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This document, and the content contained therein, can be used only for purposes relating to the ALCOLOCK™ ignition interlock program.

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The ALCOTRACK[™] platform contains personal information. Unauthorized release of personal information can result in civil and criminal liability. By using the ALCOTRACK platform, you accept your responsibility to refrain from any use or disclosure of the personal information contained in the ALCOTRACK[™] platform otherwise than as required as part of your employment or otherwise required by law. **Keep your login credentials confidential**.

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- 1. Log in to the ALCOLOCK Communicator (ALC) application.
 - a. Click on the ALC shortcut on the desktop.



b. Enter your jurisdiction and login credentials.

ALCOLOCK	Communicator - Log In
Jurisdiction:	032
First name:	
Last name:	
Password:	
	Forgot password?
(OK Quit

NOTE: Login credentials are case sensitive.

2. Select the appropriate service center (if applicable).

Select Location	×
Location: 032000 - ACS Corp.	-
ОК	

3. Click on the Paper icon to access the daily service code. This code is needed to complete the installation procedure on the handset.

Ref ALCOLOCK Communicator [Chad Goodwin]	
Eile Service Settings View Help	
A A A T T T A A A A A A A A A A A A A	
Service Calbration	Location: 032001 - ALCOLOCK MD Inc
Connect Handset	
USB: No Handset connected	.1

4. Click on the blue Molly icon to access the ALCOTRACK web application

ALCOLOCK Communicator [Chad Goodwin]	
<u>File Service Settings View H</u> elp	
A A M % % # A % B & C	
Service Calibration	Location: 032001 - ALCOLOCK MD Inc
Connect Handset	
USB: No Handset connected	

5. In ALCOTRACK, select the service center.

Alcohol CounterMeasure	Systems Corp [CA] https://n2	felcomcorp.com/alcolock/Cale	sdar				\$
AlcoTrack~	tenu -		English Espal	iol My Settings	Log o	ut Manual +	
Calendar						002 (Maryland) +	
🔶 August 2017 🔿	Refestr Inday				Pease	select a working center +	
← August 2017 →	Refeat Techy	Wed	Thu	Fri	Pease	select a working center +	
← August 2017 → Mon	Refresh Testay	Wed 2	Thu 3	Fri 4	Pease	select a working center +	1
 August 2017 Mon 31 7 	Retrievent Precision	Wed 2	Thu 3.	Fri 4 11	Pease 5 12	select a working center +	1
← August 2017 → Mon 31 7 14	Refeesh Bisky Tue 1 8 15	Wed 2 9 16	Thu 3 10 17	Fri 4 11 18	Person 5 12 19	select a working center +	1
← August 2017 → Mon 31 7 14 21	Redwork Reday 1 - 8 - 15 - 22 -	Wed 2 9 16 23	Thu 3 10 17 24	Fri 4 18 25	Pesse 5 12 19 26	select à working center +	

6. From the MENU, select Client.



7. Select Search Client.

C Alcohol CounterMeasure Systems Corp [CA] https://n2.felcomcorp.com/alcolock/Cliv		☆ 日 :
AlcoTrack~ Menu -	English (Español) My Settings (Log out) Manual -
Clients		(112 (Maryland) +
Search Client View Connected Create Client	den 6	ALCOLOCK MD Inc) +
Last Name, First Name Message Alert Program	Category, Device Status Install / Anticipated End	

8. Enter the Last Name of the client and click Search.

AlcoTrack [™] Menu -		English (Español	My Settings Log out Manual
Clients	First Name	Last Name	and the second
Giorius			
Search Client View Connected	Phone		001 (ALCOLODK MD INC)
Last Name, First Name	Vies		/ Anticipated End
	Driver License No	Program Id	

9. Select the client's Program number.

A	lcoTrack™ Menu -			English	Español	My Settings L	Log out	Manual +	
Gli	ents						1	(182 (Maryland) +	
5	Search Client View Connected	Greater Glavet	Last Name: MARYLAND				001 (ALO	OLOCK MD Inc) +	
	Last Name, First Name	Message Alert	Program	Category, Device	Status	Install / Anticipated	End		
	03200101000005 MARYLAND, Alcolock M, 01-01-1980		03200102000005 2012 FORD F250	Government, LR	New	08-03-2017 /		Add Program	

