



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		
Race:	Sex:					
Facial Hair:				 1 DOE, JOHN Q		
Hair Color:	Eye Color:			 2 SMITH, ADONTAE PAUL		
Glasses:				 3 SMITH, CHARLES W		
DOB Age Min:	DOB Age Max:	Height Min:	Height Max:	Weight Min:	Weight Max:	
Foreign Born:						
Date of Birth:	<input type="button" value="Calendar"/>	(Y/N)				
Last Name:	First Name:	Middle Name:	Description:			
Lineup Source: Sort Result by:						
<input checked="" type="radio"/> Booking	<input checked="" type="radio"/> Last, First Name		Case Number:			
<input type="radio"/> Master Name	<input type="radio"/> Age		Id:			
<input type="radio"/> Incident Offenders	<input type="radio"/> Jacket		Victim/Subject Shown Lineup:			
<input type="radio"/> Gang Members	<input type="radio"/> Eye Color		0			
<input type="radio"/> Sex Offenders	<input type="radio"/> Intake Date		Photo Number Sele...			
<input type="button" value="SEARCH"/>						Location Lineup Shown:
Search Results Page: 1						Time Lineup Shown:



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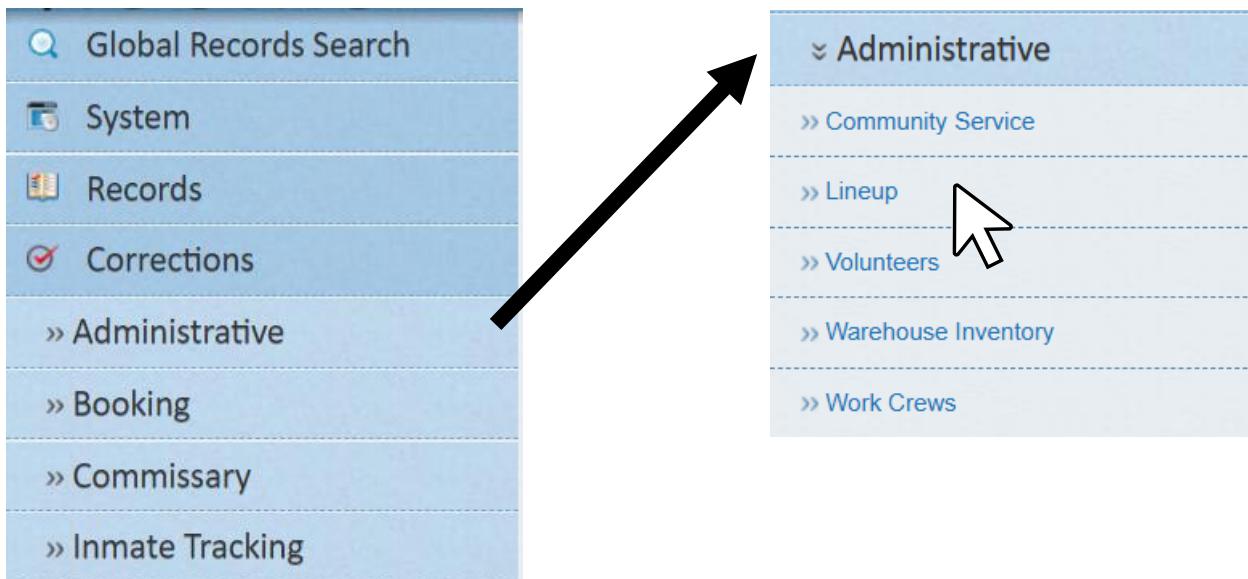
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Creating and Editing New Lineups

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:	<input type="checkbox"/>	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
SEARCH	

Search Results Page 1



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

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:

SEARCH

Search Results Page: 1

Details

Profile Picture	Name	DOB	Race	Sex	Hair	Eye	Beard	Glasses	Foreign Born	Height	Weight
	DOE, DAFFEY		DOB: Race: WHITE	Sex: MALE	Hair: Eye:					Height: 0	Weight: 0
	DOE, JASON		DOB: Race: UNKNOWN	Sex: MALE	Hair: BLACK	Eye: BROWN				Height: 0	Weight: 0
	DOE, JEFF P.	05/15/1985	Race: BLACK OR AFRICAN AMERICAN	Sex: MALE	Hair: BLACK	Eye: BLACK				Height: 510	Weight: 165
	DOE, JIM		DOB: Race: Sex: Hair: Eye:							Height: 0	Weight: 0

