

# AIR Supervisor Guide- Advanced Tasks



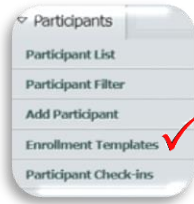
## Enrollment Templates

Supervisors can Add, Copy, Edit, or Delete any Enrollment Template in their jurisdiction. Enrollment templates are found under Supervisor Tabs/Enrollment Templates.

Use the setting icon on the right select Add Template. Name template and select required fields.

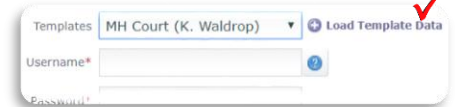
Supervisor defaults to logged in user if none chosen, but doesn't require creator to be a listed supervisor. Terms are not required, and the description can be edited.

Click Add Enrollment Template.



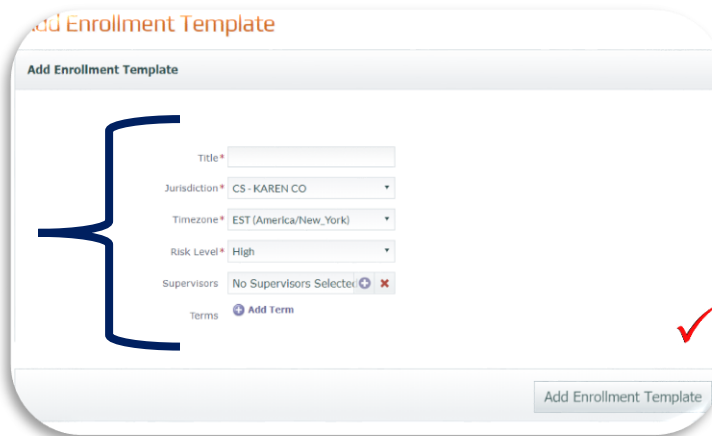
Once created, templates will be available for use on the enrollment Participant Tab.

Choose the template name from the dropdown list (template creator is also shown in parenthesis) and click Load Template. Saved fields populate (can still be edited during enrollment).



Saved Fields:

- Jurisdiction
- Time Zone
- Risk Level
- Supervisor
- Terms with edits



To Remove Term Click



Edit Term Description

Copy, Delete, or Edit Template with Quick Links on right

Filter templates by Jurisdiction or Created By using






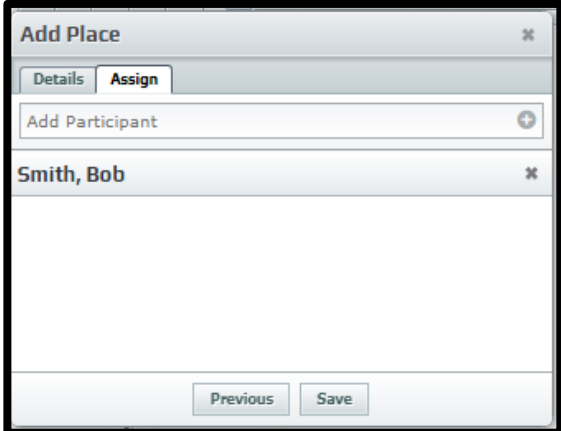
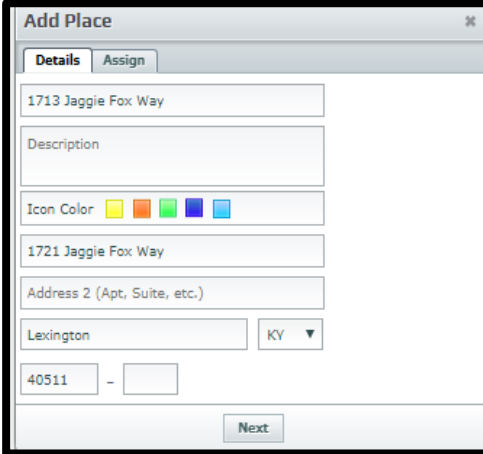
# AIR Supervisor Guide- Advanced Tasks



## Add a “Place”

A Place serves as a visual reminder while the user is reviewing tracking points. Places can mark anything relevant, such as an incident location or known disorderly residence, but not a location requiring a zone. **AIR DOES NOT NOTIFY ON PLACES.**

- Select 
- Name Place
- Enter Description
- Choose icon color
- Edit address if necessary
- Select 
- Assign Participant
- Select 

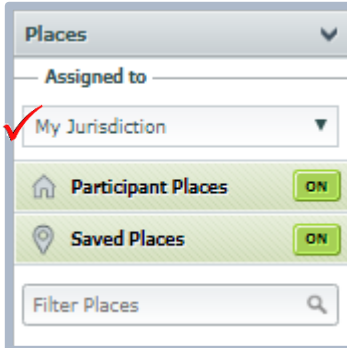


To locate Places already created:  
Go to **Map** and open the **Places Tab** (on the left of Map)  
Click in the **Filter Places** field

**DO NOT FORGET** the sort using “Assigned to”:

**Participants in Movement** – Places assigned to participants chosen in Movement Tab (to display on Map)

**My Jurisdiction** – Places currently assigned to participants



Once a participant is assigned to a Saved Place, it becomes a Participant Place.  
When the participant is removed, it reverts back to a Saved Place.

