

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.

Booking Record: Search

NEW BOOKING AUDITS MAPS

Status: Active Released Any Status

ALL ACTIVE INMATES LAST 3 DAYS INTAKE LAST 7 DAYS INTAKE/RELEASE ON TEMP RELEASE ON SUICIDE WATCH TRUSTY INDIGENT REGISTERED OFFENDERS ON WORK CREW

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: **SEARCH**

Address 1: **Address 2: Apt/Suite #:** State: Zip Code: Occupation: Booked By: Arresting Officer: Alias:

Phone: Email:

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.

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 a software interface for 'Booking Record: Search'. At the top, there are several buttons: 'SEARCH', 'AUDITS', 'MAPS', 'REPORTS', and 'MAINTAIN FILES'. Below these are filters for 'Status' (Active, Released, Any Status), and buttons for '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'. A large arrow points to the 'NEW BOOKING' button in the top right corner of the main search area.

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 a software interface for 'Booking: Master Name Search'. At the top, there are buttons for 'NEW MASTER NAME' and 'MAINTAIN FILES'. Below this is a search bar with 'Last Name:' and 'First Name:' fields, and fields for 'Social Security #', 'Date of Birth', and 'Driver License #'. A 'Type of Match:' section with radio buttons for 'Begins', 'Contains', and 'Ends' is also present. At the bottom are buttons for 'ALL', 'LOOKUP' (which is highlighted with an arrow), and 'CLEAR FILTER'. A second arrow points to the 'NEW MASTER NAME' button in the top right.

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.

SAVE & CREATE BOOKING RECORD		BACK TO BOOKING	
<input type="text" value="Jacket Number: 366573"/>			
Last Name: <input type="text" value="BUNNY"/> First Name: <input type="text" value="BUGS"/> Middle Name: <input type="text"/> Jr/Sr: <input type="text"/>			
Race: <input type="text" value="WHITE"/> Sex: <input type="text" value="MALE"/> Height: <input type="text" value="58"/> Weight: <input type="text" value="145"/> Hair Color: <input type="text" value="BLACK"/> Eye Color: <input type="text" value="BROWN"/> Build: <input type="text"/> Complexion: <input type="text"/> Facial Hair: <input type="text"/>			
Glasses: <input type="text"/>			
Social Security #: <input type="text" value="999-99-9999"/> Date of Birth: <input type="text" value="01/14/2011"/> Age From: <input type="text" value="0"/> Age Through: <input type="text" value="0"/>		Place of Birth: <input type="text"/> City of Birth: <input type="text"/> State of Birth: <input type="text"/> Country of Birth: <input type="text"/> NCIC POB: <input type="text"/>	
Citizen: <input type="text" value="Y"/> Here Illegally: <input type="text" value="Y/N"/> Foreign Born: <input type="text" value="Y/N"/> Veteran: <input type="text" value="Y/N"/> Resident: <input type="text"/> Ethnicity: <input type="text" value="NOT HISPANIC OR LATINC"/> Dominant Hand: <input type="text" value="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

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

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

Bunk: House #: 818 Street: RED HILL DRIVE APT C Apt/Lot #: 1725 City: LOUISVILLE State: TN Zip Code: 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: Foreign Born: (Y/N) [Race:](#) [Sex:](#) [Height:](#) [Weight:](#) [Hair Color:](#) [Eye Color:](#) [Build:](#) [Complexion:](#) [Facial Hair:](#)

WHITE [MALE](#) [58](#) [145](#) [BLACK](#) [BROWN](#)

[Bio/ID](#) [Arrest/Bond](#) [Family Contact](#) [Employer](#) [Education](#) [Medical](#) [Charges](#) [Classification](#) [Holds](#) [Check List](#) [Release Contacts](#) [Release Info](#)

[Intake Property](#) [Assigned Property](#) [Movement](#) [Temp Release](#) [Sentence](#) [Work/Restrictions](#) [Appointments](#) [Mail Log](#) [Housing](#) [Lockdown](#) [Visit History](#) [Visitors](#)

[Billing](#) [Assessments](#) [Mittimus](#) [Meal Log](#) [Grievance](#) [Aliases](#) [Features](#) [Notes](#) [Images](#) [Attachments](#) [Intake History](#) [Victims To No](#)

Glasses: Hair Style: Hair Length: Dominant Hand: UNKNOWN Resident: Ethnicity: NOT HISPANIC OR LATINO Marital Status: No. of Children: 0 Children Affected

Indian Tribe: Interpreter Required: Gang: Religion:

 NO PHOTO

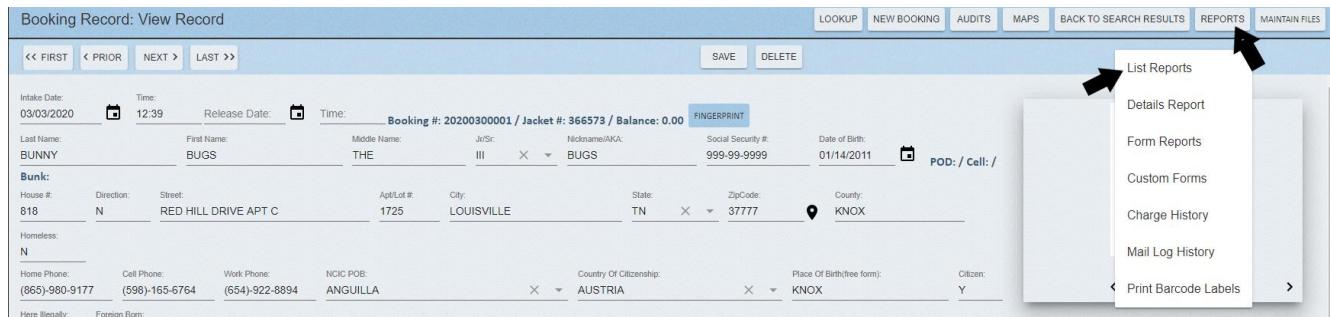
Image #: 0 of 0 

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.

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

BOOKING RECORD

Intake Date: 03/03/2020 Time: 12:39 Release Date: Time: Booking #: 2020030001 / Jacket #: 366573 / Balance: 0.00

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

Bunk: House #: 818 Direction: N Street: RED HILL DRIVE APT C Apt/Lot #: 1725 City: LOUISVILLE State: TN 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 Place Of Birth/Residence: KNOX Citizen: Y

Here Illegally: Foreign Born:

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

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

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)

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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