

# Module 3

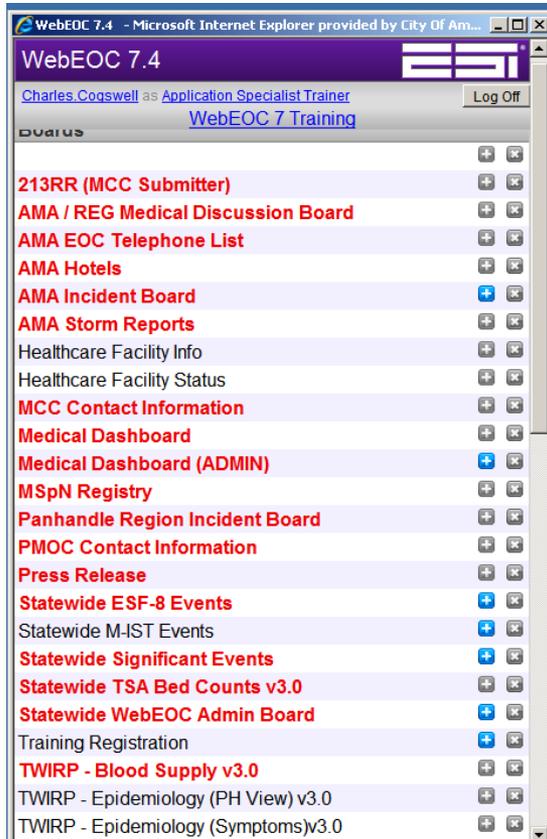
**WebEOC<sup>®</sup> : Using the WebEOC Control Panel**

# CONTROL PANEL

Provides access to the following:

- Boards
- Menus
- Tools
- Plug-ins
- Links





The control panel displays only those Boards, Links, and plug-ins that are assigned to your group by the WebEOC Administrator.

Each section of the control panel can be collapsed by clicking the section's heading.

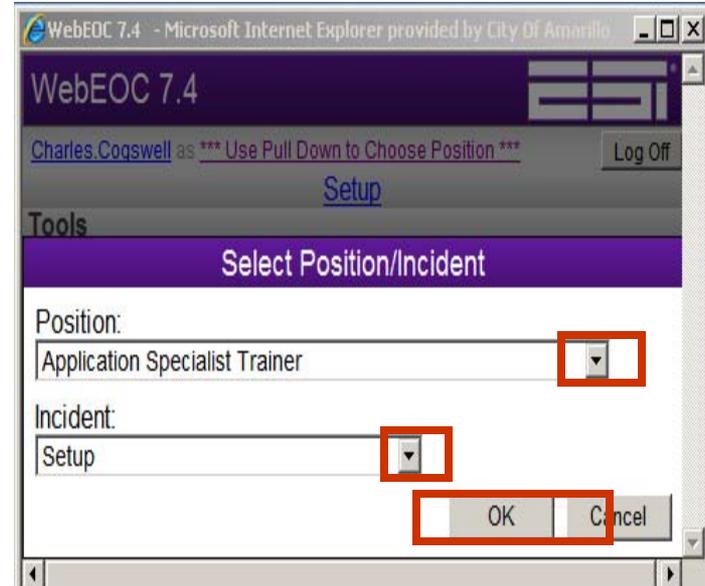
↓  
Collapsed →  
control panel



# CHANGING YOUR POSITION OR INCIDENT

Below the WebEOC Banner you will find your User Name, Position, Incident and Log Off Button.

If you accidentally logged in to the wrong Position or Incident, you can change them clicking on the Position link.



Clicking on the Position link will open the following screen. Use the pull downs on the right to get to the proper Position and Incident. Click ok when you are done.

# BOARDS

A board is a graphical display of information that is critical to making decisions to resolve a situation that may save lives or property.

Each user should have the following boards in their control panel:

- AMA Incident Board or Panhandle Region Incident Board
- Boards needed for their function
- Press Release Board

Click here for the Input View (to add information)



# INPUT/DISPLAY VIEW

The Input View of a board is the data entry screen where you will input information. To open an Input View you will click on the plus sign (+) next to the board name in the control panel or the Add Record button in the Display View.

The Display View of a board will display the information that has been input into the board. In order to open the Display View of a board you can click on the board name in the control panel.

# AMA Incident Board

- This board displays important occurrences that may affect the outcome of the critical incident and is used to create situational awareness.
- Information seen on this board is usually posted by a Duty Officer or EOC Personnel.

