

WildCAD

User Guide

Version 4.2.0

Bighorn Information Systems
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OVERVIEW

WildCAD is a GIS-based Computer-Aided Dispatch (CAD) system developed by Bighorn Information Systems for wildland fire agencies. WildCAD is targeted for Emergency Communications Centers of all sizes.

Features

- Multiple Response Types – e.g. wildland fire, HAZMAT, law enforcement.
- Automated Run Cards based on user-defined criteria.
- User-defined GIS layers: response areas; transportation; recreation base map image; hazards; public land survey system; vegetation; historical fires/incidents.
- Rapid, easy incident initiation and resource status.
- Complete database of incidents, dispatches, and dispositions.
- Variety of reports.

Technical

- 32-bit Windows application (9x or later)
- Microsoft Access database
- Visual Basic
- Networked – multiple, simultaneous dispatches
- Does not require separate GIS application software
- Networked Users must have modify permission for \WildCAD folder on WildCAD Server, and modify permission for their local C:\WCADtemp folder

Format of the WildCAD User Guide

The WildCAD User Guide is designed to lead a dispatcher through a typical duty day. The Sections are broken down into nine major headings.

- **Dispatch Introduction** – which gives an overview of four key screen you will normally want to have opened in WildCAD
- **General Functions** – is the log in, preferences and system administrator mode descriptions as you first start up WildCAD.
- **Daily Routines** – group together the functionality of WildCAD that is dealing with the update that only occur either daily, weekly or as needed.
- **Opening Operations** – are the screens in WildCAD that are open at the start of each shift.
- **Incidents** – explain how to use the incident screens and associated incident tabs.
- **Incident Record Management** – deals with how to find and manage incident records in WildCAD
- **Tools** – this section describes the use to all the tools available to the dispatcher,
- **Reports** - there are five different report group that allow you to product over 25 reports and the ability to create any number custom reports.
- **Utilities** – provide a variety utilities and windows in the database structure of WildCAD.

DISPATCHER INTRODUCTION

Welcome to WildCAD!

While there are many advanced features in WildCAD, the core business of managing an Incident is really quite simple.

There are four screens you will normally want to have opened in WildCAD. Each can be opened with a shortcut key:

F5 (or, View Menu - Map): Opens the WildCAD map. Allow several seconds for the map to load.

F7 (or, Incidents Menu - Resource Status): Opens the screen where you can perform status changes that are not related to Incidents, such as "In Service".

F8 (or, Incidents Menu - Open Incidents): Opens the screen that displays existing, open Incidents.

F12 (or, View Menu – Daily Log): Opens the screen that display the "Daily Log" where you can document the activities not directly related to a specific Incident.

One more shortcut key is frequently used: F9 will start a new Incident, although you will have to enter all information such as location and Response Area.

The easiest way to start a new Incident is to go to the "Find" button in the lower left of the Map window, enter the information as it is reported to you and hit "Go", this will locate the incident on the map and you hit the "New Incident" button. If you know the map location you can use the map, find the location of the Incident, and hit the "New Incident" button. Or

Although it is possible to leave numerous Incident windows opened on your screen in WildCAD, it is recommended that you do your work in an Incident window and then close the window by clicking on the "x" in the upper right corner.

The following pages step you through the various menus in WildCAD. Many of them are intended for advanced users, but all dispatchers should pay particular attention to the Map section and the Incident section.

GENERAL FUNCTIONS (File Menu)

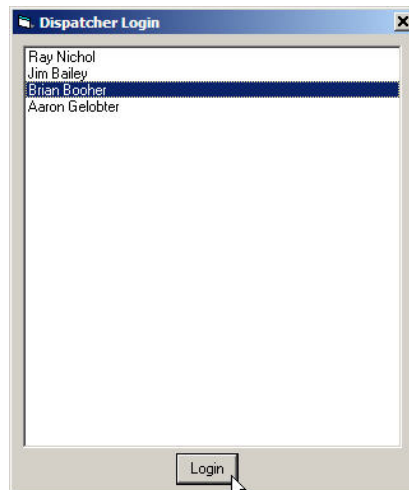
The File Menu is used to perform a variety of functions in WildCAD.



Dispatcher Login

File => Dispatcher Login or Dispatcher Logout

The first item requires Dispatchers to Login to WildCAD, this is the same window for a Dispatcher to Logout:

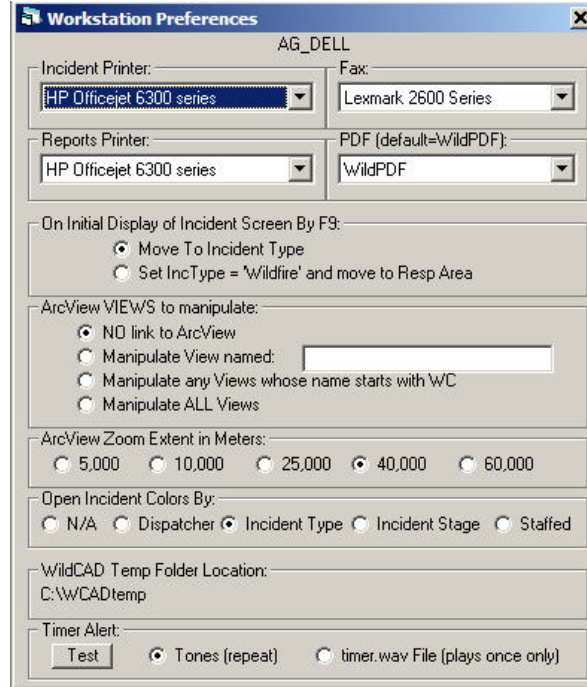
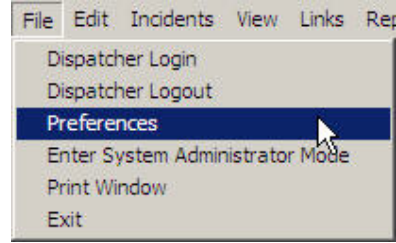


Simply select your name from the list, and click on "**Login**". Thereafter, your name and initials will be the default in WildCAD whenever the Dispatcher name is requested. To change logins select the "**Dispatcher Logout**" and select another name.

Preferences

File => Dispatcher Login

The Preferences screen allows you to enter information about your Workstation:



The two lists of printers show all printers which have been established on your computer. Select the printer you want to use for printing Incidents, and for all other reports. You may fax Incident Reports directly from WildCAD if your workstation has a phone line connected and if you have established the fax as provided in Windows. If so, select the fax from the pull down. The horizontal and vertical adjustments were needed for an earlier version of the Incident report, and should not be needed in your center.

The F9 key is a shortcut key to start a new Incident. You may choose whether or not WildCAD should automatically make it a Wildfire Incident.

If you have ArcView 3.x on your computer, you can establish a link from WildCAD to ArcView. Select which VIEWS to manipulate ("ALL" is recommended), and specify the Extent to display (in meters). You must then start ArcView running in order for this feature to work.

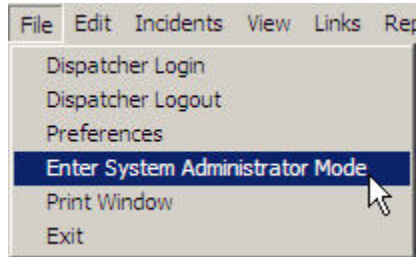
You may select how the F8 Open Incidents screen uses colors.

The location of the temporary folder is displayed for reference.

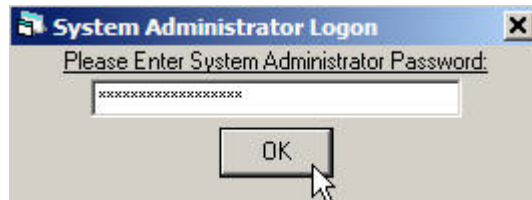
Select **Timer Alert** either as Tone (repeat) or Timer.wav File, which must be stored on the WildCAD server. Test the alert by depressing the **"Test"** button.

Enter System Administrator Mode

File => Enter System Administrator Mode



If you are the System Administrator, you may enter the System Administrator Mode in WildCAD:



If you enter the correct password, a new menu item called “**SysAdmin**” will appear:



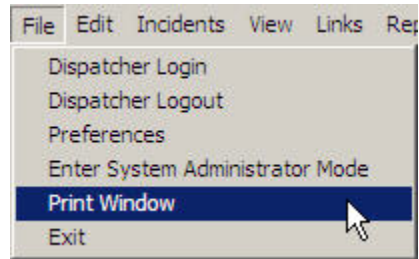
Please refer to the WildCAD System Administrator Guide for information on the use of the SysAdmin Menu.

If you enter an incorrect password, you will see:



Print Window

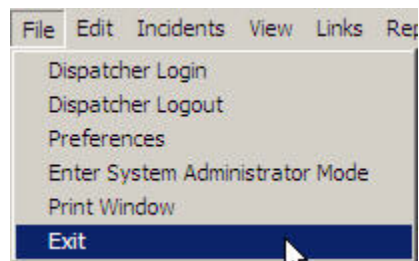
File => Print Window



Use this menu item to print any open WildCAD window to your designated reports printer.

Exit

File => Exit



To exit from WildCAD, use the File-Exit menu item.

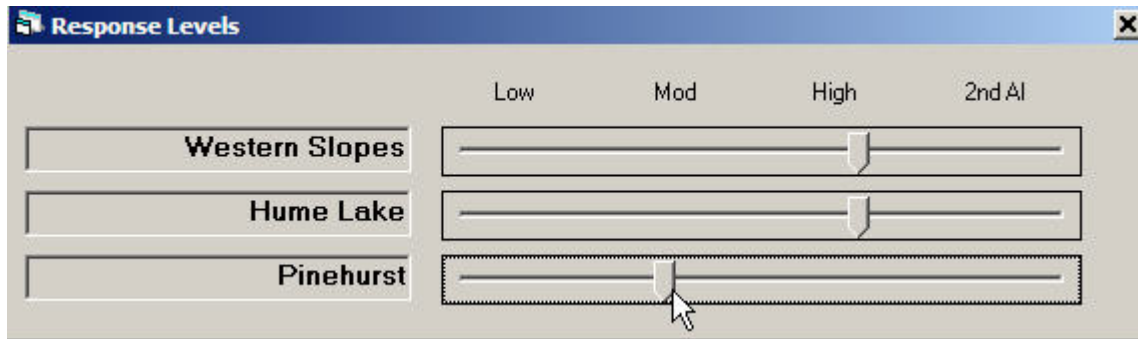
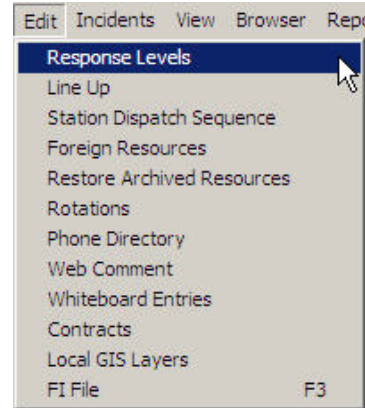
DAILY ROUTINES

The Edit Menu allows dispatchers to perform various routine, daily tasks:

Response Levels

Edit => Response Levels

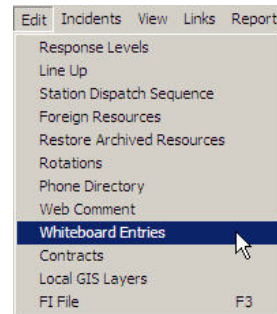
Use the Response Levels sub-menu to adjust the day's rating. Simply click and drag the "slider" to indicate the correct rating:



Whiteboard Entries

Edit => Whiteboard Entries

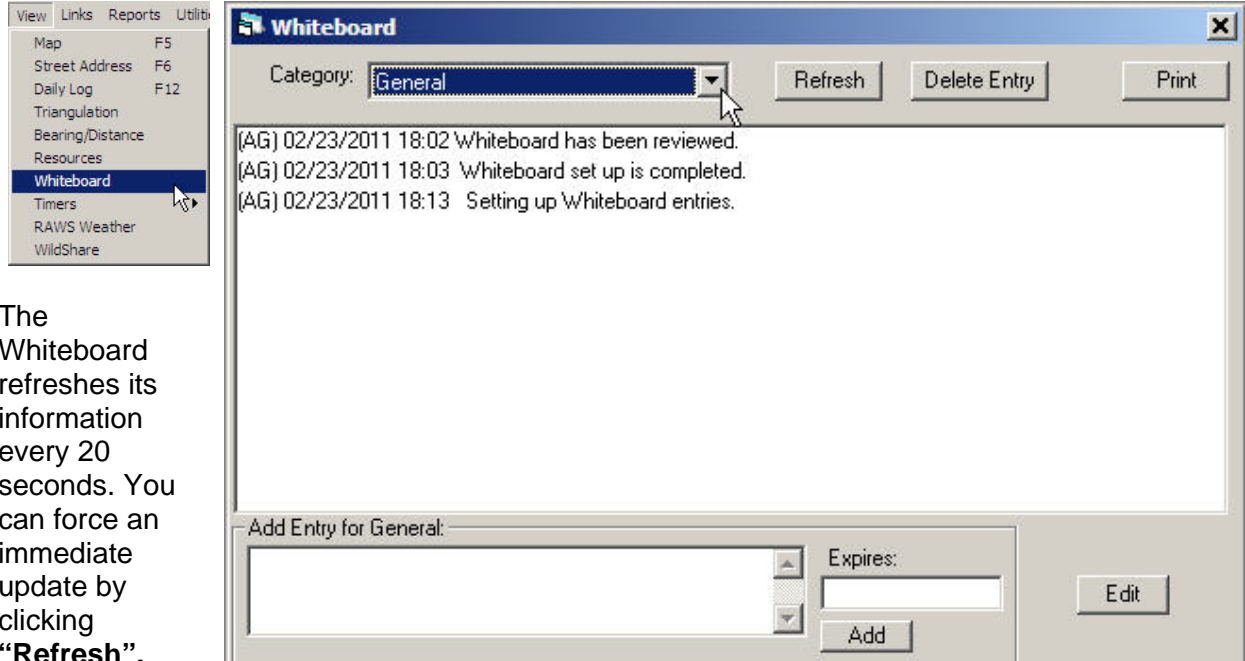
The Whiteboard allows dispatchers to post, edit, and view notes and general information in Categories established by your System Administrator.



Although most Whiteboard work is done on the View menu (next page), you can use this program on the Edit menu to edit any Whiteboard entry or change its Sequence – the order in which it appears.

Whiteboard View, Edit, Add, or Delete

View => Whiteboard



Select an entry and click **“Delete Entry”** to erase something from the Whiteboard.

Add new entries at the bottom.

Whiteboard entries may have Expiration Dates/Times. If an entry has expired, it will be displayed in Red, and will state **Expired**.

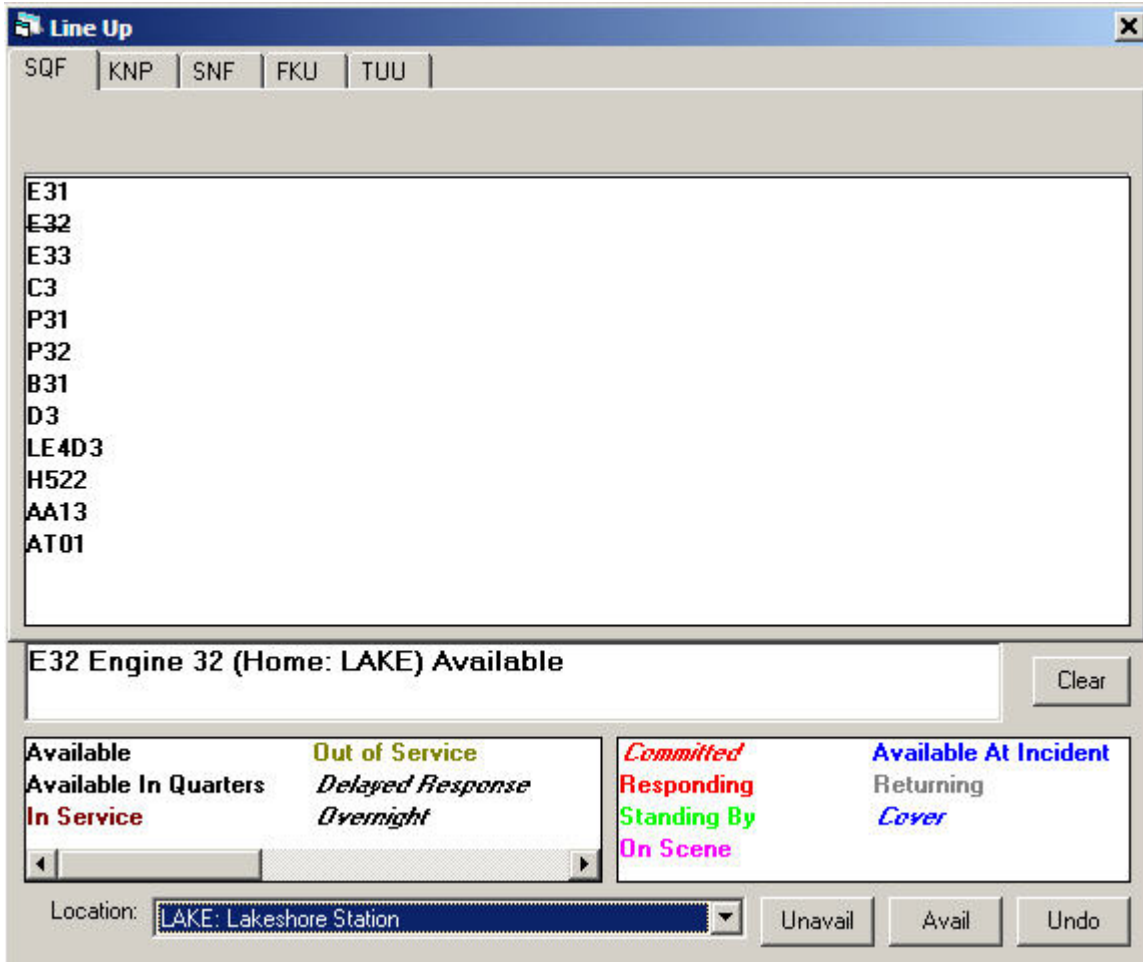
To Edit an entry select it and hit the **“Edit”** button a new window will appear, make your edits and hit the **“Save Edits”** or **“Cancel”** if no changes are needed.



Line Up

Edit => Line Up

The Line Up sub-menu allows the entry of morning line up information:



Dispatchers may **click** on any listed resource, and then change its status by clicking on the appropriate status. You can click on more than one resource prior to setting the new status. As you click on them (e.g. E32), a ~~line will be drawn through~~ them to indicate that they are **selected**, and ready for their status to be updated. Use the **“Clear”** button to eliminate any resource selections you have made. Present locations may be changed by using the **Location**; pull down box at the bottom, however only one resource at a time may have its location changed.

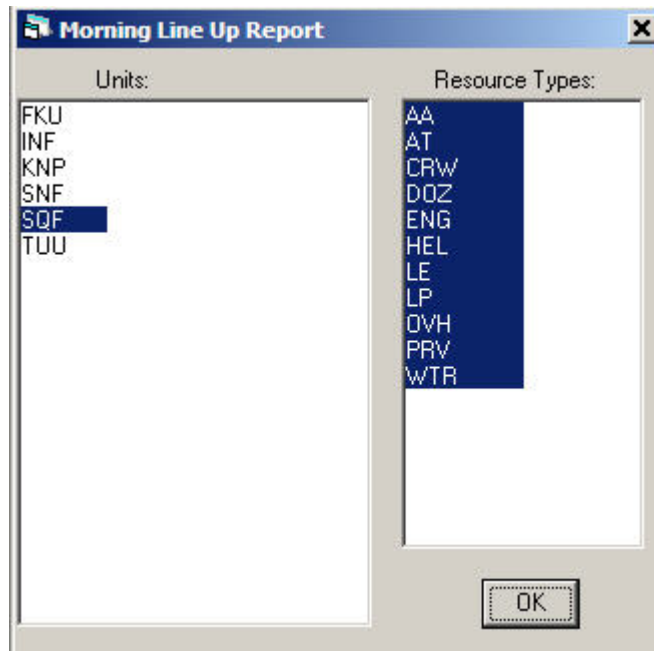
The **“Avail”** button makes all resources available at their home station, and **“Unavail”** makes all resources unavailable. **“Undo”** reverses your recent changes.

Morning Line Up Report

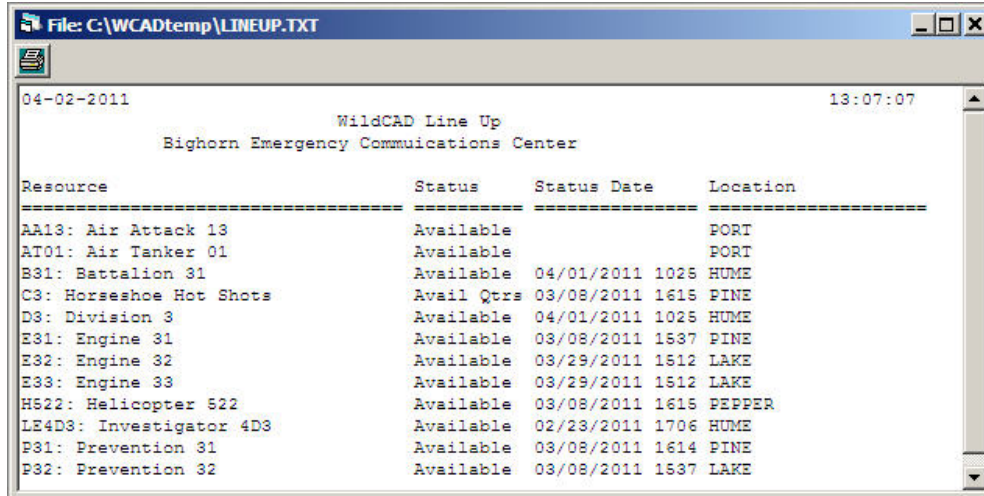
Reports => Resources => Morning Line Up Report



These reports concern your responding resources. Select the **Units** and the **Resources Types** to display:



Click “**OK**” and the Line Up report shows your current resource line up:



The screenshot shows a window titled "File: C:\WCADtemp\LINEUP.TXT" with a timestamp of "04-02-2011" and "13:07:07". The window content is titled "WildCAD Line Up" and "Bighorn Emergency Communications Center". It displays a table with the following columns: Resource, Status, Status Date, and Location. The table lists various emergency resources such as Air Attack, Air Tanker, Battalion, Division, Engine, Helicopter, and Investigator, along with their current status and location.

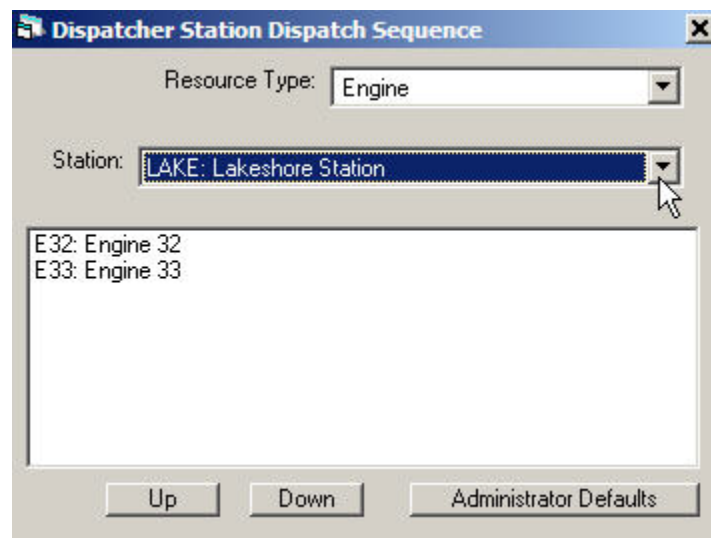
Resource	Status	Status Date	Location
AA13: Air Attack 13	Available		PORT
AT01: Air Tanker 01	Available		PORT
B31: Battalion 31	Available	04/01/2011 1025	HUME
C3: Horseshoe Hot Shots	Avail Qtrs	03/08/2011 1615	PINE
D3: Division 3	Available	04/01/2011 1025	HUME
E31: Engine 31	Available	03/08/2011 1537	PINE
E32: Engine 32	Available	03/29/2011 1512	LAKE
E33: Engine 33	Available	03/29/2011 1512	LAKE
H522: Helicopter 522	Available	03/08/2011 1615	PEPPER
LE4D3: Investigator 4D3	Available	02/23/2011 1706	HUME
P31: Prevention 31	Available	03/08/2011 1614	PINE
P32: Prevention 32	Available	03/08/2011 1537	LAKE

Station Dispatch Sequence

Edit => Station Dispatch Sequence



For those stations at which more than one Resource of the same type are based, use this screen to designate the dispatch order.



Select a **Resource Type**, and the list of **Stations** will be populated with only those Stations having the selected Type. The Resources will be shown in their dispatch order – top one goes first.

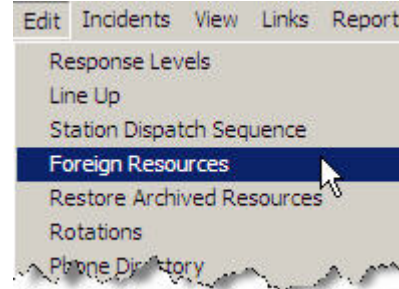
To change the order, click on a Resource and then “**Up**” or “**Down**”.

To return the selections to the default values select the “**Administrator Defaults**”.

Foreign Resources

Edit => Foreign Resources

In WildCAD, the term “Foreign Resource” means a Resource which is temporarily assigned to your area. Although only the WildCAD System Administrator can add or edit your own Resources, all dispatchers may add/edit/purge Foreign Resources as they come and go from your area.



To add a Foreign Resource, enter or select all required information (see below), and hit “**Save**”. To find a Foreign Resource, hit “**Search Criteria**”, enter the Resource ID, and then hit “**Begin Search**”. Make any necessary edits, and hit “**Save**”.

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** radio 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.

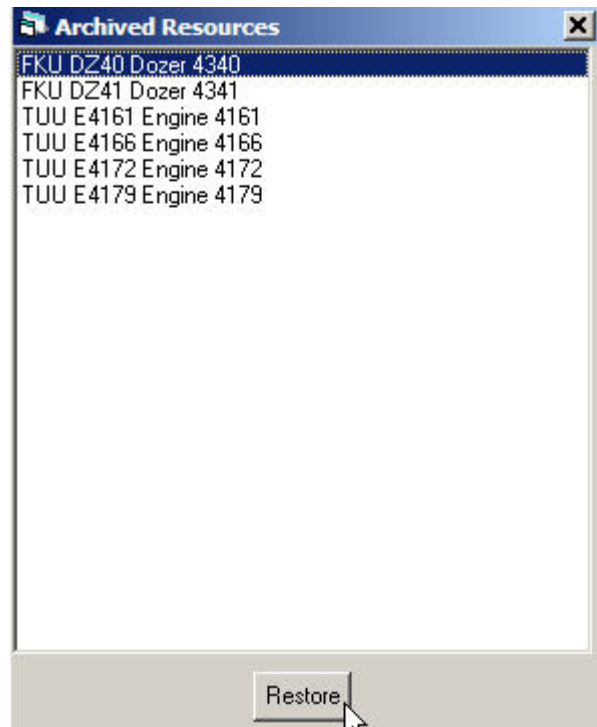
Purged Only Select before searching to view Purged Resources.

