

Web EOC – One Task Training

How To Use the Advanced File Library

- 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 a coordinator or chair for your region – ex: Reg. 1 Health Department)

- 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 in the top left-hand corner of the page on the drop down arrow



- Under the Plugins heading, choose Advanced File Library

- Click on WebEOC Training

- Click on the (Board – Sign In/Out – Users (All)) or whichever board you are learning.



- This opens a Word window. You will need to click on the “Enable Editing” button in the yellow bar at the top of the page.

- Hold down the CTRL button on your keyboard and click on the link

- Click “Start Tutorial” and then follow the prompts and click on the Red Box.