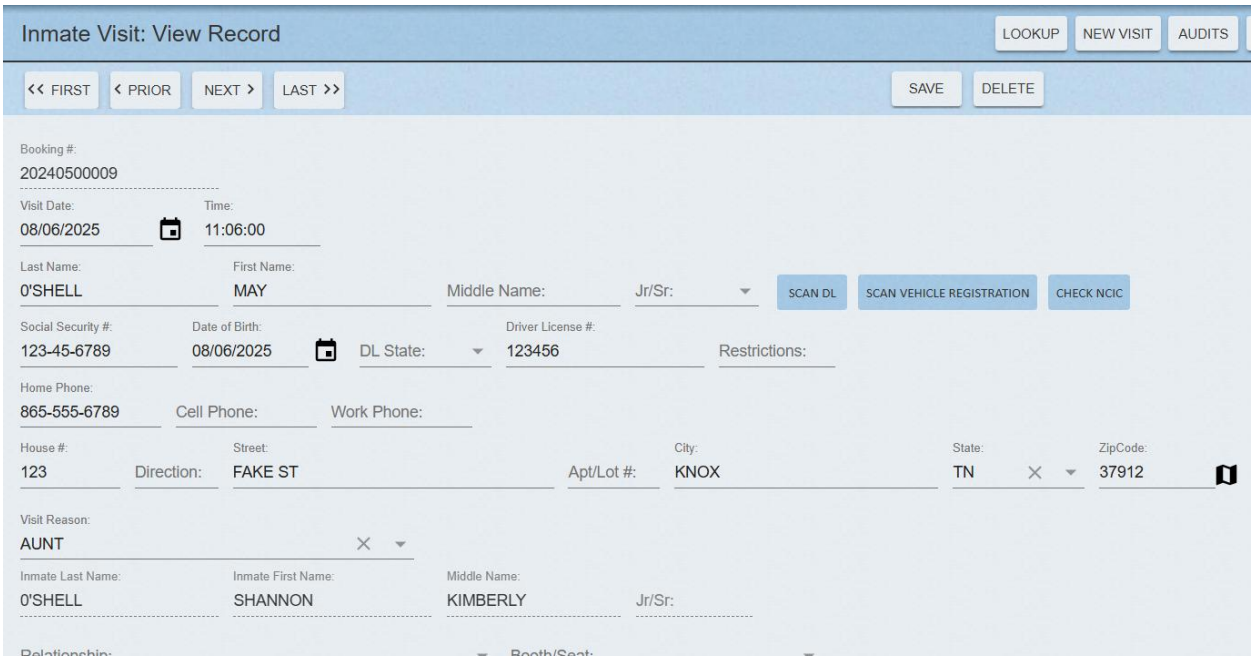
Visitor Log Entry Guide

Visitor Log Overview

The **Visitor Log Entry** module takes all the visitor history reports created in their tab under **Intake** / **Booking Records** and compiles them so you can see the visitors of all inmates or search for a specific inmate's visitors. You can also run reports on these records to get a list or statistics of the records.

Note: These records are only from the **Visit History** Booking tab, **NOT** the **Visitors** Booking tab. Those are completely separate entries and the two tabs are not linked except that they are both available in Booking.



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

Visitor Log Entry Guide

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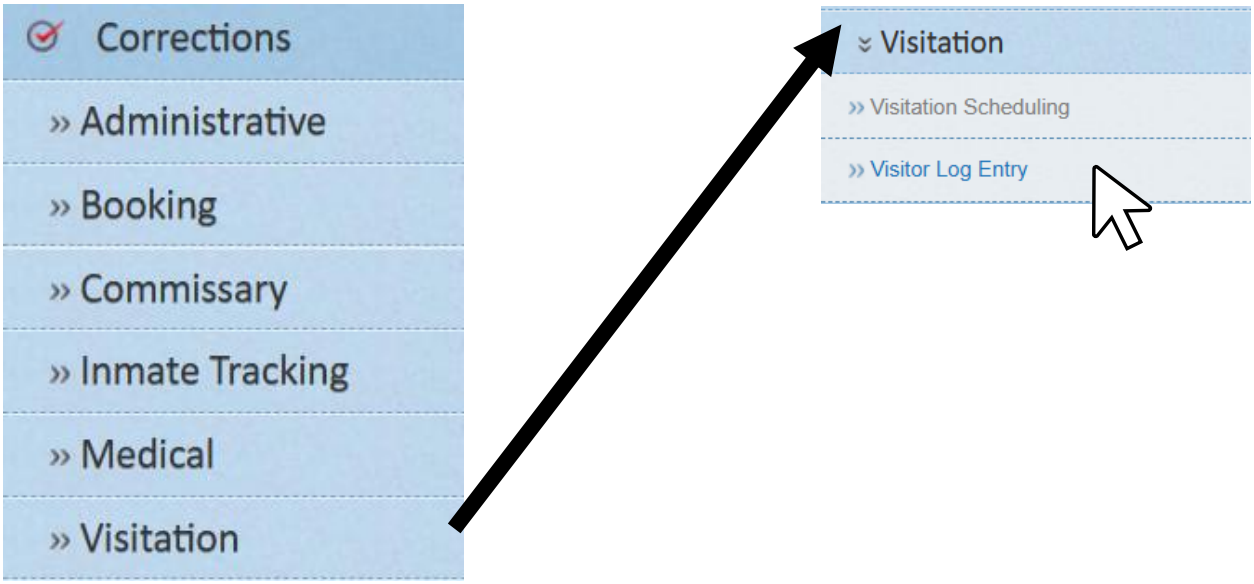
Visitor Log Entry Guide

Searching for Existing Visit Records

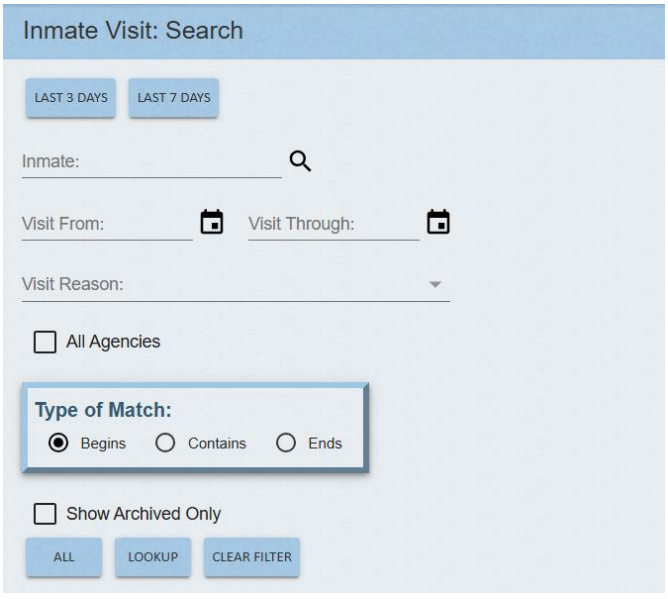
To search existing visit records, begin on the iSOMS home screen.

