# Warehouse Inventory / Jail Supply Guide

## Warehouse Inventory / Jail Supply Overview

The **Jail Supply** module lets you track items available for your jail, such as items needed for work crews, community service, or volunteers. You can record types of items, their location, their cost, and the count you have on hand. This guide will explain searching existing jail supply records, creating a new item record, filling out an item record, and adding transactions for items via the topics menu.



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

# Warehouse Inventory / Jail Supply Guide

## Contents

## Searching for Existing Jail Supply Records

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

Navigate to:

**Corrections**  →  **Administrative**  →  **Warehouse Inventory**
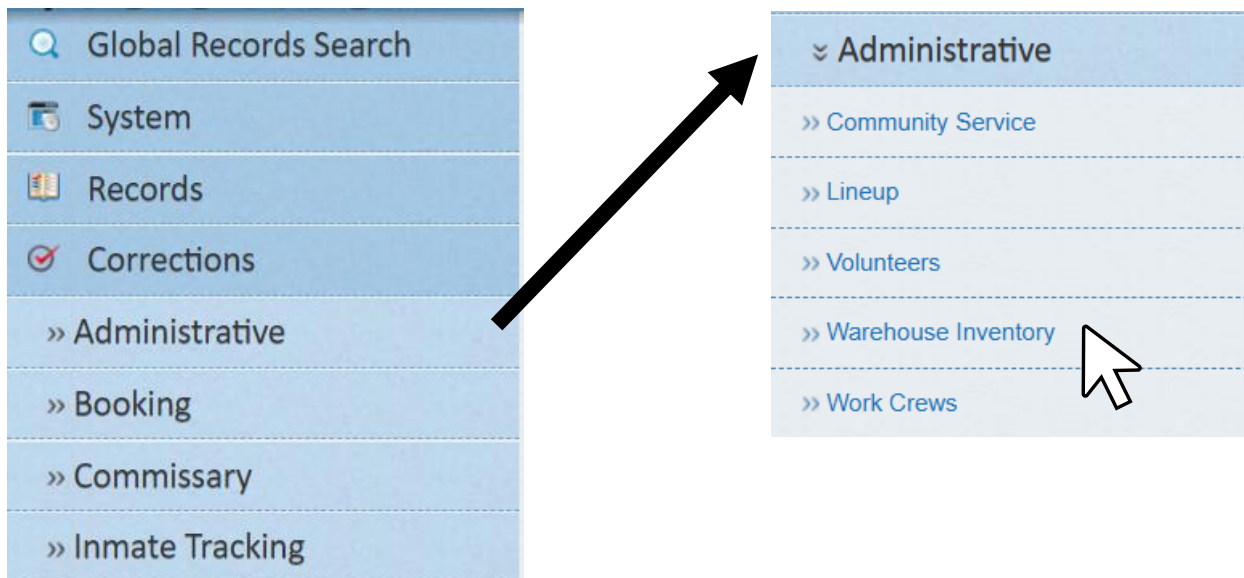


This will open the **Jail Supply: Search** screen. Here you can search and filter for different jail supply records. You can either use the **All Zero on Hand Qty** button to do a *quick search* or enter information in the fields to do *standard searches.*

## Quick Search

A quick search is available by using the **All Zero on Hand Qty** button. This will return all records of items that you have zero recorded on hand in iSOMS.

## Standard Searches

Various fields are available to narrow searches. 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 |

*Selected Field Explanations*

| Part Number: | Description: | On Hand Less Than:<br>0 |
|---|---|---|

**Part Number** lets you search based on the part number. (Remember that the search, by default, matches the beginning of what you are searching for. If you want to change it because you remember the end of a number, for example, then you should change **Type of Match** near the bottom to *Contains* or *Ends*.)

**Description** is the field that names the item. **On Hand Less Than** lets you search for all items where you have less than the specified number: if you put 10, for example, you will get all item records that you have 9 or less of.

| Category: ▼ | Sub-Category: ▼ |
|---|---|
| Building: ▼ | Room: ▼ |
| Shelf: ▼ | |

Use these fields to narrow the search by the location of the item.

