SIAS GLOBAL SM
Spatiotemporal Information Analysis Services LLC ®

SIAS GLOBAL'S KAIROS INFORMATION HUB™

USER MANUAL

WHAT IS THE "START SEARCH BY COMMODITY" FUNCTION?

Start Search By Commodity

By default, the search engine filters from left to right by location through commodity. The Search by Commodity option allows the user to reverse this sequence to filter first by commodity. This is useful when searching for commodities across multiple States and agencies.

HOW DOES THE KEYWORD SEARCH WORK?
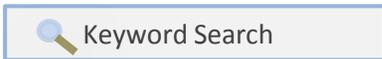
🔍 Keyword Search

The Keyword Search bar is located at the top of the search engine. The Keyword Search allows the user to search by word(s) or phrase across multiple fields. When searching by keywords, each word must be separated by a comma. The Keyword Search considers multiple keywords as needing to match for a result. For example, a combine's permit number and mine name keyword search will only find a match if both that are locatable in the same record. This Keyword Search also allows searches by permit, bond, or violation numbers but not by NAIC numbers. Additionally, each of these data types (permit, bond, and NAIC) has its own search feature.

HOW DOES THE SEARCH BY PERMIT, BOND, AND UNDERWRITER OR NAIC NUMBER(S) WORK?

The Search by Permit, Bond, and NAIC Number feature is located below the "Select by Location, Agency, and Commodity" section. This search feature allows the user to search for multiple records. Input examples,

Correct: 8605351, 8605413, 8608025
Correct: 8605351,8605413,8608025
Correct: 8605351
8605413
8608025

🔍 Search Permit Numbers Separated By Comma

When using this feature, each record number entered in a row must be separated by a comma, or a set of records can be copied from a spread sheet column and pasted in without commas. A search for record(s) not contained in Kairos will produce a warning message indicating, for example, which permit records are not found, as well as possible correct variations of records contained in Kairos. When searching only by Underwriter, or NAIC, the results will not provide results for the other data types, such as Permits, Bonds, or Violations. However, after selecting one or more underwriters from the results, these records can be joined to associated records from other data types by clicking one of these display groups.

WHAT DOES THE CIRCLE H ICON MEAN?

The circle H icon represents historical records that are linked to a current record. By hovering the cursor over records with a circle H, a summary of historical changes in chronological order is provided. Complete historical records are accessible by selecting the History Records or All Records display options.

HOW DOES THE SELECT FEATURE WORK?
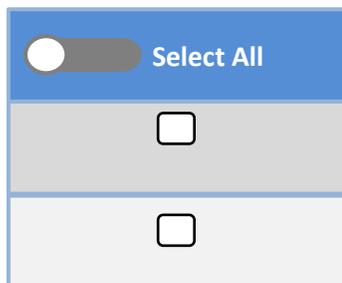
In the search results display section, the Select Feature remains anchored on the left side of the display window, allowing other fields to scroll horizontally and vertically while the user makes selections of results to export or to carry over into other display groups. Select All is a faster way to select all the records on a single display page for exporting or carrying. Even when paging, the Select Feature will remember what records were selected on previous display pages. So if a user selects four permits on two different display pages and then clicks on the bond display group, the bonds linked to these four selected permits will be searched and displayed. If any selected permit numbers do not have an associated bond record, a warning will display at the top of the results section reading, for example, "Permit number(s) not found: 8605413" to indicate that no bond records in Kairos are associated with this permit.

WHAT IS MAP VIEW?

Map View is another option in the permit results display. Users can map permits with verified geographic locations by selecting records and launching Map View. If a permit record does not have a verified geographic location, then Map View will display a warning that one or more permit numbers does not have mapped geo-location.

WHAT IS THE COLUMN VISIBILITY?

Users can customize the visibility of columns for each display group, such as Permit, Bond, Violation, and All Fields by clicking the Column Visibility tool and then turning on and off available fields. This is useful for limiting the number of fields visible when scrolling through the display window, but also for customizing exports. Resetting the visibility will select all fields to be visible in the results display window.

| Permit Status	GIS Location	Permittee Name
Disturbed Acres	Operation Status	Commodity
Released Acres	Permit Issue Date	Operator Name
Reclaimed Acres	Restore Visibility	Permit Release Date

HOW TO EXPORT RESULTS?

Users can export resulting display records as PDF, CSV, or Excel, as well as copy results to a clipboard for pasting into other document types. Exporting without selecting specific records will result in all record being exported. But there is a 3,000 record limit for any single export action.

## WHY IS "CLEAR ALL" IMPORTANT?

Clear All

The Kairos search engine is constantly storing user selections and distilling down the results. The Clear Search option clears the search engine's memory before initiating a fresh database search.

HOW OFTEN ARE RECORDS UPDATED?
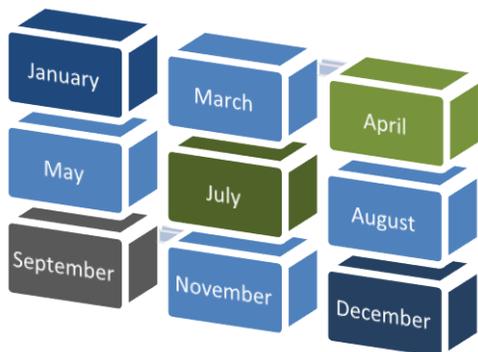
SIAS Global collects data from Federal and State government agencies on a routine basis. The currency of SIAS data is dependent on the frequency with which each agency updates its data and the ease of the data collection from each agency. Some agencies update their records weekly, others monthly, some quarterly, and some only annually as required by State statutes. Some agencies provide digital access to many of their records. While other agencies primarily maintain paper copies of records, requiring SIAS to visit agency offices in order to collect updated records. SIAS Global is diligent in collecting data and updating records as soon as possible. For information on data from a specific agency, please email kairoshelp@siasglobal.com.

HOW TO RESET MY PASSWORD?
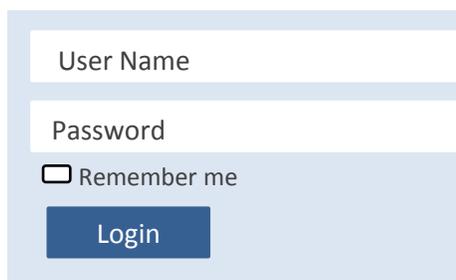
User Name

Password

☐ Remember me

Login

To ensure security and safety, passwords are reset through SIAS administrators. For a password to be reset, an email should be sent to kairoshelp@siasglobal.com. A web administrator will assist in resetting the password.

HERE TO HELP!

Please email kairoshelp@siasglobal.com with any questions or comments about the Kairos Database or using its interface, and a Kairos specialist will assist you.