# DISPLAY VIEW

AMA Incident Board Display - Microsoft Internet Explorer provided by City Of Amarillo

Amarillo/Potter/Randall OEM WebEOC 7 Training

## AMA Incident Board

2/6/2012

Add Record   Display All   Scrolling Display   Print Report   SEARCH:    Search   Clear Search   213RR Short Form

Return

MESSAGE TYPE:   Resource Status   Situation Status   Med - Situation   Med - Resource

MESSAGE STATUS:   New Entry   Info Only   In Progress   Complete   Denied

| New Entry - ▲ | Info Only - ● | In Progress - ● | Complete - ✓ | Denied - ✖ |

| Situation Status   | LOCATION         | STATUS  | DESCRIPTION   | COMMENTS/TRACKING |
|--|------------------|---|---|-------------------|
| <input type="button" value="Update"/><br>Msg. No: <u>1582</u><br>01/11/2012 15:19:04<br>By: Maribel.Martinez<br>Assistant Emergency Management Coordinator<br>Attachments: | Amarillo EOC     | <br>New Entry<br>PRIORITY<br>Routine - As available       | The Amarillo/Potter/Randall EOC has been activated on Limited Activation level due to threatening Red Flag Conditions. Additional personnel are on stand-by for further activation. |                   |
| <input type="button" value="Update"/><br>Msg. No: <u>1581</u><br>01/11/2012 15:18:55<br>By: Joseph.Minshew<br>District Coordinator 453<br>Attachments:                     | eoc              | <br>New Entry<br>PRIORITY<br>Urgent - As soon as possible | test test test RESOURCR MGMT TRAINING   |                   |
| <input type="button" value="Update"/><br>Msg. No: <u>1580</u><br>01/06/2012 14:17:32   | City Care Clinic | <br>New Entry<br>PRIORITY                                 | Need heat turned up   |                   |

Navigation: <<<< << Page 1 of 2 >> >>>    Disable Refresh

To exit

Entry information, click to edit information in the entry

Scroll through pages

Check the box to disable automatic refresh

This is the Display for the AMA Incident Board. To get to this Display click on the Board Name. To close this screen, click on the X in the upper right corner or the red X in your control panel.

# INPUT VIEW

New Record

Save   Spell Check   Cancel   Retrieve Record

Report As: Charles.Cogswell

Current Date/Time: 2/7/2012 10:00:15

Message Type: Situation Status **\*\*Required**

Priority: Urgent - As soon as possible

Location:

Description:  **\*\*Required**

Attachment 1:  Browse...

Attachment 2:  Browse...

Attachment 3:  Browse...

**BELOW FOR EOC USE ONLY**

Message Status: New Entry

Comment/Tracking Status:   
*(Please enter Name and Time of Entry)*

Be sure to hit SAVE when you are done entering the information

This screen is the input screen for AMA Incident Board. This is where important happenings are recorded during an incident. These items can also be pushed to boards or be fed by other boards as necessary. You may or may not have permission to enter information.

# PRESS RELEASE BOARD

This board contains the press releases that have been released for the current incident.

## **EXAMPLE:**



### **MEDIA ADVISORY**

**AUGUST 30, 2008**

**CONTACT: City of Amarillo PIO, 378-3549**

Mayor Paul Harpole and other City officials will conduct a press conference about the Disaster Declaration for Hurricane Gustav.

