

WebEOC quick reference guide

Opening WebEOC: Website Link - <https://gdphepr.webeocasp.com>

- Click Accept



The screenshot shows the top of the WebEOC login page. At the top left is the JUVARE logo and 'WebEOC'. Below it, there is a section for assistance contact information. It says 'For assistance contact us at:' followed by the email 'dph-epr-tactical-communications@dph.ga.gov'. Below that, it says 'or' followed by 'support@gha911.org'. At the bottom of this section is a blue 'Accept' button, which is pointed to by a red arrow.

Logging In



The screenshot shows the main login form. It has the JUVARE logo and 'WebEOC' at the top. Below that are two input fields: 'Username *' and 'Password *'. At the bottom of the form is a blue 'Log In' button.

- Enter Username: Use the following format

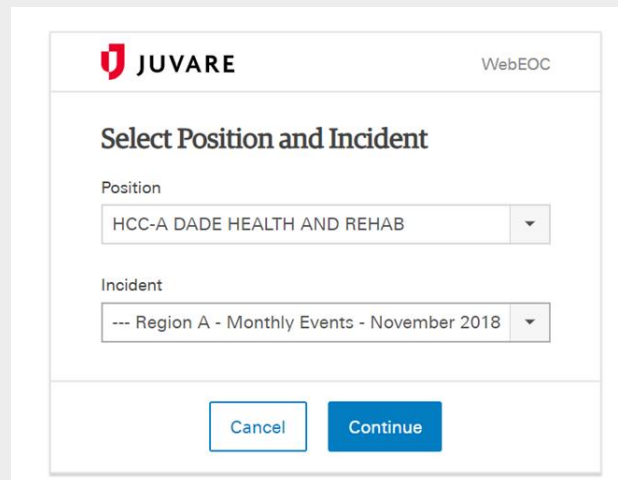
HCC-Letter or Region space

Name of Facility

- Password: epr12345
- Click login

DO NOT CLICK CONTINUE YET!!!!

Selecting your Position and Incident



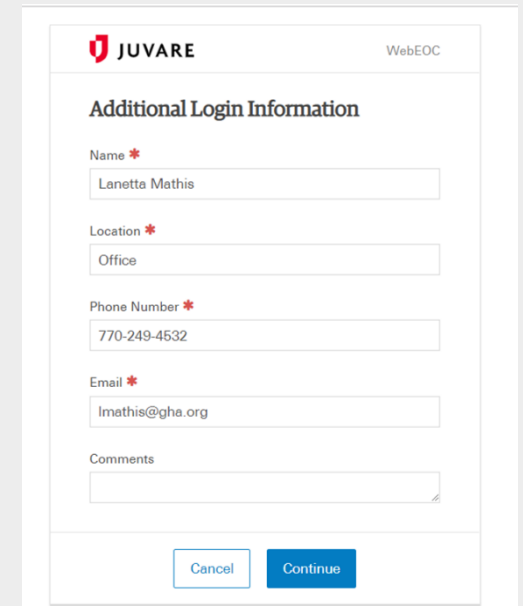
The screenshot shows a form titled 'Select Position and Incident'. It has two dropdown menus. The first is labeled 'Position' and has 'HCC-A DADE HEALTH AND REHAB' selected. The second is labeled 'Incident' and has '--- Region A - Monthly Events - November 2018' selected. At the bottom of the form are two buttons: 'Cancel' and 'Continue'.

- Select position: The exact same as your username. #3

- Choose given incident name **OR** HCC-Letter of your Region- Monthly Events-Month/year
- Click continue

Adding Additional Login Information

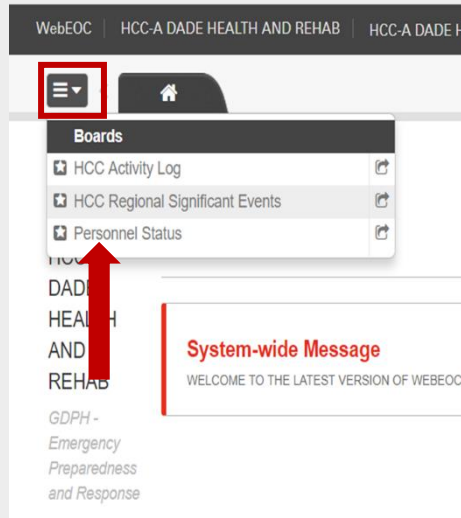
- Additional Login Information: Please add YOUR information then click continue



