



Forest Health Tracker User Guide

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Forest Health Tracker (FHT) Web Help

Log In

FHT Web: How do I?

Log In

If you are new to the Washington Department of Natural Resources (WA-DNR), Forest Health Tracker, welcome!

You will find most information on the FHT application is accessible without a log-in account. However, certain features do require logging in such as creating projects or viewing internal notes. When you receive a login account your role will be unassigned. An Administrator can assign a role, which will determine your permissions to create, edit or delete information in the application.

There are two options for logging-in, either with a WA-DNR Account, or through SecureAccess Washington.

Username and password

Once your username, which is generally your email address, and password are established, enter those in the log-in form provided through one of the two log-in options.

Forgot password?

Use the link on the SecureAccess Washington login page to submit a password reset request.

Forgot username?

Use the link on the SecureAccess Washington login page to submit a request for an email username reminder.

Projects

FHT Web Help: Why do I?

Projects

Projects captured within FHT are visible through the Project Map or through the full project list. Navigating to a project detail page will give you an overall view of a project's basic information, financial information, documentation, and records of related work and activities. As this information is the basis for the contract work under this project, it will be a very useful source of information for those involved in planning, implementation, and analysis. Administrators and Program Managers for an assigned region have permissions to add, edit and delete project information.

Project

A new project can be created from the Full Project List Page by clicking . This button will navigate to the new project workflow which will prompt the user through the process of creating a new project.

When examining the details of an existing project, the information for that project is divided into various sections:

[Project Overview](#)

[Funding](#)

[Activities](#)

[Project Interactions/Events](#)

[Project Themes](#)

[Project Details](#)

[Photos](#)

[Administrative](#)

All sections that contain the  icon are editable.

Project Overview

This section provides a summary of the project's basic information (i.e. name, date, stage), location, tags, and affiliated organizations and contacts. For a printable pdf report that includes this information, click the  button, and then .

A project can be updated by clicking , and following the update project workflow.

Funding

This section provides the estimated total cost for the project and any identified grant allocations that provide funding.

Activities

Here you can view a grid of planned, completed and cancelled treatment activities related to the project. Activities can be filtered by their attributes, and new activities can be added to the grid

through the  button. By selecting the contact name, you can direct to the individuals detail page to learn more about the organizations and projects the contact is associated to.

Project Interactions/Events

Within the grid contained in this section all records of Interactions/Events (i.e. Fire Safety Presentation, Complaint, Site Visit, etc.), and their basic details are displayed. A user with proper permissions can [+ Create New Interaction/Event](#), and define its details. The project from which you create a new Interaction/Event is automatically referenced in the event. Additionally, by clicking the title of the Interaction/Event from the grid, the detail page of an Interaction/Event is displayed, and a location can be added to the Interaction/Event.

Project Themes

The themes which encompass the work taking place on the project are displayed in this section. Themes can be added or removed if permissions allow and clicking on a theme directs the user to a view of all projects classified by the same theme.

Project Details

The Project Details section contains four panels that display pertinent documentation, notes, and links for the project. These panels are titled: Cost Share, Documents, Notes, and External Links.

Photos

Photos of the project can be uploaded here to display before/after comparisons or significant milestones captured during the project lifecycle. When adding a photo important details can be defined, such as timing, caption and whether to include the photo on the project fact sheet.

Administrative

This section captures significant information relating to administrative and user changes to the project. Displays of the history of project updates, system communications regarding project changes, and an audit log detailing project changes can be referenced to determine what changes were made, when and by whom.

Financials

[FHT Web Help: Why do I?](#)

Financials

All the information regarding grants, grant allocations, agreements, and invoicing is available via the financials tab in the site navigation. Each of these categories contains a full list of entries in the system, where the details of a certain entry can be viewed and updated. The categories contain the essential interfaces that allow for tracking grant amounts, timelines and reconciling expenses with budget, and will be an important resource for administrators and program managers monitoring the status of grants and their related funds. The grids displaying the different financial categories can be filtered by their various attributes. New grants, grant allocations, agreements and invoices can be created through the [+ Create New](#) button located at the top of the respective grid.

[FHT Web Help: How do I?](#)

Grant

The full grants list displays a grid with all grants in the system. When a row for a certain grant is selected, all grant allocations that are children of the selected grant are displayed in the grid below. The details of a grant are accessed by clicking on the name or number of a specific grant, where you will find the following sections of information:

[Basics](#)
[Grant Modifications](#)
[Grant Allocations](#)
[Notes](#)

All sections that contain the  icon are editable.

Basics

This section provides a summary of the grant's basic information (i.e. name, dates, award amount). A grant document can be attached to this section through the edit icon.

Grant Modifications

A grid displaying all grant modifications and their details is available in this section. A new grant modification can be created by clicking  [Create New Grant Modification](#). When adding a modification to a grant that alters the grant funding or performance period, these changes are not reflected in the grant basics section and thus require manual updating.

