WebIAP Monthly EOC Training

TASKS: Customizing Dashboard

- 1. Open the Internet browser (except Internet Explorer) and type <u>https://webiap.iapsoftware.com/IAP6/Account/Login</u> into the address bar.
- Log In Type the User Name and Client Code information into the fields provided.
 Click the Arrow to proceed.

| | Client Login | |
|-------|--------------|----------------|
| θ | User Name | |
| G | Client Code | \supset |
| | Forgot Lo | gin |
| S Eng | glish | Request Access |

Notes:

User Name = UCINet ID email (do not use any other version of your email address) Client Code = UCI

If there are any issues, please reach out to the Training & Exercise Coordinator.

3. Log into Single Sign-On (SSO – Duo) by filling in your UCInetID and Password

| | UCI University of California, Irvine |
|----------------------|--|
| I | Login with your UCInetID |
| UCIne | tiD |
| Passw Forgot your | password? |
| | Login |
| | Activate my UCInetID • Need help logging in? View recent account activity |
| | |

4. Click on either "Send Me a Push" or "Enter a Passcode" depending on your preference



5. On your mobile device, click on the green check ("Approve") button



6. Click on the "Monthly EOC Training" incident and click on "Open"

| ncident Name = | Asset = | Category = | Incident Date | F | |
|-----------------------------|---------------------------|------------|------------------|----------|--------------------|
| onthly EOC Training | Aldrich Hall (ALH) | Training | 01/27/2023 12:59 | • | |
| olunteer Emergency Respons | | Training | 11/29/2022 09:37 | | |
| lildfire Part 2 | | Training | 06/28/2022 12:00 | | |
| /ildfire Part 1 | | Training | 06/28/2022 08:00 | - C | - |
| 4 App Demo - Infrastructure | Gateway Study Center (GC) | Training | 06/03/2022 10:00 | | Open |
| rotest | Aldrich Hall (ALH) | Real Event | 04/26/2022 10:00 | | |
| esting App Feature | | Training | 11/17/2021 09:26 | 6 | |
| esting app | Athletics | Training | 11/17/2021 00:00 | L | Map View |
| | | | | | Create Preloads |
| | | | | | Administration |

7. View of default dashboard when logging in

| ← → C @ webiap.ispsoftware.com/IAP6/ | | | | | | |
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| 📓 UCI Directory 😧 My Metringer- Zoon 🐧 EM - Share- Tasks 📱 Home - IBM TRRIGA 📓 OTT Help Desk — O 📓 Emergency Managa. 🏟 Dankboard - Ameri 💮 University of Califor 🚱 UCI on Coursers I C 😵 Realize Your Potensiu. 🥇 California Specialize 🖏 FBMAgov 👘 📋 | | | | | | |
| ()) IAP | Honthly EOC Tra | aining 💟 Initial Response 💟 | Shane O'Brien 📋 💎 🔤 🖓 🚯 📴 | | | |
| 🚺 Initial Response 🔻 🔇 | Home Monthly EOC Training - Dashboard X | | | | | |
| Q Form Search → | ⊕ Ø G ··· Ø | | | | | |
| Check In/Out | Incident Location | Incident Details | Organization | | | |
| Incident Details Notification Status ICS 201-1 - Incident Briefing Map/S | efing Map/S Los Angeles (C San | 0/127/2023 32:59 At approximately 6:47 a.m. on May 17, 2023, an MS.8 near-shore earthquake occurred on the Palos Verdes fault: It produced a susmain with a FASTER taunani flood-level value between 1.0m (3.2 ft.) and 1.5m (3.6 ft.) along the Southern California coast, including the Orange County coast from Seal Beach to San Clemente. | This information does not yet exist. Click here to Edit | | | |
| ICS 201-4 - Resources Summary ICS 223 - Health and Safety Messa | Anaheim National Forest Joshua Tree CoLoRAD Long Beachto | Objectives | | | | |
| ICS 202 - Incident Objectives ICS 202a - Command Direction ICS 203 - Organization Assignment ICS 204 - Assignment List | San Diego Do Triven | This information does not yet exist. Click here to Edit | | | | |
| ICS 214a - Individual Log | Log Kayboard shortouts Map data @2023 Google. INEST. Terms of Use Report a map error | | | | | |
| ICS 205a - Communications List | Timeline | Weather | Map/Sketch | | | |
| ICS 230 - Daily Heeding Schedule | Schedule 01/27/2023 Jary 12:59 Incident Occurred | 56° Fahrenhelt Sunrise: 06:11 Wind 4 mph From N Suppert: 17:53 | This information does not yet exist. Click here to Edit | | | |
| Preioad Document Maintenance | 03/01/2023 14:28 Matt Gudorf: This is a test | 03/07/2023 Mostly Sunny 10:28 | | | | |
| | 03/01/2023 Alleen Seav: This is a test. 14:49 | Tuesday Tuesday Night Wednesday Mar 7 Mar 7 Mar 8 | | | | |
| | 03/01/2023 14:57 Anne Krieghoff: | | | | | |
| | 03/01/2023 Karen Douglas: This is a test. 15:02 | 45 F 60 F 45 F 60 F Wind W at 5 mph Wind W at 8 mph Wind 5 at 6 mph Precipation 0% Precipation 0% Precipation 0% | | | | |
| | 03/01/2023 Vice Protection Vice Vice Vice Vice Vice Vice Vice Vice | ✓ More ♥ | | | | |
| | Planned Actions | Resources Checked In Personnel | Meetings | | | |
| | This information does not yet exist. Click here to Edit | Manpower: Responder 1 Total 1 | This information does not yet exist. Click here to Edit | | | |
| | | | | | | |

