

## Getting Started

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The information in this chapter describes system features and navigation tools.

### Steps Required before Using the FPA System

Each user must have already been set up with the following information in order to access the Fire Program Analysis System (FPA):

- Each user must have a system login ID and password. Go to the FPA Home page at <http://www.fpa.nifc.gov/index.html> to download a user request form.
- Each user must be identified as a member of a Fire Planning Unit (FPU) team.

FPA recommends you try the system tools described in this chapter as you read it.

### In This Chapter

This chapter discusses:

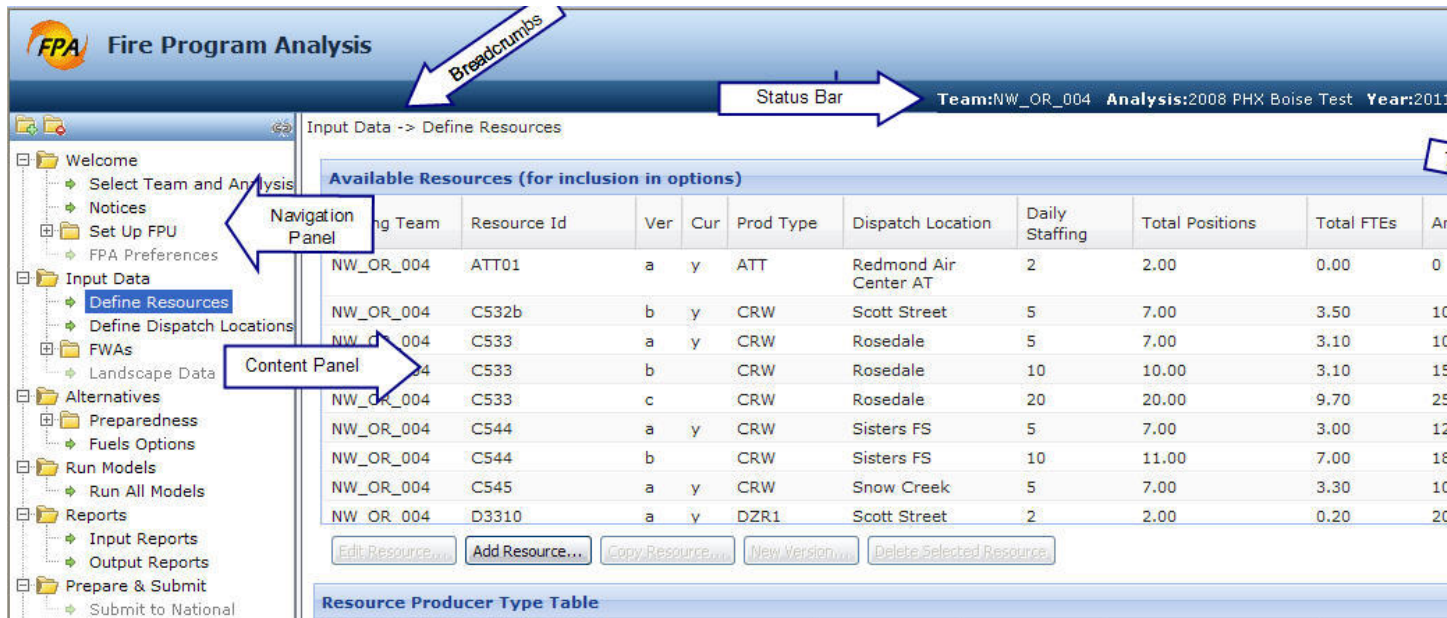
- [Navigating through the FPA System](#)
- [Help Menu](#)
- [Tips](#)







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
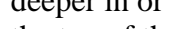
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### Navigating through the FPA System

The following graphic displays the main FPA user interface screen components. As the user makes a selection in the Navigation Panel, the Content Panel will change accordingly.



