

SECTION 3



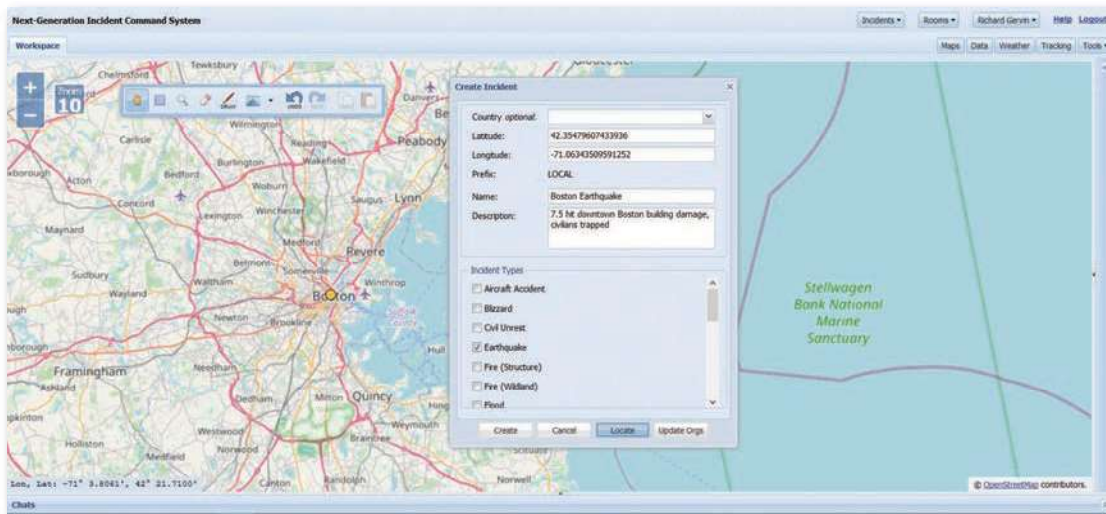
Incidents & Rooms



Creating an Incident

NICS is organized by named incidents. Within each incident, there are separate collaboration areas called Rooms. These rooms are meant to separate functionality to allow individual teams to collaborate on their part of a larger incident. Rooms can be open to anyone or restricted to certain users.

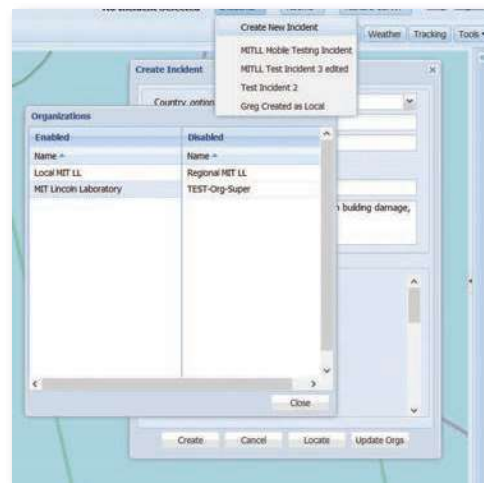
Once you have logged into NICS, you will either need to join an incident that is already in progress per your organization's standard operating procedures, or you will need to create a new incident.



1. Select the Incident button on the upper right hand corner of your screen.
2. A dropdown menu will open with the list of all available incidents to join or you can create a new incident.

Right now we will focus on creating a new incident.

3. Once you click on Create New Incident a popup window will appear.
4. Find the center point of the incident on the map and select the Locate button at the bottom of the popup window. Then mouse over the center point of the incident and click.



This will fill in the lat/long coordinates for you.

5. Name the incident and provide a detailed description of what's happening at the incident site.
6. Select one or multiple incident type(s) from the scrollable list.

If you would like to restrict access to an incident, click on the Update Orgs button at the bottom of the popup window.

(A) A second popup will open where you can drag and drop the organizations you want into the enabled box.

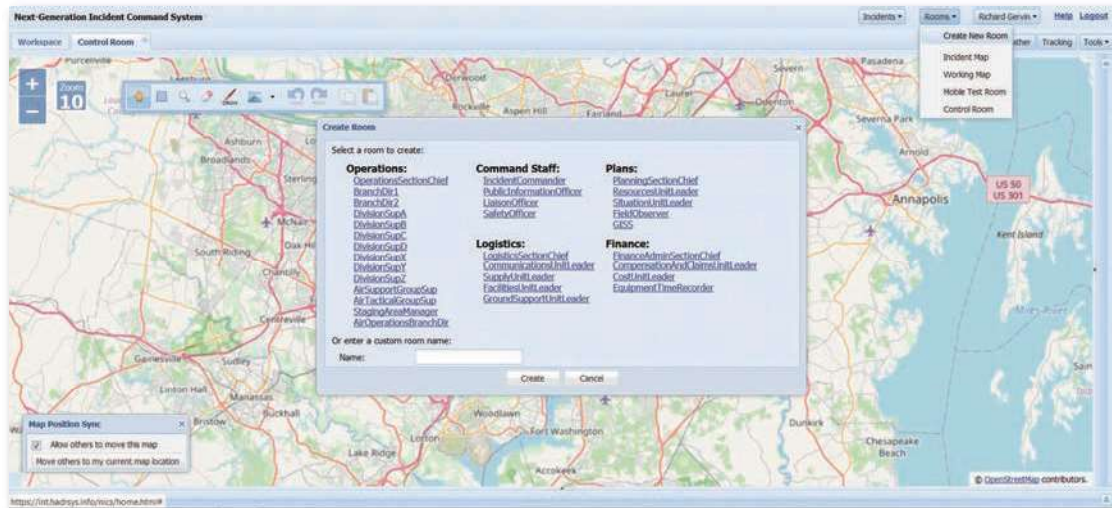
(B) Select Close when finished.

Otherwise, if you do not use the “Update Orgs” functionality, the incident will be visible to all NICS users. All new incidents are automatically restricted to the owning organization if the “Restrict Incident” checkbox is chosen in the Administration panel for the organization. (See the section about editing an incident)

1. Click the Create button at the bottom of the popup window to create the incident

Creating a Room

Once an incident has been created, persons with the proper permissions can create a room for their team or organization. This room will allow your organization/team to communicate with your own map and chat capabilities. Using the NICS mobile application, you can track your team in the field.





To create a room:

1. Select the Rooms button.
2. A drop down menu will open with a list of all available rooms.
3. At the top of the list, select the Create New Room button.
4. A popup window will open in the center of the screen with a list of room options to choose from, or you can name your room whatever you want by using the text box.
5. Once your room is named, click the **Create** button.

Your room is now created and open for all users to join.

User/Organization Info

Once logged into NICS, you can review or change your user account information by selecting the button at the top right hand side of the screen with your name on it.

Once selected, a dropdown menu with the options Account Information and Change Organization will appear.

1. Select the Account Information.
2. A popup window will open providing the user with all their account information and contact information.
3. You can update this information as needed. If you can't update this information, contact your organization's administrator.
4. Once all your info is updated, click Submit at the bottom of the popup window.

