# Quick Start guide

Welcome to the U.S. Fish and Wildlife Service Application

**I. What is Falconry Application**? It is an online Database application designed by the U.S. Fish and Wildlife Service to collect 3-186A from all falconers across the US.

**II. Who uses this application**? The State/Territory falconers in all 50 US State/Territory. Other users are Federal Biologist, State/Territory Administrators handle Falconry Permits, and State/Territory Law Enforcement Officers.

**III. How does the system work**? There are four (4) roles involved in this application:

**A. Federal role**: is a Biologist who is currently a Federal Government employee responsible to authorize all US State/Territory Administrators. These staff are located in the USFWS/Division of Migratory Bird Headquarters. Staff assigned to the Federal Falconry program collect data from U.S. State and Territories Administrators, who subsequently enter their State/Territory data into the Federal system.  Federal staff allow access to the falconry database from State/Territory administrators who have provided them information including State/Territory Administrator's name and physical address, e-mail address, and telephone number. Note; the street address for State/Territory administrators must be a physical State/Territory government facility.

**B. State/Territory role**: is a person employed by State/Territory government. S/he is responsible for entering falconers data from his/her State/Territory into the system. The falconer's data consists of two parts: falconer's name, address, e-mail, phone number and falcon permit.

**C. Falconer role**: is a person who owns one or more falconry birds; they must have a valid Falconry Permit issued by his/her State/Territory/territory where s/he lives. This person is responsible to report 3-186A to the US Federal Government using this online application. ***Please note**: the U.S. Fish and Wildlife Service  does not have the capability to accept 3-186A forms or data in paper. All 3-186A Forms must be entered electronically using this Falconry Database application*.

**D. State/Territory Law Enforcement role**: this role has been requested by State/Territory for law enforcement purposes. Access by State/Territory law enforcement is managed by State/Territory administrators.

## IV. How to start:

*To State/Territory Administrators: you are encouraged to create **fictitious falconer and law enforcement user** to test the system. This enables you to further train your own users using the Beta test site. Please keep in mind that in order to see the entire work flow, **please use your own e-mail address** for this fictitious/test accounts so that you can view the system messages sent to you*.

*WARNING*: In the newly redesigned falconry application, there are two (2) websites running side-by-side: One is called **TEST** and the other is called **Production**..

1. *The TEST website* is used to test the product when there is a new release published and to train users of all roles. Its URL (*Uniform Resource Locator*) is: https://epermits.fws.gov/falct. (*notice the last letter is "**t**" for "Test".*)
2. *Note: Since both URLs look identical, the banner text of the Test site is placed on the left of the FWS/Logo with the word "[TEST]" appended on its end, and the entire text is painted "**RED**", the FWS logo stays on the right and painted black & white. In addition, on the Logon page, a RED WARNING text is placed on top of the Logon ID and password text boxes at all time to remind our users they are in BETA/Test website.*
3. *The Production website* is for REAL data; it contains real data and cannot be used to train nor test. Its Data is legitimate! Its URL (*Uniform Resource Locator*) is: https://epermits.fws.gov/falcp. (*notice the last letter is "**p**" for "Production".*)

To access both websites, the State/Territory administrator must be authorized by the U.S. Fish and Wildlife Service; in turn, the State/Territory administrator will authorize users in their respective State/Territory. In other word, to register, all users must have an "**Authorization code**" (formerly called **FEDID**) issued by State/Territory/Federal agencies.

We provide a WARNING because some folks have been familiar with the test site during testing or training; and some may be still using the test site to enter their data. So, please make sure to read the URL displayed on your Internet Browser or click the *Help* menu dropdown box/*About* to view the Version Number displayed. ***There is no way to transfer test data to the production database***.

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# A. Federal role

Logon to the system as Federal Administrator, at the home page click "Manage State/Territory Agents" button.

**1. Add a new State/Territory Administrator**: do the followings:

1.1. Click "Add New State/Territory Administrator" button
1.2. Enter data for State/Territory Administrator
1.3. Click "Save" button when done.

**2. Edit an existing State/Territory Administrator**: go back to page ".../falcManageSA" and do the following:

2.1. Click the "List State/Territory agents by State/Territory" or "List State/Territory agents by Name" button. This is similar to "Query" function; we decided to pull in the entire US State/Territory list without offering complicated query parameters

2.2. Scroll down below the Falcon image to find a State/Territory Administrator to edit, then click on the url with the word "Edit..."

