

IPASS USER TUTORIAL

**FOR OFFICERS:
HOW TO ENTER HVE EDUCATION AND
ENFORCEMENT DETAILS**

IPASS USER TUTORIAL

In order to enter HVE Education and Enforcement details, you must have an account in iPASS. Please get with your Agency Admin or Supervisor to be added to iPASS if you do not have an account.

Set your password in iPASS. Look for the email from *iPASS Website* <Website@iPASS.AlertTodayFlorida.com>. Be sure to check your spam/junk folder as it may appear here. **Note: The link in the email is only valid for two (2) days. If the link has expired, go to <https://ipass.alerttodayflorida.com> and click on *Forgot your Password*.**

From: Website <iPASS@iptm.org>
Date: July 1, 2020 at 3:38:37 PM EDT
To: Sonny Crockett <slmurch0568@att.net>
Subject: A New Account Has Been Created For You At iPASS

Hello Sonny Crockett!

An account has been created for you at iPASS, please click [here](#) to set your password and confirm your email.

Reset your password

 iPASS Home Admin ▾ Grant ▾

Reset password

Reset your password.

Email

New Password [?](#)

Confirm New Password

Remember me?

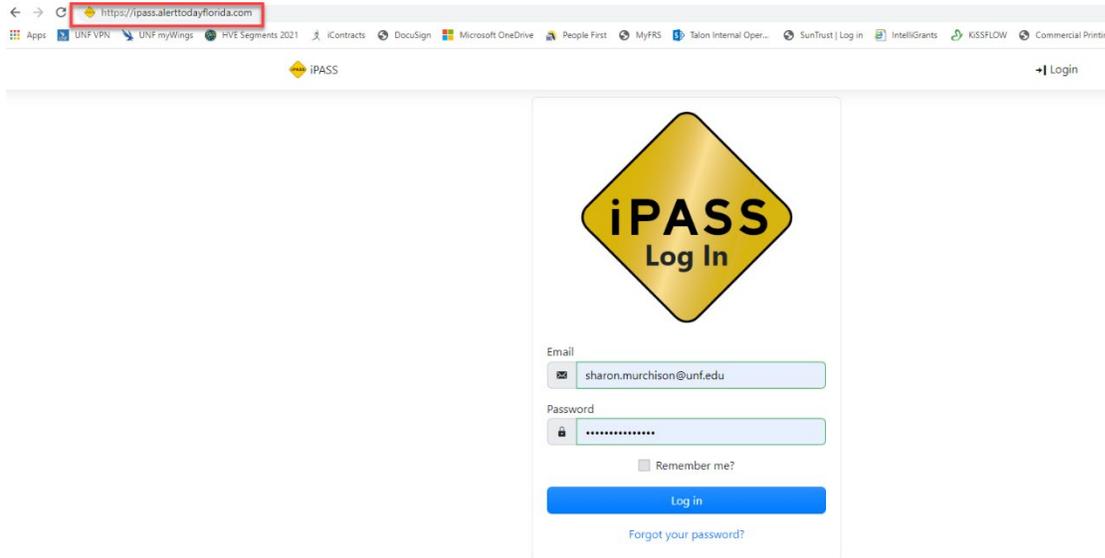


Click Reset to set your password

IPASS USER TUTORIAL

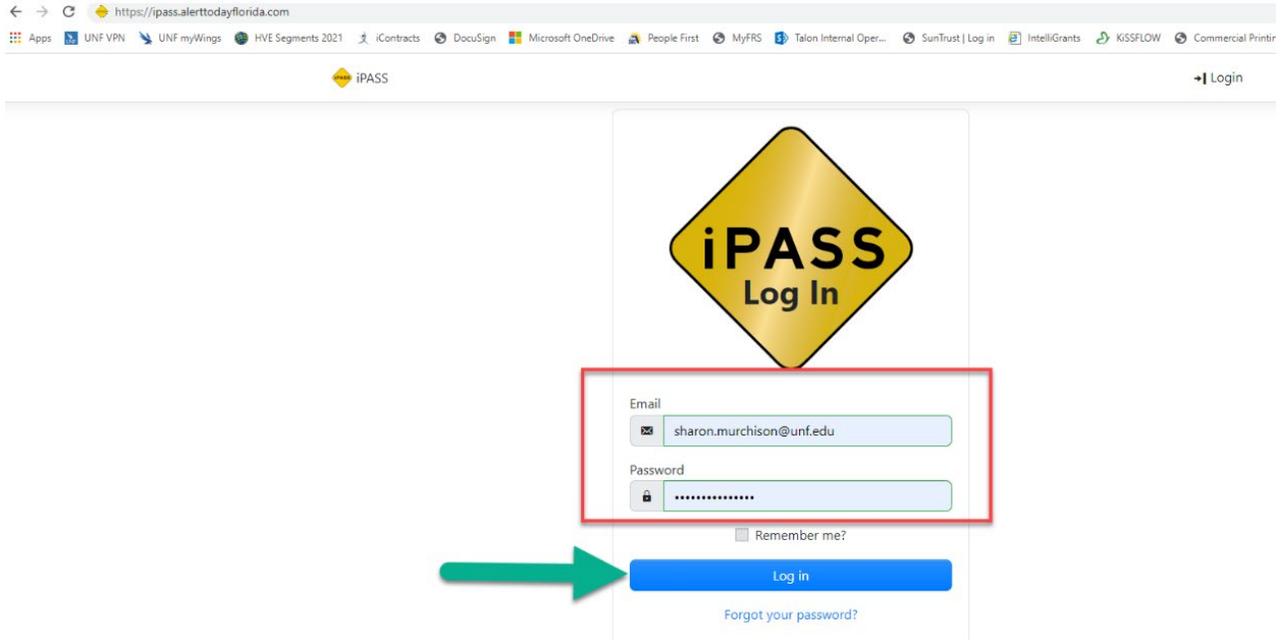
Once your password has been set, login to iPASS at:

<https://ipass.alerttodayflorida.com>



A screenshot of a web browser showing the iPASS login page. The browser's address bar contains the URL <https://ipass.alerttodayflorida.com>, which is highlighted with a red box. The page features a yellow diamond-shaped logo with the text "iPASS Log In". Below the logo are two input fields: "Email" with the value "sharon.murchison@unf.edu" and "Password" with masked characters. There is a "Remember me?" checkbox and a blue "Log in" button. A link for "Forgot your password?" is located below the button.

Enter your email address and password and click *Log in*.



