



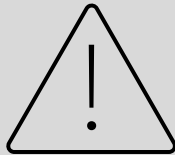
Pre-Booking Guide

[Pre Booking Record: View Record](#)

Pre-booking Purpose and Overview

Pre-booking allows someone other than the booking officer (usually a patrol officer) to enter some of the information for the booking ahead of time. Your agency may choose to use this option. Consider the following advantages and disadvantages of pre-booking:

- Pre-booking can save some time for the booking officer since the patrol officer already has the information. 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. Pre-booking reduces the amount of work for them, but it does not complete the full booking process.

- Pre-booking reduces the chance of miscommunication. The information will be put into the computer directly, hopefully with reduced chance of any misunderstandings.
- When considering pre-booking, realize this means an officer will have to input the information *twice* as they must also fill out an incident report. Consider whether you prefer the pre-booking or incident report import method.
- Pre-booking 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 standard booking instead.



Pre-Booking Guide

Be aware that the pre-booking records will be submitted by the officer, and then a supervisor must approve them before they show up in the booking records. When the booking officer begins their work, the booking is already in the booking records, so the booking officer can open the record to complete the booking.



WARNING: The pre-booking **must** be approved by a supervisor after it is *submitted*, or the booking officer will *not* be able to locate the information in the records.



Pre-Booking Guide

Contents

Pre-booking Purpose and Overview	1
Searching Pre-booking Records	4
Creating a New Pre-booking	7
Master Name Search.....	7
Confirming Master Names	9
Pre Booking Master Name Screen	10
Filling in the Arrest and Charges Tab	11
Arrest Tab.....	12
Charges Tab.....	14
Submitting Pre Bookings	16
Approving Pre-bookings.....	18
Security Permissions for Pre-booking	19
Filling in Additional Info	21
Victim Tab	22
At Release Contact Emails Tab	23
Classification Tab	24
Notes Tab	25
Images Tab	27
Attachments Tab.....	28
Approval Tab	30
Pre-Booking Reports	31
List Reports	32
Details Report	34
For More Information	36



Pre-Booking Guide

Searching Pre-booking Records

To begin a pre-booking record, begin on the iSOMS home-screen.

iSOMS YOUR AGENCY

Global Records Search

System

Records

Corrections

Detective

Court

Judge Docket

Communications

Mobile

Property

Admin

1 Employee Notification

Entry Date	Entry By	Effective Until	Reason	Title	Cleared By	Cleared Date	Notes
08/23/2010 09:24							There will be a WinSOMS update this wednesday at 0800 for 30 minutes.

There will be a WinSOMS update this wednesday at 0800 for 30 minutes.

Dashboard Last Updated 05/16/2024 16:58

Copyright© 2016-2024 M & M Micro Systems, Inc. Version 2.48.0.0 (2.48.0.0)

Navigate to:

Corrections → Booking → Pre Booking Records

iSOMS

Global Records Search

System

Records

Corrections

» Administrative

» Booking

» Commissary

Corrections

» Administrative

» Booking

» Intake / Booking Records

» Pre Booking Records

» Jail Reporting

» Shift Notes

» Department Forms

» Extradition / Transport



Pre-Booking Guide

The following screen is the search screen and menu for pre-booking records. There are several options to search for pre-booking records that have already been created. To create a new pre-booking record, you can click on the **New Pre Booking** button in the upper right corner. This is covered in more detail in *Creating a New Pre-booking* on page 7.

The screenshot shows the "Pre Booking Record: Search" interface. At the top, there is a navigation bar with buttons for "NEW PRE BOOKING", "AUDITS", "REPORTS", and "MAINTAIN FILES". Below this, there are several filter buttons: "Last 3 Days", "Last 7 Days", "Lobby Self-Book", "Prebooks not Submitted", "Waiting To Be Booked", and "Last 7 Days - ME". The main search area includes fields for "Arrest From:", "Arrest Through:", "Department:", "Arrested By:", "Transport By:", "Last Name:", "First Name:", "Street:", "Special Event:", and "All Agencies". There is also a "Type of Match:" section with radio buttons for "Begins", "Contains", and "Ends", and a "Show Archived Only" checkbox. At the bottom, there are "Lookup" and "Clear Filter" buttons. A large black arrow points from the "NEW PRE BOOKING" button in the top right to a callout box labeled "NEW PRE BOOKING".



Pre-Booking Guide

Search Screen

This search is **only** for pre-booking, not standard booking.

