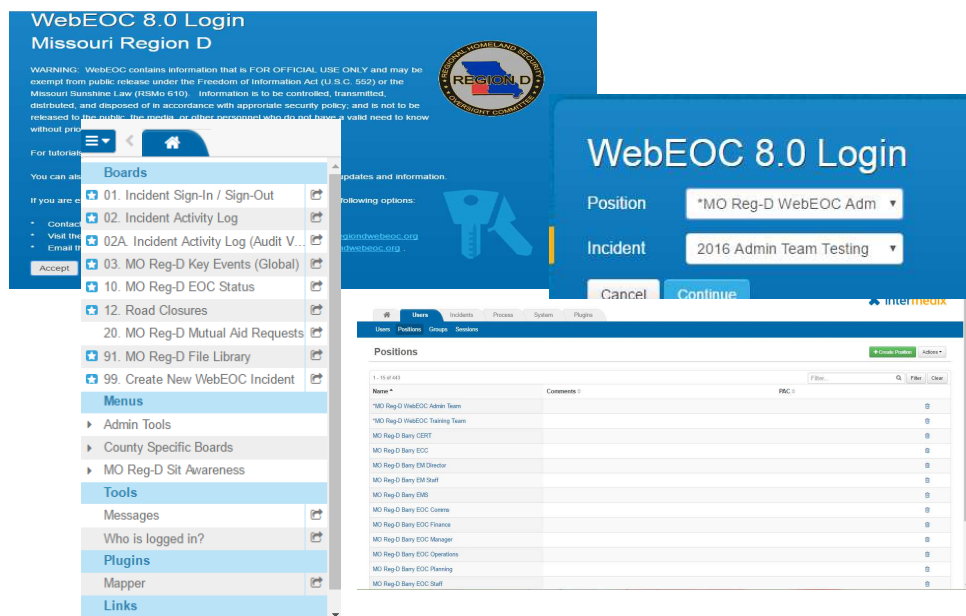




Missouri Region D WebEOC End User Training Packet

V3.1
2016.06.08



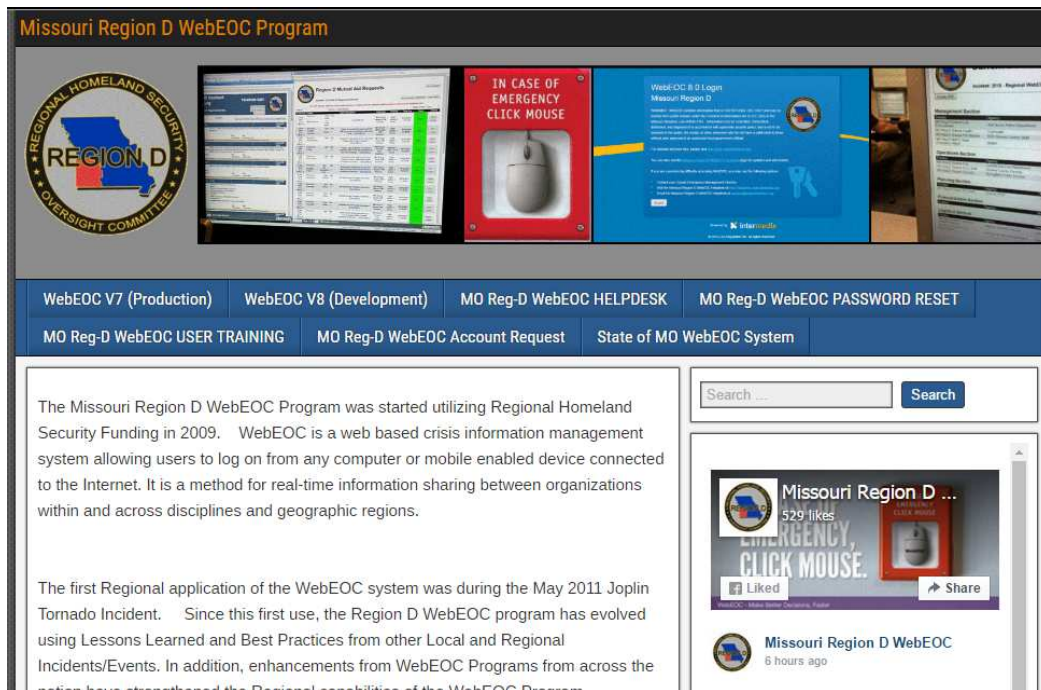
<http://www.regiondwebeoc.org>

If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org



Region D WebEOC User Self Registration Process

1. Open your web browser and go to <http://www.regiondwebeoc.org>.



2. Click on “**MO Reg-D WebEOC Account Request**”

3. New accounts must be approved by the County Emergency Manager. Select the county your jurisdiction is in.

NOTE If requesting positions for more than one county or county and regional partner, separate account creation submissions must be made.

MO Reg-D WebEOC Account Request

This system will allow you to automate your MO Reg-D WebEOC Account Request.

This is **only** for creation of new accounts. If you have an existing account, please visit the [MO Reg-D WebEOC Helpdesk](#).

WEBEOC IS FOR AUTHORIZED PUBLIC SAFETY / EMERGENCY RESPONSE PERSONNEL ONLY. NO PUBLIC / MEDIA ACCESS TO WEBEOC IS PERMITTED.

All account requests are verified and validated with the County Emergency Management Director prior to creation and provisioning.

Select which county / organization you need access for:

Counties:

Barry	Lawrence
Barton	McDonald
Cedar	Newton
Christian	Polk
Dade	St. Clair
Dallas	Stone
Greene	Taney
Hickory	Vernon
Jasper	Webster

Regional Partners:

[State Agencies / MACC](#) [Southwest Missouri IST](#)

[Federal Agencies](#)

4. Fill out the below fields with the information requested.

Name:

This will be your user name.

Agency:

Primary agency in the county you are requesting the account through.

E-Mail:

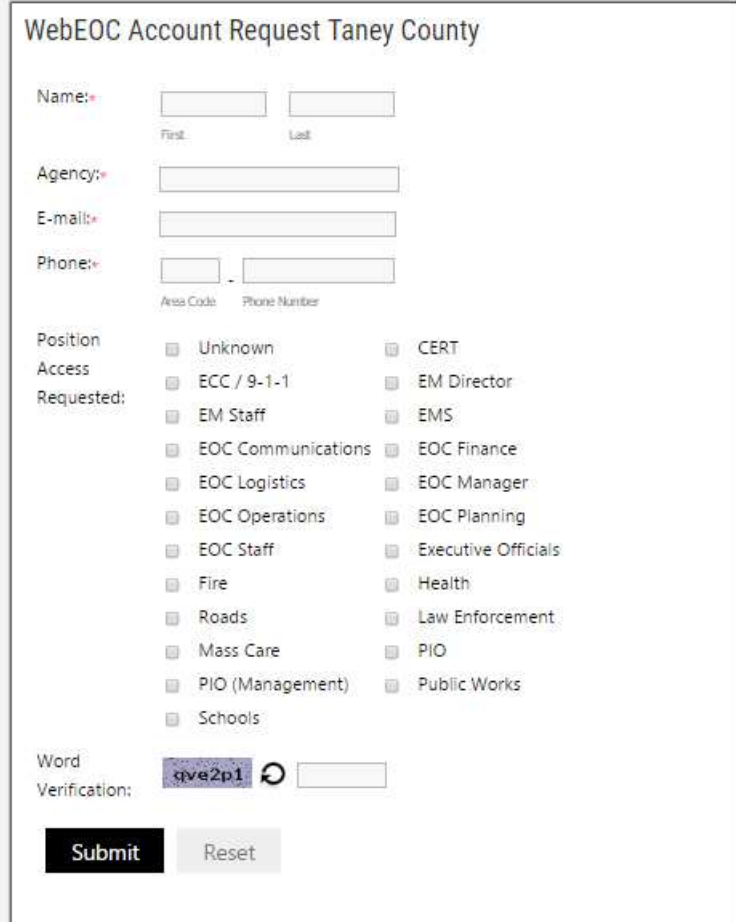
Enter your agency/business e-mail address. This will allow you to reset your password automatically, if needed.

Phone:

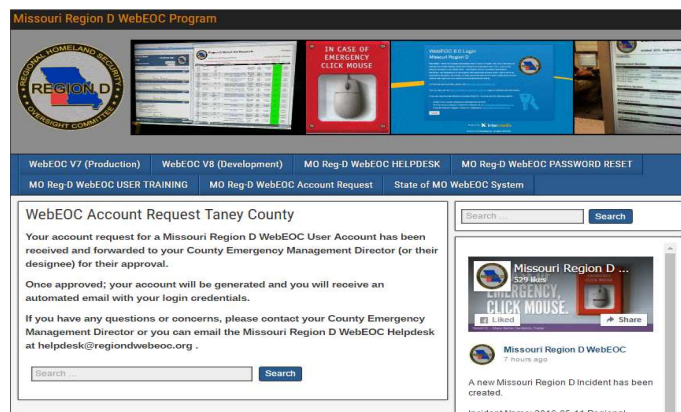
Primary contact number.

Position Access Requested:

Select positions you need access for. Multiple selections can be made. If you are unsure select “unknown.”

The image shows a web form titled "WebEOC Account Request Taney County". It contains several input fields: "Name" (split into "First" and "Last"), "Agency", "E-mail", and "Phone" (split into "Area Code" and "Phone Number"). Below these is a "Position Access Requested:" section with a grid of checkboxes for various roles: Unknown, CERT, ECC / 9-1-1, EM Director, EM Staff, EMS, EOC Communications, EOC Finance, EOC Logistics, EOC Manager, EOC Operations, EOC Planning, EOC Staff, Executive Officials, Fire, Health, Roads, Law Enforcement, Mass Care, PIO, PIO (Management), Public Works, and Schools. At the bottom, there is a "Word" field with the value "qve2p1", a "Verification" field, and "Submit" and "Reset" buttons.

5. Click the “Submit” button. You should receive a message similar to this.

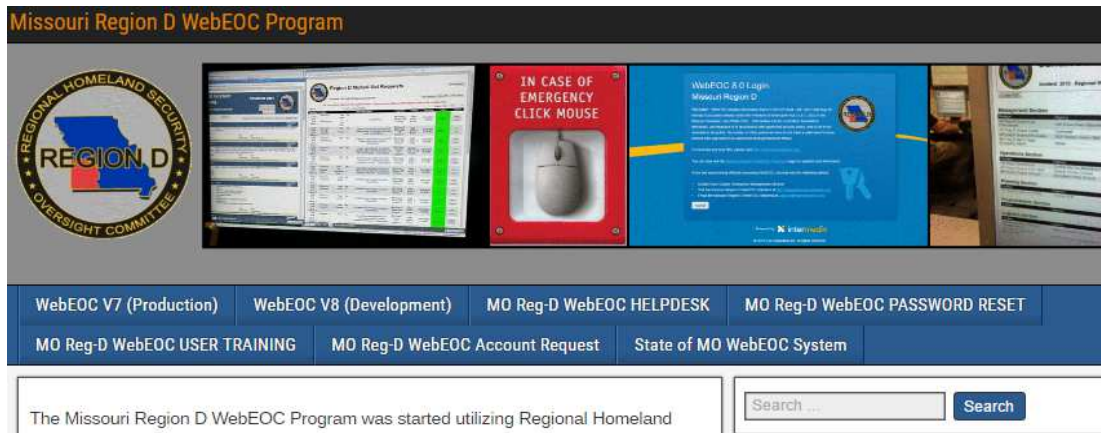


If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebec.org.

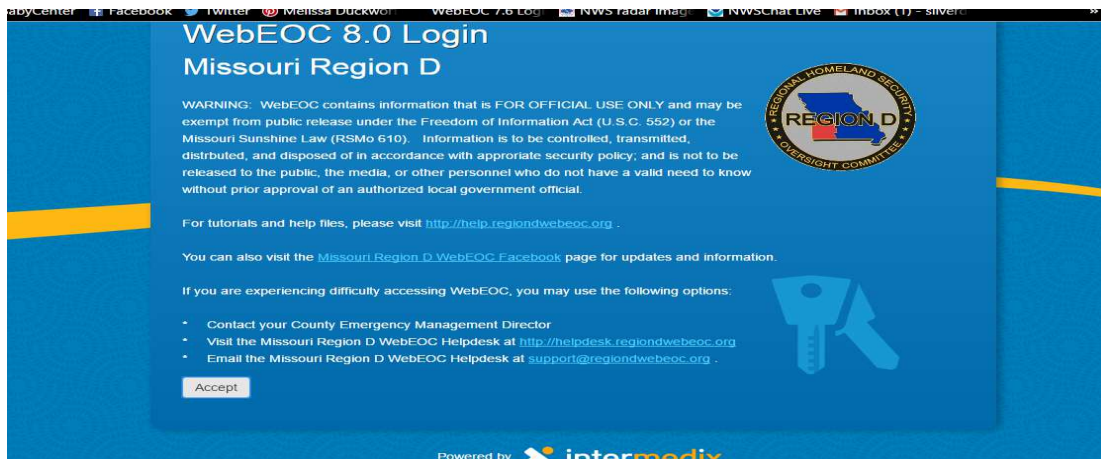


Region D WebEOC User Log-In Information

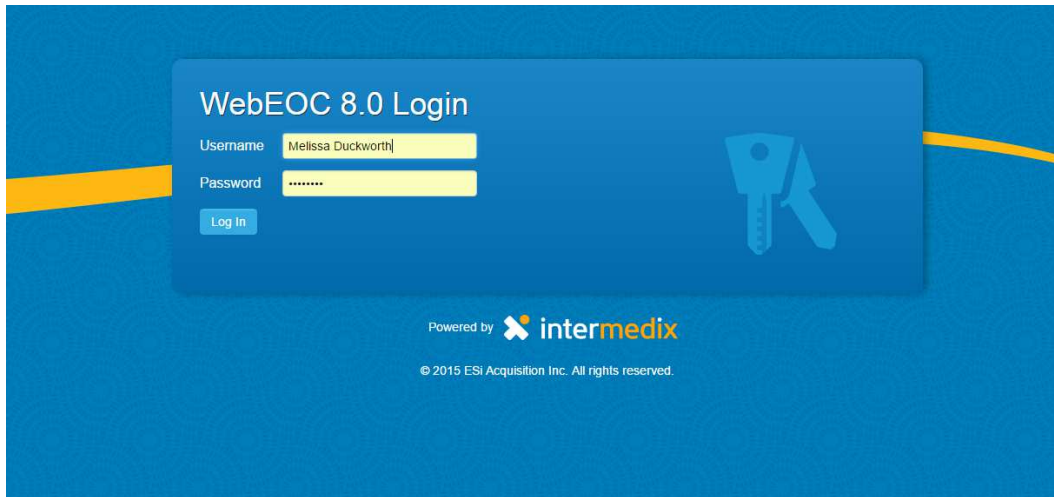
1. Open your web browser and go to <http://www.regiondwebeoc.org>.



