



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 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.

Animal Shelter: Search

ALL ACTIVE ANIMALS PAST ESTIMATED DISPOSITION

Add search requirements

Intake From: Intake Through: Kennel:

Disposition From: Disposition Through: Surrender:

Animal Name: ACE Species: DOG Breed:

Color: Coat:

Ticket Number: Microchip Id: Registration:

Rescue Group: SEARCH Department: SEARCH

Scroll down and click **Lookup**

All Agencies Active Only

Type of Match:
 Begins Contains Ends

Show Archived Only

ALL LOOKUP CLEAR FILTER

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



Animal Name: Species: Breed:

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

Rescue Group: SEARCH Department: SEARCH

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



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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



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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 buttons: "NEW RECORD", "AUDITS", "REPORTS", and "MAINTAIN FILES". Below these are two tabs: "ALL ACTIVE ANIMALS" and "PAST ESTIMATE AND DISPOSITION". The "PAST ESTIMATE AND DISPOSITION" tab is selected. There are fields for "Intake From:" and "Intake Through:" with calendar icons. A large black arrow points from the top left towards the "Disposition From:" field. Below these fields is a "Kennel:" dropdown menu. At the bottom is a "Disposition Through:" field with a calendar icon. At the very bottom is a "NEW RECORD" button.

Click **Yes** when prompted for confirmation.





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

Call For Service #: 616

SITE DANGER Monitor Card TRANSFER 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
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

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



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*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

▼ 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

Zone:
0101 101 ZONE 1

▼ Agency Codes
► SubDivisions
► Zones



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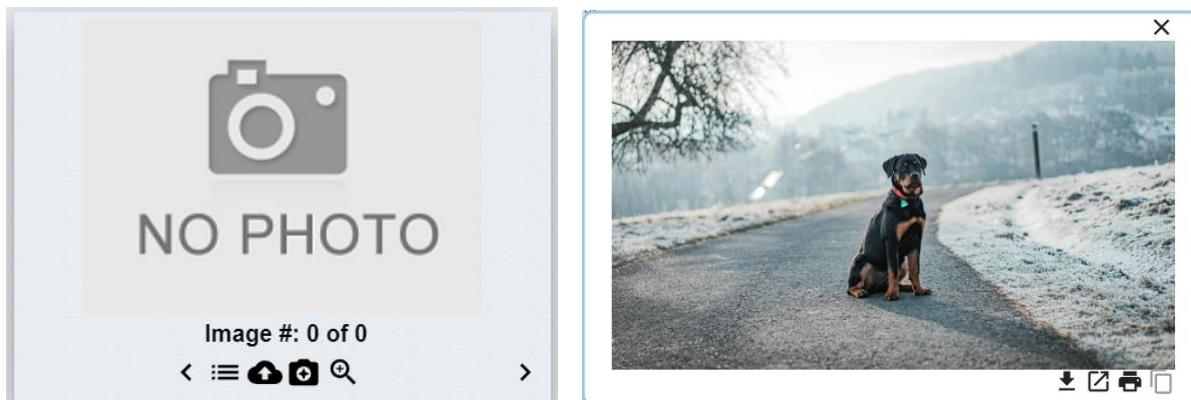
Enter the address fields for the location where the animal was found, if any.

Pickup Address:	House #:	1110	Street:	Merchant Dr		Apt/Lot #:	City:	KNOXVILLE	State:	TN	X
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** (Take New Photo (



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 *Shelter Tabs* section for more info.



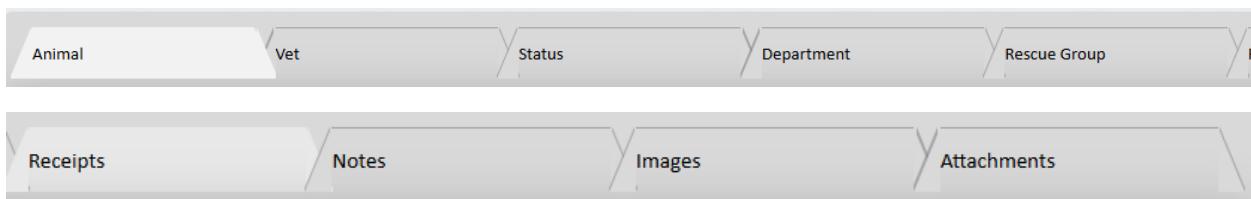
Animal Control Module

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:	Height:	
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:	<input type="button" value=""/>	



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

Animal Name: ACE Species: DOG

Breed: MIXED ROTTWEILER

Sex: MALE

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

Weight: 80 Height: 203

Size: MEDIUM

▼ Animal Codes

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

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

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

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

Known to Bite: N Demeanor: 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.

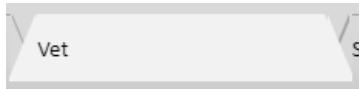
Microchip Id: 12345 Registration Tag #: 67890

Tag Years: 2 Expires On: 12/30/2026



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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:	<input type="text" value="BLOUNT VET"/>	<input type="button" value="SEARCH"/>	<input type="button" value="EDIT"/>	<input type="button" value="ADD"/>
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



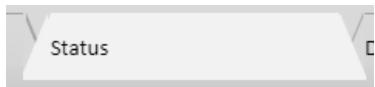
▼ Business Codes

► 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:	Disposition:	Disposition Date:	Time:	Disposition By:
03/01/2025	OTHER	X	Disposition Date:	Disposition By:
<input type="checkbox"/> Indigent	<input checked="" type="checkbox"/> Stray			
Euthanization/Put Down Date: <input type="button" value="VIEW EUTHANIZATION RECORD"/>		Returned Date:	Spay/Neuter Voucher Return Date:	<input type="button"/>
Released To:	Last Name: DOE	First Name: JAMES	Middle Name:	Jr/Sr: OWNER
Phone #:	House #:	Street:	City:	State:
(865)-555-1234	123	PATTON ST	MARYVILLE	TN
Latitude:	Apt/Lot #:	Zip Code:		ZipCode:
Longitude:				37804
Rescue Group: ATLANTA PET RESCUE		SEARCH	EDIT	ADD
Address 1: Address 2: Apt/Suite #: City: State: Zip Code: Phone: Email: Latitude: Longitude: <input type="button"/>				

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

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

Est. Disposition Date:	<input type="button"/>
03/01/2025	

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

<input checked="" type="checkbox"/> 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	SEARCH	EDIT	ADD
----------------------------------	--------	------	-----



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	X	▼ Shelter Codes
Disposition Date:	03/03/2025	Time:	12:00:00
► 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	X	▼	►
-----------------	--------------------------------	---	---	---

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	X	►	VIEW EUTHANIZATION RECORD
------------------------------	------------	---	---	---------------------------

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	X
----------------	------------	---

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

Spay/Neuter Voucher Return Date:	01/03/2025	X	▼ 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	X	
Phone #:	(865)-555-1234	House #: 123	Street: PATTON ST	Apt/Lot #:	City: MARYVILLE	State: TN	ZipCode: 37804



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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 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	<input type="button" value="SEARCH"/>	<input type="button" value="EDIT"/>	<input type="button" value="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



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

Maintain Files Codes



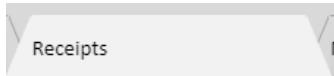
▼ Business Codes

► 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

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

EXPORT GRID TO FILE

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:	
<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 type="checkbox"/> LICENSE FEE - \$10.00 <input type="checkbox"/> MICROCHIP FEE - \$0.00 <input type="checkbox"/> OTHER FEE - \$0.00 <input type="checkbox"/> QUARANTINE FEE - \$25.00 <input type="checkbox"/> RABIES FEE - \$4.00 <input type="checkbox"/> RENEWAL LICENSE FEE - \$10.00 <input type="checkbox"/> RETURN ALTERED FEE - \$0.00 <input type="checkbox"/> 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.



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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.

Company Setup: Search

Agency Name: _____

Type of Match:

Begins Contains Ends

Show Archived Only:

ALL **LOOKUP** **CLEAR FILTER**

1 **ALL**

Company Setup: Search Results

Search Criteria ►

Search Results

1 Record

Agency Short	Agency Name
BCSO	YOUR AGENCY

2 **Agency Name**
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#:	TN000000	<input checked="" type="checkbox"/> Contributor	<input type="checkbox"/> Block Login
House #:	1905	Street: HIGH PARK CIR	Apt/Lot #:	City: MARYVILLE	State: TN	ZipCode: 37803	County: BLOUNT
Phone #:	(865)-380-4600	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:
Pay Period Days(14,28,30) Clock Card Start Date: 0							

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



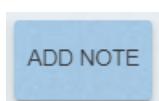
The **Notes** tab is used to view or add notes pertinent to the record. Double-click on any entry in the table to edit or view it.

A screenshot of the "Notes" tab interface. The top section is a "Narrative" area with a blue background. Below it is a table titled "1 Note". The table has columns for "Entry Date", "Note Date", "Employee", "Note Type", and "Notes". The first row shows a note entry with the date 08/23/2024, 14:22:56, and the note text "TAKE NOTE". At the bottom of the table is a large blue button labeled "TAKE NOTE". Above the table are buttons for "VIEW STORY", "EXPORT GRID TO FILE", and "ADD 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.

A screenshot of the "Main Narrative" interface. It features a large blue text area containing the Latin placeholder text "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis".

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





Animal Control Module

Add Note

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

Notes:
IN THE BEGINNING...|

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

View Story

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

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



Animal Control Module

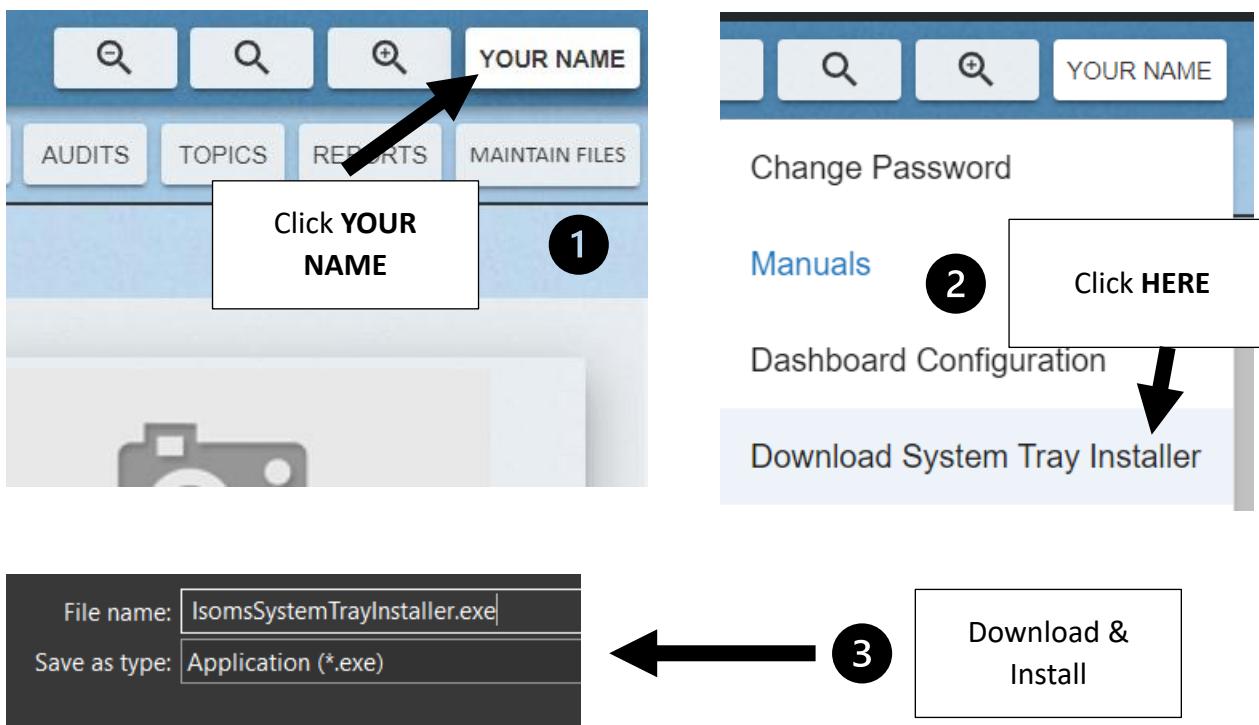
Images Tab



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.

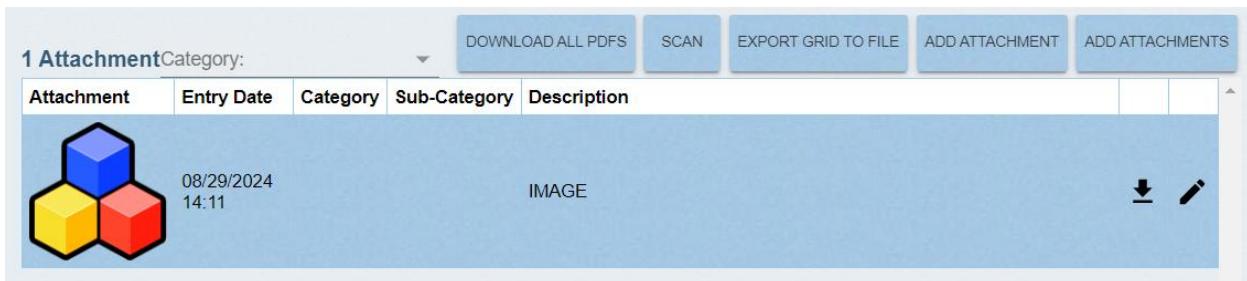


Animal Control Module

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.



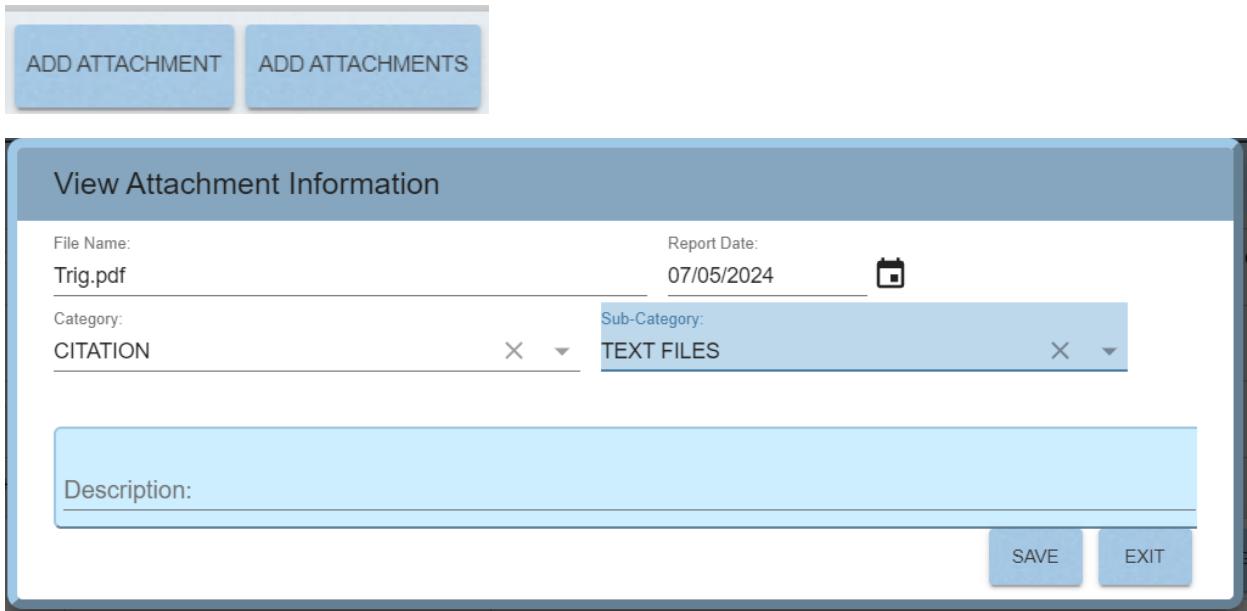
1 Attachment Category: **Category:**

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

DOWNLOAD ALL PDFS SCAN EXPORT GRID TO FILE ADD ATTACHMENT ADD ATTACHMENTS

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.



