

# WEBEOC END-USER TRAINING FOR ESFs

August 31, 2015



# LOGGING IN TO WEBEOC

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From your web browser, please type in <https://webeoc.ri.gov/eoc7/>

**WebEOC 7.6 Login** **intermedix**

All users must use the State of Rhode Island computer resources responsibly, professionally, ethically lawfully and consistent with policies adopted by the State of Rhode Island. The Department of Administration and the Division of Information Technology have established policies that specifically govern the use of the State's computer resources. These policies are posted at <http://www.doit.ri.gov/policy/> and must be reviewed by each user before he/she uses these computer resources.

By using the computer resources, the user represents that he/she has read the policies, understands them and agrees to comply with the terms, requirements and conditions of the policies. Violations of these policies will be taken seriously and may result in disciplinary action, including, but not limited to, termination and/or civil and criminal liability. Computer resources may be monitored to ensure usage is authorized and consistent with all applicable policies.



WebEOC 7.5 Login **intermedix**

User:

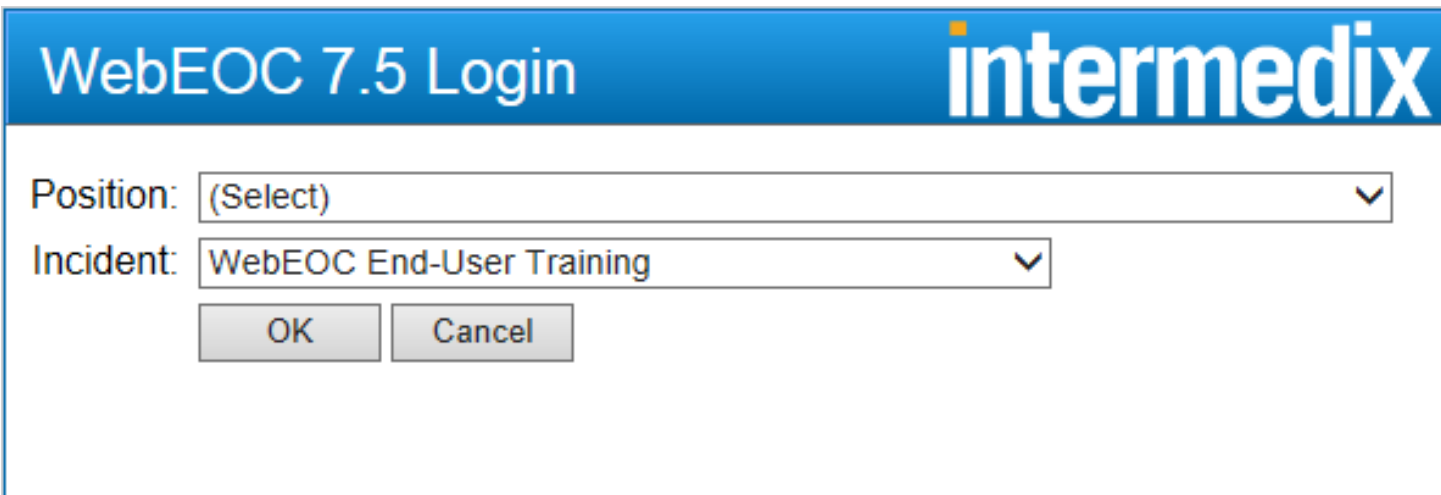
Password:

Enter User Name and Password

**\*User names and passwords are case sensitive\***



- **Position** – If you are the representative for your ESF within the SEOC, please choose the SEOC ESF Group Supervisor Position. Otherwise, please choose the Agency in which you represent.
- **Incident** – Preparedness Conference 2015.



WebEOC 7.5 Login **intermedix**

Position: (Select) ▼

Incident: WebEOC End-User Training ▼

OK Cancel



## Additional Login Information

Name:  Required field

Location:

Phone Number:  Required field

Email:

Comments:

- **Name** – Type in your full name.
- **Phone Number** – Direct number where someone can immediately contact you with questions.