Navigate to:

Corrections → Visitation → Visitor Log Entry



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



Visitor Log Entry Guide

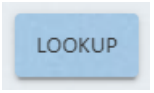
Quick Searches

A few different quick searches are available by using the blue buttons.

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

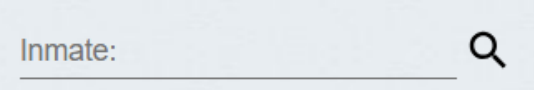
Visitor Log Entry Guide

Standard Searches

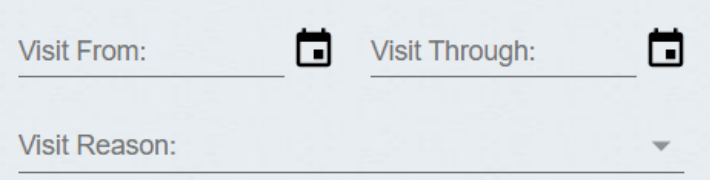


Various fields are available if you need to do a search that the quick searches won't work for. Fill in the fields to narrow the search and click **Lookup** at the top or bottom of the page to perform the search. If you need to start over, simply click **Clear Filter** to remove all search field entries.

Field Explanations

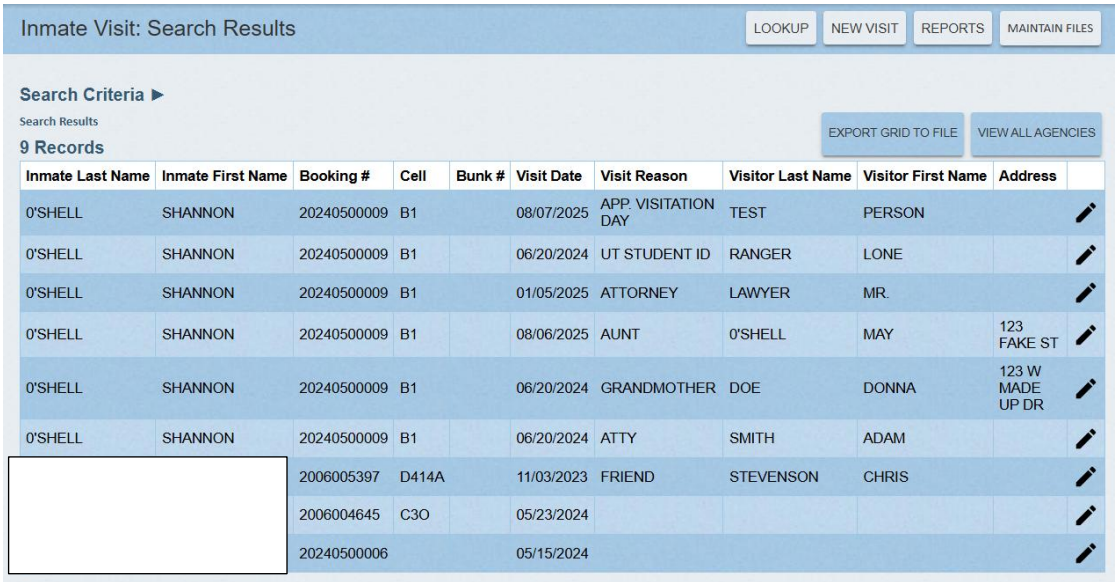


This field, **Inmate**, lets you search for a specific inmate's records. Just type their name and a search box will open, or click the magnifying glass and you can find an inmate to search for just their visit records.



Use these fields to narrow the search by date range or a specific visit reason. Use **Visit From** and **Visit Through** to search between the dates selected. Use **Visit Reason** to search categories of visit records.

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.



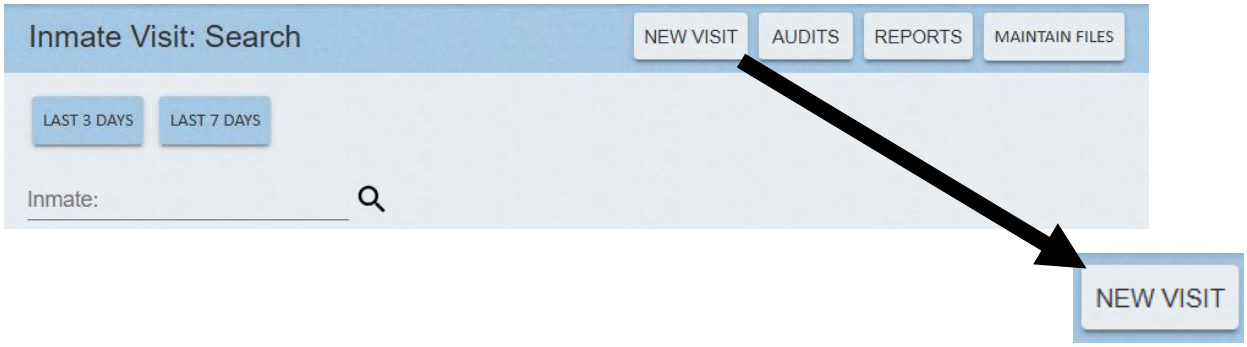
Inmate Last Name	Inmate First Name	Booking #	Cell	Bunk #	Visit Date	Visit Reason	Visitor Last Name	Visitor First Name	Address
0'SHELL	SHANNON	20240500009	B1		08/07/2025	APP. VISITATION DAY	TEST	PERSON	
0'SHELL	SHANNON	20240500009	B1		06/20/2024	UT STUDENT ID	RANGER	LONE	
0'SHELL	SHANNON	20240500009	B1		01/05/2025	ATTORNEY	LAWYER	MR.	
0'SHELL	SHANNON	20240500009	B1		08/06/2025	AUNT	0'SHELL	MAY	123 FAKE ST
0'SHELL	SHANNON	20240500009	B1		06/20/2024	GRANDMOTHER	DOE	DONNA	123 W MADE UP DR
0'SHELL	SHANNON	20240500009	B1		06/20/2024	ATTY	SMITH	ADAM	
		2006005397	D414A		11/03/2023	FRIEND	STEVENSON	CHRIS	
		2006004645	C3O		05/23/2024				
		20240500006			05/15/2024				

Visitor Log Entry Guide

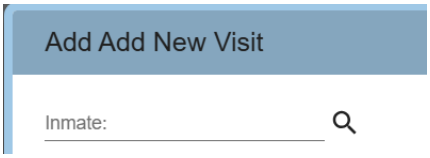
Creating a Visit Record

Typically, visit records can be created on an inmate's booking record under the **Visit History** tab. See the *Corrections Manual* for more information.

