



Work Crew Guide

Work Crew Overview

The **Work Crews** module allows you to track work crews. You can record supervisors, work types, inmates involved, officers involved, expense logs, fuel logs, and more. This guide will explain searching existing work crew records, creating a new work crew record, filling out a work crew record, and running reports for the module.

Work Crew Records: View Record										LOOKUP	NEW WORK RECORD	AUDITS	
<< FIRST		< PRIOR		NEXT >		LAST >>		SAVE		DELETE			
Start Date:	06/13/2020	Time:	07:00:00	End Date:	06/13/2020	Time:	17:00:00	Hours Worked:	10.00	Grant Hours:	2.00	Total Expenses:	47.00
Supervisor:	GEORGE B			Work Crew:	KITCHEN MORNING			Work Type:	CONSTRUCTION				
Business/Common Name:	ABCEF				Intersection:	5TH							
House #:	1905	Direction:	HIGH PARK CIR		Apt/Lot #:	MARYVILLE		State:	TN	ZipCode:	37803		
Address Type:	CEMETARY			Ownership:	BLOUNT COUNTY			Zone:	104 ZONE 1				
School:	CARPENTERS MIDDLE SCHOOL			Campus:	WALTER STATE EAST			Building:					
Grant Used:	2018 GOVERNORS HWY SAFETY			Special Event:	BONAROO 2019								
Total Gallons: 0.00 Total Cost: 0.00 Total Mileage: 0.00													

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



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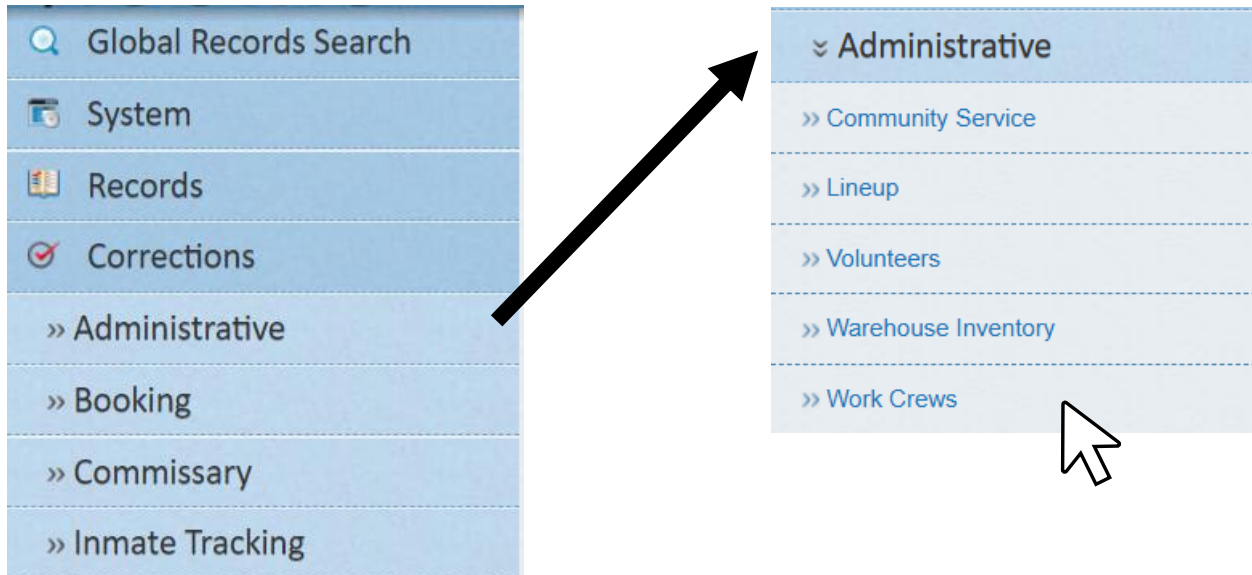
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Searching for Existing Work Crew Records

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

Navigate to:

Corrections → **Administrative** → **Community Service**



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

The screenshot shows the 'Work Crew Records: Search' screen. At the top, there are four blue buttons: 'LAST 7 DAYS', 'LAST 30 DAYS', 'REPORTED BY ME LAST 7', and 'REPORTED BY ME LAST 30'. Below these are search filters: 'Date From: 09/19/2025', 'Time: 13:03:17', 'Date Through: 09/19/2025', 'Time: 13:03:17', and 'Supervisor:'. There are also dropdown menus for 'Crew Name:', 'Work Type:', 'Special Event:', and 'Location Type:'. Below these are text input fields for 'Common/Business Name:', 'Street:', and 'City:'. There is a 'Zone:' dropdown menu. There are also search fields for 'Inmate:' and 'Employee Involved:', each with a magnifying glass icon. At the bottom, there is a 'Worked For:' text input field and three blue buttons: 'SEARCH', 'EDIT', and 'ADD'.



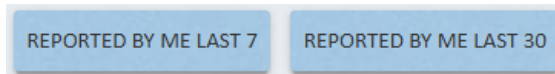
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Quick Searches

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



Last 7 Days and **Last 30 Days** will show you all the records added in the specified recent time periods.



