WildCAD System Administrator Guide

Version 4.3.0

Bighorn Information Systems
January 2012

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INTRODUCTION

The purpose of this document is to assist the System Administrator with the initial setup and subsequent maintenance of WildCAD. Dispatchers who will use WildCAD should refer to the WildCAD User Guide for information on how to operate the software.

The Guide follows the System Administrator Menu (Sys Admin)[1]. These menu items are in the order you normally follow as you prepare WildCAD for your use

If you follow this Guide and perform the steps in the order listed, you should have no trouble.

It is assumed that the System Administrator is proficient with Microsoft Windows and knows how to complete such tasks as installing software from a USB Drive, using Windows Explorer, creating shortcuts, and copying files. The System Administrator should also know how to manage the network, or should have access to someone with network skills.

Please feel free to contact Bighorn Information Systems at any time as you work with WildCAD. The best way to reach us is always through the WildCAD Support site: **http://wildcadsupport.net/**

[1]The Sys Admin menu will not be visible unless you have entered the Supervisory password, as explained under Center Operations.

INSTALLATION

OBJECTIVE:

Upon completion of this lesson, the System Administrator will be able to install WildCAD onto the laptop being used for training.

NARRATIVE:

You will need Administrator privileges on your laptop in order to proceed.

Step 1: Install from USB Drive

To initially install WildCAD, insert the WildCAD USB Drive into a USB port, and execute the file called: "SetupWildCADServer7.exe".

You will see several typical installation dialog forms, including one which asks for the installation folder ("directory"). The default is "C:\WildCAD\". For consistency among centers, this folder is recommended, although any other folder will work.

The setup program SetupWildCADServer7.exe does a number of things.

It creates a subfolder beneath WildCAD called "WorkstationSetup" and places the following files into it:

- SetupWildCADWorkstation7.exe
- SetupWS4B.exe (Setup WorkStation for 32-bit Windows)
- SetupWildPDF7.exe (Setup WildCAD PDF Printer)

Every computer which will run WildCAD must then execute both of these programs while Admin rights are enabled, including the WildCAD Server if it will run WildCAD. That is because these programs install "System Files" onto the computers which are required in order to run WildCAD.

Next, download or copy WildCAD.exe into the \WildCAD folder.

Step 2: Run SetupWildCADWorkstation7.exe

Navigate to the WorkstationSetup folder beneath the WildCAD folder, and execute SetupWildCADWorkstation7.exe (or, SetupWS5B.exe for 32-bit Windows). Accept all defaults.

Step 3: Run SetupWildPDF7.exe

Navigate to the WorkstationSetup folder beneath the WildCAD folder, and execute SetupWildPDF7.exe. Accept all defaults.

Step 4: Install empty database

WildCAD's setup program, by design, does not install an empty database, in order to prevent the accidental overwriting of your production database. Your USB Drive contains a file called WildCAD.new, which is a renamed, empty WildCAD datanbase.

Copy WildCAD.new from the USB Drive to your \WildCAD folder, and then rename it to be: WildCAD.mdb.

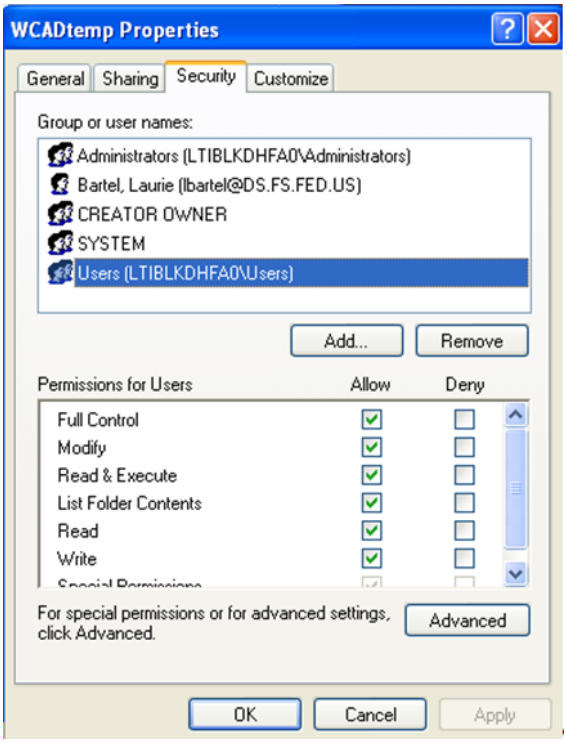
Step 5: Create a Shortcut

Create a "shortcut" on the desktop to WildCAD.exe.

Step 6: Grant read/write privileges to all users to the \WildCAD folder

With Admin rights, grant read/write rights to all users for the \WildCAD and folder where WildCAD.exe and WildCAD reside. Do this by:

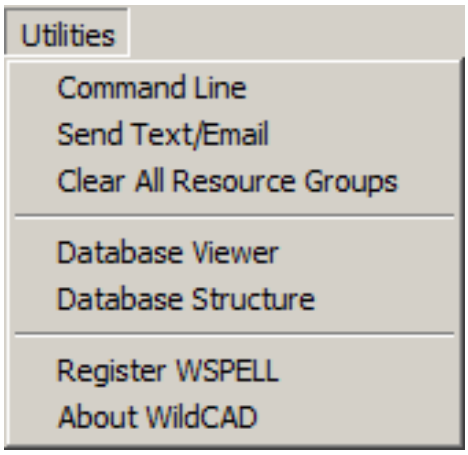
- Start My Computer (Windows Explorer)
- Right-click on the folder \WildCAD
- Select Properties, and then go to the "Security" tab
- Select "Users" in the top list
- Click "Allow" to the right of "Full Control"
- Click, "Apply" and "OK".

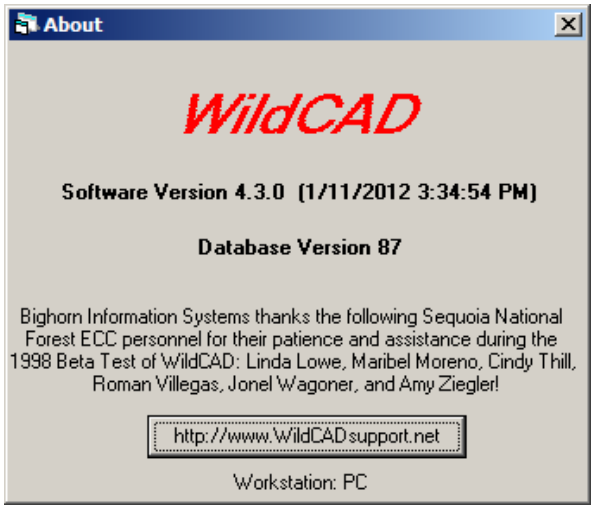


Step 7: Start WildCAD, and check version

Use your shortcut to start WildCAD.
Check the version on click**:**

Utilities => About WildCAD





Step 8: Grant read/write privileges to all users to the \WCADtemp folder

With Admin rights, grant read/write rights to all users for the C:\WCADtemp folder. Do this by:

Start My Computer (Windows Explorer)
Right=click on the folder \WCADtemp
Select Properties, and then go to the “Security” tab
Select “Users” in the top list
Click “Allow” to the right of “Full Control”
Click, “Apply” and “OK”.

Note: the first time you started WildCAD, this folder was created.

Typical Installation Checklist

- ❑ Obtain Admin rights
- ❑ Install SetupWildCADServer7.exe onto laptop or other data-entry computer.
- ❑ Run SetupWildCADWorkstation7.exe (or, SetupWS4B.exe for 32-bit Windows) and SetupWildPDF7.exe on the data-entry computer.
- ❑ Copy WildCAD.exe into the installation folder (default: C:\WildCAD)
- ❑ Grant read/write rights to all users for the installation folder (default: C\WildCAD)
- ❑ Copy and rename the WildCAD database as instructed by Bighorn personnel
- ❑ Create desktop shortcut to WildCAD.exe

- ❑ Create Supervisory Password
- ❑ Setup-Center Information

- ❑ Resources Preparation (Units, Dispatch Locations, Line Up Groups, Resource Types)
- ❑ Responding Resources
- ❑ Response Level Areas
- ❑ Response Areas
- ❑ Batch Comments, and Sequence
- ❑ Dispatch Strategies

- ❑ Test Incidents
- ❑ Print Normal Response Reports, review

- ❑ Configure Network

- ❑ Obtain Admin rights
- ❑ Install SetupWildCADServer7.exe onto laptop or other data-entry computer.
- ❑ Run SetupWildCADWorkstation7.exe (or, SetupWS4B.exe for 32-bit Windows) and SetupWildPDF7.exe on the data-entry computer.
- ❑ Copy WildCAD.exe into the installation folder (default: C:\WildCAD)
- ❑ Copy WildCAD.mdb from data-entry computer
- ❑ Grant read/write rights to WildCAD folder on server to all users
- ❑ Grant read/write rights to C:\WCADtemp folder on each PC to all users

- ❑ PLSS database
- ❑ PLSS GIS Layer
- ❑ Response Area Layer
- ❑ (optional) Land Status/Ownership Layer
- ❑ Other GIS Layers
- ❑ Setup - Center Information (GIS information)

Creating a Training Copy of WildCAD

Many Centers using WildCAD create a copy of WildCAD and make it available for training purposes. Dispatchers can practice using WildCAD without impacting actual Center operations.

Initially establishing a training copy of WildCAD requires you to complete the following steps:

1. Create a folder called “Training” right beneath the \WildCAD folder on your WildCAD Server (e.g. W:\WildCAD\Training\)

2. Copy WildCAD.exe, WildCAD.mdb, and your BISPLS*.mdb from the \WildCAD folder into the \WildCAD\Training\ folder.

3. Copy the entire GIS\ folder which is right beneath the \WildCAD\ folder into the \WildCAD\Training\ folder, becoming \WildCAD\Training\GIS\.

4. Create a second shortcut on every workstation pointing to the WildCAD Server \WildCAD\Training\WildCAD.exe, and rename it to be “WildCAD Training”.

5. Start this new Training Version of WildCAD, go to Sys Admin => Center Operations => Center Information and change the Center Name so that it includes the complete word “Training”.

Whenever a dispatcher starts the training version, the screen background will be an ugly green!

Whenever you update GIS files or WildCAD.exe, make sure to copy them into this Training folder.

Also, every now and then, you could copy your WildCAD.mdb into the Training folder, thereby giving the training version a more recent (and clean) starting point.

Types of Installations

The WildCAD program, all WildCAD data, and your GIS files will reside on what we call the “WildCAD Server”. This can be:

- One computer on the floor in dispatch
- A remote server
- A NAS (Network Attached Storage) device, such as a Snap Server

Networking

All PCs running WildCAD need to be networked to the WildCAD Server. All users will need full read/write permission to the WildCAD Server, and to the C:\WCADtemp folder on their local PC.

GIS

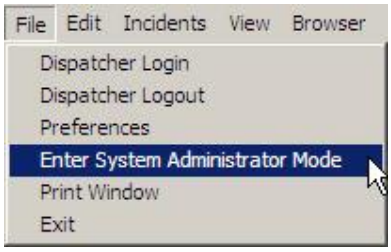
WildCAD uses a programming add-in called Map Objects, from ESRI. WildCAD uses a UTM projection, and can display:

- Shape Files
- Image files (.TIF, .JPG, or .SID)

You will need the following mandatory layers – one shape file for each, covering your entire dispatch area:

- PLSS
- Response Areas
- An image file “base map”

WildCAD can display ownership or DPA information if you have such a shape file. Other shape files are optional.



FILE MENU

Supervisory Mode

File => Enter Supervisory Mode

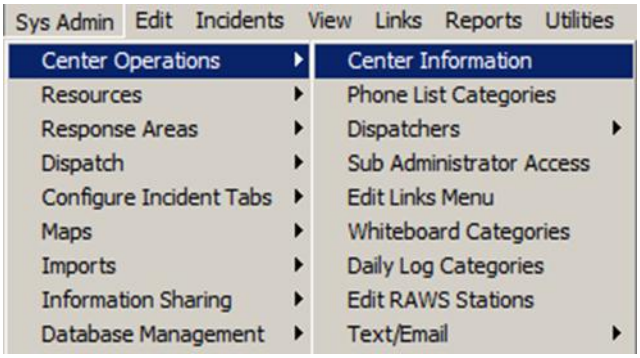
Enter the Supervisory Mode, which causes the System Administration (Sys Admin) menu to become visible. Note: WildCAD automatically exits you from Supervisory Mode after 10 minutes of inactivity.

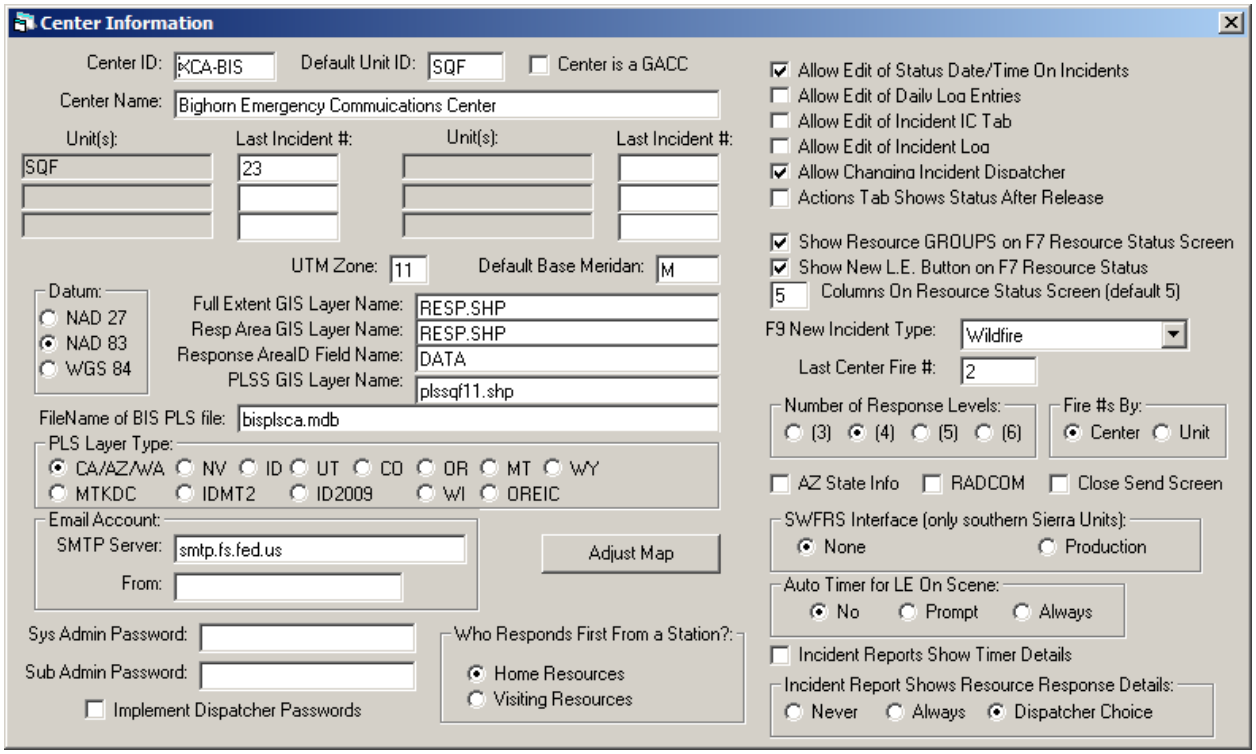
CENTER OPERATIONS

Center Information

Sys Admin => Center Operations => Center Information

Much initial setup information is entered on this screen





Dispatch Center ID Enter the dispatch center identifier (e.g. CA-FICC)

Default Unit ID Enter the Unit identifier for the unit in your Center which will have the most frequent Incidents in WildCAD (e.g. BDF)

Center is a GACC Only check you are a GACC

Center Name Enter the name of the center.

Unit(s) Automatically load base on the information entry under Sys Admin -> Resources -> Units

Last Incident # For each group of units, enter the last incident number. The next incident number assigned by WildCAD will be this number plus one, and the number will then be automatically incremented. This is where you reset the Incident Numbers at the start of the year by entering 0 here so that the next number assigned will be 1.

UTM Zone Specify the UTM Zone number.

Default Base Meridian Specify the code for the most commonly used Base Meridian.

Datum Select the GIS Datum to be used (probably NAD 83)

Full Extent GIS Layer Name Select one GIS layers cover to be the "full extent" of the area served by the dispatch center.

Response Areas GIS Layer Name The layer created for the Response Areas.

Response Area ID Field Name The name of the field which holds the Area ID in the Response Areal Layer.

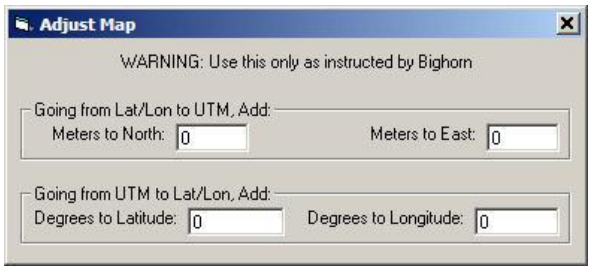
PLSS GIS Layer Name The name of your PLSS GIS layer (in the WildCAD\GIS\ folder).

FileName of BIS PLS File Enter the name of the PLSS database provided to you by Bighorn Information Systems. It must reside in your WildCAD folder where WildCAD.exe is located.

PLS Layer Type Unfortunately, there are different standards in use for PLS layers across the country. To date, the CA/AZ/WA, NV, UT, ID, CO, OR, MT, WY, MTKDC, IDMT2, and ID2009 formats are recognized by WildCAD.

Email Account If you have an SMTP email server which allows remote access, enter the SMTP address and the sending email address in order to enable the capability for WildCAD to send email messages.

Adjust Map No longer recommended, this allows adjusting the map display when working with Bighorn personnel.



Sys Admin Password Enter the Supervisory password.

Sub Admin Password Enter the Sub-Supervisory password.

Implement Dispatcher Password Check this to require a dispatcher password.

Who Responds First From a Station? Tell WildCAD which Resources at a station should go first – those normally based there, or those visiting.

Allow Edit of Status Date/Time on Incidents If you check this box, your Dispatchers will be able to edit status date and times on Incidents.

Allow Edit of Daily Log Entries If you check this box, your Dispatchers will be able to edit the Daily Log entries.

Allow Edit of Incident IC Tab If you check this box, your Dispatchers will be able to edit the IC Tab on Incidents.

Allow Edit of Incident Log If you check this box, your Dispatchers will be able to edit Incident Log entries.

Allow Changing Incident Log Check if you want to allow Dispatchers to edit the Incident Log.

Show Resource Groups on F7 Resource Status Screen Checking this will add group headers (e.g. “Engines”) to the Resource Status screen.

Show New L.E. Button on F7 Resource Status Checking this will display a “NEW L.E.” button when a resource is selected on the Resource Status screen

Columns on Resource Status Screen (default 5) Change the default number 5 if you find that you need fewer, but wider, columns on the F7 screen in order to display the entire Resource ID.

F9 New Incident Type: Choose the Incident Type to be selected (by default) when starting a new Incident.

Last Center Fire # WildCAD allows Fire Numbers to be assigned in sequence. Set the last used Fire Number here. Reset to 0 annually.

Fire # By Center or Unit Select By selecting Center the Fire # will be assigned by Center; by selecting the Unit the Fire # will be assigned by Units identified in the information entry under Sys Admin -> Resources -> Units.

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Number of Response Levels Used Set the # of Response levels used in the Center.

AZ State Info Check to enable the special data entry for Arizona State Lands Department.

RADCOM Check to enable the interface with the RADCOM law enforcement system.

Close Send Screen Choice only if using the RADCOM interface.

SWFRS Interface (only Southern Sierra Units) Check to enable the upload to SWFRS.

Auto Timer for LE On Scene Check to automatically start a new timer when a Law Enforcement Officer is placed “On Scene”.

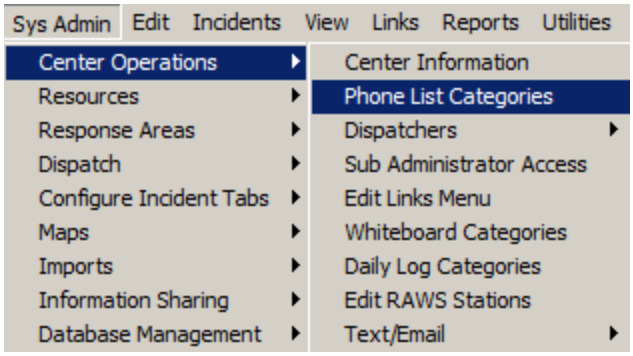
Incident Reports Show Timer Details Check to have the Incident Report show all timer details for timers associated with the Incident.

Incident Report Shows Resource Response Details: Select the desired approach.

When done entering data on this form, close it with the "x" in the top right corner.

Phone List Categories

Sys Admin => Center Operations => Phone List Categories



WildCAD's phone directory allows you to enter phone numbers and addresses for all kinds of people, offices, and vendors.

As you enter information for a person, it might be useful to indicate the office that person is from, the type of position, agency, etc. We calls these "phone list categories".

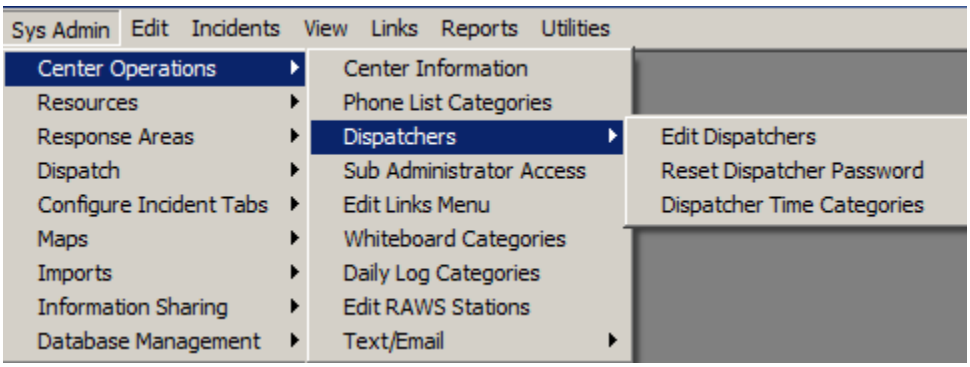
In the example shown above, the System Administrator has created three phone list categories: Personnel, Offices, and Cooperators. Whenever a record (person) is added to the phone directory, that person can be specified as being, e.g. "Fire" personnel at the "Hume Lake District".

Create these categories by entering a category name in the top box, and then typing a selection for that category below the list, and finally hitting the "Save" button.

Dispatchers

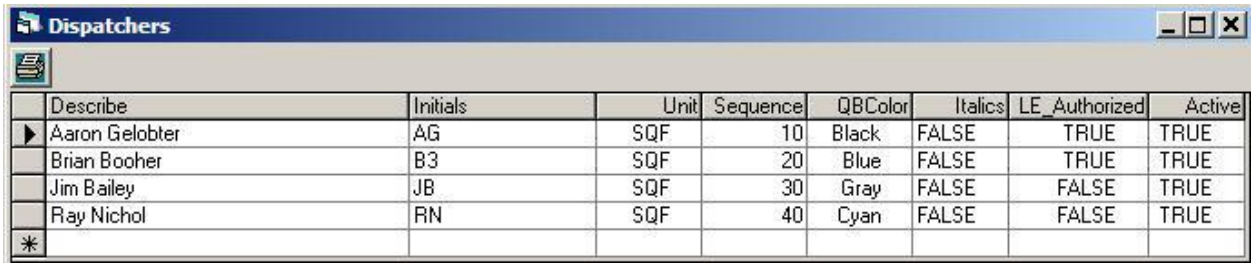
Edit Dispatchers

Sys Admin => Center Operations => Dispatchers => Edit Dispatchers



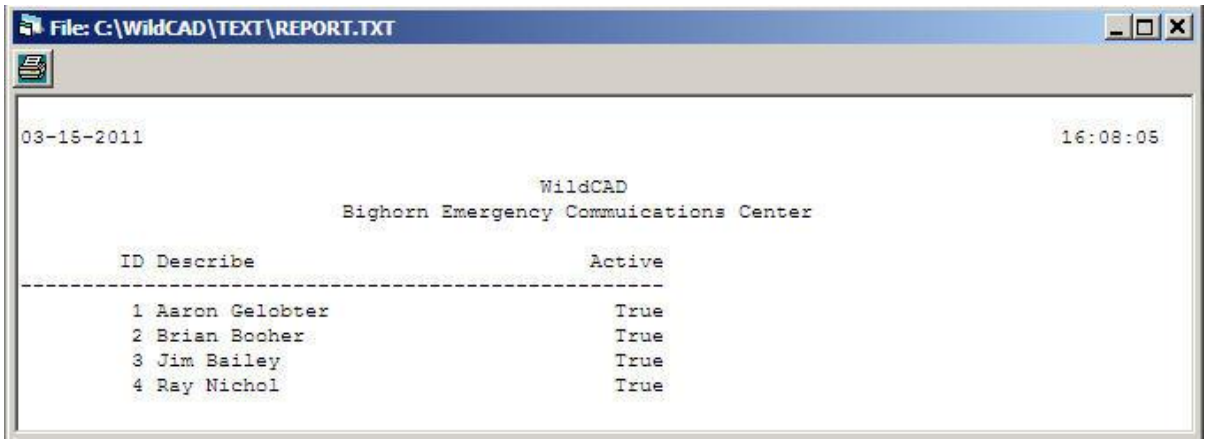
WildCAD allows you to create a list of dispatchers, and indicate the dispatcher for each Incident.

Enter the Dispatcher's full name and initials. Select a Unit. If you do that, then each time that Dispatcher starts a new Incident, that Unit will be assigned. Sequence numbers here, and throughout WildCAD, are used merely to control the order in which items appear later in the software. Select a "QBColor" to specify the color in which this dispatcher's Incidents will be listed on the F8 Incident screen. Turn a Dispatcher's Active Status to "False" if he or she leaves the Center. You can edit the entries of this table but for archival reasons you cannot delete an entry.



Describe	Initials	Unit	Sequence	QBColor	Italics	LE_Authorized	Active
Aaron Gelobter	AG	SQF	10	Black	FALSE	TRUE	TRUE
Brian Booher	B3	SQF	20	Blue	FALSE	TRUE	TRUE
Jim Bailey	JB	SQF	30	Gray	FALSE	FALSE	TRUE
Ray Nichol	RN	SQF	40	Cyan	FALSE	FALSE	TRUE

The printer icon at the top left of many of these forms may be used to prepare a printable report. Click on it and you will see:



Click again on the printer icon at the top of this screen and the report will be sent to the printer.

Note that the name of the text file containing this report is shown at the top of the form. The "ID" column in this report is a hidden field in the database, and is a "record number" for your dispatchers.

