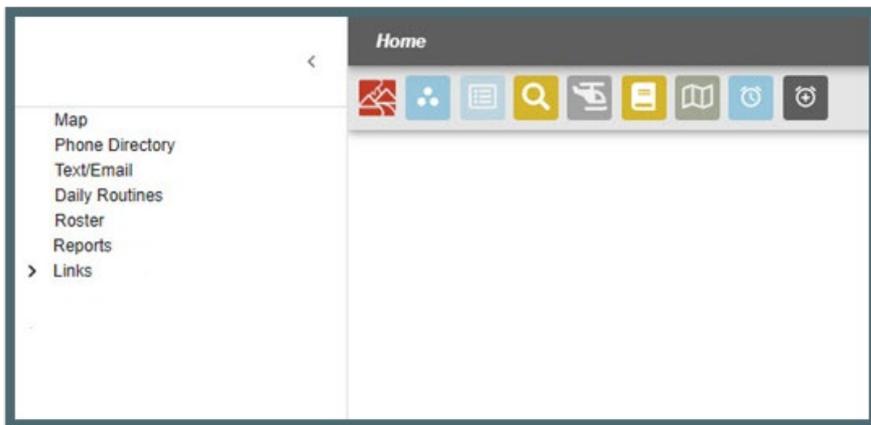
Figure 11 - Click on the ≡ (Hamburger) to access the pull-down menu.



Click on the appropriate topic in the pull-down menu (Figure 12), which will then allow the user access to each one of the menu items. Each menu item will open in its own "Tab," except Links:

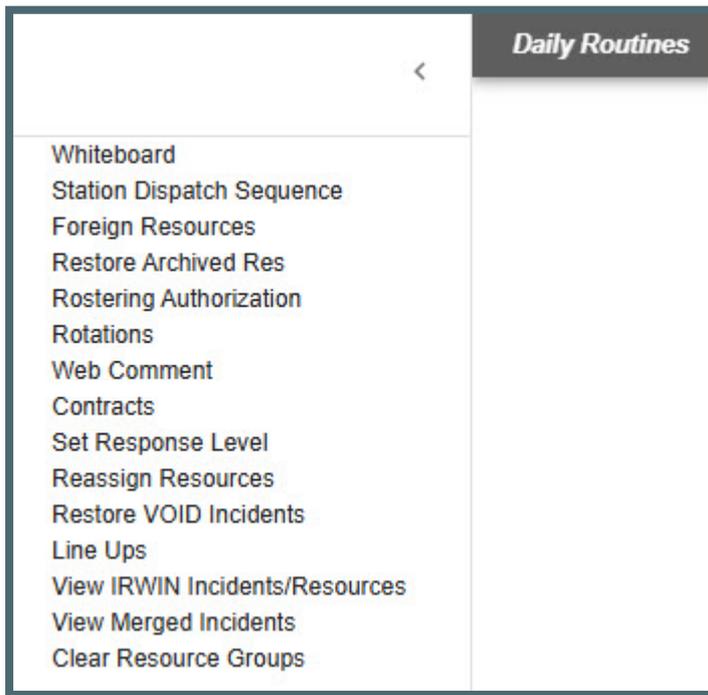
- Maps
- Phone Directory
- Text/Email
- Daily Routines
- Roster
- Reports
- Links

Figure 12 - Hamburger Pull-Down Menu



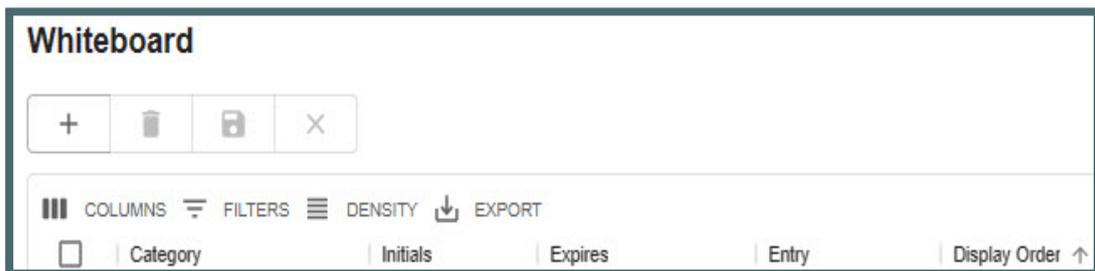
## Part II: Daily Routines

Figure 13 - Daily Routines open into a separate map.



### Section 1: Whiteboard

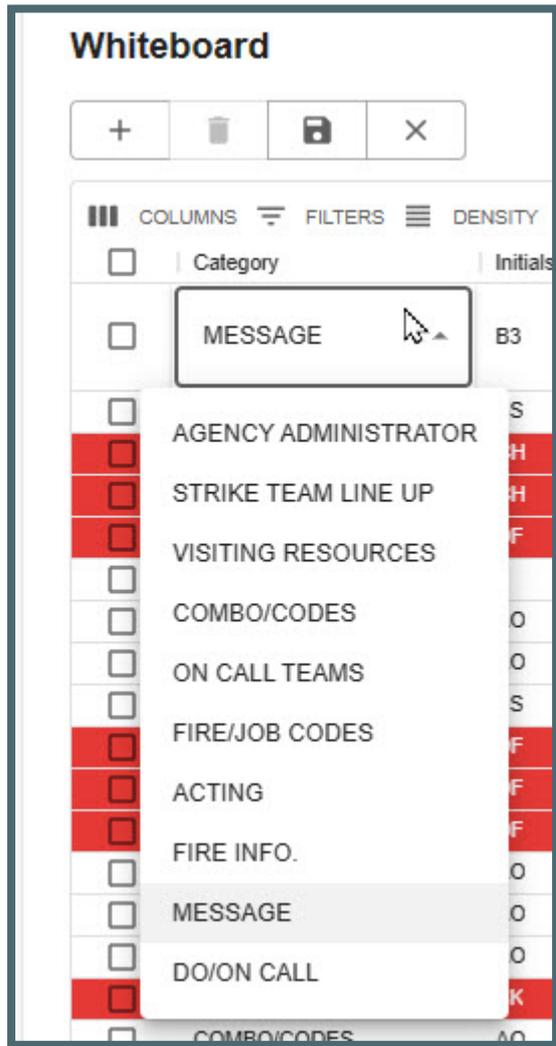
Figure 14 - To add an entry click on the plus sign and put the entry in a category.



The whiteboard is intended as a place to temporarily maintain information (for a day or two), it is NOT for long-term storage of information or a place to maintain a long history of any action or incident.

## To Add an Entry:

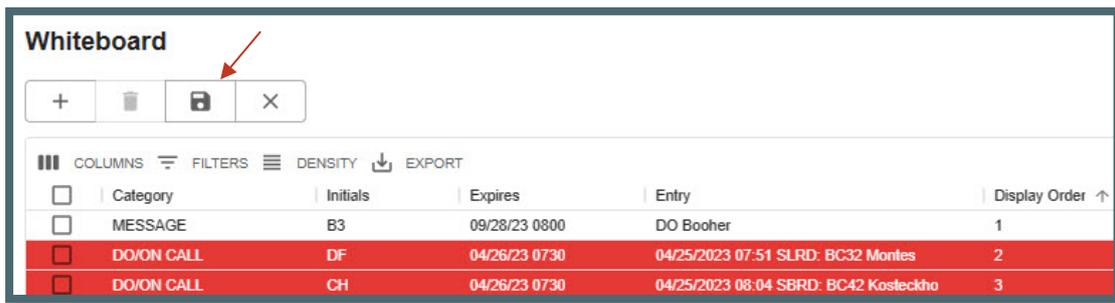
Figure 15 - Whiteboard Dropdown Menu.



To add a row, click the plus sign and enter the following:

- **Category** - use the Dropdown to select the category (See Figure 15)
- **Initials** - enter the dispatchers initials.
- **Expires** - enter the date and time this whiteboard entry will expire. Note; when whiteboard entries reach the expiration date, they will turn red.
- **Entry** - enter the message text.
- **Display** - the number entered will determine the message display order with the smallest number being displayed first.
- Click the **"Save"** icon.

Figure 16 - Click the "Save" Icon

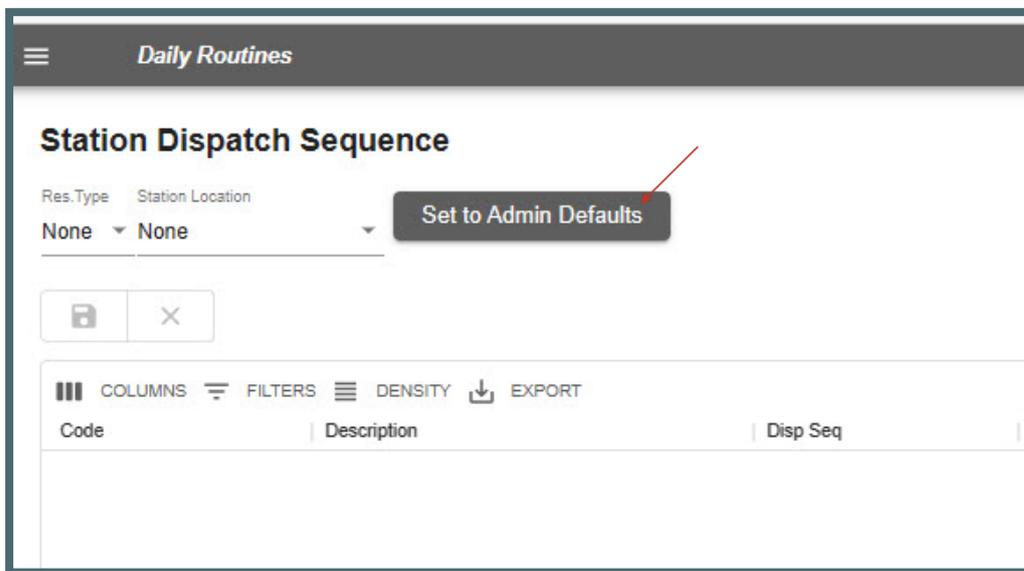


### To Delete an Entry:

- Check the box for the entry to be deleted.
- Use the trash can to delete the entry selected.

## Section 2: Station Dispatch Sequence

Figure 17 - Station Dispatch Sequence is set by the Center Administrator allowing resources to be dispatched in a preferred order.



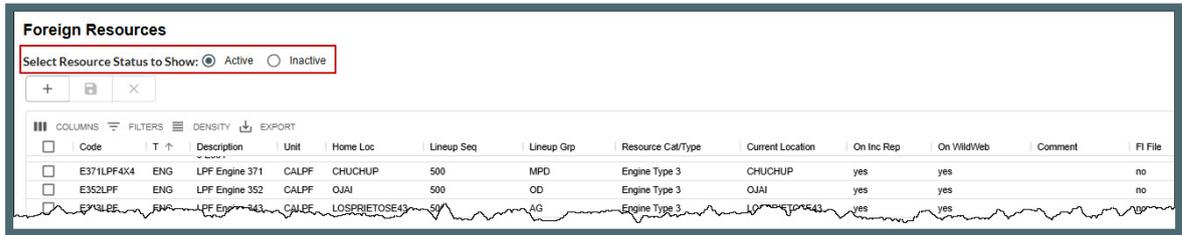
Center Administrator sets the Admin Defaults for the station dispatch sequence and does so for each resource type, allowing those resources to be dispatched in preferred order. Although the sequence is set, there may be times when resources are not dispatched according to the admin defaults.

**Example of Re-sorting Station Dispatch Sequence.** An example would be if Engine 311 is sequenced to go out before Engine 1R; but for that day, Engine 1R needs to go out before 311. To make that happen, assign a high number to Engine 311 and save it. The system will automatically re-sort the priority, so if only one engine is required for the day, Engine 1R will be dispatched first.

- Use Station Dispatch Sequence to set or reorder resource dispatch order by assigning the appropriate number in the sequence to the “Disp Seq” column.
- Identify the resource that should be top priority for the day.
- Assign a higher number to the current priority resource.
- The system will automatically re-sort the priority for that resource.
- To revert to the admin defaults, click the “Set to Admin Defaults” button.

### Section 3: Foreign Resources

Figure 18 - Foreign Resources are those resources temporarily assigned to the user's assigned Dispatch area.



In *WildCAD-E*, the term “**Foreign Resource**” means resources that are temporarily assigned to the users assigned Dispatch area. Although only the *WildCAD-E* Center Administrator can add or edit the users own Resources, all dispatchers may add/edit/Set Active (Yes/No) Foreign Resources as they come and go from the users assigned Dispatch area.

To view “Active” or “Inactive” Foreign Resources select the appropriate button for resource status to be shown.

- To add a Foreign Resource, enter or select all required information, and click **Save**.
- Make any necessary edits and click “Save.”
- **Code:** Keep this as short as possible, since it will be displayed on numerous reports and lists. For example, use E31, not ENG31SQF.
- **Type:** Select from the dropdown the resource type (engines, dozers, etc.).
- **Description Type:** The description of the resource.
- **Unit and Home Loc** (Home Location) are all dropdown lists that the user created earlier.
- **Lineup Seq** (Line Up Sequence) controls the order in which Resources are listed on the morning Lineup Panel. This has nothing to do with the order in which they are dispatched - merely the appearance on the screen.
- **Lineup Grp** (Lineup Groups) are all dropdown lists that the user created earlier.
- **Resource Cat/Type** (Categories and Type) are all dropdown lists that the user created earlier.
- **Current Location** are all dropdown lists that the user created earlier.
- **On Inc Rep Yes or No** if the user wants this Resource listed on the printed Incident Reports.

- **On WildWeb:** Unless this is “Yes,” this Resource will not show on the internet reports from *WildCAD-E* called WildWeb.
- **Active:** Select “Yes” is the Foreign Resource still available. You cannot inactivate “No” resources while on an incident. Once a resource is inactivated, the resource will show the list of “Restore Archived Resources.”
- **Comments:** Enter text as it relates to this resource.
- **F1 File:** Select “No” is the Foreign Resource not authorized for law enforcement activities.

## Section 4: Restore Archived Resources

Figure 19 -Restore Archived Resources

Code	Description	Unit	Home Loc	Resource Status	Dispatch Location	Foreign Res	Active
AFV Crew 2	Vandenberg CREW	CAHLYQ	03OTHERSB	Out of Svc	03OTHERSB	yes	no
2EDW3	VISITING FS LEO	CALPF	03OTHERMRD	Out of Svc	03OTHERMRD	yes	no
E312ANF	ANF Cover Engine	CALPF	FHL	Out of Svc	LOSPRIETOS	yes	no

Figure 20 - Restore resource by changing the “Active” column from no to yes.

Code	Description	Unit	Home Loc	Resource Status	Dispatch Location	Foreign Res	Active
AFV Crew 2	Vandenberg CREW	CAHLYQ	03OTHERSB	Out of Svc	03OTHERSB	yes	yes
2EDW3	VISITING FS LEO	CALPF	03OTHERMRD	Out of Svc	03OTHERMRD	yes	no
E312ANF	ANF Cover Engine	CALPF	FHL	Out of Svc	LOSPRIETOS	yes	no

- To restore an archived resource, go to the “**Restore Archived Resources**” screen, and change the “Active” status from no to yes.

## Section 5: Rostering Authorization

Figure 21 - Rostering Authorization

User: bboother@b...

Engines	Crews	Helicopters	Dozers	Water Tenders	Tractor Plows
<input type="checkbox"/> E16LPF	<input checked="" type="checkbox"/> CRW528LPF	<input checked="" type="checkbox"/> HEL527LPF	<input checked="" type="checkbox"/> DOZ3LPF	<input type="checkbox"/> Code	<input type="checkbox"/> Code
<input checked="" type="checkbox"/> E17LPF	<input type="checkbox"/> CRW527LPF		<input type="checkbox"/> DOZ4LPF		
<input checked="" type="checkbox"/> E18LPF	<input checked="" type="checkbox"/> CRW1LPF				

**Rostering Authorization** opens in its own Tab. Dispatchers can only authorize those personnel who have the Roster Role in *WildCAD-E*. If a Dispatcher is also going to do the actual rostersing, the Dispatcher should have been assigned both the **Dispatcher Role** AND the **Roster Role**.

- Select a person’s name the user wants to have rostersing authorization.

- Click the check boxes of which specific resources they will be authorized.

## Section 6: Rotations

The Center Administrator sets up rotations at their respective center. Once rotations are set, they will appear here in *WildCAD-E*.

Figure 22 - Once rotations are set, they appear on the "Rotations" panel.

**Rotations**  
Rotation Type  
22 T3 ENG. ROT.

**Assignment History**

Sequence	Assign Date	Incident Name	Incident Number	Local Number	Assigned	Release Date
1	08/21/23	Bear	CALPF-2023 1050	5	E319	08/28/23
2	08/21/23	Bear	CALPF-2023 1057	5	E415	08/28/23

**Record Assignment**

Sequence	Description	Assign Date	Incident Name	Incident Number	Local Number	Assigned	Release Date
1	SLRD						
2	SBRD						
3	ORD						
4	MPRD						
5	MRD						

### Record Assignment Grid

- Data is filtered by selected **Rotation Type**, set by dropdown at the top of the page.
- Enter "Assign Date," "Incident Number," "Local Number," "Assigned," and "Release Date." The columns are visualized to match rotation data.
- All columns are editable in the grid except for the "Sequence" and "Description" columns.
- Once a row has been edited, Click save, and the record will be added to rotation table.

Figure 23 - Record Assignment

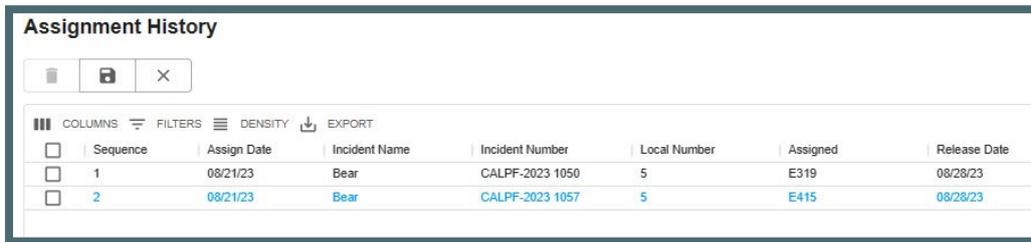
**Record Assignment**

Sequence	Description	Assign Date	Incident Name	Incident Number	Local Number	Assigned	Release Date
1	SLRD						
2	SBRD	8/21/2023	Bear	CALPF-2023 1057	5	E415	
3	ORD						
4	MPRD						
5	MRD						

## Assignment History Grid

- On this grid, the only entry allowed is the **Release Date**.

Figure 24 - Assignment History



Sequence	Assign Date	Incident Name	Incident Number	Local Number	Assigned	Release Date
1	08/21/23	Bear	CALPF-2023 1050	5	E319	08/28/23
2	08/21/23	Bear	CALPF-2023 1057	5	E415	08/28/23

## Section 7: Web Comments

Figure 25 - Web Comments are used to share any type of free text message.



Web Comment

High fire danger today.

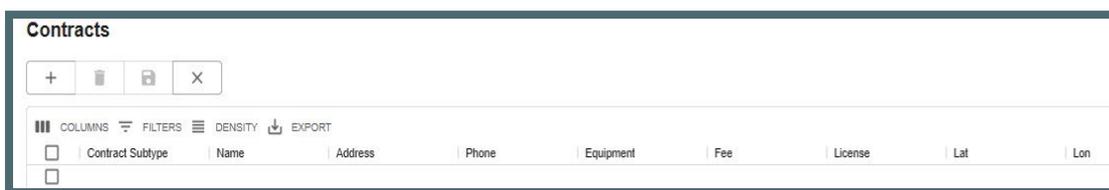
Reset Clear Save

**Web Comments** is an option for use by a dispatch center to share any type of free text messaging.

- Use the “Reset” button to display the last saved comment.
- Use the “Clear” button to clear contents.
- Enter comments and then click the “Save” button.

## Section 8: Contracts

Figure 26 - Contracts.



Contract Subtype	Name	Address	Phone	Equipment	Fee	License	Lat	Lon
------------------	------	---------	-------	-----------	-----	---------	-----	-----

A dispatcher uses **“Contracts”** to manage the list of contractors for which the Center has agreements/ contracts for incident support. “Contracts” was developed before Viper, so many WildCAD centers now use Viper and no longer use the contracts concept in WildCAD. “Contracts” is where the dispatcher enters this information, so that the contracts will show up on the “Incident Contracts” tab. Dispatchers can add, edit and/or delete contract resource information here.

To add a contract resource:

- As with other grids, click the plus sign to add a new row.
- Use the dropdown to select the appropriate type of contract and any subtypes established by the users respective Center Administrator.
- Complete the required information.
- Click the "Save" button.

**NOTE:** It is important to have the latitude and longitude for the incident because the LAT/LON will drive the proximity to the incident on the contracts tab.

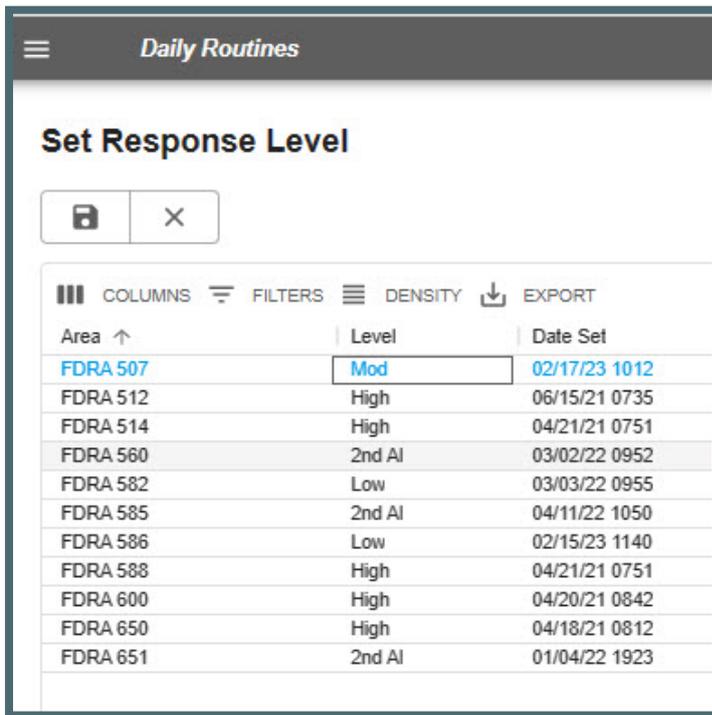
Figure 27 - Contract Map shows the location of Resources.

Contract Subtype	Name	Address	Phone	Equipment	Fee	License	Lat	Lon
(SQF) Hand Wash Stat, Tri Mid	AAA Emerg. Serv (3)	Lindsay, CA	D: (800)201-2433, C: (800)655-7479, C2: (916)425-7952	Hand Wash Stat, Tri	AG-9J61-E-09-7495	V4HXEN1014WC...	36.203	119.0881
(SQF) Hand Wash Stat, Tri Mid	Abel Fire equip. (6)	Lake Isabella, CA	D/C/N: (800)796-1923	Hand Wash Stat, Tri	AG-9J61-E-09-7482	V4RACS1012XN0...	35.618	118.4731
(SQF) Hand Wash Stat, Tri Mid	Expeditors (5)	Bakersfield, CA	D/N: (800)225-3119, C: (714)392-6580	Hand Wash Stat, Tri	AG-9J61-E-09-7455	V4FE3488	35.3732	119.0187
(SQF) Hand Wash Stat, Tri Mid	SSR Ent. (7)	Woodlake, CA	D: (559) 564-3881	Hand Wash Stat, Tri	AG-9J61-E-09-7521	VCA981749	36.4135	119.0987
(SQF) Hand Wash Stat, Tri Mid	Sierra Fire (2)	Lake Isabella, CA	D/N: (760)379-6647, C: (661)332-7072, DZ: (661)472-8905	Hand Wash Stat, Tri	AG-9J61-E-09-7513	V5M3BE2027410...	35.618	118.4731
(SQF) Hand Wash Stat, Tri Mid	Sierra Fire (4)	Lake Isabella, CA	D/N: (760)379-6647, C: (661)332-7072, DZ: (661)472-8905	Hand Wash Stat, Tri	AG-9J61-E-09-7513	V1A9500J22470417	35.618	118.4731
(SQF) Hand Wash Stat, Tri Mid	TL's Port. Sinks (1)	Lake Isabella, CA	D/C: (861) 333-9456, N: (760) 379-2183	Hand Wash Stat, Tri	AG-9J61-E-09-7469	VCA557574	35.618	118.4731
(SQF) Dots Instate	Rantz Inc (7)	Tahoe, CA	D/N: (524) 677 8996	Dots Toilet	AG 9J61 E 09 7516	CCCC Douthless	34.8644	118.4634

- **No Action is required.** These are informational screens. These screens allow the user to search for a specific resource to determine incident / location.

## Section 9: Set Response Level

Figure 28 -Set Response Level

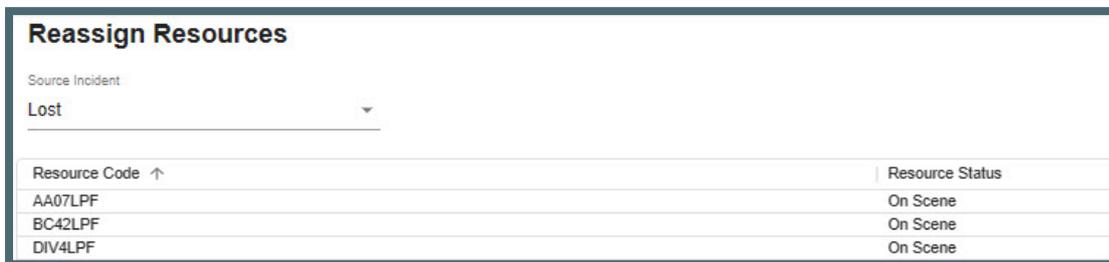


Area ↑	Level	Date Set
FDRA 507	Mod	02/17/23 1012
FDRA 512	High	06/15/21 0735
FDRA 514	High	04/21/21 0751
FDRA 560	2nd AI	03/02/22 0952
FDRA 582	Low	03/03/22 0955
FDRA 585	2nd AI	04/11/22 1050
FDRA 586	Low	02/15/23 1140
FDRA 588	High	04/21/21 0751
FDRA 600	High	04/20/21 0842
FDRA 650	High	04/18/21 0812
FDRA 651	2nd AI	01/04/22 1923

- **“Set Response Level”** screen allows the user to set the daily response level for each resource by modifying the **“Level”** column.
- The date and time will automatically be modified to document the change.

## Section 10: Reassign Resources

Figure 29 - Reassign Resources



Resource Code ↑	Resource Status
AA07LPF	On Scene
BC42LPF	On Scene
DIV4LPF	On Scene

### **On the left side of the panel:**

- Select the **“Source Incident”** by either typing a few letters of the name or selecting from the dropdown list.
- Once the Incident is selected both the **“Resource Code”** (Name of Resource) and **“Resource Status”** will be populated.

**On the right side of the panel:**

- Select the **“Destination Incident;”** and confirm reassignment of all resources from the old incident to the new, by selecting **“OK.”**
- Click **“Re-assign Resource from Source to Destination.”**
- All resources listed will be reassigned to Destination Incident as **“Committed.”**

Figure 30 - Confirmation of reassignment.

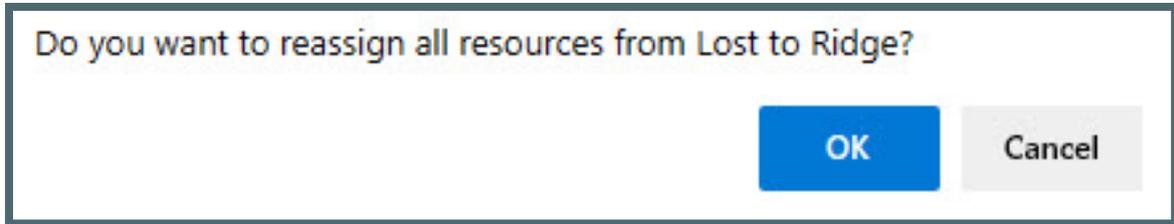
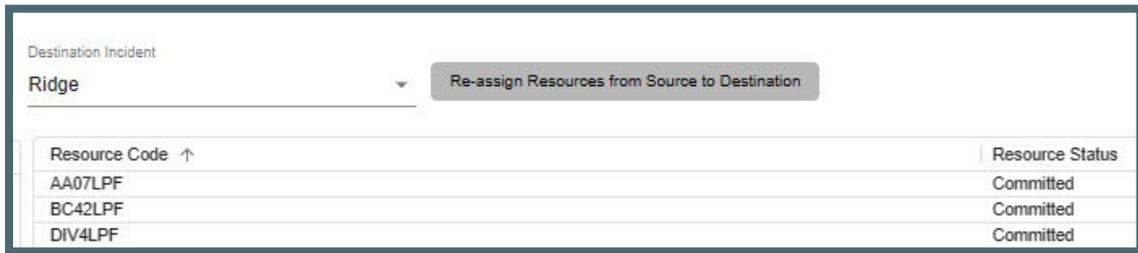


Figure 31 - Reassign resources from source to destination.



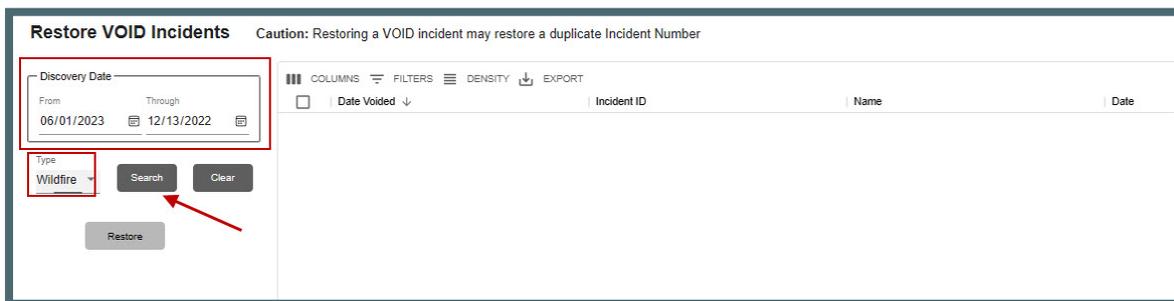
## Section 11: Restore VOID Incidents

**To restore a voided incident:**

- Enter **“Discovery Date”** (From/To).
- Select the incident **“Type”** from the pull-down menu.
- Click **“Search** button or **“Clear’** button to start over.

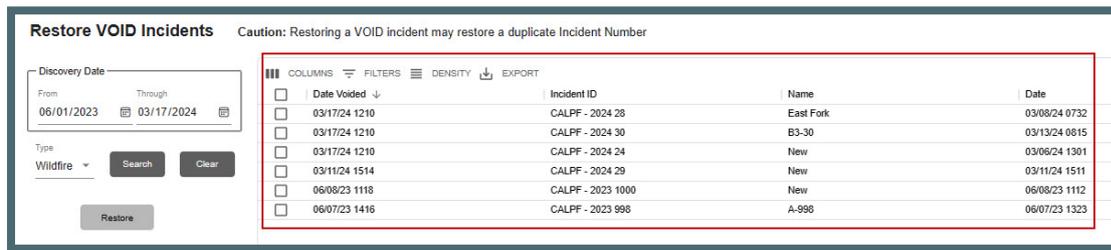
Search fields for date to and from and the incident type were added, as well as search and clear buttons. Since the page can only return up to 250 records, adding this feature will allow the user to search for any void incident no matter how old. If you exceed 250 records, an alert will appear.

Figure 32 - Restore VOID Incidents



After clicking the search button the list of incidents will appear.

Figure 33 - List of VOID Incidents



Select the appropriate incident by checking the box next to the VOID incident and use the "Restore" button to restore the incident.

Figure 34 - Restore VOID Incidents



## Section 12: Line Ups

### To change a status on all resources:

- Select the Lineup Group from the Lineups dropdown list.
- Click on either the "Out of Svc" or "Available" button. The user will be asked for confirmation.

Figure 35 - Line Ups Panel - All Resources

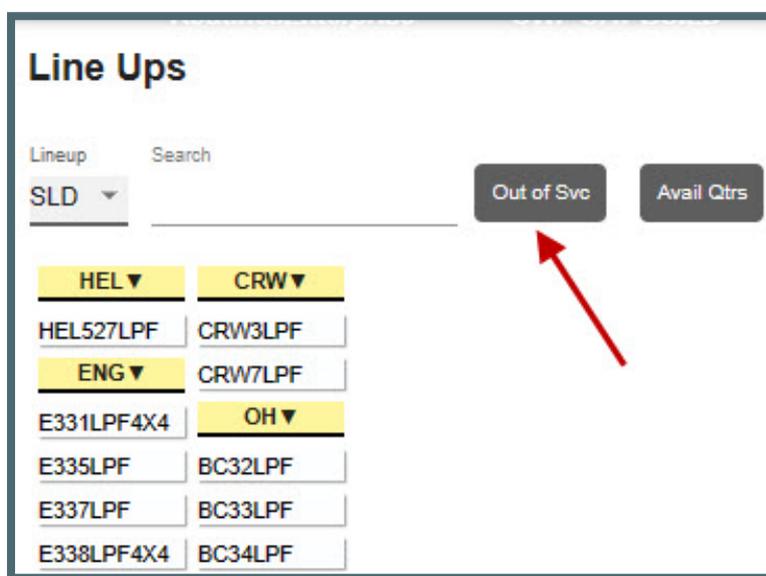


Figure 36 - Confirmation of Change to Out of Service

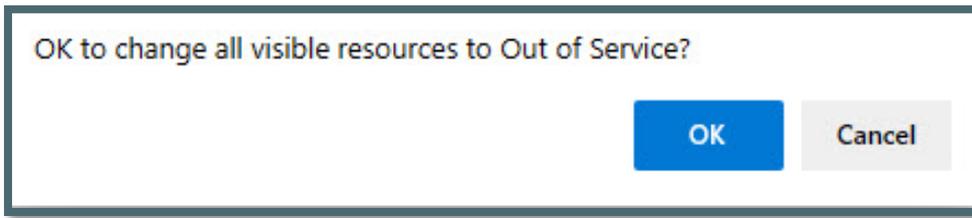
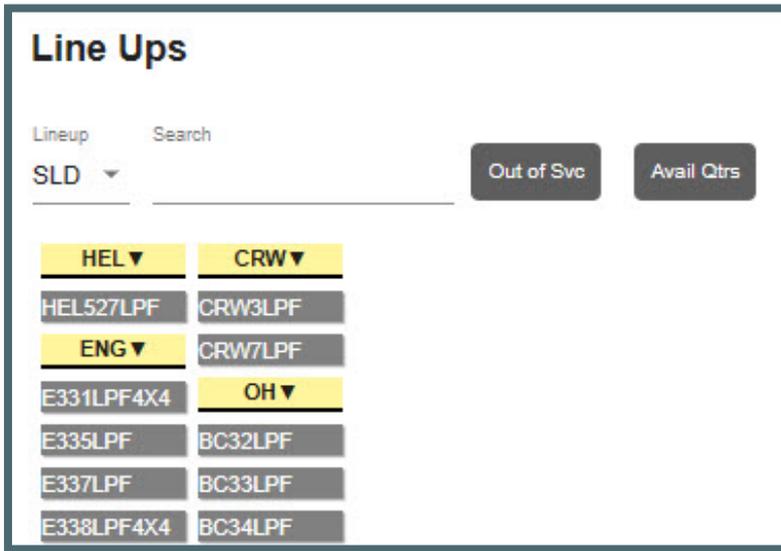


Figure 37 - Line Ups Panel - Out of Service



**To change a status of one resource:**

- Select the Lineup Group from the Lineups dropdown list.
- Select the resource by either typing a few letters of the name or by selecting from the list. The status and location of the resource will be displayed.
- Select the appropriate status from the Resource Status dropdown list.
- Use the Resource Status dropdown list to change the status.

Figure 38 - Select the Resource

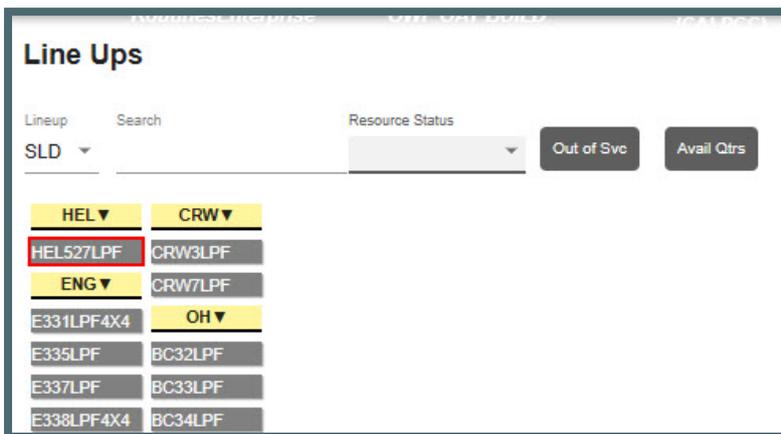


Figure 39 - Resource is Now Available



### **Multi-Select Resources**

- Select the Lineup Group from the Lineups dropdown list.
- Ctrl + Click on multiple resources.
- A red box will be displayed on selected resources
- Select the appropriate status from the Resource Status dropdown list.

Figure 40 - Selecting multiple resources.

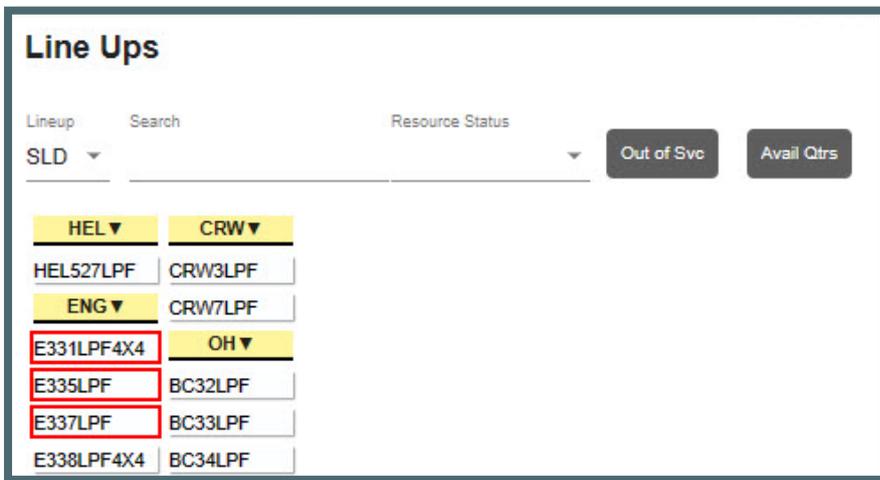
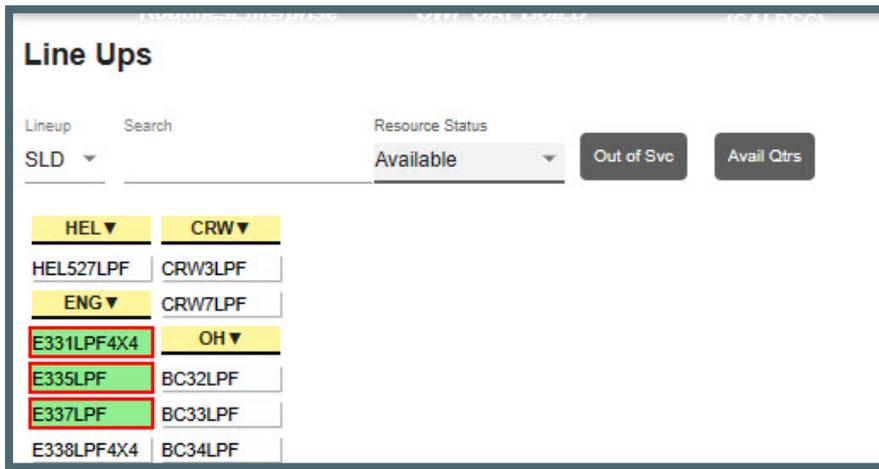


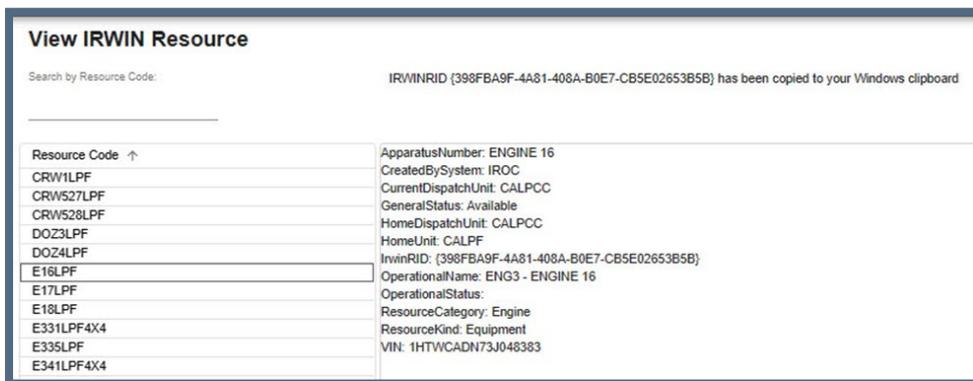
Figure 41 - Selecting Multiple Resources



### Section 13: View IRWIN Incidents/Resources

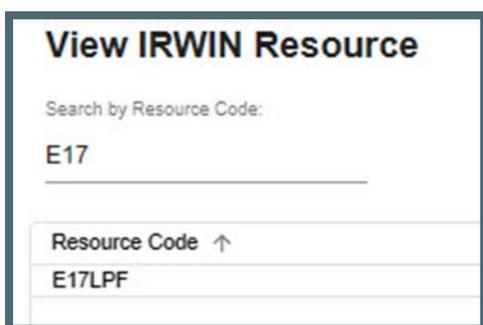
This panel allows the users to view the data associated with WildCAD resources that have been matched Resources in IRWIN. Select a resource in the **“Resource Code”** column and the “IRWINRID” and associated information will be displayed to the right.

Figure 42 - View IRWIN Resources



The user can search for specific resource by enter the **“Resource Code”** in line below “Search by Resource Code.”

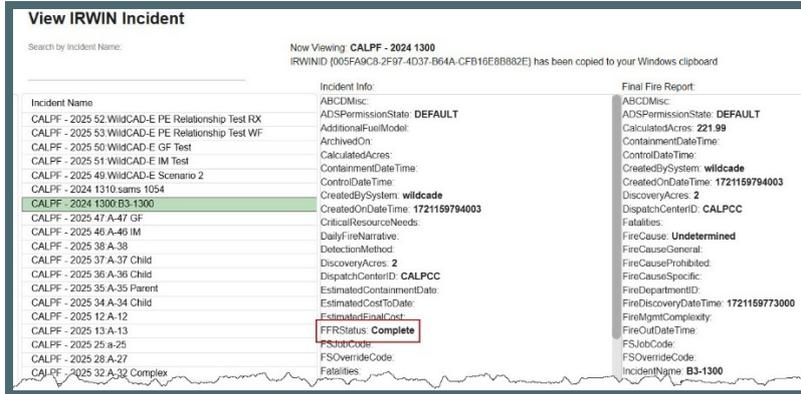
Figure 43 - Search for a Resource



Select an incident in the **“Incident Name”** column and the following information will be displayed as read only:

- “Incident Infor” – associated with *WildCAD-E*.
- “Final Fire Report” – associated with fire reporting.

Figure 44 - View IRWIN Incidents



The user can search for specific incident by enter the “Incident Name” in line below “Search by Incident Name.”

Figure 45 - Search for an IRWIN Incident by Incident Name



## Section 14: Merged Incidents

The user can view “View Merged Incidents” by clicking on the link.

The data is displayed by:

- Parent Incident ID and Name - the incident accepting the other incident.
- Child Incident ID and Name - the incident merging into the other incident
- Associated - Date and time the merge occurred.
- Associated By - the dispatcher that created the merge.

Figure 46 - Merged Incident

Parent Incident ID	Parent Name	Child Incident ID	Child Name	Associated ↓	Associated By	Disassociated	Disassociated ...
CALPF - 2025 4	B3-4	CALPF - 2025 3	B3-3	02/16/25 1013	B3		

- Disassociated - Date and time the merge was unmerged.
- Disassociated By - the dispatcher that removed the merge.

Figure 47 - Unmerged Incident

Parent Incident ID	Parent Name	Child Incident ID	Child Name	Associated ↓	Associated By	Disassociated	Disassociated ...
CALPF - 2025 3	B3-3	CALPF - 2025 4	B3-4	02/16/25 1032	B3	02/16/25 1033	B3

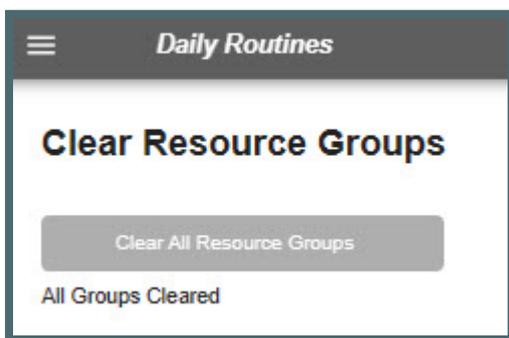
## Section 15: Clear Resource Groups

Use this menu item to clear (delete) all Resource Groups.

Figure 48 - Clear all Resource Groups button.



Figure 49 - "Clear All Resource Groups" button.



After using the "Clear All Resource Groups" button will indicate all groups have been cleared.

## Part III: Opening Operations

### Section 1: Map Icon (F5) / Map Tab

**The Map** can be opened in two ways:

1. By selecting from the menu, the map will open in its own "Tab."
2. By clicking on the Map Icon button, the map will open on the "Home Page" screen.

The full screen map page has all the functionality of the map panel. In addition, it will show updated (live) incidents and resource locations every three seconds.

When first launching *WildCAD-E* or when first opening the map panel, the map will take a second to load all the layers before it recenters the map on the extent shape layer identified by the center.

When the response area layer is refreshed for a center, the user is now alerted that a new file is available, and the user is instructed to refresh their map to see the new file. When a user logs in, the Response Area cache is refreshed if a new layer has been uploaded.

