

Emergency Operations | WebEOC HOW TO GUIDE

Personnel management

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General

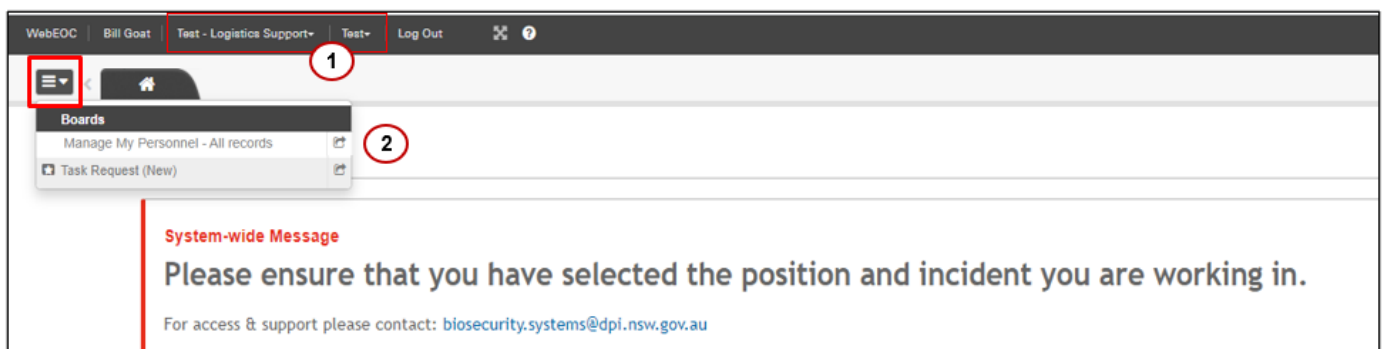
Personnel boards in WebEOC contain contact details, normal working location, availability, nominated and qualified response roles.

Users can view and search for available personnel to fill response roles, including those with specific qualifications or licences, e.g. chemical application.

Access to these boards is limited to Logistics and Planning roles.

Selecting personnel board from main menu

1. Check your 'position' and 'incident' is correct.
2. In the main menu, select the Manage My Personnel board – All records.

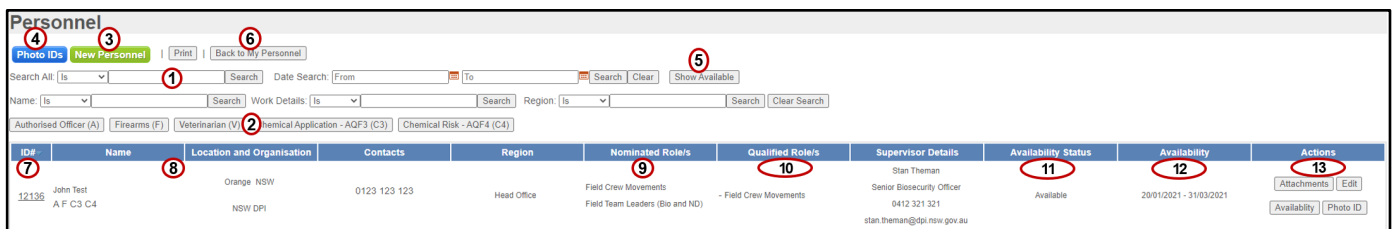


Personnel

The personnel board displays the qualifications, response roles and availability of personnel.

Features of the personnel board allow the list to be searched by users and includes:

1. Search – all displayed information e.g. role (in 'search all') or specific fields for availability dates, name, work details and region.
2. Filters – cumulative filters for 'authorised officer', 'firearms (business) licence', 'registered veterinarian', 'chemical application' and 'chemical risk'
3. 'New Personnel' button – links to a blank personnel record input screen. Note: existing records must be checked prior to adding new personnel.
4. 'Photo IDs' button – links to boards to print role identification cards
5. 'Show Available' button – limits records to personnel available on today's date
6. 'Back to My Personnel' – limits records of personnel to a specific region for EM Coordinators
7. Unique ID for each person – this is a non-sequential number
8. Sortable headers – sorts list in ascending or descending alphabetical, numerical or date order
9. Nominated role/s – personnel have nominated for training in these roles (approved by their supervisor), which may be partially completed
10. Qualified role/s – personnel have successfully completed training in these roles
11. Availability status – unavailable, available or available on request - relevant to today's date
12. Availability – lists dates people are available or available on request
13. Actions – links/buttons to add 'attachments', 'edit' the personnel record, add 'availability' and print or view 'photo ID' cards



ID#	Name	Location and Organisation	Contacts	Region	Nominated Role/s	Qualified Role/s	Supervisor Details	Availability Status	Availability	Actions
12136	John Test A F C3 C4	Orange NSW NSW DPI	0123 123 123	Head Office	Field Crew Movements Field Team Leaders (Bio and ND)	Field Crew Movements	Stan Theman Senior Biosecurity Officer 0412 321 321 stan.theman@dpi.nsw.gov.au	Available	20/01/2021 - 31/03/2021	Attachments Edit Availability Photo ID

My personnel

The 'My Personnel' board display is the same as the 'Personnel' board display but limits the records to the region of the EM Coordinator.

