



**GRYPHEX**

## **INSIGHT User Guide**



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## Definitions

Battery Critical	A notice indicating a complete depletion of the battery will occur in approximately 30 minutes. Once completely depleted, the device will no longer report to the Insight software.
Clear	A notice indicating that a clearing Event has occurred that has resolved an exception to satisfactory status.
Communication Failure	An alert which occurs when a device has not reported to the Insight within an expected period of time.
Exclusion Zone	An area in which an Offender is prohibited from entering during Scheduled periods.
Inclusion Zone	An area in which an Offender is required to be located during Scheduled periods.
Location Failure	An alert which occurs when a device has not reported a valid location within an expected period of time.
Neutral Zone	Area which is monitored 24/7 for exits and entries not associated with a Schedule.
Notifications	Alerts sent to the Recipient via SMS text or email.



## Definitions (continued)

Offender	The participant or client wearing the Locator ankle bracelet.
Recipient	A person or agency who receives alerts via email and/or SMS text – not necessarily an Insight User.
Role	Job function that determines which specific functions a User with that role can access.
Schedule	A time period during which the Offender should be inside an Inclusion Zone, inside a BaseStation range or outside an Exclusion Zone.
User	Any individual accessing Insight for monitoring and managing Offenders.
Zone	A specified geographic area used to enforce curfews (Inclusion) and restrictions (Exclusion).



Users must enter their Login ID and Password to access Insight. The Account Administrator provides an initial password for each User. During their initial login, Users are required to set their own password.

INSIGHT

Login ID

Password

☐ Remember me?

[Forgot your login?](#)

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Login



## Dashboard Functions

1. After logging into Insight, the User arrives at the Dashboard. The Dashboard provides a snapshot view of the status of each assigned Offender. It also contains links to all of the modules within the application.
2. The left panel contains a list of all assigned Offenders and is sorted with the Offenders having the most critical and recent violations and Events at the top.
3. The Insight Dashboard is designed to allow the User to focus on those situations and Offenders that require immediate attention.

The screenshot displays the GRYPHEX INSIGHT Dashboard. At the top, a navigation bar includes links for Dashboard, Offenders, Zones, Reports, and Admin. The user is logged in as Fred Kempner, with a LogOut button. The dashboard shows account information for 'Insight 3.0 Test' and summary statistics: 9 Active Offenders, 1 Critical, 4 Serious, and 0 Warning. A highlighted offender, '1287, Fred', is shown with details like last communication and location. A list of offenders is on the left, and a detailed event log for the selected offender is on the right. A callout box points to the 'User name' field in the event log.

**Offender List (Left Panel):**

Offender	Status	Event	Battery
1287, Fred	●	DT	N/A
Billy, Warren	●	BCL	N/A
323, Testbuffer	●	CF	N/A
Test 2542, Laurie	●	CF	N/A
1167-1676, Lauren	●	CF	N/A
VPN test, Iruku	●		N/A
Test1, Crystal	●		N/A
Test Three, Laurie	●		N/A

**Event Log (Right Panel):**

Status	Event	Description	Event Time	Received Time	Processed Time	Address	Notifications	Notes
●	DT	Device Tamper	04/29/12 08:47:28.33	04/29/12 08:50:05.550	04/29/12 08:50:05.570	3729 Brand Ct NW, Acworth, GA 30101, USA	0	

**Callout Boxes:**

- Left Panel:** This left panel shows the Offender name, the severity of the Event, the Event name and the status of the battery in the Locator. Severe Events are displayed as either flashing red or constant red. Green indicates Offender compliance and yellow indicates an unknown or warning status.
- Event Log:** The tabs across the top of the Dashboard provide instant access to information relating to the Offender highlighted in the left panel.
- User name:** Points to the 'User name' field in the event log.



## Dashboard Functions

1. The Event tab displays a list of Events/exceptions for the currently selected Offender.
2. The contents of the list can be adjusted by checking any or all of the severity checkboxes.
3. To clear Events from the Dashboard, the User checks the box to the left of the Event(s) and clicks the "Clear" button. The system prompts for a note or comment associated with the Clear.
4. The links at the top of the Dashboard provide access to Insight's main modules.
5. There are three commands on the right side of the Dashboard that interact with the Locator at any time.

