

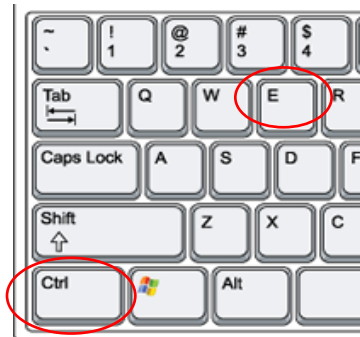
WEBEOC GUIDE FOR EMD/LOCAL EOC USERS

Logging into webEOC

1. open HSEM homepage www.nh.gov/safety/divisions/hsem



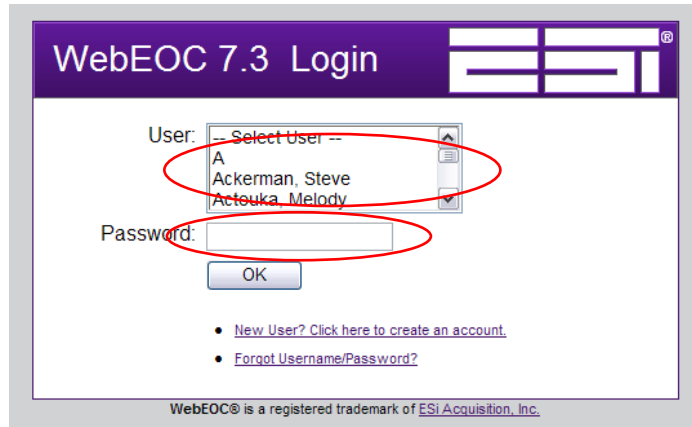
2. Press CTRL + E on your keyboard



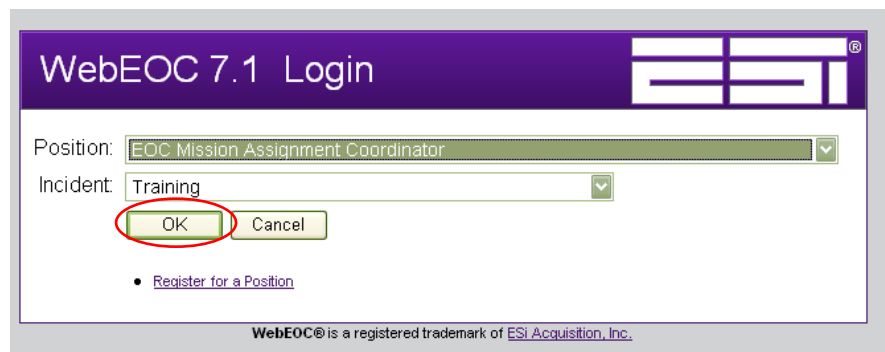
3. When prompted by the security alert, click OK
4. To connect to the webEOC server, enter the following information:
username: eoc
password: P@ssword



5. Select your name under User
6. Enter your password
7. Click OK

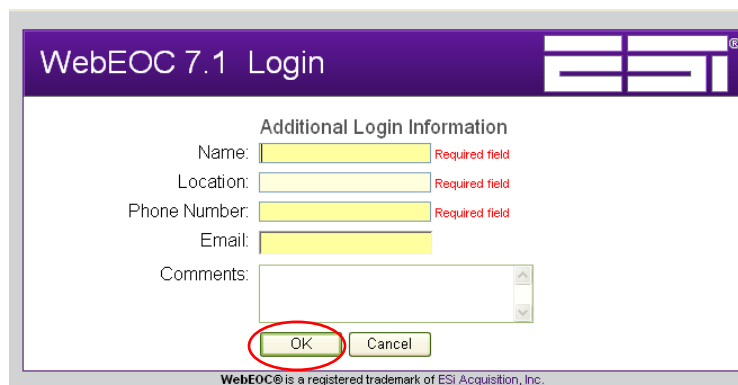


8. Select position
9. Select Incident from dropdown
 - a. will default to current incident/activation
 - b. when training or practicing, only use training incident
10. Click OK

