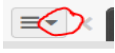# Web EOC – One Task Training

Creating a New Post on the Event Reporting
Activity Log/Significant Events

- o Log in to login.juvare.com
- o Enter your email address and Password and click sign-in.
- o Choose your position from the drop-down menu.

    ➢ (You will be listed first by your region and then as your agency)

- o Choose your Incident by name from the drop-down menu then click continue.
- o Type in your name, location, and phone number (must include the 1)
- o You may skip the comments and then click Continue.
- o You are now on the "Home" page. Click on the down arrow in the top left of the page and click on Event Reporting-Activity Log.

- o You are now on the Activity Log Board, and you can create a new post.
- o Click on Create New Post (it's a blue box)
- o The date and time will self-generate.
- o Click the down arrow on the Event Type and choose "the type of event."
- o Click on the Priority down arrow and choose a priority.
- o You can skip the Other Event Type box.

- o You may type in a description about your post
- o Type in the location name as your facility name
- o Type in your facility address

- o You can but don't have to generate a map of your location
- o You can but don't have to include an attachment

- o Click inside the "Post to Significant Events" box on the bottom left side of the page. (This sends your post to the "Event Reporting Significant Events" so that everyone who is logged in to this event can see your post. If you don't click in the significant events box, the only people who see your posts are those within your organization.)
- o Click the blue save box.
- o You have now Created a New post on the Event Reporting-Activity Log (for your organization to see) and by clicking the "Significant events box" you sent your post to the Event Reporting-Significant Events" for everyone to see