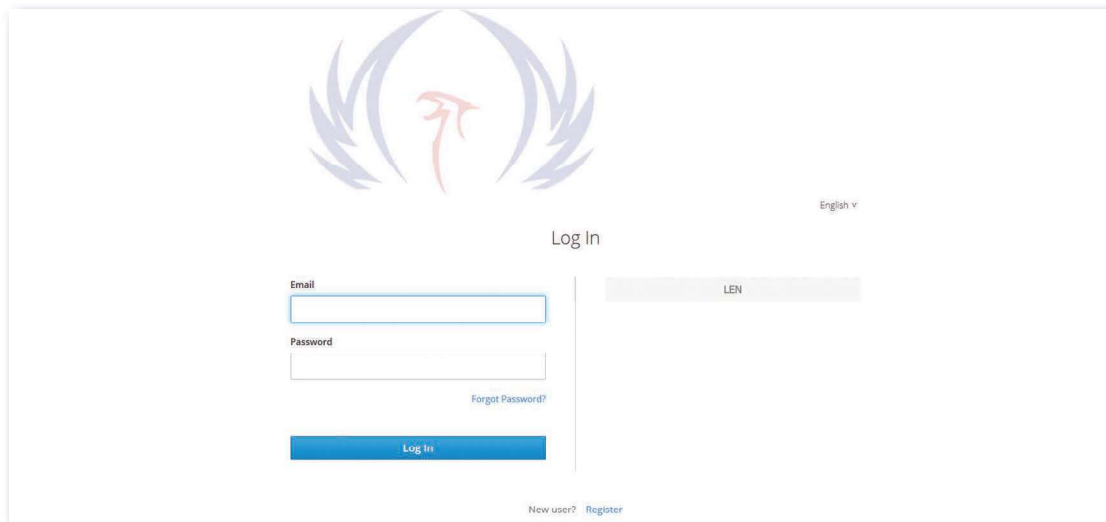# SECTION 1

System Access & User Interface

System Access

To access the NICS application, you must have a NICS account with a username and a password, which is obtained when you register and after the NICS administrator for your organization has approved your application online.
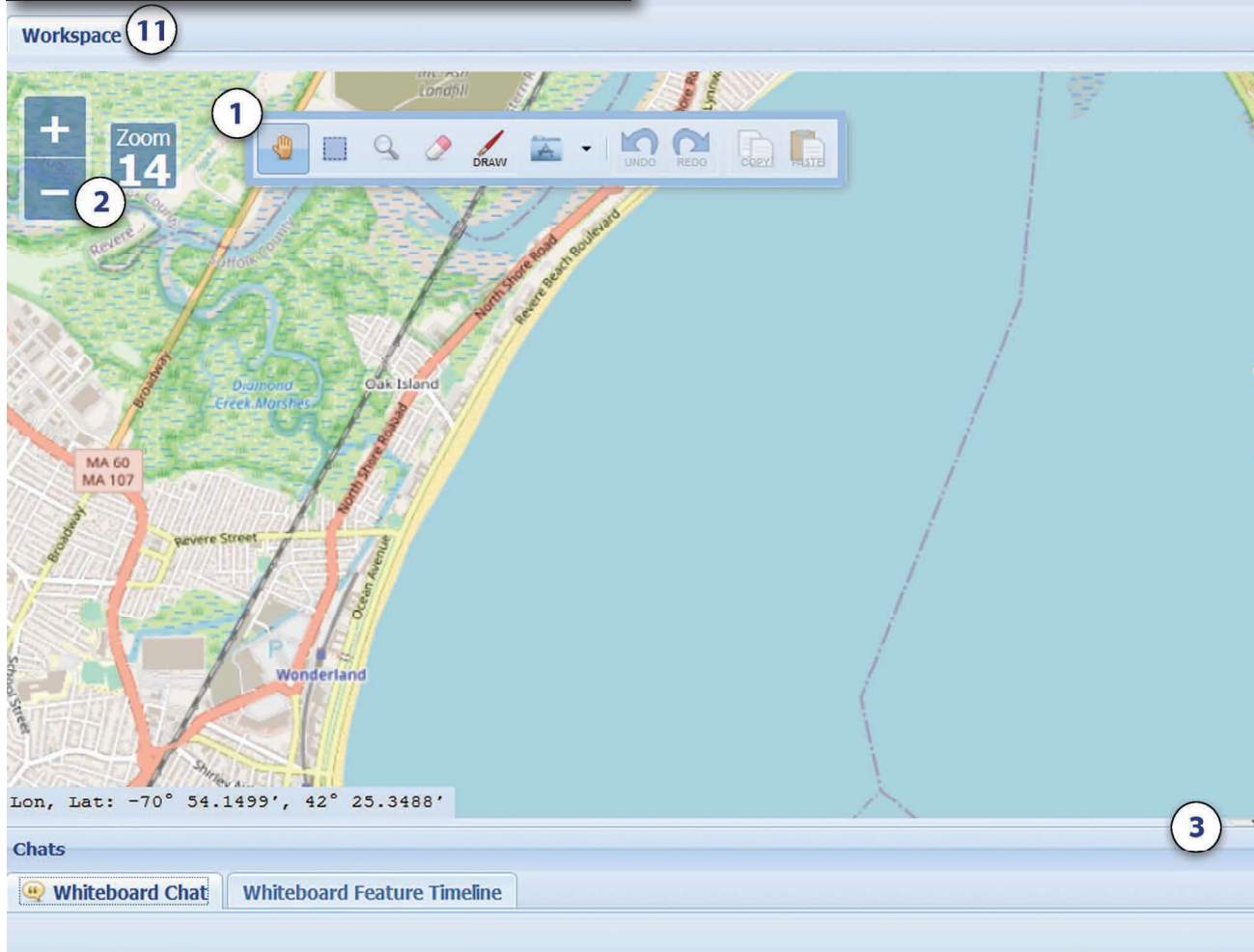
