

WebEOC 8.4 – V. 1

Colorado – User Guide

Basic Login Guide



COLORADO

**Division of Homeland Security
& Emergency Management**

Department of Public Safety

TABLE OF CONTENTS

1-Logging in WebEOC	2
2-WebEOC Home Page	5
2.1-Full Screen Mode.....	6
2.2-Tab Bar.....	8
2.3-Board Navigation.....	9
2.4-Board Refresh.....	10
References	11

1-LOGGING IN WEBEOC

- 1- Access Colorado WebEOC site <https://webeoc.colorado.gov/eoc7/>
- 2- Or go to DHSEM website <http://www.dhsem.state.co.us> (Look for “WebEOC Login”) on the Main page.



Figure 01

- 3- Click “Accept” to agree with terms and regulations.



Figure 02

- 4- Enter the User Name and the password.



Figure 03

- 5- Select OK
- 6- Select your position from the position drop-down list, and select your incident. (See figure 05 and 06)



Figure 04

Note:

- Only those positions and incidents for which you have been granted access will appear in the drop-down list.
- Changing your position assignment or the incident will also change the boards, menus, tools, plug-ins, and links that you will be able to access from the Control Panel.
- Make sure that you select the correct position and incident for which you want to participate.

-Select a Position from the drop-down list.

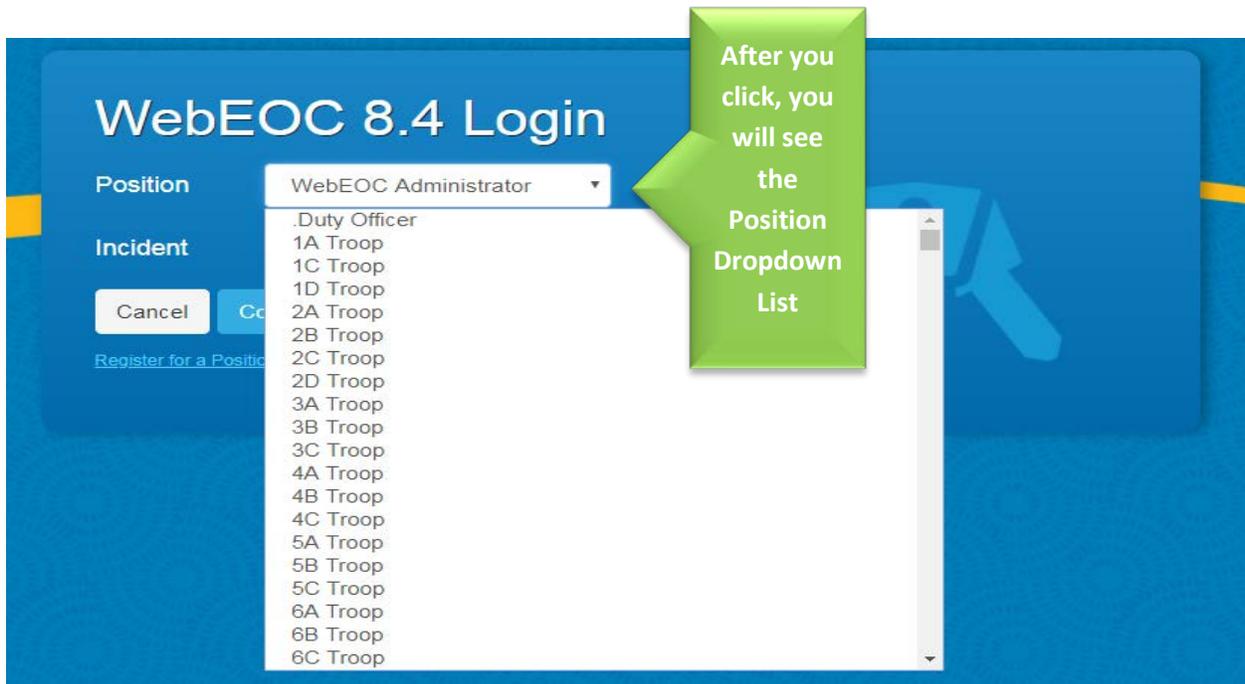


Figure 05

-And select the Incident from the drop-down list.

