WebEOC

The Daily Intel Board for All Users

About the Daily Intel Board

Status Boards are the heart of WebEOC where incident information is entered, managed and displayed universally and simultaneously to all authorized users. A status board, or just "board", is basically an electronic version of a large, chronological or categorical paper status board or a white board that displays information for an event. Each board may have a different layout and features available for use.

The **Daily Intel** board is the "big picture" board where information from various WebEOC resources is displayed in one board, giving viewers an overall look at "who did what when" throughout the State with select incidents, news reports and other Intel information. Most WebEOC users will have some access to the *Daily Intel* board; permissions range from *view general release information only* to *view & update all data including FOUO*.

Using the Daily Intel Board

To access any status board in WebEOC, log into WebEOC to display the *Control Panel* window. Boards that are available to your position are listed in the top section called **Boards**. Boards are listed on the *Control Panel* in alphabetical order. Some boards have an asterisk (*) or multiple asterisks (**) in their names which places those boards at the top of the list. Boards with unread data will appear in **bold red** on the *Control Panel*. See *Figure 1* for an example of how your Boards section may look. Click on the name ****Daily Intel**** to open the board in display view.
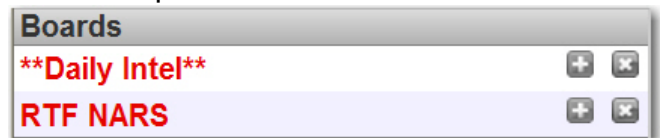

Figure 1 - Example of the Boards section on the WebEOC Control Panel

Security Warnings

Some WebEOC boards including the *Daily Intel* board display two types of content, *secure* (HTTPS) and *unsecure* (HTTP). If you receive a security prompt when opening a WebEOC board, make sure to select the option that allows the unsecure data to display. These are two examples of security prompts and how to respond to the prompts:

Figure 2 ~ Internet Explorer 8 users ~ If you get this *Security Warning*, click **No** to view *all the data*, whether it is delivered securely or not. This will allow website connections to both http: and https: sites.
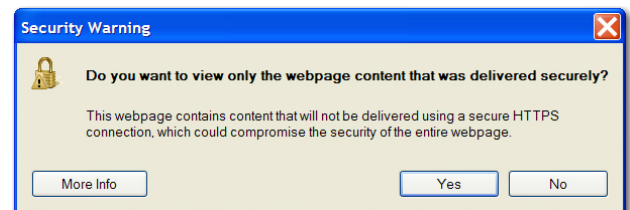

Figure 2 - Select No to display all data

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Figure 3 ~ *Internet Explorer 7 users* ~ If you get this *Security Warning*, click **Yes** to display *all the data*, whether it is delivered securely or not. This will allow website connections to both http: and https: sites.
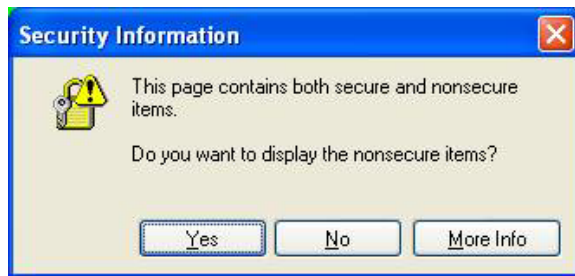
Other security warnings may be displayed; always pick the option that displays the most data in WebEOC.

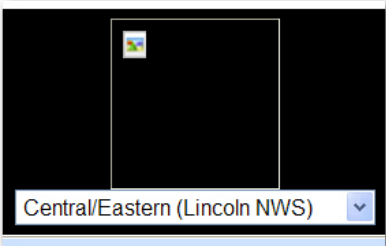*Figure 3 - Select Yes to display all data*

Figure 4 - User selected to not display unsecure data

If you pick the wrong answer to a security question, the weather map will display with a graphic icon instead of the map (see *Figure 4*). Close the board and answer the security prompt appropriately to display all of the data including the weather map.

Multiple Instances of Same Board

To open another instance of the *Daily Intel* board, click on the name of the board from the *Control Panel* again. You will now have two windows open with the display view of that board in each window. The views can be modified independently as needed.

Closing the Daily Intel Board

Clicking the red "**X**" in the upper right corner of the board will close the board. Remember that you can display multiple instances of the same board simultaneously so you may have more than one window to close. To close all open instances of a board, click the red "**x**" button next to the name of the board you want to close on the *Control Panel*.

Viewing the Daily Intel Board

Once the *Daily Intel* board window opens (see *Figure 5*), adjust the window and navigate through the information.

➢ **Resize** (click & drag the outside borders) the board window to increase or decrease the viewing area.

➢ Use the **scroll bars** at the bottom and right side to view more information on the current page.