Restore Archived Resources

Edit => Restore Archived Resources



To Restore Archived Foreign Resources select the resource and click on the “**Restore**” button.



Rotations

Edit => Rotations

Crew rotations may be maintained from the Edit Menu under Rotations. First, select the rotation type previously established by your System Administrator, then click "OK":



You will see a list of previous assignments, and room to enter a few more.

You may view and print a report by clicking the printer icon in the upper left corner of the window:

A screenshot of the 'Rotation' window. It contains a table with the following data:

	Sequence	AssignDate	IncidentNam	IncidentNum	LocalNum	Assigned	ReleaseDate
	ENG72KNP	8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010
	ENG31SQF	8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010
	ENG41KNP	8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010
	ENG32SQF	8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010
	ENG51KNP	8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010
	ENG41SNF						
	ENG62KNP						
	ENG72KNP						
	ENG31SQF						
	ENG41KNP						

To send to your printer, click the printer icon at the top of this new form.

File: C:\WCADtemp\ROTATE.TXT

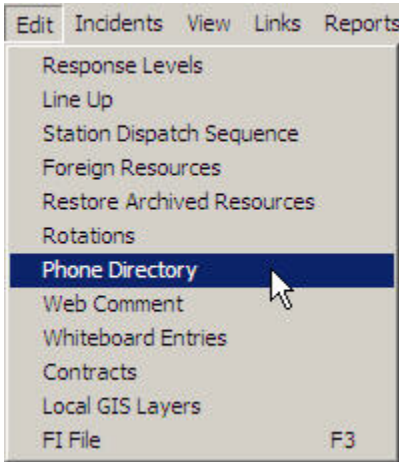
02-23-2011 17:47:42

WildCAD
Bighorn Emergency Communications Center

AssgnDt	Incident	IncNum	Local	Resource	Released
8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010
8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010
8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010
8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010
8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010

Phone Directory

Edit => Phone Directory



The screenshot shows the 'Phone Directory' form with the following fields and controls:

- Personal Information:** First Name: John, Last: Green, Title: District Ranger, Street Line 1: Hume Lake Ranger District, Street Line 2: 35860 East Kings Canyon Hwy, City: Dumlap, State: CA, Zip: 93621, Home: 209-555-5555, Work: 209-338-2251, Cell Phone: (empty), Other Phone: (empty), Personal Cell: (empty), Describe: (empty), Emergency Contact: (empty).
- Professional Information:** Personnel: Administrative, Offices: Hume Lake District, Cooperators: (empty), Agencies: FS.
- Fax Information:** Fax 1 Description: District Office Fax, Fax 1 Number: 209-338-2131, Fax 2 Description: (empty), Fax 2 Number: (empty), Fax 3 Description: (empty), Fax 3 Number: (empty).
- Navigation and Search:** EDIT 2 of 2, First, Previous, Next, Last, Save, Delete, Allow Save/Delete (checked), Clear, Search Criteria, Begin Search.
- Print Options:** Print, Name, Phone Numbers (checked), Address, Categories, Notes.

You may enter, edit, or view phone directory entries on this screen. Click the "**Begin Search**" button to ask WildCAD to collect all of the phone book entries. Use the "**First**", "**Next**", "**Previous**", and "**Last**" buttons to move among the records.

If you make a change, hit "**Save**" to store the changes.

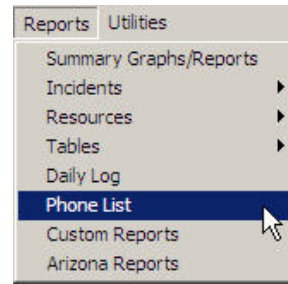
To add a new record, hit "**Clear**" to clear the information. Type in the new record, then hit "**Save**".

To search for specific listings enter know information into the appropriate box and hit the "**Begin Search**" button, it will then display all listings that meet the criteria.

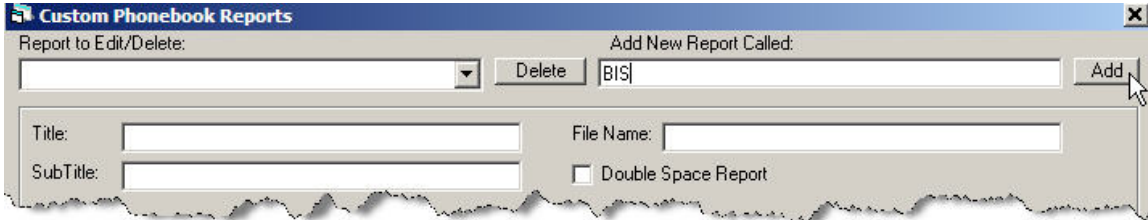
Phone List (Report)

Report => Phone List

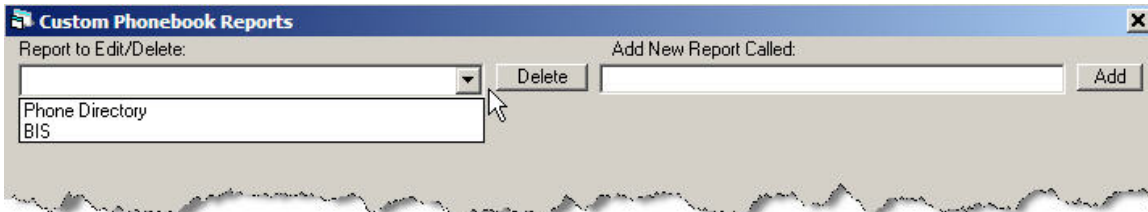
Use this menu to view numerous reports from your Phone Book:



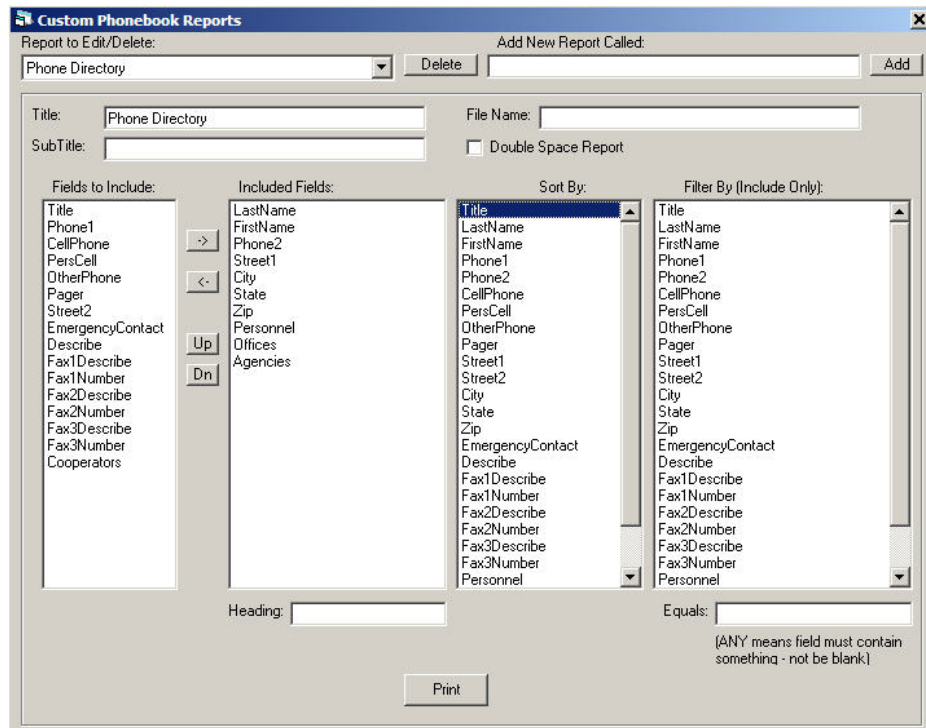
To create a Custom Report: Enter a report name in the upper right hand box the hit **“Add”**

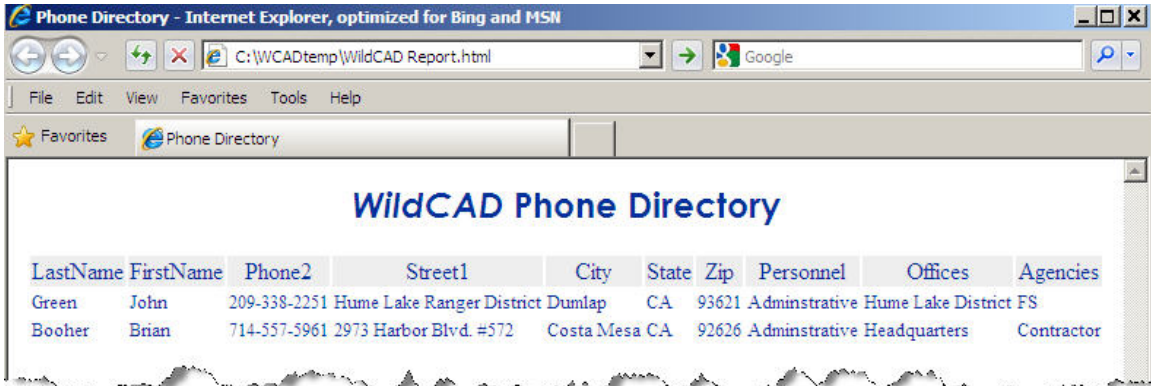


Then select it from the pull down in the left hand box.



Now select the Fields to include, put them in the order desired, select a sort Field and then hit **“Print”**.

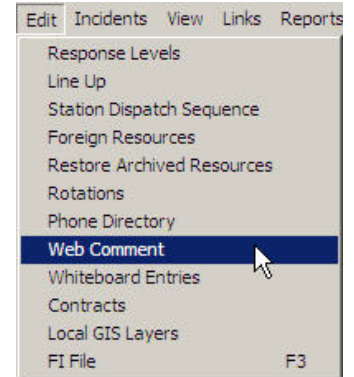
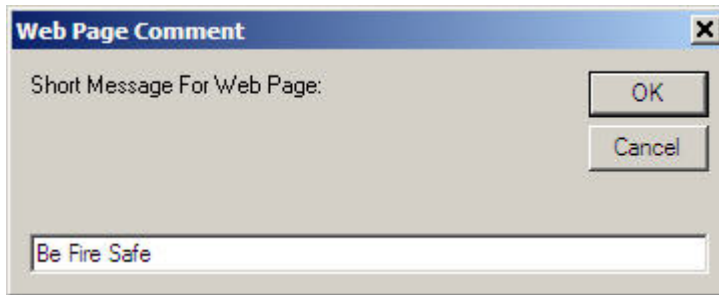




Web Comment

Edit => Web Comment

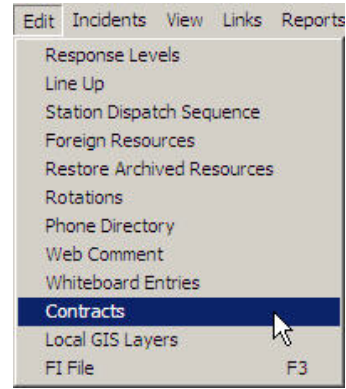
If your center uses WildWeb, set the Web Comment on this screen. Enter comments and then click “OK”:



Contracts

Edit => Contracts

WildCAD allows you to locate and select contractors for use on an Incident. Use this menu item to manage the list of contractors with which you have EERA or other Agreements/Contracts:



A screenshot of the WildCAD 'Contracts' window. The window title is 'Contracts'. It contains a table with the following columns: Contract SubType, Name, Address, Phone, Equipment, Fee, License, Lat, and Lon. The table lists several contractors, all with the name 'United' and address 'San Luis Obispo, CA'. The phone numbers are either '(805) 555-5555' or '786-406'. The equipment types are 'WT T2', 'Gray WT T2', 'Gray WT T1', and 'WT T3'. The fees are 'AG-9999-C-99-7811', 'AG-9999-C-99-7454', or 'AG-9999-C-99-7811'. The license information is 'V: 900000'. The latitude and longitude values are '35.2875' and '119.6612'.

Contract SubType	Name	Address	Phone	Equipment	Fee	License	Lat	Lon
(LPF) Water Tenders, Type 2	United	San Luis Obispo, CA	D:(805) 555-5555	WT T2	AG-9999-C-99-7811	V: 900000	35.2875	119.6612
(LPF) Gray Water, Type 2	United	San Luis Obispo, CA	D:(805) 555-5555	Gray WT T2	AG-9999-C-99-7454	V: 900000	35.2875	119.6612
(LPF) Gray Water, Type 1	United	San Luis Obispo, CA	D:(805) 555-5555	Gray WT T1	AG-9999-C-99-7454	V: 900000	35.2875	119.6612
(LPF) Gray Water, Type 1	United	San Luis Obispo, CA	D:(805) 555-5555	Gray WT T1	AG-9999-C-99-7454	V: 900000	35.2875	119.6612
(LPF) Gray Water, Type 1	United	San Luis Obispo, CA	D:(805) 555-5555	Gray WT T1	AG-9999-C-99-7454	V: 900000	35.2875	119.6612
(LPF) Water Tenders, Type 2	United	San Luis Obispo, CA	D:(805) 555-5555	WT T2	AG-9999-C-99-7454	V: 900000	35.2875	119.6612
(LPF) Water Tenders, Type 2	United	San Luis Obispo, CA	D:(805) 555-5555	WT T3	AG-9999-C-99-7811	V: 900000	35.2875	119.6612

Select the Contract Sub Type from the list established by your System Administrator. Enter the **Name, Address, Phone, Equipment, Fee, and License information** as requested.

Enter the **latitude and longitude** from which the contractor responds.

Throughout WildCAD, wherever you are requested to enter latitude or longitude, you may enter it in a variety of formats. Use commas to separate degrees, minutes, or seconds.

The following are all valid entries:

33,30,12 means 33 degrees, 30 minutes, 12 seconds

33.5 means 33.5 degrees, equivalent to 33 degrees, 30 minutes

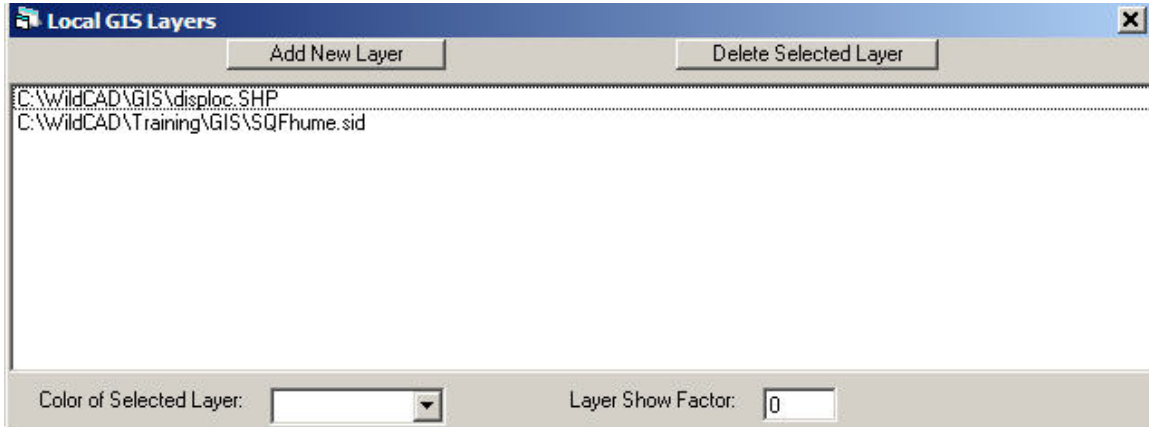
33,30.2 means 33 degrees, 30.2 minutes, equivalent to the first entry above

Local GIS Layers

Edit => Contracts

Your System Administrator has established a list of the most important GIS layers for use in WildCAD, and those layers will always be available when you view the WildCAD map.

You may, however, add your own list of additional GIS layers.



Click “**Add New Layer**”, and you may navigate to the desired Shape File or georeferenced image file. You can delete a layer by highlighting and then click “**Delete Selected Layer**”.

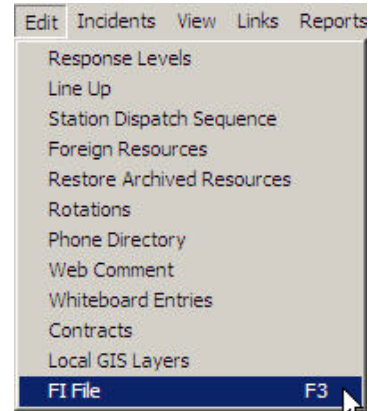
Then, click on any of your Local Layers and set the outline color.

The “**Layer Show Factor**” indicates how many times you must zoom in on your map before the layer shows. A Layer Show Factor of zero means that the layer is always visible.

FI File (F3)

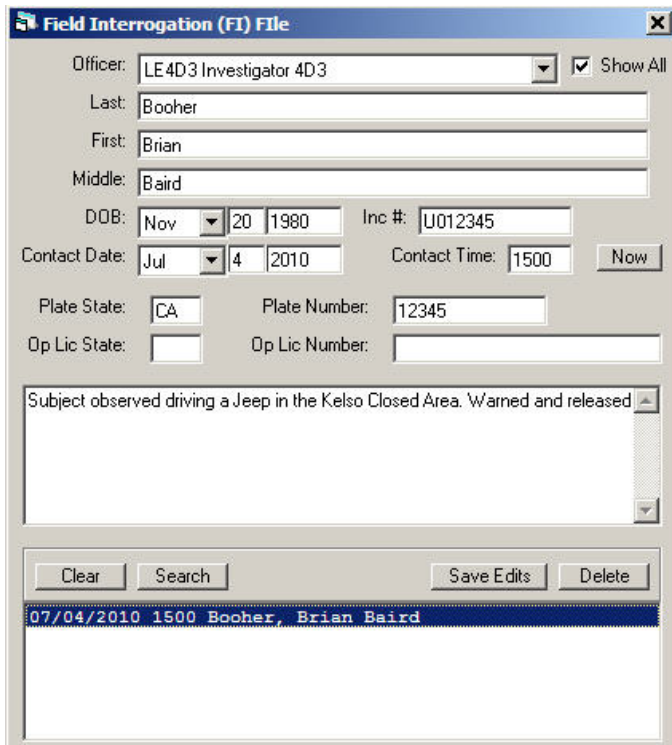
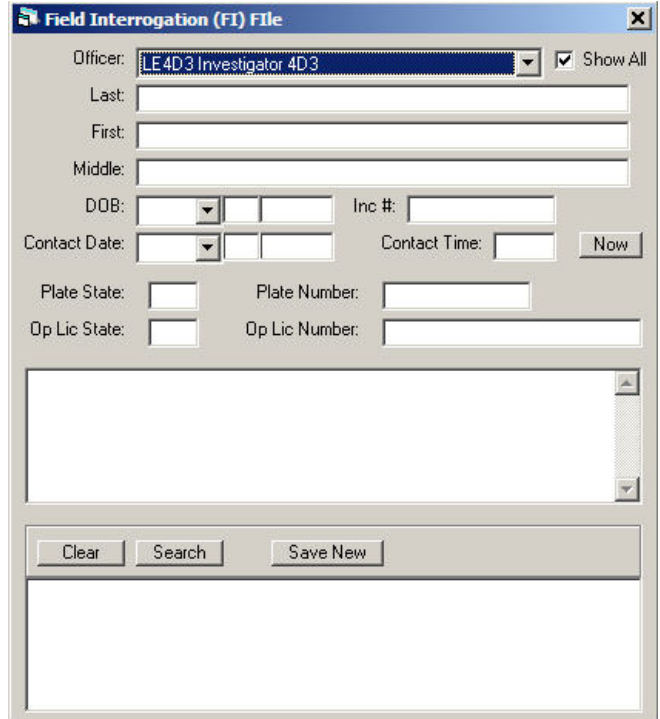
Edit => FI File

The Field Interrogation (FI) File allows you to keep a record of contacts made by your law enforcement personnel.



To enter a new FI record:

- Select the Officer making the contact. By default, only your LE officers are listed. To select from all Resources, click **“Show All”**.
- Enter additional information, including a narrative in the open box.
- Use the **“Now”** button to fill in the date and time.
- Click **“Save New”**.



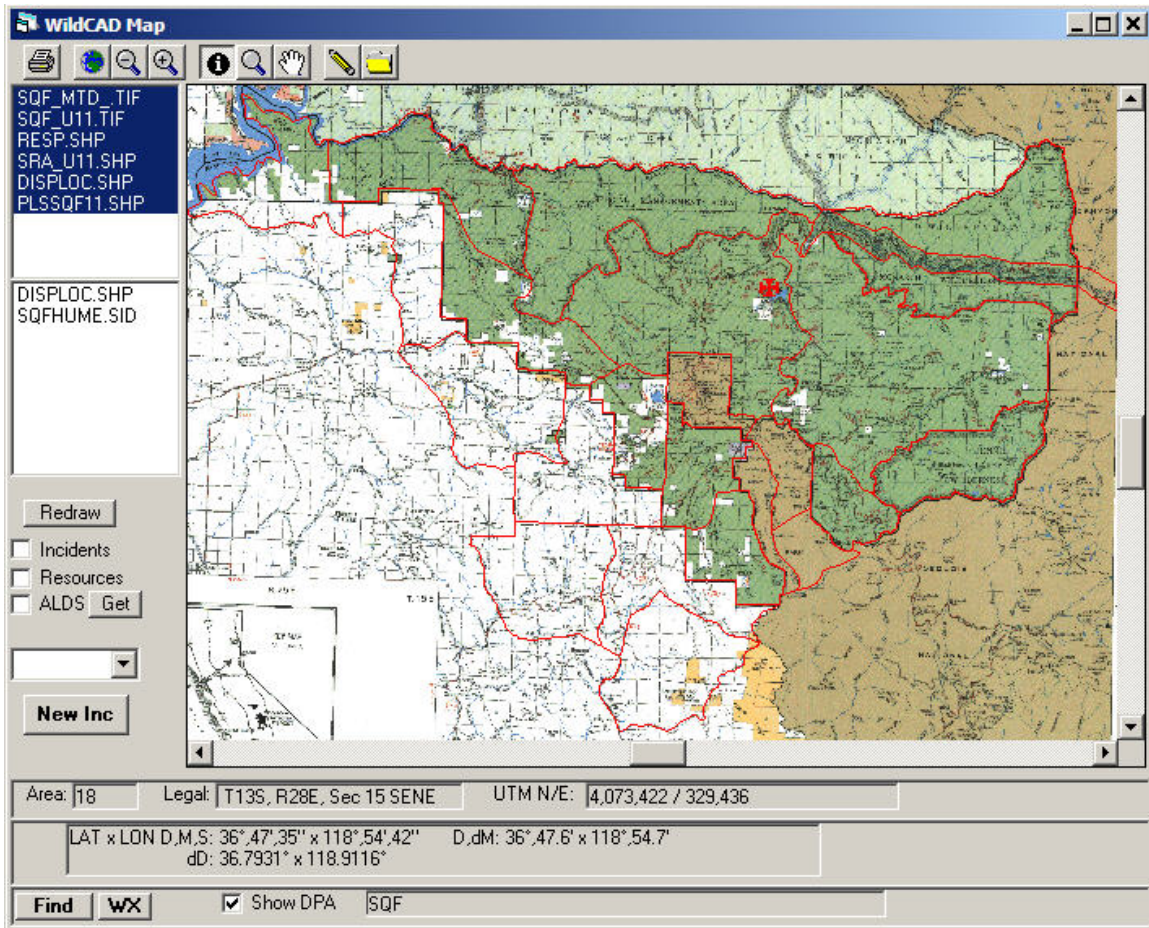
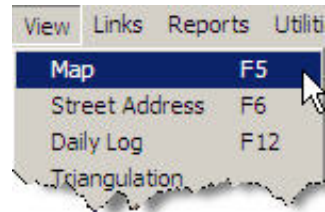
You may later search for people by entering any of the information and clicking **“Search”**. The list of matching contacts will be shown in the bottom. Highlight any one of them to view the complete information. You may edit the information and then hit **“Save Edits”**, or you may **“Delete”** the contact.

OPENING OPERATIONS







Map (F5)

View => Map

The Map Menu (F5) allows you to view and utilize various GIS layers, which were integrated with WildCAD:



The icons at the top perform a variety of tasks:

-  Printer – print visible map
-  Globe – show entire map (“full extent”)
-  Magnifying Minus – zoom out
-  Magnifying Plus – zoom in
-  I (Information) – show selected layer’s information
-  Magnifying Empty – click and drag rectangle for zoom



Hand – click and drag the map



Pencil – show legal, lat/long, and UTM as you move around




File – saves the map as a BMP file in C:\WildCAD\MapImages Folder

At the left, GIS layers are listed. You may select or clear certain layers, and then hit “Redraw” to show different GIS information.

You may turn on:

- **Incidents** – shows all Open Incidents
- **Resources** – shows Resources which have been moved to a lat/lon.
- **ALDS** – shows lightning strikes. Use “Get” to retrieve lightning data. Use the slide bar to set the view lightning in the past so many hours.

Be sure to hit “Redraw” after changing any of these 3 settings.

Use the pull down beneath the “Get” button to select one of your GIS layers. If you then select the information icon  (“I” tool) at the top and click on the map, you will see information about that layer displayed.

Hit the “New Incident” button to start a new Incident at the location shown on the map.

Beneath the map the following information will display:

- **Area** – Response Area
- **Legal** – Legal Description
- **UTM N/E** – Coordinates
- **Lat/Lon** – In Degree, Minutes, Seconds (D,M,S); Degree, decimal Minutes(D,dM); decimal Degree (dD)

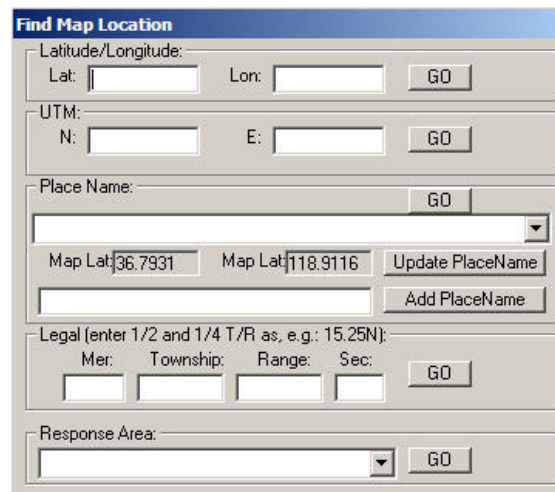
Check “Show” depending on how the System Administrator configured either the Ownership or Direction Protection Area (DPA) will displayed.

If you are connected to the internet, use the “WX” button to retrieve and view the latest RAWs weather for the station closest to your current point on the map.

Find Map Location


Use the “Find” button to find a location on the map.

