



Quick Reference Guide for Desktop Users

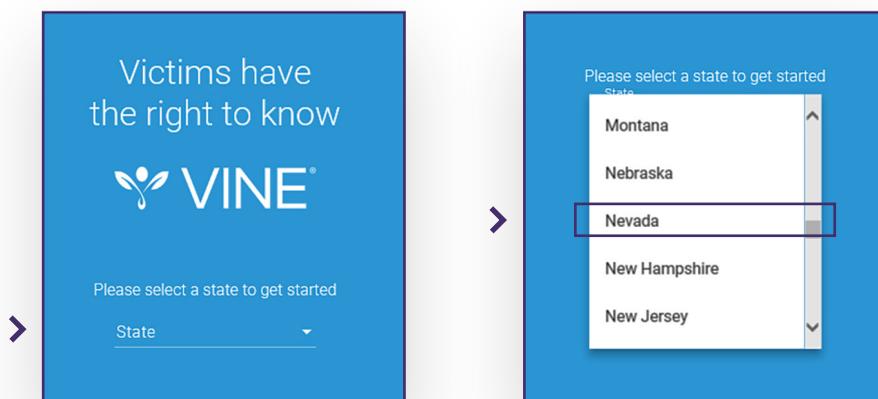
Step-by-step instructions for accessing VINE through www.vinelink.com

MAY 2017

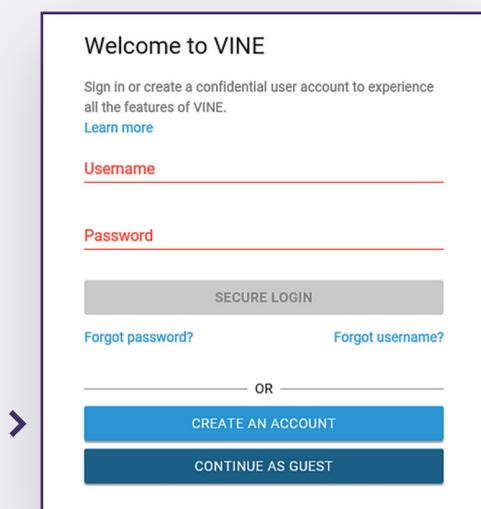


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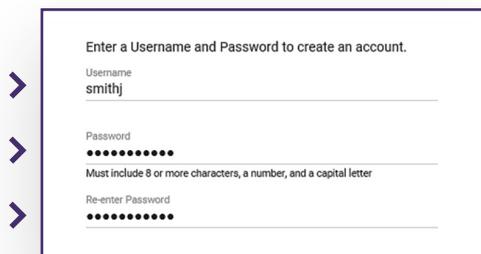


- 1 Go to www.vinelink.com and select a **State** to create an account.



- 2 Click on **CREATE AN ACCOUNT**.

Note: Users do not have to create an account in VINELink if they do not feel comfortable doing so. Instead, a user can click **CONTINUE AS GUEST** to access the ability to search for an offender, create registrations, and search for Service Providers.



- 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.

Note: Screenshots use mock data for training purposes.

EMAIL

Enter a Username and Password to create an account.

Username
smithj

Password
Must include 8 or more characters, a number, and a capital letter

Re-enter Password

To keep VINE secure, we need to verify your account.

Verify account by:

Email

Text Message

Re-enter Email Address
xxx@xxxx.xxx
Email addresses must match

SIGN UP NOW

Terms and Conditions

OR

SECURE LOGIN

CONTINUE AS GUEST

TEXT

Enter a Username and Password to create an account.

