M&M Micro Systems, Inc.

iSOMS

Policies & Procedures

Phone: 888-644-5786

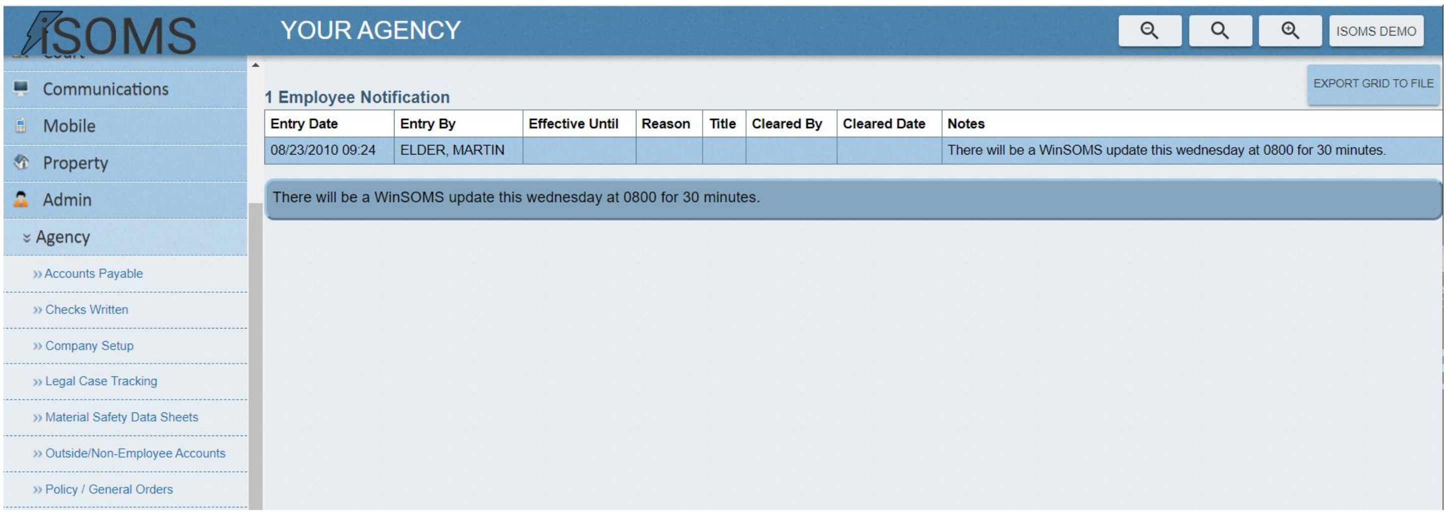
®iSOMS

Policies & Procedures

Purpose: To track all policy, procedures, and general orders along with revisions. There are 2 parts to the Policy and Procedure Module

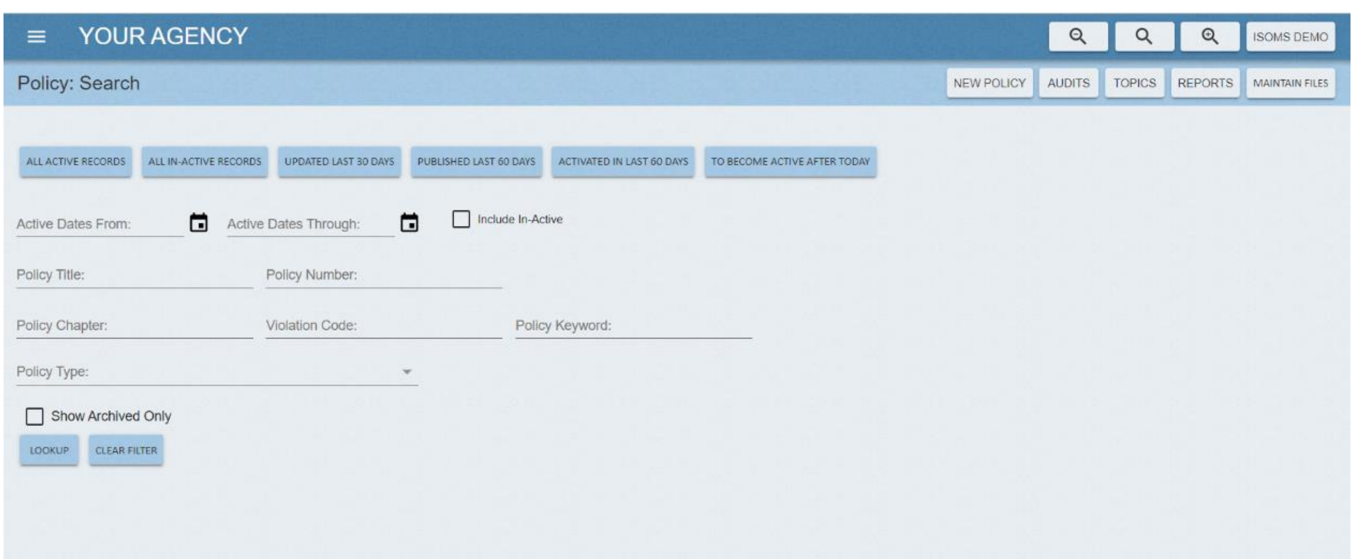
1. Create the Policies/Revisions to upload into iSoms

