

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.

M&M Micro Systems Inc.
Phone: 888-644-5786 Ext. 115
Fax: 865-380-4610
Email: support@mmmmicro.com
Website: www.mmmmicro.com

MySOMS | iSOMS Search | Citations | iSOMS

localhost:5000/#/m/citations/search

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

YOUR AGENCY

Citations: Search

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: SEARCH

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

Vehicle Tag: Vehicle VIN: Decal:

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

Charge Code: SEARCH

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

Entry From: Time: Entry Through: Time:

Status: Active View Fee Display All Tickets

All Agencies Show Archived Only

Type of Match: Begins Contains Ends

ALL LOOKUP CLEAR FILTER

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.

MySOMS | iSOMS New Record | Citations | iSOMS

localhost:5000/#/m/citations/new/search/true?

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

YOUR AGENCY

Citations: Search

NEW MASTER NAME MAINTAIN FILES

BACK TO CITATIONS

Last Name: First Name:

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

Type of Match: Begins Contains Ends

ALL LOOKUP CLEAR FILTER

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.

New Record | Citations | iSOMS

localhost:5000/#/m/citations/new/view/3044

YOUR AGENCY

Citations: Search

REPORTS MAINTAIN FILES

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: <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"/> | | | | |
|--|---|---|---|--|--|---|------------------|--------|-----|-------------------|
| SID #: <input type="text" value="1234"/> | FBI #: <input type="text" value="1234"/> | Local ID: <input type="text" value="1234"/> | ICE #: <input type="text" value="1234"/> | Student ID: <input type="text" value="1234"/> | Other ID: <input type="text" value="1234"/> | DL State: <input type="text" value="TN"/> Driver License #: <input type="text" value="85737074"/> Class: <input type="text"/> | | | | |
| Military ID: <input type="text" value="1234"/> | | | | Expiration Date: <input type="text"/> Status: <input type="checkbox"/> CDL | | | | | | |
| House #: <input type="text" value="818"/> | Street: <input type="text" value="RED HILL DRIVE APT C"/> | Apt/Lot #: <input type="text" value="1725"/> | City: <input type="text" value="LOUISVILLE"/> | State: <input type="text" value="TN"/> | ZIP Code: <input type="text" value="37777"/> | County: <input type="text"/> | | | | |
| Common Name: <input type="text"/> | | | | | | | | | | |
| 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" value="865-980-9177"/> | 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" value="0"/> | | | No. of Children: <input type="text"/> | | | | | | |

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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.

MySOMS | iSOMS | Search | Citations | iSOMS | View Ticket: null | Citations | ISO | + | localhost:5000/#/l/m/citations/view/26725?newrecord=true | FogBugz | localhost | History - Repository | iSOMS Demo | iSOMS | pgAdmin 4 | Inbox - drew@mm... | Poor SQL - Instant...

YOUR AGENCY

Citations: View Record

SAVE | DELETE | LOOKUP | NEW CITATION | AUDITS | MAPS | REPORTS | MAINTAIN FILES

<< FIRST | < PRIOR | NEXT > | LAST >>

Ticket: Case #: Date: 02/03/2020 Time: 14:46 Reporting Officer: 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 Street: RED HILL DRIVE APT C Apt/Lot #: 1725 City: LOUISVILLE State: TN ZIP Code: 37777 | Latitude:

Longitude: NO PHOTO

Image #: 0 of 0

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

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 - Repository | iSOMS Demo | iSOMS | pgAdmin 4 | Inbox - drew@mm... | Poor SQL - Instant...

YOUR AGENCY

Citations: View Record

LOOKUP NEW CITATION AUDITS MAPS REPORTS MAINTAIN FILES

SAVE (circled in blue) DELETE

Ticket: Case #: 02/03/2020 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 Street: 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

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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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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:

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

Vehicle Tag: Vehicle VIN: Decal:

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

Charge Code:

Tickets From: Time: Tickets Through: Time:

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

Entry From: Time: Entry Through: Time:

This will direct you to the Citation list reports page.

