

# **FIRE PROTECTION UPDATE** **Procedure To Download FP File and Send To The Dept. Of Lands**

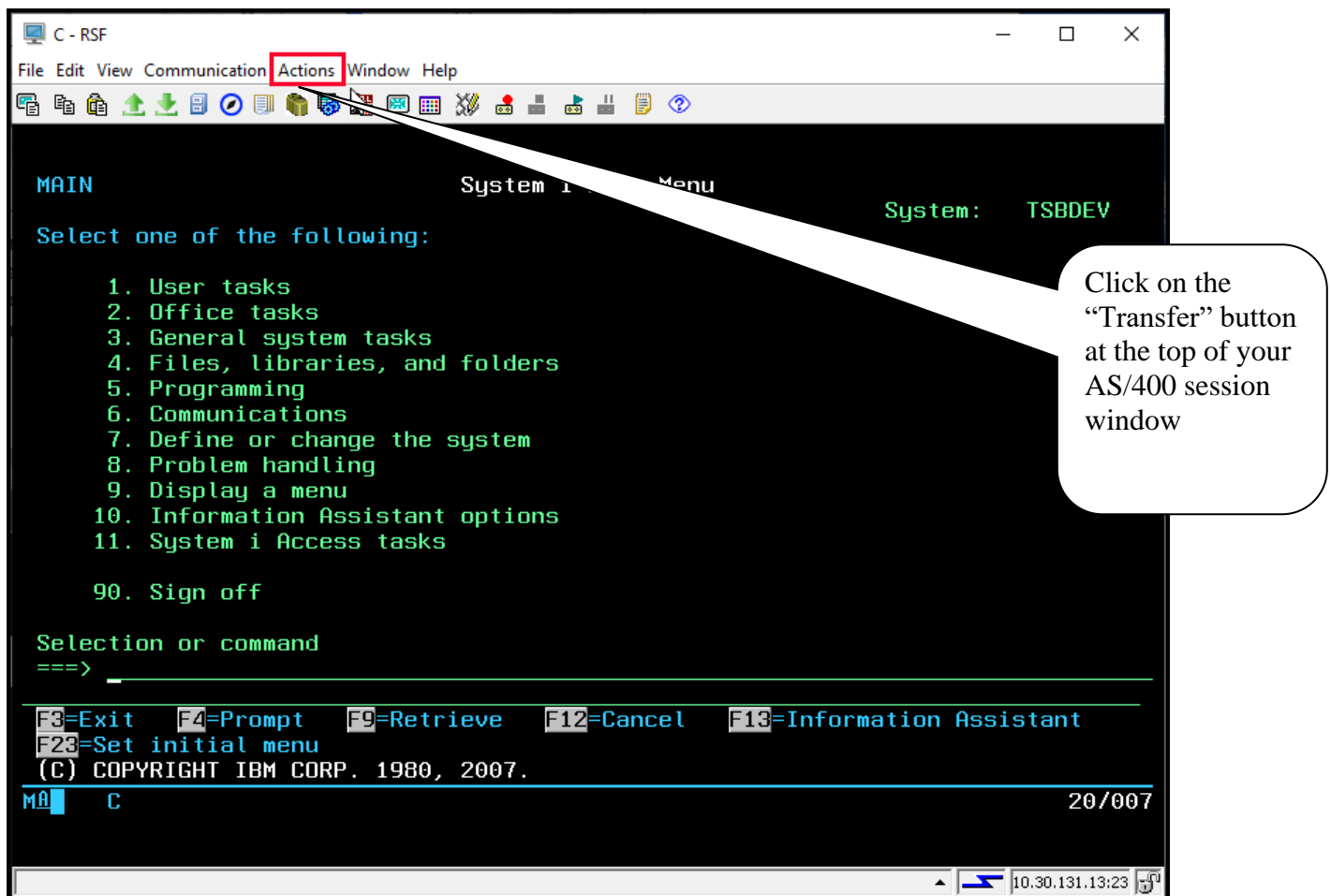
**AFTER** running FPB360 (Step 1 in Forest Protection Checklist – CL12.):

If the report from FPB360 is blank, it means that there were no changes to report. If this is the case, you do not need to go through the download process. However, you will need to E-Mail Dianne Lanuza at [dlanuza@idl.idaho.gov](mailto:dlanuza@idl.idaho.gov) and let her know that there were no changes to report. (Or you can call her at 208-334-0251.) If the FPB360 report has information on it, then continue with this download procedure.

If you are using the client access workstation function then this will be relevant, otherwise if you are using some other terminal emulation and file transfer function contact your IS support staff or the Technical Support Bureau for the specific requirements to affect a download.

