

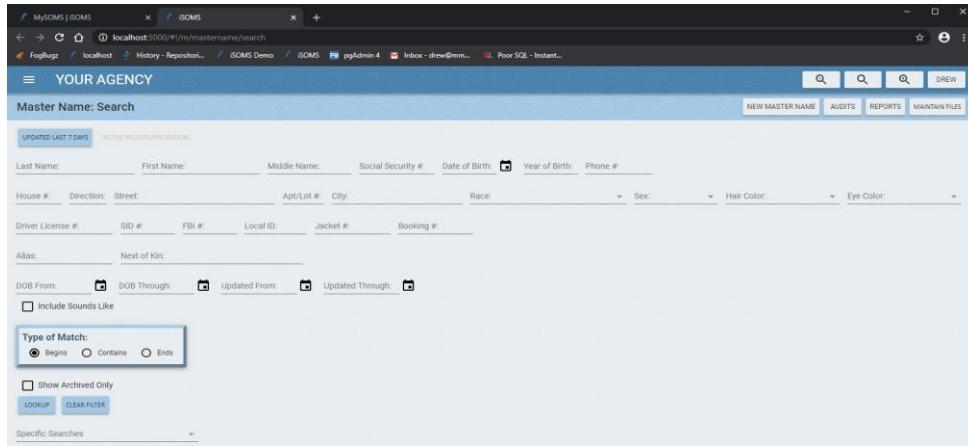
## HOW TO CREATE A MASTER NAME

Navigate to Master Name under Records -> Back Office -> Master Name and click on it.



If you cannot click on Master Name 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 Master Name that has already been added and access them.



**M&M Micro Systems Inc.**  
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**Email: [support@mmmmicro.com](mailto:support@mmmmicro.com)**  
**Website: [www.mmmmicro.com](http://www.mmmmicro.com)**

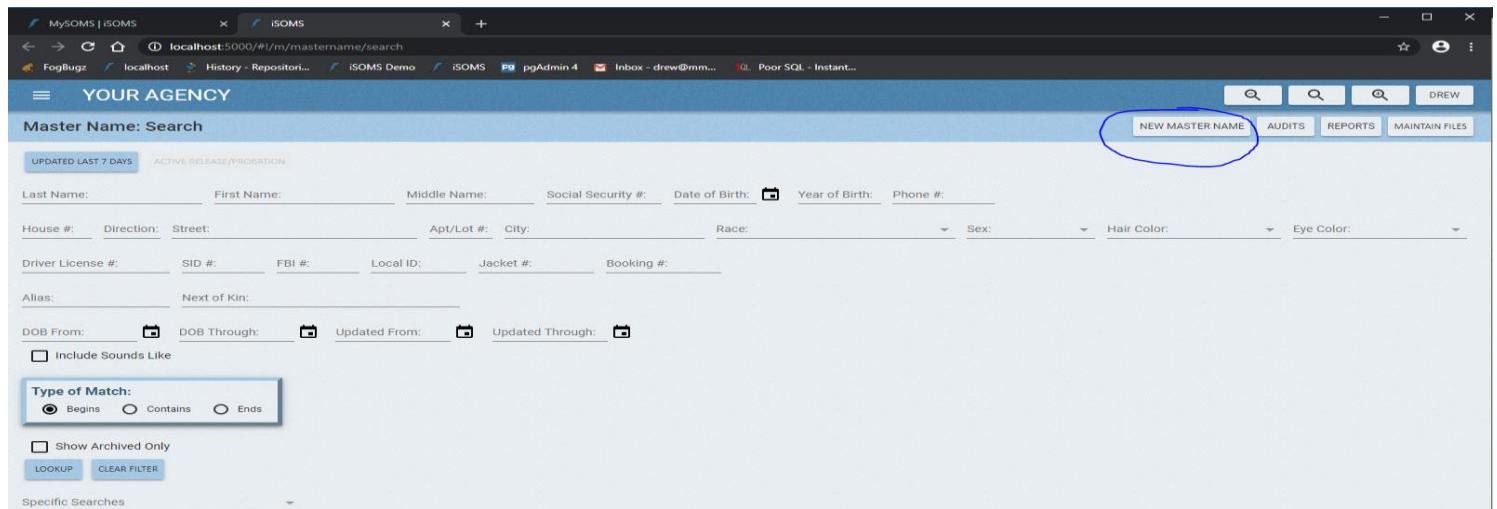
At the top of the search you have some quick search buttons that you can utilize to find Master Name records that have been updated within the last 7 days and records that are Active Release/Probation.