Reported by Me Last 7 and **Reported by Me Last 30** will show you records added by you in the specified recent time periods.



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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

Selected Field Explanations

Crew Name:	Work Type:
Grant Name:	Special Event:

These fields let you search for work crew records based on different categorizations. All of them can be edited in Maintain Files to add additional options for the dropdowns.

Work Type allows you to sort based on the type of work being performed. **Special Event** is used to classify work crews being used for special events or programs, such as cleanup for state fairs or the like.

Narrative Keyword:

The **Narrative Keyword** field lets you search for words in the narrative of 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 or edit the record.

Search Criteria ▶										
Search Results										
1 Record										
Start Time	End Time	Hours Worked	Supervisor	Crew Name	Work Type	Worked For	Address	City	Address Type	
06/13/2020 07:00	06/13/2020 17:00	\$10.00	GEORGE B	KITCHEN MORNING	CONSTRUCTION	BLOUNT COUNTY NURSING	1905 HIGH PARK CIR	MARYVILLE	CEMETARY	✎
trash										



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Creating a New Work Crew Record

To create a new work crew record, click **New Work Record** in the upper right corner of the Work Crew search screen:

The screenshot shows the "Work Crew Records: Search" interface. At the top, there's a header bar with the title "Work Crew Records: Search" and a navigation menu with buttons for "NEW WORK RECORD", "AUDITS", "MAPS", "REPORTS", and "MAINTAIN FILES". Below the header, there are four filter buttons: "LAST 7 DAYS", "LAST 30 DAYS", "REPORTED BY ME LAST 7", and "REPORTED BY ME LAST 30". The main search area contains several input fields: "Date From:" (09/19/2025), "Time:" (15:15:39), "Date Through:" (09/19/2025), "Time:" (15:15:39), and "Supervisor:". Below these are dropdown menus for "Crew Name:", "Work Type:", "Grant Name:", "Special Event:", "Location Type:", "Ownership:", and "Narrative Keyword:". At the bottom, there are text input fields for "Common/Business Name:", "Street:", and "City:".

NEW WORK RECORD

Confirm you want to make a new record. This will create and open the new record.

The screenshot shows the "Work Crew Records: View Record" interface. It has a header bar with the title "Work Crew Records: View Record". Below the header, there are four navigation buttons: "<< FIRST", "< PRIOR", "NEXT >", and "LAST >>". The main area contains input fields for "Start Date:" (09/19/2025), "Time:" (15:16:08), and "End Date:". Each date and time field has a calendar icon next to it.



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Work Crew Records: View Record

LOOKUP NEW WORK RECORD AUDITS MAPS BACK TO SEARCH RESULTS REPORTS MAINTAIN FILES

<< FIRST < PRIOR NEXT > LAST >>

SAVE DELETE

Start Date: 06/13/2020 Time: 07:00:00 End Date: 06/13/2020 Time: 17:00:00 Hours Worked: 10.00 Grant Hours: 2.00 Total Expenses: 47.00

Supervisor: GEORGE B Work Crew: KITCHEN MORNING Work Type: CONSTRUCTION Work Sub Type: FILL DIRT

Business/Common Name: ABCEF Intersection: 5TH

House #: 1905 Direction: HIGH PARK CIR Apt/Lot #: MARYVILLE State: TN Zip Code: 37803 Latitude: 35.7203540 Longitude: -83.9777100

Address Type: CEMETARY Ownership: ROCKY TOP Zone: 104 ZONE 1 SubDivision: BAXTER WOODS

School: CARPENTERS MIDDLE SCHOOL Campus: WALTER STATE EAST Building:

Grant Used: 2018 GOVERNORS HWY SAFETY Special Event: BONAROO 2019

Total Gallons: 0.00 Total Cost: 0.00 Total Mileage: 0.00

Worked For Inmates Officers Involved Notes Images Attachments Expenses Fuel

You will fill out the fields and then the tabs as needed. Work Crew records are designed to record info on one job, so record the hours worked on the job. If multiple separate jobs are done at different locations by the same crew, you will typically make multiple records.

There are two primary sections of the record:

1. The *fields* in the upper part of the screen. These record details about the supervisor, work type, hours worked, and location for work.

Start Date: 06/13/2020 Time: 07:00:00 End Date: 06/13/2020 Time: 17:00:00 Hours Worked: 10.00 Grant Hours: 2.00 Total Expenses: 47.00

Supervisor: GEORGE B Work Crew: KITCHEN MORNING Work Type: CONSTRUCTION

Work Sub Type: FILL DIRT

Business/Common Name: ABCEF Intersection: 5TH

House #: 1905 Direction: HIGH PARK CIR Apt/Lot #: MARYVILLE State: TN Zip Code: 37803

Address Type: CEMETARY Ownership: ROCKY TOP Zone: 104 ZONE 1

SubDivision: BAXTER WOODS

School: CARPENTERS MIDDLE SCHOOL Campus: WALTER STATE EAST Building:

Grant Used: 2018 GOVERNORS HWY SAFETY Special Event: BONAROO 2019

Total Gallons: 0.00 Total Cost: 0.00 Total Mileage: 0.00

2. The *tabs* record information about the company worked for, inmates, officers, notes, images, attachments, expenses, and fuel expenses.

