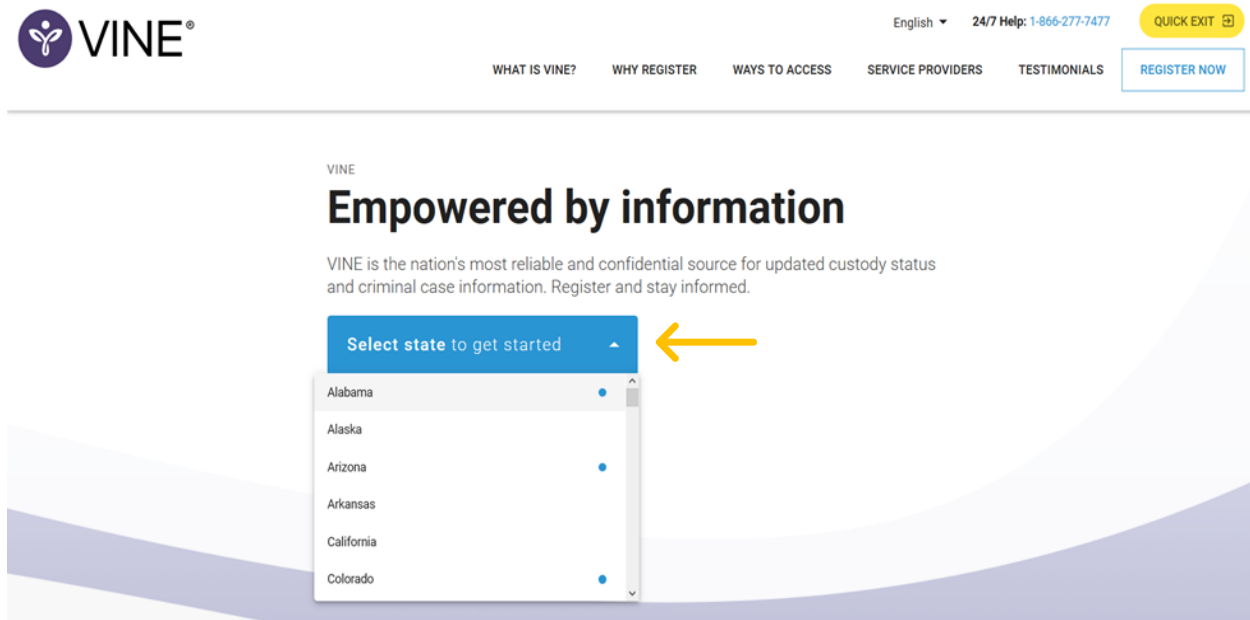


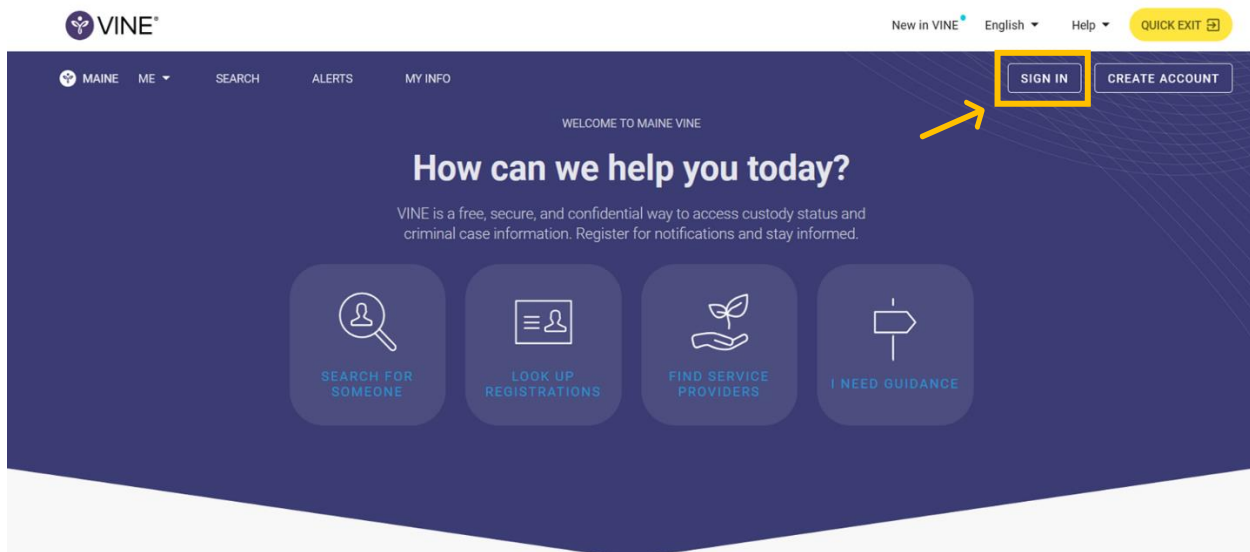
How to Add an Offender to My Watch List in VINELink - Quick Reference Guide

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.