INSIGHT Dashboard

Welcome Fred Kempner Customer Support Profile LogOut

Account: Insight 3.0 Test Active Offenders: 9 Critical: 1 Serious: 4 Warning: 0

Switch Accounts

1287, Fred Last Communication (Locator): 04/30/12 06:23AM Last Location: 04/30/12 06:20AM :: 1035 Windward Ridge Pkwy, Alpharetta, GA 30005, USA

Send Audible Send Vibrate Locate Now

Offender	Status	Event	Battery
1287, Fred	●	DT	N/A
Billy, Warren	●	BCL	N/A
323, Testbuffer	●	CF	N/A
Test 2542, Laurie	●	CF	N/A
1167-1676, Lauren	●	CF	N/A
VPN test, Iruku	●		N/A
Test1, Crystal	●		N/A
Test Three, Laurie	●		N/A
Manning, Star	●		N/A

Events Location Supervision Plan Devices Contact Zone Activity Schedules Recipients

All Critical Serious Warnings Messages Cleared Clear Events Add Note Refresh

Status	Event	Description	Event Time	Received Time	Processed Time	Address	Notifications	Notes
●	DT	Device Tamper	04/29/12 08:47:28.33	04/29/12 08:50:05.550	04/29/12 08:50:05.570	3729 Brand Ct NW, Acworth, GA 30101, USA	0	

The Events tab is selected by default when the Dashboard first displays.

The User checks the type of Events that should be displayed.

Commands to get the attention or location of the Offender.

Critical Flashing Red Icon	Serious Red Icon	Warning Yellow Icon
<ul style="list-style-type: none"> <li>Strap Tamper - ST</li> <li>Device Tamper (Locator) - DT</li> <li>Exclusion Zone Violation - EZV</li> </ul>	<ul style="list-style-type: none"> <li>Battery Critical (Locator) - BCL</li> <li>Battery Critical (BaseStation) - BCH</li> <li>Communication Failure - CF</li> <li>Inclusion Zone Violation - IZV</li> <li>Schedule Violation (BaseStation) - SVH</li> </ul>	<ul style="list-style-type: none"> <li>Battery Low (Locator) - BLL</li> <li>Battery Low (BaseStation) - BLH</li> <li>Location Failure - LF</li> <li>Motion Alert (BaseStation) - MAH</li> </ul>

Displaying items 1 - 9 of 9

Displaying items 1 - 1 of 1





## Dashboard Functions

1. The Location tab provides a map showing the latest location of the Offender and allows the User to view a recent history of locations.
2. The "Recent History" button allows the User to see the entire set of location points for the previous day, the previous 24 hours, or the previous weekend.
3. The "Extended History" button opens a larger map and provides options for seeing locations over a larger area and for customizable time span.

INSIGHT Dashboard Offenders Zones Reports Admin

Welcome Fred Kempner Customer Support Profile LogOut

Account: Insight 3.0 Test Active Offenders: 9 Critical: 1 Serious: 4 Warning: 0

Switch Accounts

Offender	Status	Event	Battery
1287, Fred	●	DT	N/A
Billy, Warren	●	BCL	N/A
323, Testbuffer	●	CF	N/A
Test 2542, Laurie	●	CF	N/A
1167-1676, Lauren	●	CF	N/A
VPN test, Iruku	●		N/A
Test1, Crystal	●		N/A
Test Three, Laurie	●		N/A
Manning, Star	●		N/A

323, Testbuffer Last Communication (Locator): 05/03/12 04:20PM Last Location: 05/03/12 04:20PM :: 1035 Windward Ridge Pkwy, Alpharetta, GA 30005, USA

Send Audible Send Vibrate Locate Now

Events Location Supervision Plan Devices Contact Zone Activity Schedules Recipients

Recent History Hide Zones Show Points of Interest Extended History Refresh

Map Satellite

Shows the most recent location point by default.

The Location tab offers options for seeing exactly where the Offender has been over the last day or weekend.

Displaying items 1 - 9 of 9





GRYPHEX

## Dashboard Functions – Supervision Plan

1. The Supervision Plan tab displays read-only information related to the Offender's Supervision Plan.
2. This information includes the location and communication frequency, the plan level, what type of plan it is, and when it was last updated.