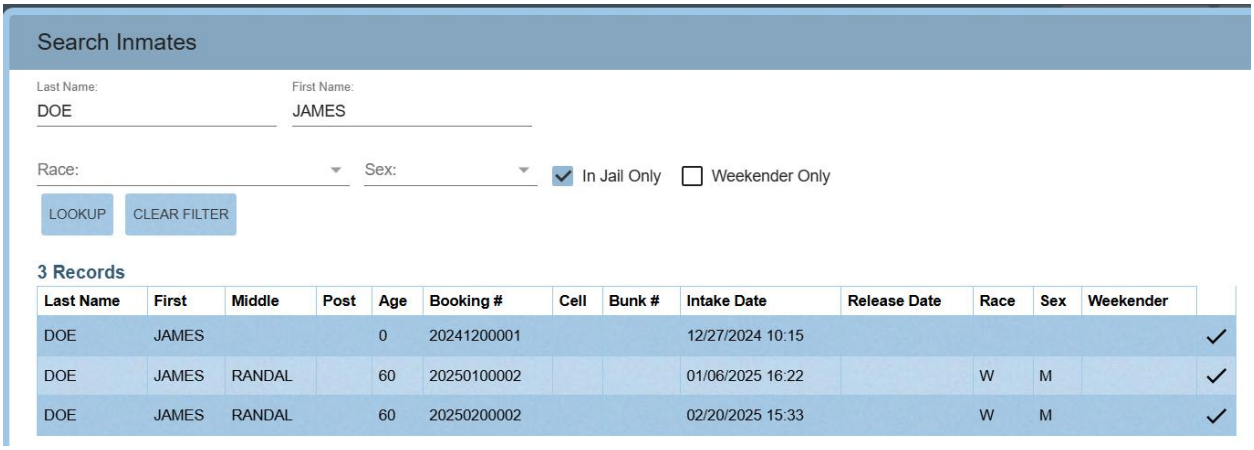
The **Visitor Log** module also allows you to create records here. Navigate to the search screen and click **New Visit** in the upper right.



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 an visit record for.



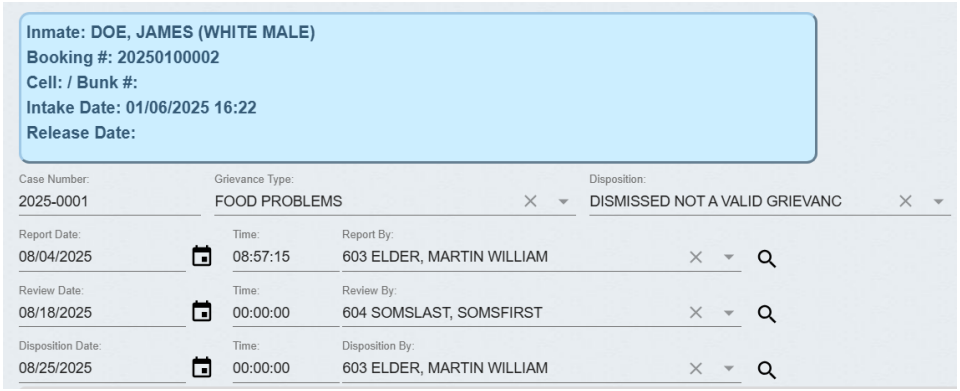
Add name or other search parameters and click **Lookup.** Click the checkmark symbol (✓) to select the inmate for the visit record. Then click **ADD** to create a new record.



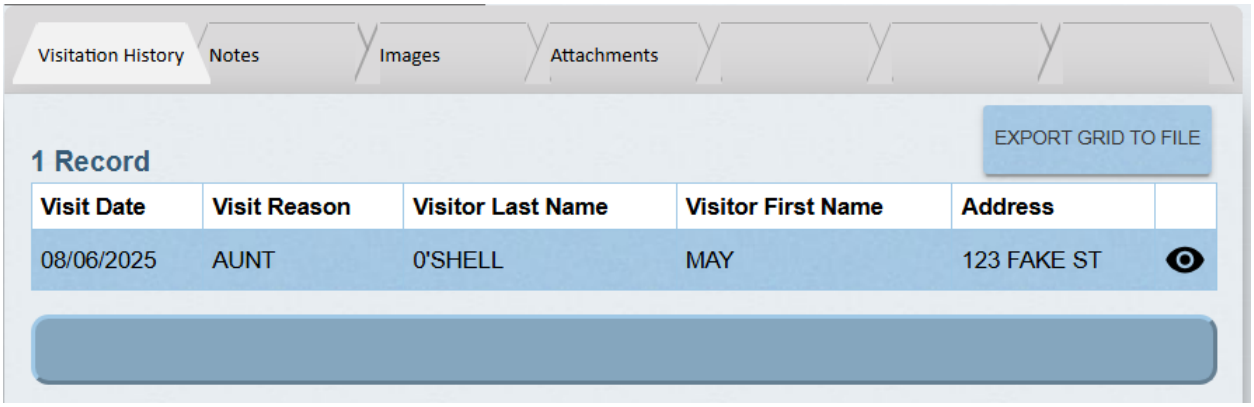
Last Name	First	Middle	Post	Age	Booking #	Cell	Bunk #	Intake Date	Release Date	Race	Sex	Weekender	
DOE	JAMES			0	20241200001			12/27/2024 10:15					✓
DOE	JAMES	RANDAL		60	20250100002			01/06/2025 16:22		W	M		✓
DOE	JAMES	RANDAL		60	20250200002			02/20/2025 15:33		W	M		✓

There are two primary sections of the report:

1. The *fields* in the upper part of the screen. These record details about the visitor, visit reason, and the inmate.



2. The *tabs* record visitation history, and any extra notes, images, or attachments for this record.



All of the tabs are optional. **Visitation History** is a read-only tab. If extra **Notes**, **Images**, and/or **Attachments** are needed, you can add them in the respective tab. This process is covered in detail in the next section, *Filling Out a Visit Record.*

After you enter new details, make sure to click **Save** at the top of the screen.

