



# IPASS USER TUTORIAL

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# IPASS USER TUTORIAL

**Set your password in iPASS.** Look for the email from *iPASS Website* ([Website@iPASS.AlertTodayFlorida.com](mailto: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***


From: Website <[iPASS@iptm.org](mailto:iPASS@iptm.org)>  
Date: July 1, 2020 at 3:38:37 PM EDT  
To: Sonny Crockett <[slmurch0568@att.net](mailto: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.

### **Password.**

#### **Reset your Password**

 iPASS [Home](#) [Admin](#) ▾ [Grant](#) ▾

## Reset password

Reset your password.

Email

New Password [?](#)

Confirm New Password

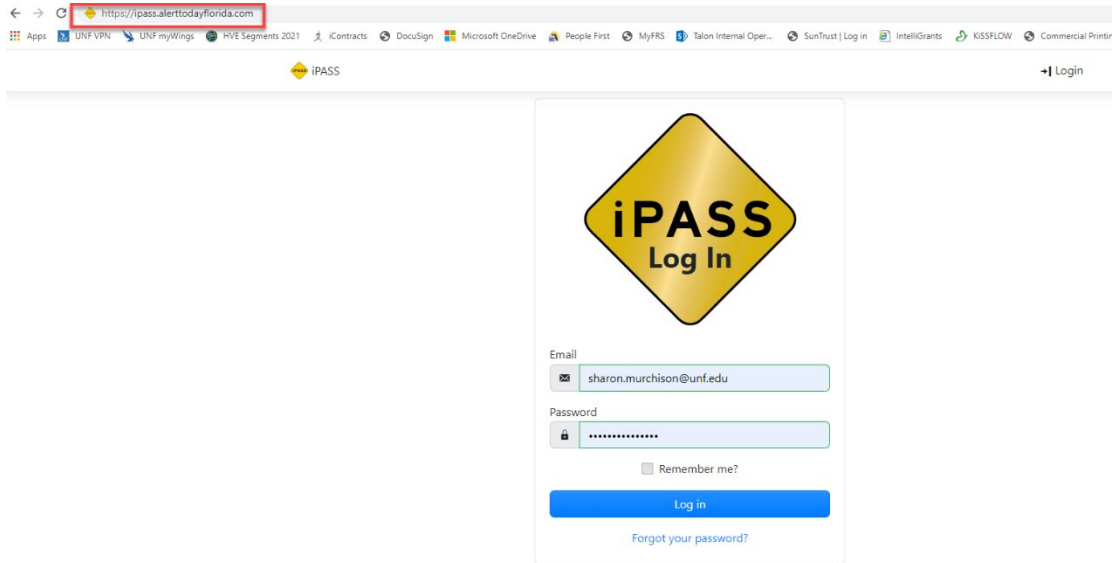
Remember me?



**Click Reset to  
set your  
password**

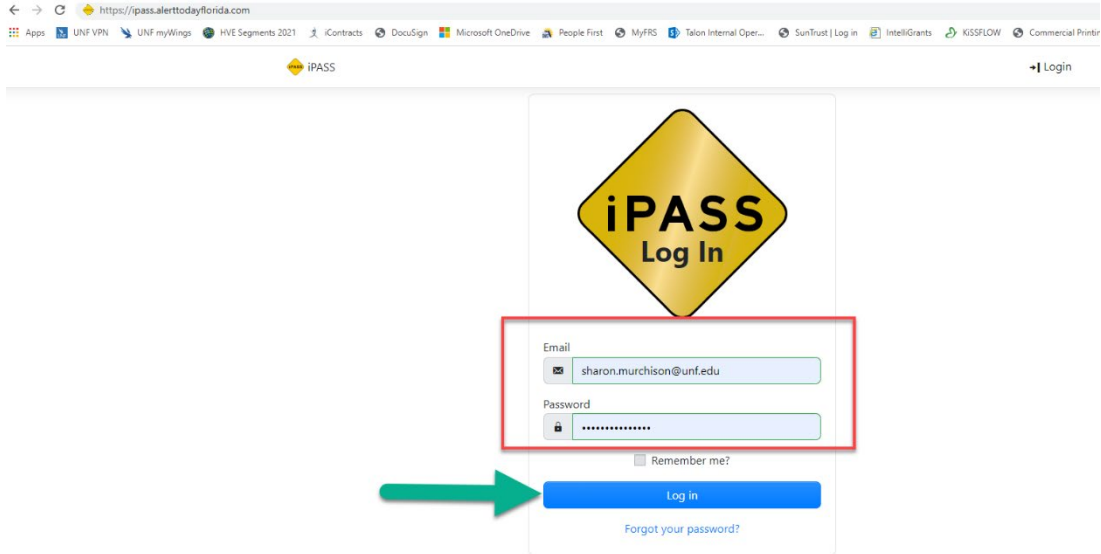
# IPASS USER TUTORIAL

Once your password has been set, login to iPASS at:  
<https://ipass.alerttodayflorida.com>



The screenshot shows a web browser window with the address bar containing <https://ipass.alerttodayflorida.com>. 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. A "Remember me?" checkbox is present, and a blue "Log in" button is at the bottom. A link for "Forgot your password?" is also visible.

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



This screenshot is identical to the previous one but includes a red rectangular box around the "Email" and "Password" input fields. A green arrow points from the left towards the blue "Log in" button.

# IPASS USER TUTORIAL

iPASS Dashboard – This is the first thing you see when you login to iPASS. To return to this screen at any time, select the *Home* button.

The screenshot shows the iPASS dashboard header with the 'Home' button highlighted in a red box. The main content area displays 'Welcome to iPASS' and 'Active Contracts'. Below this is a table with columns for Status, Date of Execution, Statistics, and Allocated Funds. A single contract is listed with a status of 'Executed', a date range of 7/13/2020 to 5/31/2021, and an allocated fund amount of \$50,000.00. A pie chart is also visible next to the contract details.

Status ↑	Date of Execution	Statistics	Allocated Funds
Executed	7/13/2020 – 5/31/2021	Est. Remaining Hours: 358.2 Educational Contacts: 1.8 / Hour Enforcement Contacts: 0.6 / Hour	\$50,000.00

To begin, click on *Account* to set up your Notification Settings.

This screenshot shows the 'Account' dropdown menu open on the iPASS dashboard. The menu is highlighted with a red box and contains the following options: 'Notification Settings', 'My Profile', and 'Logout'. The 'Notification Settings' option is highlighted with a red box.


- Notification Settings
- My Profile
- Logout

Click on *Notification Settings*.

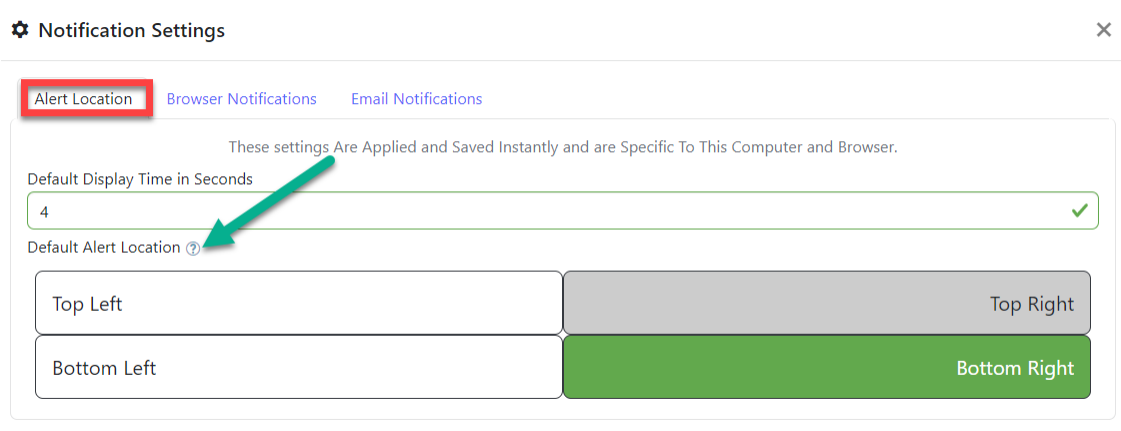
This screenshot is similar to the previous one, but the 'Notification Settings' option in the 'Account' dropdown menu is highlighted with a red box.

- Notification Settings
- My Profile
- Logout

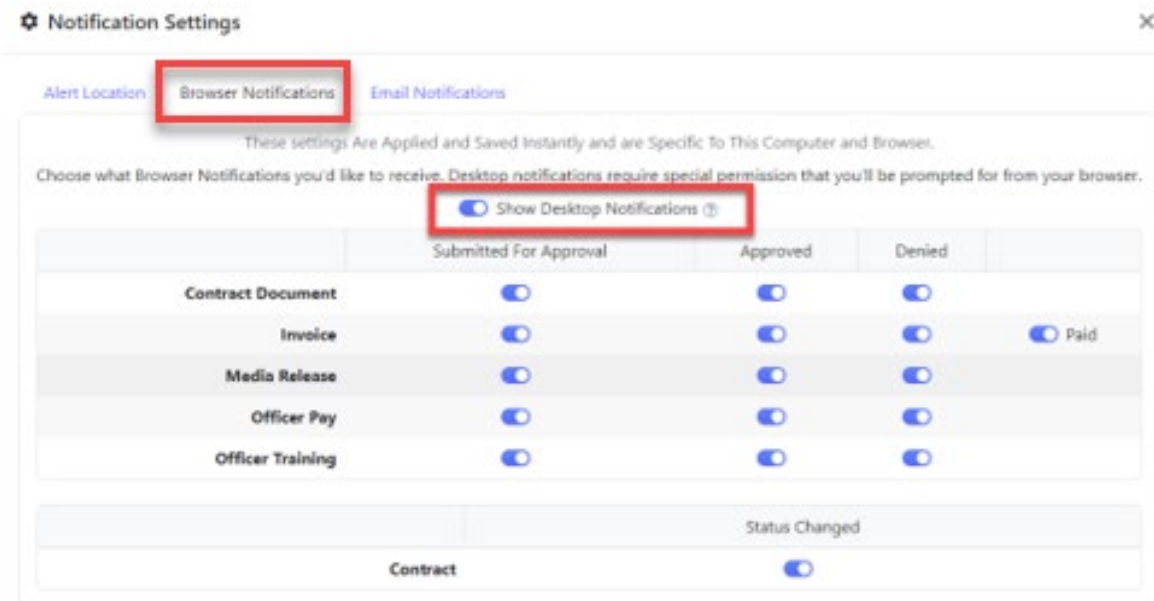
# IPASS USER TUTORIAL

**Note:** This symbol  is known as the *Help Key*. Hover over the *Help Key* (where available) to get information about what the description field means.