Worked For Inmates Officers Involved Notes Images Attachments Expenses Fuel

Worked For TRASH PICKER UPPERS

SEARCH EDIT ADD

Address 1: 123 TRASH ST

Address 2: Apt/Suite #:

City: MARYVILLE State: TN Zip Code: 37912

Phone: (865) 555-1234 Email: TPU@FAKEEMAIL.COM

Latitude: 36.0091467 Longitude: -83.9797173

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



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Filling Out a Work Crew Record – Fields

This section explains in detail the different fields and tabs for a work crew 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.

Fields

Start Date:	Time:	End Date:	Time:
06/13/2020	07:00:00	06/13/2020	17:00:00

These fields tell the start and end of the work. Add **Start Date** and **Time** and, if the work is already completed or has a definite end date, **End Date** and **Time**.

Hours Worked:	Grant Hours:	Total Expenses:
10.00	2.00	47.00

These fields record hours and expenses. Add the **Hours Worked**, the amount of hours sponsored by grant in **Grant Hours**, and the **Total Expenses** for the work. Note that **Total Expenses** is *not* calculated automatically from the **Expenses** tab – this field is a manual entry.

Supervisor:	Work Crew:
GEORGE B	KITCHEN MORNING

Next, add the **Supervisor** and the name of the **Work Crew**.

Work Type:	Work Sub Type:
CONSTRUCTION	FILL DIRT

Now add the **Work Type** (such as *Construction, Litter Pickup, Maintenance, Mowing, etc.*) and **Work Sub Type** (such as *Fill Dirt, Gravel, Weed Eat, etc.*)

Continued on the next page



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Business/Common Name: ABCEF				Intersection: 5TH	
House #: 1905	Direction: HIGH PARK CIR	Street: HIGH PARK CIR		Apt/Lot #: MARYVILLE	City: MARYVILLE
State: TN	ZipCode: 37803	Latitude: 35.7203540	Longitude: -83.9777100		
Address Type: CEMETARY		Ownership: ROCKY TOP			
Zone: 104 ZONE 1		SubDivision: BAXTER WOODS			
School: CARPENTERS MIDDLE SCHOOL		Campus: WALTER STATE EAST			
Building:					

All of these fields relate to the location of the work.

Grant Used: 2018 GOVERNORS HWY SAFETY
Special Event: STATE FAIR 2019

Grant Used records what grant was used or applied to fund the work crew.

Special Event records if the work was done for a special event, such as a state fair.

You will also see gallons and fuel information, which will be sourced from the **Fuel** tab, as well as Total Cost, which is the sum of all expenses in both the **Fuel** tab and the **Expenses** tab:

Total Gallons: 18.00 Total Cost: 36.00 Total Mileage: 100.00

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.

SAVE	DELETE
------	--------



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Filling Out a Work Crew Record – Tabs

Summary

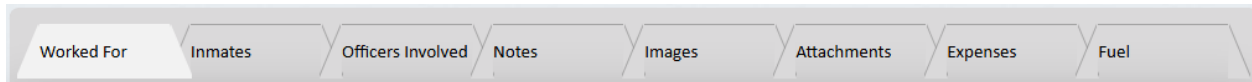
Fill out the tabs below the fields as needed.

The **Worked For** tab lets you record the business / organization for the work crew.

Inmates and **Officers Involved** let you record inmates working and employees supervising/present, respectively.

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

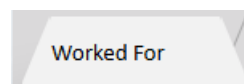
Expenses lets you record the expenses involved in this work done, and **Fuel** lets you record the fuel used and expenses related.






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Worked For Tab



The **Worked For** tab contains information on the business or organization where the work is being done or who the work is being done for.

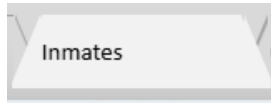
If you already have the business in your records, simply type the name (such as **TRASH COLLECTORS INC**) and it will appear automatically. If you don't have the business in iSOMS or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix A, Business /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

Worked For:		SEARCH		EDIT		ADD	
TRASH COLLECTORS INC							
Address 1: 123 TRASH ST							
Address 2:		Apt/Suite #:					
City: MARYVILLE		State: TN		Zip Code: 37912			
Phone: (865) 555-1234		Email: TCI@FAKEEMAIL.COM					
Latitude: 36.0091467		Longitude: -83.9797173 					






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Inmates Tab

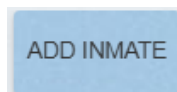


The **Inmates** tab lists the inmates on the work crew (and their job if you add it).

To view, edit, or delete a current entry, double-click an entry or click the view () icon.