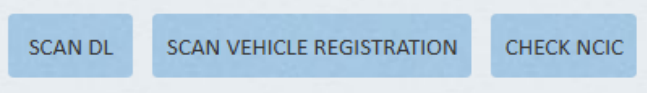
Visitor Log Entry Guide

Filling Out an Visit Record – Fields

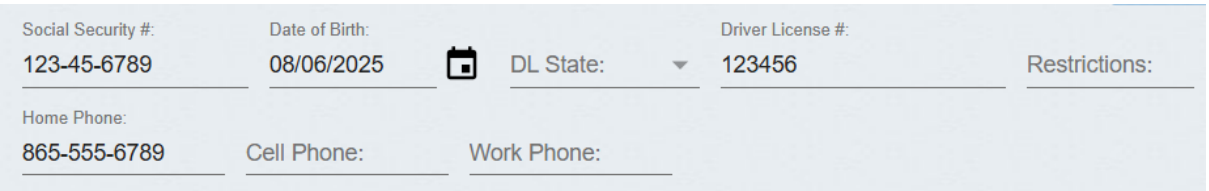
This section explains in detail the different fields and tabs for a Visit Record. The top section of the report with fields should always be filled out when relevant information is available, and the tabs should only be filled out as needed.

Fields

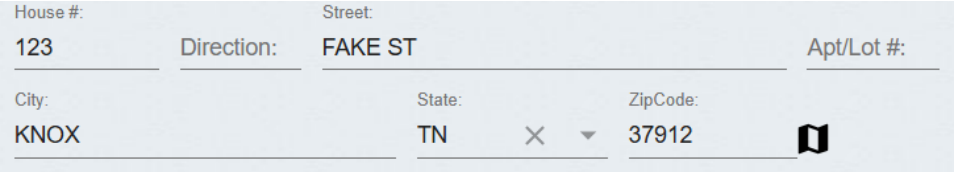
The **Visit Date and Time** will automatically be set to the current datetime, but you can change it if you'd like. Then add the name information of the visitor.



Use these buttons if you need to scan documents or check NCIC for this person.



Add identification and contact information for the visitor.



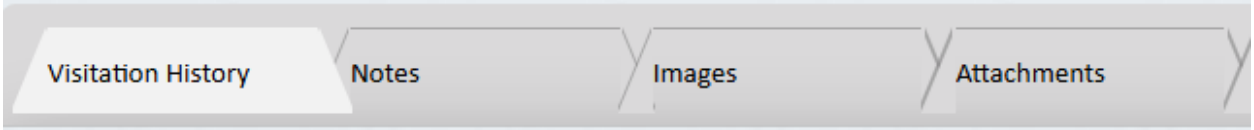
Add address information for the visitor.

These last fields relate the visitor and the inmate. Add the **Visit Reason**, the **Relationship**, and the **Booth / Seat** where the visit will take place.

Filling Out an Visit Record – Tabs

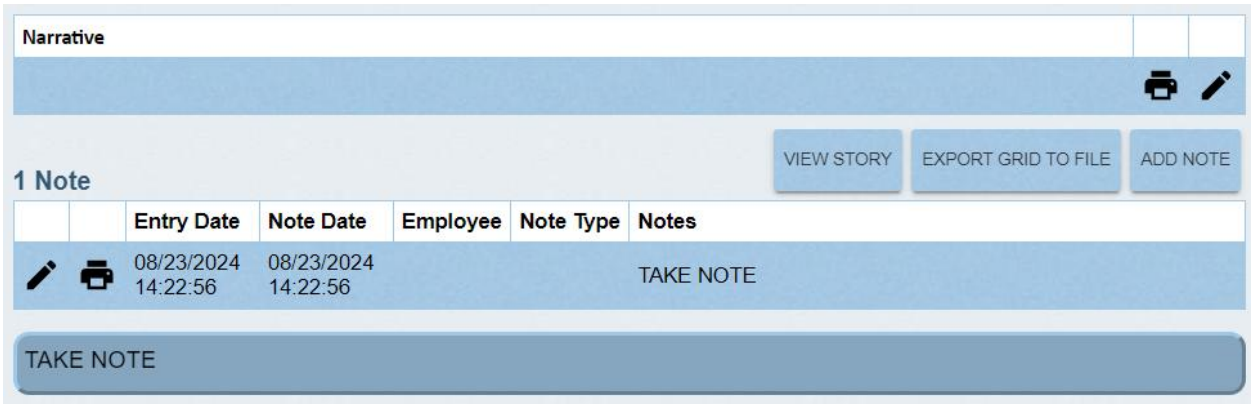
Summary

Notes, **Images**, and **Attachments** tabs are available if you need to take additional notes or upload images and documents.

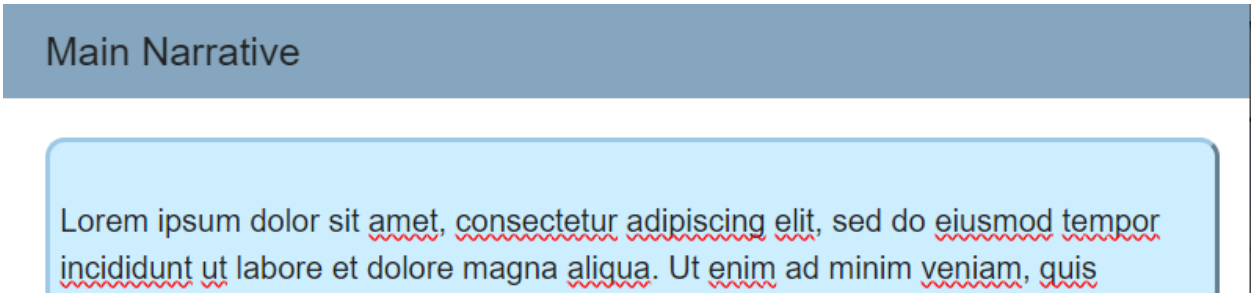


Notes Tab

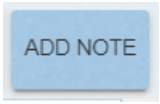
The **Notes** tab is used to view or add notes pertinent to the record. Double-click on any entry in the table to edit or view it.

