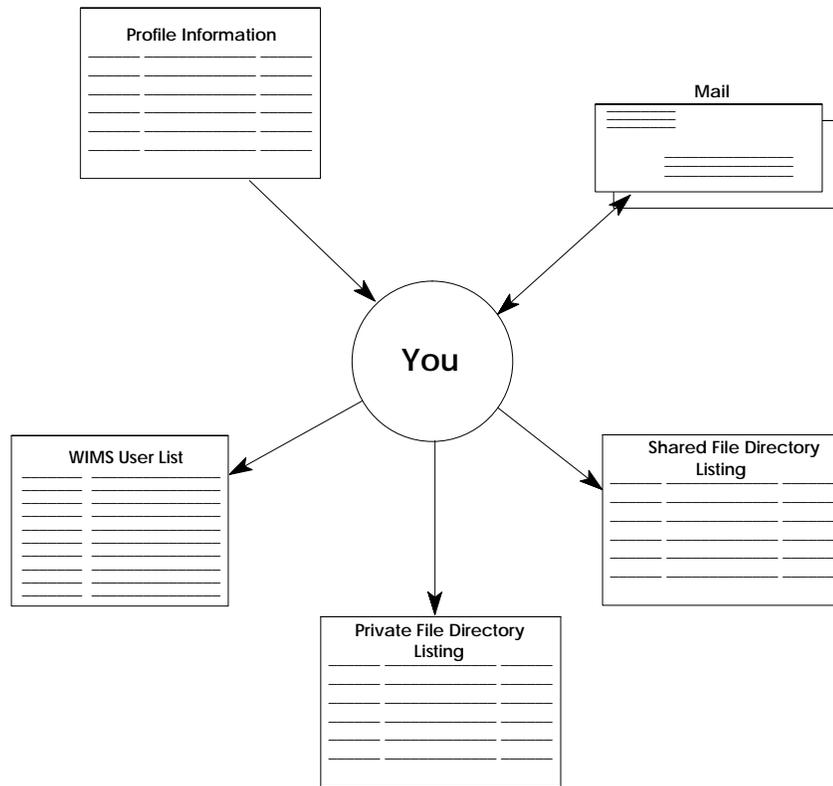


This chapter gives you the information you will need to access and use WIMS Utilities and other related functions.

## WIMS Utilities

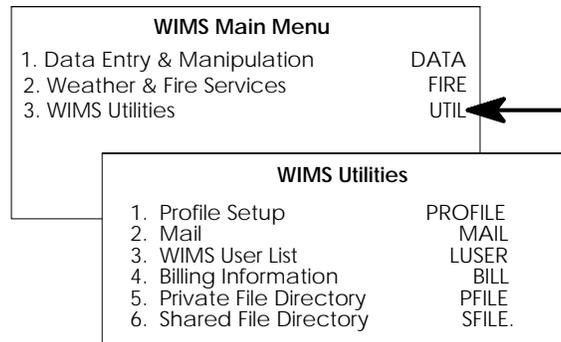
The WIMS Utilities menu contains options to tailor your WIMS profile, send and receive mail, and access different WIMS files from your Private File and the Shared File Directories.



*SQL\*QMX is no longer available on the WIMS Utilities menu. If your agency has client/server access to Kansas City, you can purchase ORACLE's replacement product, Discover 2000, for approximately \$380.00.*

*You can also use SQL\*Plus and TSO (Time Sharing Option) to query the NIFMID database.*

## Accessing WIMS Utilities menu options



WIMS Utilities allow you to:

- ◆ set up and change your profile
- ◆ send, receive, and process your mail
- ◆ access the WIMS User List
- ◆ access Billing Information
- ◆ access your Private File Directory Listing
- ◆ access the Shared File Directory Listing.

To access the WIMS Utilities menu

- ◆ In the *Option/Fastpath:* field, type **UTIL** and press <NEW LINE>.

```

Weather Information Management System
3.0 WIMS Utilities          UTIL
                                WIMS
                                18-May-97
                                03.23.97

1. Profile Setup          PROFILE
2. Mail                  MAIL
3. WIMS User List        LUSER
4. Billing Information    BILL
5. Private File Directory PFILE
6. Shared File Directory SFILE
7. Screen HELP          HUTIL
8. Return to Previous Menu WIMS

Option/FastPath: █

F2-FastPath Help      F3-Exit      F4-Top Menu      F11-Previous Menu
-----
UTIL                  Page MENU      Count :
```

Remember, you can skip this menu by typing the *FASTPATH* command:

**PROFILE**, to display the User Profile Change Form

**MAIL**, to access the WIMS Mail System

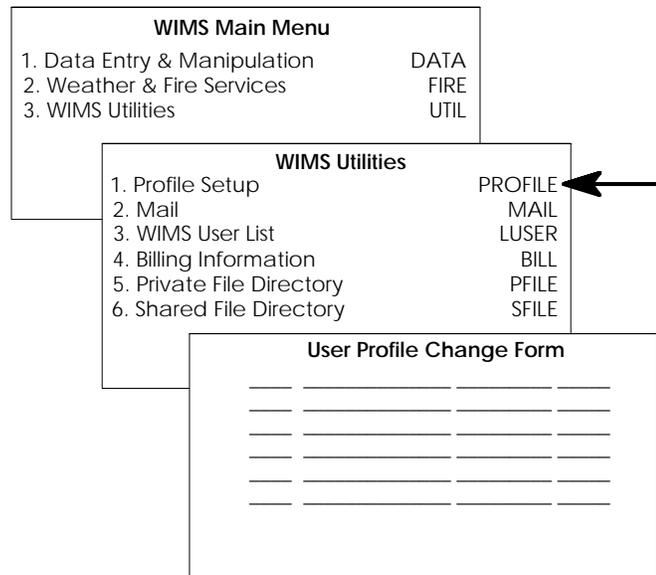
**LUSER**, to display the WIMS User List

**BILL**, to submit billing information

**PFILE**, to display your Private File Directory Listing

**SFILE**, to display the Shared File Directory Listing.

## Setting up or changing your profile



Each time you log on, WIMS accesses your profile and determines:

- ◆ your name and agency
- ◆ the initial WIMS menu to display after you log on
- ◆ which printer ID to use for your output
- ◆ your specific job accounting information
- ◆ your office telephone numbers
- your DG file information.

To set up and change your profile, you must access the User Profile Change Form.

### To access the User Profile Change Form

- ◆ In the *Option/Fastpath:* field, type **PROFILE** and press <NEW LINE>.

## PROFILE field definitions

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)	Enter the <i>FASTPATH</i> name of the WIMS menu you wish to display after you log on, up to ten characters.  <i>For example, <b>DFCST</b> in this field displays the Display Forecasts menu. Leave this field blank to display the WIMS Main Menu. You must enter a WIMS <b>menu</b> name.</i>  <i>For a list of FASTPATHs and menu names, press &lt;F10&gt; or see Appendix A, "Menus, FASTPATHs, and access levels."</i>
Preferred NWS Office (home office code)	Enter the code for your local National Weather Service office, up to four characters.  <i>Leave this field blank if you have no preferred NWS office. For a list of values for this field, press &lt;F10&gt;.</i>
Job Account # for Jobcard (NITC-KC account number)	Enter your NITC-KC account number, followed by your job account code, up to 17 characters.  <i>For more information about your job account number, contact your local WIMS system administrator.</i>
Office (office name)	Enter the name of the office where you can be contacted, up to 20 characters.
Jobcard Comment Default	Enter your STAFFNAME - DRAWERNAME, up to 15 characters, to comment your jobcard.  <i>For more information about your jobcard comment default, contact your local WIMS system administrator.</i>
Phone	Enter the area code and your telephone number of your office, up to 15 characters and/or numbers.
Output Destination (DG printer only)	Enter the default DG address for sending output (DG only).  <i>For more information about your output destination, contact your WIMS or DG system administrator.</i>
Fax	Enter the area code and your fax telephone number of your office, up to 12 characters.

