



Next-Generation Situational Awareness and Collaboration Tool (NG SCOUT)

User Guide

Rev. 08.2024

Revision History

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Chapter 1: Introduction

Overview

The Next Generation Situational Awareness and Collaboration Tool (NG SCOUT) is a web-based all-hazards Common Operating Picture (COP). It allows for the contribution and sharing of data, analytics, and emergency incident information for small to large scale natural and human-caused incidents and disasters. NG SCOUT can facilitate strategic and tactical collaboration, training, technical incident management, and further promotes interagency situational awareness for local, tribal, state, and federal partners.

Access to NG SCOUT is granted to first responders, emergency managers, utilities, select private and public organizations, and government agencies. Examples include but are not limited to the California Department of Forestry and Fire Protection, National Weather Service, Federal Emergency Management Agency (FEMA), U.S. Forest Service, U.S. Coast Guard, and Tribal Nations.

NG SCOUT provides a terrain-oriented view of current operational information and predictive analytics situational awareness for users across various emergency management disciplines. The tool's purpose is to integrate statewide data such as events, incidents, locations, resources, assets, infrastructure, and more to provide near real-time data from the field. Data provided includes road closures, resource location, video feeds, and more for decision makers to make informed decisions.

The NG SCOUT Field Tool was designed to allow field personnel with spotty/or no internet coverage to use the application offline. It includes automatic synchronization with the web-based tool upon internet reconnection.

Objective

The purpose of this document is to provide a step-by-step guide on how to use the NG SCOUT tool. By the end of this user guide users should know how to use the tool start to finish.

Everything in this user guide is based on Intterra's Knowledgebase. This user guide was created to hold all the information in one convenient location. If you need further information, please refer to page 42, which will guide you through how to access Intterra's Knowledgebase.

Gaining Access

Authorized users can access NG SCOUT through <https://ngscout.org> on any network-connected device (PC, laptop, tablet, or mobile devices) that is secured in accordance with the participating agency's information security policies.

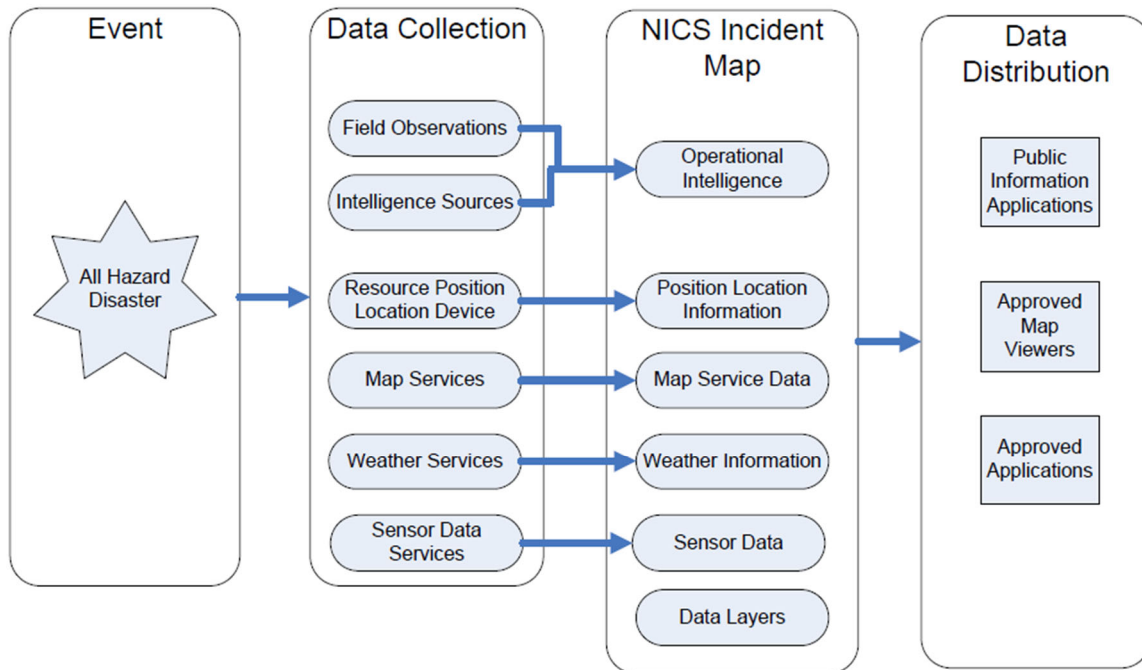
- New participating agency:
 - Agencies interested in joining NG SCOUT must submit a letter (or email) of interest to scout@caloes.ca.gov to request participation and begin the NG SCOUT onboarding and registration process.
- Existing agency with new users:
 - NG SCOUT participating agency may request a new user account by emailing scout@caloes.ca.gov with the user's name, email, primary & secondary phone number, agency name, and role within the agency. All users are required to read and sign a "User Agreement & Terms of Use" form during the registration process. The form will be emailed to the user for completion via DocuSign.

Offline Capabilities

NG SCOUT was designed to allow field personnel with spotty/or no internet coverage to use the application offline via its Field Tool. It includes automatic synchronization with the web-based tool upon internet reconnection.

The NG SCOUT Field Tool provides the disconnected user the option to cache maps locally, so they are available when disconnected from data service. Disconnected users have the option to create and collect new data points while disconnected and the option to store and forward data automatically when data service is restored.

Data Collection Flowchart



Data Sharing

Participating Agencies may request to make direct data connections between their home agency system(s) and NG SCOUT by submitting a request to scout@caloes.ca.gov.

- Systems accessing NG SCOUT will be authenticated and authorized as approved by NG SCOUT governance.
- Authorized systems will be allowed to ingest NG SCOUT incident data if the receiving agency utilizes shared data within NG SCOUT Policies, Practices, and Procedures.
- NG SCOUT can ingest approved web services from external authorized systems.

Shared Agency Data Elements

Participating Agencies may choose to establish real-time data integrations from their home agency system(s) into NG SCOUT. If an Agency chooses to establish data integration, the agency is agreeing to both receive information from NG SCOUT, as well as share local incident information into NG SCOUT.

The recommended data elements to share includes, but not limited to:

- Incident Name/Number
- Area or Perimeter of Impact
- Threat Direction
- Incident Command Post Location
- Staging Location
- Evacuation Areas
- Affected Population
- Road Closures
- Known Hazard Location(s)
- Shelter Location(s)
- Automatic Vehicle Location (as available)
- Infrastructure pertinent to the incident

Final shared data elements will be evaluated and approved through the NG SCOUT governance structure for individual data integration.

Potential Data Sources

Potential data sources for integration consideration include:

- Resource Tracking Systems, such as Automatic Vehicle Locator (AVL), Automatic Flight Following (AFF) and Personal Locator Information (PLI).
- Local Incident Management Systems.
- Computer-Aided Dispatch (CAD) Systems.

Community Lifelines

- Safety and Security - Law Enforcement/Security, Fire Service, Search and Rescue, Government Service, Community Safety.
- Food, Water, Shelter - Food, Water, Shelter, Agriculture.
- Health and Medical - Medical Care, Public Health, Patient Movement, Medical Supply Chain, Fatality Management.
- Energy - Power Grid, Fuel.
- Communications - Infrastructure, Responder Communications, Alerts Warnings and Messages, Finance, 911 and Dispatch.
- Transportation - Highway/Roadway/Motor Vehicle, Mass Transit, Railway, Aviation, Maritime.
- Hazardous Material - Facilities, HAZMAT, Pollutants, Contaminants.

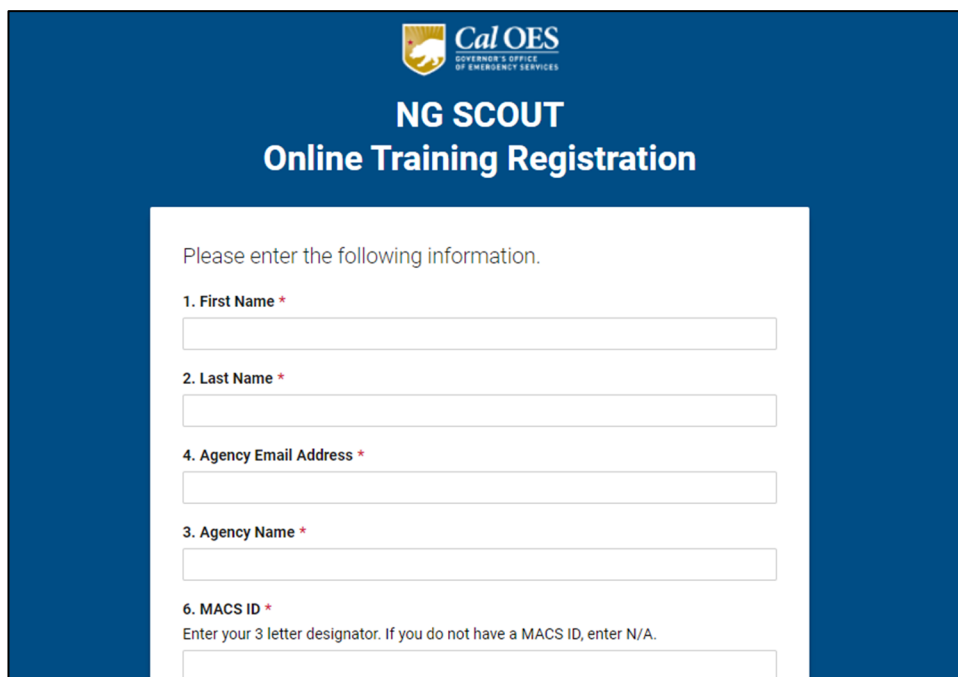
Chapter 2: How to Access the NG SCOUT Tool

Account Access

The NG SCOUT tool can be accessed through the following website: <https://ngscout.org>

(Note: you must have an account to access the tool.)

To create an account, please fill out the information in the [NG Scout Online Training Registration](#) and an Administrator will send you your username and login instructions.

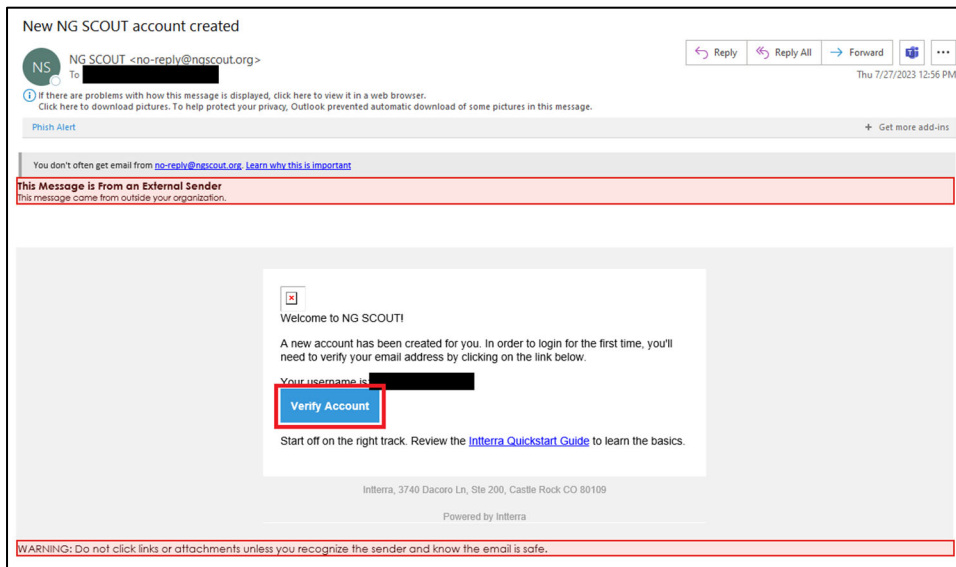


The screenshot shows a registration form titled "NG SCOUT Online Training Registration" on a blue background. At the top left is the Cal OES logo (Governor's Office of Emergency Services). The form itself is white and contains the following fields:

- 1. First Name *
- 2. Last Name *
- 4. Agency Email Address *
- 3. Agency Name *
- 6. MACS ID *
Enter your 3 letter designator. If you do not have a MACS ID, enter N/A.

