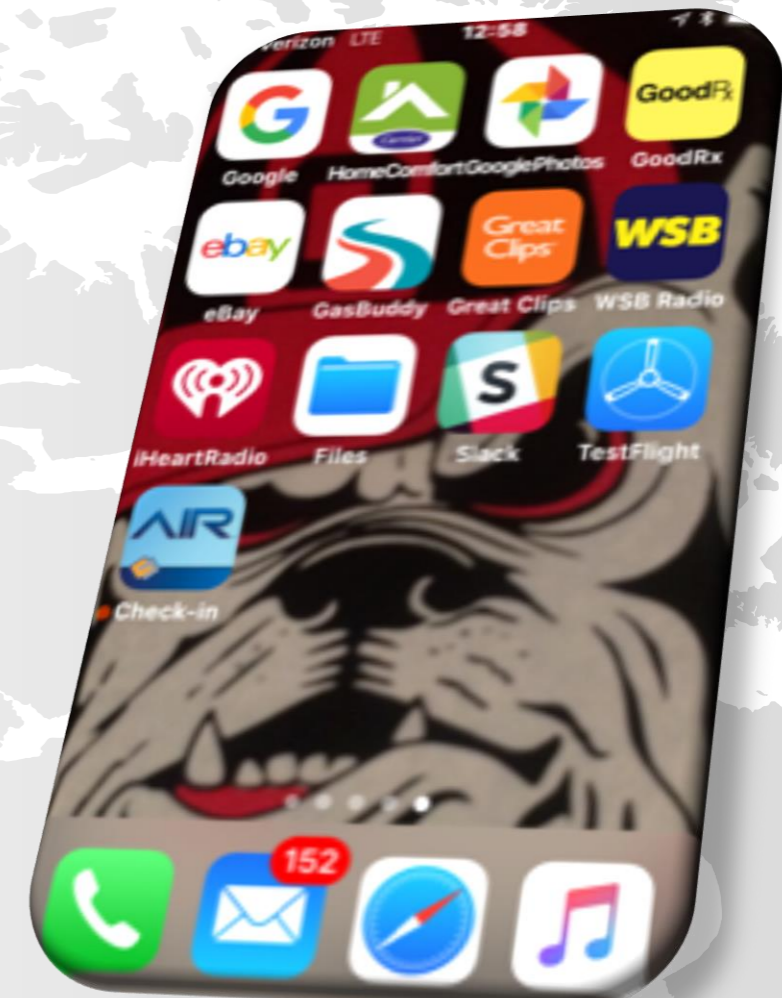
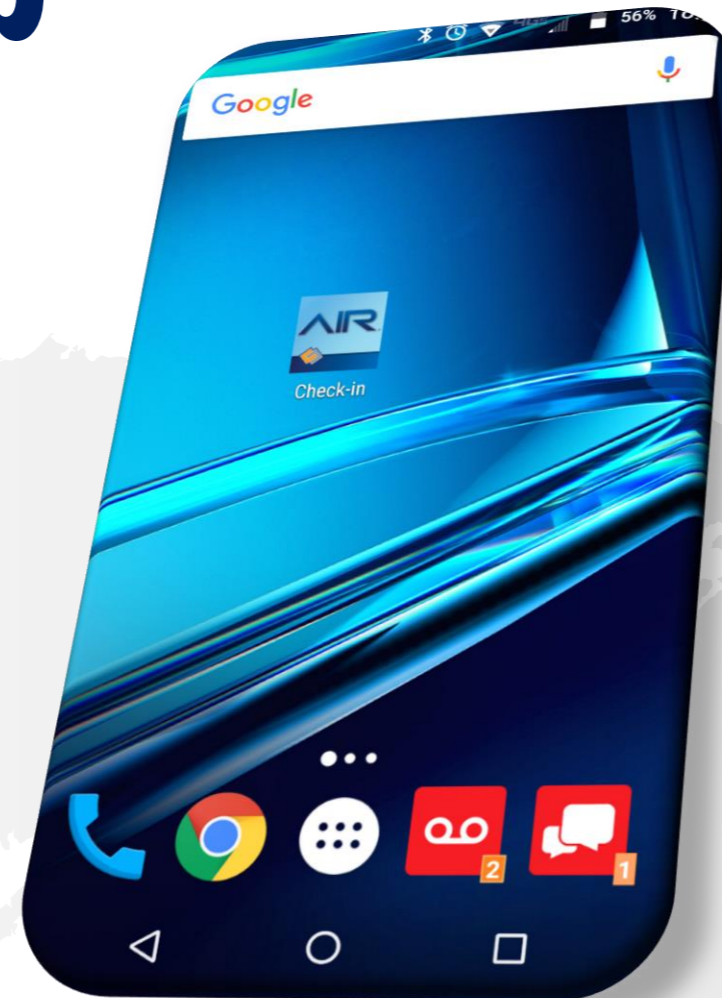


AIR Check-In App




Participant Instructions



Download AIR Check-In: Android



- ✓ **Google Play Store must be available on your device**
- ✓ **Android version 6 or newer is required** *Go to Settings/About Phone or About Device/Android Version*
- ✓ **Wireless connectivity is required – Wi-Fi/Mobile Data**
- ✓ **Username and Password given to you by your supervisor is required to log-in**
- ✓ **AIR Check-In may be downloaded to multiple device**

✓ Tap  to open Google Play Store

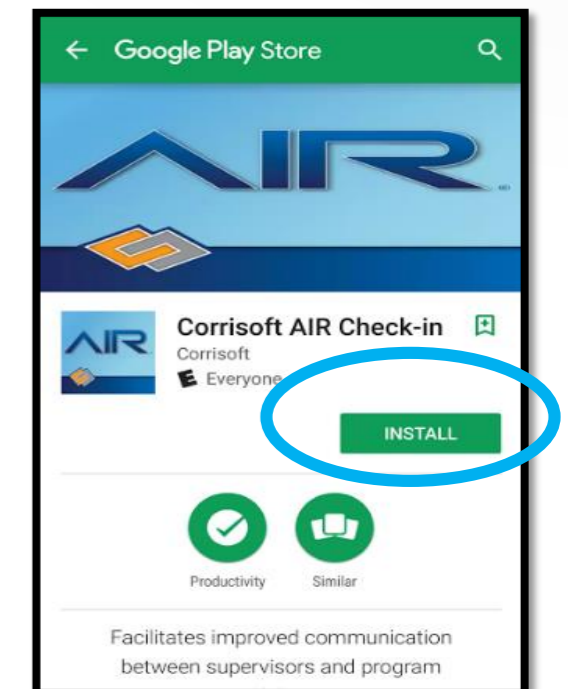
✓ Type in the Google Search Bar: Corrisoft AIR Check-In

✓ Select 

✓ Tap the green **“Install”** link

✓ Accept permissions when prompted.
The app will download and place a shortcut on the device’s home screen

✓ **Or use the QR Code:** Open device’s camera, hold device steady to read the code, & click on notification to open content.