2.3. Make change to the data and press "Save" button to save your changes.

**3. Remove an existing State/Territory Administrator**: go back to page ".../falcManageSA" and do the followings:

3.1. Click the "List State/Territory agents by State/Territory" or "List State/Territory agents by Name" button

3.2. Scroll down below the Falcon image to find a State/Territory Administrator to delete, then click on the url with the word "Remove..."

3.3. View the record, then press "Delete" button to remove the record.

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# B. State/Territory role

State/Territory administrators are responsible for managing all State/Territory falconers and their 3-186A as well as state/territory Law Enforcement Officers. **Do not share this information**. **As a "*State/Territory administrator*", you are responsible to secure your falconer's data on a computer issued by your State/Territory's government**.
Log on to the system as a State/Territory Administrator user at the home page, do the followings:

**B.1. Click "Manage Falconer"** button.

**1. To add a new Falconer**: do the followings:

1.1. Click "Add New Falconer" button
1.2. Enter data for the new falconer
1.3. Click "Save" button when done.

**2. Edit an existing Falconer**: go back to ".../falcManageFC" or ".../falcQueryFC", do the following:

2.1. Click the "Query Falconer" button. You will see a query page with empty fields on it with one exception: the State/Territory field hosts your State/Territory code

2.2. Click "Find", this will bring all falconers from your State/Territory into view.

2.3. Scroll down below the Falcon image to select a falcon record, then click on the url with the word "Edit..."

2.4. Make change to the data and press "Save" button to save your changes.

**3. Remove an existing Falconer**: go back to ".../falcManageFC" or ".../falcQueryFC", do the followings:

3.1. Click the "Query Falconer" button. You will see a query page with empty fields on it with one exception: the State/Territory field hosts your State/Territory code

3.2. Click "Find", this will bring all falconers from your State/Territory into view (default, if you ignore all query parameters)

3.3. Scroll down below the Falcon image to select a falconer record, then click on the url with the word "Click to Remove Falconer..."

3.4. View the record and click the "Delete" button to remove the falconer profile.

**B.2. Manage 3-186A** (*optional*) **as a State/Territory Administrator**: back to home page, click at the "Manage 3-186A" button, you will land on page: ".../falcQueryF3".

*Note: As a State/Territory Administrator, to add a new 3-186A for a falconer, you must first query an existing 3-186A to find the falconer you are trying to help. If the falconer does not have 3-186A forms (Case A), then you would look for him/her in the Falconer profile table (Case B/New falconer).*

***B.2.1. Case A***: Add a 3-186A. Click the "Find" button while you are on page ".../falcQueryF3" page, if there is no record found, go to Case B (B.2.2) below.

1. Scroll down below the Falcon image, find the falconer you want to help, then click on the url with the label "Add new 3-186A". You will land on page ".../falcNewF3186AQ1?at=1"

2. Answer question(s) on the next page(s), depending on the section of 3-186A you select, the Data entry form for 3-186A will be prefilled with the falconer info. Please carefully observe both blocks: Sender and Recipient; make correction(s) if needed. Then complete the form.

3. When done, click "Save" to save the data.

***B.2.2. Case B***: Add a 1st 3-186A. You arrive here when the falconer you are trying to help does not have any 3-186A in the system [e.g. first time report]. Please do the following:

1. On the Home page, click "Manage Falconer", you will land on page ".../falcManageFC"

2. Click "Query Falconer", you will land on page ".../falcQueryFC"

3. Click "Find," this will list all falconers in your State/Territory (only).

4. Scroll down below the Falcon image, find the falconer you want to help, then click on the url with the label "Add new 3-186A". You will land on page ".../falcNewF3186AQ1?at=1"

5. Answer question(s) on the next page(s), depending on what section of 3-186A you select, the Data entry form for 3-186A will be prefilled with the falconer info. Please carefully observe two blocks: Sender and Recipient; and make correction(s) if needed. Then complete the form.

