Welcome to NC4 Training

Module: Common Functions

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1 Module: Navigation & Common Functions

Many common functions are available throughout the system. In this module, you will become familiar with these functions by using them repeatedly throughout this workbook. After you have mastered these functions, such as the ability to log in and out, find a report type, notify responders, or open an Incident Report, you're well on your way to knowing how to use the NC4 application.

In this module, you will learn to:

- Review Login process
- Understand the main screen layout
- Navigate throughout the application
- View and sort report lists
- Expand a field to enter more information
- Use Notification
- Create Alert Bulletins
- Send and View Target Alerts

Note: All person names and corresponding titles used in this document are fictitious. The names and titles are being used for the sole purpose of illustrating the systems' features and functionalities in an instructional environment.

Learning Objectives

After completing this module, learners will be able to:

- Login and log out of the system.
- Navigate the NC4 application.
- Review your Personal Profile.
- Locate, sort, & view reports.
- Use Notification.
- Find, view, and create Alert Bulletins.
- Send and View Target Alerts.

ICON KEY

- Valuable information
- Test your knowledge
- Keyboard exercise
- Review

1.1 What is the NC4 Application?

The NC4 Application provides comprehensive functionality for all critical tasks associated with emergency management, facility and event security, disaster preparedness and recovery, and continuity of operations. The NC4 Application enables you to prepare better, respond faster, and recover sooner whenever and wherever public health and safety, the environment, or business assets are at risk.

The NC4 Application provides a common operational interface for all tasks, reports, and map views, ensuring consistency when creating, viewing, or distributing information.

In a time of crisis, obtaining and sharing critical information takes on enormous importance. The NC4 Application provides the response organization with powerful computer-based communications and management capabilities that:

- Provide quick access to situational awareness.
- Comprehensively manage daily activities and track all aspects of an incident or event.
- Easily communicate with a number of different agency and group representatives in geographically dispersed areas.

In this module, you will have several opportunities to become familiar with the key features and functionality such as:

- Understand and navigate the NC4 Application
- Log in, log out
- Understand the screen layout
- Navigate throughout the application
- View Report status
- Understand Notification
- Use Target Alerts
- Alert Bulletin(s)

2 Navigation

This module provides an overview of the NC4 Application. You will become familiar with the screen layout, and learn how to navigate throughout the system to gain quick situational awareness, view incidents, update your Personal Profile.

2.1 Launch the NC4 Application

To launch the NC4 application, keystroke the URL address that was provided to you and press GO or click ENTER; you will be presented with the NC4 Application as shown in Figure 1.

To use the system functionality you must enable browser pop-ups. Make sure your browser pop-up blocker is turned off. In some locations, this may be restricted or maintained by your IT (information technology) department who should be contacted to provide assistance.

To use all the system functionality, you must enable browser pop-ups.

2.2 Login

Your first introduction to the system is the Web login page, as shown in Figure 1.

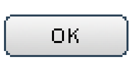
> Training and Operations systems are independent and require separate logins. Documents created in one system will not be available in the other.

Figure 1 Web Log In Page

To log in the NC4 application, you will need a **Username** and **Password**. To obtain a Username and Password, contact your System Administrator. Key your username into the **Username** field and your password into the **Password** field.

> You can use the **Tab** key to move your cursor from the Username field to the Password field.

Click the appropriate button for the system you wish to use, **OPERATIONS** or **TRAINING**. Use **OPERATIONS** for active incidents or events and **TRAINING** for all other activities including training and exercises.

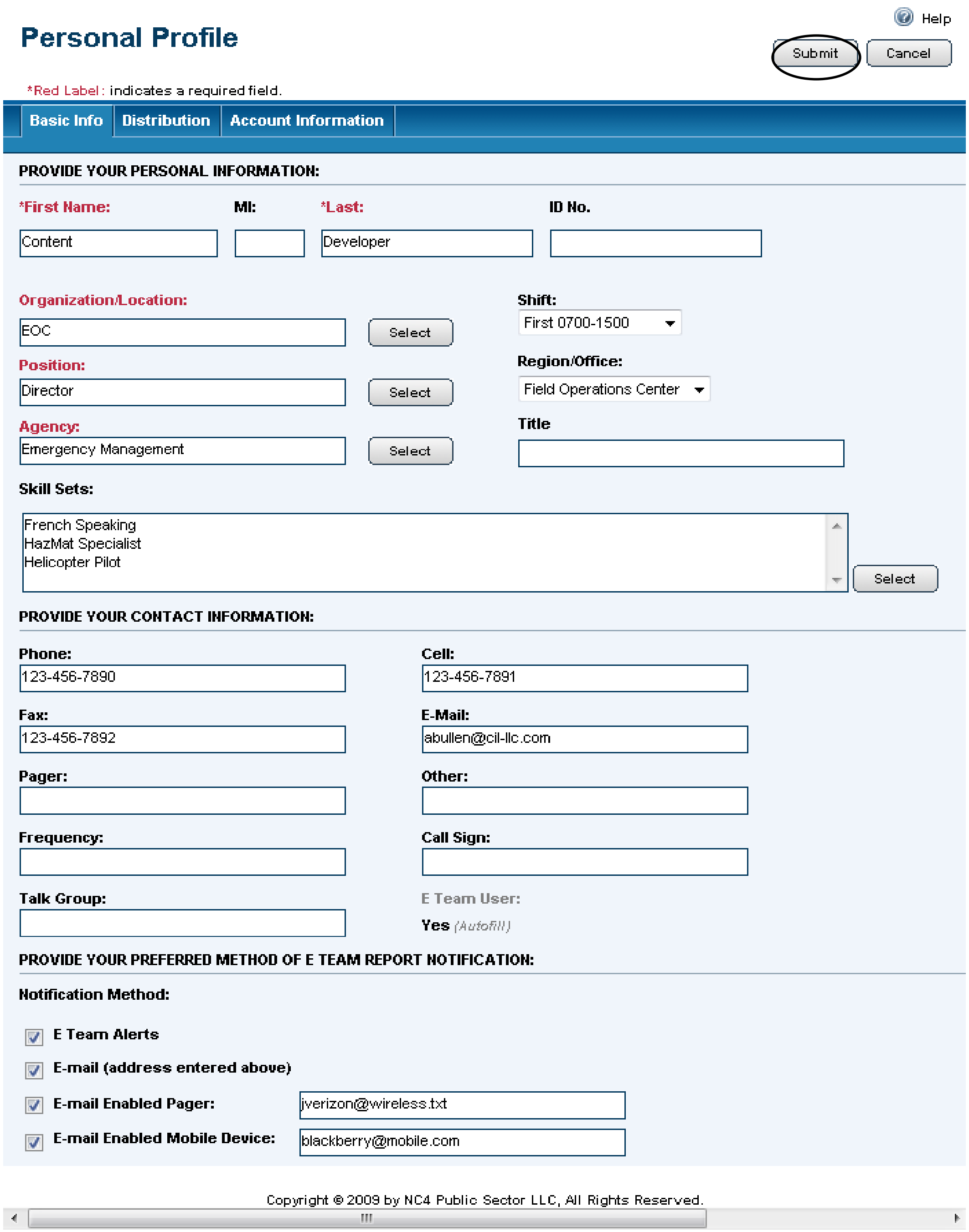
Then click the 

button to log in to the system.

Both the **Username** and **Password** are case sensitive. They must be entered in the exact format in which they were provided to you.

2.2.1 Personal Profile

As soon as your login and password are accepted, your Personal Profile opens, as shown in Figure 2.



This is the complete Basic Info tab of the Personal Profile document. Scroll down if you see only part of this screen.

*Red Label indicates a required field.

Figure 2 Personal Profile Form

Upon successful login, you should review your profile information, especially the organization and position categories by keying your information into the fields and making selections from the drop down menus.

Upon completion of the review, click the **Submit** button in the upper right of the **Personal Profile** screen (shown in Figure 2), to gain access to the system.

The Personal Profile is further discussed in detail in the Module: Personal Profile.

Access to the system is denied if you click the **Cancel** button on the Personal Profile form during the login process. At other times, when the login process is complete, you may view your Personal Profile and click the **Cancel** button to close the Personal Profile screen.

Note that there are two different types of User Names in the system. User Names may be functionally based such as "EOC Director", "First Shift Supervisor" or "SAR Team Lead". The other type of User Name is individual, as in "John Smith". The type of User Name you will be assigned is dependent on how your agency has chosen to implement the system.

After some time of inactivity, the system will automatically log you out.

Access to the system will be denied if you click the **Cancel** button on the Personal Profile form during the login process.

2.2.2 Pop Up Windows

During the login process, after you **Submit** your Personal Profile, you may be presented with two "pop up windows"; the **Duties Checklist** and **Alert Bulletin** windows.

2.2.2.1. DUTIES CHECKLIST

The **Duties Checklist** window as shown in Figure 3 may "pop-up" on your screen. This screen may be suppressed by your System Administrator.

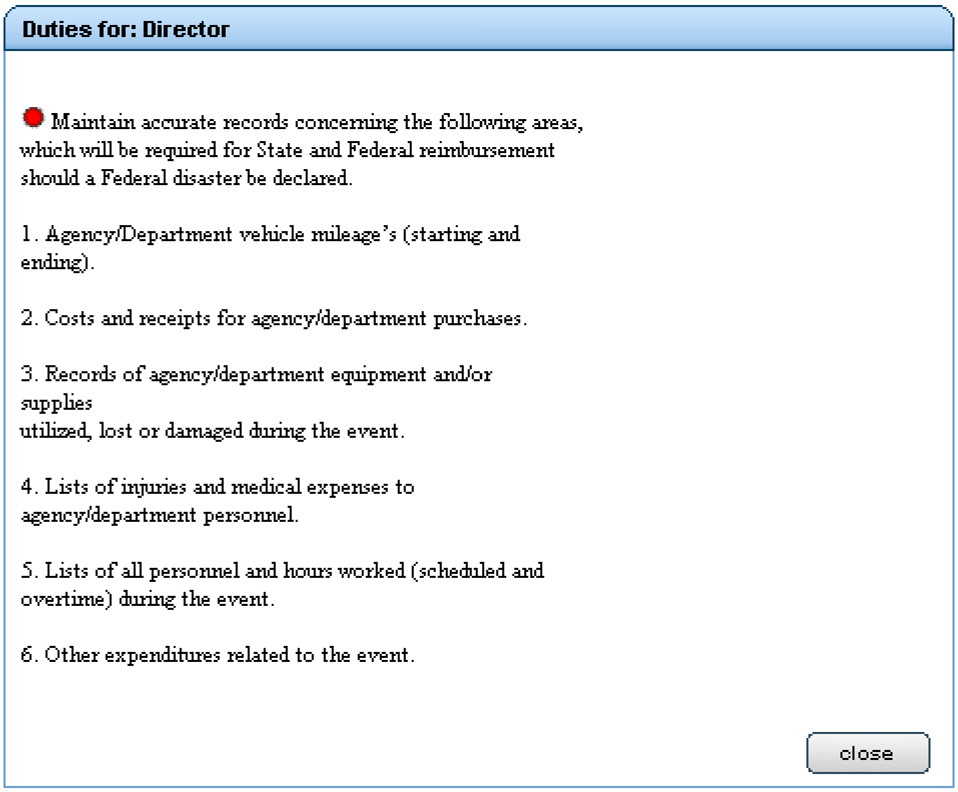


Figure 3 Duties Checklist Window

The Duties Checklist is assigned to your role by your agency's SOPs and is usually maintained by your System Administrator.

Scroll down to read all the information in the Duties Checklist window.

The Duties Checklist displays any duties assigned to your role by your agency's SOPs. The System Administrator usually maintains this information. Click the **close** button on the bottom right to exit the **Duties Checklist** window.

This information resides in the **Position Checklist** information in the **References Organization Chart** hierarchy of the report drop down menu.

2.2.2.2. ALERT BULLETIN

You may be also presented with the **Alert Bulletin(s)** window, as shown in Figure 4.

Figure 4 Alert Bulletin(s) Window

Scroll down to read all the alerts in the Alert Bulletin window.

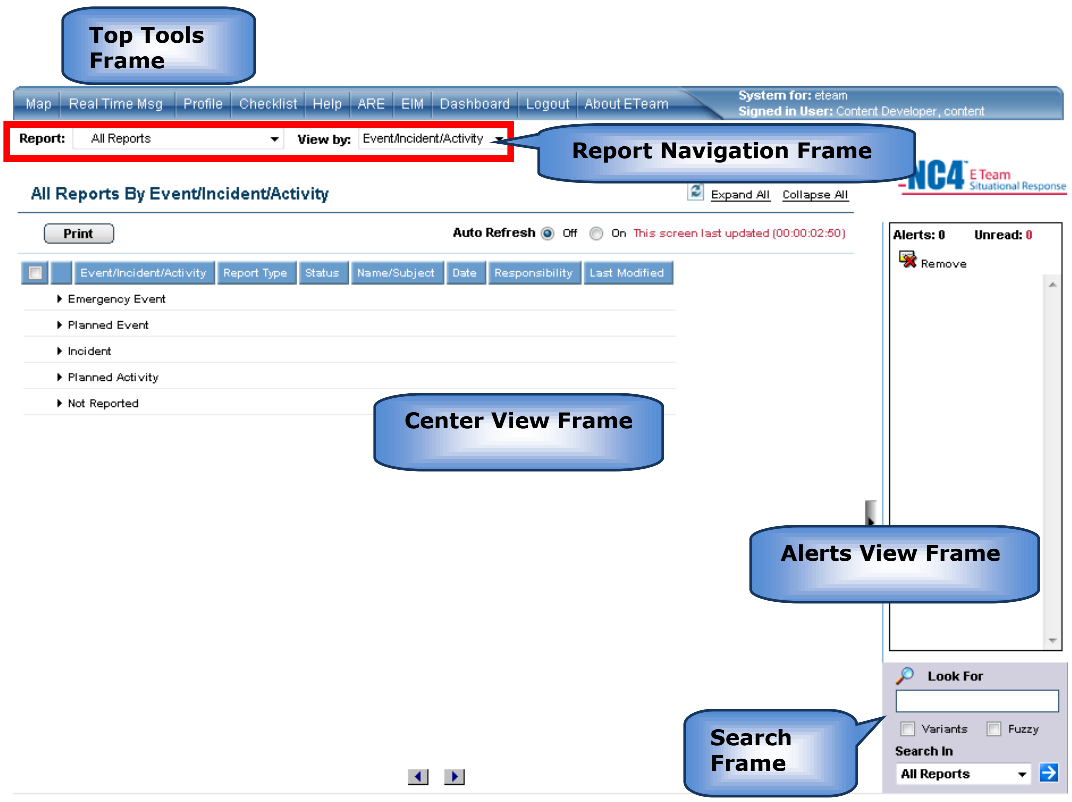
The Alert Bulletin is sent system wide and you cannot limit distribution of the message.

The Alert Bulletin is used to send system wide messages to everyone using the system. It is not an Instant Messaging (IM) system, and you cannot limit distribution of these messages. After you have read the alert, click the **close** button on the bottom right to exit the **Alert Bulletin** window.

The Alert Bulletin is discussed in detail in section 3.5 of this module.

2.3 Main Screen

A successful login brings you to the system's main screen. When you are in the training application mode, a training watermark displayed diagonally across the screen will be provided as background on reports. For instructional purposes, the main screen is compartmentalized into the five focus areas shown in Figure 5.



The center view frame uses collapsible/ expandable triangle icons ▶ .

Figure 5 Main Screen

The main screen includes the following elements:

Element 1 - Top Tools Frame – This top horizontal frame contains buttons that provide quick access to system features and displays both your personal login information and system identification, as shown in Figure 6. The available buttons may differ depending on your system configuration.

System menus can be configured for each user or jurisdiction. The menus and screens on your system may differ from what is shown in this document.

Figure 6 Top Tools Frame

Element 2 - Report Navigation Frame – This frame, shown in Figure 7, consists of drop down menus that provide access to all reports available in the system. When a report type, or report type and view are selected, the report list is presented in the **Center View Frame**, as shown in Figure 8.

Figure 7 Report Navigation Frame

Element 3 - Center View Frame – The main window displays the summary views of available reports, as shown in Figure 8.

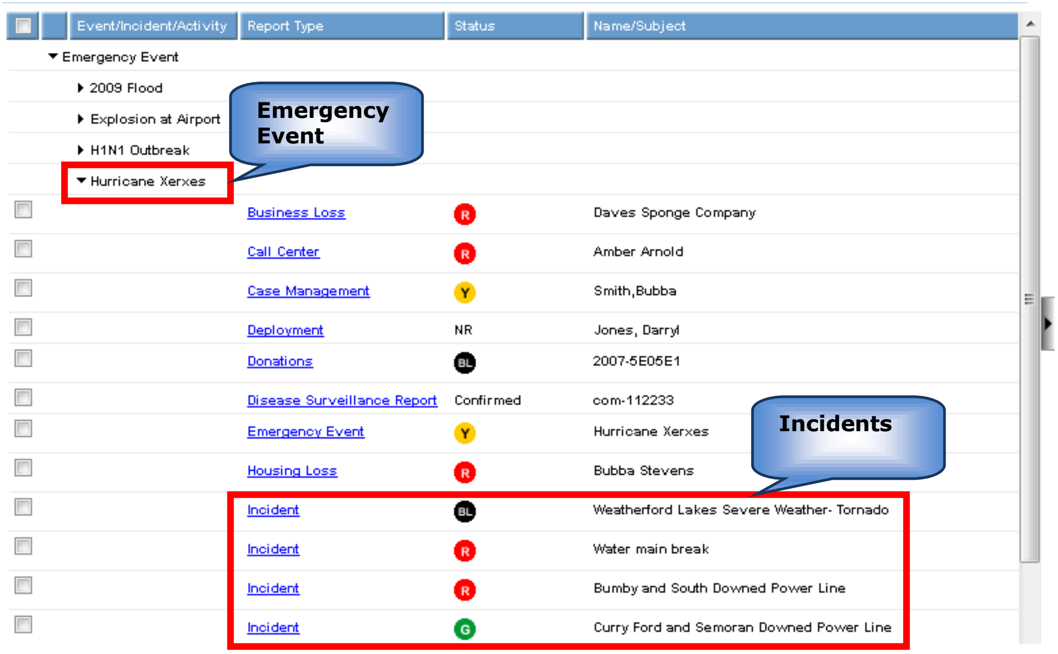


Figure 8 Center View Frame

In addition to displaying reports, the **Center View Frame** contains control buttons to **Create**, **Delete**, and **Print** reports as well as **Refresh** the screen, and **Expand** or **Collapse** the report view, as shown in Figure 9.

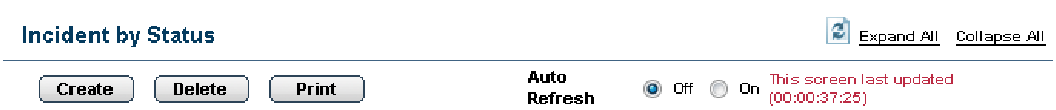


Figure 9 Control Buttons

Element 4 - Alerts Frame – The Alerts Frame displays your **Target Alerts** list, as shown in Figure 10. Target Alerts will be described in detail in section 3.6 of this module.

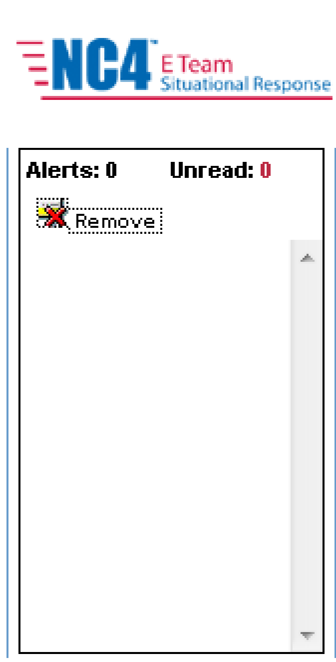


Figure 10 Alerts Frame

Element 5 - Search Frame – The Search Frame, shown in Figure 11, displays the system's search functionality which allows users to search any report using a specific word or phrase.

Figure 11 Search Frame

We will be exploring each of these elements in the subsequent sections.

2.3.1 Top Tools Frame

Along the top of the window is the **Top Tools Frame**. The left side of the button bar is shown in Figure 12. This frame is composed of Tool buttons that are described reading left to right:

Figure 12 Top Tools Frame (left side)

- Click the 

 button to launch the system's map viewer. Available maps are determined locally and maintained by your System Administrator. For that reason map displays may differ. However, your available map will display contents similar to the representation shown in Figure 13.

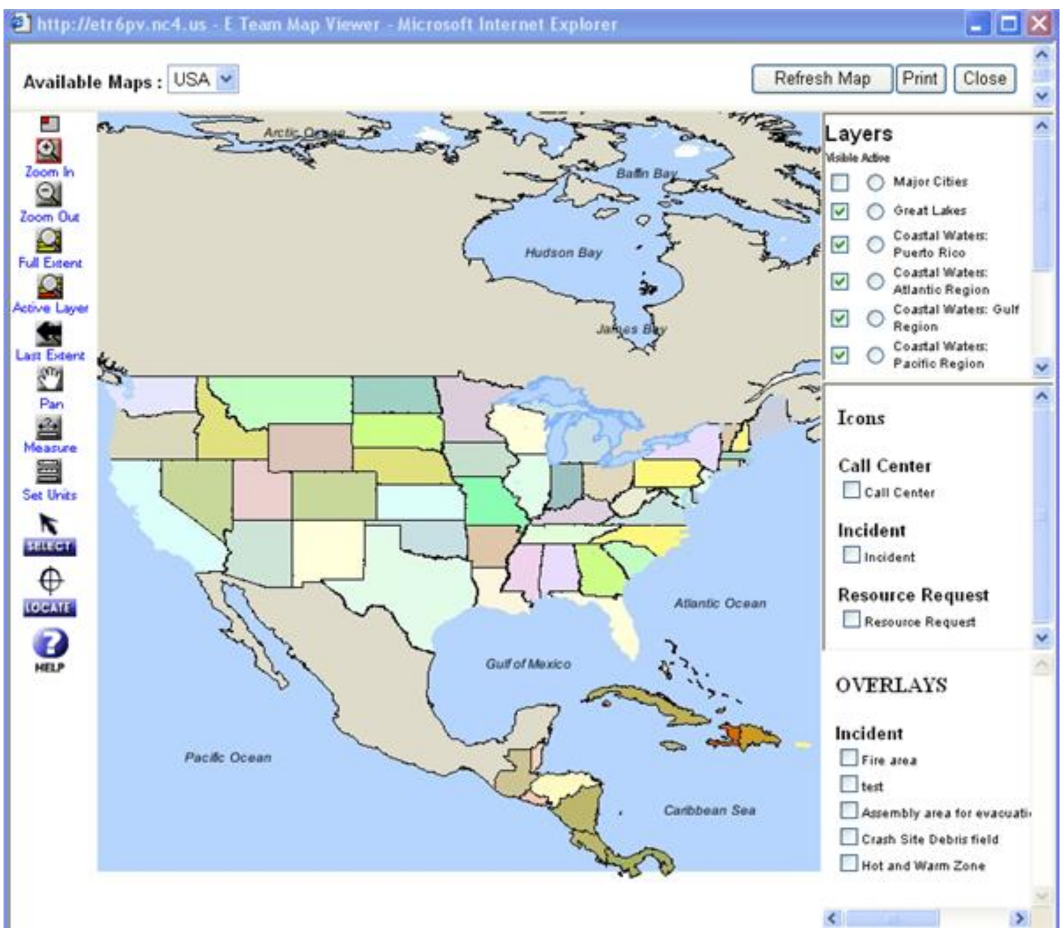


Figure 13 Map Viewer

The system's mapping functions will be described in section 3.8 of this module.

To exit this screen, and most others, remember to use the **Close** button in the upper right.

- Click the Real Time Msg button to launch Real Time Messaging (RTM). The system's RTM component provides a real time instant messenger tool within the system. This is an optional system component and may not be available in your configuration.
- Click the Profile button to open your Personal Profile to review or update the information at any time. The Personal Profile document is featured in section 2.2.1 of this module and in the Module: Personal Profile.
- Click the Checklist button to open the Duties Checklist to review the duties assigned to your role. The Duties Checklist is featured in section 2.2.2.1 of this module.
- Click the Help button to open the system's Online Help window, as shown in Figure 14.

> If you do not see the Real Time Msg tab, it is not in use on your system.

