

## SITE MANAGEMENT

User access for the SIT Program is managed via the “Table Maintenance” menu screen accessed via the SIT Welcome screen. Access is set up in levels, with different permissions set at each one.

### National Level Access

NICC Intelligence and the Help Desk have access to all the screens within the “Setup Menu” Screen. Responsibility for management of the Geographic Areas, Agencies and lookup tables (values for pull-down lists) rests with NICC Intelligence.

Requests for additions such as resource type(s) specific to a Geographic Area will be placed to NICC Intelligence.

### Geographic Area Level Access

GACC Intelligence Coordinators/Officers have management responsibility for the initial setup of units, Dispatch Offices and access/permissions for the offices within their areas. Additions, updates and deletions of reporting units and users may be done by either the GACC or the local Dispatch Office, according to the Geographic Area's preference. These functions can only be accomplished by using the links located on the “Setup Menu” screens.

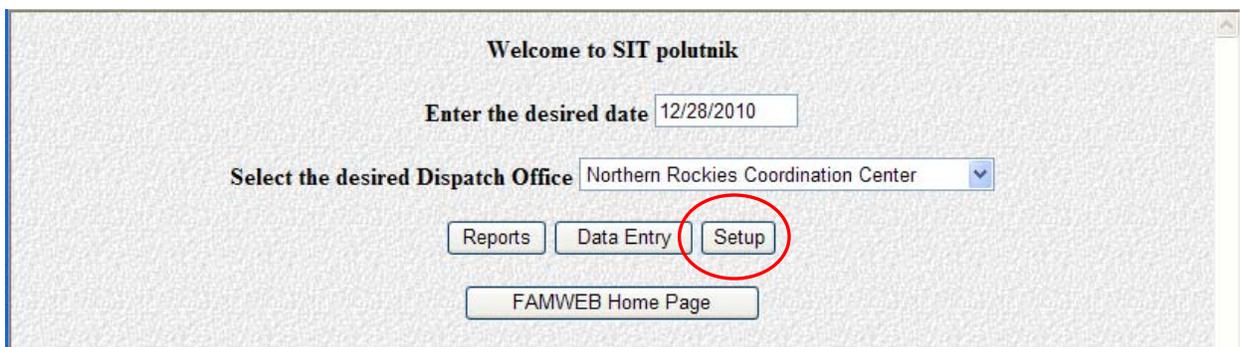
### Local Dispatch Office Level Access

One person in each Dispatch Office will have responsibility for the management of LogonIDs/user access within the office. This person may also use the “Unit Add” and “Unit Update/Delete” screens to add and keep unit information current. They will also use the “Security Add” and “Security Update/Delete” screens to set user access to the LogonIDs for their users.

- Local level access to the system will be limited to adding, updating and deleting units, entering data and generating reports. You will not be able to edit anyone else's data, unless they have granted you access/authority to stand in for them (in the event of network problems, etc.).

If you are a manager, you will have a “**Setup**” button at the SIT Welcome screen.

Click the “**Setup**” button located on the SIT Welcome screen, shown below.



The screenshot shows the "Welcome to SIT polutnik" screen. It features a date input field with "12/28/2010" entered, and a dropdown menu for "Select the desired Dispatch Office" currently showing "Northern Rockies Coordination Center". Below these are three buttons: "Reports", "Data Entry", and "Setup". The "Setup" button is circled in red. At the bottom is a "FAMWEB Home Page" button.

This will take you to the “Setup Menu” screen, shown below.



- The “**Return to SIT Menu**” link at the bottom of the screen will return you to the SIT Welcome screen.
- When you are done adding, updating, or deleting records within any of the screens under “Setup Menu” (e.g., Dispatch Office Add, Unit Add, Security Add, etc.) it is important that you use the “**Return to Setup Menu**” link located on the bottom of each screen to return to the prior menu. **Do not use the “Back” button on your browser.**

### Dispatch Office Add

To add new Dispatch Offices within the Area, click the “**Dispatch Office Add**” link located on the “Table Maintenance” menu screen. This will take you to the “Dispatch Office Entry” screen shown below.

- The “**Return to Setup Menu**” link at the bottom will return you to the “Setup Menu” screen.

Dispatch Office Entry

Dispatch ID

Dispatch State

Geographic Area

Dispatch Name

Dispatch Level

[Return to Setup Menu](#)

### Dispatch ID

Enter the unit identifier for the office (e.g., BRC).

**Dispatch State**

From the pull down menu, choose the state for that dispatch office.

