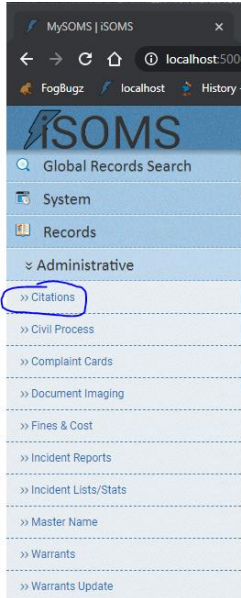


HOW TO USE CITATIONS

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.

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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.

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Citations: Search

citations: Master Name Search

[BACK TO CITATIONS](#)

Last Name: First Name:

Social Security #: Date of Birth: Driver License #:

Type of Match:

☒ Begins ☐ Contains ☐ Ends

[ALL](#) [LOOKUP](#) [CLEAR FILTER](#)

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**.

MySOMS | iSOMS x New Record | Citations | iSOMS x +

localhost:5000/#/m/citations/new/view/8044

YOUR AGENCY

Citations: Search

citations: Master Name View Record

[LOOKUP](#) [BACK TO RESULTS](#) [NEW MASTER NAME](#) [MAINTAIN FILES](#)

[SAVE & CREATE CITATIONS RECORD](#) [BACK TO CITATIONS](#)

Jacket Number: 366573

Last Name: First Name: Middle Name: Jr/Sr:

Race: Sex: Height: Weight: Hair Color: Eye Color: Build: Complexion:

Facial Hair: Glasses:

Social Security #: Date of Birth: Age From: Age Through: Place of Birth: City of Birth: State of Birth: Country of Birth:

NCIC POB:

Citizen: Here Illegally: Foreign Born: Veteran: Resident: Ethnicity: Dominant Hand:

Military ID: SID #: FBI #: Local ID: ICE #: DOC #: Student ID: Other ID: DL State: Driver License #: Class:

Expiration Date: Status: CDL:

House #: Street: Apt/Lot #: City: State: ZIP Code: County: Homeless: (Y/N)

Common Name:

Person Details	Employer	Next of Kin	Relationships	Aliases	Features	Address History	Employer History	Phones	IDs	Internet Accounts
Email: <input type="text"/>	Text Account: <input type="text"/>	Home Phone: <input type="text" value="(865)-980-9177"/>	Cell Phone: <input type="text"/>	Work Phone: <input type="text"/>						
School: <input type="text"/>	Military: <input type="text"/>	Indian Tribe: <input type="text"/>								
Highest Grade/School: <input type="text"/>	Marital Status: <input type="text"/>	No. Of Children: <input type="text" value="0"/>								

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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.

The screenshot shows a web browser window with the URL `localhost:5000/#/m/citations/view/26725?newrecord=true`. The page title is "YOUR AGENCY" and the sub-header is "Citations: View Record". The form contains the following fields:

- Navigation:** << FIRST, < PRIOR, NEXT >, LAST >>, SAVE, DELETE.
- Form Fields:**
 - Ticket #: [empty]
 - Case #: [empty]
 - Date: 02/03/2020
 - Time: 14:46
 - Reporting Offid: 000 MYERS, DREW
 - Last Name: BUNNY
 - First Name: BUGS
 - Middle Name: [empty]
 - Jr/Sr: [empty]
 - Social Security #: 999-99-9999
 - Date of Birth: 01/14/2011
 - House #: 818
 - Street: RED HILL DRIVE APT C
 - Apt/Lot #: 1725
 - City: LOUISVILLE
 - State: TN
 - ZIP Code: 37777
 - Latitude: [empty]
 - Longitude: [empty]
 - Home Phone: (865)-980-9177
 - Cell Phone: [empty]
 - Work Phone: [empty]
 - Email: [empty]
 - DL State: TN
 - Driver License #: 85737074
 - Class: [empty]
 - Expiration Date: [empty]
 - Status: [empty]
 - CDL: ☐
 - Race: WHITE
 - Sex: MALE
 - Height: 58
 - Weight: 145
 - Hair Color: BLACK
 - Eye Color: BROWN
 - Build: [empty]
 - Complexion: [empty]
- Photo Upload:** A "NO PHOTO" placeholder with a camera icon and "Image #: 0 of 0".
- Detail Section:**
 - Department: BLOUNT COUNTY SHERIFF'S OFFICE
 - Ticket Type: [empty]
 - Person Type: [empty]
 - Detection Method: [empty]
 - Special Project: [empty]
 - Military ID: 1234
 - ICE #: [empty]
 - Grant Related: ☐
 - Has ID Only: ☐
 - Has Permit Only: ☐
 - Military Branch: [empty]
 - Military Rank: [empty]
 - Indian Tribe: [empty]
 - Offender Must Appear: ☐
 - Crash Occurred: ☐
 - Other Vehicles Involved: ☐
 - Ticket From Traffic Stop: ☐
 - North District ID: [empty]
 - South District ID: [empty]
 - East District ID: [empty]
 - West District ID: [empty]
 - Seat Belt Worn: ☐
 - State Resident: ☐
 - Offender Is Juvenile: ☐
 - Officer Must Appear: ☐

