

SOG WebEOC Basic Login and Operation



STANDARD OPERATING GUIDE

TITLE: SOG – WebEOC Basic Login and Operation

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A	03-28-16	Release
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SOG WebEOC Basic Login and Operation

I. PURPOSE

The scope of this Standard Operating Guide (SOG) is to provide the basic instructions for logging into viewing and posting into the Wyandotte County Version 8.3 WebEOC Position Log. This SOG assumes that the operator has been entered into the system and that the required incident has been setup. This SOG also assumes that the operator is familiar with basic Microsoft Windows operations. WebEOC is accessed through the computer's web browser.

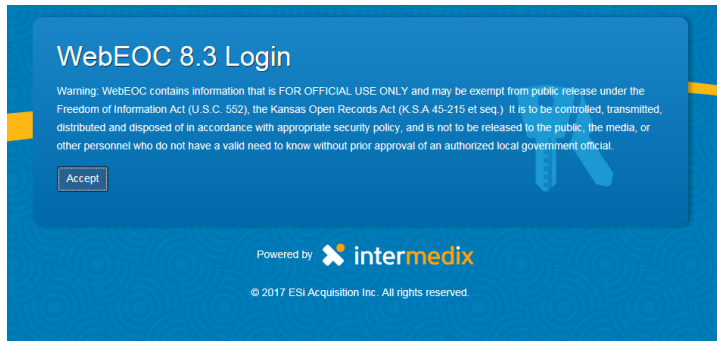
II. REFERENCE DOCUMENTS

N/A

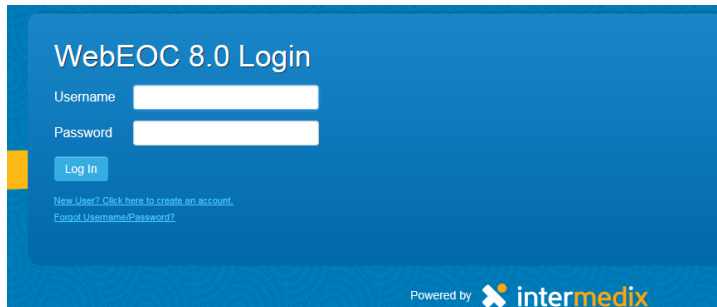
III. SOG

A. Initial Login.

1. Through the web browser enter <https://wycowebeoc.wycokck.org/eoc8>
This will display the Login Page: Click on the Accept button.

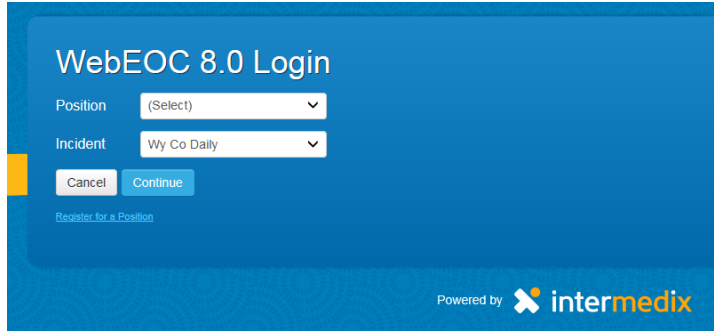


2. Enter your Username and Password then click on the Log In Button.



3. With the Position pull down, select the position you will represent.
4. With the Incident pull down, select the incident for the current operation.
5. Click on the Continue button.

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WebEOC 8.0 Login

Position (Select) ▾

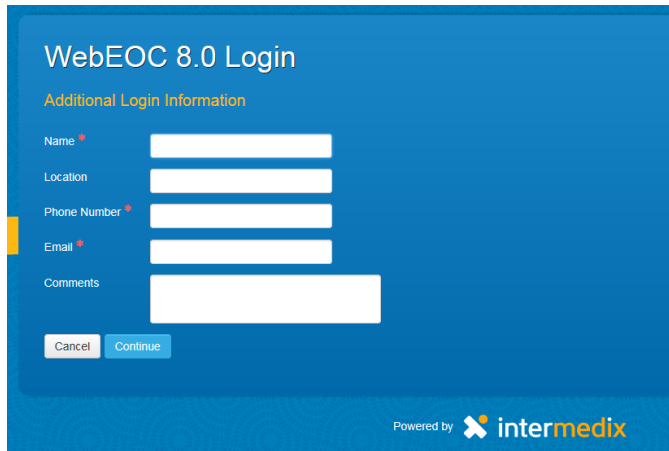
Incident Wy Co Daily ▾

Cancel Continue

[Register for a Position](#)

