WebEOC®

Quick Reference Guide – April 2023

Access and Navigation

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Overview

This quick reference guide provides detailed steps on accessing the USAG Bavaria WebEOC account, including instructions on what to do if you have forgotten your username or password. In addition, the guide covers basic navigation within WebEOC.

The guide is for users of WebEOC version 9.X and later.

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Access Options

In addition to needing standard credentials (username and password) to log in to your WebEOC account, you need to specify a position and incident prior to gaining access to the account.

Your administrator may also require you to accept certain terms and conditions prior to being granted access. In this case, if you do not click **Accept**, you will not be allowed to log in.
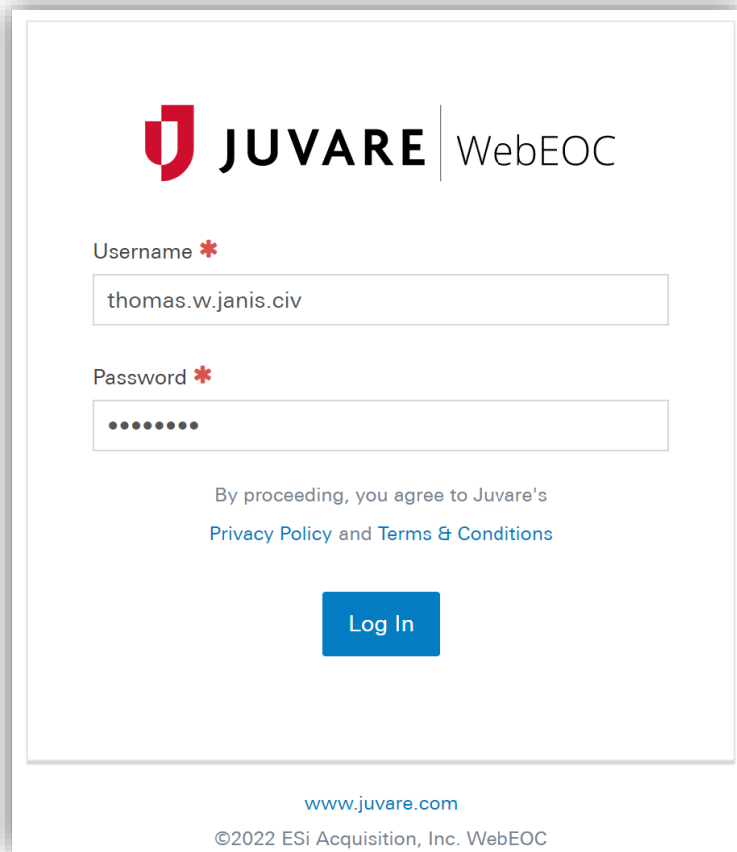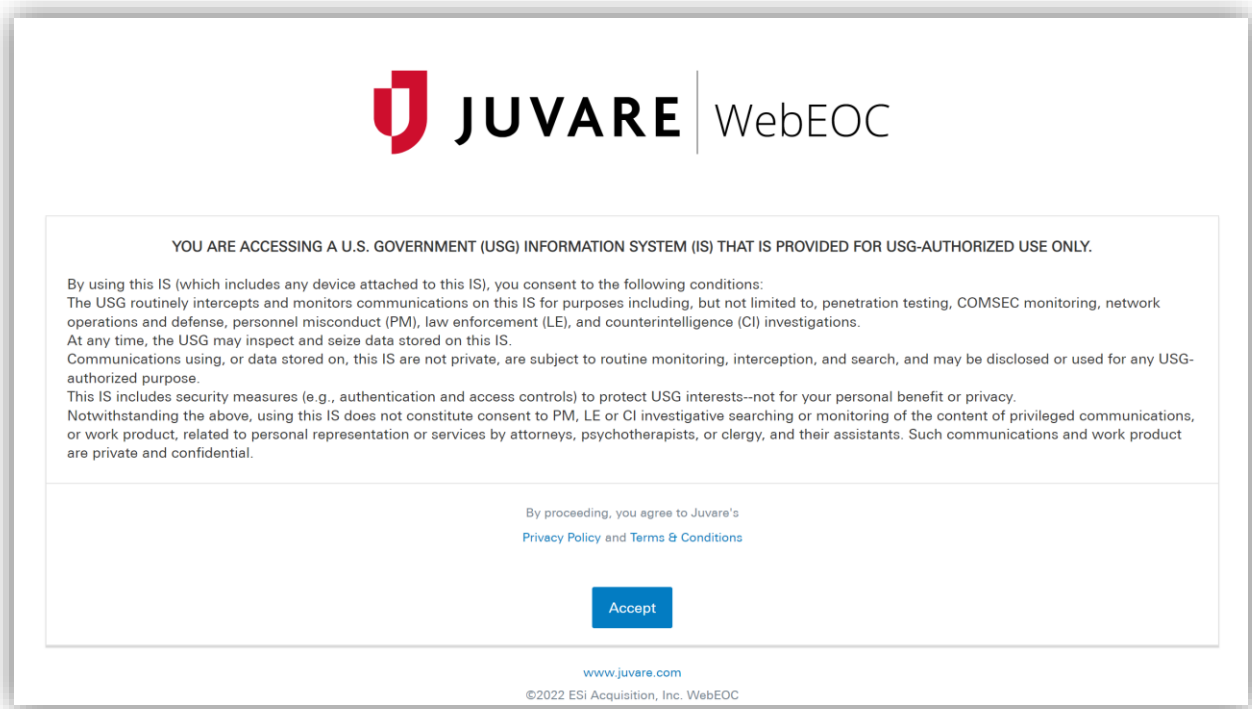