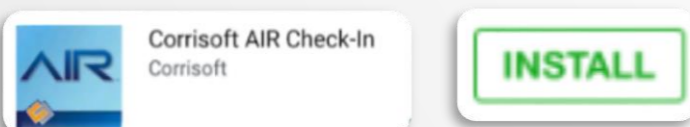
Download AIR Check-In: Apple




- ✓ Apple App Store must be available on your device
- ✓ iOS version 9.3 or newer is required (Go to Settings/General/About to view version)
- ✓ Wireless connectivity is required – Wi-Fi/Mobile Data
- ✓ Username and Password given to you by your supervisor is required to log-in
- ✓ AIR Check-In may be downloaded to multiple devices

- ✓ Tap  on the Home Screen to open the App Store

- ✓ Type the magnifying glass in the bottom right of your screen or type directly into the search bar “Corrisoft AIR Check-In”

- ✓ Select 

- ✓ Tap  and enter your password

- ✓ Accept any permissions.
The app will download and place a short cut on the device’s home screen.

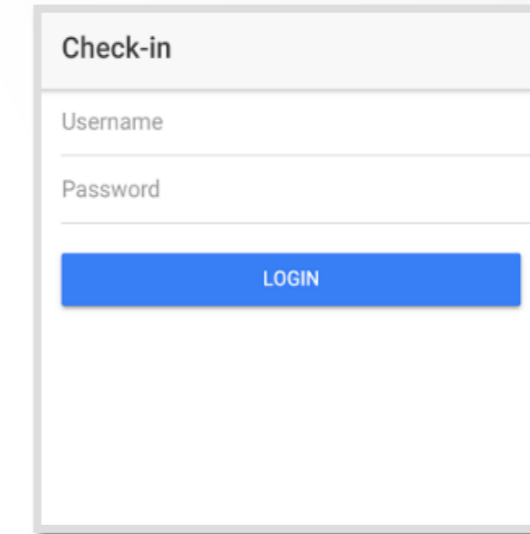


- ✓ **Or use the QR Code:** Open devices' camera, hold device steady to read the code, & click on notification to open content.



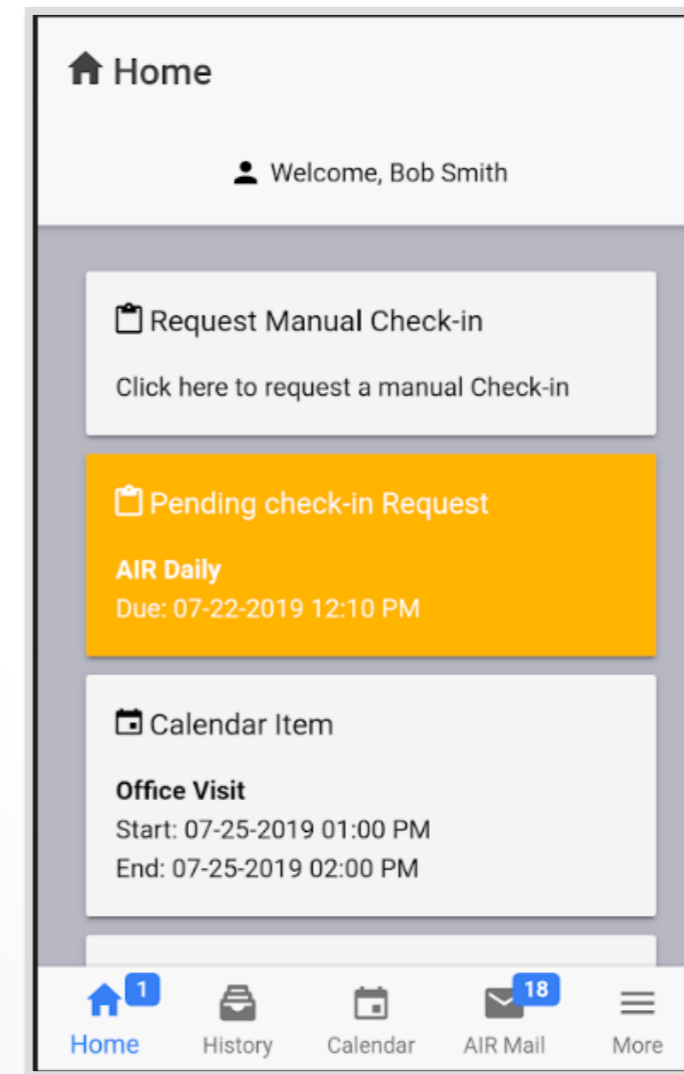
☑ Tap  to open the app

☑ Enter username and password on Log-in screen



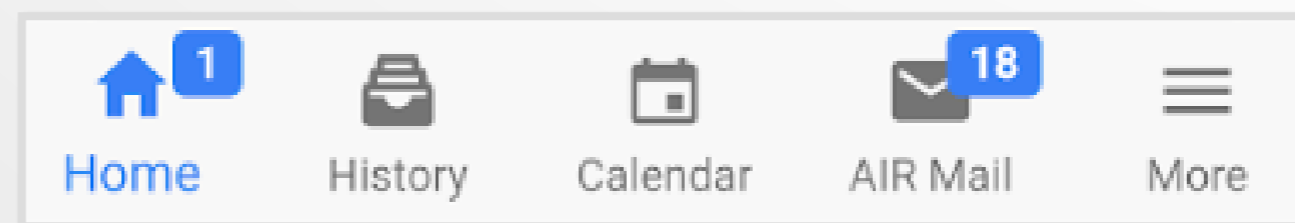
A screenshot of a 'Check-in' login form. It features a title bar 'Check-in', two input fields labeled 'Username' and 'Password', and a blue 'LOGIN' button at the bottom.

☑ First screen is Home Screen



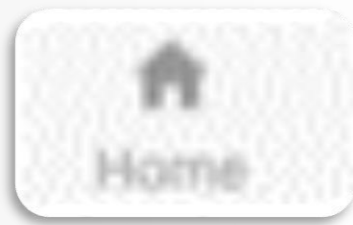
A screenshot of the app's home screen. At the top, it says 'Home' with a house icon and 'Welcome, Bob Smith' with a user icon. Below this is a card for 'Request Manual Check-in' with a sub-link 'Click here to request a manual Check-in'. Next is a yellow card for 'Pending check-in Request' with 'AIR Daily' and 'Due: 07-22-2019 12:10 PM'. Below that is a 'Calendar Item' card for 'Office Visit' with 'Start: 07-25-2019 01:00 PM' and 'End: 07-25-2019 02:00 PM'. At the bottom is a toolbar with icons for Home (with a '1' notification), History, Calendar, AIR Mail (with a '18' notification), and More.

☑ Toolbar across bottom...



A close-up screenshot of the bottom toolbar. It contains five items: a Home icon with a blue '1' notification, a History icon, a Calendar icon, an AIR Mail icon with a blue '18' notification, and a More icon represented by three horizontal lines.