View Attachment Information

File Name:	Report Date:
Trig.pdf	07/05/2024 
Category:	Sub-Category:
CITATION 	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: _____

Description: _____



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 Shelter: Search

NEW RECORD AUDITS REPORTS MAINTAIN FILES

ALL ACTIVE ANIMALS PAST ESTIMATED DISPOSITION

Intake From: Intake Through:

Kennel:

Disposition From: Disposition Through:

REPORTS

- Shelter Lists
- Shelter Details
- Shelter Boarding Bill
- Shelter Receipts
- Monthly Reports
- Rescue Group Reports
- Species Stats
- Form Reports
- Custom Reports



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: Disposition:			Surrender Reason: Disposition Date:			
28	12/30/2024	2024-0002	DOG	MIXED ROTTWEILER	BEIGE	NO
How Received: WALK-IN Disposition: RESCUE GROUP			Surrender Reason: CRUELTY INVESTIGATION 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 Color: BEIGE			Notes:			
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: Intake Through: Active Only

Surrender Reason: How Received:

Species: Breed:

Street: City: Report By:

Subdivision/Area/Building Complex: Zone:

Department: Rescue Group:

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	Report By: ELDER, MARTIN
Case Number: 2024-0002	Surrender Reason: CRUELTY INVESTIGATION
Kennel: KENNEL - 28	How Received: WALK-IN
Common Name: THE MALL	Department:
Pickup Address: 1110 MERCHANT DR	Apartment:
CSZ: KNOXVILLE, TN 37912	Coords: 36.00317781, -83.98270133
Zone: ZONE 1	SubDivision: DOE
Indigent: NO	Stray: NO
Est. Disposition Date: 02/01/2025	Disposition Date:
Disposition: RESCUE GROUP	Disposition By:
Euthanization Date:	Returned Date:
Neuter Voucher Return:	Rescue Group: ATLANTA PET RESCUE
Released To:	Bill Days: 3
Address:	Apartment:
CSZ:	

Animal Details

Name: ACE	Species: DOG
Breed: MIXED ROTTWEILER	Sex: MALE
Weight: 80	Height: 203
Size: MEDIUM	Color: BEIGE
Coat: COAT	Hair Length: M
Ear Length: LONG	Tail Length: SHORT
Age Class: ADULT	Age: 5
Bites: NO	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: Rescue Group:

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

 YOUR AGENCY
Animal Shelter Board Bill
Intake Or Disposition Dates From 01/01/2013 Through 09/01/2013

<u>Department Name</u>	<u>Count</u>	<u>Board Days</u>
ALCOA	1	7
MARYVILLE	4	107
	5	114



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

Buttons: VIEW DOWNLOAD EMAIL CLEAR FILTER

Set your parameters for the report. Make sure to add 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:	
12/31/2024 10:57	202400002	2024-0002	67890	\$42.00	
Reference #:				Receipt By:	
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

Buttons: 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 Complaint Calls: 0
Total Animals		Total Bite Incidents: 0
		Total Traps Set: 0
		Total Boarding Days: 0 Rate
		Total Billing Days: 0 \$5.00 Total \$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**

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



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

Buttons: VIEW DOWNLOAD EMAIL CLEAR FILTER

YOUR AGENCY

The logo of the Marion County Sheriff's Office, featuring a blue and gold shield with the text "MARION COUNTY SHERIFF'S OFFICE" and "DEPUTY SHERIFF" around the perimeter.

Animal Shelter Species Stats

Dates from 12/01/2012 Through 12/31/2024

Page 1 of 1

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.

Shelter Incidents: Search

Reports From: Reports Through: Case #:

Bites From: Bites Through:

Last Name: Owner Name: DOE

Victim Name: Last Name:

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

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 Name: Species: Breed:

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



Animal Control Module

Owner Name:	DOE
Victim 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.

Shelter Incidents: Search

NEW INCIDENT AUDITS REPORTS MAINTAIN FILES

Reports From: Reports Through:

Case #:

Bites From: Bites Through:

Bite Location:

NEW INCIDENT

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.

Incidents: Master Name Search

BACK TO INCIDENTS

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



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

A large black arrow points from the "NEW MASTER NAME" button on the left to the "NEW MASTER NAME" button on the right, which is highlighted with a blue box.



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.

Incidents: Master Name View Record

SAVE & CREATE INCIDENTS RECORD BACK TO INCIDENTS

Jacket Number: 82614

Last Name: DOE	First Name: JAMES	Middle Name: RANDAL	
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	Place of B

SAVE & CREATE INCIDENTS 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 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

				SAVE	DELETE					
Report Date:	12/31/2024	Time:	15:09:00	Case Number:	2024-0002	Report By:	603 ELDER, MARTIN WILLIAM -INV	<input type="button" value="X"/>	<input type="button" value="▼"/>	<input type="button" value="Q"/>
Bite Date:	<input type="button" value="▼"/>	Time:		Victim Type:	<input type="button" value="▼"/>	Bite Location:	<input type="button" value="▼"/>	<input type="checkbox"/>	Treatment Sought	
Disposition Date:	<input type="button" value="▼"/>	Time:		Disposition:	<input type="button" value="▼"/>	Citation Number:	<input type="button" value="▼"/>	Citation By:		
Common Name:					Subdivision/Area/Building Complex:	<input type="button" value="▼"/>	Zone:	<input type="button" value="▼"/>		
House #:	Direction:	Street:		Apt/Lot #:	City:		State:	<input type="button" value="▼"/>	ZipCode:	
<input type="checkbox"/> Victim Contacted	Contacted Date:	<input type="button" value="▼"/>	Time:	Contacted By:	<input type="button" value="▼"/>	<input type="button" value="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	<input type="button" value="X"/>	<input type="button" value="▼"/>	<input type="button" value="Q"/>
------------	--------------------------------	----------------------------------	----------------------------------	----------------------------------



Animal Control Module

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

Bite Date: 12/01/2024 Time: 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**:

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

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

House #: Pickup Address: 1110	Street: Direction: 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.)

Contacted Date: <input checked="" type="checkbox"/> Victim Contacted 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.



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.



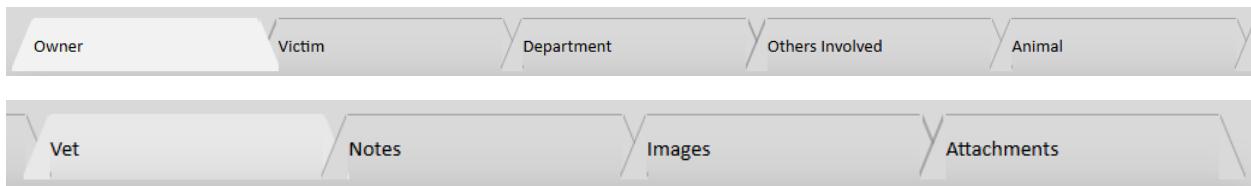
Animal Control Module

Bite Incident Tabs

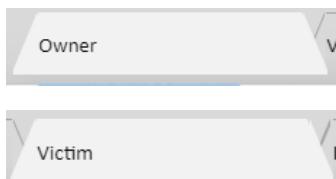
Summary

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.

A screenshot of the "Owner" tab information. The tab is titled "SEARCH PEOPLE" and "Linked to Master Name". The form fields include: Last Name: "DOE", First Name: "JAMES", Middle Name: "RANDAL", Jr/Sr: (dropdown menu), Parent/Guardian: (dropdown menu). Date of Birth: "01/01/1965", Home Phone: "(865)-111-1111", Cell Phone: (empty), Work Phone: (empty). House #: "1142", Street: "OXFORD HILLS", City: "MARYVILLE", State: "TN", Zip Code: (empty). There is also a "Search People" button and a "Print" button.

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.

A screenshot of the "Search People" button. The button is blue and white, with the text "SEARCH PEOPLE" and "Linked to Master Name" on it.



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	<input type="button" value="SEARCH"/>	<input type="button" value="EDIT"/>	<input type="button" value="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	
<input type="button" value="CHECK NCIC"/>	<input type="checkbox"/> Hide Name on Report <input type="checkbox"/> Hide Details on Report <input type="checkbox"/> Safety Restraints Used	Last Name: <input type="text" value="DOE"/> First Name: <input type="text" value="JAMES"/> Middle Name: <input type="text" value="RANDAL"/> Jr/Sr: <input type="button" value="▼"/>	NO PHOTO Image #: 0 of 0 <input type="button" value="<"/> <input type="button" value="≡"/> <input type="button" value="upload"/> <input type="button" value="camera"/> <input type="button" value="🔍"/> <input type="button" value=">"/>	
Nickname/AKA:				
House #:	Street:	Apt/Lot #:	City:	
1142	OXFORD HILLS		MARYVILLE	
State:	TN <input type="button" value="X"/> <input type="button" value="▼"/> ZipCode: <input type="text"/> County: <input type="text"/>			
Home Phone:	(865)-111-1111	Cell Phone:	Work Phone:	Email: <input type="text"/>
Biographical		Employer		Juvenile / Child Info

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 CLEAR CANCEL

UPDATED LAST 7 DAYS ACTIVE RELEASE/PROBATION NEEDS TRIBE VERIFICATION

LOOKUP CLEAR FILTER

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.

	BARCHART2	DOE	JAMES	RANDAL	MASTERNAME
		MERGE	UN-MERGE	SAVE AND SELECT	

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

Street:

MADE UP ST

City:

MURFREESBORO

State:

TN

ZipCode:

55555

County:

RUTHERFORD

Home Phone:

(865)-555-6789

Email:

email@email.com

Cell Phone:

Work Phone:

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	Sex: MALE	Height: 6	Weight: 180	Hair Color: BLACK	Eye Color: BLACK
Social Security #: 123-45-6789	Date of Birth: 11/20/2000	<input type="button" value="Calendar"/>	Martial Status: COMMON LAW	<input type="button" value="X"/>	Military:
Person Type(forms): <input type="button" value="▼"/>					
Features:	Clothing:			Gang:	
DL State: TN	Driver License #: 123-45-67890	Class: D	Expiration Date: 10/26/2024	<input type="button" value="Calendar"/>	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	<input type="button" value="SEARCH"/>	<input type="button" value="EDIT"/>	<input type="button" value="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 #: 123-45-6789	Date of Birth: 11/20/2010	Person Type(forms): (Age: 13) CHILD	Level Of Education: 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	
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: <input type="button" value="Calendar"/>		

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

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

Weight:	Height:
80	203
Size:	
MEDIUM	



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	Coat: COAT	Hair Length: M
Ear Length: LONG	Tail Length: SHORT	Age Class: ADULT
		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: Y	Rabies Vaccination Current: Y
Rabies Vaccination Date: 10/03/2024	Rabies Tag Number: 12345

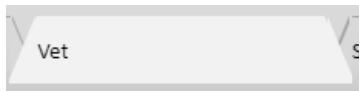
Various of these fields are dropdown, not freeform. Many dropdown fields can now be added to immediately when editing records. If you need to edit or delete options, these can be accessed in **Maintain Files** (see *Appendix A, Maintain Files Procedure* on page 190 for how to do this.)





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:	<input type="text" value="BLOUNT VET"/>	<input type="button" value="SEARCH"/>	<input type="button" value="EDIT"/>	<input type="button" value="ADD"/>
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



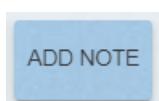
The **Notes** tab is used to view or add notes pertinent to the record. Double-click on any entry in the table to edit or view it.

A screenshot of the "Notes" tab interface. The top section is a "Narrative" area with a blue background. Below it is a table titled "1 Note". The table has columns for "Entry Date", "Note Date", "Employee", "Note Type", and "Notes". A single row shows data: "08/23/2024 14:22:56", "08/23/2024 14:22:56", "TAKE NOTE", and "TAKE NOTE". There are icons for edit and print next to the first two columns. At the bottom of the table is a large blue button labeled "TAKE NOTE". At the top right of the table are buttons for "VIEW STORY", "EXPORT GRID TO FILE", and "ADD 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.

A screenshot of the "Main Narrative" interface. It features a large blue text area containing the Latin placeholder text "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis".

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





Animal Control Module

Add Note

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

Notes:
IN THE BEGINNING...|

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

View Story

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

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



Animal Control Module

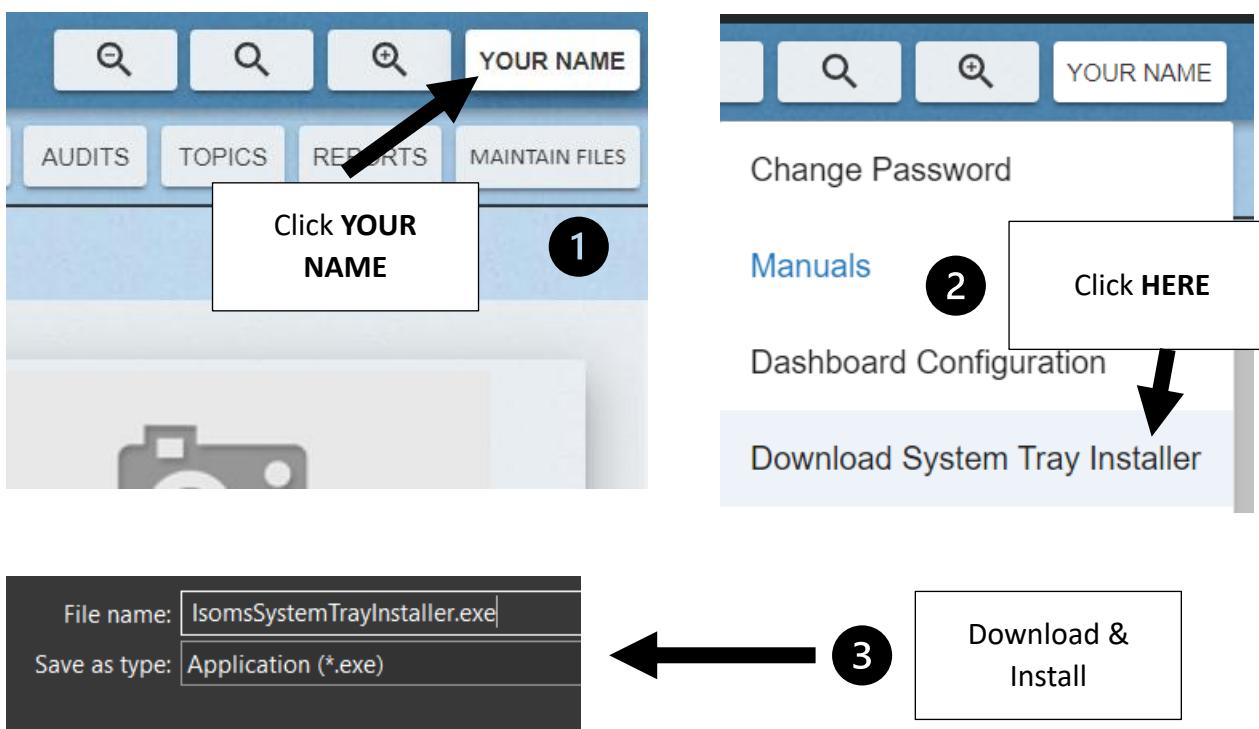
Images Tab



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.

A screenshot of a software interface showing a list of attachments. The title bar says "1 Attachment". The list includes a single item: "Attachment" (with a small image icon), "Entry Date: 08/29/2024 14:11", "Category: IMAGE", and a "Description" column. To the right of the list are "Download" and "Edit" icons. At the top right are buttons for "DOWNLOAD ALL PDFS", "SCAN", "EXPORT GRID TO FILE", "ADD ATTACHMENT", and "ADD ATTACHMENTS".

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

Click **Add Attachment** to add a single attachment or click **Add Attachments** to add multiple attachments at the same time. Choose the attachments from the computer, then add the appropriate category and sub-category for the file.