2 Inmates							EXPORT GRID TO FILE	ADD INMATE
Entry Date	Inmate	Booking	Race	Sex	Intake Date	Job		
09/22/2025	O'SHELL, SHANNON KIMBERLY	20240500009	WHITE	FEMALE	04/08/2025	LABOR		
09/22/2025	DOE, JAMES RANDAL	20250200002	WHITE	MALE	02/20/2025	PLUMBER		


To add a new entry, click **Add Inmate**.



Click the magnifying glass () icon to search for an inmate.


Add New Inmate

Inmate:



YES

CANCEL

Enter relevant name or identifying info and then click **Lookup**. Double-click the inmate you want to add or click the *checkmark* symbol.  Afterwards, click **Yes** to add the inmate.

Search Inmates

Last Name:DOE

First Name:JOHN

Race:

Sex:

☒ In Jail Only

☐ Weekender Only

LOOKUP


CLEAR FILTER

4 Records

Last Name	First	Middle	Post	Age	Booking #	Cell	Bunk #	Intake Date	Release Date	Race	Sex	Weekender	
DOE	JOHN	MATT		69	20240400001			04/03/2024 02:02		B	M		✓
DOE	JOHN	H		59	20230100001			01/16/2023 07:34		W	M		✓
DOE	JOHN			35	20230300002			03/12/2023 10:15		H	M		✓
DOEY	JOHNY	W		0	13966	D-01		02/24/2010 11:11					✓



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To add the job description of the inmate, simply click the view () icon to edit the inmate.

You will see a picture of the inmate (if any, from booking) and you can add **Job Description**.

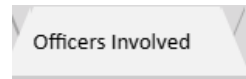
As usual, Super Users can add additional options to this dropdown if needed.

A screenshot of a web application interface titled "View Inmate Involved". The interface has a light blue header bar with the title. Below the header, on the left, is a "Job Description:" label above a dropdown menu. The dropdown menu is currently set to "PLUMBER" and is highlighted with a red rectangular border. To the right of the dropdown are three buttons: "SAVE", "DELETE", and "EXIT". Further to the right is a large white area containing a placeholder image of a person's head and shoulders. Below the image, it says "Image #: 1 of 1". At the bottom of the image area are several small icons for image manipulation (back, forward, zoom, etc.).




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Officers Involved Tab

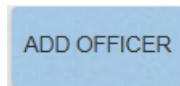



The **Officers Involved** tab lists the officers involved and why they are involved (if added).

To view, edit, or delete a current entry, double-click an entry or click the pencil () icon.

1 Officer							EXPORT GRID TO FILE	ADD OFFICER
Employee Name	Badge	Race	Sex	Major	Minor	How Involved	Hire Date	Terminated Date
ELDER, MARTIN WILLIAM -	603	WHITE	MALE	COURT SERVICES	CHAPLIN	SUPERVISOR	08/16/2004	


To add a new entry, click **Add Officer**.



Click the magnifying glass () icon to search for an officer, or type the name to autofill.


Add New Officer Involved

Employee:



YES

CANCEL

Enter relevant name or badge number and then click **Lookup**. Double-click the officer you want to add or click the *checkmark* symbol.  Afterwards, click **Yes** to add the officer.

Search Officers

Last Name:
ELDER

First Name:


Badge #:

☒ Active Only

LOOKUP

CLEAR FILTER


1 Record

Agency	Last Name	First Name	Middle Name	Badge #	
BCSO	ELDER	MARTIN	WILLIAM	603	

EXIT



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To add the *How Involved* for the officer, simply click the pencil () icon to edit the officer.

You will see a picture of the officer, and you can add **How Involved**.

As usual, Super Users can add additional options to this dropdown if needed.

A screenshot of a web application interface titled "View Officer Involved". The interface has a light blue header bar. Below the header, there is a form area. On the left, there is a dropdown menu labeled "How Involved:" with the text "ADMINISTRATOR" selected. This dropdown is highlighted with a red rectangular border. Below the dropdown, there is a search field labeled "Employee:" with the text "603 ELDER, MARTIN WILLI/" entered. To the right of the search field is a magnifying glass icon. Below the search field, there are three buttons: "SAVE", "DELETE", and "EXIT". On the right side of the form, there is a large white box containing a black silhouette of a person's head and shoulders. Below the silhouette, the text "Image #: 1 of 5" is displayed. At the bottom of the image box, there are navigation icons: a left arrow, a list icon, a camera icon, and a right arrow.



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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

VIEW STORY

EXPORT GRID TO FILE

ADD NOTE

1 Note

		Entry Date	Note Date	Employee	Note Type	Notes
<div></div>	<div></div>	08/23/2024 14:22:56	08/23/2024 14:22:56			TAKE NOTE

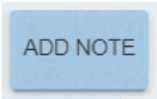
TAKE NOTE

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.





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Add Note

Note Type

NOTE

×

▼

☐ Show On View

Note Date (leave blank to d...

Time: _____

Notes:

IN THE BEGINNING...]

