

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



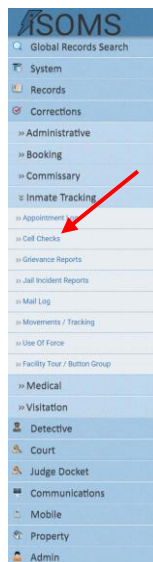
Conducting Cell Checks with NFC Tags and the iSOMS App

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.

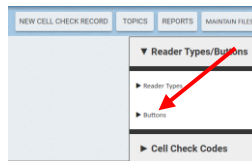


2. You will be greeted with a search screen where you can search for cell check records.



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.

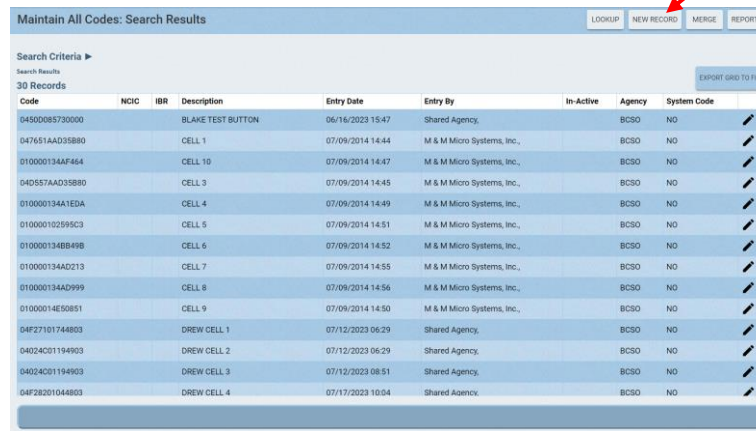


Maintain All Codes: Search Results								LOOKUP	NEW RECORD	MERGE	REPORTS
Search Criteria ▶											
Search Results											
30 Records											
Code	NCIC	IBR	Description	Entry Date	Entry By	In-Active	Agency	System Code	EXPORT GRID TO FILE		
04500095730000			BLAKE TEST BUTTON	06/16/2023 15:47	Shared Agency,		BCSO	NO			
047651AAD35B80			CELL 1	07/09/2014 14:44	M & M Micro Systems, Inc.,		BCSO	NO			
010000134AF464			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			
010000134BB498			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



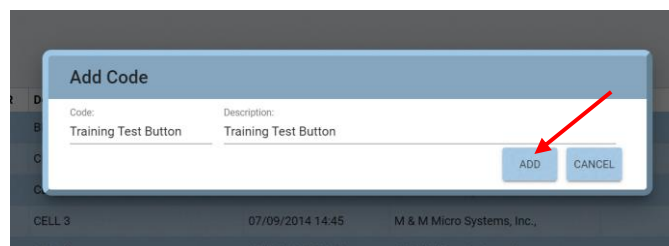
Maintain All Codes: Search Results

Search Criteria ▶

30 Records

Code	NICG	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
01000013AMF464			CELL 10	07/09/2014 14:47	M & M Micro Systems, Inc.		BCSO	NO
040557AAD35880			CELL 3	07/09/2014 14:45	M & M Micro Systems, Inc.		BCSO	NO
010000134A1ED4			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

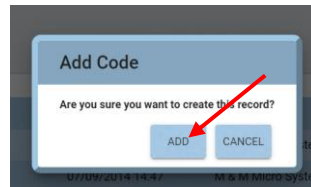
Code: Training Test Button Description: Training Test Button

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



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

Maintain All Codes: View Record

Code: TRAINING TEST BUTTON ☐ In-Active

Description: TRAINING TEST BUTTON

NCIC: ICR CODE:

Reporting Column: Code Ranking: Max Value(Post Assessment): New Max(Warning value):

Email Group:

☐ Able To Bond ☐ Evidence Out Of Facility ☐ Jail Classification State Code

Record Retention Years: Due Date Days:

Interface Assignments Cell Check Options EMS Destination Facility Address Notes Checking Account Detail

General Interface Code(Titan): Phone Interface Code: Jail Interface Code: Commissary Interface Code: CAD Priority Contact Seconds: 0

☐ Case Mgt Admin Cleared ☐ Case Mgt Death Released ☐ Case Mgt Exceptionally Cleared ☐ Exclude From Mass (Evidence) Proposed Disposition

9. 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”.

Maintain All Codes: View Record

Code: TRAINING TEST BUTTON ☐ In-Active

Description: TRAINING TEST BUTTON

NCIC: ICR CODE:

Reporting Column: Code Ranking: Max Value(Post Assessment): New Max(Warning value):

Email Group:

☐ Able To Bond ☐ Evidence Out Of Facility ☐ Jail Classification State Code

Record Retention Years: Due Date Days:

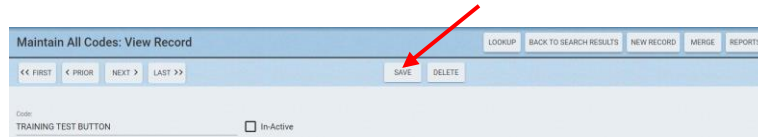
Interface Assignments **Cell Check Options** EMS Destination Facility Address Notes Checking Account Detail

Reader Type: Building: Area: Room: In-Active Reason: Button Group:

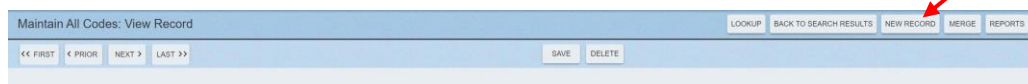


Conducting Cell Checks with NFC Tags and the iSOMS App

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

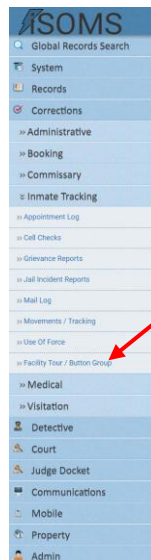


- If you would like to add additional buttons, you can click “New Record” at the top right of your screen.