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



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: _____

Description: _____

CANCEL **SCAN DUPLEX** **SCAN AUTO**



Animal Control Module

Bite Incident Reports

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

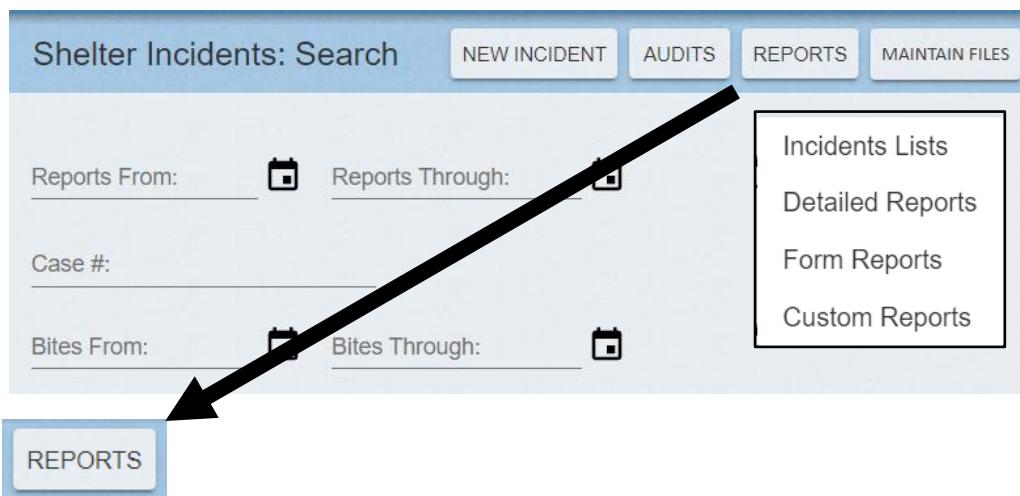
- **Incidents List Reports**
- **Detailed Reports**
- **Form Reports**
- **Custom Reports**

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 Notes
 Hide People Hide Attachments
 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:

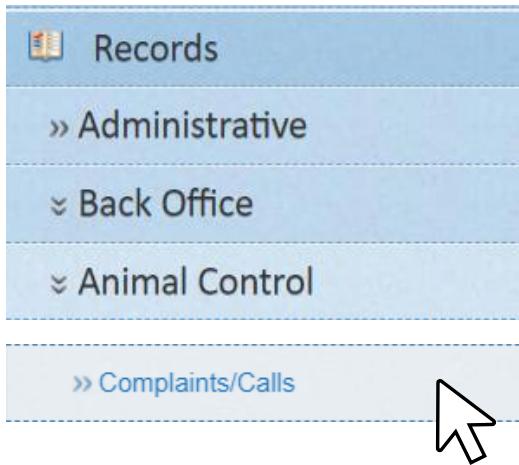


Animal Control Module

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.

Shelter Complaints/Calls: Search

Reports From: Reports Through: Add search requirements

Complaint Type: Disposition: Scroll down and click **Lookup**

Last Name: First Name: Middle Name:

House #: 123 Street: FAKE ST

Incident Address: House #: Direction: Street:

All Agencies

Type of Match: Begins Contains Ends

Show Archived Only

Important Lookup Fields

Complaint Type: ANIMAL AT LARGE Disposition: BITE REPORT

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.

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 Complaint / Call* 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: Received: 01/15/2025 15:24 Dispatched:

Call For Service #: 616

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
<input type="checkbox"/> BCSO	20250105606	BUSINESS CHECK

TRANSFER CANCEL



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:	<input type="text" value="12/31/2024"/>	Report Time:	<input type="text" value="16:53:26"/>	Case #:	<input type="text" value="2024-0002"/>	
Assigned Date:	<input type="text" value="12/31/2024"/>	Assigned To:				
Complaint Type:	<input type="text" value="1"/>		Disposition:	<input type="text" value="Arrive Date: 12/31/2024 Arrive Time: 15:09:00"/>		Disposition Date:
# of Complaints:	<input type="text" value="1"/>		<input type="checkbox"/> Citation Issued	<input type="text" value="Citation Number: 603 ELDER, MARTIN WILLIAM -INV"/>		
Common Name:	<input type="text" value="Common Name"/>			Subdivision/Area/Building Complex:	<input type="text" value="Subdivision/Area/Building Complex"/>	
Incident Address:	House #:	Direction:	Street:	Apt/Lot #:	City:	State:

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: Time:

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

Case Number:

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: Assigned To:



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
Subdivision/Area/Building Complex: DOE	► SubDivisions
Zone: 0101 101 ZONE 1	► Zones

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

House #: 1110	Street: Merchant Dr	City: KNOXVILLE	State: TN
Pickup Address:	Direction:	Apt/Lot #:	
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.



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.



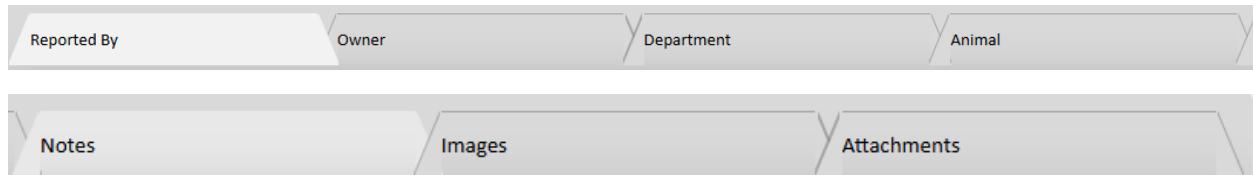
Animal Control Module

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.)



Reported By and Owner Tabs



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

SEARCH PEOPLE		Linked to Master Name						
Last Name: DOE	First Name: JAMES	Middle Name: RANDAL	Jr/Sr: ▼	Home Phone: (865)-111-1111	Cell Phone:	Email:		
House #: 1142	Street: OXFORD HILLS	City: MARYVILLE	State: TN	ZipCode: X ▼	Location icon			
Race: WHITE	Sex: X ▼	DOB: 01/01/1965	DL State: TN	Driver License #: 123456789	Restrictions:			

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.

SEARCH PEOPLE		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: <input type="button" value="CALENDAR"/>	Driver License #:	Restrictions:
<input type="button" value="ALL"/>	<input type="button" value="LOOKUP"/>	<input type="button" value="CLEAR FILTER"/>	<input type="button" value="VIEW MY AGENCY"/>

4 Records

Last Name	First Name	Middle Name	DOB	Race	Sex	Jacket #	
DOE	JAMES					33613	<input checked="" type="checkbox"/>
DOE	JAMES					33614	<input checked="" type="checkbox"/>
DOE	JAMES	RANDAL	01/01/1965	WHITE	MALE	82614	<input checked="" type="checkbox"/>
DOERR	JAMES	R	01/01/1965	WHITE	MALE	0	<input checked="" type="checkbox"/>

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: <input type="button" value="▼"/>
Nickname/AKA: _____			
House #: 1142	Street: OXFORD HILLS	Apt/Lot #: MARYVILLE	City: <input type="button" value="▼"/>



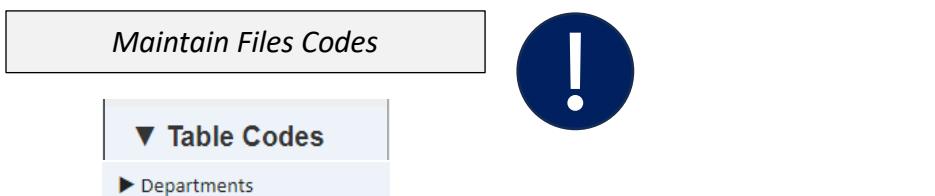
Animal Control Module

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:	<input type="text" value="ALCOA"/>	<input type="button" value="SEARCH"/>	<input type="button" value="EDIT"/>	<input type="button" value="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			





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:	Size:	
Ear Length:	Tail Length:	Coat:
		Hair Length:
Age Class:	Age:	

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

Animal Name:	Species:
ACE	DOG
Breed:	
MIXED ROTTWEILER	

▼ Animal Codes

- Animal Names
- 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

Notes Tab



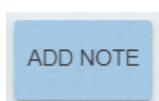
The **Notes** tab is used to view or add notes pertinent to the record. Double-click on any entry in the table to edit or view it.

A screenshot of the Notes tab interface. The top section is titled "Narrative" with a "Print" and "Edit" icon. Below it, a table shows "1 Note". The table has columns: Entry Date, Note Date, Employee, Note Type, and Notes. One entry is listed: "08/23/2024 14:22:56" and "14:22:56" under Entry Date and Note Date respectively, with "Employee" and "Note Type" empty. The "Notes" column contains "TAKE NOTE". At the bottom of the table is a "TAKE NOTE" button. To the right of the table are buttons for "VIEW STORY", "EXPORT GRID TO FILE", and "ADD 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.

A screenshot of the "Main Narrative" section. It features a large text area containing the Latin placeholder text "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis".

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





Animal Control Module

Add Note

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

Notes:
IN THE BEGINNING...|

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

View Story

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

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



Animal Control Module

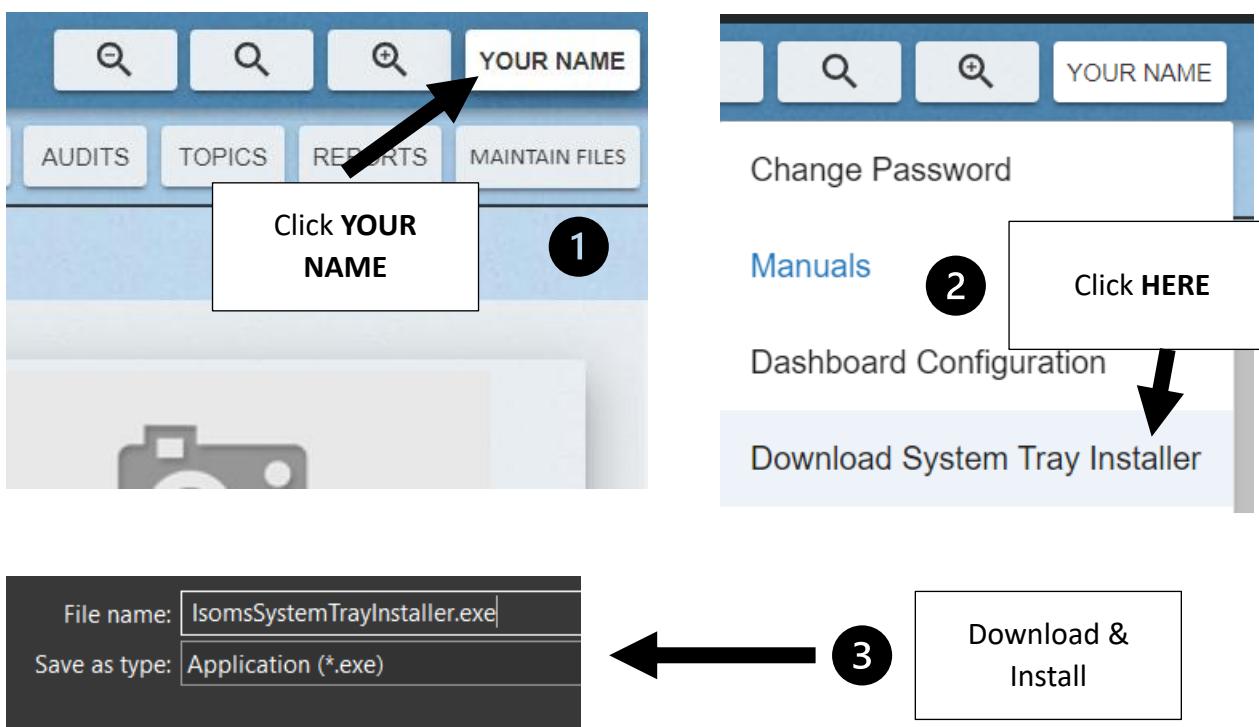
Images Tab



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.

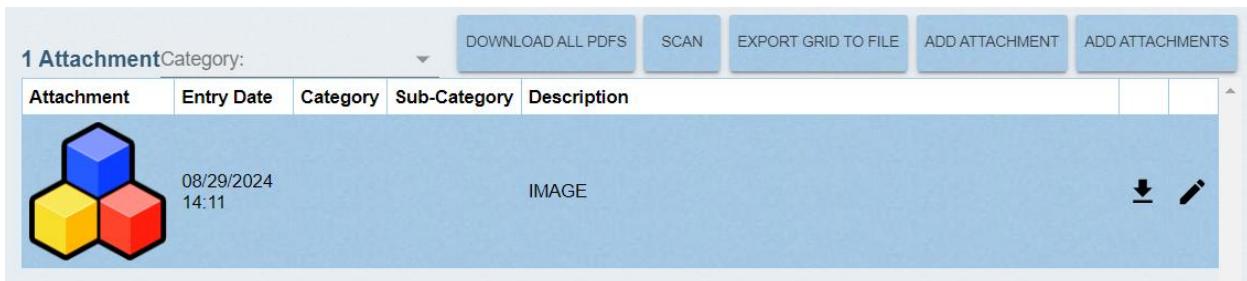


Animal Control Module

Attachments Tab



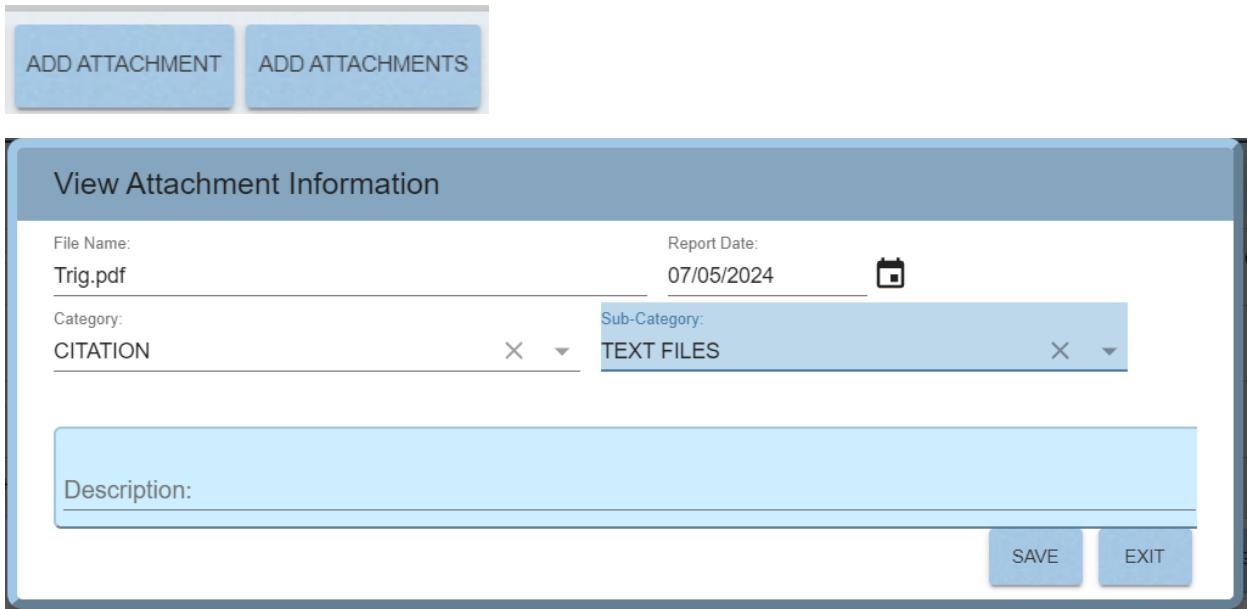
The **Attachments** tab is used to view, download, or add attachments. Double-click a file entry to view the record for the attachment or click on the  icon to download the attachment to the computer.



1 Attachment Category: **Category:**  **Entry Date:** 08/29/2024 14:11 **Description:** 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.



View Attachment Information

File Name:	Report Date:
Trig.pdf	07/05/2024 
Category:	Sub-Category:
CITATION 	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: _____

Description: _____



Animal Control Module

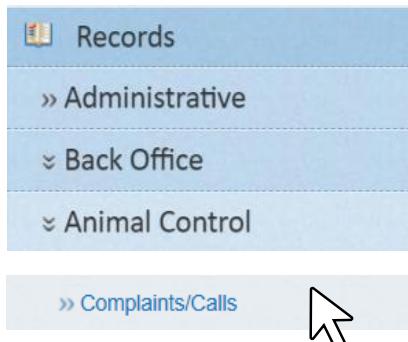
Shelter Complaints/Call Reports

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.

Shelter Complaints/Calls: Search

REPORTS

NEW COMPLAINT AUDITS MAINTAIN FILES

Reports From: Reports Through: Citation:

Complaint Type: Disposition:

Case Number:

Last Name: First Name: Middle Name:

Complaint Lists
Complaint Details
Form Reports
Custom Reports



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:

All Agencies Hide Notes

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 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	Case Number: 2024-0001
Assigned To:	Assigned Date:
Department:	Complaint Type:
Disposition:	Disposition Date:
Complaint Count: 1	Arrive Date:
Citation Issued: NO	Citation Number:

Incident Information:

Common Name:	
Address:	Apartment:
CSZ:	Lat/Lon:
SubDivision:	Zone:



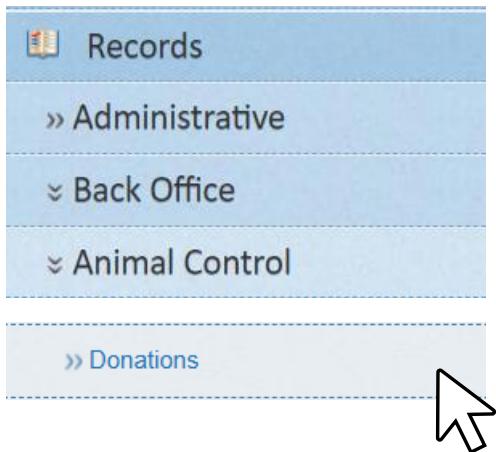
Animal Control Module

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.

