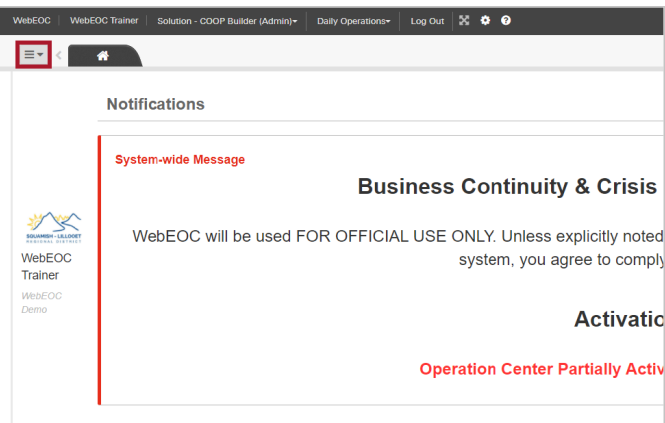


1.



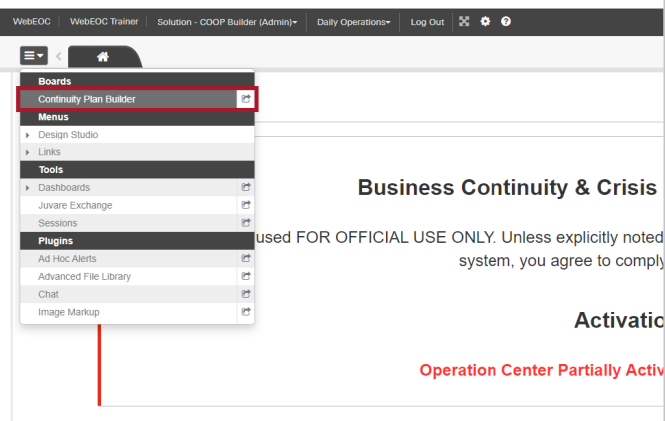
Click to open the **Control Panel**.



2.



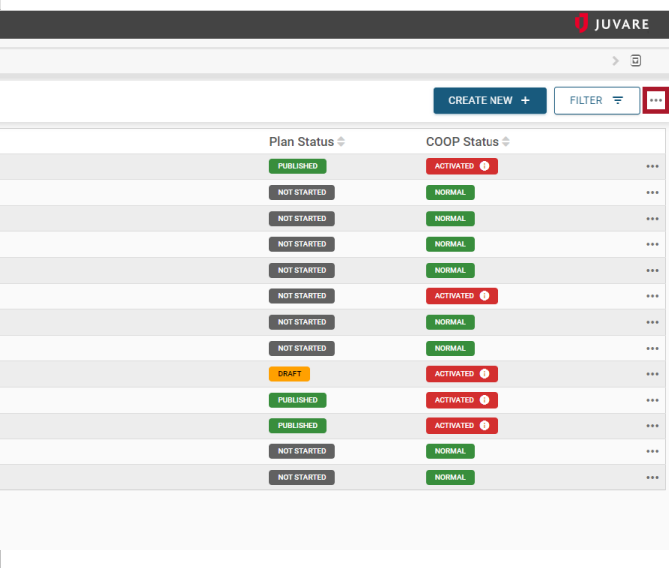
In the menu, select the **Continuity Plan Builder** board.



3.



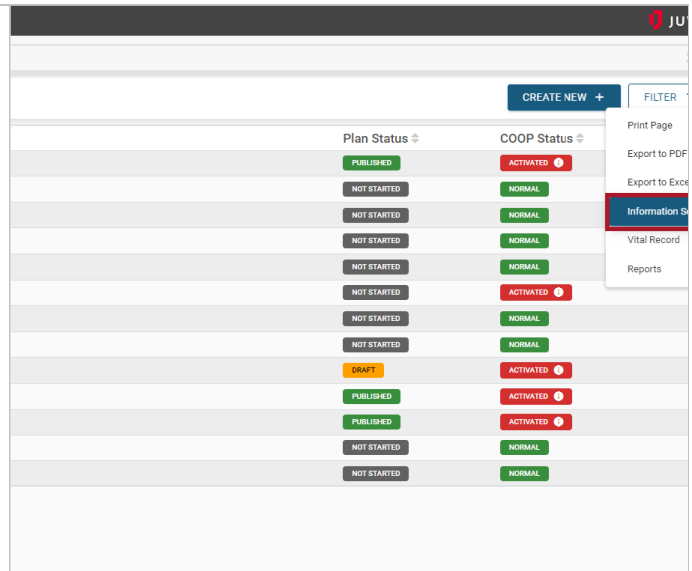
To open the feature menu, on the upper right, click the **ellipsis**.



4.



