

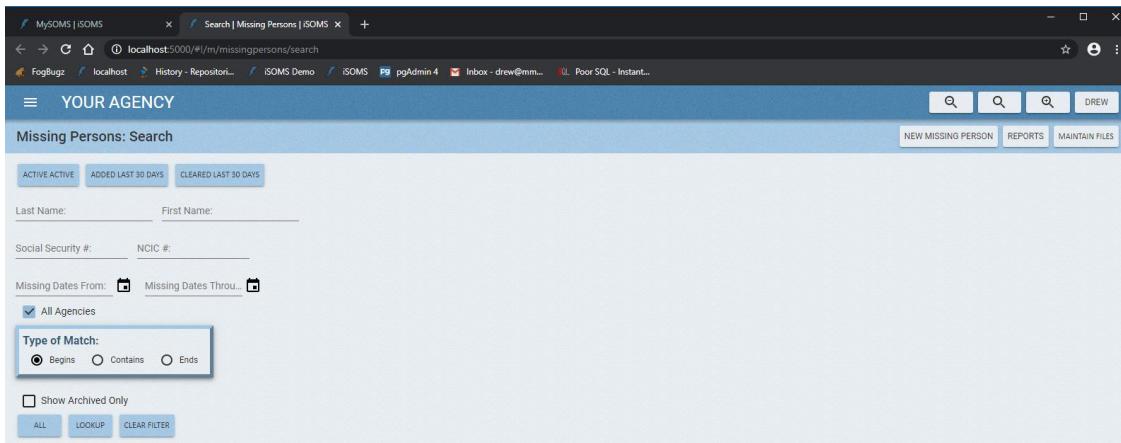
HOW TO CREATE A MISSING PERSONS RECORD

Navigate to Missing Persons -> Records -> Back Office -> Missing Persons and click on it.



If you cannot click on Missing Persons 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 Missing Persons that has already been added and access them.



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

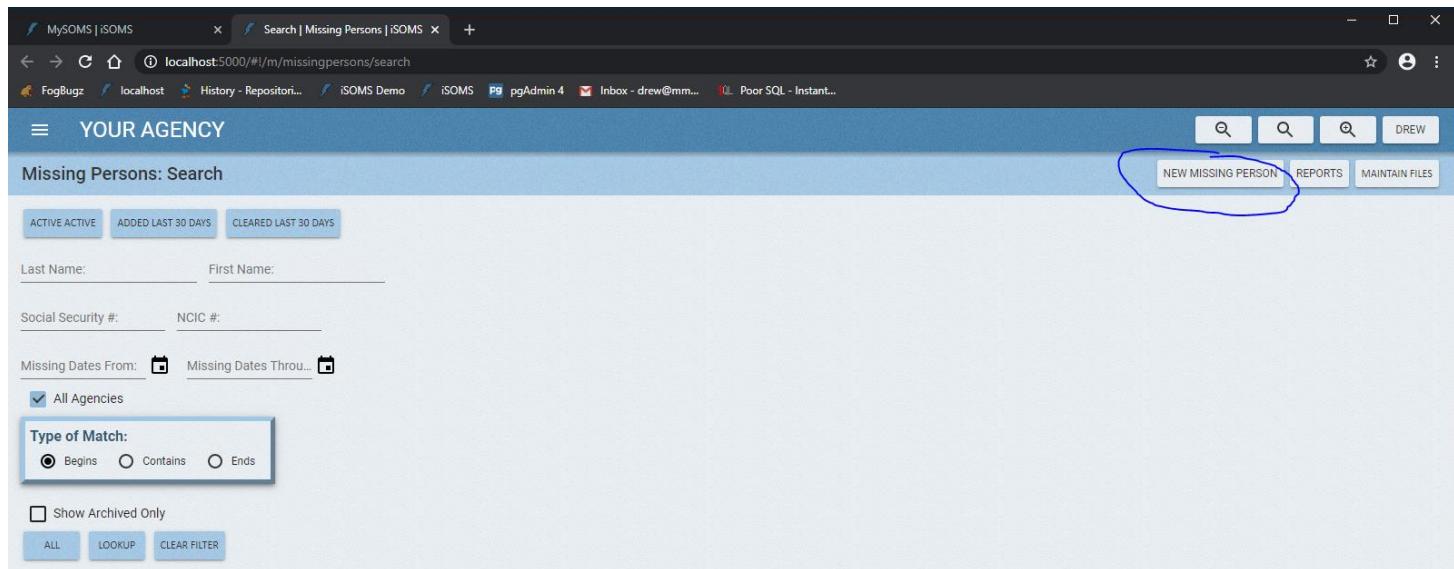
At the top of the search you have some quick search buttons that you can utilize to find Missing Persons records that are Active, Added Last 30 Days, and Cleared Last 30 Days.