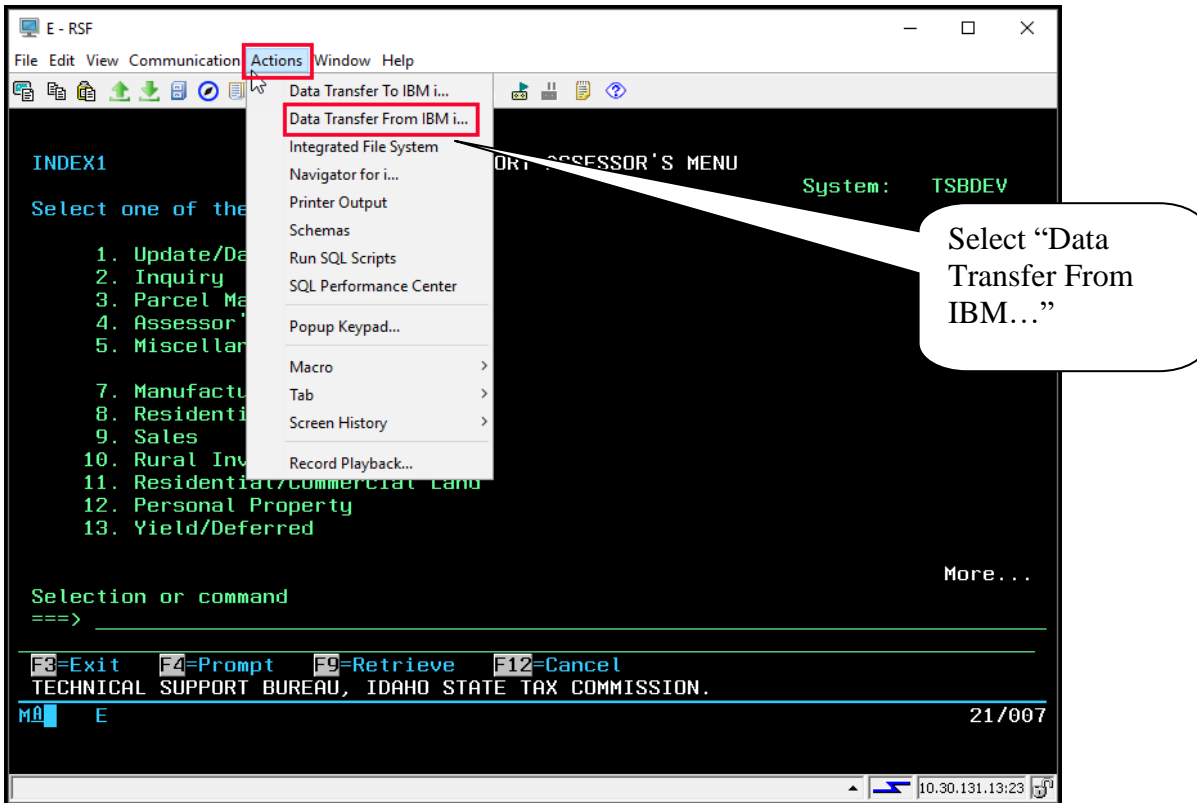
There is one file you will need to transfer from the AS/400 to your personal computer (PC). The file is the Department of Land’s Update file named “UADXFIRE” that contains records reflecting parcels that have been added, changed, or deleted. This file is in the AS/400 Library called “UADFILE”. Once you have downloaded this file to your PC you then will be able to either copy it to a diskette for mailing to the Department of Lands or attaching it to an outgoing E-Mail to the Department of Lands.

**STEP #1**

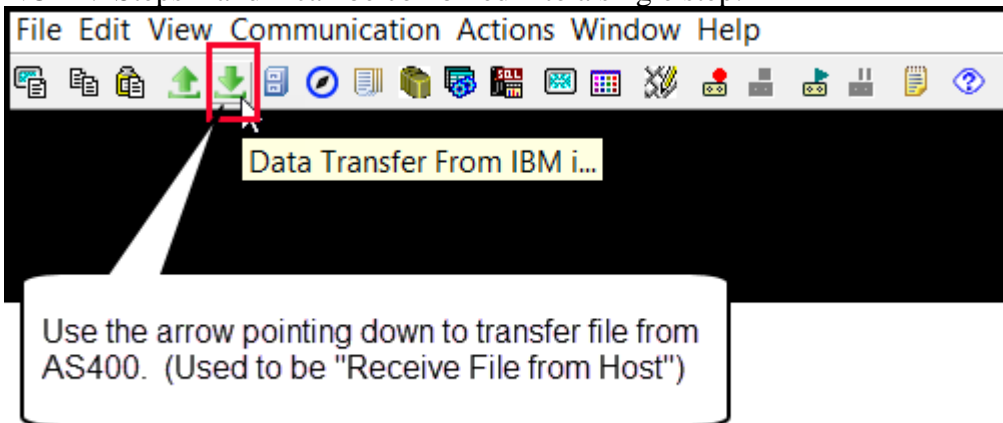


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## STEP #2

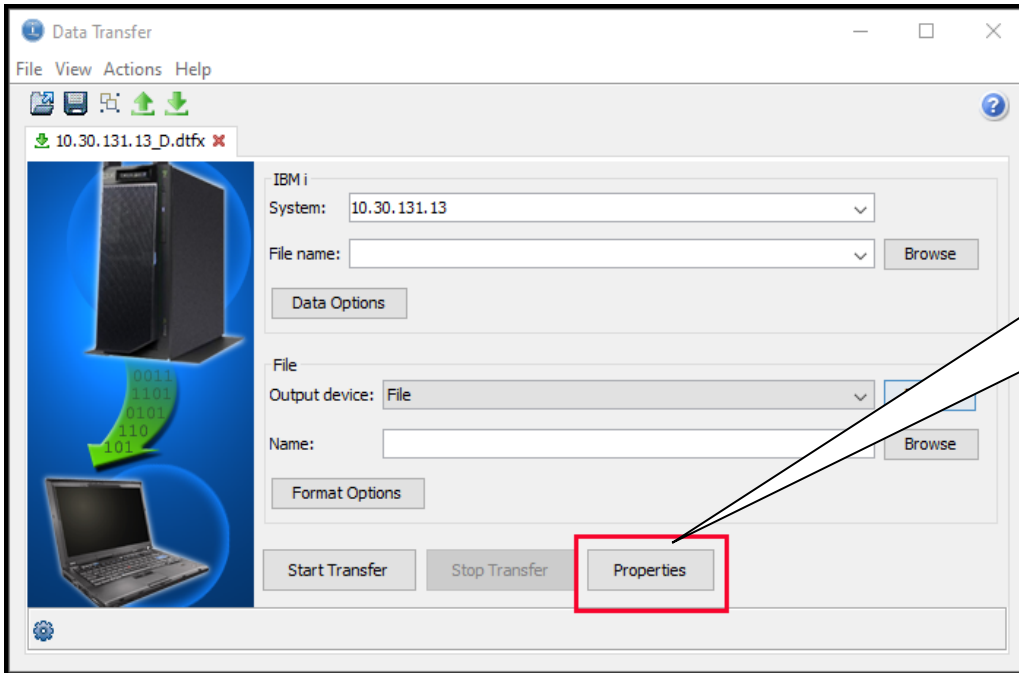


NOTE: Steps 1 and 2 can be combined into a single step:

