Defining a Team

The information in this chapter describes how Fire Program Analysis (FPA) Administrators add team members and specify a role for each team member.

Before Defining a Team

Enter the following information into FPA before defining a team.

- Complete and submit the FPA User Request Profile form. The button for this form is located just below the FPA banner at the top of the FPA website, or contact the FPA Help Desk at 1-800-224-7677 to obtain a User ID and Name. After a request is processed, users are granted access to the FPA system.

In This Chapter

This chapter discusses:

- Adding a Team Member and Their Role
- Changing a Team Member's Role
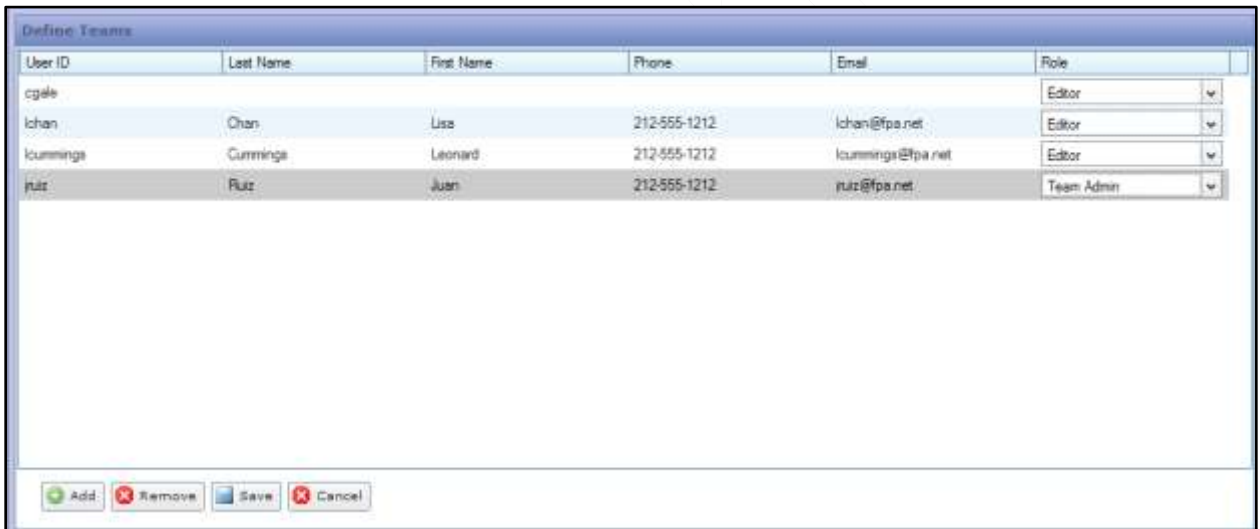- Removing a Team Member and their Role

FPU Team Administrators use this screen to add new team members, modify team member roles, or delete team members from a Fire Planning Unit (FPU). The User ID, name, contact, and role information are stored in a system LDAP file. This file contains information about all users authorized to access the FPA system, and is managed by the System Data Administrator.

> The FPU Team Administrator is the only user role with edit access to this screen. All other roles are read only.

Adding a Team Member and Their Role

1. Select **Set Up FPU > Define Team**.

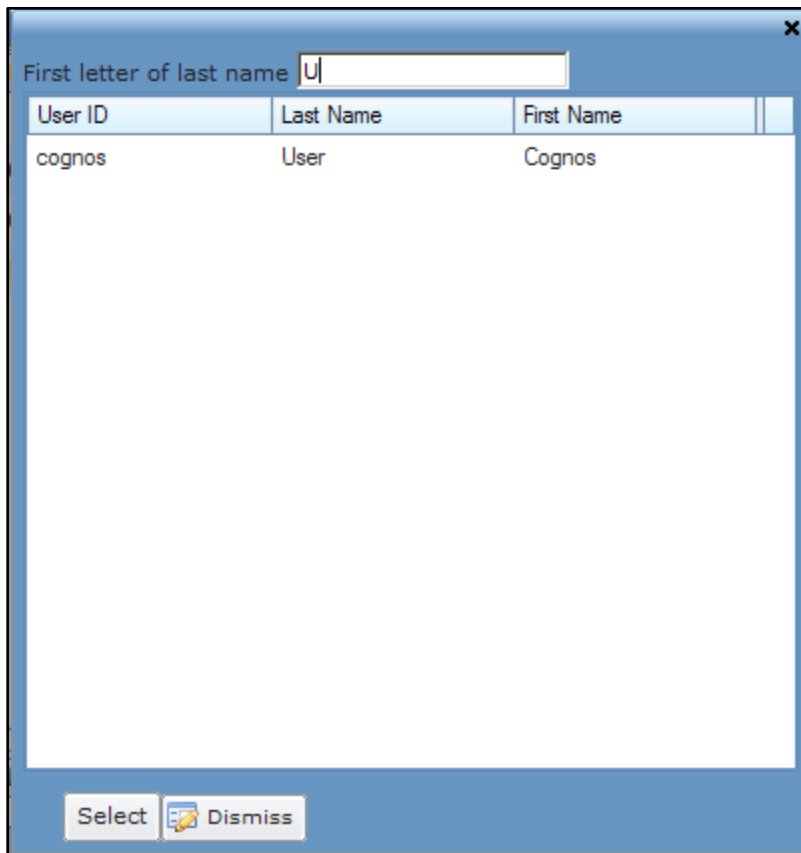   Displays the Define Teams screen.