Create a Tour

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



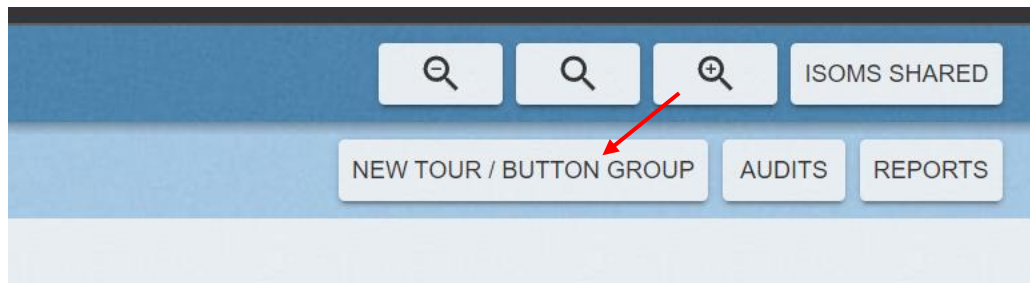
- You will be greeted with a search screen where you can search for tour records.
 - If you cannot click on “Facility Tour / Button Group” in the iSOMS menu, you will need to ask an administrator for permissions to this module before you can access it.



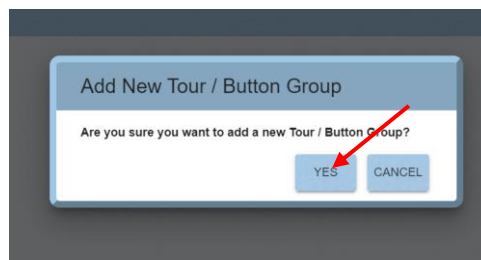
Conducting Cell Checks with NFC Tags and the iSOMS App

This screenshot shows the search interface for tours and button groups. At the top, the title "Maintain Tours / Button Groups: Search" is displayed. Below the title is a "Description:" label followed by a text input field. Underneath the input field is a "Type of Match:" section with three radio button options: "Begins", "Contains" (which is selected), and "Ends". Below the match type options is a checkbox labeled "Show Archived Only". At the bottom of the search section 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: Description:

Test 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.

YOUR AGENCY [Search] [Filter] [ISOMS SHARED]

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

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

Department: [Dropdown] Zone: [Dropdown] Subdivision/Area/Building Complex: [Dropdown]
School: [Dropdown] Campus/Site: [Dropdown] Building: [Dropdown] [Off Campus]
County: [Dropdown] City: [Dropdown] Local Tribe: [Dropdown]
Assigned Major: [Dropdown] Assigned Shift: [Dropdown]

Button Members [Current Buttons] [All Active Buttons]

<input type="checkbox"/> 04500085730000 BLAKE TEST BUTTON	<input type="checkbox"/> 047651AAD358B0 CELL 1	<input type="checkbox"/> 010000134AF464 CELL 10	<input type="checkbox"/> 04D557AAD358B0 CELL 3	<input type="checkbox"/> 010000134A1EDA CELL 4	<input type="checkbox"/> 010000102595C3 CELL 5
<input type="checkbox"/> 010000134BB49B CELL 6	<input type="checkbox"/> 010000134AD213 CELL 7	<input type="checkbox"/> 010000134AD999 CELL 8	<input type="checkbox"/> 01000014E50851 CELL 9	<input type="checkbox"/> 04F27101744803 DREW CELL 1	<input type="checkbox"/> 04D24C01194903 DREW CELL 2
<input type="checkbox"/> 04D24C01194903 DREW CELL 3	<input type="checkbox"/> 04F28201044803 DREW CELL 4	<input type="checkbox"/> 04D24C01194903 DREW CELL 5	<input type="checkbox"/> 01000014E55F84 DRUNK TANK	<input type="checkbox"/> 04798B77BF6181 HOLDING CELL 1 (MARTIN)	<input type="checkbox"/> 044D5D78BF6180 HOLDING CELL 2 (MARTIN)
<input type="checkbox"/> 0000164E8AD6 KITCHEN FREEZER A	<input type="checkbox"/> 000015C0C9BE KITCHEN FREEZER B	<input type="checkbox"/> 04F28201044803 LARRY 1	<input type="checkbox"/> 04B67BE2E47381 LARRY TEST BUTTON	<input type="checkbox"/> 01000014E51DAC LIBRARY	<input type="checkbox"/> 0000164FABED MED BAY 2
<input type="checkbox"/> 0000164ED0B6 MED BAY 3	<input type="checkbox"/> 0000164FCF43 MED BAY 4	<input type="checkbox"/> 04A9A0E2E47380 MEDICAL BED 1 (MARTIN)	<input type="checkbox"/> 04789E74BF6180 MEDICAL BED 2 (MARTIN)	<input type="checkbox"/> 000015C0CBE4 OUTSIDE GATE	<input type="checkbox"/> 04D57AAD358B0 POD A HALL 1
<input checked="" type="checkbox"/> TRAINING TEST BUTTON TRAINING TEST BUTTON					

