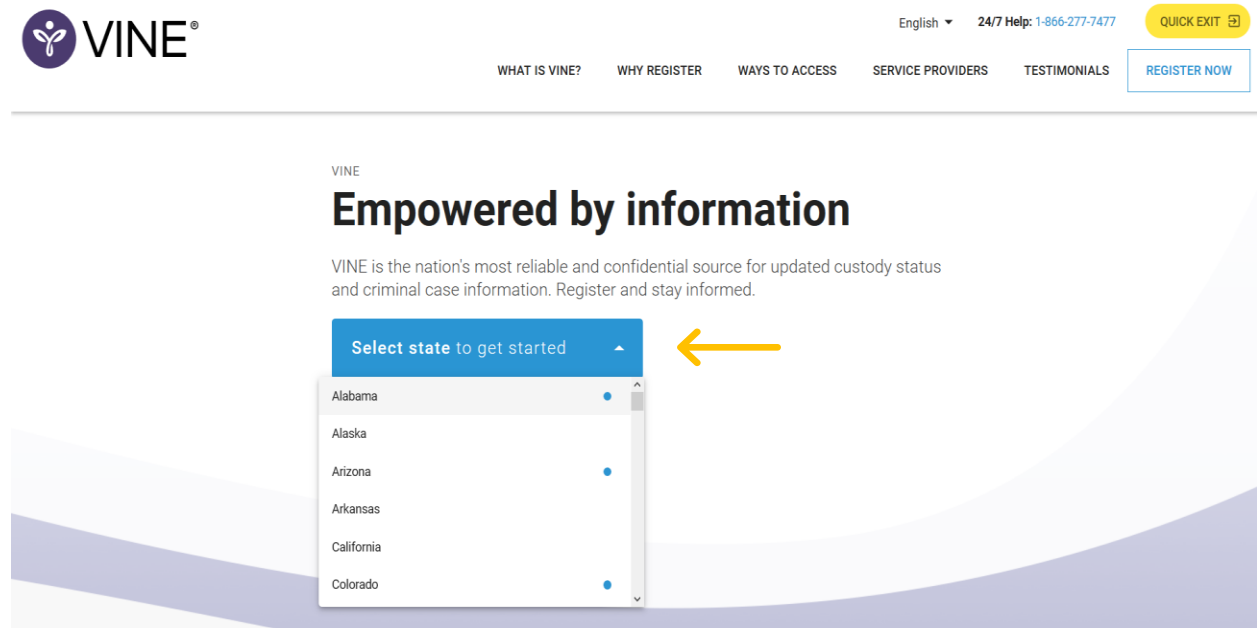


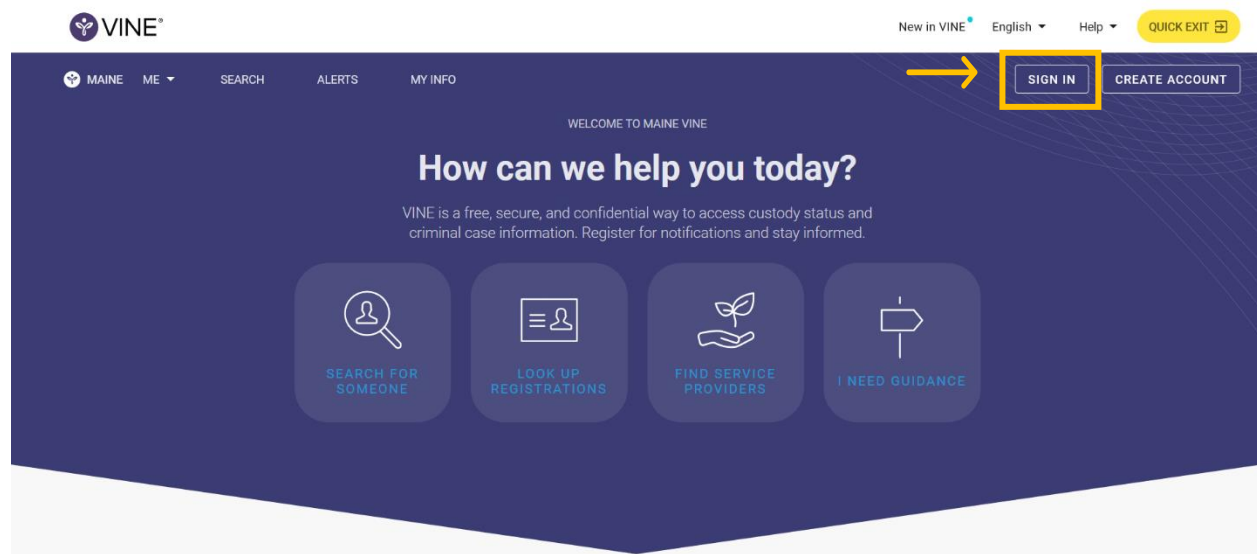
How to Add A Defendant Court Case to My Watch List in VINELink - Quick Reference Guide