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This will display the following additional Login Page:



WebEOC 8.0 Login

Additional Login Information

Name *


Location

Phone Number *

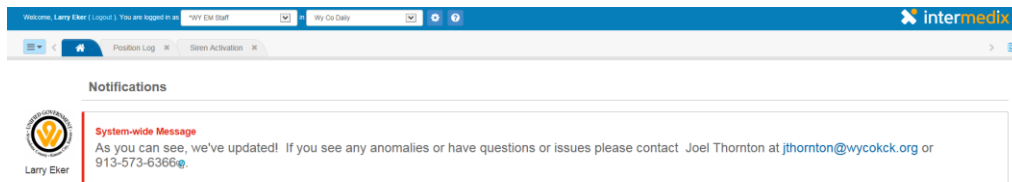
Email *

Comments


Cancel Continue

Powered by 

6. At minimum if not already displayed enter your Name, Phone Number, and Email. Press continue. You have now entered into WebEOC. Any notifications regarding the system will be displayed as per the following example.




Notifications

 **System-wide Message**
As you can see, we've updated! If you see any anomalies or have questions or issues please contact Joel Thornton at jthornton@wycokck.org or 913-573-6366g.

Larry Eker

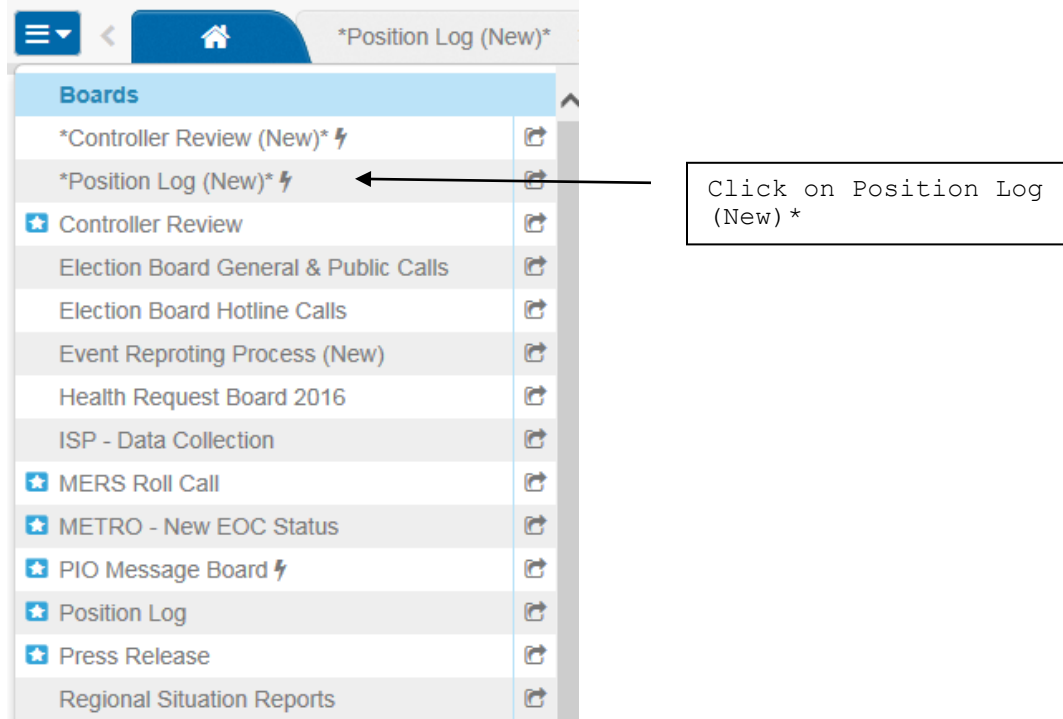
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B. Entering the Position Log.

1. (To enter the Position Log click on the Board pull down button ).