Output Method (printer type)	Enter the default output method code for your printer, up to two characters: <ul style="list-style-type: none"> <li>◆ To specify DG, enter <b>D</b> in this field.</li> <li>◆ To specify IBM, enter <b>I</b> in this field.</li> <li>◆ To specify a WIMS private file, enter <b>F</b> in this field.</li> </ul> <i>For more information about the default output method, contact your WIMS or DG system administrator.</i>
Email (electronic mail address)	Enter your electronic mail address, up to 16 characters.
Staff (DG staff name)	Enter the name or abbreviation of your staff name, up to 35 characters.  <i>For more information about your DG staff name, contact your DG system administrator.</i>
Drawer (DG drawer name)	Enter the DG drawer name, up to 35 characters.
Folder (DG folder name)	Enter the DG folder name, up to 35 characters.



*When you set up your profile, check with your DG system administrator for Drawer and Folder information.*

## PROFILE form

```

MENUAPRF          Weather Information Management System          18-MAY-97
                   User Profile Change Form
-----
+- General Profile Information -----+
|                                     |
| User Name or Comment: JOHN DOE_____ Agency: FS___ |
|   Initial Menu: WIMS_____ Preferred NWS Office:   |
|                                     |
+-+ Batch Job Profile Information -----+-- Contact Information ---+
|                                     | Office: |
| Job Account # for Jobcard: 111222333444,FSXX | WO_____ |
| Jobcard Comment Default: STAFF-DR_____ | Phone: 800 253-5559 ___ |
| Output Destination: W02A_____ | Fax: _____ |
| Output Method: D_ | Email: _____ |
+-----+----- DG (JOBS) Information Only -----+-----+
|                                     |
| Staff: Your STAFF_____ |
| Drawer: Your DRAWER_____ |
| Folder: Your FOLDER_____ |
+-----+-----+
                                     F1-Save   F2-Help   F11-Exit
-----
Count: *1

```

### To change your profile

1. In the *Option/Fastpath*: field, type **PROFILE** and press **<NEW LINE>**.
2. Change the appropriate fields in the form, as instructed on page 10.5. Press **<TAB>** after each entry.
3. To save your changes to your profile, press **<F1>**.

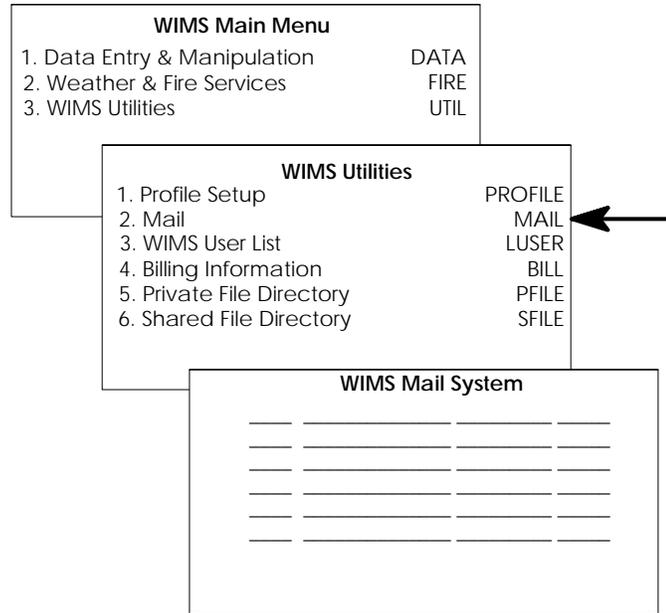
Changes have been saved!

displays on the bottom of the User Profile Change Form.



*You must press <F1> to save changes you make to your profile. Pressing <NEW LINE> does not save these changes.*

## Using mail



Mail allows you to:

- ◆ process your incoming mail
- ◆ send mail and files to other WIMS users
- ◆ attach a forward to an existing message
- ◆ import and send a document from your Private File Directory
- ◆ create your own customized mailing lists.

To access Mail

- ◆ In the *Option/Fastpath:* field, type **MAIL** and press <NEW LINE>.

## MAIL field definitions

Use the field definitions listed below to complete the WIMS Mail System form.

Field	Description and action to be taken
CMD (command)	For each message, enter the one-character command that you wish to perform. Valid commands are: B - browse message D - delete message F - forward, attach a forward to an existing message M - move message to another file P - print message. To skip the message, leave this field blank.
R (read or unread)	Y indicates that you have read the message N indicates that you have not read the message.
Sender ID (sender's WIMS logon ID)	Displays the WIMS logon ID of the person who sent you the message.
Sender Name	Displays the name of the person who sent you a message.
Sent Date/Time	Displays the date and time the message was sent to you.
Subject	Displays the subject of the message.
Working Directory	Displays the directory where the message is stored. <i>The INCOMING directory is where incoming messages are initially stored.</i>
Total Messages	Displays the number of messages you have stored in your WIMS mail box. <i>This total includes all messages that were sent to you.</i>
Total UnRead Message	Displays the number of messages you have received, but have not read.



## Processing your incoming mail

When you access the WIMS Mail System, a list of mail messages from your INCOMING Working Directory displays on the form. You can enter commands to browse, reply to, delete, forward, move, and print your incoming mail.

Each mail message is processed sequentially. For the easiest way to process your incoming mail:

1. Select one message at a time.
2. Enter the command for that message.
3. Complete the processing for that message.
4. Move on to the next message.

### To process an incoming message

From the WIMS Mail System form:

1. Using <TAB> and/or arrow keys, move the cursor next to the message you want to process.
2. In the *CMD* field, type the **command** you want to perform, as instructed on page 10.9 and press <NEW LINE>.

WIMS processes your incoming mail based on your command.

3. To return to the WIMS Mail System form, press <F11>.

### To reply to a message

While browsing the message you want to reply to:

1. Press <CTRL> + <F6> (<F18>). For A2B or SimPC, press <SHIFT> + <F6>.

The WIMS Mail System - Send New Mail form displays. WIMS completes the *From:*, *TO:*, and *Subject:* fields for you, although you may change these fields if you wish.

2. Type your message, pressing **<NEW LINE>** at the end of each typed line.



*WIMS does not wrap text on the WIMS Mail System-Send New Mail form. To send a mail message, you must press **<NEW LINE>** at the end of each typed line.*

3. When you are finished, press **<F1>** to save and send the mail message.

Info: The mail message has been sent to J.DOE.  
displays on the bottom of the WIMS Mail System form.

### To obtain additional mail

From the WIMS Mail System form:

- ◆ Press **<CTRL> + <F5>** (**<F17>**). For A2B or SimPC, press **<SHIFT> + <F5>**.

Any mail sent to you while you were viewing the WIMS Mail System form displays at the top of your message list.

### To delete a message

From the WIMS Mail System form:

1. Using **<TAB>** and/or arrow keys, move the cursor next to the message you want to delete.
2. In the *CMD* field, type **D** and press **<NEW LINE>**.

