



# TEXAS A&M FOREST SERVICE

## WILDFIRE RISK ASSESSMENT PORTAL

### ADMIN USER GUIDE

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## Preface

This document contains information on how to manage users of the TXWRAP web application and how to view and manage the risk summary reports generated by those users.

This guide is intended to be used by the Texas A&M Forest Service (TFS) TXWRAP Administrators. The Administrator is responsible for unlocking accounts, granting access to applications with restricted access such as the Advanced Viewer and the Community Assessor, and managing summary reports as needed.

**This document is not intended for distribution or use by Basic/Advanced Viewer users or other TFS personnel.** If you feel you do not have appropriate access, please contact a system administrator.

## Compatibility

TxWRAP is accessible using Microsoft Internet Explorer (11 or higher), Mozilla Firefox, Google Chrome, or Apple Safari. It is recommended that Chrome be used with the application to optimize performance.

The minimum recommended screen resolution is 1024 x 768.

## Support

The **Support** page is accessible from the homepage and provides access to documentation, reference information, and help desk contact information.

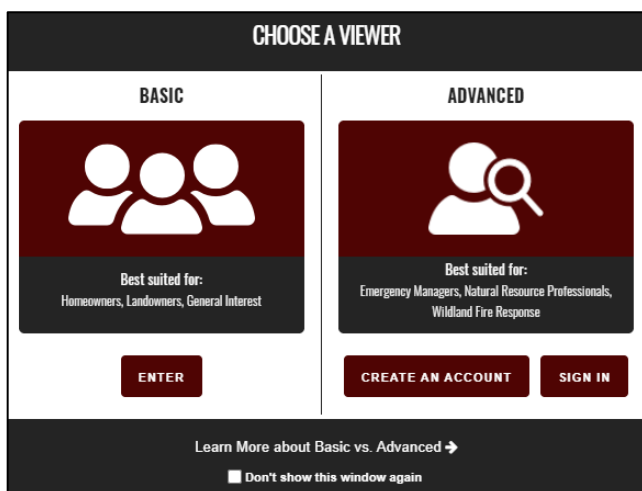
## Feedback

Texas A&M Forest Service invites users to provide feedback on TXWRAP. Please provide your comments and suggestions for improvement via the **Contact** form.

## Overview

The Texas Wildfire Risk Assessment Portal Risk Explorer is the primary mechanism for Texas A&M Forest Service to deploy wildfire risk information and create awareness about wildfire issues across the state. This application is tailored to support specific workflow and information requirements for the public, local community groups, private landowners, government officials, hazard-mitigation planners, and wildland fire managers. The application also provides the baseline information needed to support mitigation and prevention efforts across the state.

- For more information about TXWRAP, visit the **Overview** section in the Support page.
- For more information about the functionalities and capabilities of the Basic Viewer and the Advanced Viewer, click the **Learn More about Basic vs. Advanced** link in the **Choose a Viewer** modal displayed once **Launch Risk Explorer** is selected.

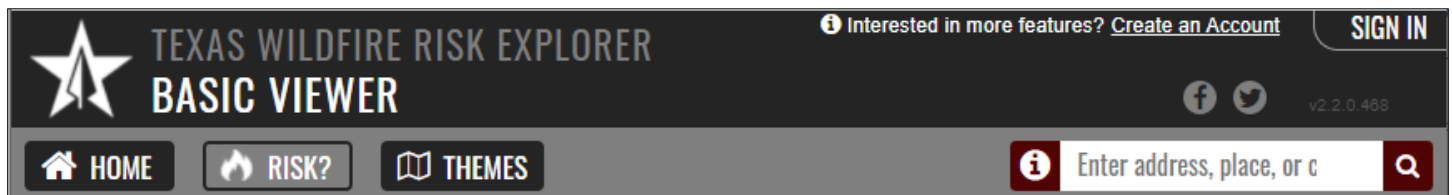
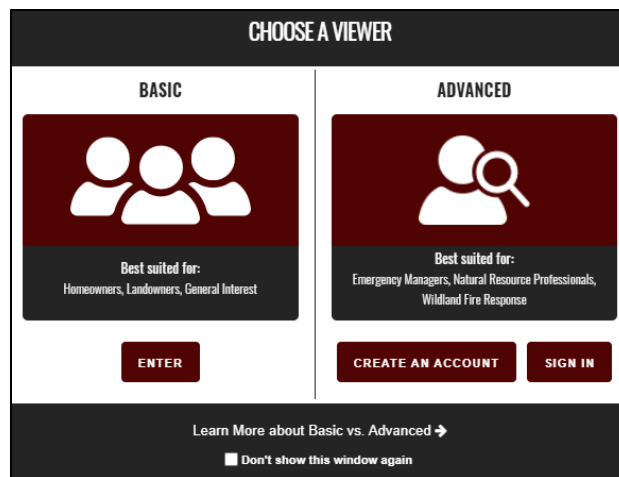


