



# 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 »

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 Street: HIGH PARK CIR City: 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.



# Work Crew Guide

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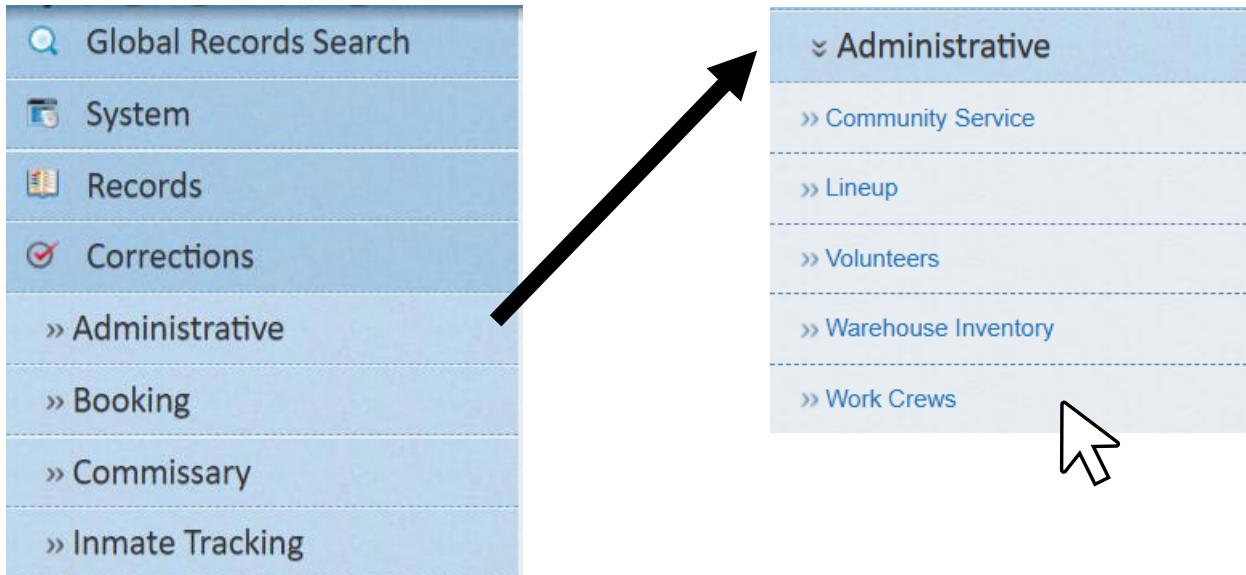
# Work Crew Guide

## 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 'Work Crew Records: Search' screen has a header 'Work Crew Records: Search'. Below it are several search filters and buttons. At the top are four blue buttons: 'LAST 7 DAYS', 'LAST 30 DAYS', 'REPORTED BY ME LAST 7', and 'REPORTED BY ME LAST 30'. Below these are fields for 'Date From' (09/19/2025), 'Time' (13:03:17), 'Date Through' (09/19/2025), 'Time' (13:03:17), and 'Supervisor'. There are dropdowns for 'Crew Name', 'Work Type', 'Special Event', 'Location Type', 'Common/Business Name', 'Street', 'City', 'Zone', 'Inmate', 'Employee Involved', and 'Worked For'. Each dropdown has a search icon to its right. At the bottom are three buttons: 'SEARCH', 'EDIT', and 'ADD'.



## Work Crew Guide

### Quick Searches

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

LAST 7 DAYS

LAST 30 DAYS

**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

REPORTED BY ME LAST 30

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



# Work Crew 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.

**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



# Work Crew Guide

## 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:

Work Crew Records: Search

NEW WORK RECORD AUDITS MAPS REPORTS MAINTAIN FILES

LAST 7 DAYS LAST 30 DAYS REPORTED BY ME LAST 7 REPORTED BY ME LAST 30

Date From: 09/19/2025 Time: 15:15:39 Date Through: 09/19/2025 Time: 15:15:39 Supervisor:

Crew Name: Work Type:

Grant Name:

Special Event: Location Type:

Ownership: Narrative Keyword:

Common/Business Name: Street: City:

**NEW WORK RECORD**

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

Work Crew Records: View Record

« FIRST < PRIOR NEXT > LAST »

Start Date: 09/19/2025 Time: 15:16:08 End Date:



# Work Crew Guide

Work Crew Records: View Record

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

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 Street: HIGH PARK CIR 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:

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 Street: HIGH PARK CIR City: MARYVILLE State: TN ZipCode: 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

SEARCH EDIT ADD

Worked For: TRASH PICKER UPPERS

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.



