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## InciWeb Administrative Site Tutorial

<b><u>Entering &amp; Updating Incident Information into InciWeb</u></b>	<p>This tutorial is designed for InciWeb users to teach other users and Superusers how to enter and update incident information into InciWeb.</p> <p>This tutorial will also demonstrate how Superusers how perform administrative functions within the Administrative site.</p> <p>Text written in <b>red</b> indicates performing an action to demonstrate what you're explaining.</p>
<b><u>Helpful Tips</u></b>	<p>Under the 'Administration' tab, unit superusers can add their unit Facebook page on the 'Manage Unit' tab. This will be displayed with a Facebook icon under 'Unit Information' on the public side.</p> <p>The Ness Application Portal (NAP) is the security site used to log into the InciWeb Administrative site to create and edit incidents on the unit you are working on. The Ness Application Portal (NAP) can be accessed from any computer that has flash player installed. Anyone needing a NAP account can request one at <a href="https://nap.nwccg.gov/NAP/#">https://nap.nwccg.gov/NAP/#</a>.</p> <p><b>NOTE: In the 'Organization Unit/Agency Fields', AD's should enter the organizational unit that they are hired through and often this is their dispatch office.</b></p> <p>'Under the Images tab, more support for uploading QuickTime (.MOV) files was added to upload and play QuickTime movies. Also under the images tab an Image Upload Processor was added to inform the user about the status of the upload. To refresh the upload status – click on the 'Images' tab.</p> <p>When photographs are added to an incident, the public will know when they were posted by a date and timestamp below the photo on the public facing website.</p> <p>The latitude/longitude boxes under the 209 tab are required fields. Users are required to put a numeric value for the latitude/longitude (degrees/minutes/seconds) in the boxes so the incident will appear on the new website map. The latitude/longitude boxes cannot be filled in with zeros (0). Instructions on how to convert coordinates can be found at <a href="http://www.LATLONG.net">www.LATLONG.net</a>.</p>

<p><b><u>InciWeb Administrative Site Log-In</u></b></p>	<p>All InciWeb users and Superusers are required to have a NESS Application Portal or NAP username and password to log-in to InciWeb Administrative Site to enter and update information in InciWeb</p> <p>Information on how to obtain a NAP username and password is available on the National Interagency Fire Center (NIFC) Public Information Officer (PIO) bulletin board at <a href="#">NIFC PIO Bulletin Board</a> in a document titled 'Ness Application Portal (NAP) Log In Instructions.'</p> <p>There are two ways to log-in to the InciWeb Administrative site. You can either log-on to the InciWeb Public site at <a href="#">InciWeb</a> and click Log In on the bottom right side of the screen or go to <a href="#">NESS Application Portal</a></p> <p>Instructions on how to log-in to the InciWeb Administrative site through NAP contained in the 'Ness Application Portal (NAP) Log In Instructions,' located on the NIFC PIO Bulletin Board at <a href="#">NIFC PIO Bulletin Board</a></p> <p>If you have questions, or need more information, about obtaining a NAP username and password, contact the <a href="#">Interagency Incident Applications Helpdesk</a> at (866) 224-7677.</p>
<p><b><u>Welcome Screen</u></b></p>	<p>When you log in to the InciWeb Administrative site through NAP, you will see the Welcome Screen. The main purpose of this screen is to alert InciWeb Superusers and users that changes have been made in the InciWeb Administrative site and let them know where to get help if needed.</p> <p>Yellow feedback bars appear throughout the InciWeb Administrative Site to help users navigate through it and to let them know whether or not they have performed functions successfully.</p> <p>There is a highlighted session timer at the top of the page. If you are working continuously in InciWeb the timer will reset itself; but if you are idle the time will start counting down from 60 minutes. A 'key' explaining this feature is listed in the 'Information' tab before you select an incident.</p> <p>The second feature is the 'grayed out' Unit Home, and 'New Incident' tabs cannot be selected and provide another way to help users navigate through the InciWeb Administrative site by steering them towards certain screens or functions.</p> <p><b>Click the 'Unit Selection' tab to continue.</b></p>

## Unit Selection Screen

On this screen, you will see a link to the InciWeb Practice Site as well as links to units that you have access to. If you are a Superuser for a unit, there will be a 'Yes' in the Unit Super User column in the row for that unit.

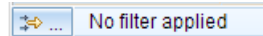
The InciWeb Practice Site is designed to enable Superusers and users to gain 'hands on' experience with the InciWeb Administrative site. You can create new, and update existing, incidents on the InciWeb Practice Site without anything appearing on the InciWeb site on the internet.

**Click on Unit Name box to demonstrate the small arrow in the box.**

If you click a cell in the heading row of the table (Unit Name, Unit Code, or Unit Super User) you will see a small arrow appear on the right side of the cell. If the arrow is pointing up, the cells in that column will display alphabetically from A to Z. If the arrow is pointing down, the cells in that column will display alphabetically from Z to A. You can change the direction the arrow is pointing by clicking in the cell in the heading row of the table.

This method of displaying information is incorporated in several tables in the InciWeb Administrative site.

If you have access to many units, you can also search for the one that you want to work on by clicking the blue row with the yellow arrow in it in front of the box that reads 'No filter applied.'

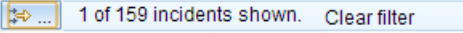


**Click on the blue row with the yellow arrow in it in front of the box that reads 'No filter applied' to demonstrate this feature.**

A 'Filter' dialog box will open.

Click the arrow next to the 'Match' field and select 'all rules' or 'any rules' depending on how closely you want the search results to match your criteria.

