

M&M Micro Systems, Inc.

iSOMS

Cell Checks, SRO Checks, Patrol Checks

Setting up Buttons and Tours

Using the iSOMS App for Buttons and Checks



Conducting Cell Checks with NFC Tags and the iSOMS App

Add the Cell Buttons

Purpose – You will be able to conduct cell checks with your phone. After setting up the buttons, you can start a tour and scan each button as you conduct the checks.

Button – This is the place that a cell check occur. You can choose to use one NFC tag per cell (ex. Cell 1, Cell 2, etc.) or one tag for a group of cells (ex. Main, Annex, etc.). You can even add other areas that you would like the corrections officers to check (ex. Outside, Doors, Windows, Kitchen, etc.).

1. Navigate to Corrections>Inmate Tracking>Cell Checks and click to open the Cell Check module.
 - a. If you cannot click on “Cell Checks” in the iSOMS menu, you will need to ask an administrator for permissions to this module before you can access it.

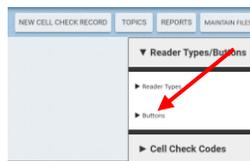


2. You will be greeted with a search screen where you can search for cell check records.



Conducting Cell Checks with NFC Tags and the iSOMS App

3. At the top of the search screen, you have some quick search buttons that you can utilize to quickly find all cell check records, the last 3 days of cell check record activity, and the last 7 days of cell check record activity.
 - a. You can also search by Checks From and Checks Thru dates, the officer that performed the checks, Button ID, Building, etc.
4. To add new buttons for your cells, on the top right of your screen navigate to Maintain Files>Reader Types/Buttons>Buttons and you will be taken to a new screen that lists your current buttons.
 - a. If you do not have “Maintain Files” on the top right of your screen, you will need to ask an administrator for permissions to this before you can access it.



Maintain All Codes: Search Results

LOOKUP NEW RECORD MERGE REPORTS

Search Criteria ▶

Search Results

30 Records

EXPORT GRID TO FILE

Code	NCIC	IBR	Description	Entry Date	Entry By	In-Active	Agency	System Code	
04500085730000			BLAKE TEST BUTTON	06/16/2023 15:47	Shared Agency,		BCSO	NO	✎
047651AAD35B80			CELL 1	07/09/2014 14:44	M & M Micro Systems, Inc.,		BCSO	NO	✎
010000134AF454			CELL 10	07/09/2014 14:47	M & M Micro Systems, Inc.,		BCSO	NO	✎
04D557AAD35B80			CELL 3	07/09/2014 14:45	M & M Micro Systems, Inc.,		BCSO	NO	✎
010000134A1EDA			CELL 4	07/09/2014 14:49	M & M Micro Systems, Inc.,		BCSO	NO	✎
010000102595C3			CELL 5	07/09/2014 14:51	M & M Micro Systems, Inc.,		BCSO	NO	✎
010000134B8498			CELL 6	07/09/2014 14:52	M & M Micro Systems, Inc.,		BCSO	NO	✎
010000134AD213			CELL 7	07/09/2014 14:55	M & M Micro Systems, Inc.,		BCSO	NO	✎
010000134AD999			CELL 8	07/09/2014 14:56	M & M Micro Systems, Inc.,		BCSO	NO	✎
01000014E50851			CELL 9	07/09/2014 14:50	M & M Micro Systems, Inc.,		BCSO	NO	✎
04F27101744803			DREW CELL 1	07/12/2023 06:29	Shared Agency,		BCSO	NO	✎
04024001194903			DREW CELL 2	07/12/2023 06:29	Shared Agency,		BCSO	NO	✎
04024001194903			DREW CELL 3	07/12/2023 08:51	Shared Agency,		BCSO	NO	✎
04F28201044803			DREW CELL 4	07/17/2023 10:04	Shared Agency,		BCSO	NO	✎

5. To add a new button, click on “New Record” at the top right of your screen.



Conducting Cell Checks with NFC Tags and the iSOMS App

Code	NICIC	IBR	Description	Entry Date	Entry By	In-Active	Agency	System Code	
04500085730000			BLAKE TEST BUTTON	06/16/2023 15:47	Shared Agency		BCSO	NO	
047651AAD35880			CELL 1	07/09/2014 14:44	M & M Micro Systems, Inc.		BCSO	NO	
010000134AF464			CELL 10	07/09/2014 14:47	M & M Micro Systems, Inc.		BCSO	NO	
04D557AAD35880			CELL 3	07/09/2014 14:45	M & M Micro Systems, Inc.		BCSO	NO	
010000134A1EDA			CELL 4	07/09/2014 14:49	M & M Micro Systems, Inc.		BCSO	NO	
010000102595C3			CELL 5	07/09/2014 14:51	M & M Micro Systems, Inc.		BCSO	NO	
010000134B849B			CELL 6	07/09/2014 14:52	M & M Micro Systems, Inc.		BCSO	NO	
010000134AD213			CELL 7	07/09/2014 14:55	M & M Micro Systems, Inc.		BCSO	NO	
010000134AD999			CELL 8	07/09/2014 14:56	M & M Micro Systems, Inc.		BCSO	NO	
01000014E50851			CELL 9	07/09/2014 14:50	M & M Micro Systems, Inc.		BCSO	NO	
04F27101744803			DREW CELL 1	07/12/2023 06:29	Shared Agency		BCSO	NO	
04024001194903			DREW CELL 2	07/12/2023 06:29	Shared Agency		BCSO	NO	
04024001194903			DREW CELL 3	07/12/2023 08:51	Shared Agency		BCSO	NO	
04F28201044803			DREW CELL 4	07/17/2023 10:04	Shared Agency		BCSO	NO	

6. A popup window with “Add Code” at the top will appear. Here you can add the code (optional) and the description. After you are finished, click “Add”.
 - a. The “Code” field is for a long entry consisting of both letters and numbers. You can think of this like a specific NFC tag’s social security number. If you know this identifier you can enter it in the code field, but an easier way to add it is shown below. We suggest entering the same information here as you will in the “Description” field at this point.
 - b. The “Description” field is the name of the room/area for a particular NFC tag. This is the place that a cell check will be at. You can choose to use one tag per cell (ex. Cell 1, Cell 2, etc.) or one tag for group of cells (ex. Main, Annex, etc.). You can even add other areas that you would like the corrections officers to check (ex. Outside Back, Kitchen, etc.).

Add Code

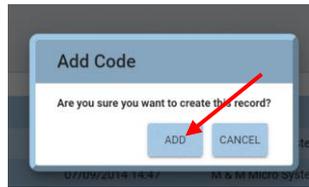
Code: Training Test Button Description: Training Test Button

ADD CANCEL

7. Another popup window will appear asking “Are you sure you want to create this record?”. Click ADD.



Conducting Cell Checks with NFC Tags and the iSOMS App



- After clicking “ADD” you will be taken to the Record view of the new button that you just created.

- If you wish, you can click on “Cell Check Options” to add additional information for this button such as Building, Area, Room, etc. The options for these drop down lists can be edited in “Maintain Files”.