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 or edit the record.

**Search Criteria ▶**

Search Results

**3 Records**

| EXPORT GRID TO FILE | VIEW ALL AGENCIES |

| Entry Date | Part Number | Description | Category | Building | Room/Location | Shelf | Bin | On Hand | |
|---|---|---|---|---|---|---|---|---|---|
| 11/27/2015 | 00003 | MY ITEM | HYGIENE - INMATE | | RACK 1 - FLOOR | | | 10 | ✏ |
| 11/27/2015 | 00002 | THE ITEM | MOPS | | POD 1 SECURE SECTION | | | 50 | ✏ |
| 09/30/2019 | 001 | TOOTH BRUSH | HYGIENE - INMATE | | RACK 1 - SHELF A | | | 84 | ✏ |

Creating a New Jail Supply Record

To create a new jail supply record, click **New Jail Supply** in the upper right corner of the Jail Supply search screen:





This will create and open the new record.

There are two primary sections of the report:

1. The *fields* in the upper part of the screen. These record details about the item, its location, category, cost, needed amounts, and amount on hand.



2. The *tabs* record information about the vendor, transactions, notes, images, and attachments.



Fill out the fields at the top of the screen and then make sure to fill out the **Vendor** tab. If other notes or attachments are needed, you can add them to **Notes, Images,** and **Attachments**. This process is covered in detail in the next section, *Filling Out a Jail Supply Record.*

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

## Filling Out a Jail Supply Record – Fields

This section explains in detail the different fields and tabs for a jail supply 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.

You will type in the details of the item in these fields. To add the vendor where you purchased the items, use the **Vendor** tab. To change the amount iSOMS lists as *On Hand*, you will use the **Topics** button to perform supply orders, physical counts, and orders dispensed.

*Fields*

| Item Number: | Item Description: | | | | |
|---|---|---|---|---|---|
| 00004 | SHOWER CAPS | | | | |
| Category: | | | | | |
| HYGIENE - INMATE | X ▼ | Sub-Category: | ▼ | ☐ In-Active | ☐ Material Item |

These fields relate to describing and categorizing the item. First, add the **Item Number.** Then name the item (or what the item is) in **Item Description.**

You can add **Category** and **Sub-Category.** Super Users can add additional options for these under *Maintain Files.*

If the item should be inactived, check **In-Active**. If the item is a material item, such as building materials or similar items for work crews, check **Material Item.**

| Building: | | Room: POD 1 SECURE SECTION | X ▼ | Shelf: | ▼ | Bin: | ▼ |
|---|---|---|---|---|---|---|---|

These fields relate to the location of the item in storage.

| Cost: | Max On Hand: | Min On Hand: | Auto Order: | |
|---|---|---|---|---|
| 1.50 | 20 | 2 | 6 | Currently On Hand: 0 |

These fields relate to the cost and needed amounts for the item. Add the usual **Cost** for the item, the **Max On Hand** that your agency should have, the needed minimum amount in **Min on Hand**, and the amount that should be placed on automatic order in **Auto Order.**

If you would like to add an image of item individual, you can click **Upload Image ( ☁ ) or Take New Photo ( 📷 )** on the right. Select or take the image and it will be added.
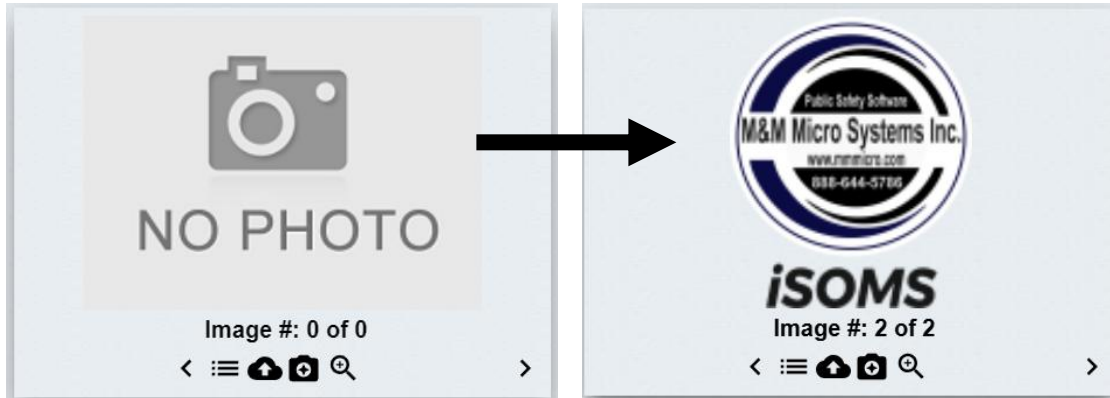