**Click the arrow next to the Match field and select 'all rules' or 'any rules' to demonstrate these features.**

	<p>Then, click the arrow next to the 'Column' field and select how you want to find a unit (by Unit Name or Unit Code); set the parameters for the filter by clicking the arrow next to the 'Condition' field and choosing one of the items (i.e. contains, starts with, etc.); enter the unit name or unit code you want to find in the Value field; and click the 'Filter' button. The name of the unit that you are searching for will appear by itself in the table.</p> <p><b>Click the arrow next to the Column field and select how you want to find; set the parameters for the filter by clicking the arrow next to the Condition field and choosing one of the items; enter the unit name or unit code you want to find in the Value field; and click the Filter button.</b></p> <p>Click 'Clear filter' to display the InciWeb Practice site and all of the units that you have access to.</p> <p><b>Click 'Clear filter' to display the InciWeb Practice site and all of the units that you have access to.</b> </p> <p>This method of searching for information was incorporated in several tables in the InciWeb Administrative site. However, the choices in the 'column' and 'condition' fields may vary.</p> <p>Click the InciWeb Practice site or the unit that you have access to and want to work on, and then click the 'Unit Home' tab.</p> <p><b>Click the InciWeb Practice site</b></p>
<p><b><u>Unit Home Screen</u></b></p>	<p>On the left side of the 'Unit Home' screen, you will see a table with a list of existing incidents for the unit that you are selected to work on. You can display the incidents alphabetically, or search for an incident, in the table using the same methods explained in the 'Unit Selection' screen section.</p> <p>On the right side of the 'Unit Home' screen, you will see an 'Information' screen with 'What's New' that provides information about new features of the InciWeb Administrative site. Please read it carefully.</p> <p>You can expand the 'Information' screen by clicking on the blue circle with two white arrows pointing left on the top left side of the 'Information' screen. This will hide the table of existing incidents. To contract the 'Information' screen, click the blue circle with two white arrows pointing right on the top left side of the 'Information' screen.</p>

**Place cursor on  to maximize/minimize Information Screen.**

You will be able to expand and contract all of the other Screens in the InciWeb Administrative site (i.e. 209, Contacts, Summary, etc.) the same way.

From the '*Unit Home*' Screen, you can update an existing incident by clicking on it in the table on the left. This will open the 209 Screen for that incident. You can edit the 209 Screen or choose other Screens to edit by clicking on the tabs at the top of the Screen (i.e. Contacts, Summary, Articles, etc.)

From the '*Unit Home*' screen, you can also create a new incident by clicking on the New Incident tab at the top of the screen.

This tutorial will explain how to enter and update incident information into the InciWeb Administrative site by creating a new incident.

**Click on the 'New Incident' tab to begin demonstration entering and updating information.**

## **New Incident Screen**

There are three sections on the '*New Incident*' screen: '*Basic 209 Information*', '*Contact Information*' and '*Summary Information*'.

Enter information into at least all of the required fields, indicated by a red asterick.\*

If you don't have an ICS-209 form, or if it is not complete, obtain the information from another official source, such as a unit Fire Management Officer or Incident Management Team Member.

The '*Incident Name*' field automatically generates a Twitter hashtag, so it is recommended that you add the incident type after the incident name in this field to prevent tweets using the same name as your incident for a hashtag from being combined with tweets from your incident.

For instance, if you are working on a wildfire that is named 'Chicken', in the '*Incident Name*' field and enter 'Chicken Fire' instead of just 'Chicken.' This will be discussed again in the '*Twitter*' screen section.

**Enter 'Chicken Fire' in the 'Incident Name' box.**


Click the arrow in the box to the right of the '*Incident Type*' field to reveal a drop down menu of incident types and select the appropriate one. This is the same way that you will access drop down menus in several Screens on the InciWeb Administrative site.

**Select 'Wildfire' from the 'Incident Type' drop-down box.**

In the '*Contact Information*' section, enter at least the name and phone number of the primary public information office or person you want other agencies, the public, and media to call for more information about the incident. This can include a general phrase, 'Fire Information', depending on the circumstances. You will have an opportunity to enter additional contacts on the '*Contacts*' screen. In the '*Contact Hours of Availability*' field, you will notice light gray text that reads '*M-F 9-5 p*', etc.

This is a suggested format for the days and hours the contact office or person is available. However, you are not required to use this format and the application will accept any format entered.

**Enter your name and phone number in the required fields.**

	<p>In the <i>'Summary Information'</i> section, enter an overview of the incident. This could include a description of the incident; management objectives and strategy; and tactical actions that are being taken to respond. You can get some ideas about content for this section by looking at what has been done for other incidents on the InciWeb internet site.</p> <p>You can type text directly into the <i>'Summary Information'</i> text box or you can 'cut and paste' text from other documents using the 'Paste from Word' tool.</p> <p>To use this tools, copy text from a document. Then, click the 'Paste from</p> <p>Using the <i>'Paste from Word'</i>  tool can save time if you have already created a document with information about the incident for another purpose, such as a news release or a briefing. It also enables you to spell check text in a document before you enter it into the <i>'Summary Information'</i> text box. InciWeb doesn't have a spell check function, so you won't be able to spell check text after you enter it into the <i>'Summary Information'</i> text box.</p> <p><b>Enter an 'A really big fire.' as a brief one-sentence summary in the summary box.</b></p> <p>If for some reason you want to delete all of the information that you have entered in the fields on the <i>'New Incident Screen'</i>, click the <i>'Clear'</i> button at the top of the screen. The <i>'Clear'</i> button appears on several other screens in the InciWeb Administrative site and functions the same way.</p> <p>If not, after you have entered information into at least all of the required fields, click the <i>'Save New Incident'</i> button at the top of the screen.</p> <p><b>Click on 'save new incident'</b></p>
<b>209 Screen</b>	<p>The new incident now appears in the list of existing incidents in the table on the left and the <i>'209 screen'</i> is open.</p> <p>You can continue to enter information into the <i>'209 screen'</i> or you can move to other screens by clicking on the tabs – Contacts, Summary, etc.</p> <p>Enter information into the fields on the <i>'209 Screen'</i> from the ICS 209 form or from another official source as discussed in the <i>'New Incident'</i> screen section.</p> <p>The fields on this screen include box numbers that correspond to the box numbers on the ICS 209 form.</p>



