INTELLIGENCE OPERATIONS

SIT/209 PROGRAM MANAGER'S TOOLS

Manager's Guide

January 2023

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SIT-209 Homepage

Blank NIMS ICS-209   (PDF)   (Word.doc)

Enhancement Request Form

User Guides

SIT-209 User's Guide

Help

For support, contact the Fire Applications Helpdesk
website: Helpdesk Home
phone: 1-866-224-7677 or 616-323-1667
or e-mail: IIA-Helpdesk@fs.fed.us.
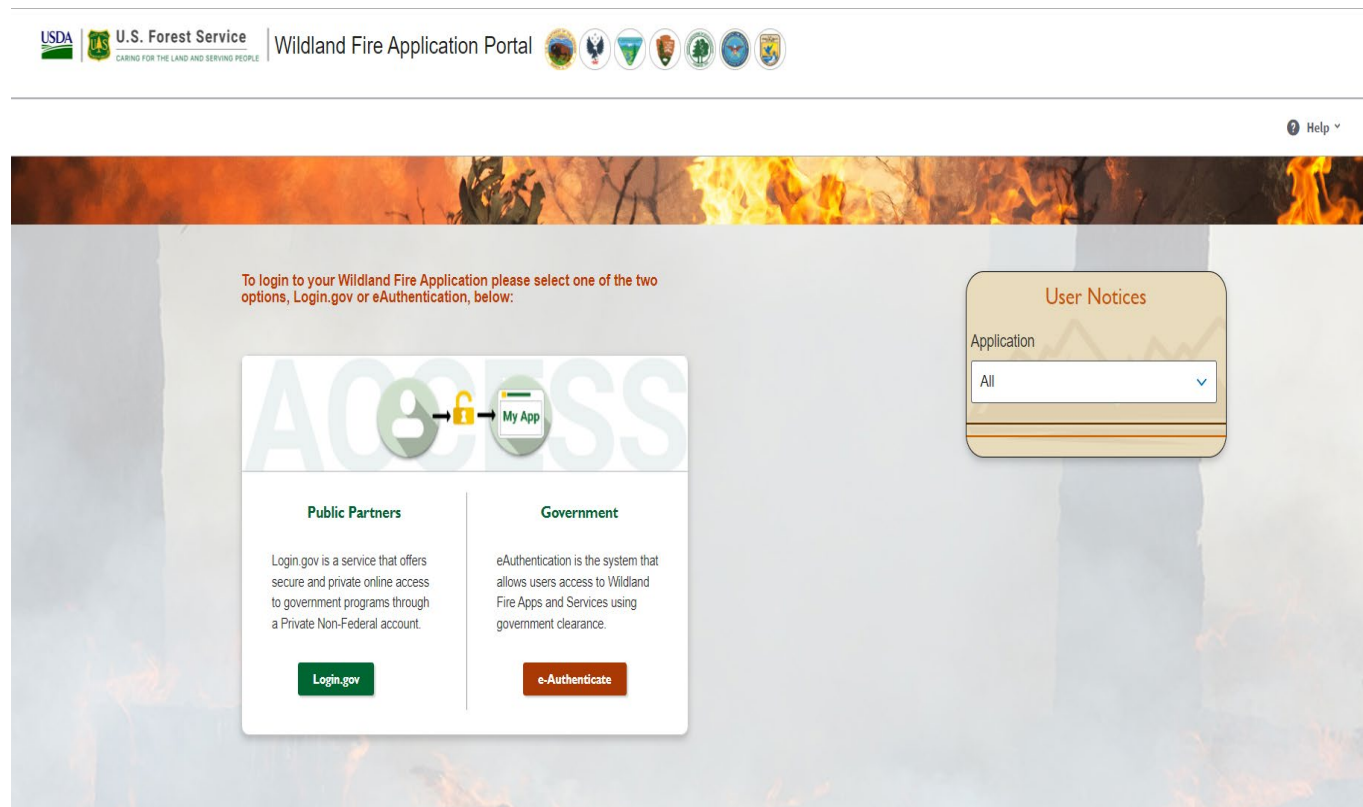
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Introduction

