

# WebEOC Quick Reference Guide

## Opening WebEOC –

- Open internet connection
- Access the Department of Emergency Services website ([www.nd.gov/des](http://www.nd.gov/des))



- Click on the WebEOC icon

## Adding to Favorites

- Click **Favorites** from the drop down toolbar
- Click **Add to Favorites**
- Click **Favorites** to your list of favorites

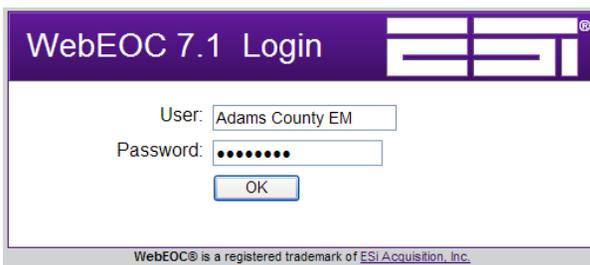
## Setting DES as your Homepage (optional)

- Click **Tools**
- Click **Internet Options**
- Click **Use Current**

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

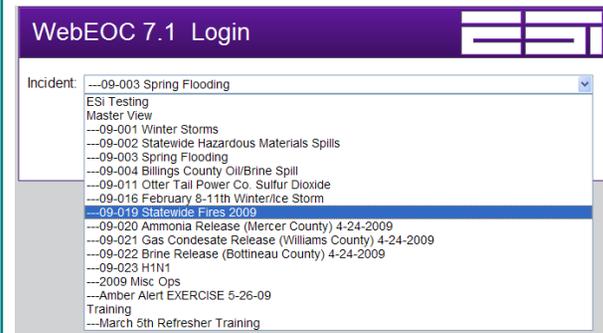
- Choose **Tool**
- Click always **Allow Pop-ups for this Site**

## 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 (this is the only required field)  
Click **OK**

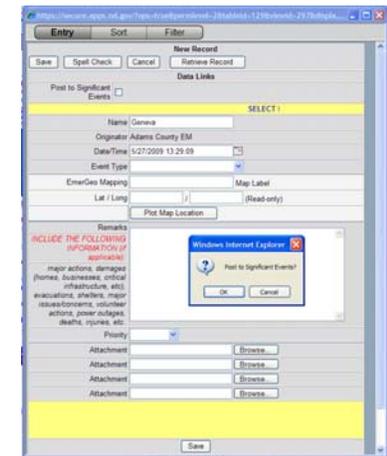
Control Panel displays



## 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



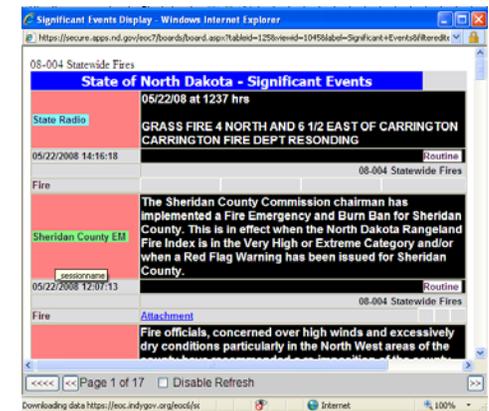
- When you hit save a pop-up will appear "is this a **Significant Event**" **ok** means yes send the information to the State Emergency Operations Center (SEOC) **cancel** means no do not send to the SEOC which keeps the information on your position log.

