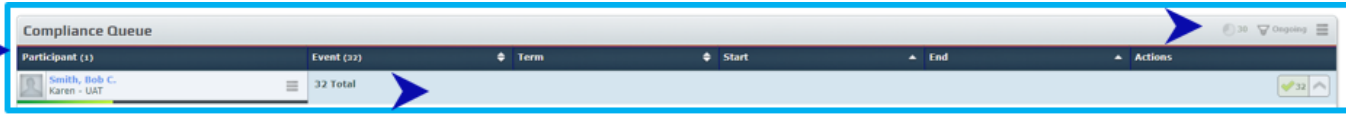




AIR Check-In Instructions for Supervisors

Compliance Queue



The Compliance Queue list only participants that have events. Events are potential violations. The supervisor should not expect to see everyone in the agency in the Compliance Queue, unless they all have events.

There are three types of events for AIR-Check-In:

Missing Answers From Check-In, Missed Check-In Request, and Failed Verification.

Events remain in the Compliance Queue until a determination has been made (Compliant or Non-Compliant).

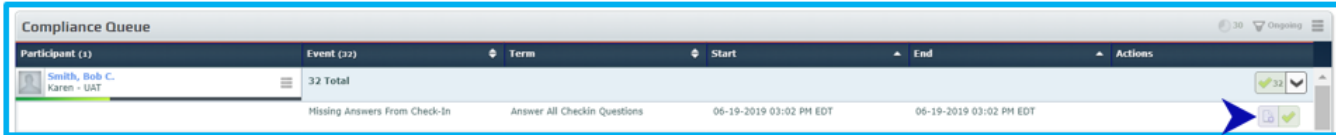
The icons on the top right of the Compliance Queue allow the user to **Auto-Refresh** every 30 seconds, display only **Ongoing Events**, or with the **Settings Icon**, view other Queues.



The dark blue header of the Compliance Queue lists Participant Name, Total number of Events, Type of Event, Start/End time, and available Actions (Add Note, Compliant, or Non-Compliant).

Click anywhere on the light blue bar to view each individual event.

Work an Event in the Compliance Queue




To work an INDIVIDUAL event

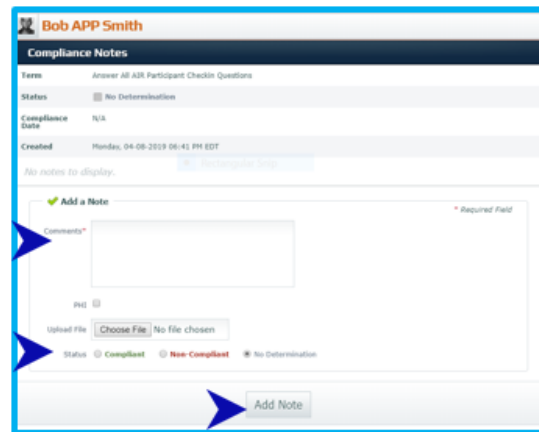
- Select the "Add Note" icon (right side of Compliance Queue)
- Enter relevant Notes in "Comments"
- Choose the Status (make a determination)
- Select "Add Note"



Notes added remain with the event forever. All notes are author/date/time stamped.

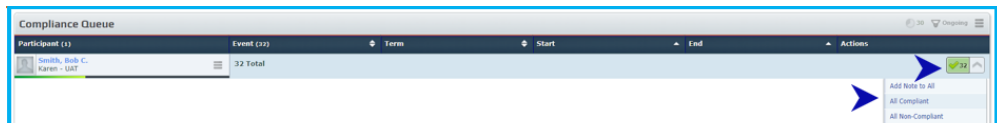
Choosing "No Determination" allows the user to make a comment without making a determination, therefore the event stays in the Compliance Queue.

If no Note is needed, select the "Green Check"  to mark that specific event Compliant or Non-Compliant without a note.



Make Bulk Determinations:

- To work MULTIPLE events
- Select the Green Check
- Choose "Add Note to All" (Enter relevant notes in "Comments"/Select Status/Add Note)
- Or Choose "All Compliant", or 'All Non-Compliant"



The determination and any notes apply to all events.