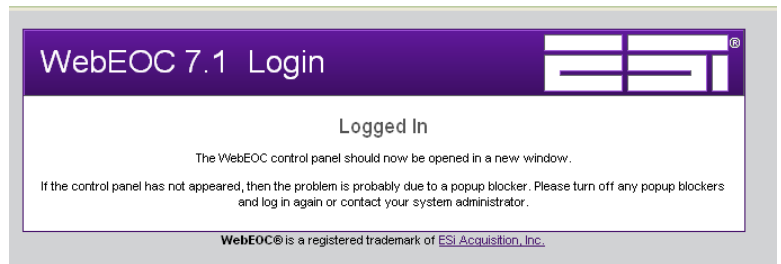


11. Enter additional Login Information
(this information will auto fill your contact info within webEOC)
 - a. Name
 - b. Location (where you physically are, i.e.: SEOC, DHHS ICC, MACE)
 - c. Phone Number (number where you can be reached)
 - d. Email (if applicable)

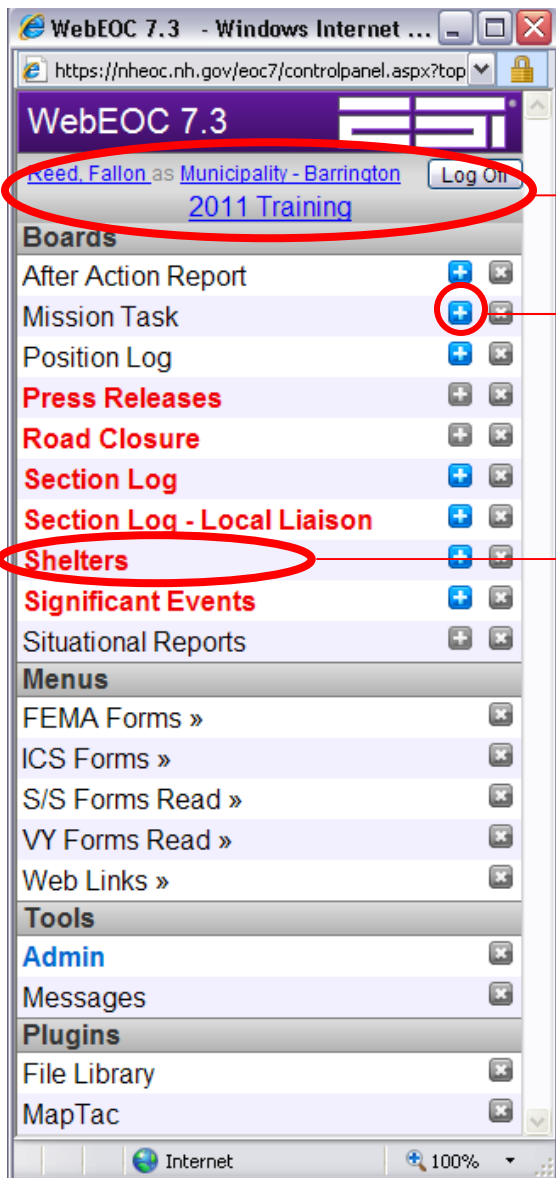
12. Click OK



The below screens should then be visible:



webEOC Control Panel:



User Info

Blue Buttons = enter information

Red words = New Information

Viewing Data on Boards:

To view data in a Section Log or any other board, click on the text of board you wish to see within the Control Panel:



After Action Report

- This board allows for entry of issues and possible solutions that arise during an event or drill.

Mission Task

- This board provides the ability to assign missions and monitor the status of tasks.

Mission Tasks All Active

- This board shows all current Mission Tasks assigned by every position in webEOC.

Mission Tasks All Inactive

- This board shows all closed Mission Tasks assigned by every position in webEOC.

Position Log

- This board provides users with a method of documenting actions taken by the personnel in each position.

Press Releases

- This board provides the capability to display links to a press release file.

Road Closures

- This board provides a detail of the road's closed or restricted during an event.

