



SPOT GPS Tracker Programming Procedure

1. Guiding Principles

This document relates to staff who practice home and community visiting, undertake a journey in a remote or isolated area, or who require the ability to send GPS Coordinates based on a risk assessment.

Prior to any staff member proceeding with a home or community visit or a journey in a remote or isolated area, the staff member is to identify a “designated contact person” e.g. receptionist, line manager or peer from the area they work in, so that emergency contact via the SPOT GPS tracker can be activated.

This procedure informs users how to program the SPOT GPS tracker allocated to them.

2. Procedure

Each SPOT tracker is supplied in a box, together with an in-vehicle mount. The box contains the following information:

- A serial number affixed to the device: i.e. 0 - 8106599
- The SPOT device name, written on the box: i.e. CHS – 088
- An authentication code affixed to the device: i.e. 89196261
- SPOT activation instructions by device-name.

Each SPOT is set up to a generic WACHS default profile as follows:

| | |
|-------------------|--|
| Default User: | howard.bunt@health.wa.gov.au |
| Default Profile: | WACHS |
| Default Password: | WACHS123 |

User need to change **all the above details** to set up their designated emergency response contacts.

2.1 Business Rules to program a Spot Tracker

The steps below show users how to:

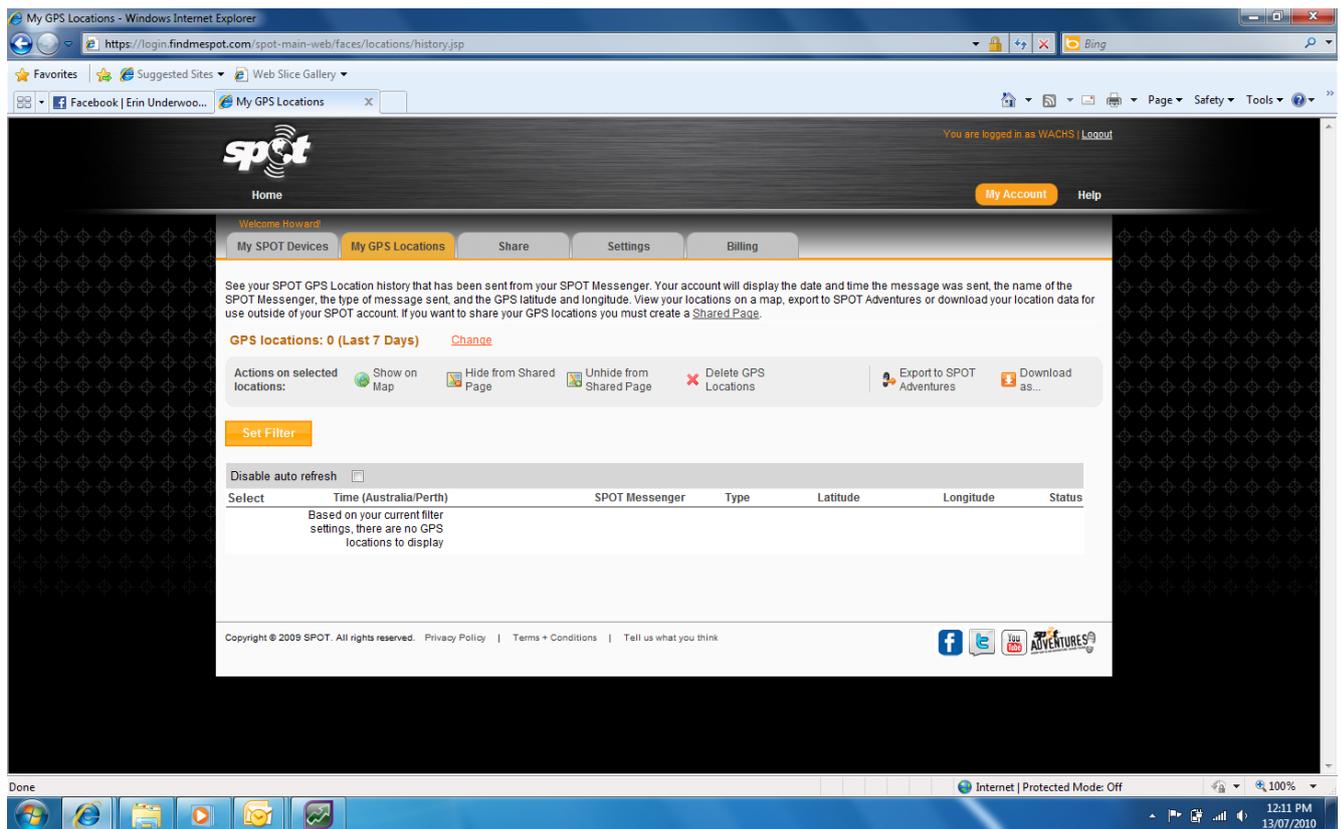
- edit and tailor a SPOT tracker to suit regional and service unit emergency response contacts cascade and site instructions
- activate a SPOT account.

