



Quick Reference Guide for VINEWatch

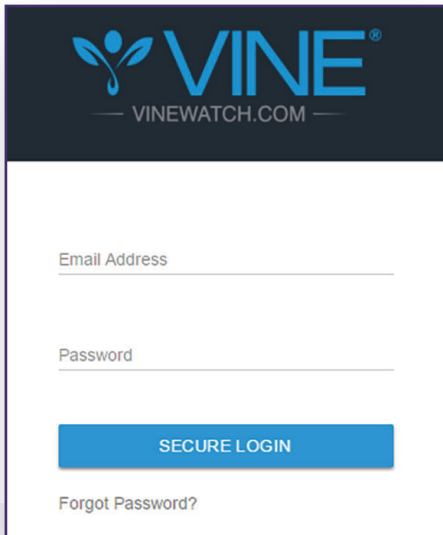
*Step-by-step instructions for using VINEWatch,
the administrative portal for VINE*

MAY 2017

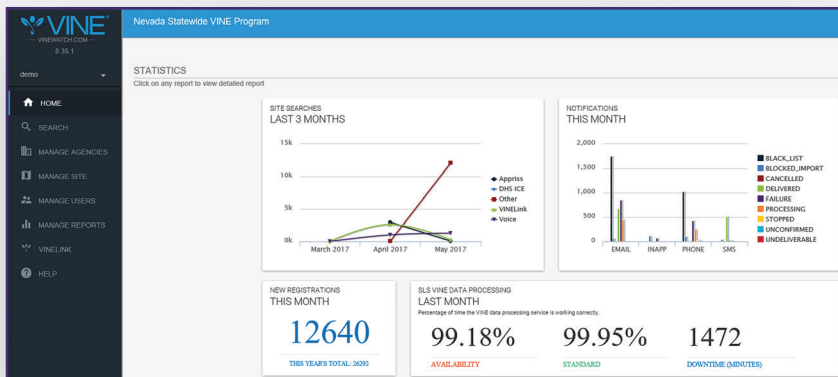


Contents

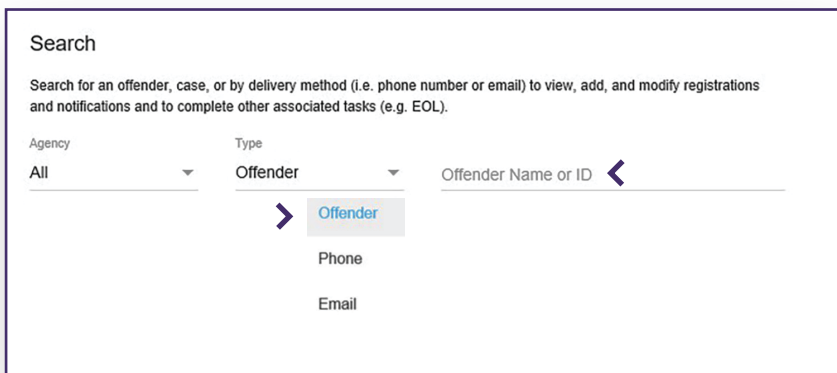
Login and Search	1
Emergency Override Line (EOL) Procedure	3



- 1 Go to www.vinewatch.vineapps.com and enter your Email and Password. Next, click on **SECURE LOGIN**.



- 2 From the Home Page, click on **SEARCH** in the left-hand navigation. Search choices are Offender, Phone, and Email.



- 3 Narrow the search results by selecting an **Agency**. Select the **Type** of search. For example, for an Offender search, enter an **Offender Name or ID**.

Note: Screenshots use mock data for training purposes.

Search

Search for an offender, case, or by delivery method (i.e. phone number or email) to view, add, and modify registrations and notifications and to complete other associated tasks (e.g. EOL).

Agency: All | Type: Offender | Offender Name or ID: john doe

SEARCH

SEARCH RESULTS

ID	Name	DOB	Agency	Status
12345	John Doe	1950-01-01	Nevada Department of Corrections	In Custody
67890	James Doe	1951-02-03	Nevada Department of Corrections	In Custody

4

View the Search results and select an offender.

5

The Offender details page may include information, such as: Registrations, In-Progress Notifications, Record Details, Related Records, and Notification History.

For example, under Registrations, to view specific offender-related information, click on View Details.

