



# Animal Control Module

## Animal Control Guide

This is the iSOMS Animal Control Guide, which explains how to use the Animal Control module. The iSOMS Animal Control module allows you to record a variety of information on animals, such as individual animal records, bite incidents, animal complaints, donations, euthanizations, registrations, and traps. This guide explains the purpose of each section of the Animal Control module, the way to add and edit records in each section, and how to run reports on each section. At the end of the guide is a short quick reference section that explains where to look to answer some typical questions you may have.

### Animal Control Module Features

- Animal Records at the Shelter or Agency
- Bite Incident Records
- Complaints or Calls concerning Animals
- Donations to the Animal Shelter
- Lost and Found Animals
- Animal Euthanizations or Tranquilizations
- Animal Registration & Tags
- Animal Traps



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# Animal Control Module

## Animal Shelter

The **Animal Shelter** module will keep track of the animals at your agency and information about them, such as vet, department, rescue group, monetary or other receipts, and so on. You can also generate reports to quickly view information about those records.

To add or search for an animal's record, begin on the iSOMS home screen. Navigate to:

**Records → Back Office → Animal Control → Animal Shelter**





# Animal Control Module

## Searching for Animal Shelter Records

This will open the **Animal Shelter: Search** screen. Here you can look up current animal records if you need to view or edit their record. To look up a record, type in the search filter fields and click on one of the **Lookup** buttons.

The screenshot shows the 'Animal Shelter: Search' interface. It includes tabs for 'ALL ACTIVE ANIMALS' and 'PAST ESTIMATED DISPOSITION'. Search filters include 'Intake From', 'Intake Through', 'Kennel', 'Disposition From', 'Disposition Through', 'Surrounding', 'Animal Name' (with a dropdown arrow), 'Species' (with a dropdown arrow), 'Breed', 'Color', 'Coat', 'Ticket Number', 'Microchip Id', 'Registration', 'Rescue Group', and 'Department'. A 'SEARCH' button is present. Annotations include: a box 'Add search requirements' pointing to the top right; a box 'Scroll down and click **Lookup**' pointing to the bottom right; and a box 'Type of Match:' with radio buttons for 'Begins', 'Contains', and 'Ends', and a checkbox for 'Show Archived Only'. A blue circle with a white exclamation mark is located at the bottom right of the page.

Various of these fields are dropdown, not freeform. Many dropdown fields can now be added to immediately when editing records. If you need to edit or delete options, these can be accessed in **Maintain Files** (see *Appendix A, Maintain Files Procedure* on page 190 for how to do this.)

### Important Lookup Fields

This screenshot shows the 'Animal Name', 'Species', and 'Breed' dropdown fields. Each field has a dropdown arrow on the right side.

You can filter for **Animal Name**, **Species**, and **Breed** to find animals quickly.

This screenshot shows the 'Rescue Group' and 'Department' search fields. Each field has a 'SEARCH' button next to it.

You can use **Rescue Group** or **Department** to filter for who found the animal or the department where the animal is being kept.



# Animal Control Module


## Quick Searches

If you want to find records of all active animals at your agency, click **All Active Animals** to quickly search for them.

ALL ACTIVE ANIMALS

If you want to find records of animals that have an estimated disposition date entered, click **Past Estimated Disposition**.

PAST ESTIMATED DISPOSITION

Whether you did a quick search or a standard search, you can double click on the entry or click on the pencil icon on the far right (  ) to open the screen to view, edit, or delete it.

### Search Criteria ▼

Search Results

19 Records

Intake Date	Est. Disposition Date	Disposition Date	Ticket #	How Received
12/12/2000 00:00			07049	WALK-IN
08/18/1999 00:00			45099	WALK-IN
08/18/1999 00:00			45088	WALK-IN
08/09/1999 00:00			44972	WALK-IN
06/03/2013 00:00	01/31/2008		20500	OFFICER
08/18/1998 00:00			41626	WALK-IN
08/25/1998 00:00			41685	WALK-IN
09/21/1998 00:00			41910	WALK-IN
09/11/2006 00:00	09/14/2006		18833	WALK-IN



# Animal Control Module

## Adding Animal Shelter Records

In order to add a new animal shelter record, click on the **New Record** button on the search screen.

The screenshot shows the "Animal Shelter: Search" interface. At the top, there are four tabs: "NEW RECORD", "AUDITS", "REPORTS", and "MAINTAIN FILES". Below the tabs are two buttons: "ALL ACTIVE ANIMALS" and "PAST ESTIMATED DISPOSITION". The main form area contains several input fields: "Intake From:" with a calendar icon, "Intake Through:" with a calendar icon, "Kennel:" with a dropdown arrow, "Disposition From:" with a calendar icon, and "Disposition Through:" with a calendar icon. A large black arrow points from the "NEW RECORD" tab to the "NEW RECORD" button at the bottom of the form.

Click **Yes** when prompted for confirmation.

The screenshot shows a confirmation dialog box titled "Add New Shelter Record". The text inside the dialog asks, "Are you sure you want to add a new Shelter Record?". At the bottom right of the dialog, there are two buttons: "YES" and "CANCEL".



# Animal Control Module

## Transferring CAD to Shelter Records

**Shelter Records** can also be created by transferring information from the *Complaint Cards* module for **CAD**. If you have a Complaint Card you wish to transfer, navigate to it in the CAD section of iSOMS, and find the Complaint Card you want to transfer to **Animal Shelter Records**.

Navigate to **COMMUNICATIONS**  
→ **COMPLAINT CARDS**

Locate the entry you wish to transfer into a **Shelter Record**.

Communications

» Complaint Cards

CAD Complaint Card History: Search

LAST 12 HOURS LAST 3 DAYS LAST 7 DAYS LAST 30 DAYS

Then click **Transfer Card** and select *Shelter Ticket* to copy this information to the desired module. Select the appropriate Case Number and hit **Transfer**.

CAD Complaint Card History: View Record

<< FIRST < PRIOR NEXT > LAST >>

Scheduled: Call For Service #: 616

Received: 01/15/2025 15:24 Dispatched:

SITE DANGER ☐ Monitor Card **TRANSFER CARD**

Transfer Card

Transfer To:

☐ CAD Alert ☐ CAD Location Hazard ☐ Citations ☐ Extra Patrol ☐ Field Interview

☐ Impounded Vehicle ☐ Incidents ☐ Incident Arrest ☐ K9 Incident ☐ Pre-Booking Record

☐ Traffic Stop ☐ Trespass Order ☐ Vehicle Pursuit ☐ Accident Report

☐ Shelter Complaint ☐ Shelter Lost / Found ☒ Shelter Ticket (in facility)

☐ Code Enforcement ☐ Drone Incident ☐ Juvenile Incident

Unit: 478

Department	Case #	Nature
<input type="checkbox"/> BCSO	20250115615	ACCIDENT - INJURY

TRANSFER CANCEL





# Animal Control Module

## Filling in Shelter Fields

After transferring or adding a new record, you will be brought to a screen where you can add information on the animal record you want to add.

**IMPORTANT: Optional** items will be listed in **blue**. You can skip these items if not needed, or if you don't know if you need them.

Animal Shelter: View Record

LOOKUP NEW RECORD A

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Intake Date: 12/30/2024 Time: 13:29:36 Ticket Number: 2024-0002 Report By: Case Number: VIEW CALL

Surrender Reason: How Received: Kennel: Bill Days: 0

☐ Complementary Hold/No Bill

Common Name: Subdivision/Area/Building Complex: Zone:

Pickup Address: House #: Direction: Street: Apt/Lot #: City: State:

ZipCode: Latitude: Longitude: ☐ Exclude From Website ☐ Exclude From Reports

**Intake Date and Time** will be automatically set to the current day and time. If the intake date and time are not for today, you can change these here.

Intake Date: 12/30/2024 Time: 13:29:36

The **Ticket Number** will be automatically generated, but if you have your own system, you can change it here.

Ticket Number: 2024-0002

Add the name of the officer who made the report in **Report By**. You can simply type in the box or search manually by using the magnifying glass. (See [Appendix B, Searching Officers](#) on page 194 if you want more information on this.)

Report By: 603 ELDER, MARTIN WILLIAM -INV





# Animal Control Module

Several of the following fields are dropdowns. Many dropdown fields can now be added to immediately when editing records. If you need to edit or delete options, these can be accessed in **Maintain Files** (see *Appendix A, Maintain Files Procedure* on page 190 for how to do this.)



Add the **Surrender Reason** for why the animal was surrendered.

Surrender Reason:  
CRUELTY INVESTIGATION

▼ Shelter Codes  
► Surrender Reason

Record how the animal was received in **How Received**.

How Received:  
WALK-IN

▼ Shelter Codes  
► How Received

Record where the animal will be housed in **Kennel**.

Kennel:  
KENNEL - 28 X ▼

▼ Shelter Codes  
► Kennels

If you are not going to bill for keeping the animal, you can check the **Complementary Hold / No Bill** Checkbox:

☒ Complementary Hold/No Bill

The next set of fields is for recording the place where the animal was picked up by your agency / department. **Common Name** is the common or business name of the place you picked it up, such as the mall or “The Green”, for example. **Subdivision / Area / Building Complex** and **Zone** offers options of places where the animal was found. These are determined by your agency.

Common Name:  
The Mall  
Subdivision/Area/Building Complex:  
DOE X ▼  
Zone:  
0101 101 ZONE 1 X ▼

▼ Agency Codes  
► SubDivisions  
► Zones



# Animal Control Module

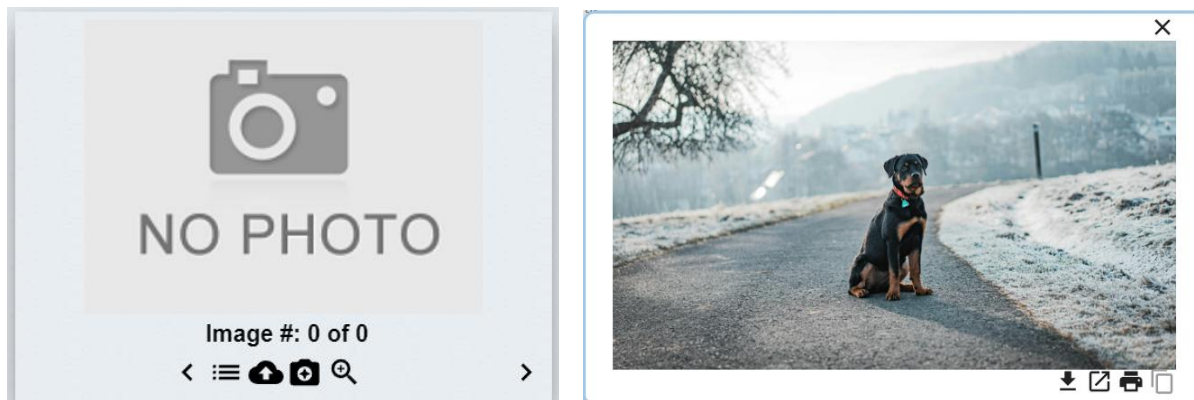
Enter the address fields for the location where the animal was found, if any.

Pickup Address:	House #: 1110	Direction:	Street: Merchant Dr	Apt/Lot #:	City: KNOXVILLE	State: TN
ZipCode: 37912						
Latitude: 36.00317781	Longitude: -83.98270133					

If this animal needs to be excluded from the public website or from reports, check **Exclude from Website** or **Exclude from Reports** as appropriate.

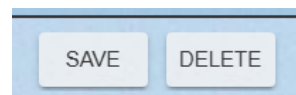
☒ Exclude From Website ☐ Exclude From Reports

If you would like to add an image of the animal, 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.*



Now that you have filled out the fields, you can use the tabs below the fields to record additional information on the item. See the *Shelter Tabs* section for more info.



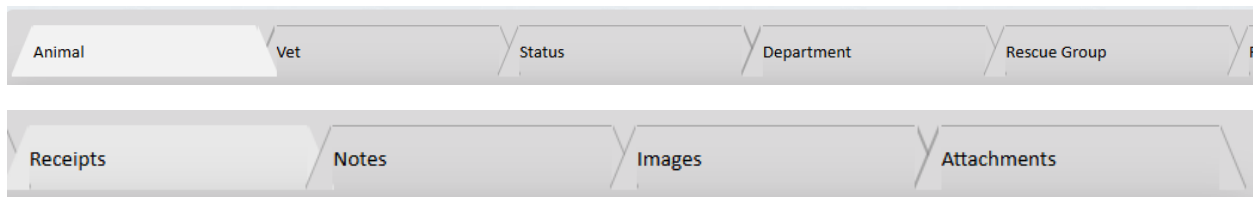
# Animal Control Module

## Animal Shelter Tabs

### Summary

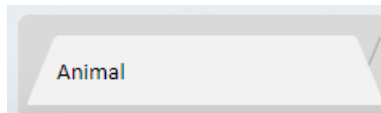
Fill out the tabs below the fields for animal shelter records as needed. The **Animal** tab should be filled out after you create the entry. Use **Vet**, **Status**, **Department**, **Rescue Group**, and **Receipts** to keep track of the animal's state, disposition status, history, and receipts for animal care.

**Notes**, **Images**, and **Attachments** tabs are available if you need to take additional notes or upload images and documents. (Notes, Images, and Attachments in this module function similar to those in all of iSOMS, so if you are familiar with them, you do not need to read those sections.)



### Tab Details

#### Animal Tab



The **Animal** tab lists information about this specific animal. You should fill out as much of this tab as possible on every *Animal Shelter* record.

Animal Name:	Species:	Breed:
Sex:	Weight: 0	Height: 0
Color:	Coat:	Hair Length:
Ear Length:	Tail Length:	Age Class:
Age:	Known to Bite: (Y/N)	Demeanor:
Microchip Id:	Registration Tag #:	
Tag Years: 0	Expires On:	



# Animal Control Module

Enter the **Name**, **Species**, **Breed**, and **Sex** of the animal.

Animal Name:	Species:
ACE	DOG
Breed:	
MIXED ROTTWEILER	
Sex:	
MALE	

**▼ Animal Codes**

- ▶ Animal Names
- ▶ Species
- ▶ Breed
- ▶ Sex
- ▶ Size
- ▶ Color
- ▶ Coat
- ▶ Hair Length
- ▶ Ear Length
- ▶ Tail Length
- ▶ Age Class
- ▶ Demeanors

Add the **Weight**, **Height**, and **Size** of the animal.

Weight:	Height:
80	203
Size:	
MEDIUM	

Add more details about the animal, such as the **Color**, **Coat**, **Hair Length**, **Ear Length**, **Tail Length**, **Age Class**, and **Age**.

Color:	Coat:	Hair Length:	
BEIGE	COAT	M	
Ear Length:	Tail Length:	Age Class:	Age:
LONG	SHORT	ADULT	5

Add if the animal is **Known to Bite** and the general **Demeanor** of the animal .

Known to Bite:	Demeanor:
N	FRIENDLY

If the animal has a microchip or reg. tag #, you can add those here. You can also add **Tag Years** left and **Expiration Date** of the tag.

Microchip Id:	Registration Tag #:
12345	67890
Tag Years:	Expires On:
2	12/30/2026



# Animal Control Module

## Vet Tab



The **Vet** tab lets you select a company / business as the animal's vet for record purposes. If you already have the organization in your records, simply type the name (such as **FRIENDLY VET**) and it will appear automatically. If you don't have the vet or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix C, Business Records* on page 195.

Animal Vet:		SEARCH		EDIT		ADD	
BLOUNT VET							
Address 1: 321 PATTON ST							
Address 2:		Apt/Suite #:					
City: MARYVILLE		State: TN		Zip Code: 37804			
Phone:		Email:					
Latitude: 35.7577279		Longitude: -83.9698221					

Maintain Files Codes

▼ Business Codes

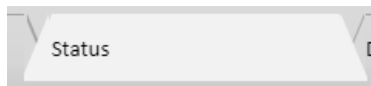
▶ Animal Vets





# Animal Control Module

## Status Tab



The **Status** tab lets you keep track of the animal's status, disposition, euthanization, spay/neuter date, who rescued the animal, and who the animal was released to.

Est. Disposition Date: 03/01/2025 Disposition: OTHER Disposition Date: Time: Disposition By:

☐ Indigent ☒ Stray

Euthanization/Put Down Date:  [VIEW EUTHANIZATION RECORD](#) Returned Date:  Spay/Neuter Voucher Return Date:

Released To: Last Name: DOE First Name: JAMES Middle Name: Jr/Sr: Relationship: OWNER

Phone #: (865)-555-1234 House #: 123 Street: PATTON ST Apt/Lot #: MARYVILLE City: TN State: TN Zip Code: 37804

Rescue Group: ATLANTA PET RESCUE

Address 1:  
Address 2: Apt/Suite #:  
City: State: Zip Code:  
Phone: Email:  
Latitude: Longitude:

## What to Do When the Animal is Received for the First Time

First, add the animal's **Estimated Disposition Date** if you know when the animal is likely to be released or have a change of disposition.

Est. Disposition Date:  
03/01/2025

If the animal is a stray, mark the **Stray** textbox.

☒ Stray

If the animal was brought by or released to a **Rescue Group**, you can mark that under this tab *OR* the *Rescue Group* tab. If you already have the organization in your records, simply type the name (such as **RESCUE GROUP**) and it will appear automatically. If not, see *Appendix C, Business Records* on page 195 for instructions on adding, searching, and editing business records in iSOMS.

Rescue Group:  
ATLANTA PET RESCUE



# Animal Control Module

## What to Input in the Status Tab Later

Add the **Disposition** and **Disposition Date / Time** if the animal's disposition changes.

Disposition: ADOPTED		
Disposition Date: 03/03/2025		Time: 12:00:00

**Shelter Codes**

Dispositions

The name of the officer who releases the animal or changes the disposition should be filled in the **Disposition By** field. You can simply type in the box or search manually by using the magnifying glass. (See [Appendix B, Searching Officers](#) on page 194 if you want more information on this.)

Disposition By: 603 ELDER, MARTIN WILLIAM -INV			
---	--	--	--

If the animal must be euthanized, you can mark the date here in **Euthanized / Put Down Date**. This will be auto-filled if you create an euthanization record in the *Euthanizations* module. You can view the record by clicking the **View Euthanization Record**, or, if one does not exist, click the button will give you the option to create such a record. (See *Euthanizations* on page 118 for more information.)

Euthanization/Put Down Date: 12/01/2024		<b>VIEW EUTHANIZATION RECORD</b>
--	--	----------------------------------

If the animal is returned to your agency's care, you can add the date for that in **Return Date**.

Returned Date: 12/31/2024	
------------------------------	--

If the animal is spayed or neutered, add the date in **Spay / Neuter Voucher Return Date**.

Spay/Neuter Voucher Return Date: 01/03/2025	
--	--

**Shelter Codes**

Relationships

If the animal is released to an individual, you can add those details here.

Released To:	Last Name: DOE	First Name: JAMES	Middle Name:	Jr/Sr: 	Relationship: OWNER		
Phone #: (865)-555-1234	House #: 123	Direction:	Street: PATTON ST	Apt/Lot #:	City: MARYVILLE	State: TN	Zip Code: 37804



# Animal Control Module

## Department Tab

Department

The **Department** tab lets you select a department relevant to the animal, such as the one keeping the animal. If you already have the department in your records, simply type the name (such as **DEPARTMENT OF ANIMAL SHELTER**) and it will appear automatically. If you don't have the department in iSOMS or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix C, Business Records* on page 195.

Department: ALCOA

SEARCH EDIT ADD

Address 1: 123 FAKE ST

Address 2: Apt/Suite #:

City: ALCOA State: TN Zip Code: 37912

Phone: (865) 555-1234 Email: EMAIL@WEBSITE.COM

Latitude: 36.0091467 Longitude: -83.9797173

Maintain Files Codes



▼ Business Codes

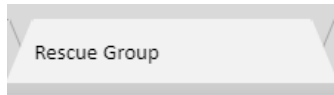
► Department





# Animal Control Module

## Rescue Group Tab



The **Rescue Group** tab lets you select the rescue group that brought you or took the animal. If you already have the group in your records, simply type the name (such as **SUPER PET RESCUE GROUP**) and it will appear automatically. If you don't have the group in iSOMS or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix C, Business Records* on page 195.

Rescue Group:					
ATLANTA PET RESCUE			SEARCH	EDIT	ADD
<b>Address 1:</b>					
<b>Address 2:</b>		<b>Apt/Suite #:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>			
<b>Phone:</b>	<b>Email:</b>				
<b>Latitude:</b>	<b>Longitude:</b>				

Maintain Files Codes

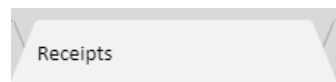




- ▼ Business Codes
- ▶ Animal Rescues



# Animal Control Module

## Receipts Tab





The **Receipts** tab keeps track of the payment receipts to your agency. To view the details of an entry, click on it. If you want to *print* a receipt, click the printer (  ) symbol on the far right. If you want to *void* a receipt, click the cancel (  ) symbol on the far right. **You can add or void receipts, but not edit them here.**

GENERATE RECEIPT

EXPORT GRID TO FILE

1 Receipt

Receipt Date	Employee	Receipt #	Amount	Payment Type	Document #	Void Date		
12/31/2024 10:05	NAME, YOUR	202400001	\$32.00	CASH				

BOARDING FEE - \$7.00

QUARANTINE FEE - \$25.00

## Adding a New Receipt

Click **Generate Receipt** in the upper left corner of the tab's section. This will open the *Add Receipt* window:

Add Receipt

Receipt Date:  
12/31/2024

Receipt #:  
\* SYSTEM GENERATED \*

Billed Days:  
1

Boarding Daily Rate: \$0.00

Payment Type:

Document #:

Comment:

☐ BOARDING FEE - \$7.00

☐ EUTHANIZE FEE - \$0.00

☐ FINE - \$0.00

☐ IMPOUND FEE - \$0.00

☐ LAB FEES - \$0.00

☐ LICENSE FEE - \$10.00

☐ MICROCHIP FEE - \$0.00

☐ OTHER FEE - \$0.00

☐ QUARANTINE FEE - \$25.00

☐ RABIES FEE - \$4.00

☐ RENEWAL LICENSE FEE - \$10.00

☐ RETURN ALTERED FEE - \$0.00

☐ UN-ALTER FEE - \$0.00

Receipt Total: \$0.00

ADD

CANCEL

Here you will add the payment received for animal care, the document number, any relevant comment, and choose the fees.

*Continued on next page.*



# Animal Control Module

First, add the amount of days to be billed for in the **Billed Days**. A Super User can set the billing rate in *Company Setup* with the DAILY BILL RATE setting. (See the end of this tab's section for more information.)

Billed Days:

3 **Boarding Daily Rate:**

Now add the **Payment Type** as received from the person paying.

Payment Type:

CHECK ✕ ▼

Add a **Document Number**, such as a check number or invoice, as appropriate, and then any needed comments.

Document #:

1234

Comment:

COMMENT HERE

Now check the boxes for the fines and fees to set the amount of payment needed:

<input type="checkbox"/>	ADOPTION FEE - \$0.00
<input type="checkbox"/>	ADOPTION UN-ALTERED FEE - \$0.00
<input type="checkbox"/>	ALTER FEE - \$0.00
<input type="checkbox"/>	BOARDING FEE - \$7.00
<input type="checkbox"/>	EUTHANIZE FEE - \$0.00
<input type="checkbox"/>	FINE - \$0.00
<input type="checkbox"/>	IMPOUND FEE - \$0.00
<input type="checkbox"/>	LAB FEES - \$0.00
<input checked="" type="checkbox"/>	LICENSE FEE - \$10.00
<input type="checkbox"/>	MICROCHIP FEE - \$0.00
<input type="checkbox"/>	OTHER FEE - \$0.00
<input checked="" type="checkbox"/>	QUARANTINE FEE - \$25.00
<input type="checkbox"/>	RABIES FEE - \$4.00

**Receipt Total: \$35.00**

▼ **Agency Codes**

► Fee Codes

When finished, click **Add** to save and add the receipt.



# Animal Control Module

## Changing Daily Bill Rate for Animal Shelter

On the Home page, choose **Admin** → **Agency** → **Company Setup**



Usually, only **Super Users** can change the bill rate or other similar values.



On the *Company Setup Search* screen, select **ALL** and then double click your agency's name on the table.

The first screenshot, titled 'Company Setup: Search', shows a search interface. It includes a text field for 'Agency Name', a 'Type of Match' section with radio buttons for 'Begins' (selected), 'Contains', and 'Ends', a 'Show Archived Only' checkbox, and three buttons: 'ALL', 'LOOKUP', and 'CLEAR FILTER'. A callout '1' points to the 'ALL' button.

The second screenshot, titled 'Company Setup: Search Results', shows a table with one record. The table has two columns: 'Agency Short' and 'Agency Name'. The record shows 'BCSO' and 'YOUR AGENCY'. A callout '2' points to the 'YOUR AGENCY' text in the 'Agency Name' column, which is highlighted with a blue background and a mouse cursor.

Agency Short	Agency Name
BCSO	YOUR AGENCY



# Animal Control Module

Select the **Settings** tabs on the next screen of Company Setup.

Company Setup: View Record

Agency Name: YOUR AGENCY Agency Short: BCSO Agency #: 3 OR#: TN0000000 Contributor Block Login

House #: 1905 Street: HIGH PARK CIR Apt/Lot #: City: MARYVILLE State: TN Zip Code: 37803 County: BLOUNT

Address 2: Phone #: (865)-380-4600 Fax #: Email: MYAGENCYEMAIL@EMAIL.COM Website: WWW.MYAGENCY.ORG

Department: BLOUNT COUNTY SHERIFF'S OFFICE SSA Facility ID: TN9876 SSA Reporter ID: 1234 IBRS/FIPS County ID:

Clock Card Start Date: 0 Pay Period Days(14,28,36)

Settings

Scroll down the page and click on the **Program** drop-down menu. Use the drop-down menu and choose **Animal Shelter** to get to the Animal Shelter settings.

## Program

### Animal Shelter

Program: Animal Shelter

4 Settings

Setting	Setting Type	Setting Value	Description
ASSIGN CASE NUMBERS	YESNO	YES	If Yes will auto assign TicketCase Number for new shelter entries
DAILY BILL RATE	PRICE	5.000	Daily Board Bill Rate for Animal Shelter
LOCKDATE	YESNO	YES	Locks DateTime field on receipts
LOCKRECEIPT	YESNO	YES	Locks Manual Receipt Number

Daily Board Bill Rate for Animal Shelter

Then double click on **DAILY BILL RATE**. Double click on that row and answer the setting with the charge for daily board bill rate for animal shelter, then **Save**.

View Setting

Setting: **DAILY BILL RATE**

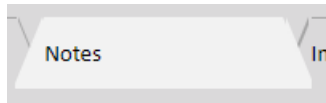
Setting: 5.000

SAVE EXIT



# Animal Control Module

## 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

1 Note

VIEW STORY

EXPORT GRID TO FILE

ADD 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

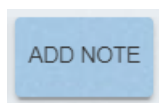
TAKE NOTE

**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.





# Animal Control Module

### Add Note

Note Type  
NOTE

X

☐ 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

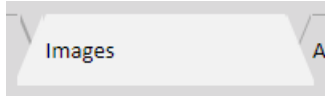
07/15/2024 15:35:19 - - MAIN  
A NOTE ON NOTES

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



# Animal Control Module

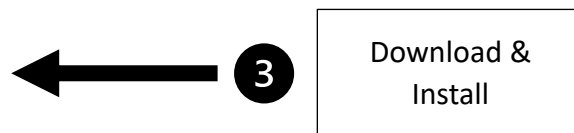
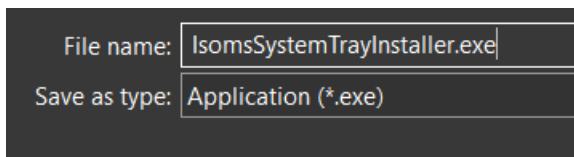
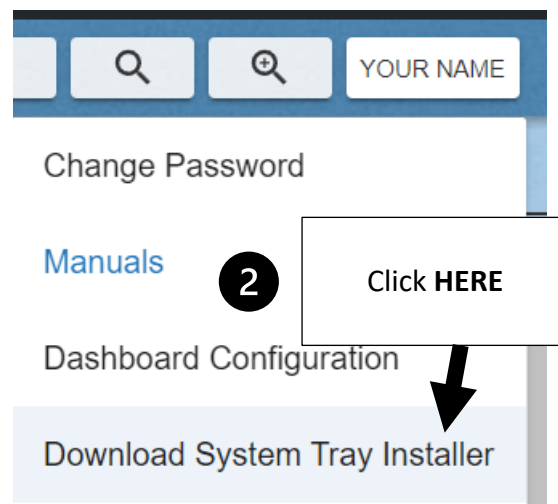
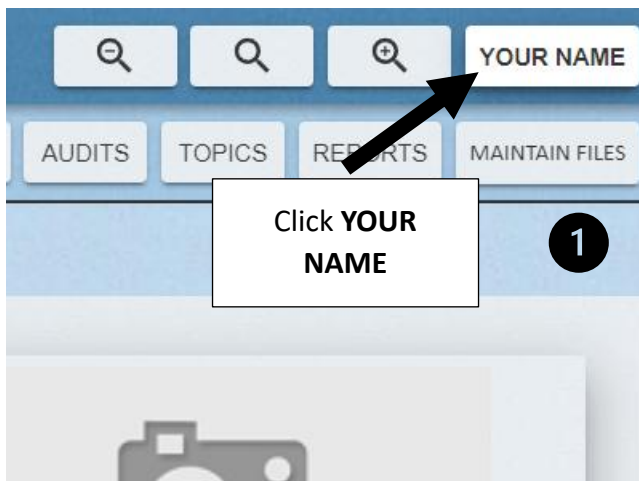
## Images Tab



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.



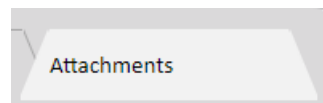
After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.