Conducting Cell Checks with NFC Tags and the iSOMS App

10. After you are finished, click “Save” at the top of the page to save the record for this button.



11. If you would like to add additional buttons, you can click “New Record” at the top right of your screen.



Create a Tour

1. Navigate to Corrections>Inmate Tracking>“Facility Tour / Button Group” and click to open the Corrections Tour module.



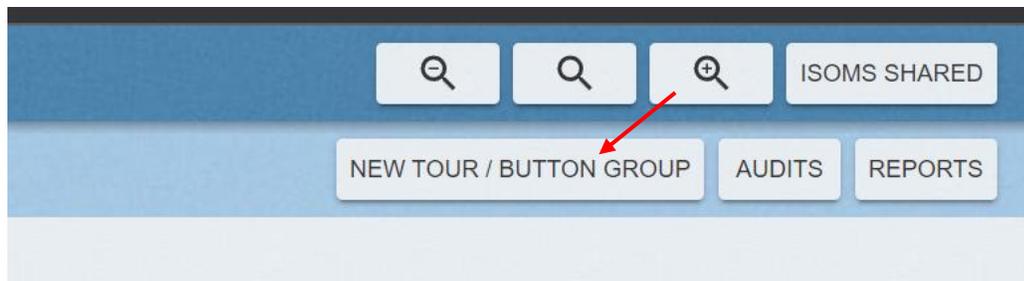
2. You will be greeted with a search screen where you can search for tour records.
- If you cannot click on “Facility Tour / Button Group” in the iSOMS menu, you will need to ask an administrator for permissions to this module before you can access it.



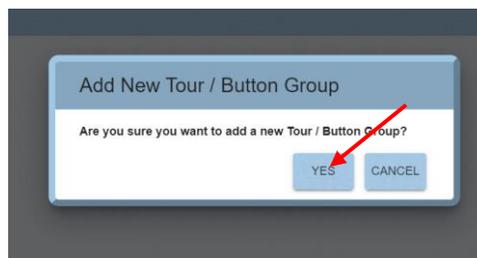
Conducting Cell Checks with NFC Tags and the iSOMS App

A screenshot of a web application interface titled "Maintain Tours / Button Groups: Search". It features a search bar labeled "Description:". Below the search bar is a "Type of Match:" section with three radio buttons: "Begins", "Contains" (which is selected), and "Ends". There is also a checkbox labeled "Show Archived Only" which is currently unchecked. At the bottom of the search area are three buttons: "ALL", "LOOKUP", and "CLEAR FILTER".

3. Here you can search for tours that you have already created by typing part of the tour name under "Description" and then clicking "Lookup". You can also see all tours by clicking the "All" button.
4. To create a new tour, click the "New Tour / Button Group" button at the top right of your screen.



5. A popup will appear asking "Are you sure you want to add a new Tour / Button Group?". Click YES.



6. You will be taken to record view of a new tour / button group. Here you can add details of the tour that you would like to create.



Conducting Cell Checks with NFC Tags and the iSOMS App

Maintain Tours / Button Groups: View Record LOOKUP NEW TOUR / BUTTON GROUP AUDITS BACK TO SEARCH RESULTS REPORTS

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

Code: _____ Description: _____

Department: _____ Zone: _____ Subdivision/Area/Building Complex: _____

School: _____ Campus/Site: _____ Building: _____ Off Campus

County: _____ City: _____ Local Tribe: _____

Assigned Major: _____ Assigned Shift: _____

Button Members Current Buttons All Active Buttons

7. At a minimum you need to add a code and description.

Maintain Tours / Button Groups: View Record LOOKUP NEW TOUR / BUTTON GROUP AUDITS REPORTS

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

Code: **Test** Description: **Test Tour**

Department: _____ Zone: _____ Subdivision/Area/Building Complex: _____

School: _____ Campus/Site: _____ Building: _____ Off Campus

County: _____ City: _____ Local Tribe: _____

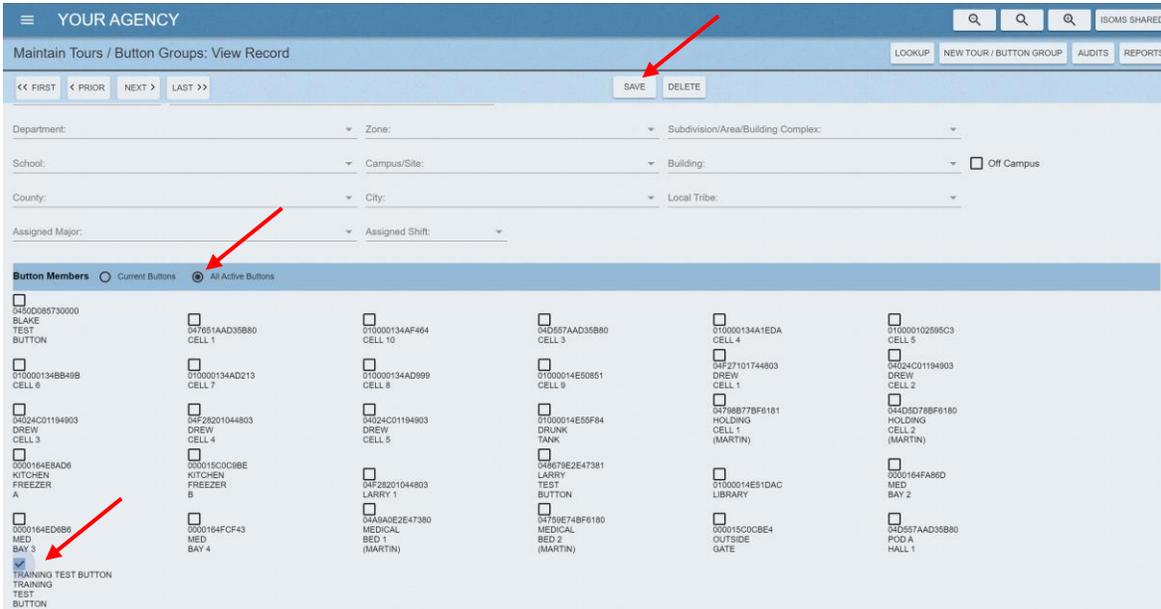
Assigned Major: _____ Assigned Shift: _____

Button Members Current Buttons All Active Buttons



Conducting Cell Checks with NFC Tags and the iSOMS App

8. You now need to add buttons to the tour. To do so, click “All Active Buttons” to show all of the buttons that you have added and check the box beside each button that you would like to add to this tour. After all buttons are added, click “Save” at the top of your screen to save the tour.



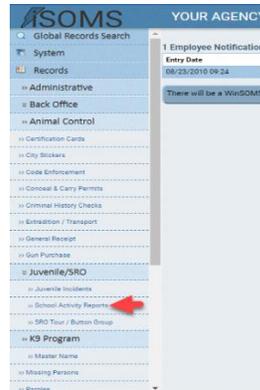
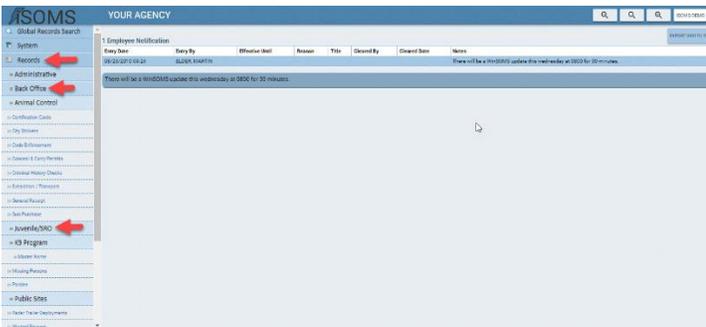
Buttons and tours can be created for SRO Checks and Patrol Checks as well as cell checks. The link to create buttons will be under Maintain Files, and to create the tours you will look for Tours/Button groups in each module.