Home Tab



- ☑ A **red** item on the home screen indicates that you have an unsubmitted check-in

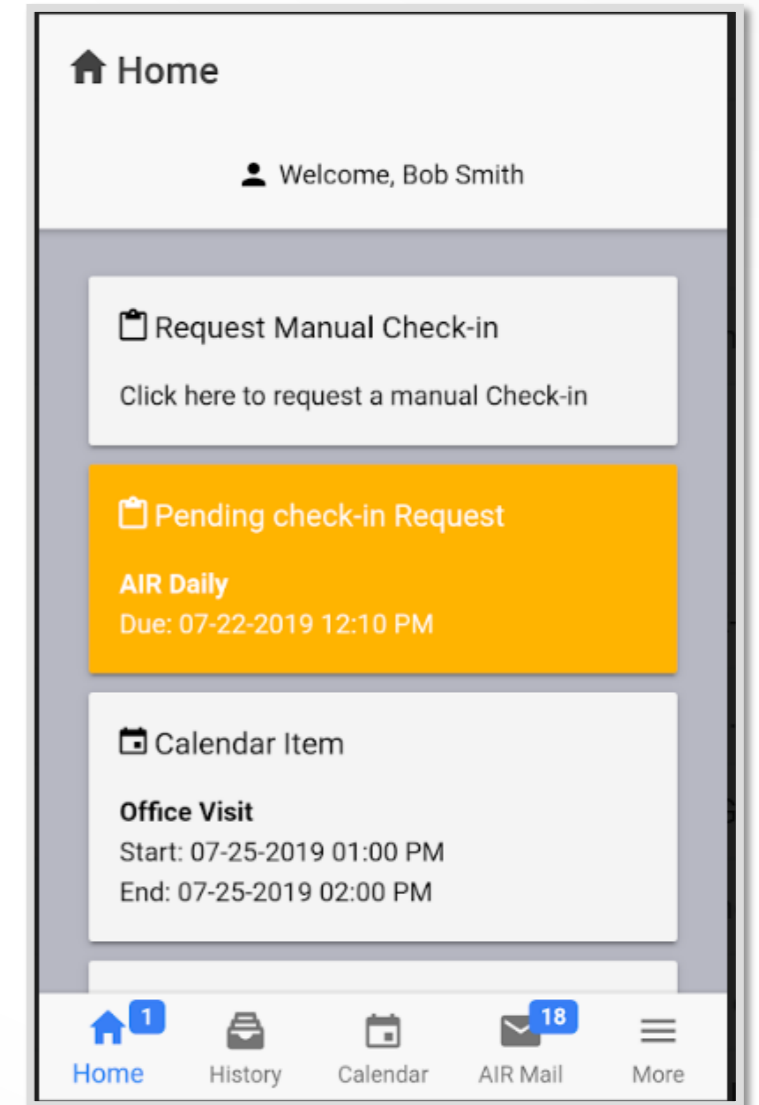
**When you see this, take the device to an area with good cell service and tap the item to resubmit*

- ☑ Pending check-ins are **yellow**

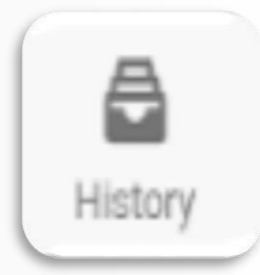
**Pending check-ins are those waiting to be completed*

- ☑ Ongoing (active) calendar items are **blue**

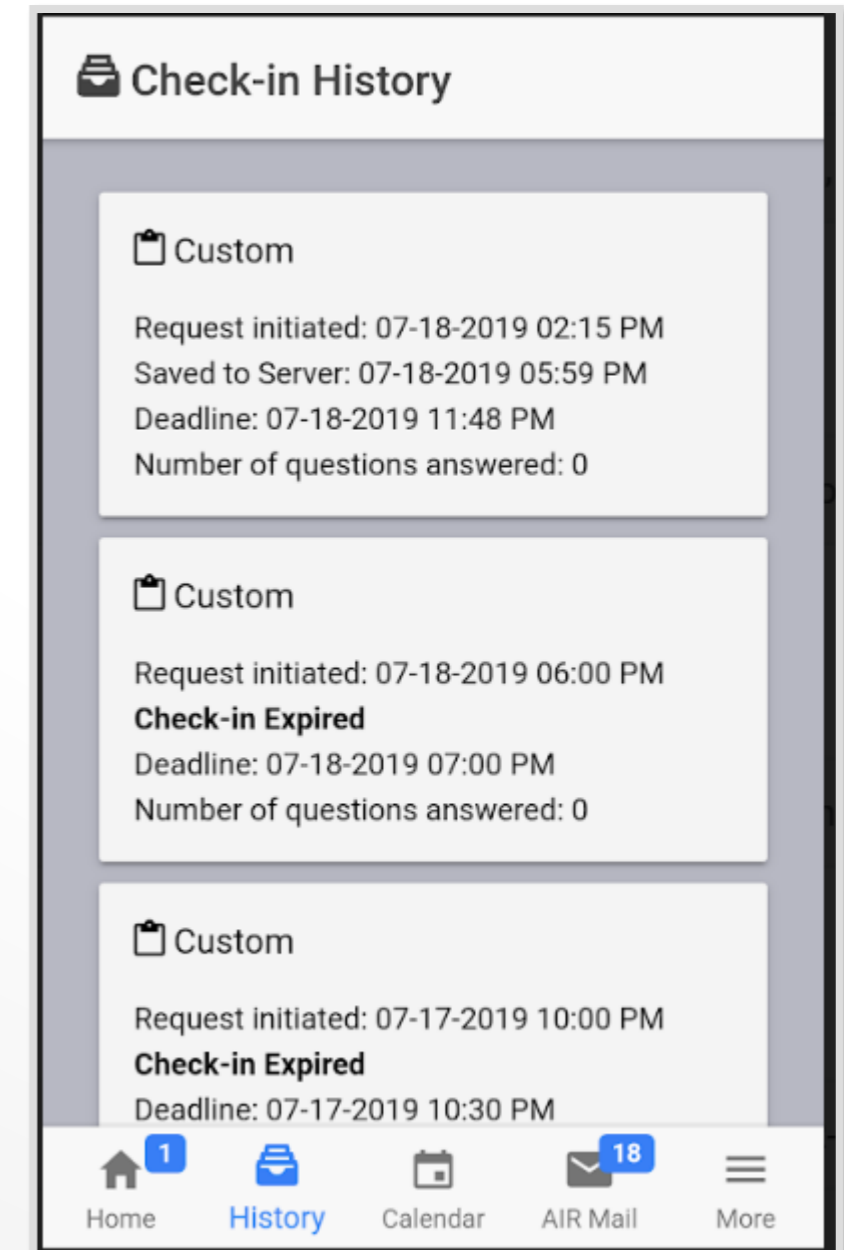
- ☑ Upcoming (future) or historical calendar items are white



