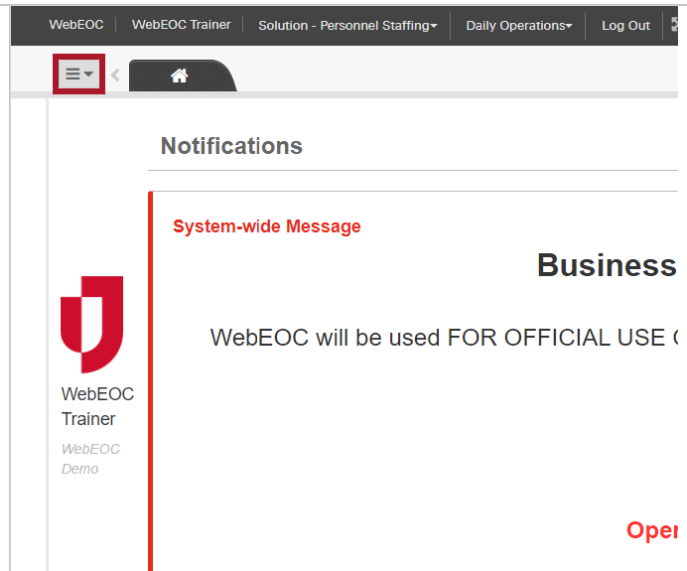


1.



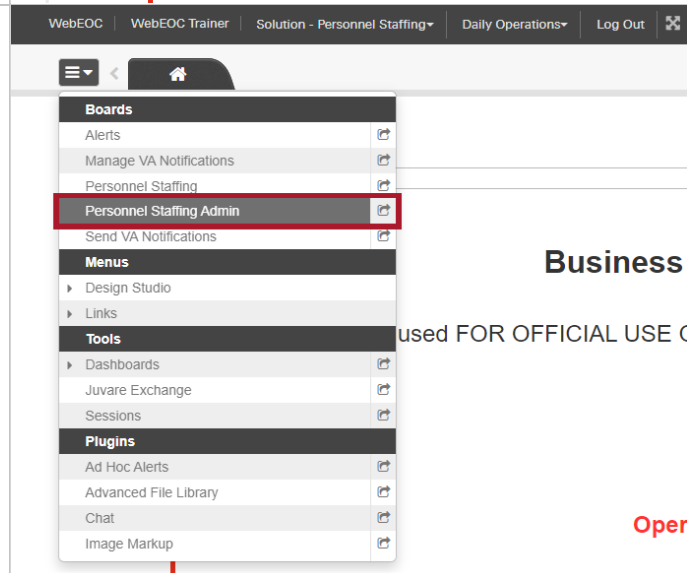
Click to open the **Control Panel**.



2.



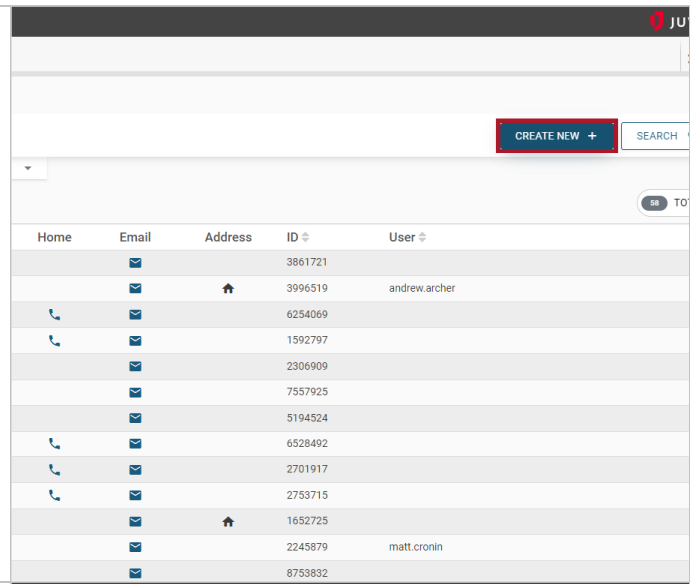
In the menu, click the **Personnel Staffing Admin** board.



3.



Click the **Personnel** subtab, and then click **CREATE NEW +**.

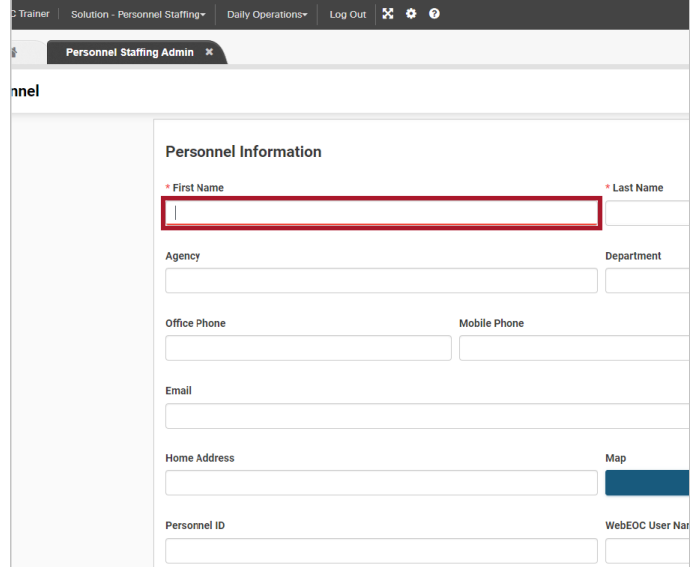


The screenshot shows the JUVARE web application interface. At the top right, there is a 'CREATE NEW +' button highlighted with a red box. Below it, there is a table with columns: Home, Email, Address, ID, and User. The table contains several rows of data, including names like 'andrew.archer' and 'matt.cronin'.

4.



Enter the person's **First Name** and **Last Name**.

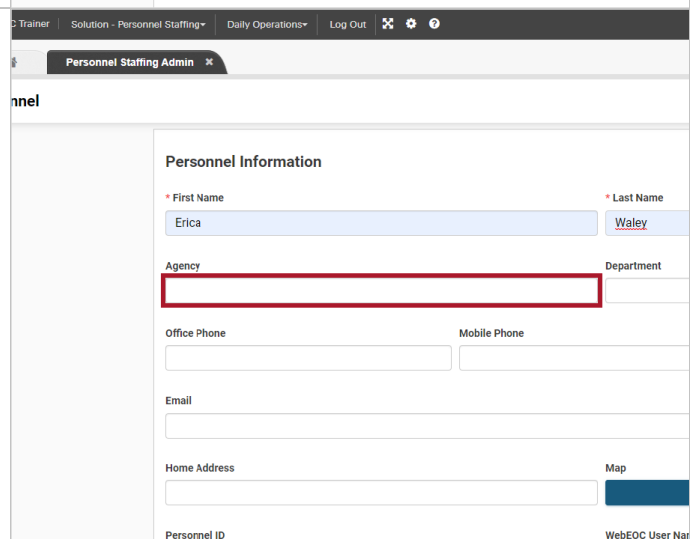


The screenshot shows the 'Personnel Information' form in the JUVARE web application. The form has fields for 'First Name' and 'Last Name', both highlighted with red boxes. Other fields include 'Agency', 'Department', 'Office Phone', 'Mobile Phone', 'Email', 'Home Address', 'Map', 'Personnel ID', and 'WebEOC User Name'.

5.



Enter their **Agency**.

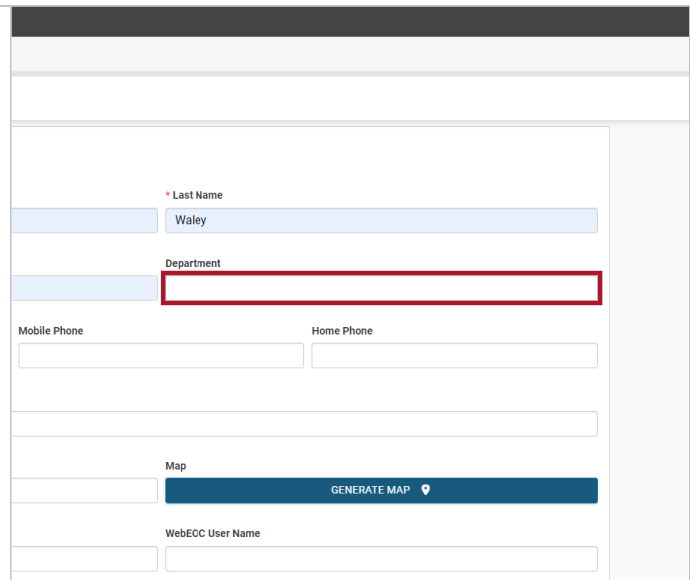


The screenshot shows the 'Personnel Information' form in the JUVARE web application. The 'First Name' field is filled with 'Erica' and the 'Last Name' field is filled with 'Waley'. The 'Agency' field is highlighted with a red box. Other fields include 'Department', 'Office Phone', 'Mobile Phone', 'Email', 'Home Address', 'Map', 'Personnel ID', and 'WebEOC User Name'.

6.



Enter their **Department**.