Shelter Donations: Search

NEW DONATION AUDITS REPORTS MAINTAIN FILES

Date From: Date Through: Report By: Add search requirements

Narrative Keyword: Donation Type: Amount From:

Donor: All Agencies

Type of Match: Begins Contains Ends

Show Archived Only

Scroll down and click **Lookup**

All Agencies

Type of Match: Begins Contains Ends

Show Archived Only

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

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.

Shelter Donations: Search

NEW DONATION AUDITS REPORTS MAINTAIN FILES

Date From: Date Through: Report By: 

Narrative Keyword: Donation Type:

Donor: Amount From: Amount Through: Cash Donation

All Agencies

Type of Match: Begins Contains Ends

Show Archived Only

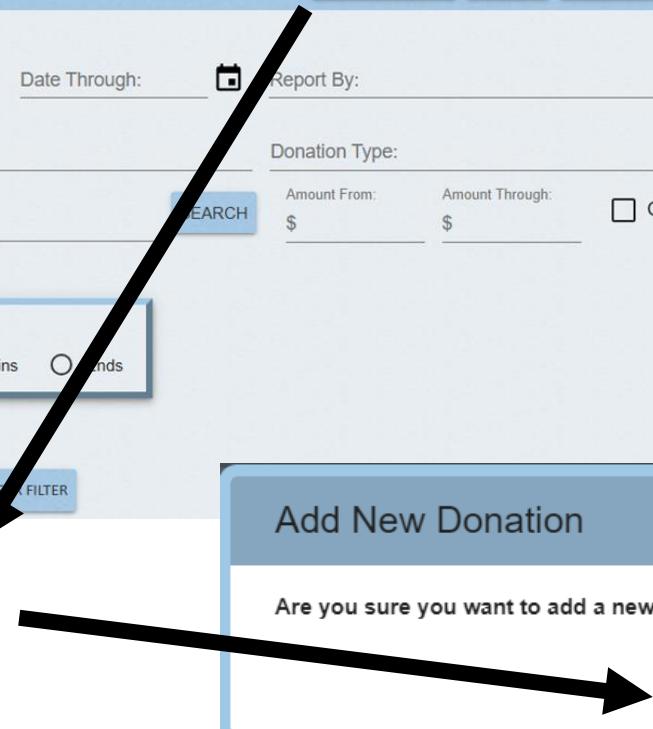
SEARCH **SEARCH FILTER**

NEW DONATION

Add New Donation

Are you sure you want to add a new Donation?

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 donation you need to add.

Shelter Donations: View Record

Report Date: Report Time: Report By:

Donation Amount: Cash Donation

Donation Type:

Donor Notes 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.

Report Date: Time:

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.

Report By:



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	X	▼
Donation Amount:	100.00	<input checked="" type="checkbox"/> Cash Donation	



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.



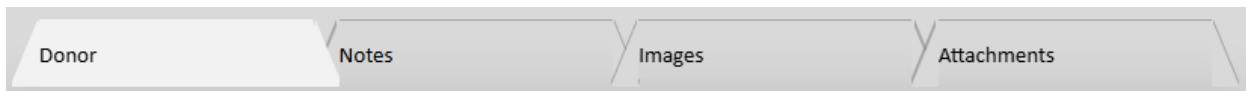
Animal Control Module

Shelter Donation Tabs

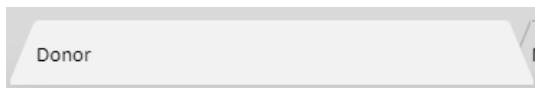
Summary

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	<input type="button" value="SEARCH"/>	<input type="button" value="EDIT"/>	<input type="button" value="ADD"/>	Donation Date: 01/01/2025 <input type="button" value=""/>
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

▼ Business 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

[VIEW STORY](#)

[EXPORT GRID TO FILE](#)

[ADD NOTE](#)

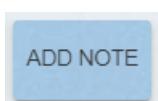
1 Note

		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.

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





Animal Control Module

Add Note

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

Notes:
IN THE BEGINNING...|

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

View Story

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

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



Animal Control Module

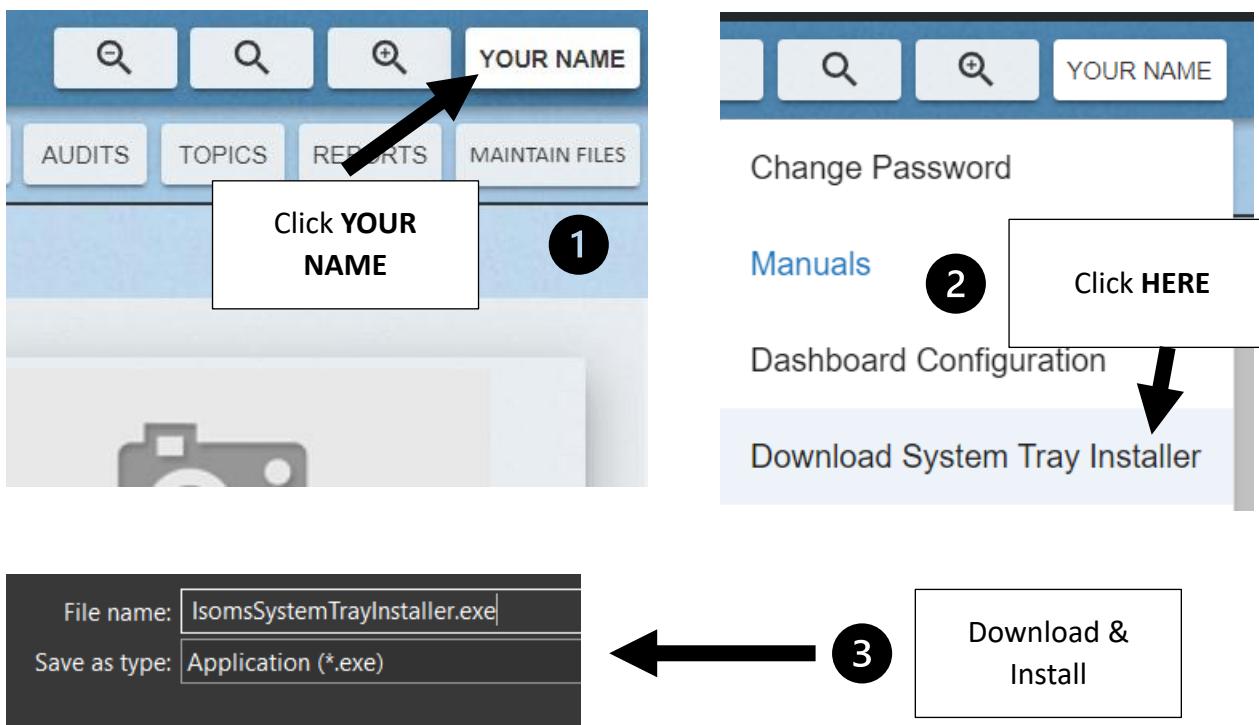
Images Tab



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.

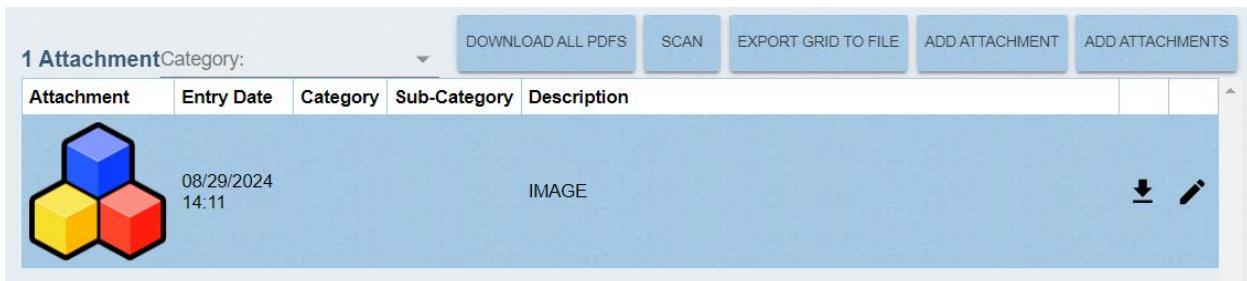


Animal Control Module

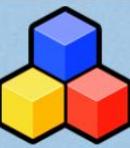
Attachments Tab



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.

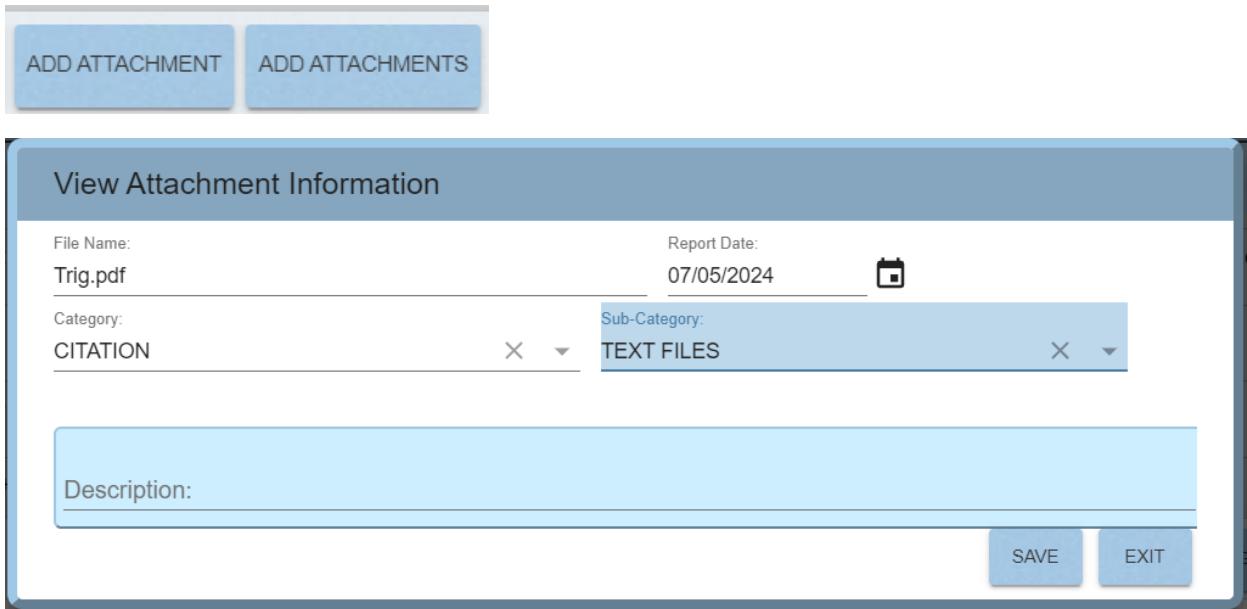


1 Attachment Category: **Category:**

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.



View Attachment Information

File Name:	Report Date:
Trig.pdf	07/05/2024 
Category:	Sub-Category:
CITATION 	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: _____

Description: _____

CANCEL **SCAN DUPLEX** **SCAN AUTO**



Animal Control Module

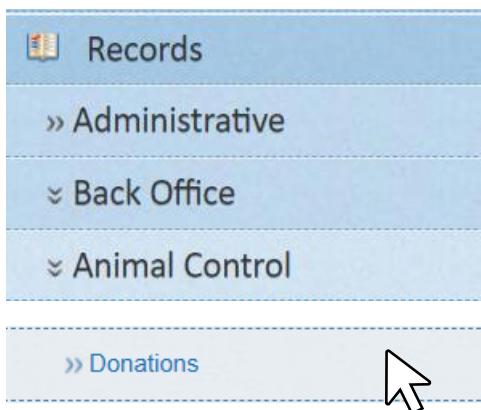
Donation Reports

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

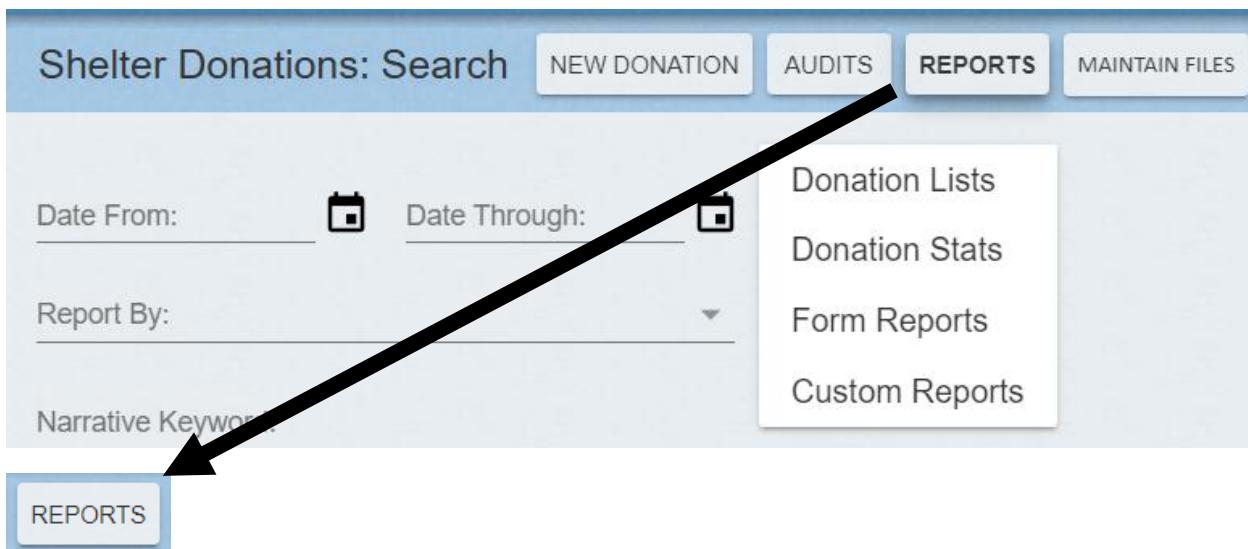
- **Donation Lists**
- **Donation Stats**
- **Form Reports**
- **Custom Reports**

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:

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.

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



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:

All Agencies

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.

YOUR AGENCY

The logo of the Marion County Sheriff's Office, featuring a shield with a star, the text "MARION COUNTY SHERIFF'S OFFICE", and the motto "SERVING THE COMMUNITY".

Shelter Donation Stats (Donation Type)

Report Dates From 01/24/2015 Through 01/24/2025

Page 1 of 1

Donation Type	Count	Cash	Non-Cash	Grand Total
MONETARY	1	\$100.00	\$0.00	\$100.00
	Totals: \$100.00	\$0.00	\$100.00	



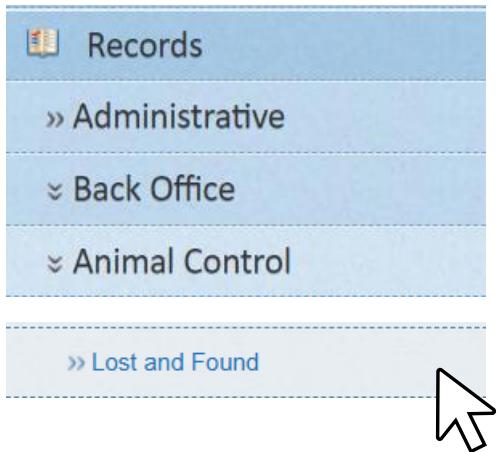
Animal Control Module

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.

Shelter Lost And Found: Search

ALL ACTIVE

Report From: Report Through: Lost/Found Typ:

Completed From: Completed Through: Direction:

Last Name: First Name: Middle Name:

Common Name: SubDivision:

THE FOUNDATION

House #: Direction: Street:

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

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:

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 ►					Exclude From Website	
Report Date	Completed Date	Lost/Found Type	Last Name	First Name		
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.