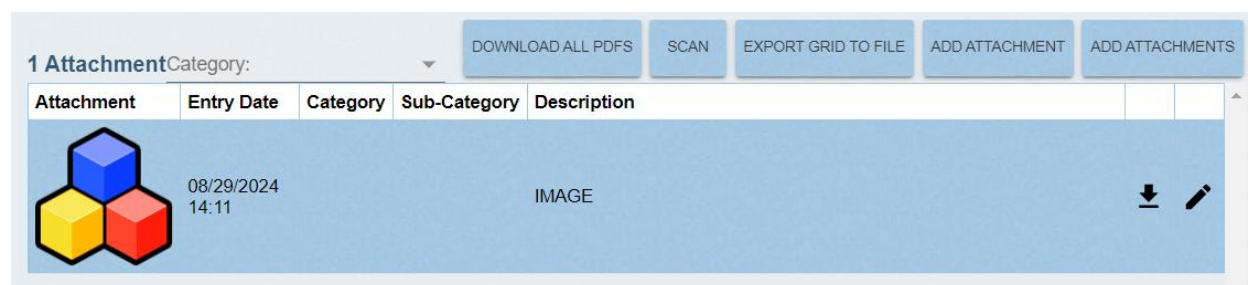


# Animal Control Module




## 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.

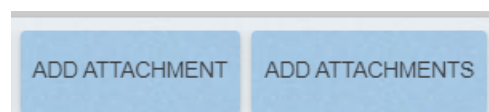


1 Attachment Category: DOWNLOAD ALL PDFS SCAN EXPORT GRID TO FILE ADD ATTACHMENT ADD ATTACHMENTS

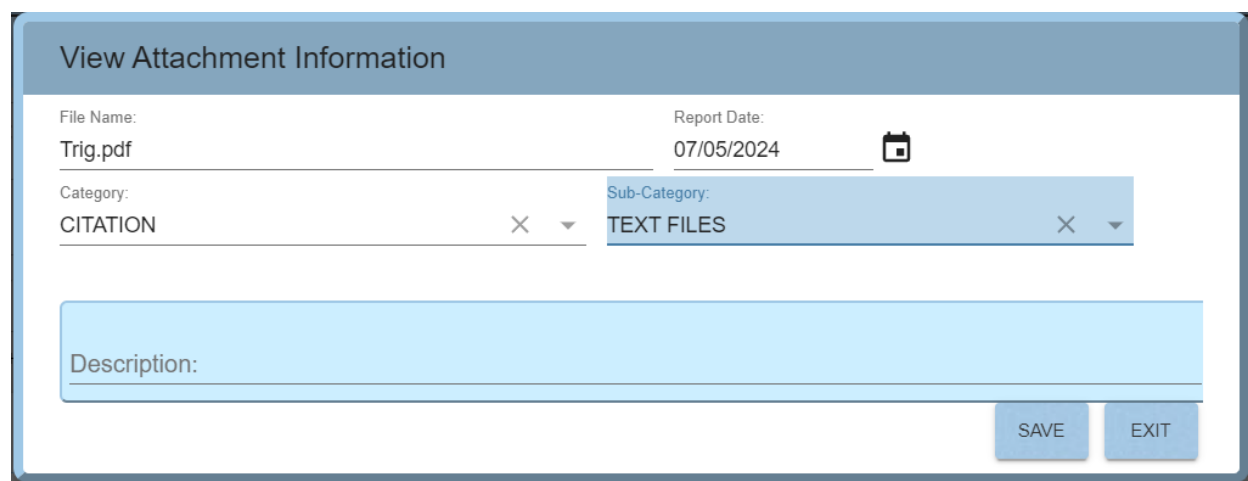
Attachment	Entry Date	Category	Sub-Category	Description	
	08/29/2024 14:11			IMAGE	 

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:  Report Date:  

Category:  Sub-Category:

Description:

SAVE EXIT



# Animal Control Module

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:	▼
<div>Description:</div>			

CANCEL

SCAN DUPLEX

SCAN AUTO



# Animal Control Module

## Animal Shelter Reports

iSOMS allows you to print different types of reports for animals:

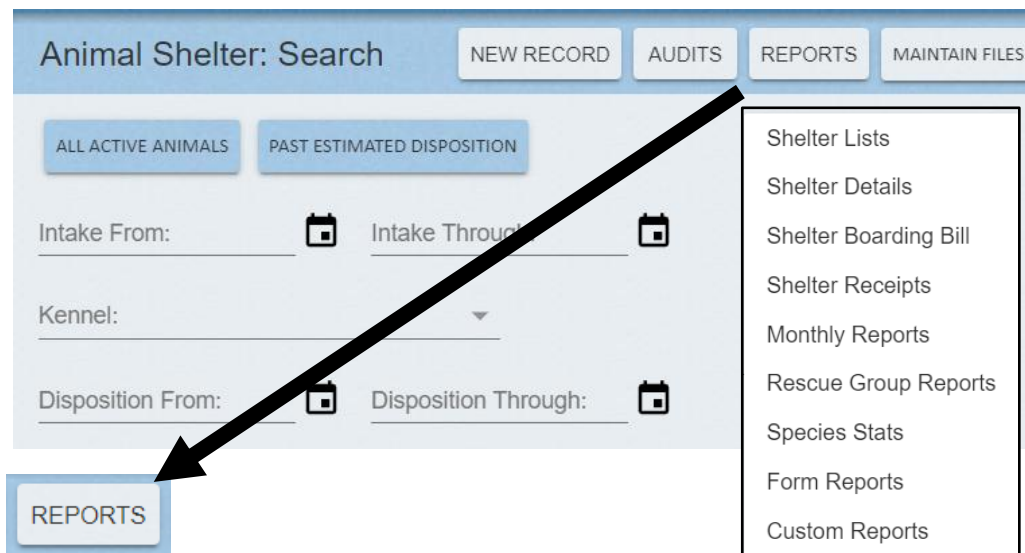
- **List Reports**
- **Details Reports**
- **Boarding Bill Reports**
- **Receipts Reports**
- **Monthly Reports**
- **Rescue Group Reports**
- **Species Stats Reports**
- **Form Reports**
- **Custom Reports**

To access the reports, begin on the iSOMS home screen and navigate to:

**Records → Back Office → Animal Control → Animal Shelter**



Now click on the **Reports** button in the upper right corner and choose the report you would like to run.





# Animal Control Module

## Shelter Lists


**Shelter List** reports a list of animals over a certain intake date range so you can quickly view the animals present in the shelter. *Report Style* has an option to create a press release list report.

**Animal Shelter: List Reports**

Report Style  
List

Intake From: 01/01/2024 Intake Through: 12/31/2024 ☐ Active Only


Set your parameters for the report and click **View** or **Download** to view the report.



**YOUR AGENCY**  
**Animal Shelter List**  
Intake Dates From 01/01/2024 Through 12/31/2024

Page 1 of 1


Kennel	Intake Date	Ticket #	Species	Breed	Color	Bites
	04/15/2024	2024-0001				
How Received:				Surrender Reason:		
Disposition:				Disposition Date:		
28	12/30/2024	2024-0002	DOG	MIXED ROTTWEILER	BEIGE	NO
How Received: WALK-IN				Surrender Reason: CRUELTY INVESTIGATION		
Disposition: RESCUE GROUP				Disposition Date:		
Count: 2						



**YOUR AGENCY**  
**Animal Shelter Kennel Work Sheet**  
Intake Dates From 12/01/2024 Through 12/31/2024

Page 1 of 1

Kennel	Intake Date	Ticket #	Species	Sex	Department	Bites
28	12/30/2024	2024-0002	DOG	MALE		NO <input type="checkbox"/>
Breed: MIXED ROTTWEILER				Notes:		
Color: BEIGE						
Count: 1						



**YOUR AGENCY**  
**Animal Shelter Press Release**  
Intake Dates From 12/01/2024 Through 12/31/2024

Page 1 of 1

Intake Date	Species	Breed	Sex	Color	Age	Department	Est. Disp. Date
12/30/2024	DOG	MIXED ROTTWEILER	MALE	BEIGE	5		02/01/2025
Count: 1							



# Animal Control Module

## Details Report

**Details Report** goes over animals in detail so you can view records in an information-complete report. You can also set it to a specific animal if you click the **Reports** button from that animal's record.

**Animal Shelter: Detailed Reports**

Intake From:  
12/01/2024

Intake Through:  
12/31/2024

☐ Active Only

Surrender Reason:

How Received:

Species:

Breed:

Street:

City:

Report By:

Subdivision/Area/Building Complex:

Zone:


Department:

SEARCH

Rescue Group:

SEARCH

Set your parameters for the report and click **View** or **Download** to view the report.



**YOUR AGENCY**  
**Animal Shelter Details**  
*Intake Dates From 12/01/2024 Through 12/31/2024*

Page 1 of 1

---

**Shelter Details**

Intake Date: 12/30/2024 13:29

Case Number: 2024-0002

Kennel: KENNEL - 28

Common Name: THE MALL

Pickup Address: 1110 MERCHANT DR

CSZ: KNOXVILLE, TN 37912

Zone: ZONE 1

Indigent: NO

Est. Disposition Date: 02/01/2025

Disposition: RESCUE GROUP

Euthanization Date:

Neuter Voucher Return:

Released To:

Address:

CSZ:

Report By: ELDER, MARTIN

Surrender Reason: CRUELTY INVESTIGATION

How Received: WALK-IN

Department:

Apartment:

Coords: 36.00317781, -83.98270133

SubDivision: DOE

Stray: NO

Disposition Date:

Disposition By:

Returned Date:

Rescue Group: ATLANTA PET RESCUE

Bill Days: 3

Apartment:

---

**Animal Details**

Name: ACE

Breed: MIXED ROTTWEILER

Weight: 80

Size: MEDIUM

Coat: COAT

Ear Length: LONG

Age Class: ADULT

Bites: NO

Species: DOG

Sex: MALE

Height: 203

Color: BEIGE

Hair Length: M

Tail Length: SHORT

Age: 5

Demeanor: FRIENDLY



# Animal Control Module

## Boarding Bill Report

**Boarding Bill** report lists the amount of board days to calculate the total board billing for the animal shelter (by department) over a date range.

**Animal Shelter: Boarding Bill Report**

Report Style  
Boarding Bill

Intake From: 01/01/2013 Intake Through: 09/01/2013

Surrender Reason: How Received:


Species: DOG Breed:

Street: City: Report By:

Subdivision/Area/Building Complex: Zone:

Department: SEARCH Rescue Group: SEARCH

Set your parameters for the report and click **View** or **Download** to view the report.

 <b>YOUR AGENCY</b> <b>Animal Shelter Board Bill</b> <i>Intake Or Disposition Dates From 01/01/2013 Through 09/01/2013</i>		
<b>Department Name</b>	<b>Count</b>	<b>Board Days</b>
<b>ALCOA</b>	<b>1</b>	<b>7</b>
<b>MARYVILLE</b>	<b>4</b>	<b>107</b>
	<b>5</b>	<b>114</b>



# Animal Control Module

## Receipt Reports

**Receipt Reports** will list receipts on a report over a certain date range.


### Animal Shelter: Receipt Reports

Receipts From: 12/31/2024 Receipts Through: 12/31/2024

**Report Format:**  
☒ PDF ☐ Excel ☐ XML ☐ SQL

[VIEW](#) [DOWNLOAD](#) [EMAIL](#) [CLEAR FILTER](#)

Set your parameters for the report. Make sure to add at a date range in **Receipts From** and **Receipts Through**. Click **View** or **Download** to view the report.



**YOUR AGENCY**  
**Shelter Receipts**  
*Dates from 12/31/2024 Through 12/31/2024*

Page 1 of 1

### Receipts

Receipt Date	Receipt #	Case #	Tag #	Amount	Void Date
12/31/2024 10:05	202400001	2024-0002	67890	\$32.00	
Reference #:			Receipt By: <input type="text"/>		
12/31/2024 10:57	202400002	2024-0002	67890	\$42.00	
Reference #:			Receipt By: <input type="text"/>		
Total Receipts: 2		Total Amount: \$74.00			

### Fee Types

Description	Count	Amount
BOARDING FEE	2	\$14.00
QUARANTINE FEE	2	\$50.00
RENEWAL LICENSE FEE	1	\$10.00
	5	\$74.00

### Pay Types

Description	Count	Amount
CASH	2	\$74.00
	2	\$74.00



# Animal Control Module

## Monthly Reports

**Monthly Reports** will list information you might want to know monthly about the animal shelter for a date range. You can do a report by *Department* or by *Officer*. Set your parameters for the report. Make sure to add at a date range in **Date From** and **Date Through**. Click **View** or **Download** to view the report.

### Animal Shelter: Monthly Reports

Report Style  
Department

Date From: 12/01/2024 Date Through: 12/31/2024

**Report Format:**

☒ PDF ☐ Excel ☐ XML ☐ SQL

[VIEW](#) [DOWNLOAD](#) [EMAIL](#) [CLEAR FILTER](#)

YOUR AGENCY

Animal Shelter Monthly Department Report

Dates from 12/01/2024 Through 12/31/2024

Page 1 of 1

Shelter Totals (Officer and Walk-In)

<u>Disposition</u>	<u>Count</u>			
Total Animals		Total Complaint Calls:	0	
		Total Bite Incidents:	0	
		Total Traps Set:	0	
		Total Boarding Days:	0	<u>Rate</u> <u>Total</u>
		Total Billing Days:	0	\$5.00 \$0.00





# Animal Control Module

## Rescue Group Reports

**Rescue Group** reports will list information on Animal Rescue Groups. You can do a report as a *Stats Report* or an *Audit Report*. Set your parameters for the report. Make sure to add at a date range in **Date From** and **Date Through**. Click **View** or **Download** to view the report.

### Animal Shelter: Rescue Group Reports


Report Style  
Stats

Date From: 01/01/1994 Date Through: 12/31/2024

**Report Format:**

☒ PDF ☐ Excel ☐ XML ☐ SQL

[VIEW](#) [DOWNLOAD](#) [EMAIL](#) [CLEAR FILTER](#)

 <div><b>YOUR AGENCY</b> <b>Animal Shelter Rescue Group Stats</b> <i>Dates from 01/02/2024 Through 12/31/2024</i></div>			Page 1 of 1
<b>Rescue Group</b>	<b>Count</b>	<b>Percentage</b>	



# Animal Control Module

## Species Stats Reports

**Species Stats** reports will list information on the animal records with the count and percentage by species. Make sure to add at a date range in **Date From** and **Date Through**. Click **View** or **Download** to view the report.

### Animal Shelter: Species Stat Reports

Date From:  
12/01/2012

Date Through:  
12/31/2024

Report Format:


☒ PDF ☐ Excel ☐ XML ☐ SQL

VIEW

DOWNLOAD

EMAIL

CLEAR FILTER

<div><div><b>YOUR AGENCY</b> <b>Animal Shelter Species Stats</b> <i>Dates from 12/01/2012 Through 12/31/2024</i></div><div>Page 1 of 1</div></div>		
Species	Count	Percentage
* NO SPECIES *	5	38.46%
C	3	23.08%
DOG	1	7.69%
F	4	30.77%
Count: 13		



# Animal Control Module

## Bite Incidents

The **Bite Incidents** module will keep track of incidents that occur with animals at your agency (especially bites) and generate reports to view information about those records. You are able to record information about the owner, the victim, any others involved, the department involved, and any additional notes.

To add or search for an animal's bite record, begin on the iSOMS home screen and navigate to:

**Records → Back Office → Animal Control → Bite Incidents**





# Animal Control Module

## Searching for Bite Incident Records

This will open the **Shelter Incident Search** screen. Here you can look up current incidents if you need to edit their record. To look up a record, type in the search filter fields and click on one of the **Lookup** buttons.

The screenshot shows the 'Shelter Incidents: Search' interface. It includes fields for 'Reports From:', 'Reports Through:', 'Case #:', 'Bites From:', 'Bites Through:', 'Owner Name:', 'Victim Name:', and 'Last Name:'. A callout box 'Add search requirements' points to the 'Last Name:' field. Another callout box 'Scroll down and click **Lookup**' points to the 'LOOKUP' button in a dropdown menu. The dropdown menu also shows 'All Agencies', 'Type of Match:' (with 'Begins' selected), and 'Show Archived Only'.

### Important Lookup Fields

Various of these fields are dropdown, not freeform. Many dropdown fields can now be added to immediately when editing records. If you need to edit or delete options, these can be accessed in **Maintain Files** (see *Appendix A, Maintain Files Procedure* on page 190 for how to do this.)



The screenshot shows three dropdown fields: 'Animal Name:', 'Species:', and 'Breed:'.


You can filter for **Animal Name**, **Species**, and **Breed** to find animals quickly.



# Animal Control Module

Owner Name:	Last Name: DOE
Victim Name:	Last Name: SMITH

You can use **Owner Name** or **Victim Name** to filter for the person owning the animal or the person who was bit.

After you do your search, you can double click on the entry or click on the pencil icon on the far right (  ) to open the screen to view, edit, or delete it.

Search Criteria ►						
Search Results						
250 Records						
Report Date	Case Number	Bite Date	Victim Type	Bite Location	Owner Last Name	Owner First Name
03/30/2021		03/30/2021			DOE	ADAM
04/29/2014	202717690					
05/06/2013	201377378	05/01/2013			SMITH	TOMMY



# Animal Control Module

## Adding Bite Incident Records

In order to add a new bite incident record, click on the **New Incident** button on the search screen.

The screenshot shows the "Shelter Incidents: Search" interface. At the top, there are four buttons: "NEW INCIDENT", "AUDITS", "REPORTS", and "MAINTAIN FILES". Below these are search filters: "Reports From:" and "Reports Through:" with calendar icons, "Case #:" with a text input, "Bites From:" and "Bites Through:" with calendar icons, and "Bite Location:" with a dropdown arrow. A large black arrow points from the "NEW INCIDENT" button at the top to a smaller "NEW INCIDENT" button at the bottom left of the search area.

This will bring you to the **Incidents: Master Name Search** screen. This screen allows you to either find someone's name in the Master Name records or enter a new name. You need to use an existing Master Name or create a new Master Name if you want to create a new incident record. This will allow you to use information already present in iSOMS and link your bite incident report directly to the Master Name and jacket number.

The screenshot shows the "Incidents: Master Name Search" screen. It has a blue header with a globe icon and the title. Below the header is a red button labeled "BACK TO INCIDENTS". The main area contains search fields: "Last Name:" with the value "DOE", "First Name:" with the value "JAMES", and "Jacket #:". Below these are "Social Security #:", "Date of Birth:" with a calendar icon, "Driver License #:", and "Restrictions:". A "Type of Match:" section has three radio buttons: "Begins" (selected), "Contains", and "Ends". At the bottom are three buttons: "ALL", "LOOKUP", and "CLEAR FILTER".



# Animal Control Module

If the animal owner in already has a record in iSOMS, you can enter information to narrow the search and click **“Lookup.”** Clicking **“All”** will show all Master Names in your system. If you are searching for a Master Name, once you enter any information to narrow the search and click **“Lookup,”** the next screen will show any results that matched your search, and you can choose the Master Name by clicking on it twice.

Search Criteria ▶												
Search Results												
4 Records												
	Image	Agency	Last Name	First Name	Middle Name	Post Name	DOB	Race	Sex	SSN	DLN	Jacket #
	 NO PHOTO	Shared	DOE	JAMES								33613
		Shared	DOE	JAMES								33614
		Shared	DOE	JAMES	RANDAL		01/01/1965	WHITE	MALE	123-45-6789		82614

If the animal owner has no Master Name in the database, you need to create a new one by clicking **“New Master Name”** in the upper right. (See **Creating a New Master Name** in the *iSOMS Corrections Manual* for more information if you need it.)

Incidents: Master Name Search

NEW MASTER NAME

MAINTAIN FILES

BACK TO INCIDENTS

Last Name:  
DOE

First Name:  
JAMES

NEW MASTER NAME





## Animal Control Module

Once you double click the row with the correct name, the Master Name will appear and fill in information for you. Click **“Save & Create Incidents Record”** at the top of the screen to begin the incident record.

A screenshot of a web application interface titled "Incidents: Master Name View Record". At the top, there are two buttons: "SAVE & CREATE INCIDENTS RECORD" (white with a blue border) and "BACK TO INCIDENTS" (red). Below these, the form displays the "Jacket Number: 82614". The form is divided into several sections for data entry. The first section contains "Last Name: DOE", "First Name: JAMES", and "Middle Name: RANDAL". The second section contains "Race: WHITE", "Sex: MALE", "Height:", and "Weight:". The third section contains "Facial Hair:" and "Glasses:". The fourth section contains "Social Security #: 123-45-6789", "Date of Birth: 01/01/1965" (with a calendar icon), "Age From: 0", and "Place of B". A black arrow points from the "SAVE & CREATE INCIDENTS RECORD" button at the top to a similar button at the bottom right, which is highlighted with a black rectangular box.

If you have not entered much information yet, you will get a data entry warning. But this will not happen if the Master Name has been sufficiently filled in before. In any case, the Master Name will fill in as the Owner's information on the newly created Incident.





# Animal Control Module

## Filling in Bite Incident Fields

After creating a new record, you will be brought to a screen where you can add information on the incident you are going to add.

**IMPORTANT: Optional** items will be listed in **blue**. You can skip these items if not needed, or if you don't know if you need them.

Shelter Incidents: View Record

<< FIRST

< PRIOR

NEXT >

LAST >>

SAVE

DELETE

Report Date:  
12/31/2024

Time:  
15:09:00

Case Number:  
2024-0002

Report By:  
603 ELDER, MARTIN WILLIAM -INV

X

Q

Bite Date:

Time:

Victim Type:

Bite Location:

☐ Treatment Sought

Disposition Date:

Time:

Disposition:

Citation Number:

Citation By:

Common Name:

Subdivision/Area/Building Complex:

Zone:

House #:

Direction:

Street:

Apt/Lot #:

City:

State:

ZipCode:

☐ Victim Contacted

Contacted Date:

Time:

Contacted By:

Q

**Report Date and Time** will be automatically set to the current day and time. If the report date and time are not for today, you can change these here.

Report Date:  
12/31/2024

Time:  
15:09:00

The **Case Number** will be automatically generated, but if you have your own system, you can change it here.

Case Number:  
2024-0002

Add the name of the officer who made the report in **Report By**. You can simply type in the box or search manually by using the magnifying glass. (See [Appendix B, Searching Officers](#) on page 194 if you want information on this.)

Report By:  
603 ELDER, MARTIN WILLIAM -INV

X

Q



# Animal Control Module

Add the **Bite Date** and **Time** to list when the bite incident occurred.

Bite Date:	Time:
12/01/2024	12:30:00

Various of these fields are dropdown, not freeform. Many dropdown fields can now be added to immediately when editing records. If you need to edit or delete options, these can be accessed in **Maintain Files** (see *Appendix A, Maintain Files Procedure* on page 190 for how to do this.) Codes are listed along the right side for reference.



Add the **Victim Type** for the type of victim, such as another animal, an adult, or a juvenile.

Victim Type:
ANIMAL

▼ Incident Codes
▶ Victim Types

Record the **Bite Location** on the victim.

Bite Location:
LF FOOT

▼ Incident Codes
▶ Bite Locations

Note if the victim sought treatment in **Treatment Sought**:

<input checked="" type="checkbox"/> Treatment Sought
--

▼ Incident Codes
▶ Dispositions

If the animal involved in the incident has a **Disposition**, add it here:

Disposition:
CITATION ISSUED

If a citation was issued, you should add the **Citation Number** and which officer gave the citation in **Citation By**. (For more info on putting officers in, see *Appendix B* on page 194.)

Citation Number:
12345

Citation By:
603 ELDER, MARTIN WILLIAM -INV



## Animal Control Module

The next set of fields is for recording the place where the animal was picked up by your agency / department. **Common Name** is the common or business name of the place you picked it up, such as the mall or “The Green”, for example. **Subdivision / Area / Building Complex** and **Zone** offers options of places where the animal was found. These are determined by your agency.

Common Name: The Mall	<b>▼ Table Codes</b> ► SubDivisions ► Zones
Subdivision/Area/Building Complex: DOE	
Zone: 0101 101 ZONE 1	

Enter the address fields for the location where the animal was found or the incident occurred, if possible.

Pickup Address:	House #: 1110	Direction:	Street: Merchant Dr	Apt/Lot #:	City: KNOXVILLE	State: TN
ZipCode: 37912						
Latitude: 36.00317781	Longitude: -83.98270133					

If the victim was contacted by your agency, add that information here and who contacted the victim. (For more info on putting officers in, see *Appendix B* on page 194.)

<input checked="" type="checkbox"/> Victim Contacted	Contacted Date: 12/27/2024	Time: 15:00:00	Contacted By: 603 ELDER, MARTIN WILLIAM -INV
--	-------------------------------	-------------------	---

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

Now that you have filled out the fields, you can use the tabs below the fields to record additional information on the item. See the next section for more info.



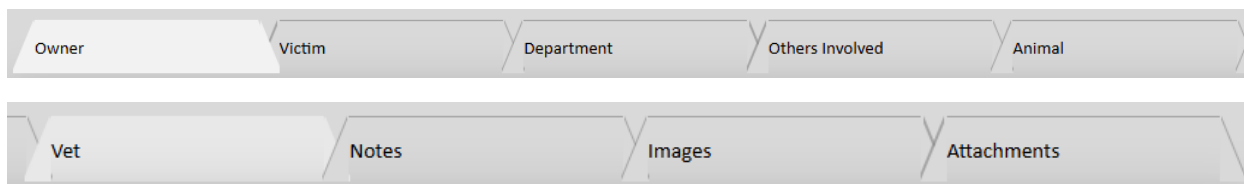
# Animal Control Module

## Bite Incident Tabs

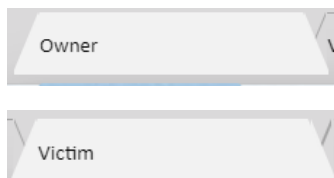
### Summary

Fill out the tabs below the fields for bite incident records as needed. The **Owner** tab will be filled out when you create the record. Use **Victim**, **Department**, **Others Involved**, **Animal**, and **Vet** tabs to fill out information about the victim of the bite, relevant department, other individuals involved in the incident, the animal involved, and any vet that is relevant to the incident or response.

**Notes**, **Images**, and **Attachments** tabs are available if you need to take additional notes or upload images and documents. (Notes, Images, and Attachments in this module function similar to those in all of iSOMS, so if you are familiar with them, you do not need to read those sections.)



### Owner and Victim Tabs



The **Owner** and **Victim** tabs lists identifying information about the animal's owner and victim. You should fill out as much of this tab as possible on every *Bite Incident* record. The owner tab will usually be filled out via the Master Name you used when you created the incident record.

SEARCH PEOPLE		Linked to Master Name			
Last Name:	First Name:	Middle Name:	Jr/Sr:	Parent/Guardian:	
DOE	JAMES	RANDAL	▼		
Date of Birth:	Home Phone:	Cell Phone:	Work Phone:		
01/01/1965	59/59 (865)-111-1111				
House #:	Street:	Apt/Lot #:	City:	State:	ZipCode:
1142	Direction: OXFORD HILLS		MARYVILLE	TN X ▼	📍

If you need to link to a different Master Name, you can use the **Search People** button to link to a different Master Name and get the information filled in again.

SEARCH PEOPLE	Linked to Master Name
---------------	-----------------------



# Animal Control Module

## Department Tab

The **Department** tab lets you select a department relevant to the animal, such as the one keeping the animal. If you already have the department in your records, simply type the name (such as **DEPARTMENT FOR BITE INCIDENTS**) and it will appear automatically. If you don't have the department in iSOMS or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix C, Business Records* on page 195.

Department:  
ALCOA

SEARCH EDIT ADD

Address 1: 123 FAKE ST

Address 2: Apt/Suite #:

City: ALCOA State: TN Zip Code: 37912

Phone: (865) 555-1234 Email: EMAIL@WEBSITE.COM

Latitude: 36.0091467 Longitude: -83.9797173

Maintain Files Codes

▼ Table Codes

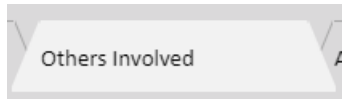
► Departments





# Animal Control Module

## Others Involved Tab



The **Others Involved** tab lets you record any other individuals (besides owner and victim) that were involved in an incident and details relevant to the incident. To view, edit, or delete a current entry, double-click an entry from the table.

When you add a new entry, you should fill out only the tabs you need to fill out to track information and then save it. Details are provided for each of the sub-tabs below, although each sub-tab is relatively intuitive. Add information as needed.

1 Person										EXPORT GRID TO FILE	ADD PERSON
	Entry Date	How Involved	Relationship	Last Name	First Name	Middle	Post Name	DOB	Age	Home Phone	
	12/31/2024			DOE	JANE	F		05/15/1995	29		

In order to add a new entry, click the **Add Person** button. Confirm you want to add a new person involved, and then you will see the options to fill in the fields.

ADD PERSON

View Others Involved

SEARCH PEOPLE

How Involved:

Relationship:

SCAN DL

CHECK NCIC

☐ Hide Name on Report ☐ Hide Details on Report ☐ Safety Restraints Used

Last Name: DOE

First Name: JAMES

Middle Name: RANDAL

Jr/Sr: ▼

Nickname/AKA:

House #: 1142

Direction: OXFORD HILLS

Apt/Lot #:

City: MARYVILLE

State: TN

ZipCode:

County:

Home Phone: (865)-111-1111

Cell Phone:

Work Phone:

Email:

Biographical

Employer

Juvenile / Child Info

NO PHOTO

Image #: 0 of 0

< ☰ ⬆ ⬇ 🔍 >

The fields at the top list the person's involvement and relationship to the people involved. Then identifying fields are below, along with additional headers to add extra info such as *Biographical*, *Employer*, and *Juvenile / Child Info*. For details, see below.



# Animal Control Module

## Quick Fill from Master Names

If you already have information on someone as a Master Name, then you can add it quickly by clicking the **Search People** button in the upper left.

SEARCH PEOPLE

This will open the Master Name search screen. Input a name and other identifying info (such as DL number or SSN, etc.), then click **Lookup**.

Master Name: Search

Selecting Replacement Master Name


Last Name:  First Name:  Middle Name:  Social Security #

House #:  Direction:  Street:  Apt/Lot #:  City:

Eye Color:

Driver License #:  SID #:  FBI #:  Jacket #:  Booking #:

Select the person from the list to add them, and then click **Save and Select** in the *Others Involved* tab. This will autofill information you have on them.



DOE JAMES RANDAL MASTERNAME

Last Name:  First Name:  Middle Name:  Jr/Sr:

Nickname/AKA:

House #:  Direction:  Street:  Apt/Lot #:  City:



# Animal Control Module

## Filling in Information

How Involved:

PROPERTY OWNER



Relationship:

SCAN DL

First, fill in **How Involved** dropdown with how the person is connected to the incident.

How Involved:

PROPERTY OWNER



Add the **Relationship** this person has to the other people involved.

Relationship:

BROTHER

Now you can scan the person's driver license if you click **Scan DL**.

SCAN DL

☐ Hide Name on Report ☐ Hide Details on Report ☐ Safety Restraints Used

If you need to hide this name or details about the report, check **Hide Name** or **Hide Details**.

If the person had to be restrained, check **Safety Restraints Used**.

Now fill out the information about the person if necessary:

Last Name:

DOE

First Name:

JAMES

Middle Name:

Jr/Sr:



Nickname/AKA:

House #:

123

Direction:

Street:

MADE UP ST

Apt/Lot #:

City:

MURFREESBORO

State:

TN



ZipCode:

55555

County:

RUTHERFORD



Home Phone:

(865)-555-6789

Cell Phone:

Work Phone:

Email:

email@email.com





# Animal Control Module

## Headings

Below the main fields, the headings are available to type additional information about the person.

### Biographical

Fill in the biographical information under this heading, including SS and DL numbers.

Race:	HISPANIC	X	Sex:	MALE	X	Height:	6	Weight:	180	Hair Color:	BLACK	X	Eye Color:	BLACK	X
Social Security #:	123-45-6789	Date of Birth:	11/20/2000	(Age: 23)	Marital Status:	COMMON LAW	X	Military:							
Person Type(forms):															
Features:		Clothing:		Gang:											
DL State:	TN	Driver License #:	123-45-67890	Class:	D	Expiration Date:	10/26/2024	Restrictions:		Local ID:		Other ID:			

### Employer

Here you can add an employer record. The Employer system works by storing records of employers. This makes it so that you do not have to continuously re-enter the same information on the same business. See *Appendix C, Business Records* on page 195 for more information.


Employer:	CHICK-FIL-A	SEARCH	EDIT	A	
Address 1:	555 CHICKEN WAY				
Address 2:	Apt/Suite #:				
City:	KNOXVILLE	State:	TN	Zip Code:	37912
Phone:	(865) 555-1234	Email:	EATMORECHIKN@CFA.COM		



# Animal Control Module

## Juvenile / Child Info

Here you can fill out information on the individual if they were a juvenile / child.

Social Security #:	Date of Birth:	Person Type(forms):	Level Of Education:
123-45-6789	11/20/2010 	(Age: 13) CHILD	7 TH GRADE
School:			
FORT CRAIG SCHOOL			
Notes:			
NOTES			

Add the **Level of Education** and **School** along with any necessary **Notes**.

This completes filling out the *Others Involved* entry. Click **Save** in the bottom right to finish this entry. If you have any more to add, simply repeat the process.

SAVE	DELETE	EXIT
------	--------	------



# Animal Control Module

## Animal Tab



The **Animal** tab lists information about the animal that was involved in the incident. You should fill out as much of this tab as possible on every *Bite Incident* record.

Animal Name:	Species:	Breed:
Sex:	Weight: 0	Height: 0
	Size:	
Color:	Coat:	Hair Length:
Ear Length:	Tail Length:	Age Class:
	Age:	
Known to Bite: (Y/N)	Demeanor:	Microchip Id:
		Registration Tag #:
Tag Years: 0	Expires On:	

Enter the **Name**, **Species**, **Breed**, and **Sex** of the animal.

Animal Name:	Species:
ACE	DOG
Breed:	
MIXED ROTTWEILER	
Sex:	
MALE	

Add the **Weight**, **Height**, and **Size** of the animal.