# YOUR CONTROL PANEL

The screenshot shows the WebEOC 7.5 control panel. At the top, it displays 'WebEOC 7.5' and the 'intermedix' logo. Below this, the user's name 'Jenna Carrabis' and position 'ESF-12 Energy Group Supervisor' are shown, along with a 'Log Off' link. A link for 'WebEOC End-User Training' is also visible. The main content area is divided into sections: 'Boards', 'Tools', and 'Plugins'. Under 'Boards', there are items like '\*\*Activity Log\*\*', 'Resource Requests', and 'State Significant Events'. Under 'Tools', there are 'Admin', 'Contacts', and 'Messages'. Under 'Plugins', there are 'File Library' and 'WebEOC Mapper'. Each item has a '+' icon for expansion and a red 'x' icon for closure. The 'State Significant Events' board name is highlighted in red.

**Position** →

**User Name** →

**Incident Name** →

**The red icon indicates that you currently have that board open. Clicking the red x will close the board.** →

**The grey icon indicates that the user has view-only access.** →

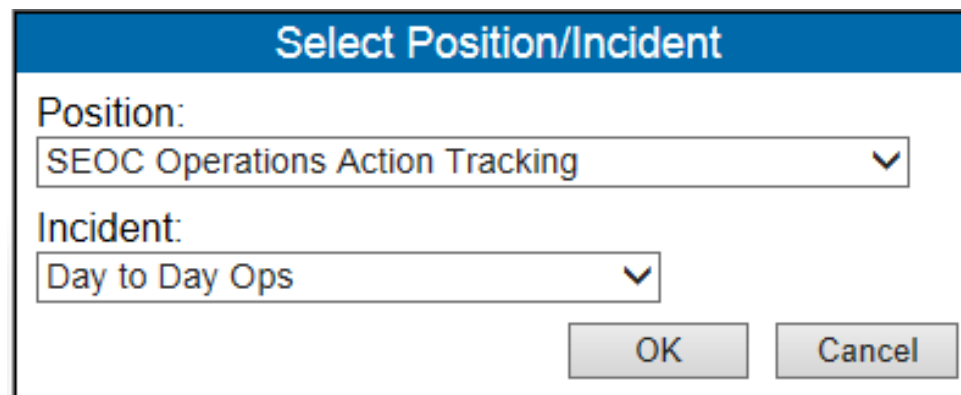
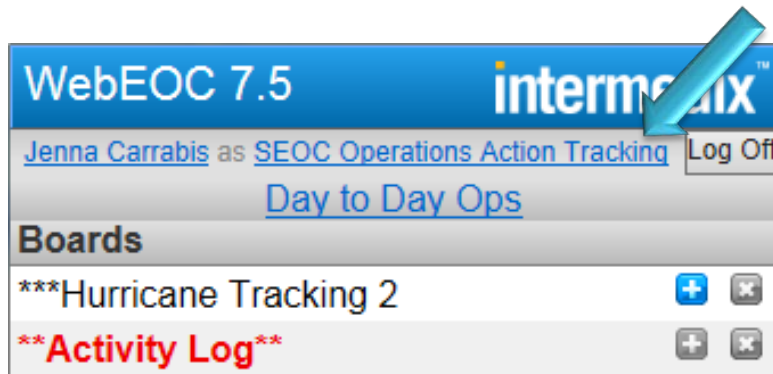
**A Board name turns red to indicate new information has been posted to the board.** →

**For your WebEOC Administrator only.** →



# EDITING YOUR POSITION AND INCIDENT

- From *Control Panel*, select **Position** link to switch between Positions attached to your User Name. Select **Incident** to switch between Incidents.



The dialog box is titled "Select Position/Incident". It contains two dropdown menus. The first is labeled "Position:" and has "SEOC Operations Action Tracking" selected. The second is labeled "Incident:" and has "Day to Day Ops" selected. At the bottom right, there are "OK" and "Cancel" buttons.