Shelter Lost And Found: Search

NEW LOST AND FOUND AUDITS MAPS REPORTS MAINTAIN FILES

ALL ACTIVE

Report From: Report Through: Lost/Found Type:

Completed From: Completed Through:

Last Name: First Name:

NEW LOST AND FOUND

Lost And Found: Master Name Search

BACK TO LOST AND FOUND

Last Name: First Name: Jacket #:

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

Type of Match:

Begins Contains Ends

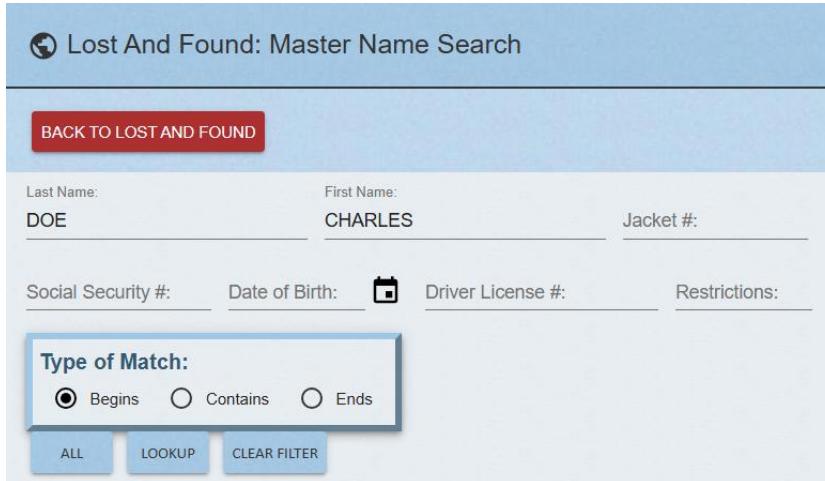
ALL LOOKUP CLEAR FILTER



Animal Control Module

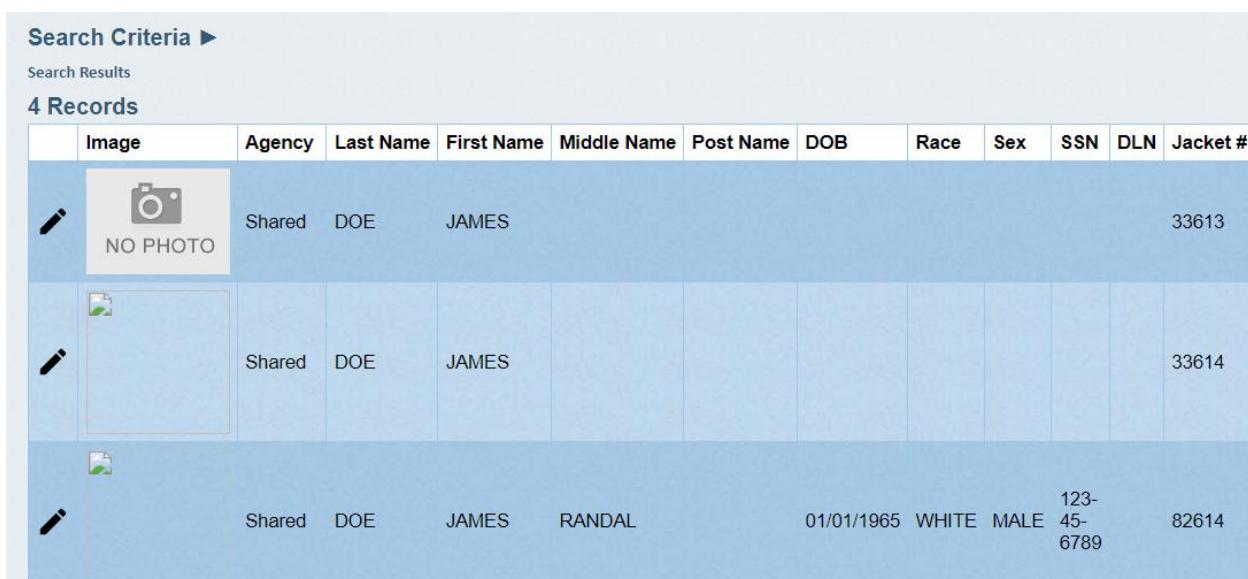
This will bring you to the **Lost And Found: Master Name Search** screen.

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 screenshot shows the "Lost And Found: Master Name Search" interface. At the top, there is a header bar with a globe icon and the text "Lost And Found: Master Name Search". Below the header is a red "BACK TO LOST AND FOUND" button. The main search form contains fields for "Last Name" (DOE), "First Name" (CHARLES), and "Jacket #". Below these fields are "Social Security #", "Date of Birth" (with a calendar icon), "Driver License #", and "Restrictions". A "Type of Match:" section is highlighted with a blue box, containing radio buttons for "Begins" (selected), "Contains", and "Ends". At the bottom of this section are buttons for "ALL", "LOOKUP", and "CLEAR FILTER".

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.



The screenshot shows the "Search Criteria" screen with the heading "4 Records". The table displays four rows of search results:

	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

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.



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

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

Call For Service #: 616

SITE DANGER Monitor Card TRANSFER CARD

TRANSFER CARD

Transfer To:

<input type="radio"/> CAD Alert	<input type="radio"/> CAD Location Hazard	<input type="radio"/> Citations	<input type="radio"/> Extra Patrol	<input type="radio"/> Field Interview
<input type="radio"/> Impounded Vehicle	<input type="radio"/> Incidents	<input type="radio"/> Incident Arrest	<input type="radio"/> K9 Incident	<input type="radio"/> Pre-Booking Record
<input type="radio"/> Traffic Stop	<input type="radio"/> Trespass Order	<input type="radio"/> Vehicle Pursuit	<input type="radio"/> Accident Report	
<input type="radio"/> Shelter Complaint	<input checked="" type="radio"/> Shelter Lost / Found	<input type="radio"/> Shelter Ticket(in facility)		
<input type="radio"/> Code Enforcement	<input type="radio"/> Drone Incident	<input type="radio"/> Juvenile Incident		

Unit: 123

	Department	Case #	Nature
<input type="checkbox"/>	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:	Time:	Case Number:	Lost/Found Type:	Disposition:	Comp:
01/31/2025	<input type="button" value="CALENDAR"/>	13:17:18	2025-0001		
<input type="checkbox"/> 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: (Y/N)	Dangerous: (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: Time:

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

Case Number:



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



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

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

▼ Animal Codes

- Animal Names
- 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 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

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:
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> 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.



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.



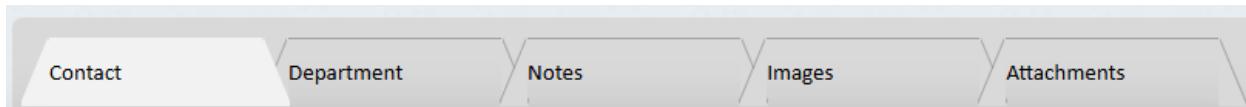
Animal Control Module

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



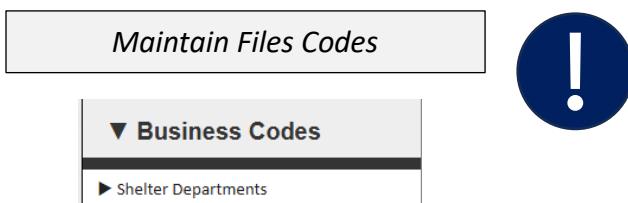
Animal Control Module

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:	<input type="text" value="ALCOA"/>	<input type="button" value="SEARCH"/>	<input type="button" value="EDIT"/>	<input type="button" value="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			





Animal Control Module

Notes Tab



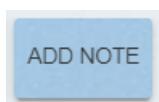
The **Notes** tab is used to view or add notes pertinent to the record. Double-click on any entry in the table to edit or view it.

A screenshot of the "Notes" tab interface. The top section is titled "Narrative" with a blue header bar containing a printer icon and a pen icon. Below this is a table header with columns: "Entry Date", "Note Date", "Employee", "Note Type", and "Notes". A single row of data is shown, with icons for edit and print next to the dates. The "Notes" column contains the text "TAKE NOTE". At the bottom of the table is a large blue button labeled "TAKE NOTE". Above the table, there are buttons for "VIEW STORY", "EXPORT GRID TO FILE", and "ADD 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.

A screenshot of the "Main Narrative" interface. A large blue box contains the text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis".

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





Animal Control Module

Add Note

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

Notes:
IN THE BEGINNING...|

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

View Story

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

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



Animal Control Module

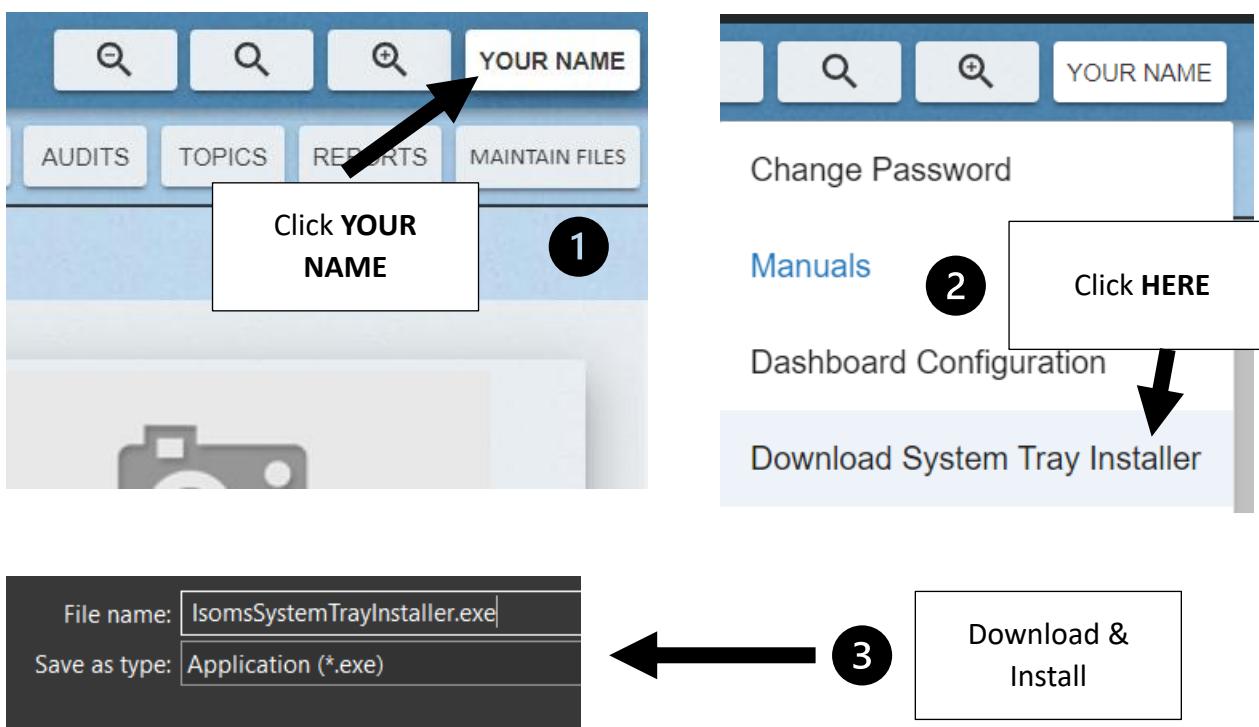
Images Tab



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.

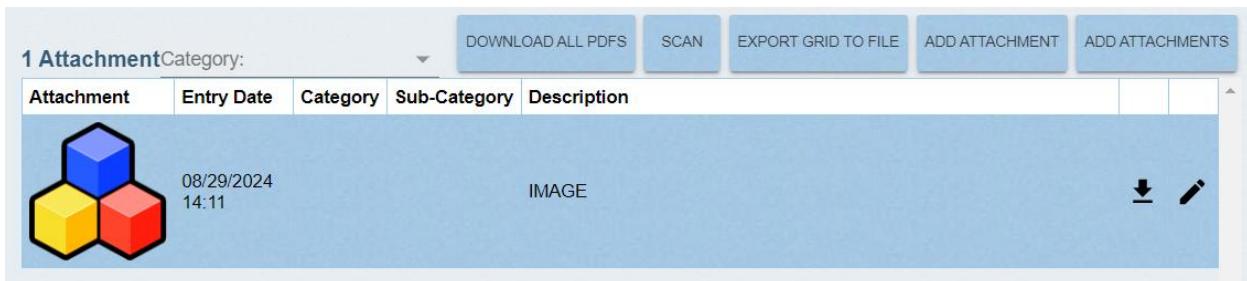


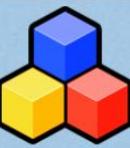
Animal Control Module

Attachments Tab



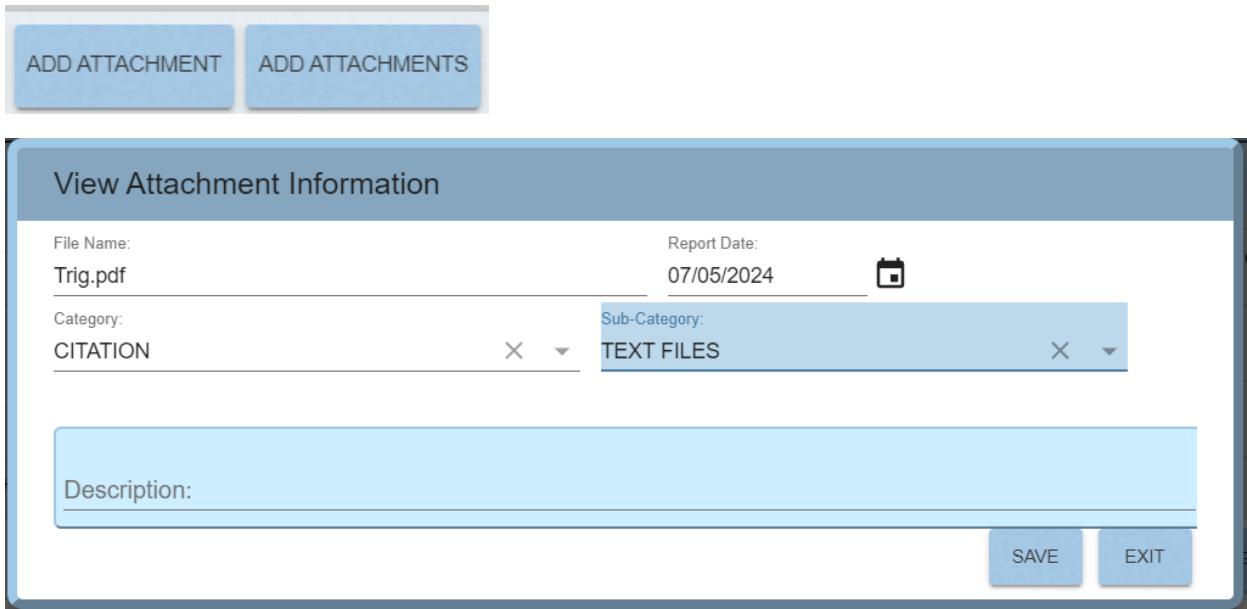
The **Attachments** tab is used to view, download, or add attachments. Double-click a file entry to view the record for the attachment or click on the  icon to download the attachment to the computer.



1 Attachment Category: **Category:**  **Entry Date:** 08/29/2024 14:11 **Description:** 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.