**Geographic Area**

Choose your Geographic Area from the pull down list.

**Dispatch Name**

Enter the name of the Dispatch Office (e.g., Bitterroot Dispatch Center).

**Dispatch Level**

Choose "Local" from the pull down list.

- **Only** GACCs and NICC have "GACC" level access.

Click the "**Add Record**" button.

Repeat this process until you have added all your Dispatch Offices.

**Dispatch Office Update/Delete**

Use the following steps to update or delete offices that are already set up in the program.

Click the "**Dispatch Office Update/Delete**" link located on the "Setup Menu" screen.

This will take you to the "Dispatch Office Selection List" menu screen, shown below.

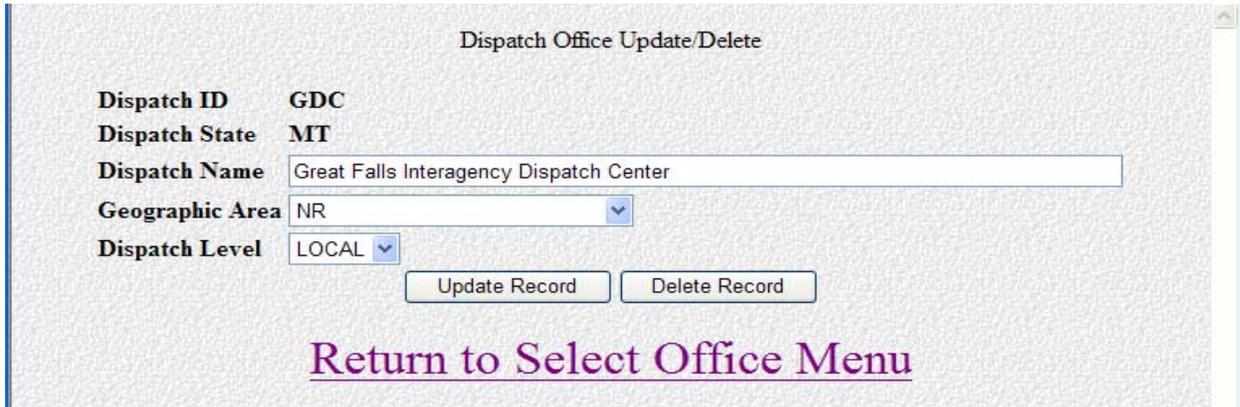


State	ID	Description
ID	CDC	<a href="#">Coeur d'Alene Interagency Dispatch Center</a>
ID	GVC	<a href="#">Grangeville Interagency Dispatch Center</a>
MT	BDC	<a href="#">Billings Dispatch Center</a>
MT	BRC	<a href="#">Bitterroot Dispatch Center</a>
MT	BZC	<a href="#">Bozeman Interagency Dispatch Center</a>
MT	DDC	<a href="#">Dillon Interagency Dispatch Center</a>
MT	GDC	<a href="#">Great Falls Interagency Dispatch Center</a>
MT	HDC	<a href="#">Helena Interagency Dispatch Center</a>
MT	KDC	<a href="#">Kootenai Dispatch Center</a>

From the list of Dispatch Offices, **click the name of the Dispatch Office you want to update or delete.**

- The **“Return to Setup Menu”** link will take you back to the main menu screen.

This will take you to the **“Dispatch Office Update/Delete”** screen, shown below.



Dispatch Office Update/Delete

Dispatch ID GDC  
Dispatch State MT  
Dispatch Name Great Falls Interagency Dispatch Center  
Geographic Area NR  
Dispatch Level LOCAL

Update Record Delete Record

[Return to Select Office Menu](#)

- The **“Return to Select Office Menu”** link at the bottom of the screen will return you to the **“Dispatch Office Selection List”** menu screen.

