

SECTION 6

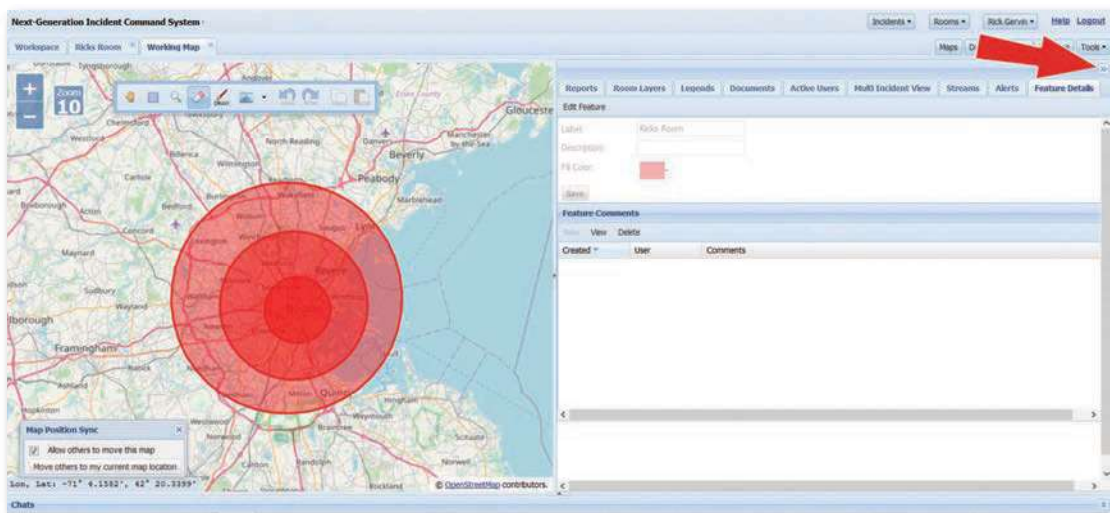


Side Panel



The side panel is located at the far right edge of the screen and consists of up to nine tabs, depending on your administration's configuration.

1. Reports
2. Room Layers
3. Legends
4. Documents
5. Active Users
6. Multi Incident View
7. Streams
8. Alerts
9. Feature Details