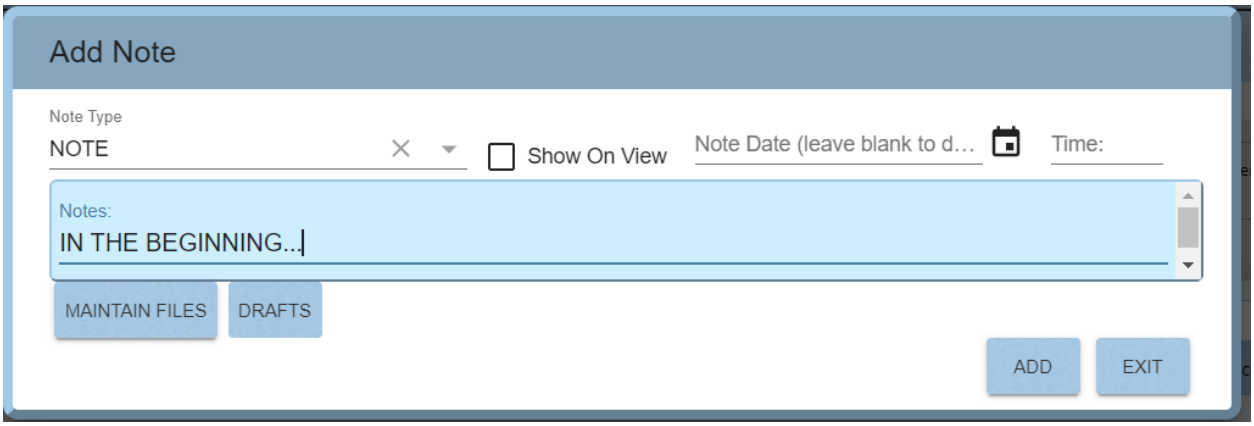


Narrative acts as an area where you can add a long note. This is useful when you want to add important or long form notes that won't be mixed in with the rest of the short notes.

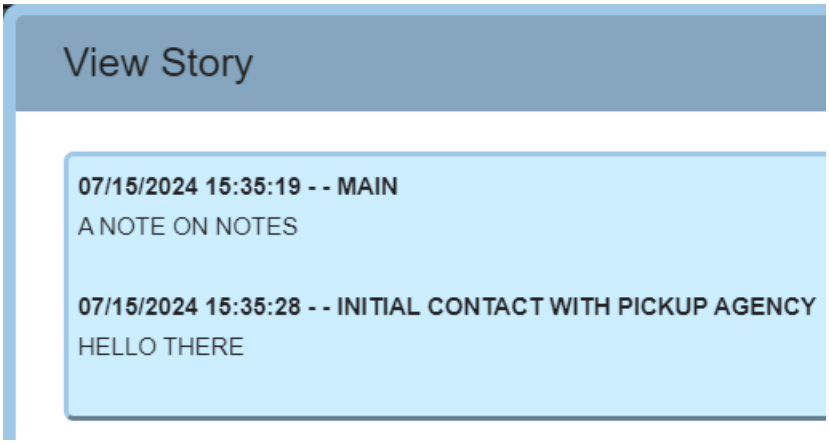


Use **Add Note** to add a new note.





The **View Story** button will show all notes (except Narrative) that have been added on one page.

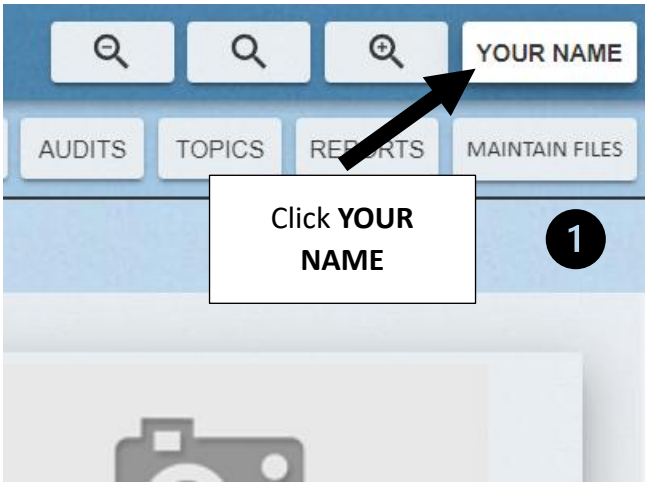


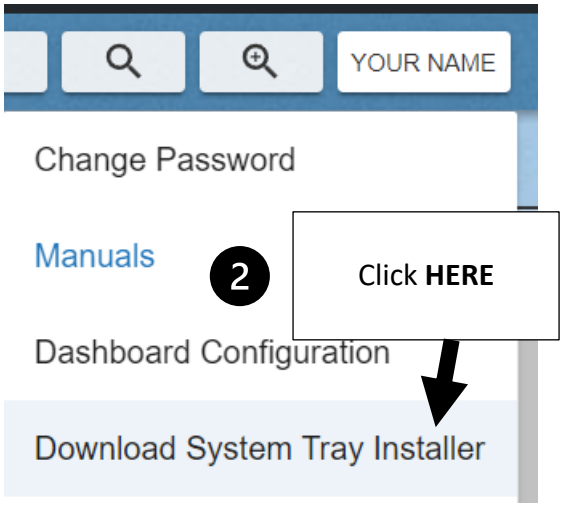
Visitor Log Entry Guide

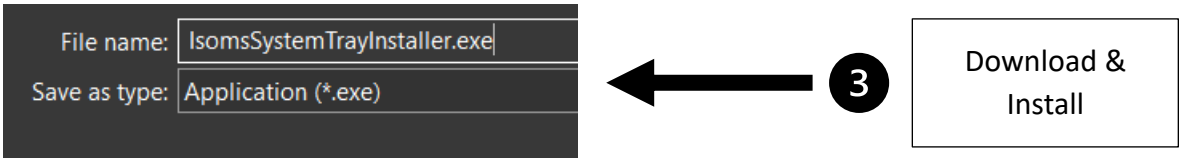
Images Tab

The **Images** tab is used to view, download, or add images. You can add a single image at a time or multiple images at a time. Click **Add Image** to add a single image.

To add multiple images at a time, you will need the System Tray Installer downloaded to the computer you are using. The System Tray Installer can be found on the iSOMS home page by clicking on the button in the upper right with your username. Once you click on that, you will get a drop-down list, and **Download System Tray Installer** is one of the options. Download and install it on this computer.

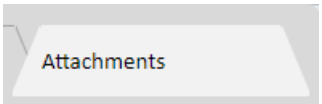




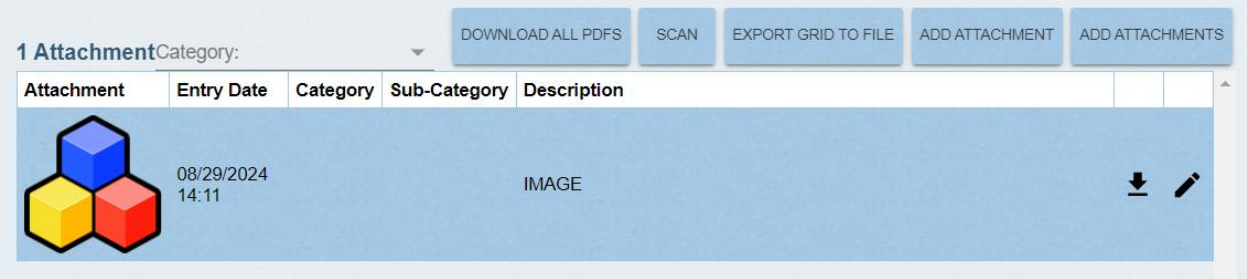


After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.