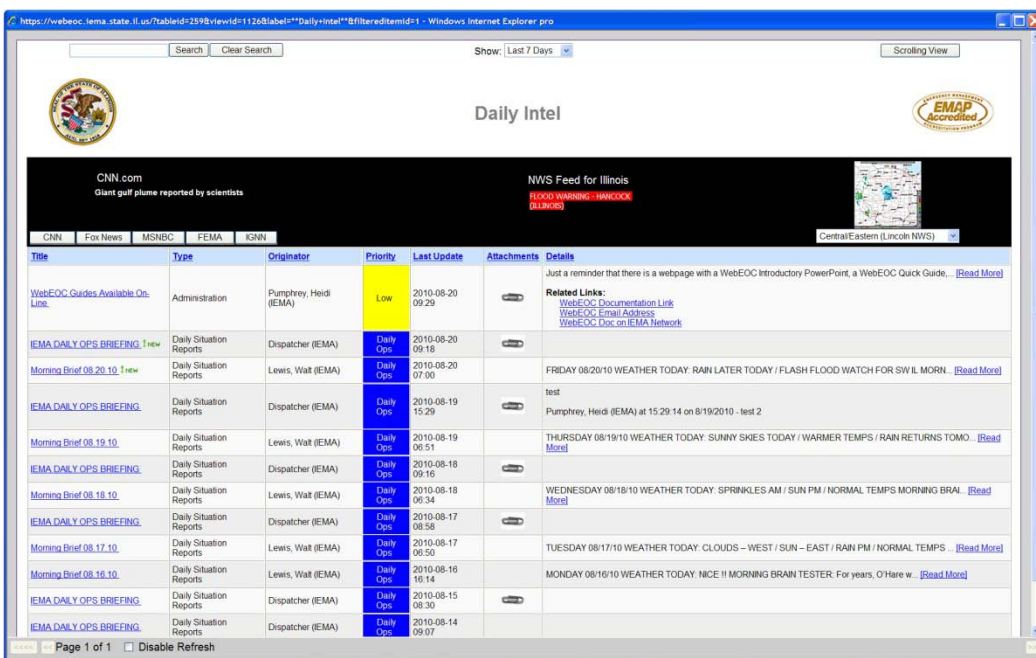➢ Use the **arrow buttons** in the bottom left corner to change pages.

Figure 5 - Daily Intel board default view of "Last 7 Days" for Read Only users

➢ Disable or enable refreshing the board when new information is posted.

The default view of the *Daily Intel* board is a **list** of items entered in the **Last 7 Days** to the board. To see more items entered within the last week, use the scroll bar on the right side of the window to scroll to the bottom of the list. Refer to *Figure 6*.

There are five filtered data views available for the *Daily Intel* board: **Last 7 Days** (default), **Last 30 Days**, **Last 90 Days**, **Last Year** and **All Items**. Click the arrow in the *Show* box to select a different filtered view of the data.
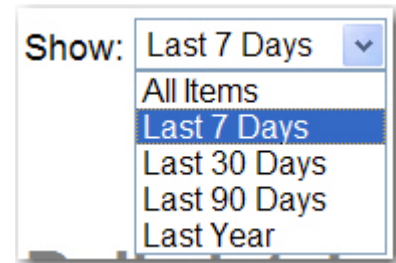

Figure 6 - Filter the Data Viewed on the Daily Intel board

The *Daily Intel* reports appear in order by the data of the last update; the **Last Update** field is sorted with the newest report at the top of the list. The ability to sort the reports by other view (i.e., by Type or list alphabetically by Title) is a future update.

Scrolling View

Since the number of items listed on the *Daily Intel* board is often longer than what is viewable on one screen, a secondary view, *Scrolling View*, is available. To view the items in the last 7 days list on a rotating or scrolling basis, click

in the upper right corner of the *Daily Intel* board. The items will now scroll up from the

Figure 7 - Example of a Scrolling View

bottom of the screen (see *Figure 7*) and will rotate through all the items on a continuous scroll. This view is useful for displaying items in the Comm Center or SEOC or other room.

To return to the list view, click in the upper right corner of the *Daily Intel* board.

FOUO Information

Items with a blue background through all columns of data (see items in *Figure 7* such as the **Sitreps** and the **FEMA DAILY OPS BRIEF** or the example in *Figure 8*) are classified as *For Official Use Only (FOUO)*. Not all WebEOC users will see these FOUO items as they are restricted on a need-to-know basis.