Section Log

- This section log shows all the information logged on webEOC from users within the State EOC and other ESF's.

Section Log – Local Liaison

- This section log shows all the information logged on webEOC from the Local Liaison's and municipalities.

Section Log – ESF 8

- This section log shows all the information logged on webEOC from ESF8 users, such as hospitals, MACE, ICC, and RSS personnel.

Shelters

- Shelter information and status can be tracked in this board.

Significant Events

- This board contains significant information "pushed up" by EOC Section Chiefs after review.

Situational Reports

- This board provides the capability to display links to situational reports created during an event.

Entering data into Position Log:

Use the Position Log any time a user is documenting actions or information.

1. From the Control Panel, click on the blue box to the right of "Position Log"

Position Log



2. Enter the information to be logged in the "Description" box
3. If sending information anywhere other than to own position log, click the "Local Liaison" box.

https://nheoc.nh.gov/eoc7/boards/board.aspx?ops=true&permlevel=28&tableid=197&viewid=476&displayviewid=476

Entry Sort Filter

New Record

Save Spell Check Cancel Retrieve Record

Data Links

Local Liaison

Report As Reed, Fallon

Incident Date 3/8/2011 Incident Time 11:59:28

From Municipality - Barrington

User Name Fallon Reed Phone Number 4199049

Description

Action Taken

4. Click Save

New Record

Save Spell Check Cancel Retrieve Record

Data Links

Mission Tasks

1. From the Control Panel, click on the blue box to the right of "Mission Tasks"

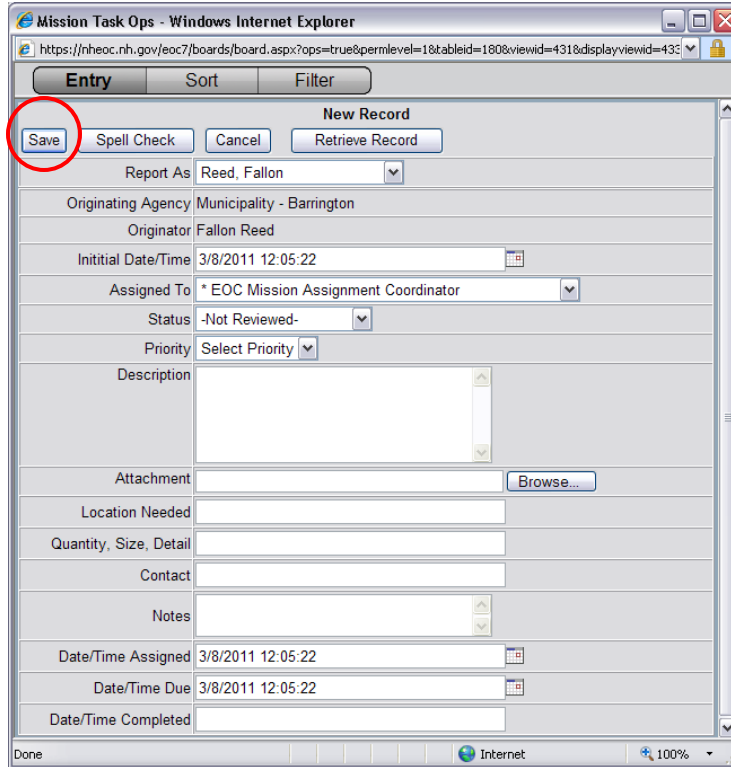
Mission Task



2. Enter the following information on the entry form:
 - a. **Assigned To:** do not change
 - b. **Status:** do not change
 - c. **Priority**
 - d. **Description**

- e. Location Needed: be as specific as possible
- f. Quantity, Size, Detail: be as specific as possible
- g. Contact: Name and phone number of contact for request
- h. Notes: leave blank initially, to be used for update as task is in progress or completed

