

RAZU ONLINE BURN REPORTING SYSTEM



USER GUIDE

Introduction

This User Guide is meant to assist members of the Airshed group with understanding the functionality of the Smoke Management web application. It is important that the data entered is consistent for analysis and tracking.

Login

When first entering the site you will be asked to enter your Agency.

Member Login

Agency

The drop down menu contains all the current members of the Airshed Group. Select your agency and click 'submit'.

Depending on your agency structure you will see one of the following screens.

Office

OR

Office Password

Choose the appropriate selections from the drop down menu(s) that match your office, enter you password* and click submit.

*Passwords will be issued by the Member Representative for each office.

Main Layout

Agency and Office Identification

US Forest Service, Office ID: LNF

Navigation>> Login Enter Preseason Burns Propose Burns View Approved Burns Report Daily Burns Member Reports Logout

Navigation Links

Airshed Prescribed Burn Project - *Fire Center*
DOWNLOAD The Airshed Group Operation Guide - 2001

Navigation for the different pages exists in the yellow navigation bar below the blue office identification bar. The navigation buttons allow you to login as a new member, enter preseason burns, propose daily burns, view approved burns, report on completed burns, view member reports and logout of the current session.

Preseason Reporting

Below is the input screen for entering preseason burns. You will have to fill in some value for **EVERY** field. When entering data avoid using quotes, ampere signs, pound signs, etc. Values for township, range and section need to be 2 digits. For example, if the value is 2 enter it as "02". In most cases these data entry issues shouldn't cause problems. However, the consistency of the data input is important as you will be working with this data the rest of the burning season.

Enter Values For all fields. Do not use characters such as ("',#,&,* ,etc.) Format for Township, Range and Section should be 2 characters long. (e.g. 12, 02) Help for each item can be found by clicking on the input field name.

Stag Number Unit Name

Location Description

Airshed Impact Zone Elevation

Burn Type Preburn Loading (Tons/Acre) Acres

Township N Range E Section MT 1/4 Section

Proposing Burns

Below are the three screens used when doing daily burn proposals. Burns for the following day can only be entered up to **12:00pm MST**. Individual STAG numbers can only be proposed **once** per day.

The first screen allows the user to choose burns for proposal. Multiple burns may be selected in this screen by holding down the control key while clicking on each entry.

Propose Burns
To select multiple stags, hold down the CTRL key.

Stag #

After selecting burns the information associated with each burn will appear in the next screen. The priority, proposed acres and proposed date must be entered for each burn. To the right of the proposed acres box is the number of acres left to burn for that particular stag. If you propose more acres than are available the system will return an error.

Navigation>>																
Login		Enter Preseason Burns			Propose Burns			View Approved Burns		Report Daily Burns			Member Reports		Logout	
Stag	Priority	Unit Name	Airshed	Impact Zone	Elevation	Burn Type	Tons Acres	Acres	Proposed Acres	Acres Left	Section	Township	Range	Lat	Long	Proposed Date
5555	A	giddy up	4	B	5500	Broadcast	1	50	<input type="text"/>	25	12B	65N	05W	48.999	-116.9249	1/11/2002
8888	A	test qs	1	None	6325	Unspecified	1	96	<input type="text"/>	63	12B	65N	05W	48.999	-116.9249	1/11/2002
9999	A	sec test yo	1	None	5236	Unspecified	1	63	<input type="text"/>	63	12B	65N	05W	48.999	-116.9249	1/11/2002

After proposing the burns the following screen will appear.

Boise Cascade Corp., Office ID: SIS

Navigation>> Login | Enter Preseason Burns | **Propose Burns**

stag number 5555 entered.
 stag number 8888 entered.
 stag number 9999 entered.

The three burns above were entered correctly.

Approved Burns

If you have approved burns they will display in a list when you click on the 'View Approved Burns' button on the yellow navigation bar. If you don't have any approved burns the system will display, "You do not have any approved burns".

Accomplishment Reporting

Each burn that is proposed through RAZU must have the accomplished acres reported. The accomplished acres must be reported by noon Mountain time the *day after* the burn was proposed to be burned (i.e., A burn is proposed in RAZU on 9/10/2002 to be burned on 9/11/2002. Accomplished acres for the burn must be reported on by noon Mountain time 9/12/2002).

When a burner logs on to RAZU the day after the proposed date for a burn, the screen below will appear. This screen lists the burns that were proposed for the previous day and requires the user to enter the acres that were actually accomplished for each burn. If no acres were accomplished the user enters zero into the *Actual acres burnt* box. The user will not be allowed to propose more burns until the previous days accomplishments have been reported. This screen will not appear if no burns were proposed for the previous day. In this case the main menu screen will be the first screen to appear after logging in to the system.

Montana/Idaho Smoke Management Program

Burn Reporting
time 10:55:15 AM Date 9/11/2002

Idaho Fish and Game, Office ID: IFG

Navigates>> Login | Enter Preseason Burns | Propose Burns | View Approved Burns | Report Daily Burns | Member Reports | Logout

Stag	Unit Name	Airshed	Impact Zone	Elevation	Burn Type	Tons/Acres	Acres	Actual acres burnt
6B42	Yankee Power	2	K	4828	Wildlife Habitat	4	284	<input type="text"/>

submit

Airshed Prescribed Burn Project - Fire Center
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Best viewed with Internet Explorer 4.0 or higher.

Member Reports

Clicking on the 'Member Reports' button on the yellow navigation bar allows the user to generate the following reports:

- Preseason ~ Displays the burns entered into the system at the beginning of the year.
- Completed ~ Displays all burns completed by the user during the course of the burn season.
- Proposed ~ Displays user's proposed burns.