Username
smithj

Password
Must include 8 or more characters, a number, and a capital letter

Re-enter Password

Text Message

Cell Phone Number
xxx-xxx-xxxx
Must be 10 digits

Re-enter Cell Phone Number
xxx-xxx-xxxx
Phone numbers must match

SIGN UP NOW

Terms and Conditions

OR

SECURE LOGIN

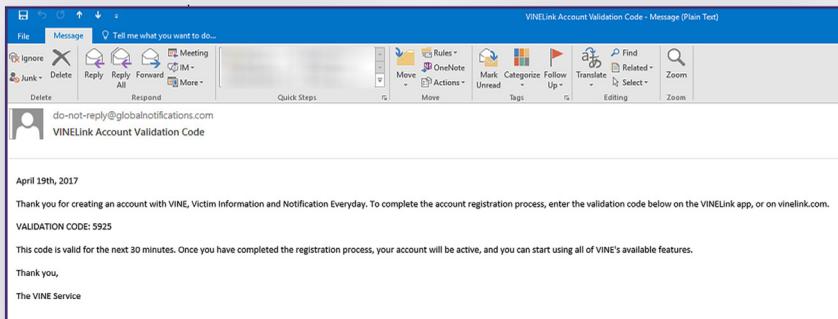
CONTINUE AS GUEST

4

Enter your verification method.

To keep VINE secure, we need to verify your account. Please select either **Email** or **Text Message**, then enter the delivery address.

Then click **SIGN UP NOW** and you will receive a VINELink Account Validation email or text message with your verification code.



VERIFICATION CODE (EXAMPLE)

"To finish your VINELink registration, enter code 2875 on the VINELink app, or on vinelink.com. After validation, your account will be active."

EMAIL

The code will be emailed to smithj@globalnotifications.com. It may take a few minutes for the verification code to arrive.

Please enter your code below.

Your Verification Code

5925

SUBMIT

OR

SEND ME A NEW CODE

SKIP FOR NOW, I'LL VERIFY LATER

TEXT

The code will be sent via text message to (xxx) xxx-xxxx. It may take a few minutes for the verification code to arrive.

Please enter your code below.

Your Verification Code

2875

SUBMIT

OR

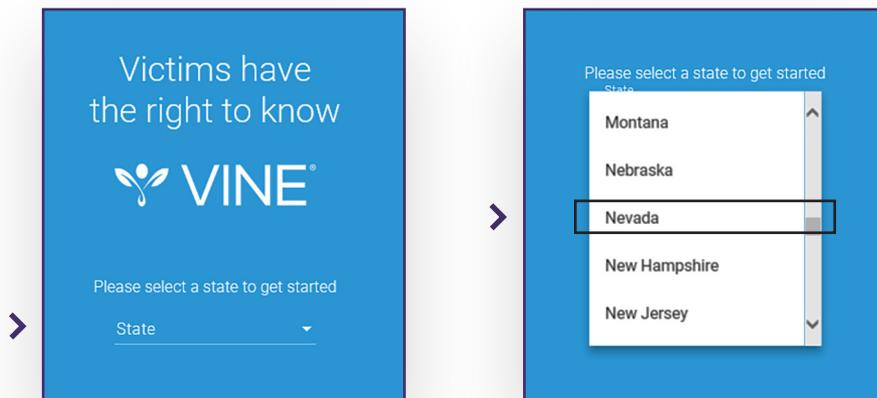
SEND ME A NEW CODE

SKIP FOR NOW, I'LL VERIFY LATER

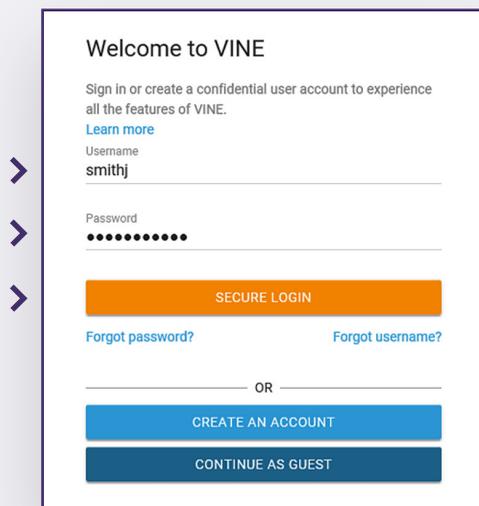
5

Enter the **Verification Code** and click **SUBMIT**.