**To update the record**, make the necessary changes then click the **“Update Record”** button.

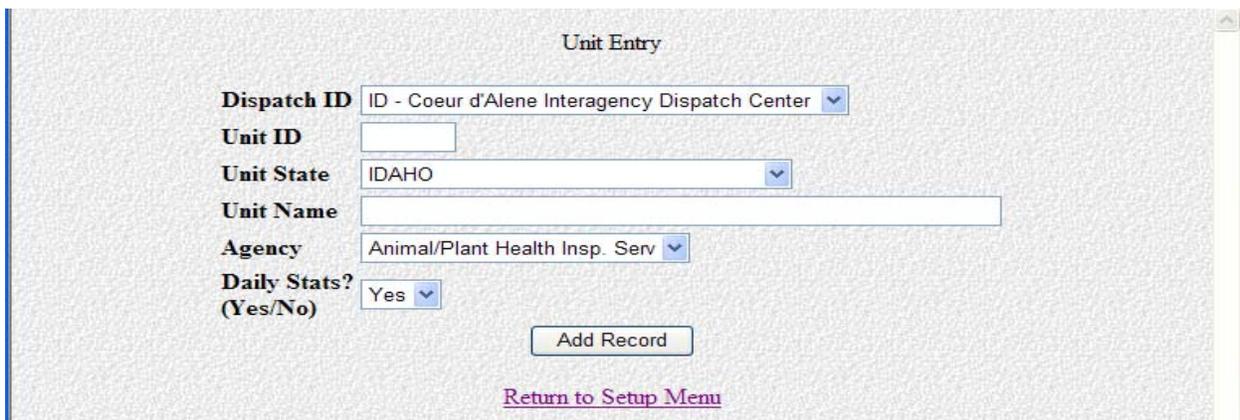
**To delete the record**, click the **“Delete Record”** button.

### Unit Add

In order to report activity or resources for a unit, the unit must first be set up in the program. Use the following steps to build the list of units within each Dispatch Office.

Click the **“Unit Add”** button located on the **“Setup Menu”** screen.

This will take you to the **“Unit Entry”** screen, shown below.



Unit Entry

Dispatch ID ID - Coeur d'Alene Interagency Dispatch Center  
Unit ID  
Unit State IDAHO  
Unit Name  
Agency Animal/Plant Health Insp. Serv  
Daily Stats? (Yes/No) Yes

Add Record

[Return to Setup Menu](#)

- The “**Return to Setup Menu**” link at the bottom will return you to the “Setup Menu” screen.

### Dispatch ID

From the pull down list, choose the name of the Dispatch Office to which this unit or resource belongs.

### Unit ID

Enter the unit identifier (e.g., BFA, CMR, LNF, MCD, SWS, YNP).

- The unit IDs are listed in the Unit Identifiers booklet (PMS 931). **Do not make them up.**

### Unit State

From the pull down list, choose the state for the unit.

### Unit Name

Enter the full name of the unit. Acronyms can be used for “National Forest”, “National Park”, “Field/District Office”, etc. Proper acronyms would be: DO or FO (BLM), NF, NP, etc.

- **Examples are:** Charles M Russell NWR, Lolo NF, Miles City FO and Yellowstone NP.

### Agency

Choose the unit’s agency from the pull down list.

### Daily Stats

Choose “yes” or “no” to indicate whether or not you want to enter daily statistics for the unit.

Click the “**Add Record**” button.

### Unit Update/Delete

Click the “**Unit Update/Delete**” link on the “Setup Menu” screen to update or delete units that are already set up in the program.

This will take you to the “Units Selection List” menu screen, shown below.

Units Selection List			
Dispatch Office		CDC	Dispatch State ID
Unit ID	Unit Name	Unit State	Agency
CAS	<a href="#">Cataldo Supervisory Area</a>	ID	ST
CDCI	<a href="#">Coeur d'Alene Dispatch - Private</a>	ID	PRI

From the list of Units, **click on the name of the Unit** you want to update or delete.

This will take you to the “**Unit Update/Delete**” screen, shown below.

Unit Update/Delete

Unit ID      COD  
Unit State    ID  
Dispatch ID   CDC  
Dispatch State ID

Unit Name    Coeur d'Alene Field Office  
Agency      Bureau of Land Management  
Daily Stats? (Yes/No)    Yes

Update Record    Delete Record

[Return to Unit Selection Menu](#)

To update the record, make the necessary changes then click the “**Update Record**” button.

To delete the record, click the “**Delete Record**” button.

- The “**Return to Unit Selection Menu**” link will return you to the “Setup Menu” screen.

### Security Add

Click on the “**Security Add**” link located on the “Setup Menu” screen to give Dispatch Offices and other users access (KCLIDs).

The “**Security Entry**” screen is shown below.

Security Entry

Dispatch ID    MT - Billings Dispatch Center  
KCLID            
Application    SIT  
Agency         
Scope         Local  
Authority      PIO

Add Record

**Dispatch ID**

Choose the dispatch office from the pull down list.

**KCLID**

Enter the KCLID for that user (e.g., jackblack).

**Application**

Choose which application, “SIT” or “209”, you want to add that Dispatch Office/user.

**Agency**

Choose the agency from the pull down list.