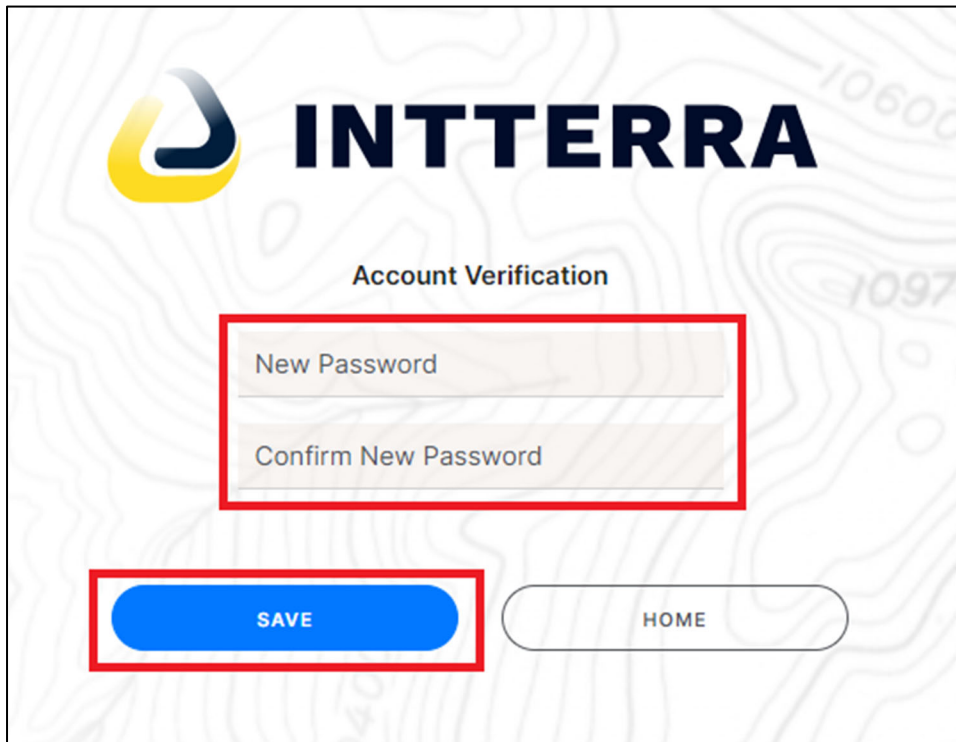
Once your account has been set up, you should receive an email. Open the "Welcome!" email from NG SCOUT and follow instructions to verify your new account within seven days.

Verify Your Account



Once you receive the email, click on **Verify Account**.

After “Verify Account” has been clicked, you will be redirected to the NG SCOUT Account Verification page:



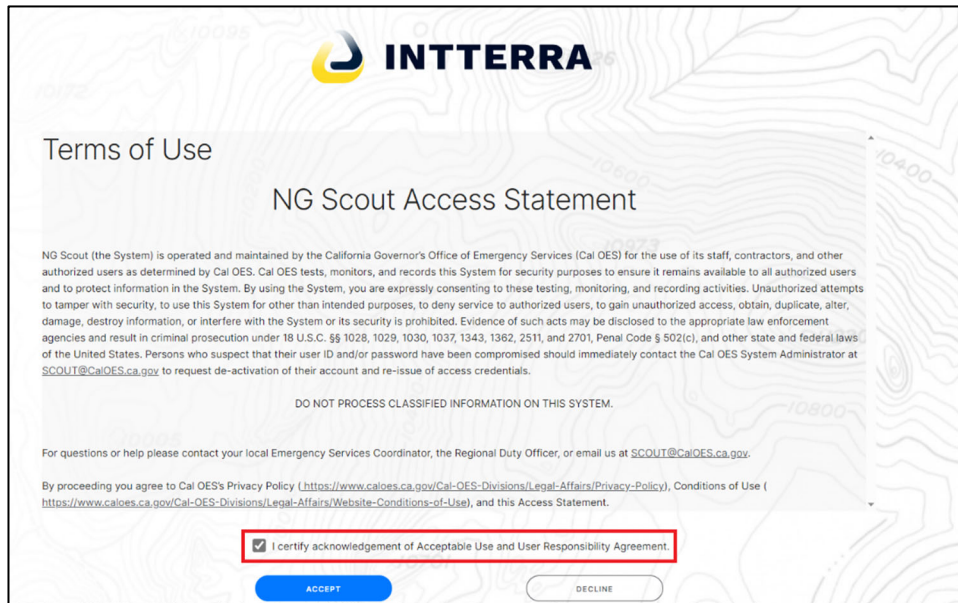
Create a password and click **Save**.

NOTE: Password requirements:

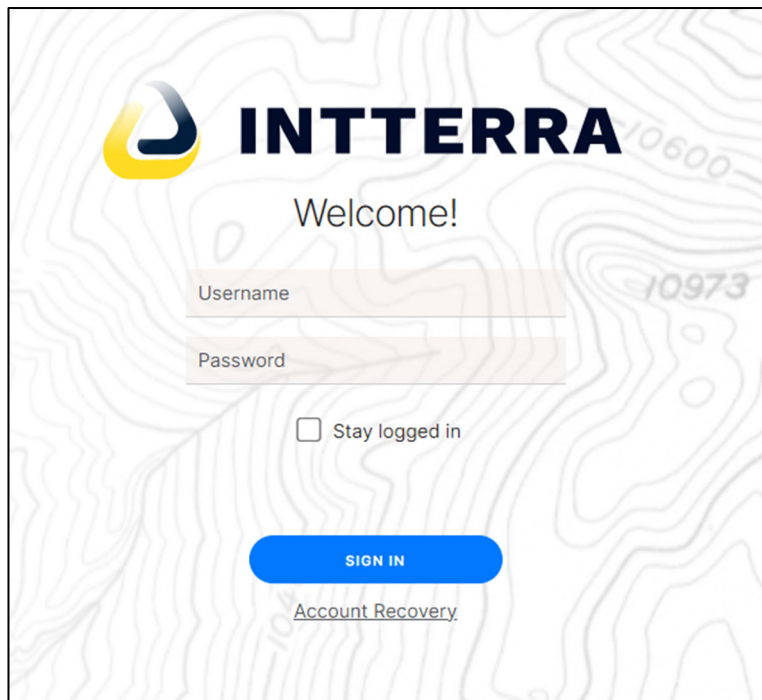
- Must be a new password with at least six characters total.
- Must include at least one uppercase letter, one lowercase letter, and one number.

Login

Once your username and password are created, go to the NG SCOUT login page: <https://ngscout.org>



When logging into NG Scout for the first time, the user will see the Terms of Use. Click the checkbox to acknowledge the NG Scout Access Statement, then click “Accept”.



Type in your username and password to start using the tool.

Check the **Stay logged in** box if you want your login to persist from one browser session to another (a session of the same browser type). Otherwise, your login session will stay open for eight hours unless you close your browser or log out of the system first.

CAUTION: DO NOT check if using a publicly accessed computer.

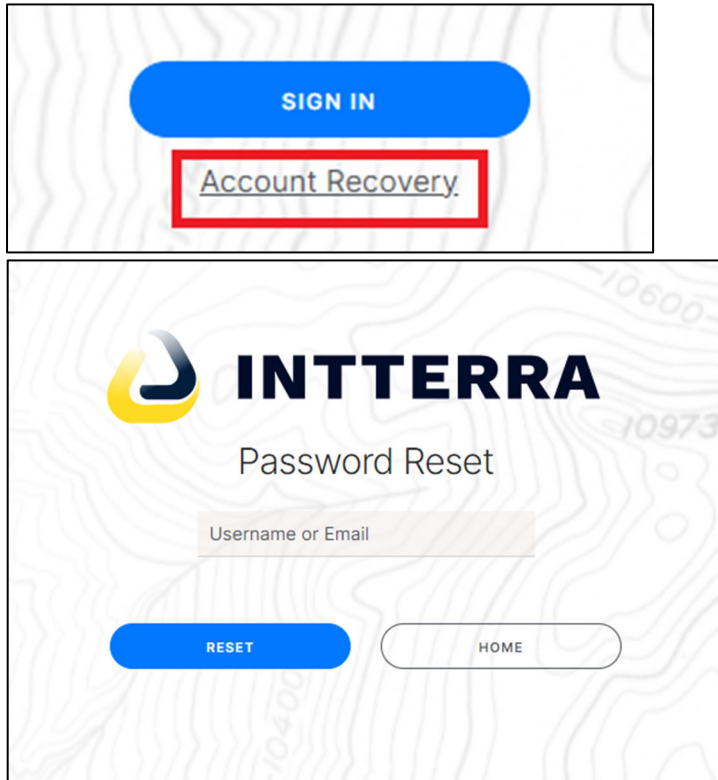
When checked, this allows a user to bypass the password entry for seven days (It is a rolling seven days - each time the user accesses the application, a new seven-day timer kicks off).

Checking the box only applies to the browser that was used to originally select the "Stay logged in" feature. (For example, the login session does not persist if opening an Edge browser when the original access was entered in Chrome.)

Click **Sign In** to access the NG SCOUT tool.

Account Recovery

NG SCOUT will lock your account access if you enter your username and password incorrectly five times. In that case, you can either reset your password (by clicking the **account recovery** link just under the blue SIGN IN button) - OR - you can wait 15 minutes and try your current password again.

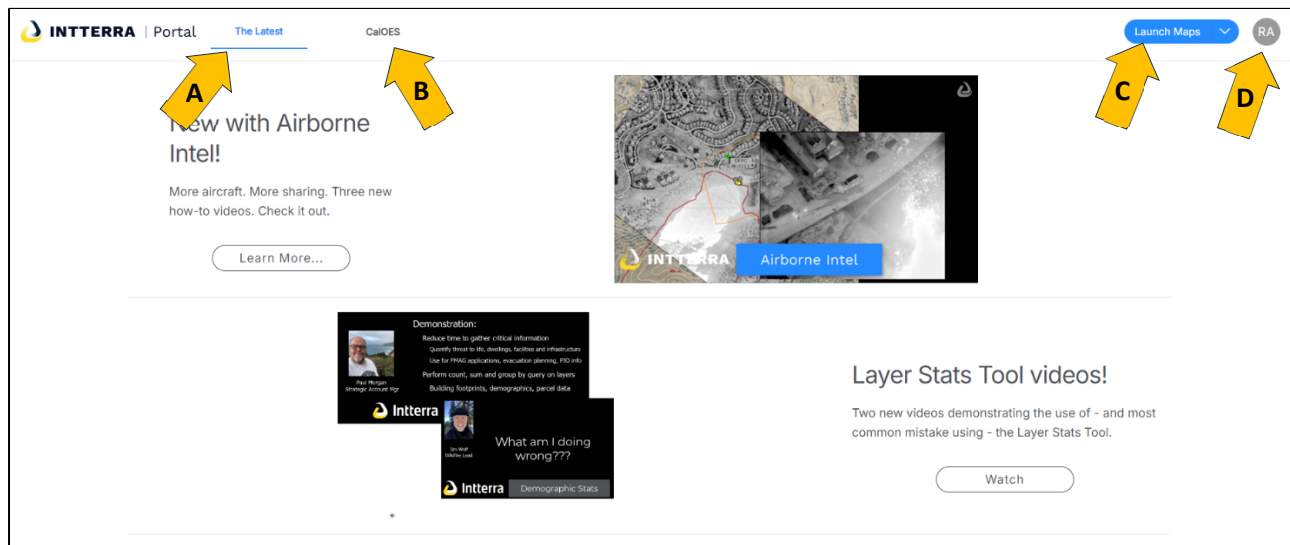


Users can also click on Account Recovery if they have forgotten their password. Enter the email address or username associated with the account and click “Reset”. Users will receive an email for password reset link.

Chapter 3: Using the NG SCOUT Tool

Portal

Upon logging in, users will see this home page / splash page known as the Portal:



Within the Portal, there are a few components users can navigate:

A: Latest

This tab contains the latest updates to Intterra’s technology and services.