Welcome Fred Kempner Customer Support Profile LogOut

INSIGHT Dashboard Offenders Zones Reports Admin

Switch Accounts Account: Insight 3.0 Test Active Offenders: 9 Critical: 1 Serious: 4 Warning: 0

Offender	Status	Event	Battery
1287, Fred	DT	N/A	
Billy, Warren	BCL	N/A	
323, Testbuffer	CF	N/A	
Test 2542, Laurie	CF	N/A	
1167-1676, Lauren	CF	N/A	
VPN test, Inuku		N/A	
Test1, Crystal		N/A	
Test Three, Laurie		N/A	
Manning, Star		N/A	

323, Testbuffer Last Communication (Locator): 05/03/12 04:23PM Last Location: 05/03/12 04:22PM :: 1035 Windward Ridge Pkwy, Alpharetta, GA 30005, USA

Send Audible Send Vibrate Locate Now

Events Location Supervision Plan Devices Contact Zone Activity Schedules Recipients

Plan Type: GPS  
Base Station: N  
Supervision Level: Active  
Supervision Plan: Active GPS 1X1 Insight  
Location x Transmission: 1 x 1  
Frequency:  
Last Updated Date: 03/01/12 10:51AM  
Last Update: Success

"N" indicates the Offender does not have a BaseStation (RF Device) .

Plan information is displayed for the Offender highlighted in yellow.

Displaying items 1 - 9 of 9



## Dashboard Functions - Devices

1. The Devices tab allows User to see the specific Locator and BaseStation assigned to this Offender.
2. The display also indicates the level of the battery charge of each device, when the battery status was last updated and when the device was last plugged in.
3. If a BaseStation is assigned, then a plus (+) sign appears that allows the User to see if other Offenders are assigned to the same BaseStation – as might be the case in a halfway house or hospital.

INSIGHT

Dashboard Offenders Zones Reports Admin

Welcome Fred Kempner Customer Support Profile LogOut

Account: Insight 3.0 Test Active Offenders: 9 Critical: 1 Serious: 4 Warning: 0

Switch Accounts

323, Testbuffer

Last Communication (Locator): 05/03/12 04:35PM  
Last Location: 05/03/12 04:34PM :: 1035 Windward Ridge Pkwy, Alpharetta, GA 30005, USA

Send Audible  
Send Vibrate  
Locate Now

Offender	Status	Event	Battery
1287, Fred	DT	DT	N/A
Billy, Warren	BCL	BCL	N/A
323, Testbuffer	CF	CF	N/A
Test 2542, Laurie	CF	CF	N/A
1167-1676, Lauren	CF	CF	N/A
VPN test, Iruku			N/A
Test Three, Laurie			N/A
Manning, Star			N/A
Test1, Crystal			N/A

Events Location Supervision Plan **Devices** Contact Zone Activity Schedules Recipients

Device Name	Model	Locator In Range	In Range Confirmation	Battery Status	Time Since Batt Update	Time Since Charger Update
F0000323	OMU			CHARGING	0 day(s), 0 hrs, 43 min	0 day(s), 0 hrs, 43 min

Device Name and Model.

Indicates level of battery charge, or (as shown) that the device is plugged in and charging.

Displaying items 1 - 9 of 9



## Dashboard Functions – Contact

1. By highlighting the Contact tab the User can quickly see all information that has been entered about the Offender.
2. The Offender information is entered and edited in the “Offender” module, which is accessed via the “Offender” link at the top of the Dashboard.

INSIGHT Dashboard Offenders Zones Reports Admin

Welcome Fred Kempner Customer Support Profile LogOut

Account: Insight 3.0 Test Active Offenders: 9 Critical: 1 Serious: 4 Warning: 0

Switch Accounts

Offender	Status	Event	Battery
1287, Fred	●	DT	N/A
Billy, Warren	●	BCL	N/A
323, Testbuffer	●	CF	N/A
Test 2542, Laurie	●	CF	N/A
1167-1676, Lauren	●	CF	N/A
VPN test, Iruku	●		N/A
Test Three, Laurie	●		N/A
Manning, Star	●		N/A
Test1, Crystal	⚠		N/A

323, Testbuffer

Last Communication (Locator): 05/03/12 04:38PM  
Last Location: 05/03/12 04:37PM :: 1035 Windward Ridge Pkwy, Alpharetta, GA 30005, USA

[Send Audible](#)  
[Send Vibrate](#)  
[Locate Now](#)

Events Location Supervision Plan Devices **Contact** Zone Activity Schedules Recipients

No Photo

Name: Testbuffer 323  
Address:  
Home Phone:  
Cell Phone:  
Risk Level: High  
Race:  
Language:

Emergency Contact Name:  
Emergency Contact Phone:  
Complexion:  
Height:  
Weight:  
Build:  
Eye Color:  
Hair Color:

Displaying items 1 - 9 of 9



## Dashboard Functions – Zone Activity

1. The Zone Activity tab allows the User to see a report with all of the entries, exits and violations related to all the Zones assigned to the selected Offender during a User-definable time period.
2. The User can export the report into Excel or PDF format for printing and viewing.