Figure 8 - FOUO Example

Priority of Entries

Items are prioritized into four color-coded levels as is indicated in the **Priority** column:

Table 1 - Priorities Defined

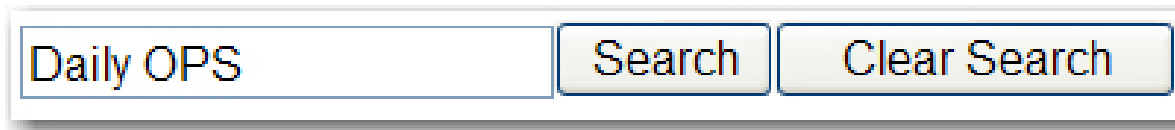| Priority	Description	Examples
Daily Ops	Documents or information created everyday during normal daily operations by state partners.	*IEMA Daily Ops Brief* *FEMA Daily Ops Brief*
Low	Documents or information above the level of daily ops, this information, while not critical, is important to share amongst state level partners.	*Hazardous Weather Outlook*
Medium	Documents or information critical to operations or a current ongoing event or the potential for an event to take place.	*Severe Weather Alerts*
High	Critical Information to be shared amongst partner agencies during an event or immediately prior to an event taking place.	*State Declarations*

Search

You can search the *Daily Intel* board for information by using the **Search** field in the upper left corner.

Figure 9 – Example of a Search for "Daily OPS"

First, adjust the **Show** box to display the range of dates you wish to search. The Search feature only searches through the items currently displayed. For best results, switch to the **All Items** view before starting a search.

Next, type the criteria you wish to search for and click the **Search** button. The following fields will be reviewed during the search process:

- *Originated on* (Date entry was created)
- *Originator (*Position of user creating the entry)
- *Details* (the description of the intel)
- *Title* of the intel report
- *Priority* (Daily Ops, Low, Medium or High)
- *Type of Intel* (list of intel types provided elsewhere in this document)

  NOTE: Information that is included in attachments cannot be searched.

To return to viewing all items, click the **Clear Search** button.

RSS Feeds

At the top of the *Daily Intel* board is a section for **RSS** (Really Simple Syndication) **feeds** for news and weather. Clicking on one of the RSS Feed links opens a separate Internet Explorer window. If you close the *Daily Intel* board, the new window will still be active. If you close the new window, it has no affect on WebEOC windows.
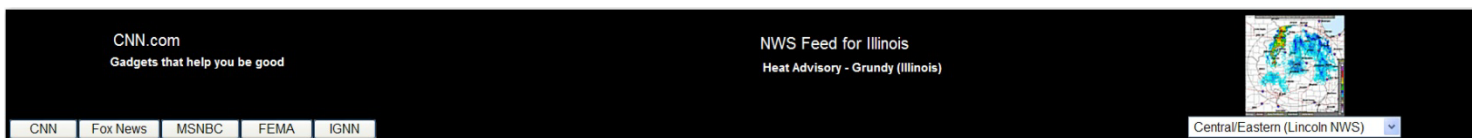

Figure 10 - RSS Feeds

RSS News

In the **RSS News** section on the left, CNN is the default news feed. The feeds will "scroll" through the latest updates being fed to the RSS system from that site.

To view the news from FoxNews, MSNBC, FEMA or IGNN, click on the button labelled with the news site you wish to view. The news feed then scrolls through that site's RSS data.

To view one of the news items in the news section, click the news item (i.e., click *Gadgets that help you be good* under *CNN.com* in *Figure 10*) and the font will turn from white to red. A separate Internet Explorer window will open, displaying the provider's website and the story selected.

NWS Feed for Illinois

The *NWS Feed for Illinois* section in the center of the page scrolls through the current warnings, alerts, advisories or outlooks for each of the 102 Illinois counties. Click on a message to display the http://www.weather.gov/alerts/il.html website and view all warnings.

NWS Radar for Illinois

The *NWS Radar for Illinois* section on the right side of the page displays the radar for Central and Eastern Illinois as provided via the Lincoln NWS. To view a different NWS Radar for the other parts of the State, click the down arrow and select a different NWS site. The NWS Radars and the providing NWS site choices are:

- **Central/Eastern (Lincoln NWS)** – default for all users
- **Northeastern IL (Chicago NWS)**
- **Northwestern IL (Quad City NWS)**
- **Southern IL (Padacuh NWS)**
- **Southwestern IL (St. Louis NWS)**

Click on a radar map to display the http://www.crh.noaa.gov website (National Weather Service Weather Forecast Office website) for that area.

Sorting Intel Reports

Although the titles available across the top of the list of reports appear to be sorting fields, this feature is currently not available.

Viewing a Daily Intel Report

Title	Type	Originator	Priority	Last Update	Attachments	Details
IEMA DAILY OPS BRIEFING ! NEW	Daily Situation Reports	Dispatcher (IEMA)	Daily Ops	2010-08-13 09:16	🖇	
IEMA DAILY OPS BRIEFING	Daily Situation Reports	Dispatcher (IEMA)	Daily Ops	2010-08-12 08:27	🖇	
Morning Brief 08.12.10	Daily Situation Reports	Lewis, Walt (IEMA)	Daily Ops	2010-08-12 07:20		THURSDAY 08/12/10 WEATHER WATCH TODAY: EXCESSIVE HEAT/HUMIDITY (STATEWIDE) – 120F H.I.... [Read More]

Figure 11 - Section of the Daily Intel List to Show Links to View Reports

To view the details provided in a *Daily Intel* report, click the <u>title of the report</u> (notice that it is underlined so it is a <u>link</u> to the *Daily Intel* report) from the list or scrolling view of the *Daily Intel* board (see **Figure 11**). Your browser window will *change* to the *Daily Intel* report view (see **Figure 12**).