This document is to be used by those who will manage the Situation Report and ICS-209 programs for their units at the local, geographic and national levels. Access to the manager tools outlined in this document must be granted by either a Geographic Area or national level manager. Each Geographic Area Coordination Center (GACC) has at least one manager who manages all user accounts within their Geographic Area. GACC managers assign access privileges to incident management team members from outside their Geographic Area who are assigned to manage incidents. Usually this is the Situation Unit Leader, Plans Section Chief, or another designated person who has the training and knowledge to use the program.

A manager grants user access to the Situation Report/ICS-209 applications at the level that the manager has managerial privileges. For example, a Geographic Area manager can grant access to the local units within their Geographic Area, and at the Geographic Area level. A national level manager can grant access to any geographic or local units.

The first section of this guide covers access to the program and logging on and off SIT-209. These directions are identical to those found in the ICS-209 User Guide. Following that section are detailed directions for setting up user accounts, managing resources, and associating incidents with external units.

Requesting and Accessing SIT- 209 Application Account

The SIT-209 application is accessible from the internet through the Wildland Fire Application Portal Website, located at https://iwfirp.nwcg.gov/. Google Chrome is the preferred browser, but users can still use other browsers, including Edge and FireFox.

Note: Before accessing this application, you must request an account and obtain a INAP Logon ID and password.

Requesting a New INAP Account and SIT-209 Access

1. To request a new Integrated National Application Portal (INAP) go to https://nap.nwcg.gov/NAP/ and select the "**Request account**" button located in the upper left corner of the page. *You must have an INAP Account to access the Wildland Fire Application Portal.*

2. Enter your information on the form and select the **"Next"** button.

3. Review and accept or decline the rules of behavior by selecting the **"Accept"** or **"Decline"** button.

4. Select **"SIT209-SIT-209"** from the Application access dropdown menu.

5. Select **"PROD (Standard)"** from the Under Instances dropdown menu. Current FAMTEST users can also select **"TEST (Standard)"**.

6. "Request application roles for SIT209" will automatically default to "SIT209 Report Reader." This allows users to utilize the report functionality within SIT209. **Only** select "SIT209 Writer" if you are currently able to create Cognos reports within SIT209.

7. Complete the contact information portion with someone who can validate your account. If coordinated properly, one can use their GACC Intelligence Coordinator's information.

8. Select **"Submit"**.

9. Contact the appropriate GACC Intelligence Coordinator / Officer to request access to the needed dispatch center(s).

How To Request SIT-209 Access for Users with Existing INAP Account

1. Logon to your INAP Account located at https://nap.nwcg.gov/NAP/

2. Click on **"Welcome, "your name""** in the upper right corner of the INAP homepage.

3. Select **"Request app access and roles"** from the dropdown menu.

4. Follow steps 4 through 9 above to complete process.

To log into the 209 Application:

To get to the SIT/209 application on the Wildland Fire Application Portal website, you must enter the site through the URL--https://iwfirp.nwcg.gov/#dashboard.

- From the Wildland Fire Application Portal Logon Page, select **Login.gov** if you are a public/Non-Federal partner or **e-Authenticate** if you are Federal. The Logon popup screen appears. Public/Non-Federal partners enter your **Email address and password.** If you are Federal enter using your credentials following the prompts.

- Click "Sign in".

- Select "**SIT-209"** from the Wildland Fire Application Homepage.

Note: Application icons may be duplicated, one for Production and one for Training. Select the appropriate icon to access SIT-209 Production or SIT-209 Test to practice using the application.

SIT-209 Homepage will now be displayed.