WHO: City of Amarillo

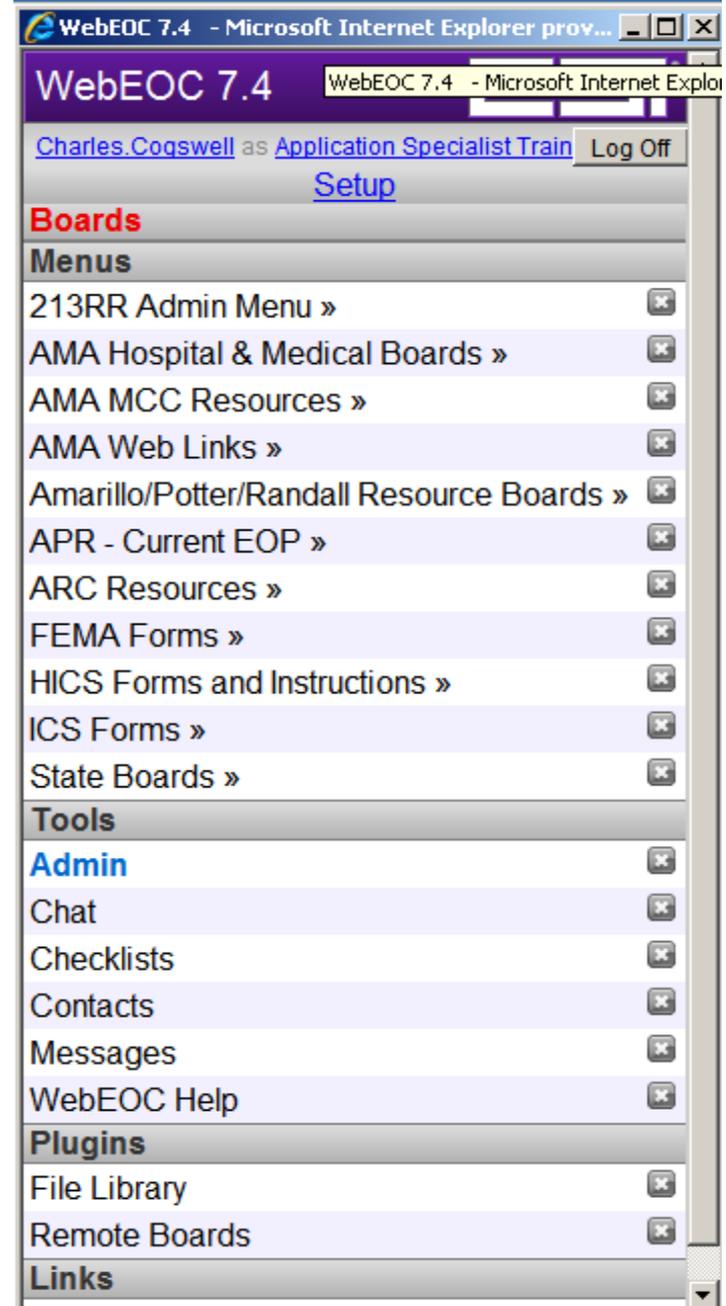
WHEN: Saturday, August 30, 2012 at 1:00 p.m.

WHERE: South Exhibit Hall of the Amarillo Civic Center –  
Entrance #2(Near Visitor Center)  
400 S. Buchanan St., Amarillo, Texas

###

# MENUS

- Menus allow resources to be grouped for a specific purpose and to simplify the control panel.
- These may include **boards, forms, or resources** that do not pertain to all and would just take up space on your screen during an incident.



The screenshot displays the WebEOC 7.4 application interface within a Microsoft Internet Explorer browser window. The page title is "WebEOC 7.4" and the user is logged in as "Charles Cogswell as Application Specialist Train". A "Log Off" button is visible in the top right corner. Below the user information, there is a "Setup" link. The main content area is titled "Boards" and contains a "Menu" section with the following items, each with a close button (X) on the right:

- 213RR Admin Menu »
- AMA Hospital & Medical Boards »
- AMA MCC Resources »
- AMA Web Links »
- Amarillo/Potter/Randall Resource Boards »
- APR - Current EOP »
- ARC Resources »
- FEMA Forms »
- HICS Forms and Instructions »
- ICS Forms »
- State Boards »

Below the "Menu" section is a "Tools" section with the following items, each with a close button (X) on the right:

- Admin
- Chat
- Checklists
- Contacts
- Messages
- WebEOC Help

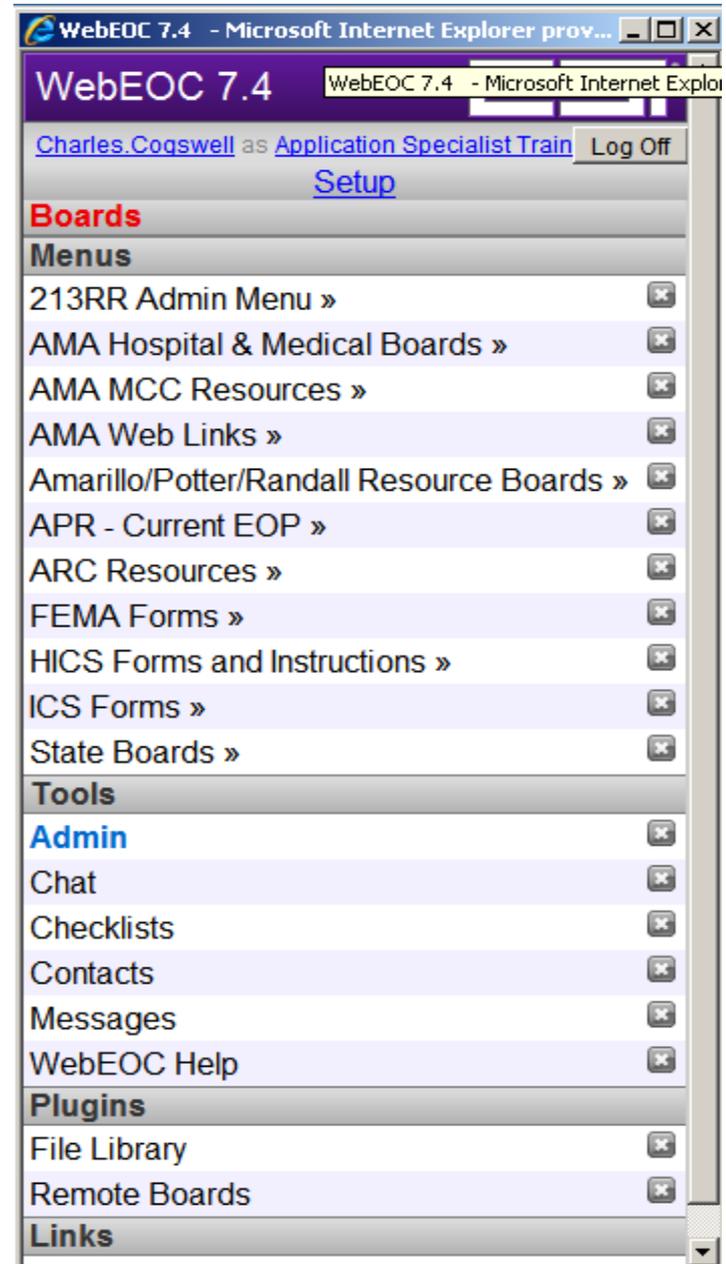
Below the "Tools" section is a "Plugins" section with the following items, each with a close button (X) on the right:

- File Library
- Remote Boards

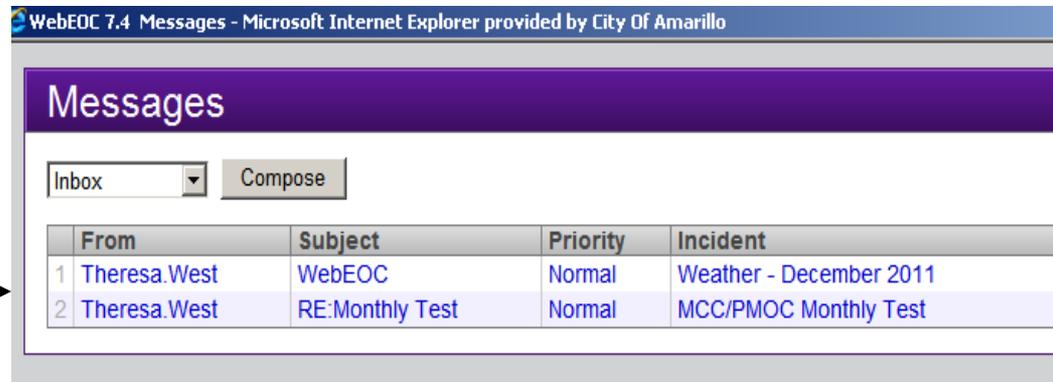
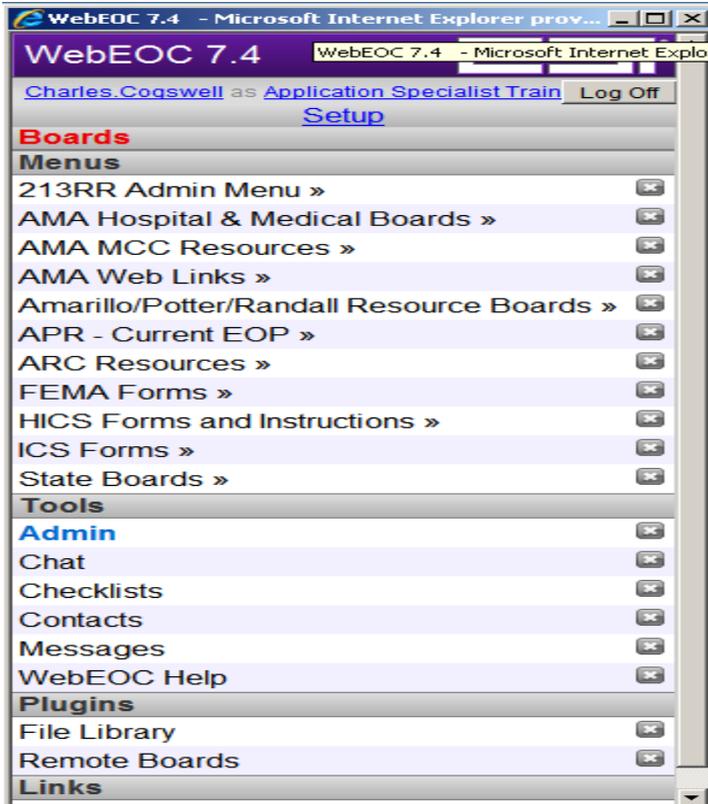
At the bottom of the interface is a "Links" section with a dropdown arrow on the right.