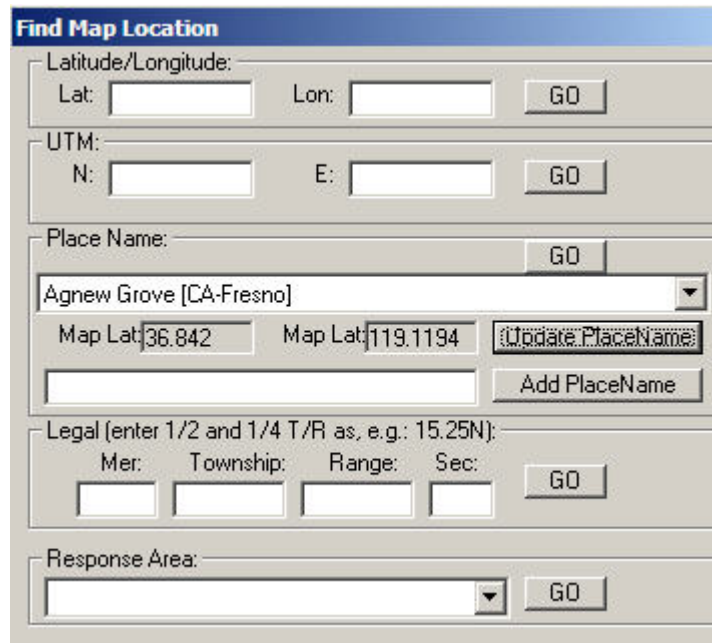
Enter any of Lat/Long, UTM, Place Name, Legal, or Response Area and hit the applicable “Go” button.



The screenshot shows a dialog box titled "Find Map Location" with the following sections:

- Latitude/Longitude:** Lat: [] Lon: [] GO
- UTM:** N: [] E: [] GO
- Place Name:** [] GO
- Map Lat:** 36.7931 118.9116 Update PlaceName
- Add PlaceName:** []
- Legal (enter 1/2 and 1/4 T/R as, e.g.: 15.25N):** Mer: [] Township: [] Range: [] Sec: [] GO
- Response Area:** [] GO

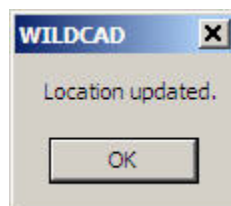
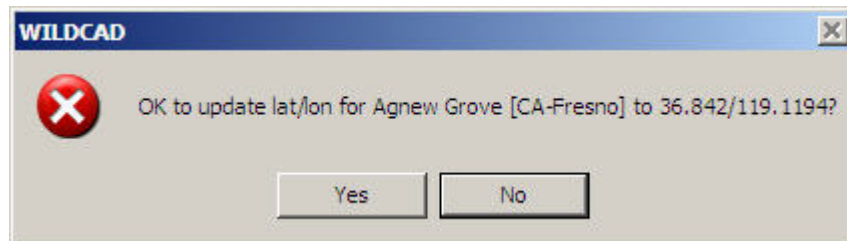
To update Place Name by selecting the Place Name then click on the Map with the Information Icon  then click on the Map Lat box and click **“Update PlaceName”**



The "Find Map Location" dialog box contains several sections for location input:

- Latitude/Longitude:** Fields for "Lat:" and "Lon:" with a "GO" button.
- UTM:** Fields for "N:" and "E:" with a "GO" button.
- Place Name:** A dropdown menu showing "Agnew Grove [CA-Fresno]" and a "GO" button.
- Map Coordinates:** Fields for "Map Lat:" (36.842) and "Map Lon:" (119.1194), with an "Update PlaceName" button.
- Add PlaceName:** A text input field and an "Add PlaceName" button.
- Legal:** Fields for "Mer:", "Township:", "Range:", and "Sec:" with a "GO" button.
- Response Area:** A dropdown menu and a "GO" button.

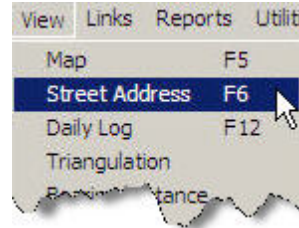
Will be asked to is it OK to update, click **“Yes”** or **“No”**



Street Address (F6)

View => Street Address

If your center has implemented the Street Address geocoding feature in WildCAD, you will see the following screen:

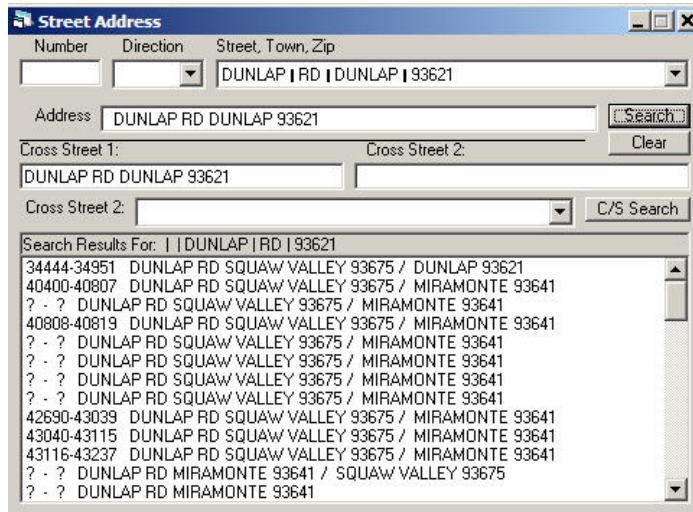
A screenshot of the 'Street Address' dialog box. The dialog has a title bar with the text 'Street Address'. It contains several input fields and buttons. The 'Number' field is empty. The 'Direction' field is a dropdown menu with a downward arrow. The 'Street, Town, Zip' field is a dropdown menu with the text 'DUNLAP | RD | DUNLAP | 93621'. Below this is an 'Address' field containing 'DUNLAP RD DUNLAP 93621' and a 'Search' button. There are also 'Cross Street 1' and 'Cross Street 2' fields, both containing 'DUNLAP RD DUNLAP 93621', and a 'C/S Search' button. A large empty rectangular area is at the bottom of the dialog.

Note that this screen takes a long time to initially load. If you are using street addresses frequently, it is recommended that you load this screen, and then minimize it instead of closing it. You may then recall it with the F6 key.

Enter a street number (required), and pull down the direction. Select a street name/town combination from the pull down list. You may also type the street name - hit Escape (ESC Key) to tell WildCAD you are starting to type a name.

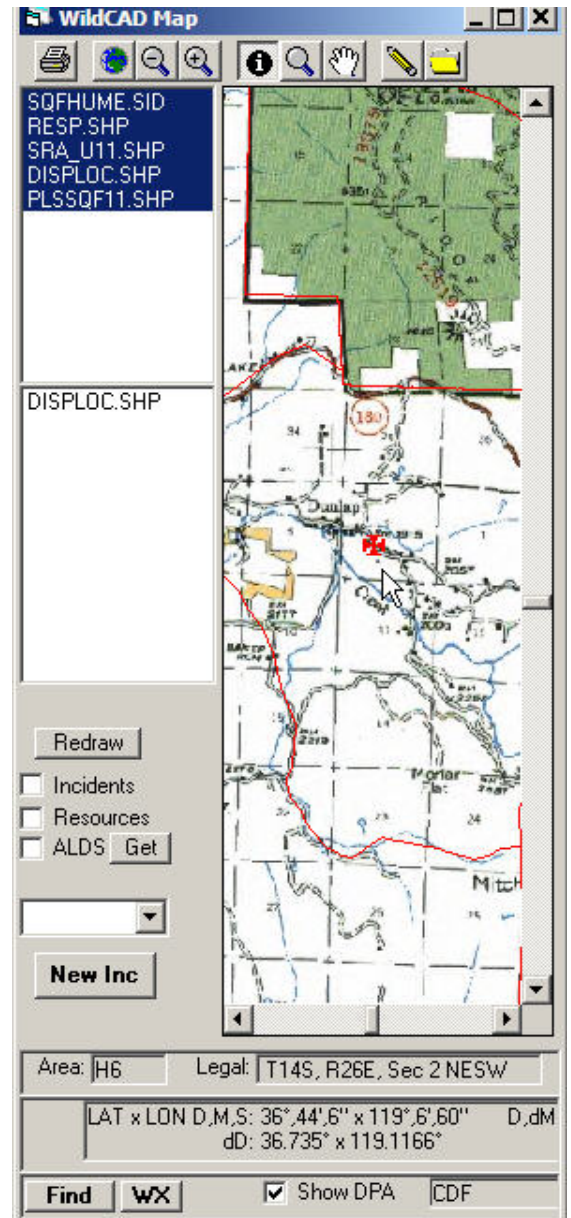
Click the "**Search**" button to begin the search.

A list of possible street segments will be displayed below, sorted by likely match success. If an exact match was found, the correct street segment is highlighted, and the WildCAD map moves to that location, ready for you to do a dispatch.



If an exact match is not found, you must click on one of the street segments to have WildCAD move to it on the map.

Note that you may also pull down a cross street, and then use the "**C/S Search**" button to search for the intersection of the two selected streets. In this case, the street number is ignored.



Resource Status (F7)

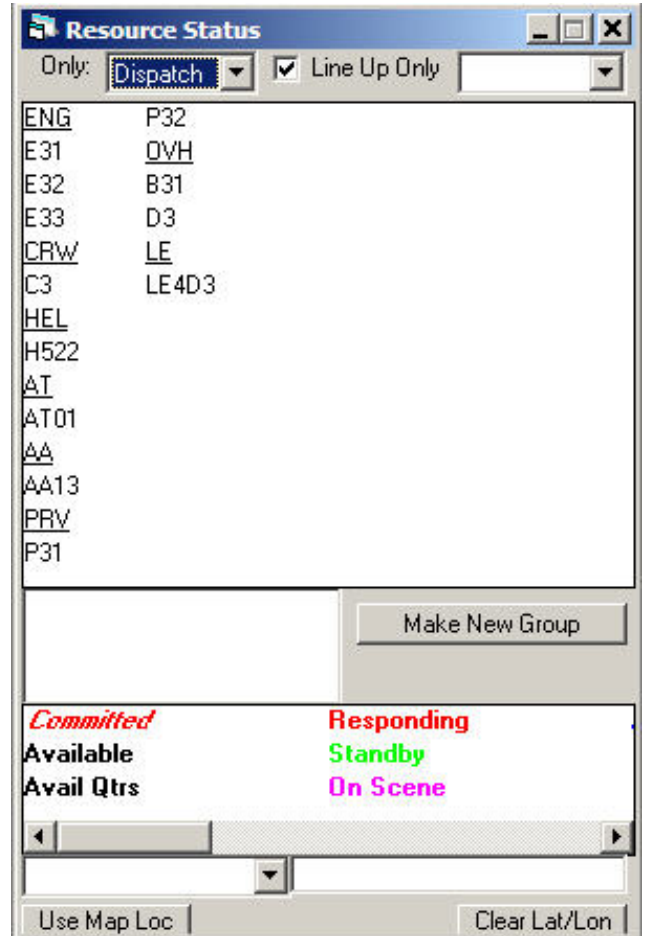
Incidents => Resource Status



The Resource Status Window (F7) shows all of your resources:

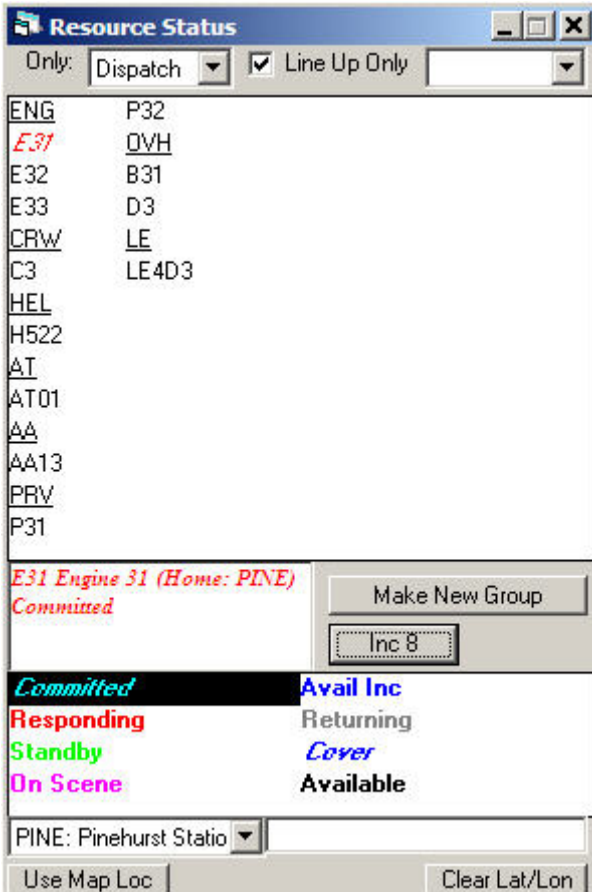
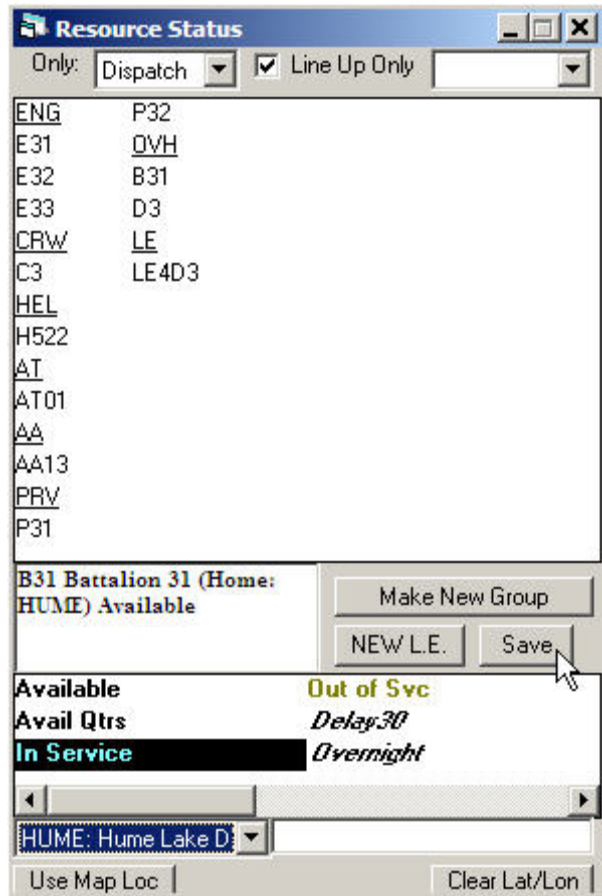
At the top, you may select from the pull down on the left which Agency resources to view (or, all of those you "Dispatch"), and on right which Resource Types (or, "All").

Click "Line Up Only" to show only those Resources, which are included in a Line Up Group.



Also, after clicking on a resource, you will see a "New LE" button which allows you to initiate a new Law Enforcement Incident and commit this Resource to it.

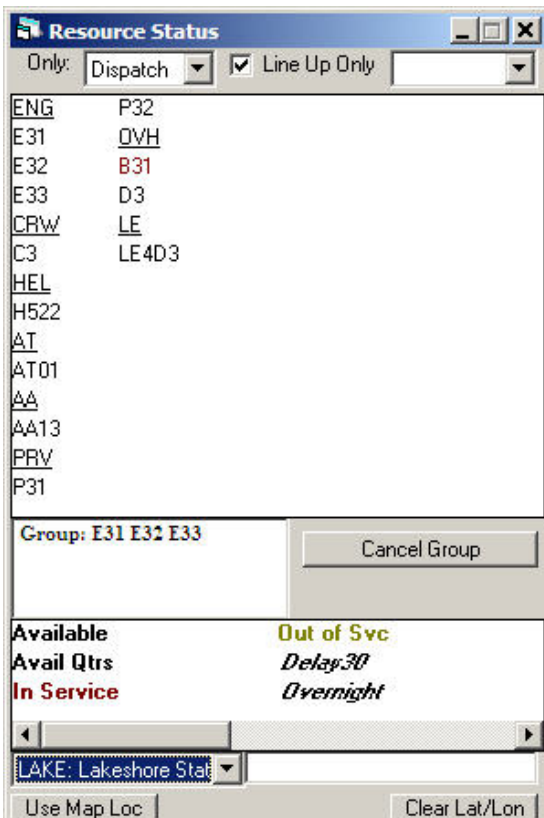
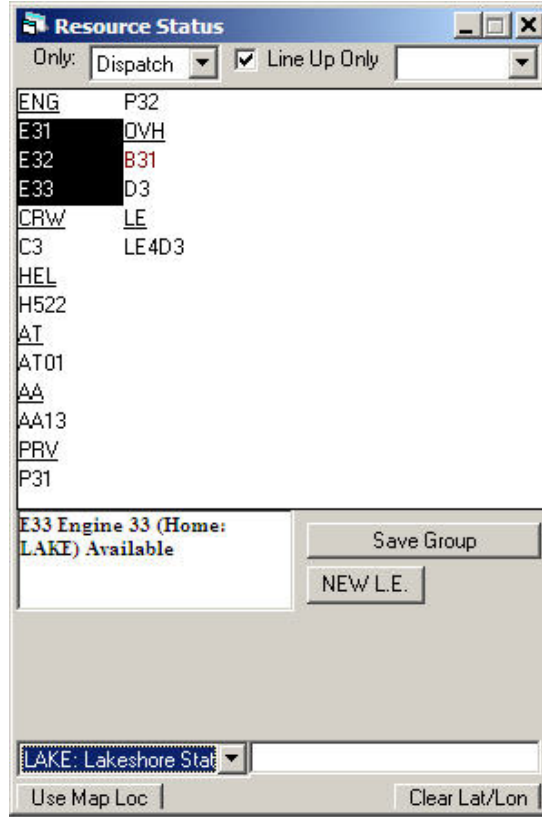
You may click on a resource to view/edit its status and location. If you change status or location, you must then hit **"Save"**.



Clicking on a resource that is committed to an incident will display a button showing which incident it is assigned to you may hit the button to display that Incident screen.

The Make New Group allows you to group resources.

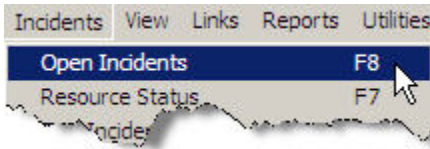
Select the resources you want to Group then hit the “**Save Group**” button.



To cancel a Group select one of the resources in the Group then hit the “**Cancel Group**” button.

Open Incidents (F8)

Incidents => Open Incident



The Open Incidents Window (F8) shows all open incidents:



Double-click on a listed incident to open its window. To remove an incident from this list, change its status to “Closed”. It may later be changed back to “Open” - the only impact of setting an incident’s status to closed is to remove it from this list.

Print – Print this Incident Report to a Printer

PDF – Print this Incident Report to a PDF File

WFDSS – Create a TXT File of an incident or multiple incidents for uploading to WFDSS

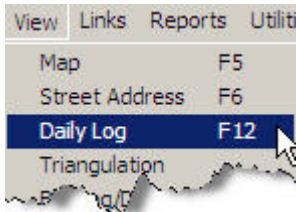
Mine Only – IF check it will only display incidents that show you as Dispatcher.

By Update – Allow you to sort by Last Access or Number

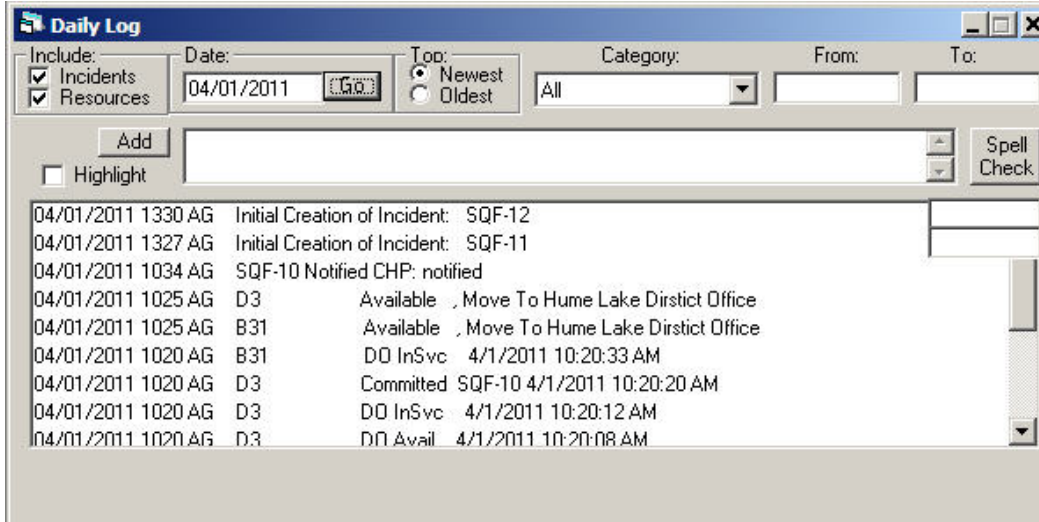
- **By Access** – List the Incidents by last access date and time.
- **By Number** – List the Incidents by Incident Number

Daily Log (F12)

View => Daily Log



The Daily Log allows you to enter log comments each day, without the need to open a separate Incident just for this purpose. You may also view all Incident and/or Resource activities for the day.



INCIDENTS

Use the Incidents Menu to select the main working screens in WildCAD. Many of the items on this menu have a shortcut key that may be hit instead of using the menu. For example, you may start a new incident by hitting F9.

New Incident (F9)

Incidents => New Incident

Hitting F9 to start a new incident will show the incident form, with no location, Response Area, or other information. F9 means that you want to initiate the Incident manually, as opposed to starting the Incident from the map

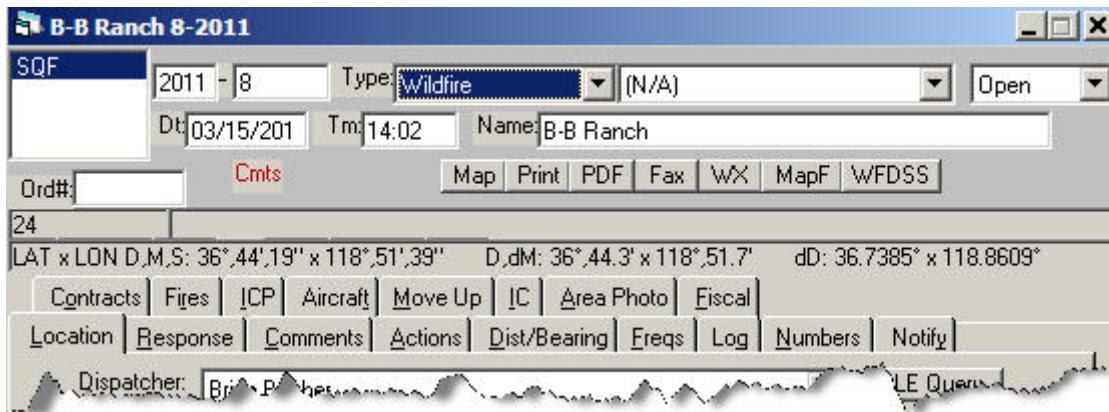


Before examining the Incidents Menu items, let us discuss the primary screen you will use in WildCAD - the Incident Screen.

Incident Screen

As you work with WildCAD, you will frequently manage Incidents on this Incident Screen. The screen contains numerous "Tabs", each of which is described below:

Header Information



The top portion of the Incident Screen contains the **Agency**, **Year**, and **Incident Number**. The Incident Number will be automatically assigned by WildCAD.

You also see the **Incident Type**, and, if established in your center, **Incident Sub-Types**. The Incident Status is shown - either "**Open**" or "**Closed**", along with the **Date**, **Time**, and **Incident Name** are shown. If this Incident is in support of a Resource Order, the Order Number (**Ord#**) is shown. If comments are present "**Cmts**" indicates they need to be reviewed.

You may use the following buttons:

Map – have the WildCAD Map move to the Incident location.

Print – Print this Incident Report to a Printer

PDF – Print this Incident Report to a PDF File

Fax – Fax this Incident Report.

WX – if you are connected to the Internet, view most recent RAWS weather from the RAWS station closest to this Incident.

MapF – Save the the Map as a BMP File

WFDSS – Create a TXT File of this incident for uploading to WFDSS

The **Response Area** and **Incident Location (lat/long)** are also displayed in the Incident Header area.

Each of the Incident **Tabs** will now be discussed. Hold the “**Alt**” **Key** and select the **Underline Letter** to move to a Tab.

- Location
- Response
- Comments
- Actions
- Dist/Bearing
- Freqs
- Log
- Numbers
- Notify
- Contracts
- Fires
- ICP
- Aircraft
- MoveUp
- IC
- Area Photo
- Fiscal

Location Tab

The **Dispatcher** is automatically entered, to change use the pull down menu. Enter information about the **Reporting Party**, and **Initial Location**. **Response Area** is automatically entered but can be changed using the pull down menu.

If you select a “**Related Station**”, then Resources on this Incident will have their locations moved to that station when you put them “**On Scene**”.

Enter the **Initial Location** of the Lat/long and legal description, this information is automatically entered, selecting a location of the **Map (F5)** and clicking “**New Inc**”

Enter the **Actual Location** of the Lat/long and legal description (optional)

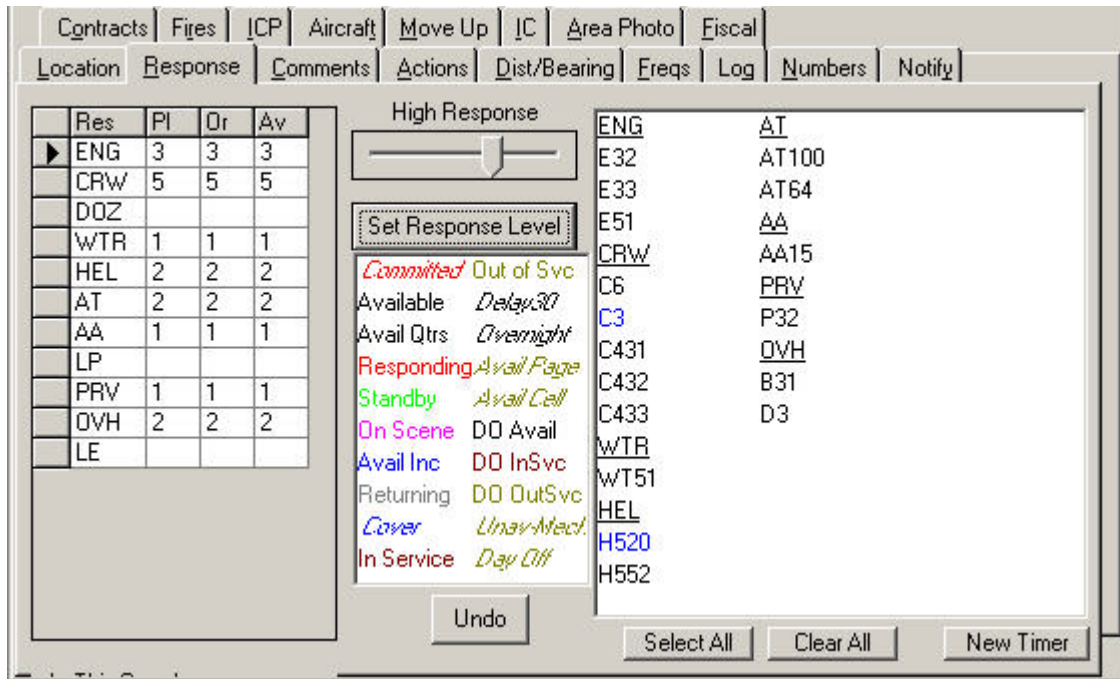
Click “**Use Area Lat Lon**” to use a representative latitude/longitude for this Response Area. Click “**Use Map Location**” to use the location shown on the WildCAD map.