6. When done, click "Save" to save the data.

**B.2.3. Edit an existing 3-186A as State/Territory Administrator** At home page, click "Manage 3-186A" button. You will land on page ".../falcQueryF3". Do the followings:

1. Click "Find" to list all 3-186A in your State/Territory (default)

2. Scroll down below the Falcon image. Find the record you want to edit, then click on the url with the label "Edit this 3-186A record..."

3. Make change to the data and press "Save" button to save your changes

**B.2.4. Remove an existing 3-186A as State/Territory Administrator** At home page, click "Manage 3-186A" button. You will land on page ".../falcQueryF3". Do the followings:

1. Click "Find" to list all 3-186A in your State/Territory (default)

2. Scroll down below the Falcon image. Find the record you want to delete, then click on the url with the label "Delete this 3-186A record..."

3. View the record, click "Delete" button to remove the record

**B.2.5. Print a 3-186A**. At home page, click "Manage 3-186A" button. You will land on page ".../falcQueryF3". Do the followings:

1. Click "Find" to list all 3-186A in your State/Territory (default)

2. Scroll down below the Falcon image. Find the record you want to print, then click on the url with the label "Print this 3-186A record"

3. The record will be displayed in full view. Use your Web Browser Print icon/command to print the form.

**B.3. Manage State/Territory Law Enforcement Officer**. Click "Manage Law Enforcement", you will land on page ".../falcManageLE", do the followings:

**B.3.1. Add a new State/Territory Law Enforcement Officer**.

1. Click "Add new LE officer", you will land on page ".../falcEditLE"
2. Enter data for the new LE Officer, press "Save" when done.

**B.3.2. Edit an existing Law Enforcement Officer**.

1. At home page, click "Manage Law Enforcement" button. You will land on page ".../falcManageLE"

2. Click "Query LE Officer" button. You will land on ".../falcQueryLE"

3. Click "Find" to list all LE Officer from your State/Territory (default)

4. Scroll down below the Falcon image, select an LE profile, then click on the url with the label "Click to Edit this LE Officer..."

5. Make changes to the selected LE profile. Press "Save" when done.

**B.3.3. Remove an existing LE Officer**.

1. At home page, click "Manage Law Enforcement" button. You will land on page ".../falcManageLE"

2. Click "Query LE Officer" button. You will land on ".../falcQueryLE"

3. Click "Find" to list all LE Officer from your State/Territory (default)

4. Scroll down below the Falcon image, select an LE profile, then click on the url with the label "Click to Remove this LE Officer"

5. View the record, then press "Delete" to remove the record.

**B.4. Transfer a Falconer** from 1 location to the next.

State/Territory Administrators are responsible for transferring a falconer from 1 location (state/territory to state/territory, or within state/territory) to the next. The Transfer occurs in 2 steps:

*1. Step 1*: the falconer must initiate the move by logging on to the system, select "Report a move" (*see C. Falconer role/C.2.*), enter the new addresses, once submitted, a message along with the new addresses will be sent to his/her State/Territory Administrator(s).

*2. Step 2*: Then the State/Territory Administrator logs on to the system and will use information provided by the falconer retrieved from their e-mail to complete the request by doing the following:

2.1. Go to home page, click "Manage Falconer", you will land on ".../falcManageFC"

2.2. Click the "Query Falconer" button. You will land on ".../falcQueryFC"

2.3. Click "Find", this will bring all falconers from your State/Territory into view

2.4. Scroll down below the Falcon image to select a falconers record who wants to be transferred, then click on the url with the word "Click to Transfer..." leading you to ".../falcXfer..."

2.5. Make change to the transfer request data entry form, once done, click "Submit". A detailed message is sent to the destination State/Territory Administrator(s) where the falconer will move to, the same message is copied to the falconer who initiated the move. From this point on only the new State/Territory can only view the falconer's data.

Note: Transfer applies to both move within the same State/Territory and move out of State/Territory. They both work the same except when the move is within same State/Territory, the State/Territory field is protected, and can be viewed by the home state/territory administrator.

# C. Falconer role

Falconers can only manage their own 3-186A. To change personal profile such as Name, Phones, E-mail, and Street address or transfer location… falconers must notify their State/Territory of such changes via 3-186A system, email (*automatically*) or email/phone contact with the state/territory administrator (*manually*).