Figure 12 - Daily Intel Report
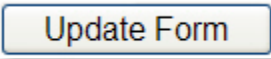
Note that your browser window has *changed* from the *Daily Intel* **board** to the *Daily Intel* **report** that you selected within the **same window**; if you close this window, you will have to re-open the *Daily Intel* board from the *Control Panel*. To return to the *Daily Intel* board, click **Return to List** button in the upper left.

FRIDAY 08/20/10 WEATHER TODAY: RAIN LATER TODAY / FLASH FLOOD WATCH FOR SW IL MORN... [Read More]

Figure 13 - Example of a Details Field with a Read More link

If there is information in the **Details** field, you can also click the **Read More** link to view the *Daily Intel* report (see **Figure 13**).

Updating a Daily Intel Report   [Update Form]

If you have permissions to add further information or change the existing information on this report, you will see the **Update Form** button in the upper right corner. Click this button to view the input form and make changes. Refer to the instructions later in the document on *Updating Reports*.

Printing, Emailing or Saving a Copy

To print/email/save a copy of this *Daily Intel* report, click the **Generate PDF** button in the upper right corner. This will open another browser window with a PDF version of the report only (not any attachments).

To *save* a copy of the report, click the **Save** icon to save as a PDF file (additional software such as Adobe Acrobat Professional or PDFMaker may be required).

To print a paper copy of the report, click the **Print** icon.

To email a copy of the report, click the **Email** icon and select whether you want to send a link or a copy and complete the on-screen instructions for sending an email.

Close the PDF browser window when you are done to return to the report window.

Viewing Attachments

From the *Daily Intel* board click an attachment icon in the **Attachments** column to view the attached file. Remember that users must have the program associated with the attachment to view it, so PDF (Adobe Acrobat) is a standard attachment format and is highly encouraged for all file attachments.

If there are multiple attachments, there will be multiple attachment icons displayed in the Attachments column. You can view the individual attachments by clicking on the independent icons.

Attachments open in a separate browser or application window. Use the toolbars and menus in that window to print, save or 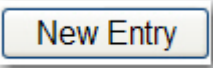email the attachment as needed. Close the window when you are done. The *Daily Intel board* is open in a different browser window and will not be closed when the attachment window is closed.
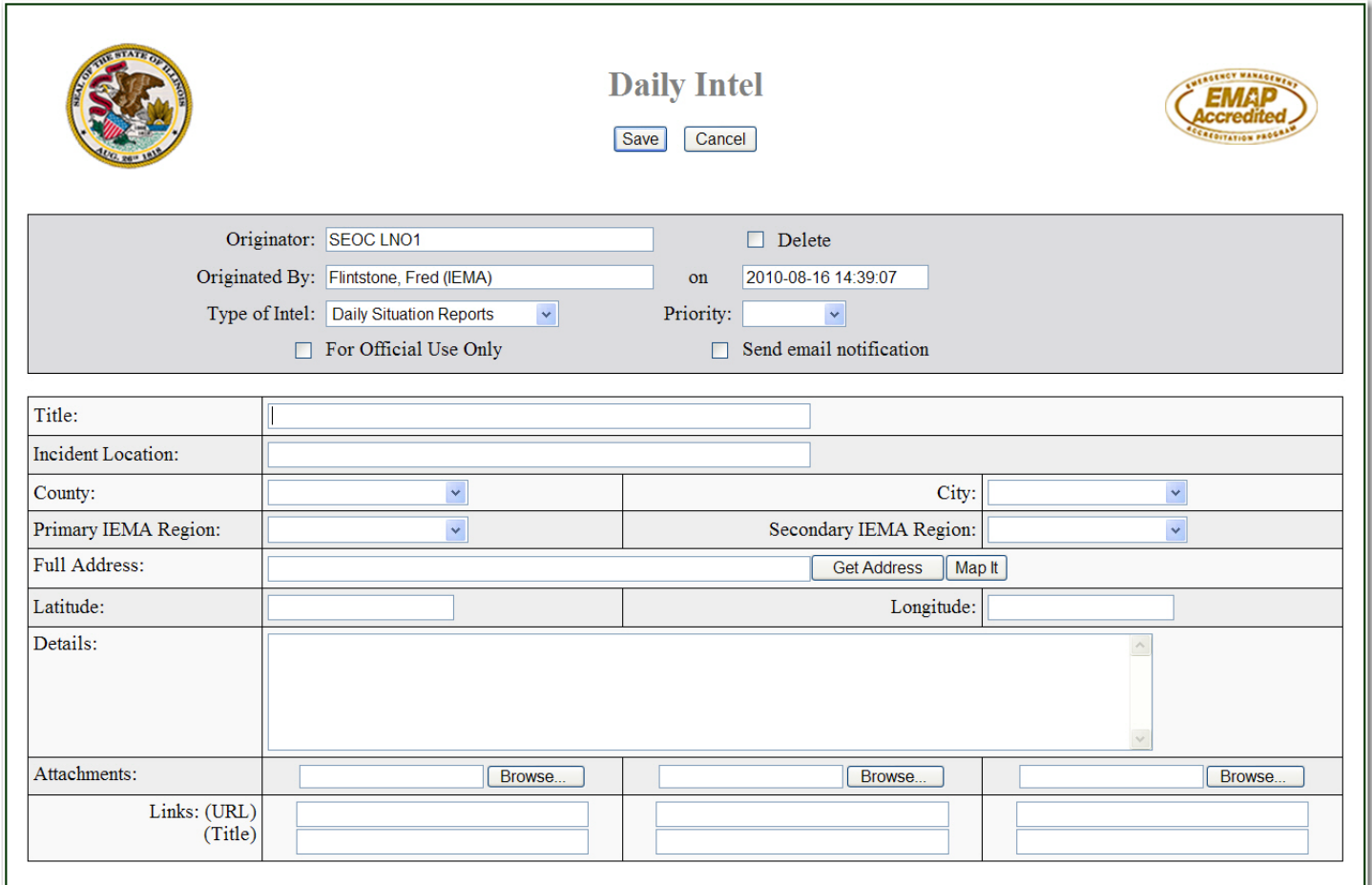
Another way to view attachments is to open the *Daily Intel* report and click the attachment icon in the **Attachments** field to view the file.