# Work Crew Guide

## 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*



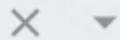
# Work Crew Guide

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





# Work Crew Guide

## Filling Out a Work Crew Record – Tabs

### Summary

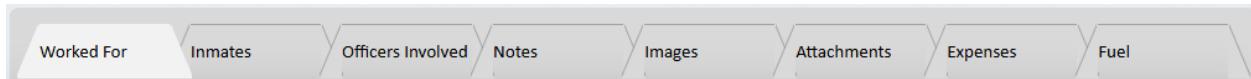
Fill out the tabs below the fields as needed.

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.





## Work Crew Guide

### 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:  
TRASH COLLECTORS INC

[SEARCH](#) [EDIT](#) [ADD](#)

**Address 1:** 123 TRASH ST

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

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

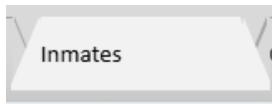
**Phone:** (865) 555-1234      **Email:** TCI@FAKEEMAIL.COM

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



# Work Crew Guide

## Inmates Tab

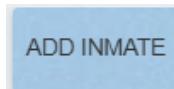


The **Inmates** tab lists the inmates on the work crew (and their job if you add it).

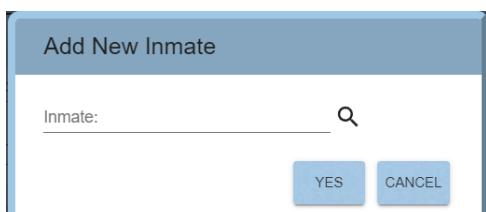
To view, edit, or delete a current entry, double-click an entry or click the view (  ) icon.

2 Inmates								EXPORT GRID TO FILE	ADD INMATE
Entry Date	Inmate	Booking	Race	Sex	Intake Date	Job			
09/22/2025	O'SHELL, SHANNON KIMBERLY	2024050009	WHITE	FEMALE	04/08/2025	LABOR			
09/22/2025	DOE, JAMES RANDAL	2025020002	WHITE	MALE	02/20/2025	PLUMBER			

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



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



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:	First:	Middle:	Post:	Age:	Booking #	Cell:	Bunk #:	Intake Date:	Release Date:	Race:	Sex:	Weekender:			
DOE	JOHN	MATT		69	2024040001			04/03/2024 02:02		B	M				
Race:	Sex:														
<input type="checkbox"/> In Jail Only	<input type="checkbox"/> Weekender Only														
<input type="button" value="LOOKUP"/>	<input type="button" value="CLEAR FILTER"/>														
4 Records															
Last Name	First	Middle	Post	Age	Booking #	Cell	Bunk #	Intake Date	Release Date	Race	Sex	Weekender			
DOE	JOHN	MATT		69	2024040001			04/03/2024 02:02		B	M				
DOE	JOHN	H		59	2023010001			01/16/2023 07:34		W	M				
DOE	JOHN			35	2023030002			03/12/2023 10:15		H	M				
DOEY	JOHNY	W		0	13966	D-01		02/24/2010 11:11							