To Log into Tools Application
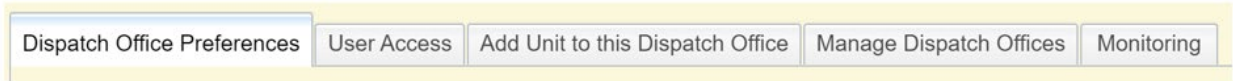
1. Log onto the SIT Report application.
2. Click the **Tools** tab on the top left of the SIT-209 Homepage**.**
3. Select **Tools** from the drop-down list. The Tools Application Menu Bar will appear.

4. Select the appropriate application from the menu bar and begin data entry.

Manager's Tools Application Menu Bar

There are five manager options available on the Tools tab.

Dispatch Office Preferences: Allows a manger to set up default resource preferences list for that dispatch office. The resources selected here will be the default list that appears anytime a 209 report is created. These resources appear in the Resource Commitment Summary tab of the 209 application.

User Access: Allows a manager to assign and delete user accounts.

Add Unit to this Dispatch Office: Allows a manager to associate internal and external units to a dispatch center.

Manage Dispatch Offices: Allows a manager to edit the name and associated information for a dispatch office or create a new dispatch office. Changes are reflected only in the Sit/209 program.

Monitoring: No longer functional.

Important Note: Care should be taken when using Manager's Tools to modify user accounts, dispatch office information or changes may adversely affect user access, program performance or existing data archived in the program. If in doubt about making changes, consult a program administrator.

Selecting Dispatch Office Preferences
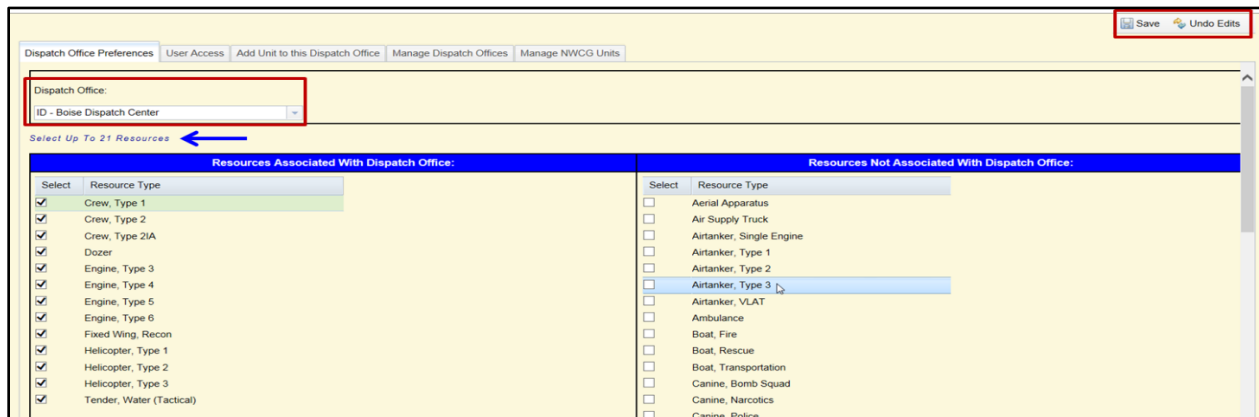
Note: The Situation Report program does not report resources. The resources on this page only apply to the 209 program.

To Add or Delete Resources

1. From the SIT/209 homepage, select the **Tools** tab and click **Tools**.
2. Select the **Dispatch Office Preferences** tab. The Dispatch Office Preferences page appears.

3. Select a **dispatch office** or accept the one already listed in the Dispatch Office field.
4. To add resources to the dispatch office, check all appropriate boxes in the right pane and click **Save**. The selected resources move from the right pane to the left pane. To undo all changes, click **Undo Edits** at the top right of the screen. Once changes are saved, Undo Edits becomes inactive. Undo Edits only works before changes are saved.
5. To delete resources from the left pane, check all appropriate boxes in the left pane and click **Save** to complete the deletion. To undo all changes, click **Undo Edits** at the top right of the screen. Once changes are saved, Undo Edits becomes inactive. Undo Edits only works before changes are saved.
6. Select another tab or log out of the application.