**Why falconers cannot update their own profile**? This is by design, falconers' profile are tied to State/Territory permit and federal 3-186A forms. Since State/Territorys issue falconry permits, State/Territory administrators have responsibility of their falconers' data.  They (*the State/Territory' Administrators*) are responsible for maintaining falconers' personal information in both State/Territory and federal databases.  Falconers are responsible for keeping in contact with their State/Territory for making changes in their personal profile.  This avoids "***update anomaly***" (*e.g. data inconsistency and redundancy*.)

To log on to the system on a Falconer profile:

**NOTE: if you cannot log on to your profile, please contact your state/territory administrator.**

**C.1. Manage 3-186A as a falconer**

**C.1.1. Add a new 3-186A (e.g. new birds)**.

1. At home page, click "Manage 3-186A", you will land on page ".../falcQueryF3"
2. Click "Add new 3-186A". You will land on page ".../falcNewF3186AQ1"
3. Follow instructions on the next page(s) to complete your form
4. Once done, click "Save" to save your new form.

**C.1.2. Edit an existing 3-186A (e.g. lost, death, transfer, etc.)**.

1. At home page, click "Manage 3-186A", you will land on page ".../falcQueryF3"

2. Click "Find" to list all your forms (default)

3. Scroll down below the Falcon image, find the record you want to edit, then click on the url with the label "Edit this 3-186A record..."

4. Make change to the data, click "Save" to save your changes.

### C.1.3. Delete an existing 3-186A.

1. At home page, click "Manage 3-186A", you will land on page ".../falcQueryF3"

2. Click "Find" to list all your forms (default)

3. Scroll down below the Falcon image, find a record you want to delete, then click on the url with the label "Delete this 3-186A record..."

4. View the record, press "Delete" to remove the form.

### C.2. Report a move as a falconer.

1. At home page, click "**Report a move**", you will land on page ".../falcRptMov1"

2. There are four (4) options for you to select (one at a time):

      2.1. A change in Address (*same State/Territory*)
      2.2. A New Mew location (*same State/Territory*)
      2.3. Transfer to a New State/Territory
      2.4. Change Name, Phone number, and E-mail\*\*\*  See below

Select an option and press "**Next**". For option numbers 1-3, you will land on page ".../falcRptMov2". Otherwise, you will land on page ".../falcRptMov3".

3. For option numbers 1-3, complete part "B. Move To" with the new addresses; for option number 4, please note below:

\*\*\***Note for option 4**: this lets you change your current name to new name [*your name is broken down into 3 parts: Last, First and Middle name*], Phones and E-mail. The system populates part "B. Change To" with your current profile. You then override the existing data fields on part "B". With the exception of Last Name and First Name are required (*this means if leave blank intentionally, they will not be affected*), you may erase the other fields such as Middle Name, Phones and E-mail if you do not want them to appear on

your falconer's profile. For example: if you do not need alternate phone, simply erase the "New Alternate phone" on part "B. Change To" if present.

In all cases, click "**Submit**", this will send a message with your new changes to your State/Territory Administrator(s). At this point, wait for a message from your State/Territory Administrator.

**C.3. Query Registered 3-186A data**.

At some points, falconers may want to view their registered 3-186A data.

Logon as a falconer role, at home page, click "**Query 3-186A**" button, you will land on query 3-186A page "*…/falcQueryF3*", scroll down until you see the falcon image. Immediately above the falcon image to its left, click the "**Find**" button, this will bring all of your past and present registered 3-186A records into view. Scroll down past the falcon image to view your data. This is a "default" mode, to narrow or expand your search, simply fill in the parameters provided on the top part of the "Query 3-186A" page.

**C.4. Back up all registered 3-186A records to falconer's personal computer or handheld device**.

***The primary purpose of this the 3-186A database*** is to collect electronic 3-186A forms from all licensed falconers across State/Territories. As falconer, they must register bird(s) in their possession by creating 3-186A data using this website. Once falconers have registered all birds, they may want to back up their data on their personal computer or handheld device by downloading the data they have created via *CSV* file. *CSV* stands for *C*omma *S*eparated *V*alue. To download all 3-186A records, simply go back to the Home page on this website and do the following:

1. From home page, click "**Query 3-186A**" button, you will be presented "*3-186A Query (State/Territory Falconer)*" web page.