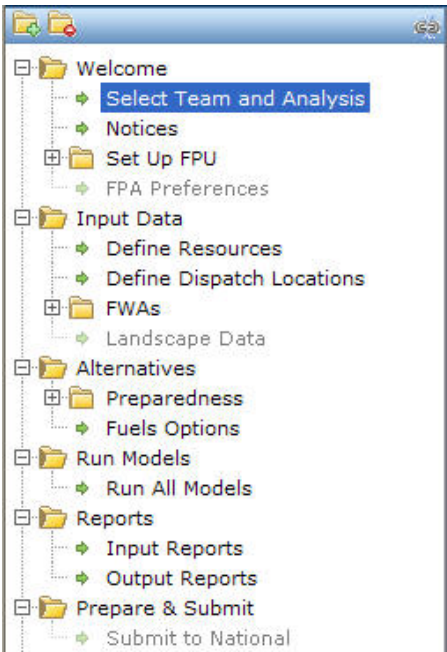
The FPA System uses a navigation tree similar to the one used in Windows Explorer™. The navigation tree contains Folders, sub-Folders and links to content in the Content Panel. Folders indicate the highest level of the navigation tree. Sub-Folders contain additional links. Folders can contain links directly underneath. The plus sign  next to a folder or sub-folder indicates it may be expanded and contain additional sub-folders or links to pages in the Content Panel. The minus sign  next to a folder allows you to collapse that folder's content view. Click the  or  buttons to expand or collapse the Folder branch view. Green arrows  in the navigation tree indicate links to specific pages in the Content Panel. For example, clicking on the tab name  opens that page in the Content Panel.

Blue highlighted text  in the navigation panel indicates the current menu content selected. You may see some navigation menu items grayed-out . This indicates that the menu item is not yet available. As additional system functions are completed, those items will be made available, and you will be notified through FPA TechNews when that has occurred.

The navigation tree is organized to follow the flow of data input. It represents the complete business processes required to prepare and submit analyses. In order to populate some data fields deeper in or farther down the tree, it is necessary to enter data in the Content Panel beginning at the top of the navigation tree. For example, the **Welcome > Set Up FPU > FPU Agencies** tab data entries must be complete before any resources will be available in the **Input Data > Define Resources** tab.



# The Navigation Panel

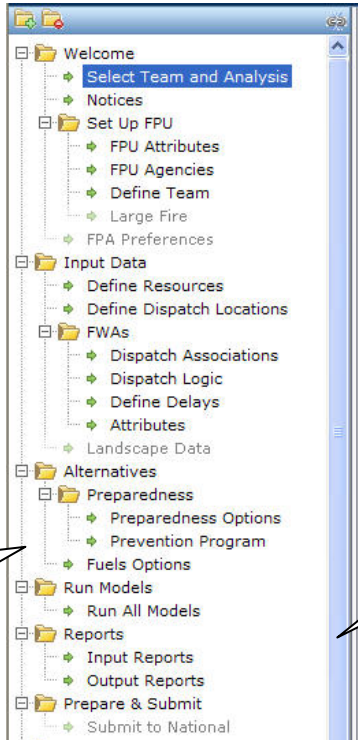
The navigation panel default view provides access to Folders most frequently visited by the user.



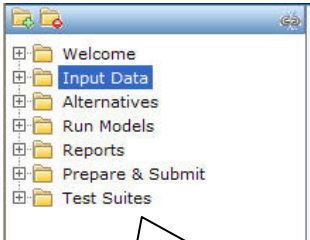
Default View

Fully Expanded View

The tree within the navigation panel can be expanded or collapsed by clicking the expand  or collapse  icons at the top of the navigation panel.



Scroll Bar




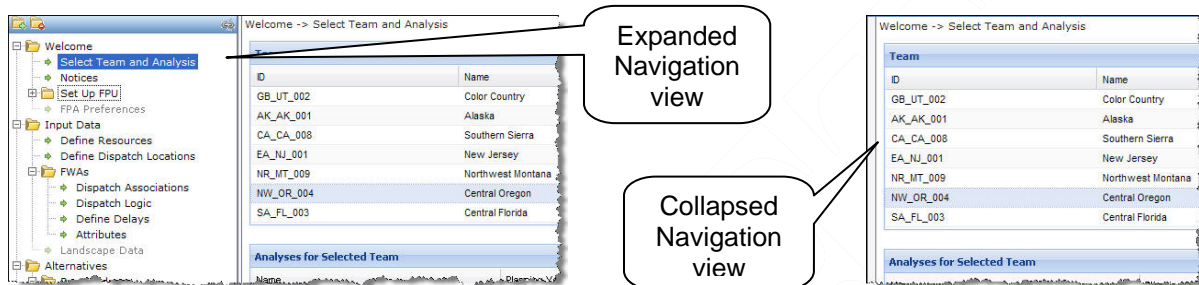
Collapsed View


When the navigation panel is fully expanded, a scroll bar appears on its right edge to provide access to content.