View Attachment Information

File Name:	Report Date:
Trig.pdf	07/05/2024 
Category:	Sub-Category:
CITATION 	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: _____

Description: _____



Animal Control Module

Lost and Found Reports

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

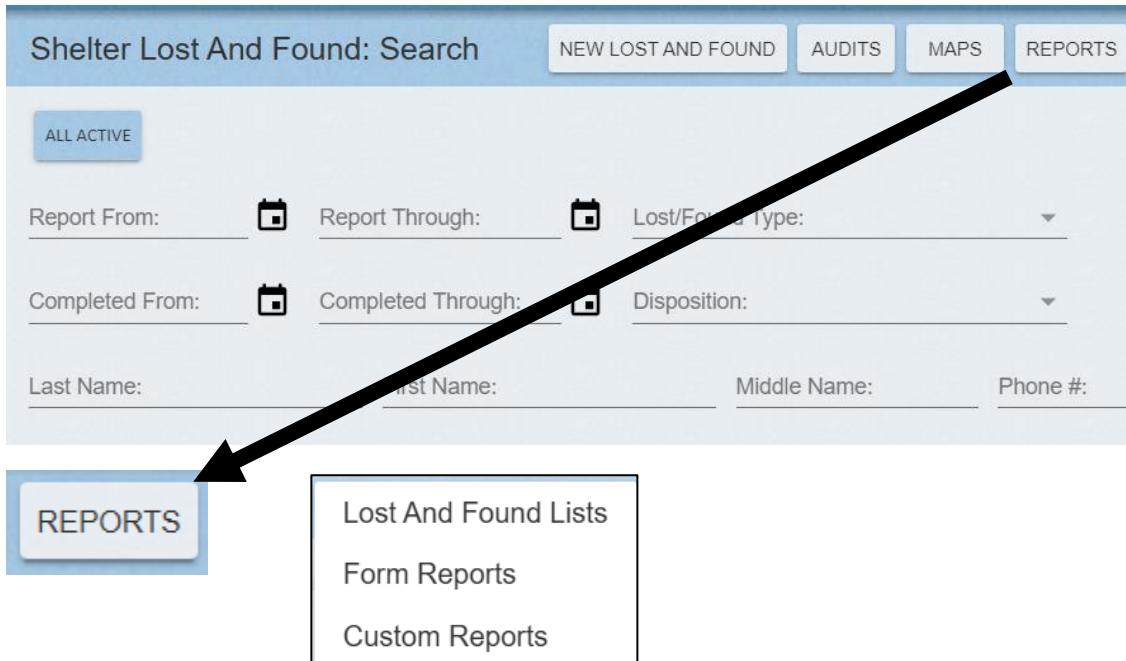
- **Lost and Found Lists**
- **Form Reports**
- **Custom Reports**

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:

All Agencies Hide Notes
 Active Only Website Only

Report Format:
 PDF Excel XML SQL

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

YOUR AGENCY
Shelby County Sheriff's Office
SHELBY COUNTY, TENNESSEE
SHERIFF: JAMES PETER BROWN
SHERIFFIAL: 901-247-4444
SHERIFFIAL: 901-247-4444

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: <input type="text"/> TN					
Animal Name:		Species:	Breed: DACHSHUND		
Sex: M		Size:	Color: BLACK @ TAN		
Coat:		Age Range:			
COMPLAINT NAME IS <input type="text"/> SHE STILL HAS THE DOG AS OF DEC. 18-2008 CONTACT NUMBER IS <input type="text"/>					



Animal Control Module

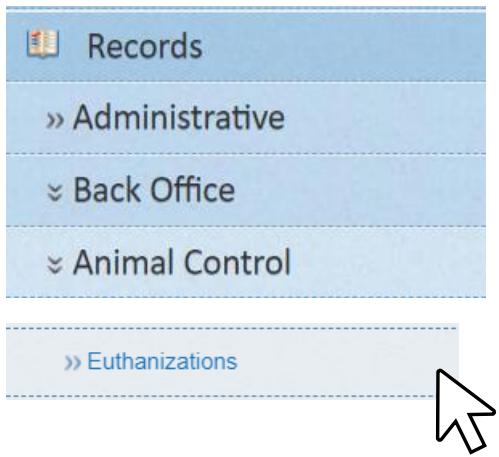
Shelter Euthanizations

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.

Shelter Euthanizations: Search

Add search requirements

Euthanizations From: Euthanizations Through: Euthanized By: 🔍

Species: Breed: Case #:

Euthanization Reason: Euthanization Drug Type:

Euthanized In Field
 All Agencies

Type of Match:
 Begins Contains Ends

Show Archived Only

ALL LOOKUP CLEAR FILTER

Scroll down and click **Lookup**

All Agencies

Type of Match:
 Begins Contains Ends

Show Archived Only

ALL LOOKUP CLEAR FILTER



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

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		

EXPORT GRID TO FILE **VIEW ALL AGENCIES**

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

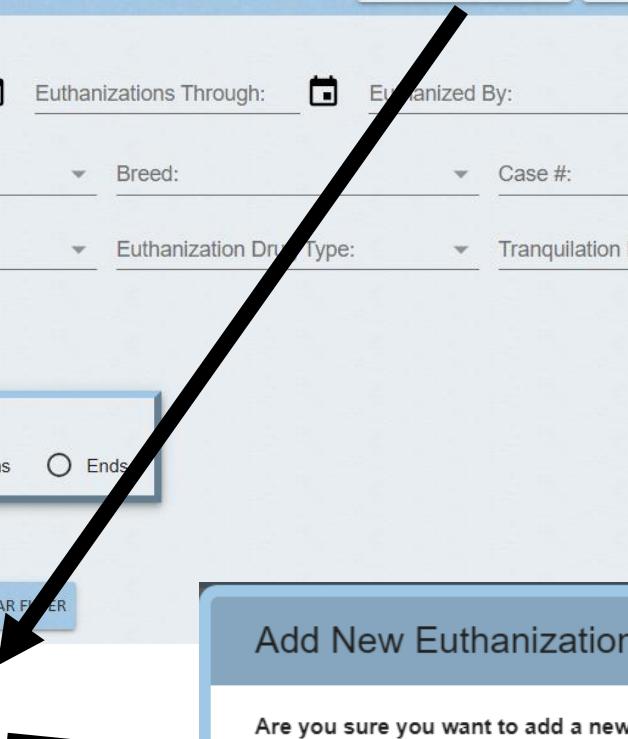
ALL

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:	Time:	Case #:	Euthanization Reason:	<input checked="" type="checkbox"/> Euthanized In Field
02/03/2025	11:25:49	2025-0002		
Euthanization Drug Type:	Drug Amount:	Euthanized By:		🔍
0				
Tranquillization Drug Type:	Drug Amount:	Tranquilized By:		🔍
0				
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 Reason:

▼ Euthanization Codes

► Euthanization Reasons

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

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

Zone:
0101 101 ZONE 1

▼ 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.

House #: 1110 Street: Merchant Dr City: KNOXVILLE State: TN

Pickup Address: Direction: Apt/Lot #: ZipCode: State:

Latitude: 36.00317781 Longitude: -83.98270133



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.



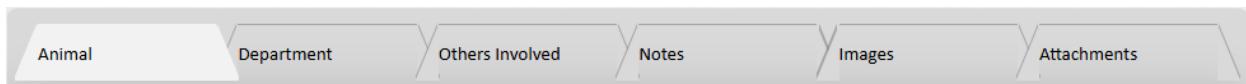
Animal Control Module

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/tranquillized 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.

A detailed screenshot of the 'Animal' tab. The tab is active and shows the following data:

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.

A screenshot of a dropdown menu for 'Species'. The selected item is 'DOG'. There is a red 'X' icon in the top right corner of the dropdown.A screenshot of a dropdown menu for 'Sex'. The selected item is 'MALE'. There is a red 'X' icon in the top right corner of the dropdown.



Animal Control Module

Breed:

MIXED ROTTWEILER

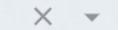


Add the **Weight**, **Height**, and **Size** of the animal.

Weight: Height:
80 203

Size:

MEDIUM



▼ 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	Coat: COAT	Hair Length: M
Ear Length: LONG	Tail Length: SHORT	Age Class: 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.

Department:	<input type="text" value="ALCOA"/>	<input type="button" value="SEARCH"/>	<input type="button" value="EDIT"/>	<input type="button" value="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 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
<input type="button" value="CHECK NCIC"/>	<input type="checkbox"/> Hide Name on Report <input type="checkbox"/> Hide Details on Report <input type="checkbox"/> Safety Restraints Used	Last Name: <input type="text" value="DOE"/> First Name: <input type="text" value="JAMES"/> Middle Name: <input type="text" value="RANDAL"/> Jr/Sr: <input type="text"/>	NO PHOTO Image #: 0 of 0 <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="☰"/> <input type="button" value="Upload"/> <input type="button" value="Delete"/> <input type="button" value="Search"/>
House #: <input type="text" value="1142"/> State: <input type="text" value="TN"/>	Street: <input type="text" value="OXFORD HILLS"/> Direction: <input type="text"/>	Apt/Lot #: <input type="text"/> City: <input type="text" value="MARYVILLE"/>	
ZipCode: <input type="text"/> County: <input type="text"/>			
Home Phone: <input type="text" value="() 665-1111-1111"/> Cell Phone: <input type="text"/> Work Phone: <input type="text"/> Email: <input type="text"/>			
Biographical		Employer	Juvenile / Child Info

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 CLEAR CANCEL

UPDATED LAST 7 DAYS ACTIVE RELEASE/PROBATION NEEDS TRIBE VERIFICATION

LOOKUP CLEAR FILTER

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.

	BARCHART2 	DOE	JAMES	RANDAL	MASTERNAME
--	----------------------	-----	-------	--------	------------

MERGE UN-MERGE SAVE AND SELECT

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

Street:

MADE UP ST

City:

MURFREESBORO

State:

TN



ZipCode:

55555

County:

RUTHERFORD

Home Phone:

(865)-555-6789

Email:

email@email.com

Cell Phone:

Work Phone:



For Questions, Call 888-644-5786



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	Sex: X ▼ MALE	Height: 6	Weight: 180	Hair Color: BLACK	Eye Color: BLACK
Social Security #: 123-45-6789	Date of Birth: 11/20/2000	Marital Status: (Age: 23) COMMON LAW	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	CHILD	7 TH GRADE
School:	<input style="float: right; margin-right: 10px;" type="button" value="X"/> <input style="float: right; margin-right: 10px;" type="button" value="▼"/>		
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.



Animal Control Module

Notes Tab



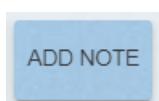
The **Notes** tab is used to view or add notes pertinent to the record. Double-click on any entry in the table to edit or view it.

A screenshot of the "Notes" tab interface. The top section is a "Narrative" area with a blue header containing a printer icon and a pen icon. Below this is a table titled "1 Note". The table has columns for "Entry Date", "Note Date", "Employee", "Note Type", and "Notes". A single row shows data: "08/23/2024 14:22:56", "08/23/2024 14:22:56", "TAKE NOTE", and a large blue button labeled "TAKE NOTE". At the bottom of the table are buttons for "VIEW STORY", "EXPORT GRID TO FILE", and "ADD 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.

A screenshot of the "Main Narrative" interface. It features a large blue text area containing the Latin placeholder text "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis".

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





Animal Control Module

Add Note

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

Notes:
IN THE BEGINNING...|

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

View Story

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

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



Animal Control Module

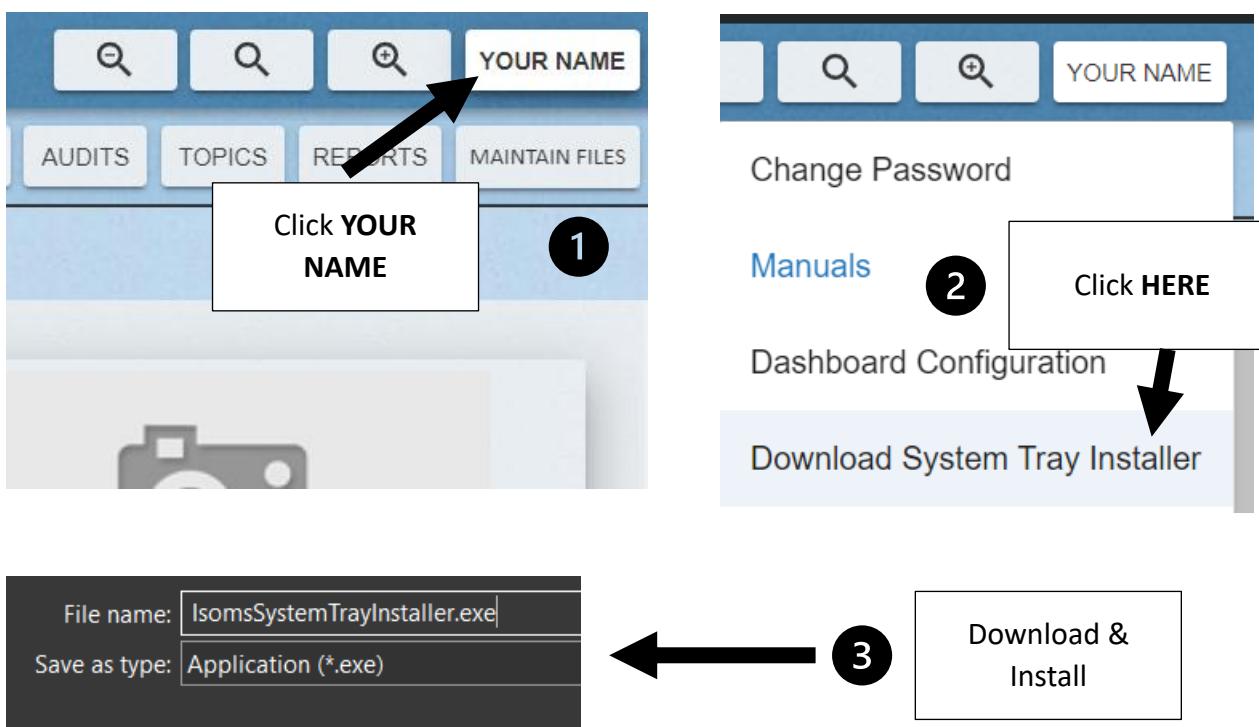
Images Tab



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



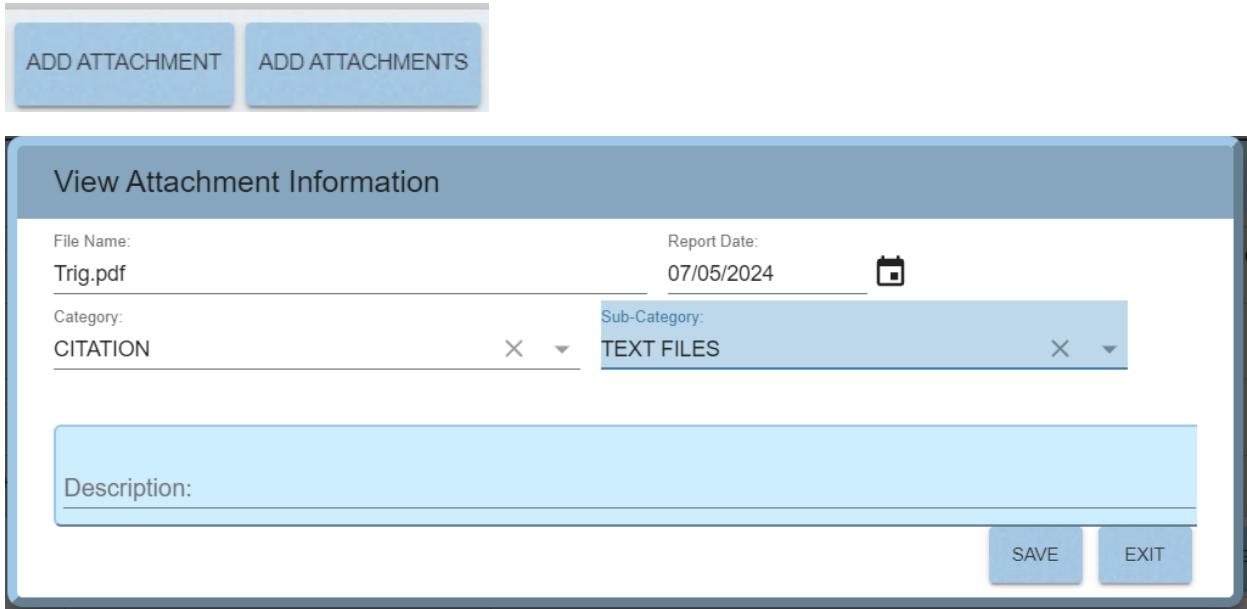
The **Attachments** tab is used to view, download, or add attachments. Double-click a file entry to view the record for the attachment or click on the  icon to download the attachment to the computer.



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.