**Alert Location** – set the location of where you want to receive popup alerts.



Next, click on **Browser Notifications**. Select the Browser Notifications you'd like to receive. Click on the slider button to turn on and off notifications. "Show Desktop Notifications" must be turned on and you must be logged into iPASS to receive desktop notifications.



# IPASS USER TUTORIAL

Click on *Email Notifications*.

Notification Settings ×

Alert Location   Browser Notifications   **Email Notifications**

These settings Are Applied and Saved Instantly and are Specific To This Computer and Browser.

Choose what Browser Notifications you'd like to receive. Desktop notifications require special permission that you'll be prompted for from your browser.

Show Desktop Notifications <sup>?</sup>

	Submitted For Approval	Approved	Denied	
<b>Contract Document</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Invoice</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Paid
<b>Media Release</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Officer Pay</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Officer Training</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

	Status Changed
<b>Contract</b>	<input checked="" type="checkbox"/>

Select the Email Notifications you'd like to receive by using the slider button. Select Immediate to receive an email notification for every change or select Digest to receive a single email of notifications that you are subscribed to. Click on the slider button to turn on and off the notifications. **Note: You will not receive an email notification for changes that have been generated by you under your account.** When finished, click the X to close the session.

Notification Settings ×

Alert Location   Browser Notifications   **Email Notifications**

These settings Are Applied and Saved Instantly and are Specific To Your Account.

Choose what Email Notifications you'd like to receive. You can receive immediate email notifications for each individual change, or a single daily digest email of all events your interested in, or both. Daily digests are sent only when one or more notifications you are subscribed to are generated during the day, and no notification will be triggered when your account was used to make the change.

Toggle All Immediate Messages    Toggle All Digest

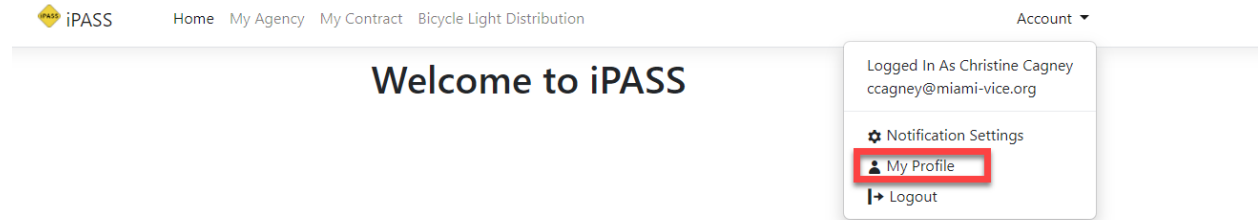
	Submitted For Approval	Approved	Denied	
<b>Contract Document</b>	<input checked="" type="checkbox"/> Immediate <input type="checkbox"/> Digest	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	
<b>Invoice</b>	<input checked="" type="checkbox"/> Immediate <input type="checkbox"/> Digest	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	Paid <input checked="" type="checkbox"/> Immediate <input type="checkbox"/> Digest
<b>Media Release</b>	<input checked="" type="checkbox"/> Immediate <input type="checkbox"/> Digest	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	
<b>Officer Pay</b>	<input checked="" type="checkbox"/> Immediate <input type="checkbox"/> Digest	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	
<b>Officer Training</b>	<input checked="" type="checkbox"/> Immediate <input type="checkbox"/> Digest	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> Digest	

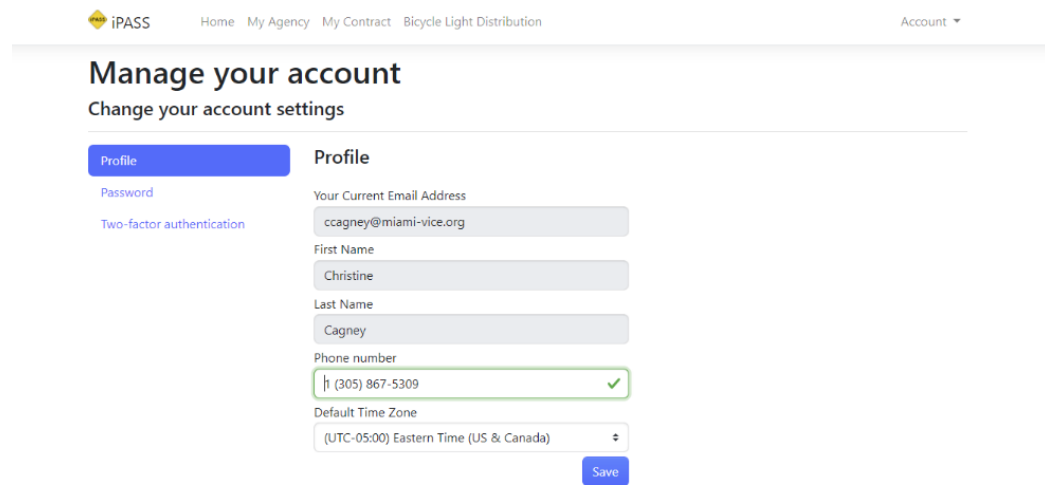
	Status Changed
<b>Contract</b>	<input checked="" type="checkbox"/> Immediate <input type="checkbox"/> Digest

# IPASS USER TUTORIAL

To view or manage your profile settings, click *My Profile*



You are only able to change your phone number or time zone. Default Time Zone is set to Eastern Time (US & Canada). To request a name change or email address change, please contact IPTM for assistance.





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To change your password, enter your *Current password* followed by *New Password*, *Confirm new password*, and click on *Update password*.

IPASS Home My Agency My Contract Bicycle Light Distribution Account

## Manage your account

Change your account settings

Profile  
Password  
Two-factor authentication

### Change password

Current password

New password

Confirm new password

Update password

To enable Two-Factor Authentication, click on *Two-factor authentication* and select *Setup authenticator app*. Follow the instructions on how to configure the authenticator app.

IPASS Home My Agency My Contract Bicycle Light Distribution Account

## Manage your account

Change your account settings

Profile  
Password  
Two-factor authentication

### Two-factor authentication (2FA) Authenticator app

Setup authenticator app Reset authenticator app

IPASS Home My Agency My Contract Bicycle Light Distribution Account

## Manage your account

Change your account settings

Profile  
Password  
Two-factor authentication

### Configure authenticator app

To use an authenticator app go through the following steps:

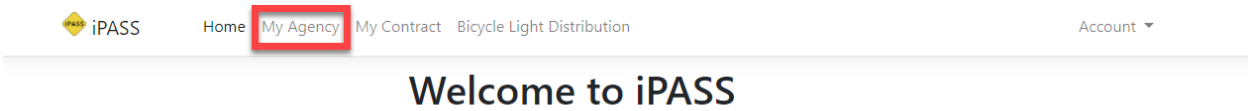
1. Download a two-factor authenticator app like Microsoft Authenticator for Windows Phone, Android and iOS or Google Authenticator for Android and iOS.
2. Scan the QR Code or enter this key `ezzb:hhb7:5cy6:jnle:szpj:vjt4:uddh:6wdr` into your two factor authenticator app. Spaces and casing do not matter.
3. Once you have scanned the QR code or input the key above, your two factor authentication app will provide you with a unique code. Enter the code in the confirmation box below.

Verification Code

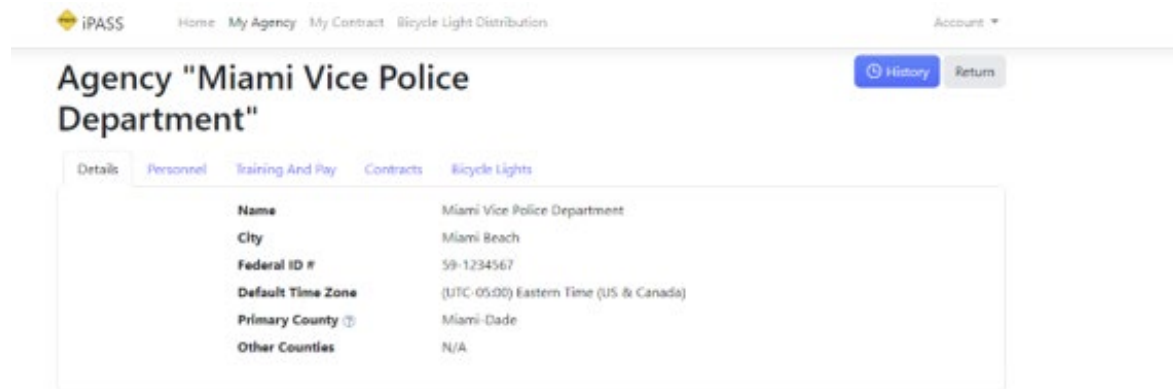
Verify

# IPASS USER TUTORIAL

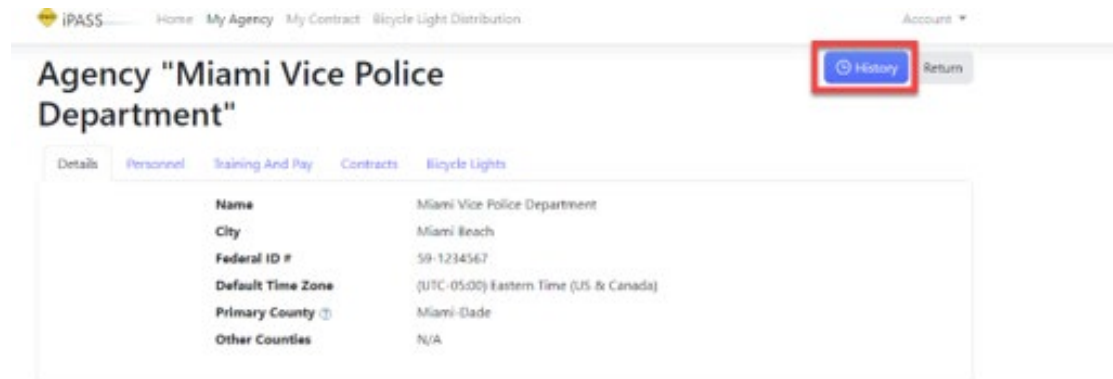
Let's go back to the iPASS Dashboard and select *My Agency*.