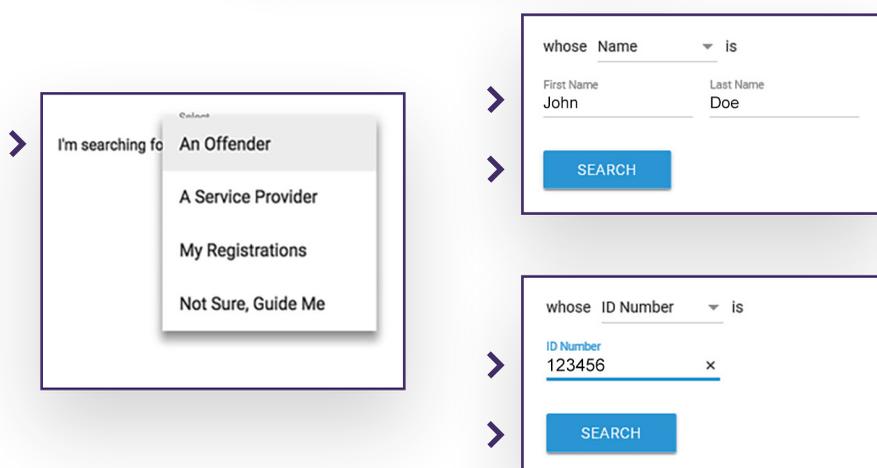
You've successfully created an account!



1 Go to www.vinelink.com and select a **State**.



2 Enter your **Username** and **Password** and click **SECURE LOGIN**.



3 Select "**I'm searching for An Offender**" and enter the offender **Name** or **ID Number**.
Then click **SEARCH**.

Search results for Offender "John Doe"

JOHN DOE

Age 67
Gender Male
Race Asian

Nevada Department of Corrections
Offender ID 123456
Custody Status **In Custody**

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

JAMES DOE

Age 66
Gender Male
Race White

Nevada Department of Corrections
Offender ID 789000
Custody Status **In Custody**

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

I can't find an Offender

4 Choose offender in the **Search Results** and select **RECORD DETAILS**.

JOHN DOE

Age 67
Gender Male
Race Asian/PacificIslander

You are not signed up for notifications  **WATCH**

RECORD DETAILS [GET NOTIFIED](#)

[Last Updated May 10, 2017 10:00 PDT]

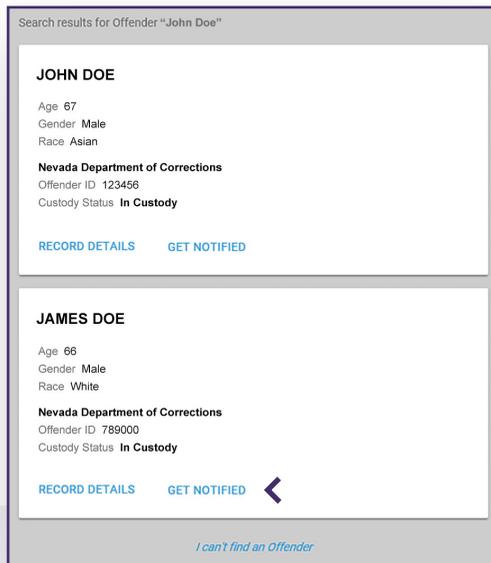
Ethnicity: Asian
Date of Birth: Jan 01, 1950
Inmate Number: XXX_jd_12345

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

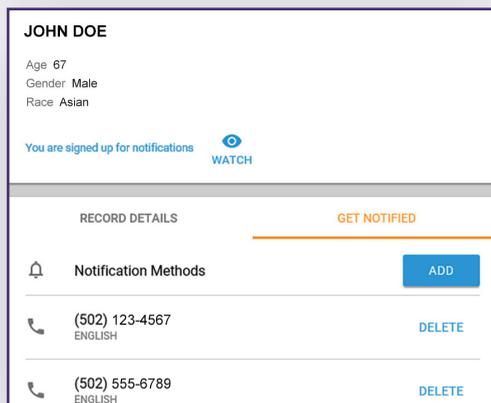
CONTACT FACILITY
NV Corrections Facility
123 Main St
Doe City, Nevada 67890
[\(123\) 444-9999](tel:(123)444-9999)

