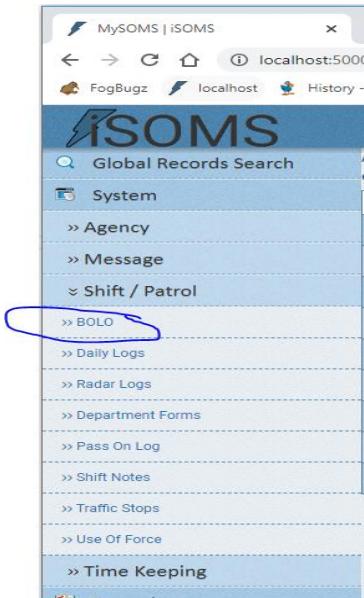


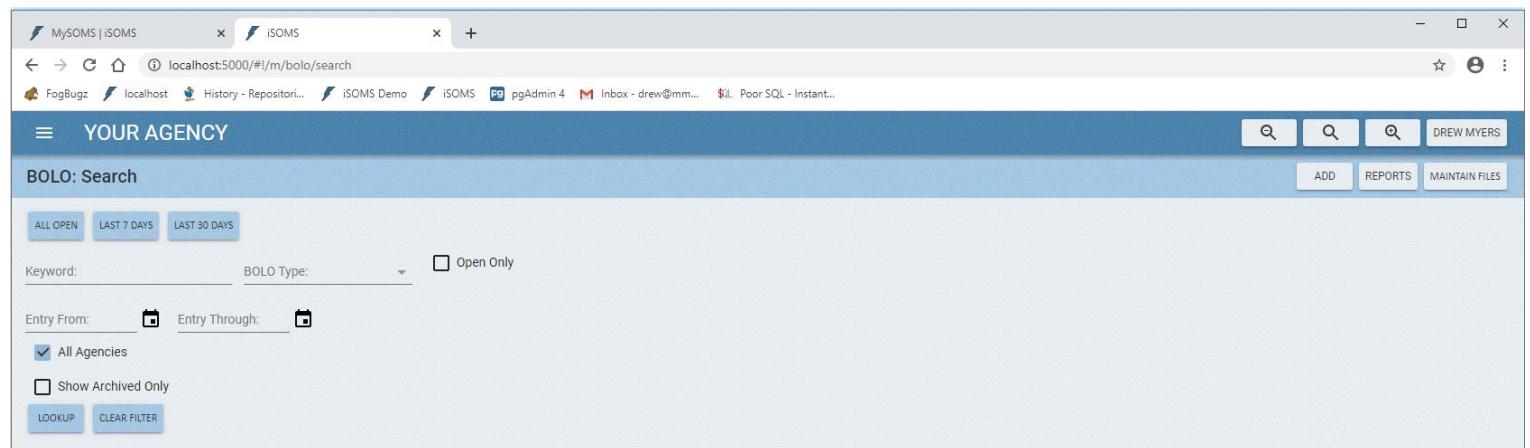
## HOW TO USE BOLO

Navigate to BOLO under System -> Shift/Patrol -> BOLO and click on it



If you cannot click on BOLO in iSoms menu, you will need to ask an administrator for permissions to this module before you can use it.

You are greeted with the search screen, where you can navigate to any BOLOs that have already been added and access them.



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**Phone: 888-644-5786 Ext. 115**  
**Fax: 865-380-4610**  
**Email: [support@mmmmicro.com](mailto:support@mmmmicro.com)**  
**Website: [www.mmmmicro.com](http://www.mmmmicro.com)**

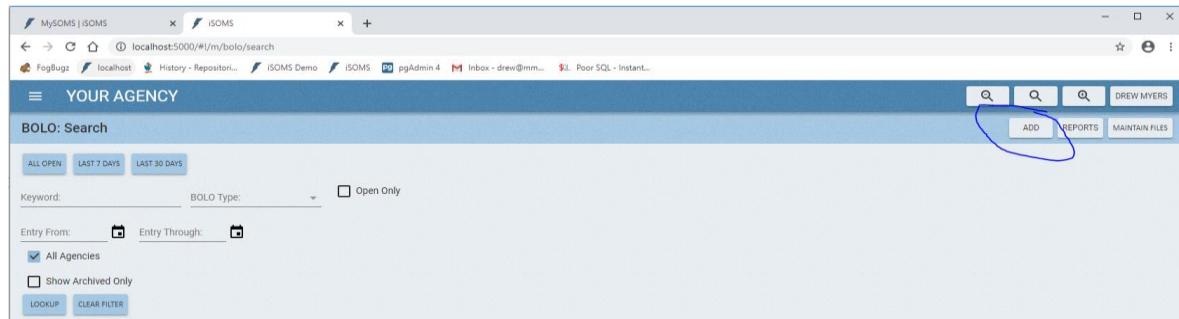
At the top of the search you have three quick search buttons that you can utilize to find all open, opened in the last 7 days, and opened in the last 30 days.

