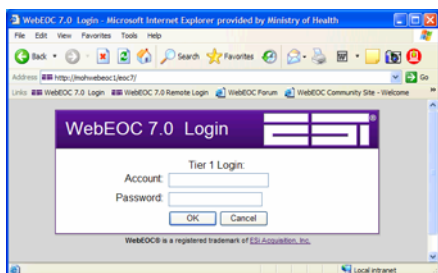


## NZ Health WebEOC Quick Reference Guide

### Opening WebEOC

- Open Internet Explorer
- Access <http://moheoc.moh.govt.nz/eoc7/>



### Adding to Favourites

- Click Favourites from the drop down toolbar
- Click Add...
- Click **OK**

Turn off Pop-Up Blocker (you must always allow pop-ups to run WebEOC)

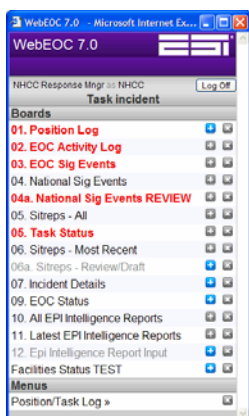
- Choose Tool,
- Click **Always allow pop-ups for this site**

### Logging In

- Enter the Account and Password supplied for the Tier 1 Login



- Select your **Jurisdiction**
- Select your **Username** from the user list
- Type in your **Password**
- Select an **Incident** from the drop down list
- You should normally select the incident for your organisation (you will be advised if you should select a 'National View')
- Click **Login**, enter your Name if requested and click Login. The Control Panel will open.




### Boards

#### To view information

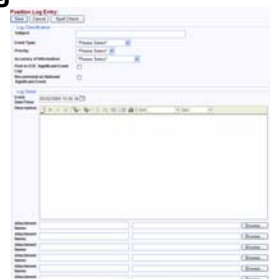
- Click the board name. Red bold means new information

#### To add information

- Click the plus button 
- Complete the information
- Click the Save button

*Different levels of users may have slightly different functionality. Lower users can generally add information whilst higher users can review and publish information*

### Position Log



- Use to record all information for your role and record information in them **EOC Activity Log**
- Post entries straight to the **EOC Significant Activity** if it is strategic.
- Recommend entries as a **National Sig Event**. This will be reviewed by a CIMS function manager or higher then posted or rejected
- Generate a **Task** associated with a log entry and assign it internally or to external agencies
- To attach a document click and browse to its location

### Tasks

- Tasks can only be created from a **Position Log or Significant Activity**
- Once a task is initiated it may be assigned to a user within your EOC or sent to external organisations
- External tasks will be reviewed and assigned by the receiving organisation
- Use the filter button to identify unassigned tasks or tasks assigned to you
- Tasking records who, what, and when at all stages and suggests due by:
  1. High priority = +30 mins
  2. Medium = +60 mins
  3. Low priority = +2 hrs
- These fields can be changed to other values

