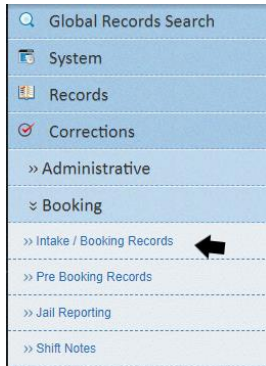


HOW TO USE BOOKING MODULE

Navigate to Booking under Corrections ->Booking -> Booking Records, and click on it



If you cannot click on Booking 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 Booking records that have already been added and access them.

A screenshot of the 'Booking Record: Search' screen in the iSOMS application. The screen has a light blue header with the title 'Booking Record: Search' and three buttons: 'NEW BOOKING', 'AUDITS', and 'MAPS'. Below the header is a 'Status:' section with three radio buttons: 'Active' (selected), 'Released', and 'Any Status'. Below this is a row of nine buttons: 'ALL ACTIVE INMATES', 'LAST 3 DAYS INTAKE', 'LAST 7 DAYS INTAKE/RELEASE', 'ON TEMP RELEASE', 'ON SUICIDE WATCH', 'TRUSTY', 'INDIGENT', 'REGISTERED OFFENDERS', and 'ON WORK CREW'. The main area contains various search fields: 'Last Name:', 'First Name:', 'Middle Name:', 'Race:', 'Sex:', 'Booking#:', 'Jacket#:', 'Department:', 'Classification:', 'Intakes From:', 'Intakes Through:', 'Released From:', 'Released Through:', 'Pod:', 'Cell:', 'Social Security #:', 'Date of Birth:', 'SID #:', 'ICE #:', 'DOC #:', 'Military:', 'Gang:', 'Religion:', 'Street:', 'City:', 'State:', 'Employer:', 'Address 1:', 'Address 2:', 'City:', 'Phone:', 'Apt/Suite #:', 'State:', 'Zip Code:', 'Occupation:', 'Booked By:', 'Arresting Officer:', and 'Alias:'. A 'SEARCH' button is located below the 'Employer:' field.

At the top of the search you have nine quick search buttons that you can utilize to find All Active Inmates, Last 3 Days Intake, Last 7 Days Intake/Release, On Temp Release, On Suicide Watch, Trusty, Indigent, Registered Offenders, and On Work Crew.

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You can also search by First, Last, and Middle Names, Race, Sex, Booking and Jacket Number, Department, Classification, Intake Dates, Released Dates, and more, then click the lookup button at the bottom. (Notice that All Agencies is selected by default, 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.

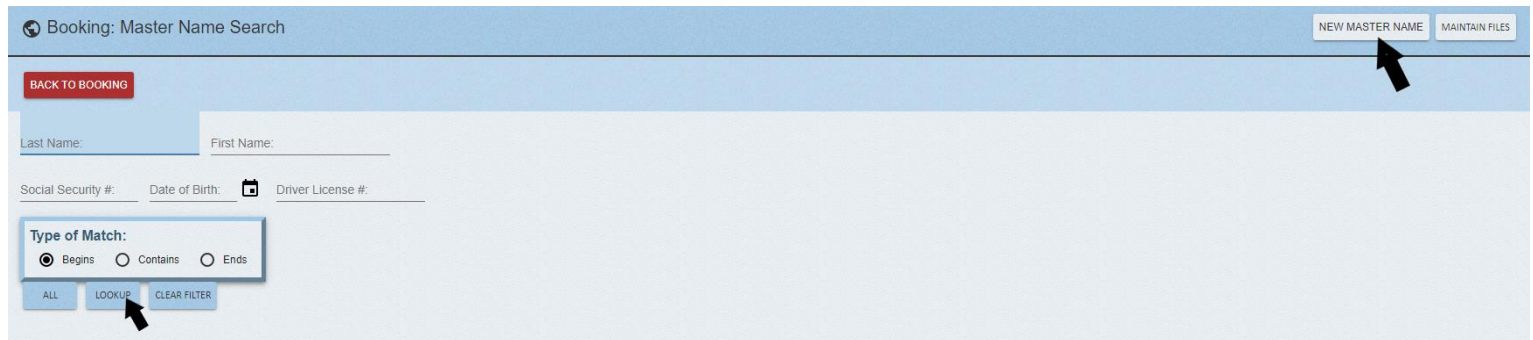
HOW TO ADD NEW BOOKING RECORD

To add new Pre-Booking Record, from the search screen, navigate to the top right where it says NEW BOOKING. Click on NEW BOOKING button.



The screenshot shows the 'YOUR AGENCY' Booking Record: Search interface. In the top right corner, there is a navigation bar with buttons for 'NEW BOOKING', 'AUDITS', 'MAPS', 'REPORTS', and 'MAINTAIN FILES'. A black arrow points to the 'NEW BOOKING' button. Below the navigation bar, there is a search area with a 'Status' dropdown menu (set to 'Active') and several filter buttons: 'ALL ACTIVE INMATES', 'LAST 3 DAYS INTAKE', 'LAST 7 DAYS INTAKE/RELEASE', 'ON TEMP RELEASE', 'ON SUICIDE WATCH', 'TRUSTY', 'INDIGENT', 'REGISTERED OFFENDERS', and 'ON WORK CREW'.

This will take you to Master Name lookup, where you can look up someone who has been entered into Master Name before. You can also add a new Master Name if they have never been entered before with the NEW MASTER NAME button in the top right.



