

Integrated Program Activity Submission System (iPASS)

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 or you receive an "Invalid Token" message, go to <https://ipass.alerttodayflorida.com> and click on *Forgot your Password*.**

From: Website <[ipass@ipass.org](mailto:Website@ipass.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?

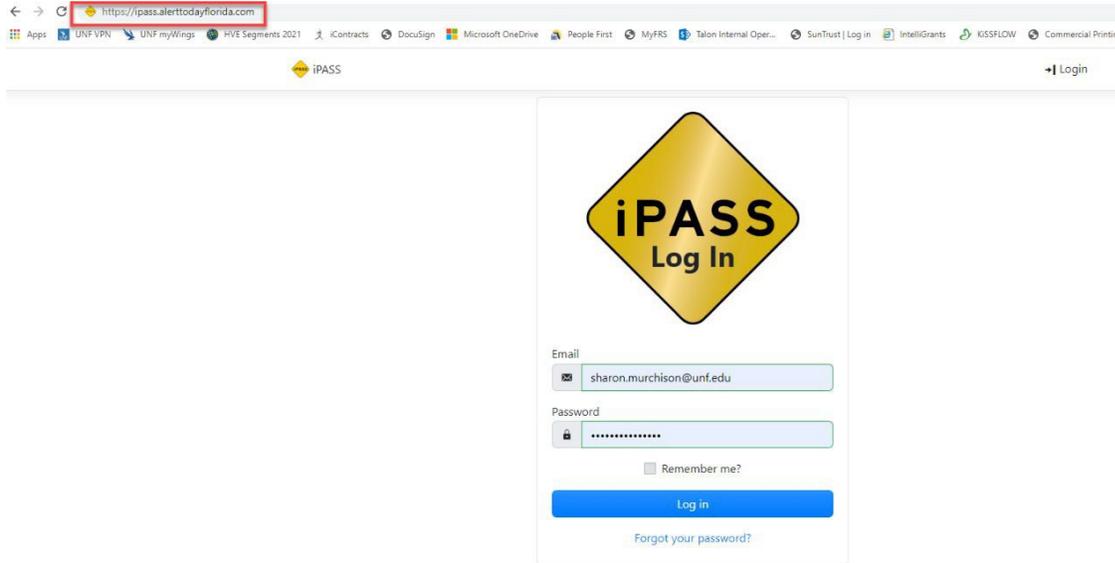


Click Reset to set your password

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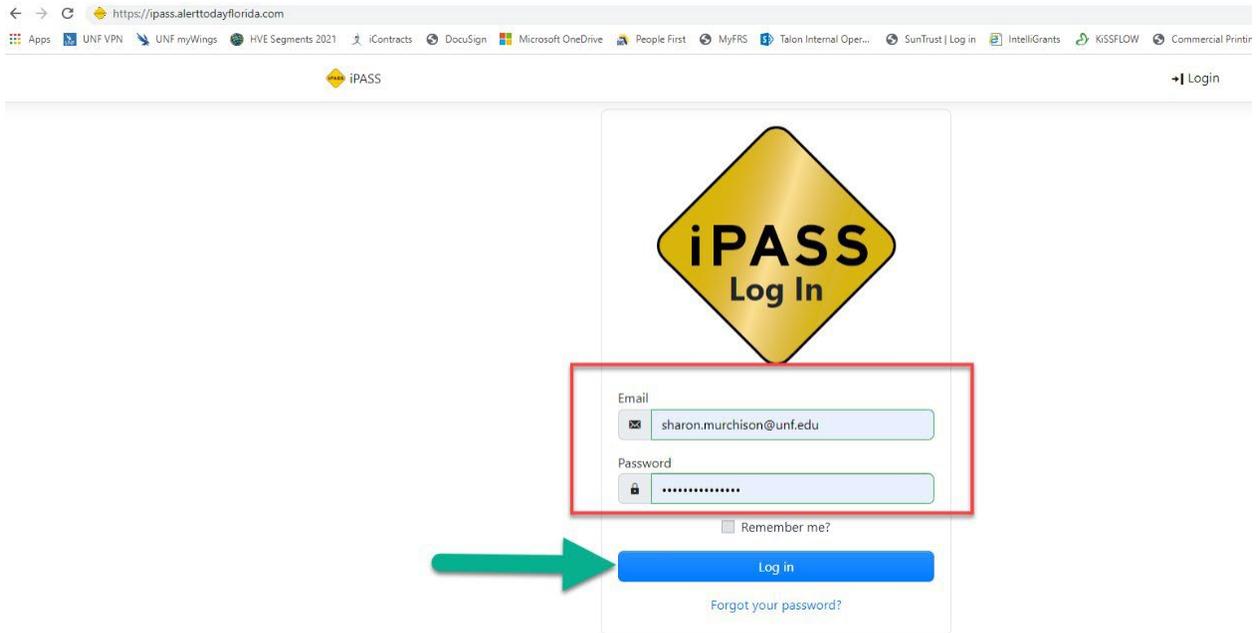
Once your password has been set, login to iPASS at:

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

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iPASS Dashboard – This is the first thing you see when you login to iPASS. As an officer, you only have access to HVE Reports, Call-Out Reports (if you are an active DRE and your agency is participating in the DRE Call-Out Contract Program) and Bicycle Light Distribution.

Target Area	Start Time	End Time	Billable Hours
Location 1 (Tier 1) Brooksville Road	10/17/2023 1:00 PM	10/17/2023 1:30 PM	0.50
Location 1 (Tier 1) Brooksville Road	10/3/2023 2:00 PM	10/3/2023 3:30 PM	1.50
Location 1 (Tier 1) Brooksville Road	7/11/2023 3:00 PM	7/11/2023 10:00 PM	6.00

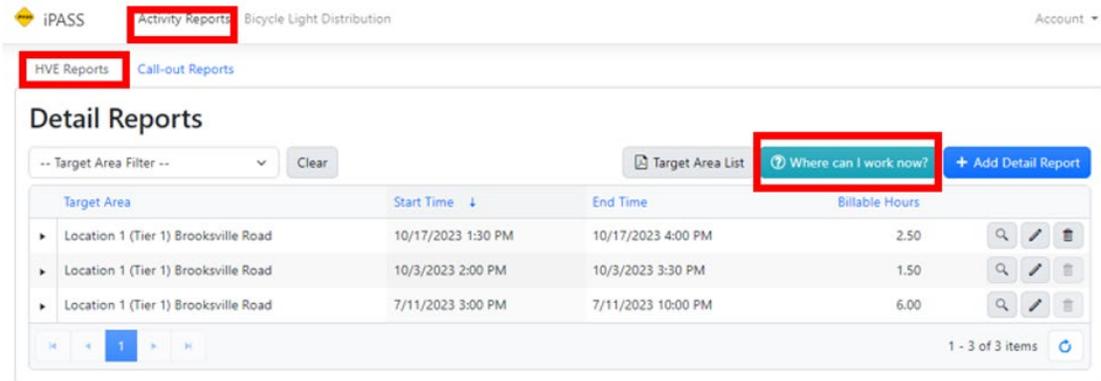
If you are an active DRE and your agency is participating in the DRE Call-Out Contract Program, you should have received a separate user tutorial. For more information on how to enter Call-Out Reports, please contact Tim Cornelius, Florida DEC Program State Coordinator, at t.cornelius@unf.edu.

DRE Name	Date of Evaluation	Number of Hours	Agency Serviced	Is Complete
Lieutenant Sonny Crockett	8/26/2024	4.00	Alachua County SO	Yes
Lieutenant Sonny Crockett	5/16/2023	3.00	Miami Vice Police Department	Yes
Lieutenant Sonny Crockett	5/16/2023	2.50	Miami Vice Police Department	Yes
Lieutenant Sonny Crockett	5/1/2023	4.00	Miami Vice Police Department	Yes

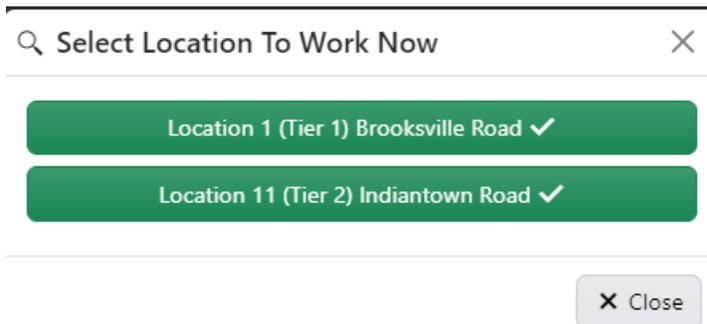
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For High Visibility Enforcement (HVE) Officers please use the Activity Reports, HVE Reports:

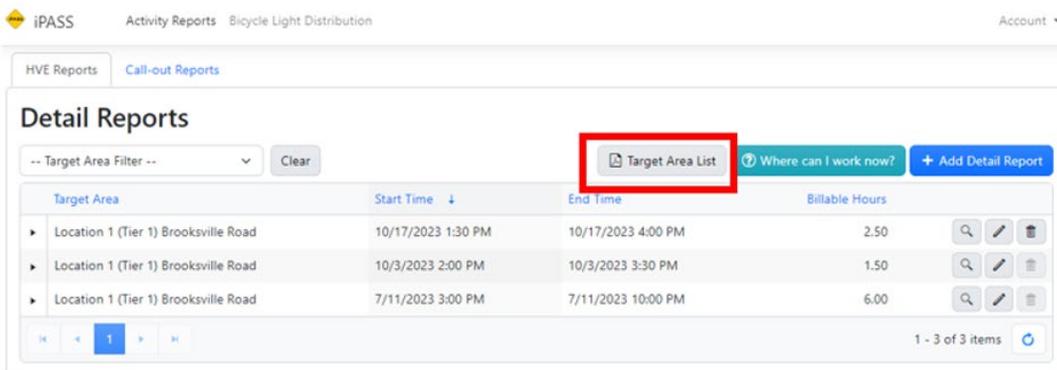
To see what target area locations, you can work click on the iPass Dashboard *Activity Reports* or *HVE Reports*. Then click on *Where can I work now?*



It will only show you the Target Area Locations that at this time and day of the week you are allowed to work.

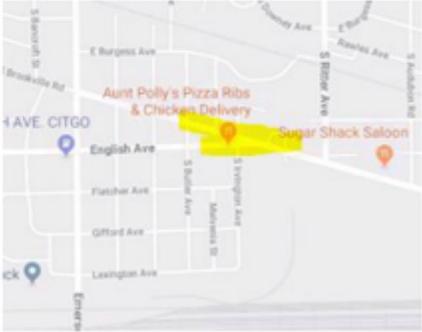


You can also see the full list of the Target Area, click on Target Area List.



Target Area List

For Contract 2024-2025 Ped/Bike HVE 7/8/2024 → 5/12/2025 with Agency Miami Vice Police Department

Location 1 (Tier 1) Brooksville Road	
Description: From 3rd St to Main St Time Zone: Eastern Standard Time Allowed Dates: 6/1/2024 → 5/12/2025 Allowed Hours: Tue 11:00 AM → 12:00 PM Fri 11:00 AM → 12:00 PM Sat 11:00 AM → 12:00 PM Hours Worked: 5.50 - 52.38%	
Location 11 (Tier 2) Indiantown Road	
Description: From Pennock Lane to US 1 Time Zone: Eastern Standard Time Allowed Dates: 2/1/2025 → 5/10/2025 Allowed Hours: Sun 8:00 AM → 10:00 PM Wed 8:00 AM → 10:00 PM Fri 8:00 AM → 10:00 PM Sat 8:00 AM → 10:00 PM Hours Worked: 0.00 - 0.00%	
Location 2 (Tier 1) Harding Ave	
Description: From Harding Ave to 69th St Time Zone: Eastern Standard Time Allowed Dates: 6/1/2024 → 5/10/2025 Allowed Hours: Mon 12:00 AM → 8:00 PM Tue 12:00 AM → 8:00 PM Thu 12:00 AM → 8:00 PM Hours Worked: 5.00 - 47.62%	

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

The screenshot displays the IPASS user interface for 'Activity Reports' under 'Bicycle Light Distribution'. The 'HVE Reports' tab is selected. The main section is titled 'Detail Reports' and features a search filter '-- Target Area Filter --' with a 'Clear' button. Below the filter is a table with the following data:

Target Area	Start Time	End Time	Billable Hours	
Location 1 (Tier 1) Brooksville Road	10/17/2023 1:00 PM	10/17/2023 1:30 PM	0.50	[Search] [Edit] [Delete]
Location 1 (Tier 1) Brooksville Road	10/3/2023 2:00 PM	10/3/2023 3:30 PM	1.50	[Search] [Edit] [Delete]
Location 1 (Tier 1) Brooksville Road	7/11/2023 3:00 PM	7/11/2023 10:00 PM	6.00	[Search] [Edit] [Delete]

At the bottom of the table, there are navigation controls (Home, Previous, 1, Next, Home) and a pagination indicator '1 - 3 of 3 items' with a refresh icon. A '+ Add Detail Report' button is located in the top right corner of the report area.

