BREAKING NEWS NETWORK
WEBVIEW

Webview
Instruction Manual
Breaking News Network (BNN), which has a reputation for being the industry's leader, sends an average of more than 500 news notifications each day, because of reporters like you! These include fires, accidents, shootings, transportation incidents and lots more. BNN will be the first to deliver the information straight to your hands.

**Operations**

*This manual will show you how to operate Webview – logging in, chatting, entering data, paging, updating incidents, searching through incidents and more.*

**Logging In**

Enter web address into any browser: http://bnndesk.net
(1) Version of Webview
(2) User Name
(3) Password (always in lower case)
(4) then click on Login

Upon logging on, you will see the (A) toolbar and a (B) chat area along with (C) online users (see next page). (D) Brief history of paged incidents (green) and Tips (orange) will be on the right of your screen (see page 3). (E) A Map will be shown towards the bottom of your screen. When clicking on a page, the location will be picked up by our map for a visual & exact location.

**Toolbar and Functions**

(A) **Send an Incident** – allows the user to submit a confirmed incident or tip

**Settings** – allows the user to change their display options and update their profile

**Hide or Display Chat**

**Hide or Display Incidents**

**Hide or Display Map**

**Search** – by location, job ID, State, County, City, Incident Type, Box, Story, or a combination

**Mark Incidents as Read** – unread are bolded. You can choose to mark as “read”

**Help** – Any additional questions can be found here

**Logout**

1.0 **Version** – This displays the current version you are running
Chat Area

The chat area is used for reporters to chat, discuss any incidents that have occurred and find out any additional information that one may have missed. Private chat is also available.

By default, the chat area will be displayed on the upper left of your screen. Tabs in red (#), will indicate how many unread messages in that room. Open the tab to read. To switch rooms, click on the tab of the room you would like to communicate in. If your chat room window gets too small and you don’t see all of the chat room tabs, click on one of the arrows to navigate between rooms. Messages that are coming from “bottalk” indicate that a user is communicating through instant messaging. There will be a white area below the chat room to enter your text. Each room has a separate text box. The right of the room will display the current online users. Double-clicking on a user name will open private chat. User names with an asterisk (*) before their name, indicates they are working at the desk.

Incidents

How to Send an Incident

Click on the “Send an Incident” tab on the toolbar

Type in the street address of the incident in the “Location” field. Google Maps will generate the best matching addresses. Simply select the correct address and the State, County, City and Address field in yellow will automatically be inserted into its’ fields (which can be edited). Start typing the type of incident in the “Type” field, at least three letters, and this too will be automatically generated. For example, to send a “serious accident”, you can type “s ac”, “ser” or “acc”. Next, type a detailed description of the incident in the “Details” field. If there are any other reporters that have submitted additional information on the job you are reporting, please add their reporter ID to the “Reporters” field. If a box number is applicable, please add it to the “Box” field. A preview of your page will appear in the “Preview” section. You can choose to send out the confirmed page or “tip”. If you are unsure if the job is confirmed, or do not have all of the information yet, you can send the incident out as a tip and revise it at a later time by double clicking on the (orange) tip in the incident dialog box. Webview will create an incident number and automatically add your reporter ID to the end of your job.

*Please note: if you are paging an incident that occurred on the highway, the system will not allow you to enter a cross street. Instead, type the name of the highway, city and state, into the “location” field. Next, drag the marker on the map to the appropriate location and enter the appropriate Cross Street, mile marker, exit etc. into the “address” field (yellow section).
**Incidents (continued...)**

** Updating A Recent Incident**
To update an incident, double click on the incident from the incidents screen or from the search results window and the “Send Job” dialog box will open and the information will automatically be inserted. The details of the incident will automatically be filled in, and the “update” box should be checked. Make sure the information in the “Details” section is replaced with new, detailed information. Spell check and proofread your incident in the “Preview” section and hit “Send” if you are able to send directly or “Tip” if you are unable to send directly.

**Incidents Dialog Box**
There are two views in the Incidents Dialog Box — 1) Condensed 2) Classic.

**Condensed View** - consolidates all of the paged incidents into a single line, and any additional information about the same job is grouped and shown with a drop down arrow. Tips are shown in orange and confirmed pages are shown in green. When you click on the paged incident, the location is shown on the map towards the bottom of the screen.

There are several icons that show what type of page is sent, so you can quickly scroll through:

- ![This icon indicates a fire related incident including fires, HAZMAT, structure damage](image)
- ![This icon indicates a police related incident including disputes, shootings, pursuits, robbery](image)
- ![This icon indicates an ambulance related incident including fall victims, serious injuries](image)
- ![This icon indicates an MVA, overturned auto, traffic alert](image)

With **Classic** view, the full page is shown and updates are not grouped together, but rather as separate entries. Icons are not shown. However, like in condensed view, when you click on the paged incident, the location is shown on the map towards the bottom of the screen.

**CONDENSED**

**CLASSIC**

![Incidents Dialog Box](image)

Please choose a style to your liking!
Map

Our maps feature is a tremendous aid in helping you find an accurate location, especially if you are listening to an area that you are not familiar with. When sending an incident or by clicking on a page, the location will be picked up by our map for a visual & exact location.

Features:
- When clicking on a paged incident, the location will be picked up by our map system for a visual & exact location.
- When you send an incident and start typing the street address in the “Location” field, Google Maps will start generating the best matching addresses.
- As new incidents are paged, the map will automatically redraw to the latest page unless you pause on an incident.
- Icons will appear on the map where there has been an incident paged. Hover over the icon to display the incident (see above for list of icons).

Map Viewing Options

Map View
- Specifies a standard roadmap image, as is normally shown on the Google Maps website. (default)

Satellite View
- The satellite map is the picture of the Earth surface, taken with the aid of the artificial Earth satellite.

Hybrid View
- Hybrid View overlays street names on satellite photos, for an easier way to identify what's what from the aerial views.

Terrain View
- Specifies a physical relief map, showing terrain and vegetation. Limited to and canyons; does not apply to buildings.
Settings

On this tab, you can change what size your font can appear. You can set your screen to the position you desire and have it appear in the same position next time you log in. You can also enable sounds to be played when a new incident comes in. You can later reset to default if you choose.

Groups

On this tab, you can view which Groups (chat rooms) that you are a member of. By checking the box next to one or more of the groups, you can have the selected chat room(s) appear the next time you login.

Sound

Under construction.

Interface

Available Commands

Under Construction.