- How-To information
- Announcements
- Known Issues

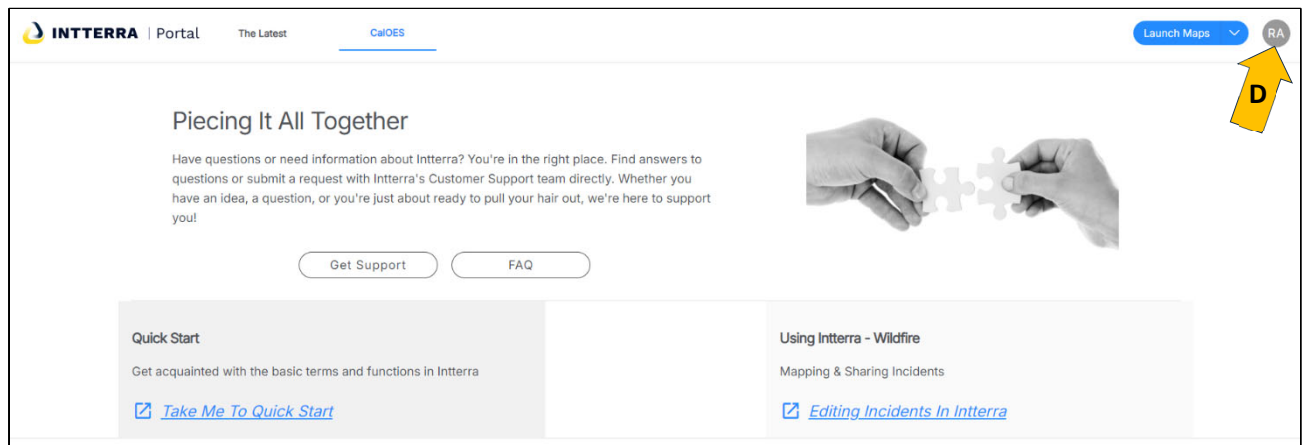
B: CalOES

This tab houses information tailored to CalOES and its partner agencies.

- [FAQ](#)
- [Quick Start](#)
- [Using Intterra – Incident Mapping](#).

C: Maps

To access the maps, which is the main portion of the tool, click on launch maps in the upper right-hand corner.



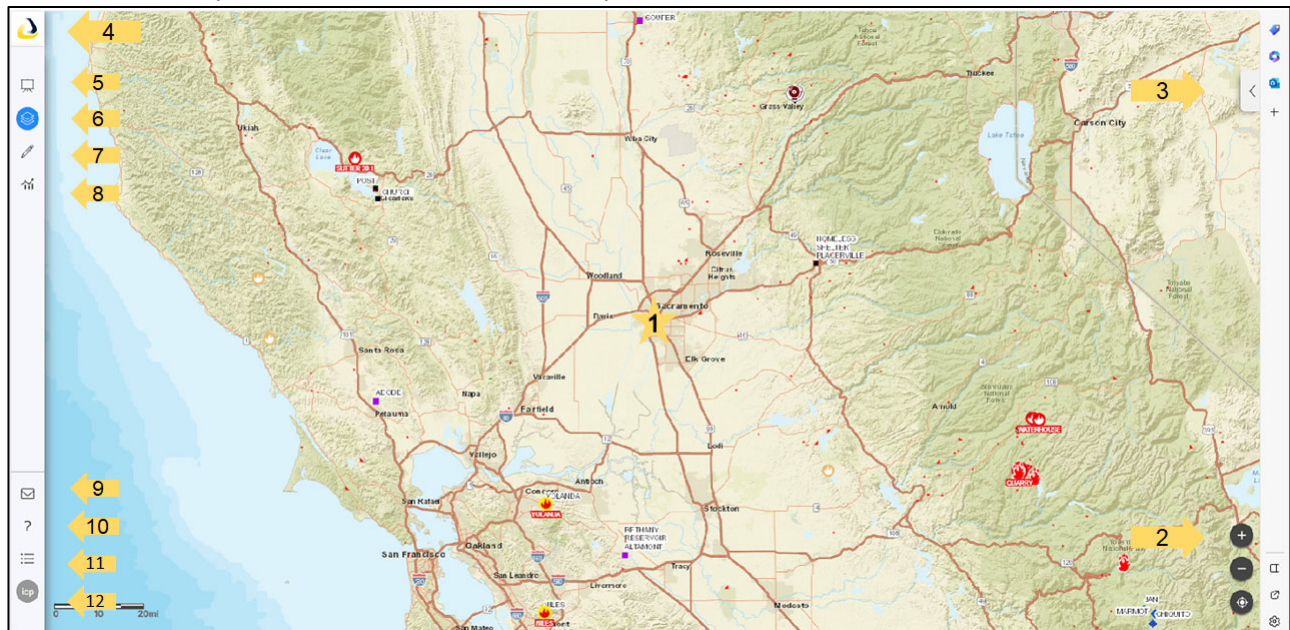
D: Account Control

The upper right corner contains the user’s initials inside a circle. This button provides the following functions:

- Account Management: ability to change name, phone number, organization title/role, and password.
- Sign Out

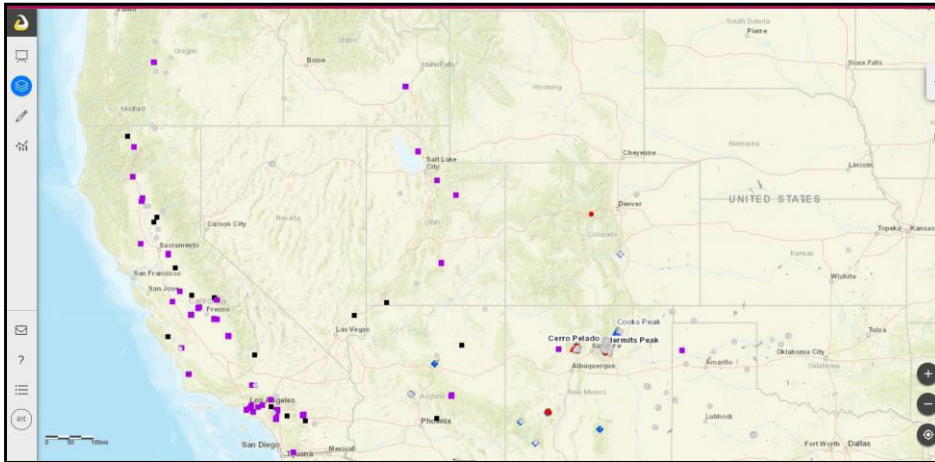
Map & Controls

Once launch maps is selected, the NG SCOUT map interface for the tool will load.



Various functions are available in the map tool and discussed below:

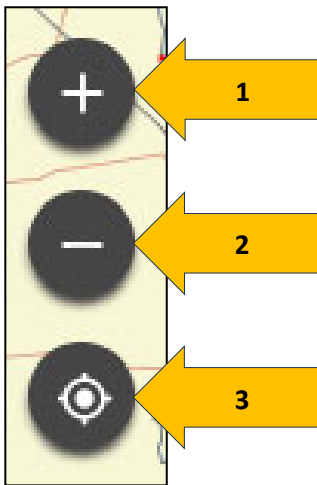
1. Map



To move the map, press and hold the left mouse button while moving the mouse. The map will move in accordance with your mouse movements.

The map provides the common situational picture. Click items on the map to open the information panel for more details.

2. Zoom Control Buttons and Location Button




1. Zoom In
2. Zoom Out
3. Go to your Current Location

Other ways to zoom:

- Use the scroll button: scroll up to zoom in and scroll down to zoom out.
- Hold shift, press and hold the left mouse button, and drag a box to highlight the area you want to zoom to. Once you let go of the left mouse button, the map will zoom to the selected box.
- Double click on the map.

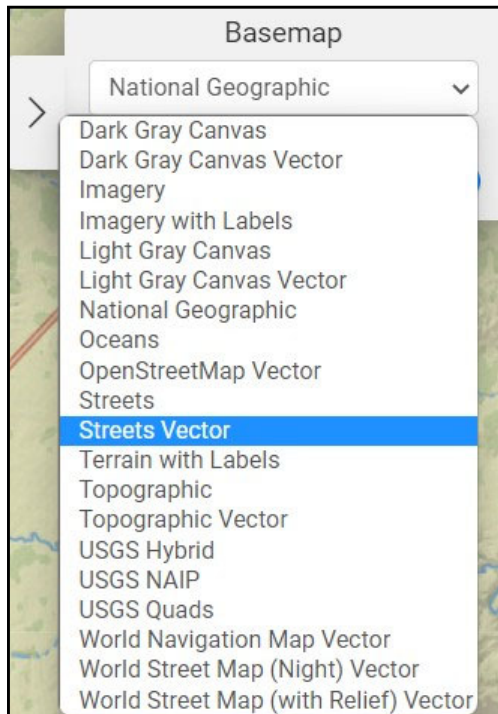
3. Basemap Selector



To open the Basemap Selector, click on the left-facing carrot (small arrow ) in the upper right of the screen.



The Opacity slider will dim the map image. Move the slider to the left to dim and to the right to brighten. Only the map will dim. All elements from the various layers will maintain their brightness level.



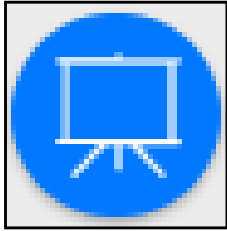
To select a Basemap, click on the down-facing carrot to expand the menu. Click on the desired Basemap. To close the Basemap Selector, click on the right-facing carrot (positioned on left side of the Basemap Selector overaly).

4. Hide

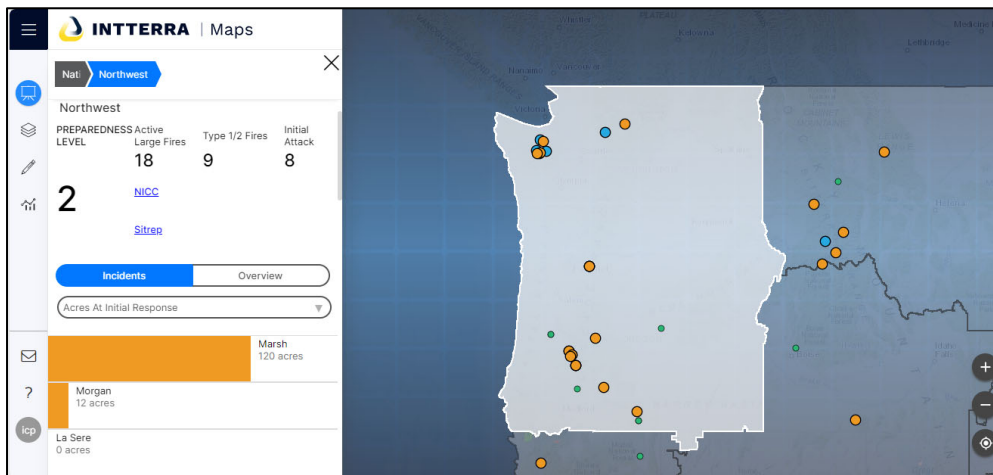


These buttons hide and display the controls.

5. Briefing Mode



This button displays the Briefing Mode, an overview of all active incidents, regionally and nationwide.

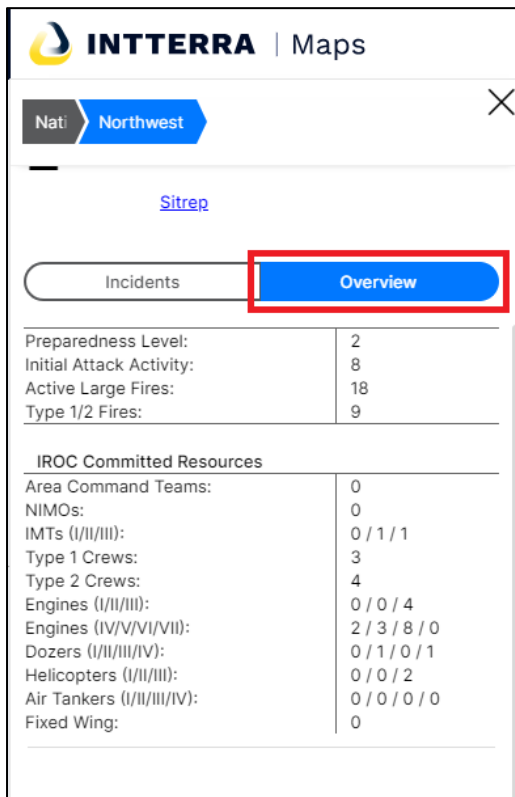


Using Briefing Mode

Here is a typical flow you might consider using in Briefing Mode.

Notice the summary numbers in the upper region of the dashboard. This will change depending on your focus area (whether you are zoomed into the county, state, region, or national level). Tap on the dark grey or blue chevron (labeled Nation or with the region or state name in white) at the top of the panel to see how the numbers and map reflect what you have chosen to see.

Click Overview to see the summary of details available for all current incidents in your current focus area.



