

# WebEOC 8.5 User Training Guide Overall User Guide

City of Tampa



## City of Tampa Training Guide for WebEOC 8.5

## Document Details

|                              |  |
|------------------------------|--|
| <b>Project</b>               | City of Tampa WebEOC 8.5 Project                       |
| <b>Refer<br/>ence</b>        | This is provided as a "Training guide" for WebEOC 8.5. |
| <b>Title</b>                 | City of Tampa WebEOC 8.5 Training Guide                |
| <b>Subtit<br/>le</b>         | Specification Document                                 |
| <b>File<br/>name</b>         |  |
| <b>Versi<br/>on</b>          | 1.7  |
| <b>Versi<br/>on<br/>Date</b> | 01/16/2019   |

## Document Authorization

|               | <b>Name(s)</b> | <b>Date</b> |
|---------------|----------------|-------------|
| <b>Author</b> | Shannon Jones  | 11.13.2018  |
|               |                |             |

## Document History

| <b>Version</b> | <b>Date</b>              | <b>Author</b> | <b>Changes</b>  |
|----------------|--------------------------|---------------|---|
| <b>1.0</b>     | <i>November 11,2018</i>  | SJ            | Initial Draft   |
| <b>1.1</b>     | <i>November 13,2018</i>  | SJ            | Added boards, instant messaging   |
| <b>1.2</b>     | <i>November 22,2018</i>  | SJ            | Added menus and maps  |
| <b>1.3</b>     | <i>December 10,2018</i>  | SJ            | Removed user will, added positions, duty log and incidents                            |
| <b>1.4</b>     | <i>December 26, 2018</i> | SJ            | Updated sign in/out, inbound messages board for call takers and controllers           |
| <b>1.5</b>     | <i>December 27, 2018</i> | SJ            | Updated SIT REP, added sandbag distribution, Sandbag warehouse and field event report |

|            |                          |    |  |
|------------|--------------------------|----|--|
| <b>1.6</b> | <i>December 28, 2018</i> | SJ | Added create system wide message   |
| <b>1.7</b> | <i>January 14, 2019</i>  | SJ | Updated title, updated screenshots for inbound messages board, updated mission name on inbound messages/activity log board |

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# 1 Introduction

## 1.1 Objective

This document is to be used as a training guide for the City of Tampa WebEOC 8.5 Training.

The intended audience for this document includes:

1. All users/positions that have a role in an emergency and special event.

## 1.2 Distribution

The intended audience for this document includes:

1. EOC's
2. ERC's
3. ESF'S
4. CIC
5. ADMINS
6. EM
7. External users

## 1.3 Key Contacts

| Name              | Title                | Email  | Phone        |
|-------------------|----------------------|--|--------------|
| Johna Pleickhardt | Project Manager, T&I | <a href="mailto:johna.pleickhardt@tampagov.net">johna.pleickhardt@tampagov.net</a> | 352-263-5053 |
| Shannon Jones     | Project Coordinator  | Shannon.jones@tampagov.net   | 352-422-6949 |
| Cornelia Jennings | T&I                  | Cornelia.jennings@tampagov.net   |              |
| Gerald Cox        | T&I                  | Gerald.cox@tampagov.net  |              |
| Oliver Greene     | TFR                  | Oliver.greene@tampagov.net   |              |
| Chris Rice        | Juvare               | Chris.rice@juavre.com  |              |

## 2 Design Assumptions

| Assumption  | Description                                     |
|---|---|
| City of Tampa replacing E-Team with the WebEOC 8.5 system will use this as a training/" how to" guide. Position based training for users. | This guide will be used for WebEOC 8.5 training |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |

## 3 Design Context for the current City of Tampa processes

This document is organized into the following sections:

| Role Section Title                  | Description  |
|-------------------------------------|--|
| CIC – Call taker/Call taker manager | This section includes training and use information for roles within the WebEOC 8.5 system. Snapshots included with "how to" description for use of boards. |
| ESF's – 1-19                        | This section includes training and use information for roles within the WebEOC 8.5 system. Snapshots included with "how to" description for use of boards. |
| EOC/ERC Command                     | This section includes training and use information for roles within the WebEOC 8.5 system. Snapshots included with "how to" description for use of boards. |

## 4 Log into WebEOC

The screenshot shows a web browser window with the address bar displaying <https://cot.webeocasp.com/cot/default.aspx>. The browser tab is titled "WebEOC 8.5 Login". The page has a blue background with a subtle pattern. A white login form is centered on the page. The form contains the following elements:

- WebEOC 8.5 Login**: The title of the login form.
- Username**: A text input field containing the text "sjones".
- Password**: A password input field with masked characters (dots).
- Log In**: A blue button with white text.
- [New User? Click here to create an account.](#): A blue hyperlink.
- [Forgot Username/Password?](#): A blue hyperlink.

Three numbered red circles with yellow arrows point to the following elements:

1. Points to the address bar.
2. Points to the "Log In" button.
3. Points to the "Forgot Username/Password?" link.

At the bottom right of the page, it says "Powered by **intermedix**" and "© 2017 ESI Acquisition Inc. All rights reserved."

1. Go to WebEOC URL – enter username and password
2. Click [Log In](#) button
3. If user has forgotten password, click on [Forgot Username/Password](#) and follow directions.

# WebEOC 8.5 Login

1 Position CMD EOC Director ▼

2 Incident 10-18-2018 New Test Incir ▼

3

Cancel Continue

[Register for a Position](#)

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1. Select position from the drop-down position.
2. Select the incident from the drop-down incident.
3. Click the [Continue](#) button.

# WebEOC 8.5 Login

## Additional Login Information

1

Name\* Shannon Jones

Location\* COT| x

Phone Number\* 5555555555

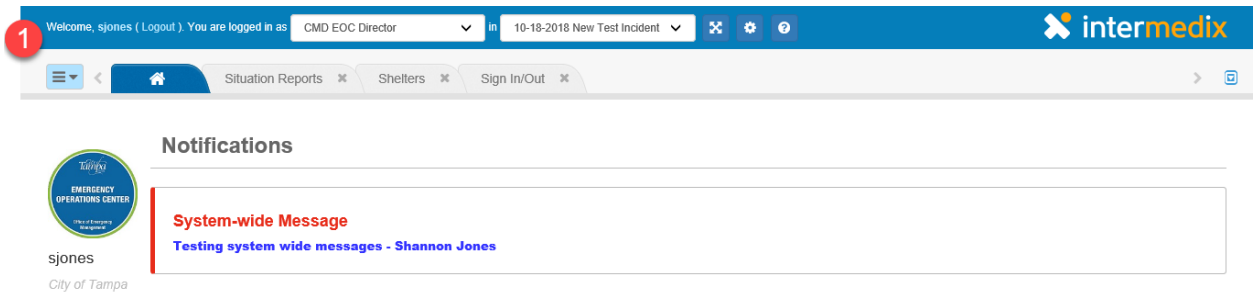
Email\* hannon.jones@tampagov.net

Comments EOC command

Cancel Continue 2

Powered by  intermedix

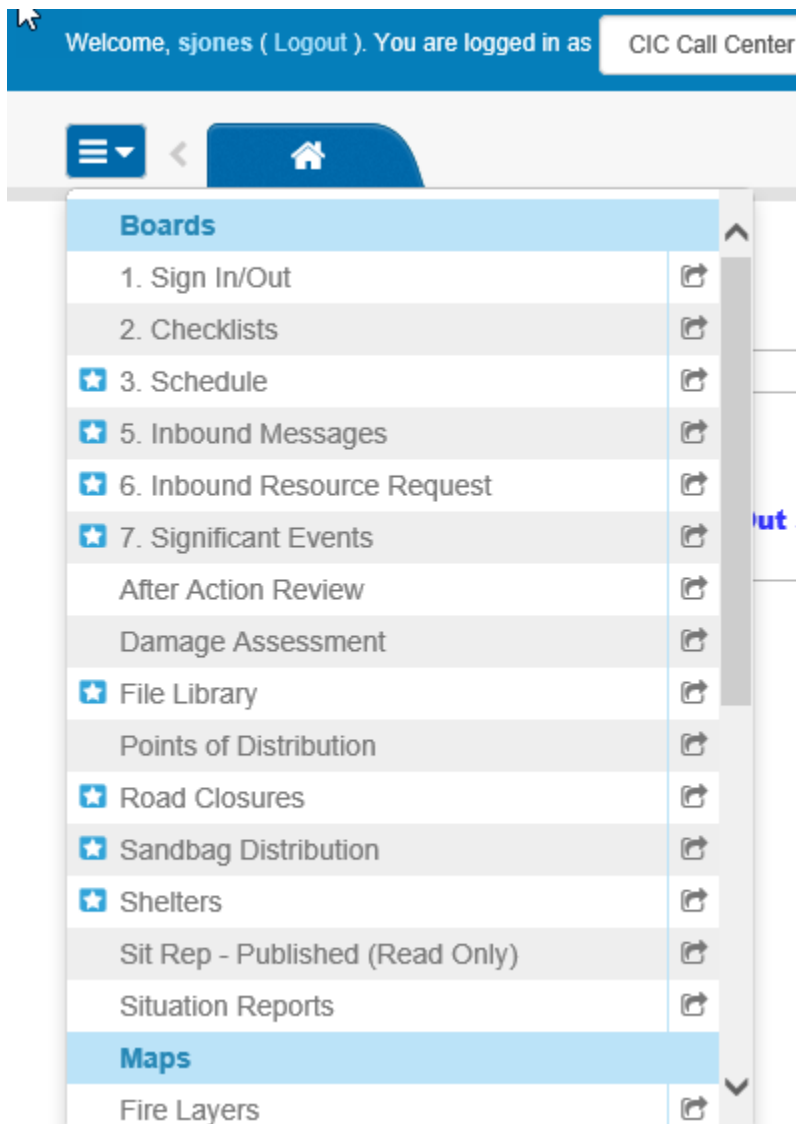
1. Confirm login confirmation
2. Click the [Continue](#) button.



1. User is now logged into WebEOC and ready to edit/view boards.

## 5 Control Panel

The control panel is the information hub of WebEOC. It is organized by [Boards](#), [Menus](#), [Maps](#), [Tools](#), [Plugins](#), and [Links](#). Within each of these sections, the items are listed alphabetically by default.

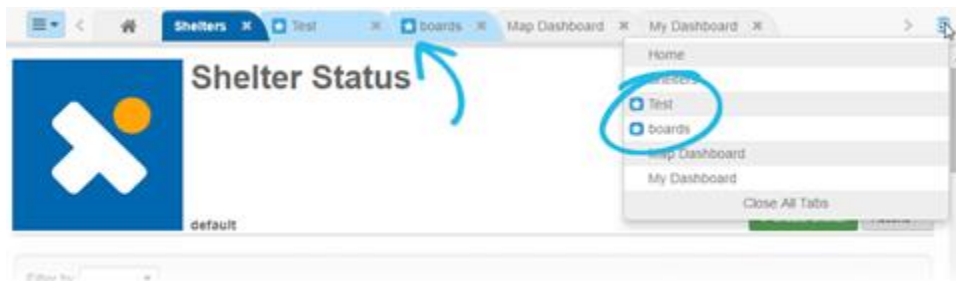


Open the control panel menu by clicking the control panel icon in the upper left corner of the Home page.



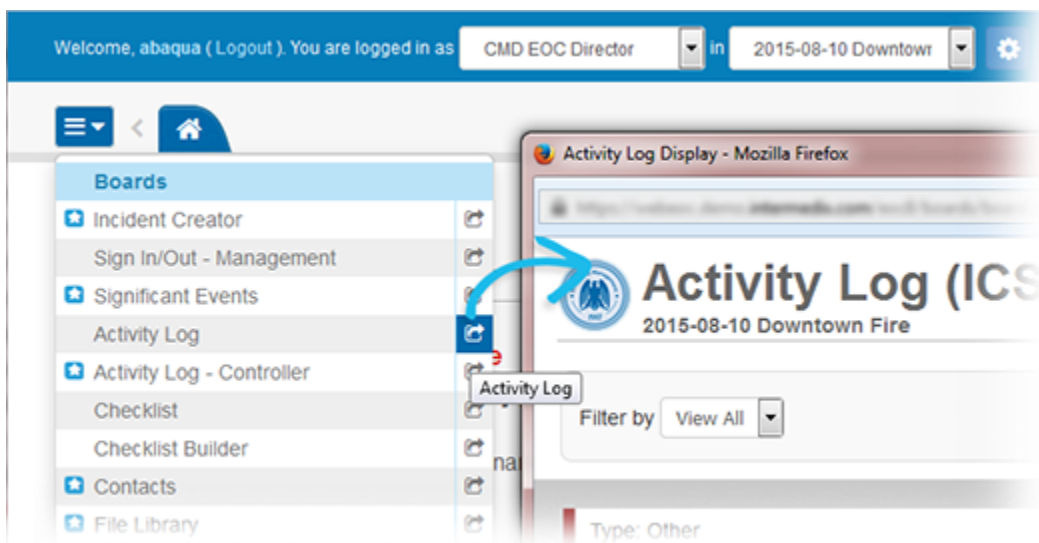
A star icon preceding a board name alerts you when new data has been posted to that board. Once the status board has been opened, the star disappears until new information has been added or existing information has been updated. If you have a status board open but not in view and updates are made to it by another user, the new data indicator appears on the tab. An indication of new data is also seen in both the control panel and the jump menu. All new data indicators

mirror the styles and functionality of the indicators seen in the control panel when closed status boards are changed or modified.

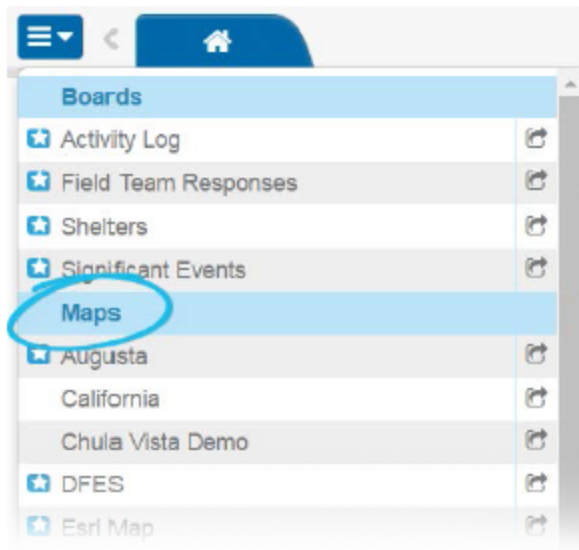


Clicking the name of a board, map, or plugin opens it in a new tab within the existing window. If you click the name of a board, map, or plugin that is already open, that opened tab comes into focus. Clicking the name of a link in the control panel automatically opens that item in a new window.

Multiple copies of a status board, map, or plugin can be opened if you open them in new windows. Clicking the window arrow to the right of the name opens the board, map, or plugin in a new window.

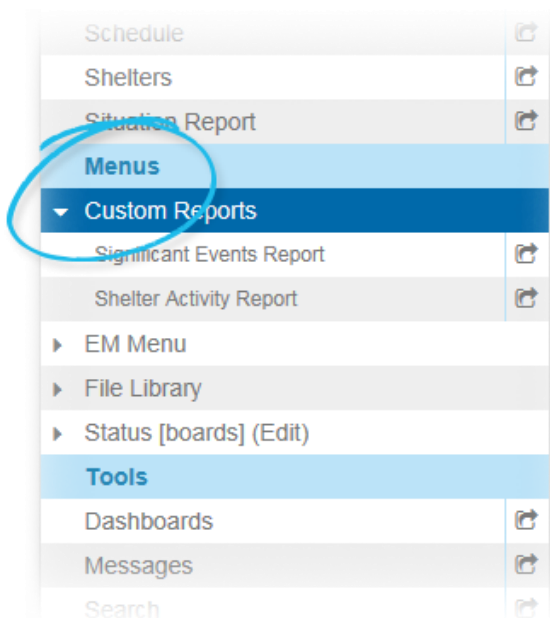


Maps to which you have access are likely to appear in the Maps section of the control panel. As with other items in the panel, clicking a map's name opens it in a new tab and clicking its window arrow on the right opens the map in a new window.



Menus are located in the control panel menu in the Menu section. The arrow symbol preceding the menu name indicates that the menu contains items. Items contained in the menus follow the same convention and behavior as status boards. A star icon preceding a menu item alerts user when a change has been made. Once the item containing new data has been opened and viewed, the star disappears until new information has been added or existing information has been updated.

Click the name of the menu or the arrow to the left of its name. The section expands to show you the available options.

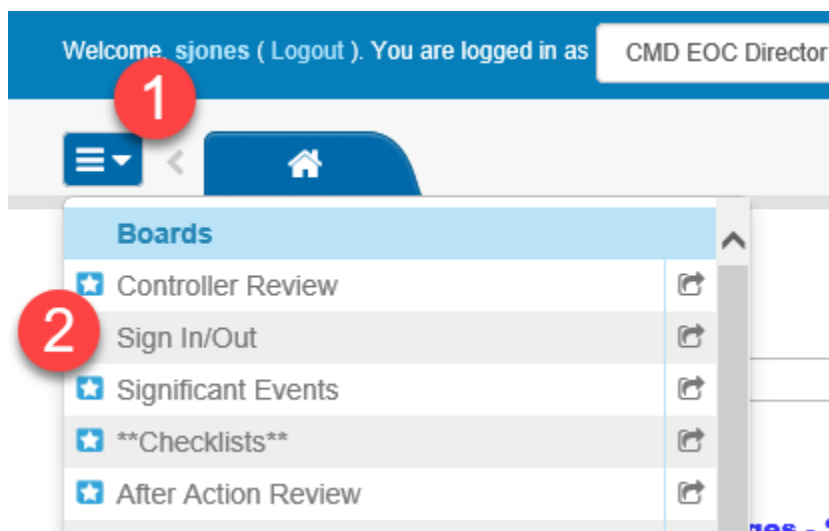


Menus can contain status boards, maps, plugins, links, or other menus. When the name of a menu option is clicked (that is, a board, map, or plugin), it opens in a new tab. If the menu option is a link, it opens in a new window.

## 6 Sign In/Out Board

The Sign In/Out board allows you to track who is currently on shift during an incident or day-to-day operation. The board also tracks hours worked by agency personnel.

### 6.1 Sign In



1. Click on the dropdown arrow of the control panel to see all available boards.
2. Click on the [Sign In/Out](#) board.

Welcome, sjones ( Logout ). You are logged in as CIC Call Center in New Gasparilla

intermedix

1. Sign In/Out

**Current EOC Staffing**

New Gasparilla

Sign In Actions

Search

| Position | Name | Contact # | Location | Email | Date/Time In | Shift |
|----------|------|-----------|----------|-------|--------------|-------|
|----------|------|-----------|----------|-------|--------------|-------|

1. Click on the [Sign In](#) button.

Position: CIC Call Center

Name: Shannon Jones

Location: COT

Contact #: 555555555

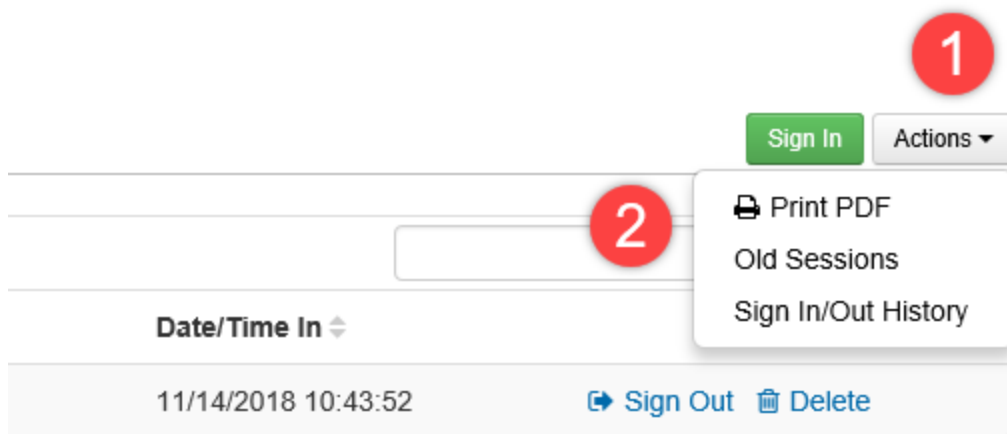
Email: shannon.jones@tampagov.net

Date/Time In: 12/26/2018 13:48:32

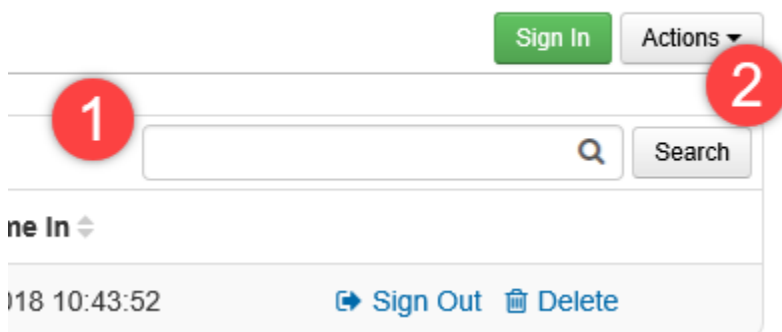
Shift\*: (Please Select)

Cancel Save

1. Confirm information in details fields.
2. Click the [drop-down arrow for shift](#) -> [Select shift A, B or C](#). **This field is marked in red and is a required field to fill out.** User will not be able to save without selecting a shift
3. Click [Save](#) button to complete sign in.



1 & 2. Click the [Actions](#) tab to: [Print PDF](#), view [Old Sessions](#) or view [Sign In/Out History](#).



1&2. User can enter in search criteria to filter list then click the [Search](#) button.

## 6.2 Sign Out

Welcome, sjones ( Logout ). You are logged in as CIC Call Center in New Gasparilla

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1. Sign In/Out

### Current EOC Staffing

New Gasparilla

Sign In Actions

| Position        | Name          | Contact # | Location | Email                      | Date/Time In        | Shift |
|-----------------|---------------|-----------|----------|----------------------------|---------------------|-------|
| CIC Call Center | Shannon Jones | 555555555 | COT      | shannon.jones@tampagov.net | 12/26/2018 13:48:32 | A     |

1

Sign Out

1. Click the [Sign Out](#) link when ready to sign out.

#### Details

|               |                            |
|---------------|----------------------------|
| Position      | CIC Call Center            |
| Name          | Shannon Jones              |
| Location      | COT                        |
| Contact #     | 555555555                  |
| Email         | shannon.jones@tampagov.net |
| Date/Time In  | 12/26/2018 13:48:32        |
| Date/Time Out | 12/26/2018 13:53:27        |
| Shift         | A                          |

1

Cancel Save

1. Click the [Save](#) button.

### Current EOC Staffing

New Gasparilla

Sign In Actions

| Position | Name | Contact # | Location | Email | Date/Time In | Shift |
|----------|------|-----------|----------|-------|--------------|-------|
|----------|------|-----------|----------|-------|--------------|-------|

1

1. User can now view they have been signed out and removed from the list.

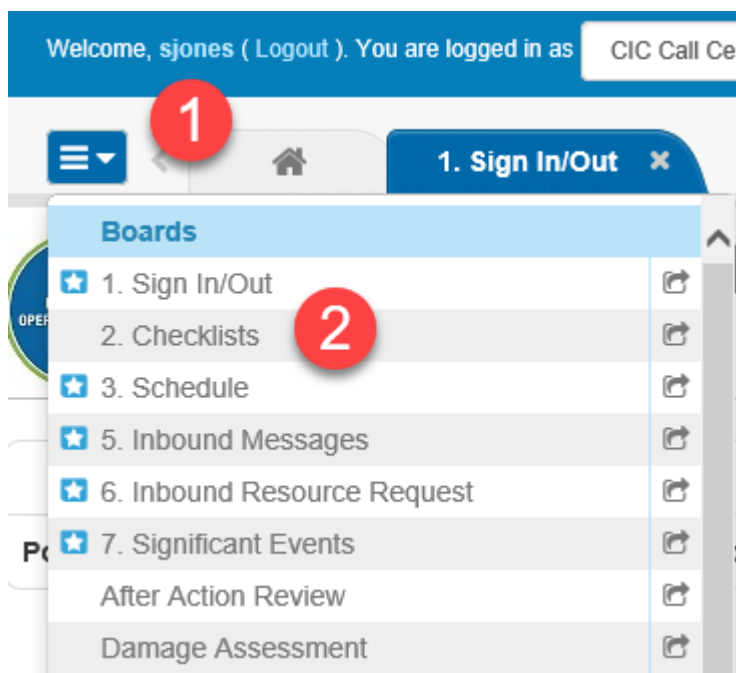
## 7 Checklists Board

The Checklist board allows you to create, edit, and view a chronological list of specific items that must be completed during an incident.

**\*\* Creator can assign to ESF positions and make read only for completion. \*\***

- a. ESF position can check box when complete

### 7.1 Edit/Update Items Completed checklist board



1. Click on the drop-down of the control panel.
2. Select the [Checklists](#) board

| Checklist Name    | Items Completed | Checklist Description    | Assigned To |
|-------------------|-----------------|--------------------------|-------------|
| Test for training | 0 of 0          | Test for training        | ESF-05      |
| ESF - 5 Checklist | 1 of 1          | Information and Planning | ESF-05      |

1. User can view all the checklists from main page view. **\*\*This is view for non-controller positions in WebEOC. \*\***
2. User can view items completed and determine if they have any open items or if they have been completed.
3. User can edit individual items by clicking on the [Edit](#) link of the item they want to edit individually.

## ESF - 5 Checklist

Incident: New Gasparilla

[« Return to List](#) [Reset Checklist](#) [Print PDF](#)

| Item # | Complete | Description   | Attachment | Comments                      |
|--------|----------|---|------------|-------------------------------|
|        |          | <p>MONITORING</p> <ul style="list-style-type: none"> <li>1. Maintain emergency and essential supplies and equipment.</li> <li>2. Meet with key personnel to update situation and review plan.</li> <li>3. Maintain status of veterinary and animal hospital capabilities.</li> <li>4. Assure emergency response and field deployment capability.</li> <li>5. Ensure ESF#5, Information &amp; Planning, bin stored at the EOC is stocked.</li> </ul> |            | <p><a href="#">Update</a></p> |

1. User can read checklist items then click [Update](#) to mark completed.

Priority: Medium  
 Attachment:  [Browse...](#)  
 Comments:   
 Complete: ☒  
 Date/Time Complete: 12/18/2018 13:48:28

[Cancel](#) [Save](#)

**\*\*User will scroll to the bottom of the checklist item:**

1. User can add an attachment.
2. User can enter comments.
3. Click [check box](#) to confirm they have read and completed checklist item.
4. User can view the system will auto populate Date/Time Complete.
5. Click [Save](#) when finished.

|   |   |   |
|---|---|---|
| <div style="background-color: #f0f0f0; border-radius: 50%; width: 40px; height: 40px; line-height: 40px; margin: 0 auto; font-size: 24px; color: white; background-color: red;">1</div> <div style="text-align: center; margin-top: 10px;"> <span style="color: green;">✓</span> 12/18/2018 13:48:28<br/> Chris Rice<br/> ESF-05 </div> | 11. Prepare a list of all agencies, department, and/or individuals with whom contact must be made for representation in the EOC.<br>12. Compile and display incident assessment and status information.<br>13. Assemble information on alternative strategies.<br>14. Identify the need for specialized resources.<br>15. Provide periodic predictions on incident potential.<br>16. Prepare and distribute Incident Action Plans.<br>17. Maintain communications with HC EOC.<br>18. Prepare geographical depictions of the disaster impact. | <div style="background-color: #f0f0f0; border-radius: 50%; width: 40px; height: 40px; line-height: 40px; margin: 0 auto; font-size: 24px; color: white; background-color: red;">2</div> <div style="text-align: center; margin-top: 10px;">test</div> |
|---|---|---|

**\*\*User will scroll down the checklist item:**

1. User can view the Date/Time stamp, user name and position confirmation auto generated by the system was added to checklist item once completed.
2. User can view any comments they added when editing the document then clicked save from previous screen save.

## ESF - 5 Checklist

Incident: New Gasparilla

1
2

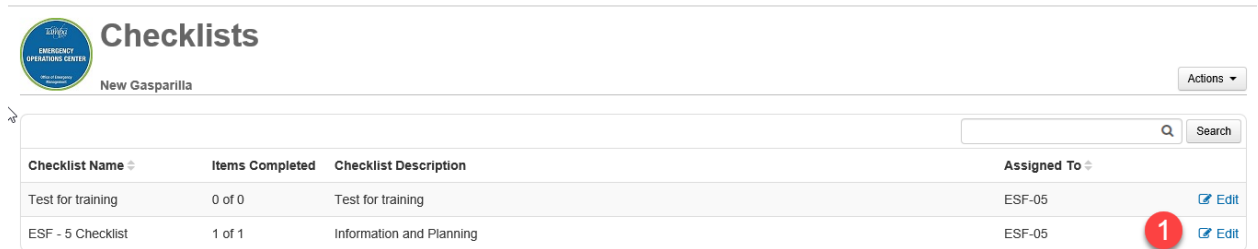
[« Return to List](#)
[↺ Reset Checklist](#)
[🖨 Print PDF](#)

| Item # | Complete | Description                                      | Attachment | Comments |
|--------|----------|--|------------|----------|
|        |          | MONITORING                                       |            |          |
|        |          | 4. Maintain emergency and essential supplies and |            |          |

3
[🔄 Update](#)

1. Click [Return to List](#) to go back to main list view of all checklist items.
2. User can Click [Print PDF](#) if want to print checklist.
3. Click [Update](#) to if need to update checklist item again.

## 7.2 Reset Checklist



The screenshot shows the 'Checklists' page for the 'New Gasparilla' incident. It features a table with columns: Checklist Name, Items Completed, Checklist Description, and Assigned To. A red circle with the number '1' highlights the 'Edit' link for the 'ESF - 5 Checklist' row.

| Checklist Name    | Items Completed | Checklist Description    | Assigned To |
|-------------------|-----------------|--------------------------|-------------|
| Test for training | 0 of 0          | Test for training        | ESF-05      |
| ESF - 5 Checklist | 1 of 1          | Information and Planning | ESF-05      |

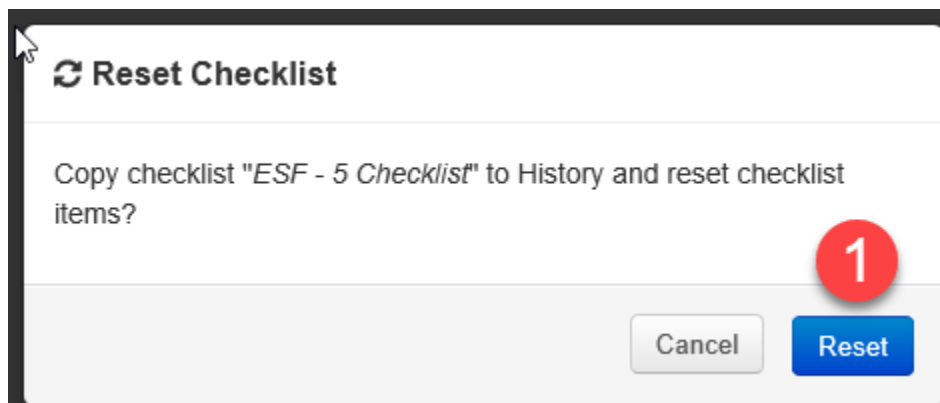
1. Click [Edit](#) link of the checklist item to reset.



The screenshot shows the 'ESF - 5 Checklist' details page. It includes a table with columns: Item #, Complete, Description, Attachment, and Comments. A red circle with the number '1' highlights the 'Reset Checklist' link in the top right corner.

| Item # | Complete | Description | Attachment | Comments |
|--------|----------|-------------|------------|----------|
|        |          | MONITORING  |            |          |

4. Click [Reset Checklist](#) to set back to not completed.



The screenshot shows a 'Reset Checklist' dialog box. It contains the text: 'Copy checklist "ESF - 5 Checklist" to History and reset checklist items?'. At the bottom, there are two buttons: 'Cancel' and 'Reset'. A red circle with the number '1' highlights the 'Reset' button.

1. Click [Reset](#).

### Incident: New Gasparilla

« Return to List  Reset Checklist  Print PDF

| Item # | Complete | Description                                   | Attachment | Comments               |
|--------|----------|---|------------|------------------------|
|        |          | MONITORING                                    |            | <a href="#">Update</a> |
| 1      |          | Maintain emergency and essential supplies and |            |                        |

1. Click [Return to List](#).

| Checklist Management |                 |                          |             |
|----------------------|-----------------|--------------------------|-------------|
| Checklist Name       | Items Completed | Checklist Description    | Assigned To |
| ESF - 5 Checklist    | 0 of 1          | Information and Planning | ESF-05      |
| Test for training    | 0 of 0          | Test for training        | ESF-05      |

1. User can view the items completed has been reset to 0 of 0 completed instead of 1 of 1 completed. User now knows they have an open item to complete.

### 7.3 View Checklist History

☰


<

🏠

2. Checklists ✕

>

📄



# Checklists

New Gasparilla

1

Actions ▼


2

🔍 View Checklist History

🖨️ Print PDF

| Checklist Name ▾ | Items Completed | Checklist Description | Assigned To ▾ |
|------------------|-----------------|-----------------------|---------------|
|------------------|-----------------|-----------------------|---------------|

1. Click drop-down arrow on **Actions** tab.
2. Click **View Checklist History**.



## Checklist History

New Gasparilla


| Checklist Name    | Items Completed | Checklist Description    | Assigned To | Date/Time           |
|-------------------|-----------------|--------------------------|-------------|---------------------|
| ESF - 5 Checklist | 1 of 1          | Information and Planning | ESF-05      | 12/26/2018 14:32:56 |

1. Click [View](#) to view history of checklist(s) items in history after they have been reset.

| Checklist Name    | Items Completed | Checklist Description    | Assigned To | Date/Time           |
|-------------------|-----------------|--------------------------|-------------|---------------------|
| ESF - 5 Checklist | 1 of 1          | Information and Planning | ESF-05      | 12/26/2018 14:32:56 |

| Checklist Name    | Items Completed | Checklist Description    | Assigned To | Date/Time           |
|-------------------|-----------------|--------------------------|-------------|---------------------|
| ESF - 5 Checklist | 1 of 1          | Information and Planning | ESF-05      | 12/26/2018 14:32:56 |

1. Click the drop-down tab on [Actions](#) tab to return to current checklists items.
2. Click [View Current Checklists](#).



## Checklists

New Gasparilla

| Checklist Name    | Items Completed | Checklist Description    | Assigned To |
|-------------------|-----------------|--------------------------|-------------|
| ESF - 5 Checklist | 0 of 1          | Information and Planning | ESF-05      |
| Test for training | 0 of 0          | Test for training        | ESF-05      |

1. User can view they are back on the current checklists items board/screen.

## 7.4 Print PDF

The screenshot shows the 'Checklists' page for 'New Gasparilla'. At the top right, there is an 'Actions' dropdown menu (labeled 1). The menu is open, showing options: 'View Checklist History' and 'Print PDF' (labeled 2). Below the menu is a table with columns: 'Checklist Name', 'Items Completed', 'Checklist Description', and 'Assigned To'. The table contains one row: 'ESF - 5 Checklist', '0 of 1', 'Information and Planning', and 'ESF-05'. There is an 'Edit' link at the end of the row.

1. Click on the [Actions](#) tab drop-down.
2. Click [Print PDF](#) to print PDF. Follow computer instructions to complete printing process.

## 7.5 Search

The screenshot shows the 'Checklists' page with a search filter applied. At the top right, there is a search bar (labeled 1) containing the text 'main street' and a 'Search' button (labeled 2). Below the search bar is a table with columns: 'Checklist Name', 'Items Completed', 'Checklist Description', and 'Assigned To'. The table contains two rows: 'Main street' (0 of 0, 'Remove all barricades from the street') and 'Call Center' (0 of 0, 'Call Center Description'). Each row has an 'Edit' link and a 'View' link.

1. Enter search criteria.
2. Click the [Search](#) button.

The screenshot shows the 'Checklists' page with a search filter applied. At the top right, there is a search bar (labeled 1) containing the text 'main street' and a 'Search' button (labeled 2). Below the search bar is a table with columns: 'Checklist Name', 'Items Completed', 'Checklist Description', and 'Assigned To'. The table contains two rows: 'Main street' (0 of 0, 'Remove all barricades from the street') and 'Call Center' (0 of 0, 'Call Center Description'). Each row has an 'Edit' link and a 'View' link. A cursor is pointing to the search bar.

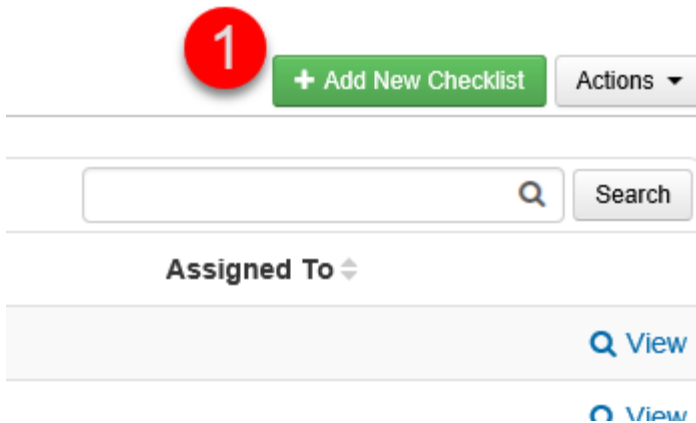
1. User can see all results with “Main Street” as part of the checklist.
2. To clear search filter and return to full list – delete the text in the search box.
3. Click the [Search](#) button.

The screenshot shows the 'Checklists' page with the search filter cleared. At the top right, there is a search bar (labeled 1) containing the text 'main street' and a 'Search' button. Below the search bar is a table with columns: 'Checklist Name', 'Items Completed', 'Checklist Description', and 'Assigned To'. The table contains two rows: 'Main street' (0 of 0, 'Remove all barricades from the street') and 'Call Center' (0 of 0, 'Call Center Description'). Each row has an 'Edit' link and a 'View' link.

1. User can see search was cleared and can view all results available.

## 7.6 Add New Checklist

This will be permission based so not all users will be able to perform this function. CMD EOC Director, CMD Incident Commander, ERC 1, ERC 2 and ERC 3 can perform this function.




The screenshot shows a top navigation bar with a green button labeled "+ Add New Checklist" and a grey button labeled "Actions" with a dropdown arrow. Below this is a search bar with a magnifying glass icon and a "Search" button. Under the search bar is a section titled "Assigned To" with a dropdown arrow. Below this section are two "View" buttons, each with a magnifying glass icon.

1. Click the + Add New Checklist button.



The screenshot shows the "New Checklist" form. At the top, it says "Incident: New Gasparilla". The form has three input fields: "Checklist Name" (1), "Checklist Description" (2), and "Assign To" (3). The "Assign To" field is a dropdown menu showing "CIC Call Center". At the bottom right of the form is a "Save" button (4) and a "Cancel" button.

