

## Logging into WebEOC

(For those who already have an account set up)

A. Go to <https://webeoc.rdc.noaa.gov/eoc7>

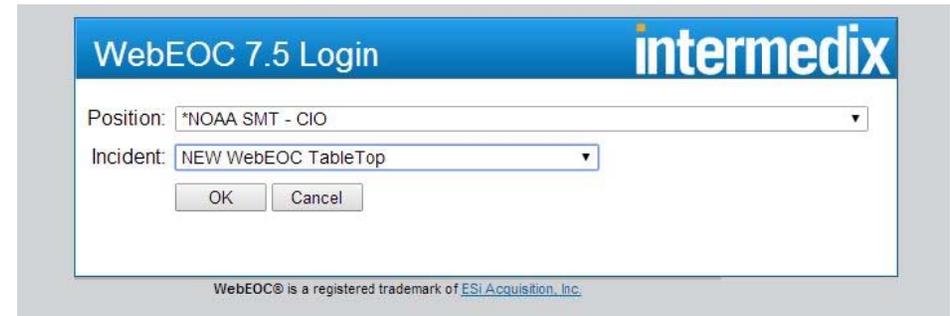
## B. Login Screen

User: LDAP email username

Password: LDAP email password

Position: Your *organization* will be automatically selected

Incident: Select the current incident. (*The most recent incident will be selected by default.*)



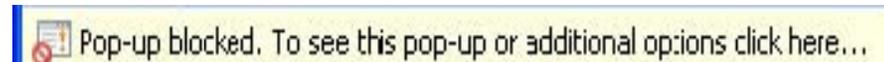
## C. Additional Login Information

Enter your complete contact information as prompted.



### **Note: Pop-up windows must be enabled**

If you see a "logged in" message but no Control Panel, your computer is blocking pop-up windows. Look for the error message below and follow the prompts to select "Always allow pop-ups from this site."



## The Control Panel

Display the Boards used for NOAA WebEOC:

*Click on the incident name to view another incident.*

*Click on the name of the display board to open it and view posted events.*

**Red Text** means that there is new information to be viewed.

## Boards To Use

1. [NOAA Position Log](#) – this is your ‘diary’, what you’ve done, what you’re working, what info will help the person replacing you when your shift is over
2. [NOAA Significant Event](#) – these are events that either directly affect the security of our Nation, or have a direct impact to NOAA Operations/PMI
3. [NOAA Ops Rhythm](#) – the plan for the day, refer to this often to find deadlines, meeting times, and other key information
4. [NOAA Action Tracker](#) – the main source for tracking those actions that have been assigned to NOAA
5. [NOAA SitRep](#) – the input screen for that information that will be compiled into the daily Situation Report for the incident
6. [Checklist](#) – a list of those items that will help your do your job
7. [Board Enhancements](#) – use this to let us know what is or isn’t working properly or could be better designed
8. [Who is Logged In](#) – allows you to see who else is logged into and using WebEOC

## NOAA SitRep

- Use the SitRep to post that information to be part of the NOAA Situation Report

This is your LO/SO’s location to post current information on impacts and operation related to Personnel, Mission, Infrastructure and any Attachments for reporting needs. Fill in percentage complete for personnel accountability, and indicate no impacts if operations or infrastructure area at risk during the incident.

The screenshot shows the NOAA WebEOC 7.5 Control Panel interface. The browser title is "WebEOC 7.5 - Windows Internet Explorer" and the URL is "https://webeoc.rdc.noaa.gov/eoc7/controlpanel.asp". The user is logged in as "sarah.dunford as \*NOAA SMT - NWS". The interface displays a list of boards under the heading "Boards". The boards listed are:

- 1. NOAA Position Log
- 2. NOAA Significant Event
- 3. Action Tracker
- 4. NOAA SitRep
- Action Tracker Dev 2
- Board Enhancements
- File Library
- Who is Logged In
- Boards NCR
  - NCR Enhanced Storm Tracker
  - NCR EOC Status
  - NCR Infrastructure Status
  - NCR Significant Events
- Tools
  - Admin
  - Messages
  - Plugins
    - WebEOC Mapper
  - Links
    - ICC GIS CONUS Status Map
    - ICC GIS Google Earth
    - Incident Action Brief
    - NOAA Response Link
    - NOAAWatch

Annotations on the screenshot include:

- Position Name**: Points to the user's name "sarah.dunford as \*NOAA SMT - NWS".
- Login Name**: Points to the user's name "sarah.dunford as \*NOAA SMT - NWS".
- Incident Name**: Points to the "EH14 SMT Training Exercise" link.
- Board Names**: Points to the list of boards.
- Log Off Button**: Points to the "Log Off" button.
- Data Input/ New Record Available**: Points to the blue plus icon next to "Action Tracker Dev 2".
- Data Input/ New Record Not Available**: Points to the grey plus icon next to "Who is Logged In".

