Colorado All-Hazards Resource Database
Vetted CRRF Resources

How to access the CRRF Utility Site/CRRF WebEOC

(CRRF Administrator function only)

June 2023

Colorado Division of Homeland Security and Emergency Management
Logistics Section

COLORADO
Division of Homeland Security
& Emergency Management
Department of Public Safety

Record of Changes

All potential changes will be reviewed and, if accepted, incorporated into the implementation plan during the next update. All changes will be annotated on the table below. All suggestions along with supporting documentation, as applicable shall be submitted via email to the All-Hazards CRRF State System Administrator, De Lora Karavolas; DHSEM Logistics All-Hazards CRRF Database and Program Manager at delora.karavolas@state.co.us for consideration.

Date	Change	Location
06/29/23	Document created	All

Introduction

The State of Colorado Division of Homeland Security and Emergency Management (DHSEM) platform for the Colorado All-Hazards Resource Database is WebEOC. WebEOC houses both vetted and non-vetted resources. WebEOC is the master database of record for all resources on file.

WebEOC is an automated database with cross board integrated functions to assist those seeking resources to be deployed as quickly as possible.

The Colorado Resource Rate Form (CRRF) allows agencies to list their equipment, personnel and specialty teams to be deployed. Allowing for efficient coordination, mobilization and reimbursement.

This set of **"How-To"** documentation focuses on the Vetted-CRRF resource portion of the database. Each **"How-To"** guide is broken down into the individual functions of the database.

For further assistance, please contact the Colorado DHSEM CRRF System Administrator De Lora Karavolas at crrfsupport@state.co.us or by phone at 720-630-0771.

Helpful Resources:

- Colorado All-Hazards Resources Database Webpage
- Colorado Resource Rate Form (CRRF) Webpage
- New CRRF WebEOC account request form
- Forgot Username and/or Password
- Email CRRF Support
- WebEOC website link

Step 1: Log in to WebEOC

1) Navigate to the [WebEOC webpage]

2) Click **"Accept"** (**Tip:** shown here in the picture below in the yellow highlighted circle located at the bottom center of the page.)

Step 2: Username and Password

1) Enter your username in the following format. (**Tip: username** is firstname.lastname all lowercase letters with no spacing.

2) Enter your password (**Tip: strong password** = a minimum of 8 characters: 1 uppercase letter, 1 lowercase letter, 1 number, 1 special character).

3) Click "**Log In**" **(Tip:** shown here in the picture below in the yellow highlighted circle located in a blue colored box at the bottom center of the page.**)**

<u>Note:</u> Failure to **"Log In"** to WebEOC at least once every 90 days will result in the account being automatically locked.

Step 2a: Retrieving Account Information

1) To retrieve **"Username"** – click on **"Forgot Username"** (**Tip:** shown here in the picture below in the yellow highlighted circle located at the bottom center of the page under the "**Log In**" button.**)** The "**Username**" will be emailed to the email address that is associated with the account.

2) To retrieve **"Password"** - click on **"Forgot Password"** (**Tip:** shown here in the picture below in the yellow highlighted circle located at the bottom center of the page under the **"Log In"** button.**)** A temporary password will be emailed to the email address that is registered with the account.

<u>Note:</u> You can also email crrfsupport@state.co.us requesting your account **"Log In"** information and/or to update your account information in the database.

Step 3: Select your Position and Incident

1) **Position:** This section will auto-populate unless the account in use is assigned with more than one authorized "**Position**".
   - When the account in use has more than one "**Position**" assigned to the account – click on the drop-down arrow and select a "**Position**" that starts with "CRRF". For example – "CRRF Cooperator Admin", "CRRF Cooperator User", or "CRRF Reader"

