



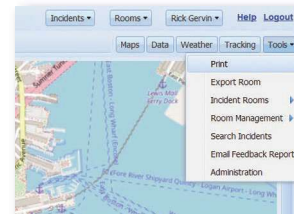
SECTION 5



Management & Administration

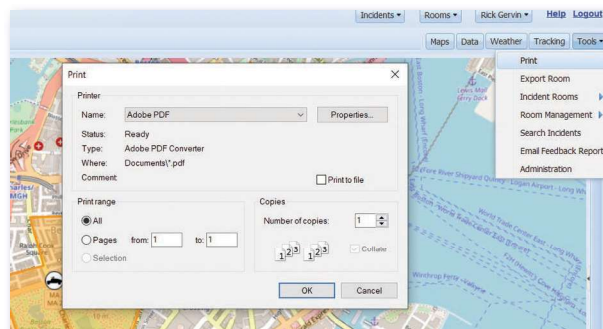
Tools Dropdown Menu

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.

Room Management

See Managing Rooms in Section 3, page (26).



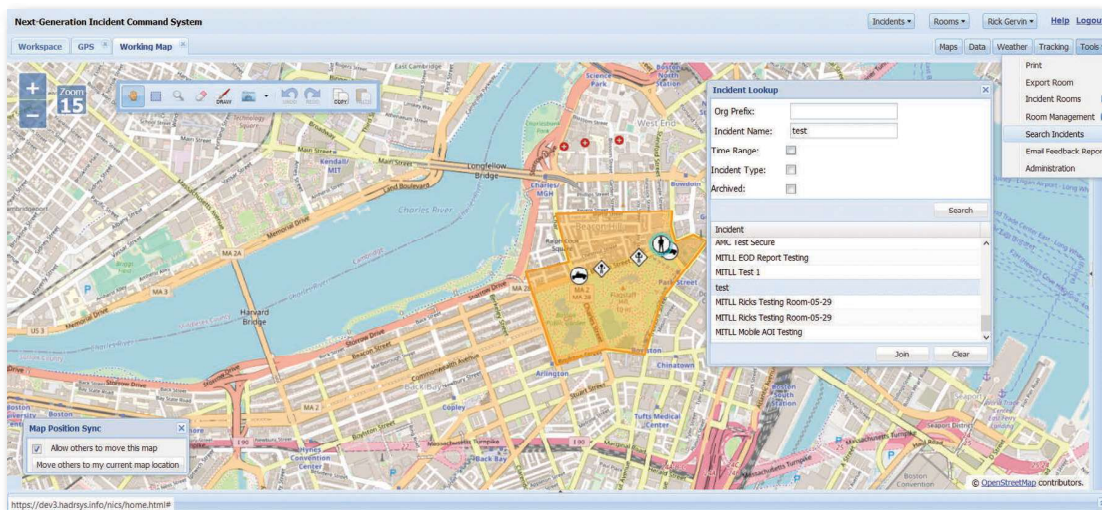
Search Incidents

Once logged into NICS, you are able to quickly search for other incidents by selecting the Tools button. When the drop-down window opens:

1. Select the Search Incidents button to open the Incident lookup window.
2. Type the name of the incident into the text box and click the Search button.

The bottom of the window will display all the like-named incidents.

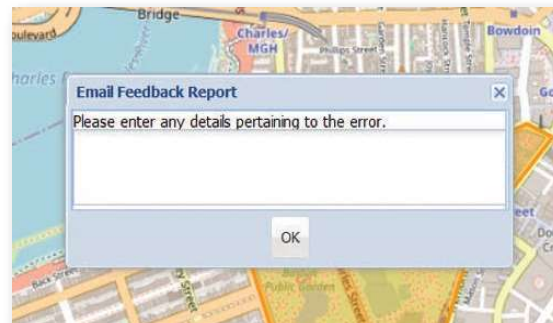
3. Select the incident you want to join, and click the join button at the bottom of the window.



Email Feedback Report

Feedback reports are a critical tool for the development team to be able to correct bugs in the system. To submit a feedback report, select the Tools button on the right-hand side of the screen.

1. In the dropdown menu that opens, select the Email Feedback Report.
2. Write a detailed description of the problem and click the OK button when finished. Your report has been sent.