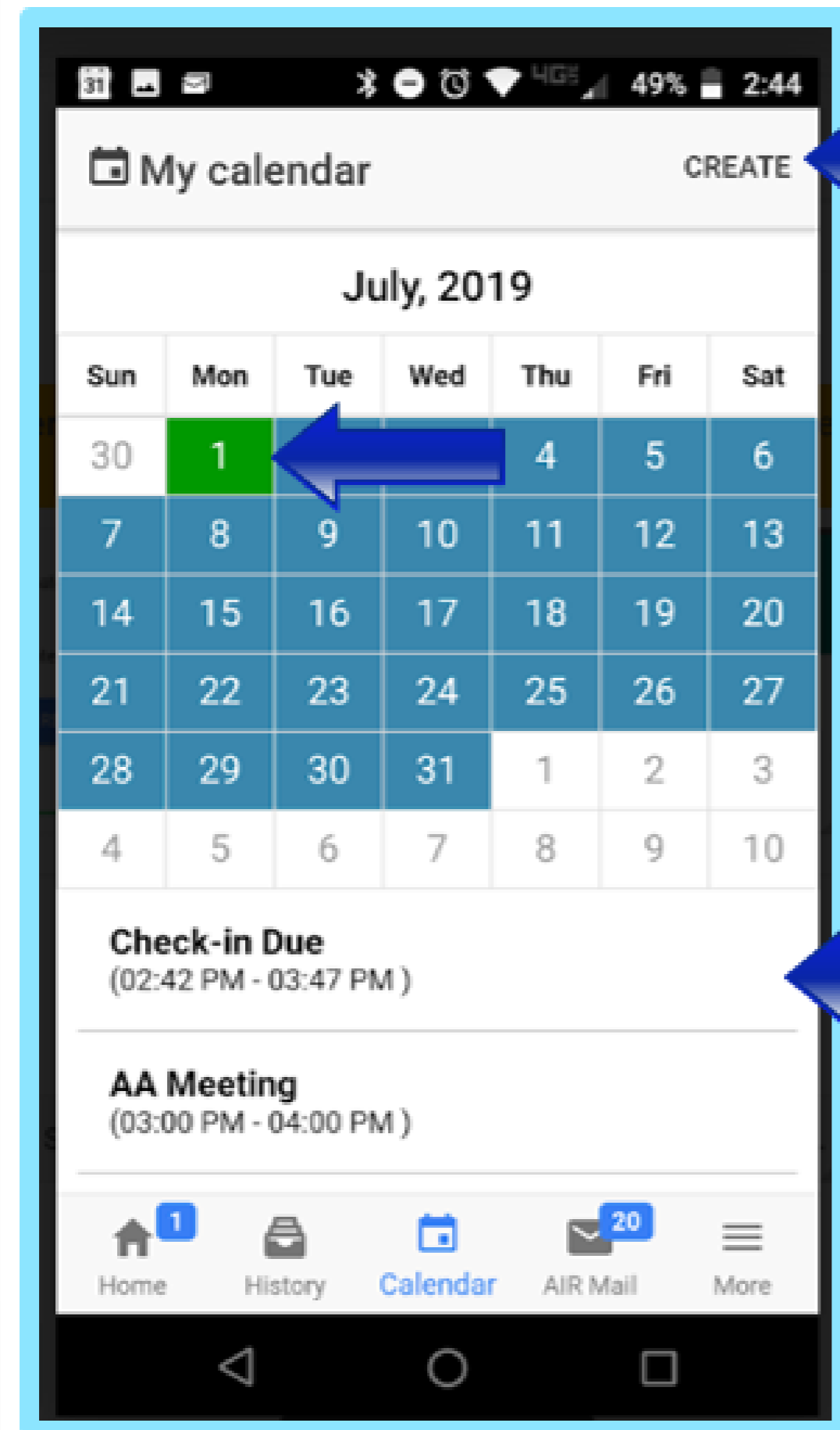
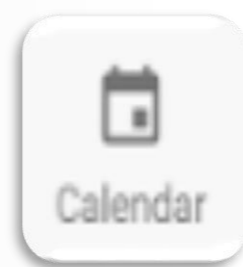
History Tab



- ☑ History lists submitted check-ins, most recent shown at the top
- ☑ If a check-in is missed, the app will display “**Check-in Expired**”
- ☑ If a check-in has expired, the questionnaire can no longer be completed and submitted

