<table>
<thead>
<tr>
<th>Create Information</th>
<th>Manage Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item of Interest (IOI)</strong> in your Area of Interest (AOI)</td>
<td>Map selects data “layers” to display, traffic, weather, and more Enter any word or phrase to filter what you see</td>
</tr>
<tr>
<td>Observation of Interest (OOI) made about an IOI</td>
<td>Profile adjusts your registration info Set Location “moves” to a new location for an exercise or to add IOI or OOI</td>
</tr>
<tr>
<td>Assessment made to further detail an IOI</td>
<td>Check In tells others you are following an IOI Delete the IOI or Update (only your own)</td>
</tr>
</tbody>
</table>

### Getting Started
- Use SpotOnResponse with your Android® phone or tablet, your iPad® or iPhone® or Web Browser.
- Make sure to turn on Location Services and Pop-Ups or Allow when prompted.
- Register using the Project Code provided by your administrator.
  - Your email and phone will be used to alert you to critical incidents.
  - Set your Area of Interest (AOI), the viewing area that interests you.

### AOI Map and IOI List
- Click pins and icons to see a pop-up summary of the IOI in your AOI
- Click IOI text bars for details and Observations, attachments (photo, map overlays, etc.)
- The person icon shows your GPS location or the Set Location.
- IOI will color red when your location is in the designated Area of Action (AOA).
- Team Members appear as people icons - touch to pop up their names.
- Use the to enter an IOI.
- Switch between Road Map and Satellite Image with

### IOI Details and IOI Observations
- View Details by touching the IOI icon, text list item, or Details link on pop-up.
- Driving directions to the incident from your current location appear on the map.
- The Directions button gets you turn-by-turn written directions.
- Pins with a U show location of IOI Observation Updates; touch for a popup summary.
- Click on an Observation on the blue list at the bottom to see more description
- Click the blue button at right to see accompanying photos, files, voice notes, or videos.

### Create IOI Observations and Updates
- Use the Check In button to let others know you are following the action.
- Use the Update button to enter your own observations about the actions taking place.
- Attach photos or files or voice notes or videos, depending on the device you are using.
- Use the Report button to access special IOI Assessment data collection tools.

For a training video, please visit [www.SpotOnResponse.com](http://www.SpotOnResponse.com) and for more information about SpotOnResponse please email info@SpotOnResponse.com