



# Lineup Guide

## Lineup Overview

The **Lineup** module lets you search inmates to create lineup lists. You can search by inmate traits or by information. You also have the ability to save the lineup lists, print the lineup lists, and add a few notes and information on lineups shown to a subject/victim. This section explains how to create a lineup list, how to save a lineup list, and how to print out the information.

Search By Traits	Search Booking	Print Lineup	Saved Lineups	Lineup
<p>Race: <input type="text"/> Sex: <input type="text"/></p> <p>Facial Hair: <input type="text"/></p> <p>Hair Color: <input type="text"/> Eye Color: <input type="text"/></p> <p>Glasses: <input type="text"/></p> <p>DOB Age Min: <input type="text"/> DOB Age Max: <input type="text"/> Height Min: <input type="text"/> Height Max: <input type="text"/> Weight Min: <input type="text"/> Weight Max: <input type="text"/></p> <p>Date of Birth: <input type="text"/> Foreign Born: <input type="text"/> (Y/N)</p> <p>Last Name: <input type="text"/> First Name: <input type="text"/> Middle Name: <input type="text"/></p> <p><b>Lineup Source:</b> <input checked="" type="radio"/> Booking <input checked="" type="radio"/> Last, First Name <input type="radio"/> Master Name <input type="radio"/> Age <input type="radio"/> Incident Offenders <input type="radio"/> Jacket <input type="radio"/> Gang Members <input type="radio"/> Eye Color <input type="radio"/> Sex Offenders <input type="radio"/> Intake Date</p> <p><b>SEARCH</b></p>				<p>1 DOE, JOHN Q</p> <p>2 SMITH, ADONTAE PAUL</p> <p>3 SMITH, CHARLES W</p> <p>4 SMITH, WILLIAM RAYMOND</p> <p>5 SMITH, NATHAN R</p> <p>6 DOE, ALAN</p>
<p>Description: <input type="text"/></p> <p>Case Number: <input type="text"/></p> <p>Victim/Subject Shown Lineup: <input type="text"/> Id: <input type="text"/></p> <p>Photo Number Sele... Location Lineup Shown: <input type="text"/></p> <p>Time Lineup Shown: <input type="text"/></p>				

Search Results Page: 1



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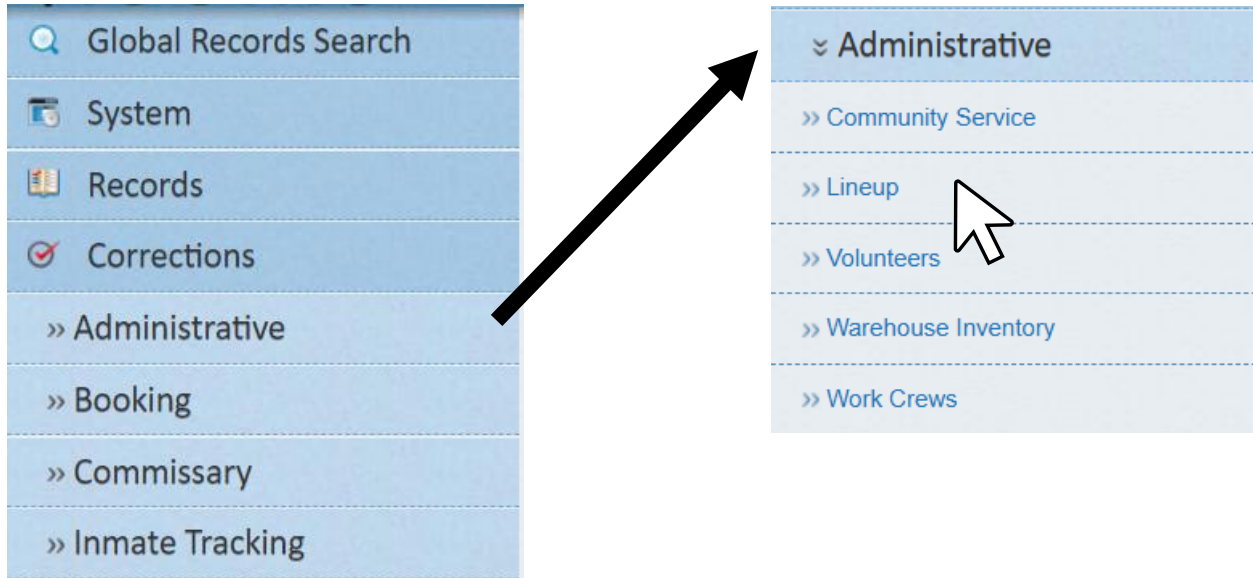
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## Creating and Editing New Lineups

To open the *Lineup* module, begin on the iSOMS home screen.

