



Import Incident Offender into Booking

Importing Offender Information from an Incident Report

Booking: Import Arrested Offender

Like Pre-booking, importing from incident reports allows some of the information for the booking to be available ahead of time. Offender information can be imported from any arrests made in the last 48 hours. This method takes the incident report and creates a booking report out of the information from the incident report. Take the following into account when deciding whether to use this or another option:

- Importing from incident reports can save some time for the booking officer since the patrol officer is already putting the information in the incident report. The booking officer will have some information already entered when they start the booking.



IMPORTANT: The booking officer will still have some work to do. Importing from incidents reduces the amount of work for them, but it does not complete the full booking process.

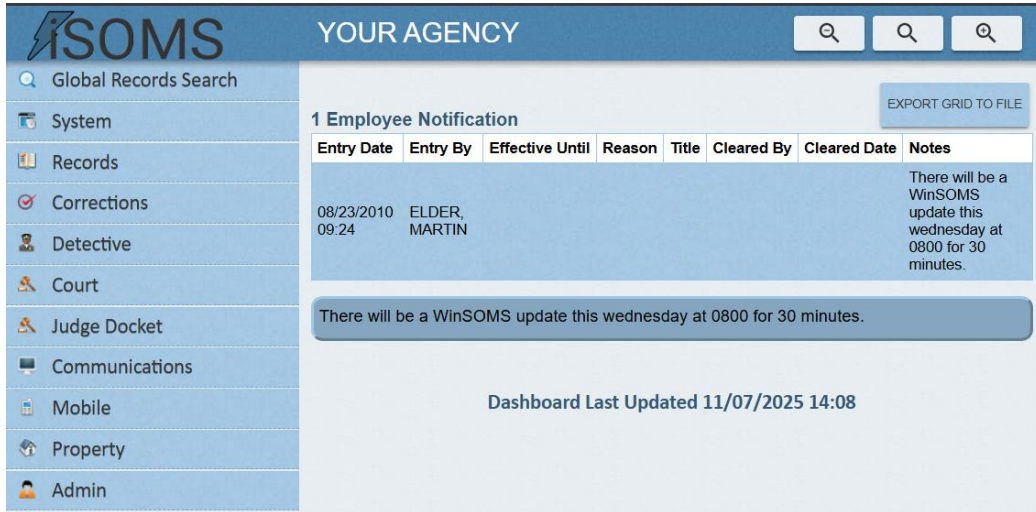
- Importing from incident reports reduces the chance of miscommunication. The information will be put into the computer directly, hopefully with reduced chance of any misunderstandings.
- When considering importing from incident reports, realize this means an officer will have to import the report *after* they finish the incident report. This increases the time needed filling in forms, but unlike pre-booking, they will not have to enter it twice. Consider whether you prefer the pre-booking or incident report import method, or if you will use only standard booking.
- Importing from the incident report must be done before the booking, but many agencies have their officers write their incident reports after booking. This does increase the time between when officers arrive with a prisoner and when the prisoner is booked. If the officers must book the prisoner before having access to a computer or before filling out incident reports, you may consider doing only standard booking instead.



Import Incident Offender into Booking

Importing Incident Offenders into Booking Records

To begin a booking record by importing the offender information, begin on the iSOMS home screen.

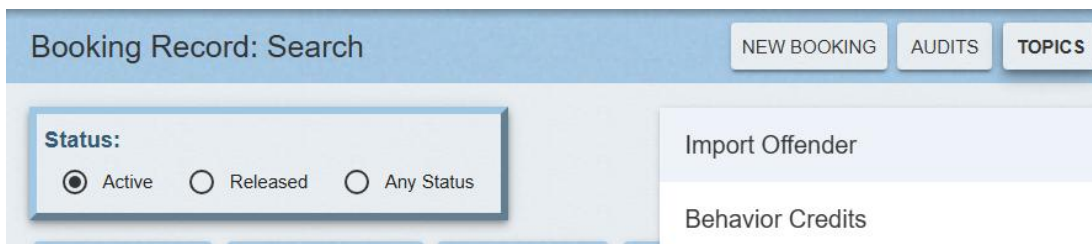


Navigate to:

Corrections → Booking → Intake/Booking Records




This will bring you to the **Booking Record Search** screen. In the top right click on **Topics** and then **Import Offender** from the dropdown menu.





Import Incident Offender into Booking

Now select an **Incident Offender** from the grid that was arrested in the last 48 hours. Click the **Import Offender** button () to add this offender as a booking record:

Booking: Import Arrested Offender LOOKUP REPORTS MAINTAIN FILES

Incident Offenders Arrested In the Past 48 Hours

1 Record

Agency	Last Name	First	Middle	Jr/Sr	Arrest Date	Race	Sex	DOB	SSN	
BCSO	DOE	JAMES	RANDAL		11/07/2025 12:00	W	M	01/01/1965	123-45-6789	

Create Booking from Offender?

DOE, JAMES RANDAL

CREATE CANCEL

Release Warning

Now you can go to the booking record that was just created (you can use the **Last 24 Hours Intake** to find the new record quickly). Click **Save** to save the record. Because not much information has been filled in, an error message will pop up. These do not need to be fixed to create the booking record. This is just a warning of things that need to be done before the inmate is released. Just click **Close** and continue filling in the record. At this point, the rest of the process is like creating a new booking from scratch.

Data Entry Warnings

MUST CLEAR ERRORS BEFORE RELEASING INMATE

Open Check List Items: FINGER PRINTS / INMATE INITIAL PHONE / STATE / LOCAL CHECK

Must Start and Complete Inmate Medical Questionnaire.

Inmate needs at least one Charge on File.

CLOSE



Import Incident Offender into Booking

For More Information

We hope this manual has been helpful to you and your agency.

If you have any questions, don't hesitate to call us at 888-644-5786.

First Revision, November 2025

All material appearing in this guide ("content") is protected by copyright under U.S. Copyright laws and is the property of M&M Micro Systems Inc. or the party credited as the provider of the content. You are allowed to copy, distribute, and display this work for use with the iSOMS platform and for training concerning the usage and operation of the iSOMS platform. You may not publish, modify, create derivative works, or in any way exploit any such content, sell or offer it for sale. You may not alter or remove any copyright or other notice from copies of the content. in M&M Micro Systems Inc.'s manual. Copying or storing any content except as provided above is expressly prohibited without prior written permission of M&M Micro Systems Inc. or the copyright holder identified in the individual content's copyright notice.