



WORKING WITH WIMS UTILITIES UTIL

This chapter contains the information users need to access and use the WIMS utilities Profile and User List.

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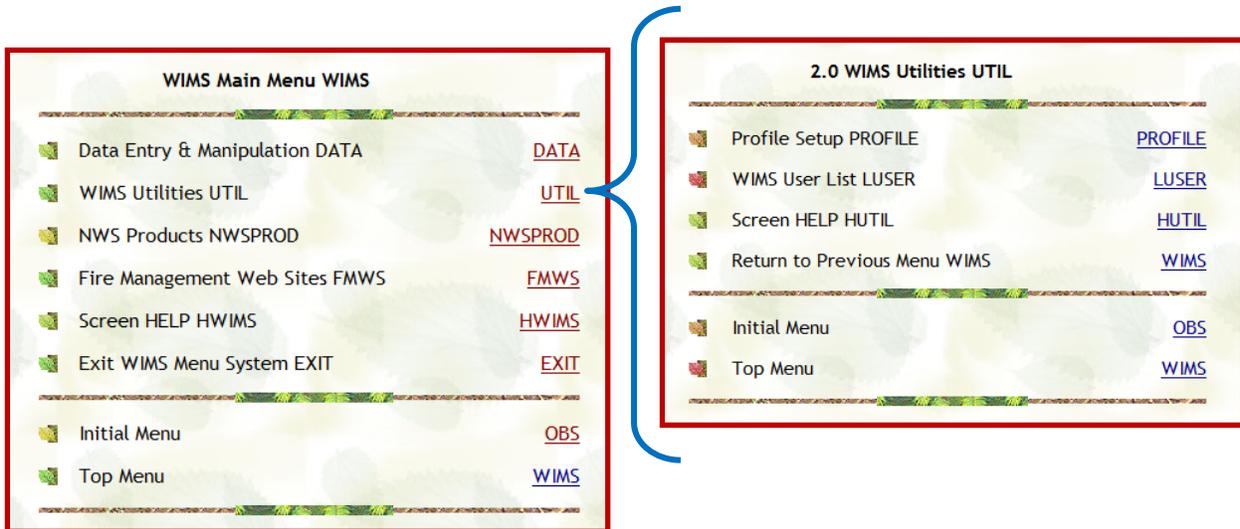
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WIMS Utilities

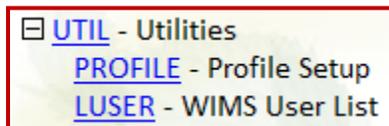
The WIMS Utilities menu contains options that allow a user to tailor their WIMS profile information and provides a query page to list or display other WIMS user information.

ACCESSING WIMS UTILITIES MENU

The Util menu can be accessed from the WIMS Main Menu. Selecting UTIL hyperlink will take you to the 2.0 WIMS Utilities UTIL menu items.



WIMS Utilities menu from Navigation Tree



The FastPath for Utilities is UTIL, type UTIL in the FastPath field and select Go.



Remember, you can skip the UTIL menu by typing the FASTPATH command for the two UTIL functions:

- PROFILE, to display the User Profile screen
- LUSER (list user), to display the WIMS User List

PROFILE

Upper left of the Profile screen contains three buttons.



SAVE - Select the Save button to save changes made to the screen information.

RESET will return the information to the pre save settings.

SET PASSWORD – selecting the Set Password button will open the Set Oracle User Password window.

Users utilize this window to change their password. It changes the WIMS and KCFast password. User Id is hardcoded in the window, the current password must be entered then the new password followed by a second entry or retype of the new password.



Select the Set button to complete the password change.

Selecting the Reset button will wipe out any form entries prior to a Set/Save.

Select Cancel button to close the window and make no changes.

USER PROFILE PROFILE

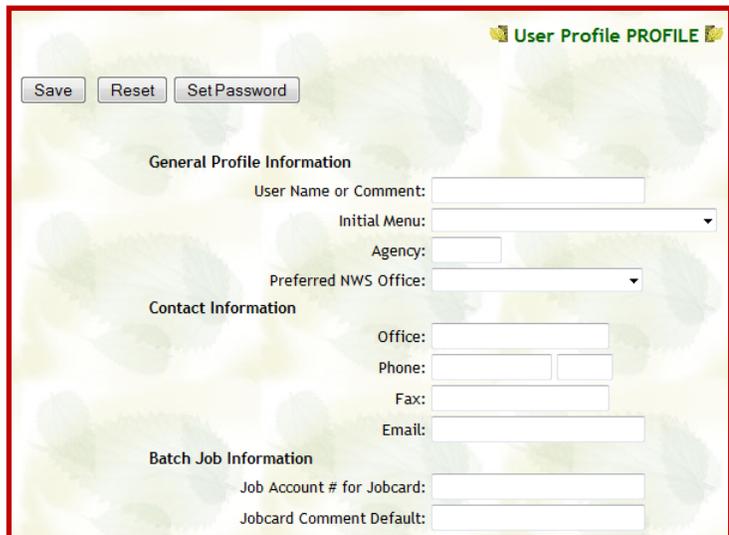
The fields of the User Profile PROFILE screen are broken down into three parts.