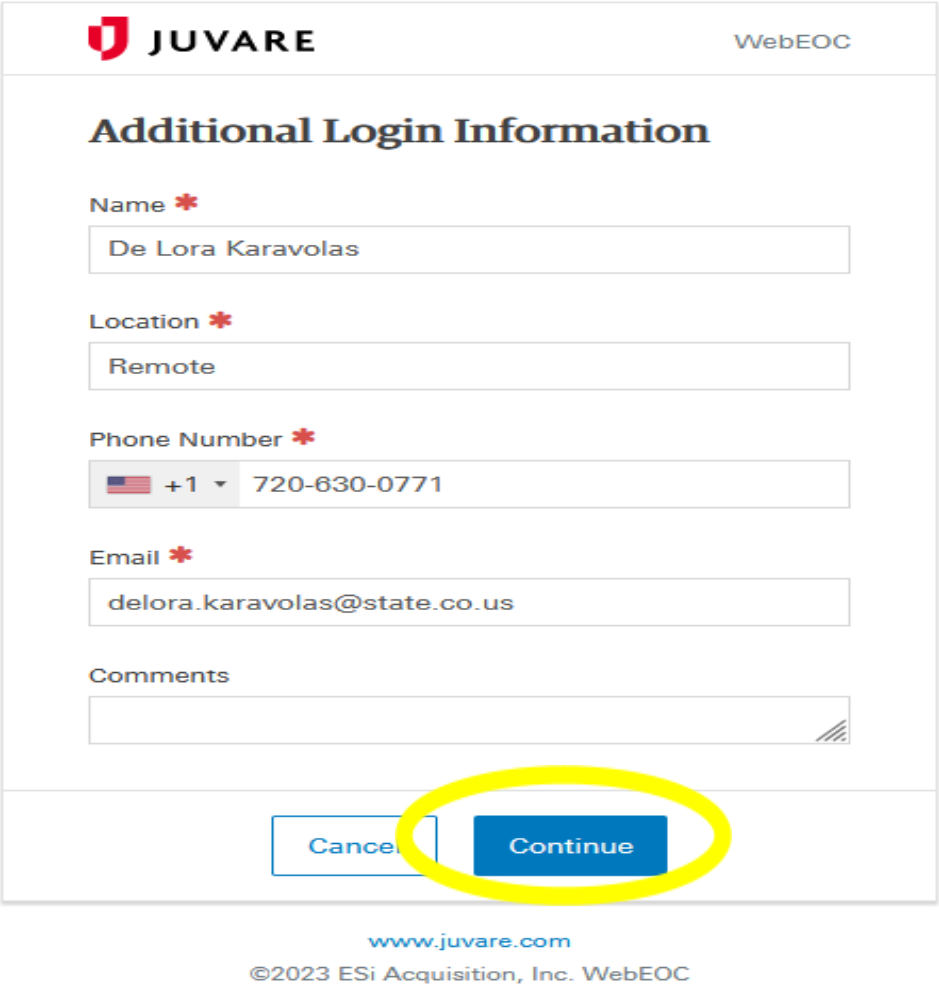
2) **Incident:** This section will auto-populate to "**CRRF Administration Incident**". At this time there is only one "Incident" assigned to the CRRF Database.

3) Click "**Continue**" **(Tip:** shown here in the picture below in the yellow highlighted circle located in a blue colored box at the bottom of the page.**)**

Step 4: Additional Login Information - Update and confirm your account information