3. Click Save

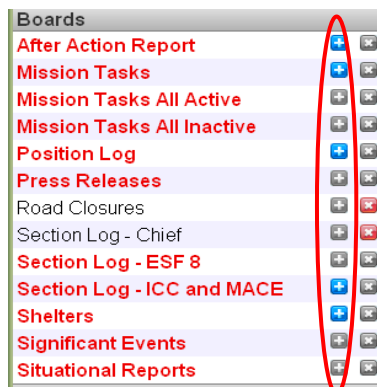


Sorting & Filtering Board Entries:

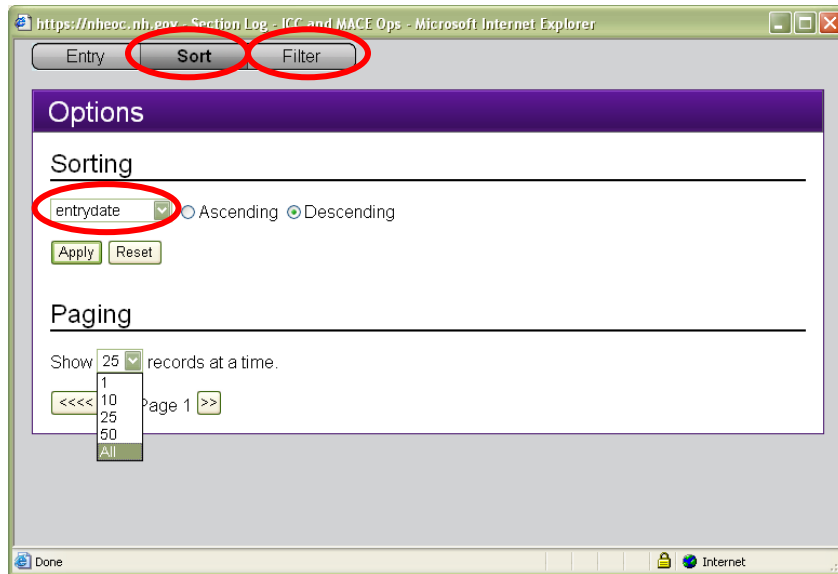
The Sort window allows a user to order the entries currently displayed in a status board according to selected parameters. The default sort criteria is descending entry date and Paging is set to 25 entries per page.

The filter window allows a user to display only those entries that meet a specific criteria.

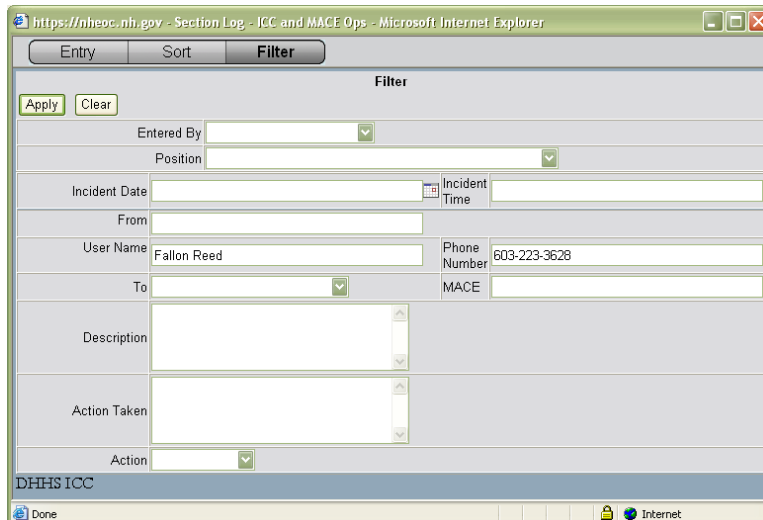
1. From the Control Panel, click on the blue box to the right of board you wish to sort and/or filter.



