JusticeXChange

Quick Start Guide
Updated 4/19/13
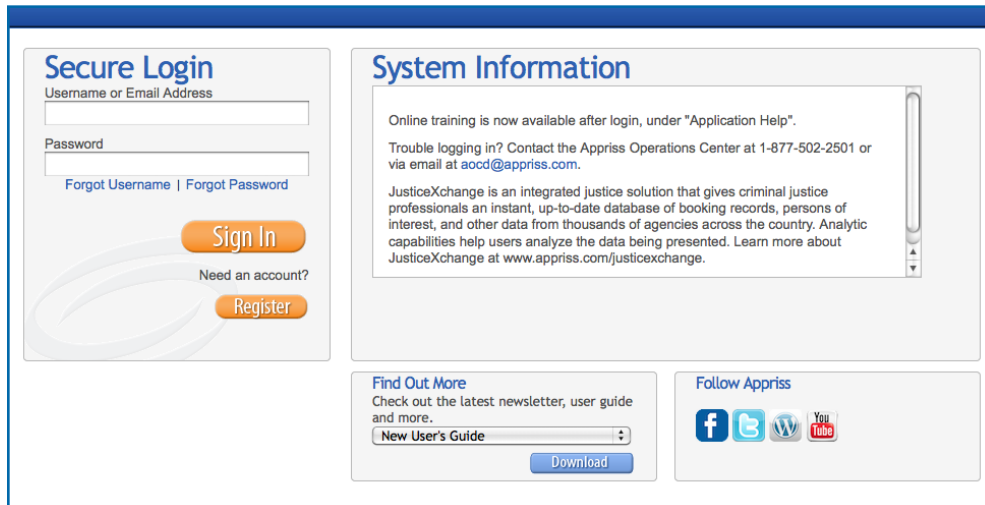
Appriss®

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What is JusticeXchange?

JusticeXchange is a nationwide information-sharing solution for criminal justice professionals, providing them with an instant, up-to-date database of booking records, warrants and other data from thousands of agencies across the country.

JusticeXchange – Registration

If you are a new user, you will have to register before signing in to JusticeXchange.

To register
1. Go to www.justicexchange.com
2. Click "Register"
3. Enter agency address information OR click on "Click here if you know your agency's ORI code"
4. Complete User License information and submit

Using JusticeXchange
1. Go to www.justicexchange.com
2. Sign in with Username and Password
3. A Latest Enhancements page may appear during your first visit. Click "Continue" to proceed to the Dashboard

My Account

- **Profile** – update your user information
- **Change Password** – change password without having to go through administrator
- **License Agreement** – you will be required to accept the agreement when you log in to JusticeXchange, and when updates are made

Dashboard
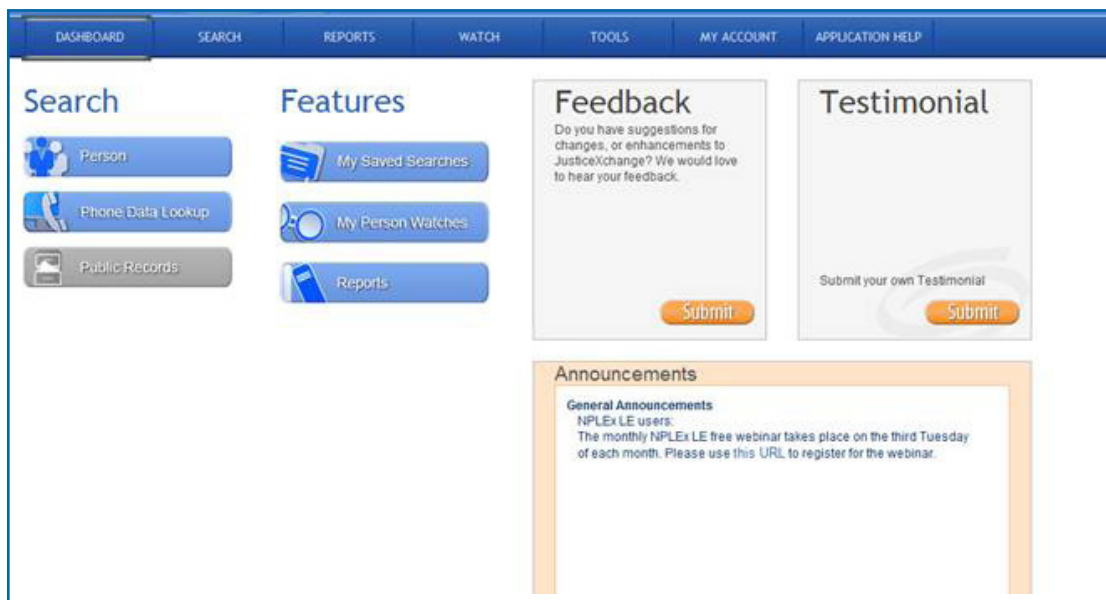
The dashboard includes a variety of features that will allow you to access the information you need. Among those features are:

