



Satellite Tracking of People LLC

*Tracking Success™*

# Active BluTag & VeriTracks 11

<https://v11.veritracks.com>

For 24/7 assistance, contact the STOP® Solutions Center  
1-866-703-STOP (7867) | [techsupport@stopllc.com](mailto:techsupport@stopllc.com)

### **BluTag®**

BluTag complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

#### RF Exposure (SAR) Statement for BluTag (S5E0114BLUT07).

This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment. It was tested as an ankle worn device in accordance with the required FCC RF Exposure procedures. The maximum SAR value reported is 3.080 W/Kg for BluTag (S5E0114BLUT07)

WARNING – Changes or modifications to these units not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

### **BluBox™ & BluHome™**

BluBox and BluHome comply with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

#### RF Exposure Statement for BluBox™ (FCC ID S5EAA90548) and BluHome™ (FCC ID S5EBH0107A)

This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment. The antenna(s) used for this transmitter must be installed to provide a separation distance of at least 20 cm from all persons and must not be co-located or operating in conjunction with any other antenna or transmitter.

WARNING – Changes or modifications to these units not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

### **Battery Safety**

The BluTag Device contains a non-removable lithium-Ion battery. Do not attempt to remove the battery. Do not dispose of The BluTag or the lithium-Ion battery in a fire. The lithium-Ion battery might present a fire or chemical burn hazard if mistreated. Do not disassemble, crush, or puncture the lithium-Ion battery or the BluTag Device. Do not heat the battery or BluTag Device above 140°F (60°C).

Please return the Device to Satellite Tracking of People LLC, 1212 North Post Oak Road, Suite 100, Houston, Texas 77055 for disposal otherwise only dispose of the battery or BluTag device in accordance with the laws and regulations in your area governing disposal of this type of battery.

### **Canadian Compliance (Industry Canada) for BluTag**

IC: 9086A-BluT07, MODEL NUMBER: BluTag

This Class B digital apparatus complies with Canadian ICES-003

The BluTag Device has been designed to comply with applicable safety requirements for exposure to radio waves. The radio wave exposure guidelines employ a unit of measurement known as the Specific Absorption Rate, or SAR. Tests for SAR are conducted according to RSS-102 with the BluTag device transmitting at its highest certified power level in all used frequency bands. The highest SAR value for the BluTag when tested was 3.080W/Kg . The BluTag device is designed to be ankle worn. Please follow the instructions included in the user guide for installation around the ankle.

This device complies with Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

### **Conformité du Canada (Industrie Canada) pour BluTag**

IC: 9086A-BluT07, NUMÉRO DU MODÈLE: BluTag

Le présent appareil numérique de Classe B est conforme à la norme canadienne ICES-003.

L'appareil BluTag a été conçu pour être conforme aux normes de sécurité applicables concernant l'exposition aux ondes radioélectriques. Les directives d'exposition aux ondes radioélectriques utilisent l'unité de mesure connue sous le nom de Taux d'absorption spécifique ou TAS. Des tests de TAS ont été exécutés conformément à la norme RSS-102 avec l'appareil BluTag émettant à son niveau de puissance certifié le plus élevé dans toutes les bandes de fréquences utilisées. La valeur de TAS la plus élevée pour BluTag pendant le test était de 3.080 W/kg . L'appareil BluTag a été conçu pour être porté à la cheville. Veuillez respecter les instructions relatives à l'installation de l'appareil à la cheville stipulées dans le guide de l'utilisateur.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

### **SÉCURITÉ DES PILES**

Les appareils BluTag contiennent une pile au lithium-ion non amovible. Ne pas tenter de retirer la pile. Ne pas jeter BluTag ou la pile au lithium-ion dans un feu. La pile au lithium-ion présente un risque d'incendie ou de brûlure chimique en cas de mauvais traitement. Ne pas désassembler, écraser ni percer la pile au lithium-ion ou l'appareil BluTag. Ne pas chauffer la pile ou l'appareil BluTag à des températures supérieures à 60 °C (140 °F).

Veuillez renvoyer l'appareil à Satellite Tracking of People LLC, 1212 North Post Oak Road, Suite 100, Houston, Texas 77055 U.S.A. pour élimination ou si vous voulez vous charger vous-même de l'élimination de la pile ou de l'appareil BluTag, veuillez vous conformer aux lois et à la réglementation de votre région régissant la mise au rebut de ce type de pile.

## Table of Contents

**Overview** 5 - 18

**Enrollment** 19 - 22

**Zones** 23 - 30

**Schedules** 31 - 41

**Installation** 42 - 49

**Supervision** 50 - 72

**Notifications** 73 - 79

**Unassignment** 80 - 82

# Overview

- **BluTag Basics**
- **Battery Life**
- **Charging**
- **BluTag Specifications**
- **How GPS Works**
- **How BluTag Uses GPS**
- **Track Types**
- **How BluTag Uses Cellular Communication**
- **VeriTracks Tracking Software**
- **Tile Totals**
- **The Update Available Bar**
- **Using the Find & Search Menus**

## BluTag Basics

- Lightweight (6oz), **one-piece** device
- Attempts GPS once **every minute**
- Calls **every 10 minutes** or less using
- Recharges in only **one hour** per day
  - Or, 30 minutes **twice daily**



## Battery Life

- **40-60 hour** battery capacity
- Multi-level battery alerts to enrollee and agent
  - **Low** – Approx. **10 hours** left
    - Vibrates **twice every 10 minutes** until charged or completely dead
  - **Critical** – Approx. **4 hours** left
    - Agent is alerted
  - **Dead** – Approx. **20-30 min** left
    - Agent is alerted
- **24-month+** battery life expectancy



## Charging

- **LED Charging Indicator**
  - *Amber = Charging*
  - *Green = Full*
  - *Off = Idle*
  
- **Portable charging cradle (included)**
  
- **Optional charging accessories (additional fees may apply):**
  - *10-Unit Multicharger (for in-office preparation)*
  - *Mobile Cradle (battery-powered charger)*
  - *Automobile Charger*





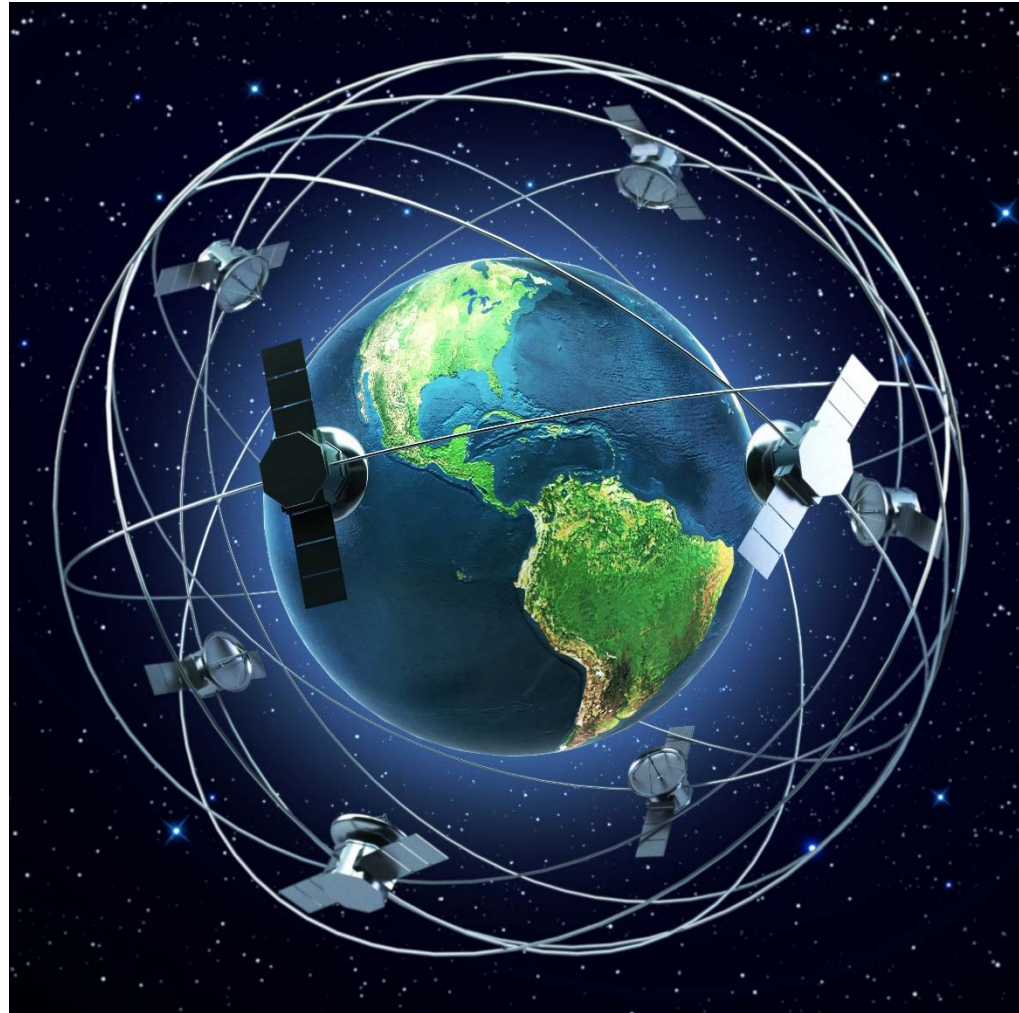
## BluTag Specifications

- Tamper-resistant, **fiber optic strap**
- Status/Call **Push Button**
- **Waterproof** to 50 feet
- Memory capacity of **6+ days**
- GPS Interference Detection
  - *Shielding Possible*
  - *Jamming Possible*



## How GPS Works

- GPS (Global Positioning System) is a constellation of **satellites** that orbit the Earth.
- Reception and accuracy are best when **moving** and there is an **open** and **unobstructed** view of the sky.
- GPS tracking is possible when at least **3 satellites** can be heard.



## Preparing BluTag for GPS

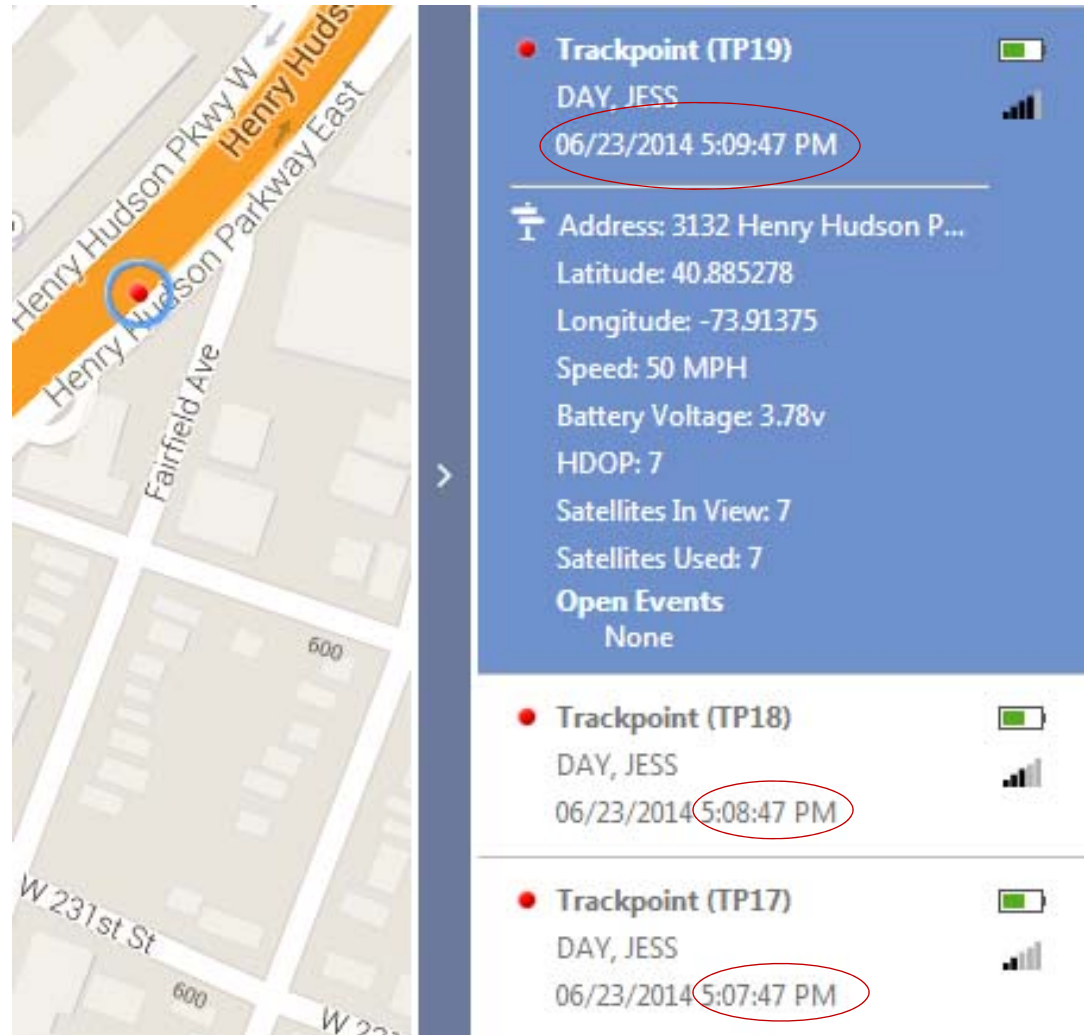
- ✓ Begin charging BluTag at least **4 hours prior to the install.**
- ✓ **Charge** BluTag in an area where it can also acquire GPS.
  - *If GPS is not available, acquire GPS elsewhere for at least **45 minutes.***
  - *Though GPS might be present within the first few minutes of exposure - for optimal performance, allow BluTag time to update its almanac prior to use.*

### **Important:**

- *Do not leave BluTags charging for more than two weeks.*
- *Avoid charging in the heat of direct sunlight.*






## How BluTag Uses GPS

- BluTag attempts to acquire GPS **once every minute.**



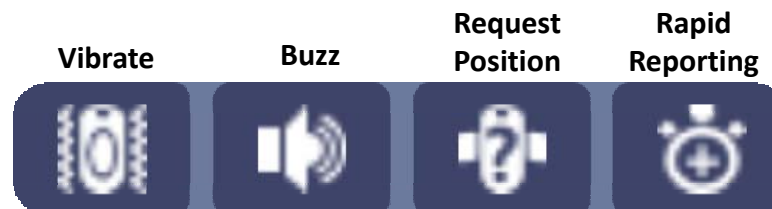
## Track Types

Five types of tracks may be displayed that indicate BluTag's approximate location.

