



## A. CREATING AN ACCOUNT HIERARCHY

In NIMSCAST, an account represents an assessment for a State, Tribal Nation, local or other organizational jurisdiction. NIMSCAST maintains accounts in the form of primary and sub-accounts that reflect a hierarchical organization by FEMA region, State, territory, Tribal and local jurisdictions and their supporting organizations. At the national level within NIMSCAST, States, Tribal Nations and territories are organized under their respective FEMA Region.

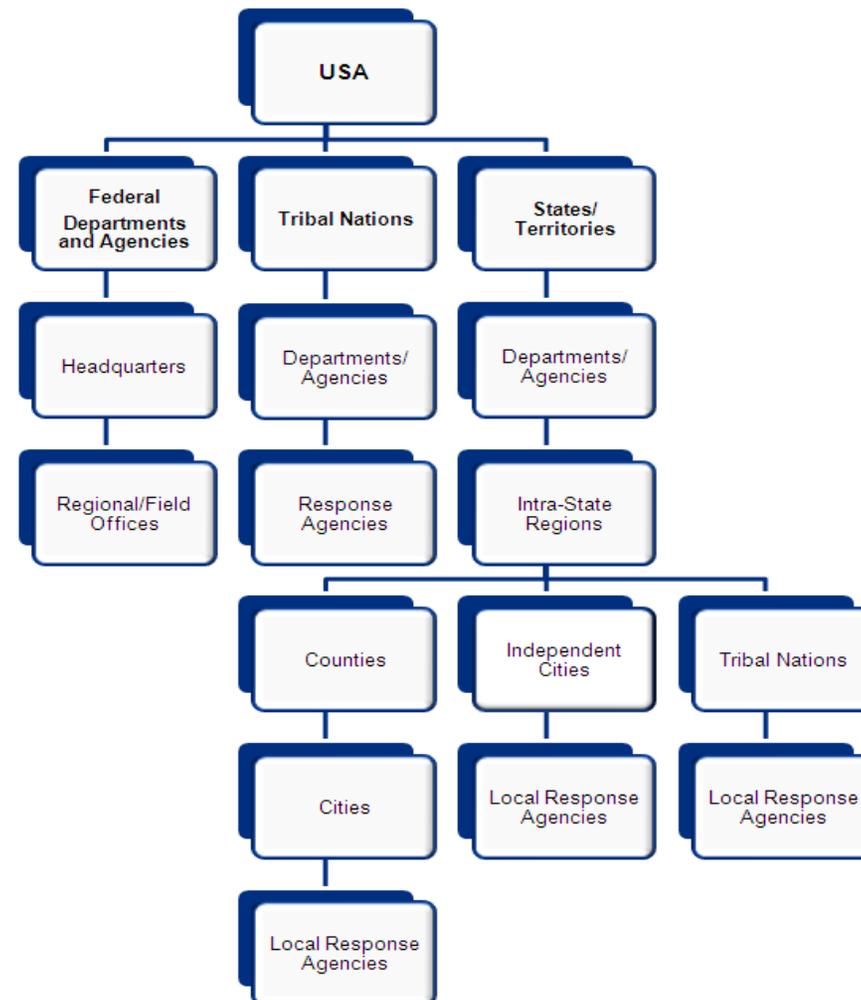
NIMSCAST Jurisdiction Types
<ul style="list-style-type: none"> <li>• <b>National (USA)</b></li> <li>• <b>Federal – Principal NIMS Coordinator (PNC)</b></li> <li>• <b>Federal – Component NIMS Coordinator (CNC)</b></li> <li>• <b>State</b></li> <li>• <b>State Agency</b></li> <li>• <b>Tribal</b></li> <li>• <b>Local</b></li> <li>• <b>Other</b></li> </ul>

Each State, Tribal Nation, or territory establishes a customized account hierarchy that best supports its reporting needs. Similarly, Federal Departments and Agencies responsible for reporting NIMS metrics organize their jurisdictions based on regional, local and field-level representation.

Users with administrative privileges can create sub-accounts thus establishing a primary/sub-account relationship. **Figure 1: Sample Account**

**Hierarchy** shows an example of an account hierarchy. Once established, the hierarchy allows completed NIMS assessment information to link to accounts above and below it.

Figure 1: Sample Account Hierarchy



**The account's jurisdiction type indicates the NIMS assessment module (local, State, Tribal, or Federal) that applies to the account.**

# Quick Guide: Managing Accounts



## B. IDENTIFYING YOUR CURRENT ACCOUNT

Some users have access to more than one NIMSCAST account. It is important to verify that you are using the appropriate account when working within NIMSCAST.