- **Searches** – Person and Phone Data Lookup
- **Reports** – Currently Incarcerated, Recently Booked, Person of Interest, and Accessible Data
- **Tools** – Watches, Photo History, Photo Lineups, and Link Analysis

The dashboard also includes other helpful information such as the latest news and announcements, links to important documents and more.

Description of Icons

There are a number of icons that are used throughout the site. The following is a brief description of the uses of these icons:

Collapse will close the detail section of that particular record.

Delete allows you to delete Watch information or unsave a saved search.

Edit allows you to modify the field you are on.

Expand will expand the detail section of that particular record.

Export allows information to be exported as PDF, HTML and/or CSV depending on what data is being exported.

Feedback link allows you to send feedback to Appriss. See the Help tab's Contact tab.

Help Tip allows you to see helpful explanations and tips about the field or section.

Print allows you to print pages or reports.

Refresh allows you to do a variety of editing/resubmitting functions depending on what field you are viewing.

View Details provides detailed information for the selected item.

Searches

There are several search types available under the Search tab on the Dashboard:

- **My Searches** – a list of your saved searches

- **Person** – allows a search for a person by several criteria. You can conduct an Exact Search (criteria matched exactly) or a Logic Search. A search by just phone number or address can also be conducted on this page

> ! Tip: Use Logic Search to return matches that phonetically sound alike, are spelled similarly and have numbers that may be transposed. This will help find individuals who may change the spelling of their last name or switch digits on a date of birth. This also allows searches by a phone number or address.

> ! Tip: Be sure to enter all data that you have about an individual (e.g., full name, nicknames, etc.). This will ensure that you get the closest match first. Also, it's best to search All States.