# AIR Supervisor Guide- Advanced Tasks



## Add Items in AIR

**Add Work Address** In Participant Tabs select Profile/Edit Profile/select +Address



**View Call Logs** Incoming, Missed, Outgoing calls made from AIR Phone; data can be filtered by type or date range. Can be viewed even when participant is un-enrolled

**View Device History** In Participant Tabs select Devices/Device History to view date/time of any assigned equipment to participant.

View device history thru previous participants in user's jurisdiction (Date Assigned/Unassigned and Duration):

In Supervisor's Tabs select Tools/Jurisdiction/Devices/View Inventory/click on Device ID number/Status Tab

# AIR Supervisor Guide- Advanced Tasks



## Reports

Reports are located under Supervisor Tab/Tools/Reports

There are four tabs: **Participants, Supervisors, Accounting, Other**

There are four folders under the **Participants Tab: Events, General Reports, Monitoring, Program Metrics**

### Under Participant Tab/Events Folder

Events and Timelines

Responses

Violation and Events

### Under Participant Tab/General Folder

All Notes

All Participants

Date of Release

Enrollment Date

Participant Contact Report

Participant Status

Participant by Terms

Participants by Zone

Program Summary

### Under Participant Tab/Monitoring Folder

Battery Levels Report

Check-ins

Crime Scene Correlation

Device Check-ins

Device Status Changes Report

Text Message

Total Events Report

### Under Participant Tab/Program Metrics Folder

Unemployment by Jurisdiction

### Under Supervisors Tab

Supervisor Logins

User Actions

### Under Accounting Tab

Devices Inventory

### Under Other

AIR Mail Usage

Call Center Metrics

Participant verification Photo Usage

Video Chat Usage



All reports require choosing “**Search Criteria**” and offer “**Sort by**” options for presentation of the information.

All reports require a **Date/Time** range option. Data can be exported into multiple formats including Excel, which allows the user to create graphs and charts (right side of report).

*\*Don't forget the Participant Filter, Completed Queue, and other links throughout AIR that are also valuable options for viewing participant data.*

# AIR Supervisor Guide- Advanced Tasks



## List of Reports

**Events and Timelines** – View monitored participant events, including date/time, actions taken, notifications, and added notes. (This is individual participant data. Lifespan of an event)