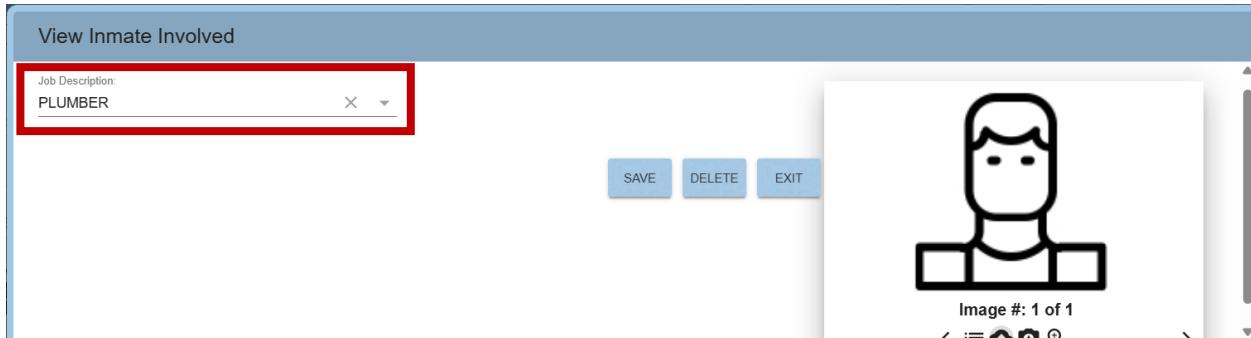


## Work Crew Guide

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**.

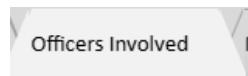
As usual, Super Users can add additional options to this dropdown if needed.





# Work Crew Guide

## 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**.

**ADD OFFICER**

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

Add New Officer Involved

Employee: <input type="text"/>	
<input type="button" value="YES"/> <input type="button" value="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: <input type="text" value="ELDER"/>	First Name: <input type="text"/>
Badge #: <input type="text"/>	<input checked="" type="checkbox"/> Active Only
<input type="button" value="LOOKUP"/>	<input type="button" value="CLEAR FILTER"/>

1 Record

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



## Work Crew Guide

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 software interface titled "View Officer Involved". On the left, a dropdown menu is open, showing "ADMINISTRATOR" as the selected option. This dropdown is highlighted with a red box. Below it, the text "Employee: 603 ELDER, MARTIN WILLI/" is displayed, followed by a magnifying glass search icon. On the right, there is a large, dark silhouette of a person's head and shoulders. Below the silhouette, the text "Image #: 1 of 5" is shown, along with navigation icons for back, forward, and other image-related functions. At the bottom of the interface, there are three buttons: "SAVE", "DELETE", and "EXIT".