LinkedUp

LinkedUp is a tool that provides a graphical representation of an individual and all related connections. It can be used to discover related criminal activity and criminal networks. To access click on the LinkedUp button from the Person Summary screen.
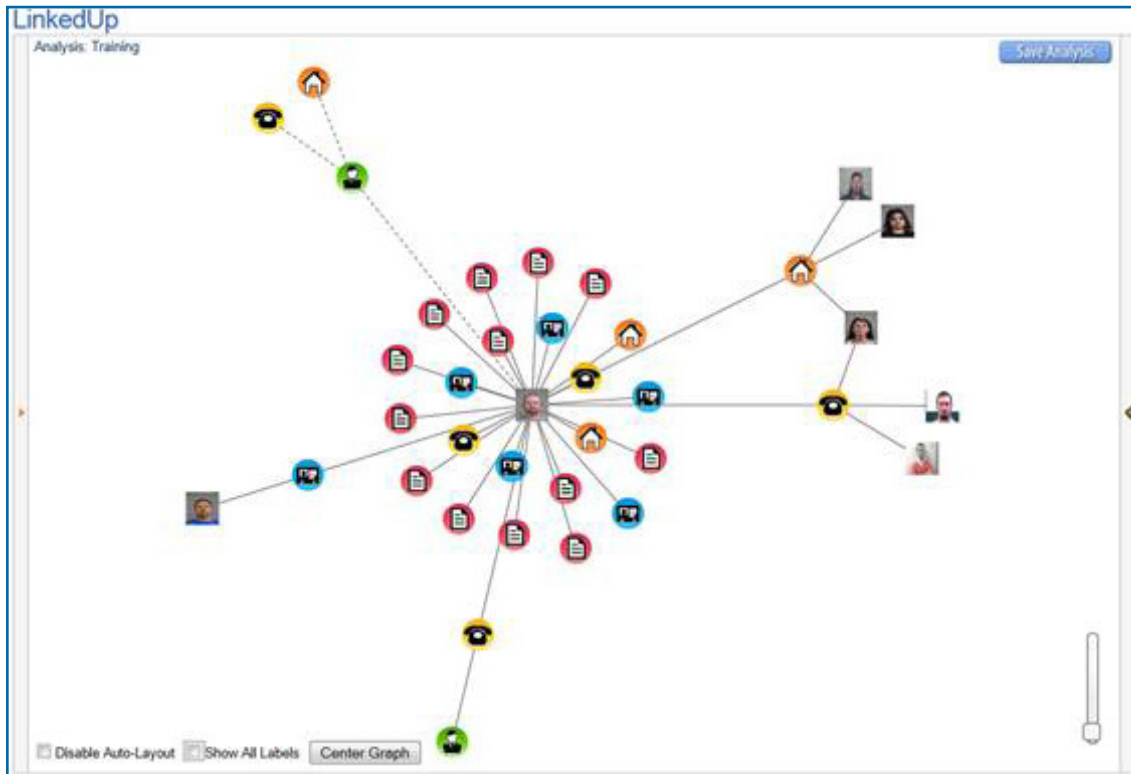
Watches

Watches monitor for suspects entered into JusticeXchange. When the system – which continually monitors the database - finds a match, you will be sent an email. You must have a valid email address in your Profile to use the watch function.

The system looks for person matches based on bookings and warrants. You can also add, delete and edit watches.
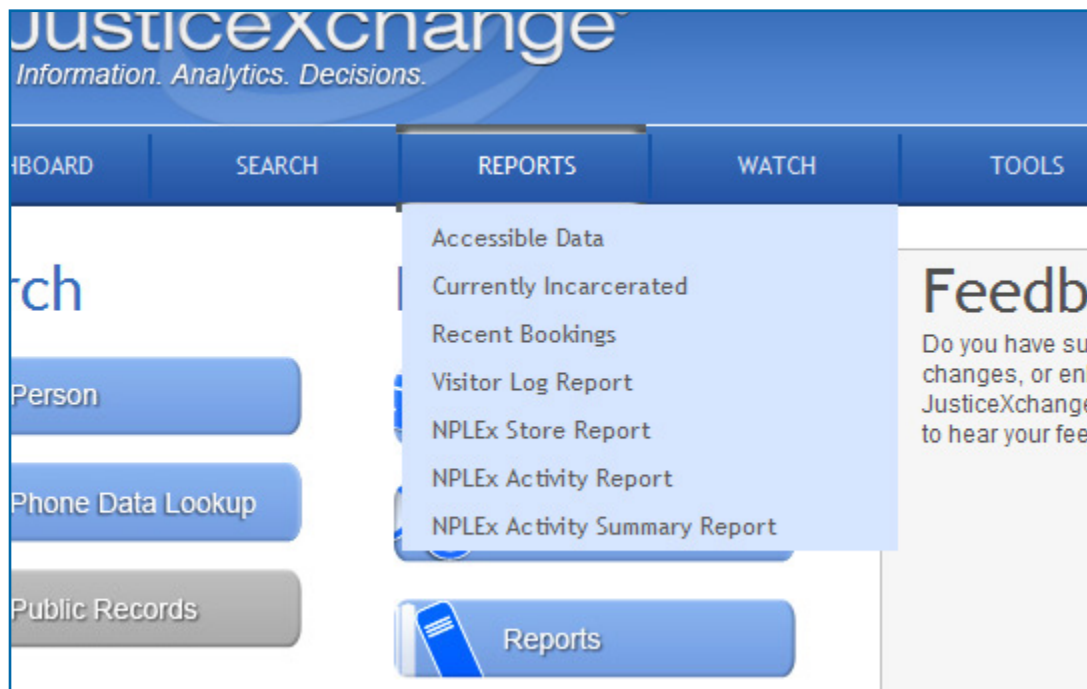
Reports