	<p>It is recommended that you add the type of incident as well as the name of the incident in the Incident Name field, i.e. 'Chicken Fire' as opposed to 'Chicken' because this field automatically generates a twitter hashtag for the incident. You can fill in additional fields on the 209 Screen as information becomes available.</p> <p>The latitude/longitude field is mandatory and users will be required to put a numeric value for the latitude/longitude (degrees/minutes/seconds) in the boxes so the incident will appear on the new website map. The latitude/longitude boxes cannot be filled in with zeros (0). Instructions on how to convert coordinates can be found at <a href="http://www.LATLONG.net">www.LATLONG.net</a>.</p> <p>When you have filled in as many of the fields as you can, click the 'Save 209' button at the top of the screen. A message in the yellow feedback bar will say '<i>ICS 209 information saved</i>'.</p> <p>Superusers can change the status of an incident from active to inactive by clicking the '<i>Deactivate Incident</i>' button at the top of the screen. To change the status of an incident from inactive to active, click the '<i>Activate Incident</i>' button at the top of the screen.</p> <p>To delete an incident, click the '<i>Delete Incident</i>' button at the top of the screen.</p>
<p><b><u>Contacts Screen</u></b></p>	<p><b>Click on the Contacts tab.</b></p> <p>You can now work on other screens by clicking on the tabs near the top of the screen, i.e. Contacts, Summary, Articles, etc.</p> <p>This screen displays the contact that you entered when you created the incident and enables you to edit it and/or add more contacts.</p> <p>As explained in the '<i>Information Screen</i>', when you see tables like this in the InciWeb administrative site, pencils indicate fields that can be edited and red dots with pencils indicate required fields that can be edited. To enter or edit information in the contacts table, double click a cell, enter or edit information, and either hit '<i>Tab</i>' to move to the next cell or hit '<i>Enter</i>' to exit the table.</p> <p>When you enter an email address it will appear below your name in the 'Incident Contacts' box on the public side.</p> <p><b>Change the phone number in the 'phone number' tab for the contact already created. 'Tab over' to add a file extension.</b></p>

To add additional contacts, click the *'Add Contact'* button, this will create a new line in the table to enter the additional contact.

**Click on the 'add additional contacts' button and create a new contact – Jane Doe – 555-555-5555.**

Use the *'Copy Contact'* function to add contacts if some of the information, such as a phone number or an email address, will be the same for different contacts.

To copy a contact, click on a contact name in the table to highlight it, and then click the *'Copy Contact'* button.

Then, you can double-click the new contact row and change the necessary information like name, phone number, email or hours.

**Select 'Jane Doe' contact and hit 'copy contact'; double-click the new 'contact name' box and change name to Mike Doe but leave the same phone number.**

The contact that was entered when the incident was created is automatically designated as the primary contact and has a 'Y' in the *'Primary Contact'* column. To change the primary contact, click on the contact in the table that you want to be the new primary contact to highlight it, and then click the Set Primary Contact button. A 'Y' will appear in the *'Primary Contact'* column in the row of the new primary contact. An 'N' appears in the other contact.

**Select bottom contact and hit 'Set Primary Contact' button. A 'Y' appears in the box.**

When a Superuser changes an incident from 'active' to 'inactive' status in InciWeb, the primary contact automatically reverts to the first contact that was entered when the new incident was created. If someone else should be listed as the primary contact when the incident is changed from 'active' to 'inactive' status, change the primary contact as previously discussed.

To delete a contact, click on the contact in the table that you want to delete to highlight it, and then click the *'Delete Contact'* button.

<p><b><u>Summary Screen</u></b></p>	<p>On the ‘<i>Summary</i>’ screen, you can edit the summary that you wrote when you created the new incident and/or write new summaries.</p> <p>When you enter the Summary tab you can automatically type a new summary in the text editor at the bottom of the screen. Many of the same features in Microsoft Word are enabled here for you to customize your summary.</p> <p><b>Type ‘Fire grew 100 acres.’</b></p> <p>It’s recommended you toggle over the different icons in the editor to be familiar with their functions and uses.</p> <p>Click the ‘<i>Save Summary</i>’ button; the new summary will appear at the top of the table list of summaries.</p> <p><b>Click the ‘Save Summary’ button.</b></p> <p>You can also copy a summary and edit it. Click on a summary in the table to highlight it, and then click the Copy button. The copied summary will appear in the last row of the table. You can edit the copied summary that is not locked – indicated by ‘yes’ or ‘no’ in the last column titled ‘Locked’.</p> <p><b>Click on a summary in the table and then click ‘Copy’.</b></p> <p>Click on the copied summary to highlight it and it will appear in the editor.</p> <p><b>Click on the copied summary and select ‘Edit’ button. Type ‘Fire grew 100 acres forcing evacuations.’</b></p> <p>To delete summaries that are no longer needed, click on the summary in the table that you want to delete to highlight it, and then click the ‘<i>Delete</i>’ button.</p> <p>Only the most recently created summary, which will appear in the last row of the table, will be posted on the InciWeb internet site.</p> <p>Just a reminder, the ‘<i>Locked</i>’ column indicates whether the summary is locked indicated by a ‘yes’ or a ‘no’. Summaries that are locked are featured on the incident homepage and therefore it can’t be edited.</p>
<p><b><u>Articles Screen</u></b></p>	<p>On the Articles screen, you can input ‘<i>News,</i>’ ‘<i>Announcements,</i>’ and ‘<i>Closures.</i>’</p>

When you click on the 'Articles' tab you can automatically type in a new article in the text editor that appears at the bottom. Complete at least all of the required fields, indicated by a red \*.

Complete at least all of the required fields, indicated by a red \*.

Click the arrow in the box to the right of the 'Article Type' field to reveal a drop down menu of article types. Indicate the type of article you want to add by selecting 'News', 'Announcement', or 'Closure.'