Attachments Tab

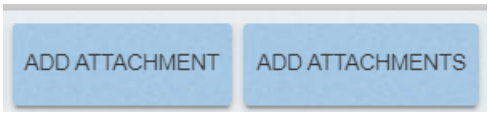


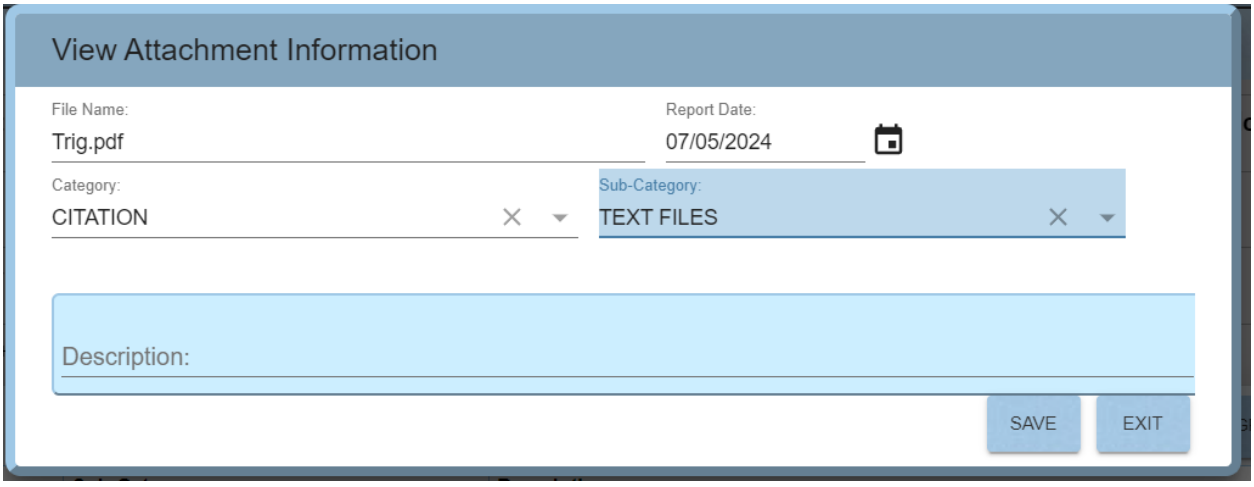
The **Attachments** tab is used to view, download, or add attachments. Double-click a file entry to view the record for the attachment or click on the icon to download the attachment to the computer.



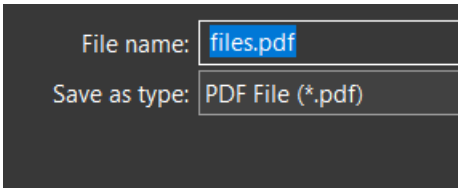
You can add a single attachment at a time or multiple attachments at a time. Just like above with images, you will need the System Tray Installer downloaded to the computer you are using to add multiple attachments at once. See the *Image* tab instructions on the previous few pages for instructions on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

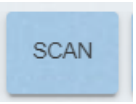


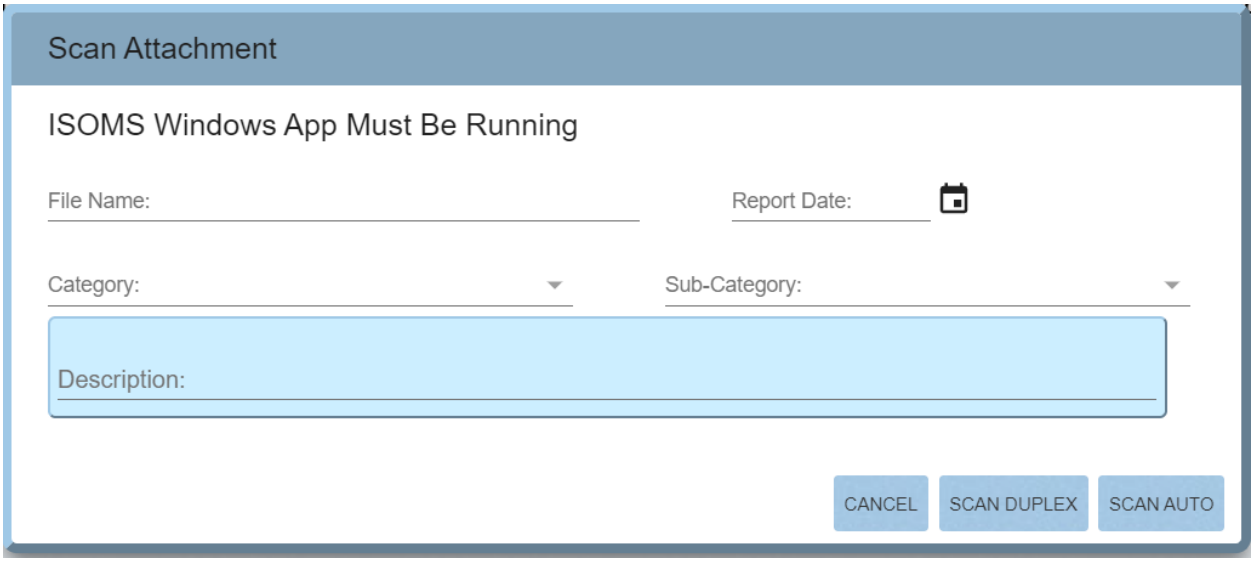


You can also **Download All PDFs** at once by clicking the appropriate button.