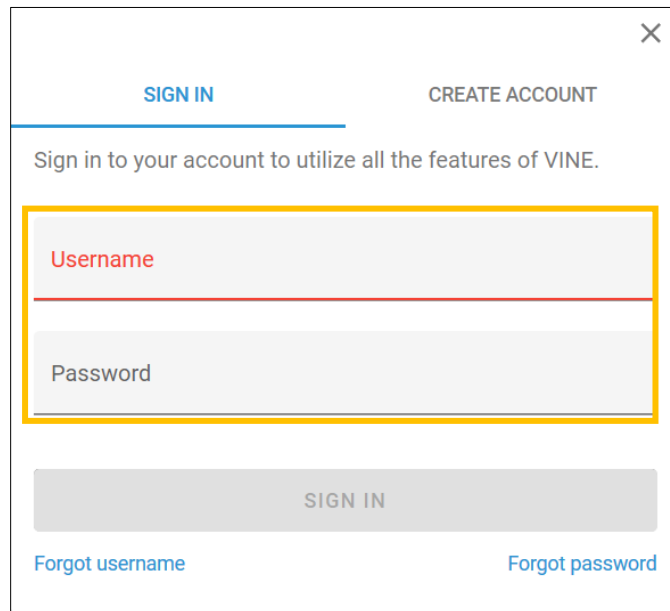
1. Access VINELink via the web at www.vinelink.com or via our free mobile application. Select your **State** to get started.



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

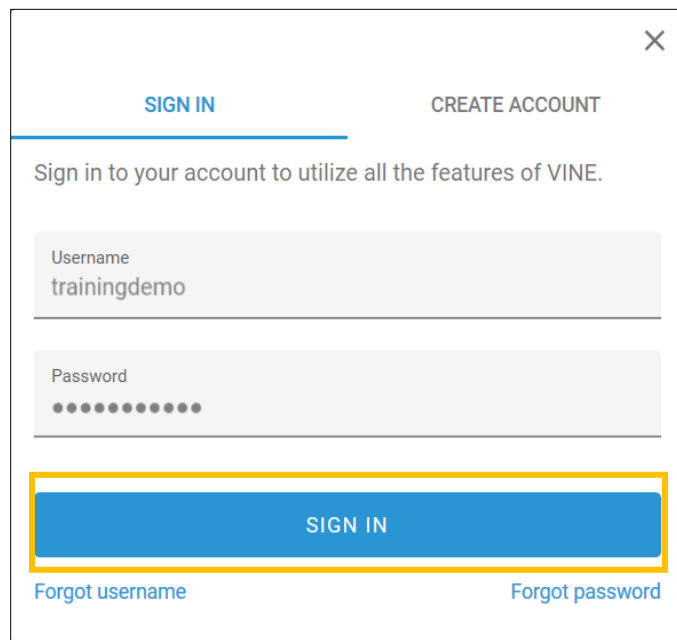


3. On the Sign In form, you will need to enter your unique **Username** and **Password**.



A screenshot of the VINE Sign In form. At the top, there are two tabs: "SIGN IN" (selected) and "CREATE ACCOUNT". Below the tabs is the text "Sign in to your account to utilize all the features of VINE." The form contains two input fields: "Username" and "Password". Both fields are highlighted with a yellow border. Below the input fields is a "SIGN IN" button, which is currently disabled (greyed out). At the bottom, there are two links: "Forgot username" and "Forgot password".

