VINE®

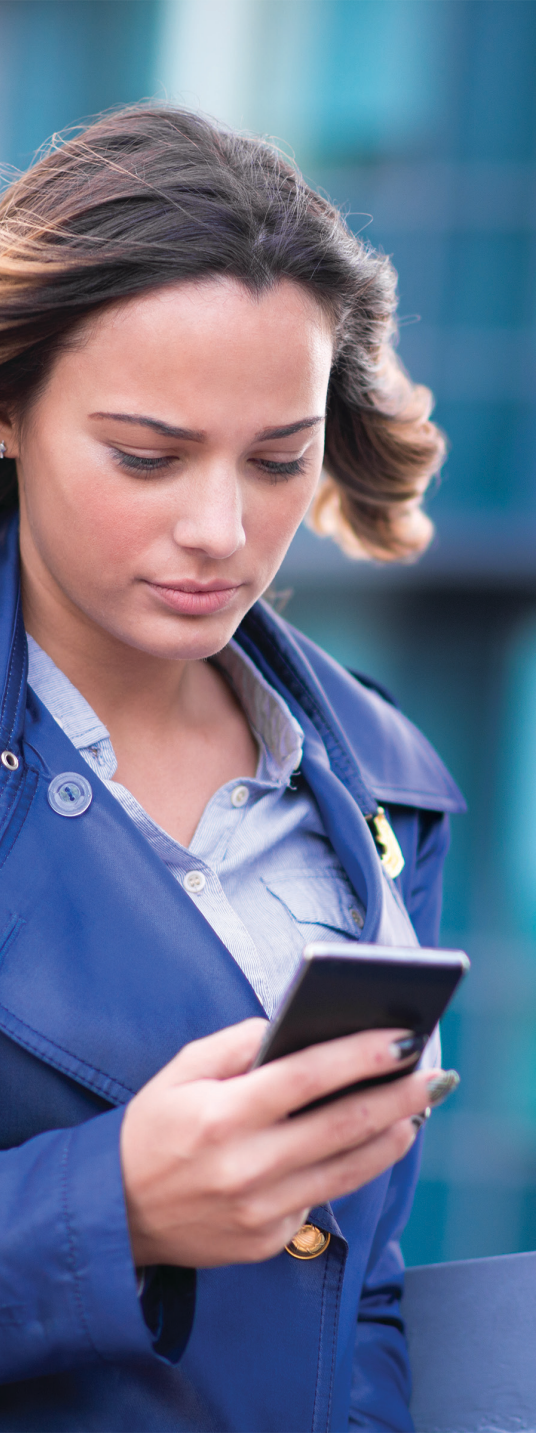
Quick Reference Guide for VINELink App

Step-by-step instructions for accessing VINE from your VINELink app

JULY 2017

APPRISS® SAFETY

VINELink App



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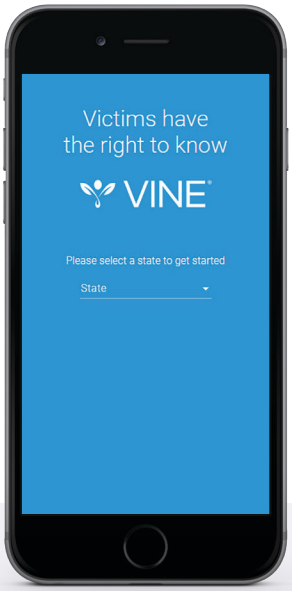
VINE Training & Support

To obtain more training on VINE, visit the Appriss Safety Training page at **apprisssafety.com/training.**

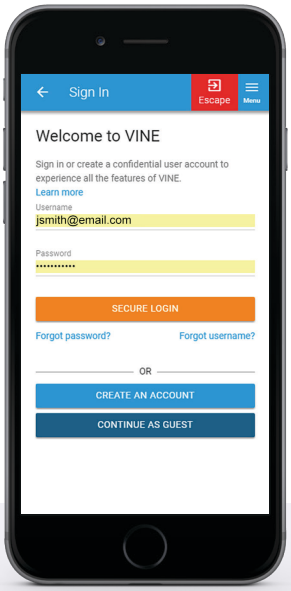
To view VINELink FAQs or request support, visit the Appriss Safety Support page at **apprisssafety.com/vine3.**

Create an Account

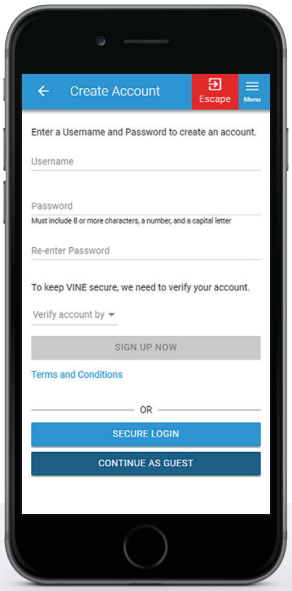


1 Download the VINELink app.

Search for "VINELink" from your mobile device app store. Once downloaded, select a **State**.