2. Select "WebEOC v8"



3. Please note, that all information posted on WebEOC is For Official Use Only, and information posted on WebEOC is not to be shared or released with the public, media, etc without authorization. Failure to abide by these rules will result in your account being locked.
4. Click "Accept"

The image shows the WebEOC 8.0 Login interface. It has a blue background with a yellow swoosh. A central white box contains the title "WebEOC 8.0 Login". Below the title are two input fields: "Username" with the text "Melissa Duckworth" and "Password" with masked characters "*****". A blue "Log In" button is below the password field. To the right of the input fields is a blue key icon. At the bottom of the white box, it says "Powered by intermedix" with the intermedix logo, and below that, "© 2015 ESI Acquisition Inc. All rights reserved."

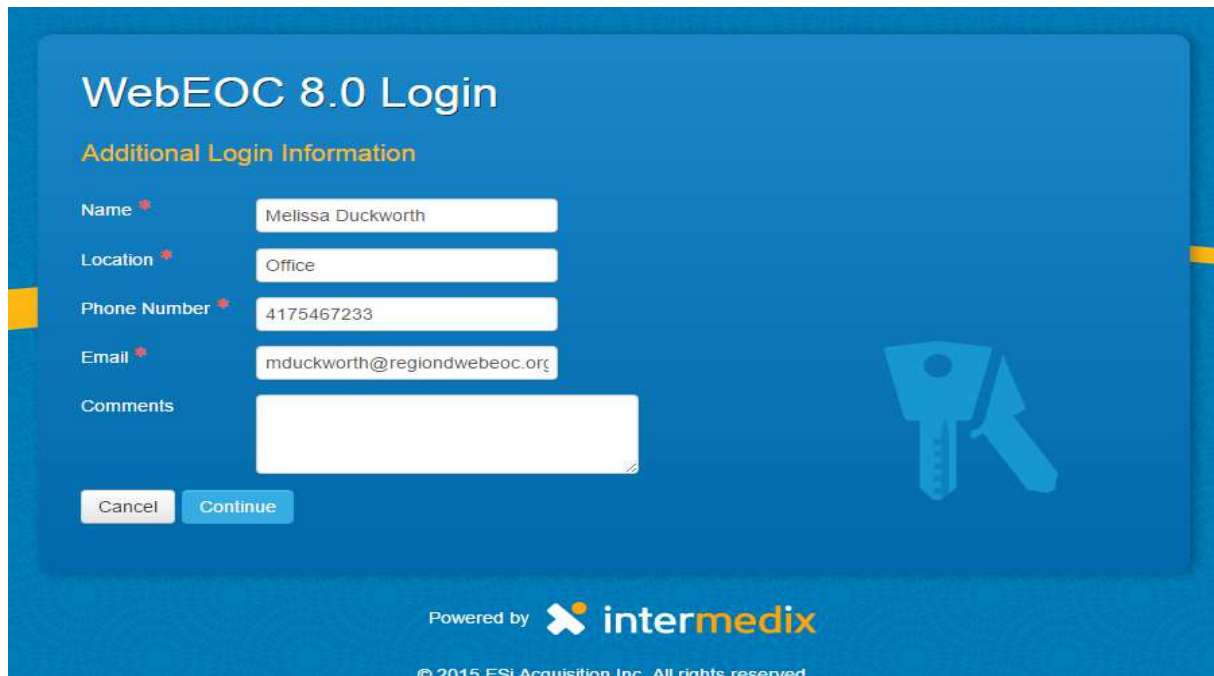
5. Enter your User Name and Password.
UserName : FirstName <space> LastName
Example: John Doe

Password: Minimum six characters. If you have forgotten your password, click "Forgot Username/Password." It will ask you to confirm the email address that you used to set up the account, and reset your password.

6. Select your position and name of the incident. You will only be able to log into positions that you have been granted access.

Note: It is important that you log into the correct incident, as most of the boards after this step are dependent on the incident and position you have logged in for.

The image shows the WebEOC 8.0 Login interface, similar to the first one but with additional selection options. The central white box has the title "WebEOC 8.0 Login". Below the title are two dropdown menus: "Position" with the selected value "*MO Reg-D WebEOC Adm" and "Incident" with the selected value "2016 Admin Team Testing". Below these are two buttons: "Cancel" and "Continue". To the right of the dropdown menus is a blue key icon. At the bottom of the white box, it says "Powered by intermedix" with the intermedix logo, and below that, "© 2015 ESI Acquisition Inc. All rights reserved."

The image shows the WebEOC 8.0 Login interface. It has a blue background with a white login form. The form is titled "WebEOC 8.0 Login" and "Additional Login Information". It contains fields for Name, Location, Phone Number, Email, and Comments. The Name field is filled with "Melissa Duckworth", Location with "Office", Phone Number with "4175467233", and Email with "mduckworth@regiondwebeoc.org". There are "Cancel" and "Continue" buttons at the bottom of the form. A large blue key icon is on the right side of the form. At the bottom, it says "Powered by intermedix" and "© 2015 ESI Acquisition Inc. All rights reserved." data-bbox="121 88 864 408"/>

WebEOC 8.0 Login

Additional Login Information


Name *

Location *

Phone Number *

Email *

Comments

Powered by  **intermedix**

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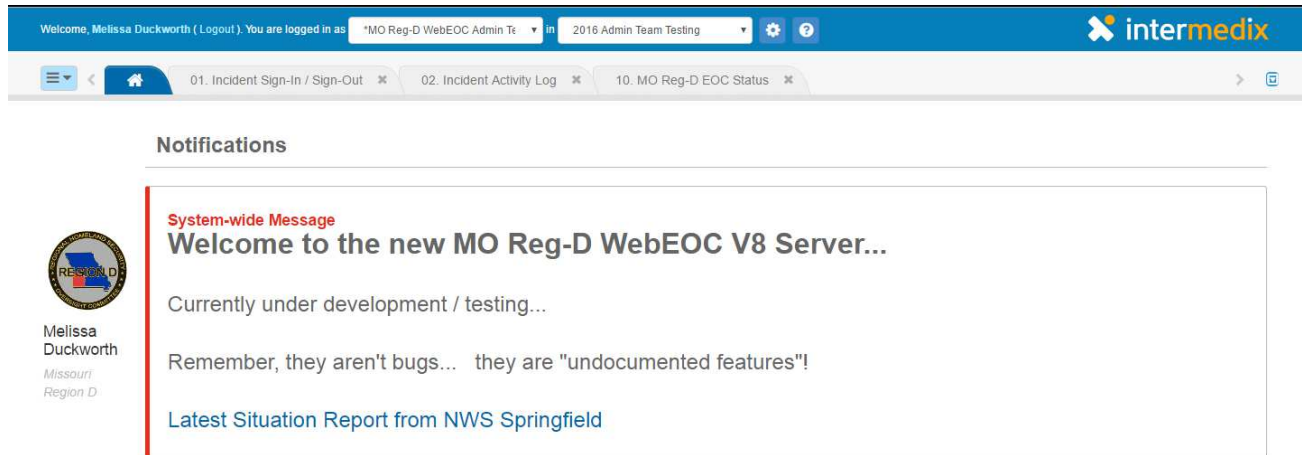
7. Confirm the information on the additional log in page. This information becomes important on later boards. This should autofill from the last time you logged on. Simply confirm that the information is accurate and press ok.

8. At this time you should be logged into WebEOC.

If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org.



Region D WebEOC Home View and Menu Options

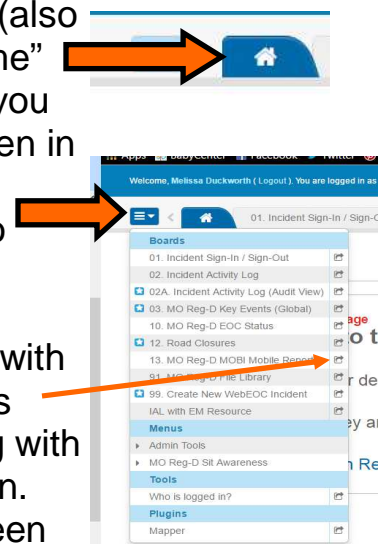


1. Once logged into WebEOC, you should see a dashboard. Note: WebEOC v8 looks completely different than older versions of WebEOC you may be used to.

2. Your default (home) screen will contain any announcements. Along with a link to the latest NWS Situation report. You can return to the home screen by selecting the “house” tab.

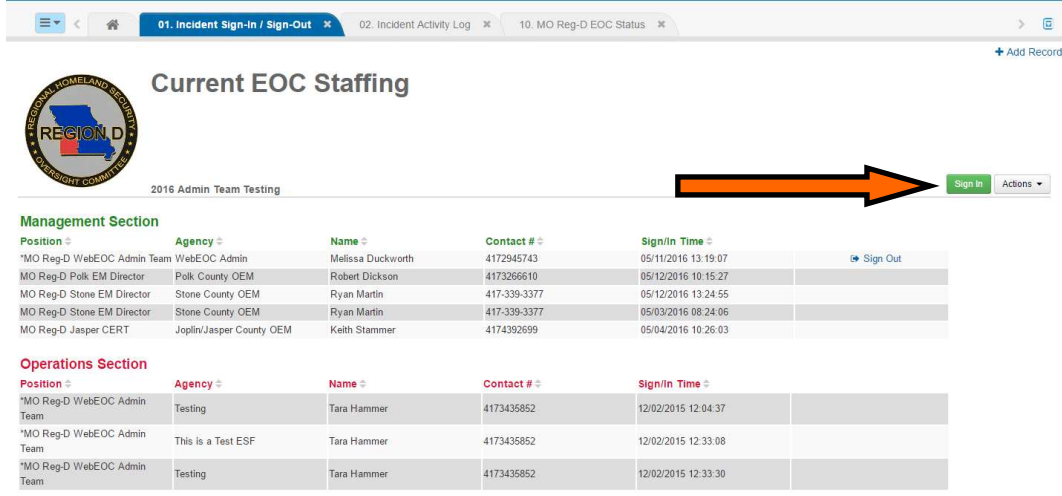
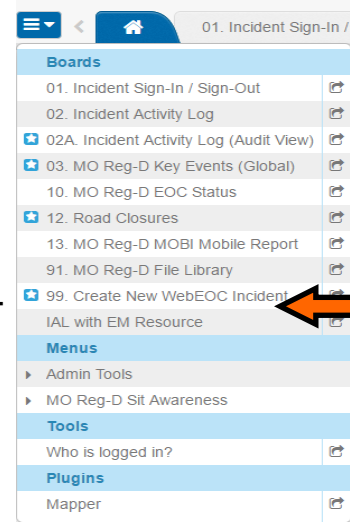
3. The Menu can be found by selecting the lined button (also known as the “hamburger” button) to the left of the “Home” tab. The menu bar is divided into sections. The section you will deal with primarily is **Boards**. All boards will now open in tabs across the top. To open boards in their own pop-out window click the arrow next to the board you want to open in a separate window.

4. Boards are divided into various sections as indicated with numbers. Menu items beginning with 0*. almost all users have access to. The boards further down the list starting with ones beginning with 1*. will be dependent on the position. The “star” indicates that something on that board has been updated since the last time it was opened.

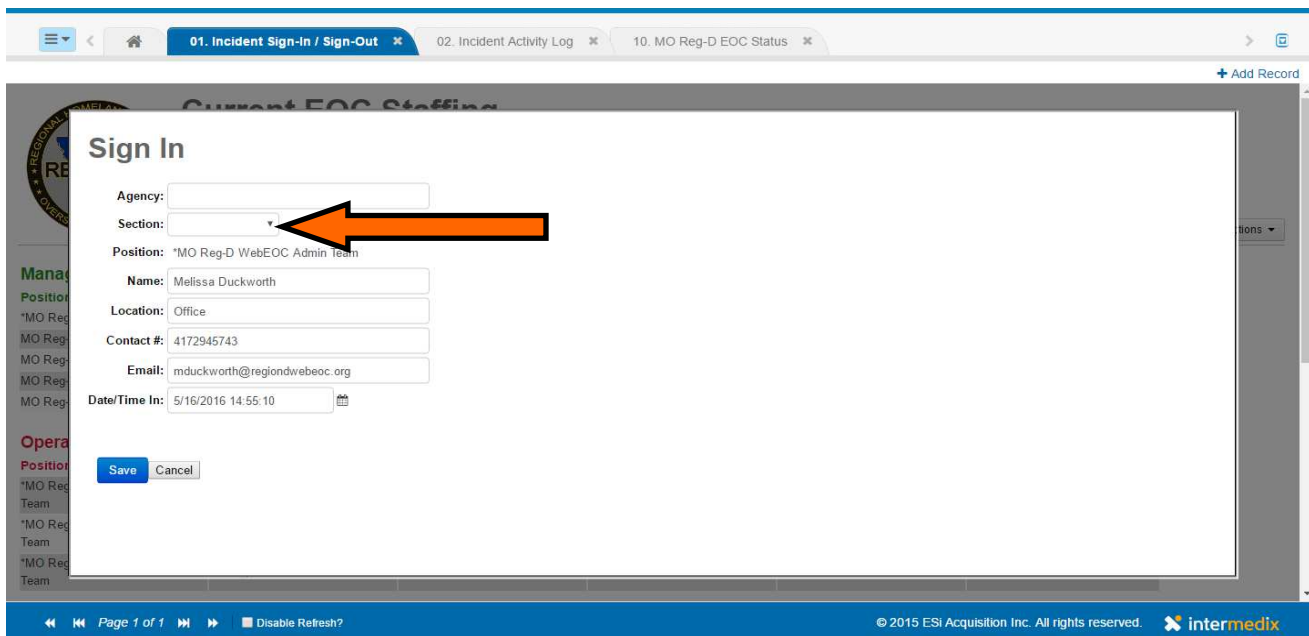


4. It is extremely important that when you arrive on an incident, after you log in to WebEOC, you also sign into the incident. You will do this by clicking “01. Incident Sign-In/Out.” This documentation aids in the recovery of funds and resource tracking capabilities.