Info: Mail has been deleted

displays on the bottom of the WIMS Mail System form.

## Sending mail

You can send mail to other WIMS users to communicate observations, forecast information, and weather and fire conditions.

### Send New Mail field definitions

Use the field definitions below to complete the Send New Mail form.

Field	Description and action to be taken
From: (your WIMS logon ID)	Displays your WIMS logon ID. It is already filled in by WIMS.
TO: (receiver's WIMS logon ID)	Enter the WIMS logon ID of the person you are sending the mail message to.  <i>You may enter the name of an alias list in this field. Press &lt;F10&gt; for a &lt;List&gt; of values.</i>
Subject:	Enter the subject of the message.
Mail Text Message	Enter your message.  Press <NEW LINE> at the end of each typed line on the form.

### To access the WIMS Mail System - Send New Mail form

From the WIMS Mail System form:

- ◆ Press <CTRL> + <F6> (<F18>). For A2B or SimPC, press <SHIFT> + <F6>.



4. When you are finished, press <F1> to save and send the mail message.

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

displays on the bottom of the WIMS Mail System form.

## Importing a file

You can import a file from your Private File Directory and attach it to a message to send to other WIMS logon IDs or alias lists. For example, you can import a report you created that lists weather stations used for severity mapping and send it with a note of explanation to another WIMS user.

### To import a file from your Private File Directory

From the WIMS Mail System form:

1. To display the WIMS Mail System - Send New Mail form, press <CTRL> + <F6> (<F18>). For A2B or SimPC, press <SHIFT> + <F6>.
2. In the *TO:* field, type the **WIMS logon ID** or **alias list** and press <NEW LINE>.
3. In the *Subject:* field, type the subject of your message and press <NEW LINE>.



*You must complete the TO: and Subject: fields before you can import a file from your Private File Directory. You can import as many files from your Private File Directory as you want.*

4. Type your message, pressing <NEW LINE> at the end of each typed line.
5. To import and attach a file from your Private File Directory, press <CTRL> + <F8> (<F20>). For A2B or SimPC, press <SHIFT> + <F8>.

-----  
File to Import into Mail  
-----



6. At the cursor, type your **Private File Directory file name** and press <NEW LINE>.



*Each file in your Private File Directory has a seven-digit file name. Use this number to import the file into a mail message. For more information about your Private File Directory, see “Your Private File Directory” later in this chapter.*

WIMS returns you to the WIMS-Mail System - Send New Mail form. WIMS attaches the imported file to the end of your typed message.

7. To send and save your message and imported file, press <F1>.

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

displays on the bottom of the WIMS Mail System form.

## Attaching a forward

The (F)orward option allows you to attach a forward to any message that you've received. For example, if you receive a message from a WIMS user that is of interest to other WIMS users, you can attach a forward to the top of the received message, then send it with your message to the other WIMS users.

### To attach a forward to an existing message

From the WIMS Mail System form:

1. In the *CMD* field next to the message, type **F** and press **<NEW LINE>**.

The WIMS Mail System - Send New Mail form displays. WIMS completes the *From:* and *Subject:* fields for you, although you may change these fields if you wish.

2. In the *TO:* field, type the **WIMS logon ID** or **alias list** and press **<NEW LINE>**.
3. Type your message, pressing **<NEW LINE>** at the end of each typed line.
4. When you are finished, press **<F1>** to save.

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

displays on the bottom of the WIMS Mail System form.

## Your Working Directory

Your Working Directory is the storage area for all your mail messages. When a mail message is sent to you, it arrives in your INCOMING Working Directory. You can choose to keep these mail messages in this Working Directory, or organize them by moving them to other Working Directories.

### To display all your Working Directories

From the WIMS Mail System form:

1. To move the cursor to the *Working Directory:* field, press <F12>.
2. To list your Working Directories, press <F10>.

```

+-----+
| Currently Defined Directories |
|                               |
| Find: _____             |
+-----+
| | *INCOMING                  |
+-+ |  SPF                      |
| | DISPATCH                   |
| | OLDMAIL                    |
| | OTHER                      |
+-+ |                            |
| |                            |
+-----+

```

3. To return to the WIMS Mail System form, press <F11>.

### To switch to a different Working Directory

From the WIMS Mail System form:

1. To move the cursor to the *Working Directory:* field, press <F12>.
2. At the cursor, type the *name of the Working Directory* and press <NEW LINE>.
3. To return to your INCOMING Working Directory, press <F12>.
4. In the *Working Directory:* field, type **INCOMING** and press <NEW LINE>.

### To move your mail to another Working Directory

From the WIMS Mail System form:

1. Using <TAB> and/or arrow keys, move the cursor next to the message you want to move.
2. In the *CMD* field, type **M** and press <NEW LINE>.

```

+-----+
|           Directory           |
+-----+
| █ _____ |
+-----+

```

3. At the cursor, type the *name of your Working Directory* and press <NEW LINE>.

The message you selected is moved into the Working Directory you specified. If the Working Directory does not exist, WIMS will create it for you.

## To delete a Working Directory

From the WIMS Mail System form:

1. To move the cursor to the *Working Directory:* field, press <F12>.



*You may want to find out which Working Directories you have. To view a <List> of values for your Working Directories, press <F10>. Write down the name of the Working Directory you want to delete, then press <F11> to return to the WIMS Mail System form. To return to the Working Directory: field, press <F12>.*

2. In the *Working Directory:* field, type the **Working Directory name** you wish to delete and press <NEW LINE>.
3. To delete the Working Directory, you must first delete every message that is stored in that Working Directory:
  - ◆ Using <TAB> and/or arrow keys, move the cursor next to the message that you want to delete.
  - ◆ In the *CMD* field, type **D** and press <NEW LINE>.

Info: Mail has been deleted

displays on the bottom of the WIMS Mail System form.

4. To return to your INCOMING Working Directory, press <F12>.

The cursor moves to the *Working Directory:* field.

5. In the *Working Directory:* field, type **INCOMING** and press <NEW LINE>.



*WIMS does not allow you to delete your INCOMING Working Directory.*

## Creating a mailing (alias) list

You can create a mailing list, called an *alias list*, to send messages to a group of WIMS users. Once you define your alias list you can use it over and over again. For example, you can create an alias list that contains all your dispatch center cooperators. For example, you do not need to type the WIMS logon ID of each dispatch center cooperator each time you send a message. Instead, you can send the message to your alias list and save yourself time and effort.

### Alias Maintenance field definitions

Use the field definitions below to complete the Alias Maintenance form.

Field	Description and action to be taken
Alias Name (mailing list name)	Enter the name you want for your alias list, up to 12 characters.
Alias Type (mailing list type)	Enter the alias type: <ul style="list-style-type: none"> <li>◆ PRIVATE indicates the alias list is for your use only.</li> <li>◆ PUBLIC indicates the alias list is for everyone's use.</li> </ul> <p><i>To update a PUBLIC alias list, you must have special access. For more information, contact your WIMS system administrator.</i></p>
User ID List for this alias (WIMS logon ID)	For every WIMS user that you want on your alias list, enter the WIMS logon ID.  To add another WIMS logon ID to your alias list, press <NEW LINE>.  <i>For more information about obtaining a list of WIMS users, see "Accessing the WIMS User List" in this chapter.</i>

### To create an alias list

From the WIMS Mail System form:

- ◆ Press <CTRL> + <F7> (<F19>). For A2B or SimPC, press <SHIFT> + <F7>.



