

AI Training – Data Entry

This guide describes the basic elements of our database (Zoho Creator), the *Inmate Data Form* (IDF), *Inmate Data Report* (IDR), and steps for entering new records.

Roadmap – where you’ve been:

- Signed NDA submitted to volunteer coordinator
- Watch Videos: Logging Volunteer Hours, AI Intro, History and Purpose, AI Process Overview
- Complete Mail Processing training – guide and video

What’s next:

From the [Volunteer Training](#) page (password required):

- Read through this Training Guide
- Watch videos Data Entry, and Creating Labels
- View, print, and/or download the cheat sheets
- Practice in the Training Module
- Take the quiz

As always, contact your volunteer coordinator with any questions.

This guide includes the following:

- A. Terms and Definitions
- B. Data Entry
 - 1. Log into Creator
 - 2. Creator Elements
 - 3. Creator Forms – field types
 - 4. Search the IDR
 - 5. Search the agency website
 - 6. Adding a new record
 - 7. Entering the Mail Log Data
 - 8. Create Labels
- C. Practice Instructions
- D. Wrap it up
 - 1. Notify volunteer coordinator that your tasks are completed
 - 2. Log hours

Notes:

- Pay special attention to **text in purple**, as it may be on the quiz.
- The screenshots in this training guide are taken from the *Training Module*, where you will practice. Once you are certified and working in *AI Data*, everything will look the same except the colors are slightly different.
- Contact your volunteer coordinator with any questions.
- You may join the private Facebook group Adopt an Inmate – Volunteer Projects, by searching Facebook for the group name and clicking on Join.

A. Terms and Definitions

Survey Request (SR) – The first letter received from a prisoner, requesting information or a survey.

Survey (S) – The AI form sent to a prisoner in response to their first letter. These forms are entered into our database as part of a person’s record, and for matching purposes.

Agency – The local, state, or federal agency that is in custody of the individual, i.e., LA County Jail, or Washington Department of Corrections.

Facility – Where an inmate is housed. (Sometimes referred to as institution.)

Inmate ID – The number assigned to a prisoner by State and Federal agencies. (Counties often do not assign numbers.)

DOB – Date of Birth. Some agency websites provide only the Year of Birth, or the age.

URL - Uniform Resource Locator. This is simply the string in your browser’s address bar that points to the resource (page, image, sound file, PDF, video, etc.). Example: www.adoptaninmate.org.

Codes – There are two sets of codes used when processing mail or entering records into our database.

- Incoming Mail Codes (written on envelopes when mail is processed).
- Individual codes – In the Inmate Data Form, these codes can be applied to individual records to indicate special circumstances. This allows us to easily search for people who are, for example: on death row, have been incarcerated since they were juveniles, are LGBTQ+ friendly, need legal help, participated in a research project for us, etc.

Offense – The crime the person was convicted of. Not all agencies provide this information.

Parole – An individual may be released before their sentence is complete, with the remainder of their sentence to be served while on community supervision. They will be assigned to a parole officer and are subject to agency rules and requirements for the duration of their parole. Housing and employment must be approved, and any change in residence or employment must typically be reported within 24 or 48 hours. They may be permitted to travel only to and from work, may have to wear an ankle monitor, and may be restricted from alcohol, social media, or other activities. A parole violation will usually result in arrest and incarceration for the remainder of their original sentence.

Sentence – The term of confinement, i.e., 5 years, 20 years, Life, LWOP (Life without parole), etc. Not all agencies provide this information.

SASE – Self-addressed stamped envelope. Sometimes people include this with their letter as a courtesy. Some agencies do not allow prisoners to send them, many do not allow them to receive them.

IDF – Acronym for Inmate Data Form, the form in our database that is used to add a new individual’s record.

IDR – Acronym for Inmate Data Report, a line report that shows each record (IDF) on its own row, or line. Each time a new record is added with a form, it automatically gets added to the corresponding report.