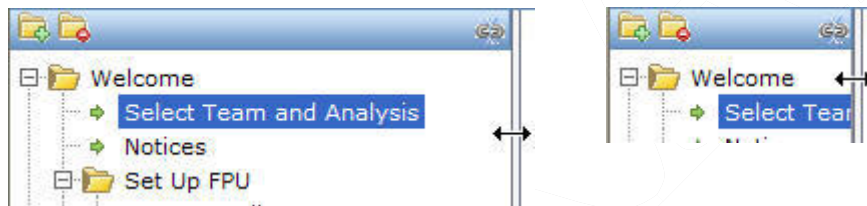
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By using the navigation panel lock icon (located in the upper right corner of the navigation panel),  you can unlock the navigation panel from the open (default) view. Unlocking the navigation panel will cause the navigation panel to flow off the screen to the left. Using this feature allows a full screen view of wide tables in the content panel, reducing the amount of horizontal scrolling required. To make the navigation panel reappear, move the cursor to the left edge of the browser window. The navigation panel will slide out to allow selection of another menu item (appearing to flow over the top of the content panel), then slide off the screen again when the cursor is moved off the navigation panel. To lock the navigation panel open, click the panel lock icon again.

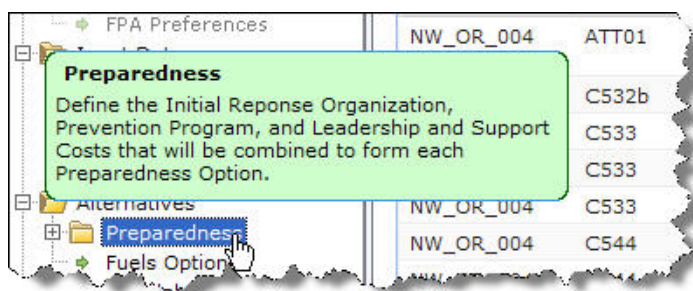


The user can also resize the navigation panel's width. Place the cursor over the right hand edge of the navigation panel, the cursor changes to a resize arrow . Click and drag the right hand edge of the navigation panel to adjust it to the preferred width. The page content panel will reflow to accommodate the width changes made to the navigation panel.



As the navigation panel is narrowed, a horizontal scroll bar  is provided at the bottom of the navigation panel to allow reading of navigation text.

Additional navigation aids at the top of the page are provided to help the user retain context when the navigation panel is collapsed. Navigation breadcrumbs are provided at the top left corner of every content panel.



Another aid in the navigation is the “mouseover” text. When the cursor is placed over a menu item, a pop-up text bubble will appear that provides a high-level description on the purpose and task of that item. Moving the mouse

away from the menu item causes the mouseover help text to disappear.

## The Status Bar

The status bar in the upper right of the window indicates the availability of system content to the user. The user must first select an FPU Team and then specify an analysis to begin work. The initial status bar view will show question marks after Team, Analysis, Year, and Status. This indicates that you may not edit data in the system.

Team:?? Analysis:?? Year:?? Status:??

After you select an FPU Team, the analyses available to that FPU Team appears in the second table of the Content Panel. The user selects an analysis and clicks the Open button located under the second table of the Content Panel. The status bar text slowly flashes, and then populates with the selection made. A check of the status bar ensures that you have selected the correct team and analysis. **This is the only indication provided by the system that data are available for edit.** Once the status bar is populated, you may access the contents of the entire navigation tree.

Team:NW\_OR\_004 Analysis:2008 PHX Boise Test Year:2011 Status:Working

## The Content Panel

The content panel is the area where the user creates, revises, updates, and deletes system data. The content panels may contain text for user reference (as in the Welcome > Notices panel), links to documents or direction maintained on the FPA Homepage, and/or reference data. Forms to make data associations and tables for entering unique information about the Fire Planning Unit is also available in the Content Panel.