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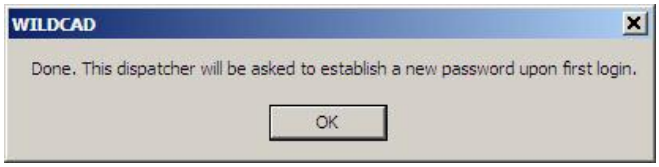
Reset Dispatcher Password

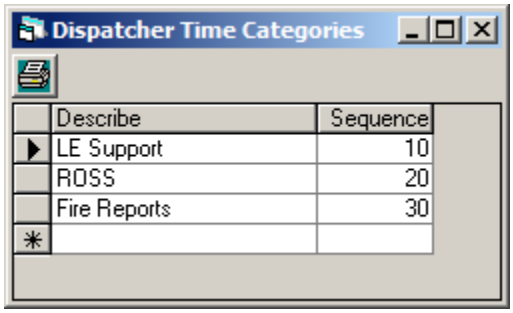
Sys Admin => Center Operations => Dispatchers => Reset Dispatcher Password



Dispatcher Time Categories

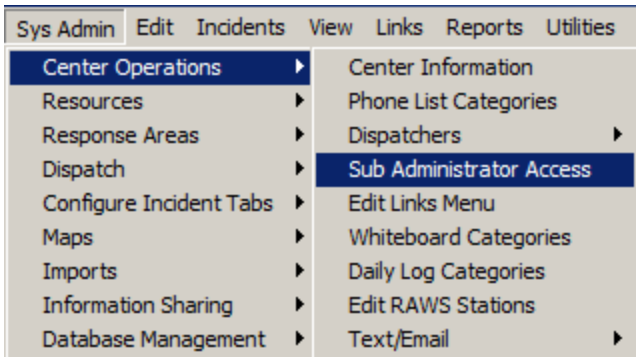
WildCAD allows you to track Dispatcher hours spent on various activities. To do so, first create a list of those activities you want to track:

Sys Admin => Center Operations => Dispatchers => Dispatcher Time Categories



Sub Administrator Access

Sys Admin => Center Operations => Dispatchers =>Sub Administrator Access

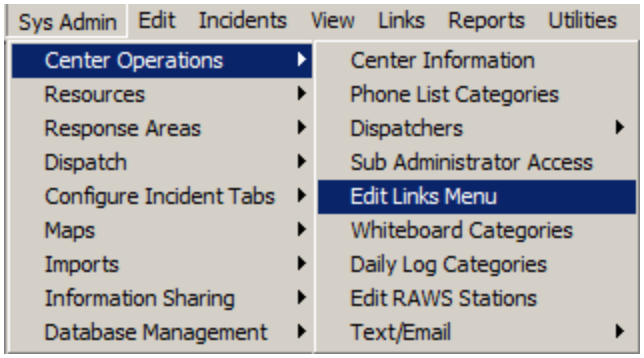


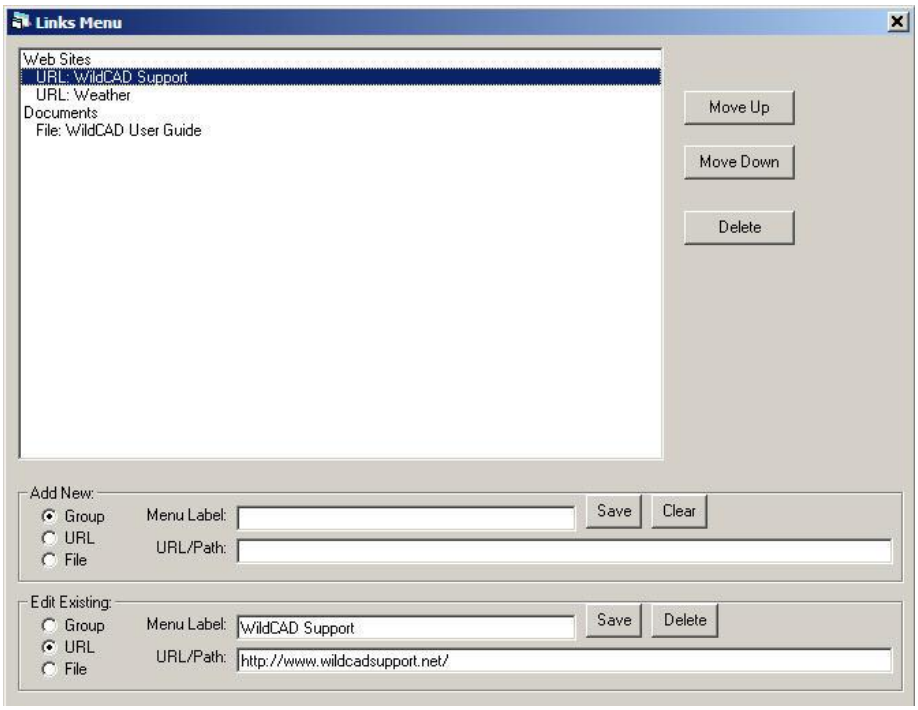
Will allow access to a subset of the Sys Admin menu items including but not limited to:

- Managing Back=ups
- Lightning
- Phone list

Edit Links Menu

Sys Admin => Center Operations => Edit Links Menu



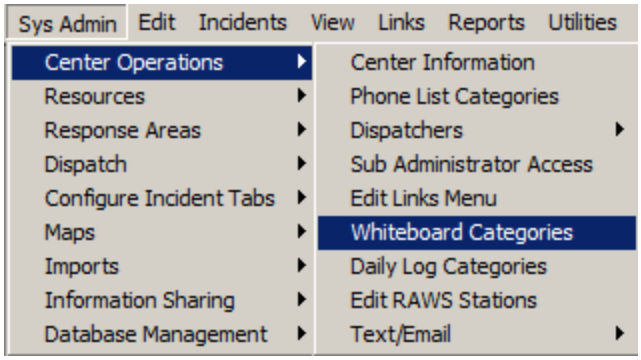


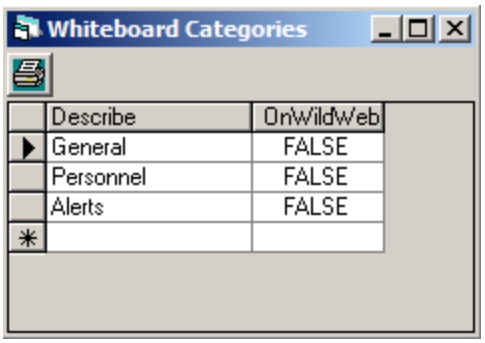
In the “Add New” block, you can add new Groups (categories for the menu), Web URLs, or Files accessible from the workstations. Use “Edit Existing” to edit menu items.

Change the order of items on the Links menu with “Move Up” and “Move Down”.

Whiteboard Categories

Sys Admin => Center Operations => Whiteboard Categories

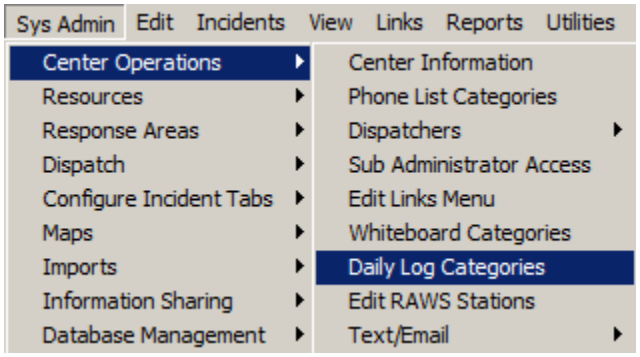


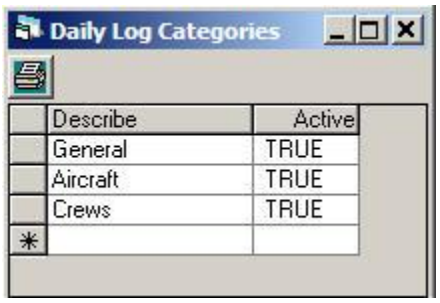


Create the categories you want to display on your Whiteboard dropdown menu. If you want EVERY whiteboard entry in a certain category to show on WildWeb, change "OnWildWeb" to TRUE. Caution – you will then want to be careful about what information goes into the Whiteboard!

Daily Log Categories

Sys Admin => Center Operations => Daily Log Categories



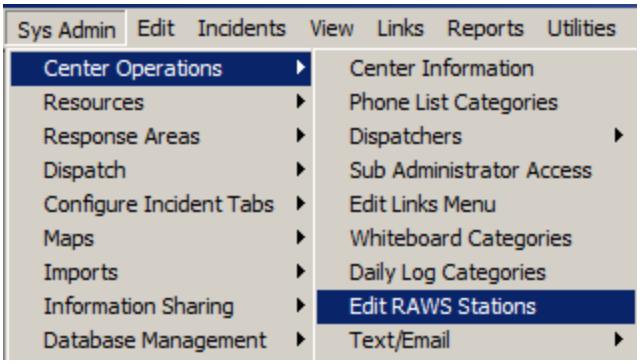


Create the categories you want to display on your Whiteboard dropdown menu. Note: do not change the "General" category – it is where WildCAD posts many items such as Incident and Resource information.

Set Active to False to discontinue the use of a Category

Edit RAWS Stations

Sys Admin => Center Operations => Edit RAWS Stations

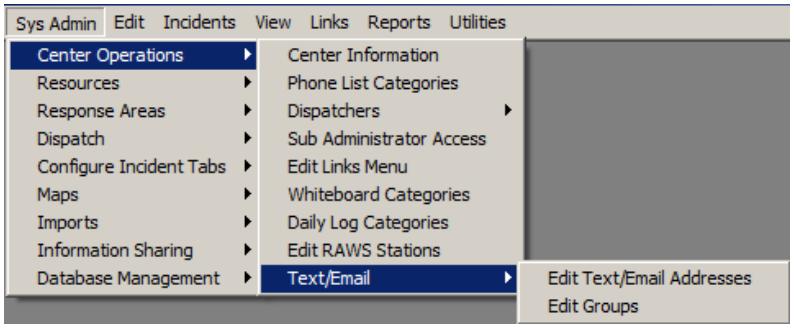


RAWS Stations

RAWSI	Lat	Lon	Include	StationName
TSHC1	36.4914	118.8253	TRUE	ASH MOUNTAIN
BPKC1	35.8819	118.0756	TRUE	BEAR PEAK
BEVC1	35.1397	118.625	TRUE	BEAR VALLEY
BKRC1	36.0936	118.2611	TRUE	BLACKROCK
BKGC1	35.4506	118.5839	TRUE	BRECKENRIDGE
CSWC	36.4108	118.8092	TRUE	CASE MOUNTAIN
CGVC1	36.7878	118.6561	TRUE	CEDAR GROVE
TR174	35.6625	118.0256	TRUE	CLASS III 1-C WALKER PASS
TR518	35.7097	117.9719	TRUE	CLASS III 16-C (BLUE MAX)
DEMC1	35.5317	118.6303	TRUE	DEMOCRAT
FMRC1	35.8711	117.9183	TRUE	FIVE MILE
FTNC1	35.8911	118.9156	TRUE	FOUNTAIN SPRINGS
HTRC1	36.5625	117.4736	TRUE	HUNTER MOUNTAIN
IWLC1	35.685	117.8894	TRUE	INDIAN WELLS CANYON
JWBC1	35.295	118.2267	TRUE	JAWBONE
JSNC1	35.9706	118.5408	TRUE	JOHNSONDALE
TPHC1	35.0822	118.5811	TRUE	KRN01
TMNC1	35.0714	118.4811	TRUE	KRN02
TS663	35.6117	118.405	TRUE	KRN04
LRLC1	35.4783	117.6992	TRUE	LAURAL MOUNTAIN
MOLC1	36.2319	118.8706	TRUE	MILO
IDPC1	36.8425	118.2594	TRUE	OAK CREEK
OORC1	36.1753	118.7017	TRUE	OAK OPENING
OPLC1	35.1542	117.1756	TRUE	OPAL MOUNTAIN
INTC1	36.1203	117.0878	TRUE	PANAMINT
PRGC1	36.7242	118.9425	TRUE	PARK RIDGE
PEPC1	36.0733	118.5414	TRUE	PEPPERMINT
PIVC1	35.4456	118.2789	TRUE	PIUTES
KRNC1	35.7775	118.4328	TRUE	RIVERKERN
SHQC1	36.5672	118.9556	TRUE	SHADEQUARTER
SQSC1	35.3683	117.5703	TRUE	SQUAW SPRINGS
UHLC1	35.8867	118.6483	TRUE	UHL
ONYC1	35.6658	118.0569	TRUE	WALKER PASS
WFHC	35.7217	118.4989	TRUE	WOFFORD HEIGHTS
WVTC	36.445	118.7033	TRUE	WOLVERTON

This list of RAWS stations is used by WildCAD to display closest weather from three locations: WX button on the map, WX button on an Incident, and View => Weather.

Text/Email

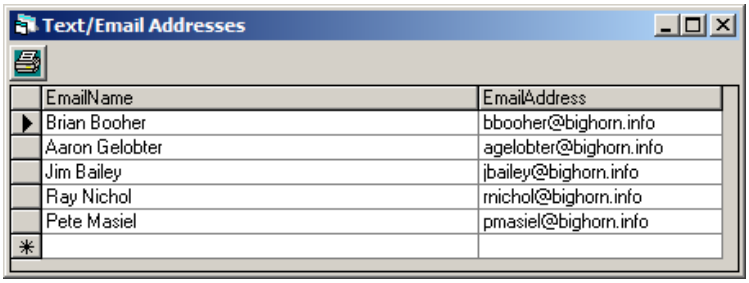


Edit Text/Email Addresses

Sys Admin => Center Operations => Text/Email =>Edit Text/Email Addresses

WildCAD allows dispatchers to send emails from the Utilities Menu. As System Administrator, you create a list of names and email addresses.

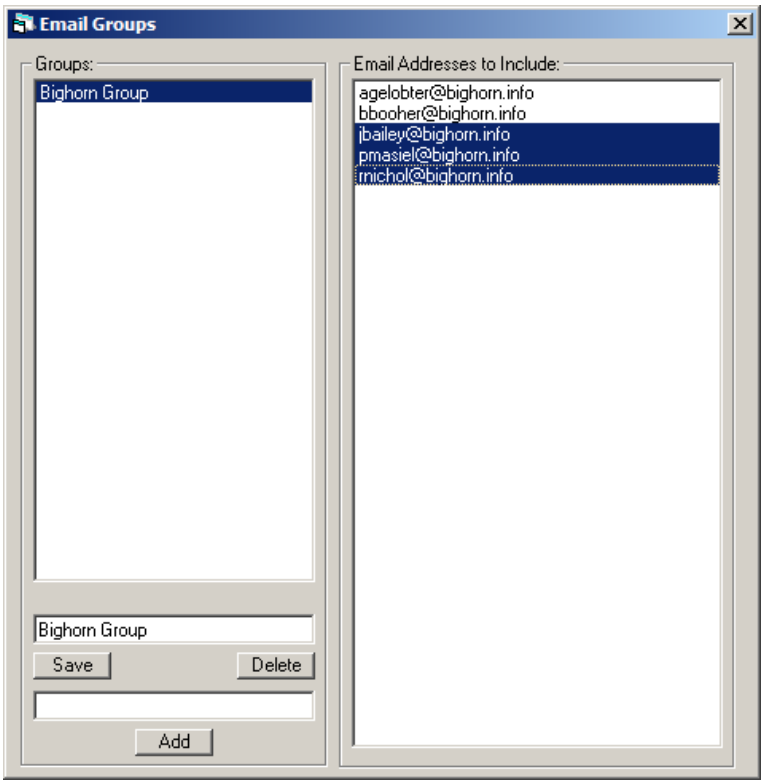
Reminder – you must enter a valid "SMTP Server Address" and "From" email address on the Center Information screen for WildCAD to be able to send emails.



Edit Groups

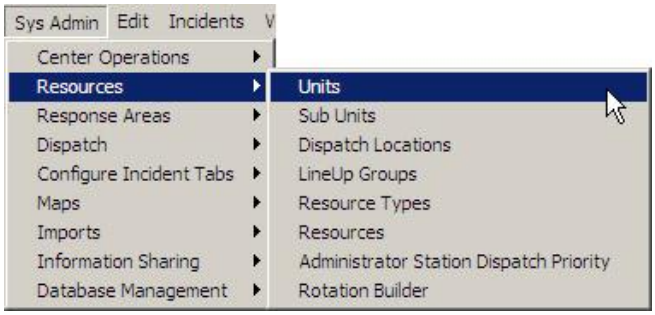
Sys Admin => Center Operations => Text/Email =>Edit Groups

To make it easier to send Email/text messages to groups of people, you may create named Groups ahead of time. Type a group name in the bottom left and click "Save". Then, select the Group from the list in the top left, and select those Email Addresses to be included.



RESOURCES

Units



Sys Admin => Resources => Units

For each Unit, enter a brief Unit Code, and then the complete Description.

Does your Center handle incidents for this agency? If so, select "TRUE". If not, leave it showing "FALSE".

Units

Unit Code	Describe	Incidents	IncNumSet	StateCode	LastFireNum	WFDSSUnit
SQF	Sequoia NF	TRUE	0	CA		CASQF
SNF	Sierra NF	FALSE	0	CA		
KNP	Sequoia & Kings NP	FALSE	0	CA		
FKU	Fresno Unit -CalFire	FALSE	0	CA		
TUU	Tulare Unit -CalFire	FALSE	0	CA		

IncNumSet – controls how Incident numbers are assigned. Agencies which share a common incident numbering system are all assigned to the same Incident Number Set. Suppose the SQF, and KNP units each need their own sequential numbering block. In that case, specify "0" for one agency, and "1" for another. Although it is traditional to use separate blocks of numbers, and to rely on the number itself as a count of incidents, it is strongly recommended that you break from that tradition and use a single block of numbers for all agencies in your center. Reports from WildCAD will give you the desired incident counts, so you can stop relying on the actual Incident number. It becomes problematic in WildCAD when you, for example, need to "void" an incident.

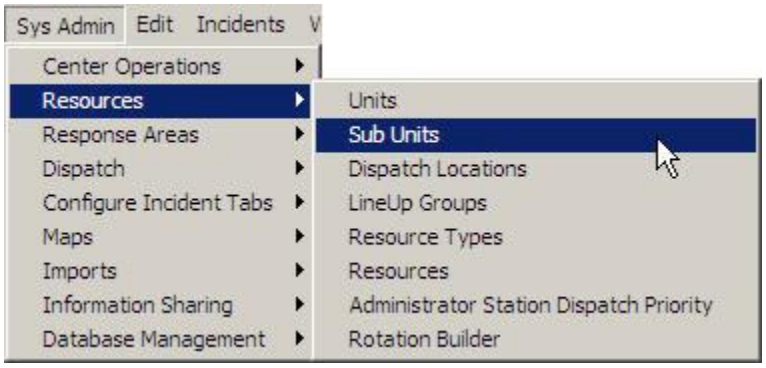
StateCode – add a state identifier to Incidents for this Agency in various WildCAD reports.

LastFireNum – Set last fire number assigned.

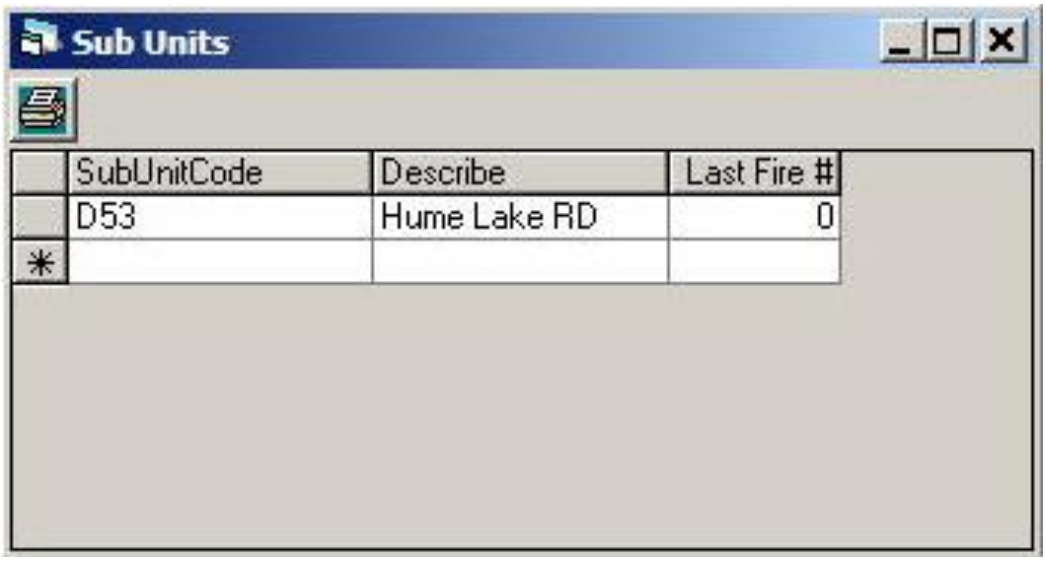
WFDSSUnit – Enter Unit ID as expected by WFDSS.

Sub Units

Sys Admin =>Resources => Sub Units

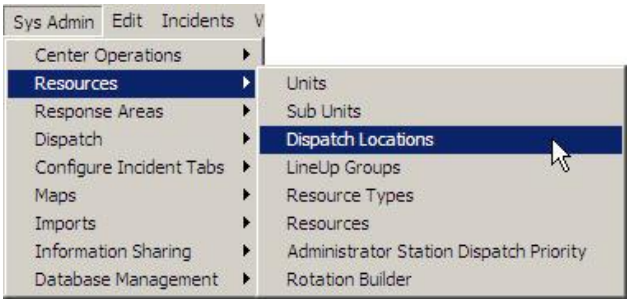


Forest Service uses Sub Units to identify the Districts for purposes of tracking the fires occurring on the District on the Fires tab of the Incident screen. Remember to reset the Last Fire Number at the beginning of the New Year, put a zero in the “Last Fire #” column.



Dispatch Locations

Sys Admin => Resources => Dispatch Locations



Enter an Initial Dispatch Location (IDL) code, a Description, the Latitude and Longitude.

Enter a Comment for future reference.

You may enter the latitude and longitude in many different formats. WildCAD uses a comma to separate degrees, minutes, and seconds. A decimal is used to enter decimal values. Examples:

39.5 means 39 and one half degrees (39 degrees 30 minutes)
39,15.5 means 39 degrees, 15.5 minutes (39 deg, 15 min, 30 sec)
39,15,30 means 39 degrees, 15 minutes, and 30 seconds

Initial Dispatch Locations

IDLCode	Describe	Lat	Lon	Comment	AutoRoute	EarthUse
PINE	Pinehurst Station	36.6965	119.0165	SQF	FALSE	FALSE
HUME	Hume Lake Dirstict Office	36.7589	119.1644	SQF	FALSE	FALSE
LAKE	Lakeshore Station	36.7933	118.9059	SQF	FALSE	FALSE
ASH	Ash Mtn. Station	36.4955	118.8175	KNP	FALSE	FALSE
CEDAR	Cedar Grove Station	36.792	118.675	KNP	FALSE	FALSE
GRANT	Grant Grove Station	36.7391	118.9603	KNP	FALSE	FALSE
LODGE	Lodgepole Station	36.6044	118.7265	KNP	FALSE	FALSE
TRIM	Trimmer Station	36.9102	119.3026	SNF	FALSE	FALSE
MIRA	Miramonte Station	36.67	119.0744	FKU	FALSE	FALSE
SQUAW	Squaw Valley Staton	36.7485	119.2221	FKU	FALSE	FALSE
SAND	Sand Creek Station	36.685	119.1645	FKU	FALSE	FALSE
PIE	Piedra Station	36.815	119.3805	FKU	FALSE	FALSE
BAD	Badger Station	36.6469	119.0137	TUU	FALSE	FALSE
WOOD	Woodlake Station	36.4985	119.1052	TUU	FALSE	FALSE
HAM	Hammond	36.4679	118.8543	TUU	FALSE	FALSE
FRESNO	Fresno Air Tanker Base	36.7428	119.7192	FKU	FALSE	FALSE
PORT	Porterville Air Tanker Base	36.03	119.063	SQF	FALSE	FALSE
PEPPER	Peppermint Heliport	36.073	118.542	SQF	FALSE	FALSE

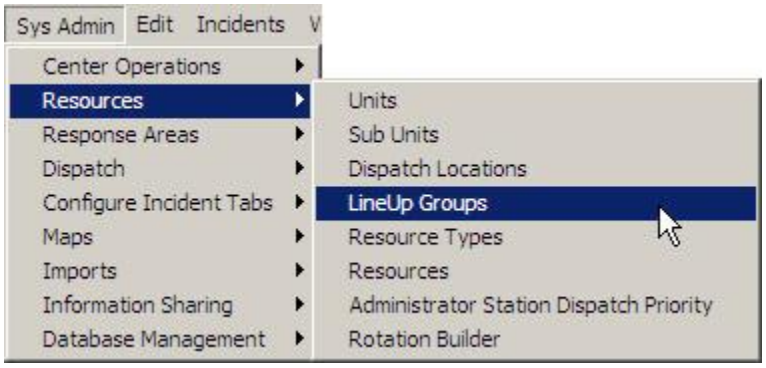
After you enter the values, they will be converted to decimal degrees, which is how they are stored internally.

Leave AutoRoute blank (or False) for now.

Set EarthUse to True if you want WildWeb to show this Dispatch Location (more information later about WildWeb.)

Line Up Groups

Sys Admin => Resources => LineUp Groups



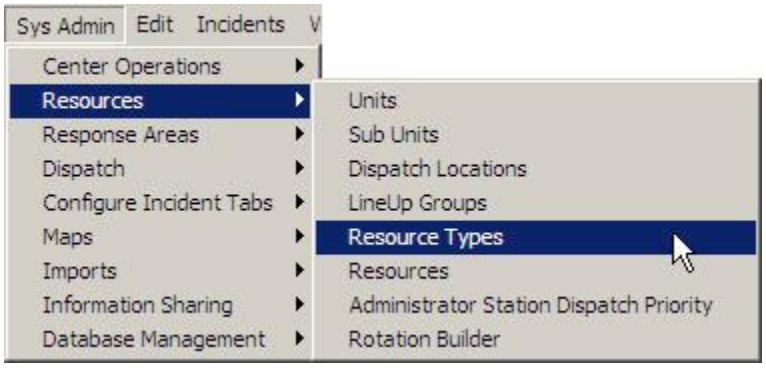
You might want to start by creating a Line Up group for all of your own Resources. Or, create several if you receive morning status from Districts, Field Offices, etc. Create a separate one for each agency in your center if the morning Line Up comes in separately for each.

Next, create a Line Up group for each cooperator sending you morning status. Use the "Sequence" number to control the order of the "tabs" on the Line Up screen.

	StatusGroupCode	Describe	Sequence
	SQF	Sequoia NF	10
	SNF	Sierra NF	30
	KNP	Sequoia & Kings NP	20
	FKU	Fresno Unit - CDF	40
	TUU	Tulare Unit - CDF	50
*			

Resource Types

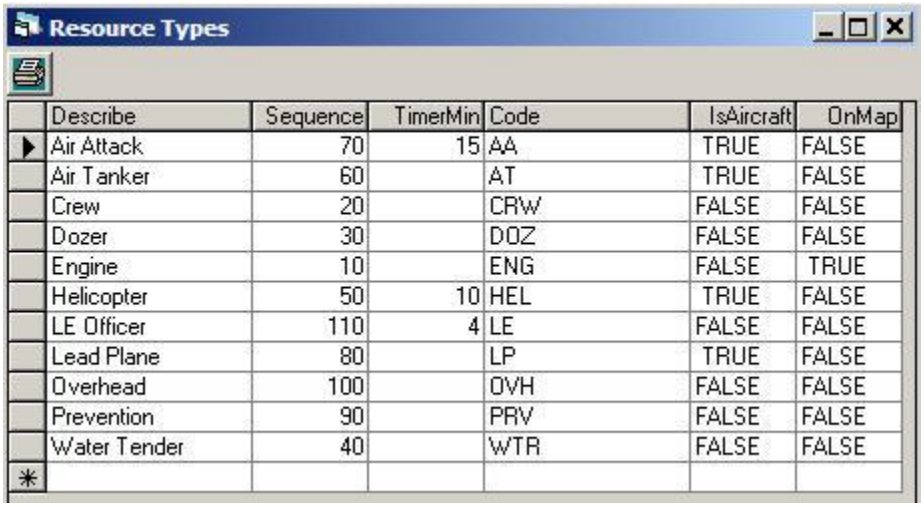
Sys Admin => Resources => Resource Types



Each Resource you add will belong to one of the Resource Types you use.

The Sequence number merely controls the order in which responding Resources are listed on the Incident screen.

In this example, any Engines will be shown first, followed by Crews, Dozers, etc. You can always change the sequencing once you see the effect as you start running incidents.