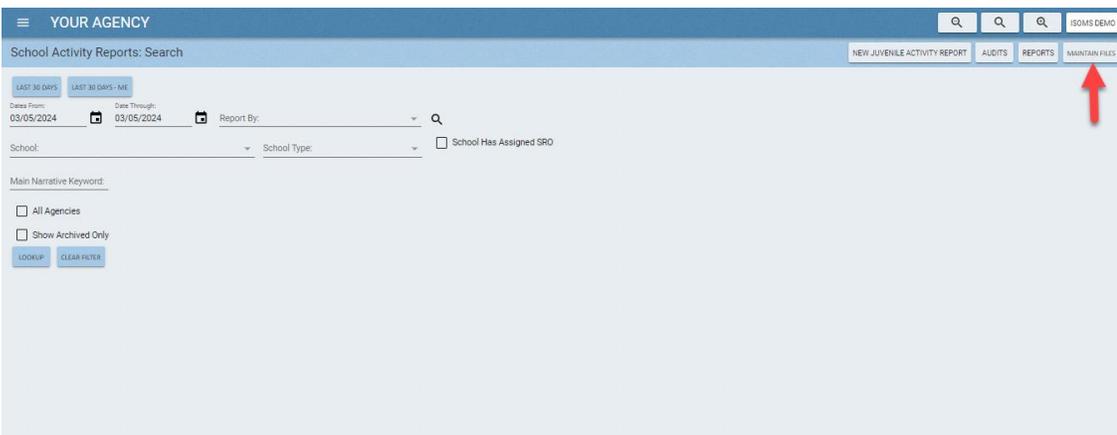
Conducting Cell Checks with NFC Tags and the iSOMS App

SRO Checks.

From the iSOMS home screen click on Records, then Back Office, then Juvenile/SRO. Then click on School Activity Reports.

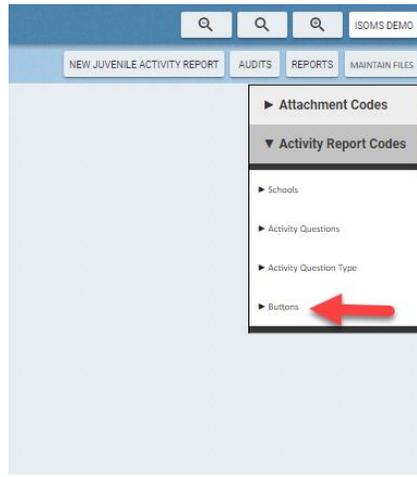
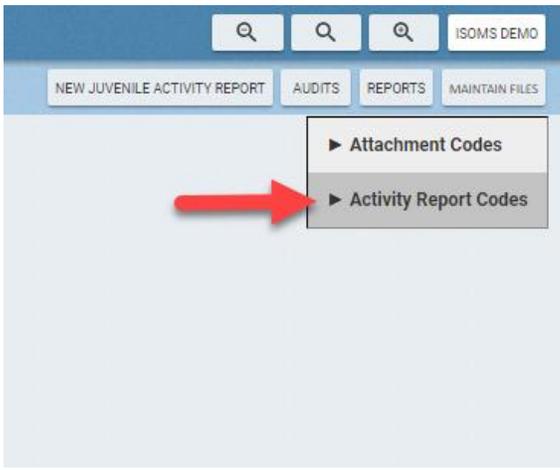


On the next screen click on Maintain Files, Activity Report Codes, and then Buttons. Creating buttons here will look exactly the same as for Cell Checks.

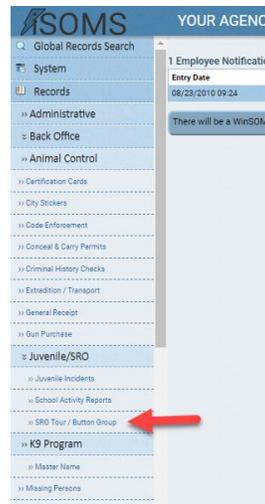
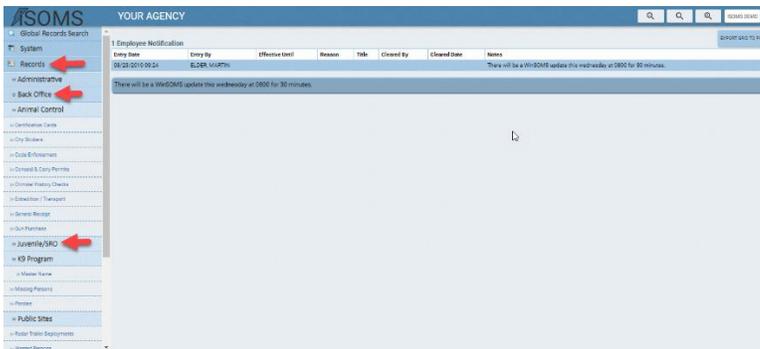




Conducting Cell Checks with NFC Tags and the iSOMS App



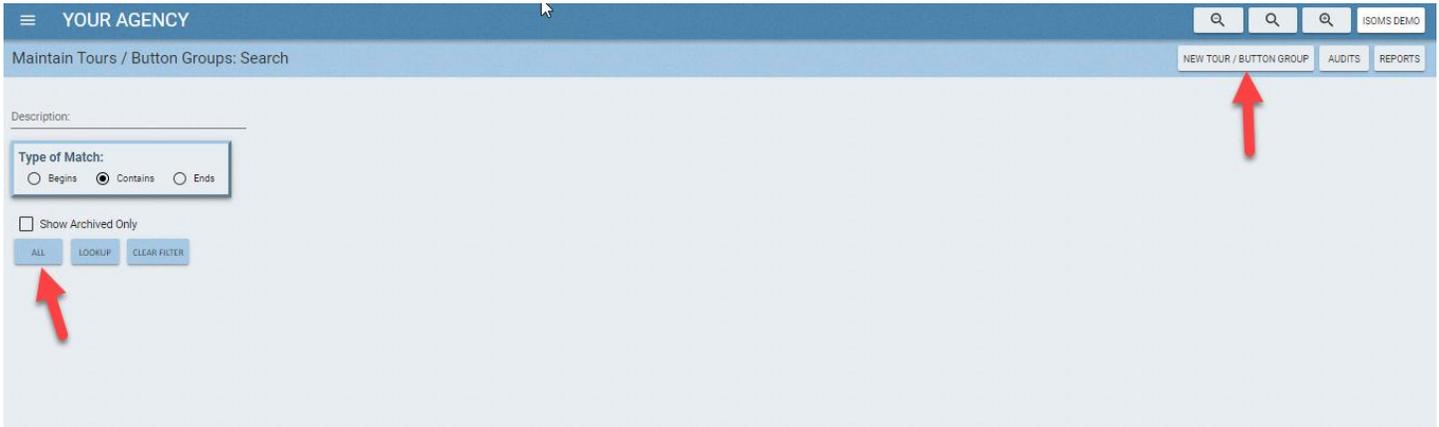
To create a tour for SRO, again, click on Records, Back Office, Juvenile/SRO, and then SRO Tour/Button Group.