### Select 'News' for Article Type

Add a title to the article in the box provided. You need to make sure the title does not exceed 75 characters.

### Type 'News Release' in the Title box

The date and time that the article was created are automatically generated by InciWeb but can be changed if needed. To change the date or time, click the arrows to the right of the 'Date' and 'Time' fields. This will reveal a drop down calendar and times to select.

You can type content for the article or copy and paste using 'Paste from Word' tool.

**Type: 'This is a test article.'**

When you are finished, click the 'Save Article' button at the top of the screen, the article that you have created will appear in the table.

**Click the 'Save Article' button.**

To edit an article that you have created, click on the article in the table that you want to edit to highlight it and it will appear in the text editor.

You can view all of the different types of articles that you have created together by clicking the 'View All' button at the top of the screen. Or, you can view different types of articles that you have created separately by clicking the 'View News', 'View Announcements', and 'View Closures' buttons.

If you want to enhance the content of an article by adding a link to a website or by adding a document, you can do so by selecting the options from the row of tabs above the text editor labeled: 'View Article

	<p>Content'; 'Edit Article Content'; Article Related Links'; and 'Article Related Files'. Currently you are working in the 'Edit Article Content' tab when you are creating or editing an article indicating by the tab highlighted.</p> <p>Selecting the 'View Article Content' tab allows you to see the article in view mode. Selecting 'Article Related Links' allows you to add links to the article.</p> <p>To add a link, click the Article Related Links tab and then click the Add Link button. Enter the URL of the website you want to link to into the URL text box by typing or copying and pasting it. Enter a brief description of the website into the Link Label field, and then click the Add Link button.</p> <p>The link appears in the 'Article Related Links' section. Click the link to make sure that it works. If the Security Warning dialog box opens, click the Yes button.</p> <p><b>Click on the 'This is a test article' row. When the link tab appears below, type 'Forest Service' for the title and <a href="http://www.fs.usda.gov">www.fs.usda.gov</a> for the link.</b></p>
	<p>The link appears in the '<i>Article Related Links</i>' section. Click the link to make sure that it works. If the Security Warning dialog box opens, click the 'Yes' button.</p> <p>To delete links that are no longer needed, click on the name of the link that you want to delete to highlight it, click the '<i>Delete Link</i>' button, and then click 'OK'.</p> <p>To add a document, click the '<i>Article Related Files</i>' tab, and then click the '<i>Upload</i>' button. Find the file you want to add, click on it to highlight it, and then click '<i>Open</i>'.</p> <p>Acceptable file types are JPEG, JPG, GIF, PNG, TXT, DOC, DOCX, PDF, KML, KMZ, and RTF.</p> <p>Files should not be more than 2 megabytes in size.</p> <p>Enter a title for the file into the '<i>Related file link label</i>' field (file names over 50 characters in length will be truncated to 50), then click the Upload button.</p> <p>The time that it takes to upload a file depends on the size of the file and the speed of the network connection.</p>

	<p>A link to the file will appear in the <i>'Article Related Files'</i> section, click it to make sure it works.</p> <p>To delete files that are no longer needed, click on the name of the file that you want to delete to highlight it, click the <i>'Delete'</i> button, and then click <i>'OK'</i>.</p> <p>When you add <i>'Article Related Links'</i> or <i>'Article Related Files'</i> the information will appear in a <i>'Related Information'</i> Box when the article is open under the <i>'Recent Articles'</i> section.</p>
	<p>Highlighting an article places it on the incident home page in the <i>'Recent Articles'</i> box section and displays it in a more prominent location in the <i>'Recent Articles'</i> box section on the main InciWeb page.</p> <p>To highlight an article, double-click on the cell in the <i>'Highlight on Home'</i> column in the row of the article that you want to highlight. Click on the arrow next to the <i>'Not Highlighted'</i> field to reveal a drop down menu and select <i>'Highlighted'</i>. Hit <i>'Enter'</i> to exit the table and <i>'Highlighted'</i> will now appear in the <i>'Highlight on Home'</i> column.</p> <p><b>Double-click on the <i>'Highlight an Article'</i> row for the article you created and select <i>'highlighted'</i>.</b></p> <p>To discontinue highlighting an article, double-click on the cell in the <i>'Highlight on Home'</i> column in the row of the article that you no longer want to highlight. Click on the arrow next to the <i>'Highlighted'</i> field to reveal a drop down menu and select <i>'Not Highlighted'</i>. Hit <i>'Enter'</i> to exit the table and <i>'Not Highlighted'</i> will now appear in the <i>'Highlight on Home'</i> column.</p> <p>To delete articles that are no longer needed, click on the name of the article that you want to delete in the table to highlight it, and then click the <i>'Delete'</i> button at the top of the screen.</p>
<p><b><u>Images</u></b> <b><u>Screen</u></b></p>	<p>Photo files, PDF maps and video files can be uploaded to InciWeb. For a detailed list of accepted files hover over the <i>'Select Media'</i> box for a tool tip pop-up.</p> <p>Videos and photos taken from smartphones work best and are already in the correct format to upload.</p>

To upload images, click the *'Select Media'* button. This takes you to a *'Choose File to Upload'* text box. Find the image you want to upload, click on it to highlight it, and then click *'Open'*. The image name and type will display in a table.

Acceptable file types are JPEG, JPG, GIF, PNG, PDF, and MP4 video format. Images should be no larger than 2500 pixels x 2500 pixels or 6.2 megapixels in size. There is currently no limitation on MP4 video file size or duration; however the rule of thumb is 1 minute in duration. Please be aware that large file sizes may affect download performance on the InciWeb internet site.

Confirm that the image is not copyright protected by checking the box to the left of *'I agree'* below the *'Select Media'* button.

Enter a brief title in the field with *'enter the image(s) title'* text. This will be displayed with thumbnail versions of the image on the InciWeb internet site.

