

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.

A screenshot of the iSOMS web application search screen for Missing Persons. The browser address bar shows 'localhost:5000/#/m/missingpersons/search'. The page has a header 'YOUR AGENCY' with a search icon and a 'DREW' button. Below the header is a 'Missing Persons: Search' section with buttons for 'NEW MISSING PERSON', 'REPORTS', and 'MAINTAIN FILES'. The search form includes fields for 'Last Name', 'First Name', 'Social Security #', and 'NCIC #'. There are also date pickers for 'Missing Dates From' and 'Missing Dates Thru...'. A checkbox for 'All Agencies' is checked. A 'Type of Match' dropdown menu is open, showing options: 'Begins' (selected), 'Contains', and 'Ends'. At the bottom, there is a checkbox for 'Show Archived Only' and buttons for 'ALL', 'LOOKUP', and 'CLEAR FILTER'.

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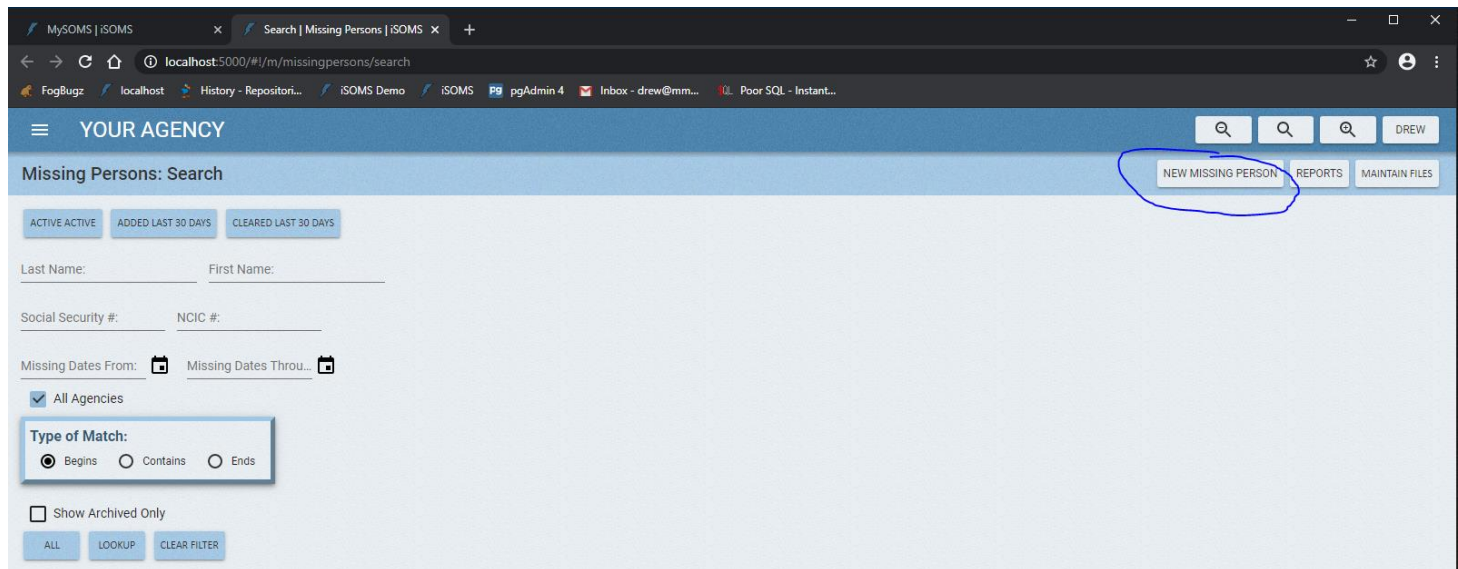
At the top of the search you have some quick search buttons that you can utilize to find Missing Persons records that are Active, Added Last 30 Days, and Cleared Last 30 Days.

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.

The screenshot shows a web browser window with the URL 'localhost5000/#/m/missingpersons/search'. The page has a blue header with 'YOUR AGENCY' and a search bar. Below the header, there are three buttons: 'ACTIVE ACTIVE', 'ADDED LAST 30 DAYS', and 'CLEARED LAST 30 DAYS'. The main section is titled 'Missing Persons: Search' and contains several input fields: 'Last Name:', 'First Name:', 'Social Security #:', 'NCIC #:', 'Missing Dates From:', and 'Missing Dates Thru...'. There is a checkbox for 'All Agencies' which is checked. A 'Type of Match:' dropdown menu is open, showing options: 'Begins' (selected), 'Contains', and 'Ends'. At the bottom, there is a checkbox for 'Show Archived Only' and three buttons: 'ALL', 'LOOKUP', and 'CLEAR FILTER'. In the top right corner, there are three search icons and a 'DREW' button. Below these, there are three buttons: 'NEW MISSING PERSON' (circled in blue), 'REPORTS', and 'MAINTAIN FILES'.

