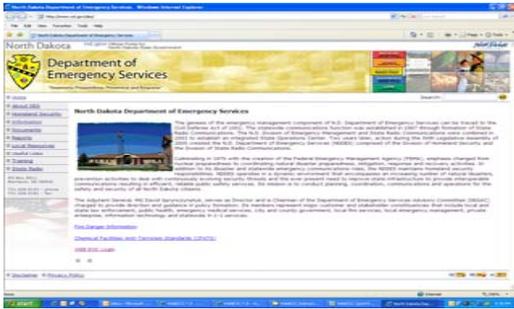


WebEOC Quick Reference Guide

Opening WebEOC –

- Open internet connection
- Access the Department of Emergency Services website (nd.gov/des)



- Locate - Please Click [Here](#) For WebEOC Login

Adding to Favorites

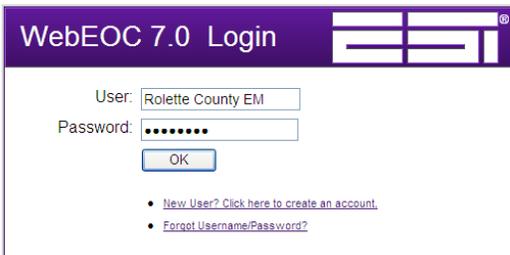
- Click [Favorites](#) from the drop down toolbar
- Click [Add to Favorites](#)
- Click [Favorites](#) to your list of favorites

Setting DES as your Homepage (optional)

- Click [Tools](#)
- Click [Internet Options](#)
- Click [Use Current](#)

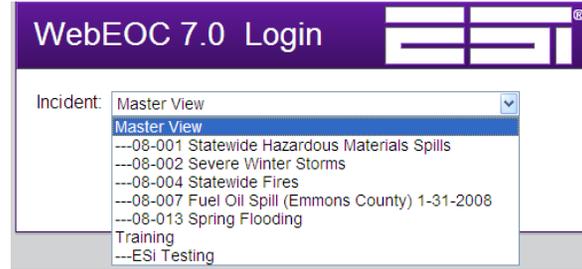
Turning Off Pop-up Blocker (you must always allow pop-ups to run WebEOC)

- Choose [Tool](#)
 - Click always [Allow Pop-ups for this Site](#)
- ### Logging In



- Type in your [User Name](#)
- Type in your [Password](#)
- Click [OK](#)

- Select an [Incident](#) from the drop down
- Click [OK](#)



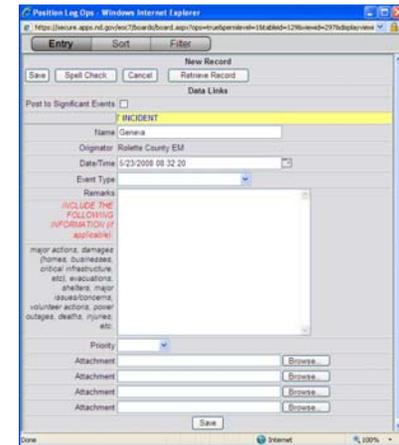
Enter your name.
Click [OK](#)
Control Panel displays



Boards

- [Viewing Information](#)
- Click the Board name to view the board
- Use the scroll bar to review all the items
- [Adding information](#)
- Click the [Blue +](#) button
- Complete the information
- Click the [Save](#) button

Position Log



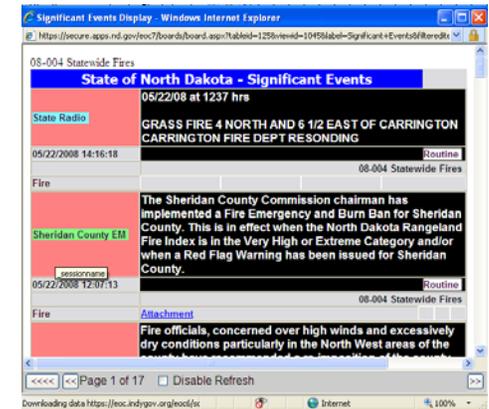
- When you hit save a pop-up will appear "is this a [Significant Event](#)" [ok](#) means yes send the information to the State Emergency Operations Center (SEOC) [cancel](#) means no do not send to the SEOC which keeps the information on your position log.