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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
Location 1 (Tier 1) Brooksville Road ✓ ▾

Officer
Lieutenant Sonny Crockett ✓ ▾

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

Start Time
9/17/2024 11:00 AM → ✓ 📅 🕒

End Time
9/17/2024 12:00 PM → ✓ 📅 🕒

+ Create Detail Report Cancel

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

+ New Detail Report

Target Area
Location 1 (Tier 1) Brooksville Road ✓ ▾

Officer
Lieutenant Sonny Crockett ▾

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

Start Time
9/17/2024 11:00 AM ✓ 📅 🕒

End Time
9/17/2024 12:00 PM ✓ 📅 🕒

→ + Create Detail Report Cancel

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Date and Time of detail will now be shown. Complete the educational contacts made. Remember, one (1) pedestrian/car/bicyclist = 1 contact (which includes education materials with citations and/or warnings). Do not count as multiple contacts. Note any safety issues observed while at the location with a detailed description. Add images to help identify these safety issues. An Educational Contact is a contact that did not result in a warning (verbal or written) or citation.

iPASS Activity Reports Bicycle Light Distribution Account

Edit Detail Report

Return

Details Hours Violations Bicycle Lights

Times 9/17/2024 11:00 AM → 9/17/2024 12:00 PM
Time Local To (UTC-05:00) Eastern Time (US & Canada)

Target Area Location 1 (Tier 1) Brooksville Road

Description From 3rd St to Main St

Pedestrian Educational Contacts 0 ✓ + -

Bicycle Educational Contacts 0 ✓ + -

Motorist Educational Contacts 0 ✓ + -

Ped and/or bike safety issues observed at location

Images of Safety Issues Add Image...

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

iPASS Activity Reports Bicycle Light Distribution Account

Edit Detail Report

Return

Details Hours Violations Bicycle Lights

Times 9/17/2024 11:00 AM → 9/17/2024 12:00 PM
Time Local To (UTC-05:00) Eastern Time (US & Canada)

Target Area Location 1 (Tier 1) Brooksville Road

Description From 3rd St to Main St

Pedestrian Educational Contacts 0 ✓ + -

Bicycle Educational Contacts 0 ✓ + -

Motorist Educational Contacts 0 ✓ + -

Ped and/or bike safety issues observed at location

Images of Safety Issues Add Image...

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

The screenshot shows the IPASS interface with the 'Edit Detail Report' page. The 'Hours' tab is selected and highlighted with a red box. Below the tabs is a table with one entry for 'Lieutenant Sonny Crockett' with a start time of '9/17/2024 11:00 AM' and an end time of '9/17/2024 12:00 PM'. A pencil icon in the right-hand column of this row is also highlighted with a red box. A '+ Add Hours' button is visible in the top right corner of the table area.

Name	Start Time	End Time	Hours	
Lieutenant Sonny Crockett	9/17/2024 11:00 AM	9/17/2024 12:00 PM	1.00	

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

The screenshot shows the 'Edit Detail Report' page with the 'Hours' tab selected. The 'Start Time' and 'End Time' fields in the table are highlighted with a red box. The 'Save' button in the right-hand column is also highlighted with a red box. The 'Hours' column shows '1.00'. A '+ Add Hours' button is in the top right, and a 'Cancel' button is in the bottom right of the row.

Name	Start Time	End Time	Hours	
Lieutenant Sonny Crockett	9/17/2024 11:00 AM	9/17/2024 12:00 PM	1.00	

Hours have now been updated.

The screenshot shows the 'Edit Detail Report' page with the 'Hours' tab selected. The 'Start Time', 'End Time', and 'Hours' columns of the table are highlighted with red boxes. The 'Hours' column now shows '1.00'. The 'Save' button is no longer visible, indicating the update is complete.

Name	Start Time	End Time	Hours	
Lieutenant Sonny Crockett	9/17/2024 11:00 AM	9/17/2024 12:00 PM	1.00	

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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.

The screenshot shows the 'Edit Detail Report' interface with the 'Hours' tab selected. A table displays the following data:

Name	Start Time	End Time	Hours	
Lieutenant Sonny Crockett	7/11/2023 3:00 PM	7/11/2023 5:30 PM	2.50	
Lieutenant Sonny Crockett	7/11/2023 6:30 PM	7/11/2023 10:00 PM	3.50	

A blue '+ Add Hours' button is located in the top right corner of the table area. Below the table, it notes: 'All Times Local to (UTC-05:00) Eastern Time (US & Canada)'.

To enter Violations, click on *Violations*.