5. Next, you will click the “*Sign In Here” Button.

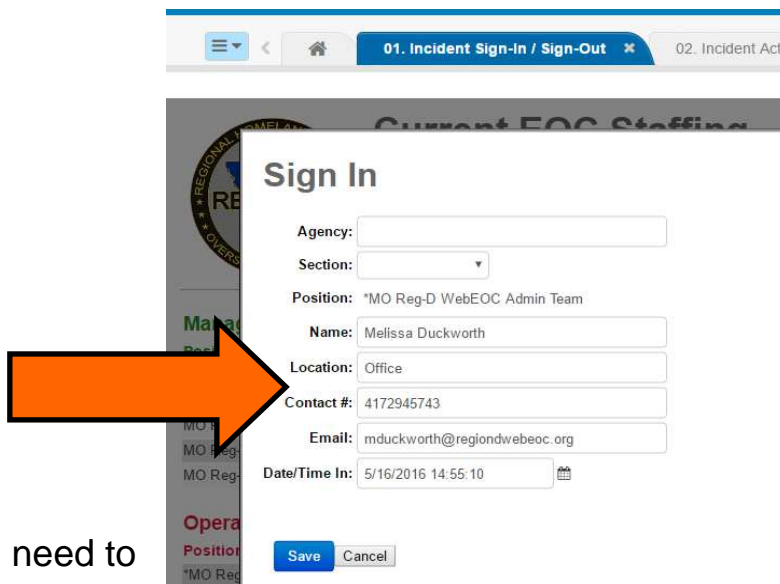


6. Fill in the agency you are representing, as well as the section to which you are assigned. The section is a drop down menu in which you can select “Operations”, “Planning”, “Logistics” “Finance/Admin” or “Management”. Command staff and Incident commanders are classified as “Management”.



7. Your personal information should be autofilled for you on this page from your initial log-in.

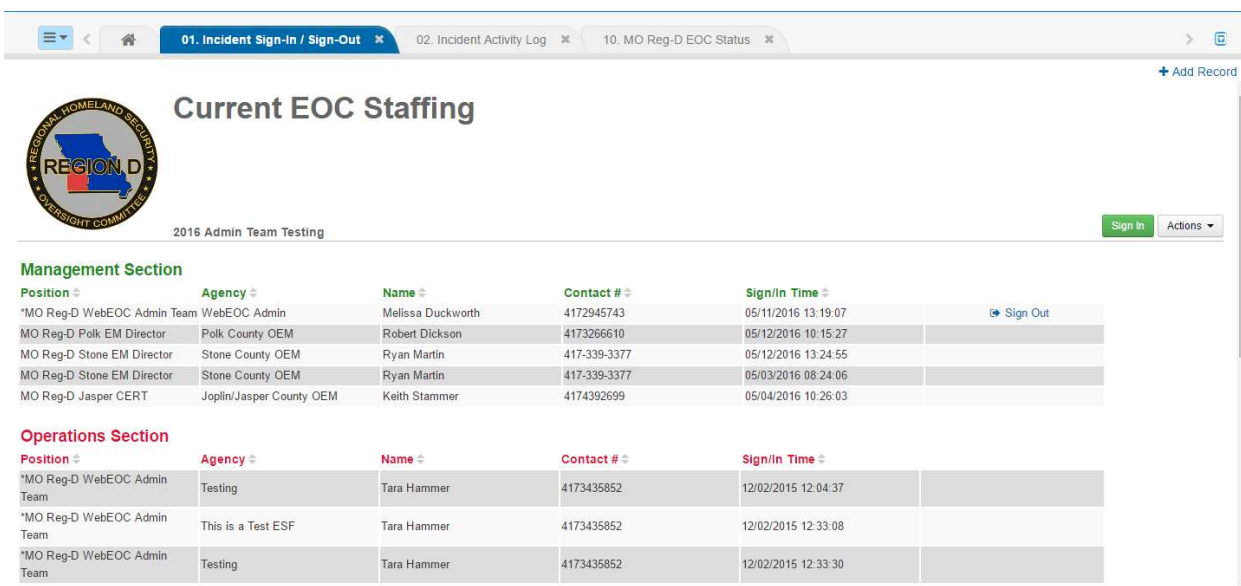
Note: This is for record keeping purposes only. If any of this information is incorrect, correcting it on this page will not correct it in the rest of the program. If you need to correct information here, close out of the sign-in windows, go back to the menu bar, click on your name, and correct it in that field. Then start the sign-in process again.



The screenshot shows a web application interface with a menu bar at the top containing '01. Incident Sign-In / Sign-Out' and '02. Incident Activity Log'. Below the menu bar is a 'Sign In' form. An orange arrow points to the 'Name' field, which is pre-filled with 'Melissa Duckworth'. Other fields include 'Agency', 'Section', 'Position' (pre-filled with '*MO Reg-D WebEOC Admin Team'), 'Location' (pre-filled with 'Office'), 'Contact #' (pre-filled with '4172945743'), 'Email' (pre-filled with 'mduckworth@regiondwebec.org'), and 'Date/Time In' (pre-filled with '5/16/2016 14:55:10'). There are 'Save' and 'Cancel' buttons at the bottom of the form.

8. If you forgot to sign in to the incident, you can manually change the time you signed in by correcting it in the box at the bottom.

9. Your name should appear in the list of people signed in under the appropriate section.

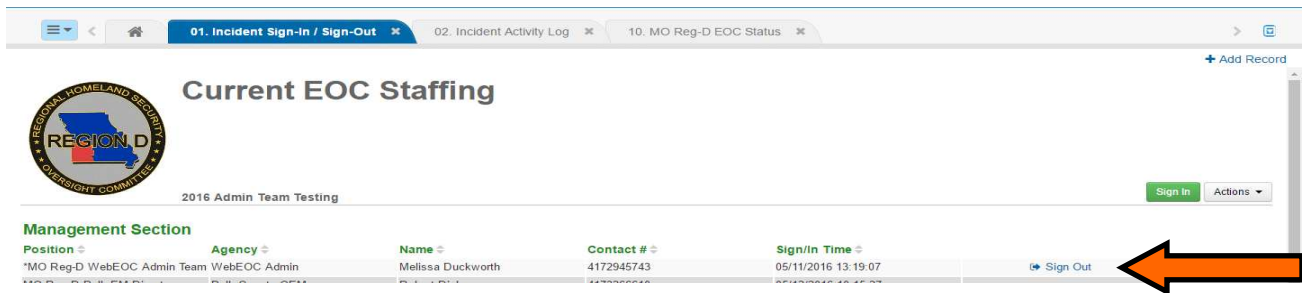


The screenshot shows the 'Current EOC Staffing' page. At the top, there is a menu bar with '01. Incident Sign-In / Sign-Out', '02. Incident Activity Log', and '10. MO Reg-D EOC Status'. Below the menu bar is a header section with the 'REGION D' logo and the title 'Current EOC Staffing'. There is a '2016 Admin Team Testing' section with a 'Sign In' button and an 'Actions' dropdown. The main content area is divided into two sections: 'Management Section' and 'Operations Section'. Each section contains a table of staff members with columns for Position, Agency, Name, Contact #, and Sign/In Time.

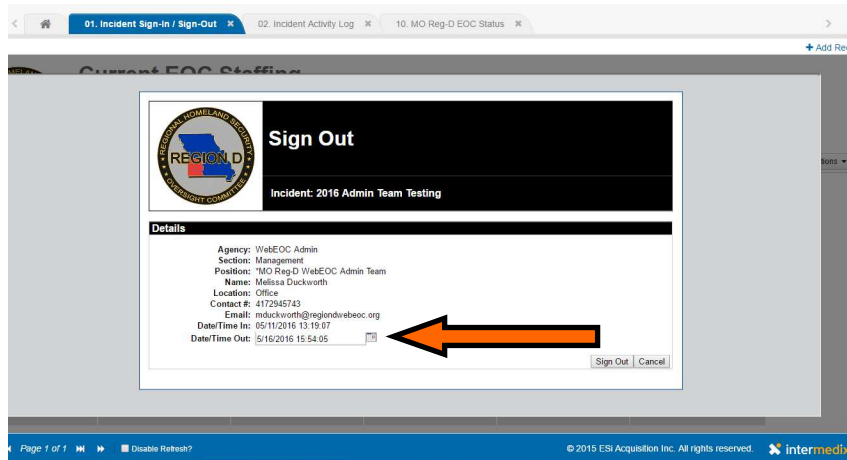
Position	Agency	Name	Contact #	Sign/In Time	
*MO Reg-D WebEOC Admin Team	WebEOC Admin	Melissa Duckworth	4172945743	05/11/2016 13:19:07	Sign Out
MO Reg-D Polk EM Director	Polk County OEM	Robert Dickson	4173266610	05/12/2016 10:15:27	
MO Reg-D Stone EM Director	Stone County OEM	Ryan Martin	417-339-3377	05/12/2016 13:24:55	
MO Reg-D Stone EM Director	Stone County OEM	Ryan Martin	417-339-3377	05/03/2016 08:24:06	
MO Reg-D Jasper CERT	Joplin/Jasper County OEM	Keith Stammer	4174392699	05/04/2016 10:26:03	

Position	Agency	Name	Contact #	Sign/In Time	
*MO Reg-D WebEOC Admin Team	Testing	Tara Hammer	4173435852	12/02/2015 12:04:37	
*MO Reg-D WebEOC Admin Team	This is a Test ESF	Tara Hammer	4173435852	12/02/2015 12:33:08	
*MO Reg-D WebEOC Admin Team	Testing	Tara Hammer	4173435852	12/02/2015 12:33:30	

11. When it is time for you to log-out, the last step before closing WebEOC will be to sign-out through this board as well. Click the Sign-out button next to your name.



12. You should see a screen that has all of your information. If you need to manually change the time you signed out for whatever reason, simply correct it in the field indicated.



13. Click sign-out. Your name should now be removed from the section in which you were working.

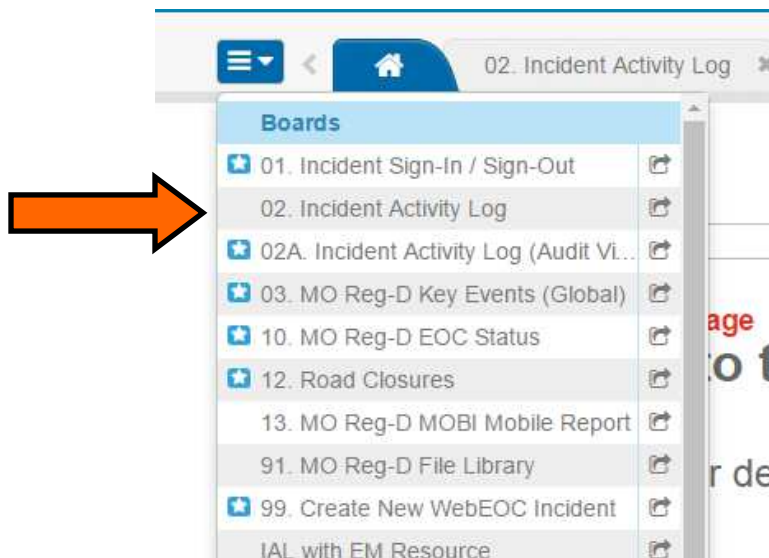
If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org



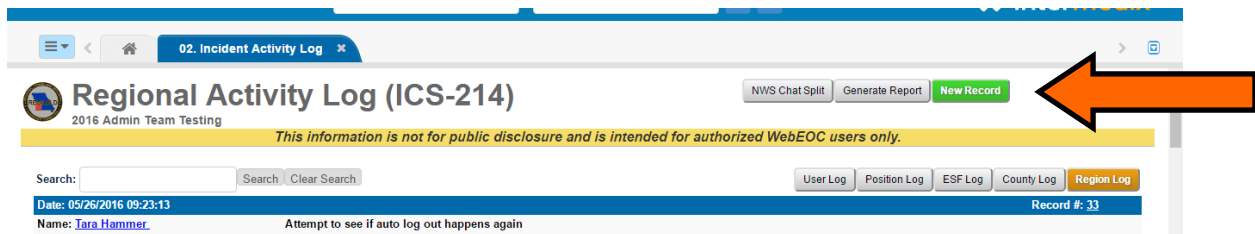
Region D Incident Activity Log/ ICS 214

New Entries

1. The Incident Activity Log/ ICS 214 Unit Log becomes an overall record for the incident. This is your record for any agreements, accidents or actions that you take on the incident scene, or anything else that would be of relevance.



2. In order to post a new entry, click on "New Record"



Entry Screen

Incident: 2016 Admin Team Testing

Details

Date/Time: 6/7/2016 14:20:05

Occurred at:

Remarks:

Restrict To:

- ☒ Unrestricted *** USE THIS AS DEFAULT ***
- ☐ Region
- ☐ Melissa Duckworth
- ☐ *MO Reg-D WebEOC Admin Team

3. The date and time that you are posting will show up in the “Date/Time” field. If you need to change the time or date for an entry, you can manually change these.

4. The “Occurred At” field is to put a location if you would like, you can also geotag the location further down.

5. “Remarks” is where you will put the entry that you would like to post.

6. The “Restrict to” options allow you to choose who can see your entry. Most of the time you will leave it as unrestricted, and people can filter for what they want. However, there may be times that you want something more restricted.

- Unrestricted — anyone logged into the incident can see this entry on their regional board, or county board if they are in the same county.
- Name — If you restrict to only your name, this is a personal entry that no one else will be able to see. Use for private notes.
Note: System Administrators can still access this.
- ESF — This restricts to only people with in your ESF in the entire region. For example, anyone logged in as a Health and Medical ESF position will be able to see other Health and Medical ESF entries regardless of county.
- Position — Anyone logged into this position will be able to see these entries, e.g. all of Greene County EMS. **Note: ESF and Position can be used somewhat like a chat board for those interested, to discuss things only applicable to their ESF or position. Any final decisions that would be relevant to the incident as a whole would need to be posted under unrestricted.**
- County — Anyone from your county will be able to see these entries.