Indicate the type of image you want to upload by clicking the arrow to the right of the *'Select image type'* field to reveal a drop down menu and select *'Photo/Video'* or *'Map'*. Then, click the *'Upload Media'* button.

**Click on the *'select media'* button. Choose the *'smokejumper.jpg'* photo from your saved photos. Check the *'I agree'* box. Enter the title *'Smokejumper'* and click *'Upload media'***

The image will appear in the *'Media Details'* section at the bottom of the screen where you can add a caption and descriptive text. The image will have a *'Release Date'* automatically entered. The *'Title'* column automatically fills in from the previously entered title. You can double-click the empty space in the row under the *'Owner'* column to enter a photo credit. This is recommended to do for every photo, video and map upload.

To enter a caption, double-click the *'Caption'* cell in the row of the image that you want to enter a caption for, type in text, and either hit *'Tab'* to go to the *'Descriptive Text'* cell or hit *'Enter'* to exit the table.

On the public side, the photo's *'Title'* appears at the bottom of the photo when the *'Photographs'* link is selected below the *'Incident Name'*. When a specific photo is selected, the *'Title'* appears at the top and the photo's caption appears at the bottom of the photo.

**Click on the *'Caption'* box for the *'Smokejumper'* photo and type *'Smokejumper landing'*.**

Adding descriptive text is a required for 508 compliance. You will want to add text that describes the image for the visually impaired. Click on the red box under *'Descriptive Text'* and type the description. Tab over or press the enter key when finished.

**Double-click the red box and type 'BLM smokejumpers conducting initial attack on a wildfire.'**

The *'Alternate'* column can be used to enter in a variety of ways. You can upload a different file size or file type of the image you have uploaded (i.e. a GIF of an image that you uploaded as a JPEG). It can also be used to upload a transcript of a video for Section 508 compliance. It can also be used to add a related file such as an accompanying video or a related photo of the same subject.

To upload an alternate image, double click the '+' icon in the *'Alternate'* column in the cell of the row with the image that you want to upload an alternate image for. Click the *'Select Image'* button. This takes you to a *'Choose File to Upload'* text box. Find the image you want to upload, click on it to highlight it, and then click *'Open'*. The image name and type will display in a table. Click the *'Upload'* Image button. The name of the alternate image appears in the Alternate column. If you choose not to add an alternate file, click on the black 'X' on the left-hand side of the pop-up box.

An alternate file appears below the original photo, video or map file is selected under *'Photographs'* on the incident's home page.

Highlighting an image places it on the incident home page. **NOTE: PDF and video files cannot be highlighted on the home page. Tool tip above 'Highlight on Home' reminds users of this.**

To highlight an image, double-click on the cell in the *'Highlight on Home'* column in the row of the image that you want to highlight in the *'Media Details'* table. Click on the arrow next to the *'Not Highlighted'* field to reveal a drop down menu and select *'Highlighted'*. Hit Enter to exit the table and *'Highlighted'* will now appear in the Highlight on Home column.

**Double-click on the 'highlight at home' column and select 'highlighted' from the drop-down menu for the photo you uploaded.**

To discontinue highlighting an article, double click on the cell in the Highlight on Home column in the row of the image that you no longer want to highlight in the Media Details table. Click on the arrow next to the *'Highlighted'* field to reveal a drop down menu and select *'Not*



	<p><i>Highlighted</i>'. Hit Enter to exit the table and <i>'Not Highlighted'</i> will now appear in the <i>'Highlight on Home'</i> column.</p>
<p><b><u>Links Screen</u></b></p>	<p><b>Click on links tab</b></p> <p>On this screen, you can add links to other websites. Ensure that they are appropriate for a government website.</p> <p>To create a link, click the <i>'Add a Link'</i> button.</p> <p>Enter a brief description of the website into the Title field. Type, or copy and paste, the Internet address for the link into the URL field after <i>http://</i></p> <p>Click the <i>'Add Link'</i> button. The link appears in a table. Click the link to verify that it works.</p> <p>To delete a link, click on the link that you want to remove to highlight it, click the Delete button, and then click OK in the Message from webpage dialog box.</p> <p>The link will appear on the right-hand side of the incident's public page under <i>'Related Incident Links'</i>.</p>
<p><b><u>Cooperators Screen</u></b></p>	<p><b>Click on the Cooperators tab.</b></p> <p>On this screen, you can select from a list of existing cooperators and add new cooperators.</p> <p>Some national cooperators appear in the <i>'Available Cooperators'</i> table (at the bottom of the screen) of all units, such as the American Red Cross, and can be attached to any incident. You can also add regional, state, and local cooperators specific to your unit or incident. The cooperators you add will be included in the <i>'Available Cooperators'</i> table for your unit or incident, but will not be available to other units and incidents.</p> <p>To find a cooperator in the <i>'Available Cooperators'</i> table, sort the table so that cooperators are displayed in alphabetical order, as discussed in the <i>'Unit Selection'</i> screen section.</p> <p>Choose how many cooperators you want to view at one time – 10, 20, or All – by clicking on one of those numbers in the blue bar at the bottom of the <i>'Available Cooperators'</i> table.</p> <p>If you select 10 or 20, you can jump from page to page by clicking on the page numbers in the blue bar at the bottom of the <i>'Available Cooperators'</i> table, you can then scroll through the cooperators.</p>

If you select 'All', all of the cooperators will appear on one page and you can then scroll through them.

To attach an existing cooperator to an incident, click on the name of the organization in the 'Available Cooperators' table at the bottom of the screen to highlight it and click the '*Attach Cooperator To Incident*' button.

The organization now appears in the '*Cooperators Attached To This Incident*' table at the top of the screen.

**Demonstrate attaching a cooperator from the 'Available Cooperators' list to the incident.**

To detach a cooperator from an incident, click on the name of the cooperator in the '*Cooperators Attached To This Incident*' table at the top of the screen to highlight it and click the '*Detach As Cooperator*' button. The cooperator now appears in the '*Available Cooperators*' table.