1. Enter Checklist Name.
2. Enter Checklist Description.
3. Select Assign To from the drop-down list.
4. Click the Save button.



## Checklist Builder

New Gasparilla


[+ Add New Checklist](#) [Actions](#)

| Checklist Name   | Items Completed | Checklist Description               | Assigned To                           |
|--|-----------------|-------------------------------------|---------------------------------------|
| <a href="#">Edit</a> Make sure to add new checklist item | 0 of 0 <b>1</b> | Please follow detailed instructions | CMD EOC Director <a href="#">View</a> |
| <a href="#">Edit</a> ESF - 5 Checklist                   | 0 of 1          | Information and Planning            | ESF-05 <a href="#">View</a>           |
| <a href="#">Edit</a> Test for training                   | 0 of 0          | Test for training                   | ESF-05 <a href="#">View</a>           |

1. User can view the new check list item was added.

7.7 Add Checklist Item(s)

This will be permission based so not all users will be able to perform this function. CMD EOC Director, CMD Incident Commander, ERC 1, ERC 2 and ERC 3 can perform this function.



## Checklist Builder

New Gasparilla

[+ Add New Checklist](#) [Actions](#)

| Checklist Name   | Items Completed | Checklist Description               | Assigned To                                    |
|--|-----------------|-------------------------------------|--|
| <a href="#">Edit</a> Make sure to add new checklist item | 0 of 0          | Please follow detailed instructions | CMD EOC Director <b>1</b> <a href="#">View</a> |
| <a href="#">Edit</a> ESF - 5 Checklist                   | 0 of 1          | Information and Planning            | ESF-05 <a href="#">View</a>                    |
| <a href="#">Edit</a> Test for training                   | 0 of 0          | Test for training                   | ESF-05 <a href="#">View</a>                    |

1. Click on [View](#) link of the checklist name you want to add checklist items to.

## Make sure to add new checklist item

Incident: New Gasparilla

[Return to List](#) [Reset Checklist](#) [Print PDF](#)

[+ Add Checklist Item](#)

| Item # | Complete | Description | Attachment | Comments |
|--------|----------|-------------|------------|----------|
|--------|----------|-------------|------------|----------|

1. Click on the [+ Add Checklist Item](#) button.

## Make sure to add new checklist item

Incident: New Gasparilla

**Checklist Item**

Item No

1

Item Description

testing for training

Priority

Medium

Attachment

Browse...

Comments

This is a test

Complete

☐

Date/Time Complete

List Status

☒ Post ☐ Remove

Cancel

Save

1. Enter [Item No.](#) if any. Not a required field.
2. Enter [Item Description](#).
3. Select [Priority](#) from drop-down arrow – Low, Medium or Urgent are selection options.
4. Add Attachment if necessary.

5. Enter [Comments](#).
6. Check box if complete or not.
7. System will auto populate Date/Time Complete when Complete check box is checked.
8. Select [List Status](#) of Post or Remove.
9. Click [Save](#) when finished.

## Make sure to add new checklist item

Incident: New Gasparilla

[« Return to List](#)
[Reset Checklist](#)
[Print PDF](#)
[+ Add Checklist Item](#)

| Item # | Complete | Description          | Attachment | Comments       |                        |
|--------|----------|----------------------|------------|----------------|------------------------|
| 1      |          | testing for training |            | This is a test | <a href="#">Update</a> |

1. User can view the checklist item was added to the list view.
2. Click [«Return to List](#) to return to main list view.

## 7.8 Delete Checklist Item

This will be permission based so not all users will be able to perform this function. CMD EOC Director, CMD Incident Commander, ERC 1, ERC 2 and ERC 3 can perform this function.



|                      | Checklist Name              | Items Completed | Checklist Description   |
|----------------------|-----------------------------|-----------------|---|
| <a href="#">Edit</a> | sandbag distribution center | 0 of 0          | make sure 20k more bags are ordered.<br>I am reassigning to Sherish Hills and Kevin Frye - sj |
| <a href="#">Edit</a> | Main street                 | 0 of 0          | Remove all barricades from the street   |
| <a href="#">Edit</a> | Call Center                 | 0 of 0          | Call Center Description   |

1. Click on the [Edit](#) icon of the checklist item they wish to edit.

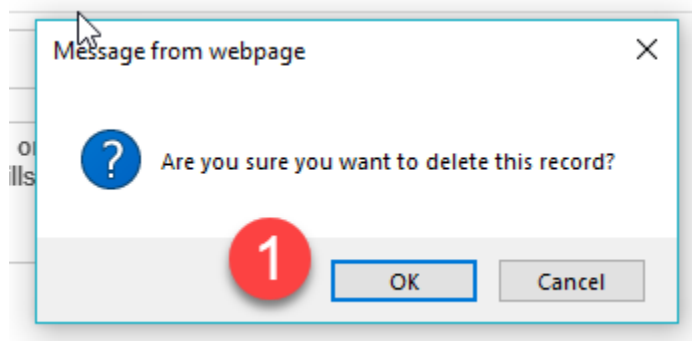
## Edit Checklist

Incident: 10-18-2018 New Test Incident



|                       |   |
|-----------------------|---|
| Checklist Name        | sandbag distribution c                      |
| Checklist Description | make sure 20k more<br>I am reassigning to S |
| Assign To             | <input type="button" value="v"/>            |



1. Click on the [Delete](#) button.



1. Confirm delete by clicking [Ok](#).

|  | Checklist Name ▾ | Items Completed | Checklist Description                 |
|--|------------------|-----------------|---------------------------------------|
|  Edit | Main street      | 0 of 0          | Remove all barricades from the street |
|  Edit | Call Center      | 0 of 0          | Call Center Description               |

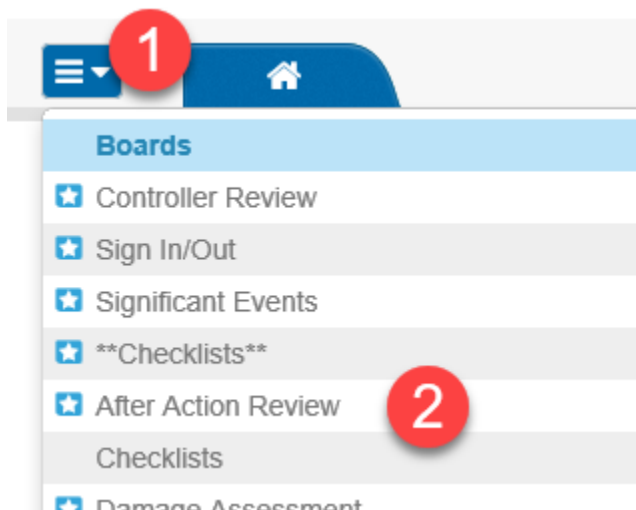
1. User can view the checklist item was deleted and is no longer showing on the list.

## 8 After Action Review Board

The After-Action Review board allows you to document comments or recommendations after an incident and track the resolution of items.

### 8.1 View Synopsis

User can view all the entries on the board once they open the board – to view individual synopsis see below:



1. Click on the drop - down arrow of the control panel.
2. Click [After Action Review](#) to open board.

| Record # | Synopsis   | Reply from Management   | Details  |
|----------|--|---|--|
| 6        | <p><b>Comments or Issues</b><br/>webeoc was easy to use and really helps keep all users organized and on task</p> <p><b>Recommendations for Improvement</b><br/>more training throughout the year to keep users familiar with the software</p> | will set up more training sessions to be available to all users who want ongoing or refresher training classes throughout the year. | <div>1</div> <a href="#">View</a> <a href="#">Edit</a><br><a href="#">Delete</a> |

1. Click on the [View](#) link of the individual synopsis to open.

## After Action Review

10-11-18 New Test Incident

Last Updated: 11/09/2018 12:03:31

[Return to List](#) [Print PDF](#) [Edit](#)

### Originator

**Full Name** shannon jones  
**Organization**

1

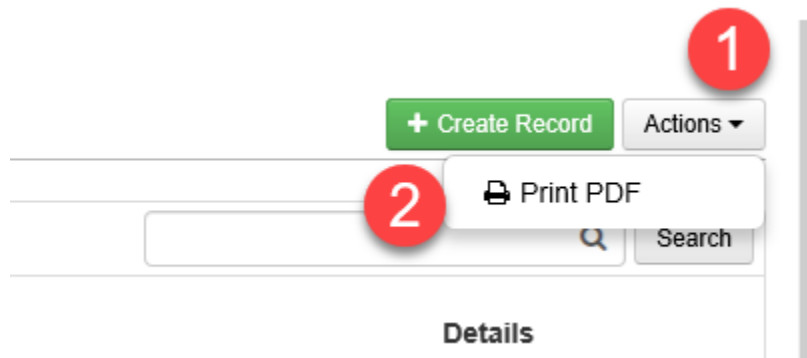
  
**Phone** 5555555555  
**Email** shamjones622@yahoo.com

### Comments or Issues

webeoc was easy to use and really helps keep all users organized and on task

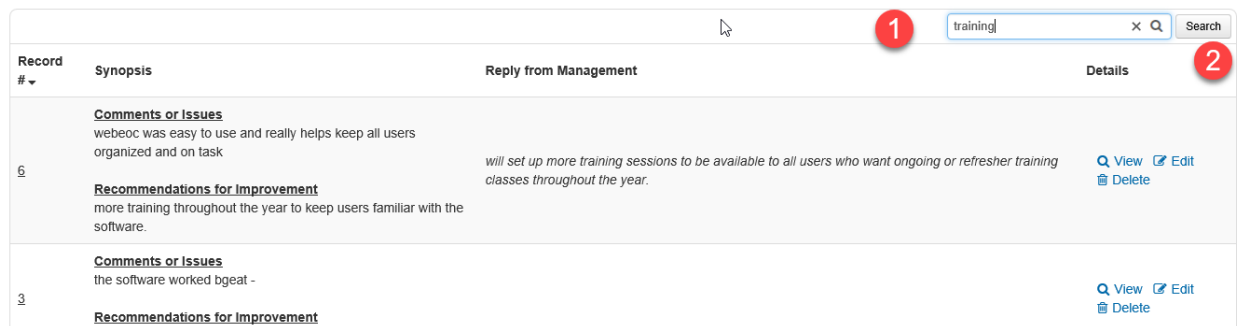
1. User can view information.
2. User can print a PDF of the synopsis by clicking the [Print PDF](#) link.
3. User can return to full list by clicking the [Return to List](#) link.

## 8.2 Action tab – Print PDF



1. Click on the [Actions](#) tab dropdown.
2. Click [Print PDF](#).

## 8.3 Search



1. Enter search criteria in search box.
2. Click the [Search](#) button.

| Record # | Synopsis  | Reply from Management   | Details   |
|----------|---|---|---|
| 2        | <p><b>Comments or Issues</b><br/>webeoc was easy to use and really helps keep all users organized and on task</p> <p><b>Recommendations for Improvement</b><br/>more training throughout the year to keep users familiar with the software.</p> | will set up more training sessions to be available to all users who want ongoing or refresher training classes throughout the year. | <a href="#">View</a> <a href="#">Edit</a><br><a href="#">Delete</a> |

1. User will now only be able to view the synopsis containing the word training in it.
2. Clear search by deleting the text in the search box.
3. Click the [Search](#) button again to show all synopsis's again and not the filtered list from the search.

## 8.4 Create New Record

This will be permission based so not all users will be able to perform this function.

**+ Create Record** **Actions**

**Search**

**Details**

1. Click [+ Create Record](#) button.

---

## After Action Report

---

**Originator** 1

Full Name

Shannon Jones

Organization

Phone

5555555555

Email

shannon.jones@tampagov.net

**Comments or Issues** 2

1. Fill out all information.
2. Fill out all information.


1

Cancel

Save

1. After filling out all the information, user will scroll to the bottom of the create new record page and click the [Save](#) button.
2. User will be able to view new record was added to main list.

## 8.5 Edit Record

**After Action Review**  
New Gasparilla

[+ Create Record](#) [Actions](#)

Record # ▾

Synopsis

Reply from Management

Details

16

Comments or Issues  
test

Recommendations for Improvement  
test

[View](#) [Edit](#)

1. Click on [Edit](#) link.

### After Action Report

**Originator**

Full Name

Shannon Jones

Organization

Phone

5555555555

Email

shannon.jones@tampagov.net

**Comments or Issues**

test

**Recommendations for Improvement**

test

#### After Action Review: Form Guide

[\[ Return to Beginning \]](#)

##### Instruction of Use

This board is used to post comments and recommendations. If you have suggestions for improvement, abilities that you'd like to see in WebEOC, or even updates/ changes that you'd like made to a board it can be posted here. It is not necessary to wait until the end of an incident or an event to post a recommendation or comment and is highly encouraged to do so during WebEOC use.

#### Instruction of Use

This board is used to post comments and recommendations. If you have suggestions for improvement, abilities that you'd like to see in WebEOC, or even updates/ changes that you'd like made to a board it can be posted here. It is not necessary to wait until the end of an incident or an event to post a recommendation or comment and is highly encouraged to do so during WebEOC use.

#### Field Descriptions

- **Full Name:** Enter your first and last name. Preferred Format: John Doe
- **Organization:** Enter the name of your organization.
- **Phone:** Enter your phone number. Preferred Format: (561) 555-5555
- **Email:** Enter your email address.
- **Comments or Issue:** List any comments/ issues that you may have pertaining to an event, exercise, or WebEOC.
- **Recommendations for Improvement:** List your recommendations to improve any issues you may have.

4

Cancel Save

1. Make any necessary edits to the Originator section.
2. Make any necessary edits to the Comments or Issues section.
3. Make any necessary edits to the Recommendations for Improvement section.
4. Click [Save](#) when completed.



## After Action Review

New Gasparilla

+ Create Record Actions

| Record # | Synopsis   | Reply from Management | Details  |
|----------|--|-----------------------|--|
| 16       | <div><div>1</div><div><b>Comments or Issues</b><br/>test<br/><br/>I can view edits have been made and saved.</div></div> |                       | <div><a href="#">View</a> <a href="#">Edit</a></div> |
|          | <div><div><b>Recommendations for Improvement</b><br/>test<br/><br/>Edits have saved.</div></div>                         |                       |  |

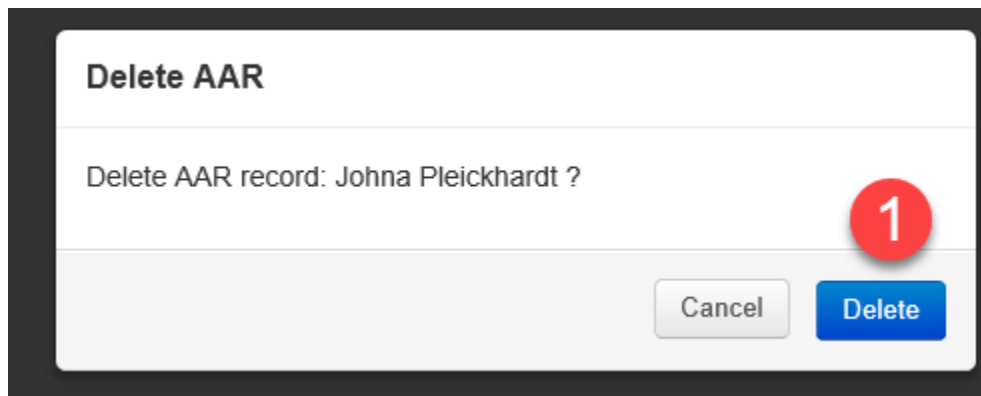
1. User can view edits were made and saved.

## 8.6 Delete Record

This will be permission based so not all users will be able to perform this function. CMD EOC Director, CMD Incident Commander, ERC 1, ERC 2 and ERC 3 can perform this function.

|   |  |  |
|---|--|--|
| 3 | <p><u>Comments or Issues</u><br/>the software worked bgeat -</p> <p><u>Recommendations for Improvement</u></p> | <div>1</div> <div> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> </div> |
|---|--|--|

1. Click on the [Delete](#) link of the record they wish to delete.



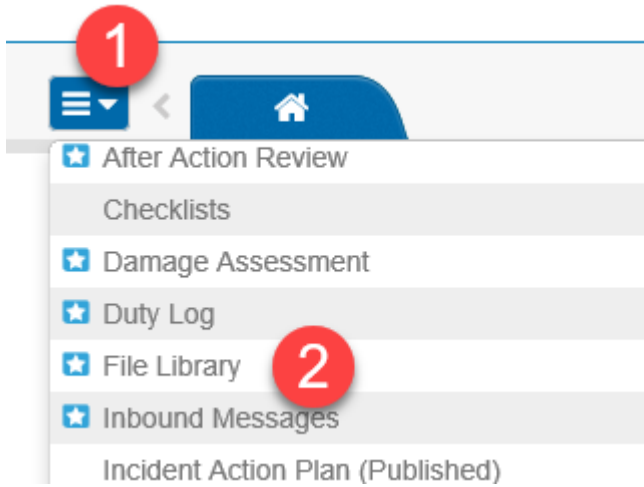
1. Click [Delete](#).
2. User can view the record was deleted from the list.

## 9 File Library Board

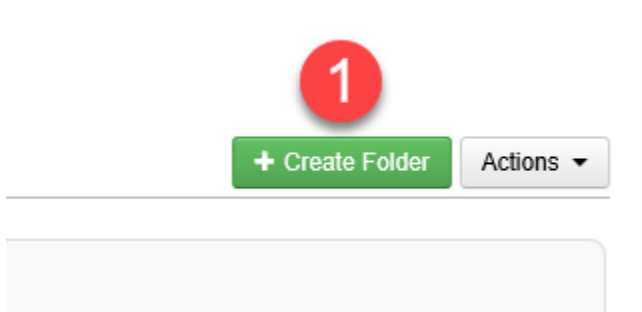
This board is permission based so not all users will be able to perform all the below functions.

The File Library board allows you to upload, organize, and share documents and files across your organization. It also allows you to create private folders that can only be viewed by the position that created the folder.

## 9.1 Create Folder



1. Click on the control panel drop down arrow.
2. Click on the [File Library](#) board.



1. Click on [+ Create Folder](#) button.

**Edit Folder**

---

Edit Folder
1

Folder Name

---

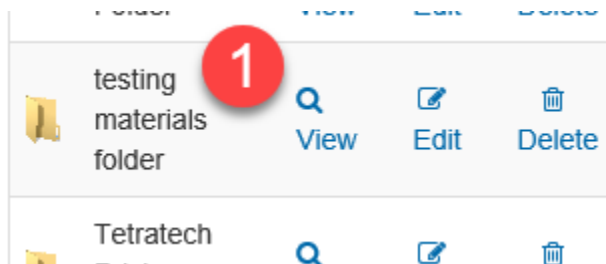
Folder Type
2

Folders
Shared Folder
Shared folders can be viewed by everyone.
3


Cancel
Save

1. Enter folder name.
2. Select folder type from the drop down. Shared or private. Shared - all users/positions in Webeoc can view the folders/files. Private – only users with the same position as the user who created the folder can view the folder/files.
3. Click the [Save](#) button when completed.
4. User can view the new folder was created/added to the list.

## 9.2 Create Subfolder



1. Click on the [View](#) link of the master folder you want to add a subfolder too.



1

+ Create Subfolder

+ Create File

Actions ▾

---

| Date Added | Details |
|------------|---------|
|------------|---------|

1. Click [+ Create Subfolder](#).

**Edit SubFolder**

Edit Subfolder

1

Folder Name

User training

x

2

Cancel


Save


1. Enter folder name.
2. Click the [Save](#) button.


**Master Folder > testing materials folder**


**Master Folder List**


1

 testing materials folder

 User training

 View

 Edit

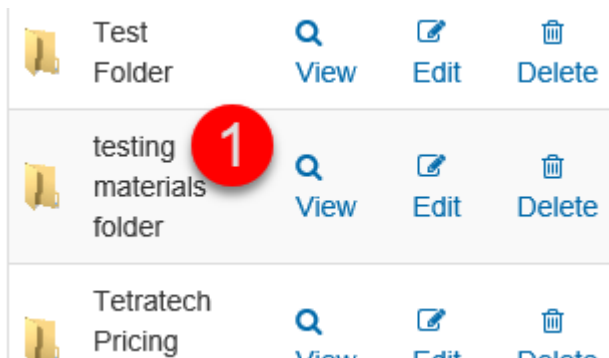
 Delete

**File Name**

1. User can see the new subfolder was added.

### 9.3 Create File

This will be permission based so not all users will be able to perform this function.



1. Click [View](#) of the folder you want to create a new file for.


















1. Click the [+ Create File](#) button.



1. Click the [Actions](#) tab.
2. Select << [Back](#) from the drop down.
3. User will now be on the main list page.


## 9.5 View Folder

**Master Folder List**

|   |  |  |  |  |
|---|--|--|--|--|
|    | Purchasing<br>Department<br>Emergency<br>Contracts |  View   |  Edit   |  Delete   |
|    | Test File<br>Folder                                |  View   |  Edit   |  Delete   |
|  | Test<br>Folder                                     |  View |  Edit |  Delete |
|   | testing  |       |       |         |

**File Name**  
*Select a folder from the*

1. Click the [View](#) link of the folder to view.
2. User is now able to view the folder selected.



+ Create Subfolder
+ Create File

**1**
Actions ▼













**2**
<< Back

To return to the main list page:

1. Click the [Actions](#) tab.
2. Click the << [Back](#) link in blue.

## 9.6 Edit Folder

This will be permission based so not all users will be able to perform this function.

|   |                          |  |  |  |
|---|--------------------------|--|--|--|
|  | Test Folder              |  View |  Edit |  Delete |
|  | testing materials folder |  View |  Edit |  Delete |
|  | Tetrattech Pricing Sheet |  View |  Edit |  Delete |

1. From the main list the click on the [Edit](#) link in blue of the folder you wish to edit.

**Edit Folder**

Edit Folder

1

Folder Name

testing materials folder

Folder Type

Folders

Shared Folder

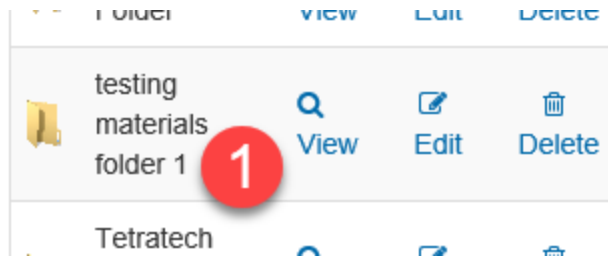
Shared folders can be viewed by everyone.

Cancel

Save

2

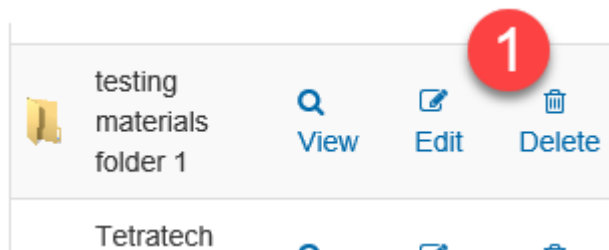
1. Make necessary edits.
2. Click the [Save](#) button.



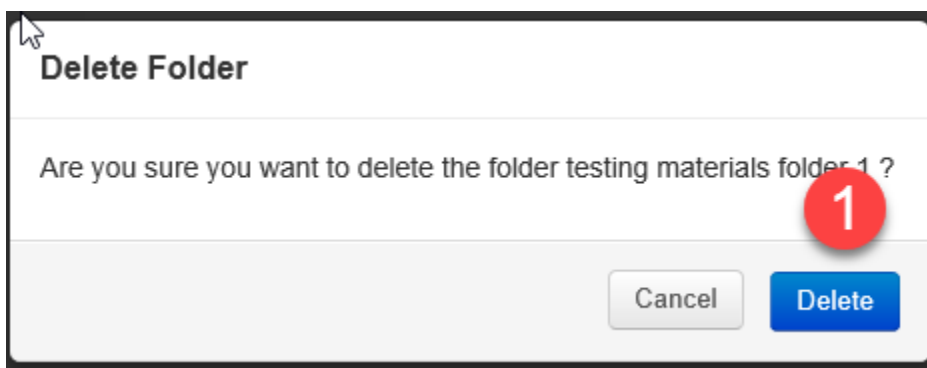
1. User can see edits were made and saved.

## 9.7 Delete Folder





















This will be permission based so not all users will be able to perform this function.



1. Click the [Delete](#) icon of the folder they wish to delete.

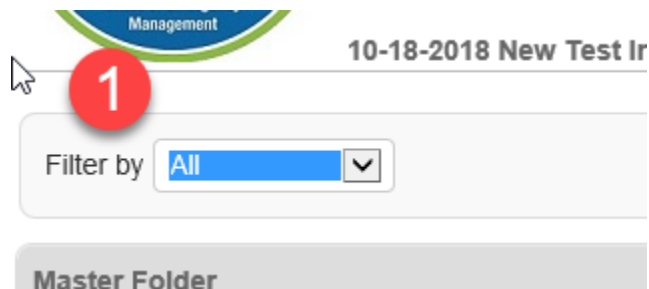


1. Click the [Delete](#) button.

| Master Folder List   |  |  |  |  |
|--|--|--|--|--|
|   | Purchasing<br>Department<br>Emergency<br>Contracts | <br>View  | <br>Edit  | <br>Delete  |
|   | Test File<br>Folder                                | <br>View  | <br>Edit  | <br>Delete  |
|   | Test<br>Folder                                     | <br>View  | <br>Edit  | <br>Delete  |
|   | Tetrattech<br>Pricing<br>Sheet                     | <br>View  | <br>Edit  | <br>Delete  |
|  | TFR EM   | <br>View | <br>Edit | <br>Delete |

1. User can view the file was deleted and removed from the list.

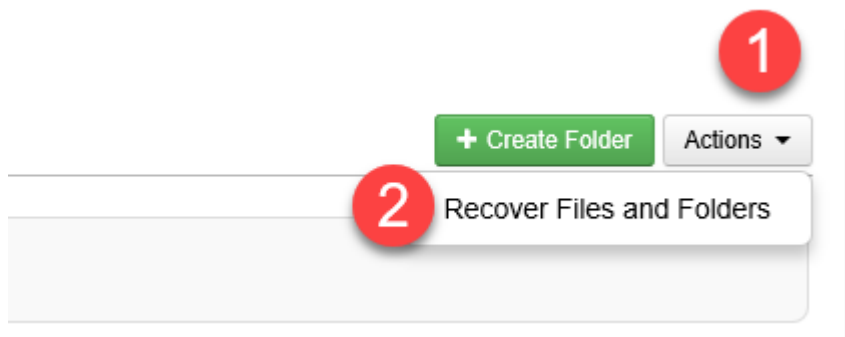
## 9.8 Filter Folder List



1. Filter folder list results by clicking the drop-down tab of the filter by field.
2. Filter by all, shared or private folders to list in the folders list.
3. User can filter, and view filter was successful.

## 9.9 Recover Files & Folders














This will be permission based so not all users will be able to perform this function.



1. Click the [Actions](#) tab.
2. Select [Recover Files & Folders](#),

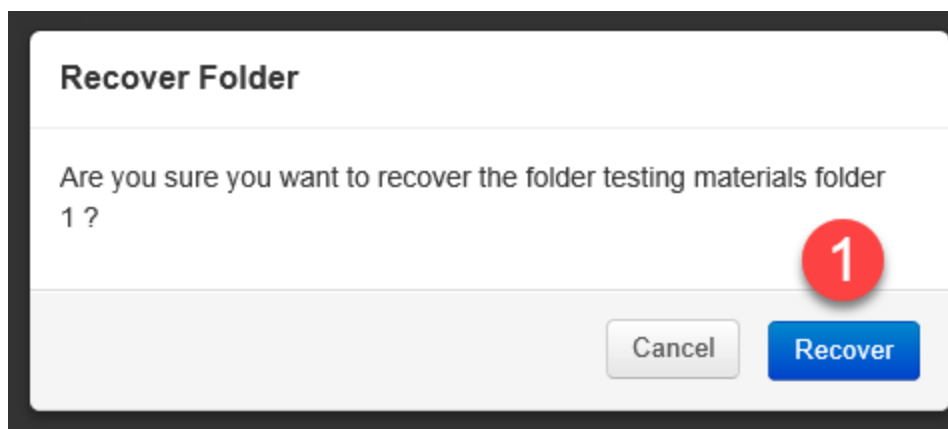
Master Folder List

1

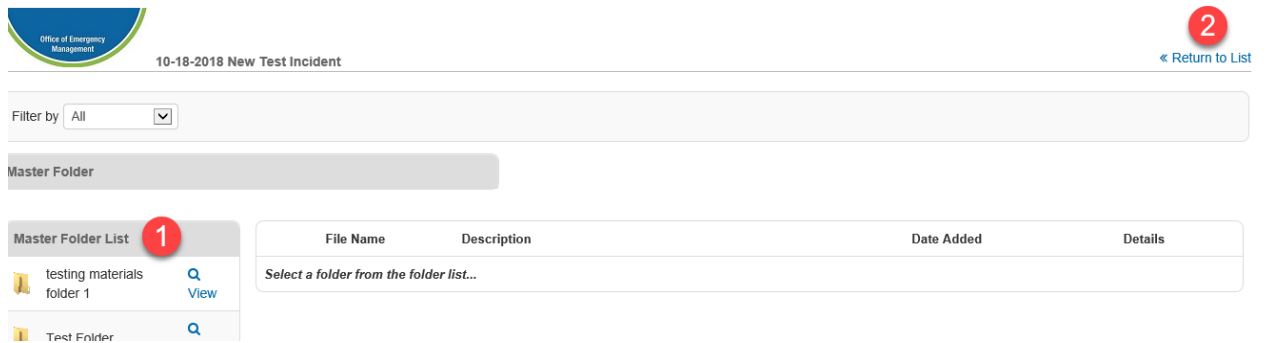
|   |   |   |
|---|---|---|
|    | testing materials folder 1                | <br>View  |
|    | Test Folder                               | <br>View   |
|    | TFR EM                                    | <br>View   |
|    | Purchasing Department Emergency Contracts | <br>View   |
|    | Tetrattech Pricing Sheet                  | <br>View   |
|  | Test File Folder                          | <br>View   |

| File Name                               | Des |
|---|-----|
| Select a folder from the folder list... |     |

1. Select file/folder to recover from list. Files/folders that can be recovered will have the blue recycling can next to it. Click the recycling can next to the file/folder you wish to recover.



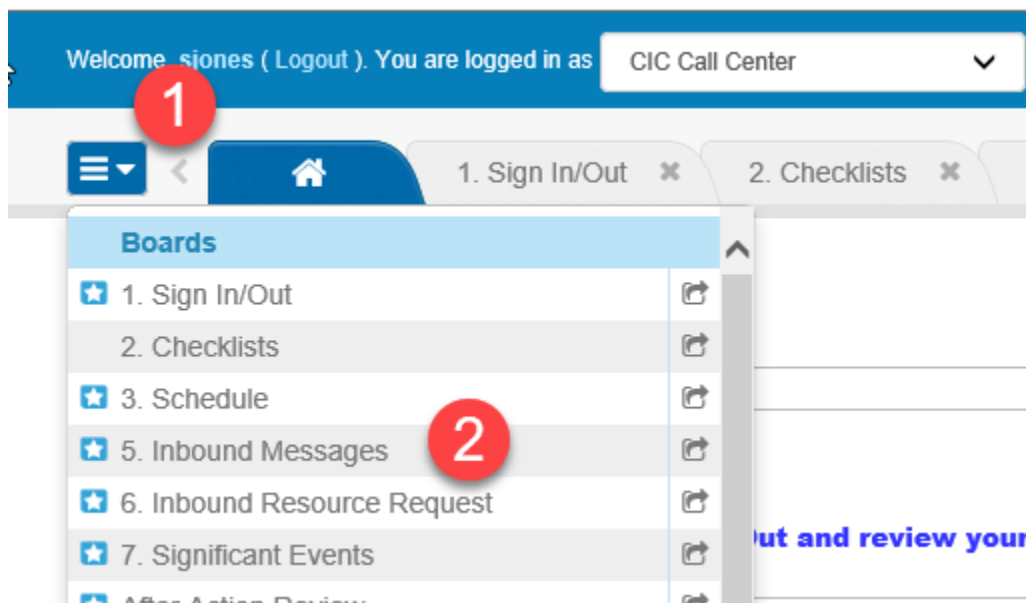
1. Click the [Recover](#) button.



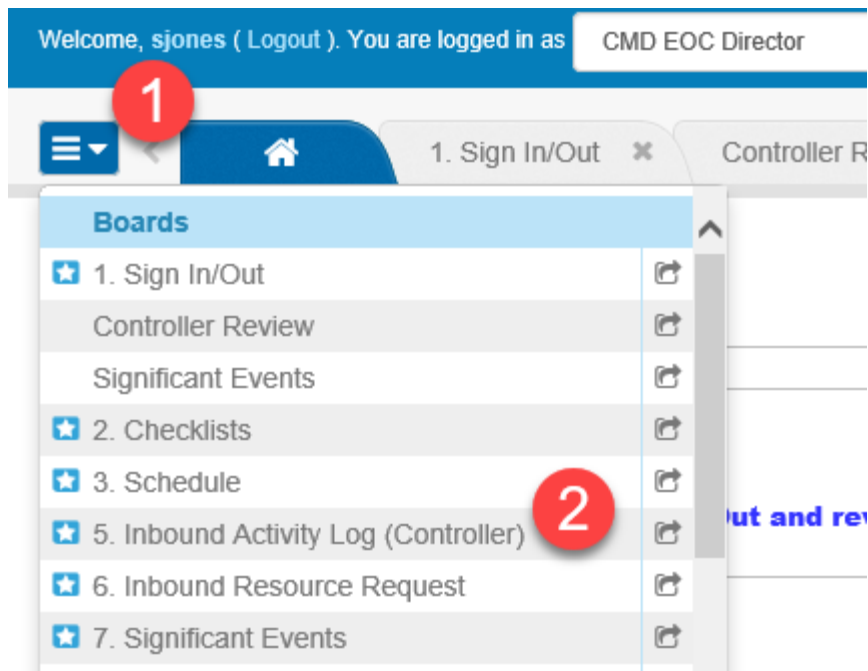
1. User can view the file/folder was recovered and the blue recycling can is no longer available.
2. Click the [Return to List](#) link to go back to master list/main page.

## 10 Inbound Messages/Activity Log Board

1. The CIC Call Center position will see Inbound Messages board from drop down, all other positions will see Inbound Activity Log (Controller) board. These boards are integrated with each other and all records added can be viewed by all positions. The only difference between these 2 boards is the function of posting event to a significant event. See screenshots below.

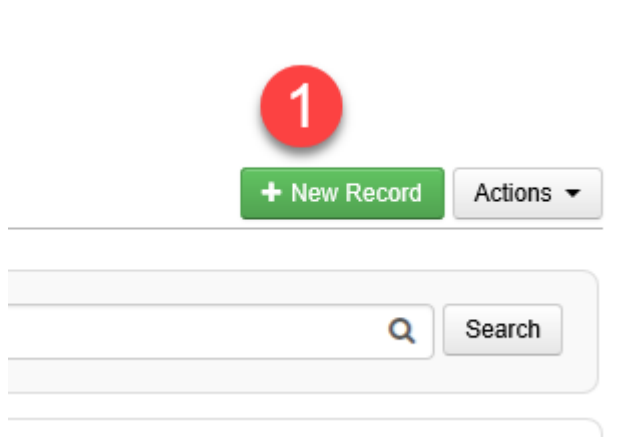


1. Click on the control panel drop-down. This is the view for the call center position only.
2. Click on [Inbound Messages](#) or [Inbound Activity Log \(Controller\)](#) board depending on your position in WebEOC of which board you have access to.



1. Click on the control panel drop-down. This is the view for all positions except the call center position.
2. Click on [Inbound Activity Log \(Controller\)](#) board.

## 10.1 Create New Record



1. Click on [+ New Record](#).

Edit: IM - 7236373 @ 12/26/2018 17:45:09

Information Source

Source of Call

1

☐ Citizen/Other

☐ Agency

☐ Information Only

Cancel Save

1. Select the source of the call.

IDENTIFYING SOURCE

1

Caller Name

Callback Number

Email Address

Social Media Platform

@handle or username

Call Taker Comments\*\*

2

\*\*Who, What, When, Where, and Why\*\*

1. Enter identifying source information available from caller/source.
2. Enter Call Taker Comments, this is marked in red and is required to filled out. This is where call taker will enter who, what, when, where and why info about the call.

TYPE OF EVENT

Event Type

1

☒ Tree Down
☐ Powerline Down
☐ Road Safety Concern
☐ Power Outage

☐ Health Check
☐ Flooding / Water Related
☐ Natural Gas
☐ Building Damage / Collapse

☐ Traffic Light
☐ Closures
☐ Locations/POD/Orders
☐ Transportation Needed

☐ Phone Message / Request for Callback
☐ 911 Transfer

☐ Questions or Information Request

2

☒ Other

Active Shooter

- Check the box of the event(s) applicable to the call. These are NOT required and do not have to be checked if not needed.
  - When checking the other box system will create a drop-down for users to select from.
  - Depending on the event(s) selected the system will add additional boxes below for caller to fill out after the address of events box.

ADDRESS OF EVENT

1

Location Name

Towers building

Exact Address

123 Main street

Map

Lat/Long

/

Closest Cross Street or Intersection

Elm ave.

Area of Location

east side of road

×

ie. North side of road, rear of property

- Enter any available information for address of event.

**TO MAP THE CALL SO WE ARE USING EXACT/VALIDATED ADDRESSES IN GIS:**

**ADDRESS OF EVENT**

Location Name  2

Exact Address 1  x [Map](#)

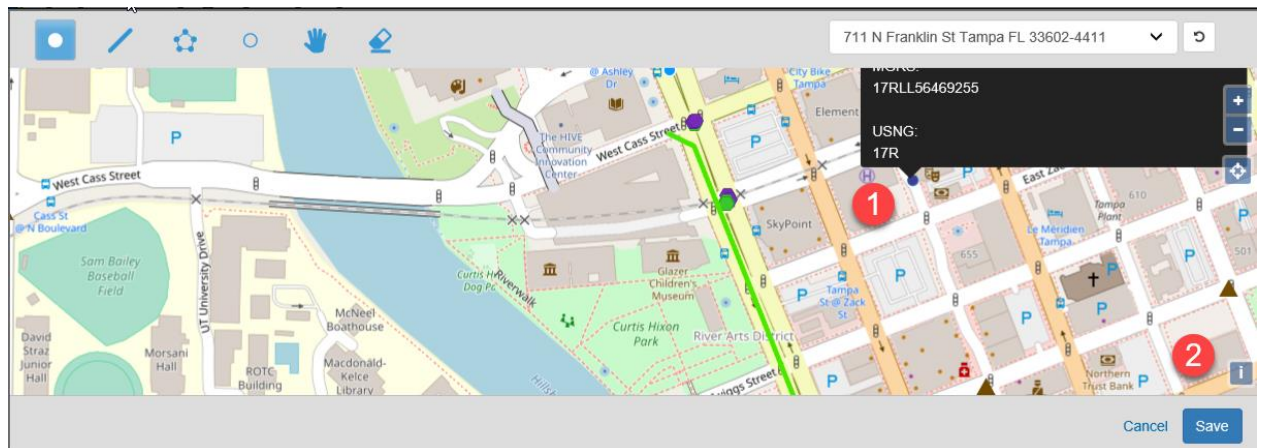
Lat/Long

Closest Cross Street or Intersection

Area of Location

ie. North side of road, rear of property

1. Enter Exact Address.
2. Click the [Map](#) link.



1. When entering an exact/validated address in GIS the system will show icon on map where the address is located and a black box with GIS data will pop up.
2. Click [Save](#).

