LOG IN & SET UP

To be ready to receive Alerts and respond via the Mobile App:

1. Go to the Settings Screen
2. Click Availability option and select **ON-DUTY**
3. Make sure **Messaging** is set to **DATA**
   * If you want to change to SMS, it’s easiest to close the app and send 789 as an SMS to the Beacon number at (917)765-7524
4. Unless you’re told otherwise, leave the **Responder Type** as **Doesn’t transport patients**
5. Select your **Transport Mode**
6. Change the **GPS Tracking** to **During Incidents**

To respond to a specific Incident:

7. Click the **VIEW** button

If Beacon is still accepting responders for the incident, you’ll be shown the Incident Alert Card (at right).

8. Click on the **Time Signature** to enter your estimated time to arrival to the Incident Location.

In the example shown, the Responder estimates they need 8 minutes to get to the location. After you’ve entered your ETA:

9. Click **Confirm**

Beacon will now decide if you’re needed. You can expect one of three answers from Beacon:

- “Proceed to Location”
- “Standby for [X] minutes” (someone may be closer)
- “You’re not needed” (someone else is closer)

INCIDENT RESPONSE

If you’re accepted to an incident, you’ll see the **Proceed to Location** screen; follow these simple steps to respond correctly:

When you’ve arrived at the Incident location:

1. Click **On Scene**, or
2. **Unable to Locate**, if you need help finding the location, or
3. **Cancel**, if you have to cancel your involvement

The **Confirm Additional Resources** screen will not apply to 99% of your tasks, so all you have to do is:

4. Leave it at **0 more vehicles**, and
5. **Click Confirm**

When you’ve finished your task:

6. **Click Confirm** to complete the incident

After you’ve completed the Incident, you’ll see this screen. Click **Close** and you can receive new alerts.

For a full explanation of Beacon Mobile App features visit: [www.trekmedics.org/beacon/support/](http://www.trekmedics.org/beacon/support/)