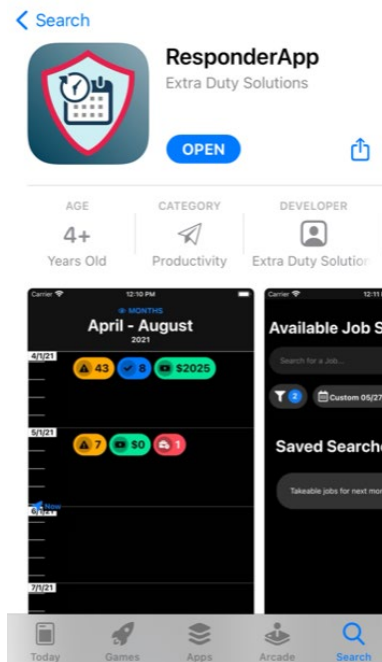




## Responder App Guide


### Downloading and Signing In:

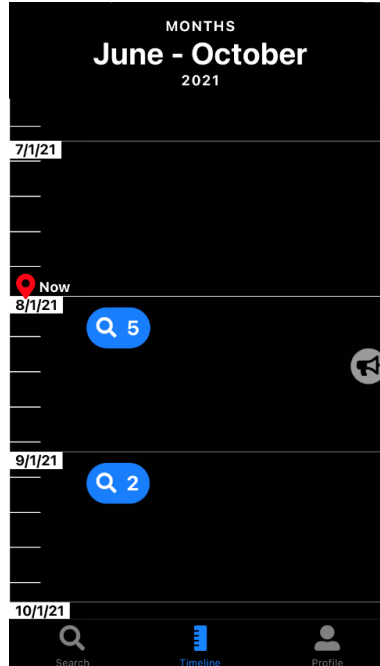
1. Search for “ResponderApp” in the App Store.
2. Upon opening the app, you will be required to enter in your email address associated with your EDS account. A one-time verification code will be sent to this email address.





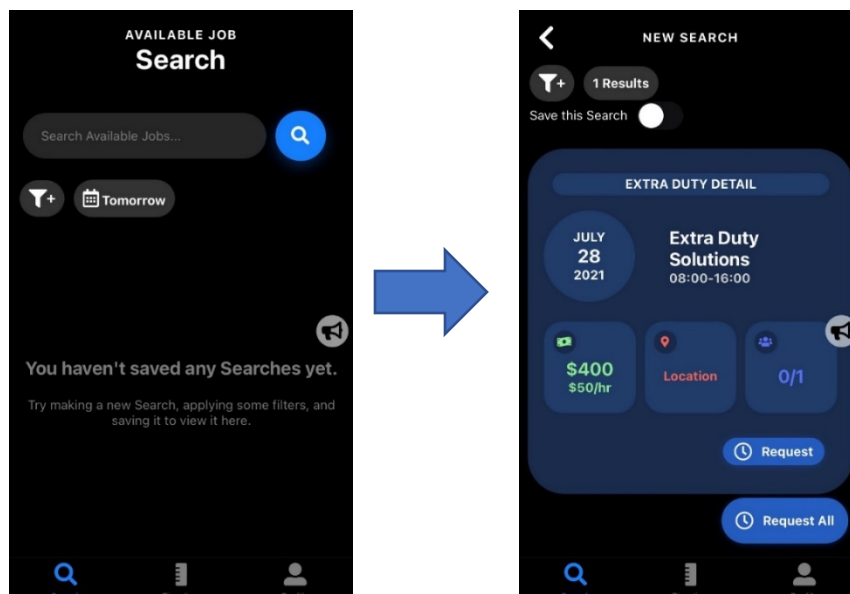
## View Available Jobs:

Available jobs can be viewed through the “Timeline” or “Search” functions on the bottom menu.

The Timeline view can be adjusted by zooming in and out. The  icon will display the number of jobs that are available in the date range you are viewing.



