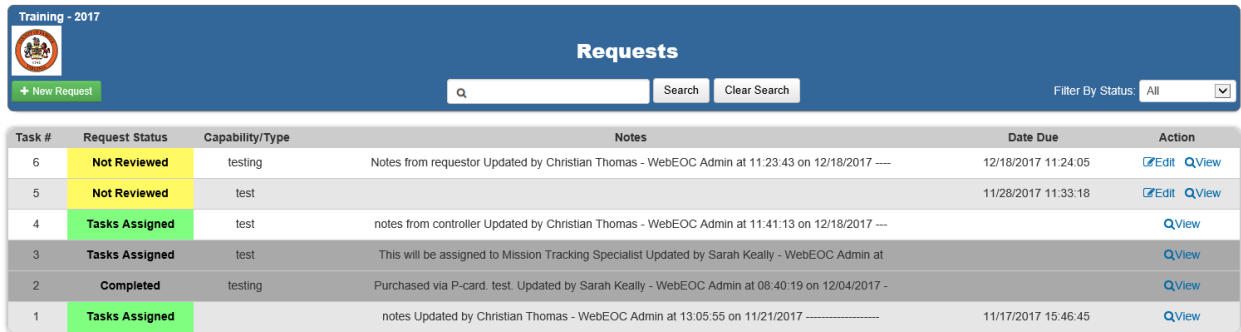


# Supported Local Core WebEOC Boards

Request for Assistance	(Version 1.0)	Incident Based																																										
<p><b>Description:</b> This board enables a user/position to request assistance that can be tracked and assigned to more than one entity to fulfill.</p>																																												
<p><b>Views:</b> Two list views are provided with this board for the primary users of the Task Tracking process—One to view requests and the other to view assignments. A third list view is provided for the controller to review requests and make assignments. A fourth list view is for Mission tracking was added for Fairfax County. Detail views are provided with all the list views along with the appropriate input/edit views.</p>																																												
<p><b>List View (Requests)</b> – This view is assigned to all users for issuing and monitoring requests. The user only sees the requests made by the assigned position/agency.</p>																																												
 <p>The screenshot shows a web interface titled 'Requests' for 'Training - 2017'. It features a search bar, a 'New Request' button, and a filter dropdown set to 'All'. Below is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Task #</th> <th>Request Status</th> <th>Capability/Type</th> <th>Notes</th> <th>Date Due</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>Not Reviewed</td> <td>testing</td> <td>Notes from requestor Updated by Christian Thomas - WebEOC Admin at 11:23:43 on 12/18/2017 ---</td> <td>12/18/2017 11:24:05</td> <td><a href="#">Edit</a> <a href="#">View</a></td> </tr> <tr> <td>5</td> <td>Not Reviewed</td> <td>test</td> <td></td> <td>11/28/2017 11:33:18</td> <td><a href="#">Edit</a> <a href="#">View</a></td> </tr> <tr> <td>4</td> <td>Tasks Assigned</td> <td>test</td> <td>notes from controller Updated by Christian Thomas - WebEOC Admin at 11:41:13 on 12/18/2017 --</td> <td></td> <td><a href="#">View</a></td> </tr> <tr> <td>3</td> <td>Tasks Assigned</td> <td>test</td> <td>This will be assigned to Mission Tracking Specialist Updated by Sarah Keally - WebEOC Admin at</td> <td></td> <td><a href="#">View</a></td> </tr> <tr> <td>2</td> <td>Completed</td> <td>testing</td> <td>Purchased via P-card. test. Updated by Sarah Keally - WebEOC Admin at 08:40:19 on 12/04/2017 -</td> <td></td> <td><a href="#">View</a></td> </tr> <tr> <td>1</td> <td>Tasks Assigned</td> <td></td> <td>notes Updated by Christian Thomas - WebEOC Admin at 13:05:55 on 11/21/2017 -----</td> <td>11/17/2017 15:46:45</td> <td><a href="#">View</a></td> </tr> </tbody> </table>			Task #	Request Status	Capability/Type	Notes	Date Due	Action	6	Not Reviewed	testing	Notes from requestor Updated by Christian Thomas - WebEOC Admin at 11:23:43 on 12/18/2017 ---	12/18/2017 11:24:05	<a href="#">Edit</a> <a href="#">View</a>	5	Not Reviewed	test		11/28/2017 11:33:18	<a href="#">Edit</a> <a href="#">View</a>	4	Tasks Assigned	test	notes from controller Updated by Christian Thomas - WebEOC Admin at 11:41:13 on 12/18/2017 --		<a href="#">View</a>	3	Tasks Assigned	test	This will be assigned to Mission Tracking Specialist Updated by Sarah Keally - WebEOC Admin at		<a href="#">View</a>	2	Completed	testing	Purchased via P-card. test. Updated by Sarah Keally - WebEOC Admin at 08:40:19 on 12/04/2017 -		<a href="#">View</a>	1	Tasks Assigned		notes Updated by Christian Thomas - WebEOC Admin at 13:05:55 on 11/21/2017 -----	11/17/2017 15:46:45	<a href="#">View</a>
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<p><b>Default Features:</b></p> <ul style="list-style-type: none"> <li>• Search capability on the Description field for specified text</li> <li>• Data filtering by the status value using the filter dropdown provided in the header</li> <li>• Sort capability on the Request Status and Date Due fields by clicking on the corresponding column header/field title</li> <li>• <i>View</i> link to access additional details and also see task assignments</li> <li>• Status background colors for easy identification of a record's status</li> <li>• <i>New Request</i> button to create new requests for assistance</li> <li>• <i>Edit</i> link to add notes for a submitted request</li> </ul>																																												
<p><b>Variations: None</b></p>																																												