Note: Resources added to the *Resources Associated with Dispatch Office* list become the default for every <u>initial incident 209</u> report for that dispatch office. The default list may be edited as needed for individual incidents in the 209 application *Resources* tab.

In the ICS-209 application, users may choose up to 21 resource types for a single incident (blue arrow in the example above).

Assign and Remove User Access

The **User Access** screen allows managers to assign and remove user roles within the Manager's area. New user accounts have to be initiated in INAP. Once a user has SIT-209 access, Managers may assign roles to the Sit/209 program.

Note: New users must log completely into the SIT-209 home page before Managers can assign scope and authority roles.

Assigning Users Scope and Authority Roles

1. From the SIT/209 homepage, select the Tools tab and click Tools.
2. Select the **User Access tab**. The User Access page appears.
3. Under Filter User Role List By, select the application, either 209 or SIT, the new user needs to access.
4. Select a dispatch office or accept the one already listed in the Dispatch Office field.
5. Click **New User Role**.

6. In the right pane the previously selected dispatch office appears by default. When you need to select another office, select a new dispatch office from the dropdown list.
7. Enter the user's name (last name first) in the User ID field.
8. From the drop-down list, select the user scope. Refer to Scope and Authority for further information about scope and authority.
9. Verify all information is correct before saving changes.
10. Click **Save** to save your entries or click **Undo Edits** to re-enter information or exit the screen without saving changes. Once changes are saved, Undo Edits becomes inactive. Undo Edits only works before changes are saved.

Note: Repeat process if both SIT and 209 roles are needed.

Users may be assigned SIT and/or 209 roles to more than one Dispatch Office by repeating the process for each Dispatch Office.

Field Descriptions

User ID

Enter user's name, last name first. An auto populated list will appear as you enter last name. Select the correct name from the auto populated list of names.

Application:	209
Dispatch Office:	Select a Dispatch Office
*User ID:	Select a User Name
Scope:	Select User Scope
Authority:	Select User Authority

Application

Identifies which applications the user can access: 209, SIT, or SIT and 209.

Scope and Authority

Select the **Scope** and **Authority** for the user.

Scope:

Local: Local dispatch office access only.

GACC: Access to all dispatch offices within a Geographic Area, including the GACC itself.

National: Access to all GACCs and dispatch offices nationally.

Authority:

Report: Access only to Sit/209 reports. No data entry allowed.

Entry: Data entry for submitting Situation and 209 reports (if access is provided for both applications).

Manager: Manages user accounts and the application at the GACC and national levels (depending on scope). Can also delete 209 reports from the system if needed.

Update User Scope and Authority Roles:

1. From the SIT/209 homepage, select the **Tools tab** and click **Tools**.
2. Select the **User Access tab**. The User Access page appears.
3. Select a dispatch office or accept the one already listed in the Dispatch Office field.
4. Under User Role, select the appropriate user.
5. Click **Open User Role**.
6. Under User Role, select the appropriate user.
7. Enter updated Scope and or Authority as needed. You cannot edit the Dispatch Office or User ID.
8. Click **Save** to save your entries or click **Undo Edits** to re-enter information or exit the screen without saving changes. Once changes are saved, Undo Edits becomes inactive. Undo Edits only works before changes are saved.

Delete User Scope and Authority Roles:

1. From the SIT/209 homepage, select the Tools tab and click **Tools**.
2. Select the **User Access tab**. The User Access page appears.
3. Under Filter User Role List By, select the application, either 209 or SIT, the new user needs to access.
4. Select a dispatch office or accept the one already listed in the Dispatch Office field
5. From the drop-down list, select the appropriate user in the User Role.
6. Click **Delete**.
7. A dialogue box appears, click **OK** to confirm or **Cancel** to cancel changes, or click **Undo Edits** to re-enter information or exit the screen without saving changes. Once changes are saved, Undo Edits becomes inactive. Undo Edits only works before changes are saved.

