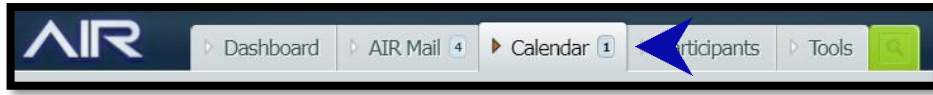




AIR Check-In Instructions for Supervisors

Participant Created Calendar Items

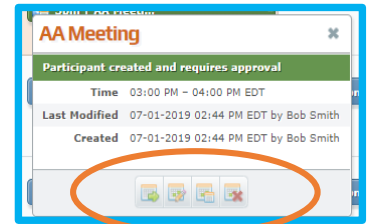
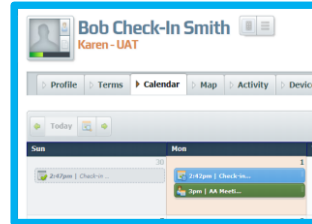


Notice the ticker on the AIR Mail and Calendar Tab in the Supervisor Tabs. It tells the user the number of unread AIR Mails and the number of upcoming calendar items created by participants.

Select Calendar/Upcoming Participant Items for a list of all submitted items. Use “Edit” shortcut on right to go directly to edit calendar item or click on participant name to go to the participant profile/participant calendar/select calendar item.

Select the calendar item on the participant calendar

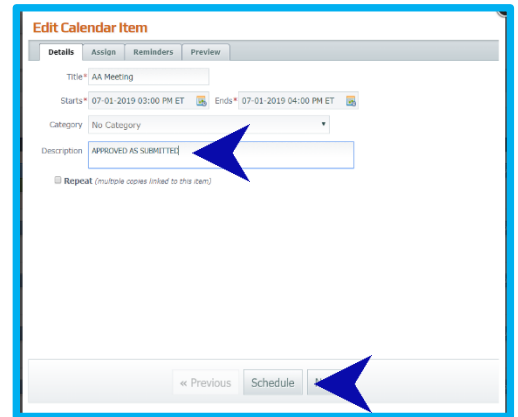
Participant created calendar items are green on the calendar.



Select Edit. (second box under calendar item).

Any needed changes can be made to the calendar item.

Editing and saving the calendar item “approves” it



Placing a note in the Description Box will make it easy for the participant to follow any instructions

The calendar item box will display who Modified (therefore who approved) the calendar item.

The calendar item will no longer be green but light blue to indicate it has been recently modified. The ticker will also be removed or reduced.

AIR Mail

- AIR Mail is modeled after standard e-mail programs, but AIR Mail is internal.
- Supervisors can AIR Mail participant/s from within AIR Web.
- Participants can only AIR Mail their supervisors or AIR Support.
- Participants cannot delete AIR Mails or their attachments.
- Participants receive a notification on their phone when an AIR Mail is received.

In AIR Web, Go to the Supervisor Tabs/AIR Mail/My Inbox or Compose

Inbox Unread emails are bold

Compose

Supervisor can select multiple participants and include attachments

