Chapter 10. Working with WIMS Utilities UTIL

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.

Accessing WIMS Utilities menu options

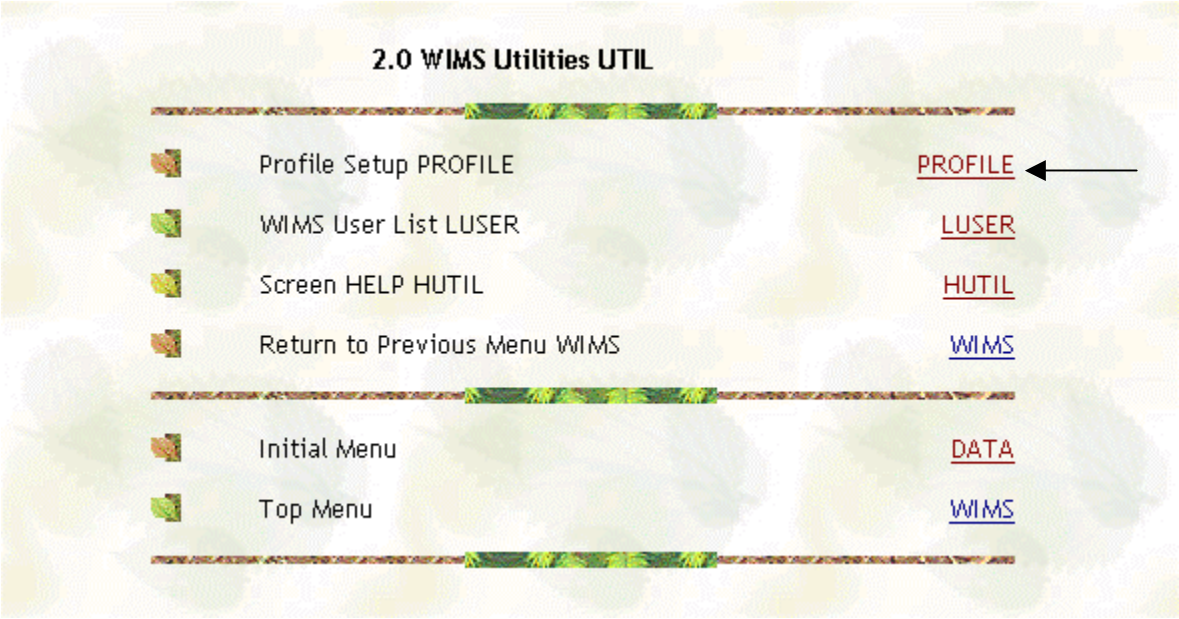
WIMS Utilities allow you to:

- Set up and change your profile
- Access the WIMS User List

To access the WIMS Utilities menu

In the Option/ FastPath: field, type UTIL and click Go.

The Utilities Menu will display.



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

- PROFILE, to display the User Profile Change Form
- LUSER, to display the WIMS User List