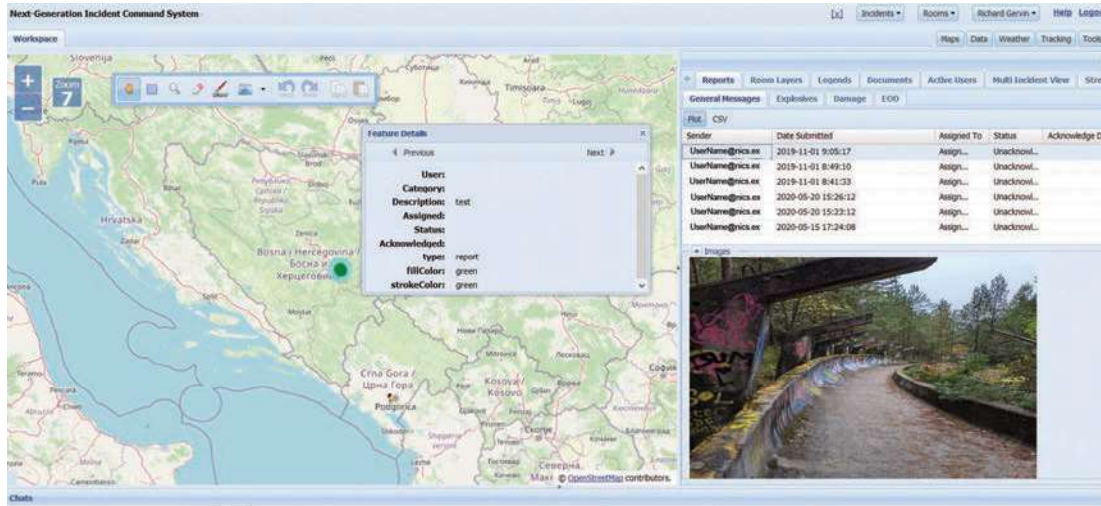


Reports

General Messages

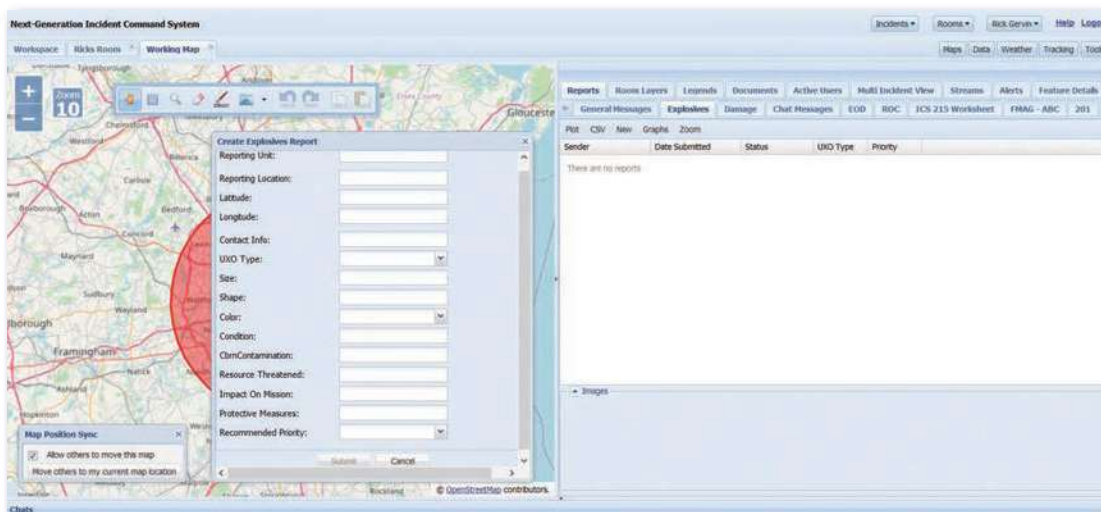
1. General Messages are collected by the NICS mobile application and displayed in real time in the Reports > General Messages tab.
2. When joining an incident, before joining a room, all General Messages will be displayed.
3. Once a user joins a room, the display is filtered to only display General Messages associated with that room.
4. Click **Plot** to geo-locate the General Message report on the map.
5. Click the point on the map to highlight the General Message in the table.
6. Click the row in the table to view the image associated with the General Message.

- Double-click on the row in the table to view a popup with further details about the message.



EOD Report

Similar to other reports like the General report, the EOD report has a form with contact people/address descriptions, remarks, lat/lon, etc. Users can take a picture, and also can add UXO reports to the EOD report, where they'd attach pictures of the unexploded ordnance





Room Layers

Imported data layers that are displayed here and can be turned on or off to bring them into a room. (See importing data layers)

- Click on the opacity column to change the opacity of the layer

NOTE: The opacity change is persisted and all users in the room will see the update in real time.

Legend

A user can right click on a layer in the Data, Tracking, or Weather tree and turn on the legend if one exists. The legend will also be displayed in this panel.

Documents

Documents can be uploaded to an incident or an organization. This make it easy to have all documentation in one location.

For example: border crossing memos were uploaded to this section during the 2019 NICS Montenegro Field Exercise reducing the border crossing process, allowing international responders to arrive at the Base of Operation in a record time.

To upload a document for a specific organization:

1. Make sure to choose that organization at login.
2. Click on Documents > Orgs.
3. Click on Add.
4. Browse to the desired document (NICS currently supports Word, Excel, and PDF).
5. Add a name and a description.
6. Click Upload.

To upload a document to an Incident:

1. Join the Incident.
2. Click on Documents > Incident.
3. Repeat steps 3 – 6 above.

To add an updated version of the document:

1. Highlight the row
2. Click on the Update button
3. Browse to the new version
4. Click Upload

A new time stamp will be added to the “Version” column.