**Select the cooperator you just added to the incident and click 'Detach as Cooperator' to demonstrate the cooperator going back in to the list of 'Available Cooperators'.**

There are two ways to add a regional, state, or local cooperator specific to your unit.

First, if you want to 'pre-load' regional, state, or local cooperators so that they are available to be attached to future incidents, without attaching them to a current incident, click the '*Add New Cooperator*' button in the '*Available Cooperators*' table at the bottom of the screen. A new row appears in the '*Available Cooperators*' table.

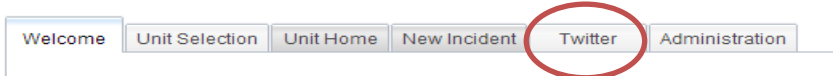
Double-click the red '*Cooperator Name*' cell and enter the cooperator's name. Hit 'Tab' to enter information into other cells (Abbreviation, Agency Type, etc.) or hit 'Enter' to exit the table.

**Click on the 'Add New Cooperator' button and double-click in the red box and type 'Humane Society'. (Leave cursor in this box).**



Enter any abbreviation or acronym the cooperator uses as a short form of their name in the Abbreviation cell.

If the organization is a state or local agency, double click the '*Agency Type*' cell, an arrow will appear next to the '*Federal*' field, click it and select '*Local*' or '*State*'.

	<p><b>Tab over to the 'Agency type column and select 'local' from drop-down menu. Hit 'Enter'.</b></p> <p>If the cooperator has a website, enter the URL in the 'Web Site URL' field after http://</p> <p>You can also add a cooperator and attach them to an incident at the same time.</p> <p>To do that, click the 'Add New Cooperator and Attach To Incident' button in the 'Available Cooperators' table at the bottom of the screen. A new row appears in the 'Cooperators Attached To This Incident' table at the top of the screen.</p> <p>Enter information into the 'Cooperator Name' and other cells as discussed.</p> <p><b>Type 'local fire department' in the red box and hit 'Enter'.</b></p> <p>To delete a cooperator from the 'Available Users' table, click on the name of the cooperator to highlight it, click the 'Delete' button, and then click 'OK' in the Message from webpage dialog box.</p>
<p><b><u>Boundaries Screen</u></b></p>	<p><b>Click on the 'Boundaries' tab.</b></p> <p>The 'Boundaries' screen enables you to identify unit and state boundaries an incident has crossed.</p> <p>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.</p> <p>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. For Superusers – this is done in the 'Administration' tab at the top that I will demonstrate later.</p> <p>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.</p> <p>The unit and/or state will appear in the 'Neighbors' (Unit and State boundaries this Incident has crossed) table on the right side of the screen.</p>

	<p>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. To do this attach a neighbor so that it appears in the right-hand table. Under the 'Action' column in the drop-down box select 'Move Incident to this Unit'. <b>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'.</b> The moved incident will disappear from your list of incidents.</p> <p>To detach a unit and/or state from the '<i>Neighbors</i>' (Unit and State boundaries this Incident has crossed) table, double-click the '<i>Detach</i>' cell in the Action column in the row of the unit and/or state that you want to detach. The unit and/or state will appear in the '<i>Available Neighboring Units</i>' and/or '<i>Available Neighboring States</i>' tables on the left side of the screen.</p>
<p><b><u>Tweets</u></b> <b><u>Screen</u></b> <b><u>(Twitter)</u></b></p>	<p><b>Click on the Tweets tab.</b></p> <p>InciWeb includes a Twitter account.</p> <p>As discussed in the create a '<i>New Incident</i>' screen and '<i>209</i>' screen sections, the hashtag for your incident will be whatever is entered into the '<i>Name</i>' field on the create a '<i>New Incident</i>' screen and/or the '<i>209</i>' screen.</p> <p>To avoid having tweets from your incident combined with tweets from others, include the incident type after the incident name in the Name field, i.e. 'Chicken Fire' instead of just 'Chicken.'</p> <p>InciWeb automatically sends out tweets whenever you 'change' or 'add' content in the summary, article or image tab (like a photo, or map). When the automatic tweets are sent, they include state and unit identifier hashtags in addition to the incident name hashtag. This is a feature of the original InciWeb administrative site that cannot be changed.</p> <p>A table showing all of the tweets that have been sent automatically from your incident appears on the Twitter screen. To access that, click the Twitter tab, located between the New Incident and Administration tabs.</p>  <p>You can also compose your own tweet on the '<i>Tweets</i>' screen. To do that, click the '<i>Add tweet</i>' button, this opens the '<i>Tweets for (incident name)</i>' dialog box. Enter your text, and then click the '<i>Add Tweet</i>' button. For best results, enter your information before the hashtag.</p>

	<p>The yellow feedback bar should say <i>'The incident tweet has been posted'</i>. The tweet should appear in the <i>'Incident Specific Tweets'</i> table below (although it may take some time to appear due to network connections between InciWeb and Twitter).</p> <p>To remove a tweet from the table, click on the tweet you want to delete to highlight it and click the <i>'Delete tweet'</i> button.</p> <p>In the Tweets for (incident name) dialog box, you may have noticed the Incident Specific Tweets link. This link takes you to a Twitter Search page that will automatically list tweets for the incident that you are working on. Twitter generally only indexes tweets that are less than 10 days old. If it has been more than 10 days since a tweet has been sent for the incident you are working on, you may receive an error message when you click the <i>'Incident Specific Tweets'</i> link.</p>
<p><b><u>Groups Screen</u></b></p>	<p><b>Click on Groups Tab</b></p> <p>Sometimes, incidents are related to other incidents, such as when multiple incidents are occurring on the same unit or when multiple incidents are formally organized into a complex.</p> <p>The <i>'Groups'</i> screen enables you to let InciWeb visitors know that incidents are related by forming a group. Be sure to coordinate with all involved units and incident management teams, as well as area command if one has been established, when creating, editing, and deleting groups in InciWeb.</p> <p>To create a group, at least two incidents must already have been created in InciWeb.</p> <p>One of the incidents is used to create the group. This incident is referred to as the group <i>'parent.'</i> Incidents that then join the group as members are referred to as <i>'children'</i>.</p> <p>The incident that you are currently working on will automatically be assigned to be the group parent and the group will be named after the incident. The group name will appear in the Group Parent field.</p> <p>If you want the group to have a different name, you have two options. The first is to create the group while working on another incident, so that incident will be assigned to be the group parent and the group will be named after that incident. The second is to change the name of the incident that you are currently working on from the 209 screen.</p>