**NOAA Action Tracker:** Use the NOAA Action Tracker to post an Action Item to be completed, NOTE: Action Tracker Board display automatically opens to **My Assignments** showing actions assigned to you.

- Open a new Action Item entry form by clicking on **blue** plus on the control panel or in the Action Tracker board

Tracking #	Details	Originator	Assigned Lead	Assigned Support	Assigned Support (2)	Priority	Time Due	Status	Details	Update
TN-3488224	this is a test	HSPO	*NOAA SMT - CFO	*NOAA SMT - LA	*NOAA SMT - OMAO	Low - next 6 to 12 hours	03/04/2014 05:49:00	Assigned	Select	Update

Complete these fields on the screen:

- Short Task Description – “title” of Action
- Action Lead – select from the drop down list.
- Action Support – select from the drop down list
- Action Support – select from the drop down list (if needed)
- Detailed Description – Details of requested Action
- Priority and Date/Time – select from the drop down list
- Task POC and POC Number – enter info for the person to contact for more information

Provide a short description of the Action being requested

Provide a detailed description of the Action being requested

Select the Action Priority and Date/Time Due

Identify the POC and their contact number

Report As: heather.gilbert

**NOAA Action Tracker**

Action Tracker Message

Task Assignment Form (9/29/2010)

1. Incident Name: Development Test

Date/Time: 3/6/2014 14:25:23

3. Task #: TN-7112734

Action Lead: [Dropdown]

Action Support: [Dropdown]

Action Support 2: [Dropdown] (if applicable)

Short Task Description (Limit 50 characters):

Detailed task description:

Priority: (Select)

Date/Time Due: [Calendar]

Task POC: [Text]

POC Number: [Text]

Buttons: Save, Cancel, Spell Check

Click Save

Choose an Action Lead

Choose an Action Support

Choose an Action Support 2 (if needed)

- Once an action has been assigned to you click **'Update'**
  - Select “In Progress” to show you’ve accepted the Action
  - Select “Completed” when you’ve completed the Action
    - Put completed information in the “comments” selection

# NOAA Position Log and NOAA Significant Event

- Normal use of the NOAA Position Log is to post information on what you have done while working in your position
- You will also use the NOAA Position Log to post information on the **Significant Events board**.
- Open the NOAA Position Log Entry screen by clicking on the “**New Record**” button in the NOAA Position Log display board.

## 1) Complete these fields on the screen.

- Event Type – select from the list.
- Address – enter the complete address of the event.
- Attachment – use to attach a file from your computer.
- Details – be very specific.

### **Guidelines for entering information:**

**Be concise and specific in your description of the event.** Write a brief description including the implications of the event and any initial actions taken. Include numbers when appropriate (e.g. number of people affected).

The information should be **appropriate and polite**. Remember that your entries will be seen by many people.

**Do not use jargon or acronyms** when entering information. Make sure that everyone knows what you’re talking about.

- ## 2) Select “**NOAA Significant Events**” if this event should be seen by everyone in the system.

An event is “significant” if it directly affects the security of our Nation, or has a direct impact to NOAA Operations/PMI

- ## 3) Select “**LO/SO**” to post the event for one/some/all NOAA SMT’s members to view on their NOAA Position Log (info will now be posted to NOAA Significant Event)

- ## 4) Click “**Save**” to post the information.

NOAA Significant Event Board

Record # 123  
Event Type: Fire  
Position: NOAA EOC Manager  
Name: Robb Wright  
Phone:  
Date: 08/19/2011 11:24:29  
Attachments:  
Map Label: Map Electrical fire  
Address/Location: 28540

Test - fire from downed electrical lines.  
Status of facilities is not known.  
NOAA EOC Manager - Robb Wright at 08:06:58 on 8/26/2011  
Test incident at 2853  
NOAA EOC Manager - Robb Wright at 11:24:29 on 8/19/2011

Details

NOAA Position Log Ops

Report As: heather.gilbert

Incident: Development Test

Originator: NOAA SMT - NWS  
Originated By: heather.gilbert  
Location: hg  
Phone: hg  
Date/Time: 8/7/2012 17:16:00  
Event Type: Development Test  
Priority:  
Point of Contact Name:  
Contact Number:  
Map Label:  
Address/Location: Map It  
Lat/Long:  
Attachment 1: Choose File No file chosen  
Attachment 2: Choose File No file chosen

Routing  
 NOAA Significant Events  
 NWS  
 NOS  
 NMFS  
 OAR  
 PPI  
 WMFO  
 CIO  
 HSPO  
 CFD  
 CAO  
 AGO

Save Cancel Spell Check