NOTE: In this resource guide, we will be using our training demonstration website to provide examples. Some information may appear differently in your state's specific VINELink website.

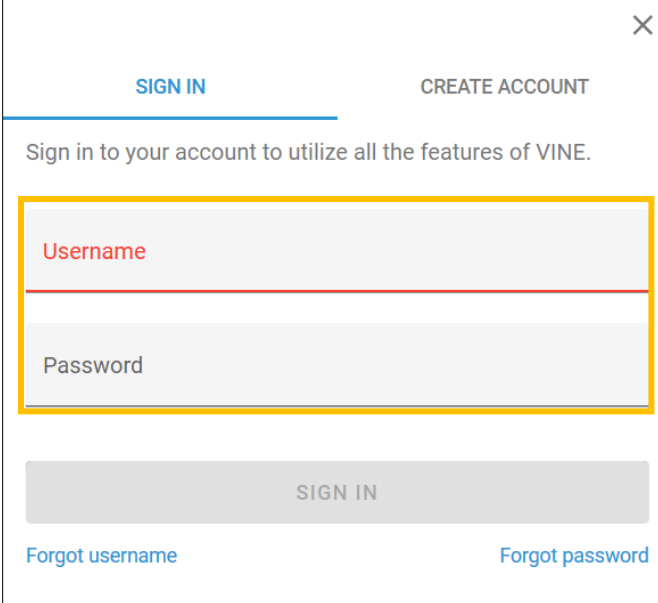
1. Access VINELink via the web at www.vinelink.com or via our free mobile application. Select your **State** to get started.



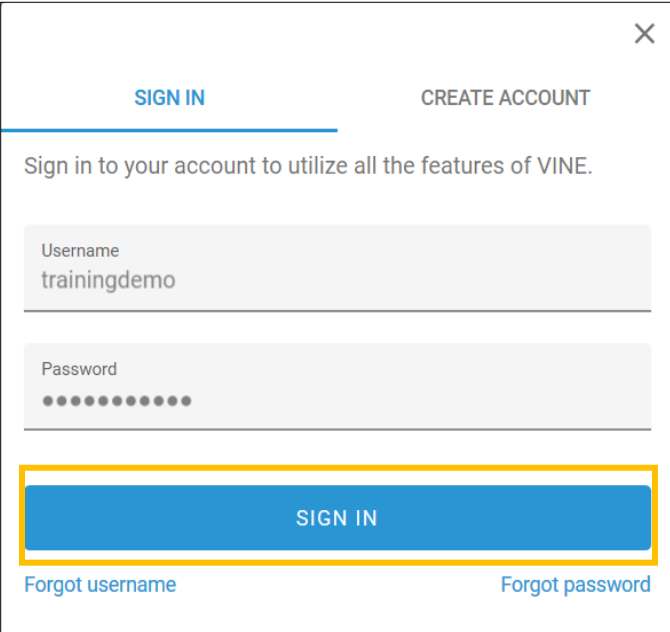
2. To access the **Watch** feature, you must first access your account. On your state's landing page, select "**Sign In.**"