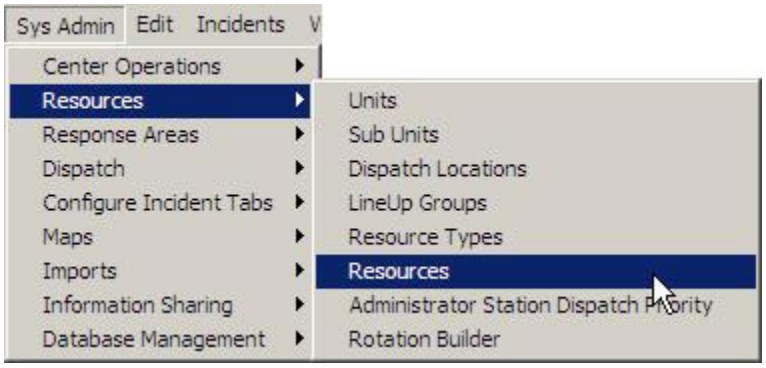


Describe	Sequence	TimerMin	Code	IsAircraft	OnMap
Air Attack	70	15	AA	TRUE	FALSE
Air Tanker	60		AT	TRUE	FALSE
Crew	20		CRW	FALSE	FALSE
Dozer	30		DOZ	FALSE	FALSE
Engine	10		ENG	FALSE	TRUE
Helicopter	50	10	HEL	TRUE	FALSE
LE Officer	110	4	LE	FALSE	FALSE
Lead Plane	80		LP	TRUE	FALSE
Overhead	100		OVH	FALSE	FALSE
Prevention	90		PRV	FALSE	FALSE
Water Tender	40		WTR	FALSE	FALSE

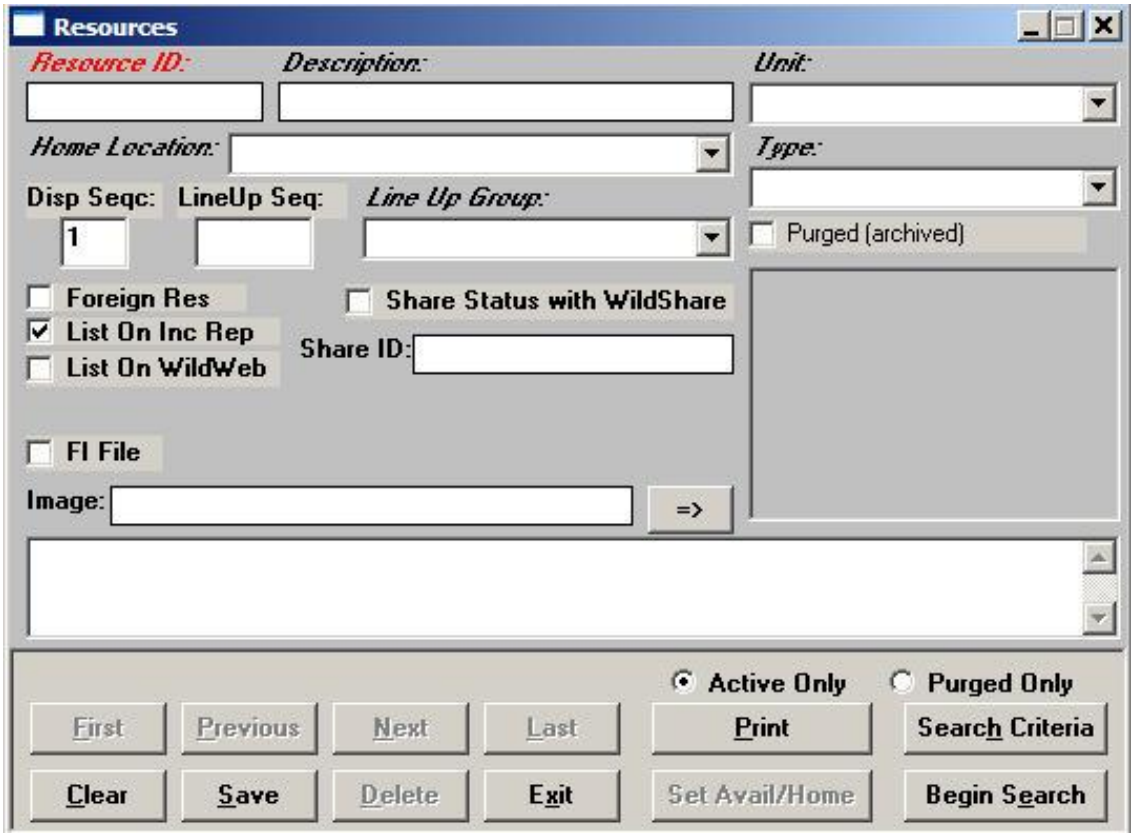
WildCAD allows you to set “Timers”, or reminders for Resources. The TimerMin entry is used as the default number of minutes for the Timer to run for each type of Resource. OnMap controls whether these Resources are shown on the Local Google Earth map.

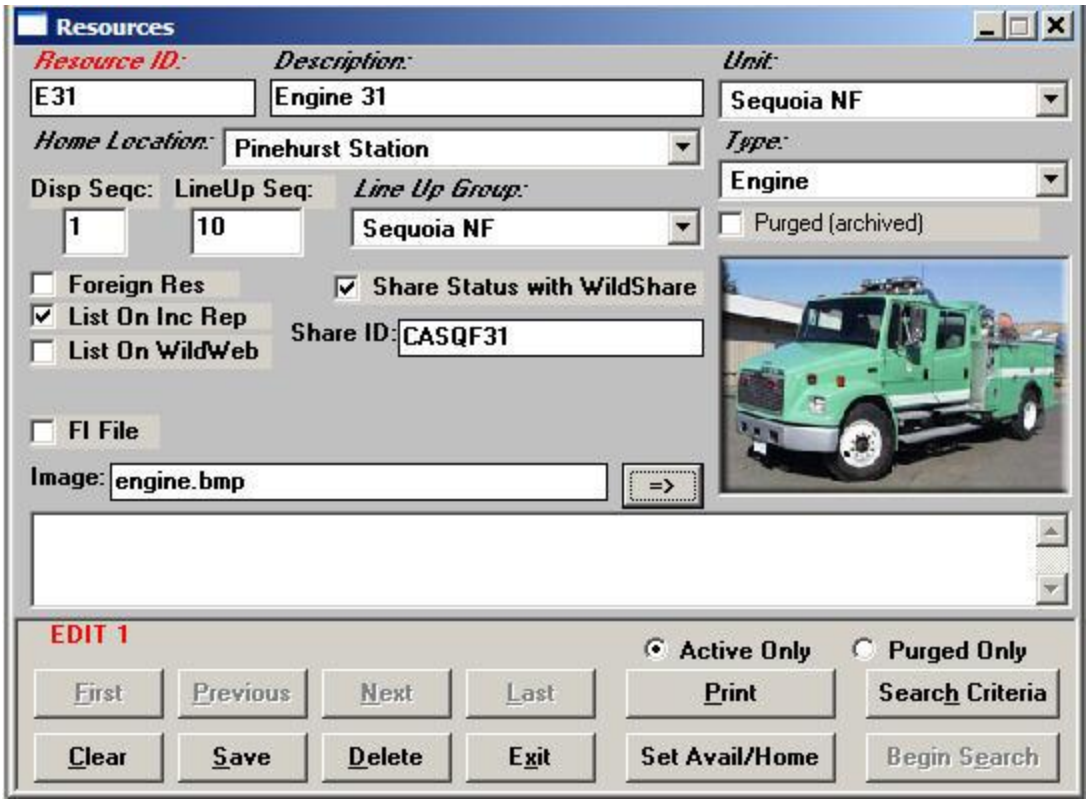
Resources

Sys Admin => Resources => Resources



For this type of data entry screen, you will start with all fields being empty. You may enter the information, and when done, hit "Save". Hit "Clear" to clear the fields in preparation of entering new records.





Resource ID Keep this as short as possible, since it will be displayed on numerous reports and lists. For example, use E31, not ENG31SQF

Description Type the name or description.

Unit, Home Location,* and *Type of resource and ***Line Up Group*** are Pull down lists you created earlier.

Disp Seqc means "Dispatch Sequence". For stations with more than one of the same type of Resource, you can control the Sequence = i.e. who goes first! Please be aware that cover Resources will automatically be dispatched *after* all "home" Resources have been sent.

LineUp Seq means "Line Up Sequence". You can control the *order in which Resources are listed* on the morning Line Up screen. This has nothing to do with the order in which they are dispatched - merely the appearance on the screen.

Foreign Resource If this is not one of your regular Resources, but is only here temporarily, Check the box to make it a Foreign Resource. That way, all dispatchers will be able to edit the screen for this Foreign Resource. Otherwise, only you as System Administrator can manipulate the records.

List On Inc Rep Check this box if you want this Resource listed on the printed Incident Reports.

List on WildWeb Unless this is checked, this Resource will not show on the internet reports from WildCAD called WildWeb.

Share ID Enter a complete identifier if you want to share status about this Resource with other WildCAD Centers. You must then also check **Share Status with WildShare**.

FI File Check to have this Resource shown by default to use the law enforcement Field Interrogation File screen.

Image If you have placed a scanned image file in the WildCAD folder, place its filename here and click "=>" to view the image
.
Comments may be entered and edited in the space provided.

Purged (archived) Check this to “delete” the Resource. You can always “un=purge” it later!

Search Functions

To search for Resources already in the database,

- First select the “Active Only” or the “Purged Only” buttons,
- Hit "Clear" to clear the form.
- Hit "Begin Search" to retrieve all of the Resources on file.
- Use "First", "Next", "Previous", and "Last" to move among the records.

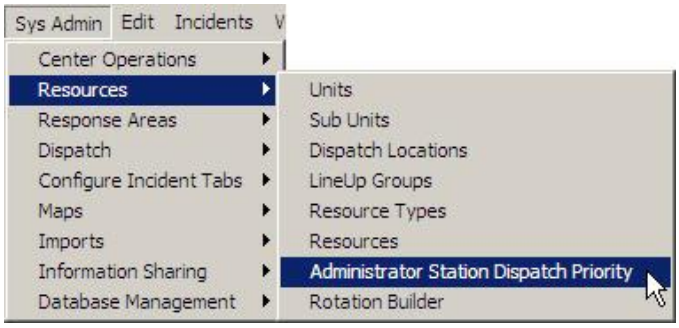
To search for particular records, enter all or part of the Unit ID before hitting "Search". As one example, entering "E" will find all Resources whose ID starts with "E". You cannot delete resources from the database; only archive them so the resources do not appear as active Resources.

Active Only Select before searching to view Active (not Purged) Resources.

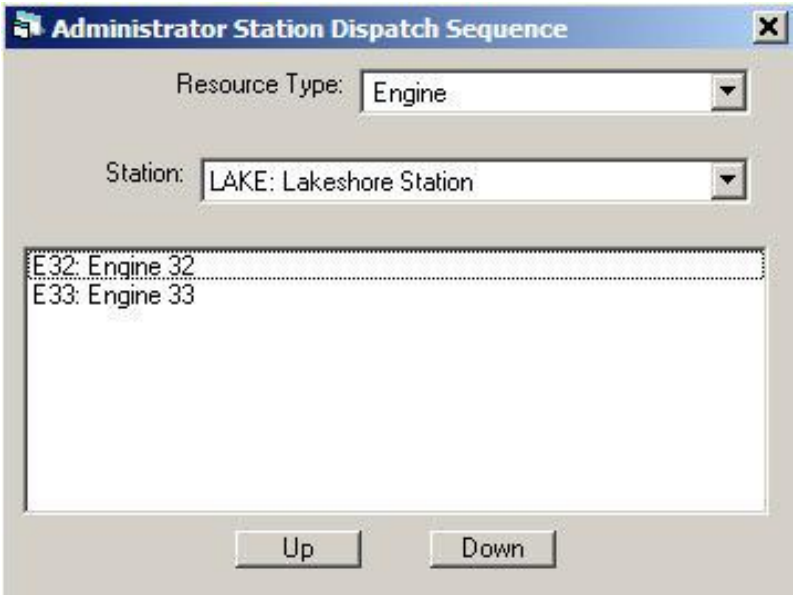
Purged Only Select before searching to view Purged Resources.

Administrator Station Dispatch Priority

Sys Admin => Resources => Administrator Station Dispatch Priority



To change the order in which Resources are dispatched, highlight one Resource and click “Up” or “Down”.



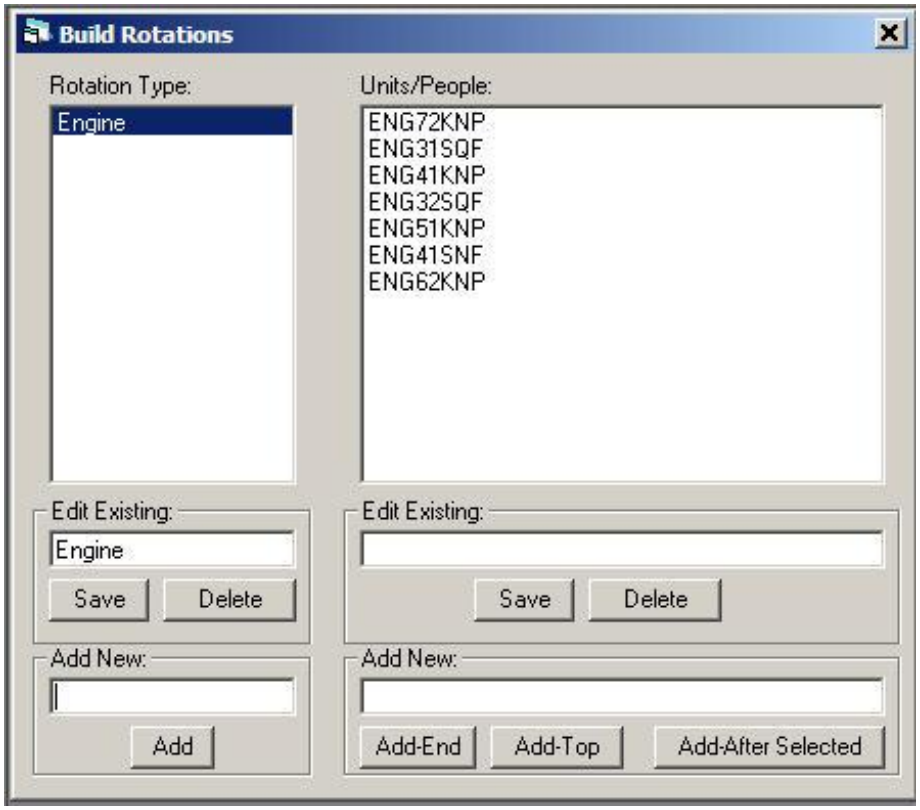
Rotation Builder

Sys Admin => Resources => Rotation Builder

WildCAD allows you to create many different "rotations", such as Engines, Crew, etc

.
To add a new rotation list, type its name in the bottom left, and click "Add". It will then be added to the list on the left.

Highlight it (to work with it), and then you may add the actual engines, crews etc which are to be rotated. Type them in the lower right, and click "Add=End" to add to the end of the list, "Add=Top" to insert at the top, or "Add=After Selected" to add after any item which is selected on the right.



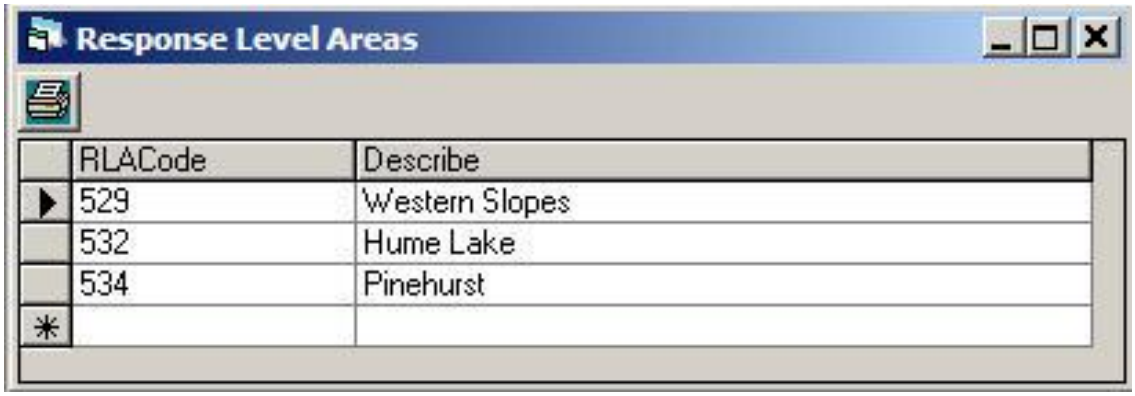
In the example shown, engines are to be rotated: ENG72KNP, then ENG31SQF, then ENG41KNP, etc. You only list the complete list (in these case 7 items) once. WildCAD knows to start over once the bottom of the list is reached.

RESPONSE AREAS

Response Level Areas

Sys Admin => Response Areas => Response Level Areas

Create a list of Response Level Areas (RLA)



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

Response Areas

Sys Admin => Response Areas => Response Areas

Response Areas

	AreaCode	Describe	Lat	Lon	Resp Level Area	Assoc Station	Comment	Active
▶	12	Cedar Grove	36.7974	118.634	532	CEDAR	KNP DPA	TRUE
	17	Stoney Creek	36.6817	118.8504	532	GRANT	SQF DPA	TRUE
	18	Cherry Gap	36.7829	118.9586	532	LAKE	SQF DPA	TRUE
	19	Kings River & Hwy 1	36.8118	118.7963	532	CEDAR	SQF DPA	TRUE
	20	Camp 4	36.8589	119.1415	532	TRIM	SQF DPA	TRUE
	21	Speical Managemen	36.8444	118.9963	532	TRIM	SQF DPA	TRUE
	22	Monarch Wilderness	36.8263	118.7602	532	CEDAR	SQF DPA	TRUE
	23	Monarch Wilderness	36.7829	118.8685	532	LAKE	SQF DPA	TRUE
	24	Big Meadows	36.754	118.8144	532	LAKE	SQF DPA	TRUE
	25	Jennie Lakes Wilder	36.6962	118.7783	532	LAKE	SQF DPA	TRUE
	3	Chimney Rock	36.6528	118.8865	532	GRANT	KNP DPA	TRUE
	4	Big Baldy	36.6962	118.865	532	GRANT	KNP DPA	TRUE
	5	Grant Grove	36.7395	118.9586	532	GRANT	KNP DPA	TRUE
	FKUG6	Owl Mountain	36.8589	119.2504	539	SQUAW	CDF DPA	TRUE
	G2	Indian Hill	36.6417	119.0564	539	BAD	CDF DPA	TRUE
	G5	Badger	36.6329	119.0048	539	BAD	CDF DPA	TRUE
	G7	Whitaker Forest	36.6994	118.9484	539	PINE	SQF DPA	TRUE
	G8	Eshom	36.6561	118.9304	539	BAD	SQF DPA	TRUE
	G9	Redwood Creek	36.685	118.8764	532	GRANT	KNP DPA	TRUE
	H1	White Deer Flat	36.7974	119.157	539	SQUAW	CDF DPA	TRUE
	H6	Dunlap	36.7251	119.1029	539	SAND	CDF DPA	TRUE
	H7	Miramonte	36.6962	119.157	539	MIRA	CDF DPA	TRUE
	TUUG6	Shade Quarter	36.5694	118.9664	539	WOOD	SQF DPA	TRUE
	Z1	Delilah	36.7829	119.1029	539	SQUAW	SQF DPA	TRUE
	Z2	Pinehurst	36.7106	119.0127	539	PINE	SQF DPA	TRUE
*								

AreaCode It is crucial that the "Area Code" (ID) entered for each Response Area precisely matches the information in the Response Area GIS layer attribute table.

Describe Enter a name or description.

Lat/Lon As when entering lat/long earlier, you may use any combination of degrees, minutes, and seconds, with decimal portions. Use the comma to separate degrees, minutes, and seconds, and the period to enter decimal portions.

Reps Level Area Select the RLA for each Response Area from the pull=down list of RLA's you previously entered.

Assoc Station If you select an "Associated Station", then when Resources become "Available on Scene", their location will be set to this station for purposes of dispatch priority.

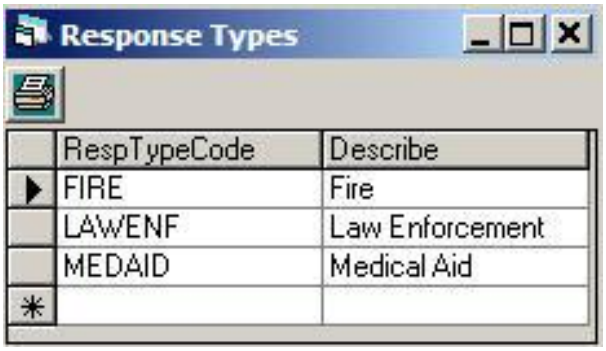
Comment Although you may enter Comments for the Response Area on this screen, it is recommended that you use Batch Comments instead.

Active Set to False for any Response Area no longer in use. It will be removed by WildCAD during the Archive process if it is no longer associated with any Incidents.

DISPATCH

Response Types

Sys Admin => Dispatch => Response Types

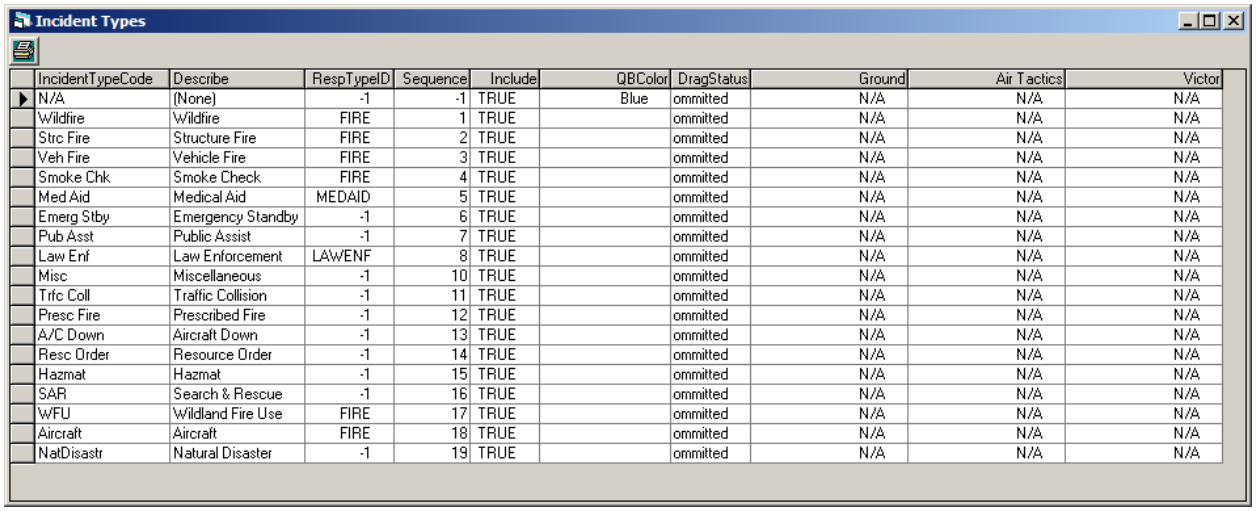


Incident Types

Sys Admin => Dispatch => Incident Types

The Incident Type Code cannot be edited but you can select which Types you want to display by selecting True or False in the “Include” column. Select a color for each Type to show on the “Open Incidents” screen.

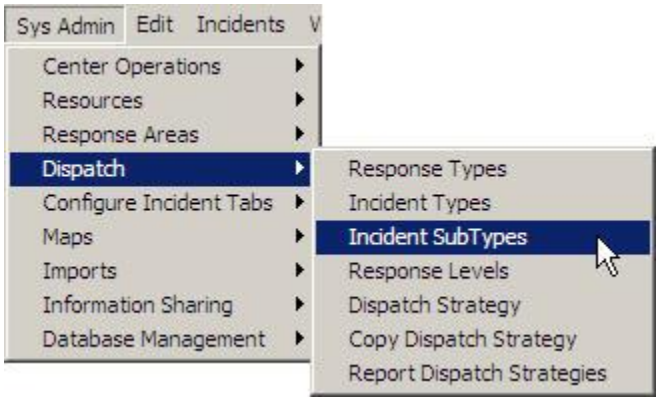
You may specify default frequencies by Incident Type in the final 3 columns.



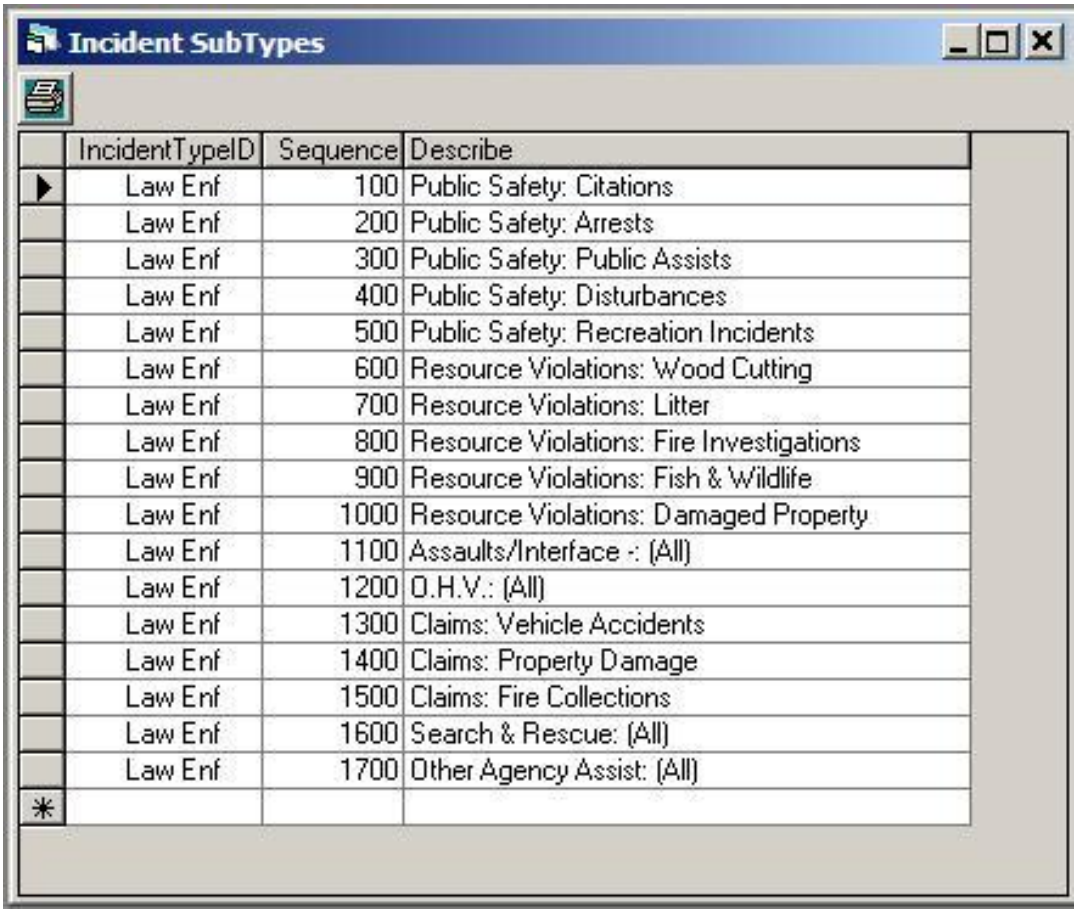
IncidentTypeCode	Describe	RespTypeID	Sequence	Include	QBColor	DragStatus	Ground	Air Tactics	Victor
N/A	(None)	-1	-1	TRUE	Blue	ommitted	N/A	N/A	N/A
Wildfire	Wildfire	FIRE	1	TRUE		ommitted	N/A	N/A	N/A
Strc Fire	Structure Fire	FIRE	2	TRUE		ommitted	N/A	N/A	N/A
Veh Fire	Vehicle Fire	FIRE	3	TRUE		ommitted	N/A	N/A	N/A
Smoke Chk	Smoke Check	FIRE	4	TRUE		ommitted	N/A	N/A	N/A
Med Aid	Medical Aid	MEDAID	5	TRUE		ommitted	N/A	N/A	N/A
Emerg Stby	Emergency Standby	-1	6	TRUE		ommitted	N/A	N/A	N/A
Pub Asst	Public Assist	-1	7	TRUE		ommitted	N/A	N/A	N/A
Law Enf	Law Enforcement	LAWENF	8	TRUE		ommitted	N/A	N/A	N/A
Misc	Miscellaneous	-1	10	TRUE		ommitted	N/A	N/A	N/A
Trfc Coll	Traffic Collision	-1	11	TRUE		ommitted	N/A	N/A	N/A
Presc Fire	Prescribed Fire	-1	12	TRUE		ommitted	N/A	N/A	N/A
A/C Down	Aircraft Down	-1	13	TRUE		ommitted	N/A	N/A	N/A
Resc Order	Resource Order	-1	14	TRUE		ommitted	N/A	N/A	N/A
Hazmat	Hazmat	-1	15	TRUE		ommitted	N/A	N/A	N/A
SAR	Search & Rescue	-1	16	TRUE		ommitted	N/A	N/A	N/A
WFU	Wildland Fire Use	FIRE	17	TRUE		ommitted	N/A	N/A	N/A
Aircraft	Aircraft	FIRE	18	TRUE		ommitted	N/A	N/A	N/A
NatDisastr	Natural Disaster	-1	19	TRUE		ommitted	N/A	N/A	N/A

Incident Sub Types

Sys Admin => Dispatch => Incident SubTypes



Use the Incident Subtypes to display a more detailed definition of the Incident Type; you may list as many Subtypes as desired for each Type. The sequence is related to each Type so you may have different sequence runs in the table.