## Function Key

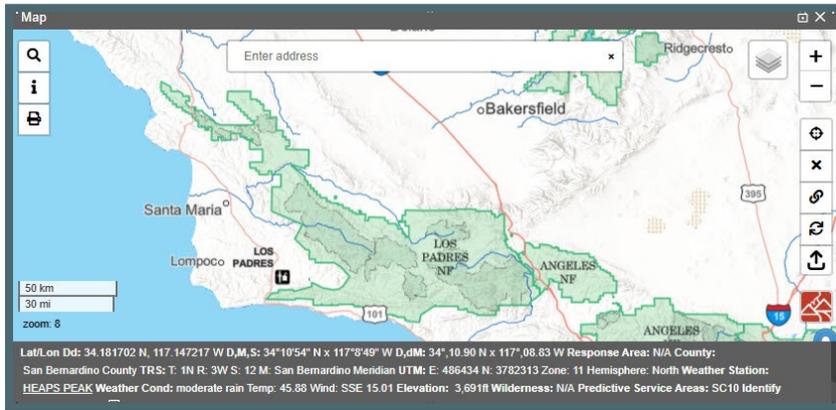
Figure 50- Map Icon (F5)



The Map Menu (F5) allows the user to view and utilize various GIS layers, which were integrated with *WildCAD-E*.

## Map Tab

Figure 51 - Map on Home page.



There are two (2) types of layers - Points and Polygons.

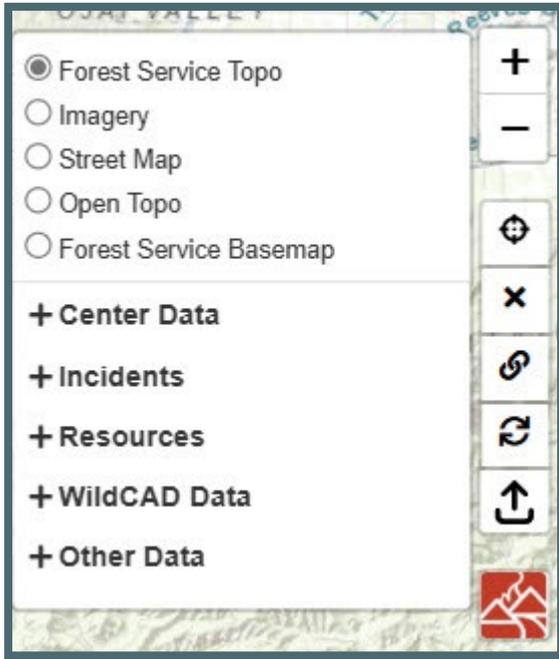
1. **Point data** are shown as clustered icons on the map with a number showing how many points are in the cluster. These clusters will “explode” into smaller groups as the user zooms in or clicks on the cluster. Hover over a single icon on the map to show the identifying popup.
2. **Polygon data** are displayed with different transparency and colors based on how the administrator has set up the layer. Click inside the polygon to get information about it. It will either be displayed on the map footer, or the point info panel (described below).

## **Layers List**

Figure 52 - Layers List Icon



Figure 53 - Layers List has two sections—the Base Map Layers and Group of Data Layers

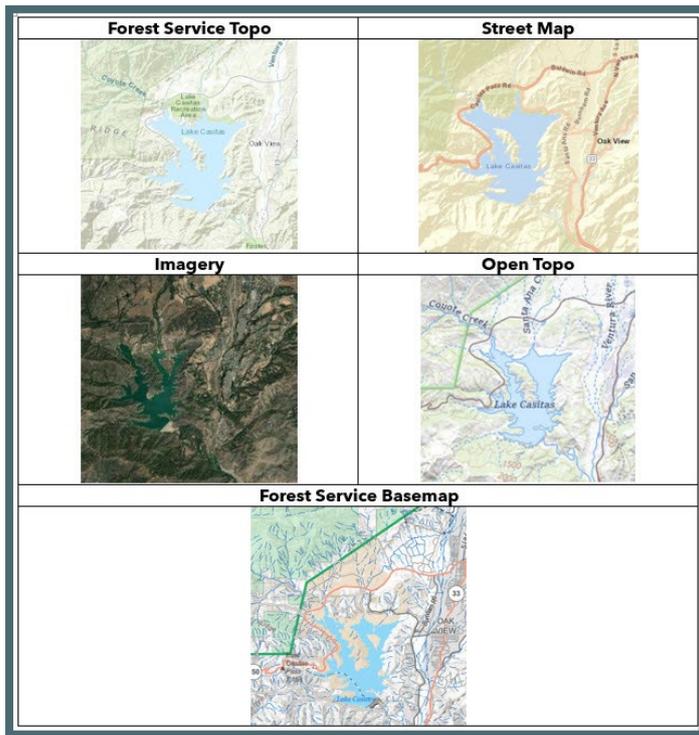


Clicking on the Layers Icon will display two sections.

1. Upper Section - **Base Map Layers**
2. Lower Section - Five groups of data from **Layers List**

The upper section allows the user to select one of the five map layers by selecting the radio button for which layer to be displayed. A horizontal scroll bars that is visible if the map panel size is smaller than the point info panel size.

Figure 54 - Base Map Layers



The lower section allows the user to select from five (5) groups of data in the layers list:

There are five (5) groups of data in the layers list:

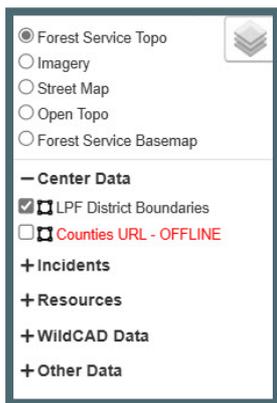
1. **Center Data** - These layers pertain to the center operations and are uploaded into *WildCAD-E* by the Center Administrator.
2. **Incidents** - These are points for open incidents broken out by incident types.
3. **Resources** - These are points broken out by resource type.
  - Resources are displayed at the incident's location only when their status is Responding or On Scene or Available At Incident.
  - Resources with status "Out of Service", "Duty Officer Out Svc", "Unavailable for Assignment" and "Day Off" no longer display on the map.
  - Resources are displayed at their current dispatch location in all other cases.
  - Resource's home dispatch location and current dispatch location can be the same.
4. **WildCAD Data** - These are layers that have been added by the *WildCAD-E* Administrator. Examples of few of these layers are:
  - Dispatch Location
  - Response Areas
  - Hazards are points shown on the map as a large circle representing the hazard radius. Turn on the layer and hover over the circle to show the hazard name and the alert miles.

5. **Other Data** - These are points and/or polygon data that have been added by the WildCAD-E Administrator.

When a layer that is part of the Center Data or Other Data groups becomes unreachable due to an error on the service provider's side, users could previously turn the layer on, causing the application to crash. Now, the user will not be able to turn the layer on until the service is responsive again.

Also, when an EGP site is not available or there is a token issue. The map skips those layers and finishes loading rather than continually trying to load. Any service layer that is not responding will display "OFFLINE" in red text next to the layer name. If the layer is used in the footer and is not responding, "OFFLINE" will also be displayed for that layer in the footer.

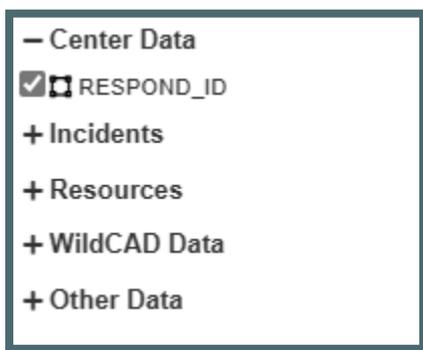
Figure 55 - Map Layers Unreachable



### **Select the Center Data**

To view the data (points or polygons) click on the "Plus" sign next to **Center Data**, then select from the layers group checkboxes.

Figure 56 - Center Data Section



The Center Data layers that are shapefiles are downloaded once they are added to the map, instead of when the map is opened. This prevents a delay with the map being functional when it is first opened.

The Center Data Layers:

- Have a “display field.” This is set up by the Center Administrator.
- Are listed in the layers list under “Center Data.”
- May or may not be displayed on the map.

When the user checks the “Identify Custom Layers” box, a message “Data Loading,” will appear. This message should eliminate any confusion on whether the checkbox is working.

Figure 57 - Center Data Section



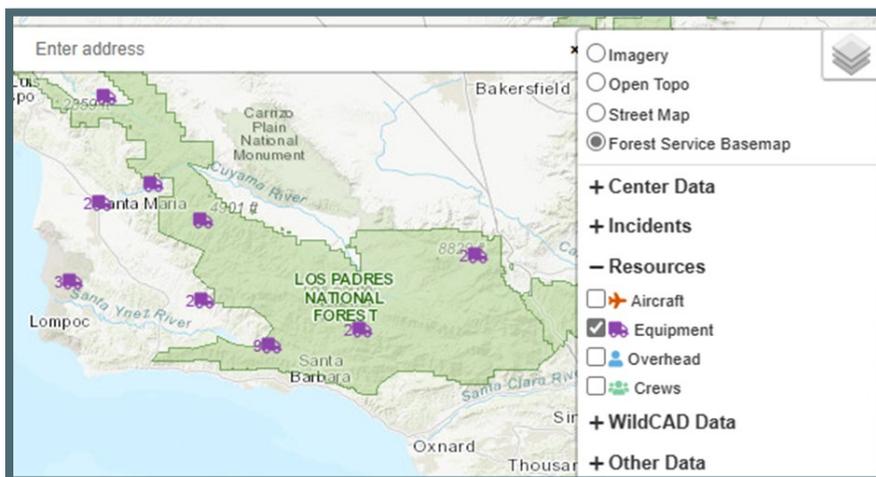
In addition, on the Map Footer there is a checkbox “Identify Custom Layers?” When this checkbox is selected, information from the Center Data will be displayed, even if the Center Data layers are not checked.

Hazards are points shown on the map as a large circle representing the hazard radius. Turn on the layer and hover over the circle to show the hazard name and the alert miles.

### **Select from either Incidents, Resource, WildCAD Data or Other Data**

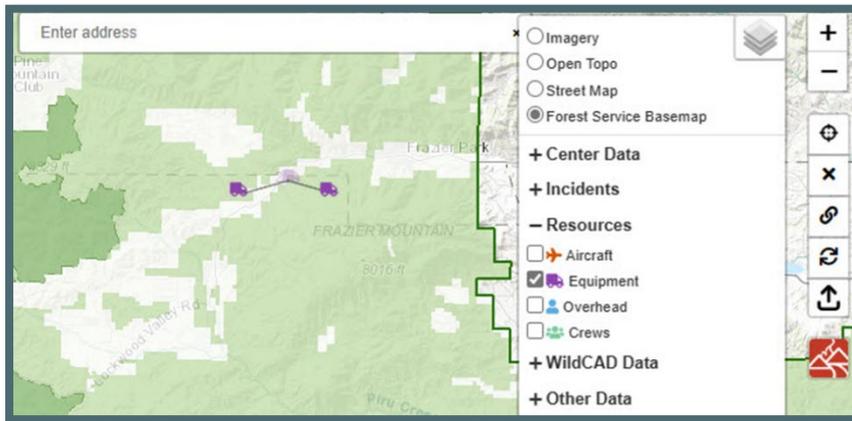
The workflow is the same as Center Data. Below is an example using the **Resources** data.

Figure 58 - Map Feature Resource Locations assist the user in locating resource types.



By checking the boxes, this will display the resource types and their locations on the map; and if the user hovers over them, it will display the actual resource names. The number next to the resource indicates how many resources are at the location.

Figure 59 - Map displays location of resources.



### **Plus, and Minus sign Icons (Upper Right Corner of the Map)**

The "+" and "-" sign icons are used for zooming map in or out. The mouse scroll wheel can also be used for zooming the map in or out.

## **Recent Map**

Figure 60 - This icon is to zoom the map back to the starting position.



This will zoom the map back to the starting position, which is the extent of the dispatch center's response areas.

## **Clear Point**

Figure 61 - Use of the "x" icon clears the drop point from the map.



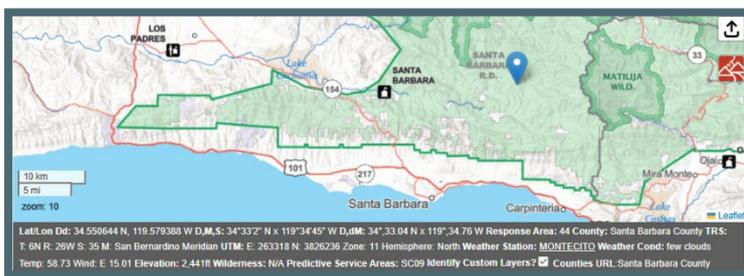
This clears the dropped point from the map, which was created when clicking the map. This also closes the map footer and the point info panel and clears the fields in the search panel.

## **Dropped Point**

Figure 62 - This is the dropped point icon.



Figure 63 - A point can be added to a map in several ways.



A point can be added to the map in several ways:

- Click anywhere on the map.
- Use the **Search Bar** (Enter Address, Place or Lat/Long)
- Use the **Search Panel** (Various search options such as, Lat/Long, TRS, Response Areas, Place Names, etc.)

The map footer will show information about the point. The point can be dragged to a new location and the map footer info will update.

### **Map Footer**

Anytime the user turns on the layer and hovers over a single icon or polygon on the map to show the description of that layer and some of which will be shown on map footer.

Single clicking anywhere in the map will “drop a point.” This action will open the “Map Footer,” which contains information about where the point is located.

*Figure 64 - Map shows footer information.*



The information fields are:

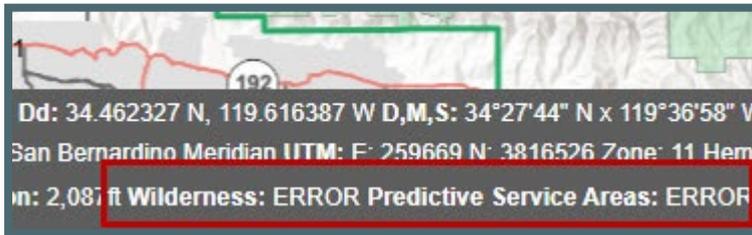
- Lat/Lon
- Response Area
- County
- TRS (township/range/section) TRS returned from the BLM service with no values will show in the footer as “N/A.”
- Meridian
- UTM Zone (eastings, northings, zone, hemisphere)
- The Current Weather Conditions include a general description of the weather, the temperature in degrees Fahrenheit, and wind speed (mph) and direction (cardinal direction). This information is from a MesoWest Weather Station link for the closest RAWS station at the dropped point and return observations within the last 24 hours of current day/time.
- Elevation.
- The Wilderness Names.
- The Predictive Service Area.

In addition, on the Map Footer there is a checkbox “Identify Custom Layers?” When selected, information from the Center Data will be displayed. The Center Data Layers:

- Have a "display field." This is set up by the Center Administrator.
- Are listed in the layers list under "Center Data."

**Map Services:** If one of the mapping services that is used in the map footer is down or unresponsive, the footer will display "ERROR" for that layer's data.

Figure 65 - Example a down or unresponsive layer.



The WildCAD Administrator can set that layer to be inactive. In the case where the layer is set to inactive, the footer will display "SRVC ERROR" for that layer.

Figure 66 - Example an inactive layer.



Figure 67 - Zoom Level



### **Zoom Level**

Zoom level value is now displayed in the bottom left portion of the maps so the user can easily see the zoom level of the map.

- The plus ("+") and negative ("-") sign icons are used for zooming the map in and/or out.
- 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 the negative (“-”) sign will decrease the zoom level by one.

When first opening the map, the zoom level will be automatically set to your predetermined extend zoom, usually the response area.

In the Maps - Other Data the zoom levels are predetermined and cannot be changed. In Appendix V will display the Other Data zoom level and other information.

**Add layer from a linked Uniform Resource Location (URL)**

Figure 68 - URL icon.



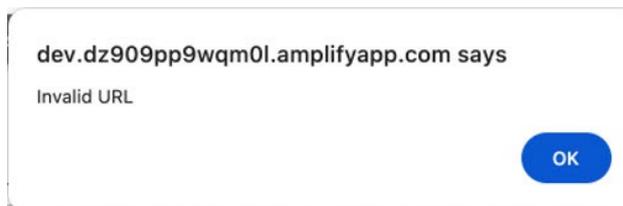
Dispatchers can add URL data to their map from various sources such as map services hosted by ESRI. This data will not persist when the page is refreshed and is not visible on anyone else’s WildCAD map.

Enter the map URL and a name to display in the user’s layers list.

Figure 69 - Box used to enter Map URL and Map name to display in the User’s Layer.

If the URL is invalid the following will be displayed

Figure 70 - Invalid URL



The user will also see the file added to the layers list under a new heading “Your Data.”

Figure 71 - Your Data

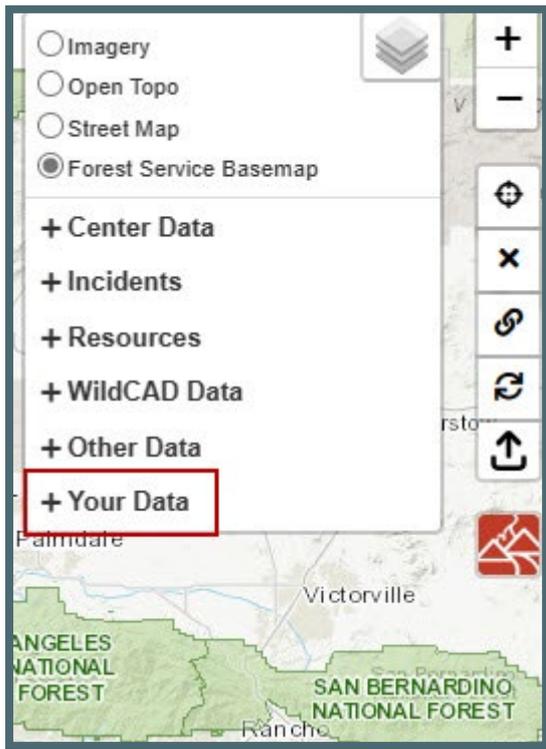
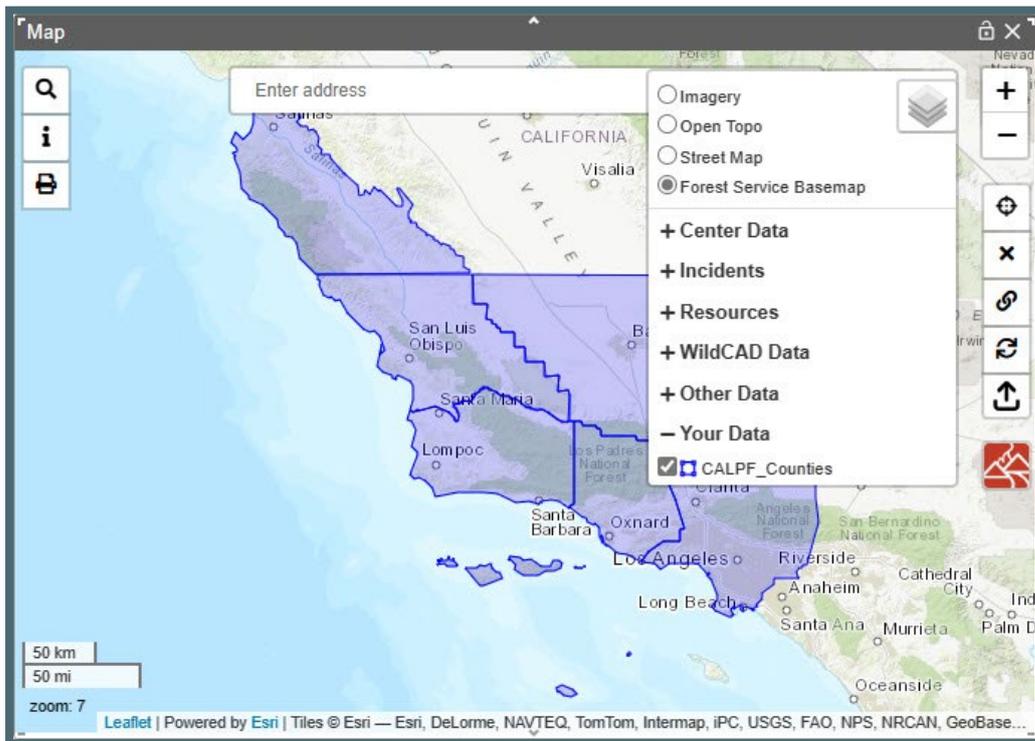


Figure 72 - File will be added to the layers list.



## **Refresh Resources Layer**

*Figure 73 - Refresh Resource Layer Icon*



The “Refresh Resources” button will update the current location of the resources, which can be seen when the Resource Layers are turned on in the map. This avoids the need to refresh the entire home page or map page to get the latest location of resources.

## **Add Layer from a Zipped Shapefile**

*Figure 74 - Uploading Icon*



Figure 75- Dispatchers can add data by uploading a zipped shape file from their computer.

<input type="checkbox"/>	Name	Date modified	Type	Size
<input checked="" type="checkbox"/>	CALPF_NFDRS.zip	3/25/2024 1:12 PM	WinZip File	401 KB
<input checked="" type="checkbox"/>	CALPF_Counties.zip	3/25/2024 12:42 PM	WinZip File	696 KB

Figure 76 - The zipped file must have four file extensions included: .shp, .shx, .dbf, and .prj.

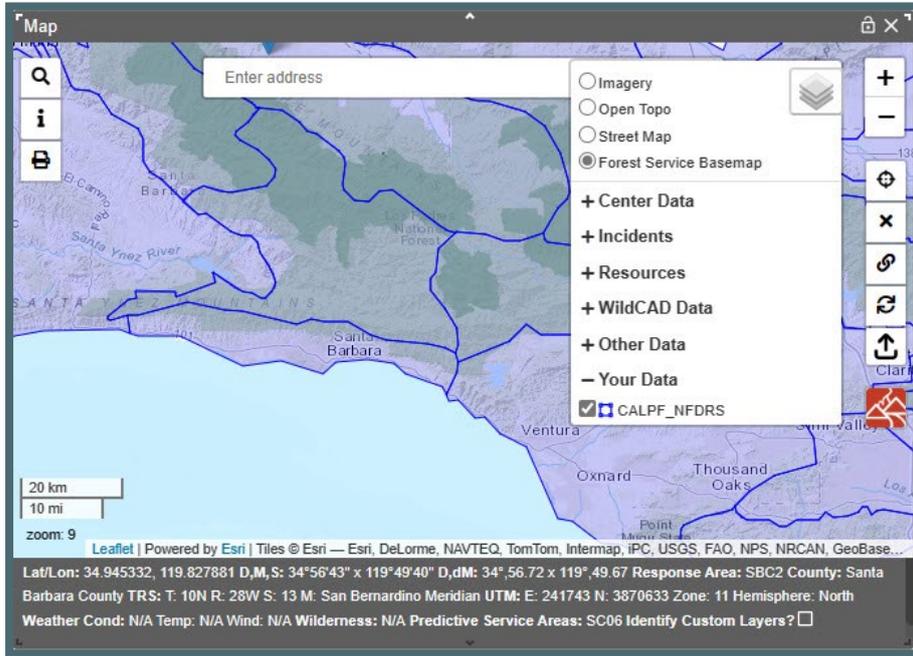
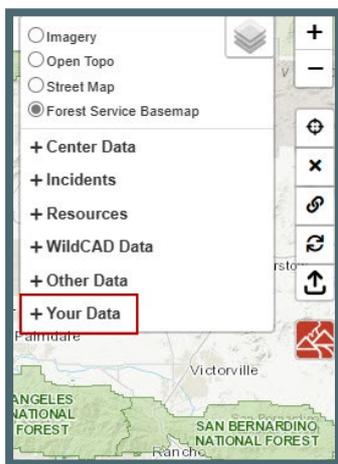


Figure 77 - Once completed, the user will see the filed added to the map layers under "Your Data."



Dispatchers can add data to their map by uploading a zipped shapefile from their computer. This data will not persist when the page is refreshed and is not visible on anyone else's WildCAD map.

Click the upload icon. A file browser will open. Locate the zipped shapefile, it must have at least these four (4) files extensions .shp, .shx, .dbf, and prj.

After selecting the file, it will be added to the user's map, and the map will zoom to the file's extent. The user will also see the file added to the layers list under a new heading "Your Data."

## **Create Incident**

Figure 78 - Create a new incident icon from the map.



Incidents can be created directly from the map. After dropping a point on the map, click the new incident button. If using the map panel, this will open a new incident panel with the location information pre-populated.

Incidents can be created in the eastern hemisphere (i.e., Guam incidents). This can only be done by creating an incident from the map, or by dropping a point and clicking the "Use Map" button on the incident panel. Eastern longitudes and southern latitudes cannot be manually entered into the incident panel coordinate boxes.

## **Section 2: Search Bar and Find Panel**

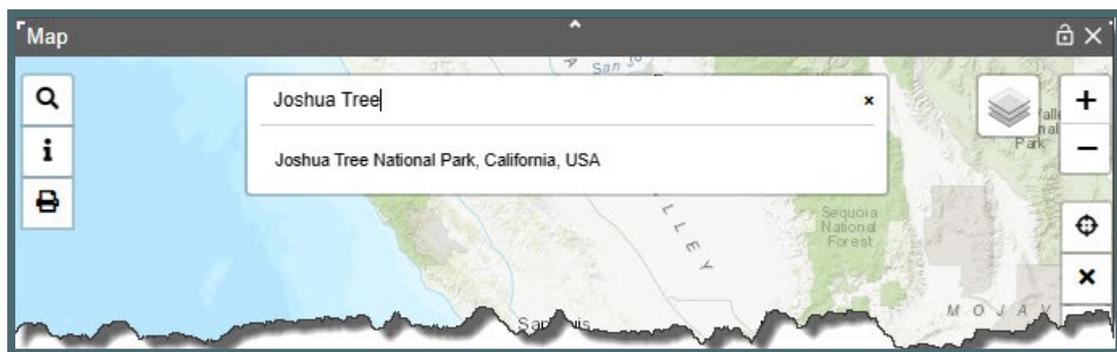
### **Using the Search Bar**

Figure 79 - Search Bar



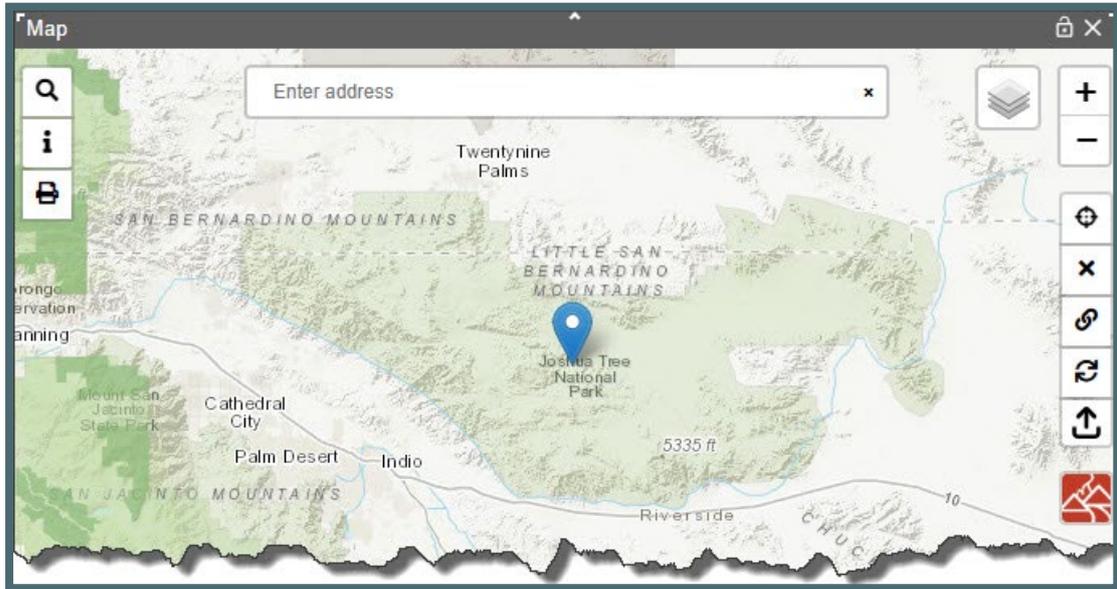
The **Search Bar** is a Google powered address locator. Search for addresses, place names or Latitude/Longitude. For example, type Joshua tree and the park will be located.

Figure 80 - Use the search bar to locate a specific area on the map.



Select the suggested search results. The address bar will reset, the map will zoom to that location, drop a point, and display information about the location in the map footer.

Figure 81 - Drop point is added to map for the location the user selects from the dropdown menu.



The user can also search by typing coordinates. For example: "35.122018, -119.549866."

Figure 82 - Option to use Lat/Lon in search bar.



### **Using the Find Panel**

Figure 83 - Search icon.



The Find Panel has a vertical scroll bar that is visible if the map panel size is smaller than the find panel size. This allows the user to easily get to find panel functions without resizing the entire map panel.

When searching for response areas the code in the table will be matched to the code in the map regardless of if the case (upper/lower) is different between the 2 values.

UTM can use a default zone if set by the Center Administrator.

Figure 84 - If valid search, map will zoom to location and drop a point; the map footer will open and display relevant information.

The screenshot shows a search interface with a magnifying glass icon in the top left. It contains several rows of search criteria, each with a 'GO' button:

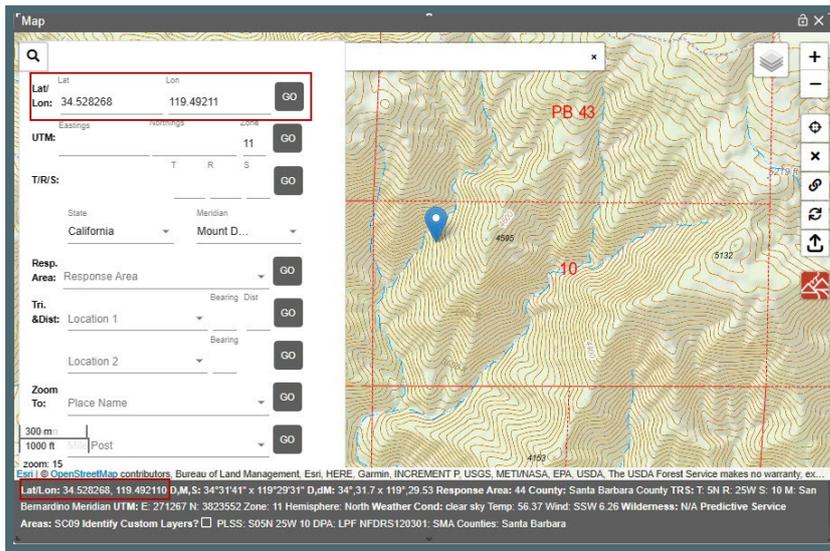
- Lat/Lon:** Fields for Latitude and Longitude.
- UTM:** Fields for Eastings, Northings, and Zone (with '11' entered).
- T/R/S:** Fields for T, R, and S.
- State/Meridian:** Dropdown menus for 'California' and 'Mount D...'.
- Resp. Area:** A dropdown menu for 'Response Area'.
- Tri. & Dist:** Two rows, each with a dropdown for 'Location 1' and 'Location 2', and a 'Bearing' field.
- Zoom To:** A dropdown menu for 'Place Name'.
- Add New:** A text input field for 'New Place Name' and an 'ADD' button.
- Zoom to:** A dropdown menu for 'Mile Post'.

Upon entering data into a new search row, the previous search criteria will be cleared.

**Lat/Lon:**

- In the search panel, you can now enter Lat/Lon in D,M,S and D,dM format and tab over without changing the format.
- In addition, the user can enter a space as well as a comma between degrees, minutes and seconds for latitude or longitude search.
- Then, click "Go," and you will be taken to that drop point on the map.

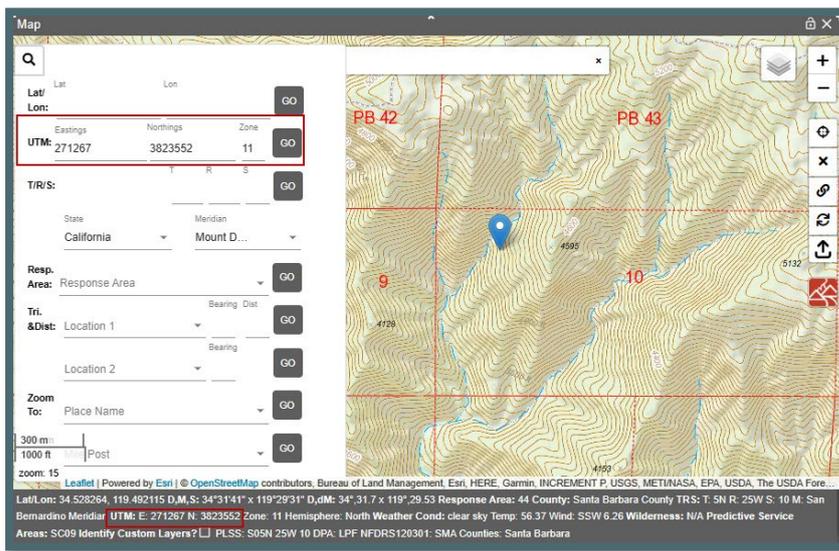
Figure 85 - Entering the latitude and longitude.



## UTM

In the search panel, you can now enter Eastings, Northings and Zone. Then, click "Go," and you will be taken to that drop point on the map.

Figure 86 - Enter UTM

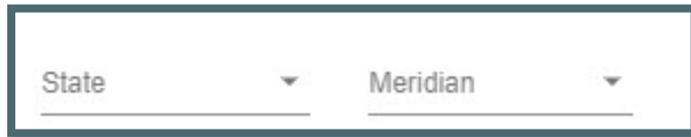


## **T/R/S**

Enter the **Township (T), Range (R) and Section (S)** and then click "Go."

Make sure the correct state and meridian are selected from dropdown to the TRS search. State and meridian default values are set by Center Administrator are used or the user can select a value.

Figure 87 - Correct State and Meridian



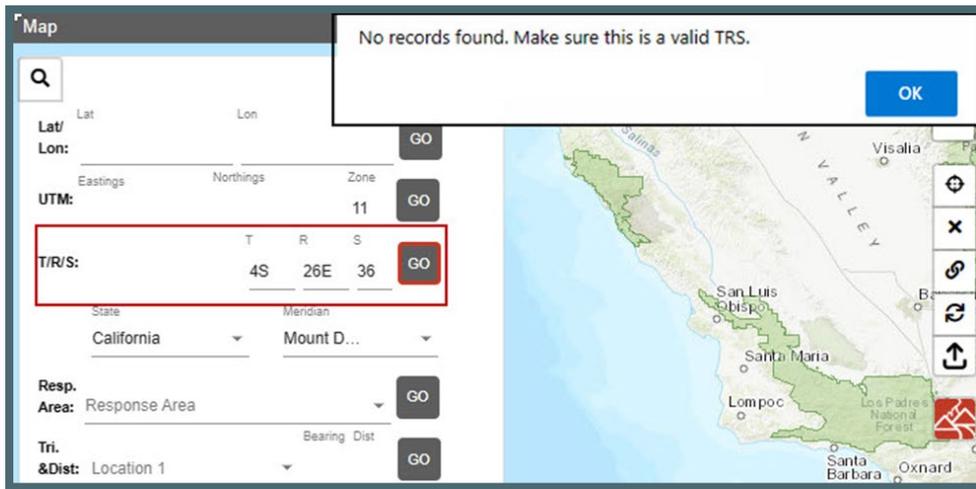
General consideration while searching for T/R/S:

- Half townships and ranges now return the correct T/R/S.
- Find function returns a T/R/S when searching outside of the dispatch center's associated state.
- That PB stands for '**Protracted Block,**' which is an unsurvey area of which parts of, but not the entire, boundary has been surveyed.
  - A protracted block is identified by its unique numbering system. The lowest protracted block number will be PB37.
  - Map users should be aware of this difference in Section numbering from the standard 1-36.
  - The old section number is no longer the official identification number for that piece of land until the section is completely surveyed and accepted by the BLM.

Searching for an old section number (T4S/R26E/S36) that is a Protracted Block, *WildCAD-E* will show "no record found".

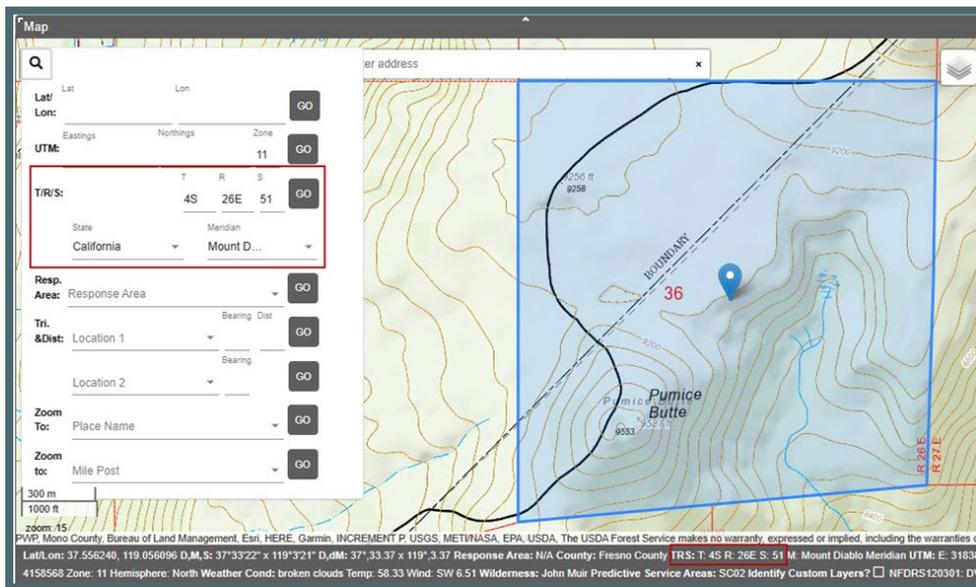
Searching for a section that does not have a matching section in the BLM service, it now returns to a drop point at the approximate center of the requested section. In this case, there is no section polygon to display on the map, (example of issue is 31N 51W 15, Nebraska, 6th Meridian).

Figure 88 - Searching for Section that is in Protracted Block.



Searching with a Protracted Block number (Section 51) and the same T/R, WildCAD-E will show "Old Section Number."

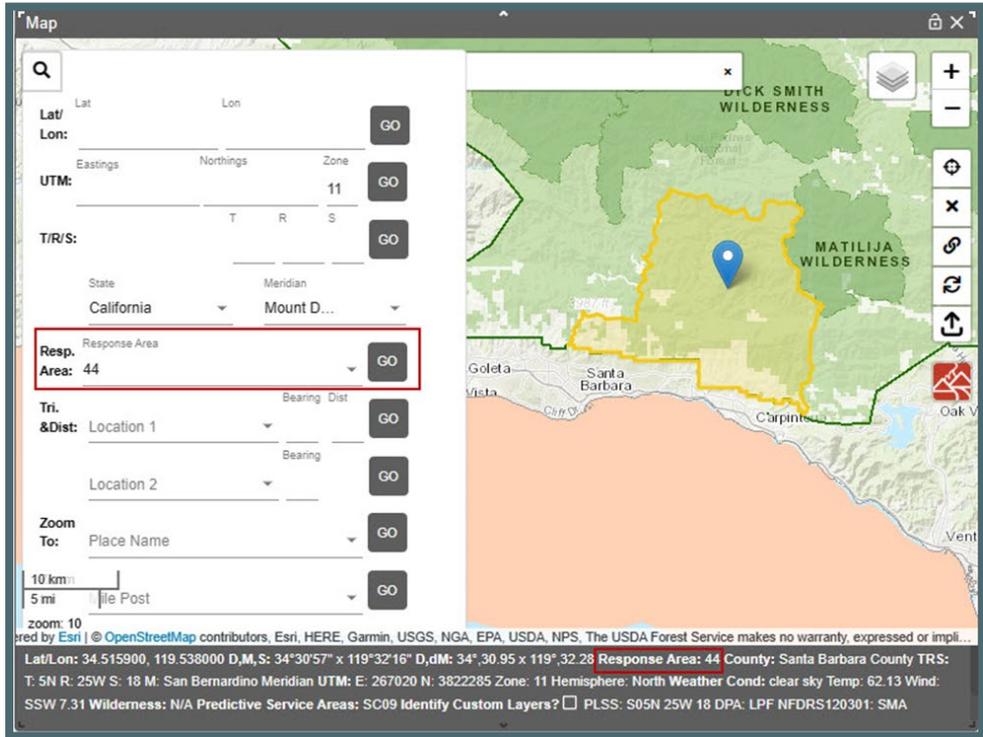
Figure 89 - Searching for Section that is in Protracted Block Section Number (51)



## **Response Area**

Start typing the response area; and then, select from the dropdown or just click on the dropdown and select the response area. Then click "Go."

Figure 90 - Searching for a Response Area



## **Finding a drop point using Bearing and Distance**

- Start typing "Location 1" and then select from the dropdown or just click on the dropdown and select the known location.
- Enter the Bearing and Distance.
  - Bearing and Distance labels change to indicate calculation after the user selects a location.
  - IF the location selected is designated a "Lookout", the label for Bearing is "(true)" and Distance is "(mi)" indicating the calculation uses true north and statute miles.
  - If the location selected is NOT designated as a "Lookout", the label for Bearing is "(mag)" and Distance is "(nm)" indicating the calculation uses magnetic north and nautical miles.
  - Then click "Go."

Figure 91 - Lookout Bearing and Distance

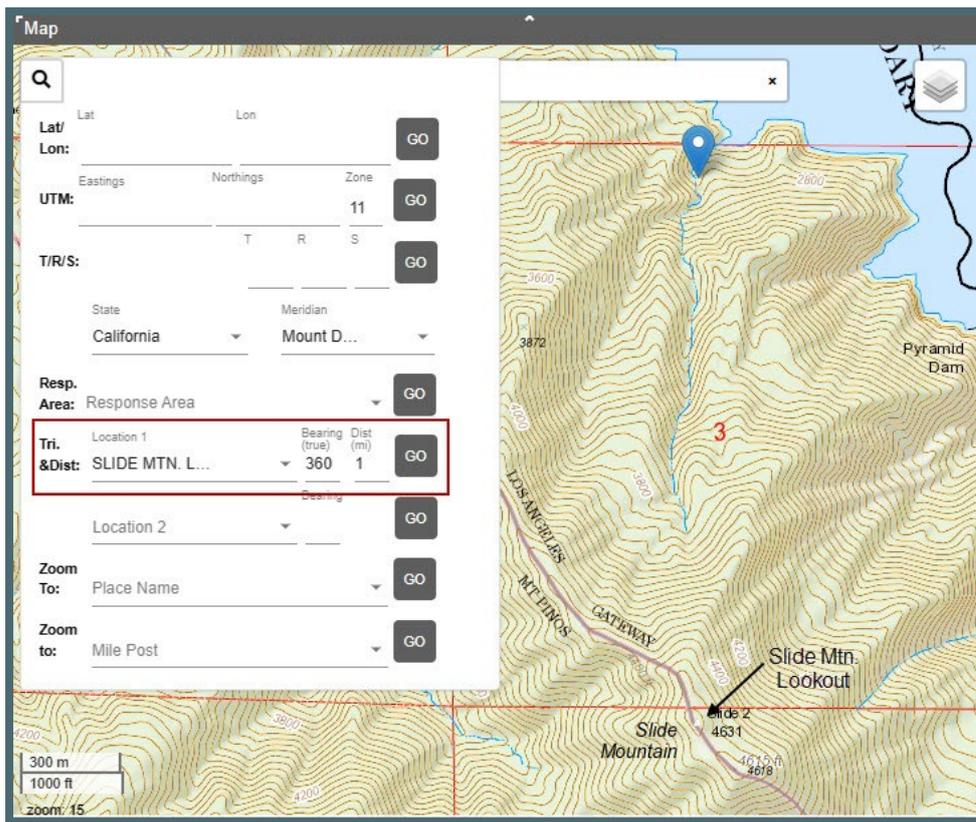
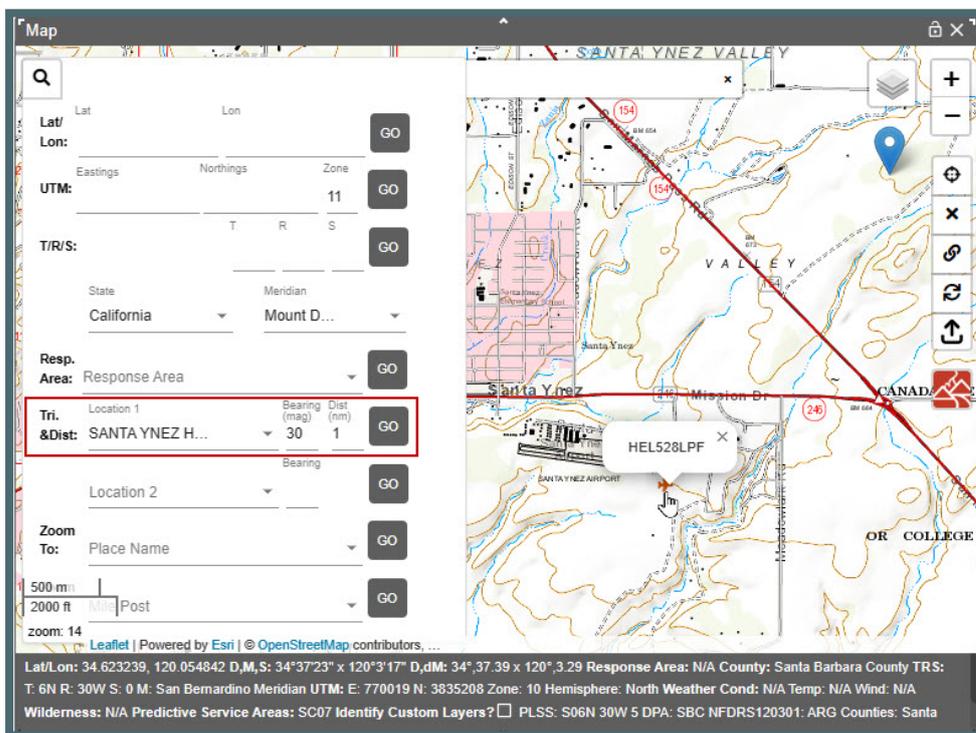


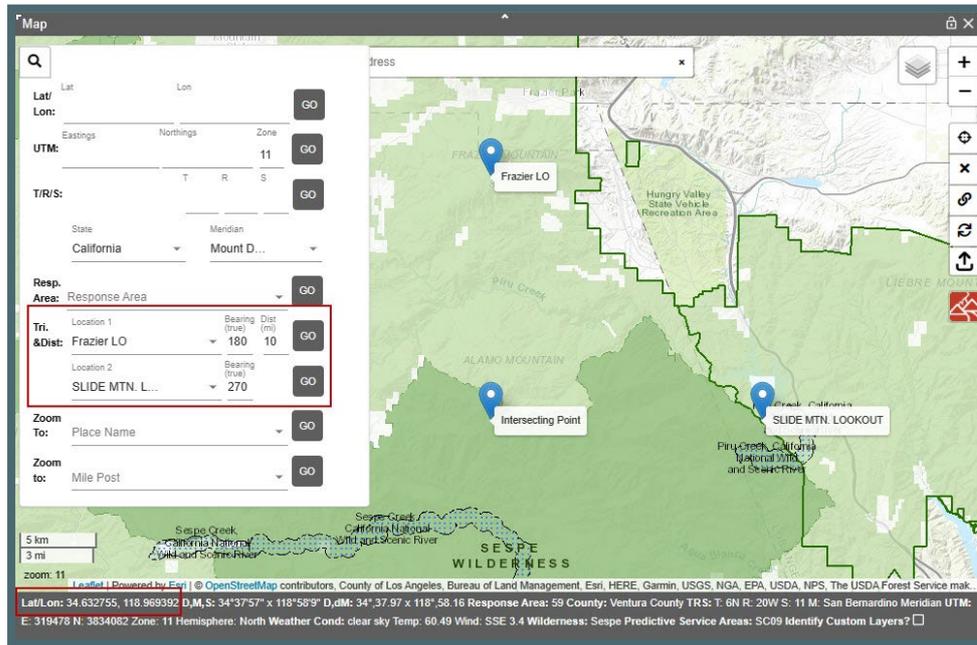
Figure 92 - Aircraft Bearing and Distance



## **Finding a drop point using Triangulation:**

- Start typing "Location 1" and then select from the dropdown or just click on the dropdown, select the known location, and enter the Bearing and Distance.
- Start typing "Location 2" and then select from the dropdown or just click on the dropdown, select the known location, and enter the Bearing.
- Then at "Location 2" click "Go."

