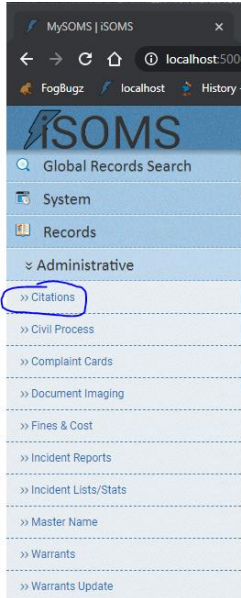# iSOMS

HOW TO USE CITATIONS

Navigate to Citations under Records -> Administrative -> Citations and click on it

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

At the top of the search screen you have five quick search buttons such as records from the Last 5 Days, Last 30 Days, Court Today, Court Tomorrow, and Court Next Five Days.

You can also search by Last Name, First Name, Home City, Social Security Number, etc., then click the lookup button at the bottom. (Notice that All Agencies is a checkbox at the bottom, so if you do not want to search All Agencies, uncheck this option before searching)

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 CITATION

To add new Citation, from the search screen, navigate to the top right where it says NEW CITATION.

It will then take you to Master Name Search, where you can search someone that is already entered or you can add a new Master Name in the top right.

If you have to enter a new Master Name it will take you to a screen where you can enter all of the information for that new person. (I am going to use a record that was already in the system. Ex. Bugs Bunny)

Type a Last or First name in and click lookup.

Double click on the record that you want to use. You will now be able to enter more information about this person. If you have all the information that you need entered about this person then click SAVE & CREATE CITATIONS RECORD.

This will take you to the Citations record where you can enter all the information about the citation such as Ticket Number, Case Number, Date, etc. There are multiple tabs at the bottom where you can enter details about the citation as well.

When done entering new Citation, click the save button in the top middle of your screen. This will add your new Citation record. You can then exit out of this tab once all your information is entered and saved.

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HOW TO ACCESS CITATION REPORTS

When on the Citations search screen, in the top right next to the NEW CITATION button, find the REPORTS button and click on that. Then click on List Reports for example.

This will direct you to the Citation list reports page.
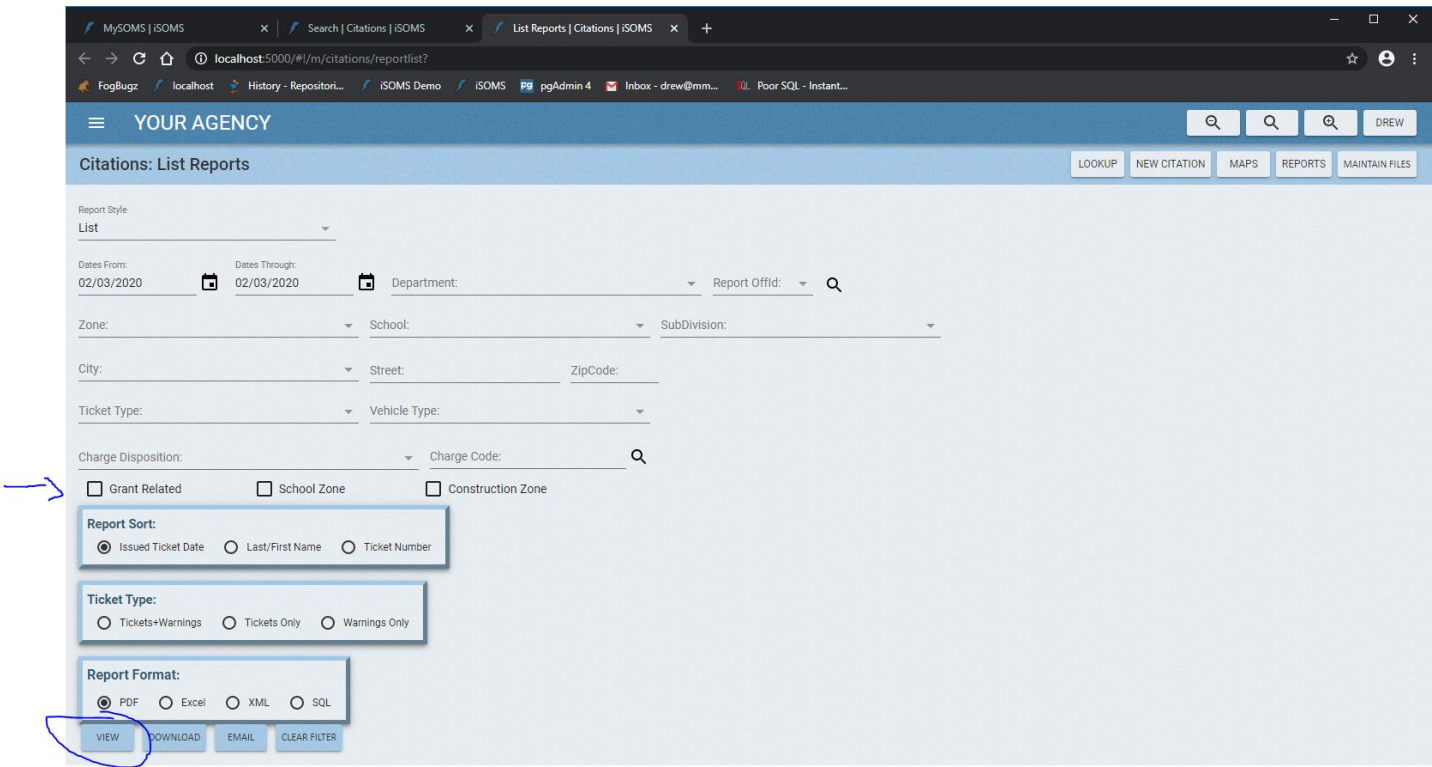

Here you can narrow down your list report by Entry Dates, Department and more.

There are a number of checkboxes that you can select at the bottom to include things like grant related and school or construction zones if needed as well.

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