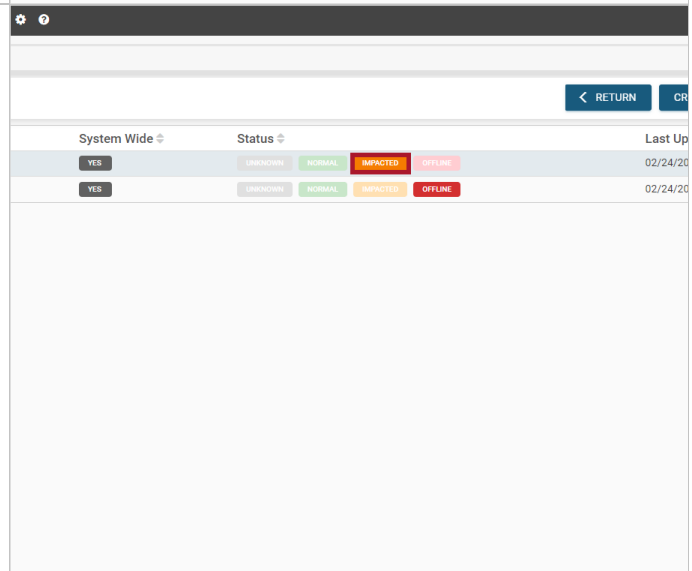
To manage Information Services that impact the entire organization, click **Information Services**.



5.



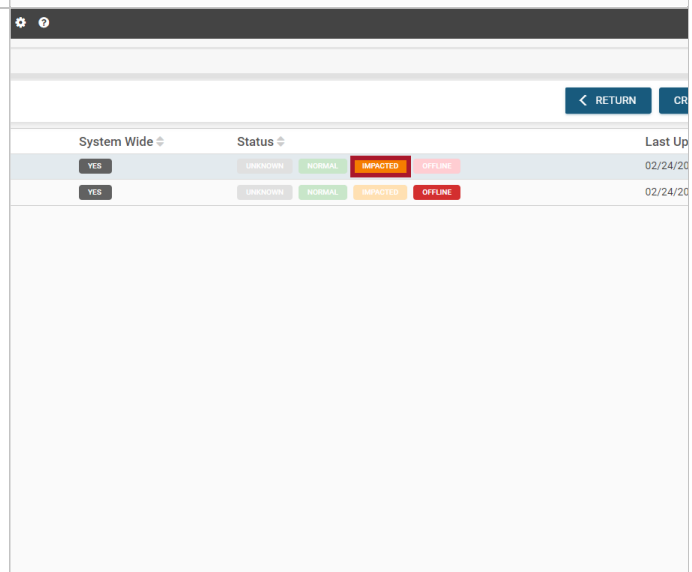
Locate the organization and, if necessary, expand that section.



6.



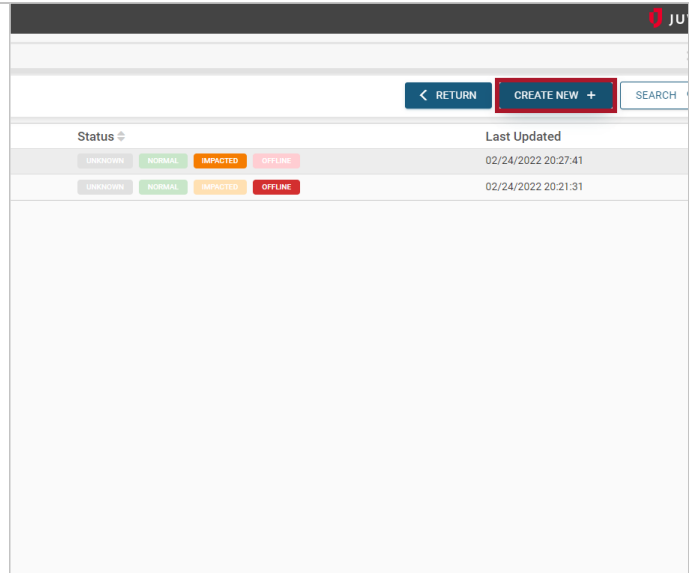
To change the **Status**, click the appropriate status option.



7.



To add a system or service, on the upper right, click **CREATE NEW +**.