Figure 93 - Triangulation.

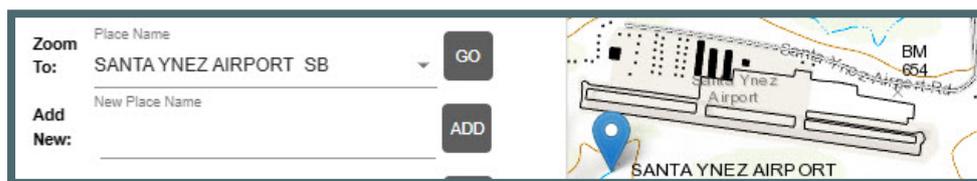


## **Place Name:**

Searching for a Place Name

- Centers that have large lists of place names will now see their place names in the dropdown on the map search panel.
- Select the Place name click "Go" to zoom to the location.

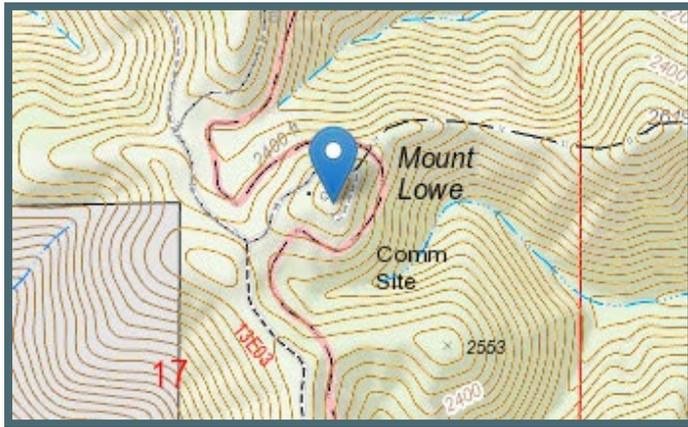
Figure 94 - Place Names



Adding New Place Name

- Click the location of the new place name on the map.

Figure 95 - Drop Point on the Map



- Enter the name for the new place name and click the "ADD" button.

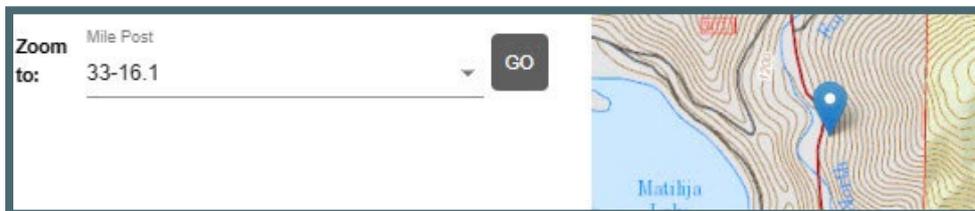
Figure 96 - Enter the name for this drop point.

<b>Zoom</b>	To: Place Name	GO
<b>Add</b>	New Place Name	
<b>New:</b>	Mount Lowe	ADD

### **Mile Post:**

Centers that have **Mile Posts** will now see their mile post in the dropdown on the map search panel and can select & hit "Go" to zoom to the location.

Figure 97 - Mile Post



## **Section 3: Using the Display Information**

Figure 98 - Display Information Icon



With the Center Data layer turned on, the point info panel will display the attribute information for each Center Data layer that the dropped point falls within. If an

additional layer is turned on which encompasses the point, their attribute information will be automatically displayed.

The layers listed:

- Are layers listed under "Center Data."
- May or may not have a "display field."
- Must be turned "On."

As Example,

- The "Counties" layer under "Center Data" is turned on - Figure 99.
- A drop point falls within this layer - Figure 100.
- Click on the "I" Icon to display every attribute from this layer - Figure 101.

Turning off the layer will remove it from the point info panel. Clearing the point using the "X" button on the right will remove the data grids in the panel, close the map footer and remove the point.

Figure 99 - Center Data - Select a Layer

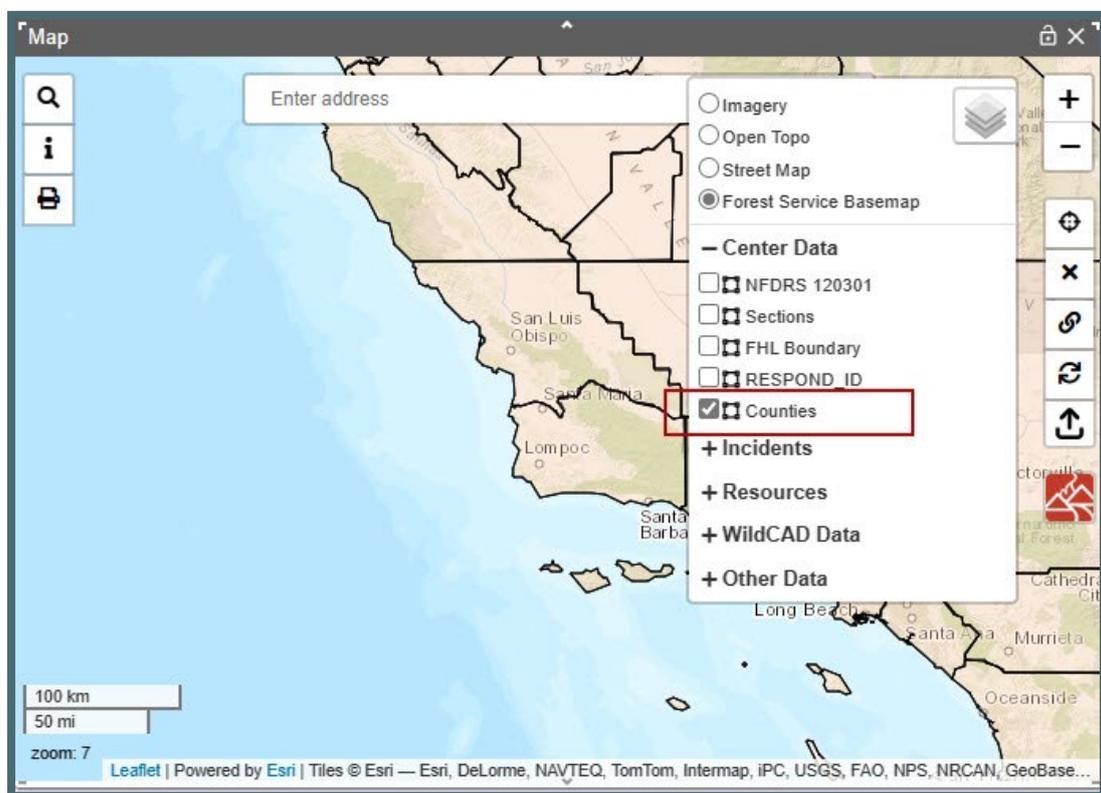


Figure 100 - Center Data - Drop Point on Map

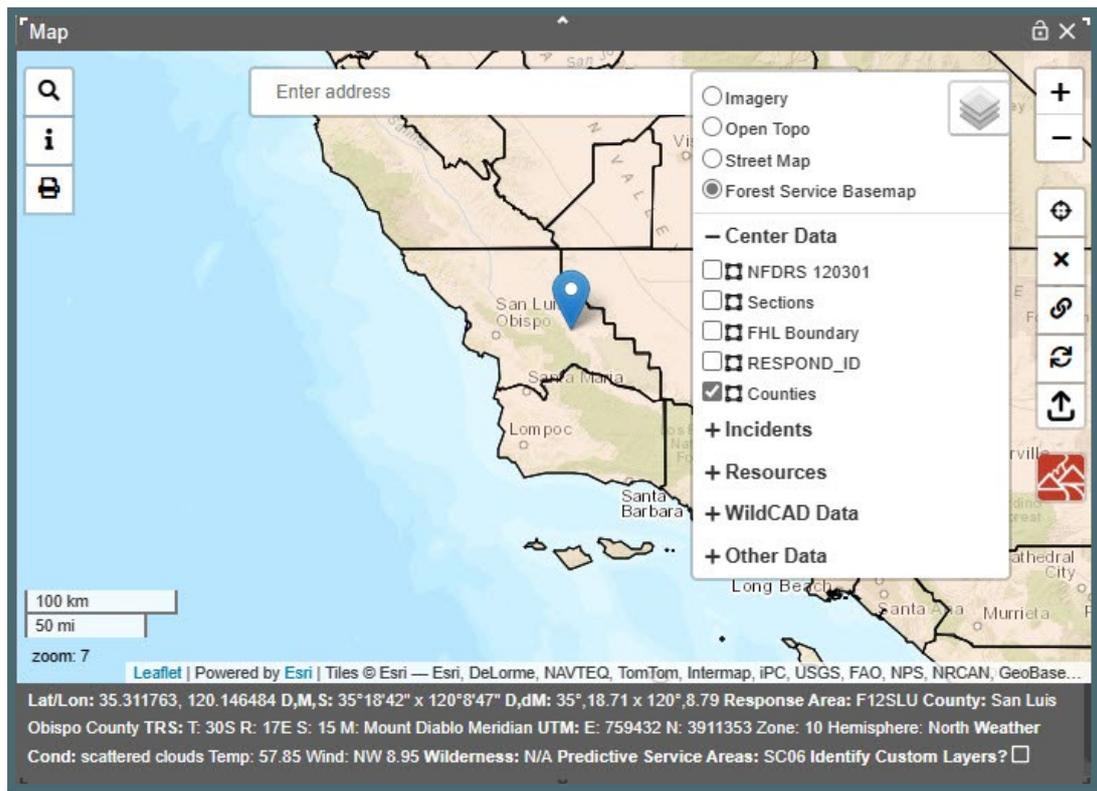
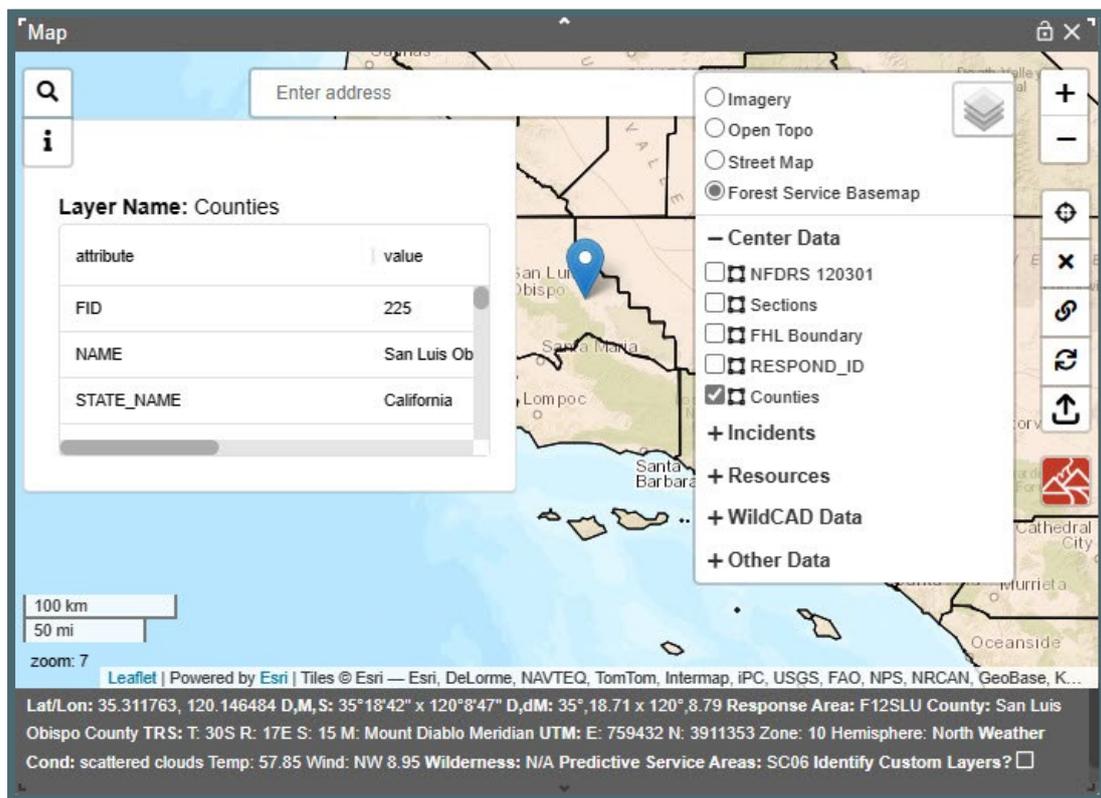


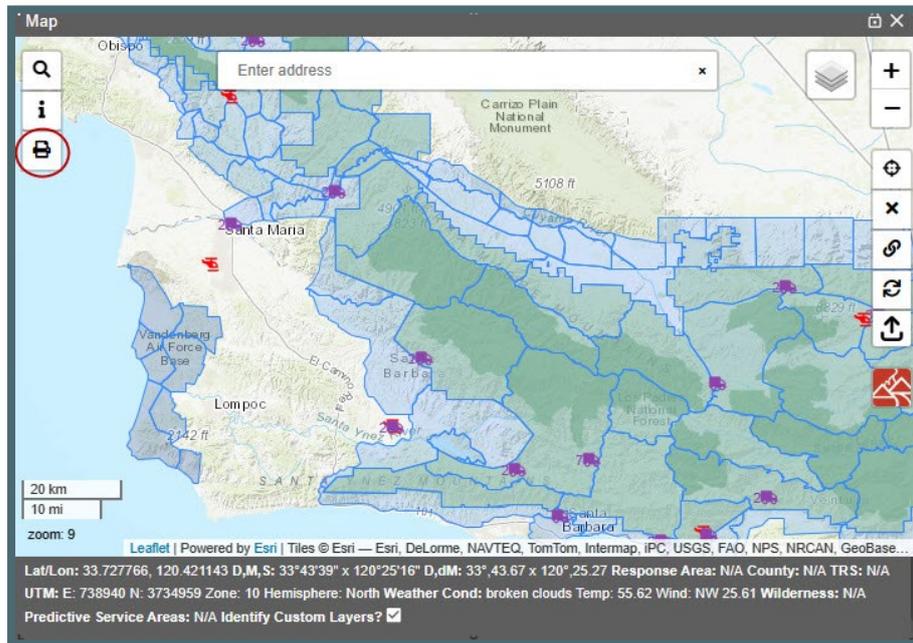
Figure 101 - Center Data - Click "I" Icon



## Section 4: Print Map Function

The **Print Map** button is in the upper left corner of the map. This button will produce a .PDF of the current map view with any layers that are turned on. Layer legend and map footer (where applicable) are displayed below the map.

Figure 102 Click on the Print Map Button



After clicking on the Map Button, the user will give the Print Map a file name.

Figure 103 Enter the File Name

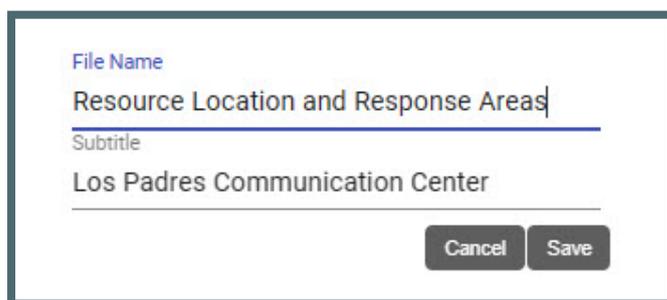


Figure 104-Dispatchers Select the PDF file from their computer.

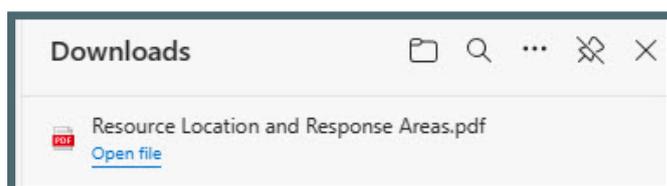
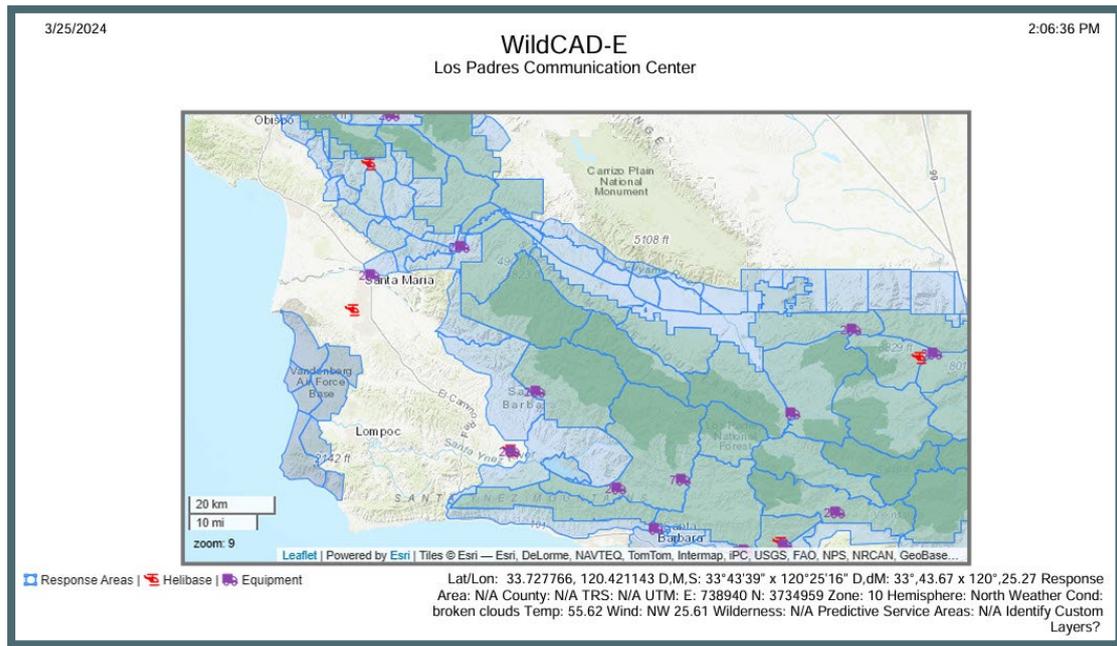


Figure 105 Example of a Print Map



## Section 5: Search Incident Panel (F2-or Search Icon)

Figure 106 - F2 or Search Icon



Each row in the search panel (Figure 107) represents one method to search for an incident.

As example,

- Enter a date from and to and what the user wants to search for on the incident.
- Click the Search button to execute the search. If the search was valid, the search will return a list of incidents (Figure 107).

To clear an enter, Click the "Clear" button.

Figure 107 Search Incidents using date only.

The screenshot shows a 'Search Incidents' window. The search criteria are set to 'From 03/19/2023' and 'Through 09/19/2023'. Other filters include Incident Year, Type (None), Incident Name, Incident Number, Subtype (None), Unit (None), Resource Order, Response Area (None), and Dispatcher. The search results section displays 'No results.' and an empty table with columns for Incident ID, Name, and Date.

If search results exceed 250 records, the user is promoted to further limit the search to see all records.

Figure 108 - Search results by date ONLY 243 of 416 were returned.

The screenshot shows the same 'Search Incidents' window. A message box is displayed above the table: 'First 243 out of 416 records. Please, limit your search to see all results.' The table below shows the following incident records:

Incident ID	Name	Date
CALPF - 2023 1015	B3-1015	06/22/23 1107
CALPF - 2023 1018	B3-1018	06/23/23 0812
CASCA - 2023 1017	B3-1017	06/22/23 1210
CASCA - 2023 1016	B3-1016	06/22/23 1131
CALPF - 2023 1015	B3-1015	06/22/23 1128

Figure 109 - Search results were reduced to 56 records.

The screenshot shows a 'Search Incidents' window with the following filters: From: 06/19/2023, Through: 09/19/2023, Incident Year: (blank), Type: None, Incident Name: (blank), Incident Number: (blank), Subtype: None, Unit: None, Resource Order: (blank), Response Area: None, Dispatcher: (blank), Fire Number: (blank), Sub Fire #: (blank). A 'Search' button and a 'Clear' button are visible. Below the filters, a message states '56 records returned.' Below this message is a table with the following data:

Incident ID	Name	Date
CALPF - 2023 1018	B3-1018	06/23/23 0812
CASCA - 2023 1017	B3-1017	06/22/23 1210
CASCA - 2023 1016	B3-1016	06/22/23 1131
CALPF - 2023 1015	B3-1015	06/22/23 1128

Search results by dates was reduced, and only 56 records were returned.

## Section 6: Resource Status Panel (F7 or Resource Icon)

Figure 110 - Resource Icon



On the **Resource Status Panel**, the user can set the resource status, location and enter comments. The "Assigned Incident," will be populated once the resource is an incident, and this field is not editable from this panel.

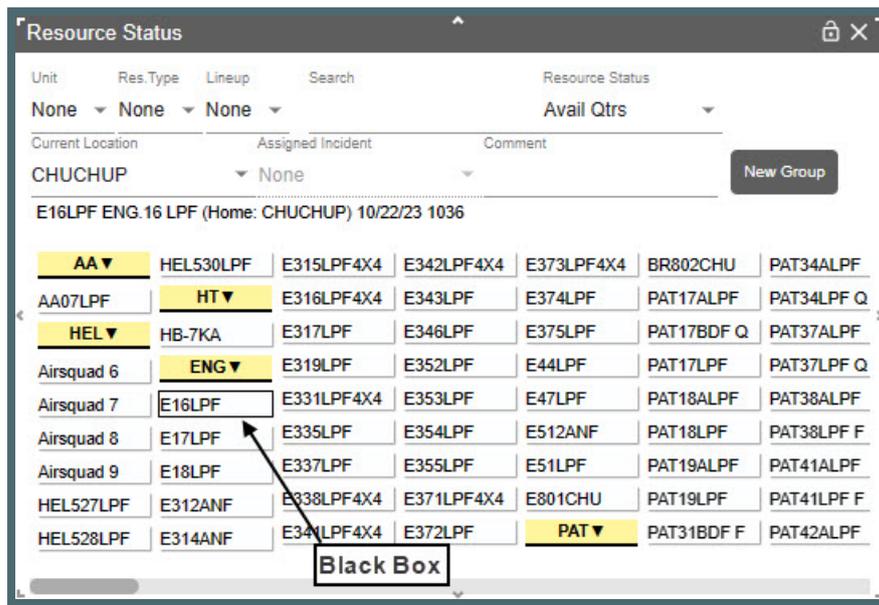
### **To Status Resources:**

- Click on the Resource box. (The resource box has a black border).
- Using the pull-down under "Resource Status," select a status.

### **To change Current Location:**

- Click on the Resource box. (The resource box has a black border).
- Using the pull-down under "Current Location," select a status.

Figure 111 - Resource Status Panel.



The Resource Status Panel shows all resources. By using the pull-down functions, the panel can be sorted in four ways.

Sort by:

1. Unit (Figure 112)
2. Unit and Resource Type (Figure 113) or just by Unit
3. Unit, Resource Type and Lineup (Figure 114) or just by Lineup
4. Search by individual resources (Figure 115) name ("Code").

Figure 112 - By Unit

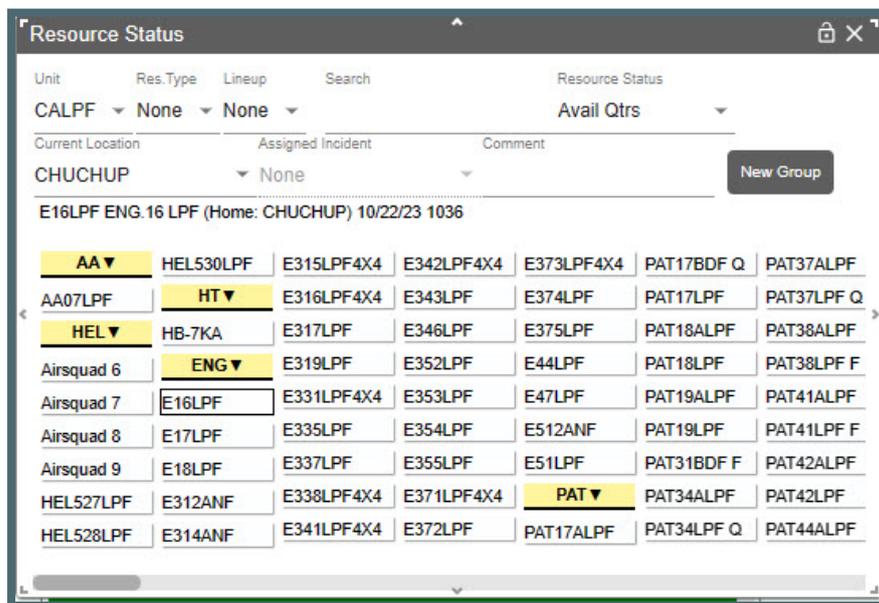


Figure 113 - By Unit and Resource Type

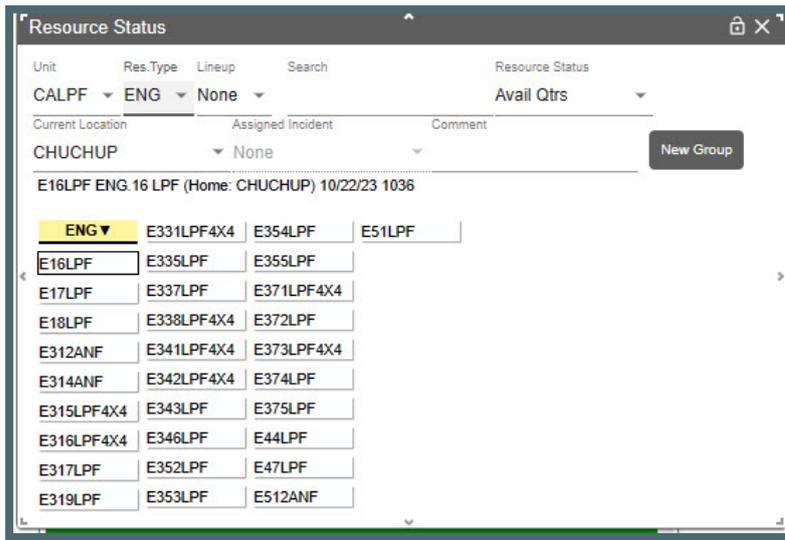


Figure 114 - By Unit and Resource Type by Lineup

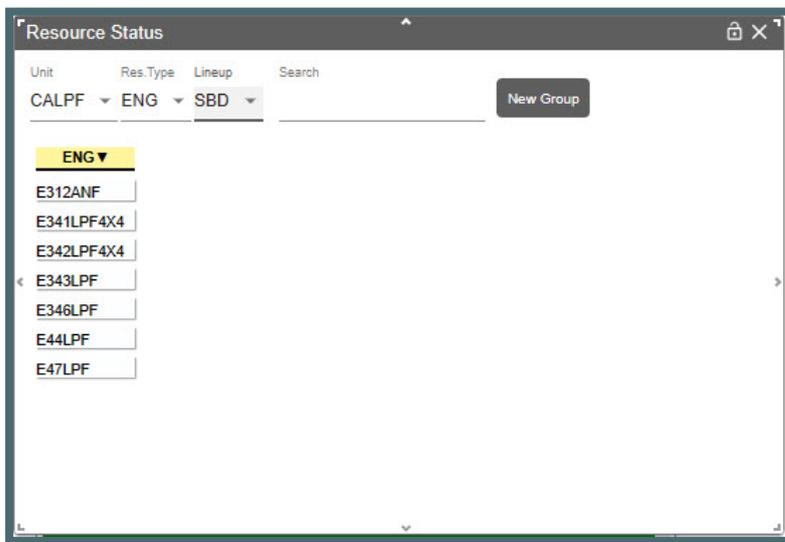
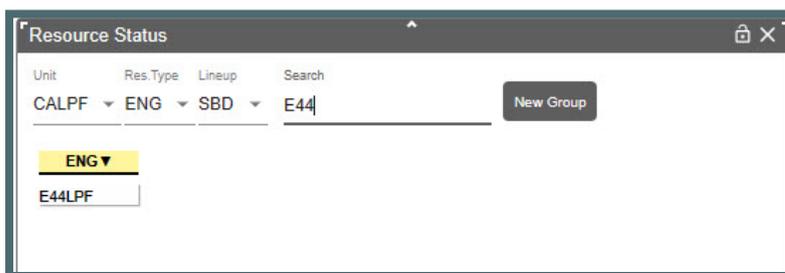


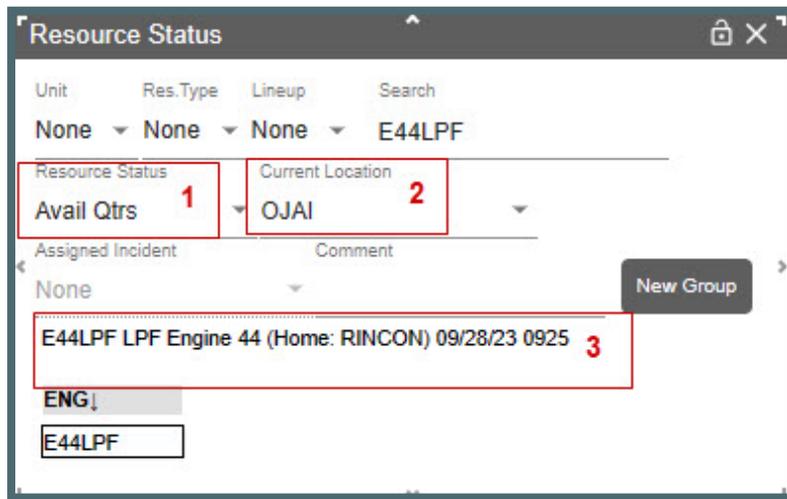
Figure 115 - Resource by Name ("Code")



For example, if the user searches by name (E44LPF), the select resource display shows:

1. Resource Status "Avail Qtrs."
2. Current Location "OJAI"
3. Resource ID, Home Location, Date/Time

Figure 116 - Select E44LPF

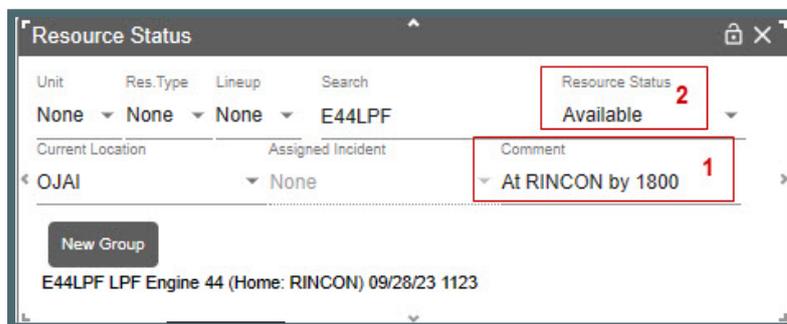


AND if the resource were assigned to an Incident, the name of Incident would be displayed.

### **Adding Comments about a Resource to Daily Log**

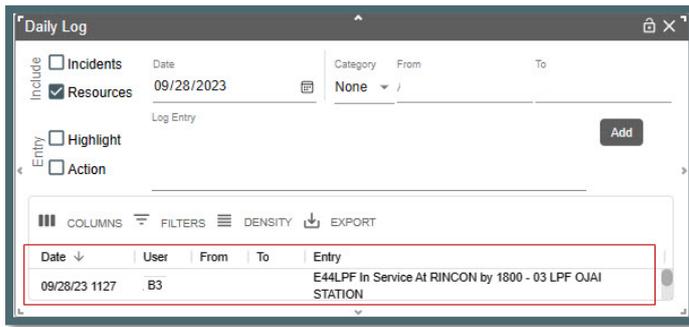
1. Enter the Comment in free text.
2. Change the Resource Status or click "Save."

Figure 117 - Example of entering a comment.



The comment will be displayed on the Daily Log (Figure 117).

Figure 118 - Example of entry on the Daily Log.



### **Adding Comments about a Resource to Incident Log**

1. On a Resource that is assigned to Incident, E44LPF is assigned to Incident "B3-853."
2. Added comment will appear in the Incident Log Tab.
3. Incident B3-853 can be opened from this screen.

Figure 119 - Example E44LPF Committed Incident B3-853.

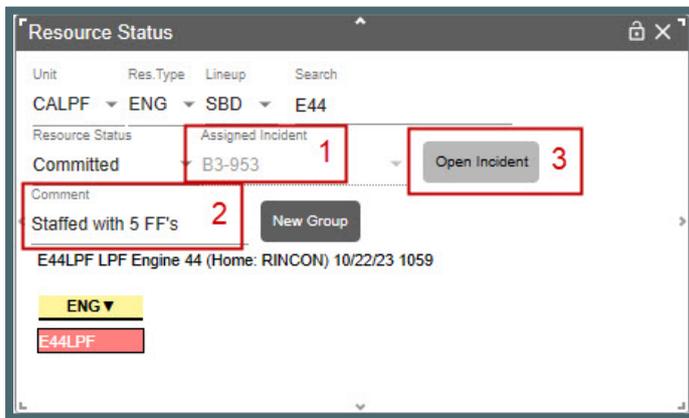
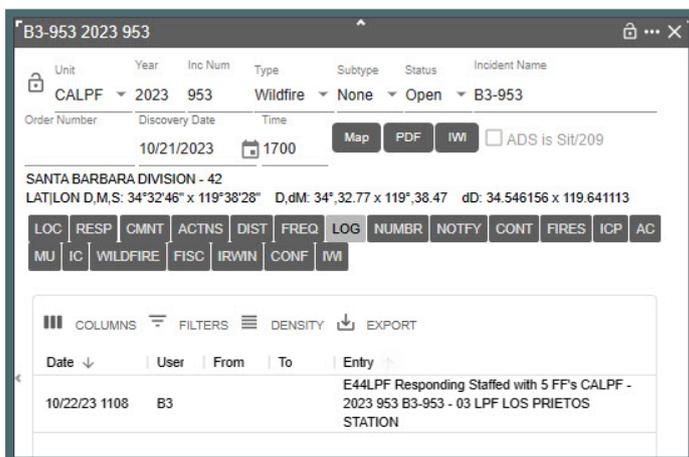


Figure 120 - Example of entering on the Incident Log.



## **Resource Current Dispatch Location**

Implemented business rules to properly set a resources current dispatch location based on their status:

- If their status is "Responding, On Scene or Available at Incident," then the resource's current dispatch location is the dispatch location associated with the incident.
- If their status is "Returning to or Available in Quarters," then the resource's current dispatch location is the same as their Home Dispatch Location.

## **Creating a Groups**

- Click the "New Group" button to start selecting multiple resources for a group.
- Hold the Ctrl key down to select multiple resources.
- The selected resources will be outlined in RED.
- Click the "Save Group" button to save the resources selected for a new group.

Figure 121 - New Group

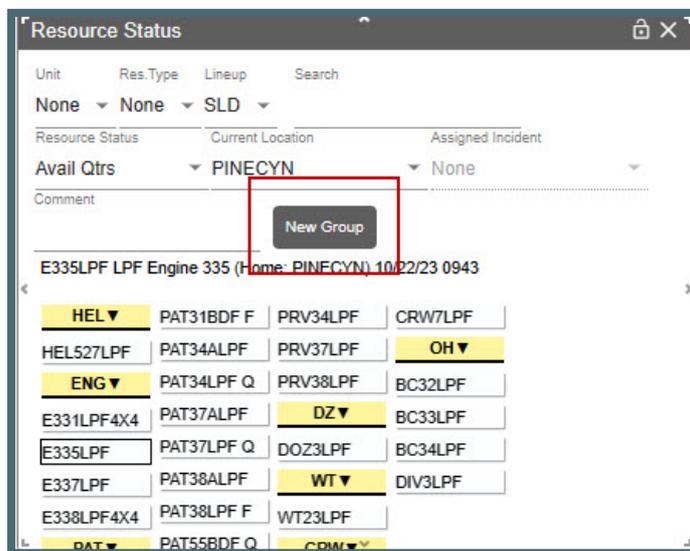
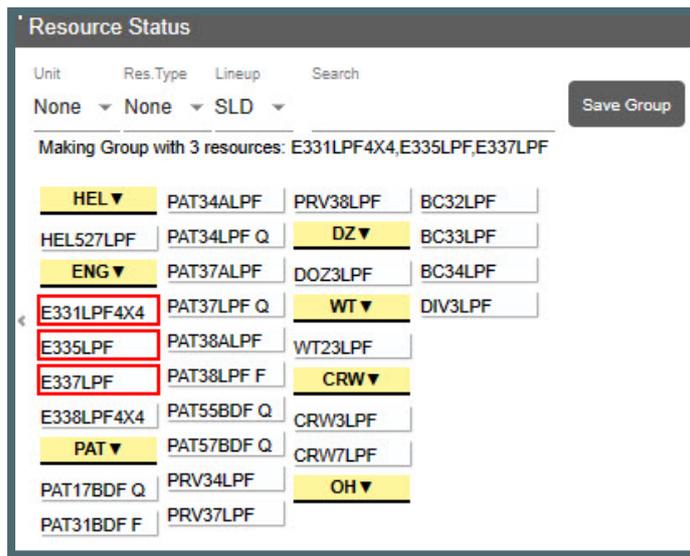


Figure 122 - Save Group



### General Rules

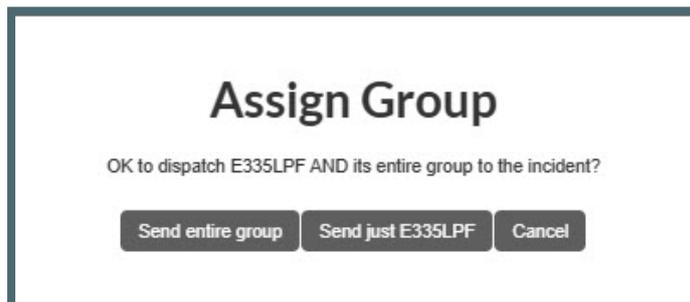
- Status and location changes made to any member of a group will apply to the entire group.
- When a comment is entered for a resource that is part of a group, that comment log entry will be applied to all resources in the group.
- When a resource's location is changed for a resource that is part of a group, the location change log entry will be applied to all resources in the group.

### Examples

When assigning any part of a group is selected a pop-up asked:

- **Send the entire group** - this sends all resources in the group.
- **Send just selected resource** - this just sends the selected resource and removes this resource from the group.
- **Cancel** - the individual or all will not be sent.

Figure 123 - Assign Group pop-up.



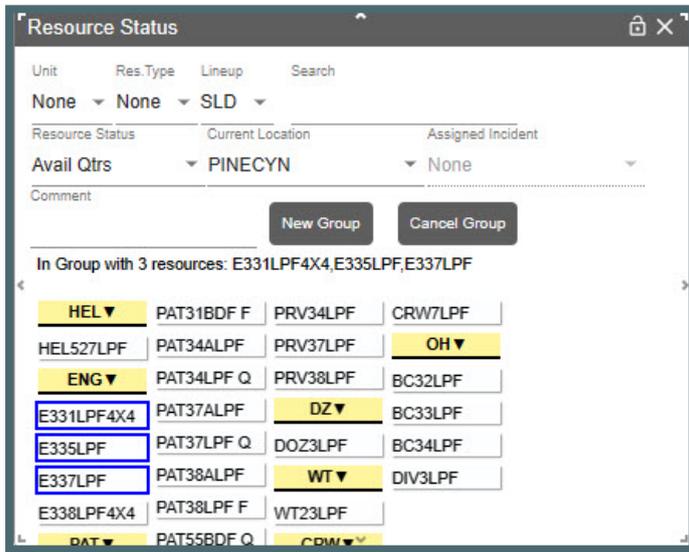
- If you have three resources in a group all can be assigned to an incident.
- If only one of three resources is assigned to the incident the group will remain with two resources.

- If only one resource is left in the group, then the group will be cancelled automatically.

### Canceling a Groups

- Select one or more of the resources. The resources in the group will have a “Blue Box” around them.
- Click the “Cancel Group” button. This cancels the entire group.

Figure 124 - Cancel Group



### WildShare

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.

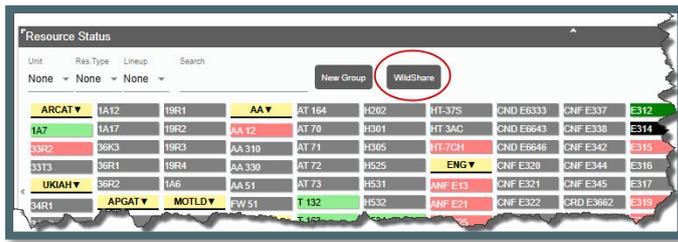
The Center Administrator for CALPCC is sharing (WildShare) Engine E371LPP by setting “YES” in the WildShare field.

Figure 125 - Allowing a resource to be shared.

C...	Description	Unit	Home Loc	Lineup Seq	Resource Cat/Type	Current Location	Foreign Res	On Inc Rep	On WildWeb	Active	WildShare	Comment	FI File
<input type="checkbox"/>	E16LPP	ENG	ENG 16 LPP	CALPF	CHUCHUP	500	MPD	Engine Type 3	CHUCHUP	no	yes	no	no
<input type="checkbox"/>	E371LPP4X4	ENG	LPP Engine 371	CALPF	CHUCHUP	500	MPD	Engine Type 3	CHUCHUP	no	yes	yes	no
<input type="checkbox"/>	E372LPP	ENG	LPP Engine 372	CALPF	OZENA	500	MPD	Engine Type 3	OZENA	no	yes	yes	no
<input type="checkbox"/>	E373LPP4X4	ENG	LPP Engine 373	CALPF	APACHE	500	MPD	Engine Type 3	APACHE	no	yes	yes	no
<input type="checkbox"/>	E374LPP	ENG	LPP Engine 374	CALPF	LSALAMOS	500	MPD	Engine Type 3	LSALAMOS	no	yes	yes	no
<input type="checkbox"/>	E375LPP	ENG	LPP Engine 75	CALPF	APACHE75	500	MPD	Engine Type 3	APACHE75	no	yes	yes	no
<input type="checkbox"/>	E713AZ	ENG	AZ E713	CALPF	OZENA	500	MPD	Engine Type 3	OZENA	no	no	no	no

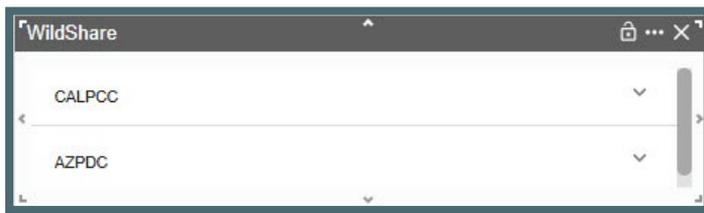
After the Center Administrator set in Viewing Center panel by selecting CALPCC resources, the Dispatcher on CASBCC will from the Resource Status panel, will click on WildShare button that opens another panel showing dispatch center that have shared resources.

Figure 126 - WildShare button on the Resource panel.



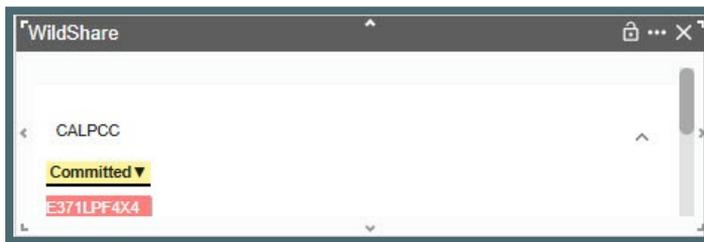
The WildShare panel will open listing the center that have been shared. Click the down arrow to view the shared resources. WildShare panel can be sized and positioned and then saved as part of the users saved layout.

Figure 127 - WildShare panel.



Select the center to view what resources have been shared.

Figure 128 - Resource availability.



### **Starting Law enforcement (LE) incidents from Resource Panel**

This feature can only be used if the center and Dispatchers have been LE Authorized. Unless the dispatch is authorized and "LE Authorized" is set to "Yes," the dispatcher will not have access to navigate to and use the FI File panel.

- Select the resource to be committed to LE Incident.
- Click the "New LE" button.
- A new incident panel will open (Figure 129).