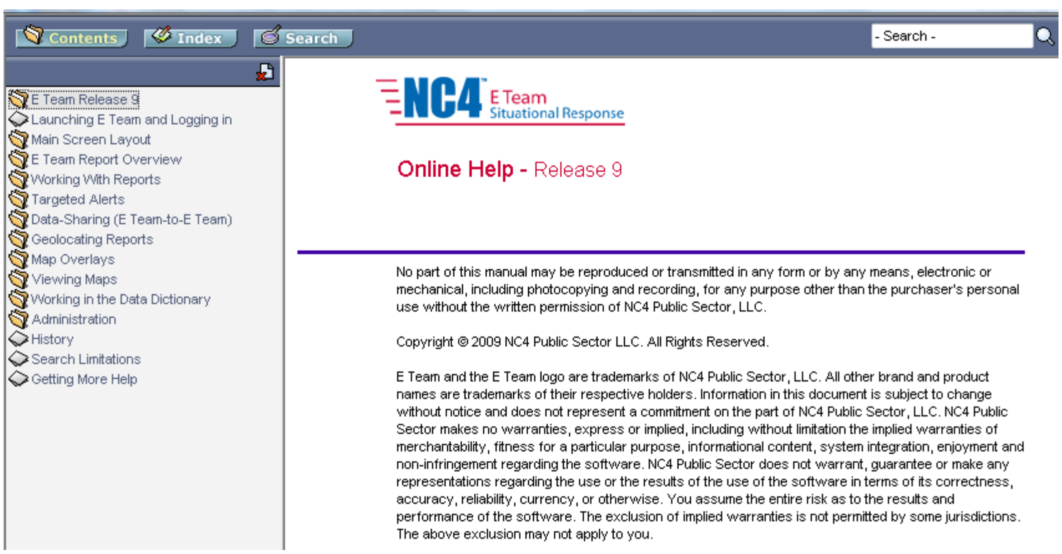


Figure 14 Online Help

- Click the 

button to exit the NC4 Application. If you stop using the system but do not log out, you will be timed out and logged out automatically. Do not close the NC4 Application using the **X** in your browser's upper right corner. This action may temporarily lock you out of the system.
- Click the 

button to view information about the NC4 Application.

In addition to the buttons on the left side of the Top Tools Frame, the right side of the Top Tools Frame displays personal information and system identification after "System for:" and "Signed in User:" as shown in Figure 15. The "Signed in User:" information is a combination of your Log In ID and your name in the Personal Profile form.

Figure 15 Top Tools Frame (right side)

If you close the NC4 Application using the **X** in your browser's upper right corner, you may be temporarily locked out of the system.

2.3.2 Report Navigation Frame

Each report type in the system is available by making a selection from the Report navigation drop down menu in the top navigation frame. The report type top-level listings are viewed on a blue background referred to as **report structures** with the individual **report types** categorized below them, as shown in Figure 16. Report listings may differ depending on your system configuration.

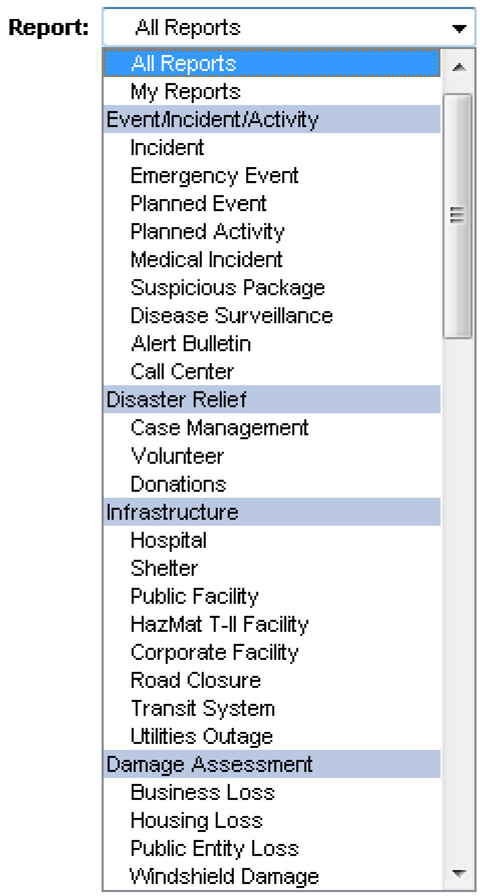


Figure 16 Report Navigation Drop Down Menu (partial list)

Also in the report navigation frame is the **View by** drop down menu. Reports can be sorted for viewing by making a selection from the **View by** drop down menu as shown in Figure 17. The choices in the **View by** drop down menu are determined by the report type selected from the **Report** drop down menu. In this example, the report sort can be by **Event/Incident/Activity**, **Agency, or Date**.

Figure 17 View by Drop Down Menu

2.3.3 Report Structures and Type Selection

Report types are selected from the **Report** navigation drop down menu. Each report type in the system is listed in the Report navigation drop down menu in the top navigation frame. **Report Structures** are viewed on a blue background. The individual **Report Types** are listed below the report structures, as shown in Figure 18.

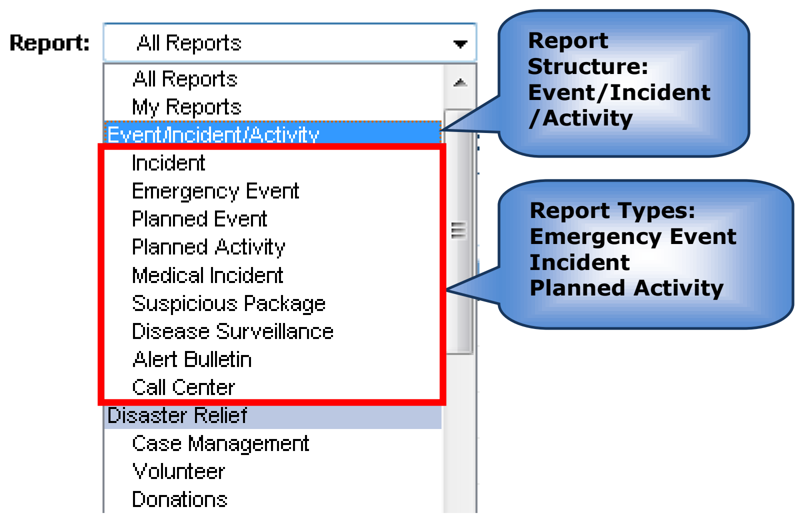


Figure 18 Report Structures and Types

2.3.4 Report View by Selection-Sorting

To sort the Reports, make a selection from the **View by** drop down menu. The choices in the drop down menu are determined by the report type selected. Notice that **Incident** reports may be sorted by Status, Agency, Name, Location, Time, Event, Type, Situation Detail, Last Updated, Latest Situation Detail, All (includes Closed), Data Sharing Status, and History, as shown in Figure 19.

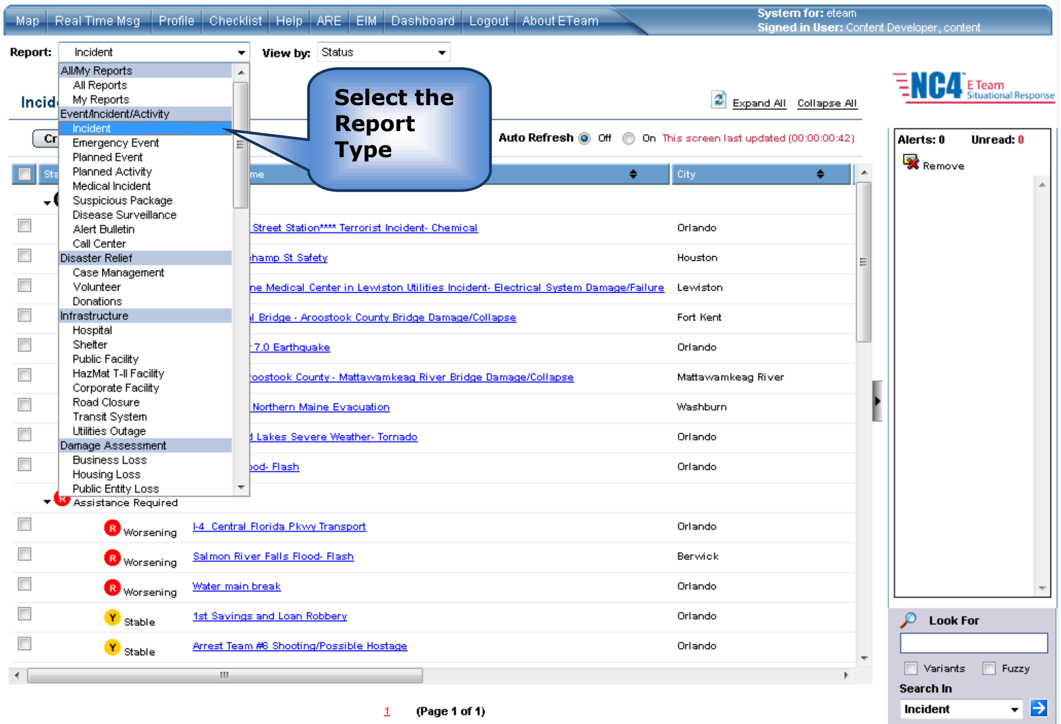
Figure 19 Sort Incident Reports

Because report types are sorted by report relevance, notice that **Resource Requests** may be sorted by other criteria. They are: Priority, Status, Requestor, Responsible Agency, Event/Incident/Activity, Type, Age, Number, Cost by Event, Location, All (includes Closed), Data Sharing Status, and History, as shown in Figure 20.

Figure 20 Sort Resource Requests

2.3.5 Viewing Report Lists

To view a list of available reports, first select the report type from the **Report** navigation drop down menu, as shown in Figure 21.



> The Report navigation drop down menu helps you locate existing reports to view and update as necessary.

Figure 21 Select Report Type

Then select the report view from the **View by** drop down menu. The view you select determines what you view in the center view frame. In this example, Status has been selected to view **Incident** reports, as shown in Figure 22.

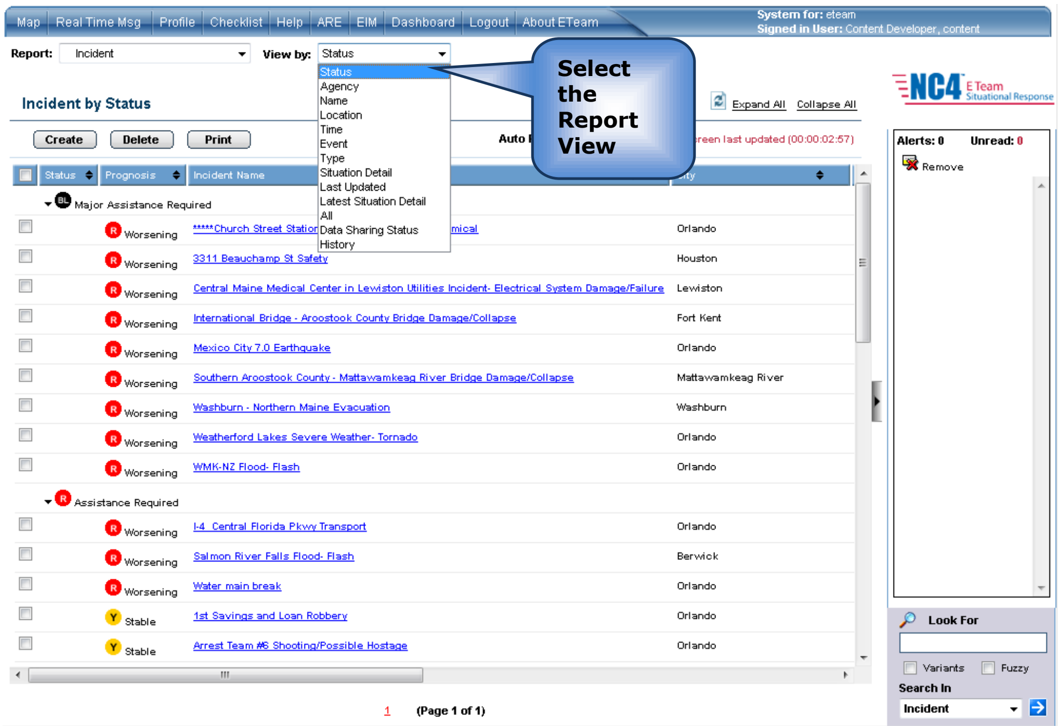


Figure 22 Select the Report View

The Report type's default view will appear in the center view frame when a sort is not selected from the View by drop down menu.

Note: If a report view is not selected, that report type default view will appear in the center view frame.

In this example, the center view frame shows Incident as the requested report type sorted by Status as shown in Figure 23.

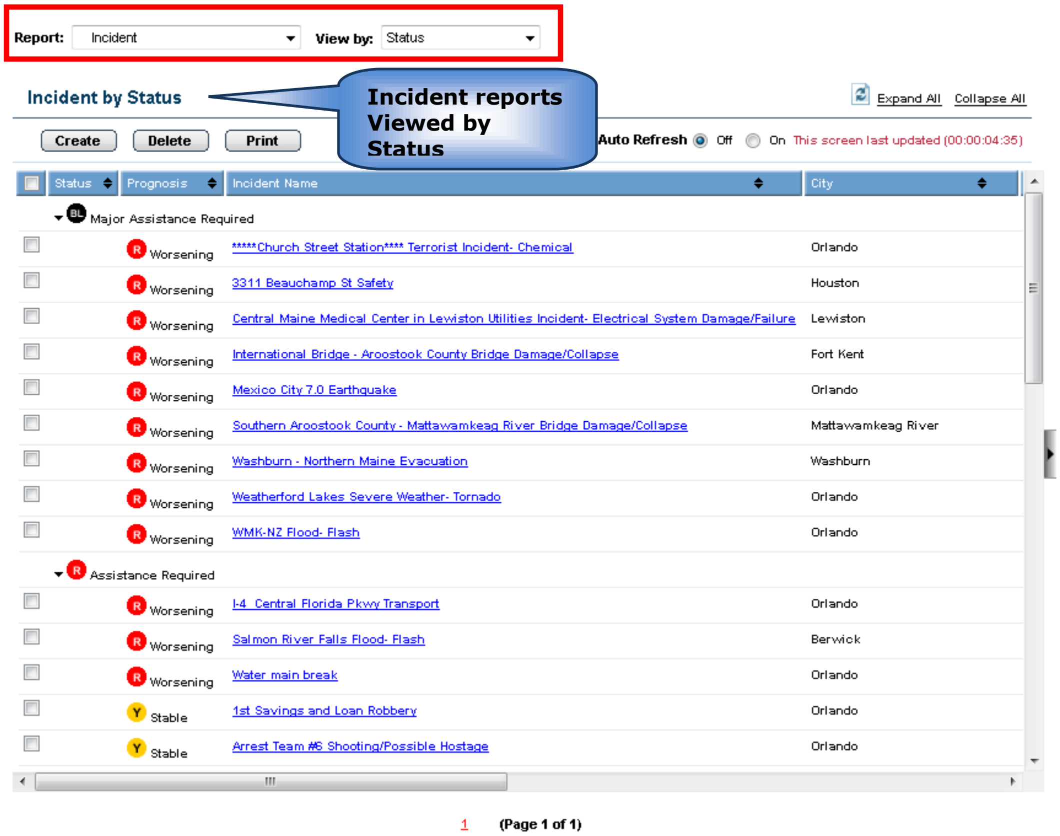


Figure 23 Incident Reports Viewed By Status

This is a list of Incidents shown in order of current Status; the sort selected from the **View by** drop down menu determines the information that is sequenced in the first column of the reports in the center view frame. The specific color codes used in your jurisdiction may differ from what is shown in this document.

To change the report sort, make a different selection from the **View by** drop down menu. In this example, **Agency** has been selected as the view for Incident reports as shown in Figure 24.

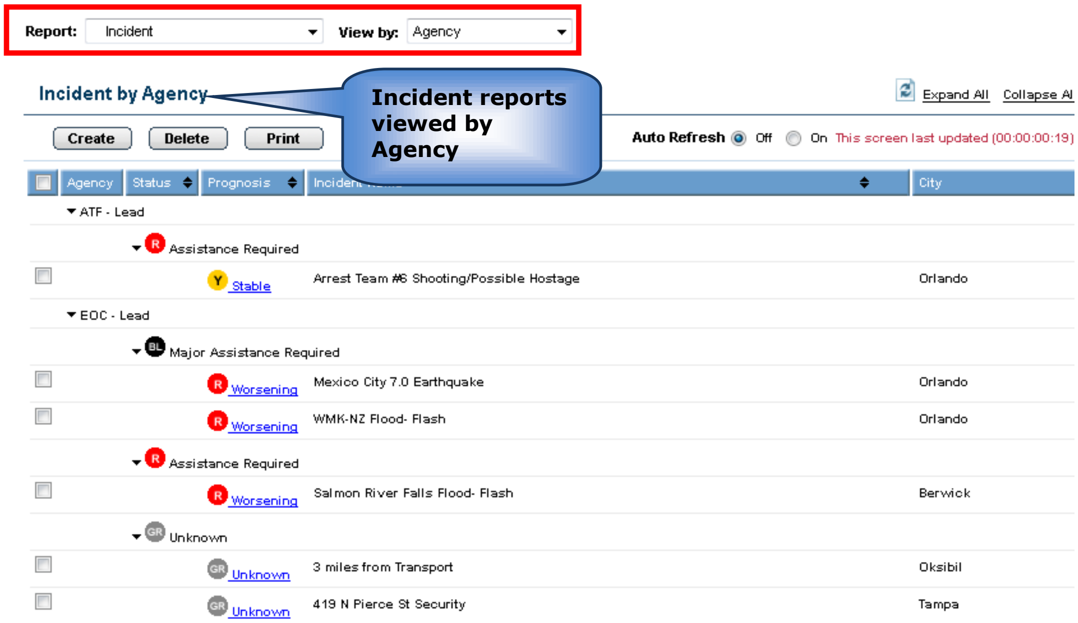


Figure 24 Incident Reports by Agency

You will observe that the report list has been renamed **Incident by Agency** and the reports are sorted to show **Lead Agency** in the first column. This designation confirms that this is a list of Incidents sorted by Lead Agency.

You may also click the arrows (⬍) in column headings, shown in Figure 25, to sort the report list in the center view frame by ascending or descending order.

Figure 25 Column Headings

Click the ▲ arrow in the Prognosis column heading to sort the Incident reports by Prognosis in descending order, as shown in Figure 26.

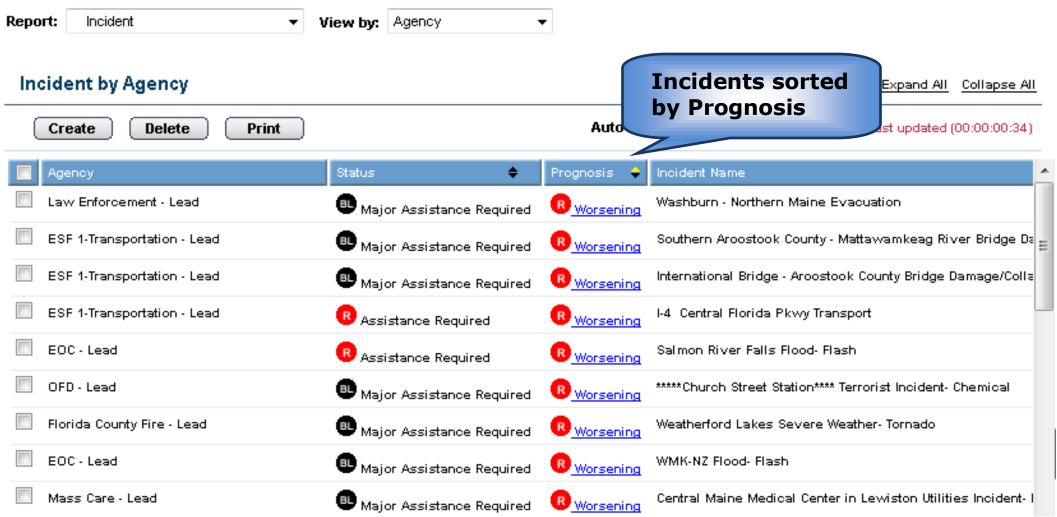


Figure 26 Incidents by Prognosis (descending order)

Click the ▼ arrow in the Prognosis column heading to sort the Incident reports by Prognosis in ascending order.

2.3.6 Center View Frame

The center view frame contains icons and buttons that provide at-a-glance visual awareness to status, and enable you to expand/collapse, re-sort, and refresh the report view.

The center view frame displays views and lists of system report data, as previously described. For example, Figure 27 shows the default **All Reports By Event/Incident/Activity** when you first login. You will observe that it is the concatenation of the information in the "Report" and "View by" sections.

Views provide at-a-glance information and allow you to drill down quickly for the information you require.

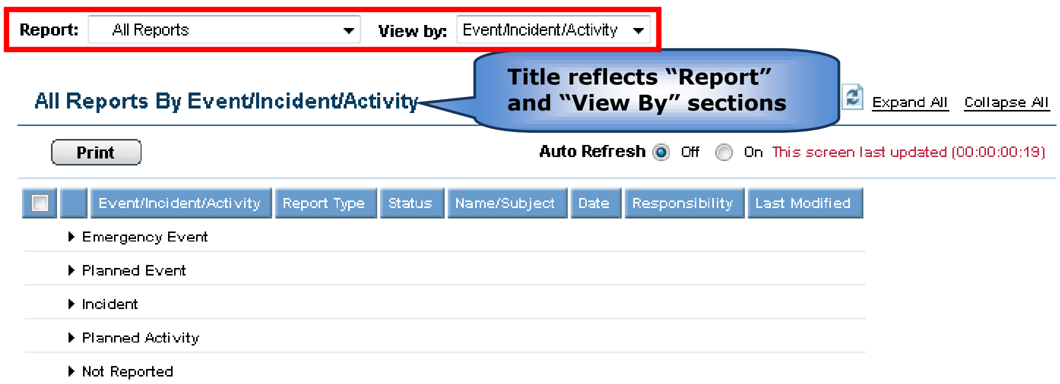


Figure 27 Center View Frame

2.3.6.1. REFRESH

Click the **Refresh** icon, shown in Figure 28, to immediately update the report list in the center view frame.

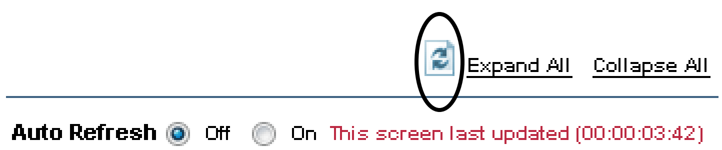


Figure 28 Refresh Icon

2.3.6.2. EXPAND ALL/COLLAPSE ALL CONTROLS

In the upper right of the center view frame are the following controls: Expand All, and Collapse All, as shown in Figure 29.

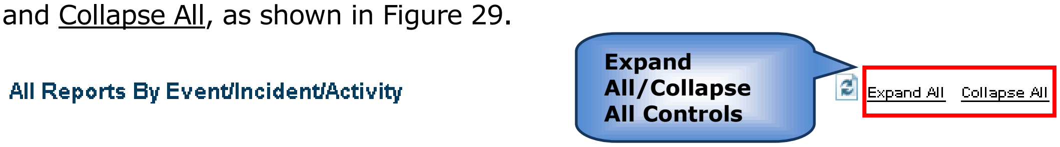


Figure 29 Expand All/Collapse All Controls

Click the Expand All link, to expand the report list in the center view frame to include all reports, as shown in Figure 30.

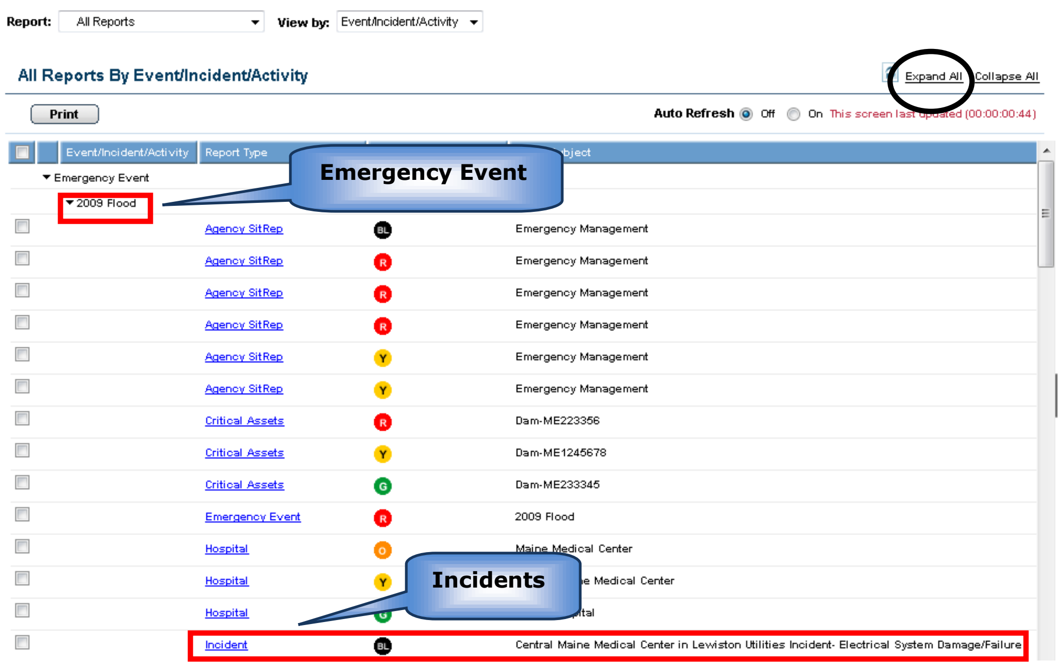


Figure 30 Expanded Report List

Clicking a Name link from within the center view frame opens the report in View mode.