A second screenshot of the iPASS login page. A red rectangular box highlights the "Email" and "Password" input fields. A green arrow points from the bottom left towards the blue "Log in" button. The rest of the page, including the logo and "Forgot your password?" link, is visible.

IPASS USER TUTORIAL

iPASS Dashboard – This is the first thing you see when you login to iPASS. As an officer, you only have access to Detail Reports and Bicycle Light Distribution.

iPASS

Detail Reports Bicycle Light Distribution

Account ▾

Detail Reports

+ New Detail Report

Target Area	Start Time ↓	End Time	Billable Hours
No detail report records exist.			
◀ ◁ 0 ▷ ▶			No items to display 

Previously entered details reports will be shown here. **If no detail records exists, a message will be appear “No detail records exist.”** To add a new detail report, click on **+New Detail Report**.

iPASS

Detail Reports Bicycle Light Distribution

Account ▾

Detail Reports

+ New Detail Report

Target Area	Start Time ↓	End Time	Billable Hours
No detail report records exist.			
◀ ◁ 0 ▷ ▶			No items to display 

IPASS USER TUTORIAL

Click inside the *Target Area* for a list of pre-approved locations. Select the location that was worked and then select your name. Enter the date and time of when the detail took place. You can enter this manually or select the *calendar* and *clock* icons to complete this information. **It is strongly recommended to use to the calendar and clock icons.** *The default date and time will always be set to current date and time*

New Detail Report

Target Area
Brooksville Road ✓

Officer
Lieutenant Sonny Crockett ✕

Date and times should be for Time Zone (UTC-05:00) Eastern Time (US & Canada)

Start Time
9/2/2020 10:00 AM

End Time
9/2/2020 10:30 AM

+ Create Detail Report Cancel

Click **+Create Detail Report** to add the detail activity.