ADDRESS OF EVENT

Location Name

TPF

2

Exact Address

711 North Franklin Tampa, FL

Map

Lat/Long

27.950279 / -82.459049

1

Closest Cross Street or Intersection

Area of Location

ie. North side of road, rear of property

1. User can view the system auto populated the Lat/Long for the exact/validated GIS address entered.
2. A green circle with a white checkmark will appear to let users know this exact address has been validated and saved on the map.

Tree Down

1

Powerline entanglement

☒ Yes
☐ No

Affecting which

Sidewalk

On Structure

☒ Yes
☐ No

If on structre, People/Animals Inside

☒ Yes
☐ No

1. Fill out fields available for Tree Down if this box was selected in event type box.

Powerline Down

1

Tree entanglement

☒ Yes
☐ No

Affecting which

Sidewalk

▼

From Pole to Pole

☐

From Pole to Building

☒

Live (Sparks, Fire)

☒ Yes
☐ No

Crossing Structure, Automobile, Sidewalk

☒ Yes
☐ No

If on structure, People/Animals Inside

☒ Yes
☐ No

1. Fill out fields available for Powerline down if this box was selected in event type box.

ROAD SAFETY CONCERN

1

Need for Barricade

☒ Yes
☐ No

Ongoing Safety Hazard

☒ Yes
☐ No

Partial or Complete

☒ Partial
☐ Complete

What Portion of Road

☒ East
☐ West
☐ North
☐ South
☐ Median

1. Fill out fields available for Road Safety Concern if this box was selected in event type box.

| POWER OUTAGE 1 |  |
|----------------|--|
| Details        | enter available information here for power outage. |

1. Fill out details for Power Outage if this box was selected in event type box.

| HEALTH CALL 1       |   |
|---------------------|---|
| Health Risk         | <input checked="" type="checkbox"/> Food / Water <input checked="" type="checkbox"/> Medical Equipment <input type="checkbox"/> Other |
| Special Requirement | water shortage and oxygen is needed for 5 elderly citizens.   |

1. Fill out details for Health Call if this box was selected in event type box.

| FLOODING / WATER RELATED 1 |   |
|----------------------------|---|
| Blocking Which             | Road <input type="button" value="v"/>                               |
| Moving Accross Road        | <input checked="" type="radio"/> Yes <input type="radio"/> No       |
| Are cars stalled in water  | <input checked="" type="radio"/> Yes <input type="radio"/> No       |
| People/Animals Inside      | <input checked="" type="radio"/> Yes <input type="radio"/> No       |
| Depth of Water             | 5ft   |
| Cause                      | Heavy Rain, River/Creek, Lake Pond <input type="button" value="v"/> |

1. Fill out details for Flooding/Water Related if this box was selected in event type box.

٤٥

**NATURAL GAS** 1

Visibly see broken pipe ☐ Yes ☒ No

Smell intensity ☐ Faint ☒ Strong

Smell of Gas Located  ▼

1. Fill out details for Natural Gas if this box was selected in event type box.

**BUILDING DAMAGE / COLLAPSE** 1

People/Aminals trapped ☐ Yes ☐ No ☒ Unknown

Building Type  ▼

1. Fill out details for Building Damage/Collapse if this box was selected in event type box.

**TRAFFIC LIGHT** 1

Traffic Light status ☒ Flashing ☐ Dark

Light Pole Down ☐ Tree Hit ☒ Power Line

1. Fill out details for Traffic Light if this box was selected in event type box.

**CLOSURES** 1

Type of Closures ☒ Business ☐ Government (State) ☐ Government (Local)

Name of Entity

1. Fill out details for Closures if this box was selected in event type box.

**LOCATIONS/POD/ORDERS** 1

Type of Location  ▼

1. Fill out details for Location/POD/Orders if this box was selected in event type box.

**TRANSPORTATION NEEDED** 1

# Needed Transportation

# With Medical Needs

# of Pets

Business or location to be transported to

Additional Information 

road flooding is preventing these individuals from evacuating and getting medical attention needed.


1. Fill out details for Transportation Needed if this box was selected in event type box.

PHONE MESSAGE / REQUEST FOR CALLBACK
1

Message To

Agency 

Timeframe to Return Call

11/15/2018 16:00:00 

1. Fill out details for phone Message/Request for Callback if this box was selected in event type box.

911 TRANSFER
1

Details

fill in this box with information from caller

1. Fill out details for 911 Transfer if this box was selected in event type box.

INFORMATION REQUEST
1

Question or Information Requested

call taker will enter information here as provided from the caller

1. Fill out details for Information Request if this box was selected in event type box.

1. Fill out the information in the Comments Section.
2. Enter [Detailed Description](#) of call. This field is marked in red and is required to fill out.
3. Record History will keep running list of all Detailed Description comments entered for this record.

1. User has the availability to upload 2 attachments here if needed. \*\*Please make sure to enter the attachment description when adding attachment.

**Status & Assignment Details**

Record Number 1 IM - 7236373

Date/Time Created 2 12/26/2018 17:45:09

Status 3 Pending Review

Assigned To 4 CIC Call Center

Information Routing 5 ☐ Post to Significant Events

Date/Time Completed 6

8 7

Cancel Save

1. The system will auto populate a new record number so there are no duplicates.
2. The system will auto populate the Date/Time Created.
3. Select the **Status** of the call by clicking the drop-down arrow. Selections available to user are – pending review, assigned, in progress, complete and duplicate.
4. Select **Assigned to** from the drop-down arrow and make selection from the list available to you. This field is not required so if you do not know the assigned to at this point you can skip this field.
5. To make this record a significant event – check the box to Post to Significant Events. **All positions can post to significant events except CIC Call Center they can post to significant event review. See screenshot below. This is the only difference between the 2 inbound boards.**
6. The system will auto populate the Date/Time Completed.
7. Click **Save** when finished.
8. To cancel and not save record click **Cancel**.

**Status & Assignment Details**

Record Number IM - 8581717

Date/Time Created 12/26/2018 18:21:09

Status Pending Review

Assigned To \*CIC Call Center

Information Routing 1 ☐ Post to Significant Events Review

Date/Time Completed

Cancel Save

**CIC Call Taker – Post to Significant Events Review^^^^^^**

Record Number: IM - 2995166 1

Several (4-5) large aggressive dogs in back yard fighting and not allowing egress

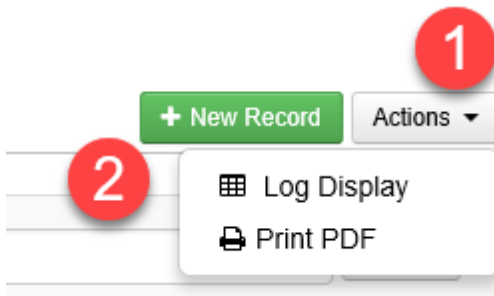
Address: 1384 Aguilla [Map](#)

Attachments

|                                    |                                 |  |   |
|------------------------------------|---------------------------------|--|---|
| <b>Date</b><br>01/10/2019 14:08:14 | <b>Logged By</b><br>Greg Mazer  | <b>Assignments</b><br>Assignments Complete | <b>Status</b><br>Complete   |
| <b>Event Type(s)</b><br>Other      | <b>Caller Name</b><br>Joe Smith | <b>Callback Number</b><br>123-456-7890     | <b>Significant Event</b><br><div style="background-color: green; width: 20px; height: 10px;"></div> |
| <b>Assigned To</b><br>ESF-03       |                                 |  |   |

1. User can view the record created was added to the log.

## 10.2 Action tab – Log/List Display



1. Click the [Actions](#) tab.
2. Click [Log Display](#). This will change the viewing list on main page. To switch back to list display user will perform the same actions above and select [List Display](#) instead of log display. See screen shots below of the 2 different types of displays.

Record Number: IM - 0456571 [Details](#) [Edit](#)

area patrol test

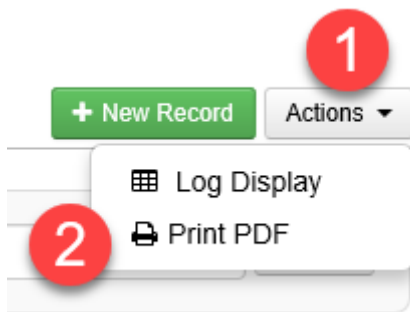
|  |                                       |                           |   |
|--|---------------------------------------|---------------------------|---|
| <b>Date</b><br>12/26/2018 16:25:00         | <b>Logged By</b><br>Johna Pleickhardt | <b>Assignments</b><br>N/A | <b>Status</b><br>Assigned                 |
| <b>Event Type(s)</b><br>Deployed Personnel | <b>Caller Name</b><br>test            | <b>Callback Number</b>    | <b>Significant Event</b><br>Not Submitted |

### 1. Log display ~~~

| Incident Type: <span>View All</span>                         |                        | Message Status: <span>View All</span> |               |               |   | <input type="text"/> |                | <input type="button" value="Search"/> |
|--|------------------------|---------------------------------------|---------------|---------------|---|----------------------|----------------|---------------------------------------|
| Record Number  | Date/Time              | Assignments                           | Event Type(s) | Caller Name   | Address   | Callback Number      | Event Status   | Significant Event                     |
| <a href="#">IM - 0456571</a><br><a href="#">View Details</a> | 12/26/2018<br>16:25:00 | N/A                                   |               | test          | <a href="#">Map</a>                                 |                      | Assigned       | Not Submitted                         |
| <a href="#">IM - 1145617</a><br><a href="#">View Details</a> | 12/20/2018<br>14:22:30 | 0 of 1 Complete                       |               |               |   |                      | Assigned       | Not Submitted                         |
| <a href="#">IM - 5648252</a><br>-                            | 12/20/2018<br>14:09:31 | N/A                                   | Tree Down     | Shannon Jones | 711 North Franklin Tampa, FL<br><a href="#">Map</a> | 555-899-8989         | Pending Review | Not Reviewed                          |

1. List display

## 10.3 Action tab – Print PDF



1. Click the [Actions](#) tab.
2. Click [print PDF](#) – then follow computer printing options.

## 10.4 View Details

|   |                          |                                     |  |
|---|--------------------------|-------------------------------------|--|
| Record Number: IM - 2995166   |                          |                                     | <a href="#">Details</a> <a href="#">Edit</a> |
| Several (4-5) large aggressive dogs in back yard fighting and not allowing egress |                          |                                     | Attachments                                  |
| Address: 1384 Aguilla <a href="#">Map</a>   |                          |                                     |  |
| Date<br>01/10/2019 14:08:14   | Logged By<br>Greg Mazer  | Assignments<br>Assignments Complete | Status<br>Complete                           |
| Event Type(s)<br>Other  | Caller Name<br>Joe Smith | Callback Number<br>123-456-7890     | Significant Event<br>[Redacted]              |
|   | Assigned To<br>ESF-03    |                                     |  |

1. Click the [Details](#) link of the log they wish to view.

### Inbound Activity Log

New Gasparilla

Last Updated: 12/10/2018 16:28:11

|                             |  |  |
|-----------------------------|--|--|
|                             |  | <a href="#">Close</a> <a href="#">Print PDF</a> <a href="#">Edit</a> |
| IDENTIFYING SOURCE (Agency) |  |  |
| Agency                      | COT Neighborhood Empowerment                 |  |
| Caller Name                 | test   |  |
| Callback Number             |  |  |
| TYPE OF EVENT               |  |  |
| Event Type                  | <input type="checkbox"/> Tree Down           | <input type="checkbox"/> Powerline Down                              |
|                             | <input type="checkbox"/> Health Check        | <input type="checkbox"/> Flooding / Water Related                    |
|                             | <input type="checkbox"/> Road Safety Concern | <input type="checkbox"/> Natural Gas                                 |
|                             | <input type="checkbox"/> Power Outage        | <input type="checkbox"/> Building Damage /                           |

1. User can click the Print PDF link to print if needed for individual record.
2. User can view the selected log. When done viewing log user will click the [X close](#) link and return to the main view of all logs.

## 10.5 Edit Details

This will be permission based so not all users will be able to perform this function.

Record Number: IM - 2995166 [Details](#) [Edit](#)

Several (4-5) large aggressive dogs in back yard fighting and not allowing egress

Address: 1384 Agulla [Map](#)

Attachments 1

|                             |                          |                                     |                                  |
|-----------------------------|--------------------------|-------------------------------------|----------------------------------|
| Date<br>01/10/2019 14:08:14 | Logged By<br>Greg Mazer  | Assignments<br>Assignments Complete | Status<br>Complete               |
| Event Type(s)<br>Other      | Caller Name<br>Joe Smith | Callback Number<br>123-456-7890     | Significant Event<br><div></div> |
| Assigned To<br>ESF-03       |                          |                                     |                                  |


1. Click the [Edit](#) link of the log you want to edit.

1

Cancel [Save](#)

1. Make edits to any of the available fields then scroll to bottom of page and click the [Save](#) button.

## 10.6 Search Details

 **Inbound Activity Log**

New Gasparilla

[+ New Record](#) [Actions](#)

1 2

Chris Rice [Search](#)

Record Number: IM - 6235499 3 [Details](#) [Edit](#)

Test

Attachments

|                             |                           |                              |                                  |
|-----------------------------|---------------------------|------------------------------|----------------------------------|
| Date<br>12/18/2018 11:58:12 | Logged By<br>Chris Rice   | Assignments<br>N/A           | Status<br>In Progress            |
| Event Type(s)               | Caller Name<br>Chris Rice | Callback Number<br>134567890 | Significant Event<br><div></div> |
| Assigned To                 |                           |                              |                                  |

1. Enter search criteria.
2. Click the [Search](#) button.
3. User can see all results with "Chris Rice".
4. To clear search filter and return to full list – delete the text in the search box.
5. Click the [Search](#) button.

Record Number: IM - 2995166
1

[Details](#)
[Edit](#)

Several (4-5) large aggressive dogs in back yard fighting and not allowing egress
Attachments

**Address:** 1384 Aguilla [Map](#)

**Date**  
01/10/2019 14:08:14

**Logged By**  
Greg Mazer

**Assignments**  
Assignments Complete

**Status**  
Complete

**Event Type(s)**  
Other

**Caller Name**  
Joe Smith

**Callback Number**  
123-456-7890

**Assigned To**  
ESF-03

**Significant Event**

1. User can see search was cleared and can view all logs available.

## 10.7 Post to Significant Event

This will be permission based – All positions except CIC Call Center can post records to Significant events. CIC Call Center can post records to Significant Events Review for any other position to view and determine/check box to post.

Record Number: IM - 2995166
1

[Details](#)
[Edit](#)

Several (4-5) large aggressive dogs in back yard fighting and not allowing egress
Attachments

**Address:** 1384 Aguilla [Map](#)

**Date**  
01/10/2019 14:08:14

**Logged By**  
Greg Mazer

**Assignments**  
Assignments Complete

**Status**  
Complete

**Event Type(s)**  
Other

**Caller Name**  
Joe Smith





**Callback Number**  
123-456-7890

**Assigned To**  
ESF-03

**Significant Event**



1. Click on the [Edit](#) link.

**Status & Assignment Details**


|                     |   |
|---------------------|---|
| Record Number       | IM - 0456571  |
| Date/Time Created   | 12/26/2018 16:25:00  |
| Status              | Assigned             |
| Assigned To         | Field Personnel      |
| Information Routing | <input type="checkbox"/> Post to Significant Events   |
| Date/Time Completed |                      |

**Resource Requests / Task Assignments**

1. Scroll down to the Status & Assignment s Details section and check the box [Post to Significant Events](#).

[Cancel](#) [Save](#)



1. Scroll to bottom of page and click the [save](#) button.

Record Number: IM - 2995166 [Details](#) [Edit](#)

Several (4-5) large aggressive dogs in back yard fighting and not allowing egress

Address: 1384 Aguilla [Map](#)

|                                    |                                 |  |  |
|------------------------------------|---------------------------------|--|--|
| <b>Date</b><br>01/10/2019 14:08:14 | <b>Logged By</b><br>Greg Mazer  | <b>Assignments</b><br>Assignments Complete | <b>Status</b><br>Complete  |
| <b>Event Type(s)</b><br>Other      | <b>Caller Name</b><br>Joe Smith | <b>Callback Number</b><br>123-456-7890     | <b>Significant Event</b><br><div style="background-color: green; width: 20px; height: 10px; display: inline-block;"></div> <span style="background-color: red; color: white; border-radius: 50%; padding: 2px 5px;">1</span> |
|                                    | <b>Assigned To</b><br>ESF-03    |  |  |

1. User can view this record has now moved to the top of the list and significant event is now highlighted in green and displays that it has been posted.

## 10.8 Create Task Assignment

Record Number: IM - 2995166 [Details](#) [Edit](#)

Several (4-5) large aggressive dogs in back yard fighting and not allowing egress

Address: 1384 Aguilla [Map](#)

|                                    |                                 |  |  |
|------------------------------------|---------------------------------|--|--|
| <b>Date</b><br>01/10/2019 14:08:14 | <b>Logged By</b><br>Greg Mazer  | <b>Assignments</b><br>Assignments Complete | <b>Status</b><br>Complete  |
| <b>Event Type(s)</b><br>Other      | <b>Caller Name</b><br>Joe Smith | <b>Callback Number</b><br>123-456-7890     | <b>Significant Event</b><br><div style="background-color: green; width: 20px; height: 10px; display: inline-block;"></div> <span style="background-color: red; color: white; border-radius: 50%; padding: 2px 5px;">1</span> |
|                                    | <b>Assigned To</b><br>ESF-03    |  |  |

1. Click [Edit](#) of the record to create a task assignment for.

Resource Requests / Task Assignments 1

2 [+ Create Resource Request/Task Assignment](#)

| Record # | Mission Name | Originator | Assigned To | Priority | Time Due | Status | Last Updated | Details |
|----------|--------------|------------|-------------|----------|----------|--------|--------------|---------|
|          |              |            |             |          |          |        |              |         |

[Cancel](#) [Save](#)

1. Scroll to the bottom of the record information.
2. Click the [+ Create Resource Request/Task Assignment](#) button.

## Edit Record

|                                 |  |                                  |                                   |
|---------------------------------|--|----------------------------------|-----------------------------------|
| Incident Name<br>New Gasparilla |  | Date/Time<br>12/26/2018 19:51:45 | Tracking Number<br>IM - 8836967-1 |
|---------------------------------|--|----------------------------------|-----------------------------------|

**Contact Information**

|                                  |                             |                 |                                     |
|----------------------------------|-----------------------------|-----------------|-------------------------------------|
| Primary Contact<br>Shannon Jones | Primary Phone<br>5555555555 | Alternate Phone | Email<br>shannon.jones@tampagov.net |
| Secondary Contact                | Primary Phone               | Alternate Phone | Email                               |

**Request/Task Details**

Mission Name (Limit 50 characters)\*\*

Mission Number

Detailed description\*\*

Test Description

ATTENTION: In order to expedite the request it is critical to provide a detailed description of the need you are requesting to be filled. Failure to do so will result in unnecessary delays in filling the request.

Check this box when requesting a resource. ☐

**Assignment Details**

|                      |               |
|----------------------|---------------|
| Priority<br>(Select) | Date/Time Due |
| Assigned To:         | VRC Request   |

**Attachments**

|                |           |
|----------------|-----------|
| Description 1: |           |
| Attachment 1:  | Browse... |
| Description 2: |           |
| Attachment 2:  | Browse... |
| Description 3: |           |
| Attachment 3:  | Browse... |

Cancel Save

1. Verify Contact Information.
2. Enter Mission Name – this field is marked in red and is a required field for user to fill out. If user does not have confirmed documentation of what this is then user will enter the incident name they are actively logged into and the event type(s) entered on the parent record when the record was created.
3. Enter Mission Number – this is a manual entry field system does not auto populate this number.
4. Enter Detailed Description – this field is marked in red and is a required field for user to fill out.
5. Do not check this box when doing a task assignment this check box is only for requesting a resource – see steps for this under the create resource request in training guide.
6. Enter priority by clicking on the drop-down arrow – make selection from list.
7. Select assigned to by clicking the drop-down arrow – make selection from the list.
8. The system will auto populate the Date/Time Due depending on the priority that was selected.
9. Check this box only when requesting a VRC request.
10. User is able to upload up to 3 attachments. \*\*Make sure to enter the attachment description.
11. Click [Save](#).

| Resource Requests / Task Assignments <span>1</span> |                    |                  |                  |                    |                     |          |                     |   | <a href="#">+ Create Resource Request/Task Assignment</a> |  |
|---|--------------------|------------------|------------------|--------------------|---------------------|----------|---------------------|---|---|--|
| Record #  | Mission Name       | Originator       | Assigned To      | Priority           | Time Due            | Status   | Last Updated        | Details                                   |   |  |
| IM - 8836967-1                                      | Testing for WEBEOC | CMD EOC Director | CMD EOC Director | Immediate (4 hrs.) | 12/26/2018 23:54:00 | Assigned | 12/26/2018 20:05:26 | <a href="#">View</a> <a href="#">Edit</a> |   |  |

1. User can view the task assignment was created/saved.
2. To create another task assignment for the same record, repeat all the steps above for create task assignment.

## 10.9 View Task Assignment

Record Number: IM - 2995166
1
[Details](#)
[Edit](#)

Several (4-5) large aggressive dogs in back yard fighting and not allowing egress
Attachments

Address: 1384 Aguilla
[Map](#)

|                             |                          |                                     |                                  |
|-----------------------------|--------------------------|-------------------------------------|----------------------------------|
| Date<br>01/10/2019 14:08:14 | Logged By<br>Greg Mazer  | Assignments<br>Assignments Complete | Status<br>Complete               |
| Event Type(s)<br>Other      | Caller Name<br>Joe Smith | Callback Number<br>123-456-7890     | Significant Event<br><div></div> |
|                             | Assigned To<br>ESF-03    |                                     |                                  |

1. Click [Details](#) link of the record you want to view the task assignment for.

New Gasparilla Last Updated: 12/20/2018 14:20:03

Close Print PDF Edit

1. Click the [Edit](#) link.

| Resource Requests / Task Assignments <span style="float: right;">+ Create Resource Request/Task Assignment</span> |                    |                  |                  |                    |                     |          |                     |
|---|--------------------|------------------|------------------|--------------------|---------------------|----------|---------------------|
| Record #  | Mission Name       | Originator       | Assigned To      | Priority           | Time Due            | Status   | Last Updated        |
| IM - 8836967-1  | Testing for WEBEOC | CMD EOC Director | CMD EOC Director | Immediate (4 hrs.) | 12/26/2018 23:54:00 | Assigned | 12/26/2018 20:05:26 |

1. Scroll to bottom of record to the Resource Requests/Task Assignments section.
2. Click [View](#).

## Resource Requests/Task Assignments

New Gasparilla Last Updated: 12/26/2018 20:05:26

Inbound Message Close Print PDF Edit

|                |                     |                |
|----------------|---------------------|----------------|
| Incident Name  | Date/Time           | Record #       |
| New Gasparilla | 12/26/2018 19:51:45 | IM - 8836967-1 |

**Requestor**

**Requesting Position**  
CMD EOC Director

|                 |               |                 |                            |
|-----------------|---------------|-----------------|----------------------------|
| Primary Contact | Primary Phone | Alternate Phone | Email                      |
| Shannon Jones   | 5555555555    |                 | shannon.jones@tampagov.net |

1. User can view the Task Assignment details.
2. Click [Close](#) when finished viewing task assignment.

## 10.10 Create/Add Deployment

Record Number: IM - 2995166 [Details](#) [Edit](#)

Several (4-5) large aggressive dogs in back yard fighting and not allowing egress

Address: 1384 Aguilla [Map](#)

|                             |                          |                                     |                                  |
|-----------------------------|--------------------------|-------------------------------------|----------------------------------|
| Date<br>01/10/2019 14:08:14 | Logged By<br>Greg Mazer  | Assignments<br>Assignments Complete | Status<br>Complete               |
| Event Type(s)<br>Other      | Caller Name<br>Joe Smith | Callback Number<br>123-456-7890     | Significant Event<br><div></div> |
|                             | Assigned To<br>ESF-03    |                                     |                                  |

1. Click [Edit](#) of the record to add a deployment to.

| Resource Requests / Task Assignments 1 |                    |                  |                  |                    |                     |          |                     | <a href="#">+ Create Resource Request/Task Assignment</a> |   |
|--|--------------------|------------------|------------------|--------------------|---------------------|----------|---------------------|---|---|
| Record #                               | Mission Name       | Originator       | Assigned To      | Priority           | Time Due            | Status   | Last Updated        | Details   | 2 |
| IM - 8836967-1                         | Testing for WEBEOC | CMD EOC Director | CMD EOC Director | Immediate (4 hrs.) | 12/26/2018 23:54:00 | Assigned | 12/26/2018 20:05:26 | <a href="#">View</a> <a href="#">Edit</a>                 |   |

1. Scroll to the bottom of the page to the Resource Request/Task Assignments section.
2. Click [Edit](#) link.

| Deployments        |          |     |         | <div>+ Add Deployment</div> |  |
|--------------------|----------|-----|---------|-----------------------------|--|
| Deployment #       | Resource | Qty | Remarks |                             |  |
| Total Deployments: |          | 0   |         |                             |  |

1. Scroll down to bottom of page to the Deployments section.
2. Click the [+Add Deployment](#) button.

## Edit Record

Deployment

Deployment No:

IM - 8836967-1-1

Resource

(Select) 

Quantity:



0

Remarks:

Cancel

Save

1. The system will auto generate the Deployment No. This field is greyed out and is not editable.
2. Select resource from the drop – down list.
3. Enter quantity.
4. Enter remarks.
5. Click [Save](#).

| Deployments        |                     |     |               |       |
|--------------------|---------------------|-----|---------------|--|
| Deployment #       | Resource            | Qty | Remarks       |  |
| IM - 8836967-1-1   | Hazardous Materials | 1   | training info |  Edit |
| Total Deployments: |                     | 1   |               |  |

1. Scroll down to the Deployments section – user can view the deployment was added/saved.
2. To add another deployment to this record, follow the above steps again.

## 10.11 Edit Deployment

Record Number: IM - 2995166

[Details](#) [Edit](#)

Several (4-5) large aggressive dogs in back yard fighting and not allowing egress

Address: 1384 Aguilla [Map](#)

Date  
01/10/2019 14:08:14

Event Type(s)  
Other

Logged By  
Greg Mazer

Caller Name  
Joe Smith

Assigned To  
ESF-03

Assignments  
Assignments Complete

Callback Number  
123-456-7890

Attachments

Status  
Complete

Significant Event

1

1. Click [Edit](#) link of the record to edit the deployment.

| Resource Requests / Task Assignments |                    |                  |                  |                    |                     |          |                     | <a href="#">+ Create Resource Request/Task Assignment</a> |   |
|--------------------------------------|--------------------|------------------|------------------|--------------------|---------------------|----------|---------------------|---|---|
| Record #                             | Mission Name       | Originator       | Assigned To      | Priority           | Time Due            | Status   | Last Updated        | Details   |   |
| IM - 8836967-1                       | Testing for WEBEOC | CMD EOC Director | CMD EOC Director | Immediate (4 hrs.) | 12/26/2018 23:54:00 | Assigned | 12/26/2018 20:33:12 | <a href="#">View</a> <a href="#">Edit</a>                 | 1 |

1. Scroll to the bottom of the page – click [Edit](#) link under the resource request/task assignment section.

| Deployments        |                     |     |               | <a href="#">+ Add Deployment</a> |                      |
|--------------------|---------------------|-----|---------------|----------------------------------|----------------------|
| Deployment #       | Resource            | Qty | Remarks       |                                  |                      |
| IM - 8836967-1-1   | Hazardous Materials | 1   | training info | 2                                | <a href="#">Edit</a> |
| Total Deployments: |                     | 1   |               |                                  |                      |

1. Scroll down to the Deployments section.
2. Click [Edit](#) link.

## Edit Record

1

Deployment

Deployment No:

IM - 8836967-1-1

Resource

Hazardous Materials

Quantity:

1

Remarks:

training info

2

Cancel

Save

1. Make edits to deployment section.
2. Click [Save](#) when finished.

## 10.12 Add/Edit Comments to the Resource Request/Task Assignment

Record Number: IM - 2995166

[Details](#) [Edit](#)

Several (4-5) large aggressive dogs in back yard fighting and not allowing egress

Attachments

1

Address: 1384 Aguilla [Map](#)

Date

01/10/2019 14:08:14

Logged By

Greg Mazer

Assignments

Assignments Complete

Status

Complete

Event Type(s)

Other

Caller Name

Joe Smith

Callback Number

123-456-7890

Significant Event

Assigned To

ESF-03

1. Click the [Edit](#) link for the record to add comments to the resource request/task assignments.

| Resource Requests / Task Assignments |                    |                  |                  |                    |                     |          |                     | <a href="#">+ Create Resource Request/Task Assignment</a> |                      |
|--------------------------------------|--------------------|------------------|------------------|--------------------|---------------------|----------|---------------------|---|----------------------|
| Record #                             | Mission Name       | Originator       | Assigned To      | Priority           | Time Due            | Status   | Last Updated        | Details <span>1</span>                                    |                      |
| IM - 8836967-1                       | Testing for WEBEOC | CMD EOC Director | CMD EOC Director | Immediate (4 hrs.) | 12/26/2018 23:54:00 | Assigned | 12/26/2018 20:33:12 | <a href="#">View</a>                                      | <a href="#">Edit</a> |

2. Scroll to the bottom of the page – click [Edit](#) link under the resource request/task assignment section.

| Comments <span>1</span> |      |       |           |         | <span>2</span> <a href="#">+ Add Comment</a> |  |
|-------------------------|------|-------|-----------|---------|--|--|
| Position                | Name | Phone | Date/Time | Comment |  |  |

1. Scroll to the bottom of the page to the Comments section.
2. Click the [+Add Comment](#) button.

Comment

Position: CMD EOC Director

Name: Shannon Jones

Phone: 5555555555

Date/Time: 12/26/2018 20:47:03

1

Comments:

2

Cancel Save

1. Enter comments.
2. Click [Save](#) when finished.

| Comments <span>1</span>         |               |            |                     |                       | <a href="#">+ Add Comment</a>       |  |
|---------------------------------|---------------|------------|---------------------|-----------------------|-------------------------------------|--|
| Position                        | Name          | Phone      | Date/Time           | Comment               |                                     |  |
| CMD EOC Director <span>2</span> | Shannon Jones | 5555555555 | 12/26/2018 20:47:03 | testing for comments. | <span>3</span> <a href="#">Edit</a> |  |

1. Scroll to bottom of page to Comments section.
2. User can view the comment was added/saved.
3. To edit comment, click the [Edit](#) link.

**Comment**

**Position:** CMD EOC Director

**Name:** Shannon Jones

**Phone:** 5555555555

**Date/Time:** 12/26/2018 20:47:03

**Comments:** testing for comments. 1

2

[Cancel](#) [Save](#)

1. Make edits to comments.
2. Click [Save](#).

**Comments** 1 [+ Add Comment](#)

| Position         | Name          | Phone      | Date/Time           | Comment  |  |
|------------------|---------------|------------|---------------------|--|--|
| CMD EOC Director | Shannon Jones | 5555555555 | 12/26/2018 20:47:03 | testing for comments. Updated comments from editing. | <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; color: white;">2</span> <a href="#">Edit</a> |

3

[Cancel](#) [Save](#)

1. Scroll down to the Comments section.
2. User can view the edits made were made and saved.
3. Click [Save](#).

**Resource Requests / Task Assignments** [+ Create Resource Request/Task Assignment](#)

| Record #       | Mission Name       | Originator       | Assigned To      | Priority           | Time Due            | Status   | Last Updated        | Details                                   |
|----------------|--------------------|------------------|------------------|--------------------|---------------------|----------|---------------------|---|
| IM - 8836967-1 | Testing for WEBEOC | CMD EOC Director | CMD EOC Director | Immediate (4 hrs.) | 12/26/2018 23:54:00 | Assigned | 12/26/2018 20:52:49 | <a href="#">View</a> <a href="#">Edit</a> |

1

[Cancel](#) [Save](#)

1. Scroll to bottom of the page – click [Cancel](#) to return to the main board list.

## 10.13 Edit Task Assignment

Record Number: IM - 2995166 [Details](#) [Edit](#)

Several (4-5) large aggressive dogs in back yard fighting and not allowing egress

Address: 1384 Aguilla [Map](#)

|                             |                          |                                     |                                  |
|-----------------------------|--------------------------|-------------------------------------|----------------------------------|
| Date<br>01/10/2019 14:08:14 | Logged By<br>Greg Mazer  | Assignments<br>Assignments Complete | Status<br>Complete               |
| Event Type(s)<br>Other      | Caller Name<br>Joe Smith | Callback Number<br>123-456-7890     | Significant Event<br><div></div> |
|                             | Assigned To<br>ESF-03    |                                     |                                  |

2. Click [Edit](#) of the record to edit task assignment for.

| Resource Requests / Task Assignments <span>1</span> |                    |                  |                  |                    |                     |          |                     | <a href="#">+ Create Resource Request/Task Assignment</a> |   |
|---|--------------------|------------------|------------------|--------------------|---------------------|----------|---------------------|---|---|
| Record #  | Mission Name       | Originator       | Assigned To      | Priority           | Time Due            | Status   | Last Updated        | Details   | 2 |
| IM - 8836967-1                                      | Testing for WEBEOC | CMD EOC Director | CMD EOC Director | Immediate (4 hrs.) | 12/26/2018 23:54:00 | Assigned | 12/26/2018 20:05:26 | <a href="#">View</a> <a href="#">Edit</a>                 |   |

1. Scroll to the bottom of the record to Resource Request/Task Assignment section.
2. Click the [Edit](#) link.

[Cancel](#) [Save](#) 1

1. Click [Save](#) at the bottom of the page after making edits to the task assignment information.

## 10.14 Create Resource Request

This will be permission based so not all users will be able to perform this function.

Record Number: IM - 2995166 [Details](#) [Edit](#)

Several (4-5) large aggressive dogs in back yard fighting and not allowing egress

Address: 1384 Aguilla [Map](#)

|                             |                          |                                     |                                  |
|-----------------------------|--------------------------|-------------------------------------|----------------------------------|
| Date<br>01/10/2019 14:08:14 | Logged By<br>Greg Mazer  | Assignments<br>Assignments Complete | Status<br>Complete               |
| Event Type(s)<br>Other      | Caller Name<br>Joe Smith | Callback Number<br>123-456-7890     | Significant Event<br><div></div> |
|                             | Assigned To<br>ESF-03    |                                     |                                  |

1. Click on the [Edit](#) link.

| Resource Requests / Task Assignments |                    |                  |                  |                    |                     |          |                     |   |
|--------------------------------------|--------------------|------------------|------------------|--------------------|---------------------|----------|---------------------|---|
|                                      |                    |                  |                  |                    |                     |          |                     |   |
| Record #                             | Mission Name       | Originator       | Assigned To      | Priority           | Time Due            | Status   | Last Updated        | Details                                   |
| IM - 8836967-1                       | Testing for WEBEOC | CMD EOC Director | CMD EOC Director | Immediate (4 hrs.) | 12/26/2018 23:54:00 | Assigned | 12/26/2018 20:52:49 | <a href="#">View</a> <a href="#">Edit</a> |

1. Scroll down to the Resource Request/Task Assignment section and Click [+ Create Resource Request](#).

### Edit Record

|                                 |  |                                  |                                   |
|---------------------------------|--|----------------------------------|-----------------------------------|
| Incident Name<br>New Gasparilla |  | Date/Time<br>12/26/2018 20:58:05 | Tracking Number<br>IM - 8836967-2 |
|---------------------------------|--|----------------------------------|-----------------------------------|

|                                  |                             |                 |                                     |
|----------------------------------|-----------------------------|-----------------|-------------------------------------|
| Contact Information              |                             |                 |                                     |
| Primary Contact<br>Shannon Jones | Primary Phone<br>5555555555 | Alternate Phone | Email<br>shannon.jones@tampagov.net |
| Secondary Contact                | Primary Phone               | Alternate Phone | Email                               |

1. Update/Enter contact information.

|   |                  |
|---|------------------|
| Request/Task Details  |                  |
| Mission Name (Limit 50 characters)**  |                  |
| Mission Number  |                  |
| Detailed description**  | Test Description |
| <small>ATTENTION: In order to expedite the request it is critical to provide a detailed description of the need you are requesting to be filled. Failure to do so will result in unnecessary delays in filling the request.</small> |                  |
| Check this box when requesting a resource. <input type="checkbox"/>   |                  |

1. Enter Mission Name – this is marked in red and is a required field to fill out. If user does not have confirmed documentation of what this is then user will enter the incident name they are active in and the event type(s) entered on the parent record when the record was created.
2. Enter Mission Number – this field is manual entry, it is not auto populated by the system.

3. Enter detailed description information – this field is marked in red and is a required field to fill out.
4. Check box for requesting resource – make sure to check this box when creating a resource request.

Resource Details

1

Resource Name

Heavy Equipment

2

☐ Use Nims Typed Resource

3

Unit of Measure

Each

4

Quantity

2

1. Select from drop-down resource name.
2. User can check box to use Nims Typed Resource. User will then select resource form that list pop-up.
3. User can enter unit of measure.
4. User can enter quantity.

Coordinating Instructions

(List any special requirements such as the need for personal protective equipment, food, fuel, supplies, etc.)

please bring extra fuel.

1

Delivery Location

2

Address

711 north franklin

Map

Lat/Long

27.950032 / -82.458911

Closest Cross Street or Intersection

Main street

Area or Location

South side of road

ie. North side of road, rear of property

1. Enter coordination instructions here.
2. Enter Delivery Location information.

Assignment Details

Priority

Priority (12 hrs.)

1

Date/Time Due

12/27/2018 09:04

3

Assigned To:

ERC-1

2

VRC Request

☐

4

1. Select priority from the drop-down.
2. Select assigned to form the drop-down.
3. System will auto populate Date/Time Due based on the priority selected.
4. User can check box for VRC request if applicable.

Attachments

1

Description 1:

Attachment 1:

Browse...