Weight:	Height:
80	203
Size:	
MEDIUM	

**▼ Animal Codes**

- ▶ Animal Names
- ▶ Species
- ▶ Breed
- ▶ Sex
- ▶ Size
- ▶ Color
- ▶ Coat
- ▶ Hair Length
- ▶ Ear Length
- ▶ Tail Length
- ▶ Age Class



## Animal Control Module

Add more details about the animal, such as the **Color, Coat, Hair Length, Ear Length, Tail Length, Age Class, and Age.**

Color:	BEIGE	X	▼	Coat:	COAT	X	▼	Hair Length:	M	X	▼		
Ear Length:	LONG	X	▼	Tail Length:	SHORT	X	▼	Age Class:	ADULT	X	▼	Age:	5

If the animal had to be **Quarantined** after the incident, list that information here, including the **Date, Time, Site, and Release Date.**

<input checked="" type="checkbox"/> Quarantined	Quarantined Date:	12/01/2024	Time:	00:00:00	Quarantined Site:	MAIN SITE	Quarantined Released:	12/06/2024
---	-------------------	------------	-------	----------	-------------------	-----------	-----------------------	------------

If the animal was sterilized or had a rabies vaccination, list that information here as well.

Sterilized:	Rabies Vaccination Current:
Y	Y

Rabies Vaccination Date:	Rabies Tag Number:
10/03/2024	12345

Various of these fields are dropdown, not freeform. Many dropdown fields can now be added to immediately when editing records. If you need to edit or delete options, these can be accessed in **Maintain Files** (see *Appendix A, Maintain Files Procedure* on page 190 for how to do this.)





# Animal Control Module

## Vet Tab



The **Vet** tab lets you select a company / business as the animal's vet for record purposes. If you already have the organization in your records, simply type the name (such as **FRIENDLY VET**) and it will appear automatically. If you don't have the vet or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix C, Business Records* on page 195.

Animal Vet:		SEARCH		EDIT		ADD	
BLOUNT VET							
Address 1: 321 PATTON ST							
Address 2:		Apt/Suite #:					
City: MARYVILLE		State: TN		Zip Code: 37804			
Phone:		Email:					
Latitude: 35.7577279		Longitude: -83.9698221					

Maintain Files Codes

▼ Animal Codes

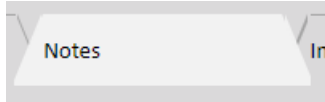
▶ Animal Vets







# Animal Control Module

## 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





1 Note

VIEW STORY

EXPORT GRID TO FILE

ADD NOTE

		Entry Date	Note Date	Employee	Note Type	Notes
		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.

ADD NOTE



# Animal Control Module

### Add Note

Note Type  
NOTE

X ▾

☐ Show On View

Note Date (leave blank to d...

Time:

Notes:  
IN THE BEGINNING...]

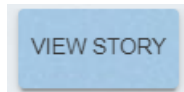
MAINTAIN FILES

DRAFTS

ADD

EXIT

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



### View Story

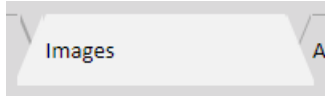
07/15/2024 15:35:19 - - MAIN  
A NOTE ON NOTES

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



# Animal Control Module

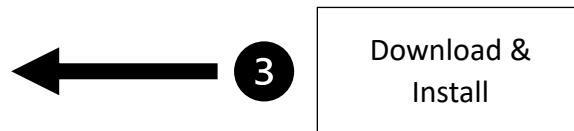
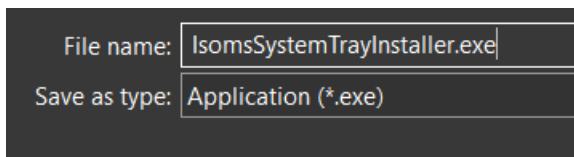
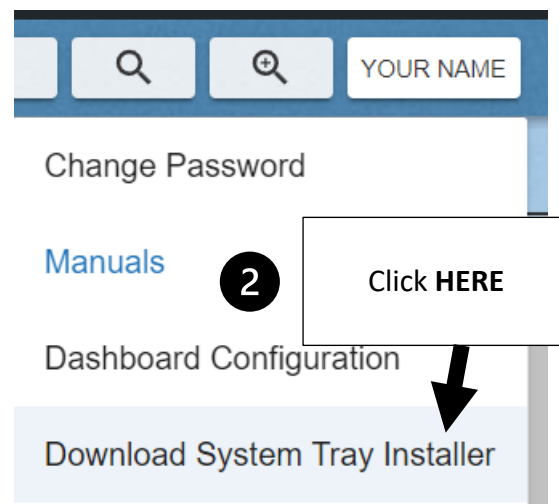
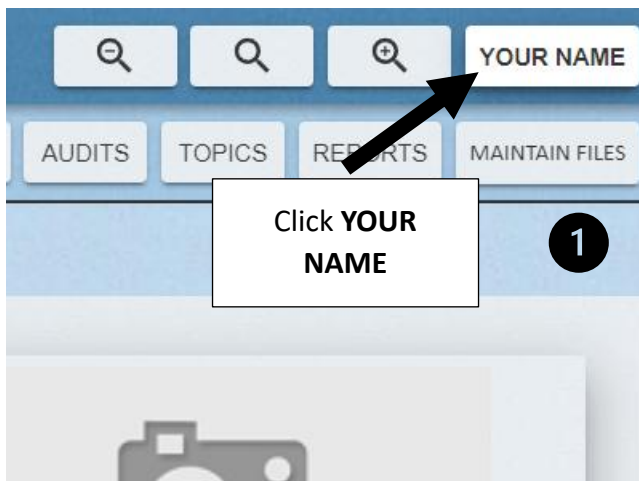
## Images Tab



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.



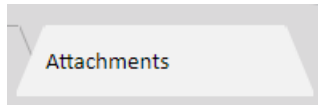
After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.




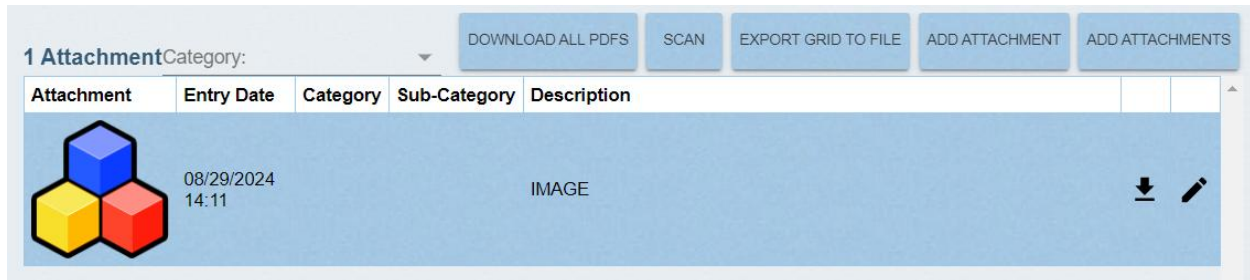


# Animal Control Module




## 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.

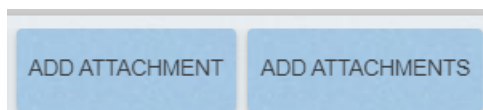


1 Attachment Category: DOWNLOAD ALL PDFS SCAN EXPORT GRID TO FILE ADD ATTACHMENT ADD ATTACHMENTS

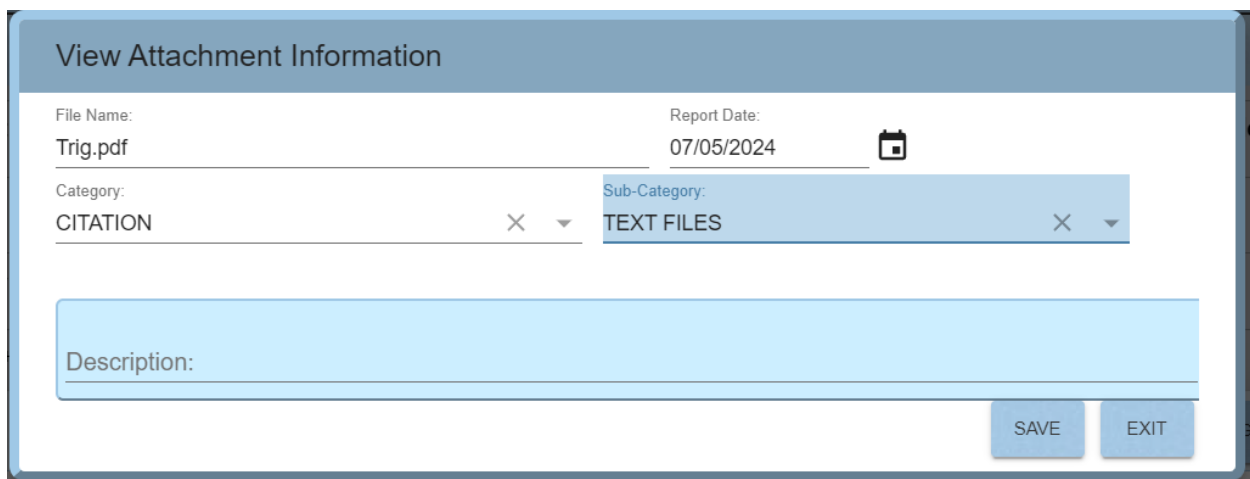
Attachment	Entry Date	Category	Sub-Category	Description	
	08/29/2024 14:11			IMAGE	 

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 Sub-Category: TEXT FILES

Description:

SAVE EXIT



# Animal Control Module

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:	▼
<div>Description:</div>			

CANCEL

SCAN DUPLEX

SCAN AUTO



# Animal Control Module

## Bite Incident Reports

iSOMS allows you to print different types of reports for incidents:

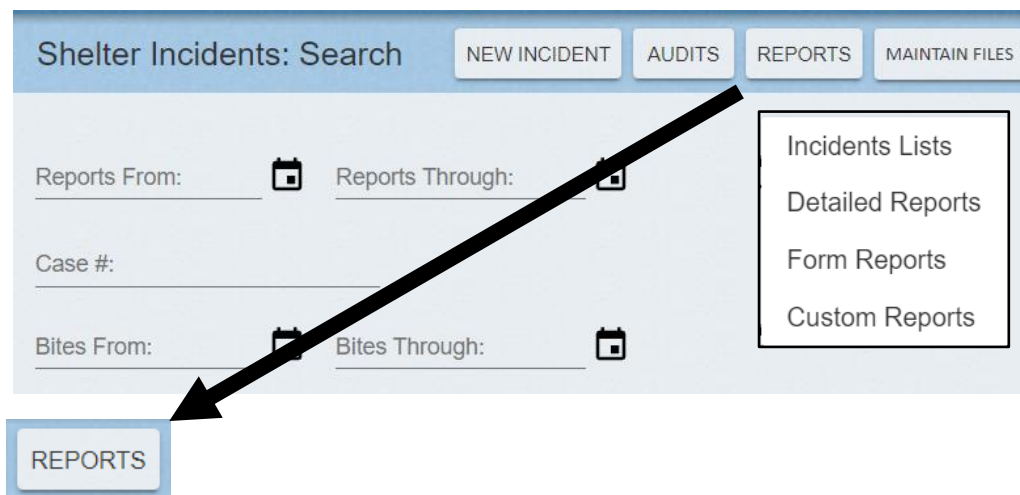
- **Incidents List Reports**
- **Detailed Reports**
- **Form Reports**
- **Custom Reports**

To access the reports, begin on the iSOMS home screen and navigate to:

**Records → Back Office → Animal Control → Bite Incidents**



Now click on the **Reports** button in the upper right corner.





# Animal Control Module

## Incident Lists

**Incident Lists** reports a list of animal incident over a certain date range so you can quickly view the incidents that have occurred. *Report Style* has an option to create a standard list, a list grouped by victim type, or a list grouped by species.

**Shelter Incidents: List Reports**

Report Style

List

Date From:

01/01/2024

Date Through:

12/31/2024

Report By:

Victim Type:

Disposition:


Species:

Breed:

☐ All Agencies

☐ Hide Notes

Set your parameters for the report and click **View** or **Download** to view the report.



**YOUR AGENCY**  
**Shelter Incidents List**  
Report Dates From 01/01/2024 Through 12/31/2024  
Page 1 of 1

Report Date	Bite Date	Case Number	Bite Location	Victim Type
12/31/2024 15:09	12/01/2024 12:30	2024-0002	LF FOOT	ANIMAL
Owner Name: DOE, JAMES		Victim Name: ,		
Species: DOG		Breed: MIXED ROTTWEILER		
Common Name: THE MALL		Report By: ELDER, MARTIN		
Address:		Disposition Date:		
CSZ:		Disposition: CITATION ISSUED		
Count: 1				



**YOUR AGENCY**  
**Shelter Incidents List (By Species)**  
Report Dates From 01/01/2024 Through 12/31/2024  
Page 1 of 1

**Species: DOG**

Report Date	Bite Date	Case Number	Bite Location	Victim Type
12/31/2024 15:09	12/01/2024 12:30	2024-0002	LF FOOT	ANIMAL
Owner Name: DOE, JAMES		Victim Name: ,		
Species: DOG		Breed: MIXED ROTTWEILER		
Common Name: THE MALL		Report By: ELDER, MARTIN		
Address:		Disposition Date:		
CSZ:		Disposition: CITATION ISSUED		



# Animal Control Module

## Details Report

**Details Report** goes over incidents in detail so you can view records in an information-complete report. You can also set it to a specific animal if you click the **Reports** button from that animal / incident record.

Shelter Incidents: Detailed Reports

Records to Include:  
☒ All ☐ JAMES DOE - DOG

Date From: 01/01/2024 Date Through: 12/31/2024 Report By:


Victim Type:  Disposition:

Species:  Breed:

☐ All Agencies  
☐ Hide People ☐ Hide Notes  
☐ Hide Images ☐ Hide Attachments

Date Type:  
☒ Reports ☐ Disposition ☐ Reports And Disposition

Set your parameters for the report and click **View** or **Download** to view the report.



**YOUR AGENCY**  
**Shelter Incident Details**  
*Report Dates From 01/01/2024 Through 12/31/2024*

Page 1 of 2

---

### Shelter Incident Details

Report Date:	12/31/2024 15:09	Report By:	ELDER, MARTIN
Bite Date:	12/01/2024 12:30	Case Number:	2024-0002
Victim Type:	ANIMAL	Bite Location:	LF FOOT
Citation Number:	12345	Citation By:	ELDER, MARTIN
Victim Contacted:	YES	Contacted Date:	12/27/2024 15:00
Treatment Sought:	YES	Contacted By:	ELDER, MARTIN
Disposition Date:		Disposition:	CITATION ISSUED
Department:		Zone:	101 ZONE 1
Common Name:	THE MALL	SubDivision:	DOE
Address:		Apartment:	
CSZ:		Coords:	

---

### Owner Information:

Name:	DOE, JAMES RANDAL	Parent/Guardian:	
DOB:	01/01/1965	Home Phone:	(865) 111-1111
Cell Phone:		Work Phone:	
Address:	1142 OXFORD HILLS	Apartment:	
CSZ:	MARYVILLE, TN		

---

### Victim Information:

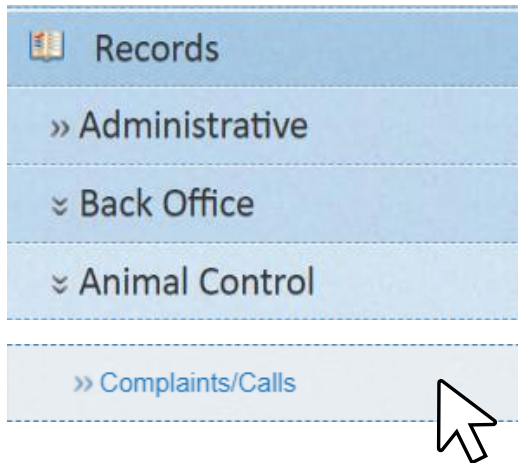


# Animal Control Module

## Shelter Complaints / Calls

The **Shelter Complaints / Calls** module lets you keep track of calls and complaints to your agency for animal problems, especially calls concerning the animal shelter. To add or search for a shelter call, begin on the iSOMS home screen. Click on the following:

**Records → Back Office → Animal Control → Complaints / Calls**





# Animal Control Module

## Searching for Shelter Complaint / Call Records

This will open the **Shelter Complaints / Calls Search** screen. Here you can look up current call records if you need to edit their record. To look up a record, type in the search filter fields and click on one of the **Lookup** buttons.

The screenshot shows the 'Shelter Complaints/Calls: Search' interface. It includes fields for 'Reports From:', 'Reports Through:', 'Complaint Type:', 'Disposition:', 'Last Name:', 'First Name:', 'Middle Name:', 'House #:', 'Street:', 'Direction:', and 'Incident Address:'. A callout box labeled 'Add search requirements' points to the 'Reports From:' and 'Reports Through:' fields. Another callout box labeled 'Scroll down and click **Lookup**' points to the 'LOOKUP' button in the bottom right corner of the search area. The 'Incident Address' section shows 'House #: 123', 'Direction: FAKE ST', and 'Street:'. A 'Type of Match' dropdown is set to 'Begins', and there is a 'Show Archived Only' checkbox.

### Important Lookup Fields

This section shows the 'Complaint Type:' and 'Disposition:' dropdowns. 'Complaint Type:' is set to 'ANIMAL AT LARGE' and 'Disposition:' is set to 'BITE REPORT'. Both fields have a close button (X) and a dropdown arrow.

You can filter for **Complaint Type** or **Disposition** of the call or complaint.


Various of these fields are dropdown, not freeform. Many dropdown fields can now be added to immediately when editing records. If you need to edit or delete options, these can be accessed in **Maintain Files** (see *Appendix A, Maintain Files Procedure* on page 190 for how to do this.)







# Animal Control Module

After you do your search, you can double click on the entry or click on the pencil icon on the far right (  ) to open the screen to view, edit, or delete it.

**Search Criteria** ▶

Search Results

**250 Records**



Report Date	Case #	Citation #	Complaint Type	Owner Last Name
12/31/2024	2024-0001			
11/29/2018	20180001	1234	ANIMAL AT LARGE	OWNER
11/29/2018	20180002			
04/05/2017	20170001	NO TICKET	BARKING DOGS	ELDER
04/12/2015	2015-00100	1234	ANIMAL AT LARGE	LITTLE OLD MAN
11/13/2013				
05/24/2011	THE CASE	THE CIT2	BARKING DOGS	ADAMS



## Adding Shelter Complaint / Call Records

In order to add a new complaint or call record, click on the **New Complaint** button on the search screen. Click **Yes** when prompted for confirmation.

Shelter Complaints/Calls: Search

NEW COMPLAINT AUDITS REPORTS MAINTAIN FILES

Reports From:  Reports Through:  Citation #: \_\_\_\_\_

Complaint Type: ANIMAL AT LARGE  Disposition: BITE REPORT 

Case Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

**NEW COMPLAINT**

**Add New Complaint**

Are you sure you want to add a new Complaint?

YES CANCEL





# Animal Control Module

## Transferring to Shelter Complaint / Call Records

Shelter Complaint / Call Records can also be created by transferring information from the *Complaint Cards* module for CAD. If you have a Complaint Card you wish to transfer, navigate to it in the CAD section of iSOMS, and locate the Complaint Card you want to use to add an Animal Shelter Complaint / Call for.

Navigate to **COMMUNICATIONS**  
→ **COMPLAINT CARDS**

Locate the entry you wish to transfer into a Shelter Call.

The screenshot shows the iSOMS interface. On the left, a sidebar menu has 'Communications' selected, with a sub-menu 'Complaint Cards' indicated by a double arrow. An arrow points from 'Complaint Cards' to the main content area. The main content area is titled 'CAD Complaint Card History: Search' and features four filter buttons: 'LAST 12 HOURS', 'LAST 3 DAYS', 'LAST 7 DAYS', and 'LAST 30 DAYS'.

Then click **Transfer Card** and select *Shelter Complaint / Call* to copy this information to the desired module. Select the appropriate Case Number and hit **Transfer**.

The screenshot shows the 'CAD Complaint Card History: View Record' screen. It includes navigation buttons: '<< FIRST', '< PRIOR', 'NEXT >', and 'LAST >>'. Below these are fields for 'Scheduled:', 'Received: 01/15/2025 15:24', and 'Dispatched:'. A 'Call For Service #' field contains '616'. There are three buttons: 'SITE DANGER', 'Monitor Card' (with an unchecked checkbox), and 'TRANSFER CARD'. An arrow points from the 'TRANSFER CARD' button to a modal window. The modal window is titled 'Transfer To:' and contains a grid of radio button options: CAD Alert, CAD Location Hazard, Citations, Extra Patrol, Field Interview, Impounded Vehicle, Incidents, Incident Arrest, K9 Incident, Pre-Booking Record, Traffic Stop, Trespass Order, Vehicle Pursuit, Accident Report, Shelter Complaint (selected), Shelter Lost / Found, Shelter Ticket(in facility), Code Enforcement, Drone Incident, and Juvenile Incident. Below the modal, there is a 'Unit:' field with '123' and a search icon. A table shows the selected record: Department BCSO, Case # 20250105606, and Nature BUSINESS CHECK. At the bottom right of the modal are 'TRANSFER' and 'CANCEL' buttons.



# Animal Control Module

## Filling in Shelter Complaint/Call Fields

After confirming you want to add a new record, you will be brought to a screen where you can add information on the complaint you need to add.

**IMPORTANT: Optional** items will be listed in **blue**. You can skip these items if not needed, or if you don't know if you need them.

Shelter Complaints/Calls: View Record LOOKUP

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Report Date: 12/31/2024 Report Time: 16:53:26 Case #: 2024-0002 Assigned Date: Assigned To:

Complaint Type: Disposition: Disposition Date:

# of Complaints: 1 Arrive Date: Arrive Time: ☐ Citation Issued Citation Number:

Common Name: Subdivision/Area/Building Complex: Zone:

Incident Address: House #: Direction: Street: Apt/Lot #: City: Stat

**Report Date and Time** will be automatically set to the current day and time. If the report date and time are not for today, you can change these here.

Report Date: 12/31/2024 Time: 15:09:00

The **Case Number** will be automatically generated, but if you have your own system, you can change it here.

Case Number:  
2024-0002

Add the **Date** the call or complaint was assigned and the name of the officer who the complaint was **Assigned To**. For the officer name, you can simply type in the box or search manually by using the magnifying glass. (See [Appendix B, Searching Officers](#) on page 194 if you want information on this.)

Assigned Date: 12/31/2024 Assigned To: 603 ELDER, MARTIN WILLIAM -INV



# Animal Control Module

Various of these fields are dropdown, not freeform. Many dropdown fields can now be added to immediately when editing records. If you need to edit or delete options, these can be accessed in **Maintain Files** (see *Appendix A, Maintain Files Procedure* on page 190 for how to do this.) Codes are listed along the right side for reference.



Add the **Complaint Type** for the type of complaint, such as an animal being at large, animal neglect, or barking dogs.

Complaint Type:  
ANIMAL AT LARGE X ▾

## ▼ Animal Codes

► Complaint Types

► Dispositions

If the result of the call or complaint is known, list the **Disposition** here, such as a bite report, trap left, or written notice. Also list the **Disposition Date**.

Disposition: LIVESTOCK X ▾ Disposition Date: 12/01/2024 📅

You can list the **Number of Complaints**, if there were multiple complaints.

# of Complaints:  
2

Add the **Arrial Date** and **Time** of the officer sent to the scene.

Arrive Date: 01/01/2025 📅 Arrive Time: 06:40:00

If a citation was issued, you should check **Citation Issued** and add the **Citation Number**.

☒ Citation Issued

Citation Number:  
12345



# Animal Control Module

The next set of fields is for recording the relevant place where the animal was reported or encountered. **Common Name** is the common or business name of the place, such as the mall or “The Green”, for example. **Subdivision / Area / Building Complex** and **Zone** offers options of places where the animal was found. These are determined by your agency.

Common Name: The Mall	▼ Table Codes ► SubDivisions ► Zones
Subdivision/Area/Building Complex: DOE	
Zone: 0101 101 ZONE 1	

Enter the address fields for the location where the animal was found or the incident occurred, if possible.

Pickup Address:	House #: 1110	Direction:	Street: Merchant Dr	Apt/Lot #:	City: KNOXVILLE	State: TN
ZipCode: 37912						
Latitude: 36.00317781	Longitude: -83.98270133					

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
------	--------

Now that you have filled out the fields, you can use the tabs below the fields to record additional information on the item. See the *Tabs* section for more information.



# Animal Control Module

## Shelter Complaint / Call Tabs

### Summary

Fill out the tabs below the fields for shelter complaint / calls as needed. The **Reported By** tab lists information about the person who called and/or complained. The **Owner** tab is for listing information on the owner of the animal. **Department** keeps information concerning the related department, and the **Animal** tab is for the animal's name, description, etc.

**Notes**, **Images**, and **Attachments** tabs are available if you need to take additional notes or upload images and documents. (Notes, Images, and Attachments in this module function similar to those in all of iSOMS, so if you are familiar with them, you do not need to read those sections.)

The image shows a horizontal row of seven tabs. The first four tabs are 'Reported By', 'Owner', 'Department', and 'Animal'. The next three tabs are 'Notes', 'Images', and 'Attachments'. The 'Reported By' tab is currently selected and highlighted.

## Reported By and Owner Tabs

The image shows two tabs: 'Reported By' and 'Owner'. The 'Reported By' tab is selected and highlighted.

The **Reported By** and **Owner** tabs lists identifying information about the animal's owner and the person who reported the animal.

The image shows a form titled 'SEARCH PEOPLE' with a sub-header 'Linked to Master Name'. The form contains the following fields: Last Name: DOE, First Name: JAMES, Middle Name: RANDAL, Jr/Sr: (dropdown), Home Phone: (865)-111-1111, Cell Phone: (dropdown), Email: (dropdown), House #: 1142, Direction: (dropdown), Street: OXFORD HILLS, Apt/Lot #: (dropdown), City: MARYVILLE, State: TN, ZipCode: (dropdown), Race: WHITE, Sex: MALE, DOB: 01/01/1965, DL State: TN, Driver License #: 123456789, and Restrictions: (dropdown).

It is convenient if you have someone's Master Name information to use the **Search People** button. This will link to a Master Name and get the information filled in quickly. If not, simply add the information here by filling in information manually.

The image shows a button labeled 'SEARCH PEOPLE' and a link labeled 'Linked to Master Name'.



# Animal Control Module

## Quick Fill from Master Names

If you already have information on someone as a Master Name, then you can add it quickly by clicking the **Search People** button in the upper left.

SEARCH PEOPLE

This will open the Search Persons. Input a name and other identifying info (such as DL number or SSN, etc.), then click **Lookup**.

### Search Persons

Last Name:  
DOE

First Name:  
JAMES

Social Security #:

Date of Birth:

Driver License #:

Restrictions:

ALL

LOOKUP

CLEAR FILTER

VIEW MY AGENCY

4 Records

Last Name	First Name	Middle Name	DOB	Race	Sex	Jacket #	
DOE	JAMES					33613	✓
DOE	JAMES					33614	✓
DOE	JAMES	RANDAL	01/01/1965	WHITE	MALE	82614	✓
DOERR	JAMES	R	01/01/1965	WHITE	MALE	0	✓

EXIT

Select the person from the list to add them by double-clicking or using the *check icon* (✓). This will autofill information you have on them.

Last Name:  
DOE

First Name:  
JAMES

Middle Name:  
RANDAL

Jr/Sr: ▼

Nickname/AKA:

House #:  
1142

Direction:

Street:  
OXFORD HILLS

Apt/Lot #:

City:  
MARYVILLE



# Animal Control Module

## Department Tab

The **Department** tab lets you select a department relevant to the animal, such as the one keeping or handling the animal. If you already have the department in your records, simply type the name (such as **DEPARTMENT FOR SHELTER ANIMALS**) and it will appear automatically. If you don't have the department in iSOMS or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix C, Business Records* on page 195.

Department: ALCOA

Address 1: 123 FAKE ST

Address 2: Apt/Suite #:

City: ALCOA State: TN Zip Code: 37912

Phone: (865) 555-1234 Email: EMAIL@WEBSITE.COM

Latitude: 36.0091467 Longitude: -83.9797173

SEARCH EDIT ADD

Maintain Files Codes



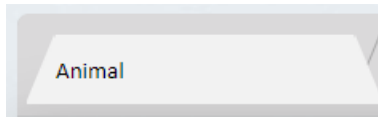
▼ Table Codes

► Departments



# Animal Control Module

## Animal Tab



The **Animal** tab lists information about the animal that was reported / complained about. Fill out known information and additional information can be added later if needed.

Animal Name:	Species:	Breed:
Sex:	Weight:	Height:
Color:	Coat:	Hair Length:
Ear Length:	Tail Length:	Age Class:
		Age:

Enter the **Name, Species, Breed, and Sex** of the animal.

Animal Name:	Species:
ACE	DOG
Breed:	
MIXED ROTTWEILER	
Sex:	
MALE	

Add the **Weight, Height, and Size** of the animal.

Weight:	Height:
80	203
Size:	
MEDIUM	

Add any other known details about the animal, such as the **Color, Coat, Hair Length, Ear Length, Tail Length, Age Class, and Age**.

Color:	Coat:	Hair Length:
BEIGE	COAT	M
Ear Length:	Tail Length:	Age Class:
LONG	SHORT	ADULT
		Age:
		5

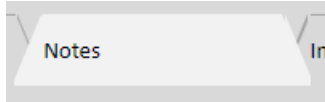
▼ Animal Codes
▶ Animal Names
▶ Species
▶ Breed
▶ Sex
▶ Size
▶ Color
▶ Coat
▶ Hair Length
▶ Ear Length
▶ Tail Length
▶ Age Class







# Animal Control Module

## 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





1 Note

VIEW STORY

EXPORT GRID TO FILE

ADD NOTE

		Entry Date	Note Date	Employee	Note Type	Notes
		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.

ADD NOTE



# Animal Control Module

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

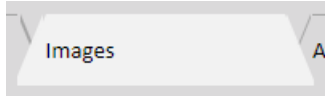
07/15/2024 15:35:28 - - INITIAL CONTACT WITH PICKUP AGENCY

HELLO THERE



# Animal Control Module

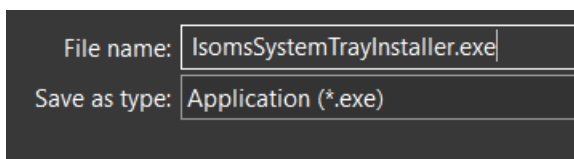
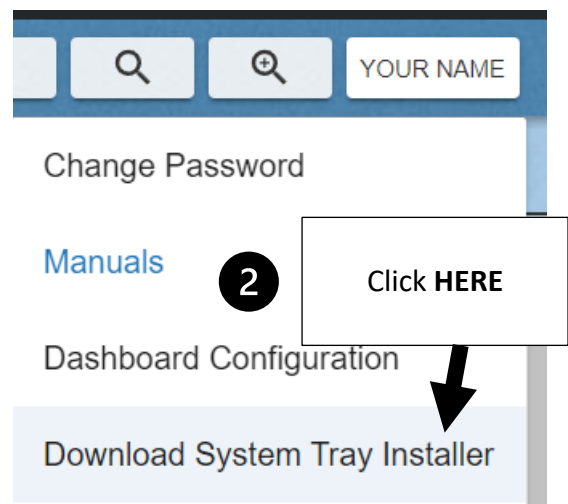
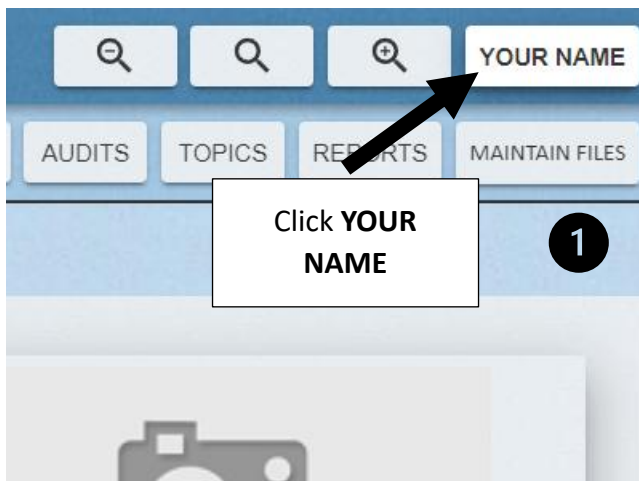
## Images Tab



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.