3. On the Sign In form, you will need to enter your unique **Username** and **Password**.

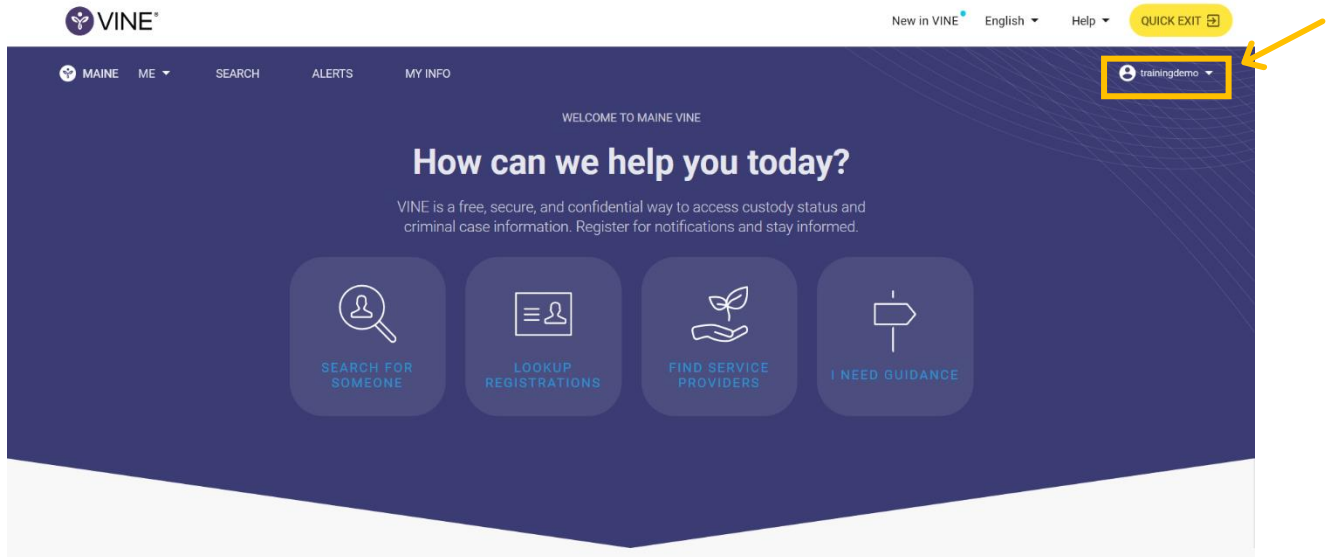


4. Once you have entered your account credentials, click **"Sign In."**

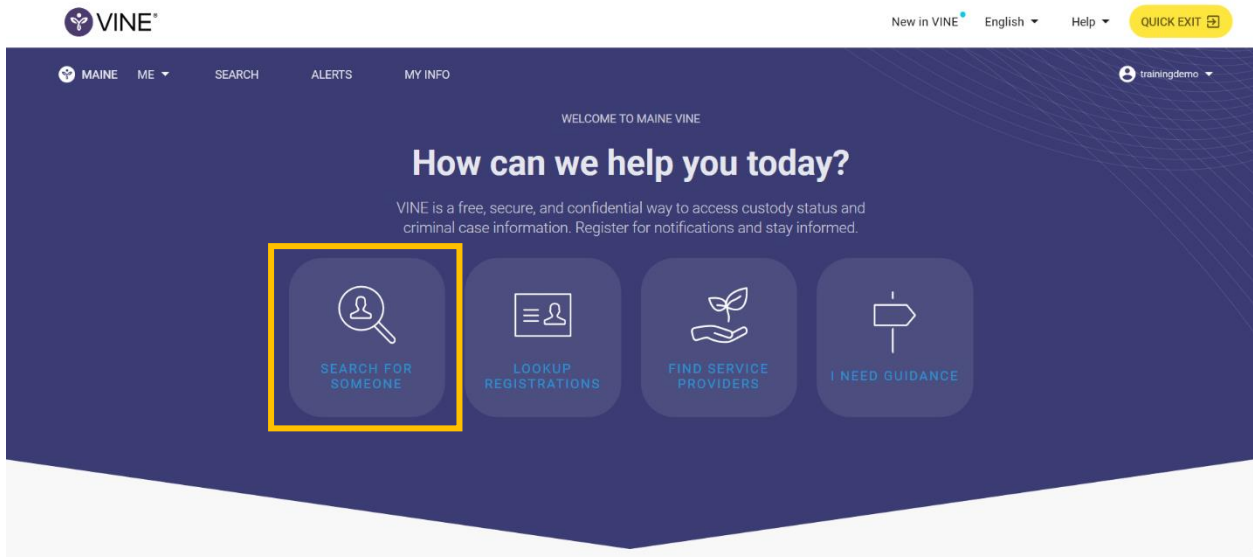


5. Welcome to VINE! You are now logged in and will be directed to your account landing page.

Note that your username will display in the header menu to confirm you are logged in to VINELink. To access more details about your account, select the arrow next to your username.



6. To search for a defendant or court case, select **Search for Someone** from the main menu to be taken to the search page.



7. On the **Search** page, your selections will default to "An Offender/Defendant" and your state of interest. You may update either of these selections through the dropdown menus next to each selection.

Once you have confirmed your state and search options, you may search for the defendant by **Name** or **Case Number**. In this example, we will select "Name."

Search

I'm searching for An offender/defendant ▼

located in Maine ▼

whose Select ▼ is

Name ←

ID Number

Case Number

8. For this example, we will enter the name of the defendant. If the exact name is unknown or does not return results, select "**Partial Name**" and enter at least the first 2 characters of the last name to include more potential matches.

Once you have entered your search criteria, click "**Search.**"

Search

I'm searching for An offender/defendant ▼

located in Maine ▼

whose Name ▼ is

First Name (optional)	Last Name