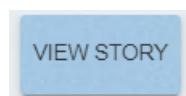
MAINTAIN FILES

DRAFTS

ADD

EXIT

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



View Story

07/15/2024 15:35:19 - - MAIN

A NOTE ON NOTES

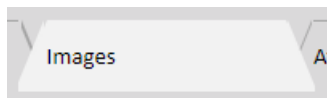
07/15/2024 15:35:28 - - INITIAL CONTACT WITH PICKUP AGENCY

HELLO THERE



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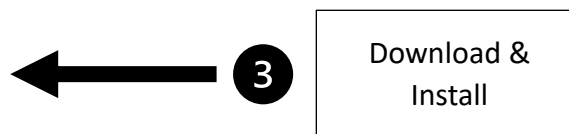
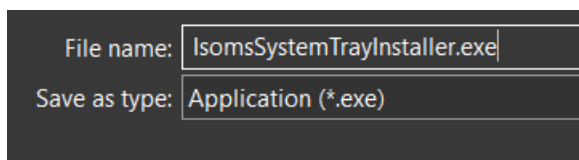
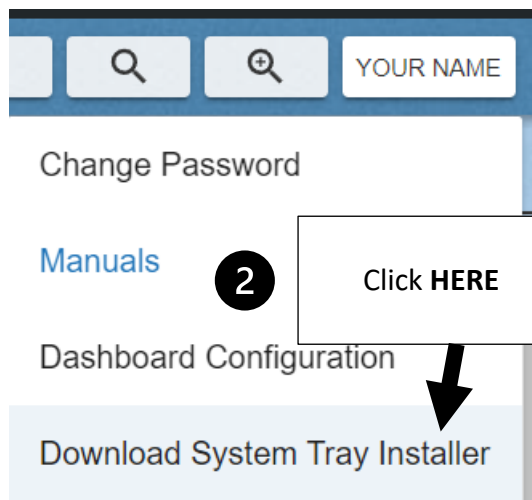
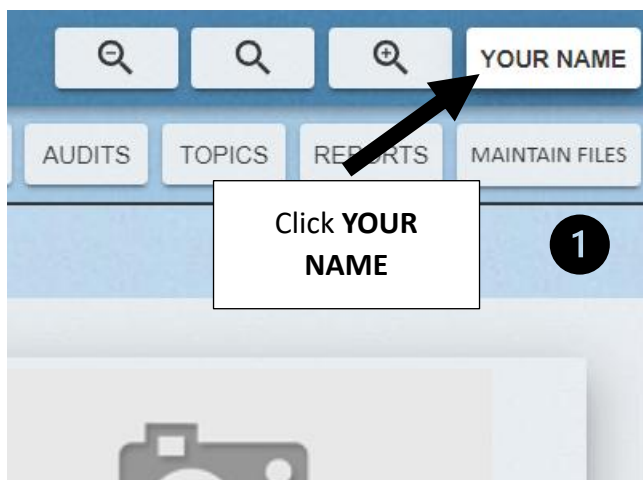
Images Tab



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.

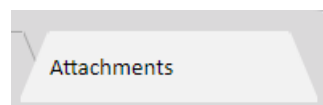



After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.

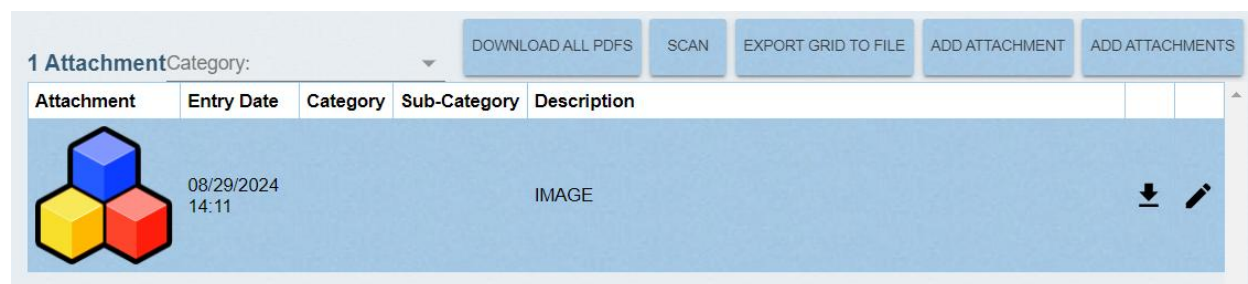


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Attachments Tab



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.