You can also search by Last Name, First Name, Social Security Number, Date of Birth, etc. (There is also an option for a checkbox at the bottom to show archived only if you wish to do so.)

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.

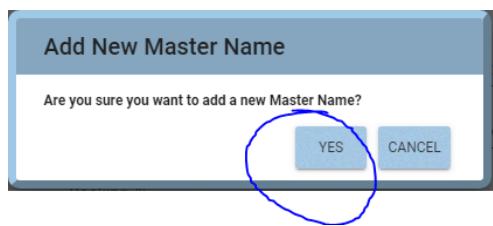
## HOW TO ADD A NEW MASTER NAME

To add new Master Name, from the search screen, navigate to the top right where it says NEW MASTER NAME. Click on that button.



The screenshot shows the 'Master Name: Search' page. At the top right, there is a horizontal menu with buttons for 'NEW MASTER NAME', 'AUDITS', 'REPORTS', and 'MAINTAIN FILES'. The 'NEW MASTER NAME' button is circled in blue. Below the menu, there are various search filters and fields for entering names and other details. The 'Type of Match:' dropdown is set to 'Begins' (radio button selected). At the bottom of the search interface, there are 'LOOKUP' and 'CLEAR FILTER' buttons.

It will ask, Are you sure you want to add a new Master Name? Click YES.



A new screen will appear where you can add your new Master Name. Enter Last Name, First Name, DOB, Social Security Number, Address, and any information you may have about this person being entered. There are many tabs to go through on this page to enter many more fields of information.

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MySOMS | iSOMS    iSOMS

localhost:5000#!/m/mastername/view/1611992

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

YOUR AGENCY

Master Name: View Record

LOOKUP    NEW MASTER NAME    AUDITS    REPORTS    MAINTAIN FILES

SAVE    DELETE

Last Updated: 01/31/2020 13:02 - By MYERS, DREW

Last Name:  First Name:  Middle Name:  Jr/Sr:  Social Security #:  Date of Birth:  Age From:  Age Through:

House #:  Direction:  Street:  Apt/Lot #:  City:  State:  ZIP Code:  County:

Resident:

Home Phone:  Cell Phone:  Work Phone:

Military ID:  SID #:  FBI #:  Local ID:  ICE #:  DOC #:  Student ID:  Other ID:

DL State:  Driver License #:  Class:  Expiration Date:  Status:  CDL



Biographical    Employer    Family Contact    Relationships    Aliases    Features    Address History    Employer History    Phones

Additional IDs    Internet Accounts    Notes    Supplements    Images    Attachments    Legacy Info    Dockets

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

Facial Hair:  Glasses:  Citizen: (Y/N)  Ethnicity:  Handed:

Place of Birth:  City of Birth:  State of Birth:  Country of Birth:

School:  Highest Grade/School:

Military Branch:  Indian Tribe:  Email:  Text Account:

When done entering all new Master Name, click the save button in the top middle of the screen. This will add your new Master Name record. You can then exit out of that tab after saving.

## HOW TO ACCESS MASTER NAME REPORTS

When on the Master Name search screen, in the top right next to the NEW MASTER NAME button, find the REPORTS button and click on that.