You can also search by Last Name, First Name, Social Security Number, NCIC Number and Records between Missing Dates. (Notice that All Agencies are selected by default, so if you do not want to search All Agencies, uncheck this option before search)

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 MISSING PERSONS

To add new Missing Persons, from the search screen, navigate to the top right where it says NEW MISSING PERSON. Click on that button.



It will take you to a new screen where you can enter a new Master Name or lookup someone if they have been entered in as a Master Name already. You can press the lookup button at the bottom if you are looking up someone who is already in the system or you can press the NEW MASTER NAME at the top right if you are entering in a new person.

MySOMS | iSOMS New Record | Missing Persons

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

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

YOUR AGENCY

Missing Persons: Search

Missing Persons: Master Name Search

NEW MASTER NAME MAINTAIN FILES

BACK TO MISSING PERSONS

Last Name: First Name:

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

Type of Match:

Begins Contains Ends

ALL **LOOKUP** CLEAR FILTER



Reference how to enter a new Master Name guide if you have any questions on how to enter a new Master Name. Otherwise lookup a Master Name and select the person who is missing and press lookup. Select the name you are looking for. (For example Bugs Bunny)

MySOMS | iSOMS New Record | Missing Persons

localhost:5000/#/m/missingpersons/new/list?LastName=BUNNY&Match=BEGINS

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

YOUR AGENCY

Missing Persons: Search

Missing Persons: Master Name Search Results

LOOKUP NEW MASTER NAME MAINTAIN FILES

BACK TO MISSING PERSONS

Search Criteria ▶

Search Results

5 Records

Agency	Last Name	First Name	Middle Name	Post Name	DOB	Race	Sex	SSN	DLN	Jacket #	Last Booking	Height	Weight	Eye Color	Hair Color	Address	City	State	Zipcode	
Shared	BUNNY	BUGS			01/14/2011	WHITE	MALE	999-99-9999	366573	29548	58	145	BROWN	BLACK	818 RED HILL DRIVE APT C	LOUISVILLE	TN	37777	 	
Shared	BUNNY	BUGS	MEJIA		05/26/1979	EMPLOYER	LIBRARY BOOKS GIVEN/RETURNED	999-99-9999	88671						818 RED HILL DRIVE APT C		TN	37777	 	
Shared	BUNNY	TABBYOTAB	OMALLEY		08/08/1999	WHITE	FEMALE		106306	10605	0	0							 	
Shared	BUNNY	TEST					FEMALE		116158	29547	0	0							 	
Shared	BUNNY	TOM			04/06/1975	WHITE	MALE	111-12-2423	135457	10610	500	150	BLUE	WHITE	101 WEST FORTH STREET	MARYVILLE	TN	37803	 	

Double click on the name who is missing, this will take you to the Master Name record where you can enter more information about this person. When you have all the information entered about this person click in the top left where it says Save and Create Missing Persons Record. This will take you to the Missing Persons Record.