# ADDING A NEW ENTRY TO YOUR ACTIVITY LOG

- From the *Control Panel*, select **\*\*Activity Log\*\***



WebEOC 7.5 **intermedix™**  
Jenna Carrabis as ESF-12 Energy Group Supervisor Log Off  
WebEOC End-User Training

**Boards**

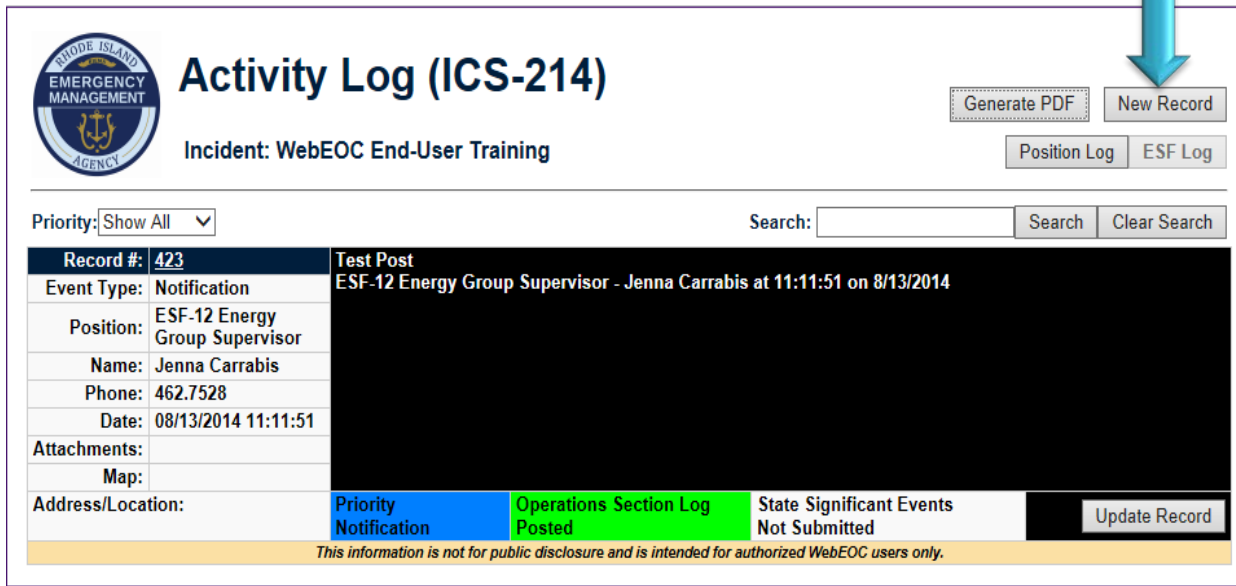
- \*Activity Log\*\* (+) (-)
- Resource Requests (+) (-)
- State Significant Events (+) (-)

**Tools**

- Admin (-)
- Contacts (-)
- Messages (-)

**Plugins**

- File Library (-)
- WebEOC Mapper (-)



**Activity Log (ICS-214)**  
Incident: WebEOC End-User Training

Generate PDF New Record  
Position Log ESF Log

Priority: Show All Search: Search Clear Search

|  |  |                               |  |
|--|--|-------------------------------|--|
| Record #: 423                            | Test Post  |                               |  |
| Event Type: Notification                 | ESF-12 Energy Group Supervisor - Jenna Carrabis at 11:11:51 on 8/13/2014 |                               |  |
| Position: ESF-12 Energy Group Supervisor |  |                               |  |
| Name: Jenna Carrabis                     |  |                               |  |
| Phone: 462.7528                          |  |                               |  |
| Date: 08/13/2014 11:11:51                |  |                               |  |
| Attachments:                             |  |                               |  |
| Map:                                     |  |                               |  |
| Address/Location:                        | Priority Notification  | Operations Section Log Posted | State Significant Events Not Submitted |

Update Record

This information is not for public disclosure and is intended for authorized WebEOC users only.