COMPARE THE BASIC VS. ADVANCED VIEWER		
	BASIC	ADVANCED
Create a free account to request access to the Advanced Viewer.		
Assess wildfire risk at your location	✓	✓
Download a wildfire risk assessment report for your location	✓	✓
View wildfire map layers	✓	✓
Navigate the map and inspect pertinent geospatial data	✓	✓
Print maps of wildfire risk	✓	✓
Create and manage your areas of interest or project boundaries	✗	✓
Upload shapefiles representing your areas of interest or projects	✗	✓
Create an area of interest from an existing reference layer feature	✗	✓
Generate a risk summary report for an area of interest	✗	✓
Download an editable summary report to be used for Community Wildfire Protection Plan (CWPP) development	✗	✓
Export a map document and GIS data (Esri File Geodatabase) for your area of interest	✗	✓
CLOSE		

## Accessing the Risk Explorer Administrator Account

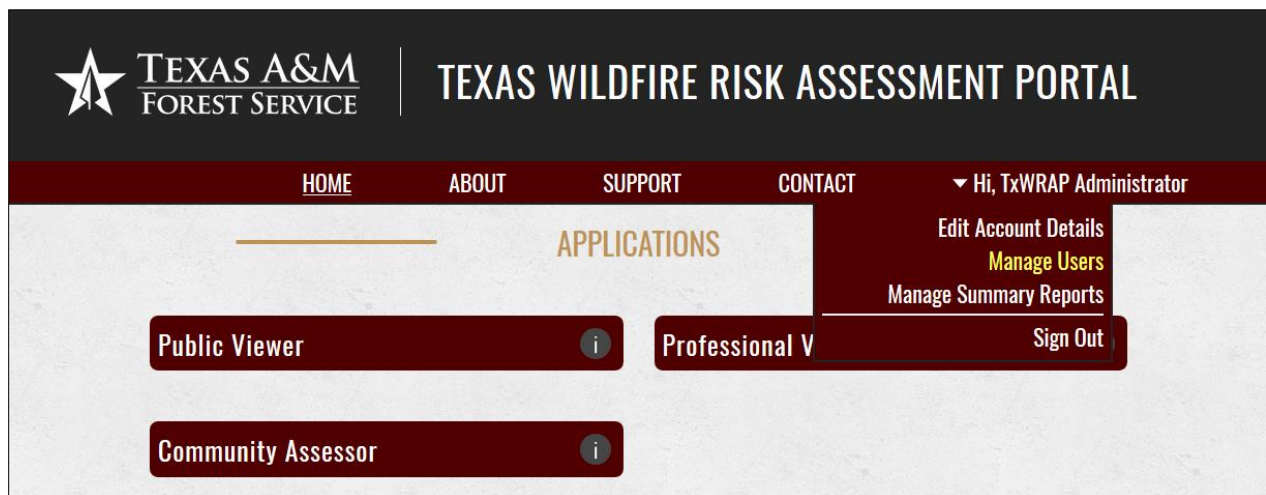
To access the TXWRAP Administrator account:

1. Open a compatible browser and navigate to <https://texaswildfirerisk.com/>.
2. Select **Launch Risk Explorer** and click **Sign In** under the Advanced Viewer to enter your email address and password. Alternatively, you can click the **Sign In** link located at the top right of the screen in the Basic Viewer.



## Managing Users













To access the Manage User page, click or hover over **Hi, [name]** at the top right of the screen and select **Manage Users**.



## Main Page

The **Manage Users** main page lists all registered users within the System and provides tools for manually creating, editing, activating or deactivating a user.