Remember to hit **Save** at the top of the screen often as you fill out the record to avoid losing information.

*Save is located at the top of the screen.*
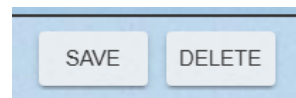
Filling Out a Jail Supply Record – Tabs

**Summary**

Fill out the tabs below the fields as needed.

The **Vendor** tab lets you record the vendor for the item.

**Transactions** records all transactions of buying the item, using the item, or physical counts of the items. **This tab is read-only**. New transactions are logged via the **Topics** button.

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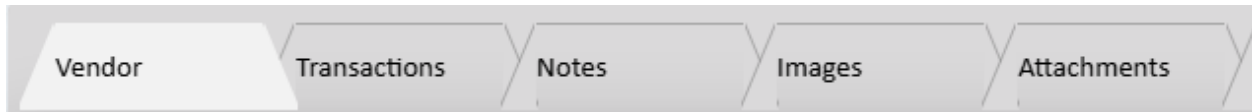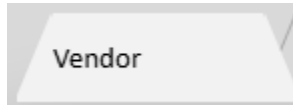
## Vendor Tab

Vendor

The **Vendor** tab contains information on the vendor who sold or gave you the item.

If you already have the business in your records, simply type the name (such as **ALL DIRECT**) and it will appear automatically. If you don't have the business in iSOMS or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix A, Business / Organization Records* on page 30.

Vendor:

**ALL DIRECT**

| SEARCH | EDIT | ADD |

**Address 1:** 83 MAIN ST

**Address 2:**            **Apt/Suite #:**

**City:**    BERLIN          **State:** TN        **Zip Code:** 06037

**Phone:** (865) 555-1234      **Email:** ALL@DIRECTLYFAKEEMAIL.COM

**Latitude:** 41.6311172      **Longitude:** -72.776448

## Transactions Tab



The **Transactions** tab lists the different types of transactions (supply, physical counts, orders) and the amounts of the item. This table is **read-only**. In order to add new transactions, you will need to use the **Topics** button. See *Jail Supply Topics* on page 18 for more information.

To view any comment on a transaction, click the entry and it will appear in the bottom box.



The **current total** is listed above the tabs, as **Currently On Hand.** It will be all of the **Supply** transactions *minus* the **Order** transactions. However, when you do a **Physical Count**, it will reset to the amount you input.

**Total**: (*Most Recent Physical Count PLUS Supply Transactions) MINUS Order Transactions*

➔ *Only includes Supply and Order amounts after the most recent physical count*

## Notes Tab

Notes                    Im

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.

| | | Entry Date | Note Date | Employee | Note Type | Notes |
|---|---|---|---|---|---|---|
| ✏ | 🖨 | 08/23/2024 14:22:56 | 08/23/2024 14:22:56 | | | TAKE NOTE |

**Narrative**

🖨 ✏

**1 Note**

VIEW STORY    EXPORT GRID TO FILE    ADD NOTE

TAKE NOTE

**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.

## Main Narrative

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis

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

ADD NOTE

**Add Note**

Note Type

NOTE          ✕  ▼     ☐ Show On View     Note Date (leave blank to d... 📅   Time:

Notes:

IN THE BEGINNING...|

MAINTAIN FILES   DRAFTS

ADD     EXIT

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

VIEW STORY

**View Story**

07/15/2024 15:35:19 - - MAIN
A NOTE ON NOTES

07/15/2024 15:35:28 - - INITIAL CONTACT WITH PICKUP AGENCY
HELLO THERE

## Images Tab
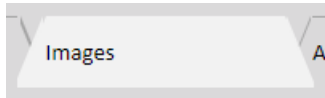
Images | A1

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.