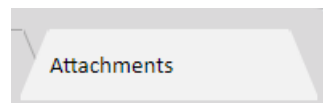



After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.

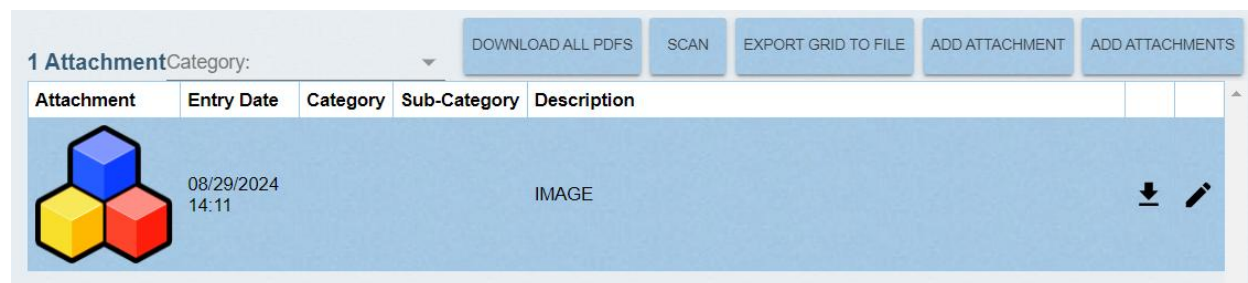


# Animal Control Module




## 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.

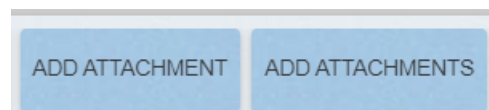


1 Attachment Category: DOWNLOAD ALL PDFS SCAN EXPORT GRID TO FILE ADD ATTACHMENT ADD ATTACHMENTS

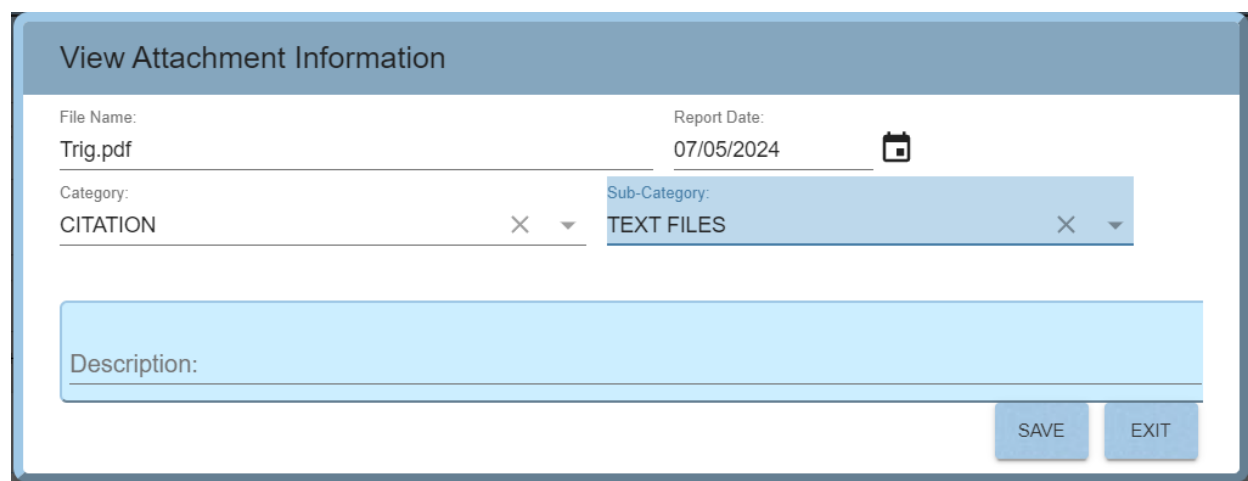
Attachment	Entry Date	Category	Sub-Category	Description	
	08/29/2024 14:11			IMAGE	 

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:  Report Date:  

Category:  Sub-Category:

Description:

SAVE EXIT



# Animal Control Module

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:	▼
<div>Description:</div>			

CANCEL

SCAN DUPLEX

SCAN AUTO



# Animal Control Module

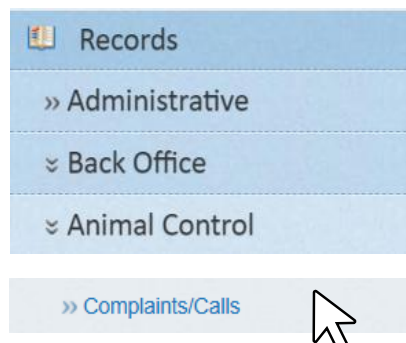
## Shelter Complaints/Call Reports

iSOMS allows you to print different types of reports for *Shelter Complaints / Calls*:

- **Complaint Lists**
- **Complaint Details**
- **Form Reports**
- **Custom Reports**

To access the reports, begin on the iSOMS home screen and navigate to:

**Records → Back Office → Animal Control → Complaints/Calls**



Now click on the **Reports** button in the upper right corner.



# Animal Control Module

## Complaint Lists

**Complaint Lists** reports a list of shelter complaints and calls over a certain date range so you can quickly view the calls that have been recorded. *Report Style* has an option to create a standard list, a list grouped by complaint type, or a list grouped by disposition of the call.

### Shelter Complaints/Calls: List Reports

Report Style  
List

Reports From: 01/24/2025 Reports Through: 01/24/2025 Report By:

Complaint Type: Disposition:

☐ All Agencies ☐ Hide Notes

Report Format:

☒ PDF ☐ Excel ☐ XML ☐ SQL

VIEW DOWNLOAD EMAIL CLEAR FILTER

Set your parameters for the report and click **View** or **Download** to view the report.

			
YOUR AGENCY			
Shelter Complaint List			
Report Dates From 07/01/2024 Through 01/24/2025			Page 1 of 1
Report Date	Complaint Type	Case Number	Disposition
12/31/2024 16:38		2024-0001	
Reported By:	Home #:	Email:	
Owner:	Home #:	Email:	
Species:	Breed:		
Common Name:	Address:		
Zone:	CSZ:		



# Animal Control Module

## Complaint Details Report

**Complaint Details Report** goes over complaints in detail so you can view records in an information-complete report. You can also set it to a specific record if you click the **Reports** button from that record.

**Shelter Complaints/Calls: Detailed Reports**


**Records to Include:**  
☒ All ☐ No Shelter Complaint Selected

Reports From: 01/24/2025 Reports Through: 01/24/2025 Report By:

☐ All Agencies ☐ Hide Notes ☐ Hide Images ☐ Hide Attachments

**Report Format:**  
☒ PDF ☐ Excel ☐ XML ☐ SQL

Set your parameters for the report and click **View** or **Download** to view the report.



**YOUR AGENCY**  
**Shelter Complaint Details**  
*Report Dates From 12/01/2024 Through 01/24/2025*

Page 1 of 3

---

**Shelter Complaint Details**

Report Date: 12/31/2024  
Assigned To:  
Department:  
Disposition:  
Complaint Count: 1  
Citation Issued: NO

Case Number: 2024-0001  
Assigned Date:  
Complaint Type:  
Disposition Date:  
Arrive Date:  
Citation Number:

---

**Incident Information:**

Common Name:  
Address:  
CSZ:  
SubDivision:

Apartment:  
Lat/Lon:  
Zone:





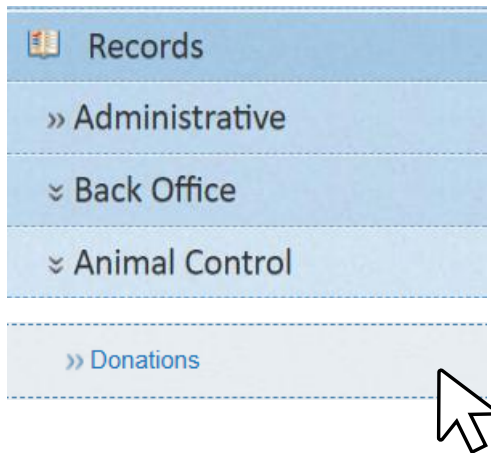
# Animal Control Module

## Shelter Donations

The **Donations** module lets you keep track of donations (money or otherwise) to your animal shelter. You can track how much was given, what was given, and who gave it. You can also run a list report to get an overview of donations or a stats report to see giving numbers.

To add or search for a donation record, begin on the iSOMS home screen. Click on the following:

**Records → Back Office → Animal Control → Donations**





# Animal Control Module

## Searching for Shelter Donations

This will open the **Shelter Donations Search** screen. Here you can look up current donation records if you need to edit their record. To look up a record, type in the search filter fields and click on one of the **Lookup** buttons.

The screenshot shows the 'Shelter Donations: Search' interface. At the top, there are buttons for 'NEW DONATION', 'AUDITS', 'REPORTS', and 'MAINTAIN FILES'. Below these are search filters: 'Date From:', 'Date Through:', 'Report By:', 'Narrative Keyword:', 'Donor:', 'Donation Type:', and 'Amount From:'. There are checkboxes for 'All Agencies' and 'Show Archived Only'. A 'Type of Match:' section has radio buttons for 'Begins', 'Contains', and 'Ends'. At the bottom are 'ALL', 'LOOKUP', and 'CLEAR FILTER' buttons. Two callout boxes with arrows point to the 'SEARCH' button and the 'LOOKUP' button. The first callout says 'Add search requirements' and the second says 'Scroll down and click **Lookup**'.

Various of these fields are dropdown, not freeform. Many dropdown fields can now be added to immediately when editing records. If you need to edit or delete options, these can be accessed in **Maintain Files** (see *Appendix A, Maintain Files Procedure* on page 190 for how to do this.)

### Important Lookup Fields

Narrative Keyword:


Narrative Keyword lets you quickly find records with a specific word in the narrative. This can be useful when looking for a specific donation record.

Donation Type: Donor:

**Donation Type** lets you sort by money, food, or other donations. You can also search for a specific donor as well in the **Donor** field.



# Animal Control Module

After you do your search, you can double click on the entry or click on the pencil icon on the far right (  ) to open the screen to view, edit, or delete it.

Search Criteria ▶

Search Results

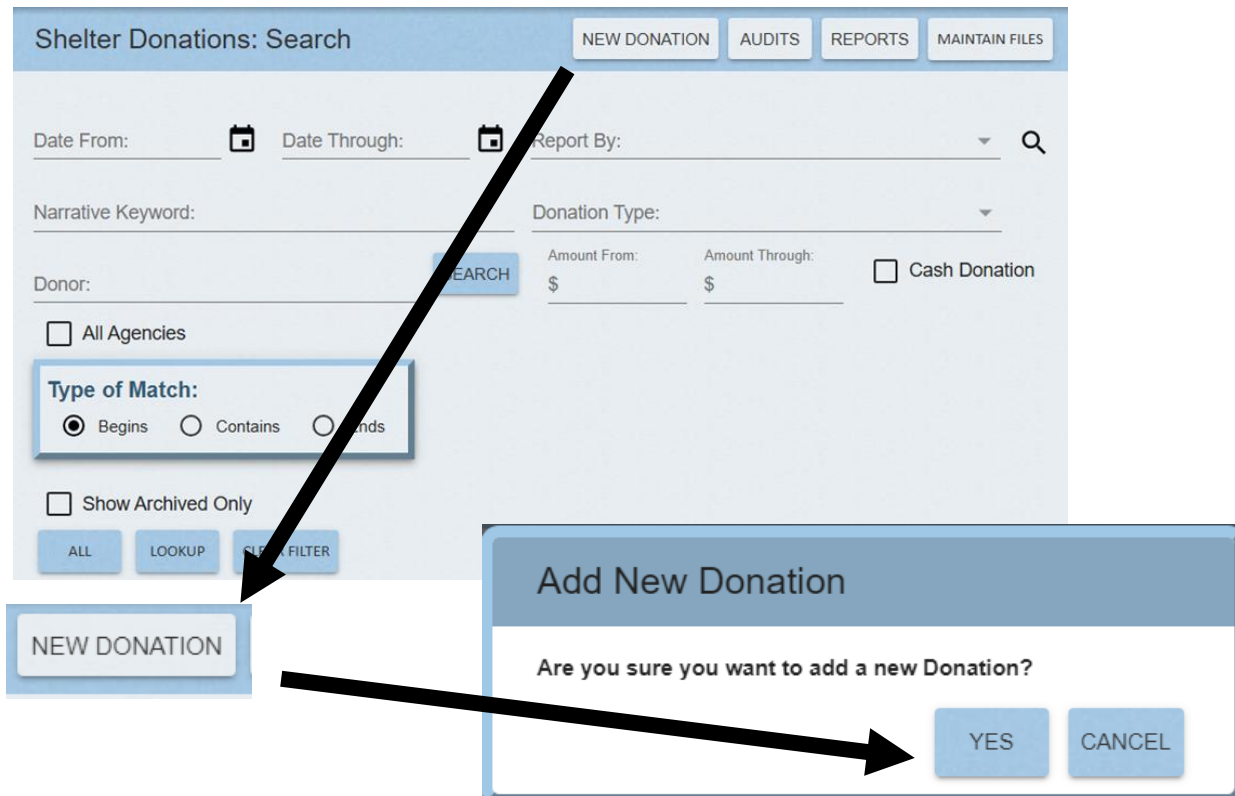
EXPORT GRID TO FILEVIEW ALL AGENCIES

57 Records

Report Date	Report By	Donor	Donation Type	Cash Donation	Amount	
06/16/2005		DONOR	MONETARY	Yes	\$200.00	
06/23/2005		DONOR	OTHER	No	\$0.00	
09/03/2005		DONOR	OTHER	No	\$0.00	
09/13/2005		DONOR	OTHER	No	\$0.00	

## Adding Shelter Donation Records

In order to add a new donation record, click on the **New Donation** button on the search screen. Click **Yes** when prompted for confirmation.



The screenshot shows the 'Shelter Donations: Search' interface. A black arrow points from the 'NEW DONATION' button at the bottom left to a confirmation dialog box titled 'Add New Donation'. The dialog box contains the text 'Are you sure you want to add a new Donation?' and two buttons: 'YES' and 'CANCEL'.



# Animal Control Module

After confirming you want to add a new record, you will be brought to a screen where you can add information on the donation you need to add.

The screenshot shows a web form titled "Shelter Donations: View Record". At the top, there are four navigation buttons: "<< FIRST", "< PRIOR", "NEXT >", and "LAST >>". Below these are three input fields: "Report Date:" with the value "01/24/2025" and a calendar icon, "Report Time:" with the value "13:05:20", and "Report By:" with the value "603 ELDER, MARTIN WILLIAM -IT" and a search icon. Underneath is a "Donation Type:" dropdown menu, a "Donation Amount:" field with the value "0.00", and a checkbox labeled "Cash Donation". At the bottom, there are three tabs: "Donor", "Notes", and "Images".

**Report Date and Time** will be automatically set to the current day and time. If the report date and time are not for today, you can change these here.

This image shows a close-up of the "Report Date:" and "Time:" input fields. The "Report Date:" field contains "12/31/2024" and has a calendar icon. The "Time:" field contains "15:09:00".

Add the name of the officer who is writing the report in **Report By**. For the officer name, you can simply type in the box or search manually by using the magnifying glass. ([See Appendix B, Searching Officers on page 194 if you want information on this.](#)) By default, this will be filled with your name in iSOMS, so only change it if necessary.

This image shows a close-up of the "Report By:" input field. It contains the text "603 ELDER, MARTIN WILLIAM -IT" and has a search icon.



# Animal Control Module

Some of these fields are dropdown, not freeform. Many dropdown fields can now be added to immediately when editing records. If you need to edit or delete options, these can be accessed in **Maintain Files** (see *Appendix A, Maintain Files Procedure* on page 190 for how to do this.) Codes are listed on the right of the page for easy reference.



Add the **Donation Type** for the type of complaint, such as a food, monetary, or other type of donation, and then add the **Donation Amount** if it is money. Check the **Cash Donation** box if cash was received.

Complaint Type:  
ANIMAL AT LARGE

Donation Amount:  
100.00

☒ Cash Donation

MAINTAIN FILES

Donation Types

Donors

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

Now that you have filled out the fields, you can use the tabs below the fields to record additional information on the item. See the *Tabs* section for more information.



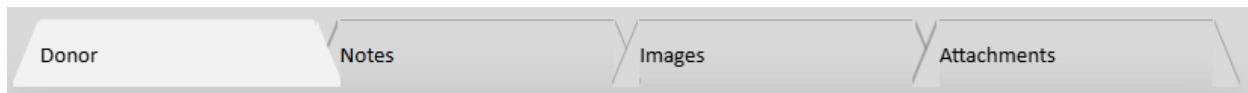
# Animal Control Module

## Shelter Donation Tabs

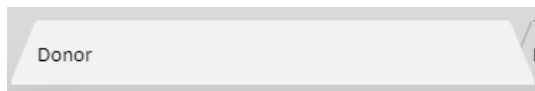
### Summary

Fill out the tabs below the fields for shelter donation records as needed. The **Donor** tab is for details related to the person, business, or organization which donated to your shelter.

**Notes**, **Images**, and **Attachments** tabs are available if you need to take additional notes or upload images and documents. (Notes, Images, and Attachments in this module function similar to those in all of iSOMS, so if you are familiar with them, you do not need to read those sections.)



### Donor Tab



The **Donor** tab lets you select a person / business / organization as the donor for record purposes. **Make sure to add the Donation Date for when the donation was received.**

If you already have the donor in your records, simply type the name (such as **MONEY GIVERS INC**) and it will appear automatically. If you don't have the donor in iSOMS or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix C, Business Records* on page 195.

Donor:	MONEY GIVERS INC			SEARCH	EDIT	ADD	Donation Date:	01/01/2025	
Address 1: 123 FAKE ST									
Address 2:		Apt/Suite #:							
City:	KNOXBORO	State:	TN	Zip Code:	37923				
Phone:	(865) 555-6789		Email:	FAKEEMAIL@FAKEWEBSITE.ORG					
Latitude:	35.5174913		Longitude:	-86.5804473					

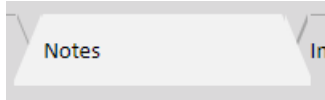
Maintain Files Codes







# Animal Control Module

## 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





1 Note

VIEW STORY

EXPORT GRID TO FILE

ADD NOTE

		Entry Date	Note Date	Employee	Note Type	Notes
		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.

ADD NOTE



# Animal Control Module

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

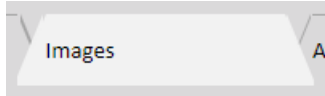
HELLO THERE





# Animal Control Module

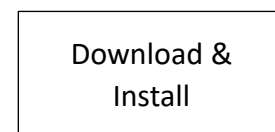
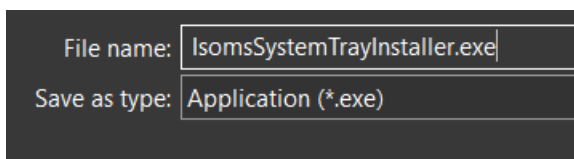
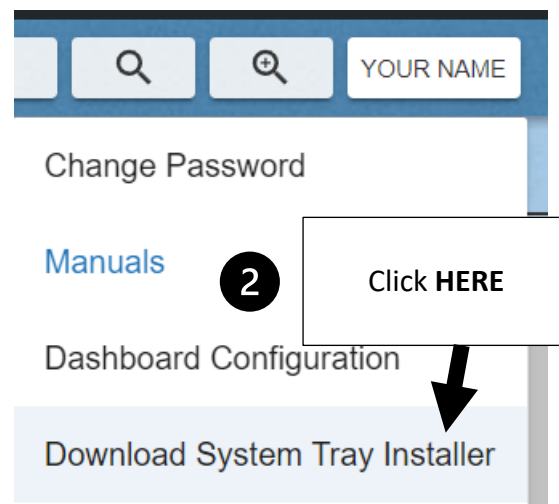
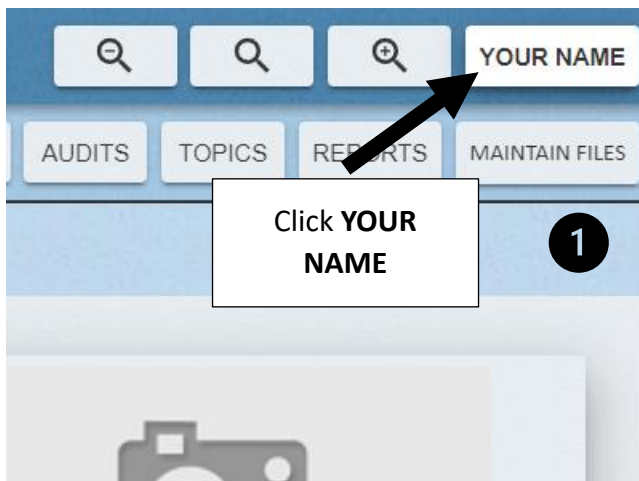
## Images Tab



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.

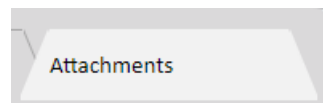



After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.

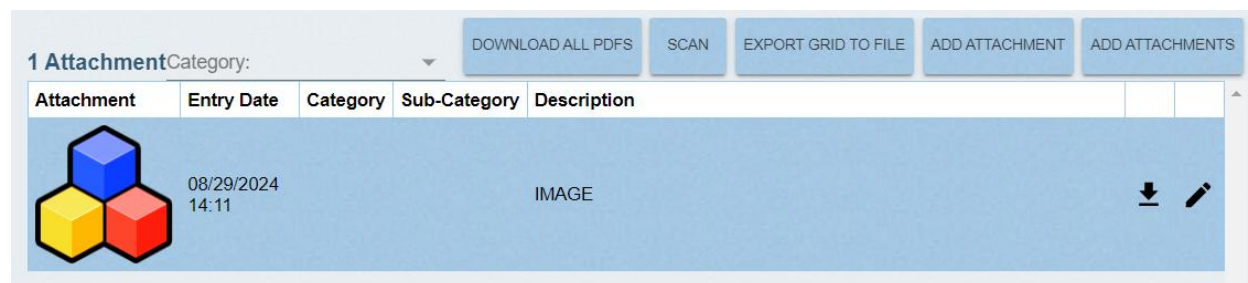


# Animal Control Module




## 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.

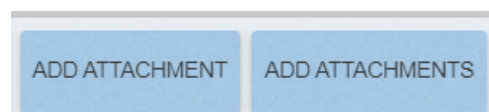


1 Attachment Category: DOWNLOAD ALL PDFS SCAN EXPORT GRID TO FILE ADD ATTACHMENT ADD ATTACHMENTS

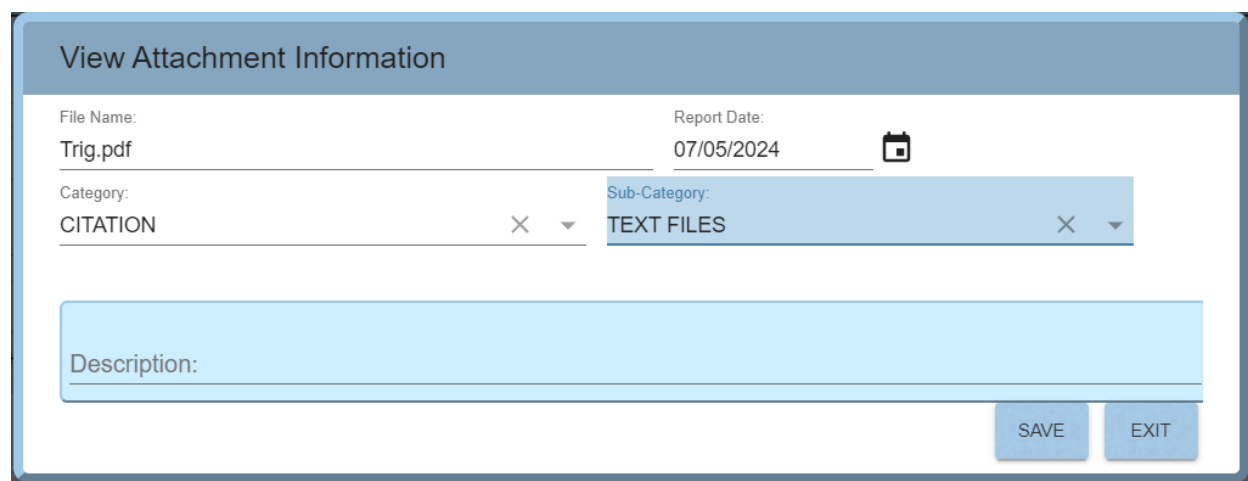
Attachment	Entry Date	Category	Sub-Category	Description		
	08/29/2024 14:11			IMAGE		

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:  Report Date:  

Category:  Sub-Category:

Description:

SAVE EXIT



# Animal Control Module

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:	▼
<div>Description:</div>			

CANCEL

SCAN DUPLEX

SCAN AUTO



# Animal Control Module

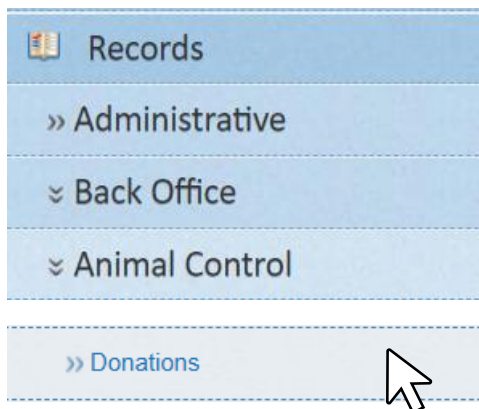
## Donation Reports

iSOMS allows you to print different types of reports for *Shelter Donations*:

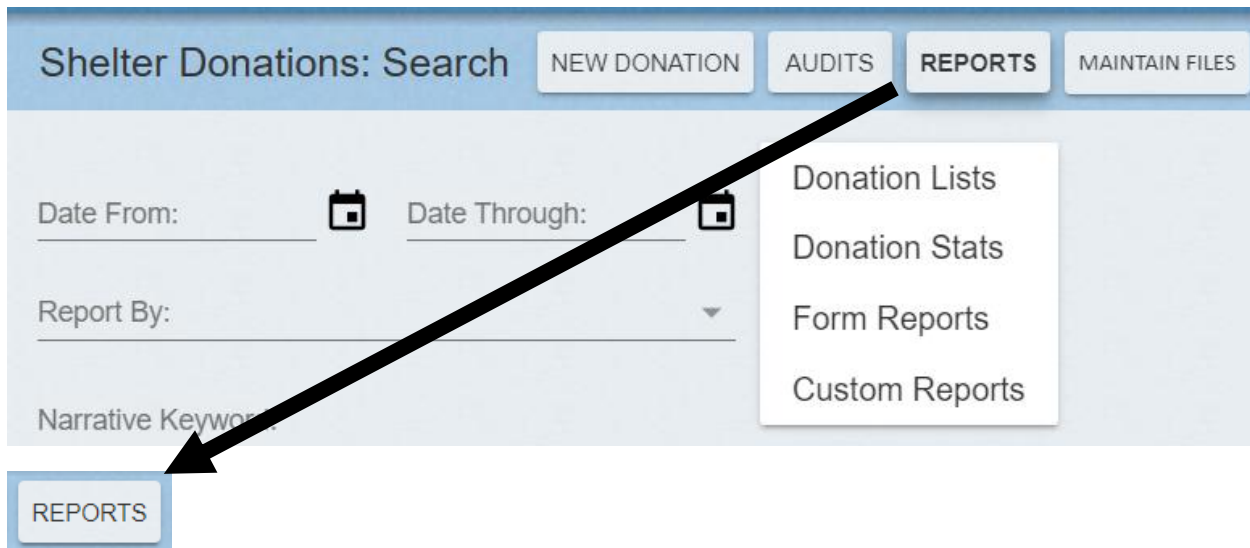
- **Donation Lists**
- **Donation Stats**
- **Form Reports**
- **Custom Reports**

To access the reports, begin on the iSOMS home screen and navigate to:

**Records → Back Office → Animal Control → Donations**



Now click on the **Reports** button in the upper right corner.





# Animal Control Module

## Donation Lists

**Donation Lists** reports a list of shelter donations over a certain date range so you can quickly view donation records. *Report Style* has an option to create a standard list, a list grouped by donation type, grouped by donor, or grouped by city.

### Shelter Donations: List Reports

Report Style  
List

Donations From: 01/24/2025 Donations Through: 01/24/2025 Report By:

Donation Type:  Donor:

☐ All Agencies ☐ Hide Notes


Type of Donation:

☒ All ☐ Cash ☐ Non-Cash

Report Format:

☒ PDF ☐ Excel ☐ XML ☐ SQL

Set your parameters for the report and click **View** or **Download** to view the report.

		<b>YOUR AGENCY</b>			
		<b>Shelter Donation List</b>			
		<b>Report Dates From 01/24/2025 Through 01/24/2025</b>		Page 1 of 1	
<b>Report Date</b>	<b>Report By</b>	<b>Donation Type</b>	<b>Amount</b>	<b>Non-Cash Amount</b>	<b>Cash</b>
01/24/2025 13:05	ELDER, MARTIN	MONETARY	\$100.00	\$0.00	YES
Donor: MONEY GIVERS INC					
Address: 123 FAKE ST		Phone #: (865) 555-6789			
CSZ: KNOXBORO, TN 37923		Email: FAKEEMAIL@FAKEWEBSITE.O			
Count: 1			\$100.00	\$0.00	
			Grand Total: \$100.00		



# Animal Control Module

## Donation Stats

**Donation Stats** report will list information on donations by donation type or by donor. Make sure to add at a date range in **Date From** and **Date Through** and choose **Report Style** as either donation type or by donor. Click **View** or **Download** to view the report.

**Shelter Donations: Stat Reports**

Report Style

Stats

Donations From:

01/24/2025

Donations Through:

01/24/2025

Report By:

Donation Type:

Donor:

SEARCH

☐ All Agencies

Type of Donation:

☒ All ☐ Cash ☐ Non-Cash

Report Format:

☒ PDF ☐ Excel ☐ XML ☐ SQL


VIEW

DOWNLOAD

EMAIL

CLEAR FILTER

Set your parameters for the report and click **View** or **Download** to view the report.

<div><div><b>YOUR AGENCY</b> <b>Shelter Donation Stats (Donation Type)</b> <i>Report Dates From 01/24/2015 Through 01/24/2025</i></div><div>Page 1 of 1</div></div>				
Donation Type	Count	Cash	Non-Cash	Grand Total
<b>MONETARY</b>	1	\$100.00	\$0.00	\$100.00
Totals:		\$100.00	\$0.00	\$100.00



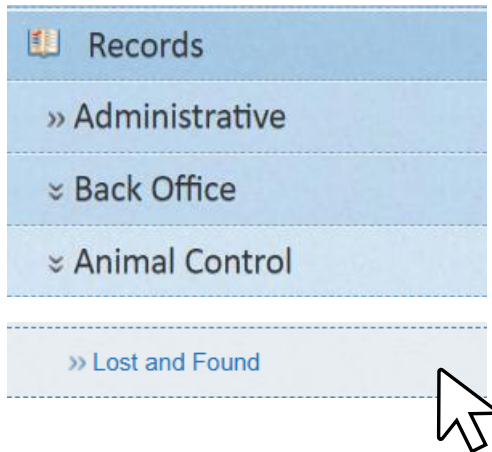
# Animal Control Module

## Shelter Lost / Found

The **Lost and Found** module lets you keep track of lost and found records for your animal shelter. You can transfer CAD Complaint Cards into Lost and Found Records, add info on the contact who reported the missing or found animal, and run reports on the animals listed in the module.