Adding Reports

Users with FOUO or Read/Write permission can add and update information to the *Daily Intel* board. Examples of information that could be added to the *Daily Intel* board include daily briefing information, severe weather reports, road closures, or state facility evacuations

To add a report, click on the **New Entry** button in the upper right corner of the *Daily Intel* board. The browser window *changes* to the *Daily Intel* report (see *Figure 14*).

Figure 14 - Example of a New Daily Intel Report for a Read/Write or FOUO User

The header information (grey box at the top of the report) is pre-filled by WebEOC with your position (*Originator*), your WebEOC account (*Originated By*), the current date and time (*on*). These fields cannot be changed. You do have control over the rest of the fields both in the header and the body of the report. Fields are not required except the **Type of Intel** which defaults to *Daily Situation Reports*. Complete as many of the fields as possible, being specific and descriptive especially in the Title field. Use the **TAB** key and **SHIFT + TAB** to navigate through the fields or click on a field to select/complete it. Files are attached at the bottom of the report in the *Attachments* section and links to URLs can be added in the *Links* section.
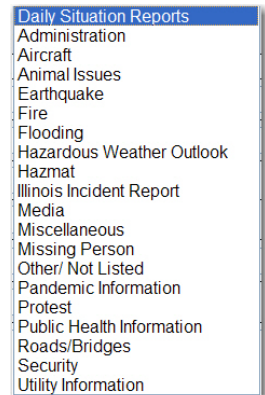
Here are some guidelines for completing a new *Daily Intel* report:

Figure 15 - List of the Types of Intel

The **Delete** check box is displayed to all users but can only be used by **Administrators**. This option permanently removes the report selected.

Select a **Type of Intel** – This field defaults to *Daily Situation Reports* but there are 19 other options to choose from (see *Figure 15*). Select an appropriate type for the data you are providing. There are 2 "catch-all" categories, *Miscellaneous* and *Other/Not Listed*. If you discover a type of intel that you use often or have suggestions for types of intel, please contact Heidi Pumphrey with your suggestions and justification for the change.

Daily Situation Reports
Administration
Aircraft
Animal Issues
Earthquake
Fire
Flooding
Hazardous Weather Outlook
Hazmat
Illinois Incident Report
Media
Miscellaneous
Missing Person
Other/ Not Listed
Pandemic Information
Protest
Public Health Information
Roads/Bridges
Security
Utility Information

Daily Ops
Low
Medium
High

Select a **Priority** – This field can be left blank (the default) but it is highly recommended that you select a priority for this report. Filtering and reporting may key off of this field. Refer to the *Table of Priorites* on page 4 for recommendations on selecting priorities for reports.

Mark the **For Official Use Only** box -- *Option only available to FOUO users.* To indicate this item should be treated with sensitivity and not shared beyond the SEOC Liaisons, IEMA Senior Staff, and IEMA Operations Management Staff, check the **For Official Use Only** box. Marking this option highlights the item in blue and hides it from the view of non-FOUO users.