**Scope**

Choose “Local” from the pull down list for your Dispatch Offices. Choose “GACC” if you're adding access to your GACC.

**Authority**

Use the pull down list to choose the level of access you want the User (KCLID) to have.

- “Report” authority only allows the user to run reports.
- “Entry” authority gives the user data entry access.
- “Manager” authority allows the user to add and update/delete levels of security/access, as well as dispatch offices and units.

➤ **NOTE: You must give Manager authority to at least one KCLID for each Dispatch Office.**

Click the “Add Record” button.

GACC Intelligence Coordinators/Officers manage user access for their area via the “Security Add” and “Security Update/Delete” screens. This allows them to set the level of access/authority for each office or unit. Each GACC has setup all of the Dispatch Offices within its area and identified a security manager at each Dispatch Center. The security managers at the Dispatch Offices can add, update or delete access for their users as needed.

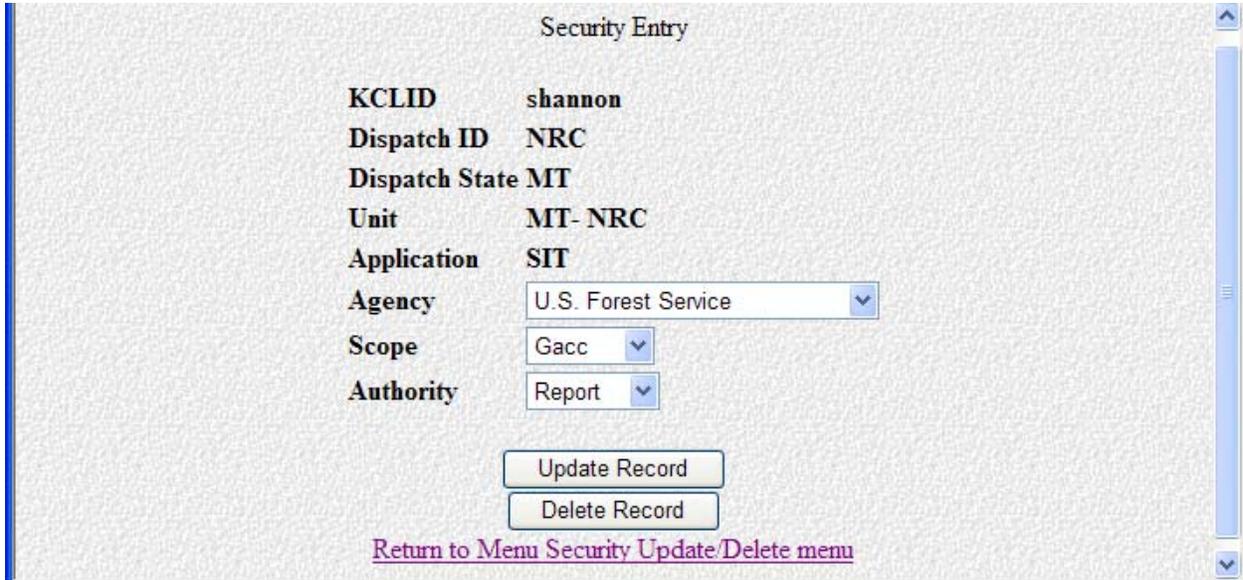
**Security Update/Delete**

Click the “Security Update/Delete” link located on the “Setup Menu” screen to change or delete a user’s access (KCLID). This link will take you to the “Security Table Selection List” screen, shown below.

KCLID	Application	unit	Agency	Scope
<a href="#">ababcock</a>	SIT	MTLEC	BLM	Local
<a href="#">aboettger</a>	SIT	MTLEC	BLM	Local
<a href="#">abutterfield</a>	SIT	MTKIC	USFS	Local

From the “Security Table Selection List” screen, click the **KCLID** name you want to update or delete.

- **Example:** “shannon” shown below was the KCLID selected.



The screenshot displays a web form titled "Security Entry". The form contains the following fields and values:

<b>KCLID</b>	shannon
<b>Dispatch ID</b>	NRC
<b>Dispatch State</b>	MT
<b>Unit</b>	MT- NRC
<b>Application</b>	SIT
<b>Agency</b>	U.S. Forest Service
<b>Scope</b>	Gacc
<b>Authority</b>	Report

Below the fields are two buttons: "Update Record" and "Delete Record". At the bottom of the form, there is a link: [Return to Menu Security Update/Delete menu](#).

**To update the record**, make the necessary changes then click the “**Update Record**” button.

To delete the record, click the “Delete Record” button.