Information Sharing: ☐ Missouri Region D Key Events (Global)
☐ Post to Metro Key Events
☐ State of MO Incident Key Events
☐ State of MO Key Events (Global)

*** DO NOT CHECK THESE BOXES IN EXERCISES OR TRAININGS *** USE OF THESE FIELDS WILL "BLAST" TO ALL ACTIVE WEBEOC INCIDENTS AND / OR STATEWIDE.

Save Cancel

7. Information sharing options:

- Missouri Region D Key Events — for posts that are relevant to the entire region but are not incident specific, i.e. hospital evacuations or weather briefings that would be relevant for multiple incidents. This is NOT incident specific.
- State of MO Incident Key Events (Fusion required)— for posts relevant to the entire state under the same incident, e.g. widespread flooding, storms, or winter weather.
- State of MO Key Events (Fusion required) — for posts relevant to the entire state regardless of incident. This is NOT incident specific.

NOTE: Do not check any of these boxes during trainings or exercises.

Optional Information

Map Label:

Address/Location: Get Address Map It

Lat/Long: /

Save Cancel

Entry History:

8. Optional Information is a place that will let you geotag your entry to a specific location either by address or Lat/Long coordinates.

9. Entry History will be filled with the old entry if this is an amendment to a current entry.

10. Those in Section Chief positions will have all the same fields with the exception of your restrictions will be slightly different. Most of your entries will be unrestricted, but you can restrict by Name, ICS Section, and County.

Viewing Entries

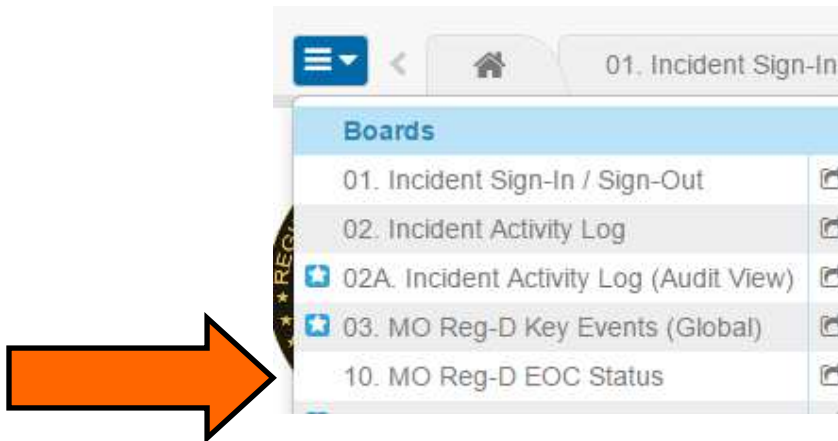
1. In order to view the entries, you will go back to the Incident Activity Log. Depending on what filter you have on will determine how much you can see.
2. The filters at the upper right hand corner correspond to the restrictions that were placed on the entries; however, you can filter down further than the original restriction.
 - User — This will show only the entries that you have made, regardless of the position logged in as. (Unrestricted, Restricted to ESF, Position, County, or User).
 - Position — This will show all of the entries made by people who have the same position as you, i.e. Greene EMS. (Unrestricted, Restricted to ESF, or Restricted to Position).
 - ESF — This will show only entries that have been made by people in your ESF, regardless of county. (Unrestricted or Restricted to ESF).
 - County — This will show anything that has been posted in the county.
 - Regional — This will show anything that has been posted regionally (unrestricted).
 - **Section Chiefs may also filter by their ICS Section within the County or every ICS section regionally.**
3. If you need to modify an entry, click “Update Record” on that entry. This will allow you to add addendums to your entry; however, it will not change the text of the original entry.

If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org



Region D WebEOC EOC Activation Status Board

1. Only Emergency Management Directors, Emergency Operations Center Operations, and IST IC, and OSC have access to edit the status of an EOC.



2. Each County has the ability to change their EOC activation. If you are not logged into one of the above mentioned positions, you will not see the “Edit” column.

Welcome, Melissa Duckworth (Logout). You are logged in as *MO Reg-D WebEOC Admin Te in 2016 Admin Team Testing

intermedix

01. Incident Sign-In / Sign-Out 02. Incident Activity Log 10. MO Reg-D EOC Status

Missouri Region D EOC Activation Status

2016 Admin Team Testing

New EOC Actions

EOC STATUS ACTIVATION LEVELS							
Not Activated No EOC Activated / No Activities							
Routine Daily / Normal Activities							
Monitoring Enhanced Monitoring / After Hours with supplemental EM Staffing							
Partial Partial EOC Activation with limited partner agency staffing							
Full Full EOC Activation							
Agency	Activation Status	EOC Phone	Duty Officer or EOC Manager	Cell Phone	Email	Last Updated	Details Edit
(Please Select)	(select)					05/11/2016 14:51:50	Details Edit/Update
Taney County EOC	Routine	417-546-7233	Melissa Duckworth	417-294-5743	melissad@co.taney.mo.us	05/11/2016 13:30:56	Details Edit/Update
Dade County EOC	Partial					05/11/2016 13:17:56	Details Edit/Update
Vernon County EOC	Not Activated	417-667-8236	Dennis Kimrey	417-684-0169	vcemd@vernoncountymo.org	05/08/2016 17:48:00	Details Edit/Update
Jasper County EOC	Routine					05/04/2016 10:29:03	Details Edit/Update
Greene County EOC	Routine	4178696040	Jonathan Ayres	4176643591	jayres@greenecountyoeom.org	04/28/2016 14:51:28	Details Edit/Update

3. Those with edit permissions can click on the “Edit/Update” button next to their county. You can edit the name and contact information of the duty officer (this is particularly important if your agency rotates on-call), and the status of your EOC. Your options for status are “Not Activated”, “Routine”, “Monitoring”, “Partial”, and “Full”. Definitions of each of these statuses can be found at the top of the page.

Last Updated:

Agency Name: Central City EOC (Training Only) ▼

Agency Address: 1234 Training Way

Activation Status: Not Activated ▼

EOC STATUS ACTIVATION LEVELS

Not Activated	No EOC Activated / No Activities
Routine	Daily / Normal Activities
Monitoring	Enhanced Monitoring / After Hours with supplemental EM Staffing
Partial	Partial EOC Activation with limited partner agency staffing
Full	Full EOC Activation

Duty Officer or EOC Manager: Tara Hammer

Hours of Operation: 24/7

Email: webeoc@greencountyocem.org

Landline Phone Number: 417-869-6040

Pager:

Cell:

Radio CH/Freq:

Satellite Phone Number:

Comments: Testing / Training Use Only!

PIO/ Joint Information Center Info

PIO / JIC Phone Number: 417-869-6040

PIO / JIC Email: webeoc@greencountyocem.org

Comms Plan: Choose File No file chosen

Org Chart: Choose File No file chosen

Send E-mail to MO Reg-D EMD Distribution List? ☐

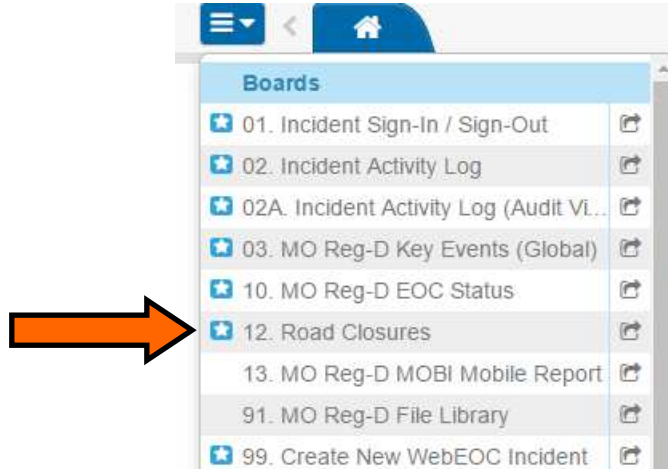
If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org



Region D Road Closures

Road Closures

1. On the main WebEOC menu, click “12. Road Closures”.



2. Some of you will have Edit permissions (ECC, EM Director, EM Staff, EOC Manager, EOC Operations, EOC Planning, Highways, Law Enforcement, and Public Works). All other positions will not have the Edit Column.

12. Road Closures

Road Closures

2016 Admin Team Testing

Create Road Closure

Actions

Filter by

County:

Road Priority:

Road Status:

Search

County	Municipality	Priority	Status	Road Name	From Cross Street	To Cross Street	Last Updated	Details
Christian	Nixa	Medium	Closed	State Highway 14	State Highway 160	Main St	05/26/2016 10:02:51	View Edit Delete
Barry	Cassville			State Highway 39			05/03/2016 00:50:31	View Edit Delete

Page 1 of 1

Disable Refresh?

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3. To add a new road closure, click “Create Road Closure”.

The screenshot shows the 'Road Closures' dashboard. At the top, there's a navigation bar with '12. Road Closures' selected. Below it, the 'Road Closures' title is displayed next to the 'REGION D' logo. A green button labeled '+ Create Road Closure' is highlighted with a large orange arrow. Below the button are filter dropdowns for 'County', 'Road Priority', and 'Road Status'. A table lists existing road closures with columns for County, Municipality, Priority, Status, Road Name, From Cross Street, To Cross Street, Last Updated, and Details. The footer includes pagination and copyright information.

County	Municipality	Priority	Status	Road Name	From Cross Street	To Cross Street	Last Updated	Details
Christian	Nixa	Medium	Closed	State Highway 14	State Highway 160	Main St	05/26/2016 10:02:51	View Edit Delete
Barry	Cassville			State Highway 39			05/03/2016 00:50:31	View Edit Delete

4. The first part of the form is Road Closure Details

Type of Road: “Local”, “County”, or “State”

Closure Date/Time and Estimated re-opening Date/Time

Cross Streets

Road Status : “Closed” or “Open”

Road Priority: “Low”, “Medium”, “High”

Suggested Detour Options


Reason For Closure

Additional Details

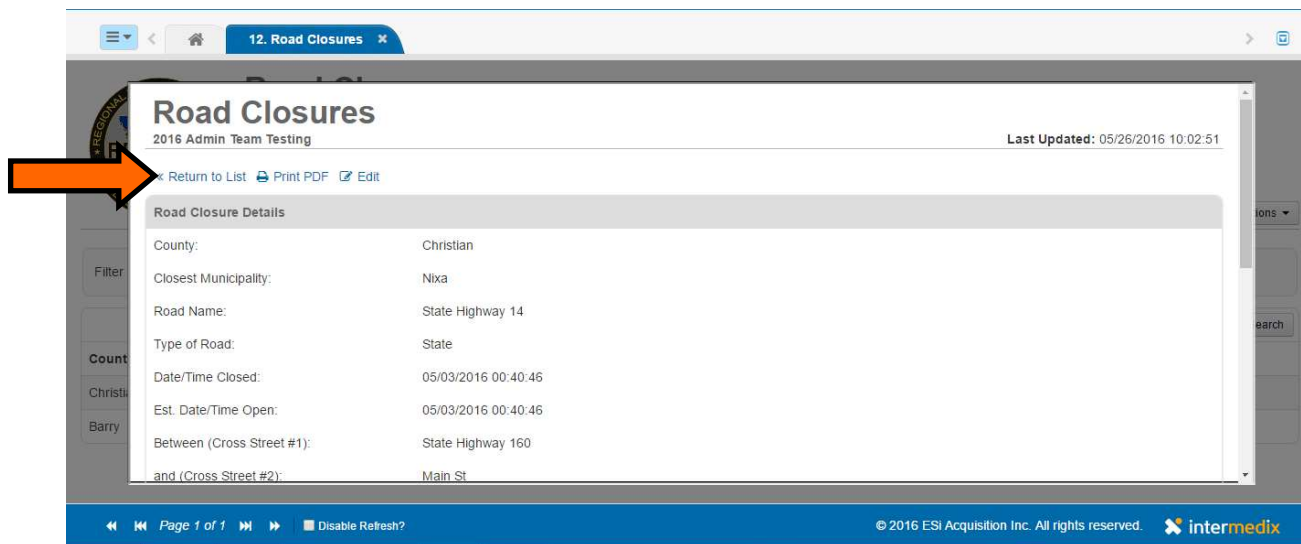
The screenshot shows the 'Road Closure Details' form. It includes input fields for 'County', 'Closest Municipality', 'Road Name', 'Type of Road', 'Date/Time Closed', 'Est. Date/Time Open', and 'Between (Cross Street #1)'. The form is part of the 'Road Closures' dashboard, with the same navigation and filter elements as the previous screenshot.

6. The final part of the form is Contact Information.

7. Click the “Save” button at the top of the screen, and your road closure should appear in the list.

8. To learn more about a particular road closure, under the “Details” column select  View

9. To return to the Road Closure List after viewing details, select “Return To List”



The screenshot shows a web application titled "Road Closures" with a sub-header "2016 Admin Team Testing". The page includes a "Last Updated" timestamp of "05/26/2016 10:02:51". Below the header, there are links for "Return to List", "Print PDF", and "Edit". The main content area is titled "Road Closure Details" and contains a table with the following information:

County:	Christian
Closest Municipality:	Nixa
Road Name:	State Highway 14
Type of Road:	State
Date/Time Closed:	05/03/2016 00:40:46
Est. Date/Time Open:	05/03/2016 00:40:46
Between (Cross Street #1):	State Highway 160
and (Cross Street #2):	Main St

The footer of the page includes navigation controls, "Page 1 of 1", a "Disable Refresh?" button, and copyright information: "© 2016 ESI Acquisition Inc. All rights reserved." and the "intermedix" logo.

If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org




Region D WebEOC Mutual Aid Requests

1. The MO Reg-D Mutual Aid request board is used to place and fill requests through the Region D Multiagency Coordination Center (DMACC). A request may be made for resources that would require mutual aid typically from outside of the county that is affected.




2. In order to post a new request, click “New Request”



Region D Mutual Aid Requests

Incident: 2013 - Regional WebEOC Training Incident



Do not deploy without valid authorization. Deployments without authorization will not be reimbursed.