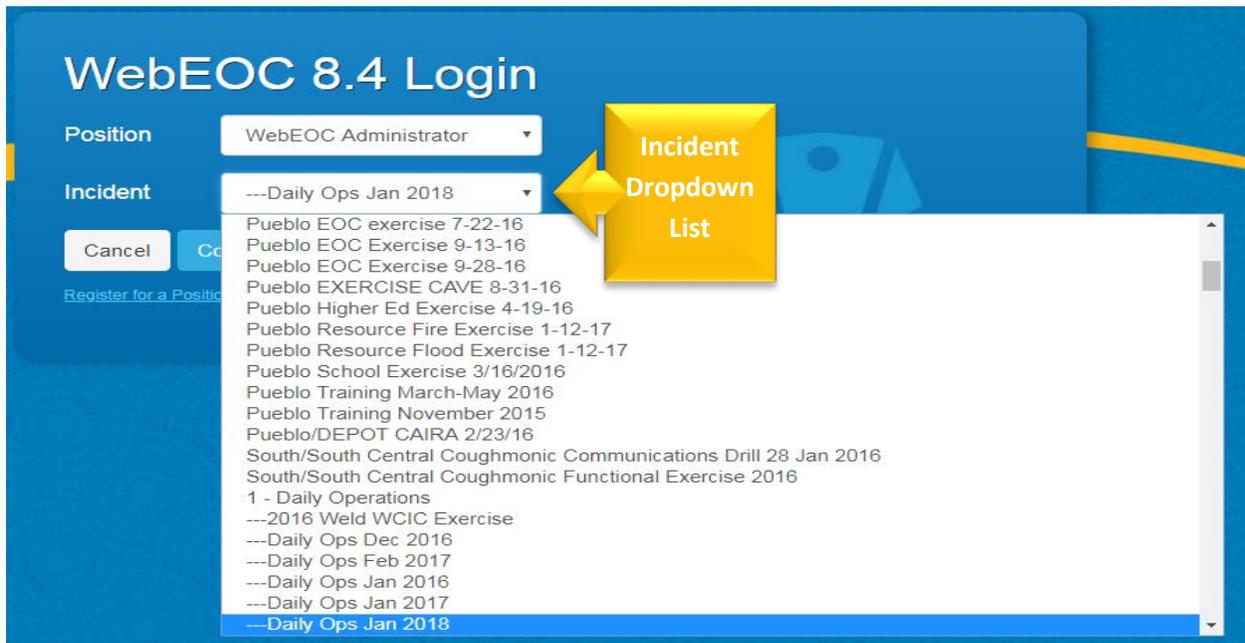


Figure 06

-Finally, this is the last screen before reaching the control panel. All the “Required Fields” (*) must be complete.

The screenshot shows a blue-themed form titled "Additional Login Information". It contains five input fields: "Name", "Location", "Phone Number", "Email", and "Comments". Each of the first four fields has a red asterisk to its left, indicating they are required. A green arrow labeled "*Required Fields" points to these four fields. Below the fields are "Cancel" and "Continue" buttons. A blue key icon is visible on the right side of the form.

Figure 07

2-WEBEOC HOME PAGE

When you log in to WebEOC, or change positions, you are taken directly to the *Home* page. The *Home* page displays agency information, as well as system-wide messages and notifications so that you and other users are immediately informed of critical information. You can return to the *Home* page at any time by clicking the Home tab  at the top of the page.