Step 1

- Access the home screen:
<https://login.findmespot.com/spot-main-web/auth/login.html>

Step 2

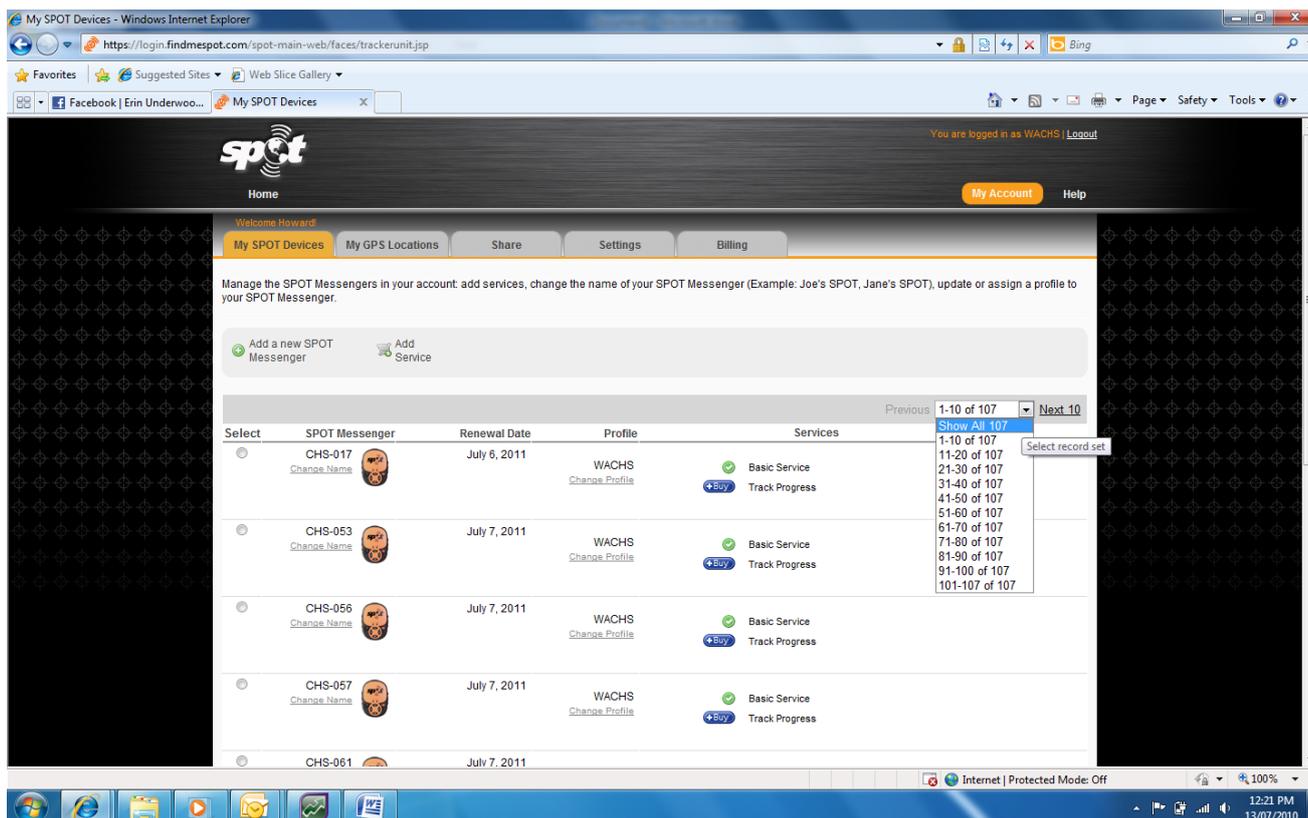
- Go to the button **My Account** found in the right hand side of the screen and log in to the WA Country Health Service account using the default profiles above.
- The screen will then navigate the user to the following screen where they will find all the latest GPS locations.



Step 3

- Click on **My Spot Devices** which will navigate the user to a screen which has a list of Spot devices in WACHS.
- To easily locate the SPOT tracker to edit, select the drop down box and select the option **show all** which will bring up a list of all WACHS SPOT tracking devices.