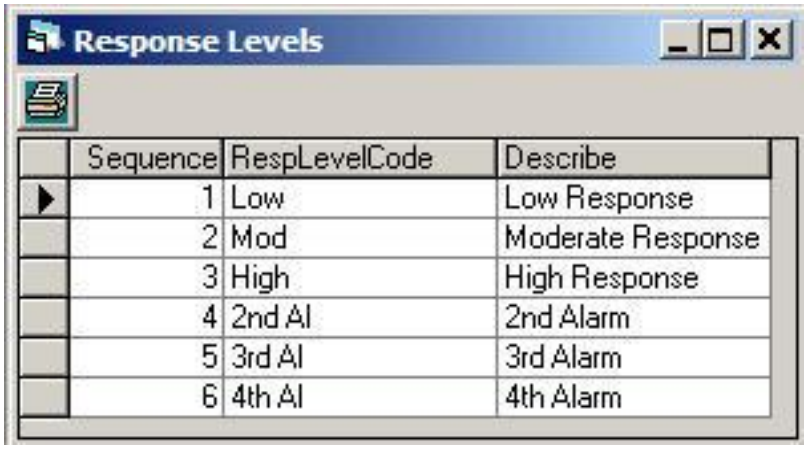


IncidentTypeID	Sequence	Describe
Law Enf	100	Public Safety: Citations
Law Enf	200	Public Safety: Arrests
Law Enf	300	Public Safety: Public Assists
Law Enf	400	Public Safety: Disturbances
Law Enf	500	Public Safety: Recreation Incidents
Law Enf	600	Resource Violations: Wood Cutting
Law Enf	700	Resource Violations: Litter
Law Enf	800	Resource Violations: Fire Investigations
Law Enf	900	Resource Violations: Fish & Wildlife
Law Enf	1000	Resource Violations: Damaged Property
Law Enf	1100	Assaults/Interface -: (All)
Law Enf	1200	O.H.V.: (All)
Law Enf	1300	Claims: Vehicle Accidents
Law Enf	1400	Claims: Property Damage
Law Enf	1500	Claims: Fire Collections
Law Enf	1600	Search & Rescue: (All)
Law Enf	1700	Other Agency Assist: (All)

Response Levels

Sys Admin => Dispatch => Response Levels

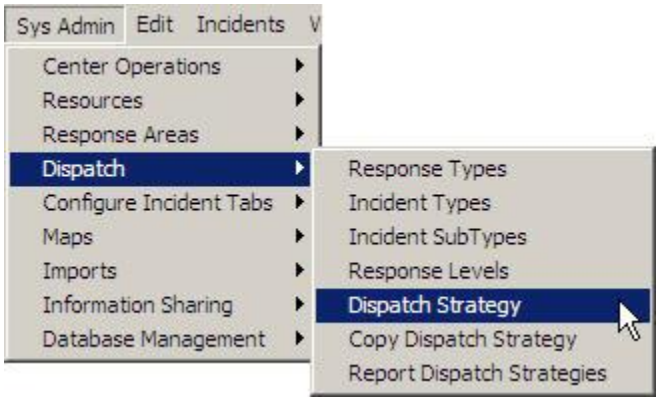
WildCAD allows you to develop standard responses based on up to six levels. Low, Moderate, and High (etc.) can be based on your choice of fire behavior or other factors, for each Fire Danger Rating Area. You may edit the Description of each Response Level to match the nomenclature you use in your center.



	Sequence	RespLevelCode	Describe
▶	1	Low	Low Response
	2	Mod	Moderate Response
	3	High	High Response
	4	2nd Al	2nd Alarm
	5	3rd Al	3rd Alarm
	6	4th Al	4th Alarm

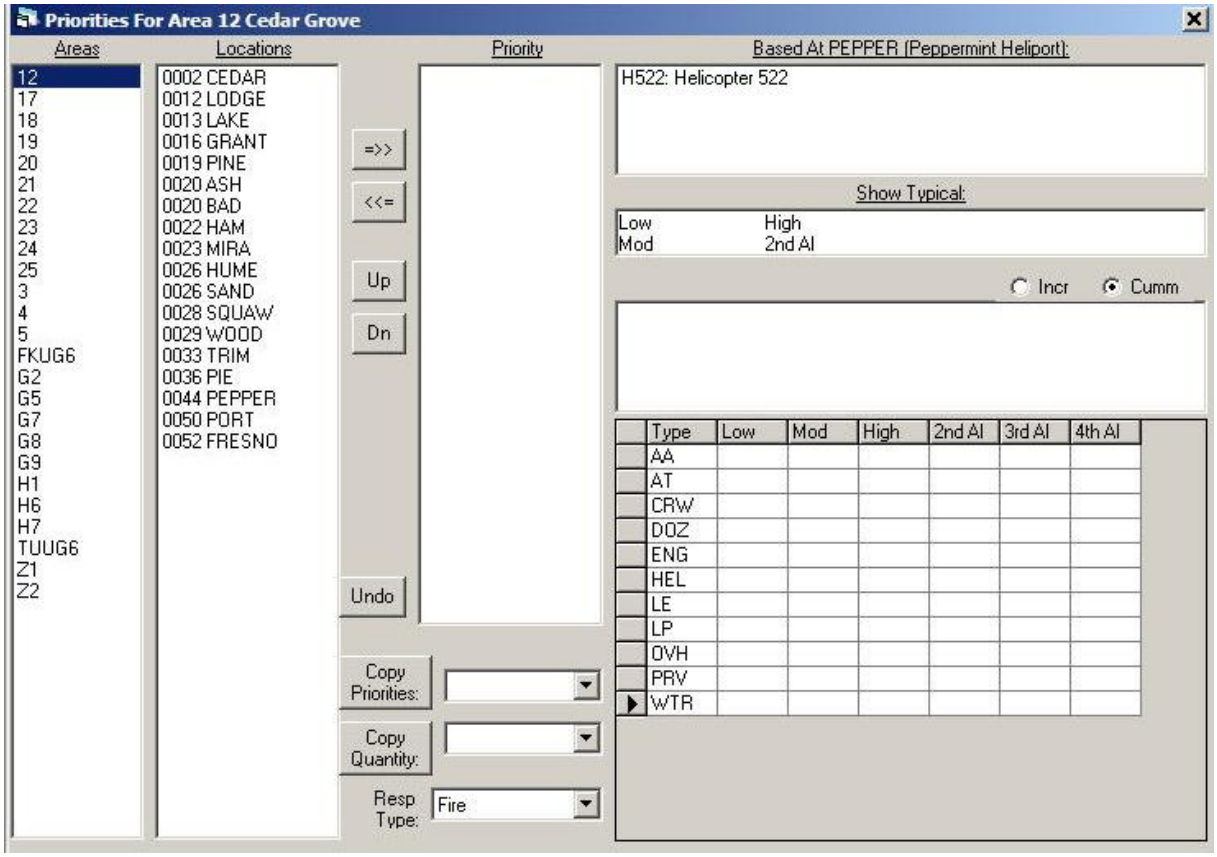
Dispatch Strategies

Sys Admin=>Dispatch=>Dispatch Strategy



You have the opportunity to develop dispatch strategies for different "Response Types", and at each "Response Level".

For now, we will focus on the "Fire“ Response Type, which is used (as a default) for Vegetation Fire, Vehicle Fire, Structure Fire, and Smoke Check Incident Types.
The left part of this screen, shown below, is used to select the Response Area (left). At the bottom, select the Response Type.



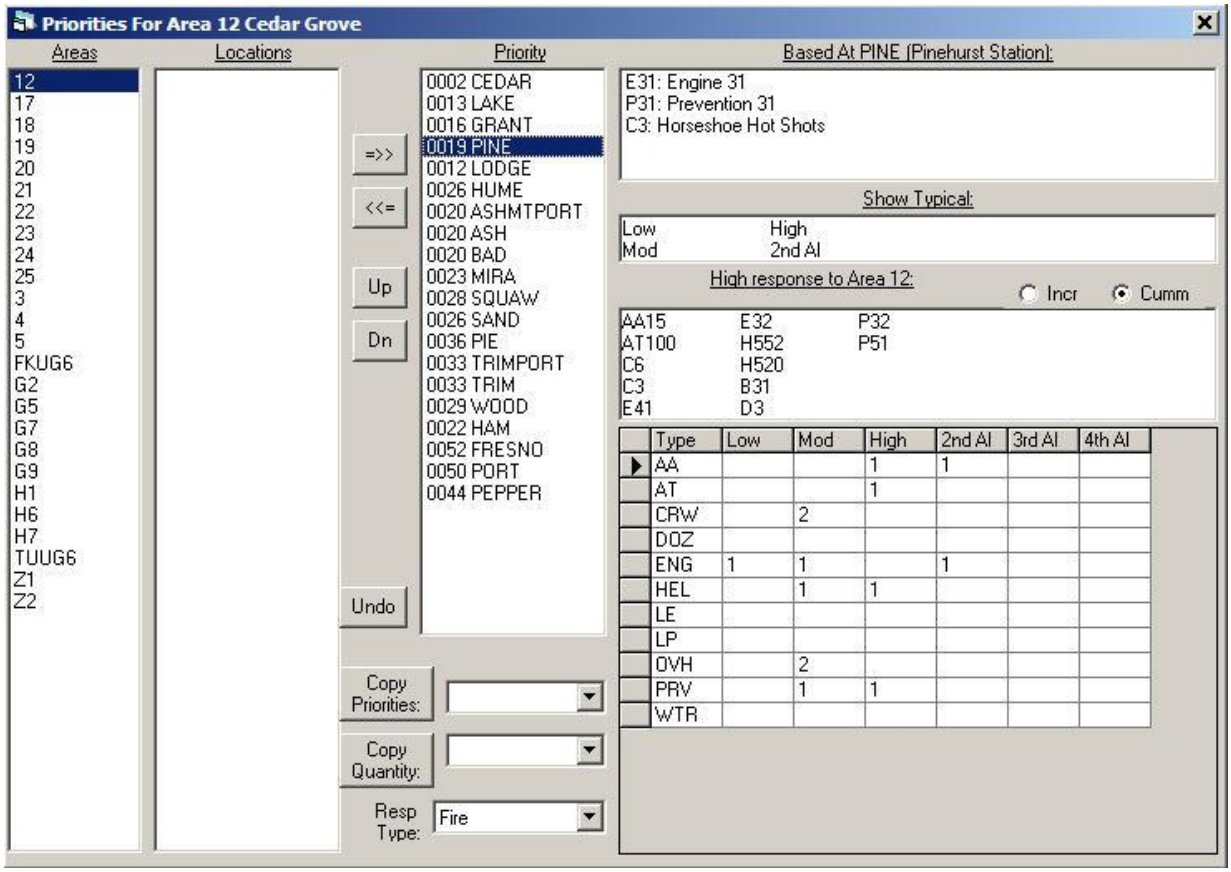
We then establish the station *priority to be used* for searching for available Resources to send. In other words, for a “Fire” Response in Area 12, which Station would be first to send Resources? Which would be second?

We manually create the list of priorities. Initially, all Dispatch Locations will be in the left list. We highlight one, and then click the right arrow "=>>" to move it into the Priority list. To move it to a particular spot, highlight an entry in the right list prior to clicking on the right arrow.

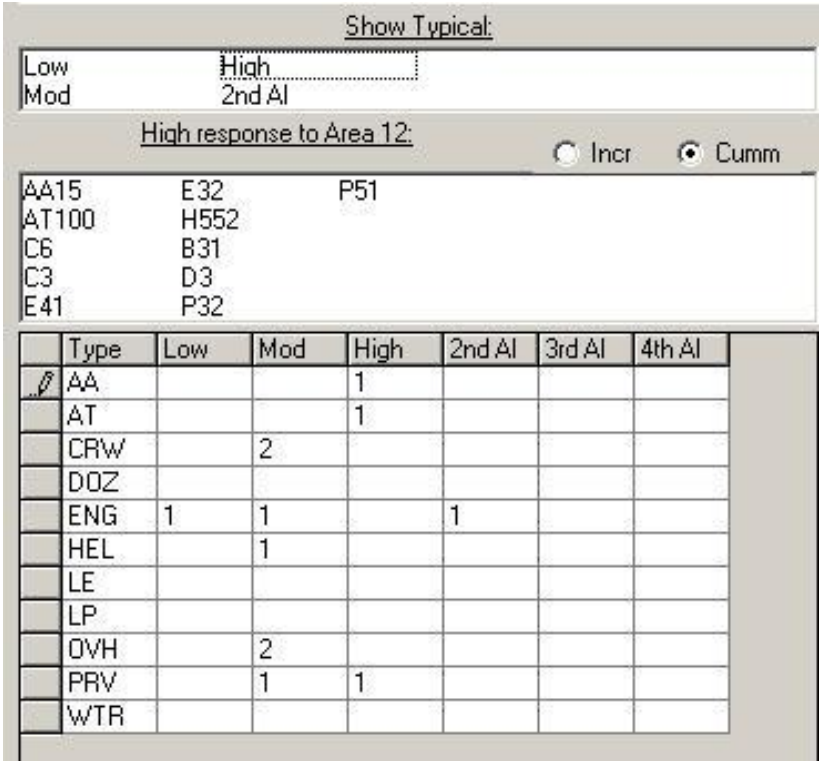
To help you decide station priorities, WildCAD displays the Stations in order of air miles from the Response Area, and those air miles are shown before the Station. For example, the Cedar Station is 2 miles away from Area 12.

In this example, the first priority for dispatching to Area “12" is station CEDAR.

To remove an item from the prioritized list, highlight it and click the left arrow. To move it up or down in the prioritization, click the up or down arrows.



The lower right part of the Dispatch Strategy screen deals with quantities of Resources to send.



Type	Low	Mod	High	2nd Al	3rd Al	4th Al
AA			1			
AT			1			
CRW		2				
DOZ						
ENG	1	1		1		
HEL		1				
LE						
LP						
OVH		2				
PRV		1	1			
WTR						

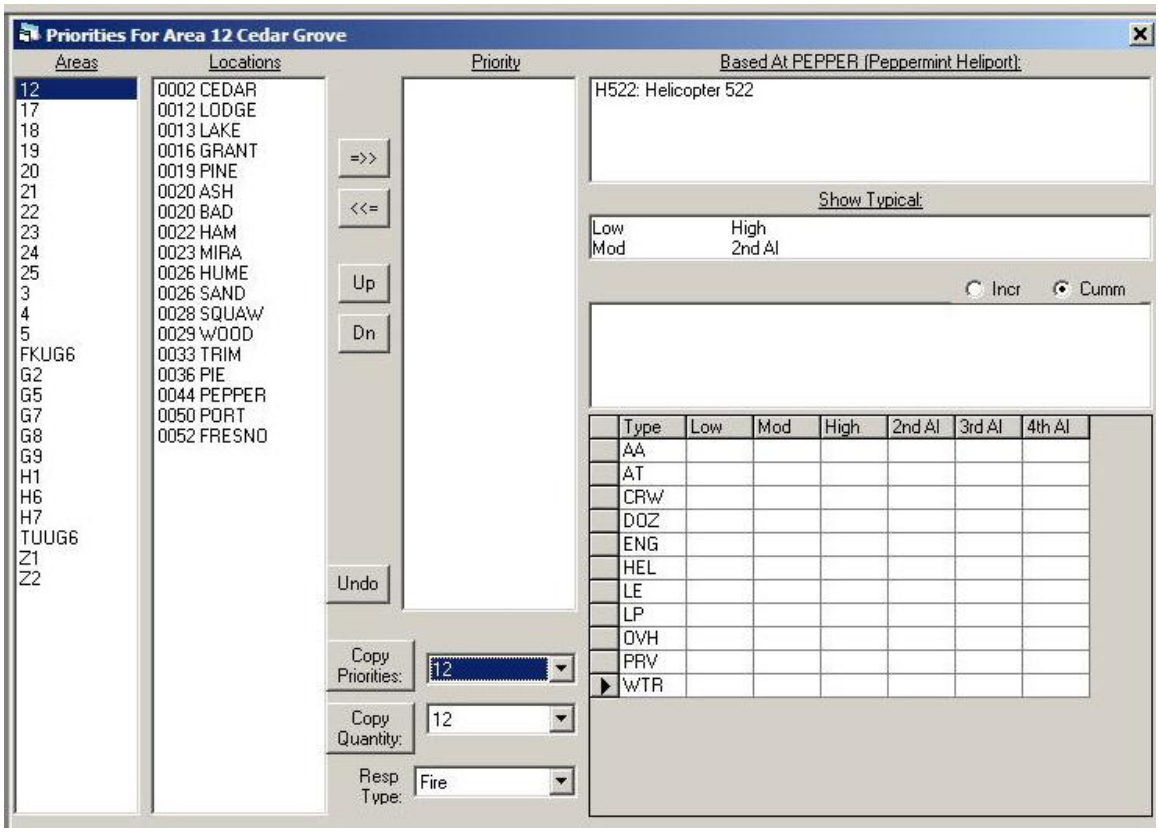
A dispatch strategy merely states how many Resources, of each type, should respond to an incident in each Response Area. For example, if a fire is reported in "Area 12", how many engines should respond if the fire danger is "Low"? How many more should respond if the fire danger is "Moderate"? "High"?

In the case shown above, how many Engines are needed at a "High" response? The answer is 2.

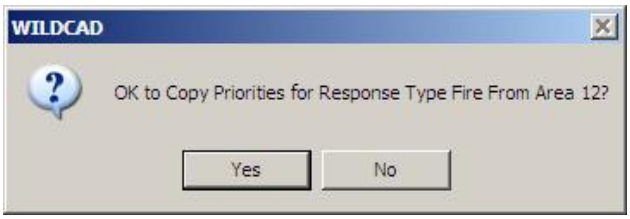
Lastly, the upper right portion of this screen shows two kinds of information. Whenever we click on a station in one of the lists on the upper left, the top right portion of this screen will tell us those Resources which are normally based there.
Suppose you have prioritized stations and listed quantities. If you want to see what the typical dispatch would look like, click on one of the Response Levels (Low, Mod, High, You can view the Cumulative ("Cumm") dispatch, or only the Incremental ("Incr") Resources sent beyond the prior Response Level.

The Dispatch Strategy is key to the successful automated dispatch within WildCAD. However, it is as much an art as a science, and will take some experience to make it work to your satisfaction. There is no substitute for dispatcher and management knowledge of the area and of the Resources.

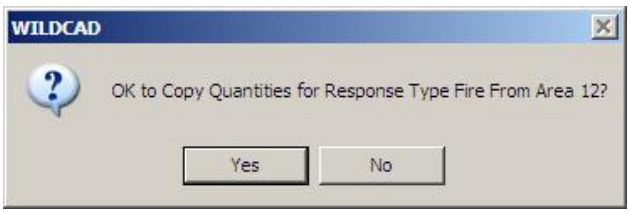
You may copy a list of prioritized stations from one Response Area to another by first selecting the source Response Area and then clicking "Copy Priorities".



You will see: Click "Yes" to copy the prioritiz*ati*on of stations. This is an extremely valuable shortcut. Develop the priority list for one Response Area, and then copy it for use as a neighboring Response Area. Then, make any needed adjustments.

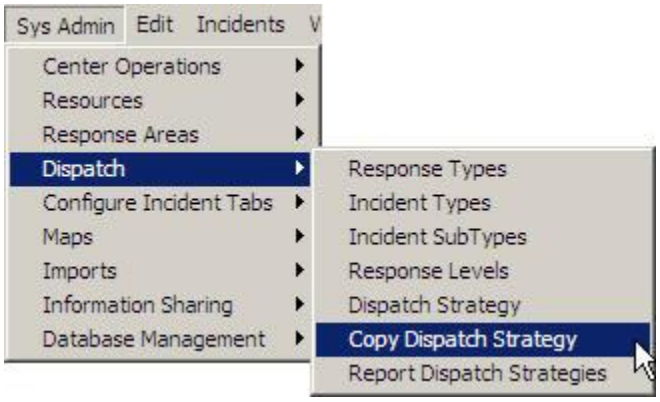


Clicking "Copy Quantity" will display. Click "Yes" and the quantities from Area 12 will be copied into the currently selected Response Area.



Copy Dispatch Strategy

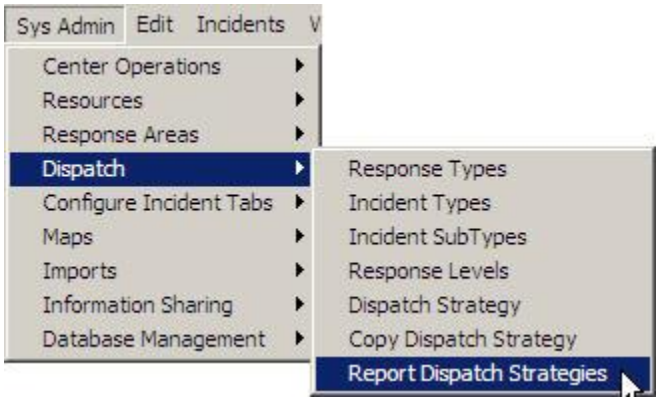
Sys Admin => Dispatch => Copy Location Priorities



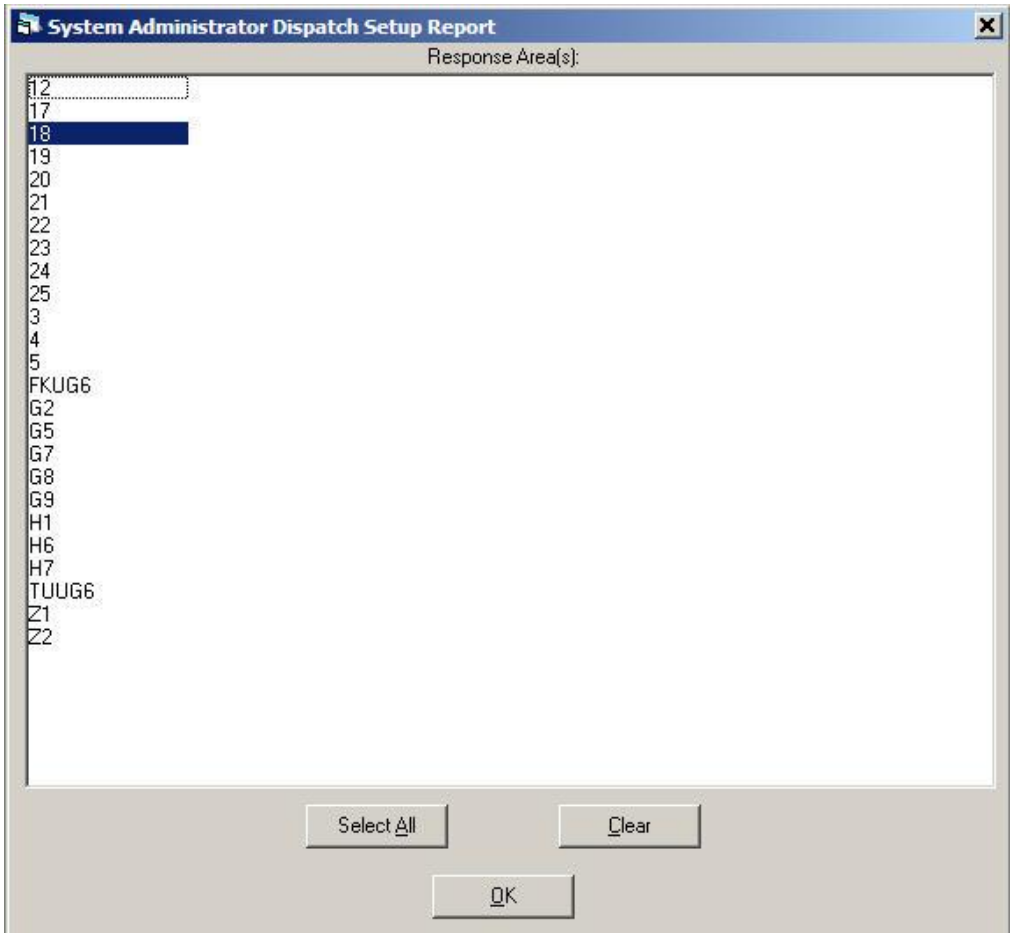
After establishing the list of station priorities for each Response Area for the "FIRE" Response Type, you might want to copy all of those lists to another Response Type. You could then edit that list as needed. Use the "Copy Location Priorities" menu item on the Dispatch menu to accomplish this. Select the FROM and TO Response Type, and hit "OK".

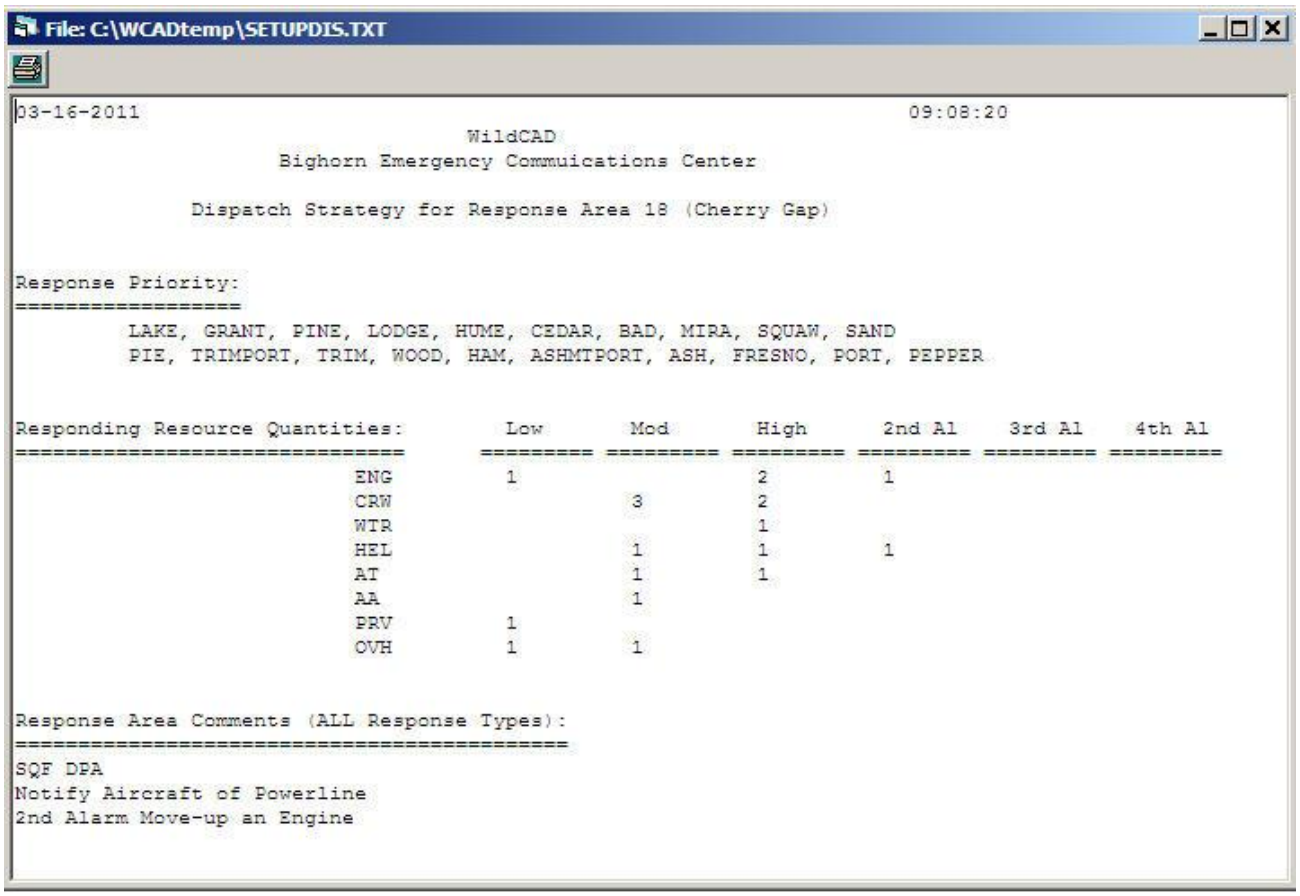
Report Dispatch Strategies

Sys Admin => Dispatch => Report Dispatch Strategies



You may also want to print a report of the priorities you have established. Select the desired Response Area(s), and hit OK.