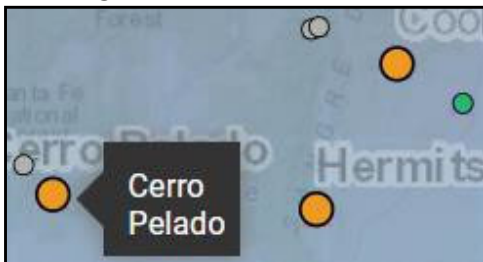
The screenshot shows the INTTERRA Maps interface. At the top, there is a header with the INTTERRA logo and the text "INTTERRA | Maps". Below the header, there is a navigation bar with "Nat:" and "Northwest" selected. A "Sitrep" link is visible below the navigation bar. A tabbed interface shows "Incidents" and "Overview" tabs, with "Overview" highlighted in blue and enclosed in a red box. Below the tabs, there is a summary table with the following data:

Preparedness Level:	2
Initial Attack Activity:	8
Active Large Fires:	18
Type 1/2 Fires:	9

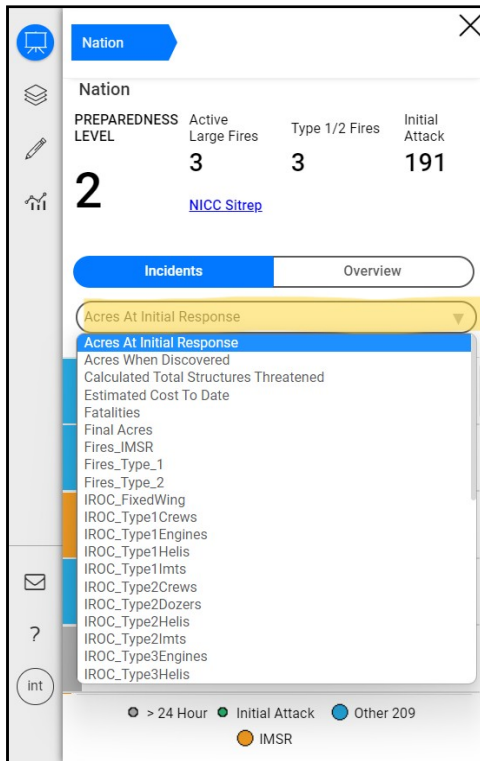
Below the summary table, there is a section titled "IROC Committed Resources" with the following data:

Area Command Teams:	0
NIMOs:	0
IMTs (I/II/III):	0 / 1 / 1
Type 1 Crews:	3
Type 2 Crews:	4
Engines (I/II/III):	0 / 0 / 4
Engines (IV/V/VI/VII):	2 / 3 / 8 / 0
Dozers (I/II/III/IV):	0 / 1 / 0 / 1
Helicopters (I/II/III):	0 / 0 / 2
Air Tankers (I/II/III/IV):	0 / 0 / 0 / 0
Fixed Wing:	0

Hovering over an incident dot on the map will reveal the Incident name.



From the dropdown menu, select a criterion to sort the list of current incidents in your focus area.



To see summary information about a specific incident, click on the incident name.

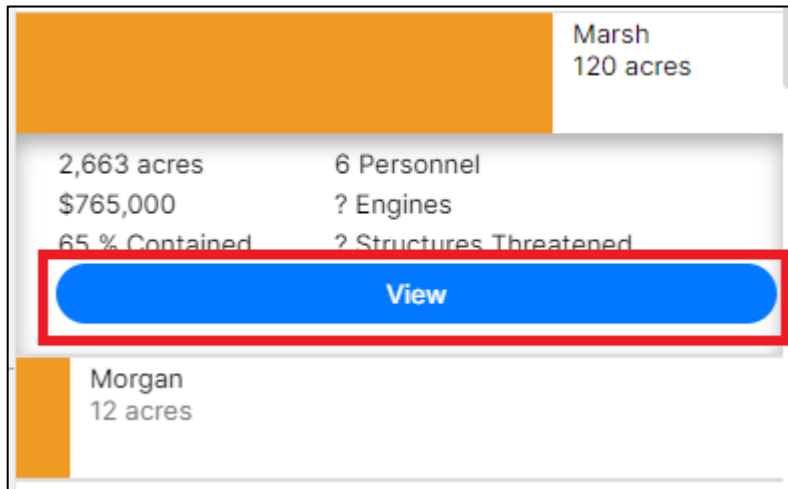


NOTE: The bar color corresponds to the incident source indicated in the legend. The bar size is a roughly relative indication of criterion selected for the incident list sort. A lack of a color bar indicates that there is no information available for the selected criterion.



NOTE: "Mapped" means locally mapped in Intterra.

To see detailed information about a specific incident, tap or click on the **View** button in the summary that opens below the bar with the incident name.



NOTE: Detailed information, including any map displayed in this view, comprises whatever has been officially reported into various systems that are then funneled through the IRWIN data center. The thin gray scroll bar at the right of the dashboard indicates that there is much more information available. Scroll down to see all the information available from IRWIN.

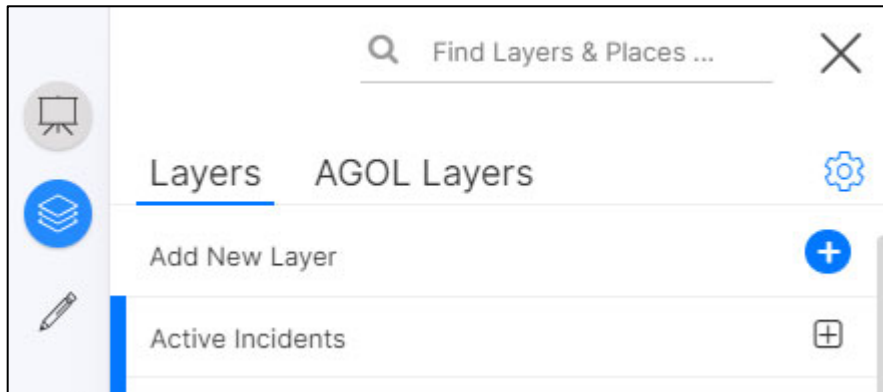
NICC Sitrep

Provides PDF version of the report.

6. Manage Layers



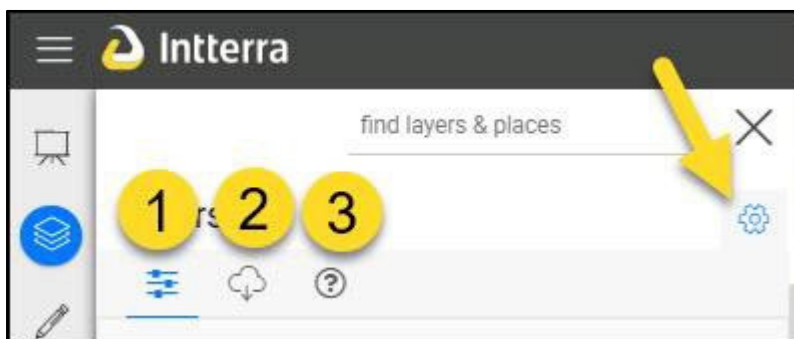
Turns map layers on/off and provides access to sublayers.



Here, users can manage layers, access Layers Management (gear icon), and add new layers.

Layers Management

Clicking the **Gear** icon (#6 above) allows you to share your map layers with others and clear your saved layer settings.

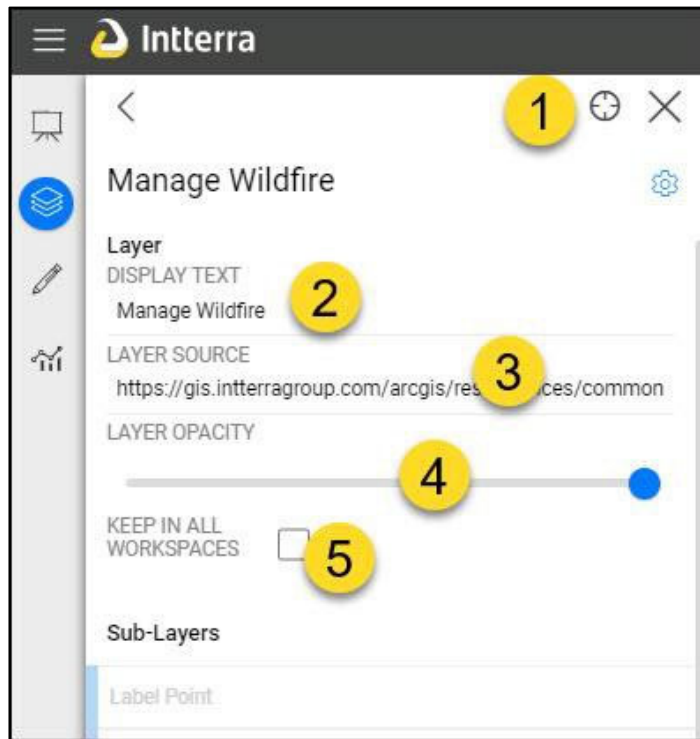


1. **Clear Saved Settings:** Click to clear user settings and return to the default Basemap and layers settings. See [How do I clear user settings?](#)
2. **Export Layers:** Click to export data. See [Layer Export Tool](#) for additional information.
3. **Info:** Access an overview of the Layers Menu and description of common layers and Basemaps.

Clicking on the **Gear** icon again will hide these icons.

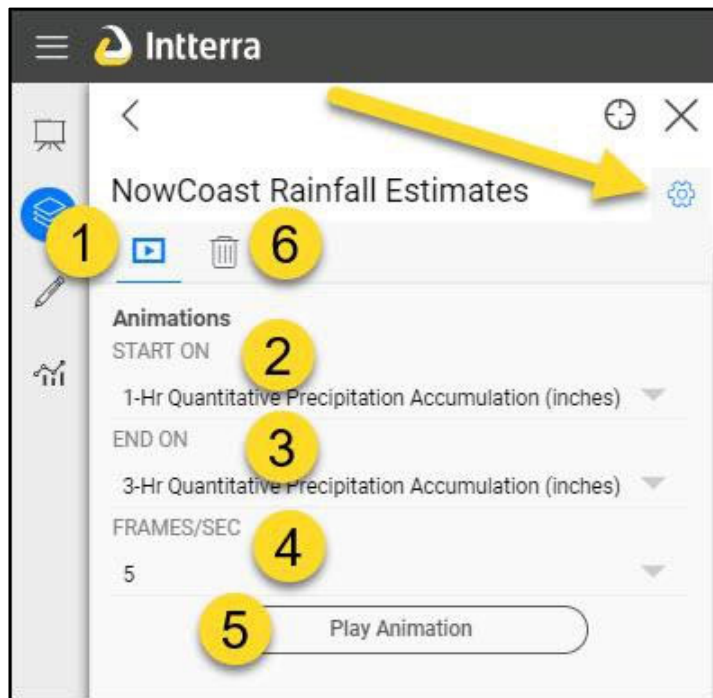
Layers Details

Click on the down chevron symbol to the right of the layer to access the **Details** icon to configure that layer for your own local use.



1. **Zoom to Extent:** Zoom to the location of the layer.
2. **Display Text:** Displays the layer name. This can be edited for your view only and will persist in this browser until saved settings are cleared.
3. **Layer Source:** Displays the URL for the layer. Copying this into a browser can be helpful to view the metadata and learn more about the layer.
4. **Layer Opacity:** Set the opacity of the layer using the slider.
5. **Keep in all workplaces:** Check this box to make this layer available in all workplaces. (This will appear even the layer is already available in all workplaces)

Clicking the **Gear** icon in here in **Layer Details** provides additional tools.



1. **Animation Settings:** Click to open this tab. Provides control over the parameters for animating two or more selected sublayers. This works best with layers with multiple sublayers in view.
2. **Start on:** Select the sublayer you want to start the animation.
3. **End on:** Select the sublayer you want to end the animation.
4. **Frames/sec:** Make a selection to adjust the animation speed.
5. **Play Animation:** Click to start the animation (loop).
NOTE: Be patient. Some layers have a lot of data to cache to your device and take time to initiate.
6. **Remove Layer:** Click in the **Trash** can icon to access **Remove Layer**. This Removes this layer from your current session. If the layer comes from a server configuration, it will be added when you refresh the page.

Add Layer



Clicking on Add Layer in either the Manage Layers or Add Features and Layers Menus provides ways to add map data to your own session in NG SCOUT. You may have a favorite online map service that is not in NG SCOUT; or you may be provided with a GIS and KML export of a fire line.

Once added, the layer will be visible and can be managed like other layers in the Manage Layers Menu.

NOTE: This layer is NOT visible to others and will disappear upon refreshing the page. See the section [Copy to the Map](#) if you want to add the data to an editable layer in NG SCOUT.