8. To open a tile (what each box on the dashboard is called), click on the arrow key in top right corner of each tile

| Incident Details | + |
|---|---|
| 01/27/2023 12:59 | |
| At approximately 6:47 a.m. on May 17, 2023, an M5.8 near-shore earthquake occurred on the Palos Verdes fault. It produced a tsunami with a FASTER tsunami flood-level value between 1.0m (3.3 ft.) and 1.5m (5.0 ft.) along the Southern California coast, including the Orange County coast from Seal Beach to San Clemente. | Î |
| The water surge reached the shoreline approximately 20 minutes after the earthquake. Coastal | - |

- () IAP Monthly EOC Training 🔹 Initial Response 👻 shane O'Brien 📋 🗣 🛥 🖗 🚯 🗗 🚺 Initial Response 🔹 🔌 nthly EOC Training - Dashboard 🗙 Incident Details 🗙 📑 0 0 0 ... 0 Q Form Search... Check In/Out Incident/Event Name Monthly EOC Training Incident Dashboard Incident/Event Date 01/27/2023 12:59 A approximately 647 a.m. on May 17, 2023, an MS.8 near-shore earthquake occurred on the Palos Verdes fault. It produced a tsunami with a FASTER tsunami flood-ievel value between 1. 00, 33, 31, 31, al 31, 50, 50, 31, appl 45, so Sudhern California coast, including the Orange County coast from Seal Beach to San Cleme Incident Details Incident Description Notification Status ICS 201-1 - Incident Briefing Ma The water surge reached the shoreline approximately 20 minutes after the earthquake. Coastal communities have reported subsequent waves of lesser size adding to the surge, leading to moderate flooding along the same coastal areas. Flooding is significantly heavier in the low-lying areas of Seal Beach, Huntington Beach, Vienport Beach, Jauan Beach, Dana Yolint, and San Clements. ICS 201-4 - Resources Summary ICS 223 - Health and Safety Me ICS 202 - Incident Objectives ICS 202a - Command Direction Affected areas report missing and trapped people, as well as fatalities. Some areas report power outages and road closures. Coastal jurisdictions are currently taking action to assist in rescues, assess the damage, and determine needs from outside jurisdictions. ICS 203 - Organization Assign ICS 204 - Assignment List ICS 214a - Individual Log ICS 205a - Communications List Incident Type • Other ICS 230 - Daily Meeting Schedule • Incident Level ICS 231 - Meeting Summary Incident Category Training ٠ Preload Document Maintenance Asset Aldrich Hall (ALH) (UTC-08:00) Pacific Time (US & Canada) Time Zone . Reported By Contact Info 33.648405 -117.841208 Incident Location Nearest City Incident Number Watermark Default Drill . Display Watermark < ated by Shane O'Brien, 01/27/2023 13:07 Last Updated by Shane O'Brien, 01/27/2023 13:07 -0----9
- 9. The tile will now open up in a new tab

10. To go back to the default dashboard, click on the "Monthly EOC Training - Dashboard" tab



11. To adjust the sizing of a tile, hover over the edge of the tile until you see a two-arrow icon and click/hold to stretch the tile



12. To move the tile around to a different location within the dashboard, click on the top of the tile and hold/slide to another location and let go when you have placed it where you want it to be

| Home Monthly EOC Training - Dashboard X Incident Details X | | | | | |
|--|---|--|--|---|-------------------|
| ⊞ Ø ∽ … 0 | | | | | |
| Incident Location | Incident Deta 01/27/2023 12:55 At approximatel Palos Verdes fau 1.0m (3.3 Hz) County coast fro COLORAD CRESERV K K Poyn Report a map error | ails y 6:47 a.m. on May 17, 2023, a it. It produced a tsunami with a di 1.5m (5.6 ft.) along the Sout m Seal Beach to San Clemente Objectives | More More More This information does not yet Click here to Edit | ed on the Pal e between he Orange | los t.) sal |
| Timeline | | Weather | | | |
| 01/27/2023 12:59 Incident Occurred 03/01/2023 | | 03/07/2023 | 56° Fahrenheit Wind 4 mph From N | Sunrise: 06:11 Sunset: 17:52 | |