2. Scroll down until you see *falcon*, immediately above the falcon image to its left, click the "**Find**" button and wait for the query to complete. The query will display how many records it found near the top of the web page [*after the page title*].

3. **How to view all 3-186A records brought back by the query**? By default, *the query results are placed below the falcon image*, simply scroll down below the falcon image to view your data. On this section, each 3-186A record is separated by a thin purple/blue line, after this line is the 3-186A's record identifier called "*Question No*.", then followed

by a purple/blue line that hosts a few URL links. This purple/blue line is called "***Action bar***" where falconers may want to add, edit, remove, or print a 3-186A record [*one-at-a-time*]. To download all 3-186A records, simply click the "*Click to download CSV data*" link from "*action bar*" and instruct the Web Browser to store the CSV file to local hard disk drive [*see section VI. Miscellaneous/item# 8 for how to download CSV file*].

**Please note**: Since the CSV file has the same content placed on every block, falconers only need to download this CSV file as needed. The reason it appears on every 3-186A block is for your convenience. You may also wish to send this file to your State/Territory if requested. We suggest falconers should download all their 3-186A after each time they complete entering any new form(s) or made any changes to their existing 3-186A record, and maintain this information on their personal computer or handheld devices as a record of falconers' birds.  Falconers are responsible for maintaining their 3-186A profile in the event of obtaining, loss, death or transfer of their birds.

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# D. State/Territory
# Law Enforcement Officer role

State/Territory Law Enforcement Officer role will have only "query access" to the system for your state/territory falconers. To view falconers in other states, you will need to work directly with the Office of Law Enforcement, U.S. Fish and Wildlife Service, or other State/Territory Falconry Administrator/Law Enforcement.  To Log on to the system as Law Enforcement, follow the steps below:

### D.1. View Falconer's profiles

1. At the home page ".../falcHome", click "LE Query" button. You will land on page ".../falcOtherQuery"

2. Click "Query Falconer" to view Falconer's profile. You will land on page ".../falcQueryFC"

3. Click "Find" to see all falconer in your State/Territory

4. The query results will be placed below the Falcon image.

### D.2. View 3-186A

1. At the home page ".../falcHome", click "LE Query" button. You will land on page ".../falcOtherQuery"

2. Click "Query 3-186A" to view 3-186A. You will land on page ".../falcQueryF3"

3. Click "Find" to see all falconers in your State/Territory

4. The query results will be below the Falcon image

5. To print a 3-186A, simply click the url labeled as "Print this 3-186A record...", then use your Browser Print icon/command to direct the page contents to your local printer.

# V. Account Activation

This section explains how a new user can access the Falconry application.

To access Falconry application, a user must be authorized by a *US Federal Administrator* if the new user is a State/Territory's Administrator, or by a *State/Territory Administrator* if the new user is a Falconer or a local Law Enforcement Officer. Regardless of roles, all new users must go through the same "*Activation*" process to create his/her logon credential to access the system.

1. **To activate new account**: simply use the one-time "***Authorization code***" to create your account (*log on ID and password*). This authorization code is formerly called Federal Identification number or FEDID. *All FEDID of existing falconers are retained, they already have access accounts, so there is no need to activate their accounts*. In this falconry application, Authorization code is useless other than a one-time use to activate one's account and for *internal use only.*

2. **How to obtain an "Authorization code"**?  If you are a State/Territory Administrator, please contact Toan_Nguyen@fws.gov, or other federal administrator. Otherwise, please contact your primary State/Territory Administrator. A list of State/Territory Administrators may also be obtained from the *main page*. In all cases, you must have an active state *E-mail address* in order for the *Administrator* to send you the *authorization code*.

Once you get *the authorization code*, simply to our *main page*, click "***Activate new account***" button and follow the instructions on the next page(s). This is a one-time action. Once your Logon credential is created, you may begin to access the on line Falconry database.

***Please note***: the newly designed Falconry application will work with hand-held devices (e.g. iPhone, mobile phone). In addition to desktop/laptop devices.

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# VI. Miscellaneous

This section explains common fields within the U.S. Fish and Wildlife Service Falconry database:

**1. LOCKED**: when this check box is "*checked*", it prevents any user from accessing the system temporarily. LOCK may be turned off by a State/Territory Administrator when a locked user meets his/her Administrator's conditions(s); LOCK will also be turned on by a user when s/he fails to provide his/her logon credential correctly 5 times in a row. Only an administrator may correct LOCKED accounts.

