



AIR Check-In Instructions for Supervisors

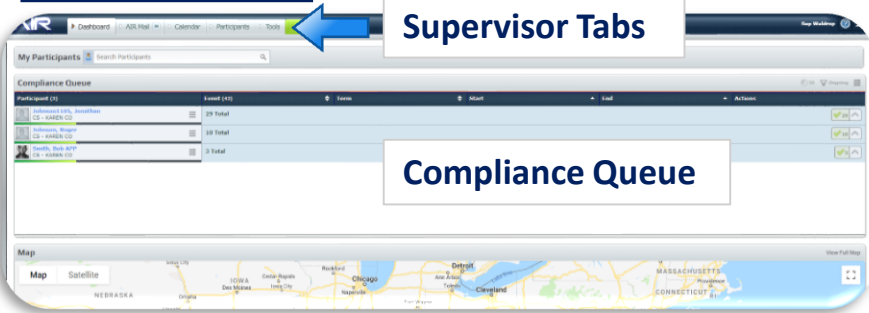
<https://air.corrisoft.com>

Enter username and password



Log-in

AIR Dashboard



Supervisor Tabs

Compliance Queue

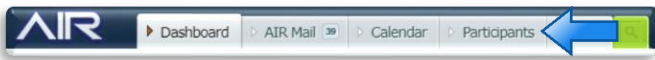


Click the AIR icon in upper left corner to return to AIR Dashboard from anywhere is AIR Web

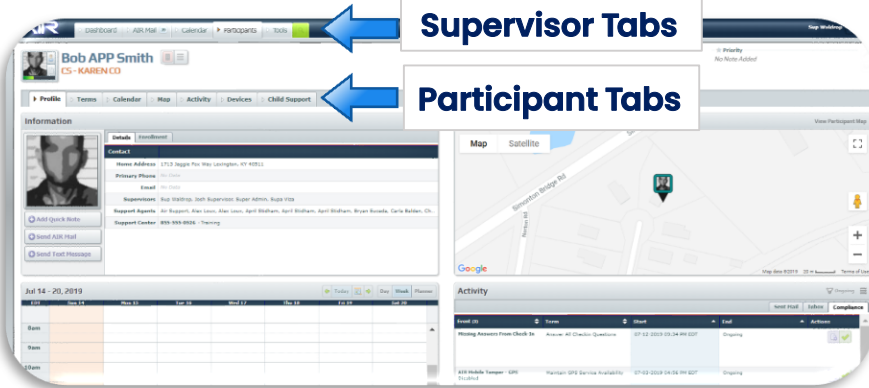
Compliance Queue Events:

- Missing Answers From Check-in
- Missed Check-in Request
- Failed Verification

View enrolled participants & View a Participant's Profile



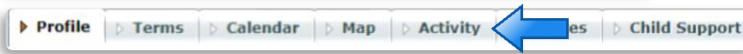
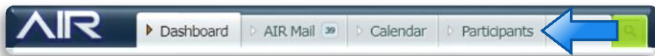
- Supervisor Tabs/Participants/Participant List = Enrolled Participants
- Select name from list to open Participant Profile