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

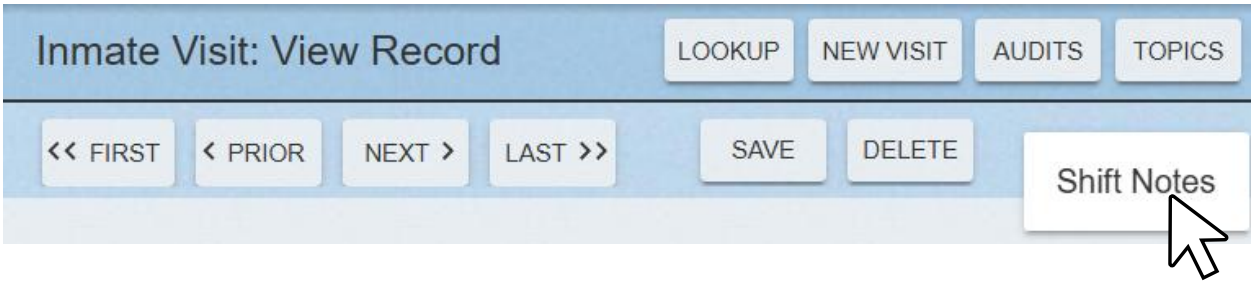




Visit Record Topics

The **Topics** button lets you do special actions in different modules. In **Visit Records**, if you use the **Topics** button, you will be able to quickly open the **Shift Notes** module right from here.

Once you have opened the **Visit Records** module, you can click **TOPICS → SHIFT NOTES** in the upper right.



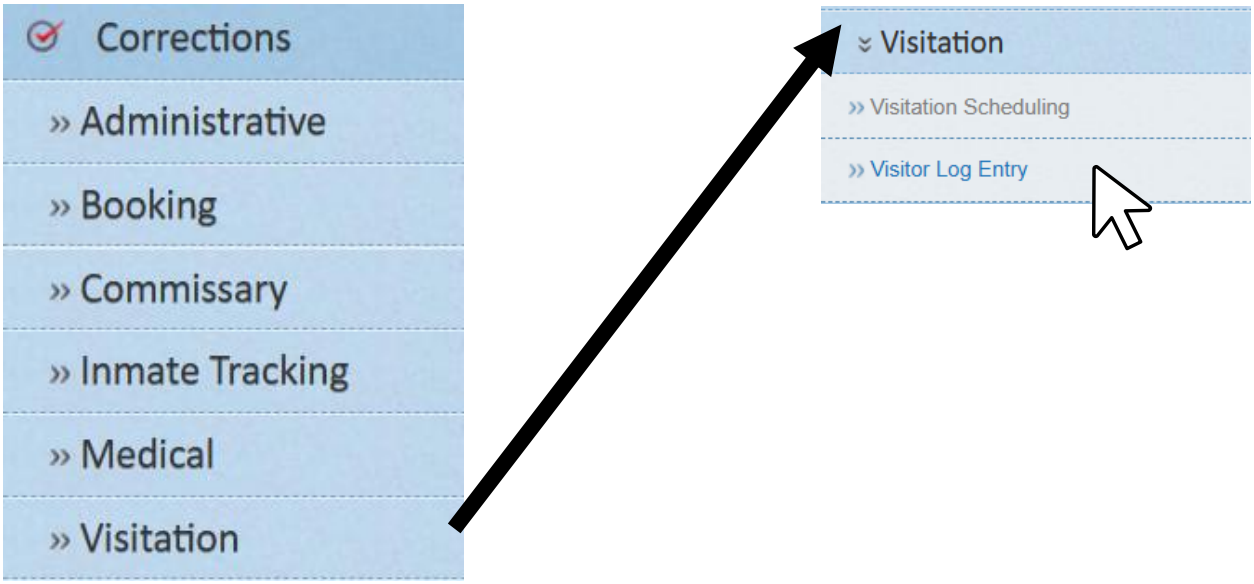
This will open the **Shift Notes** module. If you want more information on the **Shift Notes** module, please see *Shift Notes* in the *Corrections Manual* for more information.

Visit Record Reports

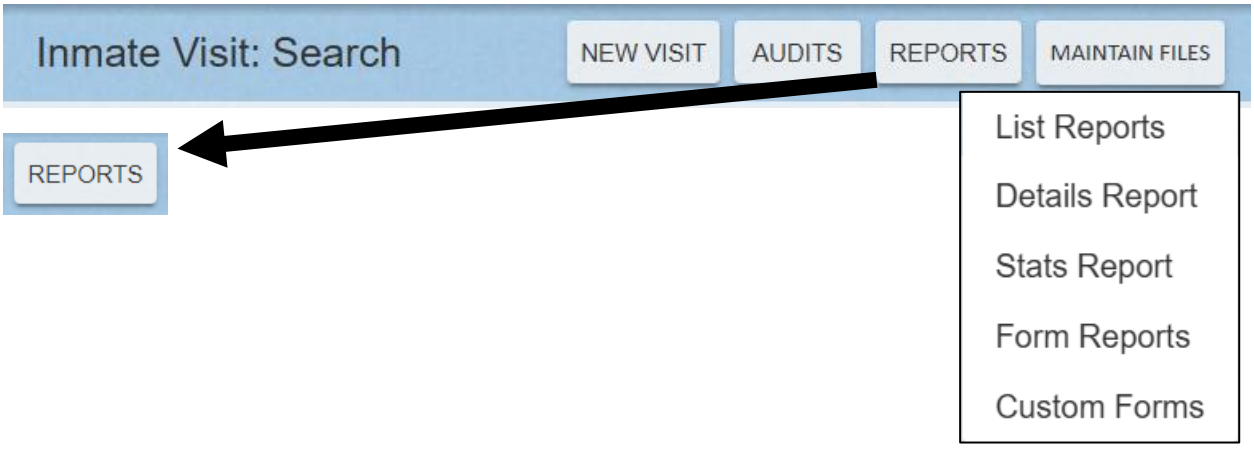
iSOMS has the capability to allow you to print different types of reports for Visit Records.