Mark the **Send email notification** box – *Option only available to FOUO users.* If this is a critical item that needs immediate attention, check the **Send email notification** box to generate and email to all users that can view the *Daily Intel* board. The email is sent from ema.dispatcher@illinois.gov so that replies can be monitored by the IEMA Comm Center. The *Subject* will always be **WebEOC Notification for Daily Intel board**. Included in the email is the Title, Priority and Type of Intel as recorded in the report. A sample email is displayed in *Figure 17*.
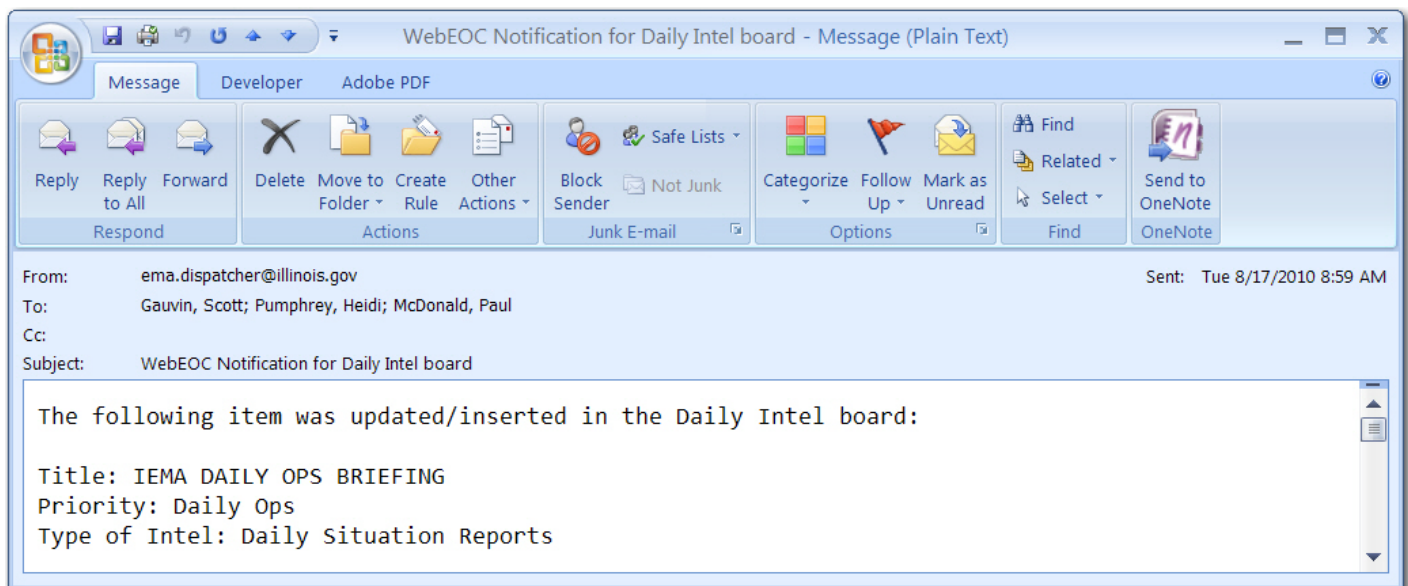
Figure 16 - Sample Email when the **Send email notification** *box is selected*

Enter a **Title** – Provide a descriptive and meaningful title for this report. Avoid short, boring titles such as "report" or "update" – we want details! Think who, what, why, where, when and how. Add dates, places, and names, as appropriate.

Enter an **Incident Location** – This will not always be applicable, but if there is a specific location for a report, enter the *street address* or description of the location in the Incident Location field. The Incident Location will be copied by WebEOC to the **Full Address** field to be used for geo-coding and mapping the address. See *Figure 19* below for an example.

Select a **County** – Select a county from the **County** drop-down list. The **Primary IEMA Region** field will auto-fill with the correct IEMA Region number for that county and the list of cities in that county will be available in the **City** drop-down list. This field has a blank entry at the top of the list if an entry needs to be cleared or reset to *blank*.

Select a **City** -- In the **City** field click on the drop-down list of cities available for the county that was selected above. Only those cities in the selected county will be available for entry. No typing is allowed in the *City* field but it can be left *blank*. If a city is selected, it will be added to **the Incident Location** information in the **Full Address** field.

Primary IEMA Region is auto-filled – This field is used for reporting and mapping features. Since not all users are familiar with the **IEMA Regional Divisions**, this field is auto-filled based on the county selected above. This field can be changed to a different Region or can be reset to *blank*.

County:	Champaign	City:	Savoy
Primary IEMA Region:	7	Secondary IEMA Region:	

Figure 17 - Example of a Selected County, City and Auto-Filled Primary IEMA Region

Select a **Secondary IEMA Region** if necessary – Some incidents occur in or near multiple Regions; select another IEMA Region if necessary. This field can be changed or reset to *blank*.