2. Notify employees of New Policies or revisions and track employee acknowledgements.

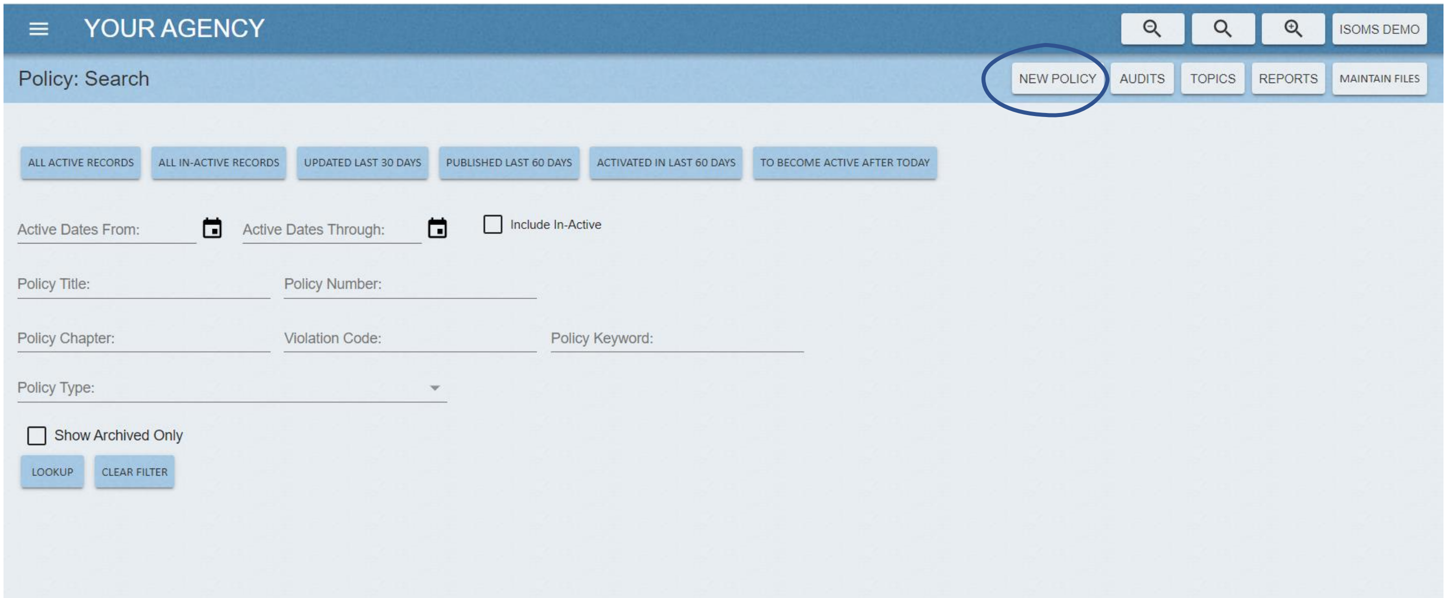


In the main menu choose Agency, Policy/General Orders.