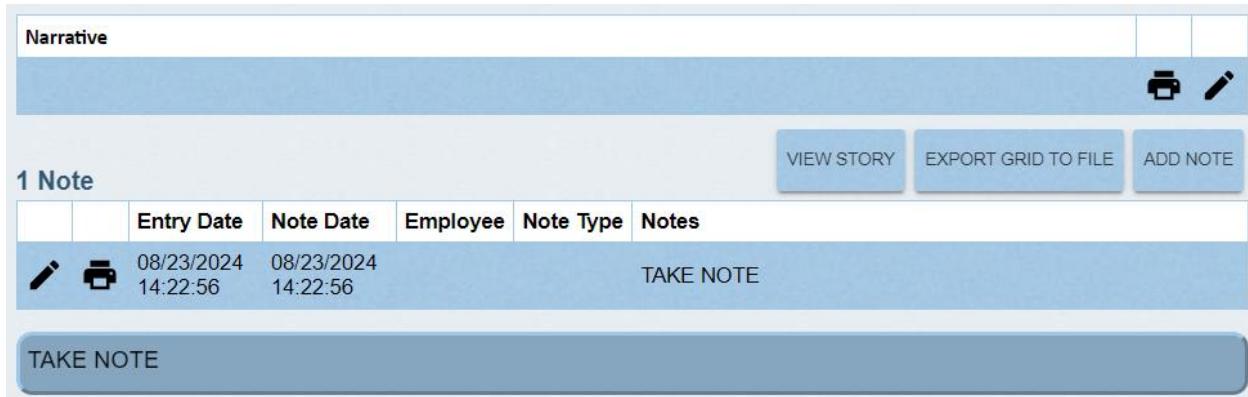


# Work Crew Guide

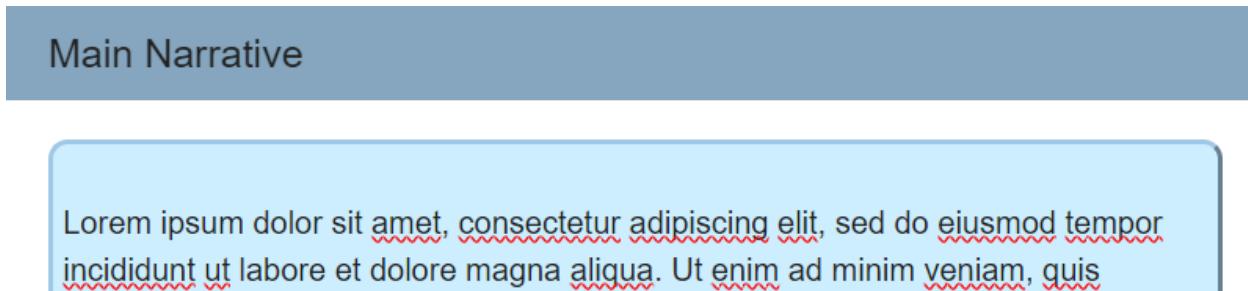
## Notes Tab



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.

A screenshot of the 'Notes' tab interface. At the top, there is a 'Narrative' area with a blue background and a text input field. Below it, a table shows a single note entry. The table has columns for 'Entry Date', 'Note Date', 'Employee', 'Note Type', and 'Notes'. The note entry is: '08/23/2024 14:22:56' and '14:22:56'. The 'Note Type' is 'TAKE NOTE'. At the bottom of the table, there is a large blue button labeled 'TAKE NOTE'. Above the table, there are buttons for 'VIEW STORY', 'EXPORT GRID TO FILE', and 'ADD NOTE'. The 'ADD NOTE' button is highlighted with a blue border.

**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.

A screenshot of the 'Main Narrative' area. It features a large blue text box containing the following text: '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.





# Work Crew Guide

Add Note

Note Type  
NOTE    Show On View Note Date (leave blank to d...  Time:

Notes:  
IN THE BEGINNING...|

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

View Story

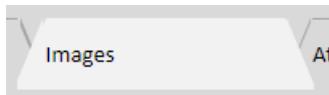
07/15/2024 15:35:19 -- MAIN  
A NOTE ON NOTES

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



# Work Crew Guide

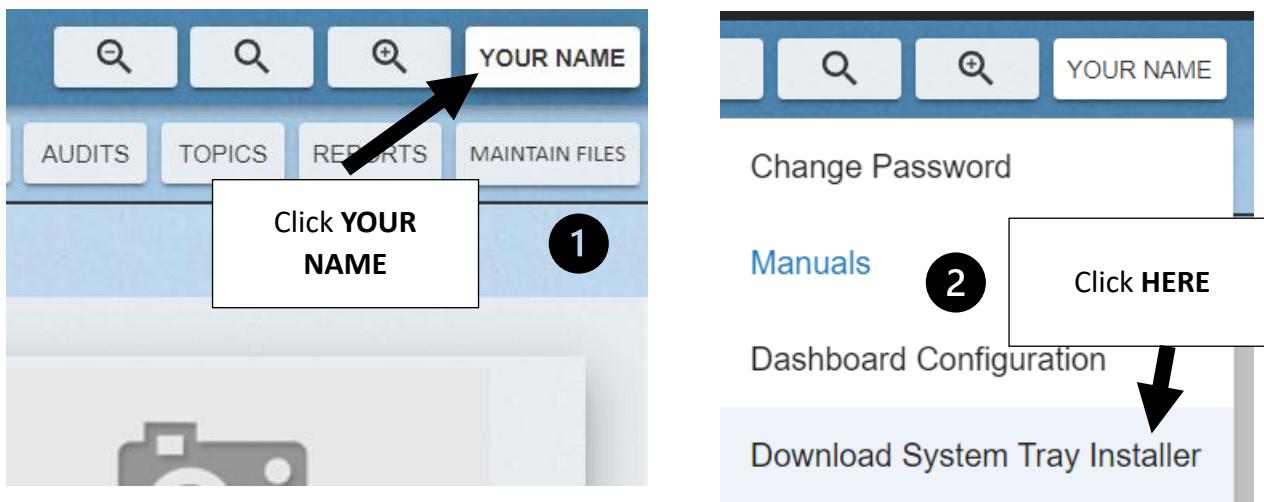
## Images Tab



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.



