

Mobile 2.0 Instructions

Welcome to OffenderWatch® Mobile 2.0. The application has been redesigned to better meet the needs of officers in the field. We would like to thank all of those officers that volunteered to test the application and gave us their ideas for improvements.

Getting Started: To connect to the mobile app, enter <https://wm.watchsystems.com/mobile> into your browser.

To save the location as a icon on your phone:

For iPhones:

1. Launch your browser.
2. Enter the URL you want to pin to your home screen.
3. Tap the "GO TO" Icon, then select "Add to Home Screen."
4. The short cut to the website will now appear as an icon on your home screen.

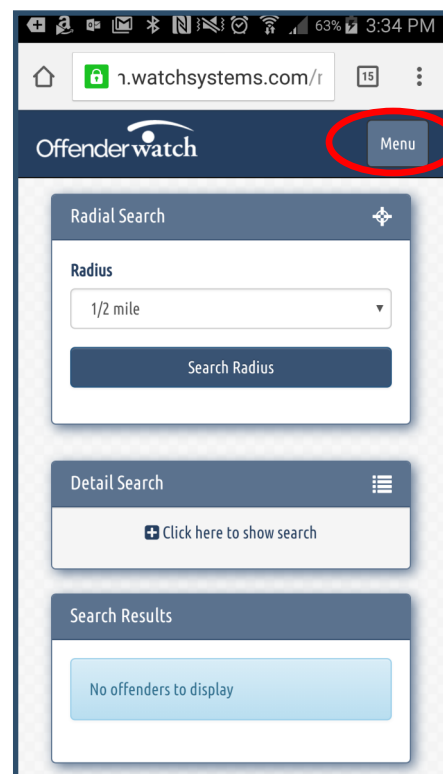
For Androids:

1. Launch your browser.
2. Enter the URL you want to pin to your home screen.
3. Tap the menu button (the three dots on the top right hand of the screen) and select "Add to Home Screen."
4. The short cut to the website will now appear as an icon on your home screen.

We recommend you use "Google Chrome" as your browser.

Mobile Layout:

When you log into OW Mobile, the search screen will be displayed. From the Menu button on the top right corner of the screen you can access the other available features.



OffenderWatch® Mobile contains the following functionality:

- **Search**— Allows the user to do a radial search from their current location, or a search based on offender information. This functionality also contains the ability to map offender results, and get driving directions to an offender's address.
- **My Queue**— Allows the user to keep a running queue of offenders to verify. The user may add offenders to "My Queue" from the search results.
- **Updating Offender Records**— Allows the officer to update the offender's record while out in the field. Data fields available to the user are dependent on the user's OffenderWatch® user security level. Fields that can be updated include: Photos, Home Addresses, Phone Numbers, Verifications, Work/School/Volunteer addresses, and Investigative Notes.
- **Mapping**— Allows the user to map search results, or offenders on the user's "My Queue" list.
- **The Dashboard**— Currently displays the graph of verifications performed over the last 6 months. More on the OW Mobile dashboard coming soon.
- **Help**— User guide outlining the following functions: Setup Queue, Upload Photos, Change Probation, Search for Offenders.

Search Functionality in OffenderWatch® Mobile:

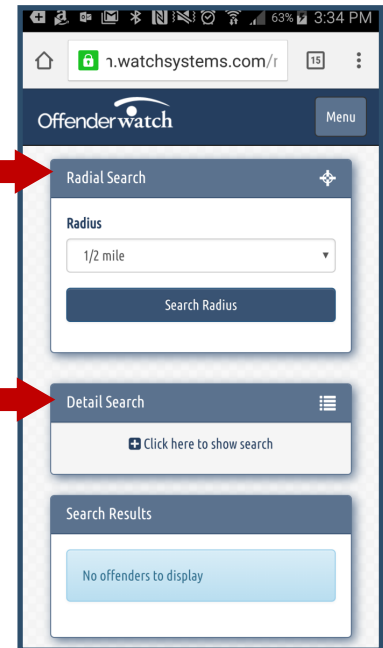
Radial Search Instructions:

****Note**** The radial search is based on your physical location. If your GPS location is not active on your phone, you will be prompted to activate it.

1. From the pull-down menu in the radial search panel, select the search distance.
2. Click the blue "Search Radius" button.
3. The page will refresh with your search results at the bottom of the page.

Detail Search Instructions:

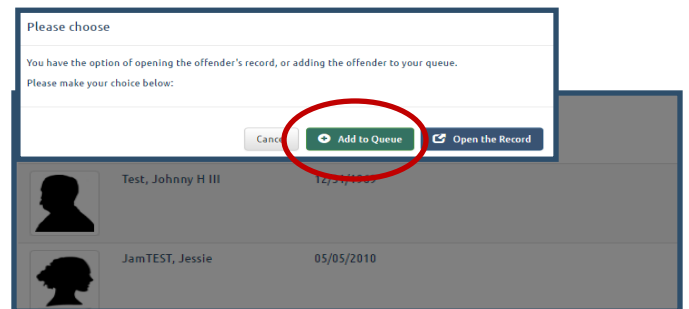
1. From the Detail Search Panel, select the "Click here to show search" button
2. Fill in the detail information you would like to search on. ****Note**** If no details are entered the search will return all of the offenders in your database.
3. Click the blue "Search Details" button
4. The page will refresh with your search results at the bottom of the page.



