

Lesson 4 – Using Filters

Estimated time to complete: 15 minutes

From the **Incidents** tab, you will:

- Create a permanent filter that you will use to locate an incident.
- Learn how to edit a permanent filter.

This lesson contains two exercises, but the second is optional and is included for information purposes.

Using Filters

Filters, both temporary and permanent, help you locate incidents and analyses quickly. You create each using the same criteria, but temporary filters are eliminated when you log out or create a new filter and permanent filters, once created, are always available for you to use.

- Temporary and permanent filters are available above the incident and analysis list for sorting incidents and analyses, and
- Permanent filters are available in the Intelligence Preferences to help you display incidents to your liking on the Intelligence map.

Permanent Filters should be relied on the most and when maintained properly, will eliminate the need for you to use temporary filters on a regular basis. Temporary filters, if used as they were intended, will help you quickly locate incidents on an isolated basis. For example, you would rely on a permanent filter to locate incidents that you own and access regularly, and a temporary filter to view a decision for a past fire on your unit or a neighboring unit.

Defining Permanent Incident Filters

Permanent filters allow you to save your preferences for sorting the incident list so that you can easily locate the incidents you need whenever you log into WFSS. For example, if you are an author, you might only want to see fires on your home unit in your Incident List. To do this, you would create a permanent filter that filters for only fires on your home unit, and you would select that filter as your default. Each time you log into WFSS, those incidents will appear in your Incident List.

Permanent Filters can be easily edited or deleted if necessary, and are not shared between WFSS production and training. You will have to create permanent filters for each if you choose.

To define a permanent filter to locate your training incident:

1. From the Incident List, click **Edit Filter List**.
2. Select **Create New Filter** (scroll to the bottom if you don't see it).
3. Select **Clear** to remove any current filters. This step is very important; always clear existing filters before creating a new filter, and it applies to both temporary and permanent filters. Failing to clear existing filters will prevent your new filter from working properly.
4. If not already open, expand the **Incident Names** filter list by clicking the  next to the filter heading (scroll to the bottom if you don't see it). You can also close other filters to free up more viewing area.
5. Type your incident name into the Incident Name field and select **Apply Filters**. *Deep SRAA* is the incident name in the following example and all incidents that contain the phrase *Deep SRAA* are included in the search results.
6. Locate your training incident in the list on the left (if you don't see it, click the  to view the next page of search results) and select the  beside the name to add it to the **Incident Filter List** on the right. Remember, the incidents on the left are queried from the search, and the incidents on the right are your selections from that search. In the above example, *Deep SRAA test* is the selected incident.
7. Name your filter (at the top of the page), and then click **Save Filter**.
8. Find your new filter name in the list of permanent filters, select the radio button beside it, and select **Set as Default**.
9. Click **Return** (scroll to the bottom if you don't see it). Now you're back at the incident list.
10. Select the drop down arrow beside the filters field (see below) and select your new filter name from the list.



10. Wait a few moments, and you should see your incident name(s) appearing in the incident list.

Incident Name	Owner Name	Geographic Area	Jurisdictions	Acreage	Start Date
Deep SRAA test	Rau, Diane	Southern	FWS, NPS	5.0	04/22/2009

Page of 1 Rows per Page:

Editing a Permanent Incident Filter

Adding an incident to a permanent filter is easy to do. If your unit is managing a new incident, you may want to add it to an existing permanent filter. For example, you may create a permanent filter called **My Unit 2012** before fire season begins with the intention of adding each new incident that requires a decision document.

To edit a permanent incident filter:

1. From the Incidents List page, click **Edit Filter List**. The Incident List Filters page appears.
2. From the Incident List Display Preferences, select how you want to sort the incidents or accept the default (e.g., Incident Name, Discovery Date, GA, etc.).
3. From the Incident List Filters, select the filter you want to edit.
4. Click **Edit**. The Define Incident Filter page appears.
5. Modify the criteria you want to change.
6. Click **Save Filter**. Your changes are saved and the Incident List Display Preferences page reappears.
7. Click **Return**. The Incident List page appears.

Search for these related topics in the Help

- [Defining Temporary Incident/Intelligence Filters](#)
- [Defining Permanent Incident Filters](#)
- [Editing a Permanent Incident Filter](#)
- [Deleting an Incident Filter](#)