

HOW TO USE INCIDENT REPORTS

Once logged into iSoms with your username and password

Navigate to Incident Reports under Records -> Incident Reports and click on it



If you cannot click on Incident Reports 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 Incident Report record that have already been added and access them.

At the top of the search screen you have many quick search buttons such as records you have entered in the last 7 days, last 30 days, last 30 days by me, active cases, and many more.

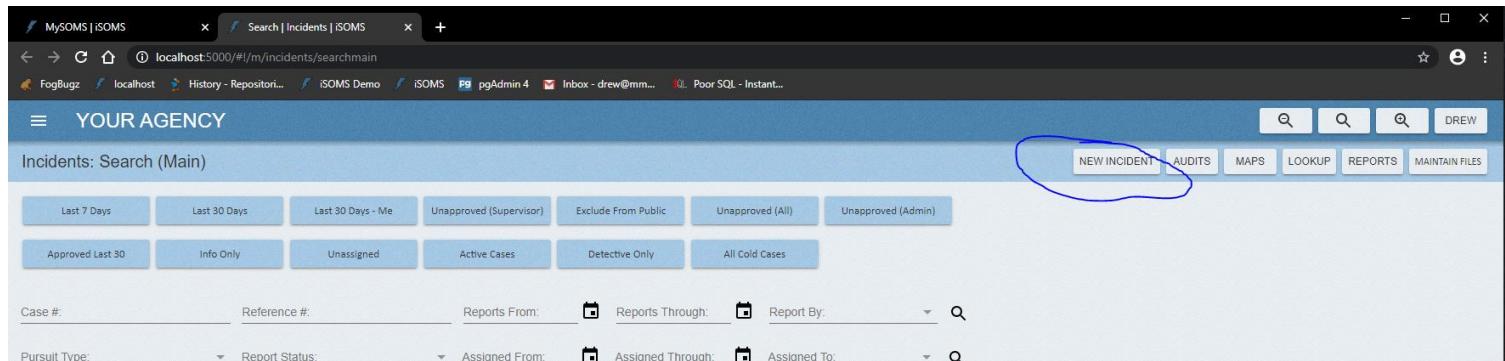
You can also search by Case Number, Reference Number, Report Dates from and through, etc. then click the lookup button at the bottom. (Notice that All Agencies is a checkbox at the bottom, so if you want to search All Agencies, check this option before searching)

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 AN INCIDENT REPORT

To add new Incident Report, from the search screen, navigate to the top right where it says NEW INCIDENT. Click on Yes button.

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Fax: 865-380-4610
Email: support@mmmmicro.com
Website: www.mmmmicro.com