2. Click on the Sort or Filter Tab at the top of the entry screen.
3. To Sort:
 - a. select the field you wish to sort on from the drop-down list
 - b. select either Ascending or Descending
 - c. it is good practice to change the Paging option to All
 - d. Click Apply
 - e. To clear the sort order, click Reset

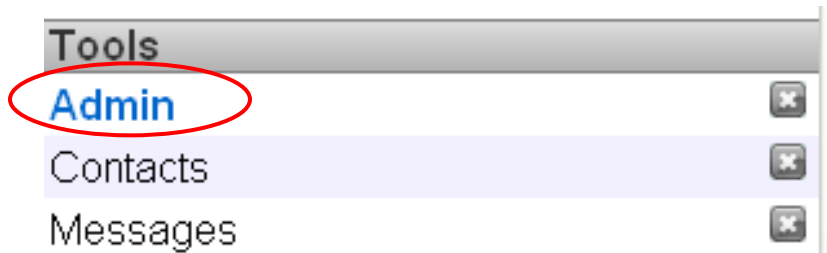


4. To Filter:
 - a. Enter or select a value for each field to be used in the query
 - i. The user name and phone number auto fill with your information, the filter will include that data in the search unless it is removed
 - b. Click Apply
 - c. To remove the filter and redisplay all board entries, click Clear.



Viewing webEOC Contact Information

1. From the Control Panel, click the blue **Admin** Link under Tools.

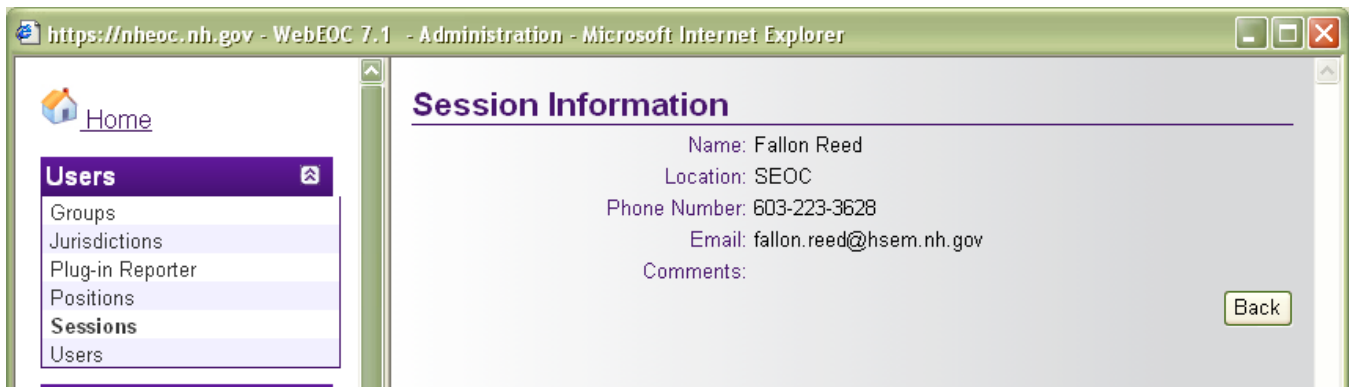


2. On the Left side of your screen, under Users, click "Sessions"

3. Click the Name of the user you wish to see contact info about.

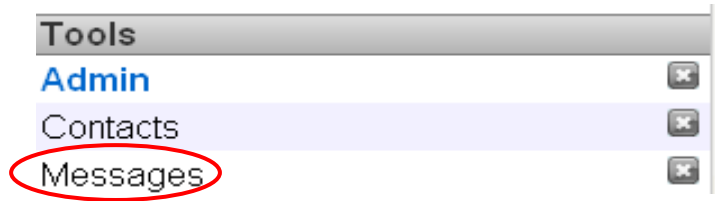


The users contact info should then be displayed:



Messages

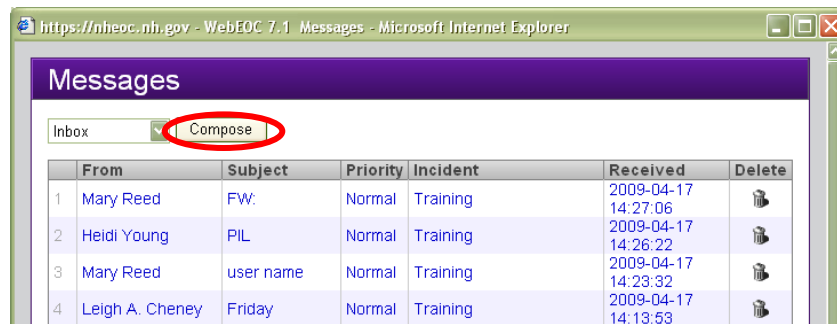
- To access messages, click the Messages link on the Control Panel