Once authorized, you can log in by providing your username and password in the appropriate areas. You can also request that your NICS password be sent to the email address you provided during registration by clicking on the Forgot Password link.
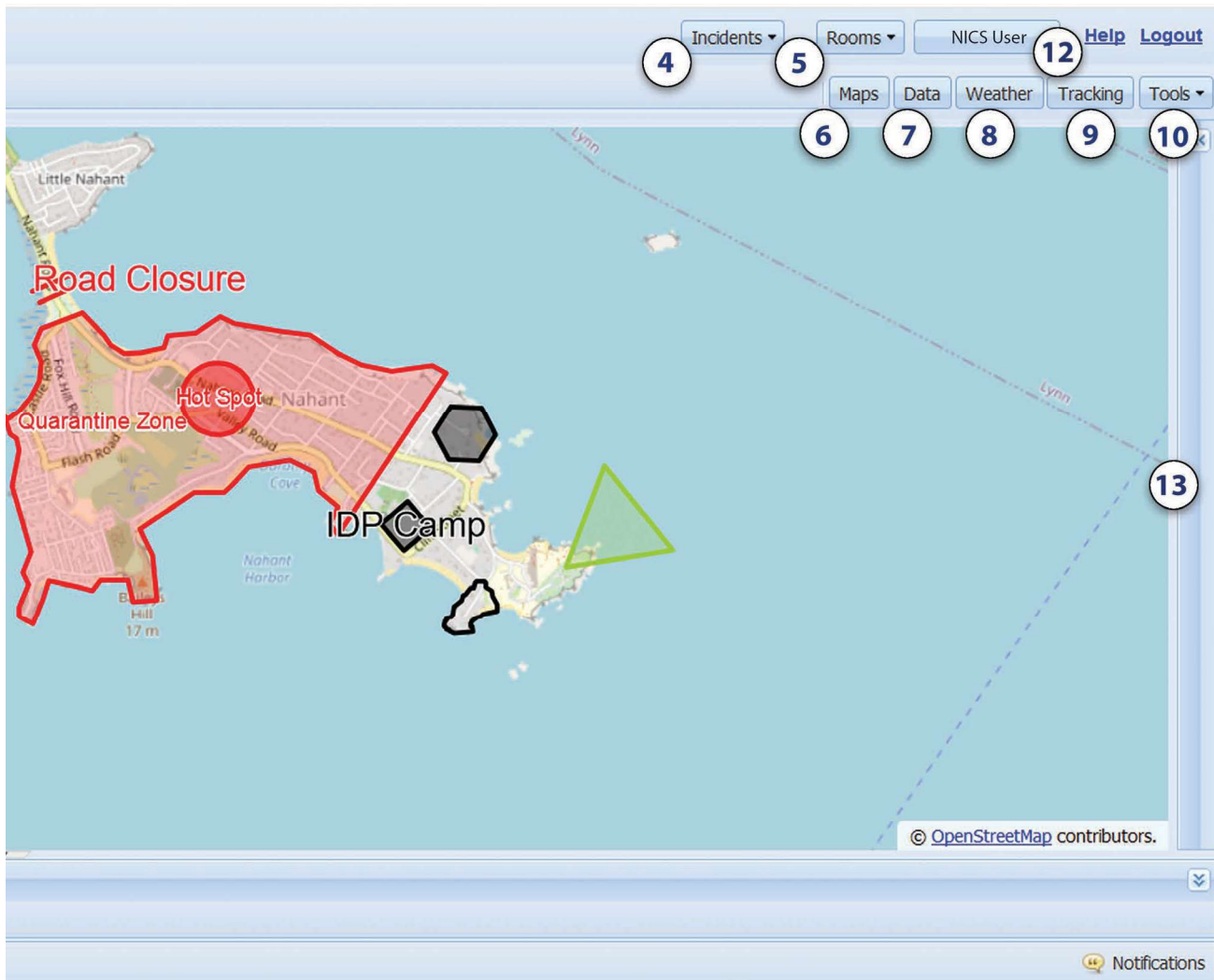
1. Main toolbar: Drawing and map marking tools. (See drawing in the map section)