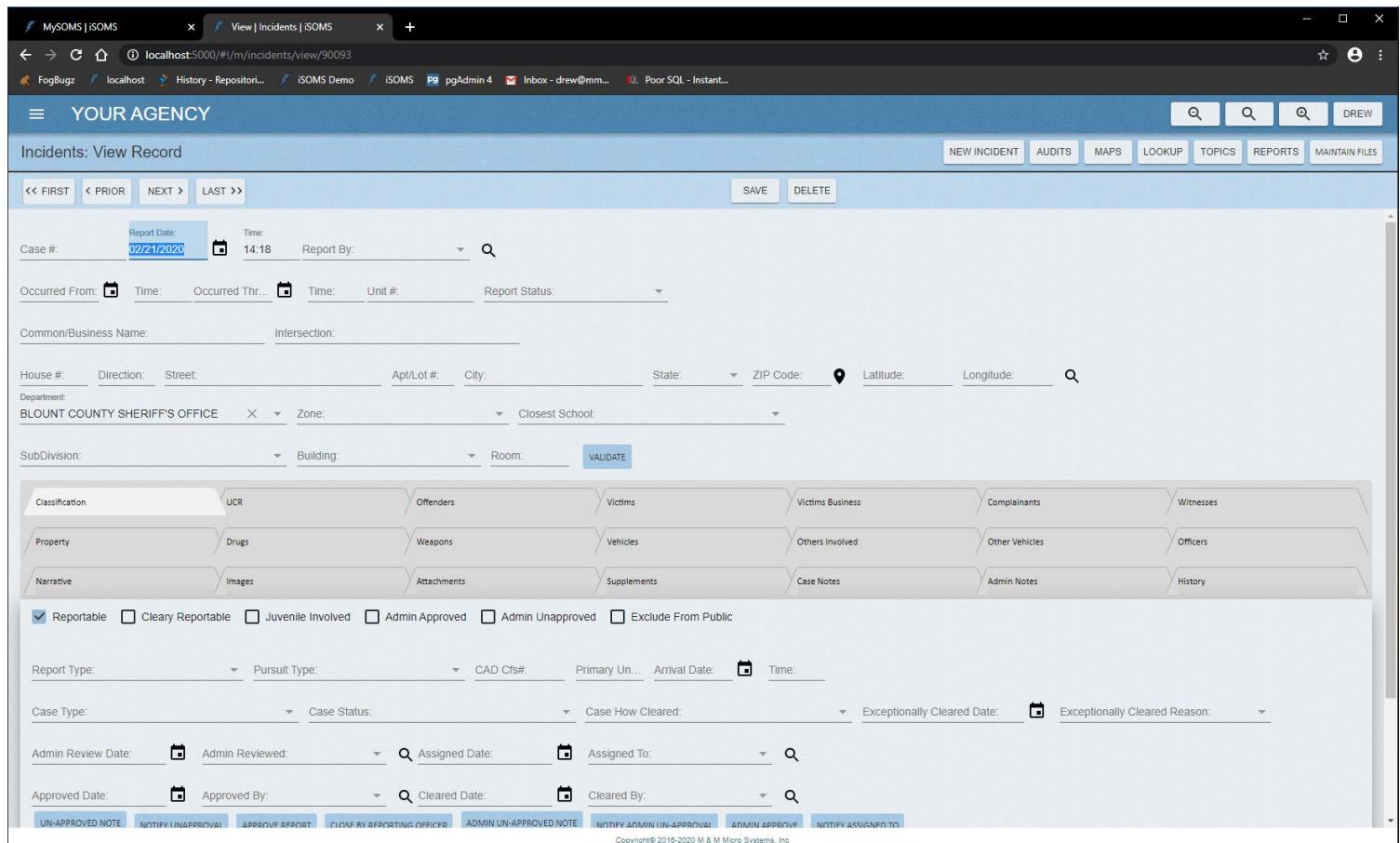


It will ask, Are you sure you want to add a new Incident Report? Click Yes again.