Conducting Cell Checks with NFC Tags and the iSOMS App

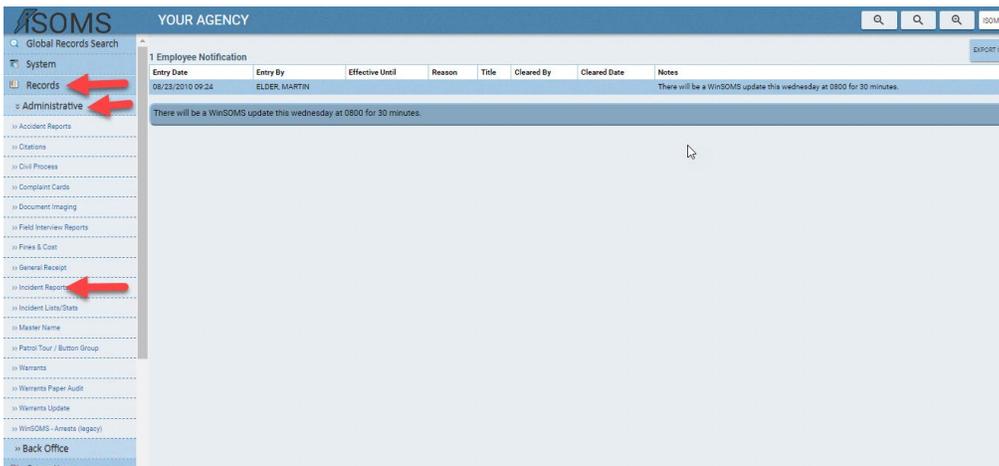
On the next screen you can search for any tour you've already created if you need to edit one, or you can create a new tour/button group by clicking on that button in the upper right corner.



Creating a new tour will look the same as creating a tour in Cell Checks.

Patrol Tours

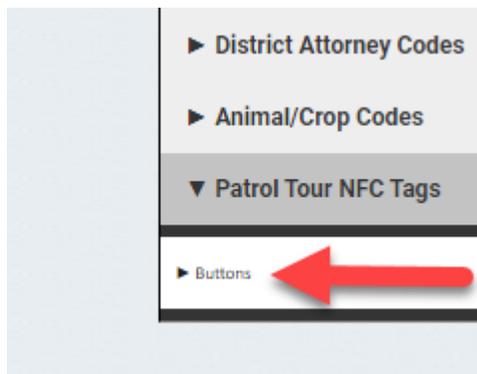
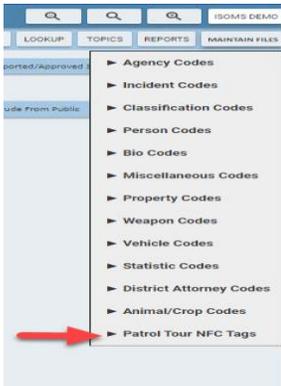
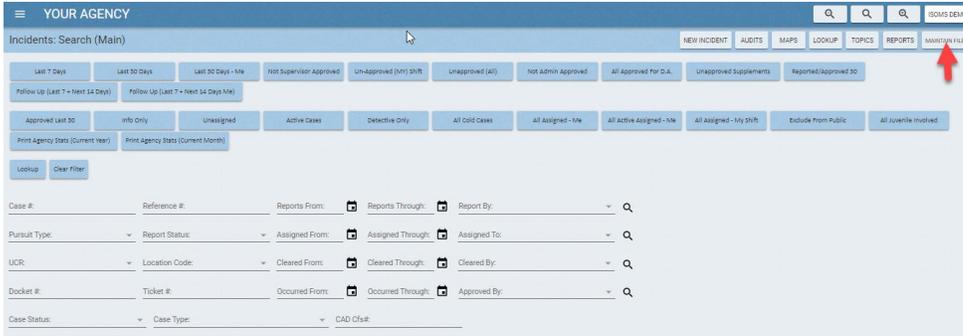
To create buttons for a Patrol Tour you will begin on the ISOMS home screen and click on Records, Administrative, then Incident Reports.





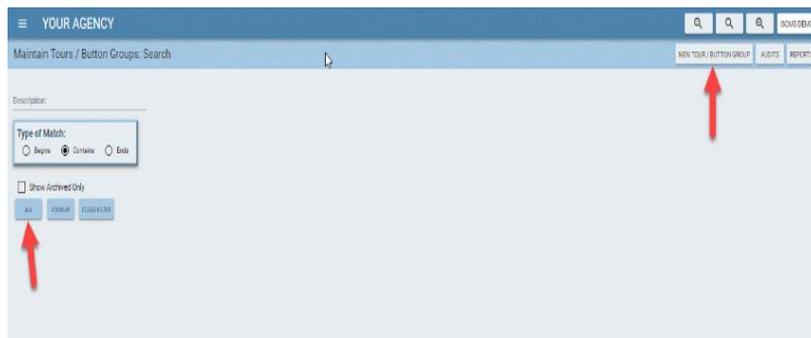
Conducting Cell Checks with NFC Tags and the iSOMS App

On the next screen click on Maintain Files, Patrol NFC Tags, then Buttons.



Creating buttons will look the same as for Cell Checks and SRO Checks.

To create a tour for Patrol you will begin again on the ISOMS home screen, click on Records, Administrative, and then Patrol Tour/Button Group.





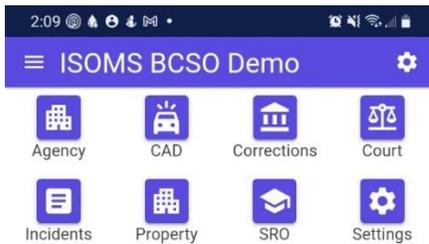
Conducting Cell Checks with NFC Tags and the iSOMS App

Creating a tour/button group for Patrol will look the same as for Cell Checks and SRO.

Update Buttons in the iSOMS App

You will need to have your NFC tags before completing this.

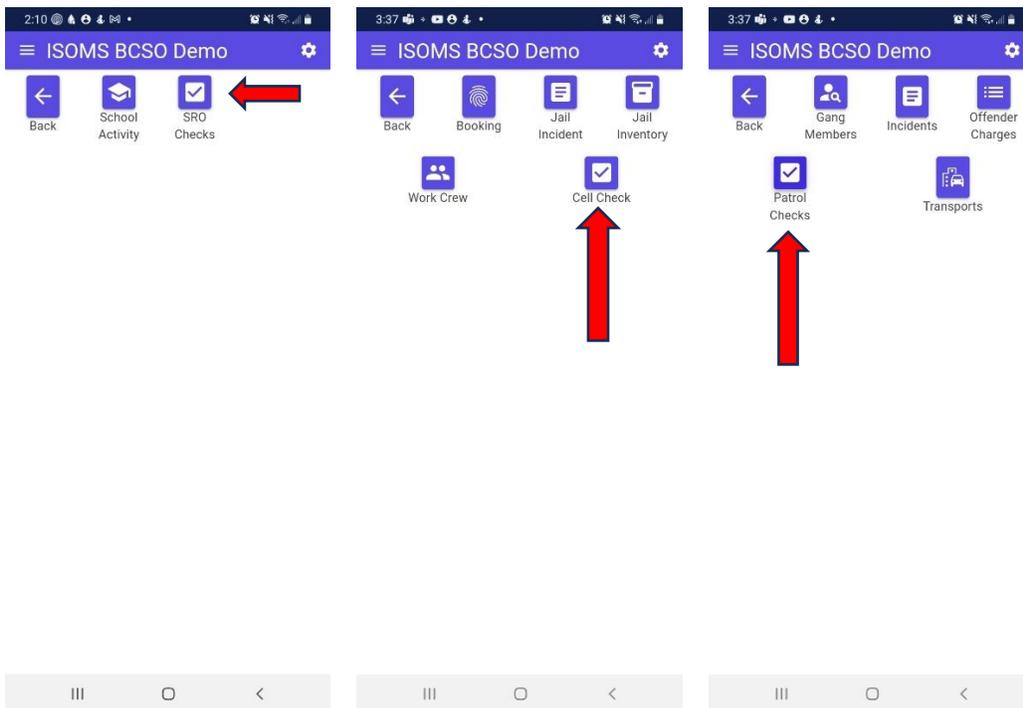
1. Login to the iSOMS app on your mobile device. Choose the correct button for the type of tour you will be updating. Choose Corrections for Cell Checks, SRO for SRO Checks, or Incidents for Patrol Checks.