Type	Description	Example
<b>Trackpoint</b>	A successful attempt to track BluTag's location at a particular minute. Attempts are made <b>once each minute</b> .	
<b>Visit</b>	<b>Five or more consecutive minutes of tracks</b> , no greater than <b>300 feet</b> and 2 minutes apart.	
<b>Visit Point</b>	A track within a Visit.	
<b>Cell Tower</b>	When GPS reception is unavailable for one or more minutes, a successful approximation of a responding cell tower's location may be displayed.	
<b>Cell Track</b>	When 5 or more minutes of Cell Tower Tracking has occurred, an approximation of BluTag's direction in reference to the Cell Tower may appear.	

## How BluTag Uses Cellular Communication

- Nationwide cellular coverage
- BluTag waits **only 10 minutes** between calls
- However, any of the following will produce an immediate call:
  - **Request Position (below)**: Requests an immediate call/upload
  - **Rapid Reporting (below)**: Makes calls occur every **2 minutes for 1 hour**.
  - **Push Button**: Pressing BluTag's button until it beeps forces it to call
  - **All other events/violations**, i.e. charging, zone violations, strap tampers, etc.
- Online requests can command BluTag to **buzz (beep)** or **vibrate**



The screenshot displays the VeriTracks software interface. At the top, there are four summary cards: 'Enrollees' with a count of 9, 'Events' with 'My Supervised Agencies 47' and 'My Caseload 0', 'Zones' with 'My Zones 31' and 'My Agency Zones 1381', and 'Reports' with a count of 0. Below these is a search bar for 'find enrollees' and a toolbar with options like 'view schedule...', 'view events...', 'new note...', and 'View GPS Only'. A pagination bar shows 'Page 1 of 1.9 items found.' and navigation arrows. The main data table has the following columns: Last Loc..., Enrollee, ID 1, Risk, BLUtag #, BT Call Date, Last GPS Date, Batt, BVolt, Bstp, Lbatt, All IZ, All EZ, and Other.

Last Loc...	Enrollee	ID 1	Risk	BLUtag #	BT Call Date	Last GPS Date	Batt	BVolt	Bstp	Lbatt	All IZ	All EZ	Other
	BLUTEST2, MARINO	8136601	Level One	15-500372	03/07/2014 01:30:53 PM	03/06/2014 08:57:19 PM		4.07					
	GRANT, URSULA	465464654	Level One	12-530687	03/07/2014 03:23:28 PM	03/07/2014 03:23:39 PM		4.12					
	JONES, JIMMY	4646456	Level One										

## VeriTracks Tracking Software

- Universal software for all hardware
- Web-based application (nothing to install)
- Phone & Tablet-friendly
- Google maps
- Multi-shape, private, global, and hidden zone options
- Crime Scene Correlation

## Tile Totals



Tile totals reflect the following:

**Enrollee** Number of assigned enrollees for the selected agency

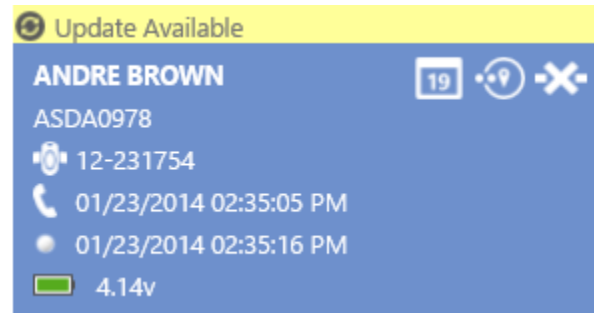
**Events** Number of open events

**Zones** Number of existing zones (assigned & unassigned)

**Reports** Number of processed reports



## The Update Available Bar



The **Update Available** bar displays above enrollee cards when an update is available for an enrollee listed on the current page of cards.

Clicking the bar is **optional**, as updated enrollee data will display upon navigating between tabs and tiles.

Do **not** click the **Update Available** bar while viewing unsaved data. By doing so, unsaved data will be lost.

## Using the Find & Search Menus

*Each Tile has its own Find / Search menu. Each is designed to display results that are based on default search criteria or that chosen by the agent.*

**Find / Search** menus remember their settings from session to session. Therefore, to return to the default criteria:

1. Click the **Find** or **Search** menu.
2. Click the **Clear** button to reset the criteria to its defaults.
3. Click **Find**.

The screenshot shows the 'Enrollee Search' menu with various search criteria. The menu is titled 'Enrollee Search' with a search icon and a dropdown arrow. The criteria listed are:

- Name
- Primary Id
- Secondary Id
- Agent
- Risk Level (All)
- Organization (All)
- My Caseload (Yes)
- Open Events (Both)
- Assigned (Yes)
- Device Type (All)
- Weight
- Height (0, 0)
- Gender (All)
- Race (All)
- Hair Color (All)
- Eye Color (All)
- Marks and Tattoos
- Vehicle Year
- Vehicle Plate Number
- Vehicle Color
- Vehicle Make (All)
- Vehicle Model

At the bottom of the menu, there are three buttons: 'reset' (circled 2), 'find' (circled 3), and a search icon (circled 1).

# Enrollment

- **Creating an Enrollee Profile**
- **Adding Enrollee Addresses**

## Creating an Enrollee Profile

1. Click the **Enrollees** tile.
2. Click **Add**.
3. Fill in the required fields: **Primary ID**, **First Name**, and **Last Name**.
4. Confirm or change the **Organization**, **Agent**, and **Risk Level**.
5. Click **Save**.

The screenshot shows a web application window titled "Profile" with a "Map" tab. The window has a "save" button (circled with a '5') and a "cancel" button. The form is divided into several sections:

- Details:**
  - Primary Id: 098098-8o09uo (circled with a '3')
  - Secondary Id: (empty)
  - First Name: COOLIE (circled with a '3')
  - Last Name: JOHNSTON (circled with a '3')
  - Organization: Morris Training Agency (circled with a '4')
  - Agent: MORR-TIME, 1 (circled with a '4')
  - Risk Level: Level One (circled with a '4')
  - Supervision Type: Not assigned
  - Enrollment Start: (empty)
  - Enrollment End: (empty)
  - Jurisdiction: (empty)
  - Time Zone: Eastern
- Description:**
  - Birthdate: (empty)
  - Gender: Please select
  - Race: Please select
  - Hair: Please select
  - Eye: Please select
  - Height: 0' 0"
  - Weight: (empty)
  - Marks & Tattoos: (empty)
  - Daily Rate: 0 (checked)
  - Vehicle Year: (empty)
  - Vehicle Make: Unknown
  - Vehicle Model: (empty)
  - License Plate #: (empty)
  - Primary Offense: Please select
  - Sex Offender:  Is Sex Offender
- Classifications:**
  - Public Interest
  - High Notoriety
  - Sex Offender
  - Second Striker
  - High Control
- Categories:**
  - Kidnapping committed with intent to violate sections 261, 286, 288, 288a, or 289.
  - Kidnapping, victim under 14 with the intent to violate any 288 sections.
  - (Prior Code): Kidnapping victim under 14 with the intent to violate sections 261, 286, 288, 288a, or 289..
  - Kidnapping for ransom committed with intent to violate sections 261, 286, 288, 288a, or 289.
  - Kidnapping for ransom committed with intent to violate sections 261, 286, 288, 288a, or 289.

A "No Photo" placeholder with an "edit" button is visible on the right side of the form.

## Adding Enrollee Addresses

1. Under the profile, click **Addresses**.
2. Click **Add**.
3. In the **Type** list, choose **Home**, **Work** or **Other**.
4. Enter a **Title** for the address (e.g. *Home*, *Work*, etc.).
5. Fill in the **Street 1** box.
6. Type the **City**, **State**, and **Zip Code**.

The screenshot shows the 'Add Address' form with the following fields and values:

- Details:** Type: HOME (3), Title: Home (4)
- Address:** Street 1: 100 Hampton Drive (5), City: Garner (6), State: NC, Zipcode: 27529, Country: United States
- Additional Information:** Phone: 919-555-1212, Alt Phone: 919-444-3434

The form also includes a search bar, a map of the location, and buttons for 'save', 'cancel', and 'add'. A navigation bar at the top has 'Events', 'Case Notes', and 'Addresses' tabs, with 'Addresses' selected. Below the navigation bar is a dark blue bar with 'add', a plus icon, and a circled '2'.

## Adding Enrollee Addresses (continued)

7. Click the **Geocode** button to view the approximate address.
8. To adjust the address placement, drag its icon.
9. Click **Save**.

The screenshot shows the 'Add Address' form with the following details:

- Details:** Type: HOME; Title: Home (with a circled '7' next to the Geocode button); Street 1: 100 Hampton Drive; City: Garner; State: NC; Zipcode: 27529; Country: United States.
- Additional Information:** Phone: 919-555-1212; Alt Phone: 919-444-3434.

The map shows the location of 100 Hampton Drive in Garner, NC. A house icon is placed on the map, and a circled '9' is next to the 'save' button at the bottom.



# Zones

- **Inclusion Zones**
- **Exclusion Zones**
- **Zone Categories**
- **Creating a Zone from the Addresses tab**
- **Editing an Auto-Generated Zone from the Addresses tab**
- **Using the Zones Tile**
- **Editing Zones via the Zones Tile**

## Inclusion Zones

An **inclusion** zone is requires an enrollee to be present during scheduled times. Inclusion hours are the time of the day in which the enrollee must remain **within** the zone.



**Add New Schedule**

**Details**

Description:

Schedule Type:

**Recurrence**

All day

Day of Week

All Week

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

**Zone Category**

**Schedule Target**

Zone:

64545Y425Y42 - HOME - ROSEVILLE

64545Y425Y42 - HOME - ROSEVILLE

Inclusion Zone

save



## Exclusion Zones

An **exclusion** zone is placed where an enrollee must stay away. Exclusion hours are the time of the day in which the enrollee is to remain **outside** the zone – typically 24/7.

A screenshot of the 'Add New Schedule' form. The form is titled 'Add New Schedule' and contains the following fields and options:

- Details:** Description: Exclusion (with a close button 'x'); Schedule Type: Reoccurring (dropdown).
- Schedule Target:** Zone (dropdown); 64545Y425Y42 - Grandparents - ROS (text); 64545Y425Y42 - Grandparents - ROSEVILLE - Exclusion Zone (highlighted blue button).
- Recurrence:** Day of Week: All day (checked), All Week (checked), Sunday (checked), Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), Saturday (checked).
- Start Time:** 12:00 AM (dropdown).
- End Time:** 11:59 PM (dropdown).
- Zone Category:** Active (dropdown).

At the bottom of the form are buttons for 'save', 'cancel', and a close button.