New Detail Report ✕

Target Area
Harding Ave ✓

Officer
Lieutenant Sonny Crockett ✕ ✓

Date and times should be for Time Zone (UTC-05:00) Eastern Time (US & Canada)

Start Time
7/20/2020 8:00 PM ✓

End Time
7/21/2020 12:00 AM ✓

+ Create Detail Report Cancel

IPASS USER TUTORIAL

Date and Time of detail will now be shown. Complete the educational contacts made by entering the total number of contacts made for Pedestrians, Bicyclists, and Motorists. Include any Ped/Bike safety issues observed while at the location.

An Educational Contact is a contact that did not result in a warning (verbal or written) or citation.

iPASS Home My Agency My Contract Bicycle Light Distribution Account

Edit Detail Report

Details Hours Citations Bicycle Lights

Times Time Local To (UTC-05:00) Eastern Time (US & Canada)
7/20/2020 8:00 PM – 7/21/2020 12:00 AM

Target Area Harding Ave

Description From Harding Ave to 69th Street

Pedestrian Educational Contacts: 10 ✓ + -

Bicycle Educational Contacts: 0 ✓ + -

Motorist Educational Contacts: 0 ✓ + -

Ped and/or bike safety issues observed at location

Pedestrians not using the crosswalk. ✓

Return

***Note: To return to the previous screen, click on *Return* when applicable.**

iPASS Home Detail Reports Bicycle Light Distribution Account

Edit Detail Report

Details Hours Citations Bicycle Lights

Times Time Local To (UTC-05:00) Eastern Time (US & Canada)
9/1/2020 11:00 AM – 9/1/2020 5:00 PM

Target Area Brooksville Road

Description 3rd Street and Main Street

Pedestrian Educational Contacts: 2 ✓ + -

Bicycle Educational Contacts: 0 ✓ + -

Motorist Educational Contacts: 4 ✓ + -

Ped and/or bike safety issues observed at location

Return

IPASS USER TUTORIAL

If you need to edit the hours, Click on the *Hours* tab then click the *pencil* icon.

iPASS Home My Agency My Contract Bicycle Light Distribution Account

Edit Detail Report

Return

Details **Hours** Citations Bicycle Lights

All Times Local To (UTC-05:00) Eastern Time (US & Canada) + Add Hours

Name	Start Time	End Time	Hours	
Lieutenant Sonny Crockett	7/20/2020 8:00 PM	7/21/2020 12:00 AM	4.00	 

Edit the date and time. Click on *Update* to update the hours.

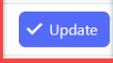
iPASS Home My Agency My Contract Bicycle Light Distribution Account

Edit Detail Report

Return

Details **Hours** Citations Bicycle Lights

All Times Local To (UTC-05:00) Eastern Time (US & Canada) + Add Hours

Name	Start Time	End Time	Hours	
Lieutenant Sonny Crockett	7/20/2020 9:00 PM  	7/20/2020 11:30 PM  	4.00	 

Hours have been now been updated.

iPASS Home My Agency My Contract Bicycle Light Distribution Account

Edit Detail Report

Return

Details **Hours** Citations Bicycle Lights

All Times Local To (UTC-05:00) Eastern Time (US & Canada) + Add Hours

Name	Start Time	End Time	Hours	
Lieutenant Sonny Crockett	7/20/2020 9:00 PM	7/20/2020 11:30 PM	2.50	 

IPASS USER TUTORIAL

Note: The +Add Hours feature only applies to the same location worked on the same day. Specifically, when an officer clocks in from a meal break. This feature cannot be used to enter a new detail report. To add additional hours, click on +Add Hours and complete the entry.