2. Click [⊕ Add].

   Displays the add dialog box.

FPA grays out all other tables or navigational tools until user adds a new team member.

3. In the **First letter of last name** textbox, enter a capital letter that represents the first letter of the new team member's last name.

4. Click to highlight the team member's information. The row highlights with a blue background.

5. Click ⬚Select⬚ .

   The Define Teams table edit box displays. The new name is the last entry in the table.

   The new team member's role defaults to Editor.

6. Under the Role column, click the drop-down list and select the new team member's role as required.

7. Click ⬚Save⬚ to save the modified role information and update the database.

   Users return to the Define Teams table.

   Click ⬚Cancel⬚ to return to the Define Teams table. No database updates occur.

Column Title Definitions

User ID: A user name assigned by the LDAP Administrator.

Last Name: The last name for the individual associated with the User ID.

First Name: The first name for the individual associated with the User ID.

Phone: The phone number for the individual associated with the User ID.

Email: The email address for the individual associated with the User ID.

Role: The system role associated with the User ID. There are three roles in the system:

Reader: Any individual who may require access to an FPU team's work. Team members often need to look at information within their own FPU for informational, review, certification, or approval purposes. This role is the default role for all new team members. Readers may also access system reports, but cannot make changes to the data.

Editor: Includes all Reader access rights plus the option to enter and edit information for any FPU where their role is Editor. Editors may also run analyses.

Team Administrator: One or more FPU team members whose rights allow them to manage the entire team's access rights. These rights include the ability to add new team members and set their access rights, change team members' access rights, and delete members from their FPU team. Administrators can begin entering their team information after the Help Desk provides initial login IDs for their FPU. Team Administrators have the access rights of Editors in addition to system management responsibilities for their FPU. Only the Administrator can modify data for other FPUs where their role is not Team Administrator or Editor.

Changing a Team Member's Role

The Team Administrator is the only role that can change a team member's role. FPUs should consider having two administrators on their team in case of vacation, illness, or other circumstances.

Consideration

- Team Administrators must contact the FPA Help Desk to modify phone, email, or name change information. This screen is only for changing a team member's role.

1. Select **Welcome > Set Up FPU > Define Team**.

   Displays the default view for the Define Team table.

2. Click [Edit].

   Displays the Define Teams table edit box.

3. Click to highlight the row you want to edit. The row highlights with a blue background.

4. From the drop-down list under the Role column, select the updated Role.

5. Click [Save] to save the modified role information and update the database or, click [Cancel] to return to the Define Teams table. No database updates occur.

   Users return to the Define Teams table.

Removing a Team Member and their Role

Consideration

- This action removes the team member and their role from this FPU team only. The team member and their information remain on the LDAP list.

1. Select **Set Up FPU > Define Team**.

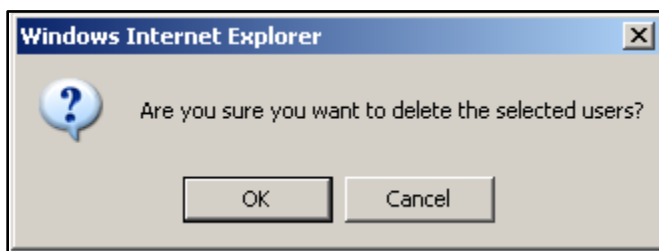   Displays the default view for the Define Team table.

2. Click [Edit].

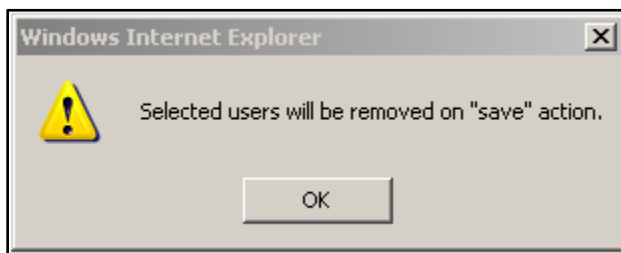   Displays the Define Teams table edit box.

3. Click to highlight the row you want to remove. The row highlights with a blue background

4. Click [Remove].

   Displays the remove confirmation box.

   Windows Internet Explorer
   ? Are you sure you want to delete the selected users?
   [OK] [Cancel]

   Click [OK] to display:

   Windows Internet Explorer
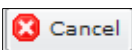   ! Selected users will be removed on "save" action.
   [OK]

   Click [OK] to return to the Define Teams table edit box.

   Click [X] to close the window and return to the Define Teams table edit dialog box.

   Click [Cancel] to return to the Define Teams table edit dialog box.

5. Click [Save] to remove the team member and their role from the team, and update the database, or click [Cancel] to return to the Define Teams table. No database updates occur.

   User returns to the Define Teams table.