

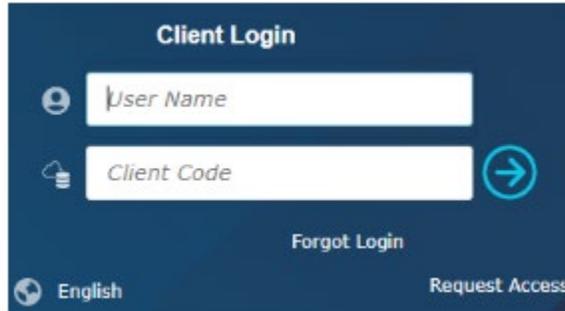
## WebIAP Monthly EOC Training

### Month 2

#### **TASKS: ICS 214a – Individual Log**

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

Click the **Arrow**  to proceed.



The image shows a 'Client Login' form with a dark blue background. It features two input fields: 'User Name' and 'Client Code'. A blue arrow icon is positioned to the right of the 'Client Code' field. Below the fields are links for 'Forgot Login', 'English', and 'Request Access'.

#### Notes:

User Name = First part of EOC email only (e.g., eocmanager)

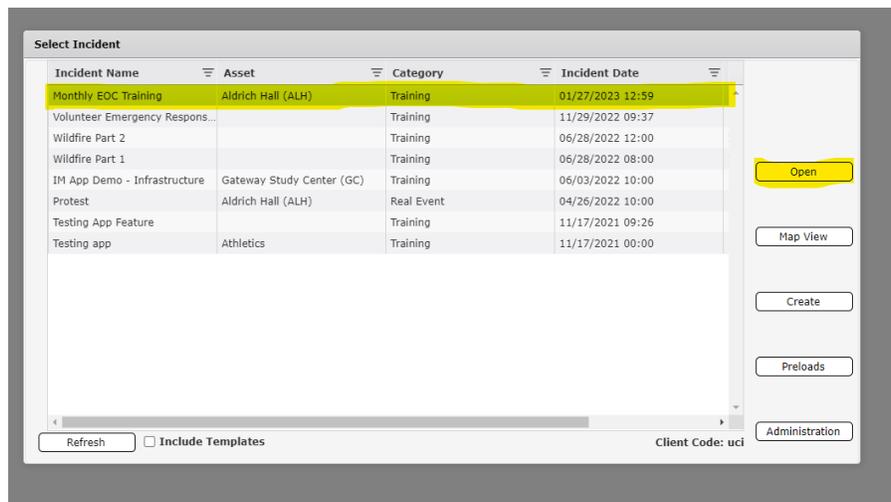
Client Code = UCI

emcoord2

.\Presenter\$

**If you don't know or forgot your login information, please reach out to the Training & Exercise Coordinator.**

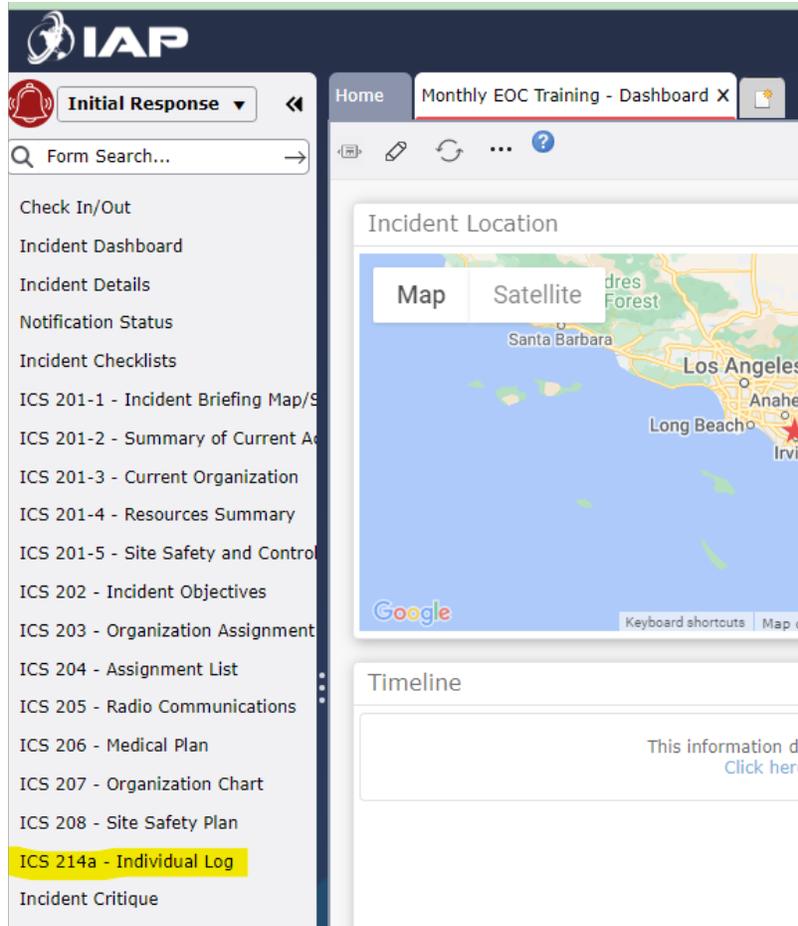
3. Click on the “Monthly EOC Training” incident and click on “Open”