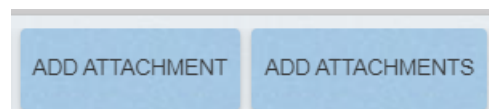


1 Attachment Category: DOWNLOAD ALL PDFS SCAN EXPORT GRID TO FILE ADD ATTACHMENT ADD ATTACHMENTS

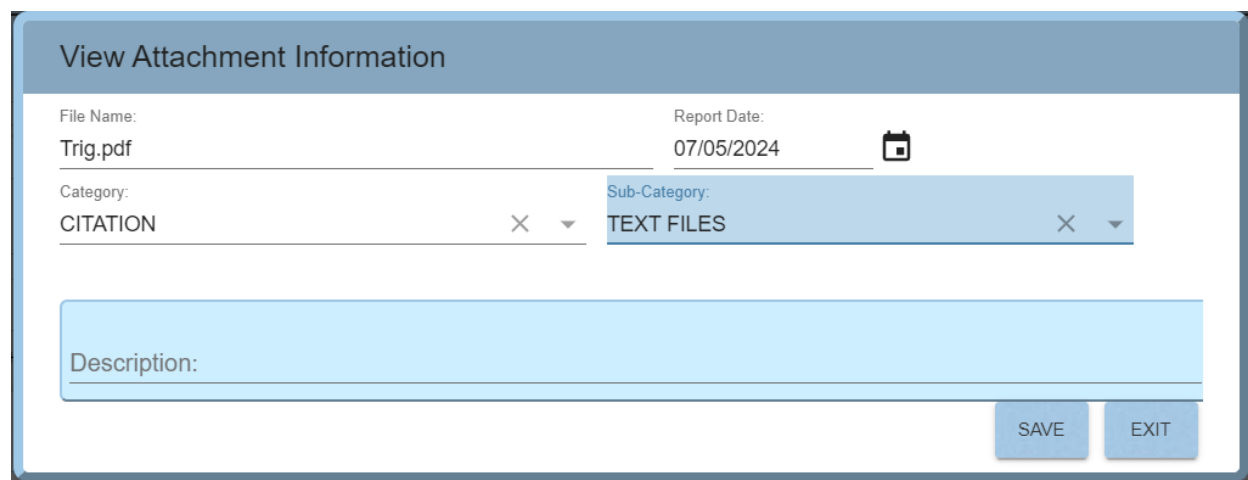
Attachment	Entry Date	Category	Sub-Category	Description	
	08/29/2024 14:11			IMAGE	 

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.



ADD ATTACHMENT ADD ATTACHMENTS



View Attachment Information

File Name: Trig.pdf Report Date: 07/05/2024 

Category: CITATION X Sub-Category: TEXT FILES X

Description:

SAVE EXIT



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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

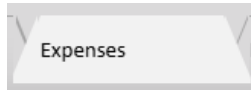
SCAN DUPLEX

SCAN AUTO




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Expenses Tab





The **Expenses** tab allows you to track expenses for the work crew (except for Fuel expenses, which should be put in the Fuel tab instead).

To view, edit, or delete a current entry, double-click an entry or click the pencil () icon.

2 Work Crew Expenses

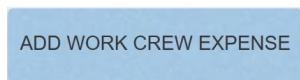
EXPORT GRID TO FILE

ADD WORK CREW EXPENSE

Transaction Date	By	Type	Amount	PO#	Invoice	
09/22/2025 12:56		MATERIALS	100.00	123456	77889900	
09/22/2025 14:45		SUPPLIES	25.32	123456	12345678	


NOTE HERE

To add a new entry, click **Add Work Crew Expense**.



View Expense

Entry Date: 09/22/2025 14:58 / Entry By:

Expense Date:  Time:

Expense Type: Amount:

Purchase PO#: Invoice Number:

Notes:



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First, if the expense needs a different date or time, change the auto-filled **Expense Date** and **Time**:

Expense Date: 09/22/2025  Time: 12:00:00

Add the **Expense Type** and the dollar **Amount**:

Expense Type: MATERIALS  Amount: 12.50

If needed, add the **Purchase PO#** and **Invoice Number**:

Purchase PO#: 123456 Invoice Number: 0000012

Finally, add any desired **Notes** and **Save**.

Notes:
NOTES HERE

SAVE

DELETE

EXIT

All of the expenses in this tab **PLUS** the fuel expenses in the *Fuel* tab will be summed and put as the **Total Cost** right above the tabs:

Example: \$100 + \$25.32 + \$12.50 + \$36 = **\$173.82**

3 Work Crew Expenses

Amount

100.00

25.32

12.50

1 Work Crew Fuel

Amount

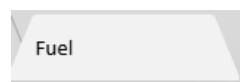
36.00

Total Cost: 173.82




Work Crew Guide

Fuel Tab




The **Fuel** tab allows you to track fuel expenses for the work crew (for other expenses, put them in the Expenses tab instead).

To view, edit, or delete a current entry, double-click an entry or click the pencil () icon.

1 Work Crew Fuel

EXPORT GRID TO FILEADD WORK CREW FUEL

Transaction Date	By	Equipment Type	Amount	PO#	Invoice	
10/10/2023 11:52	Shared Agency,		36.00	123456	6789	


To add a new entry, click **Add Work Crew Fuel**.

ADD WORK CREW FUEL

View Fuel

Entry Date: 10/10/2023 11:52 / Entry By: ISOMSADMIN3

Expense Date:
10/10/2023



Time:
11:52:40

Equipment Type:
▼

Amount:
36.00

Purchase PO#:
123456

Invoice Number:
6789

Total Miles:
100

Total Gallons:
18.0

Mileage Rate:
0.700

Mileage:
100.000

Notes:

SAVE

DELETE

EXIT



Work Crew Guide

First, if the expense needs a different date or time, change the auto-filled **Expense Date** and **Time**:

Expense Date: 09/22/2025  Time: 12:00:00

Add the **Equipment Type** and the dollar **Amount**:

Equipment Type: MOWER   Amount: 36.00

If needed, add the **Purchase PO#** and **Invoice Number**:

Purchase PO#: 123456 Invoice Number: 0000012

Add the **Total Miles**, **Total Gallons**, **Mileage Rate**, and **Mileage**. Finally, add any desired **Notes** and **Save**.

