

# How-to: Navigating the new NIMS platform

Prepared by: NIMS Helpdesk  
May 2021



Córas Náisiúnta um Bainistíocht Teagmhais  
National Incident Management System

## Background

This is a short guide to our users describing the new look NIMS platform which went live on Monday, 10 May 2021.

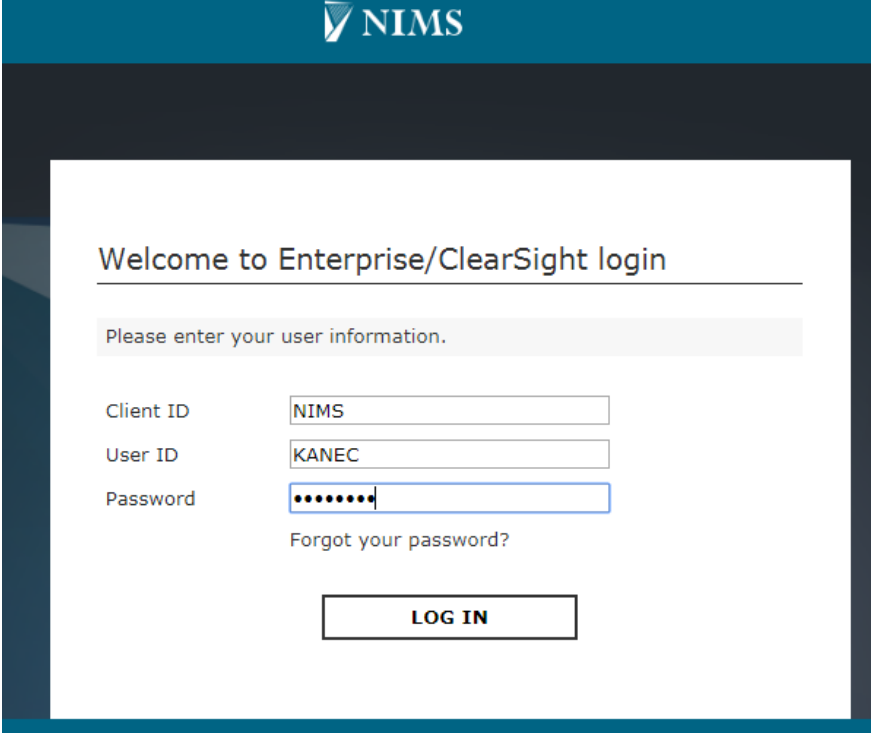
The primary reason for this move is to ensure NIMS remains secure and fully supported. NIMS currently operates on Microsoft Internet Explorer browser using Microsoft Silverlight, both of which are reaching 'End of Life' and will not be supported past 2021.

Going forward Google Chrome and Microsoft Edge are now the preferred browsers for accessing NIMS. Users should no longer use Microsoft Internet Explorer when accessing NIMS.

You will see that there is a new look and feel to how you navigate around NIMS, however the core functionality remains largely the same.

## Logging into NIMS

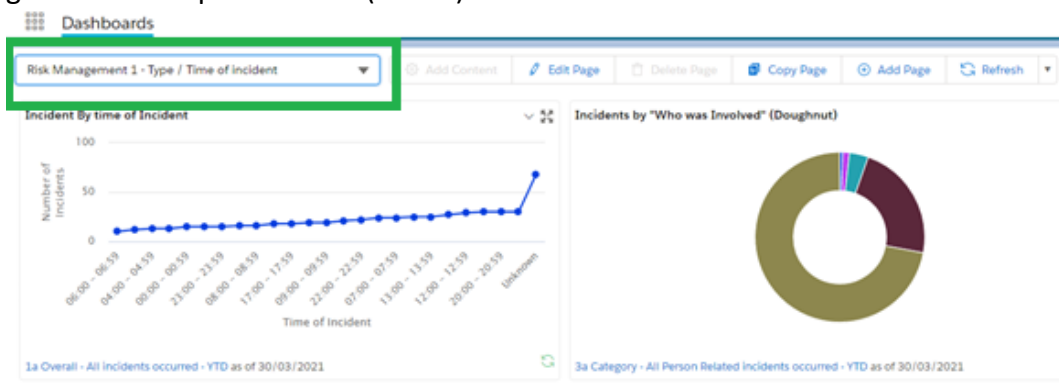
The NIMS logon page remains the same. Users should enter the same credentials (user ID and password) as before.



## The Dashboard App

On login, the dashboard app will open automatically, displaying your default dashboard page as before.

Users can navigate between their dashboard pages using the navigation tool highlighted in green in the top left corner (below).