Figure 129 - Committing a Resource to a new LE Incident.

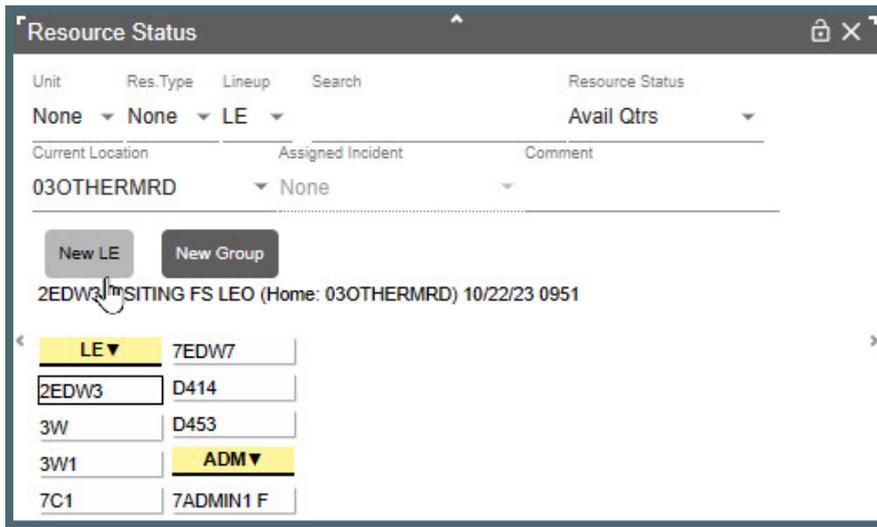


Figure 130 - LE Incident Panel



## Resource Status Color Code

This code cannot be changed and is set by the government.

Figure 131 - Resource Status Color Codes.

Code	Desc.	Color
Committed	Committed	lightRed
Responding	Responding	magenta
On Scene	On Scene	lightMagenta
Returning	Returning	black
Avail Ctrs	Available In Quarters	brightWhite
Available	Available	lightGreen
Avail Inc	Available At Incident	lightBlue
In Service	In Service	blue
Out of Svc	Out of Service	gray
Cover	Cover	lightBlue
Standby	Standing By	lightGreen
Delay30	Delayed Response	black
Overnight	Overnight	black
Avail Page	Available On Page	yellow
Avail Cell	Available on Cell	yellow
InSvc Unav	In Service Unavail	black
InSv Delay	In Service Delayed	black
AvailDelay	Available Delayed	black
Day Off	Day Off	yellow
OffZone	Available (Off Zone Only)	yellow

## Section 7: Integration

### Resource Integration

Resource integration means exchanging information about *WildCAD-E* resources, such as engines, crews, helicopters, etc., and the people staffing them via IRWIN with other systems like IROC, IQS, and IQCS. These five systems have worked closely over the past three years to develop standards and methodologies for exchanging *WildCAD-E* resource information.

*WildCAD-E* passes resource statuses to IRWIN where other connected systems can read them. *WildCAD-E* automatically creates filled requests for local resources sent to local fires and experience will automatically be generated for people staffing the resources. Dispatchers will still use IROC for other tasks such as placing or filling unfilled requests.

When a dispatch action closes a filled request (e.g., set the resource's status Avail), the last step is to set the resource's General Status to Available.

When a resource that is on a filled request is reassigned from one incident to another, the current request will always be closed first before creating a new request.

*WildCAD-E* will block creating capability requests if the resource's Current Dispatch Unit is different from the unit of the user's dispatch center.

Resource's status values are no longer set in IRWIN when the resources are assigned to NON-IRWIN incidents.

Users may create a new request for a resource sent to their center on a preposition.

A resource's primary capability is read directly from IRWIN when the resource is assigned rather than only when the resource is matched between IRWIN and *WildCAD-E*. This solves issues where the resource's primary capability may have changed after the *WildCAD-E* resource was matched to the IRWIN resource.

### IRWIN Observer

In IRWIN Observer the resource request will appear once a resource is responding - provided the resource has been IRWIN Matched in *WildCAD-E* **and** the incident has been sent to IRWIN.

IRWIN Observer will show the operational status as **Mob En Route** when the resource is responding, will show the **ETD** as current date and time, and will show the **ETA** as current date and time plus 20 years. *WildCAD-E* uses plus 20 years so that IROC's "travel job" does not automatically change resource statuses.

Figure 132 -The Resource is Responding - ETA set plus 20 years.

Irwin Cap...	Irwin Reso...	IrocReque...	ETA	ETD	CreatedBy...	Fulfillmen...	Requeste...	DemobETA	DemobETD	Needed By Date/Time	Operation...	Operation...	Capability...
Type to filter	Type to filter	Type to filter	Select dates	Select dates	Type to filter	Se...	Se...	Select dates	Select dates	Select dates	Se...	Type to filter	Type to filter
EE718A12-288P-4236-822C-1F831889127C	C9FA27D6-174C-4C98-8EA1-824E5374E68F	E-1	5/29/44 09:56	5/29/24 09:56	wildcade	Filled	--	--	--	5/29/24 17:56	Mob En Route	ENG3 - ENGINE 317	Type 3

IRWIN Observer will show the operational status as **Demo En Route** when the resource is returning, will show **DemobETD** as current date and time, and will show the **DemobETA** current date and time plus 20 years.

Figure 133 -The Resource is Returning- DemobETA set plus 20 years.

Irwin Capa...	Irwin Reso...	IrocReques...	ETA	ETD	CreatedBy...	Fulfillment ...	Requested ...	DemobETA	DemobETD	Needed By ...	Operationa...	Operationa...	Capability ...
Type to filter	Type to filter	Type to filter	Select dates	Select dates	Type to filter	Se...	Se...	Select dates	Select dates	Select dates	Se...	Type to filter	Type to filter
EE718A12-288P-4236-822C-1F831889127C	C9FA27D6-174C-4C98-8EA1-824E5374E68F	E-1	5/29/24 09:59	5/29/24 09:56	wildcade	Filled	--	5/29/44 10:03	5/29/24 10:03	5/29/24 17:56	Demob En Route	ENG3 - ENGINE 317	Type 3

IRWIN Observer will show the resource request Closed and the **DemobETA** is set to the actual date and time the resource status was set to any status not on the current incident.

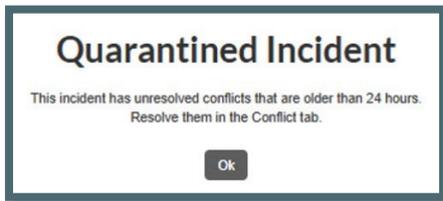
Figure 134 -When Request is closed - DemobETA and set the current date and time.

Irwin Capa...	Irwin Reso...	IrocReques...	ETA	ETD	CreatedBy...	Fulfillment ...	Requested ...	DemobETA	DemobETD	Needed By ...	Operationa...	Operationa...	Capability ...
Type to filter	Type to filter	Type to filter	Select dates	Select dates	Type to filter	Se...	Se...	Select dates	Select dates	Select dates	Se...	Type to filter	Type to filter
EE718A12-288P-4236-822C-1F831889127C	C9FA27D6-174C-4C98-8EA1-824E5374E68F	E-1	5/29/24 09:59	5/29/24 09:56	wildcade	Closed	--	5/29/24 10:05	5/29/24 10:03	5/29/24 17:56	--	ENG3 - ENGINE 317	Type 3

## **Incident Quarantine Warning**

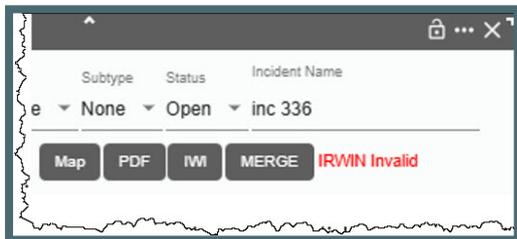
The IRWIN team implemented quarantine fall-off rules. This means that existing **incidents that have been in quarantine for longer than eight days will be set to invalid by IRWIN**. After an incident has been in conflict for more than 24 hours, we have added an alert that will show after they open the incident that will tell them to resolve the conflict in the conflict tab. Also, after 24 hours, the Conflict tab will flash red.

Figure 135-Quarantine Alert



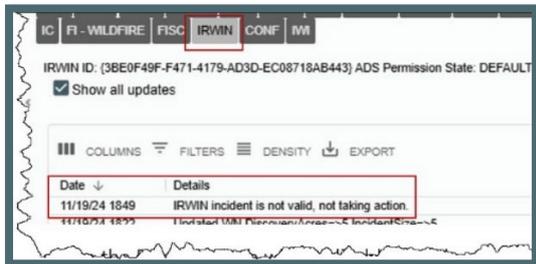
If the conflict is not resolved, and IRWIN sets the incident as invalid, the incident header will now show "IRWIN Invalid" in red where it usually says, "IRWIN Incident."

Figure 136 -Incident set to Invalid.



A log will be added to the IRWIN tab telling the user it has been set invalid by IRWIN.

Figure 137 -IRWIN log as displayed by the IRWIN Tab



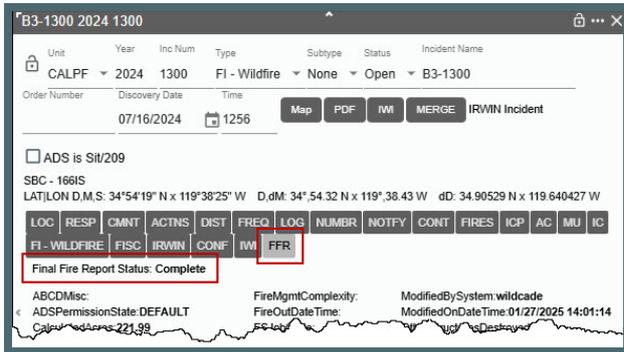
Once the incident is invalid, the "Assign" button on the Response tab will be disabled, and no new resources can be assigned to the incident. Also, any changes made to IRWIN fields on the incident will not be updated in IRWIN.

## **Final Fire Reporting Data**

The Final Fire Reporting tab on the incident panel.

- If the incident is an IRWIN incident, and the IRWIN Final Fire Report Status (ref IRWIN Incidents. FFRStatus data element) is "Complete" or "Certified," the tab will display read-only information from the IRWIN table Final Fire Reporting.

Figure 138 - Final Fire Reporting Tab



- The same data will also be visible on the "View Irwin Incidents/Resources" page under Daily Routines. Not every IRWIN incident will have data. If no data is returned, the tab will show "No Final Fire Report."

#### Daily Routines/View IRWIN Incidents/Resources

- The Final Fire Reporting data in a column to the right of the IRWIN incident data for incidents that have final fire report data records regardless of the status.

### Section 8: Open Incident Panel (F8 or Open Incident Icon)

Figure 139 - F8 Open Incident Panel



There are two methods for sorting open incidents.

1. By clicking the radio buttons next to Type or Mine or Stage.
2. By clicking the radio buttons next to Type or Mine or Stage and selecting an incident "Type" from dropdown.

#### **Method 1 - Incident Type, or Mine or Stage**

On the Open Incident panel there are three main ways to sort open incidents by clicking on one of the radio buttons. Each of the radio buttons will retrieve all "Incident Types" based on the radio button selected.

As example,

1. **Type** - will retrieve all open incidents regardless of which dispatcher is associated with that incident.
2. **Mine** - will retrieve all open incidents that are associated with an individual dispatcher.
3. **Stage** - is like "Type" and will retrieve all open incident but will color code to represent their stage.

- **Red** - Not Contained
- **Blue** - Contained
- **Green** - Controlled
- **Black** - Not a Wildfire

Figure 140 - Selected by Type for the entire Center.

Incident ID	Name	Date
CALPF - 2024 202412	A-0012	03/25/24 10
CALPF - 2024 7	B3-6	02/29/24 11
CALPF - 2024 6	B3-6	02/29/24 11
CALPF - 2024 3	B3-2024-3	02/12/24 08
CABRR - 2024 2	B3-2024-2	02/12/24 08
CALPF - 2023 1	New Year Test	12/01/23 07
CALPF - 2023 970	New	11/22/23 12

## Method 2 - Incident Type

### Sorting by the incident type

As example,

1. Selected Type radio button to retrieve all incidents by specific incident type.
2. From dropdown select "Wildfire"
3. Figure 141 shows the result of this sort.

If you select "Mine" instead of "Type" and "Wildfire" you will sort all incidents that are yours. You also do the same by selecting "Stage" and "Wildfire" to retrieve the incident status.

Figure 141 - Select using the dropdown menu for incident types.

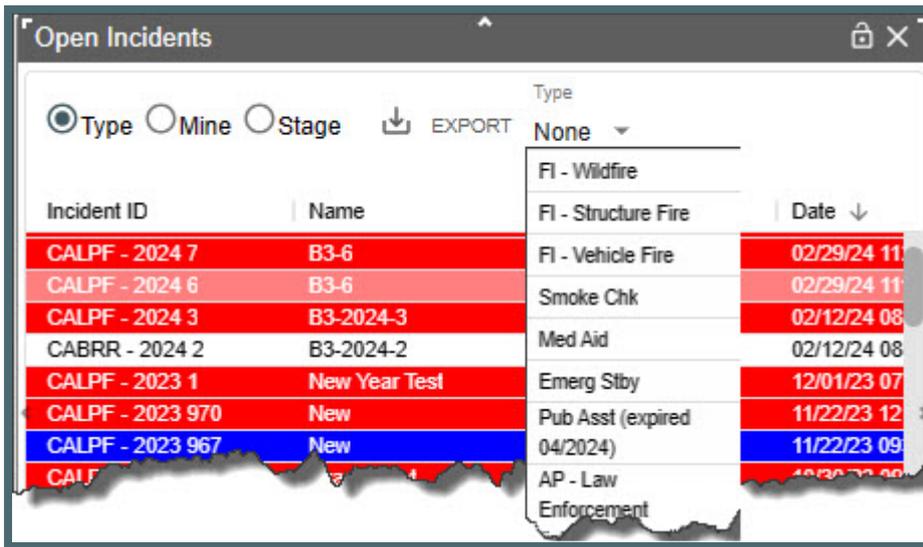
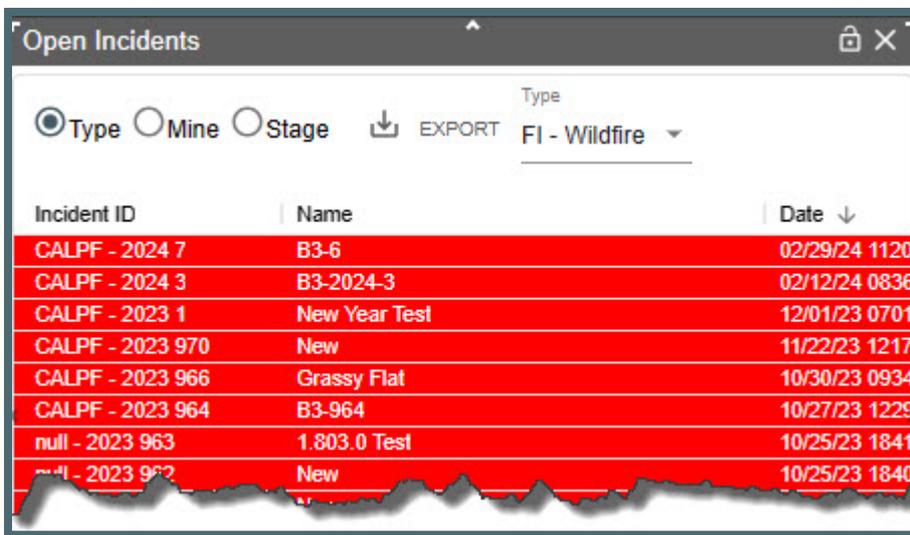


Figure 142 - Sorted by Wildfire



## **Export**

All open incidents can be downloaded as a CVS file or printed.

- Select "Type" radio button to retrieve all open incidents.
- Select "Mine" radio button to retrieve your open incidents.
- Click "Export"

## Section 8: Daily Log Panel (F12 or Daily Log Icon)

Figure 143 - Daily Log Panel Icon



The Daily Log allows the user to enter log comments each day without the need to open a separate Incident just for this purpose. The user may also view all Incident and/or Resource activities for the day.

### **Add Log Entry**

- Select Category (if applicable) and change Initials if necessary.
- Type the 'Log Entry'
- Click "Add" to save.

Figure 144 - Log Entry and Add

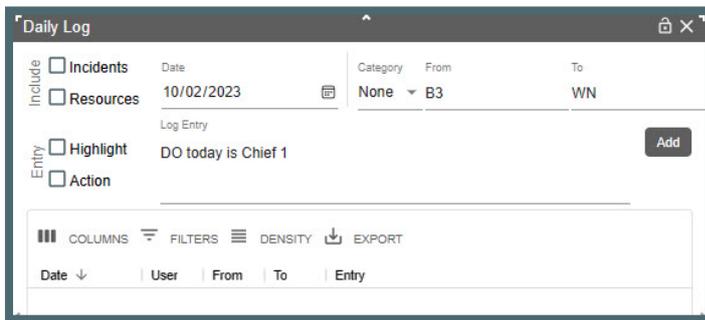
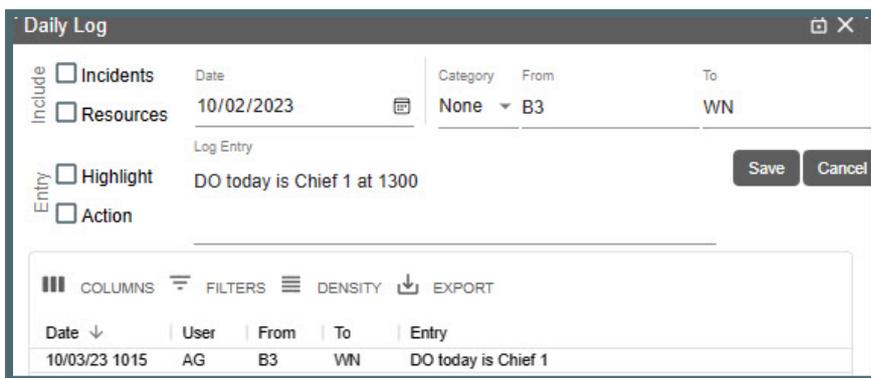


Figure 145 - Log Entry and Save



### **Editing or Viewing the Daily Log by either Incidents or Resources or Both**

- **Incidents** - shows information regarding the incident.
- **Resources** - shows information the dispatch location of a resource any time the status is changed. Changing a resource's status back to Avail Quarters, now shows its home location.

- **Text/Email** - posted to the Daily Log will include subject line and recipients names.
- **Comments** - shows from the "Comment Box."

Figure 146 - Incidents on Daily Log Panel

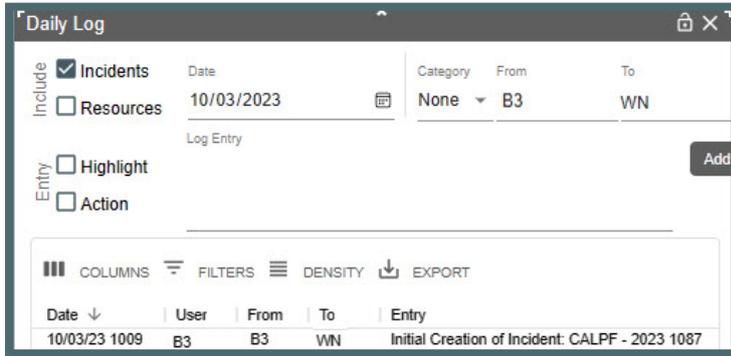
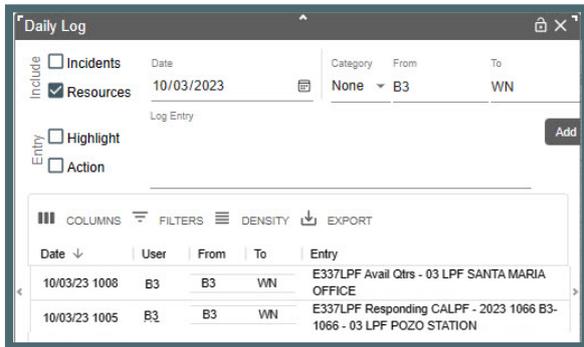


Figure 147 - Resources on Daily Log Panel

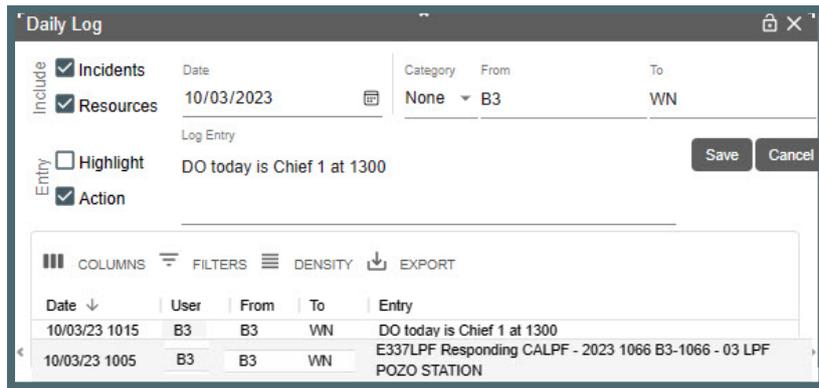


### **Highlight and Action**

For both Highlight and Action complete the following:

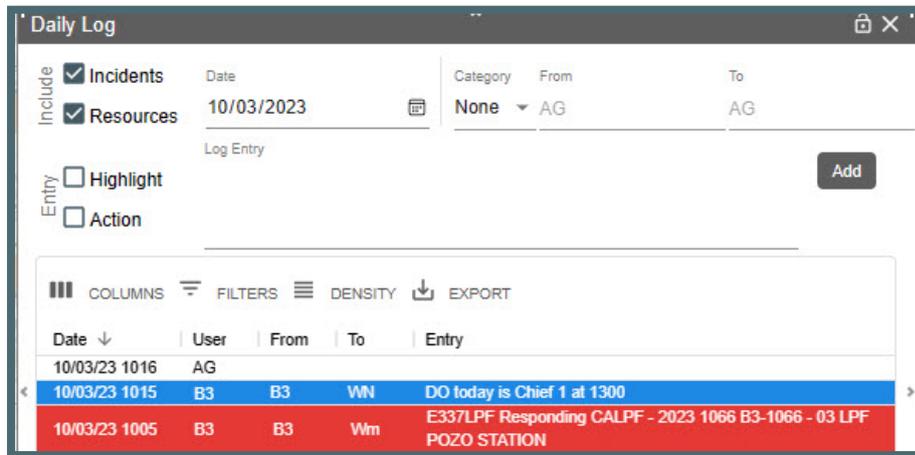
- Select the log entry to Highlight (or Action)
- Check the box (Highlight or Action)
- Click "Save"

Figure 148 - Select entry to be Highlight or Actions



Checking **“Highlight”** shows the entry in red. **“Action”** shows in blue until the item’s status changes and action is turned off.

Figure 149 - Highlight on Daily Log Panel



## Part IV: Roster

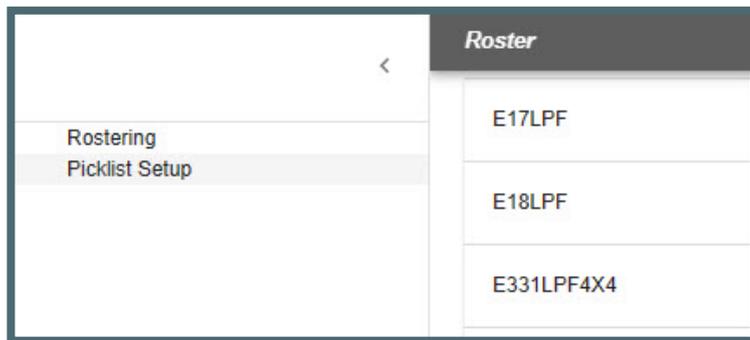
### Section 1: Rostering

To be able to Roster a resource in *WildCAD-E*, a two-configuration step will be performed. The Center Administrator will complete the first configuration step, which is to match the center's *WildCAD-E* resources with the corresponding resources in IRWIN and IROC. Although we are matching the same physical resource, it is not necessary to name the *WildCAD-E* resource the exact same name as it has in IROC.

The second configuration step is to authorize people to roster specific resources. An example might be that the same person located at a station might do the morning rostering for an engine and a dozer, and an FMO might have the right to roster those same two resources plus many others.

Dispatchers can only authorize those people who have the Roster role in *WildCAD-E*; so, if dispatchers are also going to do the actual rostering, they should not only have the Dispatcher role, but also the Roster role.

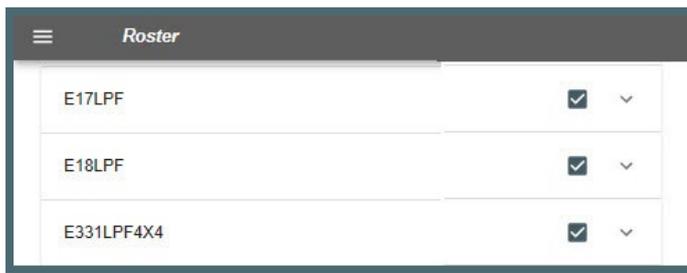
Figure 150 - Roster Menu



Clicking on Rostering, the menu will display resources that the user has been Authorized (Daily Routine Section). The Picklist Setup will be discussed in Section 2.

Left side of the Roster Panel (Figure 150) is the list of Resource that can be rostered by this user.

Figure 151 - Roster Panel, left side reflects the resources this user is authorized to roster.



**The right side of the Roster Panel** has two functions.

1. The check box:
  - if the box has a checkmark, that means that resources are available.
  - If the box is blank, that means that the resource is out of service or on an assignment. The assignment status of Committed, Responding, On Scene, etc. will be shown.
2. The Down Arrow:
  - Click the down arrow up, and the staffing on the resource will be displayed.

Figure 152 - Rostered Resource and Adding Position

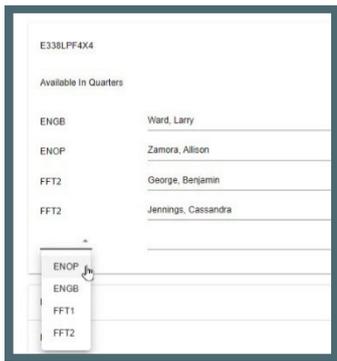


### **Creating a Roster**

Every Roster has a standard NWCG staffing pattern. As an example, the Engine, Type 3 has four positions. The user can add a fifth or more by clicking on the "Circle with Plus Sign."

By selecting the "Circle with Plus Sign," this action allows the user to select another position from the dropdown list.

Figure 153 – Selecting a Position

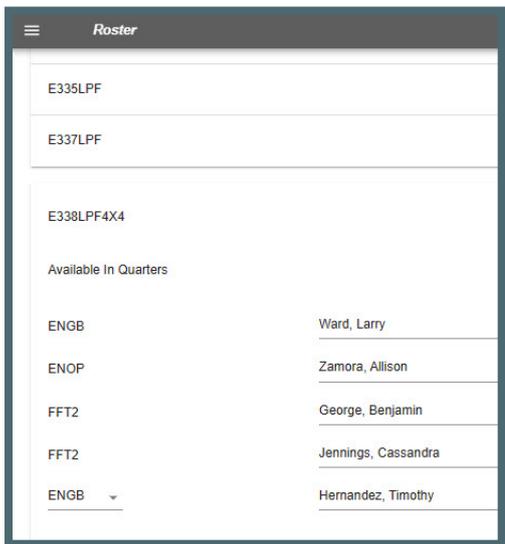


The next step is to select a person to staff the position.

**There are two ways to select the person.**

1. **From the Picklist** – the personnel the users have assigned to their respective resource’s picklist will be visible and can be selected from the list.
2. **Name Search** – in the line to the right of the desired position, start typing a minimum of three letters within the name. Once the name appears, click on it.

Figure 154 – Complete Rostering Resource



The rostered personnel are assumed to be qualified for the position they are filling.

- If the individual is not qualified a “Yellow Triangle” symbol will appear to the right of their name. *WildCAD-E* does not prevent the user from rostering a resource with a person who lacks the qualification. *WildCAD-E*

will allow that assignment because at times there are delays in entering experience and training to maintain a person's qualifications. **The bottom line is that managers and supervisors in the field have the final say over who goes out on what resources, not WildCAD.**

- If the individual is a trainee, a "Green T" symbol will appear to the right of their name.

Figure 155 -Roster Status

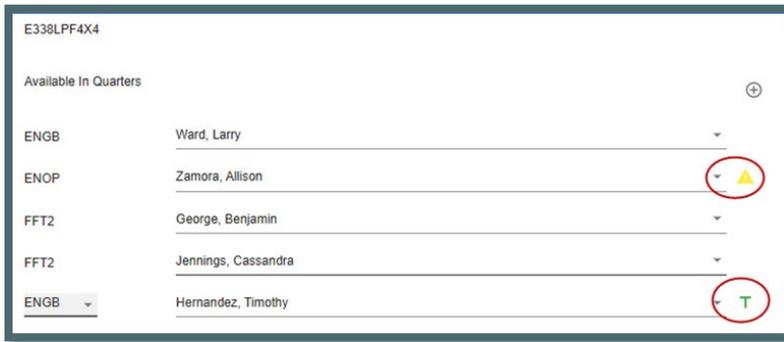
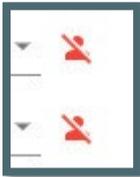
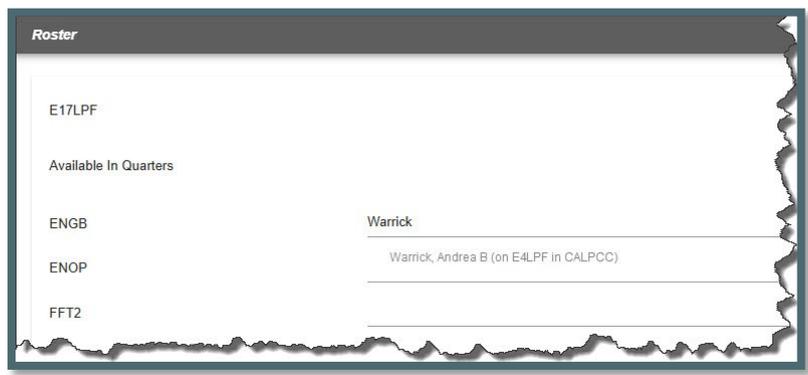


Figure 156 - Red firefighter indicates resource is currently assigned.



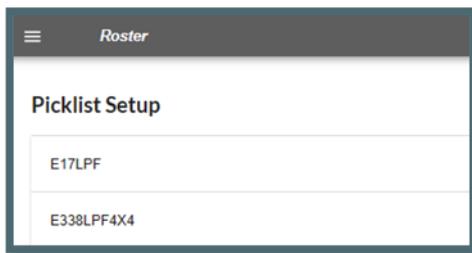
- If the individual has a "Red Firefighter" with a line on it symbol, that indicates the person's General Status in IRWIN is not currently Available.
- When adding an individual to a rostered resource, user will see individuals that are currently on another roster and will show the resource and dispatch center to which they are currently rostered. The resource is not selectable and appears grayed out until the resource is removed from the other roster.

Figure 157 - Example an individual currently on another roster.



## Section 2: Picklist Setup

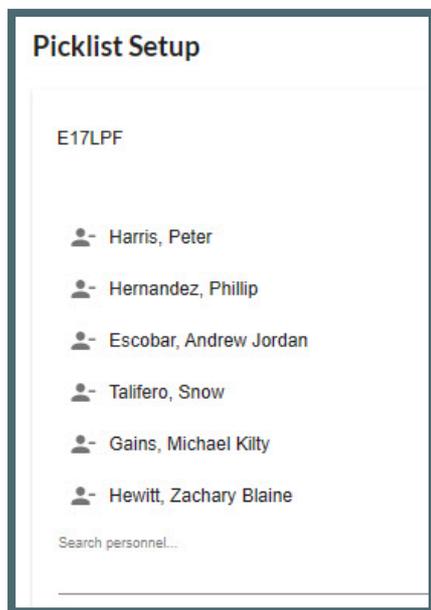
Figure 158 - Picklist Setup is used by a Dispatch Center when a group of individuals routinely performs work together as a resource, such as an engine, etc.



When a dispatch center has a group of individuals who routinely perform work together as a resource, such as an engine, crew, etc., a Picklist can be created which makes dispatch more efficient. This step is optional, and users can roster a resource without creating a picklist. These lists are intended to save time.

When performing rostering in *WildCAD-E*, one can attach any person who has a record in IQS or IQCS to our engine crew, etc.

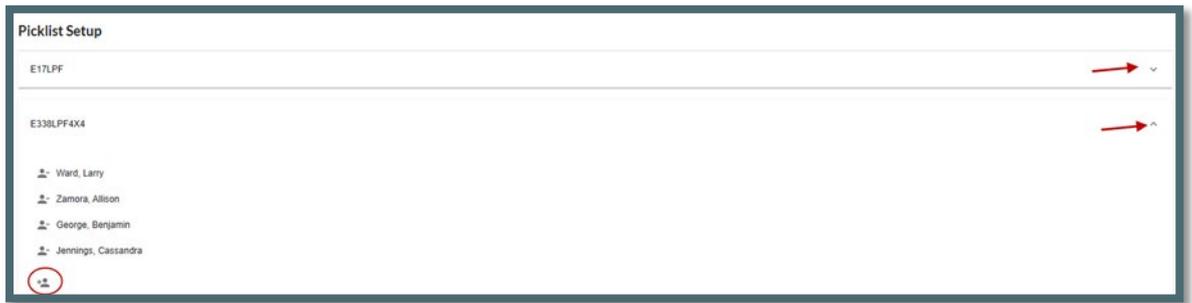
Figure 159 - Add a name to a Picklist.



### **To Set Up a Picklist**

- Identify the individual resources that combine to create a resource appropriate for a Picklist (e.g., engines, crews, etc.).
- If an individual is added in error, click right of the name and once prompted, remove the individual resources from the list.
  - Click the up and Down arrow to view the names on the Picklist.
- Save your work.

Figure 160 - Example Picklist Setup



- When adding an individual to a Picklist, users will see individuals that are currently on another roster and will show the resource and dispatch center to which they are currently rostered. The resource is not selectable and appears grayed out until the resource is removed from the other roster.

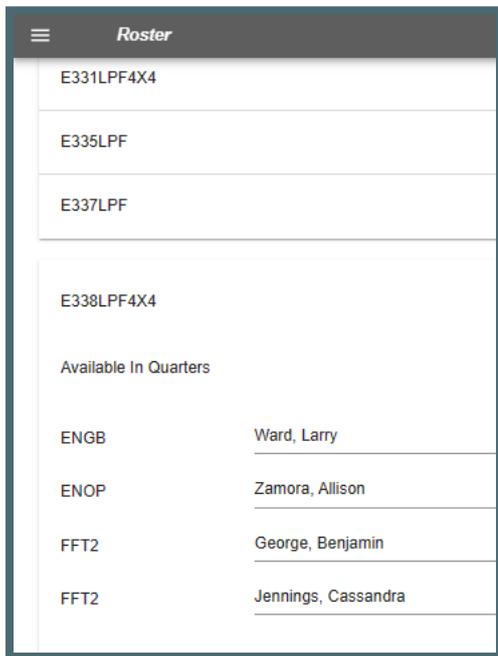
Figure 161 - Example an individual to a Picklist that is currently on another roster.



## Create a Roster

To create a roster for an Engine, assign an engine boss and crewmembers. A Picklist comes in handy for completing this task.

Figure 162 - Panel to create a roster.



- To create the resource, use the button in the upper left to add the position.
- To add additional members not on the picklist, type the individual's name.
- A green "T" to the right of a name indicates a trainee status.

A user can add people only if:

- The current dispatch unit is their home unit,
- If the person is not presently on a filled request, and
- The individual is not presently on another roster in *WildCAD-E*.

If the user wants to assign that resource today, the user will need to contact the person who manages the roster for that other resource and have them release that person.

Once a resource is on an assignment, meaning they are on a filled request in IROC, substitutions or reassignments of any people are completed in IROC.

Those *WildCAD-E* users who have only the roster role come right to this screen when they log in, they do not have access to any other *WildCAD-E* features. The user clicks on rostering, and the screen will size itself well for use on a tablet, even a cell phone, so people in the field will have that option to do rostering from a computer or a tablet and potentially even a cell phone.

## Part V. Incidents

### Section 1: Search Incident Panel (F2 or Search Icon)

Figure 163 - Search Incident Panel



Each row in the search panel represents one method to search for an incident.

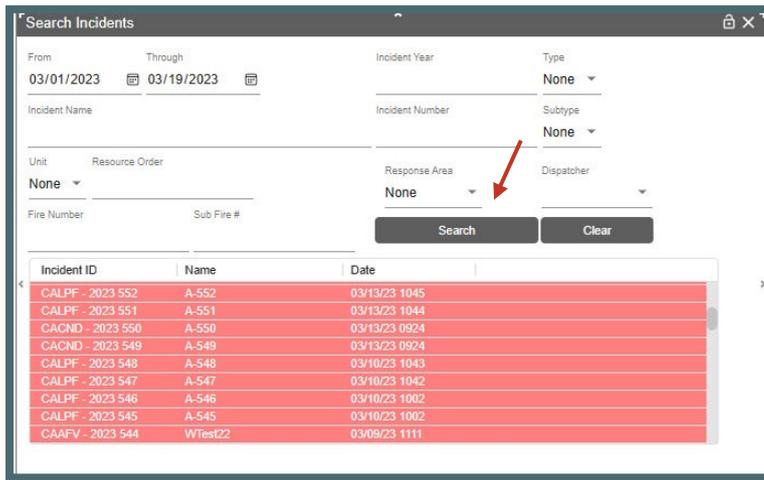
As example,

- Enter a date, from and to, and the information about what the user wants to search for on the incident (Figure 163).
- Click the Search button to execute the search. If the search was valid, the search will return to a list of incidents (Figure 164).
- To clear an enter, Click the “Clear” button.

Figure 164 - Search Incidents using date only.

The screenshot shows a window titled "Search Incidents" with various search filters. A red box highlights the "From" and "Through" date fields, which are set to "03/01/2023" and "03/19/2023" respectively. Other filters include "Incident Year", "Type", "Incident Number", "Subtype", "Unit", "Resource Order", "Response Area", and "Dispatcher". The "Search" and "Clear" buttons are visible. Below the filters is a table with columns for "Incident ID", "Name", and "Date". The table is currently empty, displaying "No rows".

Figure 165 - Search results by date.



## Section 2: New Incident (F9 or Incident Icon)

Figure 166 - New Incident F9 Icon



### Create Incident

Incident can be created in the following ways:

#### Manually

- Click the New Incident Icon without the location (Lat/Long)
- Manually enter the location on the Location (LOC) tab

#### Use the Drop Point

- Click on a location on the map, and to set a "Drop Point."
- Click on the New Incident Icon on the lower right side of the map. This auto populates the Lat/Long and TRS on the Location (LOC) tab.

Figure 167 - Use the Drop Point to create an Incident.

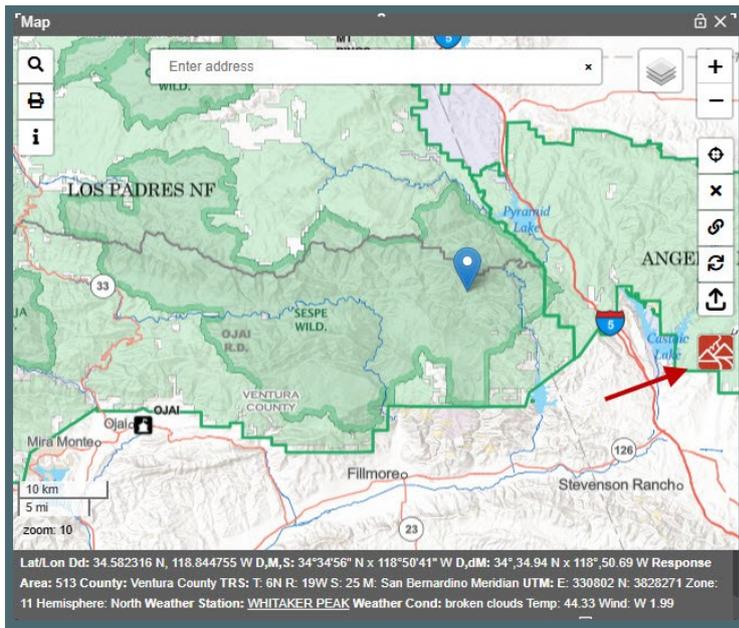
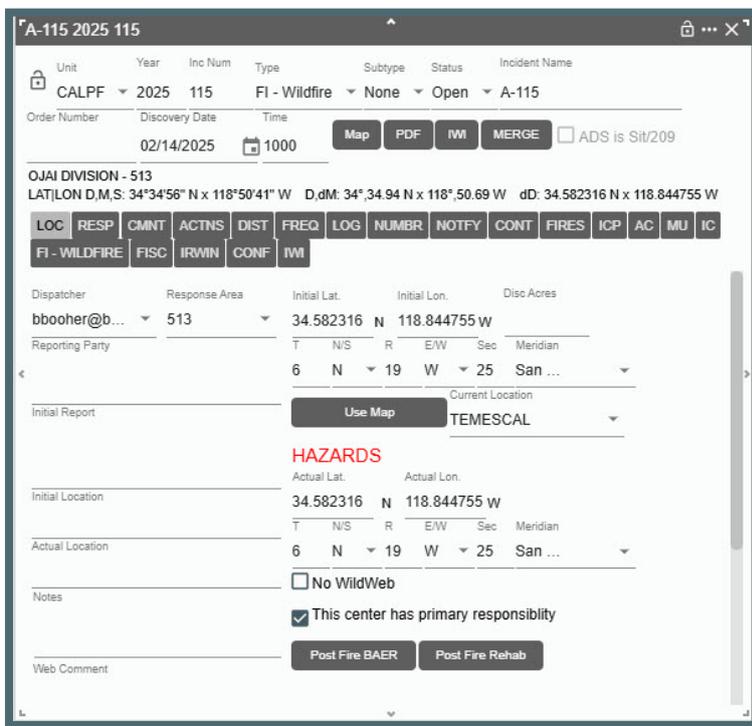


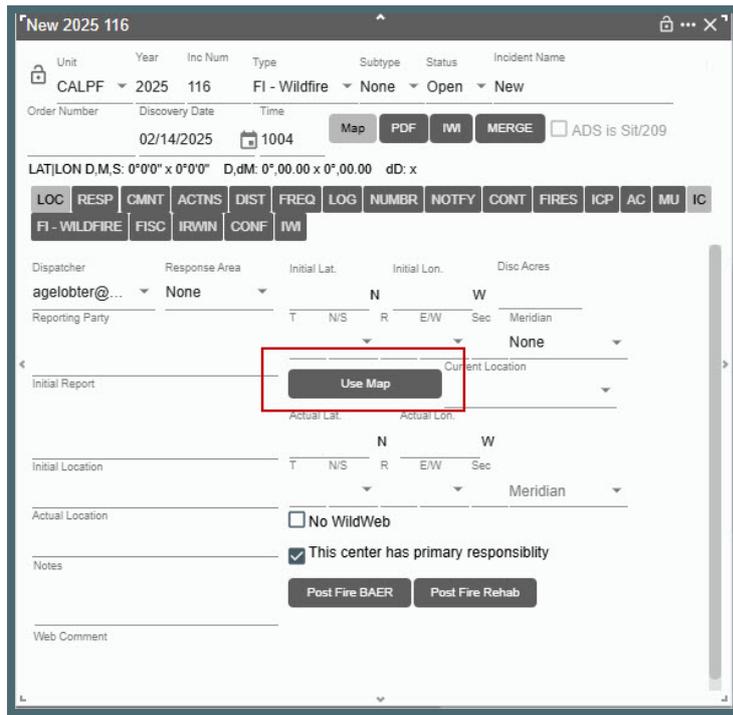
Figure 168 - New Incident created by using the Drop Point.



### The "Use Map" Button

- Click New Incident Icon or F9.
- Open the map and set the drop point location.
- Click the Use Map button and this auto populates the Lat/Long and TRS Location (LOC) tab.

Figure 169 - Use Map Location button to auto populate Lat/Lon.



### **Find Panel Icon**

Click on the "Find Panel" Icon upper left of the Map and use any one of the methods for finding a location, then click the "GO" button.

Click on the New Incident Icon on the lower right side of the map. This auto populates the Lat/Long and TRS on the Location (LOC) tab.

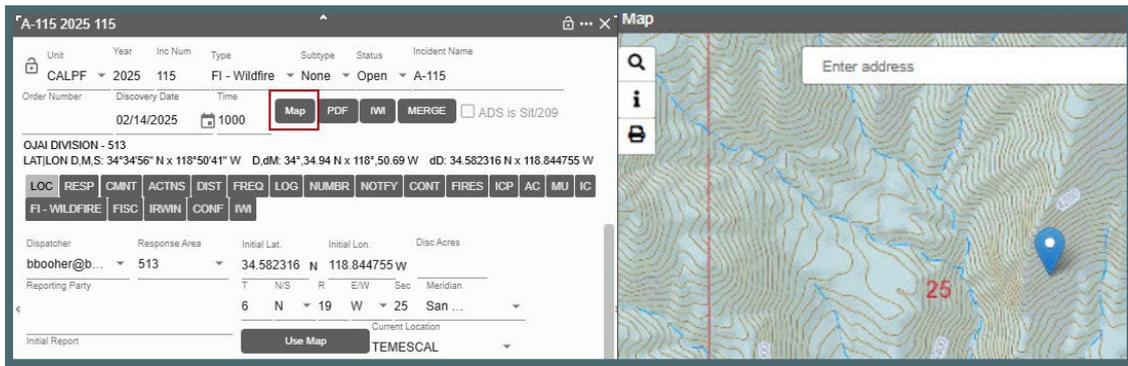
### **Search Bar**

- In the "Search Bar" on the Map, enter a place name, Lat/Long, etc., then click to go to a location.
- Click on the New Incident Icon on the lower right side of the map. This auto populates the Lat/Long and TRS on the Location (LOC) tab.

### **"Map" Button**

If an incident has a location, the Map button in the incident header will be enabled. Click the Map button, the map panel will open (if it was closed) and zoom to a point located at the actual Lat/Lon of the incident.

Figure 170 - Map button in the incident header is enabled.