# TOOLS

- This section on the control panel contains several useful tools.
- Tools includes:
  - Admin (limited to Admin Users)
  - Chat
  - Checklists
  - Contacts
  - Messages
  - WebEOC Help



# Messages (EMAIL)



When you click on Messages in your control panel, this window should appear. You can check your messages or compose a new message from this window. If a yellow bar comes up at the bottom of your control panel, a message has arrived for you. You can click on the bar in order to view the message.

## Compose New Message

# COMPOSING A MESSAGE

☒ To:

Users: 211.Rep  
Adam.Stone  
AhlforsRyan9940  
Alan.Cornelius

Groups: @ AECC  
@ AMA LTC Beds  
@ AMAEMS  
@ COA Utilities

Position: \*\*\* Use Pull Down to Choose Position \*\*\*  
211 Command Center  
Administrative Assistant  
Administrative Tech

Generate Email

☒ Priority and Subject

Priority: Normal

Subject:

☒ Body

In order to compose a message, click on COMPOSE. Select the user or users that you want to send a message to. You can select multiple users by holding the ctrl key and choosing the users, groups, or positions that you would like to send to. Add the message text, priority, and attachments if needed. Click the send button. NOTE: **All Messages become a permanent record in the incident that they are entered.**

# CHAT ROOM

Chat Room List

Add Chat Room

| Room            | Edit  | Delete  |
|-----------------|---|---|
| 1 Exercise Chat |  |  |
| 2 hospitals     |  |  |
| 3 Police        |  |  |
| 4 Public Health |  |  |

This is the List of available Chat Rooms. To enter a Chat Room, click on the name of the room.