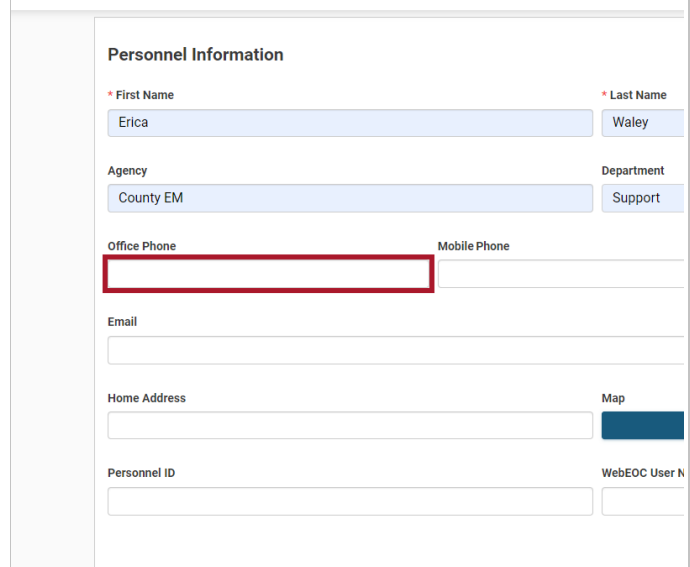


The screenshot shows a form with the following fields: Last Name (Waley), Department (highlighted with a red box), Mobile Phone, Home Phone, Map (with a GENERATE MAP button), and WebEOC User Name.

7.



As appropriate, enter their **Office Phone**, **Mobile Phone**, and **Home Phone**.

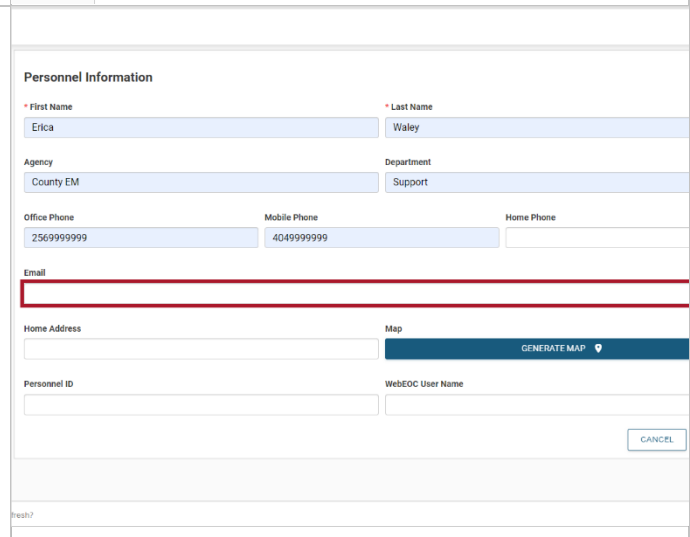


The screenshot shows a form titled "Personnel Information" with the following fields: First Name (Erica), Last Name (Waley), Agency (County EM), Department (Support), Office Phone (highlighted with a red box), Mobile Phone, Email, Home Address, Map (with a GENERATE MAP button), Personnel ID, and WebEOC User Name.

8.



Enter their **Email**.




The screenshot shows a form titled "Personnel Information" with the following fields: First Name (Erica), Last Name (Waley), Agency (County EM), Department (Support), Office Phone (2569999999), Mobile Phone (4049999999), Home Phone, Email (highlighted with a red box), Home Address, Map (with a GENERATE MAP button), Personnel ID, WebEOC User Name, and a CANCEL button.

9.



Enter their **Home Address**.
Alternatively, click **Generate Map** and click the location on the map.

Personnel Information


* First Name	* Last Name
<input type="text" value="Erica"/>	<input type="text" value="Waley"/>
Agency	Department
<input type="text" value="County EM"/>	<input type="text" value="Support"/>
Office Phone	Mobile Phone
<input type="text" value="2569999999"/>	<input type="text" value="4049999999"/>
Email	
<input type="text" value="e.waley@testing.com"/>	
Home Address	Map
<input type="text"/>	
Personnel ID	WebEOC User Name
<input type="text"/>	<input type="text"/>

10.



If applicable, enter their **Personnel ID**.



Personnel Information

* First Name	* Last Name
<input type="text" value="Erica"/>	<input type="text" value="Waley"/>
Agency	Department
<input type="text" value="County EM"/>	<input type="text" value="Support"/>
Office Phone	Mobile Phone
<input type="text" value="2569999999"/>	<input type="text" value="4049999999"/>
Email	
<input type="text" value="e.waley@testing.com"/>	
Home Address	Map
<input type="text" value="5433 Mulberry Ln, Austin, TX"/>	
Personnel ID	WebEOC User Name
<input type="text"/>	<input type="text"/>

11.



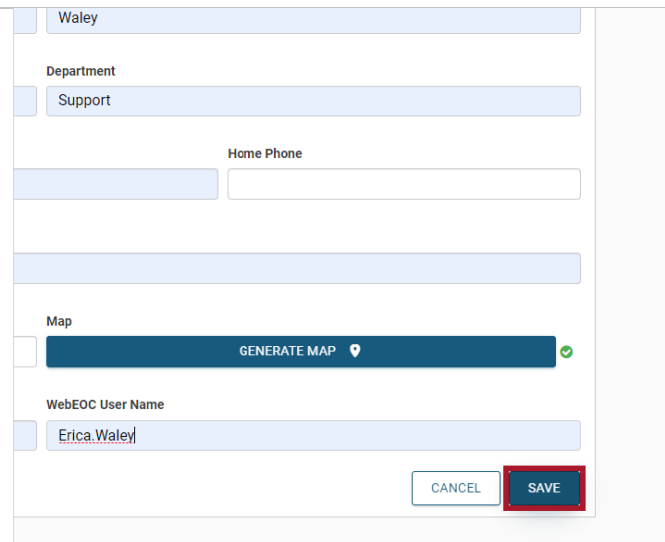
Enter their **WebEOC User Name**.
Note: If you want the person to be able to access their assignment records, you **must** enter a valid WebEOC username.

* Last Name	
<input type="text" value="Waley"/>	
Department	
<input type="text" value="Support"/>	
Mobile Phone	Home Phone
<input type="text" value="4049999999"/>	<input type="text"/>
<input type="text"/>	
Map	
 GENERATE MAP 	
WebEOC User Name	
<input type="text"/>	
<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>	

12.















































At the bottom, click **Save**.



13.
































To send an email to the person, on their row, click the email icon. An email opens in your email service with their address in the "To" field.

Office	Mobile	Home	Email	Address	ID
					3861
					3996
					6254
					1592
					2306
					7557
					5194
					6528
					2701
					2753
					1652
					2245
					8753

14.



To call the person, on their row, click the corresponding (Office, Mobile, Home) phone icon. If your phone is connected, it will dial the number.

Department	Office	Mobile	Home	Email
Support				
Transportation				
Logistics				
Medical				
IT				
Medical				
Support				
Communications				
Support				
Finance				
Logistics				
Solutions				
Support				

15.



To manage the record, on that row, click the **ellipsis**.

[CREATE NEW +](#)

99 TOTAL

ss	ID	User	
	3861721		...
	3996519	andrew.archer	...
	6254069		...
	1592797		...
	2306909		...
	7557925		...
	5194524		...
	6528492		...
	2701917		...
	2753715		...

16.



In the menu, click **View**, **Calendar**, **Edit**, or **Delete**.

Address	ID	User	
	3861721		...
🏠	3996519	andrew.archer	...
	6254069		...
	1592797		...
	2306909		...
	7557925		...
	5194524		...
	6528492		...
	2701917		...
	2753715		...
🏠	1652725		...
	2245879	matt.cronin	...
	8753832		...
🏠	0564778	josh.gonzalez	...
	8709608		...
	5170208		...

[View](#)
[Calendar](#)
[Edit](#)
[Delete](#)

17.

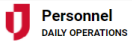


On the upper right, click **< Return**, then click the **Sites** subtab.

[WebEOC](#) | [WebEOC Trainer](#) | [Solution - Personnel Staffing](#) | [Daily Operations](#) | [Log Out](#)

[Personnel Staffing Admin](#)

[SITES](#) | [PERSONNEL](#) | [SCHEDULES](#) | [ASSIGNMENTS](#)

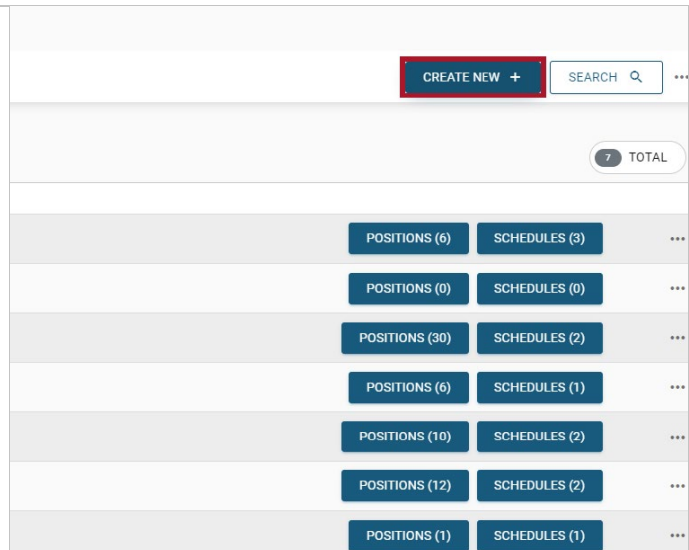


Name	Agency	Department	Office	Mobile
Allison, Kiara	County EM	Support	📞	☐
Archer, Andrew	County EM	Transportation	📞	☐
Arroyo, Dallas	County EM	Logistics	📞	☐
Arroyo, Keyon	State EM	Medical	📞	☐
Banks, Yahir	County EM	IT	📞	☐
Bowman, Kadya	County EM	Medical	📞	☐
Bray, Reese	County EM	Support	📞	☐
Burch, Amare	Juware	Communications	📞	☐
Calderon, Marc	State EM	Support	📞	☐
Callahan, Lorelei	Juware	Finance	📞	☐
Carney, Braelyn	Juware	Logistics	📞	☐
Cronin, Matt	Juware	Solutions	📞	☐
Daniels, Esperanza	State EM	Support	📞	☐

18.