DOWNLOAD ALL IMAGES | EXPORT GRID TO FILE | ADD IMAGE | ADD IMAGES

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.

AUDITS | TOPICS | REPORTS | MAINTAIN FILES

Click **YOUR NAME**

**1**

YOUR NAME

Change Password

Manuals

**2**

Click **HERE**

Dashboard Configuration

Download System Tray Installer

File name: IsomsSystemTrayInstaller.exe
Save as type: Application (*.exe)

**3**
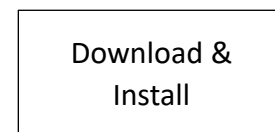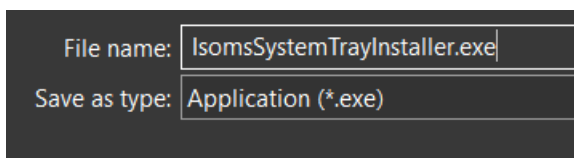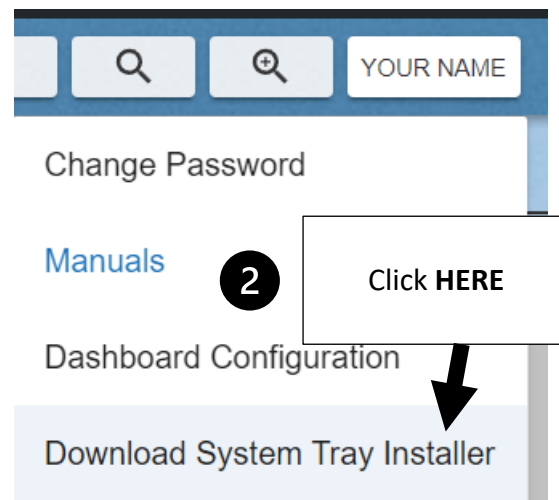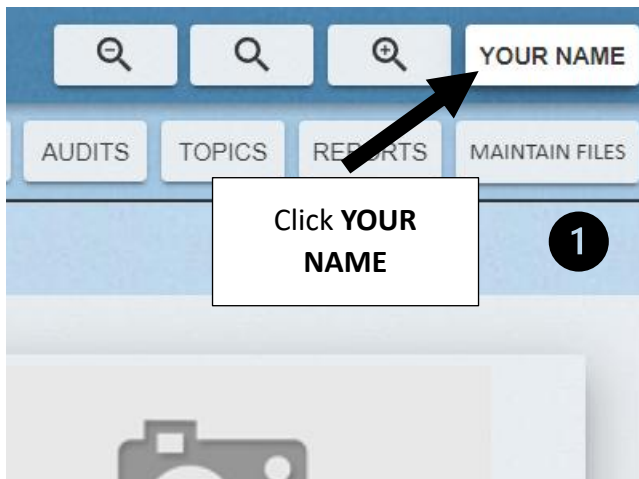
Download & Install

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.
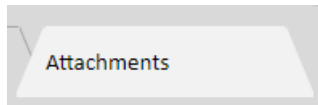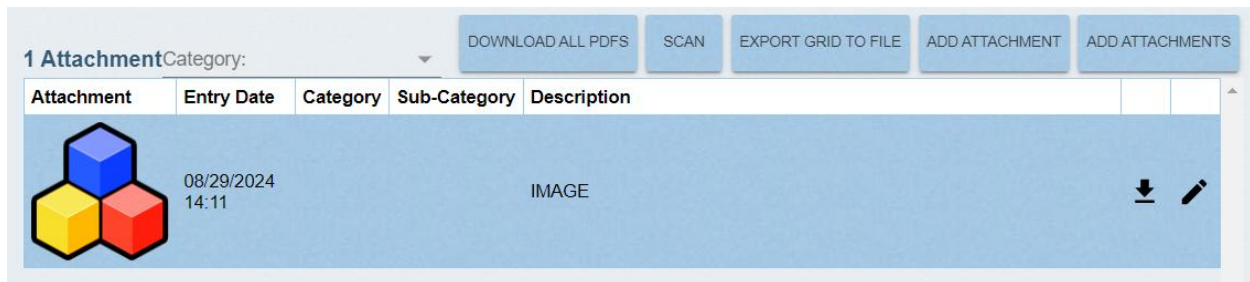
## Attachments Tab