# Supported Local Core WebEOC Boards

**Input (Edit) View** – This view is for users to make requests.

Note: Items marked in red are required fields.

Request Status New Request

**What do you want to order & What do you need to do?**

\*Capability

Please specify the SIZE and AMOUNT of the resource required to meet this capability requested.

\*Size

\*Amount

Where does this resource need to report to or be delivered to? Please provide the exact address of the LOCATION needed.

\*Address  Please provide full address (including street address, city, zip code, state).

Time requirements.

\*Date/Time Needed

Duration of Deployment 72 hours

**What potential resources or type of equipment do you believe could meet this request?**

\*Potential Resource

To assist the logistics Section, please describe any previous efforts to fill this order

Point of Contact to call about this request.  
Note: Point of Contact are those individuals who resource providers can call and ask questions about the request, get delivery locations, etc. This person may or may not be the "Authorizing Representative".

\*Contact Name

Contact E-mail

\*Contact Phone #

Contact Secondary Phone #

Notes

Add Notes

Cancel Save

## Default Features

- Date/Time picker code to facilitate proper date format
- Drop down lists to maintain data consistency
- Notes field for additional information with update code to capture who made the last note and when.
- Red colored field labels to help identify required field completion.

**Variations: None**

# Supported Local Core WebEOC Boards

**List View (Assignments)** – This view is assigned to all users for viewing task assignments. The user only sees assignments that impact them.

Task #	Task Status	Task Changed Flag	Task	Estimated Delivery Date	Action
Z	New Task		test		Open

## Default Features

- Search capability on the task assignment and task notes fields for specified text
- Data filtering by the status value by selecting the appropriate dropdown filter.
- Sort capability on the Task Number, Task Status and Estimated Delivery Date by clicking on the corresponding column header/field title.
- *Open* link to access additional details.
- Status background colors for easy identification of a record's status.
- Status colors on the Estimated deliver date change colors based on the approaching estimated delivery date.