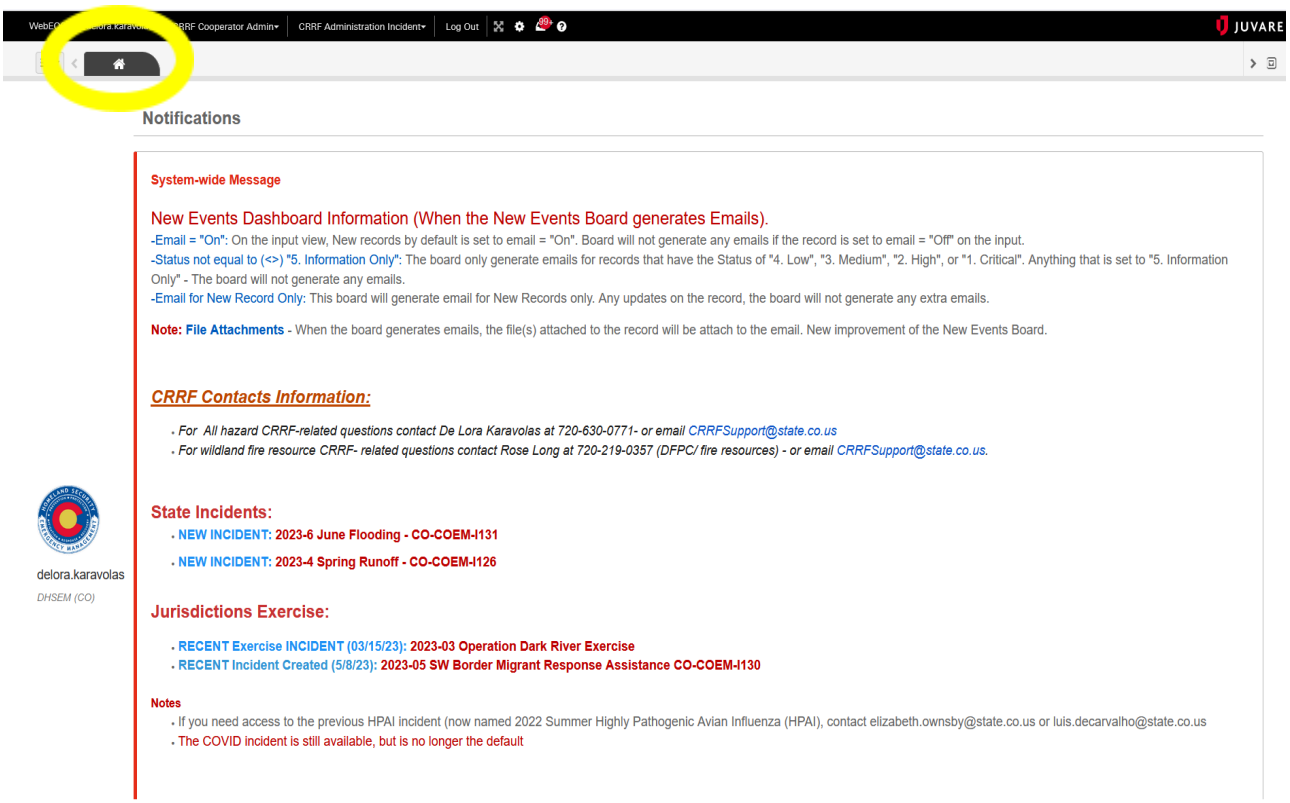
1) Update your current information for the account in use. **Note:** All areas with a "*" require information.
   - **"Name *"** = name associated with account in use
   - **"Location *"** = account login is working at the office or remote for example
   - **"Phone Number *"**= phone number associated with account in use
   - **"Email * "**= email address associated with account in use

2) Click **"Continue" (Tip:** shown here in the picture below in the yellow highlighted circle located in a blue colored box at the bottom center of the page.**)**