Navigate to:

**Corrections** → **Administrative** → **Lineup**



This will open the **Lineup** screen, where you can create, edit, save, and print lineups.



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## Searching for People to Add to Lineups

You can add up to 6 people to the lineup by using the two search headings: **Search by Traits** and **Search Booking**. All you need to do is add filters for your searches, click the photo in the search results, and the person will be put into the lineup record.

First, choose to search by **Traits** or by **Booking**.

Search By Traits	Search Booking
------------------	----------------

If you **Search by Traits**, you can search the following parameters:

Race	Eye Color	Weight
Sex	Glasses	Foreign Born (Y / N)
Facial Hair	DOB / Age	Name
Hair Color	Height	

Race:	▼	Sex:	▼	Facial Hair:	▼			
Hair Color:	▼	Eye Color:	▼	Glasses:	▼			
DOB Age Min:	DOB Age Max:	Height Min:	Height Max:	Weight Min:	Weight Max:	Date of Birth:		Foreign Born:
								(Y/N)
Last Name:								
DOE			First Name:			Middle Name:		

You can also choose where the records are sourced from. For example, you can search people from Booking, Master Name, Incident Offenders, Gang Members, or Sex Offenders. Then pick how to sort the list. (*Name, Age, Jacket #, Eye Color, Intake Date*)

Lineup Source:	Sort Result by:
<input checked="" type="radio"/> Booking	<input checked="" type="radio"/> Last, First Name
<input type="radio"/> Master Name	<input type="radio"/> Age
<input type="radio"/> Incident Offenders	<input type="radio"/> Jacket
<input type="radio"/> Gang Members	<input type="radio"/> Eye Color
<input type="radio"/> Sex Offenders	<input type="radio"/> Intake Date
<input type="button" value="SEARCH"/>	



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If you **Search Booking**, you can search the following parameters:

Last Name	Booking Number	Gang Name
First Name	DOB	Alias
Jacket Number	Phone Number	
Social Security Number	Transcor Number	

Select the parameter you want to search, and then add the keyword in **Search Text**. You can limit the search by a date range and if the search should be **In Jail Only** (Y/N).

Search Type:		
Search Text: _____	<input checked="" type="radio"/> Last Name	<input type="radio"/> Social Security Number
Date From:  _____	<input type="radio"/> Jacket	<input type="radio"/> Booking Number
Through:  _____	<input type="radio"/> Phone Number	<input type="radio"/> Transcor Number
In Jail Only: _____	<input type="radio"/> Alias	<input type="radio"/> First Name
(Y/N)		<input type="radio"/> Date Of Birth (Date From)
		<input type="radio"/> Gang Name

Now pick how to sort the list. (*Name, Age, Jacket #, Eye Color, Intake Date, Release Date, Cell*)

Sort Result by:	
<input checked="" type="radio"/> Last, First Name	<input type="radio"/> Age
<input type="radio"/> Jacket	<input type="radio"/> Eye Color
<input type="radio"/> Intake Date	<input type="radio"/> Release Date
<input type="radio"/> Cell	

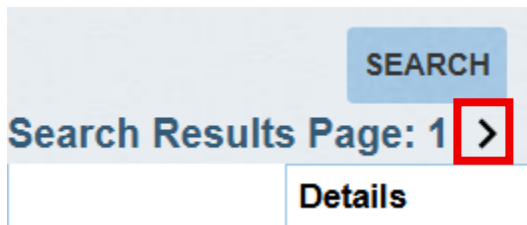


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Once you have decided on your parameters, click **Search** and the results will be displayed:



If your search has more than one page, just click the arrow  to go through pages.