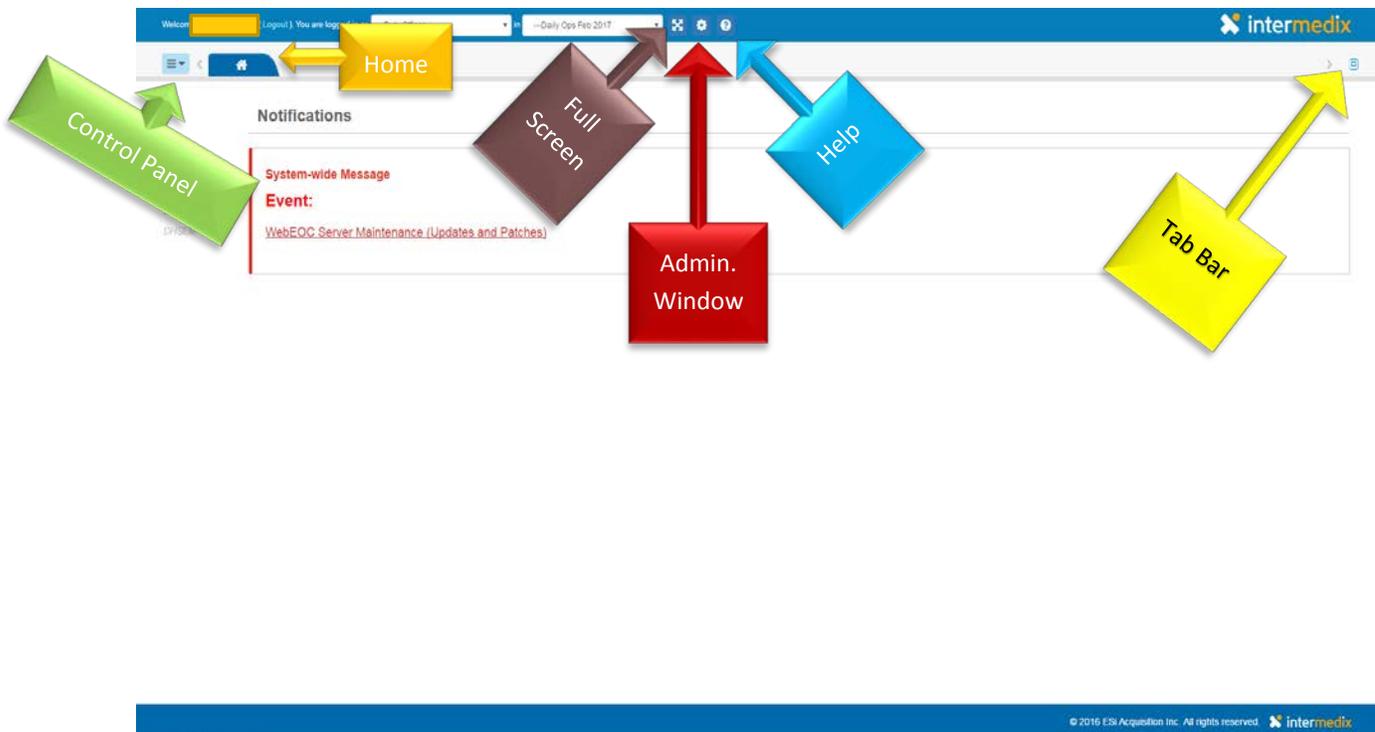


Figure 08

The position and incident you logged in to appear in fields at the top of the page. Clicking the field opens a drop-down menu from which you can choose another position or incident.

Open the control panel menu by clicking the control panel icon  in the upper left corner of the *Home* page.

View WebEOC in Full Screen mode by clicking the expand icon  to the left of the gear icon.

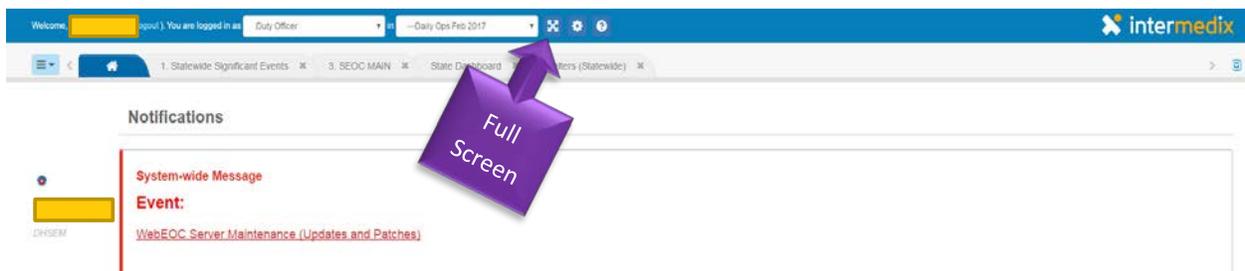
Open the User Help at any time by clicking the **Help** icon .

