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://caleoc.caloes.ca.gov
- WebEOC user name and password

Adding WebEOC to Your Favorites

To add WebEOC to your Favorites, select the **Favorites** tab in your toolbar, and select the **Add to Favorites** topic.
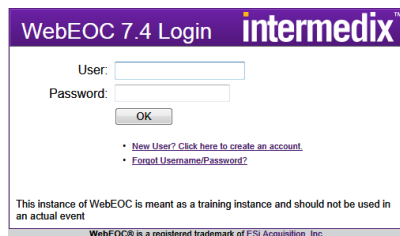
Pop-up Blocker

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. (see reverse side)
2. Enter your **user name** and **password**, and select OK.
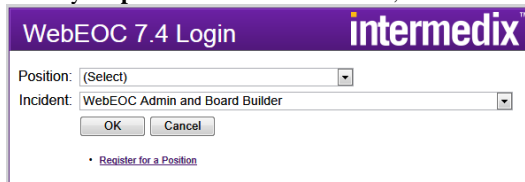
3. Select your **position** and **incident name**, and select **OK**.

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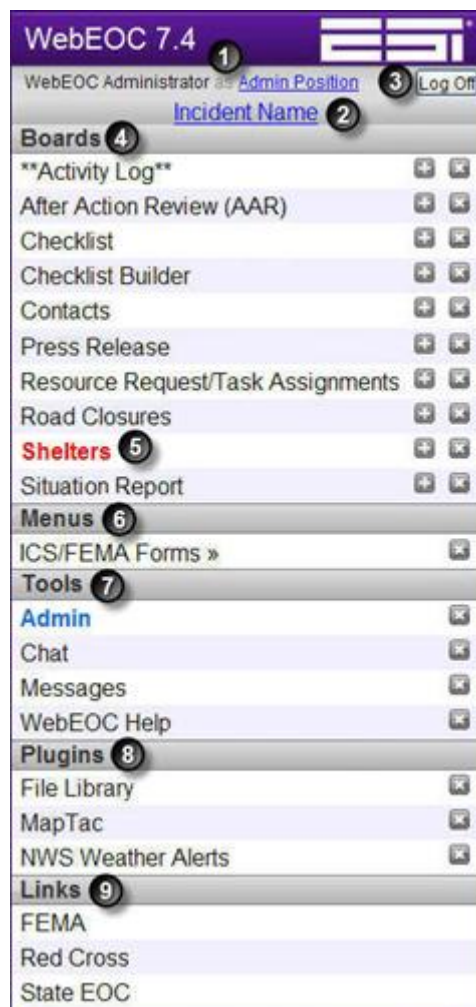
The following are descriptions of the numbered areas on the control panel.

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.

8. The Plugins section contains applications that add specific functionalities to WebEOC such as mapping utilities and file storage.

9. The Links section contains links to Web sites and reports your administrator has configured.

Tools

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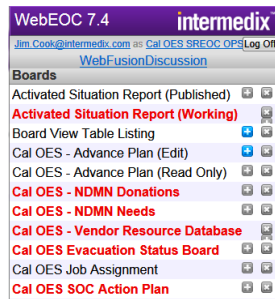
Menus

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.
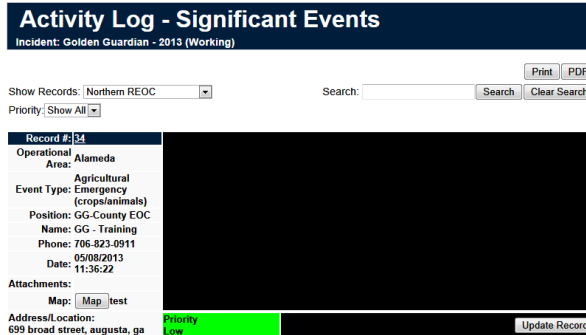
Boards

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: Activity Log, Press Release, Shelters, Significant Events, and Situation Report. Your agency may change the name of an existing board to suit your needs. For example, the Activity Log is sometimes called the Position Log. . If your agency has created boards specific to your needs, see your WebEOC administrator for instructions on using those boards.

Entering Board Data

The Activity Log allows you to record information for your role in the EOC. You can send entries to the Significant Events board.

To post an entry, select your **Activity Log** board. In the Activity Log window, select the **New Record** button. Complete the record, and select the **Post to Significant Events** checkbox if applicable. Select the **Save** button.
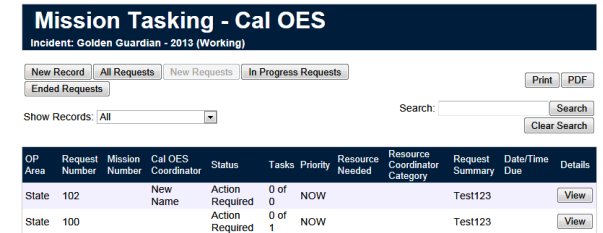

Viewing Significant Events

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

Mission Tasking

The Mission Tasking board allows you to monitor requests for assistance that have been assigned to your position and to create new tasks. It is important that you keep this board open and visible on your computer at all times.