**INSIGHT** Dashboard Offenders Zones Reports Admin

Welcome Fred Kempner Customer Support Profile LogOut

Account: Insight 3.0 Test Active Offenders: 9 Critical: 1 Serious: 4 Warning: 0

Switch Accounts

323, Testbuffer Last Communication (Locator): 05/03/12 04:44PM Last Location: 05/03/12 04:43PM :: 1035 Windward Ridge Pkwy, Alpharetta, GA 30005, USA

Send Audible Send Vibrate Locate Now

Events Location Supervision Plan Devices Contact Zone Activity Schedules Recipients

From: 05/03/2012 12:01 am To: 05/03/2012 04:36 pm Show Export

Date	Zone Name	Event	Address
05/03/12 09:27AM	Gryphex office incl test1	Entry	1035 Windward Ridge Pkwy, Alpharetta, GA 30005, USA
05/03/12 09:24AM	Gryphex office incl test1	Exit	1035 Windward Ridge Pkwy, Alpharetta, GA 30005, USA
05/03/12 07:00AM	Gryphex office incl test1	Entry	1035 Windward Ridge Pkwy, Alpharetta, GA 30005, USA
05/03/12 06:58AM	Gryphex office incl test1	Exit	1055 Windward Ridge Pkwy, Alpharetta, GA 30005, USA
05/03/12 04:38AM	Gryphex office incl test1	Entry	1035 Windward Ridge Pkwy, Alpharetta, GA 30005, USA
05/03/12 04:32AM	Gryphex office incl test1	Exit	1035 Windward Ridge Pkwy, Alpharetta, GA 30005, USA
05/03/12 04:12AM	Gryphex office incl test1	Entry	1035 Windward Ridge Pkwy, Alpharetta, GA 30005, USA
05/03/12 04:11AM	Gryphex office incl test1	Exit	1235 Old Alpharetta Rd, Alpharetta, GA 30005, USA
05/03/12 02:26AM	Gryphex office incl test1	Entry	1035 Windward Ridge Pkwy, Alpharetta, GA 30005, USA
05/03/12 02:22AM	Gryphex office incl test1	Exit	1035 Windward Ridge Pkwy, Alpharetta, GA 30005, USA
05/03/12 01:31AM	Gryphex office incl test1	Entry	1035 Windward Ridge Pkwy, Alpharetta, GA 30005, USA
05/03/12 12:13AM	Gryphex office incl test1	Exit	1035 Windward Ridge Pkwy, Alpharetta, GA 30005, USA

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Displaying items 1 - 12 of 12

Select the Offender for the report.

After entering the start and end times, click the "Show" button to generate the report.

"Export" will send report data into Excel or PDF format for printing.



## Dashboard Functions – Schedules

1. Schedules are assigned to Zones which are associated with Offenders.
2. Schedules allow the User to manage where an Offender should be during specific periods of the day and where an Offender should not be. When an Offender enters an Exclusion Zone during a Schedule or exits an Inclusion Zone during a Schedule, a violation is generated.
3. When a Zone is first assigned to an Offender, Insight creates a 24/7 Schedule for that Zone. The User may modify the Schedule to meet the requirements for that Offender and that Zone.

INSIGHT Dashboard Offenders Zones Reports Admin

Welcome Fred Kempner Customer Support Profile LogOut

Account: Insight 3.0 Test Active Offenders: 9 Critical: 1 Serious: 4 Warning: 0

323, Testbuffer Last Communication (Locator): 05/03/12 05:11PM  
Last Location: 05/03/12 05:10PM -- 1035 Windward Ridge Pkwy, Alpharetta, GA 30005, USA

Send Audible Send Vibrate Locate Now

Offender	Status	Event	Battery
1287, Fred	●	DT	N/A
Billy, Warren	●	BCL	N/A
323, Testbuffer	●	CF	N/A
Test 2542, Laurie	●	CF	N/A
1167-1676, Lauren	●	CF	N/A
VPN test, Iruku	●		N/A
Test Three, Laurie	●		N/A
Manning, Star	●		N/A
Test1, Crystal	⚠		N/A

Events	Location	Supervision Plan	Devices	Contact	Zone Activity	Schedules	Recipients
Schedule Name	Type	Time	Term	Recurrence Type	Associated Zone		
Default Schedule for Home	Location	12:01 AM to 11:59 PM	03/14/12 with no end date	Occurs every 1 days	test incl zone 4		
Gryphex Office Inclusion Zone	Location	8:00 AM to 6:00 PM	03/14/12 with no end date	Occurs every 1 days	Gryphex office incl test1		
School Zone Schedule	Location	7:00 AM to 9:00 PM	03/14/12 with no end date	Occurs every 1 days	Oak Grove elementary		

A default 24/7 Schedule is created automatically when a Zone is assigned to an Offender.