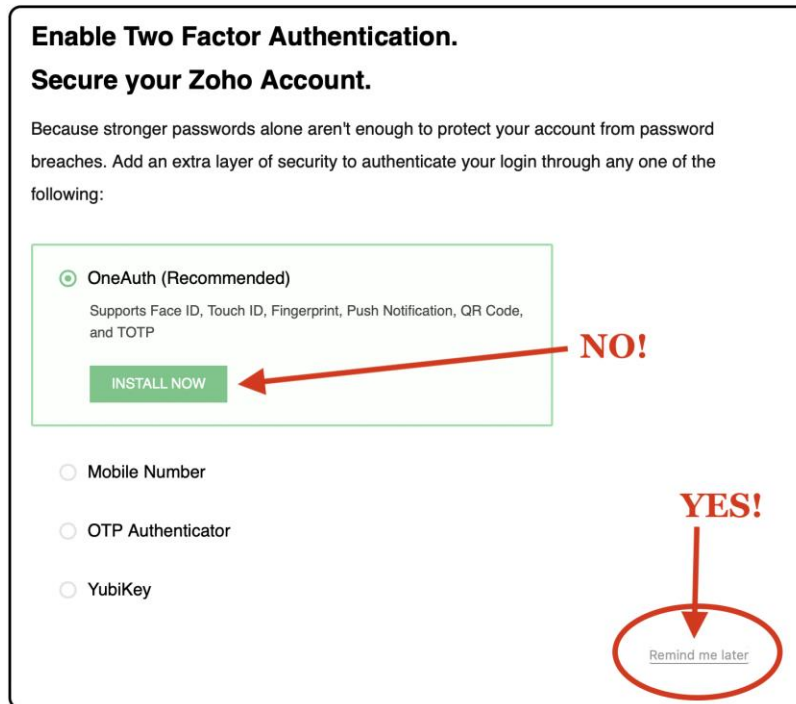
B. Entering Records in Creator

1. Log into Creator

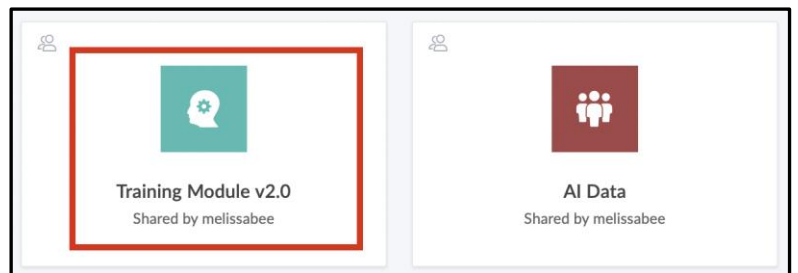
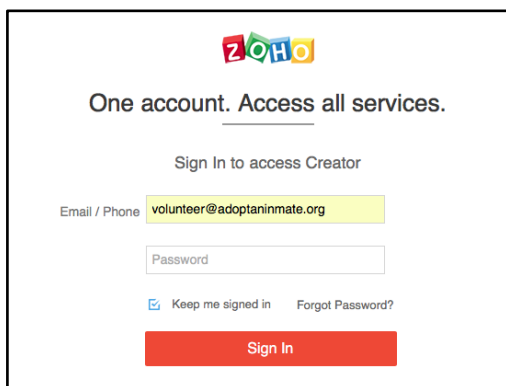
Sign in to Zoho Creator: <https://www.zoho.com/creator/signin.html>

User name: volunteer@adoptaninmate.org. Password: Waytogo159!

IMPORTANT: You may see a message about two-factor authentication, **do not enable this!** Look on the bottom right and click “Remind me later.”



Once logged into Creator, you will see two apps: *Training Module* and *AI Data*. While you are training, you will access and practice only the *Training Module*. Once you have received your certification and volunteer assignment(s) you will access *AI Data*.

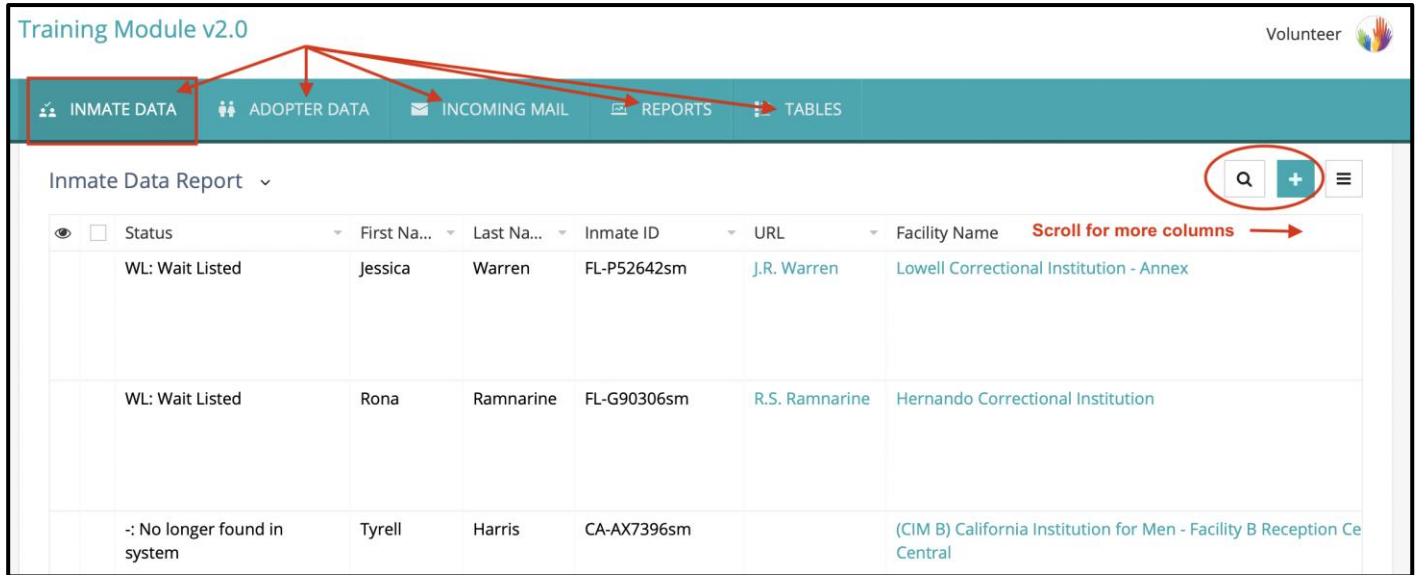


Note: The password changes occasionally and will be provided by the volunteer coordinator.