- Click the **New Record** button on the top right of the window





Report As Jenna Carrabis



# Activity Log (ICS-214)

Incident: WebEOC End-User Training

## Details

Date/Time: 8/13/2014 11:09:31

Event Type: -Choose Event Type-

Priority:

Map Label:

Address/Location:

Lat/Long:  /

Attachment 1:

Attachment 2:

Details:



- Route to Operations Section Log
- Post to Statewide Significant Events





# Activity Log (ICS-214)

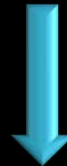
Incident: WebEOC End-User Training

[Generate PDF](#) [New Record](#)  
[Position Log](#) [ESF Log](#)

Priority:  ▼

Search:  [Search](#) [Clear Search](#)

|   |  |                               |  |
|---|--|-------------------------------|--|
| <b>Record #:</b> 423                            | <b>Test Post</b>   |                               |  |
| <b>Event Type:</b> Notification                 | ESF-12 Energy Group Supervisor - Jenna Carrabis at 11:11:51 on 8/13/2014 |                               |  |
| <b>Position:</b> ESF-12 Energy Group Supervisor |  |                               |  |
| <b>Name:</b> Jenna Carrabis                     |  |                               |  |
| <b>Phone:</b> 462.7528                          |  |                               |  |
| <b>Date:</b> 08/13/2014 11:11:51                |  |                               |  |
| <b>Attachments:</b>                             |  |                               |  |
| <b>Map:</b>                                     |  |                               |  |
| <b>Address/Location:</b>                        | Priority Notification  | Operations Section Log Posted | State Significant Events Not Submitted |



[Update Record](#)

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# UPDATING AN EXISTING ENTRY IN YOUR ACTIVITY LOG



## Activity Log (ICS-214)

Incident: WebEOC End-User Training

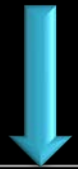
Generate PDF New Record

Position Log ESF Log

Priority: Show All

Search:  Search Clear Search

|   |  |                               |  |
|---|--|-------------------------------|--|
| <b>Record #:</b> 423                            | <b>Test Post</b>   |                               |  |
| <b>Event Type:</b> Notification                 | ESF-12 Energy Group Supervisor - Jenna Carrabis at 11:11:51 on 8/13/2014 |                               |  |
| <b>Position:</b> ESF-12 Energy Group Supervisor |  |                               |  |
| <b>Name:</b> Jenna Carrabis                     |  |                               |  |
| <b>Phone:</b> 462.7528                          |  |                               |  |
| <b>Date:</b> 08/13/2014 11:11:51                |  |                               |  |
| <b>Attachments:</b>                             |  |                               |  |
| <b>Map:</b>                                     |  |                               |  |
| <b>Address/Location:</b>                        | Priority Notification  | Operations Section Log Posted | State Significant Events Not Submitted |
| <input type="button" value="Update Record"/>    |  |                               |  |



*This information is not for public disclosure and is intended for authorized WebEOC users only.*



Report As Jenna Carrabis



# Activity Log (ICS-214)

Incident: WebEOC End-User Training

## Details

Date/Time: 08/13/2014 11:11:51

Event Type: Notification

Priority: Notification

Map Label:

Address/Location:

Lat/Long:  /

Attachment 1:

Attachment 2:


Details: Updated Post

- Route to Operations Section Log
- Post to Statewide Significant Events

## Record History

*Test Post*  
ESF-12 Energy Group Supervisor - Jenna Carrabis at 11:11:51 on 8/13/2014