13. View of changes after moving tile to a new location

| ()) IAP | Monthly EOC Tr | aining v Initial Response v | Shane O'Brien 📋 🕈 🖉 🖓 |
|---|---|--|--|
| 🚺 Initial Response 🔻 🔌 | Home Monthly EOC Training - Dashboard X Incident Details X | | |
| Q Form Search → | ⊕ Ø G ··· Ø | | |
| Check In/Out Incident Dashbaard Incident Details Notification Status ICS 201-1 - Incident Briefing Map/S ICS 201-4 - Resources Summary ICS 223 - Health and Safety Messa ICS 202 - Incident Objectives | Incident Details 0/277002312:59 At approximately 6:47 a.m. on May 17, 2023, an M5.8 near-shore earthquake occurred on the Palos vertices fails fails and oncoded a sumaril with a FASTER sumaril flood-level value between 1.0m (3.3 ft) be added to San Clemente. V More V Objectives | Incident Location | Organization This information does not yet exist. Click here to Edit |
| ICS 202a - Command Direction ICS 203 - Organization Assignment ICS 204 - Assignment List ICS 214a - Individual Log | This information does not yet exist. Click here to Edit | San Diego 9 prov. Cocile Payloard alurosus. Nago dass 20020 disejos. Dieto: Terremo Maria Parla na respector | к л г |
| CS 205a - Communications List | Timeline | Weather | Map/Sketch |
| ICS 230 - Daily Heating Summary Preload Document Maintenance | 01/27/2023 12:59 Incident Occurred 03/01/2023 Matt Gudorf: This is a test 14:28 Incident Occurred | 56° Fahrenheit Sunrise: 06:11 Wind 4 mph from N 20/07/2023 Mostly Sunny Sunset: 17:52 10:28 | This information does not yet exist. Click here to Edit |
| | 03/01/2023 14:49 Alleen Seav: This is a test. | Tuesday Tuesday Night Wednesday Mar 7 Mar 7 Mar 8 | |
| | 03/01/2023 14:57 Anne Krieghoff: | 🍦 🙆 🜞 | |
| | 03/01/2023 15:02 Karen Douglas: This is a test. | 60 F 45 F 60 F Wind W at 5 mph Wind W at 8 mph Wind 5 mph Precipation 0% Precipation 0% Precipation 0% | |
| | 03/01/2023 Caller Double R. Total a state | v More v | |
| | Planned Actions | Resources Checked In Personnel | Meetings |
| | This information does not yet exist. Click here to Edit | Manpower: Responder 1 Total 1 | This information does not yet exist. Click here to Edit |
| · · · · · · · · · · · · · · · · · · · | | | |

14. To add more tiles to the dashboard, click on "Switch to Details Mode" in the top left corner of the dashboard



15. You will now see a column show up on the right side of the dashboard

| Ø IAP | | Monthly EOC Training | Shane 01 | Brien 🗒 🕈 🎽 🖗 🛈 🗖 |
|---|---|--|--|-----------------------------------|
| 🔘 Initial Response 🔻 🔌 | Home Monthly EOC Training - Dashboard X | | | |
| $ Q \ Form \ Search \ \ \rightarrow \ $ | 🖺 🕀 📮 🗘 … 🥝 | | | |
| Check In/Out | AUTO-POPULATE 01/27/2023 13:07:47 PDT UTC-7 | | | |
| Incident Dashboard | | | | |
| Incident Details | Incident Location | Incident Details | Organization | Areas of Operation |
| Notification Status | | 01/27/2023 12:59 | | |
| ICS 201-1 - Incident Briefing Map/S | Santa Barbara | At approximately 6:47 a.m. on May 17, 2023, an M5.8 near-shore earthquake occurred on the Palos Verdes fault. It produced a tsunami with a FASTER tsunami flood-level | This information does not yet exist. Click here to Edit | Charland In |
| ICS 201-4 - Resources Summary | | value between 1.0m (3.3 ft.) and 1.5m (5.0 ft.) along the Southern California coast, including the Orange County coast from Seal Beach to San Clemente. | | Personnel |
| ICS 223 - Health and Safety Messa | Santa Monicao Anaheim Bernardino | ✓ More ✓ | | |
| ICS 202 - Incident Objectives | Long Beacho | | | Critical Information Reporting |
| ICS 202a - Command Direction | Invine | Objectives | | Toporting |
| ICS 203 - Organization Assignment | | This information does not yet exist. | | General Information |
| ICS 214a - Individual Log | San Diero | Click here to Edit | | board |
| ICS 205a - Communications List | Canala | | | Images |
| ICS 230 - Daily Meeting Schedule | Keyboard shortcuts Map data @2023 Googley JNEGI ; Terms of Use Report a map error | | | |
| ICS 231 - Meeting Summary | Timeline | Weather | Map/Sketch | Incident Details |
| Preload Document Maintenance | 01/27/2023 12:59 Incident Occurred | 56° Fahrenheit Sunrise: 06:11 Wind 4 mph From N | This information does not yet exist. Click here to Edit | |
| | 03/01/2023 14:28 Matt Gudorf: This is a test | 03/07/2023 Mostly Sunny Sunset: 17:52 10:28 | | Incident Location |
| | 03/01/2023 Aileen Seav: This is a test. 14:49 | Tuesday Tuesday Night Wednesday Mar 7 Mar 7 Mar 8 | | Map/Sketch |
| | 03/01/2023 Anne Krieghoff: 14:57 Anne Krieghoff: | | | Meetings |
| | 03/01/2023 15:02 Karen Douglas: This is a test. | Wind W at 5 mph Wind W at 8 mph Wind S at 6 mph Precipation 0% Precipation 0% Precipation 0% | | |
| | 03/01/2023 Victor Particular Victor | ✓ More ✓ | | Notifications |
| | Planned Actions | Resources Checked In Personnel | Meetings | Objectives |
| - <u>0</u> - -0- | This information does not yet exist. Click here to Edit | Manpower: Responder 1 Total | This information does not yet exist. Click here to Edit | • |

