

# MDPH WebEOC 8.1 Quick Reference Guide for Local Public Health

## Accessing WebEOC

<https://mdph.webeocasp.com/mdph>

## Logging In

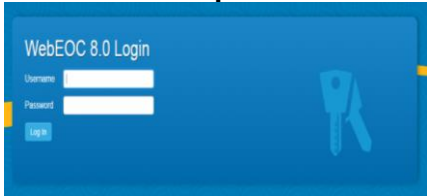
### Announcement page



This will show any up to date announcements.

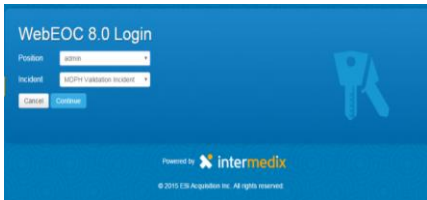
- Click the **Accept** button.

### Username and password:



- Type in your username. Your username will be the name of your community and Public Health (ex. Abington Public Health). If you need assistance please contact either your regional coordinator or [dph.webeoc@state.ma.us](mailto:dph.webeoc@state.ma.us)
- Type your password and click **Log In** button.

### Position and Incident



You are only assigned one position. You do not have to change position.

- Select an Incident from drop-down lists
- Click **Continue** button.

## Additional Login Information



- Enter complete contact information as requested. This information will populate other boards for identification throughout the system.
- Click **Continue** button.

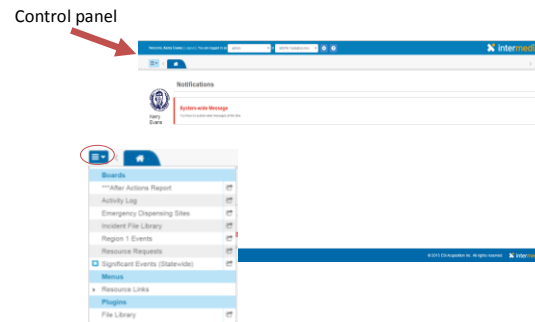
## Home Page

Once logged in, the Home Page is launched. The Home Page will display any system-wide information.



## Control Panel

To access your control panel, click the box with the three lines in the upper left corner.



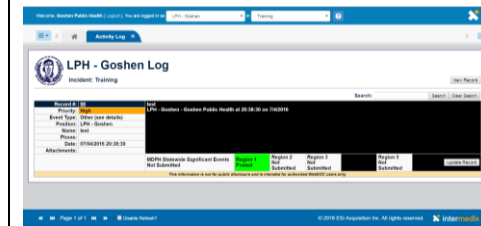
## Viewing Information

- Click on the board name to view the board.
- If there is new data in a board, there will be a star next to the name.

When you open a board from the control panel, the board will be shown in tabs on the top of the window. A tab that is highlighted in darker blue is the current board open. A tab that is not active, but has a star next to the board name, indicates that new information is available on the board.

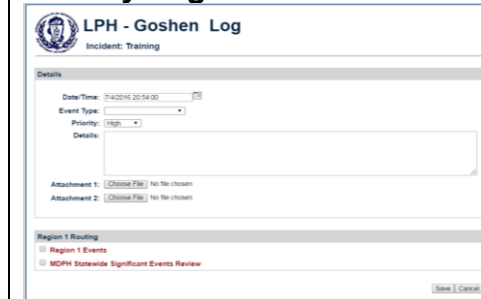
## Posting information

All information posted to a significant events board originates from an activity log.



- Click **Activity Log** on the control panel.
- Select **New Record** button in the upper right corner.

## Activity Log



Complete the fields on the screen:

- Event type
- Priority
- Details

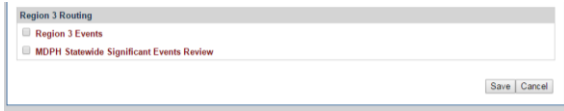
If this does not need to be sent to another board, click **Save** button.

To send the information to another board, you must route the posting using the routing panel on the bottom of the activity log.

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## Routing

Information will only be kept in your own activity log unless you route it accordingly.