# Work Crew Guide

## 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.

A screenshot of a software interface showing a list of attachments. The title bar says "1 Attachment". The list includes a single item: "Attachment" (with a thumbnail of three cubes), "Entry Date" (08/29/2024 14:11), "Category" (IMAGE), and "Description". Action buttons for "Download" and "Edit" are shown to the right of the list.

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.

A screenshot of a software dialog box titled "View Attachment Information". It contains fields for "File Name" (Trig.pdf), "Report Date" (07/05/2024), "Category" (CITATION), "Sub-Category" (TEXT FILES), and a "Description" text area. At the bottom are "SAVE" and "EXIT" buttons.



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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: \_\_\_\_\_

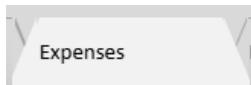
Category: \_\_\_\_\_ Sub-Category: \_\_\_\_\_

Description: \_\_\_\_\_



# Work Crew Guide

## 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		

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

**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:

**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 **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	1 Work Crew Fuel	0 Total Cost: 173.82
<b>Amount</b>	<b>Amount</b>	
100.00	36.00	
25.32		
12.50		



# Work Crew Guide

## Fuel Tab

Fuel

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 FILE	ADD 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:	Time:		
10/10/2023	 11:52:40		
Equipment Type:	Amount:		
	36.00		
Purchase PO#:	Invoice Number:		
123456	6789		
Total Miles:	Total Gallons:	Mileage Rate:	Mileage:
100	18.0	0.700	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	1 Work Crew Fuel	Total Cost: 173.82
Amount	Amount	
100.00	36.00	
25.32		
12.50		
<b>Total Gallons: 18.00 Total Cost: 173.82 Total Mileage: 100.00</b>		



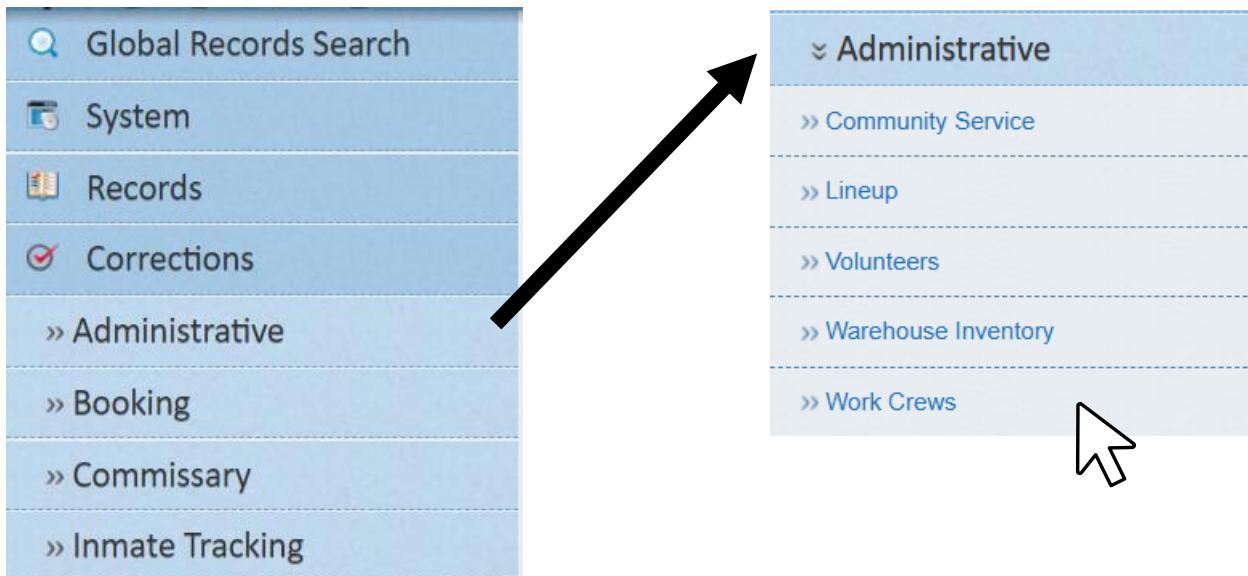
# Work Crew Guide

## 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.

The screenshot shows the 'Work Crew Records: Search' page. At the top, there are buttons for 'NEW WORK RECORD', 'AUDITS', 'MAPS', 'REPORTS', and 'MAINTAIN FILES'. Below these are four filter buttons: 'LAST 7 DAYS', 'LAST 30 DAYS', 'REPORTED BY ME LAST 7', and 'REPORTED BY ME LAST 30'. Underneath are search fields for 'Date From' (09/22/2025), 'Time' (15:13:10), 'Date To' (09/22/2025), and 'Time' (15:13:10). A large black arrow points from the 'REPORTS' button on the left to a callout box on the right. The callout box lists five report options: 'List Reports', 'Detail Report', 'Stats Report', and 'Custom Forms'.