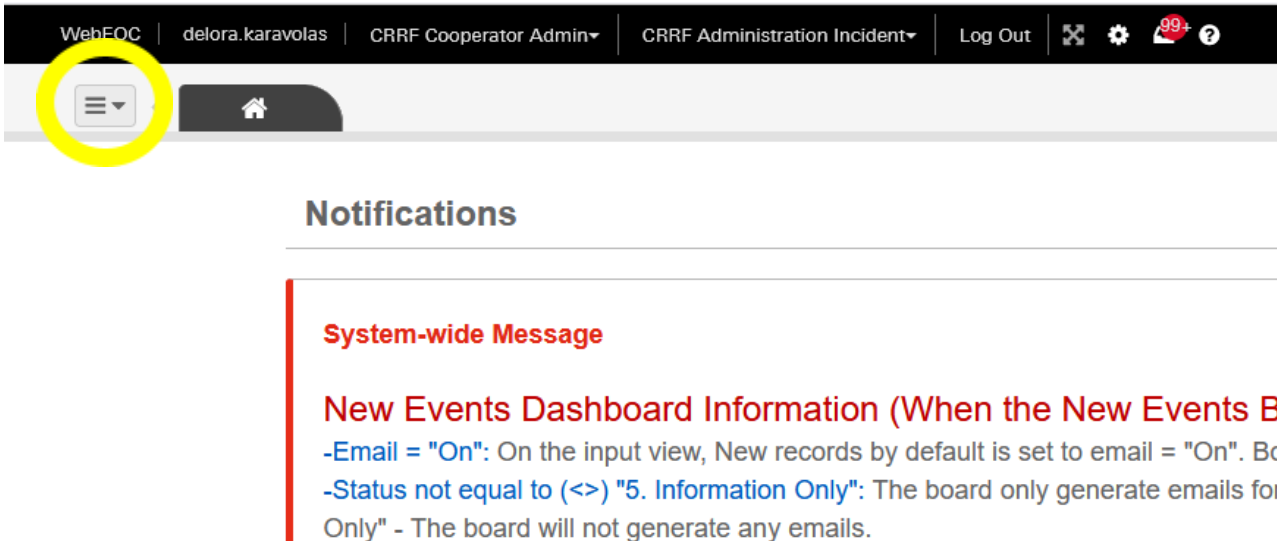
Step 5: WebEOC "Notifications" Page

<u>Note:</u> The **"Notifications"** page is located on the **"Home"** tab and is information only – no action required**. (Tip:** The "**Home**" tab is identified by a house shaped icon as shown in the picture below in the yellow highlighted circle located towards the top left side of the page.**)**

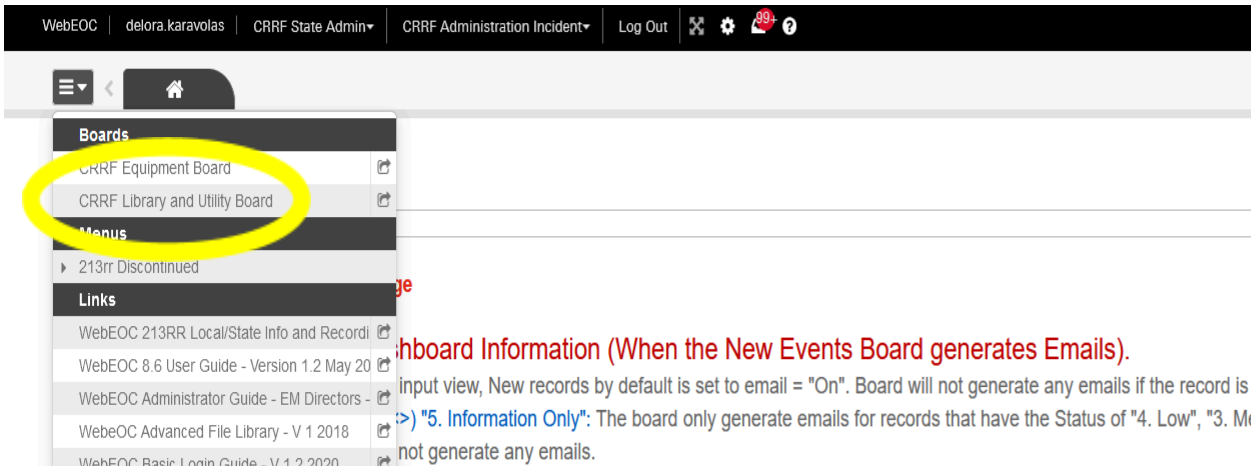


Step 6: Accessing the CRRF Library and Utility Board

1) Click on the drop-down menu box. **(Tip:** The **"drop-down menu box"** is the light gray square shaped box with three lines and a drop-down arrow. Shown in the picture below in the yellow highlighted circle located just to the left of the **"Home"** tab.**)**



