SpotOnResponse Tutorial

- This is a short tutorial prepared by EERI to walk you through the features of SpotOnResponse.
• To start using SpotOnResponse, go to: ggex2012.spotonresponse.com in your web browser

• At a minimum, enter your first and last name, select Team 1, choose an area of interest of 200 miles, and a refresh rate, then click submit.
• SpotOnResponse will notify you that you have “Joined the Team”. Click ok.

• You will see a Blue “Me” bubble on a map that indicates your location
• For the Golden Guardian Exercise, if you are outside the Los Angeles Region you will have to manually set you location. To do this click on the menu button under the SpotOnResponse logo
• Now a menu will show up on the screen. Click on Set Location

• To set your location you can enter in an address, latitude and longitude coordinates directly, or click on one of the Preset cities. In this tutorial I choose Washington, D.C., for the exercise select Pasadena, CA if you are outside the Los Angeles region.
• Make sure the “Override Location” box is checked then click “Set Location”
• Click ok.

• Now your Me bubble shows up in a new location and you can see red and yellow balloons on the map. Each balloon represents an incident. Incidents very close to you are red, other incidents are yellow.
• The incidents are listed underneath the map
• You can zoom in on your location to see a clearer view of what is happening near you

• Click on an incident to view more information about it.
• This brings up a map with directions to get from you location to the incident location.
• Click on the Directions button on the top right of the map to show step-by-step directions

• Click on the X to close the directions
Below the map you can see any information submitted by team members about the incident.

At the very bottom of the page are 4 buttons.

Click on Check-In button to let others know you are in the area of this incident.
• Click ok

• Now a U bubble will show up near your check-in location. Clicking on the U will show that you checked-in
• The same message also shows up in the list under the map.

• Now you can share information about the incident with others by clicking the Update Button.
• Enter a subject and update (observation) in the corresponding text boxes. You also can add an photo, video, or audio attachment.

• After clicking the Browse button select a file to attach.
• Then click submit

• You will be notified that your attachment has been successfully uploaded. Click Return.
• Your update now shows up in the list. Click the update listing to view it.

• You will see all the info you entered and a link to view your attachment. Click on the file name to view the attachment in another tab/window.
• After you have viewed the attachment close the tab or window.

• Click on the Report button to make a report about an incident using another web application.
- A list of web applications pops up, click on an app to create a report.

- After you have finished submitting updates or reports for this incident click the Back button to return to the original map.