Conducting Cell Checks with NFC Tags and the iSOMS App

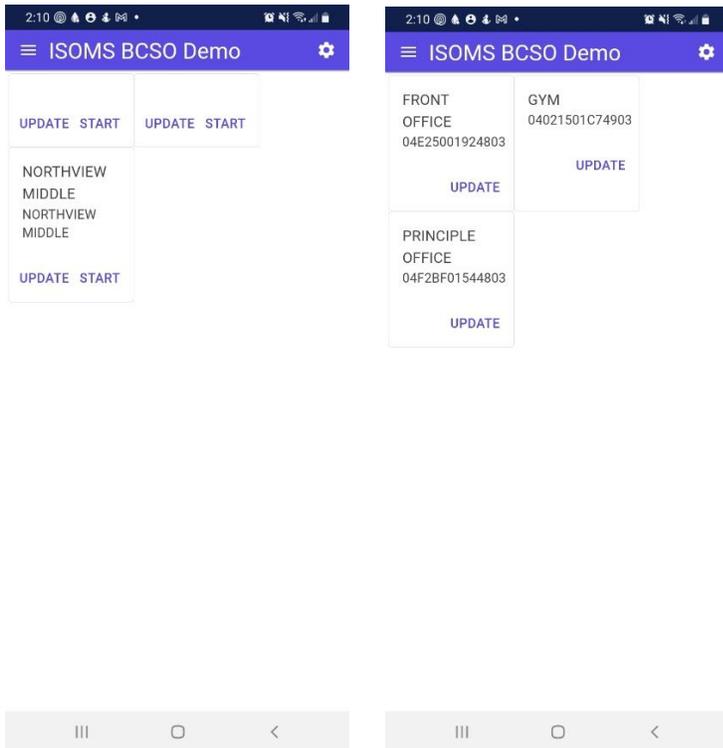
2. This shows each of the three screens and you can see the options for "Checks" on each of the screens.





Conducting Cell Checks with NFC Tags and the iSOMS App

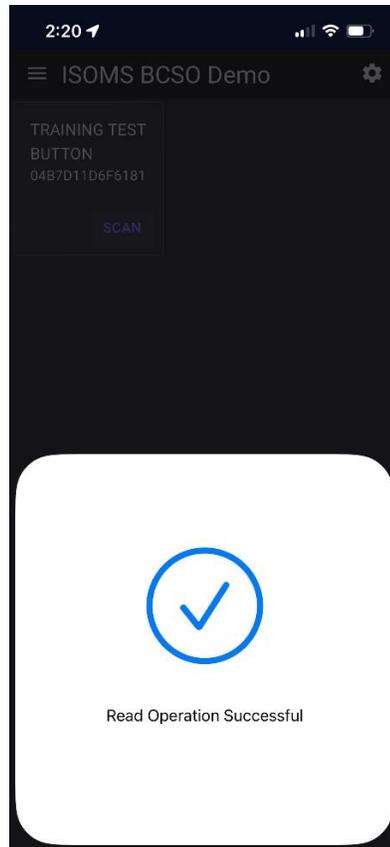
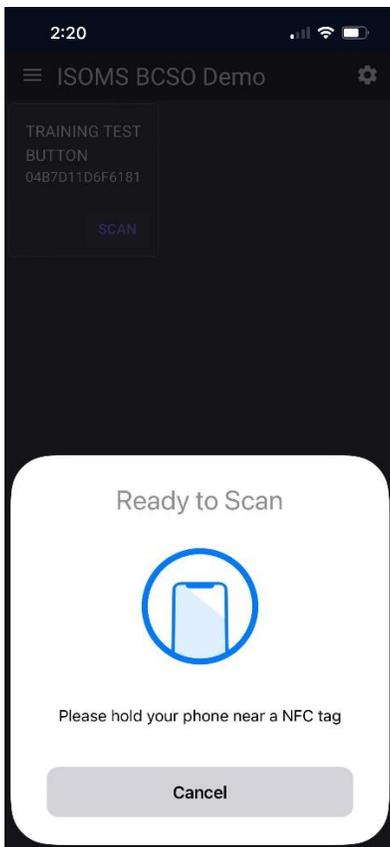
3. Once you choose the type of tour you are updating, the next screen will show all tours you have created for that category. Click “Update” on the tour you wish to update and you will see the list of all buttons in that tour. Each button has to be updated individually. You should see the description for each button. Click “Update” on the first button and you will be directed to hold your device near the NFC tag so it can read.





Conducting Cell Checks with NFC Tags and the iSOMS App

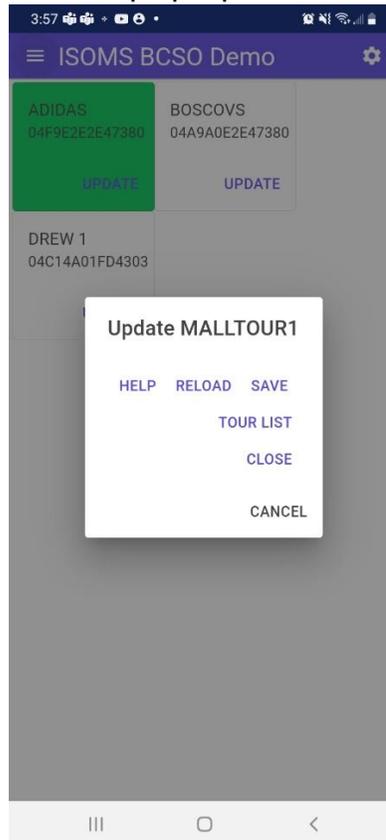
4. Follow the directions on the screen. Hold your device near the NFC Tag (make sure all other NFC tags are not near your device to prevent the wrong tag accidentally being scanned). When your device successfully reads the tag, the button associated with the tag will turn green and you will see a check mark on your screen saying Read Operation Successful.





Conducting Cell Checks with NFC Tags and the iSOMS App

- Repeat the above step for each button. Click "Update" on each button, and scan. Once all buttons have been scanned click on the three line menu at the top left of the screen and choose "Save" on the pop up screen.