Details about your agency will be listed here.



**Note: Selecting the *History* tab gives you a list of changes that have been made.**



# IPASS USER TUTORIAL

**Note:** To return to the iPass Dashboard at any time, click the *Home* button. To return to the previous screen, click the *Return* button.

The screenshot shows the iPass interface for the Miami Vice Police Department. The 'Home' button in the top navigation bar and the 'Return' button in the top right corner are highlighted with red boxes. The 'Details' tab is selected, showing the following information:







<b>Name</b>	Miami Vice Police Department
<b>City</b>	Miami Beach
<b>Federal ID #</b>	59-1234567
<b>Default Time Zone</b>	(UTC-05:00) Eastern Time (US & Canada)
<b>Primary County</b>	Miami-Dade
<b>Other Counties</b>	N/A

Click on *Personnel*

The screenshot shows the iPass interface for the Miami Vice Police Department. The 'Personnel' tab is highlighted with a red box. The 'Details' tab is also visible, showing the same information as in the previous screenshot.

All Personnel entries will show up here. Currently, for the 2020-21 contract cycle, this list may be empty. To add a person to the Personnel list, click on *+Add Personnel*.

The screenshot shows the iPass interface for the Miami Vice Police Department. The 'Personnel' tab is selected, and the '+ Add Personnel' button is highlighted with a red box. The personnel list is displayed below the search bar:

Primary	Title	Name	Admin	Coordinator	Officer	
<input checked="" type="checkbox"/>	Grant Manager	Christine Cagney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	  
<input type="checkbox"/>	Lieutenant	Sonny Crockett	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	  

1 - 2 of 2 items

# IPASS USER TUTORIAL

Complete the Personnel form in its entirety and select a User Role. Click *Save* when finished. See Pages 12-13 for an explanation of User Roles.

Add New Personnel ×

Title

First Name  Last Name


Is Primary Contact ?

Email

PhoneNumber

Notes

Enabled ?  Agency Admin ?  Personnel Coordinator ?  Officer ?



Added Personnel should look like this:

ipASS Home My Agency My Contract Bicycle Light Distribution Account

## Agency "Miami Vice Police Department"

History Return

Details Personnel Training And Pay Contracts Bicycle Lights

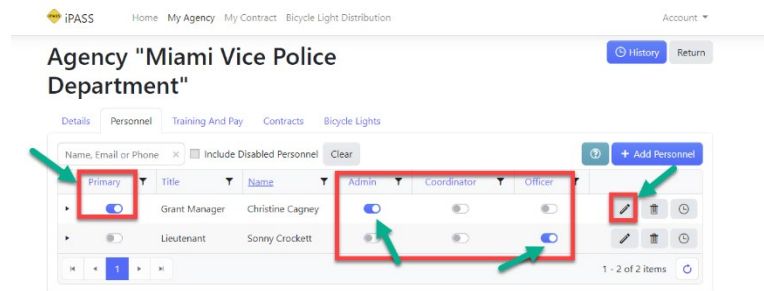
Name, Email or Phone   Include Disabled Personnel

Primary	Title	Name	Admin	Coordinator	Officer	
<input checked="" type="checkbox"/>	Grant Manager	Christine Cagney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Officer	Rico Tubbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>
<input type="checkbox"/>	Lieutenant	Sonny Crockett	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>

1 - 3 of 3 items

# IPASS USER TUTORIAL

**Note: You can toggle the User Roles at any time by clicking on the slider button or selecting the *pencil icon* to edit the information.**



## USER ROLES

**Primary Contact** – Click on the slider button if you want this person to be the primary contact. The primary contact person is the person whom IPTM will correspond with on all communication, verbal and written, under the contract. **Note: The primary contact can also be the Admin, Coordinator or Officer.**

**Email** – when you enter the email address, the default is set to *Create User Account*. If you wish the person to have a user account in iPASS, they will be sent a welcome email instructing them to set their password and login to iPASS for the first time. If you do not wish for the person to have an account in iPASS, simply click the slider button to turn this off.

**Enabled** – This is an automatic default. This feature indicates the active status of the personnel record. If the person leaves the agency, retires, or is no longer participating in HVE operations, rather than delete the record and information associated with this person, simply click on the slider button to disable them. To reactivate the person, click the slider button back to *Enabled*.

**Select the User Role by clicking the slider button to Agency Admin, Personnel Coordinator, or Officer.**

**Agency Admin** – This person is in charge of administering contract execution and allows them to create and manage all aspects of the agency interactions with the contract as long as there is an associated user account.

**Personnel Coordinator** – This person is in charge of or manages the detail activity reporting during the contract cycle. They can enter detail activity reports on behalf of officers if there is an associated user account.

# IPASS USER TUTORIAL

**Officer** – Only an approved officer can work education and enforcement details. The officer has the ability to enter his/her own detail activity reports if there is an associated user account. Officers cannot enter detail activity reports on behalf of other officers. After creating an officer, you'll need to submit the officer's training and pay for approval.

To search a person by name, simply enter their name, email, or phone number into the box. You can also include disabled (no longer active) personnel by clicking on the **Include Disabled Personnel**.

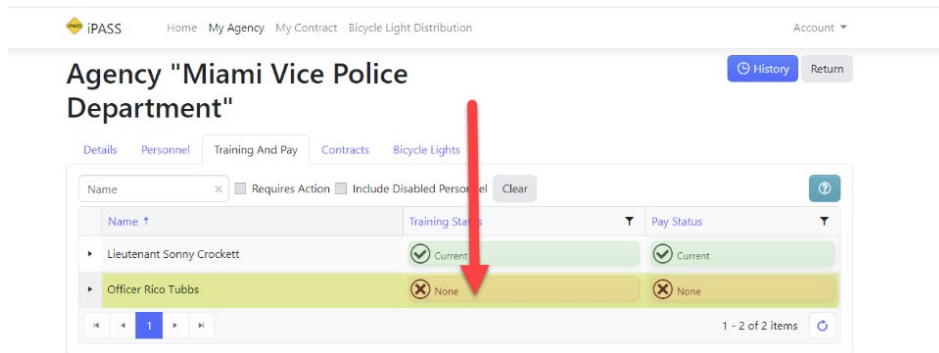
The screenshot shows the IPASS interface for the Miami Vice Police Department. The 'Personnel' tab is selected. A search bar contains the text 'Name, Email or Phone' and a checkbox for 'Include Disabled Personnel' is checked. Below the search bar is a table with columns for Primary, Title, Name, Admin, Coordinator, and Officer. Two rows are visible: one for Christine Cagney (Grant Manager) and one for Sonny Crockett (Lieutenant). The page shows 1 - 2 of 2 items.

Click on **Training and Pay**.

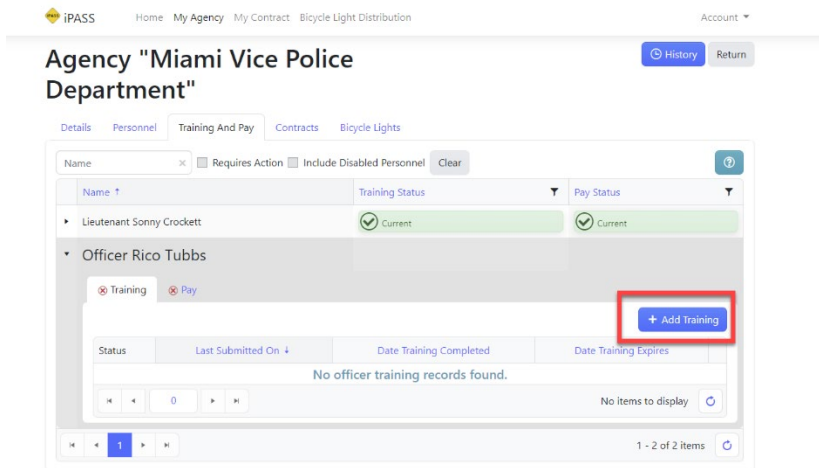
The screenshot shows the IPASS interface for the Miami Vice Police Department. The 'Training And Pay' tab is selected. A search bar contains the text 'Name' and checkboxes for 'Requires Action' and 'Include Disabled Personnel'. Below the search bar is a table with columns for Name, Training Status, and Pay Status. Two rows are visible: one for Lieutenant Sonny Crockett (Current) and one for Officer Rico Tubbs (None). The page shows 1 - 2 of 2 items.

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Click inside the **Training Status box**.



Click on **+Add Training**.



Add the date the officer completed training (4-hour Ped Bike Laws course or 2-hour Online Refresher course) and click **Submit For Approval**. IPTM will approve or deny when submitted.