10. Click the Pencil icon to create a new transaction.

Alcohol CounterMeasure System	s Corp [CA] [https://n2.felo	omeorp.com/alcolock/Prog	ram/ViewProgram/03200	0102000005			
AlcoTrack~ Menu -			English E	spañol	My Settings 1	og out	Manual +
Program							
Search Client View Connec	led Back					001 (ALCOLO	CK MD Inc) +
	lient	Program Id	Category, Device	Status	Install Anticipated End	Paid To	
	MRYLAND, Alcolock Service Agreement	03200102000005 2012 FORD F250	Government, LR	Active	08-03-2017	08-31-2017	
Transaction Id Type	Date Time	Amount	Previous Account	New Acco	unt		
03200103000023 Sale	08-03-2017	12:11:00	-2.79		-82.29		
			Internal Notes 2017)	: test (Goodwin,	Chad 08-03-		
03200103000022 Calibrat	on 08-03-2017	11:32:01					
03200103000021 Calibrat	on 08-03-2017	11:28:37					
03200103000020 Install	08-03-2017	10:48:24	-136.89		-2.79		
			Internal Notes Chad 08-03-20	: schedule 1 insi 17)	tall (Goodwin,		
03200103000019 Install	08-03-2017	10 46 46	-136-89		2.79		
			Internal Notes Chad 06-03-20	: Schedule 1 ins 17)	tall (Goodwin,		
		40.10.11	440.00		485.80		

11. In the Service Group field, select EOP in the dropdown.

AlcoTi	ack ^{ar} Menu -	English Español My Settings Log out Manual +	
Program:	Create Transaction		
	Service Type Products Payment	001 (ALCOLOCK MD inc)	
	Client	Program Id	
	MARYLANU, AICOIOCK	0320010200005	
	09-28-2017	-62.29	
	Service Group	Service Type	
	Monitor 🗸	Monitor	
	Install Monitor	Time *	
	EOP Handset	09:00	
	Others		

12. In the *Service Type* field, select the appropriate EOP transaction in the dropdown. Select Next Step.



13. Select Next Step.

· · · · [= ///	Client	the second second second second second	Program Id			H I M I
	MARYLAND, Alcolock		03200102000005			
	Current Paid To		Opening Account			
	09-28-2017		-82.29			
	New Paid To		Service Type			
	09-28-2017		EOP Completed			
	Product Type		Add Product			
	Service/Accessory ODiscource	nt CRefund V3/Drivesafe			~	
	Product		Quantity	Price	Total	
	ALCOLOCK [™] LR PROGRAM FEI	1	0	2.4658	0.00	
	REMOVAL FEE		1	75.0000	75.00	
				Subtotal	75.00	
			Sales	And Use Tax	4.50	
				Total	79.50	
	Remarks	Government Comm	ents Internal Notes			

14. Select Complete.

· · · · ·	on contractions shows only (rol) with the accuration of	www.ever.com.ever.com.com.com.com.com.com.com.com.com.com				·H	208
	Service Type Products Payment			001 (ALCOLO	CK MD Inc)		
	Client MARYLAND, AKOlock	Program Id 03200102000005					
	Current Paid To 09-28-2017	New Paid To 09-28-2017					
	Service Type	Next Service Type					
	EOP Completed	Reinstall			~		
	Product		Quantity	Price	Total		
	ALCOLOCK™ LR PROGRAM FEE		0	2.4658	0.00		
	REMOVAL FEE		1	75.0000	75.00		
				Subtotal	75.00		
			Sales A	nd Use Tax	4.50		
				Total	79.50		
		Opening Account: -82.29	Amount: 0	New Ac	count: -2 79		
	Previous Step Completio Cancel						

15. Plug in the handset. In ALC, once the client information appears, select the Removal icon..

Alcohol CounterMe	sure Systems Corp [CA] https://n2.feicomcorp.com/aicolock/Program/ViewProgram/03200102000005		*	1
Search Client	ALCOLOCK Communicator (Chad Goodwin)	001 (ALCOLOCK MD Inc) -		
	Ele Service Settings View Help	and To		
	x4 2 33# 8 1 3 4 5			
	Service Calibration Location: 02001-ALCOLOCK MD Inc	9-28-2017		
10.1	Prome 010010000005			
	First Name: Acolock			
Transaction is	Last Name (MARYLAND			
03200103000	Make: FORD	don of device procedure		
03200103000	Plate: VTG1234			
-				
03200103000				
03200103000				
03200103000				
03200103000				
03200103000				
and the second second	1976 TR. South Street and M. H. Branner, D.			