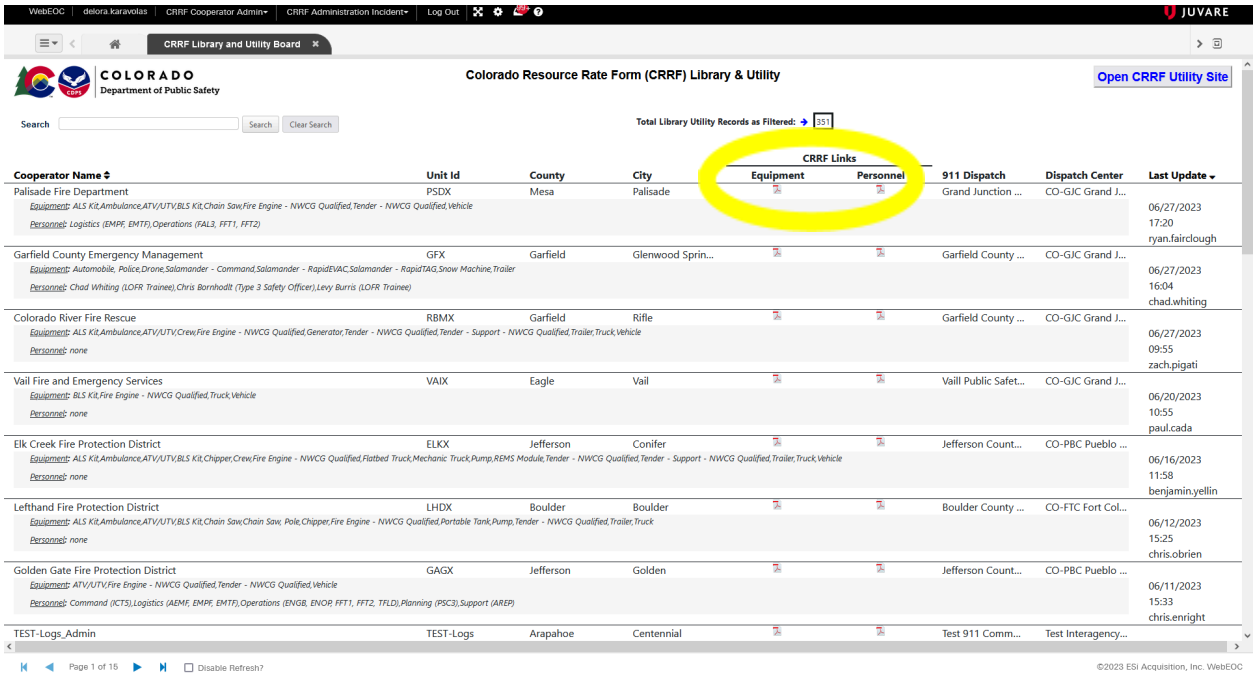
2) Under **"Boards"** click on **"CRRF Library and Utility Board"**. The **"CRRF Library and Utility Board"** will open up in a new tab to the right of the **"Home"** tab. **(Tip:** shown in the picture below in the yellow highlighted circle.**)**



Step 7: The CRRF Library and Utility Board

The **"CRRF Library and Utility Board"** lists all valid submitted CRRF's. CRRF's listed on this board are available for uploading and viewing by clicking the pdf icon under "Equipment" or "Personnel" for each Cooperator listed. (**Tip:** Shown here in the picture below in the yellow highlighted circle.)