EM Coordinator must have the region 'position' selected to access this display.

Use the 'Back to My Personnel' and 'Display ALL Personnel' to toggle between the two displays.

Regions, which are entered for each person on their personnel record, aligns with LLS regions (for LLS personnel) or [NSW emergency management regions](#) for all other personnel.

New personnel

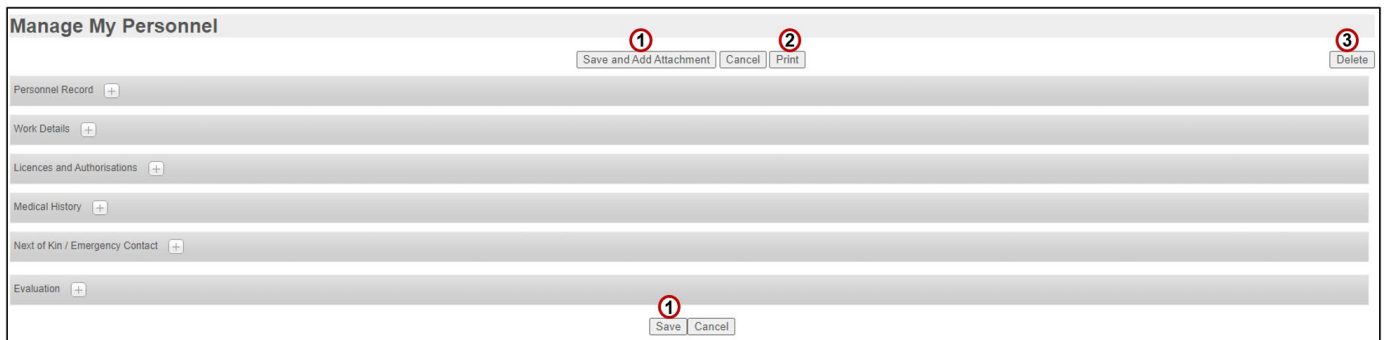
Avoid creating duplicate records by searching existing records using the filters and available information, **prior to** creating New Personnel.

Click on the 'New Personnel' button to create a new record.

The Personnel input screen has been divided into sections which can be minimised or expanded to enable better navigation and display of information. Refer to the [WebEOC user guide](#) for details on how to complete a personnel record.

Complete, as a minimum, the information on the 'personnel' display board, if known.

1. Click 'save and add attachment' or 'save' after information is entered. 'Save and add attachment' links to the attachment log allowing for id photo and other attachments to be added.
2. To print the personnel record expand all relevant sections of the form and then click 'Print'. The resulting document will display the information as seen on screen at the time of clicking print.
3. Duplicate personnel records can be deleted.



Editing a personnel record

Each person has access to their own personnel record and is required to keep it up to date. See [WebEOC user guide](#).

Additional fields, only accessible to some users, are listed below.

Personnel record

1. Supervisor approval - completed by EM Coordinator in consultation with the person and their substantive supervisor.
 - a. confirms commitment to EM activities, e.g. training, exercises and responses
 - b. allows for interstate deployment
 - c. nominates for training of up to 3 roles
2. Inactive – ticking and applying a reason for inactivation will remove them from the list of personnel. The record can be retrieved by contacting Biosecurity Systems Unit.

Evaluation

1. Qualified roles – entered by Emergency Operations Unit training personnel based on records of completion of training pathways in EMtrain.
2. Evaluation log – records person and position changes to nominated and qualified role/s.

Attachments

Refer to the [WebEOC user guide](#) for details on how to add attachments and id photos to a personnel record.

Availability

Refer to the [WebEOC user guide](#) for details on how to add availability to a personnel record.

Photo IDs

Individual's photo ID

To create photo ID cards access 'personnel IDs list' (below) using the 'photo id' button under 'Actions' for each personnel record. Note: Photos are added to personnel record via the 'attachments' button.