Search:
Status Filter: Open ▼

Tracking #	Details	Type	Qty	Item Description	Originator	Priority	Time Due	Status	Details
D-RR-4988 # of Offers: 0	Resource Aircraft Carrier Strike Group	Strike	1	Aircraft Carrier Strike Group will consist of: 1-Nimitz Class Aircraft Carrier, 1-Ticondergo Cruise... [Read More]	MO Reg-D Greene EOC Logistics	High - within 3 hours	10/08/2013 18:12:00	Open	<input type="button" value="Select"/> <input type="button" value="Update"/>
D-RR-8424 # of Offers: 1	Resource FLAT	Type CHOCO	1	ROUND COOKIE, WALNUTS, CHOCOLATE CHIPS, GOLDEN AND WARM... [Read More]	MO Reg-D MACC - State Emergency Mgmt	High - within 3 hours	10/08/2013 17:44:00	Open	<input type="button" value="Select"/> <input type="button" value="Update"/>
D-RR-5086 # of Offers: 3	Resource kind	Type type	50	details... [Read More]	WebEOC	Medium - next 3 to 24 hours	10/08/2013 12:17:00	Open	<input type="button" value="Select"/> <input type="button" value="Update"/>
D-RR-9327 # of Offers: 1	Resource kind	Type type	3	details... [Read More]	*MO Reg-D WebEOC Admin Team	Low - next 24 to 72 hours	10/10/2013 12:37:00	Open	<input type="button" value="Select"/> <input type="button" value="Update"/>
D-RR-0491 # of Offers: 0	Resource kind	Type type	1	item... [Read More]	WebEOC	Low - next 24 to 72 hours	10/07/2013 15:59:00	Open	<input type="button" value="Select"/> <input type="button" value="Update"/>
D-RR-7579 # of Offers: 1	Resource kind	Type type	2	details... [Read More]	WebEOC	(Select)	10/03/2013 18:20:00	Open	<input type="button" value="Select"/> <input type="button" value="Update"/>

3. In order to place a request, fill out the request form. This form is similar to the 213RR process, however there are some differences. You will enter the quantity requested, kind, and type if known. The priority will be for “High” within the next 3 hours, “Medium” within the next 24 hours, and “Low” within the next 72 hours. Finish filling out the form with as much information as is known.

Mutual Aid Request

Save Cancel

Resource Request Message

1. Incident Name: 2016 Admin Team Testing 2. Date/Time: 6/6/2016 14:06:08 3. Resource Request #: D-RR-9132

4. ORDER Note: ***Use additional forms when requesting different resource source of supply***

Request Details

a. Qty	b. Kind	c. Type	d. Priority	e. Details item description (vital characteristics, brand, specs, experience, etc.) and, if applicable, purpose/use, diagrams, and other info.
			(Select)	

f. Requested Reporting:

Location: Date/Time Due:

5. Suggested Source(s) of supply - POC phone number if known and suitable substitutes:

6. Length of Time Needed:

Request POC: Request POC Number:


POC Agency: POC Title:

Choose File No file chosen
 Choose File No file chosen
 Choose File No file chosen
 Choose File No file chosen
 Choose File No file chosen

IMX Connect: ☐ Send notification email

Save Cancel

4. Once a request has been placed, it will show up in the list and be shown as “open”. The time due is automatically calculated based on the priority the requester submitted. The number of offers on a particular request is on the far left.



Region D Mutual Aid Requests

Incident: 2013 - Regional WebEOC Training Incident

Do not deploy without valid authorization. Deployments without authorization will not be reimbursed.

Search: Search Clear Search

Status Filter: Open

New Request

My Requests View All View Offers

Tracking #	Details	Type	Qty	Item Description	Originator	Priority	Time Due	Status	Details
D-RR-9939 # of Offers: 0	Resource	Law Enforcement Officers	500	need law enforcement officers to man road blocks... [Read More]	*MO Reg-D WebEOC Admin Team	Medium - next 3 to 24 hours	10/18/2013 17:27:00	Open	Select Update
D-RR-4988 # of Offers: 0	Resource	Aircraft Carrier Strike Group	1	Aircraft Carrier Strike Group will consist of: 1 Nimitz Class Aircraft Carrier, 1 Ticonderoga Cruise... [Read More]	MO Reg-D Greene EOC Logistics	High - within 3 hours	10/08/2013 18:12:00	Open	Select Update
D-RR-8424 # of Offers: 1	Resource	FLAT	1	ROUND COOKIE, WALNUTS, CHOCOLATE CHIPS, GOLDEN AND WARM... [Read More]	MO Reg-D MACC - State Emergency Mgmt	High - within 3 hours	10/08/2013 17:44:00	Open	Select Update
D-RR-5086 # of Offers: 3	Resource	kind	50	details... [Read More]	WebEOC	Medium - next 3 to 24 hours	10/08/2013 12:17:00	Open	Select Update
D-RR-9327 # of Offers: 1	Resource	kind	3	details... [Read More]	*MO Reg-D WebEOC Admin Team	Low - next 24 to 72 hours	10/10/2013 12:37:00	Open	Select Update
D-RR-0491 # of Offers: 0	Resource	kind	1	item... [Read More]	WebEOC	Low - next 24 to 72 hours	10/07/2013 19:59:00	Open	Select Update
D-RR-7579 # of Offers: 1	Resource	kind	2	details... [Read More]	WebEOC	(Select)	10/03/2013 18:22:00	Open	Select Update

5. Based on your position, you may be able to update or submit offers on the various requests. To make an offer on a request, click “Add Offer”.

Mutual Aid Request Detail

Do not deploy without valid authorization. Deployments without authorization will not be reimbursed.


Last Update: 10/17/2013 17:30:05

[Print Request](#)

[Return to List](#)

Resource Request Message				
1. Incident Name: 2013 - Regional WebEOC Training Incident		2. Date/Time: 10/17/2013 17:24:32		3. Resource Request # D-RR-9939
4. ORDER Note: ****Use additional forms when requesting different resource source of supply****				
Request Details				
Request Details	a. Qty 500	b. Kind Law Enforcement Officers	c. Type	e. Details item description (vital characteristics, brand, specs, experience, etc.) and, if applicable, purpose/use, diagrams, and other info. need law enforcement officers to man road blocks
	d. Priority Medium - next 3 to 24 hours			
	f. Requested Reporting:			
	Location EOC	Date/Time 10/18/2013 17:27:00		
5. Suggested Source(s) of supply - POC phone number if known and suitable substitutes: local police and sheriff departments				
6. Length of Time Needed 3 days				
Request POC Tara Hammer			Request POC Number 417-555-5555	
POC Agency Greene County OEM			POC Title RESL	
Request Status Open				

Offer

Jurisdiction	Offer Date/Time	Quantity	Item Description	Lead Time	Status	Details	Update
							Add Offer

6. Fill out the offer form with as much information as possible.

Greene County OEM		RESL
Offer		
Jurisdiction:	<input type="text"/>	
Name:	<input type="text"/>	
Point of Contact	Primary Phone:	<input type="text"/>
	Secondary Phone:	<input type="text"/>
	Email:	<input type="text"/>
Offer Date/Time:	10/17/2013 17:38:21	
Quantity:	<input type="text"/>	
Detailed Item Description:	<input type="text"/>	
Cost Information:	<input type="text"/>	
Lead Time Required	<input type="text"/>	
Date/Time Available Until:	<input type="text"/>	
Notes:	<input type="text"/>	
Status:	Pending <input type="button" value="v"/>	

Do not deploy without valid authorization. Deployments without authorization will not be reimbursed.

[Save](#)

[Cancel](#)

[Spell Check](#)

6. Once an offer is made, it will show up on that specific request.

Offer

							Add Offer
Jurisdiction	Offer Date/Time	Quantity	Item Description	Lead Time	Status	Details	Update
Center City	10/17/2013 17:38:21	15	Commissioned Police Officers	3 hours	Pending	Select	Select

7. Again, depending on your permissions, you may be able to see the further details, or you may be able to update the request.

Offers							Add Offer
Jurisdiction	Offer Date/Time	Quantity	Item Description	Lead Time	Status	Update Offer	Offer Response
Center City	10/17/2013 17:38:21	15	Commissioned Police Officers	3 hours		Select	Select

8. To respond to an offer, click “Offer response”, and again fill out the form. (This will be done by the person who made the initial request, or who has the authorization to approve requests offers).

Offer Response	
Name:	Tara Hammer
Offer Response Date/Time:	10/17/2013 17:49:31
Status:	Pending ▼
Tracking Number:	DP-2502
Authorized By:	
Report to Location:	
Report to Date/Time:	
Response Notes:	

Do not deploy without valid authorization. Deployments without authorization will not be reimbursed.

*Note: “Authorized by” may or may not be the person who is responding to the request. This will be the person who is accepting the financial responsibility of the fulfillment of the request, such as the EMD.

9. Once enough offers have been accepted to complete the order, the originator of the order can change the status of the request from open to either “Completed” or “cancelled”.

5. Suggested Source(s) of supply - POC phone number if known and suitable substitutes:

local police and sheriff departments

6. Length of Time Needed

Request POC

Tara Hammer

Request POC Number

417-555-5555

POC Agency

Greene County OEM

POC Title

RESL

Request Status

Open

Offers

Add Offer

Jurisdiction	Offer Date/Time	Quantity	Item Description	Lead Time	Status	Update Offer	Offer Response
Center City	10/17/2013 17:38:21	15	Commissioned Police Officers	3 hours		Select	Select

Save

Cancel

Spell Check

10. Once an offer has been accepted, a “ticket to ride” deployment order will be generated. This packet includes a sheet to place in the windshield of the vehicle. It also comes with a print out of the deployment orders.

Mutual Aid Request Detail

Do not deploy without valid authorization. Deployments without authorization will not be reimbursed.

Last Update: 10/21/2013 13:48:09

Print Request

Return to List

Generate Ticket To Ride

Deployment Authorization #: D-RR-1686-DP-3987

Resource Request Message

1. Incident Name:

2013 - Regional WebEOC

2. Date/Time:

10/19/2013 0:55:47

3. Resource Request #

0 00 1696

Window Decal:

Page 1 of 3

Window Sticker / Cover Sheet

Missouri Region D Mutual Aid Deployment



AUTHORIZATION TO DEPLOY

**Deployment Authorization #: D-RR-1686-
DP-3987**

This resource has valid authorization to deploy to the above incident. Additional documentation is available upon request.

Instructions to deploying resource: Place this "coversheet" in the window of each vehicle. Maintain a copy of your deployment paperwork and provide to operator of each vehicle for documentation purposes. Report to location indicated in your deployment paperwork. Maintain detailed log (ICS-214 preferred) of your activities.

http://webec.missouricountymgmt.com/boards/board.aspx?tableid=504&rowid=2417 10/22/2013

Deployment Orders:



Missouri Region D Mutual Aid Request Detail

AUTHORIZATION TO DEPLOY

Do not deploy without valid authorization. Deployments without authorization will not be reimbursed.

Last Update: 10/21/2013 13:48:09

Deployment Authorization #: D-RR-1686-DP-3987

Resource Request Message					
1. Incident Name: 2013 - Regional WebEOC Training Incident		2. Date/Time: 10/18/2013 9:55:47		3. Resource Request # D-RR-1686	
4. ORDER Note: ""Use additional forms when requesting different resource source of supply""					
Request Details					
Request e q u e s t	a. Qty	b. Kind	c. Type	d. Priority	e. Details item description (vital characteristics, brand, spec, experience, etc.) and, if applicable, purpose/use, diagrams, and other info.
	500			Medium - next 3 to 24 hours	500 Police Officers with Traffic Vests and Flashlights for Traffic Control
f. Requested Reporting:					
Location Central City South Staging Area		Date/Time 10/19/2013 9:57:00			
5. Suggested Source(s) of supply - POC phone number if known and suitable substitutes:					
6. Length of Time Needed					
Request POC John Doe			Request POC Number 417-555-1212		
POC Agency Central City EOC			POC Title EMD		
Offer					
Jurisdiction: Liberty County					
Name: Ryan Smith					
Primary Phone: 417-555-1212					
Secondary Phone:					
Email:					
Offer Date/Time: 10/18/2013 09:57:29					
Quantity: 50					
Police Officers with cars, vests, lights					

http://webec.missouricountymgmt.com/boards/board.aspx?tableid=504&rowid=2417 10/22/2013

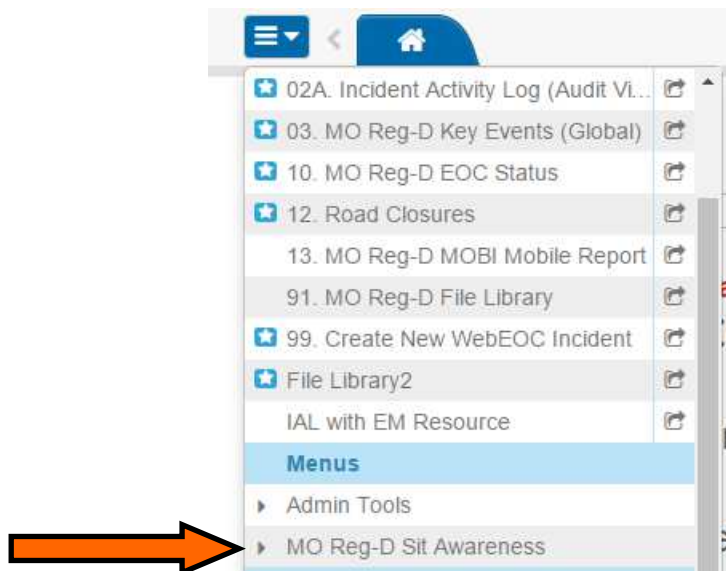
If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebec.org.



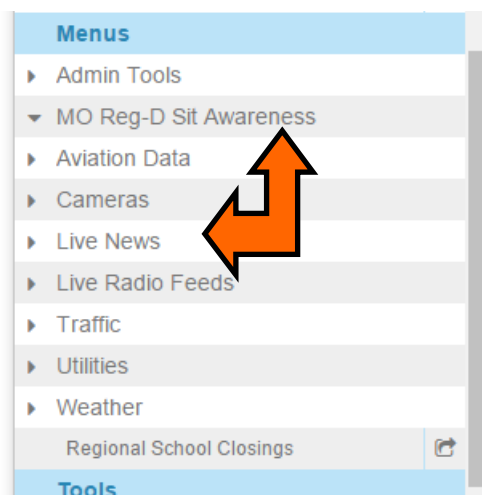
Region D WebEOC Situational Awareness Menu

NOTE: This is a continually changing menu. Things will be added and removed as deemed necessary. If you have any suggestions as to content in this menu, please email them to support@regiondwebeoc.org.

1. The Situational Awareness Menu is designed to allow you to access important information about the incident quickly and efficiently. To get to this board, click the “MO Reg-D Sit Awareness” under the menus section of your main WebEOC menu.