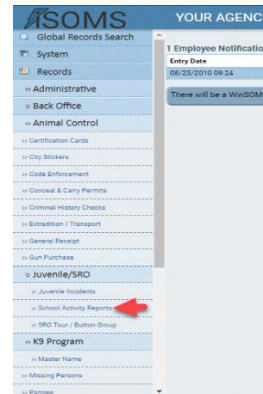
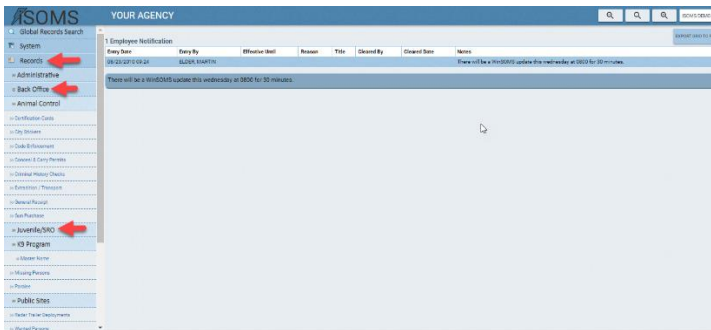
Buttons and tours can be created for SRO Checks and Patrol Checks as well as cell checks. The link to create buttons will be under Maintain Files, and to create the tours you will look for Tours/Button groups in each module.



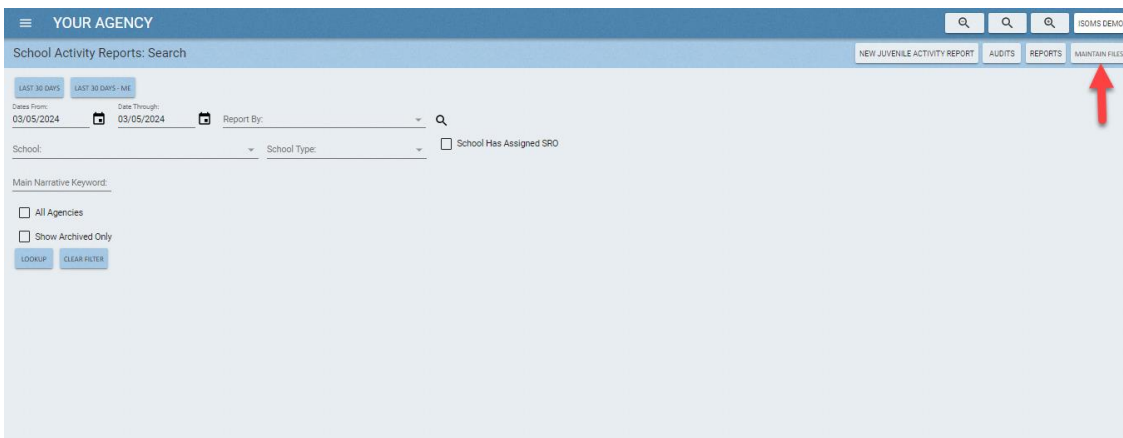
Conducting Cell Checks with NFC Tags and the iSOMS App

SRO Checks.

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

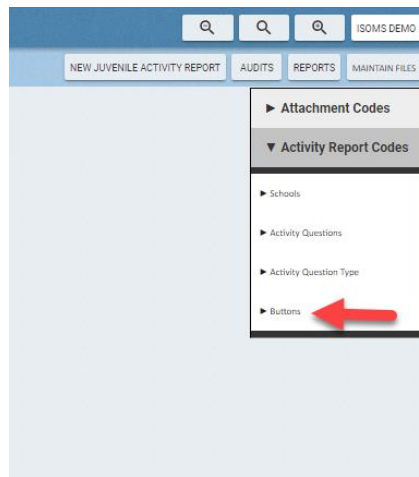
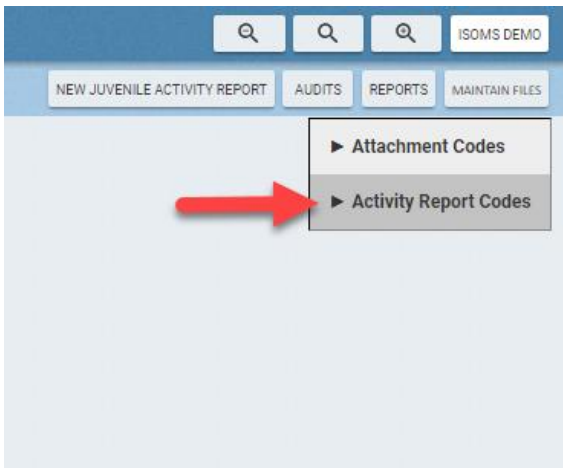


On the next screen click on Maintain Files, Activity Report Codes, and then Buttons. Creating buttons here will look exactly the same as for Cell Checks.

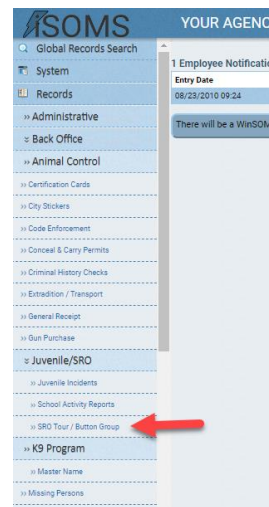
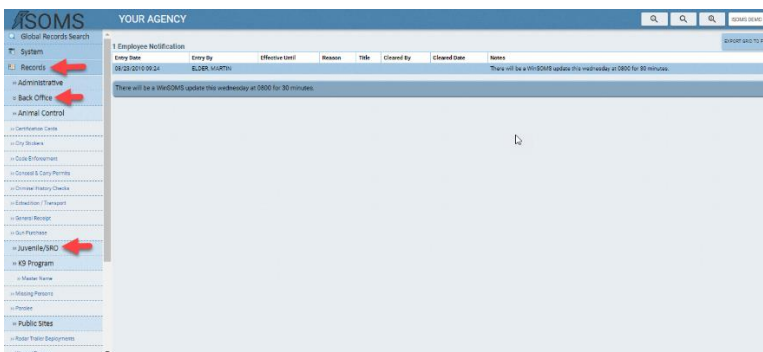




Conducting Cell Checks with NFC Tags and the iSOMS App



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.



