



INFORM INSPECTOR USER'S
GUIDE
INSPECTOR VERSION 1.0

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InFORM Inspector User's Guide

The Interagency Fire Occurrence Reporting Modules (InFORM) is an interagency application. InFORM replaces legacy wildland fire reporting systems, including the Wildland Fire Management Information (WFMI) system. Via automated data exchange services (i.e. IRWIN and the geospatial National Incident Feature Service), InFORM shares data with other fire applications such as WildCAD, FireCode, EGP, WFDSS, and FAMWeb-209. The InFORM application suite currently is comprised of 3 integrated applications:

- InFORM Mobile/Survey123 can be used to initiate a fire report in areas where WildCAD is not used or is otherwise unavailable. When run from a GPS-enabled cell phone or tablet at the fire scene, InFORM's Survey123 app can automatically capture the fire's location as a point.
- InFORM Mobile/Collector can be used on a GPS-enabled cell phone or tablet to capture a perimeter for any incident reported through IRWIN.
- InFORM Inspector is the web-based application used to complete and certify fire reports. Under normal circumstances, most of the data in the fire report will have been entered in upstream applications, such as WildCAD and FAMWeb209, so Inspector is used to review that data, add/edit information to complete all required data fields, and certify the report as "final".

This user's guide is for InFORM Inspector application.

InFORM Inspector is the web-based application that allows users to:

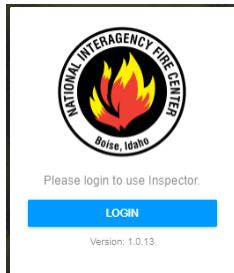
- Edit an incident
- Certify an Incident
- Create a Final Fire Report
- View and edit incidents in conflict
- Upload incident records
- Download incident records
- Reporting
- Create a new incident for users who don't use a CAD or have another means of recording an incident

The role the user is assigned in Inspector affects the functions the user can perform in Inspector. Roles are as follows:

InFORM Inspector Role	Role Description
Certifier	Highest-level access. Using InFORM Inspector, can certify any fire report, thereby indicating: data collection phase is done, report is complete, data is accurate and can be used for official statistics. Also has Editor role capability.
Editor	Can review and edit any fire report using InFORM Inspector. Also has Mobile User role capability.
Viewer	In InFORM Inspector, can run summaries, generate/print individual fire reports, and export data. Cannot add/delete reports or modify data.

Logging In

To login into Inspector, go to <https://irwin.doi.gov/inspector/>



1. Choose Login.
2. Enter your NIFC ArcGIS Online login and password.

Account Options

When you click the down arrow next to your account name in the upper right-hand corner of the screen, several options appear.

Report a new incident

Select this option to create a new incident. This method of creating a new incident is not meant to replace a CAD, but can be used to quickly create a new incident when needed.

Data Dictionary

Select this option to view the InFORM Inspector Data Dictionary that lists the data elements found in Inspector.

Reports

Select this option to view the static, pre-defined reports

Sign Out

Select this option to sign out of Inspector.

Contact

Select this option to view agency contact information for Inspector.

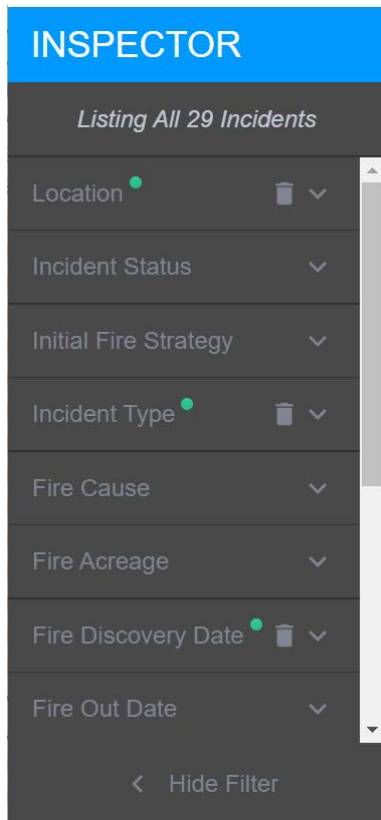
Links

These are quick links to commonly needed systems and materials, such as IRWIN Observer, InFORM Training Materials, Sit209, NWCG web site, and Fuel Model information.


Viewing and Filtering Incidents


The incidents that appear in Inspector are the same incidents in IRWIN. Inspector offers several ways to view and filter the incidents displayed in a list, allowing users to see as few or as many incidents as desired. Once a list is filtered, users can report, summarize, or download the incidents in the filtered list.

When Inspector is opened, a list of filters is displayed on the far-left navigation.




- These filters can be used to restrict or expand the incidents in the list and indicated in the map.
- Click the down carat (∨) to see the options for a specific filter
- Click the up carat (^) to collapse the options for that filter
- The system stores filter selections for subsequent sessions. They can be changed at any time.

-  A green indicator by the filter indicates that a selection has been made for that filter.

-  Clicking the trash can icon next to a filter allows the user to clear that filter selection.

-  To hide the left navigation Filter list, click Hide Filter. To unhide, click the right carat (>)

-  Based on filter selections, Inspector displays how many incidents meet the criteria at the top of the filters.

Location

The incident list displays all incidents that are located within the map extent on the right. To narrow the results by selecting a more specific area, follow these steps to use the Polygon Tool:

1. Expand the Location option.
2. Click the four-sided polygon graphic to the right of Select On Map.
3. Click on the map to draw the boundary of the selection.
4. Double-click on the last point to close the polygon.

5. The screen refreshes automatically, refreshing the incident list to only include incidents within the selected area.

Click the four-sided polygon graphic to the right of Select On Map again to exit the boundary drawing mode without completing the boundary. Alternatively, you can use the pan and zoom method described in the “Using the Map” section later in this document.

Incident Status

The dropdown for Incident Status defaults to All. To select another option:

1. Click the down arrow to the right of All.
2. Click to select Certified, Complete, Incomplete, or Is Quarantined.
3. The map indicators and incidents list will automatically refresh and update.

GACC

The option under GACC (Geographic Area Coordination Center) is a list of all GACCs. To select one, click to expand the list, and then click to select the desired GACC.

State

The State filter has two options: State and County. The County pick list will not populate until a state has been selected.

Initial Fire Strategy

Multi-select options. Options are Full Suppression, Point Zone Protection, Confine, and Monitor.

Incident Category

Multi-select options. Wildfire is the Default Selection. Options are Emergency Stabilization/BAER, Debris/Product Fire, Fire Rehabilitation, Incident/Event Support, Preparedness/Preposition, Prescribed Fire, Structure Fire, Vehicle Fire, Wildfire, Incident Complex, False Alarm, and Out of Area Response.

