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# MUHLENBERG COLLEGE EMS DISPATCH APPLICATION

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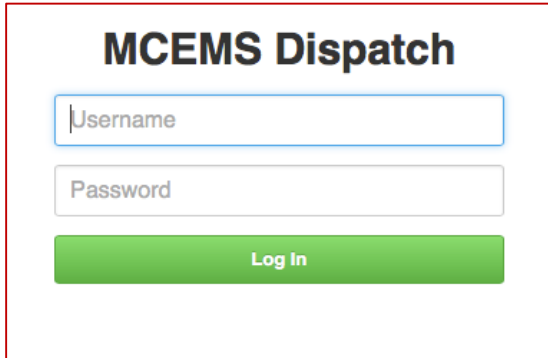
User Guide



**MCEMS: DISPATCH APPLICATION - USER GUIDE**

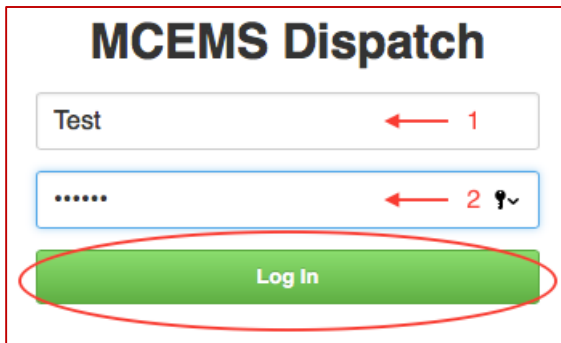
MUHLENBERG COLLEGE  
2400 Chew Street | Allentown | PA 18104

**Step 1** – Visit the Log-in screen at <https://dispatch.bergems.org>.



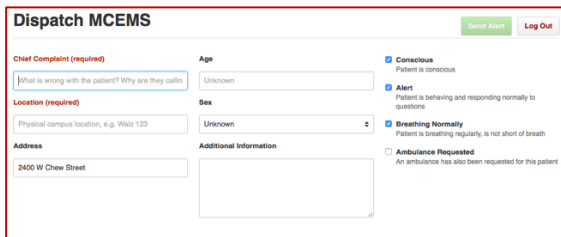
The login screen for MCEMS Dispatch. It features the title "MCEMS Dispatch" at the top. Below the title are two input fields: "Username" and "Password". At the bottom is a green button labeled "Log In".

**Step 2** – Enter your credentials and click **Log In**.



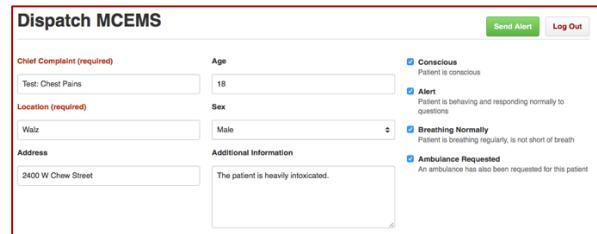
The login screen with annotations. Red arrows point to the "Test" field (labeled 1) and the "Password" field (labeled 2). The "Log In" button is circled in red.

**Step 3** – Fill out the form (Note: The red fields are *required*; leaving them empty will prevent you from sending the alert)



The "Dispatch MCEMS" form. It includes fields for "Chief Complaint (required)", "Age", "Location (required)", "Sex", "Address", and "Additional Information". There are also checkboxes for "Conscious", "Alert", "Breathing Normally", and "Ambulance Requested". The "Log In" button is circled in red.

**Step 4** – Once the form is filled out, click **Send Alert** on the top right. When your message is sent, you will be alerted to the successful delivery of your message. Otherwise, you will be instructed to dispatch an EMT by radio.



The "Dispatch MCEMS" form with the "Send Alert" and "Log Out" buttons highlighted in green at the top right.

**Step 5** – Once you are finished, you can exit the form by clicking **Log Out** on the top right hand corner, and you will be taken back to the login screen.