To add or search for a lost and found record, begin on the iSOMS home screen. Click on the following:

**Records → Back Office → Animal Control → Lost and Found**





# Animal Control Module

## Searching for Lost and Found Records

This will open the **Shelter Lost and Found: Search** screen. Here you can look up current lost and found records if you need to edit their record. To look up a record, type in the search filter fields and click on one of the **Lookup** buttons.

ALL ACTIVE

Use the **ALL ACTIVE** button to quickly see active records.

Shelter Lost And Found: Search

ALL ACTIVE

Report From: [calendar icon] Report Through: [calendar icon] Lost/Found Type: [dropdown]

Completed From: [calendar icon] Completed Through: [calendar icon] Disposition: [dropdown]

Last Name: DOE First Name: JAMES Middle Name: [dropdown]

Common Name: THE FOUNDATION SubDivision: [dropdown]

House #: [text] Direction: [text] Street: [text]

Add search requirements

Scroll down and click **Lookup**

☐ All Agencies

Type of Match:

☒ Begins ☐ Contains ☐ Ends

☐ Show Archived Only

ALL LOOKUP CLEAR FILTER

## Important Lookup Fields

Narrative Keyword: [text]

Narrative Keyword lets you quickly find records with a specific word in the narrative. This can be useful when looking for a specific record.

Animal Name: ACE Species: DOG

Breed: 4 X MIXED Sex: MALE

Size: MEDIUM

Color: APRICOT Coat: COAT

Hair Length: SHORT Ear Length: SHORT Tail Length: SHORT


Age Class: ADULT


Different animal descriptors let you search by animal type or description.





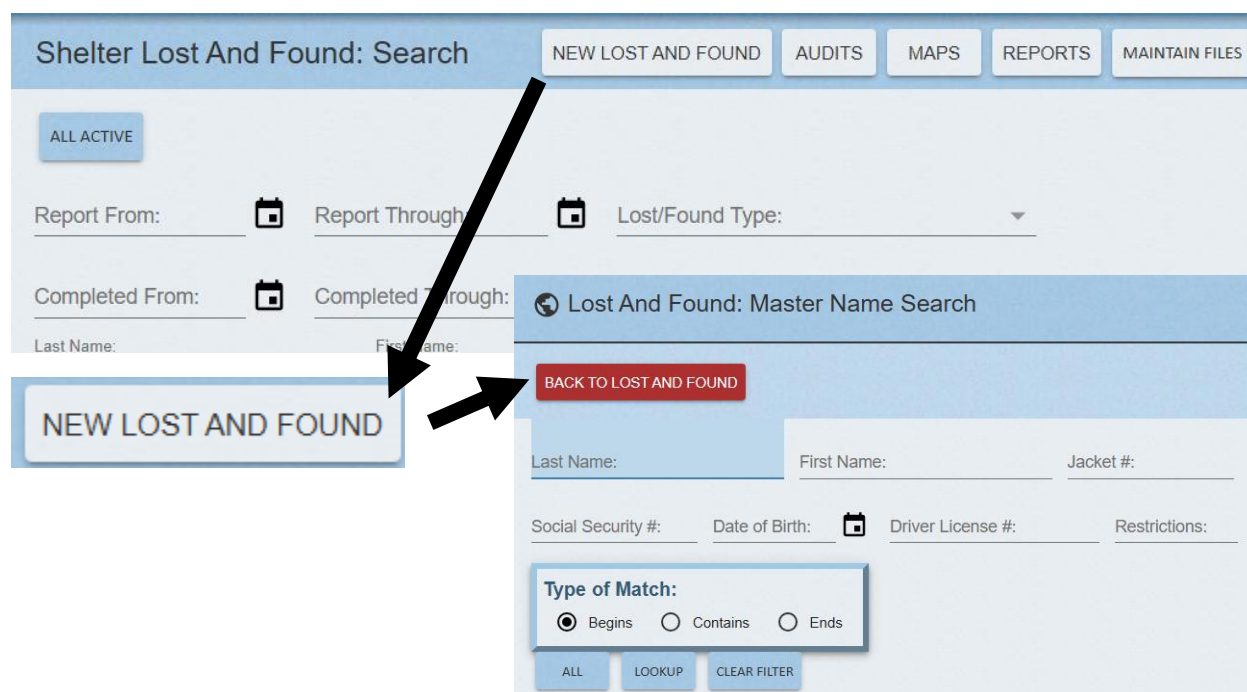
# Animal Control Module

After you do your search, you can double click on the entry or click on the pencil icon on the far right (  ) to open the screen to view, edit, or delete it.

Search Criteria ►						
Search Results						
53 Records						
Report Date	Completed Date	Lost/Found Type	Last Name	First Name	Exclude From Website	
10/01/2022		FOUND			No	
03/07/2010		LOST	SEE THE	NOTES	No	
11/02/2009		LOST	SEE THE	NOTES	No	
10/30/2009		LOST	SEE THE	NOTES	No	

## Adding Lost and Found Records

In order to add a new Lost and Found record, click on the **New Lost and Found** button on the search screen. This will open the Master Name search, where you will pick a person to associate this animal with.





# Animal Control Module

This will bring you to the **Lost And Found: Master Name Search** screen.

This screen allows you to either find someone's name in the Master Name records or enter a new name. You need to use an existing Master Name or create a new Master Name if you want to create a new lost and found record. This will allow you to use information already present in iSOMS and link your lost and found record directly to the Master Name and jacket number.

The form is titled "Lost And Found: Master Name Search". It contains several input fields: "Last Name:" with the value "DOE", "First Name:" with the value "CHARLES", and "Jacket #:". Below these are "Social Security #:", "Date of Birth:" (with a calendar icon), "Driver License #:", and "Restrictions:". A "Type of Match:" dropdown menu is open, showing three options: "Begins" (selected), "Contains", and "Ends". At the bottom are three buttons: "ALL", "LOOKUP", and "CLEAR FILTER". A red button labeled "BACK TO LOST AND FOUND" is located at the top left of the form area.

If the animal owner / person related / etc. already has a Master Name in iSOMS, you can enter information to narrow the search and click **"Lookup."** Clicking **"All"** will show all Master Names in your system. If you are searching for a Master Name, once you enter any information to narrow the search and click **"Lookup,"** the next screen will show any results that matched your search, and you can choose the Master Name by clicking on it twice.

Search Criteria ▶												
Search Results												
4 Records												
	Image	Agency	Last Name	First Name	Middle Name	Post Name	DOB	Race	Sex	SSN	DLN	Jacket #
	 NO PHOTO	Shared	DOE	JAMES								33613
		Shared	DOE	JAMES								33614
		Shared	DOE	JAMES	RANDAL		01/01/1965	WHITE	MALE	123-45-6789		82614



## Animal Control Module

If the person has no Master Name in the database, you need to create a new one by clicking **“New Master Name”** in the upper right. (See **Creating a New Master Name** in the iSOMS *Corrections Manual* for more information if you need it.)

Lost And Found: Master Name Search

NEW MASTER NAME MAINTAIN FILES

BACK TO LOST AND FOUND

Last Name: DOE First Name: CHARLES Jacket #:

Social Security #: Date of Birth: Driver License #: Restrictions:

Type of Match:

☒ Begins ☐ Contains ☐ Ends

ALL LOOKUP CLEAR FILTER

NEW MASTER NAME

Once you double click the row with the correct name, the Master Name will appear and fill in information for you. Click **“Save & Create Lost and Found Record”** at the top of the screen to begin the Lost and Found record.

Lost And Found: Master Name Add Record

SAVE & CREATE LOST AND FOUND RECORD BACK TO LOST AND FOUND

Jacket Number: 82614

Last Name: DOE First Name: JAMES

Race: WHITE Sex: MALE Height: 0 Weight: 0

Facial Hair: Glasses:

Social Security #: 123-45-6789 Date of Birth: 01/01/1965 Age From: 0 Age Through: 0 Place of B

SAVE & CREATE LOST AND FOUND RECORD

If you have not entered much information yet, you will get a data entry warning. But this will not happen if the Master Name has been sufficiently filled in before. In any case, the Master Name will fill in as the contact information on the newly created Lost and Found Record.



# Animal Control Module

## Transferring to Shelter Lost and Found

Shelter Lost and Found Records can also be created by transferring information from the *Complaint Cards* module for CAD. If you have a Complaint Card you wish to transfer, navigate to it in the CAD section of iSOMS, and locate the Complaint Card you want to use to add a Shelter Lost and Found record for.

Navigate to **COMMUNICATIONS**  
→ **COMPLAINT CARDS**

Locate the entry you wish to transfer into a Shelter Call.

Communications

» Complaint Cards

CAD Complaint Card History: Search

LAST 12 HOURS LAST 3 DAYS LAST 7 DAYS LAST 30 DAYS

Then click **Transfer Card** and select *Shelter Lost / Found* to copy this information to the desired module. Select the appropriate Case Number and hit **Transfer**.

CAD Complaint Card History: View Record

<< FIRST < PRIOR NEXT > LAST >>

Scheduled: Call For Service #: 616 Received: 01/15/2025 15:24 Dispatched:

SITE DANGER ☐ Monitor Card TRANSFER CARD

TRANSFER CARD

Transfer To:

☐ CAD Alert ☐ CAD Location Hazard ☐ Citations ☐ Extra Patrol ☐ Field Interview

☐ Impounded Vehicle ☐ Incidents ☐ Incident Arrest ☐ K9 Incident ☐ Pre-Booking Record

☐ Traffic Stop ☐ Trespass Order ☐ Vehicle Pursuit ☐ Accident Report

☐ Shelter Complaint ☒ Shelter Lost / Found ☐ Shelter Ticket(in facility)

☐ Code Enforcement ☐ Drone Incident ☐ Juvenile Incident

Unit: 123

Department	Case #	Nature
BCSO	20250105606	BUSINESS CHECK

TRANSFER CANCEL



# Animal Control Module

## Filling in Shelter Lost and Found Fields

After confirming you want to add a new record, you will be brought to a screen where you can add information on the record you need to add.

**IMPORTANT: Optional** items will be listed in **blue**. You can skip these items if not needed, or if you don't know if you need them.

Shelter Lost And Found: View Record

<< FIRST

< PRIOR

NEXT >

LAST >>

SAVE

DELETE

Report Date:

01/31/2025

Time:

13:17:18

Case Number:

2025-0001

Lost/Found Type:

Disposition:

Comp

☐ Exclude From Website

Time:

VIEW CALL

Common Name:

Subdivision/Area/Building Complex:

Zone:

House #:

Direction:

Street:

Apt/Lot #:

City:

State:

Animal Name:

Species:

Breed:

Sex:

Height:

0

Size:

Color:

Coat:

Hair Length:

Ear Length:

Age:

Registration Tag #:

Microchip Id #:

Tattoo/Feature:

Sterilized:

Dangerous:

(Y/N)

(Y/N)

**Report Date and Time** will be automatically set to the current day and time. If the report date and time are not for today, you can change these here.

Report Date:

01/31/2025

Time:

13:17:18

The **Case Number** will be automatically generated, but if you have your own system, you can change it here.

Case Number:

2024-0002





# Animal Control Module

Some of these fields are dropdown, not freeform. Many dropdown fields can now be added to immediately when editing records. If you need to edit or delete options, these can be accessed in **Maintain Files** (see *Appendix A, Maintain Files Procedure* on page 190 for how to do this.) Codes are listed on the right of the page for easy reference.



Add the **Lost and Found Type** to tell whether the animal is lost, found, or missing.

Lost/Found Type:  
LOST X ▾

## ▼ Lost And Found Codes

- Lost/Found Types
- Dispositions

If the disposition of the lost/found situation is known, list the **Disposition** here, such as “found”, “returned home”, or “stopped looking”. Also list the **Completed Date** and **Time**.

Disposition:  
STOPPED LOOKING X ▾

Completed Date: 02/08/2025 Time: 00:00:00

If this record should be hidden from public view, check **Exclude from Website**.

☒ Exclude From Website

If this record is linked to call (such as being transferred from CAD), you can click **View Call** to open the record in iSOMS.

[VIEW CALL](#)

The next set of fields is for recording the relevant place where the animal was reported or encountered. **Common Name** is the common or business name of the place, such as the mall or “The Green”, for example. **Subdivision / Area / Building Complex** and **Zone** offers options of places where the animal was found. These are determined by your agency.

Common Name:  
The Mall

Subdivision/Area/Building Complex:  
DOE X ▾

Zone:  
0101 101 ZONE 1 X ▾

## ▼ Table Codes

- SubDivisions
- Zones



# Animal Control Module

Enter the address fields for the location where the animal was found or the incident occurred, if possible.

House #:	Street:	Apt/Lot #:	
6564	Direction: Clinton Highway		
City:	State:	ZipCode:	
KNOXVILLE	TN X ▼	37912	

Enter the **Name, Species, Breed, and Sex** of the animal.

Animal Name:	Species:
ACE	DOG X ▼

Breed:
MIXED ROTTWEILER X ▼

Sex:
MALE X ▼

Add the **Weight, Height, and Size** of the animal.

Weight:	Height:
80	203

Size:
MEDIUM X ▼

▼ Animal Codes
▶ Animal Names
▶ Species
▶ Breed
▶ Sex
▶ Size
▶ Color
▶ Coat
▶ Hair Length
▶ Ear Length
▶ Tail Length
▶ Age Class

Add more details about the animal, such as the **Color, Coat, Hair Length, Ear Length, Tail Length, Age Class, and Age**.

Color:	Coat:	Hair Length:	
BEIGE X ▼	COAT X ▼	M X ▼	
Ear Length:	Tail Length:	Age Class:	Age:
LONG X ▼	SHORT X ▼	ADULT X ▼	5

If the animal has a microchip or reg. tag #, you can add those here.

Registration Tag #:	Microchip Id #:
12345	67890





# Animal Control Module

If the animal has a distinctive feature, add that in **Tattoo/Feature**.

Tattoo/Feature:  
NONE

If the animal is **sterilized** or **dangerous**, add that info here.

Sterilized:	Dangerous:
Y	N

If you would like to add an image of the animal, 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.*

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

Now that you have filled out the fields, you can use the tabs below the fields to record additional information on the item. See the *Tabs* section for more information.





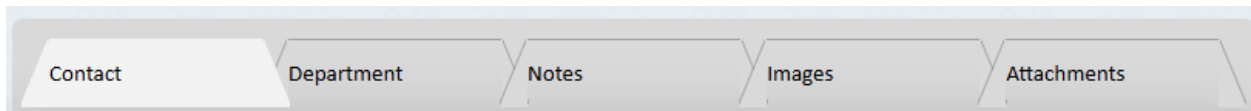
# Animal Control Module

## Shelter Lost and Found Tabs

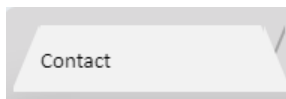
### Summary

Fill out the tabs below the fields for shelter lost and found records as needed. The **Contact** tab records the person who contacted your agency about the lost or found animal. The Contact tab will probably be filled out when you chose a Master Name, but if not, you should fill it out when you create the entry. The **Department** tab lists the relevant department to this animal.

**Notes**, **Images**, and **Attachments** tabs are available if you need to take additional notes or upload images and documents. (Notes, Images, and Attachments in this module function similar to those in all of iSOMS, so if you are familiar with them, you do not need to read those sections.)



### Contact Tab



The **Contact** tab lists identifying information about the person related to the lost/found animal. You should fill out as much of this tab as possible on every *Lost and Found* record. The contact tab will usually be filled out via the Master Name you used when you created the record, but if not, fill in info here.

Last Name:	First Name:	Middle Name:	Jr/Sr:
DOE	JAMES	RANDAL	▼
House #:	Street:	Apt/Lot #:	
1142	Direction: OXFORD HILLS		
City:	State:	ZipCode:	
MARYVILLE	TN X ▼	37912	📍
Home Phone:	Cell Phone:	Work Phone:	Email:
(865)-111-1111			fakeemail@fakewebsite.com
Text:			
865-555-6789			



# Animal Control Module

## Department Tab

The **Department** tab lets you select a department relevant to the animal, such as the one keeping or handling the animal. If you already have the department in your records, simply type the name (such as **DEPARTMENT FOR SHELTER ANIMALS**) and it will appear automatically. If you don't have the department in iSOMS or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix C, Business Records* on page 195.

Department: ALCOA

Address 1: 123 FAKE ST

Address 2: Apt/Suite #:

City: ALCOA State: TN Zip Code: 37912

Phone: (865) 555-1234 Email: EMAIL@WEBSITE.COM

Latitude: 36.0091467 Longitude: -83.9797173

SEARCH EDIT ADD

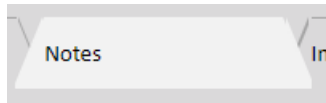
Maintain Files Codes







# Animal Control Module

## 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





1 Note

VIEW STORY

EXPORT GRID TO FILE

ADD NOTE

		Entry Date	Note Date	Employee	Note Type	Notes
		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.

ADD NOTE



# Animal Control Module

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

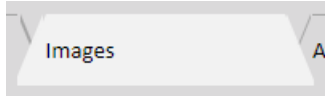
07/15/2024 15:35:28 - - INITIAL CONTACT WITH PICKUP AGENCY

HELLO THERE



# Animal Control Module

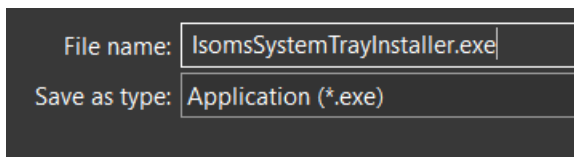
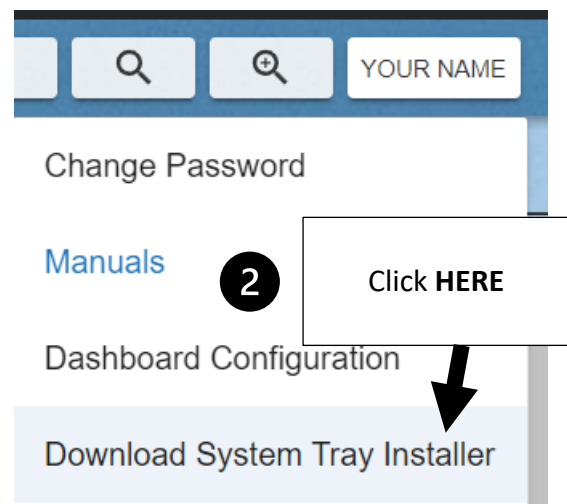
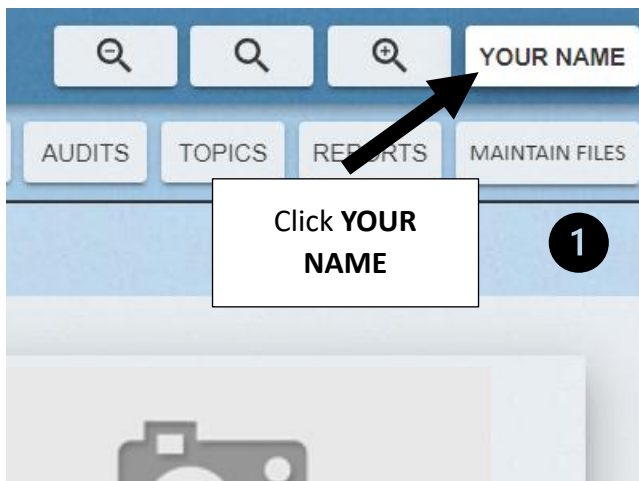
## Images Tab



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.



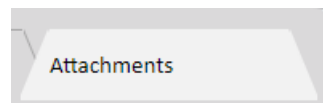
Download &  
Install


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.

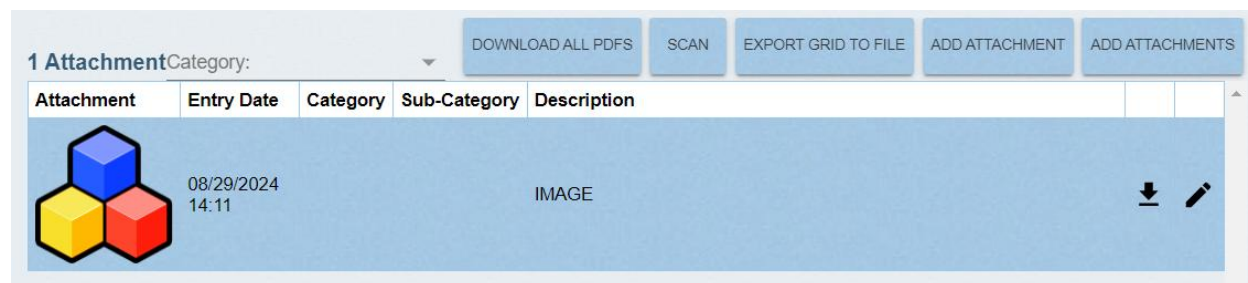


# Animal Control Module




## 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.

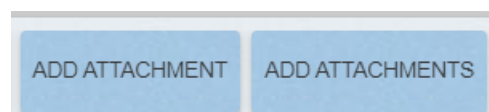


1 Attachment Category: DOWNLOAD ALL PDFS SCAN EXPORT GRID TO FILE ADD ATTACHMENT ADD ATTACHMENTS

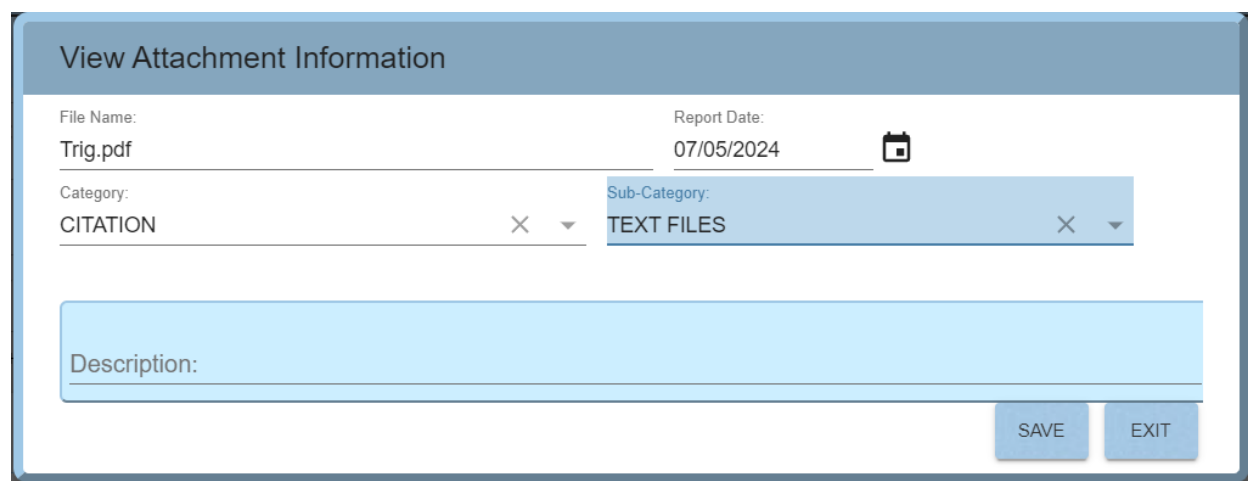
Attachment	Entry Date	Category	Sub-Category	Description	
	08/29/2024 14:11			IMAGE	 

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:  Report Date:  

Category:  Sub-Category:

Description:

SAVE EXIT



# Animal Control Module

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:	▼
<div>Description:</div>			

CANCEL

SCAN DUPLEX

SCAN AUTO



# Animal Control Module

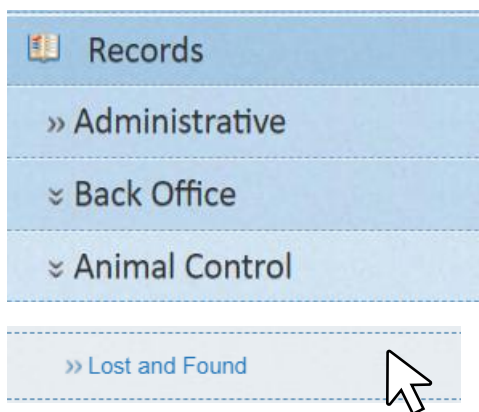
## Lost and Found Reports

iSOMS allows you to print different types of reports for *Shelter Lost and Found*:

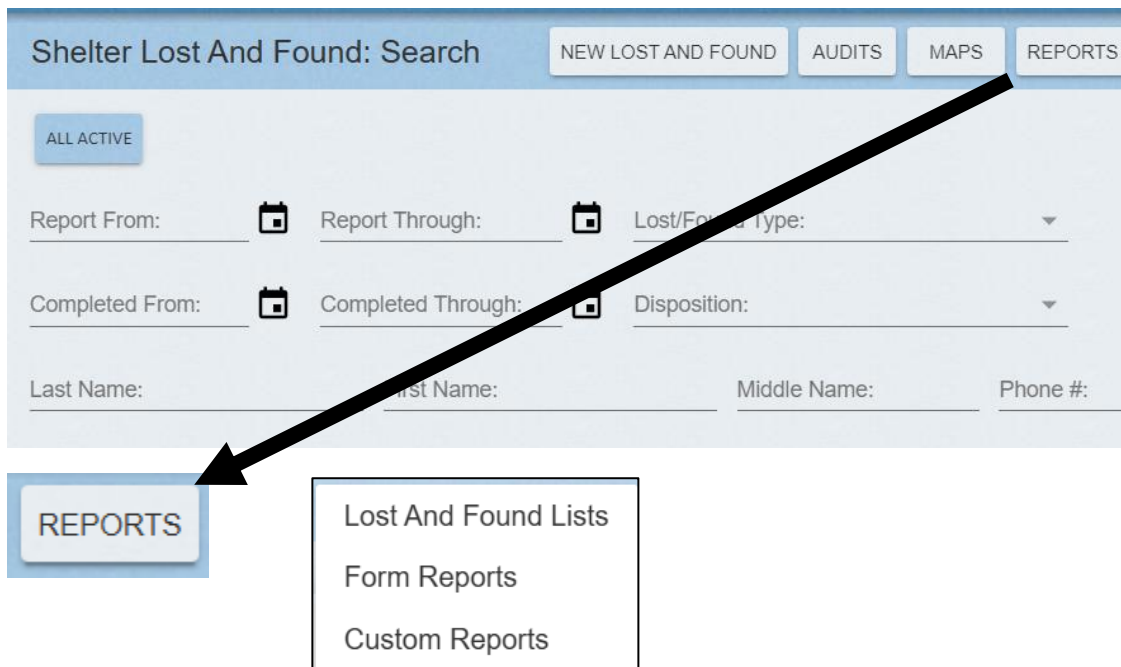
- **Lost and Found Lists**
- **Form Reports**
- **Custom Reports**

To access the reports, begin on the iSOMS home screen and navigate to:

**Records → Back Office → Animal Control → Lost and Found**



Now click on the **Reports** button in the upper right corner.







# Animal Control Module

## Lost and Found Lists

**Lost and Found Lists** reports a list of shelter lost and found records over a certain date range so you can quickly view or print records. *Report Style* has an option to create a standard list, a list grouped by species, grouped by city, or grouped by lost and found type

Shelter Lost And Found: List Reports

Report Style  
List

Reports From: 01/31/2002 Reports Through: 01/31/2025

Street: City:

Lost/Found Type: Disposition:


Species: Department: **SEARCH**

☐ All Agencies ☒ Hide Notes  
☐ Active Only ☐ Website Only

**Report Format:**  
☒ PDF ☐ Excel ☐ XML ☐ SQL

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

Set your parameters for the report and click **View** or **Download** to view the report.

 **YOUR AGENCY**  
**Shelter Lost And Found List**  
**Report Dates From 01/31/2002 Through 01/31/2025** Page 1 of 16

Report Date	Lost/Found Type	Completed Date	Contact	Contact Phone	On Website
12/08/2008 09:20	LOST		SEE THE, NOTES	(865) 111-1111	YES
Disposition:					
Address: PLAINVIEW BP					
CSZ: [ ] TN					
Animal Name:					
Sex: M					
Coat:					
Species:					
Size:					
Breed: DACHSHUND					
Color: BLACK @ TAN					
Age Range:					
COMPLAINT NAME IS [ ] SHE STILL HAS THE DOG AS OF DEC. 18-2008 CONTACT NUMBER IS [ ]					



# Animal Control Module

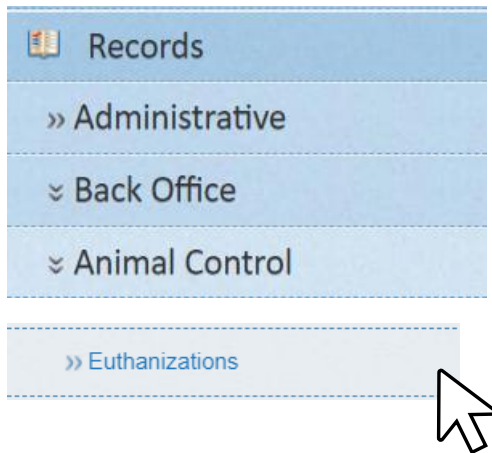
## Shelter Euthanizations

iSOMS lets you use the **Euthanizations** module to keep track of euthanizations and/or tranquilizations of animals. You can add where the animal was discovered, note the drug(s) used to euthanize or tranquilize the animal, run reports related to your records, and more.

To add or search for an euthanization record, begin on the iSOMS home screen.

Click on the following:

**Records → Back Office → Animal Control → Euthanizations**





# Animal Control Module


## Searching for Shelter Euthanization Records

This will open the **Shelter Euthanizations: Search** screen. Here you can look up current euthanization records if you need to view or edit their record. To look up a record, type in the search filter fields and click on one of the **Lookup** buttons.

The screenshot shows the "Shelter Euthanizations: Search" interface. At the top, there's a header with the title. Below it, there are search filters: "Euthanizations From:" with a calendar icon, "Euthanizations Through:" with a calendar icon, and "Euthanized By:" with a dropdown arrow. A magnifying glass icon is to the right. Below these are "Species:" with a dropdown menu showing "SNAKE" and a close button, "Breed:" with a dropdown arrow, and "Case #:" with a text input field. Under "Euthanization Reason:", there's a dropdown menu showing "WILDLIFE" and a close button, and "Euthanization Drug Type:" with a dropdown arrow. There are two checkboxes: "Euthanized In Field" and "All Agencies". A "Type of Match:" section has three radio buttons: "Begins" (selected), "Contains", and "Ends". Below this is a "Show Archived Only" checkbox. At the bottom are three buttons: "ALL", "LOOKUP", and "CLEAR FILTER". A callout box "Add search requirements" points to the "Euthanized By:" field. Another callout box "Scroll down and click Lookup" points to the "LOOKUP" button. A third callout box "Type of Match:" points to the "Begins" radio button. A fourth callout box "Type of Match:" points to the "Contains" radio button.



# Animal Control Module

After you do your search, you can double click on the entry or click on the pencil icon on the far right (  ) to open the screen to view, edit, or delete it.




Search Criteria

Search Results

250 Records

EXPORT GRID TO FILE

VIEW ALL AGENCIES





Euthanized Date	Euthanized Reason	Case Number	Address	Species	Breed	Euthanized In Field	
02/03/2025		2025-0001				Yes	
05/24/2017	WILDLIFE	201700001-1				No	
04/27/2017	WILDLIFE	TICKET2			BOXER	Yes	




## Adding Shelter Euthanization Records




In order to add a new euthanization record, click on the **New Euthanization** button on the search screen. Click **Yes** when prompted for confirmation.

Shelter Euthanizations: Search

NEW EUTHANIZATION AUDITS REPORTS MAINTAIN FILES

Euthanizations From:  Euthanizations Through:  Euthanized By:  

Species:  Breed:  Case #: 

Euthanization Reason:  Euthanization Drug Type:  Tranquilation Drug Type: 

☐ Euthanized In Field

☐ All Agencies

Type of Match:

☒ Begins ☐ Contains ☐ Ends

☐ Show Archived Only

ALL LOOKUP CLEAR FILTER

NEW EUTHANIZATION

Add New Euthanization

Are you sure you want to add a new Euthanization?

YES CANCEL



# Animal Control Module

After confirming you want to add a new record, you will be brought to a screen where you can add information on the euthanization record you need to add.