View Attachment Information

File Name:	Report Date:
Trig.pdf	07/05/2024 
Category:	Sub-Category:
CITATION 	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: _____

Description: _____



Animal Control Module

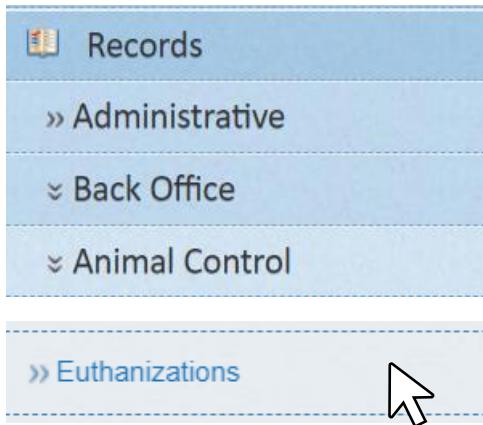
Euthanization Record Reports

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

- **Euthanization Lists**
- **Form Reports**
- **Custom 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

<u>Euthanized Date</u>	<u>Euthanized Reason</u>	<u>Case Number</u>	<u>Department</u>	<u>In Field</u>
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

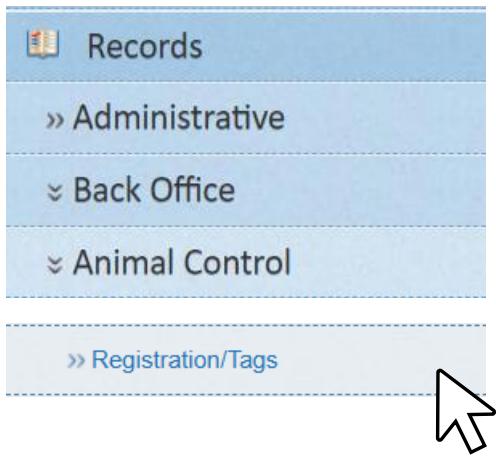
Shelter Registrations & Tags

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.

Shelter Registration/Tags: Search

Add search requirements

Issued From: Issued Through: Registration Tag #:

Expires From: Expires Through: Microchip Id #: Narrative Keyword:

Last Name: First Name:
Owner: **DOE** JAMES

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

Species: **DOG** Breed:

Color: Coat:

All Agencies

Type of Match:
 Begins Contains Ends

Show Archived Only

ALL **LOOKUP** **CLEAR FILTER**

Scroll down and click **Lookup**

All Agencies

Type of Match:
 Begins Contains Ends

Show Archived Only

ALL **LOOKUP** **CLEAR FILTER**



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 ►												EXPORT GRID TO FILE			
250 Records															
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 TAG AUDITS REPORTS MAINTAIN 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: <input checked="" type="radio"/> Begins <input type="radio"/> Contains <input type="radio"/> 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:				
0	0	Size:			
Color:	Coat:	Hair Length:	Ear Length:	Tail Length:	
Age Class:	Age:	<input type="checkbox"/> Altered			
Microchip Brand:	Microchip Id #:	Microchip Date:	<input type="button" value=""/>	Microchip Expires:	<input type="button" value=""/>
Times Fined:	Disposition:	Disposition Date:	<input type="button" value=""/>	Time:	<input type="button" value=""/>
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	<input type="button" value="X"/> <input type="button" value="▼"/> 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 next 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: YOUNG	Age: 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.

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: TAG A LOT	Microchip Id #: 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: 04/01/2025	Microchip Expires: 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: 1	Disposition: LOST	Disposition Date: 04/05/2025	Time: 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.



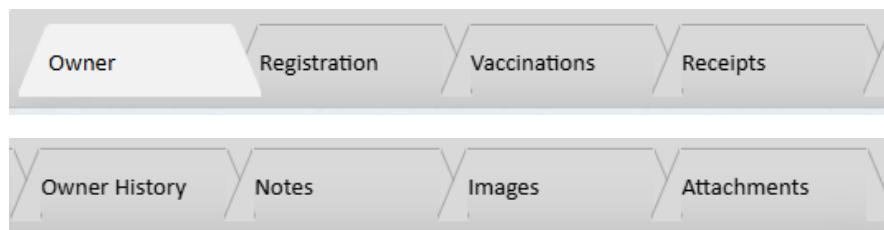
Animal Control Module

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.

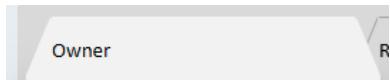
Notes, **Images**, and **Attachments** tabs are available if you need to take additional notes or upload images and documents. (Notes, Images, and Attachments in this module function similar to those in all of iSOMS, so if you are familiar with them, you do not need to read those sections.)





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: DOE	First Name: JAMES	Middle Name: RANDAL	Jr/Sr: <input type="button" value="▼"/>	<input type="button" value="CREATE OWNER HISTORY"/>
House #: 1142	Street: OXFORD HILLS	Apt/Lot #: MARYVILLE	City: TN	Zip Code: 37771 
Home Phone: (865)-111-1111	Cell Phone: (865)-555-2222	Work Phone: (865)-555-3333	Email: JAMESDOE@FAKEWEBSITE.COM	Text: 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

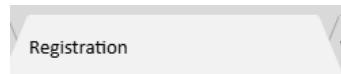
EXPORT

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:	Issued By:			
04/01/2024	603 ELDER, MARTIN WILLIAM -INV			
Tag #:	Tag Length:	Effective Date:	Expires On:	
456	ONE(1) YEAR	04/01/2024	04/01/2025	
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			
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
<input type="button" value="X"/> <input type="button" value="▼"/> <input type="button" value="🔍"/>	

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
<input type="button" value="X"/> <input type="button" value="▼"/>	

Effective Date:	Expires On:
04/01/2024	04/01/2025
<input type="button" value="📅"/>	<input type="button" value="📅"/>

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

Department:	<input type="text" value="ALCOA"/>	<input type="button" value="SEARCH"/>	<input type="button" value="EDIT"/>	<input type="button" value="ADD"/>
Address 1: 123 FAKE ST				
Address 2:	Apt/Suite #:			
City: ALCOA	State: TN	Zip Code: 37912	<input type="button" value="📍"/>	
Phone: (865) 555-1234	Email: EMAIL@WEBSITE.COM			
Latitude: 36.0091467	Longitude: -83.9797173	<input type="button" value="📍"/>		

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:	<input type="text" value="ANIMAL MEDICAL CLINIC"/>	<input type="button" value="SEARCH"/>	<input type="button" value="EDIT"/>	<input type="button" value="ADD"/>
Address 1: 234 W FAKE ST				
Address 2:	Apt/Suite #:			
City: KNOX	State: TN	Zip Code: 37772	<input type="button" value="📍"/>	
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

Add Vaccination

Issued Date:	Issued By:			
04/03/2025	603 ELDER, MARTIN WILLIAM -INV			
Tag #:	Tag Length:	Effective Date:	Expires On:	
234	ONE(1) YEAR	04/01/2025	04/01/2026	
Vet:	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			
Latitude: 35.7976978	Longitude: -84.2067992			
Manufacturer:	Drug:	Quantity:		
OTHER	OTHER	1		
Lot #:	Serial #:	Vacc. Given By:		
123	456	603 ELDER, MARTIN WILLIAM -INV		



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
<input type="button" value="X"/> <input type="button" value="▼"/> <input type="button" value="🔍"/>	

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

Tag #:	Tag Length:
456	ONE(1) YEAR
<input type="button" value="X"/> <input type="button" value="▼"/>	

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



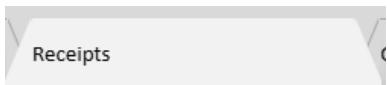
Animal Control Module

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
		X <input type="button" value="Search"/> <input type="button" value="Print"/>

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**

1 Receipt							EXPORT GRID TO FILE
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**.





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
<input type="checkbox"/> Hide Name on Report <input type="checkbox"/> Hide Details on Report <input type="checkbox"/> Safety Restraints Used			
Last Name: DOE	First Name: JAMES	Middle Name: RANDAL	Jr/Sr: <input type="button" value="▼"/>
Nickname/AKA: 1142	Street: OXFORD HILLS	Apt/Lot #: MARYVILLE	City: <input type="button" value=""/>
State: TN	ZipCode: <input type="button" value=""/>	County: <input type="button" value=""/>	
Home Phone: (865)-111-1111	Cell Phone:	Work Phone:	Email: <input type="button" value=""/>
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 CLEAR CANCEL

UPDATED LAST 7 DAYS ACTIVE RELEASE/PROBATION NEEDS TRIBE VERIFICATION

LOOKUP CLEAR FILTER

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.

	BARCHART2 	DOE	JAMES	RANDAL	MASTERNAME
		MERGE	UN-MERGE	SAVE AND SELECT	

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**.

Now fill out the information about the person if necessary:

Last Name:

DOE

First Name:

JAMES

Middle Name:

Jr/Sr:



Nickname/AKA:

House #:

123

Street:

MADE UP ST

City:

MURFREESBORO

State:

TN

Direction:



ZipCode:

55555

County:

RUTHERFORD

Home Phone:

(865)-555-6789

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	Sex: MALE	Height: 6	Weight: 180	Hair Color: BLACK	Eye Color: BLACK
Social Security #: 123-45-6789	Date of Birth: 11/20/2000	Martial Status: COMMON LAW	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 #: 123-45-6789	Date of Birth: 11/20/2010	Person Type(forms): (Age: 13) CHILD	Level Of Education: 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



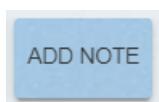
The **Notes** tab is used to view or add notes pertinent to the record. Double-click on any entry in the table to edit or view it.

A screenshot of the "Notes" tab interface. The top section is titled "Narrative" with a blue header bar containing a printer icon and a pen icon. Below this is a table header with columns: "Entry Date", "Note Date", "Employee", "Note Type", and "Notes". A single row of data is shown: "08/23/2024 14:22:56", "08/23/2024 14:22:56", "TAKE NOTE", and a large blue button labeled "TAKE NOTE". At the bottom of the table are buttons for "VIEW STORY", "EXPORT GRID TO FILE", and "ADD 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.

A screenshot of the "Main Narrative" section. It features a large blue text area containing the Latin placeholder text "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis".

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





Animal Control Module

Add Note

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

Notes:
IN THE BEGINNING...|

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

View Story

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

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



Animal Control Module

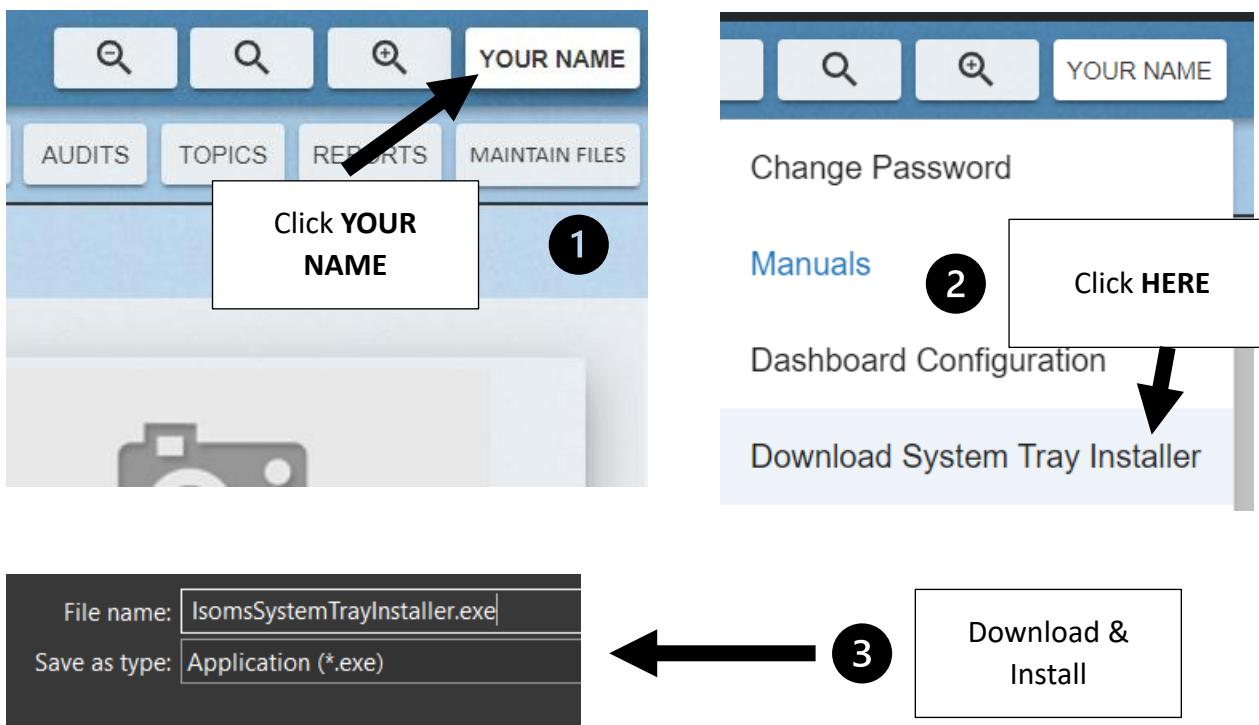
Images Tab



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.

A screenshot of a software interface showing a list of attachments. The title bar says "1 Attachment". Below it is a table with columns: Attachment, Entry Date, Category, Sub-Category, and Description. The first row shows an attachment named "Trig.pdf" with the entry date "08/29/2024 14:11", category "IMAGE", and a small image thumbnail. To the right of the thumbnail are a download icon (a downward arrow) and an edit icon (a pencil). At the top of the table are buttons for "DOWNLOAD ALL PDFS", "SCAN", "EXPORT GRID TO FILE", "ADD ATTACHMENT", and "ADD ATTACHMENTS".

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

Click **Add Attachment** to add a single attachment or click **Add Attachments** to add multiple attachments at the same time. Choose the attachments from the computer, then add the appropriate category and sub-category for the file.

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



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: _____

Description: _____



Animal Control Module

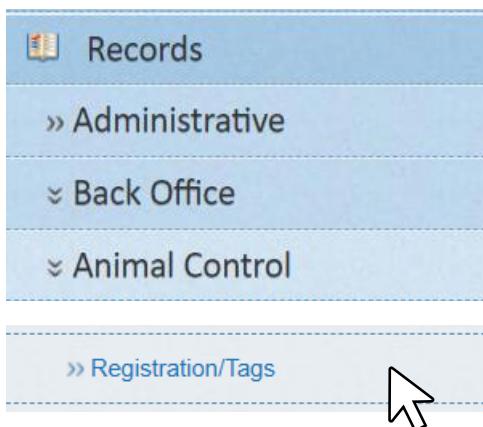
Shelter Registration / Tags Reports

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.

Shelter Registration/Tags: Search

REPORTS

Tag Lists

Detailed Reports

Receipt Reports

Form Reports

Custom Reports



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

Buttons: 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				Page 1 of 1	
Issued Dates From 01/01/2024 Through 04/04/2025					
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

Buttons: VIEW, DOWNLOAD, EMAIL, CLEAR FILTER

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: OTHER		Drug Type: OTHER	
	Lot Number: 123		Serial Number: 456	
	Drug Quantity: 1		Given By: ELDER, MARTIN	
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:  Receipts Through: 

Report Format:

PDF Excel XML SQL

Buttons:

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



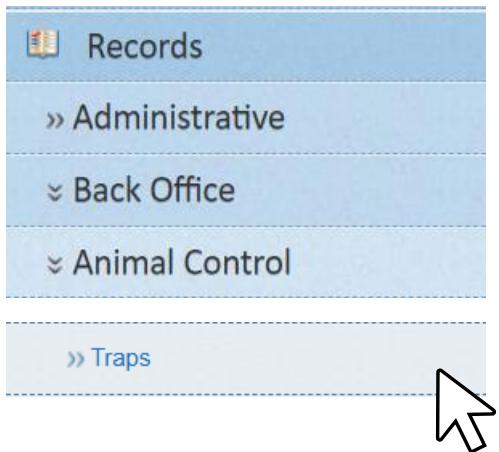
Animal Control Module

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.

Shelter Traps: Search

ALL ACTIVE TRAPS

Request Date From: Request Date Through: Trap Reason: Add search requirements

Trap Type: Trap Reason: MEDIUM CAGE PROPERTY DAMAGE

Pickup Date From: Pickup Date Through: Narrative Keyword:

Common Name: SubDivision:

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

Requested By: Last Name: First Name: Phone #:

All Agencies

Type of Match: Begins Contains Ends

Show Archived Only

Scroll down and click **Lookup**

All Agencies

Type of Match: Begins Contains Ends

Show Archived Only



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 ►										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: First Name: Jacket #: Last 4 SSN:

DOE JAMES

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: DOE	First Name: JAMES	Middle Name: RANDAL	
Race: WHITE	Sex: <input type="button" value="X"/> <input type="button" value="▼"/> MALE	Height: 0	Weight: 0

Facial Photo 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:	<input type="button" value="Search"/>				
Placed Date:	<input type="button" value="Calendar"/>	Time:	Placed By:	<input type="button" value="Search"/>		
Estimated Pickup Date:	<input type="button" value="Calendar"/>	Time:	<input type="checkbox"/> Successful			
Actual Pickup Date:	<input type="button" value="Calendar"/>	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	<input type="button" value="Calendar"/> 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	<input type="button" value="X"/> 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 #:	123	Direction:	FAKE ST	Street:		City:	KNOX
State:	TN	ZipCode:	37912	Latitude:	36.0091467	Longitude:	-83.9797173
<input type="button" value="X"/>				<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>

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.