To add, modify or delete a Schedule, the User must go to the Offender module and select the desired Offender.

Displaying items 1 - 9 of 9



## Dashboard Functions – Recipients

1. The Recipients tab allows the User to view a list of the Recipients who would get Notifications related to the selected Offender. The list includes the Recipient's phone number and email address.
2. These Recipients are assigned when setting up the Offender in Offender module.
3. Recipients can be Users of the Insight system or individuals outside the system with a need to know if the Offender has violated any rules of his or her program.

The screenshot shows the INSIGHT dashboard interface. At the top, there's a navigation bar with tabs: Dashboard, Offenders, Zones, Reports, and Admin. Below this is a summary bar showing account information and offender statistics. The main content area is divided into two sections. On the left is a list of offenders, and on the right is a detailed view of the selected offender, 1287, Fred. The 'Recipients' tab is active, displaying a table of recipients assigned to this offender.

Offender	Status	Event	Battery
1287, Fred	●	DT	N/A
Billy, Warren	●	BCL	N/A
323, Testbuffer	●	CF	N/A
Test 2542, Laurie	●	CF	N/A
1167-1676, Lauren	●	CF	N/A
VPN test, Iruku	●		N/A
Test Three, Laurie	●		N/A
Manning, Star	●		N/A
Test1, Crystal	●		N/A

  

Events	Location	Supervision Plan	Devices	Contact	Zone Activity	Schedules	Recipients												
<table border="1"><thead><tr><th>Recipient Name</th><th>Phone</th><th>E-Mail</th></tr></thead><tbody><tr><td>Sally James</td><td>13335457890</td><td>sjames@tecabccorp.com</td></tr><tr><td>Robert Dothan</td><td>12213456788</td><td>rdothan@adsg.com</td></tr><tr><td>Laura Georing</td><td>12342345434</td><td>lgeoring@aolsap.com</td></tr></tbody></table>								Recipient Name	Phone	E-Mail	Sally James	13335457890	sjames@tecabccorp.com	Robert Dothan	12213456788	rdothan@adsg.com	Laura Georing	12342345434	lgeoring@aolsap.com
Recipient Name	Phone	E-Mail																	
Sally James	13335457890	sjames@tecabccorp.com																	
Robert Dothan	12213456788	rdothan@adsg.com																	
Laura Georing	12342345434	lgeoring@aolsap.com																	

The Recipients tab displays contact information for each Recipient assigned to the selected Offender. To change this information, or to assign or un-assign Recipients, the User must go to the Offender module and select the Offender.



## Offender Module - Profile

1. By selecting the "Offender" link from the top menu, the User can enter and manage all information related to an Offender.
2. To enter a new Offender, click the "Add Offender" button. This will blank the fields and allow you to enter all of the information you wish to have in the system.
3. To inactivate an Offender and un-assign devices, click the "X" button. Once inactivated, you will not be able to access any details for the Offender without changing the status back to Active.

The "Print" button allows the User to generate a report showing all of the active Offenders and their profile information.

The "Location History" button allows you to generate the Location History report for this Offender without opening the Report module

Use these tabs to enter additional information relating to the Offender. This information is for reference purposes only and is not required.

Account: Insight 3.0 Test   Active Offenders: 10   Critical: 1   Serious: 5   Warning: 0

Profile   Supervision Plan   Zones   Schedules   Users and Recipients   Notifications   Additional Information   Case Management

Manage Photos   Address   Attributes   Employment   Spouse   DL/Vehicle

Upload New Photo:  
Select...

Current Photos:  
Photo   Primary  
No records to display.

Offender saved successfully

1   50   Displaying items 1 - 9 of 9





## Offender – Supervision Plan

1. To assign device(s) and a Supervision Plan to an Offender, click the “Supervision Plan” tab and select the devices and plan you want to use.
2. After each selection, click “Add” to move the devices and plan to the right panel. After all selections are complete, click “Apply” to send the Supervision Plan to the Locator device.
3. The “Range” option for the BaseStation allows the User to set the distance from the BaseStation that the Offender can go without generating an Presence Exit event.