2. This will drop down additional options.

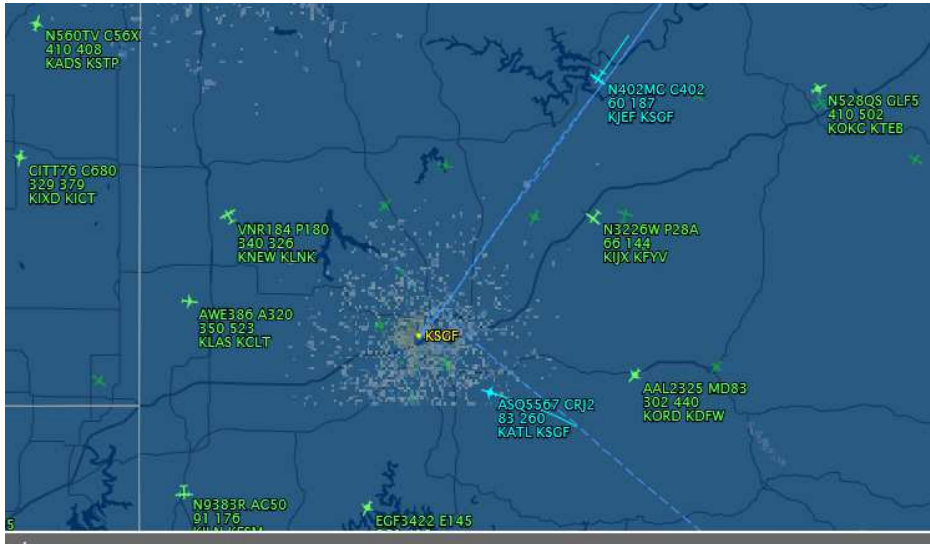


3. Clicking on the “Aviation Data” will drop down additional options with the links to the Flightaware Data for the various near by airports.

KBBG: Branson Airport

KJLN: Joplin Regional Airport

KSGF: Springfield-Branson National Airport

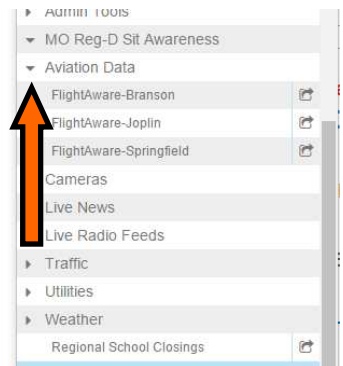


4. Clicking “Cameras” drops down additional options to view various tower cameras positioned around the region.
5. Clicking “Live News” will drop down additional options that will allow you to choose between multiple live news streams.
6. Clicking “Live Radio Feeds” drops down additional options to listen to live public safety radio feeds available.
7. Clicking “Traffic “ will drop down additional options for Springfield Traffic Cameras, MODOT I-44 Traffic Cameras, and the MO-DOT Region D Traveler Information Map.



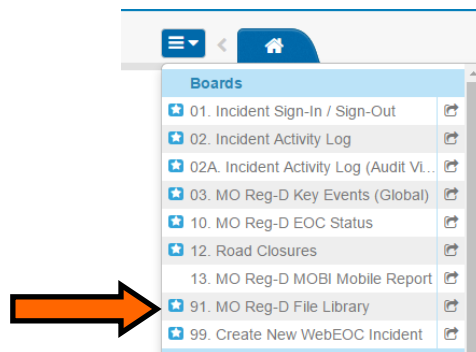
6. Clicking “Utilities” additional options drop down with power outage maps.
7. Clicking “Weather” brings up a menu with GR Level 3 data, and links to the NWS SGF Spot Fire Forecast, Ice Impact Index, Web Briefings, NWS Chat Live, a Short Range Ensemble Winter Weather, etc.
8. There is also a link to the Regional School Closings list.

NOTE: To collapse any of the drop down menus, click the option again.

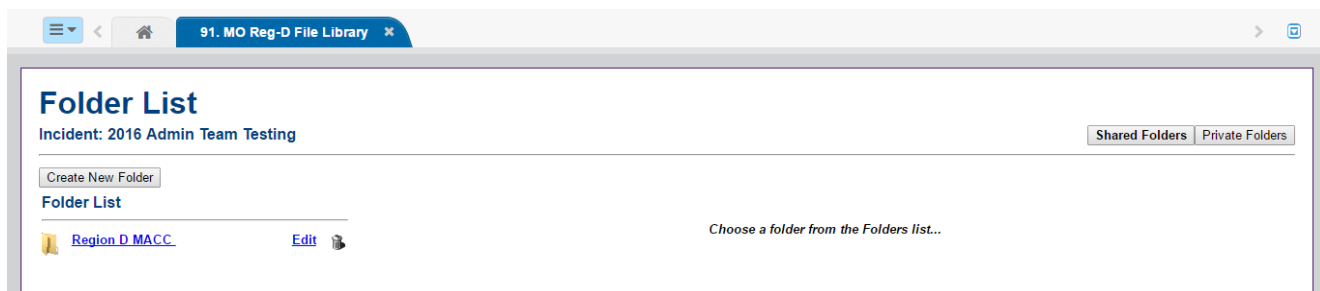


File Library

1. Board “91. MO Reg-D File Library” is utilized as a database of common documents that might be utilized in the field or EOC during an activation.



2. Currently, there are some various folders that have been added that anyone can access. However, only certain people, namely EMDs and the WebEOC Admin team, have access to edit these documents to ensure that these files do not become corrupted.

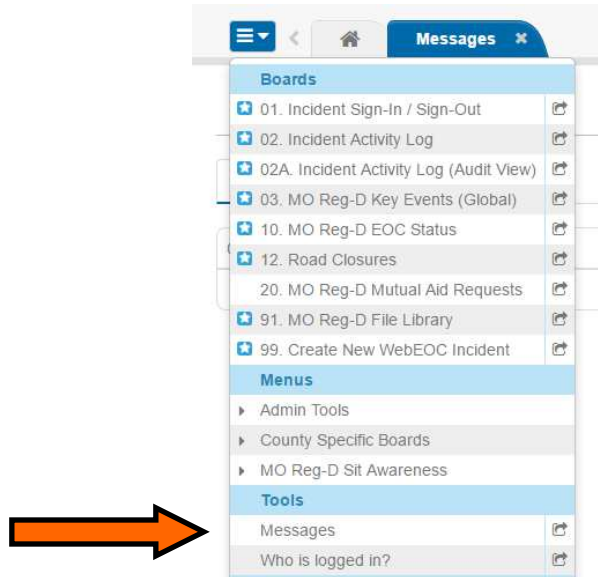


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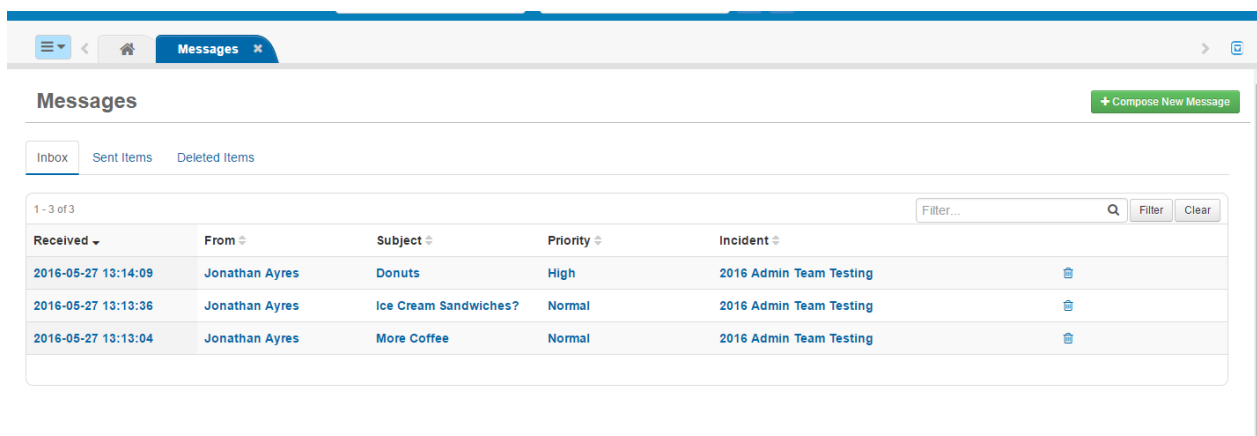


Region D WebEOC Messaging

1. If you would like to send an message to someone, similar to an email. Click “Messages” under your tools on your Main WebEOC menu.



2. On the Message tab, you will be able to see your inbox with all of the messages you have received and their information. Click on the message to open it, or click the Trash Can to delete it.



3. The message content will open, with the sender, receivers, and all other pertinent information. If you would like to respond to the message, you can click reply. You can also forward the message, or cancel to return to your inbox. The message can be printed by choosing the “Actions” drop down list (indicated). When you are done, click “Back to Inbox.”

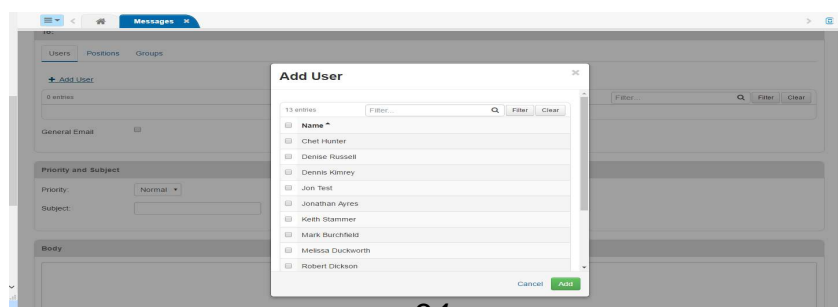


4. If you would like to compose your own message, click the green “Compose New Message” on the main Messages tab.

5. Choose the audience you would like to send a message to. You can choose “Users”, “Positions”, or “Groups”. Keep in mind, if you send it to a group, it will send it to EVERYONE in that group. Once you selected your audience click to add your addressee(s), e.g. adding users for individual messages.



6. You can choose one or more “Users”, “Positions”, or “Groups” to send a message. Then click add.



7. An optional email can be generated by clicking the “Generate Email” box and inputting email addresses. You WILL NOT be able to receive replies from external email addresses to the WebEOC Message System.


8. Choose the priority level you would like. You can choose “High”, “Normal”, or “Low”.

9. Add a subject like you would for an email, and type the message in the “Body” section.

10. If you would like to attach a document, click “Choose File” and locate the saved document you would like to attach.

11. Finally, click “send”.

The screenshot shows the 'Compose New Message' interface. At the top right is a link to 'Back to Inbox'. The 'To:' field has tabs for 'Users', 'Positions', and 'Groups'. Below this is an 'Add User' button and a list of users with a search bar. The 'Priority and Subject' section includes a 'Priority' dropdown set to 'Normal' and a 'Subject' text box. The 'Body' section is a large text area. At the bottom, there is an 'Attachment' section with a 'Choose File' button and the text 'No file chosen'. 'Cancel' and 'Send' buttons are at the bottom right.

11. When you receive a message, they appear on your  tab under the System-wide Message.

The screenshot shows the 'Notifications' section. On the left is a sidebar with a user profile for 'Melissa Duckworth, Missouri Region D'. An orange arrow points from the sidebar to the main content area. The main content area has a 'System-wide Message' section with the text 'Welcome to the new MO Reg-D WebEOC V8 Server...', 'Currently under development / testing...', and 'Remember, they aren't bugs... they are "undocumented features"!'. Below this is a link for 'Latest Situation Report from NWS Springfield'. At the bottom is a list of recent messages:

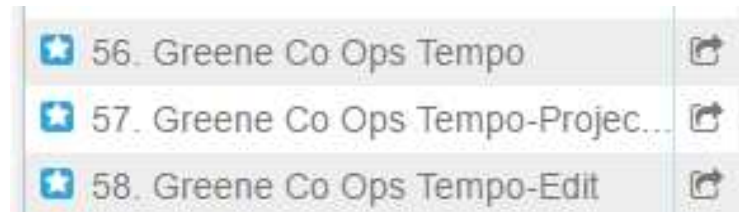
Message	Time
New Message: Donuts	13:14
New Message: Ice Cream Sandwiches?	13:13
New Message: More Coffee	13:13

If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org




Region D WebEOC Operational Tempo

1. The Operational Tempo is a timeline designed to be a visual aid for when specific events are occurring in the incident. This will be edited by the Planning Section mainly around their planning process, however other events such as press conferences, VIP visits, or other items may be placed on this board.



2. Only members of the Planning Section, as well as the Emergency Management Director will have board 58. This is the board in which items may be created or edited. Board 57 is designed for large screen projection, and board 56 is designed for people who wish to have this board opened on a personal computer in front of them.

3. Events may be added, and times will be shown in military time. As an event gets closer, the color of the bar will change. Events within 20 minutes will turn yellow, events within 10 minutes will turn orange, and events within 5 minutes will turn red. An event will remain red, until 5 minutes after its assigned time, and which point the event will recycle to the bottom. All events will be reset at midnight for the next day.



Ops Tempo

Incident: 2016 Admin Team Testing

Add New Event Print PDF

Wednesday, June 1st 2016, 11:25:47

11:30 in 4 minutes	Ice Cream Time	Admin Team	06/01/2016 11:25:35		Update
11:45 in 19 minutes	Cookie Time	All	06/01/2016 11:25:41		Update
15:30 in 4h 4m	Nap Time	Worker Bees	05/11/2016 14:37:12		Update

View Removed Entries

If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org.