	<p>To create a group, click the arrow to the right of the ‘Group Type’ field to reveal a drop down menu, and then select the type of group you want to create - Complex, Theater, Related, or Unified Command. Then click the Create button.</p> <p><b>Create a group with the incident you are currently working in.</b></p> <p>The incident will be listed in a table as a group member and other incidents will now be able to join the group.</p> <p>To delete a group, click the Delete Group button. This will delete the group for all of the other members as well.</p> <p>To join a group, go back to the Unit Home tab to the list of incidents on the unit you’re working on. Select the incident you want to add to the Group you just created. Go the Groups tab for this incident you want to add to the Group you created. Find the Group you created in the list of Available Groups and select it. Next, click on ‘Join Group’ and you will see this new incident added to the Group you created.</p> <p><b>View the list of incidents on the left-hand side of the screen (if you maximized your screen using the  then you will need to hit the  to show the list of incidents). If you didn’t maximize your screen the list of incidents appears on the left-hand side of the screen. Select an incident you know is not part of a group and select ‘Join Group’.</b></p> <p>To remove your incident from the group, without deleting the group, click the Leave Group button.</p> <p><b>Select ‘Leave Group’ and the screen refreshes to the list of Available Groups.</b></p> <p>To go back and work on your original fire select it in the list of Incidents under Unit Home.</p> <p>When you look on the public page for the incident you created a group for and for the incidents that belong to this group you will notice a new section is created on the right-hand side of the page called Complex Incidents.</p>
<p><b><u>Redirect Screen</u></b></p>	<p><b>Click on Redirect Tab.</b></p> <p>Under some circumstances, such as when a fire that started on your unit burns into a fire that started on a neighboring unit, it might make more sense to send InciWeb viewers to the incident on the neighboring unit (if</p>

	<p>there's an incident already created on that neighboring unit) than to keep updating the incident that you created.</p> <p>Instead of deleting the incident you created, you can send InciWeb viewers to the incident on the neighboring unit using the '<i>Redirect</i>' screen.</p> <p>Look in the '<i>Available Incidents for Redirection</i>' table for incidents that you can redirect InciWeb visitors to. You can only redirect InciWeb viewers to incidents occurring on neighboring units.</p> <p>If you don't see the neighboring unit that you are looking for in the '<i>Available Incidents for Redirection</i>' 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 '<i>Boundaries</i>' screen section.</p> <p>Incidents are grouped by neighboring unit. Click the '+' icon to the left of the neighboring unit name to reveal a list of incidents occurring on a neighboring unit that you can redirect InciWeb visitors to.</p> <p>Click on the name of the incident that you want to redirect InciWeb visitors to, to highlight it and then click the '<i>Redirect To</i>' button. A '<i>Current Redirection</i>' field appears indicating the incident that InciWeb visitors are being redirected to.</p> <p>To stop redirecting InciWeb visitors to an incident on a neighboring unit, click the '<i>Remove Redirect</i>' button.</p> <p>When you redirect an incident webpage a message banner will appear on the top of the incident page you redirected from.</p>
<p><b><u>Administration Screens for Users &amp; Superusers</u></b></p>	<p>The '<i>Administration</i>' tab allows users to review their profile and look up Superusers by unit.</p>
<p><b><u>User Profile Screen</u></b></p>	<p><b>Select the '<i>User Profile</i>' tab.</b></p> <p>Verify all your information is correct and edit any wrong information or add information such as a mobile phone number or instant message account. Once you make changes, click the '<i>Save User Profile</i>' button.</p>
<p><b><u>Superuser Lookup Screen</u></b></p>	<p><b>Click on the '<i>Superuser Lookup</i>' tab.</b></p> <p>The Superuser tab allows all users to find Superusers on specific units. It does not look up Superusers by name. Type in the unit you are looking up Superusers for and click '<i>search</i>'. A list of Superusers contact information appears on the right-hand side.</p>

<p><b><u>Additional Administration Screens for Superusers</u></b></p>	<p>There are features in the <i>'Administration'</i> tab that will only appear for Superusers only. They are the <i>'Manage Access'</i>, <i>'Manage Unit'</i> and <i>'Manage Neighbors'</i> tabs. These tabs are designed to manage the user's access to Superusers' accounts and manage the Superuser's unit.</p>
<p><b><u>Manage Access Screen</u></b></p>	<p><b>Click on the <i>'Manage Access'</i> tab.</b></p> <p>In addition to the User Profile and Superuser Lookup screens, Superusers can access the <i>'Manage Access'</i>, <i>'Manage Unit'</i>, and <i>'Manage Neighbors'</i> screens.</p> <p>Superusers can use the <i>'Manage Access'</i> screen to give users who already have InciWeb accounts access to input information about incidents occurring on the Superusers' unit and to create InciWeb accounts for individuals who have been issued Ness Application Portal (NAP) usernames and passwords.</p> <p>A list of users who have already been given access to input information about incidents occurring on a Superuser's unit is located in the <i>'Users Attached to this Unit'</i> table on the left side of the screen.</p> <p>To change the access or status of a user or a Superuser in the <i>'Users Attached to this Unit'</i> table, click the <i>'Edit'</i> button in the <i>'Manage'</i> column in the row with their name. The user or Superusers name will now appear in the <i>'Add a New User or Change User Access'</i> table on the right side of the screen.</p> <p>You can change the date when you want the user or Superuser's access to your unit to expire by clicking the arrow to the right of the <i>'Access Expires'</i> field to reveal a drop down calendar and selecting a date.</p> <p>Or, if you want the user or Superuser to have access to your unit indefinitely, you can check the box to the right of the <i>'Never Expires'</i> field.</p> <p>If you want to change the status of a user to a Superuser, check the box to the right of the <i>'Make Superuser'</i> field. If you want to change the status of a superuser to a user, uncheck the box to the right of the <i>'Make Superuser'</i> field.</p> <p>When you have finished changing the user's access or status, click the <i>'Exit Edit'</i> button at the bottom of the <i>'Add a New User or Change User Access'</i> table.</p>



