iSOMS

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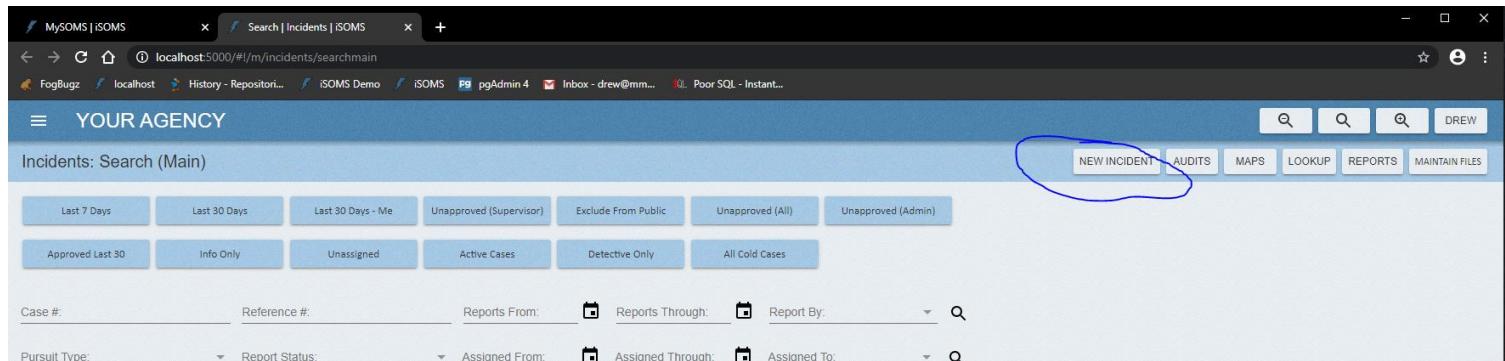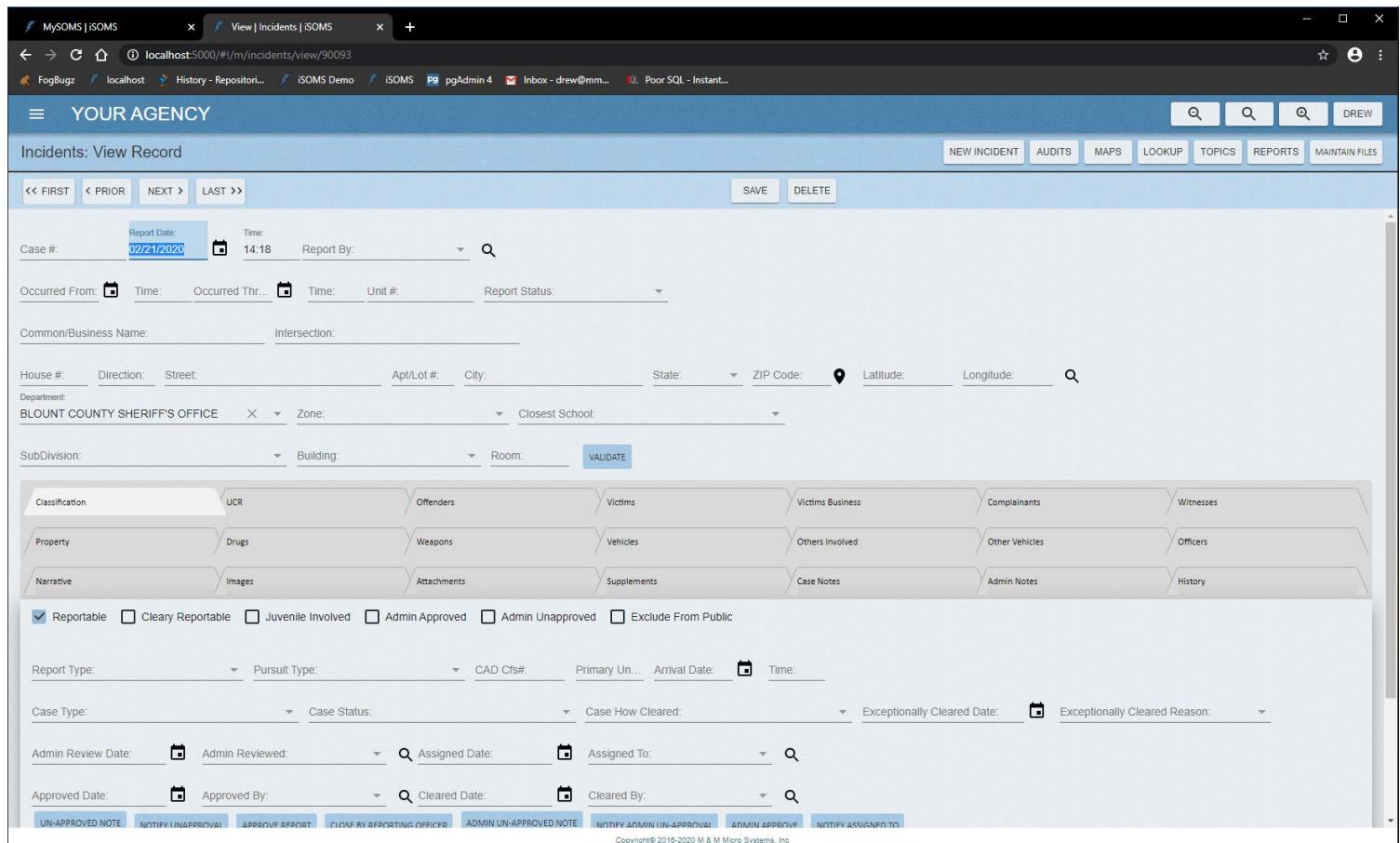
It will ask, Are you sure you want to add a new Incident Report? Click Yes again.
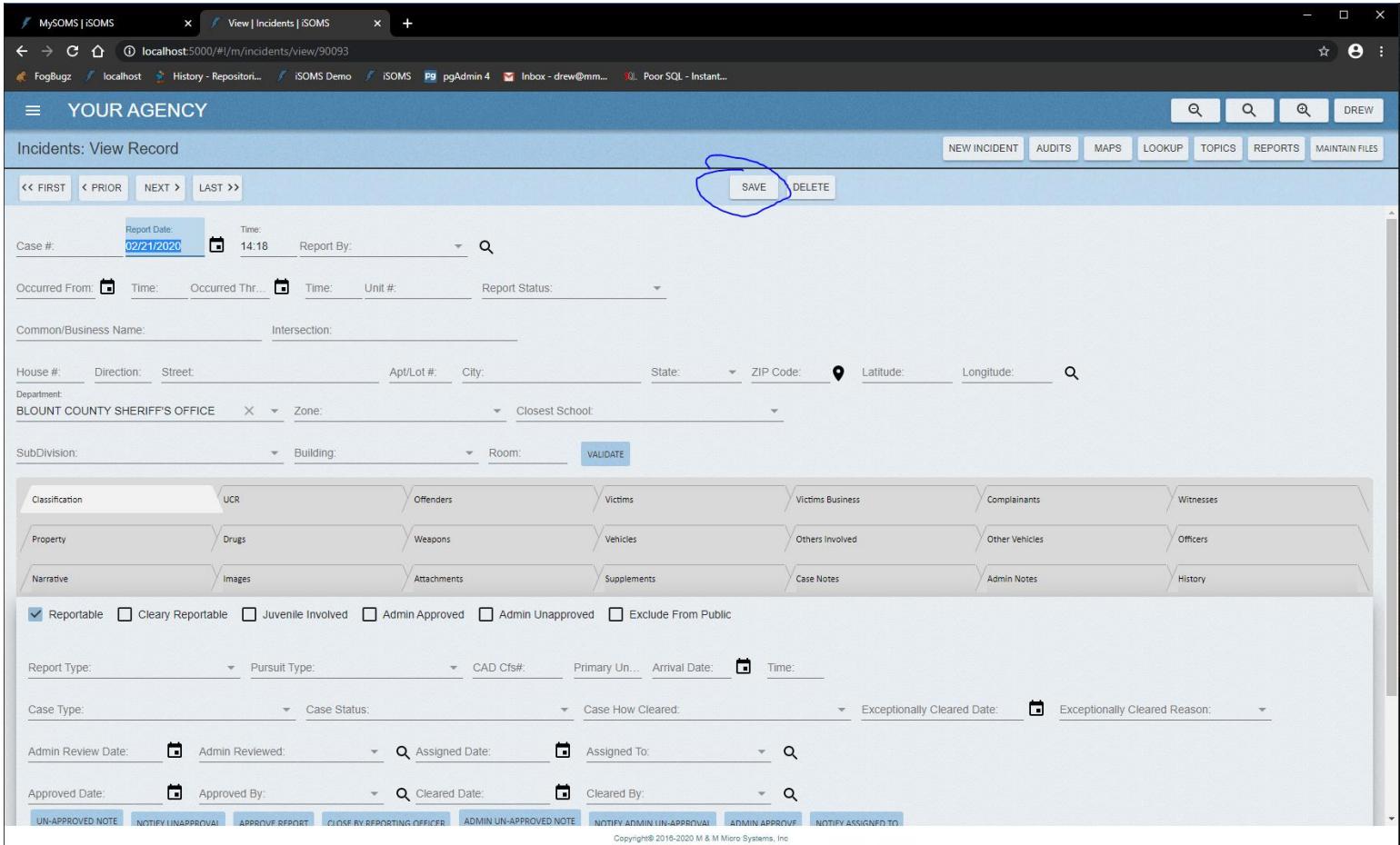

A new screen will appear where you can add your new Incident Report. Enter Case Number, Report By, Occurred Dates and all the other fields you see that you have information for.

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

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.

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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This will direct you to the Incident Reports list page.

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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