Setting up or changing your profile

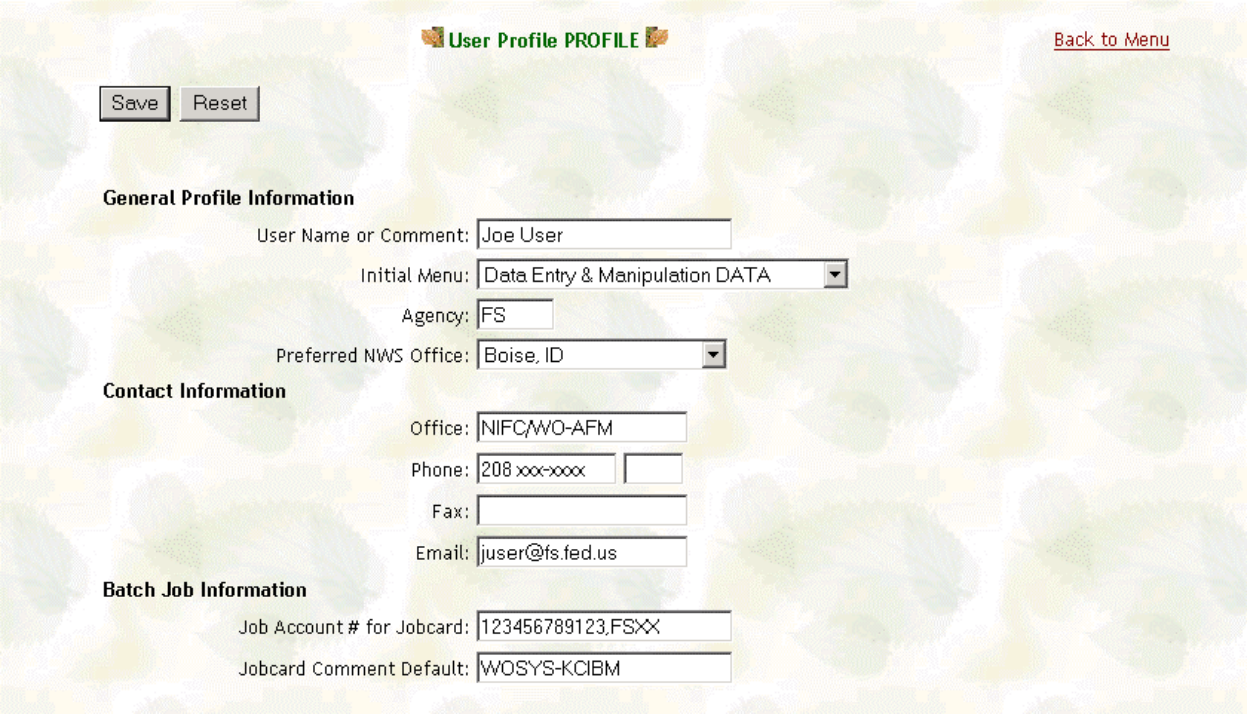
Each time you log on, WIMS accesses your profile and determines:

- Your name and agency
- The initial WIMS menu to display after you log on
- Your specific job accounting information
- Your office telephone numbers

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, click Go.



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.
Initial Menu (WIMS menu name)	Enter the FASTPATH name of the WIMS menu you wish to display after you log on, up to ten characters. *For example, DFCST in this field displays the Display Forecasts menu. Leave this field blank to display the WIMS Main Menu. You must enter a WIMS menu name.*
Agency (Home agency)	Enter the name of your agency, up to five characters.
Preferred NWS Office (Home office code)	Enter the code for your local National Weather Service office, up to four characters. *Leave this field blank if you have no preferred NWS office.*
Office (Office name)	Enter the name of the office where you can be contacted, up to 20 characters.
Phone	Enter the area code and your telephone number of

Field	Description and action to be taken
	your office, up to 15 characters and/ or numbers.
Fax	Enter the area code and your fax telephone number of your office, up to 12 characters.
Email (Electronic mail address)	Enter your electronic mail address, up to 16 characters.
Job Account # for Jobcard (NITC-KC account number)	Enter your NITC-KC account number, followed by your job account code, up to 17 characters. *For more information about your job account number, contact your local WIMS system administrator.*
Jobcard Comment Default	No longer being used.

Changing you profile

1. In the Option/ FastPath field, click Go.

The User Profile Change Form displays, listing your current profile defaults.