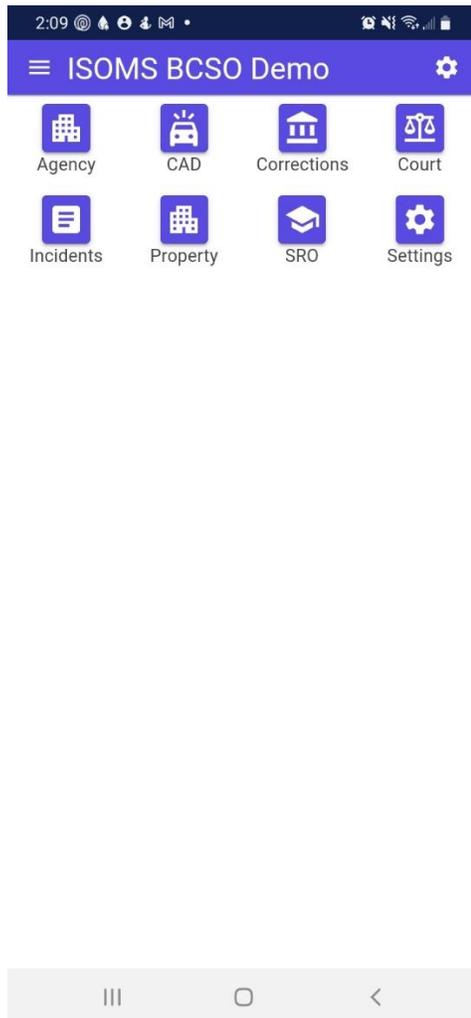


You can now mount/install your NFC tags.



Conducting Cell Checks in the iSOMS App

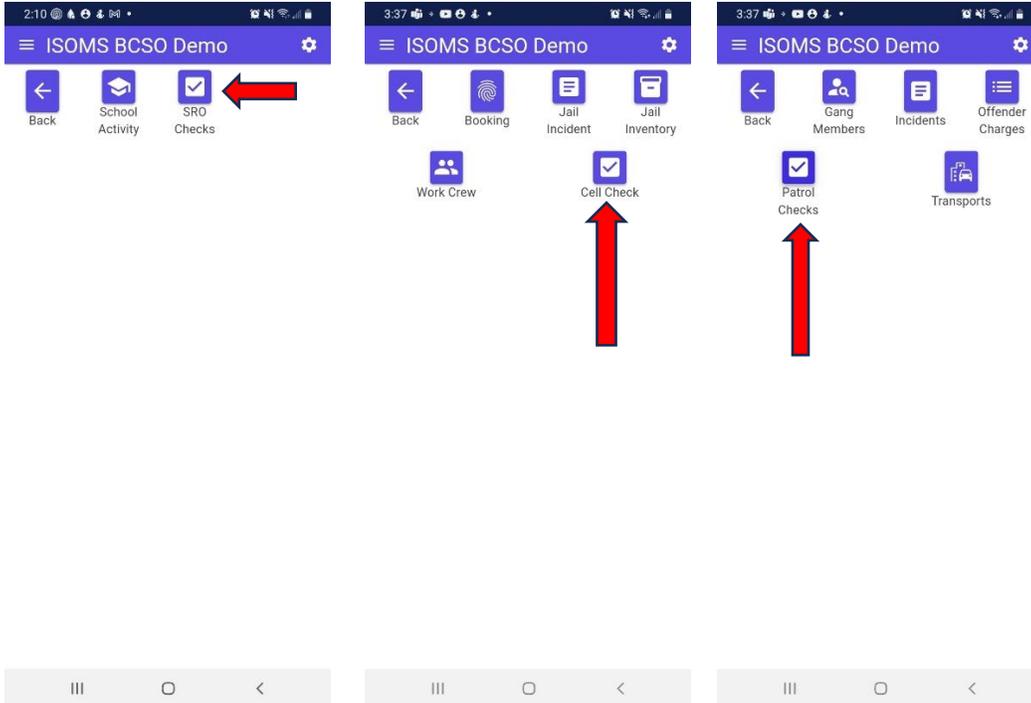
1. To conduct cell checks or any other type of security check tour you will begin again on the ISOMS app home screen. Choose the type of tour you want to start. For Cell Checks choose Corrections, for SRO Checks choose SRO, and for Patrol Checks choose Incidents.



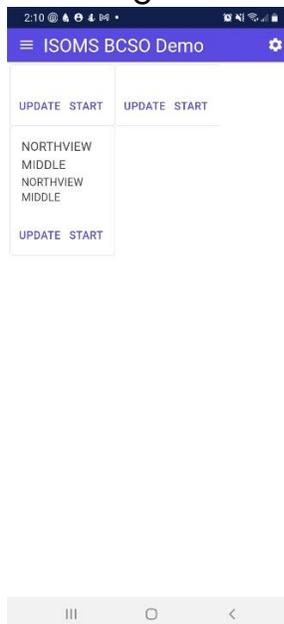


Conducting Cell Checks with NFC Tags and the iSOMS App

2. Again, this shows all three screens. Click on the “Check” that you would like to do.



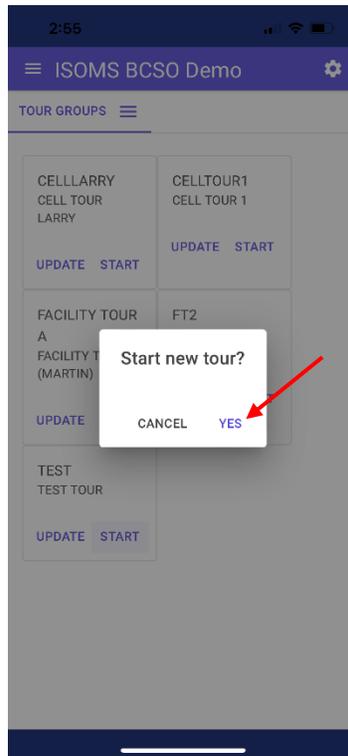
3. On the next screen you will see all the tours available for the type of tour you are starting. This time click Start to begin the tour.





Conducting Cell Checks with NFC Tags and the iSOMS App

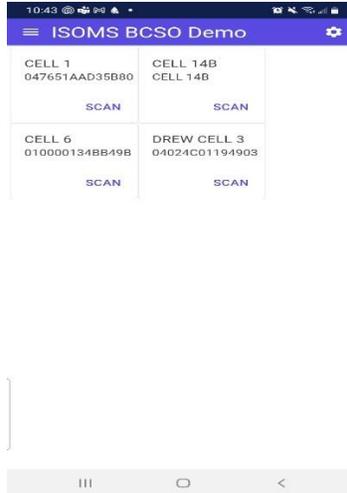
4. A popup will appear asking "Start a new tour?". Tap "Yes".