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.

**DOWNLOAD ALL PDFS**

File name: files.pdf
Save as type: PDF File (*.pdf)

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

Jail Supply Topics

The **Topics** button lets you do special actions in different modules. In **Jail Supply**, if you use the **Topics** button, you will be able to log transactions for items in your jail supply / warehouse inventory.

Once you have opened the **Jail Supply** module, you can click **TOPICS** to see the different options. There are three options:

**Enter Supply Orders:** Supply Orders allows you to **ADD** to an item's count and should be used when you buy or are given an item.

**Physical Count:** Physical Counts **RESET** an item's count and should be used when doing audits / re-confirming the amount of item on hand.

**Quick Order:** Quick Orders **SUBTRACT** from an item's count and should be used when you use, dispense, or dispose of an item.



Click the appropriate button that you want to use, and fill in the details as explained on the next few pages.

## Supply Orders

Supply Orders allows you to **ADD** to an item's count and should be used when you buy or are given an item.



First type the **Item** name or number, or click the magnifying glass icon ( 🔍 ) to search for your item.

Now add the amount you are adding in **Quantity** and the **Order Number** if applicable.

*Continued on the next page*

**Vendor:**

**ALL DIRECT**

SEARCH    EDIT    ADD

**Address 1:** 83 MAIN ST

**Address 2:**                    **Apt/Suite #:**

**City:**    BERLIN           **State:** TN        **Zip Code:** 06037

**Phone:** (865) 555-1234       **Email:** ALL@DIRECTLYFAKEEMAIL.COM

**Latitude:** 41.6311172       **Longitude:** -72.776448 📍

Now add the **Vendor** that sold or gave you the item.

If you already have the business in your records, simply type the name (such as **ALL DIRECT**) and it will appear automatically. If you don't have the business in iSOMS or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix A, Business / Organization Records* on page 30.

**Vendor Price:**        **Comment:**

100.00                   COMMENT HERE

Finally, add the **Vendor Price** and any **Comment** you wish to add, then click **Save.**

**Result:**

| Transaction Date | Transaction By | Transaction Type | Prior On Hand | Quantity |
|---|---|---|---|---|
| 09/19/2025 11:36 | EMPLOYEE | SUPPLY | 20 | 3 |

**Currently On Hand: 23**

## Physical Counts

Physical Counts **RESET** an item's count and should be used when doing audits / re-confirming the amount of item on hand.

**Enter Physical Count**

Item:

Quantity:

Comment:

SAVE     EXIT

Item:

00003     🔍 MY ITEM

Quantity:

25

First type the **Item** name or number, or click the magnifying glass icon ( 🔍 ) to search for your item.

Now write the amount that you actually have of the item in the **Quantity** field.

Comment:

COMMENT THERE

Add any **Comment** and hit **Save.** Then you will see that *Currently On Hand* will be set to the number you entered.

**Result:**

| Transaction Date | Transaction By | Transaction Type | Prior On Hand | Quantity |
|---|---|---|---|---|
| 09/19/2025 11:41 | EMPLOYEE | PHYSICAL | 23 | 2 |

**Currently On Hand: 25**

## Quick Orders

Quick Orders **SUBTRACT** from an item's count and should be used when you use, dispense, or dispose of an item.





If you need to, you can adjust the **Transaction Date** or **Employee.**



Now type the **Item** name or number, or click the magnifying glass icon ( 🔍 ) to search for your item. Write the amount that you want to subtract from the item count in the **Quantity** field. Add any **Comment** and hit **Save.** Then you will see that *Currently On Hand* will subtract the number you entered.

