



Movements / Tracking Guide

Movement Records Overview

The **Movements / Tracking** module takes all the movements created in **Intake / Booking Records** and compiles them so you can see the movements of inmates easily. You can also run reports on movement records to get a list or statistics report.

Inmate Movement: View Record

LOOKUP NEW

« FIRST < PRIOR NEXT > LAST »

SAVE DELETE

Inmate: O'SHELL, SHANNON (WHITE FEMALE)
Booking #: 20240500009
Cell: B1 / Bunk #:
Intake Date: 04/08/2025 15:12
Release Date:

Start Date: 08/05/2025 Time: 05:40:17 Movement Reason: ACTIVITY AT ARMORY

New Cell: B1 New Bunk #: Override Incompatible

Lockdown Reason:

Notes:

Movement History Attachments

The first part of this section explains searches. If you need explanations on an already existing record, see the *Filling Out a Movement Record* to get more information on the different fields and tabs available.



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Searching for Existing Movement Records

To search existing movement records, begin on the iSOMS home screen.

Navigate to:

Corrections → **Inmate Tracking** → **Movements / Tracking**



This will open the **Inmate Movement: Search** screen. Here you can search and filter for different movement records. You can either use the blue buttons to do *quick searches* or enter information in the fields to do *standard searches*.

Inmate Movement: Search

LAST 3 DAYS LAST 7 DAYS ALL FUTURE MOVEMENTS MOVEMENTS FOR TODAY

Inmate:

Movement From:

Movement Through:

Movement Type:



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Quick Searches

Several different quick searches are available by using the blue buttons.

LAST 3 DAYS

LAST 7 DAYS

Last 3 Days and **Last 7 Days** will show you all the movement records in the specified recent time periods.

ALL FUTURE MOVEMENTS

MOVEMENTS FOR TODAY

To see every upcoming movement, simply click **All Future Movements**. To see today's movements for all inmates, click **Movements for Today**.



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Standard Searches

Various fields are available if you need to do a search that the quick searches won't work for. Fill in the fields to narrow the search and click **Lookup** at the top or bottom of the page to perform the search. If you need to start over, simply click **Clear Filter** to remove all search field entries.

LOOKUP

CLEAR FILTER

Field Explanations

Inmate:

This field, **Inmate**, lets you search for a specific inmate's records. Just type their name and a search box will open, or click the magnifying glass and you can find an inmate to search for just their movement records.

Movement From: Movement Through:
Movement Type:
Pod:

Use these fields to narrow the search by date range, movement type, or pod. Use **Movement From** and **Movement Through** to search between the dates selected. Add a **Movement Type** to only show that movement type on the search. You can also add the **Pod** as well.

Inmate Movement: Search Results									LOOKUP	NEW MOVEMENT	REPORTS	MAINTAIN FILES
Search Criteria ►									EXPORT GRID TO FILE	VIEW ALL AGENCIES		
9 Records												
Last Name	First Name	Middle Name	Booking #	Cell	Bunk #	Movement Date	Movement Type					
O'SHELL	SHANNON	KIMBERLY	2024050009	B1		06/11/2024 16:28						
O'SHELL	SHANNON	KIMBERLY	2024050009	B1		06/14/2024 15:02	BACK IN FACILITY					
O'SHELL	SHANNON	KIMBERLY	2024050009	B1		06/14/2024 15:02	DISPENSE MEDICATIONS					

As mentioned above, when you have finished with your search parameters, click **Lookup** to perform your search. Double click on the desired entry to view, edit, or delete the record.



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Creating a New Movement Record

Typically, movement records are created on an inmate's booking record under the **Movement** tab. See the *Corrections Manual* for more information on how to add movement records under that tab.

The **Movement / Tracking** module also allows you to create movement records here. **One thing important to remember is that once you save a movement record, it cannot be modified for the most part, only deleted.** Navigate to the search screen and click **New Movement** in the upper right.