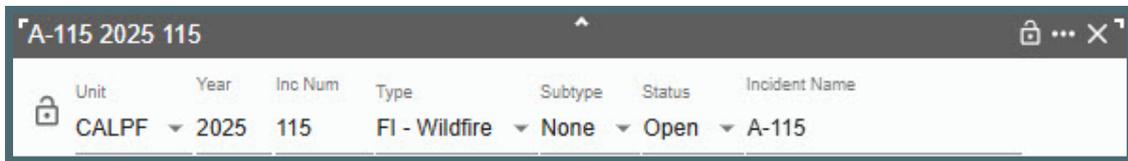


### Section 3: Incident Panel and Tabs

Creating an incident *WildCAD-E*, auto populates several items on the Incident Panel's Header and LOC Tab.

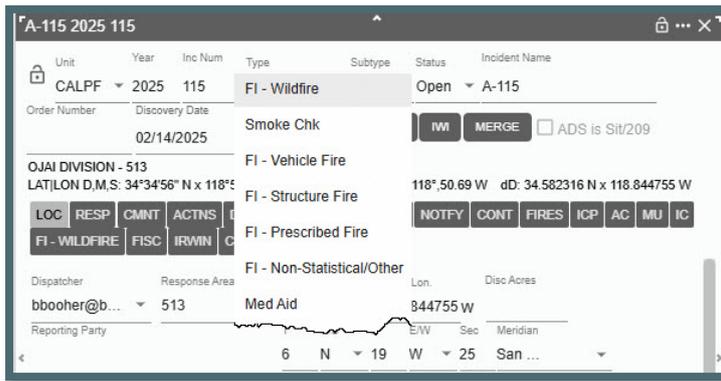
#### **Header Information - Upper Portion**

Figure 171 - Upper portion of Incident Panel Header



- **Unit** - Enter the Unit.
- **Year** - Enter the Current Year.
- **Inc Num (Incident Number)** - Is auto-populated by adding one number to the last used incident number. The last used incident number may be set up by the Center Administrator. The incident number cannot be changed.
- **Type** - For this Dispatch Center, the default type is "FI - Wildfire." 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.

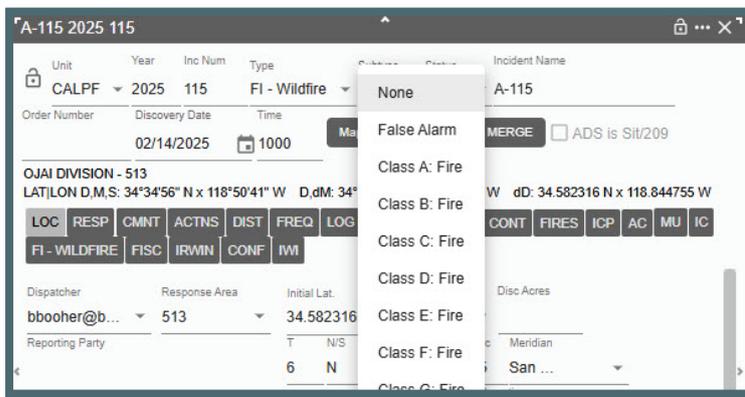
Figure 172 - Incident Type Dropdown Menu



### Subtype

- Display "None," which can be changed by using the dropdown menu.
- Incident Subtypes dropdown menu excludes expired subtypes from the list.

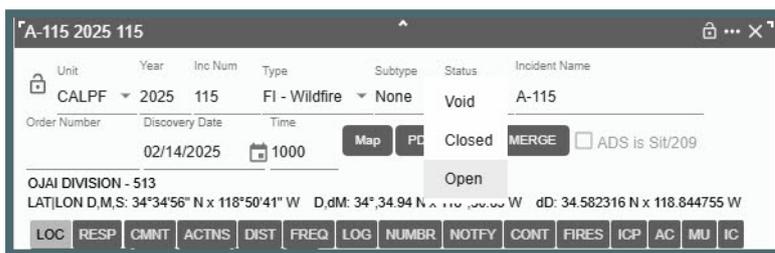
Figure 173 - Incident Sub-Type Dropdown menu.



- **Status** (as "Open")

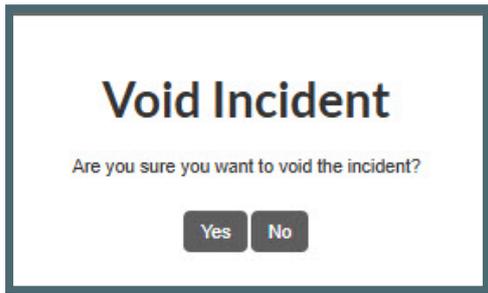
Before an incident can be set to close, the user must clear all resources assigned to the incident. The user will now get a prompt when attempting to close an incident that has resources assigned. The incident cannot be closed until all resources are cleared from the incident.

Figure 174 - Incident Status Dropdown menu.



The user will now get a Popup Confirmation when changing an incident status to Void.

Figure 175 - Void Incident Confirmation



- **Incident Name** - Displays "New," which will be replaced automatically as the user type in the actual name. *WildCAD-E* will check for duplicate incident name in the same calendar year and indicate a duplicate with "DUP," next the second incident name entered. Doing so will cause the sequence figure number to change. Incidents names with the "&" (ampersand character) in the incident name were not successfully to added to IRWIN.

Figure 176 - Incident Name



Figure 177 - Duplicate Incident Name



- **Discovery Date and Time** - Enter the date and time that the Incident was discovered.
- **Dispatcher** - Name of Dispatcher at the time the incident was created.
- **Response Area** - Initially display "None," which can be changed by using the dropdown.

In *WildCAD-E*, two or three symbols are located on the right side of the ribbon panel. These symbols are:

1. **Lock** - The Lock allows the user to lock or "Freeze or Un-freeze" the panel in place on the Home page.
2. **Three Dots** - The three dots to the right of the lock, dock the panel on the Home page ribbon.
3. **The "X"** - The "X," to the right of the three dots on the Home page ribbon, closes the panel from view; but does not delete the panel.

Figure 178 - Symbols at the far right of the panel ribbon lock the panel in place; dock the panel on Home; and closes the panel from view.

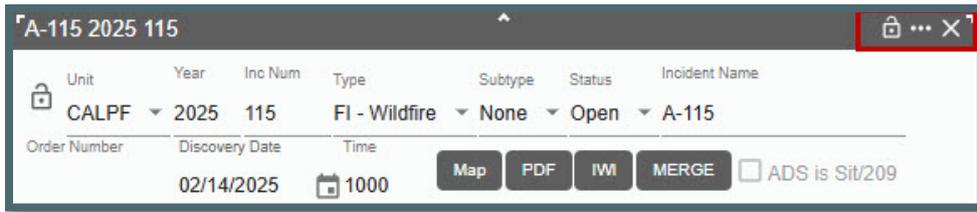
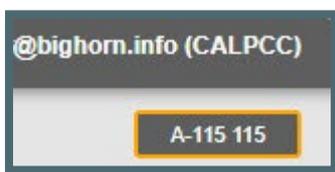


Figure 179 - The Freeze Lock in the "Open" position allows the panel to move. The "Close" position docks the panel in place on the Home page.



Figure 180 - Example of a "Dock" Incident Panel.



### Header Information - Lower Portion

On this portion of the Header, there are three buttons:

1. **Map Button** - Zooms on the map to the incident location and displays a Drop Point.
2. **PDF Button** - Prints this Incident Report to a PDF File. Associated merged wildfires are shown in the related incidents section of the report.
3. **IWI Button** - Creates an "Incident within an Incident" incident panel.
4. **MERGE Button** - Opens a "Merge Incident Info" panel.

### Map Button

Figure 181 - Map Button

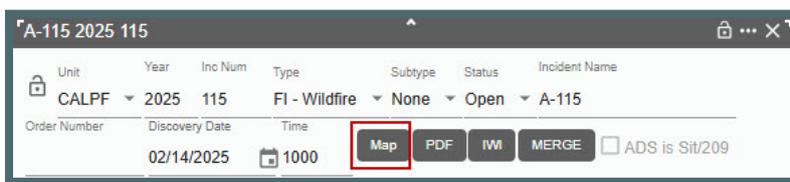
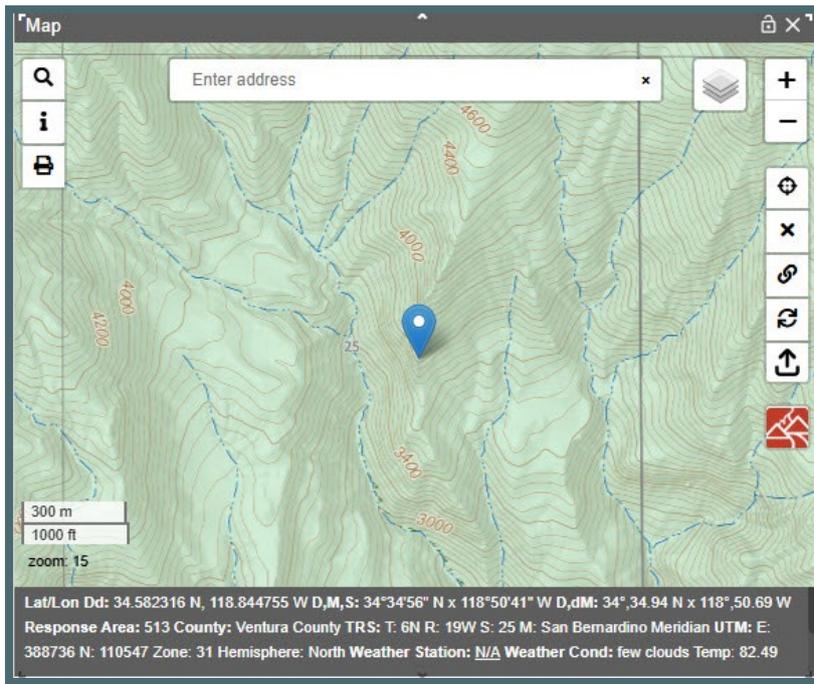
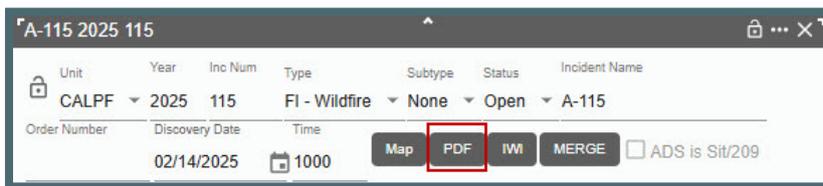


Figure 182 - Display the location of the incident after clicking the "Map Button."



## PDF Button

Figure 183 - The PDF Button

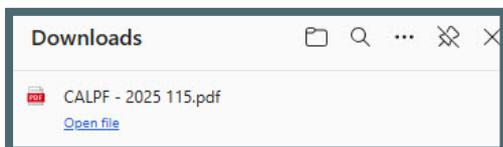


After clicking the 'PDF' button a pop-up will ask to confirm the inclusion of resource status.

Figure 184 - Report to include resource status or not.

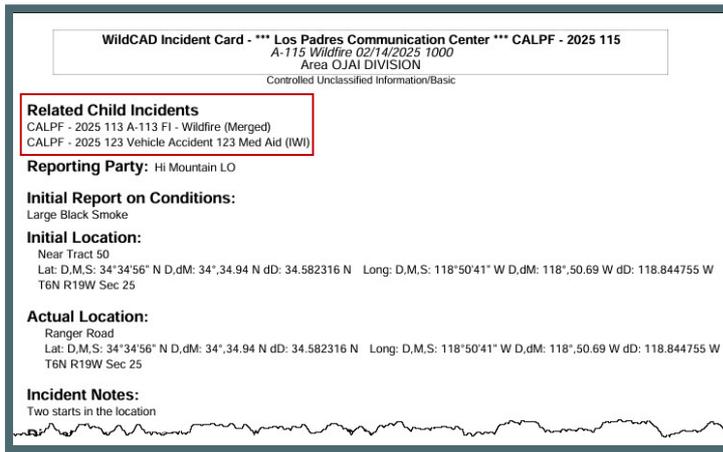


Figure 185 - Example of a file created using the PDF button.



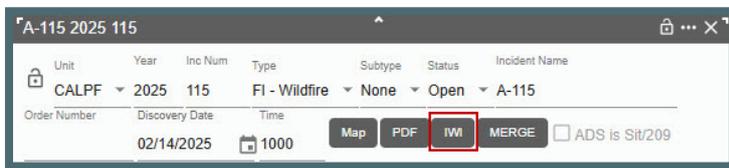
In this example notice the relationship section, which indicates the relationship between the parent incident (Wildfire) and the child (Merged and Med Aid (IWI))

Figure 186 - Example of an "Incident Report."



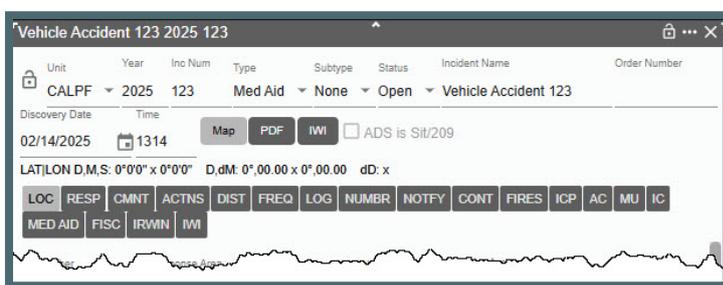
### IWI Button

Figure 187 - The "Incident with an Incident" (IWI) Button



Click on the **"IWI" Button** (Incident within an Incident) this will open a new incident panel for the IWI. From here the user can enter the information associated with the incident within the incident.

Figure 188 - The information associated with IWI.



From the original incident that has associated IWI, click on the "IWI" Tab to open an IWI panel. Any IWI associated with the original incident will be listed. In addition, from this panel the user can add a new IWI. Incident IWI can create an IWI for an incident that is already an IWI of another incident by clicking on the IWI Tab.

Figure 189 - From the IWI Tab, open the IWI Panel.

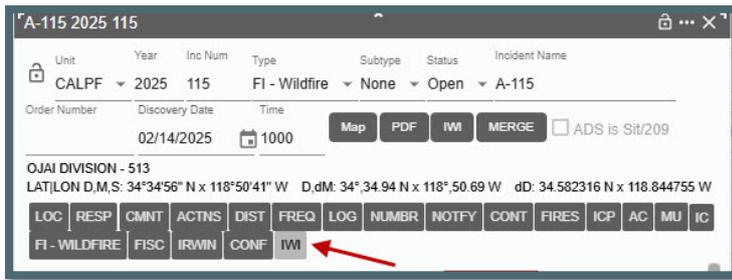
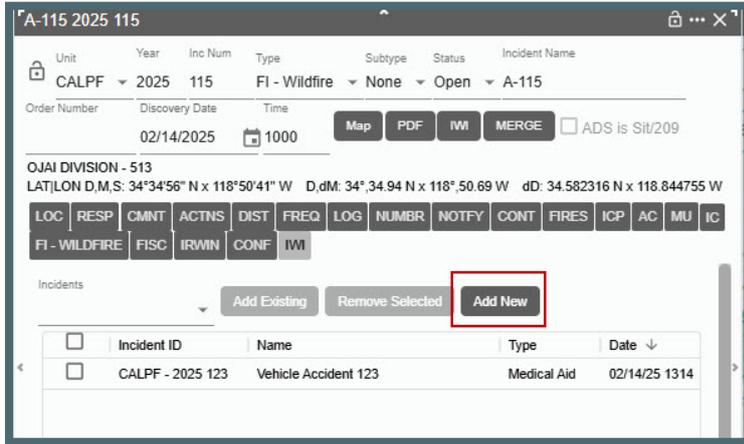


Figure 190 - From the IWI Tab, open the IWI Panel.



Then by clicking on the **"Add New IWI" button** that opens an incident panel has the same functionality as a normal incident panel and will associate this main incident with its own Tab on the original incident.

To add an existing IWI:

- Use the **"Incidents"** dropdown menu to select an IWI.
- Click the **"Add Existing IWI"** Button to add this existing IWI to the list.

To remove an IWI from the list:

- Click the box next to the **"Incident ID."**
- Click the **"Remove Selected IWI"** Button to remove this IWI to the list.
- To remove more than one IWI at a time just click all the boxes next to the IWI you want to remove.

### **Merge Button**

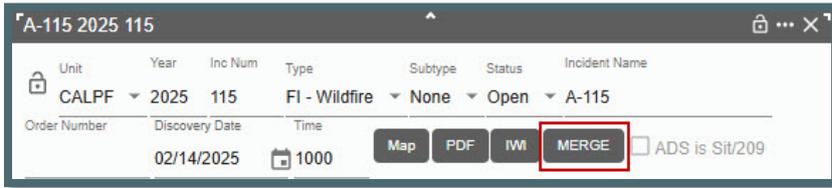
Background (from NWCG Standard for Merged Wildfires)

Merged Wildfires: Two or more wildfires that burn together to form a single burned area and which, by management action, may be declared merged and managed as a single incident to improve efficiency and simplify incident management processes.

Definition Extension:

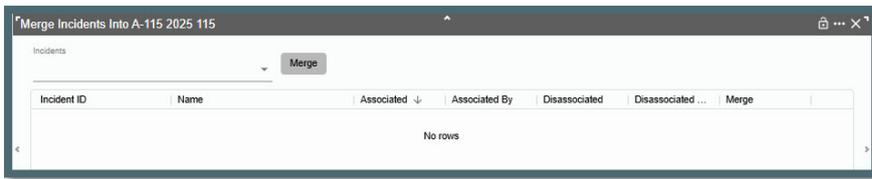
- Management can decide to declare wildfires as merged or not.
- A merged wildfire requires a Merged Date and association with the remaining active wildfire, i.e., Merged Parent, to be identified correctly in operational and historical data.

Figure 191 – Merge Button.



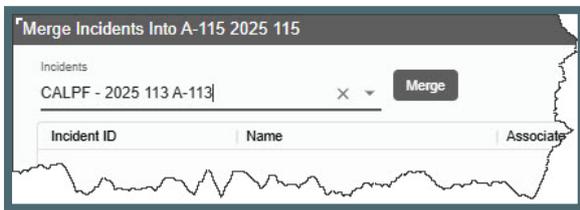
Create merge relationships from an incident, open a wildfire incident and click the “MERGE” button to open the Merge Incidents panel.

Figure 192 – Merge Button.



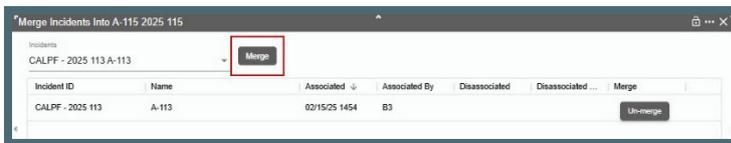
On the Merge Incidents panel, select an incident in the dropdown that you would like to merge with.

Figure 193 – Merge Button.



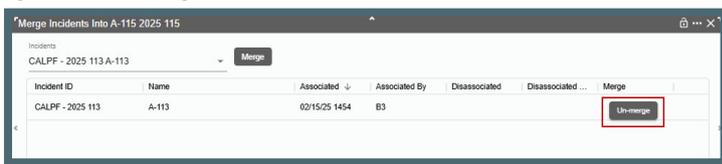
Click “Merge”

Figure 194 – Merge Button.



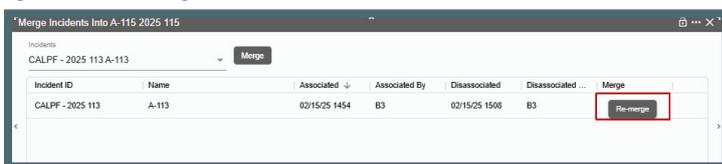
Click the “Un-merge” button to disassociate the merge incident.

Figure 195 – Merge Button.



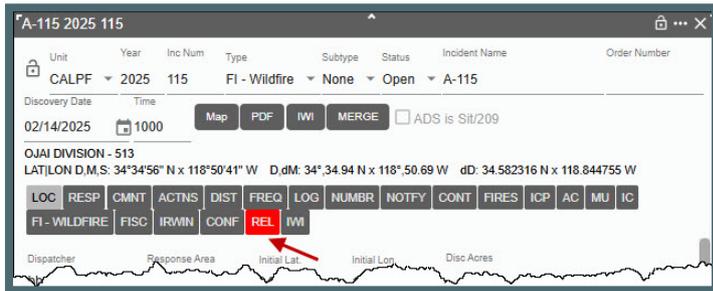
Click the “Re-merge” button for that same record.

Figure 196 – Merge Button.



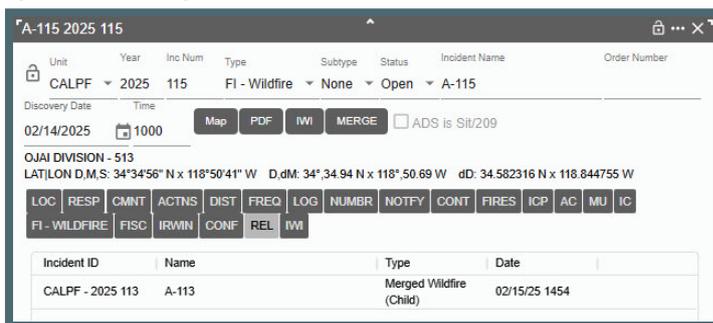
View "Merge" relationships for an incident in the Relations tab  
 Open incident that created merge relationships for the parent or child.

Figure 197 - Merge Button.



Click the "REL" or Relationships tab.

Figure 198 - Merge Button.



To view "Merge" relationships for the entire dispatch center, go to *Daily Routines/View Merged Incidents* page.

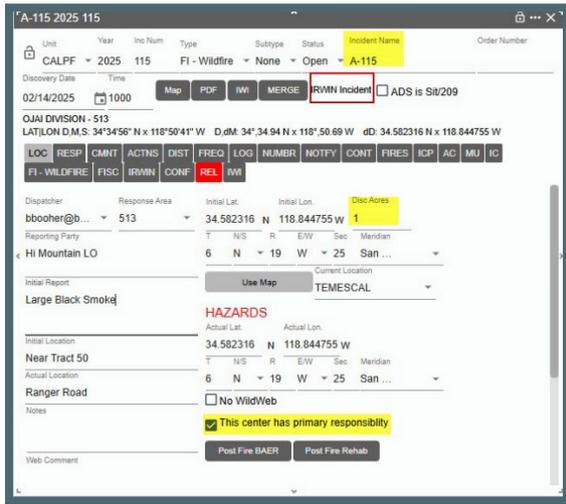
### **IRWIN Integration**

The fields required to have an Incident be sent to IRWIN are:

- **"Disc Acres"** - Discovery Size (new field "Disc Acres" on Location Tab)
- **"Incident Name"** - Once the user starts typing the word "New" will be replaced.
- **"This center has primary responsibility"** for this incident must be checked.
  - If the user's center is NOT responsible for the incident, the user would uncheck the box.
  - If the user UNCHECKS the box for a fire, the user's information about this Incident will not flow through IRWIN to other systems.

Once the above is completed the incident panel will display **"IRWIN Incident."**

Figure 199 - Example of IRWIN Incident.



### Changing from an IRWIN Integrated Incident to Non-Integrated Incident

When changing from an **IRWIN Integrated Incident** to a **Non-Integrated Incident** type, any filled resource capability requests on the incident are closed and the IRWIN incident is set to invalid. Also, the following log entry is added to the IRWIN Log for the incident - "Changed to a non-integrated type, IsValid set to false."

Changing the incident type back to an integratable type uses the prior IRWINID and sets IsValid=true (example, Wildfire accidentally changed to Misc, dispatcher notices the error and changes back to Wildfire).

When changing from a non-integrated incident to an IRWIN integrated incident type, the incident is sent to IRWIN once all the requirements are met. Filled capability requests are created for any IRWIN resources assigned (w/ status Responding, On Scene, or Returning) to the incident.

In the case where the incident type is changed to "**FI - Wildfire**" the following rules are applied:

- When changing from an IRWIN integrated incident to a "**FI - Wildfire**" and the incident does not have discovery acres, the discovery acres are set to 0.01 by *WildCAD-E*. The incident continues to be integrated.
- When changing from a NON-integratable incident (i.e., Smoke Check, Misc), the discovery acres are now NEVER set by *WildCAD-E*

In the case where an escaped "**FI - Wildfire**" is created from a "**FM - Prescribed Fire**" (via the WF button on the incident header), *WildCAD-E* sets the wildfire's discovery acres to 0.01 regardless of the value in the prescribed fire's discovery acres.

The incident type cannot be updated for the following special cases:

- If the incident is part of an integrated parent/child relationship
  - "FI - Wildfire" related to a "FM - Emergency Stabilization".
  - "FI - Wildfire" related to a "FM - Fire Rehabilitation".
  - "FI - Wildfire" related to a "FM - Out of Area Response".

"FM - Prescribed Fire" related to a "FI - Wildfire".

- If the incident is a "**FM - Preparedness/Preposition.**" When an incident type is changed to a "FM - Preparedness/Preposition," the user is prompted with a dialog to confirm or cancel the change. The incident type can **ONLY** be updated to a "FM - Preparedness/Preposition" if the incident is not in IRWIN and the incident has no resources assigned.

### ***Authoritative Data Source (ADS is Sit/209)***

If the Center has turned over responsibility for updating the Incident to another entity (e.g., to an Incident Management Team), check "**ADS is Sit/209**" box. From then on, changes to the center data for this Incident will not flow to IRWIN. If the box was inadvertently unchecked and resources were then assigned, it was not possible to check it without releasing all the resources.

### ***Incident Panel Tabs***

As users work with *WildCAD-E*, they will frequently manage Incidents on this Incident Panel. The panel contains numerous "**Tabs,**" each of which is described below. All **Tabs** have a set maximum length limit on all entry fields to avoid issues with user would try to save data with too many characters and the result would be that no data was saved.

### **Location Tab (LOC)**

Most of the information on the **LOC tab** is completed as the user creates the incident.

Such as,

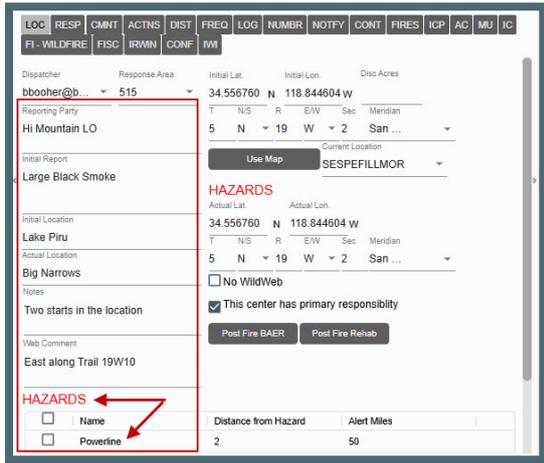
- The "Current Location" is the dispatch location associated with the incident response area. A drop-down dispatch location is available to change the current location.
- For resources assigned to the incident, their current dispatch location will be set to the associated dispatch location for the incident.
- Added the ability to add half (x.5) decimal values for Township and Range.

The lower left side (Red Box) of the LOC tab has several free text areas that are optional.

If the incident location is within an area that has been identified by the Center Administrator as a "Hazard," a warning "HAZARDS" will display below the free text area.

Scrolling to the bottom of the LOC tab will display information about the hazard.

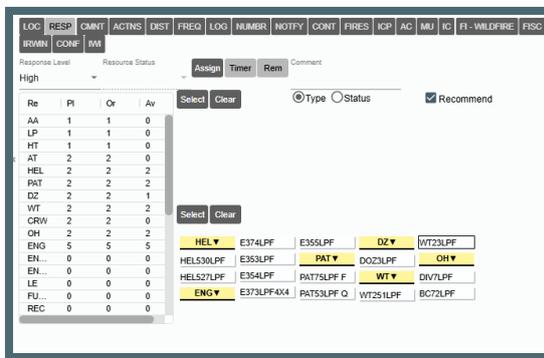
Figure 200 - Location Tab (LOC)



## Response Tab (RESP)

Manage the responding resources on this tab. **RESP tab** is NOT visible for incident types of FM - Preparedness/Preposition ("Prepo") or FM - Out of Area Response:

Figure 201 - Response Tab (RESP)



### The left side of the RESP Tab:

- **Response Level** - will default to the response level set in the Daily Routines. To start a response:
  - Use the dropdown to change the response level.
- **Resource Status** - will default to "Committed" once a resource is "Assigned."
  - Use the dropdown to change the response status.
- **Quantity - the preplanned number of resources** to be dispatched at a select response level. These number are set in Center Administrator within the "Dispatch Strategy," The quantity are defined:
  - **Re** - Resource Type
  - **Pl** - Number preplanned
  - **Or** - Number requested (ordered) for this Incident.
  - **Av** - Number available

The user can change the quantities in the Ordered (Or) column to, for example, request the next closest engine.

### ***Assigned Resources***

#### **The top portion right side of the RESP Tab includes:**

- **Assign** -The Assign button commits the resource(s).
- **Timer** - Click on a resource, then the button will start a timer for that resource.
- **Rem** - The **“Remove”** button can be used to completely remove a resource from the incident, along with any associated actions on the Incident.
- **Comment** - When selecting a resource, you can enter a comment and change status to create a log entry.

### ***Committed Resource***

#### **The middle portion on the right side of the RESP Tab includes:**

- **Select** - Click on resource the use the dropdown “Resource Status” to change status.
- **Clear** - will clear the user’s last entry, such as select a resource and decided the user pick the wrong, click “Clear.”
- **Type or Status** - The user can sort the list of resources by Resource Type or Resource Status.
- **Recommend** - Click on the box to display the recommended response and click off the box and “Not Recommended” will be displayed. Current Dispatch Location is used for recommending resources.

### ***Recommended Resources***

#### **The lower right side of the RESP Tab includes:**

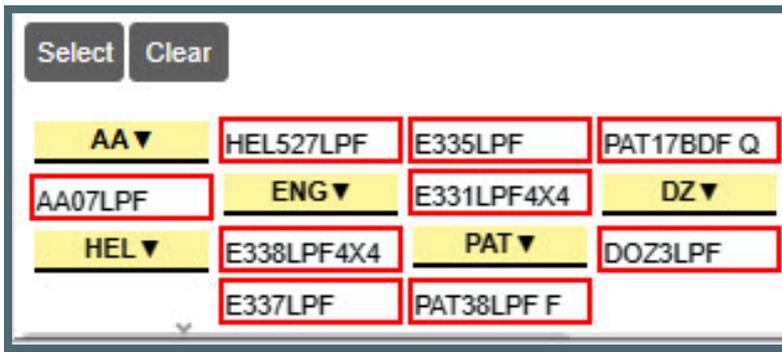
- **Select** - Click on resource and use the “Assign” button to commit the resource (multi select).
- **Clear** - will clear the user’s last operation, such as a select-a-resource and/or it is decided the user pick the error wrong, click “Clear.”

#### ***Selecting from the RESP Tab within the Recommended Resource portion:***

To select ALL Resources:

- Click “Select” and each resource will have a red box around the resource.
- Click “Assign” which moves the resources to the Committed portion.

Figure 202 - Response Tab - Select



Within the Committed portion:

- Click "Select" and each resource will have a red box around the resource.
- Use the Resource Status dropdown to status the resources Committed, Responding, or At Scene, etc.

Figure 203 - Response Tab Assign

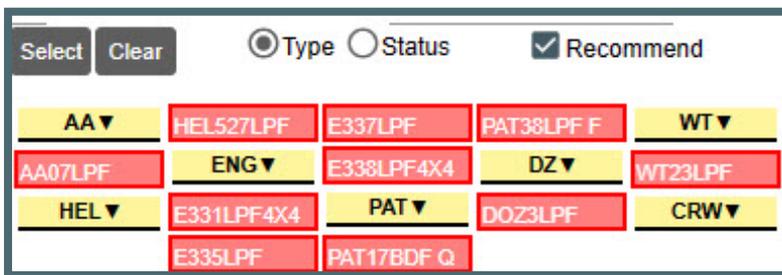


Figure 204 - Response Tab, Dropdown List



### **To Multi-Select *SOME* Resources**

With in the Recommended Resource portion

- Hold the "Ctrl" key and click on the resources the user wants to commit (can be one or more than one resource).
- Click "Assign," which moves the resources to the Committed portion.

Within the Committed portion:

- Hold the "Ctrl" key and click on the resources the user wants to commit (can be one or more than one resource).
- Use the Resource Status dropdown to status or to make the resources Committed, Responding, At Scene, etc.

**Type or Status** - the user can sort the list of resources by Resource Type or Resource Status.

Figure 205 - Resource Status - By Type

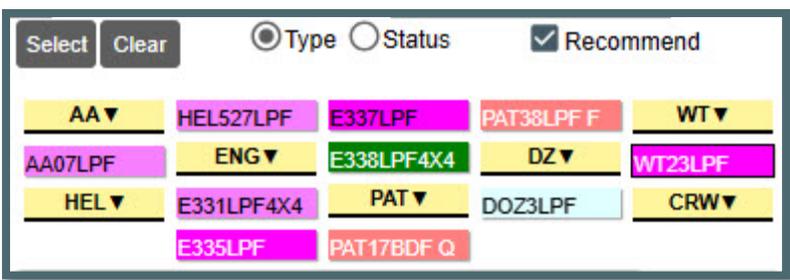
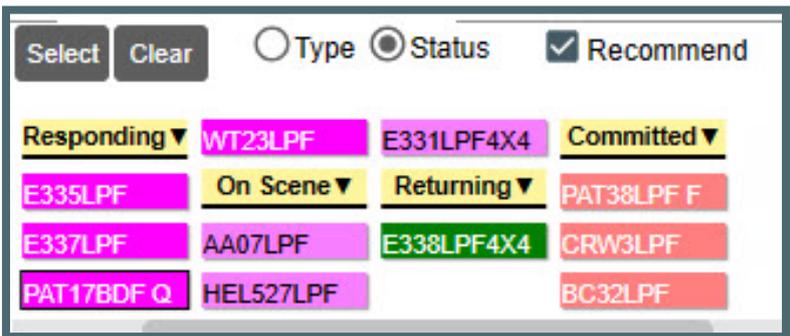
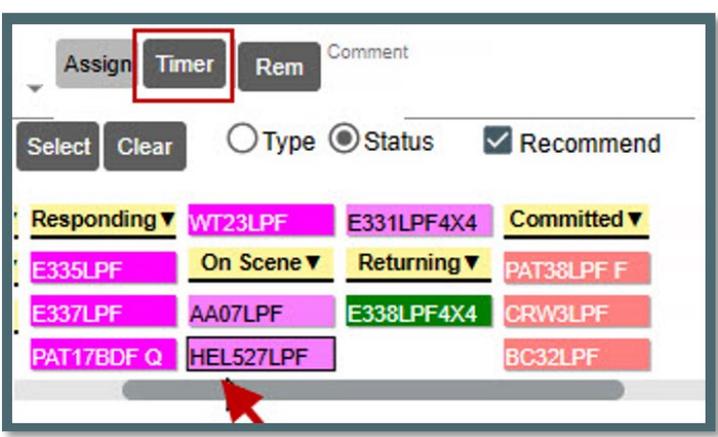


Figure 206 - Resource Status - By Status



**Timer** - Click on a resource, then the button will start a timer for that resource.

Figure 207 - Resource Status - Start Timer



**Selecting from the Resource Status Panel**

- Click on the resources the user wants to commit (can be one or more than one resource).
- Click "Assign," which moves the resources to the Committed portion.

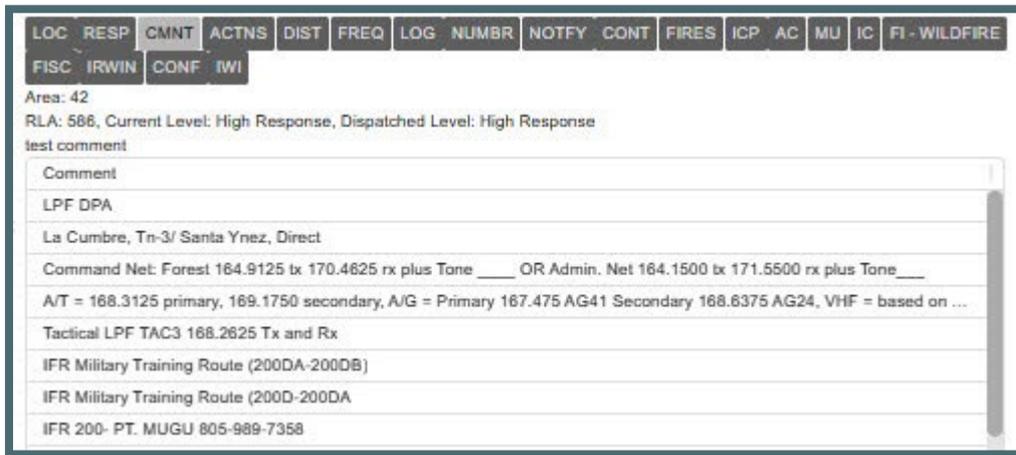
Within the Committed portion:

- Click on the resources the user wants to commit (can be one or more than one resource).
- Use the Resource Status dropdown to status or to make the resources Committed, Responding, At Scene, etc.

### **Comments Tab (CMNT)**

This tab shows information entered by the **Center Administrator** for this response area.

Figure 208 - Comment Tab



### **Actions Tab (ACTNS)**

The **Actions Tab** shows all the status changes for resources on this Incident. When a resource is set to a status that makes it no longer assigned to the incident, the Actions tab now shows that the resource was "Released" along with the date/time. This record will also be in the status history of the incident.

Figure 209 - Actions Tab

Status Date ↓	Resource	Status	User	Change
07/25/24 1109	E374LPF	Released	B3	
07/25/24 1109	E374LPF	On Scene	B3	
07/25/24 1109	E374LPF	Responding	B3	
07/25/24 1109	E374LPF	Committed	B3	

### **Distance (DIST)**

These six lists are sorted according to air miles, with closest shown at the top. Each time the user visits this tab; the lists are recalculated based on the Lat/Lon shown on the Location tab. Expanded the geographic declination lookup used by *WildCAD-E* to include

areas outside the continental United States so that the bearing calculations could be performed in Alaska and other areas outside the U.S.

Figure 210 - Distance.

LOC RESP CMNT ACTNS DIST FREQ LOG NUMBR NOTFY CONT FIRES ICP AC MU IC FI - WILDFIRE									
VOR			Air Tanker Base			Helibase			
Name	Dist...	Bearing	Name	Dist...	Bearing	Name	Dist...	Bearing	
GORMAN	13	188	VAN NUY...	28	332	CHUCHU...	16	156	
FILLMORE	14	20	FOX AIR ...	32	265	CASITAS ...	28	81	
LAKE HU...	15	257	BURBAN...	34	325	KEENE H...	40	212	
CAMARIL...	25	41	MOJAVE ...	45	242	CHANTR...	47	311	
VAN NUYS	28	332	SANTA B...	50	91	Rio Bravo ...	50	191	
VENTUR...	30	32	SANTA M...	82	115	MEADOW...	53	176	
Hospital			Trauma Center			Burn Center			
Name	Distance	Bearing	Name	Distance	Bearing	Name	Distance	Bearing	
2C HELIB...	145	138	LAS VEG...	202	256	LOS ANG...	44	344	
LAS VEG...	202	256	AMEDEE ...	347	182	ALMA HE...	218	147	

## Frequency Tab (FREQ)

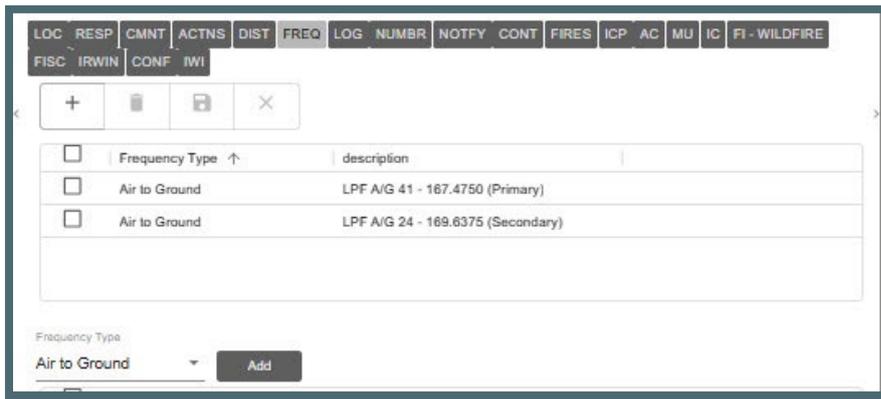
### Adding a Frequency

- Under **"Frequencies Type,"** use the dropdown to select a category (e.g., Ground).
- Once a category is selected, a list of **"Default Frequencies"** descriptions will be displayed.
- Click the appropriate box adjacent to the frequency type to be used.
- Click the "Add" button to add a frequency type, and a description will be added to the list.

Figure 211 - Adding Frequency -Type

LOC RESP CMNT ACTNS DIST FREQ LOG NUMBR NOTFY CONT FIRES ICP AC MU IC FI - WILDFIRE																					
FISC IRWIN CONF IWI																					
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>+</span> <span>🗑️</span> <span>📄</span> <span>✕</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><input type="checkbox"/></th> <th>Frequency Type ↑</th> <th>description</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">No rows</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <p>Frequency Type: <span style="border: 1px solid black; padding: 2px;">Air to Ground</span> <span style="margin-left: 10px;">Add</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><input type="checkbox"/></th> <th>description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>LPF A/G 41 - 167.4750 (Primary)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>LPF A/G 24 - 169.8375 (Secondary)</td> </tr> </tbody> </table> </div>										<input type="checkbox"/>	Frequency Type ↑	description	No rows			<input type="checkbox"/>	description	<input type="checkbox"/>	LPF A/G 41 - 167.4750 (Primary)	<input checked="" type="checkbox"/>	LPF A/G 24 - 169.8375 (Secondary)
<input type="checkbox"/>	Frequency Type ↑	description																			
No rows																					
<input type="checkbox"/>	description																				
<input type="checkbox"/>	LPF A/G 41 - 167.4750 (Primary)																				
<input checked="" type="checkbox"/>	LPF A/G 24 - 169.8375 (Secondary)																				

Figure 212 - Example of Completed FREQ Tab



### Deleting a Frequency

- Click the box next to the frequency that will be deleted. The “Trash Can” icon will be highlighted.
- Click the trash can icon. and a warning will appear asking to either accept “OK” or “Cancel.”
- Click OK to delete or cancel to make no changes.
- Click “Save” for either case.

### Incident Log (LOG)

#### Adding an Entry into LOG Tab

- Click on “Log Entry,” and type the entry.
- In the “From/To,” enter the name or initial for the individual the message is coming and going to.
- Click “Enter” key or “Add” button to save the entry.
- The Dispatcher’s initials will be displayed under the “User” column.

#### Editing a LOG entry

- Click on the entry line the user wants to edit, and the entry will be displayed in Log Entry line.
- Make the edits.
- Click the “Save” button.
- Click “Save” for either case.

#### Voiding a LOG Entry

- Click on the entry line the user wants to void, and the entry will be displayed in **Log Entry line**.
- Click **the check box next to “Strikethrough”** to indicate this entry was void.
- Click the “Save” button.

### Text/Email

Clicking on the **Text/Email button** takes the user to the Text/Email panel on a separate tab. Text messages sent from within an incident will now appear in the Incident Log and the Daily Log

### Resource Status Changes

**Resource Status Changes** only appear on the Log if a "Comment" has been included with the status change.

### Timer

Click on the **Timer Icon** to start a timer.

Figure 213 - An example of LOG Tab.

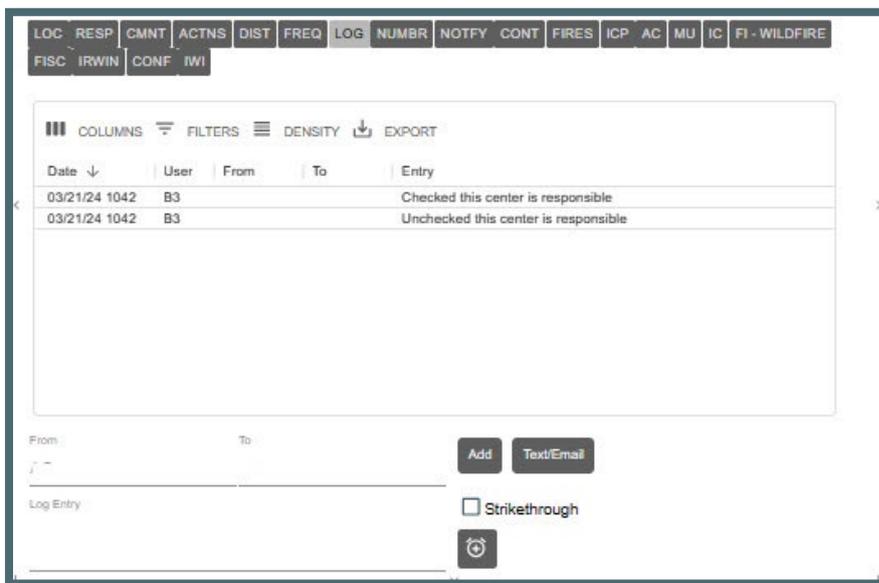
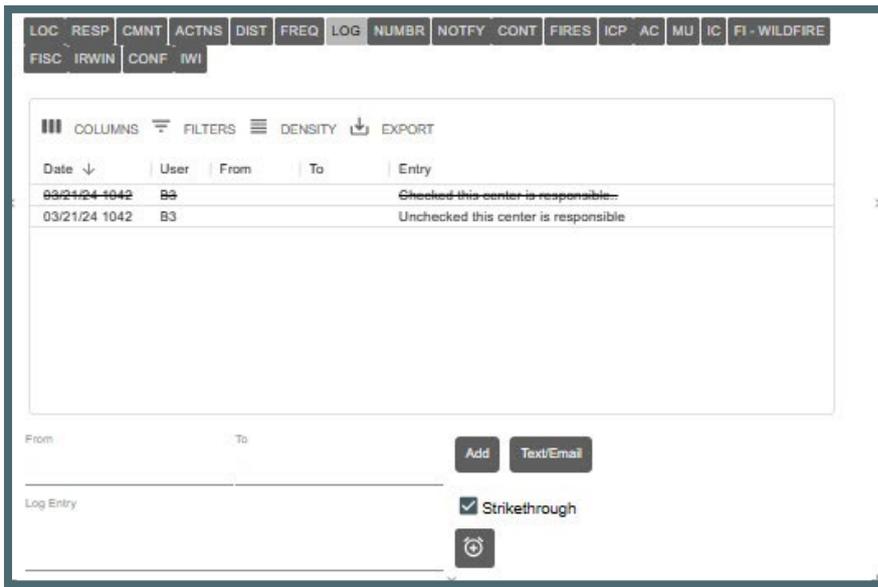


Figure 214 -An Example of void LOG entry (Strikethrough)



### **Number (NUMBR)**

The Center Administrator creates categories of numbers (Descriptions), which the users can then enter the "Value."