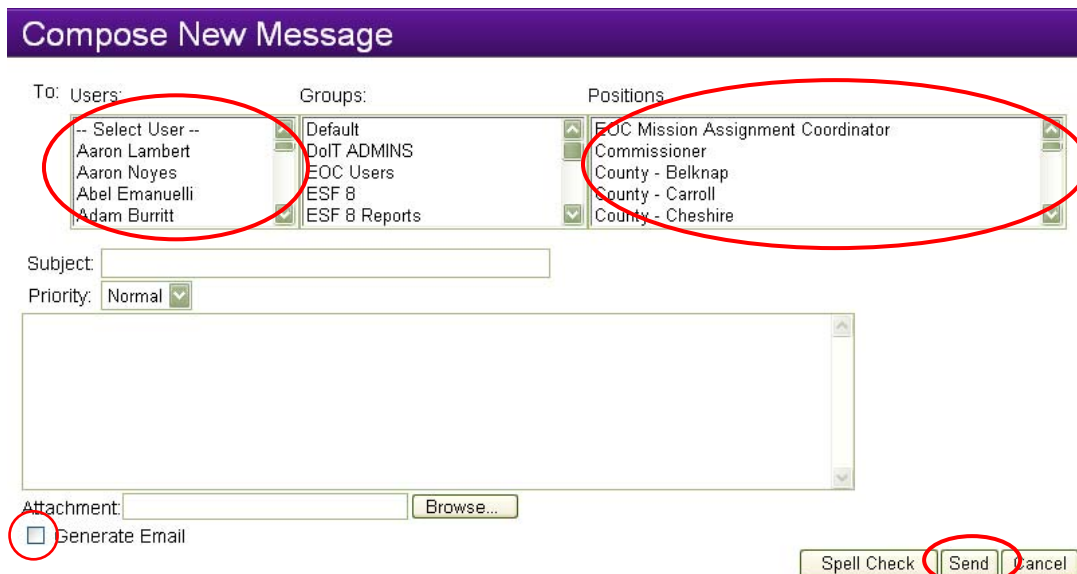
- As is typical of standard e-mail systems, unread messages appear in bold text. Messages that have been read appear in regular text.

Composing and Sending a Message

1. From the Messages window, Click the Compose button



2. Select the recipient from the User or Position fields.
 - a. Email addresses can be included in the message by clicking the box at the bottom of the screen "generate email"
3. Complete the subject field
4. Select a priority for the message
5. Enter the text of the message in the message field
6. Click Send



A screenshot of the 'Compose New Message' form. The form has a purple header 'Compose New Message'. It contains several sections: 'To: Users:', 'Groups:', and 'Positions:'. Each section has a list of options with a dropdown arrow. The 'Users' list includes '-- Select User --', 'Aaron Lambert', 'Aaron Noyes', 'Abel Emanuelli', and 'Adam Burritt'. The 'Groups' list includes 'Default', 'DoIT ADMINS', 'EOC Users', 'ESF 8', and 'ESF 8 Reports'. The 'Positions' list includes 'EOC Mission Assignment Coordinator', 'Commissioner', 'County - Belknap', 'County - Carroll', and 'County - Cheshire'. Below these sections are fields for 'Subject:', 'Priority: Normal', and a large text area for the message body. At the bottom, there is an 'Attachment:' field with a 'Browse...' button, a checkbox for 'Generate Email', and a 'Spell Check' button. The 'Send' button is circled in red.

- Recipients of webEOC messages will receive a pop up message at the bottom of their control panel
- Click on the popup to open the message.