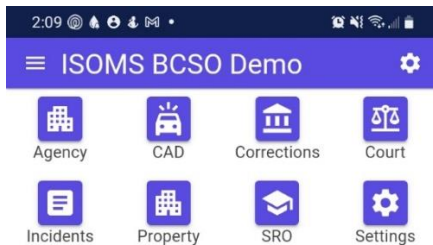
Conducting Cell Checks with NFC Tags and the iSOMS App

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.

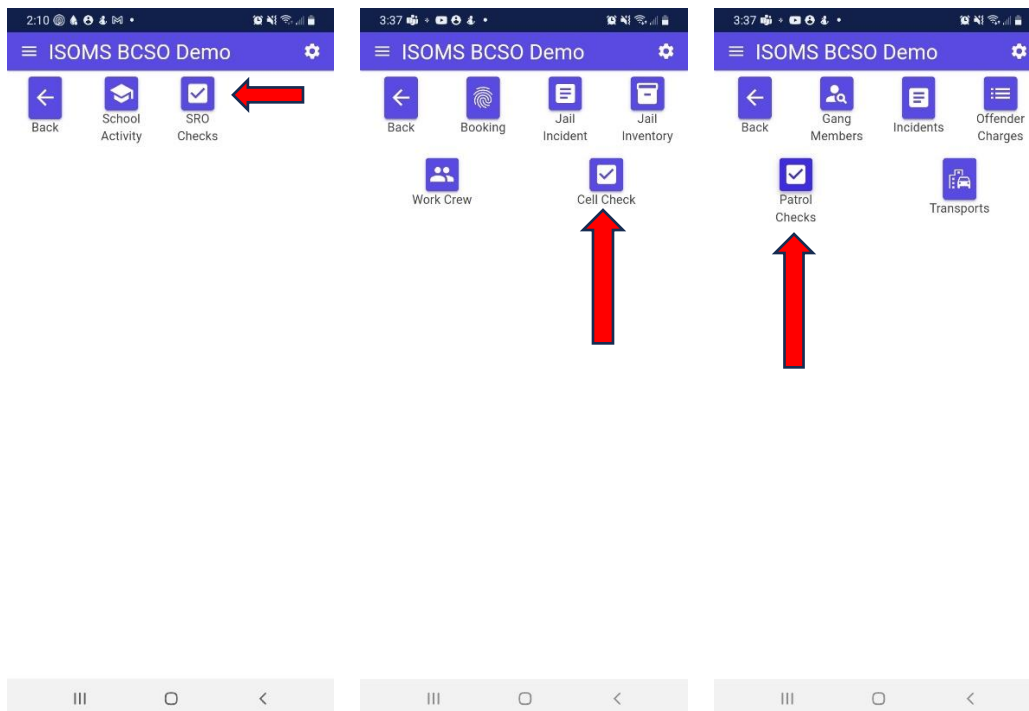
1. Login to the iSOMS app on your mobile device. Choose the correct button for the type of tour you will be updating. Choose Corrections for Cell Checks, SRO for SRO Checks, or Incidents for Patrol Checks.





Conducting Cell Checks with NFC Tags and the iSOMS App

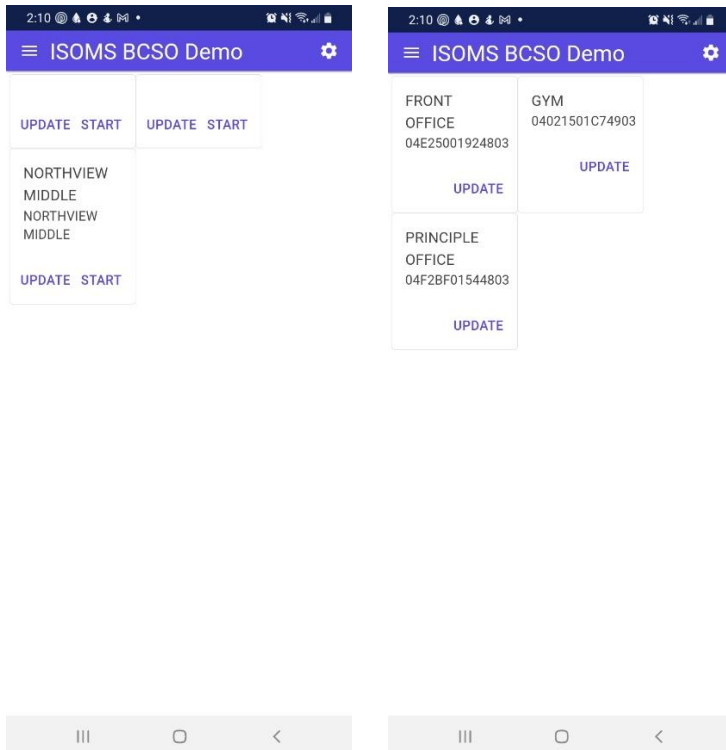
2. This shows each of the three screens and you can see the options for “Checks” on each of the screens.





