

WebEOC – Help Guide 2014

Primary: <http://webeoc.amarillo.gov>

(Google Chrome Browser works best for any State of Texas Boards.)

In case of failure of city network: webeoc.nwths.net

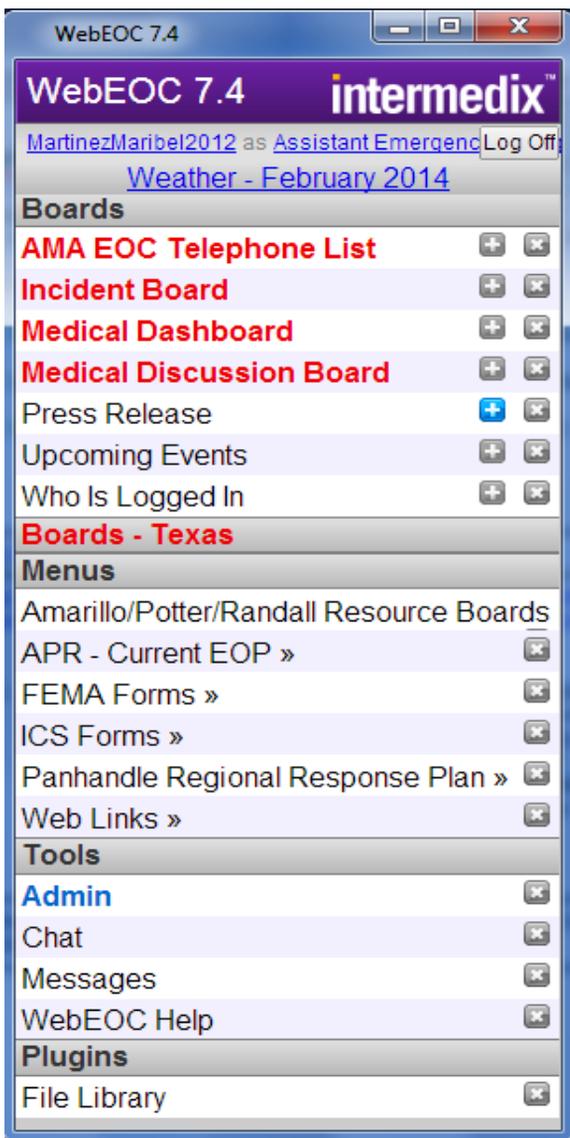
NOTE: Pop-up Blockers MUST be turned OFF

Enter your username and password. Where your Username is: LastnameFirstname####

The Incident is the name of the critical event that is occurring and where you will be adding information or monitoring. Usually the default incident is the active incident and the one you will login to.



WebEOC Control Panel



The control panel that displays will contain only those Boards, Links, and plug-ins that are assigned to your group by the WebEOC Administrator. Boards with new information will turn **RED**.

Provides access to the following:

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

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** click **Add Entry** within the board.

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.

Click on the board name for the Display View (to see what has been entered)

BOARD BASICS

The Incident Board is the main significant events board for Amarillo and Texas Panhandle Region.

You can click on the buttons next to **Message Type** and **Message Status**. This applies filters (button will turn red). Click on the button again to turn off the filter.

Click on the X to close the board when finished



The screenshot shows the Incident Board interface with several red boxes and arrows highlighting key features:

- A red box highlights the window control bar in the top right corner, with an arrow pointing to the 'X' close button.
- A red box highlights the search bar in the top right, containing the text 'SEARCH: [] Search Clear Search 213RR Short Form'.
- A red box highlights the filter buttons at the top left, including 'Add Record', 'Display All', 'Scrolling Display', 'Print Report', and 'Return'. Below these are buttons for 'MESSAGE TYPE' (Resource Status, Situation Status, Med - Situation, Med - Resource) and 'MESSAGE STATUS' (New Entry, Info Only, In Progress, Complete, Denied).
- A red box highlights the main table area, which contains a table with columns: Situation Status, LOCATION, STATUS, DESCRIPTION, and COMMENTS/TRACKING. The first row is selected and highlighted in blue.
- A red box highlights the pagination controls at the bottom left, showing 'Page 1 of 5' and navigation arrows.
- A red box highlights the 'Disable Refresh' button at the bottom right.
- A red arrow points from the 'New Entry' button to the 'STATUS' column of the first table row.
- A red arrow points from the 'Additional Pages' box to the 'COMMENTS/TRACKING' column of the first table row.

Situation Status	LOCATION	STATUS	DESCRIPTION	COMMENTS/TRACKING
Update Msg. No: 1043 02/27/2013 11:41:19 By: MinshewJoseph1332 DDC01-Amarillo Attachments:	DDC AMARILLO	 New Entry PRIORITY Routine - As available	The DDC in Amarillo is standing down. All State resources have been released. We are back to normal operations.	
	Amarillo		WEATHER OUTLOOK Today - Current Temp (9AM) 32 degrees, winds NW15mph Forecast: 41/22, partly cloudy, winds NW 15-25mph (windier in the afternoon but dropping by 4PM), dipping below freezing by 6PM Thursday - wind chills in the teens overnight into Thursday morning, 45/25, partly cloudy, winds NW 10-20mph Friday - 15% chance of snow before noon then slight chance of rain, partly sunny, 48/24, winds NNW 15-20mph 625mph SITUATION UPDATE - Via TxDOT: Roads d to clear all lanes. On from Permton to Cap	

BOARD DESCRIPTIONS (SELECTED)

- **Incident Board** – Significant Events for the ongoing incident
- **Medical Discussion Board** - Significant Events for the ongoing incident for hospitals & healthcare community users
- **Medical Dashboard** – Hospital Bed Counts for the Texas Panhandle Region
- **Press Releases** – Information issued to the media for the ongoing incident
- **STAR Board** – State of Texas Resource Request Board
- **File Library** – Folder for maps & other files pertaining to the ongoing incident

This row is 1 entry. Each entry is assigned a message number, date/time stamp, who entered it, and the position of the user. The rest of the columns are location, status, description, and any attachments for the entry they are making.

For any questions regarding WebEOC for the Amarillo/Potter/Randall area, please contact our WebEOC administrator at: 806-378-3004 or amarillo.dem@amarillo.gov