Shelter Euthanizations: View Record

LOOKUP NEW EUTHANIZATION AUDITS BACK TO SEARCH RESULTS REPORTS

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Euthanize Date: 02/03/2025 Time: 11:25:49 Case #: 2025-0002 Euthanization Reason: ☒ Euthanized In Field

Euthanization Drug Type: 0 Drug Amount: 0 Euthanized By:

Tranquilation Drug Type: 0 Drug Amount: 0 Tranquilized By:

Common Name: Subdivision/Area/Building Complex:

Zone:

House #: Direction: Street: Apt/Lot #: City: State:

ZipCode:  Latitude:  Longitude:

**Euthanize Date and Time** will be automatically set to the current day and time. If the euthanization date and time are not for today, you can change these here.

Euthanize Date: 02/03/2025 Time: 11:25:49

The **Case Number** will be automatically generated, but if you have your own system, you can change it here.

Case #: 2025-0002

Various of these fields are dropdown, not freeform. Many dropdown fields can now be added to immediately when editing records. If you need to edit or delete options, these can be accessed in **Maintain Files** (see *Appendix A, Maintain Files Procedure* on page 190 for how to do this.) Codes are listed along the right of the page for easy reference.





# Animal Control Module

**Euthanization Reason** is for recording the reason for the euthanization, such as *Danger to People, Wildlife, Vehicle Accident, or Other*. **Euthanized in Field** will automatically be checked, but if the animal was euthanized elsewhere, you can uncheck this box.

## ▼ Euthanization Codes

► Euthanization Reasons

Euthanization Reason:  
WILDLIFE X ▼

☒ Euthanized In Field

Now you can list what drug was used on the animal (**Euthanization Drug Type** or **Tranquilization Drug Type**), how much of a given drug was administered (**Drug Amount**), and who performed the administration of the drug. When listing the officer in **Euthanized By** or **Tranquilized By**, you can simply type in the box or search manually by using the magnifying glass. ([See Appendix B, Searching Officers on page 194 if you want information on this.](#)) By default, **Euthanized By** will be filled with your name in iSOMS, so only change it if necessary.

Euthanization Drug Type:	Drug Amount:	Euthanized By:
QUITE FATAL X ▼	200	603 ELDER, MARTIN WILLIAM -INV X ▼ Q
Tranquilization Drug Type:	Drug Amount:	Tranquilized By:
EASY SLEEP X ▼	100	603 ELDER, MARTIN WILLIAM -INV X ▼ Q

The next set of fields is for recording the place where the animal was encountered / euthanized by your agency / department. **Common Name** is the common or business name of the place, such as the mall or “The Green”, for example. **Subdivision / Area / Building Complex** and **Zone** offers options of places where the animal was found. These are determined by your agency.

Common Name:  
The Mall

Subdivision/Area/Building Complex:  
DOE X ▼

Zone:  
0101 101 ZONE 1 X ▼

## ▼ Agency Codes

► SubDivisions

► Zones

Enter the address fields for the location where the animal was found, if any. Sometimes this won't be applicable if the animal euthanized was already at a shelter, for example.

Pickup Address:	House #:	Direction:	Street:	Apt/Lot #:	City:	State:
	1110		Merchant Dr		KNOXVILLE	TN X ▼
ZipCode:	37912					
Latitude:	36.00317781					
Longitude:	-83.98270133 Q					



# Animal Control Module

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.*



Now that you have filled out the fields, you can use the tabs below the fields to record additional information on the item. See the *Tabs* section for more information.



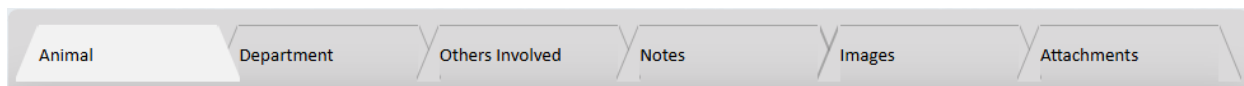
# Animal Control Module

## Shelter Euthanization Tabs

### Summary

Fill out the tabs below the fields for shelter euthanization records as needed. Both the **Animal** and **Department** tabs should be filled out when you create the entry. The **Animal** tab records information about the animal. The **Others Involved** tab records information on other people involved with this event. The **Department** tab tells what department or agency euthanized/tranquilized the animal.

**Notes**, **Images**, and **Attachments** tabs are available if you need to take additional notes or upload images and documents. (Notes, Images, and Attachments in this module function similar to those in all of iSOMS, so if you are familiar with them, you do not need to read those sections.)



### Animal Tab



The **Animal** tab lists information about the animal that was euthanized or tranquilized. You should fill out as much of this tab as possible.

Animal		Department		Notes		Images		Attachments		
Species: DOG		Breed: GREAT DANE								
Sex: MALE	Weight: 100	Height: 205	Size: MEDIUM							
Color: BROWN	Coat: SMOOTH		Hair Length: MEDIUM	Ear Length: MEDIUM						
Tail Length: LONG	Age Class: OLD	Age: 9								

Enter the **Species**, **Breed**, and **Sex** of the animal.

Species: DOG	X	▼
-----------------	---	---

Sex: MALE	X	▼
--------------	---	---





# Animal Control Module

Breed:  
MIXED ROTTWEILER X ▼

Add the **Weight, Height, and Size** of the animal.

Weight: 80 Height: 203

Size:  
MEDIUM X ▼

▼ Animal Codes

- ▶ Species
- ▶ Breed
- ▶ Sex
- ▶ Size
- ▶ Color
- ▶ Coat
- ▶ Hair Length
- ▶ Ear Length
- ▶ Tail Length
- ▶ Age Class

Add more details about the animal, such as the **Color, Coat, Hair Length, Ear Length, Tail Length, Age Class, and Age.**

Color: BEIGE X ▼	Coat: COAT X ▼	Hair Length: M X ▼
Ear Length: LONG X ▼	Tail Length: SHORT X ▼	Age Class: ADULT X ▼
		Age: 5



# Animal Control Module

## Department Tab

The **Department** tab lets you select a department relevant to the animal, such as the one keeping or handling the animal. If you already have the department in your records, simply type the name (such as **DEPARTMENT FOR SHELTER ANIMALS**) and it will appear automatically. If you don't have the department in iSOMS or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix C, Business Records* on page 195.

Maintain Files Codes



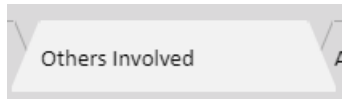
▼ Table Codes

► Departments



# Animal Control Module

## Others Involved Tab



The **Others Involved** tab lets you record any other individuals that were involved in an incident and details relevant to the incident. To view, edit, or delete a current entry, double-click an entry from the table.

When you add a new entry, you should fill out only the tabs you need to fill out to track information and then save it. Details are provided for each of the sub-tabs below, although each sub-tab is relatively intuitive. Add information as needed.

1 Person										EXPORT GRID TO FILE	ADD PERSON
	Entry Date	How Involved	Relationship	Last Name	First Name	Middle	Post Name	DOB	Age	Home Phone	
	12/31/2024			DOE	JANE	F		05/15/1995	29		

In order to add a new entry, click the **Add Person** button. Confirm you want to add a new person involved, and then you will see the options to fill in the fields.

ADD PERSON

View Others Involved

SEARCH PEOPLE

How Involved:

Relationship:

SCAN DL

CHECK NCIC

☐ Hide Name on Report ☐ Hide Details on Report ☐ Safety Restraints Used

Last Name: DOE

First Name: JAMES

Middle Name: RANDAL

Jr/Sr:

Nickname/AKA:

House #: 1142

Direction: OXFORD HILLS

Apt/Lot #:

City: MARYVILLE

State: TN

ZipCode:

County:

Home Phone: (865)-111-1111

Cell Phone:

Work Phone:

Email:

Biographical

Employer

Juvenile / Child Info

NO PHOTO

Image #: 0 of 0

<

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🔍

>

The fields at the top list the person's involvement and relationship to the people involved. Then identifying fields are below, along with additional headers to add extra info such as *Biographical*, *Employer*, and *Juvenile / Child Info*. For details, see below.



# Animal Control Module

## Quick Fill from Master Names

If you already have information on someone as a Master Name, then you can add it quickly by clicking the **Search People** button in the upper left.

SEARCH PEOPLE

This will open the Master Name search screen. Input a name and other identifying info (such as DL number or SSN, etc.), then click **Lookup**.

Master Name: Search

Selecting Replacement Master Name


Last Name:  First Name:  Middle Name:  Social Security #

House #:  Direction:  Street:  Apt/Lot #:  City:

Eye Color:

Driver License #:  SID #:  FBI #:  Jacket #:  Booking #:

Select the person from the list to add them, and then click **Save and Select** in the *Others Involved* tab. This will autofill information you have on them.



DOE JAMES RANDAL MASTERNAME

Last Name:  First Name:  Middle Name:  Jr/Sr:

Nickname/AKA:

House #:  Direction:  Apt/Lot #:  City:



# Animal Control Module

## Filling in Information

How Involved:

PROPERTY OWNER



Relationship:

SCAN DL

First, fill in **How Involved** dropdown with how the person is connected to the incident.

How Involved:

PROPERTY OWNER



Add the **Relationship** this person has to the other people involved.

Relationship:

BROTHER

Now you can scan the person's driver license if you click **Scan DL**.

SCAN DL

☐ Hide Name on Report ☐ Hide Details on Report ☐ Safety Restraints Used

If you need to hide this name or details about the report, check **Hide Name** or **Hide Details**.

If the person had to be restrained, check **Safety Restraints Used**.

Now fill out the information about the person if necessary:

Last Name:

DOE

First Name:

JAMES

Middle Name:

Jr/Sr:



Nickname/AKA:

House #:

123

Direction:

Street:

MADE UP ST

Apt/Lot #:

City:

MURFREESBORO

State:

TN



ZipCode:

55555

County:

RUTHERFORD



Home Phone:

(865)-555-6789

Cell Phone:

Work Phone:

Email:

email@email.com



# Animal Control Module

## Headings

Below the main fields, the headings are available to type additional information about the person.

### Biographical

Fill in the biographical information under this heading, including SS and DL numbers.

Race:	HISPANIC	X	Sex:	MALE	X	Height:	6	Weight:	180	Hair Color:	BLACK	X	Eye Color:	BLACK	X
Social Security #:	123-45-6789	Date of Birth:	11/20/2000	(Age: 23)	Marital Status:	COMMON LAW	X	Military:							
Person Type(forms):															
Features:		Clothing:		Gang:											
DL State:	TN	Driver License #:	123-45-67890	Class:	D	Expiration Date:	10/26/2024	Restrictions:		Local ID:		Other ID:			

### Employer

Here you can add an employer record. The Employer system works by storing records of employers. This makes it so that you do not have to continuously re-enter the same information on the same business. See *Appendix C, Business Records* on page 195 for more information.


Employer:	CHICK-FIL-A	SEARCH	EDIT	A	
Address 1:	555 CHICKEN WAY				
Address 2:	Apt/Suite #:				
City:	KNOXVILLE	State:	TN	Zip Code:	37912
Phone:	(865) 555-1234	Email:	EATMORECHIKN@CFA.COM		



# Animal Control Module

## Juvenile / Child Info

Here you can fill out information on the individual if they were a juvenile / child.

Social Security #:	Date of Birth:	Person Type(forms):	Level Of Education:
123-45-6789	11/20/2010 	(Age: 13) CHILD	7 TH GRADE
School:			
FORT CRAIG SCHOOL			
Notes:			
NOTES			

Add the **Level of Education** and **School** along with any necessary **Notes**.

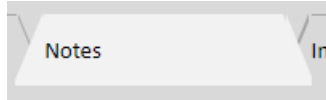
This completes filling out the *Others Involved* entry. Click **Save** in the bottom right to finish this entry. If you have any more to add, simply repeat the process.

SAVE	DELETE	EXIT
------	--------	------





# Animal Control Module

## 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





1 Note

VIEW STORY

EXPORT GRID TO FILE

ADD NOTE

		Entry Date	Note Date	Employee	Note Type	Notes
		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.

ADD NOTE





# Animal Control Module

## Add Note

Note Type  
NOTE

X ▾

☐ Show On View

Note Date (leave blank to d...

Time:

Notes:  
IN THE BEGINNING...]

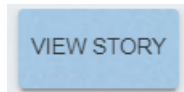
MAINTAIN FILES

DRAFTS

ADD

EXIT

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



## View Story

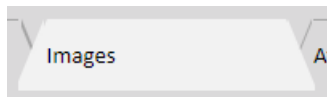
07/15/2024 15:35:19 - - MAIN  
A NOTE ON NOTES

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



# Animal Control Module

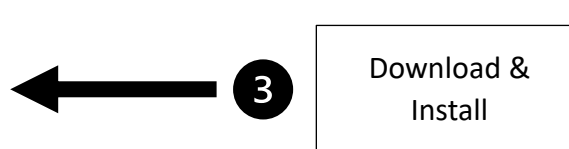
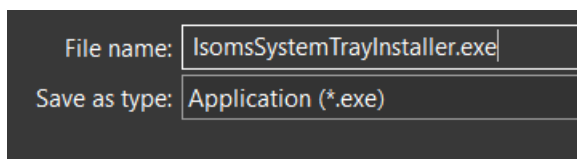
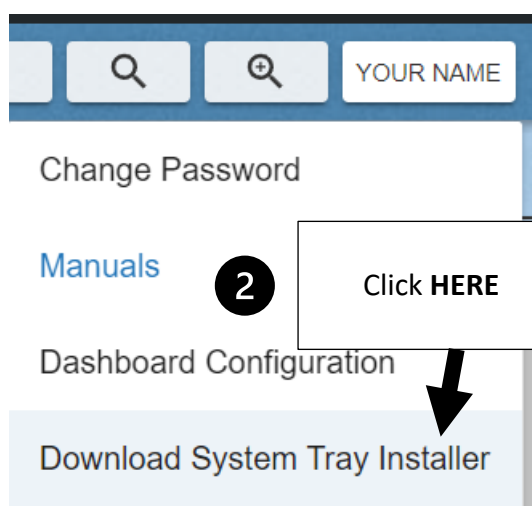
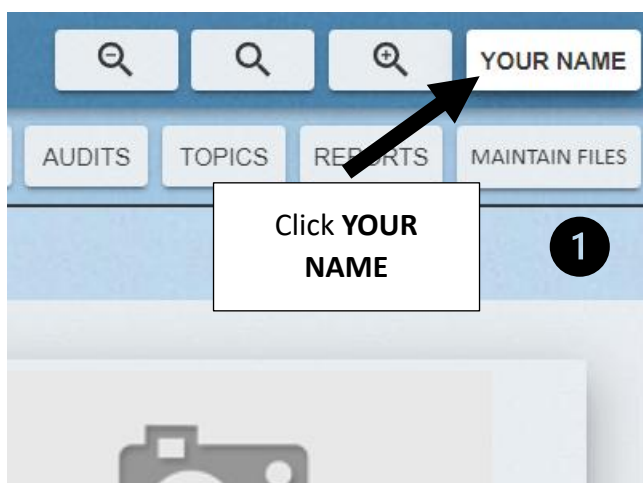
## Images Tab



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.

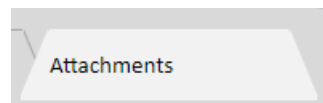



After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.

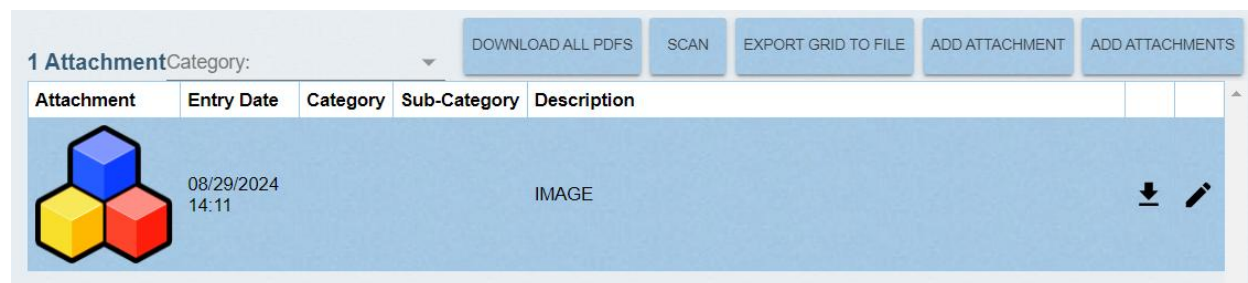


# Animal Control Module




## 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.

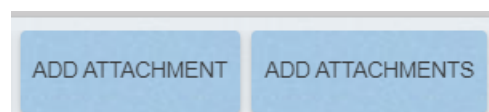


1 Attachment Category: DOWNLOAD ALL PDFS SCAN EXPORT GRID TO FILE ADD ATTACHMENT ADD ATTACHMENTS

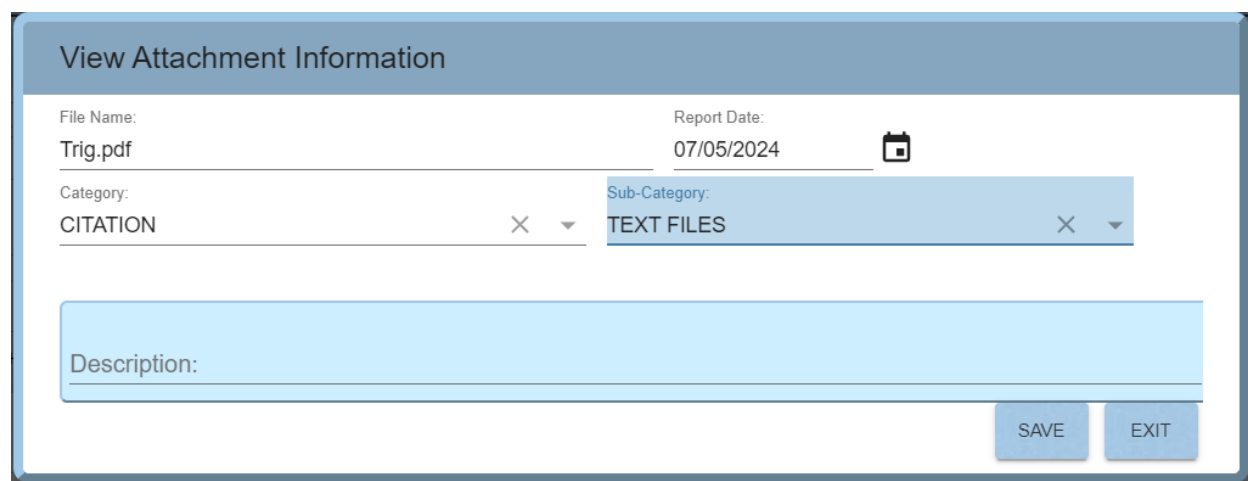
Attachment	Entry Date	Category	Sub-Category	Description
	08/29/2024 14:11			IMAGE  

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 Sub-Category: TEXT FILES

Description:

SAVE EXIT



# Animal Control Module

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:	▼
<div>Description:</div>			

CANCEL

SCAN DUPLEX

SCAN AUTO



# Animal Control Module

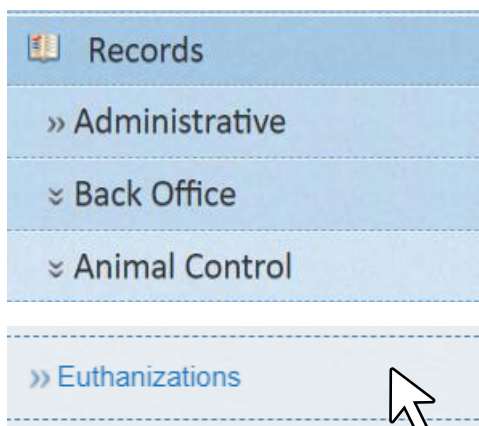
## Euthanization Record Reports

iSOMS allows you to print different types of reports for *Euthanizations*:

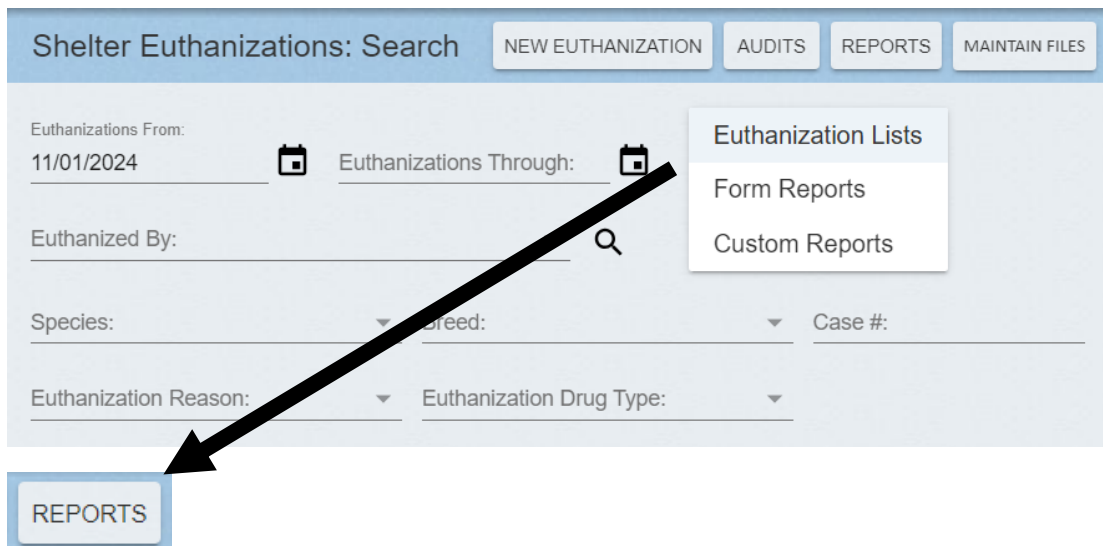
- Euthanization Lists
- Custom Reports
- Form Reports

To access the reports, begin on the iSOMS home screen and navigate to:

**Records → Back Office → Animal Control → Euthanizations**



Now click on the **Reports** button in the upper right corner and select your desired report.





# Animal Control Module

## Euthanization Lists

**Euthanization Lists** reports a list of euthanization / tranquilization records over a certain date range so you can quickly view records. *Report Style* has an option to create a standard list, a list grouped by euthanization reason, grouped by department. You can use the radio selector to choose the location (in-field or in-shelter) of the euthanization.

### Shelter Euthanizations: List Reports

**Euthanization Location:**  
☒ All ☐ Euthanized In Field ☐ Shelter Euthanization

**Report Style**  
List

Euthanizations From: 03/03/2025 Euthanizations Through: 03/03/2025

Euthanization Reason: Euthanized By:

☐ All Agencies ☐ Hide Notes

**Report Format:**  
☒ PDF ☐ Excel ☐ XML ☐ SQL

*Example on the next page*



# Animal Control Module

Set your parameters for the report and click **View** or **Download** to view the report.



## YOUR AGENCY

### Shelter Euthanizations List

Euthanized Dates From 12/01/2024 Through 03/03/2025

Page 1 of 1

Euthanized Date	Euthanized Reason	Case Number	Department	In Field
02/03/2025		2025-0001		Yes
Location:		CSZ:	Zone:	
Species:		Breed:	Color:	
Euthanized Drug:		Amount: 0	Euthanized By:	
Tranquilizer Drug:		Amount: 0	Tranquilized By:	
02/03/2025	WILDLIFE	2025-0002	ALCOA	Yes
Location:	1110 MERCHANT DR	CSZ: KNOXVILLE, TN 37912	Zone: 10	
Species:	DOG	Breed: GREAT DANE	Color: BROWN	
Euthanized Drug:	QUITE FATAL	Amount: 200	Euthanized By: ELDER, MARTIN	
Tranquilizer Drug:	EASY SLEEP	Amount: 100	Tranquilized By: ELDER, MARTIN	



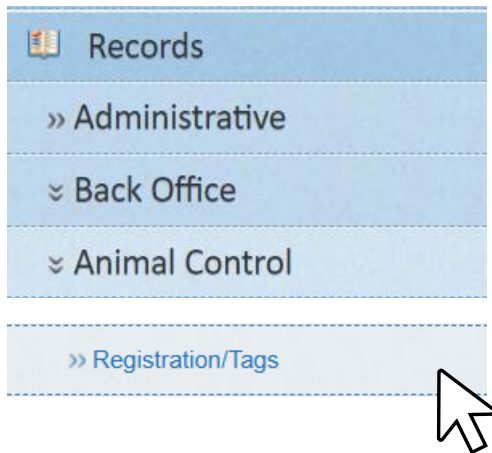
# Animal Control Module

## Shelter Registrations & Tags

iSOMS has the **Registration and Tags** module to keep track of animal's identification methods. You can record various information about the tag or ID for the animal, add details on the animal itself, and run reports on the records in this module.

To add or search for a registration/tags record, begin on the iSOMS home screen. Click on the following:

**Records → Back Office → Animal Control → Registration/Tags**







# Animal Control Module


## Searching for Shelter Registration / Tags Records

This will open the **Shelter Registration/Tags: Search** screen. Here you can look up current registration records if you need to view or edit their record. To look up a record, type in the search filter fields and click on one of the **Lookup** buttons.

The screenshot shows the "Shelter Registration/Tags: Search" interface. It includes several search filters: "Issued From:", "Issued Through:", "Registration Tag #:", "Expires From:", "Expires Through:", "Microchip Id #:", "Narrative Keyword:", "Owner:" (with sub-fields for "Last Name:" and "First Name:"), "House #:", "Direction:", "Street:", "Apt/Lot #:", "City:", "Species:" (set to "DOG"), "Breed:", "Color:", and "Coat:". There are also checkboxes for "All Agencies" and "Show Archived Only". Two callout boxes with arrows provide instructions: one points to the "Expires Through:" field with the text "Add search requirements", and another points to the "LOOKUP" button with the text "Scroll down and click **Lookup**". The "LOOKUP" button is highlighted in blue.



# Animal Control Module

After you do your search, you can double click on the entry or click on the pencil icon on the far right (  ) to open the screen to view, edit, or delete it.

Shelter Registration/Tags: Search Results

LOOKUP

NEW TAG

REPORTS

MAINTAIN FILES

Search Criteria ▶

Search Results

250 Records

EXPORT GRID TO FILE

VIEW ALL AGENCIES

Animal Name	Breed	Sex	Microchip Id	Address	City	Owner Last Name	Owner First Name	Issued Date	Effective Date	Expires On	Tag Number	
	PUG	M			MARYVILLE			04/21/1999 00:00	04/21/1999	04/20/2000	P00725	
	DOBERMAN	F			MARYVILLE			05/07/2004 00:00	05/07/2004	05/07/2005	P01642	
	WEST HIGHLAND TERRIE	M			MARYVILLE			02/01/2001 00:00	02/01/2001	02/01/2002	P01020	
	AUSSIE MIXED	F			MARYVILLE			07/28/1998 00:00	07/28/1998	07/28/1999	P00658	

## Adding Shelter Registration / Tags Records

In order to add a new record, click on the **New Tag** button on the search screen. This will open a Master Name search so you can link the registration / tag record to the Master Name of the animal's owner.

Shelter Registration/Tags: Search

NEW TAGAUDITSREPORTSMAINTAIN FILES

Issued From:

Issued Through:

Registration Tag #:

Expires From:

Expires Through:

Microchip Id #:

Narrative Keyword:

Owner:

Last Name:

First Name:

NEW TAG



## Animal Control Module

Enter the Master Name information of the owner of the animal being registered and search with **Lookup**, or, if the person is not in your Master Name system, click **New Master Name** in the upper right.

Tags: Master Name Search

NEW MASTER NAME

MAINTAIN FILES

BACK TO TAGS

Last Name:

DOE

First Name:

JAMES

Jacket #:

Social Security #:

Date of Birth:

Driver License #:

Restrictions:

Type of Match:

☒ Begins ☐ Contains ☐ Ends

ALL

LOOKUP

CLEAR FILTER

Once you have selected the appropriate Master Name, enter any additional information needed and then click **Save & Create Tags Record**.

Tags: Master Name View Record

SAVE & CREATE TAGS RECORD

BACK TO TAGS

Jacket Number: 82614

Last Name:

DOE

First Name:

JAMES

Middle Name:

RANDAL

Race:

WHITE

Sex:

MALE

Height:

0

Weight:

0



# Animal Control Module

After creating a record from a Master Name, you will be brought to a screen where you can add information on the registration / tag record you need to add.

Animal Name:	Species:	Breed:	Sex:
Weight:	Height:	Size:	
0	0		
Color:	Coat:	Hair Length:	Ear Length:
Tail Length:			
Age Class:	Age:	<input type="checkbox"/> Altered	
Microchip Brand:	Microchip Id #:	Microchip Date:	Microchip Expires:
Times Fined:	Disposition:	Disposition Date:	Time:
0			

Various of these fields are dropdown, not freeform. Many dropdown fields can now be added to immediately when editing records. If you need to edit or delete options, these can be accessed in **Maintain Files** (see *Appendix A, Maintain Files Procedure* on page 190 for how to do this.) Codes are listed on the right of the page for easy reference.



First, enter the animal's name and species.

Animal Name:	Species:
CHIPPY	SQUIRREL

Add the **Breed** and **Sex** of the animal being registered.

Breed:	Sex:
FLYING SQUIRREL	MALE

Now add the **Weight** and **Height** of the animal, as well as the general **Size** (i.e. small, medium, large). Height is usually listed as feet as the first digit and inches as the new two.

(*Example:* a 2 ft. 3 in. tall animal would be listed as 203)

Weight:	Height:	Size:
15	008	SMALL

▼ Animal Codes
▶ Animal Names
▶ Species
▶ Breed
▶ Sex
▶ Size
▶ Color
▶ Coat
▶ Hair Length
▶ Ear Length
▶ Tail Length
▶ Age Class



## Animal Control Module

Add the animal's **Color**, **Coat** type (smooth, thick, curled, etc.), **Hair Length**, **Ear Length**, and **Tail Length**.

Color:	BROWN		Coat:	COAT	
Hair Length:	SHORT		Ear Length:	SHORT	
			Tail Length:	SHORT	

Add the **Age Class** (age estimate such as young or old) and/or exact **Age**, if known.

Age Class:	Age:
YOUNG	2

If any of the above details needed to be changed, you can use the **Altered** checkbox to let others know you changed this. It is recommended you use the **Notes** tab to keep track of any info long term.

<input checked="" type="checkbox"/> Altered
---

The next section of fields simply lists information about the microchip and disposition of the chip/tag.

Add the **Microchip Brand** and **Microchip ID #**:

Microchip Brand:	Microchip Id #:
TAG A LOT	12345

▼ Tag Codes
▶ Microchip Brands
▶ Dispositions

Add the date the Microchip was issued in **Microchip Date** and the expiration date under **Microchip Expires**.



Microchip Date:		Microchip Expires:	
04/01/2025		04/01/2026	

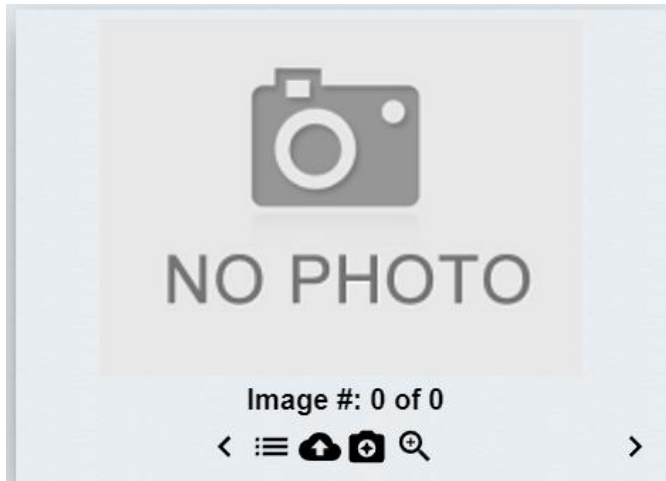
If the owner was fined, list the number of times they were fined in **Times Fined**. If the microchip/tag has a disposition since the animal is lost or deceased, you can list the disposition and the date and time it occurred in **Disposition**, **Disposition Date**, and **Disposition Time**.