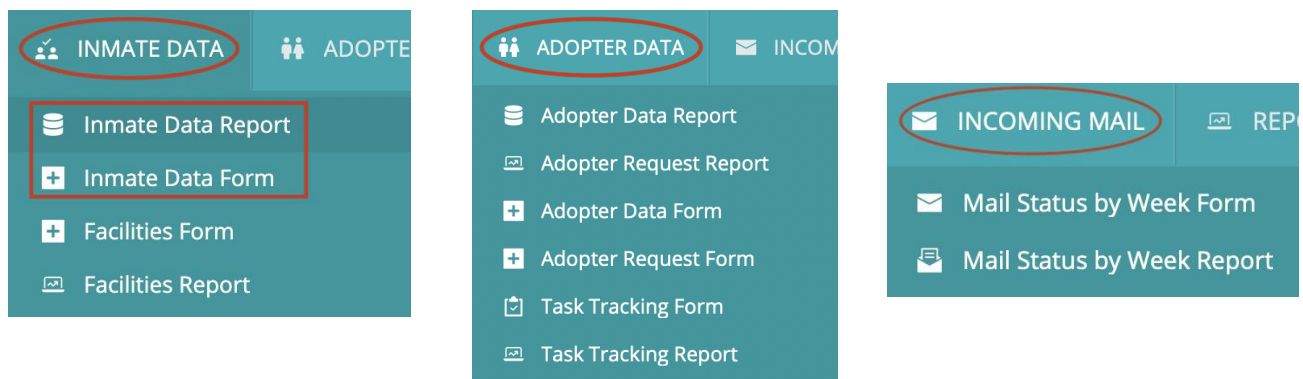
2. Creator Elements

When you enter the Training Module app, the *Inmate Data Report (IDR)* will open by default. The report is wider than will fit on the screen. Scroll to the right to view more columns.

Notice the *five Sections in the shaded area across the top*. To enter or update records, work only in the *Inmate Data* section. When entering and updating records, you will also be using the *Search* tool and the *Add* button (circled below on the right).



Each section contains 2 or more **subsections**, or **components**. Hover over the section name (circled) to see its contents.



Each new record entered with a form gets automatically added to its corresponding **report**. (See the *Inmate Data Form (IDF)* and the *Inmate Data Report (IDR)* in the red rectangle in above left image.)

3. Creator Forms – Field Types

The *Inmate Data Form* (IDF) contains dozens of fields to enter data. Form fields can be various types, such as:

- Text – definable text box sizes, small for names, or larger for comments.
- Date – choose from a calendar or enter manually. If entered manually always choose the format mm-dd-yyyy
- Dropdown - a defined set of choices displayed in a menu.
- Lookup - links to an existing table to select from. You will see this in the State and Facility fields.
- Checkbox (select one or more items); or radio buttons (select one item)
- Equation (calculates a number automatically, such as Age - based on the DOB field)

Forms can also include one or more *subforms* – or a form within the form. These have a one-to-many relationship. For example, the IDF contains a *subform* to add a record for each piece of mail sent to or received by that individual, the item type, and when it was sent or received. We refer to this as the *Mail Log*.

A blank *Inmate Data Form* is shown partially below. Notice the different field types. A red asterisk to the right of a field name indicates a *required* field.

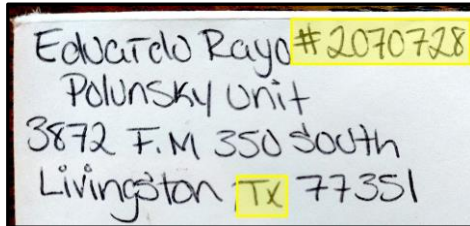
The screenshot shows a portion of the Inmate Data Form with the following fields and their annotated types:

- State of Confinement ***: Dropdown menu with "-Select-" selected. Annotated as **Lookup**.
- Facility System Type**: Dropdown menu with "-Select-" selected. Annotated as **Dropdown**.
- Facility (Current or last known) ***: Dropdown menu with "-Select-" selected. Annotated as **Lookup**.
- First Name ***: Text input field. Annotated as **Text**.
- Middle Initial or Name (if known)**: Text input field. Annotated as **Text**.
- Last Name ***: Text input field. Annotated as **Text**.
- Location Confirmed/Updated**: Date input field with "MM-dd-yyyy" placeholder and a calendar icon. Annotated as **Date**.
- Status ***: Dropdown menu with "WL: Wait List..." selected. Annotated as **Dropdown**.
- Specify for Adopted Other:**: Three checkboxes: "Noteworthy", "SCWC", and "P2P: Pros to Prose". Annotated as **Checkbox**.
- Housing, if known**: Text input field.
- Picture**: File upload field with "Select Image" placeholder and an upload icon. Annotated as **Upload file**.
- URL**: Text input field with "https://" placeholder. Annotated as **URL**.
- Sex ***: Radio buttons for "Male", "Female", and "Unknown" (which is selected). Annotated as **Radio buttons**.

