QUICK START GUIDE

The Mobile Reporter is a web-based application. Members of the NJ EMS Task Force, NJ County EMS Coordinators, Asset Managers, Regional Communications Centers, and others with the link may report Asset and Personnel movements, availability and status.

1. Load the Site

The site can be located on the NJ EMS Task Forces' IMT Website at http://www.emstf.net/mobile-reporter.html

2. Enter Asset Change Information

Any user can enter a change in status following the 6 pieces of requested information.

Completed By: Select Your User Name, or if not listed, select OTHER, then list your info in the Description Box.

Enter your Phone Number

Select the type of report, such as Available Assigned, OOS, Responding, etc.

Enter Incident Location, if applicable. This is NOT needed for In or Out of Service reports

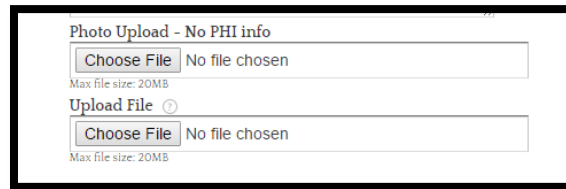Select any or all EMSTF Assets affected by this report.

Type a description of the event, asset change, etc.

REMCS, if taking a call from an agency or individual, you can select REMCS SUPERVISOR as Completed By, then include the caller's information in the Description Box.

3. Attaching Photos or Reports

The Mobile Reporter system allows the entrant to attach a photo, such of a scene or incident, and/or a document, such as a completed ICS form, vehicle log, Situation Report, etc. To do so, click on the appropriate Choose File button .

Photo Upload - No PHI info

| Choose File | No file chosen |

Max file size: 20MB

Upload File ⊙

| Choose File | No file chosen |

Max file size: 20MB

4. Submit Report

Click the SUBMIT button and the report should submit. Note that the COMPLETED BY, Phone Number and Report Type are REQUIRED FIELDS, and the report will not submit without those being completed. The report will then notify the NJEMSTF IMT/MACS Module of the update, as well as forward to the NJEMSTF-Alert email group. To request access to the notifications, visit: https://groups.google.com/d/forum/nj-emstf-alert and click on subscribe.

5. Mobile Access

You can click on the Mobile Reporters Website using your SmartPhone, and SAVE the link on your homepage for quick access in the future.