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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MySOMS | iSOMS Search | Citations | iSOMS View Ticket: null | Citations | ISO... +

localhost:5000/#/m/citations/view/26725?newrecord=true

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

YOUR AGENCY 🔍 🔍 🔍 DREW

Citations: View Record LOOKUP NEW CITATION AUDITS MAPS REPORTS MAINTAIN FILES

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

Ticket #: Case #: Date: 02/03/2020 Time: 14:46 Reporting Offid: 000 MYERS, DREW 🔍

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

House #: 818 Direction: RED HILL DRIVE APT C Apt/Lot #: 1725 City: LOUISVILLE State: TN ZIP Code: 37777 Latitude:

Longitude: 🔍

Home Phone: (865)-980-9177 Cell Phone: Work Phone: Email:

DL State: TN Driver License #: 85737074 Class: Expiration Date: Status: ☐ CDL

Race: WHITE Sex: MALE Height: 58 Weight: 145 Hair Color: BLACK Eye Color: BROWN Build: Complexion:

Detail Location Vehicle Charges Employer Guardian Notes Images Attachments

Department: BLOUNT COUNTY SHERIFF'S OFFICE Ticket Type: Person Type:

Detection Method: Special Project: Military ID: 1234 ☐ Grant Related ☐ Has ID Only ☐ Has Permit Only

Military Branch: Military Rank: Indian Tribe: ☐ Offender Must Appear ☐ Crash Occurred ☐ Other Vehicles Involved

☐ Ticket From Traffic Stop

North District ID: South District ID: East District ID: West District ID: ☐ Seat Belt Worn ☐ State Resident ☐ Offender Is Juvenile ☐ Officer Must Appear

NO PHOTO

Image #: 0 of 0

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.

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YOUR AGENCY

Citations: Search

NEW CITATION AUDITS MAPS **REPORTS** MAINTAIN FILES

LAST 5 DAYS LAST 30 DAYS COURT TODAY COURT TOMORROW COURT NEXT 5 DAYS

Last Name: First Name: Middle Name: Home City: Social Security #: Date of Birth: Driver License #:

Ticket Location: Ticket City: Zone: Citation By: Q

Ticket #: Case# Docket #: Ticket Type: Court:

Vehicle Tag: Vehicle VIN: Decal:

Vehicle Make: Vehicle Model: Vehicle Color: Vehicle Style:

Charge Code: Q

Tickets From: Time: Tickets Through: Time:

Court Dates From: Time: Court Dates Through: Time: ☐ Non Disposed Only

Entry From: Time: Entry Through: Time:

List Reports
Audits Reports
Stats Reports
Charge Stats Reports
Docket Lists
Receipt Lists
Fee Lists
Form Reports
Custom Reports

This will direct you to the Citation list reports page.