The WIMS logon IDs for the alias list you entered displays on the WIMS Mail System - Alias Maintenance form.

4. Using <TAB> and/or arrow keys, move the cursor to the first blank line in the *User ID List for this alias:* field.
5. In the *User ID List for this alias:* field, type the **WIMS logon ID** you wish to add to the alias list and press <TAB>.
6. Continue entering **WIMS logon IDs** you wish to add to the alias list, pressing <TAB> after each entry.
7. To save the edits you made to the alias list, press <F1>.

Info: Alias has been saved and is available for use!

displays on the bottom of the WIMS Mail System form.

### To delete a WIMS logon ID from an alias list

From the WIMS Mail System form:

1. To access the WIMS Mail System - Alias Maintenance form, press <CTRL> + <F7> (<F19>). For A2B or SimPC, press <SHIFT> + <F7>.

The WIMS Mail System - Alias Maintenance form displays.

2. In the *Alias Name:* field, type the **mailing list name** and press <NEW LINE>.

The WIMS alias list appears.



*You may also press <F10> to display a listing of your alias lists. Press <F1> to select the alias list you wish to delete.*

3. To view the list of WIMS logon IDs for that alias list, press <NEW LINE> until the WIMS logon IDs display.

The WIMS logon IDs for the alias list you entered displays on the WIMS Mail System - Alias Maintenance form.

4. Using <TAB> and/or arrow keys, move the cursor next to the WIMS logon ID that you want to delete.
5. To delete the WIMS logon ID, press <F9>.
6. To save your changes, press <F1>.

### To delete an alias list

From the WIMS Mail System form:

1. To access the WIMS Mail System - Alias Maintenance form, press <CTRL> + <F7> (<F19>). For A2B or SimPC, press <SHIFT> + <F7>.

The WIMS Mail System - Alias Maintenance form displays.

2. In the *Alias Name:* field, type the **mailing list name** and press <NEW LINE>.



*You may also press <F10> to display a listing of your alias lists. Press <F1> to select the alias list you wish to delete.*

The WIMS alias list appears.

3. To view the list of WIMS logon IDs for that alias list, press <NEW LINE> twice.

The WIMS logon IDs for the alias list you entered displays on the WIMS Mail System - Alias Maintenance form.



*Before you can delete the alias list, you must first delete every WIMS logon ID on that list.*

4. To delete every WIMS logon ID on the alias list, press <F9> until no WIMS logon IDs appear.
5. To save your changes, press <F1>.

Info: Alias has been saved and is available for use!

displays on the bottom of the WIMS Mail System form.

## To view WIMS logon IDs on your alias list

From the WIMS Mail System form:

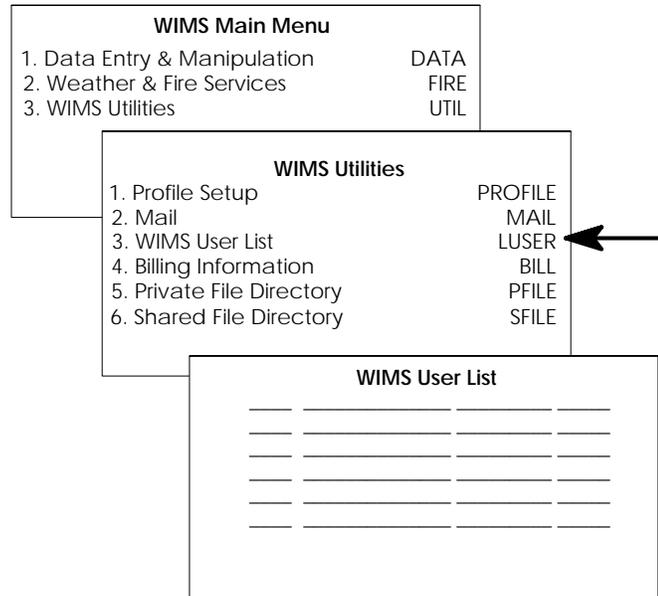
1. To access the WIMS Mail System - Alias Maintenance form, press <CTRL> + <F7> (<F19>). For A2B or SimPC, press <SHIFT> + <F7>.

The WIMS Mail System - Alias Maintenance form displays.

2. In the *Alias Name:* field, type the **mailing list name** and press <NEW LINE>.
3. At the *Alias Type:* field, press <NEW LINE>.

The list of WIMS logon IDs for the alias list you selected displays on the form.

## Accessing the WIMS User List



The WIMS User List provides a listing of:

- ◆ WIMS logon IDs and WIMS user names
- ◆ current telephone numbers and telephone extensions.

To access the WIMS User List

- ◆ In the *Option/Fastpath:* field, type **LUSER** and press <NEW LINE>.

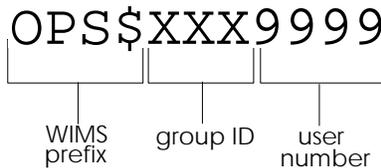


## Listing specific groups

If you know the WIMS abbreviation for a specific group or organization, you can search for and obtain a list of the WIMS logon IDs within that group. For example, WIMS uses the following abbreviations:

- ◆ FS, for the USDA Forest Service
- ◆ FWS, for the USDI U.S. Fish and Wildlife Service
- ◆ NPS, for the USDI National Park Service
- ◆ NWS, for the National Weather Service.

The diagram below identifies the key components of a WIMS logon ID.



To narrow your search for a specific group of WIMS logon IDs, include the WIMS prefix with the group ID. The example below shows you how to obtain a list of WIMS logon IDs for the USDI National Park Service.

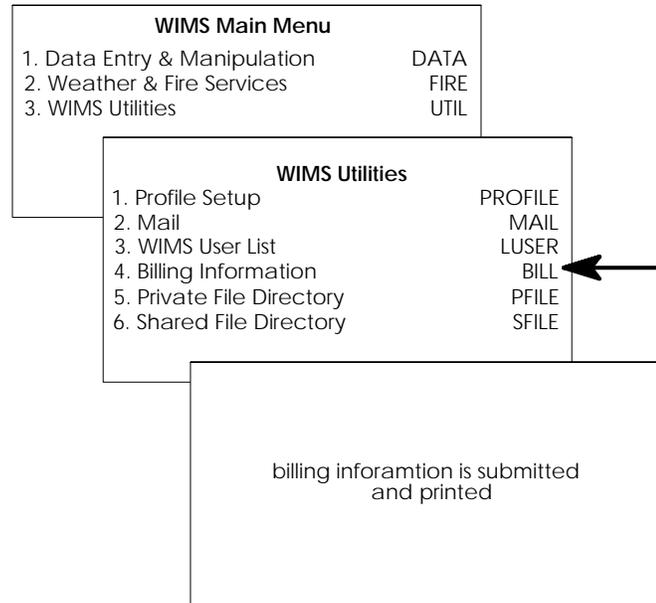
### To retrieve USDI National Park Service logon IDs - an example

From the WIMS User List form:

- ◆ At the cursor, type **NPS** and press **<NEW LINE>**.

The WIMS User List displays a list of WIMS logon IDs that contain the Group ID “NPS.”

## Billing Information



Billing Information allows you to:

- ◆ perform billing and accounting inquiries for an account
- ◆ monitor the amount of computer resources you use
- ◆ monitor the total amount of resource dollars you expend.

