



WEBEOC HOW-TO: COUNTY MISSIONS BOARD

INTRODUCTION

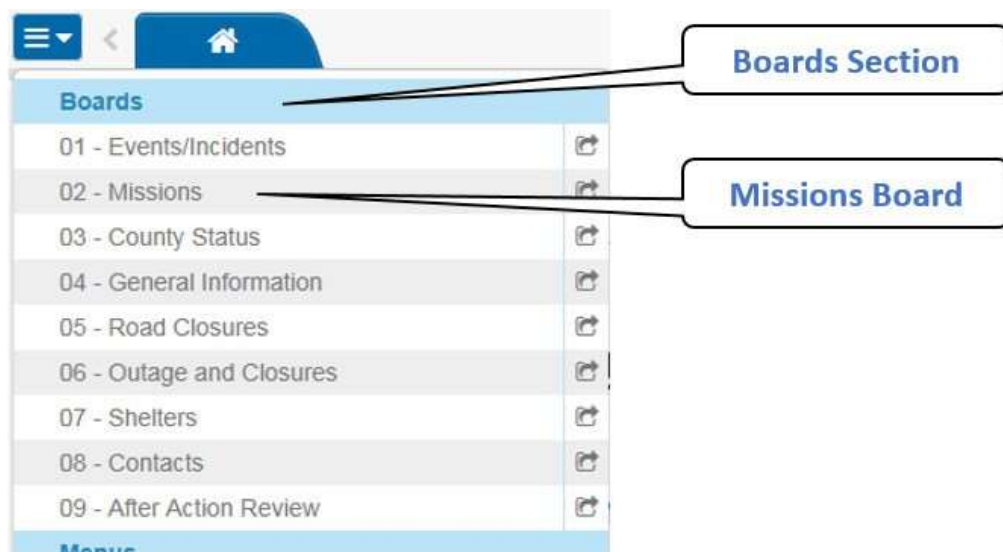
The County Mission board is just as labeled, a board for the local entities to record missions needed within their area during day to day or during incident operations. This board also shall allow a WebEOC user with EMA level position to submit the mission, if unable to fulfill, to the State EOC.

COUNTY MISSIONS BOARD

The Missions board can be accessed through the Control Panel dropdown. See image below.



Click on the Control Panel dropdown to expand the control panel, located the Boards Section.



Click on the board “02 – Missions” to open the Missions board.

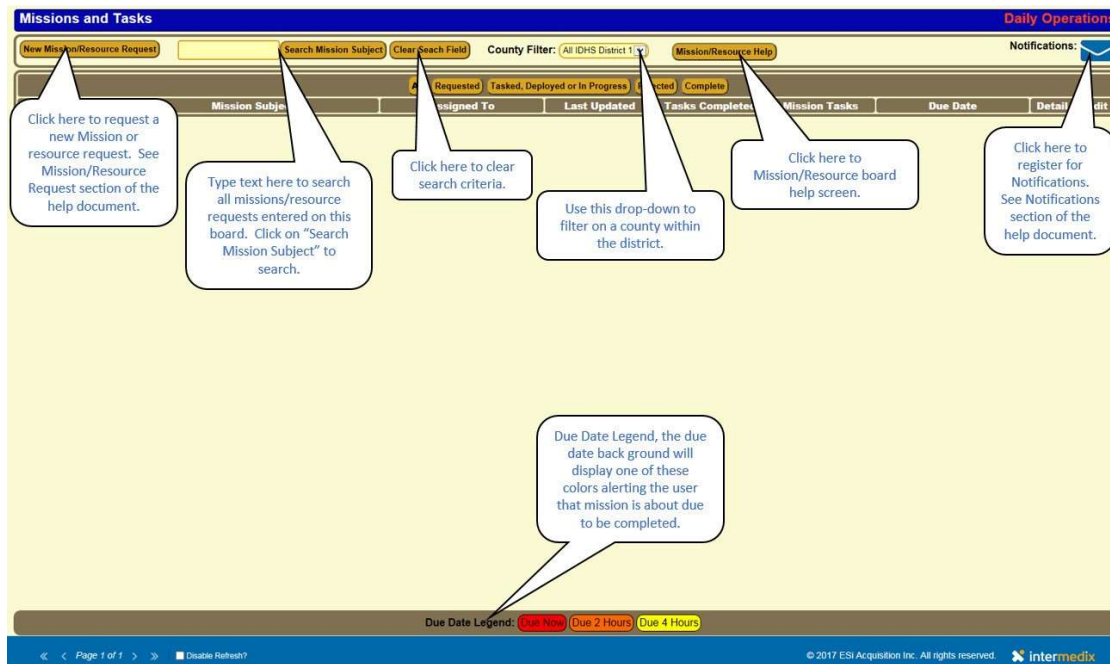
SERVICE

INTEGRITY

RESPECT

MISSIONS LIST VIEW

The mission list view gives you the option to select to enter a new mission, search for missions, filter based off mission status and sign up for notifications when missions are entered or updated.