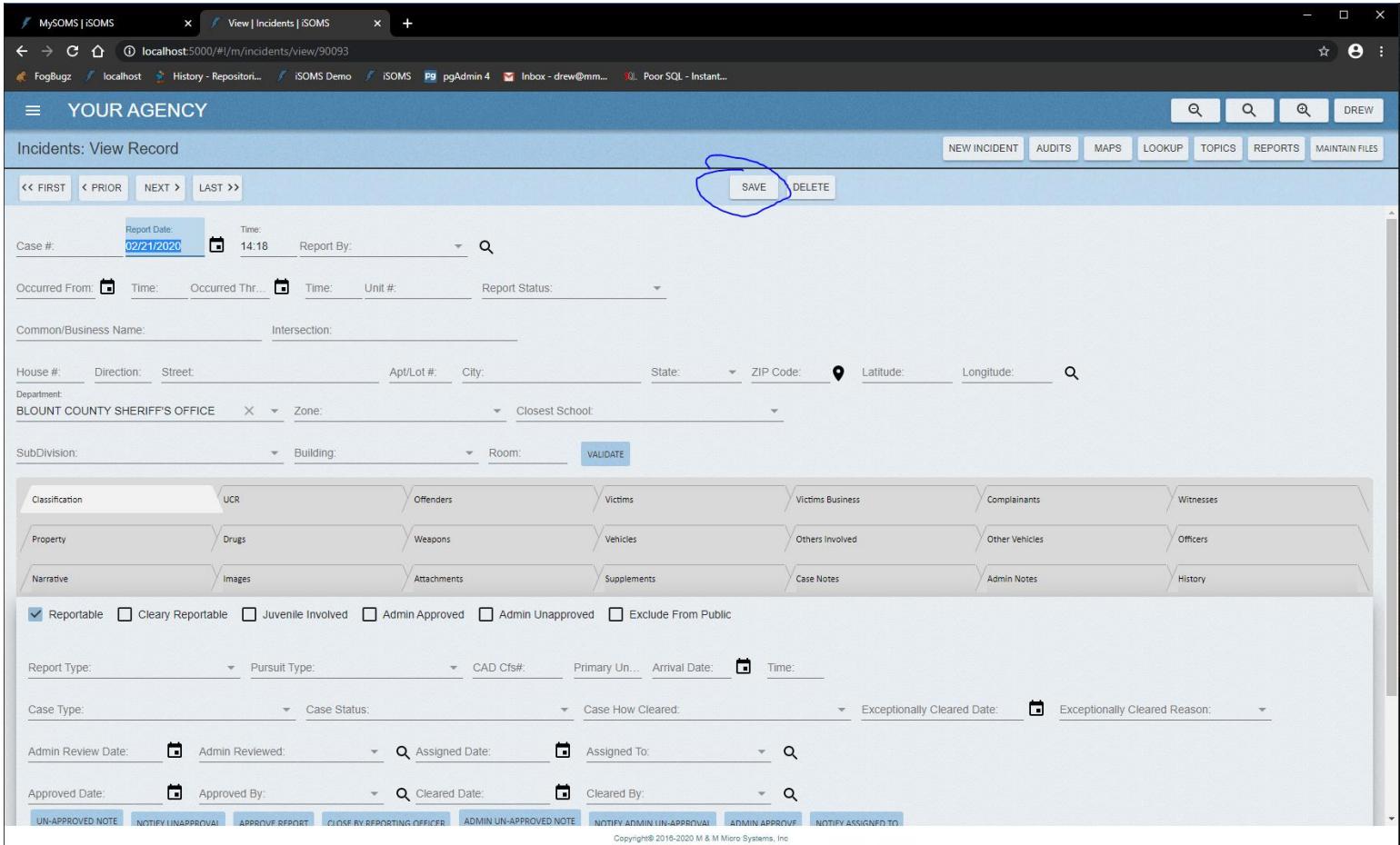
A new screen will appear where you can add your new Incident Report. Enter Case Number, Report By, Occurred Dates and all the other fields you see that you have information for.

There are many tabs at the bottom to go through to enter more information about the evidence that you have collected.



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



The screenshot shows the 'Incidents: View Record' screen in the MySOMS | iSOMS application. At the top, there are navigation links for 'View | Incidents | iSOMS' and a search bar. Below the header, a blue bar contains the text 'YOUR AGENCY' and several buttons: 'NEW INCIDENT', 'AUDITS', 'MAPS', 'LOOKUP', 'TOPICS', 'REPORTS', and 'MAINTAIN FILES'. The main form area is titled 'Incidents: View Record' and includes fields for 'Case #', 'Report Date' (set to 02/21/2020), 'Time' (14:18), 'Report By', 'Occurred From', 'Occurred Thru', 'Report Status', 'Common/Business Name', 'Intersection', 'House #', 'Direction', 'Street', 'Apt/Lot #', 'City', 'State', 'ZIP Code', 'Latitude', 'Longitude', 'SubDivision', 'Building', 'Room', and a 'VALIDATE' button. A large grid section contains various classification categories like 'Classification', 'UCR', 'Offenders', 'Victims', 'Victims Business', 'Complainants', 'Witnesses', 'Property', 'Drugs', 'Weapons', 'Vehicles', 'Others Involved', 'Other Vehicles', 'Officers', 'Narrative', 'Images', 'Attachments', 'Supplements', 'Case Notes', 'Admin Notes', and 'History'. Below this grid are several checkboxes: 'Reportable' (checked), 'Clearly Reportable', 'Juvenile Involved', 'Admin Approved', 'Admin Unapproved', and 'Exclude From Public'. Further down are fields for 'Report Type', 'Pursuit Type', 'CAD Cfs#', 'Primary Un...', 'Arrival Date', 'Time', 'Case Type', 'Case Status', 'Case How Cleared', 'Exceptionally Cleared Date', 'Exceptionally Cleared Reason', 'Admin Review Date', 'Admin Reviewed', 'Assigned Date', 'Assigned To', 'Approved Date', 'Approved By', 'Cleared Date', 'Cleared By', and buttons for 'UN-APPROVED NOTE', 'NOTIFY UNAPPROVAL', 'APPROVE REPORT', 'CLOSE BY REPORTING OFFICER', 'ADMIN UN-APPROVED NOTE', 'NOTIFY ADMIN UN-APPROVAL', 'ADMIN APPROVE', and 'NOTIFY ASSIGNED TO'. The bottom of the screen includes a copyright notice: 'Copyright© 2018-2020 M & M Micro Systems, Inc.'