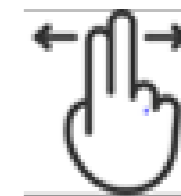


Calendar Tab



Create

Scroll through Months

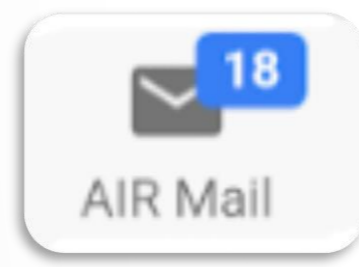


Selected day is Green

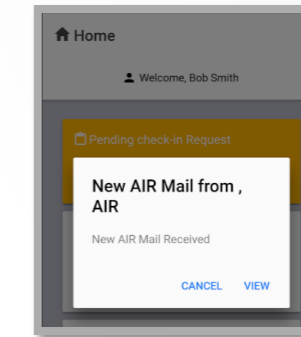
Days with Events are Blue

Events for Selected Day


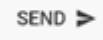
AIR Mail Tab

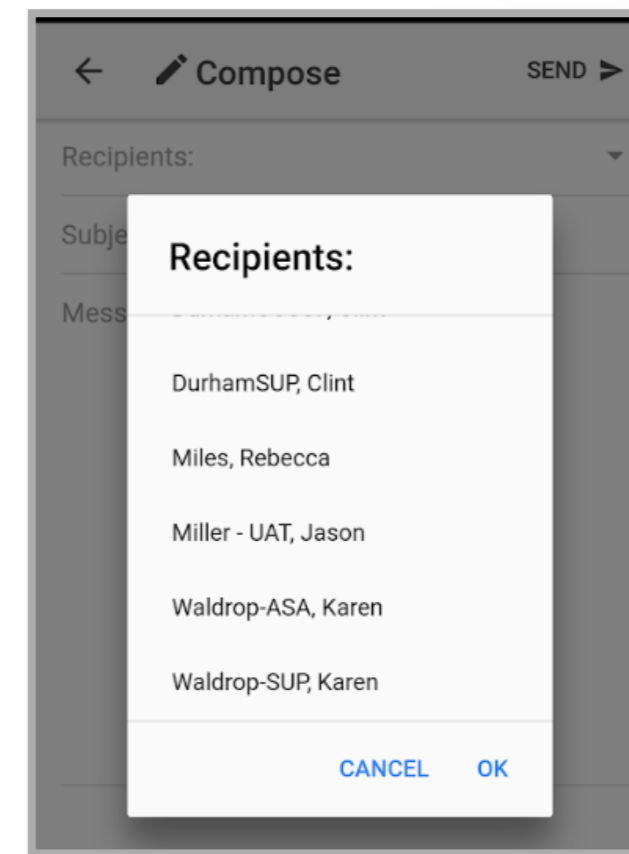
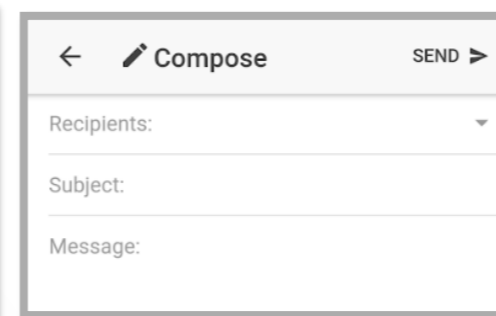
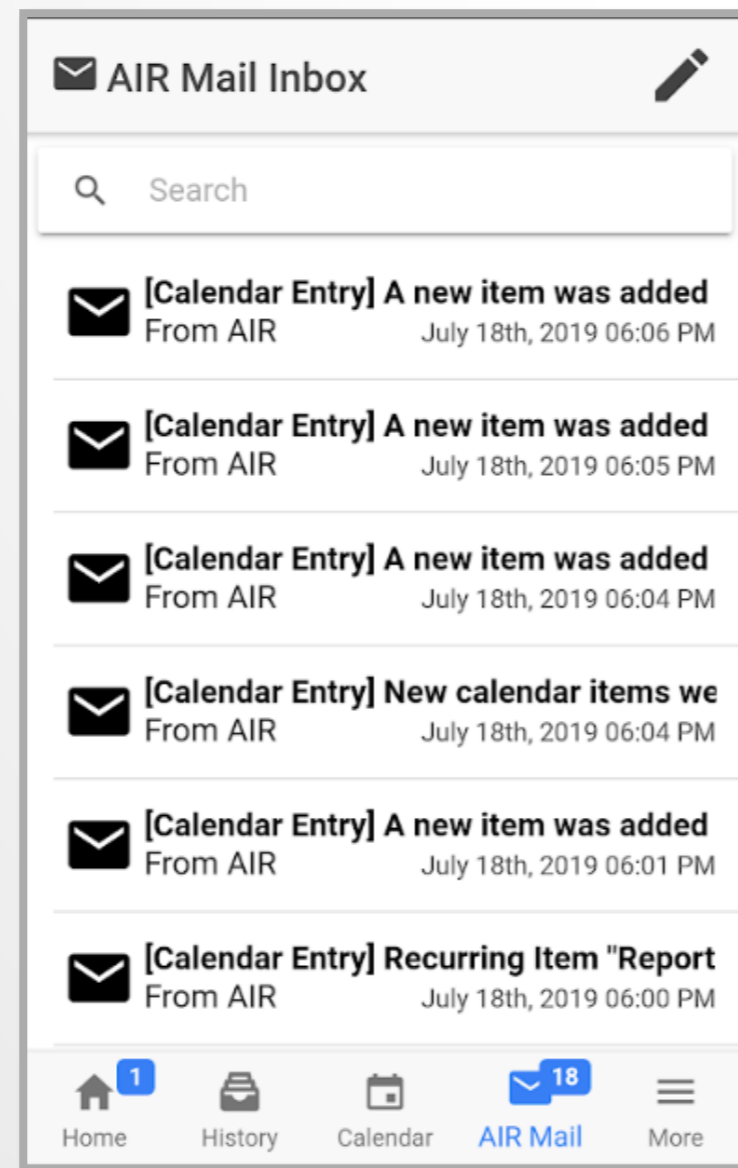


AIR Mail is modeled after standard e-mail programs, but AIR Mail is internal. Participants can only AIR Mail their supervisors or AIR Support. Participants receive a notification on their phone when an AIR Mail is received. AIR Mails are received from supervisors or whenever a calendar item is created, modified, or deleted

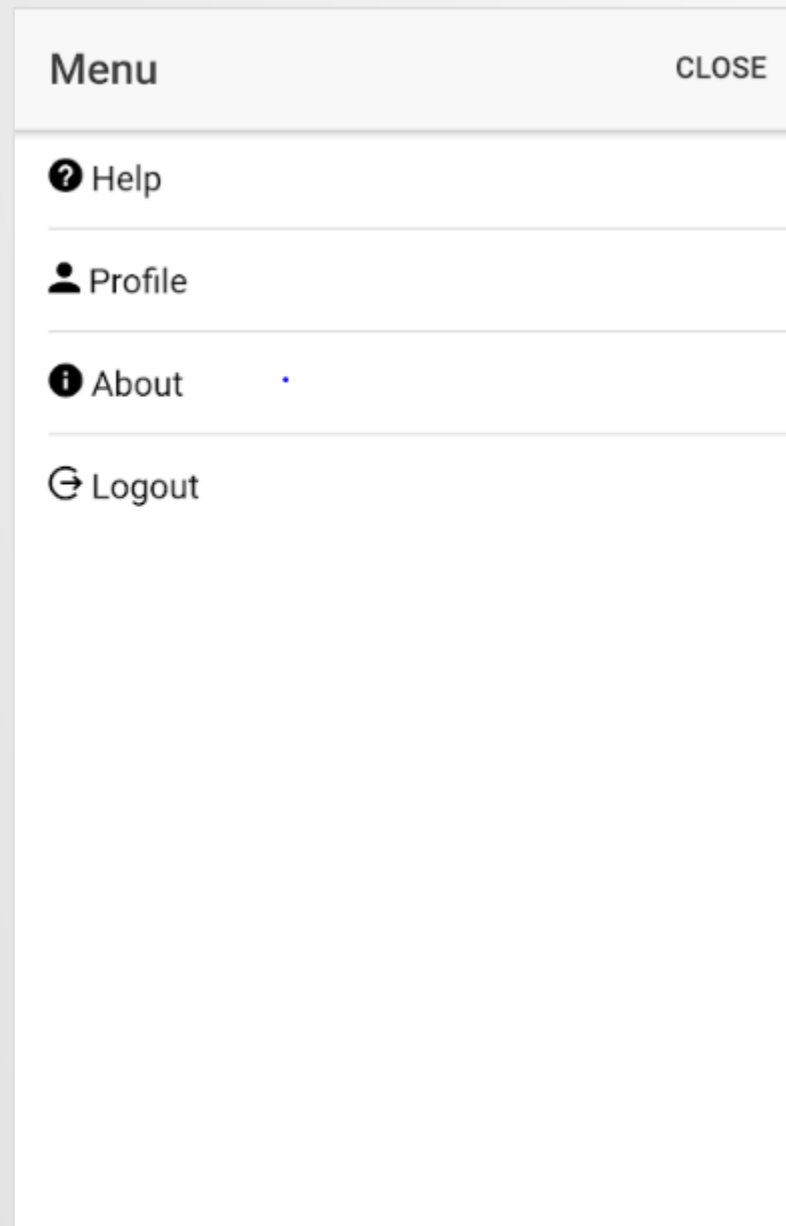
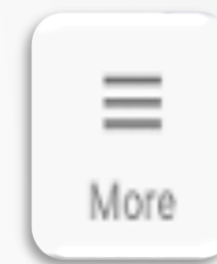