Note: Remote volunteers will work with scanned images of mail, while locals may work with scanned images and/or physical mail.

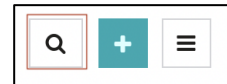
Look at the first scanned (or physical) Survey Request. Before adding a new record, you must first search the *Inmate Data Report* to see if the person has already been entered. Next, search the appropriate agency website to see if the person is still in custody.

4. Search the Inmate Data Report



Refer to the envelope and identify the person's ID# (which usually follows the last name).

Click on the search tool.



From the search window, select the Inmate ID checkbox and enter the Inmate ID from the envelope. Hit enter/return, to enter the number, then hit enter again to search (or click on Search at the bottom).



An empty search result shows no matching record was found (see image below). This means the person is not already in the IDR. Click on the small x to close the search. TIP: you may want to wait to close the search until you're finished entering the record, to easily view and edit if any changes need to be made. Note: If the search does return a record (make sure it's the same name *and* number), you may need to update, rather than add a record. (Update any change in location or new information.)

When you do close the search, you will be returned to the Inmate Data Report.



5. Search the agency website (in a separate tab)

Next, search the appropriate agency website to see if the person is still in custody, and if so, if they are in the same facility as written on the envelope. To do this ...

Refer again to the envelope and find the **state** on the return address. See in the above image that the person is in Texas. Determine if the person is in County, State, or Federal (BOP) custody.

- **County:** Look for the word County, or Detention in the return address. Usually county jails.
- **State:** Most of our mail is from people in state custody.

- **Federal:** Federal (BOP) inmates are identifiable by their Register Number, which will always be eight digits with a dash before the last three, like this: 29340-086. The to and from addresses are often printed on labels. The BOP inmate locator is [here](#).
- **Military** – Rare. If you’re unsure [check this list](#) for reference.
- **ICE:** Immigration & Customs Enforcement. Rare. These will usually have the word Detention in the agency name. Here is a [list](#).

About 50% of our letters come from Texas. The Texas agency for state prisoners is TDCJ. Use the [TDCJ locator](#) to search for them. (Examples below are for TDCJ locator, other agency websites will appear differently. See *Data Provided by State* cheat sheet for links to BOP and all state agency locators.)

The screenshot shows a search form with the following fields: Last Name, First Name, TDCJ Number (02070728), SID Number, Gender (dropdown menu with 'ALL' selected), and Race (dropdown menu with 'ALL' selected). A red box highlights the TDCJ Number field, and a red circle highlights the Search button.

Enter the Inmate ID# in TDCJ Number box and click on the Search button. **Note:** TDCJ Search requires 8 digits for the ID#, enter leading zero(s) if necessary.

If you are unable to find the person online, try the following:

- Search (separately) by both number and name.
- **Make sure you are searching the correct agency:** County, State, Federal, Military, or ICE. Sometimes state prisoners are temporarily transferred back to county when they have court dates or get moved to Federal custody after they serve their state time. Search all possibilities.

If you have exhausted all possibilities and the person is not found:

Locals: Write “NIS” (not in system) on envelope. Group all NIS together with an index card.

Remote volunteers: Rename PDF to include NIS in front of file name then move the file to NIS folder.

If the person is not found on the agency site but is in creator, update the record using the appropriate status (see page 11) and Location Confirmed/Updated.

If the agency website search finds the person, as below, you will then add a record.

Name	TDCJ Number	Race	Gender	Projected Release Date	Unit of Assignment	Age
RAYO,EDUARDO	02070728	H	M	LIFE WITHOUT PAROLE	HUNTSVILLE	34

In above example for the person in TDCJ, the name in the search result is a hyperlink. Click on it to open the full record (the person’s page), shown partially below.

SID Number: 06693436

TDCJ Number: 02070728

Name: RAYO,EDUARDO

Race: H

Gender: M

Age: 34

Maximum Sentence Date: LIFE WITHOUT PAROLE

Current Facility: [HUNTSVILLE](#)

Projected Release Date: [LIFE WITHOUT PAROLE](#)

Parole Eligibility Date: [LIFE WITHOUT PAROLE](#)

Inmate Visitation Eligible: [YES](#)

Note: TDCJ (and some other states) show a SID and a TDCJ number. For TDCJ always use the TDCJ number.

In this example, the person will not have parole information, as his sentence is LWOP (Life Without Parole).

However, most TDCJ records will include a link for Parole Review Information (see below).

Click on “Parole Review Information” to view:

SPECIAL INFORMATION FOR SCHEDULED RELEASE:

Scheduled Release Date:
Inmate is not scheduled for release at this time.

Scheduled Release Type:
Will be determined when release date is scheduled.

Scheduled Release Location:
Will be determined when release date is scheduled.

[Parole Review Information](#)

Parole Review Status

Not in Parole Review

The offender is currently not in the review process.

Last Parole Decision

None

This offender has not been reviewed for parole.

Next Parole Review Date

01/07/2023

[Return to Inmate Details](#)

If you have determined the person is not already in the IDR, and you have located the person online, you are ready to add a new record.