To avoid being LOCKED due to invalid credential, use "*Forgot Password*" from the login page. ***Prerequisite*** *for "Forgot password": a valid E-mail must be defined within the user's profile record in order to use this feature.*

**2. DISABLED**: this box is checked by State/Territory Administrators to prevent an individual from gaining access permanently. A disabled account may be re-enabled by a State/Territory Administrator when state/territory required conditions are satisfied.

**ACTIVATED**: this check box remains "***unchecked***" until a new user "*activates*" his/her account using "*authorization code*" authorized by his/her State/Territory Administrator.

*Note to all Administrators*: *Please do not "check" this field, instead, let it checks itself when the user logons and activates his/her account. This is the way you, as administrators, know who has or has not created his/her account.*

**4. Date Created, Date updated, Created by, Updated by, Last activity/action**… are system data and are protected. They appear as *For Your Information (FYI)* purposes, to users.

**5. Format of Date field**: all data fields of type *date* on the falconry application use the current Standard USA Date format: MM-DD-YYYY or MM/DD/YYYY (*you may use the last 2 digits for the year part, e.g. 18 for 2018*). In short, if you see a date field on your edit data entry screen with "*time*" in them, simply erase the time part before "*Save*" the data to avoid error when clicking the "*Save*" button.

*To obtain the system Today's Date, simply double-click on the date field itself, if nothing appears, this means your device prohibits scripts.*

**6. How to find your query data**: by default, when you click on the "**Find**" button without typing anything on the query form (*contains query parameters*), the system will return data *based on your personal logon profile* (*see the Logon Info. displayed below the web page title*). The query results are placed below the black & white falcon image. Please scroll down past the falcon image to view your query results.

**7. What are the blue/purple URLs appear on various lists of query results**: These lines are placed below the purple/blue line that separates each record. This line hosts a series of actions such as "*Add new falconer*", "*Add new 3-186A record…*", "*Edit… existing falconer/3-186A record*", "*Print…*", "*Download…*" and etc. Depending on your role, you may or may not see these *URLs* placed above each user's record. These URLs provide further access into the system based on your access privileges. Please read each URL blue/purple text label before clicking. For State/Territory Law Enforcement Officers, the "*Print…*" URL will be available depend on the type of data [*falconer or 3-186A*] you after.

**8. Download Excel files**: this is not a true Microsoft Excel file as you may think. It is rather a **C**omma **S**eparated **V**alue (*CSV*) text file, which is compatible with many brands of spreadsheet software available on the market today, and Microsoft Office Excel is one. To download, simply query the data (*Falconer* or *3-186A*), then from the query result pages, click on the URL labeled as "*Click to download CSV data.*" Depending on how your browser settings are set on your computer, generally you may direct it to save the download file as… (give it a name) or "*open it right away*". The latter will bring the data into Microsoft Excel program if your PC has this software installed and is set as a "*default opener*" to files with file extension "CSV." **The only drawback within CSV files is that the column titles are placed at the end of the file.** Once the data imported into Excel, simply do the followings:

a) Insert a new empty row at the top of the spreadsheet

b) Scroll to the bottom of the file, select the entire column title row (last row) and use the *cut* edit command to store it to the computer clipboard

c) Scroll to the top of the spreadsheet, place the cursor on the very 1$^{st}$ cell of the empty row you created earlier, then *paste* the contents of the clipboard onto this row.

d) Finally *save* the file.

For State/Territory Administrators, s/he may download the entire user profile and 3-186A data of his or her State/Territory. For falconers, s/he may only download their own 3-196A.

**9. Printing to PDF files**: the current application does not implement "***Print***" function of any types. Since it is a web-based application, each client browser already has its own printing system. We provide a *free PDF print driver* in case this is necessary. This driver is an open source software, if your device does not already have a *PDF printer driver*, you are welcome to download my copy available free, select "PDF Printer Driver (Free)" and save it to your computer, then install it yourself later. Once done, use the browser's *Print icon/command* to direct the page contents you wish to print to the "***PDF Creator***" printer instead of your usual/default printer. Once the print is finished, you may save that PDF file to anywhere on your computer.