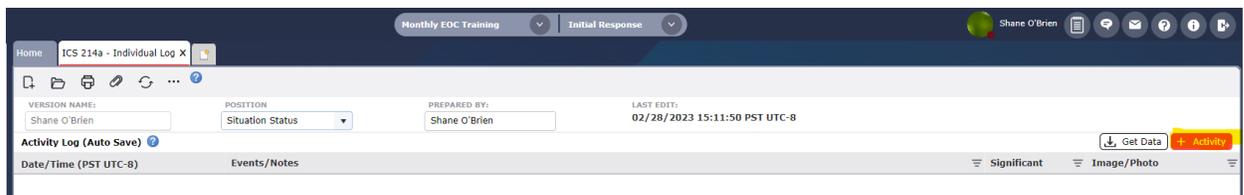
The image shows a 'Select Incident' screen with a table of incidents. The first row is highlighted in yellow. The table has columns for Incident Name, Asset, Category, and Incident Date. To the right of the table are buttons for 'Open', 'Map View', 'Create', 'Preloads', and 'Administration'. At the bottom, there is a 'Refresh' button, an 'Include Templates' checkbox, and a 'Client Code: uci' label.

Incident Name	Asset	Category	Incident Date
Monthly EOC Training	Aldrich Hall (ALH)	Training	01/27/2023 12:59
Volunteer Emergency Respons...		Training	11/29/2022 09:37
Wildfire Part 2		Training	06/28/2022 12:00
Wildfire Part 1		Training	06/28/2022 08:00
IM App Demo - Infrastructure	Gateway Study Center (GC)	Training	06/03/2022 10:00
Protest	Aldrich Hall (ALH)	Real Event	04/26/2022 10:00
Testing App Feature		Training	11/17/2021 09:26
Testing app	Athletics	Training	11/17/2021 00:00

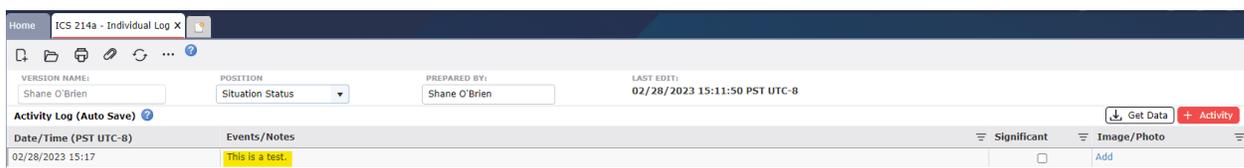
4. Click on “ICS 214a – Individual Log” on the left side



5. Add notes by clicking on “+ Activity” in the top right corner (red button)

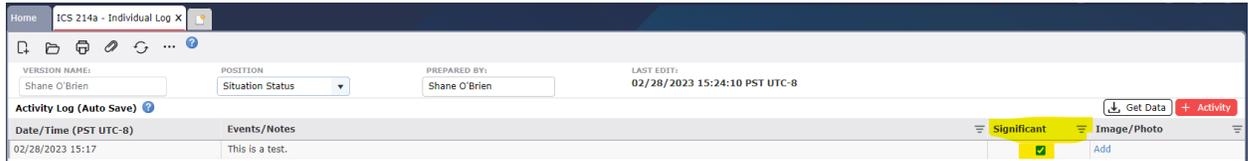


6. Type “This is a test.” in the box and click anywhere outside of the box

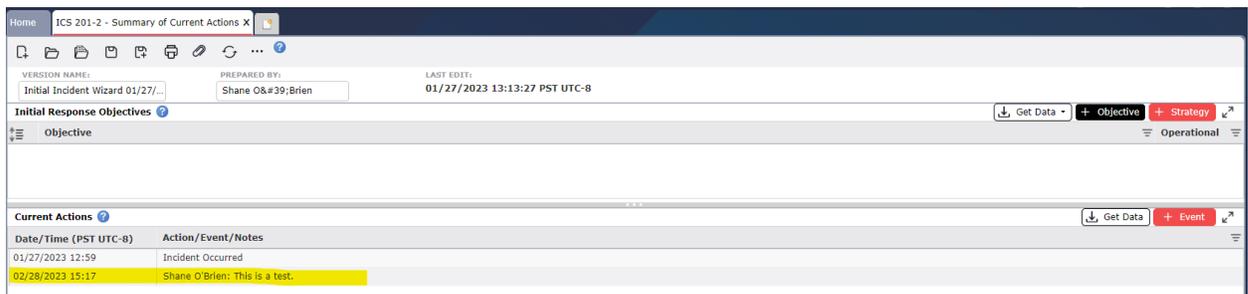


Note: This will only be visible to you unless you check the “Significant” box – if checked, will show up on the ICS 201-2 – Summary of Current Actions form (i.e., If an Event/Note is designated as “Significant”, a broadcast message will be sent to all other users notifying them of the critical information).

“Significant” check box

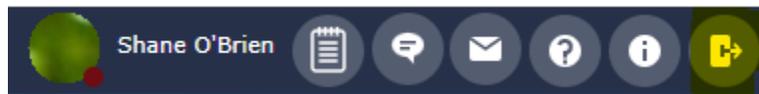


ICS 201-2 – Summary of Current Actions (for all to see, if crucial information)



Note: This is in Autosave mode, so you don't have to manually save the notes.

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



8. Fill out Training Feedback Form: [https://uci.co1.qualtrics.com/jfe/form/SV\\_cvILPMmKdPEZ3Qg](https://uci.co1.qualtrics.com/jfe/form/SV_cvILPMmKdPEZ3Qg)