Edit Detail Report Return

Details Hours Citations Bicycle Lights

All Times Local To (UTC-05:00) Eastern Time (US & Canada)

Name	Start Time	End Time	Hours	
Officer Tech Gordon	6/24/2020 6:00 PM	6/24/2020 8:00 PM	2.00	
Officer Tech Gordon	6/24/2020 2:00 PM	6/24/2020 5:00 PM	3.00	

[+ Add Hours](#)

To enter Citations, click on *Citations*. Updated 1/5/2021: This tab has been renamed to *Violations*.



Edit Detail Report

Return

Details Hours **Citations** Bicycle Lights

Citation

316.027 (2)(a)

Target

Bicyclist

[+ Add Citation](#)

Code	Target	Warnings	Citations	
No citations found for this detail report.				

IPASS USER TUTORIAL

Click on the dropdown list and scroll through the list of Florida Statutes. Click the appropriate Statute.

The screenshot shows the 'Edit Detail Report' page with the 'Citations' tab selected. The 'Citation' dropdown menu is open, displaying a list of Florida Statutes. The selected citation is 316.130 (14). The 'Target' dropdown menu is also open, showing 'Bicyclist' as the selected target. A '+ Add Citation' button is visible next to the target dropdown. The table below the dropdowns is empty, with a message 'No citations found for this detail report.'

Code	Target	Warnings	Citations
No citations found for this detail report.			

Add the Target – Bicyclist, Motorist, or Pedestrian and click *+Add Citation*.

Enter the total number of Warnings and/or Citations given.

The screenshot shows the 'Edit Detail Report' page with the 'Citations' tab selected. The 'Citation' dropdown menu is open, displaying a list of Florida Statutes. The selected citation is 316.130 (14). The 'Target' dropdown menu is also open, showing 'Bicyclist' as the selected target. A '+ Add Citation' button is visible next to the target dropdown. The table below the dropdowns is empty, with a message 'No citations found for this detail report.'

Code	Target	Warnings	Citations
No citations found for this detail report.			

IPASS USER TUTORIAL

The number of Warnings and Citations you entered is automatically saved.

iPASS Home My Agency My Contract Bicycle Light Distribution Account

Edit Detail Report

Return

Details Hours Citations **Bicycle Lights**

Citation: 316.130 (14) Target: Pedestrian + Add Citation

Code	Target	Warnings	Citations
▶ 316.130 (14)	Pedestrian	4 + -	2 + -

To enter Bicycle Light Distribution Assurance Forms, click on *Bicycle Lights* or select *Bicycle Light Distribution* from the iPASS Dashboard. If you do not have any Bicycle Light Assurance Forms to enter, skip this step. To additional detail reports, select

iPASS Home Detail Reports **Bicycle Light Distribution** Account

Edit Detail Report

Return

Details Hours Citations **Bicycle Lights**

Citation: 316.130 (14) Target: Pedestrian + Add Citation

Code	Target	Warnings	Citations
▶ 316.130 (14)	Pedestrian	4 ✓ + -	2 ✓ + -

Detail Reports from the iPASS Dashboard and repeat the steps in this tutorial.

IPASS USER TUTORIAL

Click on **+New**

Click  for more information on **Bicycle Light Distribution**

Bicycle Light Distribution

Bicycle Light Distribution forms are signed assurances that a light was distributed to someone. As a signed document, you are not permitted to edit them, but may delete and recreate for a short period after initial creation. You can also download the PDF document of record for your reference.