<div align="center" style="color:red">To Log In</div>

1. Open the *WebEOC Login* page.

https://webeoc-bavaria.eur.army.mil/eoc7

2. If a policy statement opens, click **Accept** to the terms and conditions specified. The *Login* page opens.

3. Enter your username and password in the appropriate fields. For new accounts – see New Account Login below.

4. Click **Log In**.

5. In the next page, for **Position**, select the appropriate position.

6. For **Incident**, select the incident you want to access.

7. Click **Continue**.

8. If the *Additional Login Information* page opens, complete the required fields* and provide your **current contact info and location data**.

9. Click **Continue**. The main application page opens.

To Log Out

From any tab, click the **Logout** link located next to your username and the incident in the page header. You do not have to logout of WebEOC. This is not the same however as signing-in / -out of an incident.

| DPTMS - Antiterrorism Officer▾ | Garrison WebEOC Training▾ | Log Out | ⤢ ⚙ ❓ |
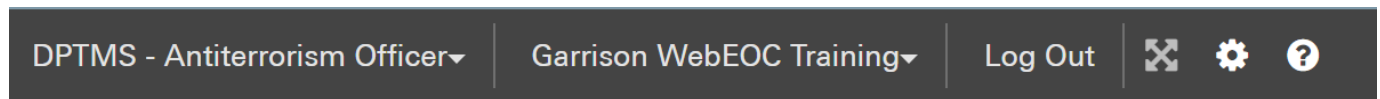
To Reset Your Password

If you forget your password, you must contact the Garrison DPTMS (S-3/5) to reset it. As policy, USAG Bavaria recommends users to choose their CAC PIN for account passwords. Personnel that do not have CAC should contact the S-3/5 at usarmy.bavaria.id-europe.list.s-3-ops@army.mil

New Account Login

New account holders must change the temporary password once the account is created, and after you receive your account creation email with user name and temporary password.

1. After logging in to WebEOC and entering your temporary password, you will get a pop-up window that says your password has expired.

2. In **New Password**, enter your new password and then confirm it by entering it again in **Confirm Password**. Please provide your CAC PIN for the new password. This will help us remind you in the future if you forget your password.

3. Click **Continue**.

4. Select the appropriate position and incident, and click **Continue**.

To Retrieve Your Username

If you forget your username, no worries. It's your official abbreviated email address. For example – john.q.public.mil3 from the Army 365 email address. USAG Bavaria doesn't use anything after the designator following the last name (mil / ctr / civ / naf). Municipal and stakeholder account holders should contact USAG Bavaria for assistance at usarmy.bavaria.id-europe.list.s-3-ops@army.mil

Basic Navigation

Position and Incident Fields

You can change your position and/or the incident at any time after you log in to WebEOC. Use the header ribbon fields in the page header to make these selections.

| DPTMS - Antiterrorism Officer▾ | Garrison WebEOC Training▾ | Log Out | ✕ ⚙ ❓ |

Each user has different position options available depending on their roles and permissions. Likewise, the user must be granted access to an incident for it to appear in that menu. You only need to change your position or the incident from the dropdown menus.