Step 1: Look to the upper part of the page where you will see [**Current Account**] » USA and the account string. The last entry in the account string (in bold) indicates your current account location.

Step 2: To change your account, click on one of the links within the account string to select that account or click the [**Current Account**] link for a full list of accounts that you can access.

[Current Account] » USA » Region 3 » Virginia » Loudoun

## C. CREATING A SUB-ACCOUNT

Users with administrative permissions can create sub-accounts below their primary account to create a hierarchy. For additional information see the *NIMSCAST Users Guide*.

Step 1: Navigate to the account that will serve as immediate primary account (i.e., the account in the hierarchy immediately above the new sub-account).

Step 2: On the Navigation menu, click the **Manage Sub-Accounts** link.

Step 3: Click on the **Create New Account** link located above the list of account names.

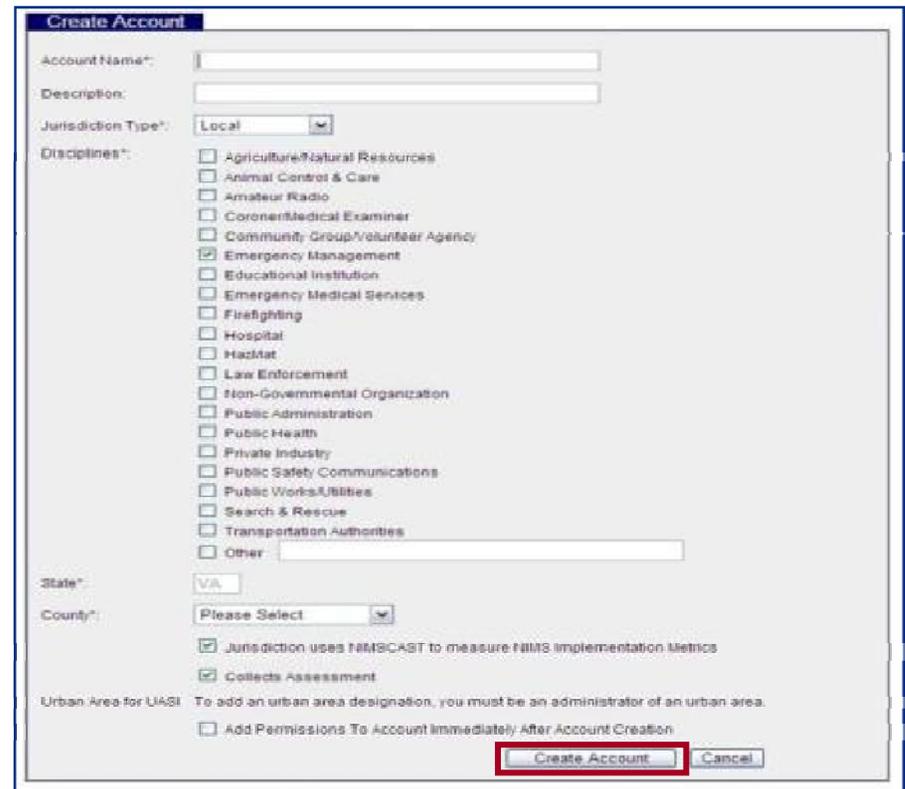


Step 4: Fill in the relevant information related to the new sub-account.

**Note:** Fields with an asterisk (\*) are required.

Step 5: After all the relevant account information is complete, click the **Create Account** button to create the account.

**You must have administrative permissions to create or edit an account.**

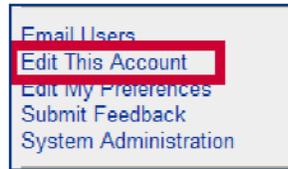




## D. EDITING A PRIMARY ACCOUNT

NIMSCAST users with administrative permissions can edit their primary account as needed. Verify that you are in the appropriate account before editing any account information.

Step 1: Verify that you are in the correct primary account by reviewing the account string located near the top of the page.



Step 2: On the Navigation menu, click the **Edit This Account** link.

Step 3: Review and update the account information displayed. For more information on the field descriptions, see the *NIMSCAST User's Guide*.

- State, Tribal, and territory administrative users can select the assessments available for completion by their sub-accounts.
- From the Edit Account Details page, users can view their Primary Account Administrator Details.
- Administrative users can update their account hierarchy by moving sub-accounts.