MISSION SUBJECT SEARCH

The mission subject search capability offers the ability to search all missions for a keyword that is part of the mission subject.



To perform a search, enter the search criteria in, click on the "Search Mission Subject" and the results of the search will be returned and displayed. If no results are returned or displayed, then refine your search criteria. Once you have completed the search, found the mission you were searching for and made the changes you need too; use the "Clear Search Fields" to clean the results.

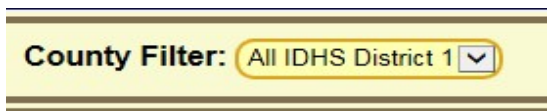
COUNTY FILTER

This filter gives the user the capability to filter to a specific county in the district to view only those missions for that county.

SERVICE

INTEGRITY

RESPECT



MISSION/RESOURCE HELP BUTTON

This button opens and displays this help document for quick reference.



NOTIFICATIONS

The notifications solution allows WebEOC users to subscribe to Missions/Resource Requests. See appendix A for more information about notifications.



MISSION/RESOURCE STATUS FILTERS

These filter buttons offer the user the ability to filter the list of mission by status.



- All – shows all Missions/Resource except the Rejected and Completed ones.
- Requested – shows all the Mission/Resource that have a status of Requested.
- Tasked, Deployed or In Progress – shows all Mission/Resource requests that have a status of Tasked, Deployed and In Progress.
- Rejected – shows all Mission/Resource requests that have been rejected by the State EOC for some reason.
- Completed – shows all Mission/Resource requests that have been completed by the county and/or State EOC.

SERVICE

INTEGRITY

RESPECT

Future detail about Mission/Resource request status are explained in the input view section below.

MISSION/RESOURCE INPUT VIEW

This input view gives all users that have access to the Mission/Resource board that ability to create new mission or resource requests. See image below that shows the button to click to create a mission/resource request.



By clicking on the “New Mission/Resource Request” button the input screen opens.

Mission/Resource Request

[Save/Update Request](#) [Return Mission/Resource Request List](#)

Incident Name:
Daily Operations

Request Date/Time:
09/27/2017 11:14:16

Mission/Resource ID:
M0927111416

Subject:(Required)

Mission Priority:(Required)
<< Select One >>

Mission Category:
<< Select One >>

Due Date:

Assigned To:(Required)
<< Select One >>

Mission Status:
Requested

☐ Send To State EOC

Mission Notes:

Requester Name:
Mike Hill

Requester Phone:
317-238-1758

Requester Email:
mhill@dhs.in.gov

Delivery Contact:(Required)

Delivery Phone:(Required)

☐ Same as Requestor

Address:(Required)

City:(Required)

State:(Required)
In

Zip Code:(Required)

Latitude

Longitude

Location Description:

[Map It](#)

Attachments

1.

Browse...

2.

Browse...

3.

Browse...

4.

Browse...

5.

Browse...

[Save/Update Request](#) [Return Mission/Resource Request List](#)