1. Add new ID cards
 - a. Select the relevant function (e.g. Operations) and role (e.g. Field Crew). Each function will display a different background colour on the card (see below).
 - b. Unless specially required, leave Location blank (i.e. optional), allowing cards to be relevant at multiple locations
2. View/ print card back – standard for all cards
3. List of roles cards that have previously issued.
4. View/print card front – view, edit and (re)print role cards. Cross on green background will appear for personnel with first aid qualifications.

Personnel IDs List

① [New ID Card](#) [Return to Personnel List](#) [Print](#) [View/Print Card Back](#) ②

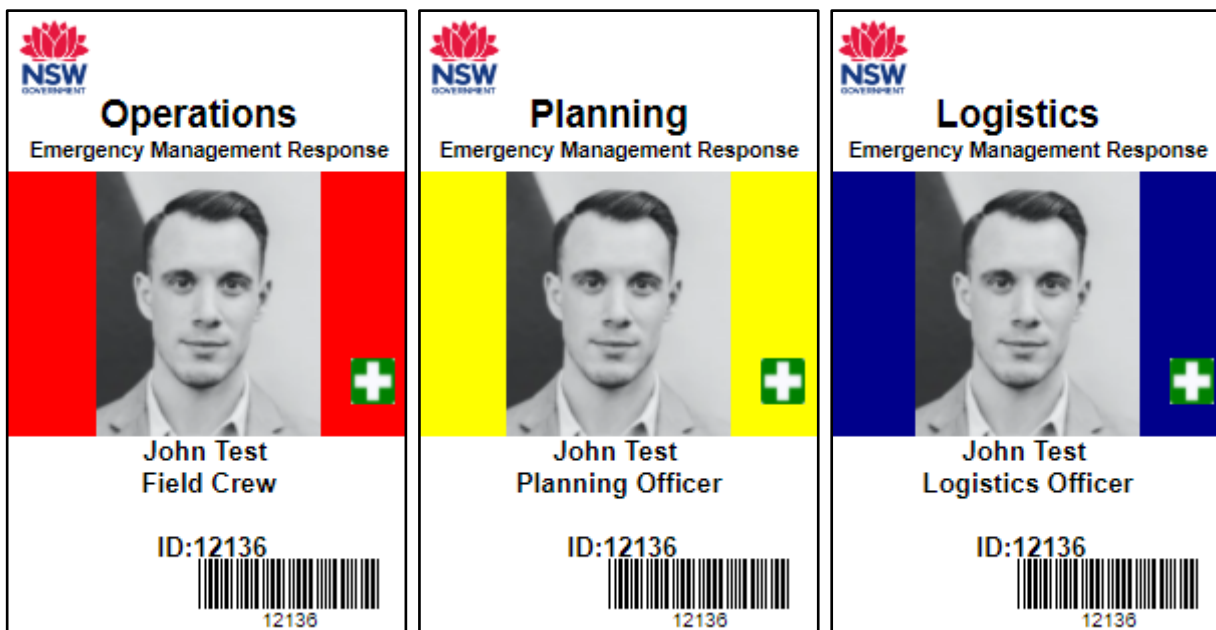
Details

Personnel ID #: 12136
Personnel Name: John Test



Historical IDs List ③

Real Name	Location	Role	Function	Action
John Test		Field Crew	Operations	④ Edit View/Print Card Front



All photo IDs

Click the blue button 'photos IDs' on the 'personnel board' to display a list of photo IDs.

Use the filters and search field to find the card/s to view, edit and/or print.

A summary list of cards can be printed using 'print to PDF' – ensure the filters reflect the list required.

All Cards List

Historical IDs List

Filters:

Location: Role: Function: Search:

Real Name	Preferred Name	Location	Role	Function	Action
John Test			Logistics Officer	Logistics	<input type="button" value="Edit"/> <input type="button" value="View/Print Card Front"/>
John Test			Planning Officer	Planning	<input type="button" value="Edit"/> <input type="button" value="View/Print Card Front"/>
John Test			Field Crew	Operations	<input type="button" value="Edit"/> <input type="button" value="View/Print Card Front"/>

Printing photo IDs

Click View/Print Card Front to preview the selected card front or Click View/Print Card Back to preview the back of the card.

Click Print Card to launch the print window.

Select the Datacard printer and ensure the following settings are applied:

Click "More settings"

1. Margins = None
2. Paper size = CR80 2.13x3.38in
3. Layout = Portrait
4. Background graphics = ticked

Ensure cards are available in the Datacard printer. If cards have already had one side printed ensure the card is placed in the printer with the head facing in and printing side down.