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

SEARCH

Search Results Page: 1 

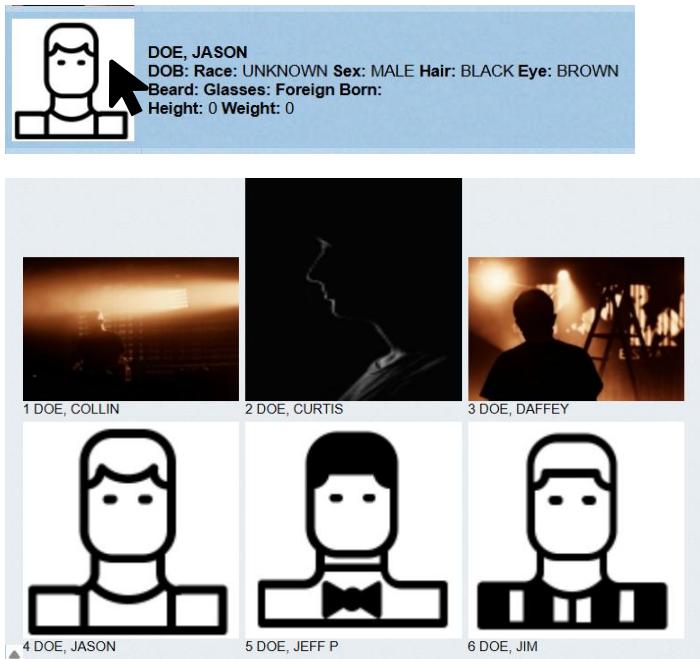
Details



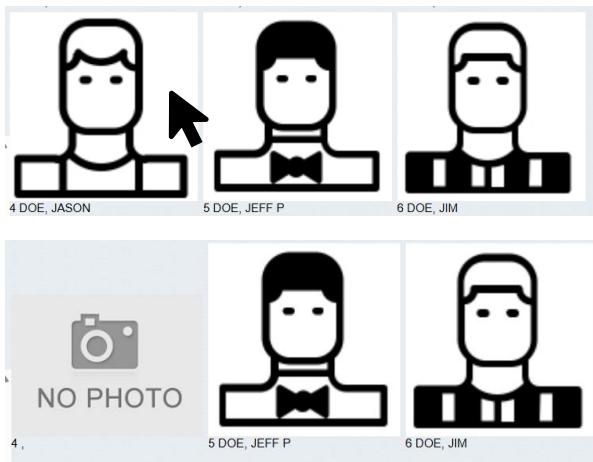
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Adding and Removing People in the Lineup

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: <hr/>		
Case Number:	Victim/Subject Shown Lineup:	Id: 0
Photo Number Sele...		Location Lineup Shown:
Identification Made: (Y/N)		Use Profile Images: (Y/N)
Notes: <hr/>		
SCRAMBLE LINEUP		CLEAR LINEUP

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

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.



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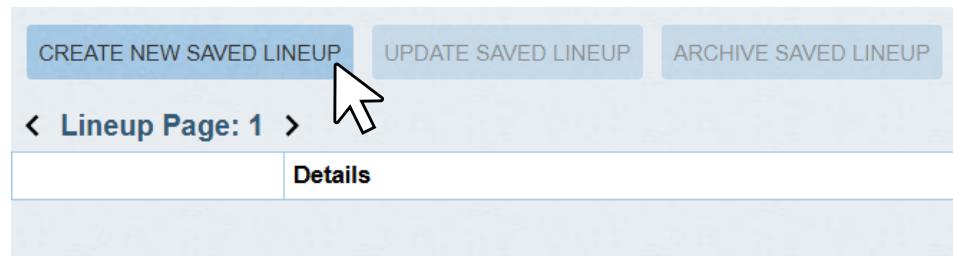
Saving and Deleting Lineups

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

Print Lineup

Saved Lineups

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



CREATE NEW SAVED LINEUP **UPDATE SAVED LINEUP** **ARCHIVE SAVED LINEUP**

< Lineup Page: 1 >

	Details	
	    	Details      Description: DOE LINEUP CaseNumber: 12345 Victim/Subject: JIMMY SMITH Id: 10