Report Style: List

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

Zone: School: SubDivision:

City: Street: ZipCode:

Ticket Type: Vehicle Type:

Charge Disposition: Charge Code:

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

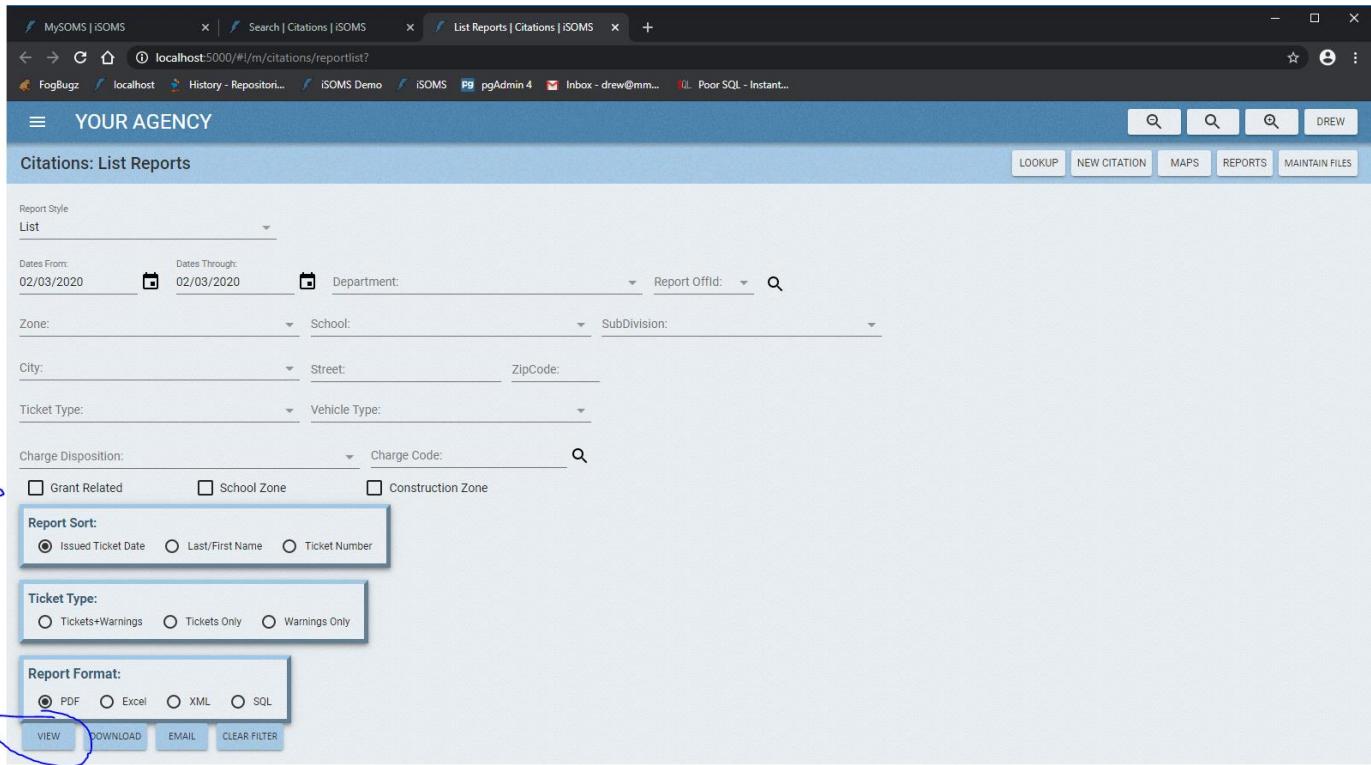
Buttons: VIEW DOWNLOAD EMAIL CLEAR FILTER

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)



The screenshot shows the 'List Reports | Citations | iSOMS' interface. At the top, there are tabs for 'Search | Citations | iSOMS' and 'List Reports | Citations | iSOMS'. The main area is titled 'YOUR AGENCY' and 'Citations: List Reports'. The 'Report Style' is set to 'List'. The 'Report Sort' section is highlighted with a blue box, showing options: 'Issued Ticket Date' (selected), 'Last/First Name', and 'Ticket Number'. The 'Ticket Type' section is also highlighted with a blue box, showing options: 'Tickets+Warnings', 'Tickets Only', and 'Warnings Only'. The 'Report Format' section is highlighted with a blue box, showing options: 'PDF' (selected), 'Excel', 'XML', and 'SQL'. At the bottom, there are buttons for 'VIEW' (highlighted with a blue circle), 'DOWNLOAD', 'EMAIL', and 'CLEAR FILTER'.

Version 1.1

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