Managing Offender's In Your Que

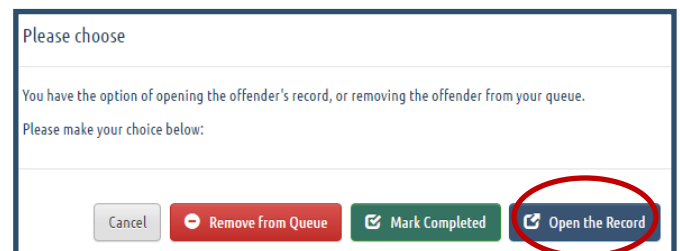
Adding Offenders to Your Queue

1. From your search results, click on the offender you would like to add to your queue.
2. A pop-up menu will appear, select the green "Add to Queue" Button
3. Repeat the steps for each offender you would like to add to your queue



Opening your Queue

1. From the Menu button, on the top right-hand side of your screen, select the "My Queue" option. This will open your queue and allow you to access the records you have placed there.
2. To open a record, click on the record and select open record



Mapping the offender's in "My Que"

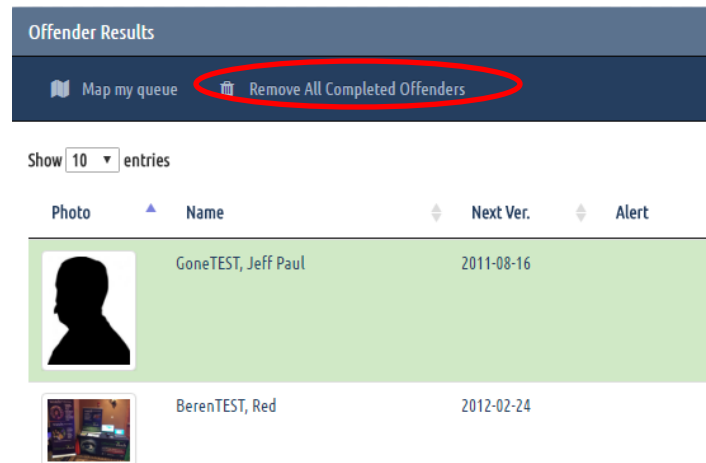
1. On the upper left corner of your "My Queue" results, click on the "Map my Queue" results. This will pull up all of your queued offenders up in a map.



Managing Offender's In Your Queue—continued

To Manage Records from you Queue

1. To remove a record from your queue, click on the offender record and mark it removed.
2. To mark a record complete., click on the offender record and mark it complete. This will change the record background from white to green., but keep it on your queue list.
3. Mass deleting completed records. From your "My Que" List you may select "Remove All Completed Offenders".



Updating Offender Records

Fields available to the user are dependent on the user's OffenderWatch security level.

New Photo—Allows the user to take update an offender's primary photo, non-primary offender photo or upload a photo to the investigative notes. Click on "New Photo"

iPhone/iPad options:

- Take Photo or Video (best practice)
- Photo Library— Uses picture stored on your device
- iCloud Drive—Uses photo stored in the cloud

Android options:

- Take Photo or Video (best practice)
- Camcorder—Takes video which will not be accepted by the mobile application
- Documents— Uses picture stored

Se-

lect Photo type from drop down box, then click on "Upload Photo" to save the record.

Addresses—Allows the user to upload a home, other, temporary, mailing or secondary address. Click on "Update", select Address type and enter the rest of the information. Make sure to fill out all fields marked required. You may also select if this is a current or primary address. Click "Submit" to save the record.

Verification Cycles— Allows the user to update an offender's verification cycle. Click on "Update", then select the appropriate verification type, status, and address being verified. The user may add comments in the comment field before clicking "Update Verification" to save the record.

Probation Officer— Allows the user to select from a list dropdown list of probation officers.

Updating Offender Records—continued.

Investigative Notes– Click on the Investigative Notes bar to expand the box, then click on “Update” . An update form will open up, type in your investigative note and click “Add Investigative Note” to save to the offender’s record.

Phone Numbers– Click on “Update” to add a phone number. Make sure to fill out all fields marked required. Once finished click on “Add Phone Number” to save the record.

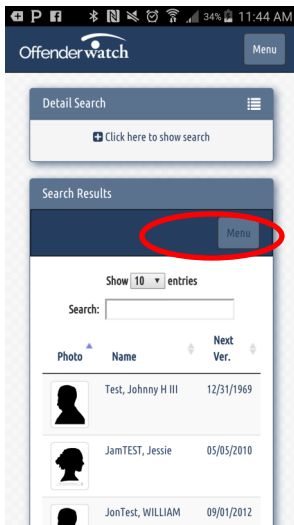
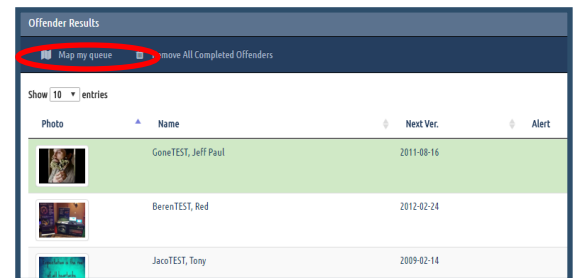
Vehicles– Click on “Update” to add a vehicle. Make sure to fill out all fields marked required. Once finished, click on “Add Vehicle” to save the record.

Workplaces– Click on “Add Workplace “ to add a Work/School/Volunteer address. Make sure to fill out all fields marked required. Once finished, click on “Add Workplace” to save the record.

Mapping

Mapping is available from My Queue or the Search Feature

- My Queue List , click on “Map my queue” from the top left-hand corner of the list.



- Search Feature ,click on “Menu” another tab will open up and click on “Interactive Map” to map your search results.

- Once in the Map, clicking on the offender’s marker will open a window to view the offender’s picture, name, address and risk level. Click on “Directions” to get turn by turn directions to the address.