Inmate Movement: Search

NEW MOVEMENT AUDITS TOPICS REPORTS MAINTAIN FILES

LAST 3 DAYS LAST 7 DAYS ALL FUTURE MOVEMENTS MOVEMENTS FOR TODAY

Inmate:

NEW MOVEMENT

This will open a search box. Type the name of the inmate and a search box will open, or click the magnifying glass and you can find an inmate to add a movement record for.

Add Add New movement Log

Inmate:

Add name or other search parameters and click **Lookup**. Click the checkmark symbol () to select the inmate for the movement record. Then click **ADD** to create a new record.

Search Inmates

Last Name: First Name:

Race: Sex: In Jail Only Weekender Only

LOOKUP **CLEAR FILTER**

3 Records

Last Name	First	Middle	Post	Age	Booking #	Cell	Bunk #	Intake Date	Release Date	Race	Sex	Weekender
DOE	JAMES		0	2024120001				12/27/2024 10:15				<input checked="" type="checkbox"/>
DOE	JAMES	RANDAL		60	2025010002			01/06/2025 16:22		W	M	<input checked="" type="checkbox"/>
DOE	JAMES	RANDAL		60	2025020002			02/20/2025 15:33		W	M	<input checked="" type="checkbox"/>



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Inmate Movement: View Record

« FIRST < PRIOR NEXT > LAST »

There are two primary sections of the report:

1. The *fields* in the upper part of the screen. These record details about the inmate, the movement, and brief notes.

Inmate: O'SHELL, SHANNON (WHITE FEMALE)
Booking #: 2024050009
Cell: B1 / Bunk #:
Intake Date: 04/08/2025 15:12
Release Date:

Start Date: 08/05/2025 Time: 06:33:38 Movement Reason:

New Cell: New Bunk #: Override Incompatible

Lockdown Reason:

Notes:

2. The *tabs* record information about other movements and any attachments for this record.

Movement History Attachments

You can view **Movement History** to see other movements. If attachments are needed, you can add them in the **Attachments** tab. This process is covered in detail in the next section, *Filling Out an Movement Record*.

After you enter new details, make sure **NOT** to click **Save** at the top of the screen until you finish as saving will **LOCK** most of the record.

SAVE

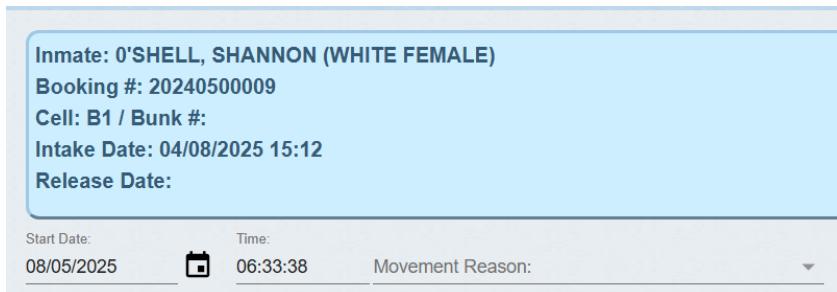


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Filling Out an Movement Record – Fields

This section explains in detail the different fields and tabs for a movement record. The top section of the report with fields should always be filled out when relevant information is available, and the tabs should be filled out as needed. Movement Records are very brief to fill in, so this is not a difficult or involved process.

Fields

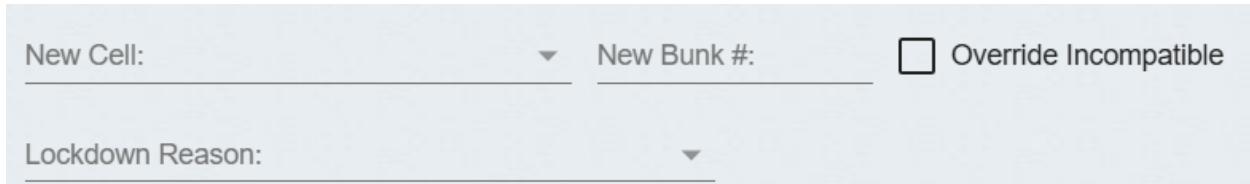


This screenshot shows the top section of a Movement Record. It contains the following fields:

- Inmate: O'SHELL, SHANNON (WHITE FEMALE)
- Booking #: 20240500009
- Cell: B1 / Bunk #:
- Intake Date: 04/08/2025 15:12
- Release Date:

Below these fields are two input fields: "Start Date" (08/05/2025) and "Time" (06:33:38). To the right of the time field is a dropdown menu labeled "Movement Reason".