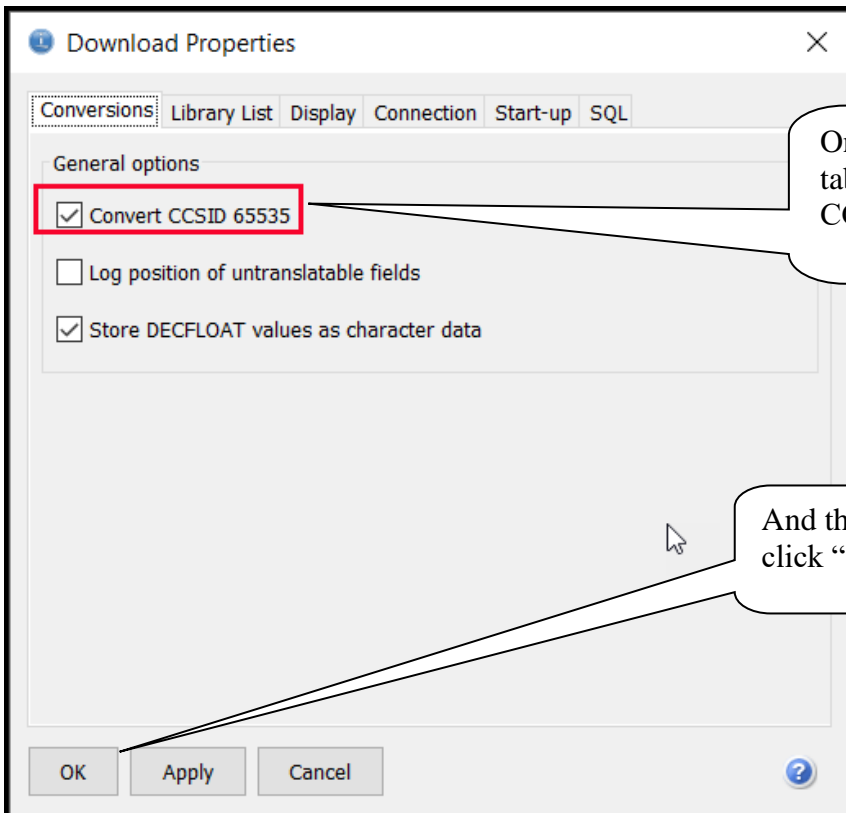


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## STEP #3

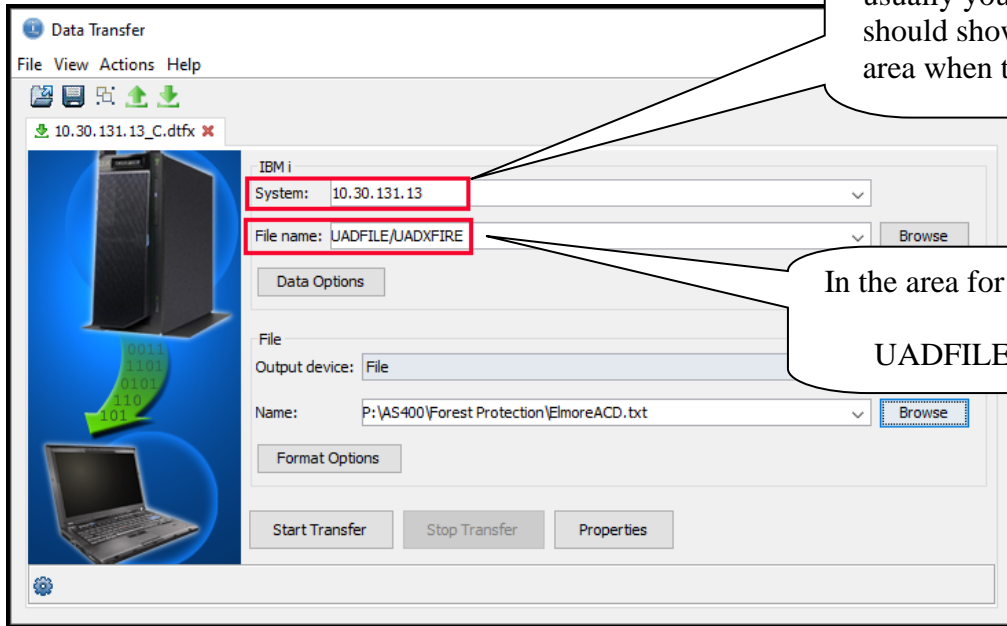


## STEP #4

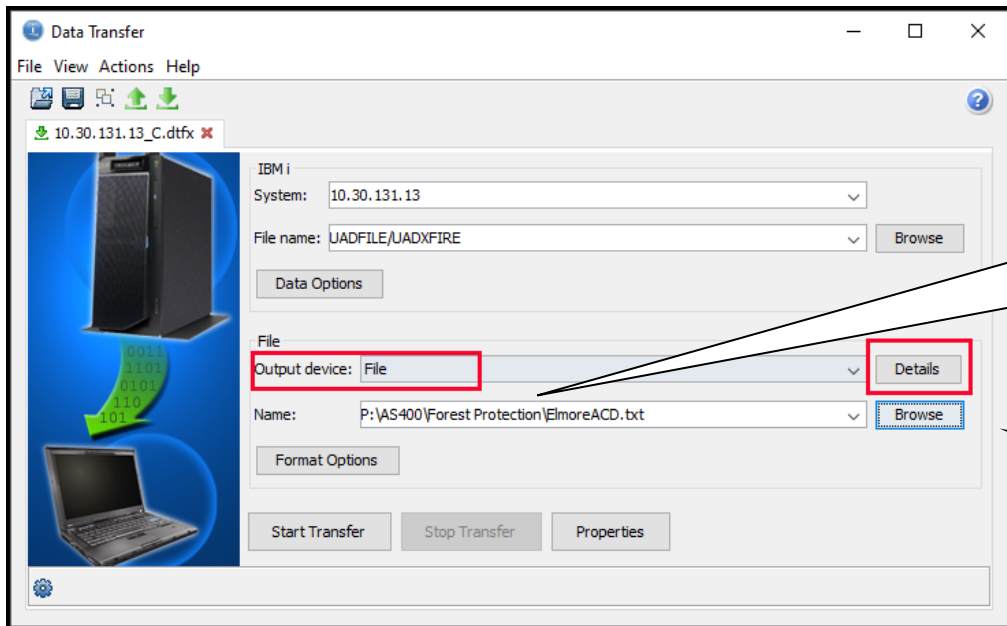


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## STEP #5

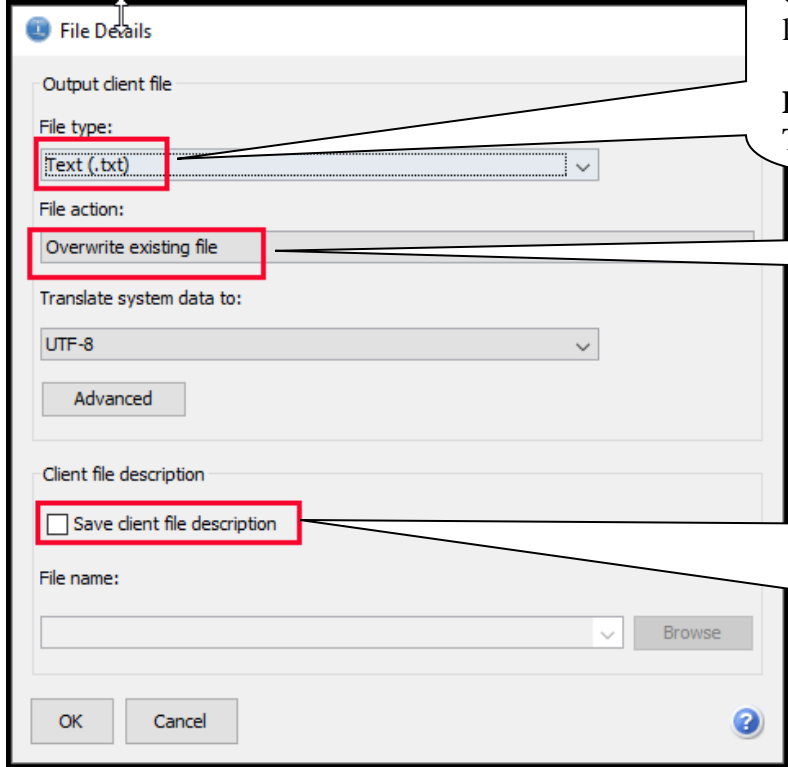


## STEP #6



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## STEP #7

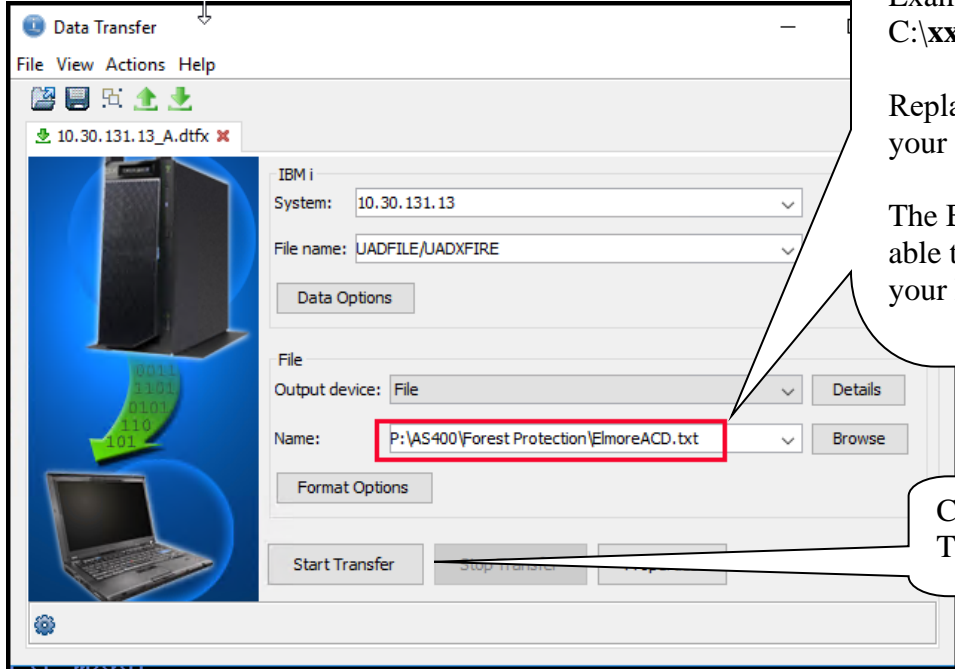


The screenshot shows the 'File Details' dialog box with the following settings highlighted by red boxes and callouts:

- File type:** Set to 'Text (.txt)'. Callout: "Choose 'Text (.txt)' from the list. **Do NOT use 'Tab Delimited Text (.txt)'.**"
- File action:** Set to 'Overwrite existing file'. Callout: "Choose 'Overwrite existing file'."
- Client file description:** The checkbox 'Save client file description' is unchecked. Callout: "Click on the 'Save transfer description' box to unselect it (remove the check mark). Then click 'OK'"

Other visible settings include 'Translate system data to: UTF-8' and 'Advanced' button.

## STEP #8



The screenshot shows the 'Data Transfer' dialog box with the following settings highlighted by red boxes and callouts:

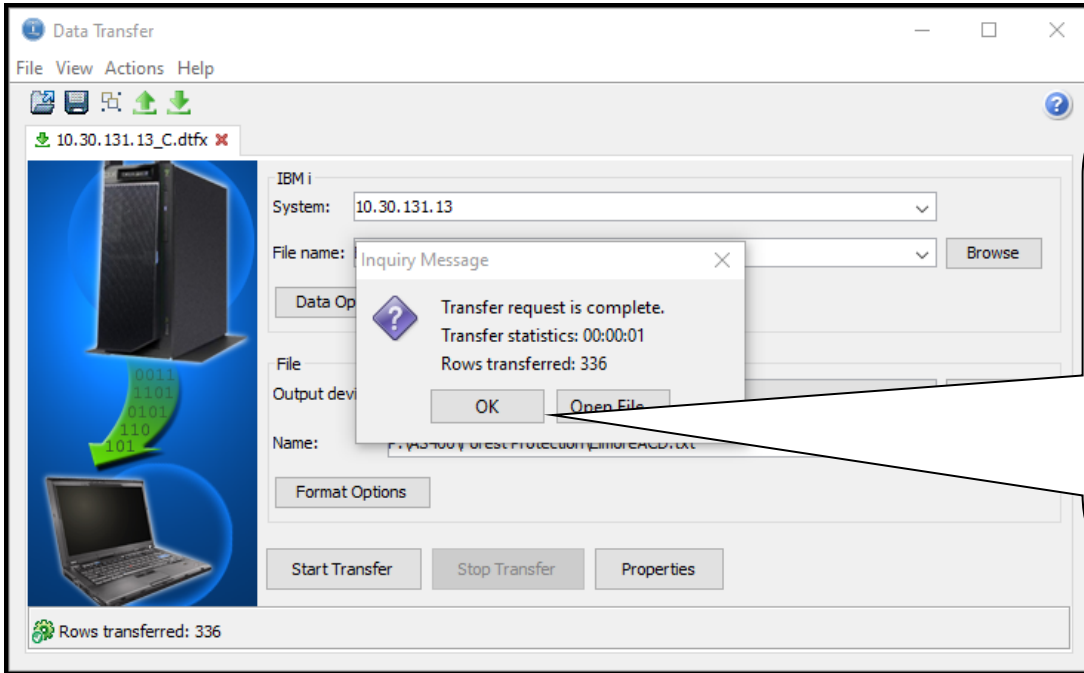
- Name:** Set to 'P:\AS400\Forest Protection\ElmoreACD.txt'. Callout: "Key in the path where you want the fire protection file to be stored on your PC. Example: C:\xxxxxxxxxxACD.txt. Replace 'xxxxxxxxxx' with your County name. The Browse button should be able to help you locate where on your PC to save this file."
- Start Transfer:** The 'Start Transfer' button is highlighted. Callout: "Click on Start Transfer"

Other visible settings include 'System: 10.30.131.13', 'File name: UADFILE/UADXFIRE', and 'Output device: File'.

FYI: we ask you to key in ACD as part of the path name. This stands for AddChangeDelete.

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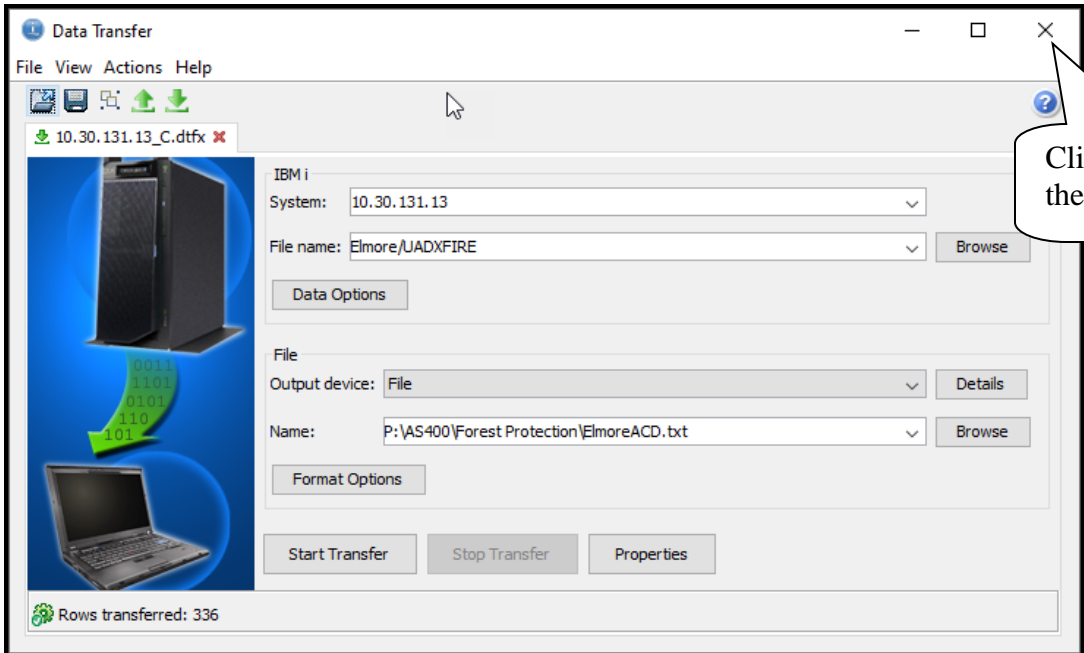
## STEP #9



When the transfer is complete, this window will appear and tell you how many rows (or records) were transferred.

Click "OK". Your file transfer is complete.