YOUR AGENCY

Citations: List Reports

LOOKUP NEW CITATION MAPS REPORTS MAINTAIN FILES

Report Style
List

Dates From: 02/03/2020 Dates Through: 02/03/2020 Department: Report Offid: Q

Zone: School: SubDivision:

City: Street: ZipCode:

Ticket Type: Vehicle Type:

Charge Disposition: Charge Code: Q

☐ Grant Related ☐ School Zone ☐ Construction Zone

Report Sort:
☒ Issued Ticket Date ☐ Last/First Name ☐ Ticket Number

Ticket Type:
☐ Tickets+Warnings ☐ Tickets Only ☐ Warnings Only

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL

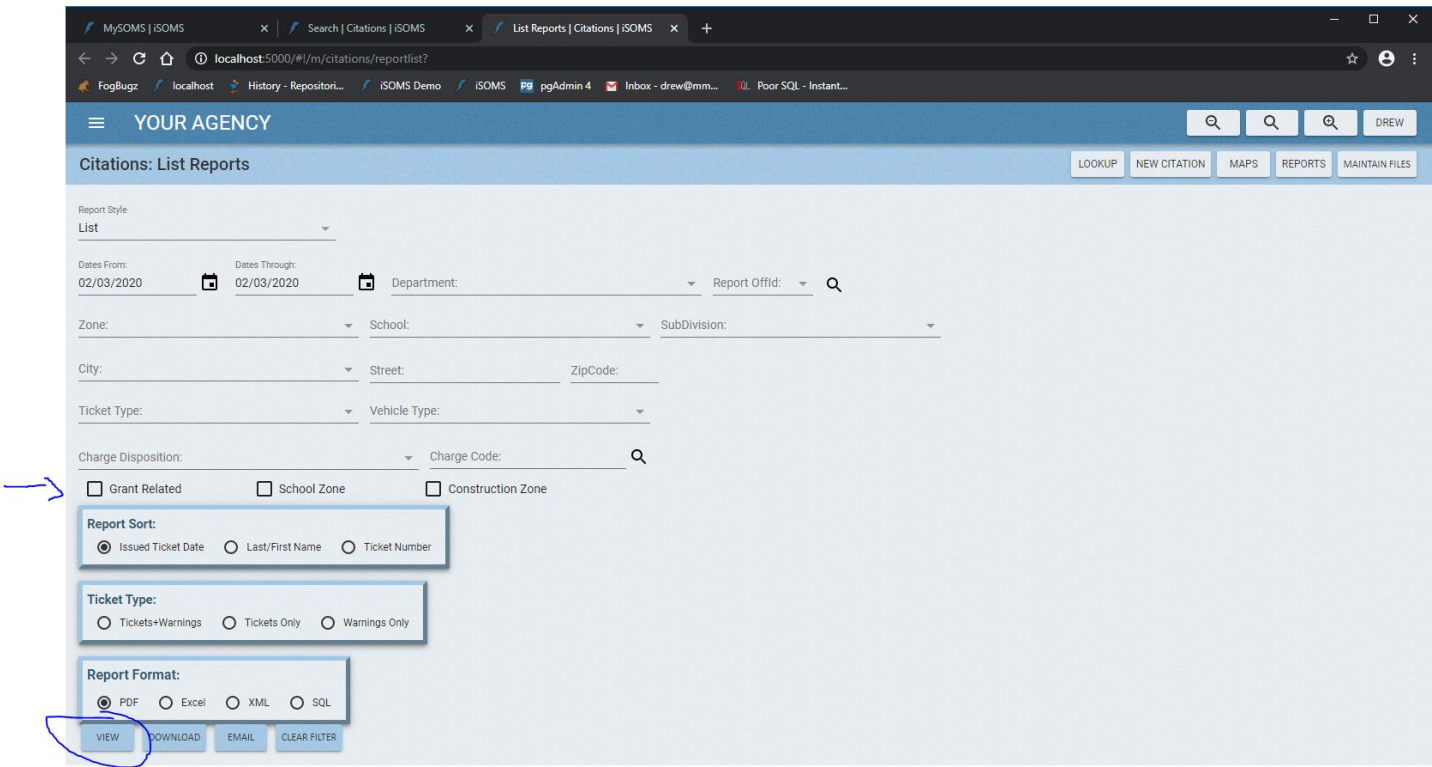
VIEW DOWNLOAD EMAIL CLEAR FILTER

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)



Version 1.1

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