Here is a standard table view. Notice the scroll bars on the right hand side of the screen; the one within the table frame is for use within the table; the other to scroll the content panel. In this view, only one action button is enabled. When the cursor is hovered over the table, mouse wheel scrolling is enabled.

The screenshot shows the 'Fire Program Analysis' application window. The status bar at the top right displays: Team:NW\_OR\_004 Analysis:2008 PHX Boise Test Year:2011 Status:Working. The main content area is titled 'Input Data -> Define Resources' and contains two tables.

**Available Resources (for inclusion in options)**

| Owning Team | Resource Id | Ver | Cur | Prod Type | Dispatch Location     | Daily Staffing | Total Positions | Total FTEs | Annual Cost |
|-------------|-------------|-----|-----|-----------|-----------------------|----------------|-----------------|------------|-------------|
| NW_OR_004   | ATT01       | a   | y   | ATT       | Redmond Air Center AT | 2              | 2.00            | 0.00       | 0           |
| NW_OR_004   | C532b       | b   |     | CRW       | Scott Street          | 5              | 7.00            | 3.50       | 100,080     |
| NW_OR_004   | C532b       | c   |     | CRW       | Scott Street          | 10             | 12.00           | 7.00       | 200,160     |
| NW_OR_004   | C533        | a   | y   | CRW       | Rosedale              | 5              | 7.00            | 3.10       | 100,080     |
| NW_OR_004   | C533        | b   |     | CRW       | Rosedale              | 10             | 12.00           | 7.00       | 200,160     |
| NW_OR_004   | C544        | a   | y   | CRW       | Sisters FS            | 5              | 7.00            | 3.00       | 120,000     |
| NW_OR_004   | C544        | b   |     | CRW       | Sisters FS            | 10             | 12.00           | 7.00       | 200,160     |
| NW_OR_004   | C545        | a   | y   | CRW       | Snow Creek            | 5              | 7.00            | 3.30       | 105,000     |
| NW_OR_004   | C545        | b   |     | CRW       | Snow Creek            | 10             | 12.00           | 7.00       | 200,160     |

Buttons below the table: Edit Resource..., Add Resource..., Copy Resource..., New Version..., Delete Selected Resource.

**Resource Producer Type Table**

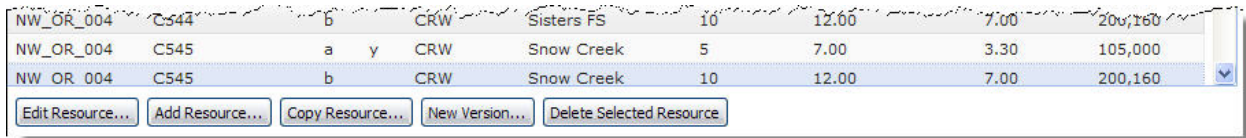
| Prod Type | Category   | Description | Avg Speed | Unit Type | Gal / Load | Workshift Length |
|-----------|------------|-------------|-----------|-----------|------------|------------------|
| ATT       | Air Tanker | Type 1&2    | 314       | Air       | 2600       | Daylight         |
| CRW       | Crew       | Handcrew    | 35        | Ground    |            | 18 hours         |

scrolling is enabled.

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In this view, a table row has been selected by clicking on it. FPA indicates the row selection by that row being highlighted in blue. This lets the system know that the user wants to make changes to the contents of that row. Once a row is selected, the other action buttons for the table become enabled.



|           |      |   |   |     |            |    |       |      |         |
|-----------|------|---|---|-----|------------|----|-------|------|---------|
| NW_OR_004 | C544 | b |   | CRW | Sisters FS | 10 | 12.00 | 7.00 | 200,160 |
| NW_OR_004 | C545 | a | y | CRW | Snow Creek | 5  | 7.00  | 3.30 | 105,000 |
| NW_OR_004 | C545 | b |   | CRW | Snow Creek | 10 | 12.00 | 7.00 | 200,160 |

Buttons: Edit Resource..., Add Resource..., Copy Resource..., New Version..., Delete Selected Resource

## Table Tools

The system default view for the content panels is to have all tables open when a link has been selected. When multiple tables are provided from one link, the screen can appear cluttered or can require significant horizontal scrolling to view table content. To minimize these distractions, tables may be collapsed by either clicking in the title bar at the top of the table, or clicking the “twisty” icon  located at the table header’s far right corner.