Overview:

A screenshot of the 'Add Layer' dialog box in a mobile application. The dialog has a title bar with a back arrow on the left and a close 'X' on the right. Below the title, there are two text input fields: 'layer url' and 'layer name'. A yellow circle with the number '1' is positioned over the 'layer url' field. Below the input fields is a grey button labeled 'Add'. Underneath the 'Add' button are three unchecked checkboxes with labels: 'ArcGIS', 'KML / KMZ', and 'WMS'. At the bottom of the dialog is a blue button labeled 'Browse...'. A yellow circle with the number '2' is positioned over the 'Browse...' button.

1. Add a published service (ArcGIS RESTful service, [OGC compliant KML](#) service, Web Map Service file).
2. Add files from your device (zipped local shapefiles and [OGC compliant KML](#) or KMZ files).

Steps:

To add a published service:

1. Type (or copy and paste) the file location in the **layer url** box.
2. In the **layer name** box, type a short name for the layer (this name will appear in the Manage Layers Menu's data layers list).
3. NG SCOUT will check the service type and you will see a black check mark show up next to one of the options under the gray **Add** button. Adjust the file type, if needed, by moving the check mark to the file type that matches your file.
4. Select the gray **Add** button.

To add a local zipped shapefile:

1. Select the blue-rimmed **Browse** button.
2. Locate and select the file(s).
3. Select the gray **Add** button.

NOTE: *Zipped shapefiles will not successfully load if:*

1. *The file exceeds a 10MB limit on any uploads from the **Add Layer** tool. That can equate to many different feature counts depending on the type of data and how many attributes the table houses.*
2. *The zipped file contains multiple shapefiles.*

NOTE: *KML and KMZ files will not successfully load if:*

1. *The file is not [OGC compliant](#).*
2. *The file name contains a space.*
3. *The file name is the same as a layer already loaded.*

NOTE: *If you have trouble loading from your local machine, [This FAQ](#) may help.*

Copy to the Map

Copy an existing feature to the map rather than draw it.

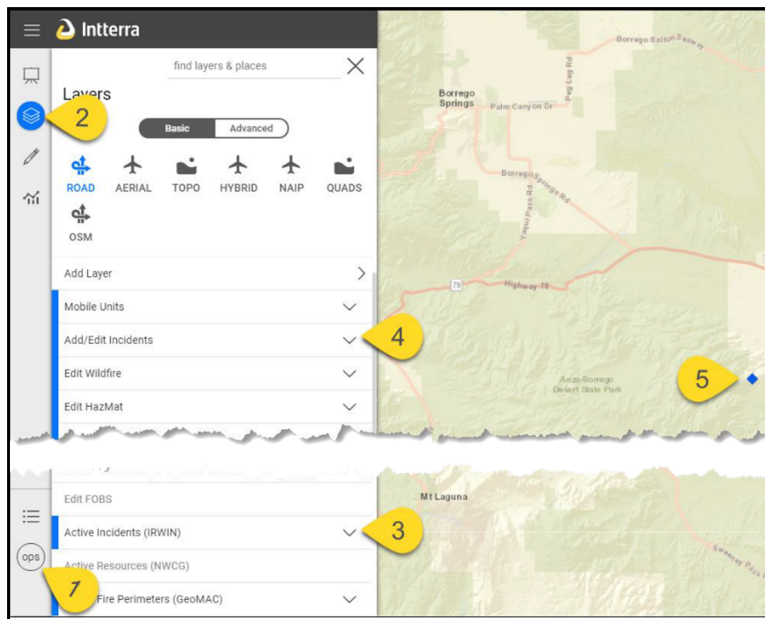
For example, you may need to copy:

- An IRWIN incident, an Air Intel Tool hot spot, or a latitude/longitude PIN to a new NG SCOUT incident.
- An Air Intel Tool heat perimeter to an NG SCOUT perimeter.
- A feature that you added to your own session using the [Add Layer Tool](#) to NG SCOUT for all to see.
- An evacuation route, water source, or a planned line from a wildfire preplan layer to an NG SCOUT incident.

Users can also convert a polygon to a line feature using **Convert Geometry to Line** using the same steps below.

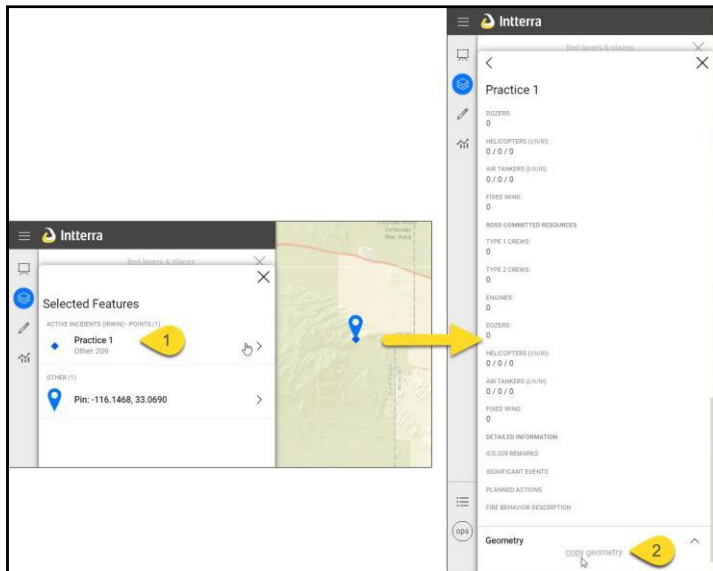
- Wildfire editors can convert a fire perimeter polygon to a new fire line edge, containment line, or other line feature.

Get Ready



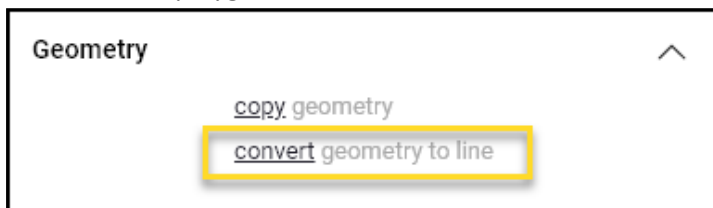
1. Select the proper **workspace**. You need to be in a workspace where you can edit the layer you need to **copy to**. If the layer you want to copy from is not available in that workspace, check out Layer Details [here](#).
2. Click on **Manage Layers**.
3. Make sure the layer you want to **copy from** is on.
4. Make sure the layer you want to **copy to** is on.
5. Click on the feature to copy the map.

Set

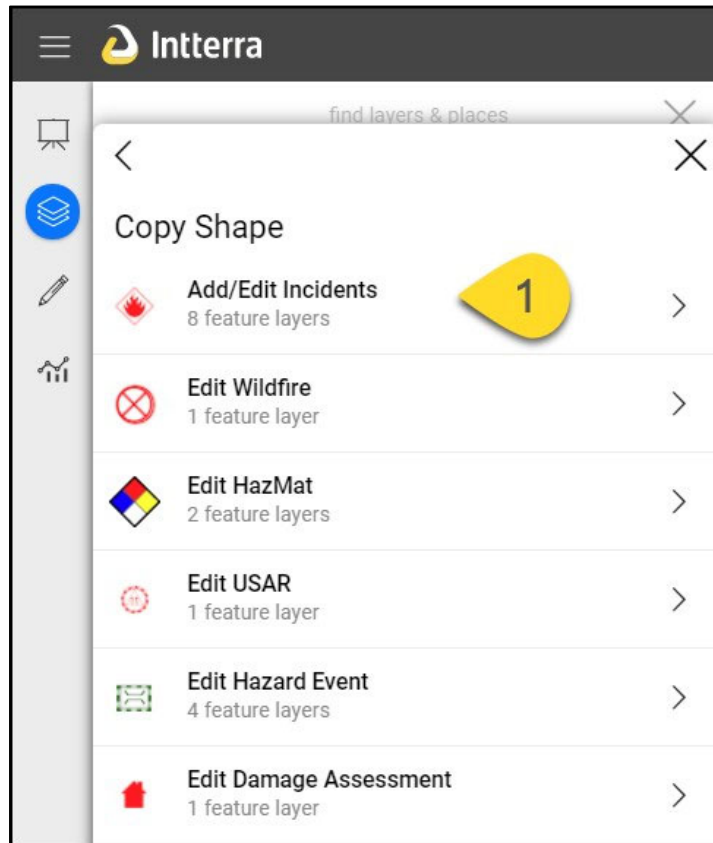


1. Select the feature you want to copy in the Info Panel.
2. Select **copy geometry** (within the **Geometry** tab in the Info Panel).

New - when a polygon feature is selected



Copy



1. Select the layer you want to **copy to**.

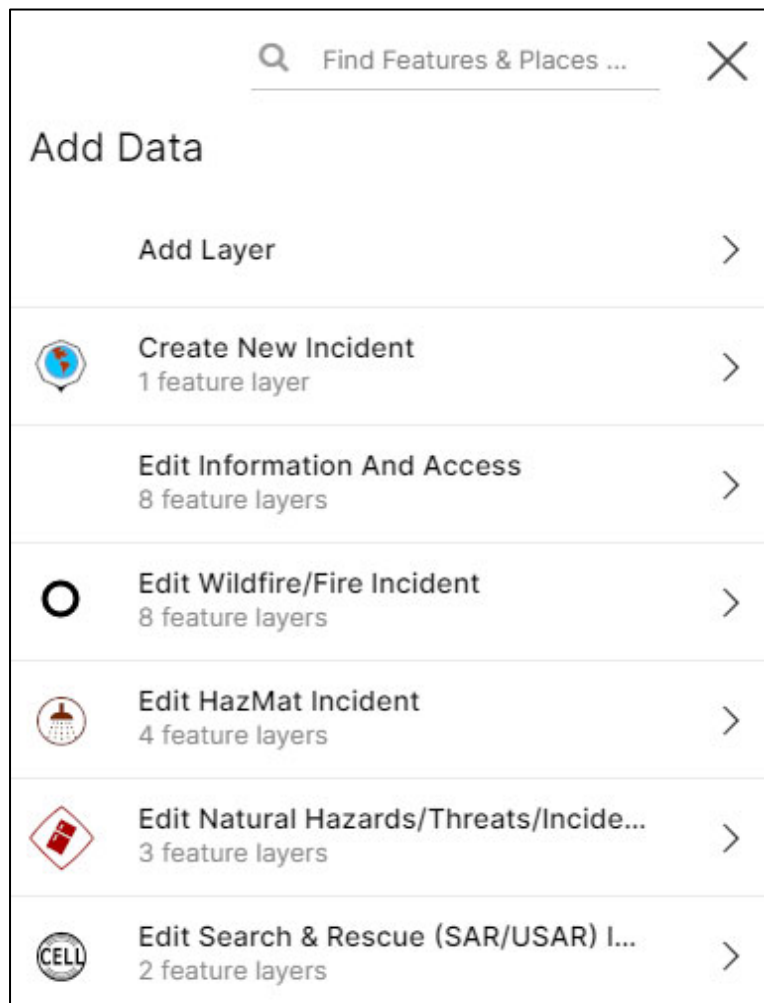
Enter Information and Save

1. Make any adjustments to the drawing, if needed.
2. **Associate** the feature to an incident, if available.
3. Enter **information** that you want to save with the feature. Be sure to look in other tabs.
4. Press **Save Feature**, if available, otherwise **Close**. When no change has been made to the record, Save Changes does not appear and default fill-ins can be saved by selecting Close. This can serve as another reminder to select (or type in to establish) the best incident name.

7. Add Features and Layers



Select the above icon to add information to the map.



Various features can be added and shared in NG SCOUT, for example:

- Incidents (fires, wildfires, HazMat, Search & Rescue, floods, earthquakes, and other disasters).
- Preplans (Wildfire Preplans and Structure Preplans).
- Special Events (especially those with associated events like parades, running races, concerts, etc.).
- Structure Wildfire Risk or Vulnerability (Structure Triage or Parcel-Based Risk Assessment).