The center view frame now displays the expanded report list. The Emergency Event category shown on one line in Figure 27 now displays the details of all the reports by Event/Incident/Activity, Report type, Status, and other details.

Click the Collapse All link, to collapse the report list in the center view frame to display the high level report types, as shown in Figure 31.

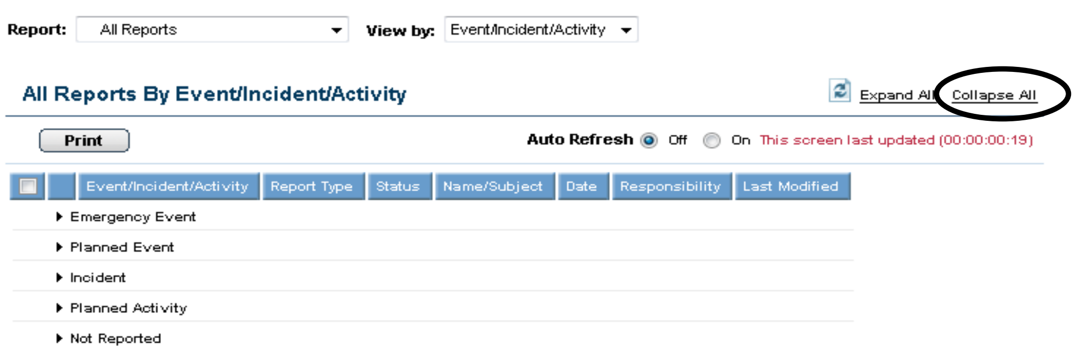


Figure 31 Collapsed Report List

2.3.6.3. PRINT

The print feature allows the user to print reports from the summary page. This feature is performed by checking the box to the left of the report that you are requesting the printer to print.

Click the **Print** Print button to send the report to the printer as shown in Figure 32.

Figure 32 Print Button

2.3.6.4. AUTOREFRESH

Enable the **On** radio button to force periodic updates of the center view frame's contents, as shown in Figure 33. Or enable the **OFF** radio button to update the frame's contents manually.

> When the AutoRefresh is **On** you will not have to use the Refresh button.

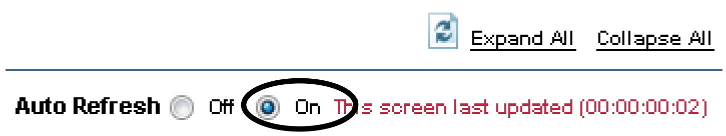


Figure 33 Enabling AutoRefresh

2.3.6.5. TRIANGLE ICONS

The center view frame uses collapsible/expandable triangle icons ▶ that enable you to expand or collapse specific reports as shown in Figure 34. Click the triangle icon ▶ to expand or collapse the view.

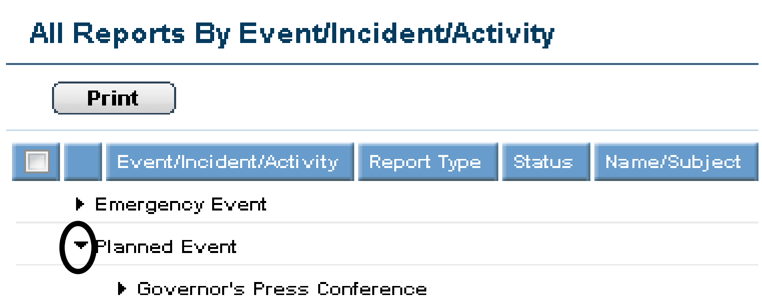


Figure 34 Expanded Planned Event

The triangle icons allow you to drill down quickly for the information you require. In the example in Figure 35, the report for the Planned Event of "Downtown Jazz Festival" was found by first clicking the triangle icon ▶ before Planned Event, and then clicking the triangle icon ▶ before "Downtown Jazz Festival" to find the specific report listing.

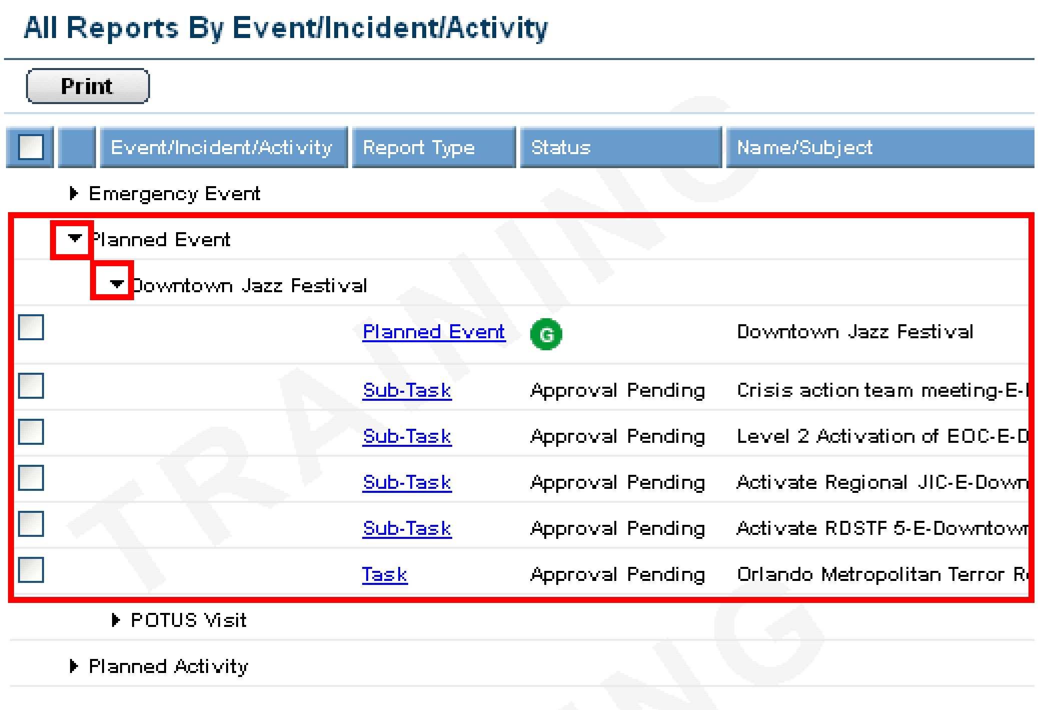


Figure 35 Additional Planned Event Information

To collapse the report list and return to the top-level view, click the triangle icon ▼ next to the Planned Event section as shown in Figure 35.

Once the triangle icon ▼ is clicked, the report list in the center view frame will appear as the collapsed report list shown in Figure 31.

2.3.6.6. TEXT (NAME) LINKS

To view the data associated with an item or report in a list, click its Name link. Clicking the Name link or the "2009 Flood" link in the example in Figure 36 opens the associated Emergency Event Report in *View* mode in its own window. This functionality is covered in detail in section 2.4 of this module.

Click the **Update** button when in *View* mode to be launched to an editable copy of the report.

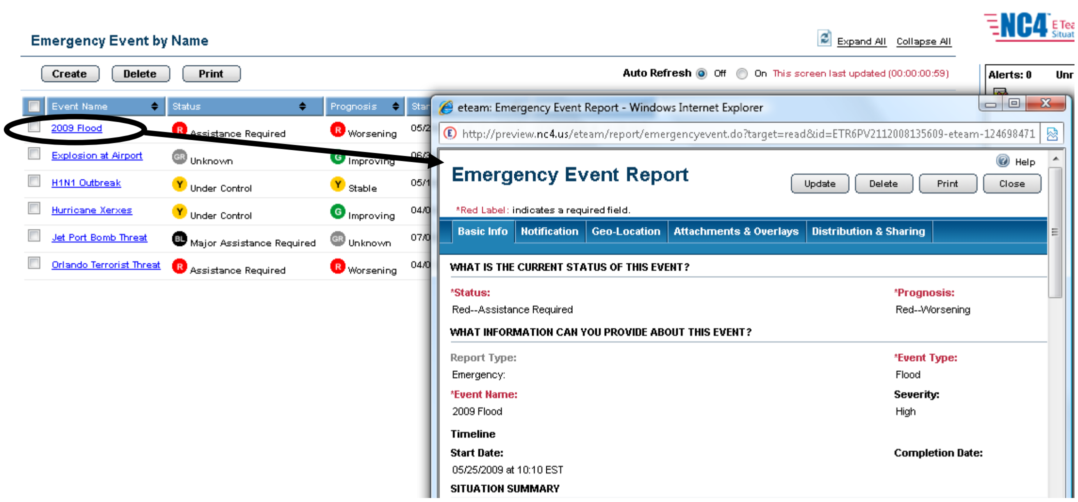


Figure 36 Opening a Report from Its Name Link

2.3.6.7. ICON COLOR CODES

To provide at-a-glance situational awareness, the application allows the user to designate the report by degrees of progression designated by color, description, and severity. The following figure is an example of the Color Codes that can be used for the Incident report.

The system's color codes can be configured for each jurisdiction. The codes on your system may differ from what is shown in this module.

Icon	Status	Prognosis	Severity
BL	**Major Assistance Required**	**Catastrophic**	
R	**Assistance Required**	**Worsening**	**Major**
Y	**Under Control**	**Stable**	**Moderate**
G	**Resolved**	**Improving**	**Minor**
GR	**Unknown**	**Stable**	**Unknown**
B	**Closed**	**Closed**	**Closed**

Figure 37 Selected Icon Color Codes

Color codes are determined locally. The specific color codes and description used in your jurisdiction may differ from what is shown in this document. Color Codes are described in detail in the Module: Data Dictionary

2.3.6.8. PAGE CONTROLS

When there are more reports that can be displayed on one page in the center view frame, click on any of the page numbers or arrow buttons displayed at the bottom of the center view frame, as shown in Figure 38 to view all the reports.

Click the button to see the results on the next page; Click the button to see the results on the previous page.

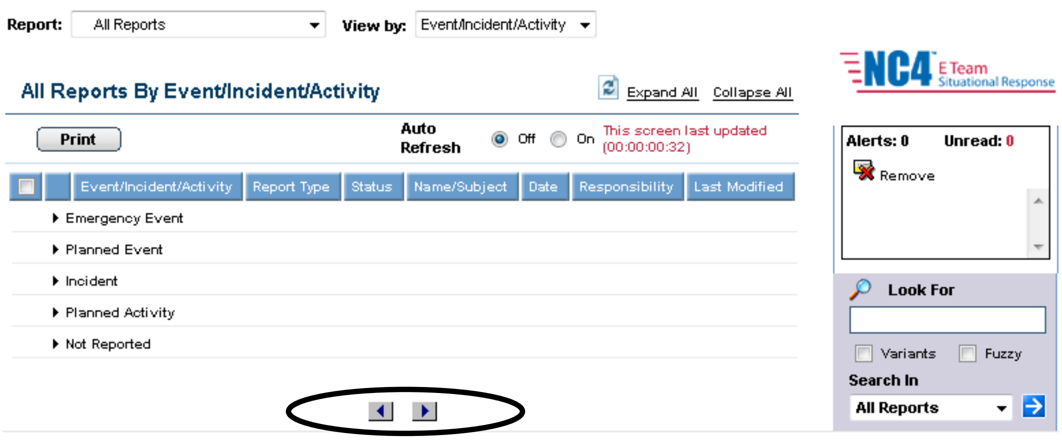


Figure 38 Page Controls

2.3.6.9. EXPANSION BARS

Expansion Bars are used to provide a larger viewing area in the center view frame. Clicking the expansion bar(s) as shown in Figure 39, the **Target Alerts** and **Search Frames** are suppressed to provide a larger area to view reports in the center view frame. Clicking the expansion bar again as shown in Figure 40, retracts the suppressed frames.

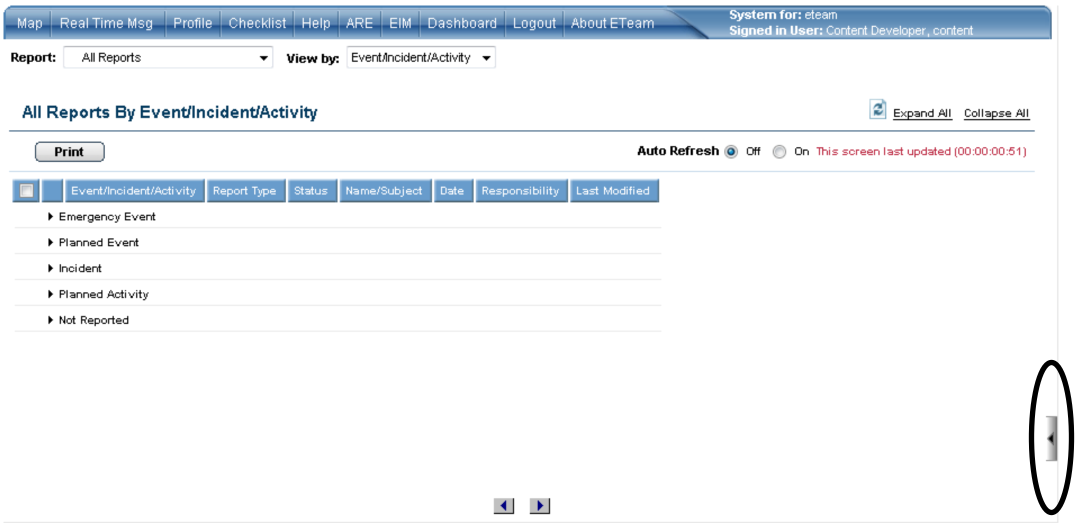


Figure 39 Expansion Bar Suppressed

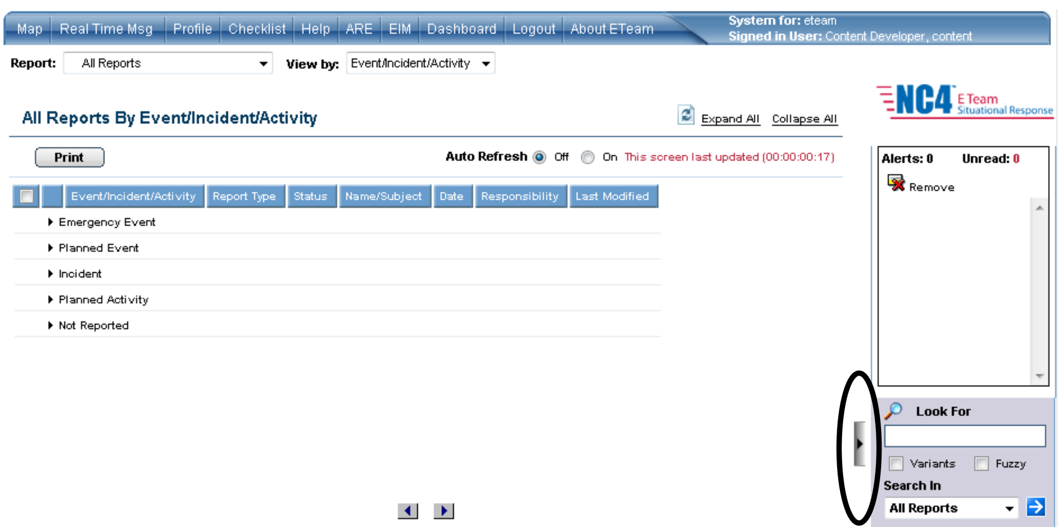


Figure 40 Expansion Bar Retracted

2.4 Report Forms

The tabs shown in Figure 41 that appear at the top of most report forms, or are contained in the body of the report form are consistent throughout the application, to facilitate easy navigation. When you work with a report form and click **Submit**, the application always defaults back to the first tab (**Basic Info**); you will need to click on the tab that you were working with if you wish to review your data entry. A Name link in a form may open a new window or a form. After you have clicked **Submit**, it is a good practice to observe if additional tabs have appeared at the top of the report form, or additional buttons have appeared at the bottom of the form.

Click the **Submit** button to save the report with the new information you entered.

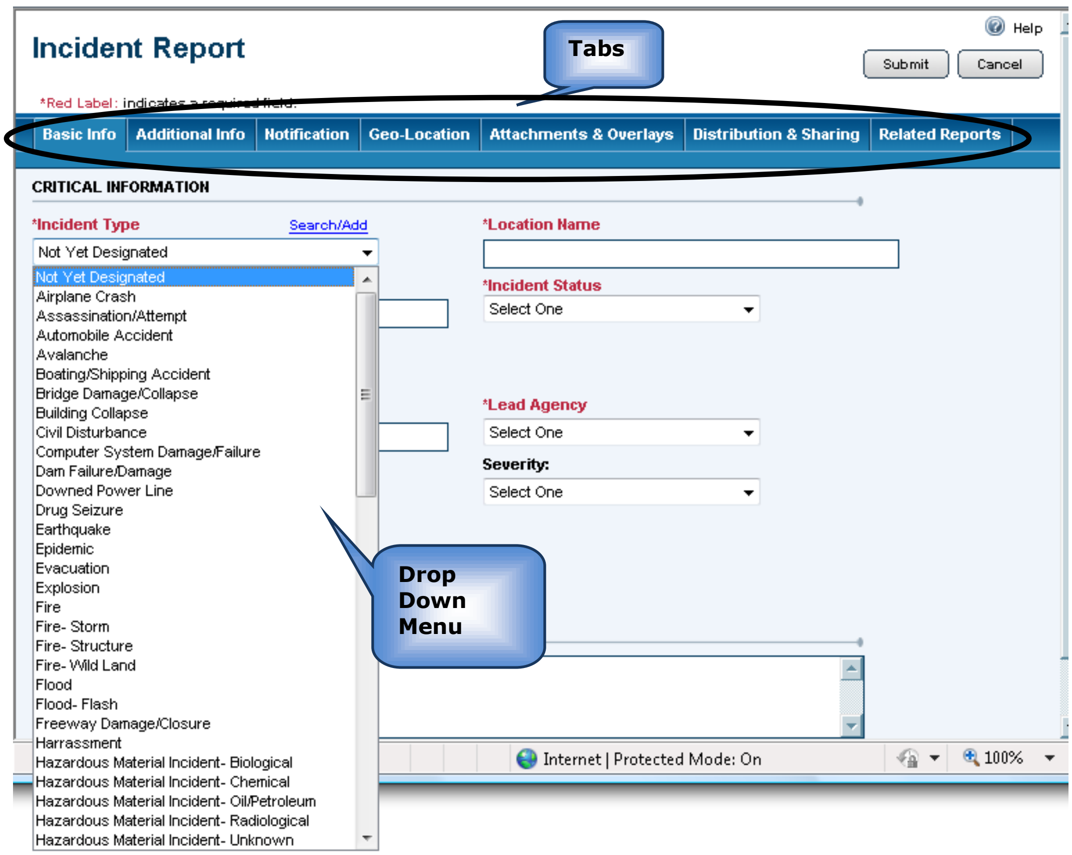


Figure 41 New Report Form with Drop Down Menu Open

Click the **Cancel** button to close the report and discard any changes.

You can use text fields, drop down menus, radio buttons ( ), and Name links to enter or add data into the system. Click on the various tab names (Basic Info, Additional Info, etc.) to move between the report form tabs.

To move between fields sequentially, press the **Tab** key.

To copy information from one text field to another, drag your mouse over the first field to highlight it, and then press **Ctrl-C** on the keyboard. To place the text into the destination field, click the field, and then press **Ctrl-V**.

Press **Ctrl-C** to copy; Press **Ctrl-V** to paste.

All reports have control buttons in the upper right. For new reports, click the Submit button to save the form to the system or the Cancel button to exit the form without saving your changes.

Additional report buttons appear in the upper right depending on the report type and view, your access level, system configuration, and discretion of the System Administrator. Key report buttons that appear on most reports are:

- Update – Click the **Update** button to open the report in Edit mode to update and edit the data fields.
- Delete – Click the **Delete** button to remove the report from the active view.
- Print – Click the **Print** button to send the report to the printer.
- Close – Click the **Close** button to exit the report without saving your changes.
- Split – Click the **Split** button to split the report for action by multiple responsible parties.
- Duplicate – Click the **Duplicate** button to create a duplicate of the report to be saved as a new document.

The Expand button is also common throughout the reports. Click the **Expand** button to open an expanded text window in which you may key additional information as shown in Figure 42. To save the information, click the OK button.

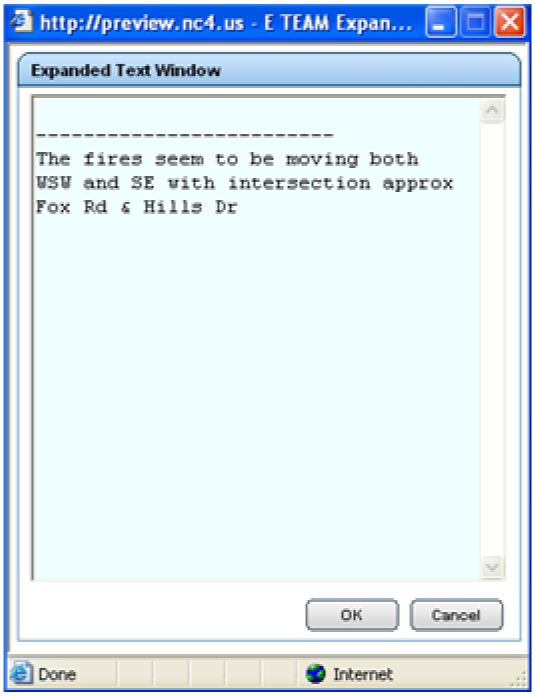


Figure 42 Expanded Text Window

Expand is available in many system forms. When you click the **Expand** button a new window opens in which you can key additional information.

Review Exercise 1

In this Navigation exercise you will login to the system, submit your Personal Profile, and practice navigating the application.

Do not fill out or complete your profile until instructed to do so. All class participants should login to the NC4 Application.

Remember that **usernames and passwords are case sensitive**.

1. **Using the URL, Login and Password you were provided, Login** to the application. After you login to the system, your **Personal Profile** form opens.

2. Review and change any information then, click the **Submit** button in the upper right of the Personal Profile form to access the application.

3. Your **Duties Checklist** appears if there is a checklist for the selected position.

4. Review your **Duties Checklist** to gain a better understanding of the duties assigned to your role for the situation.

5. Click the **Close** button in the lower right to close the Duties Checklist form.

6. Your **Alert Bulletin** appears if an Alert Bulletin report has been created.

   Remember that you can scroll down to view all the Alerts on the form.

7. Read the **Alert Bulletin** to become familiar with information that is pertinent to the situation.

8. Click the **Close** button in the lower right to close the Alert Bulletin.

9. Go to the **Report Navigation Frame**.

10. Select **Incident** from the Report navigation drop down menu.

11. Select these menu categories from the **View by** drop down menu to sort the Incidents by:

    a. Agency

    b. Name

An exercise completing and updating the Personal Profile form is located in the Module: Personal Profile.

c. Location

d. Time

e. Event

f. Type

g. Situation Detail

h. Last Updated

i. Latest Situation Detail

j. All

k. Data Sharing Status

l. History

12. Click on **Status** in the **View by** drop down menu to return to the default Incident report view.

13. Go to the Center View Frame.

14. Click the <u>Name</u> link of a listed Incident report to open it in *View* mode.

15. Click on each tab on the top of the Incident form to *View* the available information.

    a. Basic Info

    b. Additional Info

    c. Notification

16. Click the **Update** button in the upper right of the Incident Report form to make it editable.

17. Change the **Incident Type** by selecting an available option from the Incident Type drop down menu.

18. Click the **Submit** button to save the change to the system.

19. Well Done!!! Log out of the NC4 Application.

3 Common Functions

In this section of the module, you will follow a step-by-step walk through of common functions that appear in many of the forms. These functions appear in different places depending on the view, the specific report, and your system configuration.