The screenshot shows the 'Booking: Master Name Search' interface. In the top right corner, there is a navigation bar with buttons for 'NEW MASTER NAME' and 'MAINTAIN FILES'. A black arrow points to the 'NEW MASTER NAME' button. Below the navigation bar, there is a search area with a 'Last Name' field, a 'First Name' field, and a 'Social Security #' field. There is also a 'Date of Birth' field with a calendar icon and a 'Driver License #' field. Below these fields, there is a 'Type of Match' dropdown menu (set to 'Begins') and three buttons: 'ALL', 'LOOKUP', and 'CLEAR FILTER'. A black arrow points to the 'LOOKUP' button.

For example, I am going to do a lookup. Once you have done your lookup press the lookup button at the bottom and double click on the person you are searching for.

This will open the Master Name record where you can make any changes that you need to make before creating the Booking record. When you are done here, click the SAVE & CREATE BOOKING RECORD in the top left.

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Booking: Master Name View Record LOOKUP BACK TO RESULTS NEW MASTER NAME

SAVE & CREATE BOOKING RECORD BACK TO BOOKING

Jacket Number: 366573

Last Name: BUNNY First Name: BUGS Middle Name: Jr/Sr: Race: WHITE Sex: MALE Height: 58 Weight: 145 Hair Color: BLACK Eye Color: BROWN Build: Complexion: Facial Hair: Glasses: Social Security #: 999-99-9999 Date of Birth: 01/14/2011 Age From: 0 Age Through: 0 Place of Birth: City of Birth: State of Birth: Country of Birth: NCIC POB: Citizen: Y Here Illegally: (Y/N) Foreign Born: (Y/N) Veteran: (Y/N) Resident: Ethnicity: NOT HISPANIC OR LATINC Dominant Hand: UNKNOWN

A new screen will appear where you can add your new Booking record. Some information will be filled in from the Master Name record, but there will be something you can enter like NCIC POB, Citizenship, and more. There are also many tabs below the main information at the top to go through and enter more information like Arrest Info, Charges, Employer, Medical, and more.

Booking Record: View Record LOOKUP NEW BOOKING AUDITS MAPS REPORT

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Intake Date: 03/04/2020 Time: 11:06 Release Date: Booking #: 20200300002 / Jacket #: 366573 / Balance: 0.00 FINGERPRINT

Last Name: BUNNY First Name: BUGS Middle Name: Jr/Sr: Nickname/KA: Social Security #: 999-99-9999 Date of Birth: 01/14/2011 POD: / Cell: /

Bunk: House #: 818 Direction: Street: RED HILL DRIVE APT C Apt/Lot #: 1725 City: LOUISVILLE State: TN ZipCode: 37777 County: Homeless: (Y/N) Home Phone: (865)-980-9177 Cell Phone: Work Phone: NCIC POB: Country Of Citizenship: Place Of Birth(free form): Citizen: Y Here Illegally: (Y/N) Foreign Born: (Y/N) Race: WHITE Sex: MALE Height: 58 Weight: 145 Hair Color: BLACK Eye Color: BROWN Build: Complexion: Facial Hair:

Bio/ID Arrest/Bond Family Contact Employer Education Medical Charges Classification Holds Check List Release Contacts Release Inmate

Intake Property Assigned Property Movement Temp Release Sentence Work/Restrictions Appointments Mail Log Housing Lockdown Visit History Visitors

Billing Assessments Mitemus Meal Log Grievance Aliases Features Notes Images Attachments Intake History Victims To Notify

Glasses: Hair Style: Hair Length: Dominant Hand: UNKNOWN Resident: Ethnicity: NOT HISPANIC OR LATINO Marital Status: No. Of Children: 0 Children Present Indian Tribe: Interpreter Required: Gang: Religion:

When done entering new Booking record, click the save button in the top middle. This will add your new Booking record.

When you save, if you do not have one of the required fields it will let you know what you need in order for the record to save.

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HOW TO ACCESS BOOKING REPORTS

To view these reports you must have a record pulled up then click on the report that you want to view from the reports dropdown. Find the REPORTS button and click on that.

Booking Record: View Record

LOOKUP NEW BOOKING AUDITS MAPS BACK TO SEARCH RESULTS REPORTS MAINTAIN FILES

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Intake Date: 03/03/2020 Time: 12:39 Release Date: Booking #: 20200300001 / Jacket #: 366573 / Balance: 0.00 FINGERPRINT

Last Name: BUNNY First Name: BUGS Middle Name: THE Jr/Sr: III X Nickname/AKA: BUGS Social Security #: 999-99-9999 Date of Birth: 01/14/2011 POD: / Cell: /

Bunk: House #: 818 Direction: N Street: RED HILL DRIVE APT C Apt/Lot #: 1725 City: LOUISVILLE State: TN X ZipCode: 37777 County: KNOX

Homeless: N

Home Phone: (865)-980-9177 Cell Phone: (598)-165-6764 Work Phone: (654)-922-8894 NCIC POB: ANGUILLA Country Of Citizenship: AUSTRIA X Place Of Birth/Free form: KNOX Citizen: Y

Here Regularly: Foreign Born:

- List Reports
- Details Report
- Form Reports
- Custom Forms
- Charge History
- Mail Log History
- Print Barcode Labels

There are many different kinds of reports here to choose from, but they all work the same. (For example, go to List reports)

This will direct you to the Booking list reports page.

Make sure to choose the correct Report Style at the top from the dropdown.

Booking Record: List Reports

Intake Medical Form

- Intake Personal Property
- Release Personal Property
- Intake Assigned Property
- Release Assigned Property

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)

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Booking Record: List Reports

Report Style

Intake Medical Form

Report Format:

☒ PDF ☐ Excel ☐ XML ☐ SQL

VIEW

DOWNLOAD

EMAIL

CLEAR FILTER

These report steps are the same for any of the reports that you choose from the REPORTS drop down. Follow these steps for any choice that you pick.

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