

Lesson 4 – Using Filters

Estimated time to complete: 15 minutes

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

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

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

NOTE: This lesson focuses on creating and editing filters for incidents. The process is the same for creating and editing intelligence and analysis filters.

Using Filters

Filters help you locate incidents and analyses quickly and are available for you to use on the Intelligence, Incident and Analysis tabs. A default set of filters is available in the filters dropdown list from each of these perspectives, but you can also create and save new filters, edit filters and apply filters temporarily. (Filters applied temporarily are eliminated when you create a new filter, edit or view an existing filter, use the incident name quick search feature or log out of WFDSS.)

Filters and the way they are applied work the same in each perspective, although filters are not shared between perspectives. For example, if you create an incident filter to display the incidents you own in the incident list, you would have to create the same filter a second time from the Intelligence perspective if you want to view those same incidents on the intelligence map.

Default filters you create and save are always available for you use and a maximum of 30 filters is allowed in each perspective. Take the time to manage your filters, as this will minimize the need for applying filters temporarily. Temporary filters help you quickly locate incidents or analyses on an isolated basis. For example, create and save a filter to locate incidents that you own and access regularly, and apply a filter temporarily to view a decision for a fire on a neighboring unit.

- Default filter and filters you create are all available from the Filters dropdown lists, which are located above the incident and analysis lists, and on the **Info** tab when viewing the intelligence map.
- Filters can be created, edited and applied temporarily by selecting Edit Filter.
- Filters can be created, deleted, or set as default by selecting Manage Filters.
- Up to three temporary filters can be in use simultaneously; one each on the intelligence, incident, and analysis tabs. Each works independently of all others.
- Filters are available in the Intelligence Preferences to help you display incidents to your liking on the Intelligence map.

Creating Incident Filters

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 WFDSS. 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 filter that filters for only fires on your home unit, and you would select that filter as your default. Each time you log into WFDSS, those incidents will appear in your Incident List.

You can create filters for incidents using either the Edit Filter or Manage Filters options, which are located above the incident list.

- **Edit Filter** is primarily for editing existing filters or for applying filters temporarily, but allows you to clear current selections to create a new filter.
- **Manage Filters** allows you to create new filters, delete filters or select a default filter.

WFDSS Production and Training do not share filters; you will have to recreate filters as needed on each system if you choose.

In the following exercise, you will create a filter using the **Manage Filters** option.

Note: A filter, once created and saved to your filter drop-down menu, is always available to help you locate your incidents. Filters applied temporarily are eliminated when you create a new filter, edit or view an existing filter, use the incident name quick search feature or log out of WFDSS.

To create a filter (using the Manage Filters button) to locate your training incident:

1. From the Incident List, click **Manage Filters**, and then click **Create new Filter**. The Create New Filter page appears.
2. Select **Clear** to remove any current filters. This step is very important; always clear existing filter selections before creating a new filter (even if you use the Manage Filters option, which begins with all selections cleared). Failing to clear existing filters may prevent your new filter from working properly.
3. 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.

4. 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.
5. Locate your training incident in the list on the left (if you don't see it, click  to view the next page of search results) and select  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.
6. Name your filter (at the top of the page), and then click **Save Filter**.
7. Find your new filter name in the Incident List Filters; select the radio button beside it, and select **Set as Default**.
8. Click **Return** (scroll to the bottom if you don't see it). Now you're back at the incident list.
9. 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. The default filter will engage the next time you login.

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

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Editing an Incident Filter

Adding an incident to a filter is easy to do. If your unit is managing a new incident, you may want to add it to an existing filter you've set up for your unit. For example, you may create a filter called **My Unit 2013** before fire season begins with the intention of adding each new incident that requires a decision.

To edit a permanent incident filter:

1. From the Incidents List page, locate the Filters drop-down menu and then select the filter you want to edit.

Incident Name	Geographic Area	Start Date
» Deep SRAA 1	Southern	04/22/2009
» Deep SRAA 10	Southern	04/22/2009
» Deep SRAA 11	Southern	04/22/2009
» Deep SRAA 12	Southern	04/22/2009
» Deep SRAA 13	Southern	04/22/2009
» Deep SRAA 14	Southern	04/22/2009
» Deep SRAA 15	Southern	04/22/2009
» Deep SRAA 2	Southern	04/22/2009
» Deep SRAA 3	Southern	04/22/2009
» Deep SRAA 4	Southern	04/22/2009

Incident Name	Geographic Area	Start Date
« Deep SRAA test	Southern	04/22/2009

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Apply Clear Return

Clear

2. Click **Edit Filter**. The Edit Filter page appears.
3. Modify the criteria you want to change.
4. Click **Save Filter**. Your changes are saved and the Incident List returns to view.
5. Click **Return**. The Incident List page appears.

Search for these related topics in the Help

- [Creating Incident Filters](#)
- [Applying Incident/Intelligence Filters Temporarily](#)
- [Editing an Incident Filter](#)
- [Deleting an Incident Filter](#)