The screenshot shows the 'Edit Detail Report' interface with the 'Violations' tab selected. The form includes the following elements:

- Citation:** A dropdown menu with the value '316.027 (2)(a)'. Below it is a table with columns: Code, Target, Warnings, Citations.
- Target:** A dropdown menu with the value 'Bicyclist'.
- + Add Citation:** A blue button to add a new citation.

The table below the form is currently empty and contains the text: 'No citations found for this detail report.'

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

The screenshot shows the 'Edit Detail Report' interface. The 'Citation' dropdown menu is open, displaying a list of Florida Statutes. The selected citation is 316.130 (14). The 'Target' dropdown menu is set to 'Bicyclist'. A blue '+ Add Citation' button is visible. The 'Code' field is empty.

Code	Target	Warnings
		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' interface. The 'Citation' dropdown menu is set to 316.130 (14). The 'Target' dropdown menu is open, showing options: Bicyclist, Motorist, and Pedestrian. A blue '+ Add Citation' button is highlighted with a red box. The 'Code' field is empty.

Code	Target	Warnings
		No citations found for this detail report.

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

The screenshot shows the 'Edit Detail Report' interface. At the top, there are navigation links: Home, My Agency, My Contract, Bicycle Light Distribution, and Account. The main heading is 'Edit Detail Report' with a 'Return' button. Below this are tabs for 'Details', 'Hours', 'Violations', and 'Bicycle Lights'. The 'Bicycle Lights' tab is active. A form contains a 'Citation' dropdown set to '316.130 (14)' and a 'Target' dropdown set to 'Bicyclist', with an '+ Add Citation' button. Below this is a table with columns 'Code' and 'Target'. The first row shows '316.130 (14)' and 'Bicyclist'. To the right of this row are two input fields: 'Warnings' with the value '4' and 'Citations' with the value '2'. Both input fields have '+' and '-' buttons. A red box highlights these two input fields.

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, you can skip this step.

To additional detail reports, select *Detail Reports* from the iPASS Dashboard and repeat the steps in this tutorial.

The screenshot shows the 'Edit Detail Report' interface. At the top, there are navigation links: Home, My Agency, My Contract, Bicycle Light Distribution, and Account. The main heading is 'Edit Detail Report' with a 'Return' button. Below this are tabs for 'Details', 'Hours', 'Violations', and 'Bicycle Lights'. The 'Bicycle Lights' tab is active. Below this are sub-tabs: 'Recipient or Signer', 'Clear', '+ Add', and a help icon. A table with columns 'Date of Distribution', 'Recipient Name', 'Signed By', and 'Signed' is shown. The first row shows '10/25/2023', 'Bob', 'Christine Cagney', and '10/25/2023 9:30 AM'. Below the table is the text 'Signed Times Localized To (UTC-05:00) Eastern Time (US & Canada)'. Red boxes highlight the 'Bicycle Light Distribution' tab in the top navigation and the 'Bicycle Lights' sub-tab.

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Click on **+Add** to add bicycle light information.



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 3/29/2024
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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.



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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.



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
3/29/2024

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: Lieutenant Sonny Crockett (20)
Email: sonny.crockett@miami-vice.org
Date: Fri, 29 Mar 2024 17:58:06 GMT
IP Address: 139.62.222.121

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

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

The screenshot shows the iPASS user interface. At the top left, there is a logo and the text "iPASS Activity Reports Bicycle Light Distribution". In the top right corner, there is a dropdown menu labeled "Account". The dropdown menu is open, showing the following options: "Logged In As Sonny Crockett", "sonny.crockett@miami-vice.org", "Notification Settings", "My Profile", and "Logout". The "Logout" option is highlighted with a red box. Below the dropdown menu, there is a "Detail Reports" section with a table of reports. The table has columns for "Target Area", "Start Time", "End Time", and "Billable Hours". There are four rows of data in the table. At the bottom right of the table, there is a pagination control showing "1 - 4 of 4 items".

Target Area	Start Time	End Time	Billable Hours
▶ Location 1 (Tier 1) Brooksville Road	9/17/2024 11:00 AM	9/17/2024 12:00 PM	1.00
▶ Location 2 (Tier 1) Harding Ave	9/10/2024 9:30 AM	9/10/2024 10:00 AM	0.50
▶ Location 1 (Tier 1) Brooksville Road	8/30/2024 10:00 PM	8/30/2024 11:00 PM	1.00
▶ Location 2 (Tier 1) Harding Ave	7/11/2024 12:00 AM	7/11/2024 4:00 AM	4.00