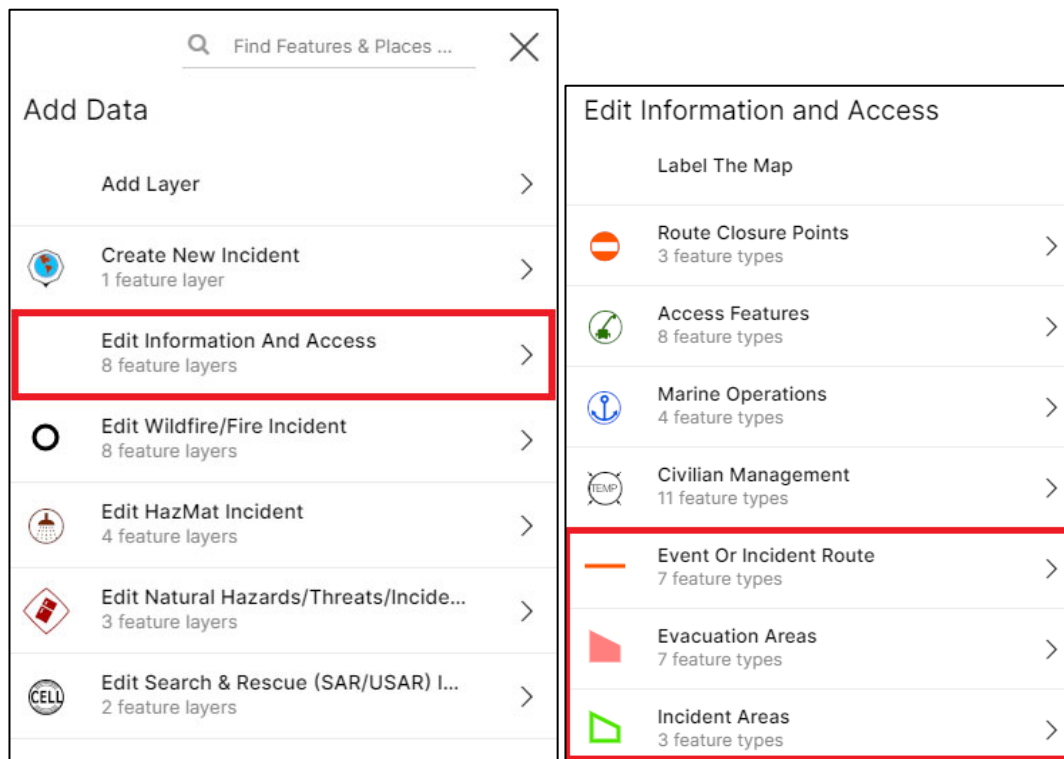
The ability to add and edit specific layers is determined by account credentials. You can either **draw a new feature** or [Copy to the Map](#).

Draw a New Feature

If you want to add a new feature to the map:

1. Select the proper **workspace**. Editable versions of the layers are available in the workspace associated with that workflow, e.g., incident mapping in Ops, structure preplans in PrePlans, etc. If a layer is editable, the layer name will normally include the word **Edit**.
2. Click on the **Manage Layers Menu**.
3. Make sure the layer you want to add to is turned on (you will see a blue bar on the left-hand-side if the layer is on).

Draw



1. Click **Edit Information and Access**.
2. Click on the feature type you want to add. If there is a > this means there are more sub-types. This places NG SCOUT in edit mode.
3. Optionally, select the drawing method (only for lines and polygons). By default, you are in the **Trace** mode – click and hold and drag to draw. If you need to make straight lines, switch to **Vertex** mode. Click to start drawing. Click wherever you want to change the line’s direction. Double-click to finish drawing.
4. The feature will be added to the map by **drawing**. When finished, the edit form will open.

Enter Information and Save

1. **Edit** drawing, if needed. Click on the feature on the map.
2. **Associate** the feature, if available. Look for the globe icon to the right of the incident name to show a dropdown menu that can be used to link an incident feature to the incident name, select an address for structure assessments to auto-fill other fields, connect a preplan feature to a preplan, etc.
3. Enter additional **information** that you want to save with the feature. Be sure to check all of the tabs (like Incident, Details, etc.) and edit as appropriate.
4. Press the floppy disc icon to **save** your changes.

Mapping Best Practices (Knowledge Base resources)

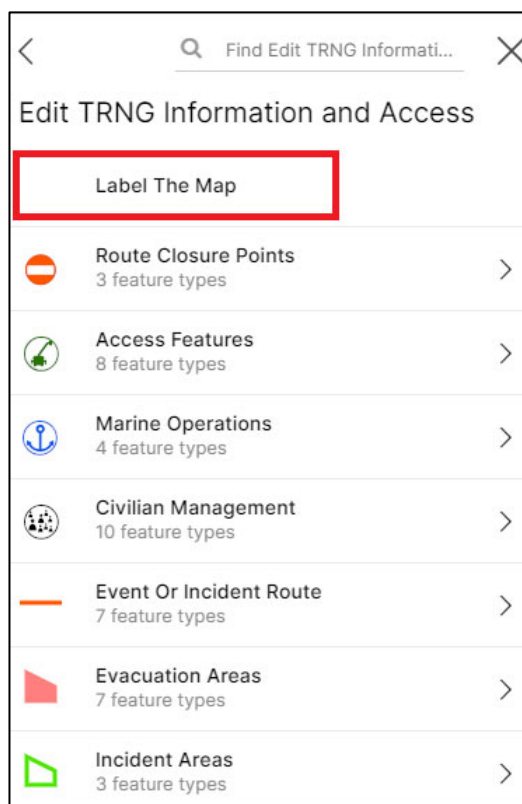
- [Incident Mapping Workflow](#)
- [Preplan Mapping Workflow](#)
- [Structure Assessment Workflow](#)

Label the Map

You may need to know how to label your map in NG SCOUT, perhaps to help orient incoming mutual aid teams.

This may be important for informative notes associated with a map feature, such as radio channel assignments to a division, landmarks to help users navigate, etc., or to add information to a map feature so users don't need to click to view the Info Panel, such as the capacity of a water source, safety area, etc.

Make sure that the map editing **layer** that applies (Edit Wildfire, Edit Preplans, Edit USAR, etc.) is on. Then follow these steps:



1. Select **Edit Information and Access**.
2. Select **Label the Map**.
3. Tap the location on the map where you would like your label to go.
4. Type your label text in the **Label** field.
5. Select the floppy disc icon to save your changes and see the label appear on the map. The label will be visible on the map for every user who is logged in to your system.

NOTE: The label field in the **incident** features do not display on the map (this is used for GIS use later), so *Label the Map* is a good way to add labels that are visible for everyone.

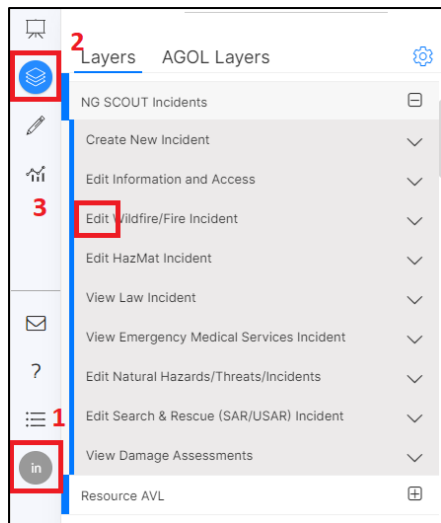
Edit the Map

Edit the location and associated information of map features:

You can **edit** the **location** and associated **information** of map features in NG SCOUT if:

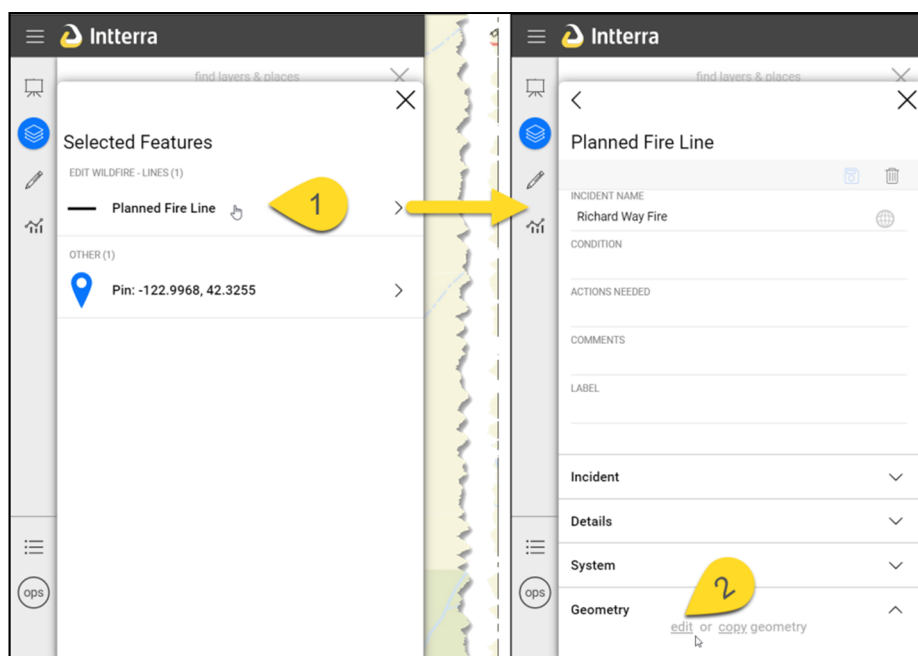
- You have edit privileges for that **layer**, and
- The layer is editable in that **workspace**. For example, structure and wildfire preplans are typically set to edit on a Preplans workspace and display only in others. You can generally tell if a layer is editable if the layer name includes Edit (e.g., Edit Wildfire).

To **edit** an existing feature to the map:



Get Ready

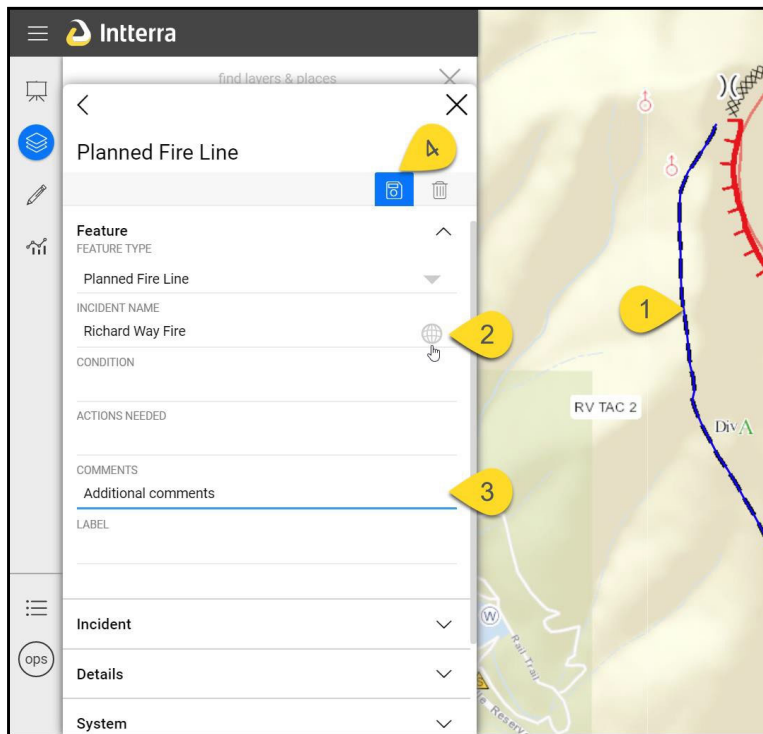
1. Select the proper **workspace**. You need to be in a workspace where you can edit the layer.
2. Click on **Manage Layers**.
3. Click on the **feature** to edit the map.



Set

1. Select the **feature** you want to edit in the Info Panel.
2. Click on **edit** (near the bottom the feature information, you may have to scroll down to find it).

Edit Location and/or Information and Save



1. Edit the **location** and **shape** of the drawing, if needed, by holding and dragging the point or vertex of the line or an area (polygon) to the correct location.
2. Confirm that the feature is **associated** correctly to its incident, if available.
3. Enter **information** that you want to save with the feature. Be sure to look in all available tabs.
4. Press the floppy disc icon to **save changes**.

TIP: If the map pans when trying to move a point or vertex, that means you are not touching the vertex or point directly. Try again.