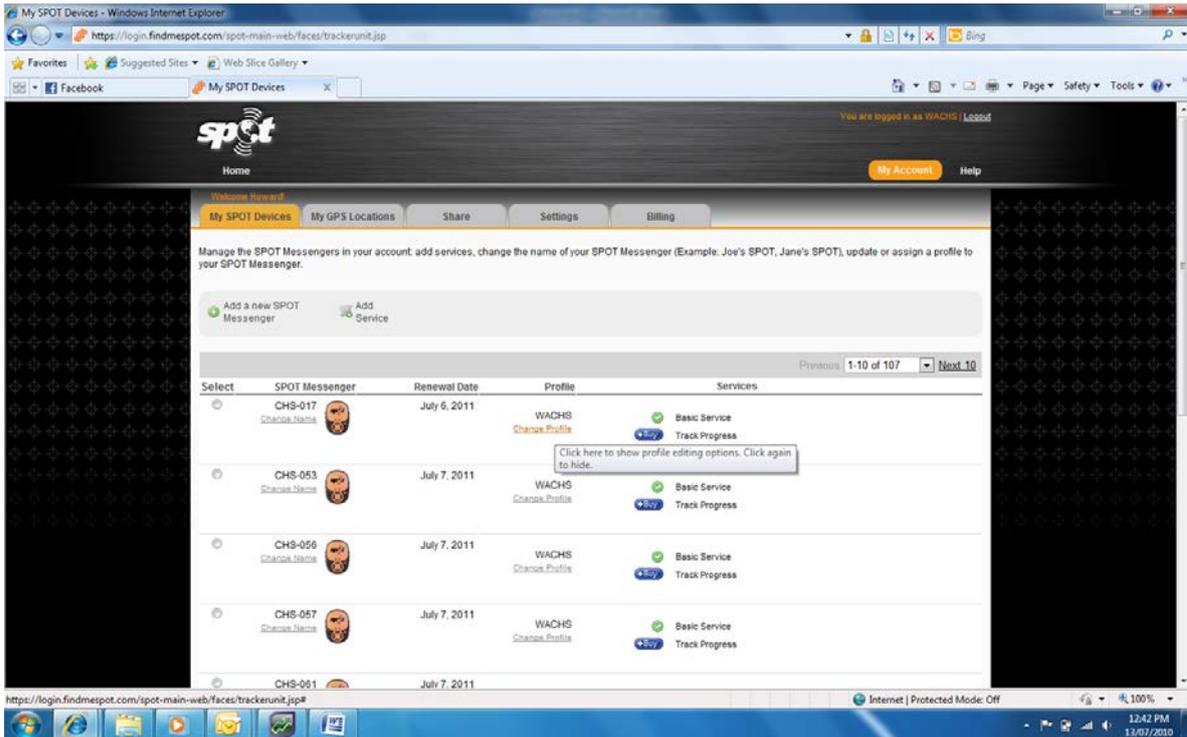
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Step 4