To create a site, on the upper right, click **CREATE NEW +**.

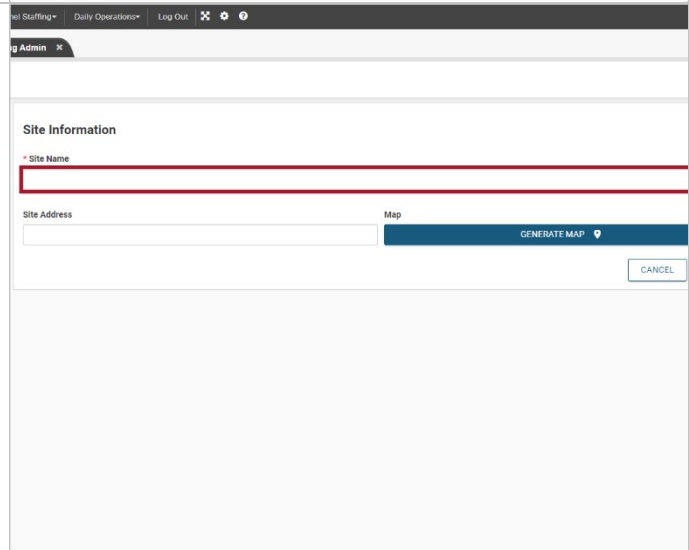


The screenshot shows the top right corner of the JUVARE interface. A red box highlights the 'CREATE NEW +' button. To its right is a search bar with a magnifying glass icon. Below these, there is a 'TOTAL' button with the number '7'. Further down, there are several rows of buttons labeled 'POSITIONS' and 'SCHEDULES' with counts in parentheses, such as 'POSITIONS (6)' and 'SCHEDULES (3)'.

19.



Enter the **Site Name**.

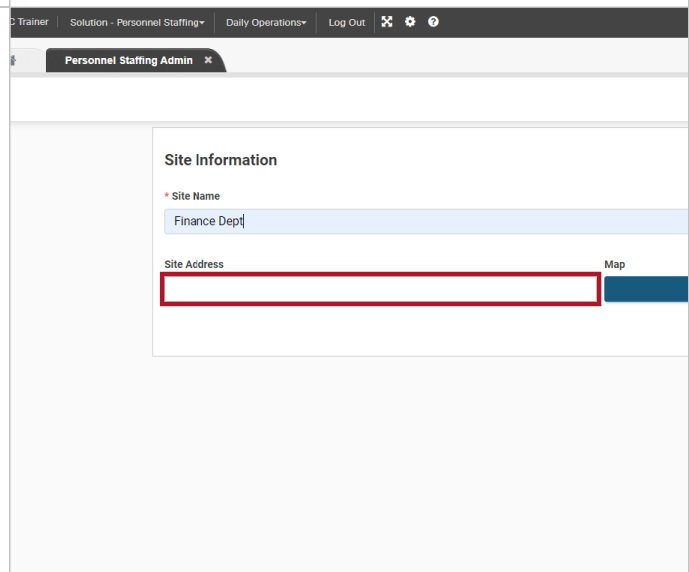


The screenshot shows the 'Site Information' form in the JUVARE interface. The 'Site Name' field is highlighted with a red box. Below it is the 'Site Address' field, and to the right is a 'Map' button. At the bottom right of the form is a 'CANCEL' button.

20.



Enter the **Site Address**.
Alternatively, click **Generate Map**
and click the location on the map.

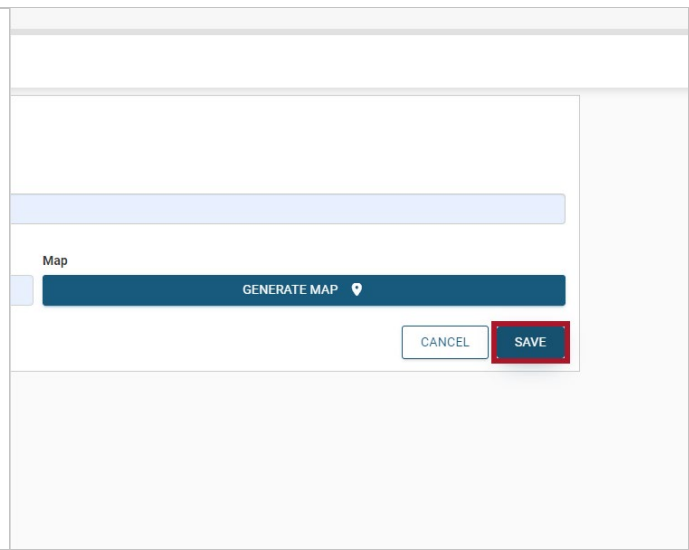


The screenshot shows the 'Site Information' form in the JUVARE interface. The 'Site Name' field is filled with 'Finance Dept'. The 'Site Address' field is highlighted with a red box. To the right of the 'Site Address' field is a 'Map' button. At the bottom right of the form is a 'CANCEL' button.

21.



Click **Save**.



22.



To manage the record, on that row, click the **ellipsis** and then click **Edit**, **Map Zoom**, or **Delete**.

CREATE NEW + SEARCH 🔍 ...		
6 TOTAL		
POSITIONS (6)	SCHEDULES (3)	...
POSITIONS (0)	SCHEDULES (0)	...
POSITIONS (0)	SCHEDULES (0)	...
POSITIONS (30)	SCHEDULES (2)	...
POSITIONS (6)	SCHEDULES (1)	...
POSITIONS (10)	SCHEDULES (2)	...
POSITIONS (12)	SCHEDULES (2)	...
POSITIONS (1)	SCHEDULES (1)	...

23.



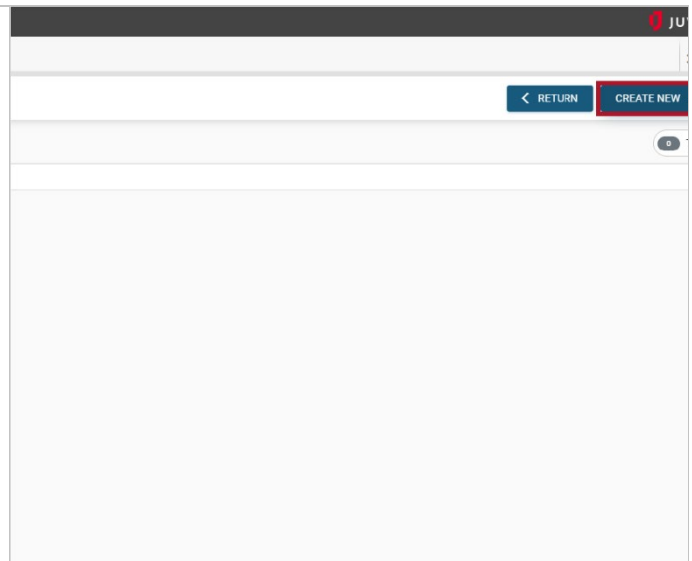
To manage associated positions, click **Positions**.

CREATE NEW + SEARCH 🔍		
7		
POSITIONS (6)	SCHEDULES (3)	
POSITIONS (0)	SCHEDULES (0)	
POSITIONS (30)	SCHEDULES (2)	
POSITIONS (6)	SCHEDULES (1)	
POSITIONS (10)	SCHEDULES (2)	
POSITIONS (12)	SCHEDULES (2)	
POSITIONS (1)	SCHEDULES (1)	

24.



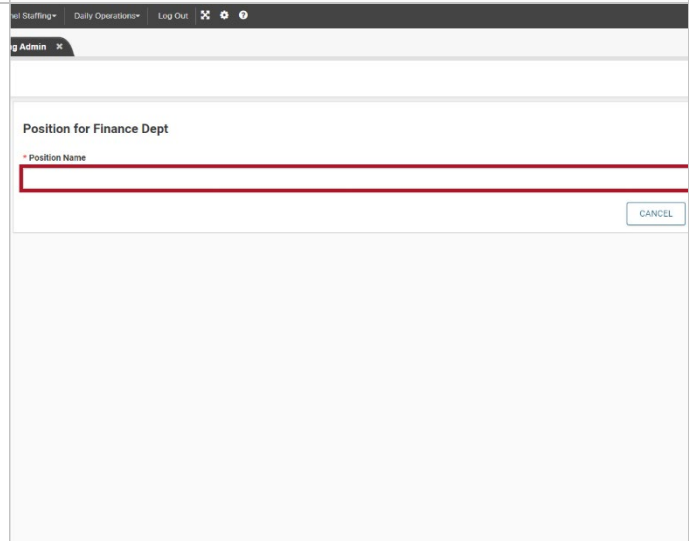
On the upper right, click **CREATE NEW +**.



25.



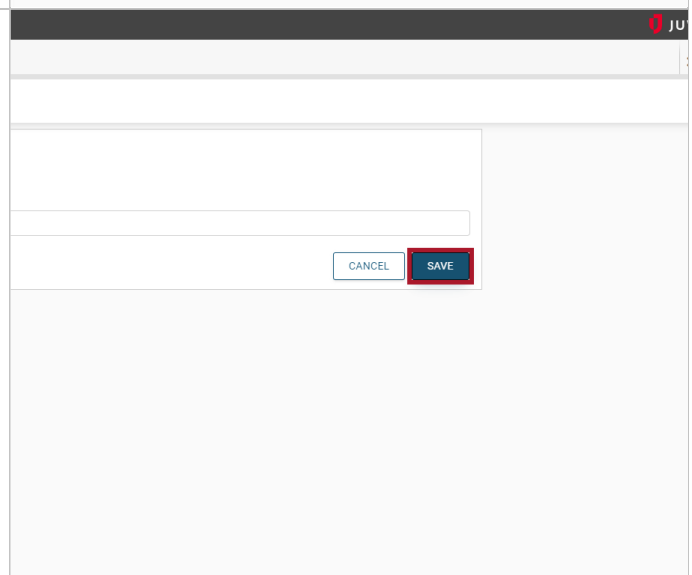
Enter the **Position Name**.



