



# WebEOC® Quick Reference Card

## What is WebEOC

WebEOC® provides real-time information to authorized users anywhere Internet access is available by automating the paper processes already in place to effectively manage incident information. Permissions are customized by administrators and based on incidents and positions.

## Accessing WebEOC

To access WebEOC® you will need the following.

- Internet connection
- Web Browser (Internet Explorer 6.0 or higher)
- Web site URL - <https://webeoc.azdema.gov>
- WebEOC user name and password

## Pop-up Blocker

You must always turn off your pop-up blocker when using WebEOC. To turn off your pop-up blocker, select the **Tools** tab. Select the **Pop-up Blocker** topic, and the **Turn Off Pop-up Blocker** topic.

## Logging in to WebEOC

To log in to WebEOC, follow the steps below.

1. Access your agency's WebEOC site.
2. Enter your **user name** and **password**, and select OK.

If you don't remember your password or username, click on [Forgot Username/Password](#)

3. Select your **position** and **incident name**, and select OK.

## Control Panel Overview

The control panel contains all of the tools needed to effectively manage data. It houses boards, menus, tools, plug-ins, and links. Access to items is based on the position and incident you are logged in to.

The following are descriptions of the numbered areas on the control panel.

- 1 Your user name and position appear in this area. If your user name is highlighted, you can select it to make changes to your user account. Select your position to change the position you are logged in to without logging out of WebEOC.
- 2 This is the incident you are currently logged in to. Select the incident name to log in to a different incident without logging out of WebEOC.
- 3 To log out of WebEOC, select the Log Off button.
- 4 In WebEOC, incident information is transmitted and displayed in boards, making the information universally available to all authorized users simultaneously. The Boards section contains the boards you can access. The names of the boards function like hyperlinks. Select the name of the board to open it.
- 5 Boards that are red have new information posted to them.
- 6 The Menus contain the menus you can access. The names function like hyperlinks.
- 7 The Tools section contains the tools you can access. The Admin link is only available to administrators.

## Tools

During an incident, Tools enhance communication between users and external contacts.

## Boards

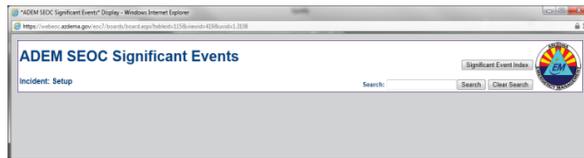
Boards can have multiple views (input, list, and display). Your administrator decides the boards and board views you can access



The most common boards used are: Sign In /Sign Out Staffing Roster, File Library 2015, Activity Log (ICS 214), Significant Events, and Order Desk (ICS 213). DEMA may change the name of an existing board to suit your needs. If your agency has created boards specific to your needs, see your WebEOC administrator for instructions on using those boards.

## Viewing Significant Events

To view Significant Events, select the **Event Reporting - Significant Events** board. You can update and filter records from this view.



Remember- Significant Events are ICS 214 entries with the significant events checkbox has been checked.

## Menus

Menus are used to group multiple boards, plug-ins, links, forms, and other menus under a single link on the control panel. Customized menus streamline the control panel and assist with permissions settings.

## File Library

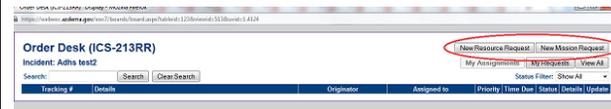
The File Library allows users to upload and share documents and files with other users in WebEOC. Files could be standard operating procedures, situation reports, PDFs, images, or other file types. Depending on the permissions granted, users may add, view, and/or delete files from the library. Sub-folders can also be added. Open a folder in the Folder List to access sub-folders and files.

## Resource Ordering

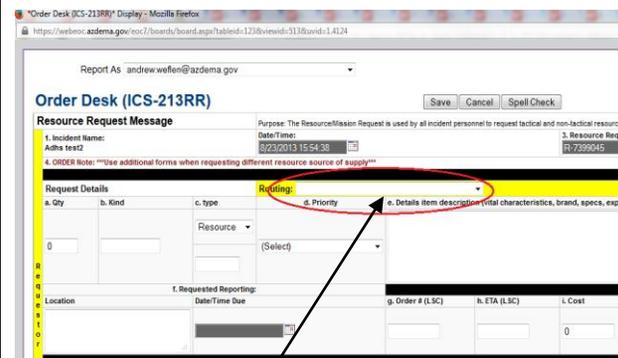
Order Desk allows you to make and respond to resource requests and tasks. Based on your permissions, you will be able to send these people in your section, agency, tribe, county, etc.



Click on New Request or New Mission Task to respond to a request or make a new request.



When filling out the form, be as complete as possible.

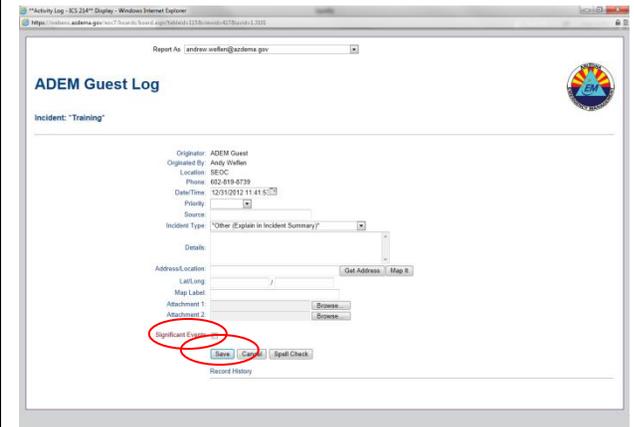


The routing dropdown box is critical. This is how you select which position will receive the request. When you have exhausted all local sources, you can send the request to ADEM OPS Order Desk which can route the request to other jurisdictions.

## Entering Board Data

The Position Log allows you to record information for your role in the EOC. You can send entries to the Significant Events board and recommend entries for statewide significant events. You can also generate tasks and assign them to other users.

To post an entry, select your **Activity Log (ICS 214)** board. In the Activity Log window, select the **New Record** button.



Complete the record, and select the **Significant Events** checkbox if applicable. Select the **Save** button.

## Mapper

By adding the address and clicking the Map it button, users can add coordinates to updates on some boards. These updates will then appear on Mapper, creating a geographically based common operating picture for an incident.

## Contact Info

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