6. Adding a new record (SR)

From the IDR, click the Add button to open a blank form.

Inmate Data Report

Status	First Na...	Last Na...	Inmate ID	URL	Facility Name
WL: Wait Listed	Malcom	Haymond	01645032sm	M. Haymond	Eastham

A new Inmate Data Form opens.

State of Confinement *	-Select-	State of Conviction	-Select-
Facility System Type	-Select-	Phone Service Company	
Facility (Current or last known) *	-Select-	How often do you make calls?	
First Name *		Cost of calls a hardship?	
Middle Initial or Name (if known)		Would you make more calls if cheaper?	
Last Name *		Est. % inmates make calls:	
Location Confirmed/Updated	MM-dd-yyyy	How often visitors?	
Record updated by		Visit Type:	<input type="checkbox"/> Contact
Status *	WL: Wait List... x	Visit procedure difficult?	
Specify for Adopted Other:	<input type="checkbox"/> Noteworthy <input type="checkbox"/> SCWC <input type="checkbox"/> P2P: Pros to Prose		
Housing, if known		What would enable more frequent visits?	
Picture	Select Image		
URL *	https://	Est. # inmates receive visits:	
Sex *	<input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> Unknown	Educational opportunities offered:	
Inmate ID *		Rehabilitation programs offered:	
	Enter the person's ID# here. For Texas use TDCJ Number, not the SID Number.		
DOB	MM-dd-yyyy		
Age			

Required Fields

Enter ALL required fields, and any other fields provided from the letter and the agency website. You will not be able to save a new record if any of the *required* fields are left blank. There are many fields you will not be able to enter until we receive their completed survey – leave those fields empty.

Required fields (marked with a red asterisk in the IDF) are:

State of Confinement: Where the person is housed. Enter this field first. (State of Conviction is *only* entered if it is *different* from State of Confinement. Some states contract with another state to house overflow prisoners, but this is rare. Most of the time you will leave State of Conviction blank.)

Facility System Type: Choose from the drop-down menu: County, State, Federal, ICE, Military. Enter this field second. Most of our people are in State facilities.

It is important to select the State of Confinement first, and Facility System Type field second, as those fields filter the facility choices.

Facility: The institution in which the person is housed.

Select the facility from the dropdown menu (TIP: enter a few letters to filter your choices). If the person’s current facility shown on the agency website does not match what is on the envelope, the inmate has been moved. If so, select the current facility from the dropdown. If the facility is not in the dropdown, select **Facility not in database* and enter name of facility in the “confidential notes” field.

Do not use the **not in custody status*, it is for admin use only.

First Name: Copy and paste when possible, to prevent typos. Remember to use mixed case (James, not JAMES or james). Do not include a middle name or initial in this field.

Note: Middle name field is not required, enter if provided.

Last Name: Copy and paste when possible, to prevent typos. Include Suffix, if applicable, with a comma after the first name (Brown, Jr. or Brown, Sr. not Brown JR or Brown Sr. Also Brown III).

Location Confirmed / Updated: Enter the current date any time you enter or update a record.

Location Confirmed/Updated	01-28-2022	
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Status: A person’s status is very important; if the proper selection isn’t made, it will result in inaccurate reporting as well as possibly prohibit a person from getting adopted. The default status for a new record is WL: Wait Listed, but there are many other options. A person’s status will occasionally need to be updated. Below are the most common. See the [Status Cheat Sheet](#) on the AI website for all options.

- SR: Seeking Romance – Bio is written as a dating profile. We send them a postcard referring them to prison penpal / dating sites.
- D: Deceased – Some states provide this info, choose if applicable.
- Fire Camp (CDCR) – California state only, choose if applicable.
- P: Paroled – Person has been released on parole.
- R: Released – Person has been released.
- TOC: Temporarily out of custody; choose if applicable.
- o: Not found in system – Person on envelope is not found on any agency website.
- -: No longer found in system – Person was in IDR but is no longer found on any agency website.

Sex: Male or Female (do not leave as Unknown).

Inmate ID: Copy and paste from website to ensure accuracy. Include the dash for people in federal (BOP) custody (23756-035), this is the only instance where a dash will be included. When you are practicing in the training database, put your initials after the State Inmate ID Example: 02070728lp, 23756-035lp, WX2345lp.

DOB: Enter if provided. **Note:** Some agencies only provide the Year of Birth, or age. In those instances, enter the DOB as January 1st of their provided or calculated YOB. (Ex.: If the inmate is 53, subtract the age from the current year, i.e., 2022-53 = 1969, and enter the DOB as 1/1/1969. AZ provides neither age nor DOB; for AZ people, leave the DOB field empty (unless they included it in their letter or survey).

Age: The Age field calculates automatically based on the DOB field – you cannot enter anything there.

Important notes about the URL and Link Name fields.

URL Field: This field stores a link to either the person’s page* (for states that have individual pages), OR for states that don’t, a link to the agency locator:

URL

*For the following states only - TX, FL, MI, KY, ID, NC, SC, and OH - the state locators link to a separate page for the person. See below search result for a person in TDCJ:

Name	TDCJ Number	Race	Gender	Projected Release Date	Unit of Assignment	Age
RAYO, EDUARDO	02070728	H	M	LIFE WITHOUT PAROLE	HUNTSVILLE	34

The name found above is a link to the person’s TDCJ page. Click on the link to open.