File: C:\WCADtemp\SETUPDIS.TXT

03-16-2011 09:08:20

WildCAD
Bighorn Emergency Commuications Center

Dispatch Strategy for Response Area 18 (Cherry Gap)

Response Priority:
==========
LAKE, GRANT, PINE, LODGE, HUME, CEDAR, BAD, MIRA, SQUAW, SAND
PIE, TRIMPORT, TRIM, WOOD, HAM, ASHMTPORT, ASH, FRESNO, PORT, PEPPER

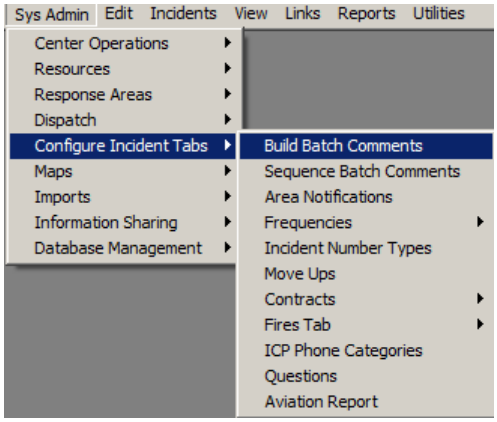
Responding Resource Quantities:	Low	Mod	High	2nd Al	3rd Al	4th Al
ENG	1		2	1		
CRW		3	2			
WTR			1			
HEL		1	1	1		
AT		1	1			
AA		1				
PRV	1					
OVH	1	1				

Response Area Comments (ALL Response Types):
==========
SQF DPA
Notify Aircraft of Powerline
2nd Alarm Move-up an Engine

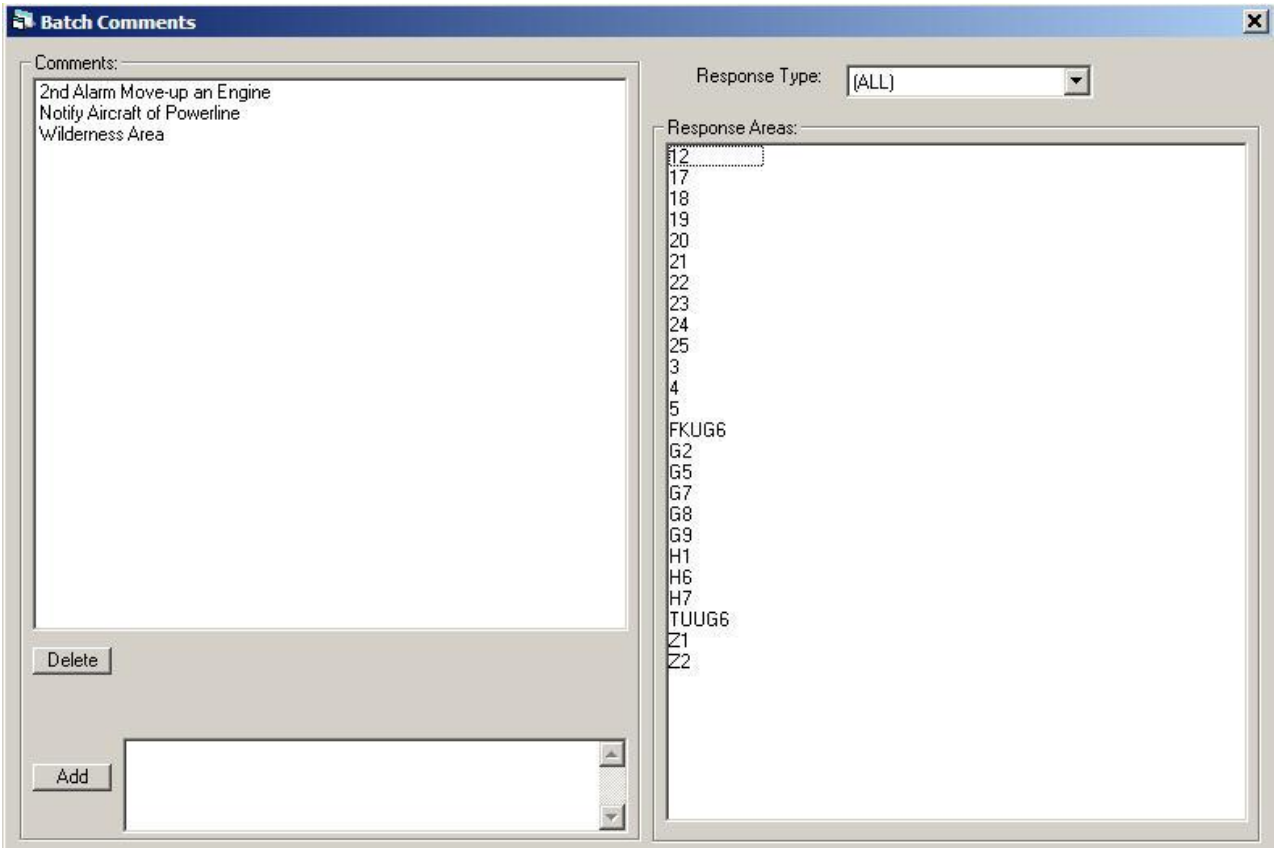
CONFIGURE INCIDENT TABS

Build Batch Comments

Sys Admin => Configure Incident Tabs => Build Batch Comments



Response Area comments are displayed whenever an Incident is being dispatched in WildCAD. There are two methods for entering comments. The first method is to enter comments on the Response Area entry/edit screen.



Batch comments are created by the System Administrator and can then be attached to one or more Response Areas.

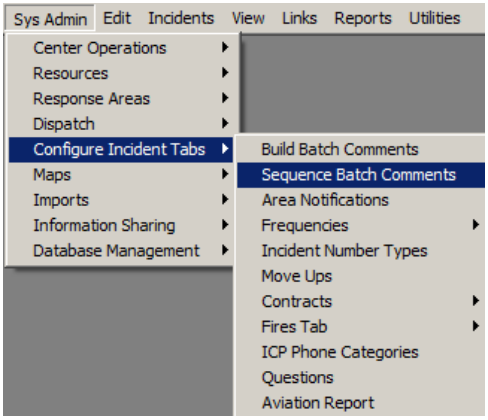
To add a batch comment select the Response Type at the top right. Then type the comment into the blank area at the bottom of the screen, and hit the "Add" button. It will be added to the list of comments in the left half of the screen.

To associate a comment with one or more Response Areas, select the comment from the list on the left. You may then select those Response Areas on the right which should have this comment. In this example, 3 Response Areas are identified as being "Wilderness Areas", and that fact will be displayed when you are managing an incident for any one of those Areas.

To delete a batch comment, highlight it on the left, then hit the "Delete" key.

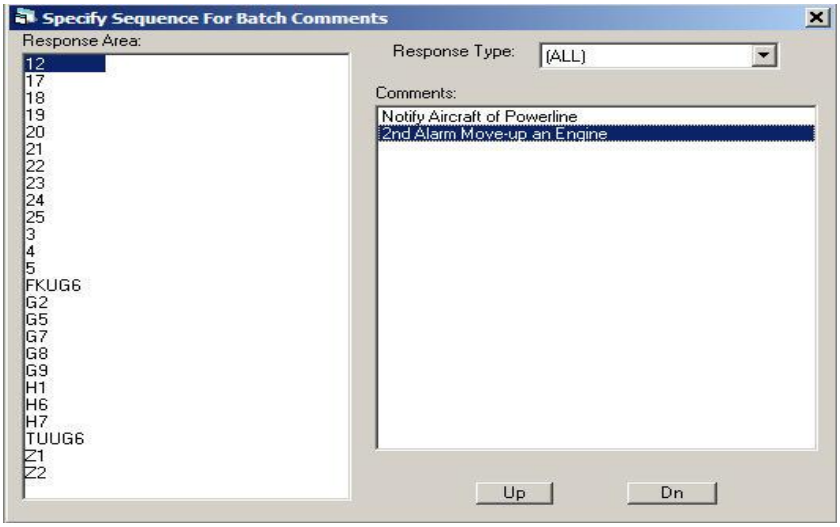
Sequence Batch Comments

Sys Admin => Configure Incident Tabs => Sequence Batch Comments



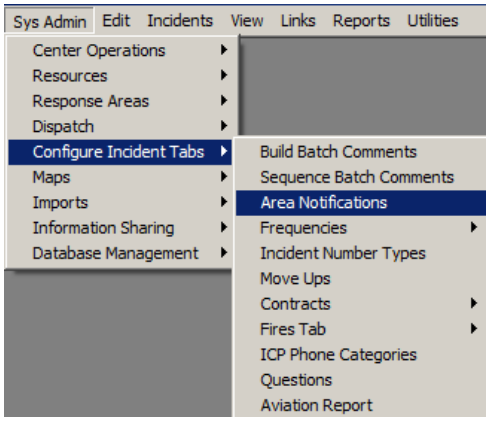
After attaching Batch Comments to Response Areas, you may specify the order in which they will appear on the Incident screen and report.

Select a Response Type in the upper right, and a Response Area on the left to see a list of its Batch Comments on the right. Highlight one of those comments, and you may then move it "Up" or "Dn" using the buttons.



Area Notifications

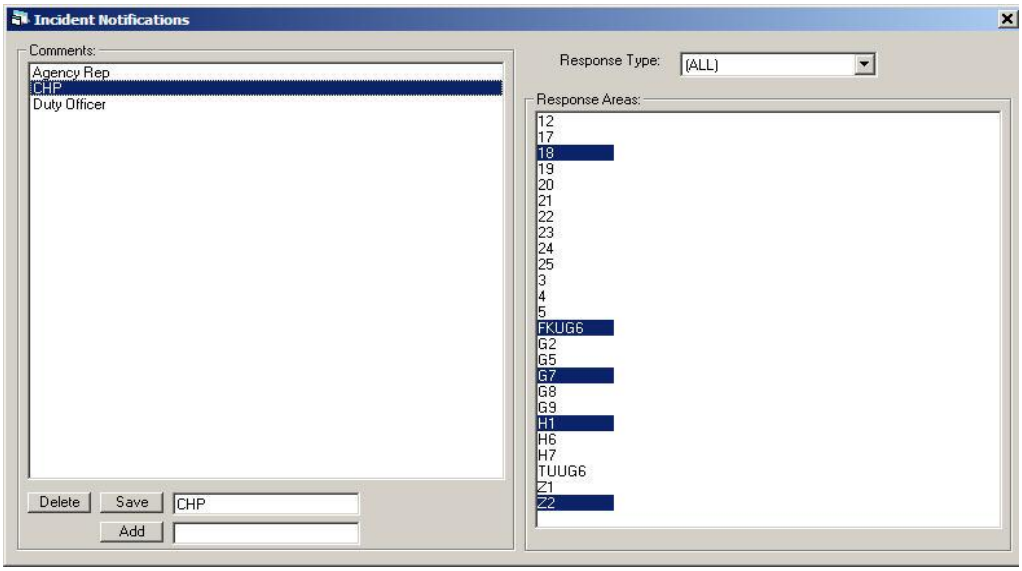
Sys Admin => Configure Incident Tabs => Area Notifications



To add an Area Notification select the Response Type at the top right. Then type the comment into the blank area at the bottom of the screen, and hit the "Add“button. It will be added to the list of notifications in the left half of the screen.

To associate a notification with one or more Response Areas, select the notification from the list on the left. You may then select those Response Areas on the right which should have this notification. In this example, 13 Response Areas are identified as needing “Duty Officer” notification, and that fact will be displayed by listing “Duty Officer” in red when managing an incident for any one of those Areas.

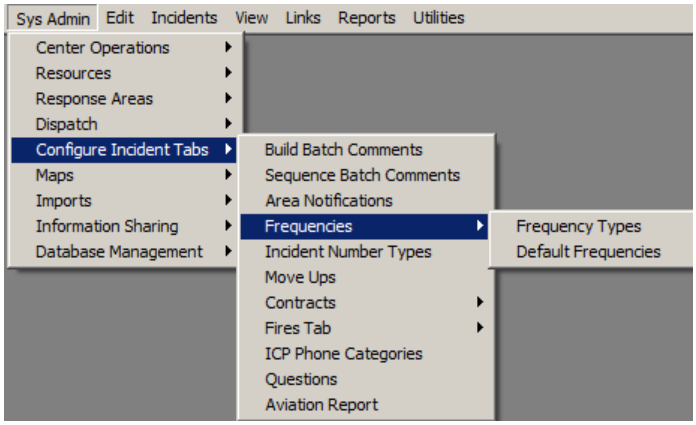
To delete an area notification, highlight it on the left, then hit the "Delete" key.

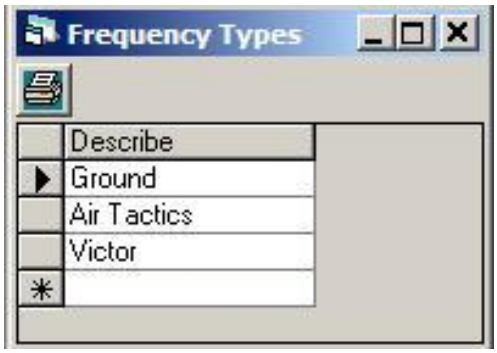


Frequencies

Frequency Types

Sys Admin => Configure Incident Tabs => Frequencies => Frequency Types



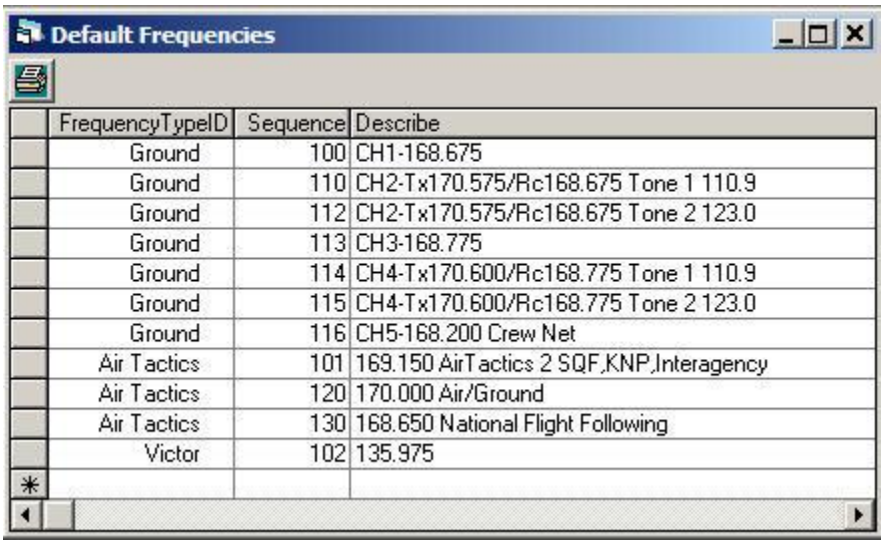


The Frequency Types menu lets you establish categories of Frequencies:

Default Frequencies

Sys Admin => Configure Incident Tabs => Frequencies => Default Frequencies

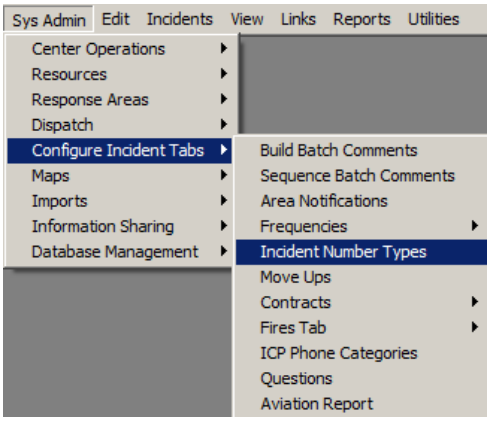
Dispatchers are able to assign frequencies to an Incident in WildCAD. They can pick from a list of "commonly used frequencies" which you have created, or they may enter a different one. Then, use Default Frequencies to enter the actual Frequencies.



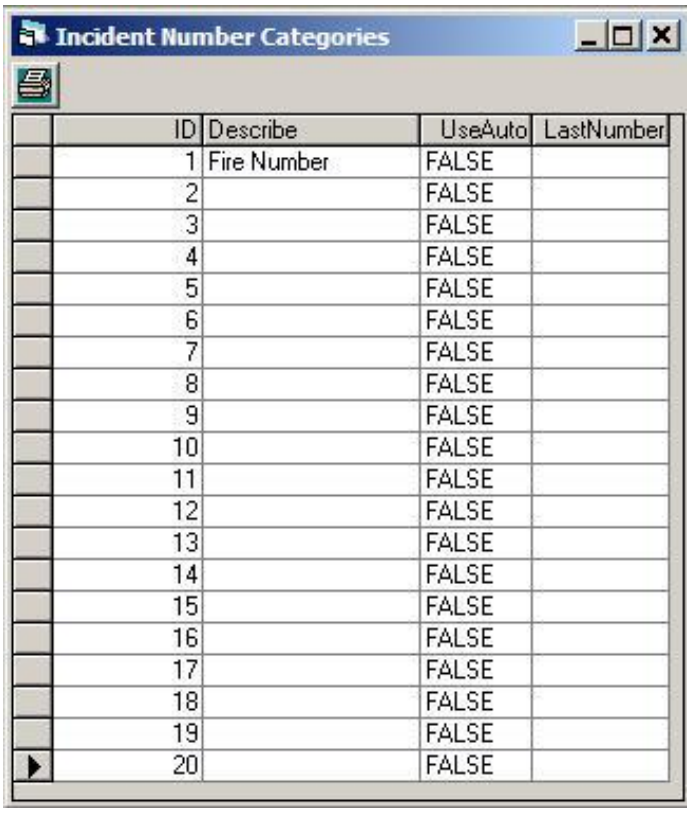
FrequencyTypeID	Sequence	Describe
Ground	100	CH1-168.675
Ground	110	CH2-Tx170.575/Rc168.675 Tone 1 110.9
Ground	112	CH2-Tx170.575/Rc168.675 Tone 2 123.0
Ground	113	CH3-168.775
Ground	114	CH4-Tx170.600/Rc168.775 Tone 1 110.9
Ground	115	CH4-Tx170.600/Rc168.775 Tone 2 123.0
Ground	116	CH5-168.200 Crew Net
Air Tactics	101	169.150 AirTactics 2 SQF,KNP,Interagency
Air Tactics	120	170.000 Air/Ground
Air Tactics	130	168.650 National Flight Following
Victor	102	135.975

Incident Number Types

Sys Admin => Configure Incident Tabs => Incident Number Types



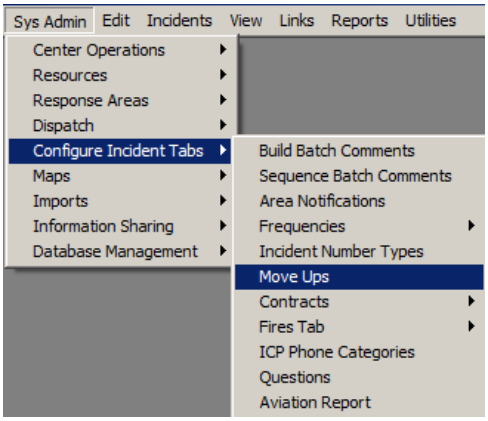
Use to create or edit the “Numbers” tab in the Incident screen.



ID	Describe	UseAuto	LastNumber
1	Fire Number	FALSE	
2		FALSE	
3		FALSE	
4		FALSE	
5		FALSE	
6		FALSE	
7		FALSE	
8		FALSE	
9		FALSE	
10		FALSE	
11		FALSE	
12		FALSE	
13		FALSE	
14		FALSE	
15		FALSE	
16		FALSE	
17		FALSE	
18		FALSE	
19		FALSE	
20		FALSE	

Move Ups

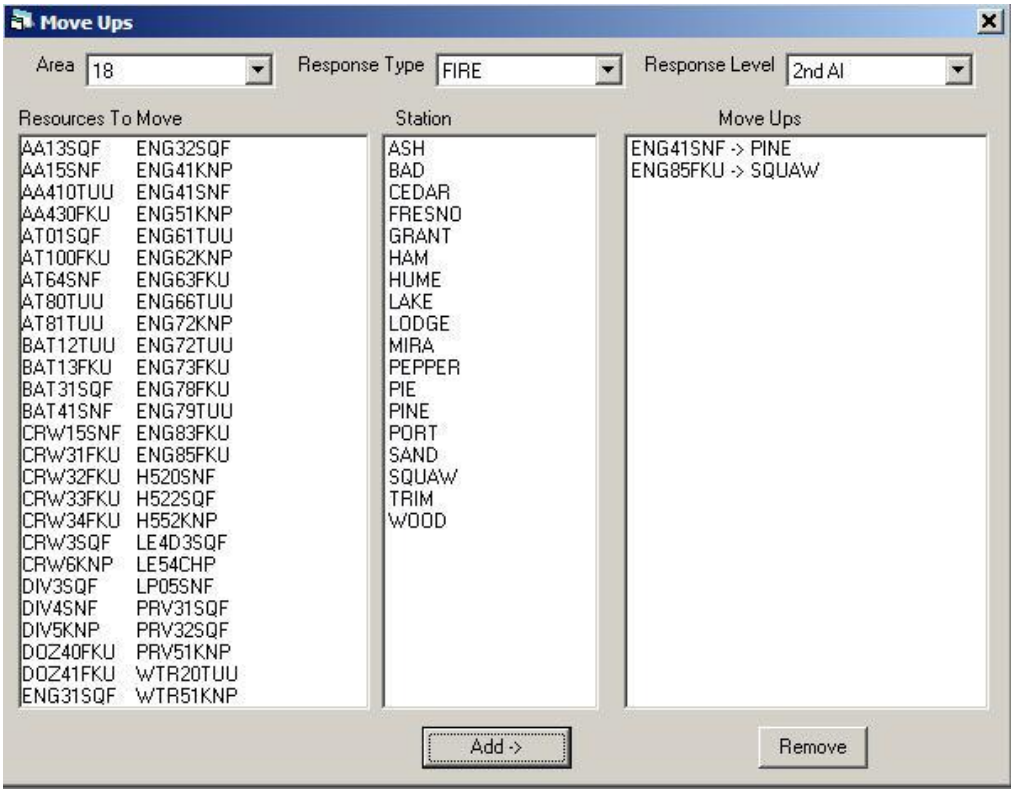
Sys Admin => Configure Incident Tabs Dispatch => Move Ups



For preplanned move up:

- Select the Area, Response Type, Response Level
- Pick the resources to move
- Select the move up location
- Hit the “ADD” button

This will display on the Move up tab of the Incident Screen

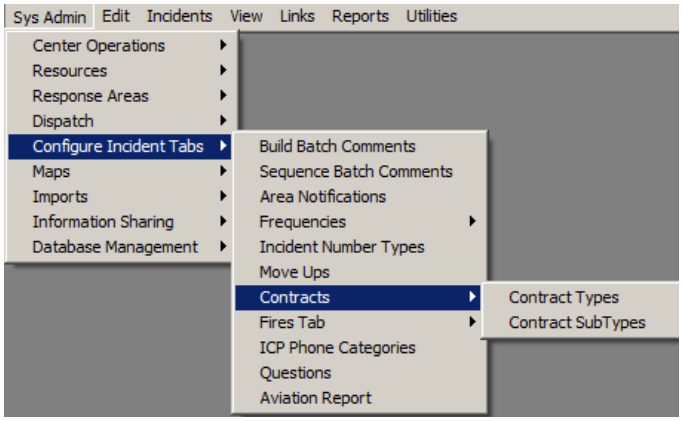


Contracts

Enter the Contract types then the Sub types. The information for the contractors is entered in the Edit- Contracts screen, and displayed on the Contracts tab of the Incident screen which shows proximity of the contractors and documents Fill/Decline/UTF information.

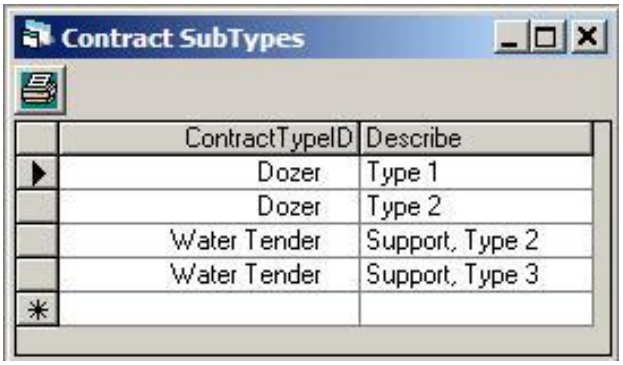
Contract Types

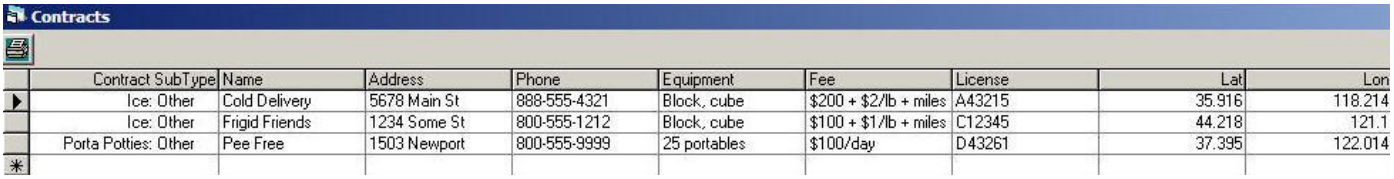
Sys Admin => Configure Incident Tabs => Contracts => Contract Types