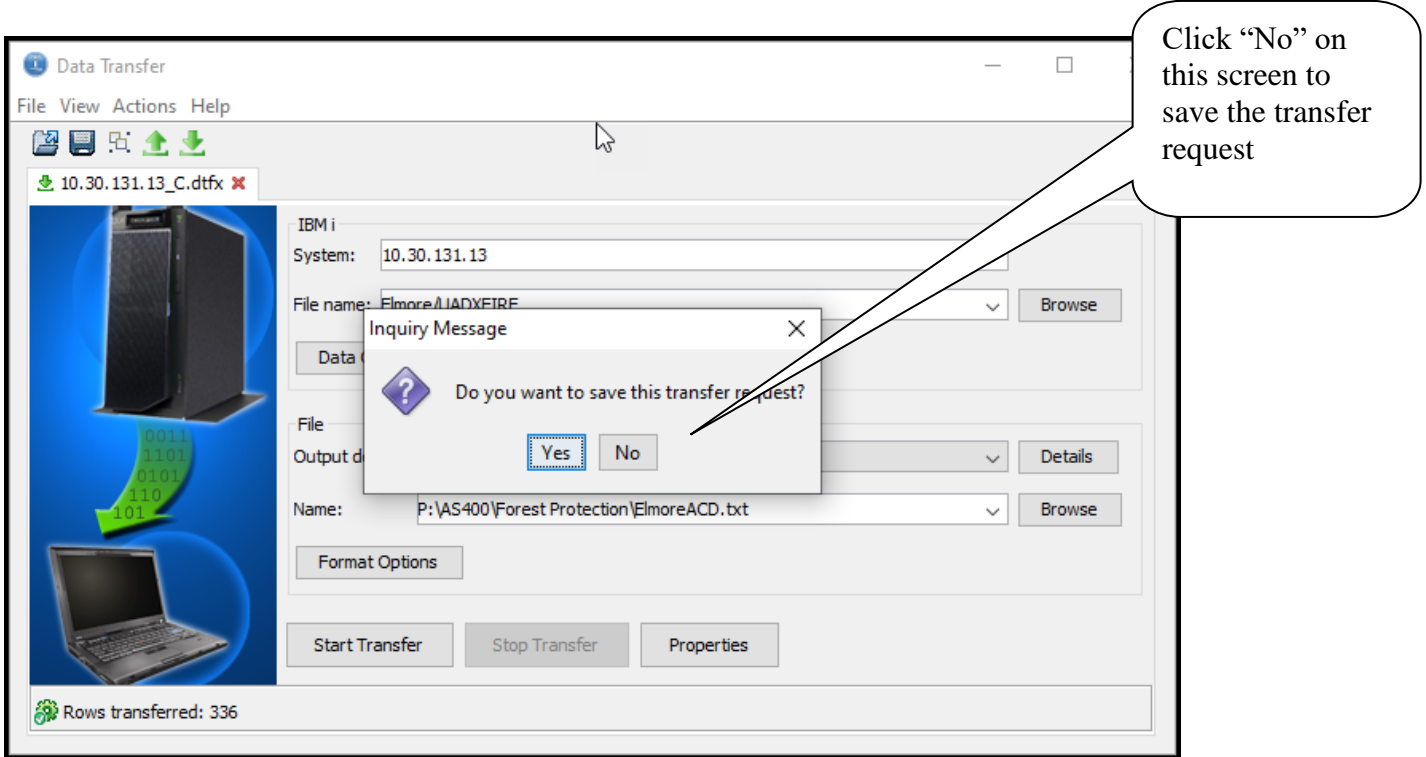
## STEP #10



Click 'X' to close the screen

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## STEP #11



After you have used this procedure to download the file to your PC, you will now be ready to send the file to the Department of Lands. To do this, follow the next steps.

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## STEP 12:

Open up Internet Explorer or whichever Internet Browser you have and go to the Dept. of Lands Private Fire County Login website.

[https://apps.idl.idaho.gov/PrivateFire\\_County/PF\\_Login.aspx](https://apps.idl.idaho.gov/PrivateFire_County/PF_Login.aspx)

Enter your User Name and Password  
**NOTE:** These are CASE Sensitive.

Then click on the Log In button.

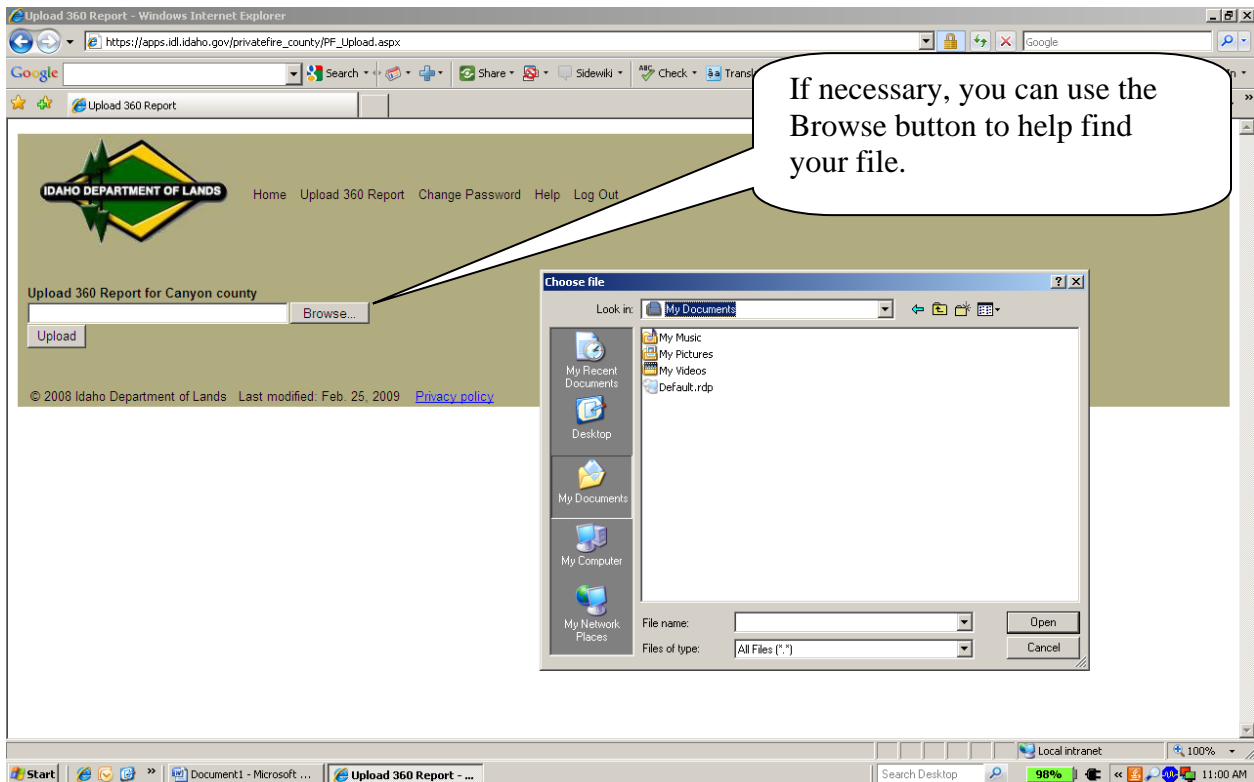
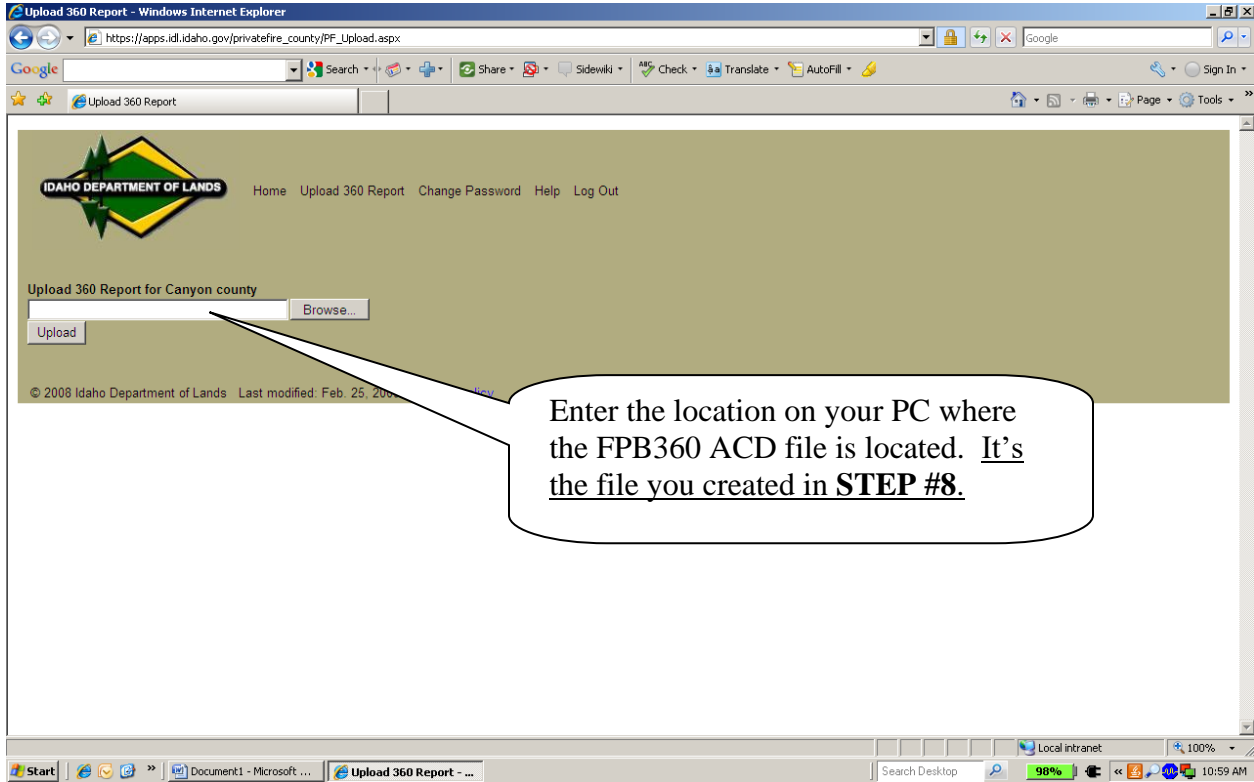
## STEP 13:

Once logged in, click on the “Upload 360 Report” option.



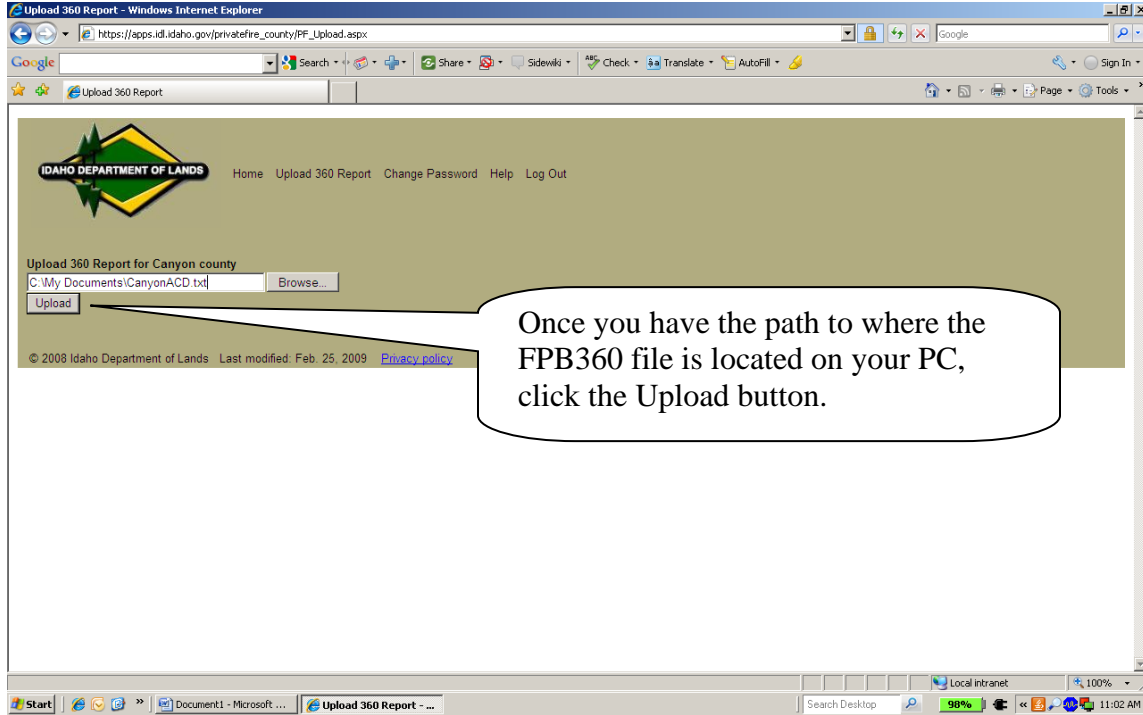
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## STEP 14:

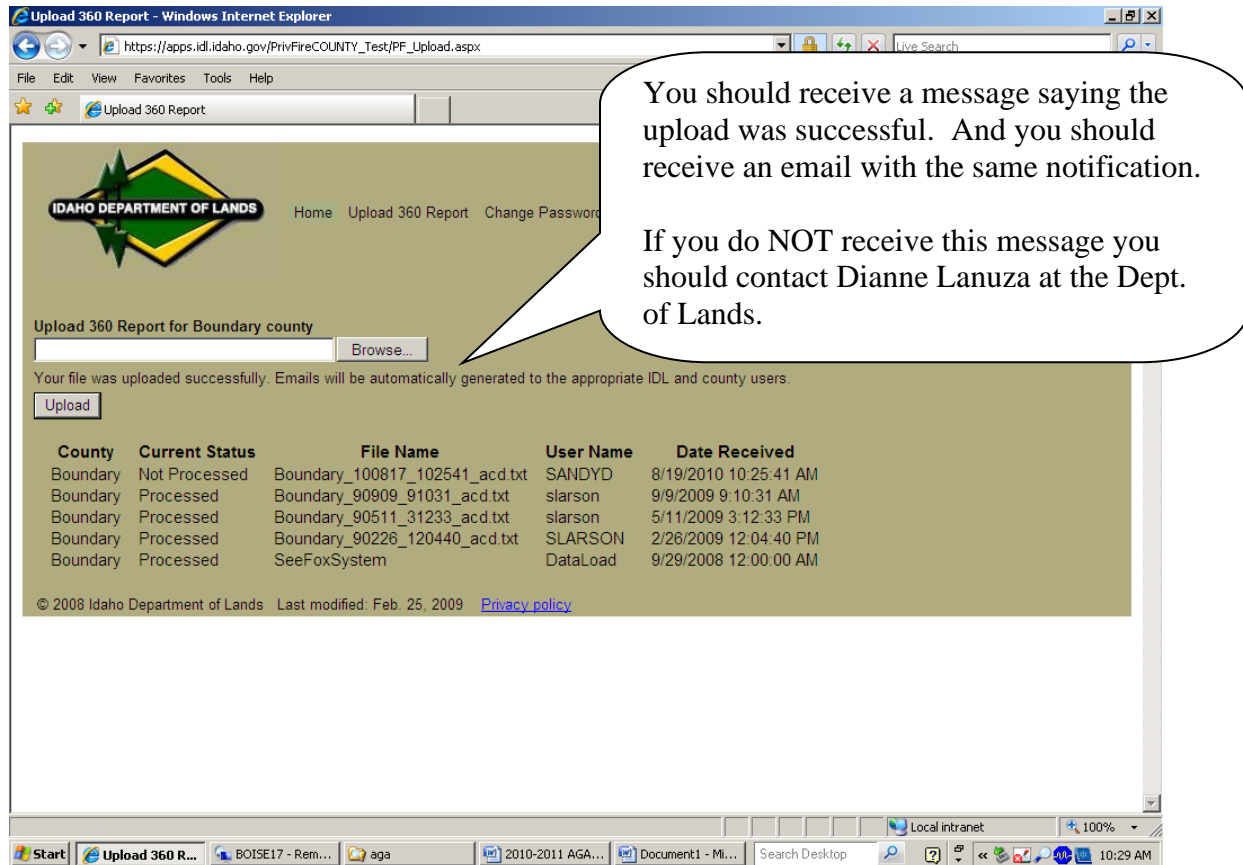


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## STEP 15:



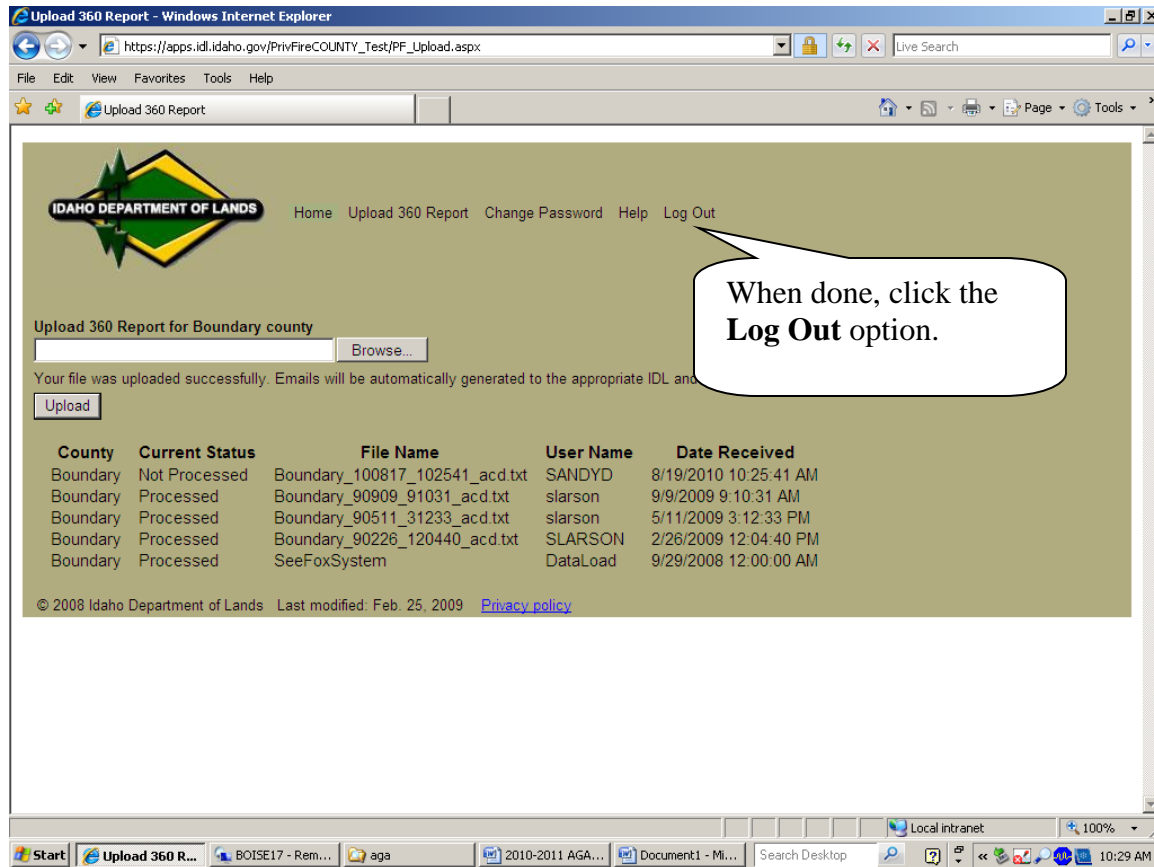
## STEP 16:



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### **STEP 17:**



**Please send the FPB360 report to your LOCAL IDL office (as indicated in the letter from Dianne Lanuza). You can download this report from the AS400 to a PDF file on your PC and then email it to your Fire Warden. There are instructions on how to do this on the Tax Commission website. You can also call Technical Support for any help with this process.**