Conducting Cell Checks with NFC Tags and the iSOMS App

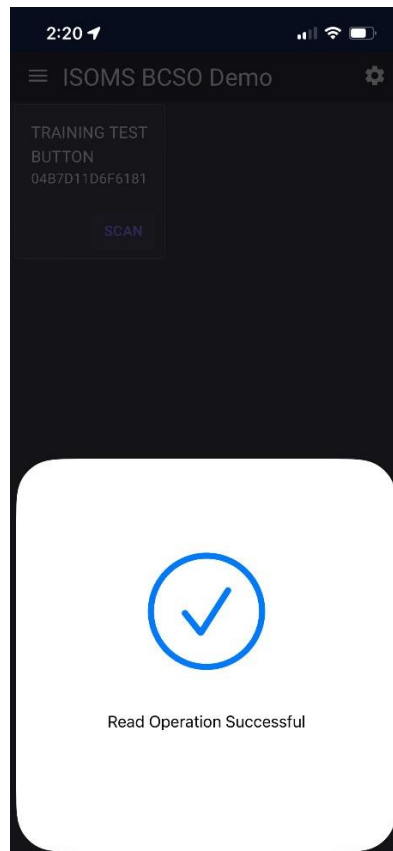
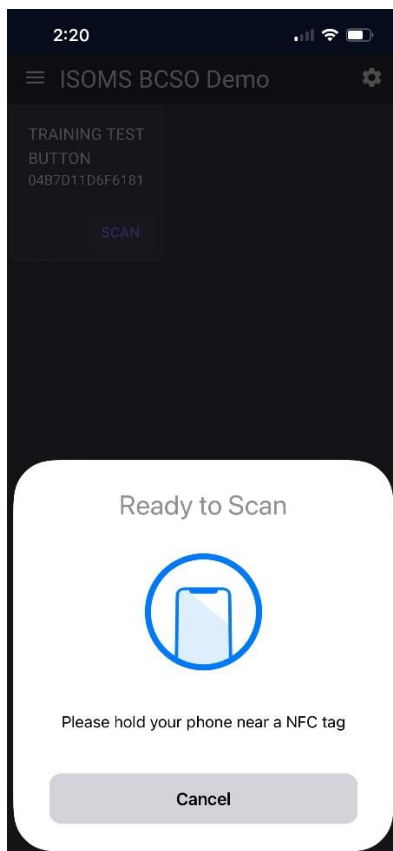
3. Once you choose the type of tour you are updating, the next screen will show all tours you have created for that category. Click “Update” on the tour you wish to update and you will see the list of all buttons in that tour. Each button has to be updated individually. You should see the description 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

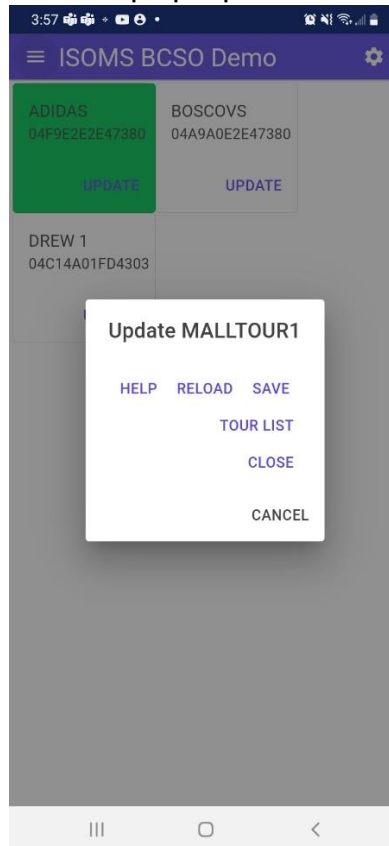
- Follow the directions on the screen. Hold your device near the NFC Tag (make sure all other NFC tags are not near your device to prevent the wrong tag accidentally being scanned). When your device successfully reads the tag, the button associated with the tag will turn green and you will see a check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





Conducting Cell Checks with NFC Tags and the iSOMS App

5. 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.

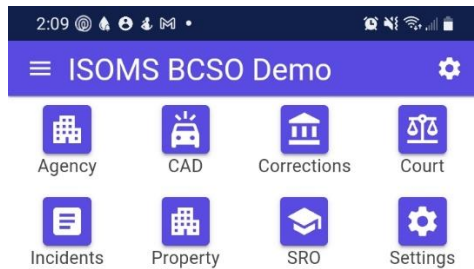


You can now mount/install your NFC tags.



Conducting Cell Checks in the iSOMS App

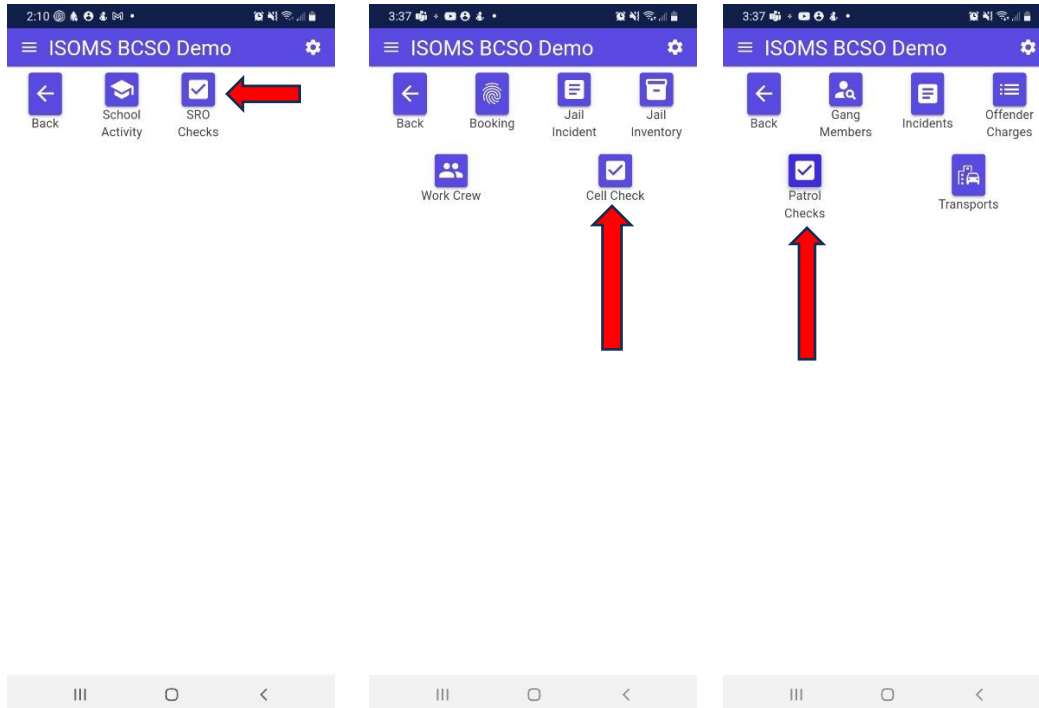
1. To conduct cell checks or any other type of security check tour you will begin again on the ISOMS app home screen. Choose the type of tour you want to start. For Cell Checks choose Corrections, for SRO Checks choose SRO, and for Patrol Checks choose Incidents.