Individual table columns can be sorted in two ways. You can sort in ascending/descending order using the light blue sort icon located at the end of the column’s title, or you can select the dark blue sort icon to access a sort menu. The Columns sort menu allows you to turn on and off by name which columns in the table you wish to view.

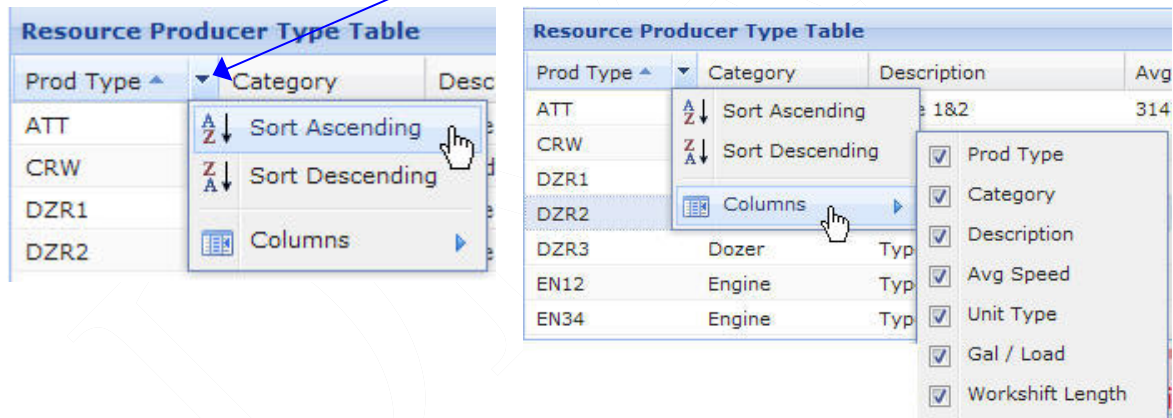
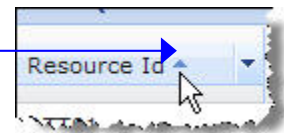

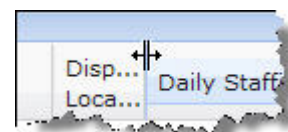


Table column width may be adjusted by placing the cursor over the divider between column titles. When the  symbol displays, click and drag the divider to create the desired column width.



Long column titles will stack or truncate as the column width is decreased.



Selecting another navigation menu item, then reselecting the previous menu item, will reset the table column widths to the system default.

On some content panels, selecting a table row activates content in the table(s) below. For instance, on the **Welcome > Select Team and Analysis** link, the Analysis for Selected Team table is empty until a Team has been selected in the Team table above it.

Welcome -> Select Team and Analysis

| Team      |                   |                 |
|-----------|-------------------|-----------------|
| ID        | Name              | Role            |
| GB_UT_002 | Color Country     | FPU_Team_Admin  |
| AK_AK_001 | Alaska            | FPU_Team_Editor |
| CA_CA_008 | Southern Sierra   | FPU_Team_Editor |
| EA_NJ_001 | New Jersey        | FPU_Team_Editor |
| NR_MT_009 | Northwest Montana | FPU_Team_Editor |
| NW_OR_004 | Central Oregon    | FPU_Team_Editor |
| SA_FL_003 | Central Florida   | FPU_Team_Editor |

| Analyses for Selected Team |               |       |        |
|----------------------------|---------------|-------|--------|
| Name                       | Planning Year | Owner | Status |
|                            |               |       |        |

On some links, some table row and column fields will remain empty, or partially empty in specific column fields, until data have been entered in tables farther down the content panel. Carefully read the FPA user guide chapters that follow to understand the behavior and function specific to each link.

As the FPA system was being built, additional software tools became available for creating system screens. You may notice that there are minor inconsistencies in how data associations are completed between different menu item pages. The specific method to complete tasks will be fully described in the chapters for those menu items.