Description 2:

Attachment 2:

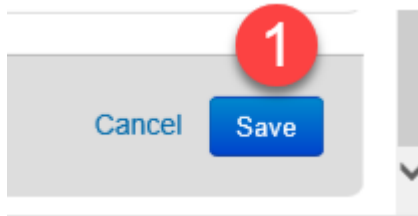
Browse...

Description 3:

Attachment 3:

Browse...

1. User can upload up to 3 attachments if needed. \*\*Make sure to enter description when adding attachment.



1. Click the [Save](#) button when completed.

| Resource Requests / Task Assignments |                  |                  |                        |                    |                     |          |                     | 2 <a href="#">+ Create Resource Request</a> |                      |
|--------------------------------------|------------------|------------------|------------------------|--------------------|---------------------|----------|---------------------|---|----------------------|
| Tracking #                           | Mission Name     | Originator       | Assigned To            | Priority           | Time Due            | Status   | Last Updated        | Details                                     |                      |
| ...-2                                | 1 Training Event | CMD EOC Director | CMD Incident Commander | Immediate (4 hrs.) | 11/15/2018 18:47:00 | Assigned | 11/15/2018 14:53:38 | <a href="#">View</a>                        | <a href="#">Edit</a> |
| .-1                                  | test             | CMD EOC Director | CMD Incident Commander | Priority (12 hrs.) | 11/15/2018 02:56:00 | Assigned | 11/14/2018 14:56:52 | <a href="#">View</a>                        | <a href="#">Edit</a> |

3 [Cancel](#) [Save](#)

1. User can view the resource request was added to the list.
2. User can create another resource request if needed, follow the same instructions above to create another one.
3. Click the [Save](#) button.

## 10.15 Edit Resource Request

Record Number: IM - 2995166
[Details](#)
[Edit](#)

Several (4-5) large aggressive dogs in back yard fighting and not allowing egress
Attachments
1

Address: 1384 Aguilla
[Map](#)

|                                    |                                 |  |                              |
|------------------------------------|---------------------------------|--|------------------------------|
| <b>Date</b><br>01/10/2019 14:08:14 | <b>Logged By</b><br>Greg Mazer  | <b>Assignments</b><br>Assignments Complete | <b>Status</b><br>Complete    |
| <b>Event Type(s)</b><br>Other      | <b>Caller Name</b><br>Joe Smith | <b>Callback Number</b><br>123-456-7890     | <b>Significant Event</b><br> |
| <b>Assigned To</b><br>ESF-03       |                                 |  |                              |

1. Click [Edit](#) link of the record to edit the resource request to.

| Resource Requests / Task Assignments |                  |                  |             |                    |                     |          |                     | <a href="#">+ Create Resource Request/Task Assignment</a> |   |
|--------------------------------------|------------------|------------------|-------------|--------------------|---------------------|----------|---------------------|---|---|
| Record #                             | Mission Name     | Originator       | Assigned To | Priority           | Time Due            | Status   | Last Updated        | Details   |   |
| IM - 7624027-1                       | Resource Request | CMD EOC Director | ESF-04      | Immediate (4 hrs.) | 12/20/2018 16:29:00 | Assigned | 12/20/2018 12:30:05 | <a href="#">View</a> <a href="#">Edit</a>                 | 1 |

1. Scroll to resource request/task assignment section – Click [Edit](#) link.

1

[Cancel](#)
[Save](#)

1. Make edits to any of the available fields.
2. Click [Save](#) when finished.

| Resource Requests / Task Assignments |                  |                  |             |                    |                     |          |                     | <a href="#">+ Create Resource Request/Task Assignment</a> |   |
|--------------------------------------|------------------|------------------|-------------|--------------------|---------------------|----------|---------------------|---|---|
| Record #                             | Mission Name     | Originator       | Assigned To | Priority           | Time Due            | Status   | Last Updated        | Details   |   |
| IM - 7624027-1                       | Resource Request | CMD EOC Director | ESF-04      | Immediate (4 hrs.) | 12/20/2018 16:29:00 | Assigned | 12/26/2018 21:21:36 | <a href="#">View</a> <a href="#">Edit</a>                 | 1 |

[Cancel](#)
[Save](#)

1. Scroll to bottom of page – Click [Cancel](#) to return to the main list view.

## 10.16 View Resource Request

Record Number: IM - 2995166
[Details](#)
[Edit](#)

Several (4-5) large aggressive dogs in back yard fighting and not allowing egress

Address: 1384 Aguilla [Map](#)

Date  
01/10/2019 14:08:14

Logged By  
Greg Mazer

Event Type(s)  
Other

Assignments  
Assignments Complete

Caller Name  
Joe Smith

Assigned To  
ESF-03

Callback Number  
123-456-7890

Status  
Complete

Significant Event

Attachments

1

1. Click the [Edit](#) link of the record to view Resource Request for.

| Resource Requests / Task Assignments |                  |                  |             |                    |                     |          |                     | <a href="#">+ Create Resource Request/Task Assignment</a> |                      |
|--------------------------------------|------------------|------------------|-------------|--------------------|---------------------|----------|---------------------|---|----------------------|
| Record #                             | Mission Name     | Originator       | Assigned To | Priority           | Time Due            | Status   | Last Updated        | D <span>1</span>  |                      |
| IM - 7624027-1                       | Resource Request | CMD EOC Director | ESF-04      | Immediate (4 hrs.) | 12/20/2018 16:29:00 | Assigned | 12/26/2018 21:21:36 | <a href="#">View</a>                                      | <a href="#">Edit</a> |

1. Scroll to the bottom of the page – click the [View](#) link of the resource request to view.

## Resource Requests/Task Assignments

New Gasparilla Last Updated: 12/26/2018 21:21:36

[+ Inbound Message](#) 1
3 2
[Close](#) [Print PDF](#) [Edit](#)

| Incident Name  | Date/Time           | Record #       |
|----------------|---------------------|----------------|
| New Gasparilla | 12/20/2018 12:28:56 | IM - 7624027-1 |

### Requestor

**Requesting Position**  
CMD EOC Director

| Primary Contact | Primary Phone | Alternate Phone | Email                        |
|-----------------|---------------|-----------------|------------------------------|
| Chauncia Willis | 274-7700      |                 | Chauncia.willis@tampagov.net |

1. User can view the resource request record information.
2. Click [Print PDF](#) to print resource request record individually.
3. Click [Close](#) to return to main list view of all records.

## 11 Incident Action Plan

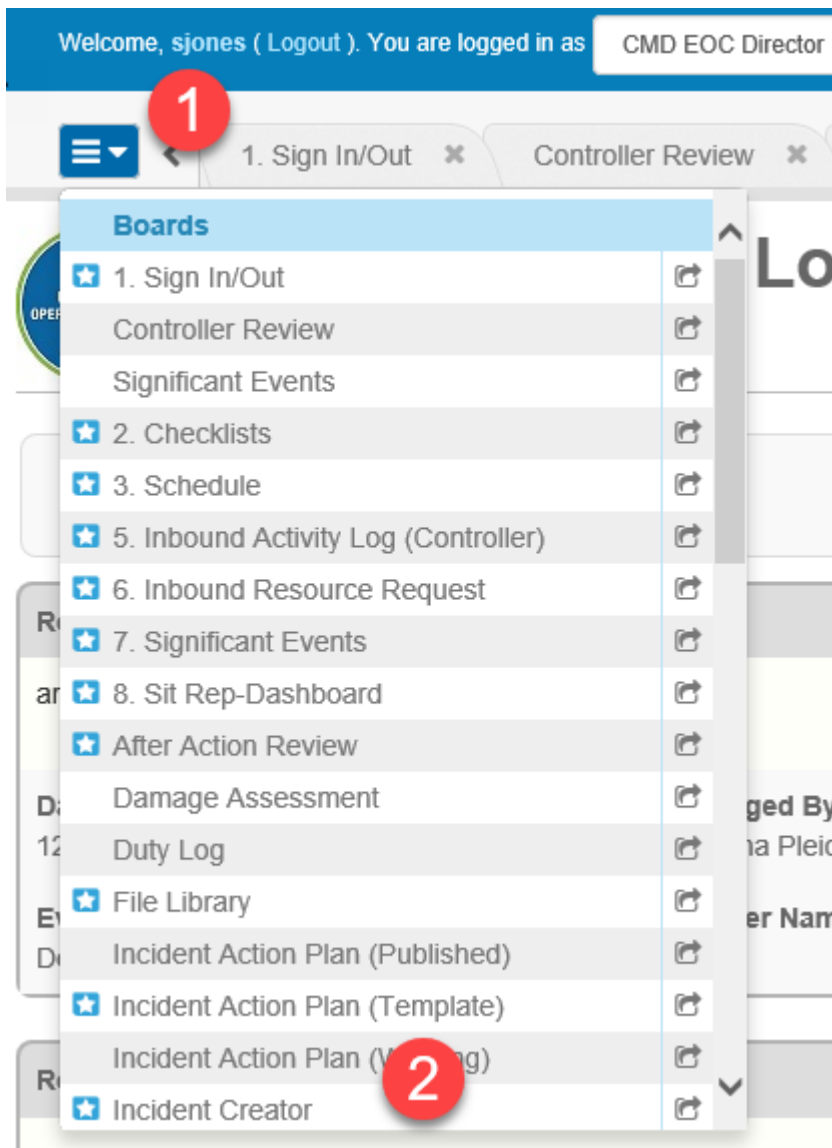
### PHASE 2

## 12 Incident Creator

Incident Type dropdown – this needs to say event type to stay consistent with the inbound message board. Confusing when creating an Incident from the inbound message board, and then using incidents as events.

Events (occurrences) under Incident (aka Events) - when creating a new incident, the event box chosen should be customized to match Chauncia/Oliver's document

- a. Goal is to have this list ready for the vendor upon his arrival. Chauncia/Oliver, please forward the list you want per each incident type - remember Gasparilla would be the first incident we would create to be ready for.
- b. Vendor is responsible to do hands on configuration while he is here and will need to complete by the end of this visit
- c. Trainer materials and all final materials rely on these changes to be built out in time



1. Click the [drop-down arrow on the control panel](#).
2. Select [Incident Creator](#) board.

## 12.1 Create Incident

This will be permission based so not all users will be able to perform this function.

1

+ Create Incident

Actions ▾

1. Click on + Create Incident


#### Incident Details

1

**WebEOC Incident Name:** 11-15-2018 {Incident Name}

**Incident Name:**

**Event Type:** \*\*Drill/Exercise\*\*

**Incident Creation Date/Time:** 11/15/2018 16:02:00 

**Default:** ☐

**Active:** ☒

**Searchable:** ☒

1. Fill out Incident Details.

1

Available

Q Filter Available Groups

×

All
Board - After Action Review (Management)
Board - After Action Review (User)
Board - Checklist (Admin)
Board - Checklist (User)
Board - Damage Assessment (Edit)
Board - Damage Assessment (Read Only)
Board - Event Reporting - Activity Log (Controller)
Board - Event Reporting - Activity Log (User)
Board - Event Reporting - Controller Review

Groups: \*

Assigned

Q Filter Assigned Groups

×

1. Select groups available.
2. Select groups assigned.

Available

Q Filter Available Masterviews

1

×

VIP

Assigned

Q Filter Assigned Masterviews

2

×

Masterviews:

1. Select master views available.
2. Select master views assigned.

Available

Q Filter Available Contacts

1

×

Assigned

Q Filter Assigned Contacts

2

×

Send Notifications:

3

Comments:

1. Select send notifications available.
2. Select send notifications assigned.
3. Enter comments if needed.



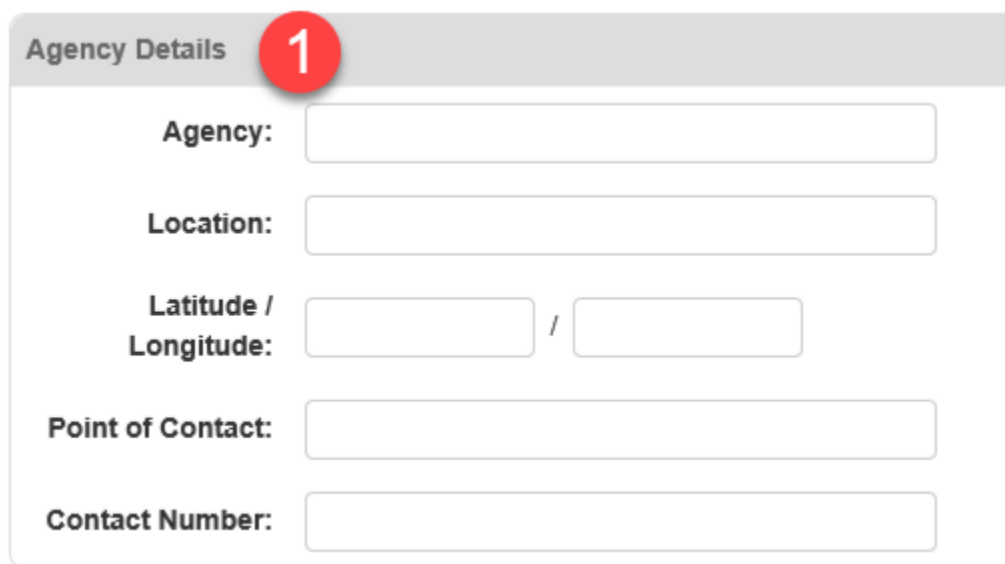
**Activation Details** 1

**Level:** Monitoring ▾

**Type:** Not Activated ▾

**Summary:**

1. Fill out activation details.



**Agency Details** 1

**Agency:**

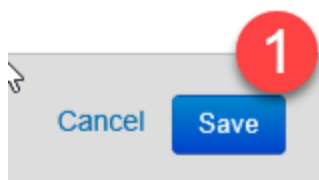
**Location:**

**Latitude / Longitude:**  /

**Point of Contact:**

**Contact Number:**

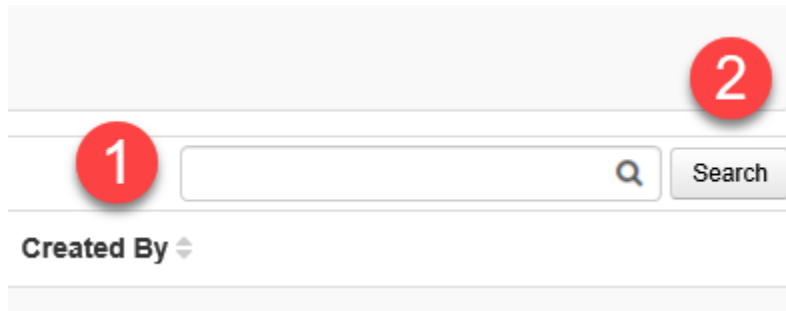
1. Fill out agency details.



Cancel Save 1

1. Click [Save](#) when finished.

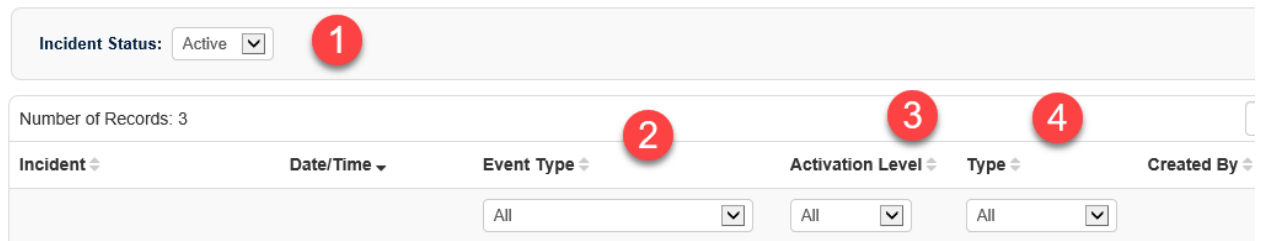
## 12.2 Search



The search interface consists of a search bar and a search button. A red circle with the number 1 is placed over the search bar, and a red circle with the number 2 is placed over the search button. Below the search bar is a filter dropdown labeled "Created By".

1. Enter search criteria.
2. Click the [Search](#) button.
3. To clear search filter and return to full list – delete the text in the search box.
4. Click the [Search](#) button.

## 12.3 Filter By



The filter interface shows a table with columns: Incident, Date/Time, Event Type, Activation Level, Type, and Created By. Above the table is a filter bar with a dropdown for "Incident Status" (set to "Active"). Below the filter bar is a "Number of Records" section showing "3". Below the "Number of Records" section are four dropdown menus for filtering: "Event Type" (set to "All"), "Activation Level" (set to "All"), "Type" (set to "All"), and "Created By" (set to "All"). Red circles with numbers 1 through 4 are placed over the dropdown arrows for "Incident Status", "Event Type", "Activation Level", and "Type" respectively.

1. User can filter list by incident status by clicking on the drop-down arrow.
2. User can filter list by event type by clicking on the drop-down arrow.
3. User can filter list by activation level by clicking on the drop-down arrow.
4. User can filter list by type by clicking on the drop-down arrow.
5. User can view the filtered results in the list.

## 12.4 Edit

This will be permission based so not all users will be able to perform this function.

Number of Records: 3

| Incident                     | Date/Time           | Event Type         | Activation Level | Type          | Created By                                |                      |
|------------------------------|---------------------|--------------------|------------------|---------------|---|----------------------|
|                              |                     | All                | All              | All           |   | 1                    |
| 11-08-2018 Test              | 11/08/2018 06:52:00 | **Drill/Exercise** | Monitoring       | Training      | rsalabarria as CMD EOC Director           | <a href="#">Edit</a> |
| 10-18-2018 New Test Incident | 10/18/2018 13:36:00 | **Drill/Exercise** | Monitoring       | Not Activated | chris.rice@juvare.com as CMD EOC Director | <a href="#">Edit</a> |
| 10-18-2018 Test Incident     | 10/18/2018 11:08:00 | **Drill/Exercise** | Monitoring       | Exercise      | chris.rice@juvare.com as CMD EOC Director | <a href="#">Edit</a> |

1. Click on the [Edit](#) link.

### Incident Information

1

#### Incident Details

**WebEOC Incident Name:** 11-08-2018 Test

**Incident Name:** 11-08-2018 Test

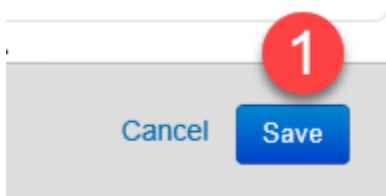
**Event Type:** \*\*Drill/Exercise\*\*

**Incident Creation Date/Time:** 11/08/2018 06:52:00

**Default:** ☐

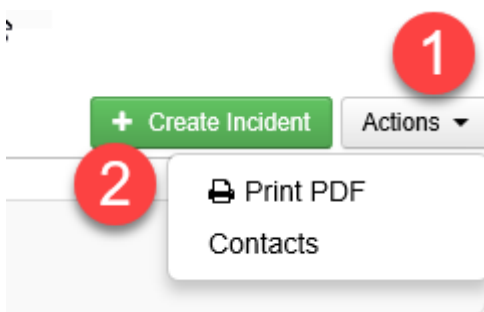
**Active:** ☒

1. Make edits to any of the fields available to user.



1. Click the [Save](#) button at the bottom of the page.

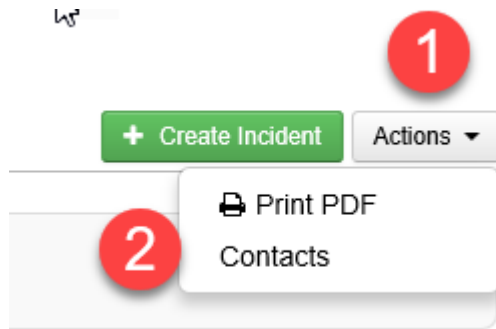
## 12.5 Actions Tab – Print PDF



1. Click the [Actions](#) tab button.
2. Click [Print PDF](#).
3. Follow computer instructions to print.

## 12.6 Actions Tab – Contacts – View/Create

### **VIEW**



1. Click the [Actions](#) button.
2. Click on [Contacts](#).

\*\* Users can view contacts list here. User can click the [Actions](#) button -> Incidents to return to the incidents list. \*\*

### **Create**

This will be permission based so not all users will be able to perform this function.



1. Click on + [Create Contact](#) button.

**Contact Information** 1

---

**Name and Information**

|              |                      |               |                      |              |                      |
|--------------|----------------------|---------------|----------------------|--------------|----------------------|
| Last Name: * | <input type="text"/> | First Name: * | <input type="text"/> | Middle Name: | <input type="text"/> |
| Agency:      | <input type="text"/> | Title:        | <input type="text"/> |              |                      |
| Department:  | <input type="text"/> |               |                      |              |                      |
| Address:     | <input type="text"/> |               |                      |              |                      |
| City:        | <input type="text"/> | State:        | <input type="text"/> | Zip Code:    | <input type="text"/> |
| Email 1: *   | <input type="text"/> | Email 2:      | <input type="text"/> | Email 3:     | <input type="text"/> |

1. Enter all contact information in the available fields.


**Contact Type** 1

---

Shared ☒ *(Shared contacts can be viewed by everyone.)*

Private ☐ *(Private contact can only be viewed by the Position who created it.)*

1. Select contact type.



Cancel
Save

1. Click the [Save](#) button.

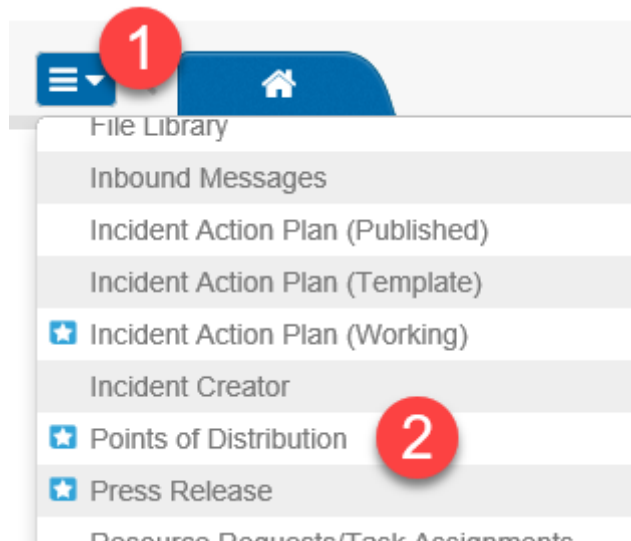
| Contact Type: All <input type="checkbox"/>                                      |          |        |            |       |        |
|---|----------|--------|------------|-------|--------|
| Number of Records: 1 <input type="text"/> <input type="button" value="Search"/> |          |        |            |       |        |
| Last ^  | First    | Agency | Department | Phone | Mobile |
| Adams   | Jennifer | SEMF   |            |       |        |
| <a href="#">View</a> <a href="#">Edit</a>                                       |          |        |            |       |        |

1. User can view the contact was added.

\*\* User can print a PDF of the contact list by clicking the [Actions](#) button the click [Print PDF](#).

## 13 Points of Distribution

**\*\*THIS WILL BE A PHASE 2 BOARD\*\***



1. Click on the drop-down arrow of the control panel.
2. Click on the [Points of Distribution](#) board.

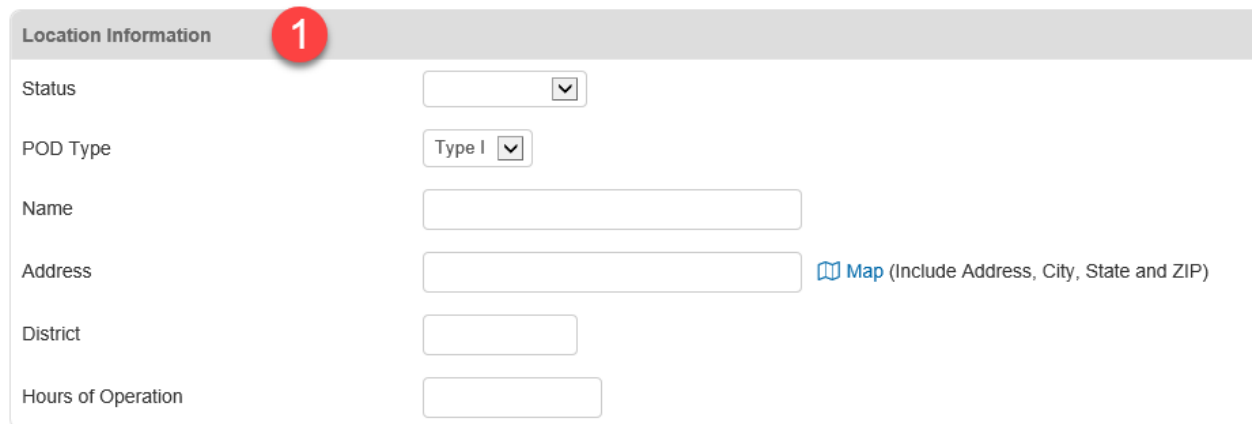
## 13.1 Create POD

**\*\*THIS WILL BE A PHASE 2 BOARD\*\***

This will be permission based so not all users will be able to perform this function.



1. Click the +Create button.

A screenshot of a form titled 'Location Information'. The form has a grey header bar with the title and a red circle with the number '1' above it. The form contains several fields: 'Status' (a dropdown menu), 'POD Type' (a dropdown menu with 'Type I' selected), 'Name' (a text input field), 'Address' (a text input field with a 'Map' link and the text '(Include Address, City, State and ZIP)' to its right), 'District' (a text input field), and 'Hours of Operation' (a text input field).

1. Fill out location information.

### Contact Information

1

Site Primary Contact

Site Primary Contact Phone

Site Secondary Contact

Site Secondary Contact Phone

POD Manager

POD Manager Phone

Mobile Phone

Radio Channel

1. Fill out contact information.

### POD Management Information

1

Department Assigned

National Guard Onsite

☐ Yes ☐ No

# of Staff on Site

Equipment on Site

☐ Forklift

☐ Pallet Jack

☐ Lighting Units

☐ Cones

Porta-Potty

Commodities on Site

☐ Water

☐ Ice

☐ Shelf Stable Meal

☐ Tarps

Other

Traffic Count

1. Enter POD management information.

1

|                     |   |       |
|---------------------|---|-------|
| Total Qty. Received | 0 | Cases |
|---------------------|---|-------|

|                        |   |       |
|------------------------|---|-------|
| Total Qty. Distributed | 0 | Cases |
|------------------------|---|-------|

[illegible]

|                     |   |      |
|---------------------|---|------|
| Total Qty. Received | 0 | Bags |
|---------------------|---|------|

|                        |   |      |
|------------------------|---|------|
| Total Qty. Distributed | 0 | Bags |
|------------------------|---|------|

|                     |   |      |
|---------------------|---|------|
| Total Qty. Received | 0 | Each |
|---------------------|---|------|

|                        |   |      |
|------------------------|---|------|
| Total Qty. Distributed | 0 | Each |
|------------------------|---|------|

|                     |   |      |
|---------------------|---|------|
| Total Qty. Received | 0 | Each |
|---------------------|---|------|

Total Qty. Distributed  Each

Comments

Other

Total Qty. Received

Total Qty. Distributed

Comments

1. Enter POD burn rate information.

1

Cancel Save

1. Click the [Save](#) button when finished.  
\*\* User can view the POD was added. \*\*

## 13.2 View POD

| Filter <span>View All</span> |         |        |                    | <input type="text"/> <input type="button" value="Search"/> |   |
|------------------------------|---------|--------|--------------------|--|---|
| Name                         | Address | Status | Hours of Operation | Last Updated   |   |
| test POD                     |         | Open   | 9-5                | 11/15/2018 18:20:10  | <a href="#">View</a> <a href="#">Edit</a> |
|                              |         | Open   |                    | 11/13/2018 14:38:45  | <a href="#">View</a> <a href="#">Edit</a> |

1. Click the [View](#) link of the POD they wish to view.

### Point of Distribution (POD)

[<< Return to List](#) [Print PDF](#) [Edit](#)

Location Information

|                    |  |
|--------------------|--|
| Status             | Open                                   |
| POD Type           | Type II                                |
| Name               | test POD                               |
| Address            | (Include Address, City, State and ZIP) |
| District           |  |
| Hours of Operation | 9-5                                    |

Contact Information

|                      |                |
|----------------------|----------------|
| Site Primary Contact | Jennifer Adams |
|----------------------|----------------|

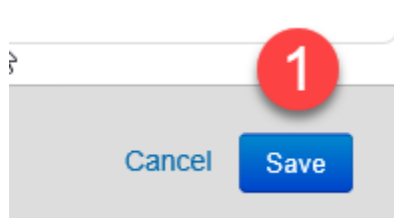
1. After viewing POD, user can click [<< Return to List](#).
2. User can print POD by clicking [Print PDF](#).
3. User can click the [Edit](#) link to edit POD information. This is permission based so you must have permission to perform this task.

## 13.3 Edit POD

This will be permission based so not all users will be able to perform this function.

| Name ▾   | Address ▾ | Status ▾ | Hours of Operation | Last Updated ▾      |   |
|----------|-----------|----------|--------------------|---------------------|---|
| test POD |           | Open     | 9-5                | 11/15/2018 18:20:10 | <a href="#">View</a> <a href="#">Edit</a> |
|          |           | Open     |                    | 11/13/2018 14:38:45 | <a href="#">View</a> <a href="#">Edit</a> |

1. Click the [Edit](#) link of the POD you wish to edit.

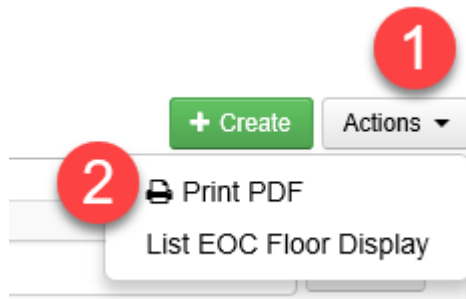


A modal form for editing a POD. It features a red circle with the number '1' in the top right corner. The form has a light gray background and contains two buttons: a blue 'Cancel' button and a blue 'Save' button.

1. Make edits to the POD information then click [Save](#) when finished.

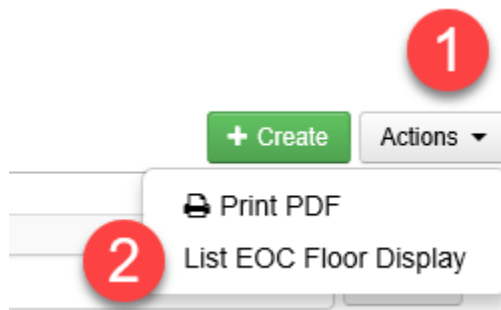
## 13.4 Actions Tab – Print PDF & List EOC Floor Display

### **Print PDF**



1. Click the [Actions](#) button.
2. Click on [Print PDF](#). Follow computer directions to print.

### **List EOC Floor Display**



1. Click the [Actions](#) button.
2. Click on [List EOC Floor Display](#).

| 10-18-2018 New Test Incident     |         |        |                    |                     |
|----------------------------------|---------|--------|--------------------|---------------------|
| <a href="#">« Return to List</a> |         |        |                    |                     |
| Name                             | Address | Status | Hours of Operation | Last Updated        |
| test POD                         |         | Open   | 9-5                | 11/15/2018 18:20:10 |
|                                  |         | Open   |                    | 11/13/2018 14:38:45 |

1. User can view the list.
2. Click on [<< Return to List](#) to go back the main page.

## 13.5 Delete POD

This will be permission based so not all users will be able to perform this function.

| Name     | Address | Status | Hours of Operation | Last Updated        |   |
|----------|---------|--------|--------------------|---------------------|---|
| test POD |         | Open   | 9-5                | 11/15/2018 18:20:10 | <a href="#">View</a> <a href="#">Edit</a> |
|          |         | Open   |                    | 11/13/2018 14:38:45 | <a href="#">View</a> <a href="#">Edit</a> |

1. Click on the **Edit** link of the POD to delete.

1

Comments

🗑 Delete

Cancel

Save

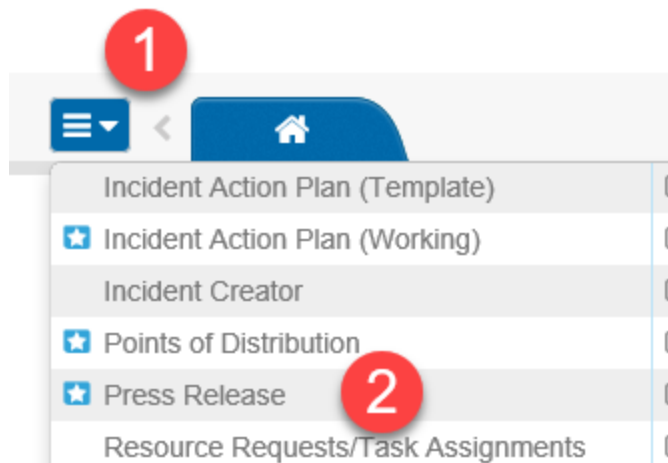
1. Scroll to bottom of page and click the **Delete** button.

## 14 Press Release

This will be permission based so not all users will be able to perform this function.

Every emergency response involves the media, and almost every emergency response organization has a Public Information Officer (PIO) responsible for the development and release of accurate and complete information regarding the incident.

The PIO usually establishes an area for the media that is away from the command post, separate from the EOC, and a safe distance from the incident scene. This area is used to provide news releases, responses to questions or requests, tour information, and so forth.



1. Click the drop-down arrow of the control panel.
2. Select **Press Release**.

## 14.1 Create Press Release



1. Click [+ Create Press Release](#).

A screenshot of a 'Press Release' form. The form has a title bar 'Press Release' with a red circle '1' next to it. The form contains several fields: 'Title' (text input), 'Press Release' (file upload input with a 'Browse...' button and a red circle '2' next to it), 'Published By' (text input), 'Published Date/Time' (text input showing '11/16/2018 10:07:52' with a calendar icon and the text 'Click Calendar to update'), 'Approval Status' (dropdown menu showing 'Pending Approval'), and 'Approved By' (text input). At the bottom right of the form are 'Cancel' and 'Save' buttons, with a red circle '3' next to the 'Save' button.

1. Fill out press release information in all available fields.
2. Upload press release document.
3. Click [Save](#) when finished.

## 14.2 Actions Tab – Print PDF



1. Click the [Actions](#) button.
2. Click on [Print PDF](#).
3. Follow computer directions to print PDF.

## 14.3 Edit

|                     |                 |                |               |  |                   | <input type="text"/> | <input type="button" value="Search"/> |
|---------------------|-----------------|----------------|---------------|--|-------------------|----------------------|---------------------------------------|
| Date/Time ▾         | Title ▾         | Published By ▾ | Approved By ▾ | Press Release  | Approval Status ▾ | 1 Details            |                                       |
| 11/16/2018 10:07:52 | Gasparilla Test | Shannon Jones  | Shanon Jones  | <a href="#">CIC_RACI.docx</a>                        | Pending Approval  | <a href="#">Edit</a> | <a href="#">Delete</a>                |
| 11/13/2018 16:00:38 | Testing release | Shannon Jones  | JP            | <a href="#">ERC7_purchasing taxi_RACI_Chart.docx</a> | Published         | <a href="#">Edit</a> | <a href="#">Delete</a>                |

1. Click on the [Edit](#) link.

**Press Release**

1

Title: Gasparilla Test

Press Release:  Browse...

CIC\_RACI.docx is currently attached. Attaching a new file will overwrite the existing press release.

Published By: Shannon Jones

Published Date/Time: 11/16/2018 10:07:52 Click Calendar to update

Approval Status: Pending Approval

Approved By: Shanon Jones

2

[Cancel](#) [Save](#)

1. Make edits to press release information or uploads as desired.
2. Click the [Save](#) button when finished.
3. User can view the edits were saved.

## 14.4 Delete

| Date/Time           | Title           | Published By  | Approved By  | Press Release                        | Approval Status | Details      |
|---------------------|-----------------|---------------|--------------|--------------------------------------|-----------------|--------------|
| 11/16/2018 10:07:52 | Gasparilla Test | Shannon Jones | Shanon Jones | CIC_RACI.docx                        | Published       | Edit  Delete |
| 11/13/2018 16:00:38 | Testing release | Shannon Jones | JP           | ERC7_purchasing taxi_RACI_Chart.docx | Published       | Edit  Delete |

1. Click on the [Delete](#) link.

**Delete Record**

Are you sure you want to delete this record?

1

[Cancel](#) [Delete](#)

1. Click on [Delete](#) button.

|                     |                 |                |               |  |                   | Search                                      |
|---------------------|-----------------|----------------|---------------|--|-------------------|---|
| Date/Time ▾         | Title ▾         | Published By ▾ | Approved By ▾ | Press Release  | Approval Status ▾ | Details                                     |
| 11/13/2018 16:00:38 | Testing release | Shannon Jones  | JP            | <a href="#">ERC7_purchasing taxi_RACI_Chart.docx</a> | Published         | <a href="#">Edit</a> <a href="#">Delete</a> |

1

1. User can view the press release was deleted.

## 14.5 Filter

Filter by

All ▾

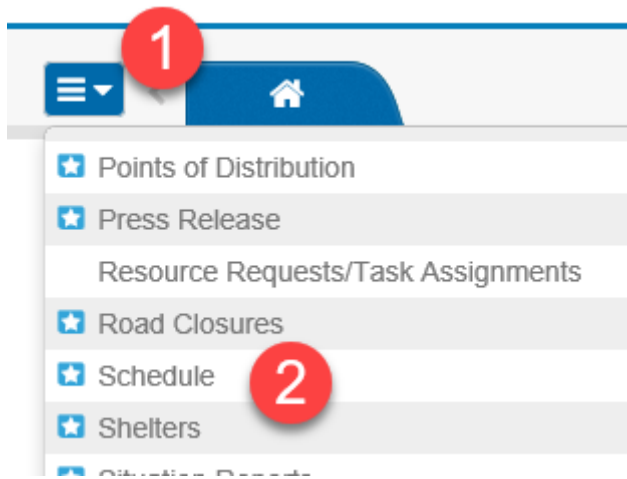
1

1. User can filter press release items by clicking the drop-down arrow of filter by.  
User can filter by approval status: Pending approval, Published or Not Approved.

## 15 Schedule Board

This will be permission based so not all users will be able to perform this function.

The Schedule board allows you to enter pertinent events and view visual cues as they progress through their cycle. It is also referred to as the Battle-Rhythm.