Fire Cause

Multi-select options. Options are Natural, Human, and Unknown.

Fire Acreage

Options to enter a minimum value and/or a maximum value. Minimum is .1 and there is no Maximum

Fire Discovery Date

Enter a minimum and/or maximum date from the calendar date picker. The default is set to the current date.

Fire Out Date

Enter a minimum and/or maximum date from the calendar date picker.

Last Modified Date

Enter a minimum and/or maximum date from the calendar date picker.

Modified By System

Single select a system from the list.

Created By System

Single select a system from the list.

Damages

For each Damages option, users can make a single selection of All, Yes, or No. Options are Residences Destroyed, Injuries, Fatalities, Other Structures Destroyed, Structures Threatened, and Other Structures Threatened.

Final Report Narrative

This an open text search field. By entering a search term in this box, Inspector will return results with the entered term. Multiple terms cannot be searched at this time.

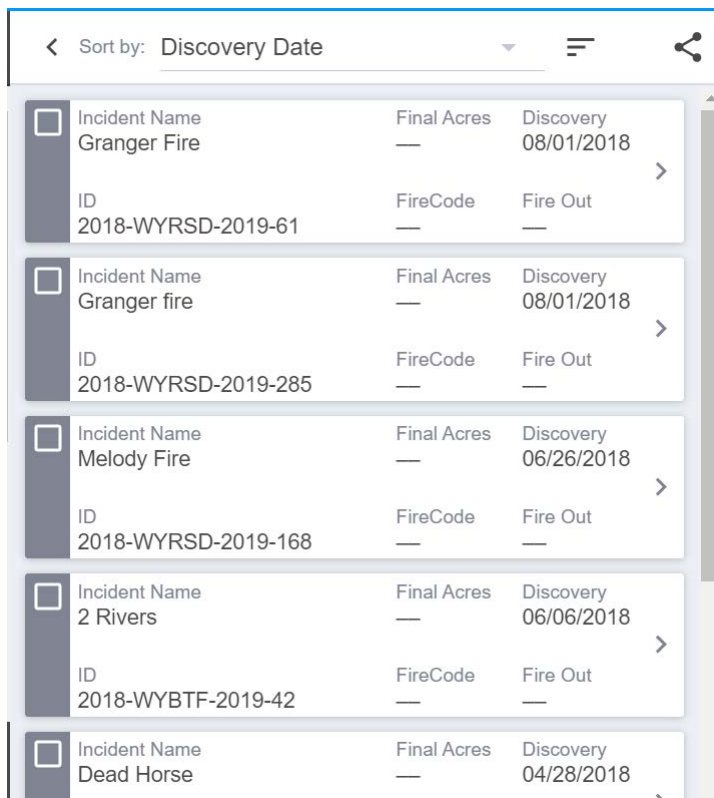
Jurisdictional Units

Open text fields to enter search for Agency, Unit, or Unit Parent

Landowner Category

Multi-select options.

Incident List



Sort by:	Discovery Date		
<input type="checkbox"/>	Incident Name Granger Fire	Final Acres —	Discovery 08/01/2018
	ID 2018-WYRSD-2019-61	FireCode —	Fire Out —
<input type="checkbox"/>	Incident Name Granger fire	Final Acres —	Discovery 08/01/2018
	ID 2018-WYRSD-2019-285	FireCode —	Fire Out —
<input type="checkbox"/>	Incident Name Melody Fire	Final Acres —	Discovery 06/26/2018
	ID 2018-WYRSD-2019-168	FireCode —	Fire Out —
<input type="checkbox"/>	Incident Name 2 Rivers	Final Acres —	Discovery 06/06/2018
	ID 2018-WYBTF-2019-42	FireCode —	Fire Out —
<input type="checkbox"/>	Incident Name Dead Horse	Final Acres —	Discovery 04/28/2018

- In the center list, the list of incidents that appears is based on the map on the right and on the Filters selected in the left navigation.
- Summary incident information appears in the incident box, including Incident Name, Incident ID, Final Acres, FireCode, Discovery Date, and Fire Out date.
- Users can sort the list of incidents by making a selection in the Sort By field. Options are Discovery Date, Fire Out Date, Incident Name, Last Updated, and Fire Size.

- Users can hide the incident list (to make the map view larger) by clicking the left carat (<) next to Sort By. To expand the list, click the right carat (>).



- If the Incident list is hidden, click the arrow to show all information for an incident.



- Users can toggle the list sort selected by ascending or descending by clicking the type selector.



- Users can share the incidents in the list by clicking the share selector. This copies all of the filters and map extent in a link that can be shared with others.

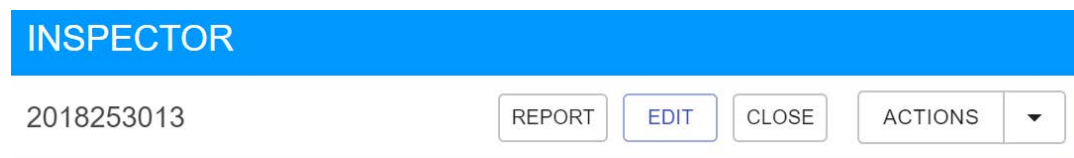


- Users can select incidents by clicking the box on the left.
- To see all information about an incident, click the right carat (>) on the right side of the incident box.
- Incident box color: blue indicates all required fields for the incident have been populated; green indicates the incident is certified; gray indicates that the incident is missing required data elements; orange means that the incident is quarantined and in conflict with another incident.

Sort by: <u>Discovery Date</u>			
<input type="checkbox"/>	Incident Name Granger Fire	Final Acres —	Discovery 08/01/2018
	ID 2018-WYRSD-2019-61	FireCode —	Fire Out —
<input type="checkbox"/>	Incident Name Granger fire	Final Acres —	Discovery 08/01/2018
	ID 2018-WYRSD-2019-285	FireCode —	Fire Out —
<input type="checkbox"/>	Incident Name Melody Fire	Final Acres —	Discovery 06/26/2018
	ID 2018-WYRSD-2019-168	FireCode —	Fire Out —
<input type="checkbox"/>	Incident Name 2 Rivers	Final Acres —	Discovery 06/06/2018
	ID 2018-WYBTF-2019-42	FireCode —	Fire Out —
<input type="checkbox"/>	Incident Name Dead Horse	Final Acres —	Discovery 04/28/2018

Incident Options


When an incident information is open, users have the following options, depending on his/her role:



The screenshot shows a user interface for an Inspector role. At the top, there is a blue header bar with the word "INSPECTOR" in white capital letters. Below this header, the incident ID "2018253013" is displayed on the left. To the right of the ID are four buttons: "REPORT", "EDIT", "CLOSE", and "ACTIONS". The "ACTIONS" button has a small downward-pointing triangle next to it, indicating a dropdown menu.