5 View offender **RECORD DETAILS**.

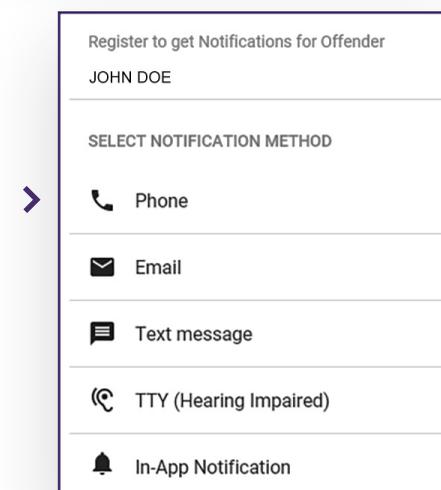
Click on the **WATCH icon** to add the offender to your Watch List.



1 Choose offender in the **Search Results** and select **GET NOTIFIED**.



2 Add a new Notification Method by clicking **ADD** (or choose an existing Notification Method saved from your profile).



Next, choose from Phone/Email/Text/TTY/In-App Notification.

Register to get Notifications for Offender
JOHN DOE

SELECT A PHONE NUMBER

[+ add phone number](#)

(502) 123-4567

(502) 555-6789

Existing Notification Methods saved in your profile.

A Phone Notification will be sent if/when Custody Status changes for:
JOHN DOE

Phone Number
502-XXX-XXXX
Must be 10 digits

Re-enter Phone Number
502-XXX-XXXX
Phone numbers must match

I want to get this notification in English

YOUR PIN
Your existing PIN is shown below. You will be asked to enter your PIN to confirm you received a notification. Also, your PIN will be needed to modify notifications in the future.

PIN 1234 [Hide](#)

[CANCEL](#) [SAVE](#)



Phone Notification Method

To add a phone number, enter the 10-digit phone number, select the Notification Language, and click **SAVE**.

Register to get Notifications for Offender
JOHN DOE

SELECT AN EMAIL ADDRESS

[+ add email address](#)

smith@email.com

Existing Notification Methods saved in your profile.

An Email Notification will be sent if/when Custody Status changes for:
JOHN DOE

EMAIL ADDRESS
smith@email.com

I want to get this notification in English

YOUR PIN
Your existing PIN is shown below. You will be asked to enter your PIN to confirm you received a notification. Also, your PIN will be needed to modify notifications in the future.

PIN 1234 [Hide](#)

[CANCEL](#) [SAVE](#)



Email Address Notification Method

To add an email address, enter the email address, select the Notification Language, and click **SAVE**.

An In-App Notification will be sent if/when Custody Status changes for:
JOHN DOE

You will be able to view these notifications in Alerts.

I want to get this notification in English

YOUR PIN
Your existing PIN is shown below. You will be asked to enter your PIN to confirm you received a notification. Also, your PIN will be needed to modify notifications in the future.

PIN 1234 [Hide](#)

[CANCEL](#) [SAVE](#)



In-App Notification Method

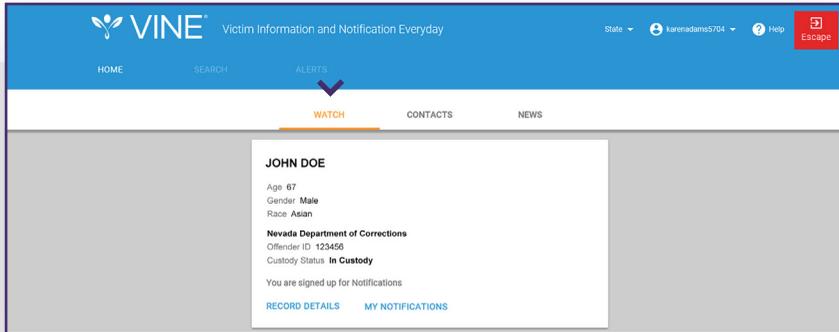
To add an In-App Notification, select the Notification Language, then click **SAVE**.