<u>jack</u>	<u>smith</u>
<small>Enter at least 2 characters</small>	<small>Enter at least 2 characters</small>

For best search results, enter the full first and last name. If the exact name is unknown or does not return results, select 'Partial Name' and enter at least the first 2 characters of the last name, to include more potential matches.

→ Partial Name ⓘ

Display offender photos in search results (if available)

SEARCH ←

9. Choose the appropriate defendant from the search result(s). Click **“Record Details”** to view the defendant court case status details.

JACK RYAN SMITH
Court Record

Age 73
Gender Male
Race White


ME: Demo Court Agency 1
Case Number **DEMOCASEDOCKET1**
Case Status **Open**

[RECORD DETAILS](#) [GET NOTIFIED](#)

10. Click the **“Watch”** icon to add the defendant to your **Watch List**.

JACK RYAN SMITH
Court Record

Age 73
Gender Male
Race White

You are not signed up for notifications 

[RECORD DETAILS](#) [GET NOTIFIED](#)

Ethnicity Hispanic
Date of Birth Jan 11, 1947
Case Number DEMOCASEDOCKET1
Case Status Open
Disposition Date Jun 19, 2019

COURT EVENTS
Event Date and Time Aug 14, 2018 11:00 AM EDT
Event Status Scheduled
Event Type Arraignment
Event Location
Demo Court Location 1
333 Demo Court Location Lane
Demo Court Location City, ME 44444
[\(444\) 444-4444](#)


REPORTING AGENCY
Demo Court Agency 1
888 Demo Court Lane
Court City, ME 33333
[\(333\) 333-3333](#)

11. You will see a brief pop-up stating **"Record has been added to your Watch List."** The Watch icon will also change to blue to indicate your selection.