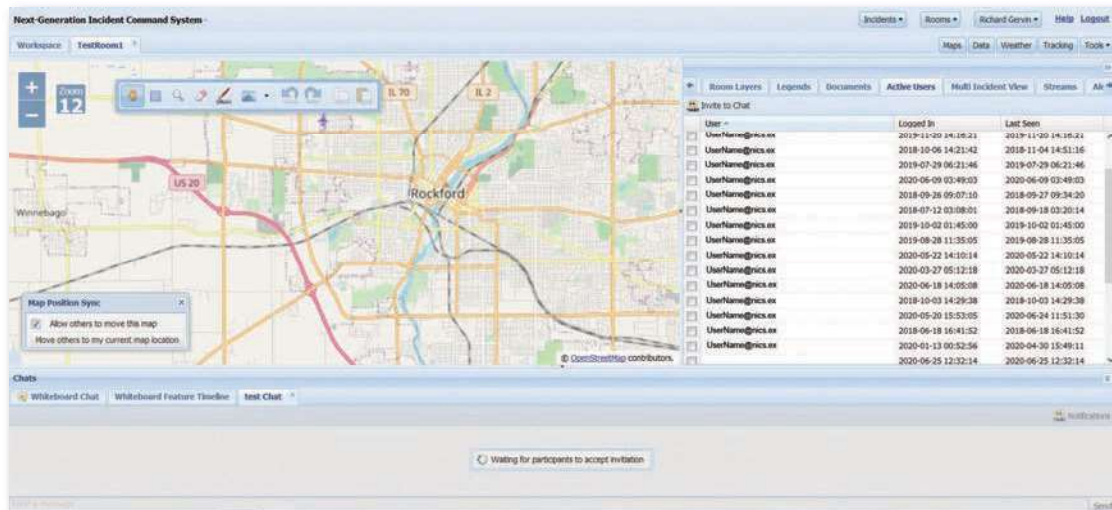
To download a document:

1. Highlight the row
2. Choose the version from the dropdown menu
3. Click **Download**

Active Users

Active Users is a list of all the NICS users who have logged into the incident. You can chat with anyone on the Active Users list by selecting the checkbox next to their name and clicking on the Invite to Chat button that becomes selectable.

Once you have selected all the individuals you would like in the chat room, select the Invite to Chat. A popup window will open, name the chat room and click OK.



The chat will open in the bottom panel. (See Section 7 for Bottom Panel)



Streams

Streams is where you can add links to video, either hosted by your organization, or a public link to a video stream. It also allows the NICS users to manage multiple drone feeds displaying video from the requested drone.

The screenshot shows the 'Next Generation Incident Command System' interface. A map of a city area is visible, with a red line indicating a route. An 'Add Stream' dialog box is open, showing fields for 'Name' (filled with 'Name of feed') and 'URL' (filled with 'http://www.URL/feed@mmm.com'). Below the dialog box, a 'Loop Test' button is visible. A text box at the bottom right of the interface contains the text: 'Stream will start playing automatically when it is live'. The interface also shows a 'Streams' panel on the right with a table containing columns for 'Title', 'URL', and 'Loop Test', with one row of data.

To access the Stream feature, select the Stream tab from the side panel.

1. Select the Add button to add a new streaming video feed.
2. Give the feed a name and provide a URL to the video feed.
3. Click Add.

Alerts

You can send out Alerts to an individual NICS user, or you can broadcast the Alert to everyone by selecting the side panel and then clicking on the Alert tab. This will open a list of previous alerts in a waterfall grid you can double click on the alerts in the grid to see the full alert or you can create a new alert or delete old ones.

1. To create a new alert select New at the top of the window.
2. Select the users you would like to alert.
3. Write the message.
4. Click Send at the bottom.

If no users are selected, the message will be broadcast to all users who have joined this incident.