These functions include:

- Notification
- Attachments
- Distribution & Sharing
- Related Reports
- Alert Bulletin(s)
- Target Alerts
- Geo Location
- Maps Layers, Icons, and Overlays

Common Functions can be accessed when a report is CREATED or

3.1 Notification

Notification is used to inform other users that they need to view or take action on a report, as shown in Figure 43. The **Notification** functionality can be accessed through the **Notification** tab, or in an embedded section in the form.

> Use Notification to notify both users and non-users about a report in the system.

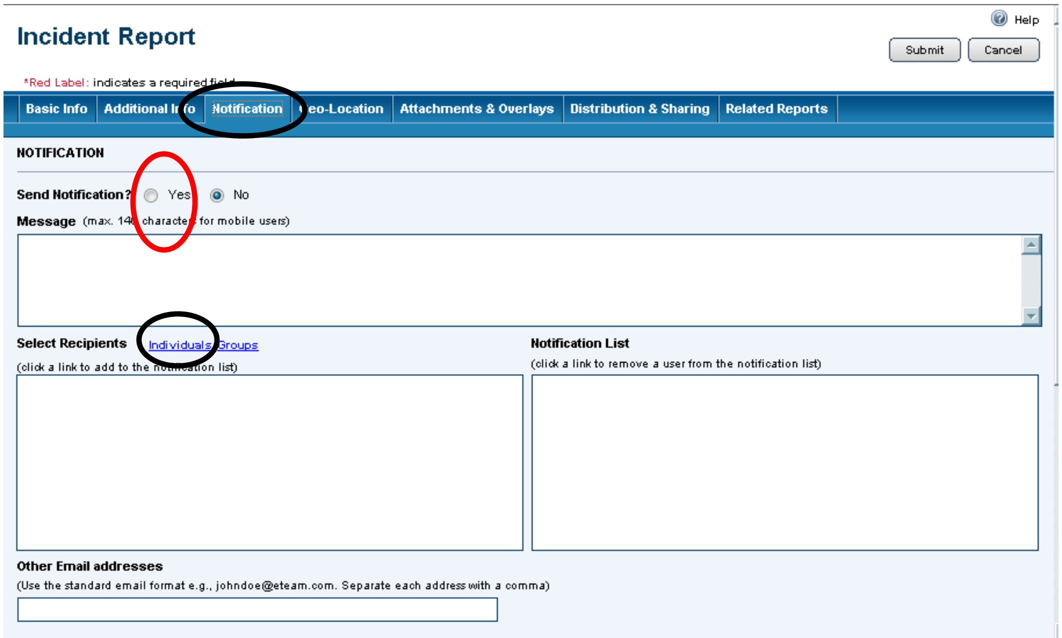


Figure 43 Notification Fields in Create Mode

> To include the URL link in the email, an (E) must appear before the recipients email address. Without the (E), the recipient will receive the email message without the link.

This feature sends messages to an email account, pager, phone or Personal Digital Assistant (PDA). Email messages can contain either your keyed in message or the message with the URL link that, when clicked, will bring the recipient to the application's login screen to open the report which you sent them. A short message without the URL link is sent to other devices.

3.1.1 Using Notification

The **Notification** feature is used if you elect to inform other individuals that they need to view or take action on a report. Click the **Notification** Tab or go to the **Notification** section within the report to complete the following sections.

3.1.1.1. SEND NOTIFICATION

To use notification, while in *create* or *edit* mode, enable the **Yes** radio button in the **Send Notification** field. The notification will appear in each of the categories selected in the Personal Profile form notification section.

If you choose **NOT** to use notification, while in *create* or *edit* mode, enable the **No** radio button in the **Send Notification** field. The message entered in the report will travel with the report and be maintained in the application, but no one will be specifically notified.

3.1.1.2. MESSAGE

Enter a short message of 140 characters or less in the **Message** field (for digital devices). You may copy and paste information from the report into the **Message** box.

3.1.1.3. SELECT RECIPIENTS

Next, select the recipients of the message by using the **Individuals** and/or **Groups** links above the **Select Recipients** field. Populate the Select Recipient's field by clicking the Individual or Group Name links next to the **Select Recipients** pane. The Select Recipient's pane will populate with the users who have completed a Personal Profile form. Select recipients by clicking their Name link. The individual or group selected will appear in the **Notification List** pane. To avoid duplication, the application allows selecting a user once. You can deselect a user from the **Notification List** pane by double clicking the users Name link. The user will be returned to the **Select Recipients** pane. To validate message transport, check to ensure that the selection has tag lines such as a valid email address (E), or other notification information that resides in their Personal Profile form.

3.1.1.4. OTHER EMAIL ADDRESSES

You can add other addresses that are not already in the system via the **Other Email addresses** field. Validate that the email address is in the correct address format (e.g., "you@youragency.gov"). Recipients who do not have access to the application will receive your email message, but will not be able to access the application to view the report.

Click the Submit button in the upper right to save the report. You will be presented with the report at the **Basic Info** tab. Click the **Notification** tab to view the completed **Notification** report.

> The email notification or targeted alert will be sent when you click the **Submit** button on the report you are creating or updating.

3.1.1.5. COMPLETED NOTIFICATION REPORT

A completed **Notification** report prior to clicking **Submit** is shown in Figure 44.

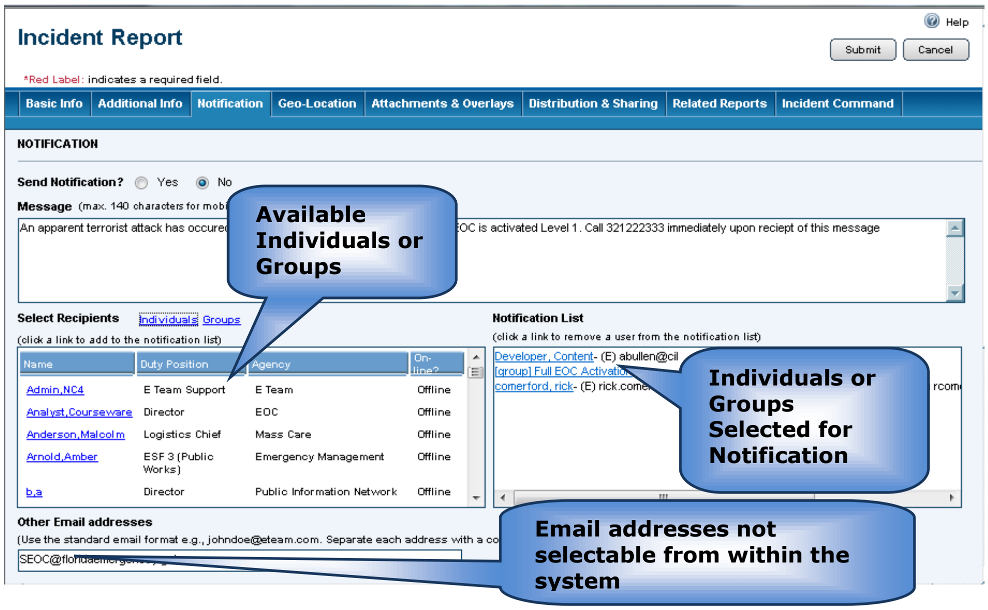


Figure 44 Completed Notification Report

> Distribution groups are discussed in detail in the Application Administration class.

After clicking the **Submit** button, recipients will receive email alerts similar to the one in Figure 45. The email may also contain a link to the report.

From: ETeam.Pop3@nc4.us [mailto:ETeam.Pop3@nc4.us]
Sent: Tuesday, August 01, 2006 10:39 PM
To: XXXXXXXXXXXXXXXXXX
Subject: E Team Notification

You have a new Jurisdiction Situation Report

continue to monitor this situation

http://etr6pv.nc4.us:80/eteam/home/login.jsp?url=../report/jurisdiction.do%3Ftarget=read%26id=ETR6PV7142006094701-eteam-115448625320306981180&reportType=jurisdiction_sitrep

Sent by: Message Center

Figure 45 Sample E-Mail Alert

In addition to the email alert, users will receive "target alerts" when a user is selected as a notification recipient for a document AND has checked Alerts as a preferred method of notification on their Personal Profile form. Target Alerts are discussed in section 3.6 of this module.

3.1.1.6. NOTIFICATION STATUS

To followup on the status of your **Notification**, perform the following:

Open the report by clicking on the report's Name link as shown in Figure 46. Click the **Notification** Tab as shown in Figure 46.

The Targeted Alerts Status button can only be accessed in View mode. Do NOT Click the Update button.

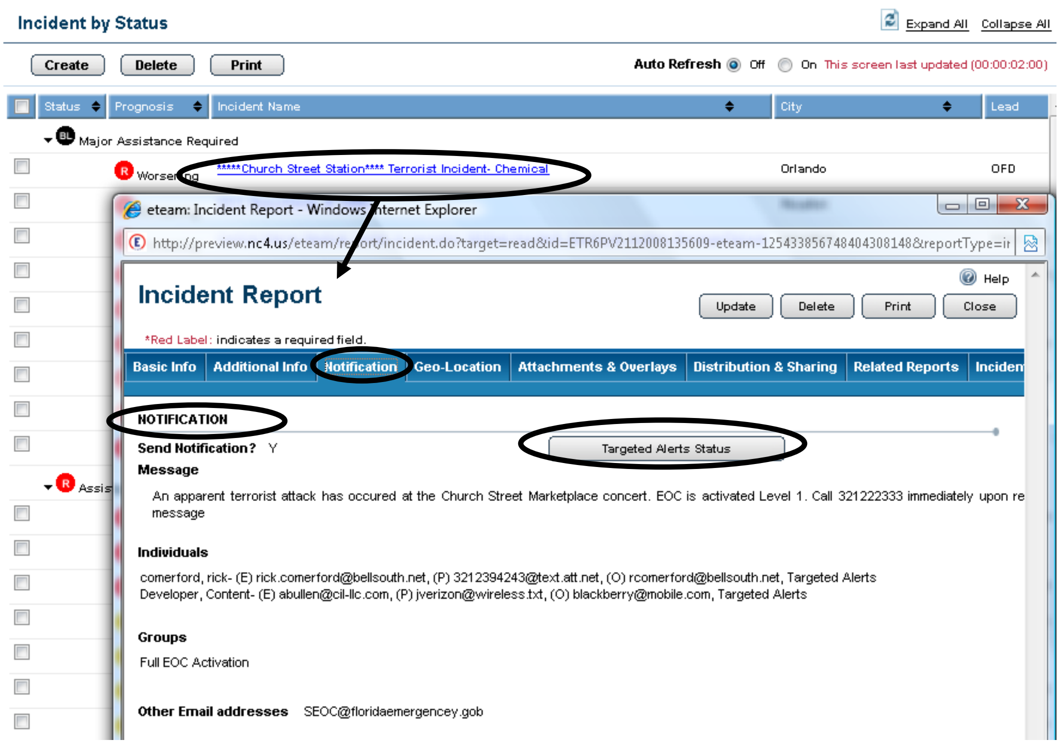


Figure 46 Checking the Notification Status

Check to view that a "Y" is in the **Send Notification** category as shown in Figure 46. If the **Send Notification** category displays an "N", the notification was not sent to any of the individuals. However, an individual opening the report will be able to read the notification message in the report.

Click the **Targeted Alert Status** button as shown in Figure 47 and a "pop up window" will display the status, as shown in Figure 48.

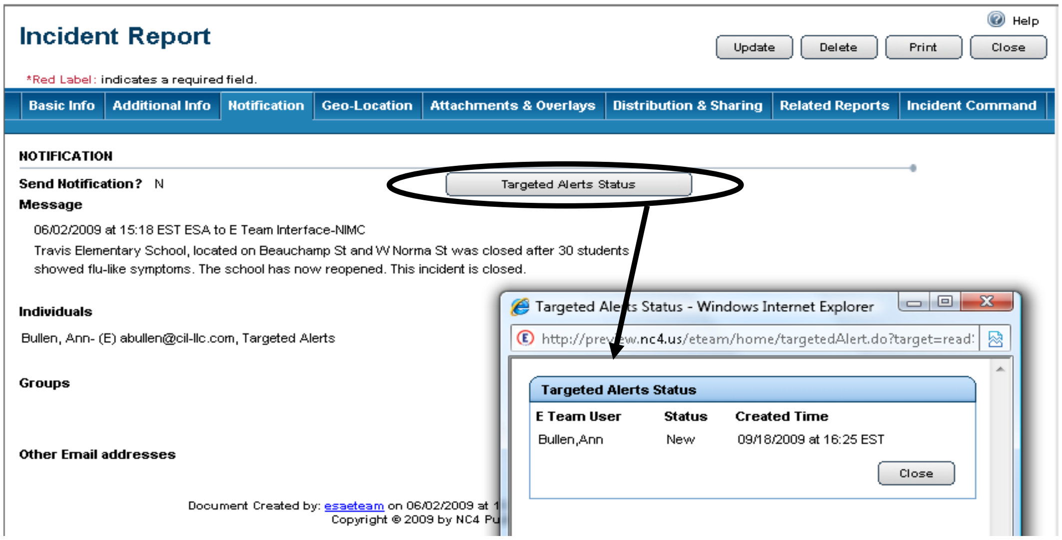


Figure 47 Locating Targeted Alert Status

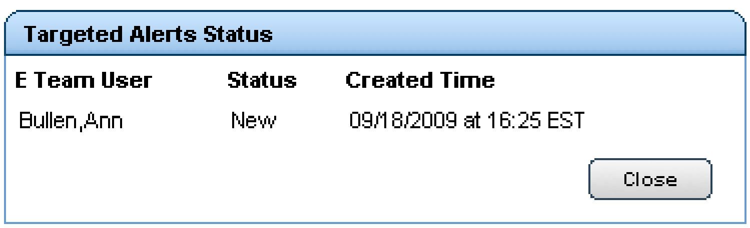


Figure 48 Targeted Alert Status

When **the Targeted Alerted** has been read, the **Status** will change from "New" to "Read", or when it is deleted the status will change to "Delete".

3.2 Attachments & Overlays

Using the Attachments & Overlays tab, you can associate any electronically formatted information that may be useful in providing more information regarding a report activity, as shown in Figure 49.

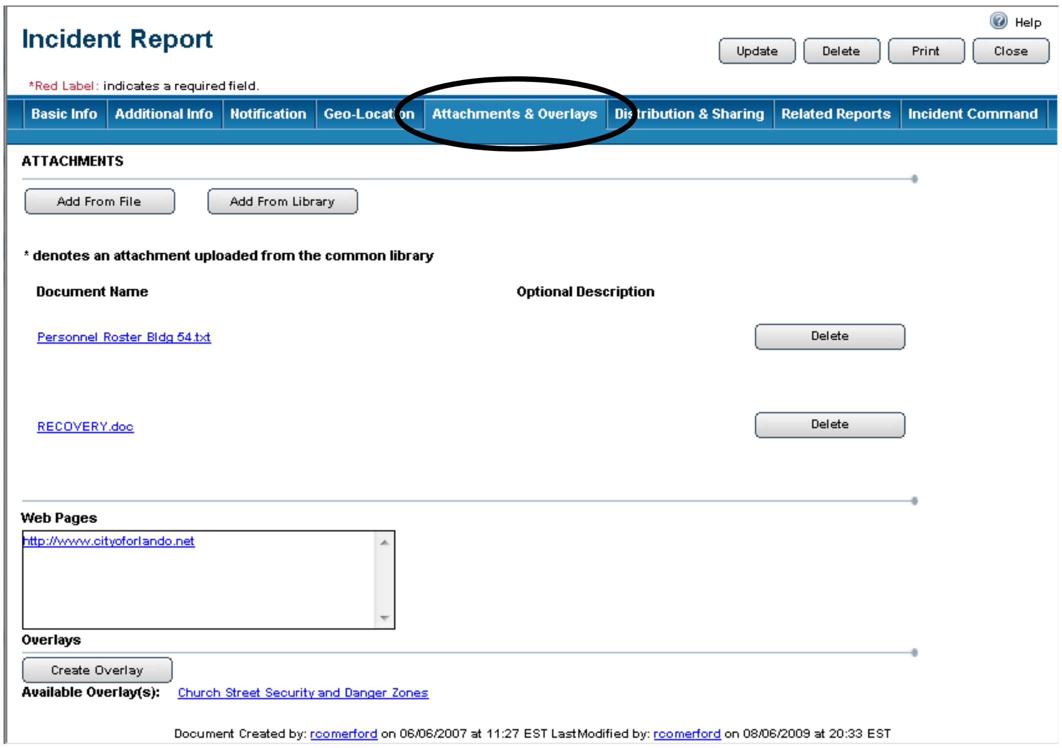


Figure 49 Attachments & Overlays Fields

This information can include maps, plans, video and recorded sounds.

In this section, we will explore **Attachments**; the section regarding **Overlays** is discussed in section 3.8.

3.2.1 Attachments-Files

To add a file to a report such in this example an Incident, click the **Add From File** or **Add From Library** button (in *View* mode) as shown in Figure 50.

Attachments can only be added in *View* mode. . Do NOT Click the Update button.

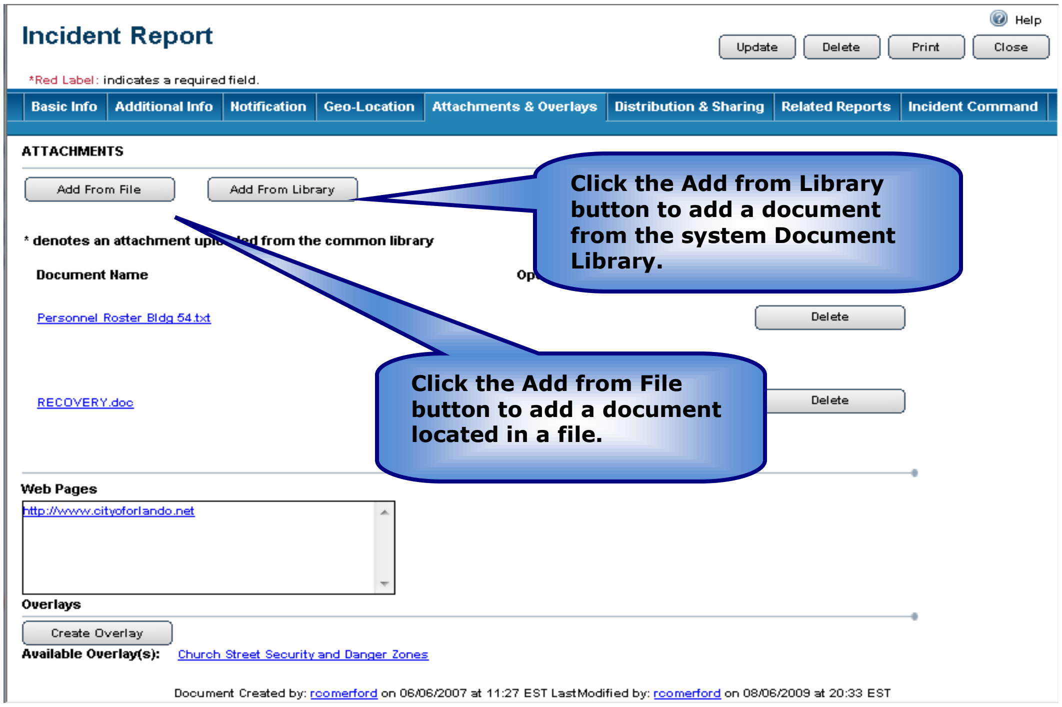


Figure 50 Attachment Location

Clicking the **Add From File** button opens the Attachments form, as shown in Figure 51.

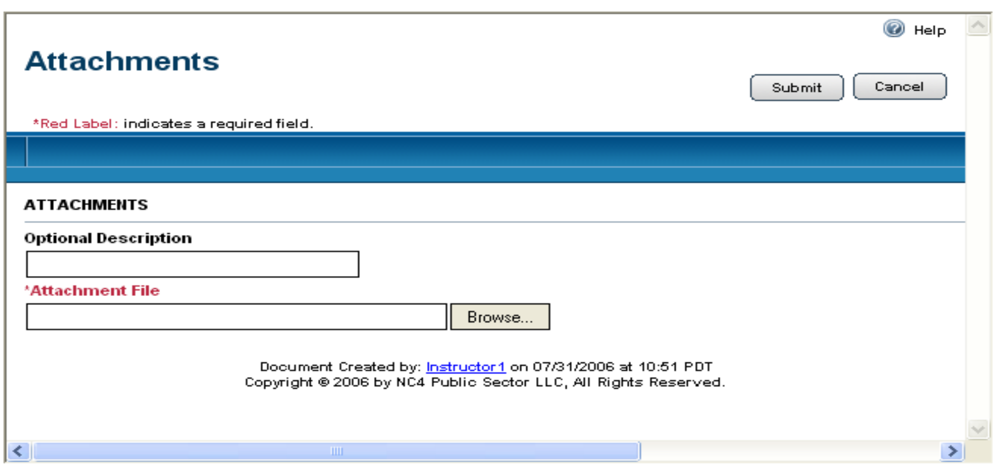


Figure 51 Attachments From File form

Enter an Optional Description then, click the **Browse** button to open the standard **Choose File** dialog box and navigate to the location where the desired file is stored on your computer or file server, as shown in Figure 52.

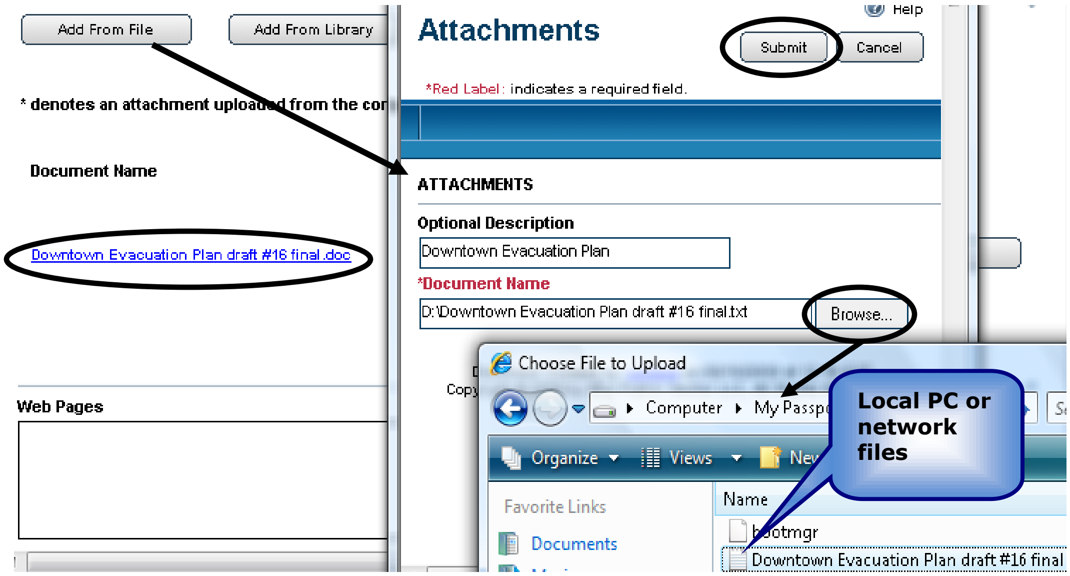


Figure 52 Locating a File for Attachment

The Report Attachment with a description and attached file will appear as shown in Figure 52. Click the **Submit** button when finished.

Alternately, clicking the **Add From Library** button opens the Document Library window, as shown in Figure 53.

Click the checkbox to select the document you wish to attach and click the **Select/Attach** button to add the document, as shown in Figure 53.

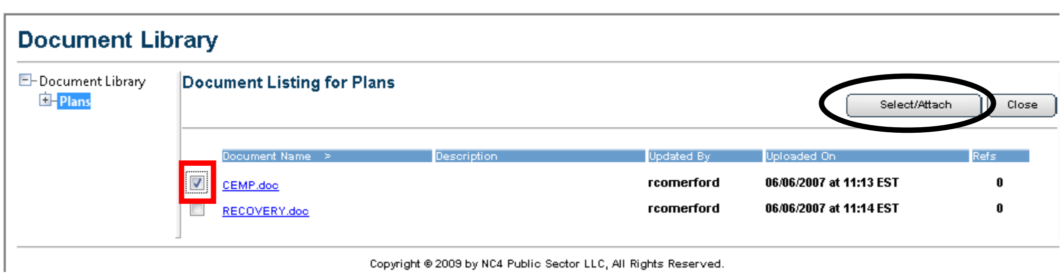


Figure 53 Document Library window

The Document Library window will immediately close and return you to the **Basic Info** tab in *View* mode. Click on the **Attachment**s tab to view the document Name link for the Reference.