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.

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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)

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	O'MALLEY		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

VIEW MY AGENCY

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.

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MySOMS | iSOMS x New Record | Missing Persons | x +

localhost:5000/#/m/missingpersons/new/view/8044

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

YOUR AGENCY

Missing Persons: Search

REPORTS MAINTAIN FILES

Missing Persons: Master Name View Record

LOOKUP BACK TO RESULTS NEW MASTER NAME MAINTAIN FILES

SAVE & CREATE MISSING PERSONS RECORD BACK TO MISSING PERSONS

Jacket Number: 366573

Last Name: BUNNY First Name: BUGS Middle Name: Jr/Sr: ▾

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

NCIC POB: ▾

Citizen: Y Here Illegally: (Y/N) Foreign Born: (Y/N) Veteran: (Y/N) Resident: ▾ Ethnicity: NOT HISPANIC OR LATINC X Dominant Hand: UNKNOWN X

Military ID: SID #: 1234 FBI #: 1234 Local ID: 1234 ICE #: 1234 DOC #: Student ID: 1234 Other ID: 1234 DL State: TN X Driver License #: 85737074 Class:

Expiration Date: Status: ☐ CDL

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

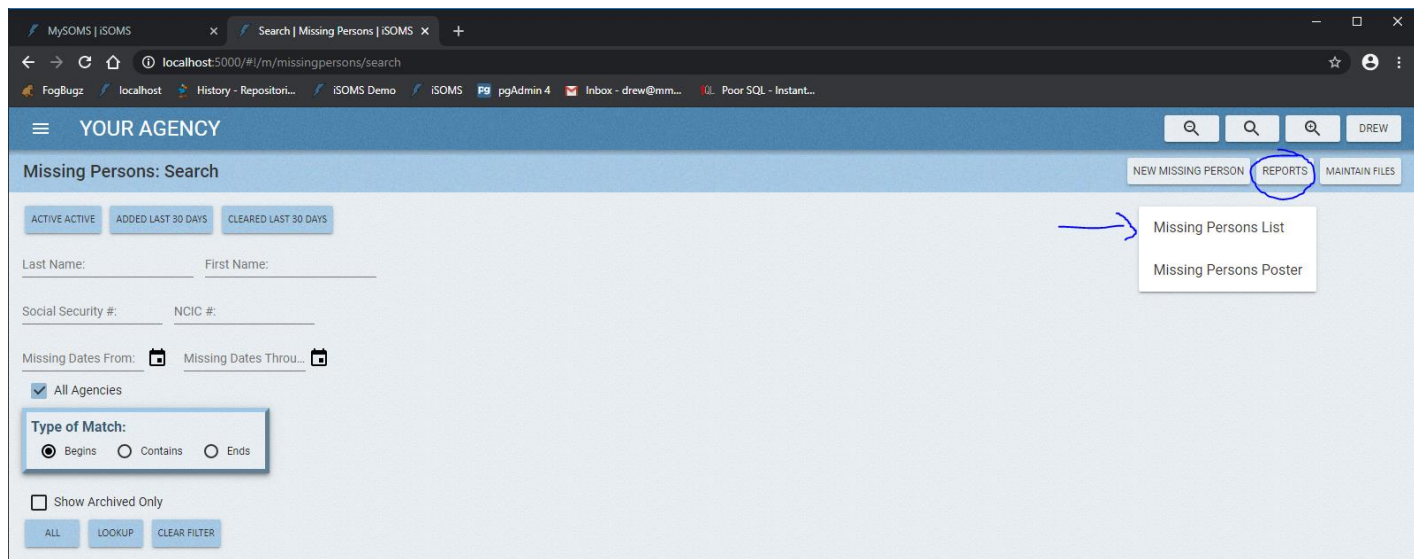
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When done entering all new Missing Persons, click the save button in the top middle of the screen. This will add your new Missing Persons record. You can then exit out of that tab after saving.