Total Miles: 100 Total Gallons: 18.0 Mileage Rate: 0.700 Mileage: 100.000

Notes:
NOTES HERE

SAVE

DELETE

EXIT

All of the expenses in this tab **PLUS** the fuel expenses in the *Fuel* tab will be summed and put as the **Total Cost** right above the tabs. The **Gallons** and **Total Mileage** will be listed as well.

Example: \$100 + \$25.32 + \$12.50 + \$36 = **\$173.82**

3 Work Crew Expenses

Amount

100.00

25.32

12.50

1 Work Crew Fuel

Amount

36.00

Total Cost: 173.82

Total Gallons: 18.00 Total Cost: 173.82 Total Mileage: 100.00



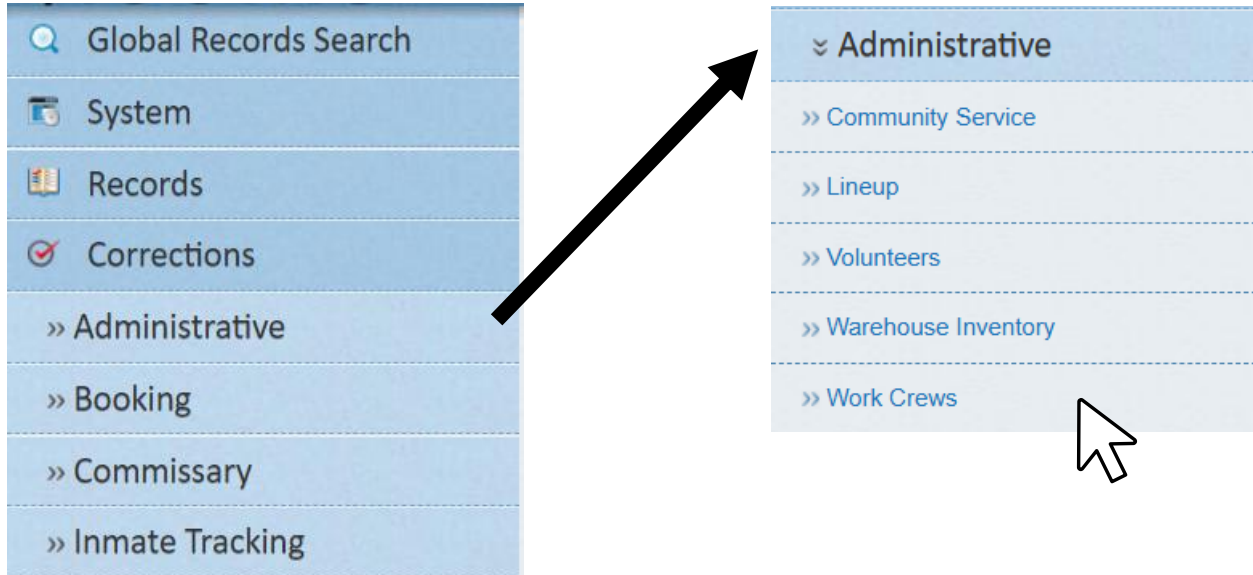
Work Crew Guide

Work Crew Reports

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

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

Corrections → **Administrative** → **Work Crews**



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.





Work Crew Guide

List Reports

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

Report Style has many different layout and sorting options, such as *List*, *List by City*, *List by Supervisor*, *List by Zone*, *List by School*, *List by Work Crew*, and more. Pick the one most relevant to your desired result.

List	List By Subdivision
List By Supervisor	List By Ownership Type
List By City	List By Structure Type
List By Zone	List By Worked For
List By School	List By Work Crew

You can add various filters to reduce the list if desired.



Work Crew Guide

Choose what you would like to include on the report, such as the main note, details, images, attachments, inmates, employees, etc.

<input checked="" type="checkbox"/> Include Main Note	<input checked="" type="checkbox"/> Include Main Details	<input type="checkbox"/> Include Images	<input type="checkbox"/> Include Attachments
<input type="checkbox"/> Include Inmates	<input type="checkbox"/> Include Inmate Image	<input type="checkbox"/> Include Employees	<input type="checkbox"/> Include Employee Image

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

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL
VIEW **DOWNLOAD** **EMAIL** **CLEAR FILTER**



