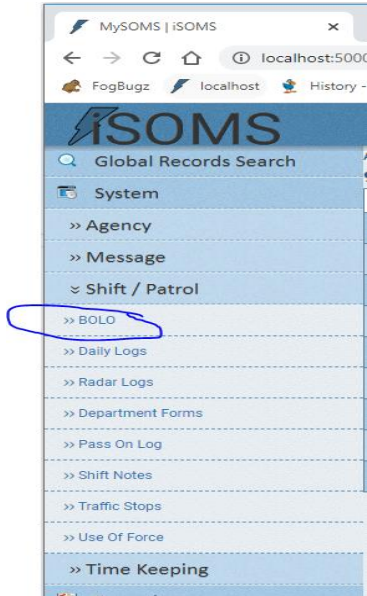


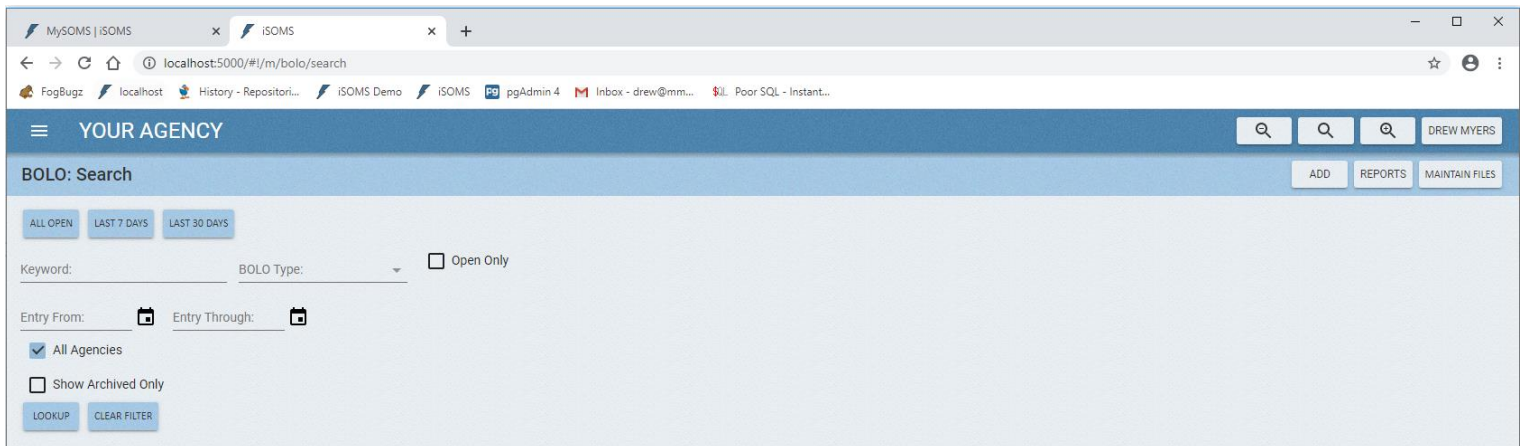
HOW TO USE BOLO

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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Fax: 865-380-4610
Email: support@mmmicro.com
Website: www.mmmicro.com

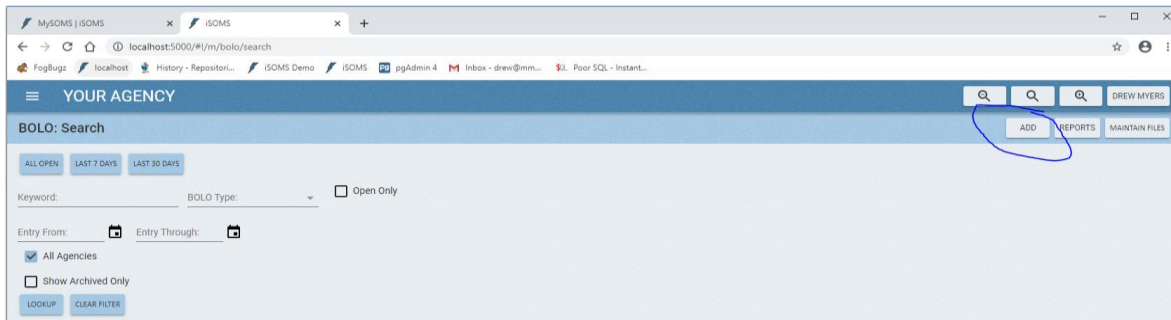
At the top of the search you have three quick search buttons that you can utilize to find all open, opened in the last 7 days, and opened in the last 30 days.

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)

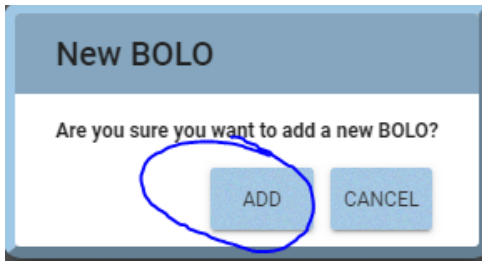
If any fields are missing, to enter something for those fields, they will be located in Maintain files in the top right. (If you cannot see this button, it is because you do not have permission) Ask administration to add something in the field you are needing.

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.

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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.

This will direct you to the BOLO list reports page.

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MySOMS | iSOMS x x x +

localhost:5000/#/m/bolo/report?

FogBugz localhost History - Repositori... iSOMS Demo iSOMS pgAdmin 4 Inbox - drew@mm... Poor SQL - Instant...

YOUR AGENCY

BOLO: List Reports

LOOKUP ADD REPORTS MAINTAIN FILES

Entry From: Entry Through:

BOLO Type:

☐ All Agencies

Report Format:

☒ PDF ☐ Excel ☐ XML ☐ SQL

VIEW DOWNLOAD EMAIL CLEAR FILTER

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)

MySOMS | iSOMS x x x +

localhost:5000/#/m/bolo/report?

FogBugz localhost History - Repositori... iSOMS Demo iSOMS pgAdmin 4 Inbox - drew@mm... Poor SQL - Instant...

YOUR AGENCY

BOLO: List Reports

LOOKUP ADD REPORTS MAINTAIN FILES

Entry From: Entry Through:

BOLO Type:

☐ All Agencies

Report Format:

☒ PDF ☐ Excel ☐ XML ☐ SQL

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