## Forms

Some links have forms with fields to be filled in by the user. When form fields are grayed out, the system is in a view only mode. Where data are already present within form fields the first time you enter a link, this indicates system default values have been provided.

Input Data -> FWAs -> Attributes

**FWA and Fire Attributes**

**Select an FWA**

- NW\_OR\_004
  - alfalfa
  - alfalfa
  - badlands
  - badlands
  - bald peter
  - bald peter

**Fire Attributes**

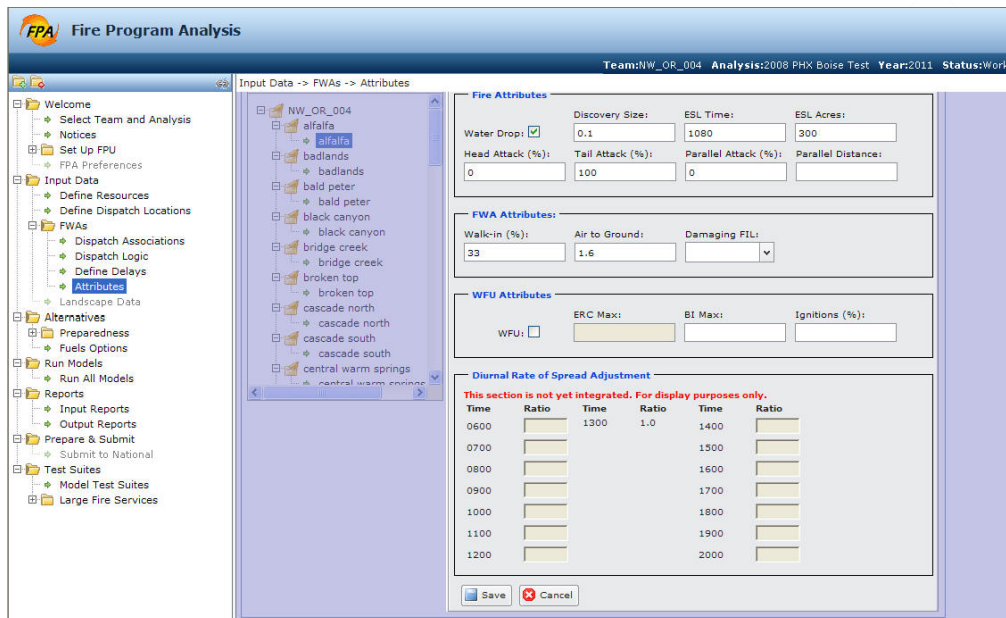
|   |   |   |   |
|---|---|---|---|
| Water Drop: <input checked="" type="checkbox"/> | Discovery Size: <input type="text" value="0.1"/>  | ESL Time: <input type="text" value="1080"/>         | ESL Acres: <input type="text" value="300"/> |
| Head Attack (%): <input type="text" value="0"/> | Tail Attack (%): <input type="text" value="100"/> | Parallel Attack (%): <input type="text" value="0"/> | Parallel Distance: <input type="text"/>     |

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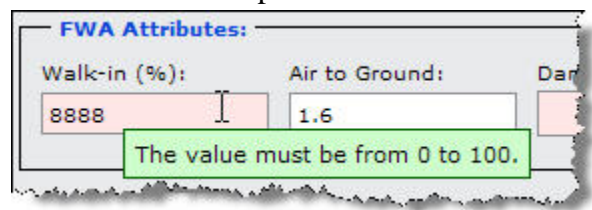
When the Edit button has been selected on this page, the gray field background changes to white, indicating the form is ready for data entry. (On some screens, multiple buttons will appear and become active.)

This screen shows the result of clicking the Edit button. The gray background has been replaced with white background in the form fields; the form fields are populated with system defaults (or previous user entries) for selected fields; a “mask” has been applied to the page, preventing editing outside the selected area; and Save and Cancel buttons are provided for this form.

