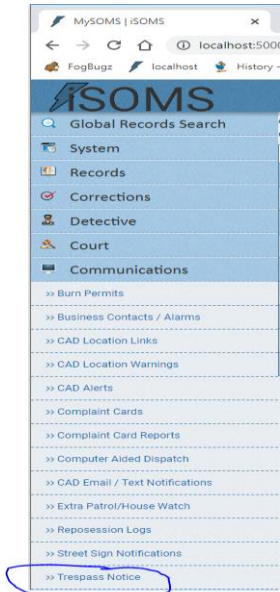


HOW TO USE TRESPASS NOTICE

Navigate to Trespass Notice under Communications -> Trespass Notice and click on it



If you cannot click on Trespass Notice 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 Trespass Notices that have already been added and access them.

At the top of the search you have five quick search buttons that you can utilize to find trespass notices opened in the last 7 days, last 30 days, active notices, inactive notices, and all expired in one click.

You have many fields that you can search by such as report dates from and through, disposed from and through dates, case number, etc. (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 TRESPASS NOTICE

To add new Trespass, from the search screen, navigate to the top right where it says NEW TRESPASS. Click on that button.

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Fax: 865-380-4610
Email: support@mmmicro.com
Website: www.mmmicro.com

It will take you to a master name search screen where you can search for someone that has been entered before that will fill in more of their general information into the trespass notice form.

The screenshot shows a web browser window with the URL `localhost:5000/#/m/trespass/new/search`. The page title is "Trespass Notice : Search". Below the title bar, there are two buttons: "NEW MASTER NAME" and "MAINTAIN FILES". The main form area has a header "Trespass Notice: Master Name Search" with the same two buttons. Below this, there are two red buttons: "BACK TO TRESPASS NOTICE" and "SKIP MASTER NAME AND CREATE TRESPASS NOTICE RECORD". The form fields include "Last Name", "First Name", "Social Security #", "Date of Birth", and "Driver License #". There is a "Type of Match" section with radio buttons for "Begins", "Contains", and "Ends". At the bottom, there are "ALL", "LOOKUP", and "CLEAR FILTER" buttons.

If the person is not already in the master name, you can choose to add a new master name in the top right, where you will have to enter information about the new person you are trying to enter.

You can also click the skip master name and create trespass notice record button, and that will take you to the trespass notice record to enter the notice information.

With any option you take, you will be taken to the Trespass Notice record to enter the case number, report date, and trespass type. Here you will fill out all of the trespass notice information on the main page and the tabs below.

The screenshot shows a web browser window with the URL `localhost:5000/#/m/trespass/view/47newrecord=true`. The page title is "Trespass Notice : View Record". Below the title bar, there are buttons for "LOOKUP", "NEW TRESPASS", "AUDITS", "MAPS", "REPORTS", and "MAINTAIN FILES". The main form area has a header "Trespass Notice: View Record" with the same buttons. Below this, there are navigation buttons: "<< FIRST", "< PRIOR", "NEXT >", and "LAST >>". There are also "SAVE" and "DELETE" buttons. The form fields include "Case Number", "Report Date", "Time", "Trespass Type", "Last Name", "First Name", "Middle Name", "Jr/Sr", "House #", "Direction", "Street", "Apt/Lot #", "City", "State", "ZIP Code", "Latitude", "Longitude", "Race", "Sex", "Height", "Weight", "Hair Color", "Eye Color", "Social Security #", "Date of Birth", "DL State", "Driver License #", "Expiration Date", "Home Phone", "Cell Phone", "Work Phone", "Expire Date", and "Time". There is a "NO PHOTO" placeholder image. Below the form fields, there are tabs for "Complainant / Disposition", "Notes", "Images", and "Attachments". The "Complainant / Disposition" tab is active, showing fields for "Business/Complainant", "Address 1", "Address 2", "City", "State", "Zip Code", "Phone", "Email", "Disposition Date", "Time", and "Disposition". There are "SEARCH", "EDIT", and "ADD" buttons.

When done entering the trespass notice information, in the top middle of the screen you will see a save button. Click the save button to save all the trespass notice information.

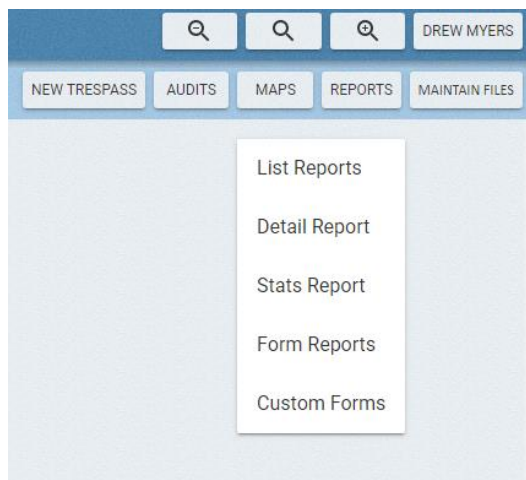
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HOW TO ACCESS TRESPASS NOTICE REPORTS

When on the Trespass Notice search screen, in the top right next to the New Trespass button, find the REPORTS button and click on that.

Here you can choose the kind of report you want to access such as list, detail, stats, form, and custom form reports.

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Click on the desired report you want to see, and you will be directed to that page.

For example, when you click on list reports page, you will see that you can choose the report style that you want to view.

Here you can view reports by dates from and through, by Business, trespass type, disposition, etc.

You also have the option to choose to see all agencies, but you will have to check that checkbox if you want to see list reports from all agencies.

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You have checkboxes that you can check to include things such as main note, name, images, etc. to the report you are viewing.

TresPass Type: Disposition: Assigned To:

City: Street: ZipCode:

☐ Include Main Note ☐ Include Name/Address ☐ Include Name

☐ Include Notes ☐ Include Images ☐ Include Attachments

☐ All Agencies

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)

MySOMS | iSOMS x | Search | Trespass Notice | iSOMS x | List Reports | Trespass Notice | iSOMS x | +

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

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

YOUR AGENCY

Trespass Notice : List Reports

Report Style
*Listing

Date Range To Use:
☒ Any Status ☐ Active ☐ Disposed

Reports From: Reports Through:

Business:

Address 1:
Address 2: Apt/Suite #:
City: State: Zip Code:
Phone: Email:

TresPass Type: Disposition: Assigned To:

City: Street: ZipCode:

☐ Include Main Note ☐ Include Name/Address ☐ Include Name

☐ Include Notes ☐ Include Images ☐ Include Attachments

☐ All Agencies

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL

Version 1.1

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