

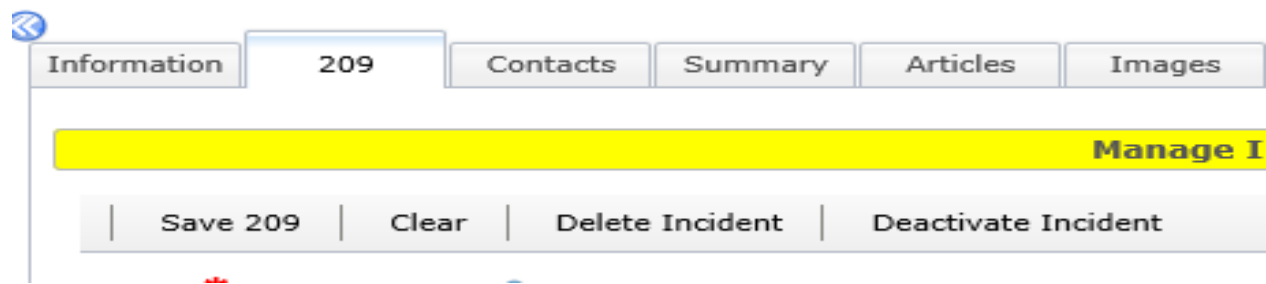


# INCIWEB ADMINISTRATIVE SITE HELPFUL TIPS

## 209 TAB

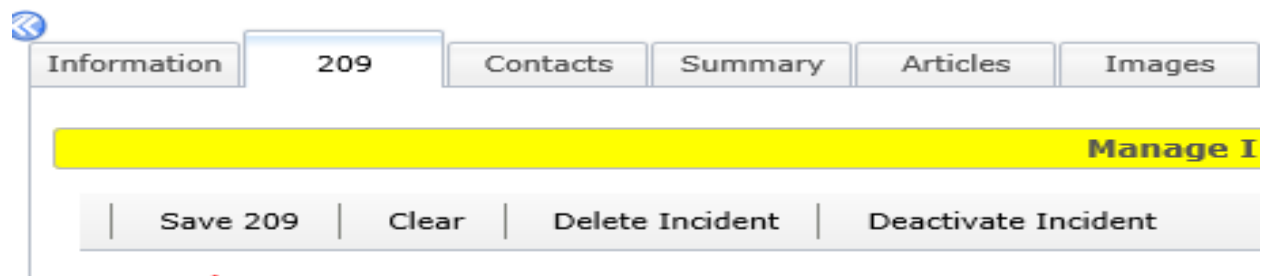
### Deactivating Incidents

Superusers need to deactivate their incidents when they are no longer being updated or relevant. Incidents listed as activate will appear on the public website and may lead to confusion. Deactivating an incident does not delete it from your list of incidents. A deactivated incident shows up in your list of incidents as 'inactive' under the status column.



### Deleting an Incident

Superusers can delete an incident if created by mistake or the incident is not needed anymore and there's no reason to keep it listed in the 'Unit Home' tab. Deleting an incident removes it entirely from the InciWeb system and there is no way to recover it.





## Required Latitude/Longitude

Latitude and longitude coordinates are required for every incident in InciWeb. The coordinates need to be a numeric value greater than zero (0). The lat/long required format is degrees/minutes/seconds. If you need to convert your coordinates to the degrees/minutes/seconds format visit [LATLONG.net](http://LATLONG.net) for an easy to use converter.

The screenshot shows a portion of the InciWeb form with the following fields: [Box 22] Latitude, [Box 22] Longitude, [Box 25] Location, [Box 28] Events, and [Box 35] Weather. The Latitude field contains the value '35 deg 9 min 4 sec'. A tooltip box is overlaid on the form, containing the following text: 'InciWeb only accepts latitude/longitude coordinates in the format of Degrees/Minutes/Seconds. Make sure your coordinates follow this format. If your NIMS 209 has latitude/longitude coordinates in the following format of Degrees/Decimal/Minutes (ex. 40° 26.767 N 79° 58.933 W) you can use the following converter to change it: [LATLONG.net](http://LATLONG.net). If you're coordinates are not accepted it's likely because they are in the wrong format.'