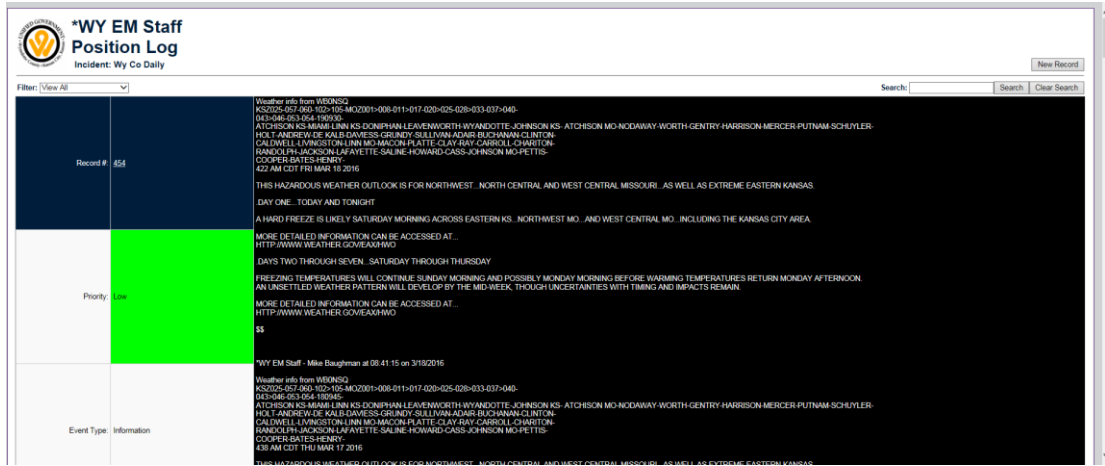


2. From the Board Pull Down Menu click on Position Log (New)




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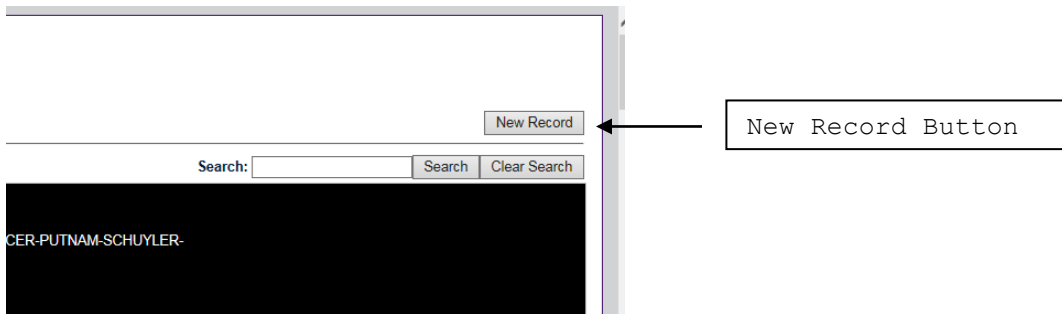
This will enter into the Position Log. The display will be similar to the following:



This will display all the entries to this boards.

C. Entering a Basic New Record to the Position Log.

1. To enter a Basic New Record into the Position Log first press the New Record button  located at the top right of the Position Log



2. The following Entry Form will be displayed:

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***WY EM Staff
Position Log**
Incident: Wy Co Daily

Record Details

Date/Time: 3/27/2016 15:36:48
Event Type: [Pull Down]
Priority: [Pull Down]
Details: [Text Area]

Point of Contact Name: [Text Field]
Contact Number: [Text Field]
Map Label: [Text Field]
Address: [Text Field] [Get Address] [Map It]
Lat/Long: [Text Field] / [Text Field]

Attachment 1: [Text Field] [Browse...]
Attachment 2: [Text Field] [Browse...]
Attachment 3: [Text Field] [Browse...]
Attachment 4: [Text Field] [Browse...]

Routing

<input type="checkbox"/> UG Emergency Management Agency Key Events	<input type="checkbox"/> METRO Emergency Management Key Events
<input type="checkbox"/> Emergency Management Discipline Key Events	<input type="checkbox"/> METRO Key Events (Controller Required)
<input type="checkbox"/> Unified Government WyCo/KCK Jurisdiction Key Events	<input type="checkbox"/> Kansas State Key Events (Controller Required)
<input type="checkbox"/> Wyandotte County Key Events	<input type="checkbox"/> Missouri State Key Events (Controller Required)

[Save] [Cancel]

3. Event Type

Click on the Event Type pull down menu and click on the event type. For this example "Information" is selected.

Record Details

Date/Time: 3/27/2016 15:36:48
Event Type: Information [Pull Down] ← Event Type Pull Down
Priority: [Pull Down]
Details: [Text Area]

4. Priority

Click on the Priority pull down menu and click on the entry priority. For this example "Low" is selected

Record Details

Date/Time: 3/27/2016 15:49:49
Event Type: Information
Priority: Low [Pull Down] ← Priority Pull Down
Details: [Text Area]

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5. Details

To enter the details to be displayed click in the Details area and type the message. For this example “This is a test message.” is entered in the Details area.

***WY EM Staff
Position Log**
Incident: Wy Co Daily

Record Details

Date/Time: 3/27/2016 15:58:55
Event Type: Information
Priority: Low
Details: This is a test message.