# VIEWING YOUR ACTIVITY LOG



## Activity Log (ICS-214)

Incident: WebEOC End-User Training

Generate PDF    New Record

Position Log    ESF Log

Priority: Show All

Search:     Search    Clear Search


|   |   |                               |                                 |
|---|---|-------------------------------|---------------------------------|
| <b>Record #:</b> 423                            | <b>Updated Post</b><br>ESF-12 Energy Group Supervisor - Jenna Carrabis at 11:26:13 on 8/13/2014 |                               |                                 |
| <b>Event Type:</b> Notification                 |   |                               |                                 |
| <b>Position:</b> ESF-12 Energy Group Supervisor | <b>Test Post</b><br>ESF-12 Energy Group Supervisor - Jenna Carrabis at 11:11:51 on 8/13/2014    |                               |                                 |
| <b>Name:</b> Jenna Carrabis                     |   |                               |                                 |
| <b>Phone:</b> 462.7528                          |   |                               |                                 |
| <b>Date:</b> 08/13/2014 11:11:51                |   |                               |                                 |
| <b>Attachments:</b>                             |   |                               |                                 |
| <b>Map:</b>                                     |   |                               |                                 |
| <b>Address/Location:</b>                        | Priority Notification   | Operations Section Log Posted | State Significant Events Posted |

*This information is not for public disclosure and is intended for authorized WebEOC users only.*

- The **Position Log** button allows you to view all posts submitted by anyone logged in under your **Position**.



- The **ESF Log** button allows you to view posts submitted by anyone logged in within your **ESF Group**.



## Activity Log (ICS-214)

Incident: WebEOC End-User Training

Priority:  Search:

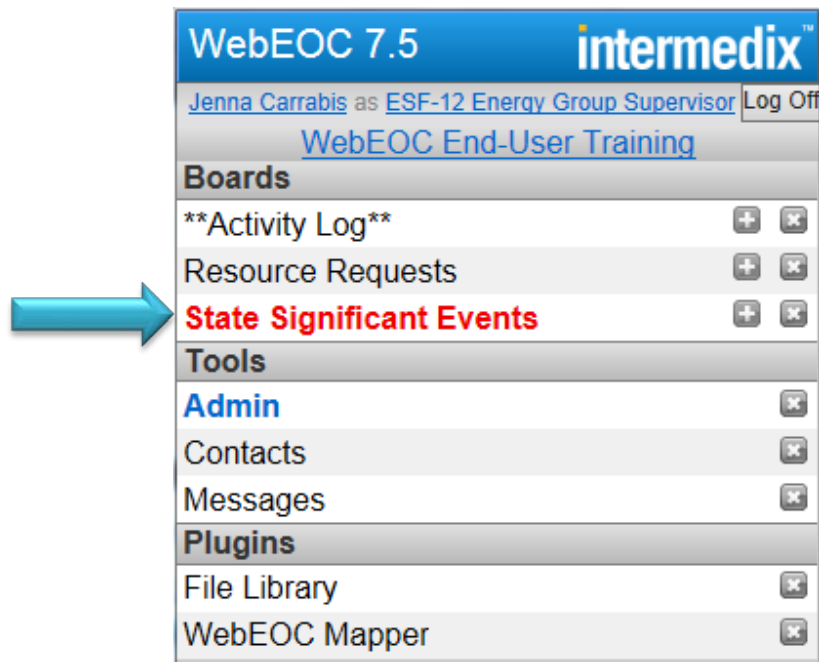
|  |  |                                      |  |
|--|--|--------------------------------------|--|
| <b>Record #:</b> 425   | <b>ESF12 Group View Test Post</b>  |                                      |  |
| <b>Event Type:</b> Notification  | RIOER - Jenna Carrabis at 11:29:51 on 8/13/2014                          |                                      |  |
| <b>Position:</b> RIOER   |  |                                      |  |
| <b>Name:</b> Jenna Carrabis  |  |                                      |  |
| <b>Phone:</b> 462.7528   |  |                                      |  |
| <b>Date:</b> 08/13/2014 11:29:51   |  |                                      |  |
| <b>Attachments:</b>  |  |                                      |  |
| <b>Map:</b>  |  |                                      |  |
| <b>Address/Location:</b>   | Priority Notification  | Operations Section Log Not Submitted | State Significant Events Not Submitted |
| <input type="button" value="Update Record"/>   |  |                                      |  |
| <i>This information is not for public disclosure and is intended for authorized WebEOC users only.</i> |  |                                      |  |
| <b>Record #:</b> 423   | <b>Updated Post</b>  |                                      |  |
| <b>Event Type:</b> Notification  | ESF-12 Energy Group Supervisor - Jenna Carrabis at 11:26:13 on 8/13/2014 |                                      |  |
| <b>Position:</b> ESF-12 Energy Group Supervisor  | <b>Test Post</b>   |                                      |  |
| <b>Name:</b> Jenna Carrabis  | ESF-12 Energy Group Supervisor - Jenna Carrabis at 11:11:51 on 8/13/2014 |                                      |  |
| <b>Phone:</b> 462.7528   |  |                                      |  |
| <b>Date:</b> 08/13/2014 11:11:51   |  |                                      |  |
| <b>Attachments:</b>  |  |                                      |  |
| <b>Map:</b>  |  |                                      |  |
| <b>Address/Location:</b>   | Priority Notification  | Operations Section Log Posted        | State Significant Events Posted        |
| <input type="button" value="Update Record"/>   |  |                                      |  |
| <i>This information is not for public disclosure and is intended for authorized WebEOC users only.</i> |  |                                      |  |



