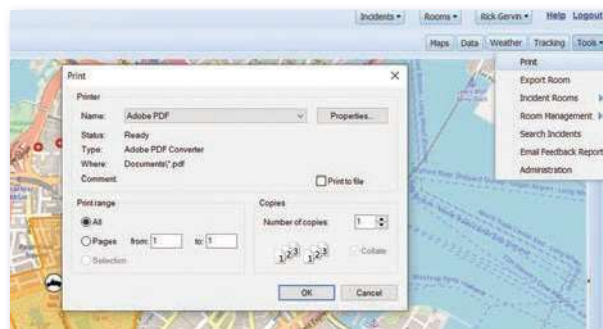# SECTION 5

Management & Administration

Tools Dropdown Menu

The Tools Dropdown button provides the NICS user with additional options to manage rooms as well as users. It also provides some export and printing options, which can be useful for reporting the situation to other organizations or preparing briefings. From this button, you can also report bugs or issues with the application to the NICS development team, and search for other incidents.

Print the Map

In order to print the current map view you need to click on the Tools button. A dropdown menu will open; select the Print option from the menu. This will open the native printer application you use to print on your computer.

Incident Rooms

Incident rooms provide a list of rooms that currently exist in this incident. You are able to add an overlay of that room (if you have permission) to any other room or workspace you're in.

To access the incident rooms button select the Tools button from the upper right side of the screen. Click on the Incident Rooms button from the drop-down menu, and check the box next to the room you would like layered.