**Criteria:** Jurisdiction, Supervisor, Event Types, Events, Participants, Device Types

**Sort by:** Participant Name, Event Start Date, Event MC Date, Event End Date, Event Name, Event Type

**Responses** – View subscription notifications within a given timeframe.

**Criteria:** Jurisdiction, Supervisor, Event Types, Participants, Events

**Sort by:** Participant Name, Event Start Date, Event Name, Event Type, Jurisdiction

**Violation and Events** – View a list of all events including violation notes. (Compliance snapshot)

**Criteria:** Jurisdiction, Risk Level, Event Types, Events

**Sort by:** Participant Name, Jurisdiction, Risk Level, Event Start, Event Name

**All Notes** – View notes associated with a participant.

**Criteria:** Jurisdiction, Supervisor, Participants **Sort by:** Entered By, Entered At, Note Type

**All Participants** - View participants based on service and service status.

**Criteria:** Service, Service Status

**Sort by:** Participant Name, Jurisdiction, Enrollment Date, Date of Release, Device Type, AIR Service Status

**Date of Release** – View participants by their release date.

**Criteria:** Jurisdiction, Supervisor, Risk Levels

**Sort by:** Participant Name, Jurisdiction, Risk Level, Date of Release, Enrollment Date

**Enrollment Date** – View effective program dates for a participant’s stay on AIR.

**Criteria:** Jurisdiction, Supervisor, Risk Levels

**Sort by:** Participant Name, Enrollment Date, Date of Release, Jurisdiction, Risk Level

**Participant Contact Report** – Provides a listing of participant contact information.

**Criteria:** Jurisdiction, Supervisor **Sort by:** Participant Name, Jurisdiction

**Participant Status** – View a list of participants, their service, service status, device and effective dates.

**Criteria:** Jurisdiction, Services, Service Status, Device Types

**Sort by:** Participant Name, Enrollment Date, Date of Release, Device Type, Jurisdiction

**Participant By Terms** - View participants and their assigned terms.

**Criteria:** Jurisdiction, Terms **Sort by:** Participant Name, Jurisdiction, Enrollment Date, Date of Release

**Participants by Zones** – View participants and their assigned zones.

**Criteria:** Jurisdiction, Risk Level, Terms

**Sort by:** Participant Name, Enrollment Date, Date of Release, Jurisdiction, Risk Level

# AIR Supervisor Guide- Advanced Tasks



## List of Reports Continued

**Program Summary** – View a summary of participant data including contact information and assigned devices.

**Criteria:** Jurisdiction, Supervisor, Participants, Device Types

**Sort by:** Participant Name, Jurisdiction, Enrollment Date, Date of Release

**Battery Levels Report** - Reports battery levels for a participant over time along with on/off changer events.

**Check-ins** – List the most recent participant device check-in date and times with corresponding locations.

**Crime Scene Correlation** – Find participants in the vicinity of a set of latitude/longitude coordinates.

**Device Check-ins** – View a list of check-ins for participant devices.

**Criteria:** Jurisdiction, Supervisor, Participant, Device Types **Sort by:** Check-in Time, Participant, Jurisdiction, Device Type

**Device Status Changes Report** - View participant devices and status changes captured for GPS, power, data mode, charge state, and airplane mode.

**Text Messages** - View a list of text messages sent and received by participants (*subpoena required*)

**Total Events Report** – View the total number of events per jurisdiction, by date range.

Sort by Participant, event, or risk level.

**Devices Inventory** - View current inventory levels for jurisdictions. Under Accounting Tab.

**Criteria:** Jurisdiction, Device Types **Sort by:** Device Hardware ID, Device Type, Status

**AIR Mail Usage**- View number of AIR Mails sent/received by participant or user

**Participant verification Photo Usage**- View all photo requests by participant or user (those not cancelled)

**Video Chat Usage**- View # of and length of active video chats by user

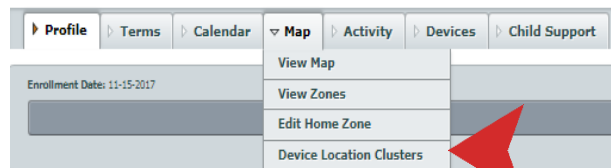
# AIR Supervisor Guide- Advanced Tasks



## Device Location Clusters

**Device Location Clusters** tracks the clustering, or grouping, of points when a participant is at a location for a specified duration of time.

It is located under the **Participant Tabs/Map/Device Clusters**.



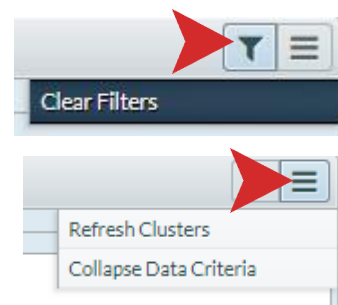
**Device Location Clusters**

Data Criteria

Participant: Select Participant Device: Select Device Date Range: 02-07-2019 07:18 PM ET to 02-14-2019 07:18 PM ET Min Minutes: 10 Max Distance (Meters): 40 Min Accuracy (Meters): 30 Max Gap for Merge (Seconds): 60

Load

The user enters the data criteria for their search and clicks **Load**:  
**Device** should list all active phones in the jurisdiction by enrollment period,  
**Date Range** includes timeframe,  
**Min minutes** at any location  
**Max Distance** between GPS points  
**Min Accuracy** for the GPS point, and  
**Max Gap** for the amount of time between points to consider a cluster



The search will return a visual representation of the cluster(s) with map features available, as well **a list containing each cluster** with the “Get Address” link option.  
AIR will auto-zoom the Map to any address selected.

Map Satellite

Data Criteria

Participant: Webinar, February Device: AIR Participant Phone (990002462781236) Date Range: 02-04-2019 11:20 PM ET to 02-11-2019 11:20 PM ET Min Minutes: 10 Max Distance (Meters): 40 Min Accuracy (Meters): 30 Max Gap for Merge (Seconds): 60

Load

20 per page | 3 clusters

Address	Started	Ended
[Redacted]	02-04-2019 11:22 PM EST	02-10-2019 05:04 PM EST
1761 Enzo Bridge Pkwy, Bogart, GA, 30622	02-10-2019 05:18 PM EST	02-10-2019 05:26 PM EST
Get Address	02-10-2019 05:42 PM EST	02-11-2019 11:17 PM EST