# STATE SIGNIFICANT EVENTS BOARD

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- The *State Significant Events* board is used to post all critical information regarding an Incident. All users who are logged into the Incident can view and submit entries to this board.



The screenshot displays the WebEOC 7.5 interface. At the top, it shows 'WebEOC 7.5' and the 'intermedix' logo. Below this, the user 'Jenna Carrabis' is logged in as 'ESF-12 Energy Group Supervisor', with a 'Log Off' link. A link for 'WebEOC End-User Training' is also visible. The main menu is divided into sections: 'Boards', 'Tools', and 'Plugins'. Under 'Boards', there are four items: '\*\*Activity Log\*\*', 'Resource Requests', 'State Significant Events' (highlighted in red and pointed to by a blue arrow), and another item. Under 'Tools', there are 'Admin', 'Contacts', and 'Messages'. Under 'Plugins', there are 'File Library' and 'WebEOC Mapper'. Each item has a '+' icon for expansion and an 'x' icon for closure.



# Activity Log (ICS-214)

Incident: WebEOC End-User Training

Generate PDF

New Record

Position Log

Section Log

Priority: Show All

Search:

Search

Clear Search

|                          |  |   |  |
|--------------------------|--|---|--|
| <b>Record #:</b>         | <b>426</b>                             | <b>The State Emergency Operations Center will activate to a Level 4 Monitoring status as of 1600 today. It will be staffed with the following Positions and ESFs:</b> |  |
| <b>Event Type:</b>       | <b>Notification</b>                    |   |  |
| <b>Position:</b>         | <b>SEOC Operations Action Tracking</b> | <b>*SEOC Operations Section Chief</b>   |  |
| <b>Name:</b>             | <b>Jenna Carrabis</b>                  | <b>*SEOC Operations Deputy Section Chief</b>  |  |
| <b>Phone:</b>            | <b>462.7528</b>                        | <b>*SEOC Operations Action Tracking</b>   |  |
| <b>Date:</b>             | <b>08/13/2014 11:32:54</b>             | <b>*ESFs 1, 2, 3, 6, 8, 13, 15</b>  |  |
| <b>Attachments:</b>      |  | <b>SEOC Operations Action Tracking - Jenna Carrabis at 11:32:54 on 8/13/2014</b>  |  |
| <b>Map:</b>              |  |   |  |
| <b>Address/Location:</b> |  | <b>Priority Notification</b>  | <b>State Significant Events Posted</b> |
|                          |  |   | <b>Update Record</b>                   |

*This information is not for public disclosure and is intended for authorized WebEOC users only.*

- Examples of a Significant Event:
  - Infrastructure Failure
  - Shelter Status
  - Evacuation
  - Situational Awareness
  - Current Conditions