- **Text or Non-changeable Number** are entered directly.
- **Sequence of Number** is set up as an "Use Auto" by the Center Administrator, the user will click the "Next Number" button to retrieve the next number. This will change the number to +1 of the last number that was on the Numbers Tab.

Figure 215 - Number - Add Numbers and/or Text.



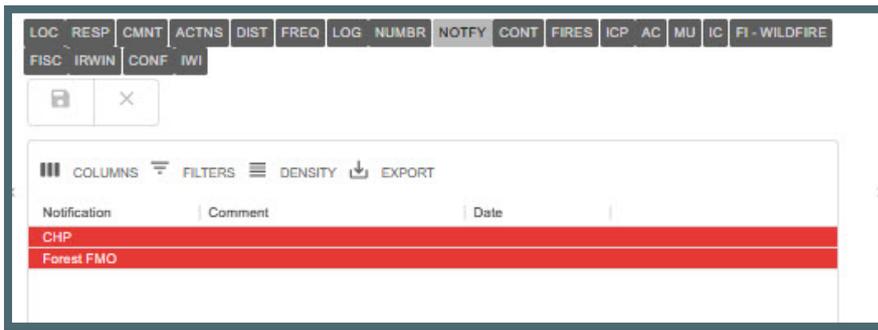
### **Notifications (NOTIFY)**

The Center Administrator creates the **Notifications list**. Once the list is available:

- Click on the line of the entity to be notified.
- Under "Comment" column, enter brief details about the notification and click to text notification.
- Click **"Save,"** and the date and time will be automatically populated.

If certain Notifications are required for this Incident, they will appear at the top in red.

Figure 216 - Notify Tab.



### **Contracts (CONT)**

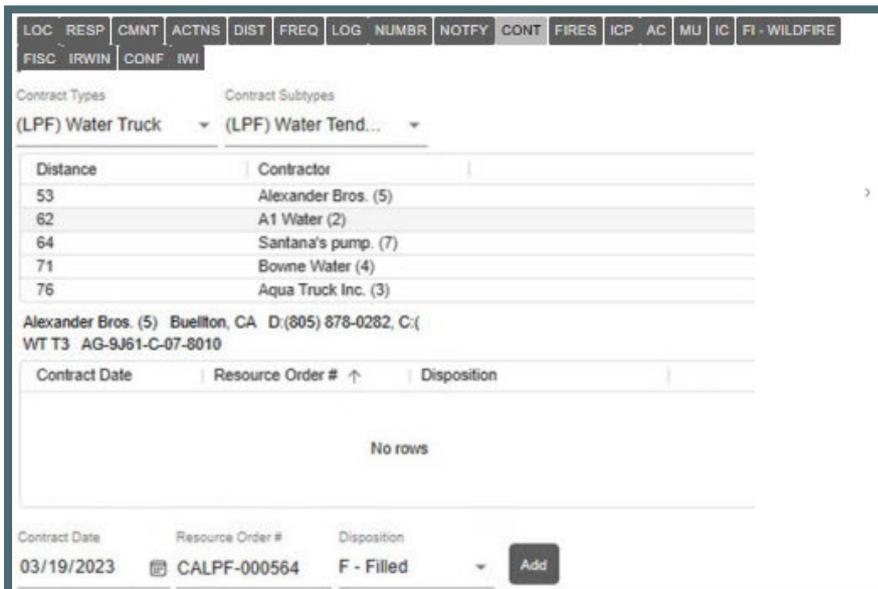
By selecting, the **"Type"** or **"Sub Type"** of contract, a list of known contractors will be displayed and sorted by air miles to the Incident.

- To see information about a specific EERA/Contract, simply click on that respective contractor from the list.

At the bottom of the panel, enter the **"Date"** and **"Resource Order #,"** and select appropriate status for the Contractor on this order:

- F - Filled
- D - Declined
- U - Unable to Contact

Figure 217 - Selecting a Contract



Click **"Add"** to add this history for the Contractor.

Figure 218 – Add the Contractor and appropriate status.

Distance	Contractor
53	Alexander Bros. (5)
62	A1 Water (2)
64	Santana's pump. (7)
71	Bowme Water (4)
76	Aqua Truck Inc. (3)

Alexander Bros. (5) Buellton, CA D:(805) 678-0282, C:(WT T3 AG-9J61-C-07-8010)

Contract Date	Resource Order #	Disposition
03/18/23 1700	CALPF564	F

Contract Date: 03/19/2023 | Resource Order #: CALPF564 | Disposition: F - Filled | Add

## Fires (FIRES)

Figure 219 – The FIRES Tab

**Initial Report of Conditions**

Fuels: Brush | Jurisdiction: FS | Acres: 0.01 | Wind Speed: 0.01 | Dir: NE | Slope: 30% | Aspect: SE | Spread: 2-3 Ch/H | Complexity: 3 | Struc's Threat'd: Tract 51 Area

**Initial Strategy:** Full Suppression

Access: Ranger Canyon Road

Hazards/Concerns: [Empty]

**Fire Report Information**

Fire #: 7 | Sub Unit: [Empty] | Acres: 0.01 | Cis: A | Land Stat: [Empty] | Elevation: [Empty] | Wilderness?:  | Contain Date: [mm/dd/yyyy] | Control Date: [mm/dd/yyyy] | Out Date: [mm/dd/yyyy] | Fire Cause: Undetermined

Fire Growth History |  Initial Report |  Fire Report

The **FIRES Tab** is used for two different purposes:

1. On the left, enter the **"Initial Report of Conditions"** using free text along with a dropdown menu for **"Initial Strategy,"** enter the following:
  - Fuel
  - Jurisdiction
  - Acres
  - Wind Speed

- Direction
  - Slope
  - Initial Strategy
  - Access
  - Hazard Concerns
2. On the right, enter the final **"Fire Report Information,"** which will be used for the fire summary reports.

The **"Auto"** buttons will automatically assign the next Fire Number and next Sub-Unit Fire Number.

- "Acres" and "Cls" (Fire Class - A, B, C, etc.)
- When the user changes acres, the class will automatically be updated.

### ***The Contain, Control, and Out Date***

- Enter the date and time for each and use the "Clear" button to change entries:
  - The **Contain (date and time)** can't be before the Discovery Date and Time but can be equal.
  - The **Control (date and time)** can't be before the Contain Date and Time but can be equal.
  - 
  - The **Out Date (date and time)** can't be before the Contain Date and Time but can be equal.

If any Date/Time are before each other, an alert will be displayed in a red line and highlighting Date in Red along with a red line.

Clear button for Contain/Control/Out dates to allow clearing the value. Clearing Contain/Control/Out dates clear their corresponding values in IRWIN.

Once the user enters the Out Date (date and time) *WildCAD-E* will lock several entries while other Systems are finalizing the Incident.

**"Fire Cause"** - Use the dropdown to set the cause as one of the three classifications below:

1. Undetermined (Default)
2. Human
3. Natural

On the lower portion of the of the FIRES Tab, the user can enter additional information, such as:

- Initial Report Information
- Fire Report Information

Figure 220 - An Example Initial Report Information

<input type="checkbox"/> Fire Growth History		<input checked="" type="radio"/> Initial Report		<input type="radio"/> Fire Report	
FUELS	JURISDICTION	WIND	W SPEED	SLOPE	
Brush	FS	▼ N	▼ 6 MPH	20%	
SPREAD	STRUCTURES	ACCESS	ACRES	ASPECT	
HIGH	▼ N	▼ Road 51	1	▼	
COMPLEXITY	HAZARDS				
	▼ Powerline				

Tip: Press CTRL + Enter to post.

Figure 221 - An Example of Fire Report Information

<input type="checkbox"/> Fire Growth History		<input type="radio"/> Initial Report		<input checked="" type="radio"/> Fire Report	
Real	SO#	DIST#	ACRES	SZ CLS	OWNER
No	▼ 125	SBR	12	C	▼ FS
ELEV	CONTAIN	CONTROL	OUT	STAT CAUSE	
3500	11/12/2023			LIGHTNING	
SPEC CAUSE					
LIGHTNING					

The "Fire Growth History" is a summary of acres from the entry above.

Figure 222 - Fire Growth History is a summary of the acres.

<input checked="" type="checkbox"/> Fire Growth History		<input type="radio"/> Initial Report		<input type="radio"/> Fire Report	
Date	Acres	Initials			
10/13/23 1547	5	B3			
10/13/23 1523	1	B3			

### **Incident Command Post (ICP)**

Enter information about the Incident Command Post on this tab.

#### **ICP Location - Free Text**

The user can select the following by clicking one of the check boxes:

- "Use Incident Lat/Lon for ICP"
- OR enter specific Lat/Lon for ICP; and then, type in the Lat/Lon.

Enter with free text:

- Description
- Staging, Helispots or other specific information.

The Functions in the lower portion of ICP Tab are pre-established, and all the user fills in is the respective phone numbers.

Figure 223 - Incident Command Post Tab.

Function	Expanded TN	ICP Telephone Number
Operations4:	555-5551	555-5552
Planning:		
Finance:		
Logistics:		
Communications:		
Expanded:		

## **Aircraft (AC)**

The following portions of the AC Tab are automatically populated:

- Legal
- Frequencies
- ATB, Helibase, VOR, Hospital, and Burn Center

Enter free text for:

- Flight Restrictions
- MTR/SUA
- Hazards
- Other Aircraft
- Reload Bases
- Ground Contact

Figure 224 - An Example of the AC Tab

The screenshot shows a software interface with a top navigation bar containing tabs: LOC, RESP, CMNT, ACTNS, DIST, FREQ, LOG, NUMBR, NOTFY, CONT, FIRES, ICP, AC, MU, IC, FI - WILDFIRE. Below this are sub-tabs: FISC, IRWIN, CONF, IW. The main content area is divided into several sections:

- Legal:** T6 N, R19 W, Sec 25
- FREQUENCIES:**
  - Air to Ground: LPF A/G 24 - 169.6375 (Secondary)
  - Air to Ground: LPF A/G 41 - 167.4750 (Primary)
- Flight Restrictions:** None
- Other Aircraft:** Air Tanker 01
- MTR/SUA:** None
- Reload Base:** SMX
- Hazards:** Powerlines
- Grd Contact:** Chief 1

On the right side, there is a scrollable list of ATB (Air Tanker Base) and HELIBASE (Helibase) information:

- ATB:**
  - 28nm 332° VNY: VAN NUYS AIRPORT
  - 32nm 265° WJF: FOX AIR TANKER BASE
  - 34nm 325° BUR: BURBANK AIRPORT
  - 45nm 242° MHV: MOJAVE AIRBASE
- HELIBASE:**
  - 16nm 156° CHU: CHUCHUPATE HELIBASE
  - 28nm 81° CAS: CASITAS HELIBASE
  - 40nm 212° KEE: KEENE HELIBASE

### **Move Up (MU)**

On the left side of the tab are the “Pre-planned Move Ups” for this Response Area, Response Type, and Level are shown.

Select the resource to move up.

- Click the “Move Up” button.
- Then, on the right side of the tab select:
  - Resource to move from the dropdown (e.g., E337LPF)
  - Location for the resource to move to (e.g., Apache)
  - Click the “Move UP” for the additional move up.

Figure 225 - Move Up Resources

The screenshot shows a software interface with a top navigation bar containing tabs: LOC, RESP, CMNT, ACTNS, DIST, FREQ, LOG, NUMBR, NOTFY, CONT, FIRES, ICP, AC, MU, IC, FI - WILDFIRE. Below this are sub-tabs: FISC, IRWIN, CONF, IW. The main content area is divided into two sections:

- Pre-Planned Move Ups:** A list of move ups: E18LPF → BIGSUR, E17LPF → SNTAYNEZ. Below this list are two “Move Up” buttons.
- Additional Move Ups:**
  - Move: Resource:** E335LPF (dropdown menu)
  - To: Current Location:** APACHE (dropdown menu)
  - Move Up** button

## **Incident Commander (IC)**

Use this tab to create a history of the Incident Commander. The user may also enter Trainees. To do so, enter the same information, and click in the box below **"Trainee"** and type **"yes."** The grid sorts by Created Date in descending order.

Figure 226 - An Example of the IC Tab

User	Created Date	Name	Trainee	Effective Date
B3	07/25/24 1139	Tani	yes	7/25/2024
B3	07/25/24 1136	Christie	no	07/25/2024

**(TIP: Press Ctrl + Enter to post.)**

## **Questions (FI - Wildfire or varies)**

The name of the Tab between IC and Fiscal will change according to the Incident Type and will contain additional questions (for the selected Incident Type). This information is developed for use by the Center Administrator.

To enter information for a question, click on the question, and type the response in the "Answer" area below. Then, click "Save."

Figure 227 - Example of a Question Tab for Wildfire

Question	Answer
Wind	
Size	2-3 Acres
Spread	5-10 MPH
question2	10-20 Chains per hour

## **Fiscal (FISC)**

Once an Incident has gone to IRWIN, the user can have *WildCAD-E* automatically request a FireCode via IRWIN. This is done on the Fiscal Tab by pressing the **"Get FireCode"** button.

This button is only enabled for use after all the required fields have been successfully sent to IRWIN, and IRWIN has accepted them.

After clicking **"Get FireCode,"** wait several seconds and the **Auto FireCode** will appear. The user cannot edit this **Auto FireCode**.

The user may manually enter additional fiscal codes.

These codes will be sent to IRWIN. They include:

- ABCD MISC.
- U.S. FOREST SERVICE (FS) JOB CODE
- FS OVERRIDE
- STATE FISCAL CODE

Clearing ABCD Misc, FS Job Code, and FS Override clear their corresponding values in IRWIN.

**However, Other Fiscal Codes will not be sent to IRWIN.** The user may manually check the box for inclusion within the financial report. The following may be checked.

- FS Assisted
- Multi-Jurisdictional
- Trespass
- Reimbursable

Use the dropdown menu to select "Unprotected Response Reason."

- Threat to Protected Lands
- Burned Onto Protected Lands

Figure 228 - Example of a FISC tab.

The screenshot displays a software interface for the 'FISC' tab. At the top, there is a navigation bar with tabs for 'LOC', 'RESP', 'CMNT', 'ACTNS', 'DIST', 'FREQ', 'LOG', 'NUMBR', 'NOTFY', 'CONT', 'FIRES', 'ICP', 'AC', 'MU', 'IC', and 'FI - WILDFIRE'. Below this, a sub-navigation bar shows 'FISC', 'IRWIN', 'CONF', and 'IW'. The main interface area contains several input fields and checkboxes. On the left, there are fields for 'Auto FireCode' (containing 'QF21'), 'ABCD Misc.', 'FS Job Code' (with a 'Get FireCode' button), 'FS Override', and 'State Fiscal Code'. On the right, there are checkboxes for 'FS Assisted', 'Multi-Jurisdictional', 'Trespass', and 'Reimbursable'. Below these is a dropdown menu for 'Unprotected Response Reason' currently set to 'None'. There is also a section for 'Other Fiscal Codes' with a text input field.

## **IRWIN Status (IRWIN)**

This tab displays information about the Incident and IRWIN:

- The Date/Time the IRWINID was received (when IRWIN accepted the Incident).
- When a FireCode was requested.
- When a FireCode was received.
- Any error messages from IRWIN in response to the user's attempt to update this Incident in IRWIN.
- To show all updates check the box next to "Show all updates."

Figure 229 - An Example of an IRWIN Tab.



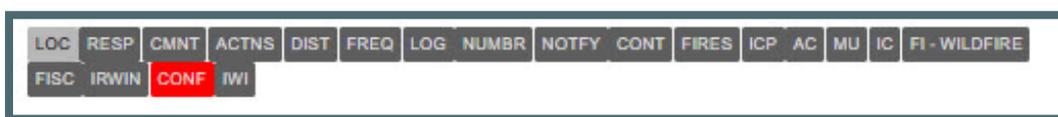
**TIP: Ctrl + Enter = Post**

## **Conflict Status (CONF)**

Prior to submitting a new Incident to IRWIN, *WildCAD-E* checks for any Incident conflicts. A conflict is defined as another Incident already existing in IRWIN which:

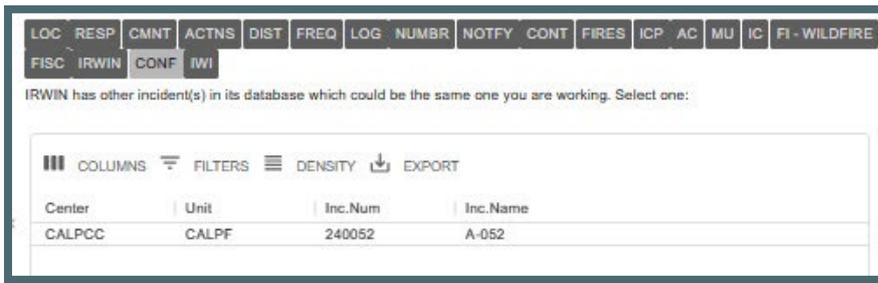
- Is managed by a different Dispatch Center (Dispatch Center ID)
- Is within ½ mile (Initial Latitude and Initial Longitude)
- Was discovered within 6 hours (Fire Discovery Date and Time)

Figure 230 - Conflict Status - No Conflict



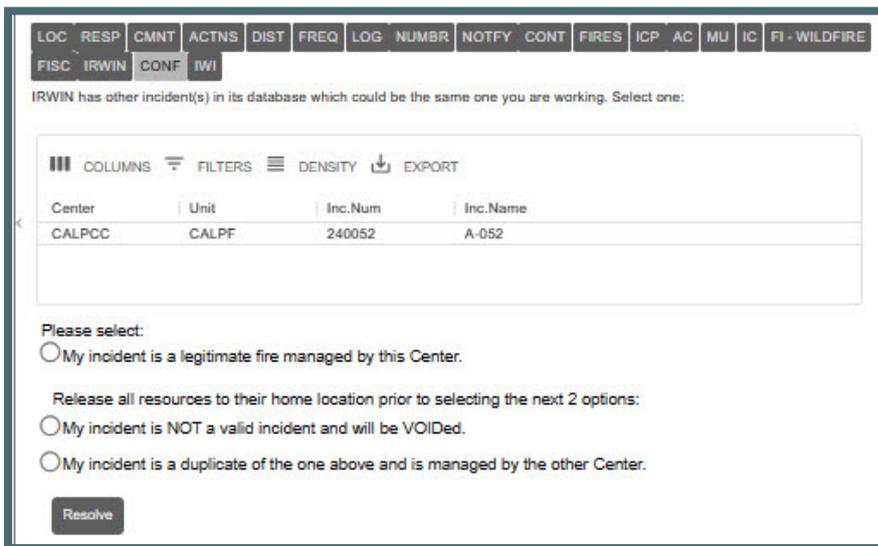
If IRWIN detects one or more potential conflicts, *WildCAD-E* will display the background in RED alerting users to the fact that the incident conflicts with another IRWIN incident. CONF tab is only visible for incident type "FI - Wildfire."

Figure 231 – Conflict.



If a new Incident has potential conflict(s), the Dispatch Center managing the Incident has the primary responsibility for resolving the conflict(s).

Figure 232 -- Conflict Resolved



Select one of the following solutions:

- **My incident is a legitimate fire managed by this center.**
  - This means there are “no duplicates.”

Release all resources to their home location prior to selecting the next 2 options.

- **My incident is NOT a valid incident and will be VOIDED.**
  - This means to change this incident to “Void.”
- **My incident is a duplicate of the one above and is managed by the other center.**
  - This means that the resulting conflict resolution will now be set to the incident type of “FM- Out of Area Response.”

In some cases, the other system did not clear the quarantine. Those conflicts are now left on the CONF tab for the dispatcher to clear.

### **Incident within Incident Status (IWI)**

As discussed earlier, the IWI Tab lists the IWI information, which includes:

- Incident ID
- Name
- Type
- Date and Time

The user can also add additional IWI from this IWI Tab, including:

- "Add New IWI"
- The "New" IWI will be automatically added to the list.
- A new Incident Panel will open, and the user can begin to enter in the information regarding the IWI.

The user can also remove an IWI:

- Click on the check box for the IWI.
- Click the "Remove Selected IWI."

The user can also add an IWI to a different existing Incident or IWI:

Use the **Incident** dropdown to select an existing incident.

- Click the "Add Existing IWI."
- The "New" IWI will be automatically added to the list.

**WildCAD Incident Card (PDF)** - The report header will contain "This incident has IWIs" followed by a list of children incidents. Note: Each child incident is generated as a separate PDF when the report is run for the parent incident.

### **Section 4: Escape Prescribed Fire. Post Fire Events and Out of Area Response**

Section 4 includes the following topics:

- Prescribed Fire Escapes (FI - Prescribed Fire)
- Post Fire BAER (FM - Emergency Stabilization)
- Post Fire Rehab (FM - Fire Rehabilitation)
- Fire Support (FM - Out of Area Response)

For both Prescribed Fire and Post Fire Events, a red **"REL"** tab will be displayed on both the original Prescribed Fire or Wildfire and the Escape Prescribed Wildfire and Post Fire Events. These incidents must be related to IRWIN incidents. The related incidents are listed and can be opened from the list by double-clicking.

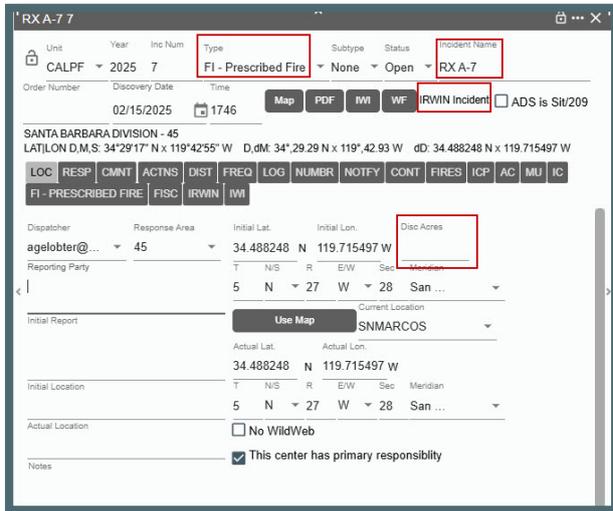
## Prescribed Fire Escapes (FI - Prescribed Fire)

To create a Prescribed Fire incident panel:

- Step 1 - Create the "Incident Panel" like a Wildfire.
- Step 2 - Select the Incident Type "FI Prescribed Fire"
- Step 3 - Name to Incident with "RX" within the name

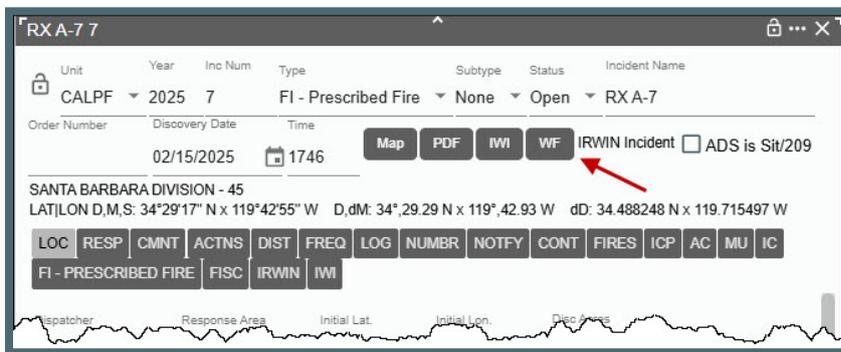
**Note** - No Discovery Acres are required for the Prescribed Fire to become an IRWIN incident but can be entered.

Figure 233 - Prescribed Fire Incident Panel



To create an Escape Prescribed Fire a "WF" button is now on the header. The user will create a new wildfire incident that is related to the prescribed fire by clicking the "WF" button. If there are resources on the Prescribed Fire when it escapes, the resources will not be reassigned to Wildfire. The user can reassign the resources at any time.

Figure 234 - Escaped Prescribed Fire Button



Once you click on the "WF" button a pop-up will require the user to confirm "Create Escape Wildfire"

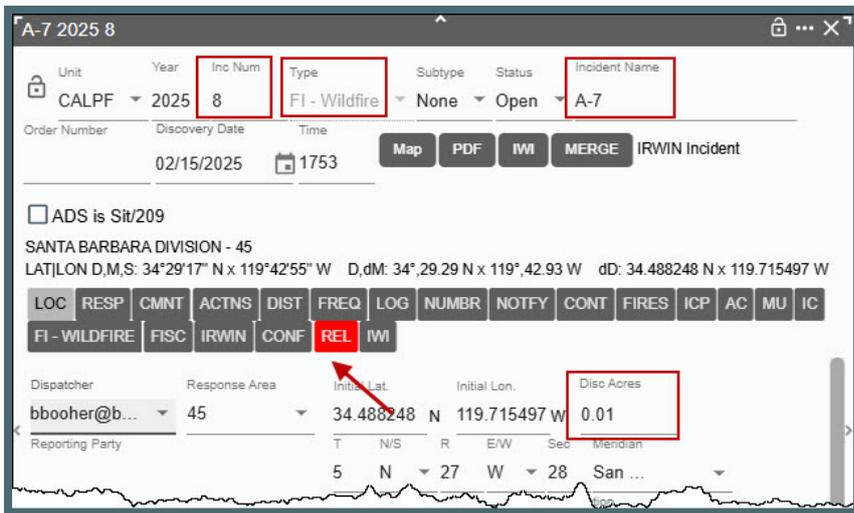
Figure 235 - Create the Escaped Prescribed Fire



In IRWIN, a "Prescribed Escape" relationship is created between the two incidents with the RX as the parent and the WF as the child.

- The wildfire discovery date/time is defaulted to the current date/time.
- The wildfire incident name is the same as the prescribed fire with the "RX" removed from the name.
- All the incident header and "LOC" tab data elements from the Prescribed Fire are copied to the related Wildfire.
- The Discovery Acres on the Escaped Wildfire area set to 0.1 acres if the Prescribed Fire does not have a value for discovery acres.
- Once the two incidents are related, the incident type for both the parent Prescribed Fire and the Wildfire cannot be changed.

Figure 236 - New Wildfire Incident Panel

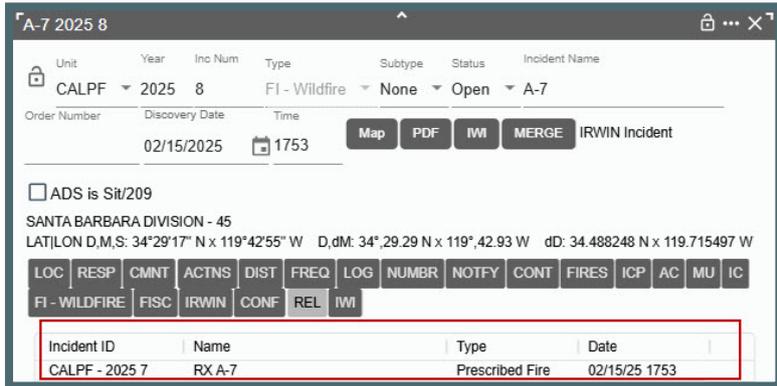


**Note the following changes:**

- Incident Number
- Incident Type
- Incident Name
- Acres

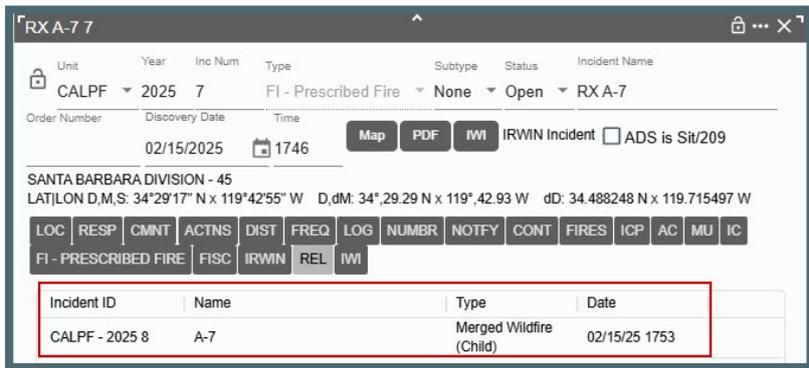
Click on the "REL" tab to view the related Prescribed Fire and the user can also click on the Incident listed to open that incident.

Figure 237 - Related Prescribed Fire Information



The Prescribed Fire Incident will have the same "REL" tab to view the relationship between Prescribed Fire and the Escape Wildfire.

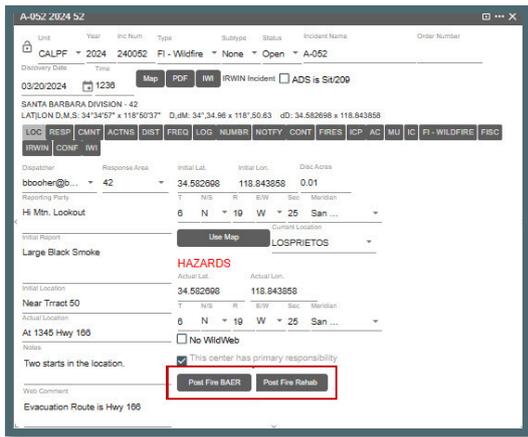
Figure 238 - Related Prescribed Fire Information



**Post Fire BAER (FM - Emergency Stabilization) and Post Fire Rehab (FM - Fire Rehabilitation)**

For incident type "FI - Wildfire," has two buttons for creating related post wildfire incidents - "Post Fire BAER" and "Post Fire Rehab."

Figure 239 - "Post Fire BAER" and Post Fire Rehab" Buttons.



Both the **"Post Fire BAER"** and **"Post Fire Rehab"** incidents are created in the same way. Once user clicks on the either "Post Fire BAER" or "Post Fire Rehab" button a pop-up will require the user to confirm the "Create Post Fire."

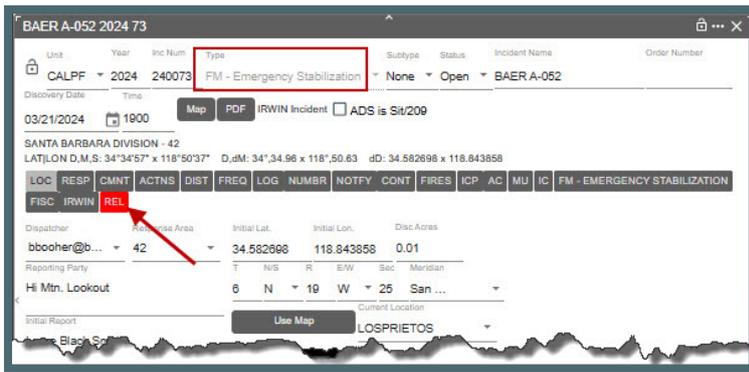
Figure 240 - Create the Post Fire Incident



In IRWIN, a **"Post Fire"** relationship is created between the two incidents with the Wildfire as the parent and the BAER or Rehab as the child.

- The BAER or Rehab discovery date/time is defaulted to the current date/time.
- The BAER or Rehab name is the same as the Wildfire with the "BAER" or "Rehab" added to the front of the incident name.
- All the incident header and "LOC" tab data elements from the Wildfire are copied to the related BAER or Rehab.
- Once the two incidents are related, the incident type for both the parent Wildfire and the BAER or Rehab cannot be changed.

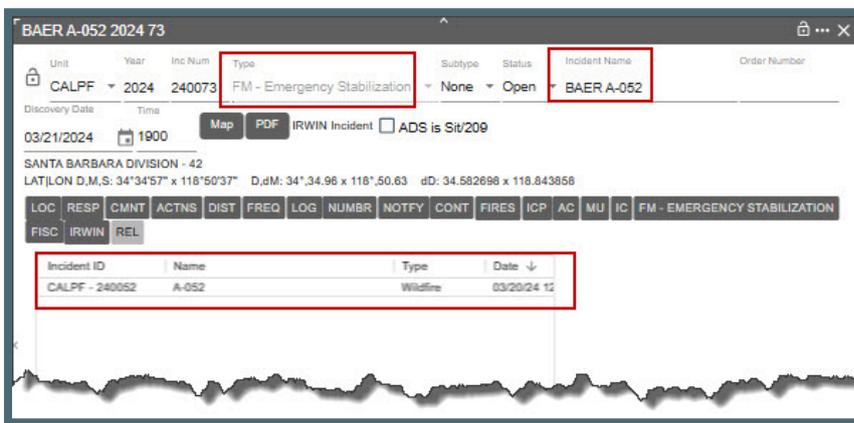
Figure 241 - New BAER or Rehab Incident Panel



**Note the Incident Type and Name.**

Click on the **"REL"** tab to view the related Wildfire and the user can also click on the Incident listed to open that incident.

Figure 242 - Related Prescribed Fire Information



The Wildfire Incident will have the same "REL" tab to view the relationship between BAER or Rehab.

**Fire Support (FM - Out of Area Response)**

For IRWIN incidents type "FI - Wildfire" with NO resources assigned, the user can now change the type to **"FM - Out of Area Response,"** when the incident is NOT part of an IRWIN conflict.

If resources are still assigned the checkbox will change to said "This center has primary responsibility (release resources first)" when there are resources assigned to the incident

Figure 243 - Resources still assigned to the incident.



In this example, FI - Wildfire (A-053) is the supporting (OR) incident and FI - Wildfire (A-075) the parent incident.

Figure 244 - Incident A-053 (OR)

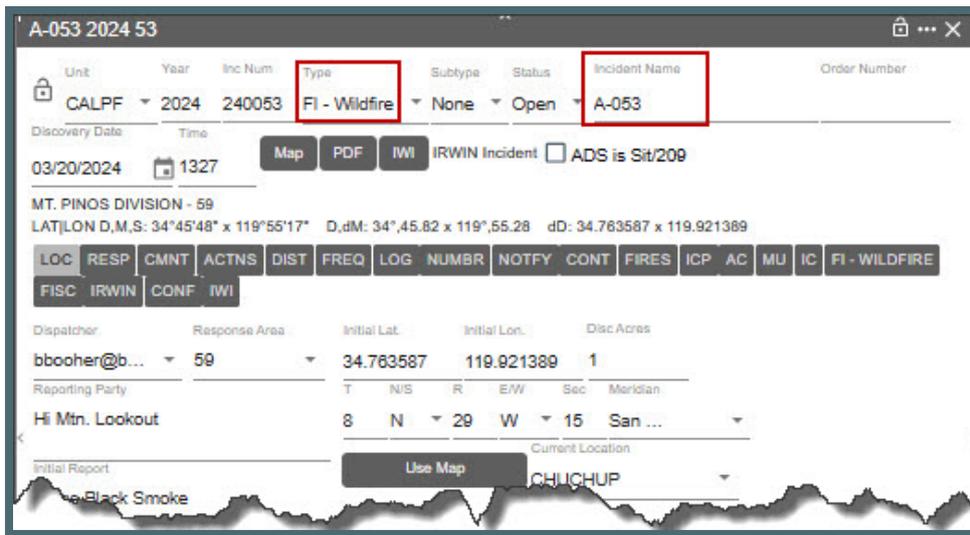
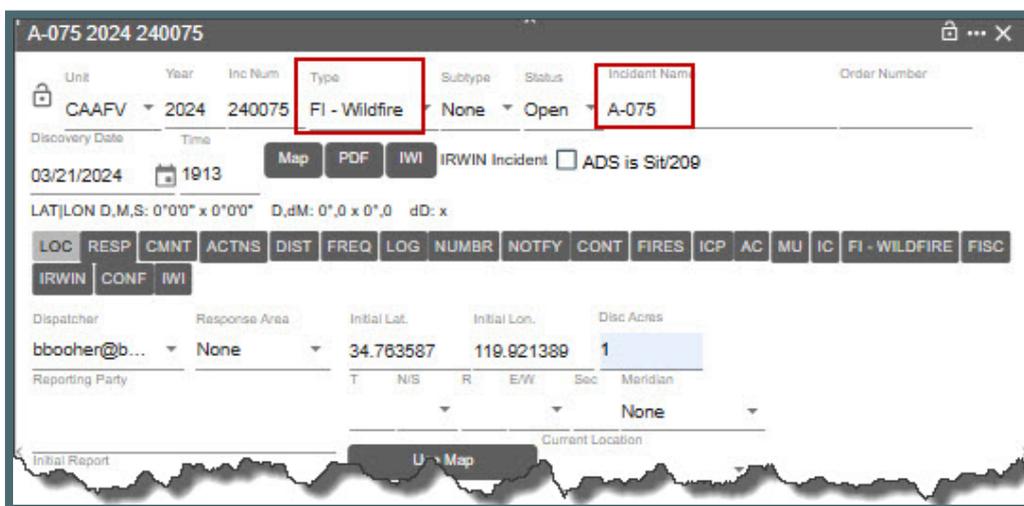


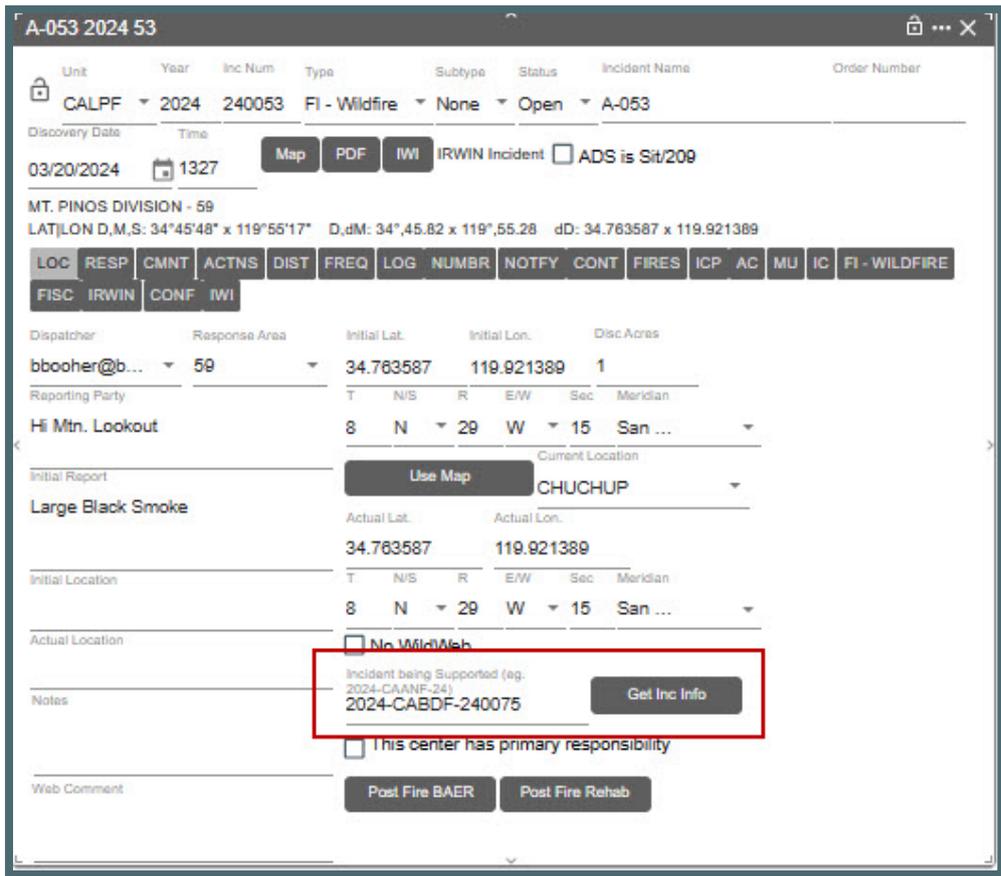
Figure 245 - Incident A-075 (Parent)



**To create a "FM - Out of Area Response:"**

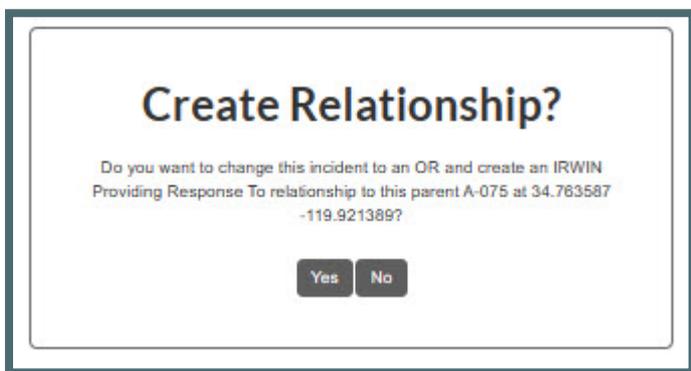
- Step 1: Uncheck the "This center has primary responsibility," checkbox.
- Step 2: Enter the "Incident being Supported" Unique Fire ID (e.g., 2024-CABDF-240075) of Supported Incident.
- Step 3: Click the "Get Inc Info" button.

Figure 246 - Creating an FM - Out of Area Response



Once you click on the "Get Inc Info" button, a pop-up will require the user to confirm "Create Relationship."

Figure 247 - Create Relationship



YES, will change the incident type to an **OR (FM - Out of Area Response)** and create an IRWIN "Providing Response To" relationship to the parent incident (A-075). For this type of OR there is no "REL" tab, the providing support incident Fire ID is to the right of the "IWI" button.

Figure 248 - Supporting Incident A-053.

**A-053 2024 240053**

Unit	Year	Inc Num	Type	Subtype	Status	Incident Name
CALPF	2024	240053	FM - Out of Area Response	None	Open	A-053

Order Number: \_\_\_\_\_ Discovery Date: 03/20/2024 Time: 1327

Providing: 2024-CABDF-240075  ADS is Sit/209

MT. PINOS DIVISION - 59  
LAT|LON D,M,S: 34°45'48" x 119°55'17" D,dM: 34°,45.82 x 119°,55.28 dD: 34.763587 x 119.921389

LOC CMNT ACTNS DIST FREQ LOG NUMBR NOTFY CONT FIRES ICP AC MU IC FM - OUT OF AREA RESPONSE  
FISC IRWIN IW

Dispatcher	Response Area	Initial Lat.	Initial Lon.	Disc Acres
bboohar@b...	59	34.763587	119.921389	1

Reporting Party: Hi Mtn. Lookout

T	N/S	R	E/W	Sec	Meridian
8	N	29	W	15	San ...

Initial Report: Large Black Smoke

Current Location: CHUCHUP

Use Map

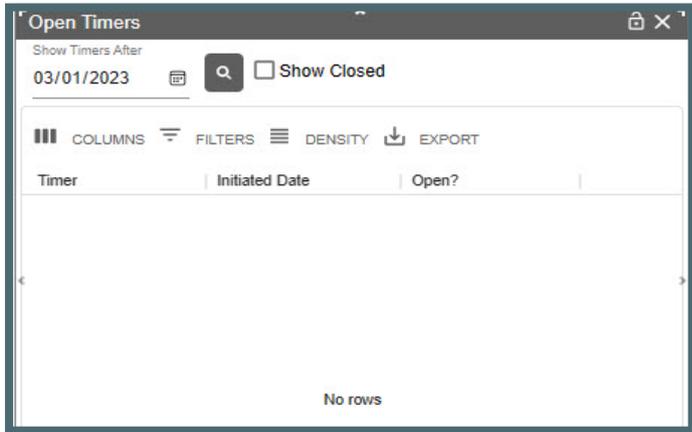
## Section 5: Timers

### **Open Timers (F4 or Open Timer Icon)**

Figure 249 - Open Timer Panel Icon



Figure 250 - Open Timer Panel



- Enter a date under **“Show Timers After,”** to show a timer after a certain date.
- Click the **“Search”** button.

Figure 251 - Show Open Timers

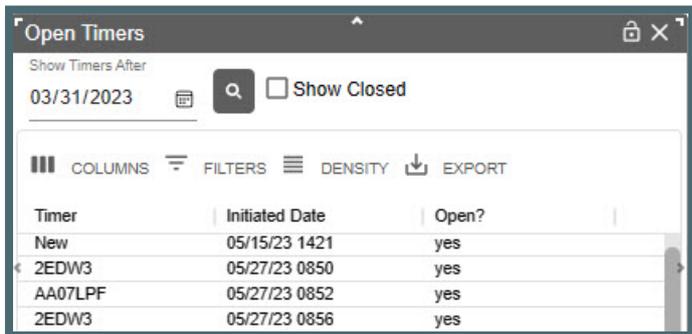
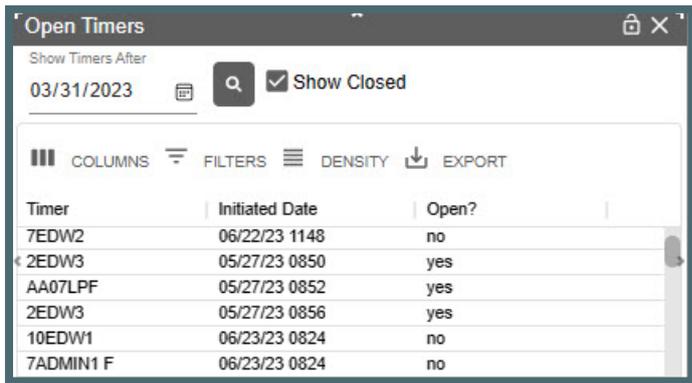


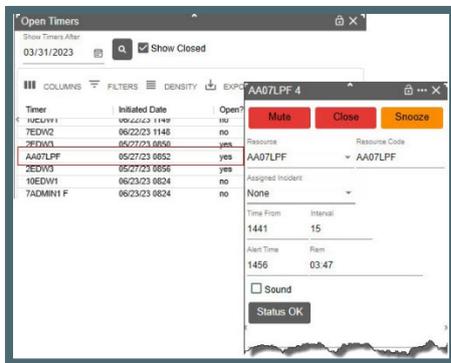
Figure 252 - Show Closed Timers



By default, only open timers are displayed. To show Closed Timers:

- Click the **"Show Closed"** timer box.
- Click on a timer to open in that timer panel.

