This is a short tutorial prepared by EERI to walk you through the features of SpotOnResponse.
To start using SpotOnResponse, go to: https://app.spotonresponse.com/ in your web browser
If you are a new user, Go to “Click here to register for access”
A project code may be required to register.
For the 2013 Golden Guardian Exercise, the project code is “ggexoper.”
• Fill out the required information, choose an area of interest of 100 miles, then click “Register.”
• SpotOnResponse will notify you that you have registered. Click ok.
• You will now be able to login.
• You will see an “orange man” icon (urnished) displayed on a map to indicate your location.
• If you are not near the San Francisco Bay Area, you can manually set a virtual location. To do this, click on the tools menu (configured) at the top left-hand side of the screen.
Now a menu will show up on the screen. Click on “Set Location.”
• The application will then ask whether to “Use device location (GPS)?”
• To manually set the location, push the off button
• To set your location you can enter in an address, place name, or latitude and longitude coordinates. You can also click on the map or one of the preset cities. In this tutorial I chose to be located in San Francisco's “Union Square Park.”
• When the desired location information is entered, select “Lookup” (for addresses or place names only), and then click “Set Location.”
• Now the orange man shows up in a new location and you can see red and yellow markers on the map. Each marker represents an incident. Incidents very close to you are red, other incidents are yellow.
• The incidents are listed underneath the map.
• You can then zoom in on your location to have a clearer view of what is happening near you
• Click on an incident to view more information.
• This brings up a map with directions to get from your location to the incident location.
• Click on the “Directions” button on the top right-hand side of the map to show step-by-step directions
- Click on the “X” to close the directions

1906 Earthquake Anniversary

What: Incident
Description:
Reason:
Disposition:
Where: 2013-04-18T12:22:00.193+00:00
Lat/Long: 37.7892/-122.406
Status: Active
Created By:

Observation Updates
Below the map you can see if any information has been submitted by team members about the incident. In this case, there are currently no “Observation Updates.”

At the top left-hand corner, you will notice a blue pencil (📝) has replaced the “hammer and wrench” icon for the tools menu.
• Clicking on the “pencil” will open the Actions Menu.
• Click on the Check-In button to let others know you are in the area of this incident.
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Observation Updates

• 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 can add a photo, video, or audio attachment. You can also pull data from a camera or website.
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.

Click Back, to return to the map.
After you have viewed the attachment, close the tab or window.
• To make a report about an incident using another web application, go to the external reports menu by clicking on the folder (folder icon) at the top left-hand side of screen.
• 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 blue back arrow (←) on the top right-hand side of the screen to return to the original map.
Those are the basics of SpotOnResponse, continue to explore the app to learn more.