Details Area

6. Routing

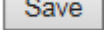
In the Routing Section select:

- UG Emergency Management Agency Key Events
- Emergency Management Discipline Key Events
- Unified Government WyCo/KCK Jurisdiction Key Events
- Wyandotte County Key Events

Routing

<input checked="" type="checkbox"/> UG Emergency Management Agency Key Events	<input type="checkbox"/> METRO Emergency Management Key Events
<input checked="" type="checkbox"/> Emergency Management Discipline Key Events	<input type="checkbox"/> METRO Key Events (Controller Required)
<input checked="" type="checkbox"/> Unified Government WyCo/KCK Jurisdiction Key Events	<input type="checkbox"/> Kansas State Key Events (Controller Required)
<input checked="" type="checkbox"/> Wyandotte County Key Events	<input type="checkbox"/> Missouri State Key Events (Controller Required)

7. Enter the record into the Position Log

To enter this information into the Position Log, press the “Save”  button.

Routing

<input type="checkbox"/> METRO Emergency Management Key Events
<input type="checkbox"/> METRO Key Events (Controller Required)
<input type="checkbox"/> Kansas State Key Events (Controller Required)
<input type="checkbox"/> Missouri State Key Events (Controller Required)

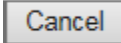
Save Cancel

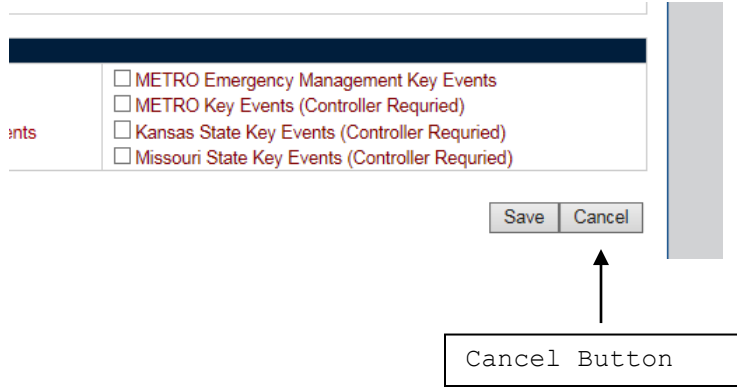
Save Button

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8. Cancel the Entry

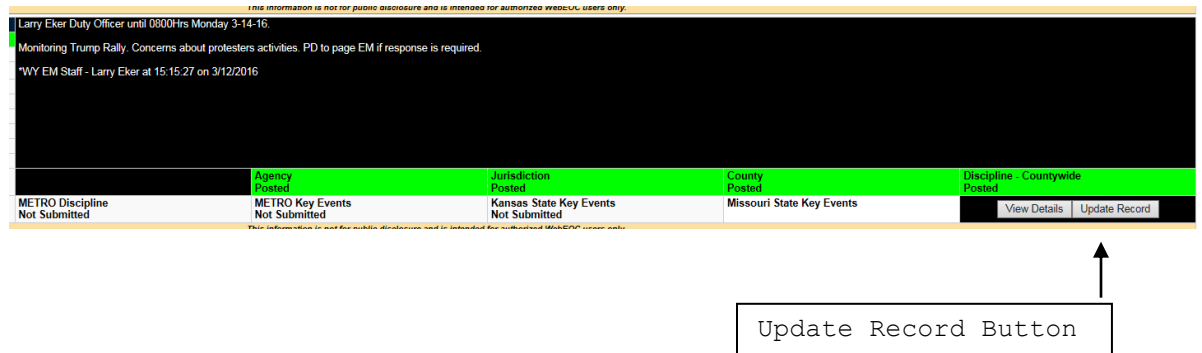
To Cancel and not enter this information into the Position Log, press the “Cancel”

 button.



D. Updating an Existing Record.

1. To Updating an existing record, click on the “Update Record’ button located at the bottom of that record.



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2. Enter the new information into the Details section of the record entry form.

The screenshot displays the *WY EM Staff Position Log interface. At the top left is the logo for the State of Wyoming Department of Transportation. The main title is "*WY EM Staff Position Log" with the incident name "Incident: Wy Co Daily". The "Record Details" section contains the following fields and controls:

- Date/Time: 03/12/2016 15:15:27
- Event Type: Information (dropdown)
- Priority: Low (dropdown)
- Details: A large text area for entering details, with an arrow pointing to it from a box labeled "Details Entry Area".
- Point of Contact Name: [text input]
- Contact Number: [text input]
- Map Label: [text input]
- Address: [text input] with "Get Address" and "Map It" buttons.
- Lat/Long: [text input] / [text input]
- Attachment 1-4: Each has a "Browse..." button.