Step 4: Click the **Save Changes**.

State accounts like this one, may manage the creation of accounts submitted through the Public registration process. If managed, the new account requests will be queued for review by designated managers selected from the set of direct administrators of this account.

**Select State Account Managers:**

Name	Email	Organization	Phone	
<input type="checkbox"/>	Sunny Jones	Sunny.Jones@lafd.nul	Los Angeles Fire Department	555-555-5555

State and National accounts may also manage which assessments are available under their hierarchy.

**Select Available Assessments:**

Assessment Years

- 2007
- 2008
- 2009
- 2010

**Save Changes** **Cancel**

## E. EDITING A SUB-ACCOUNT

NIMSCAST administrative users can edit sub-accounts within their account hierarchy.

Step 1: Navigate to the appropriate primary account before editing sub-account information.

Step 2: On the Navigation menu, click the **Manage Sub-Accounts** link.

Step 3: Click the edit details icon  next to the appropriate account.



Create New Account

Name	Contact Info	Jurisdiction Type	State	Sub-Accounts	Users	Assessment Year	Last Rollup Date
 Fire and Rescue	Thomas_Christina@bah.com	Local	VA	0	1		
 Loudoun Emergency Responder Committee	EstbResponder@LERC.org	Local	VA	0	1		

Step 4: Review and update account information displayed. For more information on the field descriptions, see the *NIMSCAST User's Guide*.

Step 5: Click the **Save Changes** button.

**Edit Account**

Account Name\*:

Description:

Jurisdiction Type\*:

Disciplines\*:

- Agriculture/Natural Resources
- Animal Control & Care
- Amateur Radio
- Coroner/Medical Examiner
- Community Group/Volunteer Agency
- Emergency Management
- Educational Institution
- Emergency Medical Services

**Save Changes** **Cancel**



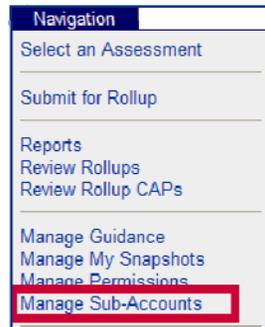
## F. DELETING A SUB-ACCOUNT

Users with administrative permission have the ability to delete empty sub-accounts, clear responses or delete an entire sub-account with responses entered. Great care should be taken when performing this action. Once an account has been cleared or deleted, the data cannot be recovered. If a user deletes data in error the data must be manually re-entered into the NIMSCAST.

Step 1: Navigate to the appropriate primary account before editing sub-account information.

Step 2: On the Navigation menu, click the **Manage Sub-Accounts** link.

Step 3: Select the delete icon  next to the account that you want to clear or delete.



Create New Account							
Name	Contact Info	Jurisdiction Type	State	Sub-Accounts	Users	Assessment Year	Last Rollup Date
Fire and Rescue	Thomas_Christina@bah.com	Local	VA	0	1		
Loudoun Emergency Responder Committee	BobResponder@LERC.org	Local	VA	0	1		

Step 4: In the prompt window, click **OK** to confirm the deletion or click **Cancel** to cancel.

**Note:** If the account has no metric responses or sub-accounts recorded, the account is deleted immediately.

Step 5: In the Clear/Delete Account Options box, for accounts with metric information, select the radio button to choose from the following options:

- **Clear Selected Responses:** Select this option to clear a specific assessment and retain all other assessment and account information. Users can select from all available assessments.

- **Clear All Responses:** Select this option to clear all assessment responses but retain the account information.
- **Clear All Responses and Delete Account:** Select this option to remove all responses and all account information.

Step 5: Click the **Submit** button to confirm the clear or delete selections; click the **Cancel** button to cancel the action.

**If an account has sub-account(s), it cannot be deleted until the sub-accounts are moved under a different primary account or are deleted.**

### Clear/Delete Account

#### Clear/Delete Account Options

Account 'Bristol' has answered responses. Choose the appropriate option below:

- Clear Selected Responses
- Clear FY2010 NIMS Implementation Metrics ONLY
  - Clear FY2009 NIMS Implementation Metrics ONLY
  - Clear FY2008 NIMS Compliance Metrics ONLY
  - Clear FY2007 NIMS Compliance Metrics ONLY
  - Clear FYs 2005-2006 NIMS Baseline (NIMCAST) ONLY
- Clear All Responses
- Clear All Responses and Delete Account