Adding a Unit to this Dispatch Office

Dispatch offices that respond to and are responsible for managing incidents in other states, or across dispatch boundaries use the Add Unit to this Dispatch Office tab to add a unit that is not normally associated with that dispatch office so that fires and acres can be reported for the correct unit.

To add a unit to a dispatch office:

1. From the SIT/209 homepage, select the **Tools tab** and click **Tools.**
2. Select the **Add Unit to this Dispatch Office tab**. The Add Unit to this Dispatch Office appears.
3. Select a dispatch office from the drop-down list or accept the one already listed in the Dispatch Office field. All the units associated with this dispatch office appear in the list at the bottom of the screen.
4. Select a State where the external unit is located from the drop-down list.
5. From Add NWCG Unit Association drop-down, select the appropriate unit.
6. Select Protection or Owner. A Protection unit is not a landowner or land manager. An Owner unit is a landowner or someone who directly manages land. For example, the Idaho Department of Lands manages state land, so is considered an owner. The Boise Fire Department does not own or directly manage land, so falls under protection.
7. Click **Save** to save to associate with the dispatch office or click **Undo Edits** to re-enter information or exit the screen without saving changes. You can report incident information for the external unit. Once changes are saved, Undo Edits becomes inactive. Undo Edits only works before changes are saved.

Note: Before associating an external unit to a dispatch office, verify that the unit is not already associated with that dispatch office in the Unit ID list.

To delete a unit from a dispatch office:

1. From the SIT/209 homepage, select the Tools tab and click **Tools.**
2. Select the Add Unit to this Dispatch Office tab. The Add Unit to this Dispatch Office appears.
3. Under Current NWCG Unit Associations, select the external dispatch unit you want to delete.
4. Click **Remove NWCG Unit from Dispatch Office**.
5. Click **OK** to delete an NWCG Unit from the dispatch office or click **Cancel** to undo Edits.

Note: An external unit associated with a dispatch office cannot be disassociated from that dispatch office once it has incident information associated with it under that dispatch office. Only before information is reported for an external unit can it be disassociated from the dispatch office.

It is very important that careful consideration be given before an external unit is associated with a dispatch office.

Unintentional deletion of units can occur if a manager is not careful in selecting only units meant for deletion. Deleted units must be added back to the home dispatch office.

Managing Dispatch Offices

Managers use the Manage Dispatch Offices tab to create new dispatch offices or modify existing ones only within the Sit/209 applications.

Note: Creating a new dispatch office record in the Sit/209 program should only be done after the dispatch office has been sanctioned and recorded in the official NWCG Unit ID book of record.

This also applies to modifying or deleting an existing dispatch office's record.

Caution must be exercised before changes are made to the Sit/209 program list of dispatch offices.

To create a new dispatch office:

1. From the SIT/209 homepage, select the Tools tab and click **Tools**.

2. Select the Manage Dispatch Offices tab. The Manage Dispatch Offices screen appears.
3. Click **New Dispatch Office.**
4. Enter all appropriate information.
5. Select the appropriate reporting level.
6. Click **Save** to save your updates or click **Undo Edits** to re-enter information or exit the screen without saving changes.

To make updates to an existing dispatch office:

1. From the SIT/209 homepage, select the Tools tab and click **Tools**.
2. Select the Manage Dispatch Offices tab. The Management Dispatch Offices screen appears**.**
3. From the drop-down list, select the appropriate dispatch office.
4. Click **Open**.
5. Enter the updated information.
6. Click **Save** to save your updates or click **Undo Edits** to re-enter information or exit the screen without saving changes.

Note: Changes to a dispatch office name are reflected in both the 209 and Situation Report applications.

To delete an existing dispatch office:

1. From the SIT/209 homepage, select the Tools tab and click **Tools**.
2. Select the Manage Dispatch Offices tab. The Management Dispatch Offices screen appears**.**
3. From the drop-down list, select the appropriate dispatch office.
4. Click **Delete**.
5. Click **Save** to save your updates or click **Undo Edits** to re-enter information or exit the screen without saving changes.

Monitoring

This selection is no longer functional.