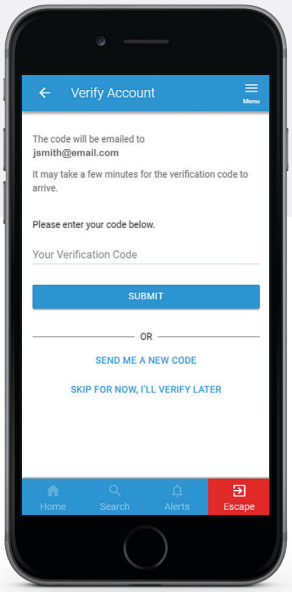


2 Tap **CREATE AN ACCOUNT.** (If the User already has an account, tap **SECURE LOGIN.**)

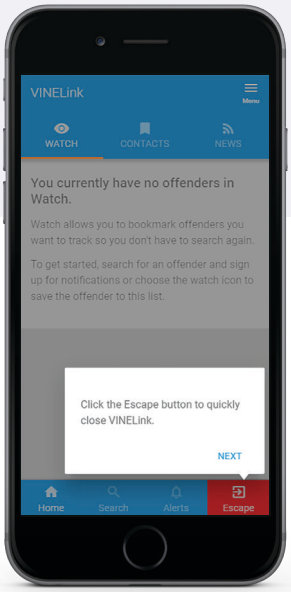


3 Enter a **Username** and **Password.**

A user can choose any name or email address as a username. The password must include eight or more characters, a number, and a capital letter.



4 Verify your account.

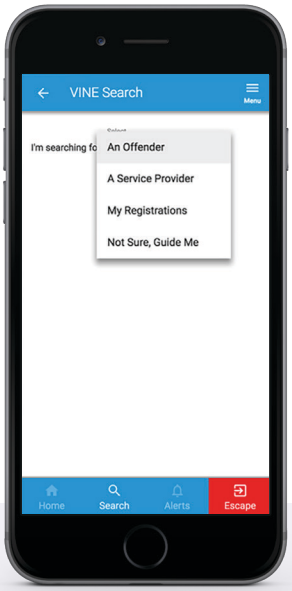


5 User will receive in-app tutorials.

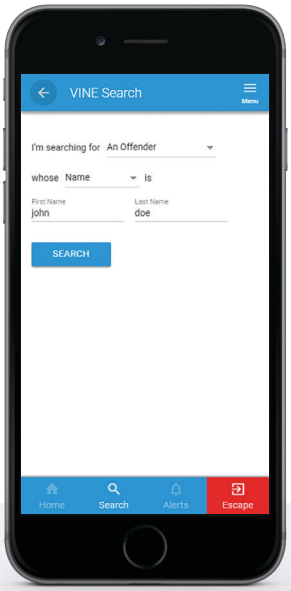
Note: Tap **Escape** at any time to immediately leave the app and display www.google.com.

Note: Screenshots use mock data for training purposes.

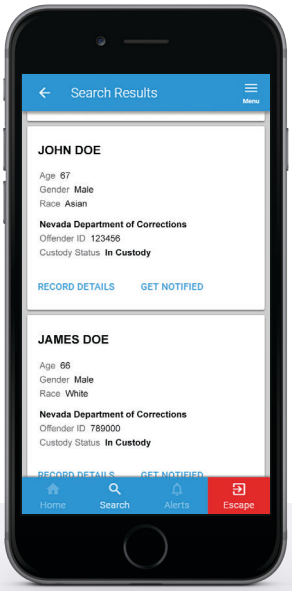
Search for an Offender & Add to Watch List