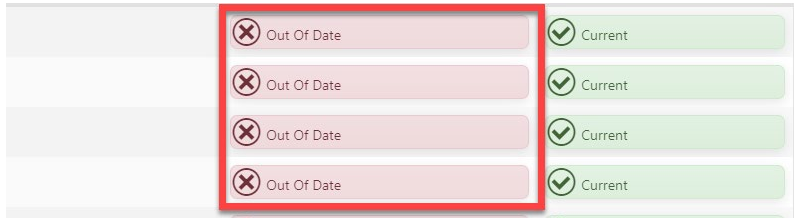
The screenshot shows the "Add Training Record For Officer Rico Tubbs" form. The "Date Training Completed" field is set to 7/24/2020, and the "Billable Hours" field is set to 0.00. A red arrow points to the "Submit For Approval" button.

Date Training Completed	7/24/2020	✓
Billable Hours	0.00	✓
Requesting Notes		

**Billable Hours – Default is set to 0.00. This field is to be completed if the agency is billing for the officer's attendance at the required training (either 2 hours or 4 hours). The date of attendance must be within the active (executed) contract period in order**

# IPASS USER TUTORIAL

**for the agency to be reimbursed. The officer must be on overtime status to be eligible.** Training is valid for two years. When the officer's training has expired, you will see a notification on the *Training* tab that reflects "Out of Date". The officer(s) will then be required to take the 2-hour Online Refresher course.



**Complete the pay information by clicking on the *Pay* tab.**

IPASS Home My Agency My Contract Bicycle Light Distribution Account

## Agency "Miami Vice Police Department"

History Return

Details Personnel **Training And Pay** Contracts Bicycle Lights

Name  Requires Action  Include Disabled Personnel  Clear

Name ↑	Training Status	Pay Status
Lieutenant Sonny Crockett	Current	Current
Officer Rico Tubbs		

Training **Pay**

+ Add Training

Status	Last Submitted On	Date Training Completed	Date Training Expires
Pending Approval	8/11/2020 3:41 AM	7/24/2020	

1 - 1 of 1 items

1 - 2 of 2 items



# IPASS USER TUTORIAL

Click on **+Add Pay**.

The screenshot shows the IPASS interface for the Miami Vice Police Department. The 'Training And Pay' tab is active. Under the 'Officer Rico Tubbs' section, there are two tabs: 'Training' and 'Pay'. The 'Pay' tab is selected, and a '+ Add Pay' button is highlighted with a red box. Below the button, there is a table with columns for 'Status', 'Last Submitted On', 'Fully Loaded Overtime Rate', and 'Effective Date'. The table currently displays 'No officer pay records found.' and a pagination bar at the bottom shows '1 - 2 of 2 items'.

Complete all entries of the pay record and click **Submit for Approval**. IPTM will approve or deny when submitted.

The screenshot shows the 'Add Pay Record For Officer Rico Tubbs' form. The form contains the following fields:

- Effective Date: 7/27/2020
- Base Rate: \$36.52
- Overtime Rate: \$54.78
- Fully Loaded Overtime Rate: \$85.82
- Describe How You Arrived At Fully Loaded: FICA = 1.45% Retirement = 50.92% WC = 4.30

At the bottom of the form, there are two buttons: 'Submit For Approval' and 'Cancel'. A red arrow points to the 'Submit For Approval' button.

**Base Rate** – Regular rate of pay for the officer.

**Overtime Rate** – The amount the officer is paid during overtime (time and ½)

**Fully Loaded Overtime Rate** – This is the amount the agency pays on top of the overtime. For example: Social Security, Medicare, Retirement, Workers' Compensation. **Benefits such as health insurance, education pay, incentive pay, car usage, etc. are not reimbursable under the contract.**

**Note: If your agency is not claiming the Fully Loaded Overtime Rate, indicate the amounts as: FICA = 0% Retirement = 0% Workers' Comp = 0%**

# IPASS USER TUTORIAL

To view Agency Contract details, click on **Contracts** then click on the magnifying glass or select **My Contract** from the iPASS Dashboard.

## ABOUT THE AGENCY CONTRACT

The screenshot shows the iPASS dashboard with the following elements:

- Navigation: Home, My Agency, **My Contract** (highlighted), Bicycle Light Distribution, Account
- Page Title: Agency "Miami Vice Police Department"
- Buttons: History, Return
- Tabs: Details, Personnel, Training And Pay, **Contracts** (highlighted), Bicycle Lights
- Table with columns: Grant, Status, Date of Execution, End Date, Allocated Funds. One row is visible with a magnifying glass icon highlighted.
- Footer: 1 - 1 of 1 items

The screenshot shows the 'Contract Details' page with the following information:

- Navigation: History, Return
- Tabs: Details, Documents, Notes, Target Areas, Media Releases, Detail Reports, Invoices
- Fields:
  - A Grant:** 2020-2021
  - B Status:** Executed
  - C Agency:** Miami Vice Police Department
  - D Primary Contact:** Christine Cagney
  - E Allocated Funds:** \$15,000.00
  - Financial Contact:** Christine Cagney
  - F Date of Execution:** 7/13/2020
  - Street Operations Contact:** Sonny Crockett
  - G End Date:** 5/31/2021
  - H Allowed Pay Variance:** \$5.00
  - I Max # Hours Per Officer Per Day:** 6.00
  - J Invoiced:** \$0.00
  - K Est. Not Invoiced:** \$0.00
  - L Est. Remaining Funds:** \$15,000.00
  - M Average Pay Rate:** \$42.94
  - N Est. Remaining Hours:** 349.4
  - O Est. Weekly Hours Needed:** 8.5
  - P Est Weekly Hours Burn Rate:** [Value not visible]
  - Q Remittance Address:** PO Box 1234, Miami Beach, Florida 33140-1234
  - R Shipping Address:** 1234 Miami Vice Blvd, Miami Beach, Florida 33109

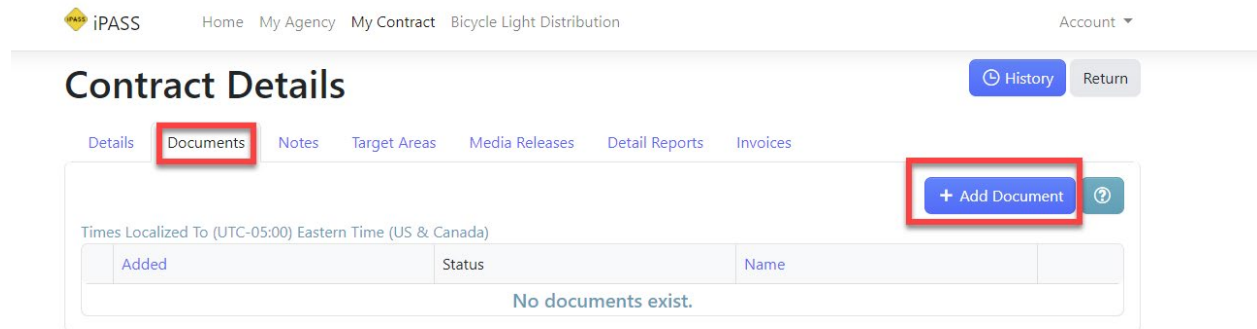
- A. Grant:** Year of the contract cycle.
- B. Status:** What stage the contract is in (Proposal, Finalized, Executed, Withdrawn).
- C. Agency:** To view information about your agency, click on the magnifying glass.
- D. Primary, Fiscal, and Street Operations** contacts will be shown here. **Notify IPTM if this information needs to be updated.**

## IPASS USER TUTORIAL

- E. **Allocated Funds:** This is the amount the agency was awarded to conduct education and enforcement details, also known as High Visibility Enforcement (HVE) details.
- F. **Date of Execution:** This is the date the contract became fully executed.
- G. **End Date:** This is the date the contract ends.
- H. **Allowed Pay Variance:** Any invoiced amount between -/+ \$5.00 will be allowed without additional explanation.
- I. **Max # of Hours Per Officer Per Day:** Maximum number of overtime hours per officer per day allowed under this contract.
- J. **Invoiced:** The total dollar amount you have invoiced for.
- K. **Est. Not Invoiced:** Estimate of all hours which have not yet been invoiced.
- L. **Est. Remaining Funds:** Estimate of funds remaining under this contract based on hours that have not yet been invoiced. Estimate is based on the approved pay rate for the officers.
- M. **Average Pay Rate:** Average of Fully Loaded Overtime Rate for all enabled officers.
- N. **Est. Remaining Hours:** Estimate of how many billable hours are remaining under this contract based on the average approved rate for all enabled officers.
- O. **Est. Weekly Hours Needed:** Average number of hours needed per week under this contract to fully exhaust the available funds based on the average rate of pay.
- P. **Est. Weekly Hours Burn Rate:** Based on 30-days of detail report activity. This is an estimate of the number of hours worked per day on average.
- Q. **Remittance Address:** Address where overtime reimbursement checks will be mailed. **Notify IPTM if this information needs to be updated.**
- R. **Shipping Address:** Address where educational materials and bicycle lights will be shipped. **Notify IPTM if this information needs to be updated.**

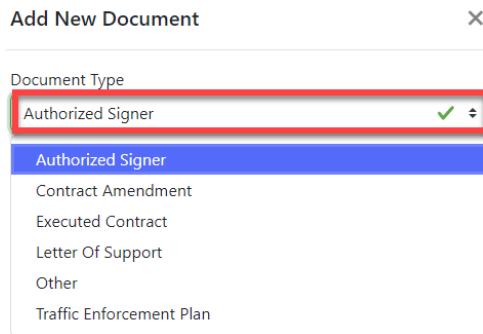
# IPASS USER TUTORIAL

Click on **Documents** to view documents for your agency. Documents to be added under this tab will include the fully executed contract, Letter of Support, the agency's traffic enforcement plan, and/or Letter of Delegation of Signature Authority.