## Zone Categories

### Active

An active zone is programmed in the tag's on-board memory. The tag will sense when it is in violation and immediately notify VeriTracks® (and the agent, if subscribed). Its immediate notification will read:

**+IZ** (inclusion) or **+EZ** (exclusion)

### 911

A 911 zone is programmed in the tag's on-board memory. The tag will sense when it is in violation and immediately notify VeriTracks (and the agent, if subscribed). Its immediate notification will read:

**+I911** (inclusion) or **+E911** (exclusion)

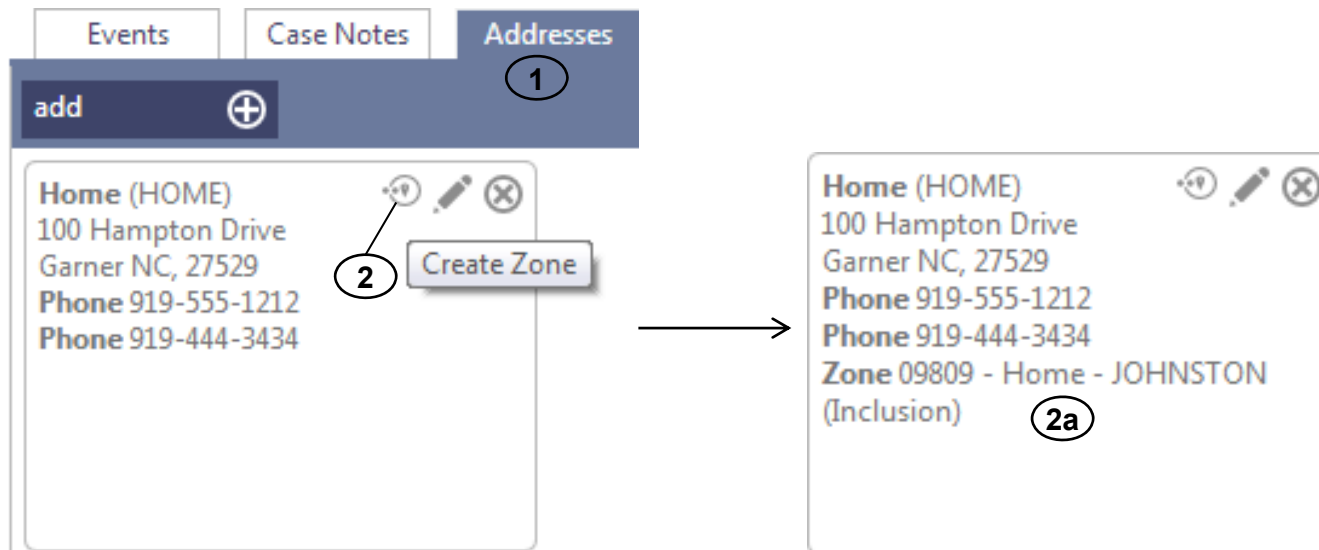
### Silent

VeriTracks® will notice the violation upon the tag's regularly scheduled call (then notify the Agent, if subscribed). Its immediate notification will read:

**+IZS** (inclusion) or **+EZS** (exclusion)

## Creating a Zone from the Addresses tab

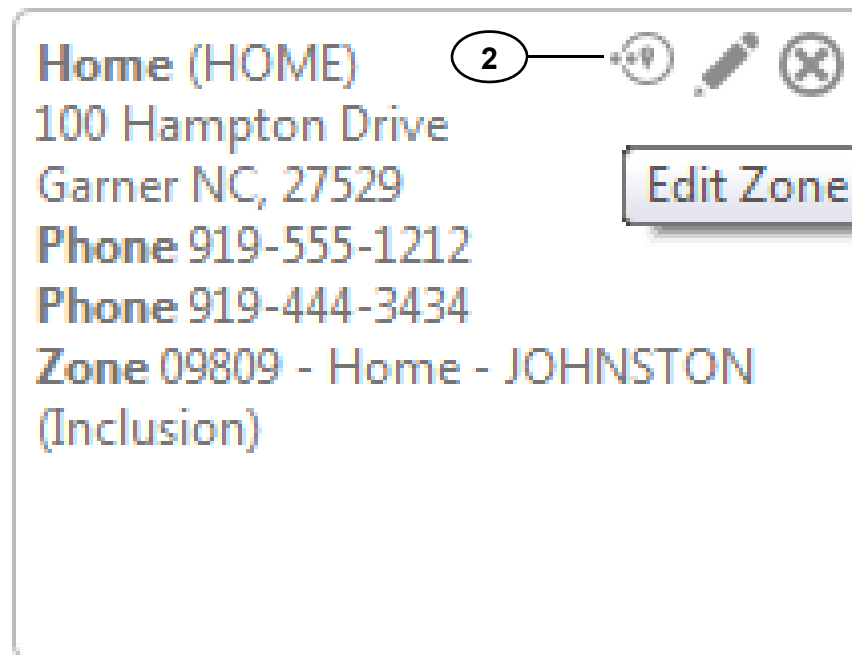
1. Below the completed profile, click the **Addresses** tab.
2. Click the **Create Zone** icon for the preferred address.
  - 2a. An auto-generated **Inclusion Zone** will be created with a name consisting of the enrollee's **Primary ID, Address Title, and Last Name**.
  - 2b. Its radius will be **150 feet** (recommended inclusion zone minimum).



## Editing an Auto-Generated Zone from the Addresses tab

1. To edit an auto-zone, click the **Addresses** tab.
2. Click the **Edit Zone** icon for the preferred address.

*You will be taken to the **Zones** tile.*

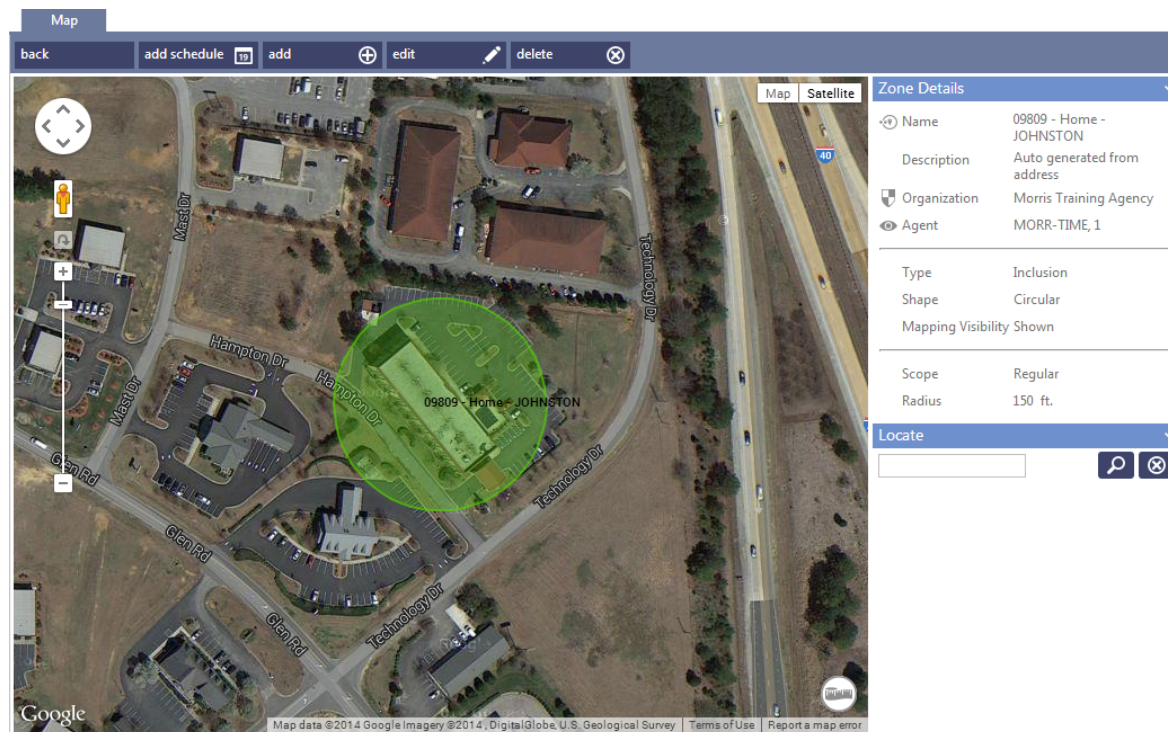


The screenshot shows a card for an address. The text on the card is: **Home (HOME)**, 100 Hampton Drive, Garner NC, 27529, **Phone** 919-555-1212, **Phone** 919-444-3434, **Zone** 09809 - Home - JOHNSTON (Inclusion). In the top right corner of the card, there are three icons: a circle with the number '2' (highlighted by a line), a plus sign in a circle, a pencil icon, and a minus sign in a circle. Below these icons is a button labeled 'Edit Zone'.

## Using the Zones Tile

From the **Zones** tile, you can view or change the following:

- Zone Name
- Description
- Organization
- Agent
- Type
- Shape
- Map Visibility
- Scope
- Radius
- Address
- Center point



## Editing Zones via the Zones Tile

1. To search for the zone, if necessary, use the **Find Zones** menu on the left.
2. Click **Edit**.
3. To correct the zone's location, drag its center point.
4. To adjust the **Radius**, type a new size and click **Apply**. (Or, drag one of its outer points.)
5. To change the **address**, use the **Locate** bar and **Find** button.
6. Click **Save** when finished.
7. To proceed with scheduling the zone, click **Add Schedule**.

The screenshot displays the Zones application interface. On the left, the 'Find Zones' menu (1) shows a list of zones, with '09809 - Home - JOHNST...' selected. The main map area (2) shows a green circular zone centered on a building. The 'Zone Details' panel on the right shows the zone's name, description, organization, agent, type, shape, and mapping visibility. The 'Radius' field (4) is set to 150 ft. The 'Locate' bar (5) is visible at the bottom right. The 'Map' toolbar (6) includes buttons for 'back', 'add schedule', 'save', 'cancel', and 'delete'.

# Schedules

- **Schedule Types**
- **Inclusion Zone Scheduling**
- **Overnight Schedules**
- **Exclusion Zone Scheduling**
- **Creating a Reoccurring Schedule**
- **Editing One or More Scheduled Days**
- **Creating an Override Schedule**

## Schedule Types

### Reoccurring Schedules

This default method ensures that the schedule **repeats weekly**.

Recurrence

Day of Week

All Week

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

All day

Start Time

End Time

### Override Schedules

This **date-based** method allows a temporary schedule to run and expire on a specific date. It can be used alone or to temporarily suppress/override a reoccurring schedule.

Schedule Type

No Schedule  
 No Schedules  
 All day

Date

Start Time

End Time

**No Schedule** – A temporary override used for **turning off** a schedule for a **specific date**.

Description

Schedule Type

No Schedule  
 No Schedules

Date



## Inclusion Zone Scheduling

**Inclusion** schedules determine the days/times to be **within** the zone.

### Examples:

Recurrence

Day of Week  All day

All Week

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Start Time  
✓ 6:00 PM

End Time  
✓ 6:00 AM

Enrollee is to be home, 6 pm – 6 am, Monday through Friday.

Recurrence

Day of Week  All day

All Week

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Start Time  
✓ 12:00 AM

End Time  
✓ 11:59 PM

Enrollee is on lock down each and every weekend.

## Overnight Inclusion Zone Schedules

Upon saving an **overnight schedule**, it will automatically split into two portions – one running until 11:59 pm and the other from 12 AM until its portion ends.

***Overnight schedules do not need to be input as two separate parts, as VeriTracks performs the separation automatically.***

↕↑ Descri...	Target	↕↑ Target T...	↕↑ Start	↕↑ End	Type	Zone Category	S	M	T	W	R	F	S
Curfew Late	09809 - Home - JOHNSTON - Inclusion	Zone	6:00:00 PM	11:59:00 PM	Recurring	Active		X	X	X	X	X	
Curfew Early	09809 - Home - JOHNSTON - Inclusion	Zone	12:00:00 AM	6:00:00 AM	Recurring	Active		X	X	X	X	X	
Lockdown	09809 - Home - JOHNSTON - Inclusion	Zone	12:00:00 AM	11:59:00 PM	Recurring	Active	X						X

## Exclusion Zone Scheduling

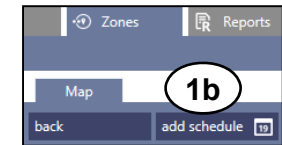
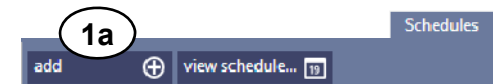
**Exclusion** schedules determine when to **stay away** from zone – typically 24/7.

Recurrence		09809 - Home - JOHNSTON Inclusion Zone
<input checked="" type="checkbox"/> Day of Week	<input checked="" type="checkbox"/> All day	09809 - Brother-in-Law - JOHNSTON Exclusion Zone
<input checked="" type="checkbox"/> All Week	Start Time	
<input checked="" type="checkbox"/> Sunday	<input checked="" type="checkbox"/> 12:00 AM	
<input checked="" type="checkbox"/> Monday	End Time	
<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> 11:59 PM	
<input checked="" type="checkbox"/> Wednesday		
<input checked="" type="checkbox"/> Thursday		
<input checked="" type="checkbox"/> Friday		
<input checked="" type="checkbox"/> Saturday		

Enrollee must stay out of this zone, 24/7.