## SUMMARY TAB


### Copying a summary

Users needing to modify an existing summary to post can do so by selecting a summary under the 'Summaries' table and clicking on the 'Copy' tab. A duplicate summary marked 'No' under the locked column will appear in the table and below in the editor for a user to edit. When finished select 'Save Summary' below the yellow bar and the new summary will appear in the table marked 'Yes' in the 'Locked' column.

A locked summary means it's currently showing on the public facing website and can't be edited.

### Avoid copying and pasting text (if you can)

Copying text from an outside application such as Microsoft Word can pose problems when pasting the text in the editor box. The reason being is that often outside applications have hidden characters that cause text to past improperly in InciWeb. You



can avoid issues by clicking on the 'Paste from Word' icon  in the editor box and paste your text in the pop-up box. You may still have to do some formatting. You can also paste your text in a Clipboard (outside application) and then copying that text and pasting it into the editor.



## ARTICLES TAB

### Highlight on Home – Error Fix

A user has the option to highlight an article so that it appears on the top of the incident's homepage. It's possible that more than one article is marked as 'Highlighted' when only one is allowed. When more than one is listed as 'Highlighted' it will cause an error on the incident's homepage and the page will disappear. If you get an error message on your incident page – check the articles tab to see if you have more than one article highlighted. (The same is true for highlighting images).

 Highlight on Home	Type
Highlighted	News
Highlighted 	News
Not Highlighted	News


## IMAGES TAB

### Photo and video file sizes

Please follow the tips for image file and video sizes in the tool tip box that appears when you put your cursor on the 'Select Media' icon in the 'Upload Media Files' box. Failure to follow the guidelines will result in your photo or video not displaying.

### Release date

The release date is when the photo was uploaded to InciWeb, not when the photo was taken. If the date of the photo you are uploading is different you can put the date in the 'Caption' box by double-clicking in the box.

 Caption



### Photo and video credit

All photos and videos need proper crediting to the person who took the photo or video. You can enter the photographer/videographer’s name in the ‘Owner’ box.

 A screenshot of a web form with a grey header button labeled "Owner" containing a pencil icon. Below the button is a large, empty white rectangular text input field.

### Highlighting on home

A user has the option to highlight an image so that it appears on the top of the incident’s homepage. It’s possible that more than one image is marked as ‘Highlighted’ when only one is allowed. When more than one is listed as ‘Highlighted’ it will cause an error on the incident’s homepage and the page with disappear. If you get an error message on your incident page – check the images tab to see if you have more than one image highlighted. (The same is true for highlighting articles). Only images can be highlighted on home – not PDF’s or videos.

 A screenshot of a web form with a grey header button labeled "Highlight on Home" containing a pencil icon. Below the button is a white rectangular text input field containing the text "Not Hightlighted".

### Alternate Column

If you want to attach an associated file with the image you can do so by clicking on the plus sign in the ‘Alternate’ box and attach a file. A list of file formats appears.

 A screenshot of a web interface. At the top is a yellow header bar with the text "Manage alternate incident image". Below it is a section titled "Attach Alternate Media Files". On the left is a blue button labeled "Select Image". To the right of the button is a tooltip box containing the text: "File Types: Acceptable file types are: JPEG, JPG, GIF, PNG, TXT, DOC, DOCX, PDF, KML, KMZ, and RTF. File Name Length: File names over 50 characters will be truncated to 50." Below the tooltip is a table with the following structure:
 

#	Type	File Name	Size



## BOUNDARIES TAB

The “*Boundaries*” screen enables you to identify unit and state boundaries an incident has crossed. To do that, find the name of the unit in the ‘Available Neighboring Units’ table and/or the name of the state in the ‘Available Neighboring States’ table on the left side of the screen. If you don’t see the name of the unit or state that you are looking for in the tables, contact the Superuser for the unit as they are the only ones that can add units and states to the tables. Double click the ‘Attach’ cell in the ‘Action’ column in the row of the unit and/or state whose boundary the incident has crossed in the ‘Available Neighboring Units’ and/or ‘Available Neighboring States’ tables on the left side of the screen.