The screenshot shows the 'Manage Users' page. At the top left, there is a user icon and the text 'Manage Users'. Below this, there are two buttons: 'Create New User' and 'Manage Reports'. A search bar is located on the right. Below the search bar, there is a table with the following columns: Email, Full Name, Last Logon, and Features. The table contains 6 entries. At the bottom left, it says 'Showing 1 to 6 of 6 entries'. At the bottom right, there are navigation buttons: '← Previous', '1', and 'Next →'.

	Email	Full Name	Last Logon	Features
 	txwraptester4@gmail.com	Assessment Manager 1 Tester	04/28/2017 8:26:55 AM	Professional Viewer, Field Assessor, Assessments Manager
 	txwraptester5@gmail.com	Assessment Manager 2 Tester	04/21/2017 11:56:06 AM	Assessments Manager
 	txwraptester2@gmail.com	Field Assessor 1 Tester	05/22/2017 2:23:39 PM	Professional Viewer, Field Assessor
 	txwraptester3@gmail.com	Field Assessor 2 Tester	04/17/2017 3:05:44 PM	Professional Viewer, Field Assessor
 	txwraptester6@gmail.fom	Field Assessor 4 Tester	Never Logged In	Professional Viewer, Field Assessor
 	txwraptester6@gmail.com	Field Assessor 4 Tester	05/05/2017 12:34:19 PM	Professional Viewer, Field Assessor

The table of users is default sorted by user Full Name (Firs Last). You can also click any column header to sort alphabetically by that column.

Pagination controls are provided to change the number of entries to display (10, 20, 50, 100) and go to previous, next or to a page number.

User list can also be filtered by entering characters in the search box, so that it displays results where the character string matches the email address, first name, or last name

### Creating a User

This will allow administrators to create a user account without having to register, often ideal for leadership and executives.

Click the **Create New User** button located at the top of the page.

Populate all required fields, including phone number. Pay close attention to email address, since it will determine where automatic notifications will be sent.

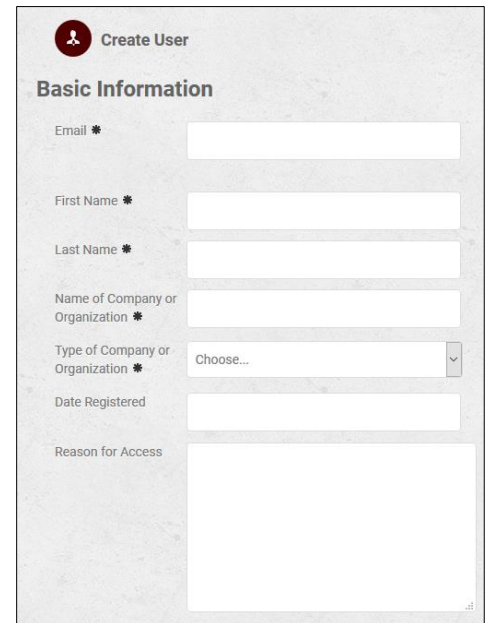
### Editing a User

Click on the pencil icon in the table of users to edit access and edit a user's details page.

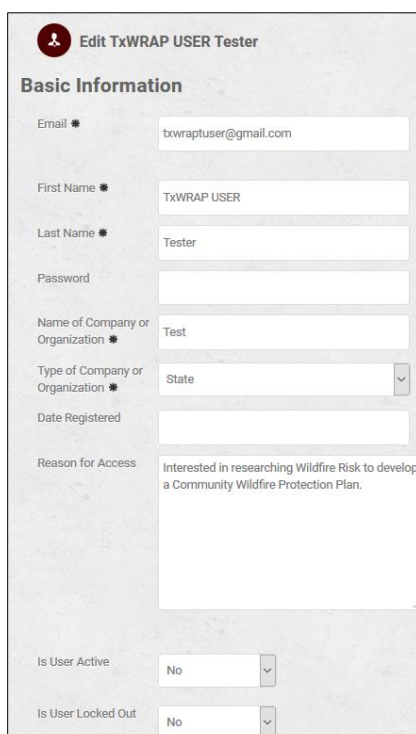
As Administrator, you will be able to update any information related to the user's profile, as well as assigning the appropriate roles that will grant access to the TxWRAP applications with restricted access, i.e. Advanced Viewer and the Community Assessor.

The user's detail page is also used to unlock an account when a request is submitted by the system.