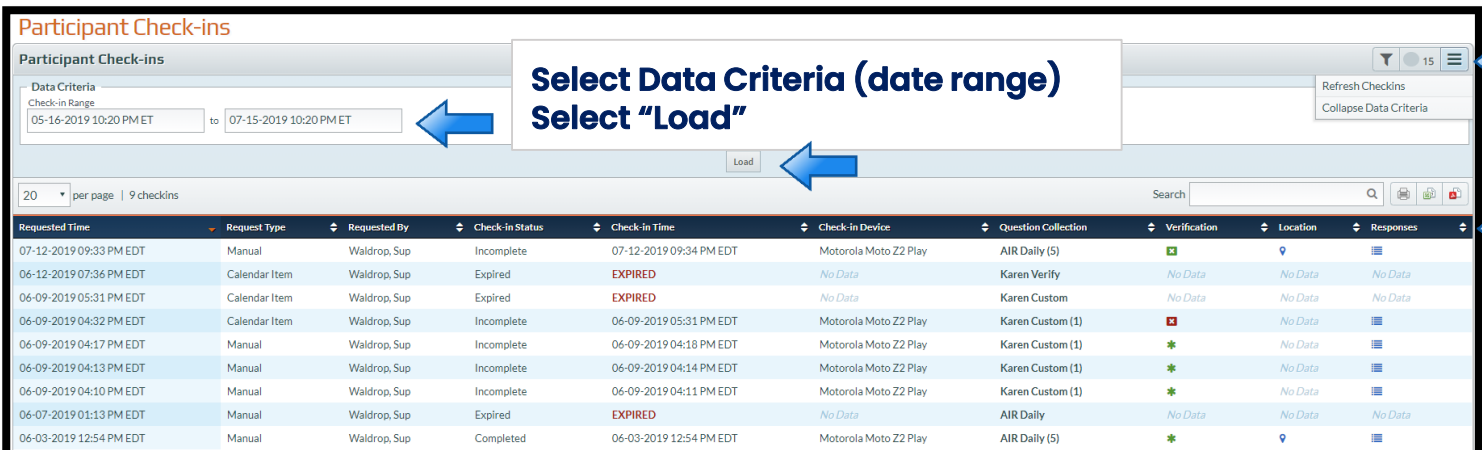
Supervisor Tabs

Participant Tabs

View Check-ins



- Supervisor Tabs/Participants/Participant Check-ins (entire agency)
- Participant Tabs/Activity/Participant Check-ins (specific participant)
- View check-in answers including verification and GPS point



Select Data Criteria (date range)
Select "Load"

Participant Check-ins

Participant Check-ins

Data Criteria
Check-in Range
05-16-2019 10:20 PM ET to 07-15-2019 10:20 PM ET

Load

20 per page | 9 checkins

Requested Time	Request Type	Requested By	Check-in Status	Check-in Time	Check-in Device	Question Collection	Verification	Location	Responses
07-12-2019 09:33 PM EDT	Manual	Waldrop, Sup	Incomplete	07-12-2019 09:34 PM EDT	Motorola Moto Z2 Play	AIR Daily (5)	✓	📍	📄
06-12-2019 07:36 PM EDT	Calendar Item	Waldrop, Sup	Expired	EXPIRED	No Data	Karen Verify	No Data	No Data	No Data
06-09-2019 05:31 PM EDT	Calendar Item	Waldrop, Sup	Expired	EXPIRED	No Data	Karen Custom	No Data	No Data	No Data
06-09-2019 04:32 PM EDT	Calendar Item	Waldrop, Sup	Incomplete	06-09-2019 05:31 PM EDT	Motorola Moto Z2 Play	Karen Custom (1)	✗	No Data	📄
06-09-2019 04:17 PM EDT	Manual	Waldrop, Sup	Incomplete	06-09-2019 04:18 PM EDT	Motorola Moto Z2 Play	Karen Custom (1)	✗	No Data	📄
06-09-2019 04:13 PM EDT	Manual	Waldrop, Sup	Incomplete	06-09-2019 04:14 PM EDT	Motorola Moto Z2 Play	Karen Custom (1)	✗	No Data	📄
06-09-2019 04:10 PM EDT	Manual	Waldrop, Sup	Incomplete	06-09-2019 04:11 PM EDT	Motorola Moto Z2 Play	Karen Custom (1)	✗	No Data	📄
06-07-2019 01:13 PM EDT	Manual	Waldrop, Sup	Expired	EXPIRED	No Data	AIR Daily	No Data	No Data	No Data
06-03-2019 12:54 PM EDT	Manual	Waldrop, Sup	Completed	06-03-2019 12:54 PM EDT	Motorola Moto Z2 Play	AIR Daily (5)	✓	📍	📄