

# WEBEOC MONTHLY DRILL

1ST WEDNESDAY EVERY MONTH



Please use the first Wednesday of every month to log into WebEOC and complete all or at least one of the tasks below. The drill takes place the 1<sup>st</sup> Wednesday of every month from 0000 - 24000.

## Southeast Texas WebEOC

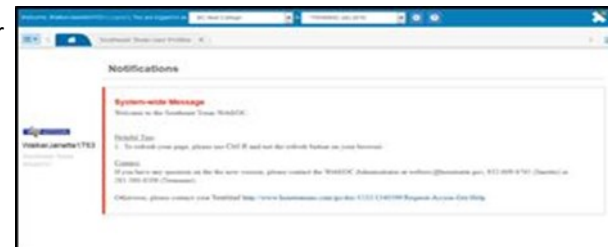
1. Go to <https://houston.webeocasp.com> and **Log-in**
2. Type in your **username** (example – walkerjanette1753). Use the last four digits of employee ID #. LastnameFirstnamexxxx
3. **password**
4. Select your assigned **Position** (See you Sentinel or EMC)
5. Select the **Incident**

## Additional Login Information

1. Enter Full Name,
2. Enter Location (your current location)
3. Enter Phone number (contact phone number)
4. Enter work email


## Navigating WebEOC 8.0

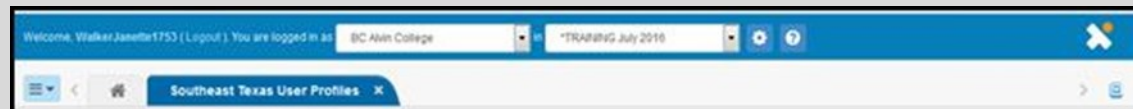
The Home page displays agency information, as well as the system-wide message and other notifications that keep you and other users immediately informed of critical information.



## Control Panel

Access the Control Panel and its Boards, Menus, Tools, and Plugins from the Home

page, click the menu icon  in the upper left corner of the page. Select the board, menu, tool, or plugin you would like to view. A new tab, colored dark blue, opens in the existing window.



## Southeast Texas User Profile – Used to update or add your contact information

1. Click on **Southeast Texas User Profile**
2. If you haven't entered your information, a window will open for you to enter the required (has flag symbol) information, then **Save**
3. If you have entered your information, please **search** for name find name and click **Edit**
4. **Save**

## Operations Center Status – Used to update EOC status (Level 4-1) and check into an EOC

1. Find your EOC
2. Click **Details**
3. Click **Check-in**
4. Add the required information (red asterisk)
5. Click **Save**
6. Now check out. Find name and click **Check Out**

**Note:** If you don't see "Check-in", please click on "Check-in History". You may have forgotten to check out the last time.



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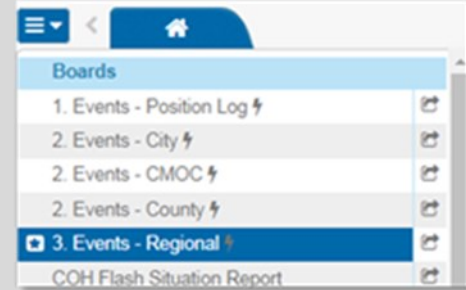
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**Position Log** – Used to share information with others

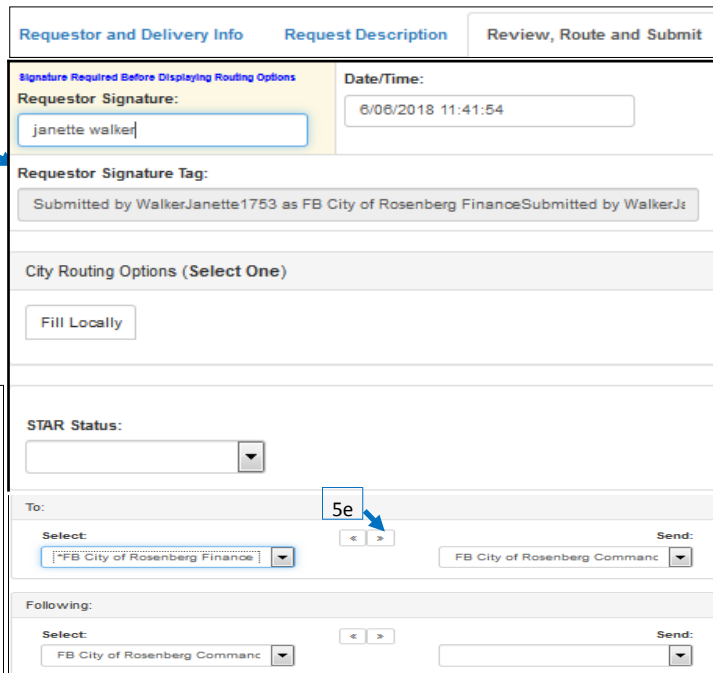
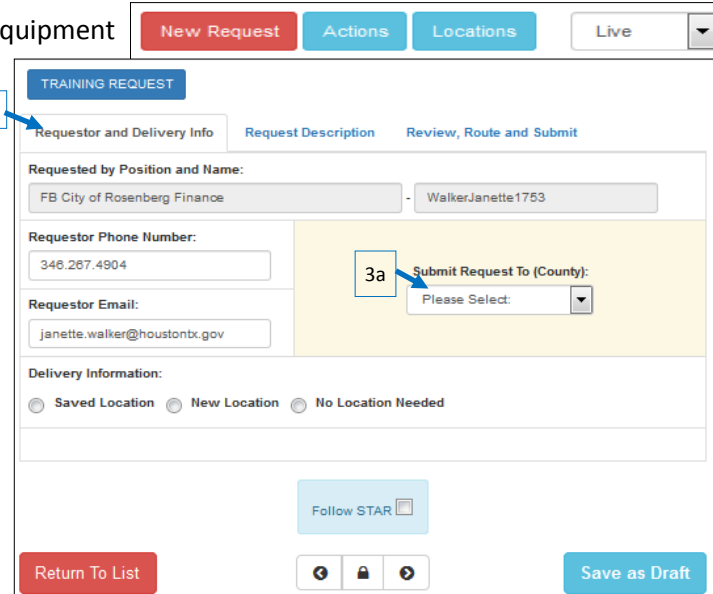
1. Click on **1. Events – Position Log**
2. Click **New Record**
3. Type in **New Information/Update** field
4. Select **Categorize this Entry** - that relates to the information about to be posted
5. Select **Urgency** - either information is urgent or routine
6. Select **County** - it's defaulted for local government agencies. If information isn't inside that county, select the proper county
7. Click **Recommend City , CMOC, and/or County Event** (whichever one applies to you)