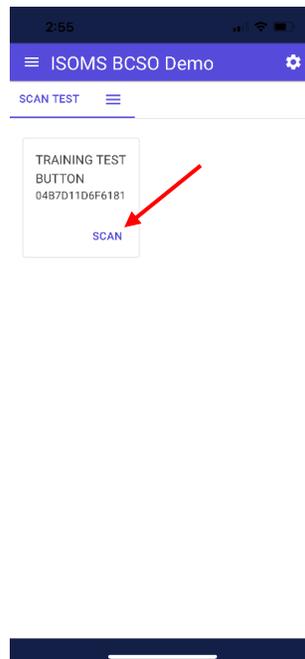


Conducting Cell Checks with NFC Tags and the iSOMS App

5. You will now see a window with the list of buttons for the tour you selected.



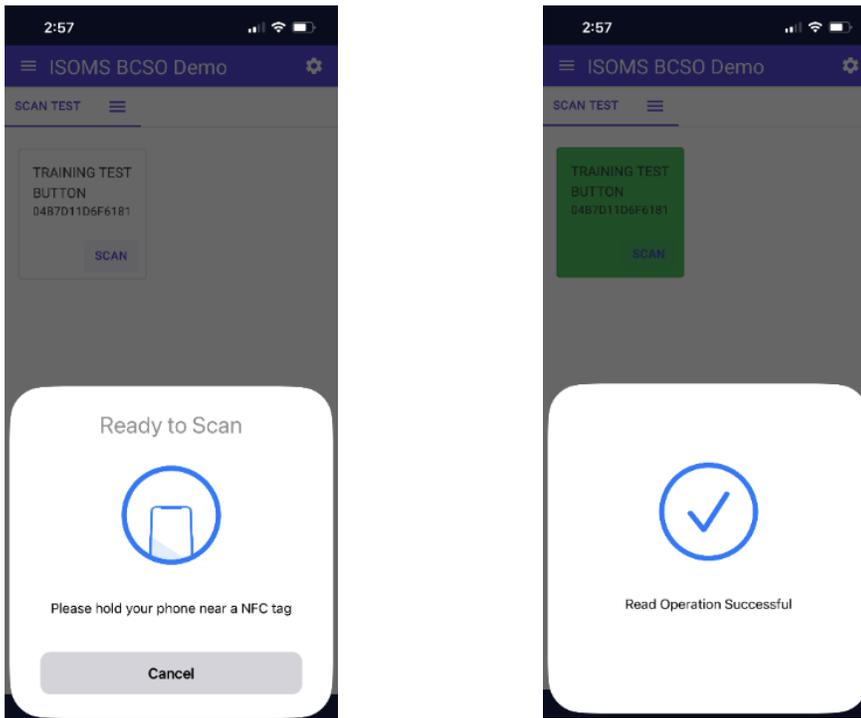
6. When you get to an area that a cell check button covers, tap "Scan" on that button.





Conducting Cell Checks with NFC Tags and the iSOMS App

7. A popup will appear telling you to scan the NFC tag. Scan the tag and then you will see a message that says "Read Operation Successful" and you will be taken back to the tour screen to scan more buttons.

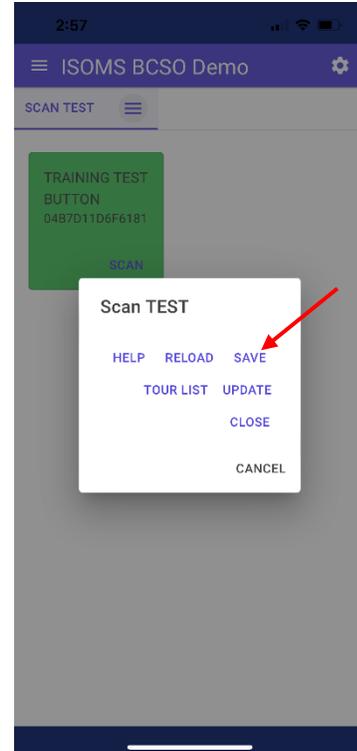
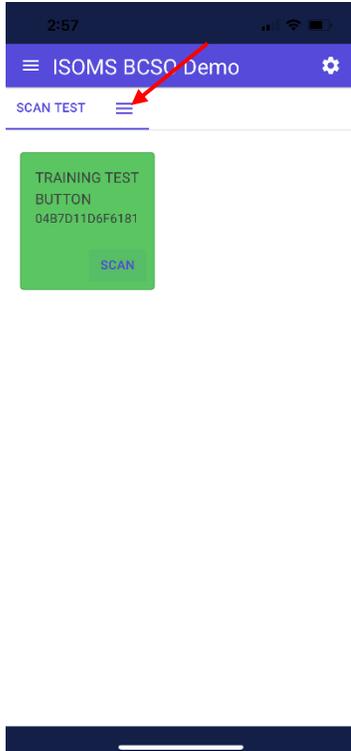


8. Do the rest of your tour and scan the buttons using steps 6-7 above.



Conducting Cell Checks with NFC Tags and the iSOMS App

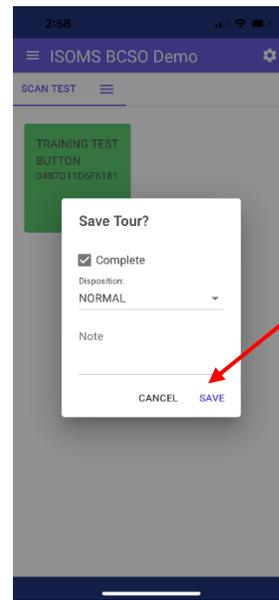
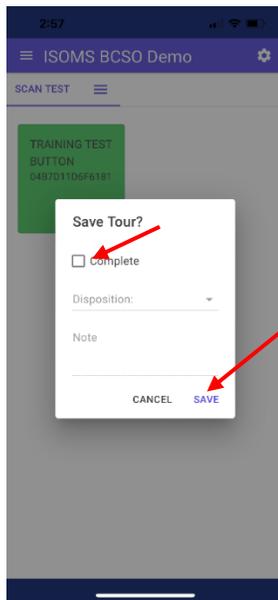
9. When you have successfully scanned all of the buttons on your tour, tap the menu icon beside the scan tour tab. A popup will open with a list of some options for this tour. Tap "Save" to save the updated buttons.



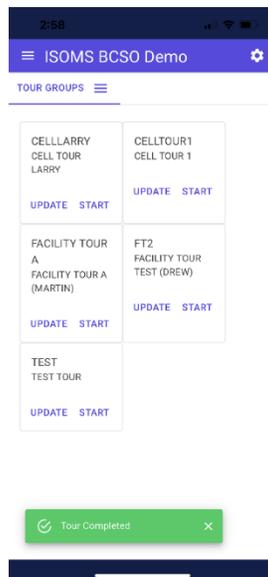


Conducting Cell Checks with NFC Tags and the iSOMS App

10. A new popup will appear asking "Save Tour?". Tap the "Complete" checkbox to check that the tour is complete, tap the "Disposition" drop down list and choose a disposition. You can also add notes. After you are finished, tap "Save".



11. You will now be taken back to the tour group page. You will also see a message at the bottom of your screen that says "Tour Complete".





Viewing Cell Check Records

1. Navigate to Corrections>Inmate Tracking>Cell Checks and click to open the Cell Check module.
 - a. If you cannot click on “Cell Checks” in the iSOMS menu, you will need to ask an administrator for permissions to this module before you can access it.



2. You will be greeted with a search screen where you can search for cell check records.
3. At the top of the search screen, you have some quick search buttons that you can utilize to quickly find all cell check records, the last 3 days of cell check record activity, and the last 7 days of cell check record activity. After entering in the search parameters you need, click “Lookup”.
 - a. You can also search by Checks From and Checks Thru dates, the officer that performed the checks, Button ID, Building, etc.