Participants will:

- *Tap AIR Mail to view AIR Mails
- Tap  to create an AIR Mail
- Select Recipient from dropdown
- Type Subject & Message
- Tap 



More Tab *Includes Help Section



“More” links to:

Help – displays resource information deemed useful by your supervisor, as well as participant instructions and the technical support phone number

Profile – displays participant info including link to

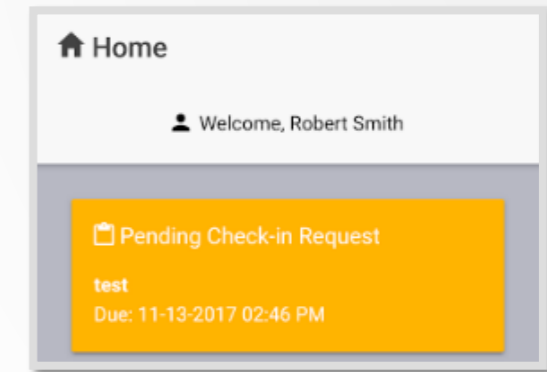
CHANGE PASSWORD

About – version info

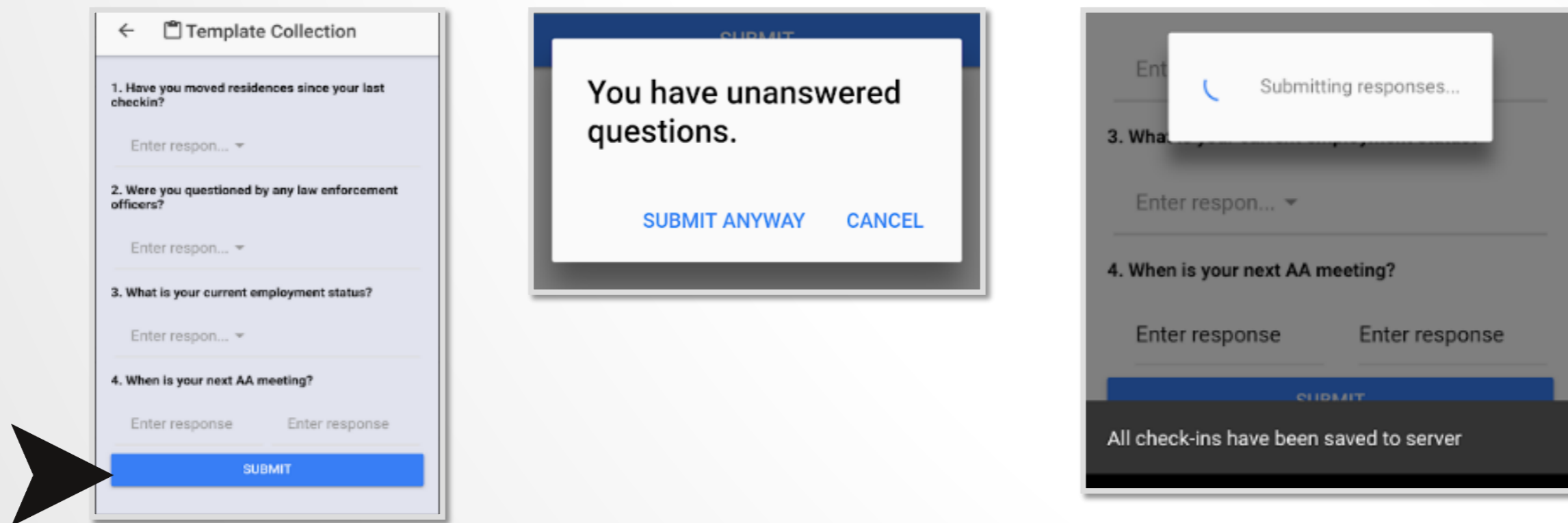
Logout

Complete a Check-in

1. From the Home Screen, tap “**Pending Check-in Request**”

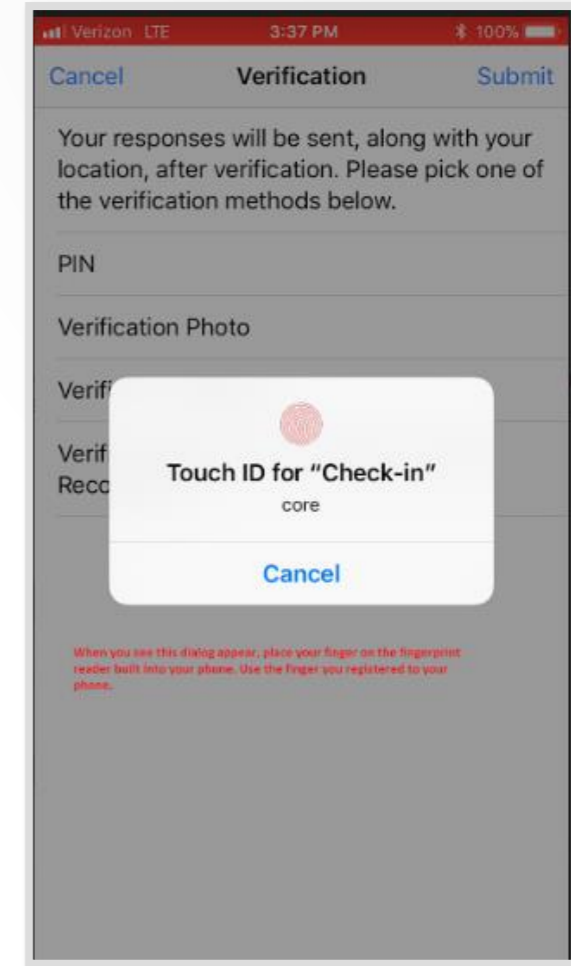
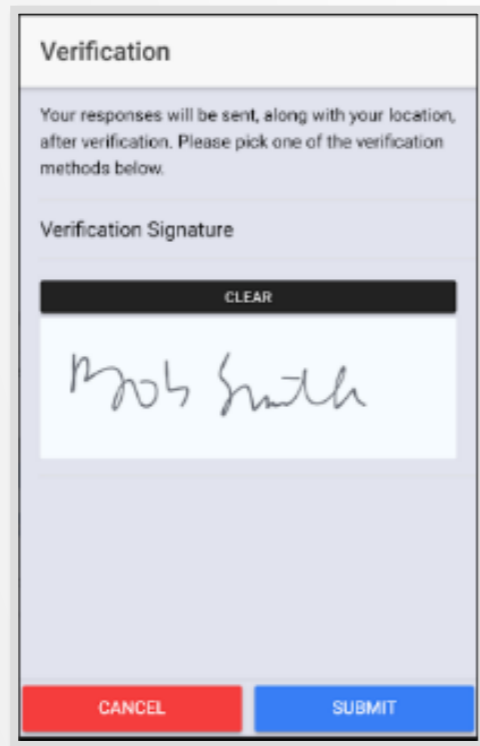
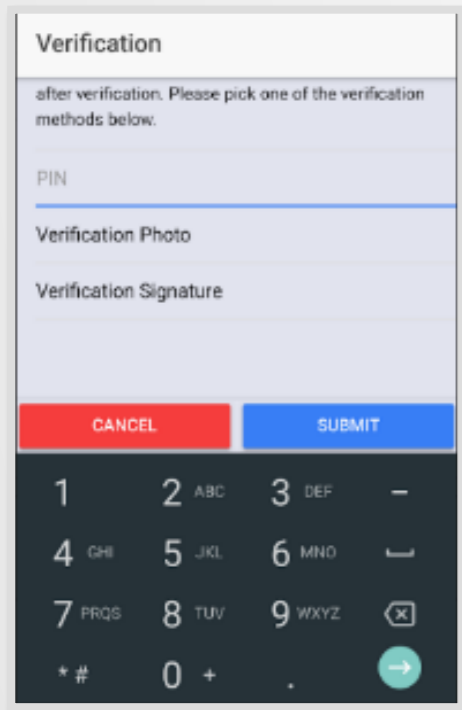