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

Corrections → Visitation → Visitor Log Entry

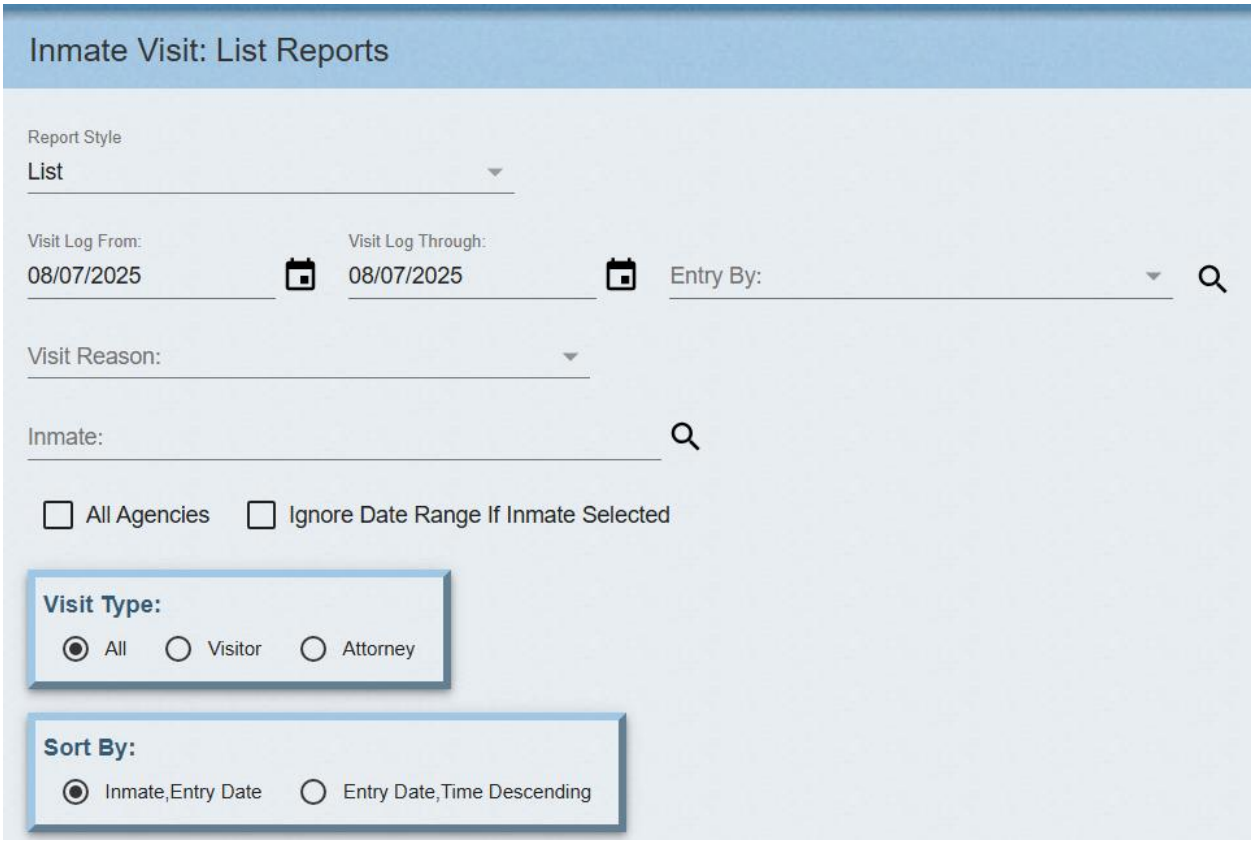


Now click on the **Reports** button in the upper right corner and select the report you wish to run. Different reports are explained over the next set of pages.



List Reports

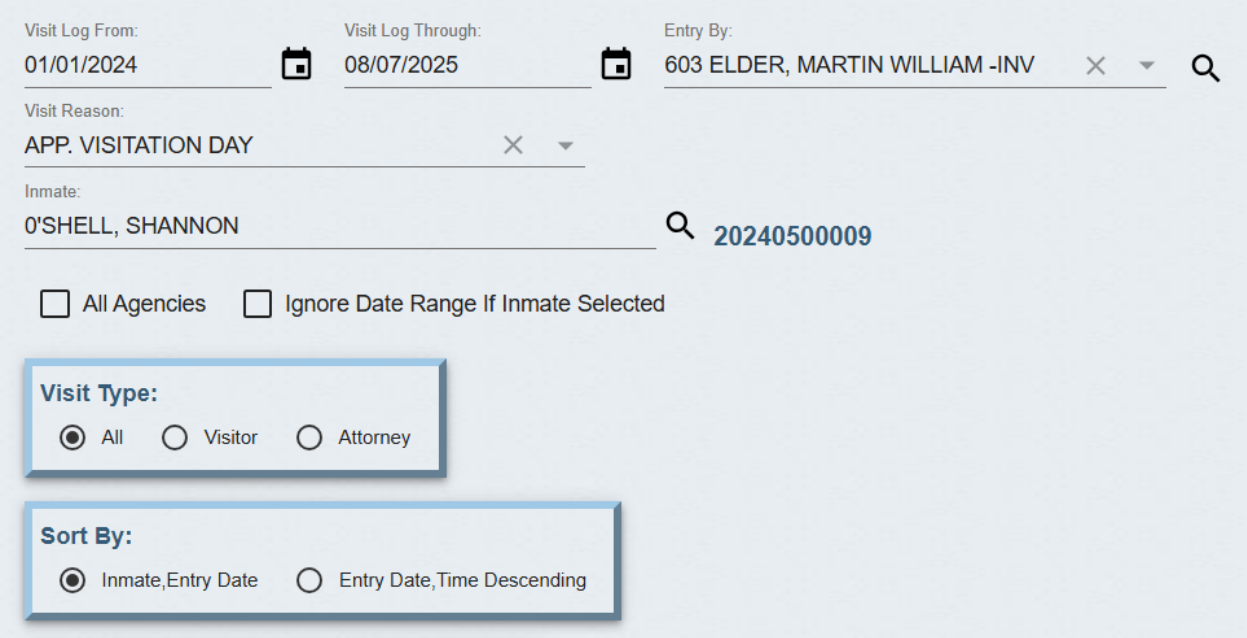
The **List Report** displays visit records in iSOMS over a certain date range. In this way you can see a list of records over your chosen time period. Add the start and end date in **Visit Log From** and **Visit Log Through.**



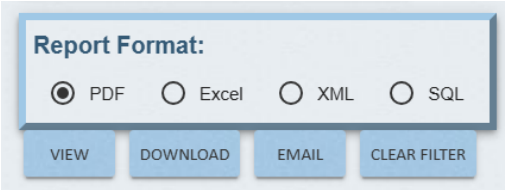
Report Style has some different layout and sorting options, such as *List, Group by Visit Reason, Group by Officer/Employee*. Pick the one most relevant to your desired result.

Visitor Log Entry Guide

You can filter to one employee *entry by*, visit reason, or inmate, as well as ignore date range when searching for a specific inmate. There are also radio menus for sorting options.



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



List Report

YOUR AGENCY

Inmate Visitation Log

Visit Dates From 01/01/2024 Through 08/07/2025 Page 1 of 1

Inmate Name	Booking # Jacket #	Date/Time	Booth	Cell
0'SHELL, SHANNON KIMBERLY	202405000(0	01/05/2025 23:52		B6
Visitor Name: **LAWYER, MR.**		DL#:		
Visit Reason: **ATTORNEY**		SSN:		
Relationship:		Home Phone:		
0'SHELL, SHANNON KIMBERLY	202405000(0	06/20/2024 10:47		B6
Visitor Name: **RANGER, LONE**		DL#:		
Visit Reason: **UT STUDENT ID**		SSN:		
Relationship:		Home Phone:		

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.

First Revision, August 2025

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