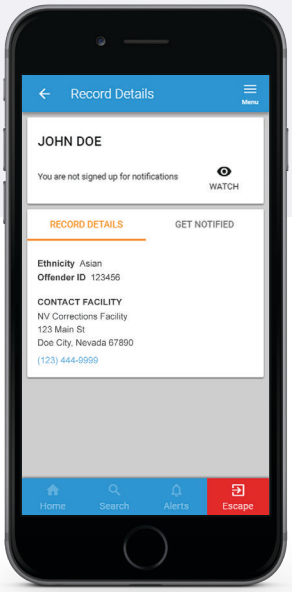
1 Search for **An Offender.**



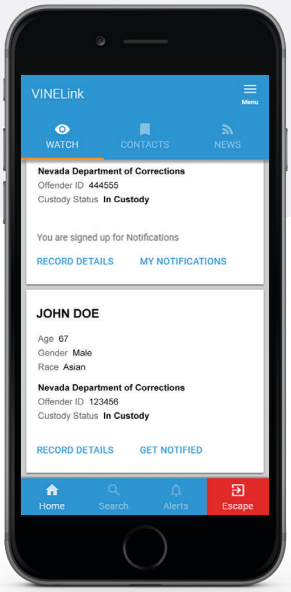
2 Search by **Name** or **Offender ID.**



3 Tap on **RECORD DETAILS** to view offender information.

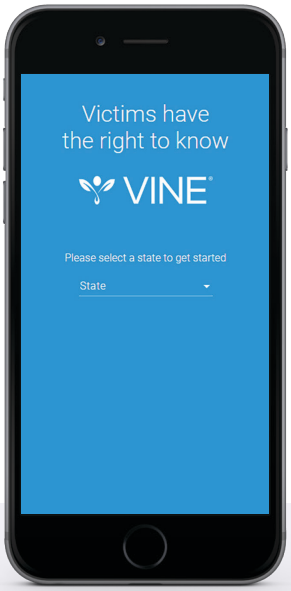


4 Tap the **WATCH icon** to add the offender to your **Watch List.**

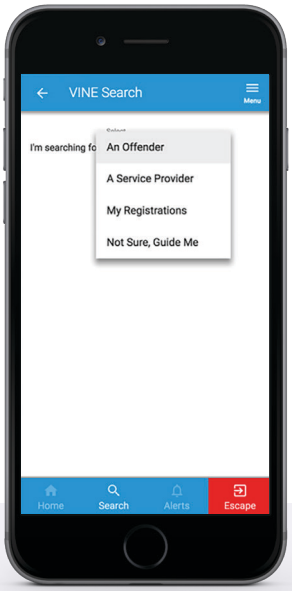


5 View Watch List from the Home Screen.

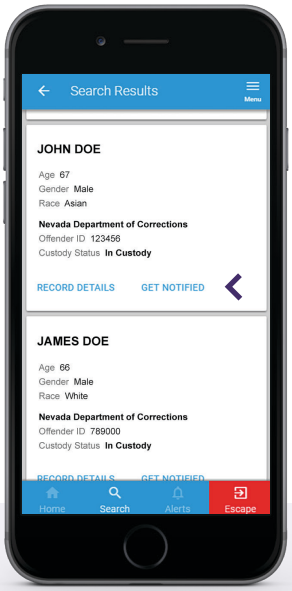
Get Notified on Offender Custody Status



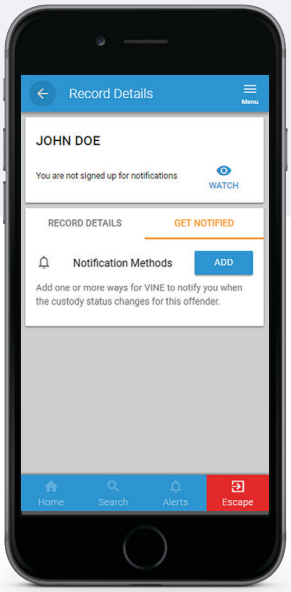
1 Select a State and login to your account.



