

# Set Statuses of Steps or Substeps

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There are several options available to show the status of a primary step or substep in your checklist. This article explains the relationship of the substeps to the primary step and how to use the available status options.

**Note:** If you are logged in to a specific incident, the checklists applicable to that incident appear on the page. If you are logged in to a Master view, an **Incident** drop-down list shows in the window. The incident you select from that drop-down list determines the incident with which the checklist data will be archived. Archiving is only available in previous releases.

Steps may have a due time associated with them. The time is based on the **Incident Date/Time**. If a step is (Blank) or open (O) and the time for completion (due time) has passed, the background color of the status field changes to red. The expiration status for the step changes to **C** when all the substeps are set to either **C**, **N**, or **P**. For more information on statuses, see [Checklists](#).

## Helpful Links

[Juvare.com](#)

[Juvare Training Center](#)

[Announcements](#)

[Community Resources](#)

## To set the status of a step or substep

1. In the *Tools* section of the control panel menu, click **Checklists**.
2. If working in a Master view, on the *Checklists* page, click the **Incident** drop-down list and select the applicable incident.
3. Click the **Checklist** drop-down list and select the appropriate checklist.

Checklists

Checklist:   Hide Remarks  Show Remarks Open, Complete

4. Click the drop-down list for the steps, and click one of the following options:

- (Blank) – Not Started
- **C** – Complete
- **N** – Not Applicable
- **O** – Open
- **P** – Previously Accomplished

Checklists

Checklist:   Hide Remarks  Show Remarks Open, Complete, Previously Accomplished, Not Applicable

Attachment:

P 1. Confirm the facts regarding the incident

P a. Ensure an accurate log of all communications and activities is maintained

2. Brief the EOC on the incident facts. Ensure that group is advised of any key developments and that regular briefing schedule is established.

C 3. If required the first and second media releases can be completed by the Emergency Manager prepared draft texts within the EOC.

C a. Confirm that the Media Operations Centre, Telephone Enquiry Centre and the Crew and Staff Enquiry Centre are operating

C b. Establish direct communication links with the Local Airline Office (LAO) that is nearest the emergency or if there is uncertainty, designate the LAO and ensure that they activate their Local Control Centre (LCC)