INCIWEB

https://tinyurl.com/pioinciweb

□ https://inciweb.wildfire.gov > Login via Login.gov or eAutheticate.

□ The **User Help** (home screen) page has Newly Released Items (link New Release Page in the yellow ribbon)

□ Select **Manage** or **Shortcuts** in black menu bar to show/hide submenus

□ View the national map, select **Home** in light blue submenu.

- **SEARCHING FOR…**

□ To search for **Incidents and Publications**: Manage > select Content > search by Title > Filter > Edit (in Operations, right column).

□ To search for **existing Media** files: Hover over Content > select Media library. Or Content > Media tab > Search Media name > Filter. Choose either Table or Grid view. Edit in Grid view from the **Pencil** icon (top right of media).

- **CREATE A NEW INCIDENT**

□ Shortcuts > Group Unit Search/Access > Search > choose Group Unit > Nodes > Add new content > Incident.

□ A red asterisk signifies a required field.

□ **Do not** put the date in the title. It's automatically entered.

□ Latitude / Longitude is in Deg, Mins, Secs. (000.00.00) Don't add special characters.

□ Remember: Media can only be attached to an incident **if it's already uploaded to the media library.** If it isn't, save your work, follow steps in Add Incident Media > reopen the incident > then attach media > Save.

□ All **Incident** and **Social Media web addresses (URL)** must start with http:// or https://

□ Ensure incident is marked both **Active** and **Published**

- **ADD an INCIDENT PUBLICATION**

□ (Same as create new incident) from Nodes > **Add new content** > Incident Publication > Fill-in all red asterisk > Save (Use NWCG Standards)

□ If wanting to **Highlight** a publication use Highlighted on Home (right side). Remember to **Unhighlight**, if no longer needed. Adding more may cause errors.

□ You can distribute an Incident Publication to more than one incident.

□ **Cloning** (upper tab) is the duplication of an existing publication to edit and republish anew. Change title (if needed) > remove title date > Edit content > delete **Clone of** in title > Save.

- **ADD CONTACTS / COOPERATORS to an INCIDENT**

□ Nodes > Create New or Edit an Existing > (right side of form) Contact Name can be a person, office, location, etc.

□ Cooperators are unique to the incident.

□ To prioritize Cooperators, Contacts, and Links (can add as many as needed), Grab and hold the ✛ symbol (on left side) to move up or down > Save

- **ADD INCIDENT MEDIA ITEM**

□ Manage > Content > Media Library > Incident Media Item. Media types (256 MB limit on all media types):

□ **Map:** upload image and PDF file,

□ **Photo**: can only upload one at a time,

□ **Video**: can only upload video file, mp4 format.

□ **Important:** Remember to complete Alternative Text for accessibility > Check 'I agree' > add to an existing incident > Save.

- **ALTERNATE PUBLICATION ACCESS**

□ Manage > Content > Find Incident Publication > Search Incident box > Type in Incident > Apply. Choose publication to Open, Edit and/or Clone.

□ Column headers in Table are buttons (e.g., Incident, Title, Date, Author). Will change list to ascending or descending order. Reset the page by selecting blue Reset button.

- **REDIRECT an INCIDENT**

□ Locate Incident > Edit > Scroll to bottom of page > uncheck Active > Type Incident into Redirect Incident to > Save.

□ To remove a Redirect > Edit Incident > Clear the incident in the Redirect Incident field > if needed, recheck the Active box.

- **ADD NEW USER and MANAGE ACCESS**

□ Only **Superusers** can add new users by granting access to their Unit (the user must already have an active account).

□ **New:** Manage > People > Add User > Populate fields > set Roles > Create new account.

□ **Existing:** Shortcuts > Group Unit Search/Access > select Group Unit > Members > Add member > User > Roles (unmarked box is a Unit Member, marked box is a Superuser) > Expiration Date (length of assignment to this Group Unit) > Save.

- **ADDITIONAL HELP WITH INCIWEB**

□ User Help page > Checkmark symbol > **InciWeb Practice Site** link (may need to login again if session timed out) or User Help page > Up Arrow symbol > **InciWeb Help Resources** link.

If you have any questions or encounter an error, on the User Help (Welcome) InciWeb homepage are links to helpful resources. Contact the **IIA HelpDesk** by phone at **1-866-224-7677** to resolve. The Helpdesk is available 24-hours, 7-days weekly, including holidays.

PAUSE Before Posting

• **PERCEPTION** – You are representing the jurisdictional agency and your home unit.

• **AUTHORITY** – Be aware of federal and host agency social media policies.

• **UNDERSTANDING** – Know the incident objectives. Never post negative, controversial, or unsafe messages to personal accounts. Ask a PIO/PAO or supervisor for clarification.

• **SAFETY** – Do not compromise your safety while taking photos and always wear proper PPE. Never post photos of children, inmates, investigations, or cultural sites; be sensitive to burned structures and private information.

• **EXPECTATION** – Share relevant content or photos with PIOs/PAOs to help tell the incident story.