26.



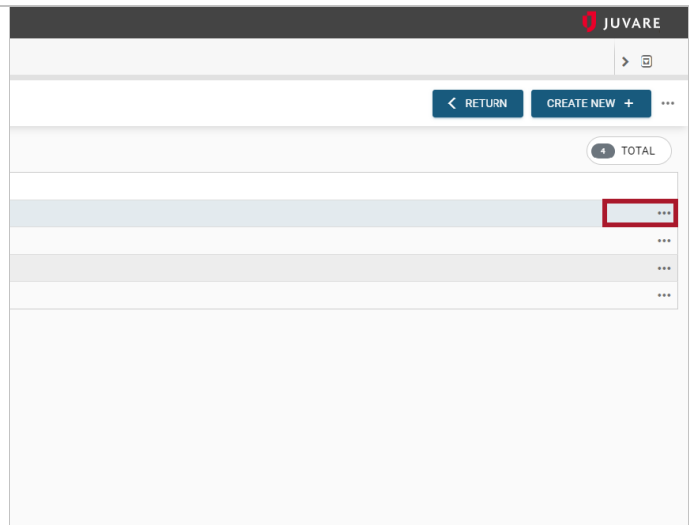
Click **Save**. The new position is added.



27.



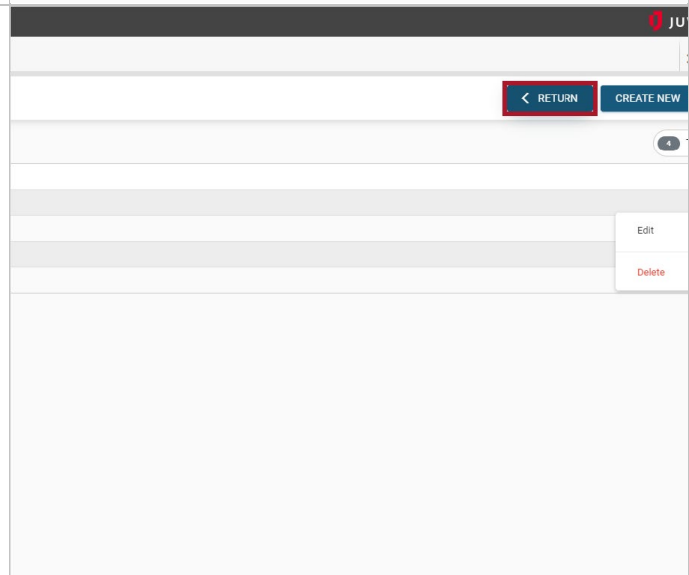
To manage the position record, on that row, click the **ellipsis** and then click **Edit** or **Delete**.



28.



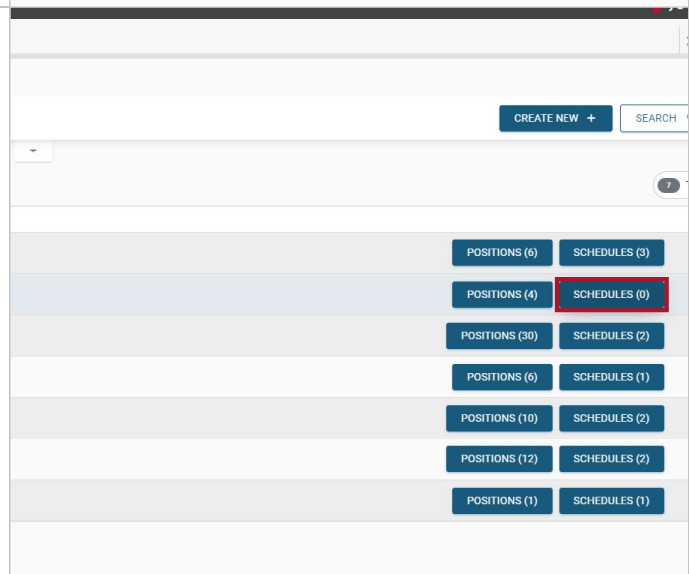
To go back to the *Sites* page, click **< RETURN**.



29.



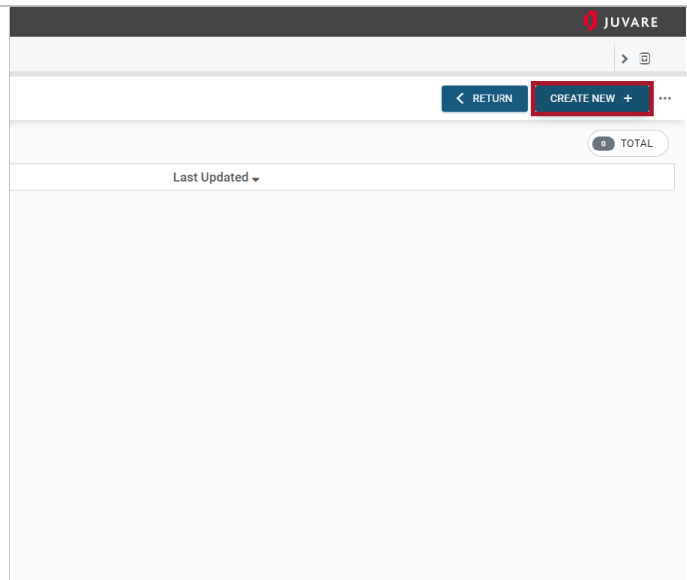
To update the site schedule, on that row, click **Schedules**.



30.



To create a schedule, on the upper right, click **CREATE NEW +**.

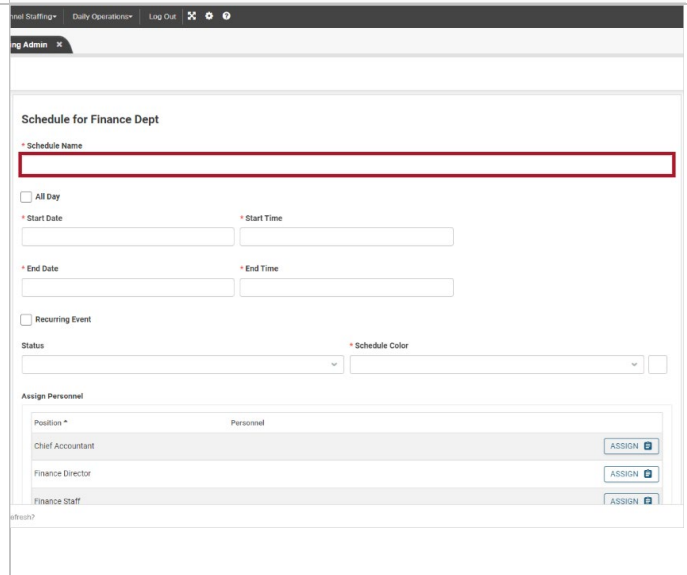


The screenshot shows the JUVARE dashboard interface. At the top right, there is a navigation bar with a 'RETURN' button and a 'CREATE NEW +' button, which is highlighted with a red rectangular box. Below the navigation bar, there is a 'Last Updated' dropdown menu and a 'TOTAL' button. The main content area is currently empty.

31.



Enter the **Schedule Name**.

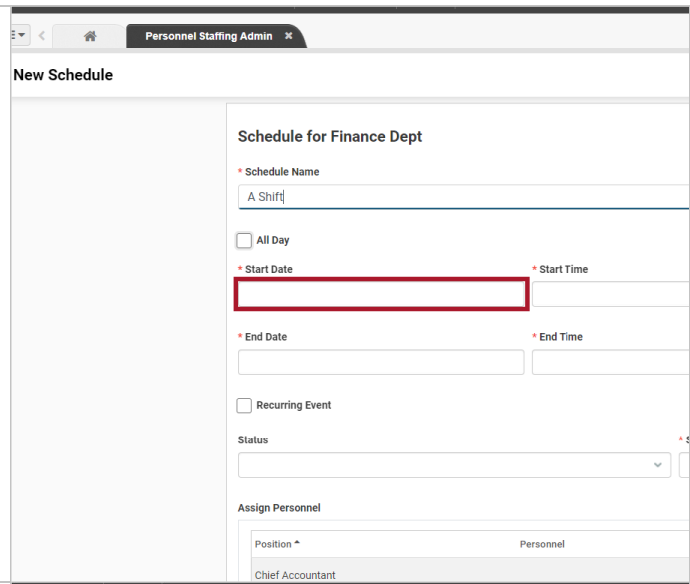


The screenshot shows the 'Schedule for Finance Dept' form in the JUVARE system. The 'Schedule Name' field is highlighted with a red rectangular box. Below this field, there are several input fields and checkboxes: 'All Day', 'Start Date', 'Start Time', 'End Date', 'End Time', and 'Recurring Event'. There are also dropdown menus for 'Status' and 'Schedule Color'. At the bottom, there is a table for 'Assign Personnel' with columns for 'Position' and 'Personnel'. The table lists 'Chief Accountant', 'Finance Director', and 'Finance Staff', each with an 'ASSIGN' button next to it.

33.