You can also search by keyword, BOLO type, and entry dates, then click the lookup button at the bottom. (Notice that All Agencies are selected by default, so if you do not want to search All Agencies, uncheck this option before search)

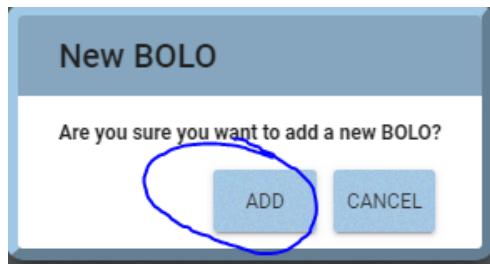
If any fields are missing, to enter something for those fields, they will be located in Maintain files in the top right. (If you cannot see this button, it is because you do not have permission) Ask administration to add something in the field you are needing.

## HOW TO ADD BOLO

To add new BOLO, from the search screen, navigate to the top right where it says ADD. Click on Add button.



It will ask, Are you sure you want to add a new BOLO? Click Add again.



A new screen will appear where you can add your new BOLO. Enter Bolo Type, clear after date, any notes you may have, attachments need, and images you want to add.

View BOLO

Bolo Type:  Clear After:

Notes:

Attachments

Images

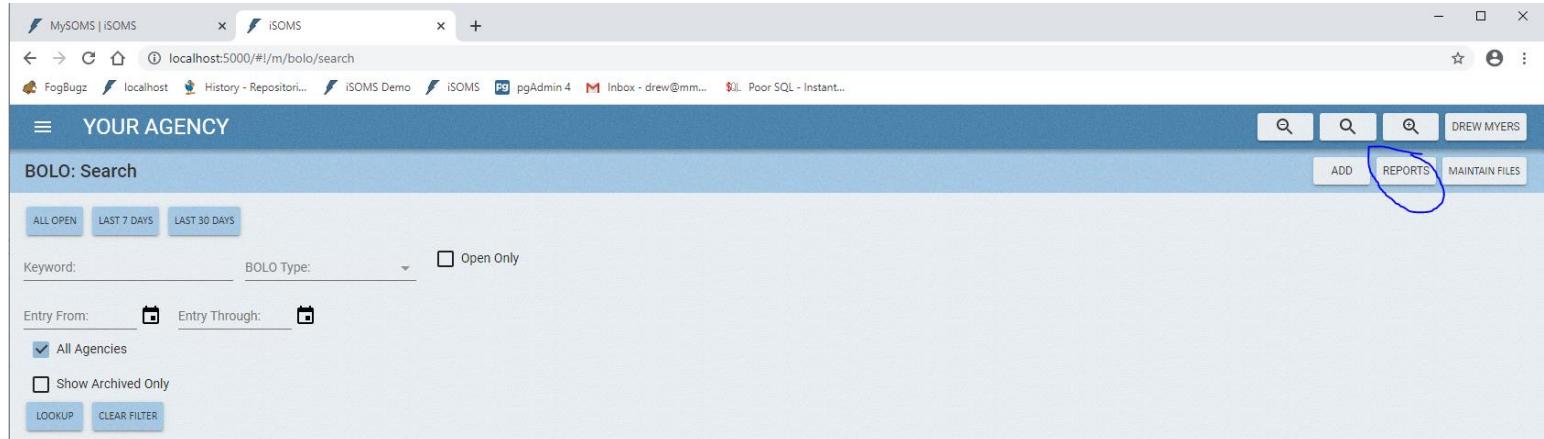
0 Attachments

No Attachments.

When done entering new BOLO, click the save button in the bottom right. This will add your new BOLO record.

## HOW TO ACCESS BOLO REPORTS

When on the BOLO search screen, in the top right next to the ADD button, find the REPORTS button and click on that.



MySOMS | iSOMS  iSOMS

localhost:5000/#/m/bolo/search

FogBugz  localhost  History - Repository...  iSOMS Demo  iSOMS  pgAdmin 4  Inbox - drew@mmm...  Poor SQL - Instant...