Use the options if you would like to search for a specific pre-booking entry but note this is *not* a normal booking entry.

To find a standard booking entry, please use the standard “booking search” (see the *Corrections Manual* for more info).

Use the fields provided to narrow your search. For example, you can search by arrest date or name of inmate.

To create a *new* pre-booking entry, see the next page.

Pre Booking Record: Search

NEW PRE BOOKINGAUDITSREPORTSMANTAIN FILES

Last 3 DaysLast 7 DaysLobby Self-BookPrebooks not SubmittedWaiting To Be BookedLast 7 Days - ME

Arrest From:Arrest Through:Department:

Arrested By:Transport By:

Last Name:First Name:

Street:

Special Event:

☐ All Agencies

Type of Match:

☒ Begins☐ Contains☐ Ends

☐ Show Archived Only

LookupClear Filter



TIP: The “Waiting to Be Booked” option is a good shortcut for supervisors to approve prebooking records that have been submitted.

Waiting To Be Booked



Pre-Booking Guide

Creating a New Pre-booking

To create a new pre-booking, click “**New Pre Booking**” in the right hand corner of your screen.

A screenshot of the "Pre Booking Record: Search" interface. The top bar contains the title "Pre Booking Record: Search" and four buttons: "NEW PRE BOOKING", "AUDITS", "REPORTS", and "MAINTAIN FILES". Below this bar are six filter buttons: "Last 3 Days", "Last 7 Days", "Lobby Self-Book", "Pre-Bookings not Submitted", "Waiting To Be Booked", and "Last 7 Days - ME". A large black arrow points from the "NEW PRE BOOKING" button in the top bar to a larger, outlined "NEW PRE BOOKING" button located below the filter buttons.

Master Name Search

When you click on New Pre Booking, the following screen is the **Master Name Search** screen. The Master Name system allows you to create new records, such as pre-bookings and bookings, from a single record for each person. You want to use this 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 pre-booking record.

A screenshot of the "PreBooking: Master Name Search" screen. The top section has a blue header with the title "Pre Booking Record: Search" and a sub-header "PreBooking: Master Name Search" with a globe icon. Below the header is a red button labeled "BACK TO PREBOOKING". The main area contains several input fields: "Last Name:", "First Name:", "Jacket #:", "Last 4 SSN:", "Social Security #:", "Date of Birth:" (with a calendar icon), "Driver License #:", and "Restrictions:". At the bottom, there is a "Type of Match:" section with three radio buttons: "Begins" (selected), "Contains", and "Ends". Below this are three buttons: "ALL", "LOOKUP", and "CLEAR FILTER".



Pre-Booking Guide

If the person being booked in already has a Master Name record in your system, you can enter information to narrow the search and click **Lookup**. Clicking **ALL** will show all Master Names in your system. However, we recommend you use lookup, since you can have many 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 double-clicking it.

Search Criteria ▶

Search Results

VIEW MY AGENCY

48 Records

	Image	Agency	Last Name	First Name	Middle Name	Post Name	DOB	Race	Sex
		Shared	DOE	JEFF	P		05/15/1985	BLACK OR AFRICAN AMERICAN	MALE
		Shared	DOE	JIM					
		Shared	DOE	JAMES	RANDAL		01/01/1965	WHITE	MALE



Pre-Booking Guide

Confirming Master Names

Use at least two pieces of information to confirm that this is the Master Name you need to enter in the database, such as DL#, birth date, SSN, etc.

If the person you are pre-booking does not have a Master Name in the database, you need to create a new Master Name by clicking **New Master Name** in the upper right.

A screenshot of a web application interface. At the top, a blue header bar contains the text "PreBooking: Master Name Search Results" on the left and three buttons labeled "LOOKUP", "NEW MASTER NAME", and "MAINTAIN FILES" on the right. Below the header, a red button labeled "BACK TO PREBOOKING" is on the left. On the right side, there is a button labeled "NEW MASTER NAME". In the center-left, there is a grey rounded rectangle containing a warning icon (a triangle with an exclamation mark) and the following text:

IMPORTANT: Make sure to confirm the Master Name is the same as the person you are entering. Use at least two pieces of information, such as DL # and birth date, to verify their identity.

Filling in Information about Pre Booking

Whether you added a new Master Name or used an existing one, on the following screen, you will find the Master Name information. If you used an existing one, it will be filled in. You can add additional information or edit information. Once you have confirmed that this is the correct Master Name, you can enter any additional information you need to enter.