1. Click on the drop-down of the control panel.
2. Select **Schedule board**.

## 15.1 Create Event



1. Click on + **Create Event** button.

Event Details

1

Event Name

Event Audience

Event Time

10:25:53

Cycle

☒ Recurrence
☐ Once

Recurrence

☐ Sunday
☐ Monday
☐ Tuesday
☐ Wednesday
  
☐ Thursday
☐ Friday
☐ Saturday
☐ Check All

Details

Status

Active

2

Cancel Save

1. Fill out event details information.
2. Click the [Save](#) button when finished.

## 15.2 View

| 10-10-2018 TO NEW TEST INCIDENT |                      |                        |                     |   |
|---------------------------------|----------------------|------------------------|---------------------|---|
| 15:00<br>in 4h 32m              | 1500 Conference call | Task force leaders     | 10/17/2018 14:43:45 | 1   |
|                                 |                      |                        |                     | <a href="#">View</a> <a href="#">Edit</a> |
| 09:00<br>1h 27m passed          | 0900 Conference call | All Task Force Leaders | 10/17/2018 14:43:38 | <a href="#">View</a> <a href="#">Edit</a> |
| 09:00<br>1h 27m passed          | testing WEBEOC       | all                    | 11/13/2018 16:08:44 | <a href="#">View</a> <a href="#">Edit</a> |

1. Click on the [View](#) link.

## Schedule: 1500 Conference call

10-18 New Test List

Last Updated: 10/17/2018 14:43:45

[Return to List](#) [Print PDF](#) [Edit](#)

### Event Details

|                |   |
|----------------|---|
| Event Name     | 1500 Conference call                                      |
| Event Audience | Task force leaders  |
| Event Time     | Recurrence (Sun, Mon, Tues, Wed, Thur, Fri, Sat) 15:00:00 |
| Remarks        | 850-413-1558<br>code 2602361#                             |
| Active         | Active  |

1. User can view the event details information.
2. User can Print PDF is needed.
3. User can edit information if needed if user has permission to do so.
4. Click the [Return to List](#) button when finished.

## 15.3 Edit

|                        |                      |                        |                     |   |
|------------------------|----------------------|------------------------|---------------------|---|
| 15:00<br>in 4h 28m     | 1500 Conference call | Task force leaders     | 10/17/2018 14:43:45 | <a href="#">View</a> <a href="#">Edit</a> |
| 09:00<br>1h 31m passed | 0900 Conference call | All Task Force Leaders | 10/17/2018 14:43:38 | <a href="#">View</a> <a href="#">Edit</a> |
| 09:00<br>1h 31m passed | testing WEBEOC       | all                    | 11/13/2018 16:08:44 | <a href="#">View</a> <a href="#">Edit</a> |

1. Click the [Edit](#) link.

Event Details

1

Event Name

1500 Conference call

Event Audience

Task force leaders

Event Time

15:00:00

Cycle

☒ Recurrence
☐ Once

Recurrence

☒ Sunday
☒ Monday
☒ Tuesday
☒ Wednesday
  
☒ Thursday
☒ Friday
☒ Saturday
☒ Check All

Details

850-413-1558  
code 2602361#

Status

Active

2

Cancel

Save

1. Make edits to the event details as needed.
2. Click [Save](#) button when finished.

## 15.4 Print PDF

|                        |                      |                        |                     |   |
|------------------------|----------------------|------------------------|---------------------|---|
| 15:00<br>in 4h 24m     | 1500 Conference call | Task force leaders     | 10/17/2018 14:43:45 | 1 <a href="#">View</a> <a href="#">Edit</a> |
| 09:00<br>1h 35m passed | 0900 Conference call | All Task Force Leaders | 10/17/2018 14:43:38 | <a href="#">View</a> <a href="#">Edit</a>   |
| 09:00<br>1h 35m passed | testing WEBEOC       | all                    | 11/13/2018 16:08:44 | <a href="#">View</a> <a href="#">Edit</a>   |

1. Click the [View](#) link.

# Schedule: 1500 Conference call

10-11-2018 New Test Event

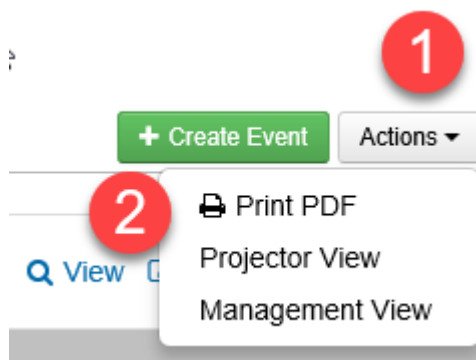
[« Return to List](#) [Print PDF](#) [Edit](#)

## Event Details

|                       |   |
|-----------------------|---|
| <b>Event Name</b>     | 1500 Conference call                                      |
| <b>Event Audience</b> | Task force leaders  |
| <b>Event Time</b>     | Recurrence (Sun, Mon, Tues, Wed, Thur, Fri, Sat) 15:00:00 |
| <b>Remarks</b>        | 850-413-1558<br>code 2602361#                             |
| <b>Active</b>         | Active  |

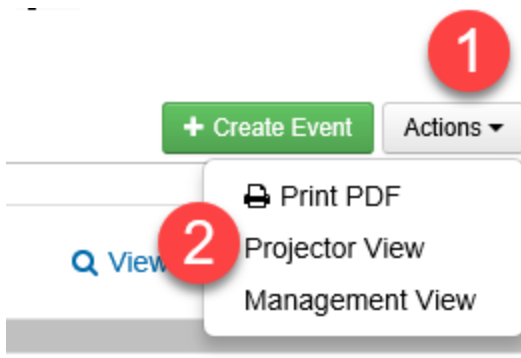
1. Click the [Print PDF](#) link.
2. Follow computer directions to complete printing process.
3. Click [« Return to List](#) when finished.

OR

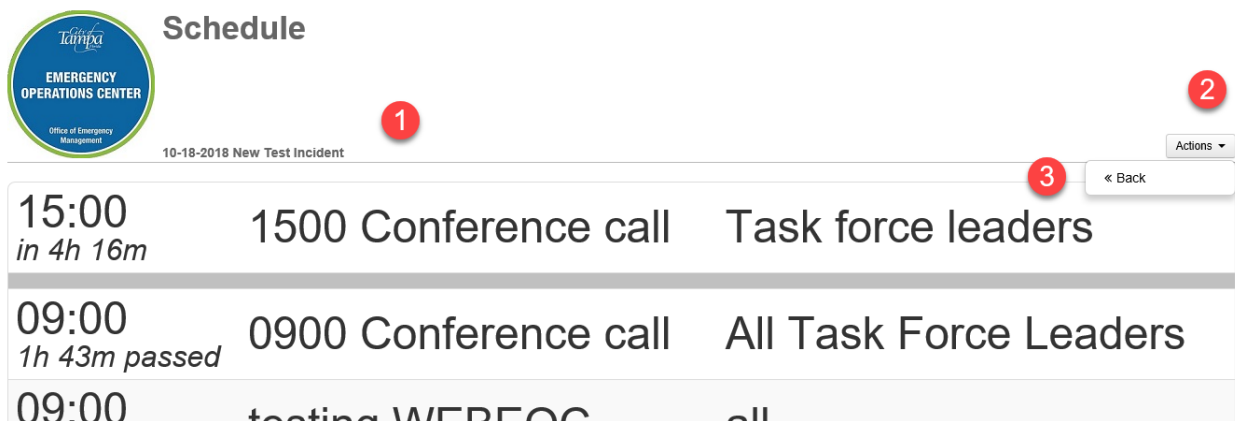


1. Click the [Actions](#) tab.
2. Select [Print PDF](#).

## 15.5 Actions Tab – Projector View

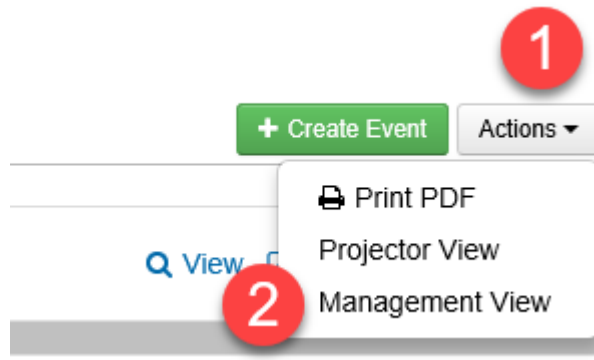


1. Click the [Actions](#) tab.
2. Select [Projector View](#).



1. User can view in Projector view.
2. To return to normal size screen – click the [Actions](#) button.
3. Select << [Back](#).

## 15.6 Actions Tab – Management View



1. Click the [Actions](#) tab.
2. Select [Management View](#).

A screenshot of the 'Management View' interface for an incident titled '10-18-2018 New Test Incident'. The interface includes a header with the 'Office of Emergency Management' logo, a 'Filter by' dropdown set to 'All', and a search bar. A table lists several events with columns for 'Event Name', 'Recurrence', 'Remarks', 'Status', and 'Details'. A red circle with the number '1' is placed over the 'Recurrence' column header. To the right of the table, there is a sidebar with buttons for '+ Create Event', 'Actions', 'Print PDF', and '<< Schedule'. A red circle with the number '2' is above the 'Actions' button, and a red circle with the number '3' is above the '<< Schedule' button.

| Event Name           | Recurrence   | Remarks  | Status | Details  |
|----------------------|--|--|--------|--|
| testing WEBEOC       | Recurrence ( Sun, Mon, Tues, Wed, Thur, Fri, Sat, ) 09:00:00 | this will be for all staff meeting is mandatory! | Active | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
|                      | Once (10/30/2018 ) 13:00:00                                  | Go over new plan                                 | Active | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| 1500 Conference call | Recurrence ( Sun, Mon, Tues, Wed, Thur, Fri, Sat, ) 15:00:00 | 850-413-1558<br>code 2602361#                    | Active | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| 0900 Conference call | Recurrence ( Sun, Mon, Tues, Wed, Thur, Fri, Sat, ) 09:00:00 | 850-413-1558<br>morning code 900261#             | Active | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| Lunch                | Recurrence ( Mon, Tues, Wed, Thur, ) 13:00:00                | Go to lunch                                      | Active | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |

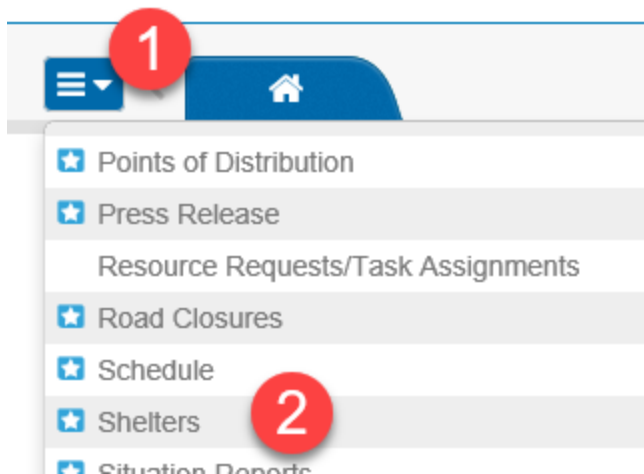
1. User can now view in management view.
2. To return to normal view click the [Actions](#) button.
3. Select [<< Schedule](#) and returns to normal view.

## 16 Shelter board

This will be permission based so not all users will be able to perform this function.

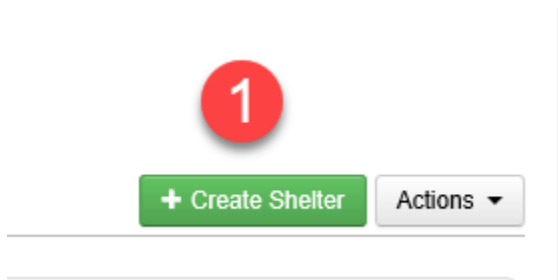
**\*\*THIS WILL BE A PHASE 2 BOARD\*\***

The Shelters board allows you to track shelter information and statuses. The standard list view displays the shelter's name, status, occupancy, and more. It also indicates whether a shelter houses the general population, accommodates special needs, or is pet friendly.



1. Click the drop-down arrow from the control panel.
2. Select [Shelters](#) board.

## 16.1 Create Shelter



1. Click the + Create Shelter button.

1

Location

Shelter Name

Capacity

0

Status

▼

Occupancy

0

☐ Regional ☐ Local

Availability

0

Location

Region

County

Community

Address

[Map](#)

2

Contact Information

Primary Contact

Primary Phone

Secondary Contact

Secondary Phone

Shelter Type

Red Cross Managed

Red Cross has provided staff/supplies for the shelter. The shelter is managed by the Red Cross.

Red Cross Supported

Red Cross has provided supplies for the shelter. The shelter is managed by the community.

Independently Managed

The shelter is managed by the community.

Capabilities

Pet Friendly

Yes No

Warming Center

Yes No

Charging Station

Yes No

ADA Compliant

Yes No

Cooling Center

Yes No

Back-up Generator

Yes No

Functional Needs

Yes No

Reception Center

Yes No

Comments

Cancel

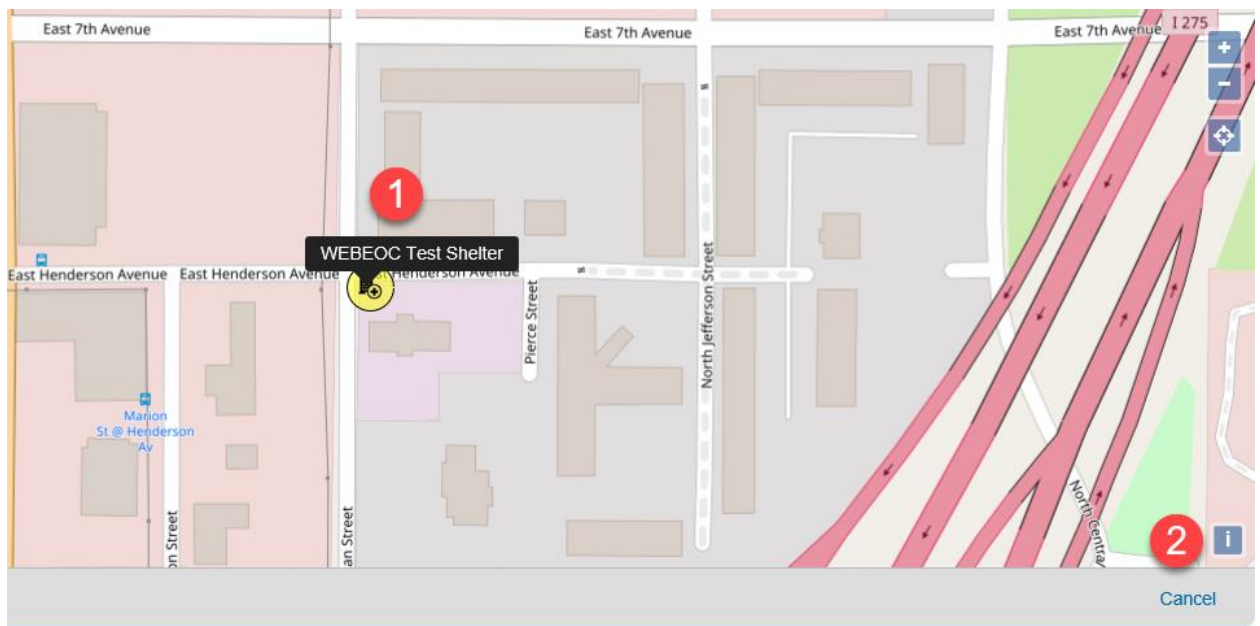
Save

1. Enter location information.
2. Enter contact information.
3. Enter shelter type information.
4. Enter capabilities information.
5. Enter any comments.
6. Click [Save](#) button when finished.

## 16.2 View on Map

|                       |        |                       |     |     |     |     |     |   |                      |
|-----------------------|--------|-----------------------|-----|-----|-----|-----|-----|---|----------------------|
| TURNER/BARTELS MIDDLE | Closed |                       | Yes | Yes |     | 0   | 0   | 0 | Map View Edit Delete |
| WEBEOC Test Shelter   | Full   | Independently Managed | Yes | Yes | Yes | 300 | 300 | 0 | Map View Edit Delete |
| WHARTON HIGH          | Closed |                       | Yes | Yes |     | 0   | 0   | 0 | Map View Edit Delete |

1. Click on the [Map](#) link.



1. User can view the shelter on the map.
2. Click [Cancel](#) to return to shelter list (main page).

## 16.3 View

|                       |        |                       |     |     |     |     |     |   |  |
|-----------------------|--------|-----------------------|-----|-----|-----|-----|-----|---|--|
| TURNER/BARTELS MIDDLE | Closed |                       | Yes | Yes |     | 0   | 0   | 0 | <a href="#">Map</a> <a href="#">View</a> <a href="#">Edit</a>                        |
| WEBEOC Test Shelter   | Full   | Independently Managed | Yes | Yes | Yes | 300 | 300 | 0 | <a href="#">Map</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| WHARTON HIGH          | Closed |                       | Yes | Yes |     | 0   | 0   | 0 | <a href="#">Map</a> <a href="#">View</a>   |

1. Click on the [View](#) link.

## Shelter Status: WEBEOC Test Shelter

10-1-18 3 New Test Shelter

[<< Return to List](#) [Print PDF](#) [Edit](#)

### Details

|                     |                     |                     |     |
|---------------------|---------------------|---------------------|-----|
| <b>Shelter Name</b> | WEBEOC Test Shelter | <b>Capacity</b>     | 300 |
| <b>Status</b>       | Full                | <b>Occupancy</b>    | 300 |
|                     | Local               | <b>Availability</b> | 0   |

### Location

#### Region

**County** Hillsborough

**Community** West Hills

1. User can view the shelter information.
2. Click the [<< Return to List](#) link to return to shelter list.
3. User can click [Print PDF](#) from here as well by clicking Print PDF link.
4. User can also edit from here by clicking the [Edit](#) link. User must have permission to edit.

## 16.4 Edit

|                     |        |                       |     |     |     |     |     |     |  |
|---------------------|--------|-----------------------|-----|-----|-----|-----|-----|-----|--|
| WEBEOC Test Shelter | Full   | Independently Managed | Yes | Yes | Yes | 300 | 300 | 0   | <a href="#">Map</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| WHARTON HIGH        | Closed |                       | Yes | Yes |     | 0   | 0   | 0   | <a href="#">Map</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
|                     |        |                       |     |     |     | 800 | 673 | 127 |  |

1. Click the [Edit](#) link.

**Capabilities**

|  |   |                  |   |                   |   |
|--|---|------------------|---|-------------------|---|
| Pet Friendly <span style="background-color: red; color: white; border-radius: 50%; padding: 2px 5px;">1</span> | <input checked="" type="radio"/> Yes <input type="radio"/> No | Warming Center   | <input checked="" type="radio"/> Yes <input type="radio"/> No | Charging Station  | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| ADA Compliant  | <input checked="" type="radio"/> Yes <input type="radio"/> No | Cooling Center   | <input checked="" type="radio"/> Yes <input type="radio"/> No | Back-up Generator | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Functional Needs   | <input type="radio"/> Yes <input type="radio"/> No            | Reception Center | <input type="radio"/> Yes <input checked="" type="radio"/> No |                   |   |

**Comments**

Testing for WEBEOC

Cancel Save 2

1. Make edit to any of the available fields.
2. Click the [Save](#) button when finished.

## 16.5 Delete

|                       |        |                       |     |     |     |     |     |   |  |
|-----------------------|--------|-----------------------|-----|-----|-----|-----|-----|---|--|
| TURNER/BARTELS MIDDLE | Closed |                       | Yes | Yes |     | 0   | 0   | 0 | <a href="#">Map</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <span style="background-color: red; color: white; border-radius: 50%; padding: 2px 5px; margin-left: 5px;">1</span> |
| WEBEOC Test Shelter   | Full   | Independently Managed | Yes | Yes | Yes | 300 | 300 | 0 | <a href="#">Map</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>   |
| WHARTON HIGH          | Closed |                       | Yes | Yes |     | 0   | 0   | 0 | <a href="#">Map</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>   |

1. Click the [Delete](#) link.

**Delete Shelter**

---

Delete shelter WEBEOC Test Shelter ?

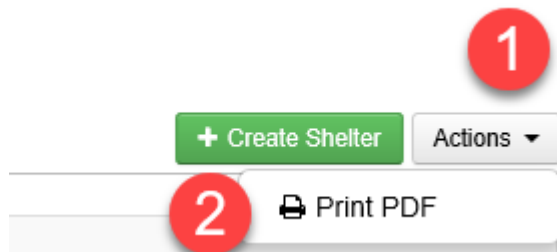
Cancel Delete 1

1. Click the [Delete](#) button.

|                        |        |   |     |     |   |   |   |   |
|------------------------|--------|---|-----|-----|---|---|---|---|
| Tampa Palms Elementary | Closed |   |     |     | 0 | 0 | 0 | <a href="#">Map</a> <a href="#">View</a><br><a href="#">Edit</a> <a href="#">Delete</a> |
| TURNER/BARTELS MIDDLE  | Closed | 1 | Yes | Yes | 0 | 0 | 0 | <a href="#">Map</a> <a href="#">View</a><br><a href="#">Edit</a> <a href="#">Delete</a> |
| WHARTON HIGH           | Closed |   | Yes | Yes | 0 | 0 | 0 | <a href="#">Map</a> <a href="#">View</a><br><a href="#">Edit</a> <a href="#">Delete</a> |

1. User can view the shelter was deleted and no longer on the list.

## 16.6 Actions Tab – Print PDF



1. Click the [Actions](#) button.
2. Select [Print PDF](#).
3. Follow computer instructions to print.

## 16.7 Filter By

| Filter by <span>1</span> |          |                     |                 |                    |                |          |
|--------------------------|----------|---------------------|-----------------|--------------------|----------------|----------|
| Name ^                   | Status ^ | Type ^              | ADA Compliant ^ | Functional Needs ^ | Pet Friendly ^ | Back Gen |
| BENITO MIDDLE            | Open     | Red Cross Supported | Yes             | Yes                | Yes            | Yes      |
| BOWERS WHITLEY           | Closed   |                     |                 |                    |                |          |

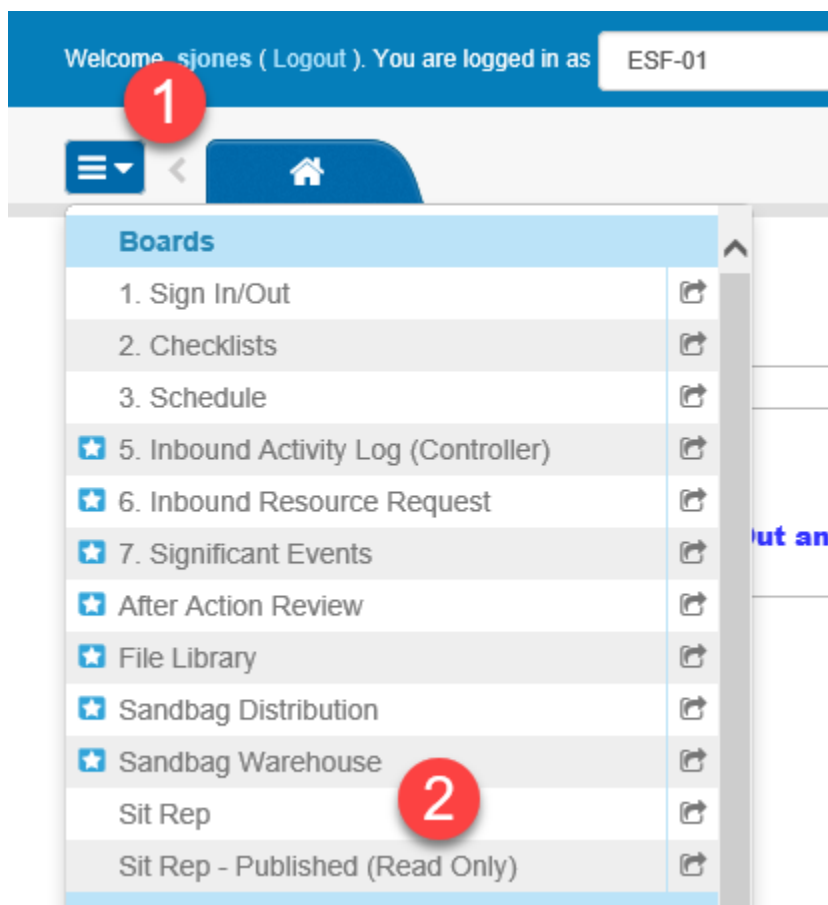
1. User can filter list by clicking the filter by drop-down. User can filter by closed, full, open and all.

## 17 SIT REP

This will be permission based so not all users will be able to perform this function.

The Situation Report board allows agencies to track published SITREPs and view the published reports. SITREPs (SITuation REPorts) are typically published at least once every 24 hours during an emergency. WebEOC provides a standard format that can be used based on the two common methodologies—Incident Command System (ICS) and Emergency Support Functions (ESF).

Functional areas within the emergency response organization update their portion of the SITREP, which then populates a master SITREP. The master SITREP can be viewed online and approved before release.



1. Click the [drop-down arrow](#) of the control panel.
2. Select [Sit Rep](#).

## 17.1 Edit Sit Rep

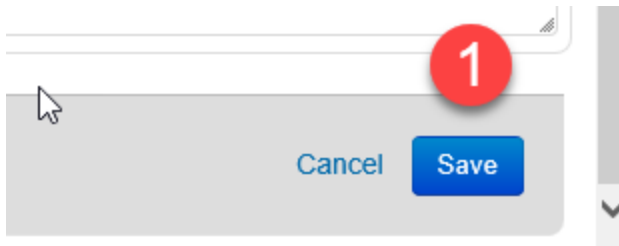
The screenshot shows the top of the City of Tampa Situation Report interface. At the top, a blue navigation bar contains the text "You are logged in as" followed by a dropdown menu showing "ESF-01", and another dropdown menu showing "New Gasparilla". To the right of these are icons for a full screen, settings, and help. Further right is the "in" logo. Below the navigation bar is a grey bar with a "Sit Rep" button and a close icon. The main header area features the "City of Tampa Situation Report" title, the "New Gasparilla" location, and a red circle with the number "1" next to an "Edit" button. Below the header is a grey box with the text "ESF 01 - Transportation" and "This is a test. Instructions, etc. may be entered here and may be duplicated on the Edit screen." To the right of this box is the text "Not Included in City of Tampa Situation Report".

1. Click [Edit](#) button.

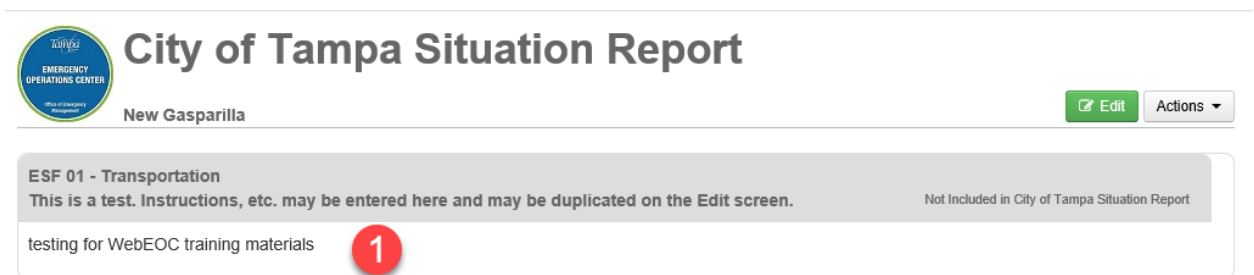
Please note that each ESF position can only edit their own section of the Sit Rep. Emergency management will have permission to all positions in this report and control the locking, unlocking and publishing of full SIT REP. Please note that for ESF positions that have multiple departments – create a header in bold and enter your updates to sit rep. i.e. ESF-03 may have Parks & Rec, Waste Water, Water etc.

The screenshot shows the editing area for the "ESF 01 - Transportation" section of the City of Tampa Situation Report. The header area is the same as the previous screenshot, but the "Edit" button is now highlighted with a red circle and the number "2". Below the header is a grey box with the text "ESF 01 - Transportation" and a checkbox labeled "Include". Below this is a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and other formatting options. The text area of the editor is empty, with a red circle and the number "1" next to the cursor.

1. Enter content of SIT REP information in this section.
2. Check [Include](#) box to include this ESF section of the SIT REP in the published SIT REP.

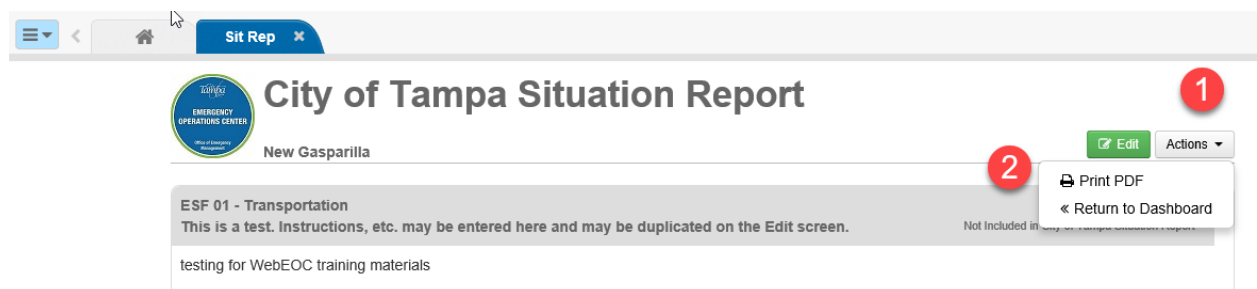


1. Scroll to bottom of page – click [Save](#).



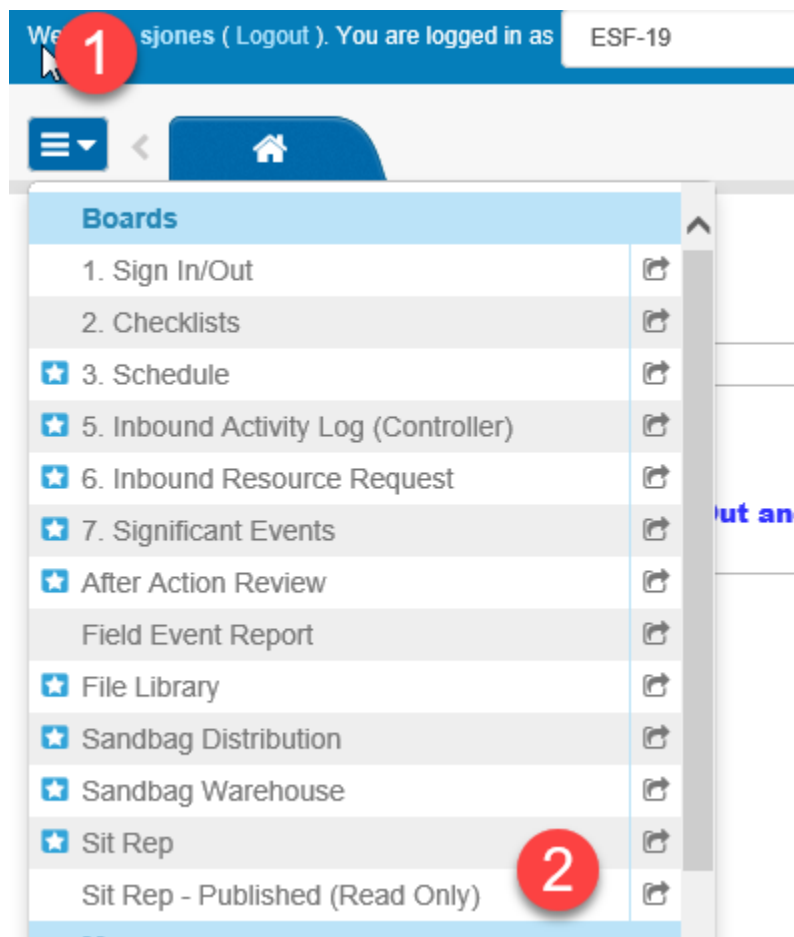
1. User can view the information entered was saved.

## 17.2 Print PDF of Sit Rep for your ESF Section



1. Click the drop-down arrow on [Actions](#) button.
2. Select [Print PDF](#).

## 17.3 View Published SIT REP (Read Only)



1. Click the drop-down arrow of the control panel.
2. Select [Sit Rep – Published \(Read Only\)](#).

| 17.3 View Published SIT REP (Read Only) |                                  |             |             |                      |                     |                      | 1 |
|---|----------------------------------|-------------|-------------|----------------------|---------------------|----------------------|---|
| Incident Name                           | City of Tampa Situation Report # | Report Date | Report Time | EOC Activation Level | Publish Date        |                      |   |
| 10-18-2018 New Test Incident            | 01                               | 11/19/2018  | 10:00       | High                 | 11/28/2018 10:39:42 | <a href="#">View</a> |   |

1. Click the [View](#) link.



## City of Tampa Situation Report #01

10-18-2018 New Test Incident

1

Actions ▾

### A.) Emergency Operations Center Overview

|   |  |   |
|---|--|---|
| <b>Incident Name:</b><br>10-18-2018 New Test Incident | <b>Date:</b><br>11/19/2018                               | <b>Time:</b><br>10:00                       |
| <b>EOC Activation Level:</b><br>High                  | <b>SEOC Activation Level:</b>                            |   |
| <b>Local State of Emergency Declaration:</b><br>yes   | <b>Governor's State of Emergency Declaration:</b><br>yes | <b>Federal Disaster Declaration:</b><br>yes |
| <b>Emergency Operations Center Director</b>           | Oliver Greene  |   |
| <b>Deputy Emergency Manager</b>                       | Holly Lobby  |   |
| <b>Executive Policy Group Liaison</b>                 | Carol Cox  |   |

1. User can view the published SIT REP.



## City of Tampa Situation Report #01

10-18-2018 New Test Incident

1

Actions ▾

### A.) Emergency Operations Center Overview

|                       |              |              |
|-----------------------|--------------|--------------|
| <b>Incident Name:</b> | <b>Date:</b> | <b>Time:</b> |
|-----------------------|--------------|--------------|

Print PDF

« Return to List

2

1. Click the drop-down arrow on [Actions](#) button.
2. Select [«Return to List](#).

## 17.4 Print Published SIT REP (Read Only)

Sit Rep - Published (Read Only) ✕

### City of Tampa Situation Reports

10-18-2018 New Test Incident

1

Actions ▾

2

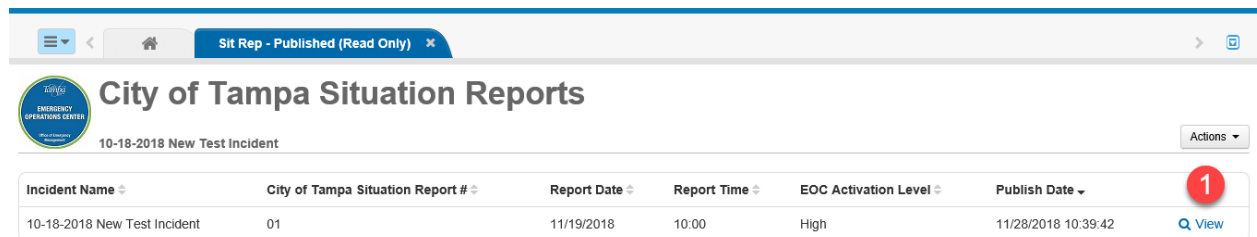
Print PDF

| Incident Name                | City of Tampa Situation Report # | Report Date | Report Time | EOC Activation Level | Publish Date        |                      |
|------------------------------|----------------------------------|-------------|-------------|----------------------|---------------------|----------------------|
| 10-18-2018 New Test Incident | 01                               | 11/19/2018  | 10:00       | High                 | 11/28/2018 10:39:42 | <a href="#">View</a> |

1. Click drop-down arrow on [Actions](#) button.
2. Select [Print PDF](#).

## 17.5 Remove City of Tampa Situation Report

This will be permission based – not all positions can perform this action.



| Incident Name                | City of Tampa Situation Report # | Report Date | Report Time | EOC Activation Level | Publish Date        |
|------------------------------|----------------------------------|-------------|-------------|----------------------|---------------------|
| 10-18-2018 New Test Incident | 01                               | 11/19/2018  | 10:00       | High                 | 11/28/2018 10:39:42 |

1. Click the [View](#) link when on the Sit Rep – Published (Read Only) board.



### City of Tampa Situation Report #01

10-18-2018 New Test Incident

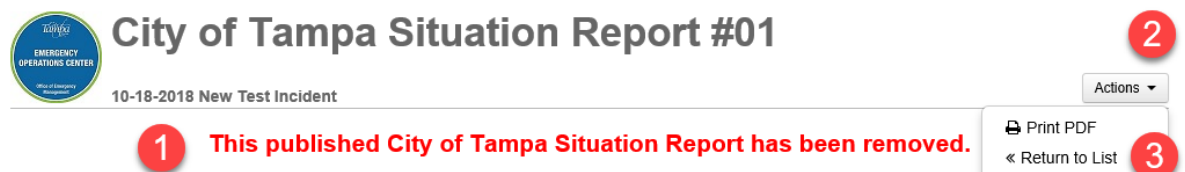
**A.) Emergency Operations Center Overview**

|                                       |  |                               |
|---------------------------------------|--|-------------------------------|
| Incident Name:                        | Date:                                    | Time:                         |
| 10-18-2018 New Test Incident          | 11/19/2018                               | 10:00                         |
| EOC Activation Level:                 | SEOC Activation Level:                   |                               |
| High                                  |  |                               |
| Local State of Emergency Declaration: | Coverage State of Emergency Declaration: | Federal Disaster Declaration: |

**Actions**

- Print PDF
- Return to List
- Remove City of Tampa Situation Report

1. Click the drop-down arrow on [Actions](#) button.
2. Select [Remove City of Tampa Situation Report](#).



### City of Tampa Situation Report #01

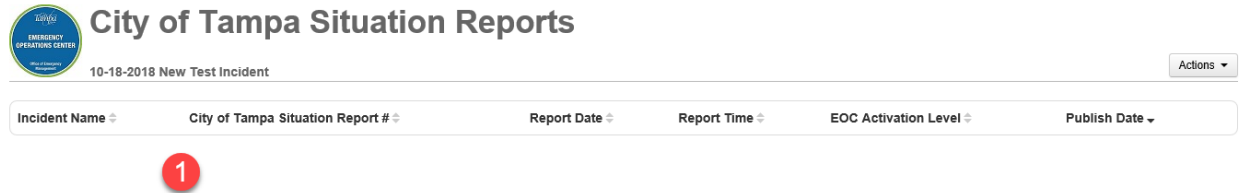
10-18-2018 New Test Incident

**1 This published City of Tampa Situation Report has been removed.**

**Actions**

- Print PDF
- Return to List

1. User can view the published sit rep was removed.
2. Click the [drop-down arrow on actions](#) tab.
3. Select [Return to List](#).