1 - GENERAL PROFILE INFORMATION: user name, initial menu, agency and preferred NWS Office

Initial menu and preferred NWS Office fields have dropdown lists from which to choose.

2 - CONTACT INFORMATION: office, phone number, fax number and email address

3- BATCH JOB INFORMATION: Job account number for Jobcard and Jobcard Comment Default. The information of this field is not changeable.



Remember to Save any updates made to the profile.

The table below lists and explains each field of the PROFILE screen.

Use the field definitions listed below to complete the User Profile Change Form.

Field	Description and action to be taken
User Name or Comment (Full name)	Enter your first and last name, up to 30 characters.
Agency (Home agency)	Enter the name of your agency, up to five characters.
Initial Menu (WIMS menu name)	Select menu options from the dropdown menu Leave this field blank to display the WIMS Main Menu.
Preferred NWS Office (Home office code)	Select NWS Office from the dropdown menu. Leave this field blank if you have no preferred NWS office.
Job Account # for Jobcard (NITC-KC account number)	This field is entered for each user. NITC-KC account number, followed by your job account code, up to 17 characters is displayed For more information about your job account number, contact the FAMWEB Help Desk.
Office (name)	Enter the name of the office where you can be contacted, up to 20 characters.
Phone	Enter the area code and your telephone number of your office, up to 15 characters and/ or numbers.
Fax	Enter the area code and your fax telephone number of your office, up to 12 characters.
Email	Enter your electronic mail address

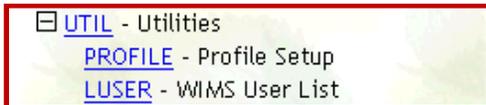
WIMS USER LIST – LUSER

The WIMS User List provides a listing of:

- WIMS logon IDs and user names
- Current telephone numbers and extensions.

Access the WIMS User List.

WIMS Utilities menu from Navigation Tree



In the FastPath field, type LUSER (List User) and select Go.



The List User screen contains one query field in which to enter criteria for your search and three buttons: List, Display and Reset.



Selecting the List button (even with information in the query field) will generate a User Id Selection window (a separate window) that contains a list of all WIMS users with User ID and User Name. This list is in alphabetical order according to User ID, so BIA users are at the top of a very long list. The User Id is a hyperlink to that users Profile.

Selecting Display is the preferred option.

Enter any information on the user in question in the query field and select the Display button. WIMS will generate an output table of the users based on the information provided in the query field. For example, entering FS in the query field and selecting Display will result in a list of all Forest Service

WIMS ID's will be generated.

If a name is known, even if it just a first or last name, enter that in the query field and select Display. The query field needs very little information to generate a list of users. In this example a display list based on "wac" generated a list of 4 users.

The screenshot shows the 'WIMS USER List LUSER' interface. At the top, there is a search prompt: 'Enter ALL or PART of the User Name or User ID: wac'. To the right of the search field are three buttons: 'List', 'Display', and 'Reset'. A 'Back to Menu' link is located in the top right corner. Below the search area is a table with the following data:

User ID	Name	Telephone	Ext
NWS0088	BRENT <u>W</u> ACHTER	505-244-9148	
FS11436	DAVE <u>W</u> ACHTEL	408-778-1893	
FWS0033	JIM DURR <u>W</u> ACHTER	813 353-8442	
WACE01	MARK ROSENTHAL	802-295-2855	

Two of the user's last names begin with "wac", one has a "wac" letter combination in the last name and one has a User Id that contains "wac".

In either of the outputs, List or Display, the users WIMS ID is a hyperlink that if selected will open the users PROFILE.

In the "wac" example above, selecting the WACE01 user id will open the users Profile.

The screenshot shows the 'User Profile PROFILE' interface for user WACE01. It is divided into three sections:

- General Profile Information:**
 - User Name or Comment: MARK ROSENTHAL
 - Initial Menu: WIMS
 - Agency: DOD
 - Preferred NWS Office:
- Contact Information:**
 - Office: ARMY CORP OF ENGRS
 - Phone: 802-295-2855
 - Fax:
 - Email:
- Batch Job Information:**
 - Jobcard Comment Default:

Selecting the Reset button will clear the query field of its last entry.

LUSER FIELD DEFINITIONS

Field	Description and action to be taken
Enter ALL or PART of the User Name or User ID	Enter the first or last name of the WIMS user or the WIMS logon ID you want to locate.
User ID (WIMS logon ID)	Displays the WIMS logon ID.
Name	Displays the complete name of the WIMS user.
Telephone	Displays the telephone number of the WIMS user.
Ext	Displays the telephone number extension of the WIMS user.

LISTING SPECIFIC GROUPS

WIMS uses the following abbreviations:

BLM – Bureau of Land Management

BIA – Bureau of Indian Affairs

FS – US Forest Service

FWS -- U. S. Fish and Wildlife Service

NPS -- National Park Service

NWS -- National Weather Service

WI -- State Government, WICA – California, WIAZ – Arizona

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