16. Click on and drag any of the items that you would like to the default dashboard for it to show up

| 1 | Incident Details | |
|---|--|-------------------------|
| 4 | | Areas of Operation |
| 1 | 01/27/2023 12:59 | |
| | At approximately 6:47 a.m. on May 17, 2023, an M5.8 near-shore earthquake occurred on the Palos Verdes fault. It produced a tsunami with a FASTER tsunami flood-level value between 1.0m (3.3 ft.) and 1.5m (5.0 ft.) along the Southern California coast, including the Orange County coast from Seal Beach to San Clemente. | Checked In Personnel |
| 1 | ✓ More ✓ | |
| С | | Critical Information |
| 1 | Images and iza jon | Reporting |
| н | Images | |
| | Institute and the second s | General Information |
| 1 | Click here to Edit | Board |
| - | | |
| | | Incident Details |
| 2 | | |
| ٦ | Timeline | Incident Location |
| | | Incluent Location |
| 1 | 01/27/2023 Incident Occurred | |
| Ш | 12:59 | Man/Sketch |
| Л | 03/01/2023 Matt Gudorf: This is a test | hup, okecen |
| | 14:28 | |
| | | |

17. View of tile added to the default dashboard

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|--|--|--|--|--|--|
| Home Monthly EOC Training - Dashboard X | | | | | |
| | | | | | |
| AUTO-POPULATE LAST EDIT: 01/27/2023 13:07:47 PDT UTC-7 | | | | | |
| Incident Location | Images | Areas of Operation | | | |
| Santa Barbura Santa Moncao Santa Moncao Anajerri - National Eorest, Joshua Tree | This information does not yet exist. Click here to Edit | Checked In Personnel | | | |
| Long Beacho | Incident Details | Organization Reporting | | | |
| San Diego | 01/27/2023 12:59 At approximately 6:47 a.m. on May 17, 2023, an M5.8 near-shore earthquake occurred on the Palos Verdes fault. It produced a tsunami with a FASTER tsunami flood-level value between 1.0m (3.3 ft.) and 1.5m (5.0 ft.) along the Southern California coast, including the Orange County coast from Seal Beach to San Clemente. v More v | This information does not yet exist. Click here to Edit Images | | | |

18. Once you are finished adding the tiles you want to the default dashboard, click on "Save all changes to the form" in the top left corner

| Home Monthly EOC Training - Dashboard X | |
|---|---|
| | |
| Save all changes to the form LAST EDIT: 01/27/2023 13:07:47 PDT UTC-7 | |
| Incident Location | Images |
| Santa Barbara C Santa Monicao Santa Monicao Anaheim National Forest Joshua Tree National Park | This info |
| Irvine | Incident Details |
| San Diego Coocle Keyboard shortcuts Map data ©2023 Googley INEGI.; Terms of Use Report a map error | 01/27/2023 12:59 At approximately 6:47 a.m. on M on the Palos Verdes fault. It produ- value between 1.0m (3.3 ft.) and including the Orange County coas |
| Objectives | Timeline |

19. To go back to your default dashboard, click on the "Switch to Display Mode" in the top left corner of dashboard



20. Log out of WebIAP by clicking on door symbol in top right corner



21. Fill out Training Feedback Form: <u>https://uci.co1.qualtrics.com/jfe/form/SV_cVILPMmKdPEZ3Qq</u>