Times Fined:	Disposition:	Disposition Date:		Time:
1	LOST	04/05/2025		12:00:00



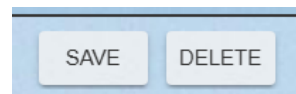
## Animal Control Module

If you would like to add an image of the animal, 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.*



Now that you have filled out the fields, you can use the tabs below the fields to record additional information on the item. See the *Tabs* section for more information.



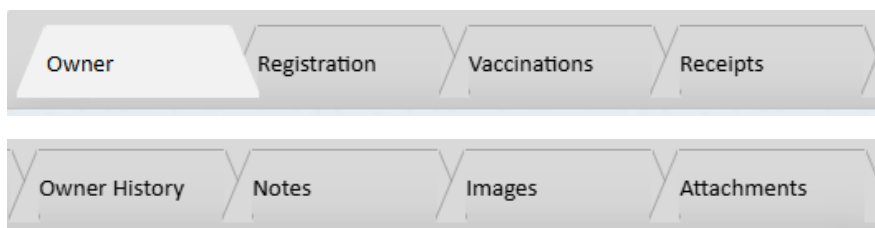
# Animal Control Module

## Shelter Registration / Tags Tabs

### Summary

Fill out the tabs below the fields for shelter registration/tags records as needed. The **Owner** tab will be auto filled out when you create the entry, but you can also fill in a bit more info, or even create a history of owners with the **Owner History** tab. The **Registration** tab records information about licenses (such as tags) that belong to this animal. You can list any vaccinations the animal has received under the **Vaccinations** tab. The **Receipts** tab keeps info on the monetary receipts for tagging, registering, etc. of the animal.

**Notes**, **Images**, and **Attachments** tabs are available if you need to take additional notes or upload images and documents. (Notes, Images, and Attachments in this module function similar to those in all of iSOMS, so if you are familiar with them, you do not need to read those sections.)





# Animal Control Module

## Owner Tab



The **Owner** tab lists identifying information about the animal's *current* owner. Most of this info should be filled in automatically when you created the record from the Master Name, but feel free to add more if desired.

Last Name:	First Name:	Middle Name:	Jr/Sr:	CREATE OWNER HISTORY
DOE	JAMES	RANDAL		
House #:	Direction:	Street:	Apt/Lot #:	City:
1142		OXFORD HILLS		MARYVILLE
State:	ZipCode:			
TN	37771			
Home Phone:	Cell Phone:	Work Phone:	Email:	Text:
(865)-111-1111	(865)-555-2222	(865)-555-3333	JAMESDOE@FAKEWEBSITE.COM	865-555-6789

If the owner is changing for this animal, you can click the **Create Owner History** button. This button will clone the info on this tab into the owner history. Then, add the current information for the *new* owner under this tab. There is more you can input under the Owner History if this tab does not have enough fields that you would like to fill in.

CREATE OWNER HISTORY

Owner History

1 Person

EXPORT

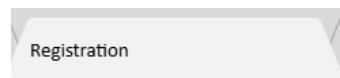
Entry Date	How Involved	Relationship	Last Name	First Name	Middle
04/02/2025			DOE	JAMES	RANDAL





# Animal Control Module

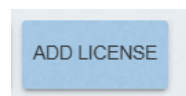
## Registration Tab



The **Registration** tab lets you record license and registration entries for this animal. To view, edit, or delete a current entry, double-click an entry from the table.

2 Licenses								EXPORT GRID TO FILE	ADD LICENSE
Issued Date	Issued By	Tag #	Tag Length	Effective Date	Expires On	Vet	Status		
04/01/2024	ELDER, MARTIN WILLIAM - INV	456	ONE(1) YEAR	04/01/2024	04/01/2025	ANIMAL MEDICAL CLINIC	History		
04/03/2025	ELDER, MARTIN WILLIAM - INV	123	ONE(1) YEAR	04/01/2025	04/01/2026	ANIMAL MEDICAL CLINIC	Active		

To create a new entry, click **Add License** in the upper right and add information as needed.



### View License

Entered On: 04/03/2025 14:51

Issued Date: 04/01/2024

Issued By: 603 ELDER, MARTIN WILLIAM -INV

Tag #: 456

Tag Length: ONE(1) YEAR

Effective Date: 04/01/2024

Expires On: 04/01/2025

Vet: ANIMAL MEDICAL CLINIC

SEARCH

EDIT

ADD

Address 1: 234 W FAKE ST

Address 2:

Apt/Suite #:

City: KNOX

State: TN

Zip Code: 37772

Phone: (865) 555-6789

Email: ANIMALMC@FAKEWEBSITE.COM

Latitude: 35.7976978

Longitude: -84.2067992

AUDITS

MAINTAIN FILES

SAVE

DELETE

EXIT

Continued on the next page



## Animal Control Module

Add the **Issue Date**. If you are the one who issued this registration, your name will be entered automatically. Otherwise, type the name of the employee / officer who issued it.

Issued Date:	Issued By:
04/01/2024	603 ELDER, MARTIN WILLIAM -INV

Now add the **Tag Number** and how long the tag should be under **Tab Length**. Record the start and end date for the registration under **Effective Date** and **Expires On**.

Tag #:	Tag Length:
456	ONE(1) YEAR

Effective Date:	Expires On:
04/01/2024	04/01/2025

Finally, add the vet where the registration was issued or the tag applied.

Department:	SEARCH	EDIT	ADD
ALCOA			
Address 1: 123 FAKE ST			
Address 2:		Apt/Suite #:	
City: ALCOA	State: TN	Zip Code: 37912	
Phone: (865) 555-1234	Email: EMAIL@WEBSITE.COM		
Latitude: 36.0091467	Longitude: -83.9797173		

If you already have the vet in your records, simply type the name (such as **VET ABC**) and it will appear automatically. If not, see *Appendix C, Business Records* on page 195 for instructions on adding, searching, and editing business records in iSOMS.

Vet:	SEARCH	EDIT	ADD
ANIMAL MEDICAL CLINIC			
Address 1: 234 W FAKE ST			
Address 2:		Apt/Suite #:	
City: KNOX	State: TN	Zip Code: 37772	
Phone: (865) 555-6789	Email: ANIMALMC@FAKEWEBSITE.COM		



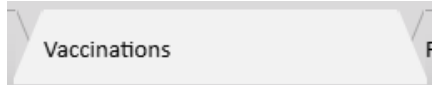
▼ **Animal Codes**

► Animal Vets



# Animal Control Module

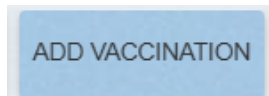
## Vaccinations Tab



The **Vaccination** tab lets you record license and registration entries for this animal. To view, edit, or delete a current entry, double-click an entry from the table.

1 Vaccination											EXPORT GRID TO FILE	ADD VACCINATION
Issued Date	Issued By	Tag #	Tag Length	Effective Date	Expires On	Vet	Vaccination Given By	Manufacturer	Drug	Status		
04/03/2025	ELDER, MARTIN WILLIAM -INV	234	ONE(1) YEAR	04/01/2025	04/01/2026	ANIMAL MEDICAL CLINIC	ELDER, MARTIN WILLIAM -INV	OTHER	OTHER	Active		

To create a new entry, click **Add Vaccination** in the upper right and add information as needed.



### Add Vaccination

Issued Date:  
04/03/2025

Issued By:  
603 ELDER, MARTIN WILLIAM -INV

Tag #:  
234

Tag Length:  
ONE(1) YEAR

Effective Date:  
04/01/2025

Expires On:  
04/01/2026

Vet:  
ANIMAL MEDICAL CLINIC

SEARCH

EDIT

ADD

Address 1: 234 W FAKE ST

Address 2:  
City: KNOX  
Phone: (865) 555-6789  
Latitude: 35.7976978

Apt/Suite #:  
State: TN  
Zip Code: 37772  
Email: ANIMALMC@FAKEWEBSITE.COM  
Longitude: -84.2067992

Manufacturer:  
OTHER

Drug:  
OTHER

Quantity:  
1

Lot #:  
123

Serial #:  
456

Vacc. Given By:  
603 ELDER, MARTIN WILLIAM -INV

MAINTAIN FILES

ADD

EXIT



## Animal Control Module

Even though this is the vaccination tab, there is info to track the tags as well. Add the **Issue Date** for the registration. If you are the one who issued this registration, your name will be entered automatically. Otherwise, type the name of the employee / officer who issued it.

Issued Date:	Issued By:
04/01/2024	603 ELDER, MARTIN WILLIAM -INV

Now add the **Tag Number** and how long the tab should be under **Tab Length**. Record the start and end date for the registration under **Effective Date** and **Expires On**.

Tag #:	Tag Length:
456	ONE(1) YEAR

Effective Date:	Expires On:
04/01/2024	04/01/2025

Finally, add the vet where the vaccination was given.

Department:		SEARCH		EDIT		ADD	
ALCOA							
Address 1: 123 FAKE ST							
Address 2:		Apt/Suite #:					
City: ALCOA		State: TN		Zip Code: 37912			
Phone: (865) 555-1234				Email: EMAIL@WEBSITE.COM			
Latitude: 36.0091467				Longitude: -83.9797173			

If you already have the vet in your records, simply type the name (such as **VET ABC**) and it will appear automatically. If not, see *Appendix C, Business Records* on page 195 for instructions on adding, searching, and editing business records in iSOMS.

Vet:		SEARCH		EDIT		ADD	
ANIMAL MEDICAL CLINIC							
Address 1: 234 W FAKE ST							
Address 2:		Apt/Suite #:					
City: KNOX		State: TN		Zip Code: 37772			
Phone: (865) 555-6789				Email: ANIMALMC@FAKEWEBSITE.COM			



▼ Animal Codes

► Animal Vets



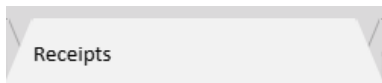
# Animal Control Module

Finally, add information about the vaccine:

Add the **Manufacturer**, the **Drug**, the **Quantity** (such as **1** for 1 dose or **200** for 200 ml). You can also add the **Lot #**, **Serial #**, and who gave the vaccine (under **Vacc. Given By**).

Manufacturer:	OTHER	×	▼	Drug:	OTHER	×	▼	Quantity:	1		
Lot #:	123	Serial #:	456	Vacc. Given By:	603 ELDER, MARTIN WILLIAM -INV				×	▼	Q

## Receipts Tab



The **Receipts** tab lets you record money or other payment receipts for this animal.

To print a receipt, click **Print Receipt** To void a receipt, press **Void Receipt**

GENERATE RECEIPT

EXPORT GRID TO FILE

1 Receipt

Receipt Date	Employee	Receipt #	Amount	Payment Type	Document #	Void Date		
04/03/2025 15:23	USER	202500001	\$0.00	CASH	123	04/03/2025 15:23		

Receipt Notes: 100

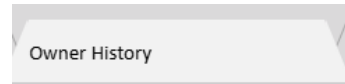
To create a new receipt, click **Generate Receipt** and add the **Payment Type**, **Doc #**, and any **Comment**.

GENERATE RECEIPT



# Animal Control Module

## Owner History Tab




The **Owner History** tab lets you record owner history, which can include the current owner and/or past owners. The **Owner** tab is usually used for the current owner but could also be entered here if desired. To view, edit, or delete a current entry, double-click an entry from the table.

When you add a new entry, you should fill out only the tabs you need to fill out to track information and then save it. Details are provided for each of the sub-tabs below, although each sub-tab is relatively intuitive. Add information as needed.

1 Person

EXPORT GRID TO FILE

ADD PERSON

	Entry Date	How Involved	Relationship	Last Name	First Name	Middle	Post Name	DOB	Age	Home Phone
	04/02/2025	OWNER	OWNER	DOE	JAMES	RANDAL		01/01/1965	60	(865) 111-1111

In order to add a new entry, click the **Add Person** button. Confirm you want to add a new person involved, and then you will see the options to fill in the fields.

ADD PERSON

View Others Involved

SEARCH PEOPLE

How Involved:

Relationship:

SCAN DL

CHECK NCIC

☐ Hide Name on Report ☐ Hide Details on Report ☐ Safety Restraints Used

Last Name: DOE First Name: JAMES Middle Name: RANDAL Jr/Sr:

Nickname/AKA:

House #: 1142 Direction: OXFORD HILLS Apt/Lot #:  City: MARYVILLE

State: TN ZipCode:  County:

Home Phone: (865)-111-1111 Cell Phone:  Work Phone:  Email:

Biographical

Employer

Juvenile / Child Info

NO PHOTO

Image #: 0 of 0

< ≡ 📷 🔍 >

The fields at the top list the person's involvement and relationship to the animal. Then identifying fields are below, along with additional headers to add extra info such as *Biographical*, *Employer*, and *Juvenile / Child Info*. For details, see below.



# Animal Control Module

## Quick Fill from Master Names

If you already have information on someone as a Master Name, then you can add it quickly by clicking the **Search People** button in the upper left.

SEARCH PEOPLE

This will open the Master Name search screen. Input a name and other identifying info (such as DL number or SSN, etc.), then click **Lookup**.

Master Name: Search

Selecting Replacement Master Name


Last Name:  First Name:  Middle Name:  Social Security #

House #:  Direction:  Street:  Apt/Lot #:  City:

Eye Color:

Driver License #:  SID #:  FBI #:  Jacket #:  Booking #:

Select the person from the list to add them, and then click **Save and Select**. This will autofill information you have on them.



DOE JAMES RANDAL MASTERNAME

Last Name:  First Name:  Middle Name:  Jr/Sr:

Nickname/AKA:

House #:  Direction:  Apt/Lot #:  City:



# Animal Control Module

## Filling in Information

How Involved:

PROPERTY OWNER



Relationship:

SCAN DL

First, fill in **How Involved** dropdown with how the person is connected to the incident.

How Involved:

PROPERTY OWNER



Add the **Relationship** this person has to the other people involved.

Relationship:

BROTHER

Now you can scan the person's driver license if you click **Scan DL**.

SCAN DL

☐ Hide Name on Report ☐ Hide Details on Report ☐ Safety Restraints Used

If you need to hide this name or details about the report, check **Hide Name** or **Hide Details**.

Now fill out the information about the person if necessary:

Last Name:

DOE

First Name:

JAMES

Middle Name:

Jr/Sr:



Nickname/AKA:

House #:

123

Direction:

Street:

MADE UP ST

Apt/Lot #:

City:

MURFREESBORO

State:

TN



ZipCode:

55555



County:

RUTHERFORD

Home Phone:

(865)-555-6789

Cell Phone:

Work Phone:

Email:

email@email.com





# Animal Control Module

## Headings

Below the main fields, the headings are available to type additional information about the person.

### Biographical

Fill in the biographical information under this heading, including SS and DL numbers.

Race:	Sex:	Height:	Weight:	Hair Color:	Eye Color:
HISPANIC	MALE	6	180	BLACK	BLACK
Social Security #:	Date of Birth:	Marital Status:		Military:	
123-45-6789	11/20/2000	(Age: 23) COMMON LAW			
Person Type(forms):					
Features:		Clothing:		Gang:	
DL State:	Driver License #:	Class:	Expiration Date:	Restrictions:	Local ID: Other ID:
TN	123-45-67890	D	10/26/2024		

### Employer

Here you can add an employer record. The Employer system works by storing records of employers. This makes it so that you do not have to continuously re-enter the same information on the same business. See *Appendix C, Business Records* on page 195 for more information.

Employer:	SEARCH	EDIT	A
CHICK-FIL-A			
Address 1: 555 CHICKEN WAY			
Address 2:		Apt/Suite #:	
City:	KNOXVILLE	State:	TN Zip Code: 37912
Phone:	(865) 555-1234	Email:	EATMORECHIKN@CFA.COM



# Animal Control Module

## Juvenile / Child Info

Here you can fill out information on the individual if they were a juvenile / child.

Social Security #:	Date of Birth:	Person Type(forms):	Level Of Education:
123-45-6789	11/20/2010	(Age: 13) CHILD	7 TH GRADE
School:			
FORT CRAIG SCHOOL			
Notes:			
NOTES			

Add the **Level of Education** and **School** along with any necessary **Notes**.

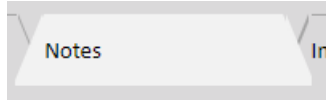
This completes filling out the *Owner History* entry. Click **Save** in the bottom right to finish this entry. If you have any more to add, simply repeat the process.

SAVE	DELETE	EXIT
------	--------	------





# Animal Control Module

## 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





1 Note

VIEW STORY

EXPORT GRID TO FILE

ADD NOTE

		Entry Date	Note Date	Employee	Note Type	Notes
		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.

ADD NOTE



# Animal Control Module

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

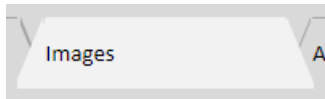
07/15/2024 15:35:28 - - INITIAL CONTACT WITH PICKUP AGENCY

HELLO THERE



# Animal Control Module

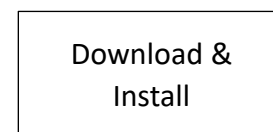
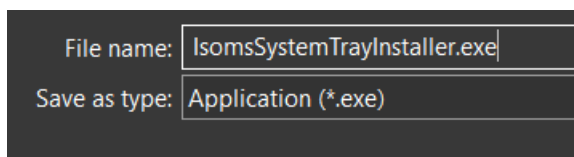
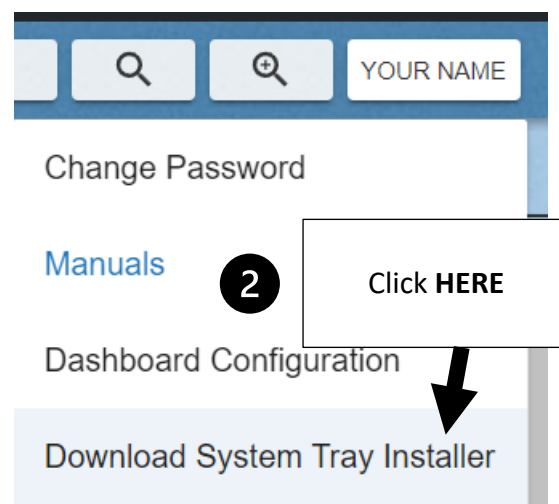
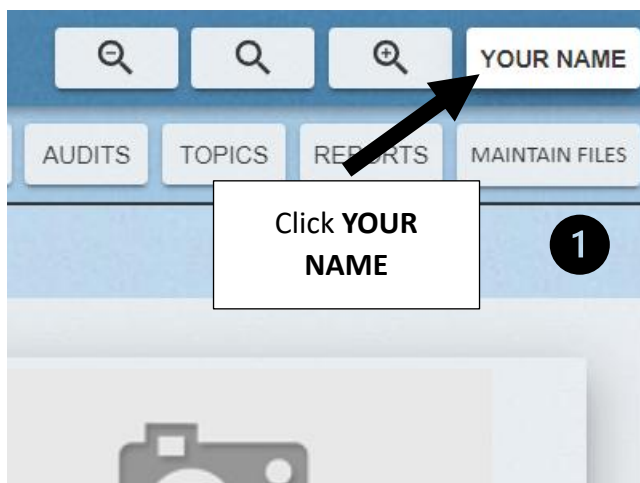
## Images Tab



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.

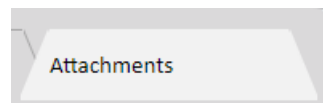



After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.

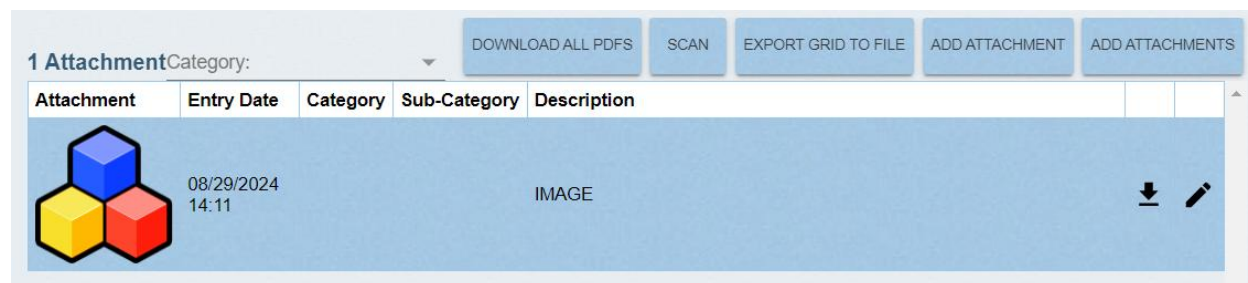


# Animal Control Module




## 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.

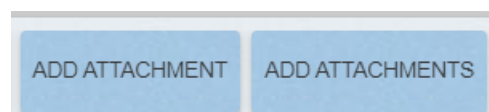


1 Attachment Category: DOWNLOAD ALL PDFS SCAN EXPORT GRID TO FILE ADD ATTACHMENT ADD ATTACHMENTS

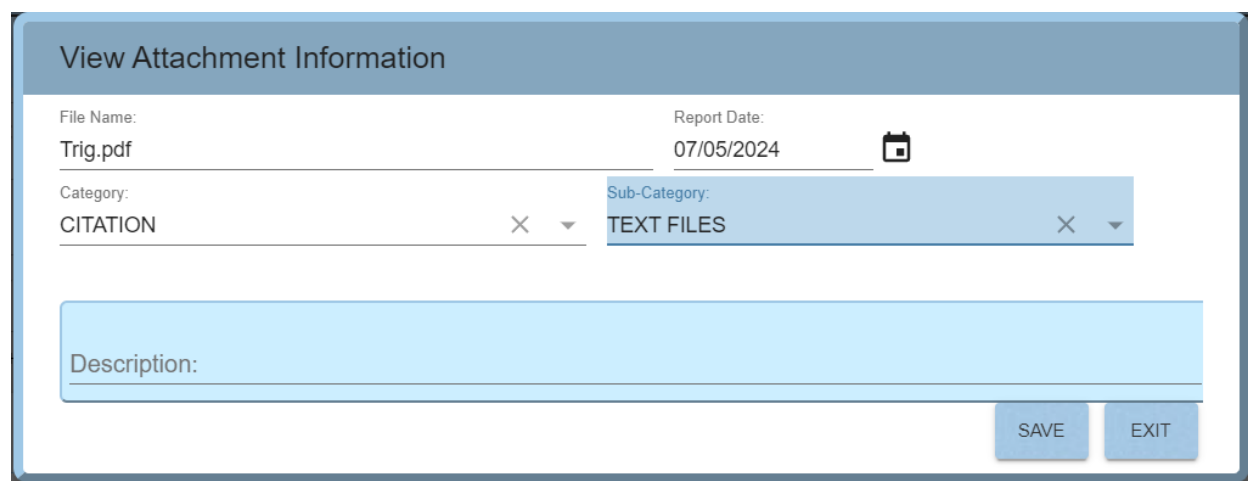
Attachment	Entry Date	Category	Sub-Category	Description		
	08/29/2024 14:11			IMAGE		

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 Sub-Category: TEXT FILES

Description:

SAVE EXIT



# Animal Control Module

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:	▼
<div>Description:</div>			

CANCEL

SCAN DUPLEX

SCAN AUTO



# Animal Control Module

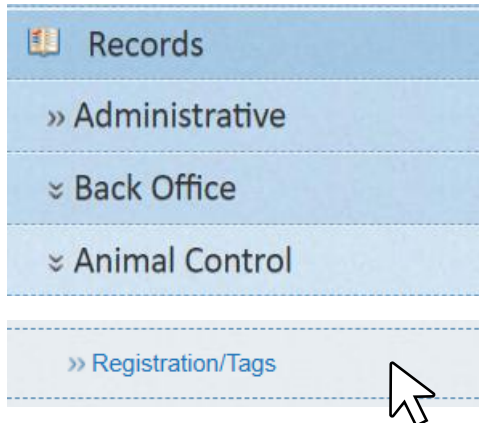
## Shelter Registration / Tags Reports

iSOMS allows you to print different types of reports for *Registration / Tags*:

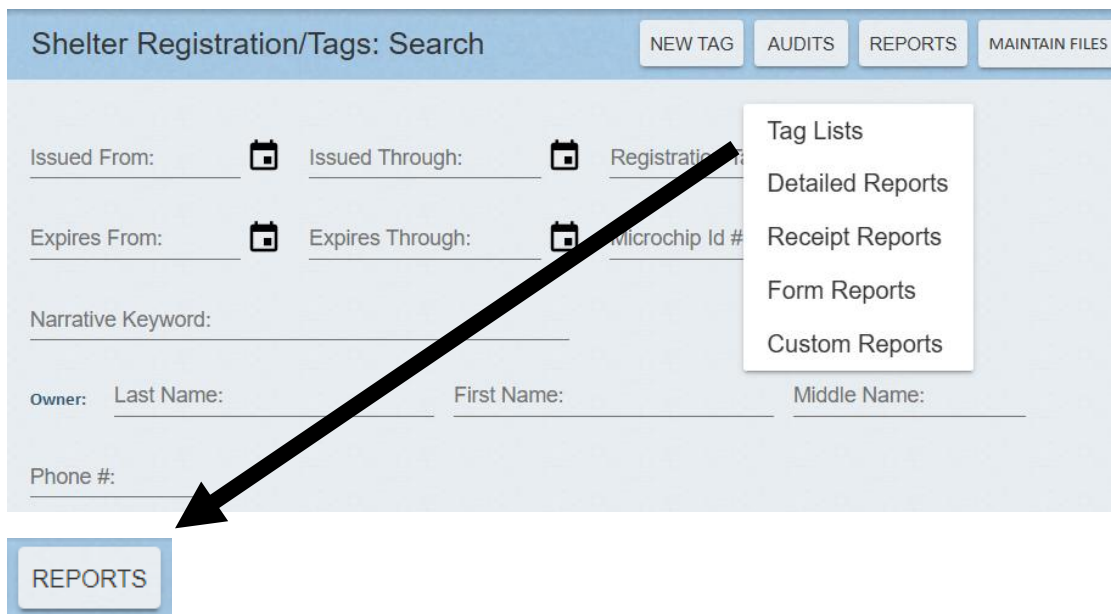
- **Tag Lists**
- **Detailed Reports**
- **Receipt Reports**
- **Form Reports**
- **Custom Reports**

To access the reports, begin on the iSOMS home screen and navigate to:

**Records → Back Office → Animal Control → Registration/Tags**



Now click on the **Reports** button in the upper right corner and select your desired report.







# Animal Control Module

## Tag Lists

**Tag Lists** reports a list of registration / tag records over a certain date range so you can quickly view records. *Report Style* has an option to create a standard list or a list grouped by species. You can specify the species listed on the report, select active registrations only, and use the radio list to choose issue date or expiration date.

**Shelter Registration/Tags: List Reports**

**Date Type:**  
☒ Issued ☐ Expiration

**Report Style**  
List

Date From: 04/04/2025 Date Through: 04/04/2025 Species:


☐ All Agencies ☐ Active Only

☐ Hide Notes

**Report Format:**  
☒ PDF ☐ Excel ☐ XML ☐ SQL

[VIEW](#) [DOWNLOAD](#) [EMAIL](#) [CLEAR FILTER](#)

Set your parameters for the report and click **View** or **Download** to view the report.

**YOUR AGENCY**  
**Shelter Tags/Registration List**  
*Issued Dates From 01/01/2024 Through 04/04/2025* Page 1 of 1

Owner Name	Home Phone	Email	Species	Animal Name
DOE, JAMES	(865) 111-1111	JAMESDOE@FAKEWEBSITE.	SQUIRREL	CHIPPY
Animal Breed:	FLYING SQUIRREL	Animal Color:	BROWN	
Microchip Brand:	TAG A LOT	Microchip Id:	12345	
Reg. Issued Date:	04/03/2025	Reg. Expires Date:	04/01/2026	
Reg. Tag Number:	123	Reg. Tag Length:	ONE(1) YEAR	
Vac. Issued Date:	04/03/2025	Vac. Expires Date:	04/01/2026	
Vac. Tag Number:	234	Vac. Tag Length:	ONE(1) YEAR	
Count: 1				



# Animal Control Module

## Detailed Report

**Shelter Registration/Tags: Detailed Report** goes over tags in detail so you can view records in an information-complete report. You can also set it to a specific record if you click the **Reports** button from that record. Choose anything you would like to hide and then click **View** or **Download** to view the report.

### Shelter Registration/Tags: Detailed Reports

**Records to Include:**  
☐ All ☒ DOE, JAMES RANDAL - SQUIRREL FLYING SQUIRREL


☐ Hide Registration ☐ Hide Vaccines ☐ Hide Receipts  
☐ Hide Notes ☐ Hide Images ☐ Hide Attachments

**Report Format:**  
☒ PDF ☐ Excel ☐ XML ☐ SQL

*Example on Next Page*



# Animal Control Module



**YOUR AGENCY**  
**Shelter Tags Details**

Page 1 of 2

---

**Shelter Tags Details**

---

Disposition: **LOST**      Disposition Date: **04/05/2025**  
Times Fined: **1**

---

**Owner Information**

---

Owner Name: **DOE, JAMES**      Home Phone: **(865) 111-1111**  
Cell Phone: **(865) 555-2222**      Work Phone: **(865) 555-3333**  
Email: **JAMESDOE@FAKEWEBSITE.COM**      Text: **865-555-6789**  
Address: **1142 OXFORD HILLS**      Apartment:  
CSZ: **MARYVILLE, TN 37771**

---

**Animal Information**

---

Animal Name: **CHIPPY**      Species: **SQUIRREL**  
Breed: **FLYING SQUIRREL**      Size: **SMALL**  
Color: **BROWN**      Age: **2**  
Microchip Brand: **TAG A LOT**      Microchip Id: **12345**  
Microchip Date: **04/01/2025**      Microchip Exp. Date: **04/01/2026**

---

**Registration Licenses**

---

Issued Date	Issued By	Tag #	Tag Length	Status
04/03/2025	ELDER, MARTIN	123	ONE(1) YEAR	Active
Effective Date: 04/01/2025		Expires Date: 04/01/2026		
04/01/2024	ELDER, MARTIN	456	ONE(1) YEAR	History
Effective Date: 04/01/2024		Expires Date: 04/01/2025		
Total Licenses: 2				

---

**Vaccines**

---

Issued Date	Issued By	Tag #	Tag Length	Status
04/03/2025	ELDER, MARTIN	234	ONE(1) YEAR	Active
Effective Date: 04/01/2025		Expires Date: 04/01/2026		
Manufacturer: <b>OTHER</b>		Drug Type: <b>OTHER</b>		
Lot Number: <b>123</b>		Serial Number: <b>456</b>		
Drug Quantity: <b>1</b>		Given By: <b>ELDER, MARTIN</b>		
Total Vaccines: 1				



# Animal Control Module

## Receipt Reports

**Receipt Reports** will list receipts on a report over a certain date range.


### Animal Shelter: Receipt Reports

Receipts From: 12/31/2024  Receipts Through: 12/31/2024 

**Report Format:**  
☒ PDF ☐ Excel ☐ XML ☐ SQL

[VIEW](#) [DOWNLOAD](#) [EMAIL](#) [CLEAR FILTER](#)

Set your parameters for the report. You can restrict to certain owners, tag numbers, payment types, etc. Make sure to add at a date range in **Date From** and **Date Through**. Click **View** or **Download** to view the report.

					
YOUR AGENCY					
Shelter Tags/Registration Receipt List					
Receipt Dates From 04/01/2025 Through 04/04/2025					
				Page 1	of 1
Owner	Tag #	Amount	Document #	Animal Name	Pay Type
DOE, JAMES RANDAL	234	0.00	123	CHIPPY	CASH
DOE, JAMES RANDAL	234	0.00	123	CHIPPY	CERTIFIED CHECK
DOE, JAMES RANDAL	234	100.00	123	CHIPPY	CASH
Total Amount: 100.00				Count: 3	



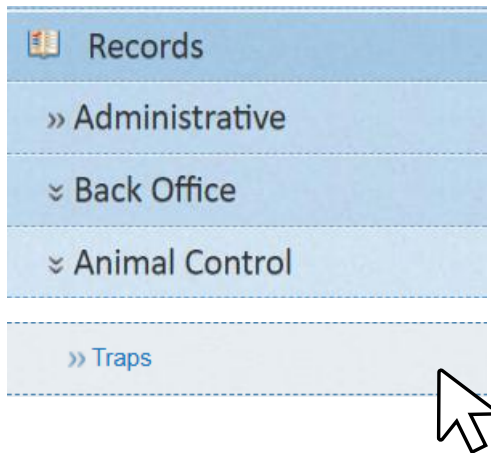
# Animal Control Module

## Shelter Traps

iSOMS has the **Traps** module to keep track of traps put out and animals caught. You can record where the trap was placed, any animal caught, who requested the trap, who placed the trap, and who picked up the trap.