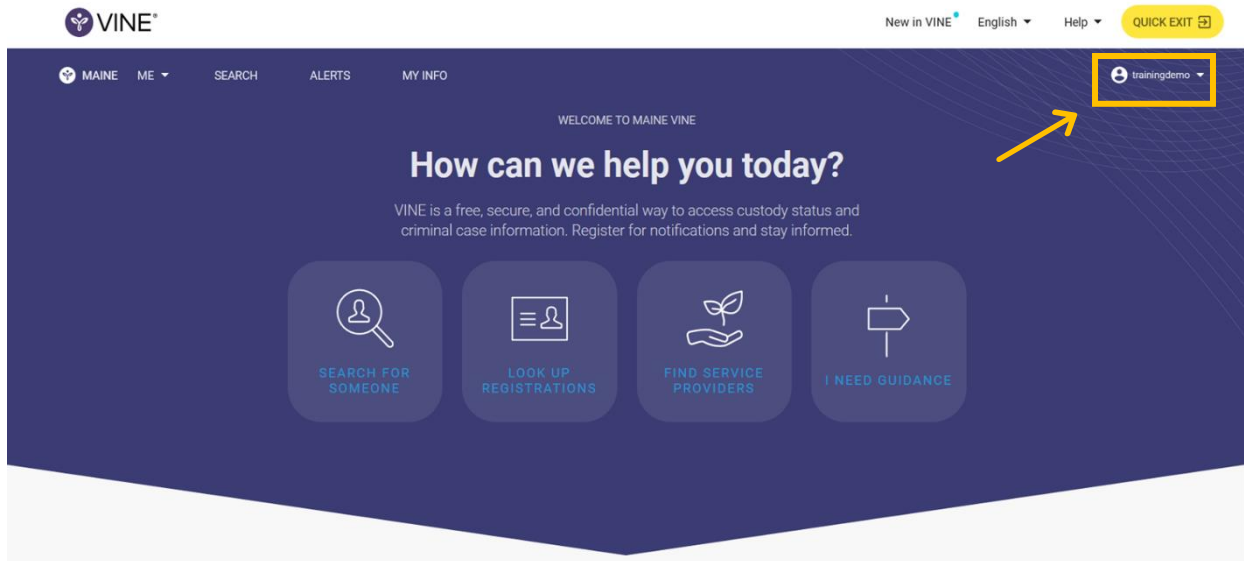
4. Once you have entered your account credentials, click "**Sign In.**"



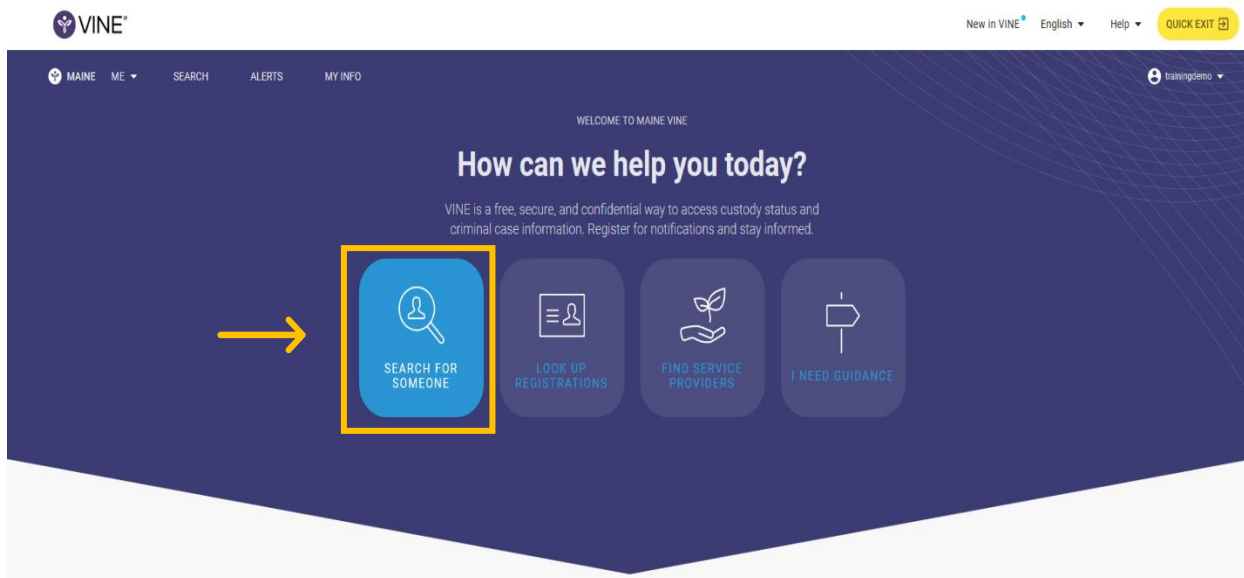
A screenshot of the VINE Sign In form, similar to the previous one, but with the "SIGN IN" button highlighted in blue and a yellow arrow pointing to it from the right. The "Username" field now contains the text "trainingdemo" and the "Password" field is filled with dots. The "SIGN IN" button is now active (blue). The "Forgot username" and "Forgot password" links are still present at the bottom.

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 an offender, 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 **ID 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

←

***Note:** For those states where court information is not provided to VINE, your option will default to only "An offender."

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.

To include any photos that may have been provided by an agency in your search results, choose **"Display offender photos in search results (if available)."**

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>
Enter at least 2 characters	Enter at least 2 characters

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 offender from the search result(s). Click on **“Record Details”** to view the offender custody status details.

JACK RYAN SMITH
Custody Record

Age 53
Gender Male
Race White

ME: Demo Agency 1
ID Number 434343
Custody Status **In Custody**
Custody Detail **Demo Agency 2**

You are signed up to receive notifications.