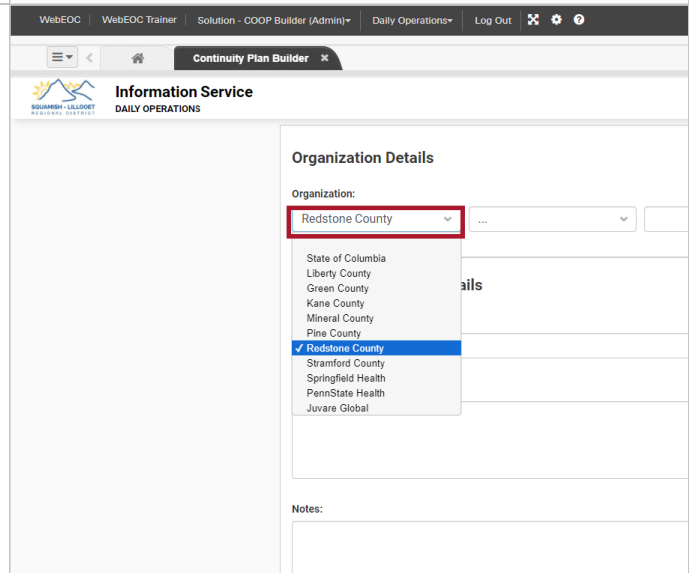


The screenshot shows the Juvare WebEOC interface. In the top right corner, there is a navigation bar with a 'RETURN' button and a 'CREATE NEW +' button. Below this, there is a status filter section with buttons for 'UNIMPACTED', 'NORMAL', 'IMPACTED', and 'OFFLINE'. The 'IMPACTED' button is highlighted. To the right of the status filters, there is a 'Last Updated' timestamp: '02/24/2022 20:27:41'.

8.



Enter the **Organization** information.

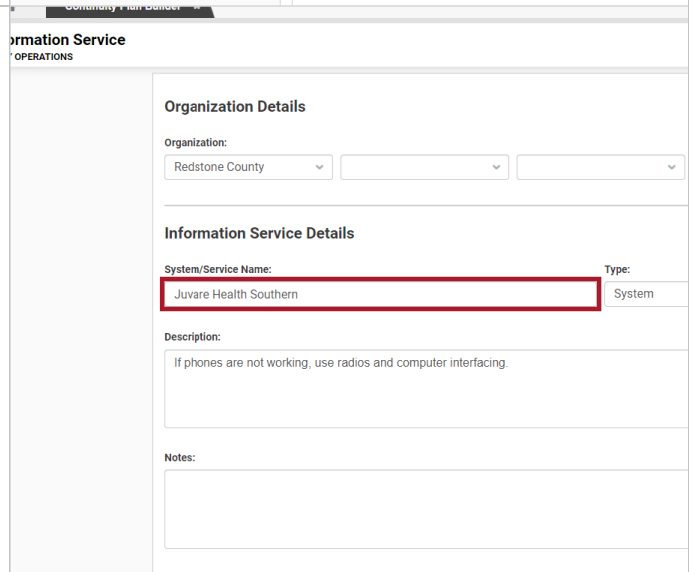


The screenshot shows the 'Information Service' form. The 'Organization Details' section is highlighted. It contains a dropdown menu for 'Organization:' with 'Redstone County' selected. A list of other organizations is visible in the dropdown: State of Columbia, Liberty County, Green County, Kane County, Mineral County, Pine County, Redstone County (selected), Stramford County, Springfield Health, PennState Health, and Juvare Global. Below the dropdown, there is a 'Notes:' section.

9.



Enter the **System/Service** information.

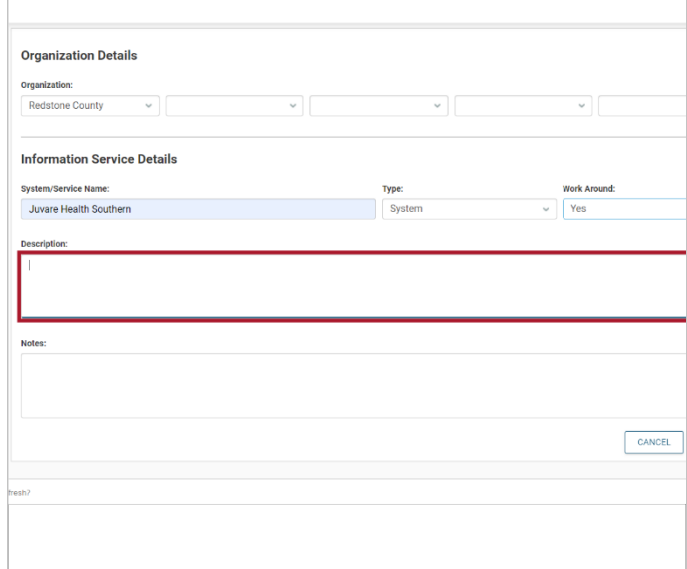


The screenshot shows the 'Information Service' form. The 'Information Service Details' section is highlighted. It contains a text input field for 'System/Service Name:' with 'Juvare Health Southern' entered. To the right of the input field, there is a 'Type:' dropdown menu with 'System' selected. Below the input field, there is a 'Description:' section with the text: 'If phones are not working, use radios and computer interfacing.' Below the description, there is a 'Notes:' section.

10.



Enter a **Description** and, if necessary, **Notes**.



