

## ① Accessing the TSA-E Medical Events Board

- Login to WebEOC.
- Click on the **TSA-E Medical Events** link in the Control Panel.

## ② Creating a PDF of the TSA-E Medical Events Board

- Click on the **Create PDF** button to create a pdf file of the **TSA-E Medical Events** board.

## ③ Creating a Record in the TSA-E Medical Events Board

- Click on the **Create Record** button. (See image 2)
- Enter the following information:
  - **Event Type**
  - **Priority**
  - **Subject**
  - **Remarks**
- Check the box if you want this record to be considered for display in the **TSA-E Medical Events (Regional)** board.  
(Note: This record must be approved by a NCTTRAC staff. If record is approved, this record will display in the: **TSA-E Medical Events (Regional)** board.)
- Click on the **Save Changes** or **Cancel Changes** button.

## ④ Accessing the TSA-E Medical Events (Regional) Board

- Click on the **Regional** button. (Note: this is a read only board)
- Click on the **Create PDF** to create a pdf file of **TSA-E Medical Events (Regional)** board.
- Click on the **Return** button to go back to the **TSA-E Medical Events** board.