## 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



## Request for Assistance

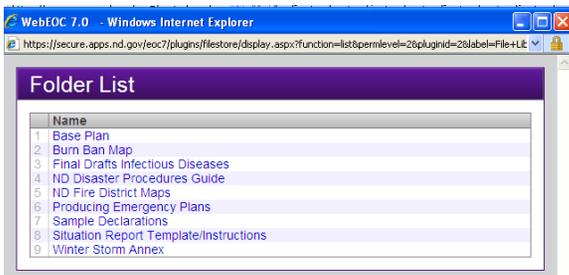
Cancelled	Assigned	Accepted/In Progress	Awaiting Additional Information	Complete	Rejected	All Tasks	Requested By:
09-003-199	3/27/09 9:35pm	West Fargo Police Dept	ND JOC	3 Teleropic High Intensity Light Cabs	West Fargo	Completed	View
09-003-384	4/13/09 9:08am	Wells County EM	DOT	Road Closure Signs	Wells County	ASAP	View
09-003-429	4/14/2009 - 1:00 Hours	USACE St. Paul District	USACE Technical Assistance		Wells County	4/15/2009	View
09-003-426	4/14/09 3:13pm	Ward County EM	USACE St. Paul District	(2) 12" or larger	Ward Co Highway Department, 900 13th St. SE Minot, ND	Wednesday, April 15 8:00am	View
09-003-423	4/14/09 3:03pm	Ward County EM	ND Fish and Game	boat with pump equipment. Personnel needed for pump operations not available. NG rejected this portion of the mission.	19020 11th St (NE of Logan, ND)	April 14	View
09-003-427	4/14/09 3:50pm	Ward County EM	ND JOC	Black Hawk	Ward Co. Highway Dept., 900 13th St. SE, Minot, ND	Wednesday, April 15, 2009 8:00am	View
09-003-377	4/12/09 4:00pm	Ward County EM	ND JOC	Black Hawk	Minot	ASAP	View
09-003-460	4/15/09 4:00pm	USACE St. Paul District	USACE St. Paul District	(2) F pumps with hose (personnel not required)	Minot Public Works (1025 315th St SE)	By noon, Thursday, 4/16/09	View

## Request for Assistance

To make a request, the request should come into the SEOC through a Position Log Entry. You can then monitor your request from the Request for Assistance board

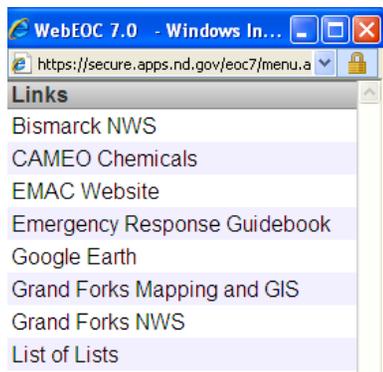
## File Library

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 quickly access the internet for most used links



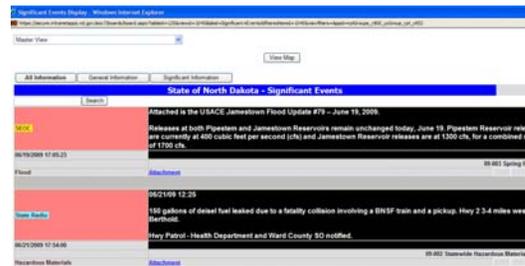
## MapTac

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.



## EmerGeo

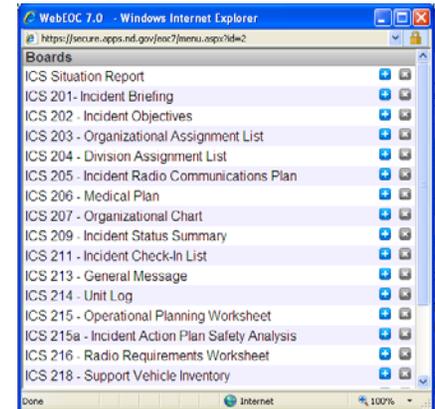
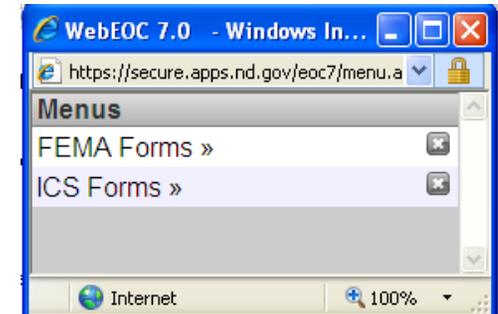
EmerGeo is mapping tool that interacts with WebEOC. To View an EmerGeo map in WebEOC from a board click on the view map "button"



## 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**