**Result:**

| Transaction Date | Transaction By | Transaction Type | Prior On Hand | Quantity |
|---|---|---|---|---|
| 09/19/2025 11:51 | ELDER, MARTIN | ORDER | 25 | -5 |

**Currently On Hand: 20**

## Jail Supply Reports

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

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

**Corrections → Administrative → Warehouse Inventory**
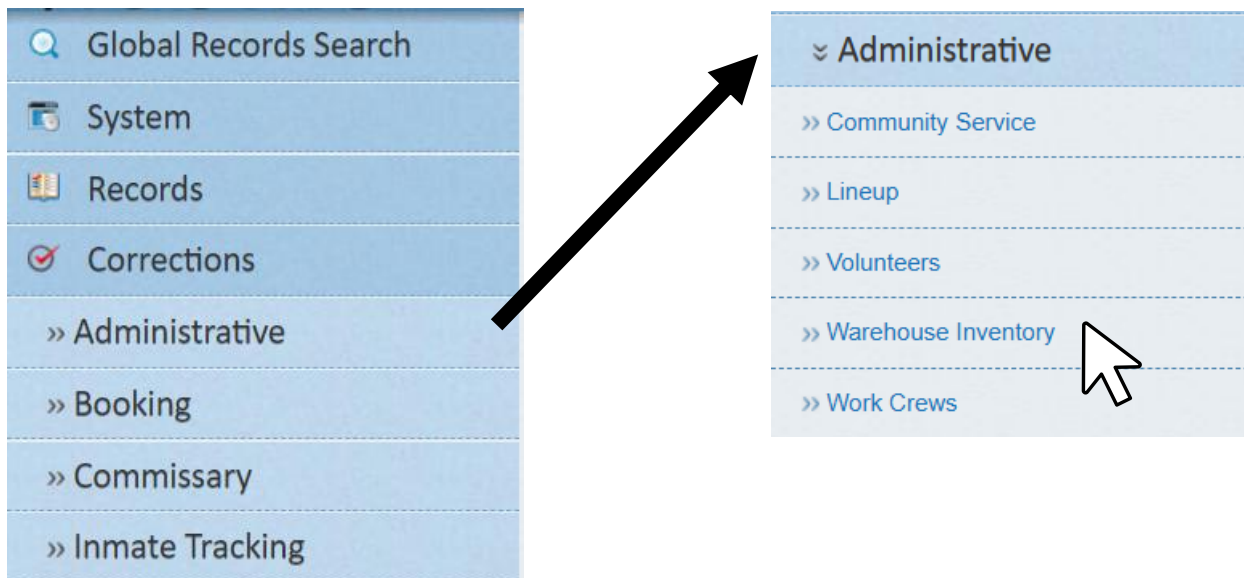


Now click on the **Reports** button in the upper right corner and select the report you wish to run. Different reports are explained over the next set of pages.
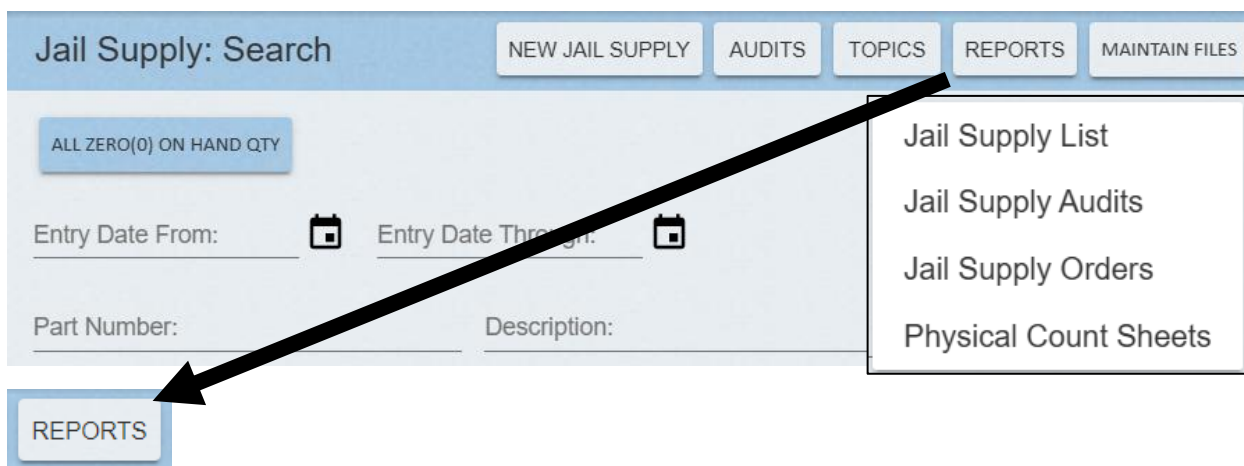
## List Reports