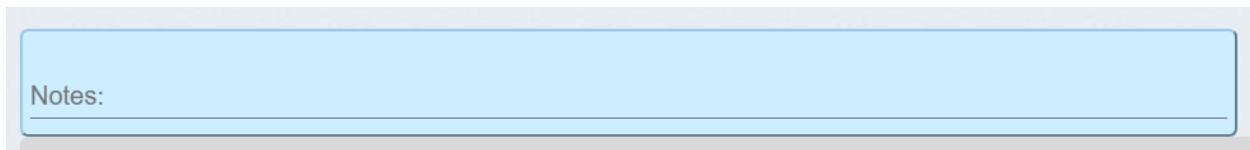
The **State Date** and **Time** will automatically be set, but this may not be when movement, so change these fields if necessary. Then add the **Movement Reason** (such as *Fire Drill, Visitor, Cell Assignment*).



This screenshot shows the middle section of a Movement Record. It includes the following fields:

- New Cell: (dropdown menu)
- New Bunk #: (dropdown menu)
- Override Incompatible
- Lockdown Reason: (dropdown menu)

Now, in these fields, add which **New Cell**, **New Bunk #**, and if a lockdown, a **Lockdown Reason**. Only check **Override Incompatible** if you are **SURE** this will not cause an issue of putting two incompatibles in the same cell.



This screenshot shows the bottom section of a Movement Record. It contains a single input field labeled "Notes".

You can add any notes here as desired.



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Filling Out an Movement Record – Tabs

Summary

Usually, you don't have to add anything to the tabs for movement, but the two available are shown below.

The **Movement History** tab is a **read-only** tab and shows all other movements for the inmate.

The **Attachments** tab allows you to attach files to this movement record.





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Movement History Tab

Movement History

The **Movement History** tab is a **read-only** tab. It shows a list of all other movement of the inmate. If you want to open the movement record, simply double-click it on the table or click the View Icon () to open it.

Movement Date	Move Reason	View	Print	Print
08/05/2025	ACTIVITY AT ARMORY			
02/20/2025				
06/20/2024	LOCK DOWN			
06/20/2024				
06/19/2024	CELL ASSIGNMENT NEW			



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Attachments Tab



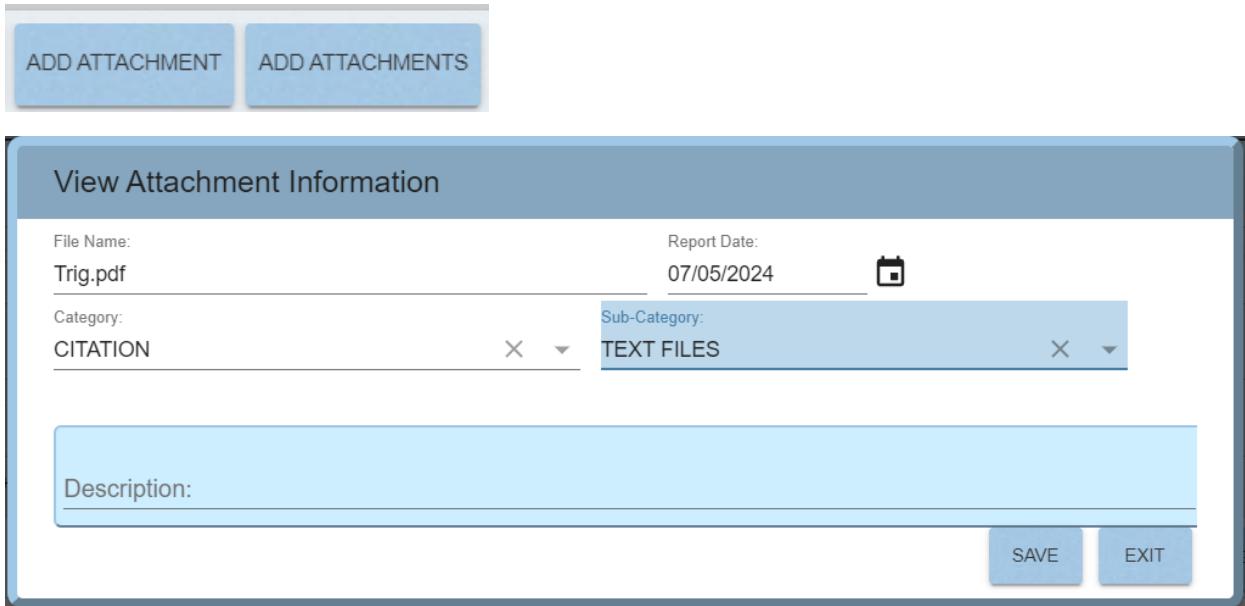
The **Attachments** tab is used to view, download, or add attachments. Double-click a file entry to view the record for the attachment or click on the  icon to download the attachment to the computer.