Secure | <https://offender.tdcj.texas.gov/OffenderSearch/offenderDetail.action?sid=06693436>

Copy the link to the individual’s page from the address bar of your browser and paste in the URL field. A new field will appear below to enter the Link Name:

URL

In the Link name field, enter the person’s first initial, and last name to indicate the link goes to the person’s page, and not just the locator:

For TX and other states highlighted above:

- **URL field:** Paste the link to the person’s page
- **Link name field:** Enter <First initial>. <Last name>

URL

For all other states not highlighted above:

- **URL field:** Paste the link to the agency locator
- **Link name field:** <State abbreviation> Locator

URL

For BOP:

- **URL field:** Paste the link to the [BOP locator](#)
- **Link name field:** Enter <state abbreviation>

URL

For County Jails:

- **URL field:** Paste the link to the county jail search
- **Link name field:** Enter <state abbreviation>

URL

Non-required fields to enter if known:

Note: Required fields in a Creator form (with the red asterisk, see page 10 of this guide) are required by Creator, or the form won't save. AI requires that all fields are entered when known.

State of Conviction: *This field is only entered if it is different from State of Confinement. Some states house out of state prisoners, but this is rare. Unless you are trained in one of these states, leave State of Conviction blank.*

Housing: The cell or dorm, include on the return address (the person is still in the same facility as shown). It will look something like this: 1-203L.

Picture: If the agency provides a picture, take a screen capture (instructions vary depending on your operating system) of the image and upload into this field.

How long incarcerated? This is a text box, so you can enter either "Since 2000," or "Five years." If the latter, include the current year, i.e., "Five years (as of 2022)."

Vet? Enter if provided.

Source: How the person heard of AI. The most common sources are listed as checkboxes:

- WOM (Word of Mouth) – use this if they heard about us from another person. If they include a name, enter it in field "Specify Other / Source Ref."
- IBP – Inside Book Project
- PARC – Parc Prison Resource Directory
- Other – check if applicable and enter detail in field below:
- Specify Other / Source Ref:

Sentence: This is their term of confinement – enter if provided. (Ex.: 5 years, 15 years, Life, etc.)

Projected Release Date: Enter if provided.

Parole Eligibility Date: Enter if provided.

Parole Notes: If provided, enter last parole decision, and/or next parole review date.

Offense: The crime they for which they were convicted, i.e., Burglary. Enter if provided.

Confidential Notes: Sensitive information, case numbers, social media information, links to articles, or legal documents, etc. **Do NOT include confidential information in the Notes for Matching field.**

Notes for Matching: Include any non-identifying biological information from their letter that would help us find a compatible match for that person, such as: hobbies and interests, educational and occupational background, family history, etc. **Do not include name, age, physical features such as height or weight, or any confidential information in this field. Always use proper grammar and spelling (even if the individual didn't). Enter using first person. (Me and I, not he or she.)**

Date Inmate Entered into AI Database: If you are adding a new record, enter today's date.

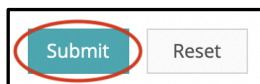
Record Entered by: Enter your name.

IDF Codes: Check each of the following codes that apply. See [Cheat Sheet - IDF Codes](#) for a full list.


- Mental Health Issues / Needs Legal Help (use only if the person states so)
- N: Noteworthy Candidate – Check only if the person is in Texas and indicates they would be happy with a Christian adopter. Could be male or female. (This is a church we partner with in Texas.)
- AI Inside Lead / Melissa’s List / University / GMU / IMT– Admin Use Only
- DR: Death Row (TDCJ inmates with ID#’s beginning 999).
- Seeking Romance – Check if the letter is written as a dating profile. We respond by sending a post card with information about prison dating sites. The check is removed after we send them the postcard, and it is added to the mail log.
- Photo / AFP: Art from Prison / PFP: Poetry From Prison: - select if item included with SR or S.
- LFP: Letter From Prison/Blog – Technically *all* our mail is letters from prison, but the LFP code is reserved for letters that would make a good blog or social media post.
- #: Needs Mail – Check if the person’s letter says they rarely or never receive mail.
- *: Priority List – Select if you feel this person would make a great adoptee, or if they have a particularly moving story. Are they smart, funny, does something about them really stand out – use your own judgment.
- Note: The symbols preceding some of the codes are remnants from our old database, that did not have the checkbox capability, so we would use the symbols to search.