This report displays jail supply records in iSOMS over a certain date range. In this way you can see an overview of jail supply records over your chosen time period. Add the entry dates in **Entry Date From** and **Entry Date Through**.



**Report Style** has a few different layout and sorting options, such as *List, Group by Item Description, Group by Location/Shelf,* and *Group by Category/Description*. Pick the one most relevant to your desired result.

You can add certain filters to reduce the list if desired. Also choose if you would like to show only material items, if you want to include inactive items, if you want to include images, and if you want to hide notes.

Category: ▼          Sub-Category: ▼

Building: ▼          Room: ▼

Shelf: ▼          Bin: ▼

☐ All Items          ☐ Materials Item          ☐ Include In-Active Items

☐ Include Image          ☐ Hide Notes          ☐ All Agencies

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*

**Jail Supply Item List**
**YOUR AGENCY**

Page   1   of   1

| Item # | Item Description | Room/Location | Shelf | Bin | On Hand |
|--------|------------------|---------------|-------|-----|---------|
|        |                  |               |       |     | 0 |
| 00002 | THE ITEM | POD 1 SECURE SECTION | | | 50 |
| 00003 | MY ITEM | RACK 1 - FLOOR | | | 20 |
| 001 | TOOTH BRUSH | RACK 1 - SHELF A | | | 84 |

Count: **4**

## Audit Reports

This report lists all transaction dates for items in a chosen date range.

Add the entry dates in **Entry Date From** and **Entry Date Through**.



**Report Style** has a few different layout and sorting options, such as *By Transaction Date, Group by Item, Group by Type / Item,* or *Group by Employee*. Pick the one most relevant to your desired result.

You can add certain filters to reduce the list if desired. Also choose if you would like to show only certain transaction items.



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



**Jail Supply Transaction Audit List (By Employee)**
**YOUR AGENCY**

Page 1 of 2

**ELDER, MARTIN**

| Item # | Item Description | Transaction Date | Entry By | Type | Quantity |
|---|---|---|---|---|---|
| 00002 | THE ITEM | 04/01/2017 08:04 | MWELDER | PHYSICAL | 0 |
| 00002 | THE ITEM | 04/01/2017 08:04 | MWELDER | SUPPLY | 0 |
| 00002 | THE ITEM | 04/01/2017 08:04 | MWELDER | SUPPLY | 0 |
| 00003 | MY ITEM | 03/31/2017 11:05 | MWELDER | PHYSICAL | 0 |
| 001 | TOOTH BRUSH | 12/28/2009 00:00 | MWELDER | SUPPLY | 0 |
| 001 | TOOTH BRUSH | 12/28/2009 00:00 | MWELDER | SUPPLY | 0 |
| 001 | TOOTH BRUSH | 10/20/2015 14:31 | MWELDER | SUPPLY | 0 |
| 001 | TOOTH BRUSH | 10/20/2015 14:31 | MWELDER | SUPPLY | 0 |
| 001 | TOOTH BRUSH | 10/20/2015 14:33 | MWELDER | PHYSICAL | 0 |

## Physical Count Sheets Reports

This report is designed so you can print it to verify physical counts of items. You will see the amount iSOMS says you have on hand, and you will have a place to write down how many you actually have of the item.