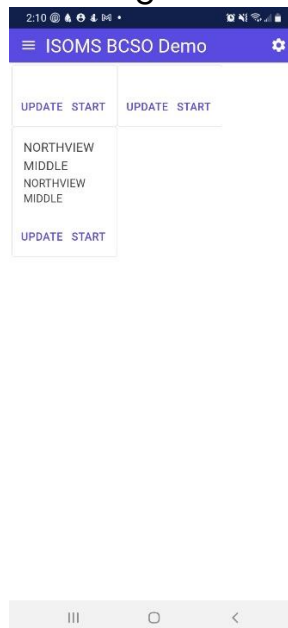


Conducting Cell Checks with NFC Tags and the iSOMS App

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



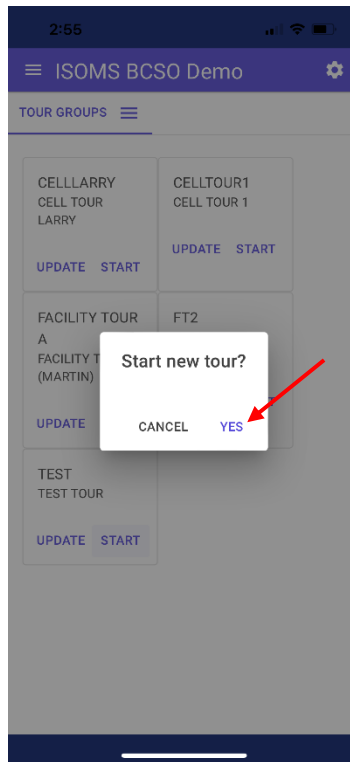
3. On the next screen you will see all the tours available for the type of tour you are starting. This time click Start to begin the tour.





Conducting Cell Checks with NFC Tags and the iSOMS App

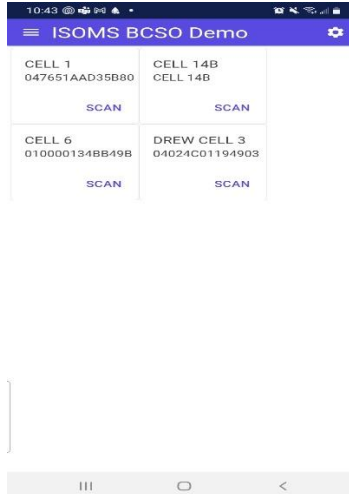
4. A popup will appear asking "Start a new tour?". Tap "Yes".



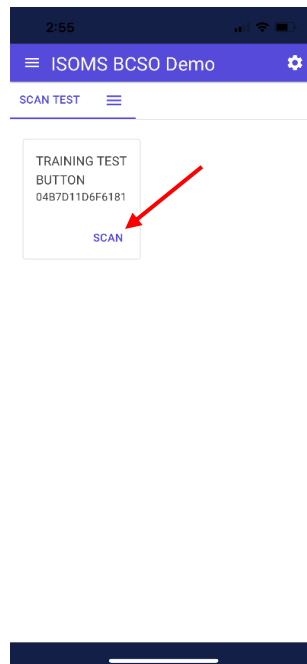


Conducting Cell Checks with NFC Tags and the iSOMS App

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



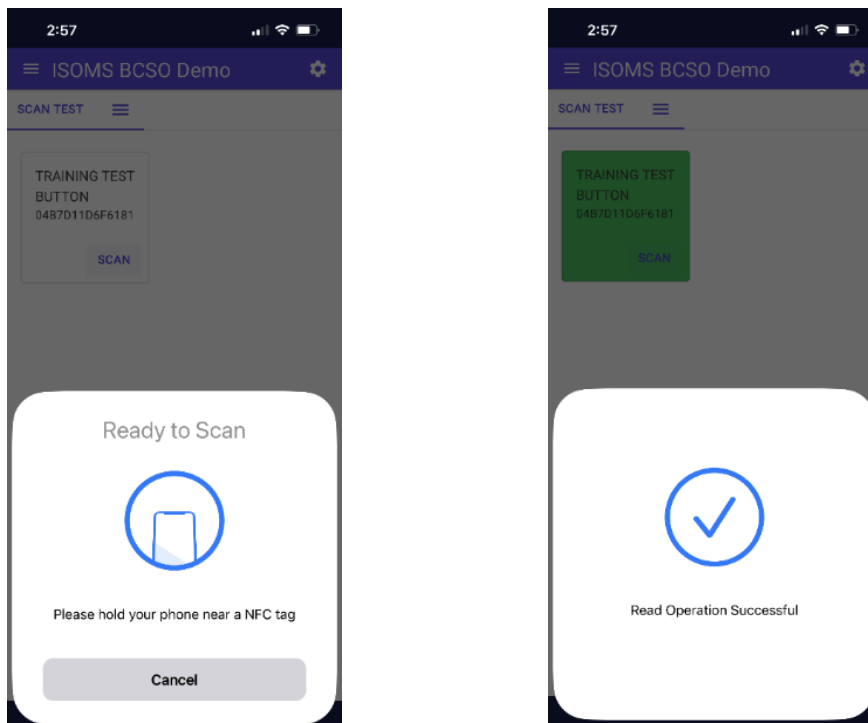
6. When you get to an area that a cell check button covers, tap "Scan" on that button.