**Organization Details**

Organization: Redstone County

**Information Service Details**

System/Service Name: Juvare Health Southern Type: System Work Around: Yes

Description:

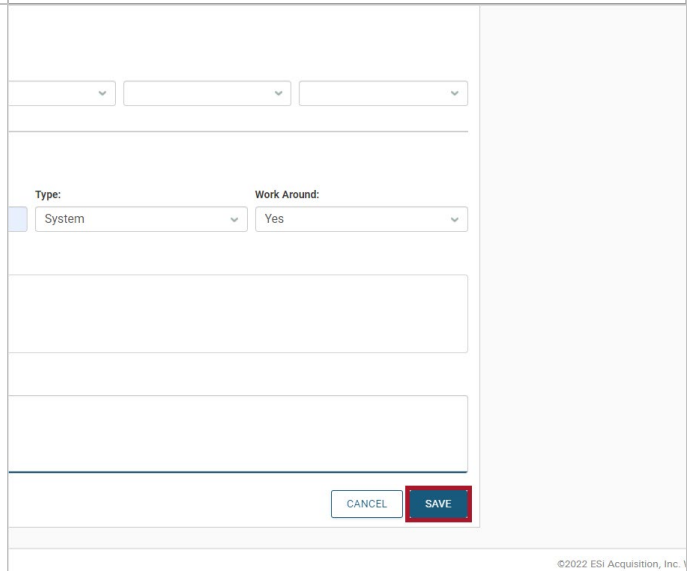
Notes:

CANCEL

11.



At the bottom, click **Save**.



Type: System Work Around: Yes

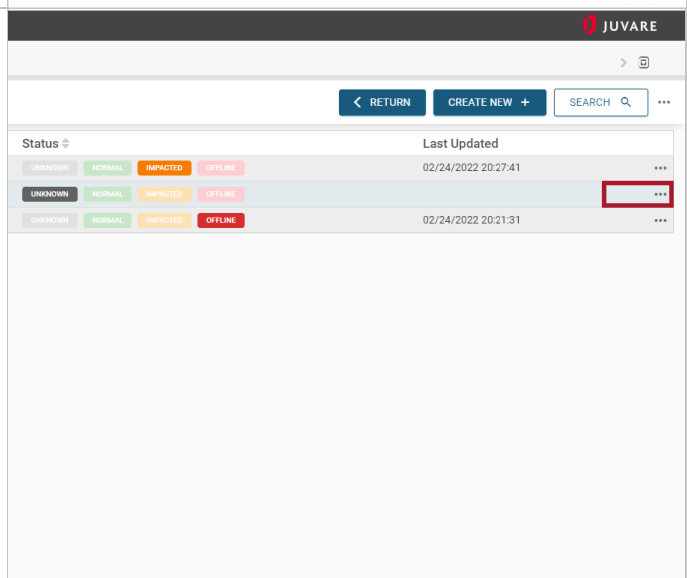
CANCEL SAVE

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12.



To edit an organization's information services, on that row, click the **ellipsis**.



**JUVARE**

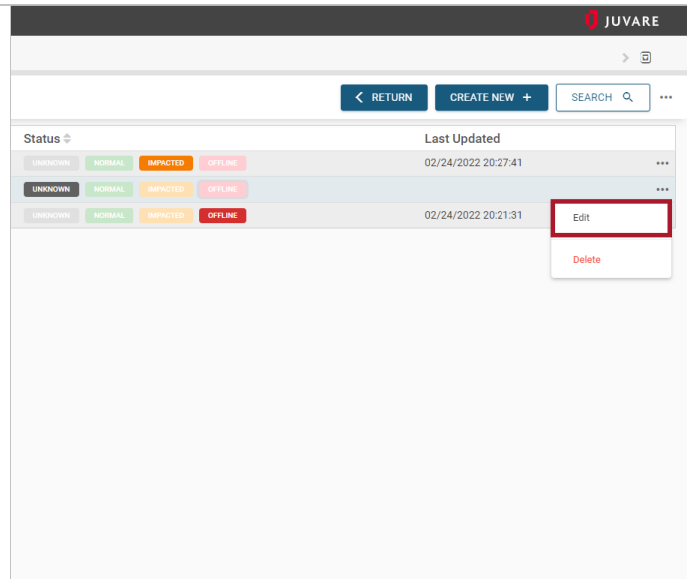
< RETURN CREATE NEW + SEARCH Q ...

Status	Last Updated	
UNKNOWN NORMAL IMPACTED OFFLINE	02/24/2022 20:27:41	...
UNKNOWN NORMAL IMPACTED OFFLINE	02/24/2022 20:21:31	...

13.



In the menu, click **Edit**.