Incident View

- The incident view contains all information about an incident, divided up into relevant groupings.
 - Summary Information
 - The summary information grouping displays the date and time the incident was last modified, as well as the system that last modified it.
 - The summary information grouping also displays the incident name, incident ID, Discovery Date, and Fire Size.
 - If there are required fields for certifying a final fire report missing, users will see a message in red indicating the number of missing fields.
 - Users can also request a FireCode from this grouping if needed by clicking the green REQUEST FIRECODE button in the summary. This can only be requested once and then the button turns gray. It should take less than one minute to receive a FireCode once requested. Users might need to refresh the incident by closing and reopening to see the change.
 - Incident
 - Point of Origin
 - Size Information
 - Perimeter
 - Chronology
 - Site Descriptors

- Outcomes
- Fire Cause
- Complexity and Management
- Miscellaneous
- Users can expand or collapse the groupings by clicking the up or down carat.
-  The selected incident is indicated on the map as a yellow circle outlined in black
- To close out of the selected incident view, click the Close button at the top of the window
- Other actions users, depending on their role, can take on this window are:
 - Report
 - Edit
 - Actions
 - Invalidate
 - Find Conflicts
 - View Resources Summary
- Required Incident Information is denoted by a red asterisk (*).
- See the InFORM Data Dictionary for data element definitions

Incidents created in InFORM Mobile or in any other system are available in Inspector for viewing, editing, reporting, and certifying.

Users can edit specific data elements in Inspector under the following conditions:

- The user has the role of Editor or Certifier in InFORM

AND

- The Authoritative Data Source (ADS) state in IRWIN for the data element is higher for Inspector than for another system

Viewing a Fire Report

When users click Report at the top of the incident window, the Final Fire Report appears.

- The incident information displays in a report format, using the same groupings found elsewhere in Inspector, with the addition of:
 - A map of the incident (zoomed to the same level as the user was viewing on the screen)
 - A Narrative section for the final fire report narrative
 - A Certification section with some incident information listed
 - An Approval sections for wet signatures. This is not required and only available for some agencies that might require a wet signature
- The report can be printed or printed as a .pdf.
- Click Back in the upper left to return to the Incident window

Editing a Fire Report

When users click Edit at the top of the incident window, editable data elements become active.

- Only users with Editor or Certifier roles can edit
- The incident summary section at the top indicates in **red** the total number of missing required data elements. Note: Users cannot directly edit any information in the summary section
- Groupings with missing required information will have an alert in red text indicating how many required fields are missing in that grouping
- To save changes, click Save Changes. To exit without saving changes, click Cancel

The information users can edit is outlined below.

Incident Information

INCIDENT ^	
INCIDENT NAME *	2018253013
INCIDENT TYPE *	Fire ▼
INCIDENT CATEGORY *	Wildfire ▼
UNIQUE FIRE IDENTIFIER *	2018-MNMNS-2018253013
LOCAL INCIDENT IDENTIFIER *	2018253013
FIRECODE	—
IRWIN ID *	{1DDCE73B-D8AF-44E9-A2CD-8B762EC6D0F0}
USFS JOB CODE PREFIX	_____
ABCD MISC	_____
IS FS ASSISTED	_____ ▼

Incident Name (Required): The incident name comes from the system used to report the incident originally, but users can edit the incident name here.

Incident Type (Required): The incident type defaults to Fire. Other options appear in the list, but for now Inspector is built to handle Incident Type of Fire.

Incident Category (Required): The Incident Category defaults to Wildfire. Other options appear in the list and are dependent on the Incident Type selected. These domain values are managed in IRWIN.

Unique Fire Identifier (Required): This field is NOT editable. It is auto-generated in IRWIN when the incident is created. It is comprised of the Discovery Date year, the Protecting Unit ID and the Local incident Identifier. If any of those elements change, the unique fire Identifier also changes. IRWIN enforces uniqueness. So users will receive an error (similar to the one below) if there are two incidents with the same unique fire ID.

Error Saving Changes

There was a problem saving your changes...

UniqueFireIdentifier
The following InwinIDs are already assigned to this
UniqueFireIdentifier **2019-INIDP-019018**: 97F71D00-9117-
4277-BEEE-CF21222A2C25

CLOSE

Local Incident Identifier: This field defaults to the value in Incident Name but can be edited. Field size requires a maximum of ten (10) digits. A number or code that uniquely identifies an incident for a local fire management organization within a particular calendar year.

FireCode: If the incident has a FireCode, it will display here. This field is NOT editable.

IRWIN ID (Required): This field is auto-generated in IRWIN and CANNOT be edited.

USFS Job Code Prefix: If needed, enter a two-character code to indicate the Forest Service job accounting code for the incident. This is specific to the Forest Service. Usually displayed as a 2-character prefix in FireCode.

ABCD Misc: If needed, enter a four-character fire code used by USDA FS to track and compile cost information for emergency initial attack fire suppression expenditures. For A, B, C & D size class fires on FS lands. If ABCD Misc is populated, then FireCode is NOT a required field.

Is FS Assisted: If needed, choose from options True or False to indicate if the Forest Service provided assistance on an incident outside their jurisdiction.

Point of Origin Information

POINT OF ORIGIN	
LATITUDE	47.152896
LONGITUDE	-91.917849
LANDOWNER KIND	Private
LANDOWNER CATEGORY *	Individual or Private Corporation DERIVE
GACC *	EACC
STATE *	Minnesota
COUNTY *	St. Louis
DISPATCH CENTER ID	MNMNCC
DERIVED DISPATCH CENTER ID	MNMNCC
JURISDICTIONAL AGENCY	DNR
JURISDICTIONAL UNIT *	MNMNS
PROTECTING AGENCY	DNR
PROTECTING UNIT *	MNMNS
PROTECTING FIRE DEPT ID	
JURIS. PARENT UNIT	

Latitude: This information is derived and CANNOT be edited unless the Point of Origin is changed. Geographic representation of the Point of Origin (POO) is in the NAD83 datum. The latitude location is the point of origin specified in decimal degrees. The POO is the location where a competent ignition source came into contact with the material first ignited and sustained combustion occurred.

Longitude: This information is derived from the point of origin and cannot be edited unless the POO is changed. The longitude location is the POO specified in decimal degrees. The POO is the location where a competent ignition source came into contact with the material first ignited and sustained combustion occurred.

Landowner Kind: Choose an option from the list. Federal, Other, Private.

