Administrators Group Board

(Version 1.0)

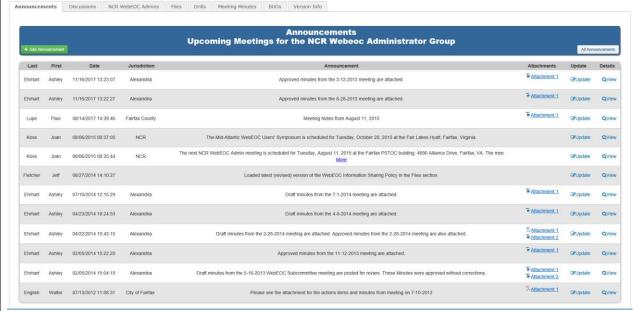
Incident Independent

(fusion board)

Description: This board is used as a communication tool among the NCR WebEOC Administrators. There are eight components to this board—one for sharing announcements about upcoming meetings, a second for discussions, a third for a list of Admin Users, a fourth to share files, a fifth to share drills, a sixth to share meeting minutes, a seventh to view Board Usage Guides (BUGs), and an eighth to share software version information.

Views: This board provides a list view with all eight lists that are accessible through the tabs at the top of the board.

List View – This board shows the recent announcements, with the tabs to switch to a different section. This information is for NCR WebEOC Administrators only.



Default Features:

- Record editing through the respective Update links
- Record creation with the respective Add buttons
- Tabs to navigate among the different lists.

Variation: The NCR NIMS Officers have a version of the board with only five sections. The Drill and Meeting Minutes sections are not included. The NCR NIMS Officers version has a tab for identifying scheduled Monthly Meetings.

Variation: The NCR Regional Planners have a version of the board with only four sections: Discussion, NCR Planners, Files and Meeting Minutes.

Variation: The NCR Training and Exercise Officers have a version of the board with only four sections: Discussion, NCR Training and Exercise Officers, Files and Meeting Minutes.

Input (Edit) Announcements View — This view enables the announcements to be created and the option to post to the list view and also to email the group with the posted message.

Name and Information:
Last:
First:
Joan
Jurisdiction:

Announcements:

Announcement:

Attachment 1:
Attachment 2:
Attachment 3:
Fost to Front Page
Send Email to NCR WebECC Users Group

Default Features:

- Ability to browse to a document for attaching
- Check box to enable/disable display on the list view
- Check box to generate email to the NCR WebEOC Users Group.

Variations: The NCR NIMS board is similar but references Send Email to NCR NIMS Officers.

Variation: The NCR Planners and NCR Training and Exercise Officers versions do not have this section.

Input (Edit) Discussions View - This view enables general discussion sharing and responses. This board includes the option to post to the list view and also to email the group with the posted message. Discussion Name and Information: Last: Koss Jurisdiction: Post: Subject: Attachment 1: Browse... Attachment 2: Attachment 3: ☑ Post to Front Page ${f extstyle f extstyle extsty$ Cancel Save

Default Features:

- Ability to browse to a document for attaching
- Check box to enable/disable display on the list view
- Check box to generate email to the NCR WebEOC Users Group.

Variation: The NCR NIMS Officer version calls this section General and is to post latest NIMS News, Questions, Requests and Discussions. In addition the input view references sending emails to the NCR NIMS Officer Group.

Variation: The NCR Planners and NCR Training and Exercise Officers versions do not vary from the WebEOC Admin version.

	is board includes the option to post to the list view. Contacts	
Name and Information	n:	
Last:		
First:		
Middle:		
Jurisdiction:		
Title:		
Department:		
Address:	•	
City:		
State:		
Zip Code:		
Email 1:		
Email 2:		
Email 3:		
Notes:	^	
Notes:	<u> </u>	
Contact Numbers		
Business 1:		
Business 2:		
Home:		
Pager:		
Fax:		
Other:		
Service/Carrier:		
Business Cell:		
Personal Cell:		
Satellite Phone:		
☑ Post to Front Page	3	
Cancel Save		
ult Featur	es:	