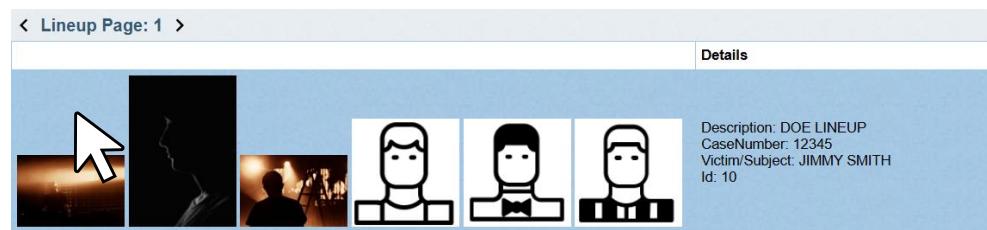
If you change the lineup and want to override the previous lineup, click **Update Saved Lineup** to save the changes.

UPDATE SAVED LINEUP

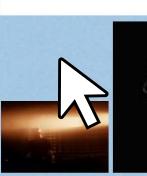
If you want to delete the current lineup, click **Archive Saved Lineup** and it will be removed.

ARCHIVE SAVED LINEUP

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



< Lineup Page: 1 >

	Details	
	   	 Description: DOE LINEUP CaseNumber: 12345 Victim/Subject: JIMMY SMITH Id: 10



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Printing Lineups

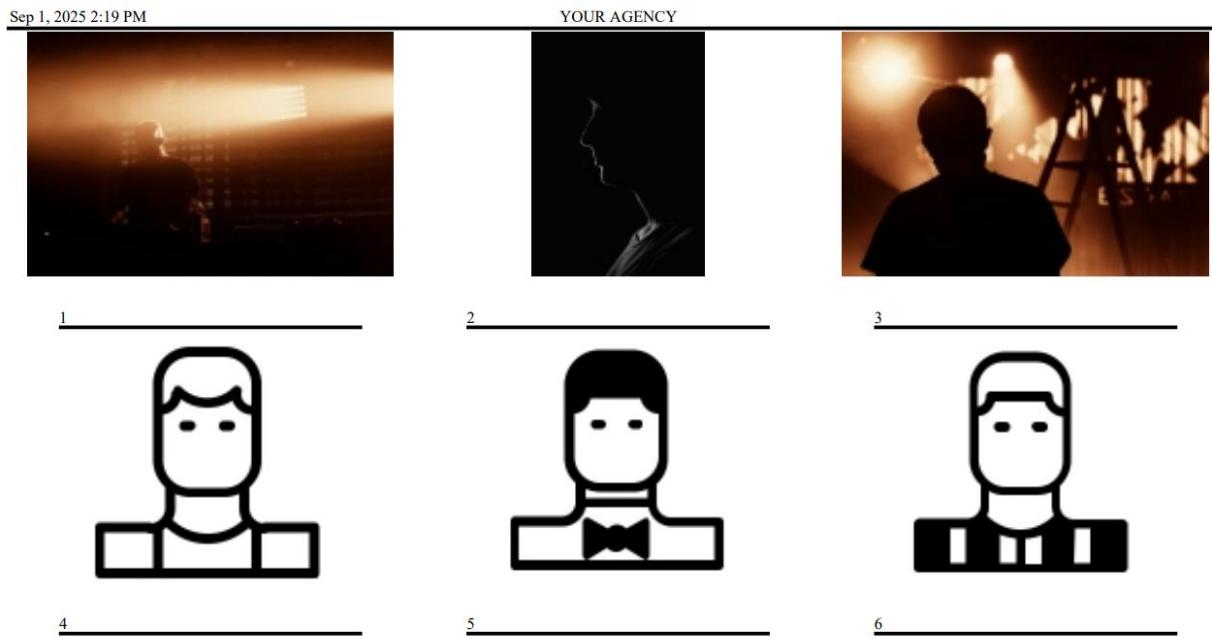
Once you have created or loaded a lineup, you can print it by clicking the **Print Lineup** heading:

Print Lineup **Saved Lineups**

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

Current Lineup (no lines) Current Lineup (signature lines) Current Lineup (with names) Lineup Identification Form

VIEW **DOWNLOAD** **EMAIL**





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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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