You may include narratives about the **Initial Report on Conditions**, **Notes**, and the “**Web Comment**”, which will appear on the WildWeb web page. To prevent this Incident from being displayed by WildWeb, click the “**No WildWeb**” box.

You may “**VOID**” this incident only no resources are assigned to the Incident.

Response Tab

Manage your responding resources on this tab:



Click and drag the Response Level slider to the appropriate level, and click "**Set Response Level**". WildCAD will recommend those resources which it thinks should respond. Click on one or more resources (a line will be drawn through those you have selected) and then click on a status code. It is important to at least commit the resources to your incident quickly, so that another dispatcher may not use them for another incident.

The columns at the left are:

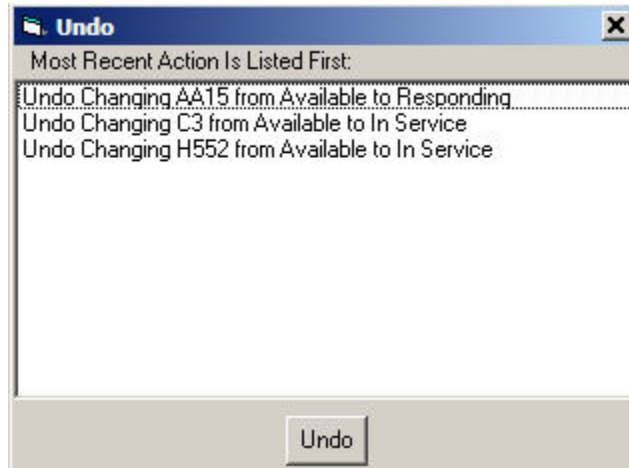
- **Res** – Resource Type
- **PI** – Number preplanned
- **Or** – Number requested for this Incident
- **Av** – Number available

You may change the quantities in the Or (ordered) column to, for example, request the next closest engine.

Use the "**Select All**" or "**Clear All**" as shortcuts.

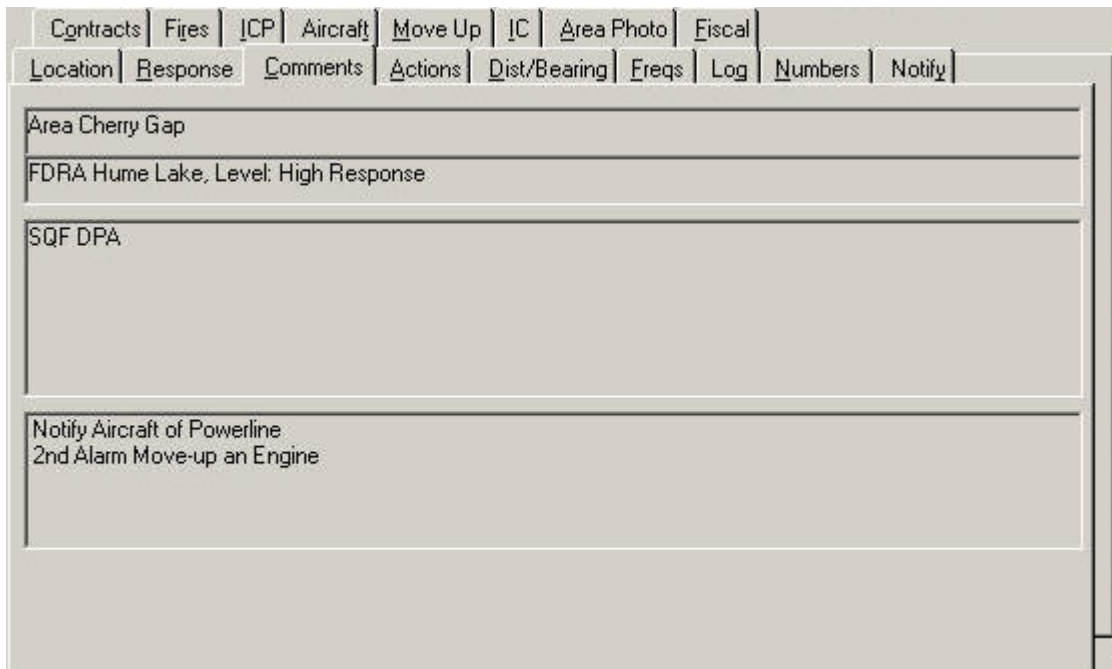
Select a resource and click "**New Timer**" to start a timer for that resource.

The “**Undo**” button at the bottom can be used to undo recent status changes. Click it, and you will see a list of status changes you have made:



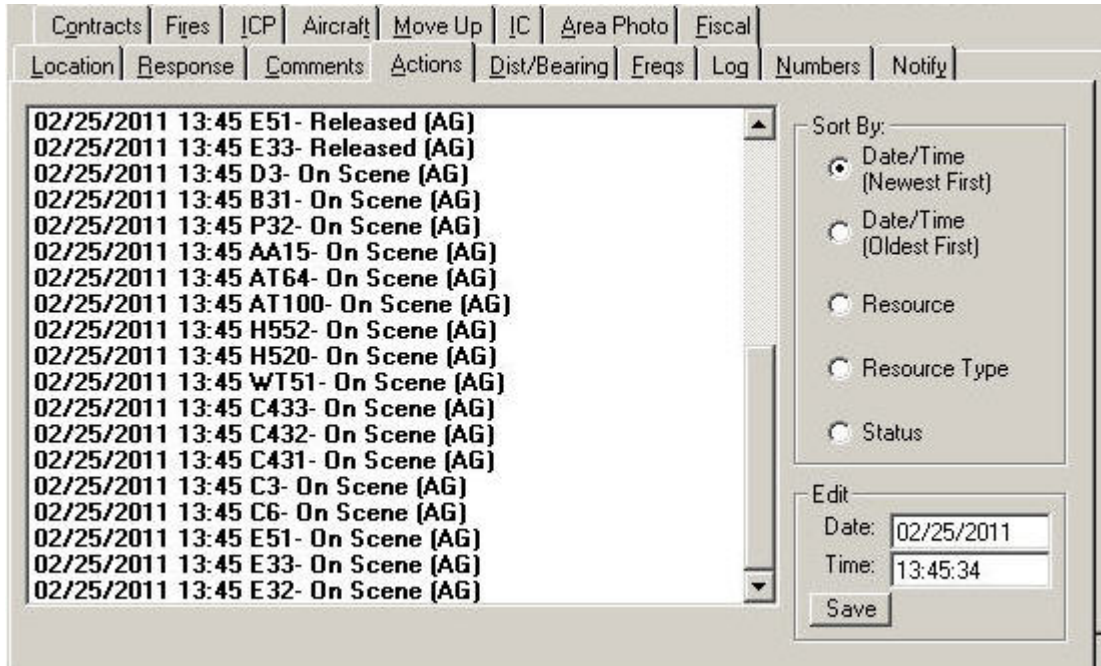
Select one of the listed actions, and then click “Undo”.

Comments Tab



This tab shows information entered by the System Administrator and Related incidents.

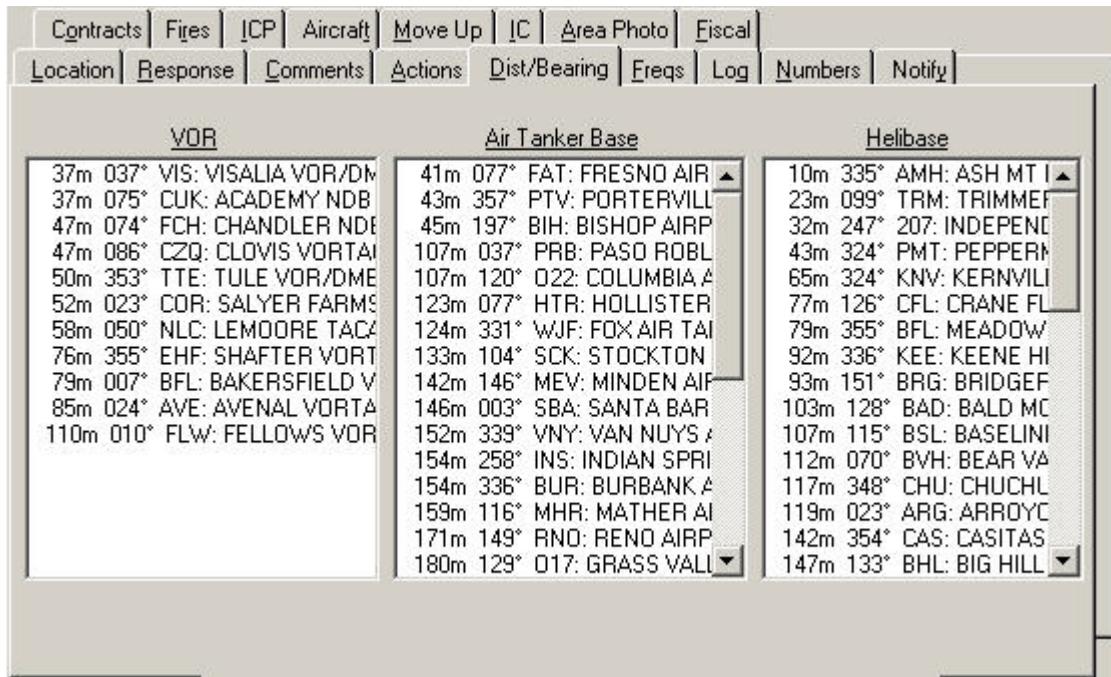
Actions Tab



The Actions Tab shows all of the status changes for resources on this Incident. You can sort actions by selecting the different option below “**Sort By**”. If you select (click on) one of the statuses, you may then edit its Date and Time in the lower right. Hit Save to update the database.

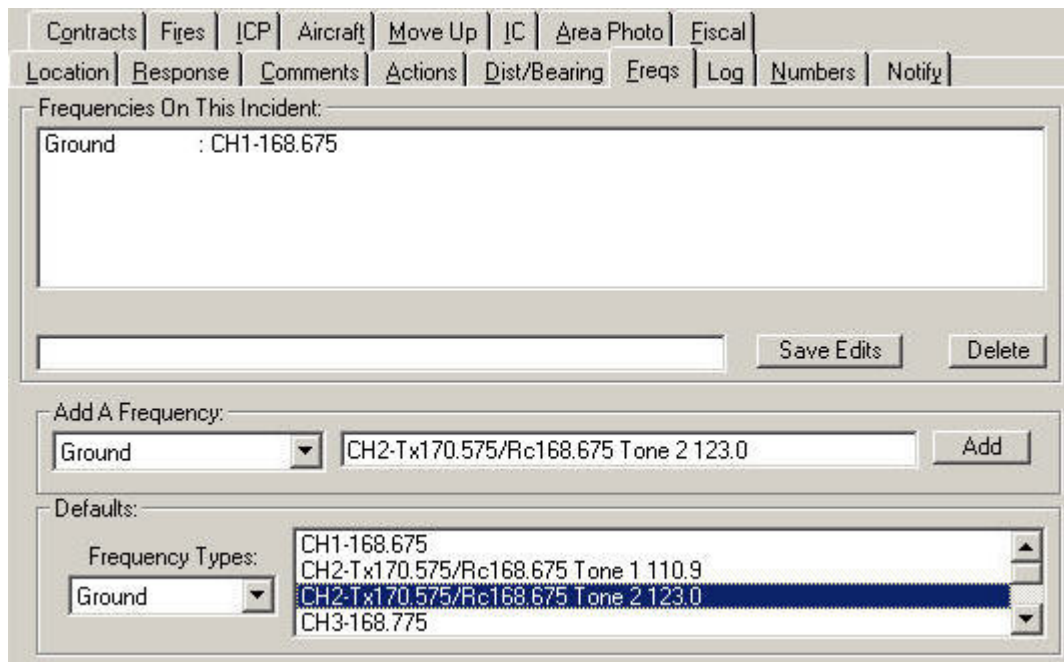
Note: The ability to edit these dates and times is a decision made by your System Administrator. If you do not see the “**Edit**” block in the lower right, your center has chosen to not allow dates and times to be changed.

Dist/Bearing Tab



These three lists are sorted according to air miles - with closest shown at the top. Every time you visit this tab, the lists are recalculated based on the lat/long shown on the Location tab.

Freqs Tab



Enter Frequencies for the Incident, using categories (e.g. Ground) established by your System Administrator.

Use the “**Defaults**” block at the bottom to select first a Frequency Type, and then a Frequency to add. It will appear in the “**Add a Frequency**” block.

You may, instead, manually enter a Frequency, or edit a default, in the “Add a Frequency” block.

Click “**Add**” to add it to this Incident Clicking any Frequency assigned to this Incident allows you to edit it (then use “**Save Edits**”), or delete it.

Log Tab

DATE	TIME	FROM	TO	DETAILS
02/25/11	1404	AG	B3	Advise

Enter any log items on this screen. You may also click on an existing item and edit it. Click “**Save**” to save it. If you have logged in as a Dispatcher, your initials will appear in whichever From/To block you do not initially type into.

Numbers Tab

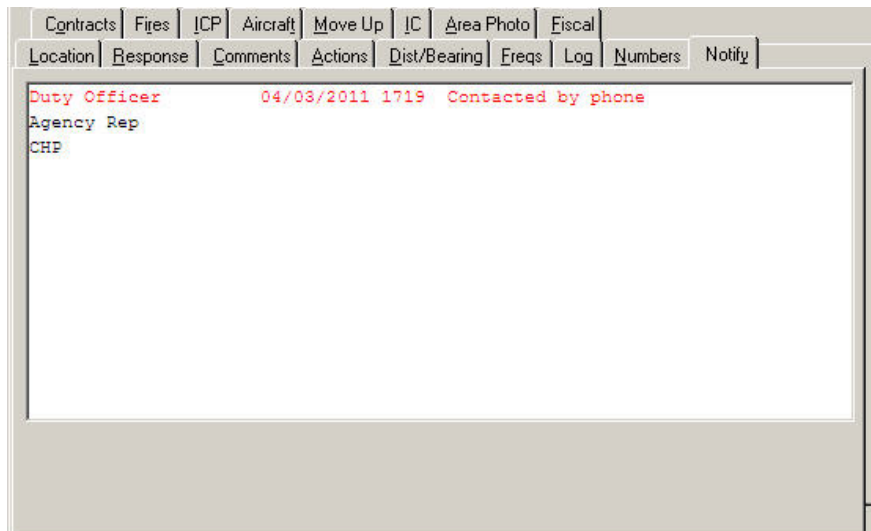
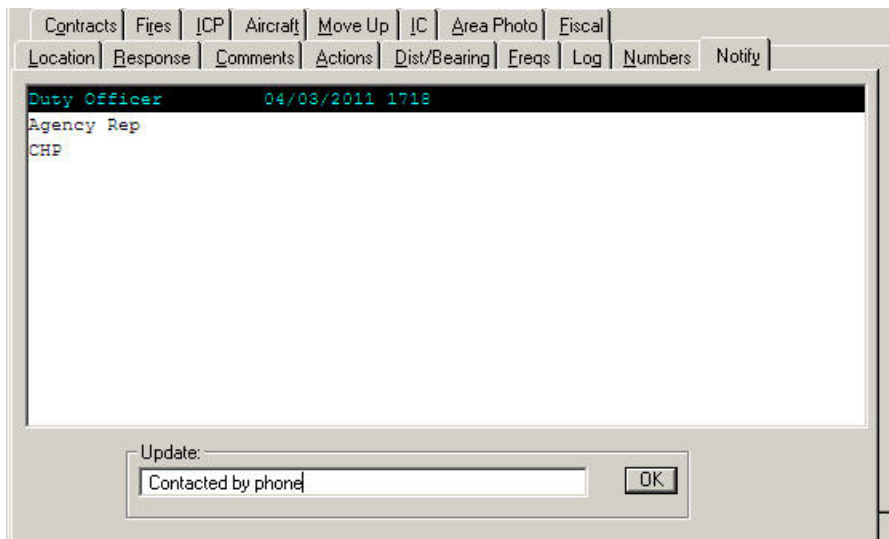
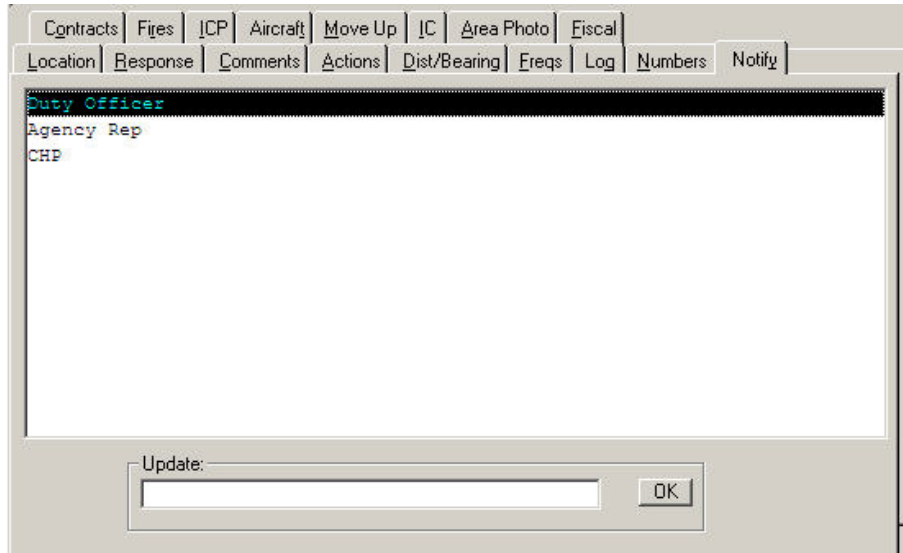
Buying Unit	559-283-1852	Finance	805-469-9193
Buying Unit Fax		Safety	805-460-9102
Air Tanker Base	805-238-1878	PIO	805-460-9296
Air Tanker Fax	805-238-3129	Forest PIO	805-460-9296
Air Tanker Base		Medical	805-461-0343
Air Tanker Fax		Communications	805-460-9346/9851
AQBD	805-886-6970	Liaison	805-461-0355
IC	805-886-8360		
Forest Facilitator			
Ordering	805-460-9076		

Your System Administrator has the opportunity to create up to twenty different categories of numbers, which you can then enter on this tab.

Notify Tab

CHP
Duty Officer
Agency Rep

Your System Administrator can also create a **"prompt list"** of Notifications. Click on any one of them, then enter brief details about the Notification and click **"OK"**. If certain Notifications are required, for this Incident, they will appear at the top in red.



Contracts Tab

Location | Response | Comments | Actions | Dist/Bearing | Freqs | Log | Numbers | Notify

Contracts | Fires | JCP | Aircraft | Move Up | IC | Area Photo | Fiscal

Contract Type: (SQF) Water Truck

Contract SubType: (SQF) Water Tenders, Type

34 miles: (000) J. Perterson (1)

34 miles: (000) K&B Water T. (3)

34 miles: (000) S. Valley WT (7)

55 miles: (000) S. Carver (9)

62 miles: (000) Hafenfeld Ranch(2)

80 miles: (000) F.J. Schlitz (4)

80 miles: (000) F.J. Schlitz (6)

84 miles: (000) AAA Emerg Serv. (8)

84 miles: (000) Greg R. Holt (11)

94 miles: (000) Bogan Trucking (10)

1004 miles: (000) Jeff Kurz Truck (5)

J. Perterson (1)
Exeter, CA
WT T2
AG-9J61-C-07-8075
V:1XKDD99X4wJ767965
D/C:(559) 730-6822, N:(559) 592-5274

Add:
Date: 04/03/2011 Ord#

F - Filled

F - Filled
D - Declined
U - Unable to Contact

Add

Select the **Type** and **Sub Type** of contract, and a list of known Contractors will be displayed, sorted by air miles to the Incident. Click on one of them, and you will see information about their EERA/Contract.

At the bottom, you may then enter the **Date** and **Order Number**, and select status for this Contractor on this order:

- F – Filled
- D – Declined
- U – Unable to Contact

Click “**Add**” to add this history for this Contractor.

Fires Tab

The Fires Tab is used for two different purposes.

On the left, enter the **Initial Report of Conditions**, using free text.

On the right, enter the final **Fire Report Information**, which will be used for the fire summary reports.

The “**Auto**” buttons will automatically assign the next Fire Number and next Sub Unit Fire Number.

Two addition buttons “**AZ Fire info**” (for the Arizona State Lands, if activated) and “**Center Data**” allow you enter addition data. These entry tabs are established by the System Administrator.

Center Data example:

ICP Tab

Enter information about the Incident Command Post on this tab.

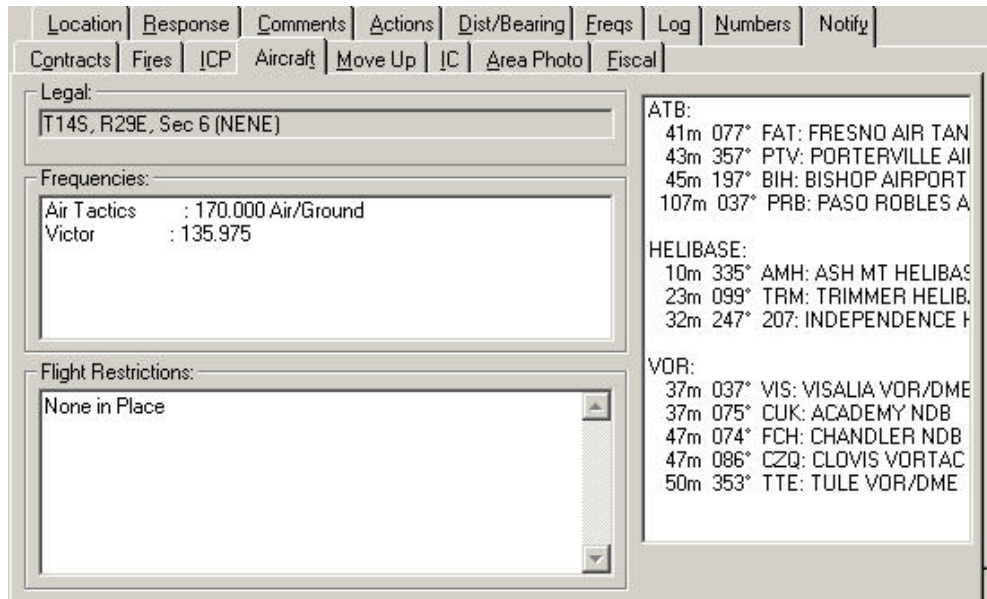
If you select by a check the **Use Incident Lat/Lon for ICP**, then Contractor distances shown on the Contracts tab will be based on the Incident location.

If you do not select **Use Incident Lat/Lon for ICP**, and, instead, enter a different location for the ICP, then that location you enter will be used to calculate Contractor distances. You may also “**Find ICP**” which allows you to automatically fill in the lat/long based on Dispatch Location, Place Name, or Legal:

The Functions are established by the System Administrator. Enter the **Expanded TN** (Telephone Numbers) and **ICP Telephone Numbers**.

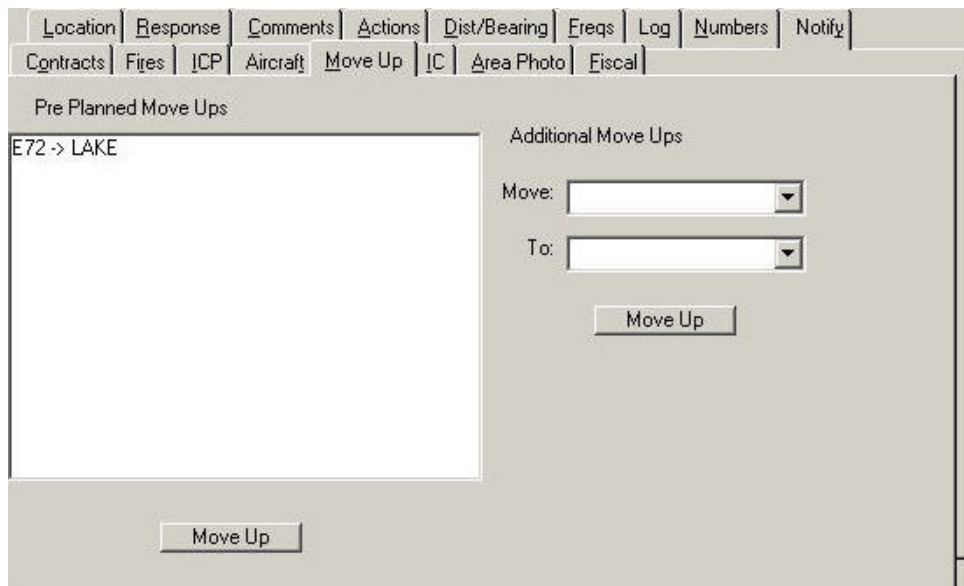
Aircraft Tab

The Aircraft Tab combines information from three other tabs:



Move Up Tab

Pre-planned Move Ups for this Response Area, Response Type, and Level are shown:



Select one of the items, and click **“Move Up”**. You may also manually Move Up additional Resources using the right side of this screen.

IC Tab

Use this tab to create a history of the Incident Commander.

04/04/2011 1026: Bob Green Effective 3/15/2011
(AG) Other Comments: IC Green actually assume command at 1000 hours.

Add Information About IC:

IC Name: Effective:

Other IC Comments:

Fiscal Tab

On the Fiscal Tab, you may enter up to 7 different Job Codes, and indicate whether this Incident was Unified Command, Reimbursable, or Non-reimbursable.

Job Codes

Unified Command

Non-Reimbursable

Reimbursable

New Law Enforcement Incident (F11)

Edit => New Law Enforcement Incident

Use F11 to start a new Incident and have WildCAD set its Incident Type to "Law Enforcement". You may then enter any other desired information about the Incident.