Placed Date:	04/07/2025	Time:	00:00:00	Placed By:	603 ELDER, MARTIN WILLIAM -INV	<input type="button" value="X"/>	<input type="button" value=""/>	<input type="button" value=""/>
Estimated Pickup Date:	04/11/2025	Time:	00:00:00	<input checked="" type="checkbox"/> Successful				
Actual Pickup Date:	04/14/2025	Time:	00:00:00	Disposition:	PICKED UP - SUCCESS	<input type="button" value="X"/>	<input type="button" value=""/>	<input type="button" value=""/>

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.)





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: DOE	First Name: JAMES	Middle Name: RANDAL	Jr/Sr: <input type="button" value="▼"/>
House #: 1142	Street: OXFORD HILLS	Apt/Lot #: MARYVILLE	City: TN <input type="button" value="X"/> <input type="button" value="▼"/> ZipCode: <input type="text"/>
Home Phone: (865)-111-1111	Cell Phone:	Work Phone:	Email:



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



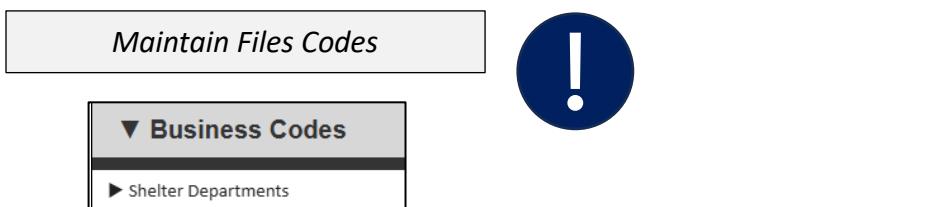
Animal Control Module

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.

Department:	<input type="text" value="ALCOA"/>	<input type="button" value="SEARCH"/>	<input type="button" value="EDIT"/>	<input type="button" value="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			





Animal Control Module

Notes Tab



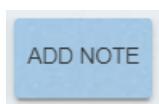
The **Notes** tab is used to view or add notes pertinent to the record. Double-click on any entry in the table to edit or view it.

A screenshot of the 'Notes' tab interface. The top section is a 'Narrative' area with a blue header containing a printer and edit icon. Below it is a table titled '1 Note' with columns: Entry Date, Note Date, Employee, Note Type, and Notes. A single row shows data: 08/23/2024 14:22:56, 08/23/2024 14:22:56, (empty), TAKE NOTE. At the bottom is a large blue button labeled '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.

A screenshot of the 'Main Narrative' interface. It features a large blue text area containing the Latin placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis'.

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





Animal Control Module

Add Note

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

Notes:
IN THE BEGINNING...|

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

View Story

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

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



Animal Control Module

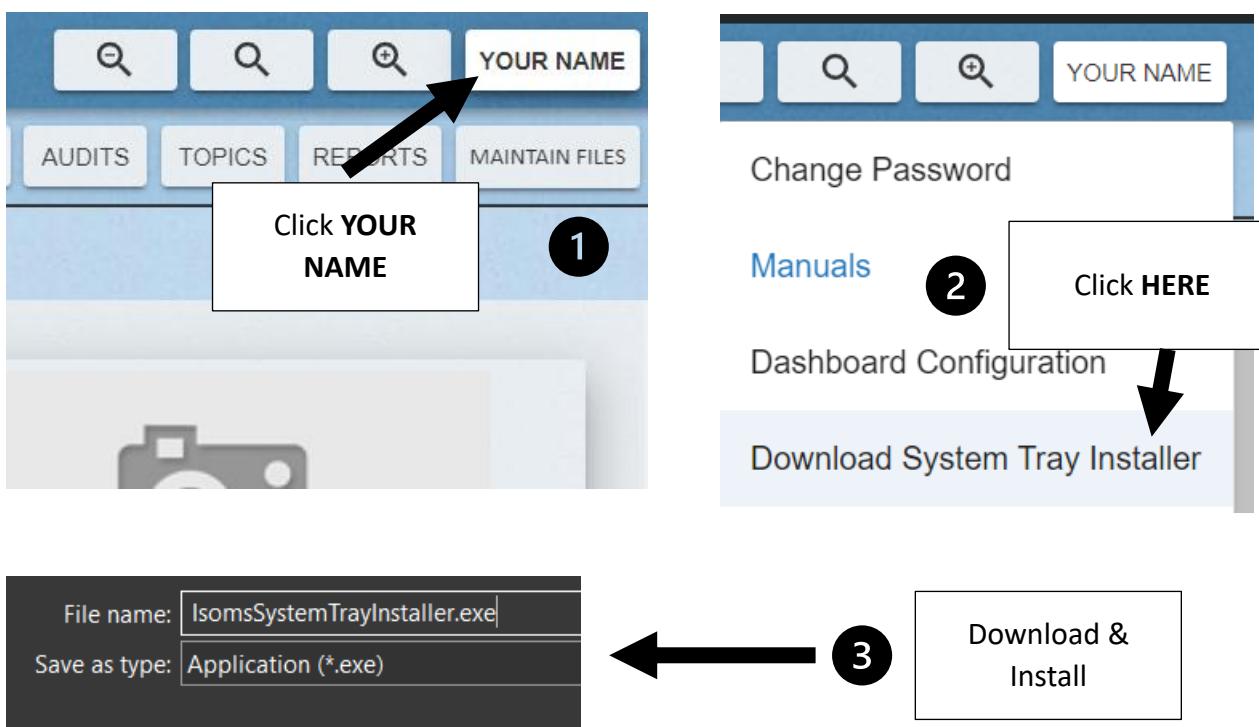
Images Tab



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.

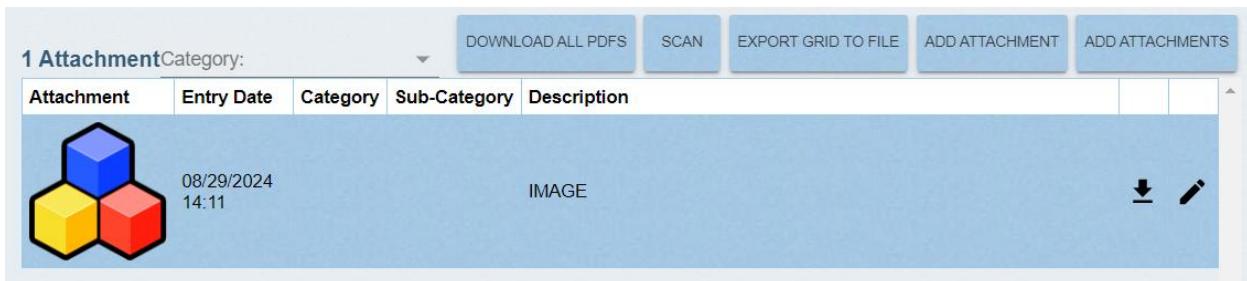


Animal Control Module

Attachments Tab



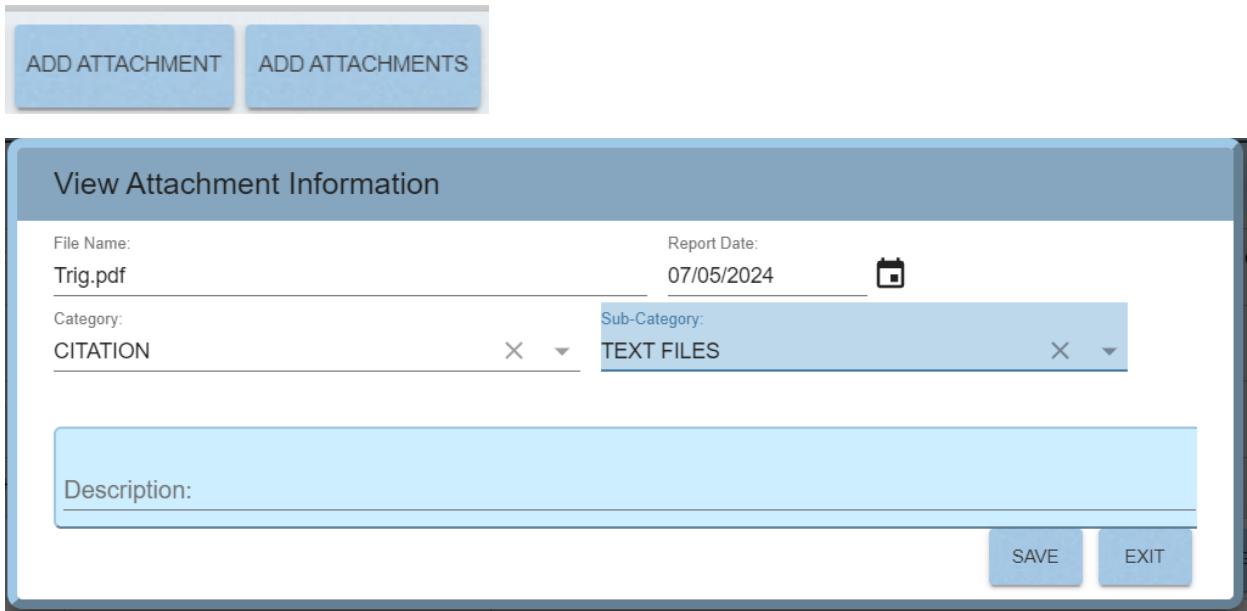
The **Attachments** tab is used to view, download, or add attachments. Double-click a file entry to view the record for the attachment or click on the  icon to download the attachment to the computer.



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.



View Attachment Information

File Name:	Report Date:
Trig.pdf	07/05/2024 
Category:	Sub-Category:
CITATION 	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: _____

Description: _____



Animal Control Module

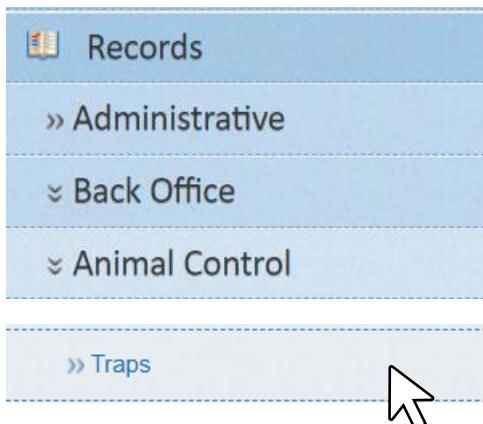
Shelter Traps Reports

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.

Shelter Traps: Search

ALL ACTIVE TRAPS

Request Date From: Request Date Through:

Trap Type: Trap Reason:

Pickup Date From: Pickup Date Through:

Narrative Keyword:

REPORTS

REPORTS

- Active Traps Lists
- Traps Lists
- Traps Stats
- Traps Form



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

YOUR AGENCY

Shelter Active Traps List
Placed Dates From 04/08/1990 Through 04/09/2025 Page 1 of 1

<u>Request Date</u>	<u>Requested By</u>	<u>Home Phone</u>	<u>Placed Date</u>	<u>Placed By</u>	<u>Est. Pickup Date</u>
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: Placed Through: 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

YOUR AGENCY					
Shelter Traps List					Page 1 of 1
Placed Dates From 03/01/2025 Through 04/08/2025					
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: FEAR OF HARM TO CHILDREN			Department:		
Trap Type: LARGE CAGE			Zone:		
Disposition: TRAP STOLEN / MISSING			Act. Pickup Date: 04/14/2025		
Address: 123 FAKE ST null			Successful: YES		
CSZ: KNOX, TN 37912			Lat/Lon: 36.0091467, -83.9797173		
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.

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



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:

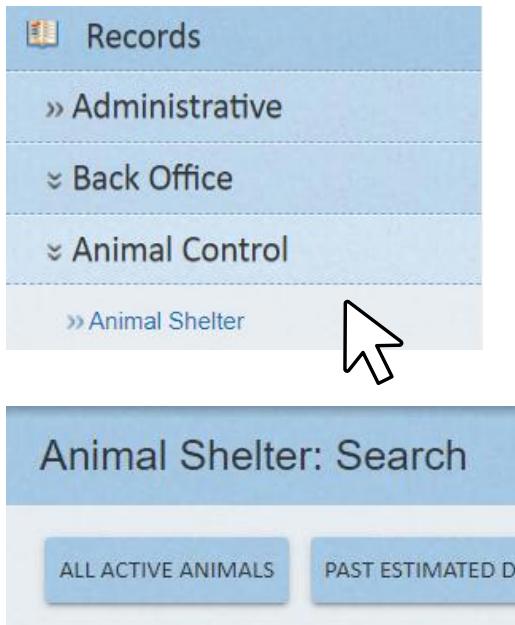
1. You can type new entries directly into the field. If the field supports this feature, the new option will be added and appear next time. It will automatically be added to the **Maintain Files** list without having to access **Maintain Files**.
2. You can use **Maintain Files** to add to it. To use 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

A screenshot of a software interface titled "Animal Control Module". A grey rectangular box highlights the "Animal" tab, which is currently selected. The tab has a small downward arrow icon to its right.

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

A screenshot of the "Animal Control Module" interface. The "Animal Name" field is highlighted with a blue border and contains the text "JAMES". The rest of the interface is visible in the background.

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

A modal dialog box titled "Add Animal Name". The text inside reads: "'JAMES' doesn't exist in the system. Would you like to add it? (Selecting 'NO' will clear the value.)". At the bottom are two buttons: "YES" and "NO".A blue rectangular message box with a white background and rounded corners. The text "Code successfully added." is displayed in a large, bold, black font.



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 shows the "Animal Shelter: Search" interface. At the top, there are four buttons: "NEW RECORD", "AUDITS", "REPORTS", and "MAINTAIN FILES". Below these are two buttons: "ALL ACTIVE ANIMALS" and "PAST ESTIMATED DISPOSITION". Underneath these buttons are two date input fields: "Intake From:" and "Intake Through:", each with a calendar icon. In the bottom left corner, there is a sidebar with two buttons: "REPORTS" and "MAINTAIN FILES". The "MAINTAIN FILES" button is highlighted with a large black arrow pointing towards it. The sidebar also contains a list of categories: "► Shelter Codes", "▼ Animal Codes" (which is currently expanded), "► Animal Names", and "► Species".



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		M & M Micro Systems, Inc.	09/30/2019 22:51			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

Code: PARROT In-Active

Description: PARROT

SAVE **DELETE**

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.

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:

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.



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:	<input type="text" value="BEST VET CO"/>	<input type="button" value="SEARCH"/>	<input type="button" value="EDIT"/>	<input type="button" value="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.



Add Veterinarian

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

House #: 5000 Street: CLINTON HIGHWAY

City: KNOXVILLE State: TN ZIP Code: 37912 Latitude: 36.00250312 Longitude: -83.97617593

Address 2: Intersection:

Business Phone: (865)-555-7890 Email: BESTVET@THISISAFAKEWEBSITEFOREMAIL.COM

Contact Info

Notes:

SAVE DELETE EXIT



Continued on the Next Page



Animal Control Module

To use an existing organization:

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



Enter the name or other identifying info.

1

ID #:	0	

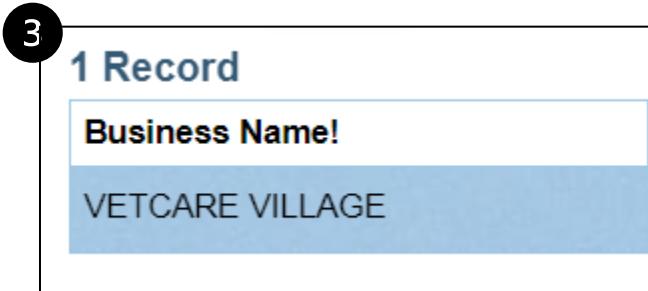
Veterinarian:	VET	

House #:	Direction:	Street:

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



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



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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