3.2.2 View Attachments

To view an attached file, click its Name link (in *View* or Update mode) to open the attachment in the software in which the document was published, as shown in Figure 54.

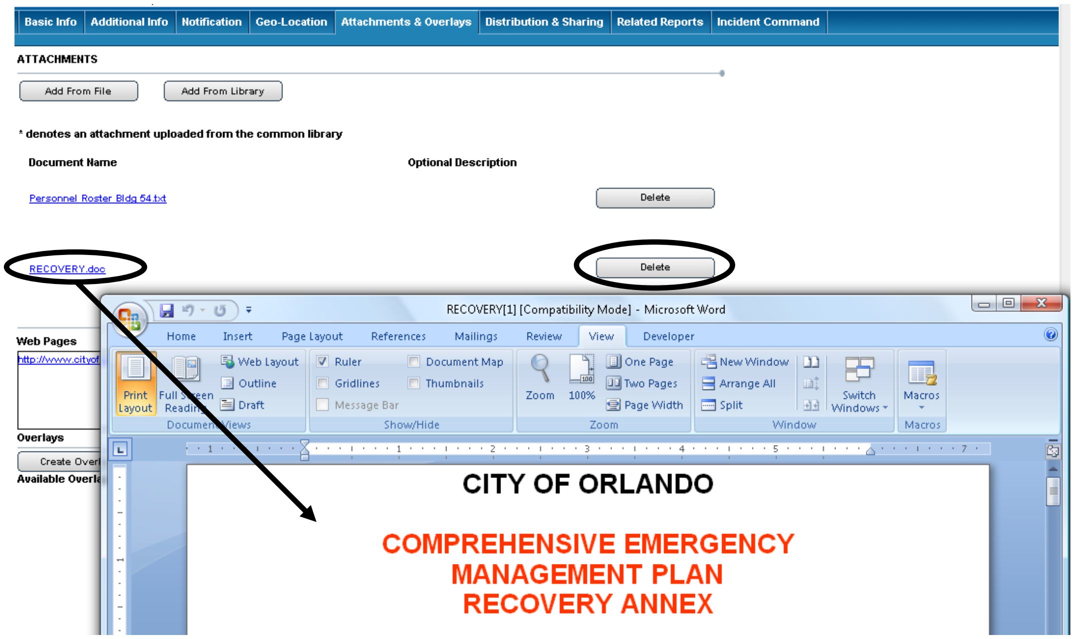


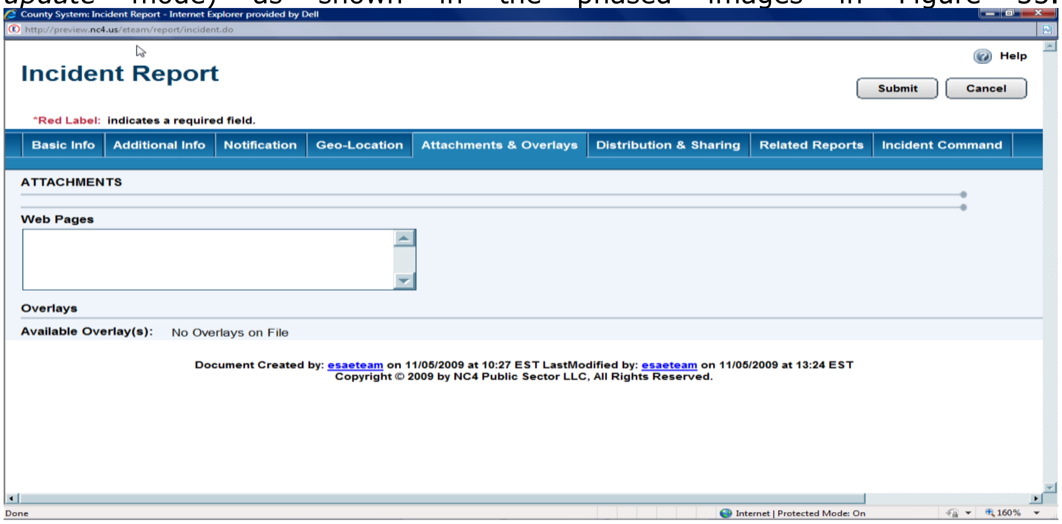
Figure 54 Opening an Attachment

Deleted attachments no longer appear in the form but are still available in history.

To remove an attachment, click the **Delete** button next to the Name link as shown in Figure 54.

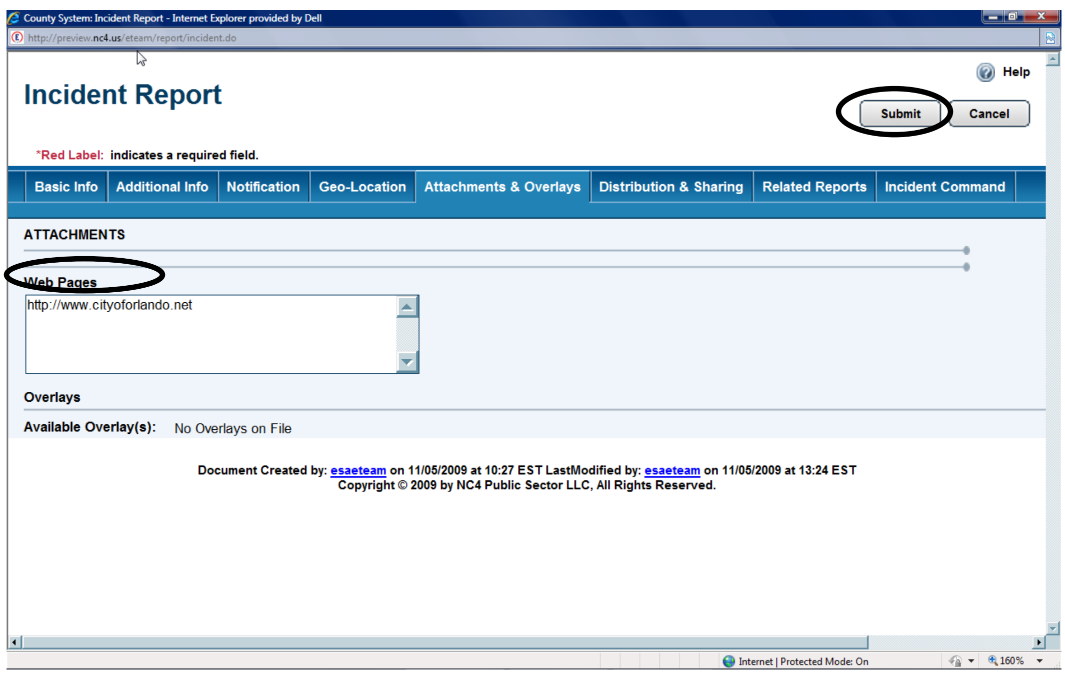
3.2.3 Add Web Links

Links to Web-based resources are added via the Web Pages field (in *create* or *update* mode) as shown in the phased images in Figure 55.



🗁 The Web link must be start with 'http: //'.

Key in the URL entry, separating multiple entries with a comma or line break in the **Web Pages** field.



🗁 Separate web URL entries with a comma or a line break.

Click the Submit button to save the information.

The report will be presented to you with info in the **Basic Info** tab. Click the **Attachment** tab and the URL that was entered in the Web Pages field should be in similar format as the picture in the next image.

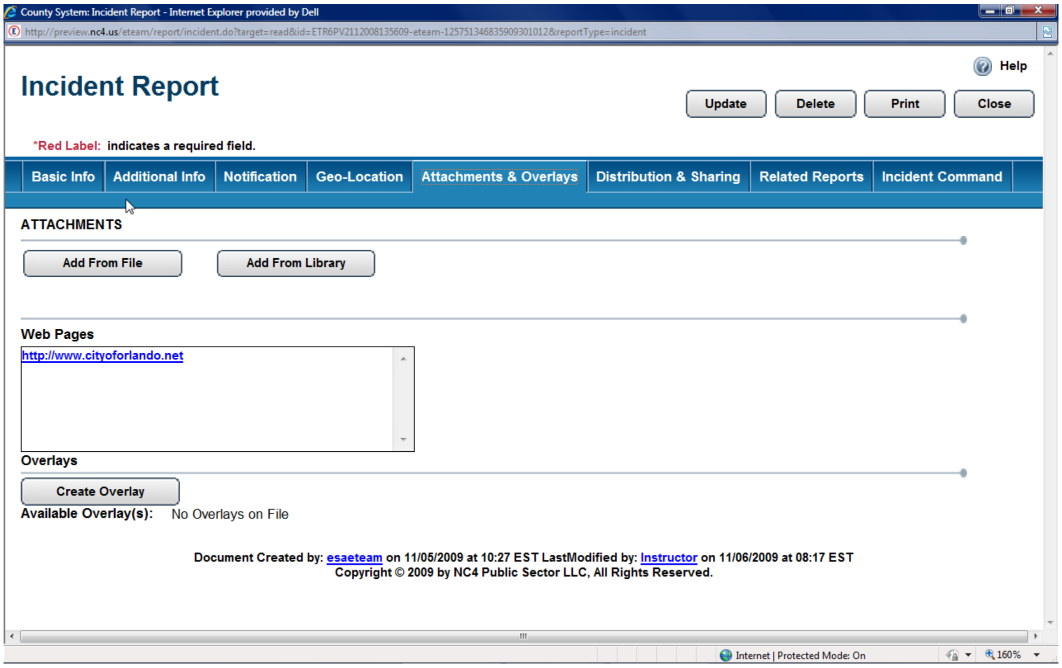
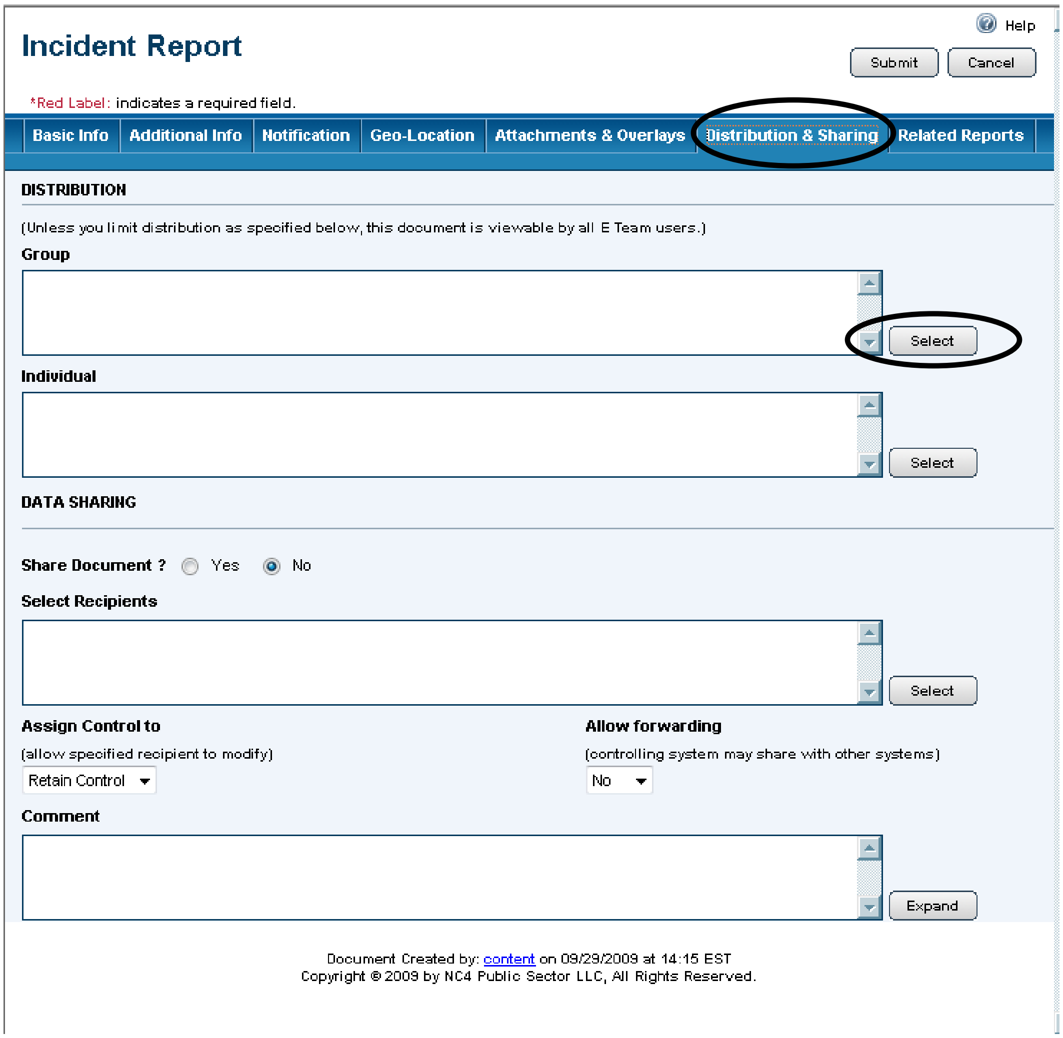


Figure 55 Web Links

3.3 Distribution & Sharing

The Distribution fields (shown in Figure 56) are the access control points for reports. When distribution is used, only those individuals you select can view the document. These groups are usually used by leadership, determined locally, and maintained by your System Administrator. You have the ability to control to whom this form is distributed and with whom it is shared. By entering specific group and/or individual names here, you also exclude everyone not listed from viewing this form. Therefore, you need to include your information in order for you to view the reports.



To allow all system users to *View* the form, leave the Distribution section blank.

Scroll down to see all the Distribution & Data Sharing fields.

Figure 56 Distribution & Sharing Tab

3.3.1 Distribution by Group

Distribution groups are pre-designated at the administrator level, and may include entries such as Intel, Law Enforcement, Executive Policy Group. These groups are usually used by leadership, determined locally, and maintained by your System Administrator. These pre-designated groups can be added to the Group field by using the **Select** button to open the Select Group dialog box, as shown in Figure 57.

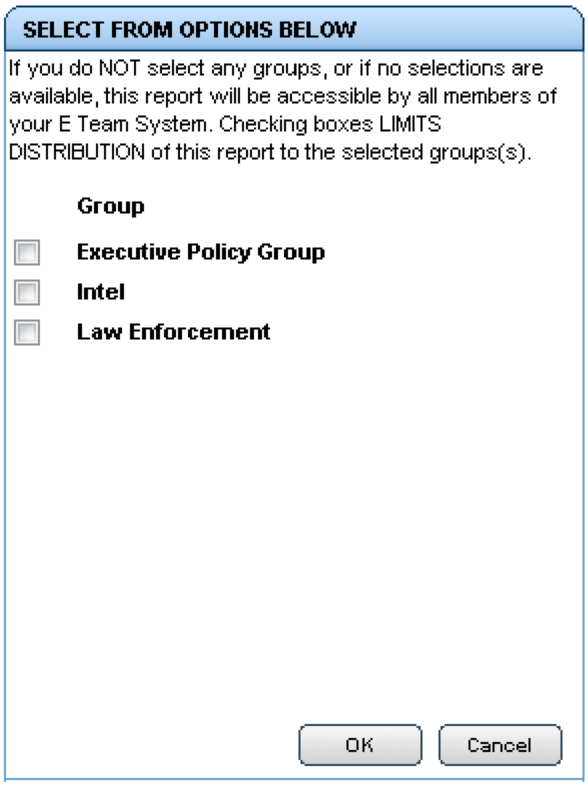


Figure 57 Select Group Dialog Box

Your System Administrator maintains groups.

To select a group or groups, click to enable the checkboxes next to their names, and then click the **OK** button.

3.3.2 Distribution by Individual

This field is usually used by leadership, determined locally, and maintained by your System Administrator. People can be added to the **Individual** field by using the **Select** button to open the **Select Individual** dialog box, as shown in Figure 58.

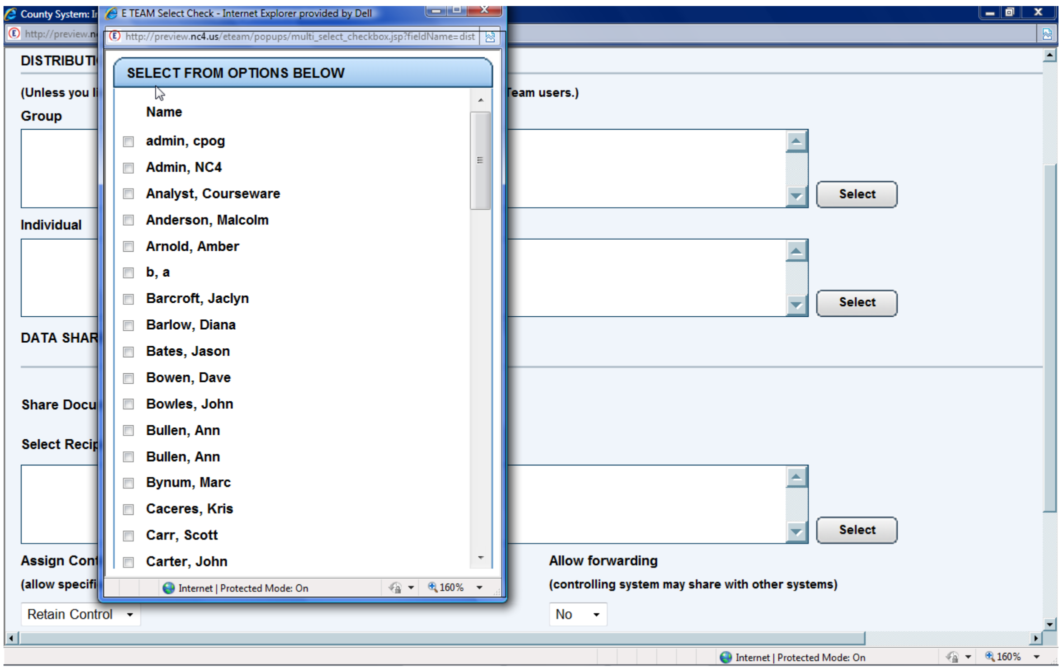


Figure 58 Select Individual Dialog Box

If you make any selections from the Distribution by Individual list and do not include yourself, you will no longer be able to *view* the form.

To select individuals, click to enable the checkboxes next to their names, and then click the **OK** button. A good practice is to select your name so that you will be able to view the report.

3.3.3 Data Sharing

Data Sharing allows you to send system forms to other systems and users, if this feature has been pre-set on your server. It is enabled using the fields shown in Figure 59.

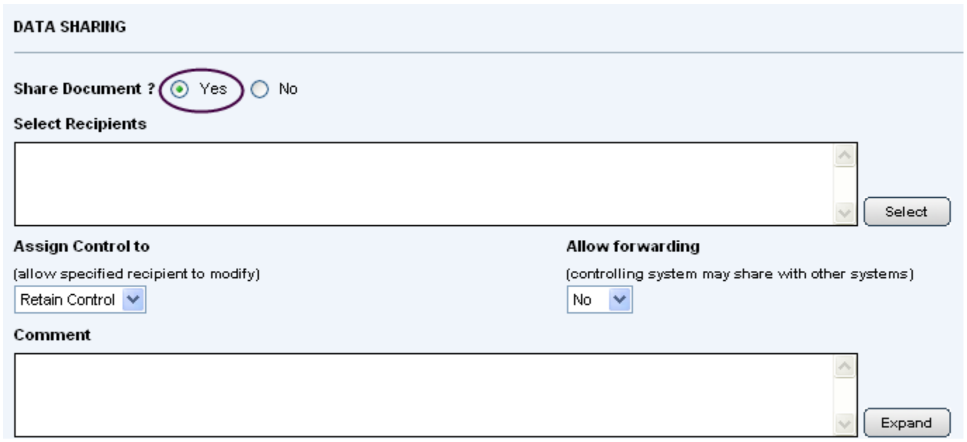


Figure 59 Data Sharing Fields

The ability to use the data sharing functionality is determined locally and maintained by your System Administrator.

To share the document, click the **Yes** radio button to enable it in the **Share Document** field.

Next, click the **Select** button shown in Figure 59 to open the **Select Recipients** dialog box, as shown in Figure 60. Click the system user in the dialog box.

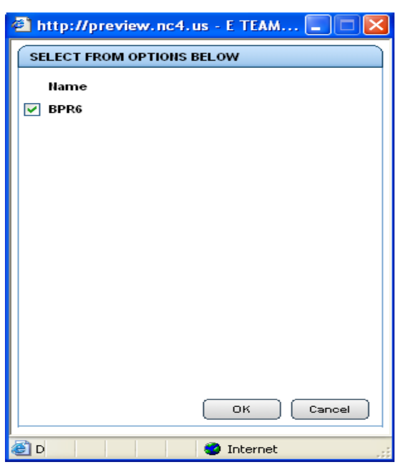


Figure 60 Select Recipients Dialog Box

Click the **OK** button when finished. Should you decide not to select a recipient at this time, click the **Cancel** button.

Use the **Assign Control to** drop down menu to determine whether you retain control and only allow the recipients to *View* and/or Update the form, as shown in Figure 61.

Figure 61 Assign Control to Field

Select "Yes" or "No" in the **Allow forwarding** drop down menu, shown in Figure 62 to determine whether the controlling system can share this form with other systems.

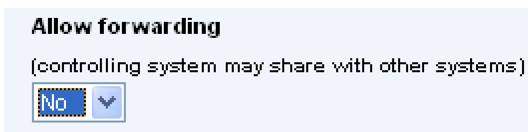


Figure 62 Allow Forwarding Field

Lastly, key in any comments that may be applicable in the **Comment** field, as shown in Figure 63. Click the **Expand** button to open a larger window if you need more room to key in the information.

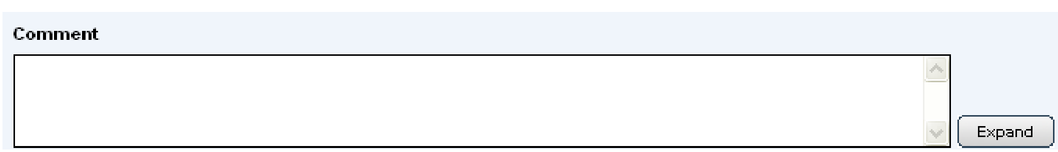
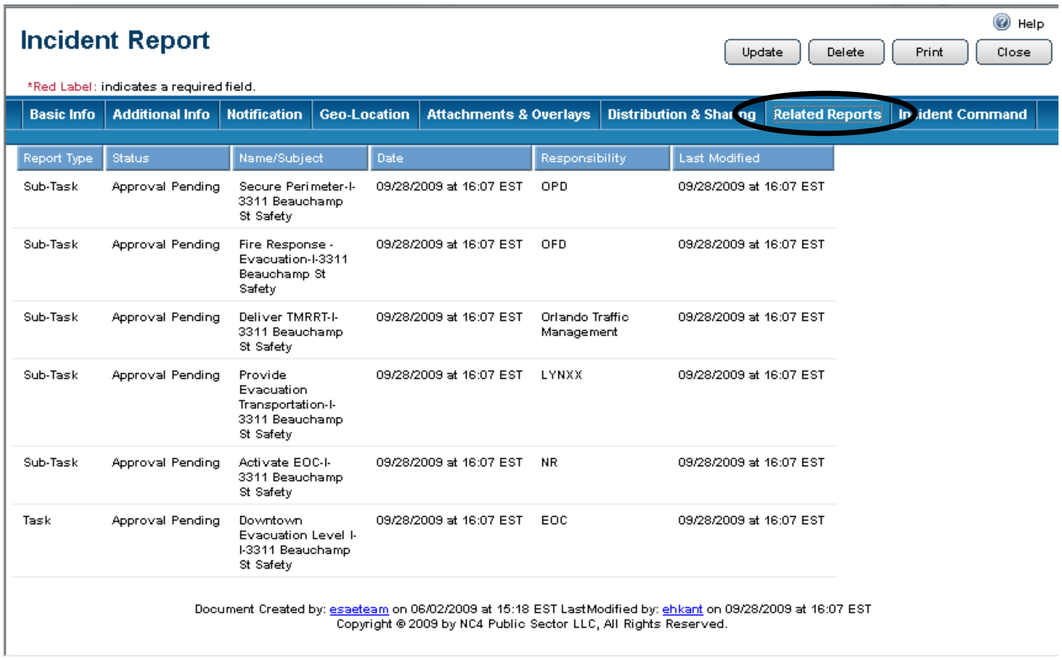


Figure 63 Comment Field

3.4 Related Reports

The reports listed by type in the **Related Reports** tab assist the user to obtain situational awareness within a singular report. To achieve that goal, users would have associated other report types when creating or updating the report. Clicking the **Related Reports** tab, as shown in Figure 64, you can view a list of all reports related to the report with which you are working.