Landowner Category (Required): This can be selected from the list or derived from the layer Surface Management Agency (SMA) Geographic Information System (GIS) dataset based on the perimeter. To Derive, click the blue Derive test next to the data element. More specific classification of land ownership within land owner kinds identifying the owner at the POO at the time of the incident. Owner in the context of this data element refers to the person or entity that owns the land or has the authority to convey title to others and can be different that the Jurisdictional Unit.

GACC (Required): Derived by IRWIN. A code that identifies one of the wildland fire geographic area coordination centers. A geographic area coordination center is a facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents within a geographic coordination area.

State (Required): Derived by IRWIN. The US State at POO.

County (Required): Derived by IRWIN. The County Name identifying the county or equivalent entity at POO designated at the time of collection

Dispatch Center ID: This is populated with the derived value but can be edited here. Also see below for derived value. A unique identifier for the dispatch center that intersects with the incident POO.

Derived Dispatch Center ID: Derived by IRWIN. A unique identifier for the dispatch center that intersects with the incident point of origin.

Jurisdictional Agency: Enter the abbreviation for the agency having land and resource management responsibility for an incident as provided by federal, state or local law.

Jurisdictional Unit (Required): NWCG Unit Identifier to identify the unit with jurisdiction for the land where the point of origin of a fire falls.

Protecting Agency: Indicates the agency that has protection responsibility for the incident.

Protecting Unit (Required): National Wildfire Coordinating Group (NWCG) Unit responsible for providing direct incident management and services to an incident pursuant to its jurisdictional responsibility or as specified by law, contract or agreement. Definition Extension: Protection can be re-assigned by agreement; the nature and extent of the incident determines protection (e.g. Wildfire vs. All Hazard.)

Protecting Fire Department ID: The U.S. Fire Administration (USFA) has created a national database of Fire Departments. Most Fire Departments do not have an NWCG Unit ID. Therefore, it is the intent of the IRWIN team to create a new field that includes this data element to assist the National Association of State Foresters (NASF) with data collection.

Jurisdictional Parent Unit: The unit ID for the parent entity, such as a BLM State Office or USFS Regional Office, that resides over the Jurisdictional Unit.

Size Information

SIZE ^		
CALCULATED SIZE (AC)	120.7	(120.7) DERIVE
CURRENT SIZE (AC) *	120.7	(120.7)

Calculated Size (AC): The number of acres within the current perimeter of a specific, individual incident, including unburned and unburnable islands. The minimum size must be 0.1. This can be derived by clicking the blue Derive text next to the data element.

Current Size (AC): User entered field, also called Daily Acres in IRWIN. A measure of acres reported for a fire. More specifically, the number of acres within the current perimeter of a specific, individual incident, including unburned and unburnable islands. The minimum size must be 0.1.

Perimeter Information

PERIMETER	
FC POLYGON TYPE	Wildfire Daily Fire Perimeter
MAP METHOD	Auto-generated for INFORM
COLLECTOR NAME	EGP-IRWIN
PERIMETER DATE/TIME	August 22nd 11 pm
POLYGON CREATE DATE	August 1st 7:35 am
COMPLEX NAME	
COMMENTS	Auto-generated by EGP-IRWIN

FC Polygon Type: Feature Class Polygon type from the National Incident Feature Service (NIFS)

Map Method: Controlled vocabulary to define how the geospatial feature was derived. Map method may help define data quality.

Collector Name: This is the name of the system that was used to create the perimeter

Perimeter Date/Time: This is the last edited date/time

Polygon Create Date: The date and time that the polygon was collected in the field. Date should follow the assigned NWCG Date Time data standard, using 24 hour clock, YYYY-MM-DDhh.mm.ssZ, ISO8601 Standard

Complex Name: The name of the complex that the fire is assigned. If there is no complex it will be blank.

Comments: Additional information describing the feature

Chronology Information

CHRONOLOGY		2 Required Fields Missing	^
CREATED ON DATE TIME	01/28/2020 at 8:57 AM		
IGNITION	—		
DISCOVERY *	01/28/2020 at 9:00 AM		
INITIAL RESPONSE *	—		
ESTIMATED CONTAINMENT DATE	—		
CONTAINMENT	—		
GROWTH CESSATION	—		
CONTROL	—		
FIRE DECLARED OUT *	—		
FINAL STRATEGY ATTAINED	—		
MODIFIED ON DATE TIME	01/28/2020 at 8:58 AM		

Created on Date Time: The date/time that the IRWIN Incident record was created.

Ignition: The actual date/time that the fire began ignition. This date may be different from the fire discovery date

Discovery (Required): The date and time a fire was reported as discovered or confirmed to exist. May also be the start date for reporting purposes.

Initial Response: The date/time of the initial response to the incident. More specifically when the Incident Commander (IC) arrives and performs the initial size up.

Estimated Containment Date: The estimated date a wildfire will be contained

Containment: The date and time a wildfire was declared contained.

Growth Cessation: The date and time a wildfire perimeter stopped increasing in size.

Control:

Fire Declared Out: The date and time when a fire was declared out.

Final Strategy Attained: The date/time the final fire strategy was accomplished on the incident.

Modified on Date Time: The date/time when the incident was last modified by any IRWIN read/write system.

Site Descriptors Information

SITE DESCRIPTORS	
FUEL GROUP *	Grass
FUEL MODEL *	GR3

Fuel Group: The primary fuel model type that best represents fire behavior in the incident area, grouped into one of seven categories.

Fuel Model (Required): This information can be derived from LANDFIRE. Describes the type of fuels found within majority of the incident area.

Outcomes Information

OUTCOMES	
RESPONDER INJURIES	0
RESPONDER FATALITIES	0
RESIDENCES DESTROYED	0
OTHER STRUCTURES DESTROYED	1
RESIDENCES THREATENED	1
OTHER STRUCTURES THREATENED	1

Responder Injuries: The total number of reportable occupational injuries and illnesses that occurred in conjunction with an incident.

Responder Fatalities: The total number of personnel deaths associated with an incident.

Residences Destroyed: The total number of residences destroyed, or damaged to an extent requiring rebuilding, as a result of a fire.

Other Structures Destroyed: The total number of structures, other than residences, destroyed as a result of a fire.

Residences Threatened: The total number of residences threatened by the fire.

Other Structures Threatened: The total number of structures, other than residences, threatened by a fire.

Fire Cause Information

The screenshot shows a form titled "FIRE CAUSE" with a collapse icon in the top right corner. Below the title are four dropdown menus:

- FIRE CAUSE ***: Set to "Human"
- FIRE CAUSE GENERAL ***: Set to "Equipment"
- FIRE CAUSE SPECIFIC**: Empty
- CAUSE INVESTIGATED?**: Empty

Fire Cause (Required): Broad classification of the reason the fire occurred identified as human, natural or unknown.