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.

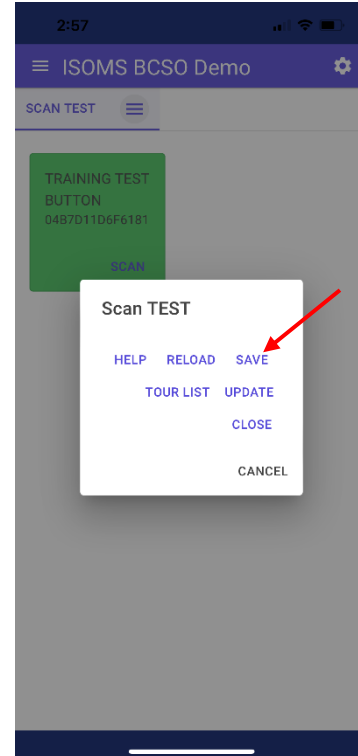
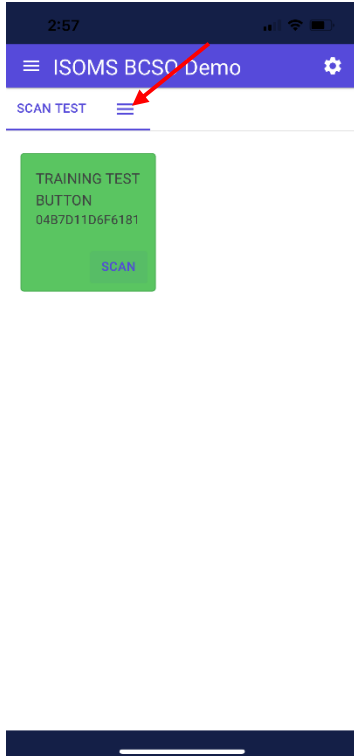


8. Do the rest of your tour and scan the buttons using steps 6-7 above.



Conducting Cell Checks with NFC Tags and the iSOMS App

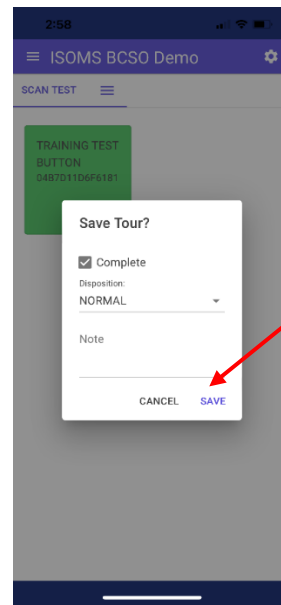
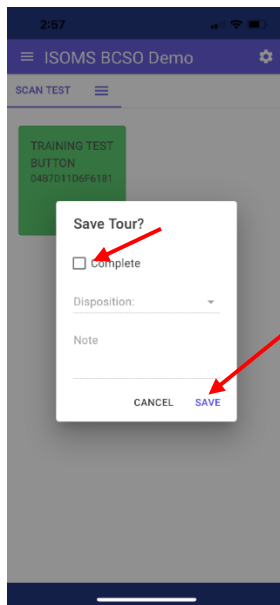
9. When you have successfully scanned all of the buttons on your tour, tap the menu icon beside the scan tour tab. A popup will open with a list of some options for this tour. Tap “Save” to save the updated buttons.



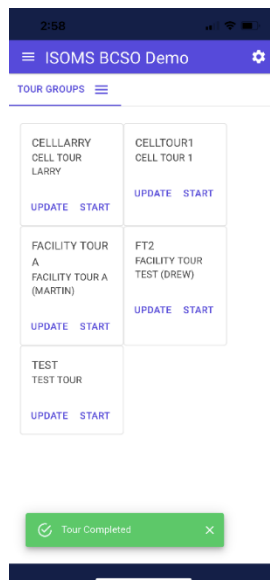


Conducting Cell Checks with NFC Tags and the iSOMS App

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”.



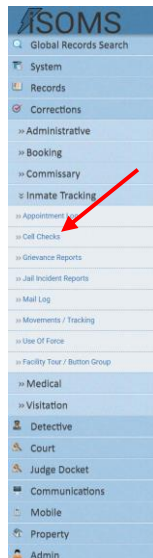
11. You will now be taken back to the tour group page. You will also see a message at the bottom of your screen that says “Tour Complete”.