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localhost:5000/#!/m/mastername/search

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

YOUR AGENCY

Master Name: Search

NEW MASTER NAME    AUDITS    **REPORTS**    MAINTAIN FILES

UPDATED LAST 7 DAYS    ACTIVE RELEASE/PROBATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Date of Birth:  Year of Birth: \_\_\_\_\_ Phone #: \_\_\_\_\_

House #: \_\_\_\_\_ Direction: \_\_\_\_\_ Street: \_\_\_\_\_ Apt/Lot #: \_\_\_\_\_ City: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Driver License #: \_\_\_\_\_ SID #: \_\_\_\_\_ FBI #: \_\_\_\_\_ Local ID: \_\_\_\_\_ Jacket #: \_\_\_\_\_ Booking #: \_\_\_\_\_

Alias: \_\_\_\_\_ Next of Kin: \_\_\_\_\_

DOB From:  DOB Through:  Updated From:  Updated Through:

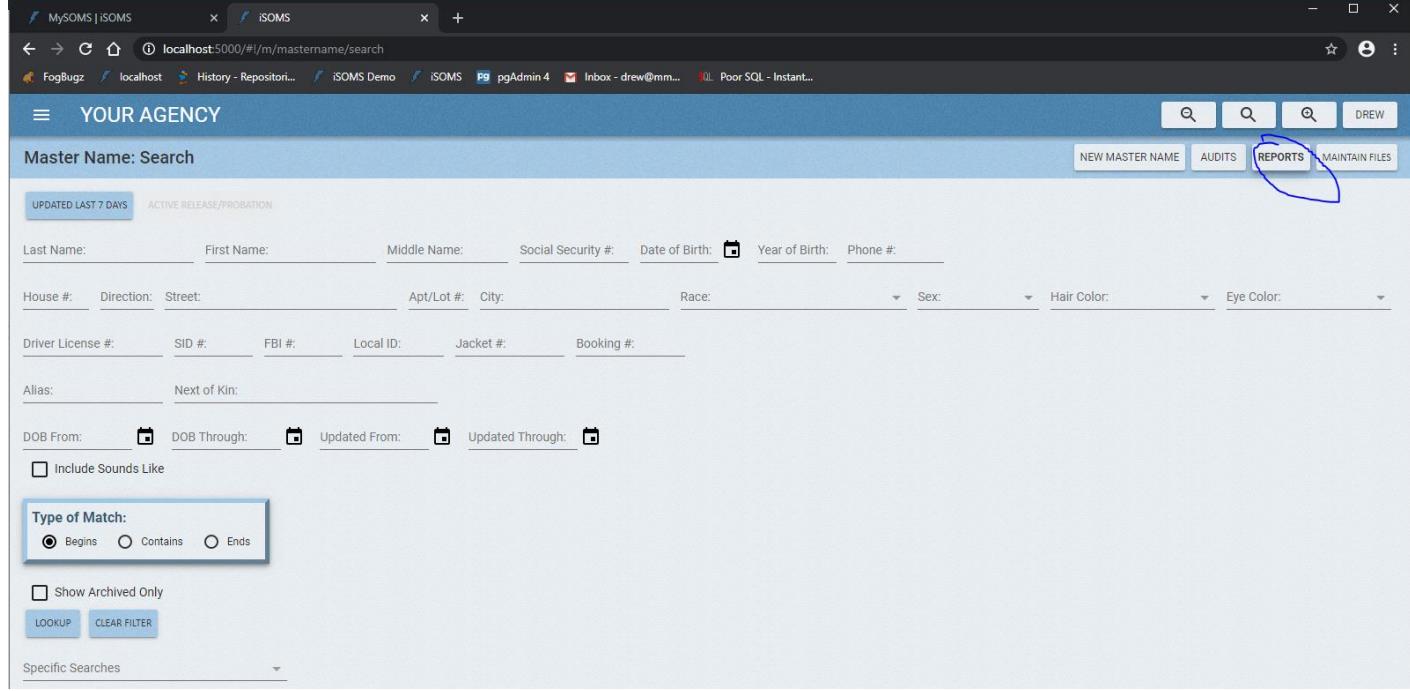
Include Sounds Like

Type of Match:  
 Begins     Contains     Ends

Show Archived Only

**LOOKUP**    **CLEAR FILTER**

Specific Searches



This will direct you to the Master Name list reports page.