Administration

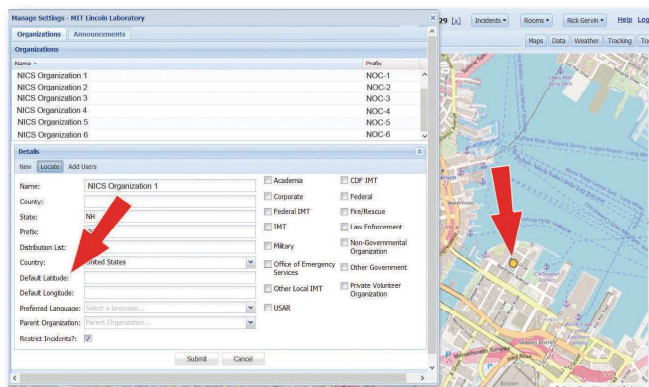
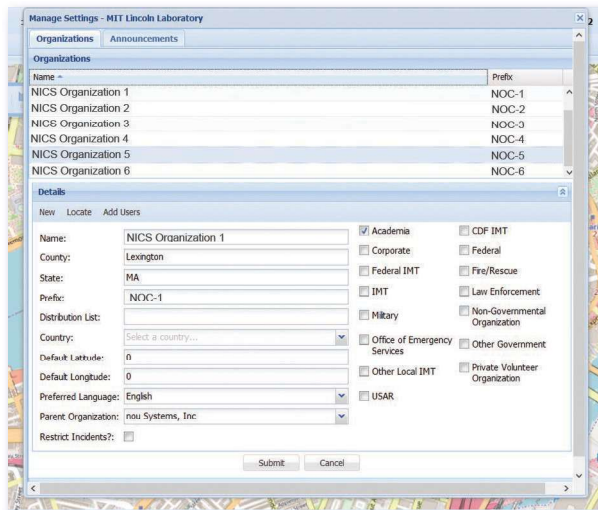
The Administration panel allows the NICS admin user to make changes to organizations involved in the incident, or add new organizations. To access the Administration panel, click on the Tools button on the right-hand side of the screen. A drop-down menu will open.

Click on Administration.

Once the Manage Settings popup window opens, select the organization you want to manage or scroll down a little to add a new organization. Once you select an organization from the list, the panels below will auto-populate with that organization's information. You can update or make corrections as needed to the organizational information.

Once you have updated the information click the Submit button to commit the changes. If you need to add an organization to the incident:

1. Click on the NEW button just below the Details header. This will clear any data that was in each field.
2. Fill out the organization's information.
3. Use the Locate button to populate the Default Latitude and Default Longitude fields by clicking on Locate, and then clicking on the desired area on the map.
4. Select the closest check box as to what type of organization you are adding.
5. Click the Restrict Incidents checkbox to restrict all incidents created by this organization to be accessible only by this organization.
6. To add users to the organization, click on the Add Users button next to

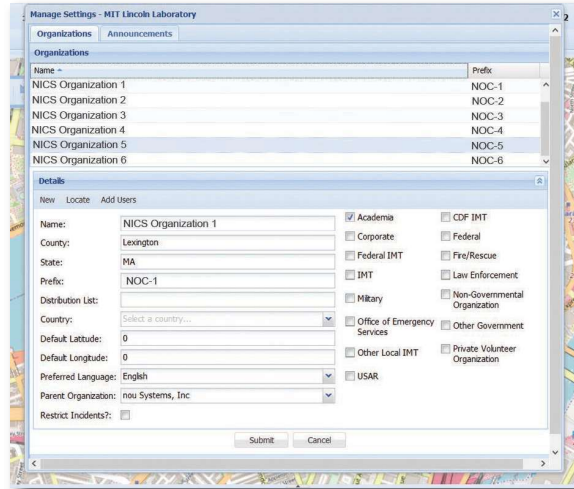




the Locate button at the top of the screen.

7. Add all users to your organization.
8. Once you have entered all the organization's data and have added your users, click Submit to commit the organization to the incident.

Your organization is now created in the system and will appear in the list of organizations at the top of the window.



You can access your organization and make changes if needed by following the same steps.

Enable / Disable Users

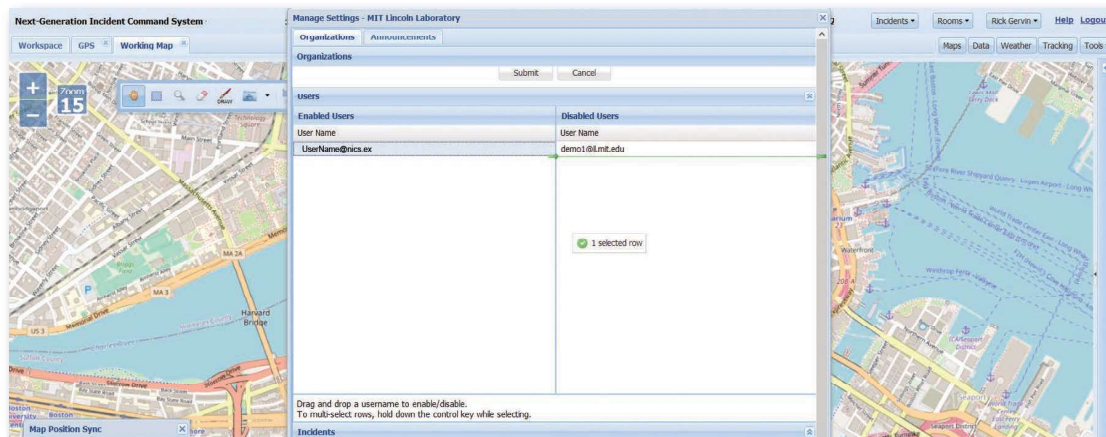
In the User section of the Manage Settings window, you can enable or disable users from the organization simply by dragging and dropping the users from one column to the other.