Fire Cause General (Required): Options available in the list are dependent on Fire Cause selection. Agency or circumstance which started a fire or set the stage for its occurrence; source of a fire's ignition. For statistical purposes, fire causes are further broken into specific causes.

Fire Cause Specific: Options available in list are dependent on Fire Cause General selection. A further categorization of each General Fire Cause to indicate more specifically the agency or circumstance which started a fire or set the stage for its occurrence; source of a fire's ignition.

Cause Investigated: Select Yes or No. Indicates if an investigation is underway or was completed to determine the cause of a fire.

Complexity & Management Information

The screenshot shows a form titled "COMPLEXITY & MANAGEMENT" with a collapse icon in the top right corner. Below the title are two dropdown menus:

- INITIAL STRATEGY**: Empty
- INITIAL STRATEGY SUCCESSFUL?**: Empty

Initial Strategy: Make selection from list: Full Suppression, Point Zone Protection, Confine, or Monitor. The fire strategy initially used on a wildland fire; the general plan or direction utilized until it succeeds or changes. This field is optional except for Forest Service incidents.

Initial Strategy Successful: Choose true or false. Indicates if the initial fire strategy for the incident was successful.

Miscellaneous Information

MISCELLANEOUS	
IN FUELS TREATMENT?	—
IN NFORS?	—
TRESPASS?	—
REPORT NARRATIVE	—
CREATED BY SYSTEM	IROC
INFORM USER NAME	—

In Fuels Treatment?: Enter true or false. Indicates whether the incident's point of origin lat/long intersects with an existing fuel treatment area. Used for reporting in the Fuels Treatment Effectiveness Monitoring (FTEM) program

In NFORS?: Enter true or false for the National Fire Operations Reporting System (NFORS). Indicates whether the incidents point of origin lat/long intersects with a completed or planned fuels treatment.

Trespass?: Enter true or false. Indicates if the incident is a trespass claim or if a bill will be pursued.

Report Narrative: Enter up to 4000 characters. A summary of the comments in narrative form as entered on the final fire report to describe important aspects of the incident.

Created by System: Derived from IRWIN

InFORM User Name: The NIFC ORG username of the last InFORM user to edit the record.

Inspector Actions

At the top of the center incidents column is the Actions menu. Options include Invalidate, Find Conflicts and View Resources.



Find Conflicts

NOTE: This function is changing and we don't recommend using these Actions in Inspector until the functionality is finalized.

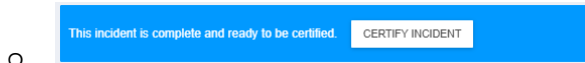
View Resources

Choose the View Resources Action and if there are any resources assigned to an incident, a summary will appear. This information currently comes from the SIT209, but after IROC is released, the resource summary will be derived from IROC.

Certifying Final Fire Report

Once all the required information has been entered for an incident, users can certify the incident.

- Only users with the Certifier role can certify incidents
- Certifiers can decertify an incident if there is incorrect information, as described below.
- When ready to certify an incident, click Certify Incident.
- Once an incident is certified in Inspector, no one is able to edit this incident unless it is decertified in Inspector.



○

Ready To Be Certified



○

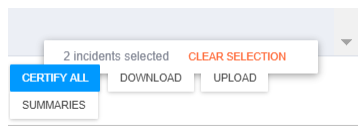
- Incidents that are ready to certify display with blue boxes



<input checked="" type="checkbox"/>	Incident Name Barn Bluff	Fire Size 5	Discovery 12/16/20'	>
	ID 2019-MNIMS-012345	FireCode ---	Fire Out ---	
<input checked="" type="checkbox"/>	Incident Name 2019906202	Fire Size 0.5	Discovery 02/16/20'	>
	ID 2019-MNIMS-2019906202	FireCode ---	Fire Out ---	

○

- If multiple incidents are selected to certify, an option appears to Certify All at the center-bottom of the window.



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- When you click Certify, an alert appears saying that by clicking Certify, the equivalent of an electronic-signature is entered for the certifier, eliminating the requirement for some agencies for a wet signature on a final fire report.

Using the Map

Users can interact with the map function in Inspector in several ways, as outlined below.

Drawing an Area to Display Incidents

To narrow the results by selecting a more specific area, follow these steps to use the Polygon Tool:

1. Expand the Location option.
2. Click the four-sided polygon graphic to the right of Select On Map.
3. Click on the map to draw the boundary of the selection.
4. Double-click on the last point to close the polygon.
5. The screen refreshes automatically, refreshing the incident list to only include incidents within the selected area.

Click the four-sided polygon graphic to the right of Select On Map again to exit the boundary drawing mode without completing the boundary.

Editing Origin

To edit the origin on an incident:

1. Open the Incident Details screen (either by clicking on the incident on the map, clicking the ... button, then selecting View Incident Details, OR by clicking the single right arrow to the right of an incident in the incident list)
2. Click the Edit button to the right of the incident name. Edit Origin and Edit Perimeter options display at the top of the incident map.
3. Click Edit Origin.
4. Make the necessary edits and then click the checkmark to save the change. Clicking the X will cancel the change.

Viewing and Editing Perimeters

To edit the perimeters on an incident:

1. Open the Incident Details screen (either by clicking on the incident on the map, clicking the ... button, then selecting View Incident Details, OR by clicking the single right arrow to the right of an incident in the incident list)
2. Click the Edit button to the right of the incident name. Edit Origin and Edit Perimeter options display at the top of the incident map.
3. Click Edit Perimeter.
4. Click and drag any point on the perimeter line to edit the perimeter lines.
5. Make the necessary edits and then click the checkmark to save the change. Clicking the X will cancel the change. Clicking the trash can will clear the perimeter of the incident.

Zooming In and Out


Users can zoom in by clicking the button with the plus sign in the upper left corner of the map. Users can zoom out by clicking the button with the minus sign in the upper left corner of the map. Alternatively, users can use the scroll bar on their mouse to zoom in and out if it is equipped with one.

Showing Terrain

Users can toggle between two (2) different basemaps, the bottom layer of the map.

To switch between the basemaps, users can click on the boxes in the lower right-hand corner of the map. Users can use the satellite image view or the street map view. The street map view labels the street names and only shows a little bit of topographical detail. The satellite image view shows all of the topographical details.

Displaying Layers

Users can add available layers to the map by clicking the  symbol and choosing the desired layer.

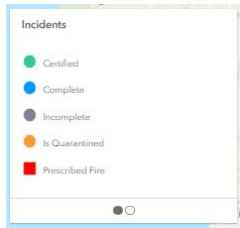
Searching for a Specific Location

Users can use the search bar in the upper right-hand corner of the map to search for a specific location.