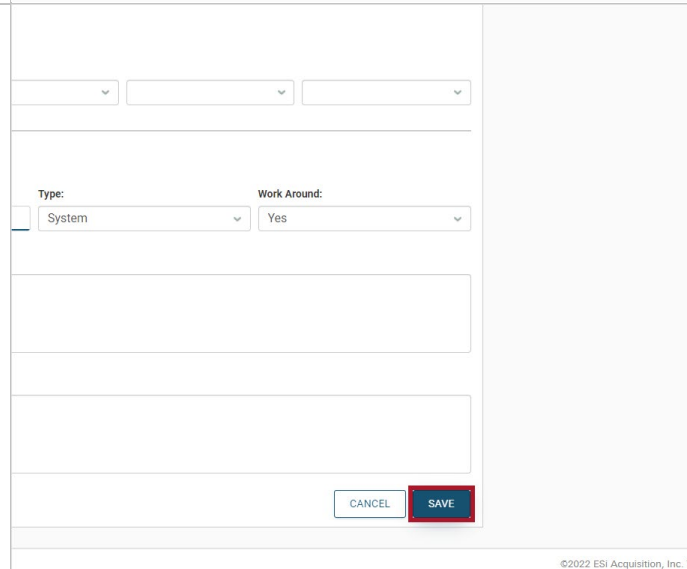


The screenshot shows the JUVARE application interface. At the top, there are navigation buttons: '< RETURN', 'CREATE NEW +', and a 'SEARCH' button. Below these is a table with a 'Status' filter dropdown and a 'Last Updated' column. The table contains three rows of data, each with status filters (UNKNOWN, NORMAL, IMPACTED, OFFLINE) and a timestamp. A context menu is open over the second row, showing 'Edit' and 'Delete' options. The 'Edit' option is highlighted with a red box.

14.



Update the information and click **Save**.

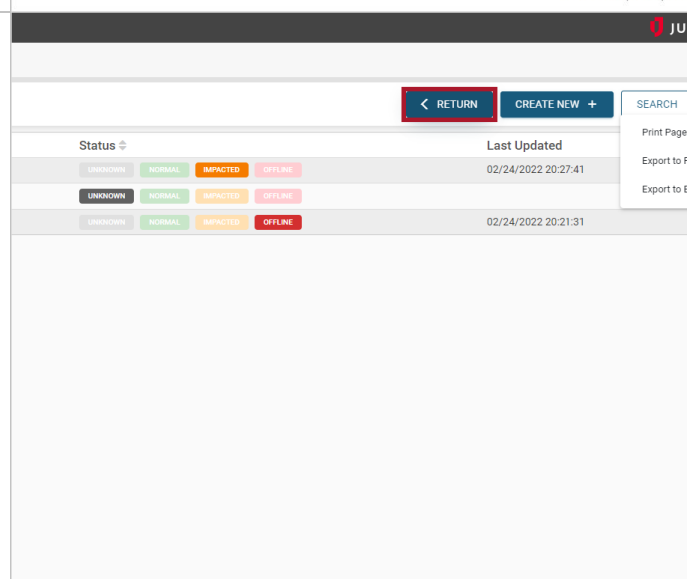


The screenshot shows the JUVARE application interface. At the top, there are navigation buttons: '< RETURN', 'CREATE NEW +', and a 'SEARCH' button. Below these is a form with several fields. The 'Type' field is set to 'System' and the 'Work Around' field is set to 'Yes'. There are three empty text input fields below these. At the bottom right, there are 'CANCEL' and 'SAVE' buttons. The 'SAVE' button is highlighted with a red box.

15.



To go back to *Organizations*, click **< RETURN**.

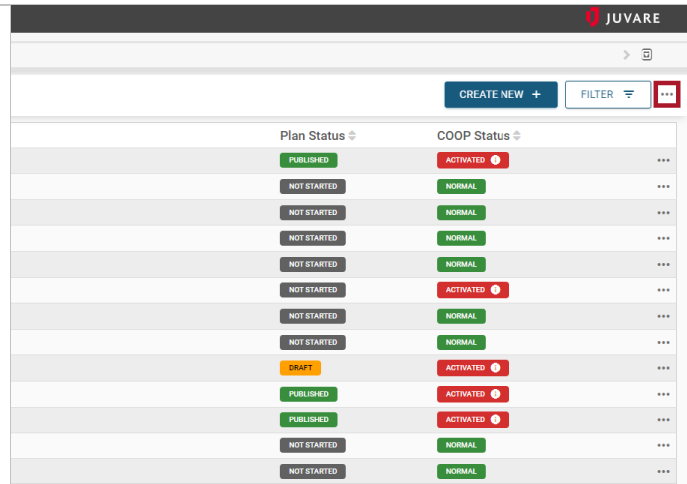


The screenshot shows the JUVARE application interface. At the top, there are navigation buttons: '< RETURN', 'CREATE NEW +', and a 'SEARCH' button. Below these is a table with a 'Status' filter dropdown and a 'Last Updated' column. The table contains three rows of data, each with status filters (UNKNOWN, NORMAL, IMPACTED, OFFLINE) and a timestamp. A context menu is open over the second row, showing 'RETURN' and 'CREATE NEW' options. The 'RETURN' option is highlighted with a red box.