Header Features

The following options may be available to you in the page header:

Option	Description
Full screen mode ✕	This icon allows you to move to full screen mode, which hides the header and tabs. In full screen mode, you have the option of scrolling through all open boards/tabs. For details, see Full Screen Mode, below.
Help system ❓	The Help icon opens the WebEOC Client Hub where you can find the information you need about features and functions, in addition to step-by-step procedures. It also offers access to other resources, including recent product announcements and quick reference guides.
Admin window ⚙	This option is available only to WebEOC Administrators at the garrison. Clicking the gear icon opens the Admin window where you can manage WebEOC users, positions, plugins, and much more.

Full Screen Mode

When in full screen mode, the header, navigation bar, and open tabs are hidden. This mode provides a greater amount of screen to work with, which can be especially useful when you are projecting the screen in your Emergency Operations Center during an incident.
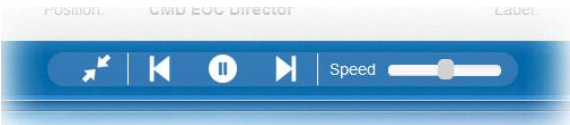
In addition, a toolbar appears in the footer of the window. The first icon in the toolbar (Minimize) allows you to return to standard viewing mode.

The rest of the tools help you work in presentation mode. To initiate the presentation function, click the play button (center circle). The open boards, plugins, and tools are visible, automatically appearing one at a time. To pause the presentation on a particular board, click the pause button, which temporarily replaced the play button. Resume scrolling through boards by clicking the play button again.

To determine the transition time between boards, drag the **Speed** cursor left or right accordingly. You can choose to have boards remain on the screen for as little as 5 seconds to as long as 3 minutes.

To manually navigate between open boards, click either the forward or back (arrow) buttons. Clicking the forward button takes you to the next board and restarts the timer. Clicking the back button takes you to the previous board and restarts the timer.

Home Page

When you first log in to WebEOC, or when you change your position or the incident, you are taken directly to the *Home* page. The page displays USAG Bavaria information, and includes any system-wide messages and notifications to keep you and other users immediately informed of critical information.
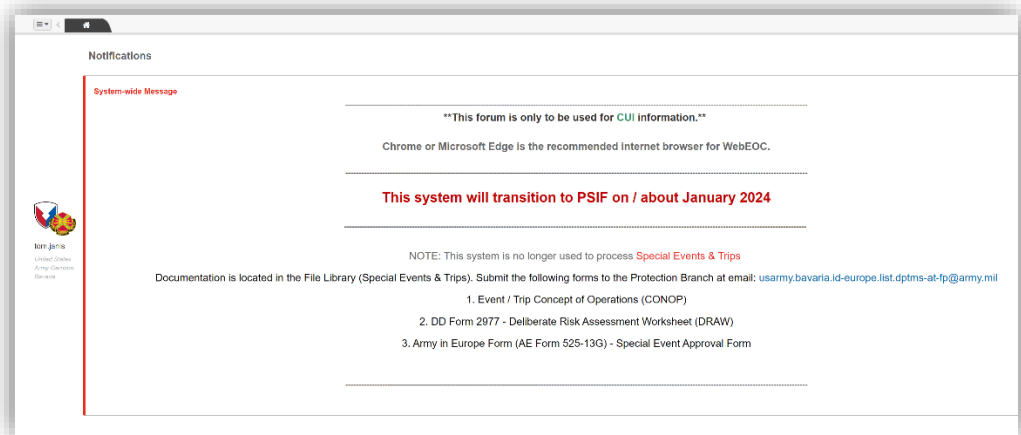

In standard viewing mode, no matter what board, menu, tool, or plugin you are currently viewing, you can always return to the *Home* page by clicking the tab with the house icon.


Control Panel

The WebEOC control panel provides access to all the boards, menus, tools, and plugins to which you have been granted access. To open the control panel, click the menu icon in the upper left corner of the window.