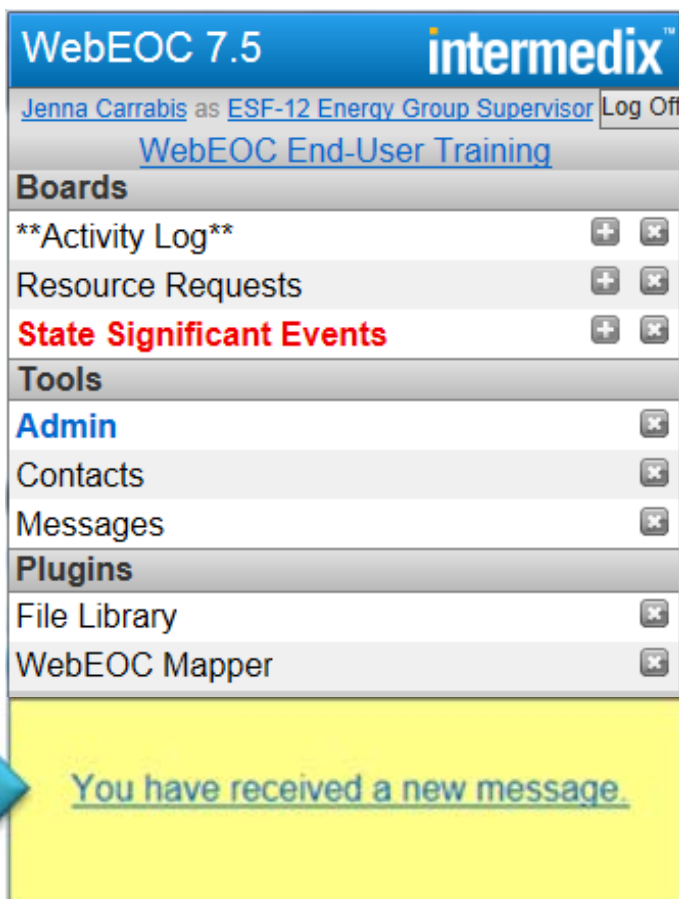
# CONTACTS

- The WebEOC Contacts database is updated and populated by the USERS and is not managed by the SEOC Operations group.
- Information updated by clicking name hyperlink.



The screenshot shows the WebEOC 7.5 interface. At the top, it displays 'WebEOC 7.5' and the 'intermedix' logo. Below this, the user is identified as 'Jenna Carrabis as ESF-12 Energy Group Supervisor' with a 'Log Off' button. A link for 'WebEOC End-User Training' is also visible. The main menu is divided into sections: 'Boards' (containing '\*\*Activity Log\*\*', 'Resource Requests', and 'State Significant Events'), 'Tools' (containing 'Admin', 'Contacts', and 'Messages'). Each menu item has a '+' or 'x' icon to its right. A blue arrow points to the 'Contacts' link in the Tools section.

# MESSAGES



The screenshot displays the WebEOC 7.5 interface. At the top, it shows the user 'Jenna Carrabis as ESF-12 Energy Group Supervisor' and a 'Log Off' button. Below this is a navigation menu with sections: 'Boards' (containing 'Activity Log', 'Resource Requests', and 'State Significant Events'), 'Tools' (containing 'Admin', 'Contacts', and 'Messages'), and 'Plugins' (containing 'File Library' and 'WebEOC Mapper'). A yellow notification box at the bottom of the menu area contains the text 'You have received a new message.' A blue arrow points to this notification box.

- Internal messaging system only. Messages will only be received if the recipient is currently logged into that particular Incident.
- **No mission assignments or resource requests should be conveyed via the *Messages* tool.**

**Compose New Message**

**To:**

Users: Alex Ambrosius  
Alex Potts  
Armand Randolph  
Barrington

Groups: (RM) EMA Barrington  
(RM) EMA Bristol  
(RM) EMA Burrillville  
(RM) EMA Central Falls

Position: (Select)  
\*IRI Department of Information Technology  
\*\*IWebEOC Administrator  
Air Guard EOC (QP)

Generate Email

**Priority and Subject**

**Body**

Attachment:

- Messages can be sent in 3 ways:
  - To a particular User(s)
  - By Group(s)
  - By Position(s)



# QUESTIONS?

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State of Rhode Island WebEOC Administrator

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