Contract Sub Types

Sys Admin => Configure Incident Tabs => Contracts => Contract Sub Types

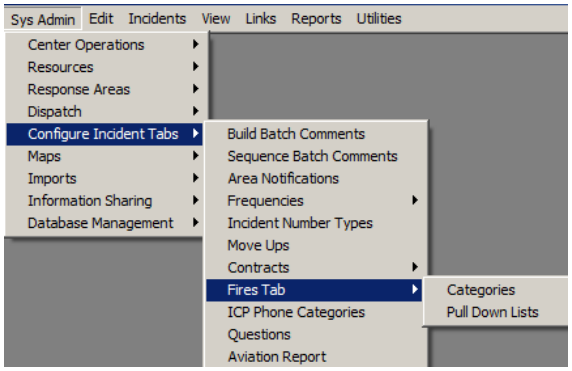


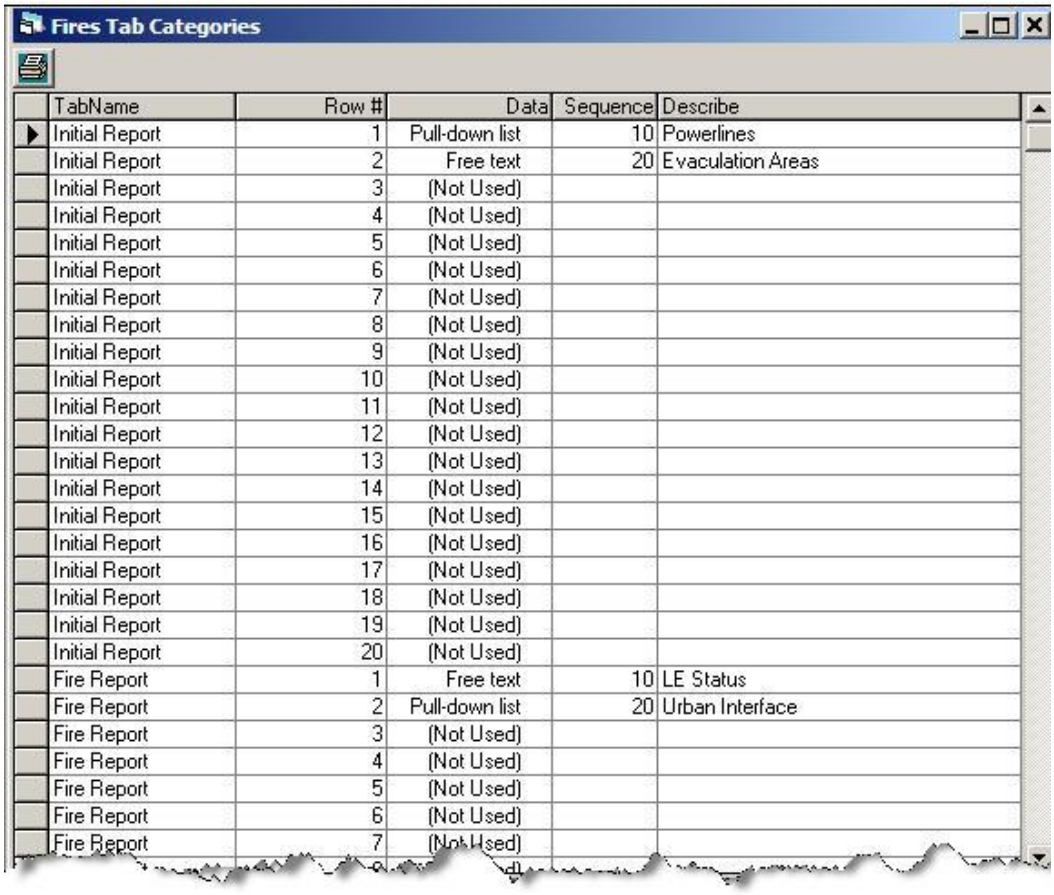


Fires Tab

Categories

Sys Admin => Configure Incident Tabs => Fires Tab => Categories



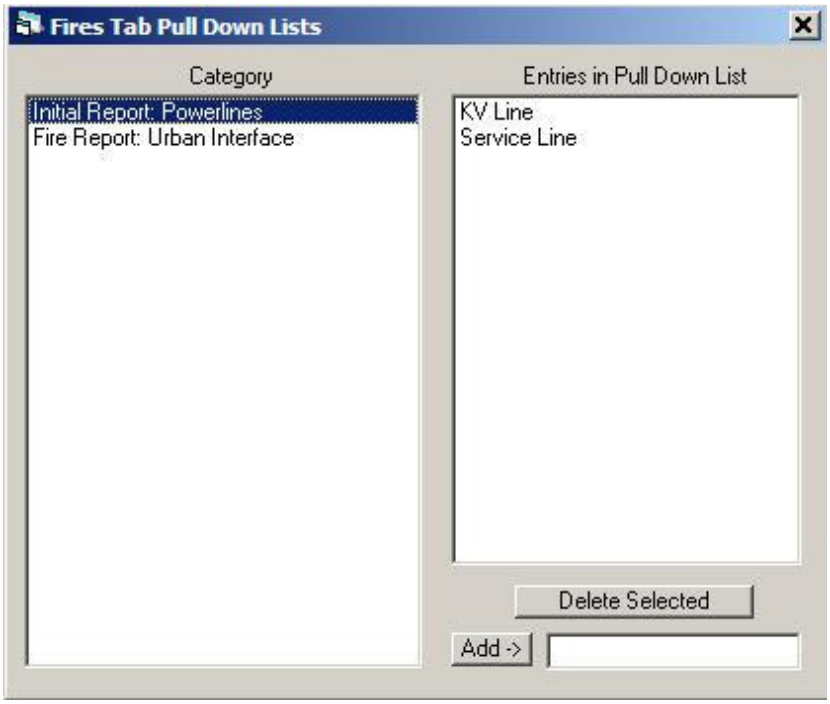


TabName	Row #	Data	Sequence	Describe
Initial Report	1	Pull-down list	10	Powerlines
Initial Report	2	Free text	20	Evaculation Areas
Initial Report	3	(Not Used)		
Initial Report	4	(Not Used)		
Initial Report	5	(Not Used)		
Initial Report	6	(Not Used)		
Initial Report	7	(Not Used)		
Initial Report	8	(Not Used)		
Initial Report	9	(Not Used)		
Initial Report	10	(Not Used)		
Initial Report	11	(Not Used)		
Initial Report	12	(Not Used)		
Initial Report	13	(Not Used)		
Initial Report	14	(Not Used)		
Initial Report	15	(Not Used)		
Initial Report	16	(Not Used)		
Initial Report	17	(Not Used)		
Initial Report	18	(Not Used)		
Initial Report	19	(Not Used)		
Initial Report	20	(Not Used)		
Fire Report	1	Free text	10	LE Status
Fire Report	2	Pull-down list	20	Urban Interface
Fire Report	3	(Not Used)		
Fire Report	4	(Not Used)		
Fire Report	5	(Not Used)		
Fire Report	6	(Not Used)		
Fire Report	7	(Not Used)		

On the Fires Tab Categories screen above, fill in up to 20 Categories for Initial Report and up to 20 for Fire Information. Under “Data”, select either “Pull=down list” or “Free text”. Sequence the items, and provide a Description.
If you create a “Pull=down list” category, use the screen below to add/edit entries for the pull=down list. Select the Category, then Add/Delete entries.

Pull Down Lists

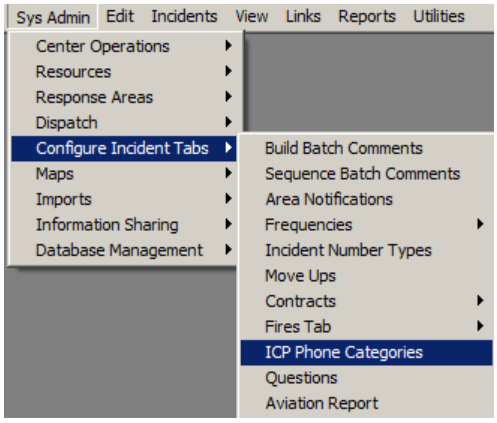
Sys Admin => Configure Incident Tabs => Fires Tab => Pull Down Lists

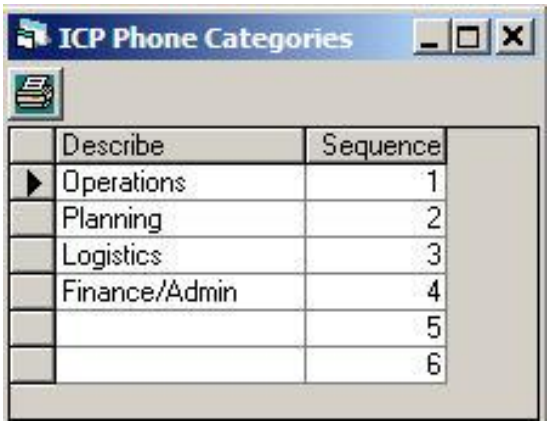


ICP Phone Categories

You can edit up to 6 Categories, but cannot delete the rows. Delete any entry in the Describe column to tell WildCAD to not use it.

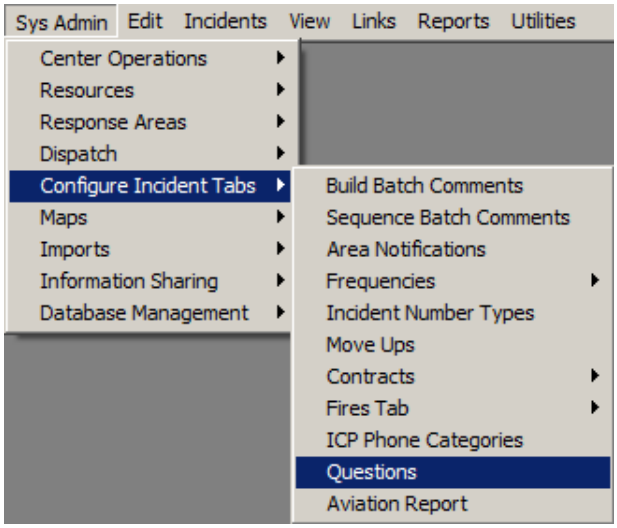
Sys Admin => Configure Incident Tabs => ICP Phone Categories



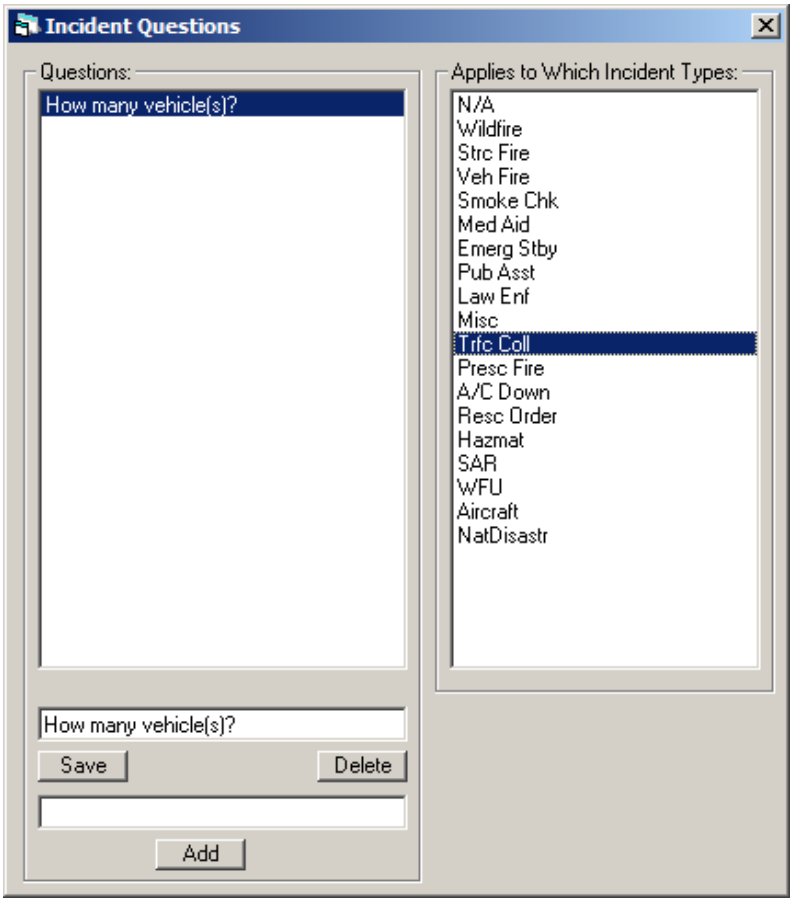


Questions

Sys Admin => Configure Incident Tabs => Questions

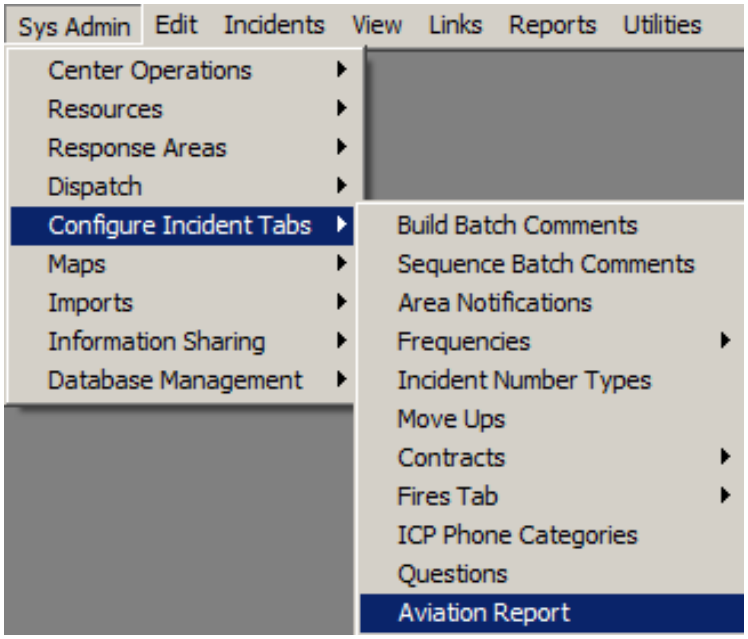


Enter a new “Question” in the lower left, click “Save”, and then click on it in the list in the upper left. Finally, select those Incident Types which should display this question.

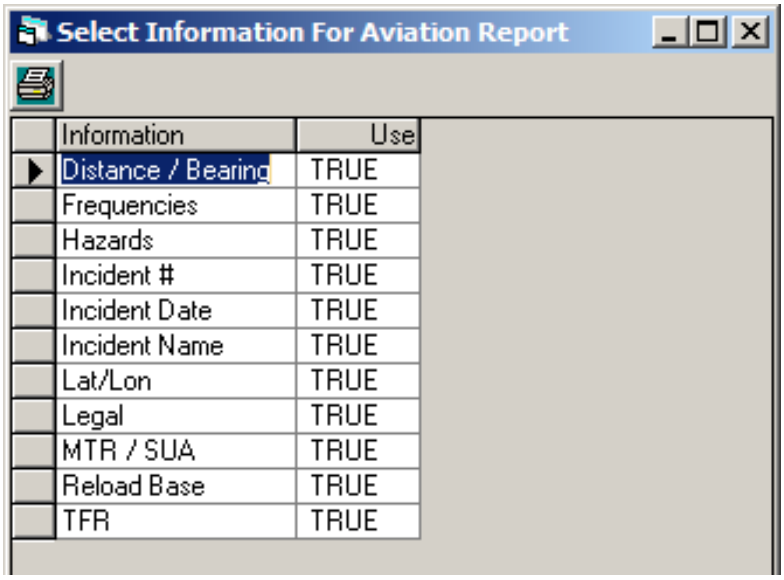


Aviation Report

Sys Admin => Configure Incident Tabs => Aviation Report



The list of available information appears on the list. Select either TRUE or FALSE to indicate whether you want that item included.

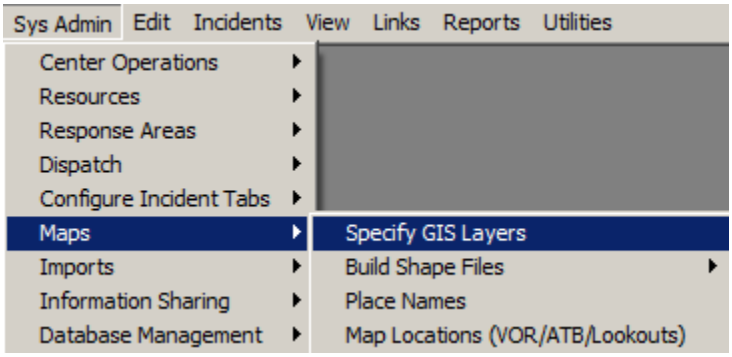


Information	Use
Distance / Bearing	TRUE
Frequencies	TRUE
Hazards	TRUE
Incident #	TRUE
Incident Date	TRUE
Incident Name	TRUE
Lat/Lon	TRUE
Legal	TRUE
MTR / SUA	TRUE
Reload Base	TRUE
TFR	TRUE

Maps

Specify GIS Layers

Sys Admin => Maps => Specify GIS Layers



WildCAD can display ArcView Shape Files and TIFF (or MrSID) Image Files. Use the SysAdmin, Map, Specify GIS Layers menu item to tell WildCAD about the GIS files you have. Recall that all of them must be stored in the WildCAD\GIS folder. A Shape File really consists of three files: .dbf, .shp, and .shx. A TIFF Image File includes the .TIF and .TFX. A MrSID file includes a .SID and .SDW file. All layers must be projected using UTM coordinates.

WildCAD is able to convert to and from the Public Land Survey System (PLSS) and lat/long or UTM.

In order to determine the legal description of a point on the map, WildCAD requires a GIS layer in the ArcView Shape File format. Bighorn Information Systems will provide this layer to you, if we receive original source layers from your agency. The layer will consist of three files, with extensions .dbf, .shp, and .shx. An example of the filename for all three might be "PLSsqf11".

These three files must be placed in the GIS folder beneath your WildCAD installation folder.

In addition, Bighorn will provide you with a database which is used to quickly convert from legal description to lat/lon or UTM. This file, an example of which is called "BISPLSNV.mdb", must be copied into your WildCAD installation folder.

Although you may have as many layers as you want, two layers are required for the proper operation of WildCAD:

1. The PLSS layer.

2. A Response Area layer which is a polygon layer where each polygon is attributed with a Response Area ID (text 6 characters). This layer may be called anything, and its .dbf, .shp, and .shx files must be placed into WildCAD's GIS folder on the WildCAD Server. You will need to know the name of this layer, and the name of the database field which holds the Response Area ID.

Optional Files - Additional GIS Layers

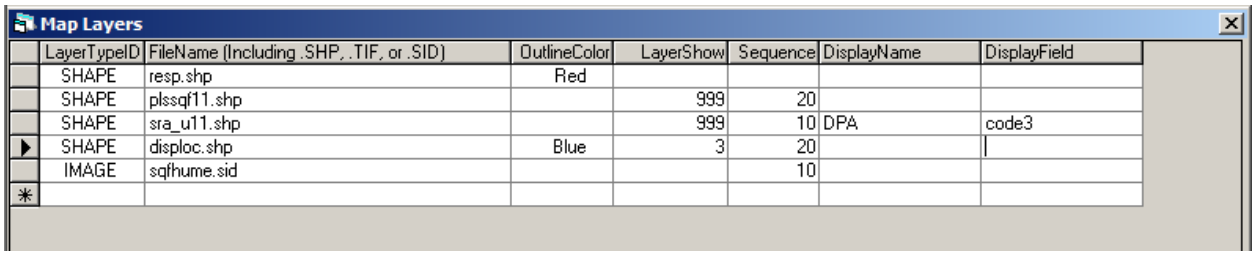
As stated above, you may have numerous other GIS layers for use in WildCAD, Each must be projected into your UTM zone, and each must be placed (.dbf, .shp, and .shx) into the WildCAD\GIS\ folder.

WildCAD can also view image files in the TIFF format, as long as they have been georeferenced to the correct UTM zone. TIFF files which are georeferenced for use in WildCAD will come in pairs. The first, containing the image itself, will have an extension of ".TIF", and the second, which contains spatial coordinates, will have the same filename with an extension of ".TFW". Both of these are placed into the WildCAD\GIS\ folder. TIFF files which have been compressed into the format called MrSID can also be used in WildCAD.

List the GIS layers you want displayed within WildCAD on this screen.

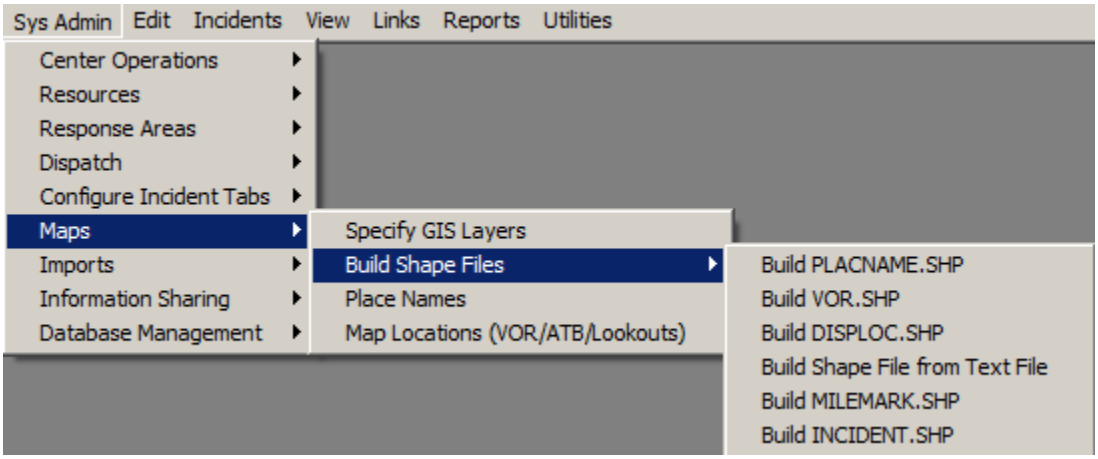
You may specify an "Outline Color" to be shown on WildCAD's map. You may also specify a "Layer Show" parameter. If you do, the layer will not be displayed until you have "zoomed in" that many times. In this example, the PLSSQF11 layer will remain invisible (until we zoom in 999 times!). Sequence determines the order in which your GIS layers will be loaded.

Enter a DisplayName and a DisplayField if you want information from that layer to be displayed on the map every time you click on the map. In the example below, “DPA” information will be displayed, and WildCAD will collect that information from a field in the shapefile called “code3”.



LayerTypeID	FileName (Including .SHP, .TIF, or .SID)	OutlineColor	LayerShow	Sequence	DisplayName	DisplayField
SHAPE	resp.shp	Red				
SHAPE	plssqf11.shp		999	20		
SHAPE	sra_u11.shp		999	10	DPA	code3
SHAPE	disploc.shp	Blue	3	20		
IMAGE	sqfhume.sid			10		

Build Shape Files



WildCAD has the ability to create several ArcView format Shape Files:

- Place Names
- VOR
- Dispatch Locations

To create the Shape File, use the appropriate menu item. The newly=created Shape Files will be added to your list of Map Layers.

Place Names

Sys Admin => Maps => Build Shape Files => Build PLACNAME.SHP

VOR

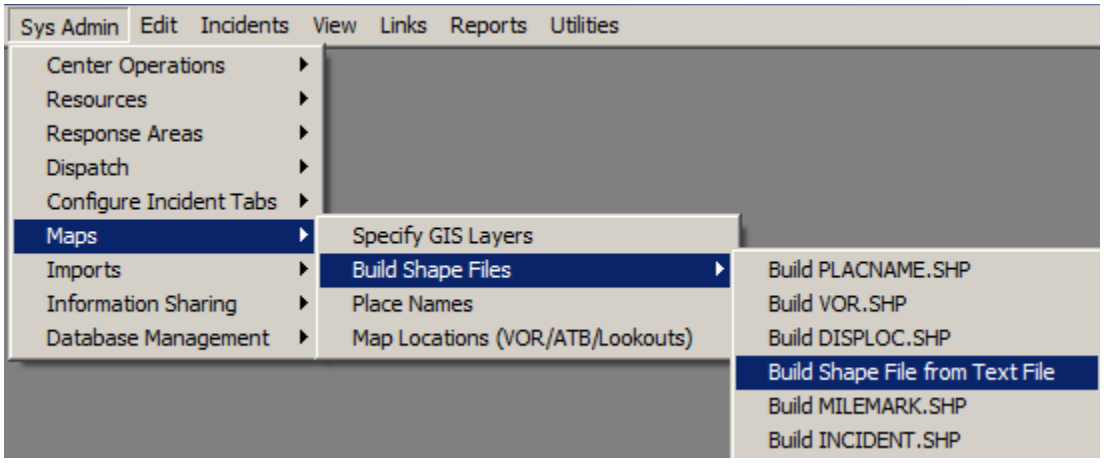
Sys Admin => Maps => Build Shape Files => Build VOR.SHP

Dispatch Locations

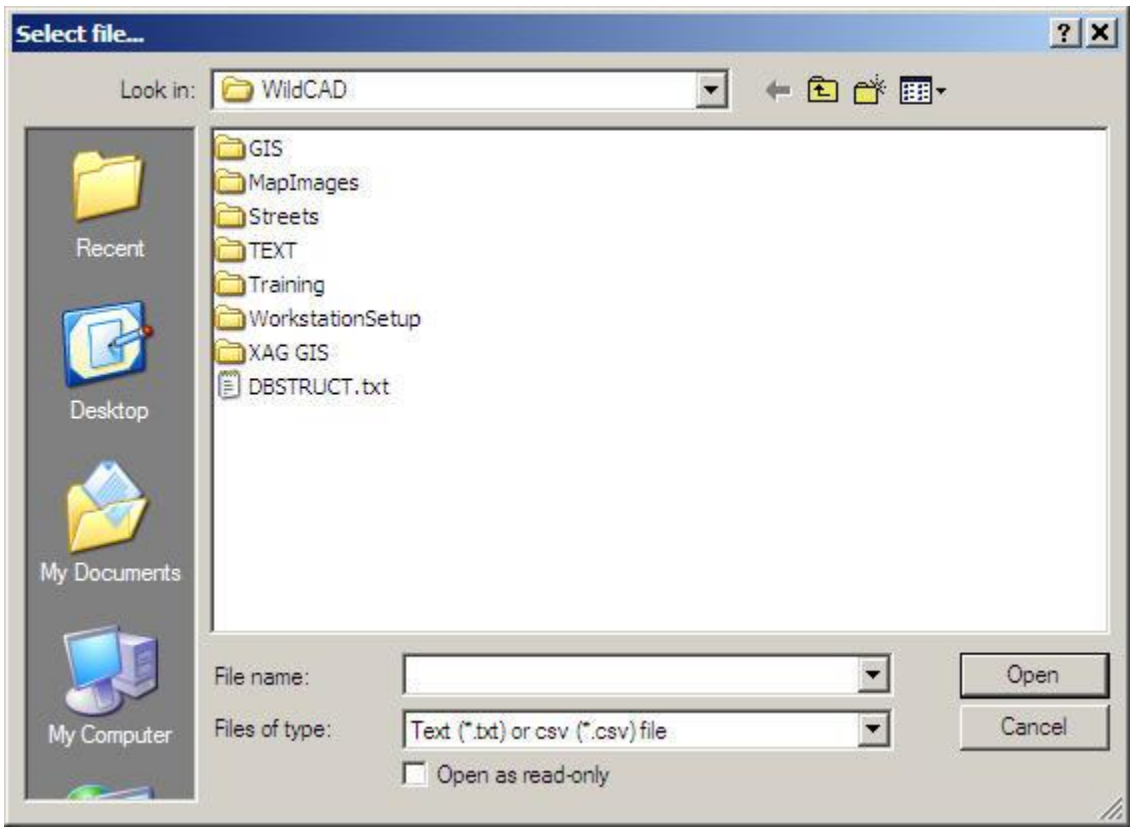
Sys Admin => Maps => Build Shape Files => Build DISPLCO.SHP

Shape File From Text File

Sys Admin => Maps => Build Shape Files => Build Shape File From Text File

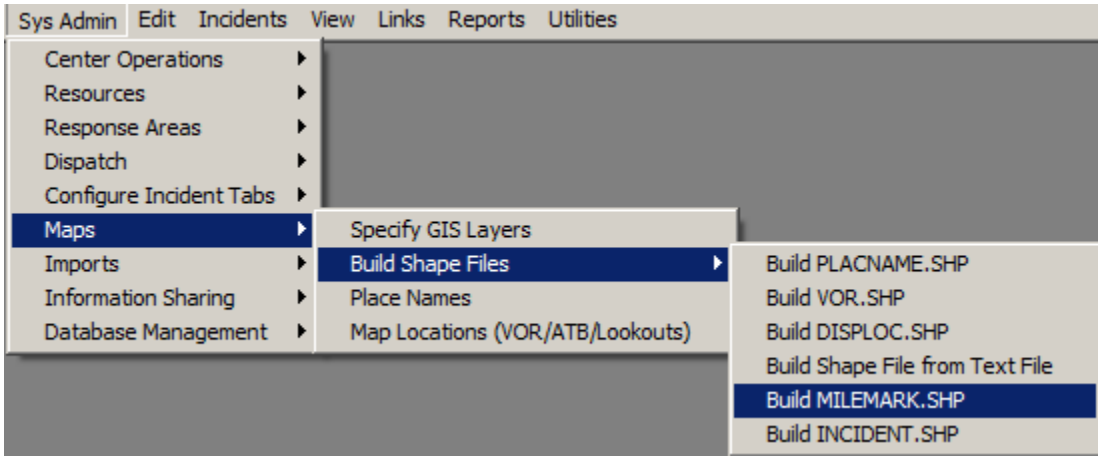


Navigate to a text file (.txt or .csv) containing point data, and – as long as there are columns titled “Lat” and “Lon” or “Latitude” and “Longitude”, WildCAD will build a shape file for you and place it in your WildCAD Server’s \GIS\ folder. You will still need to add it to your Layer List using “Specify GIS Layer”.

