

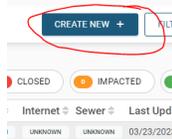
# Web EOC – One Task Training

## How to Update Your Facility Status

- Log in to login.juware.com
- Enter your email address and Password and click sign-in.
- Choose your position from the drop-down menu.
  - (You will be listed first by your region and then as your agency)

- Choose your Incident by name from the drop-down menu then click continue.
- Type in your name, location, and phone number (must include the 1)
- You may skip the comments and then click Continue.
- You are now on the “Home” page. Click on the down arrow of the Hamburger Menu in the top left of the page  and click on SPECIALIZED PROCESSES

- Now click on Facility Status
- You will see a page full of coalition members and their statuses.
- Click the blue CREATE NEW box



- Fill in all applicable fields.
- To attach a document, Under ATTACHMENTS, click inside the grey box that says Browse and choose your file.
- You will now see the file name listed inside the grey box.
- To the right of the filename of your attachment, you can type in a description of the attachment.

### Attachments

Attachment 1

How to update facility Status.docx

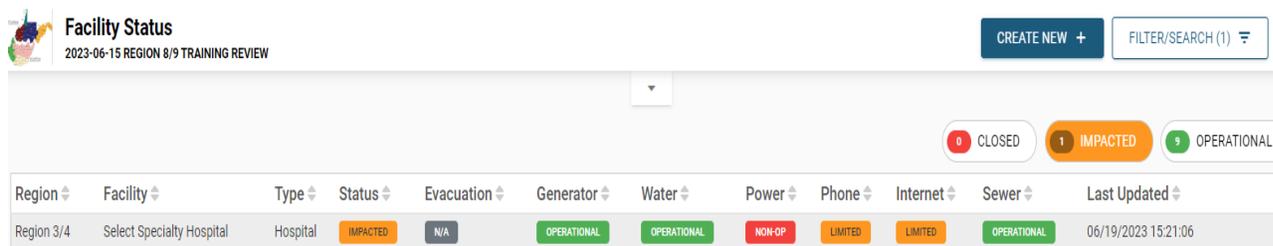
Attachment 1 Description

A one task tip sheet on creating facility status updates

○

- Click the Blue SAVE box on the bottom right of the page

- For each category that you updated on the Create New facility Status form, you will now see a color-coded description on the Facility Status home page to indicate Closed (Red), Impacted (Orange) or Operational (Green)



**Facility Status**  
2023-06-15 REGION 8/9 TRAINING REVIEW

CREATE NEW + FILTER/SEARCH (1)

0 CLOSED 1 IMPACTED 9 OPERATIONAL

Region	Facility	Type	Status	Evacuation	Generator	Water	Power	Phone	Internet	Sewer	Last Updated
Region 3/4	Select Specialty Hospital	Hospital	IMPACTED	N/A	OPERATIONAL	OPERATIONAL	NON-OP	LIMITED	LIMITED	OPERATIONAL	06/19/2023 15:21:06