16.



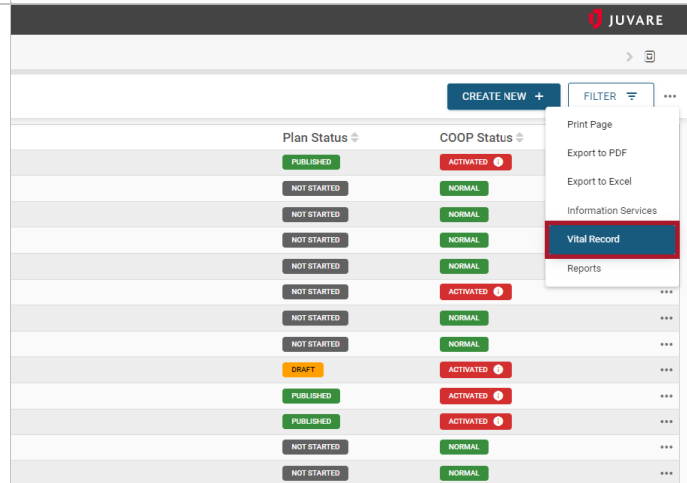
To open the feature menu, on the upper right, click the **ellipsis**.



17.



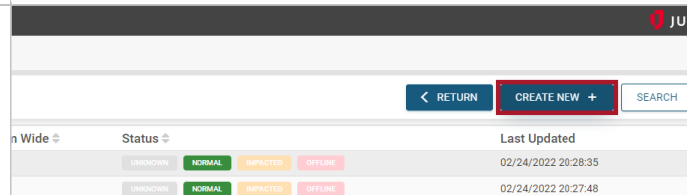
Click **Vital Records**.



18.



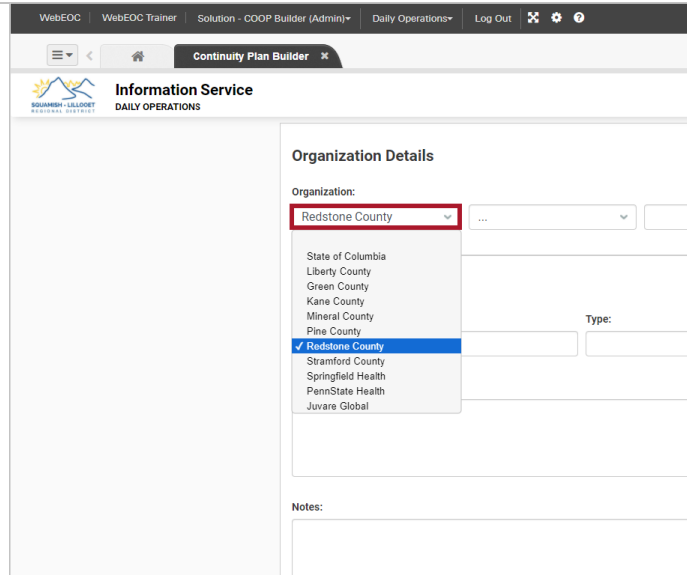
To add a record, on the upper right, click **CREATE NEW +**.



19.



Enter the **Organization** information.



WebEOC WebEOC Trainer Solution - COOP Builder (Admin) Daily Operations Log Out

Continuity Plan Builder

Information Service  
DAILY OPERATIONS

Organization Details

Organization:

Redstone County

State of Columbia  
Liberty County  
Green County  
Kane County  
Mineral County  
Pine County  
Redstone County  
Stramford County  
Springfield Health  
PennState Health  
Juvare Global

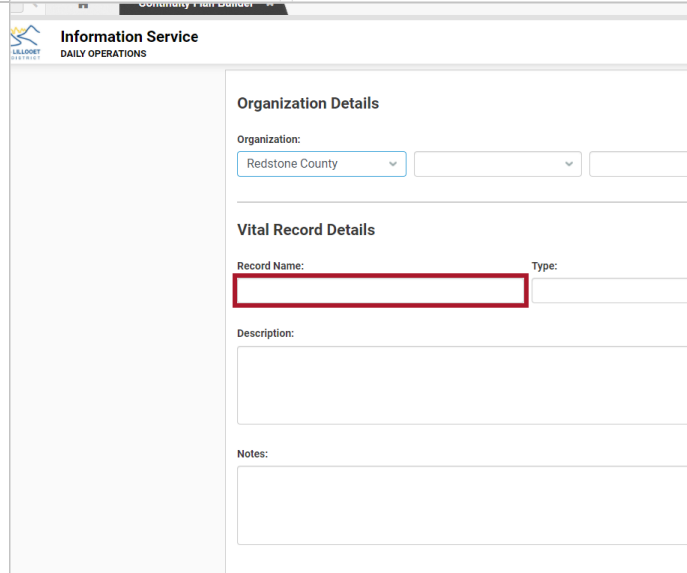
Type:

Notes:

20.