Below the "Record Details" is the "Record History" section, which contains the following text:

- Larry Eker Duty Officer until 0800Hrs Monday 3-14-16.
- Monitoring Trump Rally. Concerns about protesters activities. PD to page EM if response is required.
- *WY EM Staff - Larry Eker at 15:15:27 on 3/12/2016

3. Enter the update into the Record,

To update this information into the record, press the "Save" button.

This screenshot shows a section of the form with a list of event types, each preceded by an unchecked checkbox:

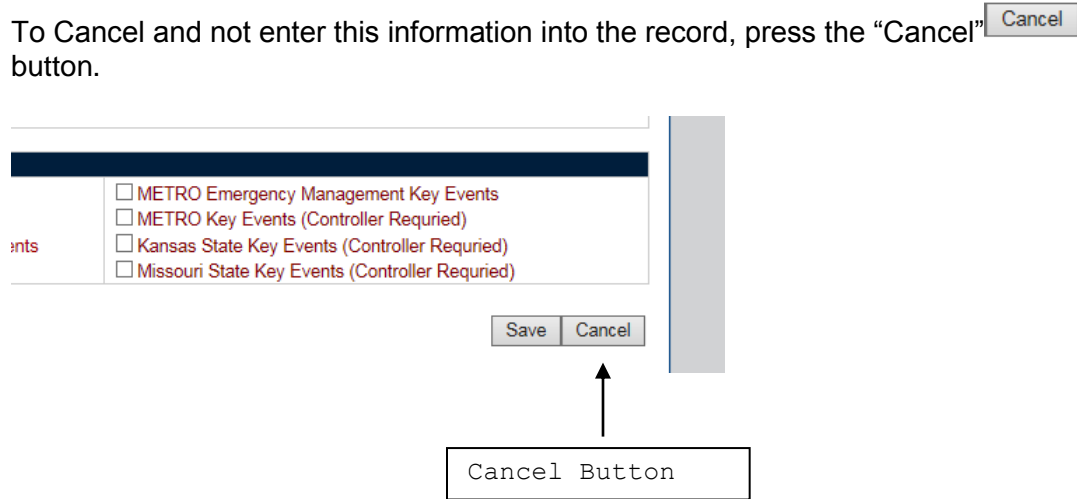
- METRO Emergency Management Key Events
- METRO Key Events (Controller Required)
- Kansas State Key Events (Controller Required)
- Missouri State Key Events (Controller Required)

Below the list are "Save" and "Cancel" buttons. An arrow points from a box labeled "Save Button" to the "Save" button.

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4. Cancel the Update

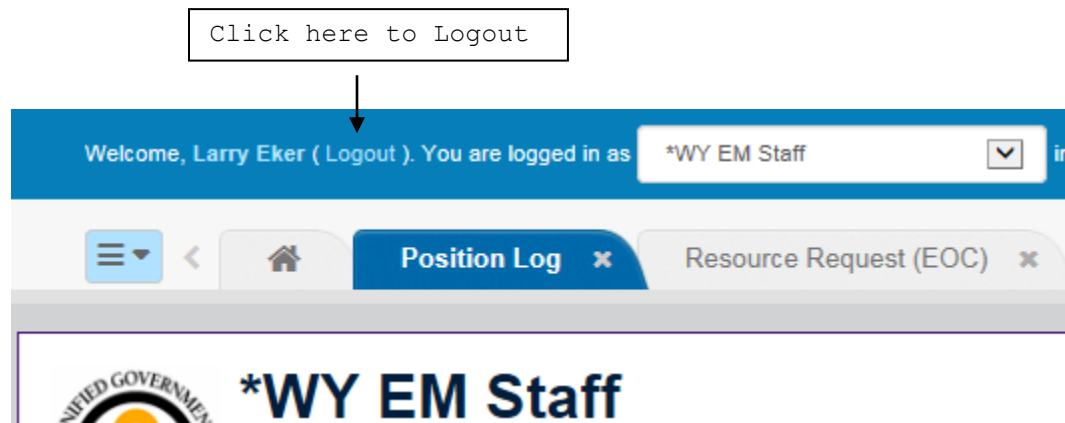
To Cancel and not enter this information into the record, press the “Cancel” button.



E. Logout of WebEOC

1. Logout of WebEOC

To logout of WebEOC, click on the “Logout” button next to your name located on the top left corner of the website window.



IV END OF SOG