When you click the option in the control panel menu, the item opens in a new tab. You can also open your selection in a new window by clicking the arrow icon on the far right side of that row in the panel.
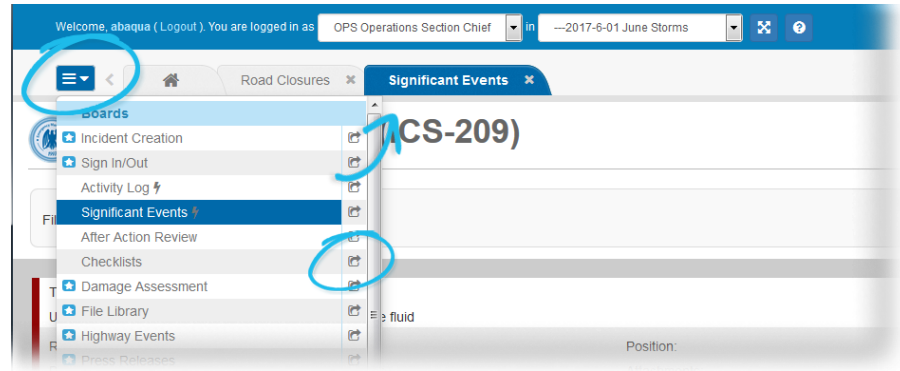
Selecting an option that is already open does not open a duplicate tab. Instead, the action brings the open tab into focus.

In the *Menus* section of the control panel, to view options available for a particular menu, click the arrow to the left of the menu name. The section expands to show the available options.
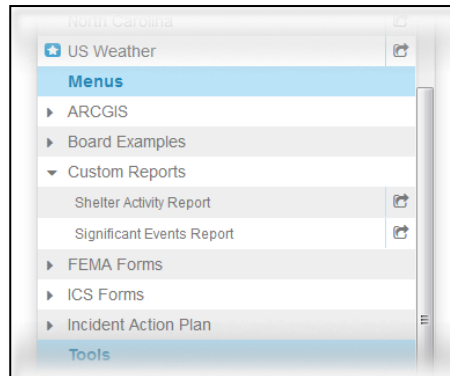

Tabs

The tab that is currently in focus is a dark (black) tab (some browsers may present a different color) so you can tell at a glance which board, menu, or other item you are currently viewing.

If you have many tabs open, you can quickly move to another tab by using the menu on the right side of the tab bar. Simply open the menu and click an option to move to that tab.

When you have many tabs open, you can also scroll through them using the arrows to the right and left of the tabs. This is especially helpful when some tabs are not visible due to the number that are open.
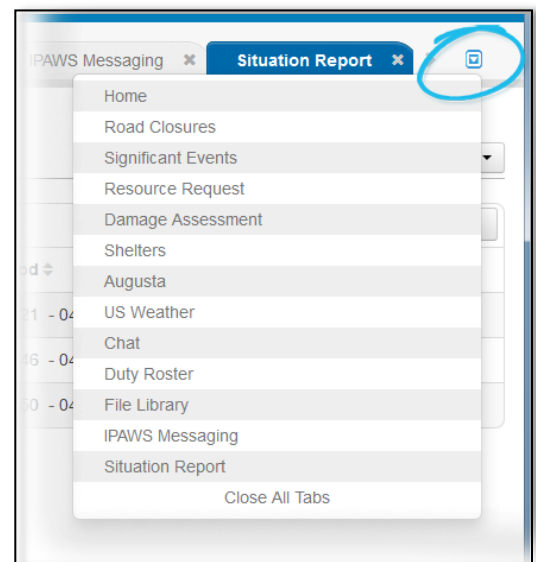
Special Indicators

You can tell immediately when new information has been added to a board. The blue and white star icon appears in the control panel next to the board name.

In addition, if the board is open in a tab but not currently in focus and new information has been added to it, the star appears in the tab next to the board name and the tab color changes from gray to light blue.
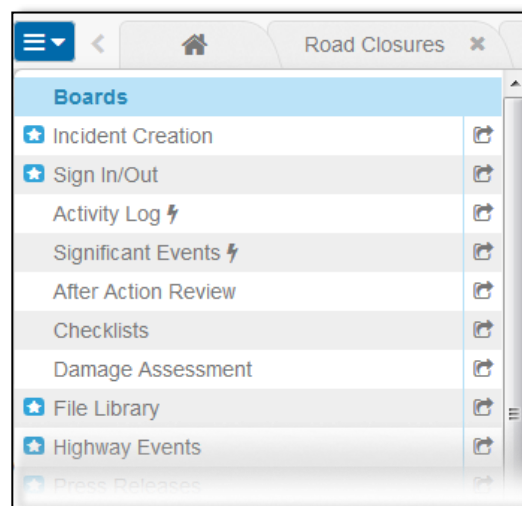
When a tab contains a map, the map icon appears next to the tab's name.
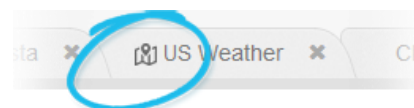
For more information contact the S-3/5 team at usarmy.bavaria.id-europe.list.s-3-ops@army.mil