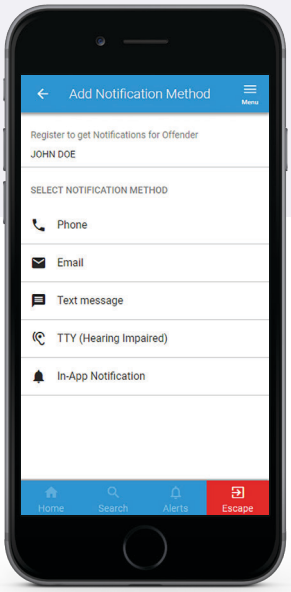
2 Search for **An Offender.**



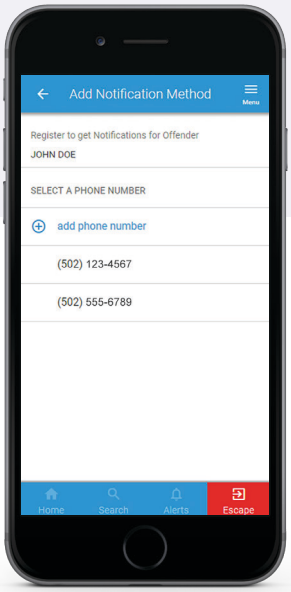
3 Tap **GET NOTIFIED.**



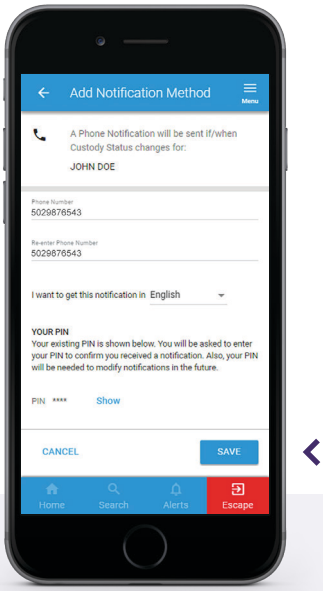
4 Tap **ADD.**



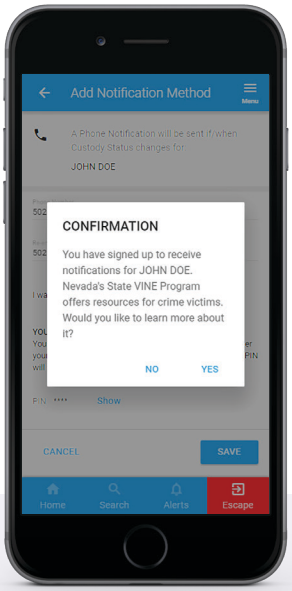
5 Add Notification Method. Choose from Phone, Email, Text, TTY, or In-App.



6 Tap **add phone number** or choose existing number from your profile.

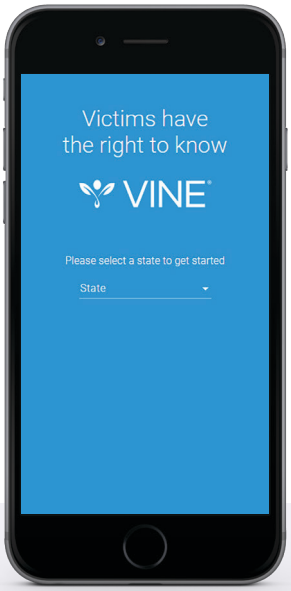


7 Enter Phone Number, select the notification language, then tap **SAVE.**

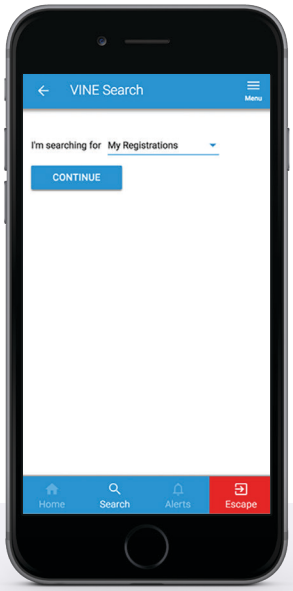


8 Receive Confirmation and learn more about the state VINE Program.

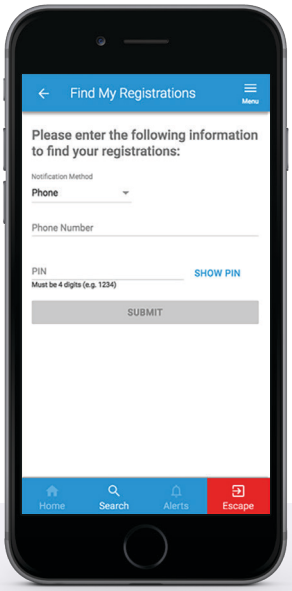
Delete a Registration



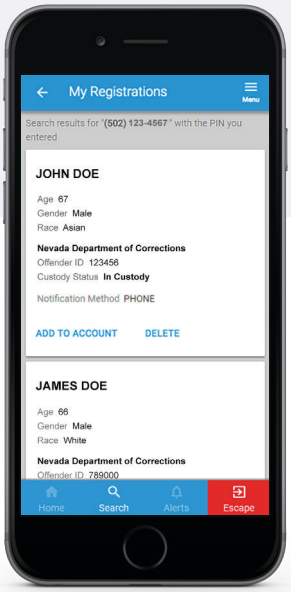
1 Select a State and login to your account.