Conducting Cell Checks with NFC Tags and the iSOMS App

Cell Checks Reports: Search

NEW CELL CHECK RECORD TOPICS REPORTS MAINTAIN FILES

ALL ACTIVE LAST 3 DAYS ACTIVITY LAST 7 DAYS ACTIVITY

Checks From: 11/27/2023 Checks To: 11/27/2023 Report By: [dropdown] [search]

Button ID: [dropdown]

Area: [dropdown] Building: [dropdown] Room: [dropdown]

In-Active Reason: [dropdown]

All Agencies

Show Approved Only

LOOKUP CLEAR FILTERS

4. You will now see the results from your search.

Cell Checks Reports: Search Results

LOOKUP NEW CELL CHECK RECORD REPORTS MAINTAIN FILES

Search Criteria ▶

Search Results

1 Record

Check Date	Button Id	Description	Check By	Badge	Area	Building	Room
11/27/2023 14:57	04B7D11D6F6181	TRAINING TEST BUTTON	Shared Agency,	478			

EXPORT GRID TO FILE VIEW ALL AGENCIES

5. You can double click on a specific record to see more details.

Cell Checks Reports: View Record

LOOKUP NEW CELL CHECK RECORD TOPICS REPORTS MAINTAIN FILES

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

Entry Date: 11/27/2023 14:58 / Entry By: SHARED AGENCY,

Button ID: TRAINING TEST BUTTON [dropdown]

Cell Check Date: 11/27/2023 Time: 14:57:09

Cell Check By Office: 478 SHARED AGENCY, [dropdown] [search]

Notes:

Button ID: 04B7D11D6F6181

Description: TRAINING TEST BUTTON

Notes Images Attachments

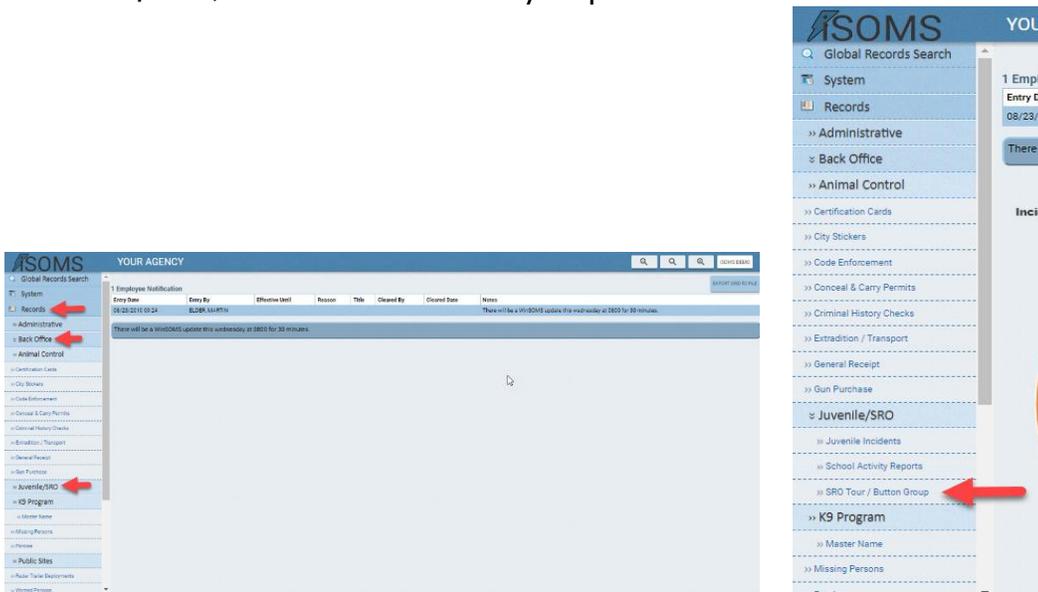
Narrative [text area]

Reports can be run for SRO checks and patrol checks as well.

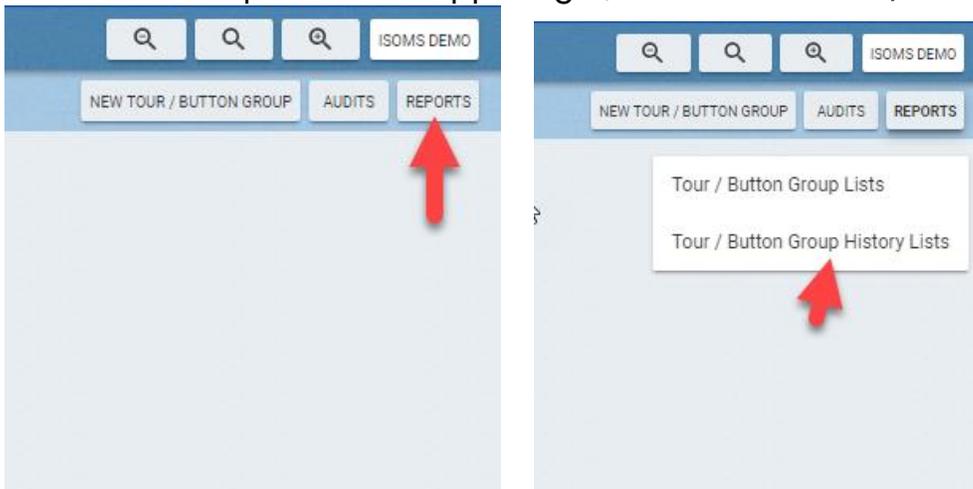


Conducting Cell Checks with NFC Tags and the iSOMS App

For SRO Tours, begin on the iSOMS home screen and navigate to Records, Back Office, Juvenile/SRO, then School Activity Reports.



Next click on reports in the upper right, and choose Tour/Button Group History Lists.





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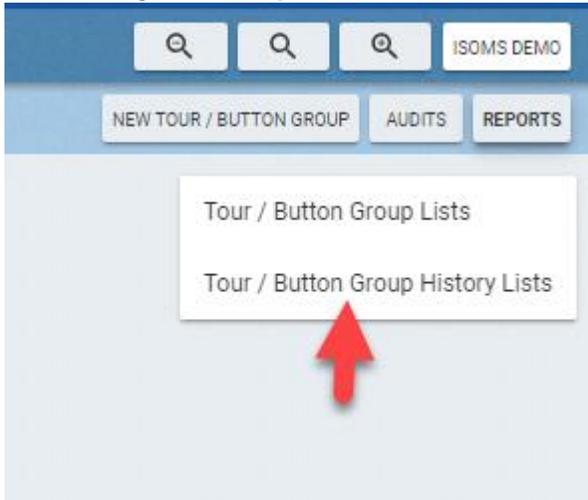
On the next screen you will be able to choose how you want the information on the report grouped by choosing the report style. You can narrow the search by inputting information such as a date range, a particular button or tour. You can choose to include notes and also choose the format for the report. Lastly you can view, download or email the report.

For Patrol Tour Reports, also begin on the ISOMS home screen, navigate to Records, Administrative, Patrol Tours/Button Groups. Then choose Reports in the upper right.

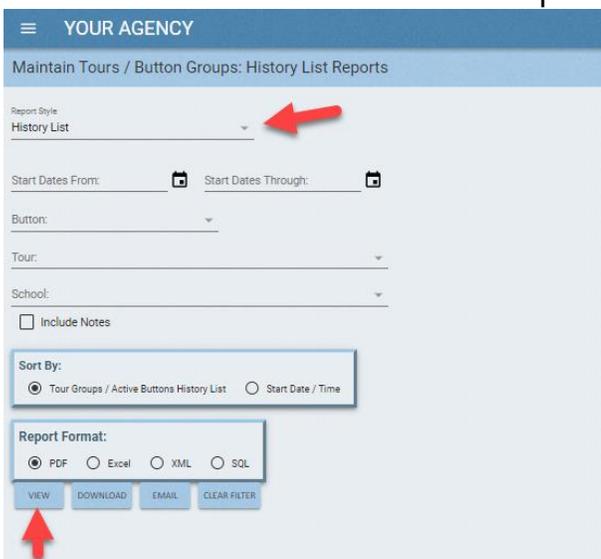


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You will get a drop down menu, choose the Tour/Button Group History List.



On the next screen you will be able to choose how you want the information on the report grouped by choosing the report style. You can narrow the search by inputting information such as a date range, a particular button or tour. You can choose to include notes and also choose the format for the report. Lastly you can view, download or email the report.





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