Report Type	Status	Name/Subject	Date	Responsibility	Last Modified
Sub-Task	Approval Pending	Secure Perimeter-I-3311 Beauchamp St Safety	09/28/2009 at 16:07 EST	OPD	09/28/2009 at 16:07 EST
Sub-Task	Approval Pending	Fire Response - Evacuation-I-3311 Beauchamp St Safety	09/28/2009 at 16:07 EST	OFD	09/28/2009 at 16:07 EST
Sub-Task	Approval Pending	Deliver TMRRT-I-3311 Beauchamp St Safety	09/28/2009 at 16:07 EST	Orlando Traffic Management	09/28/2009 at 16:07 EST
Sub-Task	Approval Pending	Provide Evacuation Transportation-I-3311 Beauchamp St Safety	09/28/2009 at 16:07 EST	LYNXX	09/28/2009 at 16:07 EST
Sub-Task	Approval Pending	Activate EOC-I-3311 Beauchamp St Safety	09/28/2009 at 16:07 EST	NR	09/28/2009 at 16:07 EST
Task	Approval Pending	Downtown Evacuation Level I-I-3311 Beauchamp St Safety	09/28/2009 at 16:07 EST	EOC	09/28/2009 at 16:07 EST

Document Created by: esaeteam on 06/02/2009 at 15:18 EST LastModified by: ehkant on 09/28/2009 at 16:07 EST
Copyright © 2009 by NC4 Public Sector LLC, All Rights Reserved.

Figure 64 Related Reports Tab

Clicking on a report on this screen would not allow you to branch to a report.

3.5 Alert Bulletin(s)

The Alert Bulletin is used to send system wide messages to *everyone* using the system. It is not an Instant Messaging (IM) system, and you cannot limit distribution of these messages.

Alert Bulletins are sent to everyone using the system. You cannot limit distribution of these messages.

3.5.1 Viewing Alert Bulletins

Alert Bulletins are presented to users when they log on to the system, and on a 'when sent' basis. Alert Bulletins appear in the Alert Bulletin(s) window, as shown in Figure 65.

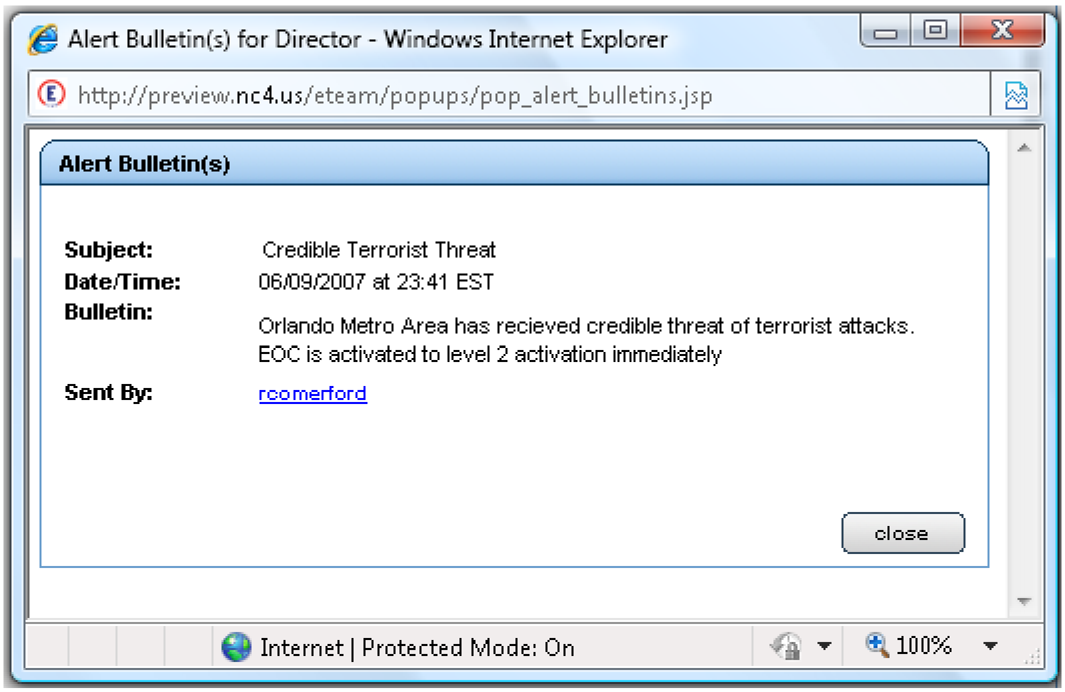


Figure 65 Alert Bulletin(s) Window

To see the profile of the person who created the Alert Bulletin, click the **Sent By** Name link to open the Personal Profile window, as shown in Figure 66.

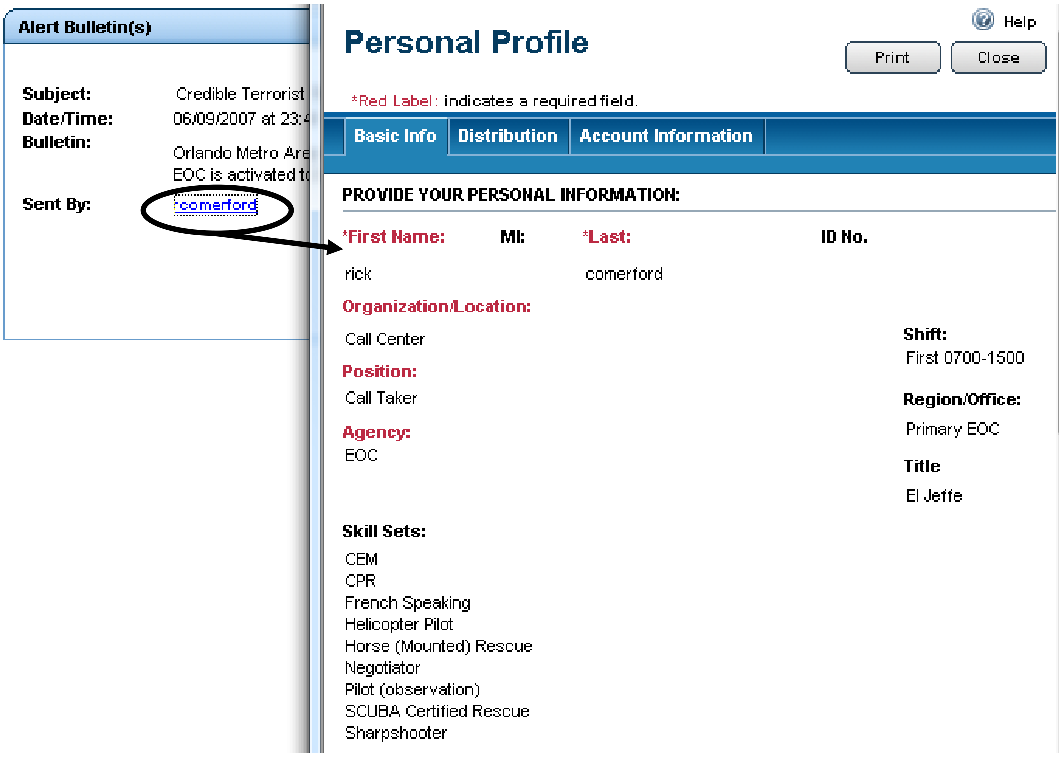


Figure 66 Personal Profile Window

Click the **Close** button to exit the Personal Profile and/or Alert Message window.

3.5.2 Locating the Alert Bulletin

You can *View* Alert Bulletins at any time after your initial login by selecting **Alert Bulletin** from the drop down menu in the **Report** navigation frame, as shown in Figure 67.

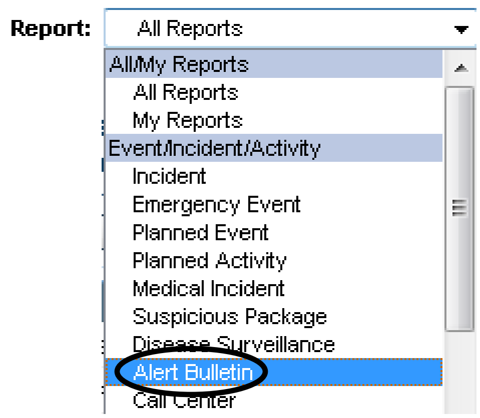


Figure 67 Selecting Alert Bulletin from the Report List

By default, the **Alert Bulletin** list is sorted by **Date/Time**, as shown in Figure 68.

Alert Bulletins are sorted by Date/Time by default.

Figure 68 Alert Bulletin(s) Viewed by Date/Time

You can change the order by which the Alert Bulletins are displayed in the center view frame by selecting a different sort from the View by drop down menu, as shown in Figure 69.

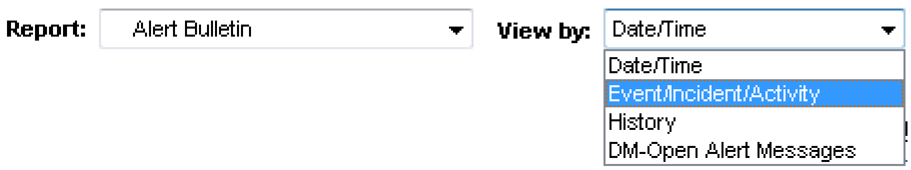
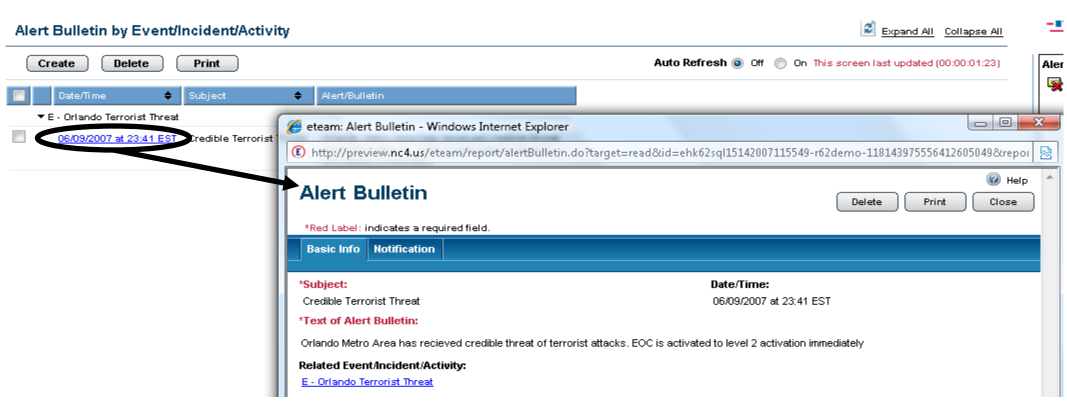


Figure 69 Alert Bulletin View Sort

The Alert Bulletins are now shown in the center view frame sorted by Event/Incident/Activity, as shown in Figure 70.

Figure 70 Alert Bulletins Viewed by Event/Incident /Activity

To view the details of a specific alert click its Name link to open the Alert Bulletin, as shown in Figure 71.



*Red Label indicates a required field.

Figure 71 Viewing Alert Bulletin Details

3.5.3 Creating Alert Bulletins

To create a new alert, perform the following steps:

1 Select **Alert Bulletin** from the drop down menu in the **Report** navigation frame, as shown in Figure 72.

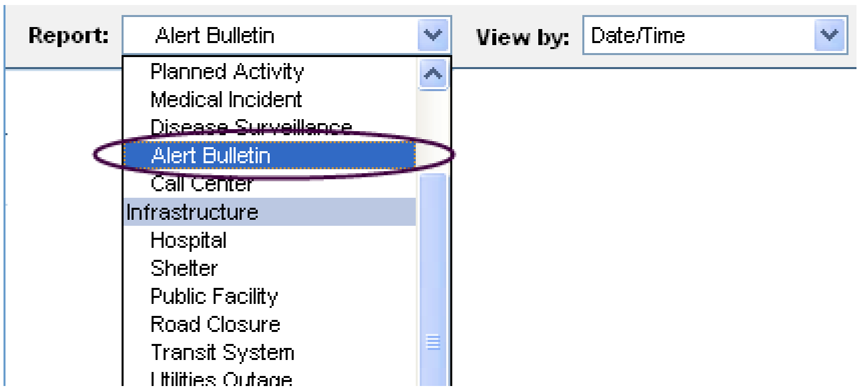
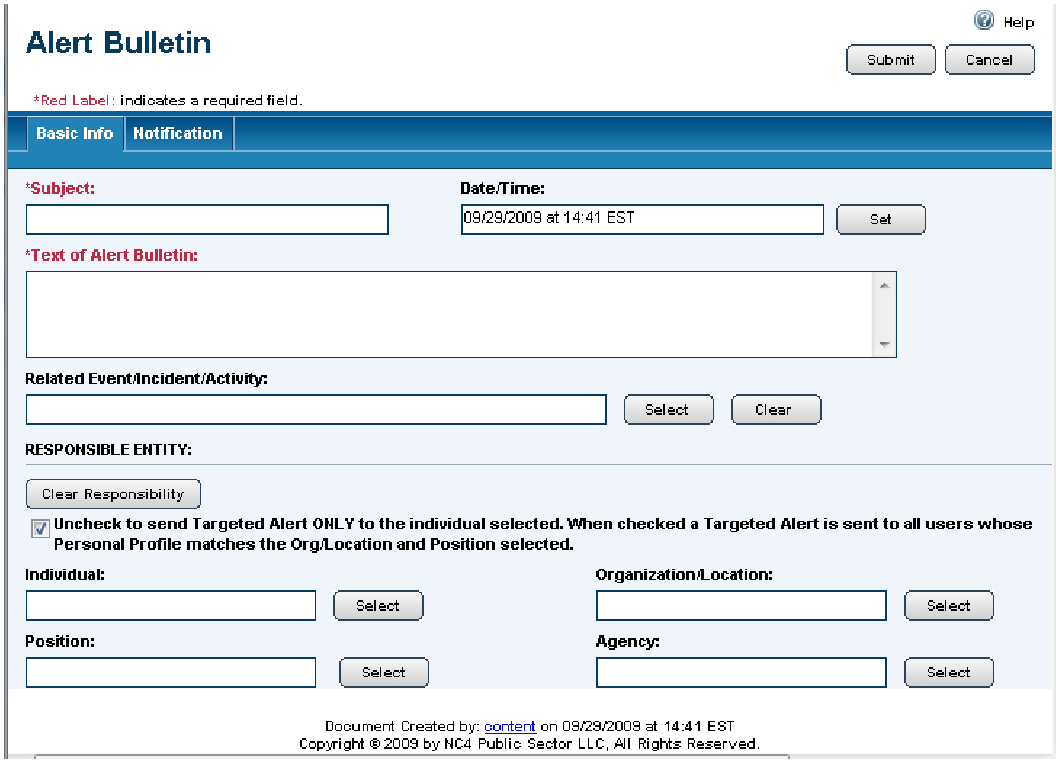


Figure 72 Selecting Alert Bulletin

2 Click the **Create** button in the center view frame, as shown in Figure 73.

Figure 73 Creating a New Alert Bulletin

This will open a new **Alert Bulletin** form window, as shown in Figure 74.



*Red Label indicates a required field.

Figure 74 New Alert Bulletin Form

The form contains many fields, some of which you must click the **Notification** tab to view. We will address the form's specialized fields first, followed by the common function fields.

3.5.3.1. SUBJECT

Key in the subject of the system-wide alert in the **Subject** field shown in Figure 75.

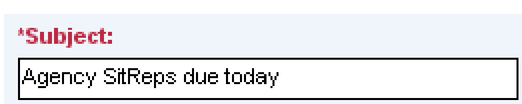


Figure 75 Alert Bulletin Subject Field

3.5.3.2. DATE/TIME

The **Date/Time** field is automatically filled in when you create the Alert Bulletin. To select a different time, click the **Set** button to open the **Date** and **Time** dialog box, as shown in Figure 76.

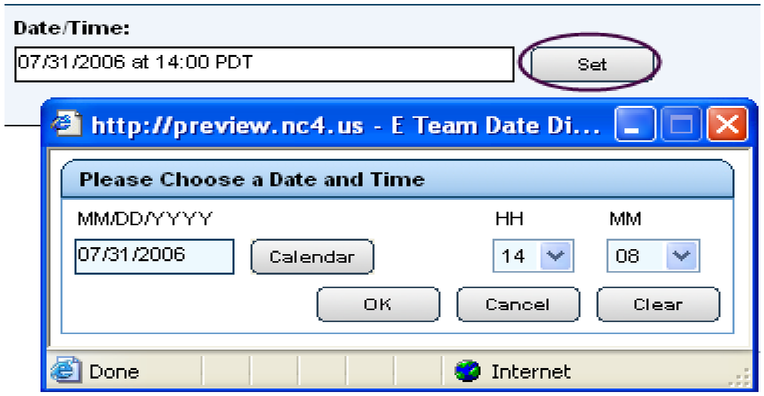


Figure 76 Date/Time Dialog Box

You can manually enter a new date, or click the **Calendar** button to open a calendar in which to click on the appropriate date, as shown in Figure 77.

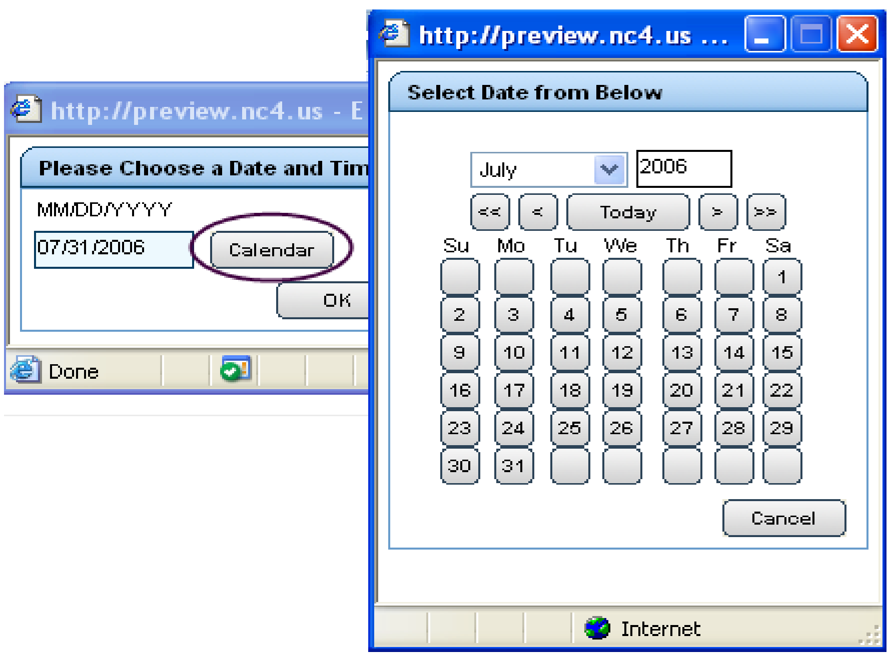


Figure 77 Calendar Dialog Box

Use the drop down menus to set the time. Click the **OK** button when finished.

3.5.3.3. TEXT OF ALERT BULLETIN

Use this required scrolling text field shown in Figure 78 to key in the details of the alert.

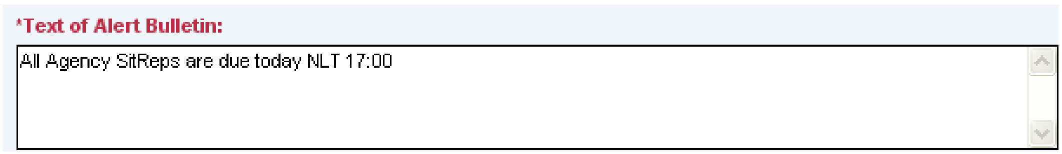


Figure 78 Text of Alert Bulletin Field

3.5.3.4. RELATED EVENT/INCIDENT/ACTIVITY

Related reports supply additional information surrounding the alert, such as Incident Reports and Event Reports. To *link* one of these reports to the Alert Bulletin, click the **Select** button to open the **Select Related Reports** window, as shown in Figure 79. Click the Name link to add the report to the **Related Event/Incident/Activity** field.

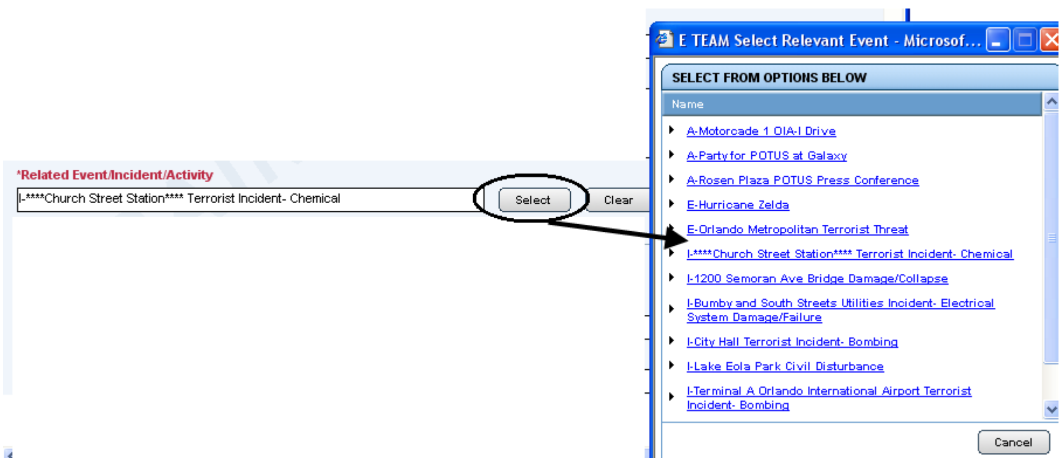
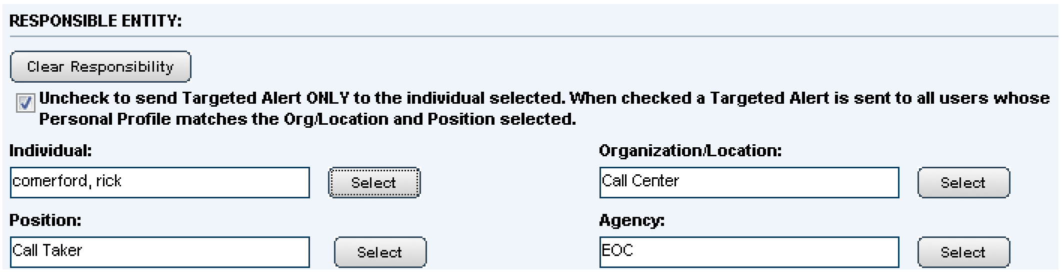


Figure 79 Select Related Reports Window

3.5.3.5. RESPONSIBLE ENTITY

In this section of the form are fields relating to the party that is responsible for the Alert Bulletin, as shown in Figure 80.



Scroll down to see the Responsible Entity fields of the Alert Bulletin form.

Figure 80 Responsible Entity Fields

You may identify the responsible party by clicking the **Select** button next to the **Individual, Organization/Location, Position** or **Agency** fields. This will open a selection dialog box, such as the **Select Individual** dialog box shown in Figure 81. The individual selected will receive a system Targeted Alert.

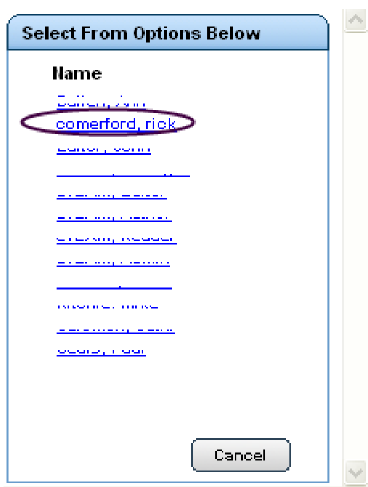


Figure 81 Select Individual Dialog Box

When you choose an **Individual, Organization/Location, Position** or **Agency** with a **Select** button, any available data in your Personal Profile will be used to automatically fill in and complete the other responsibility fields.

3.5.3.6. NOTIFICATION

Notification is a common function of many system forms. The Notification function and fields are described in section 3.1 Notification.

Click **Submit** to save the Alert Bulletin. Remember that the **Alert Bulletin** is one of the few forms that do not contain an **Update** button; therefore, the form cannot be updated after it is created. It is important to delete the Alert Bulletin after it has served its useful purpose. This action will cancel it from view when a user logs in to the system.

3.6 Targeted Alerts

Targeted Alerts notify users that they have been assigned responsibility for a report or that a report contains information they should read. System users will receive "targeted alerts" when a user is selected as a notification recipient for a document or has been assigned responsibility, AND has checked Targeted Alerts as a preferred method of notification on their Personal Profile document.

