M&M Micro Systems, Inc.

iSOMS

Parolee/Probation CSV File
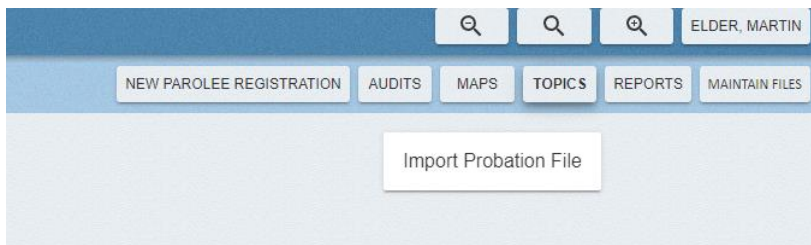
PAROLEE/PROBATION CSV FILE

Process requires the file that is going to be imported to be in a specific format for your agency/state. The interface will test for column headers and number of columns in each row. If there is a mismatch of expected formatting the system will not process the file. The system can only process the CSV.

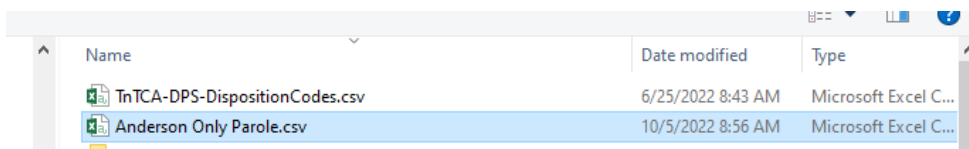Login, making sure your security profile has Add Rights to Parolee

Click On Records, Back Office, Parolee

From the Search screen, click Topics in the Right then Import Probation File. Depending on versions yours might just say Import.

Click on Select File and browse for your CSV file.

Make sure you see your selected file name like below then click Upload

It could take up to five minutes for the service to run and then process the file. You should get an email when it completes showing info on records evaluated.