To add or search for a trap record, begin on the iSOMS home screen. Click on the following:

**Records → Back Office → Animal Control → Traps**





# Animal Control Module


## Searching for Trap Records

This will open the **Shelter Traps: Search** screen. Here you can look up current trap records if you need to view or edit their record. To look up a record, type in the search filter fields and click on one of the **Lookup** buttons.

The screenshot shows the "Shelter Traps: Search" interface. It includes various search filters such as "Request Date From/Through", "Trap Type" (set to "MEDIUM CAGE"), "Trap Reason" (set to "PROPERTY DAMAGE"), "Pickup Date From/Through", "Narrative Keyword", "Common Name" (set to "THE MALL"), "SubDivision", "House #", "Direction", "Street", "Apt/Lot #", "City", "State", "Zip Code", "Requested By" (Last Name, First Name, Phone #), "All Agencies" checkbox, "Type of Match" (radio buttons for "Begins", "Contains", "Ends"), and "Show Archived Only" checkbox. At the bottom are "ALL", "LOOKUP", and "CLEAR FILTER" buttons. Two callout boxes with arrows provide instructions: one points to the "Trap Reason" dropdown with the text "Add search requirements", and another points to the "LOOKUP" button with the text "Scroll down and click **Lookup**". A zoomed-in inset of the bottom section shows the "Type of Match" and "Show Archived Only" options more clearly.



# Animal Control Module

After you do your search, you can double click on the entry or click on the pencil icon on the far right (  ) to open the screen to view, edit, or delete it.

Shelter Traps: Search Results										LOOKUP	NEW TRAP	MAPS	REPORTS	MAINTAIN FILES
Search Criteria ▶														
Search Results										EXPORT GRID TO FILE VIEW ALL AGENCIES				
250 Records														
Request Date	Placed By	Pickup Date	Last Name	First Name	Address1	City	ZipCode	Trap Type	Trap Reason					
08/19/2006	ELDER, MARTIN	08/22/2006	OWNER	HOME		MARYVILLE		OTHER						
09/14/2006	ELDER, MARTIN	09/15/2006	OWNER	HOME		MARYVILLE		OTHER						
10/07/2006	ELDER, MARTIN	10/10/2006	OWNER	HOME		MARYVILLE		OTHER						
11/10/2005	ELDER, MARTIN	11/16/2005	OWNER	HOME		MARYVILLE		OTHER						
02/09/2006	ELDER, MARTIN	02/21/2006	OWNER	HOME		TOP OF THE WORLD	37878	OTHER						
02/19/2006	ELDER, MARTIN	02/27/2006	OWNER	HOME		MARYVILLE	37737	OTHER						
05/18/2006	ELDER, MARTIN	05/26/2006	HOMEOWNER			MARYVILLE	37803	OTHER						
06/12/2006	ELDER, MARTIN	06/16/2006	HOMEOWNER			MARYVILLE	37801	OTHER						
06/29/2006	ELDER, MARTIN	07/01/2006	OWNER	HOME		MARYVILLE		OTHER						
07/28/2006	ELDER, MARTIN	08/05/2006	OWNER	HOME		MARYVILLE		OTHER						
10/09/2006	ELDER, MARTIN	10/17/2006	OWNER	HOME		MARYVILLE		OTHER						





# Animal Control Module

## Adding Shelter Trap Records

In order to add a new record, click on the **New Trap** button on the search screen. This will open a Master Name search so you can link the trap record to the Master Name of the person who requested the trap.

Shelter Traps: Search

NEW TRAP AUDITS MAPS REPORTS MAINTAIN FILES

ALL ACTIVE TRAPS

Request Date From: Request Date Through:

Trap Type: Trap Reason:

Pickup Date From: Pickup Date Through:

NEW TRAP

Enter the Master Name information of the person requesting the trap and search with **Lookup**, or, if the person is not in your Master Name system, click **New Master Name** in the upper right.

Traps: Master Name Search

NEW MASTER NAME MAINTAIN FILES

BACK TO TRAPS

Last Name: DOE First Name: JAMES Jacket #: Last 4 SSN:

Social Security #: Date of Birth: Driver License #: Restrictions:

Type of Match:

☒ Begins ☐ Contains ☐ Ends


ALL LOOKUP CLEAR FILTER





# Animal Control Module

Once you have selected the appropriate Master Name, enter any additional information needed and then click **Save & Create Traps Record**.

 **Traps: Master Name View Record**

SAVE & CREATE TRAPS RECORD

BACK TO TRAPS

**Jacket Number: 82614**

Last Name:	First Name:	Middle Name:	
DOE	JAMES	RANDAL	
Race:	Sex:	Height:	Weight:
WHITE	X ▼ MALE X ▼	0	0
Facial Hair:	Glasses:		



# Animal Control Module

After creating a record from a Master Name, you will be brought to a screen where you can add information on the trap record you need to add.

Case Number:	Request Date:		Time:	Trap Type:	▼	Trap Reason:
Common/Business Name:	Subdivision/Area/Building Complex:			▼	Zone:	
House #:	Direction:	Street:	Apt/Lot #:	City:	State:	▼ ZipCode:
Latitude:	Longitude:					
Placed Date:		Time:	Placed By:	▼		
Estimated Pickup Date:		Time:	<input type="checkbox"/> Successful			
Actual Pickup Date:		Time:	Disposition:			

Various of these fields are dropdown, not freeform. Many dropdown fields can now be added to immediately when editing records. If you need to edit or delete options, these can be accessed in **Maintain Files** (see *Appendix A, Maintain Files Procedure* on page 190 for how to do this.) Codes are listed on the right of the page for easy reference.



First, add a **Case Number** and **Request Date / Time**. This Case Number could be the same as a CAD number or whatever numbering system you would like.

Case Number:	Request Date:		Time:
123	04/07/2025		00:00:00

▼ Shelter Trap Codes
▶ Trap Types
▶ Trap Reasons

Add the **Trap Type** and the reason for the trap under **Trap Reason**.

Trap Type:	Trap Reason:
LARGE CAGE	FEAR OF HARM TO CHILDREN



# Animal Control Module

The next set of fields is for recording the place where the animal was encountered / trap was placed. **Common/Business Name** is the common or business name of the place, such as the mall or “The Green”, for example. **Subdivision / Area / Building Complex** and **Zone** offers options of places where the animal was found / trap was placed. These are determined by your agency.

Common/Business Name:
THE MALL
Subdivision/Area/Building Complex:
DOE
Zone:
0101 101 ZONE 1

Enter the address fields for the location of the trap.

House #:	Street:	City:
123	FAKE ST	KNOX
Direction:	Apt/Lot #:	
State:	ZipCode:	Latitude:
TN	37912	36.0091467
		Longitude:
		-83.9797173

You can use the next set of fields to record the date and time the trap was placed along, when it should be picked up, when it actually was picked up, and which employee performed those jobs. This section of fields also has a place to put trap **Disposition**, such as success, failure, trap stolen, or other.

▼ Shelter Trap Codes
► Dispositions

Placed Date:	Time:	Placed By:
04/07/2025	00:00:00	603 ELDER, MARTIN WILLIAM -INV
Estimated Pickup Date:	Time:	Disposition:
04/11/2025	00:00:00	✓ Successful
Actual Pickup Date:	Time:	Disposition:
04/14/2025	00:00:00	PICKED UP - SUCCESS

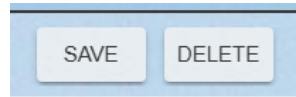
When entering **Placed By**, you can simply type in the box or search manually by using the magnifying glass. (See [Appendix B, Searching Officers on page 194](#) if you want information on this.)



# Animal Control Module

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.*



Now that you have filled out the fields, you can use the tabs below the fields to record additional information on the item. See the *Tabs* section for more information.



# Animal Control Module

## Shelter Traps Tabs

### Summary

Fill out the tabs below the fields for shelter traps records as needed. The **Requested By** tab will be auto filled out when you create the entry, but you can also fill in a bit more info if necessary. The **Animal** tab records information about the animal you are trying to catch / have caught. The **Department** can be used to record the department keeping the animal or which has placed the trap.

**Notes**, **Images**, and **Attachments** tabs are available if you need to take additional notes or upload images and documents. (Notes, Images, and Attachments in this module function similar to those in all of iSOMS, so if you are familiar with them, you do not need to read those sections.)

The image shows a screenshot of the "Shelter Traps Tabs" interface. It consists of two rows of three tabs each. The first row contains "Requested By", "Animal", and "Department". The second row contains "Notes", "Images", and "Attachments". Each tab is a light gray rectangle with a darker gray border and a small white triangle on the left side, indicating it is a tab. The tabs are arranged in a grid-like fashion.



# Animal Control Module

## Requested By Tab

### Requested By

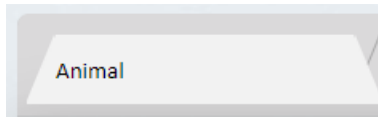
The **Requested By** tab lists identifying information about the person who requested the trap. Most of this info should be filled in automatically when you created the record from the Master Name, but feel free to add more if desired.

Last Name:		First Name:		Middle Name:		Jr/Sr:			
DOE		JAMES		RANDAL		Jr/Sr:		▼	
House #:		Street:		Apt/Lot #:		City:		State:	
1142		Direction: OXFORD HILLS				MARYVILLE		TN X ▼	
ZipCode:								📍	
Home Phone:		Cell Phone:		Work Phone:		Email:			
(865)-111-1111									



# Animal Control Module

## Animal Tab



The **Animal** tab lists information about the animal related to the trap. Fill out known information and additional information can be added later if needed.

Animal Name:	Species:	Breed:
Sex:	Weight: 0	Height: 0
Color:	Coat:	Hair Length:
Ear Length:	Tail Length:	Age Class:
Age:		

Enter the **Species**, **Breed**, and **Sex** of the animal.

Species:
DOG

Breed:
MIXED ROTTWEILER

Sex:
MALE

▼ Animal Codes
▶ Species
▶ Breed
▶ Sex
▶ Size
▶ Color
▶ Coat
▶ Hair Length
▶ Ear Length
▶ Tail Length
▶ Age Class

Add the **Weight**, **Height**, and **Size** of the animal.

Weight:	Height:
80	203

Size:
MEDIUM

Add any other known details about the animal, such as the **Color**, **Coat**, **Hair Length**, **Ear Length**, **Tail Length**, **Age Class**, and **Age**.

Color:	Coat:	Hair Length:
BEIGE	COAT	M
Ear Length:	Tail Length:	Age Class:
LONG	SHORT	ADULT
		Age:
		5



# Animal Control Module

## Department Tab

The **Department** tab lets you select a department relevant to the animal, such as the one keeping or handling the animal. If you already have the department in your records, simply type the name (such as **DEPARTMENT FOR SHELTER ANIMALS**) and it will appear automatically. If you don't have the department in iSOMS or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix C, Business Records* on page 195.

Maintain Files Codes

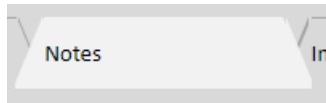








# Animal Control Module

## 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





1 Note

VIEW STORY

EXPORT GRID TO FILE

ADD NOTE

		Entry Date	Note Date	Employee	Note Type	Notes
		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.

ADD NOTE



# Animal Control Module

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

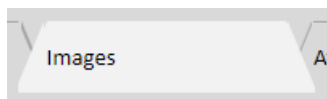
07/15/2024 15:35:28 - - INITIAL CONTACT WITH PICKUP AGENCY

HELLO THERE



# Animal Control Module

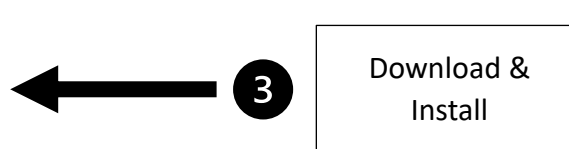
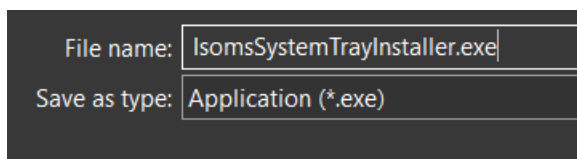
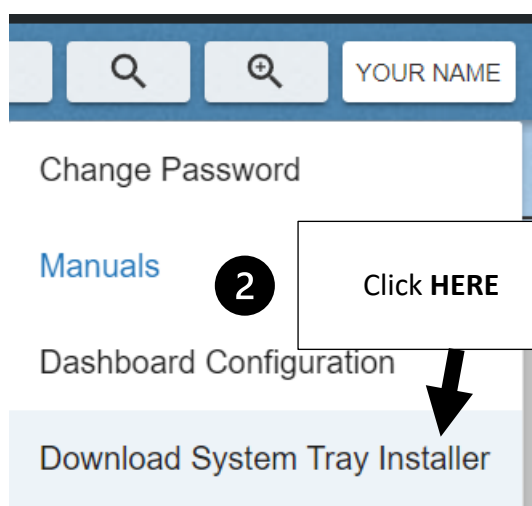
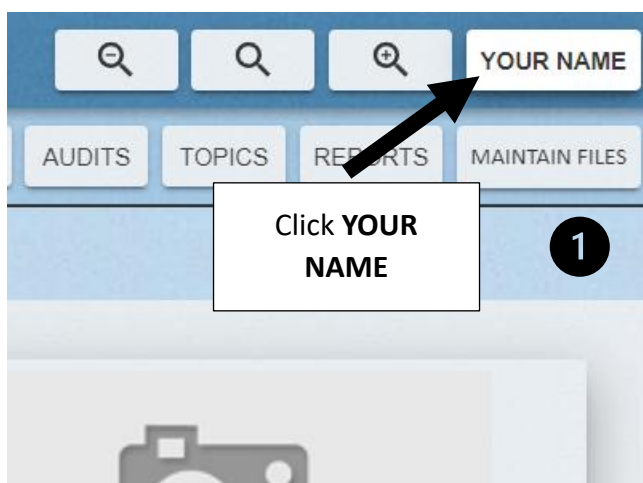
## Images Tab



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.

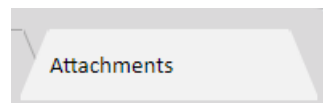



After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.

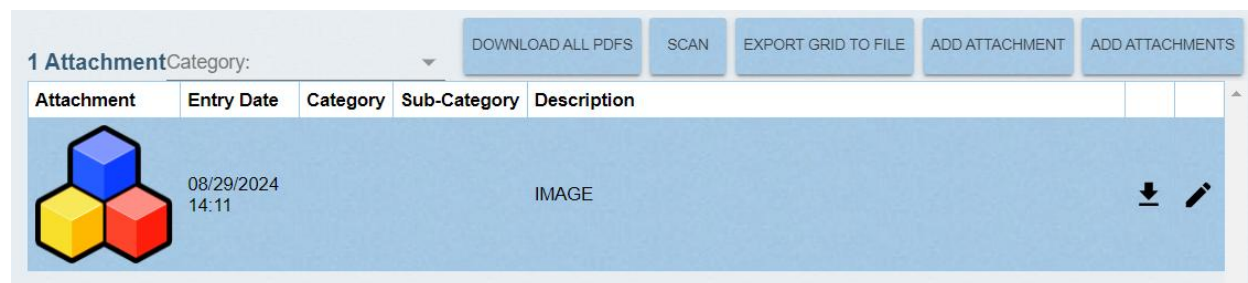


# Animal Control Module




## 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.

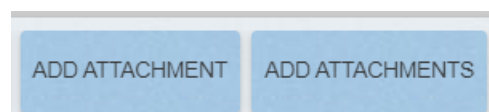


1 Attachment Category: DOWNLOAD ALL PDFS SCAN EXPORT GRID TO FILE ADD ATTACHMENT ADD ATTACHMENTS

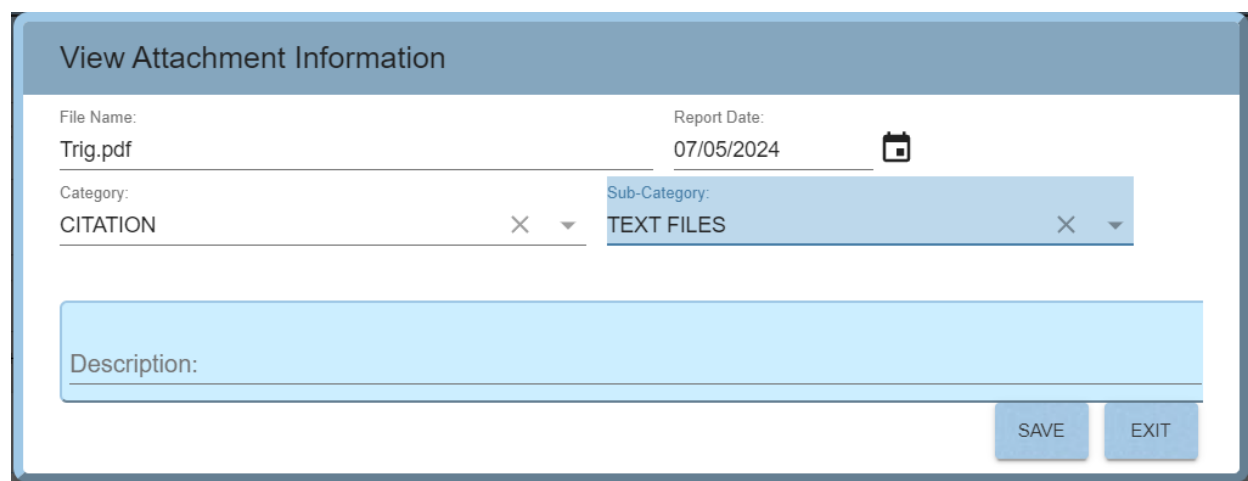
Attachment	Entry Date	Category	Sub-Category	Description	
	08/29/2024 14:11			IMAGE	 

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 Sub-Category: TEXT FILES

Description:

SAVE EXIT



# Animal Control Module

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:	▼
<div>Description:</div>			

CANCEL

SCAN DUPLEX

SCAN AUTO



# Animal Control Module

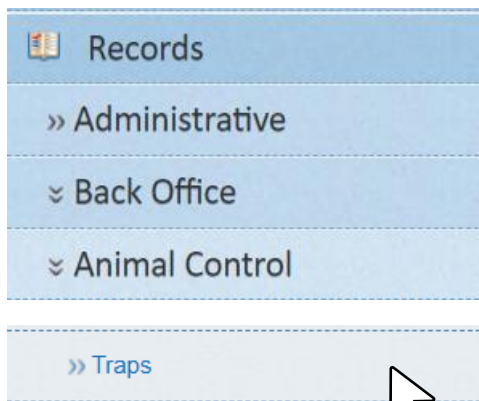
## Shelter Traps Reports

iSOMS allows you to print different types of reports for *Traps*:

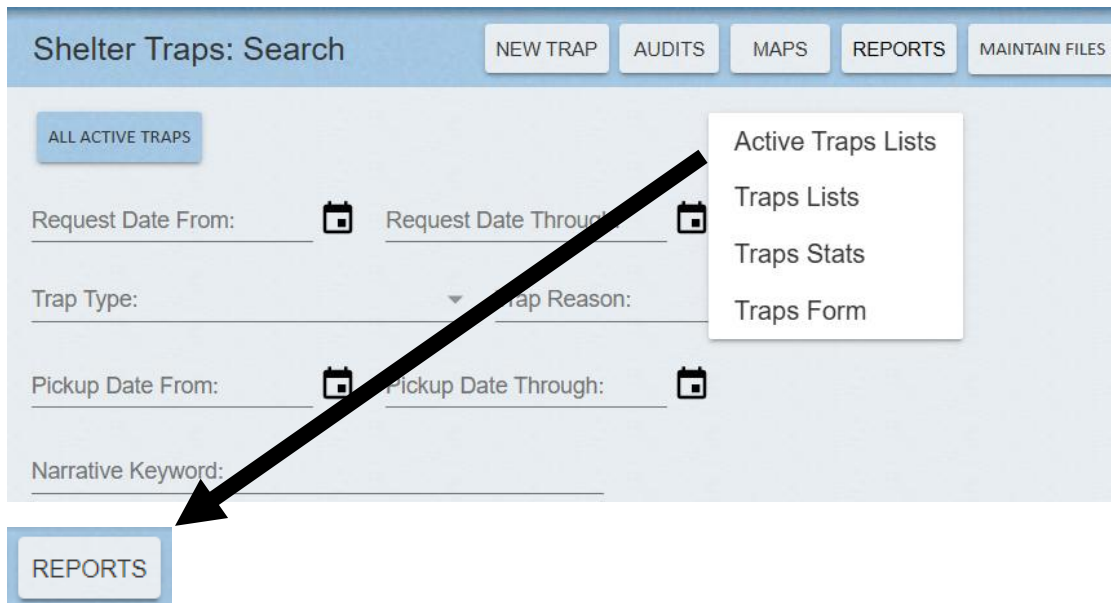
- Active Traps Lists
- Traps Lists
- Traps Stats
- Traps Forms

To access the reports, begin on the iSOMS home screen and navigate to:

**Records → Back Office → Animal Control → Traps**



Now click on the **Reports** button in the upper right corner and select your desired report.





# Animal Control Module

## Active Traps Lists

**Active Traps Lists** gives you a list of **active** trap records for a chosen “placed” date range so you can quickly view records.

**Report Style** lets you pick all active traps, or only traps that are successful / unsuccessful.

You can also narrow the report to only include certain trap types, the city where the trap is located, or the reason for trap placement. Set your parameters for the report and click **View** or **Download** to view the report.

### Shelter Traps: Active Trap Reports

Report Style  
All

Placed From: Placed Through: Placed By:

City: Trap Type: Trap Reason:

☐ All Agencies ☐ Hide Animal ☐ Hide Notes

**Report Format:**  
☒ PDF ☐ Excel ☐ XML ☐ SQL

[VIEW](#) [DOWNLOAD](#) [EMAIL](#) [CLEAR FILTER](#)

		<b>YOUR AGENCY</b>			
		<b>Shelter Active Traps List</b>			
		<b>Placed Dates From 04/08/1990 Through 04/09/2025</b>		Page 1 of 1	
<b>Request Date</b>	<b>Requested By</b>	<b>Home Phone</b>	<b>Placed Date</b>	<b>Placed By</b>	<b>Est. Pickup Date</b>
					Count:



# Animal Control Module

## Traps Lists

**Traps Lists** gives you a list of **all** trap records for a chosen “pick up” date range so you can quickly view records. Use the radio menu at the bottom to select *all* traps, *successful* traps, or *unsuccessful* traps.

You can also narrow the report to only include certain trap types, the city where the trap is located, or the reason for trap placement. Set your parameters for the report and click **View** or **Download** to view the report.

**Shelter Traps: List Reports**

Placed From:  
03/01/2025

Placed Through:  
04/08/2025

Placed By:

Placed By:

Picked Up From:

Picked Up Through:

City:

Trap Type:

Trap Reason:

☐ All Agencies

☐ Hide Animal

☐ Hide Notes

**Successful:**

☒ All ☐ Successful ☐ Not Successful

**Report Format:**

☒ PDF ☐ Excel ☐ XML ☐ SQL

VIEW

DOWNLOAD

EMAIL

CLEAR FILTER

**YOUR AGENCY**  
**Shelter Traps List**  
**Placed Dates From 03/01/2025 Through 04/08/2025**  
Page 1 of 1

Request Date	Requested By	Home Phone	Placed Date	Placed By	Est. Pickup Date
04/07/2025	DOE, JAMES	(865) 111-1111	04/07/2025 00:00	ELDER, MARTIN	04/08/2025
Trap Reason: <b>FEAR OF HARM TO CHILDREN</b>			Department:		
Trap Type: <b>LARGE CAGE</b>			Zone:		
Disposition: <b>TRAP STOLEN / MISSING</b>			Act. Pickup Date: <b>04/14/2025</b>		
Address: <b>123 FAKE ST null</b>			Successful: <b>YES</b>		
CSZ: <b>KNOX, TN 37912</b>			Lat/Lon: <b>36.0091467, -83.9797173</b>		
Species:		Breed:	Color:		
Sex:		Size:	Age:		





# Animal Control Module

## Traps Stats

**Traps Lists** gives you a statistical overview of trap records for a chosen “pick up” date range so you can quickly view stats about records.

Set your parameters for the report and click **View** or **Download** to view the report.

The image shows a web form titled "Shelter Traps: Stat Reports". The form has a light blue header with the title. Below the header, there are several input fields and buttons. The "Report Style" field is a dropdown menu. The "City" field is a text input with a dropdown arrow. The "Date From:" field is a date input showing "04/08/2024" with a calendar icon. The "Date Through:" field is a date input showing "04/08/2025" with a calendar icon. There is a checkbox labeled "All Agencies". Below these fields is a "Report Format:" section with four radio buttons: "PDF" (selected), "Excel", "XML", and "SQL". At the bottom of the form are four buttons: "VIEW", "DOWNLOAD", "EMAIL", and "CLEAR FILTER".

Shelter Traps: Stat Reports

Report Style

City

Date From: 04/08/2024

Date Through: 04/08/2025

☐ All Agencies

**Report Format:**

☒ PDF ☐ Excel ☐ XML ☐ SQL

VIEW DOWNLOAD EMAIL CLEAR FILTER



# Animal Control Module

## Appendix A: Maintain Files Procedure

Many dropdown options are present in iSOMS. When you find you need to add more entries, the iSOMS animal control module has two options to add new entries:

1. You can type new entries directly into the field. If the field supports this feature, the new option will be added and appear next time. It will automatically be added to the *Maintain Files* list without having to access **Maintain Files**.
2. You can use **Maintain Files** to add to it. To use this, click **Maintain Files** at the top right of the screen. Then navigate to the correct code section and choose the appropriate option for the code you want to add. We will do one example, but you can find the right option to change any dropdown beside it in the main manual entry for that field.



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

### Dynamic Additions Example

The **Animal Control** modules have a feature that allows users to add new codes for dropdowns dynamically without needing to use Maintain Files.



1

**Adding Shelter Record Codes Example**  
Navigate to **RECORDS** → **BACK OFFICE** → **ANIMAL CONTROL** → **ANIMAL SHELTER**

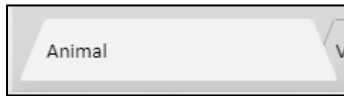
2

Find the animal record you want to edit.





# Animal Control Module



3

Locate the **Animal** tab. If you edit or add an entry to the fields, iSOMS will suggest current codes. If you need to add a new entry, simply type what you need and iSOMS will ask you to save it here. For example, if you need to add a new animal name or breed, just type it in and when you click off the field, it will ask to save it.

Animal Name:	Species:	Breed:	
CHARLIE	DOG	MIXED ROTTWEILER	
Color:	Coat:	Hair Length:	
BEIGE	COAT	M	
Known to Bite:	Demeanor:	Microchip Id:	Registration T
N	FRIENDLY	12345	67890

Animal Name:

JAMES|

**James** is not a current code, but when we type it in and click somewhere outside the field, iSOMS will ask to save it.

## Add Animal Name

'JAMES' doesn't exist in the system. Would you like to add it?

(Selecting 'NO' will clear the value.)

YES

NO

Code successfully added.



# Animal Control Module

## Maintain Files Example

The other method of adding codes (and the way to edit current codes) is to use Maintain Files. As an example, let's change the **Species** tab to have a new species, "Parrot". Navigate to the *Animal Shelter* module under **Records** → **Back Office** → **Animal Control**, and then click:

**Maintain Files → Animal Codes → Species**

The screenshot displays the "Animal Shelter: Search" interface. At the top, there are four buttons: "NEW RECORD", "AUDITS", "REPORTS", and "MAINTAIN FILES". Below these, there are two tabs: "ALL ACTIVE ANIMALS" and "PAST ESTIMATED DISPOSITION". Further down, there are two date pickers labeled "Intake From:" and "Intake Through:". A large black arrow points from the "MAINTAIN FILES" button at the top to a sidebar menu on the left. The sidebar menu has two main sections: "Shelter Codes" and "Animal Codes". Under "Animal Codes", there are two sub-items: "Animal Names" and "Species". The "Species" item is highlighted with a blue background.



# Animal Control Module

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

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

Maintain All Codes: Search Results

LOOKUP NEW RECORD

Search Criteria ▶

Search Results

16 Records

Code	NCIC	IBR	Description	Entry Date	Entry By	In-Active	Agency
C		C		09/30/2019 22:51	M & M Micro Systems, Inc.		BCSO

NEW RECORD

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

Add Code

Code: PARROT Description: PARROT

ADD CANCEL

Maintain All Codes: View Record

<< FIRST < PRIOR NEXT > LAST >>

SAVE DELETE

Code: PARROT In-Active

Description: PARROT

If we go back to the *Animal Shelter* records, we will see our new option in the **Species** dropdown:

Animal Vet Status

Animal Name: ACE Species: PARROT

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



# Animal Control Module

## Appendix B: Searching Officers

When assigning or recording officers, iSOMS offers a convenient method to search for officers right in the module you are using. We will use the **Disposition By** field from *Animal Shelter* → *Status* as an example.

A search field labeled "Disposition By:" with a dropdown arrow and a magnifying glass icon.

First, the fastest way to find an officer for a field is to simply start typing their name. When you do, names will appear that you can click to quickly fill in their name and link their record to this field:

A dropdown menu for "Disposition By:" showing a list of suggestions. The first suggestion is "100 EE, FF". The second suggestion is "603 ELDER, MARTIN WILLIAM -INV", which is highlighted by a mouse cursor.

The "Disposition By:" field now contains the text "603 ELDER, MARTIN WILLIAM -INV". There is a close button (X) and a dropdown arrow on the right side of the field.

Second, you can click the magnifying glass icon to search for an officer. Enter relevant name or identifying info and then click **Lookup**. Double-click or click the checkmark to add the officer to the field.

A dialog box titled "Search Officers" with search criteria and a results table.

Search Criteria:

- Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_
- Badge #: 603 ☒ Active Only
- Buttons: LOOKUP, CLEAR FILTER

2 Records

Agency	Last Name	First Name	Middle Name	Badge #	
BCSO	ELDER	MARTIN	WILLIAM	603	✓
BCSO	ISOMS DATA	CONVERSION		603	✓

EXIT



# Animal Control Module

## Appendix C: Business 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 *Animal Shelter*, but it works for all businesses and organizations that have fields that look like this. (**Rescue Groups, Departments, etc.**)

Animal Vet:  
BEST VET CO

SEARCH EDIT ADD

Address 1: 5000 CLINTON HIGHWAY

Address 2: Apt/Suite #:

City: KNOXVILLE State: TN Zip Code: 37912

Phone: (865) 555-7890 Email: BESTVET@THISISAFAKEWEBSITEFOREMAIL.COM

Latitude: 36.00250312 Longitude: -83.97617593

### 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



# Animal Control Module

## 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:

Business Phone:  
(865)-555-7890

Contact Info  
Notes:

Short Name:  
BVC

Street:  
CLINTON HIGHWAY

Direction:

State:  
TN

ZIP Code:  
37912

Latitude:  
36.00250312

Longitude:  
-83.97617593

Suite/Apt #:

Email:  
BESTVET@THISISAFAKEWEBSITEFOREMAIL.COM

SAVE

DELETE

EXIT



*Continued on the Next Page*





# Animal Control Module

## 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.

Animal Vet:  
BEST VET CO SEARCH EDIT ADD

Department:  
ALCOA SEARCH EDIT ADD

Rescue Group:  
GREAT DANE RESCUE SEARCH EDIT ADD



# Animal Control Module

## 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.

*Fifth Revision, July 2025*

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