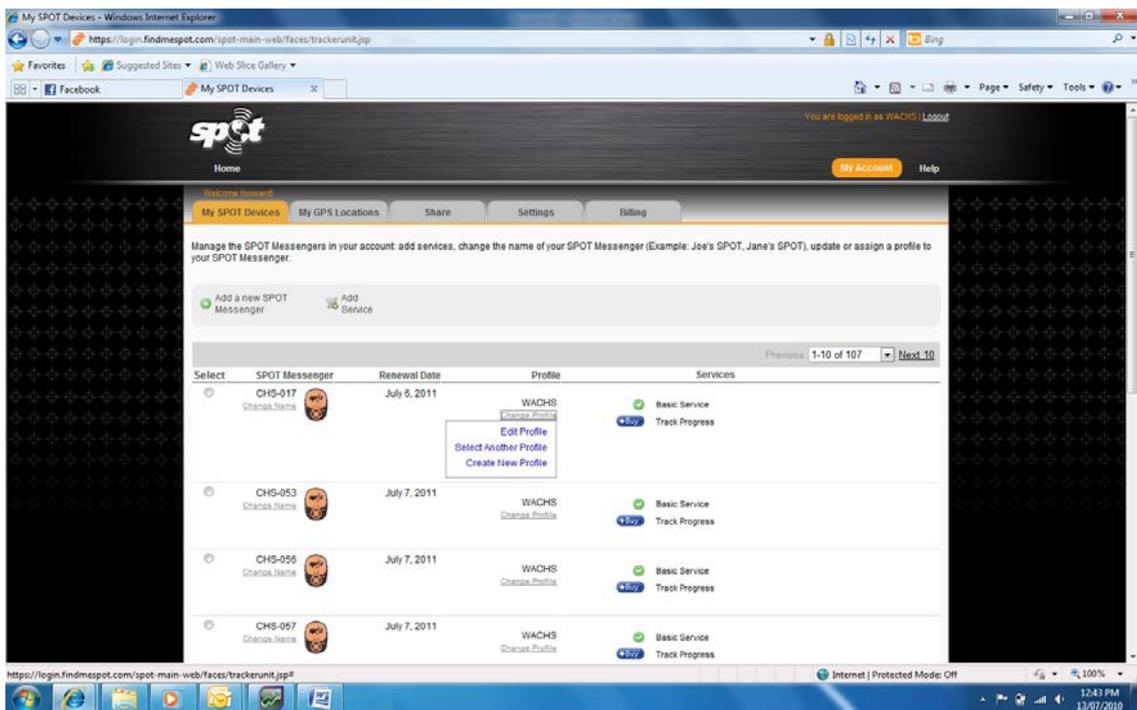
- Search for the SPOT device allocated to the user by the device name:
i.e. **CHS – 088**
- Once the correct device to be set up is located, the user will see the heading **profile** which will be listed under the default as WACHS.
- The default profile must be changed to include the region, i.e.
 - **WACHS GOLDFIELDS (WACHSGF)**
 - **WACHS GREAT SOUTHERN (WACHSGS)**
 - **WACHS KIMBERLEY (WACHSKIM)**
 - **WACHS MIDWEST (WACHSMID)**
 - **WACHS PILBARA (WACHSPIL)**
 - **WACHS SOUTH WEST (WACHSSW)**
 - **WACHS WHEATBELT (WACHSWB)**
- To do this, click **change profile** which is the hyperlink beneath the current profile.

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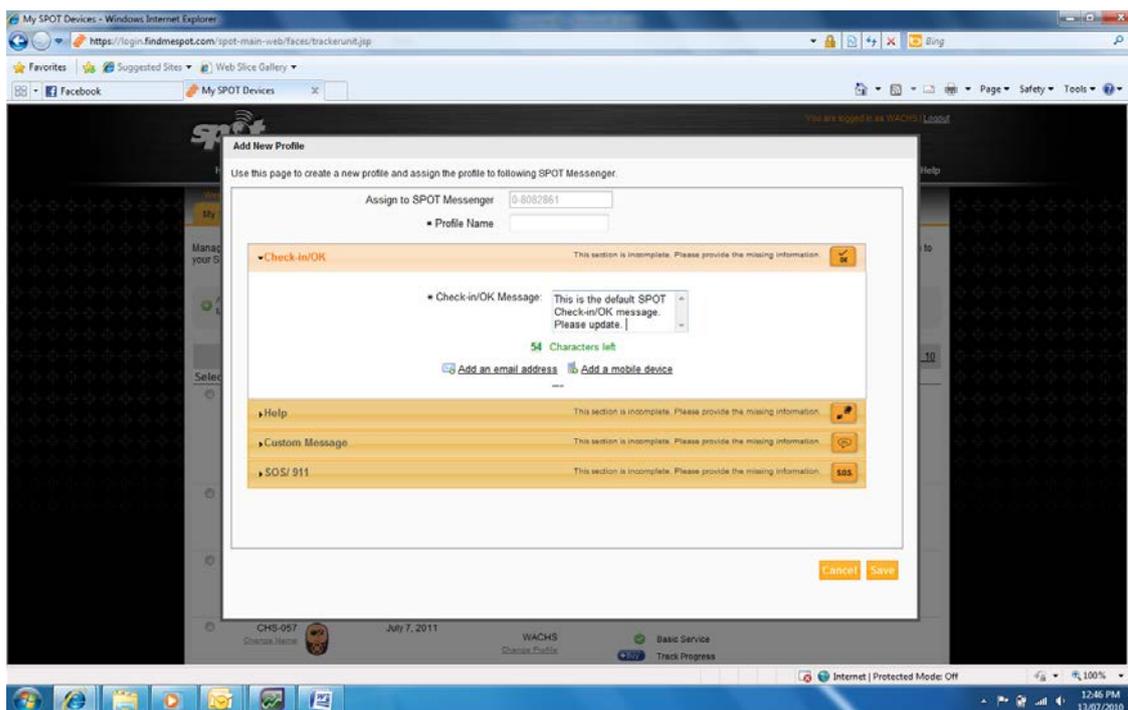
Step 5

- Click [create new profile](#)
- Create a new profile name aligned to the user's work area i.e.
 - Carnarvon CMH
 - Geraldton CMH etc.