Pre-Booking Guide

Pre Booking Master Name Screen

PreBooking: Master Name View Record LOOKUP BACK TO RESULTS NEW MASTER NAME MAINTAIN FILES

SAVE & CREATE PREBOOKING RECORD BACK TO PREBOOKING

Jacket Number: 818260

Last Name: DOE First Name: JEFF Middle Name: P Jr/Sr: SCAN DL CHECK NCIC

Race: BLACK OR AFRICAN AMERICAN X Sex: MALE X Height: 510 Weight: 165 Hair Color: BLACK X

Eye Color: BLACK X Build: Complexion: Facial Hair:

Glasses: NONE X

Social Security #: Date of Birth: 05/15/1985 Age From: 0 Age Through: 0 Place of Birth: HAYTI City of Birth: HAYTI

State of Birth: MO Country of Birth: NCIC POB:

Citizen: Y Here Illegally: (Y/N) Foreign Born: (Y/N) Veteran: (Y/N) Resident: Ethnicity:

Dominant Hand: LEFT X Person Type/Affiliation:

Information filled in the Master Name will carry to all new bookings and pre-bookings. This means that filling info in here will automatically fill in fields later. For more detailed information on creating and filling in a new Master Name, see *Creating a New Master Name* in the *Corrections Manual*. Make sure to fill in the following fields at a *minimum*:

- Name (Last & First)
- Race & Sex
- Height & Weight
- Description (Hair, Eye, Build, Complexion, facial hair and glasses if applicable)
- Social Security # and Date of Birth (or estimated age if necessary)
- Driver License # (or other applicable ID)

Afterwards, click the **Save & Create Prebooking Record** to save the info and create the pre-booking.

PreBooking: Master Name View Record

SAVE & CREATE PREBOOKING RECORD BACK TO PREBOOKING



Pre-Booking Guide

Filling in the Arrest and Charges Tab

Now that you have created the pre-booking, the Master Name information will fill in on the pre-booking record. The **Arrest Tab** and the **Charges Tab** must be filled in before the pre-booking record can be submitted for approval.

Booking #: Jacket #: 818260 Intake Date : Jacket#: 818260 Master Person Id#: 1669082

Last Name: DOE First Name: JEFF Middle Name: P Jr/Sr: Nickname/AKA:

☐ Self Book ☐ Supplement ☐ Domestic Violence Charges ☐ Exclude From Public Reports

House #: 505 Street: FIFTH ST Apt/Lot #: CARUTHERSVILLE State: MO ZipCode: 63830

Homeless: (Y/N)

Race: BLACK OR AFRICAN AMERICAN Sex: MALE Height: 510 Weight: 165 Hair Color: BLACK Eye Color: BLACK

Build: Complexion:

Date of Birth: 05/15/1985 DL State: TN Driver License #: 123456789 Restrictions:

Case#: Warrant Number: Mittimus: Special Event: SUBMIT REJECT APPROVE

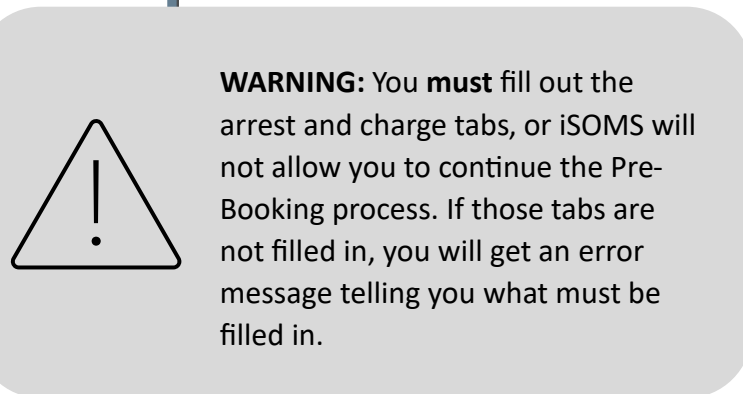
Arrest Charges Victim At Release Contact Emails Classification Notes Images