### Activity Log and Sig events

- Access any posted log entry
- Overview of everything happening in the EOC

Incident Name: H1N1 Virus Outbreak 25 April 2009				
National Sig Events (all display) - Sorted by Time Updated				
Search Description: [Search] Note: To clear search, clear out text field then click search again				
ID	Time Updated	Created By	Description	Attachments
4324	22052009 07:37:14	NHCC Operations Mng	<b>ALL DHBs - local 0800 numbers to support Healthline</b> FAC DHBs The NHCC is reviewing capability and capacity to establish local 0800 numbers to support Healthline should we move to a 'manage it phase'. Please respond to the 6 questions in the attached task by close of play Tuesday 26 May. You are not to...	
4326	22052009 07:11:25	NHCC Border Management Ops	<b>Border Advisory No 22 as of 21 May 09</b> Border Advisory Update No 22	<a href="#">Border Advisory Update No 22</a>
4327	22052009 07:11:04	NHCC Border Management Ops	<b>Cabin Crew Advisory</b> Updated Cabin Crew Script for Inbound Aircraft	<a href="#">Cabin Crew Script</a>
4345	22052009 07:01:58	South Canterbury DHB EOC Manager	<b>CBAC Assessment &amp; CDEM Welfare forms</b> In reply to Northern HCC #4329 - South Canterbury DHB and the regional CDEM Welfare Management Committee developed the attached page 2 of our CBAC assessment form during Exercise Crusadebank and reconfirmed earlier this month. CDEM Welfare personnel will not b...	<a href="#">SCDHB CBAC assessment form</a>
4342	21052009 18:05:19	Northern HCC Incident Controller	<b>NRHCC Incident Action Plan</b> Please see attached Incident Action Plan from the NRHCC	<a href="#">NRHCC Incident Action Plan (doc)</a>
4328	21052009 17:51:41	Northern HCC Planning and Inter Mng	<b>CBAC PMDS and the Capture of Welfare Data</b> It would be useful if the PMDS forms produced for CBACs could capture basic welfare details to provide the inter-agency link at the point of service; this would provide information for CDEM to follow up after consultation at CBACs. This would reduce the need...	
4314	21052009 17:51:31	Northern HCC EOC Response Mng	<b>Influenza A Weekend response protocol</b> Standard Operating Procedure for LMB+ Auckland Hospital regarding weekend influenza A surveillance and reporting	<a href="#">Influenza A response protocol</a>

## Situation Reports (Sitreps)

- Each CIMS function can add information to the latest sitrep
- When the sitrep is complete it may be Published
- View **Sitreps – Most recent** or **Sitreps – all chronological**
- **Filter Buttons** at the top allow searching by region etc
- Remember every sitrep in the country is viewable

*Note – Once you have saved a sitrep opening a new sitrep will auto-fill with data from the previous one  
All users may edit the EOC contact details if required*

## Incident Action Plans (IAPs)

- IAPs can be developed by each agency for each incident they are responding to
- Each IAP can be printed entirely or in sections
- IAPs are formatted to print as PDFs for easy viewing
- When the IAP is complete it may be Published

## DHB Dashboard

- Completed by DHBs, showing key quantitative data

## Anti-Viral Supplies

- Completed by DHBs and NHCC showing amount of AV held and issued.

## Incident Status

- Key information about the incident
- Viewable to all
- Information may be added by CIMS managers and higher

## Incident Specific Attachments

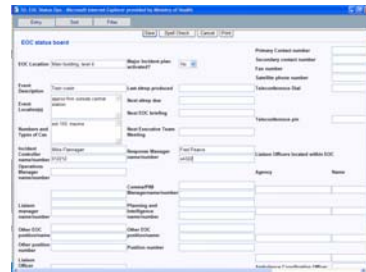
- Attachments for an incident, such as maps or word documents should be described and attached here
- This is filtered as with other boards

## File Library

The file library allows all WebEOC users to upload and download any file. Click on **File Library** in the Control Panel to display the list. The folders are pre-defined but users may add to each folder. Some folders, such as contact details, are read only.

## EOC Status Board

- Key information about who is involved in managing the incident
- Time of next meeting, sitrep, contact numbers etc
- A global display – want to know who the Incident Controller is in another organisation? Look them up. Filtered in the same way as Sitreps



## MapTac

MapTac can be used to share and annotate image files. It is not a GIS program but may be used with an image exported from one (jpg, gif, bmp.)

The Incident Controllers, EOC Managers and Assistants can annotate or mark maps in 'real-time' allowing other users to see the changes.

- Click MapTac on the Control Panel and select an image from the drop down list

## Placing markers on the image

- Click on the image heading and then click on the desired icon
- Position the 'crosshairs' on the image and click once to deposit the marker
- Drag and resize the marker with the cursor

## Deleting a marker

- Right click on the marker and confirm delete

## WebLinks

- Click on WebLinks on the control panel to bring up a list of URLs for useful websites

## Printing

- Open the display view you wish to print
- Select print and follow dialogue box instructions

## Sorting displayed lists

Many views open as a list of entries. Hover the cursor over the column heading to see if you can sort by it (i.e. Priority; High→Low)

## Date Picker (Calendar)

Simply click on a date to change the day. To change the time you must click on a date after altering it.

## Got a suggestion?

Please raise it with your emergency manager or forward it to [webeoc@moh.govt.nz](mailto:webeoc@moh.govt.nz)