

# Glossary

## Glossary Terms

**Admin/ Administrator:** An individual with access to the controlled sections of WebEOC. Such access includes the ability to create and edit user accounts, distribute PAC codes, and edit system features.

**Board:** A display used to transmit and share crisis information in real time. Boards are the base of WebEOC information sharing and are key to improving situational awareness for emergency managers and responders. Boards group information by subject or function.

**Chat:** Feature that allows users to conduct online text conversations in real time. Information entered into a chat room is not recorded anywhere in the system.

**Control Panel:** This is the hub of WebEOC and must be open for the system to function. This is where the user interfaces with all WebEOC features. The control panel is a list of boards and tools in the system. It appears as a long, narrow window on your screen. It is organized by boards, menus, tools, plugins, and links.

**Controller:** *Position* with the highest level of WebEOC permissions for his/her jurisdiction. These positions are generally reserved for emergency management directors.

**Dashboard:** A view of multiple boards displayed together. Dashboards can be created by combining similar boards into a single display for easy projection or other needs.

**EMA:** Emergency Management Agency.

**EMAC:** Emergency Management Assistance Compact; refers to interstate mutual aid.

**EMD:** Emergency Management Director.

**End User:** An individual with basic WebEOC access to the control panel. Does not have Admin access.

**EOC:** Emergency Operations Center.

**ESF:** Emergency Support Function.

**Filters:** Tools that help limit and organize the types of data the user can see for easier navigation. For instance, while boards may display information across all regions, there are drop-down filters that allow the user to limit the display view to one region. Other filters limit information displayed by user, position, or ICS section. Be aware of which filters are turned on and which are turned off so that valuable information isn't missed or ignored.

**Fused Incident:** An incident which has been connected to another WebEOC instance or license such as Region D or Kansas City. Also known as a “regional incident.” If fused, the incident name appears on the grey sub header of the Fusion section.

**Fusion:** Also known as “WebFUSION,” this tool allows different installations of WebEOC to connect to each other via specific boards that can share information to increase situational awareness.

**Groups:** Tools used by administrators to control process permissions. Grouping ensures that types of positions can function and relate to each other accurately and securely.

**Incident Command System (ICS):** A standardized, on-scene, all-hazards incident management approach. Many WebEOC features and forms follow ICS.

**Incident:** An incident is specific to the event and may include an actual disaster, exercise, daily operations or planned event. Information is grouped together by incident. WebEOC is an incident-based information management system, capable of managing multiple incidents simultaneously, yet separately.

**Incident Dependent:** A type of status for a board, which only shares data specific to that particular incident. An activity log is an example of this.

**Incident Independent (Global):** These types of boards show data that is global, or not incident independent. Boards in this category include information that is useful regardless of the incident: for example, the Road Closure board.

**Jurisdiction:** For Missouri WebEOC, this is used as a catch-all term to identify a geographic or functional group under a single authority. This may be a city, county, or even a specific agency in some applications.

**Links:** Section of the control panel where external websites can be accessed. The links available are determined by your administrator.

**MACC:** Multi Agency Coordination Center: A collaboration of different emergency management-related, usually regional, groups that converges during an incident.

**Master View:** Acts as an “umbrella” view or way to combine separate incidents. Those with access can choose to work individual incidents or monitor from the master incident. Records are labeled with the originating incident.

**Menu:** Means of grouping boards and other types of information together, similar to layers of folders on a computer hard drive, e.g., Shared drive>WebEOC Project> Training> Manual.

**Messenger:** A WebEOC communication tool that allows users to share information, similar to email. Users can choose to send information to specific users, positions, or groups. When a new message is received, a yellow box appears in the control panel.

**Mobi:** A mobile app that allows users to input information directly into one WebEOC board. This app does *not* give the user full access to the control panel. To gain full access, WebEOC must be accessed from a mobile device using an Internet browser.

**NIMS:** National Incident Management System.

**PDF:** Portable Document Format.

**Position Access Code (PAC):** A special code allowing users to self register in WebEOC. WebEOC administrators can generate and disseminate PACs to allow users to register for a specific position. These codes can be used to reduce the burden of administrators during an emergency by making it possible for users to self register, which carries the additional benefit of individual accountability. PAC example: 2d+WK4i%.

**Plugin:** Special device that provides users additional ways of sharing information such as text, maps, or files. The basic plugins available in WebEOC are MapTac, File Library, National Weather Service Alerts, Remote Boards, and Scroller.

**Position:** The role a WebEOC user fills during an incident. Users may have multiple positions assigned to them and a position can be staffed by multiple users. The position assigned to a user controls his/her access and determines what the control panel looks like.

**Regional Incident:** The name of an incident that has been fused to another WebEOC instance or license such as Region D or Kansas City. Also known as a “fused incident.” Regional incident names appear on the grey sub header of the Fusion section of the control panel.

**REP:** Radiological Emergency Preparedness.

**SEOC:** State Emergency Operations Center.

**Sunshine Law:** Refers to Chapter 610 of the Revised Statutes and details the commitment to public openness in terms of Government and public records. Law applies to all records, regardless of the manner in which they are kept.

**Typed Resource:** Refers to a commonly exchanged resource, which has been categorized with NIMS.

**User:** An individual with WebEOC access. Each user has a unique user name and system password. Your User ID should be your professional email.

## Buttons

**Browse:** Allows the user to search for a document to attach.

**Cancel:** Aborts the operation.

**Clear Search:** Removes the search criteria entered.

**Create PDF:** Allows the user to create a PDF of the current view.

**Drop Down Menu:** A list of selectable options that appears when clicking on a downward facing arrow. In WebEOC you can click within a drop down and begin typing the desired choice to quickly be directed to that section of the list.

**Export to Excel:** Exports a board's data to an Excel spreadsheet.

**Get Address:** Provides the user with addresses based on the data entered into the "Address" field.

**Map It:** Opens "WebEOC Mapper" Professional with the location plotted on the map.

**New Record:** Takes the user to the Input view to create a new record.

**Return to List:** Returns the user to the previous window.

**Save:** Allows the user to save the record being viewed.

**Search:** Searches for a record in WebEOC based on text entered in the text field.

**Spell Check:** Checks spelling in the text fields for the window being viewed.

**Update:** Takes the user to the Input view for an existing record.

**View:** Allows the user to see the details of a record.

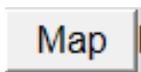
## Icons



The *paperclip* icon opens an attachment in a new window.



The *calendar* icon opens a calendar for date selection and time changes.



The *Map* button is available for entries that have geo-coded addresses. Clicking this button will pull up Mapper and display the location referenced in the entry.



Navigation arrows allow you to navigate between multiple pages of a view. Each click navigates a single page in the direction chosen.



This navigation button returns to the first page of the view.