To participate in Targeted Alerts, you must enable the system **Alerts** checkbox in the **Preferred Method** of system Report Notification section of your Personal Profile, as shown in Figure 82.

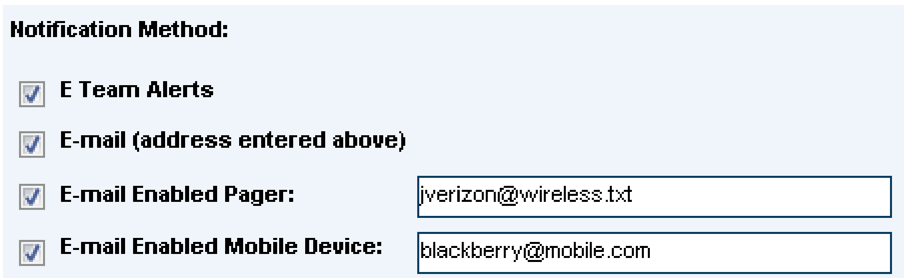


Figure 82 Alerts Checkbox

Notification that you have a Targeted Alert appears in the **Top Tools Frame** with a flashing **ALERT** icon and a number. The number indicates the number of unread Alerts that you have received.

Figure 83 Target Alert Notification

3.6.1 Creating Targeted Alerts

Targeted Alerts are created in two ways:

1. When a user is selected as a notification recipient, as described in section 3.1 of this module and shown in Figure 84.

Figure 84 Notifications

2. When a user is selected as the **Responsible Entity** for a report, as described in section 3.5.3 of this module and shown in Figure 85. Targeted Alerts are created following the same guidance as Alert Bulletins (see section 3.5).

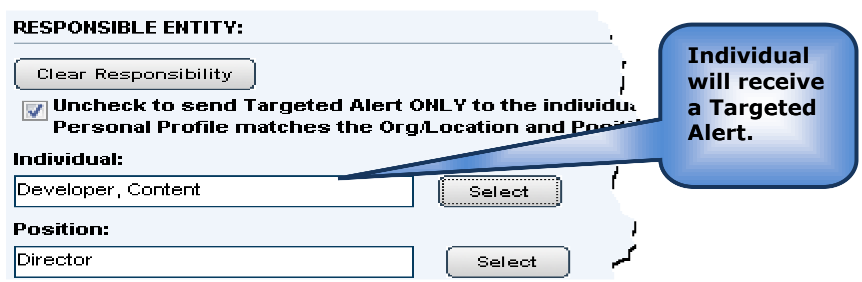


Figure 85 Responsible Entity

A user can deselect the individual by clicking the **Clear Responsibility** button as shown in Figure 86. A warning message will appear. Click the **OK** button to clear the individual from the responsibility block.

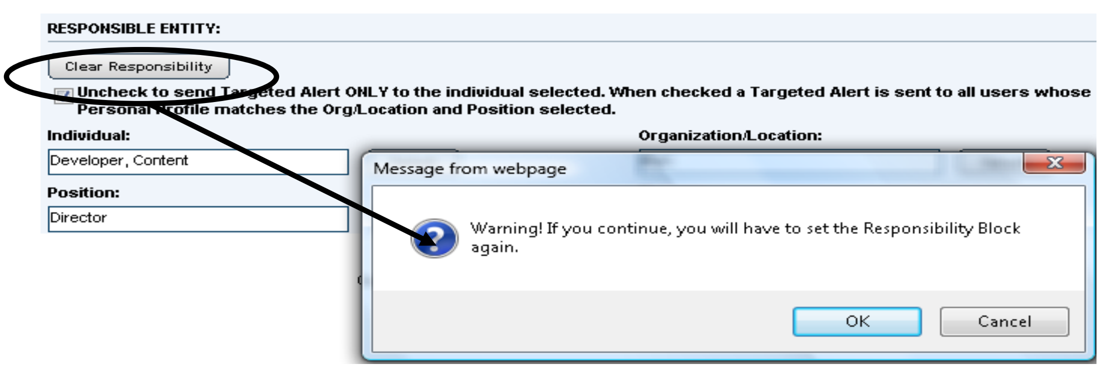


Figure 86 Clear Responsibility Entity

3.6.2 Viewing Target Alerts

When you receive a new Targeted Alert Message, it will appear in the Alert frame with a Red Name link, as shown in Figure 87.

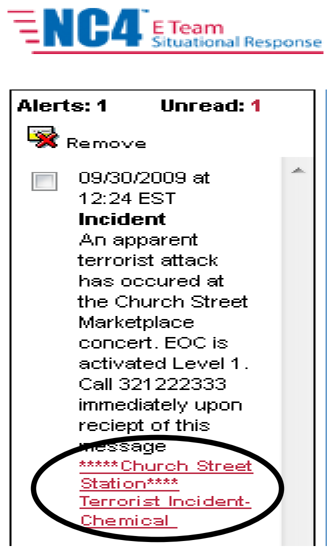


Figure 87 Alerts Frame

Click the report's Name link to open the report, as shown in Figure 88. Notice the Red Name link changes to a standard Blue Name link when clicked, and the Unread number is reduced.

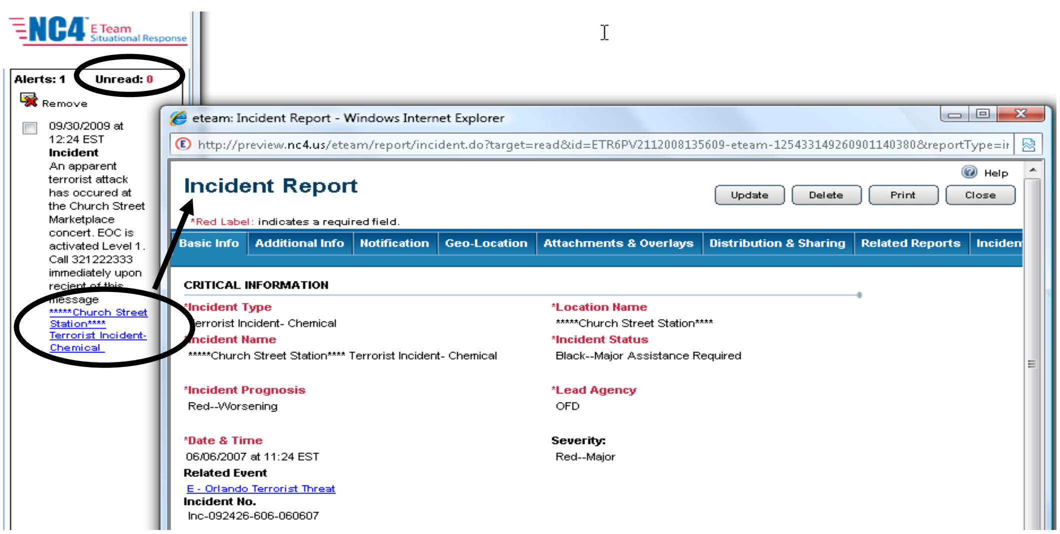


Figure 88 Targeted Alert Bulletin

3.6.3 Deleting Targeted Alerts

Enable the checkbox before the alert you want to remove, then click the  button to remove a **Targeted Alert**, as shown in Figure 89.

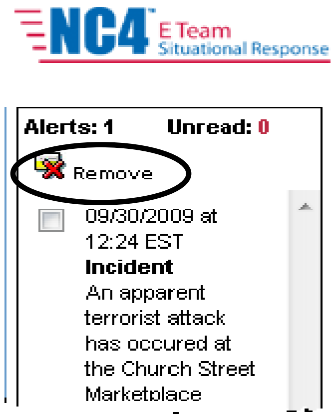


Figure 89 Deleting a Target Alert

3.6.4 Checking Targeted Alert Status

To check the status of an alert you created using Notification to determine whether or not it has been read by the intended recipients, click the **Target Alert Status** button in the **Notification** field of the report for which you generated the alert, as shown in Figure 90.

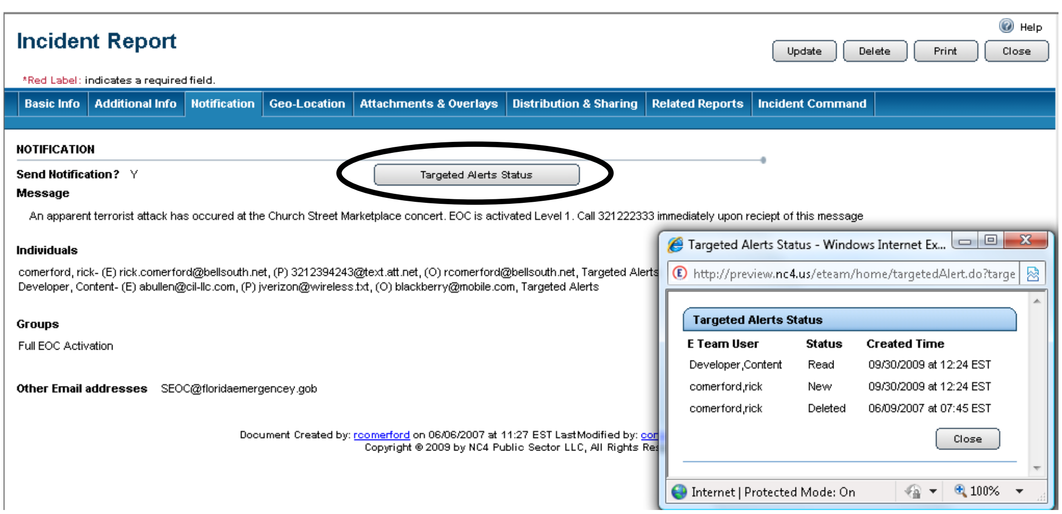


Figure 90 Targeted Alert Status

3.6.5 Switching Between the NC4 Application and the Desktop

To toggle from the Web browser window which displays the NC4 Application system to another application, click the **minimize** button in the upper right of the browser's title bar, as shown in Figure 91. You may want to keep the system login screen minimized and readily available for fast access to the application.

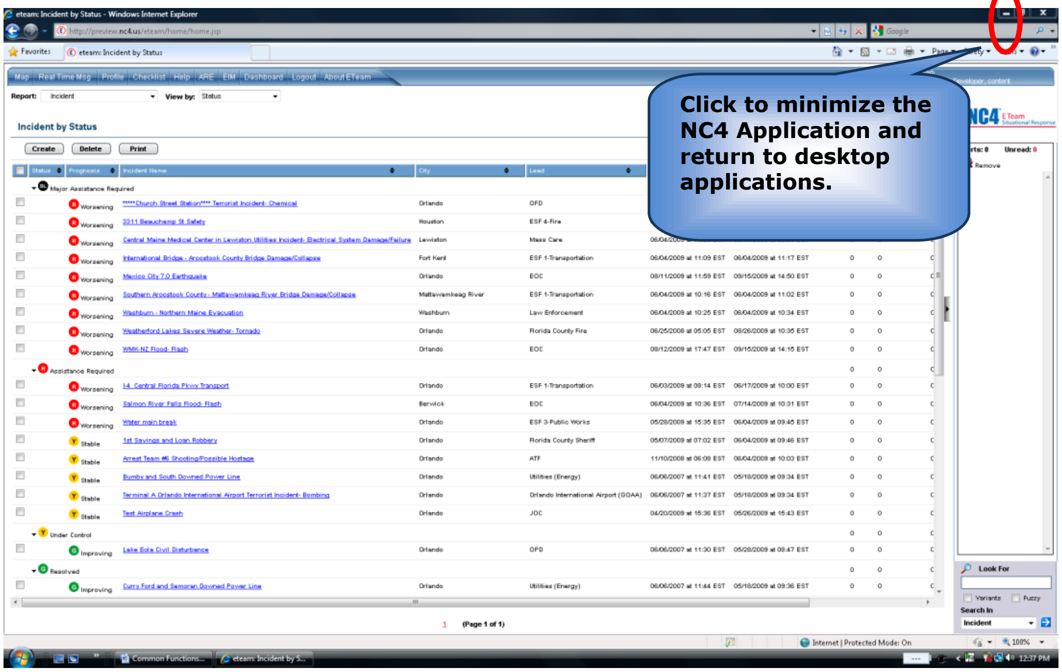


Figure 91 Browser's Minimize Button

🗁 To minimize the NC4 Application to see your desktop, click the browser's minimize button.

To return to the NC4 Application window, click its link in the lower Windows Taskbar, as shown in Figure 92.

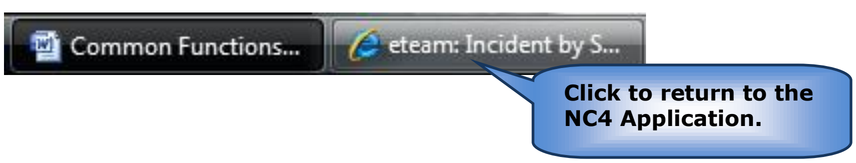
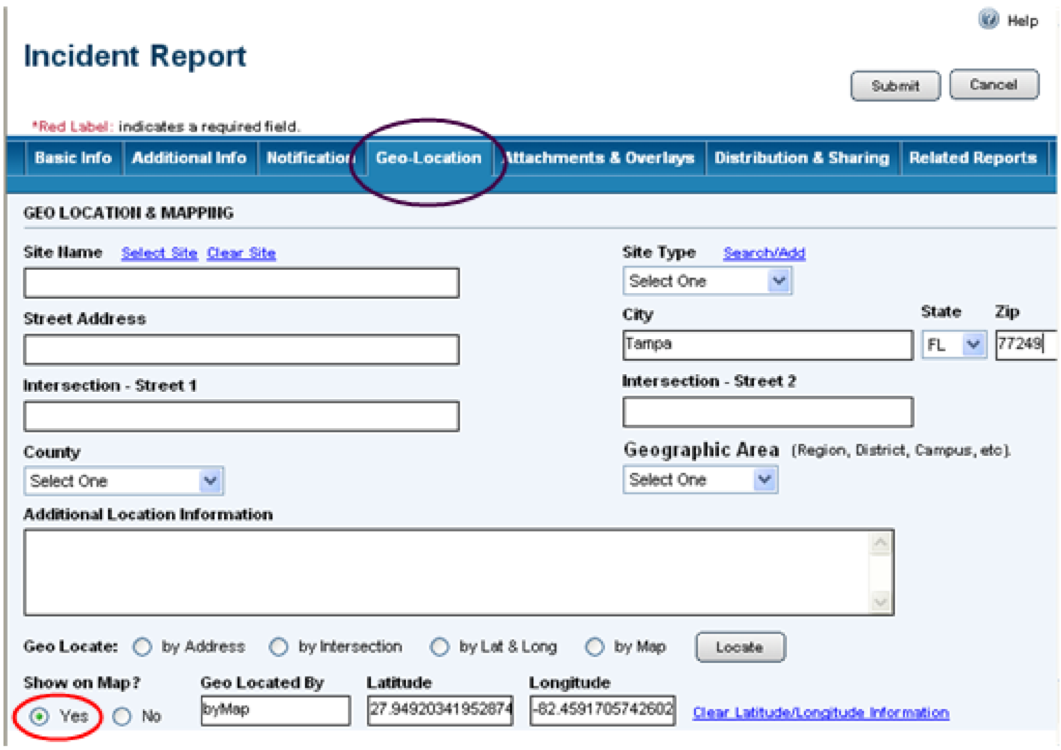


Figure 92 Browser's Maximize Button

🗁 To maximize the NC4 Application from your desktop, click its link in the Windows Taskbar.

3.7 Geo Location

Using a form's Geo-Location tab, as shown in Figure 93, you can place an incident on the GIS map that resides within the system.



As soon as you Geo Locate, the system automatically enables the Show on Map **Yes** radio button.

Figure 93 Geo Location & Mapping Fields

You can geo locate a position using any of the following methods:

- Manually enter an address
- Look up a preset address
- Manually enter a street intersection
- Manually enter latitude and longitude
- Look up the position on a map

3.7.1 Add a Location Manually

You may add a new location by keying in the relevant information in the **Site Name, Site Type, Street Address, City, State and Zip** fields, as shown in Figure 94.

> Maps provide a graphic summary of the reports in the system.

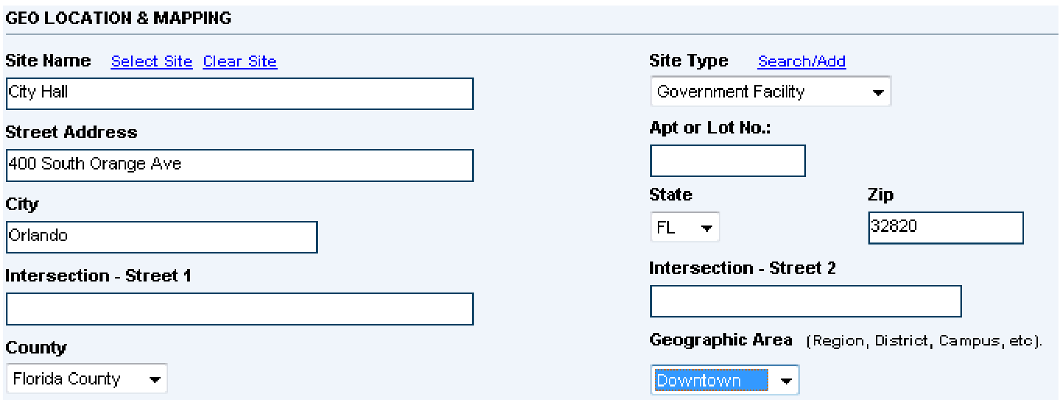


Figure 94 Manually Entering a Location

Use the two **Intersection Street** fields to geo locate by street intersections. There may be instances where this is the only information available.

Once you have keyed in the address, click the to the right of the **Site Type** field to open the **Site Type** drop down menu, as shown in Figure 95.

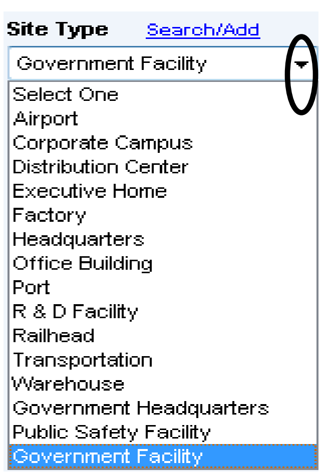


Figure 95 Site Type Drop Down Menu

Click a site type from the **Site Type** dialog box to designate the kind of location being mapped, if applicable.

If the site type is not listed, click the **Search/Add** link above the **Site Type** field to open the Site Type dialog box, as shown in Figure 96. Key in the name of the site type into the **Other** field, then click the **Add** button. The site type you enter here will appear in the Site Type field but will not be added to the dialog box or search lists.

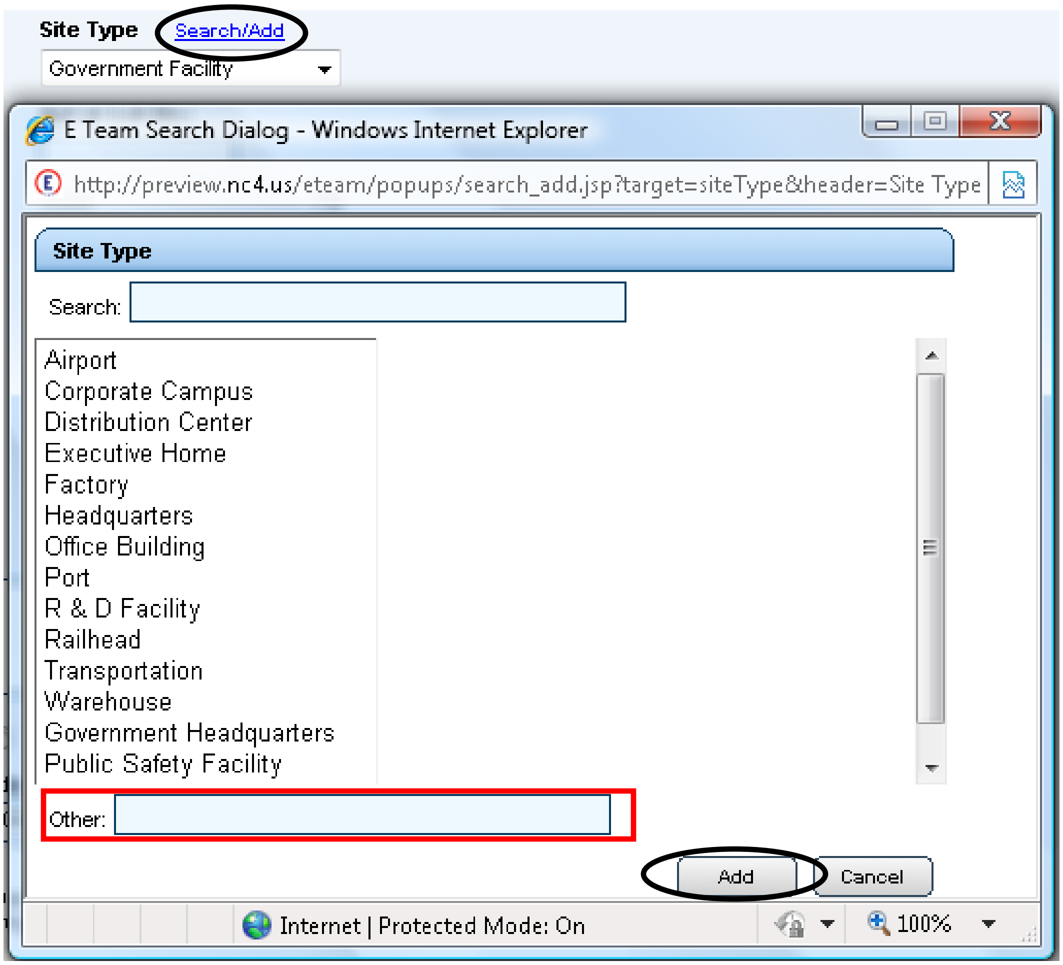


Figure 96 Site Type Dialog Box

To select a county name, click the to the right of the **County** field, shown in Figure 97, to open the County drop down menu.

Figure 97 County Field

Similarly, the **Geographic Area** field is also accompanied by a drop down menu of areas in your jurisdiction. This list of areas is determined locally and maintained by your System Administrator. Click the to select a **Geographic Area**, as shown in Figure 98.

> The geographic area and county lists are specific to your jurisdiction and are maintained by your System Administrator.

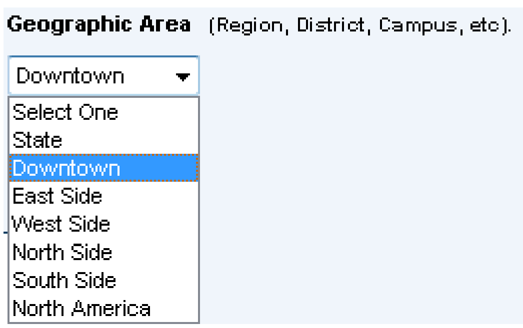


Figure 98 Geographic Area Drop Down Menu

Lastly, the **Additional Location Information** text box allows you to key in details such as staging area, ingress/egress checkpoints and terrain characteristics, as shown in Figure 99.

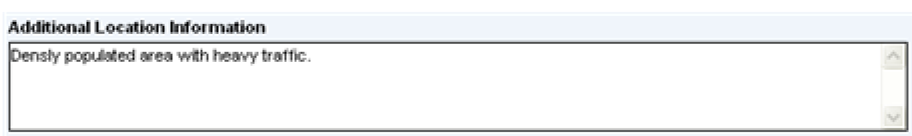


Figure 99 Additional Location Information Text Box

3.7.2 Look Up a Preset Location

Depending upon your system configuration you can geo locate using pre-defined sites accessed via the Select Site link above the **Site Name** field. This opens the **Select Site** dialog box, as shown in Figure 100.

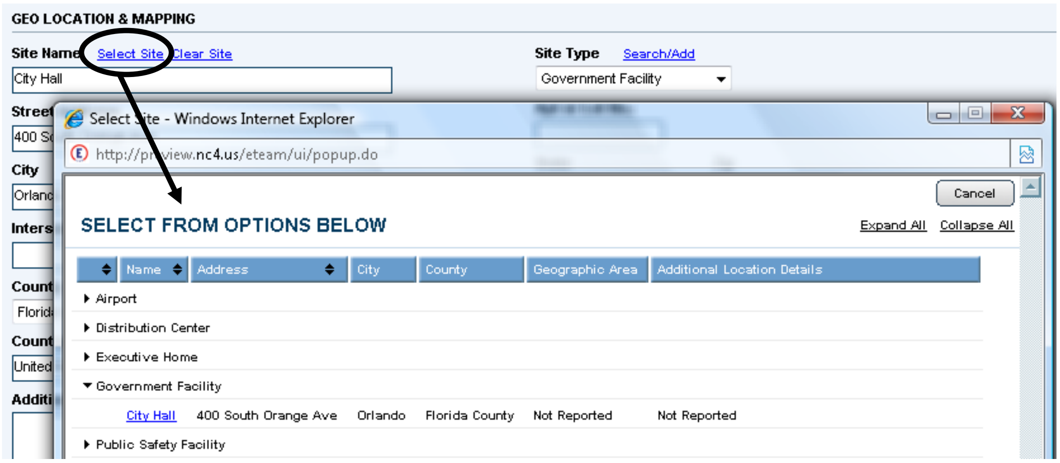


Figure 100 Select Site Dialog Box

Your System Administrator maintains site name lists in References-Site.