≡ YOUR AGENCY

BOLO: Search

ALL OPEN  LAST 7 DAYS  LAST 30 DAYS

Keyword:  BOLO Type:   Open Only

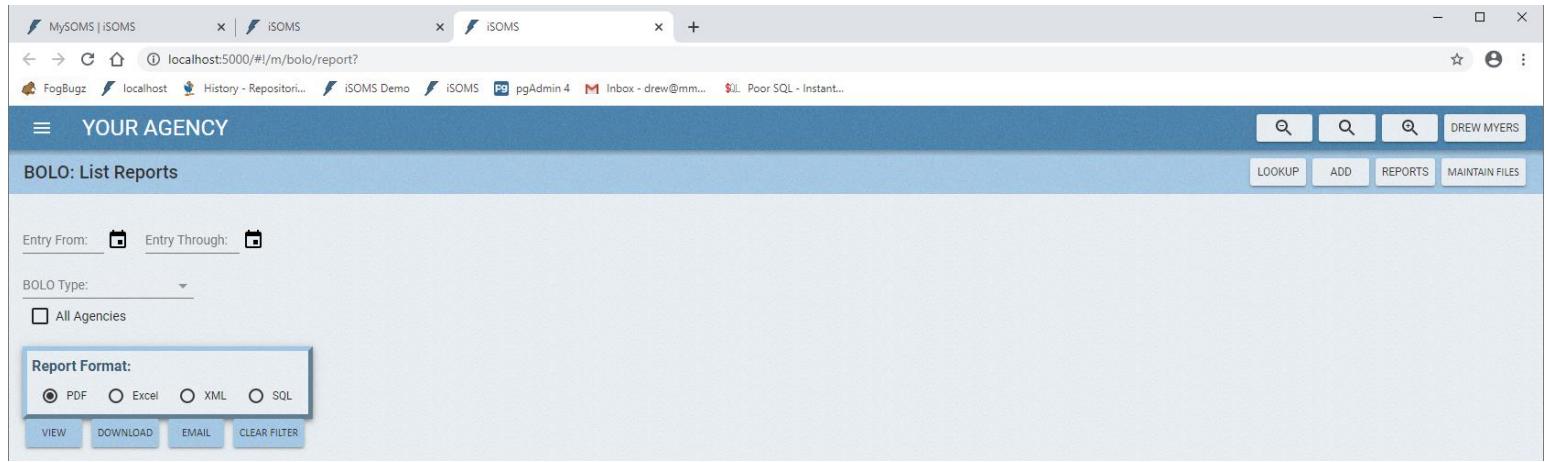
Entry From:   Entry Through:

All Agencies  Show Archived Only

LOOKUP  CLEAR FILTER  ADD  REPORTS  MAINTAIN FILES

This will direct you to the BOLO list reports page.

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**Website: [www.mmmicro.com](http://www.mmmicro.com)**

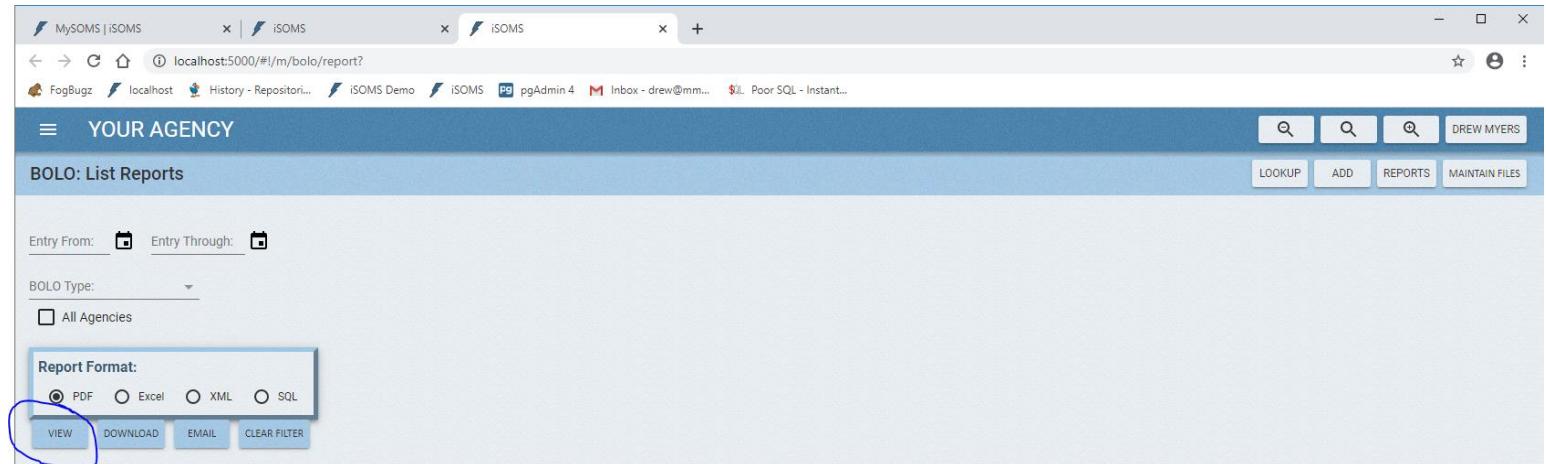


The screenshot shows the 'BOLO: List Reports' page. At the top, there are date filters 'Entry From:' and 'Entry Through:' with calendar icons. Below these are dropdown menus for 'BOLO Type:' and a checkbox for 'All Agencies'. A 'Report Format:' section contains radio buttons for PDF (selected), Excel, XML, and SQL, with buttons for 'VIEW', 'DOWNLOAD', 'EMAIL', and 'CLEAR FILTER' at the bottom.

Here you can narrow down your list report by entry dates and BOLO type.

You also have the option to choose to see all agencies, but you will have to check that checkbox if you want to see list reports from all agencies.

Once you have the right criteria entered that you want to see for your list reports, click view at the bottom to view. (Make sure PDF is selected in report format to view)



The screenshot shows the same 'BOLO: List Reports' page as above. A blue circle highlights the 'VIEW' button in the 'Report Format' section. The rest of the interface is identical to the first screenshot.

Version 1.1

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