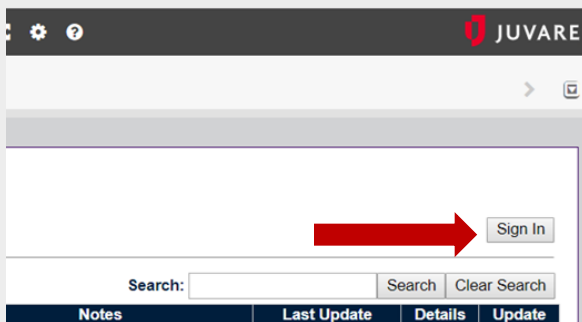
The screenshot shows a form titled 'Additional Login Information'. It has several input fields: 'Name *' (Lanetta Mathis), 'Location *' (Office), 'Phone Number *' (770-249-4532), and 'Email *' (lmathis@gha.org). There is also a 'Comments' field. At the bottom of the form are two buttons: 'Cancel' and 'Continue'.

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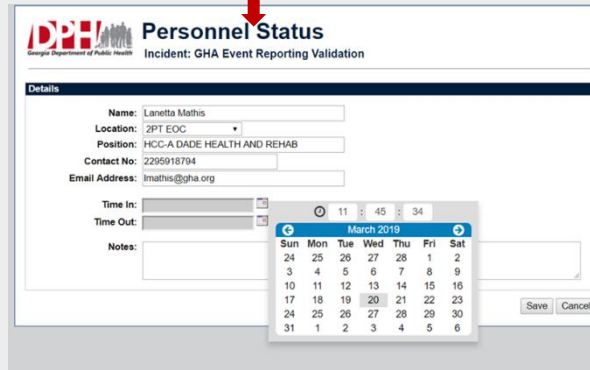
- Go to control panel (box with 3 lines and down arrow) to the left and choose personnel status in the drop down box.



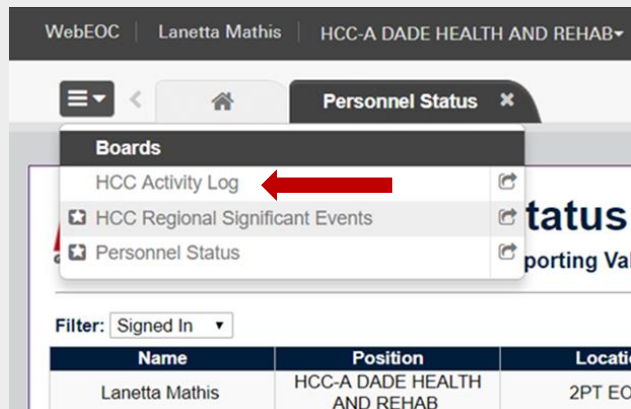
- Click the Sign in button on your right



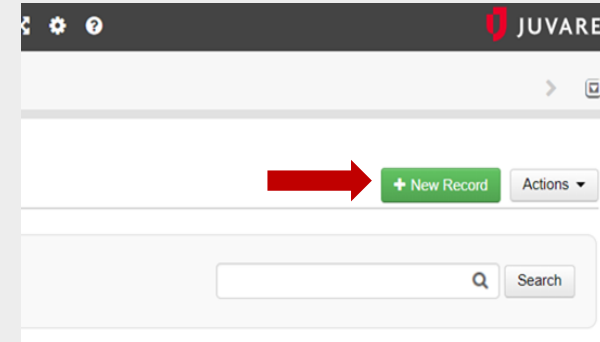
- Click on Calendar next to time in and choose date then click save



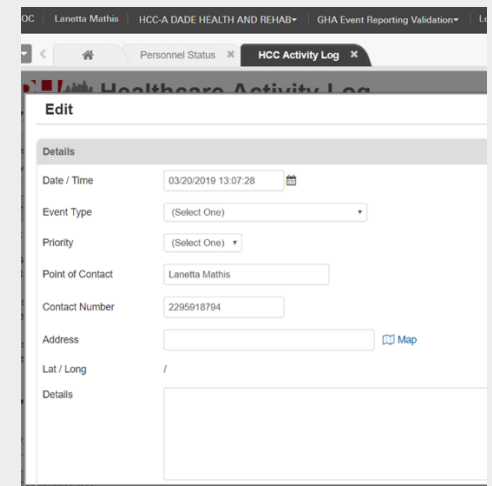
- Go to Control Panel and select HCC Activity Log



- Click on Green New Record button to your right



- Enter all information relating to event



- Don't forget to sign out of your shift by going back to the personnel status board and click update by your name, then select the calendar next to time out and then click save.