

## Lesson 3 – Creating Address Books and User Groups

*Estimated time to complete: 15 minutes*

In this lesson, you will be working from the **My Home** tab to:

- Add WFDSS users to your address book, and
- Create a group in your address book that you can eventually use to transfer incident ownership.

### Setting Up Your Personal Address Book

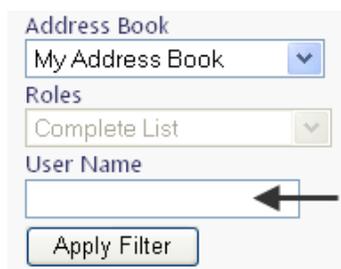
The WFDSS Address book contains the names of all users in the system. You can select and add users to your personal address book so that you can easily find the people you work with the most. You can also create and manage user groups in your personal address book.

Identify the WFDSS users that you work with, and whose names you would like to add to your personal address book. In this exercise, enter at least one user into your address book because eventually you will create a group used to transfer incident ownership.

#### To add Users to your Address Book:

1. In WFDSS, go to **My Home > Address Book**. The WFDSS Address Book page opens.
2. Use the filter to locate the names of users you'd like to add to your address book. When you locate a user's name, mark the checkbox next to it. Make sure to select yourself, too.
3. Click **Add to My Contacts**. The selected users are saved to your address book.
4. To view the contents of your address book, select **My Address Book** from the Address Book drop-down menu. The **User List** changes to show the users in your address book.

**Note:** *When viewing your address book, make sure that the User Name filter field is empty. Otherwise, only the user names in your address book that satisfy the filter criteria will show.*



The screenshot shows a filter panel with the following elements:

- Address Book:** A dropdown menu with 'My Address Book' selected.
- Roles:** A dropdown menu with 'Complete List' selected.
- User Name:** An empty text input field with a black arrow pointing to it from the right.
- Apply Filter:** A button located below the input fields.

### Creating a Group

A user group is a group of WFDSS users that you create in your personal address book in WFDSS. Groups make it easier for you to find the people you work with regularly, and enable you to assign incident ownership to a team of individuals. Assigning multiple owners and users with incident privileges to an incident ensures that progress is made on incident analysis and reporting, even if an individual becomes unavailable.

You can create a group by selecting individuals from the WFDSS address book, but it's easier to create a group in your personal address book because you will be searching through a smaller cohort.

In this exercise, you will create a group in your personal address book that will include any users you might want to participate in your training exercise. Since this is a training incident, you can include whomever you'd like in the group and its members do not need to participate. It will not affect your learning experience.

#### To Create a User Group:

1. In the **User Name** List, mark the checkbox next to each individual you want to include in your group. At least one user in a group must have Author privileges (you may be the only Author, which is okay.)
2. Enter a Group Name. It can be the name of your unit or incident you are working with, such as **Deep Fire Exercise**.
3. Click **Create Group**. The user list refreshes to display the new group in alphabetical order.
4. Your group will look something like this in your user list:

Deep Fire Exercise  Group (Deep Fire Exercise)

5. Select the **Incidents** tab to return you to the Incident List.

#### Search for these related topics in the Help

- [Setting Up Your Personal Address Book](#)
- [Creating a Group](#)
- [Editing A Group](#)