Full Address is auto-filled – This field is populated based on the information entered in the **Incident Location** and **City** fields with the state of *IL* assumed. The data in the **Full Address** field can be changed; however modifications made in the **Full Address** field will NOT be changed in the **Incident Location** or **City** fields.

Get Address Button   Get Address

   This button works in conjunction with the *Map It* button described below to provide geocoded data that can then be used by recipients of the report to pinpoint a geographical location and even include a map of the area in the report. The process is not completely accurate, but will be improved with upgrades and additional enhancements that are already planned for WebEOC.

   Here's how it works (refer to *Figures 18 - 20*):

   1. Type an address in the **Incident Location** field **(1a)**.

Incident Location:	1215 Margaret Drive **1a**		
County:		City:	
Primary IEMA Region:		Secondary IEMA Region:	
Full Address:	1215 Margaret Drive **1b**	Get Address	Map It
Latitude:		Longitude:	

Figure 18 -Data typed in Incident Location (1a) is copied to Full Address (1b)
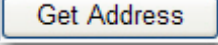
Once you leave the *Incident Location* field (hit **TAB**, **ENTER** or **LEFT CLICK** to proceed to County or another field), the data you entered in that field is copied to the **Full Address** field **(1b)**.

2. Select the appropriate **County** from the drop-down list which will fill in the **Primary IEMA Region**.

3. Select the appropriate **City (3a)** from the drop-down list available after the **County** is selected.

Incident Location:	1215 Margaret Drive	
County:	Bureau	City: Princeton **3a**
Primary IEMA Region:	2	Secondary IEMA Region:
Full Address:	1215 Margaret Drive, Princeton, IL **3b**	Get Address Map It
Latitude:		Longitude:

Figure 19 - Incident Location, County, City and IEMA Region completed

Once you leave the *City* field (hit **TAB**, **ENTER** or **LEFT CLICK** to proceed to the next field), the data you entered in that field is appended (with the Illinois state abbreviation, IL) to the end of the address already in the **Full Address** field **(3b)**. See *Figure 19* for an example.

4. Click the **Get Address** button.   Get Address

5. The location is examined using a geocoder from Yahoo and potential matches for your entry are displayed below the original location field where you typed the address (*Figure 20*).

    Click on the drop-down arrow to view the possible matches to the location you typed. **Select the best match.**

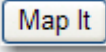| Incident Location:	1215 Margaret Drive	
County:	Bureau	City: Princeton
Primary IEMA Region:	2	Secondary IEMA Region:
Full Address:	1215 Margaret Drive, Princeton, IL	Get Address Map It
	1215 Margaret Dr, Princeton, IL, 61356-1024, US	
Latitude:	41.383355	Longitude: -89.480281

Figure 20 - Geocoded Address Example

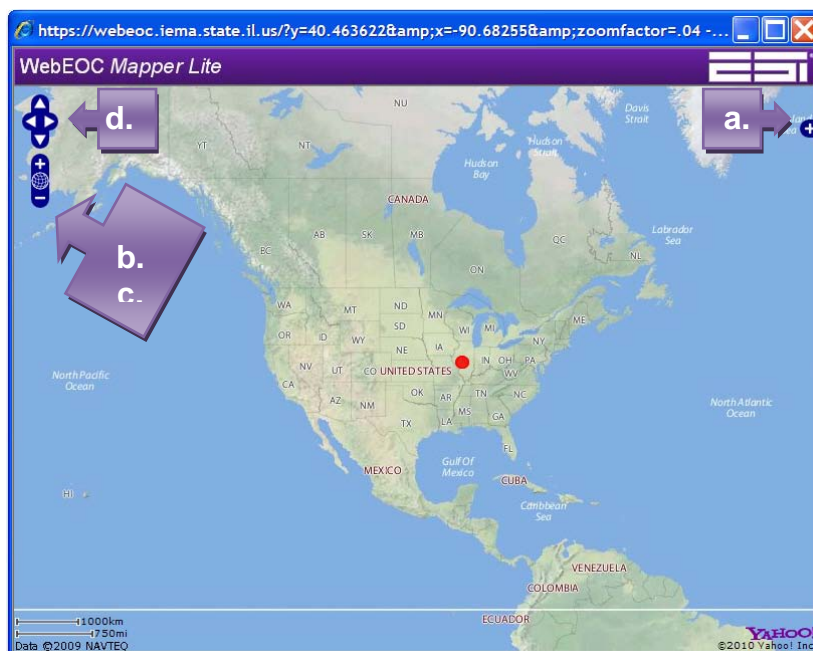6. Note that the *Latitude* and *Longitude* fields are auto-filled by the geocoder results. These fields are fill-in capable, so the lat/long could be manually typed in if provided or necessary.

