



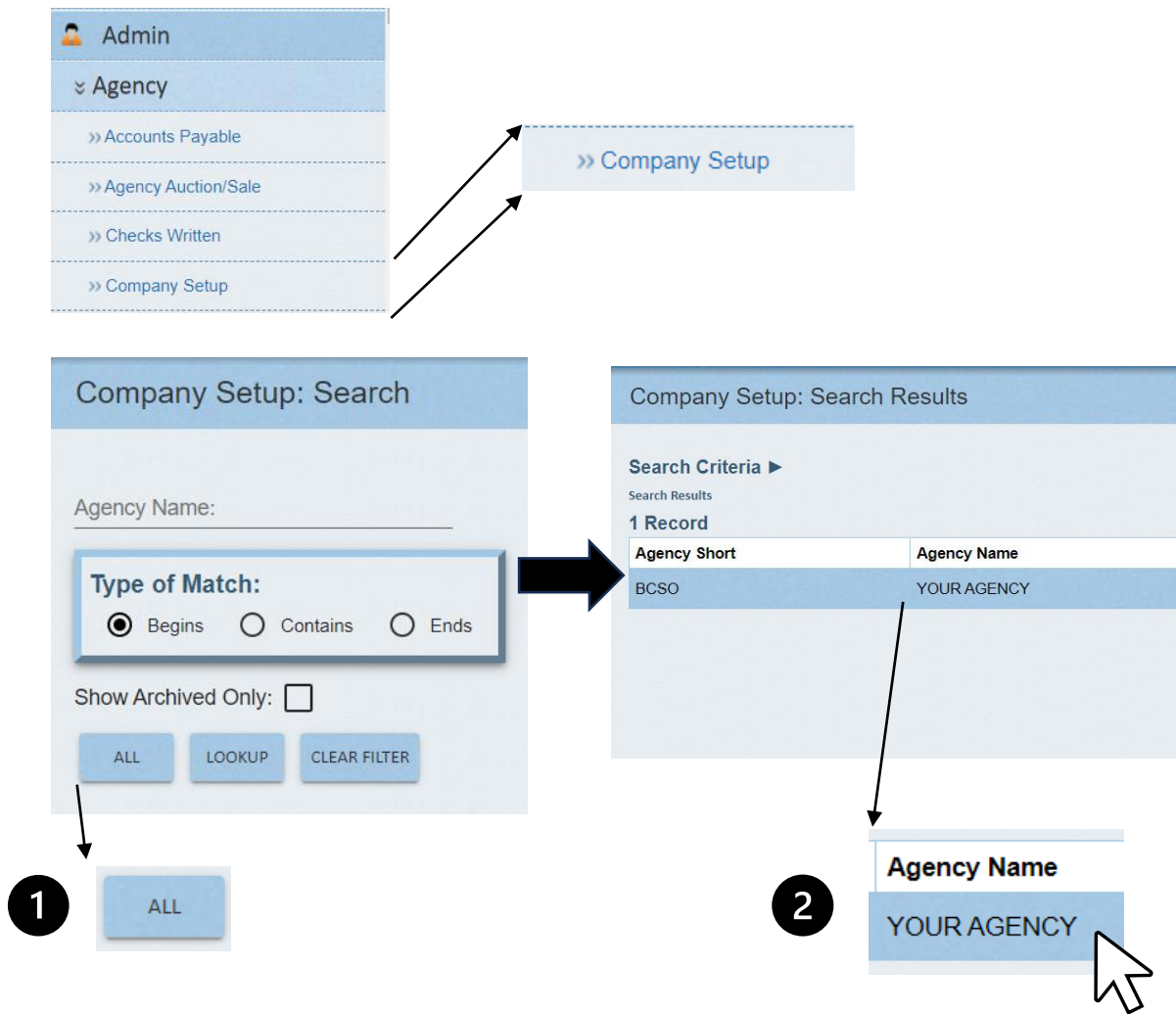
# Printing Intake and Release Forms

This guide explains how to print all the necessary intake and release forms at one time. We will begin by discussing how to set the number of forms to print, and then we will see where to click print on the forms.

## Setup

In order to set up the number of forms to print, begin on the iSOMS home screen.

Choose **Admin** → **Agency** → **Company Setup**, click **ALL** on the search, and choose your agency from the list.