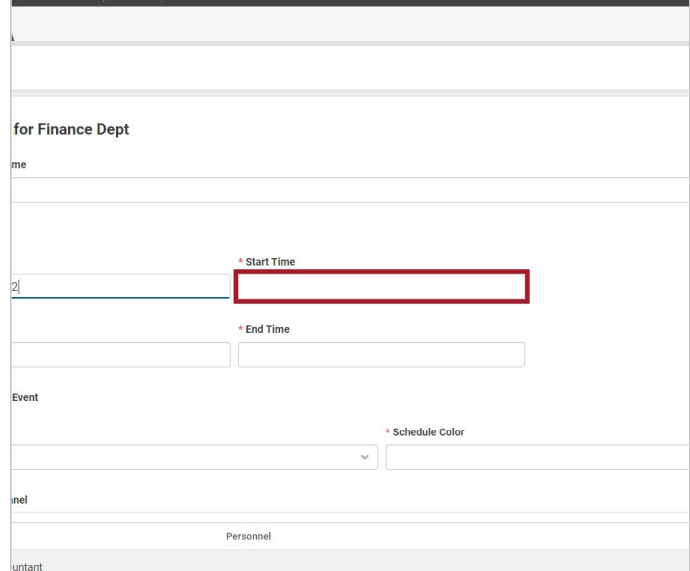
Enter the **Start Date**.



34.



Enter the **Start Time**.



35.



Enter the **End Date**.

New Schedule

Schedule for Finance Dept

* Schedule Name

A Shift

☐ All Day

* Start Date

02/28/2022

* Start Time

15:00:00

03

: 00

* End Date

☐ Recurring Event

Status

Assign Personnel

Position *

Personnel

Chief Accountant

Finance Director

Finance Staff

36.



Enter the **End Time**.

for Finance Dept

me

* Start Time

15:00:00

* End Time

Event

* Schedule Color

nel

Personnel

untant

rector

ff

37.



If necessary, select the **Recurring Event** checkbox. The page expands.

Schedule for Finance Dept

* Schedule Name

A Shift

☐ All Day

* Start Date

02/28/2022

* Start Time

15:00:00

* End Date

02/28/2022

* End Time

00:00:00

☒ Recurring Event

12

Status

Assign Personnel

Position *

Personnel

Chief Accountant

Finance Director

Finance Staff

Page 1 of 1 Disable Refresh?

38.



For a recurring event, select the checkbox for the days of the week on which the schedule recurs.

Schedule for Finance Dept

* Schedule Name

A Shift

☐ All Day

* Start Date

02/28/2022

* Start Time

15:00:00

End Date

* End Time

00:00:00

☒ Recurring Event

☐ Check All

☐ Sunday ☒ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

Recurrence End Date

(leave blank for indefinite recurrence)

Status

Assign Personnel

Page 1 of 1 Disable Refresh?

39.



For a recurring event, enter the **Recurrence End Date**.

* Start Date 02/28/2022 * Start Time 15:00:00

End Date End Time 00:00:00

☒ Recurring Event
☐ Check All
☐ Sunday ☒ Monday ☐ Tuesday ☒ Wednesday ☐ Thursday ☒ Friday ☐ Saturday

Recurrence End Date
 (leave blank for indefinite recurrence)

Status

Assign Personnel

Position ^	Personnel
Chief Accountant	
Finance Director	
Finance Staff	

40.



Select the **Status**.

* Start Date 02/28/2022 * Start Time 15:00:00

End Date End Time 00:00:00

☒ Recurring Event
☐ Check All
☐ Sunday ☒ Monday ☐ Tuesday ☒ Wednesday ☐ Thursday ☒ Friday ☐ Saturday

Recurrence End Date
 (leave blank for indefinite recurrence)
 03/07/2022

Status * Schedule Color

Assign Personnel

Position ^	Personnel
New Schedule	
Pending Approval	
On Hold	
Need More Information	
In Progress	
Complete	
Closed	
Canceled	

41.



Select the **Schedule Color**.

* Start Time
15:00:00

* End Time
00:00:00

by ☐ Thursday ☒ Friday ☐ Saturday

* Schedule Color
[Dropdown menu]

Personnel

	ASSIGN
	ASSIGN
	ASSIGN

42.



If applicable, enter any **Notes**.

Pending Approval | Brown

Assign Personnel

Position *	Personnel
Chief Accountant	ASS
Finance Director	ASS
Finance Staff	ASS
Site Manager	ASS

Notes

[Text area]

CANCEL

edresh?

43.



At the bottom, click **SAVE**.

* Schedule Color

Brown

ASSIGN

ASSIGN

ASSIGN

ASSIGN

CANCEL

SAVE

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44.



Click **< RETURN** to go back to Sites.

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RETURN

CREATE NEW

Last Updated

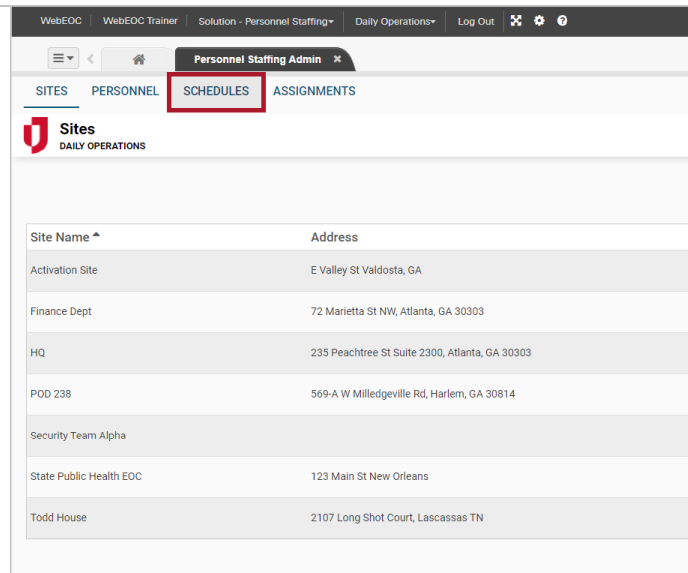
03/07/2022

02/28/2022 06:31:56

45.



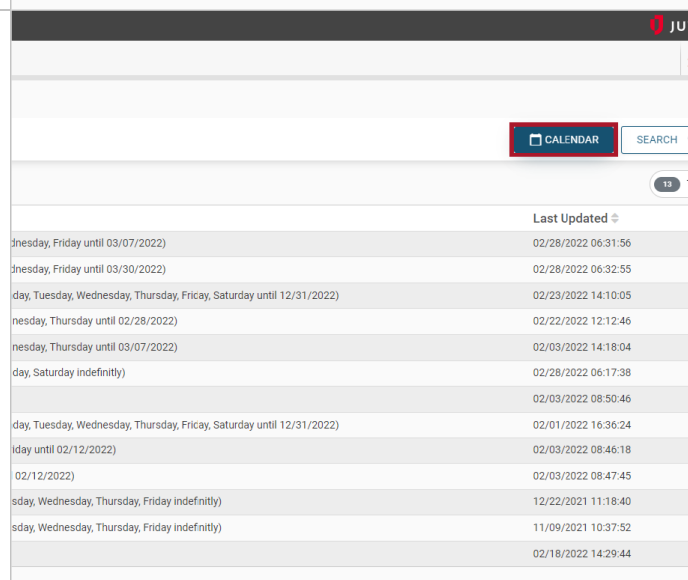
Click the **Schedules** subtab. The Schedules page opens, showing the schedules for each site.



46.



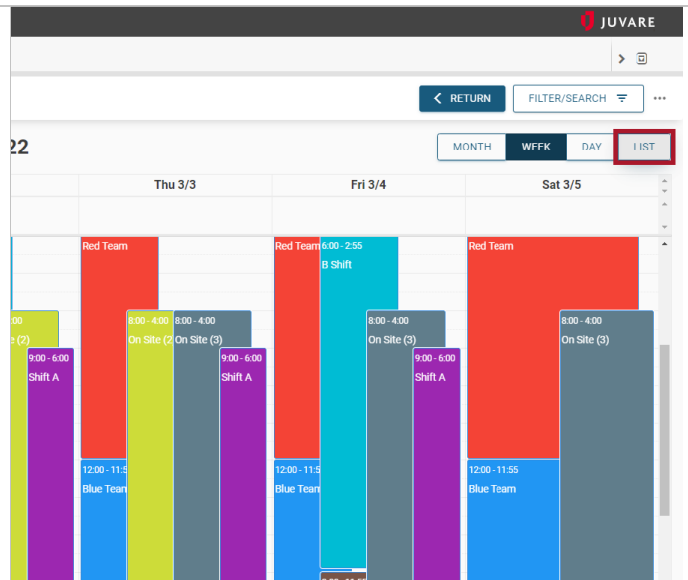
To open the calendar view, click **CALENDAR**.



47.



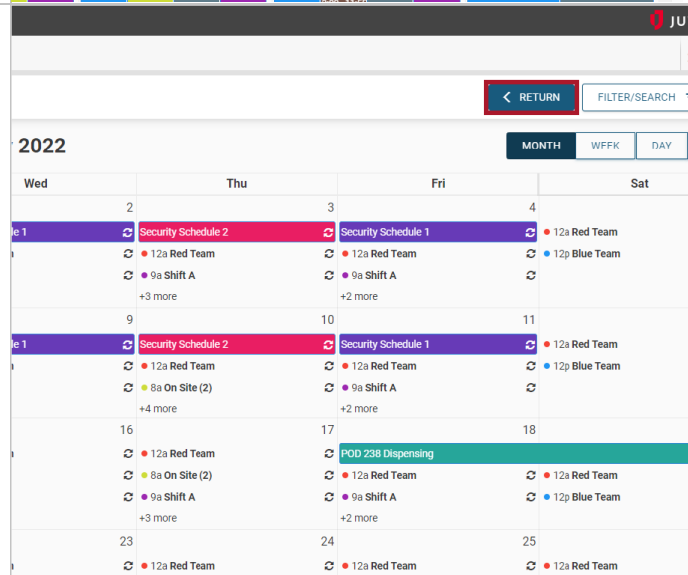
The **Calendar** offers many different views to help with scheduling needs.