Map It Button   Map It

As mentioned in the *Get Address* button description above, WebEOC has a feature for providing geocoded data in order to map a location. The **Map It** button is used in conjunction with the *Location* field, the **Get Address** button and the *Latitude* and *Longitude* fields. IEMA is in the process of upgrading the mapping/GIS capabilities of WebEOC and the mapping service will soon be enhanced. Remember that this feature is not completely accurate nor fully functional *yet*.

Here's how it works:

1. Enter the *location* and follow the instruction in the *Get Address* button steps above. Once you have a geocoded result (the field below the location entry field), you can use *Map It*.

2. Click the **Map It** button. Map It

3. Another browser window opens and may need a security warning cleared.

4. The ***WebEOC Mapper Lite*** window displaying the US with a red pinpoint on Springfield (*Figure 21*).

    a. Use the **+** on the right to turn on or off layers of maps.

    b. Use the **globe button** to display the world.

    c. Use the **+** and **–** near the globe button to zoom in or zoom out on the map.

    d. Use the **directional arrows** to adjust the area you wish to view.

Enter a detailed description of the report in **Details** – Type or copy/paste information from other sources into the **Details** field. There is no limit of characters; typing cannot be formatted.

Figure 21 - Step 4: Map View

Include **Attachments** – Attach up to 3 files to this report. It is HIGHLY recommended that you only attach PDF documents (smaller size, easily opened and read, harder to modify) but any file type may be attached. Click a **Browse** button to navigate to the location of the file to be attached, select the file and click **Open**. There currently is no file size limit for attachments.

Provide **Links** to web pages or server files – Type or copy/paste a ***URL*** of a web page or file location to the Links box. In the box directly below the URL, you can provide a ***Title*** for the URL (i.e. **IEMA Facebook Page** for the URL http://facebook.com/ReadyIllinois).

When you have completed the report, click **Save** at the top of the page just below the *Daily Intel* title to add your report and return to the *Daily Intel* board. If you click **Cancel** all data will be lost and you will return to the *Daily Intel* board.

Updating Reports

Users with FOUO or Read/Write access have full permissions to update any *Daily Intel* report, either created by themselves or by someone else. Not all fields can be modified during the update process. Typically other users would want to make a comment or entry to the **Details** field. To update a report:

1. Open the report from the *Daily Intel* board by either clicking on the **Title** or the **Read More** link under *Details* (see *Figure 12*).
2. From the quick view of the report, click the **Update Form** button in the upper right corner.
3. On the *Daily Intel* update screen make the necessary changes or entries. The fields available for you to change or make an entry to include:

Figure 22 - Making Changes to a Daily Intel Report

- o Type of Intel
- o Priority
- o For Official Use Only
- o Send email notification
- o Title
- o Incident Location

- o County
- o City
- o Primary IEMA Region
- o Secondary IEMA Region
- o Full Address
- o Get Address/Map It

- o Lat & Long
- o *Details*
- o Attachments
- o Links (URL & Title)

Details

Most updates to a report will be made in the **Details** section. Remember that you can copy and paste data from other applications such as Outlook or Word. There is no limit of characters but typing cannot be formatted.

If you are updating your own Daily Intel report:

- The previously entered data appears in the **Details** box and you can add, change or delete the data.

- Originators can change their own data as well as entries made by other users.

- To add your new data, click in the area where you want to type and begin to type.

If you are updating someone else's Daily Intel report:

- Previously entered data appears below a blank **Details** input box and cannot be changed or deleted by you. If no prior data appears in the Details section, a blank input box is all that is displayed.

- To add data, click somewhere in the input box and type your entry.

Removing an Attachment

At this time, attachments cannot be deleted from a report. The work around is to *replace* the attachment with another attachment. If there is no replacement attachment, attach a Word or PDF file that simply states, "The attachment has been removed."

Deleting a Report

Only the Administrator can delete a *Daily Intel* report. The **Delete** field appears available on the reports to all users, but it will only function for an Administrator. At this time, Scott Gauvin and Heidi Pumphrey are the only users that can delete reports from the *Daily Intel* board. Please note that if you ask for a report to be deleted or if the Administrator determines that the report needs to be deleted, it is permanently removed from the system.

Display Order on Daily Intel Board

The *Daily Intel* reports appear in order by the date of the last update; the **Last Update** field is sorted with the newest report at the top of the list. When a *Daily Intel* report is created, the new report appears at the top of the list on the *Daily Intel* board. If a report is updated, it will then appear at the top of the list again since the date of the last update is reset when the report is updated.

Questions?

If you still have questions about WebEOC or the *Daily Intel board*, contact the **WebEOC Administrator**, **Heidi Pumphrey** or the WebEOC account at WEBEOC@illinois.gov