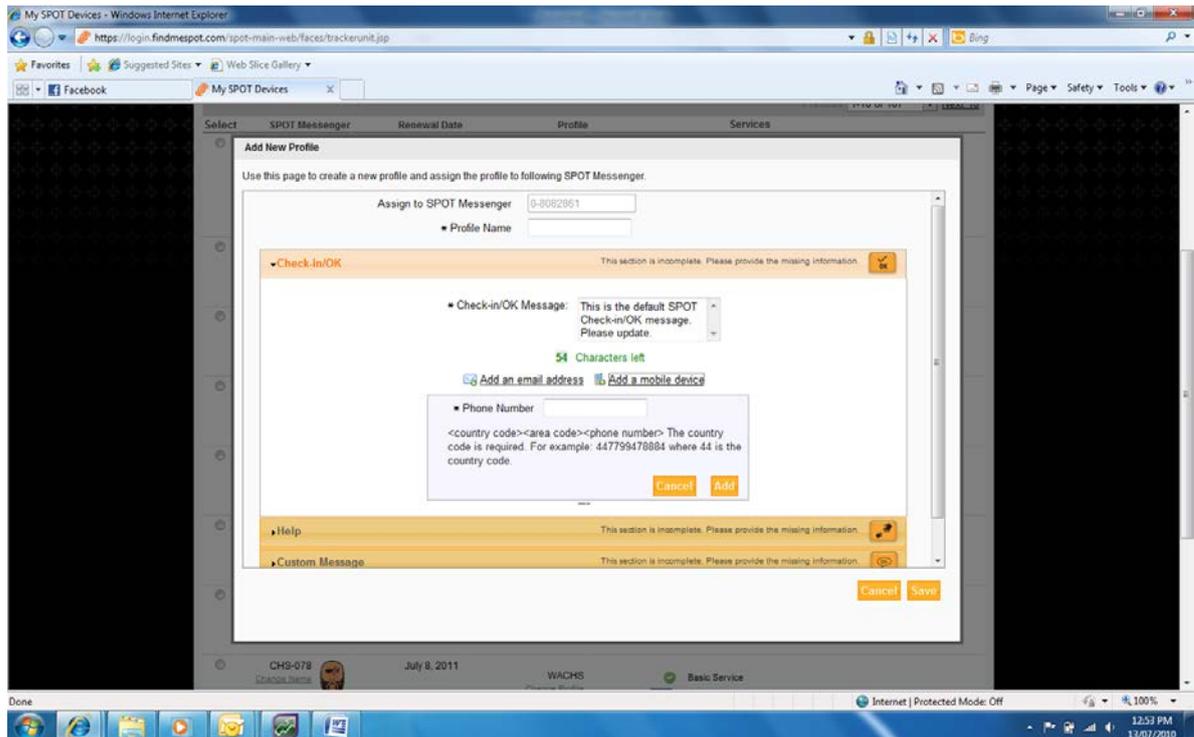
Step 6

- Under the heading [check in/OK](#), create a check in message which will be sent to the person designated in local emergency response site instructions for call-in at the service unit. (See the **WACHS Working Alone policy** documents for more details of check-in processes)
- The nature of the message should reflect local check-in site instructions.
- Keep the message simple and short i.e. “[Arrived at <location> safely.](#)” The SPOT tracker automatically sends GPS Coordinates with the message.



Step 7

- Click on the hyperlink [Add Email Address](#)
- Change the default email address from howard.bunt@health.wa.gov.au to the correct email address of the designated check-in person in the service unit.
- [Click Add.](#)
- Do the same for the hyperlink [Add Mobile Device](#). Note that a full area code is required. Mobile numbers will need to be prefixed with the number **+614**.