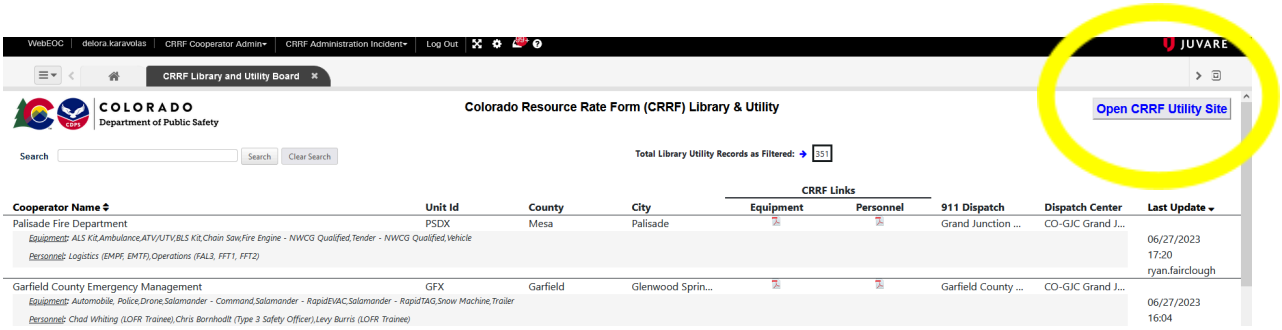
Note: Not all Cooperators listed have a CRRF under **"Personnel"**. All Personnel CRRF's are specified for **All-Hazards** response **only**.



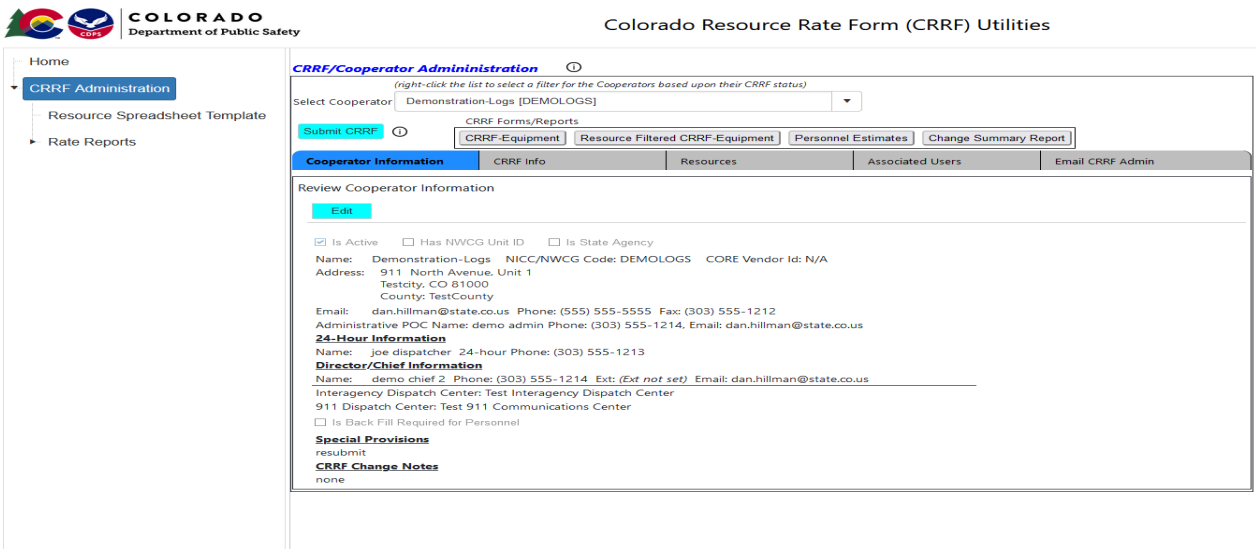
Step 8: Accessing CRRF WebEOC

Note: Only account holders with CRRF Administrator positions will have access to CRRF WebEOC and the functions within.

1) Click on the "Open CRRF Utility Site" box. **(Tip:** Shown in the picture below on the **"CRRF Library and Utility Board"**. Located at the top right side of the page in blue lettering in the yellow highlighted circle.**)**



2) A new web page will open and you are now in the CRRF Utilities page better known as CRRF WebEOC. **(Tip:** Shown in the picture below)



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