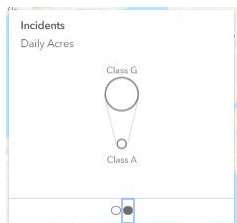
1. Click into the search box and begin typing an address.
2. Click an option that shows up in the list below the box.
3. The map will automatically center to the address.

Using the Legend

Users can expand the legend by clicking the square white button with three horizontal lines on the lower left corner of the map.



Clicking the dot on the right displays a graphic about Daily Acres. This graphic illustrates that the size of the dot on the map correlates with the Daily Acres, with the smallest dot being a Class A incident, and the largest being a Class G incident.



Users can click the double arrow pointing to the left to collapse the legend window.

Seeing More Map Area

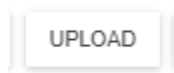
Users can click the single arrow pointing left to the left of Sort by: at the top of the incident list. This enables the user to see a larger map area.

Importing and Exporting Incident Data

Upload .csv

Inspector allows users to upload incident data into the database. The primary use case for this function is for state users who use a fire reporting system that does not integrate with IRWIN, but need to have their incidents recorded in InFORM Inspector. To upload your incidents into InFORM Inspector,

1. After you have ensured your data is correct and created a comma separated file (.csv), click Upload in the bottom-center of the window.



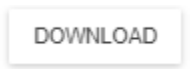
- a.
2. Choose the .csv file that contains the incidents you want to upload and click OK.
 - a. Do not close your browser if you want a results file returned.
 - b. Upon successful upload, a results file will automatically download showing success (true) or failure (false) in Column A: Success
3. If there are record failures, they will appear in Column B: Error Message. Errors may include:
 - a. No location data
 - b. Duplicate incident number
 - c. Empty values for required items. (Additional carriage returns will show as errors and may be ignored once verified as the cause.)

- d. Etc.
- 4. For the records in error, copy them to a new spreadsheet.
- 5. Correct the errors and save as a new .csv file.
- 6. Upload the new .csv file by following step 2 above.
 - a. If the same file is reuploaded with corrections to errors, previously successful records will show are errors as duplicates. These errors can be ignored.

Export .csv

Inspector allows users to download/export selected incident’s data in a .csv format. The current limitation on the download function is 1000 records.

1. Use the map and filters to identify the incidents you want to download.
2. Click Download



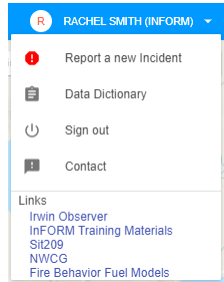
- a.
3. Inspector creates the .csv file named IncidentData.csv and saves to your drive.

Creating a new Incident

Inspector allows users to create a new incident within the system. This function should not be used by users who have another means of creating an incident, such as a CAD system.

To create a new incident,

1. Click your name in the upper-right corner of the window, then select Report a New Incident.



- a.
- b. A pop-up form appears where you can enter information about your incident.

Add New Incident

Fire Point of Origin

Find address or place

Latitude Decimal Degrees

Longitude

Incident Name Local Incident Identifier

Fire Discovery Date Fire Discovery Time

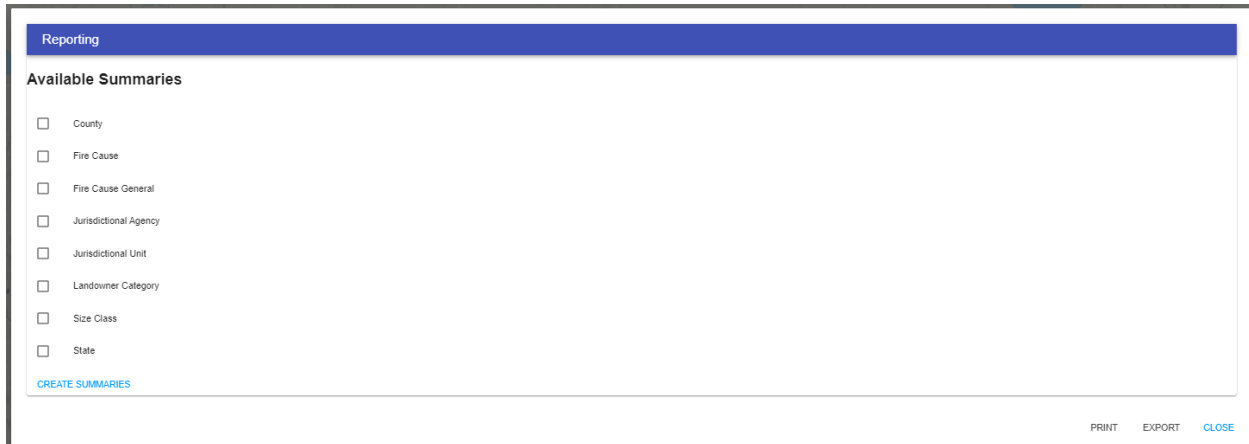
Type Discovery Acres

2. Enter incident information in the form.
 - a. Latitude – You can enter a value, or click on the map to auto-populate the Latitude. You can choose Decimal Degrees (default), Degrees Decimal Minutes, or Degrees Minutes Seconds for the format.
 - b. Longitude - You can enter a value, or click on the map to auto-populate the Longitude. You can choose Decimal Degrees (default), Degrees Decimal Minutes, or Degrees Minutes Seconds for the format.
 - c. Incident Name – Enter the name assigned to an incident.
 - d. Local Incident Identifier – Enter a number or code that uniquely identifies an incident for a local fire management organization within a particular calendar year.
 - e. Fire Discovery Date/Time - Enter a date and time from the calendar date picker and time picker.
 - f. Type – Defaults to Wildfire, but can be edited.
 - g. Discovery Acres – Enter a value for discovery acres.
3. Click Add Incident to initiate the incident in Inspector and IRWIN, or click Cancel to exit the window.

Reporting

Summaries

Inspector has some built in summary reports users can view, print, or export as a .csv



To create summary reports,

1. Use the map and filters to identify the incidents you want to create summaries for.
2. Click Summaries in the bottom-center of the window.

SUMMARIES

- a.
3. Select one or more available reporting options by checking the desired boxes.
 - a. Please note that if you select multiple options
4. Click Create Summaries.
For each summary type you selected, a pie chart will appear for the incidents.
5. Click Print to print the pie charts as a .pdf, click Export to export the data as an Excel spreadsheet file, or click Close to close the summaries window.

InFORM Data Dictionary

The list below is a comprehensive list of data elements in InFORM Inspector. The first column is the element name as it appears in Inspector. The second column is the corresponding IRWIN data element name. The third column is a short description of the field. The fourth column is the data type as defined by IRWIN, and the last column lists under what groupings in Inspector you will find the data element.