(New) 23-2011

SQF 2011 - 23 Type: Law Enforcement Open

Dt: 04/05/201 Tm: 13:29 Name: (New)

Ord#: Cmts

LAT x LON D,M,S: 0°00'00" x 0°00'00" D,dM: 0°00.' x 0°00.' dD: 0° x 0°

Dispatcher:

Reporting Party:

Initial Report:

Initial Location:

Initial Latitude: Lon: T NS R EW Sec SubSec

Actual Location:

T NS R EW Sec SubSec

Actual Latitude: Lon:

Notes:

Web Comment: No WildWeb

INCIDENT RECORD MANAGEMENT

Find Incident



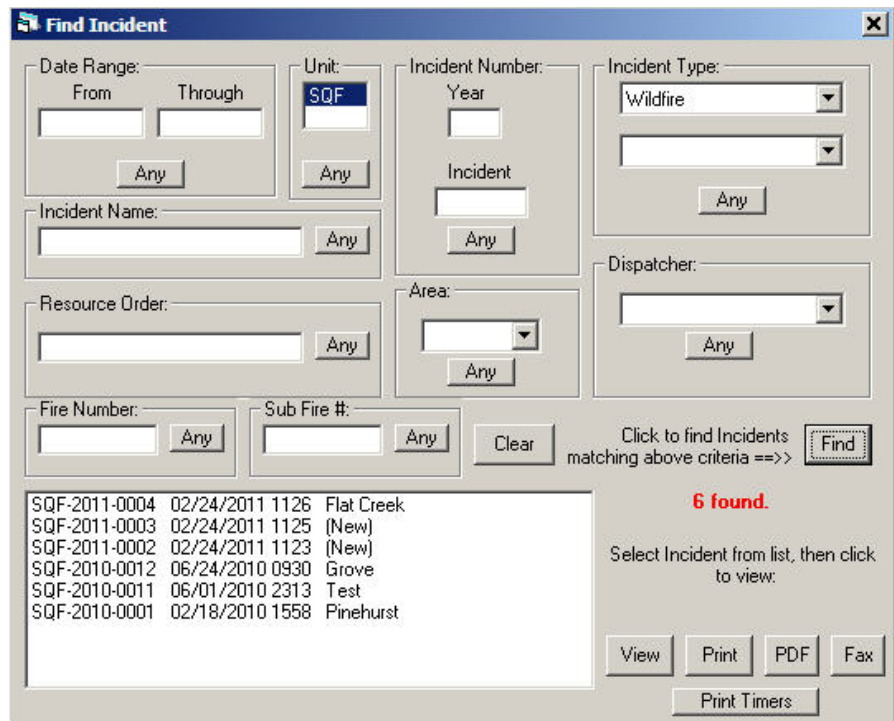
Incidents => Find Incident

You can find an Incident by any of the shown Search Criteria. In the above example, we are asking for a list of SQF Incidents when we hit "Find". Use the "Any" buttons to remove criteria for the applicable block.

After hitting "Find", a list of qualifying Incidents is displayed.

Highlight the desired Incident, and hit "View" to open the Incident window.

You may also "Print", "PDF" or "Fax" the Incident from this screen, or prepare a report "Print Timer" of any Timers associated with the Incident.



Relate Incidents



Incidents => Relate Incident

WildCAD allows Incidents to be “related” for two different purposes.

First, two Incidents may have been started (e.g. due to two different reporting parties), but they in fact turned out to be the exact same Incident. In this scenario, all Resources on the second (“Related”) Incident will be diverted to the Primary Incident. However, all comments and other information will remain for both Incidents.

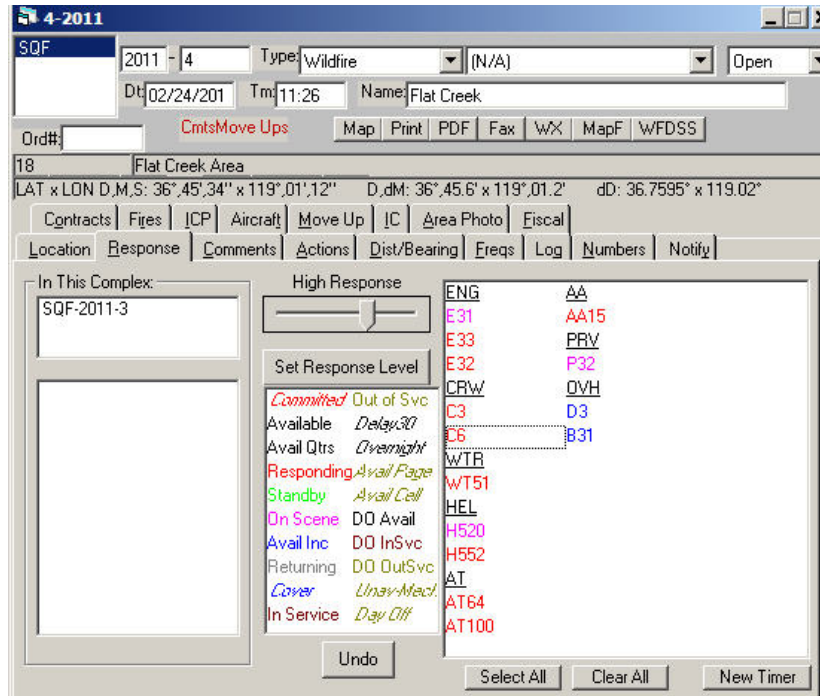
Second, you may establish a Complex of related Incidents. In this situation, no Resources or other information are diverted from one Incident to another, but you will be able to quickly move from the Primary Incident for the Complex to any Related Incidents.

The screenshot shows the 'Relate Incidents' dialog box with two sections. The top section is titled 'Associate Two Incidents Which Turned Out To Be The Same Incident:' and contains two rows of input fields. The first row is for the 'Primary Incident' and the second for the 'Related Incident'. Each row has three columns: 'Year', 'Unit', and 'Number'. The 'Unit' column contains a dropdown menu. An 'OK' button is located to the right of the top section. The bottom section is titled 'Manage A Complex By Associating Multiple Active Incidents To A Primary Incident:' and contains two rows of input fields for 'Primary Incident' and 'Related Active Incident', with the same 'Year', 'Unit', and 'Number' columns. An 'OK' button is also present to the right of this section.

This screenshot shows the 'Relate Incidents' dialog box with data entered. The 'Primary Incident' row has '2011' in the Year field, 'SQF' in the Unit dropdown, and '4' in the Number field, with the text 'Flat Creek' to its right. The 'Related Active Incident' row has '2011' in the Year field, 'SQF' in the Unit dropdown, and '3' in the Number field, with '(New)' to its right. A red text message at the bottom reads: 'All assigned Resources, log entries, etc remain with their current Incident. From the Primary Incident, you will be able to quickly jump to Related Active Incidents by viewing and clicking on any Resource assigned to any Incident in the Complex.' A 'Relate' button is located at the bottom right of the dialog box.



If you relate Incidents into a Complex, the Response Tab on the Primary Incident will be changed so that Related Incidents, and Resources on Related Incidents are listed:



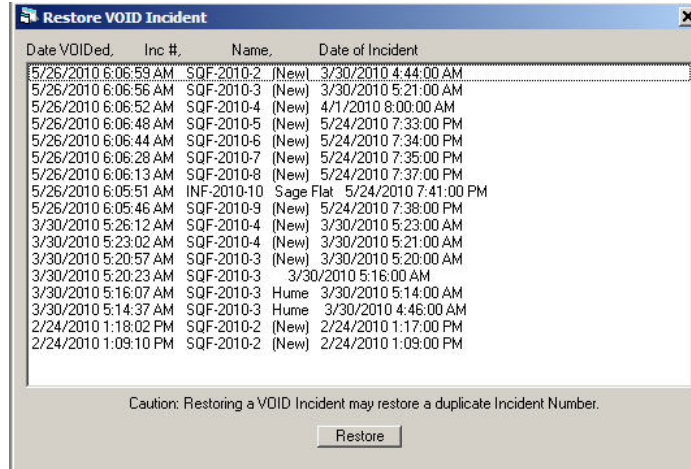
Click on any of the Related Incidents, or on a Resource on a Related Incident, and that Incident Window will open. Comments Tab has a feature for retrieving Related Incidents.

Restore VOID Incident



Incidents => Restore VOID Incident

If you accidentally VOID an Incident, you may use this screen to restore it:



Keep in mind that it is possible that this Incident's Incident Number was reused for a different Incident, so you may see duplicate Incident Numbers

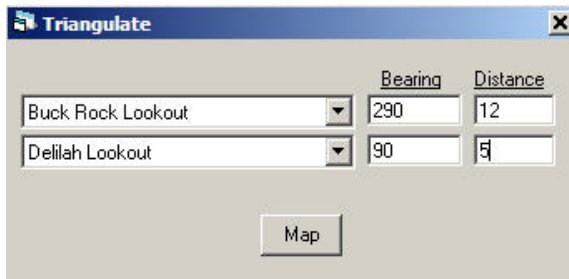
TOOLS (View Menu)

Use the View Menu to view certain screens in WildCAD.

Triangulation

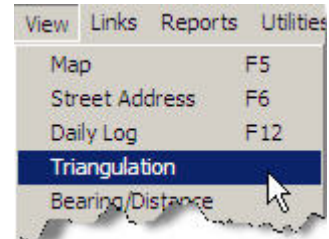
View => Triangulation

Use the Triangulation Menu to calculate a point when you are given one or two bearings and distances:

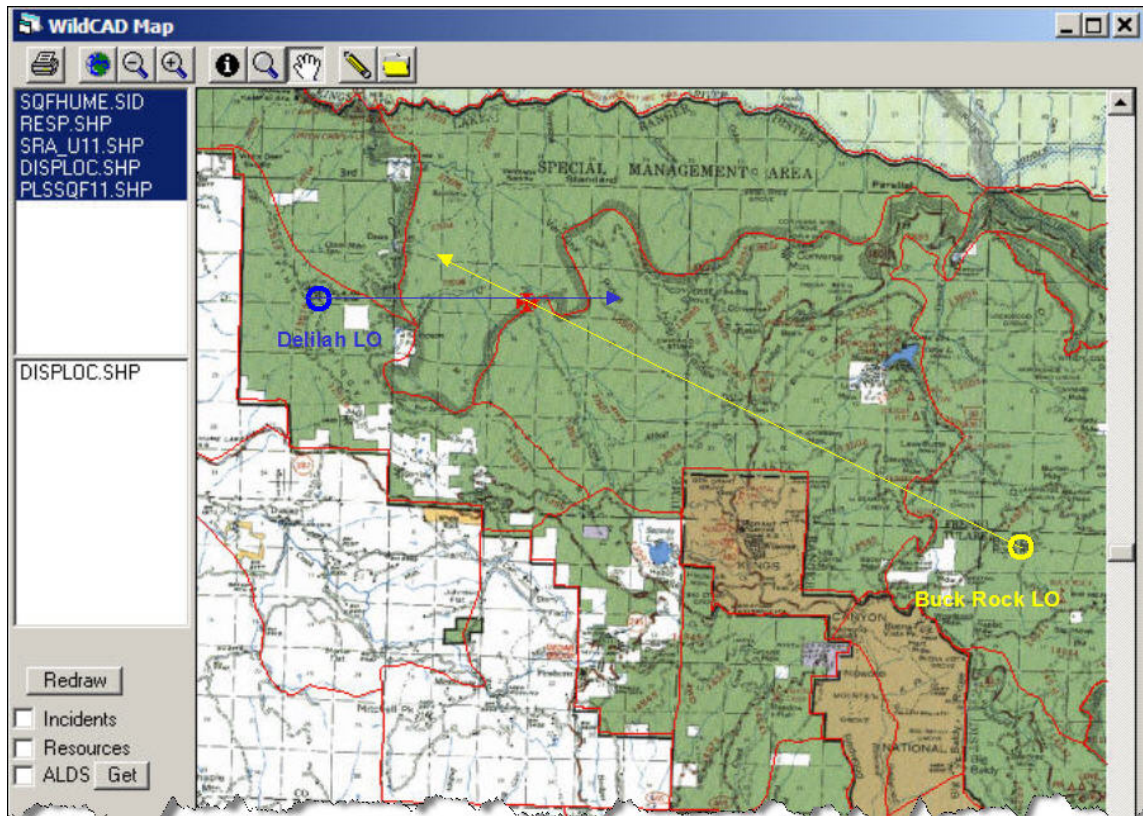


The Triangulate dialog box contains two rows of input fields. The first row is for 'Buck Rock Lookout' with a bearing of 290 and a distance of 12. The second row is for 'Delilah Lookout' with a bearing of 90 and a distance of 5. A 'Map' button is located at the bottom of the dialog.

	Bearing	Distance
Buck Rock Lookout	290	12
Delilah Lookout	90	5



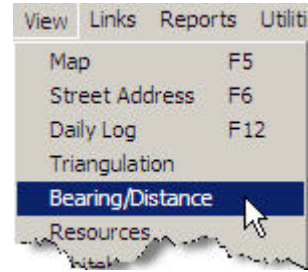
Hit "Map" to go to the resulting spot on the Map.



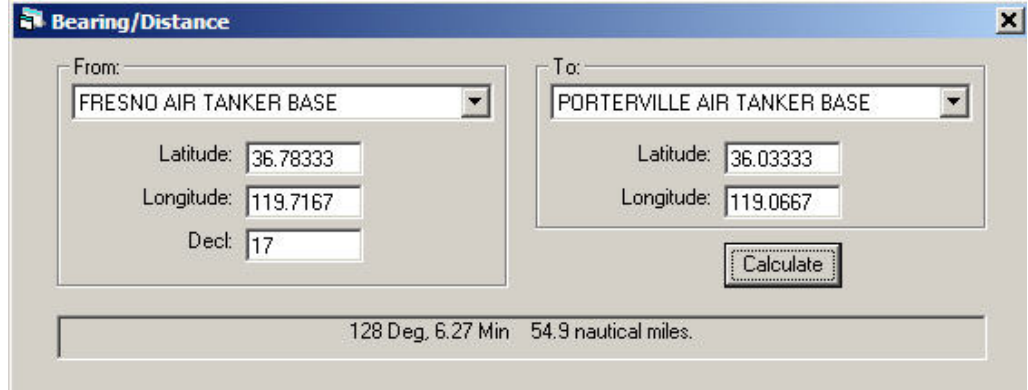
Bearing/Distance

View => Bearing/Distance

Use the Bearing/Distance menu item (F3) to calculate bearings and nautical miles from any location to any other location:



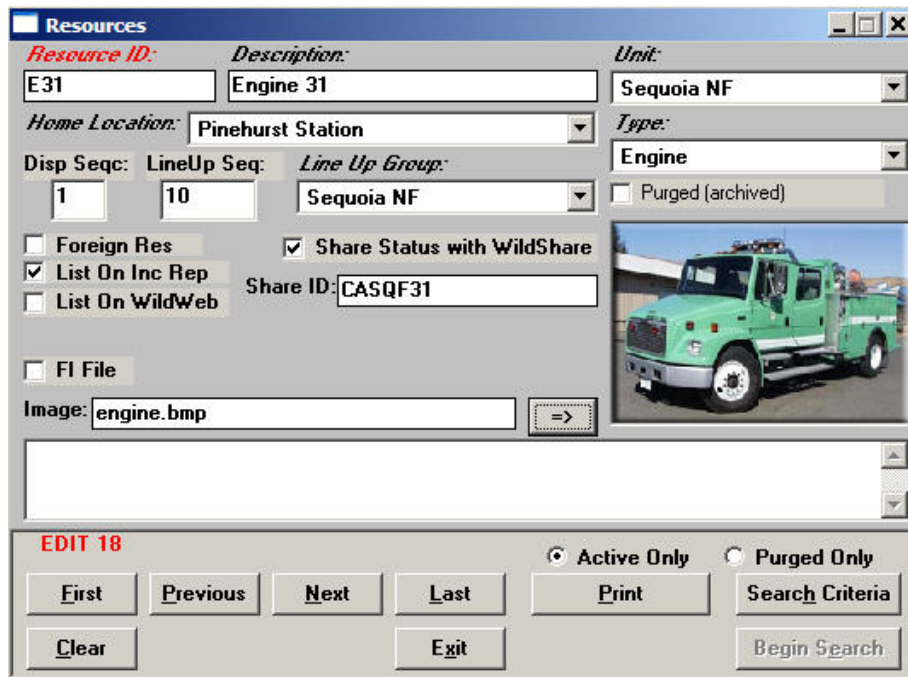
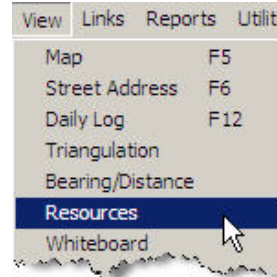
You may either enter the latitude and longitude values directly, or may select from WildCAD's built-in list. Hit the "Calculate" button to perform the calculations. The result is displayed for you.



Resources

View => Resources

On this screen, you may view, but not change, information about your responding Resources.

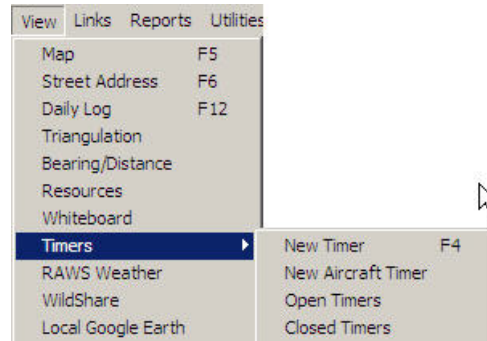


Timers

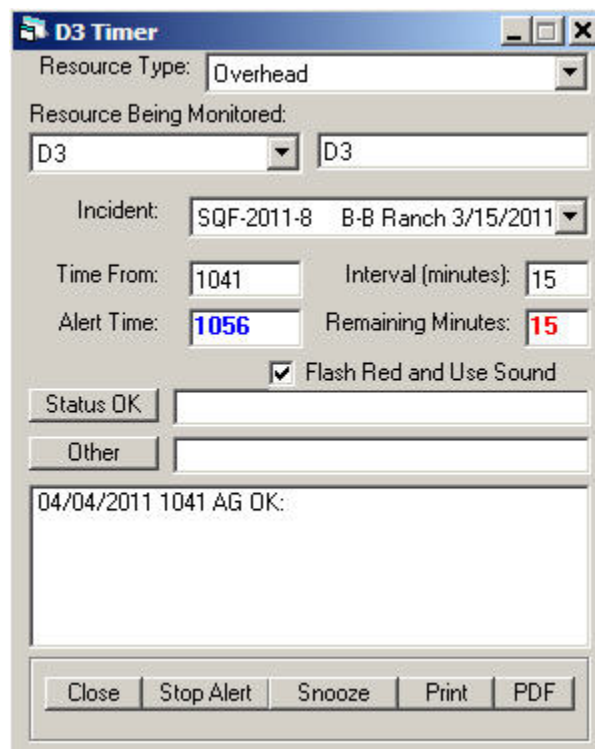
WildCAD allows the creation of “Timers” which remind you to take an action after a certain number of minutes.

From the View Menu, Timers, you may either open a new Timer (or use F4), or view a list of all Open Timers:

View => Timer => New Timer



Start a New Timer with F4 or from the menu, and you will see the Timer screen:



Select the **Resource Being Monitored** from the pull down, or enter one manually to the right. You **MUST** select or enter a Resource, or the Timer will not function.

You may attach this Timer to an Incident. If you do, then a red notice: “**TIMER**” will appear in the upper right of the Incident screen. You may click on it to open the Timers attached to that Incident.

Enter the **Time From** and **Interval**. The alert time will be calculated, and remaining minutes will be displayed.

The **Flash Red and Use Sound** will automatically be checked, uncheck to disable the flashing and sound.

Click **“Status OK”** to enter a normal status check. This will reset the time. Or, enter other text and click **“Other”** this will log the information but not reset the timer.

Use the **“Close”** button to end this Timer.

Use the **“Stop Alert”** button to stop the Alert Sound.

Use the **“Suspend”** button to put the Timer on hold.

The **“Print”** button will send the Timer to a printer and the **“PDF”** button create a PDF document.

View => Timer => New Aircraft Timer

Aircraft timers include additional fields, such as lat/lon, Heading, Altitude, etc.

AA13 Timer

Resource Type: All Resources

Resource Being Monitored: AA13

Incident: SQF-2011-8 B-B Ranch 3/15/2011

Time From: 1243 Interval (minutes): 15

Alert Time: 1258 Remaining Minutes: 14

Flash Red and Use Sound

Status OK

Other

Lat: Lon:

Hdg: Alt: Spd:

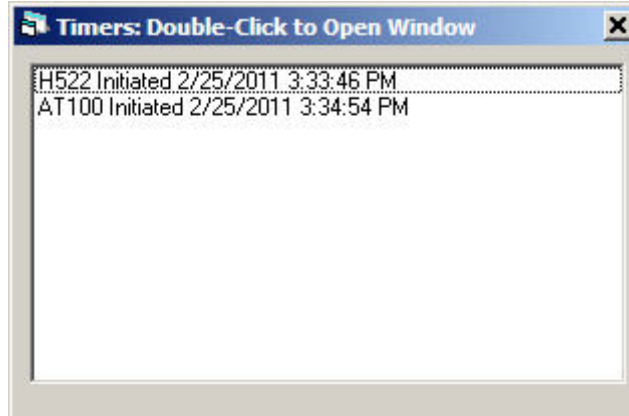
Pax: Fuel:

04/01/2011 1243 AG OK:
04/01/2011 1243 AG

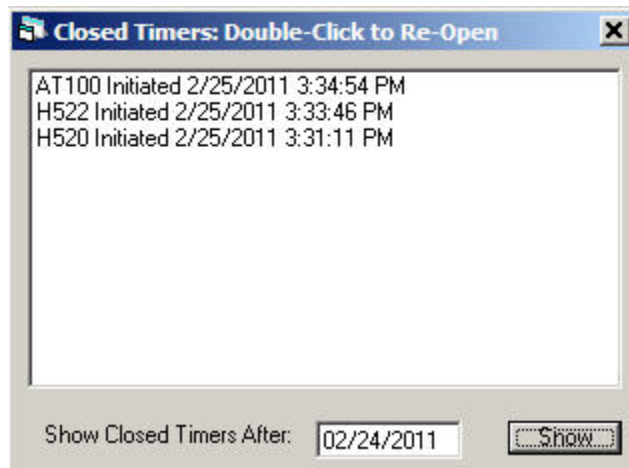
Close Stop Alert Snooze Print PDF

View => Timer => Open Timers

Open Timers – presents you with a list of all pending Timers. Double click on one to open it:



View => Timer => Closed Timers



RAWS Weather

View => RAWs Weather


Finally, from the View menu you may retrieve RAWs weather for any RAWs Station included by your System Administrator in your WildCAD database:



Select the Station and click “Get Weather”, and, provided you re connected to the Internet, the latest observations will appear:

SITE INFORMATION

ID: PRGC1
NAME: PARK RIDGE
LATITUDE: 36.7242
LONGITUDE: -118.9425
ELEVATION: 7540 ft
MNET: RAWs



[\(Click for topo/terrain map\)](#)
[\(Click for satellite\)](#)

SITE LINKS

[Help](#)
[ROMAN](#)
[Metric Units](#)
[Greenwich Mean Time](#)
[2 Week Summary](#)
[Past Data](#)
[Data Quality](#)
[Station Information](#)
[Station Status](#)
[Restrictions](#)
[Data in Spreadsheet Format](#)

DATA COURTESY OF
[Bureau of Land Management](#)
and
[National Park Service](#)

Weather Conditions for PRGC1

Current time: February 25, 2011 - 15:44 PST
Most Recent Observations at February 25, 2011 - 14:55 PST

	14:55	Max since Midnight	Min since Midnight	24 Hour Max	24 Hour Min
Temperature	24.0° F	25.0 at 11:55	22.0 at 0:55	29.0 at 15:55	22.0 at 20:55
Dew Point	23.8° F	24.8 at 11:55	21.8 at 0:55	25.9 at 15:55	16.2 at 17:55
Relative Humidity	99%	99 at 0:55	99 at 0:55	100 at 22:55	64 at 16:55
Wind Speed	7 mph from SSW	9 at 6:55	3 at 0:55	9 at 6:55	0 at 15:55
Wind Gust	14 mph	19 at 7:55	6 at 0:55	19 at 7:55	3 at 15:55
Solar Radiation	75.0 W/m²	123.0 at 12:55	0.0 at 0:55	220.0 at 15:55	0.0 at 18:55
Fuel Temperature	-32.0° F	-32.0 at 0:55	-32.0 at 0:55	-32.0 at 15:55	-32.0 at 15:55
10 hr Fuel Moisture	28 gm	29 at 1:55	28 at 14:55	29 at 1:55	27 at 15:55
Battery voltage	13.30 volt	13.60 at 11:55	12.50 at 4:55	14.60 at 15:55	12.50 at 4:55

Precipitation accumulated since midnight: 0.00", in 24 hours: 0.00"

Tabular Listing: February 24, 2011 - 14:44 through February 25, 2011 - 15:44 PST

Time(PST)	Temperature	Dew	Relative	Wind	Wind	Wind	Quality	Solar	Precipitation	Fuel	10 hr Fuel	Battery
	° F	° F	%	Speed	Gust	Direction	check	Radiation	accumulated	Temperature	Moisture	voltage
	° F	° F	%	mph	mph			W/m²	in	° F	gm	volt
14:55	24.0	23.8	99	7	14	SSW	OK	75.0	17.77	-32.0	28	13.30
13:55	25.0	24.8	99	6	13	SSW	OK	89.0	17.77	-32.0	28	13.40
12:55	25.0	24.8	99	7	18	SSW	OK	123.0	17.77	-32.0	28	13.50
11:55	25.0	24.8	99	7	19	SSW	OK	122.0	17.77	-32.0	29	13.60
10:55	24.0	23.8	99	7	17	SSW	OK	76.0	17.77	-32.0	28	13.10

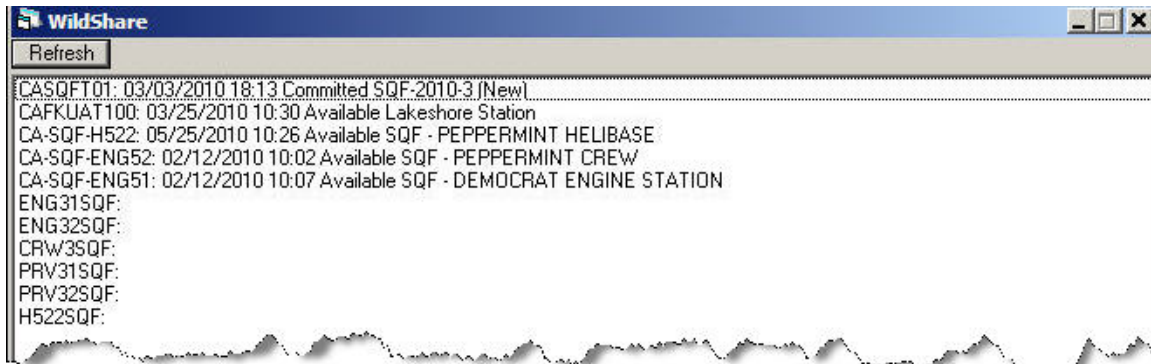
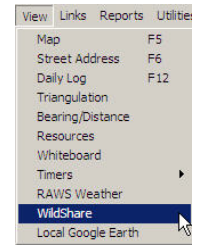
Select Previous Periods: [12 Hours](#) [24 Hours](#) [2 Days](#) [5 Days](#) [7 Days](#) [10 Days](#) [30 Days](#)

[Hodograph](#)

The chart is titled 'PARK RIDGE Start 2/24/11 15:55 (PST) - End 2/25/11 14:55 (PST)'. The x-axis represents time from 16:00 on Feb 24 to 14:00 on Feb 25. The left y-axis is Temperature (°F) from 0 to 30. The right y-axis is RH (%) from 0 to 100. Three lines are plotted: Temperature (red), Dew Point (green), and Relative Humidity (blue). Temperature starts at ~24°F, peaks at ~25°F, and ends at ~24°F. Dew Point starts at ~23.8°F, peaks at ~24.8°F, and ends at ~23.8°F. Relative Humidity starts at ~99%, peaks at 100%, and ends at ~99%.