Examples of previously established sites and areas include critical infrastructure facilities, government sites, areas where crowds assemble, and public buildings. This list is determined locally and maintained by your System Administrator in **References-Site**. Expand the menu item listing the appropriate site type by clicking the triangle icon, and then click the location Name link you want to identify in the form. The system populates the addressing fields and places the site on the map.

3.7.3 Geo Locate By Address

To geo locate by the address you provided, click the radio button before **by Address**, as shown in Figure 101.

Figure 101 Geo Locate by Fields (by Address)

Then click the 

button as shown in Figure 101. A pop-up window, confirming the location, will appear on the screen, as shown in Figure 102.

Figure 102 Select By Address Dialog Box

If more than one address is returned, select the radio button next to the most appropriate choice. Next, click the 

button to verify the location graphically, as shown in Figure 103. If the location is accurate, click the 

button.

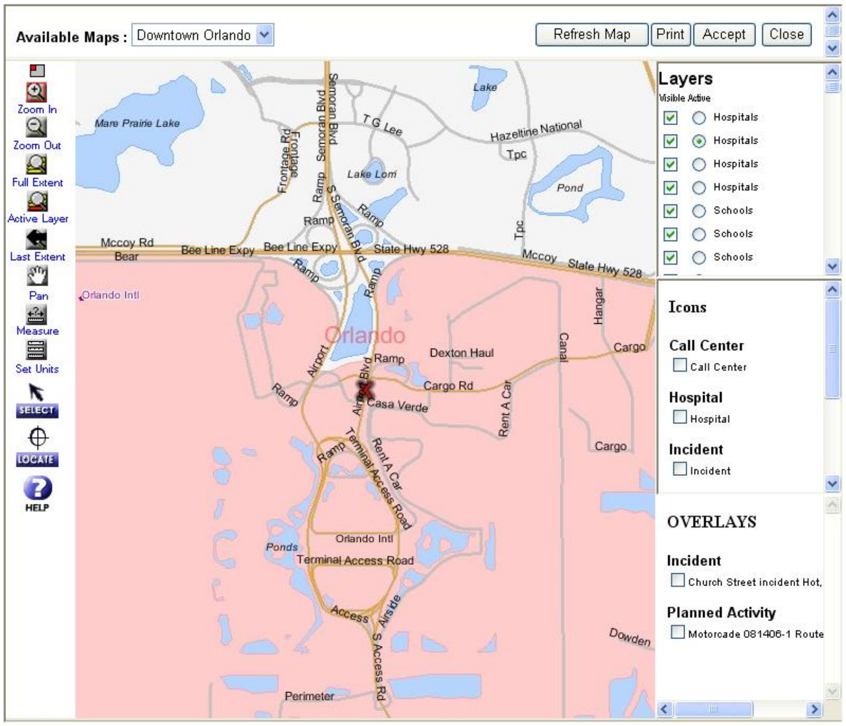


Figure 103 Showing Address Location on Map

> Scroll down to see more information in the **Layers**, **Icons**, and **Overlays** frames.

The available navigation tools shown on the map in Figure 103 are described in more detail later in this module.

The **Geo Located By** field now contains “Street Address” and the location’s associated latitude and longitude display, as shown in Figure 104.

Figure 104 Geo Located By Street Address Field

3.7.4 Geo Locate By Intersection

To geo locate by the intersection, city, and state you entered in the location address fields, click the radio button before **by Intersection**, as shown in Figure 105.

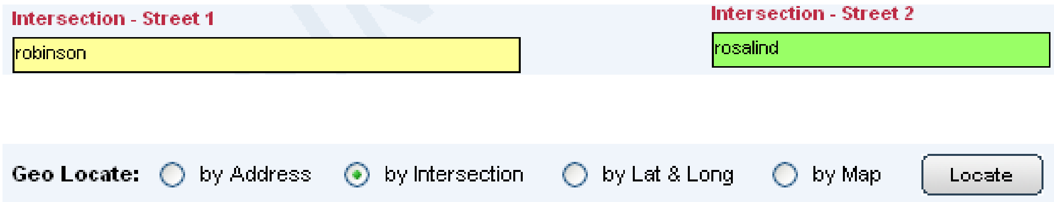


Figure 105 Geo Locate By Fields (by Intersection)

Click the 

button to open the Select Intersection dialog box in the pop-up window, as shown in Figure 106. If more than one location is listed, select the radio button next to the most appropriate choice.

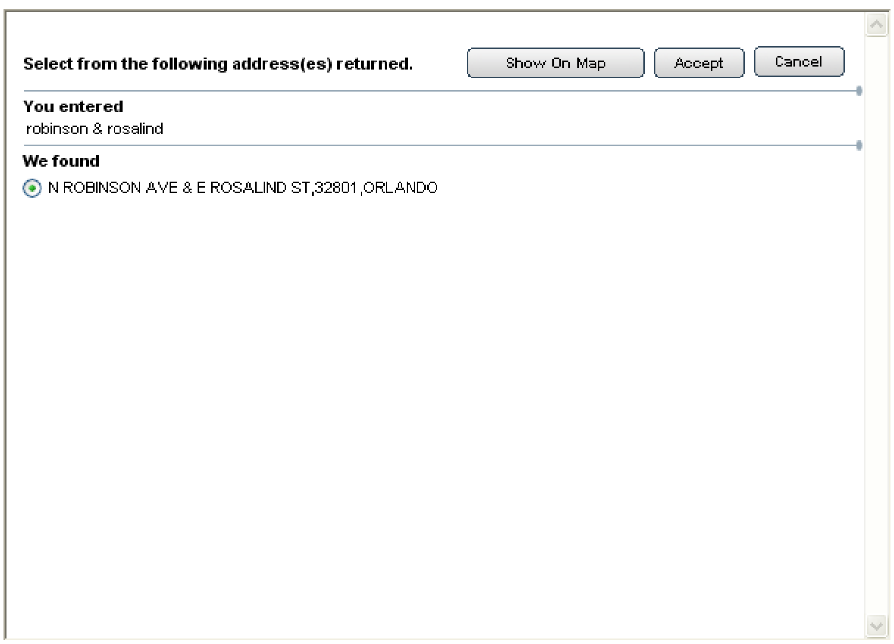


Figure 106 Select by Intersection Dialog Box

Once selected, click the **Show on Map** button to verify the location graphically. If the location is accurate, click the **Accept** button.

The **Geo Located By** field now contains “Intersection” and the location’s associated latitude and longitude display, as shown in Figure 107.

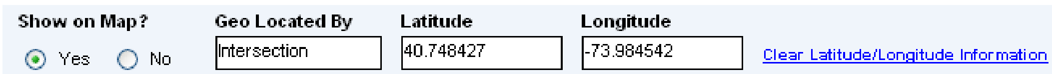


Figure 107 Geo Located By Intersection Field

3.7.5 Geo locate By Latitude/Longitude

If the location information has been provided by someone with access to GPS equipment, click the radio button before **by Lat & Long**. Key the coordinates into the Latitude and Longitude boxes displayed in Figure 108 or click the **Locate** button to open the dialog box, as shown in Figure 109. Click the **Accept** button to map the location.

Figure 108 Geo locate by Fields (by Lat & Long)

A quick way to identify lat/long without GPS equipment is to go to www.noaa.gov and enter an area’s zip code or name. The NOAA weather forecast for the location will show lat/long.

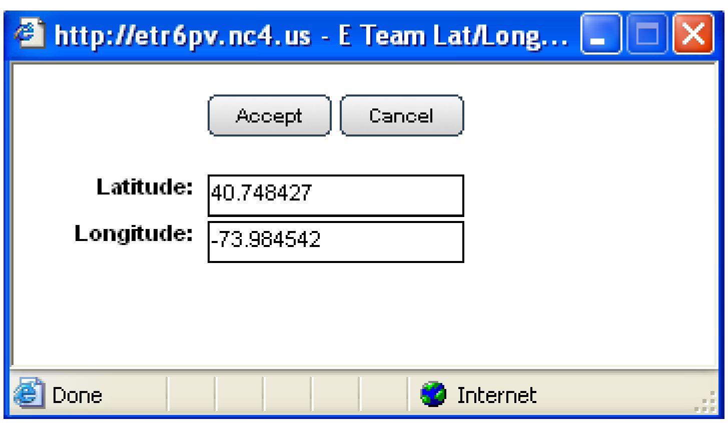


Figure 109 Latitude and Longitude Dialog Box

The **Geo Located By** field now contains "Manual Entry" and the location's associated latitude and longitude displays, as shown in Figure 110.

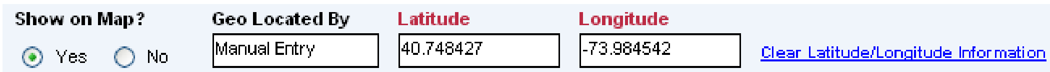


Figure 110 Geo Located By Manual Entry Field

If you click the Clear Latitude/Longitude Information link, you are prompted to re-locate the position.

3.7.6 Geo locate By Map

The last option is to geo locate via the by **Map** selection. Click the radio button before **by Map** and click the 

button, as shown in Figure 111.

Figure 111 Geo Locate by Fields (by Map)

This will open the map window in which you can use the navigation controls to browse to the desired area, as shown in Figure 112.

Figure 112 Geo Locating Using the Map Controls

The 

buttons will show in the upper right of the geo location map. The **Refresh Map** button will refresh the map view. This needs to be done after selecting any of the checkboxes on the right of the map. The **Print** button is used to print the map view. The **Accept** button is used to save the map view in a particular report. The **Close** button will close the map view.

You can geo locate by map by applying the map controls described on the next page. Use the **Locate** button to mark the desired location, then click the **Submit** button to map the location. The **Geo Located By** field now contains "**Manual Entry**" and the location's associated latitude and longitude displays.

3.7.6.1. MAP CONTROLS

The map controls include:

- 

– Select the appropriate area map using the Available Maps drop down menu. Your default map and extent (view) are set by the System Administrator. The Available Maps drop down menu contains all available maps configured for your system.

- 

– The **Refresh Map** button is used to redraw the map and MUST be selected after you have made any changes in the Available Maps drop down menu or changed the settings in the Icons or Layers checkboxes.

-  – Click the **Thumbnail** button to toggle the map overview frame on and off.

- 

– To zoom in, click on the **Zoom In** button that has a magnifying glass with a plus sign; then go to the outer edge of the area on which you wish to zoom in. Depress and hold down the left mouse button and drag the cursor to the corner diagonally opposite where you started. Dragging the cursor will cause a red box to appear; make sure your area of interest is contained within this box. When you release the mouse button, the map will zoom in to include just the area under the red box you drew. You may alternately click the **Zoom In** button and then move your mouse to the area you want to enlarge.

- 

– To zoom out, select the **Zoom Out** button that has a magnifying glass with the minus sign; then click on the map (repeatedly if necessary) until the map view you want is displayed. The location of the cursor on the map will become the new center of the zoomed out map.

- 

– Click the **Full Extent** button to return to the map's starting view or default view.

- 

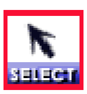
– Click the **Active Layer** button to view the active layer as defined under the Layers selection window. A check mark for a layer indicates that the detail will display on your map. Deselecting the box will remove those layers from your map display. For example, selecting Major Cities will show major cities as the active map layer. When layers are selected or de-selected, you must click the **Refresh Map** button to refresh the map view.

-  Last Extent – Each time you use a map tool (e.g., pan, zoom in, or zoom out) or click on the **Refresh Map** button to change the map display, the system updates the map view. For example, when you pan from one area on a map to another, the map view is updated to display the new area. When you click the **Last Extent** button the display updates one step back to the prior map view.

-  Pan – To pan (move the image to the right, left, up, or down), select the **Pan** button with the hand. Next, move your cursor onto the map, depress and hold the left mouse button, and drag the cursor. Release the mouse button when you have the desired view.

-  Measure – Click the **Measure** button to measure the distance between any two points on the map. Click the **Measure** button then click a start point and drag the mouse between the two points you want to measure. The distance value will be placed in the Total and Segment boxes.

-  Set Units – Click the **Set Units** button to open a dialog box to set the units of measure for the map display. Click the drop down menu to the right of display units to select the preferred measurement (miles or kilometers).

- 

– To view the report represented by one of the icons on the map, click on the **Select** button with the arrow, then click on the icon on the map. The report associated with that icon will appear.

- 

– If you launch the map in the process of geo locating from the Geo Location section within a report, a cross-hairs **Locate** button will replace the **Select** button. Click the **Locate** button and then click on the map location you wish to select. That location will then be marked by a red "**X**".

- 

– Click the **Help** button to find more information on using maps.

3.8 Map Layers, Icons and Overlays

Click the **Show On Map** button in a report to open the map and add Icons, Map Layers, Overlays, and Resources, as shown in Figure 113.

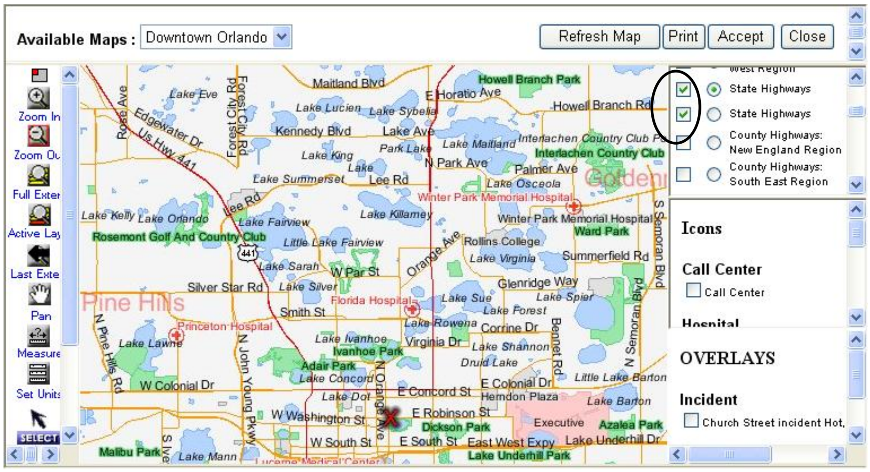


Figure 113 Effects of Enabling the State Highways

> Adding Icons, Map Layers, Overlays, and Resources are discussed in more detail in the Power User Class.

Checkbox in the Layers pane

To enhance your understanding of the scene and gain better situational awareness, you may want to add these features to your map. Enable the checkbox before the feature you would like to add to the map. These features can include the location of hospitals, road-blocks, landmarks, geographical features, public utilities, etc.

Click the Refresh Map button to view your changes.

3.8.1 Use Overlays

The hand drawn overlay is similar to what one would use with a printed map, acetate and a grease pencil. This digital method provides everyone on the system access to the information along with a full drawing tool set.

Overlays can only be used in *View* mode.

To view an available overlay, open a report in *View* mode. Click the **Attachments & Overlays** tab, then click the Available Overlay(s) link, as shown in Figure 114.

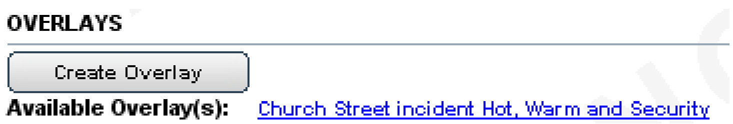


Figure 114 Available Overlay(s) Link

To draw on an overlay, click the **Create Overlay** button to open the Map window, as shown in Figure 115.

Overlays can be added to any map associated with a report.

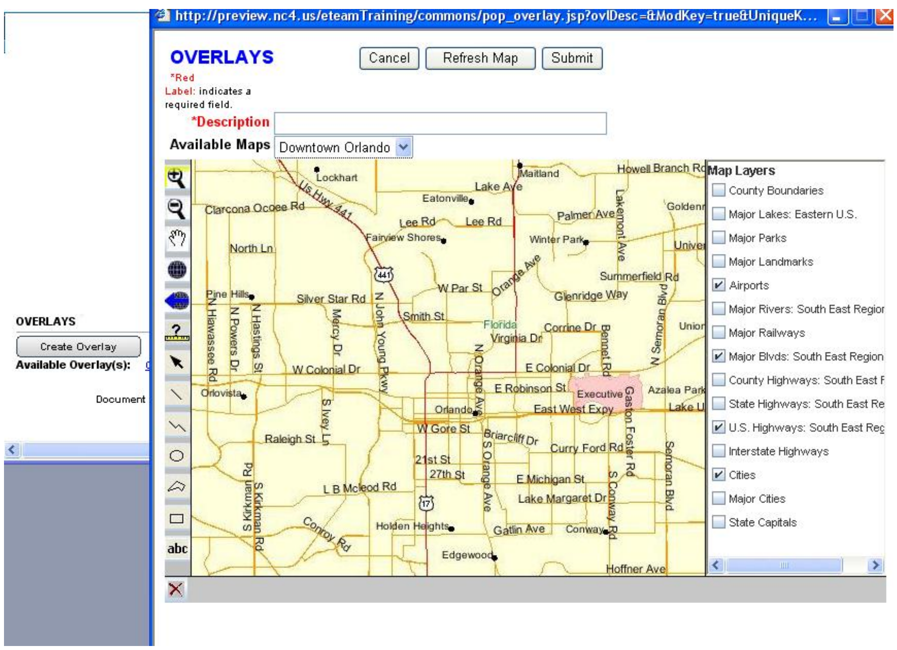


Figure 115 Creating a Map Overlay

Name the overlay using the Description field.

Next, select the base map from the **Available Maps** drop down menu.

Use the map controls to zoom to the exact position desired. Turn the map layers on and off as required to decrease clutter or present more data. The available Map Layers are presented in the frame on the right and shown on the map by enabling/disabling the checkboxes.

Lastly, select the appropriate drawing tool from the left column on the screen to mark up the map. For example, you may use the **Draw an Oval** tool to enclose an area of the map within an oval, as shown in Figure 116. You can use the **Draw a Label** tool to add text, such as "Hot Zone."

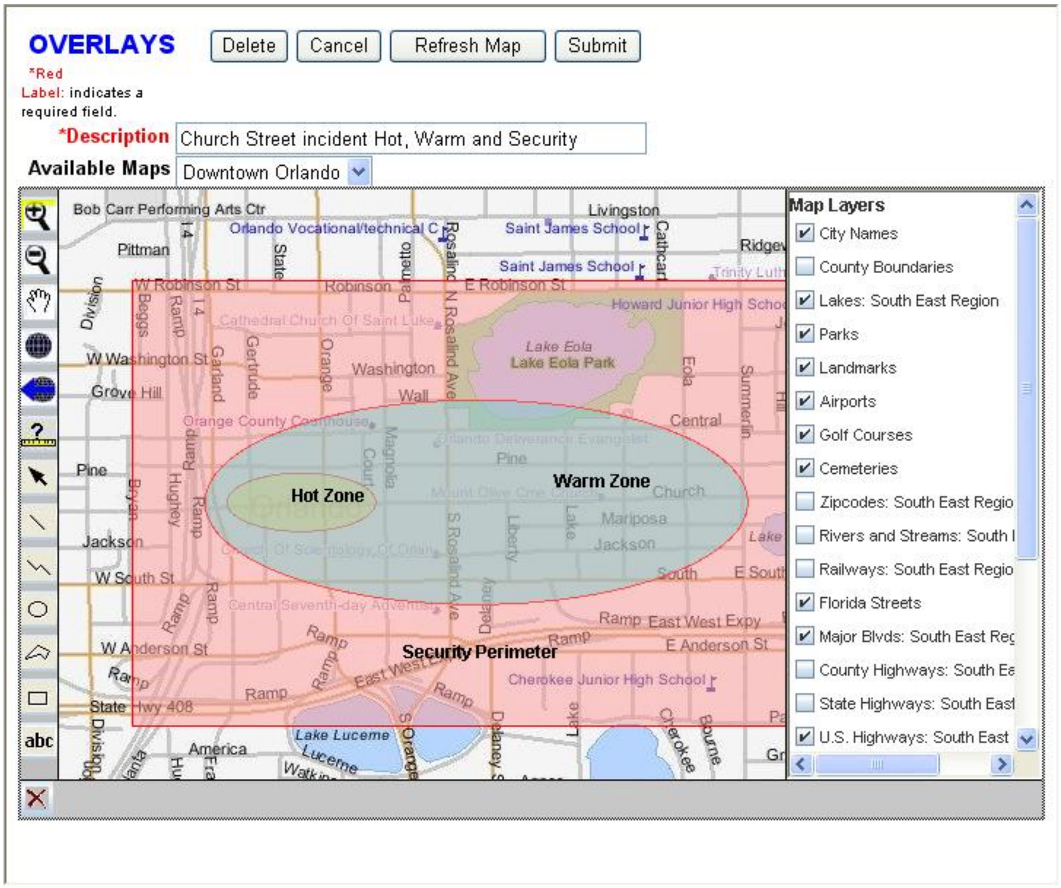


Figure 116 Identifying an Area on the Map Overlay

Scroll down to see all the available Map Layers.

The available tools include the following:

Zoom In

Zoom Out

Pan

Initial Extent

Last Extent

Measure Distance

Select

Draw a Line

Draw a Freehand Line

Draw an Oval

Draw a Polygon

Draw a Rectangle

Draw a Label (provides font size, face, style and color drop down menus)

Delete a Label

Click the **Submit** button in the upper right when finished.

Review Exercise 2

In this Common Functions exercise you will login to the NC4 Application, submit your Personal Profile, and practice the system's common functions.

All class participants should login to the NC4 Application.

After you login to the system, the Personal Profile window appears. Do not fill out or complete your Personal Profile until instructed to do so.

An exercise completing and updating the Personal Profile form is located in Module: Personal Profile.

1. **Login** to the NC4 Application. After you login to the NC4 Application, your **Personal Profile** form opens.

2. If you have not already completed your Personal Profile do so; scroll down the form to the **Provide Your Preferred Method of E Team Report Notification** section.

3. In the **Notification Method** field, review that the **Alerts** checkbox is defaulted as checked in order to enable receiving Targeted Alert messages.

4. Go back to the top of the Personal Profile form. Click the **Submit** button in the upper right to access to the system. Your **Duties Checklist** and **Alert Bulletin** appear.

5. Review your **Duties Checklist** to gain a better understanding of the duties assigned to your role.

6. Click the **Close** button in the lower right to close the Duties Checklist form.

7. Read the **Alert Bulletin** to become familiar with the situational awareness.

8. Click the **Close** button in the lower right to close the Alert Bulletin.

9. Go to the **Center View Frame**.

10. Select **Incident** from the Report navigation drop down menu. The Incident default view by **Status** is displayed.

11. Click an incident <u>Name</u> link to *View* the incident.

12. Click the **Notification** tab to *View* the Notification tab information.

13. Click the **Update** button in the upper right to open an editable version of the incident report form.

14. Click the **Notification** tab and notice the difference between the *View* mode and the edit/update mode.

15. Go to the **Notification** section of the incident report form.

16. Enable the **Send Notification Yes** radio button.

17. Key a short message into the **Message** field in the Notification section, such as "All available resources are now on 48 hour standby".

18. Go to the **Select Recipients** field in the Notification section to select recipients to notify.

19. Click the Individuals link to populate the Select Recipients box.

20. Click the Name link from the available list to select the recipients. The selected names will appear in the **Notification List** window on the right.

21. Make sure to include your own user ID/name for the notification list.

22. Click the **Submit** button in the upper right to save your edit and enter your updated notifications into the system.

23. Go to the **Alerts Frame** on the left in the main view screen. Notice the alerts with the Red Name link.

24. Click the report Red Name link to *View* and read your Targeted Alerts.

25. Click the **Close** button to close the Targeted Alert window.

26. Click the checkbox before the Targeted Alert to enable it.

27. Click the **Remove** button to delete the Targeted Alert.

28. Go to the top navigation frame and select **Incident** from the Report navigation drop down menu. The Incident default view by **Status** is displayed in the center view frame.

29. Log out of the NC4 Application.