SERVICE

INTEGRITY

RESPECT

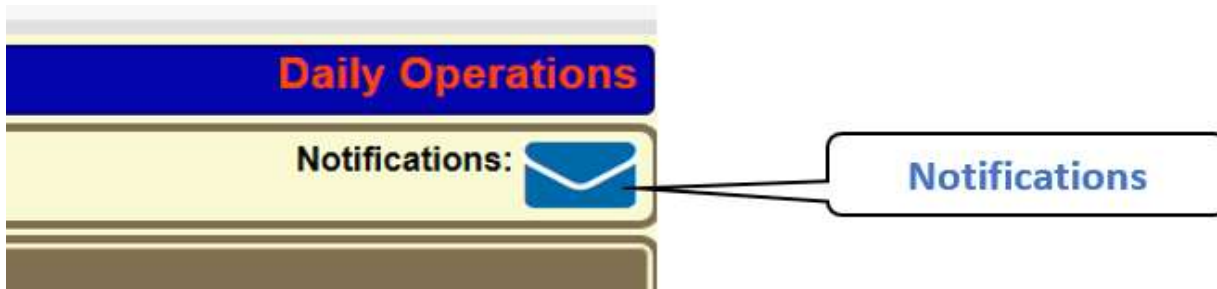
MISSION/RESOURCE REQUEST FIELD DEFINITIONS

- Incident Name – the name of the WebEOC incident that the user is logged into.
- Request Date/Time – the date and time that this request was started. This field is automatically populated and cannot be modified.
- Mission/Resource ID – the identification number for this request. This field is automatically populated and cannot be modified.
- Mission Subject –brief two-to-three-word description of the request. This is a required field.
- Mission Priority – a priority given to this request of low, medium or high. This is a required field.
- Mission Category – a category to help describe the mission/resource request. (Life Saving, Life Sustaining, Property Protection, and Special Event)
- Due Date – a date/time when this request needs to be completed.
- Assigned To – an ESF or Incident Command position in your County EOC or an agency in your county.
- Mission Status – a status of a request. (Requested, Accepted, Tasked, Deployed, In Progress, Rejected, Completed, and On Hold)
- Send To State EOC – check this box when a request needs to be fulfilled by the state.
- Mission Notes – enter details about the mission/resource request that is not covered in existing fields.
- Requester Name – the name of the person requesting a mission/resource request. This field is auto populated with the name from the user's WebEOC profile.
- Requester Phone – the phone number of the person a mission/resource request. This field is auto populated with the phone number from the user's WebEOC profile.
- Requester Email – the email address requesting a mission/resource request. This field is auto populated with the phone number from the user's WebEOC profile.
- Delivery Contact – the name of the person to which this request will be delivered. This is a required field.
- Delivery Phone – the phone number of the person to which this request will be delivered. This is a required field.
- Same as Requester – by clicking this check box you can make the delivery contact information the same as the requester information.
- Address – the address of where this mission/resource request will occur. This is a required field.
- City – the city where this mission/resource request will occur. This is a required field.
- State – the state where this mission/resource request will occur. This field is auto populated with "In". This is a required field.
- Zip Code – the postal code where this mission/resource request will occur. This is a required field.
- Latitude – this field is automatically populated if a valid address has been entered.
- Longitude - this field is automatically populated if a valid address has been entered.
- Location Description – a short description about the location.
- Map It – a link that will open a map when clicked. If a valid address has been entered, the map will show a point where the address is mapped. If no address or an invalid address is entered, nothing will be mapped. See appendix B for details on how to use the map.
- Attachments – location to upload five (5) documents to provide more detail about the mission/resource request. These files can be any format.

APPENDIX A - NOTIFICATIONS

The notifications feature in WebEOC allows users to subscribe to status boards and receive messages in the form of emails and desktop notifications when new records or updates are posted to that board.

Not all WebEOC Boards have notifications set up on them. When a blue envelope shows on the board is when you know notifications are enabled on the said board.



KEY FEATURES AND BENEFITS

- Receive desktop notifications on a Windows-based desktop or laptop computer, by email or both.
- Select the incidents for which to receive notifications.
- Automatically subscribe to newly created incidents.
- Indicate whether to be notified about new records only or both new and updated records.
- Specify when to receive notifications: anytime a record is added, up until a given date or only during a certain time of day.
- Download the Notifications Desktop Client installer directly from within the solution.
- Receive desktop notifications even when not logged in to WebEOC.

NOTIFICATIONS SCREEN

By clicking on the notifications icon (envelope icon), the notifications screen opens. See image below.

Notifications

Subscriptions

Notify On

Incidents

Scheduling Options

General Information

Board:

V8 Missions and Tasks District Template

View:

Mission List


Subscriptions*

Email:

☐

Desktop:

☐

 Download Notifications Desktop Client installer [here](#).

* Subscriptions are table-based, so settings are shared between all views that use the same table.

The notifications screen contains four tabs across the top (Subscriptions, Notify On, Incidents and Scheduling Options).

SERVICE

INTEGRITY

RESPECT

SUBSCRIPTIONS TAB

The subscriptions tab has two functions: the subscription itself and the Notifications Desktop Client installer. The general information section contains information about what board and view you are subscribing too. The subscriptions section allows the option to subscribe by email, desktop or both email and desktop. To subscribe to email messages, select Email. Select Desktop to receive messages to your desktop though the Notifications Desktop Client. See the Notifications Desktop Applications Setup section below for instructions on how to install and set up the application.