WildShare

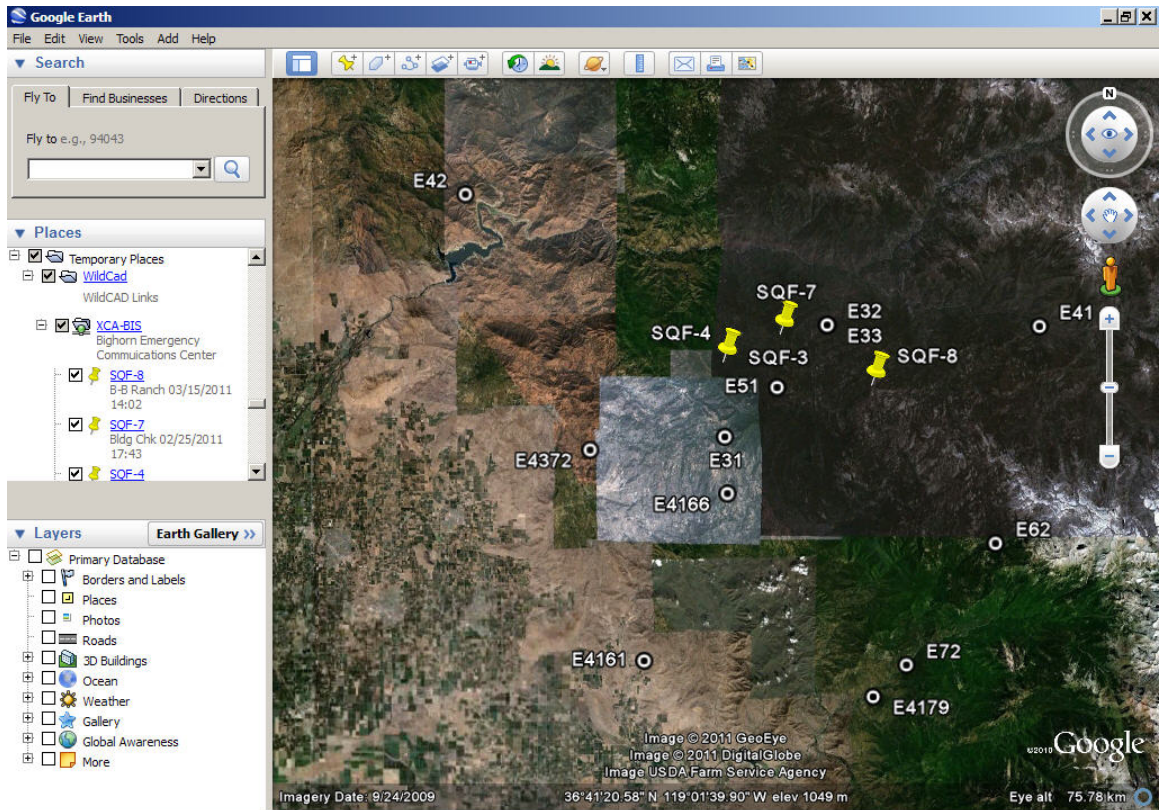
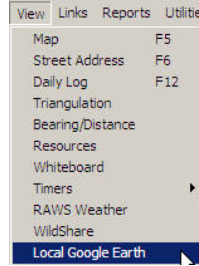
View => WildShare



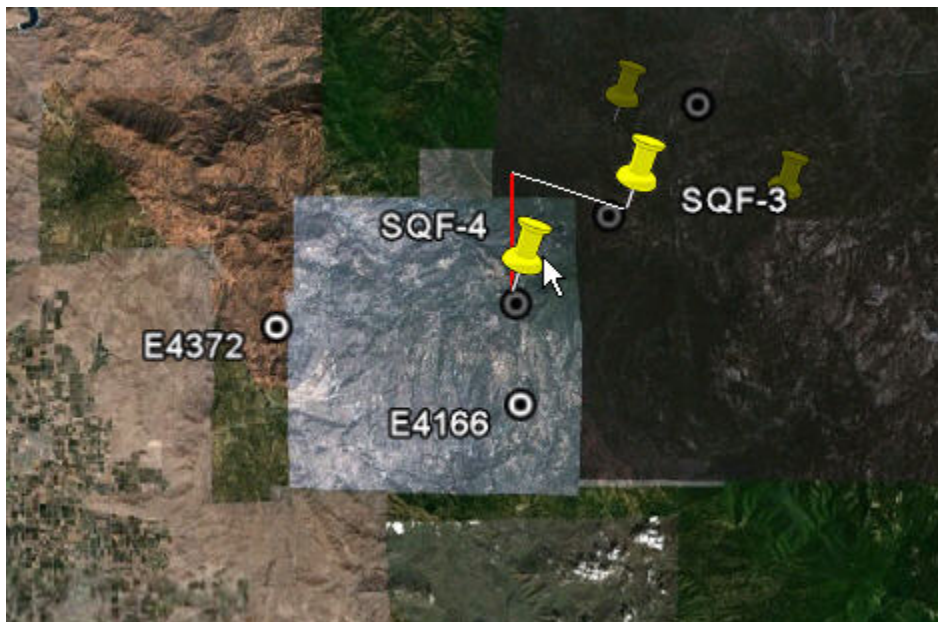
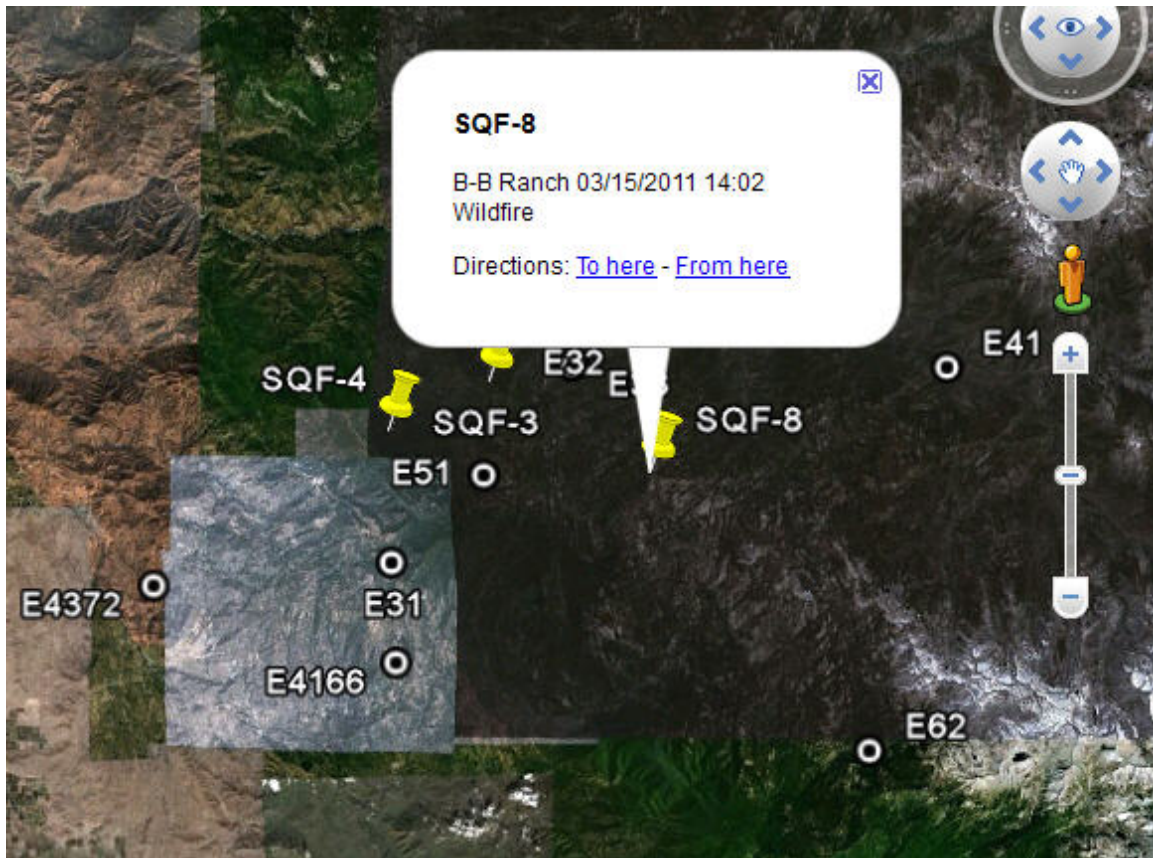
View the status of Resources from other WildCAD Centers who are sharing their information with you.

Local Google Earth

View => Local Google Earth



View your Incidents and Resources selected by the System Administrator in Google Earth. This will update every minute.



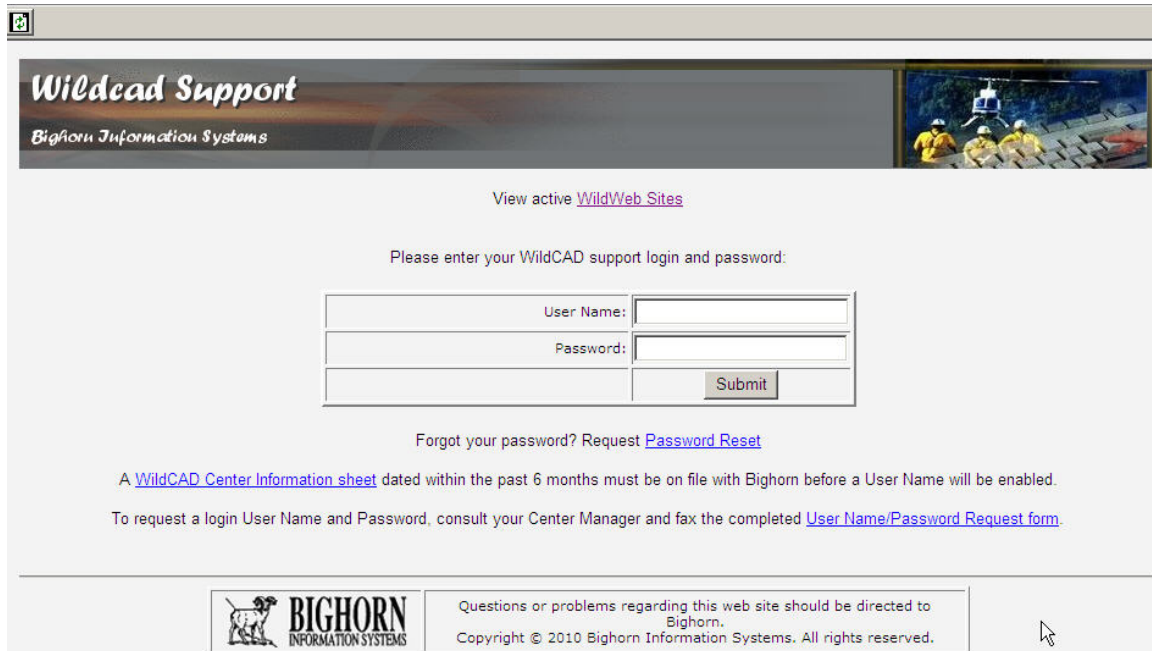
Links

Web Sites

Links => Web Sites (Then select the web site posted by the System Administrator)



The Links Menu will only appear if your System Administrator has created a list of web pages for use by Dispatchers. If the menu is shown, merely select any one of the listed sites.



Right-click on the display to pop up a menu that allows you to perform tasks such as going Back, Forward, Printing, etc.

Documents

Links => Documents (Then select the document posted by the System Administrator)



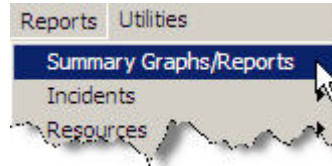
If your System Administrator has established a list in WildCAD, you can open one or more documents from this menu. Examples might include User Guides or word processing templates

REPORTS

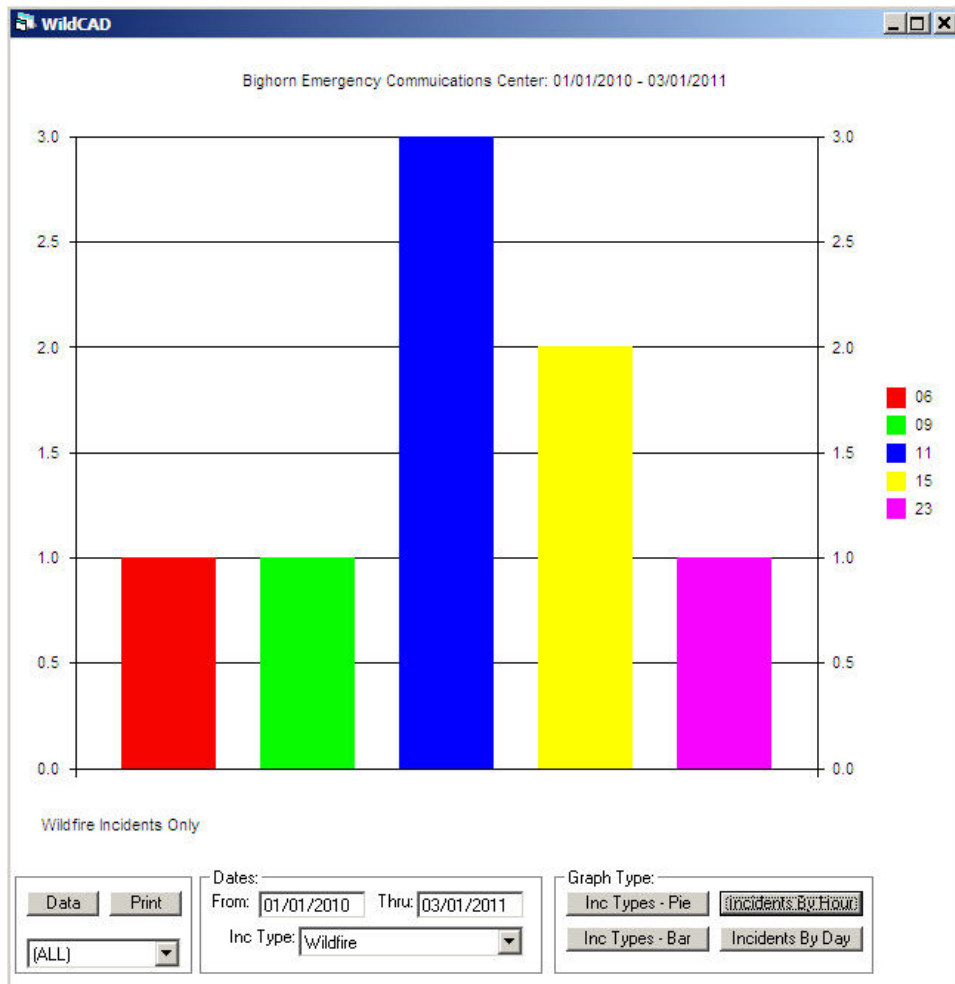
View and print a variety of reports from the Reports Menu. A few sample reports are displayed below:

Summary Graphs/Reports

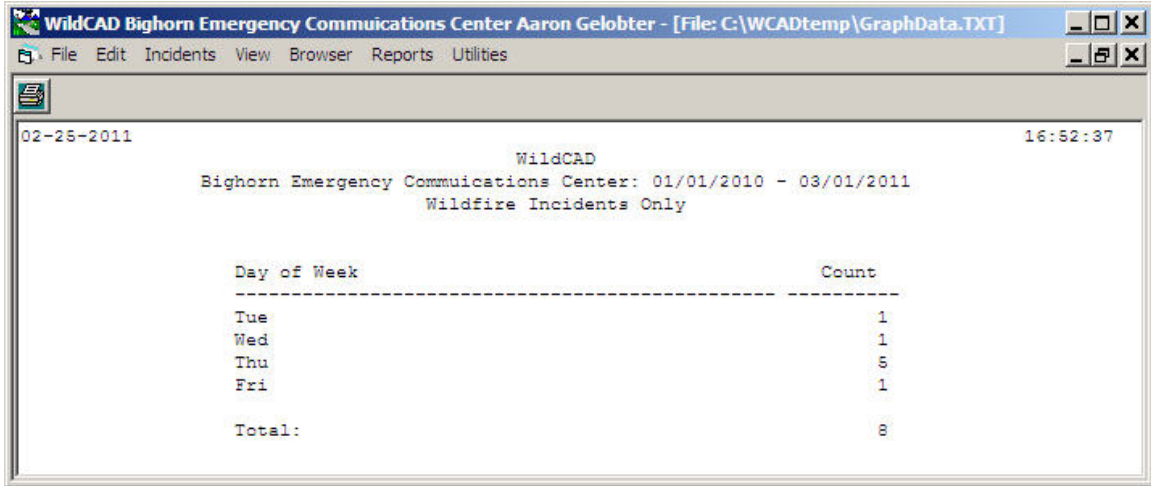
Reports => Summary Graphs/Reports



View incidents by type, hour, and day of the week on this form.



Hit the "Data" button to view the underlying data:



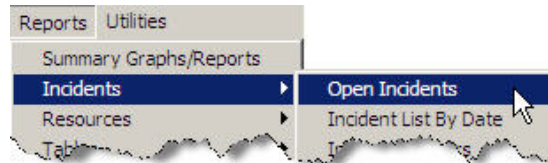
The "Print" button will send the graph to your WildCAD reports printer.

Incidents

A variety of reports concerning Incidents in WildCAD is available here:

Open Incidents

Reports => Incidents => Open Incidents



The Open Incidents report shows all incidents whose status is "Open":



This creates a report in HTML format that utilizes the toolbar functions of your browser to Copy, Print, Save, etc.

Incident List By Date

Reports => Incidents => Incident List By Date

You provide a date range, and WildCAD will list your Incidents.

A dialog box titled 'Incident Dates'. It contains two text input fields: 'FROM Date:' with the value '1/1/2010' and 'THROUGH Date:' with the value '4/30/2011'. Below the fields are 'OK' and 'Cancel' buttons.A screenshot of an Internet Explorer browser window displaying a report. The title bar reads 'Incidents 01/01/2010 - 04/30/2011 11:59:59 PM - Internet Explorer, optimized for Bing and MSN'. The address bar shows 'C:\WCADtemp\Incidents.html'. The report content includes a title 'WildCAD Incidents 01/01/2010 - 04/30/2011 11:59:59 PM' and a subtitle 'Bighorn Emergency Communications Center'. Below is a table of incident data.

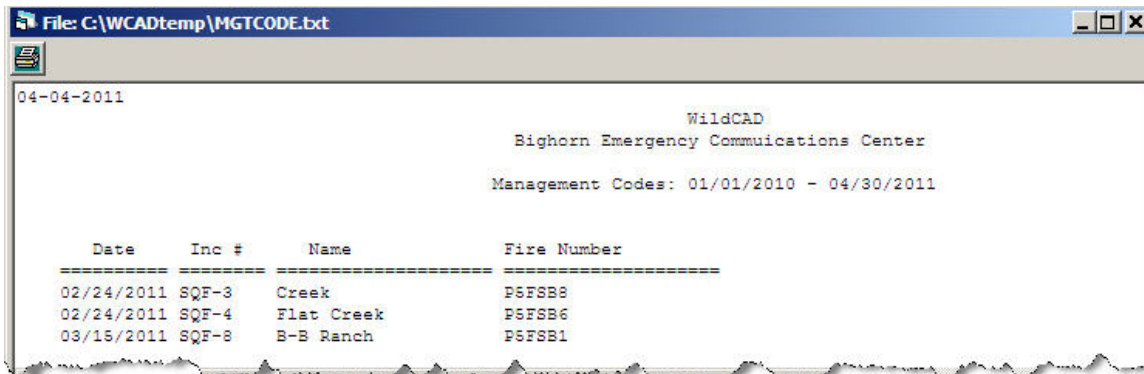
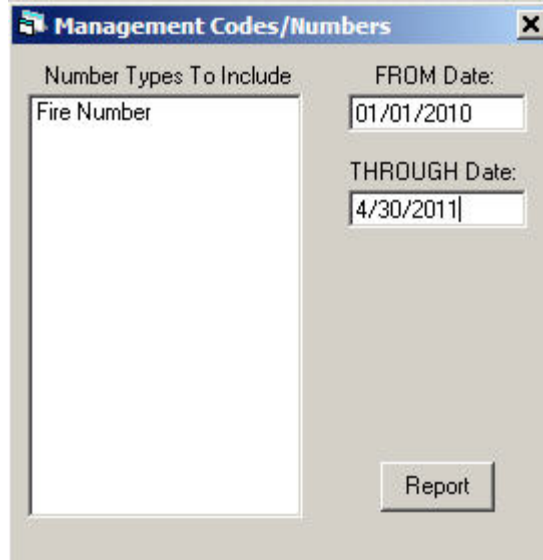
Incident #	Date	Name	Area	Disp	Type	SubType
SQF-2010-1	2/18/2010 3:58:00 PM	Pinehurst	Z2	AG	Wildfire	
SQF-2010-1	3/24/2010 11:35:00 AM (New)			AG	Law Enf	
INF-2010-10	5/26/2010 6:08:00 AM	Sage		AG	Wildfire	
SQF-2010-11	6/1/2010 11:13:00 PM	Test	18	AG	Wildfire	
SQF-2010-12	6/24/2010 9:30:00 AM	Grove	Z2	AG	Wildfire	
SQF-2011-2	2/24/2011 11:23:00 AM (New)			AG	Wildfire	
SQF-2011-3	2/24/2011 11:25:00 AM	Creek	18	AG	Wildfire	
SQF-2011-4	2/24/2011 11:26:00 AM	Flat Creek	18	AG	Wildfire	

Incident Numbers

Reports => Incidents => Incident Numbers

For a specified date range, you will receive a list of assigned Fire Numbers.

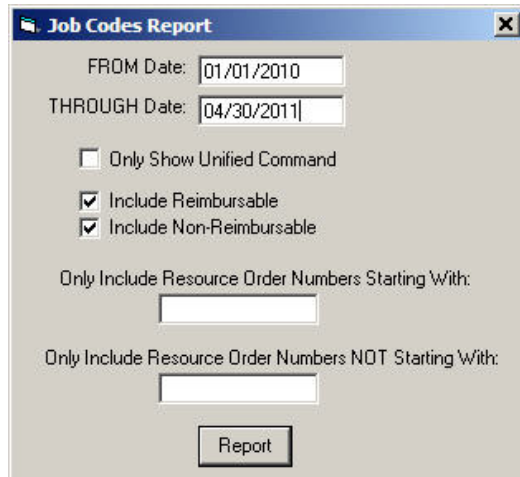




Job Codes

Reports => Incidents => Job Codes

For a specified date range, you will receive a list of assigned Job Codes.



Date	Inc #	Name	Unified Command	Reimbursable	Resource Order Number	Job Code(s)
02/18/2010	SQF-1	Pinehurst	Yes	No		PTEST1 0513
05/26/2010	INF-10	Sage	No	No		PTEST1
06/01/2010	SQF-11	Test	No	No		PTEST1
06/24/2010	SQF-12	Grove	No	No		PTEST1
02/24/2011	SQF-4	Flat Creek	No	No		P6F8B8
03/15/2011	SQF-8	B-B Ranch	No	No		P6F8B1 0513

Fire Summary

Reports => Incidents => Fire Summary

This report lists information about your fire activity during a specified time period.

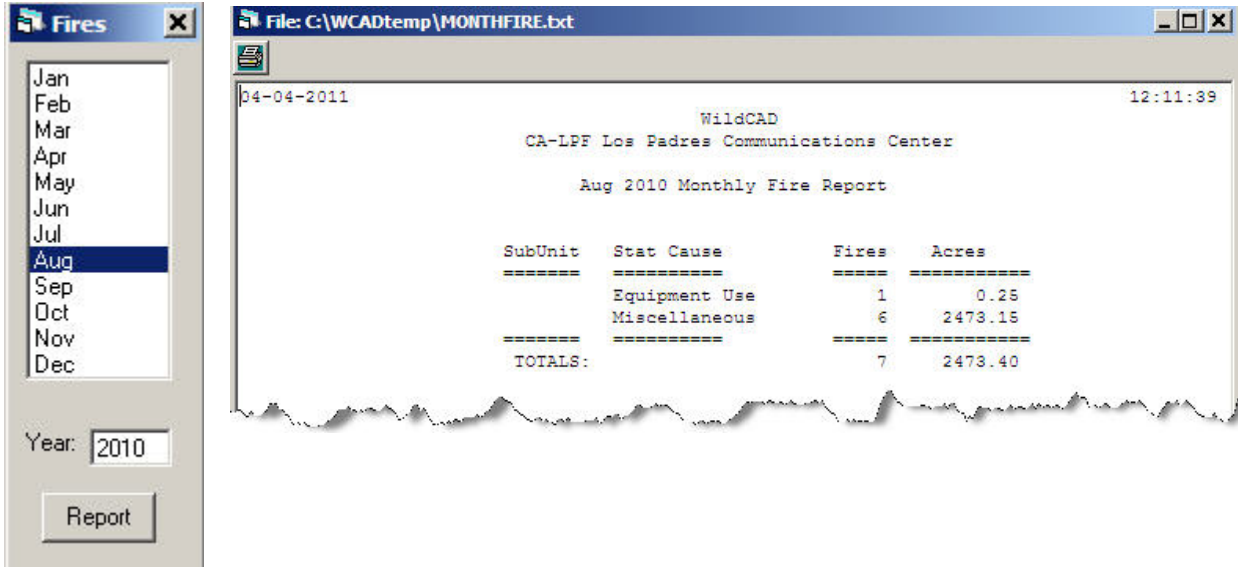


Date	Fire Name	Incident #	Fire #	Sub Unit Cls	Size	Land	Wild	Stat	Spec	Legal Description	Job Code(s)
02/18/2010	Pinehurst	SQF-2010-1	1	D53-1	B	2.00		2	3	T14S, R27E 14 NWNE	PTEST1 0513
05/26/2010	Sage	INF-2010-10	-		B	6.00		2		T20S, R36E 2 NENE	PTEST1
06/01/2010	Test	SQF-2010-11	-		B	6.00		1		T13S, R27E 22 SENW	PTEST1
06/24/2010	Grove	SQF-2010-12	-		B	2.00		2		T14S, R27E 2 NWSW	PTEST1
02/24/2011	Flat Creek	SQF-2011-4	2	D53-2	C	10.00		1	1	T13S, R27E 27 SESE	P6F8B8

Monthly Fire Summary

Reports => Incidents => Monthly Fire Summary

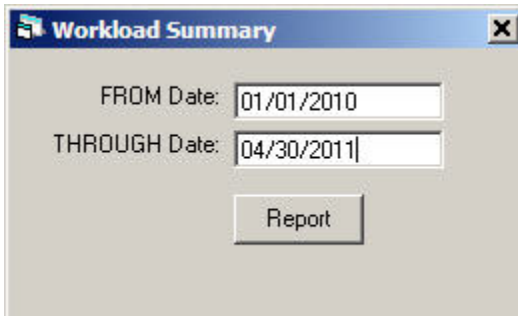
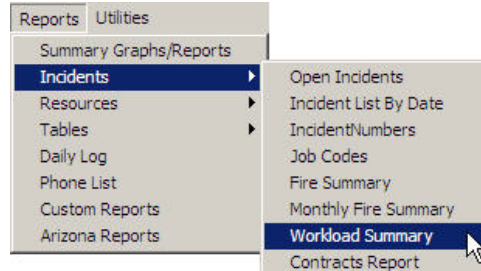
This report lists information about your fire activity during a specified month and year.