INSPECTOR Name	IRWIN Name	Definition	IRWINDataTy pe	INSPECTOR UI Grouping
ABCD Misc	ABCDMisc	A FireCode used by USDA FS to track and compile cost information for emergency initial attack fire suppression expenditures. for A, B, C & D size class fires on FS lands.	varchar(4)	Incident
Calculated Size (ac)	CalculatedAcres	A measure of acres calculated (i.e., infrared) from a geospatial perimeter of a fire. More specifically, the number of acres within the current perimeter of a specific, individual incident, including unburned and unburnable islands. The minimum size must be 0.1.	double	Size
Cause Investigated?	IsFireCauseInvestigated	Indicates if an investigation is underway or was completed to determine the cause of a fire.	boolean	Fire Cause/Fire Summary
Certified Date	FinalFireReportApprovedDate	The date that the final fire report was approved for the incident.	datetime	Chronology
Containment/Containment Date Time	Containmentdatetime	The date and time a wildfire was declared contained.	datetime	Chronology/Certification
Control	ControlDateTime	The date and time a wildfire was declared under control.	datetime	Chronology
County	POOCounty	The County Name identifying the county or equivalent entity at point of origin designated at the time of collection.	varchar(100)	Point of Origin/Fire Summary
Created On Date Time	CreatedOndatetime	Date/time that the IRWIN Incident record was created.	datetime	Chronology

INSPECTOR Name	IRWIN Name	Definition	IRWINDataTy pe	INSPECTOR UI Grouping
Current Size (ac)	DailyAcres	A measure of acres reported for a fire. More specifically, the number of acres within the current perimeter of a specific, individual incident, including unburned and unburnable islands. The minimum size must be 0.1.	double	Size
Derived Dispatch Center ID	POODispatchCenterID	A unique identifier for the dispatch center that intersects with the incident point of origin.	varchar(6)	Point of Origin
Discovery/Fire Discovery Date Time	FireDiscoverydatetime	The date and time a fire was reported as discovered or confirmed to exist. May also be the start date for reporting purposes.	datetime	Chronology/Fire Summary/Certification
Estimated Containment Date	EstimatedContainment Date	The estimated date a wildfire will be contained.	datetime	Chronology
Final Strategy Attained	FinalStrategyAttainedDateTime	The date/time the final fire strategy was accomplished on the incident.	datetime	Chronology
Fire Cause	FireCause	Broad classification of the reason the fire occurred identified as human, natural or unknown.	varchar(15)	Fire Cause/Fire Summary
Fire Cause General	FireCauseGeneral	Agency or circumstance which started a fire or set the stage for its occurrence; source of a fire's ignition. For statistical purposes, fire causes are further broken into specific causes.	varchar(100)	Fire Cause/Fire Summary
Fire Cause Specific	FireCauseSpecific	A further categorization of each General Fire Cause to indicate more specifically the agency or circumstance which started a fire or set the stage for its occurrence; source of a fire's ignition.	varchar(200)	Fire Cause/Fire Summary
Fire Declared Out	FireOutdatetime	The date and time when a fire is declared out.	datetime	Chronology/Fire Summary
Firecode	FireCode	A code used within the interagency wildland fire community to track and compile cost information for emergency fire suppression expenditures for the incident.	varchar(4)	Incident/Fire Summary (Fire Code)/Header

INSPECTOR Name	IRWIN Name	Definition	IRWINDataTy pe	INSPECTOR UI Grouping
Fuel Group	PredominantFuelGroup	The fuel majority fuel model type that best represents fire behavior in the incident area, grouped into one of seven categories.	varchar(100)	Site Descriptors
Fuel Model	PredominantFuelModel	Describes the type of fuels found within the majority of the incident area.	varchar(100)	Site Descriptors
GACC	GACC	A code that identifies one of the wildland fire geographic area coordination centers. A geographic area coordination center is a facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents within a geographic coordination area.	varchar(50)	Point of Origin
Growth Cessation	FireGrowthCessationdatetime	The date/time that the fire perimeter stopped growing in size.	datetime	Chronology
Ignition	FireIgnitiondatetime	The actual date/time that the fire began ignition. This date may be different from the fire discovery date.	datetime	Chronology
In Fuels Treatment?	InFuelTreatment	Indicates whether the incident's point of origin lat/long intersects with an existing fuel treatment area. PLANNED TREATMENTS	boolean	Miscellaneous
In NFORS?	InNFORS	Indicates whether the incidents point of origin lat/long intersects with a accomplished COMPLETED fuels treatment.	boolean	Miscellaneous
Incident Category	IncidentTypeCategory	The Event Category is a sub-group of the Event Kind code and description. The Event Category further breaks down the Event Kind into more specific event categories.	varchar(2)	Incident
Incident Name/Fire Name	IncidentName	The name assigned to an incident.	varchar(50)	Incident/Fire Summary/Header
Incident Type	IncidentTypeKind	A general, high-level code and description of the types of incidents and planned events to which the interagency wildland fire community responds.	varchar(2)	Incident

INSPECTOR Name	IRWIN Name	Definition	IRWINDataTy pe	INSPECTOR UI Grouping
INFORM User Name	INFORMUserName	Temporary meta data field to capture inform user information. Will be deprecated for V6.	varchar(50)	?
Initial Response	InitialResponseDate	The date/time of the initial response to the incident. More specifically when the IC arrives and performs initial size up.	datetime	Chronology
Initial Strategy	InitialFireStrategy	The fire strategy initially used on a wildland fire; the general plan or direction utilized until it succeeds or changes.	varchar(50)	Complexity & Management
Initial Strategy Successful?	isInitialFireStrategyMet	Indicates if the initial fire strategy for the incident was successful.	boolean	Complexity & Management
Irwin ID	IrwinID	Unique identifier assigned to each incident record in IRWIN.	guid	Incident
Is FS Assisted	IsFSAssisted	Indicates if the Forest Service provided assistance on an incident outside their jurisdiction.	boolean	Incident/Fire Summary
Is Valid	IsValid	Indicates whether the incident is valid within IRWIN. Valid incidents are Wildfire Incident records from the Dispatch Center having primary responsibility for that fire. Invalid incidents are a result of duplicates or invalid entries.	boolean	Conflict resolution
Juris Parent Unit	POOJurisdictionalUnitParentUnit	The unit ID for the parent entity, such as a BLM State Office or USFS Regional Office, that resides over the Jurisdictional Unit.	varchar(6)	Point of Origin
Jurisdictional Agency	POOJurisdictionalAgency	The agency having land and resource management responsibility for a incident as provided by federal, state or local law.	varchar(50)	Point of Origin
Jurisdictional Unit	POOJurisdictionalUnit	NWCG Unit Identifier to identify the unit with jurisdiction for the land where the point of origin of a fire falls.	varchar(6)	Point of Origin/Certification