## Creating a Reoccurring Schedule

1. Access the enrollee's **Schedule** tab.
  - a. From the **Enrollees** tile, open the **Profile** and click the **Schedules** tab.
  - b. Or, in the **Zones** tile, click **Add Schedule**.



2. Type a **Description**.
3. Select the **Days of the Week** to be scheduled.
4. Confirm or change the **Zone** category:

**Active** (immediate +IZ), **911** (immediate +I911), or **Silent** (delayed or suppressed +IZS).

 A screenshot of the 'Add New Schedule' form. The form is divided into several sections:
 

- Details:** 'Description' field contains 'Curfew' (circled with '2'). 'Schedule Type' is set to 'Recurring'.
- Recurrence:** 'Day of Week' section has checkboxes for 'All Week', 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', and 'Saturday'. 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday' are checked. 'All day' checkbox is also present.
- Start Time:** '6:00 PM' (checked).
- End Time:** '6:00 AM' (checked).
- Schedule Target:** 'Zone' dropdown is set to '09809 - Home - JOHNSTON'. A blue button below it says '09809 - Home - JOHNSTON Inclusion Zone'.
- Zone Category:** 'Active' dropdown (circled with '4').

 At the bottom of the form, there are 'save', 'cancel', and a close icon. A circled '3' is placed near the 'Day of Week' section.

## Creating a Reoccurring Schedule (continued)

5. In the **Time** boxes, click to set the times the zoned area is to be monitored.
6. Click **Set** to confirm each choice.
7. Under Schedule Target, type or select the name of the zone.  
(Auto-generated zones are listed by PID – Address Title – Last Name.)
8. Select the **Zone**.
9. Click **Save**.

The screenshot shows the 'Add New Schedule' form with the following elements and callouts:

- 5:** The 'Start Time' field is set to '6:00 PM'.
- 6:** The 'Set' button at the bottom of the time picker is highlighted.
- 7:** The 'Schedule Target' dropdown menu is open, showing a list of zones.
- 8:** The selected zone, '09809 - Home - JOHNSTON Inclusion Zone', is highlighted in the dropdown list.
- 9:** The 'save' button at the bottom right of the form is highlighted.

**Add New Schedule**

**Details**

Description:  ✓

Schedule Type:  ▼

**Schedule Target**

▼

09809 - Home - JOHNSTON (7)

09809 - Home - JOHNSTON Inclusion Zone (8)

**Recurrence**

All day

Day of Week

All Week

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

**Start Time**

(5)

**6 : 00 PM**

Hour			Minutes		
AM	PM		00	05	10
1	2	3	15	20	25
4	5	6	30	35	40
7	8	9	45	50	55
10	11	12	59		

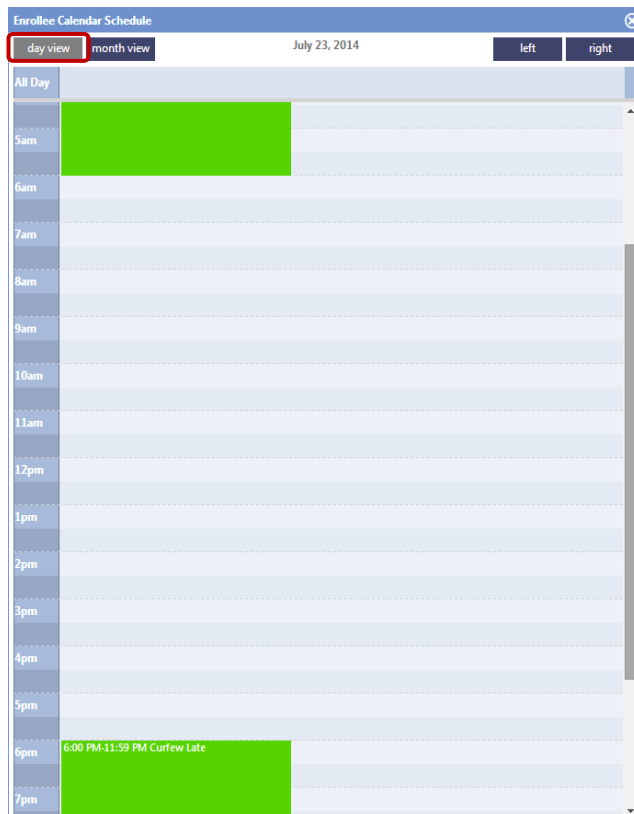
**6** Set cancel

**9** save

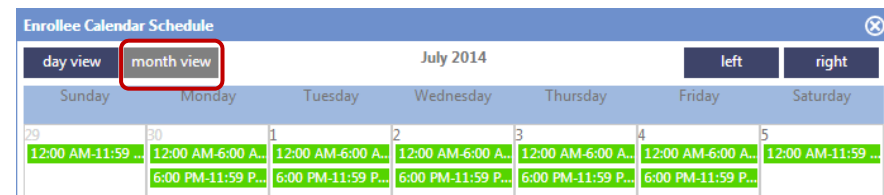
## Viewing the Schedule Calendar

A schedule calendar is available via the **View Schedule** button in the **Profile** and the **Dashboard**. 

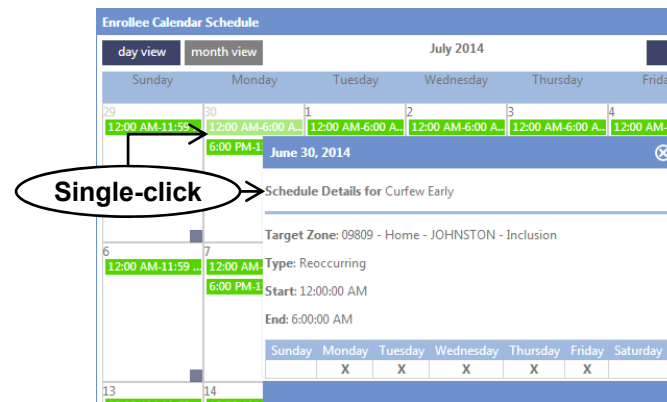
### Day



### Month



### Details



## Editing One or More Scheduled Days

*Part A: Remove the scheduled days that will differ from the others*

1. In the enrollees **Profile**, click the **Schedules** tab.
2. Select a schedule segment.
3. Click **Edit** to change it.
4. Clear the boxes for the days you wish to schedule differently than others.
5. Click **Save**.

↓↑ Descri...	Target	↓↑ Target T...	↓↑ Start
Curfew Late	09809 - Home - JOHNSTON - Inclusion	Zone	6:00:00 PM
Curfew Early	09809 - Home - JOHNSTON - Inclusion	Zone	12:00:00 AM

**Edit Schedule**

**Details**

Description:  Curfew Late

Schedule Type: Recurring

**Recurrence**

Day of Week

All day

Start Time:  6:00 PM

End Time:  11:59 PM

**Zone Category**

Active

**Schedule Target**

Zone

L LACE HOME Inclusion Zone

JSPRATT HOME Inclusion Zone

WERWRWRW23R Inclusion Zone

464646 - HOME - aertawetw Inclusion Zone

**09809 - Home - JOHNSTON** Inclusion Zone

808UYHGH - HOME - JELLY Inclusion Zone

save cancel

## Editing One or More Scheduled Days (continued)

*Part B: Create new schedules for the days not like the others*

6. Click **Add**.
7. Select the **Day** to reschedule.
8. Confirm or change the **Zone Category**.
9. Select the new **Start / End Times**.
10. Select the correct zone as the **Schedule Target**.
11. Click **Save**.

↑↓ Descri...	Target	↑↓ Target
Curfew Late	09809 - Home - JOHNSTON - Inclusion	Zone
Curfew Early	09809 - Home - JOHNSTON - Inclusion	Zone

11 save



## Creating an Override Schedule

1. Click **Add**.
2. Type a **Description**, e.g. *Extended Curfew*, etc.
3. From the **Schedule Type** list, choose **Override**.
4. Select the **Date** to override.
5. In the **Time** boxes, select the times that the schedule will run (e.g. 11:00 pm – 6:00 am).
6. Confirm or change the **Zone Category**.
7. Select the correct zone as the **Schedule Target**.
8. Click **Save**.

The screenshot displays the 'Schedules' tab in a software application. At the top, there are tabs for 'Events', 'Case Notes', 'Addresses', and 'Schedules'. Below these is a toolbar with an 'add' button (circled 1) and a 'view schedule...' button. A table below the toolbar lists existing schedules with columns for 'Description', 'Target', and 'Zone'. Below the table is the 'Add New Schedule' form. The form has two main sections: 'Details' and 'Schedule Target'. In the 'Details' section, there are fields for 'Description' (with a dropdown menu set to 'Overtime', circled 2), 'Schedule Type' (with a dropdown menu set to 'Override', circled 3), 'Date' (with a date picker set to '07/26/2014', circled 4), 'Start Time' (with a time picker set to '9:00 PM', circled 5), and 'End Time' (with a time picker set to '6:00 AM', circled 5). There is also an 'All day' checkbox. In the 'Schedule Target' section, there is a 'Zone' dropdown menu and a list of zones, with '09809 - Home - JOHNSTON Inclusion Zone' selected (circled 7). At the bottom of the form, there is a 'Zone Category' dropdown menu set to 'Active' (circled 6). At the very bottom of the form, there is a 'save' button (circled 8), a 'cancel' button, and a close button.

↓↑ Description	Target	↓↑ Zone
Curfew Late	09809 - Home - JOHNSTON - Inclusion	Zone
Curfew Early	09809 - Home - JOHNSTON - Inclusion	Zone
Counseling Nites	09809 - Home - JOHNSTON - Inclusion	Zone

**Add New Schedule**

**Details**

Description  Overtime (2)

Schedule Type  (3)

No Schedule  All day

Date  07/26/2014 (4)

Start Time  9:00 PM (5)

End Time  6:00 AM (5)

Zone Category  (6)

**Schedule Target**

Zone

**09809 - Home - JOHNSTON Inclusion Zone** (7)

(8) save cancel

# Installation

- **Preparing BluTag for Installation**
- **Verify BluTag Readiness**
- **Attach BluTag to Enrollee**
- **Assigning a Device**
- **Enrollee Instructions for Wearing BluTag**
- **Verifying a Successful Device Assignment**

## Preparing BluTag for Installation

- ✓ Begin charging BluTag at least **4 hours prior to the install.**
- ✓ **Charge** BluTag in an area where it can also acquire GPS.
  - *If GPS is not available, acquire GPS elsewhere for at least **45 minutes.***
  - *Though GPS might be present within the first few minutes of exposure - for optimal performance, allow BluTag time to update its almanac prior to use.*

### **Important:**

- *Do not leave BluTags charging for more than two weeks.*
- *Avoid charging in the heat of direct sunlight.*

## Verify BluTag Readiness

Prior to assignment, BluTag will regularly call, acquire GPS, and note its battery level – allowing you to verify its readiness.

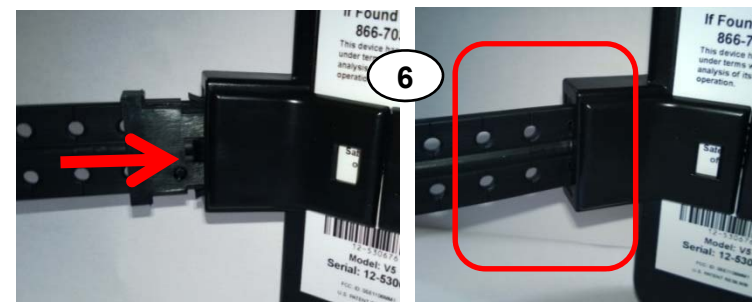
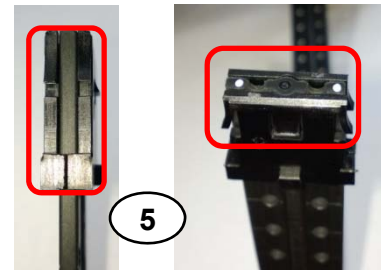
1. Click the **Enrollees** tile.
2. Select the enrollee's profile.
3. Click the **Device Assignments** tab.
4. Click **Change Assignment**.
5. Type or select the desired device. A **green** square indicates readiness.
6. If the status is not green, it has not met one of the following criteria:
  - a. Recent contact
  - b. GPS of 60% or greater
  - c. Most recent battery level of 4 volts or higher
7. If the above criteria has not been met, click **Contact** to research its status.

The screenshot illustrates the steps for verifying BluTag readiness. It shows the 'Enrollees' section with a search bar and a list of enrollees. The 'Device Assignments' tab is selected, and the 'change assignment' button is highlighted. A 'Tracking Device' modal is open, showing details for a BLUtag device, including its ID (12-531390), last contact time (07/23/2014 8:11:14 PM), and battery level (100%, 4.19v). A table below the modal shows a history of contacts with columns for Date/Time, Status, Points, GPS, % GPS, and Battery Level.