Input (Edit) Files View - This view provides the capability to upload files. This board includes the option to post to the list view. Files File Name File Description Upload File Browse... ✓ Post to Front Page ✓ Send Email to NCR WebEOC Users Group **Default Features:** Check box to enable/disable display on the list view Check box to general email to the NCR WebEOC Users Group. Variations: None Input (Edit) Drills View - This view provides the capability to upload drill information. This board includes the option to post to the list view. **Submitting Jurisdiction** Drill Title **Drill Description** Remove? **✓** Post to Front Page \square Send Email to NCR WebEOC Users Group Cancel Save **Default Features:** Check box to enable/disable display on the list view

- Drop down list to select the submitting jurisdiction.
- Ability to remove the drill from the list.
- Check box to generate email to the NCR WebEOC Users Group.

Variations: The NCR NIMS Officer, NCR Planners and NCR Training and Exercise Officers versions of this board do not have this section.

Input (Edit) Meeting Minutes View - This view provides the capability to upload meeting minutes. This board includes the option to post to the list view.

Minutes

Meeting Minute Name

Meeting Minute Description

Upload Meeting Minute

Browse...

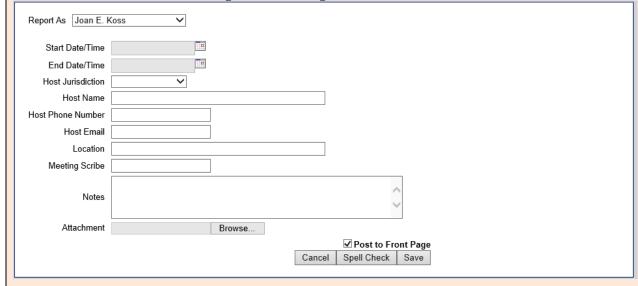
Post to Front Page

Send Email to NCR WebEOC Users Group

Default Features:

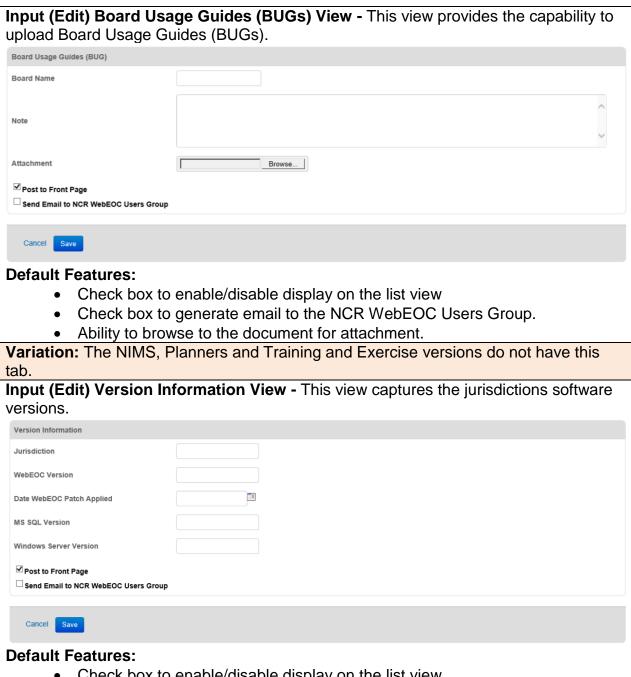
- Check box to enable/disable display on the list view
- Check box to generate email to the NCR WebEOC Users Group.
- Ability to browse to the minutes document for attachment.

Variation: The NCR NIMS Officer version has a section for Monthly Meetings. This has the date/time information along with meeting host information.



Default Features:

- Spell Check button to ensure correct spelling
- Check box to enable/disable display on the list view
- Drop down list to select the hosting jurisdiction.
- Date/Time pickers to ensure proper date/time format.
- Ability to browse to a file for attachment.



Check box to enable/disable display on the list view

- Check box to generate email to the NCR WebEOC Users Group.
- Date/Time picker to provide a date in proper format.

Variation: The NIMS, Planners and Training and Exercise versions do not have this tab.