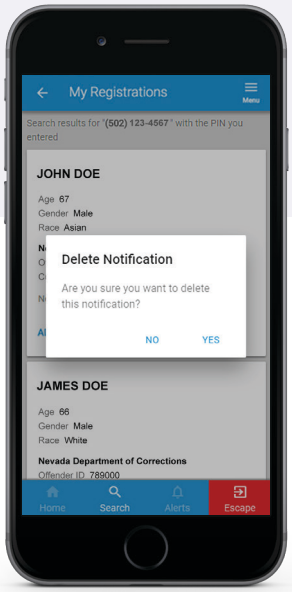
2 Search for **My Registrations** and tap **CONTINUE.**



3 Enter phone number or email and PIN, then tap **SUBMIT.**

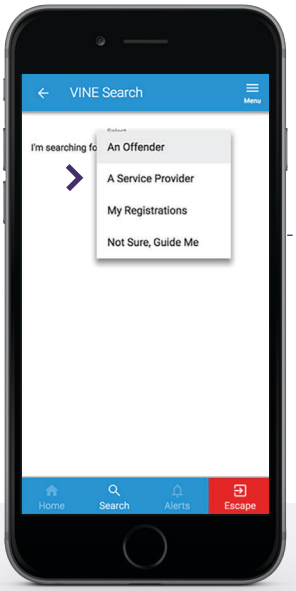


4 Tap **DELETE.**

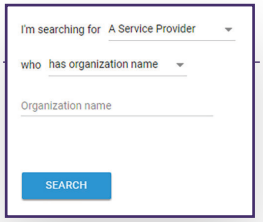


5 Confirm you want to delete the notification.

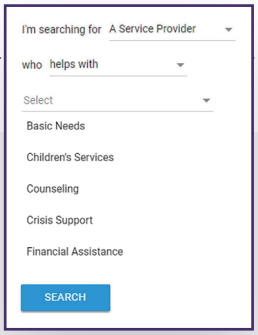
Search for a Service Provider

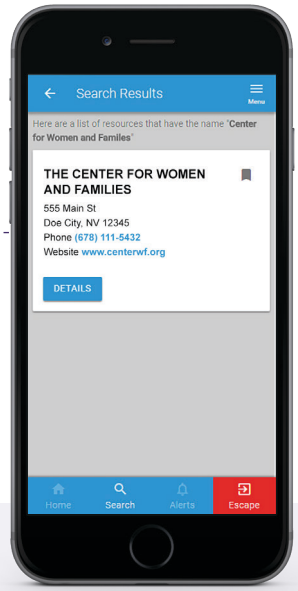


SEARCH BY NAME



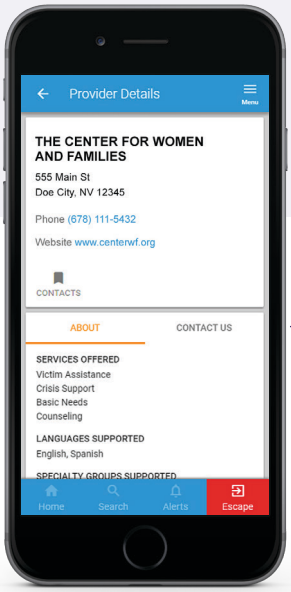
SEARCH BY SERVICES



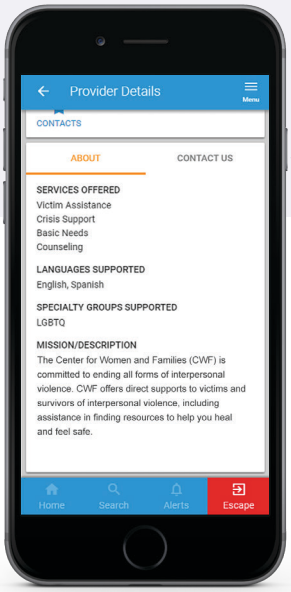


1 Open the VINELink app and search for **A Service Provider.** Search by Name or Services.

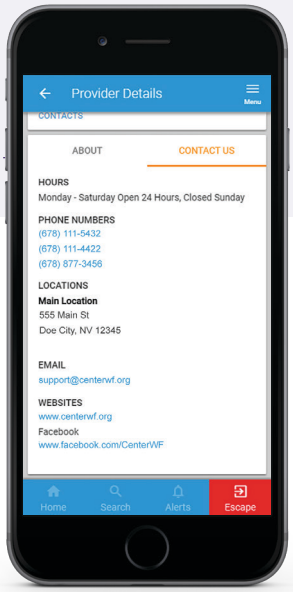
2 View Service Provider search results and tap **DETAILS** for more information.