INSPECTOR Name	IRWIN Name	Definition	IRWINDataTy pe	INSPECTOR UI Grouping
Landowner Category	POOLandownerCategor y	More specific classification of land ownership within land owner kinds identifying the owner at the point of origin at the time of the incident. Owner in the context of this data element refers to the agency or entity having the land management responsibility at the point of origin.	varchar(7)	Point of Origin/Fire Summary
Landowner Kind	POOLandownerKind	Broad classification of land ownership at the point of origin.	varchar(7)	Point of Origin
Last Modified:	ModifiedOndatetime	Date/time that the IRWIN Incident record was last modified.	double*	Header
Latitude	Shape	Geographic representation of POO in NAD83 datum. The latitude location is the point of origin specified in decimal degrees. Point of origin is the location where a competent ignition source came into contact with the material first ignited and sustained combustion occurred. The longitude location is the point of origin specified in decimal degrees. Point of origin is the location where a competent ignition source came into contact with the material first ignited and sustained combustion occurred.	geom	Point of Origin
Local Incident Identifier	LocalIncidentIdentifier	A number or code that uniquely identifies an incident for a particular local fire management organization within a particular calendar year.	varchar(10)	Incident

INSPECTOR Name	IRWIN Name	Definition	IRWINDataTy pe	INSPECTOR UI Grouping
Longitude	Shape	<p>Geographic representation of POO in NAD83 datum.</p> <p>The latitude location is the point of origin specified in decimal degrees.</p> <p>Point of origin is the location where a competent ignition source came into contact with the material first ignited and sustained combustion occurred.</p> <p>The longitude location is the point of origin specified in decimal degrees.</p> <p>Point of origin is the location where a competent ignition source came into contact with the material first ignited and sustained combustion occurred.</p>	geom	Point of Origin
Modified By System	ModifiedBySystem	ArcGIS Server username of system that last modified the IRWIN Incident record.	varchar(255)	Header
Other Structures Destroyed	OtherStructuresDestroyed	The total number of structures, other than residences, destroyed as a result of a fire.	int	Outcomes/Fire Summary
Other Structures Threatened	OtherStructuresThreatened	The total number of structures, other than residences, threatened by a fire.	int	Outcomes/Fire Summary
Protecting Agency	POOProtectingAgency	Indicates the agency that has protection responsibility at the point of origin.	varchar(50)	Point of Origin
Protecting Fire Dept ID	FireDepartmentID	The U.S. Fire Administration (USFA) has created a national database of Fire Departments. Most Fire Departments do not have an NWCG Unit ID and so it is the intent of the IRWIN team to create a new field that includes this data element to assist the National Association of State Foresters (NASF) with data collection.		Point of Origin

INSPECTOR Name	IRWIN Name	Definition	IRWINDataTy pe	INSPECTOR UI Grouping
Protecting Unit	POOProtectingUnit	NWCG Unit responsible for providing direct incident management and services to a an incident pursuant to its jurisdictional responsibility or as specified by law, contract or agreement. Definition Extension: - Protection can be re-assigned by agreement. - The nature and extent of the incident determines protection (for example Wildfire vs. All Hazard.)	varchar(6)	Point of Origin
Report Narrative	FinalFireReportNarrative	A summary of the comments in narrative form as entered on the final fire report to describe important aspects of the incident.	varchar(4000)	Miscellaneous
Request Firecode	IsFireCodeRequested	When a source application sends the SubmitIncident or Update Incident request to IRWIN, FirecodeRequested is a Boolean value indicating whether a Fire Code needs to be generated from Fire Code for the incident. The combination of FirecodeRequested and the value in the FireCode column determines the validity of the current FireCode in the IRWIN incidents table - valid or pending (waiting for firecode)	boolean	Header
Residences Destroyed	ResidencesDestroyed	The total number of residences destroyed, or damaged to an extent requiring rebuilding, as a result of a fire.	int	Outcomes/Fire Summary
Residences Threatened	ResidencesThreatened	The total number of residences threatened by the fire.	int	Outcomes/Fire Summary
Responder Fatalities	Fatalities	The total number of deaths of personnel assigned to an incident.	smallint	Outcomes/Fire Summary
Responder Fatalities	HasFatalities	Indicates whether there were fatalities related to the incident.	boolean	Filters/Outcomes/ Fire Summary

INSPECTOR Name	IRWIN Name	Definition	IRWINDataTy pe	INSPECTOR UI Grouping
Responder Injuries	Injuries	The total number of reportable occupational injuries and illnesses that occurred in conjunction with an incident.	smallint	Outcomes/Fire Summary
Responder Injuries	HasInjuries	Indicates whether there were injuries related to the incident.	boolean	Filters/Outcomes/ Fire Summary
State	POOState	The State alpha code identifying the state or equivalent entity at point of origin.	varchar(6)	Point of Origin/Fire Summary
Trespass?	IsTrespass	Indicates if the incident is a trespass claim or if a bill will be pursued.	boolean	Miscellaneous
Unique Fire Identifier	UniqueFireIdentifier	Unique identifier assigned to each wildland fire. yyyy = calendar year, SSUUUU = POO protecting unit identifier (5 or 6 characters), xxxxxx = local incident identifier (6 to 10 characters)	varchar(22)	Incident/Fire Summary/Header
USFS Job Code Prefix	FSJobCode	A code use to indicate the Forest Service job accounting code for the incident. This is specific to the Forest Service. Usually displayed as 2 char prefix on FireCode.	varchar(2)	Incident

INSPECTOR Name	NWCG Geospatial Data Layer Name	Definition	INSPECTOR UI Grouping
Collector Name		This is the name of the system that was used to create the perimeter	Perimeter

INSPECTOR Name	NWCG Geospatial Data Layer Name	Definition	INSPECTOR UI Grouping
Comments	Comments	Additional information describing the feature.	Perimeter
Complex Name	ComplexName	The name of the complex that the fire is assigned. If there is no complex it will be blank.	Perimeter
FC Polygon Type		Feature Class Polygon type from the National Incident Feature Service (NIFS)	Perimeter
Map Method	MapMethod	Controlled vocabulary to define how the geospatial feature was derived. Map method may help define data quality.	Perimeter
Perimeter Date/Time		This is the last edited date/time	Perimeter
Polygon Create Date	PolygonDateTime	The date and time that the polygon was collected in the field. Date should follow the assigned NWCG Date Time data standard, using 24 hour clock, YYYY-MM-DDhh.mm.ssZ, ISO8601 Standard	Perimeter