## Exercise Chat Chat Room

Leave Room

Users

Charles.Cogswell

Messages

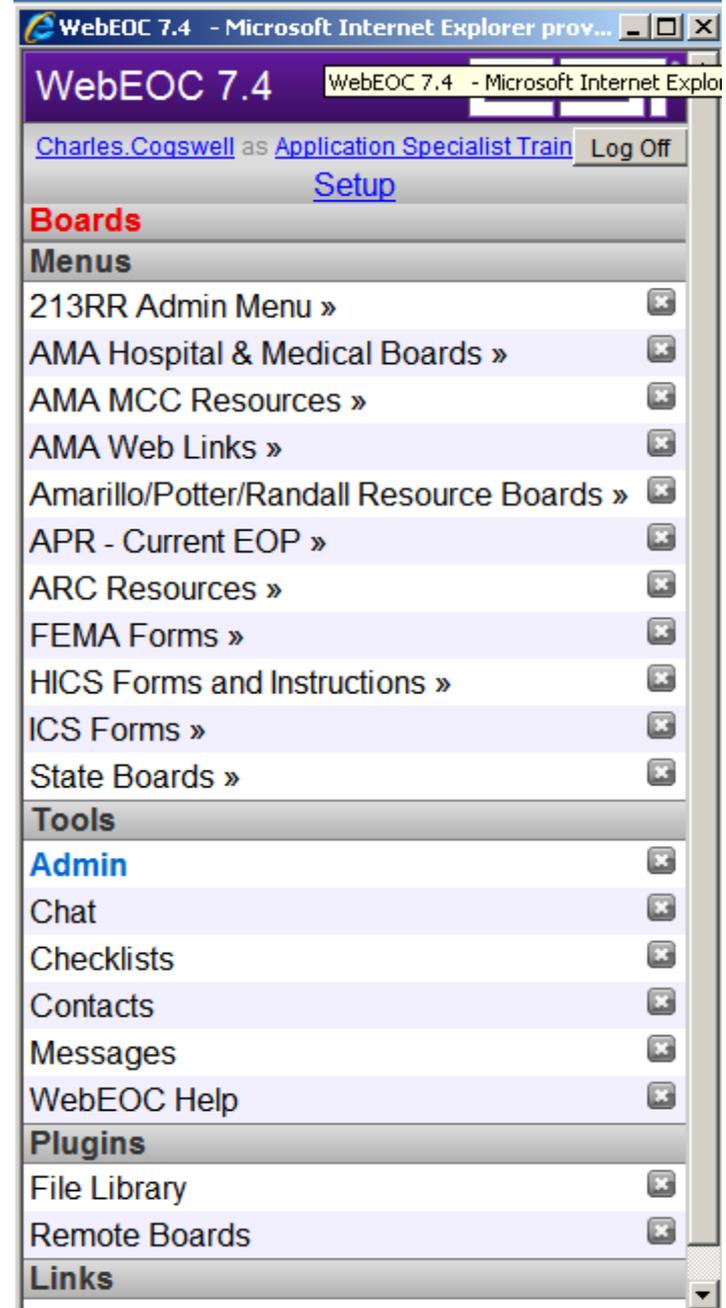
Send

When you enter a Chat Room you will see the users that are in the room in the left column. Messages will appear in the Messages column. To enter a message, click in the lower left box, type your message and hit the send button. To leave the Chat Room, click on the leave room button. Once you leave the room all of the messages disappear and will not be archived with the incident. To save your messages before leaving the chat room, hit shift + print screen, open a new document and paste your message to the blank document.

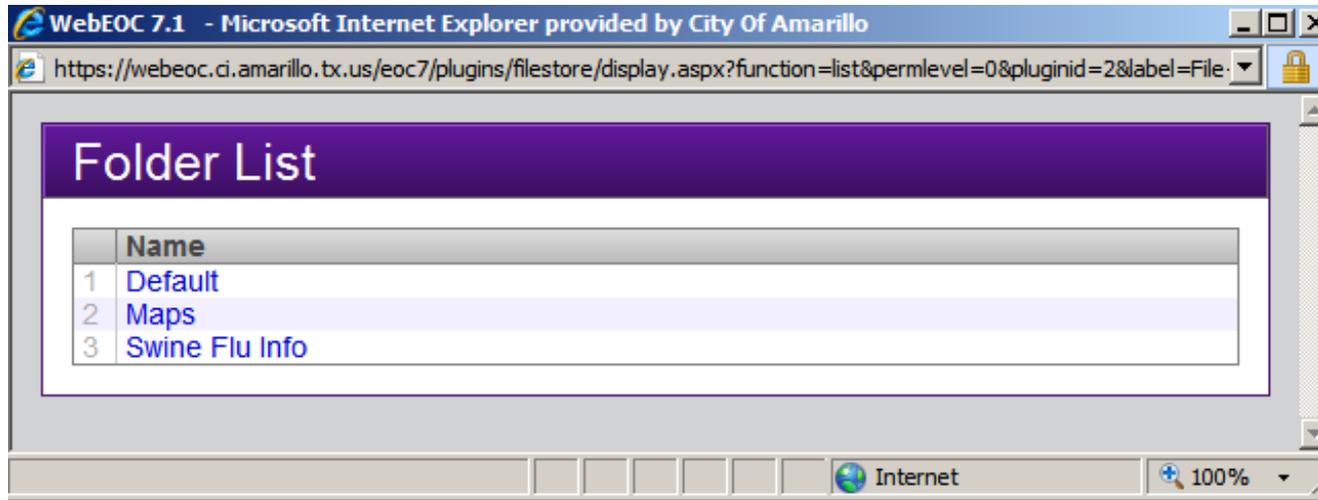
# PLUG-INS

This section includes:

- Remote Boards
- File Library: allows you to add files from your local machine or network to share with the WebEOC community



# FILE LIBRARY – adding a document/image



- Click the folder where you want to upload the file
- Click Add File button and go to the file you are uploading
- Name the file
- Click save

# LINKS

The final section on the control panel is Links. Links allow us to go to other websites or important files. They work similar to any internet link. Click on the name to open the link.

WebEOC 7.4 - Microsoft Internet Explorer prov... WebEOC 7.4 - Microsoft Internet Explor

WebEOC 7.4

Charles Cogswell as Application Specialist Train Log Off

Setup

**Boards**

**Menus**

- 213RR Admin Menu »
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**Tools**

- Admin
- Chat
- Checklists
- Contacts
- Messages
- WebEOC Help

**Plugins**

- File Library
- Remote Boards

**Links**

Continue to Module 4:  
Editing Account Information