Offender Search: john doe > John Doe

Offender
John Doe
ID: 12345 | Age: 67 | Race: Asian/PacificIslander | Status: In Custody | Agency: Nevada Department of Corrections

REGISTRATIONS Active

Type: INAPP
Language: ENGLISH
Profile: Anonymous
Delivery Address: PIN 1234

VIEW DETAILS **DELETE**

Type: EMAIL
Language: ENGLISH
Profile: Anonymous
Delivery Address: smith@email.com
PIN: 1234

VIEW DETAILS **DELETE**

Type: SMS
Language: ENGLISH
Profile: Anonymous
Delivery Address: 1234445555
PIN: 1234

VIEW DETAILS **DELETE**

Type: PHONE
Language: ENGLISH
Profile: Anonymous
Delivery Address: 2345559999
PIN: 1234

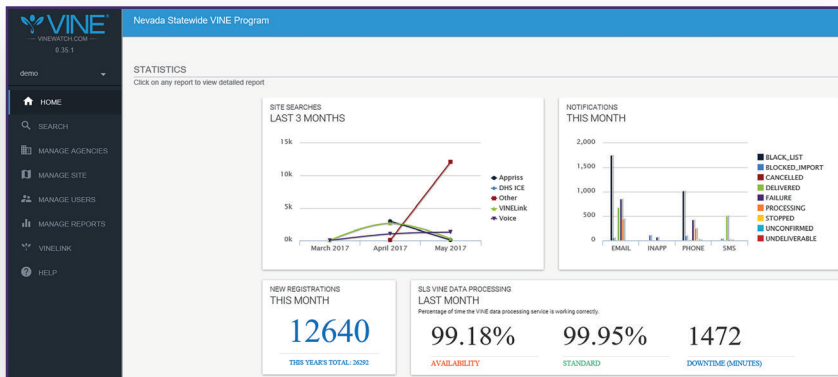
VIEW DETAILS **DELETE**

Type: PHO
Language: ENGLISH
Profile: And
Delivery Ad
PIN: 1234

VIEW

Note: To search for a Phone number or Email, refer to Steps 2-4.

Emergency Override Line (EOL) Procedure



- 1 Log into www.vinewatch.vineapps.com. From the HOME page, click on **SEARCH** in the left-hand navigation.

The screenshot shows the VINE Search form. The search criteria are: Agency: All, Type: Offender, and Offender Name or ID: Offender. The search results are displayed in a table with columns: ID, Name, DOB, Agency, and Status.

- 2 Search for **Offender**. Narrow the search results by selecting an agency.

The screenshot shows the VINE Search results. The search criteria are: Agency: All, Type: Offender, and Offender Name or ID: john doe. The search results are displayed in a table with columns: ID, Name, DOB, Agency, and Status.

- 3 View the Search results and select an offender.

RECORD DETAILS

Offender Details

Ethnicity: Asian

Date of Birth: Jan 01, 1950

Inmate Number: XXX_J8_12345

Custody Info

Custody Status Date: May 10, 2017 10:00 PDT

Status: In Custody

Physical Facility: NV Corrections Facility

123 Main St

Doe City, Nevada 87890

1234469999

Arrest Info

Scheduled Events

Contact Facility

NV Corrections Facility

123 Main St

Doe City, Nevada 87890

1234469999

OVERRIDES

VIEW AUDIT



Select **OVERRIDES** in the RECORD DETAILS section.

Overrides

☐ Override Custody Information

☐ Override Block Flags

CANCEL

SAVE



In the Overrides pop-up box, select **Override Custody Information** and/or **Override Block Flags** and follow the prompts.

Click **SAVE** to update the Offender's custody status, search, registration, and notification details.

Overrides

☒ Override Custody Information

Custody Status

Status

Custody Details

Details

☒ Override Block Flags

☐ Block Search

Offender can no longer be found in Offender Searches made through public portals.

☐ Block Registration

Offender can be found in Offender Searches made through public portals, but the public can no longer register for automated notifications about this offender.

☐ Block Notification

Automated notifications for this offender will no longer be sent to registrants.

CANCEL

SAVE

VINEWatch Training & Support

To obtain more training on VINEWatch, visit the Appriss Safety Training page at apprissafety.com/training.

To view VINEWatch FAQs, visit the Appriss Safety Support page at apprissafety.com/vine3watch.