This will bring you to the search screen. From this screen you can search for Policies already in your system or you can click on New Policy in the top right-hand corner.

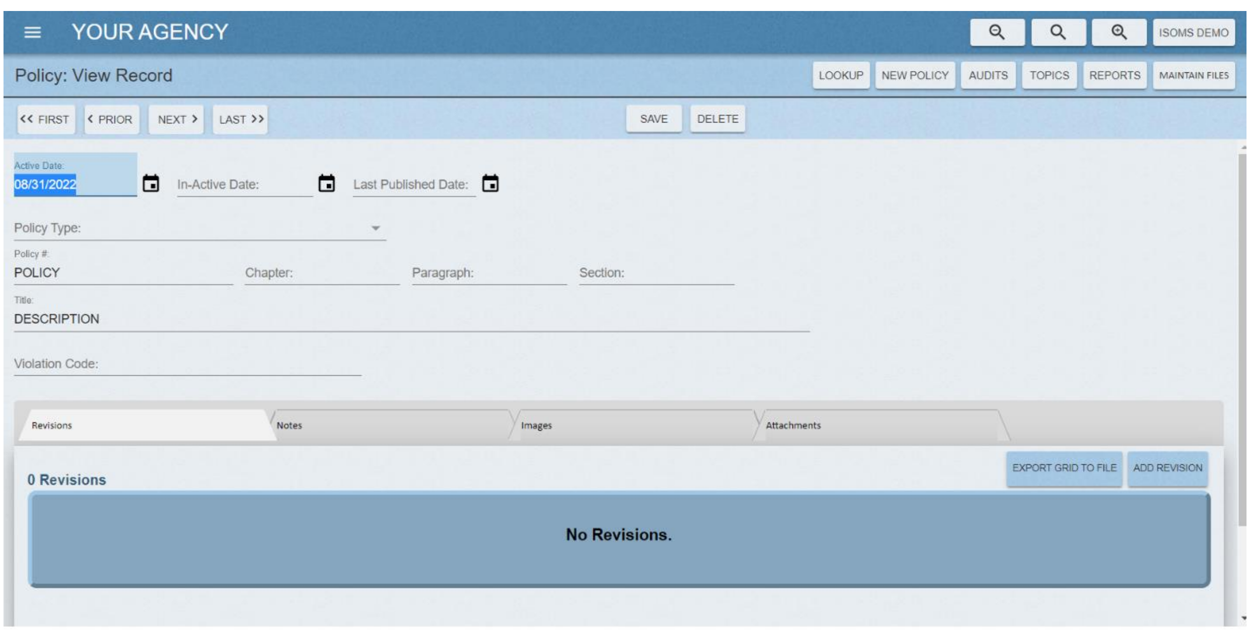


TO ADD A NEW POLICY OR GENERAL ORDER



This is where you will add the new Policy Information

Active/inactive Dates, Last published date
Policy Type: Dept, General Order, Regulation, etc.
Policy # Chapter: Paragraph Section
Title:
Violation Code:



The policy can be viewed at any time by choosing the attachments file and click on View. (This will download it for Chrome it will be in the bottom left corner of your screen) From here you can save, view or print it.

ADDING REVISIONS

To add a revision to a current Policy, choose the policy from the lookup grid.

Click on Add Revision Button just above the grid. Type in Original Name, Revised to and add Summary notes if needed.

Next Click on Add Notifications

Notification Days - Default 7 days. *(this can be adjusted in Company Setup under Settings, Policy History, double click on default days that the employee has to acknowledge notification.)*

Choose Employment Type - All, Full-Time, Part-Time (all for everyone)

Sworn - All, Yes, No - All for all Sworn Officers

Choose Major/Minor/Shift if it needs to go to a particular group of employees.

Officer - Choose Officer it is to be acknowledged by one particular employee.

** If the Revision has already been created, you can double click on the revision in the grid. (if the revision is long you may have to scroll down to see the date and additional information, this is where you will double click to open it) Once it is open scroll down to see the area for notifications.

To check employee acknowledgements, go to Reports, these reports will show when notified and when it was accepted.

Print Notification History or

Print Employee Notification History