EOP Room Dashboard

- Only you and the TDEM Planning Team will have access to your Room
- You may invite Guests to assist in filling out the plan
Adding Guests: Steps 1-2

1. To Add Guests from the Dashboard, click on “Members” in the Context bar.

2. In the Members sidebar, click on the triple dot overflow menu and “Add Members”.
3. Type a name or email to add to the Room; click on the recipient when found

4. Designate the access level for the recipient

5. Click "Add Members" so the room invitation sends to the recipient
Guest Email Invitation

- Guests should receive an email invitation with…
  - Subject: You’ve Been Invited to Join Veoci
  - From: Texas All Hazards Planning System

Account invitations are only valid for 1 week, so Guests should join before then.

Admins can also resend Guest invites as needed.
Guest Account Creation

When accepting the invitation to Veoci, Guests will be asked to provide their name before joining the Room.

From the Home Page, Guests can join the Room by clicking on the arrow.
View Pending Invitations

1. To View Pending Invitations, navigate to the Grid View

2. From the left sidebar, select the View Pending Invitations tab

3. Use this view to review the room invitees
Filling out EOP Sections

Complete these sections first: Sections 1-2

Start Here (1. EOP Information)
2. Jurisdictional Information

Complete the following Sections in any order:

3. Plan Information
4. Hazard Summary
5. Critical Facilities and Vital Records
6. Critical Facilities and Succession Planning
7. Recovery Coordination
8. Emergency Operations Coordination
Start Here (1. EOP Information)

- Click "Start - Enter EOP Information" and completely fill out the first page
- This completes the "1. EOP Information" Section

Section 1 asks for the Year, location, Jurisdiction, and whether you’d like to use Veoci to create your plan

Click “Submit” to submit your Form Entry
Upload a completed plan

- If you’d like to upload a completed plan instead, additional follow-up questions will appear.
- On submission, an Alert will be sent to the TDEM Team.

Click “Add More” to upload additional documents for your Plan.

Upload documents here like Basic Plans, Annexes, ESFs.
Once EOP Information is entered and the Dashboard refreshes, the “EOP Information/Uploaded Plans” tile should be populated.

To access an EOP/Uploaded Plan, click on the EOP row.

If completed plans were uploaded, you can click “View Entries” to open a dialog window of the Uploaded Plans.

Click the page icon to view the plan.
Once Section 1 is complete and the Dashboard refreshes, the “2. Jurisdictional Information” tile should be populated.

Click on the Jurisdiction row to fill out the information.
2. Jurisdictional Information

- Completely fill out General Information about the Jurisdiction
- This completes the “2. Jurisdictional Information” for the specific Jurisdiction
To complete in any order: Sections 3-8

- Once Section 2 is complete, you may fill out Sections 3-8 in any order

This cell is highlighted Green because the Agencies and People have been added
3. Plan Information

- Click on the “3. Plan Information” tile to open up a dialog box for Section 3
- Click “Edit” and “Update” to add/save the Plan Information
- Similarly for Sections 4-8, you can click on the tile to open its dialog box and edit/update info
ESF Annexes

- Also once Section 2 is complete, the “ESF Progress” tile at the bottom of the Dashboard will be populated with the ESF Annexes
- Clicking on an ESF Link will open the corresponding ESF Workflow for you to complete

Click on any ESF Link to open it for editing

Click “Actions” to reveal the possible Workflow actions: choose “Submit” if you are ready to complete or choose “Save Now” to complete later
As information is entered into this tool (via EOP Sections and ESF Annexes), the draft of the EOP will be filled out in the “Current EOP Draft” tile.
Print EOP Draft

1. To print the EOP Draft, click on the “Current EOP Draft” tile. This opens a dialog window with the Form Entry.
2. From the dialog window, select the Info tab and click the printer icon. This opens a new browser tab with the print preview.
3. From the new browser tab, you can choose to Print, Send by Email, or Save to PDF.
If you require assistance or want to report an issue click “Request Help/Report an Issue”

Help Requests will be sent to the TDEM Team for troubleshooting