Attachment	Entry Date	Category	Sub-Category	Description		
	08/29/2024 14:11			IMAGE		

You can add a single attachment at a time or multiple attachments at a time. Just like above with images, you will need the System Tray Installer downloaded to the computer you are using to add multiple attachments at once. See the *Image* tab instructions on the previous few pages for instructions on installing the System Tray Installer.

Click **Add Attachment** to add a single attachment or click **Add Attachments** to add multiple attachments at the same time. Choose the attachments from the computer, then add the appropriate category and sub-category for the file.



View Attachment Information

File Name:	Trig.pdf	Report Date:	07/05/2024 
Category:	CITATION	Sub-Category:	TEXT FILES
Description:			
<input type="button" value="SAVE"/>		<input type="button" value="EXIT"/>	



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You can also **Download All PDFs** at once by clicking the appropriate button.

DOWNLOAD ALL PDFS

File name:
Save as type:

If you have the iSOMS Windows App, you can use **Scan** to scan files into the attachments.

SCAN

Scan Attachment

ISOMS Windows App Must Be Running

File Name: Report Date:

Category: Sub-Category:

Description:

CANCEL **SCAN DUPLEX** **SCAN AUTO**

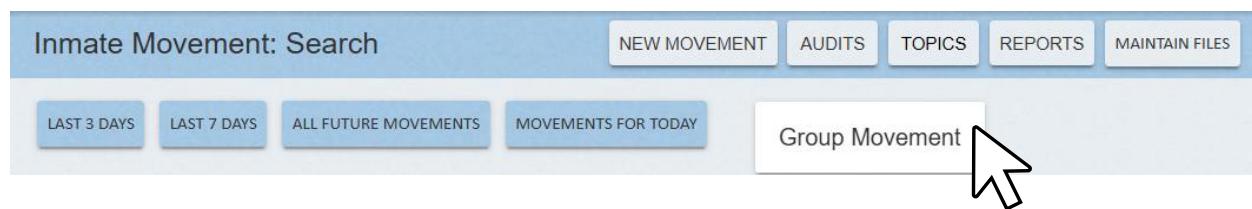


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Movement Topics

The **Topics** button lets you do special actions in different modules. In **Movement / Tracking**, if you use the **Topics** button, you will be able to perform group movement to move a group of people. Note it does not change their location – it only adds a movement reason. So you will not be adding a new cell / bunk but just a movement reason.

Once you have opened the **Movement** module, you can click **TOPICS → GROUP MOVEMENTS** in the upper right.



This will open the **Group Movement** screen. Fill out the information to perform a group movement.

A screenshot of the "Inmate Movement: Group Movement" interface. It includes fields for "Move Date" (with a calendar icon), "Time", "Cell", "Pod", "Sex", "Movement Reason", "Work Crew", "Status" (set to "All"), "Order By" (radio buttons for Name, Cell, Pod), and a "SEARCH" button. There is also a "Notes" text area, a "CLEAR" button, and a "SELECT ALL" button. At the bottom are "CANCEL" and "SAVE" buttons.