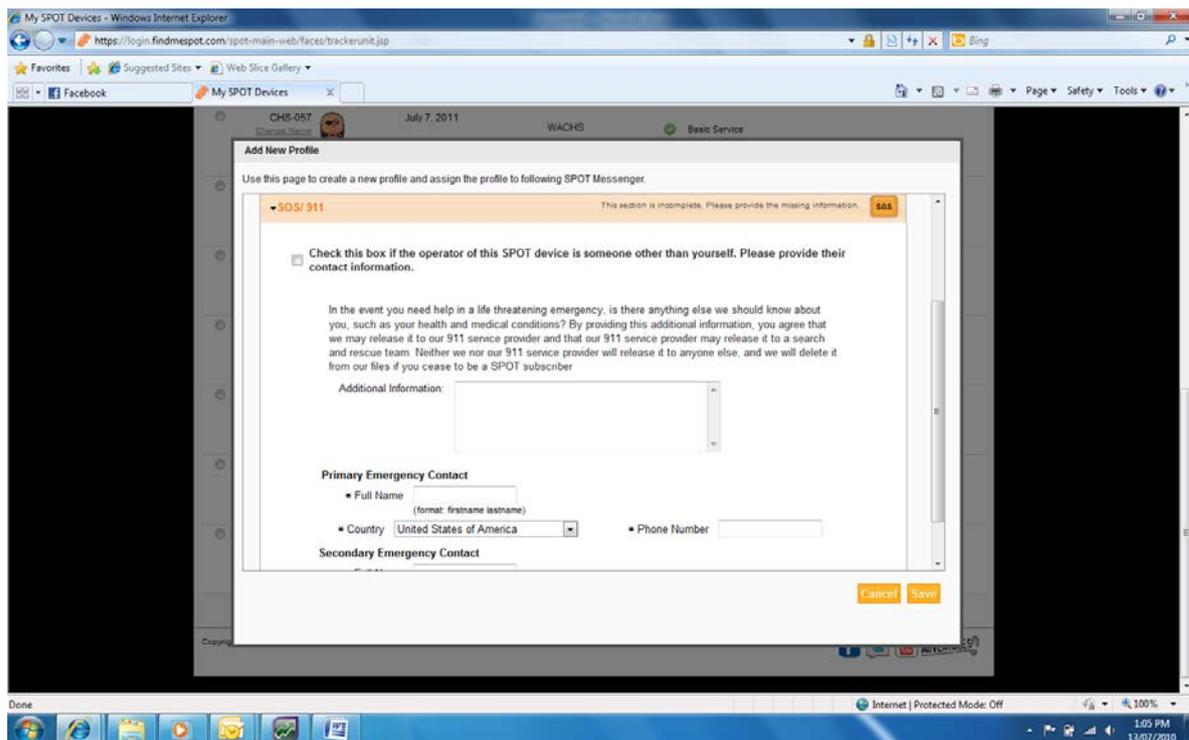


Step 8

- Some SPOT Trackers have the ability to send **Help** and **Custom** messages. For these models, repeat the same steps as above.
- The **Help Message** should be a message related to a **non-emergency event** i.e. **“Flat tyre, no spare please contact RAC”**
- The **custom message** should be a generic message of the user’s choosing or as detailed in local site instructions.
- If more than one user is going to be using the device or this profile, keep the message generic and impersonal.

Step 9

- Navigate to the **SOS Headline**
- If the SPOT device is allocated to group users i.e. in a mental health team, and the user of the spot device is not the same individual that set up the profile, check the box which says: **Check this box if the operator of this SPOT device is someone other than yourself.**
- Enter their contact information.
- Then enter details of the designated emergency contact.
- Users also have an option to enter in any medical emergency information such as heart conditions or any allergies in the box provided. This information gets sent straight to emergency services if an alarm is raised.



Step 10

- Each headline will state whether all necessary information has been entered and once all headlines show **complete** status, click the **save** button.

The profile is now updated and has the user's current information attached to it.

The profile also saved so users can attach it to other SPOT devices without having to re-enter their information again other than to attach to another device.

If users experience any difficulties they should contact the SPOT team:

SPOT LLC.

Australia: 0424 21 SPOT
0424 21 7768

3. Definitions

SPOT tracker means a GPS tracking device.

4. Roles and Responsibilities

As described in the WACHS [Safe Driving Policy](#).

5. Evaluation

As provided for in the above, and periodic reports of SPOT account activation from the Business Technology Administrator.

6. References

[SPOT Business Rules](#), SPOT Australia

7. Related Policy Documents

WACHS [Safe Driving Policy](#)

WACHS [Working Alone – Community / Home Visiting Policy](#)

**This document can be made available in alternative formats
on request for a person with a disability**

| | | | |
|---------------------|--|------------------------|----------------|
| Contact: | WACHS Work Health and Safety Manager (K.McClean) | | |
| Directorate: | Workforce | TRIM Record # | ED-CO-14-90717 |
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