HOW TO ACCESS INCIDENT REPORTS

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

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MySOMS | iSOMS View | Incidents | iSOMS

localhost:5000/#/m/incidents/view/90093

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

YOUR AGENCY

Incidents: View Record

NEW INCIDENT AUDITS MAPS LOOKUP TOPICS **REPORTS** MAINTAIN FILES

Incident Lists

Details Report

Form Reports

Custom Reports

Report Date: Case #: Report By: Occurred From: Time: Occurred Thru: Time: Unit #: Report Status: Common/Business Name: Intersection: House #: Direction: Street: Apt/Lot #: City: State: ZIP Code: Latitude: Longitude: SubDivision: Building: Room: VALIDATE

This will direct you to the Incident Reports list page.

MySOMS | iSOMS View | Incidents | iSOMS

localhost:5000/#/m/incidents/reportlist?

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

YOUR AGENCY

Incidents: Incident List Report

NEW INCIDENT MAPS LOOKUP REPORTS MAINTAIN FILES

Report Style: Incident Listing

Report Dates From: 02/21/2020 Report Dates Through: 02/21/2020 Report Time From(HHMM): 0000 Report Time Through(HHMM): 2359 Use Occurred Date [Time Range] Only

Detective Classification: How Cleared: Reporting Officer:

Report Status: Pursuit Type: Case Status:

Major: Minor:

Zone: SubDivision: Closest School:

City: Street: ZipCode:

Involving UCR: Involving Bias: Location Code:

Involving Weapon Type: Involving Drug Type: Drug Origin:

Clearly Related Domestic Violence Related Children Affected Juvenile Involved Include Ucr Include Property
 Include Main Narrative Include Victims Include Drug Include Supplements Include Victim Business Include Weapon
 Include Notes Include Offenders Include Vehicles Include Case Notes Include Attachments Include People
 Include Other Vehicles Include Images Include Stats

All Agencies

Report Format: PDF Excel XML SQL

VIEW DOWNLOAD EMAIL CLEAR FILTER

Here you can narrow down your list report by Report Dates, Detective Classification and more.

There are a number of checkboxes that you can select at the bottom to include things like images and notes if needed as well.

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)

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MySOMS | ISOMS | View | Incidents | ISOMS | Incident List | Incidents | ISOMS

localhost:5000/#/m/incidents/reportlist?

YOUR AGENCY

Incidents: Incident List Report

Report Style: Incident Listing

Report Dates From: 02/21/2020 Report Dates Through: 02/21/2020 Report Time From(HHMM): 0000 Report Time Through(HHMM): 2359 Use Occurred Date [Time Range] Only

Detective Classification: How Cleared: Reporting Officer:

Report Status: Pursuit Type: Case Status:

Major: Minor:

Zone: SubDivision: Closest School:

City: Street: ZipCode:

Involving UCR: Involving Bias: Location Code:

Involving Weapon Type: Involving Drug Type: Drug Origin:

Cleary Related Domestic Violence Related Children Affected Juvenile Involved Include Ucr Include Property
 Include Main Narrative Include Victims Include Drug Include Supplements Include Victim Business Include Weapon
 Include Notes Include Offenders Include Vehicles Include Case Notes Include Attachments Include People
 Include Other Vehicles Include Images Include Stats All Agencies

Report Format: PDF Excel XML SQL

Version 1.1

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