48.



Click **< RETURN** to go back to the *Schedules* view.

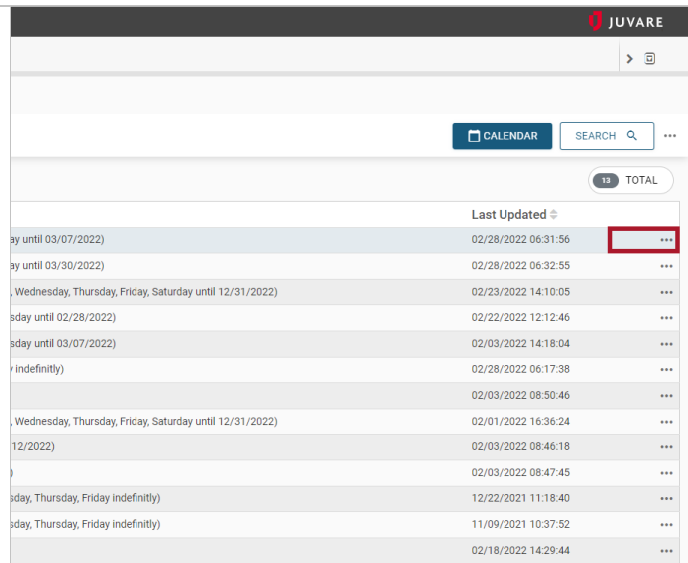


2022	MONTH	WEEK	DAY
Wed	Thu	Fri	Sat
2	3	4	
Security Schedule 2	Security Schedule 1	12a Red Team	12p Blue Team
12a Red Team	12a Red Team	12p Blue Team	
9a Shift A	9a Shift A		
+3 more	+2 more		
9	10	11	
Security Schedule 2	Security Schedule 1	12a Red Team	12p Blue Team
12a Red Team	12a Red Team	12p Blue Team	
8a On Site (2)	9a Shift A		
+4 more	+2 more		
16	17	18	
12a Red Team	POD 23B Dispensing	12a Red Team	12p Blue Team
8a On Site (2)	12a Red Team	12a Red Team	
9a Shift A	9a Shift A	12p Blue Team	
+3 more	+2 more		
23	24	25	
12a Red Team	12a Red Team	12a Red Team	

49.



To edit a schedule record, on that row, click the **ellipsis**.

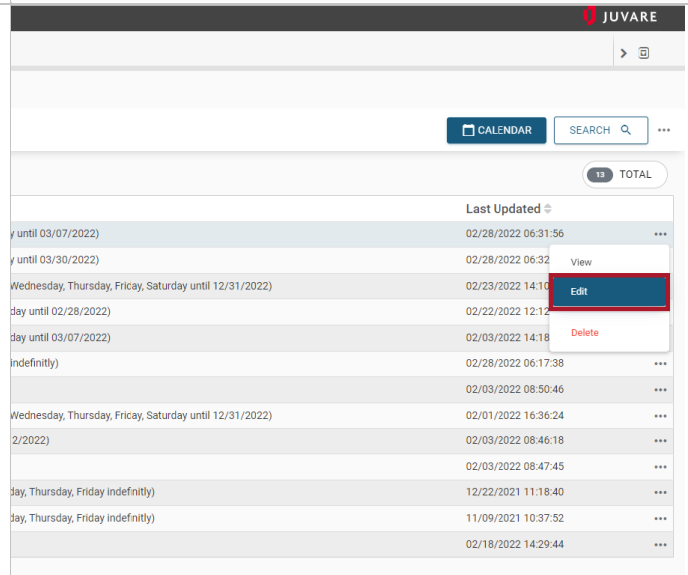


JUVARE		
CALENDAR <input type="text" value="SEARCH"/>		
13 TOTAL		
	Last Updated	
ay until 03/07/2022)	02/28/2022 06:31:56	...
ay until 03/30/2022)	02/28/2022 06:32:55	...
Wednesday, Thursday, Friday, Saturday until 12/31/2022)	02/23/2022 14:10:05	...
day until 02/28/2022)	02/22/2022 12:12:46	...
day until 03/07/2022)	02/03/2022 14:18:04	...
Indefinitely)	02/28/2022 06:17:38	...
	02/03/2022 08:50:46	...
Wednesday, Thursday, Friday, Saturday until 12/31/2022)	02/01/2022 16:36:24	...
12/2022)	02/03/2022 08:46:18	...
	02/03/2022 08:47:45	...
day, Thursday, Friday indefinitely)	12/22/2021 11:18:40	...
day, Thursday, Friday indefinitely)	11/09/2021 10:37:52	...
	02/18/2022 14:29:44	...

50.



Click **Edit**.

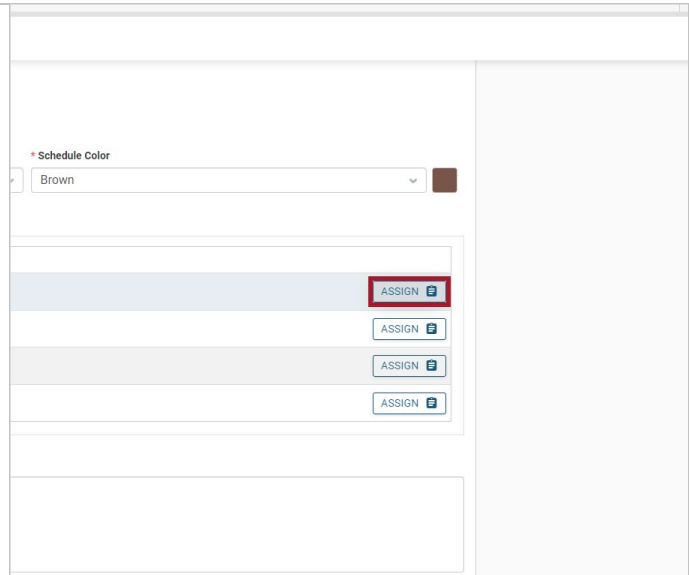


JUVARE		
CALENDAR <input type="text" value="SEARCH"/>		
13 TOTAL		
	Last Updated	
y until 03/07/2022)	02/28/2022 06:31:56	...
y until 03/30/2022)	02/28/2022 06:32:55	View
Wednesday, Thursday, Friday, Saturday until 12/31/2022)	02/23/2022 14:10:05	Edit
day until 02/28/2022)	02/22/2022 12:12:46	Delete
day until 03/07/2022)	02/03/2022 14:18:04	
Indefinitely)	02/28/2022 06:17:38	...
	02/03/2022 08:50:46	...
Wednesday, Thursday, Friday, Saturday until 12/31/2022)	02/01/2022 16:36:24	...
2/2022)	02/03/2022 08:46:18	...
	02/03/2022 08:47:45	...
day, Thursday, Friday indefinitely)	12/22/2021 11:18:40	...
day, Thursday, Friday indefinitely)	11/09/2021 10:37:52	...
	02/18/2022 14:29:44	...

51.



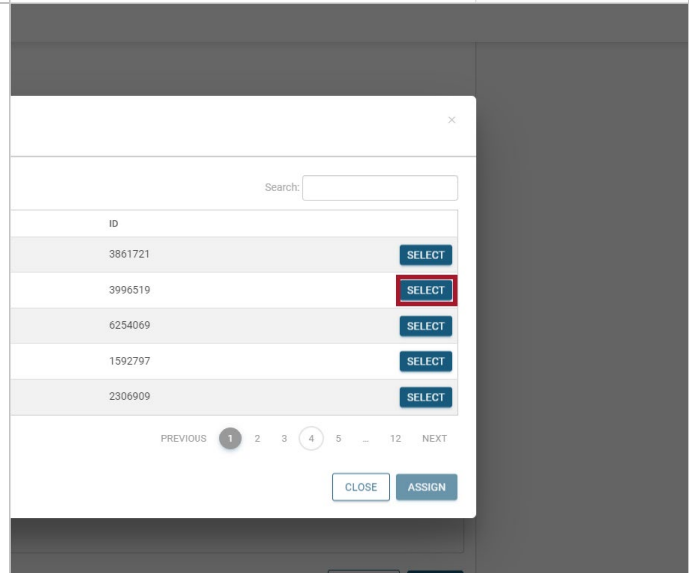
In the *Assign Personnel* section, on a position row, click **ASSIGN** to update personnel.



52.



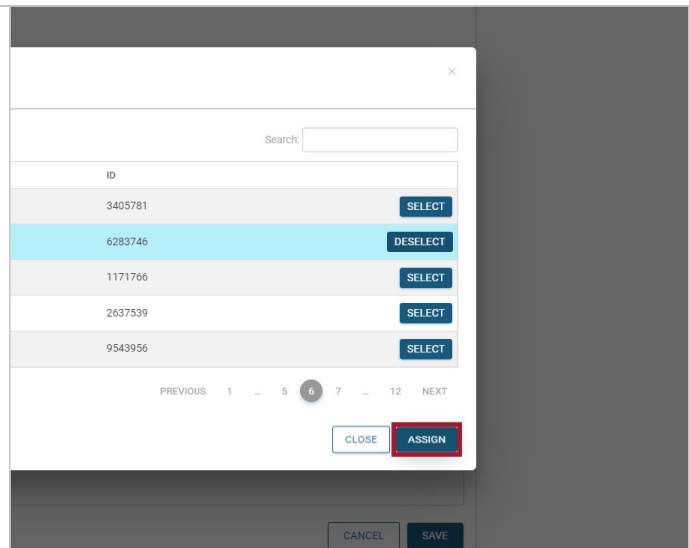
When you locate the person you want to assign, on that row, click **Select**.



