

Getting Started as a Certified Burner

This **Quick Reference Guide (QRG)** will provide an overview of the **fiResponse Burn Permit System** for **Certified Burners**.

Note: The functionality available to the user in the **Burn Permit System** will be based on the user’s role and permissions.

Navigate to **Burn Permit System** using the URL provided by the Agency and **Sign In**. After signing in, the **Daily Summary** tab will be selected. Use the drawer on the left side of the page to navigate the **Burn Permit System**.

- 1 Daily Summary** – Use the Daily Summary tab to view Weather Alerts, a Morning Report map, Permit Summary Statistics, and a Restrictions map.
- 2 Restrictions & Exemptions** – Use the Restrictions & Exemptions grid to view, filter, and sort Restrictions & Exemptions.
- 3 New Burn Permit** – Allows users to enter and submit requests for Burn Permits.

Note: Users can enter requests for a new burn permit early and leave the permit request in “Draft” status until the user is ready to submit the request.

- 4 Pending Burn Permits** – Use the Pending Burn Permits grid to view permits that have been submitted and are waiting for approval.
- 5 Draft Burn Permits** – Use the Draft Burn Permits grid to view requests that are in “Draft” status
- 6 All Applications & Permits** – Use the All Applications & Permits grid to view all Applications & Permits for the Certified Burner.
- 7 Smoke Modeling** – Use the independent Smoke Modeling page to enter smoke model data and view smoke models that are not associated with a permit.
- 8 User Profile** – Manage the User Profile.