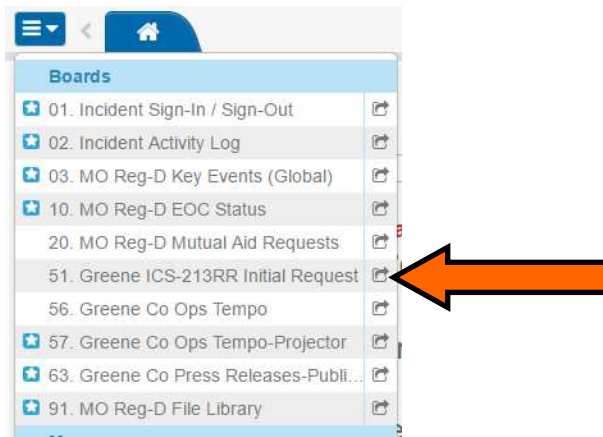


Region D 213RR Resource Request Process (Requestor)

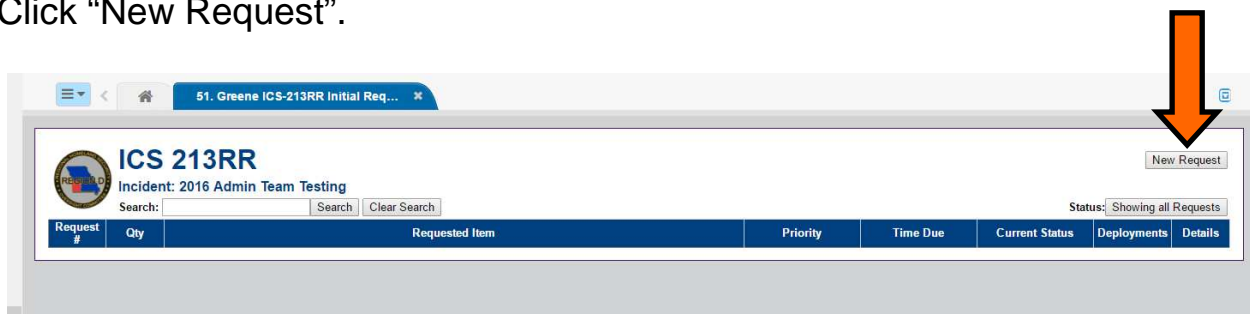
Note: Not all counties use the 213RR Resource Request process. If in doubt, contact your Local EMD.

Initial Request

1. If you need to request a resource during an incident, click on “51. County ICS 213RR Initial Req”.



2. Click “New Request”.



3. Fill out the request form. The fields highlighted in yellow must be filled out before it will let you submit the request, including the Priority field. Priority options are “Routine” for requests needed within 8 hours, “Urgent” for requests needed between 2 and 8 hours, and “Immediate” for requests needed within the next two hours.

ICS 213RR

Resource Request Message

Purpose: The 213 RR CG is used by all incident personnel to request tactical and non-tactical resources

ICS-213 RR CG (2/07)

1. Incident Name: 2016 Admin Team Testing

2. Date/Time: 6/1/2016 12:50:39

3. Resource Request #:

4. ORDER Note: ***Use additional forms when requesting different resource source of supply***

5. Suggested Source(s) of supply - POC phone number if known and suitable substitutes:

6. Requestor Name and Position

Date/Time: 6/1/2016 12:50:39

All yellow shaded fields are required and will not let you save until complete

4. The request will then appear in the list and be shown as “Submitted.”

ICS 213RR

Incident: 2016 Admin Team Testing

Search: Search Clear Search

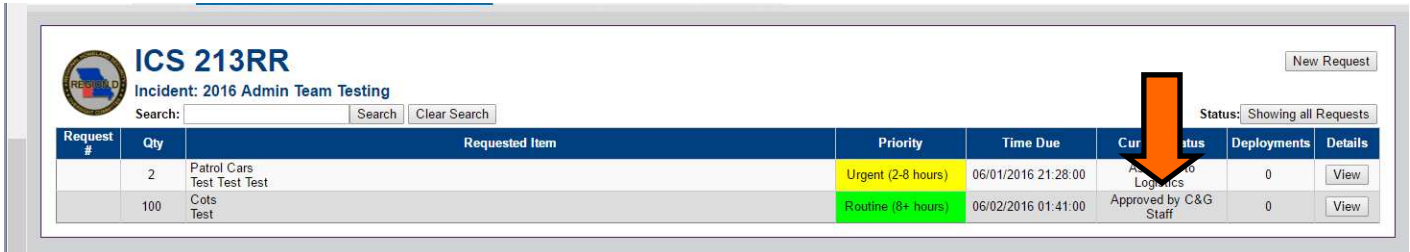
Status: Showing all Requests

Request #	Qty	Requested Item	Priority	Time Due	Current Status	Deployments	Details
2	2	Patrol Cars Test Test Test	Urgent (2-8 hours)	06/01/2016 21:28:00	Submitted	0	View

5. From here, you can continue to view the request as it goes through the process. It will have to be approved by your Section Chief, the Logistics Section Chief, and the Finance Section Chief.

Approval Process

1. After an initial request has been submitted, your Section Chief will have to approve the request. It will then appear as "Approved by C&G Staff".



ICS 213RR
Incident: 2016 Admin Team Testing

Search: Search

Status: Showing all Requests

Request #	Qty	Requested Item	Priority	Time Due	Current Status	Deployments	Details
	2	Patrol Cars Test Test Test	Urgent (2-8 hours)	06/01/2016 21:28:00	Assigned to Logistics	0	View
	100	Cots Test	Routine (8+ hours)	06/02/2016 01:41:00	Approved by C&G Staff	0	View

2. From here, it will go to the Logistics Section in order to find the item and price it.

Request #	Originator	Qty	Requested Item	Priority	Time Due	Finance Status	Status	Deployments	Details
	Tara Hammer MO Reg-D Greene Law Enforcement	3	Patrol Cars Patrol cars with two patrol officers per car	Routine (8+ hours)	03/06/2013 22:48:00	Pending	Assigned to Logistics	0	View

3. Once Logistics has located the item, and priced it, it will go to the Finance Section for Approval.

Request #	Originator	Qty	Requested Item	Priority	Time Due	Finance Status	Status	Deployments	Details
0032	Tara Hammer MO Reg-D Greene Law Enforcement	3	Patrol Cars Patrol cars with two patrol officers per car	Routine (8+ hours)	03/06/2013 22:48:00	Pending	Waiting on Finance Approval		View

4. After Finance Approval, it will go back to Logistics for the deployment of the resources. As it is being filled, it will show "In Progress" and the number that have been filled under "Deployments". Once the order is filled, it will show "Complete".

5. If at anytime you would like to see more information on where your resource request is in the process, click the "View" button on the right hand side of the request.

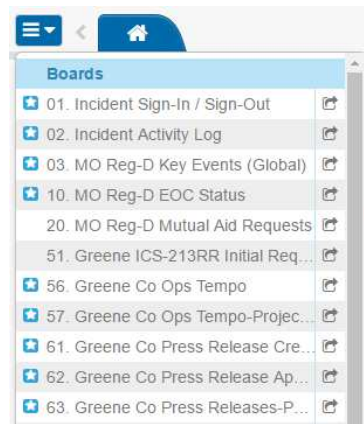
0032	3	Patrol Cars Patrol cars with two patrol officers per car	Routine (8+ hours)	03/06/2013 22:48:00	In Progress	2	View
------	---	---	--------------------	------------------------	-------------	---	----------------------

If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org.



Region D WebEOC Press Releases

1. The Press Releases board is utilized by the Public Information Officers in the Joint Information Center on an incident, if activated. The creation of the initial press release is done in Board 61. Once the press release is created, it must then be approved by the lead PIO. Upon approval, this press release will appear to the rest of the WebEOC users on the incident, as well as automatically be pushed to the regional media.



2. To create a new Press Release, begin in Board 61, and select “New Entry” in the upper left corner of the screen.

The screenshot shows the 'New Record' form for Board 61. The form has a title bar '61. Greene Co Press Release Cre...' and a 'New Record' header. Below the header are 'Save' and 'Cancel' buttons. The main section is titled 'New Press Release Creation Tool'. It contains the following fields:

- Press Release Title: [Text input field]
- Attachment: [Choose File] No file chosen
- Published By/POC: [Text input field]
- Press Release Text: [Text area]

3. The Press Release will be given a title, who it is published by or the point of contact, and the text. An attachment may also be made, if pictures or a PDF are necessary.

4. Once a press release has been created, it will appear in the “Approval” Board (Board 62) as well as on the creation board (Board 61), as “pending”.

Title	Date/Time	Approval Status	Press Release Text	Attachment	Update
Test Press Release	02/18/2014 15:11:53	Pending	This is a test of the Press Release System for WebEOC. Used to create the Press Release Help Files.		Select

5. Once a press release has been created, it will then need to be approved. Going into Board 62 “Press Release Approval Process” you will see the press release is now showing Pending. Click “Update” to go into the approval process.

6. In this step, the Press Release title and text may be edited. Once a press release has been “Approved”, it will appear in the Approved Press Release Board for everyone on the incident to see, as well as be emailed to local and regional media.

SaveCancel

Press Release Approval Process

Title:Can you hear me now?

Choose File

No file chosen

Choose File

No file chosen

Attachment:

Choose File

No file chosen

Choose File

No file chosen

Choose File

No file chosen

Publisher/POC:

J. Ayres

Approval Status:

Pending

☒ Approved

Not Approved

Media E-Mail Distribute?

☐

*** WARNING: IF YOU CLICK "APPROVED" AND SAVE, THIS PRESS RELEASE WILL BE IMMEDIATELY EMAILED TO LOCAL/REGIONAL MEDIA! ***

Press Release Text:

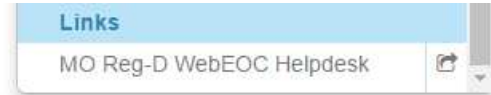
This is a test of what would happen if the world would come to an end. This is only a test.

If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regionalwebeoc.org.



Region D WebEOC Help Desk

1. The WebEOC Help Desk may be accessed either on the main page of WebEOC, or on the menu after log-in.



2. Clicking on either of these links will open up another webpage that will lead into our help portal. By clicking the “Open a New Help Ticket” you will be lead into a form that will automatically email the WebEOC Admin team with any problems that you may be having with WebEOC.

Welcome to the Missouri Region D WebEOC Support Center



In order to streamline support requests and better serve you, we utilize a support ticket system. Every support request is assigned a unique ticket number which you can use to track the progress and responses online. For your reference we provide complete archives and history of all your support requests. A valid email address is required to submit a ticket.



Open A New Ticket

Please provide as much detail as possible so we can best assist you. To update a previously submitted ticket, please login.

[Open a New Ticket](#)



Check Ticket Status

We provide archives and history of all your current and past support requests complete with responses.

[Check Ticket Status](#)

Be sure to browse our [Frequently Asked Questions \(FAQs\)](#), before opening a ticket.

3. Please fill out the form completely. The more detail you can provide on your problem will help the Admin team quickly assess what can be done.

pen.php

Missouri Region D WebEOC Administration Team
www.regiondwebeoc.org
support@regiondwebeoc.org
facebook www.facebook.com/regiondwebeoc

Support Center Home Open a New Ticket Check Ticket Status

Open a New Ticket

Please fill in the form below to open a new ticket.

Help Topic:

Contact Information

Email Address:

Full Name:

Phone Number: Ext:

Ticket Details

Please Describe Your Issue

Issue Summary:

Issue Details:

Details on the reason(s) for opening the ticket.

Drop files here or choose them

4. After submitting a ticket, you will be sent an email confirming the ticket creation. At this time, it will also email all of the information you have inputted into the system. This allows for the Admin Team to be able to track ongoing issues, as well as address the needs more quickly. Please utilize this, or the support@regiondwebeoc.org email address when requesting help with WebEOC, rather than Admin Team personal emails.

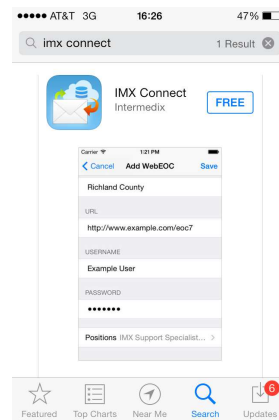
If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org.



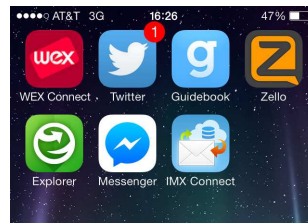
Region D WebEOC IMX Connect-Apple Devices

Version 1.2

1. In your phone's App Store, search for IMX Connect.



2. Download the app, and it will appear with the rest of your apps on your phone.



3. Click on the app, and it will ask you for log-in information.

AT&T 3G 16:27 47%

Add WebEOC Save

DISPLAY NAME

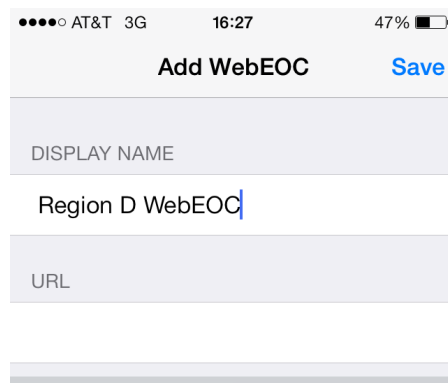
URL

USERNAME

PASSWORD

Positions Choose >

4. The “Display Name” is important if you have accounts on multiple WebEOC Servers. Most of you will just put “Region D WebEOC” or whatever makes sense to you.