Figure 253 - From the Panel, Open a Timer.



## Create New Timer

Figure 254 - New Timer Panel Icon



WildCAD-E allows the creation of **"Timers,"** which remind the user to act after a certain number of minutes.

### To start a New Timer:

- The user will select the Timer Icon or use F4 to see the Timer screen (shown in Figure 254).

Figure 255 - New Timer

**To Select the Resource to be monitored:**

- Use the dropdown or enter the resource manually.

**The following entries are automatically populated:**

- **Time From**- The time the alert will start and will change after the "Status OK" button is pushed.
- **Interval** - The number of minutes before the timer wants an "Ok Status." This time is set by Center Administrator.
- **Alert Time** - Number of minutes until the alert will end and will change after the "Status OK" button is pushed.
- **Rem** (Remaining Time) - The time counts down from the set start minutes and will restart after the "Status OK" button is pushed. T

Click the '**Enter**' key, after typing text, this functions the same as clicking on "Status OK" or "Other" buttons.

Aircraft have additional optional fields to complete if the user selects "Aircraft" as their resource:

- Lat/Lon
- Heading
- Altitude
- Speed
- Passenger
- Fuel

Figure 256 - Select Resource Timer

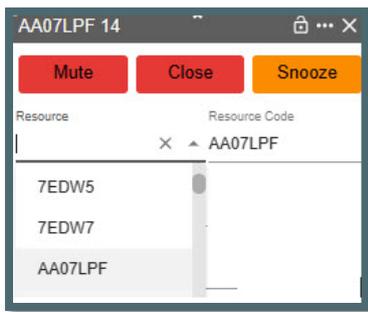
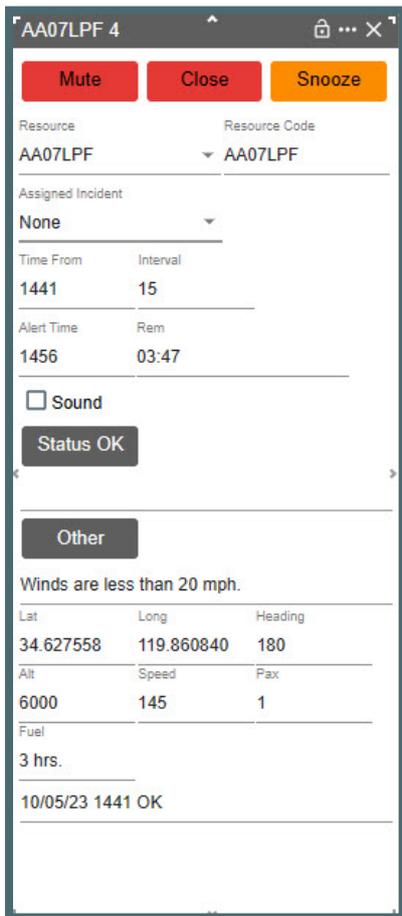


Figure 257 - An Example of a Typical Timer



## Sound

Check the box next to **"Sound,"** and **sound will occur automatically,**

- Uncheck the box to disable the sound.

Alerts - Two different alerts are visible.

- The first alert occurs when the time remaining (REM) reaches zero minutes. This alert will be a "Flashing Red Line" around the timer. The timer countdown continues after zero showing negative count instead of stopping at zero.
- The second alert occurs if no action is taken by minus (-) minute. This alert will be a "Flashing Red" fill the entire timer.

Figure 258 - Flashing Red Line Around Resource Timer

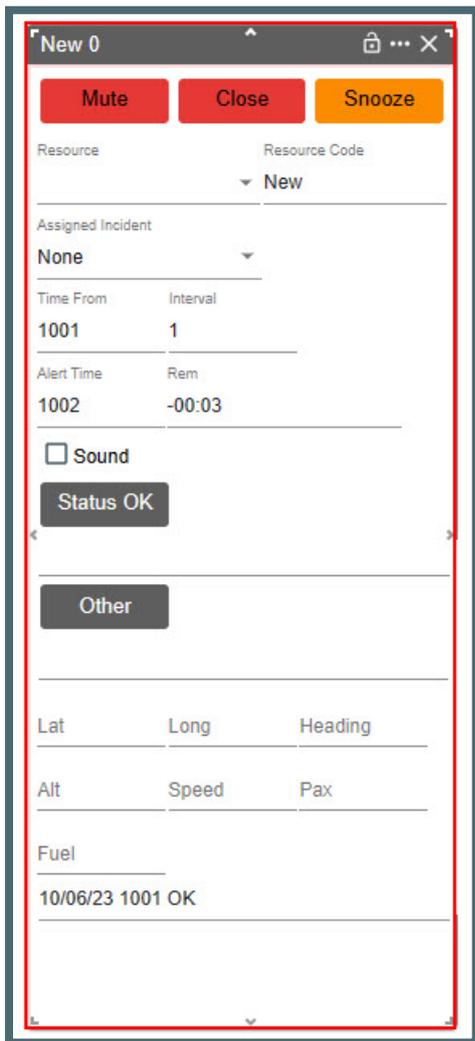
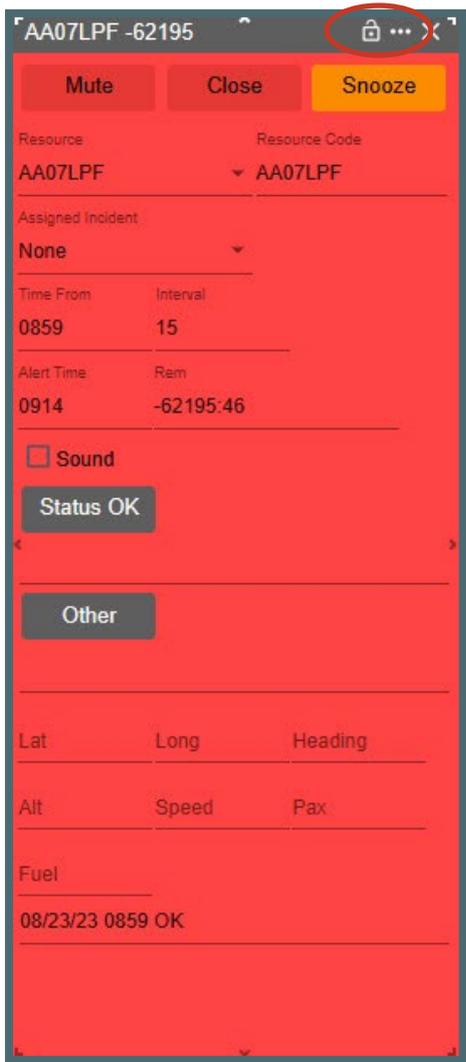


Figure 259 - Flashing Red fills the entire Resource Timer



The user can **“Dock” a Timer**, just like with the Incident Panels, by using the three dots in the upper right corner of the Timer panel.

- If docked the same automatic alerts occur, they will become undocked and cannot be docked again.
- The timer will remain on top of all other panels.

Figure 260 - Docking AA07LPF 6 Resource Timer.

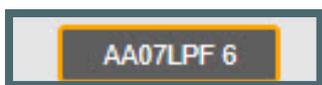
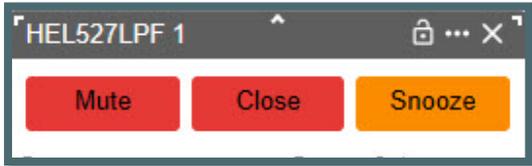


Figure 261 - Alert for Docking AA07LPF 6 Resource Timer



Figure 262 - Snooze button timer.



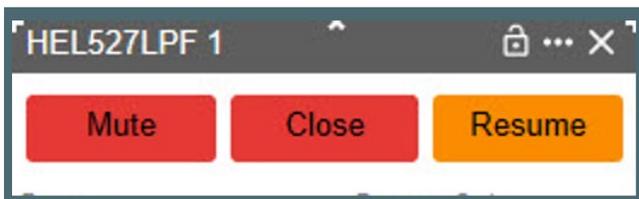
These buttons (in Figure 262) control the management of the timer:

- **Mute** - Use the button to stop the Alert Sound.
- **Close** - Use the button to end the Timer.
- **Snooze** - Use the button to put the Timer on hold.

After a timer has been status in "Snooze," the button will automatically change to "Resume."

- To re-start the timer, click on the **Resume** button (Figure 263).

Figure 263 - Resume Timer



## Section 6: Complexes

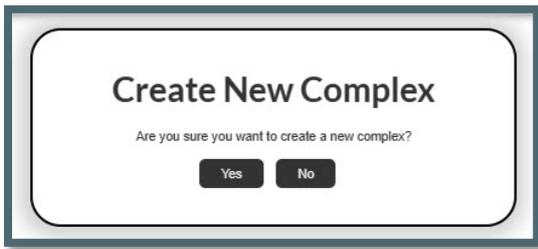
Figure 264 - Complex Icon



### **Create a Complex**

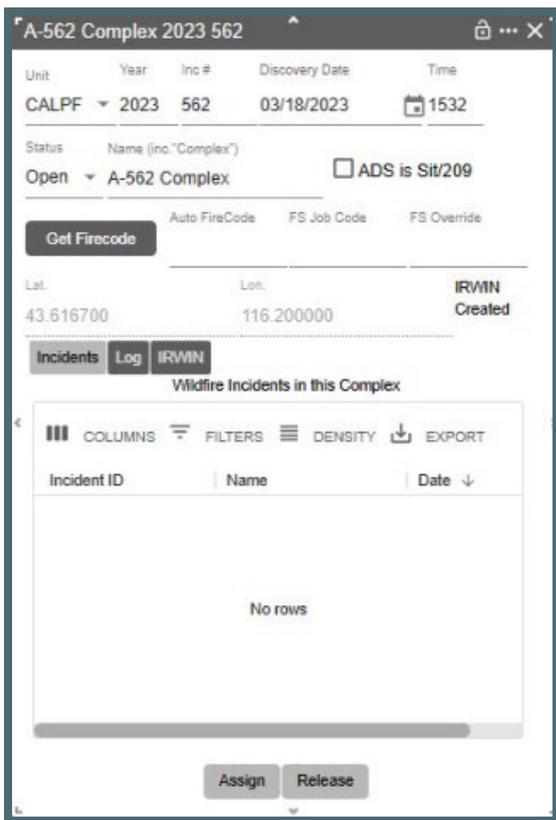
When the "**Complex Icon**" is initially clicked (Figure 264), the user will be prompted to confirm a complex is intended to be created before the Complex can be created.

Figure 265 - Dispatcher will confirm the creation of a Complex incident before the action is taken.



- **“IRWIN Created”** will not display until the Complex name is entered.

Figure 266 - Creating a Complex



After clicking on the Icon, *WildCAD-E* auto populates the following list of items on the Complex Panel’s Header:

- **Unit** - Uses the default as set by Center Administrator in.
- **Year** - Uses the current calendar year.
- **Inc Num (Incident Number)** - The Center Administrator may have added a prepend with calendar year and/or an ending suffix to the end of the incident number. This is common when a Center defined code is used to identify different units within the same Center.
- **Discovery Date and Time** - Date and time incident was discovered.
- **Status** (as “Open”)

- **Lat/Lon** - The initial Lat/Lon is a temporary location until the Incident is added to the Complex. Once one incident is added the Lat/Lon becomes the location. As more incidents are added, the Lat/Lon is calculated to a center point of all incidents.

### **Incident Name**

- Displays "New Complex" until the user types in the actual name of the Complex.
- "New Complex" is automatically replaced at this point.
- For every Complex, the name MUST include the word "Complex," as example "A-562 Complex."

### **Log and IRWIN Buttons**

#### ***Log Button***

The "Log" button opens a screen like the Incident Panel Log Tab.

#### ***IRWIN Button***

The "**IRWIN**" button displays:

- IRWIN ID
- ADS Permission State
- History of transaction with IRWIN

### **Adding an Incident to the Complex**

1. Select an incident from the Open Incident Panel.
2. Click "**Assign**" at the bottom of the Complex panel. (An Incident must have an IRWINID to join a Complex and be a Wildfire.)
3. Click "OK" to confirm.
  - The "OK" action will automatically change the Lat/Lon to the add incident Lat/Lon.

Figure 267 - Add an Incident to a Complex

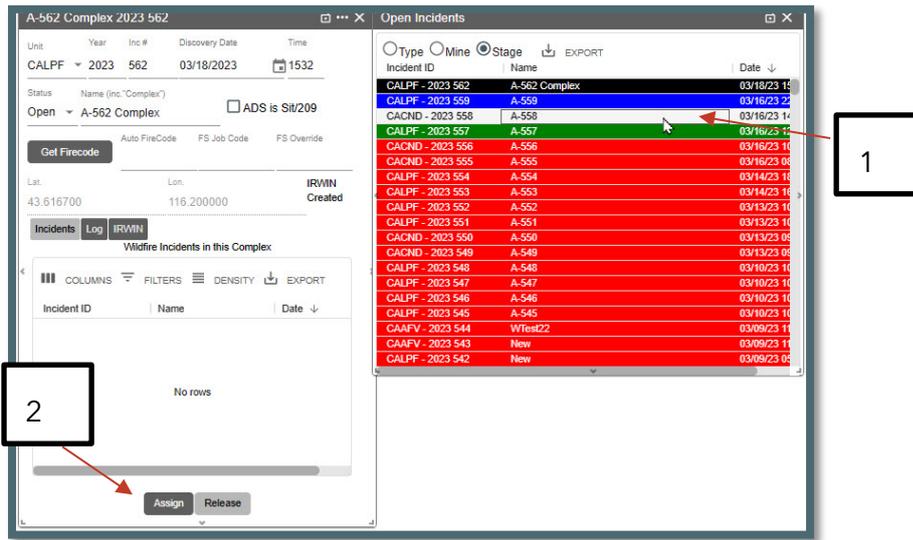


Figure 268 - Confirmation that the user wants to add an Incident to a Complex.

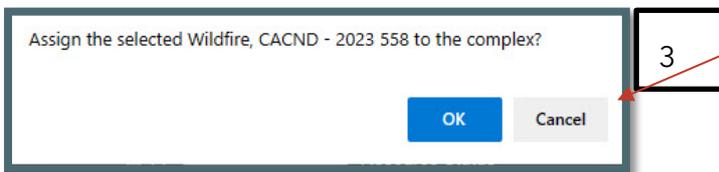
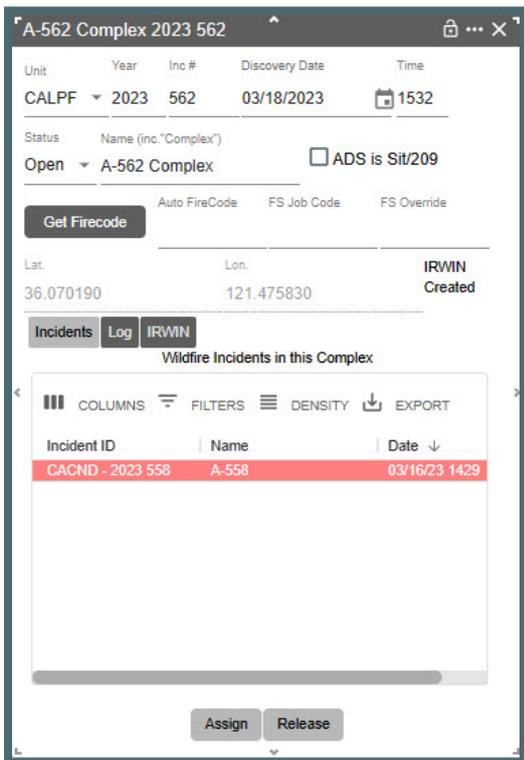


Figure 269 - The Added Incident to the Complex



There is no limit to the number of Incidents (wildfires) that the user can attach to an Incident Complex. The user can add or remove Incidents from a Complex at any time based on incident management strategies.

## **FireCode**

- After adding an incident, click on the "Get Firecode" button, and the FireCode number will be displayed.
- A FS Job Code and FS Override can be entered using free text.

Figure 270 - Get Firecode Button Panel

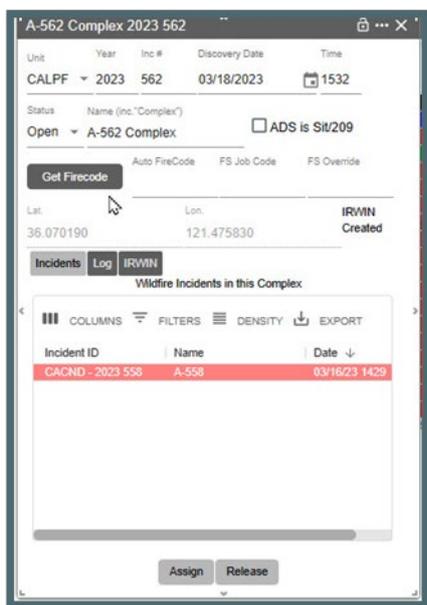


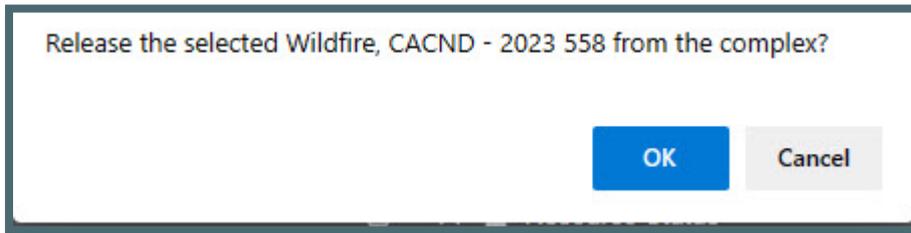
Figure 271 - The FireCode is displayed.



## **Releasing an Incident from the Complex**

- Click on the Incident to be released.
- Click the "Release" button.

Figure 272 - Confirmation that an incident is to be released from a Complex.



## **Section 7: Field Interrogation File (F3 or FI File Icon)**

Figure 273 - FI Icon



## **Field Interrogation File (FI File) panel**

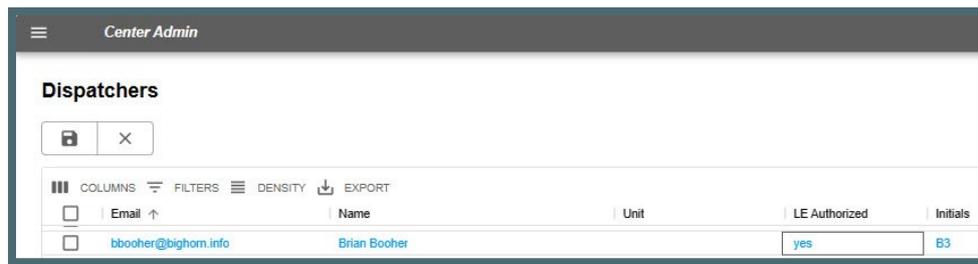
Law enforcement incidents may be used by any dispatch center. If a center wants to use the FI system, they need to request access with a **Service Request to Bighorn Information Systems**.

Figure 274 - Unless the dispatcher is authorized and "LE Authorized" in the system is set to "yes," they will not have access to navigate to and use the FI File panel.



The Center Administrator will grant a Dispatcher "LE Authorized." Only dispatchers who are "**LE Authorized**" can create, edit, or view law enforcement incidents or FI records.

Figure 275 - Dispatcher set to 'yes' is authorized for the FI System.



	EMAIL	NAME	UNIT	LE AUTHORIZED	INITIALS
<input type="checkbox"/>	bbooher@bighorn.info	Brian Booher		yes	B3

The **“Open FI File (F3)”** button on the Home Page ribbon opens the FI screen for search or creating an FI record does not tie to Incident. The Home Page “FI” Icon does not allow starting a LE Incident. From the Home Page only one instance of the FI File search panel can be open

Multiple FI File panels that are associated with incidents can now be opened simultaneously multiple Panel by clicking the incident panel.

To search the FI record by:

- Resource
- Vehicle Plate
- Name and or DOB
- Contact Date and Time (Saves automatically by clicking “Save New” or “Save Edit” Button)
- Op Lic State and/or Number
- Firearm
- View a description (Save by clicking “Save New” or “Save Edit” Button)
- Open a record associated with the search.

Figure 276 - FI Panel

The screenshot shows the 'Field Interrogation File' window. It contains several input fields and buttons, each highlighted with a red box and a number:

- 1:** Resource dropdown menu, currently showing 'None' and a 'Show All' checkbox.
- 2:** Search button for Plate State and Plate Number.
- 3:** Text input fields for Last, First, and Middle names.
- 4:** Search button for Contact Date (mm/dd/yyyy).
- 5:** Search button for Op Lic State and Op Lic Number.
- 6:** Search button for Firearm Make, Serial Number, and Caliber.
- 7:** Description text area.
- 8:** Table with columns: Contact Date, First, Last, Incident. The table is currently empty, showing 'No rows'.

### Searching by Resource (Block 1)

The only resources that will show in the dropdown will be Resources that the Center Administrator indicated that the Resource is authorized the use of the law enforcement Field Interrogation File.

- Either type in a Resource Name (Code)
- Click the "Show All" to the list of resources authorized.
- Then click the "Search" Button near the bottom of the FI Panel

Figure 277 - Search by Resource

This close-up shows the 'Resource' dropdown menu. The selected resource is '10EDW1'. The 'Show All' checkbox is visible to the right of the dropdown.

This will return any records associated with that resource.

- The record will show in Block 8
- Click on any record associated with the search.
- As an example, this search only had one record,
- Add any changes and click the "Save Edit" button.

Figure 278 - Results of Search by Resource 10EDW.

Contact Date	First	Last	Incident
09/13/23 1313	Reginald	Lowe	CALPF - 2023 1063 New

### **Searching by Name/DOB or Op License State/Number or Firearm**

In each of the Blocks 2, 3, 5 and 6 enter a minimum of one search criteria.

As example,

- In Block 2 the search criteria used was the last name only (Booher)
- Enter "Booher" and click the "Search" Button in this block.
- This search criteria displayed four (4) records for the last name. (Figure 278)
- Single click on one of the records will fill in the data regarding that record.
- Double click will open the incident (B3-1031) associated with that record. (Figure 279)

Figure 279 - Results of Search by Name

The screenshot shows the 'Field Interrogation File' window. At the top, there is a 'Resource' dropdown set to 'None' and a 'Show All' checkbox. Below this are several search filter sections: 'Plate State' and 'Plate Number' with a 'Search' button; 'Last' (filled with 'Booher') and 'First' fields; 'DOB' (filled with 'mm/dd/yyyy') with a 'Search' button; 'Contact Date' and 'Time' (filled with 'mm/dd/yyyy'); 'Op Lic State' and 'Op Lic Number' with a 'Search' button; and 'Firearm Make', 'Serial Number', and 'Caliber' with a 'Search' button. A 'Description' field is also present. At the bottom, there are 'Clear', 'Search', and 'Save New' buttons. Below these buttons is a table with the following data:

Contact Date	First	Last	Incident
07/26/23 0000	Brian	Booher	CASCA - 2023 1031 B3-1031
07/26/23 0000	Brian	Booher	CASCA - 2023 1034 Waterman Target Shooting
07/25/23 1700	Brian	Booher	
07/19/23 1700	Brian	Booher	CASCA - 2023 1031 B3-1031

Figure 280 - Result of Search Incident

The screenshot shows the 'B3-1031 2023 1031' incident details window. At the top, there are dropdowns for 'Unit' (CASCA), 'Year' (2023), 'Inc Num' (1031), 'Type' (Law Enf), 'Subtype' (None), and 'Status' (Open). Below these are fields for 'Incident Name' (B3-1031), 'Order Number', 'Discovery Date' (07/20/2023), and 'Time' (1013) with a 'Map' button. There are buttons for 'PDF', 'IWI', and 'FI', and a checkbox for 'ADS is Sit/209'. Below this is a coordinate string: 'LAT|LON D,M,S: 0°0'0" x 0°0'0" D,dM: 0°,0 x 0°,0 dD: x'. A row of buttons includes 'LOC', 'RESP', 'CMNT', 'ACTNS', 'DIST', 'FREQ', 'LOG', 'NUMBR', 'NOTFY', and 'CONT'. Another row of buttons includes 'FIRES', 'ICP', 'AC', 'MU', 'IC', 'LAW ENF', 'FISC', 'IRWIN', 'CONF', 'IWI', and 'FI'. Below these are fields for 'Dispatcher' (bbooher@b...), 'Response Area' (None), 'Initial Lat.', 'Initial Lon.', and 'Disc Acres'. At the bottom, there is a 'Reporting Party' field and a 'Meridian' dropdown set to 'None'.

## Part VI: Phone Directory

### Section 1: Using the Phone Directory

Figure 281 - Phone Directory Panel



The **Phone Directory** will open in its own Tab.

Figure 282- Phone Director Dropdown



#### **To Refresh the Phone Directory**

- Use the "Refresh Icon" to refresh the entire phone directory.

#### **To Look Up a Person in the Phone Directory**

- Select from the dropdown and select Search by "Last Name."
- Type in person's last name.
- Click the "Search Icon."
  - Information for that person or persons with the same last name will be displayed.
  - The user will select the correct individual.

#### **To Clear the Search**

- Use the "Clear Icon" to clear the search.

#### **Adding a person to the Phone Directory**

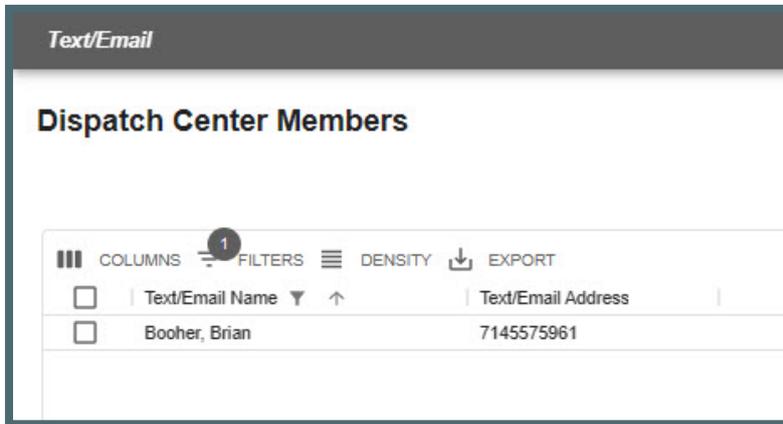
- Click the Plus ("+") Icon and a new line will appear.
- Enter the required information under each column.
- Click the "Save Icon."

## Part VII: Text/Email

### Section 1: Using Text/Email

**Text/Email** opens in its own Tab. The Center Administrator has several roles, responsibilities, and tasks to complete within the Text/Email function that must be completed before the Dispatchers can use this function. **Dispatch Center Members** is one area that must be completed by the Center Administrator

Figure 283 - Dispatch Center Members



### Two Ways to Send Text/Email Messages

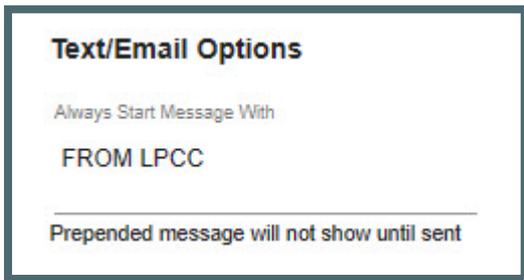
1. Select Names of Recipients - usually more than one is selected.
2. Group Name - This is a pre-loaded list of recipients (created by the Center Administrator).

### Select Recipient Name Text/Email Message

The users can:

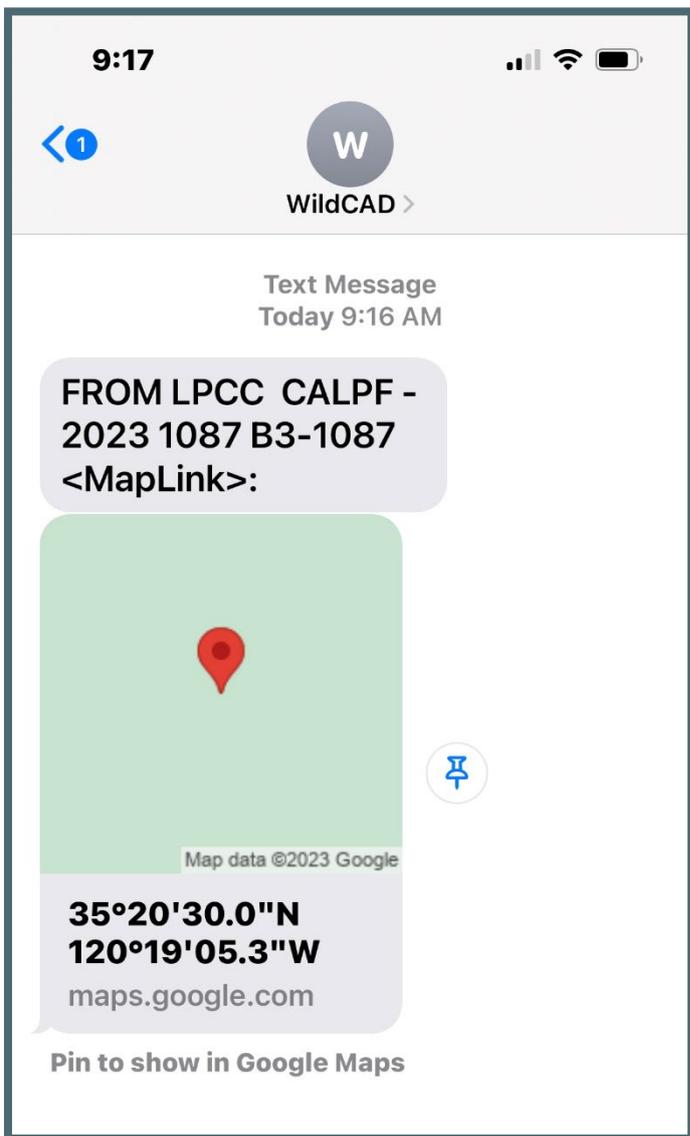
- Select who will receive the message by clicking on the check box next to the respective name.
- Click on the "Add to Recipient List."
  - The name(s) and Text/Email addresses will be displayed on the right side of the panel.
- IF the message is regarding an Incident, click on "Re" to select an incident; and then, click on the "Add Map Link" for that respective incident.
- Enter the "Subject" using free text.
  - The "Subject" is included in the text after any "Always Start With" and before the body.

Figure 284 - Always Start Your Message with . . .



- When a Text is sent related to an incident, the subject now includes the incident information formatted as Year - Protecting Unit - Incident Number and Incident Name. For example: "2023-CABDF-000023 Bald Mountain" plus text of subject if added by user.

Figure 285 - Text related to Incident.



- On "Message" line enter the message using free text.
- Click "Send" and send the message to the people on the Recipient List.
- Text messages sent will now appear in that user's Daily Log/Incident Log.

Figure 286 - Select Dispatch Center Members

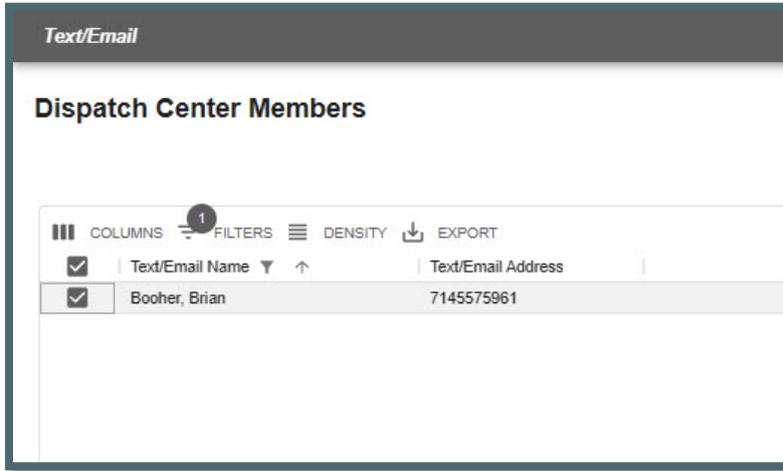


Figure 287 - Add to recipient list.

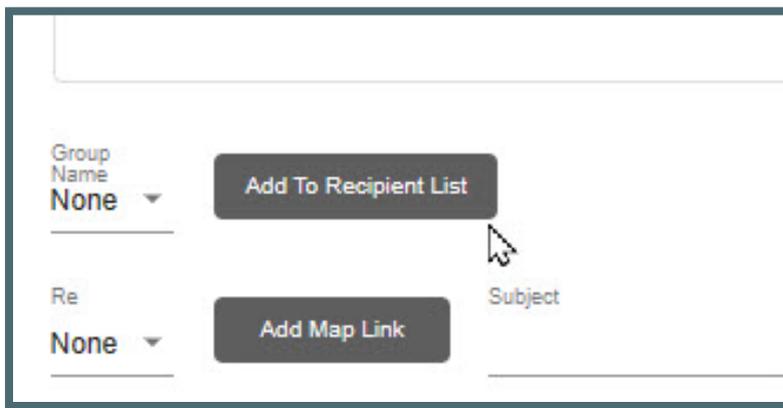
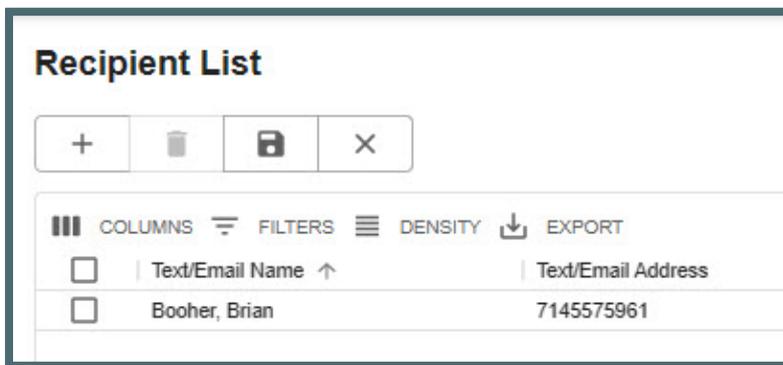


Figure 288 - Recipient List



## **Compose Preset Messages**

- Select the previously composed message from the “Use” dropdown.
- Enter the required information for the item in the preset message.
- The subject for pre-set messages is now autofill by defaulting to the canned message name.
- Follow all the steps to either send as a “Name Select” or “Group Select” message.

Figure 289 - Sent Message

Change of IC Fire Name	Effective Date/Time	IC Name
A-557	3/17/2023	Christie W.

## **Selecting a Group Name Text/Email Message**

- Select the “**Group Name**” from the Dropdown.
- Click on the “Add to Recipient List.”
  - The names and Text/Email Addresses will be displayed on the right side of the panel.
- If the message is regarding Incident, click on “Re” to select an incident and then click on the “Add Map Link” of that incident.
- Enter the “Subject” using free text.
- On “Message” line enter the message using free text.
- Click “Send” to send the message to the people on the Recipient List.

Figure 290 - Group Select.

Group Name	Add To Recipient List
BIS Group	

Figure 291 - Example Text Message



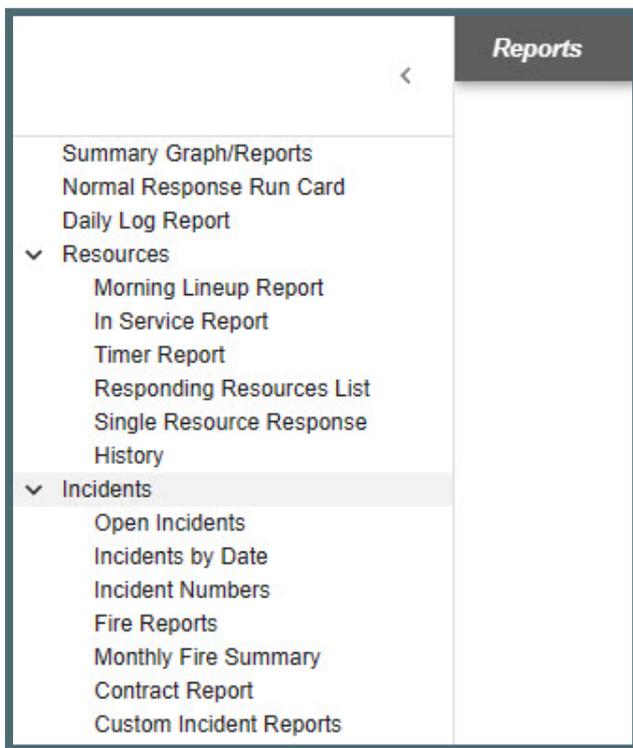
## Part VIII: Reports

### Section 1: Available Reports

#### Reports Tab

**Reports** will open into its own Tab.

Figure 292 - Reports Menu Screen



The list of reports stated above will be increased over time. Below are examples of the main reports.

- Summary Graphs/Report
- Normal Response Run Card
- Daily Log Report
- Morning Report
- In Service Report
- Timer Reports
- Custom Incident Report

The remaining reports for Resources and Incidents are in Appendix II.

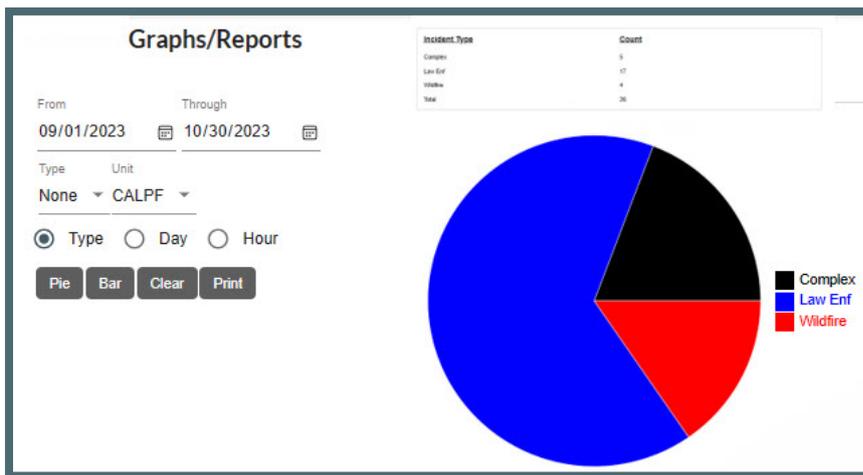
#### Summary Graphs/Reports

The **Summary Graph/Report** can be created by selecting:

- **Date Range** - From and Through.

- **Type** - From the dropdown menu select specific incident type or none for all incident types.\
- **Unit** - From the dropdown menu select a specific unit or none for all units.
- **Radio Button (Type, Day, Hour)** - Select the radio button for the summary report and graph.
- **Last step** - Click on **Pie** or **Bar** to create the summary.
- **Clear** - to start over and clear current summary.
- **Print** - To print the summary to a PDF. After clicking on the Box next to Resources, from the dropdown menu select an individual resource.

Figure 293 - Summary Graph Reports by Type



### **Normal Response Run Card**

The **Normal Response Run Card** can be created:

- **Singular** - Click on a response area.
- **Select All** - Press Ctrl + A inside of the Response Area Box
- **Multiselect** - Holding down Ctrl while selecting the response areas.
- **Clearing Multiselect** - Click on any response area without holding Ctrl.

The following optional sections can be included in the report output by clicking on the boxes next to these sections.

- Prioritized Dispatch Locations
- Resource Quantities by Type
- Comments

For any one of selection criteria, next select the **"Response Type"** from the dropdown menu.

Figure 294 - Creating a Normal Response Run Card without boxes checked.

**Normal Response Run Card**

Response Areas

- 37
- 38
- 39
- 3A
- 3B
- 3SC
- 41
- 42
- 43
- 44
- 45
- 46BR
- 4A
- 4AN
- 4B

Response Type

Search

Generate PDF

Prioritized Dispatch Locations

Resource Quantities By Type

Comments

Exclude Foreign Resources

**Select All:**  
Press Ctrl + A inside of Response Areas Box

**For Multiselect:**  
Hold Ctrl while selecting

**Get out of Multiselect Mode:**  
Click on any Response Areas without holding Ctrl

At this point, the user would click "Search" to view the Normal Response for a response area. The panel will display a spinner and snack bar alert for when the data is loading.

Figure 295 - The data is being loaded.

**Normal Response Run Card**

Response Areas

- 41
- 42
- 43
- 44
- 45
- 46BR
- 4A
- 4AN
- 4B
- 5
- 510
- 511
- 512
- 513
- 514

Response Type

FIRE

Search

Generate PDF

Prioritized Dispatch Locations

Resource Quantities By Type

Comments

Exclude Foreign Resources

Loading Run Card Data

If the data being loaded is too big a detailed message that the report data has failed.

Figure 296 - The Report has failed.

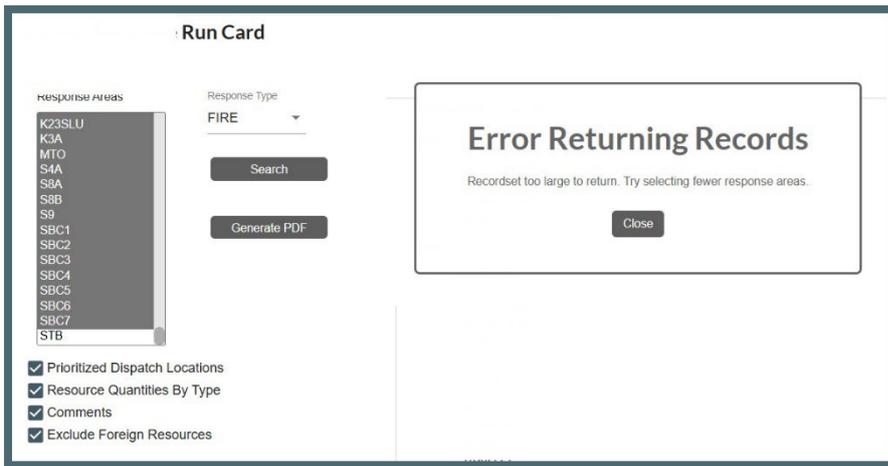
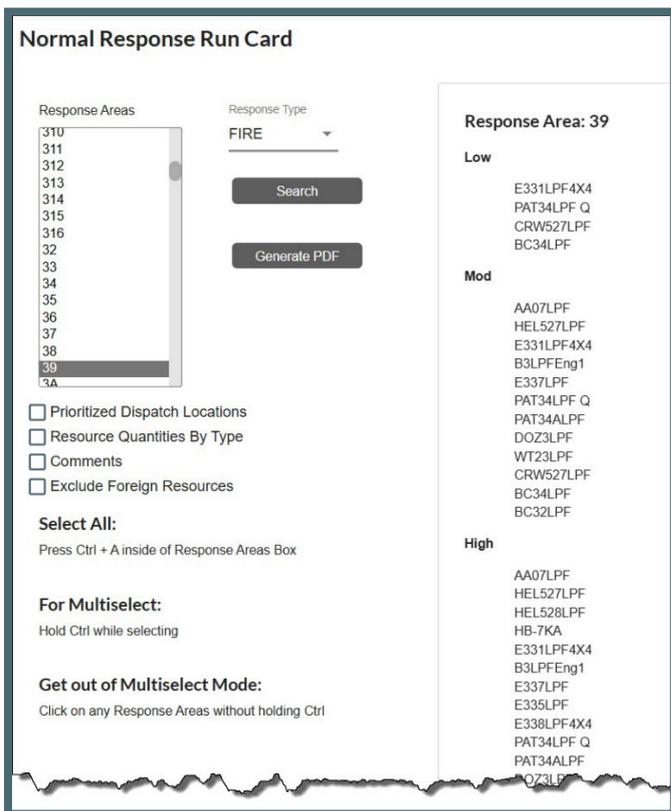


Figure 297 - Searching for a Normal Response Run Card

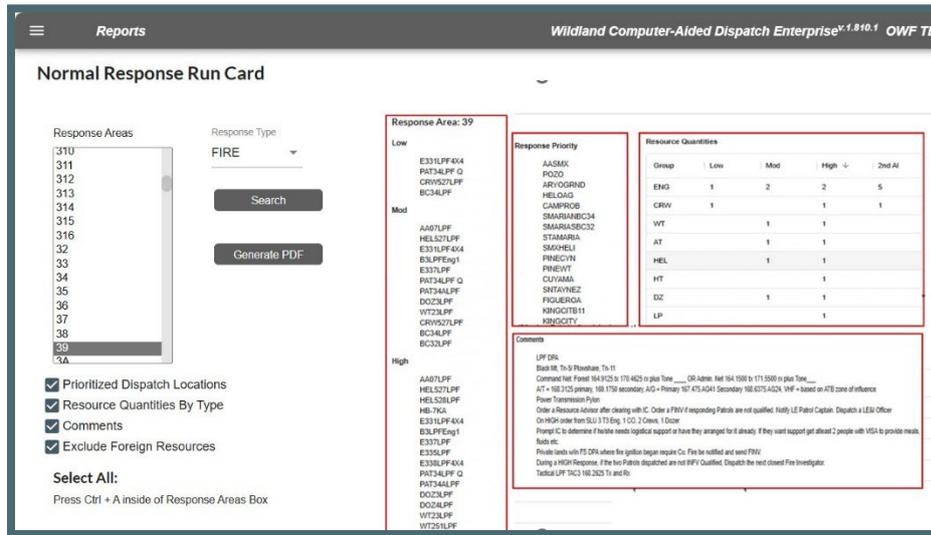


Click on the boxes next to:

- Prioritized Dispatch Locations
- Resource Quantities by Type
- Comments
- Exclude Foreign Resources. This parameter optionally excludes foreign resources from the report results.

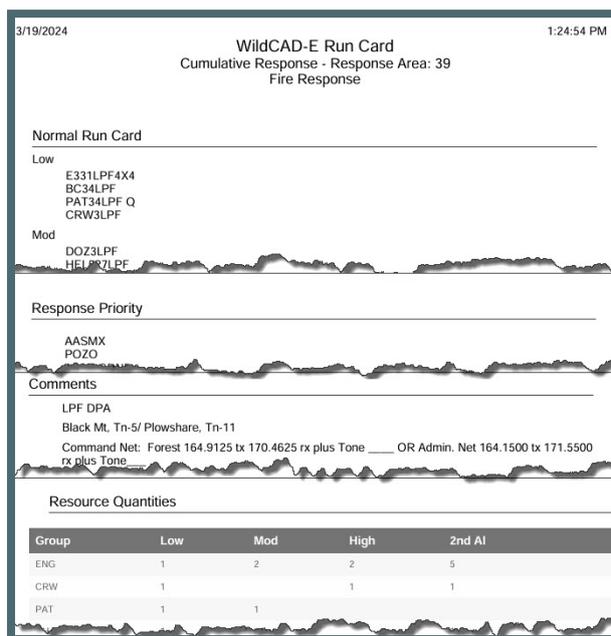
This will your selection to be added to the **Normal Response** for a response area.