Complete the **Recipient Name** and **Date of Distribution**. Click on the box that reads **“Check this box to indicate you are signing this document electronically.”** Click on **Sign**. **Note: This is not an F.I. card. You only need to ask for the person’s name. No identification is required from the person in order to receive the bicycle light. It is strongly recommended that you, as the officer, affix the bicycle lights to the bicycle.**

New Bicycle Light Distribution

Florida Department of Transportation Bicycle Light Distribution ASSURANCE

Thank you for agreeing to participate in the Bicycle Light Distribution Program. Florida’s Pedestrian and Bicycle Strategic Safety Plan defines bicyclists as vulnerable road users. Many bicycle crashes occur at night or during twilight hours and involve cyclists riding without a functioning bicycle light. **The purpose of this distribution program is to provide lights to bicyclists who ride at night without a bike light, and who do not have access or the ability to secure a light for themselves.**

This document serves as written assurance that to the best of your ability the bicycle light kits provided to you by the program will be distributed free of charge to **people in need of a bicycle light to improve their safety in areas where these crashes are over-represented.**

This document serves as written assurance that a bicycle light was affixed to the bicycle of the recipient:

Recipient Name John McClane 	Date of Distribution 7/30/2020 
--	---

I certify that the information provided herein is true and correct and that all requirements for bicycle light distribution within this High Visibility Enforcement Program were met.



Check this box to indicate you are signing this document electronically.



IPASS USER TUTORIAL

The bicycle light distribution form will reflect that it's been entered. To view the signed bicycle light form, click the *Adobe Acrobat* icon to download the document.

IPASS Home My Agency My Contract Bicycle Light Distribution Account

Edit Detail Report

Return

Details Hours Citations Bicycle Lights

Recipient or Signer x Clear + New ?

Signed Times Localized To (UTC-05:00) Eastern Time (US & Canada)

Distribution Date	Recipient	Signed By	Signed
7/30/2020	John McClane	Christine Cagney	8/17/2020 12:16 AM

Adobe Acrobat icon

Florida Department of Transportation Bicycle Light Distribution ASSURANCE

Thank you for agreeing to participate in the Bicycle Light Distribution Program. Florida's Pedestrian and Bicycle Strategic Safety Plan defines bicyclists as vulnerable road users. Many bicycle crashes occur at night or during twilight hours and involve cyclists riding without a functioning bicycle light. **The purpose of this distribution program is to provide lights to bicyclists who ride at night without a bike light, and who do not have access or the ability to secure a light for themselves.**

This document serves as written assurance that to the best of your ability the bicycle light kits provided to you by the program will be distributed free of charge to **people in need of a bicycle light to improve their safety in areas where these crashes are over-represented.**

This document serves as written assurance that a bicycle light was affixed to the bicycle of the recipient:

Recipient
John McClane

Date Of Distribution
7/30/2020

I certify that the information provided herein is true and correct and that all requirements for bicycle light distribution within this High Visibility Enforcement Program were met.

Signed:

Electronic Signature By: Grant Manager/Accountant Christine Cagney (21) Email: ccagney@miami-vice.org Date: Mon, 17 Aug 2020 04:16:51 GMT IP Address: 99.145.98.193

To add additional Detail Activity Reports, select Detail Reports and repeat the steps in this tutorial.

IPASS USER TUTORIAL

To Logout of iPASS, click on **Account** and then select **Logout**.

The screenshot shows the iPASS user interface. At the top left, the iPASS logo is followed by navigation links: Home, My Agency, My Contract, and Bicycle Light Distribution. The main heading is "Contract Details". Below this, there are tabs for Details, Documents, Notes, Target Areas, Media Releases, Detail Reports, and Invoices. A search bar labeled "Invoice or Check #" is present. Below the search bar is a table with columns: Date, Agency Invoice #, Total, Approval Status, and Date Paid. The table content is empty, displaying "No invoices found." and a pagination control showing "0" items. In the top right corner, an "Account" dropdown menu is open, showing the user's login information: "Logged In As Christine Cagney ccagney@miami-vice.org". The menu options are "Notification Settings", "My Profile", and "Logout", with "Logout" highlighted by a red box. The "Account" dropdown menu itself is also highlighted with a red box.