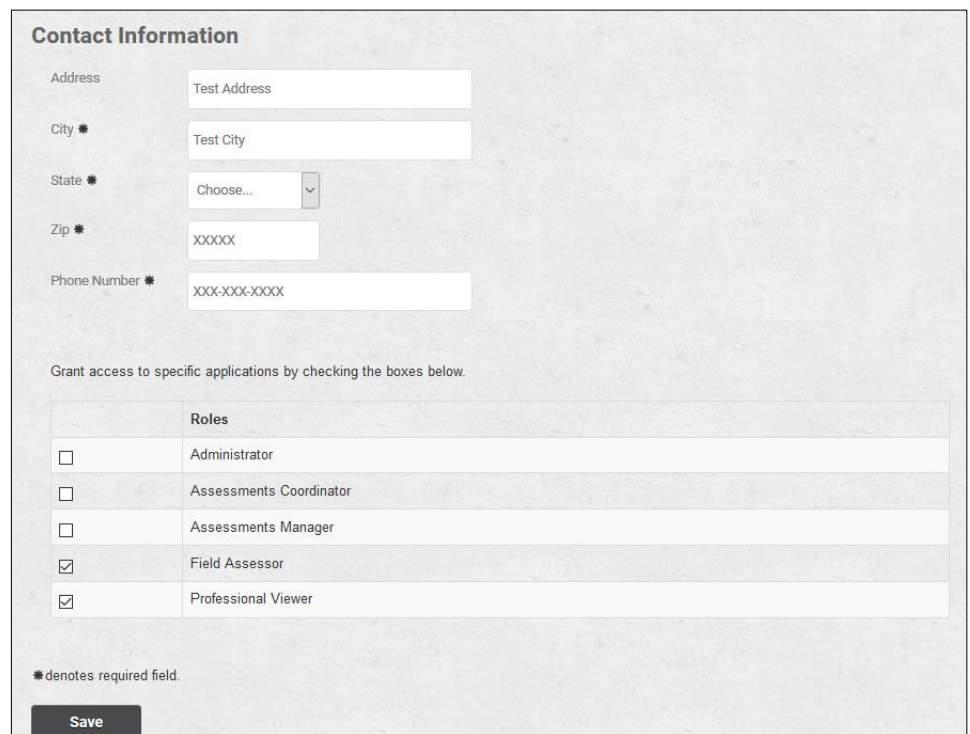
Note you must click the "Save Changes" button located at the bottom of the page for edits to take effect.



The 'Create User' form is titled 'Create User' with a user icon. It contains a 'Basic Information' section with the following fields: 'Email' (required, text input), 'First Name' (required, text input), 'Last Name' (required, text input), 'Name of Company or Organization' (required, text input), 'Type of Company or Organization' (required, dropdown menu with 'Choose...' selected), 'Date Registered' (text input), and 'Reason for Access' (text area).



The 'Edit TxWRAP USER Tester' form is titled 'Edit TxWRAP USER Tester' with a user icon. It contains a 'Basic Information' section with the following fields: 'Email' (text input with value 'txwraptuser@gmail.com'), 'First Name' (text input with value 'TxWRAP USER'), 'Last Name' (text input with value 'Tester'), 'Password' (text input), 'Name of Company or Organization' (text input with value 'Test'), 'Type of Company or Organization' (dropdown menu with value 'State'), 'Date Registered' (text input), and 'Reason for Access' (text area with value 'Interested in researching Wildfire Risk to develop a Community Wildfire Protection Plan.'). At the bottom, there are two checkboxes: 'Is User Active' (value 'No') and 'Is User Locked Out' (value 'No').



The 'Contact Information' form is titled 'Contact Information'. It contains the following fields: 'Address' (text input with value 'Test Address'), 'City' (text input with value 'Test City'), 'State' (dropdown menu with value 'Choose...'), 'Zip' (text input with value 'XXXXX'), and 'Phone Number' (text input with value 'XXX-XXX-XXXX'). Below these fields is a section titled 'Grant access to specific applications by checking the boxes below.' which contains a table of roles. At the bottom, there is a legend indicating that '\*' denotes a required field, and a 'Save' button.