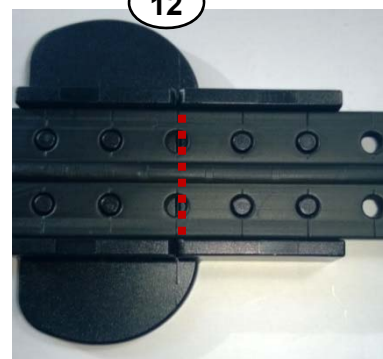
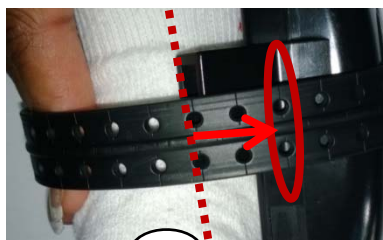
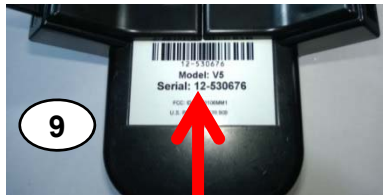
Date/Time	Status	Points	GPS	% GPS	Battery
03/07/2014 07:47:50 PM	Warning	4	4	100%	4.06v
03/07/2014 07:43:53 PM	Warning	10	10	100%	4.09v
03/07/2014 07:33:48 PM	Ok	10	10	100%	4.1v

## Attach BluTag to Enrollee

1. Locate the strap, bridge clips, strap clips, cutter, and cutting plate.
2. Lay the square hole of the bridge clip across the center of BluTag.
3. Firmly press down on the bridge clip to fully insert its legs. Once fully inserted, the bridge clip will lay flush against the BluTag surface.
4. Insert one additional bridge clip.
5. Attach a pair of clips to one end of the strap. The ends of the clips must align evenly with the end of the strap (not shorter or longer).
6. Insert the clipped end of the strap into a wing of the tag. Pull slightly to ensure that it is secure.



## Attach BluTag to Enrollee (continued)



9. Make note of BluTag's serial number.
10. Place BluTag on the outside of the ankle and wrap the strap around.
11. Insert two fingers inside the strap, opposite the device.
12. Look for the line on the strap that is two lines past the edge of BluTag.
13. Make a straight cut on the line, using STOP cutters only.
14. Insert the unclipped end into the wing to test the fit. Cut excess strap, if necessary.
15. Attach clips to the end of the strap and press firmly into the wing. Firmly pull the strap to check the fit.

## Assigning a Device

*To be completed after installation*

1. In VeriTracks, click the **Enrollees** tile.
2. Select the enrollee's profile.
3. Click the **Device Assignments** tab.
4. Click **Change Assignment**.
5. Type or select the desired device.
6. Click the **Save** button.



### Enrollee Instructions for Wearing BluTag


Discuss the following with the enrollee:

- Attach the charging cup by clipping it to both sides of the tag.
- Light on front indicates charging, not the battery level.
- Remove the charger by gently detaching its clips from the tag.
- Charge twice daily for 30 continuous minutes each time.
- If a 30-minute charge is skipped, charge for 60 continuous minutes.
- If you feel a low battery vibration (twice every 10 minutes), charge for 2.5 continuous hours.
- Do not charge while sleeping or driving.
- Do not submerge BluTag in water (baths, pools, large bodies of water).
- Do not force a boot over the tag.
- A sock can be worn over and/or under the device.
- BluTag is hypoallergenic and cannot overheat.
- Do not tamper with the device (no pulling, striking, attempt to open).
- Do not expose to extreme temperatures (below -4 °F or above 131 °F).
- Notify the agency if a medical procedure requires removal of the tag.
- Do not press “status call button” unless instructed by the agency.
- If the tag vibrates or beeps, contact the agency.
- If the light shines or blinks when off the charger, contact the agency.




## Verifying a Successful Device Assignment

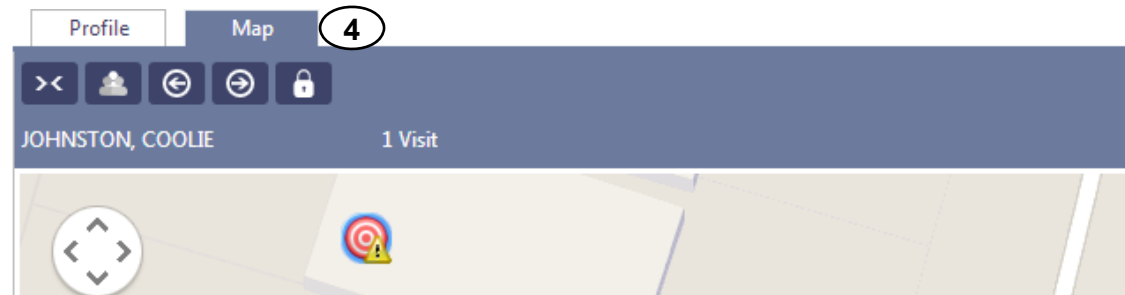
1. Within the **Enrollees** tile, select the enrollee's profile.
2. Click their **Contact** tab to verify that a recent contact was made.

Events	Case Notes	Addresses	Schedules	Device Assignments	Contact <b>2</b>
Serial #	Date/Time	Status	Records	GPS	% GPS
12-531390	07/23/2014 8:46:18 PM	Ok	1	1	100%  4.2v

3. Click their **Events** tab to confirm that there is **not a Master Tamper**.

<b>3</b> Events	Case Notes	Addresses	Schedules	Device Assignments	Contact	
find events >						
Page 1 of 1. 1 items found.						
<<>>						
	Event Id	Descr...	Status	Start Date	Stop ...	Confirme...
	17917301	ON CHARGER	Open	07/23/2014 8:44:11 PM	In Progress	Not Confirmed

4. Click the **Map** tab to verify that current GPS has been acquired.



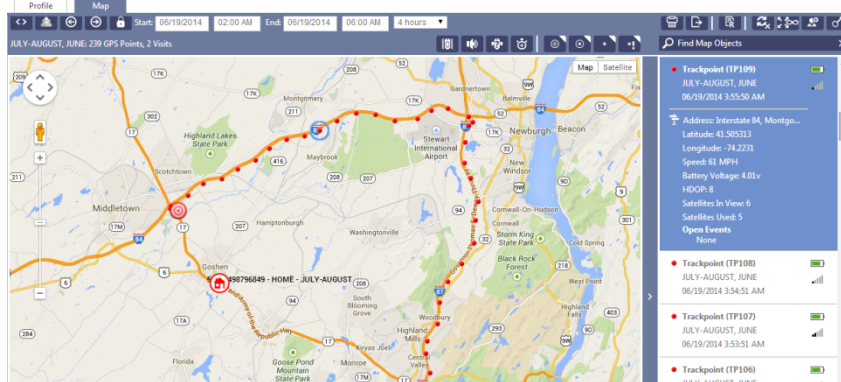
# Supervision

- **Two Ways to View Track Data**
- **Map:** Zoom, Map Size, Time Controls, and Track Count
- **Map:** Date/Time and Contact Options
- **Map:** Trackpoint & Visit Toggles
- **Map:** Print, Export, Report, Refresh
- **Map:** Visit Points, Display Two Enrollees, Map Legend, Find Map Objects menu
- **Map:** Expanding a Visit to Reveal its Tracks
- **Map:** Playback, Search, Measure, Locate Address
- **Map:** Changing a Zone
- **Changing a Zone**
- **Online Event Monitoring**
- **Online Event Confirmation & Notes**
- **Find Enrollees, View Events, and New Note**
- **Finding Enrollees in the Dashboard**
- **Confirming Events & Adding Event Notes via the Dashboard**
- **Adding Case Notes via the Dashboard**
- **Accessing Enrollee Profiles via the Dashboard**
- **Viewing the Enrollee's Last Location via the Dashboard**
- **Dashboard Views**
- **Viewing Events via the Events Tab**
- **Mapping an Event via the Events tab**
- **Viewing & Confirming Events via the Events Tile**

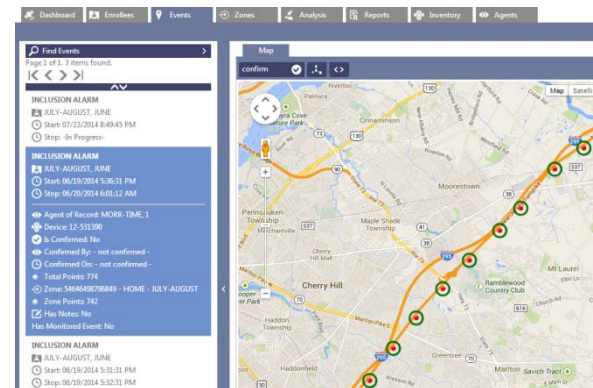
## Two Ways to View Track Data

There are **two** ways to view track data in VeriTracks 11.

The Enrollee's **Map** tab: Displays all track data for a chosen time period.

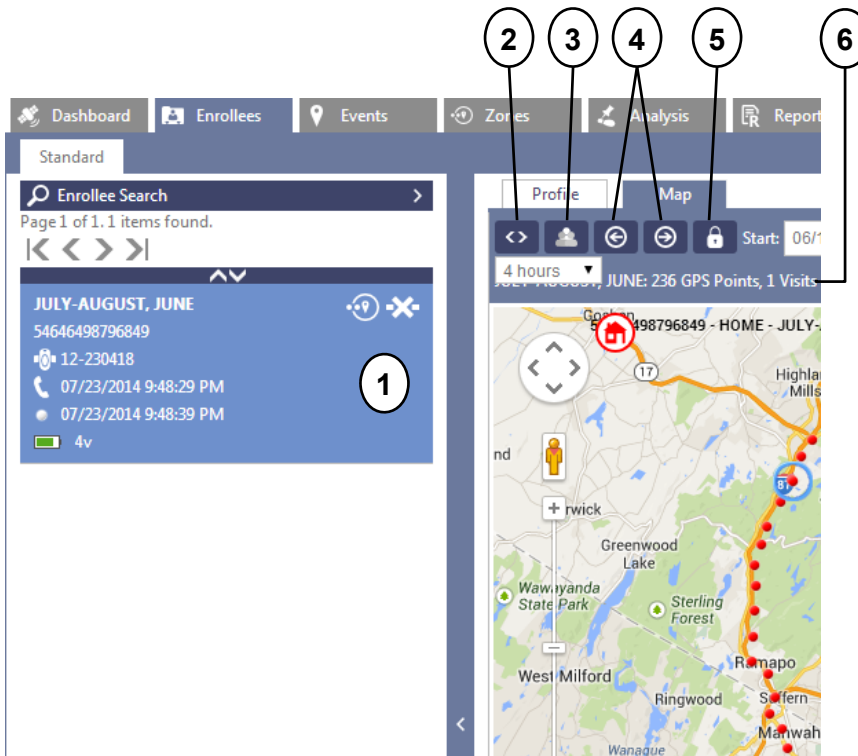


The **Events** tile: Displays track data from 20 minutes before and up to 20 minutes after) an event's duration.



## Features of the Map Tab

*Zoom, Map Size, Time Controls, and Track Count*

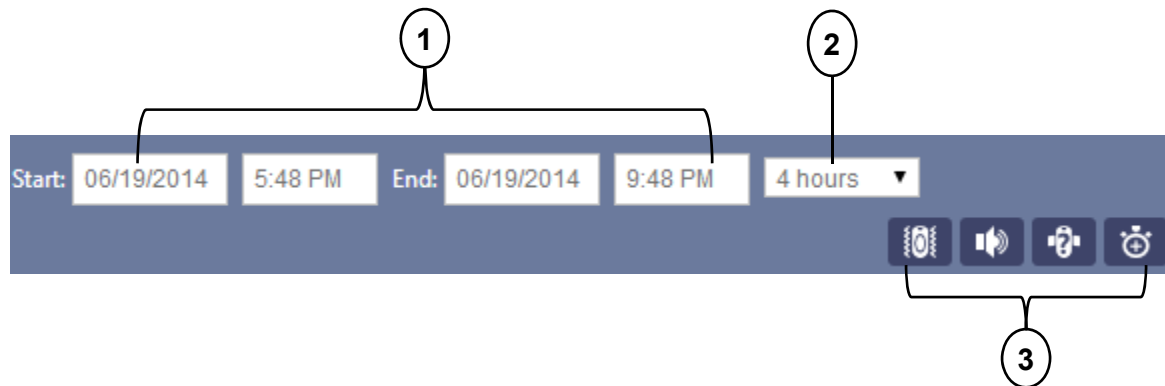


1. **Enrollee Card** – Click to zoom & center the map on all tracks for the chosen time frame.
2. **Expand Map** – Click to conceal both side bars and again to display them.
3. **Toggle All Last Known Positions** – Click to display the last location of all listed enrollees at once. Click again to toggle the display off.
4. **Backward / Forward** – Shifts the time backward or forward by the current duration in use.
5. **Lock** – Locks the Start Date to enable viewing the chosen date/time for subsequent enrollees.
6. **Track Count** – Lists the total number of tracks acquired within the time frame.