Optionally, you may download *a free PDF Printer driver* from the internet of your choice, make sure it is free of bugs and viruses.

**WARNING**: Occasionally, my "***PDF Creator***" attempts *to lure* or *to seduce* you to download its new version(s), if you agree to its advertisement(s), that is at your own risk. **The use of free and open source software is at user's own risk; please confer with your IT staff before downloading anything to state or federally owned computers and handheld devices**.

# VII. Logon ID & Password

This falconry application no longer requires *Authorization code* (formerly *Federal Identification/FEDID*) as part of the logon credential to gain access.

**Logon ID** is created by the user via "*Account activation*" process. In other word, to access the falconry website, one must be authorized by the USA Federal government or one of the USA State/Territory governments/Falcon permit issuing offices (see III for roles).

Many existing falconers from the old system already have their Logon ID assigned by the old system, so, they do not need to be authorized or registered, nor "*activate new account*". However, for new users, they must activate new accounts using the *authorization code* issued by either federal or State/Territory government agencies based on the role applied.

**If your users forgot their Logon ID**, please provide the below to them.

**How to find out a Logon ID of an existing falconer**? By downloading the Falconer User's Profile, this file contains both the **Logon ID** and the **Authorized code** (formerly FEDID). *Only State/Territory's administrators may download their State/Territory falconer's User Profile any time*. Please follow these steps below: (***Note**: the former FEDID starts with 3 letters "**FED**" followed by a* number)

1. Logon as State/Territory Administrator, at the home page, click "**Manage Falconer**", then click "**Query Falconer**".

2. On the Query falconer page, click "**Find**" (*default query mode*); once done, the query will show how many records it found. Scroll down past the falcon image and click *once* on a URL labeled as "*Click to download CSV data*", this URL is placed on every falconer's profile block and has the same contents, you only download it one time.

Instruct your web browser to save the download CSV file to your local computer. **Do not share this file**. **As a "*State/Territory administrator*", you are responsible to secure your falconer's data on a computer issued by your State/Territory's government**.

3. Open the CSV file you have downloaded using any available spreadsheet software installed on your computer that can work with **CSV** (**C**omma **S**eparated **V**alues) file. I am using *Microsoft Office Excel* program as example here. Once successfully opened, your CSV file is referred to as *"worksheet" [Microsoft's terminology]*.

4. Scroll to the top of the worksheet, insert a new blank line. This new line must be placed at the top of the worksheet and has nothing in it.

5. Scroll to the bottom of the worksheet, select the entire last line that contains the CSV column heading titles, use the Excel "**CUT**" command to store this line to your computer clipboard.

6. Scroll to the top of the worksheet, select *but do not double-click* cell "A" or column "A" of the very 1st blank line you have created earlier, use Excel "**PASTE**" command to bring back the column heading titles you have stored on your computer clipboard earlier. Finally *Save* the file.

7. With the column heading titles are on top, you now can see columns A and B read as "*userid*" and "*authorized_cd*" side-by-side. The *userid* is the *Logon ID* you want to give to your falconers. If columns "A" and "B" are identical in values, this means s/he has not created his/her account via "*activate new account*" yet, you will send the new falconer the "*authorized_cd*" instead to remind the falconers to logon and create their new accounts.

8. **Before sending Logon ID** to a falconer, make sure you edit his/her Profile with his/her *up-to-date E-mail* first. Because "*E-mail*" is a very important piece of data a falconer needs to use later. Once done, **use your State/Territory government issued E-mail to send the falconer his/her Logon ID**.

*Please note*: on the logon page, there is a "*Forgot password*" URL available to everyone regardless of roles. To use this feature, one is required to enter a valid **Logon ID**. This Logon ID will have a valid **E-mail** *necessary* to accept messages.

**oOo**

# VIII. Security

**Both Federal Role and State/Territory Administrator Role**, you are responsible to protect the USA Government data as well as the falconers' data by only using the devices or computers, including your E-mail addresses, and your phone numbers that are issued by the USA Federal Government or USA State/Territory Governments only. Your duty location must be the physical address of the USA Federal Government or USA State/Territory Governments. **As State/Territory Administrators**, you should download falconers' data onto your computers that are issued by your State/Territory governments only.

**--- End ---**