[RECORD DETAILS](#) [MY REGISTRATIONS](#)

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

JACK RYAN SMITH
Court Record

Age 53
Gender Male
Race White

You are not signed up for notifications

 **WATCH**

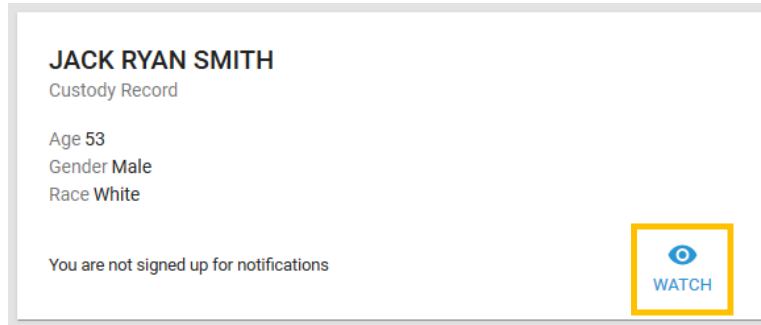
[RECORD DETAILS](#) [GET NOTIFIED](#)

Ethnicity Hispanic
Date of Birth Jan 11, 1967
Case Number DEMOCASE115
Case Status Open
Disposition Date Jun 19, 2018

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 now viewable in your Watch List.”** The Watch icon will also change to blue to indicate your selection.



JACK RYAN SMITH
Custody Record

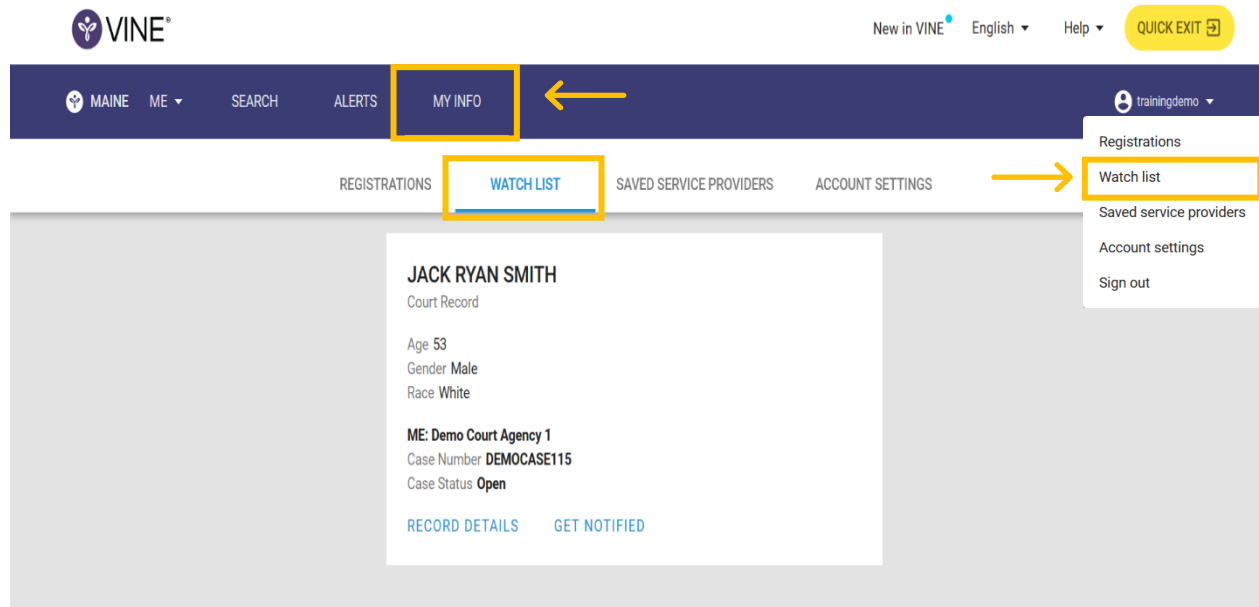
Age 53
Gender Male
Race White

You are not signed up for notifications

WATCH

Record now viewable in 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, user information (New in VINE, English, Help, QUICK EXIT), and a user profile dropdown (trainingdemo). Below this is a secondary navigation bar with tabs: MAINE ME, SEARCH, ALERTS, MY INFO (highlighted with a yellow box and a yellow arrow pointing left), REGISTRATIONS, WATCH LIST (highlighted with a yellow box and a yellow arrow pointing right), SAVED SERVICE PROVIDERS, and ACCOUNT SETTINGS. A dropdown menu is open from the user profile, showing options: Registrations, Watch list (highlighted with a yellow box and a yellow arrow pointing right), Saved service providers, Account settings, and Sign out. The main content area displays a record for JACK RYAN SMITH, identified as a Court Record. It lists personal details: Age 53, Gender Male, Race White. It also shows case information: ME: Demo Court Agency 1, Case Number DEMOCASE115, Case Status Open. At the bottom of the record are two buttons: 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

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