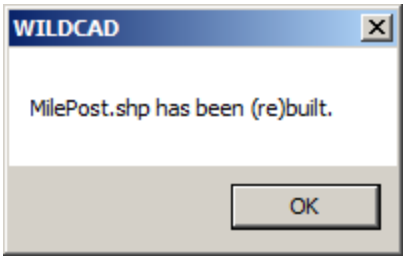


Build Milemark Shape File

Sys Admin => Maps => Build Shape Files => Build MILEMARK.SHP

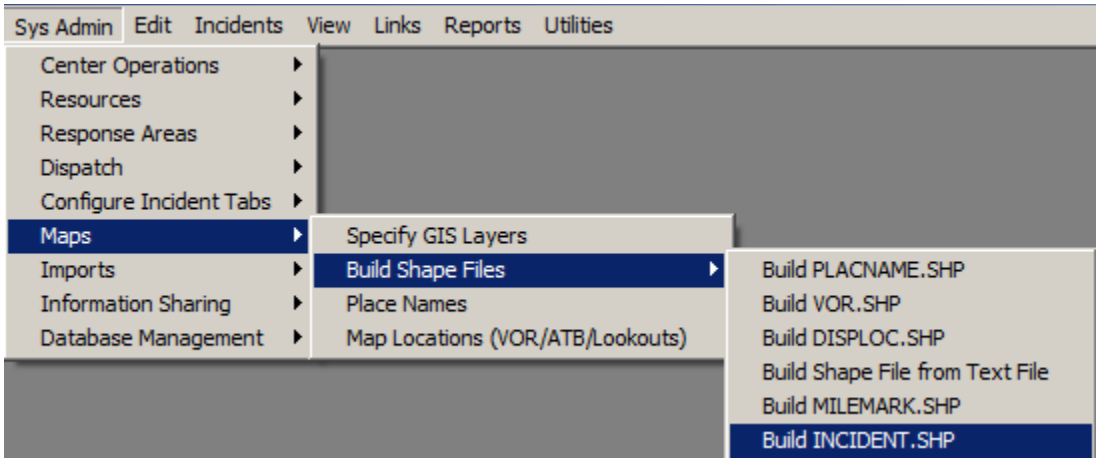


If you imported Mile Posts, you can prepare a shape file from that data:

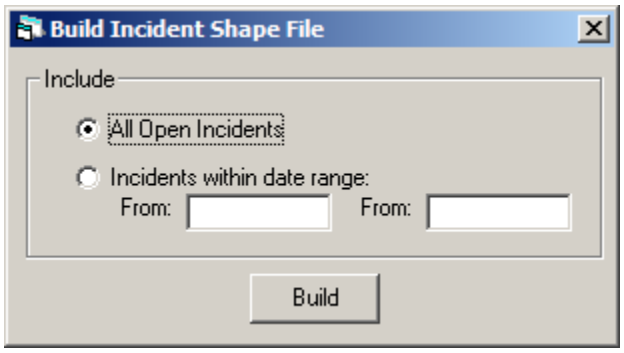


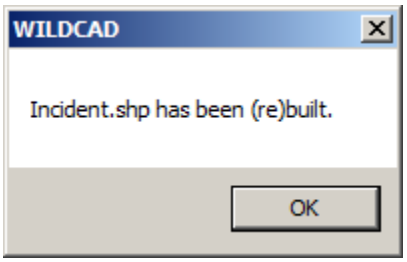
Build Incident Shape File

Sys Admin => Maps => Build Shape Files => Build INCIDENT.SHP



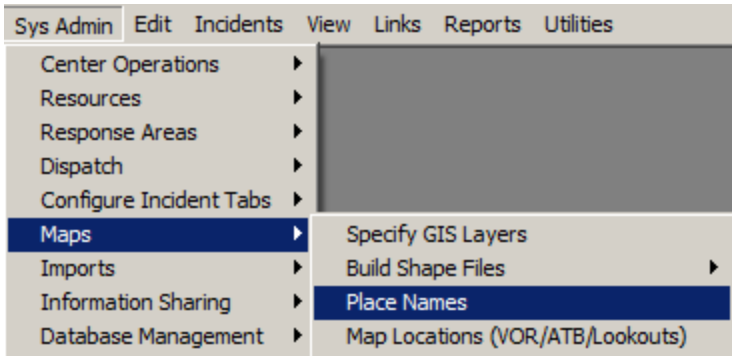
The last type of shape file you can build from within WildCAD will contain your Incidents. Choose to include All incidents, or those within a specified date range:



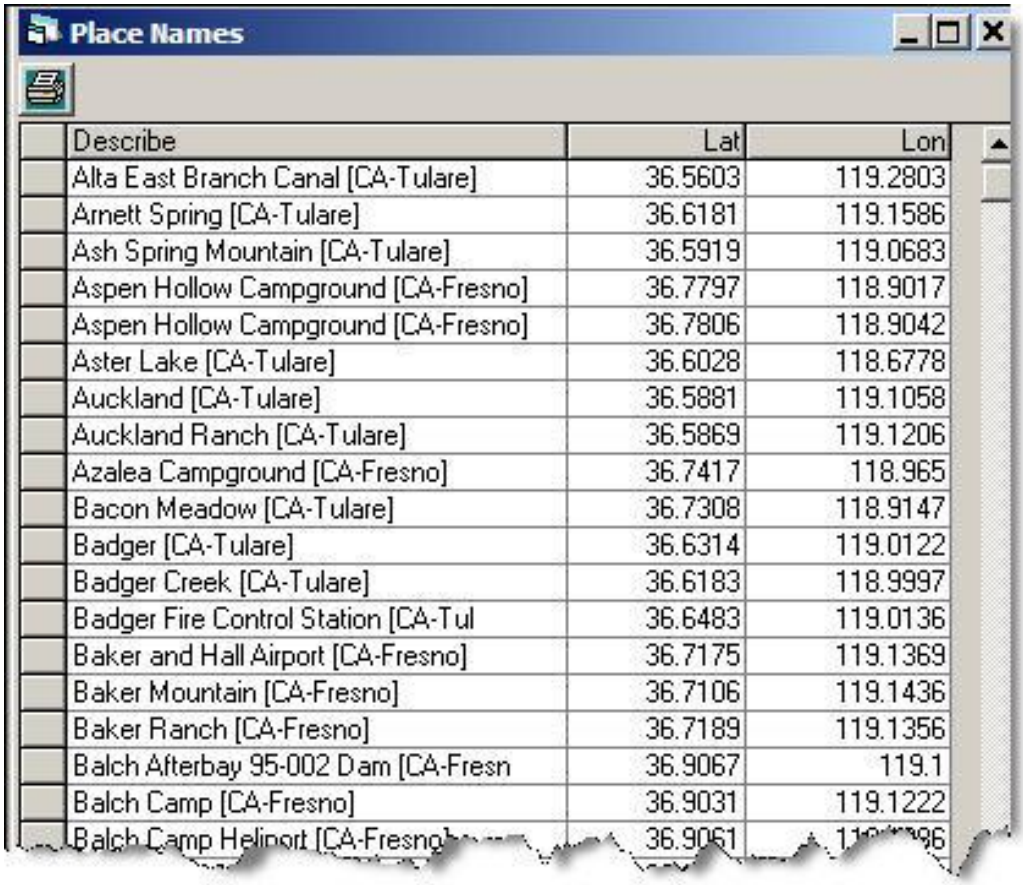


Place Names

Sys Admin => Maps => Place Names

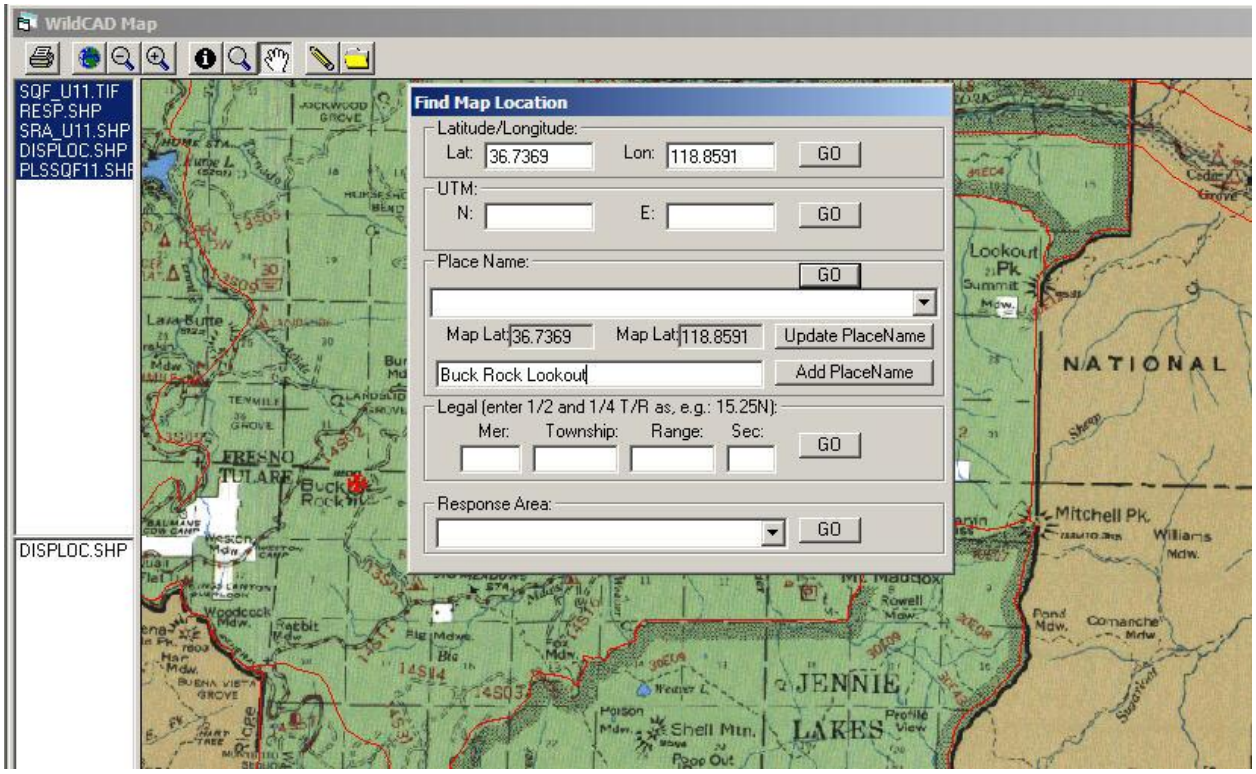


Dispatchers will be able to find locations in WildCAD by using a list of "Place Names". System Administrators create and edit this list.



Describe	Lat	Lon
Alta East Branch Canal [CA-Tulare]	36.5603	119.2803
Arnett Spring [CA-Tulare]	36.6181	119.1586
Ash Spring Mountain [CA-Tulare]	36.5919	119.0683
Aspen Hollow Campground [CA-Fresno]	36.7797	118.9017
Aspen Hollow Campground [CA-Fresno]	36.7806	118.9042
Aster Lake [CA-Tulare]	36.6028	118.6778
Auckland [CA-Tulare]	36.5881	119.1058
Auckland Ranch [CA-Tulare]	36.5869	119.1206
Azalea Campground [CA-Fresno]	36.7417	118.965
Bacon Meadow [CA-Tulare]	36.7308	118.9147
Badger [CA-Tulare]	36.6314	119.0122
Badger Creek [CA-Tulare]	36.6183	118.9997
Badger Fire Control Station [CA-Tul	36.6483	119.0136
Baker and Hall Airport [CA-Fresno]	36.7175	119.1369
Baker Mountain [CA-Fresno]	36.7106	119.1436
Baker Ranch [CA-Fresno]	36.7189	119.1356
Balch Afterbay 95-002 Dam [CA-Fresn	36.9067	119.1
Balch Camp [CA-Fresno]	36.9031	119.1222
Balch Camp Heliport [CA-Fresno]	36.9061	119.1296

In addition, you may add place names from the WildCAD map itself.

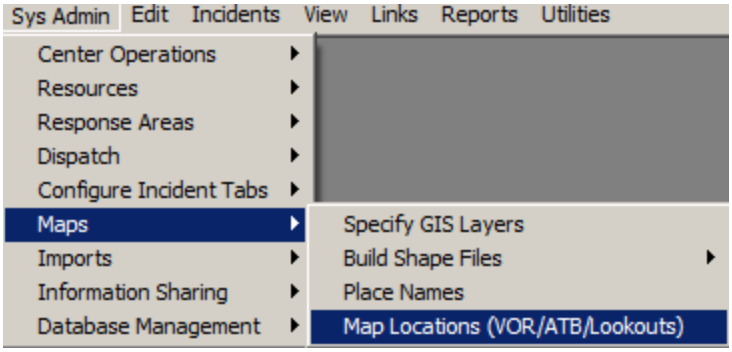


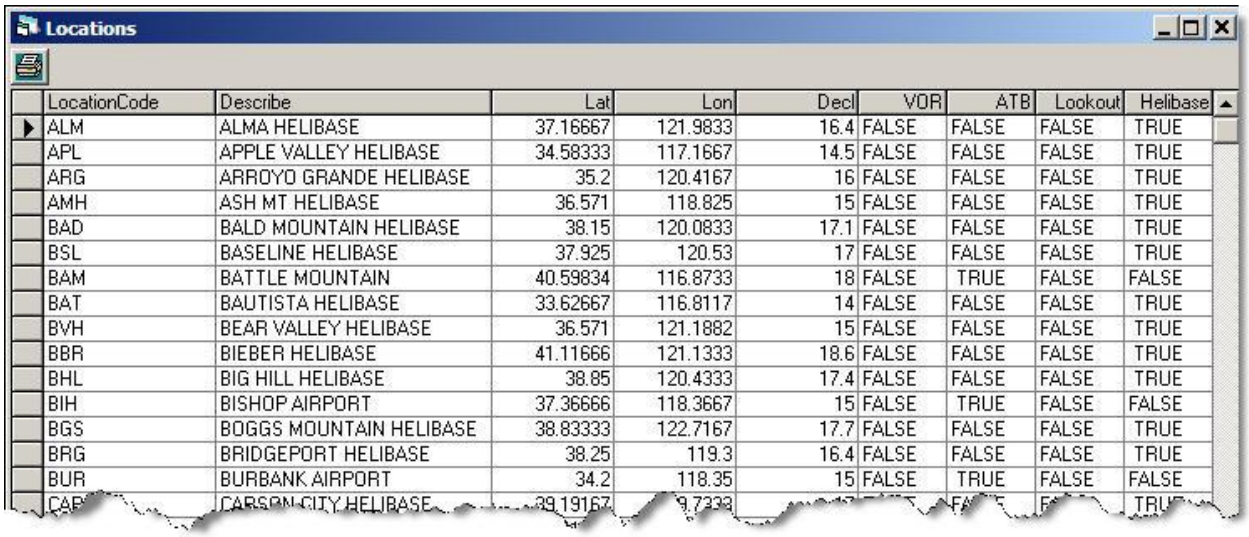
From the map, click the “Find” button to open up the Find Map Location Screen. Click on the spot on the map where you want the new location to be stored. Or, “Find” a lat/lon. Then, enter the new name for the placename, and click “Add PlaceName”.

You may also edit the lat/lon for an existing place name from the map. “Find” the place name, click on the correct map location, and then click “Update PlaceName”.

Map Locations (VOR/ATB/Lookouts)

Sys Admin => Maps => Location (VOR/ATB/Lookouts)



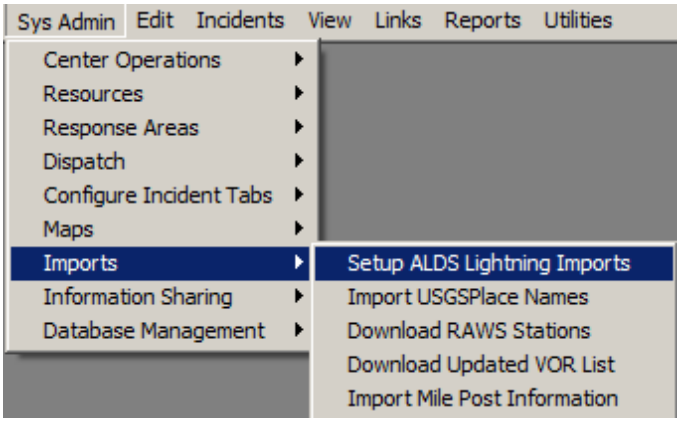


LocationCode	Describe	Lat	Lon	Decl	VOR	ATB	Lookout	Helibase
ALM	ALMA HELIBASE	37.16667	121.9833	16.4	FALSE	FALSE	FALSE	TRUE
APL	APPLE VALLEY HELIBASE	34.58333	117.1667	14.5	FALSE	FALSE	FALSE	TRUE
ARG	ARROYO GRANDE HELIBASE	35.2	120.4167	16	FALSE	FALSE	FALSE	TRUE
AMH	ASH MT HELIBASE	36.571	118.825	15	FALSE	FALSE	FALSE	TRUE
BAD	BALD MOUNTAIN HELIBASE	38.15	120.0833	17.1	FALSE	FALSE	FALSE	TRUE
BSL	BASELINE HELIBASE	37.925	120.53	17	FALSE	FALSE	FALSE	TRUE
BAM	BATTLE MOUNTAIN	40.59834	116.8733	18	FALSE	TRUE	FALSE	FALSE
BAT	BAUTISTA HELIBASE	33.62667	116.8117	14	FALSE	FALSE	FALSE	TRUE
BVH	BEAR VALLEY HELIBASE	36.571	121.1882	15	FALSE	FALSE	FALSE	TRUE
BBR	BIEBER HELIBASE	41.11666	121.1333	18.6	FALSE	FALSE	FALSE	TRUE
BHL	BIG HILL HELIBASE	38.85	120.4333	17.4	FALSE	FALSE	FALSE	TRUE
BIH	BISHOP AIRPORT	37.36666	118.3667	15	FALSE	TRUE	FALSE	FALSE
BGS	BOGGS MOUNTAIN HELIBASE	38.83333	122.7167	17.7	FALSE	FALSE	FALSE	TRUE
BRG	BRIDGEPORT HELIBASE	38.25	119.3	16.4	FALSE	FALSE	FALSE	TRUE
BUR	BURBANK AIRPORT	34.2	118.35	15	FALSE	TRUE	FALSE	FALSE
CAR	CARSON CITY HELIBASE	39.19167	119.7333					TRUE

IMPORTS

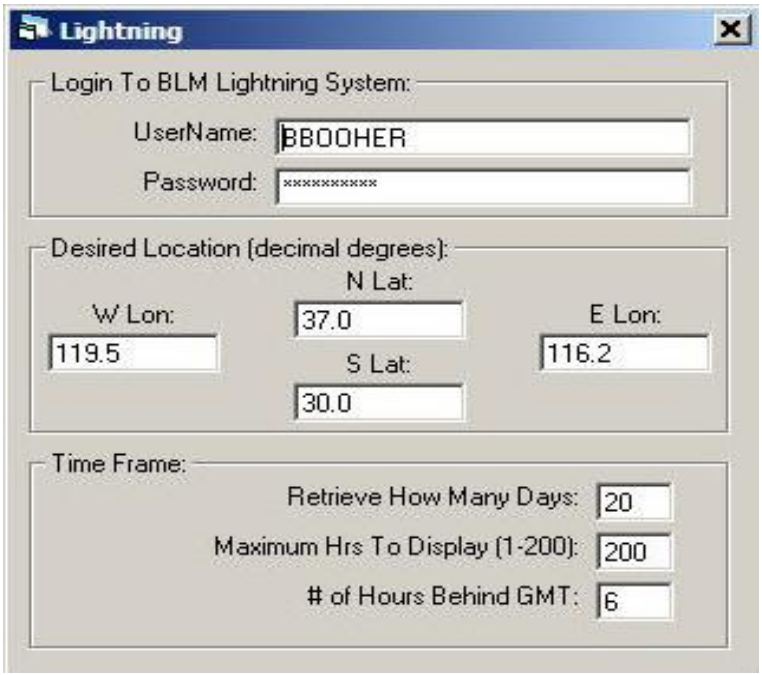
Configure ALDS Lightning

Sys Admin => Imports => Setup ALDS Lightning Imports



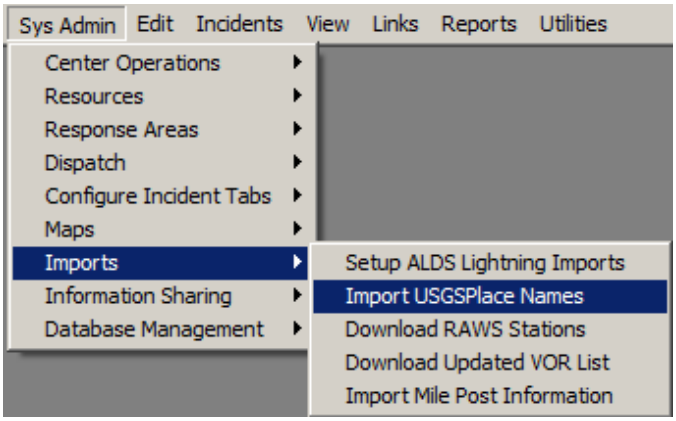
To create the criteria for the Lightning download, enter you current UserName and Password, remember this has to be changed at the same time you change the Password in the BLM Lightning system.

- Enter the Lat/Longs for the area
- Enter the Number of days data to retrieve (10 days Max)
- Enter Number of hours of data to display.
- Enter the number of hours your center is behind Greenwich Mean Time. (PST is 8 hours behind)



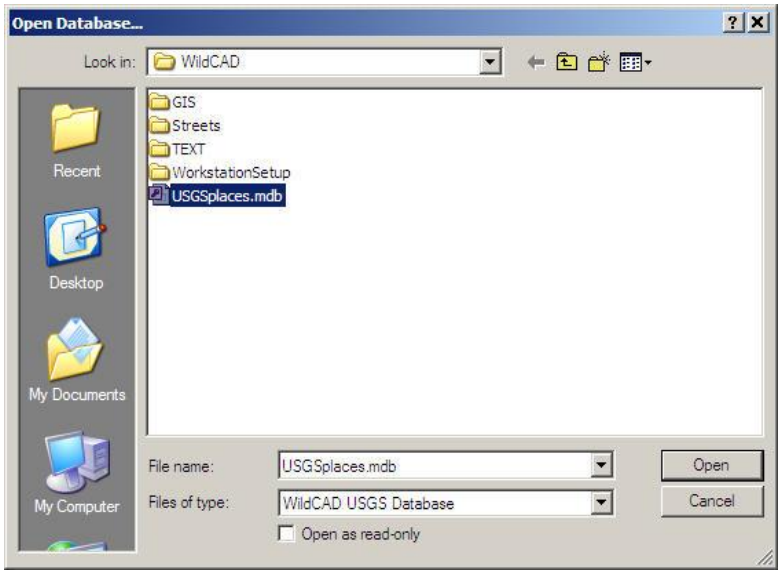
Import USGS Place Names

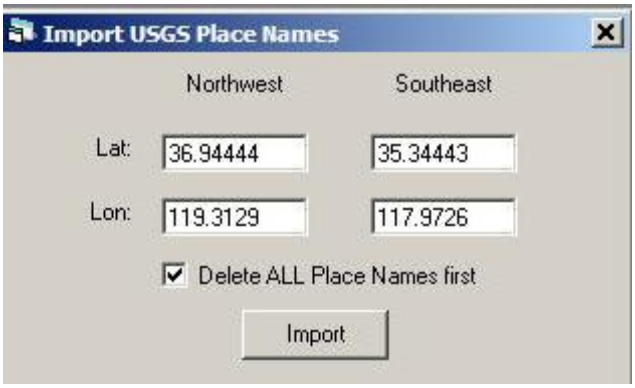
Sys Admin => Imports => Import USGSPlace Names



Include with the program is a file “USGSplaces.mdb” that is installed in the Wildcad folder.

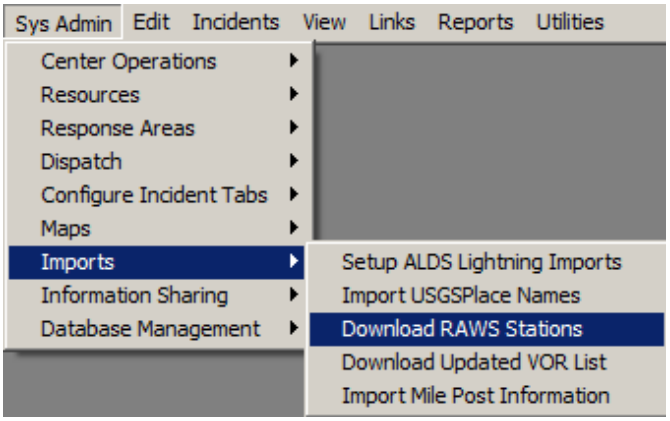
To extract the Place Names for your unit enter the Northwest and Southeast Lat/Long’s and hit the import button. If you have entered Placenames manually then do not select the Delete button. You only need to do this one time for your dispatch center.



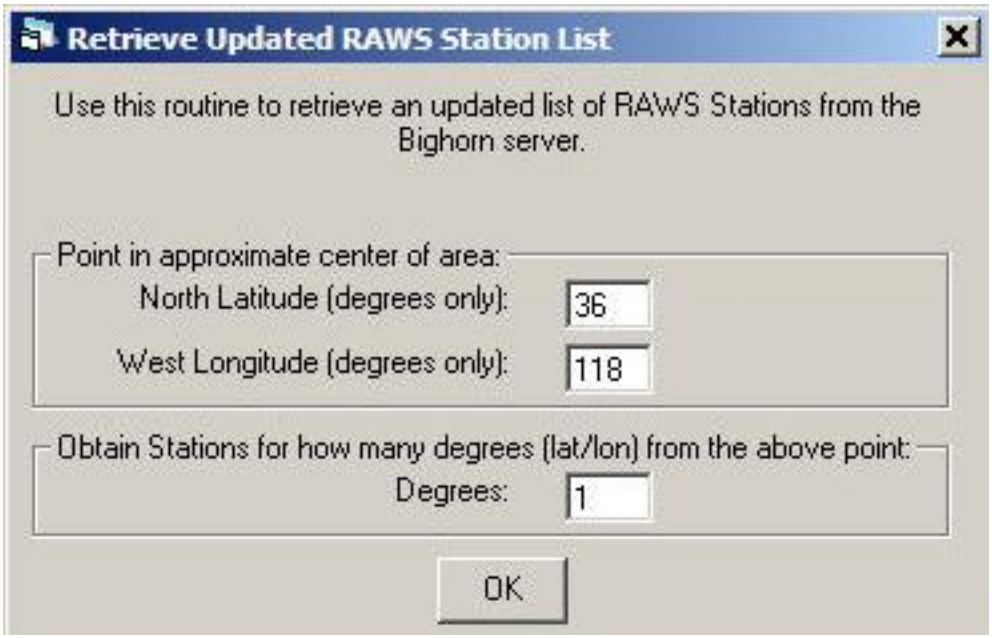


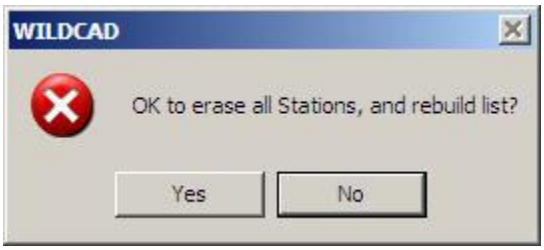
Download RAWS Stations

Sys Admin => Imports => Download RAWS Stations



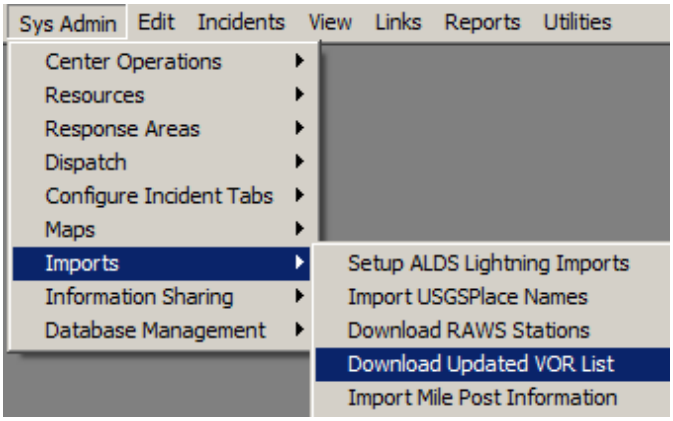
Use the Download RAWS Stations to define an area to extract the RAWS station information. Enter a Lat/Long of the center of your dispatch area and the degrees from that point you want to extract. The current list will be deleted and rebuilt from the import.