**STAR** – State of Texas Assistance Request - Used to request a resource (equipment or personnel)

- Click on **New Request** (top left screen).
- **Red** request button means it's a real request. Use **Blue** for this drill, change live to Training

1. **Requestor and Delivery Info** tab (tab 1)
  - a. Select the **correct county** for your position (in yellow box)
  - b. Complete **Delivery Information**
2. **Request Description** tab (tab 2)
  - a. Fill out **Request, Quantity, Data Needed, How long needed, Description, Justification** fields
3. **Review, Route and Submit** tab (tab 3)
  - a. Review fields from tab 1 and tab 2
  - b. Sign under **Requestor Signature**
  - c. Routing option will appear after signing
    - ⇒ Select **Fill locally, City or County Routing Options** (Select One)
  - c. Select **STAR Status** – Routing
  - d. Complete the **To:** . This is the position that you are sending the request to.
  - e. **Select** position and then arrow to move to **Send**
6. Press **Submit** once completed



**TIPS/NEW** \*Date Needed has the calendar icon, blue icon for hints

⇒ Unlock symbol will unlock STAR so you can edit.  
 ⇒ **Need help?** Start back at #3 tab.

⇒ The **Need help** link also provides instructions  
 ⇒ Options column on main page. History button list each time the STAR

Icon provides helpful hints is updated

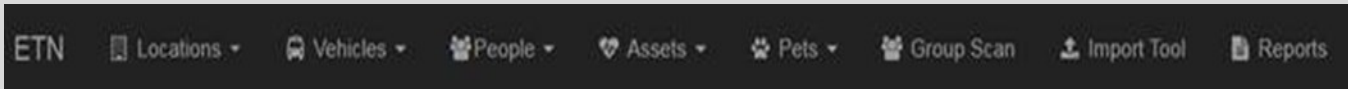
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**Texas ETN** – Emergency Tracking Network – is used to manage and account for locations, vehicles, people and assets/pets.



## Locations - Adding a new location

1. Click the button at the top right for adding a location
2. Fill in the fields
3. The option of “Set as Default Place” allows WebEOC to pre-select that location when adding people, assets, pets or working in group scanning mode
4. County is an important field. Without a county the location will NOT be allowed to be displayed (or located) in the mobile ETN application

## Vehicle

1. Vehicles can be filtered to the location they are in or going to
2. From the list view you can move the vehicle, receive the vehicle, view vehicle details, and add guests to that vehicle
3. The option of “Set as Default Place” allows WebEOC to pre-select that location when adding people, assets, pets or working in group scanning mode
4. County is an important field. Without a county the location will NOT be allowed to be displayed (or located) in the mobile ETN application
5. Adding a new Vehicle
  - a. Click the button in the top right for adding a vehicle
  - b. Fill in the fields
  - c. Note that destination is required

## People

1. To add a person click the Actions button at the top right
  - a. Choose Add Guest (to add a pre-registered guest click on add pre-registered guest)
2. To add people’s information you can either type it in or scan the PDF417 on their state-issued ID
  - a. To scan the state-issued ID hit the scan button at the top and use a 2D/PDF417 scanner to scan and wait until the scan is completed and the form fields will auto-populate
  - b. A person will need to either be in a location or vehicle; one of these is required for a new person to be entered
    - ⇒ Group Leader – The first person in a group/family can be selected as the group leader; this remembers the address and phone number for future entries and it also ties the group together in the ETN system. To get out of group leader mode (after the group is completed) click the “Clear Group Leader” checkbox
    - ⇒ After you need completed the field and click on the save button.
      - A pop up will ask if you want to add pets or assets. If you select yes you will be directed to a list of assets and pets associated with that person. Tap the buttons in the top right to add a new pet or asset

Please contact your local [WebEOC sentinel](http://houstonuasi.com/setx-sentinels/) for assistance or report WebEOC problems. List of WebEOC Sentinels: <http://houstonuasi.com/setx-sentinels/>. All others, please contact the Regional Administrator at Janette Walker,