**City of Tampa Situation Reports**

10-18-2018 New Test Incident

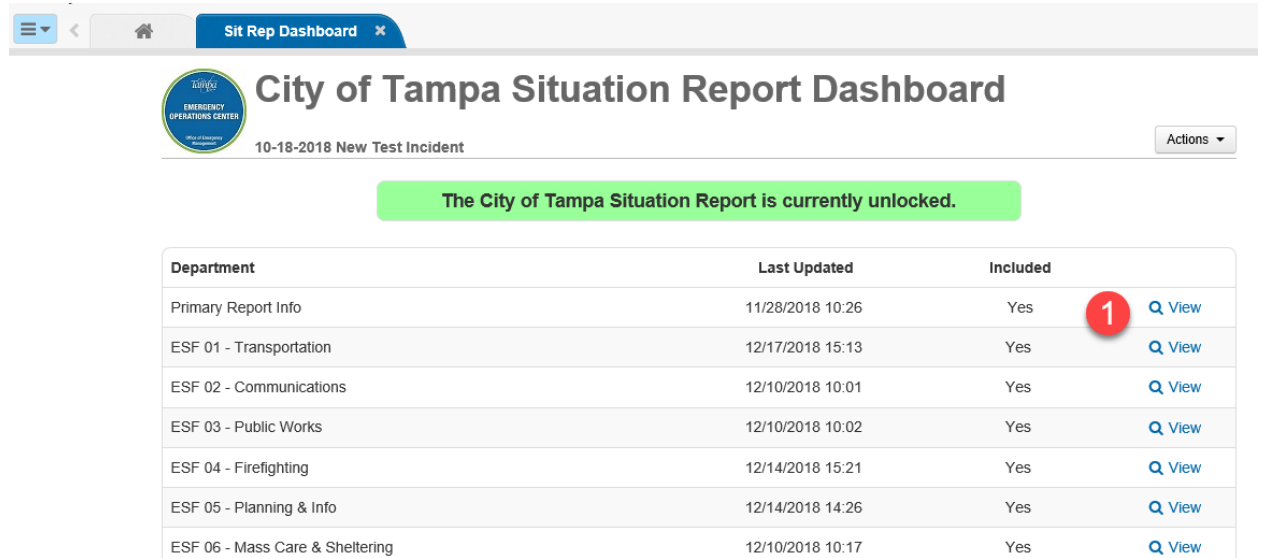
Incident Name City of Tampa Situation Report # Report Date Report Time EOC Activation Level Publish Date

1

1. User can view the situation report has been removed.

## 17.6 SIT REP Dashboard - View

This will be permission based – not all user will be able to perform this action.



**City of Tampa Situation Report Dashboard**

10-18-2018 New Test Incident

The City of Tampa Situation Report is currently unlocked.

| Department                      | Last Updated     | Included |
|---------------------------------|------------------|----------|
| Primary Report Info             | 11/28/2018 10:26 | Yes      |
| ESF 01 - Transportation         | 12/17/2018 15:13 | Yes      |
| ESF 02 - Communications         | 12/10/2018 10:01 | Yes      |
| ESF 03 - Public Works           | 12/10/2018 10:02 | Yes      |
| ESF 04 - Firefighting           | 12/14/2018 15:21 | Yes      |
| ESF 05 - Planning & Info        | 12/14/2018 14:26 | Yes      |
| ESF 06 - Mass Care & Sheltering | 12/10/2018 10:17 | Yes      |

1. Click [View](#) link of section you want to view.

**Sit Rep Dashboard**

**City of Tampa Situation Report**

10-18-2018 New Test Incident

[Edit](#) **Actions** ▼

Print PDF  
 << Return to Dashboard

**ESF 01 - Transportation**  
 This is a test. Instructions, etc. may be entered here and may be duplicated on the Edit screen.

this is a test.

1. User can view the section of the sit rep they selected.
2. Click the drop-down arrow on [Actions](#) button.
3. Select [<<Return to Dashboard](#).

## 17.7 SIT REP Dashboard - Edit

This will be permission based and not all positions can perform this action.

**City of Tampa Situation Report Dashboard**

10-18-2018 New Test Incident **Actions** ▼

The City of Tampa Situation Report is currently unlocked.

| Department               | Last Updated     | Included |                      |
|--------------------------|------------------|----------|----------------------|
| Primary Report Info      | 11/28/2018 10:26 | Yes      | <a href="#">View</a> |
| ESF 01 - Transportation  | 12/17/2018 15:13 | Yes      | <a href="#">View</a> |
| ESF 02 - Communications  | 12/10/2018 10:01 | Yes      | <a href="#">View</a> |
| ESF 03 - Public Works    | 12/10/2018 10:02 | Yes      | <a href="#">View</a> |
| ESF 04 - Firefighting    | 12/14/2018 15:21 | Yes      | <a href="#">View</a> |
| ESF 05 - Planning & Info | 12/14/2018 14:00 | Yes      | <a href="#">View</a> |

1. Click the [View](#) link of the section you wish to edit.

SitRep Dashboard

**City of Tampa Situation Report**

10-18-2018 New Test Incident

ESF 01 - Transportation  
This is a test. Instructions, etc. may be entered here and may be duplicated on the Edit screen. Included in City of Tampa Situation Report

this is a test.

1. Click the [Edit](#) button.

B I U S [List Icons] [Link Icons] [Insert Icons]

this is a test.

1

2

Cancel Save

1. Make desired edits.
  2. Click [Save](#).
- \*\*For departments like ESF3 that have multiple departments in it. Create a header in bold and write comments for you section under the header. Example: **PARK & RECS, Water.** And etc and put your comments under the correct section.**



## City of Tampa Situation Report

10-18-2018 New Test Incident

Edit

Actions

### ESF 01 - Transportation

This is a test. Instructions, etc. may be entered here and may be duplicated on the Edit screen.

this is a test.

Print PDF

Return to Dashboard

1. Click the drop-down arrow on [Actions](#) button.
2. Select [Return to Dashboard](#).

## 17.8 SIT REP Dashboard – Print PDF

Sit Rep Dashboard

City of Tampa Situation Report Dashboard

10-18-2018 New Test Incident

The City of Tampa Situation Report is currently unlocked.

| Department          | Last Updated     |
|---------------------|------------------|
| Primary Report Info | 11/28/2018 10:26 |

Print PDF

Lock Report for Review

Reset All Included Fields

View/Publish Working Report

Actions

View

1. Click the [drop-down arrow on Actions](#) button.
2. Select [Print PDF](#).

## 17.9 SIT REP Dashboard – Lock Report for Review

Sit Rep Dashboard x

**City of Tampa Situation Report Dashboard** 10-18-2018 New Test Incident

The City of Tampa Situation Report is currently unlocked.

Actions ▾

- Print PDF
- Lock Report for Review
- Reset All Included Fields
- View/Publish Working Report

| Department          | Last Updated     |     |                      |
|---------------------|------------------|-----|----------------------|
| Primary Report Info | 11/28/2018 10:26 | Yes | <a href="#">View</a> |

1. Click the drop-down arrow on [Actions](#) button.
2. Select [Lock Report for Review](#).

Sit Rep Dashboard x

**City of Tampa Situation Report Dashboard** 10-18-2018 New Test Incident

The City of Tampa Situation Report is currently locked for review.

Actions ▾

| Department | Last Updated | Included |
|------------|--------------|----------|
|------------|--------------|----------|

1. User can view the situation report is currently locked for review.

## 17.10 SIT REP Dashboard – Unlock Report

The screenshot shows the 'City of Tampa Situation Report Dashboard' for the '10-18-2018 New Test Incident'. A yellow banner states: 'The City of Tampa Situation Report is currently locked for review'. Below this is a table with columns 'Department' and 'Last Updated'. The table contains one row: 'Primary Report Info' with a 'Last Updated' date of '11/28/2018 10:26'. To the right of the table is an 'Actions' dropdown menu. The menu is open, showing options: 'Print PDF', 'Unlock Report' (highlighted with a red circle and number 2), 'Reset All Included Fields', and 'View/Publish Working Report'. A red circle with the number 1 is placed over the 'Actions' button.

| Department          | Last Updated     |
|---------------------|------------------|
| Primary Report Info | 11/28/2018 10:26 |


1. Click the [drop-down arrow on Actions](#) button.
2. Select [Unlock Report](#).

The screenshot shows the same 'City of Tampa Situation Report Dashboard' for the '10-18-2018 New Test Incident'. A green banner now states: 'The City of Tampa Situation Report is currently unlocked.' A red circle with the number 1 is placed over the banner. The 'Actions' dropdown menu is no longer visible.

1. User can view the situation report is currently unlocked.

## 17.11 SIT REP Dashboard – Reset all Included Fields

Sit Rep Dashboard



### City of Tampa Situation Report Dashboard

10-18-2018 New Test Incident

1

Actions

Print PDF

Lock Report for Review

Reset All Included Fields

View/Publish Working Report

2

The City of Tampa Situation Report is currently unlocked.

| Department              | Last Updated     |     |                      |
|-------------------------|------------------|-----|----------------------|
| Primary Report Info     | 11/28/2018 10:26 | Yes | <a href="#">View</a> |
| ESF 01 - Transportation | 12/27/2018 21:09 | Yes | <a href="#">View</a> |
| ESF 02 - Communications | 12/10/2018 10:01 | Yes | <a href="#">View</a> |

1. Click the drop-down arrow on [Actions](#) button.
2. Select [Reset all Included Fields](#).

The City of Tampa Situation Report is currently unlocked.

| Department                      | Last Updated     | Included |                      |
|---------------------------------|------------------|----------|----------------------|
| Primary Report Info             | 11/28/2018 10:26 | Yes      | <a href="#">View</a> |
| ESF 01 - Transportation         | 12/27/2018 21:09 | No       | <a href="#">View</a> |
| ESF 02 - Communications         | 12/10/2018 10:01 | No       | <a href="#">View</a> |
| ESF 03 - Public Works           | 12/10/2018 10:02 | No       | <a href="#">View</a> |
| ESF 04 - Firefighting           | 12/14/2018 15:21 | No       | <a href="#">View</a> |
| ESF 05 - Planning & Info        | 12/14/2018 14:26 | No       | <a href="#">View</a> |
| ESF 06 - Mass Care & Sheltering | 12/10/2018 10:17 | No       | <a href="#">View</a> |

1

1. User can view all included fields have been reset to No.

## 17.12SIT REP Dashboard – View/Publish Working Report

**\*\*REPORT MUST BE LOCKED IN ORDER TO PERFORM THIS ACTION\*\***

The screenshot shows the 'City of Tampa Situation Report Dashboard' for a '10-18-2018 New Test Incident'. A yellow banner states: 'The City of Tampa Situation Report is currently locked for review'. Below this is a table with columns 'Department' and 'Last Updated'. The table contains one row: 'Primary Report Info' with 'Last Updated' as '11/28/2018 10:26'. To the right of the table is an 'Actions' dropdown menu. A red circle '1' points to the 'Actions' button, and a red circle '2' points to the 'View/Publish Working Report' option in the dropdown menu. Other options in the menu include 'Print PDF', 'Unlock Report', and 'Reset All Included Fields'.

| Department          | Last Updated     |
|---------------------|------------------|
| Primary Report Info | 11/28/2018 10:26 |

1. Click the [drop-down arrow on Actions](#) button.
2. Select [View/Publish Working Report](#).

The screenshot shows the 'City of Tampa Situation Report #01' for a '10-18-2018 New Test Incident'. Below the title are two buttons: 'Publish' and 'Notify and Publish', both with green thumbs-up icons. A red circle '1' points to the 'Publish' button, and a red circle '2' points to the 'Notify and Publish' button. To the right of these buttons is an 'Actions' dropdown menu. Below the buttons is a section titled 'A.) Emergency Operations Center Overview' which contains a table with columns 'Incident Name', 'Date', and 'Time'.

| Incident Name | Date | Time |
|---------------|------|------|
|---------------|------|------|

1. Select [Publish](#) OR
2. Select [Notify and Publish](#).

**Email Notification**

To:  ×  
 Separate multiple email addresses with commas.

Subject:


Body:

```
Incident Name:      10-18-2018 New Test Incident
Report #:          01
EOC Activation Level: High
Date:              11/19/2018
Time:              10:00

To view this Recovery Report, please log in to WebEOC
```

Cancel Notify and Publish

1. When notify and publish is selected user can [enter email address\(s\)](#) of recipients to send to..
2. Click [Notify and Publish](#) button.

 **City of Tampa Situation Report #01**  
 10-18-2018 New Test Incident

City of Tampa Situation Report must be locked to publish


Actions

Print PDF  
Return to Dashboard

**A.) Emergency Operations Center Overview**

|   |                            |                       |
|---|----------------------------|-----------------------|
| <b>Incident Name:</b><br>10-18-2018 New Test Incident | <b>Date:</b><br>11/19/2018 | <b>Time:</b><br>10:00 |
|---|----------------------------|-----------------------|

1. Click the [drop-down arrow on Actions](#) button.
2. Select [Return to Dashboard](#).

 **City of Tampa Situation Reports**  
 10-18-2018 New Test Incident

Actions

| Incident Name                | City of Tampa Situation Report # | Report Date | Report Time | EOC Activation Level | Publish Date        |                      |
|------------------------------|----------------------------------|-------------|-------------|----------------------|---------------------|----------------------|
| 10-18-2018 New Test Incident | 01                               | 11/19/2018  | 10:00       | High                 | 12/27/2018 21:32:33 | <a href="#">View</a> |
| 10-18-2018 New Test Incident | 01                               | 11/19/2018  | 10:00       | High                 | 12/27/2018 21:32:27 | <a href="#">View</a> |

1. Open the Sit Rep – Published (Read Only) board.
2. User can view the published Situation Reports.

## 17.13 Save SIT REP PDF to Desktop and add Link to Report

**\*\*NEED TO GET DETAILED STEPS FROM CORNELIA OR CHAUNCIA\*\***

## 17.14 Sample SIT Report

Provided by Oliver Greene

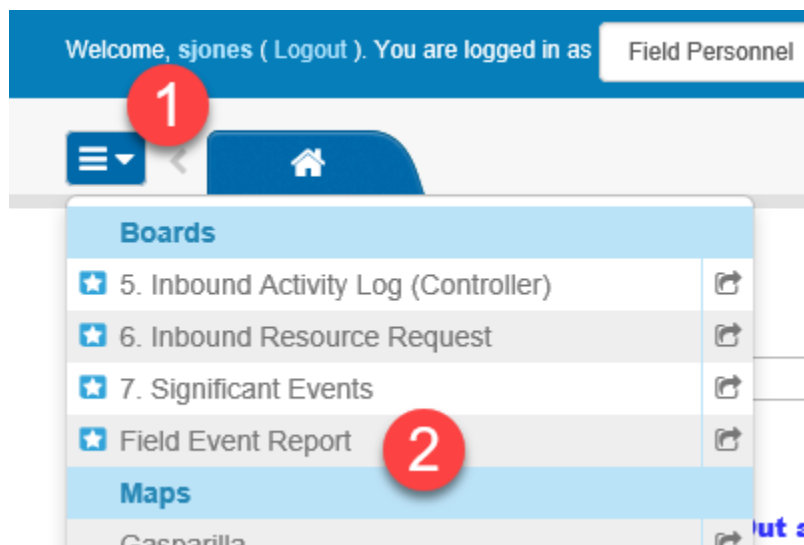


01 Situation Report  
1\_21\_2017 at 1500 h



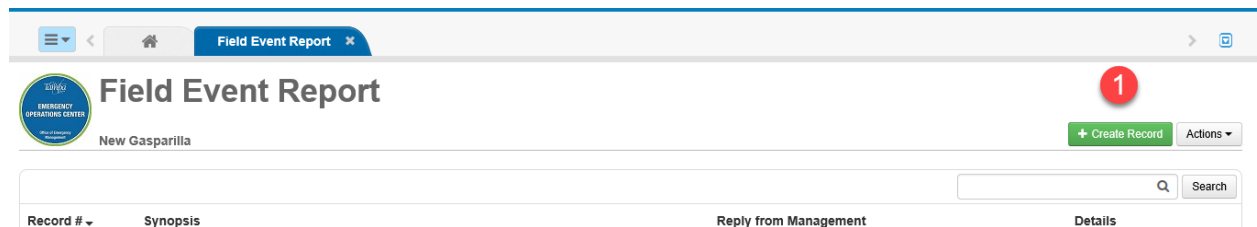
02 Situation Report  
1\_21\_2017 at 1800 h

## 18 Field Event Report Board



1. Click the drop-down arrow of the control panel.
2. Select [Field Event Report](#).

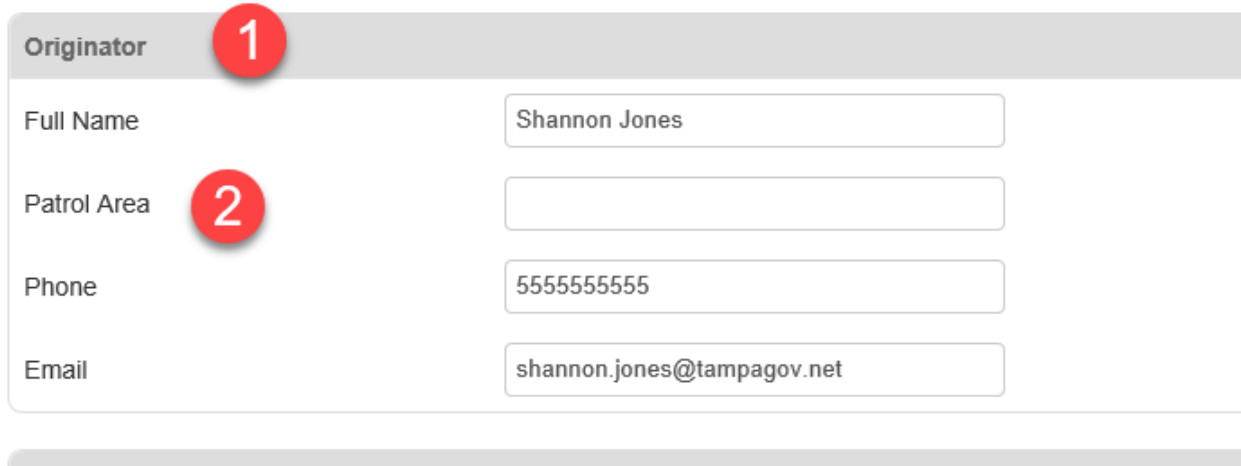
## 18.1 Create Record



The screenshot shows the top section of a web application. At the top is a navigation bar with a menu icon, a home icon, and a tab labeled "Field Event Report". Below this is a header area with the "TAMPA EMERGENCY OPERATIONS CENTER" logo on the left, the title "Field Event Report" in the center, and a red circle with the number "1" on the right. Below the title is the text "New Gasparilla". To the right of the title is a green button labeled "+ Create Record" and a dropdown menu labeled "Actions". Below the header is a search bar with a magnifying glass icon and a "Search" button. Below the search bar is a table with four columns: "Record #", "Synopsis", "Reply from Management", and "Details".

1. Click [+Create Record](#) button.

### Field Event Report



The screenshot shows the main body of the "Field Event Report" form. It has a grey header bar with the word "Originator" and a red circle with the number "1". Below this are four rows of form fields. The first row is "Full Name" with the value "Shannon Jones". The second row is "Patrol Area" with a red circle with the number "2" next to it and an empty field. The third row is "Phone" with the value "5555555555". The fourth row is "Email" with the value "shannon.jones@tampagov.net".

1. Confirm Originator information – this info is auto populated by the system.
2. Enter Patrol area information.

Comments or Issues
1

gave warning to Gerald Cox for selling water without proper vendor information

Recommendations for Improvement
2

Gerald needs to get proper vendor information

3


Cancel Save

1. Enter comments or issues.
2. Enter recommendations for improvement.
3. Click [Save](#).

| Record # ▾ | Synopsis  | Reply from Management |
|------------|---|-----------------------|
| 1          | <u>Comments or Issues</u><br>gave warning to Gerald Cox for selling water without proper vendor information |                       |
| 6          | <u>Recommendations for Improvement</u><br>Gerald needs to get proper vendor information                     |                       |

1. User can view the record was saved and shows on the main list page.

## 18.2 View Record



Field Event Report
+ Create Record
Actions ▾

| Record # ▾ | Synopsis  | Reply from Management | Details  |
|------------|---|-----------------------|--|
| 6          | <u>Comments or Issues</u><br>gave warning to Gerald Cox for selling water without proper vendor information |                       | 1<br><a href="#">View</a> <a href="#">Edit</a> |
|            | <u>Recommendations for Improvement</u><br>Gerald needs to get proper vendor information                     |                       |  |

1. Click [View](#) link of the record you want to view.

## Field Event Report

New C <sup>2</sup> illa

Last Updated: 12/27/2018 13:20:57

[Return to List](#) [Print PDF](#) [Edit](#)

### Originator

|             |                            |
|-------------|----------------------------|
| Full Name   | <sup>1</sup> Shannon Jones |
| Patrol Area | 5                          |
| Phone       | 5555555555                 |
| Email       | shannon.jones@tampagov.net |

### Comments or Issues

gave warning to Gerald Cox for selling water without proper vendor information

1. User can view the record information.
2. Click [Return to List](#) to go back to main list page. User can also print PDF by clicking the Print PDF link and can edit record by clicking Edit link.

## 18.3 Edit Record

| Search   |   |                       |   |
|----------|---|-----------------------|---|
| Record # |   |                       |   |
| Synopsis |   | Reply from Management | Details   |
| 6        | <u>Comments or Issues</u><br>gave warning to Gerald Cox for selling water without proper vendor information |                       | <sup>1</sup><br><a href="#">View</a> <a href="#">Edit</a> |
|          | <u>Recommendations for Improvement</u><br>Gerald needs to get proper vendor information                     |                       |   |
|          | <u>Comments or Issues</u>   |                       |   |

1. Click the Edit link of the record to edit.

Comments or Issues

gave warning to Gerald Cox for selling water without proper vendor information

Recommendations for Improvement

Gerald needs to get proper vendor information


Cancel Save

1. Make necessary edits to fields available to user.
2. Click [Save](#).

| Record # ▾ | Synopsis   | Reply from Management | Details                                   |
|------------|--|-----------------------|---|
|            | <a href="#">Comments or Issues</a><br>gave warning to Gerald Cox for selling water without proper vendor information |                       |   |
| 6          | I have updated the comments section for training - SJ  |                       | <a href="#">View</a> <a href="#">Edit</a> |
|            | <a href="#">Recommendations for Improvement</a><br>Gerald needs to get proper vendor information                     |                       |   |

1. User can view the edits were saved and show on the record on main page list.

## 18.4 Action Tab – Print PDF



Field Event Report

New Gasparilla

+ Create Record

Actions ▾

Print PDF

Search

Record # ▾
Synopsis

Reply from Management

Details

[Comments or Issues](#)

1. Click the drop-down arrow on [Actions](#) tab.
2. Select [Print PDF](#). This will print all the records on the main list view. To print individual records – click edit of the record to print individually then click the Print PDF link at top of the record.

## 18.5 Reply From Management

This is permission based and only users with permission will be able to perform this function.

| Record # ▾ | Synopsis  | Reply from Management | Details  |
|------------|---|-----------------------|--|
|            | <b>Comments or Issues</b><br>gave warning to Gerald Cox for selling water without proper vendor information |                       | 1  |
| 6          | I have updated the comments section for training - SJ   |                       | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
|            | <b>Recommendations for Improvement</b><br>Gerald needs to get proper vendor information                     |                       |  |

1. Click the [Edit](#) link of the record you want to enter reply from management.

[ Reply from Management ]

1

this is reply from management

2

Cancel

Save

1. Enter reply from management information.
2. Click [Save](#).

| Record # ▾ | Synopsis  | Reply from Management         | Details  |
|------------|---|-------------------------------|--|
|            | <b>Comments or Issues</b><br>gave warning to Gerald Cox for selling water without proper vendor information | 1                             |  |
| 6          | I have updated the comments section for training - SJ   | this is reply from management | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
|            | <b>Recommendations for Improvement</b><br>Gerald needs to get proper vendor information                     |                               |  |

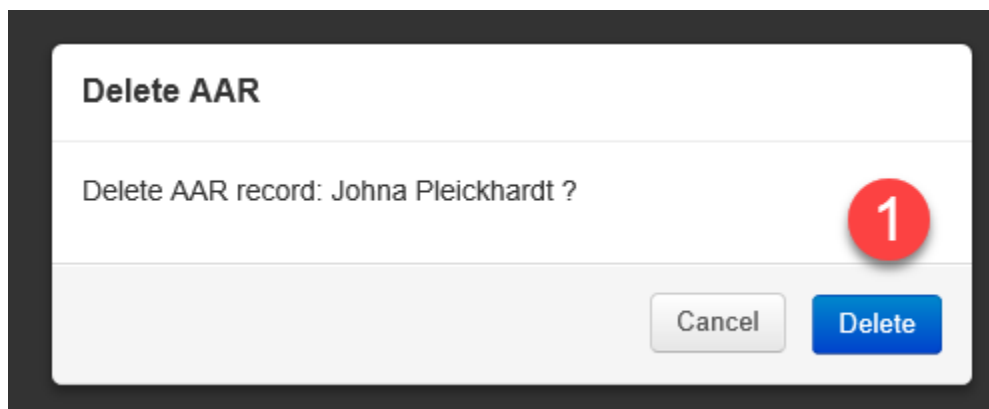
1. User can view on the main list page the reply from management was saved.

## 18.6 Delete Record

This is permission based so only users with this permission can perform this function.

|   |  |   |  |
|---|--|---|--|
| 3 | <u>Comments or Issues</u><br>issued 20 parking citations and worked with tpd on a missing child    | we have ordered more signs<br>susan wenrick | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
|   | <u>Recommendations for Improvement</u><br>get more police in the areas, signage needs to be better |   |  |

1. Click the [Delete](#) link of the record to delete.



1. Click [Delete](#).

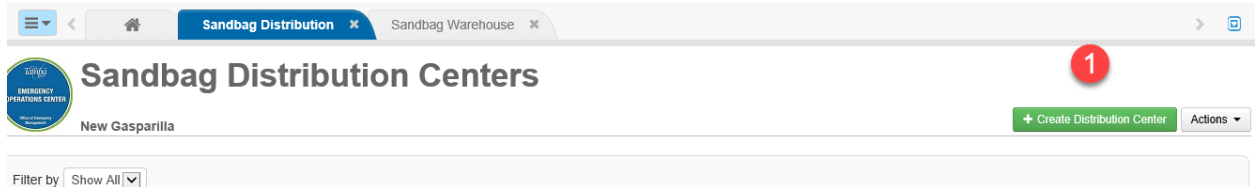
| Record # | Synopsis  | Reply from Management                      | Details  |
|----------|---|--|--|
| 6        | <u>Comments or Issues</u><br>gave warning to Gerald Cox for selling water without proper vendor information | this is reply from management              | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
|          | <u>Recommendations for Improvement</u><br>Gerald needs to get proper vendor information                     |  |  |
| 1        | <u>Comments or Issues</u><br>Illegal parking on street. Issued citations.                                   | okay duly noted will add to the sit report | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
|          | <u>Recommendations for Improvement</u><br>More no parking signs to be added to the street.                  |  |  |

1. User can view on main list page the record was deleted and is not displayed on list.

## 19 Sandbag Distribution

Only users assigned to the Sandbag Dist/Warehouse position can perform the below functions. All other users will have view only access to this board.

### 19.1 Create Distribution Center



Sandbag Distribution Centers

New Gasparilla

+ Create Distribution Center Actions

Filter by Show All

1. Click the [+Create Distribution Center](#) button.



Edit Sandbag Distribution Centers

Citizen Distribution Center

Name

Status

Inventory

Distributed

Availability

1. Enter citizen distribution center information.

**Location** **1**

Location

Address

Map

Location Hours

Location Details

1. Enter location information.

**Contact Information** **1**

Primary Contact

Primary Phone

Secondary Contact

Secondary Phone

1. Enter contact information.

Comments

1

2

Cancel
Save

1. Enter comments.
2. Click [Save](#) when finished.

## 19.2 View Distribution Center

| Name ^   | Status  | Hours     | Availability | Comments  | 1  |
|--|---------|-----------|--------------|---|--|
| Al Barnes Park South<br>18th Avenue Tampa, FL 33605 <a href="#">Map</a>          | On Hold | 7AM - 7PM | 5000         | South Parking Lot   | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| MacFarlane Park<br>1700 North MacDill Avenue Tampa, FL 33607 <a href="#">Map</a> | Open    | 7AM - 7PM | 2500         | Site is currently closed. Sand has been ordered and site will reopen at 9AM | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |

1. Click on [View](#) link of the center you want to view.

### Sandbag Warehouse: Al Barnes Park South

10-18 New Test Incident

Last Updated: 12/19/2018 13:58:12

[Return to List](#) [Print PDF](#) [Edit](#)

#### Sandbag Warehouse Information

|        |                      |              |       |
|--------|----------------------|--------------|-------|
| Name   | Al Barnes Park South | Inventory    | 10000 |
| Status | On Hold              | Distributed  | 5000  |
|        |                      | Availability | 5000  |

#### Location

|          |   |
|----------|---|
| Location | Al Barnes Park South                            |
| Address  | 18th Avenue Tampa, FL 33605 <a href="#">Map</a> |

1. Click [Return to List](#) to return to main page list.

## 19.3 Edit Distribution Center

| Name ^   | Status ▾ | Hours     | Availability ▾ | Comments  | Details <b>1</b>  |
|--|----------|-----------|----------------|---|---|
| Al Barnes Park South<br>18th Avenue Tampa, FL 33605 <a href="#">Map</a>          | On Hold  | 7AM - 7PM | 5000           | South Parking Lot   | <a href="#">View</a> <a href="#">Edit</a><br><a href="#">Delete</a> |
| MacFarlane Park<br>1700 North MacDill Avenue Tampa, FL 33607 <a href="#">Map</a> | Open     | 7AM - 7PM | 2500           | Site is currently closed. Sand has been ordered and site will reopen at 9AM | <a href="#">View</a> <a href="#">Edit</a><br><a href="#">Delete</a> |

1. Click the [Edit](#) link of the center to edit.

Primary Phone

813-274-7721

Secondary Contact

David Perkins

Secondary Phone

813-478-4792

Comments

South Parking Lot

Cancel

Save **2**

1. Make edits to any fields available to user.
2. Scroll to bottom of page – Click [Save](#).

User can view the edits were saved.

## 19.4 Delete Distribution Center

|                                 |      |           |      |         |  |
|---------------------------------|------|-----------|------|---------|--|
| Test Center<br>4900 W Lemon St. | Open | 7am - 7PM | 1300 | Testing | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
|---------------------------------|------|-----------|------|---------|--|

1. Click [Delete](#) link of the center to delete.

### Delete Shelter

Delete shelter Test Center ?

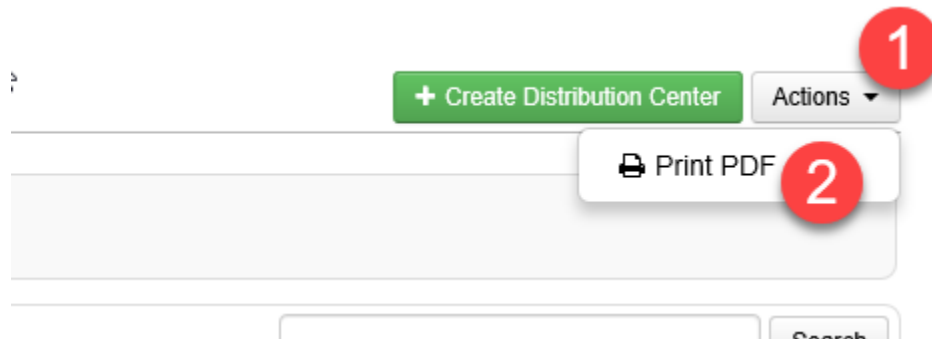
[Cancel](#) [Delete](#)

1. Click [Delete](#).

| Name ^   | Status  | Hours     | Availability | Comments  | Details  |
|--|---------|-----------|--------------|---|--|
| Al Barnes Park South<br>18th Avenue Tampa, FL 33605 <a href="#">Map</a>          | On Hold | 7AM - 7PM | 5000         | South Parking Lot   | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| MacFarlane Park<br>1700 North MacDill Avenue Tampa, FL 33607 <a href="#">Map</a> | Open    | 7AM - 7PM | 2500         | Site is currently closed. Sand has been ordered and site will reopen at 9AM | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| Total bags available:  |         |           | 7500         |   |  |

1. User can view the center was deleted and is no longer on the main list view.

## 19.5 Print PDF



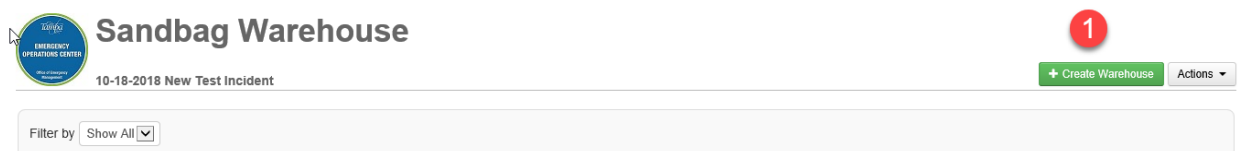
1. Click drop-down arrow on [Actions](#) button.
2. Select [Print PDF](#).

This will print all the centers on main list. To print individual centers click edit of the center you want to print – click the Print PDF link at top of page.


## 20 Sandbag Warehouse

Only users assigned to the Sandbag Dist/Warehouse position can perform the below functions. All other users will have view only access to this board.



### 20.1 Create Warehouse



1. Click [+Create Warehouse](#).

| Sandbag Warehouse Information <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px 5px;">1</span> |   |               |                                |                         |                                |
|--|---|---------------|--------------------------------|-------------------------|--------------------------------|
| Name   | <input type="text"/>  | Bags on Hand  | <input type="text" value="0"/> | Sand on Hand (in tons)  | <input type="text" value="0"/> |
| Status   | (Please Select)  | Bags on Order | <input type="text" value="0"/> | Sand on Order (in tons) | <input type="text" value="0"/> |
|  |   | Availability  | <input type="text" value="0"/> | Availability            | <input type="text" value="0"/> |

1. Enter Sandbag warehouse information in available fields.

| Location <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px 5px;">1</span> |  |
|---|--|
| Location  | <input type="text" value="test"/>  |
| Address   | <input type="text" value="4900 W. Lemon St."/>  Map   |
| Location Hours  | <input type="text" value="7am - 7pm"/>   |
| Location Details  | <div style="border: 1px solid #ccc; height: 50px; position: relative;"><div style="position: absolute; right: -10px; top: 0; bottom: 0; text-align: center;">^<br/>v</div></div> |

1. Enter location information.

Contact Information
1

Primary Contact

john doe

Primary Phone

555-555-4545

×

Secondary Contact

Secondary Phone

1. Enter contact information.

Comments
1

testing|

^
v

2

Cancel
Save

1. Enter comments.
2. Click [Save](#).

| Name ^ | Status ▾ | Bags on Hand ▾ | Bags Availability ▾ | Sand on Hand (in tons) ▾ | Sand Availability ▾ | Comments | Details  |
|--------|----------|----------------|---------------------|--------------------------|---------------------|----------|--|
| test   | On Hold  | 2500           | 1000                | 3000                     | 1000                | testing  | <a href="#">View</a><br><a href="#">Edit</a><br><a href="#">Delete</a> |

1. User can view the warehouse was saved/added and is now on the main page list.

## 20.2 View Warehouse

|      |         |      |      |      |      |         |   |  |
|------|---------|------|------|------|------|---------|---|--|
| test | On Hold | 2500 | 1000 | 3000 | 1000 | testing | 1 | <a href="#">View</a><br><a href="#">Edit</a><br><a href="#">Delete</a> |
|------|---------|------|------|------|------|---------|---|--|

1. Click on [View](#) link of the warehouse to view.

**Sandbag Warehouse: test**  
10-11-18 New Test Warehouse  
Last Updated: 12/27/2018 14:35:40

[Return to List](#) [Print PDF](#) [Edit](#)

**Sandbag Warehouse Information**

|               |                         |                      |      |                                |      |
|---------------|-------------------------|----------------------|------|--------------------------------|------|
| <b>Name</b>   | test                    | <b>Bags on hand</b>  | 2500 | <b>Sand on Hand (in tons)</b>  | 3000 |
| <b>Status</b> | <a href="#">On Hold</a> | <b>Bags on order</b> | 1500 | <b>Sand on Order (in tons)</b> | 2000 |
|               |                         | <b>Availability</b>  | 1000 | <b>Availability</b>            | 1000 |

**Location**

|                       |                   |
|-----------------------|-------------------|
| <b>Location</b>       | test              |
| <b>Address</b>        | 4900 W. Lemon St. |
| <b>Location Hours</b> | 7am - 7pm         |

1. User can view the warehouse selected.
2. User can print pdf by clicking the Print PDF link.
3. Click [Return to list](#) to exit.

