WebIAP Monthly EOC Training

Month 1

TASKS: Logging into WebIAP, Signing In, and Updating Contact Info under User Preferences

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

Click the **Arrow** to proceed.



Notes:

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User Name = UCINET ID email (do not use customized email)
Client Code = UCI
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You will be connected to DUO to sign in with your UCINET ID and Password.

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

Incident Name =	Asset	= Category	=	Incident Date	Ŧ	
Monthly EOC Training	Aldrich Hall (ALH)	Training		01/27/2023 12:59	*	
/olunteer 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		Open
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		Map View
						Create Preloads
Refresh 🗌 Include T	emplates			Clien	t Code: uci	Administration

4. You should be prompted to check in to the incident. Select "yes".

Ch	eck-In	×					
	You are currently not checked in to the event. Would you like to check in now?						
	Yes No						

5. Select the drop down menu and choose the location "Command Post" and hit ok. Once you check in, you should see the dot under your profile picture turn green. If it is red, it means you are still not checked in.

Check-In	×
Location Date/Time	Command Post Command Post
ОК	Cancel
Vanessa Flores	F

6. Open "User Preferences" by clicking on your name in the top right corner.



7. Update "Contact Info" (highlighted in yellow) so that it is current. The save by click on in the upper left corner.

Ø IAP			Monthly EOC Training	V Initial Respo	inse 💌	shane O'Brien 📋 🕈 🞽 🕢 🚯 🗗
🔘 Initial Response 🔹 🤘	Home Monthly EOC Training -	- Dashboard X User Preference	es X 📑			
Q Form Search	D G 0					
Check In/Out	User Preferences 💡					
Incident Dashboard	User settings being edited	O'Brien, Shane 🔹				
Incident Details	Language	English 💌				
Notification Status	Default Menu	Initial Respo V Su	ppress Dashboard on Open 🗌			
Incident Checklists	Change Password	Change Password				
ICS 201-1 - Incident Briefing Map/S	Recovery Email	sobrien1@uci.edu	Secondary Email/Phone Reset Pass	vord/Authentication		
ICS 201-2 - Summary of Current A	Cambrad July					
ICS 201-3 - Current Organization	Contact Info			1		
ICS 201-4 - Resources Summary	Primary Email	sobrien1@uci.edu	Secondary Email sobrien1@uci.edu			
ICS 201-5 - Site Safety and Control	Mobile Phone	949-535-6783	Work Phone 949-535-6783			
ICS 202 - Incident Objectives	Emergency Contact		Contact Phone]		
ICS 203 - Organization Assignment	Favorites 🕜					
ICS 204 - Assignment List	Search :	Clear Search		>	Selected Forms	
ICS 205 - Radio Communications	Forms			Ŧ	Favorites	Ŧ
ICS 206 - Medical Plan	AC Management Plan Cover Shee	et		<u>^</u>		
ICS 207 - Organization Chart	Action Items/Outstanding Issues	5				
ICS 208 - Site Safety Plan	Activate GRP					
ICE 214a - Individual Log	All Resources					
Tooldaat California	Ambulance Maintenance					
Incident Chuque	Application Options					
	Archive Incidents	or Eboot				
	Area Personnel	er brieet				
	Area Resource Totals					
	Area Types Maintenance					
	Areas of Operation					
	Asset Maintenance					
	Asset T-Times Report Chart					
	Asset Type Maintenance					
-0	Audit List					
÷ €	Auto-Generated Resources					

- 8. To checkout of the system, complete step 4 only this time you will select the checkout option. Once the dot by your name is red, you can move to the next step.
- 9. Log out of WebIAP by clicking on door symbol in top right corner.



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