### To obtain Billing Information

1. In the *Option/Fastpath:* field, type **BILL** and press **<NEW LINE>**.

Info: Request for billing information has been submitted

displays on the bottom of the WIMS menu.

Your Billing Information is copied to your Private File Directory.



*For descriptions of Private File Directory fields or your Private File Directory (PFILE), see "Your Private File Directory" later in this chapter.*

## Working with Private and Shared File Directories

Private and Shared File Directories provide a uniform, easy-to-use way to browse, print, copy, or move files.

### Entering line commands for PFILE and SFILE listings

Line commands allow you to process individual files in your Private File or the Shared File Directory listing:

- A** display an abstract of the file's contents
- B** browse a file
- D** delete a file (only in your Private File Directory)
- L** print a text file to your default PC printer (for A2B or SimPC users only)
- P** print a file from WIMS to your DG
- S** download a file from WIMS to your PC (for A2B or SimPC users only)
- T** retrieve a file using the File Transfer Protocol (FTP) from your Private File Directory or Shared File Directory to the network server



*For more information about using the “T” line command, see “Using FTP to transfer a file,” later in this section.*

### To enter a line command

From your Private or Shared File Directory Listing:

1. Press <TAB>.

The cursor moves from the *Command:* field to the position next to the first file displayed in the Directory Listing.

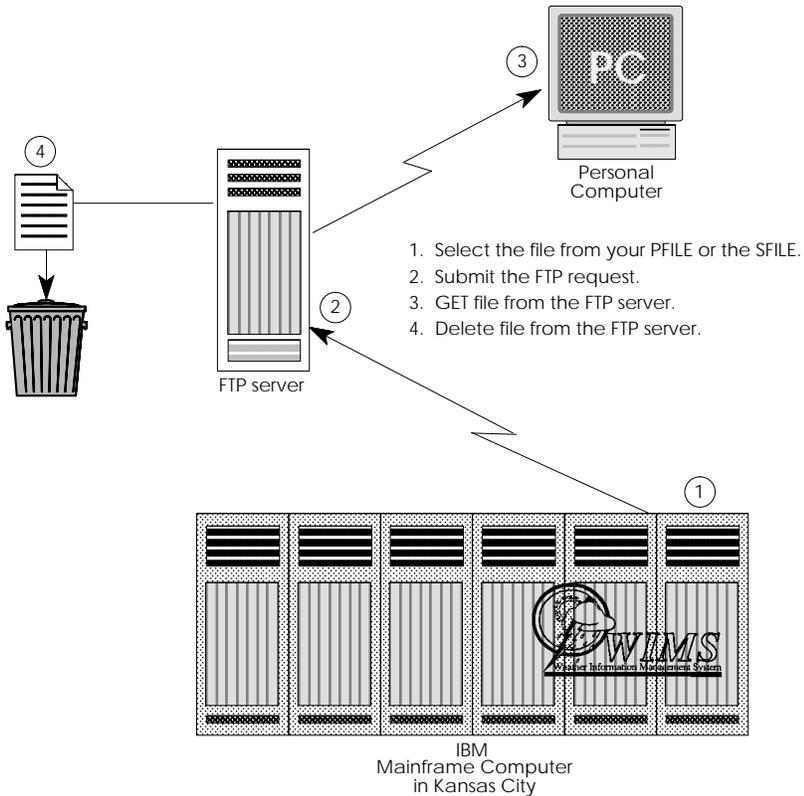
2. Using <TAB> and/or arrow keys, move the cursor next to the file you want to process.
3. Type the **line command** and press <NEW LINE>.

The file is processed as directed by the line command you entered.

4. To return to the Directory Listing, press <F11>.

## Using FTP to transfer a file

With the “T” line command, you can use FTP to retrieve a file from your Private File Directory or the Shared File Directory. The following diagram shows the basic process:



*You must be familiar with the FTP process to effectively complete the tasks in this section. If you are unable to complete these tasks, contact your WIMS or network system administrator.*

### To FTP a file from your PFILE or SFILE Listing to your PC

From your Private or Shared File Directory Listing:

1. Press <TAB>.

The cursor moves from the *Command:* field to the position next to the first file displayed in the Directory Listing.

2. Using <TAB> and/or arrow keys, move the cursor next to the file you want to process.
3. Type T and press <NEW LINE>.

## FTP request form field definitions

Use the field definitions listed below to complete the FTP request form.

Field	Description and action to be taken
Job Account #: (from your profile)	Identifies your NITC-KC account number followed by your job account code.
Job Comment (optional)	Enter a brief description to identify this FTP request.
Parms: FTP Address	Enter your FTP server Internet address.
Logonid	Enter your FTP server user ID.
Password	Enter your FTP server password.
Filename	Enter the destination file name and location on your FTP server.  For example, enter <b>/incoming/pfileftp.txt</b> .



*For the address of your FTP server that is accessible by the IBM mainframe in Kansas City, contact your WIMS or network system administrator.*

## FTP request form

```

+-----+
| Enter/Verify the following information and press |
| F1 to complete FTP request.                    |
|                                                |
|      Job Account#: _____                |
|      Job Comment:  _____                |
|                                                |
| << Use FastPath PROFILE to change above defaults >> |
|                                                |
| Parms:FTP Address: _____                |
|      Logonid:     _____                |
|      Filename:    _____                |
|                                                |
| F1-Submit FTP Job      F2-Help      F11-Abandon |
+-----+

```

Info: About to submit FTP JOB. Please review parameters first!\_\_\_\_\_

Count: #0

### To submit an FTP request using the FTP request form

From the FTP request form:

1. Using the field definitions on page 10.33, verify the information and change it, if necessary.



*For more information about PROFILE information, see “Setting up or changing your profile” earlier in this chapter.*

2. To submit the FTP job, press <F1>.

The file is copied to your FTP server. The Directory Listing redisplay.



*You can now use DOS commands or FTP software on your PC to retrieve the file from your FTP server. **Be sure to delete that file from your FTP server when finished!***

## Entering directory commands for PFILE and SFILE listings

Directory commands allow you to process the entire listing of files in your Private File or the Shared File Directory.

### To enter a directory command

- ◆ In the *Command:* field, type the **directory command** and press <NEW LINE>.



*For a list of directory commands, see “SFILE field definitions” earlier in this chapter.*

### To search for a specified string of characters - an example

In this example, you will use a directory command to list all Fire Weather Forecasts in the Birmingham, Alabama area. After browsing a particular fire weather forecast, you will use another directory command to refresh the Shared File Directory Listing, then exit and return to the previous menu.

1. In the *Option/Fastpath:* field, type **FWFCST** and press <NEW LINE>.

The Shared File Directory Listing of Fire Weather Forecasts displays.

2. In the *Command:* field, type **SEARCH FOR KBHM** and press <NEW LINE>.



*“KBHM” is the NWS abbreviation for Birmingham, Alabama.*

WIMS refreshes the Shared File Directory Listing with all fire weather forecasts of the Birmingham, Alabama area.

3. To browse a particular file in the listing, press <TAB>. Use arrow keys to move the cursor next to the file you want to process. Type **B** and press <NEW LINE>.

The file you selected to browse displays on your screen.

4. To return to the Shared File Directory Listing of all fire weather forecasts of the Birmingham, Alabama area, type **EXIT** in the *Command:* field and press <NEW LINE>.
5. To refresh the Shared File Directory Listing to display all fire weather forecasts, type **REFR** in the *Command:* field and press <NEW LINE>.