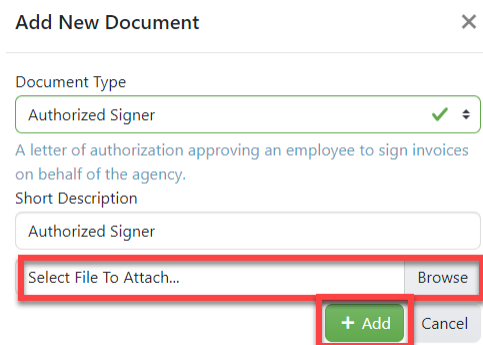


To add a document, click the **+Add Document** and upload your document(s).

Select the document type from the drop-down list.



Select the file to attach and click **+Add**. IPTM will approve or deny when submitted.



# IPASS USER TUTORIAL

To view any of the documents that have been added under this tab, click on the *Adobe Acrobat* icon to view the document.

iPASS Home My Agency My Contract Bicycle Light Distribution Account ▾

## Contract Details

History Return

Details Documents Notes Target Areas Media Releases Detail Reports Invoices

+ Add Document ?

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

Added	Status	Name	
8/16/2020	Pending Approval	Authorized Signer: Authorized Signer	

No documents exist.

PDF version of Authorized Signer document:



## MIAMI-VICE POLICE DEPARTMENT CHIEF HARRY J. CALLAHAN

July 17, 2020

Ms. Sharon Murchison  
Institute of Police Technology and Management  
12000 Alumni Drive  
Jacksonville, Florida 32224-2645

Re: 2020/2021 HVE Program

Dear Ms. Murchison,

I, Harry J. Callahan, hereby authorize Christine Cagney, Accountant, as an additional signature authority to sign and submit HVE contract-related documents online through the IPASS system, which may include but are not limited to applications, modified approval personnel forms and reports. Her contact information is as follows:

Christine Cagney, Grant Manager/Accountant  
305-867-5309/[ccagney@miami-vice.org](mailto:ccagney@miami-vice.org)

We look forward to partnering with IPTM and FDOT again this year. Thank you for providing the opportunity to improve safety and reduce injuries and possible deaths in Dade County.

Respectfully,

*Harry J. Callahan*  
Harry J. Callahan, Chief

HJC/cc

# IPASS USER TUTORIAL

Once document(s) have been approved by IPTM, the agency will see a status of approved or denied.

The screenshot shows the IPASS interface with the breadcrumb trail: Home > My Agency > My Contract > Bicycle Light Distribution. The page title is "Contract Details". There are tabs for "Details", "Documents", "Notes", "Target Areas", "Media Releases", "Detail Reports", and "Invoices". A "+ Add Document" button is visible. Below the tabs is a table with columns "Added", "Status", and "Name". One row is shown with the date "8/16/2020", a green checkmark icon, and the status "Approved". The "Name" column contains "Authorized Signer: Authorized Signer". A red box highlights the "Status" column.

Click on *Notes* to view any notes made by the agency or IPTM. To add a note to the file, click on *+Add Note*.

The screenshot shows the IPASS interface with the breadcrumb trail: Home > My Agency > My Contract > Bicycle Light Distribution. The page title is "Contract Details". The "Notes" tab is selected and highlighted with a red box. A "+ Add Note" button is also highlighted with a red box. Below the tabs is a table with columns "Added" and "Notes". The table is empty, and the text "No notes exist." is displayed in the center. A pagination control shows "0" items.

To view pre-approved locations, click on *Target Areas*.

The screenshot shows the IPASS interface with the breadcrumb trail: Home > My Agency > My Contract > Bicycle Light Distribution. The page title is "Contract Details". The "Target Areas" tab is selected and highlighted with a red box. The content area shows a section titled "Harding Ave" with the following details: "From Harding Ave to 69th Street", "Time Zone (UTC-05:00) Eastern Time (US & Canada)", and "Permitted Hours Sun 12:00 AM – 3:00 AM and 8:00 PM – Midnight", "Mon 12:00 AM – 3:00 AM", "Fri 8:00 PM – Midnight", and "Sat 12:00 AM – 3:00 AM and 8:00 PM – Midnight". Below the text is a map showing a street layout with a yellow highlighted area representing the target area.

## Explanation of Target Areas (Pre-Approved Locations):

IPASS Home My Agency My Contract Bicycle Light Distribution Account ▾

### Contract Details

History Return


Details Documents Notes Target Areas Media Releases Detail Reports Invoices

**1** **Harding Ave**

**2** From Harding Ave to 69th Street

**3** **Time Zone** (UTC-05:00) Eastern Time (US & Canada)

**3** **Permitted Hours** Sun 12:00 AM → 3:00 AM and 8:00 PM → Midnight  
Mon 12:00 AM → 3:00 AM  
Fri 8:00 PM → Midnight  
Sat 12:00 AM → 3:00 AM and 8:00 PM → Midnight

**4** 

### 1. Description of Roadway Segment

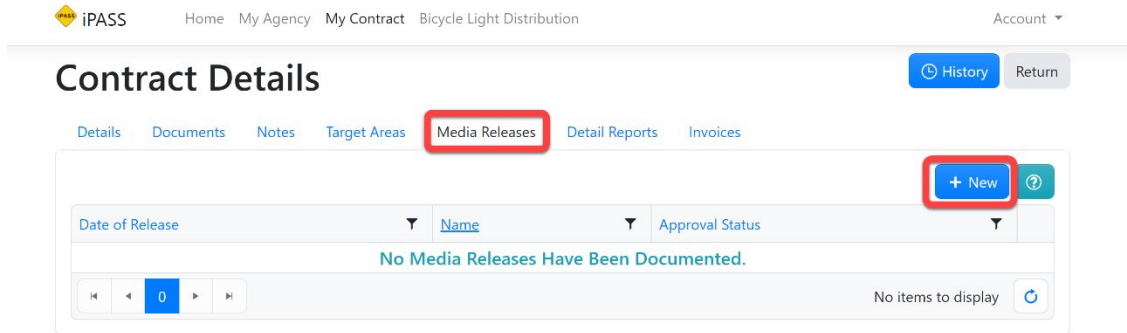
### 2. Roadway names

**3. Permitted Days and Hours:** In this example, the days this location is to be worked are Sunday, Friday, and Saturday from 8pm to 3am. Times are in plain text and are grouped by day of the week. At Midnight, times will “overlap” into the following day. Sunday will be (8:00pm to Midnight), Monday will be 12:00am to 3:00am - the “tail-end” of Sunday); Friday will be 8:00pm to Midnight, Saturday will be 12:00am to 3:00 (the “tail-end” of Friday) and again from 8:00pm to Midnight; and Sunday from 12:00am to 3:00am (the “tail-end” of Saturday).

### 4. Screenshot of the Roadway Segment

# IPASS USER TUTORIAL

To view and add media releases click on *Media Releases* and click on *+New*.



Complete the fields for the media release.

A screenshot of the 'Add Media Release' form. The form has a title 'Add Media Release' and a close button 'X'. The form contains several input fields: 'Name', 'Date of Release', 'Description of Release', and 'Documents'. The 'Name' field is highlighted with a red box. The 'Date of Release' field contains the date '8/17/2020'. The 'Description of Release' field is highlighted with a red box. The 'Documents' field is highlighted with a red box. Below the 'Documents' field, there is a 'Select files...' button, which is also highlighted with a red box. At the bottom of the form, there are three buttons: 'Submit For Approval', 'Save As Draft', and 'Cancel'. The 'Submit For Approval' button is highlighted with a red box.

**Name:** First Media Release, Second Media Release, Additional Media

**Date of Release:** First media release should be released **7 days prior to when education and enforcement details are to take place.**

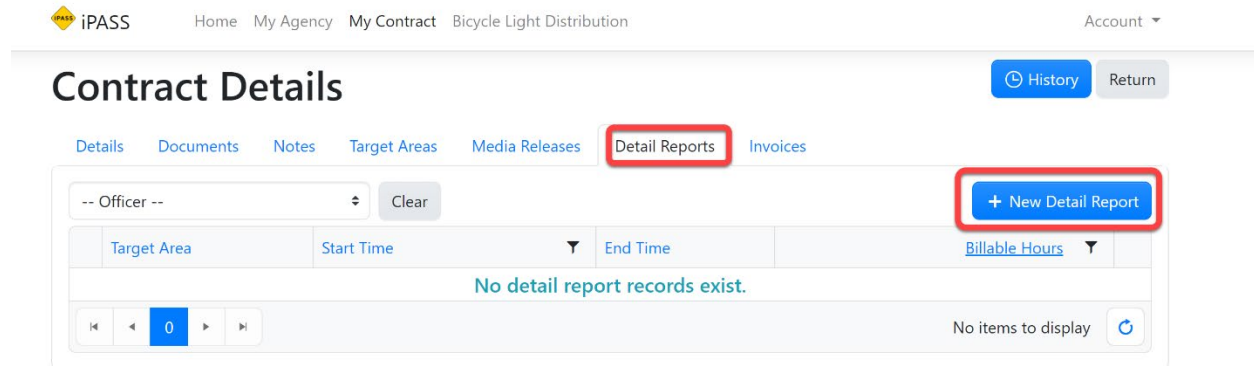
**Description of Release:** Describe how you have notified the public about the HVE enforcement operations. You can add links to external sites showing your communications.

**Documents:** Add documents by clicking on *Select files* to show how your media release was presented. Examples include press release documents, screenshots of websites or images. **Please do not upload videos.** Instead, provide links in the description or wherever they're hosted. Click *Submit For Approval* or *Save As Draft* until you are ready to submit for approval. IPTM will approve or deny when submitted.