MySOMS | iSOMS    iSOMS    +

localhost:5000/#!/m/mastername/reportrecordcheck?

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

YOUR AGENCY

Master Name: Records Check

REPORT Style  
 Records Check

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Date Of Birth:  Race: \_\_\_\_\_ Sex: \_\_\_\_\_

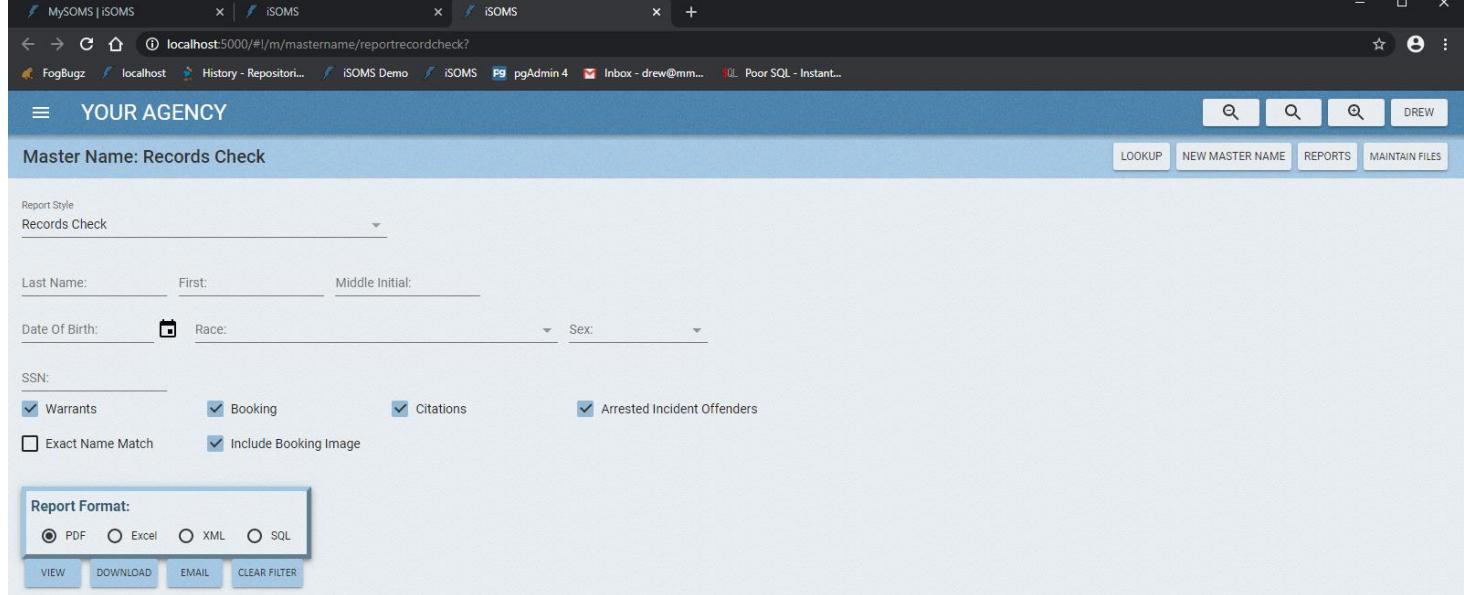
SSN: \_\_\_\_\_

Warrants     Booking     Citations     Arrested Incident Offenders

Exact Name Match     Include Booking Image

Report Format:  
 PDF     Excel     XML     SQL

**VIEW**    **DOWNLOAD**    **EMAIL**    **CLEAR FILTER**



Here you can narrow down your list report by Last Name, First Name, DOB, etc.

Once you have the right criteria entered that you want to see for your list reports, click view at the bottom to view. (Make sure PDF is selected in report format to view)

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Report Style  
Records Check

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

SSN: \_\_\_\_\_

Warrants  Booking  Citations  Arrested Incident Offenders  
 Exact Name Match  Include Booking Image

**Report Format:**

PDF  Excel  XML  SQL

**VIEW** **DOWNLOAD** **EMAIL** **CLEAR FILTER**

Version 1.1

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