Enter the **Record** information.



Information Service  
DAILY OPERATIONS

Organization Details

Organization:

Redstone County

Vital Record Details

Record Name:

Type:

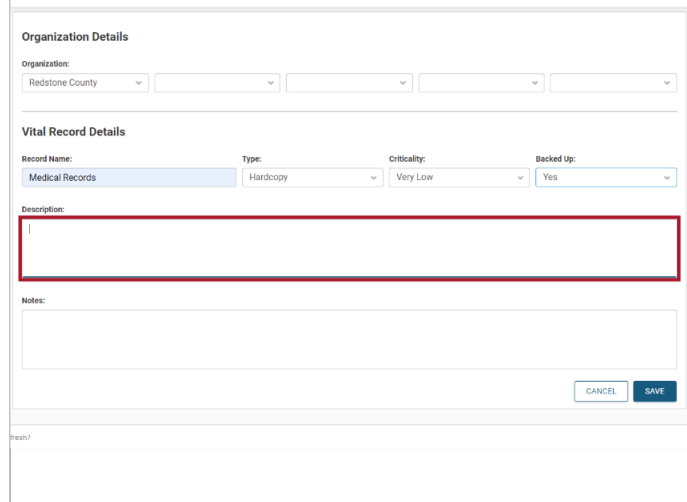
Description:

Notes:

21.



Enter a **Description** and, if appropriate, **Notes**.



Organization Details

Organization:

Redstone County

Vital Record Details

Record Name:

Type:

Criticality:

Backed Up:

Medical Records

Hardcopy

Very Low

Yes

Description:

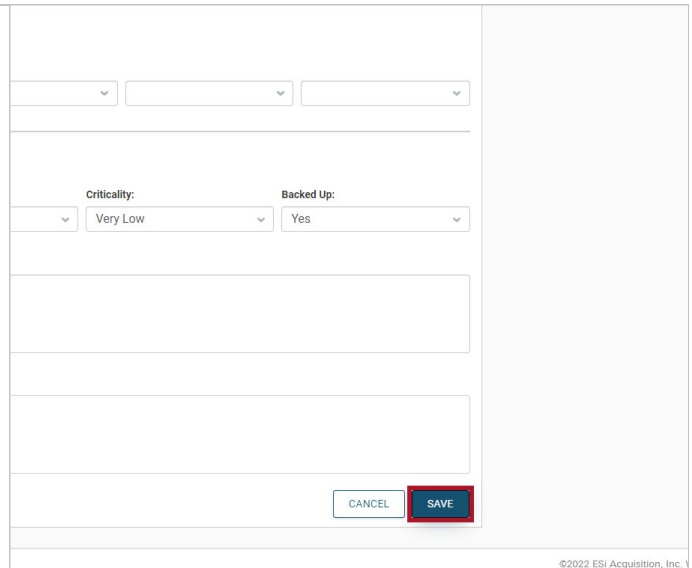
Notes:

CANCEL SAVE

22.



At the bottom, click **Save**.

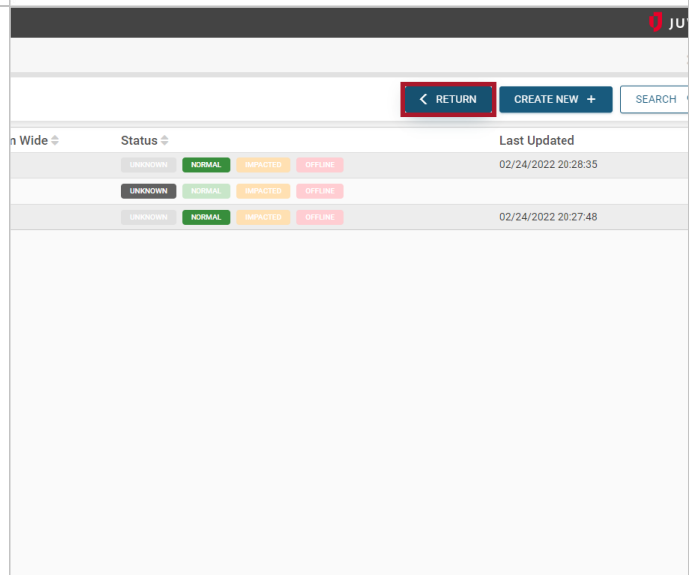


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23.



To go back to *Organizations*, click **< RETURN**.