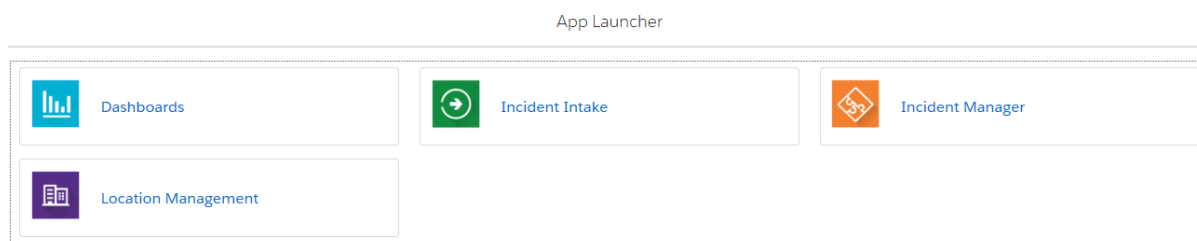


## The New App Launcher

Users now navigate around NIMS using the App Launcher which is found in the top left hand corner of the screen; its symbol is a square containing 9 smaller squares.



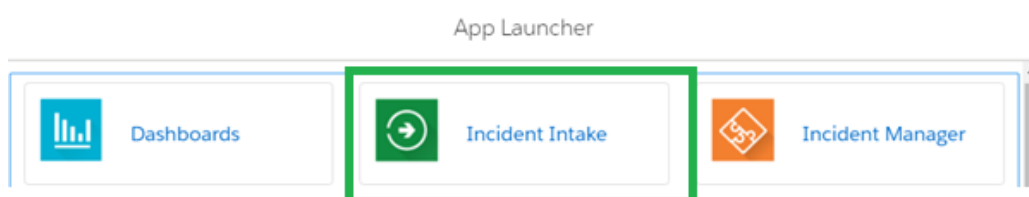
The contents of the App Launcher reflect those modules previously accessible from the home page on NIMS and include: 'Dashboards' app for accessing all your Dashboard pages, 'Incident Intake' app for inputting new incidents, 'Incident Manager' app for searching, updating and reviewing incidents, and 'Location Management' app for viewing your location hierarchy.



The App Launcher is visible and available on all screens in all of the NIMS apps.

## Entering an Incident using the Incident Intake App

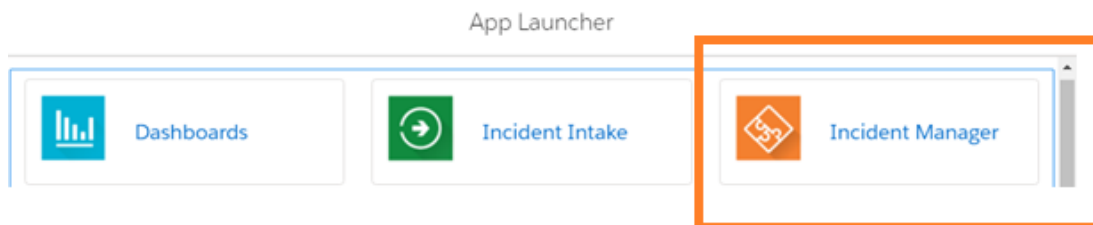
To enter an Incident, the user selects the Incident Intake app from the App launcher.



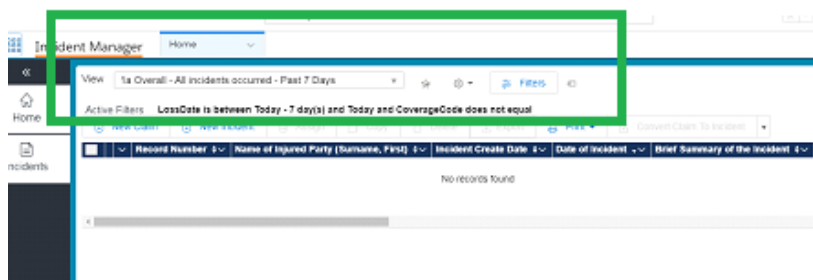
There are no changes to how an incident is entered. Simply click on "Add New Incident" and proceed as before.

## Search, View and Edit Incidents via the Incident Manager app

To search for or update incidents, or to commence an incident review or investigation, the user should select the Incident Manager app in the App Launcher.



As before, All Views are available in the View drop down. To carry out a specific search a user clicks on “Filters” and populates the search fields. The Filters can be pinned to the Incident Manager page using the pin icon.



This concludes this short navigational guide. If you have any queries, please contact your NIMS Helpdesk.



---

Córas Náisiúnta um Bainistíocht Teagmhais  
National Incident Management System