Codes	<input type="checkbox"/> !1: Release less than 1 year	<input type="checkbox"/> !2: Release less than 2 years	<input type="checkbox"/> #: Needs Mail
	<input type="checkbox"/> \$: Indigent, Needs Money	<input type="checkbox"/> %: Trumped up, wrong or added charges	<input type="checkbox"/> &: Medical Needs
	<input type="checkbox"/> *: Priority List	<input type="checkbox"/> 3x: Three Strikes	<input type="checkbox"/> Abuse victim
	<input type="checkbox"/> Addiction history	<input type="checkbox"/> Adopter disappeared	<input type="checkbox"/> AFP: Art From Prison
	<input type="checkbox"/> AI Inside Lead	<input type="checkbox"/> AI Inside Lead Candidate	<input type="checkbox"/> Caution matching
	<input type="checkbox"/> Civil Commitment	<input type="checkbox"/> Claims Innocence	<input type="checkbox"/> DR: Death Row
	<input type="checkbox"/> Gave birth while incarcerated	<input type="checkbox"/> GMU	<input type="checkbox"/> IMT: Inmates Matter Too
	<input type="checkbox"/> ISJ: Incarcerated Since Juvenile	<input type="checkbox"/> JUV: Juvenile	<input type="checkbox"/> Languages spoken (specify in notes)
	<input type="checkbox"/> LFP: Letter From Prison / Blog	<input type="checkbox"/> LGBT	<input type="checkbox"/> Loved one died while incarcerated
	<input type="checkbox"/> Melissa's List	<input type="checkbox"/> Mental Health Issues	<input type="checkbox"/> Monologue
	<input type="checkbox"/> N: Noteworthy/SCWC Candidate	<input type="checkbox"/> Needs Legal Help	<input type="checkbox"/> NR: Nonreligious or unorthodox/pagan
	<input type="checkbox"/> PFP: Poetry From Prison	<input type="checkbox"/> Photo	<input type="checkbox"/> R: Special Request (add to notes)
	<input type="checkbox"/> Requested bio (email)	<input type="checkbox"/> Requested bio (usps)	<input type="checkbox"/> Researched
	<input type="checkbox"/> ROM: Seeking Romance	<input type="checkbox"/> RP: Religious Preference	<input type="checkbox"/> Scan pending entry
	<input type="checkbox"/> University		

Once all required and known fields and codes are entered into the Inmate Data Form, click the Submit button at the bottom of the form to save it.



After submitting the form, you will be returned to the IDR. The record you just added will be at the top of the report. See example below, the URL / Link name is displayed correctly.

Inmate Data Report ▾						
 <input type="checkbox"/>	Status ▾	First Na... ▾	Last Na... ▾	Inmate ID ▾	URL ▾	Facility Name
	WL: Wait Listed	Renard	Polk	72439sm	R. Polk	Ely State Prison (ESP)

If the Link Name field is left blank, Creator will use the text string in the URL field as the Link name. This is incorrect, and will display like this in the Inmate Data Report:

First Na... ▾	Last Na... ▾	Inmate ID ▾	URL
Malcom	Haymond	01645032sm	https://offender.tdcj.texas.gov/OffenderSearch/offenderDetail.action?sid=07864842

If you see the above in the URL field column in the IDR after submitting a new record, edit and replace the Link name text with the proper text. (Review page 12 for URL / Link name entry instructions, see Step 7 on the next page to edit an existing record).

7. Entering Mail Log Data

The final step when adding a new record, is to add the mail log data. The mail log is a subform that links to an *existing* Inmate ID#. For this reason, the Inmate Data Form must be already entered and submitted before it appears in the mail log dropdown.

Edit the record you just entered by hovering over it – you'll see three dots appear. Click on the 3 dots and select edit.

Inmate Name	Last Name	Inmate ID	Inmate Name	Institution
Jessica	Warren	FL-P52642sm	J.R. Warren	Lowell Correctional Institution - Annex
Rona	Ramnarine	FL-G90306sm	R.S. Ramnarine	Hernando Correctional Institution

TIP: Select and copy the Inmate ID from the Inmate ID field. (If you are practicing, the inmate ID will be followed by your initials, as shown below:

Inmate ID *

Scroll all the way down to the Mail Log subform, which is near the bottom of the second column, and click on + Add New:

Mail Log

*Inmate ID	Incoming/Outgoing	Item	File upload	Date
+ Add New				

Paste the Inmate ID# into the Inmate ID dropdown and select it, this step links the individual with their mail item(s):

Mail Log

*Inmate ID	Incoming/Outgoing	Item
01645032sm	Incoming	SR

Complete the remaining fields: Incoming or outgoing, item type(s), and date received. Upload the scanned survey in the *Upload File* field (see below).

Be sure you're logged into the volunteer tasks google drive account. Click on the cloud and a box will pop up - click on the Google Drive symbol.

File upload

Select File

From there, double click into the folder structure and navigate to your assigned folder. Select the survey that corresponds to the record you are in and click the Attach button.

When finished, scroll down to the bottom of the form and click Update.

8. **Create Mailing Labels.** See supplemental video on the website (password required.)

This step simplifies sending replies. Download a copy of the [AI Mailing Labels](#) Word Document; a copy will be in your Task folder:

Fname Lname ID# Facility Name Address City, State Zip	Fname Lname ID# Facility Name Address City, State Zip	Fname Lname ID# Facility Name Address City, State Zip
Fname Lname ID# Facility Name Address City, State Zip	Fname Lname ID# Facility Name Address City, State Zip	Fname Lname ID# Facility Name Address City, State Zip

...and save on your own computer. For the filename, use the assigned task name, ex.: TX-2-15-23. Create a label for each SR by pasting the address info into the individual labels in the template. TIP: Save your document each time you add a new label to ensure you do not lose data.