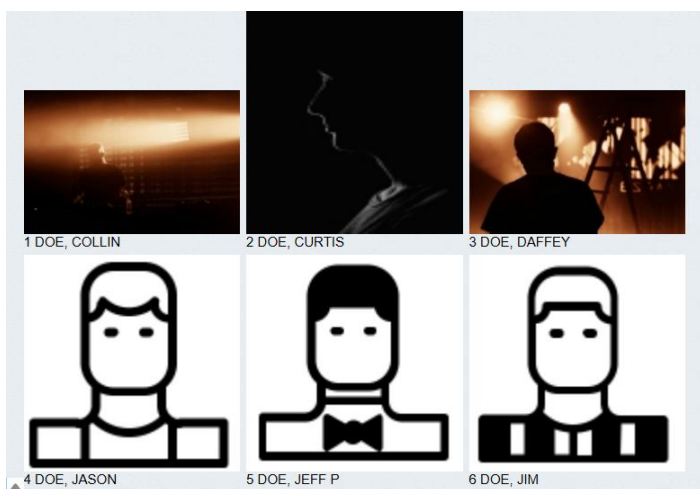




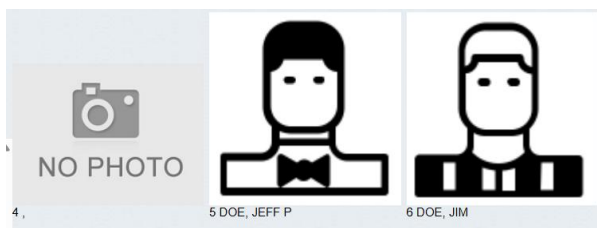
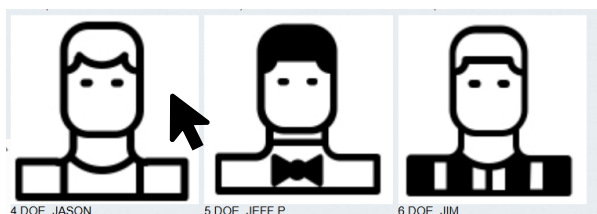
# Lineup Guide

## Adding and Removing People in the Lineup

To select a person for the lineup, click their picture and they will be added to the lineup on the right side of the screen.



To remove a person from the lineup, just click their picture in the lineup list to remove them.





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## Adding Details to a Lineup

Once you have selected the individuals to be in the lineup, you can add details to reference later.

Underneath the photos, there are several fields where you can add information as desired.

4 DOE, JASON	5 DOE, JEFF P	6 DOE, JIM
Description:		
Case Number:	Victim/Subject Shown Lineup:	Id: 0
Photo Number Sele...	Location Lineup Shown:	Time Lineup Shown:
Identification Made: (Y/N)	Officer Assigned:	Use Profile Images: (Y/N)
Notes:		
SCRAMBLE LINEUP CLEAR LINEUP		

Description:		
DOE LINEUP		
Case Number:	Victim/Subject Shown Lineup:	Id:
12345	JIMMY SMITH	0

**Description** can be used to name the lineup entry.

**Case Number** can be used to reference the case this lineup relates to.

**Victim / Subject Shown Lineup** lets you record who is being shown this lineup.





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Photo Number Selected:	Location Lineup Shown:	Time Lineup Shown:
4	THE CLINK	0400
Identification Made:	Officer Assigned:	Use Profile Images:
N	ELDER, MARTIN	Y

Record the individual chosen in **Photo Number Selected**. You can record where and when the lineup was done in **Location Lineup Shown** and **Time Lineup Shown**.

If an identification was made, record it in **Identification Made**, add the **Officer Assigned**, and whether or not you should use the profile images.

Notes:
NOTES

Add any **Notes** in the Notes box.