The screenshot shows the 'Notifications' tab interface. At the top, there are four sub-tabs: 'Subscriptions', 'Notify On', 'Incidents', and 'Scheduling Options'. A callout points to the 'Notify On' sub-tab, labeled 'Notification Options'. Below this is the 'General Information' section, which includes fields for 'Board' (set to 'V8 Missions and Tasks District Template') and 'View' (set to 'Mission List'). A callout points to the 'Board' field, labeled 'Current WebEOC Board'. Below this is the 'Subscriptions*' section, which includes checkboxes for 'Email' and 'Desktop'. Callouts point to these checkboxes, labeled 'Email Notification Check Box' and 'Desktop Notification Check Box'. Below the checkboxes is a link to 'Download Notifications Desktop Client installer here', with a callout labeled 'Desktop Client Installer'. At the bottom, a note states: '* Subscriptions are table-based, so settings are shared between all views that use the same table.'

The Notifications Desktop Client installer application enables the user to receive messages from WebEOC even if you are not logged into WebEOC. Click on the link to download and install the client application. If you have any issues installing this application, contact your local IT support for assistance.

Notifications Desktop Application Setup

1. After installation, go to your Start menu and click the WebEOC Notifications Client application.
2. In the Settings window, enter information in the fields.
 - a. Username – Your WebEOC username.
 - b. Password – Your WebEOC password.
 - c. WebEOC URL – URL for your WebEOC Server (<https://webeoc.in.gov/eoc7>).
 - d. Check Interval (seconds) – A time in seconds that, after which, new notifications are checked for and appear.
 - e. Language – Language to be used throughout the Desktop Application interface.

SERVICE

INTEGRITY

RESPECT

- f. If you want the application to automatically start when Windows starts up, select the Autostart when Windows boots check box.
 - g. Test the connection to the server by clicking Test. If not successful, then double-check the settings and try again.
 - h. Click Save. Your information is saved, and the application begins running in the background.
3. The notifications icon in the system tray informs you that the application is running. By default, the application stops checking for notifications if, after 10 attempts, it fails to communicate with the WebEOC Server. However, you will receive any pending notifications after the system resumes automatic checking. To manually start or stop the checking for notifications at any time, select Begin Checking Notifications or Stop Checking Notifications as applicable.

NOTIFY ON TAB

Specify if you want to be notified about new records only or both new and updated records.

Notifications

[Subscriptions](#)[Notify On](#)[Incidents](#)[Scheduling Options](#)

Notify On

New Records Only:

☒

New and Updated Records:

☐

New Records Only

New and Updated Records

INCIDENT'S TAB

Select the incidents for which you want to receive notifications. If the desired incident is not listed, click Add Incidents and select the check box associated with the appropriate incident from the Available Incidents window. At least one incident needs to be selected. Select the Automatically Subscribe to new incidents check box to subscribe to all incidents that will be created in the future.

Notifications

[Subscriptions](#) [Notify On](#) [Incidents](#) [Scheduling Options](#)

Incidents

+ Add Incidents

Add Incidents

0 entries

Currently there are no records.

Remove

Note:
Be sure you have selected at least one subscription type under the Subscriptions section.

Automatically subscribe to new incidents: ☐

Select this option.

SERVICE

INTEGRITY

RESPECT

SCHEDULING OPTIONS

Specify when you want to receive notifications.

Notifications

The screenshot shows a web interface for scheduling notifications. At the top, there are four tabs: 'Subscriptions', 'Notify On', 'Incidents', and 'Scheduling Options'. The 'Scheduling Options' tab is selected and highlighted with a blue border. Below the tabs, there is a section titled 'Scheduling Options' with a light gray background. Inside this section, there are three radio button options: 'All Times:', 'Until:', and 'Time of day:'. The 'All Times:' option is selected, and a callout box with the word 'Recommended' in blue text points to it. Below these options, there is a text input field labeled 'Scheduled Time(s):'. The entire form is contained within a light gray border.

- All Times – Receive notifications anytime a record is added or updated (recommended).
- Until – A date and time when you want notifications to stop.
- Time of Day – A time range during which you want to receive notifications.

Note: Messages sent outside the defined scheduling period are not stored.

SERVICE

INTEGRITY

RESPECT

CLICKING SAVE

Once all notification settings have been configured, click the Save button.