WIMS redisplay the Shared File Directory Listing of all fire weather forecasts. The message:

```
Info: Your listing has been refreshed
```

displays on the bottom of the Shared File Directory Listing.

## Your Private File Directory

Your Private File Directory lists WIMS reports and files that you have created and saved, including:

- ◆ custom observation queries
- ◆ billing and accounting inquiries
- ◆ NFDRS listings
- ◆ mail messages
- ◆ screen captures.



*Only you have access to files in your Private File Directory.*

*The WIMS Janitor will send a message to your WIMS Mail address to warn you to delete or move files that are over thirty days old. Otherwise, the WIMS Janitor will delete those files. To save file beyond thirty days, you must download it to your DG or PC. For more information about downloading, see "Moving files around" later in this chapter.*



*To download a binary file, you must use A2B or SimPC. For more information, see "Downloading a file" later in this chapter.*

### To access your Private File Directory Listing

- ◆ In the *Option/Fastpath:* field, type **PFILE** and press <NEW LINE>.

## PFILE field definitions

Use the field definitions below to display files in your Private File Directory.

Field	Description and action to be taken																		
User ID (WIMS logon ID)	Displays the WIMS logon ID of the person who owns the file.																		
Desc (file description)	Describes the type of file.																		
Date	Displays the date the file was copied into the directory.																		
Time	Displays the time the file was copied into the directory.																		
#Lines	Displays the total number of lines in the file.																		
Message	Displays any system messages.																		
File Name	Displays the WIMS-generated name of the file consisting of eight numbers. <i>Use this field to identify files for importing and printing.</i>																		
Command:	<p>Enter the directory command to perform a specific function:</p> <table> <thead> <tr> <th><b>Command</b></th> <th><b>Description</b></th> </tr> </thead> <tbody> <tr> <td>MENU</td> <td>return to the last WIMS menu displayed</td> </tr> <tr> <td>REFR</td> <td>refresh the file display listing</td> </tr> <tr> <td>TOP</td> <td>go to the first file in the file display listing</td> </tr> <tr> <td>BOTT</td> <td>go to the last file in the file display listing</td> </tr> <tr> <td>EXIT, QUIT</td> <td>return to previous form or menu</td> </tr> <tr> <td>SEARCH FOR <i>text</i></td> <td>retrieve every file that contains the specified character string</td> </tr> <tr> <td>SUBMIT <i>PC filename</i></td> <td>submit a JCL runstream</td> </tr> <tr> <td>UPLOAD <i>PC filename</i></td> <td>upload a PC file to your Private File Directory.</td> </tr> </tbody> </table> <p><i>You can also press function keys to perform many of these commands. For example, you can press &lt;F11&gt; to return to the previous form or menu.</i></p> <p><i>For additional commands, press &lt;F2&gt; for help information.</i></p>	<b>Command</b>	<b>Description</b>	MENU	return to the last WIMS menu displayed	REFR	refresh the file display listing	TOP	go to the first file in the file display listing	BOTT	go to the last file in the file display listing	EXIT, QUIT	return to previous form or menu	SEARCH FOR <i>text</i>	retrieve every file that contains the specified character string	SUBMIT <i>PC filename</i>	submit a JCL runstream	UPLOAD <i>PC filename</i>	upload a PC file to your Private File Directory.
<b>Command</b>	<b>Description</b>																		
MENU	return to the last WIMS menu displayed																		
REFR	refresh the file display listing																		
TOP	go to the first file in the file display listing																		
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EXIT, QUIT	return to previous form or menu																		
SEARCH FOR <i>text</i>	retrieve every file that contains the specified character string																		
SUBMIT <i>PC filename</i>	submit a JCL runstream																		
UPLOAD <i>PC filename</i>	upload a PC file to your Private File Directory.																		



For more information about the SUBMIT command, see the next section “Extracting weather information from KCFast/PC.”

For more information about uploading a file, see “Moving files around” later in this chapter.

## PFILE form

```

M03C                Weather Information Management System                19-MAY-97
                    Private File Directory Listing

User ID   Desc       Date       Time       #Lines   Message   File Name
WIMSUSER  XXXX-XXX  19-SEP-94  08:44:00  000076             0000000101
WIMSUSER  XXXX-XXX  26-AUG-94  08:45:02  000154             0000000327
WIMSUSER  XXXX-XXX  15-SEP-94  09:23:07  000012             0000000505
WIMSUSER  XXXX-XXX  31-AUG-94  10:12:02  000134             0000000122

Command: █

      F2-Help      F3-Previous Screen      F4-Next screen      F11-Exit

-----
                          Page LIST QUEUE                          Count:

```

### To browse a file

From your Private File or the Shared File Directory:

1. Press <TAB>.

The cursor moves from the *Command:* field to the position next to the first file displayed in your Private File or the Shared File Directory.

2. Using <TAB> and/or arrow keys, move the cursor next to the file you want to process.
3. Type **B** and press <NEW LINE>.



*Remember, you can only browse non-binary files. While browsing a file, you can enter the **SEARCH FOR** command to search for a specific string of text.*

*For information about processing files in your Private File Directory, see “Entering line commands for PFILE and SFILE listings” and “Entering directory commands for PFILE and SFILE listings” later in this chapter.*

## To delete a file in your Private File Directory

From your Private File Directory:

1. Press **<TAB>**.

The cursor moves from the *Command:* field to the position next to the first file displayed in your Private File Directory.

2. Using **<TAB>** and/or arrow keys, move the cursor next to the file you want to process.
3. Type **D** and press **<NEW LINE>**.

WIMS returns you to your Private File Directory. The message “DELETED” appears in the *Message* field.

Info: Output has been deleted!

appears on the bottom of your Private File Directory.

## Extracting weather information using KCFAST/PC

KCFAST/PC is a menu-driven software system that helps you build specific Job Control Language (JCL) jobstreams to extract weather information from the NIFMID database.

To extract a file you must be familiar with and have access to KCFAST/PC. KCFAST/PC builds the jobstreams to obtain the weather information from NIFMID.

### To extract weather information using KCFAST/PC - an example



*The steps below outline **very basic** information about this process. For complete instructions, refer to Appendix F, “KCFAST/PC” of the “KCFAST User’s Guide,” from Fire & Aviation Management, Boise, ID.*

1. From your personal computer, log on to KCFAST/PC.
2. To setup your defaults to route the job output to your PFILE in WIMS, enter the following parameters in the KCFAST Default Job Setups screen:

Field name	Enter the following ...
Logon ID (LID)	NITC-KC logon ID
Account Number	NITC-KC job account number
Return Host ID	<b>WIMS</b>
Return Path	leave <i>as is</i> (for example, STAFF-DRAWER)
Host Printer	PC printer ID (for example, LPT1)
Internet address	leave blank
FTP Return Path	leave blank

3. To extract weather observations from selected stations into a weather dataset, create GET\_WX.JCL.



*GETWX lists weather information by station and observation date, in ascending order. From the KCFAST Main menu, select option 1, “Data Extraction Menu.” Next, select option 1, “Fire Weather” and complete the NIFMID Fire Weather Access screen.*



*Other weather information programs are available in KCFAST/PC that you may find useful.*

4. Using A2B or SimPC, log on to WIMS.



*For more information about logging on to WIMS using A2B, see “Starting A2B.” For more information about logging on to WIMS using SimPC, see “Starting SimPC.” Both sections are located in Chapter 3, “Getting started.”*

5. From any WIMS menu, type **PFILE** in the *Option/Fastpath:* field and press <Enter>.
6. In the *Command:* field, enter the **SUBMIT command** that contains the KCFAST-generated runstream, then write down the job number.