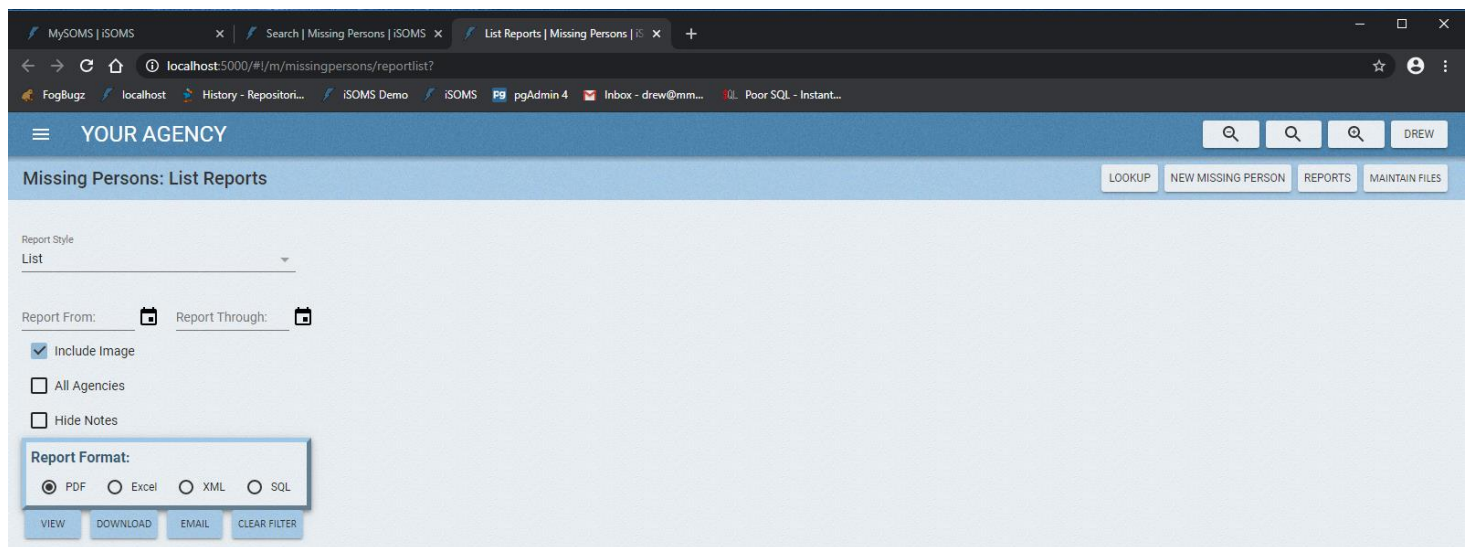
HOW TO ACCESS MISSING PERSON REPORTS

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.

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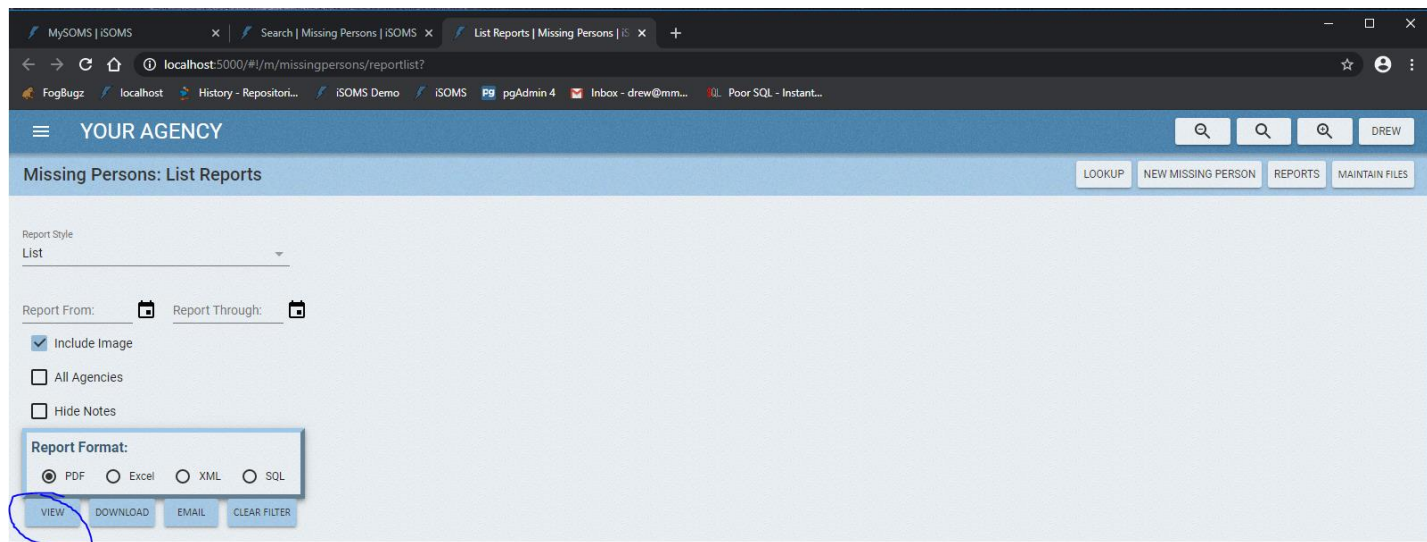
This will direct you to the Missing Persons list reports page.



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)

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Version 1.1

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