# Printing Intake and Release Forms

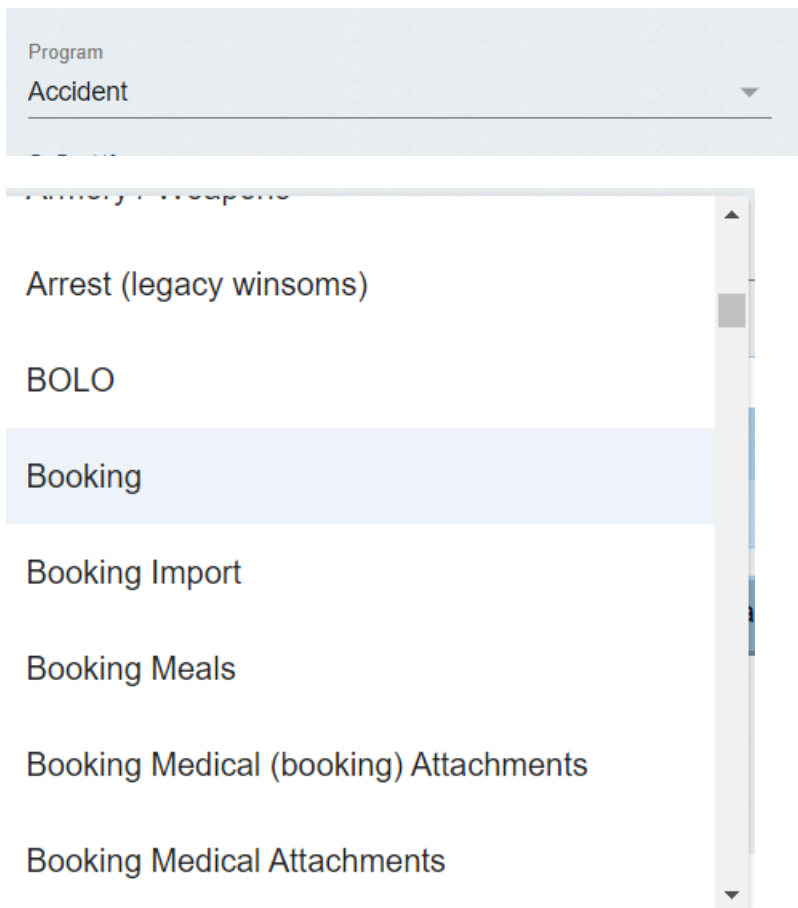
Click on the **Settings** tab in the list of tabs. This will open a list of settings.



Near the top of the tab's screen is the *Program* field, a drop-down menu to select different settings. Click it and scroll down to choose **Booking** from the list.

Setting	Setting Type	Setting Value	Description
DEFAULT-REPORT-BY	YESNO		Default = Yes. If No, on New Accident will not auto populate logged in user as Reporting Officer
GENERAL-PROPERTY-DEFAULT-DESCRIPTION	MTEXT		Default is blank. If Populated, will be the Default General Property Description, it can be changed by user

Default = Yes. If No, on New Accident will not auto populate logged in user as Reporting Officer





# Printing Intake and Release Forms

226 Settings			
Setting	Setting Type	Setting Value	Description
14-DAY-PHYSICAL-LESS-THAN-METHOD	YESNO		Default is Yes. Yes = Intake Dates Prior To Days On Report, No = >= Days On Report
ACTIVATE-OUT-OF-FACILITY-EMAIL-ALERTS	YESNO	YES	Default = No. If Yes, will email, if configured when Inmate is moved out of Facility or Back IN to facility
ACTIVATE-POP-POPULATE-LEVEL-ALERTS	YESNO	YES	Default = No. If Yes Inmate Tracking/Move Cell Has a POD connected to it. It will build a shift note with Housing Unit/Pod Stats
ACTIVATE-RESTRICT-CLASSIFICATION-TO-SECURITY-PROFILE	YESNO	YES	Default = No. If Yes, only User Security Profiles with Allow Inmate Classification Checked will be able to Edit/Update Specific Classification Field on Booking Record
ACTIVATE-RESTRICT-SENTENCE-TO-SECURITY-PROFILE	YESNO	YES	Default = No. If Yes, only User Security Profiles with Allow Inmate Sentence Edit Checked will be able to Edit/Update Sentence, Program Credits
ADD-EXTRA-DAY-TO-CHARGE-HISTORY-REPORT	YESNO		Default is Yes. If No, will not add extra day when calculating days in jail for Charge History Report
ADD-EXTRA-DAY-TO-DAYS-IN-JAIL-REPORT	YESNO		Default is Yes. If No, will not add extra day when calculating days in jail for Inmate Days in Jail Analysis Report

This will open a list of settings. You want to scroll down on the list until you see the **ALL\_FORMS** settings, pictured and listed below. Each one of these settings controls how many of each form to print. By default, the program will print one of each form, but here you can change it to another number.