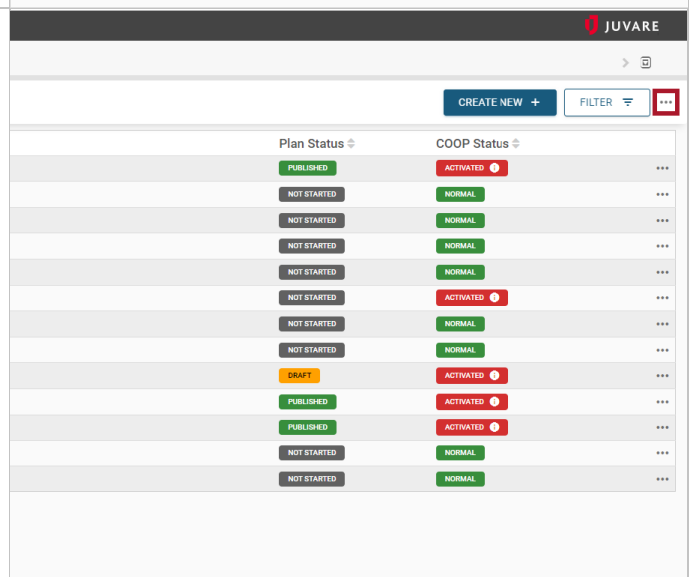


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24.



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



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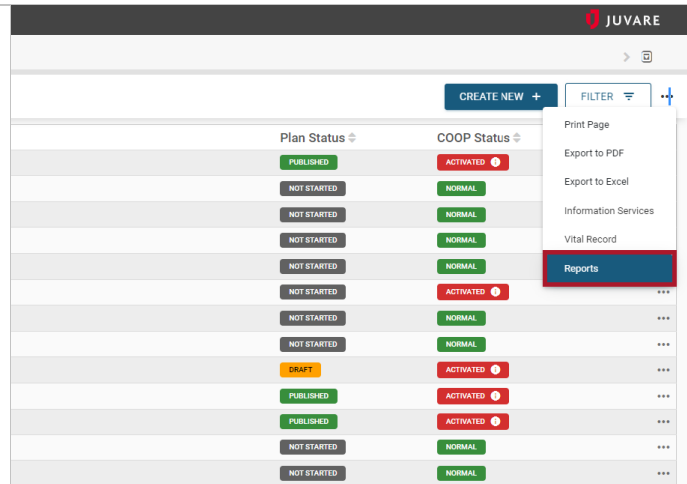
Plan Status	COOP Status	
PUBLISHED	ACTIVATED	...
NOT STARTED	NORMAL	...
NOT STARTED	NORMAL	...
NOT STARTED	NORMAL	...
NOT STARTED	NORMAL	...
NOT STARTED	ACTIVATED	...
NOT STARTED	NORMAL	...
NOT STARTED	NORMAL	...
DRAFT	ACTIVATED	...
PUBLISHED	ACTIVATED	...
PUBLISHED	ACTIVATED	...
NOT STARTED	NORMAL	...
NOT STARTED	NORMAL	...



25.



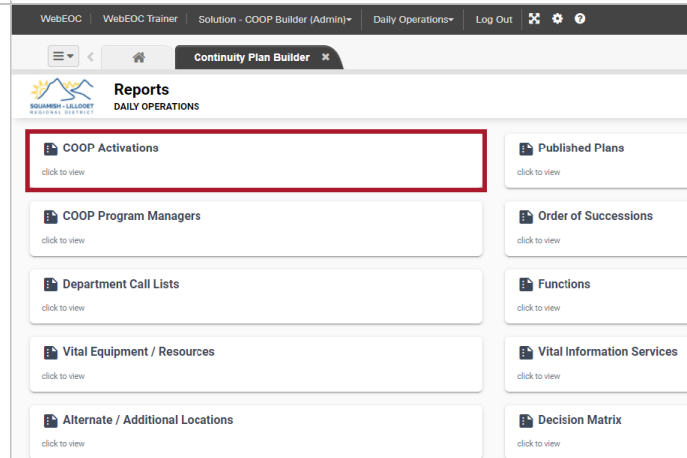
In the menu, click **Reports**.



26.



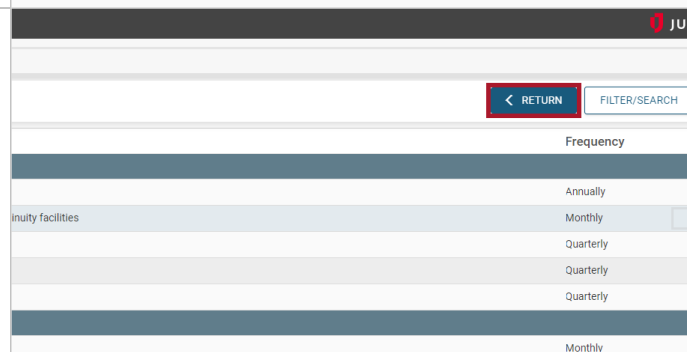
To open a report for the selected dataset, click the report. The report opens.



27.



To return to *Reports*, click **< RETURN**.



28.



That's it. You are done.