Roles	
<input type="checkbox"/>	Administrator
<input type="checkbox"/>	Assessments Coordinator
<input type="checkbox"/>	Assessments Manager
<input checked="" type="checkbox"/>	Field Assessor
<input checked="" type="checkbox"/>	Professional Viewer

## Unlocking a User

A user account is locked after five (5) consecutive failed login attempts. When users attempt to log into the system when their account has been locked, they are presented with the opportunity to send the administrator an “unlock account” request.

The administrator receives the following email the following email from the system.

### Account Unlock Request

**Field Assessor 4 Tester** has requested his or her account be unlocked.

You are receiving this email because you are the site administrator and thus have access to grant this user access, if you decide it is warranted.

#### User Contact Details

**User:** Txwrap Tester

**Email:** [testeremail@email.com](mailto:testeremail@email.com)


To unlock this user's account [follow this link](#)  
(<https://txwildfireriskstaging.timmons.com/Admin/UserAccounts/Edit/5f8c6848-ae0d-4bbe-9133-4dff26801954>).

If you have any issues addressing this request, please contact [TexasWildfireRisk.com](https://texaswildfirerisk.com)  
Support at [support@texaswildfirerisk.com](mailto:support@texaswildfirerisk.com)

Thanks!

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Clicking on the link brings the administrator to the edit user page that will display a control at the top of the page to unlock the account. Click Unlock Account. The account is unlocked and the user is notified with an email providing instructions to reset the password and continue accessing TxWRAP applications.

**Edit TxWRAP Tester Tester**

Unlock Account

### Basic Information

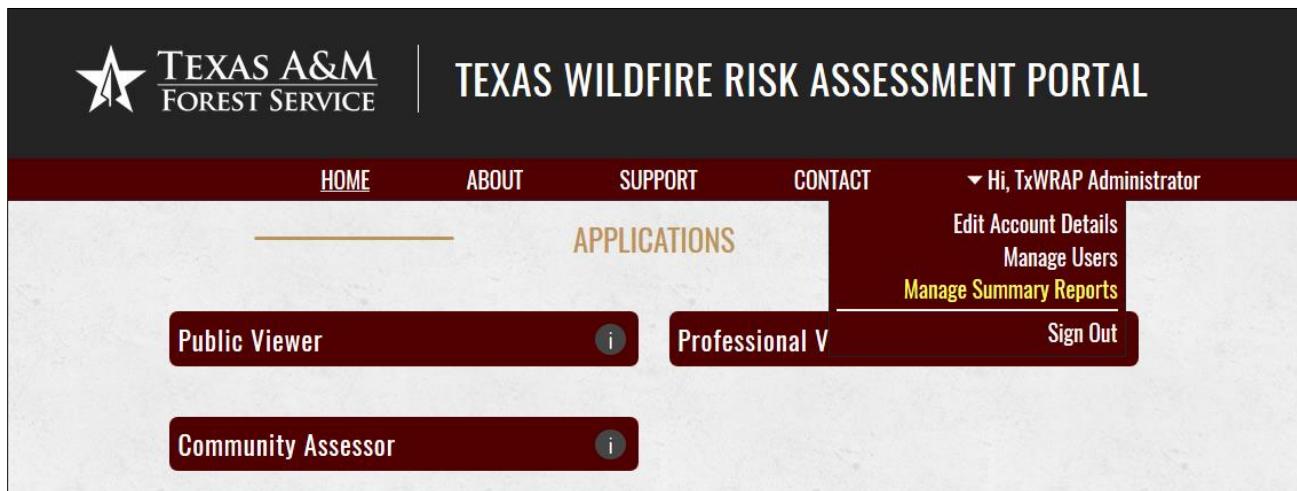
Email \*

First Name \*

Last Name \*

## Managing Summary Reports

To access the Manage Summary Reports page, click or hover over **Hi, [name]** at the top right of the screen and select **Manage Summary Reports**.



### Main Page

The Manage Risk Summary Report page lists a complete history of all the reports queued by the Advanced Viewer users and provides tools for viewing report details. This option allows the administrator to track and review the status of reports that have been submitted.