## 20.3 Edit Warehouse

| Name ^ | Status ▾ | Bags on Hand ▾ | Bags Availability ▾ | Sand on Hand (in tons) ▾ | Sand Availability ▾ | Comments | Details  |
|--------|----------|----------------|---------------------|--------------------------|---------------------|----------|--|
| test   | On Hold  | 2500           | 1000                | 3000                     | 1000                | testing  | 1 <a href="#">View</a><br><a href="#">Edit</a><br><a href="#">Delete</a> |

1. Click the [Edit](#) link of the warehouse to edit.

Primary Phone

Secondary Contact

Secondary Phone

Comments

testing

Cancel
Save

1. Make edits to any of the available fields.
2. Scroll to bottom of page click [Save](#) when finished.

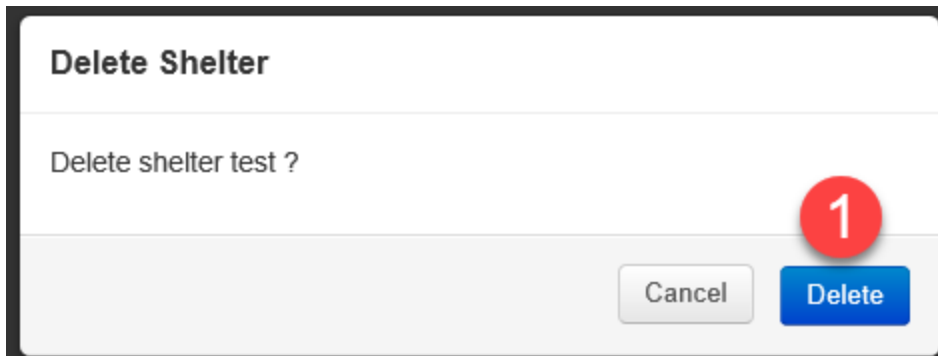
| Name ^ | Status ▾ | Bags on Hand ▾ | Bags Availability ▾ | Sand on Hand (in tons) ▾ | Sand Availability ▾ | Comments              | Details  |
|--------|----------|----------------|---------------------|--------------------------|---------------------|-----------------------|--|
| test   | On Hold  | 2500           | 1000                | 3000                     | 1000                | testing<br>Edits made | <a href="#">View</a><br><a href="#">Edit</a><br><a href="#">Delete</a> |

1. User can view the edits were made/saved and show on the main warehouse list page.


## 20.4 Delete Warehouse

| Name ^ | Status ▾ | Bags on Hand ▾ | Bags Availability ▾ | Sand on Hand (in tons) ▾ | Sand Availability ▾ | Comments              | Details  |
|--------|----------|----------------|---------------------|--------------------------|---------------------|-----------------------|--|
| test   | On Hold  | 2500           | 1000                | 3000                     | 1000                | testing<br>Edits made | <a href="#">View</a><br><a href="#">Edit</a><br><a href="#">Delete</a> |

1. Click [Delete](#) link of the warehouse you want to delete.

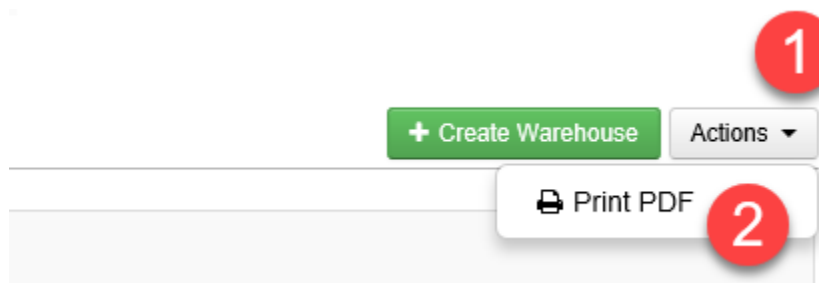


1. Click [Delete](#).

|   |        |              |                   |                        |                   |  | Search   |
|---|--------|--------------|-------------------|------------------------|-------------------|--|--|
| Name ^  | Status | Bags on Hand | Bags Availability | Sand on Hand (in tons) | Sand Availability | Comments   | Details  |
|  Map Water Warehouse | Closed | 15000        | 15000             | 0                      | 0                 | Site will close at 7PM. Site will reopen at 7AM. | <a href="#">View</a><br><a href="#">Edit</a><br><a href="#">Delete</a> |
| Totals:   |        | 15000        | 15000             | 0                      | 0                 |  |  |

1. User can view the warehouse was deleted and is no longer on the main page list.

## 20.5 Print PDF

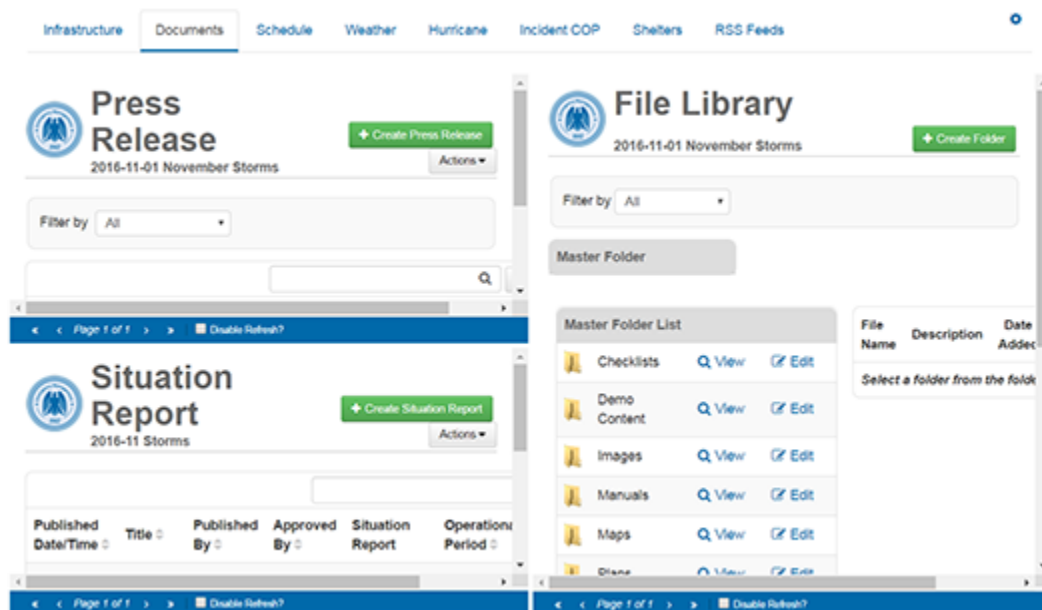


1. Click the drop-down arrow of the [Actions](#) button.
2. Select [Print PDF](#).

This will print all the warehouse(s) on the main list page. To print warehouse individually follow steps to view warehouse and click the Print PDF link at top of page. This will only print this warehouse individually and not whole list.

## 21 Dashboards

Dashboards allow you to view more than one board and/or map at a time on a single page. This feature can be extremely helpful when you must frequently monitor several active and rapidly changing boards or maps. The dashboards available to you are determined by your administrator.



Note: For WebEOC Enterprise clients, Dashboards features, and functions are fully integrated with WebEOC. Dashboard functions are also available to WebEOC Professional clients as an add-on.

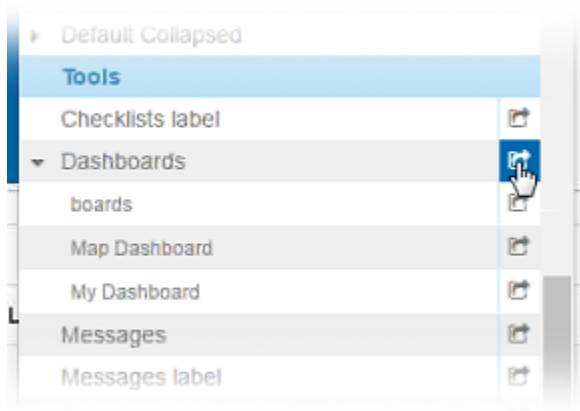
Dashboards are located in the Tools section of the control panel. You can click the icon to the left of Dashboards to expand the list of all dashboards available to you. Clicking the name of a dashboard opens it in a new tab.



When a dashboard is open, a dashboard icon appears in the tab to the left of the dashboard's name. This icon helps you readily identify a tab that contains a dashboard as opposed to, for example, a map.

In addition to opening a dashboard in a tab, you can also click the new window icon to the right of the dashboard's name in the control panel to open that dashboard in a new window.

Furthermore, you can open all available dashboards in a single window, with each dashboard appearing in a separate tab within that window. Simply click the new window icon to the right of the Dashboard section header in the control panel.

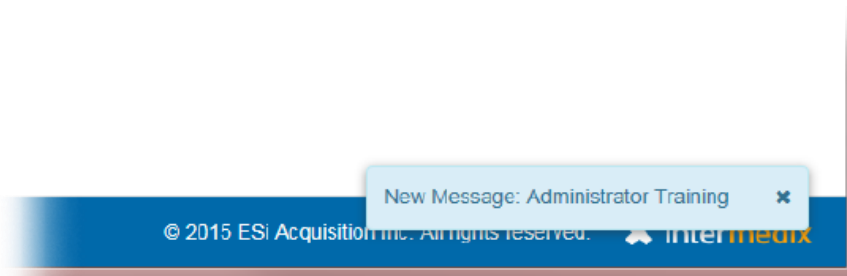


## 22 Instant Messaging

All users in WebEOC can use and have permission to use instant messaging.

Many crisis information management software (CIMS) packages use email to communicate incident information among responders. In WebEOC, incident information is transmitted via boards. However, WebEOC does have an integrated Messages plugin that allows users to communicate with each other via an internal messaging component unique to WebEOC.

When you receive a message, a small pop-up appears in the lower right corner of the page. Messages also appear on the Home page for the duration of your session; they disappear if you log off or change positions.



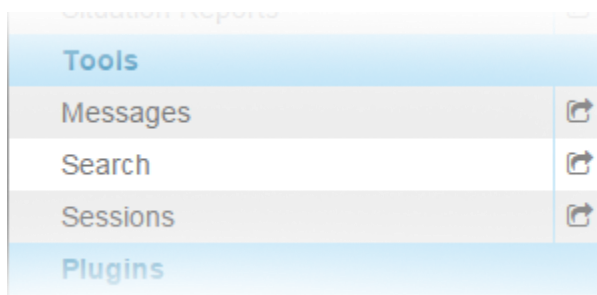
If your organization allows it, users can [send messages](#) to any email server, email account (internal or external), or email addressable device such as a cell phone or pager. All messages sent or received by the user are seen regardless of the incident the user is logged in to.

## 22.1 Create and Send Message

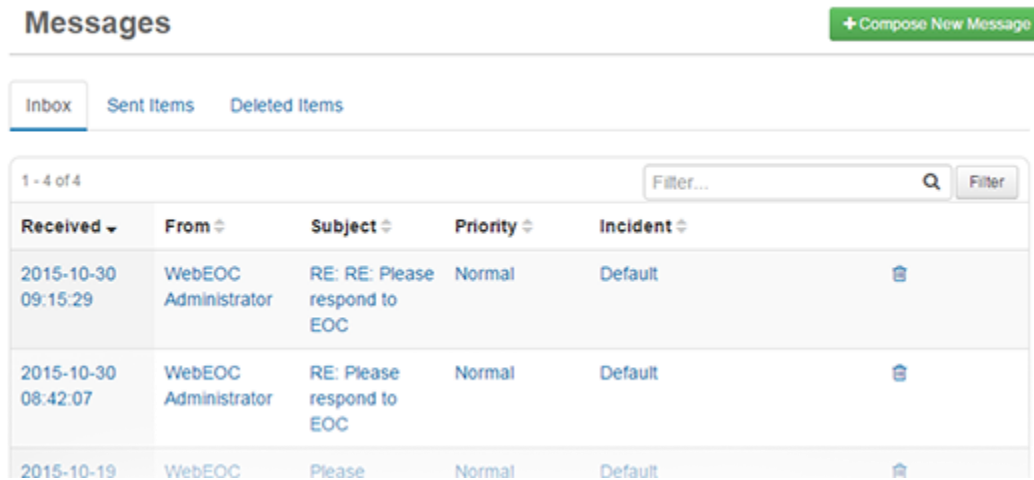
As the sender of a message, you must have an email address set up in WebEOC. For recipients who have an email set up in WebEOC, you do not need to enter email addresses. If recipients do not have an email address in WebEOC, you can enter one or more email addresses in the Additional Addresses field; this field appears after selecting Generate Email.

You can enter an unlimited number of addresses as long as email addresses are separated with a comma.

1. In the Tools section of the control panel menu, click Messages.

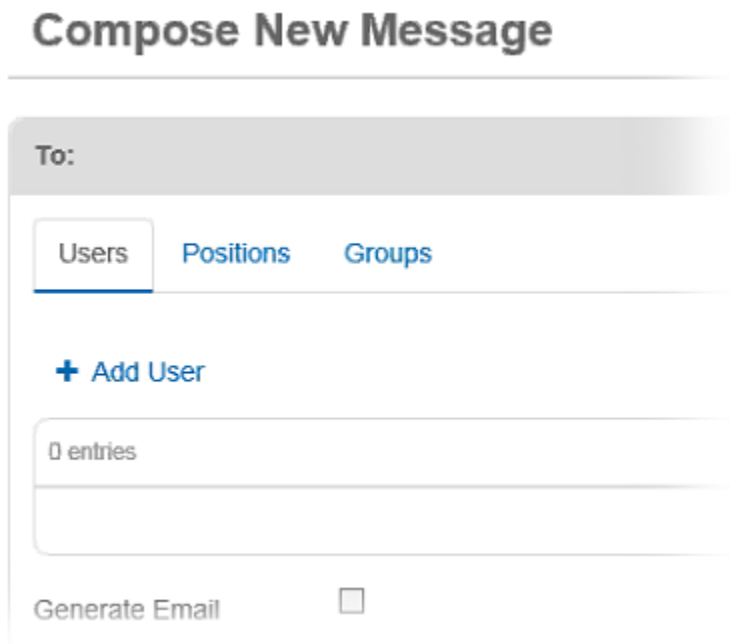


2. On the Messages page, click Compose New Message.



3. On the Compose New Message page, click the tab corresponding with the section that includes the individuals you want to send the message to: Users, Positions, or Groups.

Note: The option to add users, positions, and groups is controlled by your administrator. Therefore, you may be restricted to adding users only, positions only, groups only, or any combination thereof.



4. Below the tab you selected, click the Add link.
5. In the Add window, select the check box for each applicable user, position, or group.

Note: To search for a specific user, position, or group, enter search terms in the Filter

field. To select all options for the window, select the check box to the left of the Name heading.

6. To send the message as an email to the users, positions, or groups you selected in this tab, select the Generate Email check box. An Additional Addresses field appears.
7. For recipients who do not have an email address setup in WebEOC, enter the email addresses in the Additional Addresses field, separating them with a comma.

Note: When an email is sent to more than one person, each recipient sees only their name in the To field. The remaining names are Bcc (Blind Carbon Copy). This allows you to keep the other email addresses confidential.

8. To send the message to the Mobile devices of the users, positions, or groups you selected in this tab, select the Generate Mobile check box.
9. Repeat steps 3-8 for each tab as applicable.

Note: You can select as many recipients as applicable and permissible by your administrator. If you select to send the message to a specific user who also happens to be a member of a position or group you selected, the individual only receives one message.

10. In the Priority and Subject section, select the priority of the message.

Tip: A High priority appears as red, Normal as black, and Low as green.

11. Enter the subject.
12. If working in a Master view, open the Incident list and click the appropriate incident.
13. In the Body text box, enter your message.
14. To add an attachment, click Choose File or Browse.

Note: You can add one attachment to a message. To send more than one file, save the items to a zipped file and attach the compressed file to the message.

15. Click Send. You are automatically returned to the Messages page.

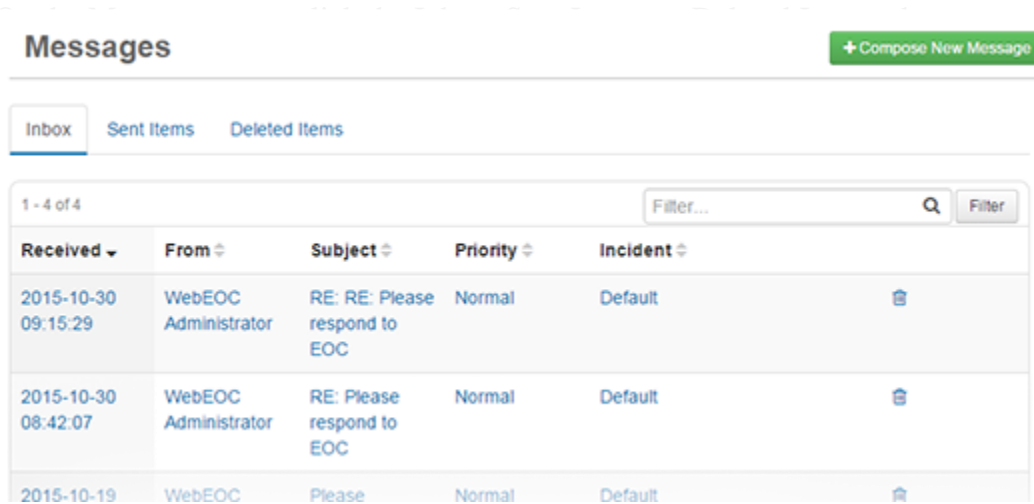
## 22.2 Manage Messages – Send, Sort, Delete & Reply

You can manage the messages you receive or [send](#), [sorting them](#), [deleting them](#), [replying to them](#), and more.

Note that deleting a message moves the message from your Inbox to your Deleted Items box. Messages cannot be deleted from the Sent Items or Deleted Items pages. However, you can still view, reply, forward, and [print](#) deleted messages.

### 22.2.1.1.1 To sort messages

1.

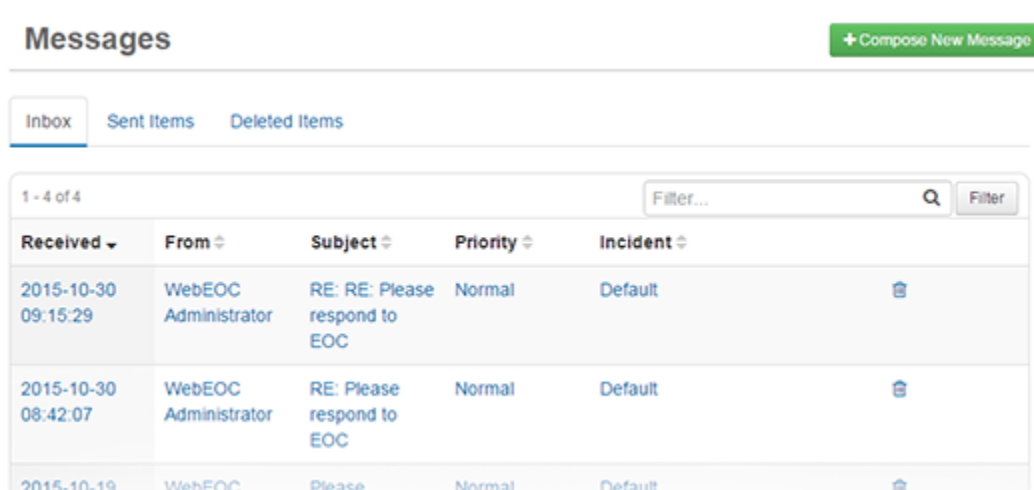


2. Click the header of the appropriate column.

Note: By default, messages are sorted by latest date and time received.

#### 22.2.1.1.2 To delete a message from the Inbox

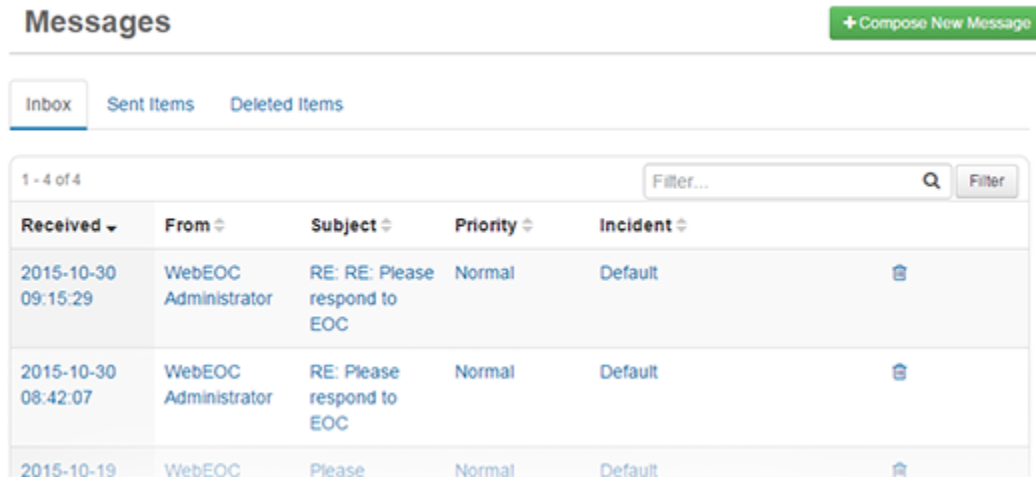
1. On the Messages page, click the Inbox tab.



2. Click the trash can icon associated with the appropriate message.
3. When the confirmation window opens, click OK. The message is moved to the Deleted Items tab.

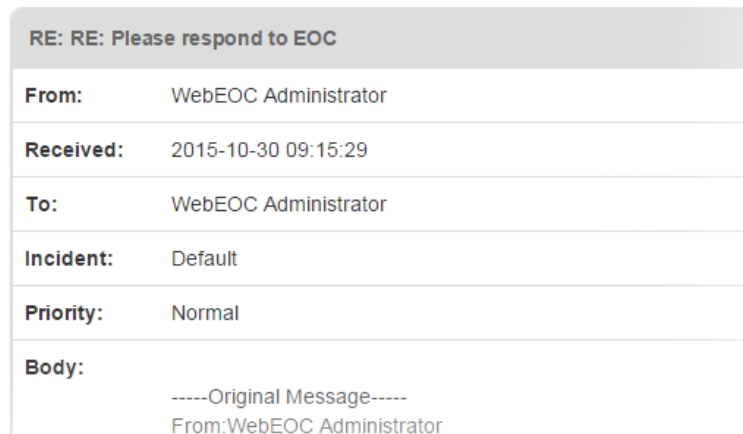
### 22.2.1.1.3 To print a message

1. On the Messages page, click the tab containing the message you want to print.



2. Click the message you want to print. The Message Detail page opens.

### Message Detail



3. Click Actions, and then click Print.
4. In the Print window, choose the printer you want to use. You are automatically returned to the Message Detail page.

## 22.3 Reply & Forward Messages

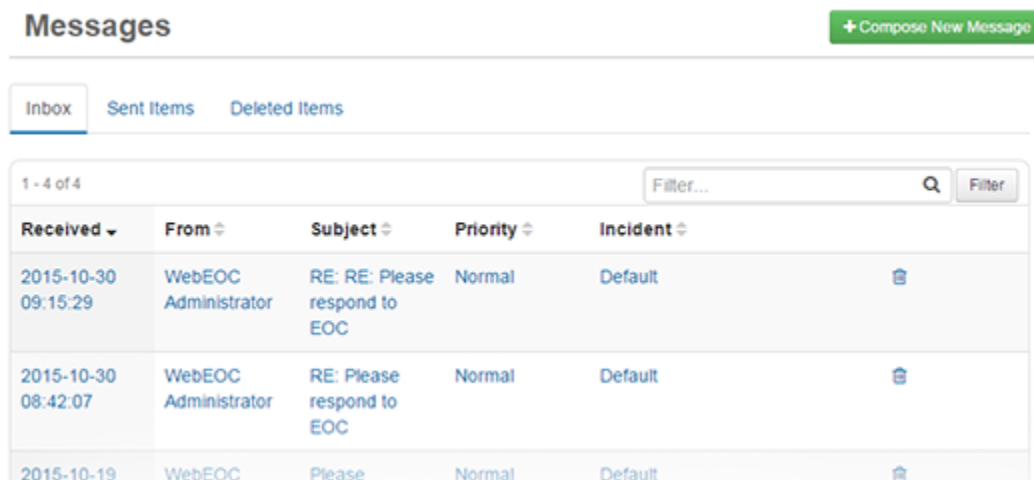
Replying to a message does not send original attachments with the reply. You can, however, attach other documents in your reply message.

Forwarding gives you an option to send the original attachment or send a different one.

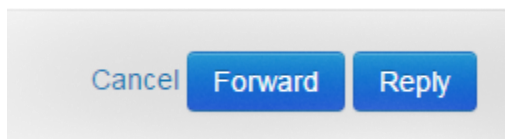
As the sender, you must have an email address set up in WebEOC. However, you do not need to enter email addresses for recipients who have an email set up in WebEOC.

For recipients who do not have email address setup in WebEOC, you can enter one or more email addresses in the Additional Addresses field; this field appears after selecting Generate Email. You can enter an unlimited number of addresses as long as email addresses are separated by a comma.

1. On the Messages page, click the message you want to reply to and/or forward.



2. On the Message Detail page, click the Reply or Forward button.



3. On the Compose New Message page, click the tab corresponding to the section that includes the individuals you want to send the message to: Users, Positions, or Groups.

Note: The option to add users, positions, and groups is controlled by your administrator. Therefore, you may be restricted to adding users only, positions only, groups only, or any combination thereof.

## Compose New Message

To:

Users Positions Groups

+ Add User

0 entries

Generate Email ☐

4. Below the tab you selected, click the Add link.
5. In the Add window, select the check box for each applicable user, position, or group.

Note: To search for a specific user, position, or group, enter search terms in the Filter field. To select all options for the window, select the check box to the left of the Name heading.

ssag

**Add Position**

42 entries Filter...

| <input type="checkbox"/> Name ^                         |
|---|
| <input type="checkbox"/> CMD EOC Director               |
| <input type="checkbox"/> CMD Incident Commander         |
| <input type="checkbox"/> CMD Liaison Officer            |
| <input type="checkbox"/> CMD Public Information Officer |

6. Repeat steps 3-5 for each tab as applicable.

Note: You can select as many recipients as applicable and permissible by your administrator. If you select to send the message to a specific user who also happens to be a member of a position or group you selected, the individual only receives one message.

7. In the Priority and Subject section, select the priority of the message.

Tip: A High priority appears as red, Normal as black, and Low as green.

8. Enter the subject.
9. If working in a Master view, open the Incident list and click the appropriate incident.
10. Above the original message, in the Message text box, enter your message.
11. To add an attachment, click Choose File.

Note: You can add one attachment to a message. To send more than one file, save the items to a zipped file and attach the compressed file to the message.

12. To send the message as an email, select the Generate Email check box. An Additional Addresses field appears.
13. For recipients who do not have email address setup in WebEOC, enter the email addresses in the Additional Addresses field.

Note: The Generate Email is not available if you do not have an email account set up in WebEOC or your administrator has not configured email capability.



The image shows a user interface element with the text "CMD Public Information Officer" in a light blue font, positioned above a "Generate Email" label and an unchecked checkbox. The "Generate Email" label is in a light blue font, and the checkbox is a small, empty square.

14. Click Send.

## 23 System Wide Message

This is an ADMIN function only.

### 23.1 Create/Edit System Wide Message

The screenshot shows the top navigation bar with the user 'sjones' logged in as 'CMD EOC Director' in the 'New Gasparilla' system. A red circle with the number '1' highlights the gear icon in the top right corner. Below the navigation bar, the breadcrumb trail shows '5. Inbound Activity Log (Controller)'. The main content area is titled 'Notifications' and features the 'City of Edinburg' logo. A red vertical bar highlights a 'System-wide Message' that reads: 'Remember to use the Sign In/Out and review your checklist'.

1. Click the ADMIN [Gear icon](#).

The screenshot shows the navigation menu with a red circle with the number '1' highlighting the 'Process' tab. A red circle with the number '2' highlights the 'Agency Template' tab under the 'Process' category. The menu items include: Boards, Agency Template, Dashboards, Dual Commit, Links, Lists, Menus, Users, Incidents, Process, System, Plugins, and Mapping.

### Agency Template

1. Select [Process](#).
2. Select [Agency Template](#).

System-wide Message

**1**

**2**

**3**

Cancel Save

1. Scroll down to [System Wide Message box](#).
2. Enter System Wide Message in this box. Please delete any previous messages if needed before entering new message.
3. Click [Save](#).

Welcome, sjones ( Logout ). You are logged in as CMD EOC Director in New Gasparilla

EMERGENCY OPERATIONS CENTER  
Office of Emergency Management

sjones  
City of  
Tampa

## Notifications

**1**

**System-wide Message**  
**Remember to use the Sign In/Out and review your checklist**

1. User is able to view the system wide message on home screen.

## 24 Access WebEOC on Mobile Device

WebEOC allows users to access and use the application from mobile devices as easily as from personal computers.

### 24.1 Supported Operating Systems

WebEOC is compatible with the following mobile devices:

- Android devices (latest version)
- Apple iPhone (latest OS version)
- Apple iPad (latest OS version)
- BlackBerry OS v6 and later
- 

### 24.2 Use WebEOC on your Mobile Device

1. Open a web browser and enter the WebEOC URL. The WebEOC Login window opens.
2. Enter your username and password. As you enter your password, it appears as a series of dots.
3. Select your position and incident, and then click OK.

Within the application, you can now open the control panel and use any board as you normally would when accessing WebEOC from a desktop.

To exit WebEOC at any time, click the Log Off link

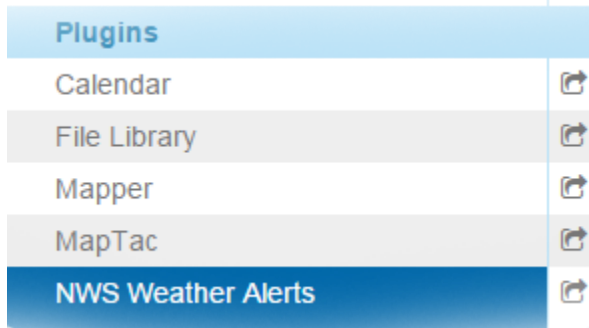
## 25 MapTac & NWS Alerts

### 25.1 Access & View NWS Alerts

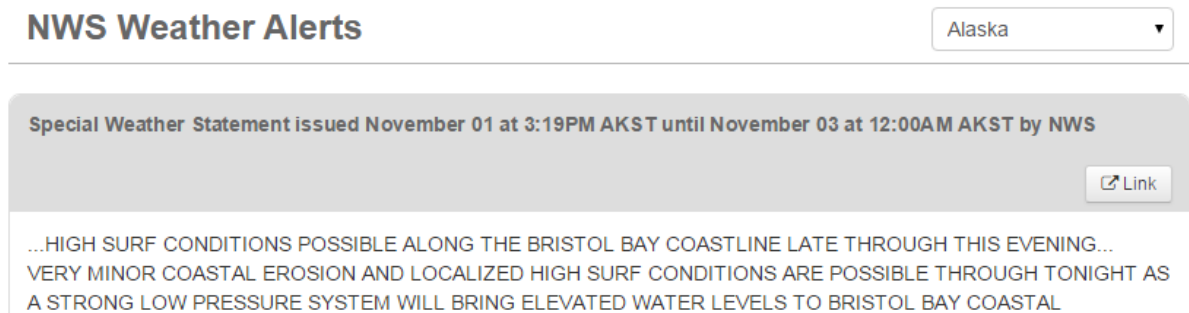
WebEOC provides direct access to National Weather Service (NWS) watches, warnings, and advisories for all states, counties, and territories. Weather radar maps can be accessed by going directly to <http://weather.gov/>.

NWS alerts do not automatically refresh as new watches, warnings, and advisories are issued. To refresh the NWS window, click the advisory again.

1. In the Plugins section of the control panel menu, click NWS Weather Alerts.



2. In the top right, from the State/Territory drop-down list, select the desired state or territory. All the NWS weather alerts for the state or territory selected appear.



3. Click the Link button associated with the desired location. The alert for the selected location opens. Only locations with active warnings, watches, or alerts appear in this list.

Note: You can print the board in its display format by right-clicking in the board window and clicking the Print button.

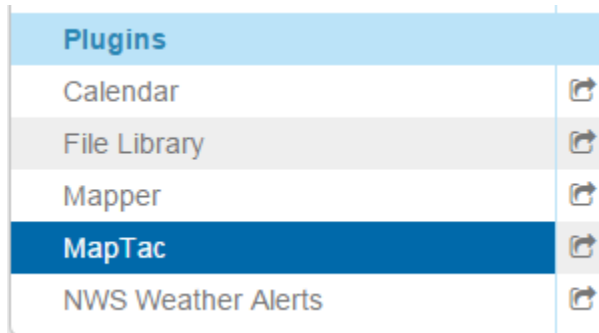
## 25.2 Manage Labels – Add Label to a Marker/Clear Label on a Marker

Note: Users with read-only permissions cannot add labels to a map/image.

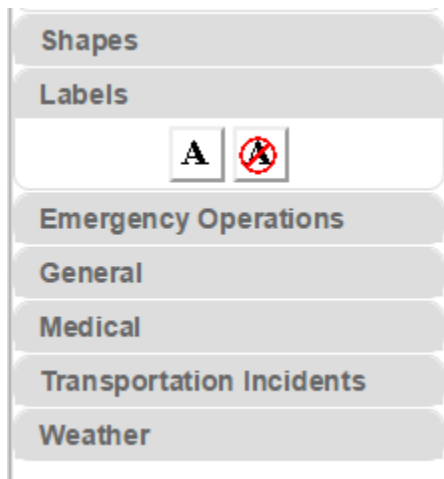
With the appropriate permissions, you can add labels to any of the available markers in MapTac.

### **ADD LABEL:**

1. In the Plugins section of the control panel menu, click MapTac.



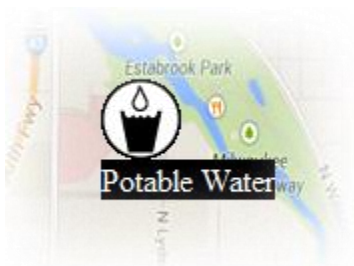
2. From MapTac, on the left side panel, click the Labels tab. The label palette opens.



3. Click the label button.

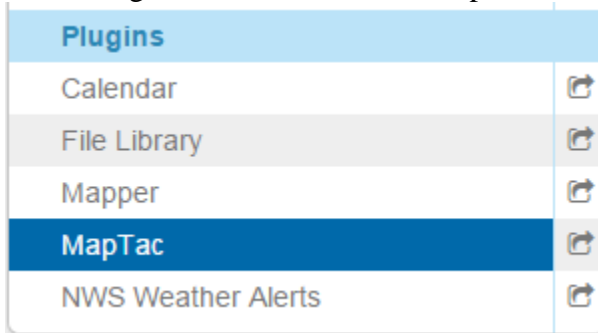


4. Click the marker to be labeled. The label text prompt opens.
5. Enter the text for the label and click OK. The label appears under the marker.



### **TO CLEAR A LABEL ON A MARKER:**

1. In the Plugins section of the control panel menu, click MapTac.



2. From MapTac, on the left side panel, click the Labels tab. The label palette opens.

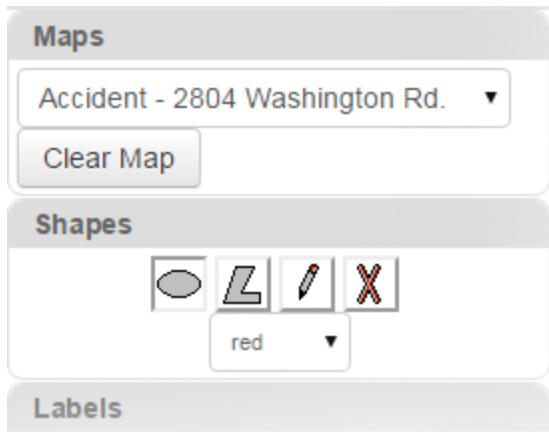


3. Click the clear label button.



4. Click the marker associated with the label you want to remove.

Alternatively, to clear all shapes, markers, and labels from a map/image, click the Clear Map button.

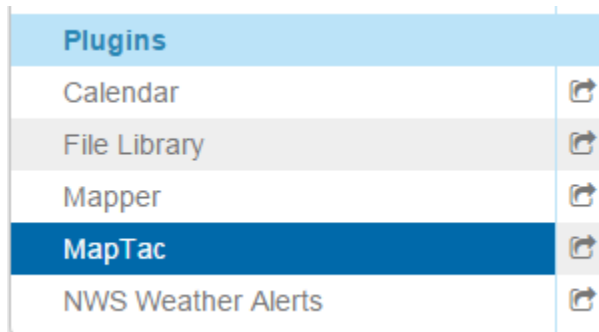


MapTac gives you the freedom to [place](#), [move](#), [resize](#), and [delete markers](#) as incidents evolve and maps change.

## 25.3 Place a Marker

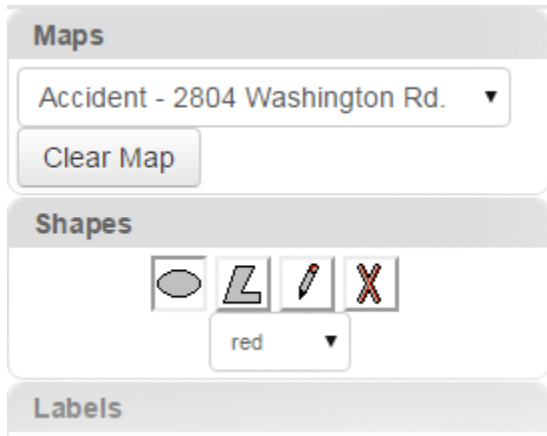
Note: If you have read-only permission to a map/image, you cannot add markers to an image.

1. In the Plugins section of the control panel menu, click MapTac.



2. From MapTac, on the left side panel, click the Maps tab.

3. Click the Maps drop-down list and select the appropriate map or image.



4. Click the desired marker tab. The tab opens to show all available icons.



5. Click the marker icon you want to place on the image.

Tip: To see what the marker represents, hover over the icon. A pop-up tooltip reveals the marker title.

6. Move your cursor to the desired location on the image and click once. The marker appears on the map/image.

Note: You cannot drag and drop markers to place them on the image.

## 25.4 Move Markers

When you want to move a marker, click the marker and hold down the left mouse button. Drag the marker to the new destination and then release the mouse button.



## 25.5 Resize a Marker

To resize a marker, hover over the marker until handles appear. Click and drag a handle until the marker is the desired size.



## 25.6 Delete a Marker

To delete a marker, right-click the marker. When the confirmation window opens, click OK.

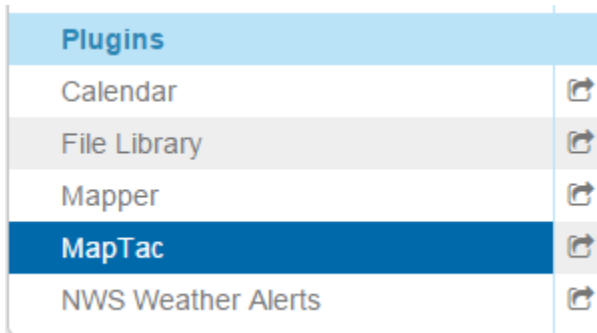
Alternatively, to clear all shapes, markers, and labels from a map/image, click the Clear Map button.

Note: Users that have read-only permissions cannot add shapes to a map/image.

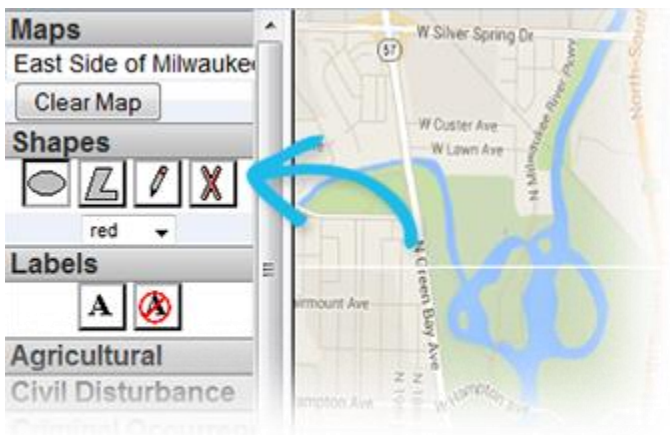
Shapes are useful to highlight specific locations or areas on a map/image. Shapes are particularly useful to show areas that have been affected by an incident. With MapTac, users can draw, re-size, and place an ellipse, polygon, or line anywhere on a map/image. Additionally, shapes can be highlighted with one of three transparent colors: red, green, or blue.

## 21.7 Draw Shape on the Image

1. In the Plugins section of the control panel menu, click MapTac.



2. From MapTac, on the left side panel, click the Shapes tab. The shapes palette opens.



3. Click the applicable shape button that aligns with the type of shape you want to add.
4. From the drop-down list, select the appropriate color for the shape.

## 21.8 Place the Shape on the Image

Note: To select shapes, you must have compatibility view turned on in your browser.