CONFIRMATION

You have signed up to receive notifications for John Doe. Nevada's State VINE Program offers resources for crime victims. Would you like to learn more about it?

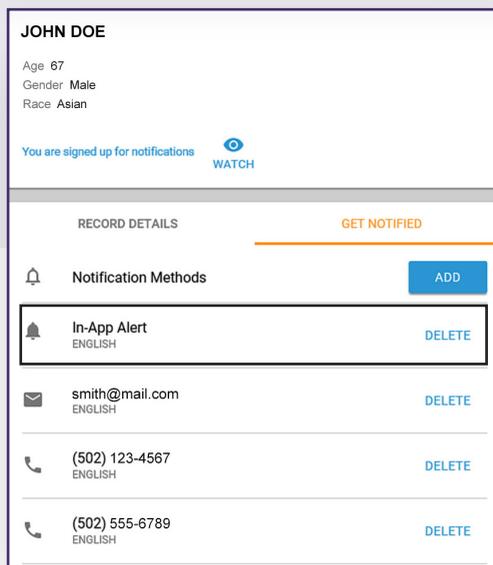
NO YES

3 Confirmation!

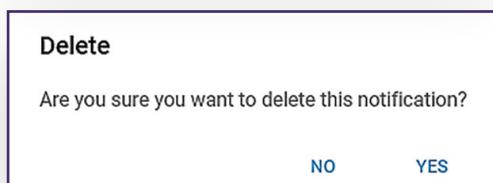


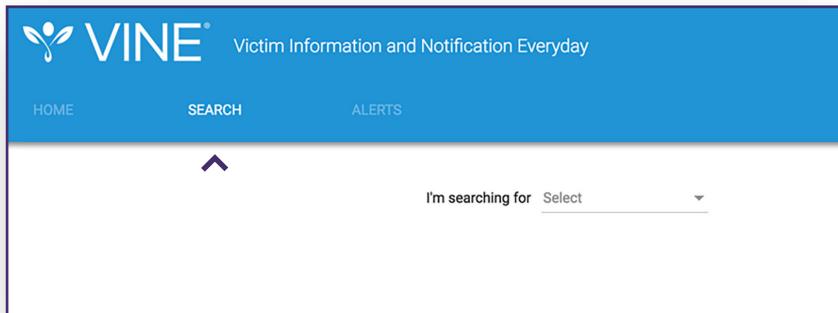
Once you have created a notification on an offender, the offender updates will be viewable from the HOME screen in your Watch list and on the offender details page.

Note: To DELETE a Notification Method, select DELETE next to the method, then confirm. Once a Notification Method is deleted, it will be removed from the Get Notified tab on the Offender Details Page.

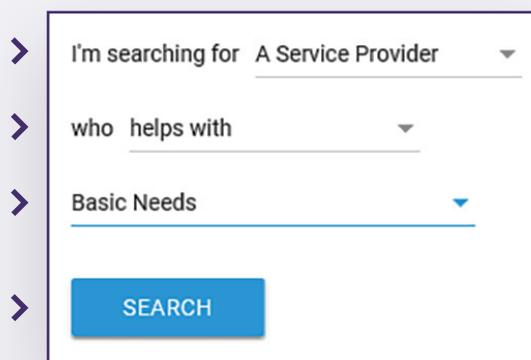


Note: Tap **Escape at any time to immediately leave the site and display www.google.com.**

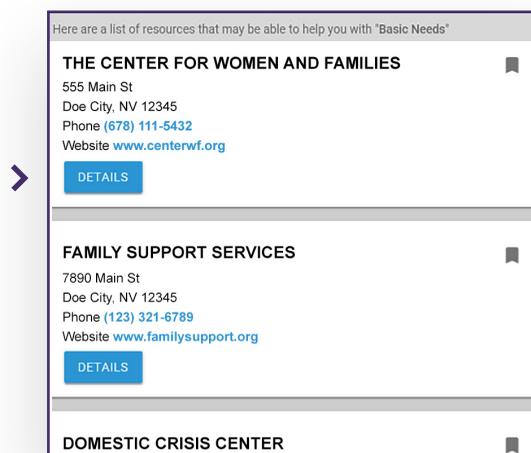




- 1 Once a User has logged into www.vinelink.com, select **SEARCH** from the top menu.