AT&T 3G 16:27 47%

Add WebEOC Save

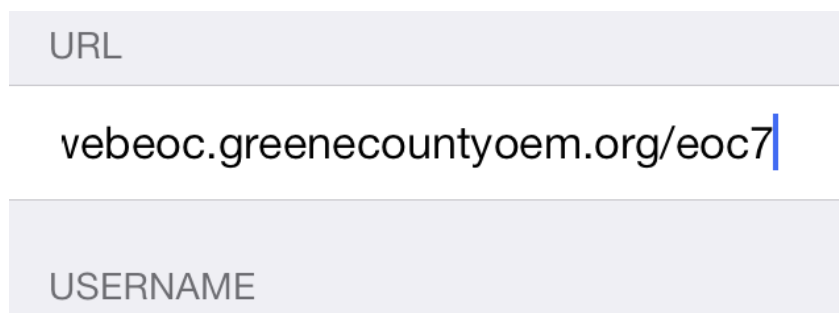
DISPLAY NAME

Region D WebEOC

URL

5. The URL is: **<https://webeoc3.greenecountyoe.org/eoc7>**

***NOTE: you must enter the “https://”

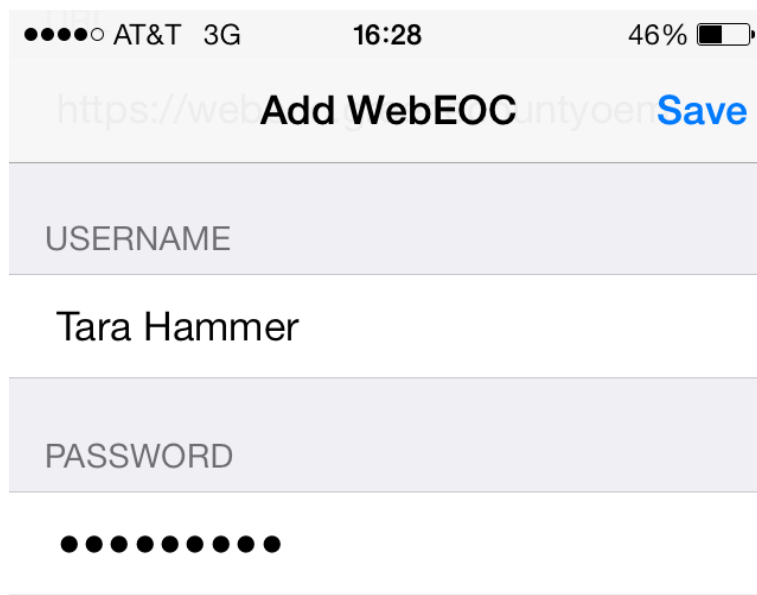


URL

vebeoc.greenecountyoe.org/eoc7

USERNAME

6. The User name and password are the same as you would use to log into your normal WebEOC Account.



AT&T 3G 16:28 46%

https://webeoc3.greenecountyoe.org/eoc7 Add WebEOC Save

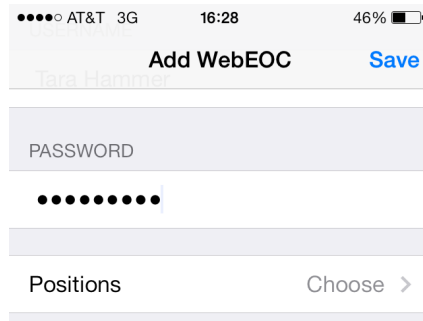
USERNAME

Tara Hammer

PASSWORD

●●●●●●●●

7. Once that information is in, it will connect to the server. Click Positions.



AT&T 3G 16:28 46%

Add WebEOC Save

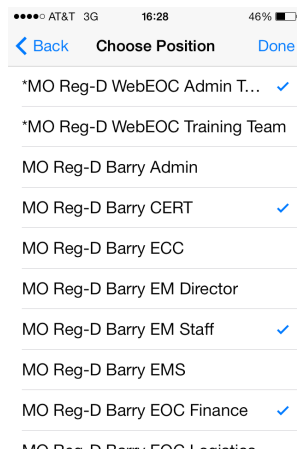
Tara Hammer

PASSWORD

.....

Positions Choose >

8. This will bring you to a list of all of the positions available to you. Check the ones you would like to receive push notifications for.



AT&T 3G 16:28 46%

< Back Choose Position Done

*MO Reg-D WebEOC Admin T... ✓

*MO Reg-D WebEOC Training Team

MO Reg-D Barry Admin

MO Reg-D Barry CERT ✓

MO Reg-D Barry ECC

MO Reg-D Barry EM Director

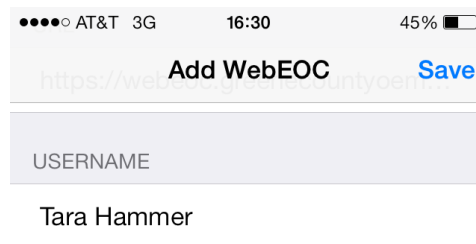
MO Reg-D Barry EM Staff ✓

MO Reg-D Barry EMS

MO Reg-D Barry EOC Finance ✓

MO Reg-D Barry EOC Location

9. Click Done. This will bring you back to the page with the log-in information. Click Save.



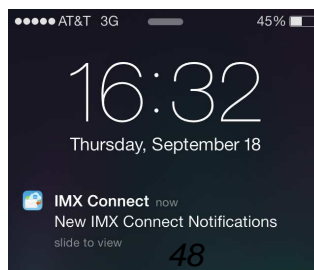
AT&T 3G 16:30 45%

https://web...ntyoer Add WebEOC Save

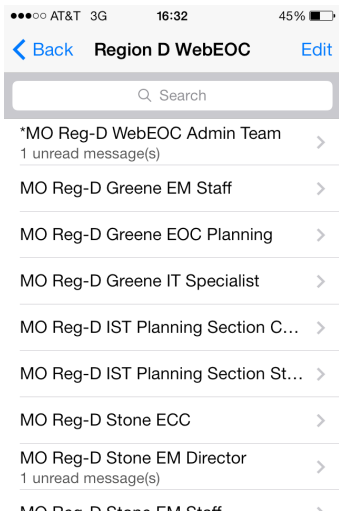
USERNAME

Tara Hammer

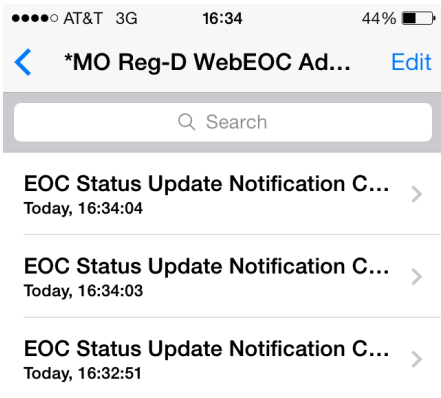
10. Your account is now set up. When someone makes a change on a board that you are in the group to receive notifications, a notification will pop up, just like a text message would.



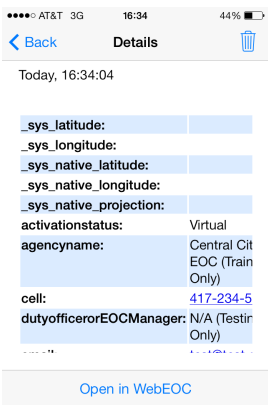
11. When you open it, you will notice that there are unread messages under the position that it applies to.



12. Clicking on that position will bring up a list of all the notifications for that position. New messages will be in black, messages you have read will be grayed out.



13. Clicking on the message will bring up the data in its raw format.



14. Clicking on “Open in WebEOC” will bring it to a page you are used to seeing.

<div> <div> <div></div> <div>AT&T 3G</div> </div> <div>16:38</div> <div>43%</div> </div> <div>EOC Status Update Notification...</div>				
EOC STATUS A				
Not Activated	No EOC Activate			
Routine	Daily / Normal Ac			
Monitoring	Enhanced Monite Staffing			
Partial	Partial EOC Activ			
Full	Full EOC Activati			
Agency	Activation Status	EOC Phone	Duty Officer or EOC Manager	Ce Phc
Central City EOC (Training Only)	Virtual	555-555-5555	N/A (Testing Only)	41 23 579

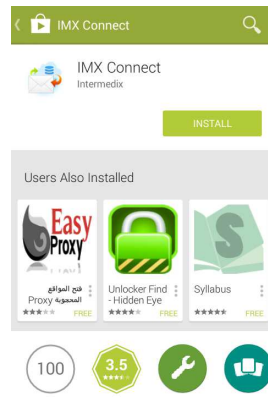
If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org



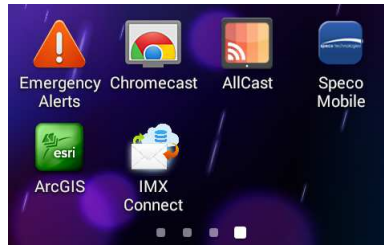
Region D WebEOC IMX Connect-Android Devices

Version 1.2

1. In your phone's App Store, search for IMX Connect.

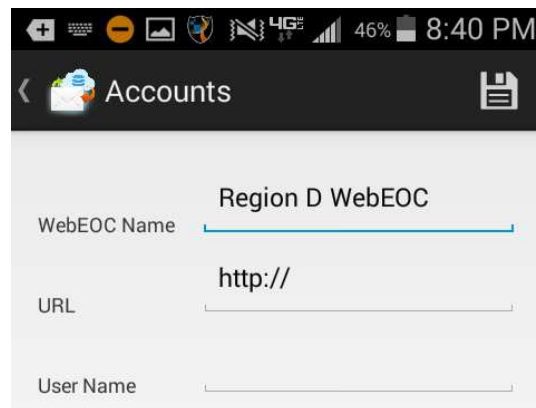


2. Download the app, and it will appear with the rest of your apps on your phone.



3. Click on the app, and it will ask you for log-in information.

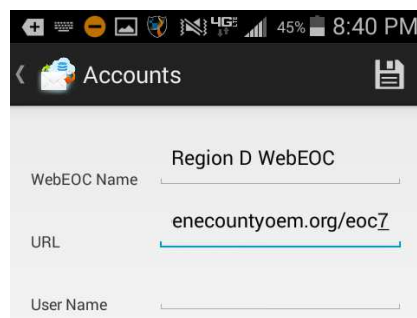
4. The “Display Name” is important if you have accounts on multiple WebEOC Servers. Most of you will just put “Region D WebEOC” or whatever makes sense to you.



A screenshot of a mobile application's "Accounts" screen. The status bar at the top shows 46% battery and 8:40 PM. The screen has a dark header with a back arrow, a folder icon, and the text "Accounts", and a save icon on the right. Below the header are three input fields: "WebEOC Name" with the text "Region D WebEOC", "URL" with the text "http://", and "User Name" which is empty.

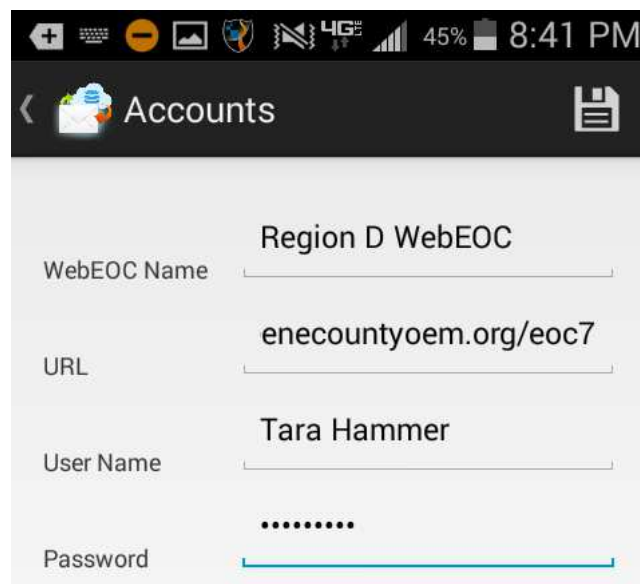
5. The URL is: **<https://webeoc3.greenecountyoe.org/eoc7>**

*****NOTE: You must enter the “https://”**



A screenshot of the "Accounts" screen, similar to the previous one. The "WebEOC Name" field contains "Region D WebEOC". The "URL" field contains "enecountyoe.org/eoc7". The "User Name" field is empty. The status bar shows 45% battery and 8:40 PM.

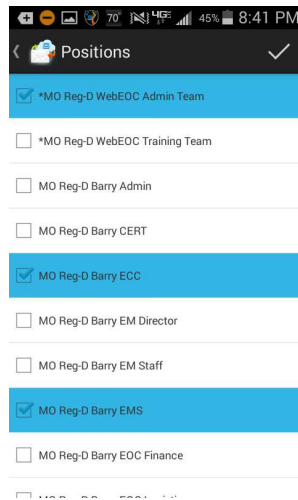
6. The User name and password are the same as you would use to log into your normal WebEOC Account.



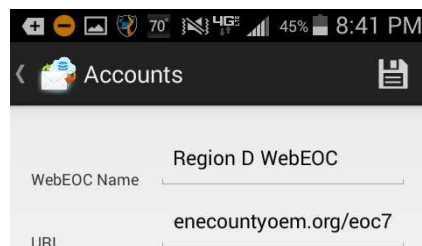
A screenshot of the "Accounts" screen showing all four fields. The "WebEOC Name" field contains "Region D WebEOC". The "URL" field contains "enecountyoe.org/eoc7". The "User Name" field contains "Tara Hammer". The "Password" field contains a series of dots. The status bar shows 45% battery and 8:41 PM.

7. Once that information is in, it will connect to the server. Click Positions.

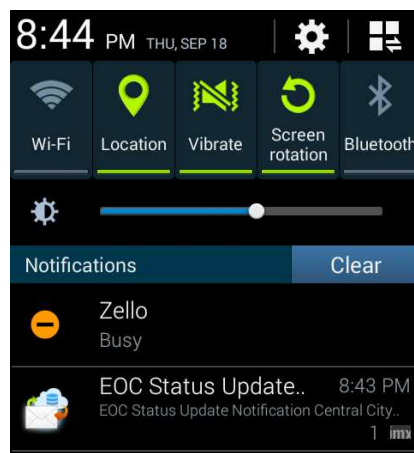
8. This will bring you to a list of all of the positions available to you. Check the ones you would like to receive push notifications for.



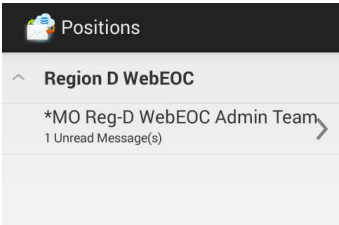
9. Click Done. This will bring you back to the page with the log-in information. Click Save.



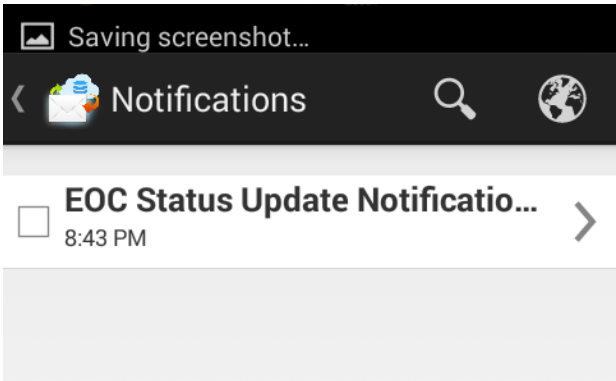
10. Your account is now set up. When someone makes a change on a board that you are in the group to receive notifications, a notification will pop up, just like a text message would.



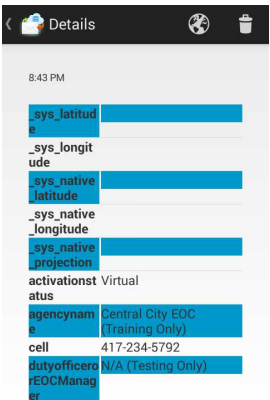
11. When you open it, you will notice that there are unread messages under the position that it applies to.



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