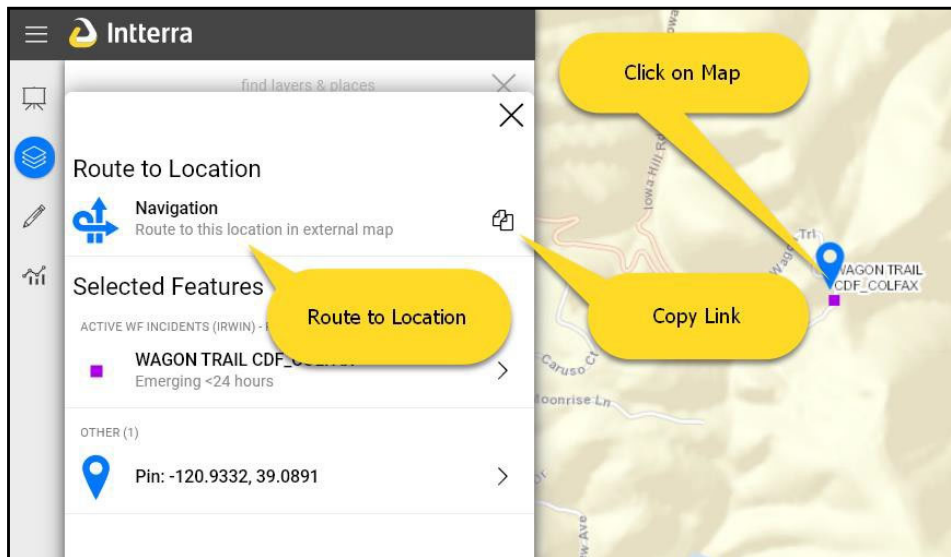
TIP:



1. The primary vertex is dark gray.
2. Intermediate vertices are between the primary vertices and can be moved to make a precise line. When these are edited, they become a primary vertex and turn gray and additional intermediate vertices are added automatically.

Navigate to Location

Navigate to any selected map location. Copy a link to share with others. This Info Panel opens when you click on the map.

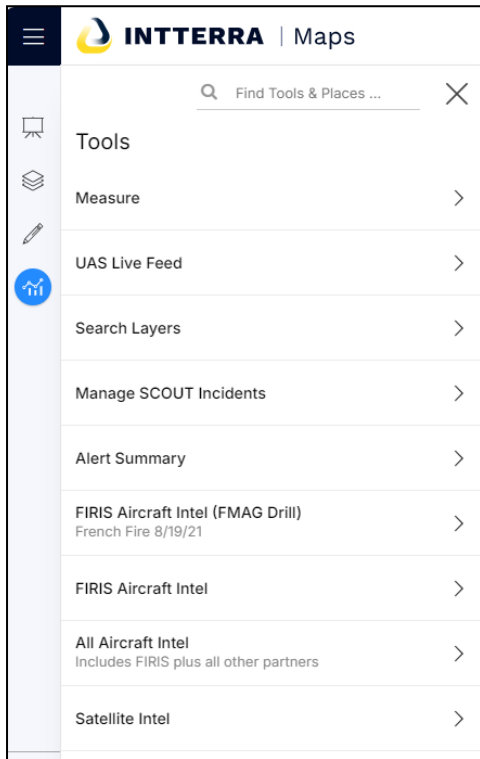


- Click on a location on the map.
- The **Info Panel** opens and now has a **Route to Location** section.
- Click on **Navigation** to route to this location in an external map.
 - An additional browser tab opens with your default mapping app.
 - The route is loaded.
 - If on a mobile device, click on **Go** or **Start** to start routing.
- Click on the **copy icon** to share a link with others.
 - Paste the link into an email, text, message or other app and share.
 - Clicking on the link will open their map add and generate the route.

8. Tools

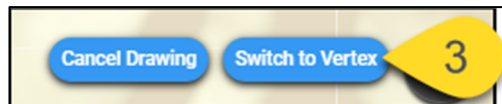
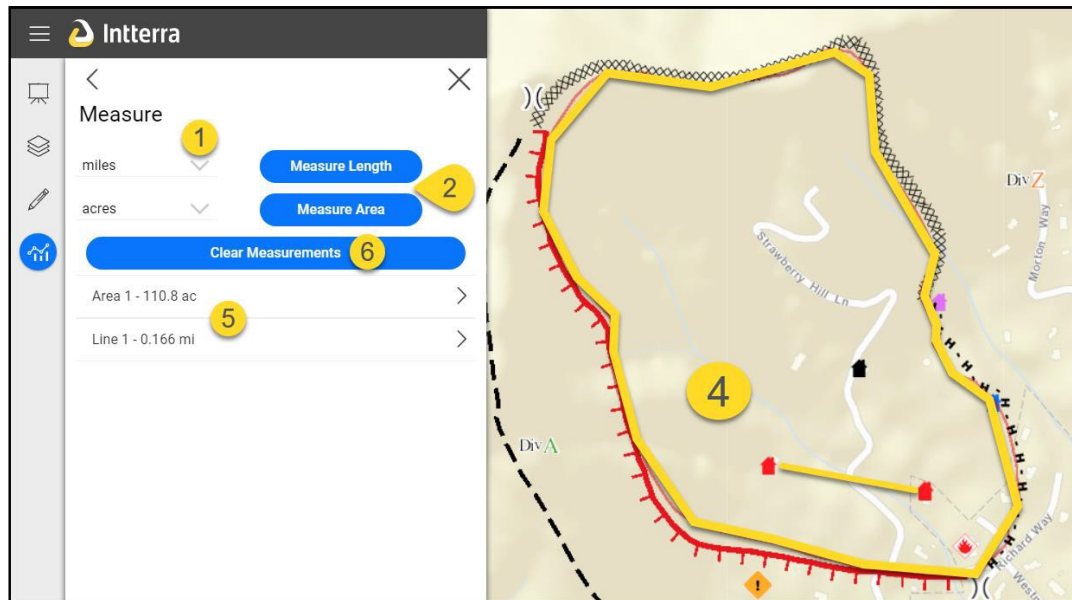


measure, list incidents, search for data, viewing data from aircraft, analyze the situation, etc.



Measure Tool

This allows the ability to measure distances and areas. Open **Tools Menu** and click on **Measure**



1. Select the measurement **units** for either **Measure Length** or **Measure Area**.
2. Click the **Measure Length** or **Measure Area** button.
3. The default option is to draw a **Trace** (which is like freehand). Optionally, change the drawing method to **Vertex** (which is handy for drawing straight lines). This can be done by clicking the associated button in the lower right corner of the screen.
4. Draw the **line** (for the **length**) or the **polygon** (for the **area**).
5. **View** the results.
6. When finished, click **Clear Measurements** to remove the lines and/or polygons.

Search Layers Tool (In the Tools Menu)

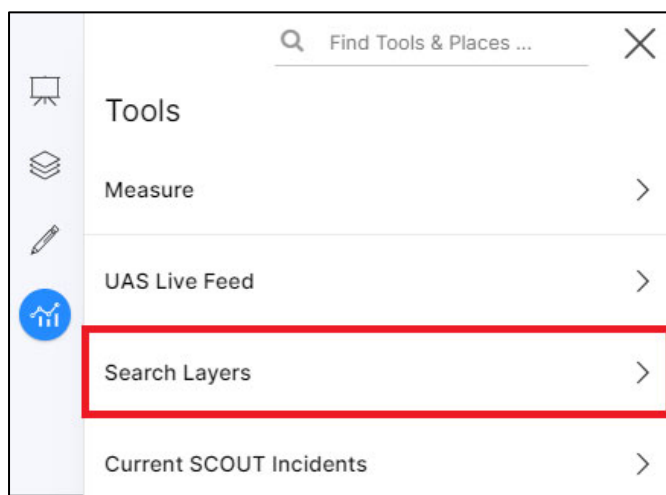
Search Layers in NG SCOUT gives you the power to locate information from your system by entering a search term for a specific item that you expect to find in a given data layer. All results are listed in the tool and highlighted on the map. Specific results can be toggled off and on and the map will zoom to the extent of all the 'on' results. You can view the results of the map by either features or a density map (hot spots).

Here are a few examples:

- Search the CalOES Tracked Wildfires (CalOES) layer to find the location of a specific wildfire.
- Search the Damage Assessment layer to find all assessments collected by a specific user.
- Search the Structure Preplans layer to find a preplan for a specific address.

Step 1: Get Ready

1. Make sure the layer is visible in your active **workspace**.
2. Click on **Manage Layers**.
3. Make sure the **layer** is turned on in the view.



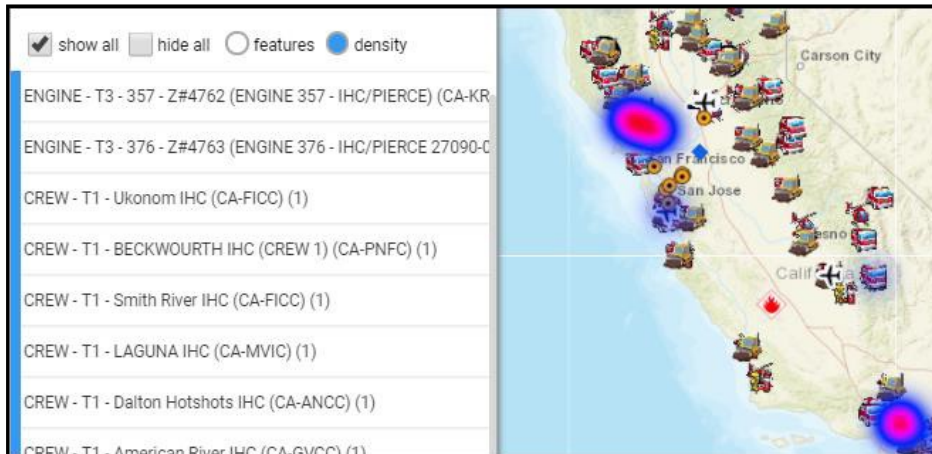
Step 2: Open the Tool

1. Click on **Tools Menu**.
2. Select **Search Layers**.

Step 3: Search and View Results

1. Enter the search **text**.
2. Select the **layer** to search.
3. Click on **Find**.
4. Optionally, change how results are **grouped by**.
5. View **results** in the list. These can be toggled on or off.
6. View the **map**. It is interactive and will update and zoom to the extent of results.
7. Optionally, choose to view the map as a **density** hot spot.

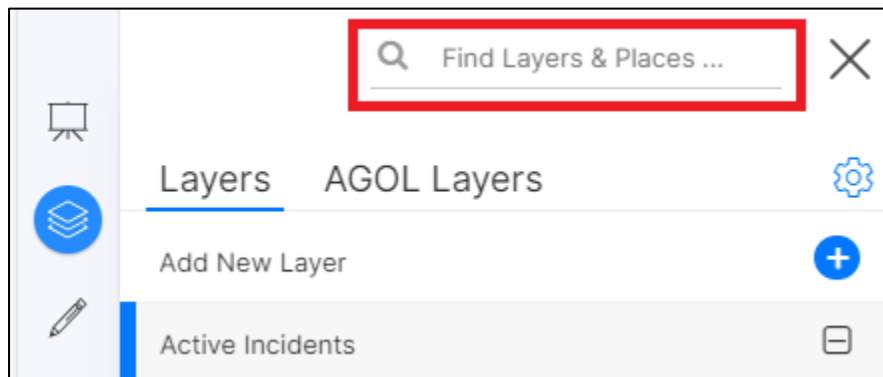
Density example:



NOTE: Layers that represent large datasets may take a bit of time to be searched through and return results.

Search Places

Find Layers and Places is a tool in NG SCOUT that helps you quickly locate map layers, tools, and find and zoom to an address, landmark, or latitude/longitude coordinate.



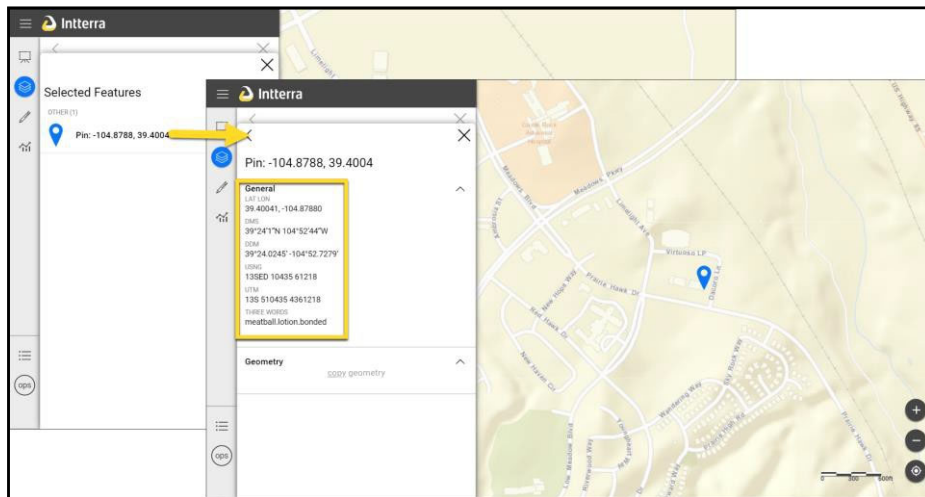
1. Click on **Manage Layers**.
2. Type in your **search text**.
3. Select the **matching result**.
4. NG SCOUT will respond based on the menu item open where the search occurred, and the type of search result selected.

