



# WebEOC

## Quick Reference Guides

09/2018

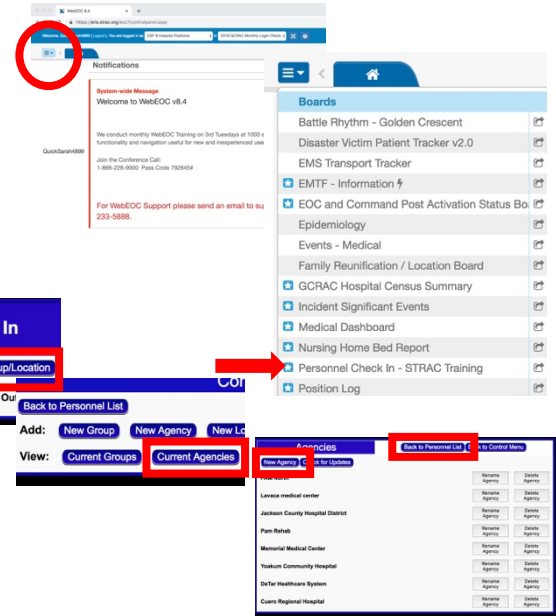
### Personnel Check-in

Step 1.) Log in to WebEOC, and select the appropriate incident: "YEAR GCRAC Monthly Login Check - MONTH"

Step 2.) From the WebEOC home screen, click on the blue boards button.

Step 3.) Select the "Personnel Check In" board.

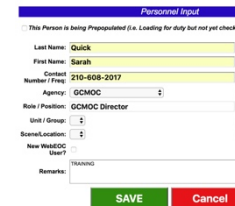
Step 4.) Click "Agency/Group/Location", then "Current Agencies". If your facility/agency is already listed, click "Back to Personnel List" (Go to Step 6). If not, click "New Agency" (Go to Step 5).



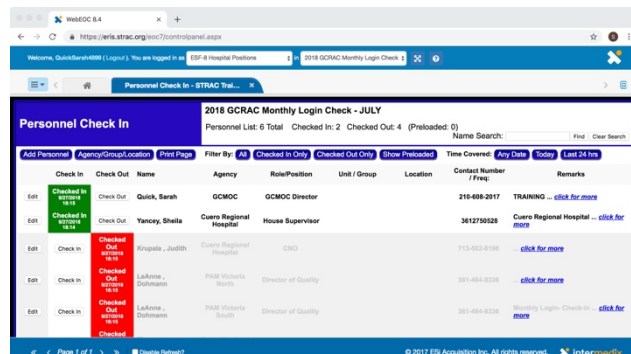
Step 5.) Add your agency name, click "SAVE". It will take you to the complete list of agencies, where you should now see your facility. Click "Back to Personnel List".



Step 6.) Click "Add Personnel", fill in the information, and click "SAVE". Do not select the prepopulated option. You do not have to fill in Unit/Group or Scene/Location.



You are now Checked in! Your screen should look like this:



If you are still having trouble, please email [Sarah.Quick@strac.org](mailto:Sarah.Quick@strac.org) for additional support.