For example, enter:

```
SUBMIT C:\KCFAST\GET_WX.JCL
```

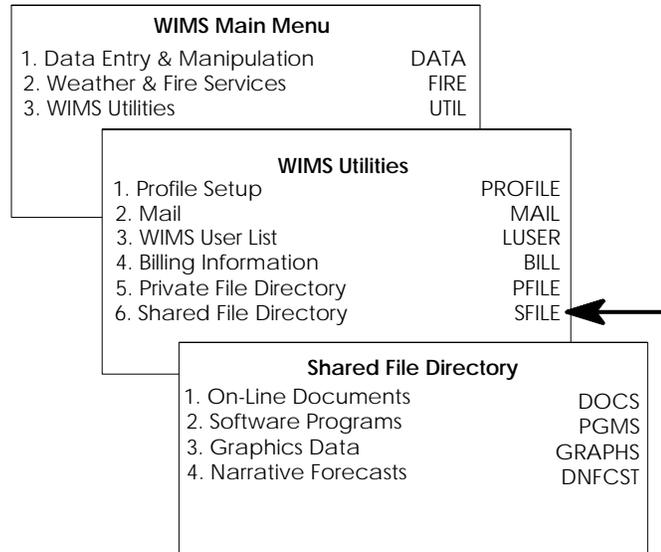


*For more information about the SUBMIT command, see “Moving files around” later in this chapter.*

A2B or SimPC uploads the desired file to your Private File Directory, then submits the runstream to IBM.

When the job completes, the output is returned to the location you specified in the Return Host ID field on the KCFAST Default Job Setups screen.

## The Shared File Directory menu



The Shared File Directory menu allows you to access:

- ◆ On-Line Documents, including historical and technical information
- ◆ Software Programs, including special programming routines
- ◆ Graphics Data, including NWS graphics and NDVI greenness data
- ◆ Narrative Forecasts, including NIFC Logistics/Situation reports, Fire Weather Forecasts, Red Flag Warnings, Spot Forecasts, and Smoke Management Forecasts.



*The Narrative Forecasts option is also shown on the Display Forecasts menu. Forecasts are normally stored in the Shared File Directory for three days. For more information, see Chapter 8, "Working with Forecasts."*

To access the Shared File Directory menu

- ◆ In the *Option/Fastpath:* field, type **SFILE** and press <NEW LINE>.

```

Weather Information Management System
3.7 Shared File Directory SFILE
WIMS
15-May-97
03.23.97

1. On-Line Documents      DOCS
2. Software Programs     PGMS
3. Graphics Data         GRAPH5
4. Narrative Forecasts   DNF CST
5. WFAS Products        WFAS
6. Return to Previous Menu  UTIL

Option/FastPath: █

F2-FastPath Help      F3-Exit      F4-Top Menu      F11-Previous Menu
SFILE                  Page MENU      Count:

```

Remember, you can skip this menu by typing the *FASTPATH* command:

**DOCS**, to display On-Line Documents

**PGMS**, to display Software Programs

**GRAPH5**, to access the Graphics Data menu

**DNF CST**, to access the Narrative Forecasts menu

**WFAS**, to display Wildland Fire Assessment System Products.



*The Graphics Data menu displays the NWS Graphics Products (NWSPROD) and NDVI Greenness Data (NDVI) options. By using the FASTPATH for either option, you go directly to that listing.*

*The Wildland Fire Assessment System (WFAS) is the next generation fire-danger/behavior system. Current products include the spatial display of fire danger and weather elements from the national fire weather network reporting to WIMS. The URL address for the WFAS home page is “<http://www.fs.fed.us/land/wfas/welcome.htm>”.*

**WIMS no longer generates NDVI and Departure from Average Maps.** WFAS maps are available using the URL address “[http://www.fs.fed.us/land/wfas/map\\_list.htm](http://www.fs.fed.us/land/wfas/map_list.htm)”.

*For more information about the Narrative Forecasts menu (FASTPATH DNF CST) and menu options, see Chapter 8, “Working with Forecasts.”*

## SFILE field definitions

Use the field definitions below to display files in the Shared File Directory.

Field	Description and action to be taken																
File Type	Displays the type of the shared file.																
Name	Displays the name of the shared file.																
Short Description	Displays a brief description of the shared file.																
A (alphanumeric file)	Y, the file is alphanumeric N, the file is not alphanumeric.																
B (binary file)	Y, the file is binary N, the file is not binary.																
Command: (optional)	Enter the directory command to perform a specific function:  <table border="0"> <thead> <tr> <th><u>Command</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>MENU</td> <td>return to the last WIMS menu displayed</td> </tr> <tr> <td>REFR</td> <td>refresh the file display listing</td> </tr> <tr> <td>TOP</td> <td>go to the first file in the file display listing</td> </tr> <tr> <td>BOTT</td> <td>go to the last file in the file display listing</td> </tr> <tr> <td>EXIT, QUIT</td> <td>return to previous form or menu.</td> </tr> <tr> <td>SEARCH FOR <i>text</i></td> <td>retrieve every file that contains the specified character string</td> </tr> <tr> <td>SUBMIT <i>PC filename</i></td> <td>submit a JCL runstream.</td> </tr> </tbody> </table>	<u>Command</u>	<u>Description</u>	MENU	return to the last WIMS menu displayed	REFR	refresh the file display listing	TOP	go to the first file in the file display listing	BOTT	go to the last file in the file display listing	EXIT, QUIT	return to previous form or menu.	SEARCH FOR <i>text</i>	retrieve every file that contains the specified character string	SUBMIT <i>PC filename</i>	submit a JCL runstream.
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MENU	return to the last WIMS menu displayed																
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EXIT, QUIT	return to previous form or menu.																
SEARCH FOR <i>text</i>	retrieve every file that contains the specified character string																
SUBMIT <i>PC filename</i>	submit a JCL runstream.																

## SFILE form

```

M09A                               Weather Information Management System                15-May-97
                                   Shared File Directory Listing

File type  Name           Short Description                A B
DOCUMENT   BEHAVE42      092993/21:36/BEHAVE 4.2 DOCUMENT  Y N
DOCUMENT   CLIMATE      PC CLIMATE PROGRAMS DOCUMENTATION Y N
DOCUMENT   DESCWIMS     032194/14:53/NIFMID/WIMS DB DESCRIP Y N
DOCUMENT   FD88PC       102993/20:10/FIREFAMILY ANALYSIS   Y N
DOCUMENT   HISTWXPC     102993/20:15/HISTORICAL WX EXTRACT Y N
DOCUMENT   MISSWXPC     121793/20:56/NIFMID MISSING OBS RPT Y N
DOCUMENT   NDSTART      032394/14:42/NDVI STARTUP INFO     Y N
DOCUMENT   NDVIDOC      021694/19:31/NDVI DOCUMENTATION    Y Y
DOCUMENT   PCFIRDAT     071994/15:01/PCFIRDAT README FILE   Y N
DOCUMENT   PMANUAL      070594/19:05/PLUME DOCUMENTATION    Y N
DOCUMENT   RX           PC RXWTHR/RXBURN DOCUMENTATION     Y N
DOCUMENT   STNINFO      102993/17:12/WIMS STATION CTLG INFO Y N
DOCUMENT   STNYRCNT     102993/17:20/STATION YEAR INVENTORY Y N
DOCUMENT   UG_MSTA      020494/11:38/DRAFT - MSTA ZIP-FILE  Y Y
DOCUMENT   UG_NFDR      041494/19:12/DRAFT - NFDRS ZIP FILE Y Y

Command: █

          F2-Help          F3-Previous Screen          F4-Next Screen          F11-Exit
-----
                          Page LIST QUEUE                          Count:

```

### To access a specific file in the Shared File Directory

- ◆ In the *Option/Fastpath:* field, type the **FASTPATH** that corresponds to the type of shared file you want to access and press <NEW LINE>.