**Jail Supply: Physical Count Sheets**

Report Style
By Item Number

Category:     Sub-Category:

Building:     Room:

Shelf:     Bin:

☐ Include In-Active Items     ☐ All Agencies

**Report Format:**
◉ PDF   ○ Excel   ○ XML   ○ SQL

VIEW   DOWNLOAD   EMAIL   CLEAR FILTER

**Report Style** has many different layout and sorting options, based on the details you'd like on the report. Pick the one most relevant to your desired result.

**By Item Number**

Group by Room/Item

Group by Category/Description

You can add certain filters to reduce the list if desired. Also choose if you would like to include inactive items on the report.



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



**Jail Supply Physical Count Sheet**
**YOUR AGENCY**

| Item # | Item Description | Room/Location | Shelf | Bin | On Hand | Count |
|--------|-----------------|---------------|-------|-----|---------|-------|
|        |                 |               |       |     | 0       |       |
| 00002  | THE ITEM        | POD 1 SECURE SECTION |  |  | 50      |       |
| 00003  | MY ITEM         | RACK 1 - FLOOR |       |     | 20      |       |
| 001    | TOOTH BRUSH     | RACK 1 - SHELF A |     |     | 84      |       |

Count: **4**

## Appendix A: Business / Organization Records

iSOMS has various sets of business and organization records, which works by storing records of organizations. This makes it so that you do not have to continuously re-enter the same information on the same business or agency. We will use this as an example for **Vets** in the K9 tab of *Use of Force,* but it works for all businesses and organizations that have fields that look like this. (**Employers**, etc.)

Vet:
AIRPORT VET                                    SEARCH    EDIT    ADD

**Address 1:** 123 FAKE ST

**Address 2:**                  **Apt/Suite #:**

**City:**    KNOX            **State:** TN      **Zip Code:** 37912

**Phone:** (865) 555-6789      **Email:** FAKEEMAIL@FAKEWEBSITE.COM

**Latitude:** 36.0091467      **Longitude:** -83.9797173 📍

**To add a new organization:**

Click **Add** to add a new entry. Enter the organization information in the window, click **Add** at the bottom of the window, and then this will be marked as the animal's vet organization.

SEARCH    EDIT    ADD

Add Veterinarian

ID #:
0

Animal Vet:
BEST VET CO                                                  Short Name:

House #:          Direction:    Street:                      Suite/Apt #:
5000                            Clinton Highway

City:             State:        ZIP Code:    Latitude:       Longitude:
KNOXVILLE         TN  ✕  ▾      37912  📍    36.00250312      -83.97617593  🔍

Address 2:                      Intersection:

Business Phone:                 Email:
(865)-555-7890                  bestvet@thisisafakewebsiteforemail.com

**Contact Info**

Notes:
Best Vet Company in Town

                                                            ADD    EXIT

**To edit a current organization:**

Click **Edit** to edit the current organization which is selected. Click **Save** when you are done editing this organization.

SEARCH  EDIT  ADD

### View Veterinarian

ID #:
65758

Animal Vet:
BEST VET CO

Short Name:
BVC

House #:
5000

Direction:

Street:
CLINTON HIGHWAY

Suite/Apt #:

City:
KNOXVILLE

State:
TN

ZIP Code:
37912

Latitude:
36.00250312

Longitude:
-83.97617593

Address 2:

Intersection:

Business Phone:
(865)-555-7890

Email:
BESTVET@THISISAFAKEWEBSITEFOREMAIL.COM

**Contact Info**

Notes:

SAVE  DELETE  EXIT

SAVE  DELETE  EXIT

*Continued on the Next Page*

**To use an existing organization:**

Click **Search** to use an existing organization.



Enter the name or other identifying info.



Click the **Lookup** button near the bottom of the window in order to find existing records.



Then scroll down the window and select the correct organization from the list by double-clicking their record.



This method can be used for any of the tabs or fields that require an organization, so that you do not have to retype information repeatedly. Examples are showing below.

## 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, September 2025*

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