Export CSV		Refresh			
Show	20	▼	entries	Search:	
	Title	Date Submitted	Email	Duration	Status
📄	Test AOI	04/10/2017 11:25:00 AM	txwraptester@emai.com	00:00:00:50	Completed Processing
📄	Test AOI	04/10/2017 11:24:00 AM	txwraptester@emai.com	00:00:00:51	Completed Processing
📄	TGTEST1	04/10/2017 10:29:00 AM	txwraptester@emai.com	00:00:29:30	Completed Processing
📄	TGTEST1	04/10/2017 10:28:00 AM	yoonsik.chung@timmons.com txwraptester@emai.com	00:00:30:13	Completed Final Document
📄	TGTEST1	03/30/2017 9:00:00 AM	yoonsik.chung@timmons.com txwraptester@emai.com	11:01:57:50	Completed Processing
📄	TGTEST1	03/29/2017 4:02:00 PM	yoonsik.chung@timmons.com txwraptester@emai.com	00:00:00:41	Completed Processing
📄	TGTEST1	03/29/2017 3:35:00 PM	yoonsik.chung@timmons.com txwraptester@emai.com	00:00:00:27	Error: No Translation For Mercator_Auxiliary_Sphere To PROJ.4 Format Is Known.

The summary report table is default sorted by Date Submitted. You can also click any column header to sort alphabetically by that column.

Pagination controls are provided to change the number of entries to display (10, 20, 50, 100) and go to previous, next or to a page number.

The list can also be filtered by entering characters in the search box, so that it displays results where the character string matches the Title or Email.

## Export CSV

Click on the **Export CSV** button located at the top of the screen to obtain a complete list of all the summary report requests submitted by Advanced Viewer's users.

A CSV is generated and downloaded to users default browser download location. Follow the download prompts to open or save the file. File opens in Microsoft Excel.

## Accessing Report Details

Click the details icon  for more information regarding a specific report job.

Capabilities include the option to download reports no more than 30 days old, obtain the feature geometry in JSON format, and track errors reported by the system while processing the request.

[Back to List](#)

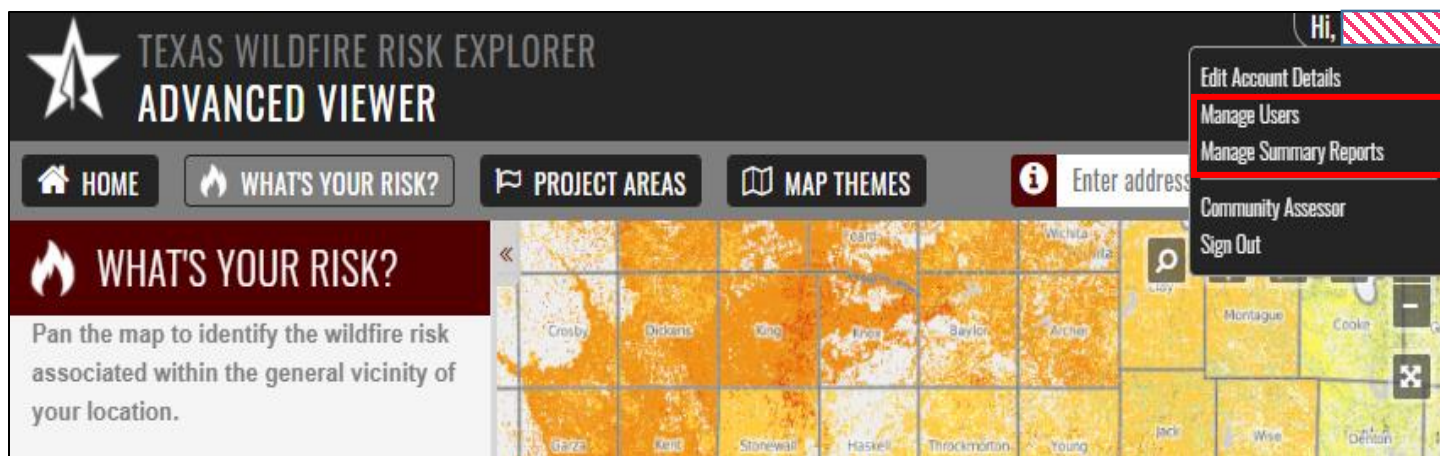
Report ID	9af5e73f-0833-4412-b682-65fede662407	<a href="#">Download Report</a>
Status	Completed Processing	<a href="#">Reset Status</a> to re-run report
Email	txwraptester@email.com	Email submitted by user. May not be user's registered email. <a href="#">View User Details</a>
Title	Bexar County	
Date Submitted	5/22/2017 9:43:58 PM UTC	
Date Started	5/22/2017 9:43:58 PM UTC	
Date Completed	5/22/2017 9:45:38 PM UTC	
Duration	00:01:40	(dd.hh:mm:ss)

**ShapeWkt**  
[View Feature JSON](#)

**Errors**

Is Error	False
----------	-------

[Back to List](#)



Admin features viewed from the Advanced Viewer header menu

## Manage Users

The **Manage Users** page lists all registered users and provides tools for creating, editing, or deleting a user. A user's first name, last name, and email address are searchable within the **Search** field (figure 4).