Workload Summary

Reports => Incidents => Workload Summary

Collects and displays information about Incidents and dispatcher time per Agency:



File: C:\WCADtemp\Workload.txt

04-04-2011 12:22:31

WildCAD
Bighorn Emergency Communications Center
Workload Report 01/01/2010 - 04/30/2011
Times Are Totals From Incident Open Through Close

Agency	Incident Type	Sub-Type	Incidents	Minutes	= Hours
INF	Wildfire	N/A	1	393,777	6,563
INF Subtotals:			1	393,777	6,563
SQF		N/A	6		
		N/A	10	1,268,793	21,147
	Law Enf	N/A	2		
		N/A	4	484,170	8,070
SQF Subtotals:			22	1,752,963	29,216
Report Totals:			23	2,146,740	35,779

Contracts Report

Reports => Incidents => Contracts Report

Shows history of EERA/Contract activities:



Contract History Report

Contractor: [All]

From Date: [] Thru: []

Disposition: [All]

Order Number: []

File: C:\WCADtemp\Contracts.TXT

04-04-2011 12:31:27

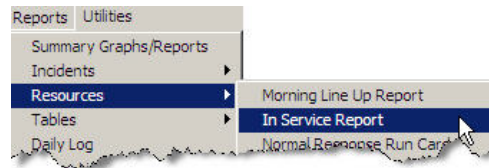
WildCAD
Contract History

Date	D	Name	Equipment	OrderNum
10/12/2009	F			ca-lpf-263
10/12/2009	D			ca-lpf-263
10/22/2009	U	A&G Pumping Inc. (1)	Potable WT T2	LPF1738
10/22/2009	F	A1 Water (3)	Potable WT T2	LPF1738
10/22/2009	D	Bowne Water (7)	Potable WT T2	LPF1738

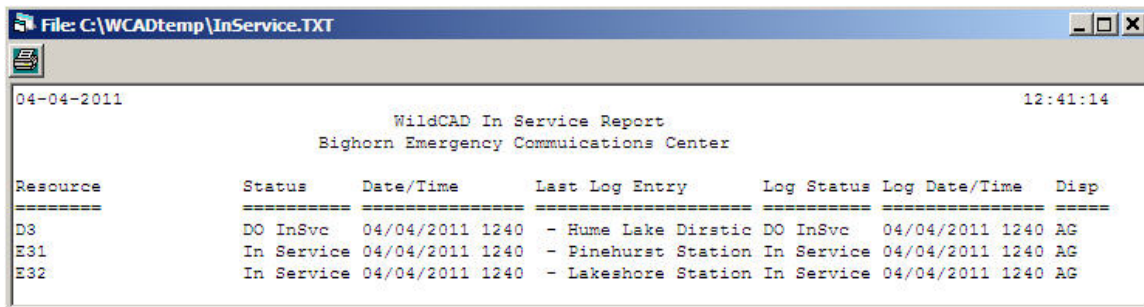
Resources

In Service Report

Reports => Resources => In Service Report

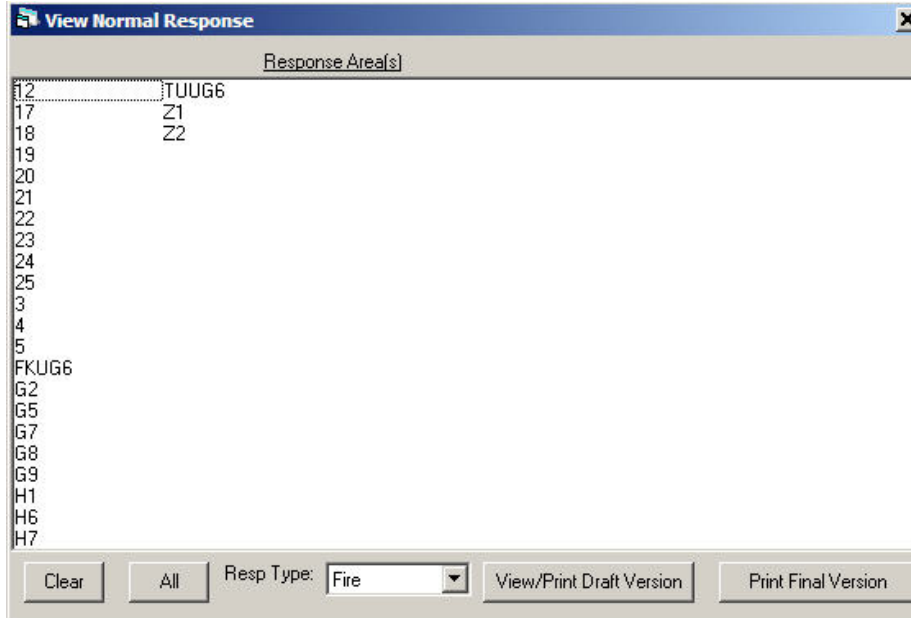


This report shows resources still in the field, and is intended to help you at the end of the day:



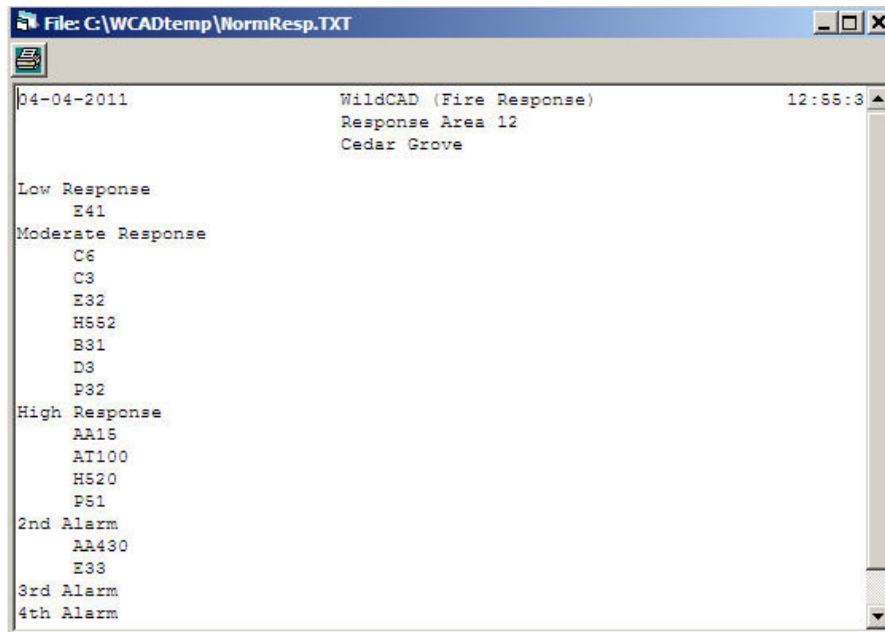
Normal Response Run Cards

Reports => Resources => Normal Response Run Cards



You may print (normal response) run cards:

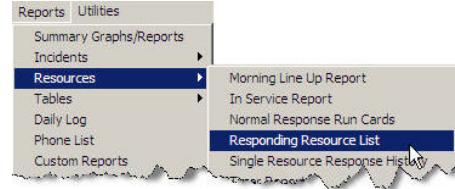
Select one or more areas, the incident type, and draft or final.



Responding Resource List

Reports => Resources => Responding Resource List

This report shows all of the Resources in your WildCAD database:



Resources - Internet Explorer, optimized for Bing and MSN

C:\WCADtemp\Resources.html

File Edit View Favorites Tools Help

WildCAD Resources

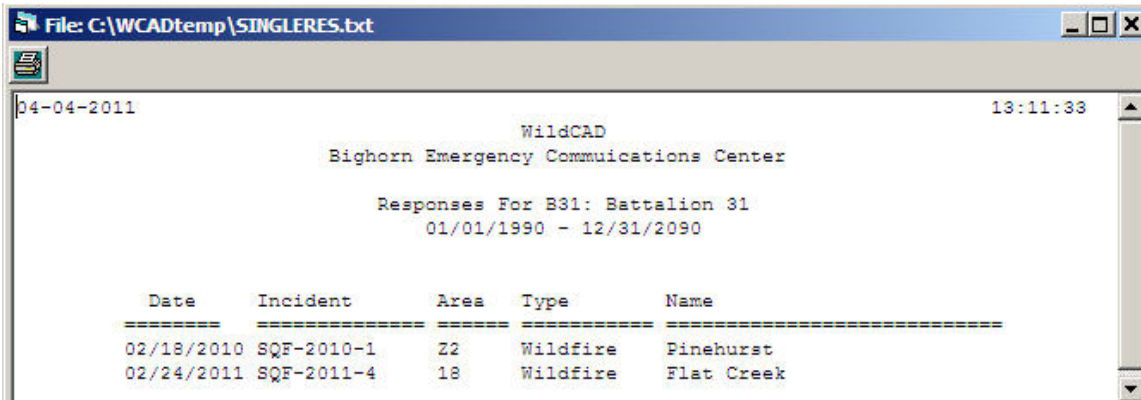
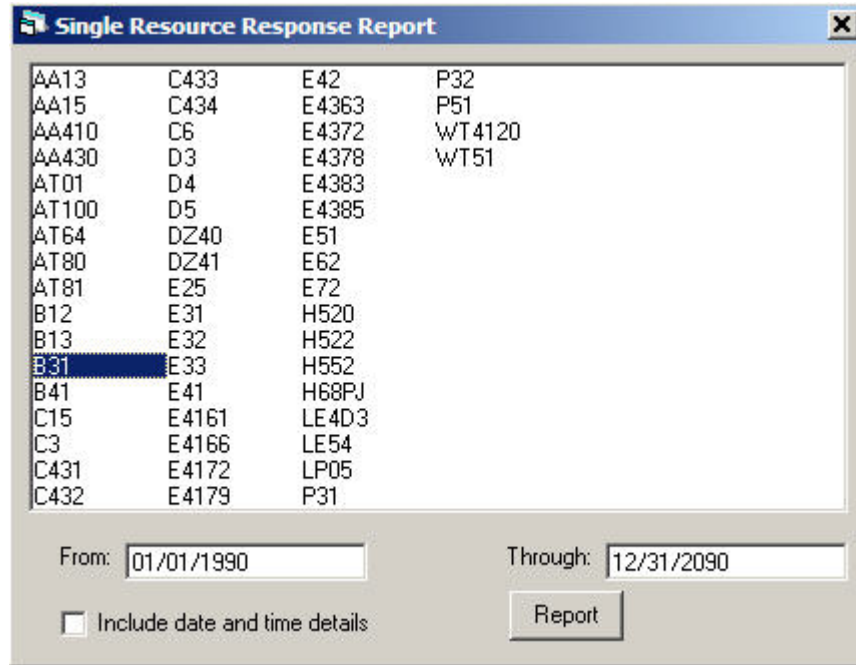
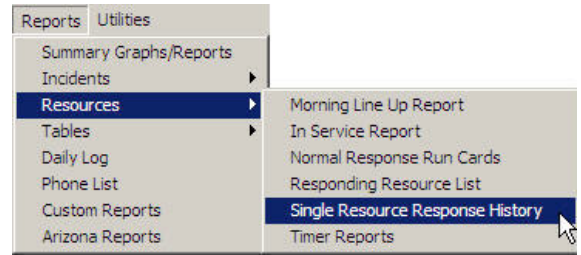
Bighorn Emergency Communications Center

Code	Resource	Type	Location	Line Up	Grp	Foreign
68PJ	Helicopter - Type 1	HEL	FRESNO	FKU		True
AA13	Air Attack 13	AA	PORT	SQF		False
AA15	Air Attack 15	AA	LAKE	SNF		False
AA410	Air Attack 410	AA	PORT	TUU		False
AA430	Air Attack 430	AA	FRESNO	FKU		False
AT01	Air Tanker 01	AT	PORT	SQF		False
AT100	Air Tanker 100	AT	LAKE	FKU		False
AT64	Air Tanker 64	AT	LAKE	SNF		False
AT80	Air Tanker 80	AT	PORT	TUU		False
AT81	Air Tanker 81	AT	PORT	TUU		False
B12	Battalion 4112	OVH	HAM	TUU		False
B13	Battalion 4313	OVH	SQUAW	FKU		False
B31	Battalion 31	OVH	LAKE	SQF		False
1			TRIM			False

Single Resource Response History

Reports => Resources => Single Resource Response History

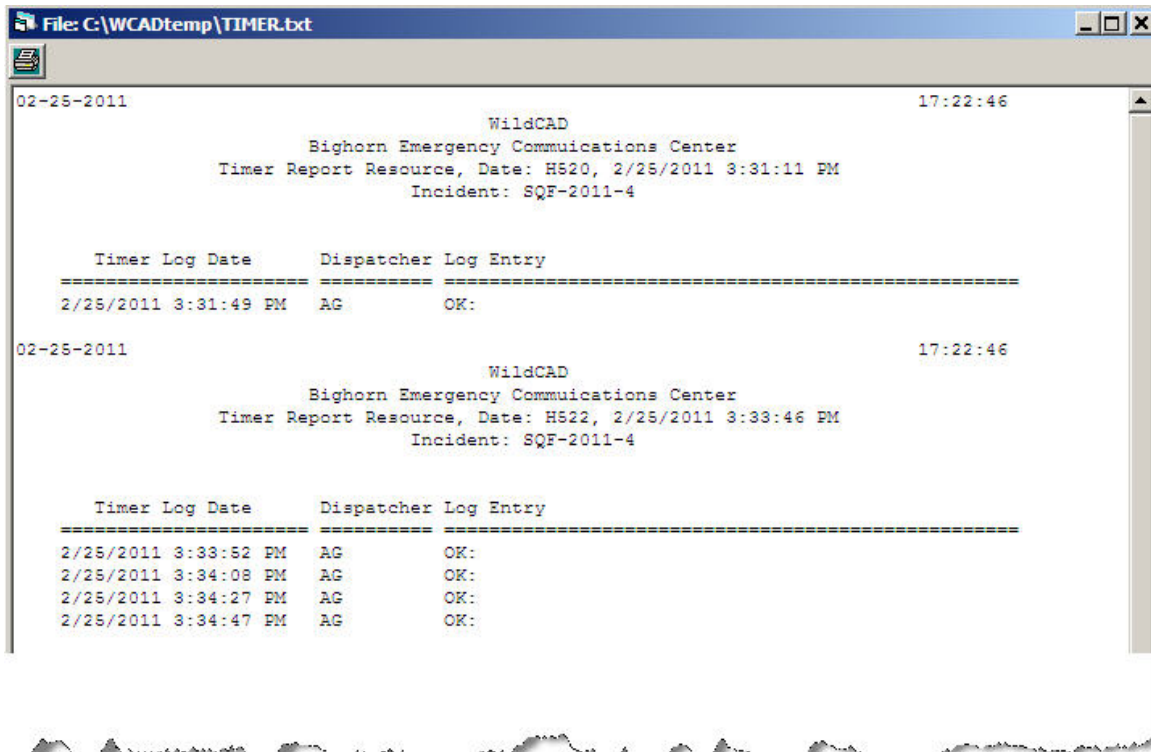
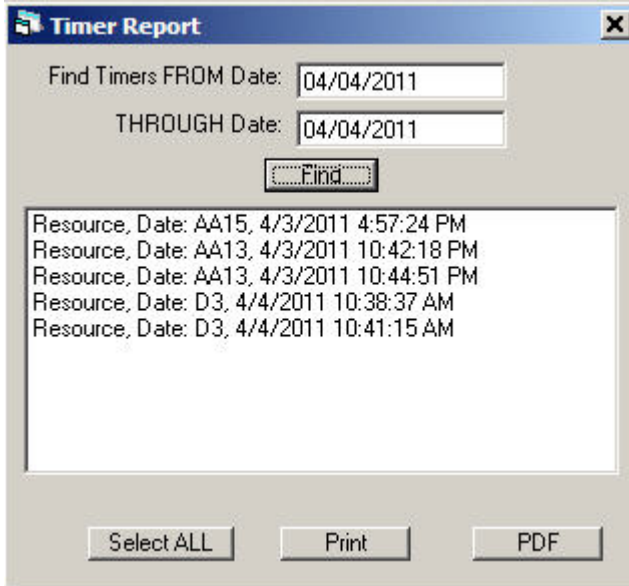
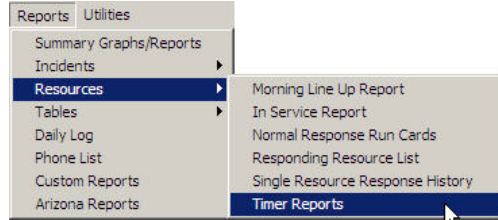
Select a Resource and a date range, and this report shows all of the responses made by that Resource.



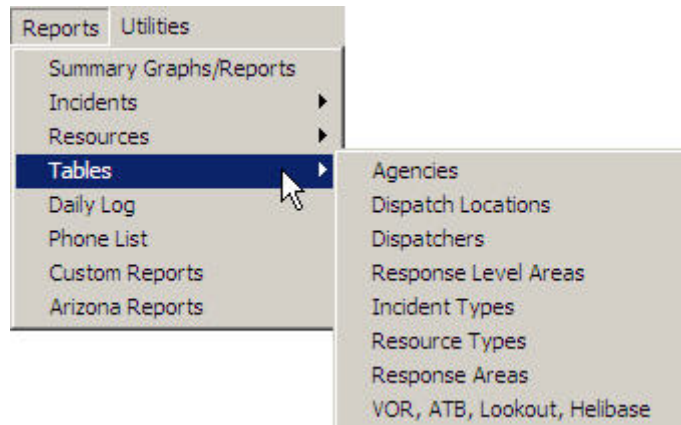
Timer Reports

Reports => Resources => Timer Report

View a list of Timers and statuses:

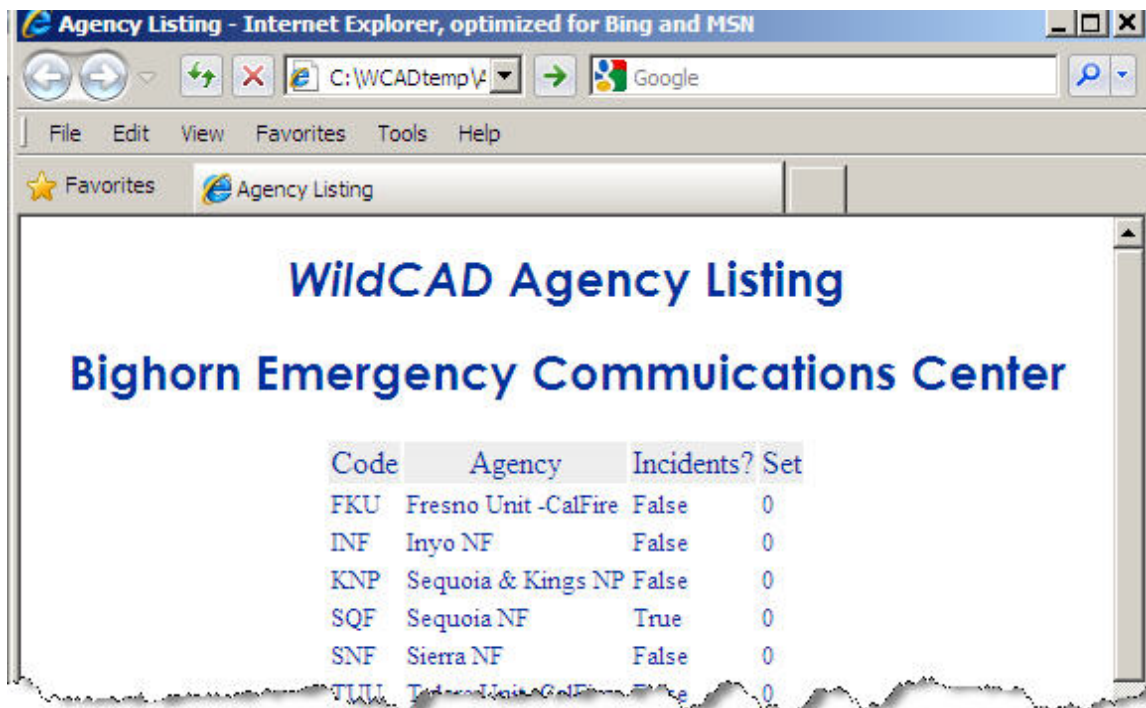


Tables

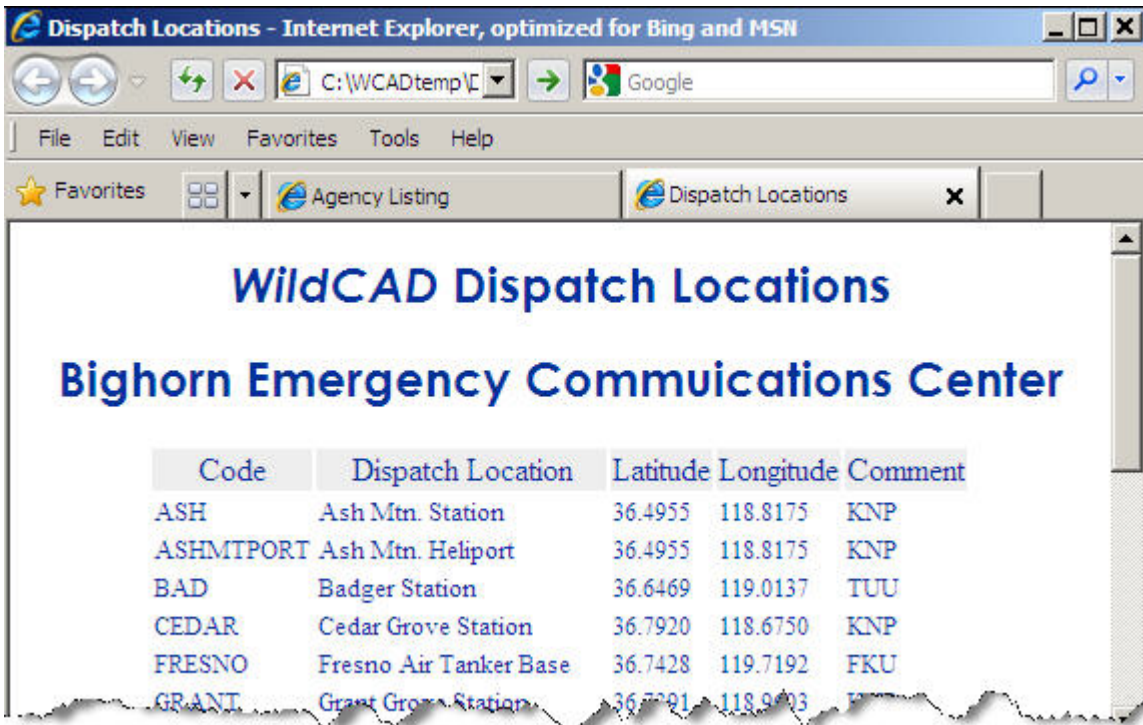


The "Tables" reports list information you setup as you built your WildCAD database. Included reports are:

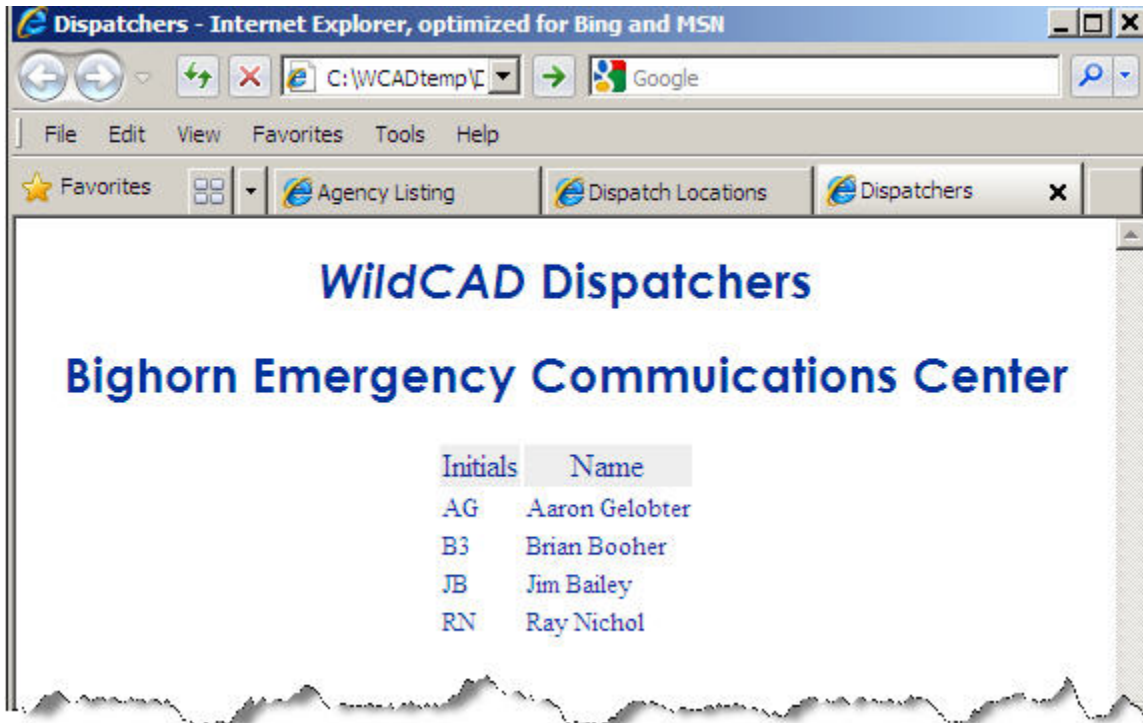
Agencies



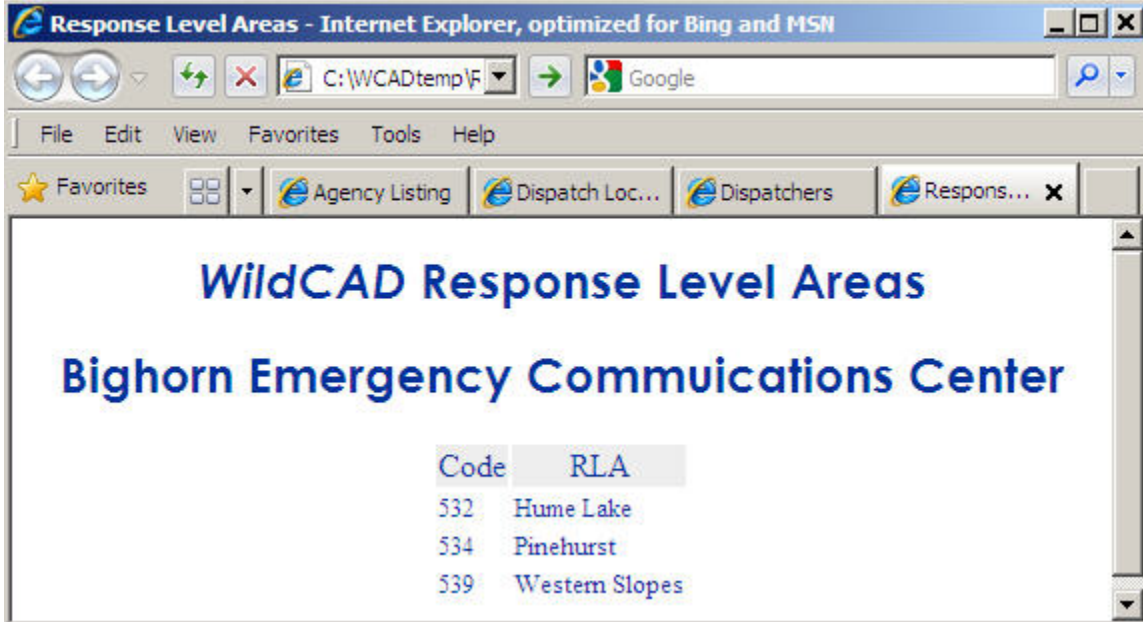
Dispatch Locations



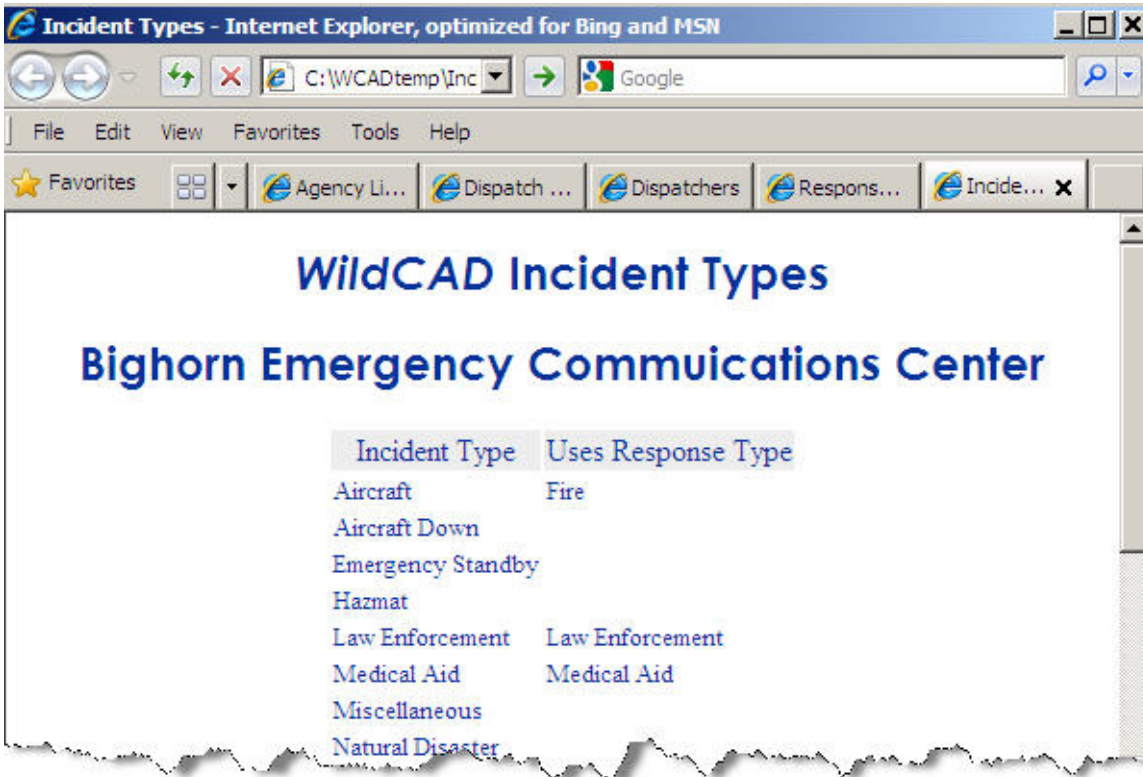
Dispatchers



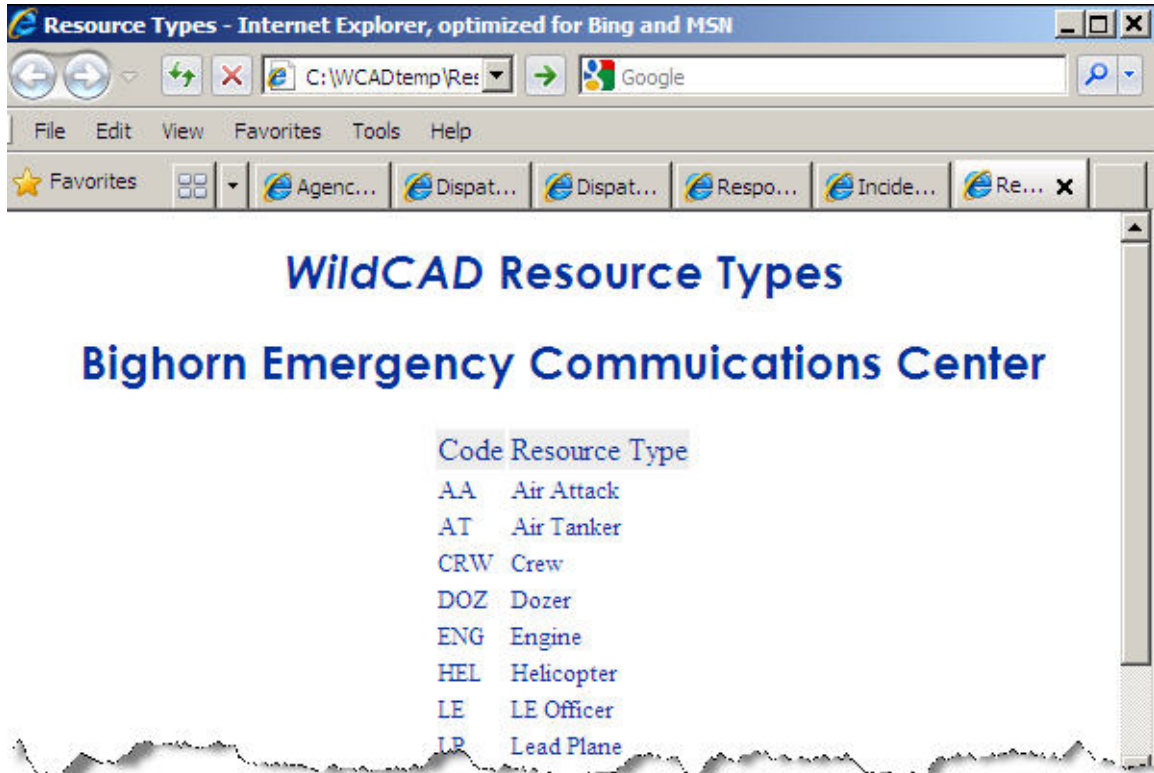
Response Level Areas



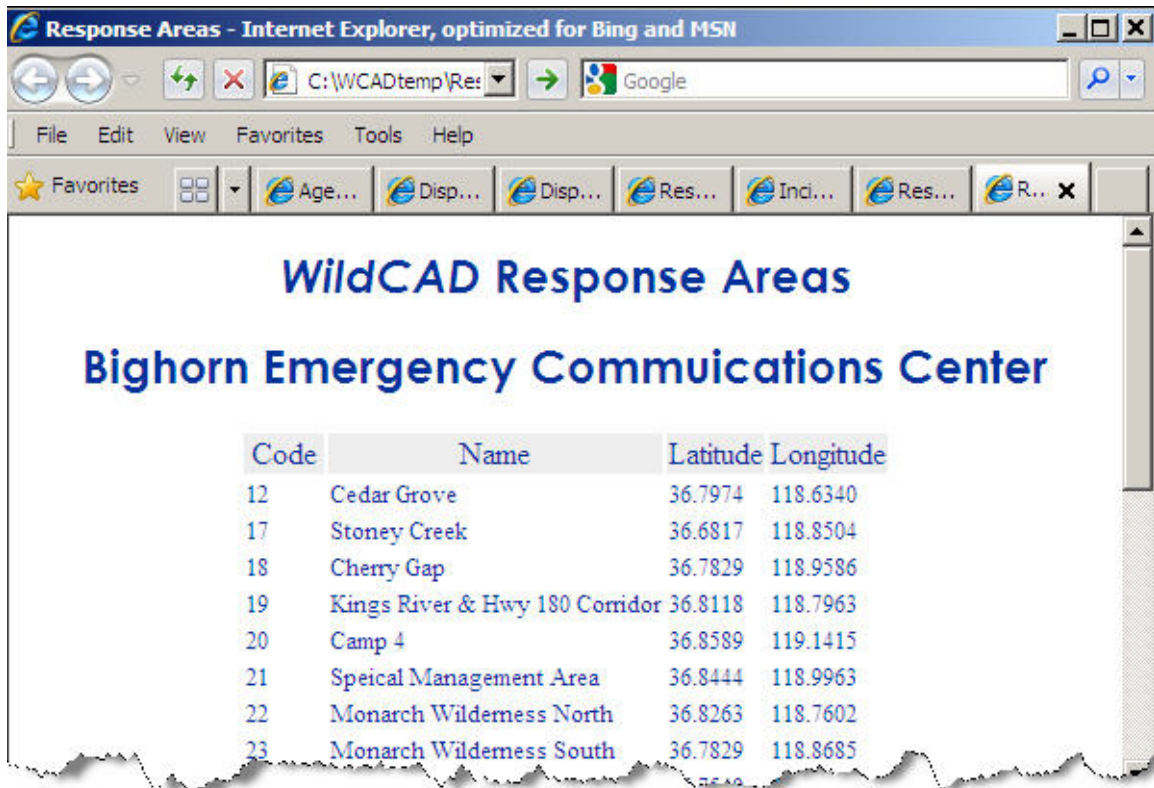
Incident Types



Resource Types



Response Areas



VOR, ATB, Lookout, Helibase

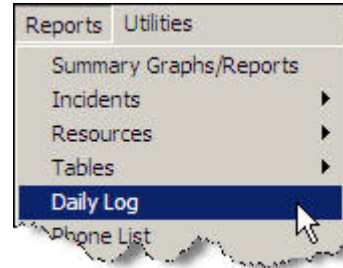
WildCAD VORs, ATB, Lookouts, Helibases
Bighorn Emergency Commuications Center

Code	Name	Latitude	Longitude	Declination	VOR	ATB	Lookout	Helibase
207	INDEPENDENCE HELIBASE	36.8167	118.2000	15.0	False	False	False	True
4SD	STEAD AIR TANKER BASE	39.6700	119.8767	17.7	False	True	False	False
ALM	ALMA HELIBASE	37.1667	121.9833	16.4	False	False	False	True
AMH	ASH MT HELIBASE	36.5710	118.8250	15.0	False	False	False	True
APL	APPLE VALLEY HELIBASE	34.5833	117.1667	14.5	False	False	False	True
	PROYO GRAY							

Daily Log Report

Reports => Daily Log

Select the date and information you want to see:



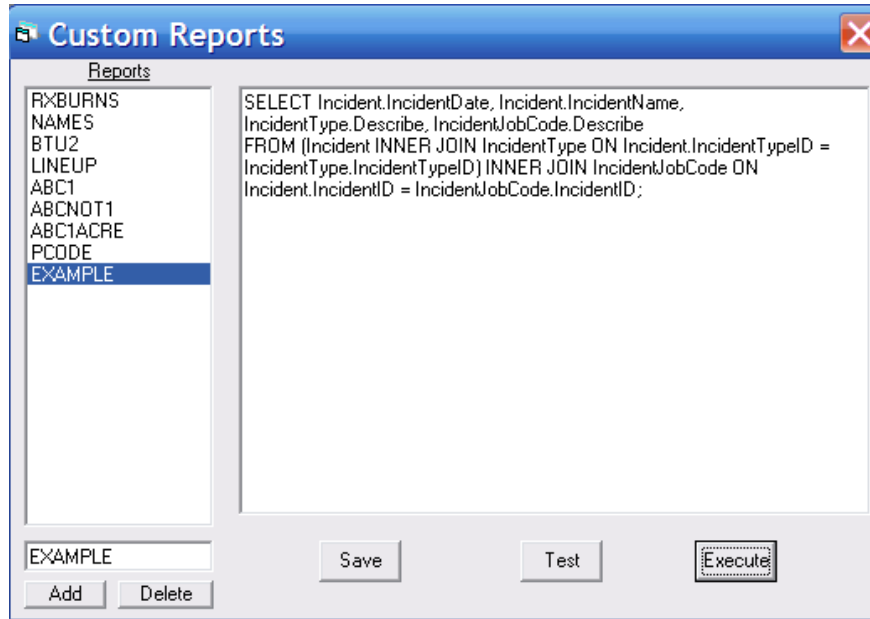
Click "Print" to view the report:

Date	Time	Dispatcher	Log Entry
02/25/2011	1345	AG	E32 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	E33 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	E51 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	C6 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	C3 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	C431 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	C432 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	C433 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	WT51 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	H520 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	H552 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	AT100 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	AT64 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	AA15 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	P32 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	B31 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	D3 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	E33 Available 2/25/2011 1:45:34 PM
02/25/2011	1345	AG	E51 Available 2/25/2011 1:45:34 PM
02/25/2011	1345	AG	E32 Available 2/25/2011 1:45:34 PM
02/25/2011	1345	AG	C3 Available 2/25/2011 1:45:34 PM
02/25/2011	1345	AG	C6 Available 2/25/2011 1:45:34 PM

Custom Reports

Reports => Custom Reports

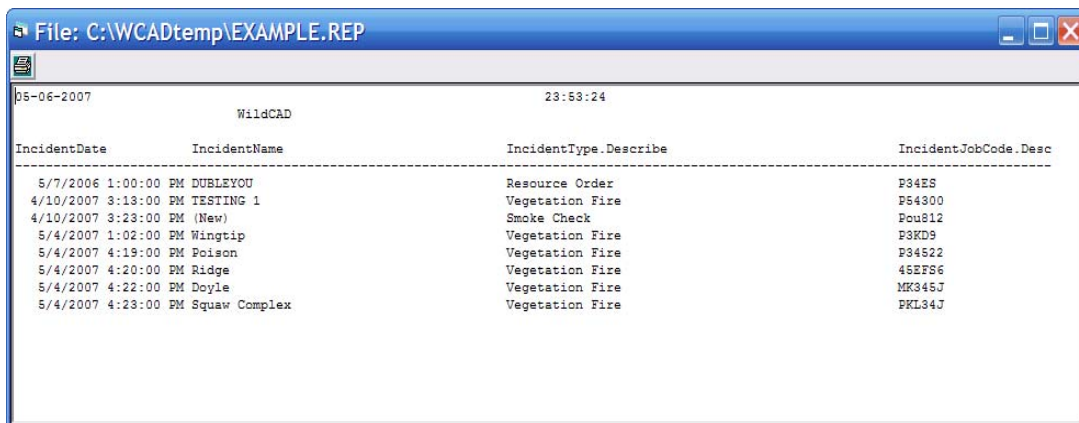
Users familiar with SQL to build their own queries, save them, and execute them:



The steps involved are:

1. Enter a report format name (brief, one word) above the “**Add**” button.
2. Click the Add button to add this new name to the list.
3. Select the name from the list under “**Reports**”.
4. Enter your SQL text in the large box.
5. Hit “**Test**” to see if your SQL code is legitimate.
6. Hit “**Save**” to save your report instructions.
7. Hit “**Execute**” to prepare the report.

The results of the above query are shown:



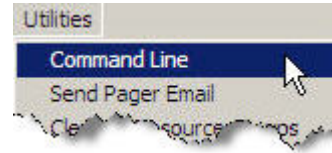
UTILITIES

The Utilities menu allows you to view certain information about the internal workings of WildCAD and perform other functions:

Command Line

Utilities => Command Line

Select this item, and the optional Law Enforcement Command Line Interface will appear at the bottom of WildCAD screen:



your



From the pull-down, you may select:

- TS** – Traffic Stop
- WC** – Weapons Check
- PC** – Pedestrian Check
- SV** – Suspicious Vehicle
- BC** – Building Check
- * **AU** – Add Unit
- * **EC** – Enter Comment

Then, to the right, type in the Unit to be committed and hit Enter.

WildCAD will initiate a new Incident (for the first 5 actions listed), and commit the Resource to that Incident.

The final two (*) actions require that the Command Line have an “**Active Incident**”, to which it can Add a Unit (Resource) or Enter a Comment.

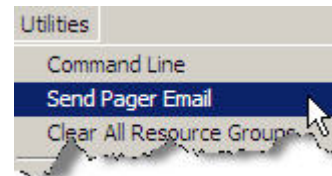
To designate the Active Incident, click on it on the F8 Open Incidents Screen. It will then appear at the bottom:



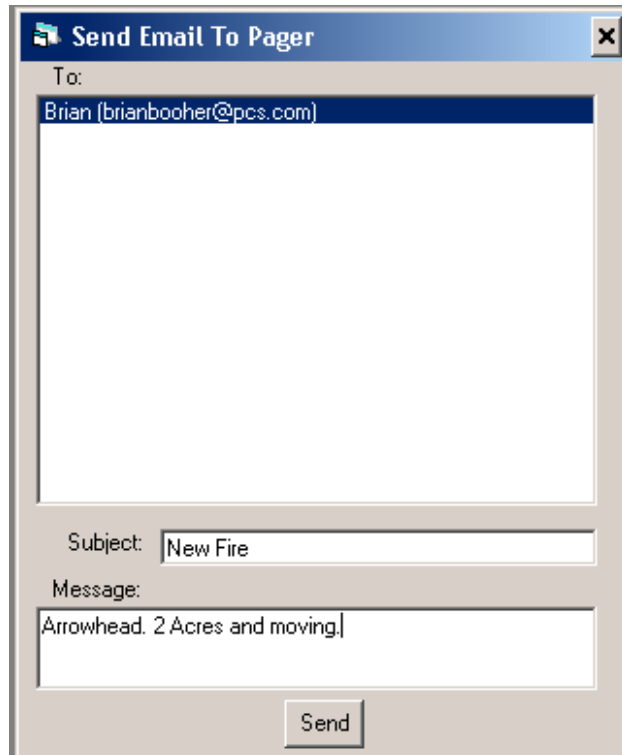
Send Pager Email

Utilities => Send Pager Email

If your System Administrator has established your system to send Pager Email, you may use this item to enter a text message and have it sent from WildCAD:



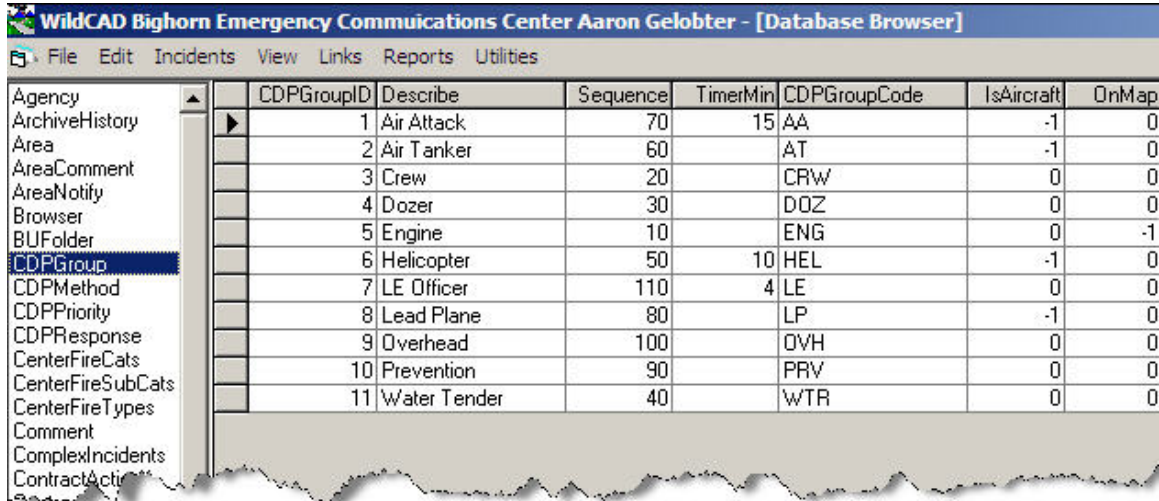
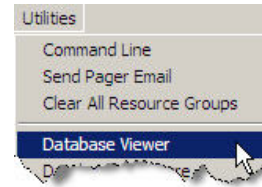
Select the person, enter the Subject and Message, and hit **“Send”**.



Database Viewer

Utilities => Database Viewer

The Database Viewer allows you to examine, but not edit, the data inside WildCAD's Access database:

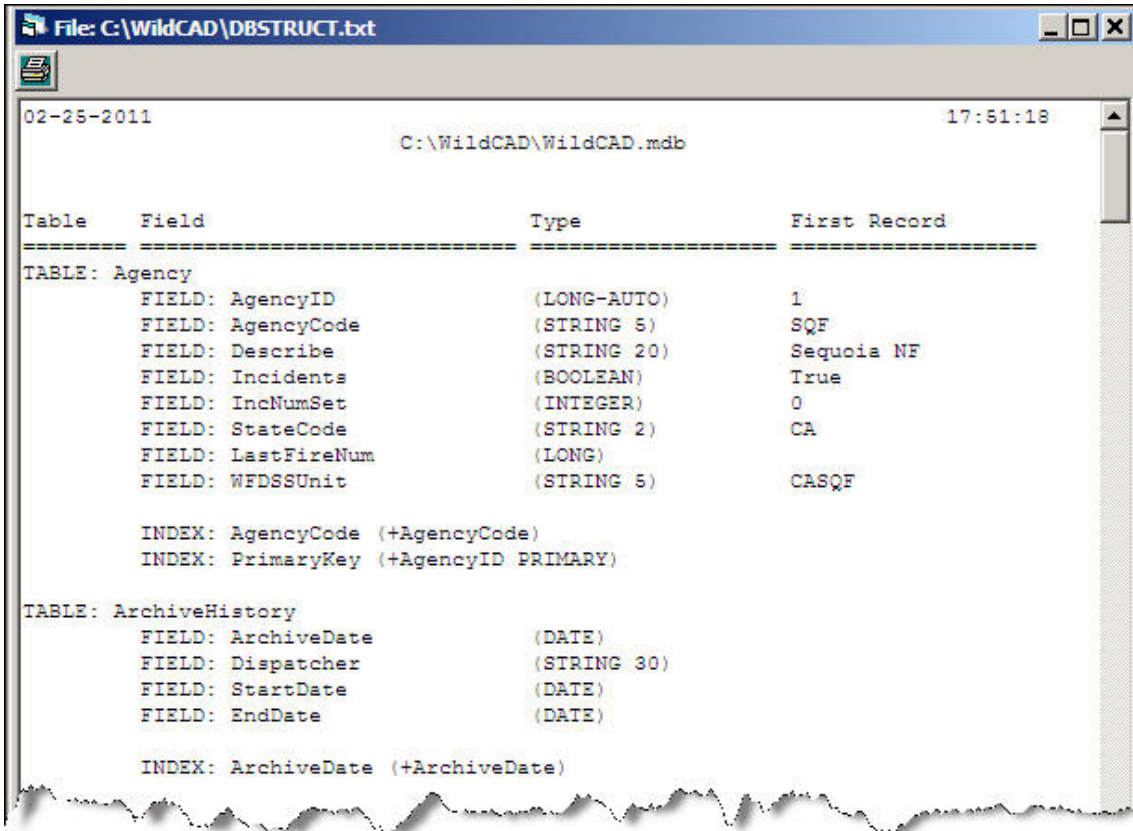
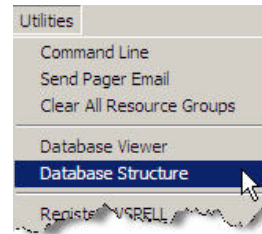


Select a table name at the left to view that table's contents.

Database Structure

Utilities => Database Structure

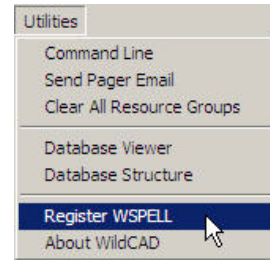
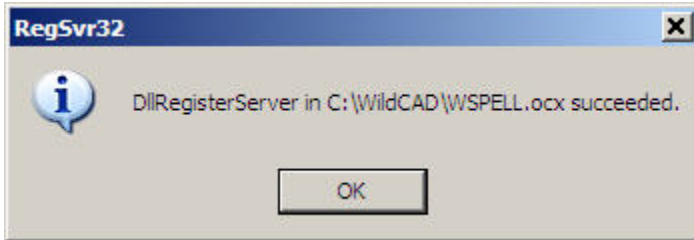
The Database Structure menu item prepares a report showing the structure of the Access database:



This report may be helpful to you if you intend to develop custom reports using SQL.

Register WSPELL

Utilities => Register WSPELL

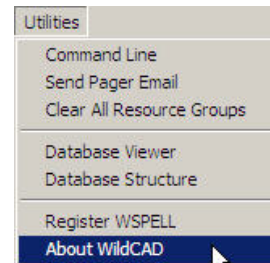
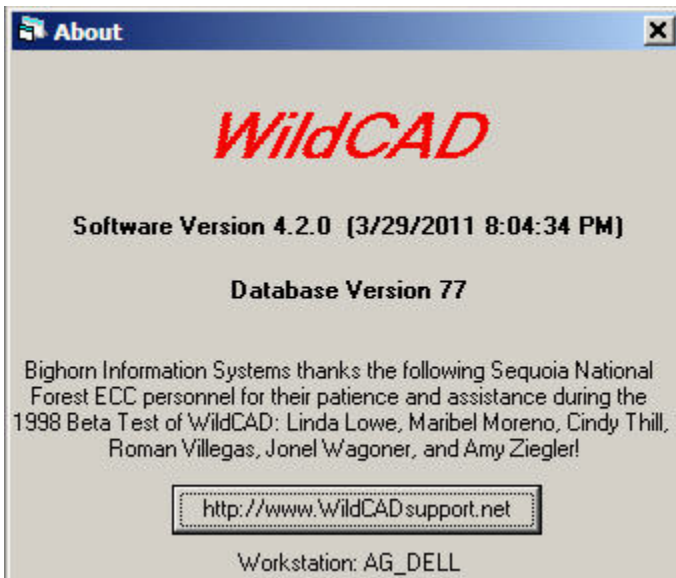


Use as directed by Bighorn's support staff.

About WildCAD

Utilities => About WildCAD

The About WildCAD menu item shows information about your software:



If connected to the Internet, click on the button at the bottom to go to the WildCAD Support site.