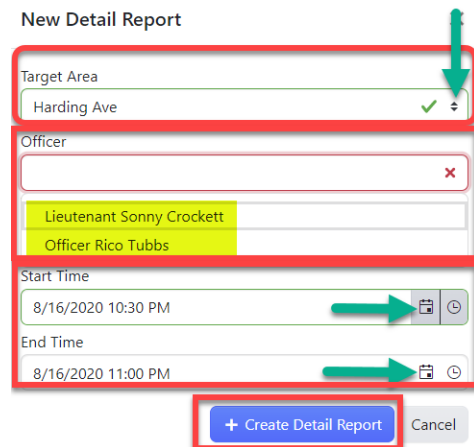


# IPASS USER TUTORIAL

**DETAIL REPORTS** - To view detail reports that have been previously entered, click on *Detail Reports*. To add a new detail report, click on *+New Detail Report*.



Click on the dropdown list for a list of pre-approved locations. Select the location that was worked and then select the officer who worked the detail. **Note: Officers who will be entering their own detail reports and have a user account, will only see their name listed under the Officer field.** 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.



# IPASS USER TUTORIAL

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

Date and Time of detail will now be shown. Complete the educational contacts made.

iPASS Home My Agency My Contract Bicycle Light Distribution Account ▾


### Edit Detail Report Return

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. ✓

# IPASS USER TUTORIAL

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





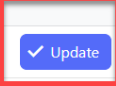

IPASS Home My Agency My Contract Bicycle Light Distribution Account

### 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 on 1/5/2021: This tab has been renamed to *Violations*.**

iPASS Home My Agency My Contract Bicycle Light Distribution Account

**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.			

**Click on the dropdown list and scroll through the list of citations. Click the appropriate citation.**

iPASS Home My Agency My Contract Bicycle Light Distribution Account

**Edit Detail Report** Return

Details Hours Citations Bicycle Lights

Citation: 316.130 (14) Target: Bicyclist **+ Add Citation**

Code	Target	Warnings	Citations

in a marked crosswalk.

- 316.130 (12) No pedestrian shall, except in a marked crosswalk, cross a roadway at any other place than by a route at right angles to the curb or by the shortest route to the opposite curb.
- 316.130 (13) Pedestrians shall move, whenever practicable, upon the right half of crosswalks.
- 316.130 (14) No pedestrian shall cross a roadway intersection diagonally unless authorized by traffic control devices.**
- 316.130 (15) Drivers shall exercise due care to avoid colliding with any pedestrian or any person propelling a human-powered vehicle, give warning when necessary, and exercise proper precaution to children, confused, or incapacitated people.
- 316.130 (16)

# IPASS USER TUTORIAL

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

The screenshot shows the 'Edit Detail Report' interface with the 'Citations' tab selected. The 'Citation' field is set to '316.130 (14)'. The 'Target' dropdown menu is open, displaying 'Bicyclist', 'Motorist', and 'Pedestrian'. The '+ Add Citation' button is highlighted with a red box. Below the form, a table shows 'No citations found for this detail'.

**Enter the total number of warnings and/or citations given by the officer. This information will automatically be saved.**

The screenshot shows the 'Edit Detail Report' interface with the 'Citations' tab selected. The 'Citation' field is set to '316.130 (14)'. The 'Target' dropdown menu is set to 'Pedestrian'. The '+ Add Citation' button is highlighted with a red box. Below the form, a table shows the following data:

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.**

The screenshot shows the 'Agency "Miami Vice Police Department"' page. The 'Bicycle Lights' link is highlighted with a red box. Below the page, a table shows the following contract details:

Grant	Status	Date of Execution	End Date	Allocated Funds
2020-2021	Executed	7/13/2020	5/31/2021	\$15,000.00

# 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. If an officer does not have a user account in iPASS, they must complete the Bicycle Light Distribution Assurance paper form. Someone with an iPASS user account can enter the information and electronically sign the form.****

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

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

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

Return

## 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
---

# IPASS USER TUTORIAL

To add an invoice, click on *Invoices* and click on *+Add Invoice*.

Contract Details

Details Documents Notes Target Areas Media Releases Detail Reports **Invoices**

Invoice or Check #

+ Add Invoice

Date Agency Invoice # Total Approval Status Date Paid

No invoices found.

0 No items to display

Click date range of the un-invoiced items you want to invoice. Click on *+Create*.

Create Invoice - Select Un-Invoiced Items To Include

Dates between 7/13/2020 and 8/17/2020

You'll be able to add and remove items from the invoice after creation.

+ Create Cancel

Click *+Add* for the HVE details that you want to include on the invoice.

Add Item - Select Un-Invoiced Items To Include

Dates between 9/26/2019 and 7/15/2020

Date	Description	
6/23/2020	Officer Tech Gordon - HVE at 3rd & Main 6/23/2020 3:30 PM -> 6/23/2020 9:30 PM EST	+ Add
6/24/2020	Officer Tech Gordon - HVE at 3rd & Main 6/24/2020 2:00 PM -> 6/24/2020 5:00 PM EST	+ Add
6/24/2020	Officer Tech Gordon - HVE at 3rd & Main 6/24/2020 6:00 PM -> 6/24/2020 8:00 PM EST	+ Add
7/6/2020	Officer Jeromy Schooster - HVE at I-3 Corridor 7/6/2020 2:00 PM -> 7/6/2020 2:30 PM EST	+ Add
7/6/2020	Admin Alachua Admin - HVE at I-3 Corridor 7/6/2020 2:30 PM -> 7/6/2020 3:00 PM EST	+ Add

5 items

Cancel



# IPASS USER TUTORIAL

**Add Agency Invoice #.** The agency invoice # must be unique to your agency and is for your internal use only. To add Supporting Documentation, click on *Select files* and upload your documentation. You must provide documentation showing that the officers were paid overtime for the hours worked and the overtime rate documented.

iPASS Home Admin Grant Account

## Invoice "9"

Agency: Alachua County SO Date: May 20, 2020  
Contract: 2019-2020 9/26/2019 → 7/15/2020

Agency Invoice #: 9

+ Add Item

Date	Description	# Hours	Rate	Total
7/6/2020	Admin Alachua Admin - HVE at I-3 Corridor Mon 7/6/2020 2:30 PM → 7/6/2020 3:00 PM EST	0.50	\$75.0000	\$37.50
3/18/2020	Officer Jeromy Schooster - HVE at 3rd & Main Wed 3/18/2020 1:00 PM → 3/18/2020 4:00 PM EST	3.00	\$94.3200	\$282.96
7/6/2020	Officer Jeromy Schooster - HVE at I-3 Corridor Mon 7/6/2020 2:00 PM → 7/6/2020 2:30 PM EST	0.50	\$94.3200	\$47.16
6/23/2020	Officer Tech Gordon - HVE at 3rd & Main Tue 6/23/2020 3:30 PM → 6/23/2020 9:30 PM EST	6.00	\$92.5000	\$555.00
6/24/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 6/24/2020 2:00 PM → 6/24/2020 5:00 PM EST	3.00	\$92.5000	\$277.50
6/24/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 6/24/2020 6:00 PM → 6/24/2020 8:00 PM EST	2.00	\$92.5000	\$185.00
Total Hours:		15.00	Invoice Total:	\$1,385.12

Supporting Documentation ?

Select files...

# IPASS USER TUTORIAL

By default, the approved overtime rate from the *Pay* tab will be used. To edit the pay rate information, simply edit the rate of pay by clicking in the *Rate* field. **Note:** Overtime rate of pay must be within the  $\pm \$5.00$  rate. If the amount is over  $\$5.00$ , please update the officer's rate of pay and provide an explanation in the *Notes* field.

The screenshot shows the 'Invoice #9' page in the IPASS system. The agency is 'Alachua County SO' and the date is 'May 20, 2020'. The 'Invoice Items' table is displayed with columns for Date, Description, # Hours, Rate, and Total. A red box highlights the 'Rate' column, which contains values such as \$75.0000, \$94.3200, and \$92.5000. The total hours are 15.00 and the total invoice amount is \$1,385.12.

Date	Description	# Hours	Rate	Total
7/6/2020	Admin Alachua Admin - HVE at I-3 Corridor Mon 7/6/2020 2:30 PM -- 7/6/2020 3:00 PM EST	0.5	\$75.0000	\$37.50
3/18/2020	Officer Jeromy Schooster - HVE at 3rd & Main Wed 3/18/2020 1:00 PM -- 3/18/2020 4:00 PM EST	3.0	\$94.3200	\$282.96
7/6/2020	Officer Jeromy Schooster - HVE at I-3 Corridor Mon 7/6/2020 2:00 PM -- 7/6/2020 2:30 PM EST	0.5	\$94.3200	\$47.16
6/23/2020	Officer Tech Gordon - HVE at 3rd & Main Tue 6/23/2020 3:30 PM -- 6/23/2020 9:30 PM EST	6.0	\$92.5000	\$555.00
6/24/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 6/24/2020 2:00 PM -- 6/24/2020 5:00 PM EST	3.0	\$92.5000	\$277.50
6/24/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 6/24/2020 6:00 PM -- 6/24/2020 8:00 PM EST	2.0	\$92.5000	\$185.00

To preview the invoice, click on *Preview*.

The screenshot shows the 'Invoice #9' page in the IPASS system. The 'Preview' button is highlighted with a red box. The 'Supporting Documentation' section shows a file named 'Test documentation.pdf'.

Date	Description	# Hours	Rate	Total
7/6/2020	Admin Alachua Admin - HVE at I-3 Corridor Mon 7/6/2020 2:30 PM -- 7/6/2020 3:00 PM EST	0.50	\$75.0000	\$37.50
3/18/2020	Officer Jeromy Schooster - HVE at 3rd & Main Wed 3/18/2020 1:00 PM -- 3/18/2020 4:00 PM EST	3.00	\$94.3200	\$282.96
7/6/2020	Officer Jeromy Schooster - HVE at I-3 Corridor Mon 7/6/2020 2:00 PM -- 7/6/2020 2:30 PM EST	0.50	\$94.3200	\$47.16
6/23/2020	Officer Tech Gordon - HVE at 3rd & Main Tue 6/23/2020 3:30 PM -- 6/23/2020 9:30 PM EST	6.00	\$92.5000	\$555.00
6/24/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 6/24/2020 2:00 PM -- 6/24/2020 5:00 PM EST	3.00	\$92.5000	\$277.50
6/24/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 6/24/2020 6:00 PM -- 6/24/2020 8:00 PM EST	2.00	\$92.5000	\$185.00

# IPASS USER TUTORIAL

The invoice will remain in **Draft** status until the authorized signer or signee has electronically signed and submitted the invoice.