Click the **Logout** link to the right of your username in the header to exit WebEOC.

See also Navigating WebEOC for more information and to become oriented with the *Home* page and its features.

2.1-FULL SCREEN MODE

You can further enhance your WebEOC experience by viewing the solution in either Standard or Full Screen mode, depending on your preference. The default setting, Standard mode is shown to users immediately upon login. The *Home* page is displayed, and all headers, tabs, and so forth are present.



In contrast, when in Full Screen mode, implemented by clicking the expand icon  in the header, only the open boards, plugins, and tools are visible, automatically appearing one at a time. The header, navigation bar, and open tabs are not shown. Full Screen mode strips the view to show only the board or open page itself, giving you a greater amount of screen to work with. This feature also includes a presentation function, which is particularly useful when projecting WebEOC boards on a screen and providing situation information to, for instance, all users within the Emergency Operations Center.

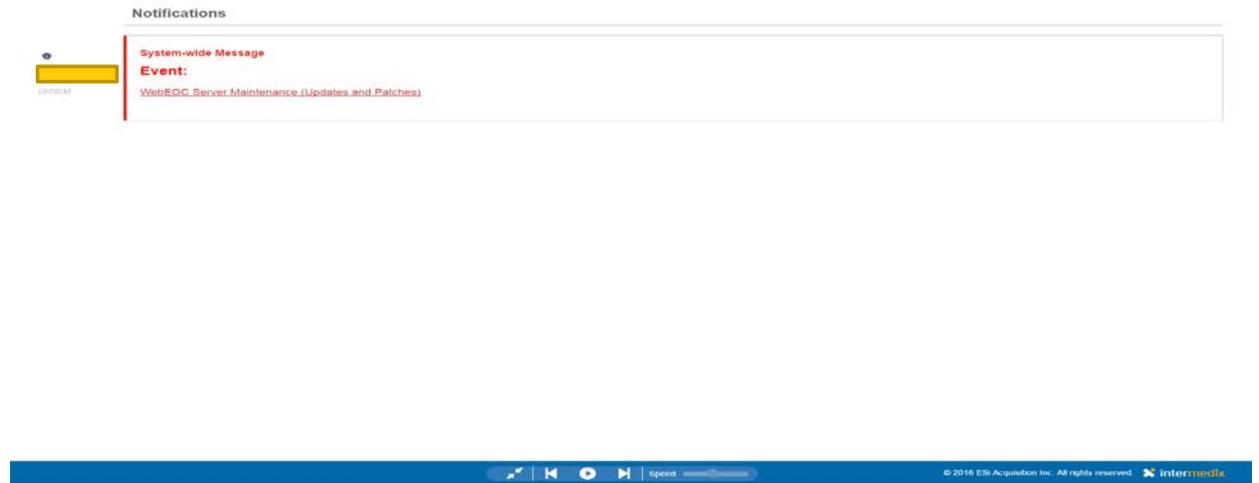


Figure 10

Navigation options exist when in this mode, affording you some control over the presentation. Various controls, located in a panel at the bottom of the screen, allow you to manually navigate or automatically scroll between boards, pause the presentation, and set the transition speed from one board to the next.

