

The National Fire Plan

fireplan.gov



National Fire Plan Operations and Reporting System

Exercise 1 – Portal Navigation and Customization

Part 1 – Customizing and Restoring Your Portal

Step 1: Delete the “Total Treatments” portlet by clicking on the delete icon in the upper right hand corner of the portlet title bar.



Delete Portlet Icon

Step 2: Minimize the “Active Planning/Administrative Treatments” portlet by clicking on the minimize icon in the upper right hand corner of the portlet title bar.



Minimize Portlet Icon

Step 3: Log out.

Step 4: Log in. Your portal should be as you left it.

Step 5: To reset your portal begin by clicking on the “Customize Portal” link within the “Administrative Tasks” portlet.

Step 6: Click on the “Reset” link within the “Customize Portal” portlet.

Part 2 – Reordering Your Portlets

Step 1: Click on the “Customize Portal” link within the “Administrative Tasks” portlet.

Step 2: Click on the “Reorder Portlets” link within the “Customize Portal” portlet.

Step 3: Select the “Active Treatments/To Do List” portlet from the wide portlets window and then move it above the “Active Planning/Administrative Activities” portlet by clicking once on the up arrow to the right of the Wide Portlets window.

Step 4: Click on the “Reorder” button to reorder the portlets.

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Part 3 – Portal Navigation

How many acres of mechanical treatments are planned for the Southern Pueblos Agency of the Bureau of Indian Affairs, Southwest Regional Office for default fiscal year?

Step 1: Click on the “National” link on the navigation bar.



Step 2: Click on the “DOI” link within the “Planning/Administrative Activities & Treatment Totals” portlet.

Step 3: Click on the “BIA” link within the “Planning/Administrative Activities & Treatment Totals” portlet.

Step 4: Click on the “Southwest Regional Office” link within the “Planning/Administrative Activities & Treatment Totals” portlet.

Step 5: Click on the “Southern Pueblos Agency” link within the “Planning/Administrative Activities & Treatment Totals” portlet.

The answer is displayed in the “Treatment Totals” portlet.

Step 6: Return to your home page by clicking on the “Hazardous Fuels Reduction” title at the top of the page.