The screenshot displays the INSIGHT web application interface. The top navigation bar includes 'Dashboard', 'Offenders', 'Zones', 'Reports', and 'Admin'. The user is logged in as 'Fred Kempner'. The main content area is titled 'Supervision Plan' and contains three panels: 'Assign Locator', 'Assign Base Station', and 'Assign Supervision Plan'. The 'Assign Supervision Plan' panel has drop-down lists for 'Product' (GPS), 'Supervision Level' (Active), 'Supervision Plan' (Active Beacon 1X1 Insight3), and 'Rollover Plan'. The 'Device Configuration' panel on the right shows a device 'NF0001676' and a supervision plan 'Active Beacon 1X1 Insight3'. An 'Apply' button is at the bottom right. A sidebar on the left lists offenders, with '1167-1676, Lauren' selected. Callouts indicate that the drop-down lists in the 'Assign Supervision Plan' panel are used to select devices and supervision plans, and that the 'Apply' button sends the plan to the device.

Offender Name	Home Phone	
1167-1676, Lauren	3451231234	X
1287, Fred		X
323, Testbuffer		X
Billy, Warren		X
Manning, Star		X
Test 2542, Laurie		X
Test Three, Laurie	555-555-5555	X
Test1, Crystal	5555555555	X
VPN test, Iruku		X

Use the drop down lists to select the desired devices and Supervision Plan.

This panel shows the details of the devices and Supervision Plan selected for this Offender. Click “Apply” to send the Supervision plan to the device.



## Offender - Zones

1. Zone functionality is used to define geographical areas where the Offender should or should not be during specific periods of the day. Zones can also be used to indicate whether an Offender has entered or exited specific places at any time.
2. A Zone can be either a circle or rectangle, and can be adjusted in size by entering a radius value or by dragging the edge of the shape on the map.

**Click the "Create Zone" button to define a new Zone. Or click the "Assign Account Zone" button, to assign a Zone that is available for all Offenders in the current account.**

**Use these boxes to have the system generate Entry and Exit Events regardless of any Schedules that may be associated with this Zone. The Schedules will generate violations, while Entries and Exits are informational.**

**The "Location Type" field is required and tells the system whether this is a "Home" Zone, a "Work/School" Zone or some "Other" type of Zone.**

The screenshot shows the 'Zones' tab in the application. On the left, there's a table of offenders with columns for Name, Home Phone, and a status icon. The main area has a 'Create Zone' form with fields for Name, Type, Location Type, Shape, Radius, and coordinates. A 'Zone Map' on the right shows a green circular zone on a street map. Callout boxes highlight key features: creating zones, configuring entry/exit events, and the importance of the 'Location Type' field.



## Offender - Schedules

1. Use the Schedule function to set up time periods when an Offender is required to be within a certain Zone or allowed to be away from a certain Zone.
2. A 24/7 default Schedule is automatically assigned to a Zone when the Zone is created. The User can edit this default Schedule and/or create new Schedules for the Zone.
3. A Schedule is always a combination of start and end times and recurrence.
4. User can create a temporary Schedule exception for specific Schedule that will allow the Offender to go in or out of the associated Zone during the exception period without generating a violation.

INSIGHT Dashboard **Offenders** Zones Reports Admin

Welcome Fred Kempner Customer Support Profile **LogOut**

Switch Accounts Account: Insight 3.0 Test Active Offenders: 10 Critical: 1 Serious: 5 Warning: 0

Profile Supervision Plan **Schedules** Users and Recipients Notifications Additional Information Case Management

Add Schedule

Name	Type	Time	Term	Recurrence Type	Date Modified	Delete
Default Schedule For Home	Locator	24 hour	04/17/12 with no end date	Occurs every 1 days	04/17/12 04:36PM	✕
Schedule For PHC	Locator	12:01 AM to 11:59 PM	05/02/12 with no end date	Occurs every 1 days	05/04/12 12:27PM	✕

Click the "Add Schedule" button to define a Schedule for a specific Zone, or select an existing Schedule to see and edit the details in the Schedule Details window.

**Schedule Details**

Schedule Name:

Schedule Type:

Zone:

Start:   ☒ All Day Event

End:

Recurrence: ☒ Once ☒ Daily ☐ Weekly ☐ Day of Month ☐ Monthly ☐ Day of Year ☐ Yearly

Every  day(s)

Ends: ☒ Never ☐ Occurrences ☐ End Date

Create Schedule Exception

Description:  Save

1 50 Displaying items 1 - 9 of 9



## Offender – Users and Recipients

1. The Users and Recipients function allows the User to determine which other Users are able to monitor and manage this Offender. It also allows the User to assign Recipients who will receive Notifications for selected Events related to this Offender.
2. The boxes on the left contain all of the Users and Recipients in the current account. To make selections, highlight the desired names and click the right arrow. To deselect a User or Recipient, select them from the Assigned Users box and click the left arrow.

