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](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.

   ![Image of User Name and Client Code fields](image)

   **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”
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_cVIIPlPMKdPEZ3Qq