53.



Click **Assign**. The window closes.



Search:

ID	Action
3405781	SELECT
6283746	DESELECT
1171766	SELECT
2637539	SELECT
9543956	SELECT

PREVIOUS 1 5 6 7 12 NEXT

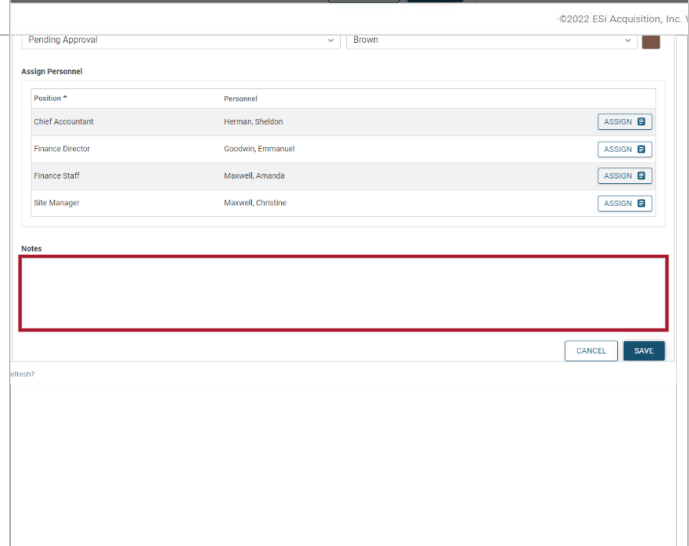
CLOSE **ASSIGN**

CANCEL **SAVE**

54.



If appropriate, add **Notes**.



Pending Approval | Brown

Assign Personnel

Position *	Personnel	Action
Chief Accountant	Herman, Sheldon	ASSIGN
Finance Director	Goodwin, Emmanuel	ASSIGN
Finance Staff	Maxwell, Amanda	ASSIGN
Site Manager	Maxwell, Christine	ASSIGN

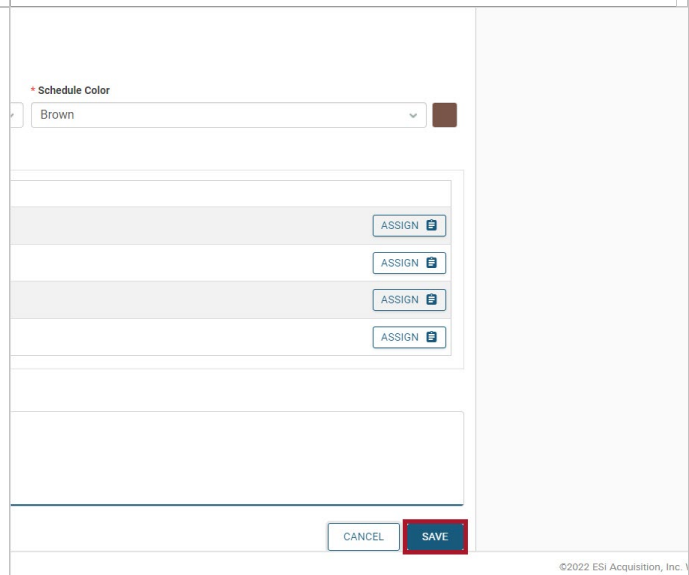
Notes

CANCEL **SAVE**

55.



When completed, click **SAVE**.



* Schedule Color

Brown

ASSIGN
ASSIGN
ASSIGN
ASSIGN

CANCEL **SAVE**

56.



Click the **Schedules** subtab.

WebEOC WebEOC Trainer Solution - Personnel Staffing Daily Operations Log Out

Personnel Staffing Admin

SITES PERSONNEL **SCHEDULES** ASSIGNMENTS

Assignments
DAILY OPERATIONS

Position	Personnel	Schedule Name
Chief Accountant	Herman, Sheldon	A Shift
CMD EOC Director	Allison, Kiara	Red Team
CMD EOC Director	Herman, Sheldon	Shift B
CMD EOC Director	Jimenez, Jayla	Shift A
CMD EOC Director	Shaw, Nathan	Blue Team
CMD Liaison Officer	Allison, Kiara	Blue Team
CMD Liaison Officer	Hatfield, Messiah	Red Team
CMD Liaison Officer	Wippich, Max	Shift A
CMD Public Information Officer	Bray, Reese	Blue Team
CMD Safety Officer	Huff, King	Blue Team
EOC Liaison	Gonzalez, Josh	On Site (1)
EOC Liaison	Gonzalez, Josh	On Site (2)
Field Team Leader	Bray, Reese	On Site (1)
Field Team Leader	Daniels, Esperanza	On Site (2)

57.



Click **Calendar**.

WebEOC WebEOC Trainer Solution - Personnel Staffing Daily Operations Log Out

Personnel Staffing Admin

SITES PERSONNEL SCHEDULES ASSIGNMENTS

Assignments
DAILY OPERATIONS

Position	Personnel	Schedule Name
Chief Accountant	Herman, Sheldon	A Shift
CMD EOC Director	Allison, Kiara	Red Team
CMD EOC Director	Herman, Sheldon	Shift B
CMD EOC Director	Jimenez, Jayla	Shift A
CMD EOC Director	Shaw, Nathan	Blue Team
CMD Liaison Officer	Allison, Kiara	Blue Team
CMD Liaison Officer	Hatfield, Messiah	Red Team
CMD Liaison Officer	Wippich, Max	Shift A
CMD Public Information Officer	Bray, Reese	Blue Team
CMD Safety Officer	Huff, King	Blue Team
EOC Liaison	Gonzalez, Josh	On Site (1)
EOC Liaison	Gonzalez, Josh	On Site (2)
Field Team Leader	Bray, Reese	On Site (1)
Field Team Leader	Daniels, Esperanza	On Site (2)

CALENDAR SEARCH

13

	Last Updated
Wednesday, Friday until 03/07/2022	02/28/2022 06:34:24
Wednesday, Friday until 03/30/2022	02/28/2022 06:32:55
Monday, Tuesday, Wednesday, Thursday, Friday, Saturday until 12/31/2022	02/23/2022 14:10:05
Wednesday, Thursday until 02/28/2022	02/22/2022 12:12:46
Wednesday, Thursday until 03/07/2022	02/03/2022 14:18:04
Monday, Saturday indefinitely	02/28/2022 06:17:38
	02/03/2022 08:50:46
Monday, Tuesday, Wednesday, Thursday, Friday, Saturday until 12/31/2022	02/01/2022 16:36:24
Monday until 02/12/2022	02/03/2022 08:46:18
02/12/2022	02/03/2022 08:47:45
Monday, Wednesday, Thursday, Friday indefinitely	12/22/2021 11:18:40
Monday, Wednesday, Thursday, Friday indefinitely	11/09/2021 10:37:52
	02/18/2022 14:29:44

58.



To open event details, click an **event**. The event details page opens and you can edit the record as needed.

February 2022			
	Wed	Thu	Fri
1	Security Schedule 1 12a Red Team 9a Shift A +3 more	Security Schedule 2 12a Red Team 9a Shift A +3 more	Security Schedule 1 12a Red Team 9a Shift A +2 more
8	Security Schedule 1 12a Red Team 8a On Site (2) +4 more	Security Schedule 2 12a Red Team 8a On Site (2) +4 more	Security Schedule 1 12a Red Team 9a Shift A +2 more
15	12a Red Team 8a On Site (2) 9a Shift A +3 more	12a Red Team 8a On Site (2) 9a Shift A +3 more	POD 238 Dispensing 12a Red Team 9a Shift A +2 more
22	12a Red Team 8a On Site (2) +4 more	12a Red Team 8a On Site (2) +4 more	12a Red Team 9a Shift A +2 more


59.



On the upper left, click **< RETURN** and, on the calendar, click **< RETURN**.

WebEOC WebEOC Trainer Solution - Personnel Staffing Daily Operations Log Out

Personnel Staffing Admin


Schedule
DAILY OPERATIONS

< RETURN

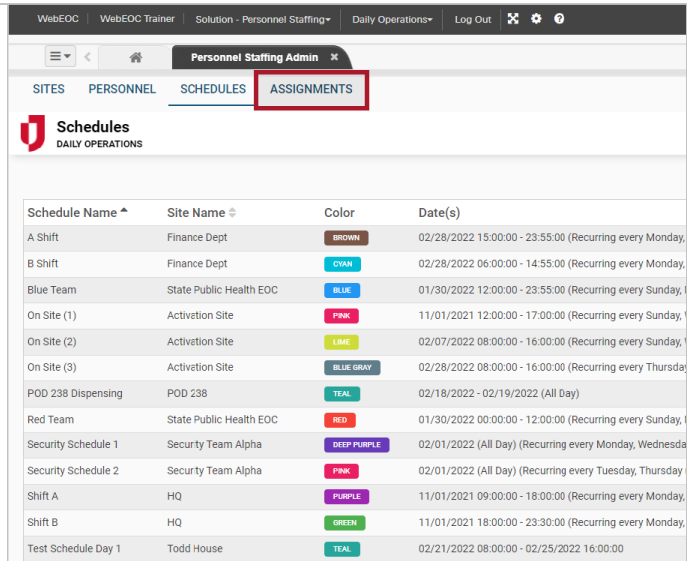
Schedule for Activation Site
Schedule Name: On Site (2)
Recurrence Start Date: 02/07/2022
Time: 08:00:00 - 16:00:00
Recurrence: Every Sunday, Wednesday, Thursday
Recurrence End Date: 03/07/2022
Status: Pending Approval
Schedule Color: LIME
Assigned Personnel:

Position ^
EOC Liaison
Field Team Leader
Food Support

60.