END OF APPENDIX A – NOTIFICATIONS

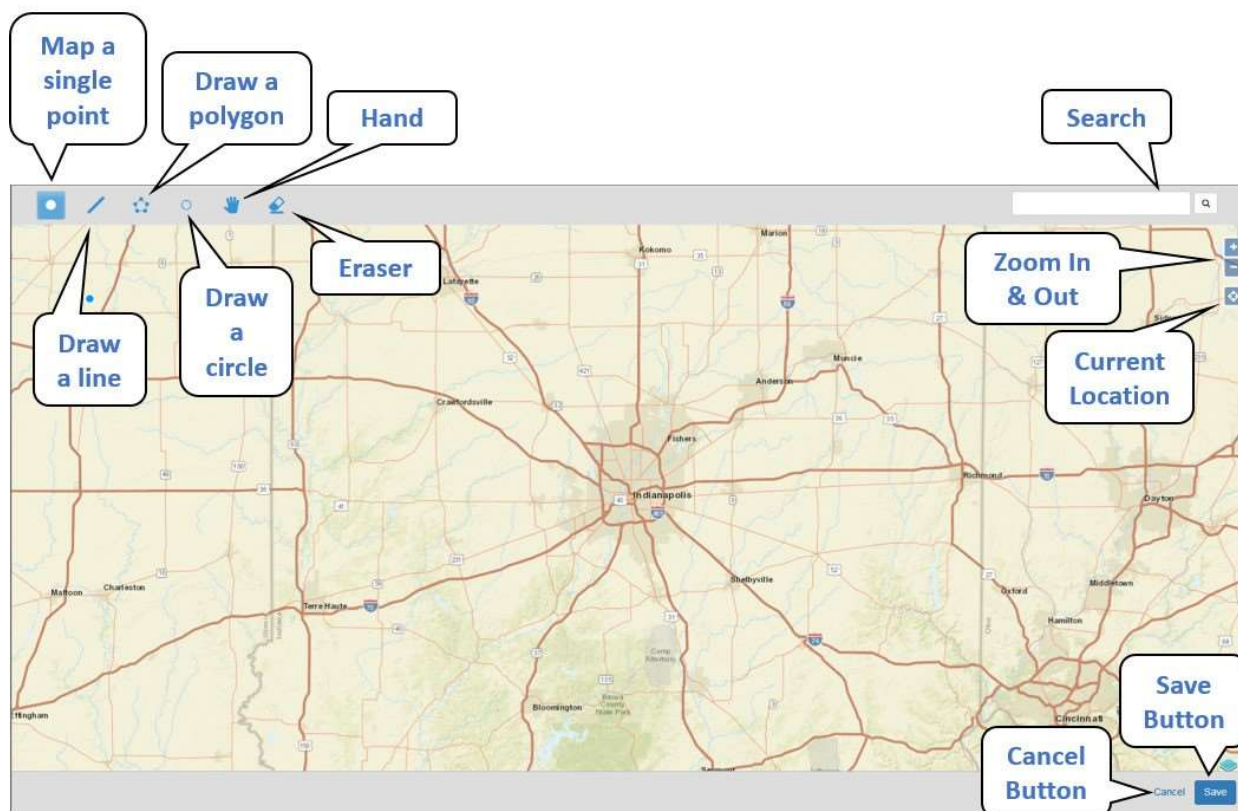
APPENDIX B – MAPPING

The mapping feature in WebEOC allows the user to map different mission/resource requests. To map a location on a WebEOC map, first click the “Map It” link or button.

Location Description:

[Map It](#)

After clicking on the “Map It” link or button, a map will open showing that State of Indiana.



SERVICE

INTEGRITY

RESPECT

Single Point – A single point is the simplest feature to create. Select the single point feature and simply click the map where you want to add a point.

Line – To create a line on a map, select the line feature. Select the beginning point on the map, click the left mouse button, then move the mouse to the end point and click the left mouse button twice.

Polygon – To create a polygon on the map, select the polygon feature. Select the beginning point on the map, click the left mouse button, then move the mouse to the next point, click the left mouse button. Continue drawing the polygon around the affected area. To complete the polygon, you must click on the beginning point to fully enclose the affected area.

Circle – To create a circle on the map, select the circle feature. Select the center of where you want to draw the circle on the map, click the left mouse button, then move the mouse away from that point. Once you have the circle highlighting the appropriate area, click the left mouse button to complete the circle.

Hand – To use this feature, select the hand. This allows you to move the map up, down, left or right.

Eraser – to use this feature, select the eraser feature. This allows you to erase any point, line, circle or polygon on the map.