2. Map zoom level and zoom in and out buttons: You can use the plus or minus buttons to zoom in or out of the map. You can also use the scroll wheel on the mouse to achieve the same result.

3. Clicking here opens the bottom panel where the chat, timeline, and notification features can be found.

4. Incidents button: This button is where you can create an incident or select an incident that has already been created.

5. The Rooms button: Where you can create working rooms or join a room.

6. Maps button: This button gives the user multiple map option. Open Street, Bing Maps, US Topo Maps, and FAA Aeronautical Maps.

7. The Data button: Store and manage data layers uploaded by GIS users.

8. Weather button: This in an organizational tool used to organize weather data layers.

9. Tracking button: Allows you to track individuals, data points, and equipment and plot them to a map layer.

10. The Tools button: Allows you to print the map, export a room, view multiple incidents, modify room permissions, and access administration info.

11. Work Space: Represents private user room where work is persisted across sessions and not visible to other users.

12. User Information: Contact info is located here. You can also update your account information.

13. Clicking here opens the side panel.

Navigating the Map

NICS provides a variety of map tools for use in annotating your maps for your situational awareness. Primary map navigation is controlled using the zoom controls on the left side of the map region. Alternatively, the map tool bar contains zoom options as well as additional map navigation and annotation features. The various options are summarized in the following table.

Function	Tool	Description
Zoom		Click + to zoom in Click – to zoom out Zoom number indicates the current zoom level The higher the number, the more you are zoomed in
		Click and then draw a rectangular area on the map to zoom into that selected area
	Mouse Wheel	Scroll up to zoom in on your mouse location Scroll down to zoom out on your mouse location
Pan (Navigation)		Also known as the Hand tool Click the pan icon, then click and drag the map to the desired area
Select Box		Click and then draw a box around a set of features you want to move or copy
Eraser		Click and then select one or more features to remove the selected features
Draw		Click to display drawing tools
Apps		Click to access the Census, Weather, Geocode Location, and Share Workspace applications
Undo		Click to undo the last action you performed on the map
Redo		Click to redo the last action you performed on the map
Copy		Select a feature or set of features, then click to make a copy on the clipboard
Paste		Click to insert map items you copied to the clipboard