## Features of the Map Tab

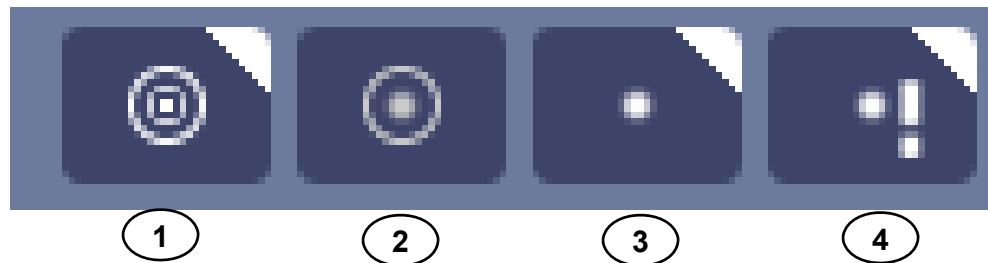
*Date/Time and Contact Options*

- 1. Start/End Date & Time** – The date range displayed. Click to change.
- 2. Duration** – The amount of time displayed. Click to change.
- 3. Contact Cluster** – Contact options for the bracelet.



## Features of the Map Tab

### *Trackpoint & Visit Toggles*



- 1. Toggle Visits** – Click to show\hide Visits.
- 2. Toggle Visit Points** – Click to show\hide the points within a Visit.
- 3. Toggle Trackpoints** – Click to show\hide trackpoints.
- 4. Toggle Trackpoint Events** – Click to show\hide event marks on all points with events progress.

## Features of the Map Tab

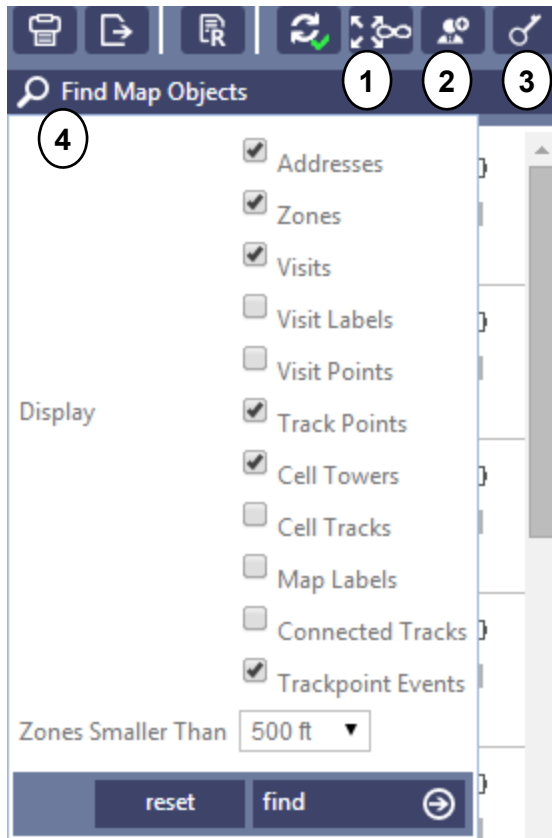
*Print, Export, Report, Refresh*



1. **Print** - Creates a printable version of the map with trackpoint details.
2. **Export KML** – Creates a copy of the map that is viewable in Google Earth.
3. **Enrollee Profile Instant Report** – Submits a copy of the Enrollee Profile Report to your queue in the Reports tile.
4. **Refresh** – Shows a checkmark if new data is available. Clicking refresh displays newly received data. Shows an **x** if no new data is available.

## Features of the Map Tab

*Visit Points, Display Two Enrollees, Map Legend, Find Map Objects menu*

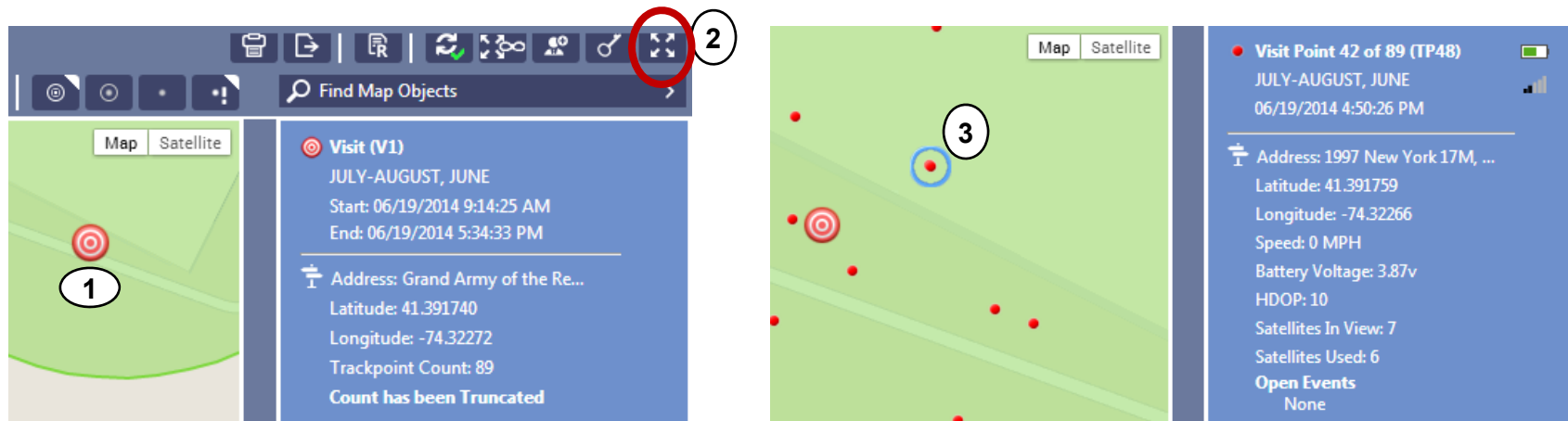


- 1. Expand All Visits** - Click once to expand all visits displayed and reveal their associated points (visit points). Click again to hide them.
- 2. Add 2<sup>nd</sup> Enrollee** - Allows two enrollees, at once, to display on the map.
- 3. Show Legend** - Displays the map's legend.
- 4. Find Map Objects** - Displays the map's filters. Clicking **Clear** and then **Find** sets the Map to its default settings.



## Expanding a Visit

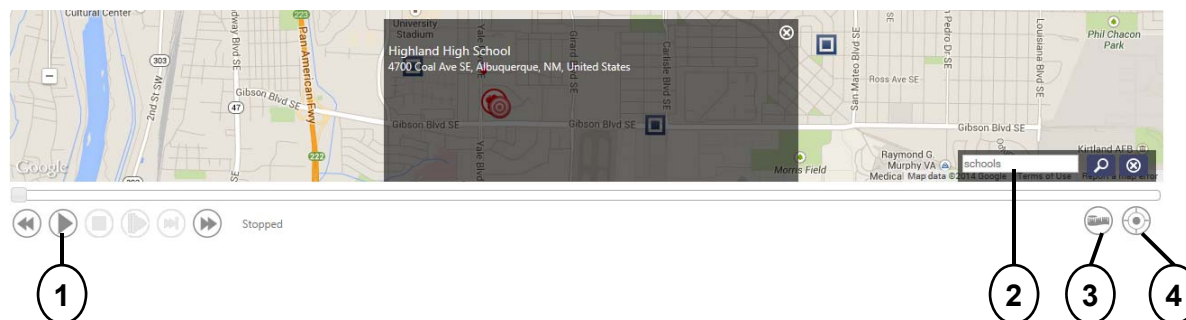
1. Select the **Visit**.
2. Click the **Expand** button.
3. The **Visit Points** will display in the **Map** and **Map Cards**.



## Features of the Map Tab

*Playback, Search, Measure, Locate Address*

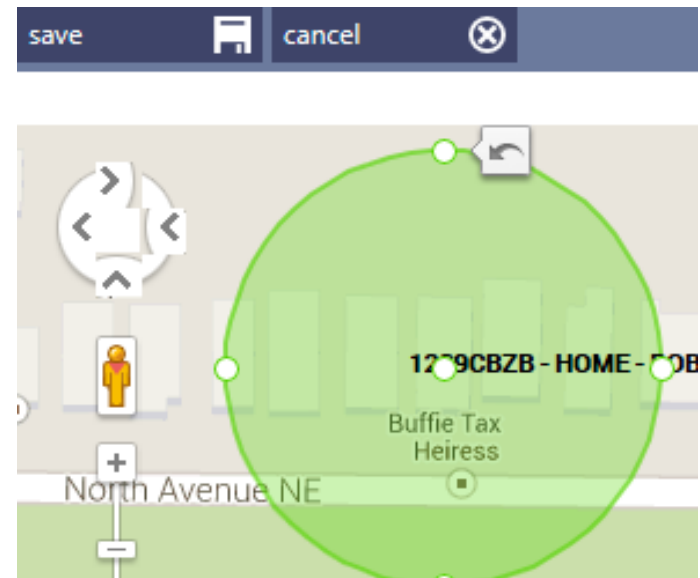
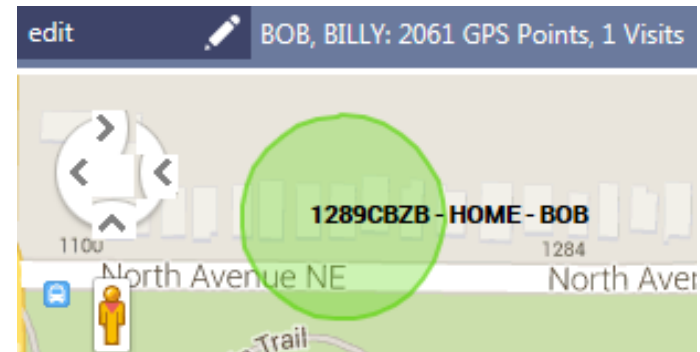
- 1. Playback bar** – Animates the movement of the trackpoints and visits, in the order each was acquired.
- 2. Search bar** – Searches 1500 feet around the center of the map for matches to search criteria, e.g. schools, parks, etc. Click the **Close (x)** button to remove displayed results.
- 3. Measure** – Once enabled, click from one area of the map to another to calculate the distance in between. (Do not click directly on trackpoints or visits.) Click again to disable.
- 4. Locate Address** – Click to enable. Once enabled, click an area on the map to view its approximate address. (Do not click directly on trackpoints or visits.)



## Features of the Map Tab

### *Changing a Zone*

1. Select the **zone**.
2. Click the Edit button that appears in the top-left corner of the **Map**.
3. **To change the size** – drag an outer point in or out. (A reset arrow button appears to return it to its original size, if needed.)
4. **To change its location** – drag the inner point.
5. Click **Save**.



## BluTag Events

<b>ON CHARGER</b>	Duration of time BluTag was on the charger.
<b>LOW BATTERY ALARM</b>	Approx. <b>10 hours of charge remain</b> and a <b>2.5-hour refill</b> is now required. It will <b>vibrate twice every 10 minutes</b> until charged or dead.
<b>CRITICAL BATTERY ALARM (CBATT)</b>	Approx. <b>4 hours of charge remain</b> and a <b>2.5-hour refill</b> is now required. Agent is notified. Vibrations continue.
<b>DEAD BATTERY ALARM (DBATT)</b>	Approx. <b>30 minutes of charge remain</b> and a <b>2.5-hour refill</b> is now required. Agent is notified. Vibrations continue.
<b>MASTER TAMPER (MTPR)</b>	Strap tampering is suspected. The violation remains open until the strap issue is resolved (e.g. replaced). Once BluTag approves, it then provides the option to close the tamper, online.
<b>INCLUSION ZONE VIOLATION (IZ)</b>	Offender exited an area in which they were required to stay.
<b>EXCLUSION ZONE VIOLATION (EZ)</b>	Offender entered an area where they were not allowed.
<b>ZONE START LOCATION UNKNOWN (ZSLU)</b>	VeriTracks has been unable to locate the enrollee for a designated period leading up to curfew. <i>(Default period is 30 minutes.)</i>
<b>MESSAGE GAP (MGAP)</b>	BluTag has missed multiple calls. <i>(Default period is 6 hours.)</i>
<b>NO GPS (NGPS)</b>	BluTag is not reporting GPS. <i>(Default period is 6 hours.)</i>
<b>INTERFERENCE (SHIELD / JAMM)</b>	BluTag has lost GPS reception and suspects that an object (shielding) or signal (jamming) could be the culprit.
<b>PRESS BUTTON</b>	Push button was pressed, causing an immediate report.
<b>DEVICE UNASSIGNED</b>	Confirmation of an unenrollment.

## Online Event Monitoring

### Dashboard

This is the homepage of VeriTracks and provides an at-a-glance communication and violation status. Single or multiple enrollees can be viewed at once (for one or many caseloads).