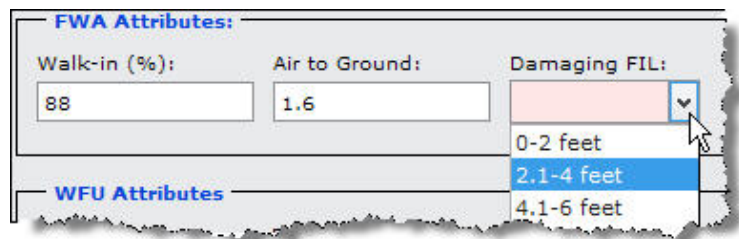


The example above also includes red text notifying the user that a function is not yet integrated in the system. When these functions become available, you will be notified through TechNews.

As data entries or edits are added to the field form, additional tools are provided to assist the user in making correct entries. A pink field background, for example, indicates that is a required field and must be filled in. In this example, the pink background in the Walk-in (%) field indicates a required entry, and that the field also contains an error. By moving the cursor over the required pink field, a message will appear to indicate the specific range of values that can be entered.

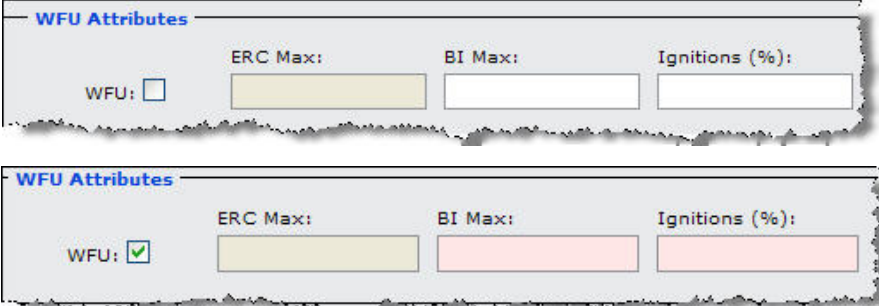


The Damaging FIL field in this example contains a drop-down icon, indicating the user must pick a system provided default value from the menu to populate this field. Click on the appropriate value and it will be added.

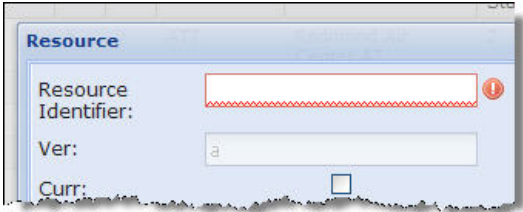




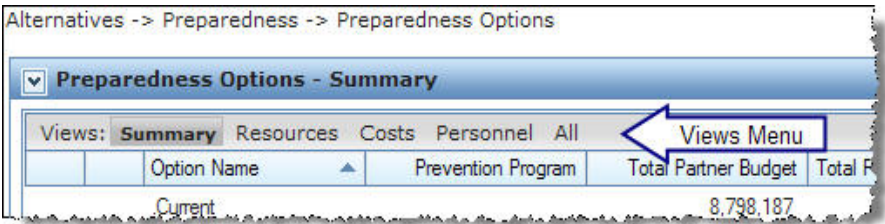
Making an entry in a check box will inform the system that additional entries must be made. In this example when the WFU check box is empty, no fields in the WFU section are required. When it is checked, the BI Max and Ignitions (%) fields become required. (Note that the ERC Max field is grayed out, indicating a future system release enhancement.)





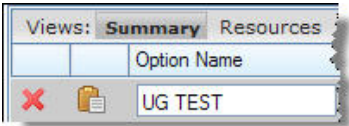
Here is another example of a required form field. The red underline and exclamation mark provide the same function as the required pink background fields.







Tables in the **Alternatives** tab will contain a menu in the header that allows various table views. By selecting a specific view, edits can be made to a subset of fields without the need to resize column widths or scroll horizontally.