2. **Answer all questions** on the Questionnaire and tap **Submit**. The app will notify you if there are unanswered questions.



3. The app requires verification of the person answering the questionnaire. Your agency may choose PIN, Signature, Photo, or Biometric. GPS must be “on” and allowed or the app will notify you to grant permission. **Complete verification and tap Submit.**
4. AIR Check-In displays check-in has been completed.

Verification Methods



- ☑ **PIN** – Enter 4 digits and select Submit
- ☑ **Signature** – Sign in the Signature Pad and select Submit
- ☑ **Photo** – Tap to take the photo, select X to retake the photo or select the Check to accept it, then tap Submit. If necessary, switch to front camera.
- ☑ **Biometric** - Fingerprint, for example. Based on phone capability.



Allow **Check-in** to access this device's location?

DENY ALLOW

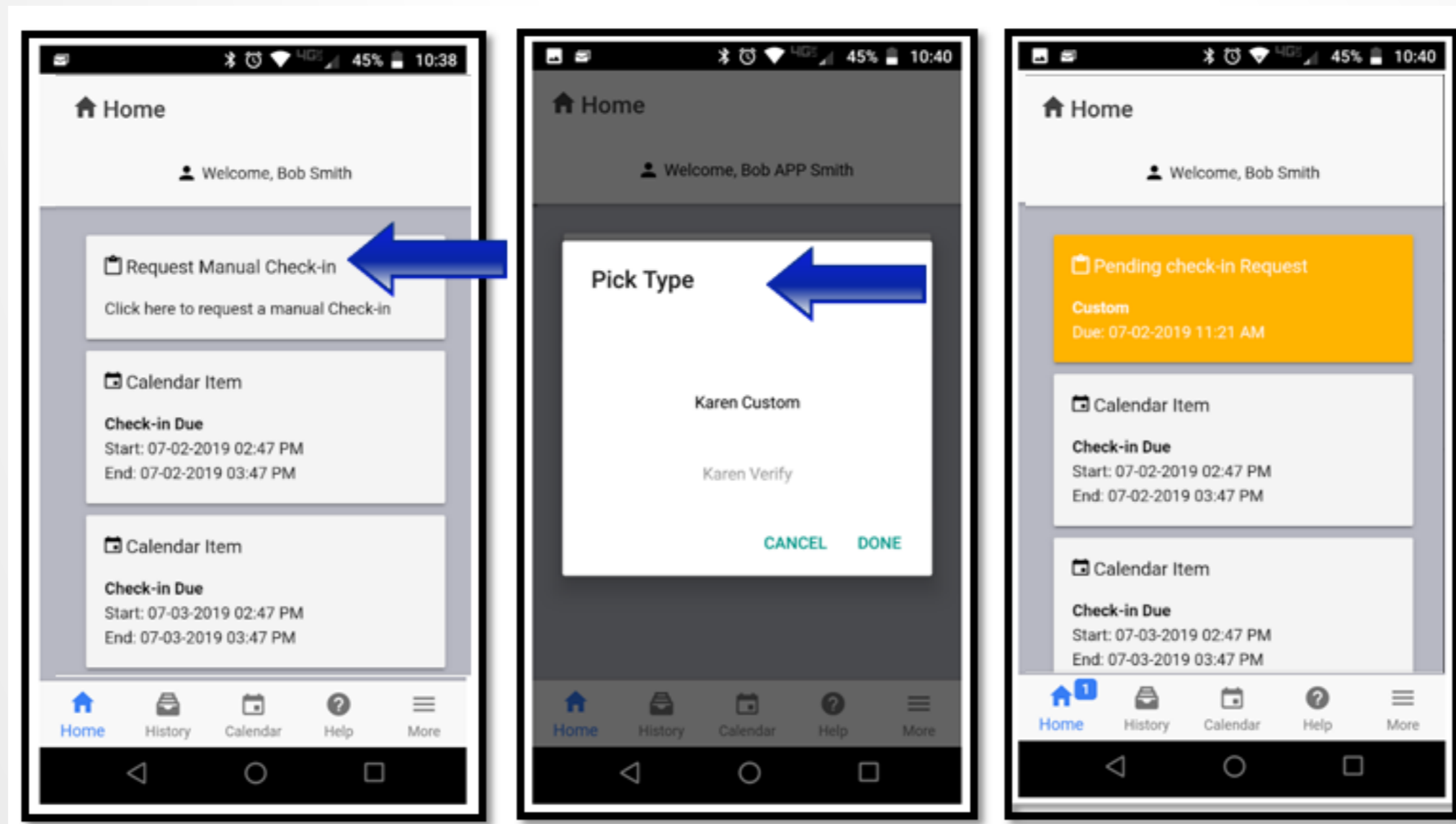


Allow **Check-in** to make and manage phone calls?