For example, to access Fire Weather Forecasts, type **FWFCST** in the *Option/Fastpath:* field and press <NEW LINE>



*For a list of line commands and usage, see the next section.*



## Printing

WIMS provides a standard form to print your files. Using this form you can:

- ◆ print files from your Private File or the Shared File Directory
- ◆ print mail messages
- ◆ using A2B or SimPC, print a WIMS text file to your default PC printer
- ◆ submit batch jobs for processing.



*Follow the steps below to complete the print request form the first time. When you access the print request form again, you will only need to verify the information that displays.*



*To specify your DG as the output destination, your WIMS password must match your NITC-KC password.*

### To access the print request form

From your Private or the Shared File Directory Listing:

1. Press **<TAB>**.

The cursor moves from the *Command:* field to the position next to the first file displayed in the File Directory.

2. Using **<TAB>** and/or arrow keys, move the cursor next to the file you want to download.
3. Type **P** and press **<NEW LINE>**.

## Print request form field definitions

Use the field definitions listed below to complete the WIMS print request form.

Field	Description and action to be taken
Job Account #: (from your profile)	Identifies your NITC-KC account number followed by your job account code.
Job Comment (optional)	Enter a brief description to identify this print request.
Output Method (from your profile)	Identifies the default output method code for your printer: <ul style="list-style-type: none"> <li>◆ To specify DG, enter <b>D</b> in this field.</li> <li>◆ To specify IBM, enter <b>I</b> in this field.</li> <li>◆ To specify a file in your Private File Directory or another WIMS logon ID, enter <b>F</b> in this field.</li> </ul>
Output Destination: (from your profile)	Identifies the name of your DG output device where you want to receive printed output.  For example, a valid DG output device for the Washington Office is "W01C."
Parms: DG	<i>Your Staff., Drawer., and Folder: names determine where your requested files are stored when sent from Kansas City to your DG.</i>
Staff: (from your profile)	Identifies the name or abbreviation of your staff group.
Drawer: (from your profile)	Identifies the DG drawer name.
Folder: (from your profile)	Identifies the DG folder name.



*To complete the print request form and/or to set up your profile, check with your DG system administrator for Drawer and Folder information.*

## Print request form

```

+-----+
| Enter/Verify the following information and press |
| F1 to complete Job/Print request.              |
|                                                |
| Job Account#: █ _____                    |
| Job Comment: _____                      |
| Output Method: _ <=== (D)G (I)BM (F)ile       |
| Output Destination: _____ D/I| Printer/DG ID| |
|                                                |
| Parns: DG Staff: _____                 |
| Drawer: _____                          |
| Folder: _____                           |
| << Use FastPath PROFILE to change above defaults >> |
| F1-Submit Job      F2-Help      F11-Abandon   |
+-----+

```

Info: About to submit JOB. Please review parameters first!\_\_\_\_\_

Count: #0



*For more information about DG parameters, contact your WIMS or DG system administrator.*

### To submit a print request using the print request form

From the print request form:

1. Using the field definitions on page 10.48, verify the print information and change it, if necessary.



*For more information about PROFILE information, see “Setting up or changing your profile” earlier in this chapter.*

2. To submit the job for printing, press <F1>.

## To print a text file to your default PC printer

1. Press <TAB>.

The cursor moves from the *Command:* field to the position next to the first file displayed in your Private File Directory.

2. Using <TAB> and/or arrow keys, move the cursor next to the file you want to download.
3. Type L and press <Enter>.

The message:

```
Info: Enter the name for the PC File
```

displays on the bottom of the Directory Listing.

4. In the *File Name:* field, type the ***name of the PC file*** and press <Enter>.

After the SimXfer pop-up panel displays, the message:

```
Transferred 1 record(s) from [WIMS] to  
[your default PC printer]
```

displays on the bottom of the Directory Listing.

## Moving files around

If you use DG to access WIMS, you can:

- ◆ download a WIMS file to your DG
- ◆ send files from your Private File Directory to another WIMS user's Private File Directory.



*The steps you will follow to download or send files to the DG are almost identical to the steps followed for printing a file.*

If you use A2B or SimPC to access WIMS, you can:

- ◆ download files to your PC
- ◆ upload files from your PC to your Private File Directory
- ◆ upload and submit an IBM-JCL file from your PC.

### To download a WIMS file to your DG



*To download a file to your DG, your WIMS password must match your Information System DCC password.*

From the print request form:

1. Verify your *Job Account # :* and *Job Comment:* fields. Press <TAB> twice to advance to the *Output Method:* field.
2. In the *Output Method:* field, type **D** and press <TAB>.
3. In the *Output Destination:* field, type your **DG system ID** and press <TAB>.
4. Verify the remaining fields, then press <F1> to submit the request.

WIMS returns you to your Private File Directory Listing.



*For more information about your DG staff, drawer, and folder names, contact your local WIMS or DG system administrator.*

## To send a WIMS file to another WIMS user

From the print request form:

1. Verify your *Job Account # :* and *Job Comment:* fields. Press <TAB> twice to advance to the *Output Method:* field.
2. In the *Output Method:* field, type **F** and press <TAB>.
3. In the *Output Destination:* field, type the person's **WIMS logon ID** and press <TAB>.
4. Verify the remaining fields, then press <F1> to submit the request.

WIMS returns you to your Private File Directory Listing.

## To download a WIMS file to your PC

From your Private or the Shared File Directory Listing:

1. Press <TAB>.

The cursor moves from the *Command:* field to the position next to the first file displayed in your Private File Directory.

2. Using <TAB> and/or arrow keys, move the cursor next to the file you want to download.
3. Type **S** and press <NEW LINE>.

The message:

```
Info: Enter the name for the PC File
```

displays on the bottom of the Directory Listing. The cursor moves from the *line command* column to the *File Name:* field, located at the bottom of your form.

4. In the *File Name:* field, type the ***name of the PC file*** and press **<Enter>**.

After the SimXfer pop-up panel displays, the message:

```
Transferred 1 record(s) from [WIMS] to  
[your PC file name]
```

displays on the bottom of the Directory Listing.

### To upload a PC file to your Private File Directory

From your Private File Directory:

- ◆ In the *Command:* field, type **UPLOAD *PC filename*** and press **<Enter>**.

A2B or SimPC copies the specified PC file into your Private File Directory.

### To upload and submit a saved JCL file from your PC



*Using KCFast/PC, you can build executable IBM-JCL to extract weather information from NIFMID. For more information, see “Extracting weather information from KCFast/PC” earlier in this chapter.*

- ◆ In the *Command:* field, type **SUBMIT *PC filename*** and press **<Enter>**.

After the SimXfer pop-up panel displays, the message:

```
Info: File has been submitted for execution!  
Status OK!
```

displays on the bottom of the Directory Listing.

