

Westchester County Emergency Operations Center

Quick-Start Guide

Welcome to the Westchester County EOC

Step 1

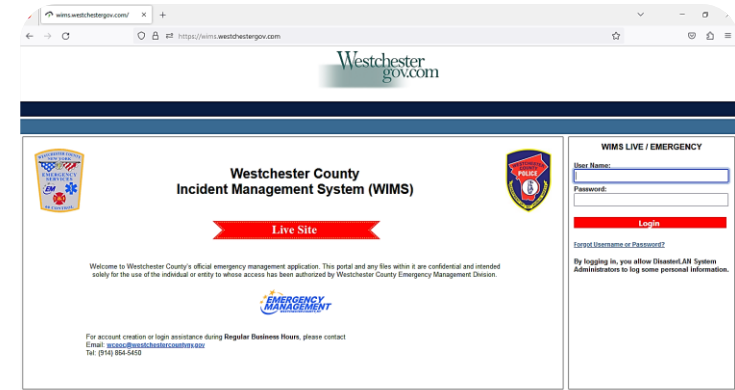
- If you have not already done so, **please sign in** at the EOC lobby

Step 2

- **Log in to your workstation**
- **Username:** Username is normally printed on a label located at the top right side of your computer monitor
- **Password:** **An incident Specific Password will be posted**

Step 3

- **Log in at WIMS** (Westchester County Incident Management Software)
- Open **<https://wims.westchestergov.com/>** on any browser
- **Username:**
 - For County employees, please use your county username (e.g.: abc1)
 - For Non-County employees, please use your first initial and your last name (e.g.: JSmith)
- **Password:** Your WIMS password is the strong password that you previously set.



<https://wims.westchestergov.com/>

Step 4

- **Select appropriate Incident and Role**
- After logging in to WIMS, select the appropriate Incident and Role from the drop down list



Welcome To WIMS LIVE / EMERGENCY

Please review the following settings before continuing

Important Security Messages

This account was last accessed on: 11/29/2022 12:31
Password last changed on: 05/27/2022 12:29

Account Settings

Incident: -- Please Select an Incident --
Role: AR-OEM

Jurisdiction Settings

Set the location you are representing

* Country: United States of America

WIMS Important Modules

Ticket Manager

- Used for assigning, prioritizing and tracking requests/offers (tickets) for assistance and informational reports.
- You can check tickets routed to your role by accessing **"Ticket Manager"** from **"Incident & Tasks"** drop down menu in the header bar, or from the Welcome page.

Status Boards

- Used for sharing incident information, including messages, weather, photos, etc.
- You can access **"Status Board"** from **"Situational Awareness"** drop down menu in the header bar, or from the Welcome page.

Communication Center

- This module hosts WIMS native email system called DMail.
- You can access **"Communication Center"** from **"Communication"** drop down menu in the header bar, or from the Welcome page.

Briefing Notes

- Used for maintaining log of significant activities.
- You can access **"Briefing Notes"** from **"Communication"** drop down menu in the header bar.

Situation Reports

- This module hosts completed reports of agency activities and issues.
- You can access **"View Situation Reports"** from **"Documentation"** drop down menu in the header bar, or from the Welcome page.

Reference Library

- Used for saving reference documents, response plans and resources.
- You can access **"Reference Library"** from **"Documentation"** drop down menu in the header bar, or from the Welcome page

Quick Reference Guides

- Used for saving Reference user guides and training tutorials.
- You can access **"Quick Reference Guides"** from **"Documentation"** drop down menu in the header bar, or from the Welcome page