- 2 Select **A Service Provider** and choose either "has organization name" or "helps with." Enter the organization name or select from the list of services offered: Basic Needs, Children's Services, Counseling, Crisis Support, Financial Assistance, Healthcare (Physical), Information About Offender, Legal Assistance, or Victim Assistance. Click on **SEARCH**.



- 3 View the list of resources and click on **DETAILS** to learn more about the Service Provider.

ABOUT

CONTACT US

4

Select either the **ABOUT** tab to learn more about the Service Provider, or the **CONTACT US** tab to see contact information.

THE CENTER FOR WOMEN AND FAMILIES
555 Main St
Doe City, NV 12345
Phone (678) 111-5432
Website www.centerwf.org

CONTACTS

ABOUT CONTACT US

SERVICES OFFERED
Victim Assistance
Crisis Support
Basic Needs
Healthcare(Physical)
Counseling
Legal Assistance
Financial Assistance
Children's Services
Information About Offender

LANGUAGES SUPPORTED
English, Spanish

MISSION/DESCRIPTION
A leading advocate in ending domestic abuse through providing confidential and comprehensive services while promoting the highest respect and dignity for our

THE CENTER FOR WOMEN AND FAMILIES
555 Main St
Doe City, NV 12345
Phone (678) 111-5432
Website www.centerwf.org

CONTACTS

ABOUT CONTACT US

HOURS
Monday - Friday 8AM - 5PM PST, Closed Saturday and Sunday

PHONE NUMBERS
(678) 111-5432
(678) 111-4422
(678) 877-3456

LOCATIONS
Main Location
555 Main St
Doe City, NV 12345

EMAIL
support@centerwf.org

WEBSITES

5

A User can add Service Providers to their Contacts list by selecting the **CONTACTS** icon on the Service Provider Results or on the Service Provider Details page.

Here are a list of resources that may be able to help you with 'Basic Needs'

THE CENTER FOR WOMEN AND FAMILIES 
555 Main St
Doe City, NV 12345
Phone (678) 111-5432
Website www.centerwf.org
[DETAILS](#)

FAMILY SUPPORT SERVICES 
7890 Main St
Doe City, NV 12345
Phone (123) 321-6789
Website www.familysupport.org
[DETAILS](#)

DOMESTIC CRISIS CENTER 
1234 North St

OR

THE CENTER FOR WOMEN AND FAMILIES
555 Main St
Doe City, NV 12345
Phone (678) 111-5432
Website www.centerwf.org


CONTACTS

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To view saved Service Providers, select the **CONTACTS** tab from the HOME Screen.

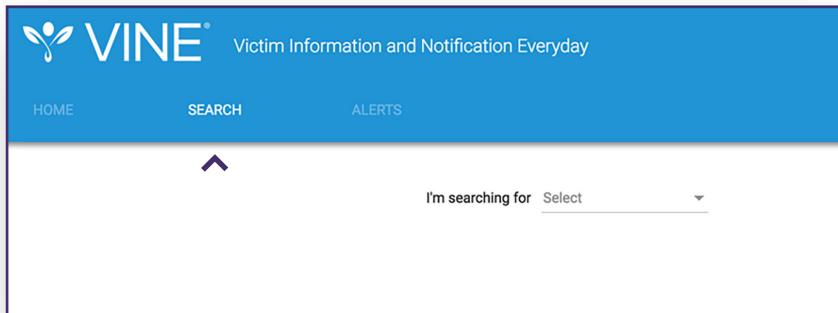
VINE Victim Information and Notification Everyday