To print two copies of a form, for example, double click one of the report fields. Type in **2** and then save. When you print in the Booking, this will print multiple copies.

Setting
ALLFORMS-BOOKING_ASSIGNED_PROPERTY
ALLFORMS-BOOKING_DETAILS
ALLFORMS-BOOKING_DETAILS_ONEPAGERELEASE
ALLFORMS-BOOKING_MEDICAL_SURVEY
ALLFORMS-BOOKING_PERSONAL_PROPERTY
ALLFORMS-BOOKING_PERSONAL_PROPERTY_INTAKERELEASE
ALLFORMS-BOOKING_PERSONAL_PROPERTY_INTAKERELEASE_CREDITDAYS
ALLFORMS-BOOKING_SUICIDE_SCREENING

List of booking forms available:

- |                         |                               |
|-------------------------|-------------------------------|
| Assigned Property       | Medical Survey                |
| Details Report          | Personal Property             |
| One Page Release Report | Personal Property Credit Days |
| Suicide Screening       |                               |



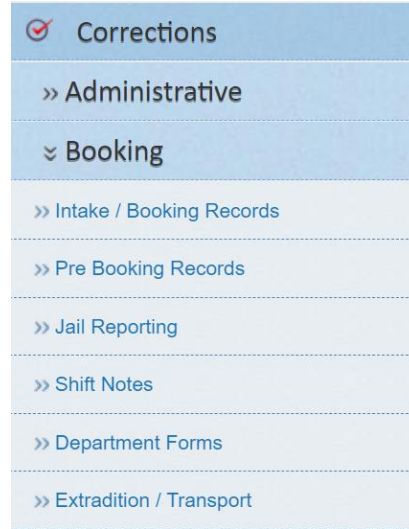
# Printing Intake and Release Forms

## Printing the Forms

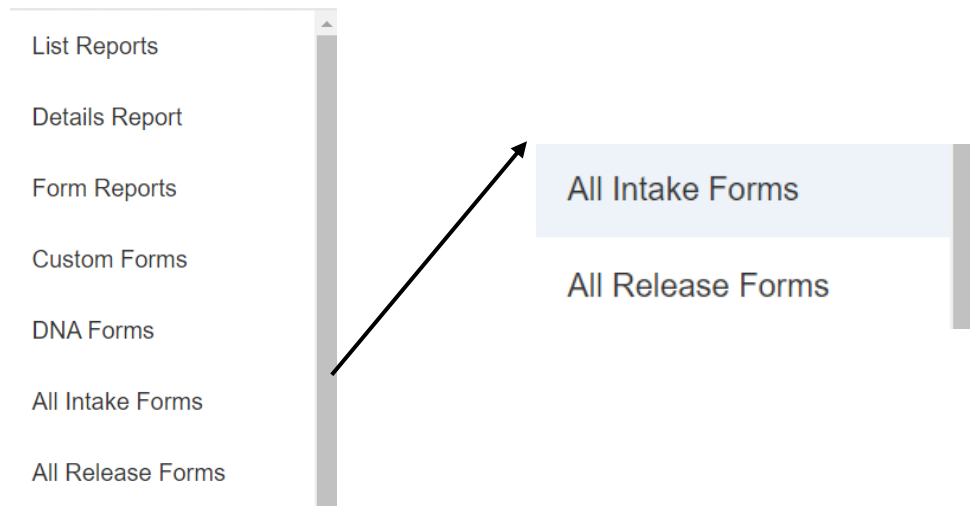
Once you have set up the number of forms to print, you can now print the forms.

Navigate to:

**Corrections** → **Booking** → **Intake/Booking Records**



Click the **Reports** button in the upper right corner, and then you can click on **Print All Intake Forms** or **Print All Release Forms** from the menu.





## Printing Intake and Release Forms

### For More Information...

We hope this manual has been helpful to you and your agency. If you have any more questions, don't hesitate to call. Call us at 888-644-5786 to ask questions and get clarification.

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