NOTE: The **Add Features and Layers Menu** has the **Find Features and Places Tool**.

NOTE: The **Tools Menu** has the **Find Tools and Places Tool**.

- For all menus, if a **location** is selected, the map will automatically **zoom** to that location and **drop a pin**.
 - If you searched from **Manage Layers** and a layer name was selected from the list, that layer can be toggled on or off.
 - If you searched from **Add Features and Layers** and a layer name to add to was selected from the list, you can directly add a feature to the map.
 - If you searched from **Tools Menu** and a tool name was selected from the list, the tool will open.

TIPS: Use the tool to find the location of a coordinate, i.e., Latitude and Longitude, and drop a pin. The pin can then be copied to a feature in NG SCOUT, for example an NG SCOUT incident. See [Copy to the Map](#). To find a coordinate, use any format that's available in the Info Panel: Pin; just replace the degree, minute, or second symbol with a space.



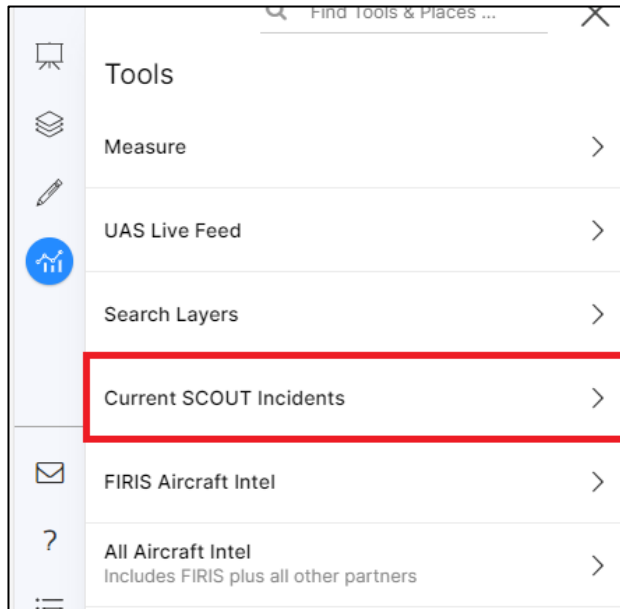
For example:

- For Lat Long below, enter "39.33958, -104.81423."
- For DMS below, enter "39 20 22 N 104 48 51 W."
- For DDM below, enter "39 20.3747 -104 48.8538."

Training Incidents

List view of all mapped incidents that can be used to zoom to an incident.

Managers can rename and delete (archive) all mapped features associated with an incident. Mapped incidents are the incidents that are added by users in NG SCOUT.



1. Select a **workspace** that has the **Incidents Tool**. Normally any workspace with NG SCOUT - mapped incidents will have access to this tool.
2. Select **Tools Menu**.
3. Select the **Incidents** tool.
4. Click on **Refresh** if you don't see the incident you are looking for.
5. Click on an **incident name** to zoom to the location of the incident on the map.

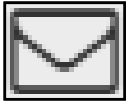
Managing Incidents (Advanced)

Based on your role, you may be able to manage your mapped incidents.

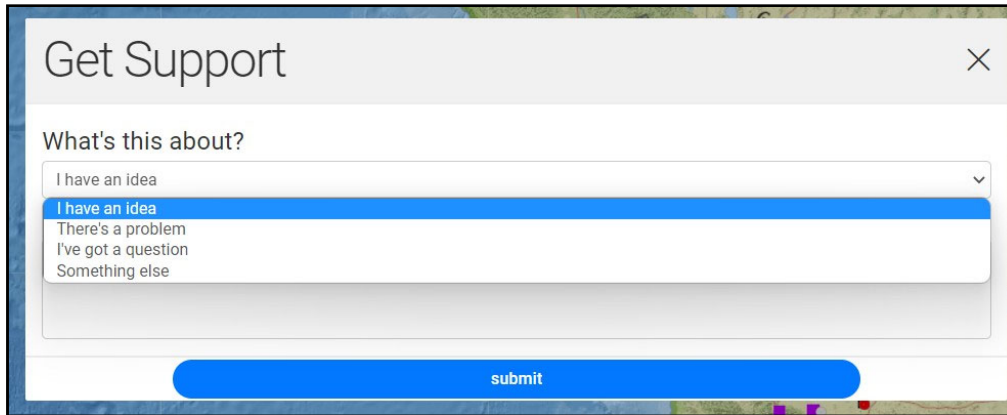
1. Click on **Manage Incidents**, if available.
2. To rename, type in a new name and click on **Rename** to rename all mapped features associated with the old incident name.
3. Click **Delete** to remove all mapped features associated with an incident.
4. Select **Done Managing** when you are finished.

Read [Incident Mapping Workflow](#) for additional information on how to use the **Incidents Tool** to manage your incidents in NG SCOUT.

9. Support Ticket



Opens form to submit a support ticket



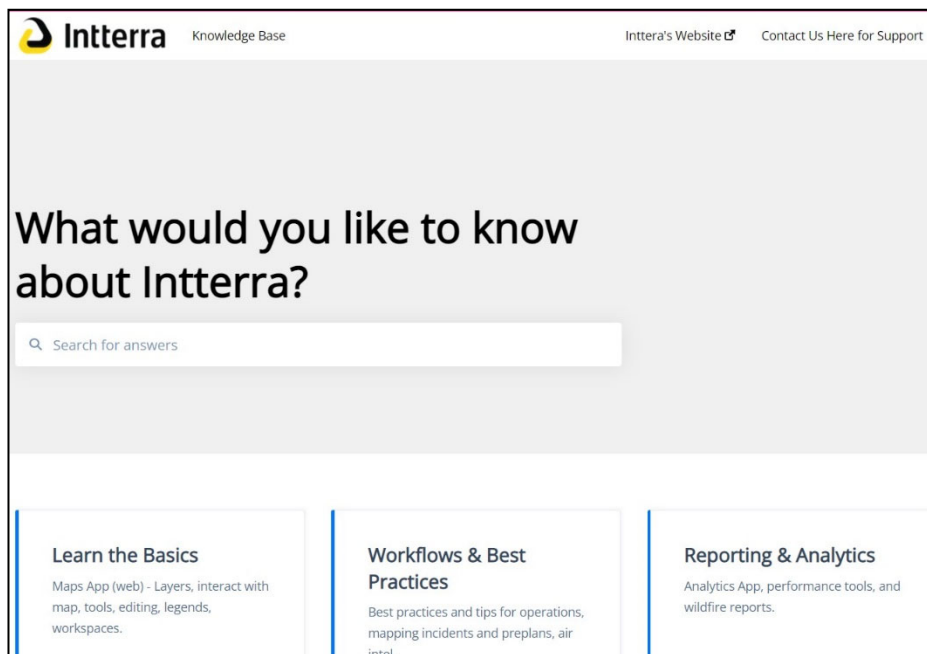
Choose what the issue is regarding.

Add a detail description and submit the ticket to get support.

10. Knowledgebase Link



Access FAQ and extensive help documents

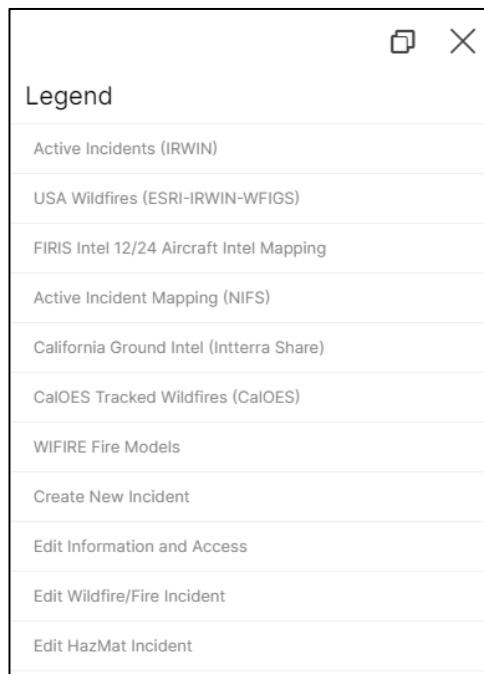


There are a variety of documents that can help you if you are experiencing trouble with the platform. If documents don't help, you are welcome to call the Tier 1 Support which is available 24x7x365 days a year (see section 2.1)


11. Legend



Launches the legends window for data displayed on the map. This is for data layers that already have legends included in them.



Click on the **Legend** icon. Layers that are on in your view are listed in the tool. (Layers that are on are indicated by a vertical blue bar to the right of the layer name.)

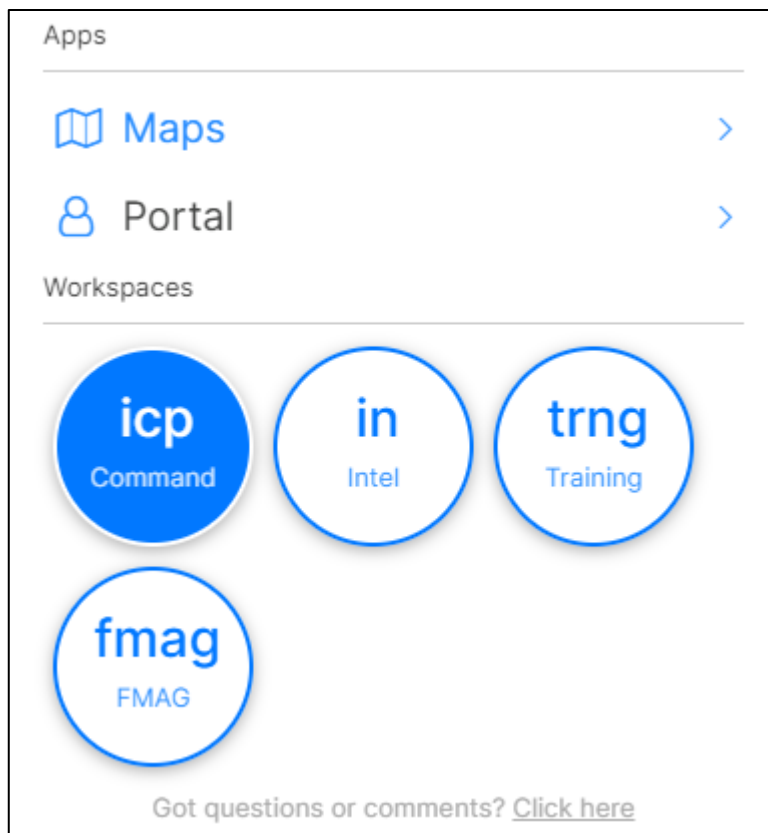
1. Click on the **layer** for which you want to see the Legend. The legend, if available, will open and a blue bar will display next to the layer name.
2. Optional: Select the **Dock/undock** icon  to remove the Legend from the Info Panel and drag and drop it elsewhere on the map.
3. Click and drag the lower right corner of the Legend box to **resize**.
4. Select Dock/Undock to send the Legend back to the Info Panel, or
5. **Close** the Legend.

NOTE: There are two reasons that there may not be a legend for some layers:

1. Some data comes into NG SCOUT with the information needed to decode symbols, and other data doesn't. The Legend is the responsibility of the data creator, collector, and server.
2. Legends for some layers are scale-dependent with the map and symbols will not display for items not visible on the map due to the zoom level. Some sources do not report the scale-dependency.

12. Workspaces

Identifies and changes workspaces and apps. Workspaces is used to group the data layers and tools needed by defined groups of users.



To change **workspaces**, return to the **portal**, or **logout**:

1. Click on the **workspace** icon. (circle in lower left corner of screen)
2. Select the **workspace** to which you want to change. If you decide not to change, click outside the box to close this window. The active workspace is blue.
3. Click **Portal** if you want to return to the Portal App to see The Latest and CalOES.
4. Click **Log Out** if that's what you want to do.

The flexibility of **workspaces** makes it possible for different organizations to use NG SCOUT in ways that work best for them. **Workspaces** may include:

- **ICP**: Configured to provide access to the suite to create and edit incidents.
- **IN**: Intel workspace configured to provide viewable map-based information without the ability to edit incidents or features.
- **TRNG**: Configured to provide training and for users to learn how to create and edit incidents.
- **FMAG**: Configured to include Layers Stats to quickly gather critical information required to a FEMA FMAG Application.

NOTE: Your system has been customized to meet your requirements and may not include all of these and may include others not listed.