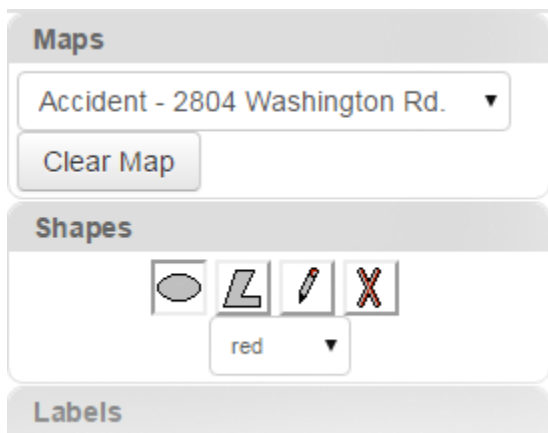
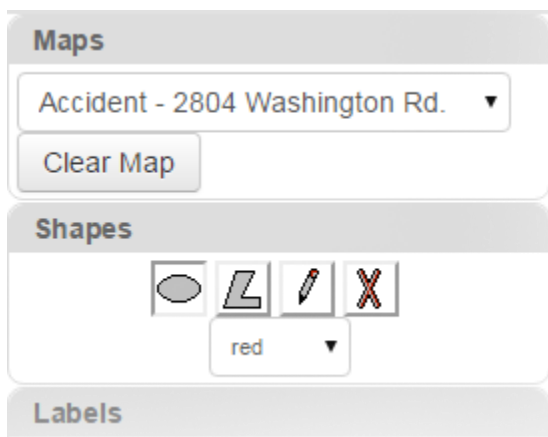
1. Continuing from step 4 of the procedure above, left-click the image where you want to place the shape.
2. To create the shape, move the mouse cursor across the image.
3. Left-click the mouse again to place the shape on the image.

## 21.9 Delete a Shape from the Image

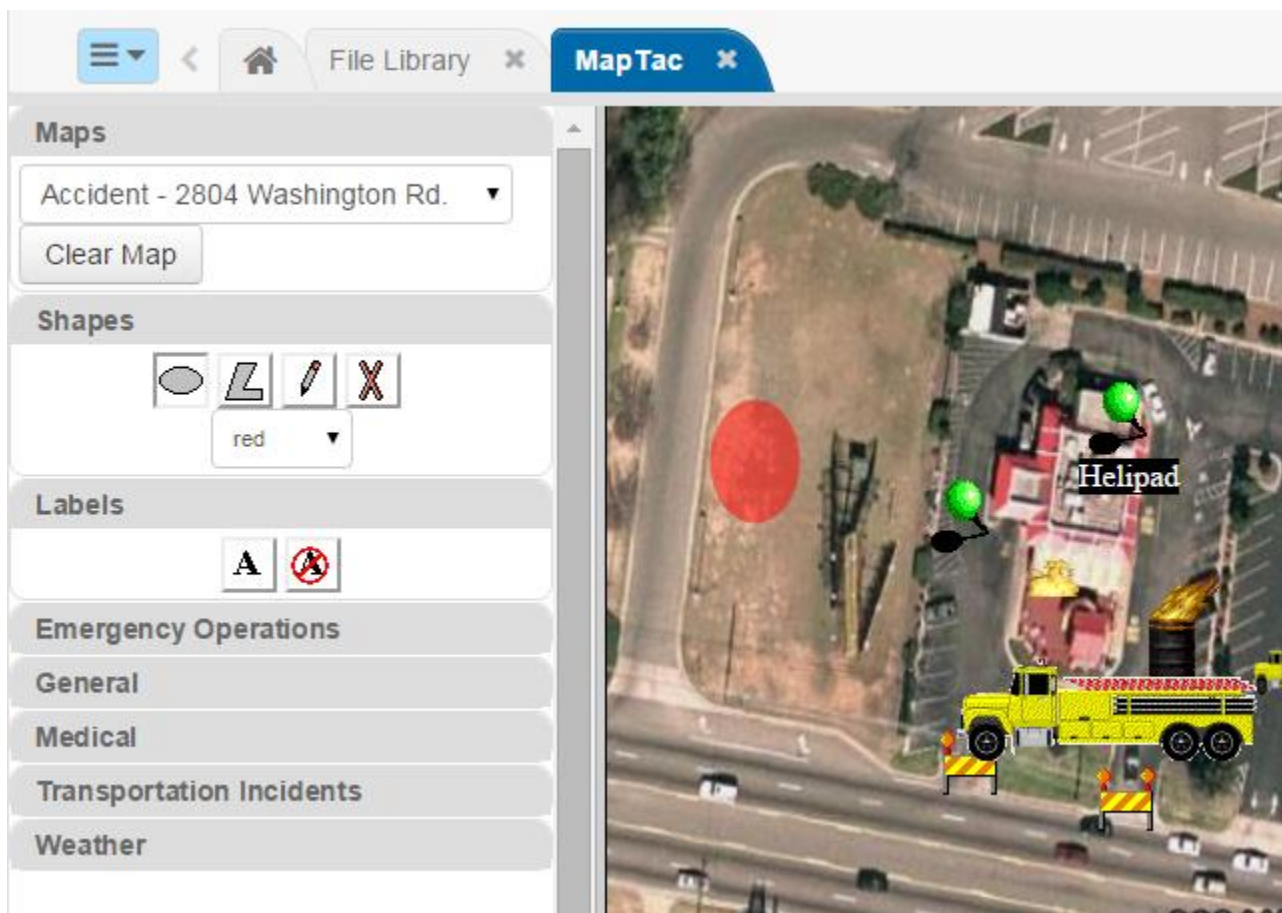
1. From the image, right-click the shape you want to delete.
2. When the confirmation window opens, click OK.

You can also delete the shape by clicking the delete icon in the shapes palette and then clicking the shape you want to delete.

Alternatively, to clear all shapes, markers, and labels from a map/image, click the Clear Map button.



MapTac™ is primarily a briefing tool used to display a variety of graphics and images. This standard WebEOC plugin replaces or augments static, paper-based maps and magnetic light boards. MapTac allows authorized users to access an image of a static map, dispersion model, digital photo, and more from any map/GIS source or digital camera and, using a web browser, instantly share the tactical scene with other users.



MapTac can use images from any GIS or mapping system to produce a static image file, such as a JPEG, GIF, or BMP. Existing web-based mapping resources available on the Internet can also be used to plot an address in order to create an image file that can then be saved to MapTac and annotated as necessary using the icon palette and drawing tools. MapTac also allows responders at geographically separate locations to view and, depending on user privileges, update images in real time.

Users with appropriate permissions can [draw shapes on the image](#) and [add markers](#) such as push pins, fire trucks, and road blocks. [Labels can be added and edited](#) at any time. Administrators can also add a URL to an icon that allows users to access related information by clicking the icon attached to the image file in MapTac.

## 21.10 MapTac Components

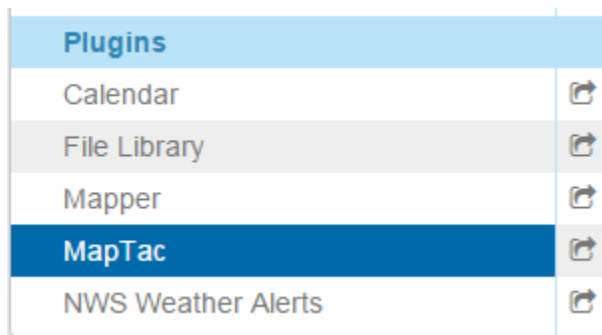
The headers in the MapTac tool pane can be expanded and collapsed by clicking the related tab. The major components are:

- Maps – Drop-down list of maps/images; contains a Clear Map button.
- Shapes – Ellipse, polygon, and free-hand drawing tools; contains a delete button and a shape color drop-down list.
- Labels – Contains add and remove label buttons.
- Marker tabs – Contains categorized markers.
- Map view – Pane that houses a printer icon.

Print out a map from WebEOC's MapTac plugin to have something tangible that you can write on or distribute.

## 21.11 Access and Print Map

1. In the Plugins section of the control panel menu, click MapTac.



2. From MapTac, on the left side panel, click the Maps tab.
3. Click the Maps drop-down list and select the applicable map/image.

**Maps**

Accident - 2804 Washington Rd.

Clear Map

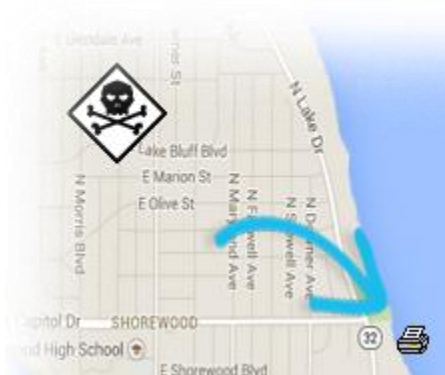
**Shapes**

red

**Labels**

Note: The map or image is re-sized automatically any time you change the size of your window. If you do not want the image to be re-sized, contact your WebEOC administrator.

4. In the lower right corner of the map, click the print icon.



## 26 Add a Map Feature to a Board Record

When a board is enabled with Maps, you can add a map feature to records for those boards. Since administrators control the boards you can access, and which boards are Maps-enabled, the way in which you add a map feature to a board record may vary. Additionally, custom boards may require you to consult your WebEOC administrator for specific details on how to associate a board record with a specific map feature.

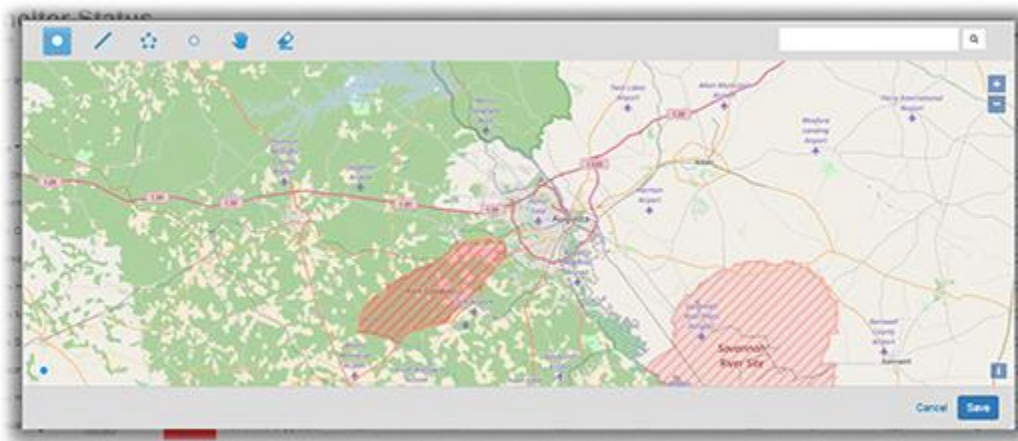
The general process for associating a board record with a map location is outlined below.

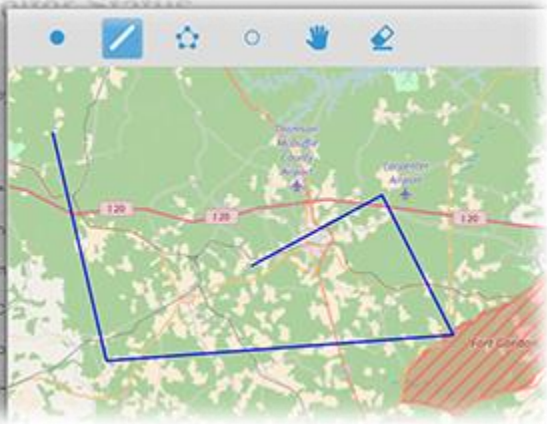
1. Open the control panel menu and, from the Boards section, click the applicable Maps-enabled board.
2. On the board's landing page, click the Create button.
3. In the create window that opens, locate and click the Map button or link.

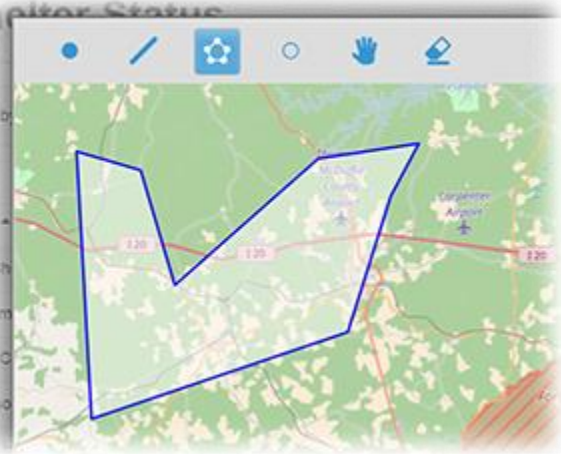
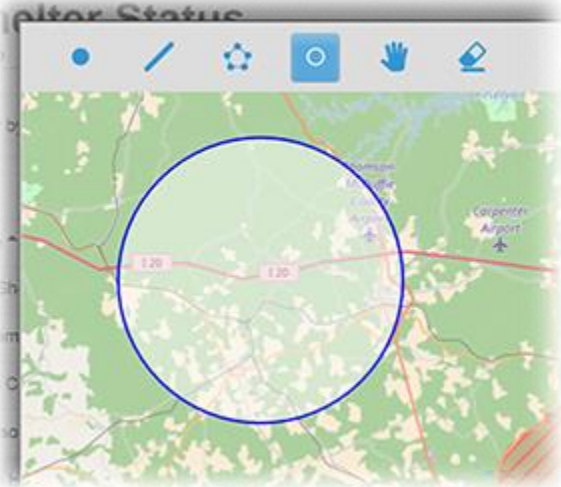
Tip: If the Map button or link appears next to an Address field, such as in the Shelter board, you can optionally enter the address of the location to be mapped. After entering the address, click the Map button or link. In the mapping window that opens, you are immediately taken to the location you identified, and a point for this location is already added to the map.

Additionally, if you select Map using the locate attribute, your current location is automatically found.

4. In the mapping window that opens, use the icons in the upper left corner to set the feature type of the map feature you want associated with this particular board record.



|                                 | Procedure   |
|---------------------------------|---|
| To add a data point             | <ol style="list-style-type: none"> <li>1. Select the point icon. ●</li> <li>2. Click on the applicable area on the map and the point will appear.</li> </ol>  |
| To add a line to the map        | <ol style="list-style-type: none"> <li>3. Select the linestring icon. /</li> <li>4. Click a point on the map. Continue clicking different points on the map to create a custom line.</li> <li>5. When you have created the desired line, double-click your final point. A line is created on the map.</li> </ol>  |
| To draw a custom shape and area | <ol style="list-style-type: none"> <li>6. Select the polygon icon. ☐</li> <li>7. Click a point on the map. Continue clicking different points on the map to create a custom polygon.</li> <li>8. When you have created the desired polygon, double-click your final point or single-click your starting point. A shape is created</li> </ol>  |

|                         |   |
|-------------------------|---|
|                         | <p>Procedure</p> <p>on the map.</p>   |
| <p>To draw a circle</p> | <ol style="list-style-type: none"> <li>9. Select the circle icon.</li> <li>10. Click a point on the map.</li> <li>11. Drag your cursor to create the appropriate radius for the circle.</li> <li>12. When you have created the desired circle size, click once. A circle is created on the map.</li> </ol>  |

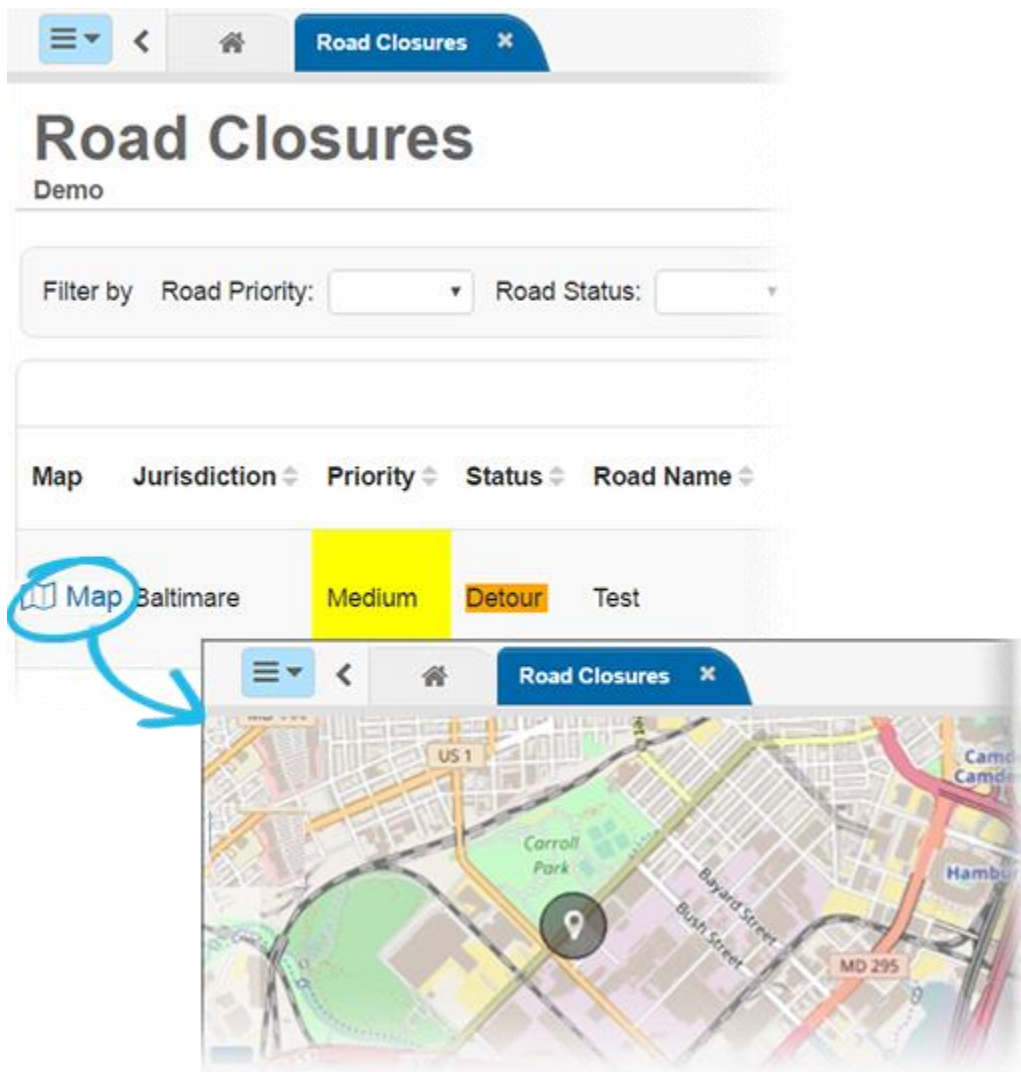
5. If needed, to clear the map, click the eraser icon.
6. To stop drawing on the map, click the blue hand icon.

7. Click Save. The mapping window closes, and a green check mark appears to the right of the Map link on the board view.



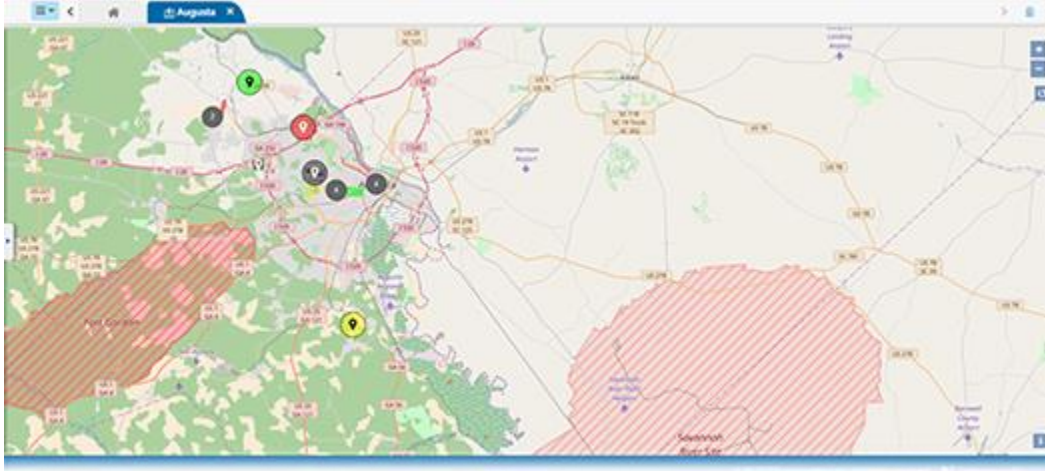
8. From the board view, click Save.

The record is saved and appears on the board. A Map link or button is associated with the entry and, when clicked, takes you directly to the location on the map you just identified.



See also [Open a Map from a Board](#) for more information on opening maps associated with individual board entries.

Once you have opened a map in either a tab or window of its own, the map is shown.



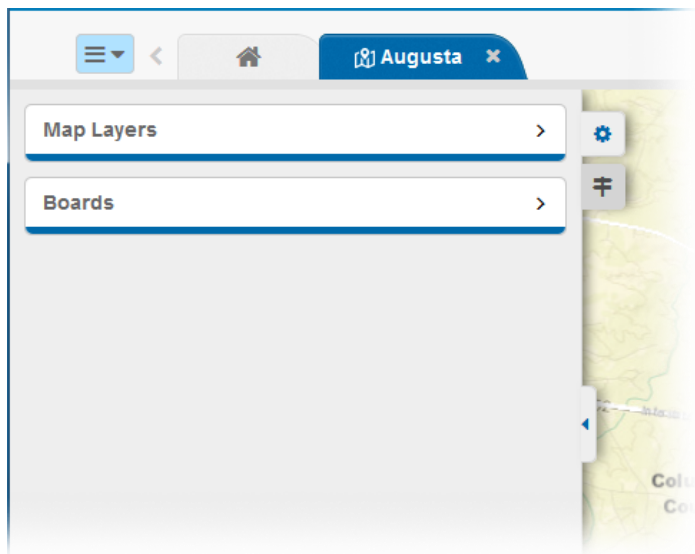
From the map, several navigational tools are available to help optimize your experience, giving you the custom yet common operating picture you need during an incident.

## 26.1 Zoom Tools

To zoom in or out, use the plus and minus icons on the right-most area of the map. Clicking the plus icon zooms in. Clicking the minus icon zooms out, showing more of the map. Alternatively, you can click the map and then use the scroll button on your mouse, zooming in and out as desired. If you double-click a single area on the map, the map zooms in to the area you clicked.

## 26.2 Side Navigation Menu

To manage map layers or select what board data is shown on the map, go to the left-most area of the map and click the arrow icon to open the side navigation menu and then the gear icon. The menu allows you to indicate what you want to see on the map. Click to expand a section, and click the same section again to collapse it. The map layers and boards available to you in this panel are determined by your administrator.

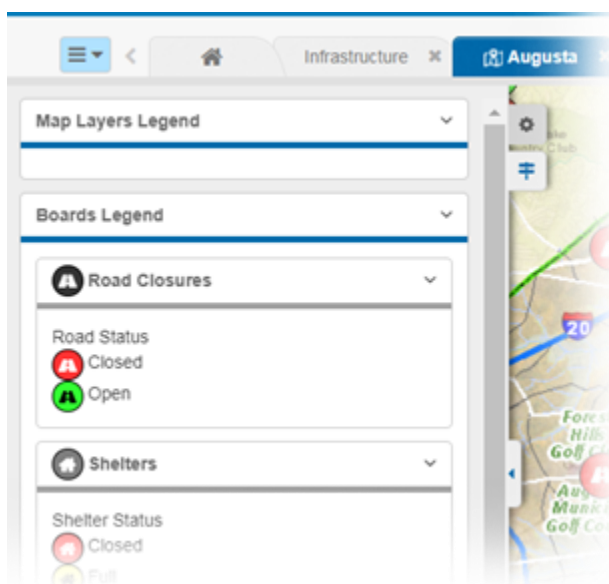


Near the bottom of the navigation menu you will find a print icon for printing a display view of a map and, potentially, some additional tool icons. The additional tool icons appear if you have Maps Add-on in addition to the integrated Maps solution.

To hide the side navigation menu, click the arrow icon again.

## 26.3 Map Legend

To access a legend that indicates what icons and colors mean on the map you are viewing, click the legend icon, just below the gear icon on the left. The legend shows what the icons and colors mean for data from each board that is represented on the map.



Note: If no icon is assigned to a view, the default icon is used in the map. However, the default icon does not appear in the map legend for that board.

## 26.4 Additional Icons

Two different icons on the map allow you to perform varying actions. In the upper right corner, there is an icon that allows you to return to the map's default view to include the geographic area and set the zoom level.



In the lower right corner, an attributions icon provides you with information regarding the source of the map.



Simply click the icon to view the source details.

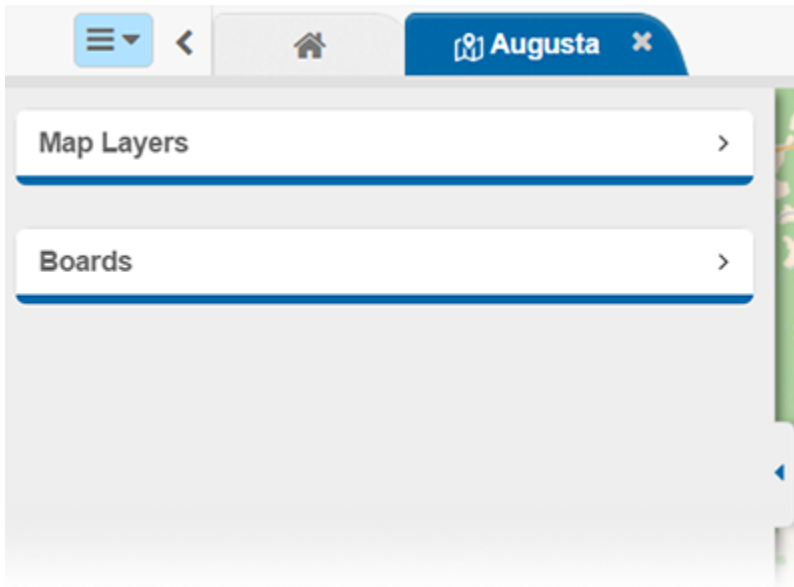


You can easily change what boards are showing data on a map, creating custom map views. This customizability reduces clutter and makes viewing selective data possible.

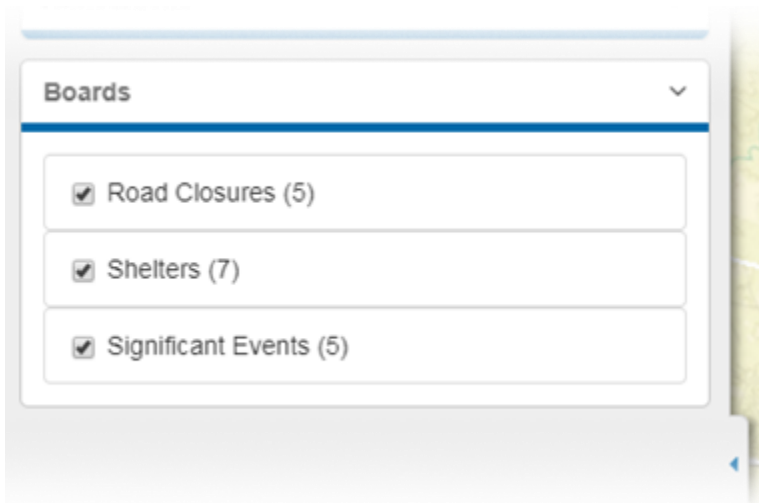
Note: The boards available to you in the Boards section depend on your permissions and the boards to which administrators have assigned you.

## 22.5 Turn in or off Board Data on the Map

1. From an open map, on the left, click the arrow tab. The side navigation menu opens.



2. Click Boards. The Boards section expands.



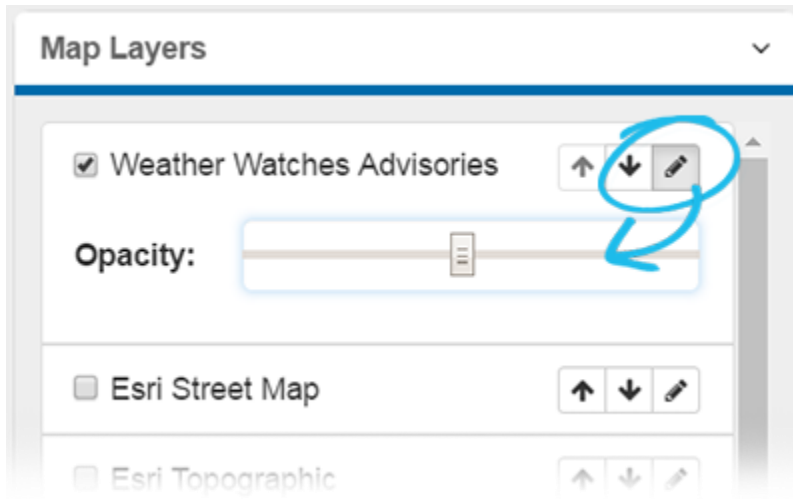
3. Select the check box associated with any and all boards you want contributing data to the map.

Tip: When a board is selected, the number of mapped records in that board appears in parentheses next to the map's name.

4. Clear the check box associated with any and all boards you do not want data pulled from into the map.

When viewing a map, you have the option of turning map layers on or off. If adding several map layers to a single map becomes overwhelming or confusing, you can disable layers as needed.

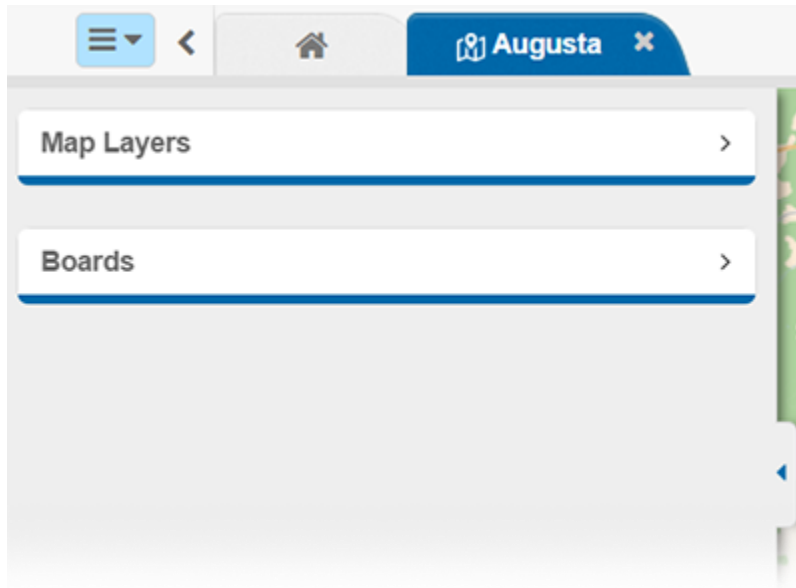
If you need to have all map layers applied, you can manage the transparency of layers to make them more distinguishable depending on significance or priority. To do so, locate the applicable map layer and click its associated edit icon. An opacity scale opens below the selected layer. Slide the toggle left or right until you reach the desired transparency level.



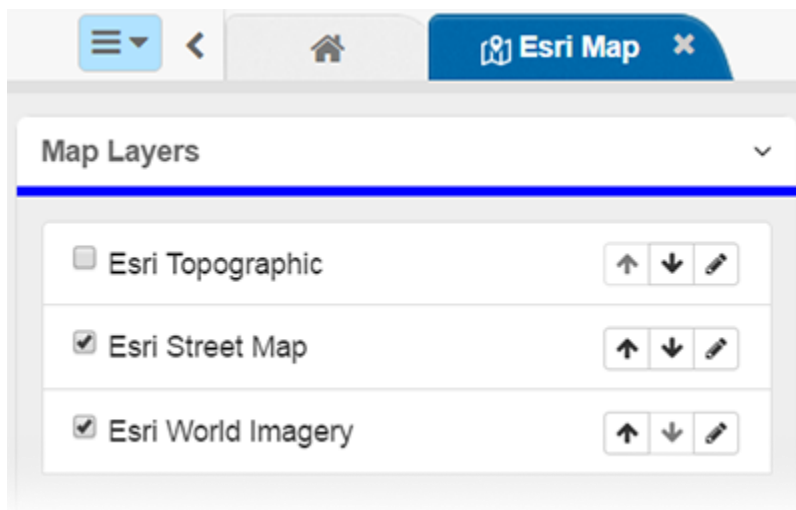
To further help you manage priority map layers, you can also arrange the layers in the Map Layers section according to importance. Click the up or down arrow associated with a layer to move it one position up or down respectively.

## **TO ADD OR REMOVE MAP LAYERS FROM THE MAP:**

1. From an open map, on the left, click the gear icon. The side navigation menu opens.



2. Click Map Layers. The Map Layers section expands.

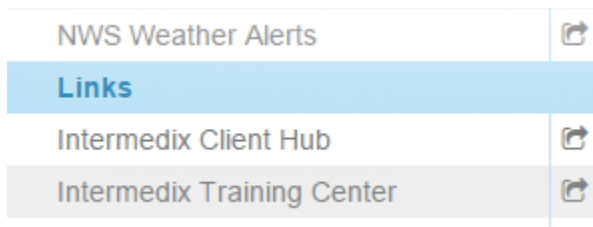


3. Select the check box associated with any and all map layers you want applied to the map.
4. Clear the check box associated with any and all map layers you do not want applied to the map

## 27 Links Overview

Links allow you to access a system, website, or particular file. The items listed in the Links section on the control panel open in a new window. A limitless number of links can be added.

To access a link, click the link name in the Links section of the control panel menu. The website opens in a new window.

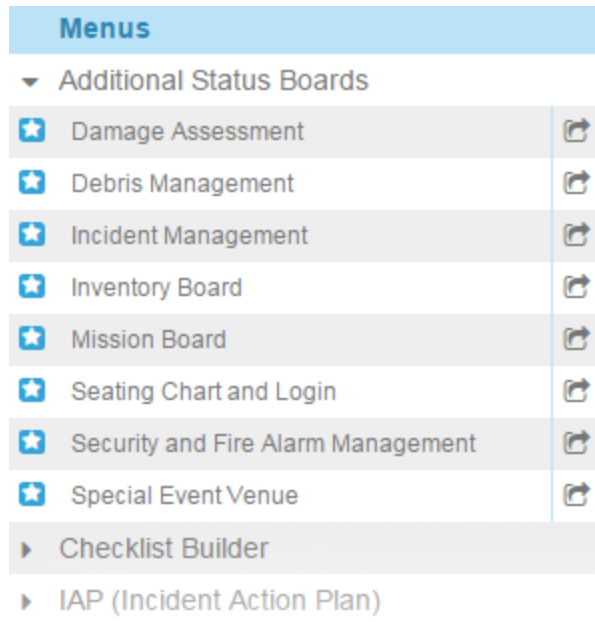


The links available to you are determined by your administrator. Contact your WebEOC administrator to request any additional links you may need.

Links are often categorized and placed in menus. See [Menus Overview](#) for additional details.

## 28 Menus Overview

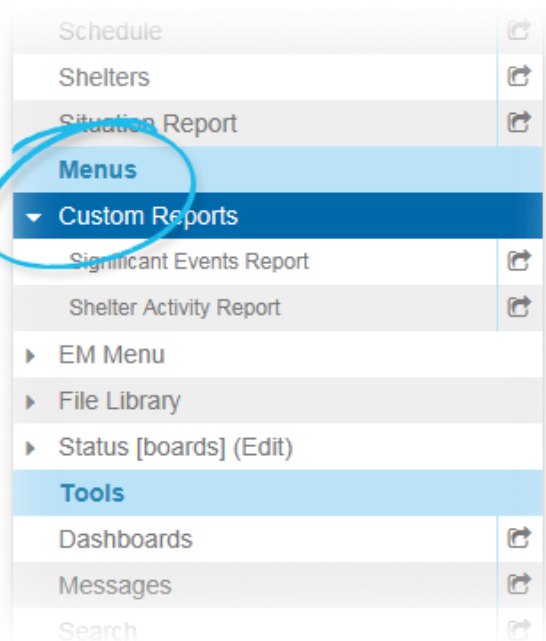
Menus give you an easy way to access multiple display boards, plugins, links, forms, and other menu items that are grouped under a single link on the control panel.



Menus are located on the control panel in the Menus section. The arrow symbol preceding the menu name indicates the menu contains items. Items contained in the menus follow the same convention and behavior as status boards. A star icon preceding a menu item alerts users when a change has been made. Once the item containing new data has been opened, the star disappears until new information has been added or existing information has been updated.

Multiple status boards, plugins, or links may be opened from a menu.

Click the name of the menu or the arrow to the left of its name. The section expands to show you the available options.



Menus can contain status boards, plugins, links, or other menus. When selected, the menu item opens in a separate tab with the same look and functionality as the control panel.

## 28.1 Access Menus

Menus are a convenient way to group similar boards and other control panel items. Multiple menus can be created to help you quickly access boards, tools, plugins, and more. Menus also keep the control panel more organized and streamlined. An example of this would be organizing a long list of boards into a single menu item.

Multiple plugins can also be grouped into individual menus to conserve space. Additionally, extensive lists of links to external web sites can be organized by grouping them into menu items as well. A limitless number of links can be added.

## 29 Positions

Positions that will be created and used in WebEOC

CIC Call Center  
CIC Call Center Manager  
CMD EOC Director  
CMD Incident Commander  
CMD Liaison Officer  
CMD Public Information Officer  
CMD Safety Officer  
ERC-1  
ERC-2  
ERC-3  
ESF-01  
ESF-02  
ESF-03  
ESF-04  
ESF-05  
ESF-06  
ESF-07  
ESF-08  
ESF-09  
ESF-10  
ESF-11  
ESF-12  
ESF-13  
ESF-14  
ESF-15  
ESF-16  
ESF-17  
ESF-18  
ESF-19  
Field Personnel  
FIN Compensation Claims Unit  
FIN Cost Unit  
FIN Finance/Admin Section Chief  
FIN Procurement Unit

FIN Time Unit  
LOG Communications Unit  
LOG Facilities Unit  
LOG Food Unit  
LOG Ground Support Unit  
LOG Logistics Section Chief  
LOG Medical Unit  
LOG Services Branch Director  
LOG Supply Unit  
LOG Support Branch Director  
OPS Agriculture and Natural Resources  
OPS Community Service  
OPS EMS  
OPS Energy  
OPS Firefighting  
OPS Hazmat  
OPS Law Enforcement  
OPS Mass Care  
OPS Operations Section Chief  
OPS Public Health and Medical  
OPS Public Works and Engineering  
OPS Red Cross  
OPS Salvation Army  
OPS Search and Rescue  
OPS Transportation  
OPS Utilities  
PLN Demobilization Unit  
PLN Documentation Unit  
PLN Long-Term Recovery  
PLN Planning Section Chief  
PLN Resources Unit  
PLN Situation Unit  
Sandbag Dist/Warehouse

## 30 Sign Off Agreement

### Solution Sign-Off Agreement

This document serves as the confirmation that all materials received in this document are part of the scope for the City of Tampa WebEOC V8.5 project

#### Authorized Signatures:

\_\_\_\_\_  
City of Tampa PM (Signature)

\_\_\_\_\_  
Juvare PM (Signature)

\_\_\_\_\_  
City of Tampa (Name)

\_\_\_\_\_  
Juvare (Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Tampa –Location #1

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City of Tampa

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City of Tampa (Name)

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City of Tampa (Name)

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Date

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Date

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City of Tampa–

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City of Tampa (Name)

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City of Tampa (Name)

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Date

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