DENY ALLOW

*If the App asks for access, select "Allow"

Request a Manual Check-in



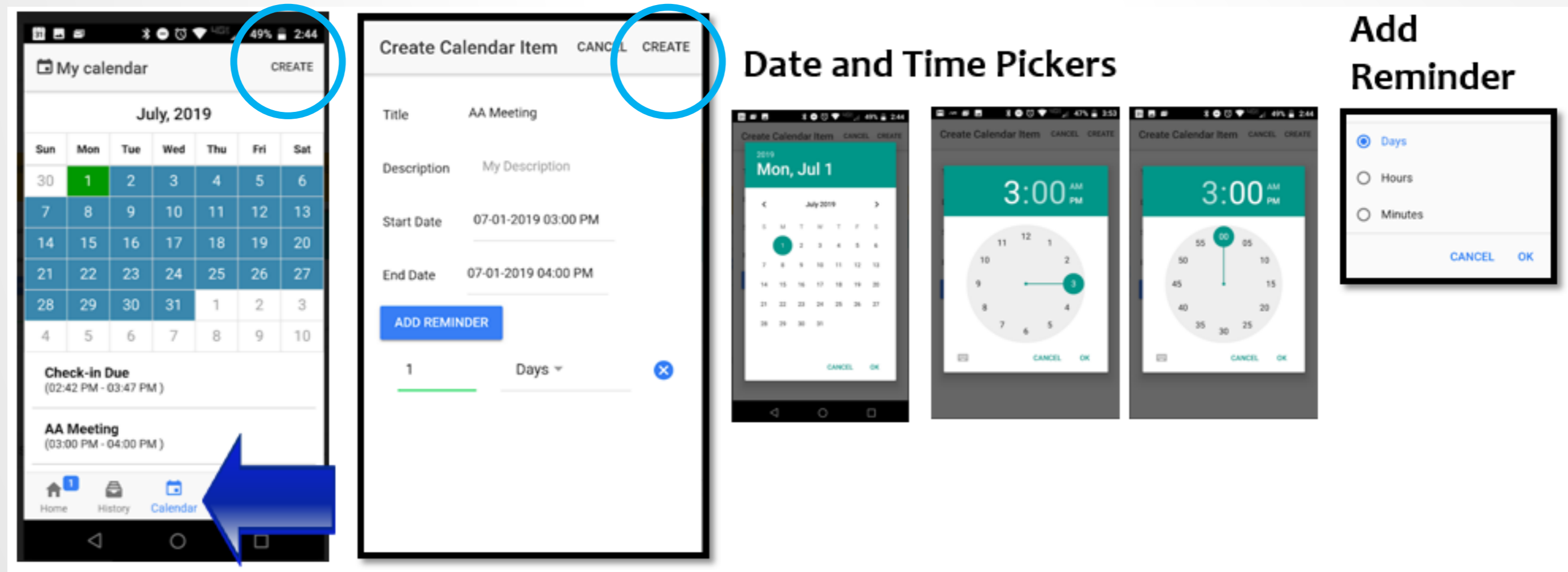
A participant is able to self initiate a check-in at any time and may be required to do so by their agency.

Select “Request Manual Check-in”

Pick Type This is which questionnaire needs to be submitted, or “Verify” which requires no questions but captures and submits a GPS point.

AIR Check-In will send a new check-in that is completed like any check-in sent by the supervisor.

Create a Calendar Item



Select Create in upper right of Calendar Tab

Enter Title

Enter Description Box Information – enter anything required or necessary for your supervisor

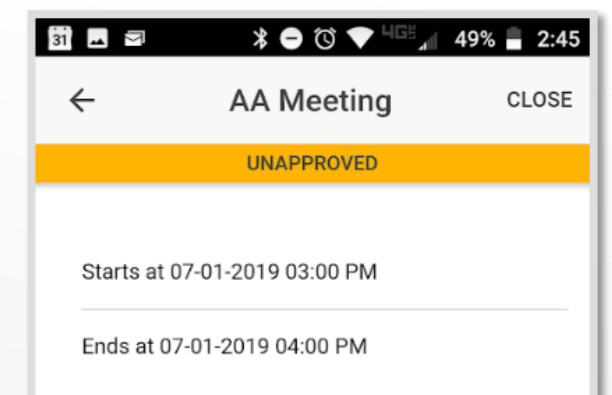
Select Start Date and use date/time pickers to enter date and time the event is to start

Select End Date and use date/time pickers to enter date and time the event is over

Select Add Reminder if a reminder is desired; Choose how far in advance of event

Select Create in upper right of Calendar Tab

Participant created calendar items will be labeled as unapproved until supervisors take appropriate action. Not all agencies require participant created calendar items to be approved.



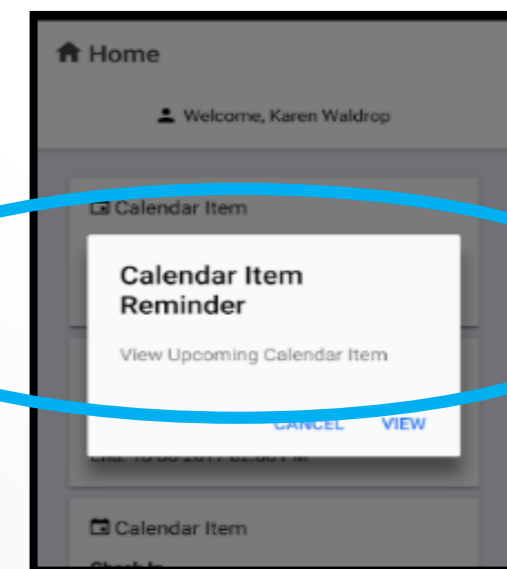
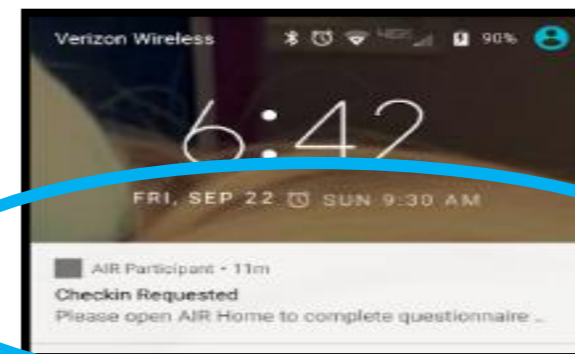
Calendar Reminders

- ☑ Reminders may be scheduled in advance of any calendar item.

Reminders are shown on the banner,

on the device home screen,

and on the AIR Check-In's home screen.



- ☑ If device is not silenced, a tone will also sound.

Frequently Asked Questions



Do I need anything special on my phone?

No. AIR Check-In is compatible with Android 6 and iOS 9.3 and newer devices. Biometric options, however, may not be supported by all devices.

How much data does the app use?

Data quantity ranges between 10 to 85KB per check-in, based on verification method used.

Why do I need to Allow location/manage phone/access to photo, media, or files in my device?

AIR Check-In does not access any personal information, contact information, photos, media, or files unrelated to the check-in process. Only the check-in questionnaire and verification method (which may include one GPS point at the time of submission) are accessed and submitted. These permissions are, however, required for both those submissions and the phone number links to your supervisor to work from within AIR Check-In.

What do I do if I cannot login?

If you are having trouble with logging in, call your supervisor or AIR Support at 855-350-0528 to confirm your username and password.

How do I find out which version I have?

Go to your device Settings/tap "About Phone" or "About Device"/tap Android version.

Go to your device Settings/General/About... to view IOS version.

Can AIR Check-In be synced with my personal calendar? No