## Invoice

Date: August 17, 2020  
Invoice #: 9  
Amount Due: \$1,385.12

From:  
Alachua County SO  
1234 Main St. NW  
New York, NY 12345

To:  
Institute of Police Technology and Management  
ATTN: Al Roop  
12000 Alumni Dr.  
Jacksonville, FL 32224-2645

Re:  
Florida's Bicycle Pedestrian Focused Initiative: Communication and High Visibility Enforcement  
FDOT Project # 44343-1234  
IPTM Account # 20A-GP-07-101

Date	Description	# Hours	Rate	Total
7/6/2020	Admin Alachua Admin - HVE at I-3 Corridor Mon 7/6/2020 2:30 PM → 7/6/2020 3:00 PM EST	0.50	\$75.0000	\$37.50
3/18/2020	Officer Jeremy Schooster - HVE at 3rd & Main Wed 3/18/2020 1:00 PM → 3/18/2020 4:00 PM EST	3.00	\$94.3200	\$282.96
7/6/2020	Officer Jeremy Schooster - HVE at I-3 Corridor Mon 7/6/2020 2:00 PM → 7/6/2020 2:30 PM EST	0.50	\$94.3200	\$47.16
6/23/2020	Officer Tech Gordon - HVE at 3rd & Main Tue 6/23/2020 3:30 PM → 6/23/2020 9:30 PM EST	6.00	\$92.5000	\$555.00
6/24/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 6/24/2020 2:00 PM → 6/24/2020 5:00 PM EST	3.00	\$92.5000	\$277.50
6/24/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 6/24/2020 6:00 PM → 6/24/2020 8:00 PM EST	2.00	\$92.5000	\$185.00
		<b>15.00</b>		<b>\$1,385.12</b>

By signing below, you certify that the officers listed on the attached personnel timesheets meet the minimum requirements for the hours to be counted as overtime. You also certify that all costs are true and valid costs in accordance with the agreement, deliverables were received and accepted.

Signed: DRAFT INVOICE

Click on **Sign and Submit Invoice**. Enter your iPASS password to electronically sign the invoice and click on **Sign and Submit**.

Sign And Submit For Approval



## Invoice

Date: May 20, 2020  
Invoice #: 9  
Amount Due: \$1,385.12

From:  
Alachua County SO  
1234 Main St. NW  
New York, NY 12345

To:  
Institute of Police Technology and Management  
ATTN: Al Roop  
12000 Alumni Dr.  
Jacksonville, FL 32224-2645

Re:  
Florida's Bicycle Pedestrian Focused Initiative: Communication and High Visibility Enforcement  
FDOT Project # 44343-1234  
IPTM Account # 20A-GP-07-101

Date	Description	# Hours	Rate	Total
7/6/2020	Admin Alachua Admin - HVE at I-3 Corridor Mon 7/6/2020 2:30 PM → 7/6/2020 3:00 PM EST	0.50	\$75.0000	\$37.50
3/18/2020	Officer Jeremy Schooster - HVE at 3rd & Main Wed 3/18/2020 1:00 PM → 3/18/2020 4:00 PM EST	3.00	\$94.3200	\$282.96
7/6/2020	Officer Jeremy Schooster - HVE at I-3 Corridor Mon 7/6/2020 2:00 PM → 7/6/2020 2:30 PM EST	0.50	\$94.3200	\$47.16
6/23/2020	Officer Tech Gordon - HVE at 3rd & Main Tue 6/23/2020 3:30 PM → 6/23/2020 9:30 PM EST	6.00	\$92.5000	\$555.00
6/24/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 6/24/2020 2:00 PM → 6/24/2020 5:00 PM EST	3.00	\$92.5000	\$277.50
6/24/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 6/24/2020 6:00 PM → 6/24/2020 8:00 PM EST	2.00	\$92.5000	\$185.00
		<b>15.00</b>		<b>\$1,385.12</b>

By signing below, you certify that the officers listed on the attached personnel timesheets meet the minimum requirements for the hours to be counted as overtime. You also certify that all costs are true and valid costs in accordance with the agreement, deliverables were received and accepted.

Please Type In Your Password To Electronically Sign This Invoice:

Enter Your Password To Electronically Sign

✓ Sign And Submit

✕ Cancel

# IPASS USER TUTORIAL

To view the signed invoice, click on the *Adobe Acrobat* icon to download a copy of the submitted invoice.

The screenshot shows the 'Contract Details' page in the iPASS system. At the top, there are navigation links for 'Home', 'Admin', 'Grant', and 'Account'. Below this is a 'Contract Details' header with tabs for 'Details', 'Documents', 'Notes', 'Target Areas', 'Media Releases', 'Detail Reports', and 'Invoices'. A search bar for 'Invoice or Check #' is present, along with an '+ Add Invoice' button. The main content is a table of invoices:

Date	Agency Invoice #	Total	Approval Status	Date Paid	
8/16/2020	9	\$1,385.12	Pending Approval	N/A	[Adobe Acrobat icon highlighted]
4/8/2020	13-B-21	\$434.59	Pending Approval	N/A	[Icons]
3/25/2020	INTERNAL # 6	\$492.87	Approved	4/1/2020 ACH	[Icons]
3/19/2020	ALACHUA-203	\$482.00	Approved	8/4/2020 AC154-3331	[Icons]

At the bottom of the table, there is a pagination control showing '1 - 4 of 4 items' and a refresh icon.

## Invoice

Date: **August 17, 2020**  
 Invoice #: **9**  
 Amount Due: **\$1,385.12**

From:  
**Alachua County SO**  
**1234 Main St. NW**  
**New York, NY 12345**

To:  
**Institute of Police Technology and Management**  
**ATTN: Al Roop**  
**12000 Alumni Dr.**  
**Jacksonville, FL 32224-2645**

Re:  
 Florida's Bicycle Pedestrian Focused Initiative: Communication and High Visibility Enforcement  
 FDOT Project # 44343-1234  
 IPTM Account # 20A-GP-07-101

Date	Description	# Hours	Rate	Total
7/6/2020	Admin Alachua Admin - HVE at I-3 Corridor Mon 7/6/2020 2:30 PM → 3:00 PM EST	0.50	\$75.0000	\$37.50
3/18/2020	Officer Jeromy Schooster - HVE at 3rd & Main Wed 3/18/2020 1:00 PM → 3/18/2020 4:00 PM EST	3.00	\$94.3200	\$282.96
7/6/2020	Officer Jeromy Schooster - HVE at I-3 Corridor Mon 7/6/2020 2:00 PM → 7/6/2020 2:30 PM EST	0.50	\$94.3200	\$47.16
6/23/2020	Officer Tech Gordon - HVE at 3rd & Main Tue 6/23/2020 3:30 PM → 9:30 PM EST	6.00	\$92.5000	\$555.00
6/24/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 6/24/2020 2:00 PM → 5:00 PM EST	3.00	\$92.5000	\$277.50
6/24/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 6/24/2020 6:00 PM → 8:00 PM EST	2.00	\$92.5000	\$185.00
<b>15.00</b>				<b>\$1,385.12</b>

By signing below, you certify that the officers listed on the attached personnel timesheets meet the minimum requirements for the hours to be counted as overtime. You also certify that all costs are true and valid costs in accordance with the agreement, deliverables were received and accepted.

Signed: 
**Electronic Signature**  
 By: Fiscal Manager Sharon Murchison  
 (14)  
 Email: sharon.murchison@unf.edu  
 Date: Mon, 17 Aug 2020 01:19:09 GMT  
 IP Address: 99.145.98.193

# IPASS USER TUTORIAL

All pending and approved invoices will be shown under *Invoices*.

The screenshot shows the 'Contract Details' page with the 'Invoices' tab selected. A table lists four invoices. A red box highlights the 'Approval Status' and 'Date Paid' columns for the first two rows.

Date	Agency Invoice #	Total	Approval Status	Date Paid
8/16/2020	9	\$1,385.12	Pending Approval	N/A
4/8/2020	13-B-21	\$434.59	Pending Approval	N/A
3/25/2020	INTERNAL # 6	\$492.87	Approved	4/1/2020 ACH
3/19/2020	ALACHUA-203	\$482.00	Approved	8/4/2020 AC154-3331

To view a paid invoice, click on the *Adobe Acrobat* icon to download the paid invoice.

The screenshot shows the 'Contract Details' page with the 'Invoices' tab selected. A table lists four invoices. Red boxes highlight the 'Date Paid' column header, the 'Date Paid' cell for the third row, and the Adobe Acrobat icon in the action menu for that row.