HOME SEARCH REPORTS

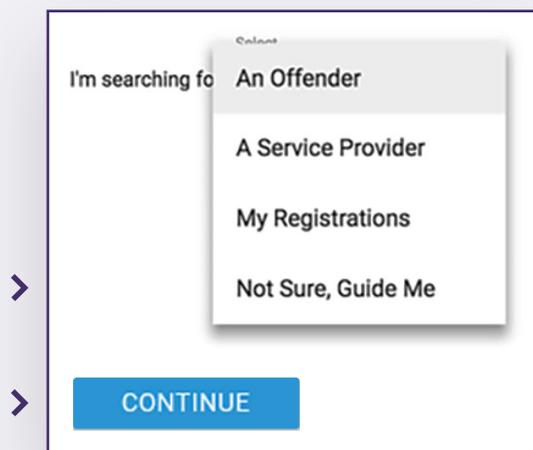
WATCH CONTACTS NEWS

THE CENTER FOR WOMEN AND FAMILIES 
555 Main St
Doe City, NV 12345
Phone (678) 111-5432
Website www.centerwf.org
[DETAILS](#)

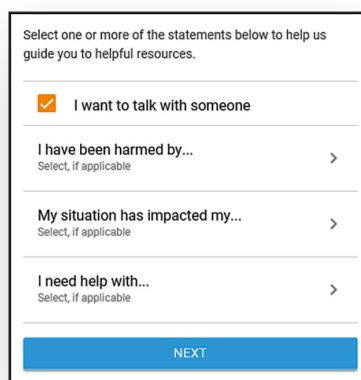
FAMILY SUPPORT SERVICES 
7890 Main St
Doe City, NV 12345
Phone (123) 321-6789
Website www.familysupport.org
[DETAILS](#)



1 Once a User has logged into www.vinelink.com, select **SEARCH** from the top menu.



2 Choose **Not Sure, Guide Me**. Click **CONTINUE** to respond to the **Guide Me** questions and select the applicable helpful resource statements.



3 If your response to the **Guide Me** question, "Do you feel safe right now?", is **YES**, complete the statements to guide you to helpful resources. Then click **NEXT**.

I have been harmed by...

Assault and Battery	<input type="checkbox"/>
Child Abuse	<input type="checkbox"/>
Domestic Abuse	<input checked="" type="checkbox"/>
Elder Abuse	<input type="checkbox"/>
Homicide	<input type="checkbox"/>
Human Trafficking	<input type="checkbox"/>
Sexual Assault	<input type="checkbox"/>
Stalking	<input checked="" type="checkbox"/>
Terrorism/Mass Violence	<input type="checkbox"/>

SAVE

CANCEL

Select one or more of the statements below to help us guide you to helpful resources.

I want to talk with someone

I have been harmed by...
Select, if applicable >

My situation has impacted my...
Select, if applicable >

I need help with...
Select, if applicable >

NEXT

Once you have made your selections, click **SAVE**, then **NEXT** to view the results for state and national Service Providers.

Do you feel safe right now?

YES

NO

Are you in immediate danger?

YES

NO

If you are in immediate danger, call 911

CALL 911

I DON'T WANT TO CALL 911

4 If your response to the **Guide Me** question, "Do you feel safe right now?", is **NO**, respond to the question "Are you in immediate danger?"

If your response is YES, there is a choice to call 911.

Are you in immediate danger?

YES

NO

Select one or more of the statements below to help us guide you to helpful resources.

I want to talk with someone

I have been harmed by...
Assault and Battery, Child Abuse >

My situation has impacted my...
Select, if applicable >

I need help with...
Select, if applicable >

NEXT

5 If your response to the **Guide Me** question, "Are you in immediate danger?", is **NO**, select the statements to guide you to helpful resources. Once you have made your selections, click **SAVE**, then **NEXT** to view the results for state and national Service Providers.

VINE Training & Support

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

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