First, add the information about the movement: add the **Move Date** and **Time**, the **Movement Reason**, and any **Notes**.



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Move Date: Time:

Movement Reason: X ▼

Notes:

CANCEL SAVE

Now use the other fields to search for people and click **Search**. Select who is to be moved and then hit **Save** on the left side of the screen. Movement records will be created with this info.

Cell: X ▼ Pod: ▼ Sex: ▼

Work Crew: ▼ Status ▼

Order By Name Cell Pod SEARCH

CLEAR SELECT ALL

<input type="checkbox"/> CROWELL, MALCOLM LEE	B10	<input checked="" type="checkbox"/> CUPP, TEONNA DENISE B10	<input checked="" type="checkbox"/> JONES, TERESA DARLENE	B10
--	-----	--	--	-----



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Movement Reports

iSOMS has the capability to allow you to print different types of reports for movement records.

To access the reports, begin on the iSOMS home screen. Navigate to:

Corrections → **Inmate Tracking** → **Movements / Tracking**

The image shows two screenshots of the iSOMS software interface. The left screenshot displays a vertical navigation menu with the following items: Global Records Search, System, Records, Corrections (which is checked), Administrative, Booking, Commissary, and Inmate Tracking. The right screenshot shows a list under the Inmate Tracking section, including Appointment Log, Cell Checks, Grievance Reports, Jail Incident Reports, Mail Log, Movements / Tracking (which has a cursor arrow pointing to it), and Use Of Force.

Now click on the **Reports** button in the upper right corner and select the report you wish to run. Different reports are explained over the next set of pages.

The image shows the 'Inmate Movement: View Record' screen. At the top, there are buttons for LOOKUP, NEW MOVEMENT, AUDITS, BACK TO SEARCH RESULTS, TOPICS, and REPORTS. Below these are buttons for navigating through records: << FIRST, < PRIOR, NEXT >, and LAST >>. To the right of these is a 'SAVE' button. A callout box on the right lists five report types: List Reports, Stats Report, Form Reports, and Custom Forms. A large arrow points from the 'REPORTS' button on the main screen to this callout box.



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List Reports

The **List Report** displays Movement records in iSOMS over a certain date range. In this way you can see a list of movements over chosen periods. Add the start and end date in **Movements From** and **Movements Through**.

Inmate Movement: List Reports

Report Style
List

Records to Include:

Cell Movement Only Out of Facility Only Back in Facility Only On Lockdown Only Off Lockdown Only
 Legal Only Medical Only Special Only All Types

Movements From: Movements Through: Entry By:

Movement Reason:

Report Style has a couple of different layout and sorting options, such as *List*, *Group by Movement Reason* and *Group by Employee*. Pick the one most relevant to your desired result.

List

Group By Movement Reason

Group By Employee

You can filter to certain movement reason types, either using the radio buttons or the filters. You can also choose a certain inmate to see their movements

Records to Include:

Cell Movement Only Out of Facility Only Back in Facility Only On Lockdown Only Off Lockdown Only
 Legal Only Medical Only Special Only All Types

Movement Reason: Inmate:



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Now, with your chosen parameters, click **View** or **Download** to view the report.

Report Format:

PDF Excel XML SQL

VIEW **DOWNLOAD** **EMAIL** **CLEAR FILTER**

List Report



YOUR AGENCY
Inmate Movement/Tracking List
Movement Dates From 08/01/2025 Through 08/07/2025

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Date	Move By	Reason	Inmate	Old Cell	New Cell	Booking #
08/05/2025 00:00		BACK IN CELL		AA1		2019060090
08/05/2025 00:00		BACK IN CELL		AA1		2019100005
08/05/2025 05:40		ACTIVITY AT ARMORY		B6	B1	2024050009
08/05/2025 06:33		_Missing Reason Code		B1		2024050009
08/06/2025 00:00		BACK IN CELL		B10		2006007229
08/06/2025 00:00		BACK IN CELL		B10		13961
08/06/2025 00:00		BACK IN CELL		B10		2017120001

Report Count: 7



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Stat Reports

This report displays movement stats in iSOMS over a certain date range. In this way you can see statistics for your records over a certain period. Add the start and end date in **Movement From** and **Movement Through**.