Date	Agency Invoice #	Total	Approval Status	Date Paid
8/16/2020	9	\$1,385.12	Pending Approval	N/A
4/8/2020	13-B-21	\$434.59	Pending Approval	N/A
3/25/2020	INTERNAL # 6	\$492.87	Approved	4/1/2020 ACH
3/19/2020	ALACHUA-203	\$482.00	Approved	8/4/2020 AC154-3331


# IPASS USER TUTORIAL

**A copy of the paid invoice will be notated like this:**

**Invoice**

From:  
Alachua County SO  
1234 Main St. NW  
New York, NY 12345

Re:  
Florida's Bicycle Pedestrian Focused Initiative: Communication and High Visibility Enforcement  
FDOT Project # 44343-1234  
IPTM Account # 20A-GP-07-101



Date: **March 25, 2020**  
Invoice #: **INTERNAL # 6**  
Amount Due: **\$492.87**

To:  
Institute of Police Technology and Management  
ATTN: Al Roop  
12000 Alumni Dr.  
Jacksonville, FL 32224-2645


Date	Description	# Hours	Rate	Total
3/25/2020	Officer Jeromy Schooster - HVE at 3rd & Main Wed 3/25/2020 1:00 PM → 3/25/2020 1:30 PM EST * Officer In Charge	0.50	\$107.0000	\$53.50
3/25/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 3/25/2020 1:15 AM → 3/25/2020 5:30 AM EST	4.25	\$92.5000	\$393.12
3/25/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 3/25/2020 12:30 PM → 3/25/2020 1:00 PM EST	0.50	\$92.5000	\$46.25
		<b>5.25</b>		<b>\$492.87</b>

By signing below, you certify that the officers listed on the attached personnel timesheets meet the minimum requirements for the hours to be counted as overtime. You also certify that all costs are true and valid costs in accordance with the agreement, deliverables were received and accepted.

Signed: 
 Electronic Signature  
 By: Admin Alachua Admin (11)  
 Email: AlachuaAdmin@Alachua.com  
 Date: wed, 25 Mar 2020 13:12:20 GMT  
 IP Address: 131.148.64.219

**A copy of the check issued by IPTM/UNF is also included.**

TRAINING & SERVICES INSTITUTE, INC. JACKSONVILLE, FL 32224		Check Date: 12/9/2020			
To: Miami Vice Police Department PO BOX 1234 Miami Beach, FL 33140-1234		Check Number: 95425			
Invoice Number	Date	Description	Amount	Discount	Net Amount
2020-001	12/7/2020	OVERTIME REIMBURSEMENT - FY2021	\$558.51	\$0.00	\$558.51
Totals:			\$558.51	\$0.00	\$558.51



TRAINING & SERVICES INSTITUTE, INC.  
1 UNF DRIVE  
BLDG 53, SUITE 2900  
JACKSONVILLE, FL 32224

Copy Bank of America

08300047

CHECK DATE	CHECK NO.
12/9/2020	95425
CHECK AMOUNT	

PAY **\*\*Five hundred fifty eight and 51/100 Dollars\*\*** **\$\*\* 558.51**

TO THE ORDER OF 
 Miami Vice Police Department  
 PO BOX 1234  
 Miami Beach, FL 33140-1234

Duplicate of Original

Signature Unavailable

AUTHORIZED SIGNATURE

⑈095425⑈⑆063000047⑈0⑈

# IPASS USER TUTORIAL

HOW TO PAY HOURS AT STRAIGHT RATE OVERTIME – Click on the pencil icon to edit hours.

## Edit Invoice "34"

[Preview](#) [History](#) [Return](#)








Agency: **Miami Vice Police Department**  
Contract: **2020-2021 Florida's Bicycle Pedestrian Focused Initiative: Communications & HVE Program 7/13/2020 – 5/31/2021**

Date: **October 24, 2020**

Agency Invoice #:  ✓

### Invoice Items

[+ Add Item](#)

Date	Description	# Hours	Rate	Total
10/20/2020	  Lieutenant Garth Brooks - HVE at Brooksville Road Tue 10/20/2020 1:30 PM → 10/20/2020 7:30 PM EST	6.00	\$83.2300 ✓	\$499.38 
10/8/2020	Officer Brooke Bailey - HVE Training	2.00	\$83.2300 ✓	\$166.46 
10/20/2020	  Officer Christopher Columbus - HVE at Brooksville Road Tue 10/20/2020 1:30 PM → 10/20/2020 7:30 PM EST	6.00	\$83.2300 ✓	\$499.38 
		Total Hours: <b>14.00</b>	Invoice Total: <b>\$1,165.22</b>	

Click the pencil icon to edit hours

### Supporting Documentation

Select files...

[Sign and Submit Invoice...](#)

Click the pencil icon to change the hours. Select *Update* when finished.





## Edit Detail Report

[Return](#)

[Details](#) [Hours](#) [Citations](#) [Bicycle Lights](#)

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

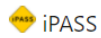
[+ Add Hours](#)

Name	Start Time	End Time	Hours	
Lieutenant Garth Brooks	10/20/2020 1:30 PM	10/20/2020 7:30 PM	6.00	 
Officer Christopher Columbus	10/20/2020 1:30 PM	10/20/2020 7:30 PM	6.00	 

Click the pencil icon to change the hours. Select *Update* when finished.

# IPASS USER TUTORIAL

Hours have now been changed. Click the **Add Hours** button to add the additional hour.



## 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 Garth Brooks	10/20/2020 1:30 PM	10/20/2020 7:30 PM	6.00	
Officer Christopher Columbus	10/20/2020 1:30 PM	10/20/2020 6:30 PM	5.00	

Select the appropriate officer from the drop-down box. Add the date and time and click on **Update** when finished. Click on the **Return** button to return to the invoice

## Edit Detail Report

Select the appropriate officer from the drop down box. Add the date and time and click on **Update** when finished. Click on the **Return** button to return to the invoice.

Return

Details Hours Citations Bicycle Lights

+ Add Hours

Name	Start Time	End Time	Hours	
Officer Christopher Columbus ▾	10/20/2020 6:30 PM	10/20/2020 7:30 PM	0.00	<input checked="" type="checkbox"/> Update <input type="checkbox"/> Cancel
Lieutenant Garth Brooks	10/20/2020 1:30 PM	10/20/2020 7:30 PM	6.00	
Officer Christopher Columbus	10/20/2020 1:30 PM	10/20/2020 6:30 PM	5.00	



# IPASS USER TUTORIAL

Click on **+Add Item**

iPASS Dev Home My Agency My Contract Bicycle Light Distribution Account ▾

## Edit Invoice "34"

Agency: **Miami Vice Police Department**  
Contract: **2020-2021 Florida's Bicycle Pedestrian Focused Initiative: Communications & HVE Program 7/13/2020 – 5/31/2021**

Date: **October 24, 2020**  
Agency Invoice #:

**Click on Add Item** **+ Add Item**

Date	Description	# Hours	Rate	Total
10/20/2020	Lieutenant Garth Brooks - HVE at Brooksville Road Tue 10/20/2020 1:30 PM → 10/20/2020 7:30 PM EST	6.00	\$83.2300 ✓	\$499.38
10/8/2020	Officer Brooke Bailey - HVE Training	2.00	\$83.2300 ✓	\$166.46
10/20/2020	Officer Christopher Columbus - HVE at Brooksville Road Tue 10/20/2020 1:30 PM → 10/20/2020 6:30 PM EST	5.00	\$83.2300 ✓	\$416.15
Total Hours:		<b>13.00</b>	Invoice Total:	<b>\$1,081.99</b>

Supporting Documentation

Select files...

**Sign and Submit Invoice...**

Click the **+Add** button to add the hours to the invoice.

Update the pay rate and provide the explanation when prompted.

## Add Item - Select Un-Invoiced Items To Include

Dates between  and

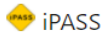
Date	Description	
10/20/2020	Officer Christopher Columbus - HVE at Brooksville Road 10/20/2020 6:30 PM -> 10/20/2020 7:30 PM EST	<b>+ Add</b>

**Click the *Add* button to add this to the invoice.** 1 items

**Cancel**

# IPASS USER TUTORIAL












Update the pay rate and provide the explanation when prompted.

 Home My Agency My Contract Bicycle Light Distribution Account ▾

## Edit Invoice "34"

Agency: **Miami Vice Police Department** Date: **October 24, 2020**  
Contract: **2020-2021 Florida's Bicycle Pedestrian**  
**Focused Initiative: Communications & HVE** Agency Invoice #:  ✓  
**Program 7/13/2020 → 5/31/2021**

**Invoice Items** + Add Item

Date	Description	# Hours	Rate	Total
10/20/2020	  Lieutenant Garth Brooks - HVE at Brooksville Road Tue 10/20/2020 1:30 PM → 10/20/2020 7:00 PM EST	5.50	<input type="text" value="\$83.2300"/> ✓	\$457.76 
10/8/2020	Officer Brooke Bailey - HVE Training	2.00	<input type="text" value="\$83.2300"/> ✓	\$166.46 
10/20/2020	  Officer Christopher Columbus - HVE at Brooksville Road Tue 10/20/2020 1:30 PM → 10/20/2020 6:30 PM EST	5.00	<input type="text" value="\$83.2300"/> ✓	\$416.15 
10/20/2020	  Officer Christopher Columbus - HVE at Brooksville Road Tue 10/20/2020 6:30 PM → 10/20/2020 7:30 PM EST	1.00	<input type="text" value="\$41.1200"/> ✓	\$41.12 
	<input type="text" value="Straight Rate OT"/> ✓ 			

Total Hours: **13.50** Invoice Total: **\$1,081.49**

**Update rate and provide explanation when prompted**

**NOTE: If the agency is claiming fringe benefits, the explanation would be written as:  
"Fully loaded Straight Rate OT"**

# IPASS USER TUTORIAL

To logout of iPASS, click on *Account* and 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. In the top right corner, the 'Account' dropdown menu is open, showing the user's login information: 'Logged In As Christine Cagney' and 'ccagney@miami-vice.org'. Below this, there are three options: 'Notification Settings', 'My Profile', and 'Logout'. The 'Logout' option is highlighted with a red box. The main content area is titled 'Contract Details' and has several tabs: Details, Documents, Notes, Target Areas, Media Releases, Detail Reports, and Invoices. Below the tabs is a search bar for 'Invoice or Check #' and a table with columns: Date, Agency Invoice #, Total, Approval Status, and Date Paid. The table is currently empty, displaying 'No invoices found.' and a pagination control showing '0' items. A 'No items to display' message with a refresh icon is also present.