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

Buttons: ALL ACTIVE, LAST 3 DAYS ACTIVITY, LAST 7 DAYS ACTIVITY

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

Button ID: [dropdown]

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

In-Active Reason: [dropdown]

☐ All Agencies

☐ Show In-Active Only

Buttons: LOOKUP, CLEAR FILTERS

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

Cell Checks Reports: Search Results

Buttons: 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			

Buttons: 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

Buttons: LOOKUP, NEW CELL CHECK RECORD, TOPICS, REPORTS, MAINTAIN FILES

Navigation: << FIRST, < PRIOR, NEXT >, LAST >>

Buttons: SAVE, DELETE

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

Button ID: TRAINING TEST BUTTON

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

Cell Check By: 478 SHARED AGENCY

Notes:

Button ID: 04B7D11D6F6181

Description: TRAINING TEST BUTTON

Tabs: Notes, Images, Attachments

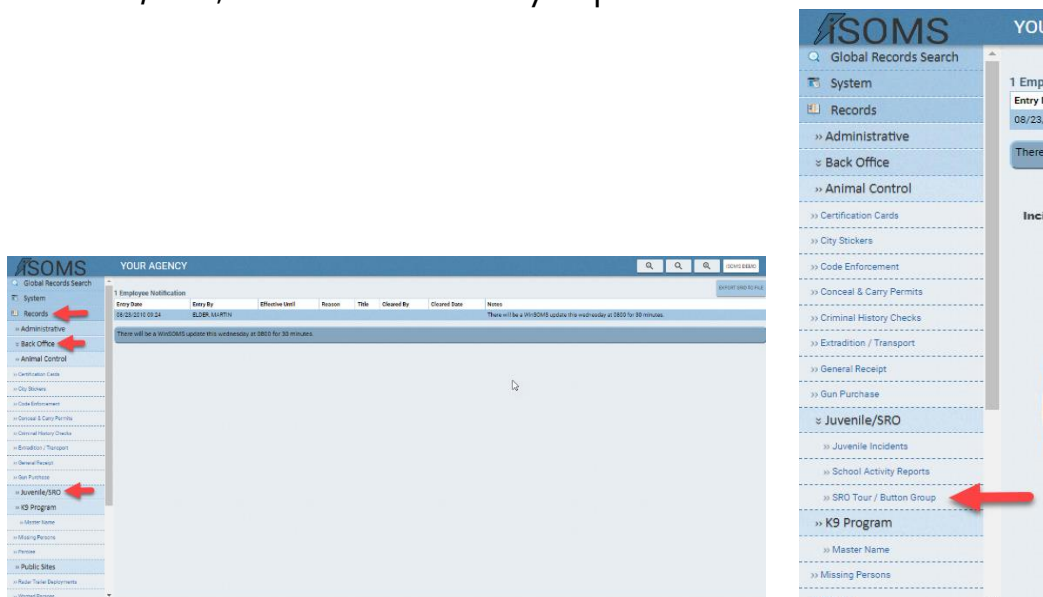
Narrative

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

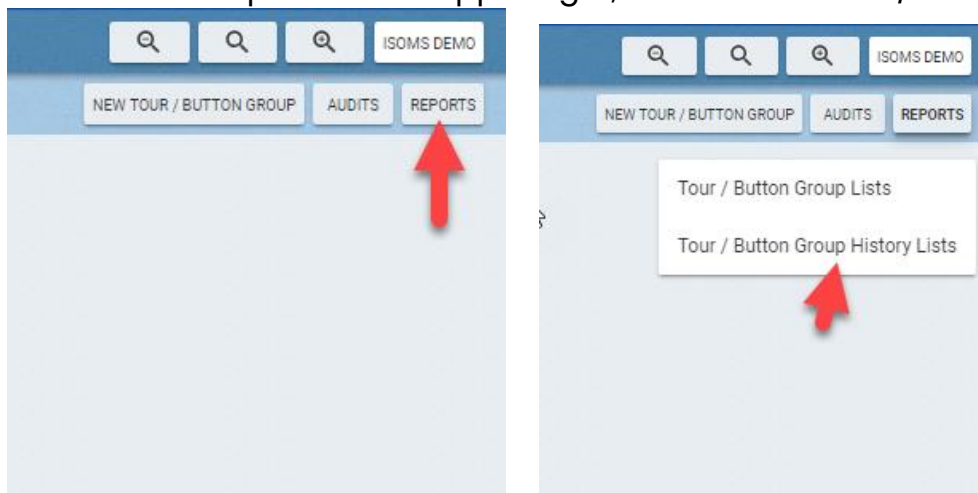


Conducting Cell Checks with NFC Tags and the iSOMS App

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.





Conducting Cell Checks with NFC Tags and the iSOMS App

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.

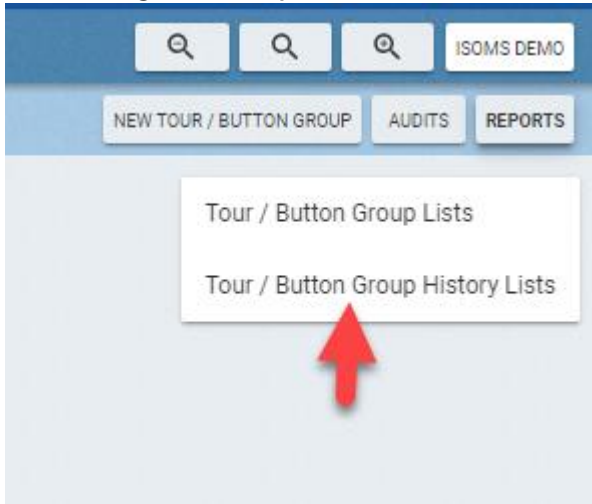
For Patrol Tour Reports, also begin on the iSOMS home screen, navigate to Records, Administrative, Patrol Tours/Button Groups. Then choose Reports in the upper right.





Conducting Cell Checks with NFC Tags and the iSOMS App

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.

YOUR AGENCY

Maintain Tours / Button Groups: History List Reports

Report Style:
History List

Start Dates From: [Calendar Icon] Start Dates Through: [Calendar Icon]

Button: [Dropdown]

Tour: [Dropdown]

School: [Dropdown]

☐ Include Notes

Sort By:
☒ Tour Groups / Active Buttons History List ☐ Start Date / Time

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL

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



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