16. A pop up will appear asking "Do you wish to Continue?". Select OK.

ALCOLO	CK Communicator [Chad Good	win]		
<u>File</u> <u>Servio</u>	:e Se <u>t</u> tings <u>V</u> iew <u>H</u> elp			
	n 2244	8134	C	
Service	Calibration			Location: 032001 - ALCOLOCK MD Inc
Program:	03200102000005		-	
First Name:	Alcolock		-	
Last Name:	MARYLAND			
Make:	FORD	(Parriel Darrie		
Plate:	VTG1234	A removal to Do you wial	ransaction will be done for this vehicle. to continue? Cancel	

17. Once the handset beeps twice, click Close.

ALCOLOCK Communicator [Chad Goodwin]	
Eile Service Settings View Help	
NAM XXMA DI B & C	
Service Calibration	Location: 032001 - ALCOLOCK MD Inc
Service completed - Disconnect Handlee Removal - Program 03200102000005 Seving event log OK Setting Handlet date and time OK Dearing verhicle information OK Dearing verhicle of OK Prelating next service date OK Prelating service OK Prelating service OK	

18. In ALCOTRACK, select the transaction number for the removal transaction to print the client invoice.

	ohol CounterMeasu	re Syste	ms Corp [CA]	https://n2.felcor	ncorp.com/alcolock/Prog	ram/ViewProgram/03200	102000005			े न्न	
Sei	arch Client Via	v Conn	ected	Back					UN (ACCOLOCK ND INC) +	<u>k</u>	
			Client		Program Id	Category, Device	Status	Install Anticipated End	Paid To		
			MARYLAND Service Agre	Alcolock	03200102000005 2012 FORD F250	Government, LR	Active	08-03-2017	09-28-2017		
	Transaction Id	Туре		Date Time	Amount	Previous Account	New Acco	unt			
	03200103000028	EOP	Completed	08-03-2017 1	3:57.35	-82.29		-2.79 Wating for co	mpletion of device procedure		
11	03200103000027	Sale.		08-03-2017 1	3.55.07	-2.79		-82.29			
						Internal Notes 2017)	test (Goodwin,	Chad 08-03-			
	03200103000026	Monito	N. Contraction of the second sec	08-03-2017 13	3:39:33	-75.97		-2.79			
	03200103000025	Sale		08-03-2017 1	3:33:12	-2.79		-75.97			
						Internal Notes: 2017)	: test (Goodwin,	Chad 08-03-			
	03200103000024	Violati	on Reset	08-03-2017 12	2:19:45	-82.29		-2.79			
						Internal Notes Chad 08-03-20	: Early Service 5 17)	5 (Goodwin,			
	03200103000023	Sale		08-03-2017 12	2:11:00	-2.79		-82.29			
						Internal Notes: 2017)	: test (Goodwin,	Chad 05-03-			
	03200103000022	Calibr	ation	08-03-2017 11	32.01						

19. Select Print. Complete the handset removal procedure in the vehicle. The removal procedure is completed.

AlcoTrack	Menu -		Đ	iglish	Español	1.3	Wy Settings	t:	Log out	T. 1	Aanual -
Program: Transacti	on Details										
	Transaction Id Type		Date	HS	CM	¢	Couple Devis	e	Next Se	ervice	
	03200103000028	EOP Completed Program Id	08-03-2017	0009593 us Paid To	0013114		0013114		09-28-3	2017 Reinstall	
	Client		Previou		New P	Paid To	Previou	ious Account		New Ac	Account
	MARYLAND, Alcolock	03200102000005	102000005 09-28-2017 09-28-2017 -82.29		-82.29			-2.79			
Product				Quantity	Price	Subtot	And Use Tax	Tax2	Tax3	Tax4	Total
1 ALCOLOCK" LR F	ROGRAM FEE			0.00	75.0000						
2 REMOVAL FEE				1.00	75.0000	75.0	4.50				79.5
					Total	75.0	4.50				79.5