Grant Allocations

Here you can view a grid of all grant allocations that are children of the grant. This information can be filtered, and a new grant allocation can be added through the

 [Create New Grant Modification](#) button, located at the top of the grid.

Notes

All the notes captured for a grant are displayed in this section. New notes can be added via the

 button. If the user role permits, you can also access a field to capture internal notes relevant to the grant.

[FHT Web Help: How do I?](#)

Grant Allocation

A grid of all grant allocations is displayed when a parent grant row is selected from the full grants grid. The details of a grant allocation are accessed by clicking on the name of a specific grant allocation. Within each grant allocation there are displays that capture budget allocations, invoices and Datamart expenditures which assist in the process of reconciliation. Comparisons are made between budget and invoices captured in FHT, and values that are imported from Datamart. Each grant allocation contains the following sections of information:

[Basics](#)
[Expenditures by Year](#)

[Grant Allocation Budget Line Items](#)
[Budget vs Actuals](#)
[Expected Funding by Project](#)
[Reported Expenditures](#)
[Notes](#)

All sections that contain the  icon are editable.

Basics

This section provides a summary of the grant allocation's basic information (i.e. name, dates, allocation amount, etc.). A grant allocation document can be attached to this information through the edit icon.

Expenditures by Year

This graph displays Datamart reported expenditures for a grant allocation over time, and represents the values displayed in the Reported Expenditures section of the grant allocation.

Grant Allocation Budget Line Items

Here you can view a grid of Budget Line Items for a grant allocation. Be certain that the sum of the Budget Line Items does not exceed the Allocation Amount for the grant allocation, as there is not automatic check between these values. The sum of budget line items for each cost type is used to populate the Budget and Budget Minus Expenditures columns on the Budget vs Actuals grid located below this section. A new Budget Line Item can be added to the grid by clicking  [Create New Grant Allocation Budget Line Item](#) and saving the required information captured in the form.

Budget vs Actuals

This grid captures information to aid in the reconciliation process for the grant allocation. The Budget column captures reported Budget Line Items and the Invoiced to Date column represents the sum of all invoices submitted in FHT that reference the grant allocation. These two columns can be compared to the Expenditures From Datamart column to determine the funds that remain from the grant allocations total allocation amount.

Expected Funding by Project

When a project identifies expected funding as coming from the current grant allocation, the project and the expected funding value are displayed in this grid. By clicking on the name of a project and navigating to its project detail page, the value of expected funding tied to the grant allocation can be adjusted or removed.

Reported Expenditures

This grid displays the reported expenditures imported from Datamart. The values displayed here represent all invoices filed against the grant allocation that have passed through the payroll and accounting process and been debited from the grant allocation.

Notes

All the notes captured for a grant allocation are displayed in this section. New notes can be



added via the button. If the user role permits, you can also access a field to capture internal notes relevant to the grant allocation.

[FHT Web Help: How do I?](#)

Agreement

When navigating to the full agreement list, a grid of all agreements contained in the system is displayed. This grid can be filtered by the various attributes in order to locate a specific agreement, and the details of an agreement can be viewed by clicking on the agreement title of a specific agreement. Each agreement contains the following sections of information:

[Agreement Basics](#)

[Grant Allocations Associated to this Agreement](#)

[Projects Associated to this Agreement](#)

[Agreement Contacts](#)

All sections that contain the  icon are editable.

Agreement Basics

This section provides a summary of the agreement's basic information (i.e. title, dates, organization, total amount, etc.). An agreement file can be attached to this information through the edit icon.

Grant Allocations Associated to this Agreement

Here, a grant allocation can be selected and related to the agreement. This relationship can be created through the edit icon, where grant allocations can be added or removed to/from the agreement. By relating a grant allocation to the agreement, all projects with the selected grant allocation as an identified funding source will populate the list in the Projects Associated to this Agreement section located below.

Projects Associated to this Agreement

If the agreement has a grant allocation associated to it, this section will display all the projects that are related to the agreement by way of the grant allocation. Selecting a project or a grant allocation from the list will display the detail page of the selected item.

Agreement Contacts

This grid displays all contacts identified with the agreement. The details of individuals or their organizations can be viewed by clicking on the respective name. Clicking on

 [Create New Agreement Contact](#), will allow you to add individuals to the grid.

[FHT Web Help: How do I?](#)

Invoice

A grid of all invoices is displayed upon navigating to the full invoice list. The details of an invoice are accessed by clicking on the nickname of a specific invoice. An invoice is comprised of one or more invoice line items that point to specific grant allocations. Each invoice contains the following sections of information:

[Basics](#)

[Invoice Line Items](#)

Basics

This section provides a summary of the invoice's basic information (i.e. nickname, date, status, total amount, etc.). These values can be edited, and an invoice voucher file can be attached to this information through the  icon.

Invoice Line Items

Within the grid contained in this section all recorded invoice line items are displayed. A user with proper permissions can [+ Create New Invoice Line Item](#), and define its details. When an invoice line item is created and tied to a grant allocation, this value is reflected in the Budget vs. Actuals grid on the grant allocation detail.