

Lesson 13 – Managing Incident Privileges

Estimated time to complete: 15 minutes

In this lesson, you will assign Incident Privileges to yourself and/or other WFDSS users you select to assist with decision documentation for your training incident.

This lesson contains one exercise.

User Roles vs. Incident Privileges

In WFDSS, system-wide user roles (for example, Author, Viewer, Fire Behavior Specialist) are assigned by a Geographic Area Editor when a WFDSS account is created or when a new user role is requested. Incident-level privileges (for example, Owner, Editor, Reviewer, Approver) on the other hand, are assigned by an Incident Owner after an incident is created, and are specific to each incident.

System-wide user roles determine what types of tasks a user can perform in the WFDSS application (for example, creating incidents, developing fire behavior analysis, owning an incident and creating a pending decision) whereas Incident Privileges determine what types of tasks a user can perform in support of the incident's documentation (for example, edit decision content, develop incident objectives and requirements, draw a planning area, approve and publish a decision.)

Managing Incident Privileges

Incident Privileges are specific to each incident. From the Incident Privileges menu option you can select:

- Incident Owner(s) manage incident-level privileges for an incident, and
- Incident Approver(s) manage their preference with regard to system-generated, periodic assessment-related emails.

Incident Owners

Incident Owners can perform the following tasks from the Incident Privileges menu option:

- Assign incident-level privileges (Edit, Review, Approve) to other WFDSS users,
- Assign incident ownership to or share incident ownership with other WFDSS users or groups,
- Query incident privileges and ownership for an incident to determine who has privileges and what types of privileges each user has, and
- Remove privileges from WFDSS users who are no longer assigned to assist with documentation for an incident.

When assigning privileges to a group, it may be helpful to create that group (if it hasn't already been created) in your personal WFDSS address book before you begin. Groups can help you quickly locate individuals you regularly work with on incidents.

WFDSS automatically generates an email to individuals that you assign privileges to, notifying them of the change. Emails are automatically generated for this purpose in both WFDSS Training and Production.

Incident Approvers

Incident Approvers can perform the following tasks from the Incident Privileges menu option:

- Opt to receive/not receive WFDSS generated emails alerting them of due or overdue periodic assessments if more than one approver exists for an incident (they also have the opportunity to do this when they approve a decision), and
- Determine who has incident-level privileges for an incident, and make edits if the Approver is also an Editor.

When an Incident Owner assigns one or more approvers, the email box is automatically checked beside the selected Approver's name. This indicates that the Approver(s) receives an email alerting them that the periodic assessment is due or overdue. This feature is not enabled in Training, and users assigned the role of Incident Approver for a training incident are not alerted of due or overdue periodic assessments.

At least one approver must receive the email, but other Approvers can opt out, as mentioned above. WFDSS does not allow all Approvers for an incident to opt out of receiving the email; WFDSS 'resets' the incident overnight and automatically select each Approver to receive the email.

Edit, Review and Approve Privileges

An Incident Owner can grant Edit, Review and Approve Incident Privileges to:

- Any WFDSS user with any role.
- Groups of users that you create in your personal WFDSS address book.

The following is a breakdown of each privilege:

- **Edit:** Allows users to edit content in a decision document, as well as upload shapes and images.
- **Review:** Allows users to review the content of the decision document and either accept or reject the document. Reviewers are not required, but are recommended.
- **Approve:** Allows users to approve or reject a decision document and automatically assigns Edit privileges. Once the decision document is approved, it can be published. Personnel with this privilege should be Agency Administrators. At least one Approver must be assigned to a decision, but there may be more if the incident is managed by multiple agencies and affects multiple jurisdictions. Though it's not recommended as a general practice, Approvers can approve the decision even if the reviewers have not yet reviewed it.

When you grant Incident Privileges to a group, each member of the group receives Incident Privileges. For example, you may want to give Edit privileges to a group comprised of coworkers that you created in your personal WFDSS address book. If you subsequently change the group, the members who belonged to the group when you first granted the privileges retain those privileges. To remove privileges for an individual, you must go through the Incident Privileges menu option, query the user's name, and deselect the checkbox for each privilege you want to revoke.

To keep incident privileges to yourself and not involve other WFDSS users with your training incident, you can grant yourself incident Edit and Approve Privileges and publish a decision without assistance from others. You cannot assign yourself Review privileges; you should assign those to another WFDSS user when you want to explore the Review privilege and the effect it has on decision publishing.

Ownership Privileges

An Incident Owner can grant incident ownership to:

- Users assigned the Author role.
- A group of WFDSS users that contains at least one Author.

When multiple Owners own an incident, each Owner can add, manage, and/or delete personnel assigned to assist with documentation. Incident Owners can also change incident ownership after declaring an incident out for reporting and analysis purposes.

Caution: WFDSS Decision Reports are part of the system of record for an incident. Limit the number of people who have editing access to the incident. While each incident is different, it's important to ensure that the people reviewing and approving the decisions have the correct level of authority.

To assign incident privileges:

1. From the Incident List, select the incident for which you would like to assign incident privileges, and then click **View Information**. The Incident Information page appears.
2. Click **Incident Privileges** from the list of menu options on the left.
3. From the **Address Book** drop-down list, choose the address book that you would like to select WFDSS users from; your personal address book or the WFDSS address book. To use your address book, you must have added users to it previously.
4. In the **Roles** drop-down list, make sure **Complete List** is selected. This selection ensures that you are querying from the complete list of users in the address book you've selected, and not for a particular role.
5. In the **Enabled Users** section, deselect all checkboxes. Since we are looking for the names of individuals from the Complete List of users in the selected address book, you do not need to use the **Geographic Areas**, or **Agencies** filters.
6. Type an individual's name (or the first few letters of it) in the **User Name** field, and then click **Apply Filter**.
7. Locate the individual's name in the list, and then select the checkboxes in the appropriate columns for Owner, Edit, Review or Approve. Remember, Ownership privileges can only be granted to users assigned the role of Author, GA Editor or National Editor. You can determine a user's role by checking the **Role** column on the far right.

The **Email** column allows Approvers to opt in or out of receiving WFDSS-generated emails alerting them of due or overdue periodic assessments, and is not applicable here.

8. Once you've made your selections, click **Save**.
9. Repeat this process, granting privileges to users, until you are finished; and then click **Return** to return to the previous page, or click another menu option to navigate away from the page.

Search for these related topics in the Help:

- [WFDSS User Roles](#)
- [Requesting Additional System Privileges](#)
- [Incident-Level Privileges](#)
- [Managing Incident Privileges](#)
- [Filtering Incident Privileges](#)
- [Incident Ownership](#)
- [Assigning an Owner to an incident](#)
- [Transferring Incident Ownership](#)