## Variations: None

**Details (Assignments)** - This view provides the user with detail on the assignment with the request information displayed in the upper portion of the screen. C

### Request Details

Task #	
Position	
Requestor	EOC OEM Staff
Requestor Phone	
Status	<b>Tasks Assigned</b>
Capability	Write on paper. Blue pen preferable.
Size	normal
Amount	12 pack
Location Needed	4890 Alliance Drive, Fairfax, VA
Request Date/Time	01/03/2018 08:54:43
Date/Time Needed	01/04/2018 08:55:23
Estimated Length of Deployment	24 hours
Potential Resource	Office supplies contract with Geurnsey.

### Assignments

Assigned To	Task	Assignment Status	Comments	Action
EOC Supply Branch Director	Please order more office supplies through Guernsey.	Completed		<a href="#">Edit</a>

[Return](#)

## Default Features

- View only capability for assignments made to other positions/groups that are also fulfilling the request.
- Ability for the assignee to edit the status and provide comments for their assignments.

## Variations: None

# Supported Local Core WebEOC Boards

**Edit View (Assignments)** – This view enables the assignee to update the status of their specific assignment as well as estimated delivery date/time, date completed, and any comments.

## Default Features

- Date/Time picker code to facilitate proper date format.
- Dropdown fields for data consistency.
- Comments field that uses update code to maintain past entry information while placing updates at the top of the text area in addition to text that indicates who updated the information and when.

## Variations: None

**List View (Controller)** – This view enables the controller/coordinator to make/view assignments as well as view when requests are ready to be closed or if there is an issue that needs to be addressed.

Task #	Overall Status	Task Action	Critical?	Request Date	Due Date	Capability	Action
6	Not Reviewed			12/18/2017 11:23:44	12/18/2017 11:24:05	testing	<a href="#">View</a>
5	Not Reviewed			12/15/2017 11:33:09		test	<a href="#">View</a>
4	Tasks Assigned	Revised	No	12/08/2017 13:04:43	11/28/2017 11:33:16	test	<a href="#">View</a>
3	Tasks Assigned	Cancelled	No	11/30/2017 10:51:42		test	<a href="#">View</a>
2	Completed	Revised	No	11/20/2017 15:44:56		testing	<a href="#">View</a>
1	Tasks Assigned		No	11/17/2017 15:46:34	11/17/2017 15:46:45		<a href="#">View</a>

## Default Features

- Search capability on the Request Capability, Request Potential Resource, Request Attempt Procured, Request Notes and Request Contact Name fields for specified text
- Data filtering by the status value by selecting the appropriate status from the dropdown list.
- Sort capability on Task Number, Overall Status, Request Date and Due Date fields by clicking on the corresponding column header/field title.
- *View* link to access additional details.

# Supported Local Core WebEOC Boards

- Status background colors for easy identification of a record’s status.
- Cell color change for the Due Date to signal that the due date has been surpassed.
- Action field to quickly identify records with issues or have been completed.

**Variations: Loudoun County has a second dropdown filter for the source of the request—local or hotline.**

**List View (Mission Tracking)** This view is assigned to Logistics for Mission Tracking of tasks.

Task #	Mission #	PO # or CC #	Description	ETA	Check-in	Amount	Cost per Unit	Total Cost	Demobilized	Status	Action
4			notes from controller			1				Tasks Assigned	<a href="#">Q:Details</a> <a href="#">G:Edit</a>
3	23	464575859		12/18/2017 11:40:26	12/18/2017 11:40:26	46	23	123	yes	Tasks Assigned	<a href="#">Q:Details</a> <a href="#">G:Edit</a>
2						57				Completed	<a href="#">Q:Details</a> <a href="#">G:Edit</a>
1						1				Tasks Assigned	<a href="#">Q:Details</a> <a href="#">G:Edit</a>

## Default Features

- Search capability on the notes field
- *Details* link to access additional details.
- *Edit* link to edit the information.
- Status background colors for easy identification of a record’s status.

**Variations: None; No other jurisdiction currently has this view**