Manage Incident boundaries			
<b>Available Neighboring Units</b>			<b>Neighbors (Unit and State boundaries this Incident has crossed)</b>
State	Unit	Action	
	Rogue River - Siskiyou NF	<a href="#">Attach</a>	
OR	Coos Forest Protective Association	<a href="#">Attach</a>	
OR	Crater Lake National Park	<a href="#">Attach</a>	
OR	Douglas Forest Protective Association	<a href="#">Attach</a>	
OR	Fremont-Winema National Forest	<a href="#">Attach</a>	
1 - 5 of 11 items      5   10   All      ⏪ ⏩ 1 2 3 ⏪ ⏩			0 item      5   10   All
<b>Available Neighboring States</b>			
State	Action		
CALIFORNIA	<a href="#">Attach</a>		



## Moving and incident to another unit

Moving an incident to another unit occurs when an incident originates on a unit but crosses over onto another unit who wants to manage the incident in InciWeb. This can be done by a Superuser in the 'Boundary Tab' by selecting 'Move Incident to this Unit' action shown in the illustration below. **NOTE: Superusers need to make sure they have all their 'neighbors' added to their unit ahead of time by selecting neighboring states/units on the 'Manage Neighbors' tab under the 'Administration Tab'.**

The moved incident will disappear from your list of incidents.

Neighbors (Unit and State boundaries this Incident has crossed)		
State	Unit	Action
CALIFORNIA	Angeles National Forest	No Action ▾
CALIFORNIA	Los Padres National Forest	No Action ▾

No Action  
Detach  
Move Incident to this Unit

## GROUPS TAB

Use the 'Groups' tab if your incident is part of a larger incident. To create a group, click the arrow to the right of the 'Group Type' field to reveal a drop down menu, then select the type of group you want to create - Complex, Theater, Related, or Unified Command. Then click the 'Create' button. The incident will be listed in a table as a group member and other incidents will now be able to join the group. To delete a group, click the 'Delete Group' button. This will delete the group for all of the other members as well. (Click on the + to see a list of existing incidents within the group).



Group Parent: Shan Creek Fire

Group Type:

### Available Groups

Join Group	
Group Name	Unit
<input type="checkbox"/> Orleans Complex	...
Dance Fire	Six Rivers National Forest
Forks Complex (includes Butler Fire )	Six Rivers National Forest
Summer Fire	InciWeb Practice Site

## REDIRECT TAB

Use the 'Redirect' feature when a fire that started on your unit burns into a fire that started on a neighboring unit and it might make more sense to send InciWeb viewers to the incident on the neighboring unit than to keep updating the incident that you created. Instead of deleting the incident you created, you can send InciWeb viewers to the incident on the neighboring unit using the 'Redirect' screen. Look in the 'Available Incidents for Redirection' table for incidents that you can redirect InciWeb visitors to. You can only redirect InciWeb viewers to incidents occurring on neighboring units. If you don't see the neighboring unit that you are looking for in the 'Available Incidents' for 'Redirection' table, contact the Superuser for the unit as they are the only ones that can add neighboring units to the table, as discussed in the 'Boundaries' screen section.

Incident that are redirected will show up as 'inactive' in your list of incidents.

Redirect To
Available Incidents for Redirection
<input type="checkbox"/> Rogue River - Siskiyou NF
<input type="checkbox"/> Klamath National Forest
<input type="checkbox"/> Six Rivers National Forest
<input type="checkbox"/> Coos Forest Protective Association