### Manage Texas Users

Users Summary

Total	Advanced Viewer	Community Assessor	None Assigned	Inactive	Locked Out
1842	1572	21	265	22	14

[Create New User](#)
[Manage Reports](#)

Filter Users

[Export CSV](#)

Show 

10

 entries

Search: txwraptester

	Email	Full Name	Last Logon	Features
	txwraptester4@gmail.com	ASSESSMENT COORDINATOR TFS	10/18/2019 9:05:50 AM	Assessments Coordinator
	txwraptester5@gmail.com	ASSESSMENT MANAGER 1 TFS	07/17/2019 4:46:43 PM	Assessments Manager
	txwraptester2@gmail.com	FIELD ASSESSOR 1 TFS	01/15/2020 1:56:06 PM	Advanced Viewer, Field Assessor

The Manage Users landing page

## Creating a User


Creating a new user is useful for adding someone without having that user create an account themselves, often ideal for leadership and executives.

To create a new user, follow these steps:

1. Click **Create New User** at the top of the page.
2. Populate all required fields, including phone number, and paying close attention to the email address. This is the email address that will be sent automatic notifications.

## Editing a User

To edit a user's details, follow these steps:

1. Click the pencil icon  in the table of users on the **Manage Users** landing page.
2. From here, available functions include editing user information, assigning roles, and unlocking the account.
3. After editing a user's details, the administrator must click **Save** for edits to take effect.

## Unlocking a User

A user's account is locked after five (5) consecutive failed login attempts. When a user attempts to log in to the system when the account is locked, he or she is presented with the opportunity to send the administrator an "unlock account" request.

To unlock an account, follow these steps:

1. The administrator receives an email from the system notifying him/her of the request. The email contains a link to view the user's details and unlock the account. Follow the link to the **Manage Users** dashboard to edit the user.
2. On the user's account page, change the **Is User Locked Out** field to **No**.

## Providing Access to the Advanced Viewer

To provide a user with access to the **Advanced Viewer**, follow the procedures for **Editing a User**. Under the **Application Access** section, check the box for **Advanced Viewer**.

## Manage Summary Reports

To manage the creation of summary reports from the **Advanced Viewer** application, a report queue approach has been implemented. This option allows the administrator to review the status of reports that have been submitted.















						<a href="#">Export CSV</a>	<a href="#">Refresh</a>
Show <input type="text" value="20"/> entries		Search: <input type="text"/>					
	Title	Date Submitted (EST)	Email	Duration	Status		
	test	4/7/2021 5:01 PM	 @timmons.com	00.00:00:08	Beginning Processing		
	test	3/15/2021 4:49 PM	 @timmons.com	00.00:03:16	Completed Processing		
	test	8/24/2020 2:19 PM	 @timmons.com	00.00:02:17	Completed Processing		
	TEST 3	8/24/2020 11:43 AM	 @timmons.com	00.00:02:11	Completed Processing		
	point project	8/24/2020 8:55 AM	 @timmons.com	00.00:02:57	Completed Processing		
	point project	8/24/2020 7:51 AM	 @timmons.com	00.00:00:50	Creating Document For Wildland Urban Interface		
	point project	8/22/2020 11:14 AM	 @timmons.com	00.00:00:53	Creating Document For Wildland Urban Interface		

Figure 5. Manage Summary Reports landing page

Click the details icon  for more information regarding a specific report job.

## Export CSV

To save a .csv file of the Summary Reports:

1. On the **Manage Summary Reports** page, click the **Refresh** link to get the most recent data.
2. Click the **Export CSV** button at the top of the **Manage Summary Reports** screen (figure 5).
3. Follow the download prompts to open or save the file.
4. The file opens in Microsoft Excel.