- Choose where your post should go (regional board or Significant Events (Statewide) board) by using the checkboxes
- Click **Save** button.

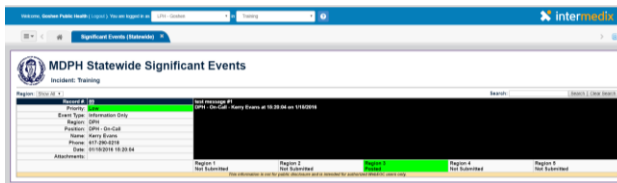
## Significant Events Boards

### Regional Board



This will show postings from healthcare entities in your MDPH region. **To post to this board, you need to route to it from your activity log.**

### Significant Events (Statewide)



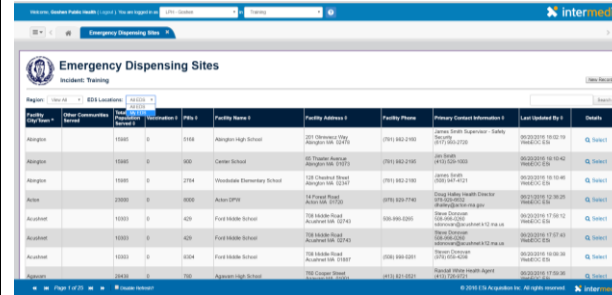
This board will show postings from healthcare entities and MDPH, across the state. **To post to this board, you need to route to it from your activity log.**

**Entries sent to the Significant Events (statewide) board are reviewed before they are posted.**

## Emergency Dispensing Sites Board

Each EDS location across the Commonwealth is captured on one board, housed in WebEOC. Each community will see all sites, but will only have the ability to edit the ones located in their own community.

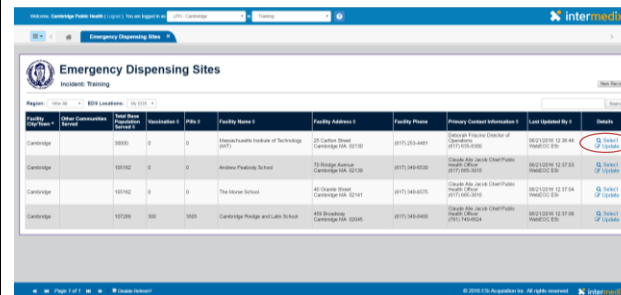
To view the EDS in your community:



- Click **Emergency Dispensing Sites** on control panel
- Choose **My EDS** from the EDS locations dropdown and the list of EDS associated with your community will appear.

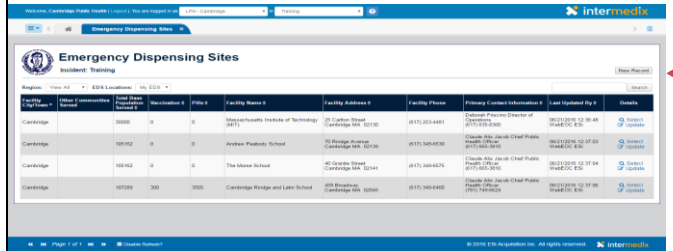
EDS information will only be able to be edited by the host community.

To edit EDS information for a location:



- Click **Update** on the record you wish to edit.
- Change the appropriate information and click the **Save** button.

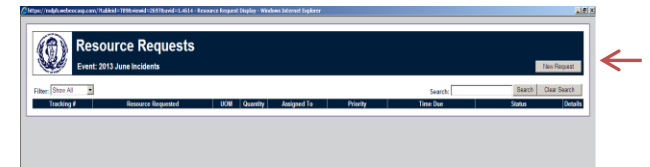
To add a New EDS location:



- Click the **New Record** button in upper right corner.
- Complete the necessary information.
- Click the **Save** button.

## Resource Request Board

All requests (**after** being communicated directly to ESF-8, either through the Duty Officer or the ESF-8 desk at the State Emergency Operations Center) shall be entered into the Resource Request Board.



To enter a request:

- Click **New Request** button in upper right corner



- Fill out all information
- Click **Save** button.