

# VISINET MOBILE QUICK REFERENCE SHEET

**Make sure your air card is connected to the internet and Net Motion is logged in and running.**

**-LOGGING ON:** Launch Visinet Mobile, a small and large window will open, minimize large window and focus on the small window and wait for ALL downloads to completely download.

-Your 1<sup>st</sup> time password, and whenever your password gets reset, is **#BCLE + employee number, Ex: #BCLE900111**

-Your **Unit ID** is usually your Radio Call Sign and should match your **Vehicle ID**, Ex: **8501s** and **8501s**. The Sheriff's Office does not keep track of outside agency vehicle numbers. Just type the numbers and they will auto-populate.

-Your **Sector** will be the Sector your agency is located in, Ex: **EAST** or **WEST** or **CNTRL**.

-Choose your user name from the dropdown list, you can type the first few letters and it will auto-populate.

-Passwords must be 8-10 characters long and contain a letter, number, and a symbol.

-Choose any Additional Personnel, if applicable, add any important Comments such as vehicle damage, rider info, etc.



**Vehicle Check:** Runs a vehicle check. Puts returns in **Returns Box**. Alerts if stolen. Does not create an Incident.



**'AVAIL'** Clears your Status, Makes You Available: This clears ALL Statuses.

**Assisting Officer:** ADD COMMENTS (what you did) to the Primary Officer's Call Sheet before you clear!!!



**Active Calls:** Queue containing ALL Dispatched Calls. You can Self-Assign yourself to any of these calls.



**Units Queue:** Queue containing ALL Units on duty. Sort and spread columns to your liking.

-**Watch List** determines what Units and Calls are displayed on the map and in the Unit Queue. Always check  Show Units in My Home Sector



**Emergency:** Declares an emergency and alerts dispatcher and all units logged on of your location on the map.



**Back Button:** Takes you back to several previous screens.



**Person Check:** Runs Person check. Puts returns in Returns Box. Alerts if Active Hits. Does not create Incident.



**Returns Box:** Puts ALL your Vehicle and Person Returns here. Also puts any Query Searches here.



**Search:**



Boat, Gun, Property NCIC/TCIC. Also searches Incident, Address, Radius, Unit, Personnel.

**-To pull up ALL INCIDENTS you were assigned to, Click on Search, then Incident, scroll down then type in your Unit Name.**



**Map:** Center Info Map Tracking: 'NORMAL' releases zoom buttons. Hit 'RECALCULATE' to update route.

-Your location is HyperLink on bottom left of screen. Call location is HyperLink on bottom right. Click to turn off Driving Directions.



**More:**



-Active Calls, Unit History, Generate Call, Activity Log, AFR, Web Portal.



Change Password, Modify Log-On, Position Update, Day/Night Mode, Sent Mail, Trash Can.



Nav-Tree, Send Page, Reset Password. (Supervisor Only)



**Mailbox:** Alerts you of New Messages and Returns.



**Out of Vehicle:** Advises people sending you messages that you are out of your vehicle.

**LOGGING OFF:** Click **<More>**, then Red Power Button , Then **'Logout'**. Status should display **'LOGGED OUT'**