### Events tile

Allows filtering and display of events by **type**, **enrollee** (one or many), **status** (open/closed; confirmed or not), for one or many **caseloads**, by **assignment status**, by **date range**, and by minimum **duration**.

### Events tab

Located within the enrollee's profile. Displays events for various date ranges (the last 7 days will display, by default). Allows event confirmation and closing of **Master Tamperers**. Provides the option to submit an **Enrollee Event Report** to your reports queue (the **Reports** tile).

### Reports

This tile provides various event reports, available in various file formats.

# Online Event Confirmation & Notes

Event confirmation shows acknowledgement of its occurrence. Events also allow one to attach a note, regardless of confirmation. Three areas allow for both.

**Dashboard**

Confirm Events for JOHNSTON

Notes:

Page 1 of 1. 1 items found.

Navigation: << < > >>

	Description	Status	Opened	Ended
<input type="checkbox"/>	INCLUSION ALARM	<span style="color: red;">●</span>	07/23/2014 8:48:28 PM	In Progress

add case note **confirm**

**Events tile**

Dashboard | Enrollees | Event | Reports | Inventory | Agents

Find Events: Page 2 of 2. 9 items found.

Navigation: << < > >>

**confirm**

INCLUSION ALARM  
 JULY-AUGUST, JUNE  
 Start: 06/19/2014 5:36:31 PM  
 Stop: 06/20/2014 6:01:12 AM

INCLUSION ALARM  
 JULY-AUGUST, JUNE  
 Start: 06/19/2014 5:31:31 PM  
 Stop: 06/19/2014 5:32:31 PM

- Agent of Record: MORR-TIME 1
- Device: 12-531390
- Is Confirmed: No
- Confirmed By: - not confirmed -
- Confirmed On: - not confirmed -
- Total Points: 39
- Zone: 54646498796849 - HOME - JULY-AUGUST
- Zone Points: 3
- Has Notes: No
- Has Monitored Event: No

**Events tab**

Events | Case Notes | Addresses | Schedules | Device Assignments | Contact

find events > **confirm**  new note...

Page 1 of 1. 2 items found.

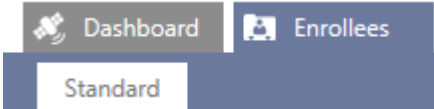
Navigation: << < > >>

	Event Id	Description	Status	Start Date	Stop Date	Confirme...	Conf...	Notes	Monitored
<input type="checkbox"/>	17917331	INCLUSION ALARM (09809 - Home - JOHNSTON)	Open	07/23/2014 8:48:28 PM	In Progress	Not Confirmed	No	<input type="checkbox"/> 0	<input type="checkbox"/> 0

# Getting to Know the Dashboard

*Find Enrollees, View Events, and New Note*

Click the **Dashboard** tab.



The following options will be available:

find enrollees > view schedule... 19 view events... new note... +

Page 1 of 1, 4 items found.

Last Loc...	Enrollee	Agent	Organization	ID 1	Risk	Device #	Call Date	
	FORD, LENNY	MORR-TIME, 1	Morris Training Agency	654165165	Level One	12-233532	04/24/2014 2:18:14 AM	04/24
	KERRY, JERRY	MORR-TIME, 1	Morris Training Agency	56566556	Level One	15-200012	04/24/2014 12:32:33 AM	04/24
	LARRY, GARY	MORR-TIME, 1	Morris Training Agency	1631654165	Level One	15-200071	04/14/2014 9:30:50 AM	04/14

**Find Enrollees**

**View Events**

**New Note**

find enrollees v

Enrollee

Primary Id

Secondary Id

Organization All v

Assigned Yes v

My Caseload Yes v

clear find ↻

Confirm Events for BOB, BILLY

Notes

Page 1 of 2, 14 items found.

Description	Status	Opened	Ended
⊕ BRACELET STRAP	●	03/07/2014 09:21:40 PM	-In Progress-
⊕ ON CHARGER	○	03/07/2014 09:21:40 PM	03/07/2014 10:28:02 PM
⊕ INCLUSION ALARM	○	03/07/2014 09:25:53 PM	03/08/2014 06:01:36 AM
⊕ ON CHARGER	○	03/08/2014 12:45:10 AM	03/08/2014 02:03:21 AM
⊕ ON CHARGER	○	03/08/2014 04:26:27 AM	03/08/2014 05:43:35 AM

add case note confirm ✓

Add New Note

save save cancel ✕

## Finding Enrollees in the Dashboard

1. Search by **Enrollee Name**
2. Search by **Primary ID**
3. Search by **Agent**
4. Search by **Organization (ORI)**
5. Search by **Assigned Status**
6. Search by **Caseload:**
  - a. **Both** for all caseloads
  - b. **Yes** for your own
  - c. **No** for all but your own

The screenshot shows a search interface titled "find enrollees" with a search icon and a dropdown arrow. Below the title are several search criteria, each with a text input field and a dropdown menu. The criteria are: Enrollee (input field with callout 1), Primary Id (input field with callout 2), Secondary Id (input field), Agent (input field with callout 3), Organization (dropdown menu with "All" selected and callout 4), Assigned (dropdown menu with "Yes" selected and callout 5), My Caseload (dropdown menu with "Yes" selected and callout 6), and Risk Level (dropdown menu with "All" selected). At the bottom of the form are two buttons: "reset" and "find", followed by a right-pointing arrow icon.



## Confirming Events & Adding Event Notes via the Dashboard

1. From the **Enrollees** tile, select the enrollee.
2. Click the **View Events**.
3. Select the event(s) to be confirmed.
4. If desired, enter a **Note** that will attach to each selected event upon confirmation.
5. Click **Confirm**.

view schedule... 19 view events... ✓

2

Bstp	Lbatt	All IZ	IZ	1911	IZS
●	✓	●	●	✓	✓
✓	✓	✓	✓	✓	✓
○	✓	●	●	✓	✓
✓	✓	✓	✓	✓	✓

No open or unconfirmed or events

Either Open OR Unconfirmed events

Open AND Unconfirmed events

Notes: Enrollee in custody. x

Page 1 of 2. 14 items found.

	Description	Status	Opened	Ended
⊗	BRACELET STRAP	●	03/07/2014 09:21:40 PM	-In Progress-
⊕	ON CHARGER	○	03/07/2014 09:21:40 PM	03/07/2014 10:28:02 PM
⊗	INCLUSION ALARM	●	03/07/2014 09:25:53 PM	03/08/2014 06:01:36 AM
⊕	ON CHARGER	○	03/08/2014 12:45:10 AM	03/08/2014 02:03:21 AM
⊕	ON CHARGER	○	03/08/2014 04:26:27 AM	03/08/2014 05:43:35 AM

4 5

add case note confirm ✓

## Adding Case Notes via the Dashboard

*Notes not related to an event can be added to the enrollee's Profile as a Case Note.*

1. Click the **New Note** button.
2. Add a **Note**.
3. Click **Save**.

Il Date	Last GPS Date	Batt	
03:39:43 PM	03/09/2014 03:39:53 PM		4
03:35:38 PM	03/09/2014 03:35:48 PM		4
03:35:54 PM	03/09/2014 03:35:57 PM		4

**Add New Note**

Enrollee has a job interview on 3/14/2014.

save **3** cancel

## Accessing Enrollee Profiles via the Dashboard


By clicking the **Profile** icon for the selected enrollee, you are taken to their **Map** of their most recent position in the **Enrollees** tile.

The screenshot displays a supervision dashboard interface. At the top, there is a search bar labeled "find enrollees" with a magnifying glass icon and a right-pointing arrow. Below the search bar, it indicates "Page 1 of 1. 6 items found." and includes navigation arrows. A table of enrollees is visible, with columns for "Last Loc...", "Enrollee", and "Profile". The first row shows "BOB, BILLY" with a profile icon circled in red. A modal window is open over the "Enrollees" tile, showing a search bar labeled "Enrollee Search" and "Page 1 of 1. 1 items found." Below this, the profile for "BOB, BILLY" is displayed with details: ID "1289CBZB", phone number "12-530687", and two location timestamps: "03/09/2014 11:59:11 AM" and "03/09/2014 11:59:21 AM". A battery level indicator shows "4.13v". To the right of the profile, there are tabs for "Profile" and "Map". The "Map" tab is active, showing a satellite view of a parking lot with a white circle and a yellow person icon indicating the enrollee's current location. The map also includes navigation arrows and a lock icon.

## Viewing the Enrollee's Last Track via the Dashboard

By clicking the **Last Track** icon for the selected enrollee, you are presented with their status.

The screenshot displays a web interface for viewing an enrollee's last track. At the top, there is a search bar with the text "find enrollees" and a magnifying glass icon. Below the search bar, it indicates "Page 1 of 1. 6 items found." and includes navigation arrows. A table lists enrollees, with the "Last Loc..." column containing a person icon circled in red. The selected enrollee is "BOB, BILLY".

Last Loc...	Enro
	BOB, BILLY

The "Last Location Report" for Billy Bob is shown below the table. It includes the following information:

- BILLY BOB**  
1289CBZB
- Agent:** MORR-TIME, 1
- Organization:** Morris Training Agency
- Phone:** 12-530687
- Location 1:** Sunday, Mar 09, 2014 12:09:11 PM
- Location 2:** Sunday, Mar 09, 2014 12:09:22 PM
- Battery:** 4.12v
- Address:** 191-199 Towne View...
- Latitude:** 35.693916
- Longitude:** -78.61821

The report also features a map showing the enrollee's location (indicated by a yellow person icon) and a red 'X' mark. The map includes street names such as Vandora Springs Rd, 7th Ave, Lakeside Dr, Aversboro Rd, and South Garner Park.

## Dashboard Views

There are four views. Each displays an enrollee's name, Primary ID, and risk level.

### General:

Enrollee's BluTag's serial number.

Last Loc...	Enrollee	ID 1	Risk	BLUtag #
	BOB, BILLY	1289CBZB	Level One	12-530687
	JONES, JIMMY	4646456	Level One	

### GPS only:

Serial number, recent call and GPS dates/times, battery level, critical violation status

Last Loc...	Enrollee	ID 1	Risk	BLUtag #	BT Call Date	Last GPS Date	Batt	BVolt	Bstp	Lbatt	All IZ	All EZ	Other
	BOB, BILLY	1289CBZB	Level One	12-530687	03/09/2014 01:57:21 PM	03/09/2014 01:57:31 PM		4.18					
	JONES, JIMMY	4646456	Level One										

### Events Only:

Number of notes, critical violation status, zone violation status by category

Last Loc...	Enrollee	ID 1	Risk	Notes	Bstp	Lbatt	All IZ	IZ	I911	IZS	All EZ	EZ	E911	EZS
	BOB, BILLY	1289CBZB	Level One											
	JONES, JIMMY	4646456	Level One											

### RF Only:

Assigned Bluhome and Bluband number, last Bluhome call, RF Status, and Other (RF) event status

Last Loc...	Enrollee	ID 1	Risk	BLUhom...	BLUban...	BH Call Date	BH Last Call	RF Status	Other
	BOB, BILLY	1289CBZB	Level One						
	JONES, JIMMY	4646456	Level One	13-500813	07-004093	02/19/2014 07:35:23 AM	17d 25m 28s	Out of Range	

## Viewing Events via the Events Tab

1. Click the **Enrollees** tile.
2. Select the enrollee's **Profile**.
3. Click the **Events** tab. By default, the last 7 days of events **and** any events in progress are displayed.
4. Use the **Find Events** menu to view specific events and/or dates.

The screenshot shows a mobile application interface with the following elements:

- Navigation Bar:** Dashboard, Enrollees (circled 1), Events.
- Search Bar:** Enrollee Search, Page 1 of 1. 1 items found.
- Enrollee Profile:** JULY-AUGUST, JUNE (circled 2), 54646498796849, 12-230418.
- Event List:** 07/23/2014 9:48:2, 07/23/2014 9:48:3.
- Event Details:** find events (circled 4), confirm, new note...
- Table:**

	Event Id	Description	Status	Start Date	Stop Date	Confirme...	Confi...	Notes
⊗	17917331	INCLUSION ALARM (09809 - Home - JOHNSTON)	Open	07/23/2014 8:48:28 PM	In Progress	Not Confirmed	No	0

## Mapping an Event via the Events tab

1. Within an enrollee's **Profile**, click their **Events** tab.
2. Click the **Location** icon for the event you wish to view.
3. You will be taken to the **Events** tile containing a **Map** of the event, displaying 20 trackpoints before and up to 20 trackpoints after the event's start/end.

The screenshot displays the Supervision software interface. At the top, there are tabs for 'Events', 'Case Notes', 'Addresses', 'Schedules', and 'Device Assignments'. The 'Events' tab is active, showing a search bar with 'find events' and a 'confirm' button. Below the search bar, it indicates 'Page 1 of 1. 2 items found.' and a table of events.