INSIGHT Dashboard Offenders Zones Reports Admin

Welcome Fred Kempner Customer Support Profile LogOut

Account: Insight 3.0 Test Active Offenders: 10 Critical: 1 Serious: 5 Warning: 0

Switch Accounts

Add Offender ☐ Show Inactive Only Print

Offender Name	Home Phone	
1167-1676, Lauren	3451231234	X
1287, Fred		X
323, Testbuffer		X
Billy, Warren		X
Manning, Star		X
Test 2542, Laurie		X
Test Three, Laurie	555-555-5555	X
Test1, Crystal	5555555555	X
VPN test, Iruku		X

Profile Supervision Plan Zones Schedules **Users and Recipients** Notifications Additional Information Case Management

**All Users**

- Floyd Brown
- Iruku Makanga
- Laura Georing
- Maria Renteria
- Sally James
- Susan Neenan

**Assigned Users**

- Clay Courts
- Dani Hollis
- Dee Terry
- Don Pruitt
- Dylan Colton
- Fred Kempner
- Jose Ortega
- Kim Milana
- Laurie McCall
- Robert Dothan
- TestYogesh TestYogesh

**All Recipients**

- Brown Floyd
- Clay Courts
- Dani Hollis
- Dee Terry
- Fred Kempner
- Iruku Makanga
- Jose Ortega
- Kim Milana
- Laura Georing
- Laurie McCall
- Maria Renteria

**Assigned Recipients**

Save

1 50 Displaying items 1 - 9 of 9

IMPORTANT: If an Admin has checked the "All" box on the User Set-Up page for assigning Offenders to a specific User, then that User will be unable to remove Assigned Users within this function.



## Offender - Notifications

1. The Notifications tab allows the User to select the Notifications (alerts) that are to be sent to the Recipients for this Offender.
2. Using the checkboxes, the User can determine whether each Notification is to be sent by email or by SMS text message to the Recipient's phone, or both.
3. For critical email Notifications, it is possible to include a photo, assuming the User has placed a photo on the Profile tab. Click "Include Photo".

INSIGHT

Dashboard Offenders Zones Reports Admin Superadmin

Welcome Susan Neenan Customer Support Profile LogOut

Switch Accounts Account: Gryphex Active Offenders: 5 Critical: 2 Serious: 1 Warning: 0

Profile Supervision Plan Zones Schedules Users and Recipients Notifications Additional Information Case Management

User / Recipient Inuku Tester

Locator Notifications BaseStation Notifications

Notification	Text Message	Email
Exclusion Zone Violation	<input type="checkbox"/>	<input type="checkbox"/> Include Photo <input type="checkbox"/>
Exclusion Zone Violation Clear	<input type="checkbox"/>	<input type="checkbox"/>
Device Tamper (Locator)	<input type="checkbox"/>	<input type="checkbox"/> Include Photo <input type="checkbox"/>
Strap Tamper	<input type="checkbox"/>	<input type="checkbox"/> Include Photo <input type="checkbox"/>

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## Account Zones

1. Account Zones are useful if there are Zones that will be applied to more than one Offender within the account. Once defined at the account level, these Zones will be available to be assigned to any of the Offenders in the account.
2. These Zones cannot be changed at the Offender level.
3. The User can create Points of Interest which are simply names of places put on the map to help in naming where an Offender is. Examples are malls, schools, and parks.

Welcome Fred Kempner Customer Support Profile LogOut

INSIGHT Dashboard Offenders Zones Reports Admin

Switch Accounts Account: Insight 3.0 Test Active Offenders: 10 Critical: 1 Serious: 5 Warning: 0

Zones Points of Interest

Add Zone

Zone Name	Type	Last Modified	
Curfew OMU Zone	Inclusion	12/28/11 10:20AM	X
fbincl	Inclusion	09/28/11 01:44PM	X
incl - work - jbsm	Inclusion	08/24/11 05:49PM	X
Oak Grove elementary	Exclusion	08/18/11 11:31PM	X

Zone Assign Offenders

Zone Type: ☒ Inclusion ☐ Exclusion ☐ Neutral

Name: Office Zone

Shape: Circle

Radius: 400 UOM: feet

Use Latitude / Longitude: ☐

Latitude: 34.097754

Longitude: -84.20765899999998

Street: 1035 Windward Ridge Pkwy

City: Alpharetta

State: Georgia

Zip: 30005

Country: United States

Alerts: ☐ Entry ☐ Exit

Description:

Apply Changes

Save

Zone Map

Map Satellite

To add a new Account Zone, click the "Add Zone" button.