YOUR AGENCY Work Crew List Report

Report Dates From 04/01/2016 Through 09/22/2025

Page 1 of 2

Work Crew Report					
Supervisor GEORGE B	Report Date/Time 06/13/2020 14:00	Work Crew KITCHEN MORNING	Work Type DIRT WORK	Location ABCEF	Hours Worked 10
Location: 1905 HIGH PARK CIR			Latitude: 35.7203540		
Location: MARYVILLE, TN 37803			Longitude: -83.9777100		
Entry By: 275			Intersection: 5TH		
Worked For: TRASH COLLECTORS INC			Campus: WALTER STATE EAST		
Work SubType: FILL DIRT			Building:		
Ownership Type: ROCKY TOP			Start Date: 06/13/2020 07:00		
Structure Type:			End Date: 06/13/2020 17:00		
Zone: 104 ZONE 1					
School: CARPENTERS MIDDLE SCHOOL					
Subdivision: BAXTER WOODS					
Narrative					
trash					
Work Crew Report					
Supervisor	Report Date/Time	Work Crew	Work Type	Location	Hours Worked
	09/19/2025 15:16				0

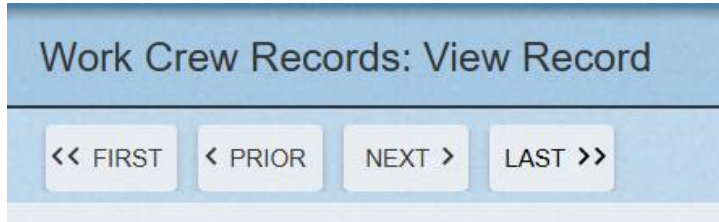


Work Crew Guide

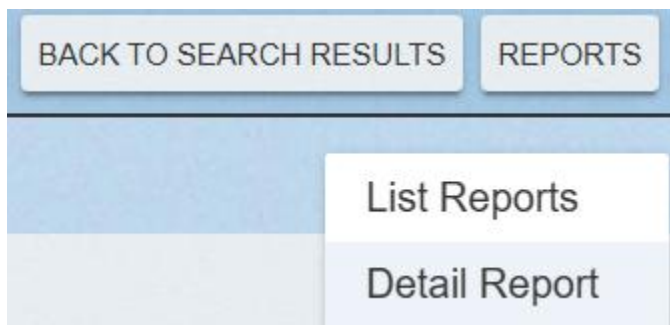
Detail Report

This report displays many details for individual work crew records.

First, go to the record you want to make a detail report for and open its record in iSOMS.



Then click **REPORTS** → **DETAIL REPORT** to open the Detail Report screen.



Choose what you would like included on the report, such as images or attachments. And with your chosen parameters, click **View** or **Download** to view the report.





Work Crew Guide



YOUR AGENCY Work Crew Details Report

Page 1 of 1

Supervisor	Report Date	Work Crew	Work Type
GEORGE B	06/13/2020 14:00	KITCHEN MORNING	DIRT WORK
Location: ABCEF			
Location: 1905 HIGH PARK CIR			
Location: MARYVILLE, TN 37803			
Entry By: 275			
Worked For: TRASH COLLECTORS INC			
Work SubType: FILL DIRT			
Ownership Type: ROCKY TOP			
Structure Type:			
Zone: 104 ZONE 1			
School: CARPENTERS MIDDLE SCHOOL			
Subdivision: BAXTER WOODS			
Latitude: 35.7203540			
Longitude: -83.9777100			
Intersection: 5TH			
Campus: WALTER STATE EAST			
Building:			
Start Date: 06/13/2020 07:00			
End Date: 06/13/2020 17:00			

Narrative

trash

Inmates

Inmate Name: O'SHELL, SHANNON KIMBERLY
Booking #: 20240500009
Intake Date: 04/08/2025 Release Date:
Job Description:
Worked Hours: 0

Inmates

Inmate Name: DOE, JAMES RANDAL
Booking #: 20250200002
Intake Date: 02/20/2025 Release Date:
Job Description:
Worked Hours: 0

Employees

Employee	Race	Sex
ELDER, MARTIN W	W	M
Major: COURT SERVICES		



Work Crew Guide

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 #: 5000 Direction: 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:
Best Vet Company in Town

ADD EXIT



Work Crew Guide

To edit a current organization:

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



View Veterinarian

ID #:
65758

Animal Vet:
BEST VET CO

House #:
5000

City:
KNOXVILLE

Address 2:
(865)-555-7890

Contact Info
Notes:

Short Name:
BVC

Street:
CLINTON HIGHWAY

State:
TN

ZIP Code:
37912

Latitude:
36.00250312

Longitude:
-83.97617593

Intersection:

Email:
BESTVET@THISISAFAKEWEBSITEFOREMAIL.COM

Direction:
X

Suite/Apt #:

Q

SAVE

DELETE

EXIT



Continued on the Next Page



Work Crew Guide

To use an existing organization:

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

Enter the name or other identifying info.

1

SEARCH EDIT ADD

ID #:
0

Veterinarian:
VET

House #: Direction: Street:

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

2

ALL LOOKUP CLEAR FILTER

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

3

1 Record

Business Name!

VETCARE VILLAGE

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.

Employer:
CHICK-FIL-A



Work Crew 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.

First Revision, September 2025

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