MySOMS | iSOMS New Record | Missing Persons localhost:5000/#/m/missingpersons/new/view/8044

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

YOUR AGENCY

Missing Persons: Search REPORTS MAINTAIN FILES

Missing Persons: Master Name View Record

SAVE & CREATE MISSING PERSONS RECORD BACK TO MISSING PERSONS

Jacket Number: 366573

Last Name: BUNNY	First Name: BUGS	Middle Name: 	Jr/Sr: 						
Race: WHITE	Sex: MALE	Height: 58	Weight: 145	Hair Color: BLACK	Eye Color: BROWN	Build: 	Complexion: 		
Facial Hair: 	Glasses: 								
Social Security #: 999-99-9999	Date of Birth: 01/14/2011	Age From: 0	Age Through: 0	Place of Birth: 	City of Birth: 	State of Birth: 	Country of Birth: 		
NICIC POB: 									
Citizen: Y	Here Illegally: (Y/N)	Foreign Born: (Y/N)	Veteran: (Y/N)	Resident: 	Ethnicity: NOT HISPANIC OR LATINC	Dominant Hand: UNKNOWN			
Military ID: 1234	SID #: 1234	FBI #: 1234	Local ID: 1234	ICE #: 1234	Student ID: 1234	Other ID: 1234	DL State: TN	Driver License #: 85737074	Class:
Expiration Date: 	Status: 	<input type="checkbox"/> CDL							
House #: 818	Street: RED HILL DRIVE APT C	Apt/Lot #: 1725	City: LOUISVILLE	State: TN	ZIP Code: 37777	County: 	Homeless: (Y/N)		
Common Name: 									

Here you can enter all the information about the Missing Persons like OCA Number, Reason and dates. There are many tabs to enter information as well.

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

MySOMS | iSOMS X | Search | Missing Persons | iSOMS X | View BUGS BUNNY | Missing Person +

localhost:5000/#/m/missingpersons/view/422?newrecord=true

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

YOUR AGENCY

Missing Persons: View Record

LOOKUP NEW MISSING PERSON AUDITS REPORTS MAINTAIN FILES

« FIRST < PRIOR NEXT > LAST »

SAVE DELETE

Other ID: 1234 Offense Date: Offense Time: Missing Reason:

Report Date: Report Time: Report Officer:

Missing Date: Cleared Date: Cleared Reason: Petition Filed

Petition #: Case Officer:



NO PHOTO

Image #: 0 of 0

Biographical Datapoints NCIC Last Contact / Info Missing Person / Vehicle Suspect / Info Others Involved Notes Images Attachments

Last Name: BUNNY First Name: BUGS Middle Name: Jr/Sr: Phone #: (865)-980-9177

Race: WHITE Sex: MALE Height: 58 Weight: 145 Hair Color: BLACK Eye Color: BROWN Complexion:

House #: 818 Street: RED HILL DRIVE APT C Apt/Lot #: 1725 City: LOUISVILLE State: TN ZIP Code: 37777

Latitude: Longitude: 999-99-9999 Social Security #: 01/14/2011 Date of Birth: Place of Birth: Mother's Maiden Name:

DL State: TN Driver License #: 8537074 SID #: 1234 FBI #: 1234 Alias (AKA): Features:

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

HOW TO ACCESS MISSING PERSON REPORTS

When on the Missing Persons search screen, in the top right next to the NEW MISSING PERSON button, find the REPORTS button and click on that. Then click on Missing Persons List.

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

Missing Persons: Search

ACTIVE ACTIVE ADDED LAST 30 DAYS CLEARED LAST 30 DAYS

Last Name: First Name:

Social Security #: NCIC #:

Missing Dates From: Missing Dates Thru:

All Agencies

Type of Match:

Begins Contains Ends

Show Archived Only

This will direct you to the Missing Persons list reports page.

Missing Persons: List Reports

Report Style: List

Report From: Report Through:

Include Image

All Agencies

Hide Notes

Report Format:

PDF Excel XML SQL

Here you can narrow down your list report by Report Dates From and Through.

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)

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

MySOMS | iSOMS | Search | Missing Persons | iSOMS | List Reports | Missing Persons |

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

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

YOUR AGENCY

Missing Persons: List Reports

Report Style: List

Report From: Report Through:

Include Image

All Agencies

Hide Notes

Report Format:

PDF Excel XML SQL

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



Version 1.1

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