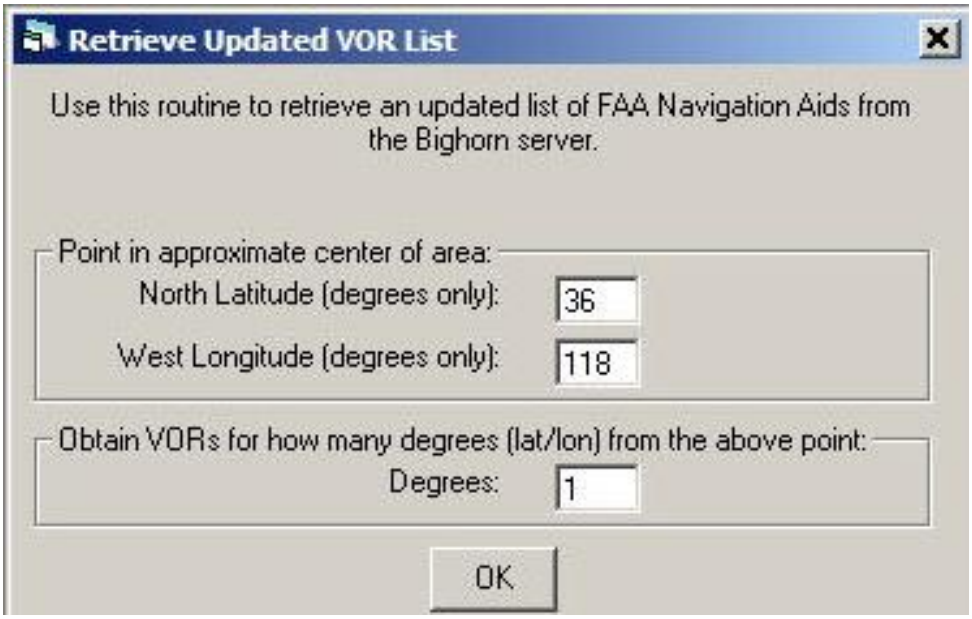


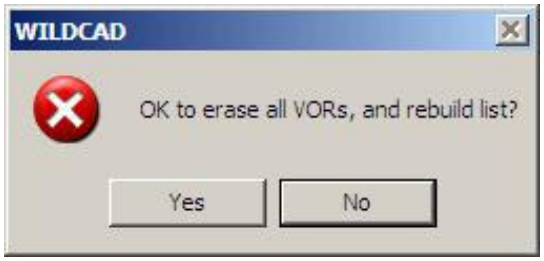
Download Updated VOR List

Sys Admin => Imports => Download Updated VOR List



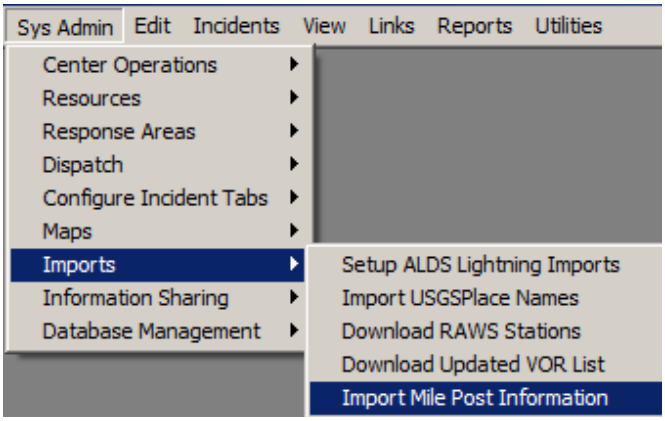
To create a VOR table that has more site specific data enter the Lat/Long and degrees. This will create a list of all the VOR's within the selected area. The data will display in the Dist/Bearing and the Aircraft tabs of the Incident screen





Import Mile Post Information

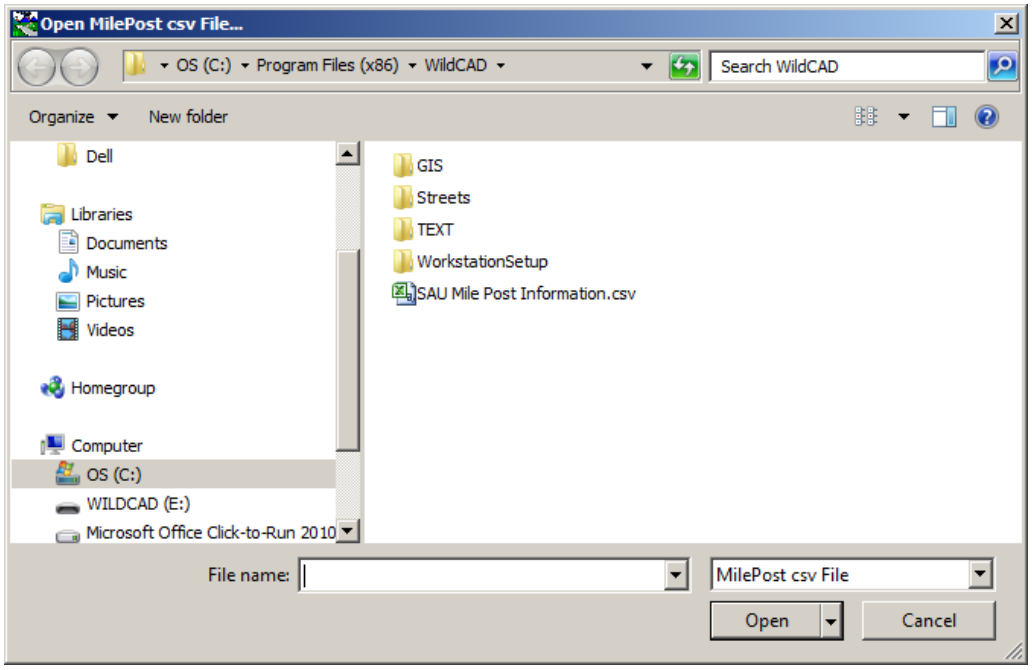
Sys Admin => Imports => Import Mile Post Information



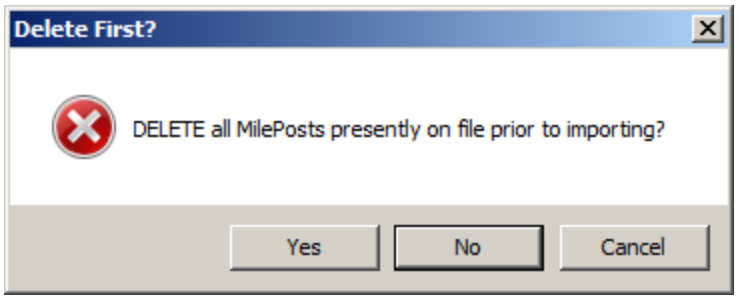
You may import Mile Post information into WildCAD, but the source data must be in a precise format, a .csv file with 4 entries per row:

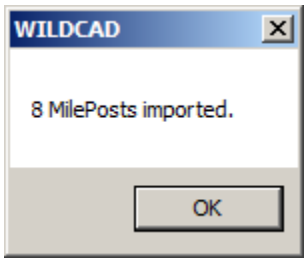
1. Street name
2. Milepost number
3. Decimal latitude
4. Decimal longitude

Navigate to your .csv file, and click “Open”.



You can direct WildCAD to delete any existing Mile Posts prior to importing from this file.


Delete First?
DELETE all MilePosts presently on file prior to importing?
Yes
No
Cancel

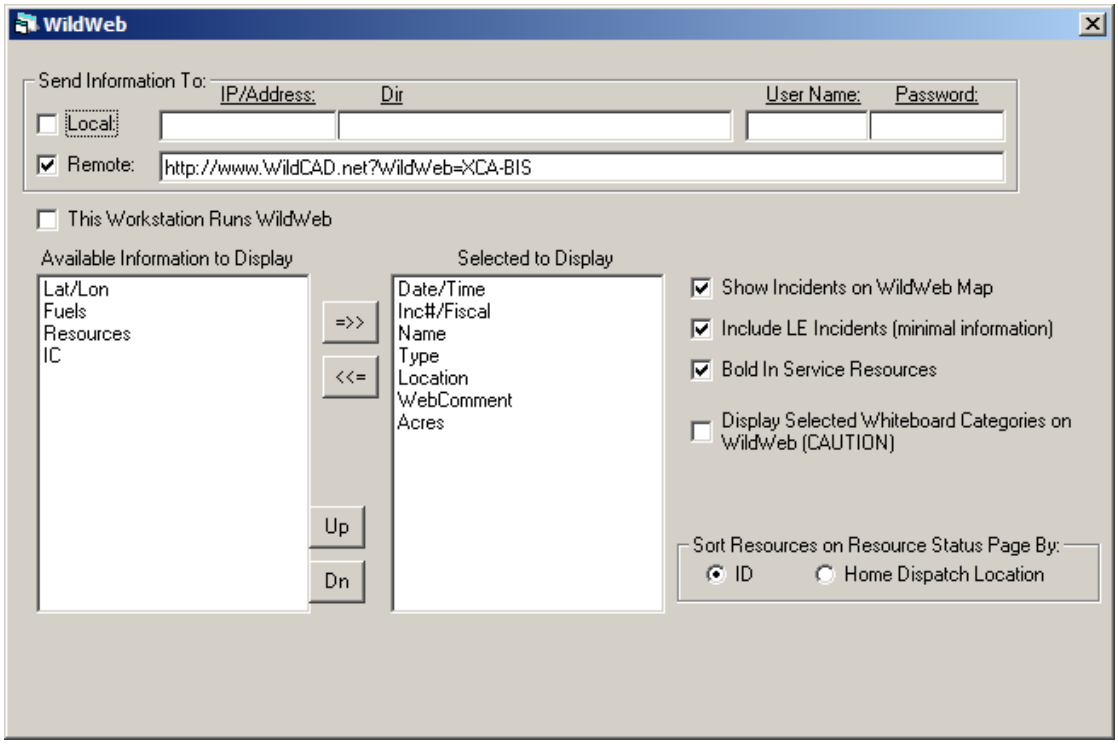

WILDCAD
8 MilePosts imported.
OK

INFORMATION SHARING

WildWeb

Sys Admin => Information Sharing => WildWeb

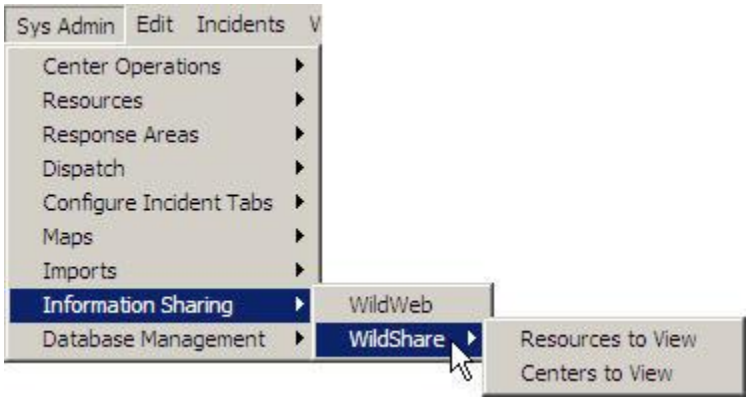
To display your Incident information on WildWeb, check the box indicating the current workstation runs WildWeb. The workstation must be on to be able to upload the data to the WildWeb server. The remote address is preinstalled, if you have an Intranet site you want to use, enter the URL, FTP UserName, and Password. Select how you want information to show on WildWeb, and select the Fields to be shown.

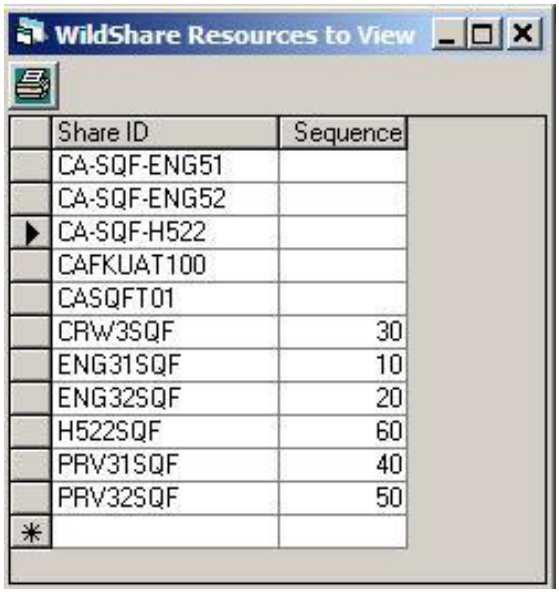


WildShare

Resources to View

Sys Admin => Information Sharing => WildShare => Resources to View

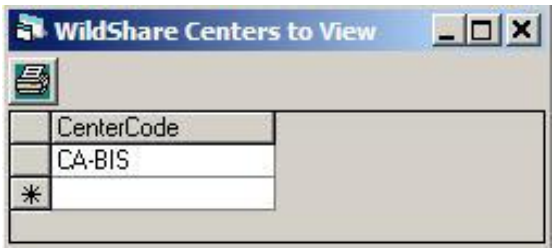




Share ID	Sequence
CA-SQF-ENG51	
CA-SQF-ENG52	
CA-SQF-H522	
CAFKUAT100	
CASQFT01	
CRW3SQF	30
ENG31SQF	10
ENG32SQF	20
H522SQF	60
PRV31SQF	40
PRV32SQF	50

Center to View

Sys Admin => Information Sharing => WildShare => Center to View

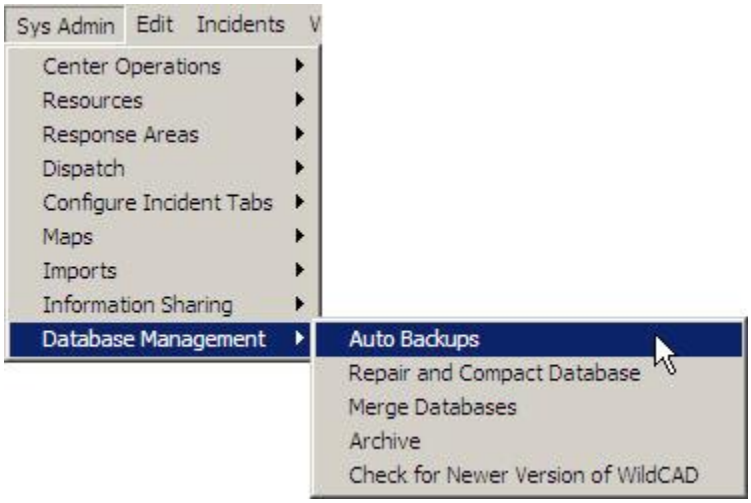


CenterCode
CA-BIS

DATABASE MANAGEMENT

Auto Backups

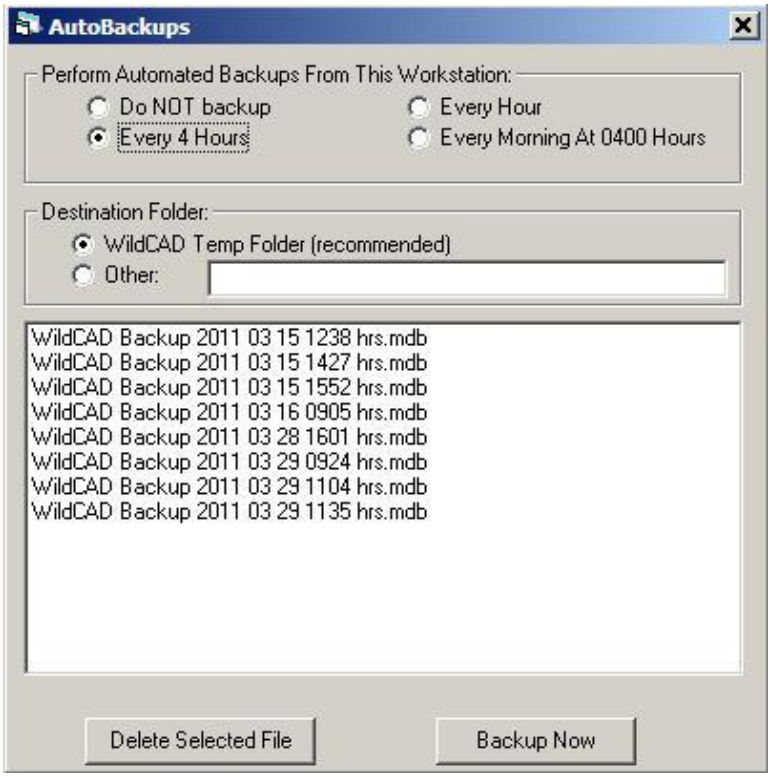
Sys Admin => Database Management => Auto Backups



This allows you to select an automatic backup schedule to be utilized on the current workstation. The backup file is created in c:\wcadtemp of the WildCAD Server machine, with this format "WildCAD Backup 2010 03 11 0839 hrs.mdb". Only eight backups will be stored, as the most recent is created the oldest will be deleted. Select the radio button for the schedule you desire. This should be activated on your busiest workstation which must be "on" for the backups to work.

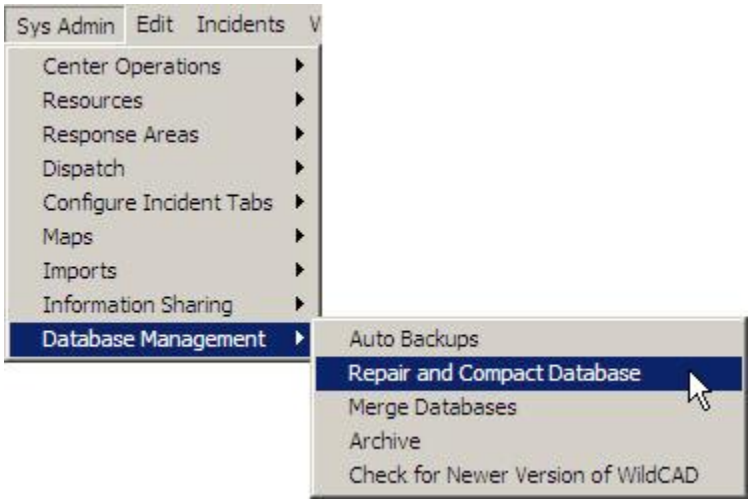
To restore your data:

- We recommend asking Bighorn for assistance prior to restoring a backup.
- Make a copy of the most recent backup file and rename it to "WildCAD.mdb"
- Copy this file into the C:\WILDCAD" folder, after renaming the old file.
- Restart WildCAD

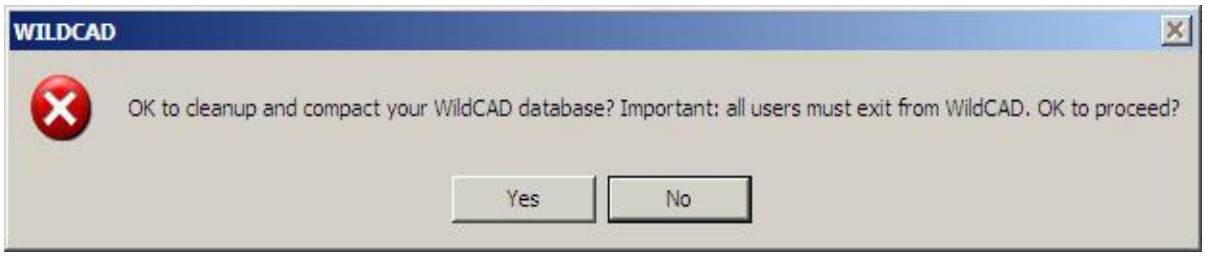


Repair and Compact Database

Sys Admin => Database Management => Repair and Compact Database

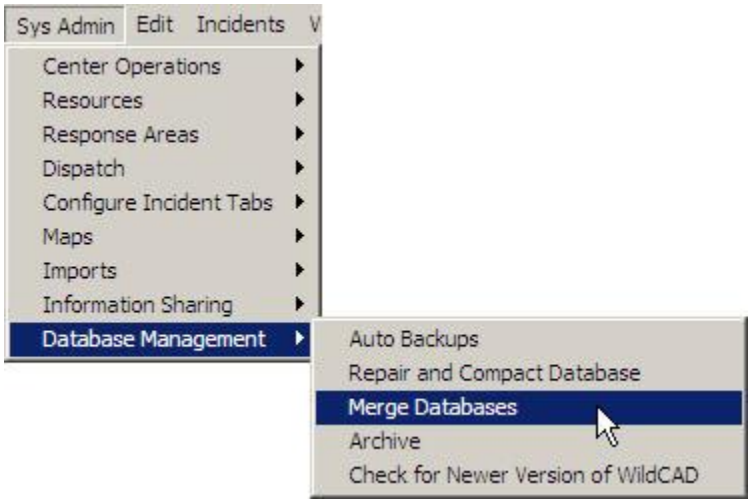


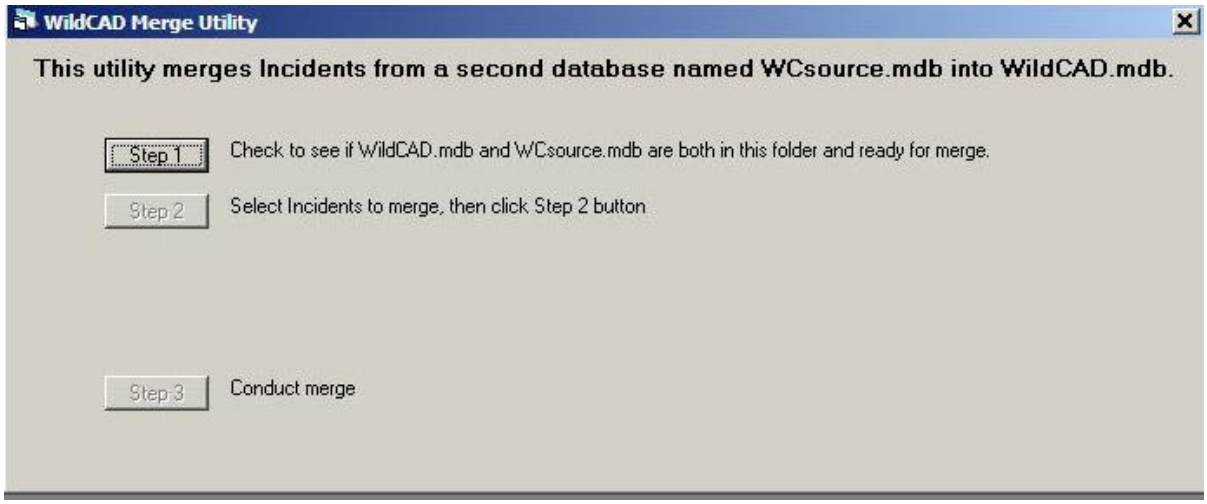
This routine should be run once per month or more frequently if you view a lot of lightning data (ALDS), to reduce the size and increase the speed of your database. It is recommended that you perform this action after doing backups.



Merge Databases

Sys Admin => Database Management => Merge Databases

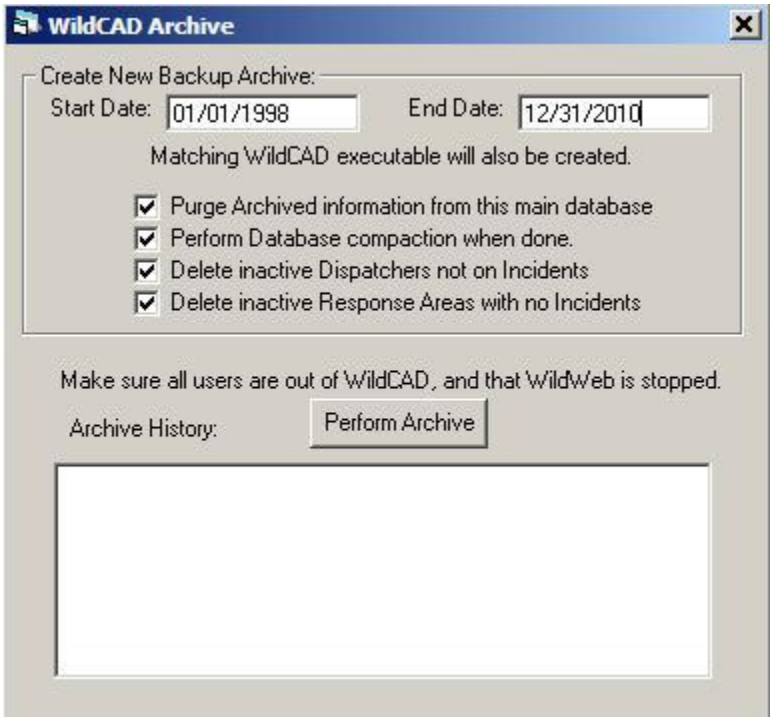




If you need to merge two WildCAD databases, please contact Bighorn for assistance.

Archive

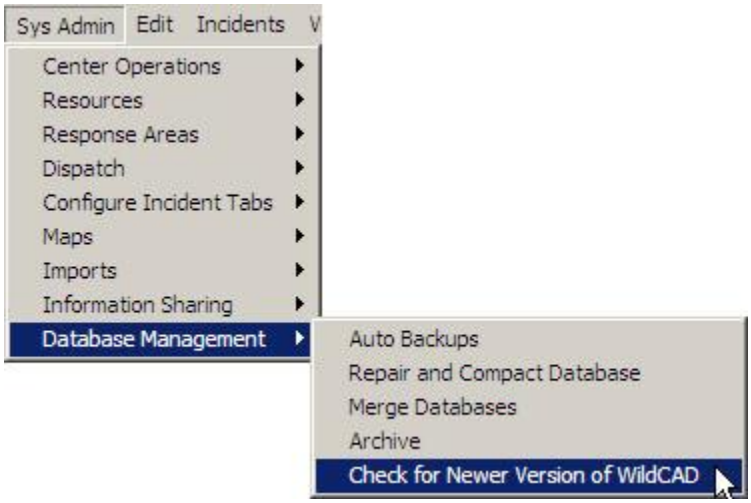
Sys Admin => Database Management => Archive



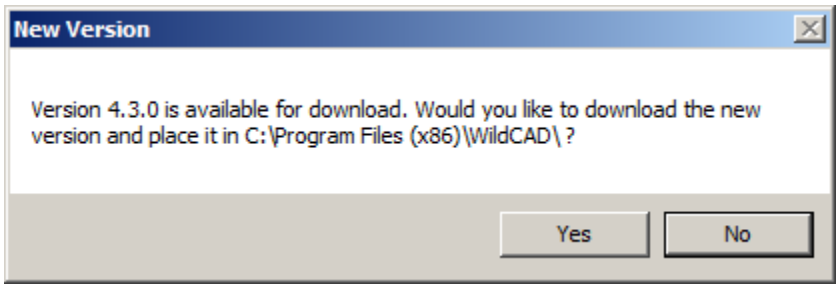
Use Archive to make a copy of your complete database and then archive (delete) data in the date range you specify from your main database.

Check for Newer Version of WildCAD

Sys Admin => Database Management => Check for Newer Version of WildCAD



Use this menu item to check for the availability of a newer version of WildCAD, and optionally download it. Once downloaded, you will need to unzip the new WildCAD.exe, have all users exit from WildCAD, and replace your current WildCAD.exe with the new one.



TROUBLESHOOTING

1 – You receive "Error 75"

With Windows Admin rights, right-click on C:\WCADtemp folder and grant "Full Control" to All Users.

2 – WildWeb is not working

On PC running WildWeb, check Sys Admin -> Information Sharing -> WildWeb to assure "This Workstation Runs WildWeb" and "Remote" are both checked. Make sure WildWeb.exe is located on WildCAD server in same folder as WildCAD.exe. Look for the blue arrow icon.

3 – You receive "Unlicensed Version"

There is no WildCAD.mdb in the same folder as the WildCAD.exe you are running. You might be running the wrong WildCAD.exe.

4 – Backups are not working

Check Auto Backups, and make sure a time is selected. Examine the C:\WCADtemp folder.

5 – You receive "Unrecognized Database Format"

Your database is corrupt. Contact Bighorn, and start locating your most recent backup.

6 – A map layer does not show on the map

Examine the pull down list on the map above the "New Inc" button. If the layer is not listed, it was invalid or could not be located. For shape files, look for .shp .shx and .dbf files in the GIS folder on the WildCAD server. Make sure all layers are in UTM and in the same UTM zone.

7 – When printing to PDF, the output is blank

If a Forest Service PC, look for a "printer" called "FS PDF Write". If it exists, it is in conflict with WildPDF. Two choices: 1) With Windows Admin, uninstall FS PDF Writer, reboot, and run SetupWildPDF again. 2) On File -> Preferences, change the "PDF" selection to "FS PDF Writer".

8 – You receive other errors

Check network speeds on Utilities -> Database Viewer -> DB Time. 100 or less is good.

Make sure auto backups are running!
"Compact and Repair" monthly – more often with lightning retrieval
Insert "stats" before period in WildWeb url