To edit an existing Zone, select it from the list. The details will appear in the Zone tab below.

The Assign Offenders tab provides a shortcut method of assigning Offenders immediately after creating the Zone.



## Account Reports

1. The Reports link provides access to a set of reports that contain up-to-the minute information relating to the Offenders and the account.
2. Each report has its own set of parameters. Most reports allow access to data for up to 60 days.
3. Click the “View Report” button to generate the report. The reports can be viewed and/or printed in Excel, PDF or Word.

INSIGHT

Dashboard Offenders Zones Reports Admin

Welcome Fred Kempner Customer Support Profile LogOut

Switch Accounts Account: Insight 3.0 Test Active Offenders: 10 Critical: 1 Serious: 5 Warning: 0

Insight Reports

- Event Report
- Audit Report
- Command Report
- Notification Report
- Proximity Report
- Last Known Location Report
- Location History Report
- Location Summary Report

Start Date: 05/04/12

End Date: 05/04/12

Selection Mode: Offender

☐ Show Inactive only

View Report

Select All

- 1167-1676, Lauren
- 1287, Fred
- 323, Testbuffer
- Billy, Warren
- Doe, Tasha
- Manning, Star
- Test 2542, Laurie
- Test Three, Laurie
- Test1, Crystal

Select All

- AC Plugin (BaseStation)
- AC Plugin (Locator)
- AC Unplug (BaseStation)
- AC Unplug (Locator)
- Acknowledgement
- Audible Response
- Audible Sent
- Battery Active Acknowledgement
- Battery Critical (BaseStation)

When the User clicks on the desired report, the optional parameters will change to reflect what is available for that report.

The Selection Mode allows the User to choose between selecting specific Offenders for the report, or selecting all the Offenders associated with a specific User.

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# LOCATOR OVERVIEW

## Locator



- 1** Battery Status
  - No Light = OK
  - Red Blink = Low Battery
- 2** Charging Indicator
  - Green Solid = Full Charge
  - Green Blink = Charging
- 3** Acknowledge Button
  - Offender presses to acknowledge receipt of either audible or vibrate alerts
- 4** Charger Plug & Power Jack
  - 3 hours minimum daily charge
  - Plug into standard 120v AC power using charger supplied with device



# LOCATOR INSTALLATION

## INSTALLATION



### Prior to Installation

- Ensure **hooks** on backplate are not missing or damaged
- Note proper orientation of backplate on strap prior to wrapping around the offender's ankle
- Ensure indicator lights on device are facing up - visible by offender while wearing



### Step 1

- Place backplate flat against leg
- Wrap device body and strap around leg to overlap loose end



### Step 3

- **WARNING!!** Do not fully close!
- Only close to first soft click
- Ensure correct fit of device
- If necessary, undo & adjust size
- **Ensure tabs are secure in hooks**



### Step 2

- Locate **tabs** on device body near strap anchor point
- Insert **tabs** on device body into **hooks** on backplate



### Step 4

- Securely close by pushing device body against backplate
- There will be two loud clicks
- A finger should fit behind strap
- Device tamper event will be generated with a proper installation



# LOCATOR REMOVAL

## REMOVAL



### Step 1

- Fully insert a large flat-head screw driver (about 1/4 inch) into one of the **tab-release windows** located on the back plate, tearing through the thin web of plastic in the middle of the window



### Step 2

- Twist the screw driver at least 180 degrees until you hear a loud crack indicating that the back plate tab has broken



### Step 3

- Repeat this process in the other tab-release window of the back plate
- Both back plate windows must be broken
- Remove the back plate



# BASESTATION PLACEMENT

## BaseStation



### Proper Placement

- Install device in a central location
- Avoid areas with constant foot traffic
- Keep away from any major electronics
- Place on a flat, uncluttered surface
- Do not place items on top of device
- Once in place, do not move or touch
- Plug into standard 120v AC power using charger supplied with device



## FCC Statements

### **Part 2.1091**

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with a minimum distance of 20cm between the radiator and your body. This product must not be co-located or operated in conjunction with any other antenna or transmitter except those included in this product.

### **Part 15.19 (3)**

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

### **Part 15.21**

Caution: changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

### **Part 15.105B**

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.