Figure 298 - Creating a Normal Response Run Card WITH the boxes checked.



Also, from this panel you can create a "PDF" for this response area. If you selected all or multiselect the search and PDF would be generated to all selected.

Figure 299 - WildCAD-E Run Card



## Daily Log Report

The **Daily Log Report** can be created by selecting:

For daily entries:

- **Date Range** - From and Through the daily log entries will be displayed.

- **Category** (Optional) - that was created by Center Administrator

For Incident and Resource entries:

1. **Incident** and or **Resources** - Include one other or both.
2. **Resources** - After clicking on the Box next to Resources, from the dropdown menu select an individual resource.

Figure 300 - Creating a Daily Log Report

The screenshot shows the 'Daily Log Report' form. It has four red boxes with numbers 1 through 4 indicating key fields:

- 1**: The date range selection area, showing 'From' and 'Through' with 'mm/dd/yyyy' format and calendar icons.
- 2**: The 'Category' dropdown menu, currently set to 'None'.
- 3**: The 'Include:' section with checkboxes for 'Incidents' (unchecked) and 'Resources' (checked).
- 4**: The 'Resource' dropdown menu, currently empty.

A 'Generate PDF' button is located at the bottom of the form.

Once you have created the version of the report click "Generate PDF" to save.

Figure 301 - Sample Daily Log Report

The screenshot shows a sample 'Daily Log Report' with the following data:

From	Through	Date	Dispatcher	Log Entry
06/05/2023	06/08/2023	06/05/23 1030	WN	Message sent to will nesbitt.brian booher.aaron: TestSubject TestMessageBody
		06/05/23 1038	WN	Message sent to will nesbitt.brian.aaron: TestSubject TestMessage
		06/05/23 1038	B3	Now is the time for all good men to come to the aid of their party
		06/05/23 1039	B3	This is using the at windows speech recognition
		06/05/23 1040	B3	The trick seems to be clicking on the place you want it to appear first
		06/05/23 1040	B3	And I think I have to use the mouse to click the add button
		06/05/23 1041	B3	OK I just discovered that if I say the word E and TR it will hand it to the daily log
		06/05/23 1041	B3	Let's see if this works
		06/05/23 1043	B3	Testing 456

Figure 302 - Sample Daily Log Report for Incidents

The screenshot shows a sample 'Daily Log Report' for incidents with the following data:

From	Through	Date	Dispatcher	Log Entry
06/21/2023	06/23/2023	06/21/23 1024	B3	Initial Creation of Incident: CASCA - 231014
		06/22/23 1128	B3	Initial Creation of Incident: CASCA - 231015
		06/22/23 1131	B3	Initial Creation of Incident: CASCA - 231016
		06/22/23 1210	B3	Initial Creation of Incident: CASCA - 231017

Figure 303 - Sample Daily Log Report for Resources

From	Through	Date	Dispatcher	Log Entry
06/21/2023	06/23/2023	06/22/23 1256	B3	E16LPP In Service - 03 LPF CHUCHUPATE STATION
		06/22/23 1256	B3	E16LPP Responding CASCA - 231017 B3-1017 - 03 LPF FIGUEROA STATION
		06/22/23 1257	B3	E16LPP On Scene CASCA - 231017 B3-1017 - 03 LPF FIGUEROA STATION
		06/22/23 1257	B3	E16LPP Avail Inc. CASCA - 231017 B3-1017 - 03 LPF FIGUEROA STATION
		06/22/23 1258	B3	E16LPP Returning CASCA - 231017 B3-1017 - 03 LPF CHUCHUPATE STATION
		06/22/23 1259	B3	E16LPP Avail Qtrs - 03 LPF CHUCHUPATE STATION
		06/22/23 1303	B3	E16LPP In Service - 03 LPF CHUCHUPATE STATION
		06/22/23 1303	B3	E16LPP Available - 03 LPF CHUCHUPATE STATION
		06/22/23 1305	B3	E16LPP In Service - 11 LPF CHUCHUPATE STATION BC72
		06/22/23 1306	B3	PAT17LPP On Scene CASCA - 231017 B3-1017 - 03 LPF FIGUEROA STATION
		06/22/23 1309	B3	PAT17LPP Returning CASCA - 231017 B3-1017 - 03 LPF PACIFIC VALLEY STATION

Figure 304 - Sample Daily Log Report for both Incidents and Resources

From	Through	Date	Dispatcher	Log Entry
06/05/2023	07/23/2023	06/08/23 1149	B3	E371LPP4X4 Returning CALPF - 230993 Parent - 03 LPF PINE CANYON STATION
		06/08/23 1149	B3	HEL528LPP Returning CALPF - 230993 Parent - 03 LPF PINE CANYON STATION
		06/08/23 1313	B3	Initial Creation of Incident: CASCA - 231003
		06/08/23 1316	B3	PAT17LPP Committed CASCA - 231003 New - 03 LPF PACIFIC VALLEY STATION
		06/08/23 1316	B3	PAT17LPP Responding CASCA - 231003 New - 03 LPF PACIFIC VALLEY STATION
		06/08/23 1317	B3	PAT17LPP Returning CASCA - 231003 New - 03 LPF FIGUEROA STATION
		06/08/23 1322	B3	Initial Creation of Incident: CASCA - 231004
		06/08/23 1333	B3	Initial Creation of Incident: CASCA - 231005
		06/08/23 1336	B3	Initial Creation of Incident: CASCA - 231006
		06/08/23 1340	B3	E316LPP4X4 Committed CALPF - 231001 New - 13 LPF CHUMASH SANTA YNEZ
		06/08/23 1341	B3	E316LPP4X4 Responding CALPF - 231001 New - 13 LPF CHUMASH SANTA YNEZ
		06/08/23 1341	B3	E316LPP4X4 On Scene CALPF - 231001 New - 03 LPF SAN MARCOS STATION

## Morning Lineup Reports

Figure 305 - Morning Line Up Report

Units	Resource Types	Resource Code	Resource Description	Status	Status Date	Location
CAAFV	AA	E373LPP4X4	LPF Engine 373	Committed	12/08/21 2415	APACHE
CABRR	ENG	E314ANF	ANF Engine 314	Available In Quarters	12/07/21 2327	LSALAMOS
CACND	DZ	E346LPP	LPF Engine 346	Available In Quarters	03/06/23 0700	GIBRALT
CACNP	CRW	E335LPP	LPF Engine 335	Available In Quarters	03/10/23 0926	CUYAMA
CAFHL	LE	E41LPP	LPF Engine 41	Available In Quarters	12/08/21 2410	SNMARCOS
CAHPR	ENGCH	E375LPP	LPF Engine 75	Committed	12/07/21 2327	APACHE75
CALBOR	OH	E337LPP	LPF Engine 337	Available In Quarters	12/08/21 0821	STAMARIA
CALOB	HT	E44LPP	LPF Engine 44	Available In Quarters	03/10/23 1042	RINCON
CALPF	REC	E512ANF	ANF Swing Engine 512	Committed	12/07/21 2327	LSALAMOS
CASCA	RES	E347LPP4X4	LPF Engine 347	Available In Quarters	12/07/21 2327	SNTAYNEZ
SDWAX	ESR	E353LPP	LPF Engine 353	Available In Quarters	12/08/21 2413	TEMESCAL
	COM	E352LPP	LPF Engine 352	Available In Quarters	12/08/21 2413	OJAI
	MEC	E17LPP	LPF Engine 17	Available In Quarters	03/10/23 0926	PACULLY
	UTL	E18LPP	LPF Engine 18	On Scene	03/10/23 1055	BIGSUR
	ADM	E371LPP4X4	LPF Engine 371	Committed	12/07/21 2327	CHUCHUP

Figure 306 - Example Morning Line Up Report

Code	Description	Status	Status Date	Location
E373LPP4X4	LPF Engine 373	Committed	12/08/21 2415	APACHE
E314ANF	ANF Engine 314	Available In Quarters	12/07/21 2327	LSALAMOS
E346LPP	LPF Engine 346	Available In Quarters	03/06/23 0700	GIBRALT
E335LPP	LPF Engine 335	Available In Quarters	03/10/23 0926	CUYAMA
E41LPP	LPF Engine 41	Available In Quarters	12/08/21 2410	SNMARCOS
E375LPP	LPF Engine 75	Committed	12/07/21 2327	APACHE75
E337LPP	LPF Engine 337	Available In Quarters	12/08/21 0821	STAMARIA
E44LPP	LPF Engine 44	Available In Quarters	03/10/23 1042	RINCON

## In Service Report

Figure 307 - Example of In-Service Report

Resource	Status	Date/Time	Last Log Entry	Log Status	Log Date/Time	Disp
BC12LPF	Available In Quarters	12/07/21 2327	BC12LPF Avail Qtrs -	Available In Quarters	02/24/23 1415	AG
WT24LPF	Available In Quarters	12/07/21 2327	WT24LPF Avail Qtrs -	Available In Quarters	02/24/23 1415	AG
BC62LPF	Available In Quarters	11/06/21 2443	BC62LPF Avail Qtrs -	Available In Quarters	02/24/23 1415	AG
ECO635	Available In Quarters	11/06/21 2443	ECO635 Avail Qtrs -	Available In Quarters	02/24/23 1415	AG
ECO636	Available In Quarters	11/06/21 2443	ECO636 Avail Qtrs -	Available In Quarters	02/24/23 1415	AG
ECO637	Available In Quarters	11/06/21 2443	ECO637 Avail Qtrs -	Available In Quarters	02/24/23 1415	AG
BC22LPF	Available In Quarters	11/06/21 2443	BC22LPF Avail Qtrs -	Available In Quarters	02/24/23 1415	AG
E314ANF	Available In Quarters	12/07/21 2327	E314ANF Avail Qtrs -	Available In Quarters	02/22/23 1521	AG

Figure 308 - PDF Morning Line Up Report

Resource	Status	Last Log Entry	Log Status	Log Date/Time	Disp
BC12LPF	Available In Quarters	BC12LPF Avail Qtrs -	Available In Quarters	02/24/23 1415	B3
WT24LPF	Available In Quarters	WT24LPF Avail Qtrs -	Available In Quarters	02/24/23 1415	B3
BC62LPF	Available In Quarters	BC62LPF Avail Qtrs -	Available In Quarters	02/24/23 1415	B3
ECO635	Available In Quarters	ECO635 Avail Qtrs -	Available In Quarters	02/24/23 1415	B3

## Timer Report

Figure 309 - Timer Report

Resource, Date	Timer Log Date	Dispatcher	Log Entry
E319LPF, 02/22/23 1523			
E319LPF, 02/22/23 1523			
E319LPF, 02/22/23 1523			
HB-7KA, 02/23/23 1444			

Figure 310 - By Incidents and Non-Daily Log Report

Timer Log Date	Dispatcher	Log Entry
02/23/23 1444	B3	OK

### Custom Incident Report

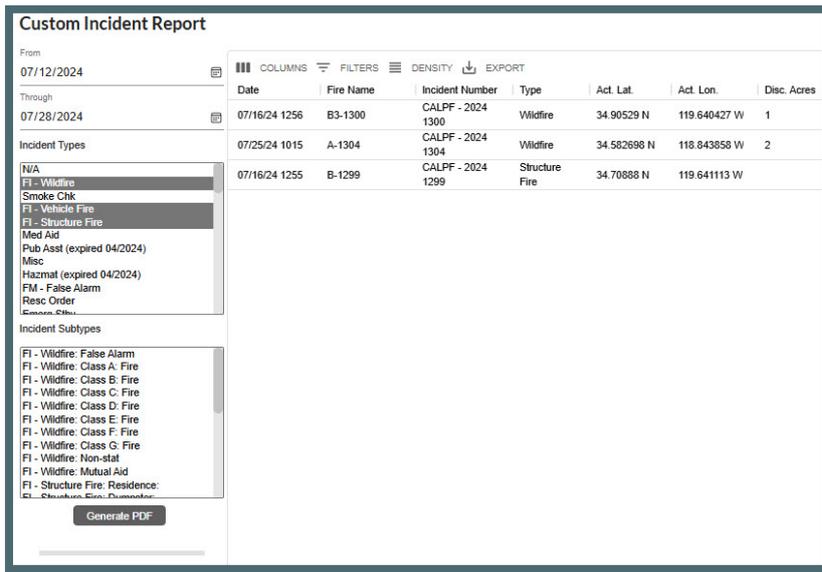
This report allows the users the ability to create custom reports for incident data.

1. Select date range.
2. Incident types and incident subtypes (if any). The default incident types are Wildfire, Vehicle Fire and Structure Fire.
3. Select columns to be displayed.

Figure 311 - Custom Report Description

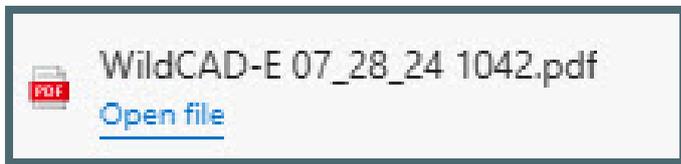
The screenshot shows the 'Custom Incident Report' configuration screen. It features three numbered callouts: 1. A date range selector with 'From' and 'Through' fields, both set to 'mm/dd/yyyy'. 2. A list of incident types and subtypes, including 'N/A', 'FI - Wildfire', 'Smoke Chk', 'FI - Vehicle Fire', 'FI - Structure Fire', 'Med Aid', 'Pub Asst (expired 04/2024)', 'Misc', 'Hazmat (expired 04/2024)', 'FM - False Alarm', 'Resc Order', and 'Emergency Calls'. 3. A column selection menu with a 'Find column' search bar and a list of columns with toggle switches: Date, Fire Name, Incident Number, Fire Number, Sub Unit, Fire Class, Acres, Land Status, Wilderness, Fire Cause, Legal Description, Job Codes, and Type. The 'Type' column is currently selected. The interface also includes a 'Generate PDF' button, a 'Select Existing Report' dropdown menu (set to 'None'), and a 'Create New Report' section with a 'Report Name' input field, 'Save Report', and 'Delete Report' buttons.

Figure 312 - Example of Steps 1 - 3.



At this point you can generate a PDF report by clicking on the “Generate PDF’ button.

Figure 313 - PDF file is created,



### Example of the Report

Figure 314 - Example of the Report.

WildCAD-E						
Los Padres Communication Center						
Date	Fire Name	Incident Number	Type	Act. Lat.	Act. Lon.	Disc. Acres
07/16/24 1256	B3-1300	CALPF - 2024 1300	Wildfire	34.905290	119.640427	1
07/25/24 1015	A-1304	CALPF - 2024 1304	Wildfire	34.582698	118.843858	2
07/16/24 1255	B-1299	CALPF - 2024 1299	Structure Fire	34.708880	119.641113	

### To save a report

- Give the report a “Report Name.”
- Click on the “Save Report’ button.

Figure 315 - To save the report.

Select Existing Report

Incident Reports

None

Create New Report

Report Name

July Fire Summary

Save Report

Delete Report

### **To Retrieve a Report**

- Use the dropdown menu under "Incident Reports."
- Click the named report that has been saved.
- Existing reports cannot be edited. Create a new report if changes are needed.

### **To Delete a Report**

- Select an existing report.
- Click the "Delete Report" button.

Figure 316 - Save a Report.

Select Existing Report

Incident Reports

July Fire Summary

Create New Report

Report Name

Save Report

Delete Report

## Part IX: Links

### Section 1: Websites and Documents

#### **Websites**

The Links Menu will only appear if the Center Administrator created a list of web pages for use by Dispatchers. If the menu is shown, merely select any one of the listed sites.

Right-click on the display to pop up a menu that allows the user to perform tasks such as going Back, Forward, Printing, etc.

#### **Documents**

If the Center Administrator established a list of documents in *WildCAD-E*, the user can open one or more documents from this menu. Examples might include User Guides or word processing templates.

The Links menu expands when the user clicks on the ">" symbol.

A list of **Links Categories** will be displayed.

Figure 317 - Links Menu Categories



The **Links Categories** ("AGENCY") expands when the user clicks on the ">" symbol.

A list of **Links Web Sites** or **Documents** will be displayed.

Figure 318 - List of Web Site or Documents



Select for example "*WildCAD-E Training*,"

- Upon selecting "*WildCAD-E Training*" from the list, a new tab will open with the website loaded.

- If the user goes back and selects another website, the “WildCAD-E Training” website would close and be replaced with the next website.
  - Only one web site is open at a time.

Figure 319 - Website Link



## Part X: 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

<b>WildCAD-E Icon</b>	<b>Function Key</b>	<b>WildCAD-E Icon Definition</b>
	<b>F9</b>	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.
	<b>N/A</b>	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.
	<b>F8</b>	Open Incidents Panel Icon - Opens the screen that displays existing, open Incidents.
	<b>F2</b>	Open Incidents Panel Icon - Opens the "Search Incident Panel" for the user.
	<b>F7</b>	Resource Status Icon - Opens the screen where the user can perform status changes that are not related to Incidents, such as "In Service."
	<b>F12</b>	Daily Log Panel Icon - Opens the screen that display the "Daily Log," where the user can document the activities not directly related to a specific Incident.
	<b>F5</b>	Map Panel Icon - Opens the <i>WildCAD-E</i> map.

<b>WildCAD-E Icon</b>	<b>Function Key</b>	<b>WildCAD-E Icon Definition</b>
	<b>F4</b>	Open Timers Panel Icon - Opens the Timers Panel for the user.
	<b>N/A</b>	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.
	<b>F3</b>	Create a New Field Interrogation Fire (FI) or be able to search for existing FI files.
	<b>N/A</b>	Opens a Resource Command Line panel that allows a dispatcher to status a resource from a command line (See Appendix VI)

## Appendix II - Grids

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

### **Sort Order of a Grid**

- Click on any column heading or label.
- Sort by ascending (alphanumeric) by clicking once on the arrow pointing up.
- Sort by descending by clicking once on the arrow pointing down.
- For no sort, click a third time.
- When adding a new record or editing an existing record if sorting is enabled, it can make the record jump to a different location due to the sorting.

Figure 320- Arrow pointing up indicates a sort by ascending.

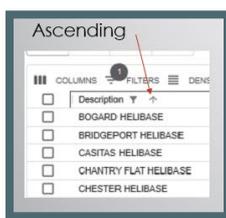


Figure 321 -Arrow pointing down indicates a sort by descending.

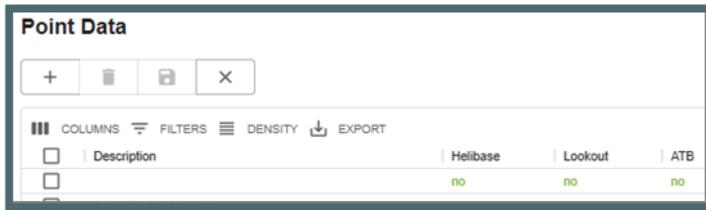


Figure 322 - Click three times to choose no sort.



## Add a Record or Row to the Grid

Figure 323 - 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.
- When the entry is completed, exit the cell you are currently editing by clicking anywhere outside of the grid before saving the new or edited record by clicking on the "Disc" icon (shown below in Figure 323).

Figure 324 - The "Disc" icon saves a new record or edits an existing record.



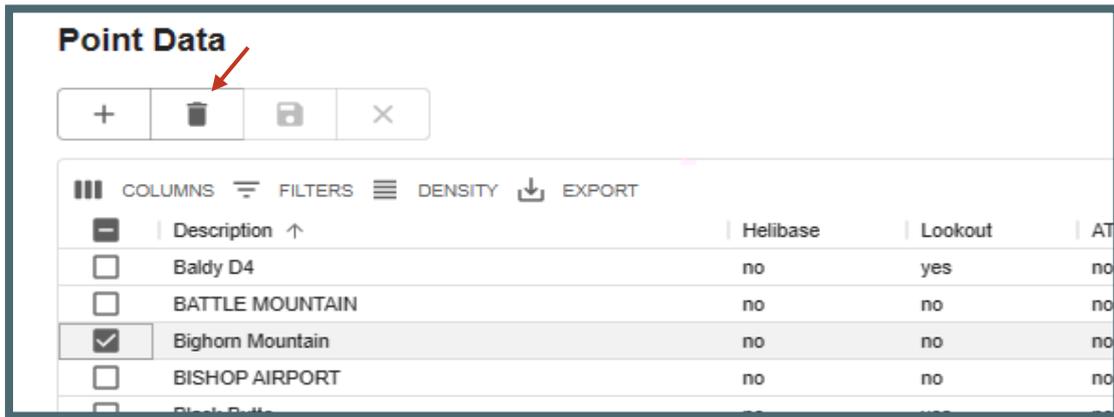
Figure 325 - Use the "x" icon to cancel the new record.



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

## Delete a Row to the Grid

Figure 326 - Select row for deletion by checking the box.



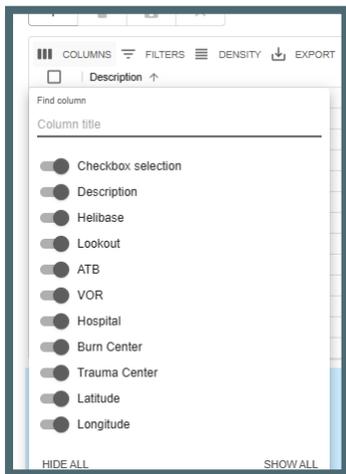
- Select the row for deletion by checking the box to the left of the row.
- Click the "Trash Can" icon.
- Click the "save" icon to complete deletion of the row.

## 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 327- Slider column.

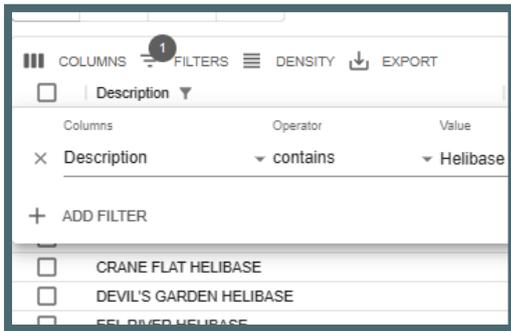


### Filters

- Filters allow the user to search for specific records.
  - Select "Filter;" then the column.
  - Using the "Operation" dropdown menu, select contains, starts with or equals.

- In the “Value” area, type in what the user wants to search for.

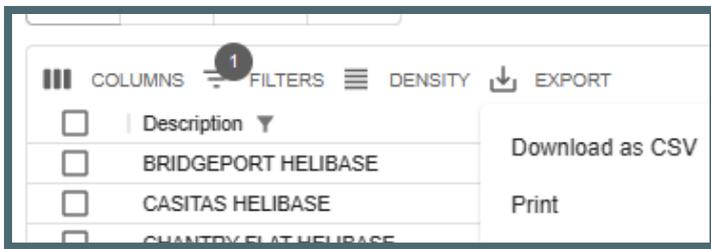
Figure 328 - Filters allow the user to search for records.



### Density

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

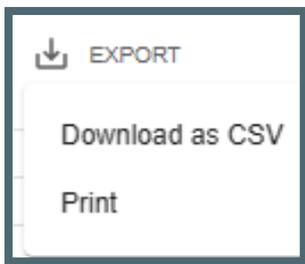
Figure 329 - Density slightly changes the height and width of the information on the grid.



### Export

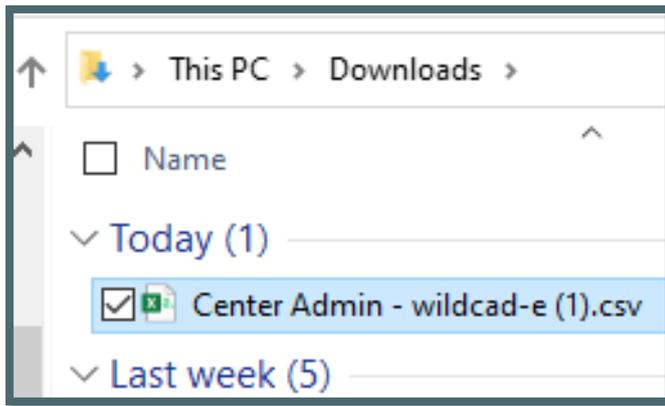
- Export typically downloads to a CSV file.

Figure 330 - Export is used to download a .csv file.



- The .csv file will download into the user’s workstation “Download” folder.

Figure 331 - .CSV file downloads to the Center Administrator 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 - Reports

### Available Reports

Reports will open into their own Tab. All the reports are generated in a similar process.

The key processes are:

1. On the right side of the report panel are sortable selection. Such as:
  - Unit
  - Resource Types
  - Status
  - Use of Line up groups
  - Incident Types and Subtypes
2. Date ranges are required except on:
  - Morning Line Up Report
  - In-Service Report
  - Responding Resource List
  - Open Incident
  - On the left side of the report panel are the results from the selection process.
3. Generate PDF will create the report based on the selection criteria.

### Morning Lineup Reports

Figure 332 - Example Morning Line Up Report

Resource C...	Resource Description	Status	Status Date	Location
E374LPF	LPF Engine 374	Responding	05/06/23 1340	LSALAMOS
E371LPF4X4	LPF Engine 371	Available	08/20/23 1001	CHUCHUP
E375LPF	LPF Engine 75	Committed	05/06/23 1330	APACHE75
E44LPF	LPF Engine 44	In Service	09/28/23 1127	OJAI
E512ANF	ANF Swing Engine 512	In Service	05/06/23 1515	LSALAMOS
E51LPF	LPF Engine 51	In Service	05/06/23 1517	CASITAS
E355LPF	LPF Engine 355	Available	06/08/23 1341	WHLRGRG
E47LPF	LPF Swing Engine 47	Committed	08/28/23 1116	03OTHERSB
E341LPF4X4	LPF Engine 341	Committed	08/28/23 1104	LOSPRIETOS
E346LPF	LPF Engine 346	Committed	08/28/23 1104	GIBRALT
E319LPF	LPF Engine 319	Available In Quarters	09/29/23 1540	ARYOSECO
E342LPF4X4	LPF Engine 342	Committed	08/28/23 1104	LOSPRIETOS
E331LPF4X4	LPF Engine 331	Available In Quarters	09/29/23 1540	POZO
E315LPF4X4	LPF Engine 315	Available In Quarters	09/29/23 1540	MISSIONCK
E317LPF	LPF Engine 317	Available In Quarters	09/29/23 1541	PACVLLY

## In Service Report

Figure 333 - In Service Report

In Service Report							
Resource	Status	Date/Time	Last Log Entry	Log Status	Log Date/Time ↑	Disp	
PAT42ALPF	Available	05/26/23 0834	PAT42ALPF Available - 03 LPF SBRD MISCELLANEOUS UNIT	Available	05/26/23 0834	GM	
E355LPF	Available	06/08/23 1341	E355LPF Available - 03 LPF WHEELER GORGE STATION	Available	06/08/23 1341	GM	
E371LPF4X4	Available	08/20/23 1001	E371LPF4X4 Available - 03 LPF CHUCHUPATE STATION	Available	08/20/23 1001	GM	

## Timer Report

Figure 334 - Timer Report

Timer Report													
Resource, Date	Timer Log Date	Dispatcher	Resource Code	Resource	Incident	Latitude	Longitude	Heading	Altitude	Speed	Passengers	Fuel	Log Entry
AA07LPF, 10/05/23 1429	10/05/23 1441	GM	AA07LPF	AA07LPF		34.681782	119.960840	180	2500	145	2	3 hours	OK
AA07LPF, 10/05/23 1441													
New, 10/06/23 1005													
AA07LPF, 10/05/23 1412													
AA07LPF, 10/05/23 1410													

Timer Report - Added remaining columns from Timer panel to report page and generated PDF.

## Responding Resource List

Figure 335 - Responding Resource List

Responding Resource List									
Unit	Resource ↑	Description	Resource Type	Lineup	Resource Status	Home Location	Current Location	Assigned Incident	Comment
CALPF	E341LPF4X4	LPF Engine 341	ENG	SBD	Committed	SINMARCOS	LOSPRIETOS	Ridge	
Res Type	E342LPF4X4	LPF Engine 342	ENG	SBD	Committed	LOSPRIETOS	LOSPRIETOS	Ridge	
ENG	E343LPF	LPF Engine 343	ENG	SBD	Committed	LOSPRIETOSE43	LOSPRIETOS	Ridge	
Lineup									
SBD									
Search									

## Single Resource Response History

Figure 336 - Single Resource Response History

Single Resource Response History					
From					
06/01/2023					
Through					
10/07/2023					
Resource					
E16LPF					
Generate PDF					
Date ↓	Incident #	Area	Type	Incident	
09/25/23 1047	CASCA - 2023 1079		Wildfire	New	
06/22/23 1210	CASCA - 2023 1017	314	Nonstatistical Fire	B3-1017	
06/22/23 1128	CALPF - 2023 1015	42	Nonstatistical Fire	B3-1015	
06/14/23 1721	CALPF - 2023 1011	41	Wildfire	wednesday	

## Open Incident

Figure 337 - Open Incident

Open Incidents			
Generate PDF			
	COLUMNS	≡	FILTERS
≡	DENSITY	↓	EXPORT
Date ↓	Incident #	Incident Type	Incident Name
10/06/23 0820	CASCA - 2023 1089	Wildfire	For Tani
10/02/23 1009	CALPF - 2023 1087	Wildfire	B3-1087
10/01/23 1228	CALPF - 2023 1086	Law Enforcement	B3-1086
09/29/23 1530	CALPF - 2023 1085	Law Enforcement	B3-1085

## Incident By Date

Figure 338 - Incident by date.

Incident By Date						
From		Through				
06/22/2023		06/23/2023		Search	Generate PDF	
	COLUMNS	≡	FILTERS	≡	DENSITY	↓
						EXPORT
Incident #	Date	Name	Area	Dispatcher ↑	Type	SubType
CALPF - 2023 1015	06/22/23 1128	B3-1015	42	B3	Non Stat	
CASCA - 2023 1016	06/22/23 1131	B3-1016	314	B3	Wildfire	
CASCA - 2023 1017	06/22/23 1210	B3-1017	314	B3	Non Stat	
CALPF - 2023 1018	06/23/23 0812	B3-1018	42	B3	Non Stat	

## Incident Numbers

Figure 339 - Incident Numbers

The screenshot shows the 'Incident Numbers' interface. At the top, there are date pickers for 'From' (01/01/2023) and 'Through' (10/07/2023), along with 'Search' and 'Generate PDF' buttons. Below this is a table with columns: Date, Incident #, Name, and Buying Unit. A dropdown menu on the left is open, showing 'List of Numbers' and 'Buying Unit' selected. The table header includes icons for 'COLUMNS', 'FILTERS', 'DENSITY', and 'EXPORT'.

## Fire Report

Figure 340 - Fire Report

The screenshot shows the 'Fire Report' interface. It features a search filter for 'Buying Unit' and a table with columns: Date, Fire Name, Incident Number, Fire Number, Sub Unit, Fire Class, Acres, Land Status, Wildness, Stat, Spec, Legal Description, and Job Codes. The table contains one record: 08/18/23 1348 Ridge CALFF - 2023 1048 0.00 T8N, R28W 31. On the left, there are dropdown menus for 'Incident Types' (with 'N/A' selected) and 'Incident Subtypes' (with 'False Alarm' selected). A 'Generate PDF' button is located at the bottom left.

## Monthly Fire Summary

Figure 341 - Monthly Fire Summary

The screenshot shows the 'Monthly Fire Summary' report interface. On the left, there are two dropdown menus: 'Month' and 'Year'. The 'Month' dropdown is currently set to 'Aug', and the 'Year' dropdown is set to '2023'. Below these is a 'Generate PDF' button. The main area of the report is a table with the following columns: 'Sub Unit', 'Fire Cause', 'Fire Count', and 'Acres'. The table contains one row of data with the following values: 'Sub Unit' (checkbox), 'Fire Cause' (checkbox), 'Fire Count' (16), and 'Acres' (0.20). Above the table, there are navigation options: 'COLUMNS', 'FILTERS', 'DENSITY', and 'EXPORT'.

Sub Unit	Fire Cause	Fire Count	Acres
<input type="checkbox"/>	<input type="checkbox"/>	16	0.20

## Contract Report

Figure 342 - Contract Report

The screenshot shows the 'Contract Report' interface. On the left, there are several filters: 'From' (mm/dd/yyyy), 'Through' (mm/dd/yyyy), 'Contract Types' (None), 'Disposition' (None), and 'Order Number Contains'. Below these is a 'Generate PDF' button. The main area of the report is a table with the following columns: 'Date', 'Disposition', 'Contract Name', 'Equipment', and 'Order Number'. The table is currently empty. Above the table, there are navigation options: 'COLUMNS', 'FILTERS', 'DENSITY', and 'EXPORT'.

Date	Disposition	Contract Name	Equipment	Order Number
------	-------------	---------------	-----------	--------------

## Appendix IV - Incident Types

Table 2 - 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
F1 GF - Foreign Incident	Support of a Foreign Incident	No
FM IM - International Mobilization	Support of an International Mob.	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

<b>Code</b>	<b>Description</b>	<b>Expired?</b>
PA Public Service Organization Event	Public Service Organization Event	No
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 V - Other Data Zoom Levels

Table 3 - Other Data Zoom Levels

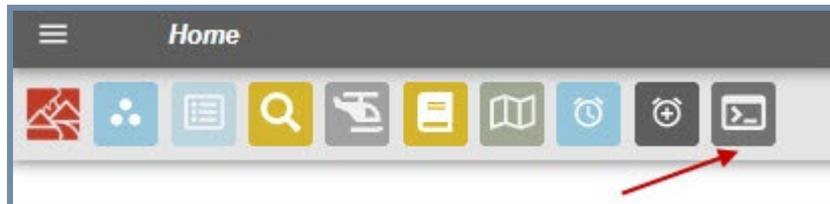
<b>Layer Name</b>	<b>Zoom Level</b>	<b>Display Order</b>	<b>Map Footer</b>	<b>Display Field</b>
NPS FMU	9	10	no	FMU_Code
BLM FMU	13	11	no	FMU_Code
USFS FMU	13	12	no	FMU_Code
RFPA	13	13	no	FMU_CODE
BIA FMU	9	14	no	FMU_Code
USFWS FMU	13	15	no	FMU_Code
Predictive Service Areas	15	17	yes	psanationalcode
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 VI - Resource Command Line

This feature allows a dispatcher to status a resource from a *Resource Command Line* panel. (i.e., "E17LPF AV" command sets the status for E17LPF to Available).

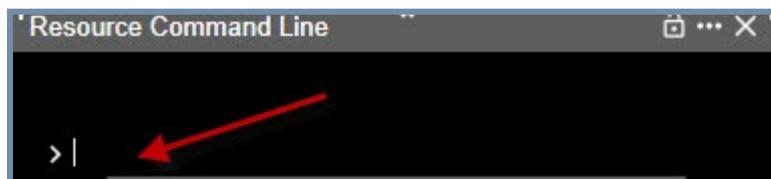
The Center Administrator will enable this feature for the dispatchers. Once the feature has been enabled a new icon will be displayed on the Home Page.

Figure 343 - Resource Command Line Icon



Click on the Command Line Icon to open the Resource Command Line panel. Text Field `>|` will be focused when opened. If the Text field is not focused on the panel, click inside the text field again.

Figure 344 - Resource Command Line Icon

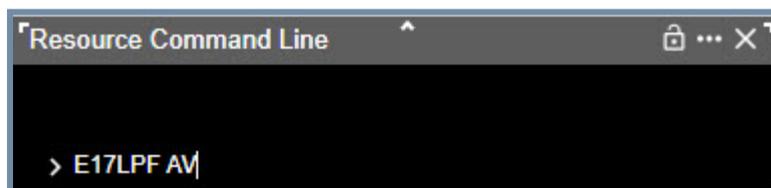


Type the resource code followed by a space then the status. Status commands are:

- AV - Available
- AQ - Available Quarters
- OS - Out of Service
- IS - In Service
- RES - Responding
- AI - At Incident (On Scene)

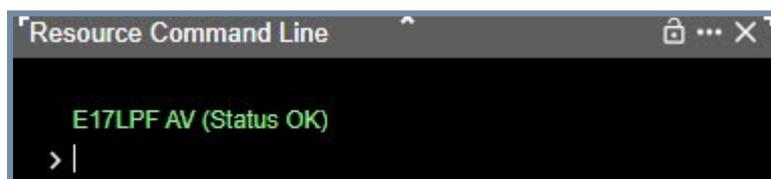
Then press return.

Figure 345 - Resource Code and Command Status



If successful, no error text will be displayed.

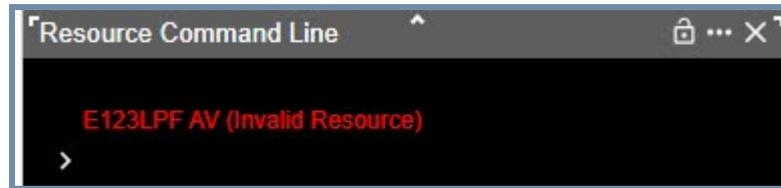
Figure 346 - Status OK



## Causes for Errors

Invalid Resource - Resource name entered is not found in the active resources list.

Figure 347 - Invalid Resource



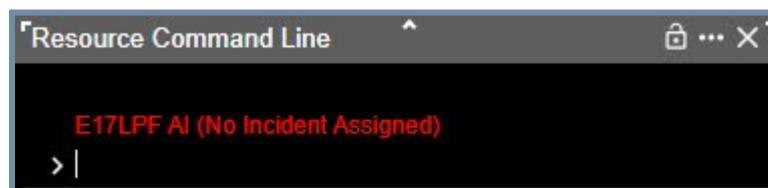
Invalid Status Command - Status command entered is not part of the available commands list.

Figure 348 - Invalid Status Command



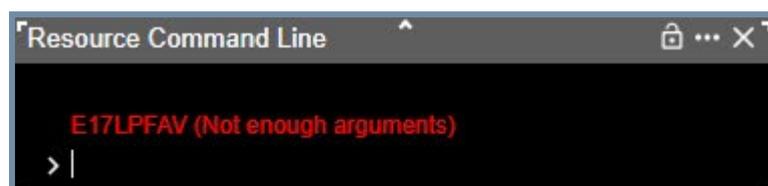
No Incident Assigned - For the commands "RES" and "IA" the resource must be "Assign" to the incident to use these commands.

Figure 349 - No Incident Assigned



Not Enough Arguments - No space between the resource and the entered command. Multiple spaces within the resource name are allowed since some resources have spaces in their name.

Figure 350 - Not Enough Arguments



## Part XI: Alternate Authentication (If FAMAAuth is Unavailable)

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

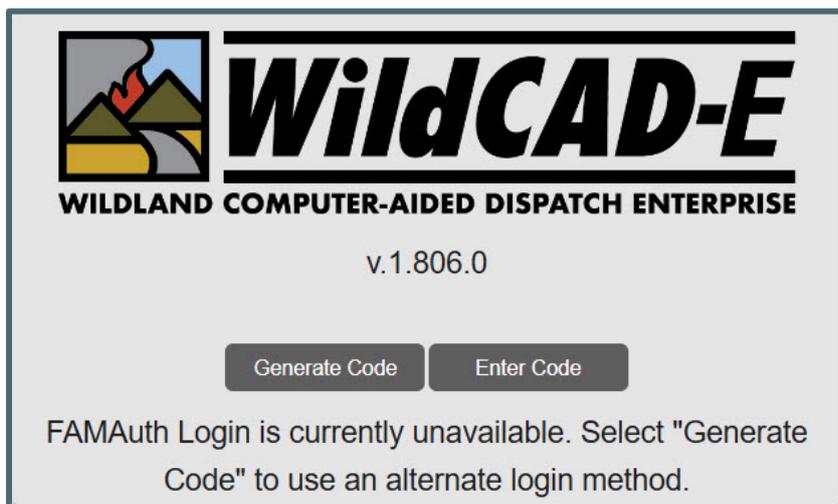
If FAMAAuth is unavailable, the user can access *WildCAD-E* by going directly to the URL associated with the desired environment:

- WildCAD-E OAT is accessible at: [wildcadooat.firenet.gov](http://wildcadooat.firenet.gov).
- WildCAD-E PROD is accessible at: [wildcade.firenet.gov](http://wildcade.firenet.gov).

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

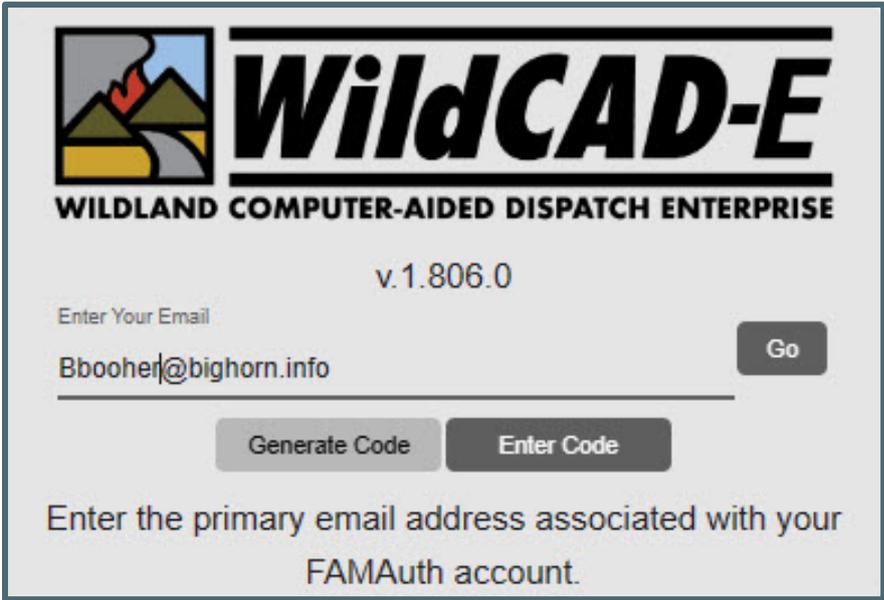
To start the process, click on **"Generate Code."**

Figure 351 - Select Generate Code



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

Figure 352 - Enter your e-mail.



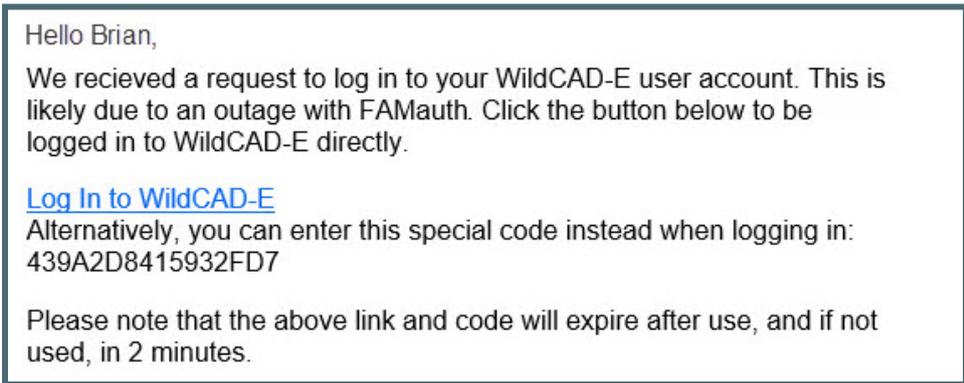
Enter the user's email. The code/link is only valid for two (2) minutes.

Figure 353- Go to your e-mail.



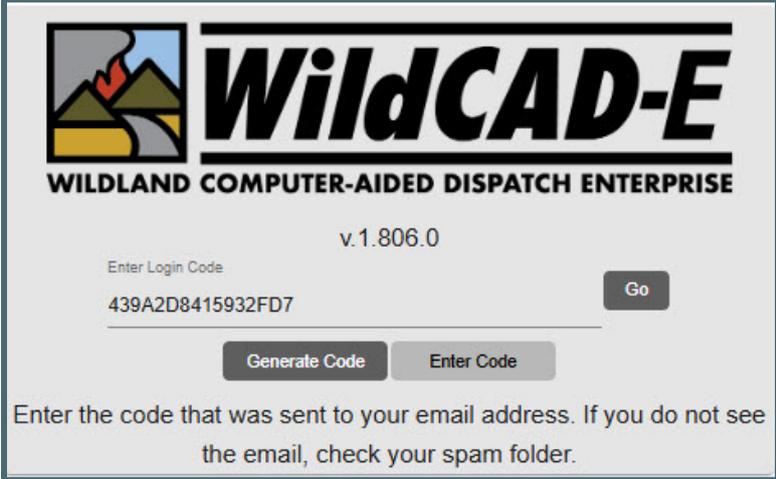
The user can click directly on the link in the email or copy the code and enter the code back to the *WildCAD-E* login page.

Figure 354- Email Link or Code.



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

Figure 355 - Using the Code.



The screenshot shows the WildCAD-E login interface. At the top left is a logo with a mountain and a fire. To its right is the text "WildCAD-E" in a large, bold, italicized font, with "WILDLAND COMPUTER-AIDED DISPATCH ENTERPRISE" in a smaller, bold font underneath. Below the logo, the version number "v.1.806.0" is displayed. A text input field labeled "Enter Login Code" contains the alphanumeric string "439A2D8415932FD7". To the right of the input field is a "Go" button. Below the input field are two buttons: "Generate Code" and "Enter Code". At the bottom of the form, there is a message: "Enter the code that was sent to your email address. If you do not see the email, check your spam folder."

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 356 - Select a center.



The screenshot shows the WildCAD-E login interface with a dropdown menu open. The logo and title are the same as in Figure 355. The dropdown menu is positioned over the "Go" button area and contains the following options: "- select -", "AZPDC - Prescott Interagency Dispatch Center", and "CALPCC - Los Padres Communication Center".

## Part XII: HelpDesk Contact Information

If a user needs technical support from *WildCAD-E*, go to the *WildCAD-E* Support site at: <http://www.wildcadsupport.net/login.asp>; enter user's name and password; and complete the online form. Support personnel will respond as soon as the form is received.

# **WildCAD-E**

*User Guide for  
Dispatchers*

*V1.808.1, November 2024*