

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.

M&M Micro Systems Inc.
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MySOMS | ISOMS

Search | Incidents | ISOMS

localhost:5000/#/m/incidents/searchmain

YOUR AGENCY

Incidents: Search (Main)

NEW INCIDENT AUDITS MAPS LOOKUP REPORTS MAINTAIN FILES

Last 7 Days Last 30 Days Last 30 Days - Me Unapproved (Supervisor) Exclude From Public Unapproved (All) Unapproved (Admin)

Approved Last 30 Info Only Unassigned Active Cases Detective Only All Cold Cases

Case #: Reference #: Reports From: Reports Through: Report By: Q

Pursuit Type: Report Status: Assigned From: Assigned Through: Assigned To: Q

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

Add New Incident

Are you sure you want to add a new Incident?

YES CANCEL

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.

MySOMS | ISOMS

View | Incidents | ISOMS

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

YOUR AGENCY

Incidents: View Record

NEW INCIDENT AUDITS MAPS LOOKUP TOPICS REPORTS MAINTAIN FILES

<< FIRST < PRIOR NEXT > LAST >>

SAVE DELETE

Case #: Report Date: 02/21/2020 Time: 14:18 Report By: Q

Occurred From: Time: Occurred Thru: Time: Unit #: Report Status:

Common/Business Name: Intersection:

House #: Direction: Street: Apt/Lot #: City: State: ZIP Code: Latitude: Longitude: Q

Department: BLOUNT COUNTY SHERIFF'S OFFICE X Zone: Closest School:

SubDivision: Building: Room: VALIDATE

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 History

☒ Reportable ☐ Clearly Reportable ☐ Juvenile Involved ☐ Admin Approved ☐ Admin Unapproved ☐ Exclude From Public

Report Type: Pursuit Type: CAD Cts#: 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: Q

Approved Date: Approved By: Q Cleared Date: Cleared By: Q

UN-APPROVED NOTE NOTIFY UNAPPROVAL APPROVE REPORT CLOSE BY REPORTING OFFICER ADMIN UN-APPROVED NOTE NOTIFY ADMIN UN-APPROVAL ADMIN APPROVE NOTIFY ASSIGNED TO

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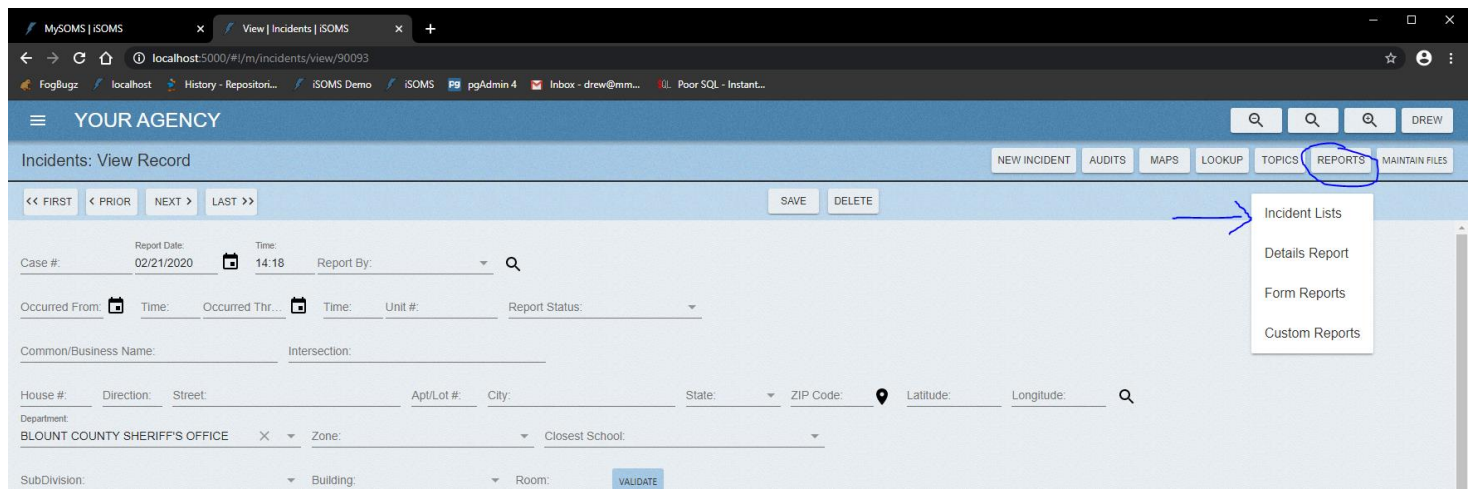
When done entering new Incident Report, click the save button in the top middle of your screen. This will add your new Incident Report. You can then exit out of this tab once all your information is entered and saved.

The screenshot shows a web browser window with the URL `localhost:5000/#/m/incidents/view/90093`. The page title is "YOUR AGENCY" and the sub-header is "Incidents: View Record". In the top right corner, there are buttons for "NEW INCIDENT", "AUDITS", "MAPS", "LOOKUP", "TOPICS", "REPORTS", and "MAINTAIN FILES". Below these, there are navigation buttons: "<< FIRST", "< PRIOR", "NEXT >", "LAST >>". In the top middle, there are "SAVE" and "DELETE" buttons, with the "SAVE" button circled in blue. The form contains various input fields for incident details, including "Case #:", "Report Date:" (set to 02/21/2020), "Time:" (14:18), "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:", "Department:" (BLOUNT COUNTY SHERIFF'S OFFICE), "Zone:", "Closest School:", "SubDivision:", "Building:", "Room:", and a "VALIDATE" button. Below these fields are several tabs for different incident categories: 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. At the bottom, there are checkboxes for "Reportable", "Clearly Reportable", "Juvenile Involved", "Admin Approved", "Admin Unapproved", and "Exclude From Public". There are also 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:", and "Cleared By:". At the very bottom, there are buttons for "UN-APPROVED NOTE", "NOTIFY UN-APPROVAL", "APPROVE REPORT", "CLOSE BY REPORTING OFFICER", "ADMIN UN-APPROVED NOTE", "NOTIFY ADMIN UN-APPROVAL", "ADMIN APPROVE", and "NOTIFY ASSIGNED TO".

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.

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:

☐ 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

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 x View | Incidents | ISOMS x Incident List | Incidents | ISOMS x +

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

FogBugz localhost History - Repositori... ISOMS Demo ISOMS pgAdmin 4 Inbox - drew@mmm... 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 (HH:MM): 0000 Report Time Through (HH:MM): 2359 ☐ Use Occurred Date [Time Range] Only

Detective Classification: How Cleared: Reporting Officer: Q

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:

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☐ 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

Version 1.1

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