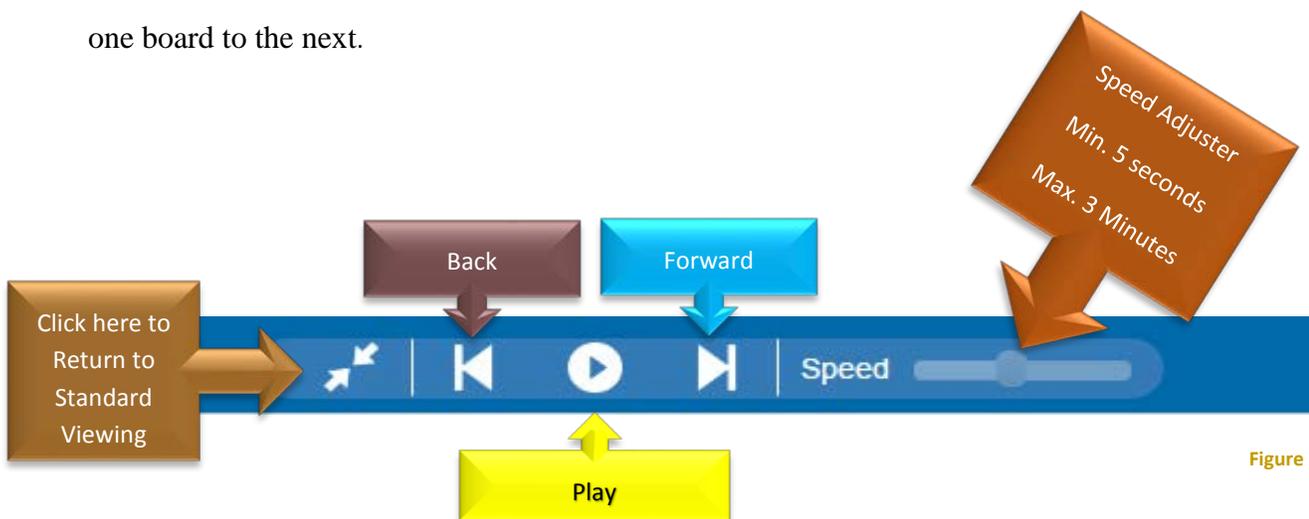


Figure 11

- **Forward/Back.** To navigate between open boards while in the full screen mode, click either the forward or back buttons. Clicking the forward  button takes you to the next board and restarts the timer. Clicking the back  button takes you to the previous board and restarts the timer.
- **Play/Pause.** To initiate the presentation function, click the play button. To pause the presentation on a particular board, click the pause button , which temporarily replaced the play button. Resume scrolling through boards by clicking the play button  again.
- **Speed.** To determine the transition time between boards, drag the **Speed** cursor left or right accordingly. By intervals of 5 seconds, you can choose to have boards remain on the screen for as little as 5 seconds to as long as 3 minutes.



Figure 12

- **Minimize.** To return to the Standard viewing mode, click the minimize button  .

2.2-TAB BAR

When you have many tabs open, you can quickly move from one to another by using the menu on the right side of the tab bar  . Open the menu and select the correct option. That tab comes into focus.



Figure 13

If you want to close all open tabs simultaneously, use the menu to the right of the tab bar. Open the menu and click **Close All Tabs**, the last option in the list.

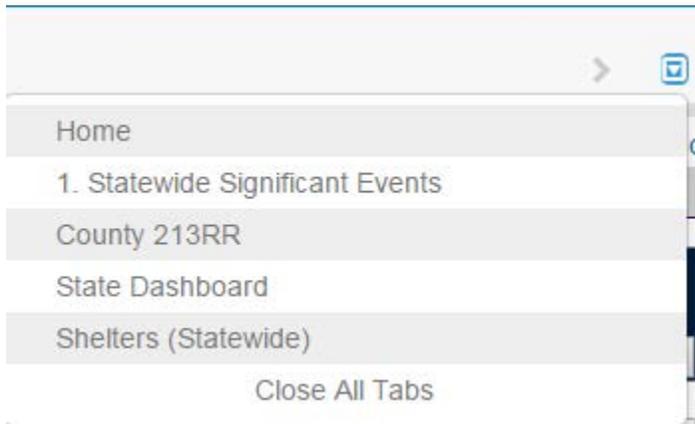


Figure 17

2.3-BOARD NAVIGATION

The tab for the board that is currently in focus is dark blue.