Arrest Charges

Data Entry Warnings

- Must Have Arresting Department.
- Must Have Arresting Officer.
- Must have Arrest Date.
- Must Have Arrest Location.
- Must Have Transporting Officer.
- Must Have Vehicle Status/Disposition(even if no vehicle).
- Must have Arrival Date.
- Must Enter at Least 1 Charge.
- Must Answer All Arrest Survey Questions
- Must Have Arresting Department.
- Must Have Arresting Officer.
- Must have Arrest Date.
- Must Have Arrest Location.
- Must Have Transporting Officer.
- Must Have Vehicle Status/Disposition(even if no vehicle).
- Must have Arrival Date.
- Must Enter at Least 1 Charge.
- Must Answer All Arrest Survey Questions

CLOSE

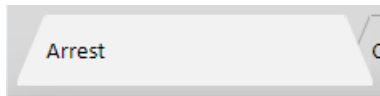


WARNING: You **must** fill out the arrest and charge tabs, or iSOMS will not allow you to continue the Pre-Booking process. If those tabs are not filled in, you will get an error message telling you what must be filled in.



Pre-Booking Guide

Arrest Tab



The **Arrest** tab stores information on the arrest of the individual. The following fields must be filled in:

- Arresting Department
- Arresting Officer
- Arrest Date
- Arrest Location
- Transporting Officer
- Vehicle Status (even if no vehicle)
- Arrival date

Arresting Department: Arrest Date: Time:

Arrested By: Badge: **Arrest Survey Questions**

Arrest Location:

Vehicle Status: Vehicle Towed By:

Vehicle Location: ☐ Medical Marijuana Card ☐ Affected At Time Of Arrest

Arrival Date: Time: Transport By:

Arrest By (free form): Transported By (free form):

Arrest Notes:

Release Notification:

Fill in the fields first and then click this button

The **Arrest Survey Questions** must also be filled in. Record any info you think is relevant and then click **Yes**, **No**, or **Refused** as appropriate to fill out the questions. When finished, click **Save** at the bottom of the window. See the next page for a screenshot of the window.



Pre-Booking Guide

View Arrest Questions

▶ Is person combative
Answer:
(Y/N/R)
Notes: ← 1 Add notes if needed

● Was the arrestee in possession of any weapons?
Answer:
(Y/N/R)
Notes: → 2 Answer question

● Was offenders car towed
Answer:
(Y/N/R)
Notes: → 3 Save when finished

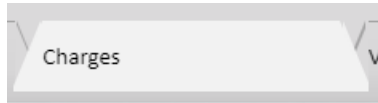
Navigation Buttons:
YES NO
REFUSED
< >
<< >>
REPORTS

SAVE





Pre-Booking Guide


Charges Tab



The **Charges** tab lists charges for this pre-booking.

If you want to edit or delete a charge, double-click it or click the pencil () icon.

If you want to create a warrant, click the page () icon.

To print a custom form based on the charge, click the printer () icon.

1 Charge

EXPORT GRID TO FILE

ADD CHARGE

Charge Code	Description	Charge Text	Offense Code	Warrant#	Class	Type	Bond	Bond Text	Entry By	Entry Date		
BCSO/14.324	ABANDONING OR DISCARDING ICE BOXES OR OTHER AIR TIGHT CONTAINERS		123456	1234567	MISDEMEANOR	MISDEMEANOR	100.00			10/02/2025 10:53		

ADD CHARGE

Use the **Add Charge** button to add a new charge. You must add at least one charge. Click **Yes** when asked if you are sure you want to add a charge:

Add New Arrest Charge

Are you sure you want to add a new Charge?

YES

CANCEL



Pre-Booking Guide

Add the charge information on the pop up screen. You should add all parts of the charge that you can, including the offense date and time.

View Charge

FIRST<< PREVNEXT >>LAST

Entry Date: 10/02/2025 10:53 / Entry By:

Charge Code:

14:324 ABANDONING OR DISCARDING ICE BOXES OR OTHER AI X

14:324

PROBABLE CAUSE

Charge Date:

10/02/2025

Time:

10:53:21

Offense Date:

Time:

Charge Free Form:

Court Date:

10/31/2025

Time:

00:00:00

Court:

COURT X

Judge:

THE JUDGE X

Offense Statute:

123456

Ordinance Code:

123

Warrant Number:

1234567

Bound Amount:

100.00

Bond Free Form:

Jurisdiction:

MISDEMEANOR X

Classification:

MISDEMEANOR X

Level:

M X

Degree:

AUDITS

SAVE

DELETE

EXIT

When finished, click **Save**, then **Exit** in the bottom right corner of the screen.