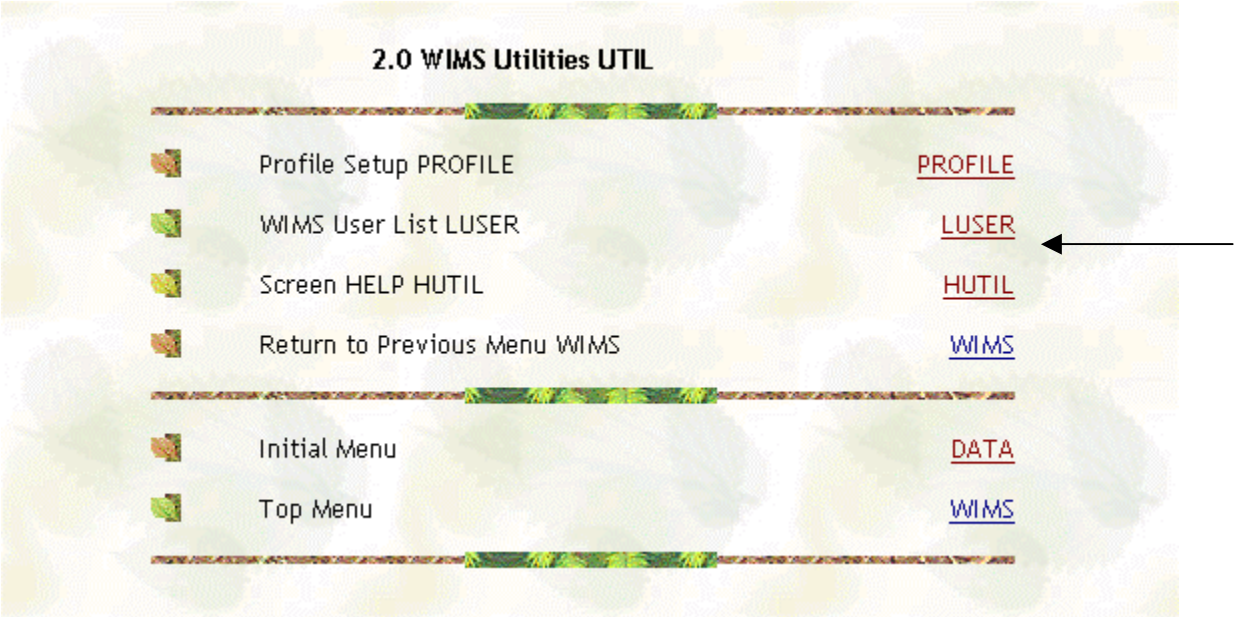
2. Change the appropriate fields in the form and click Save to save your changes to your profile.

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



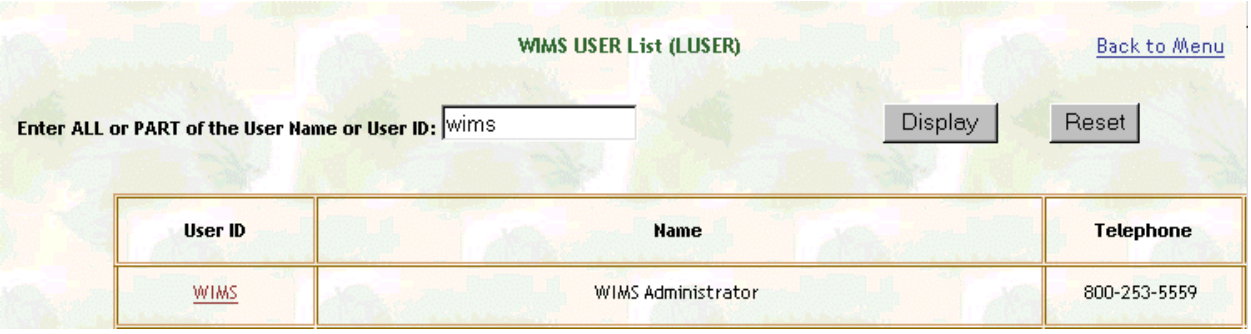
In the Option/ FastPath: field, type LUSER and Go.

LUSER field definitions

Use the field definitions listed below to complete the WIMS User List form. Fields in the query block are shaded.

Field	Description and action to be taken
Enter ALL or PART of the User Name or User ID	Enter the first or last name of the WIMS user or the WIMS logon ID you want to locate. *For example, entering John displays a list of all WIMS users who have either a first or last name that contain the characters "John."*
User ID (WIMS logon ID)	Displays the WIMS logon ID.
Name	Displays the complete name of the WIMS user.
Telephone	Displays the telephone number of the WIMS user.
Ext	Displays the telephone number extension of the WIMS user.

LUSER form



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 Fish and Wildlife Service
- NPS, for the USDI National Park Service
- NWS, for the National Weather Service

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 ID's for the USDI National Park Service.

From the WIMS User List form:

Type NPS in the User Name/User ID and click Display.

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