	Event Id	Descr
2	12710431	INCLUSION
	12661391	INCLUSION

Below the table, there is a detailed view of an event. The event is titled 'INCLUSION ALARM' and is scheduled for 'JULY-AUGUST, JUNE'. The start time is '06/19/2014 5:36:31 PM' and the stop time is '06/20/2014 6:01:12 AM'. The event details include:

- Agent of Record: MORR-TIME, 1
- Device: 12-531390
- Is Confirmed: No
- Confirmed By: - not confirmed -
- Confirmed On: - not confirmed -
- Total Points: 39
- Zone: 54646498796849 - HOME - JULY-AUGUST
- Zone Points: 3
- Has Notes: No
- Has Monitored Event: No

On the right side of the interface, there is a map showing the event location. The map displays a route with 20 trackpoints marked by red and green icons. The map includes various geographical features and labels such as 'State Park', 'Goshen', 'Hamptonburgh', and 'Washingtonville'. A '3' is circled on the map, indicating the event location.

## Viewing & Confirming Events via the Events Tile

1. Click the **Events** tile.
2. Use the **Find Events** menu to select the enrollee.
3. Click the **Confirm** button to acknowledge the event.

The screenshot displays a software interface for supervision. At the top, there is a navigation bar with tabs for Dashboard, Enrollees, Events, Zones, Analysis, Reports, Inventory, and Agents. The 'Events' tab is selected and highlighted with a circled '1'. Below the navigation bar, there is a 'Find Events' search bar with a magnifying glass icon and a right-pointing arrow, circled with a '2'. Below the search bar, it says 'Page 2 of 2, 9 items found.' and has navigation arrows. The main content area is split into two panels. The left panel shows a list of 'INCLUSION ALARM' events for 'JULY-AUGUST, JUNE'. The first event has a start time of 06/19/2014 5:36:31 PM and a stop time of 06/20/2014 6:01:12 AM. The second event has a start time of 06/19/2014 5:31:31 PM and a stop time of 06/19/2014 5:32:31 PM. Below the list, there are details for the selected event, including 'Agent of Record: MORR-TIME, 1', 'Device: 12-531390', 'Is Confirmed: No', 'Confirmed By: - not confirmed -', 'Confirmed On: - not confirmed -', 'Total Points: 39', 'Zone: 54646498796849 - HOME - JULY-AUGUST', 'Zone Points: 3', 'Has Notes: No', and 'Has Monitored Event: No'. The right panel shows a map view with a 'confirm' button at the top left, circled with a '3'. The map displays a route with several red circular markers, each containing a white 'X', indicating events along the route. The map includes labels for various locations such as Goshen, Florida, Goose Pond Mountain State Park, Walton Park, Monroe, and Washingtonville.



# Notifications

- **Notification Preferences**
- **Reading the Daily Report**
- **Reading Immediate Notifications**
- **BluTag Events**
- **Closing a Master Tamper via the Enrollee Profile**
- **Closing a Master Tamper via the Events Tile**

## Notification Preferences

There are two standard notification methods, **Daily Reports** and **Immediate Notifications**.

The **Daily Report** arrives each morning, typically at **6:30 am**, displaying **36 hours of data**, per enrollee.

**Immediate Notifications** can be received via **email** or **text** messaging upon the **start** and **end** of an event.

## Reading the Daily Report

From: Marty Morris  
 To: Marty Morris  
 Cc:  
 Subject: VERITRACKS Training EVENT NOTIFICATION

Prepared for MARTY MMORRIS-TRAIN-03 on 09/08/2013 at 06:30:29 Report #1234

1

\*\*\*\*\*

Organization: Morris - Master Tamper  
 Parole Agent: MARTY MMORRIS  
 Enrollee: ROSEVILLE, AMY  
 Risk Level: Level One  
 Sched GPS End Date: 10/28/2013  
 Last Contact: 09/08/2013 06:25  
 Last GPS: 09/08/2013 06:25

2

<https://www.veritracks.com>

\*\*\*\*\*

### Zone Violation Activity Summary

-----

Zone Name: Corner Pub Start: Stop:  
 Points/Distance: 1/150 Type: E 09/07/2013 23:13 09/07/2014 23:14

3

4

5

Zone Name: 64545Y425Y42 - HOME - ROSEVILLE Start: Stop:  
 Points/Distance: 197/150 Type: I 09/07/2013 23:52 09/08/2014 03:08

### Event Activity Summary

-----

Event:	Start:	Stop:	Duration:
ON CHARGER	09/07/2014 18:47	09/07/2014 19:46	59
ON CHARGER	09/07/2014 19:57	09/07/2014 20:07	10
ON CHARGER	09/07/2014 23:46	09/08/2014 00:47	61

6

1. Report Run **Date/Time**
2. The **Last Call** and **Trackpoint received** as of the report **Date/Time**
3. **Points:** Number of tracks captured during the violation
4. **Distance:** Zone footage
5. **Type:** Inclusion / Exclusion
6. **Number of minutes (duration)**

## Reading Immediate Notifications

From: no-reply@stopllc.com  
 To: Marty Morris  
 Cc:  
 Subject: +IZ (09809) COOLIE JOHNSTON

① ② ③  
09809 - Home - JOHNSTON (919-555-1212) 18:02 07/24/14 Eastern 1 MORR-TIME #  
 ④ ⑤ ⑥ ⑦ ⑧  
Zone Address: 100 Hampton Drive, Garner, NC 27529 United States  
 ⑨

- |  |                                    |
|--|------------------------------------|
| 1. Event Status & Code<br><br>+ indicates an in-progress event<br>- Indicates a closed event | 5. Enrollee's Primary Phone Number |
| 2. Primary ID  | 6. Event's Start or Stop Date/Time |
| 3. Enrollee Name   | 7. Enrollee's Time Zone            |
| 4. Zone Name (if applicable)   | 8. Agent                           |
|  | 9. Zone Address                    |

## BluTag Events

<b>MASTER TAMPER</b> ( <i>MTPR</i> )	Strap tampering is suspected. The violation remains open until the strap issue is resolved (e.g. replaced). Once BluTag approves, it then provides the option to close the tamper, online.
<b>LOW BATTERY ALARM</b> ( <i>BATT</i> )	Approx. <b>10 hours of charge remain</b> and a <b>2.5-hour refill</b> is now required. It will <b>vibrate twice every 10 minutes</b> until charged or dead.
<b>CRITICAL BATTERY ALARM</b> ( <i>CBATT</i> )	Approx. <b>4 hours of charge remain</b> and a <b>2.5-hour refill</b> is now required. Agent is notified. Vibrations continue.
<b>DEAD BATTERY ALARM</b> ( <i>DBATT</i> )	Approx. <b>30 minutes of charge remain</b> and a <b>2.5-hour refill</b> is now required. Agent is notified. Vibrations continue.
<b>INCLUSION ZONE VIOLATION</b> ( <i>IZ</i> )	Offender exited an area in which they were required to stay.
<b>EXCLUSION ZONE VIOLATION</b> ( <i>EZ</i> )	Offender entered an area where they were not allowed.
<b>ON CHARGER</b>	Duration of time BluTag was on the charger.
<b>PRESS BUTTON</b>	Push button was pressed, causing an immediate report.
<b>MESSAGE GAP</b> ( <i>MGAP</i> )	BluTag has missed multiple calls. (Default period is 6 hours.)
<b>NO GPS</b> ( <i>NGPS</i> )	BluTag is not reporting GPS. (Default period is 6 hours.)
<b>INTERFERENCE</b> ( <i>SHIELD / JAMM</i> )	BluTag has lost GPS reception and suspects that an object (shielding) or signal (jamming) could be the culprit.
<b>ZONE START LOCATION UNKNOWN</b> ( <i>ZSLU</i> )	VeriTracks has been unable to locate the enrollee for a designated period leading up to curfew. (Default period is 30 minutes).
<b>DEVICE UNASSIGNED</b>	Confirmation of an unenrollment.

## Closing a Master Tamper via the Enrollee Profile

*Master Tamper requires the agent/officer to rectify the original cause of the violation by thoroughly inspecting and/or replacing the strap. The event can then be closed in VeriTracks.*

1. In the **Enrollees** tile, locate the enrollee's profile.
2. Click the **Events** tab below their profile.
3. Locate and select their **Master Tamper** event.
4. Click the **Close** button that appears above to end the event.

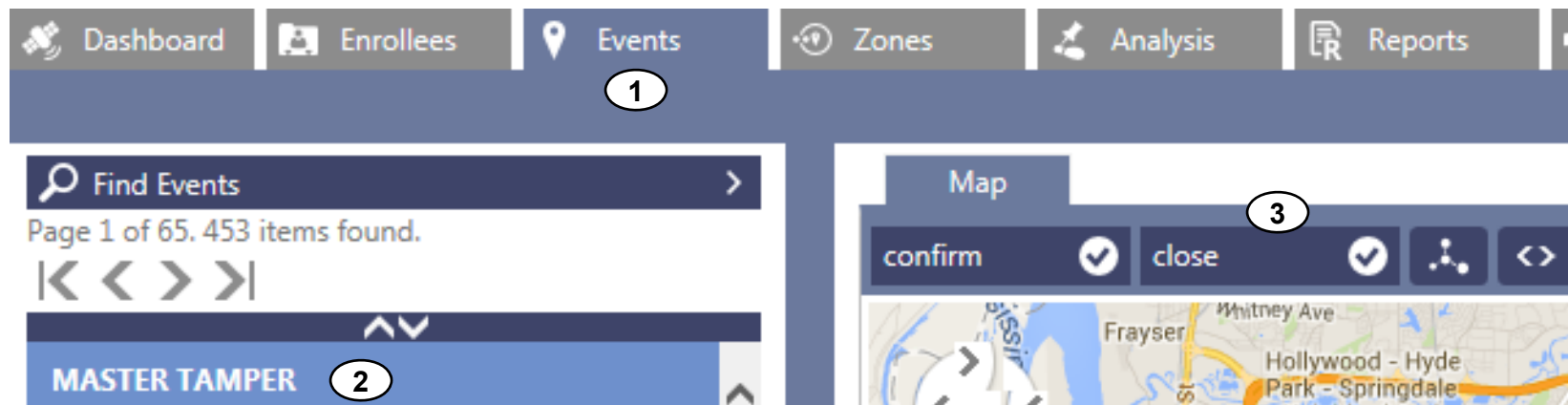
The screenshot illustrates the process of closing a Master Tamper event in the VeriTracks system. It shows the 'Enrollees' tab selected, with a search bar and a list of enrollee profiles. The first profile is expanded, showing details like 'JULY-AUGUST, JUNE', phone number, and location. Below the profile, the 'Events' tab is selected, displaying a list of events. The 'close' button is highlighted, and the 'Master Tamper' event is selected in the list.

Event Id	Description	Status	Start Date	Stop D...	Confirmed...
651241	MASTER TAMPER	Open	03/05/2014 02:03:19 AM	-In Progress-	-Not Confirmed-

## Closing a Master Tamper via the Events Tile

*Master Tamper requires the agent/officer to rectify the original cause of the violation by thoroughly inspecting and/or replacing the strap. The event can then be closed in VeriTracks.*

1. Click the **Events** tile.
2. Locate and select the **Master Tamper** event.
3. Click the **Close** button that appears above the map of the event.



# Unassignment

- **Unassign BluTag**
- **Remove BluTag From Enrollee**



## Unassign BluTag

Unassign BluTag **prior** to cutting the strap to avoid causing a false tamper event.

1. Click the **Enrollees** tile.
2. Select the enrollee's profile.
3. Click the **Device Assignments** tab.
4. Click **Unassign Devices**.
5. In the **Type** list, click the arrow to view and choose the appropriate reason for unassigning the device.
6. Click **Save**. *BluTag will now shut off.*

The screenshot illustrates the steps for unassigning a BluTag device. It shows the 'Enrollees' section with a search bar and a list of enrollees. The 'Device Assignments' tab is selected, showing a table of current assignments. A 'Remove Device Assignment' dialog box is open, showing a list of reasons for unassignment, with 'Court Order' selected. The 'save' button is visible at the bottom right of the dialog.

## Remove BluTag From Enrollee

The following steps are to be completed **after unassigning** the enrollee in VeriTracks.

1. Cut the strap in the middle, leaving an equal amount on both sides.
2. Insert the flathead screwdriver underneath one bridge clip and pry it from the wing.
3. Repeat for the other bridge clip.
4. Pull out the strap.
5. Inspect all parts for signs of tampering.
6. Clean the lens and surrounding area of any dirt build up.



1



2



3



4

- *If the enrollee has completed the program, no signs of tampering exist, and the unit is not needed for evidence, place the device back into inventory.*
- *If you had to unassign the enrollee and plan to reuse the bracelet, make sure to place BluTag back on the charger to power it back on.*
- *If you sense a problem with the device, send it back to STOP.*