Click the **Assignments** subtab.

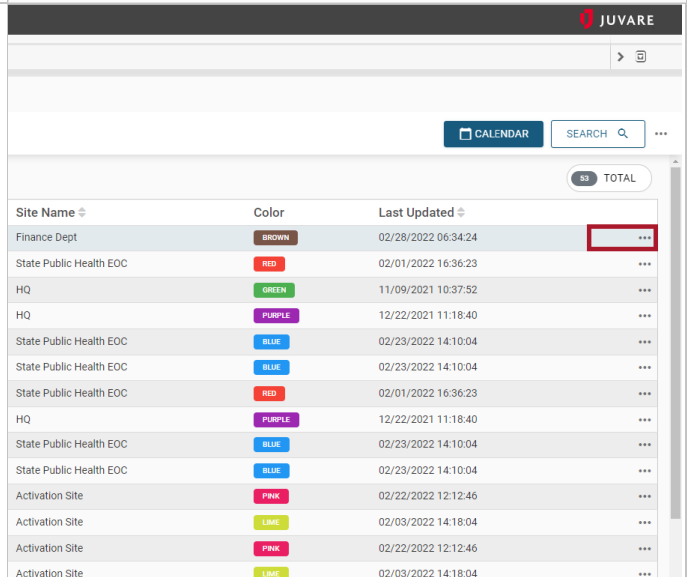


Schedule Name ^	Site Name ^	Color	Date(s)
A Shift	Finance Dept	BROWN	02/28/2022 15:00:00 - 23:55:00 (Recurring every Monday,
B Shift	Finance Dept	CYAN	02/28/2022 06:00:00 - 14:55:00 (Recurring every Monday,
Blue Team	State Public Health EOC	BLUE	01/30/2022 12:00:00 - 23:55:00 (Recurring every Sunday, 1
On Site (1)	Activation Site	PINK	11/01/2021 12:00:00 - 17:00:00 (Recurring every Sunday, 1
On Site (2)	Activation Site	LIME	02/07/2022 08:00:00 - 16:00:00 (Recurring every Sunday, 1
On Site (3)	Activation Site	BLUE GRAY	02/28/2022 08:00:00 - 16:00:00 (Recurring every Thursday,
POD 238 Dispensing	POD 238	TEAL	02/18/2022 - 02/19/2022 (All Day)
Red Team	State Public Health EOC	RED	01/30/2022 00:00:00 - 12:00:00 (Recurring every Sunday, 1
Security Schedule 1	Security Team Alpha	DEEP PURPLE	02/01/2022 (All Day) (Recurring every Monday, Wednesday,
Security Schedule 2	Security Team Alpha	PINK	02/01/2022 (All Day) (Recurring every Tuesday, Thursday,
Shift A	HQ	PURPLE	11/01/2021 09:00:00 - 18:00:00 (Recurring every Monday,
Shift B	HQ	GREEN	11/01/2021 18:00:00 - 23:30:00 (Recurring every Monday,
Test Schedule Day 1	Todd House	TEAL	02/21/2022 08:00:00 - 02/25/2022 16:00:00

61.



To open the feature menu, click the **ellipsis**.

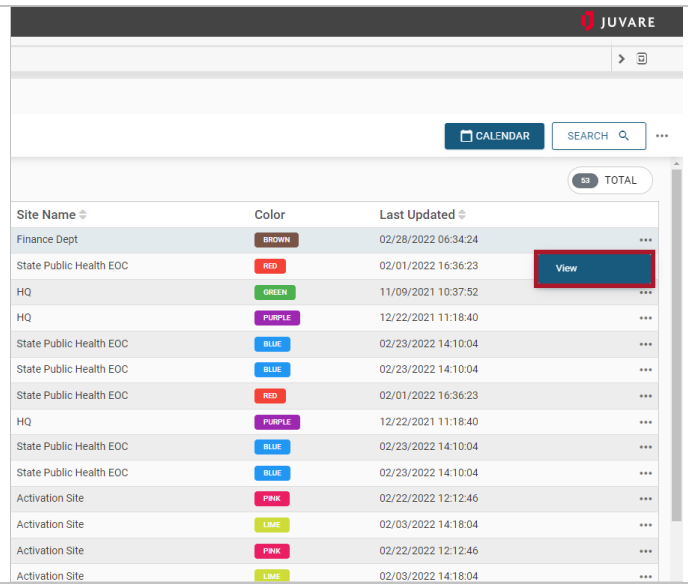


Site Name ^	Color	Last Updated ^	
Finance Dept	BROWN	02/28/2022 06:34:24	...
State Public Health EOC	RED	02/01/2022 16:36:23	...
HQ	GREEN	11/09/2021 10:37:52	...
HQ	PURPLE	12/22/2021 11:18:40	...
State Public Health EOC	BLUE	02/23/2022 14:10:04	...
State Public Health EOC	BLUE	02/23/2022 14:10:04	...
State Public Health EOC	RED	02/01/2022 16:36:23	...
HQ	PURPLE	12/22/2021 11:18:40	...
State Public Health EOC	BLUE	02/23/2022 14:10:04	...
State Public Health EOC	BLUE	02/23/2022 14:10:04	...
Activation Site	PINK	02/22/2022 12:12:46	...
Activation Site	LIME	02/03/2022 14:18:04	...
Activation Site	PINK	02/22/2022 12:12:46	...
Activation Site	LIME	02/03/2022 14:18:04	...

62.



Click **View**.

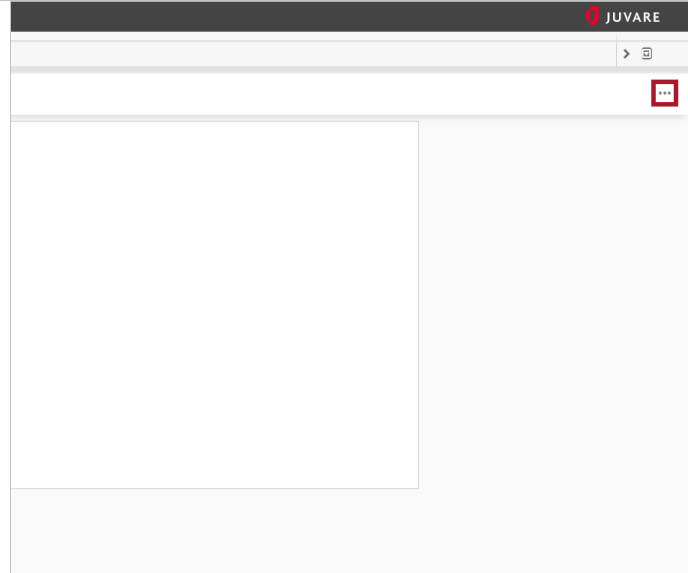


Site Name	Color	Last Updated	
Finance Dept	BROWN	02/28/2022 06:34:24	...
State Public Health EOC	RED	02/01/2022 16:36:23	View
HQ	GREEN	11/09/2021 10:37:52	...
HQ	PURPLE	12/22/2021 11:18:40	...
State Public Health EOC	BLUE	02/23/2022 14:10:04	...
State Public Health EOC	BLUE	02/23/2022 14:10:04	...
State Public Health EOC	RED	02/01/2022 16:36:23	...
HQ	PURPLE	12/22/2021 11:18:40	...
State Public Health EOC	BLUE	02/23/2022 14:10:04	...
State Public Health EOC	BLUE	02/23/2022 14:10:04	...
Activation Site	PINK	02/22/2022 12:12:46	...
Activation Site	LIME	02/03/2022 14:18:04	...
Activation Site	PINK	02/22/2022 12:12:46	...
Activation Site	LIME	02/03/2022 14:18:04	...

63.



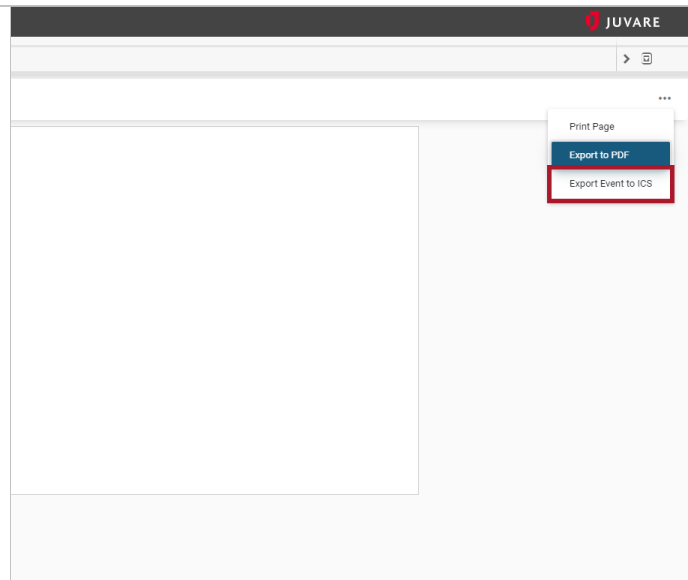
To open the feature menu, on the upper right, click the **ellipsis**.



64.



To share calendar information on the web and over email, click **Export Event to ICS**. The file is downloaded according to your browser settings.



65.



To go back to the Calendar view, click **< RETURN**.

That's it. You are done.