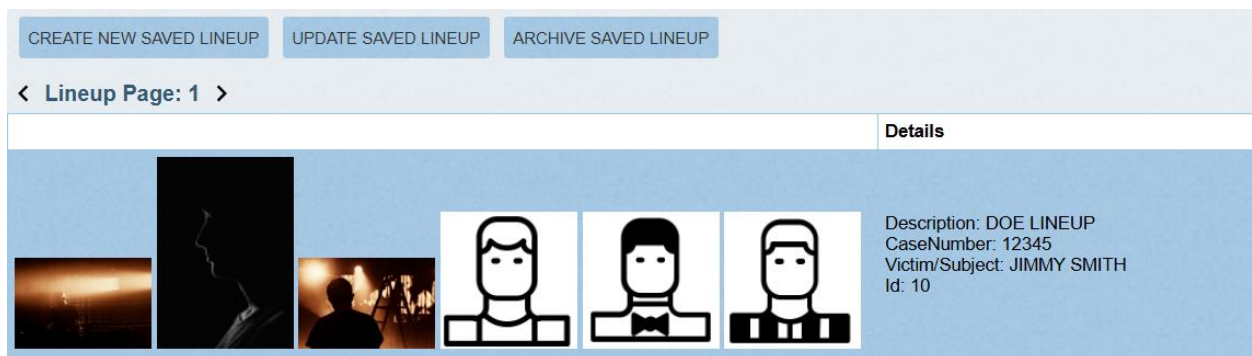
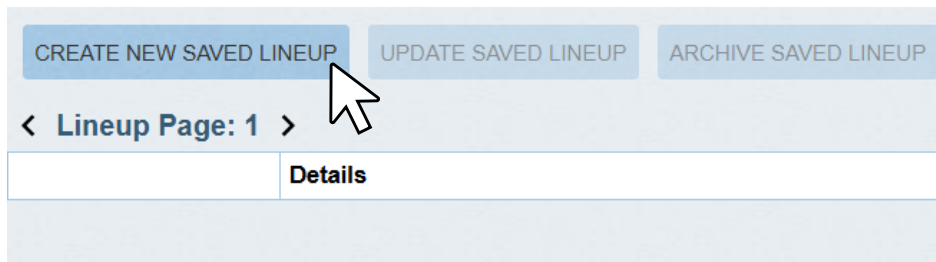
# Lineup Guide

## Saving and Deleting Lineups

To save your lineup, just click the **Saved Lineups** heading button:



Then, *after* you have created your lineup, click **Create New Saved Lineup** to save the photos and details to iSOMS.



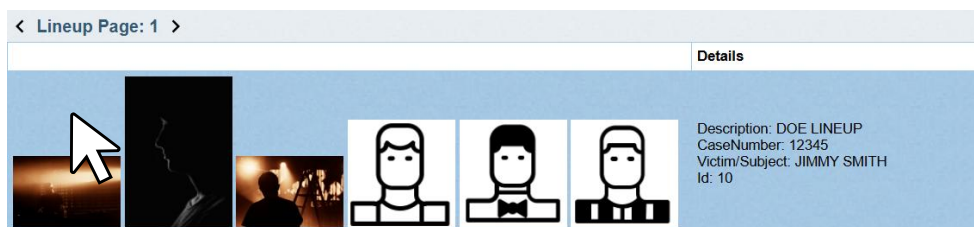
If you change the lineup and want to override the previous lineup, click **Update Saved Lineup** to save the changes.

UPDATE SAVED LINEUP

If you want to delete the current lineup, click **Archive Saved Lineup** and it will be removed.

ARCHIVE SAVED LINEUP

If you want to load a lineup, just click it from the list to load a previously saved lineup.





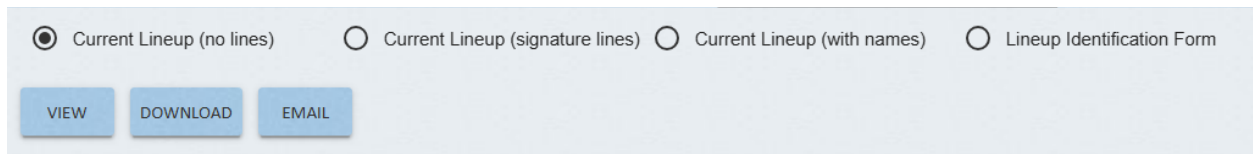
# Lineup Guide

## Printing Lineups

Once you have created or loaded a lineup, you can print it by clicking the **Print Lineup** heading:



Now select the lineup style you want to print, such as with or without lines. Then **View**, **Download**, or **Email** the document.

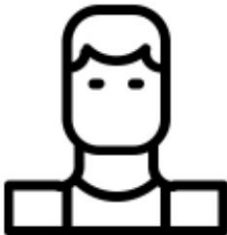


Sep 1, 2025 2:19 PM

YOUR AGENCY



1 \_\_\_\_\_



2 \_\_\_\_\_



3 \_\_\_\_\_



4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_



# Lineup Guide

## For More Information

We hope this manual has been helpful to you and your agency.

If you have any questions, don't hesitate to call us at 888-644-5786.

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