

WebEOC End-User Training: Resource Requests

August 31, 2015



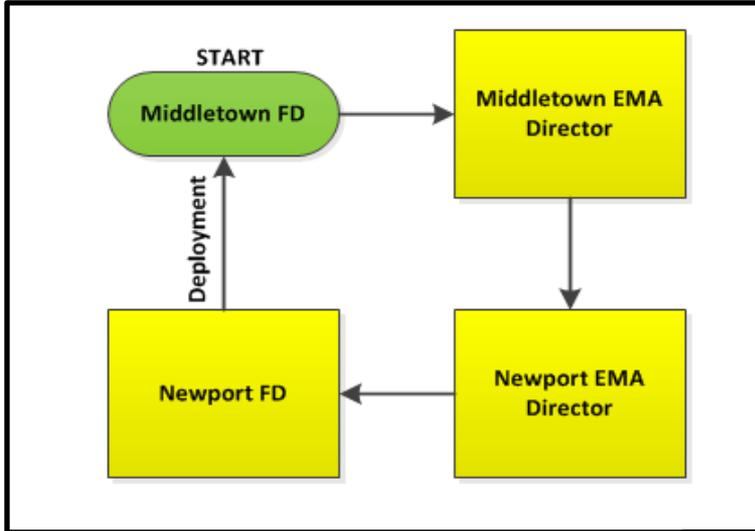
REQUESTING A RESOURCE

- Resource requests are requests for tangible assets or commodities.
- Local EMA Directors and ESF Group Supervisors are the only Positions allowed to request and submit resources.
- All requests received by the Operations Section Chief and the Operations Deputy Section Chief and assigned to the appropriate section/agency/personnel for action from there.

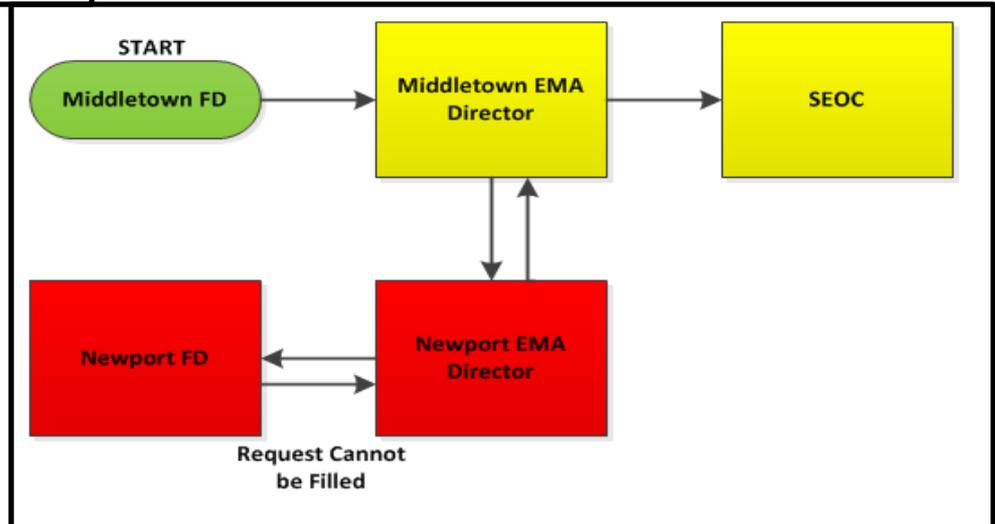


The screenshot shows the WebEOC 7.8 intermedix™ user interface. At the top, it displays the user name 'Jenna Carrabis as Middletown EMA' and a 'Log Off' button. Below this is a navigation menu with 'WebEOC End-User Training' selected. The main content area is divided into sections: 'Boards' (containing Activity Log, Municipal Status, Local Situation Status, RRDM, Shelter Status, and State Significant Events), 'Tools' (containing Admin, Contacts, and Messages), and 'Plugins' (containing NWS Weather Alerts and WebEOC Mapper). Each item in the Boards, Tools, and Plugins sections has a plus sign and a minus sign icon next to it.

REQUEST PROCESS



- Request Cannot be Filled



- Any and all resource requests and task assignments pertinent to your **Position** will be displayed in the *Resource Requests* board to monitor.

Resource Request and Deployment Module

Inventory Requests Deployments Add Request Create Report

Requests

Search Clear My Assignments My Requests View All --Select Status--

Request Number	Resource Requested	Quantity	Requestor Name	Originator	Last Updated By	Assigned To	Status	Date/Time Requested	Last Updated	Details	Edit	Deploy	Print
----------------	--------------------	----------	----------------	------------	-----------------	-------------	--------	---------------------	--------------	---------	------	--------	-------

- To create a new resource request, click the **New Record** button on the top right hand corner of the window.



RESOURCE REQUEST FORM

Request

Request Details | Request Timeline/Delivery | Requestor Information | Comments

Description

Resource Requested:

Quantity:

Unit:

Item Description:

Provide Spec Sheet, Additional Forms, etc. if Available:

Justification/Purpose of Request:

- Routing Options

Select Routing: Save as Draft
 Route to position
 Route to State Controller

RRDM - SEOC OPS



Request

Request Details

Request Timeline/Delivery

Requestor Information

Comments

Request Timeline/Delivery

When do you need the item? 

How long do you need the item?

Delivery Instructions:

Date/Time Requested:

Delivery Location

Location Name:

Address:

Phone:

Map Label:

Coordinates: ,

Delivery Point of Contact

Name:

Phone:

Email:

Fax:



Request

Request Details

Request Timeline/Delivery

Requestor Information

Comments

Requestor Details

Position Responsible for
Request:

Middletown EMA

Name of Person
Submitting:

Jenna Carrabis

Email:

jenna.carrabis@ema.ri.gov

Phone:

Cell Office Other

Requestor Signature

Signature:

Signature Date:

6/30/2015

Save

Spell Check

Cancel



- The *RRDM* board is defaulted to the **View All** setting. If you wish to view only the request or tasks assigned to your Position, click on the **My Assignments** button in the top right corner of the window. If you wish to view only the requests you've submitted for action, click on the **My Requests** button in the top right corner of the window.

Resource Request and Deployment Module

Inventory Requests Deployments Add Request Create Report

Requests

Search Clear My Assignments My Requests View All ---Select Status---

Request Number	Resource Requested	Quantity	Requestor Name	Originator	Last Updated By	Assigned To	Status	Date/Time Requested	Last Updated	Details	Edit	Deploy	Print
18	Ladder Truck	1 Each	Jenna Carrabis	Middletown Fire Dept.	Warwick Fire Dept.	Warwick Fire Dept.	Completed	06/29/2015 15:39:52	07/01/2015 15:07:14	View	Edit	Add Deployment	Print



Questions?



State of Rhode Island WebEOC Administrator

Jenna Carrabis – RIEMA

jenna.carrabis@ema.ri.gov

(W) 401.462.7528

(C) 401.952.7581



[@RhodeIslandEMA](https://twitter.com/RhodeIslandEMA)



facebook.com/rhodeislandema



riema.ri.gov