The reports feature allows you to run four types of reports:

- **Accessible Data** – displays agencies from all states or selected states that are submitting data to JusticeXchange
- **Currently Incarcerated** – a list of currently incarcerated offenders in a selected facility, or search for a specific offender
- **Person of Interest** – a list of individuals being sought by a specific agency

- **Recent Bookings** – a list of offenders who have been incarcerated in a specific facility in the last 24, 48, 72 hours or for a date range you specify

Help
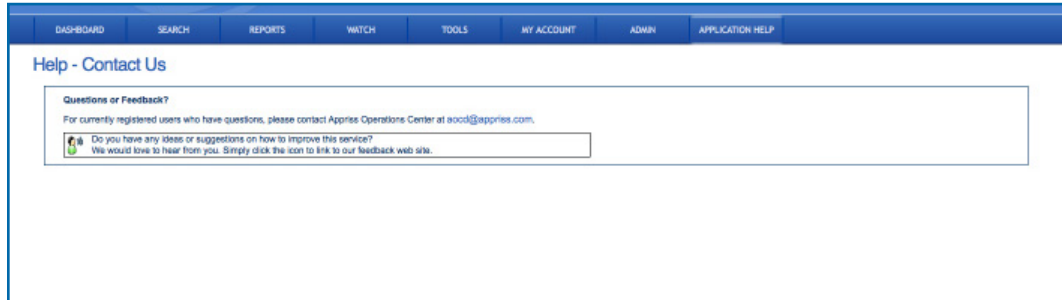
Provides a list of Help topics:

- **Browser** – Supported browsers and links to upgrade to latest version(s)
- **Contact** – Contact information for currently registered users with questions or feedback
- **FAQs**
- **My Account** – profile, change password, ELS, license agreement
- **Overview** – JusticeXchange program overview
- **Reports** – description of report types
- **Searches** – description of available searches
- **User Manual** – this manual in PDF format
- **Watches** – an overview of watches
- **Release Information** – historical record of application chagnes

JusticeXchange Frequently Asked Questions

Q. What do I do if I forget my user name or password?

A. Click either the "Forgot User Name" or "Forgot Password" link to retrieve information.

Q. Is there a time when JusticeXchange would ever be unavailable?

A. It could possibly be unavailable on Wednesdays from 4 a.m. to 6 a.m. Eastern time during regularly scheduled maintenance.

Q. Can I let a co-worker use my user name and password?

A. Each JusticeXchange license is valid for one person. Contact your agency or state administrator to request additional licenses.

Q. How many watches can I enter?

A. Each user can enter up to 100 watches unless your agency has contracted for more.

Q. Can I have a watch hit email sent to more than one email address?

A. Yes. In the My Profile tab, you can designate a primary email address and two additional email addresses. Also, on the Add Watch tab, you can enter up to five additional email addresses.

Q. If I update my email address in my profile, will all my watch hits go to the new email address?

A. Yes, email watch hits are defaulted to go to the email addresses in your profile. The only exception would be if you set up a watch and choose the option to "replace" your default option with a different email address.

Q. I have a watch on an individual I know was booked into a participating facility. Why didn't I receive an email letting me know?

A. Make sure your email address is up to date in the My Profile tab. Also, make sure to whitelist the email address justiceexchange@appriss.com in your spam filter to prevent your watch hit emails from being blocked.

Q. How can I find out which states and agencies are contributing data to JusticeXchange?

A. A listing of agencies by state is available under the Reports – Accessible Data tab.

Q. How current is the data in justiceXchange?

A. Booking data is refreshed at least once every hour, and records management system data is refreshed daily. To find out when a specific facility most recently sent data to JusticeXchange, refer to the Accessible Data report.

Q. How can I fix incorrect information for a current inmate in my facility?

A. JusticeXchange is interfaced with your jail booking system. Whenever a jail updates their system with the correct information, the updates will also be sent to JusticeXchange.

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