ABOUT

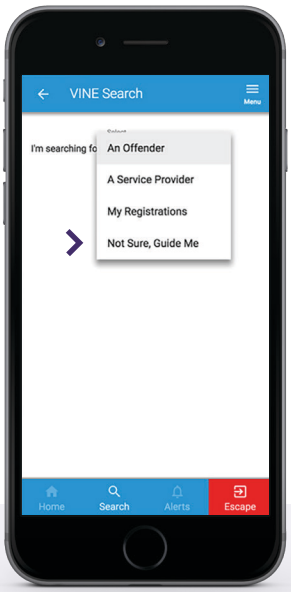


CONTACT US

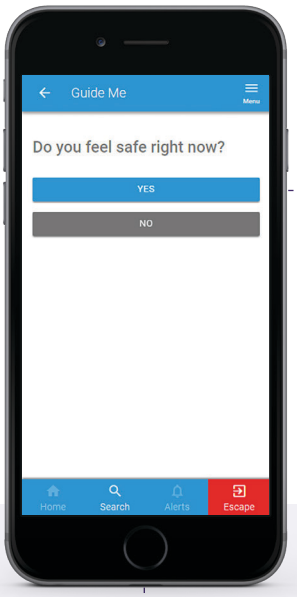


3 On the Service Provider details screen, users can view Service Provider information and add the Service Provider to their Contacts List by tapping the **CONTACTS icon.**

Guide Me to a Service Provider

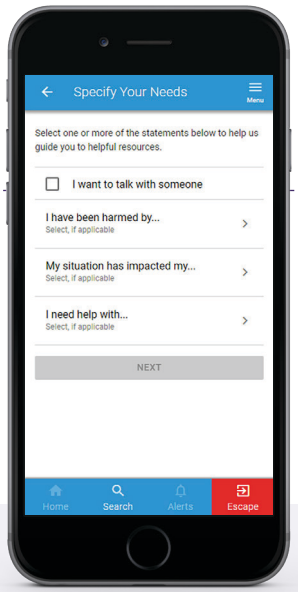


1 Open the VINELink app and select **Not Sure, Guide Me** from the Search tab. Answer the following questions to be guided to helpful resources.

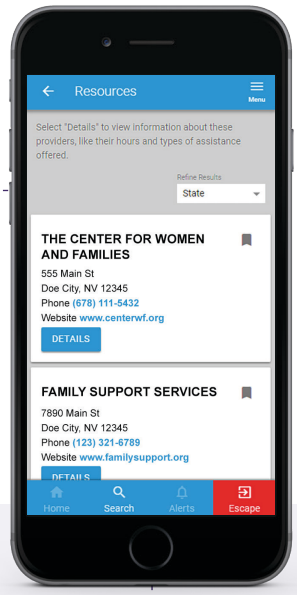


2

IF "YES"

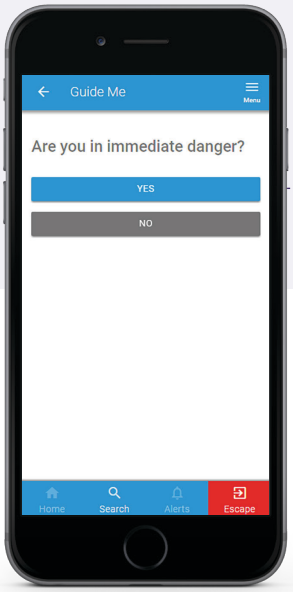


3

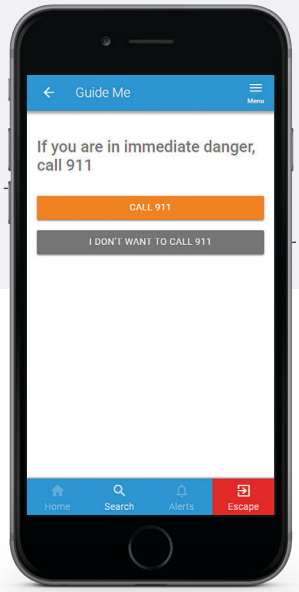


4

IF "NO"



IF "YES"



3

4 **Tap CALL 911 to bring up your default phone app which will dial 911.** Otherwise, tap **I DON'T WANT TO CALL 911** to go to a list of suggested resources.