JACK RYAN SMITH
Court Record

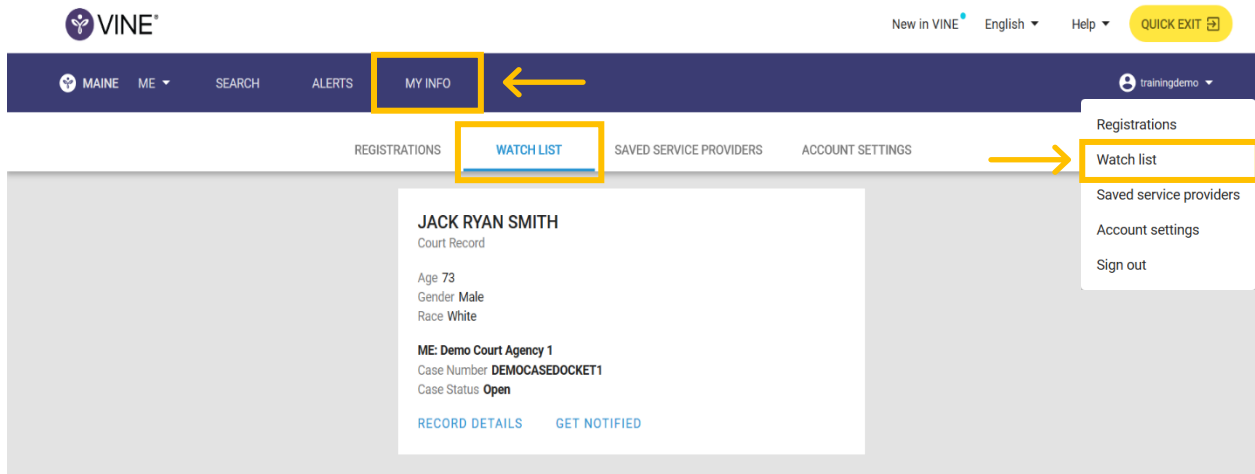
Age 73
Gender Male
Race White

You are not signed up for notifications



Record has been added to your Watch List

12. To view your Watch List, select **My Info** and then the **Watch List** tab. Or, select the **"Watch list"** option from your account details dropdown menu.



The screenshot shows the VINE user interface. At the top, there is a navigation bar with the VINE logo on the left and user options on the right: "New in VINE", "English", "Help", and a "QUICK EXIT" button. Below this is a dark blue header with navigation tabs: "MAINE ME", "SEARCH", "ALERTS", "MY INFO", and a user profile icon labeled "trainingdemo". The "MY INFO" tab is highlighted with a yellow box and a yellow arrow pointing to it. Below the header is a secondary navigation bar with tabs: "REGISTRATIONS", "WATCH LIST", "SAVED SERVICE PROVIDERS", and "ACCOUNT SETTINGS". The "WATCH LIST" tab is highlighted with a yellow box and a yellow arrow pointing to it. To the right of this bar is a dropdown menu with options: "Registrations", "Watch list", "Saved service providers", "Account settings", and "Sign out". The "Watch list" option is highlighted with a yellow box and a yellow arrow pointing to it. The main content area displays a card for "JACK RYAN SMITH" with details: "Court Record", "Age 73", "Gender Male", "Race White", "ME: Demo Court Agency 1", "Case Number DEMOCASEDOCKET1", and "Case Status Open". At the bottom of the card are two links: "RECORD DETAILS" and "GET NOTIFIED".



Resource Center

Access VINELink anytime via the web at www.vinelink.com or by downloading our free VINELink Mobile App (available for Apple and Android).

For our full library of VINE training resources, please visit our Training Page at: <https://apprissafety.com/resources/training/>

For 24-hour support on VINE-related questions and issues, please contact VINE Support:

Email:

VINESupport@appriss.com

Phone:

1-866-APPRISS (866-277-7477)
Select Option 2

Join the conversation and connect with Appriss Insights and VINE on social media!



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