Inmate Movement: Stat Reports

Report Style
Stats By Movement Type

Movement From: Movement Through: Entry By:

Movement Reason:

All Agencies

Report Format:

PDF Excel XML SQL

Report Style has a couple of different layout and sorting options, such as *Stats by Movement Type* and *Stats by Employee*. Pick the one most relevant to your desired result.

Stats By Movement Type

Stats By Employee

Movement Reason:

All Agencies

Report Format:

PDF Excel XML SQL

You can add a filter to restrict by movement type if you wish. Now, with your chosen parameters, click **View** or **Download** to view the report.



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Inmate Movement/Tracking Stats (By Reason)

Report Dates From 08/01/2025 Through 08/08/2025

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Tracking / Movement Reason	Count	% To Total
ACTIVITY AT ARMORY	1	14.29
BACK IN CELL	5	71.43
No Movement Reason	1	14.29

Report Count: 7



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Appendix A: Maintain Files Entries

Many dropdown options are present in iSOMS. You can use **Maintain Files** to add to them. To use this, click **Maintain Files** at the top right of the screen. Then navigate to the correct code section and choose the appropriate option for the code you want to add. We will do one example, but you can find the right option to change any dropdown beside it in the main manual entry for that field.



IMPORTANT: Only a person with Super User permissions can change **Maintain Files** settings. Make sure you have a Super User editing if using that method.

The method of adding codes (and the way to edit current codes) is to use Maintain Files. As an example, let's change the **Pursuit Type** dropdown to have a new option, *Horseback*. Navigate to the *Use of Force* module under **Corrections → Inmate Tracking → Use of Force**, and then click:

Maintain Files → Use of Force Codes → Pursuit Type

A screenshot of the iSOMS software interface. The top navigation bar is blue and contains the text "Use Of Force: View Record" and several buttons: "LOOKUP", "NEW USE OF FORCE", "AUDITS", "TOPICS", "REPORTS", and "MAINTAIN FILES". The "MAINTAIN FILES" button is highlighted with a blue border. Below the navigation bar, there is a sidebar with three buttons: "TOPICS", "REPORTS", and "MAINTAIN FILES", with "MAINTAIN FILES" being the active tab. The main content area shows a list of dropdown categories: "Attachment/Note Codes", "Injury/Weapon Codes", "Use Of Force Codes" (which is expanded, showing "Disposition", "Force Involved", "Involvement Type", and "Pursuit Type"). A cursor arrow is pointing at the "Pursuit Type" option.



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This will open the list of all the current codes for *Pursuit Type*. If you want to edit a current code, find it in the list that appears and double-click it.

To add a new code, click **New Record**:

Code	NCIC	IBR	Description	Entry Date	Entry By	In-Active	Agency	System Code	
BOTH			BOTH	09/30/2019 22:55	M & M Micro Systems, Inc.,		BCSO	NO	
FOOT			FOOT	08/06/2015 05:11	ELDER, MARTIN		BCSO	NO	
FOOT-VEH			FOOT AND VEHICLE	08/06/2015 05:11	ELDER, MARTIN		BCSO	NO	
VEHICLE			VEHICLE	08/06/2015 05:11	ELDER, MARTIN		BCSO	NO	

On the screen that appears, type the **Code** (system hidden name) and **Description** (the actual words displayed for users), and then click **ADD** to add the code. This will open a new screen, but you can just hit **Save** and exit the code record; we do not need to add any special functionality.

Add Code

Code: HORSE Description: HORSEBACK

ADD CANCEL

Maintain All Codes: View Record

<< FIRST < PRIOR NEXT >> LAST >>

Code: HORSE In-Active

Description: HORSEBACK

If we go back to the *Use of Force* records, we find the new option in the **Pursuit Type** dropdown:

Pursuit Type: HORSEBACK

A Super User can follow this procedure and similar ones to add additional codes for more options to almost any dropdown in iSOMS.



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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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