

Chapter 1. About this guide

Introducing the *WIMS User's Guide*

Welcome to the *WIMS User's Guide*. This guide contains information about how to access and use the Weather Information Management System (WIMS). The guide is organized to help you locate and perform specific WIMS functions quickly and easily.

Before you begin

This guide assumes you have knowledge of the following areas before you begin using WIMS:

- ◆ If you are accessing WIMS using a personal computer, you are familiar with the personal computer keyboard and using function keys, understand WIMS-related concepts, and are familiar with using either A2B, SimPC, or the Internet to access WIMS.
- ◆ If you are accessing WIMS using the Data General (DG), you can log on and off that system, are familiar with the DG terminal and keyboard, and are familiar with using function keys and concepts.

How to use this guide

Each chapter explains a specific functional area of the WIMS system. You will find an overview of each menu option and the functions that you can perform.

The Contents is organized according to the WIMS Main Menu.

Chapter 1, "About this guide" introduces the *WIMS User's Guide*, conventions, and update guidelines.

Chapter 2, "About WIMS" introduces WIMS and explains WIMS system components and information flow.

Chapter 3, “Getting started” outlines what you need to access WIMS using a Data General terminal, a personal computer via A2B, SimPC, or the Internet. Chapter 3 also explains WIMS access levels and lists agency information contacts.

Chapter 4, “WIMS basics” explains the WIMS menu hierarchy, how to log on and off the WIMS system, how to use function keys and fastpaths, how to retrieve a basic <List> of values, how to access the Help menu, and how to perform basic queries.

Chapter 5, “Beyond the basics” explains how to perform wildcard queries, capture data, use query blocks, and recalculate NFDRS indices.

Chapter 6, “Working with Station Information” explains how to create, edit, and display manual and RAWs station information. Chapter 6 also explains how to create, edit, delete, and display Special Interest Groups (SIGs) and Access Control Lists (ACLs).

Chapter 7, “Working with Observations” explains how to create, edit, delete, and display weather observations.

Chapter 8, “Working with Forecasts” explains how to create, edit, delete, and display weather forecasts.

Chapter 9, “Working with NFDRS” explains National Fire Danger Rating System (NFDRS) components and indices, NFDRS reports, and how to create and edit NFDRS components.

Chapter 10, “Working with WIMS Utilities” explains how to set up your WIMS profile, how to use mail, how to use the Shared and Private File Directories, how to list WIMS users, and how to submit billing information.

Appendices are located in the back of this guide to help you locate specific fastpath commands, function keys, acronyms, and NFDRS parameters. The WIMS/NIFMID Access Request Form is also included.

The Glossary lists terms and definitions used in this guide.

References are arranged alphabetically and contain sources of information used to complete this guide.

The Index lists functions, topics, and corresponding page numbers.

Conventions

This guide uses the following conventions:

- ◆ Hard label keys on the keyboard appear in angle brackets, in bold type, in the same case as it appears on your keyboard. For example, a step in a procedure might instruct you to press **<NEW LINE>**.
- ◆ System responses such as messages written to the screen, appear in the same case displayed on the screen. For example, the following text might appear:

Info: The mail message has been sent to J.DOE.

displays on the bottom of the WIMS Mail System screen.

- ◆ A plus sign (+) between hard label keys, such as **<CTRL> + <F5>**, means to press and hold the first key, and then press the second key.
- ◆ A2B and SimPC key combination equivalents, where appropriate, are identified in italic text. For example:

For A2B and SimPC, press <SHIFT> + <F2>.

- ◆ WIMS menu names, screen names, field names, and menu options appear in the same case as shown on the screen. For example:

To complete the Create Automated Sensor Station Information form

- ◆ Required input that does not have any set value appears in lower case in bold italic type. For example, to enter a station ID you are instructed to “type the ***number of the station*** you want to create and press **<TAB>**.”

- ◆ The WIMS fastpath that relates to the current procedure, if available, is located in the heading of every page in upper case. For example, on page 7.2, in Chapter 7, “Working with Observations,” the text “*FASTPATH: OBS*” appears in the heading.
- ◆ Fields located in the query block of a WIMS form are highlighted in the form’s field definitions. For more information, see Chapter 5, “Beyond the basics.”
- ◆ Topics of special interest or hints that will help you perform a specific task show a hand in front of the sentence. For example:



You do not need to press <TAB> after you complete the WF field.

Update guidelines

Updates to this guide will be issued with accompanying instructions to add, replace, or remove the affected material. The revision date is located at the bottom of each page.