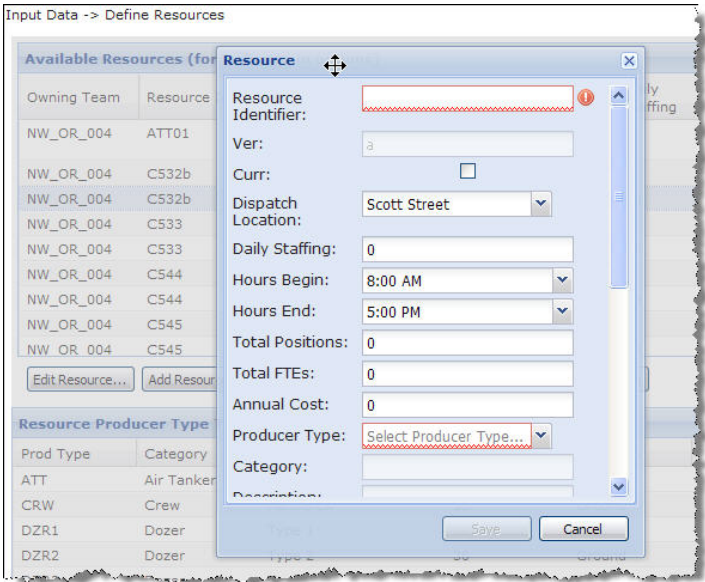


These tables will also include icons to copy  and delete .



### Dialog Boxes

Some tables provide dialog boxes that pop open when buttons are clicked. These dialog boxes may be moved within Content Panel. When the cursor is placed over the dialog box title bar it will change to a four-way arrow . Click, then drag the box to the desired location. The dialog box's height , width , and extent  can all be resized by placing the cursor over the edge of the dialog box, clicking, and dragging to the desired size.



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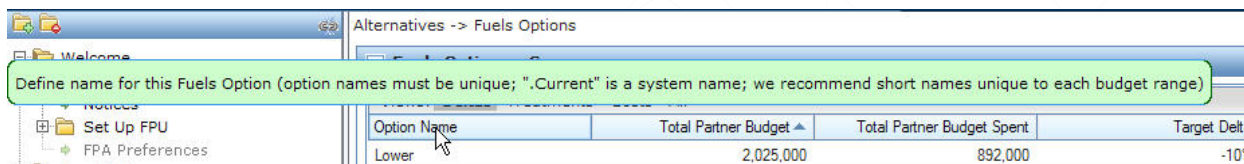
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## Maps

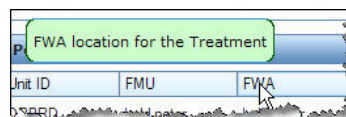
The **Input Data > Landscape Data** tab will contain a list of maps supplied either by the FPU Team (in the case of FMU and FWA boundaries) or by the system (fuels, topography, etc.). These maps are read only, and provided for user's reference. Additional maps products will be discussed in the **Reports** chapter.

## Field Mouseovers

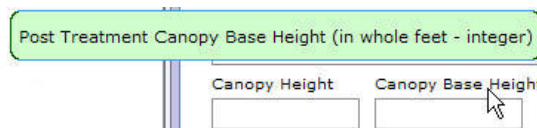
Just as in the navigation tree, mouseover text is provided for column and row titles to assist the user in understanding the function or purpose of the fields within that column or row. Hover the cursor over a column header title, and a text box with green background will appear. The text within this box is specific to the definition or explanation associated with that field. Move the cursor to another field's title and the mouseover help for that field will be displayed. Depending on the context, some of the mouseover text will contain lengthy descriptions...



...while other descriptions may be short...



...and others will include the unit definition that must be used with that field (feet, minutes, etc).....



Note: Some users of the prototype user interface found that once they understood what was required, the navigation and field mouseover help text became an annoyance. A future release will provide a button in the **Welcome > Set Up FPU > FPU Preferences** tab to turn the mouseovers off.

## Help Menu

The Help menu is always available through the [Help](#) icon located at the top right corner of every content panel. Clicking the Help icon will open another browser window on top of the system window. System Help is designed to take the user to the specific section of the Help menu for the current Content Panel page. Once a single Help window is open, the user may also access the full system Help content, a link to the FPA Glossary, and a link and contact information for the FPA Help Desk.



## Tips

- When you first access the system spend some time investigating the content of various navigation Folders, Sub-Folders, and links, reading the navigation and field mouseover help text, and tinkering with the various tools discussed in this chapter so that you become familiar with the user interface, tools, and which system views suit you best.
- As you begin data entry and edit in the system, start working from the top of the navigation tree down. Remember, many menu items are dependent on data entries being completed sequentially in the system business process flow found in the navigation panel.
- We recommend that you initially accept all system default settings. Later chapters in this guide will provide insight into what settings to adjust in order to obtain desired outputs from the models.