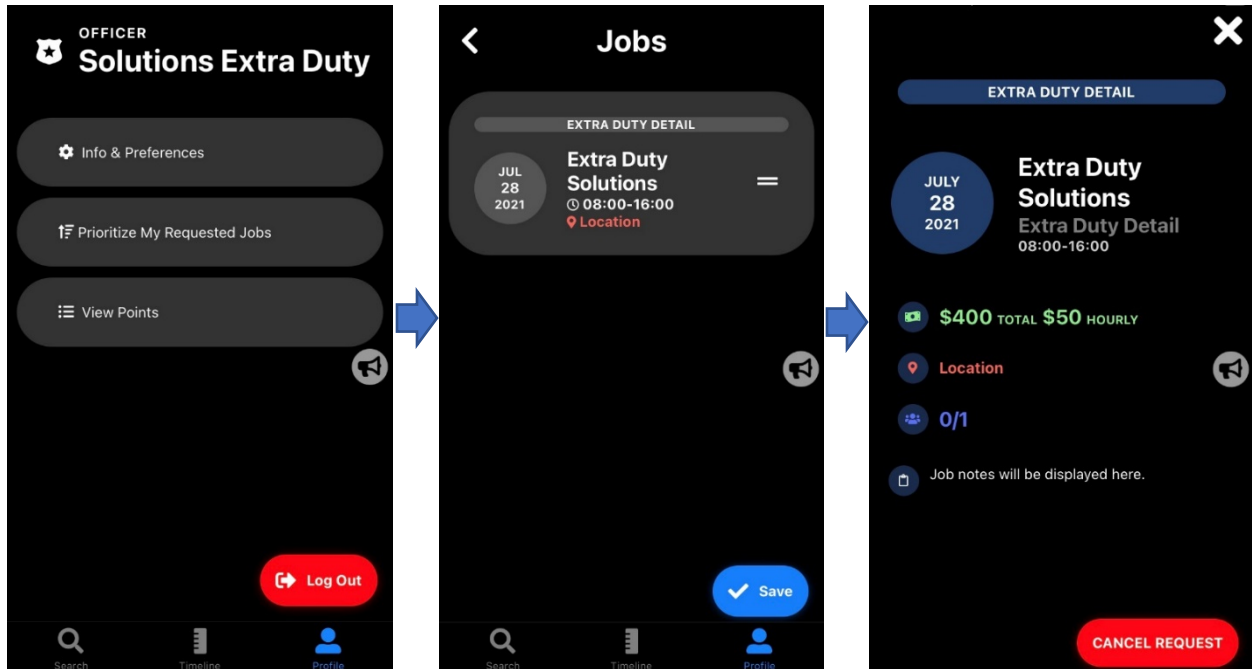
The “Search” function on the bottom menu can be used to filter available jobs for a specific day or date range. Navigate to “Search” > adjust the calendar date range > click on the search icon  to view the list of available jobs in the specified date range. Further filtering of details can be done through the  icon. This filter option will prompt you to select from a variety of criteria to narrow down the available job search results.




## Prioritizing Requested Jobs and Cancelling Requests:

To prioritize your requested jobs, navigate to the “Profile” tab on the bottom menu > select “Prioritize My Requested Jobs” > re-arrange your requested jobs in order of preference from top to bottom > click “Save”.

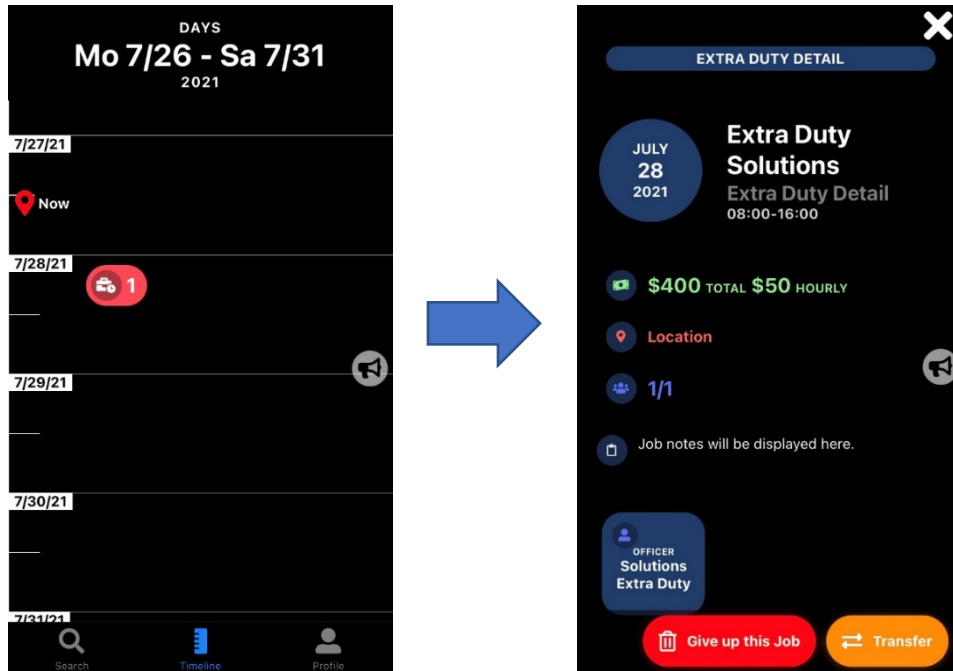
Cancelling a request on a job can be done from here by clicking into a specific request and selecting “Cancel Request”.




## View Job Assignments:

Job assignments can be viewed on the Timeline and appear under this icon . Clicking into this icon will provide the specific information for your assigned job.