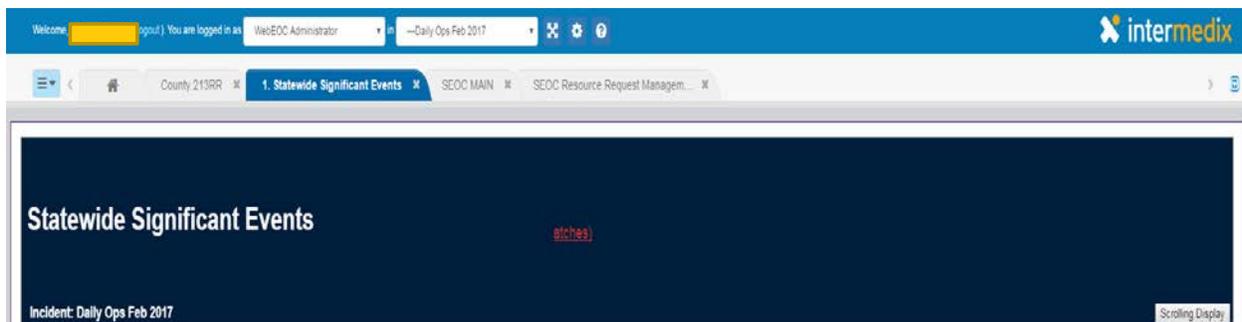


Figure 14

If you have a board tab in focus and changes are made to another board or item that you have open, the system notifies you by placing the star icon  in the tab header and changing the tab's color to light blue. This same star icon appears on the **Home** tab when you receive notifications.

Note: Even if a board is not open as a tab, the board name itself will be highlighted light blue within the control panel menu if updates or changes were made by another user.

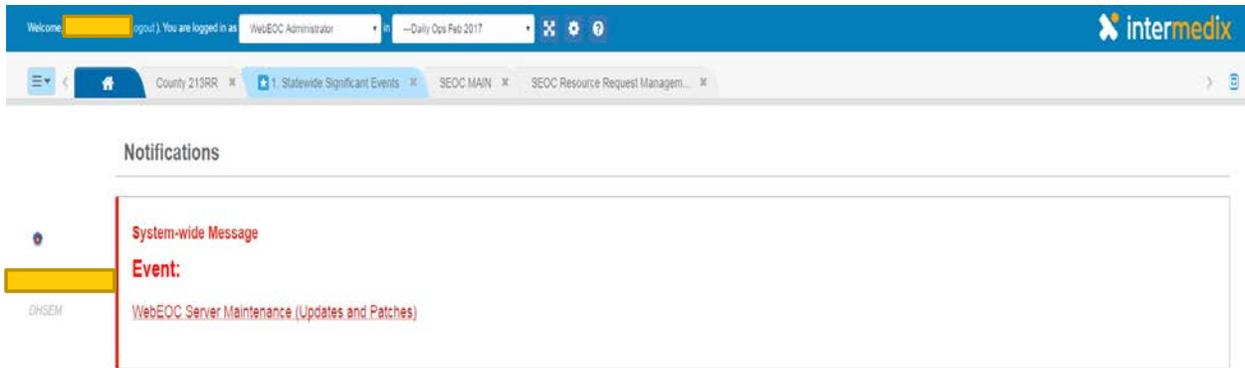


Figure 15

You can also scroll through the open tabs when they expand beyond the visible area by clicking the arrow icons to the left and right of the tabs.



Figure 16

Additionally, to rearrange tabs in a preferred order, simply drag and drop them as appropriate. The order you have chosen for your open tabs is remembered when you change positions or log off and then log back in.

2.4-BOARD REFRESH

Each time a new entry is posted or an entry is updated, the board refreshes with the new or changed entry appearing at the top of the board, unless other board sorting or filtering is applied. To temporarily suspend the refresh process when scrolling through entries on a board, select the **Disable Refresh** check box located at the bottom of each board. This can be helpful when working with a board and large amounts of data entered by other system users.

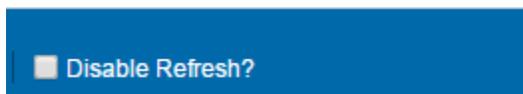


Figure 17

*Note: New data is not posted to the display until the **Disable Refresh** check box is unchecked.*

REFERENCES

Intermedix WebEOC (2018). User Guide Version 8.4