Position Log—Attaching a Document

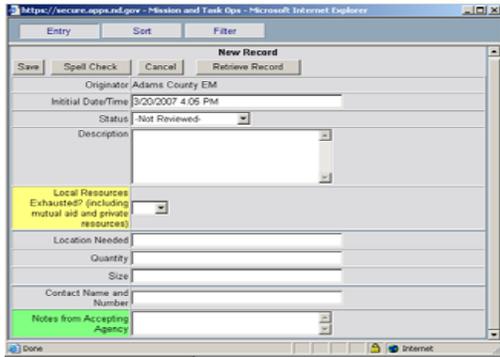
- To attach a document click on [Browse](#)
- Click on the [drop-down menu](#) to select location where the document is saved
- Select the appropriate document and click on [Open](#)
- The file path name will appear
- Click on [Save](#)

Significant Events Board

The information posted to this board is done through the SEOC



Mission Task (Request for Assistance RFA)



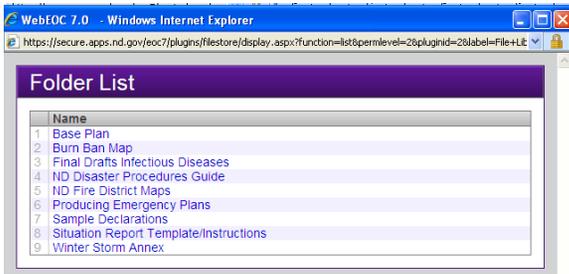
Mission Task RFA

To make a request, click on mission and Task RFA input button complete the form and click save

All requests for assistance are sent directly to the SEOC for review and assignment to the appropriate agency. You can monitor your request from Mission/Task

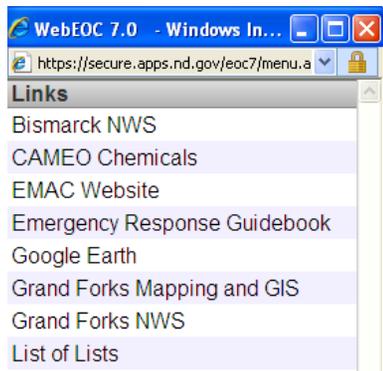
File Library

The File Library allows WebEOC users to view uploaded documents and files that have been uploaded. Click on [File Library](#) in the Control Panel to display the File list.



Links

To quick access the internet of most used links



MapTac

MapTac can be used with any program that can produce a static image (jpg., gif., bmp.) Selected users can add annotations or markers (fire trucks, road blocks, push pins etc.) in "real time" to images while other WebEOC users are viewing them.



Viewing Images

- Click [MapTac](#) on the Control Panel
 - Select an image from the drop-down list
- ### Placing Markers on the Image



- From an image, click on [General](#) to display the General Marker Palette
- In the [Marker Palette](#) click on the desired marker
- [Position](#) the cursor in the image where the marker should be placed
- Click one time to position the marker

Moving Markers

You can move markers by clicking and dragging to a new image location.

Deleting Markers

- Right-click** on the marker; the delete confirmation dialog box will display
- Click **Ok** to delete the marker

Adding a Label

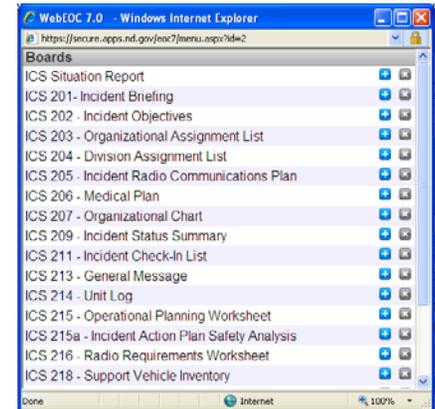
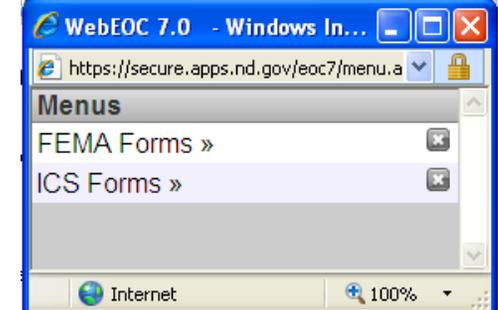
You can add labels to a marker but shapes cannot be labeled.

- Click the [Labels](#) tab to display the Labels Palette
- Click the [Set Label](#) button
- Click on the marker to be labeled
- Enter the label name

Forms

The Control Panel contains a link to FEMA and ICS forms

- Click on Forms
- Select FEMA or ICS from the list of available forms Displayed



- Click the [Blue +](#) button to display the desired form
- Complete the form on-line in WebEOC
- Click Save to save the form

Printing

- Open the board of entry you want to print
- Right-click** the form to show the shortcut menu
- Click on [Print](#)
- Select your printer from the print list
- Click [Print](#)