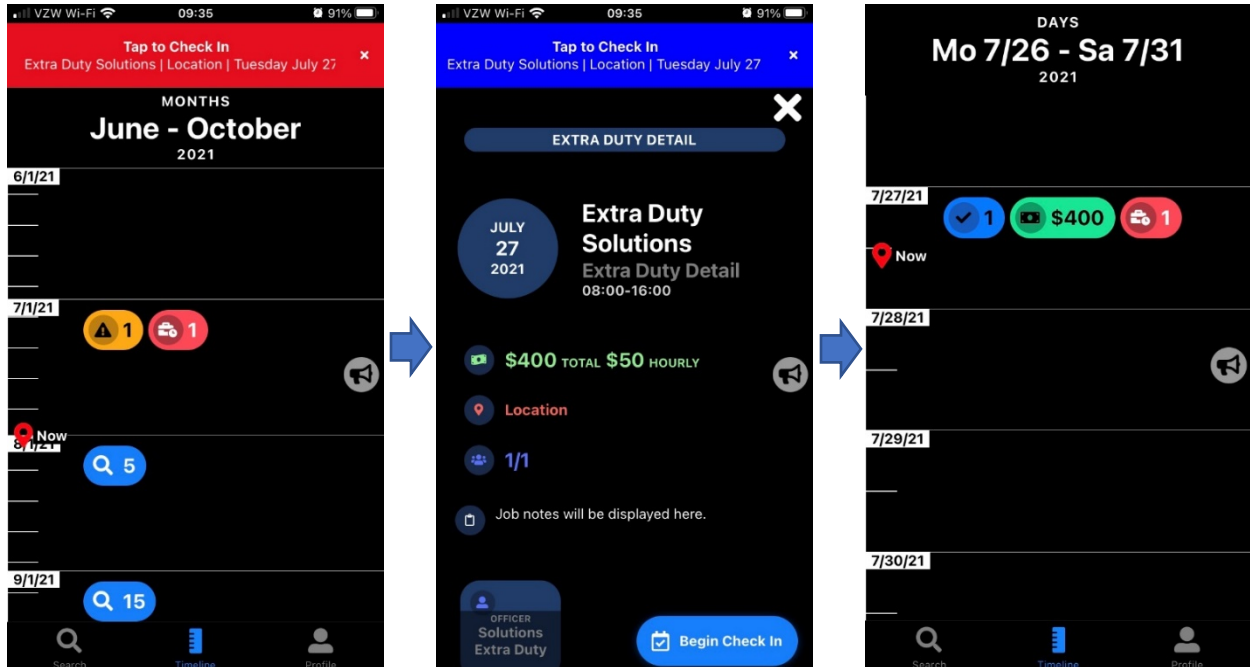
If your department policies allow transferring or dropping details, the “Give up this Job” and “Transfer” functions are located at the bottom of each assigned detail.




## Checking In and Checking Out:

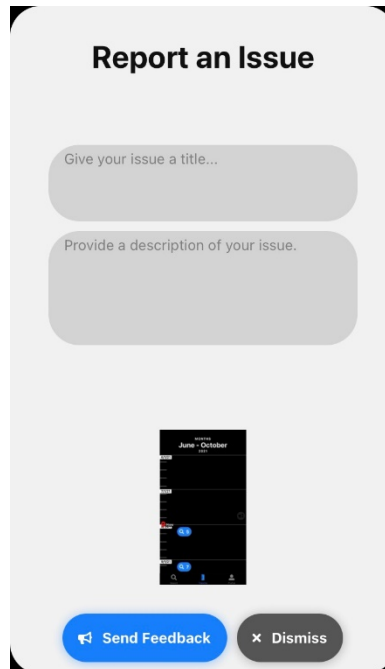
Once a detail begins, a banner will appear at the top of the app prompting check in. Check in can either be done through the banner, or through the  icon on the timeline. This icon indicates that there is an ongoing or completed job that has not been fully checked in and checked out. If you see this icon on your timeline, you will want to click into it to verify your hours for the given job.

Once the check in and check out process has been completed, icons will appear on your timeline with the total dollar value of the detail worked.



## Reporting an Issue:

Technical issues with the application can be reported via the in-app reporting feature indicated by the  icon.



The screenshot shows a mobile application interface for reporting an issue. At the top, the title "Report an Issue" is displayed in bold black text. Below the title are two text input fields: the first is labeled "Give your issue a title..." and the second is labeled "Provide a description of your issue.". In the center of the form, there is a small thumbnail image of a mobile application screen showing a calendar for the month of June. At the bottom of the form, there are two buttons: a blue button with a left-pointing arrow icon and the text "Send Feedback", and a grey button with an "x" icon and the text "Dismiss".