To get the facility address, locate the record in the IDR and click on the Facility Name link.

Inmate Data Report ▾						
<input type="checkbox"/> Status	First Na...	Last Na...	Inmate ID	URL	Facility Name	
WL: Wait Listed	Renard	Polk	72439sm	R.T. Polk	Ely State Prison (ESP)	

Creator will display the Facility Overview in a pop-up window. Copy and paste the address fields into each label in the file. (We are populating a new field with the complete address to make this easier.)

Facility Name	Ely State Prison (ESP)
Inmate Mailing Address	PO Box 1989
City	Ely
Zip	89301
Phone	(775) 289-8800
Private	
County	
OOS	
Url	http://doc.nv.gov/Facilities/ESP_Facility/
Private Prison Contractor	
State	Nevada
System	State

Please email your completed label sheet to your volunteer coordinator (or to Melissa if you're local) when your task is complete. Thank you!

Rinse and repeat for all remaining items.

C. Practice

Your practice includes two activities: 1) Identifying and correcting existing errors, and 2) entering new records.

It is important to be able to notice common errors in the database so that you don't make the same errors, and so that you'll know to correct them when you do see them.

Below are four of the most common errors.

The URL field. When the URL field is entered, but the Link Name field not entered (below left), Creator duplicates the URL itself to populate the Link Name field. This is very easy to spot in the IDR (below right):

In the Inmate Data Form:	In the Inmate Data Report:
<p>URL * <input type="text" value="http://www.dc.state.fl.us/offenderS"/></p> <p><input type="text" value="Link Name"/></p>	<p>URL <input type="text" value="http://www.dc.state.fl.us/offenderSearch/detail.aspx?Page=Detail&DCNumber=124312&TypeSearch=AI"/></p> <p>Facility Name Dixon Correctional Center</p>

To correct this error, open the record, and enter the appropriate text in the Link Name field. In the above example, the correct text would be the first initial and last name of the person.

In the Inmate Data Form:	In the Inmate Data Report:
<p>URL * <input type="text" value="http://www.dc.state.fl.us/offenderS"/></p> <p><input type="text" value="K. Williams"/></p>	<p>URL <input type="text" value="K. Williams"/></p> <p>Facility Name Dixon Correctional Center</p> <p>Location Confirmed/Updat... 01-26-2023</p>

Missing information. When entering records, enter all known information.

Every agency website provides different data. Refer to cheat sheet *Inmate Data Form Fields* for detail about what to enter in each field, and *Data Provided by State* for which information is provided by each state (and BOP).

The DOB (Date of Birth) field is a good example.

The IDF has a field for DOB. For several states, including three of our top five states (Texas, Washington, and California), and BOP, the agency website provides the age, but not the DOB.

See below the information that WA DOC provides on their website for people in custody. Notice there is no DOB, but there is an age.

DOC Number ↑	Name	Age	Location	WA VINE Notification ⓘ
711473	SCHMITT, JACOB I	48	Monroe Correctional Complex-TRU	Register to be notified

When all you know is the age, *do not leave the DOB field blank*. Instead, use the age provided to calculate the YOB (year of birth). In this example: [Current year] – 48 = 1975. Enter 1/1/1975 in the DOB field. While that is unlikely to be the actual DOB, it is sufficient for our needs.

Misplaced information. This is information entered in the wrong field. Examples of this are:

- Middle name or initial in First Name field.
- Inappropriate information in Notes for Matching field.
- PE in Confidential Notes (or any other field that is not a parole field). PE is an abbreviation for Parole Eligibility, and was

Text entered incorrectly: All caps, typos and grammatical errors.

- Show examples

Using the information above, scroll through the Inmate Data Report in the Training Module. Find and correct at least 2 of each error listed below.

- Empty DOB field for Washington, California or BOP records.
- Empty offense fields (explain / screenshot) should be “Unknown” for states that don’t provide.

Here is the link to the [folder](#) that contains all the info you’ll need to complete AI Data Entry training.

~~Please review the guides, watch the videos and practice entering records, and then take the AI Creator Data Entry Quiz. Remember, you can take it as many times as you wish; you must receive a 100% score to move on to the next step.~~

As you work through your practice:

- Add your initials after the inmate ID as you create entries (i.e., 0215743lp, WA3247lp)
- If you wish to practice more, you can enter items from the folder titled Scanned Surveys to Upload.
- When you have completed email your volunteer coordinator to
- Review your practice entries and provide a link to the quiz.

D. Wrap it up

1. Notify your volunteer voordinator that your tasks are completed.
2. Notify your volunteer coordinator when you are ready to take the quiz. You can take the quiz as many times as you need. Continue to pratice in the Training module until you can pass the quiz with 100%. Contact your volunteer coordinator when you pass to receive certification and work in the AI Database.
3. [Log your hours!](#) In case you've forgotten how, watch the volunteer hours video on the [Volunteer Training](#) page (password required) of the AI website.