To grant access to your unit to a user who already has an InciWeb Account, find their name in the *'Available Users'* table by scrolling through the list or by using the *'Filter'* function.'

If you want to scroll through the list, you can choose how many names you want to view at one time, as discussed in the *'Cooperators'* screen section.

You can also search for a user in the *'Available Users'* table by clicking the bar that reads *'No filter applied'* as discussed in the *'Unit Selection'* screen section.

When you find the user you are looking for, click the *'Attach'* button in the *'Action'* column in the row with their name. The user's name will now appear in the *'Users Attached to this Unit'* table. InciWeb will automatically set the time that the user has access to your unit for 14 days from the current date. Click the *'Edit'* button if you need to edit the user's status as previously discussed.

To recap this *'Manage Access'* screen, Superusers can use the *'Add a New User or Change User Access'* table on the right side of the screen to create InciWeb Accounts for any user who has been issued a Ness Application Portal (NAP) username and password.

Users who do not have a NAP username and password can request one by following instructions posted on the [NIFC PIO bulletin Board](#) in a document titled *'Ness Application Portal (NAP) Account Request Instructions.'*

To create an InciWeb Account for an InciWeb user who has been issued a NAP username and password, complete the required fields (indicated by a *\**) in the *'Add a New User'* or *'Change User Access'* table. Indicate when you want the user's access to expire and their status as previously discussed, then click the *'Create New User'* button at the bottom of the table. The user's name will appear in the *'Users Attached to this Unit'* table.

If you want the new user to have access to your unit, no further action is required. If you do not want the new user to have access to your unit, click the *'Remove'* button in the row with their name. The user's name will now appear in the *'Available Users'* table and they will be available to be given access to any unit.

<p><b><u>Manage Unit Screen</u></b></p>	<p>Superusers can enter or update contact information for their unit(s) on the <i>'Manage Unit'</i> screen.</p> <p>Enter or edit at least all of the required fields, indicated by a * then click the Save button.</p> <p>If you want information about incidents that occur on the unit that you are a superuser for to be posted on InciWeb, click the arrow to the right of the <i>'Status'</i> field to reveal a drop down menu and select <i>'Active'</i>.</p> <p>If you do not want information about incidents that occur on the unit that you are a superuser for to be posted on InciWeb, click the arrow to the right of the <i>'Status'</i> field to reveal a drop down menu and select <i>'Inactive'</i>.</p> <p>To remove information from all of the fields, click the <i>'Clear'</i> button.</p>
<p><b><u>Manage Neighbors Screen</u></b></p>	<p>As discussed in the <i>'Boundaries'</i> Screen section, only Superusers can identify neighboring states and units whose boundaries an incident on their unit might cross. Superusers can do that on the <i>'Manage Neighbors'</i> screen.</p> <p>A list of states and units that are already attached to your unit appears in the <i>'Your Attached Neighbor States and Units'</i> table on the right side of the screen.</p> <p>To detach a state or unit in this table from your unit, click the <i>'Detach'</i> button in the <i>'Action'</i> column in the row of the state or unit you want to detach.</p> <p>The <i>'Your Available Neighboring States and Units'</i> table on the left side of the screen enables Superusers to attach additional states and corresponding units to their unit(s).</p> <p>Only units that have been entered into InciWeb will be available to be identified as neighboring units.</p> <p>Instructions on how to enter a unit into InciWeb are available on the <a href="#">NIFC PIO Bulletin Board</a> in a document titled <i>'InciWeb Log In Accounts and Access.'</i> You can also obtain information about how to enter a unit into InciWeb by contacting the <a href="#">Interagency Incident Applications Helpdesk</a> at 866-224-7677.</p>

	<p>In the grayed out box is the state you're working in/or the state in which your unit is located.</p> <p>To attach states to your unit, click the arrow to the right of the '<i>Select Units From</i>' field, select a state, and then click the '<i>Attach selected state</i>' button at the bottom of the '<i>Your Available Neighboring States and Units</i>' table. The state will now appear in the '<i>Your Attached Neighbor States and Units</i>' table on the right side of the screen.</p> <p>To attach neighboring units within a state, including your own, and click the arrow to the right of the '<i>Select Units From</i>' field and select a state.</p> <p>Then, click the arrow to the right of the '<i>Attach the neighbor unit</i>' field, select a unit, and click the '<i>Attach</i>' button to the right of the '<i>Attach the neighbor unit</i>' field. The name of the unit will now appear in the '<i>Your Attached Neighbor States and Units</i>' table on the right side of the screen. It will also show for the state this unit is in a 1 unit(s) attached in the '<i>Action</i>' column in the row for that state.</p> <p>To continue to attach additional neighboring units in the state your unit is located in or in other states, click the Close selected state button at the bottom of the '<i>Your Available Neighboring States and Units</i>' table and repeat the processes previously discussed.</p>
<p><b><u>Conclusion &amp; Contact</u></b></p>	<p>This concludes the InciWeb Administrative Site Training. For more information or if you have questions, please contact <a href="#">Christine Schuldheisz</a> at 208-387-5145.</p> <p>Please visit the <a href="#">NIFC PIO Bulletin Board</a> for more information on InciWeb.</p> 