# 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**.

Work Crew Records: List Reports

Report Style  
List

Reports From: 09/22/2025 Reports Through: 09/22/2025 Supervisor: Crew Name: Work Type:

Grant Name: Special Event: Address Type: Ownership: Narrative Keyword:

Zone: City: Street: ZipCode:

Include Main Note  Include Main Details  Include Images  Include Attachments  
 Include Inmates  Include Inmate Image  Include Employees  Include Employee Image  
 All Agencies

**Report Format:**  
 PDF  Excel  XML  SQL

**Buttons:** VIEW DOWNLOAD EMAIL CLEAR FILTER

**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.

<b>List</b>	<b>List By Subdivision</b>
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.

Reports From: 09/22/2025 Reports Through: 09/22/2025 Supervisor: Crew Name:

Work Type: Grant Name:

Special Event: Address Type: Ownership:

Narrative Keyword:

Zone: City: Street:

ZipCode:



# 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	Report Date/Time	Work Crew	Work Type	Location	Hours Worked
GEORGE B	06/13/2020 14:00	KITCHEN MORNING	DIRT WORK	ABCEF	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.

A screenshot of a web-based application interface. The title bar says "Work Crew Records: View Record". Below the title are four navigation buttons: "&lt;&lt; FIRST", "&lt; PRIOR", "NEXT &gt;", and "LAST &gt;&gt;".

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

A screenshot of a dropdown menu titled "REPORTS". The menu items are "List Reports" and "Detail Report". The "Detail Report" option is highlighted with a darker background.

A screenshot of the "Work Crew Records: Detail Report" screen. It includes checkboxes for "Include Images" and "Include Attachments". A "Report Format" section with radio buttons for PDF (selected), Excel, XML, and SQL. At the bottom are buttons for "VIEW", "DOWNLOAD", "EMAIL", and "CLEAR FILTER".

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.

A screenshot of a navigation bar with two buttons: "VIEW" and "DOWNLOAD".



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

### Narrative

*trash*

### Inmates

Inmate Name: **0'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:	<input type="text" value="AIRPORT VET"/>	<input type="button" value="SEARCH"/>	<input type="button" value="EDIT"/>	<input type="button" value="ADD"/>
<b>Address 1:</b> 123 FAKE ST				
<b>Address 2:</b>	<b>Apt/Suite #:</b>			
<b>City:</b> KNOX	<b>State:</b> TN	<b>Zip Code:</b> 37912		
<b>Phone:</b> (865) 555-6789	<b>Email:</b> FAKEEMAIL@FAKEWEBSITE.COM			
<b>Latitude:</b> 36.0091467	<b>Longitude:</b> -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.



### Add Veterinarian

ID #:	0	Animal Vet:	<input type="text" value="BEST VET CO"/>	Short Name:				
House #:	5000	Street:	Clinton Highway	Direction:				
City:	KNOXVILLE	State:	TN	ZIP Code:				
		X	▼	37912	Latitude:	36.00250312	Longitude:	-83.97617593
Address 2:				Intersection:				
Business Phone:		Email:						
(865)-555-7890		bestvet@thisisafakewebsiteforemail.com						
Contact Info								
<b>Notes:</b> Best Vet Company in Town								
<input type="button" value="ADD"/> <input type="button" value="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.

**SEARCH** **EDIT** **ADD**



**View Veterinarian**

ID #: 65758  
Animal Vet: **BEST VET CO** Short Name: **BVC**

House #: 5000 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**



*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

ID #:	0	
-----		
Veterinarian:	VET	
-----		
House #:	Direction:	Street:



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.

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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