To multi-select rows, hold down the control key while selecting.

To change a user's role or other information, double-click on the username.

An account information window will appear.

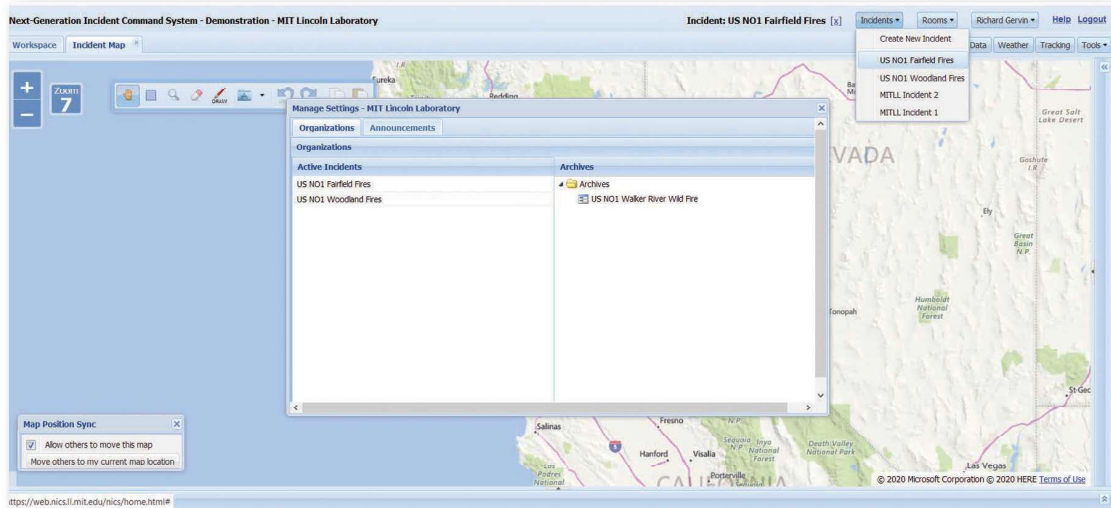
Note: Only super users can promote a user to super.



Archiving an Incident

Once an incident has been resolved, you can archive it by dragging and dropping it from the Active column into the Archive column. You can also reactivate an incident by selecting the archived incident, then dragging and dropping into the Active column.

To multi-select rows, hold down the control key while selecting.



Incident Type

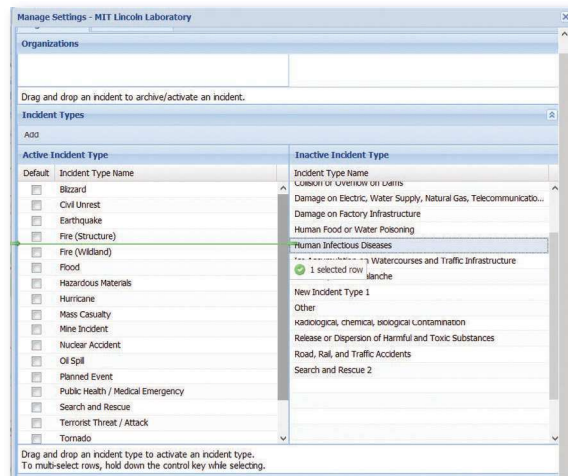
The Incident Type section lists the available incident types that can be assigned to an incident for this organization.

Select all that apply from the Inactive list and add to the Active list by dragging and dropping. To multi-select rows, hold down the control key while selecting.

Clicking the Default checkbox indicates that this is a default incident type for this organization, information that is used in external consumer softwares developed by different NICS adopters.

The name of the incident type can be edited by double-clicking on a row.

A new incident type can be added by clicking on the Add button.





Organization Capabilities

An admin or super user has the ability to configure the capabilities that are displayed in the NICS side panel.

Click on the Active Web red/green buttons to enable or disable this feature in the NICS web client.