SAVE

DELETE

EXIT



Pre-Booking Guide

Submitting Pre Bookings

In order to submit a pre-booking, you must fill in some of the fields and the **Arrest / Charges** tabs. Additional information can *optionally* be filled out in the other tabs: see *Filling Out Additional Information* on page 21 for details on adding extra information to those tabs.

Once all the desired information for the pre-booking record is filled in, click **Submit**.

Booking #: Jacket #: 818260 Intake Date : Jacket#: 818260 Master Person Id#: 1669082

Last Name: DOE First Name: JEFF Middle Name: P Jr/Sr: Nickname/AKA:

☐ Self Book ☐ Supplement ☐ Domestic Violence Charges ☐ Exclude From Public Reports

House #: 505 Street: FIFTH ST Apt/Lot #: City: CARUTHERSVILLE State: MO ZipCode: 63830

Homeless: (Y/N)

Race: BLACK OR AFRICAN AMERICAN Sex: MALE Height: 510 Weight: 165 Hair Color: BLACK Eye Color: BLACK

Build: Complexion:

Social Security #: Date of Birth: 05/15/1985 DL State: TN Driver License #: 123456789 Restrictions:

Case#: Warrant Number: Mittimus: Special Event: SUBMIT REJECT APPROVE

SUBMIT

You will get a pop up window where you will add an employee's email. This should be the supervisor who will approve the Pre Booking record. Once you have entered the email, click **Submit** on the window.

Submit Pre Booking

Notification Email:

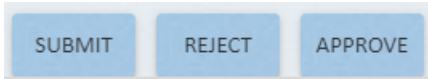
SUBMIT CLOSE

WARNING: If you do not enter an email, iSOMS will **not** allow you to submit the record. If possible, use the supervisor's email. If necessary, you may use another email, but the supervisor will still have to approve the Pre Booking either way.



Pre-Booking Guide

After being submitted, the **Reject** and **Approve** buttons will be available if the person doing the report has the security clearance to approve a Pre Booking record.



The Pre Booking record will also now be available in the Pre Booking record search results by using the **Waiting To Be Booked** button.

Pre Booking Record: Search

Status:
☒ Active ☐ Any Status

Last 3 Days Last 7 Days Lobby Self-Book Prebooks not Submitted **Waiting To Be Booked**

Arrest From: Arrest Through: Department:

Arrested By: Transport By:

Last Name: First Name:

Street:

Special Event:

☐ All Agencies

Type of Match:
☒ Begins ☐ Contains ☐ Ends

☐ Show Archived Only

Lookup Clear Filter

Waiting To Be Booked



Pre-Booking Guide

Approving Pre-bookings

The supervisor who is on duty can double click on the record and approve the record if all required information has been filled in. After this, the record will be available in **Intake/Booking Records** for a booking officer to open and complete.

Double click the record you wish to approve:

Pre Booking Record: Search Results													
Search Criteria ►													
Search Results													
5 Records													
	Dept	Self Book	Last Name	First	Middle	Jr/Sr	Status	Domestic	Suicidal	Intoxicated	Violent	Arrest Date	Arrival
			DOE	JANE								02/04/2020 12:52	06/04/2020 09:23
	SPD		DOE	JEFF	P							10/02/2025 00:00	10/02/2025 00:00
	BCSO		DOE	JANE								02/04/2020 12:52	06/04/2020 14:50

Then click the **Approve** button to approve it.

Pre Booking Record: View Record													LOOKU					
<< FIRST < PRIOR NEXT > LAST >>													SAVE DELETE					
Booking #: Jacket #: 0 Intake Date : SUBMITTED																		
Last Name: ABBOT			First Name: STEPHEN			Middle Name: J		Jr/Sr: ▼		Nickname/AKA:								
<input type="checkbox"/> Self Book <input type="checkbox"/> Supplement <input type="checkbox"/> Domestic Violence Charges <input type="checkbox"/> Exclude From Public Reports																		
House #: 2613		Street: W. LAMAR ALEX. PKWY			Apt/Lot #:		City: MARYVILLE		State: TN		ZipCode: 37801							
Homeless: (Y/N)																		
Race: WHITE		Sex: MALE		Height: 0		Weight: 0		Hair Color: BLACK		Eye Color: BLACK								
Build: ▼			Complexion: ▼															
Social Security #: 123-45-6789			Date of Birth: 01/01/1965		DL State: ▼		Driver License #:		Restrictions:									
Case#:		Warrant Number:		Mittimus:		Special Event: ▼		SUBMIT		REJECT		APPROVE						

APPROVE

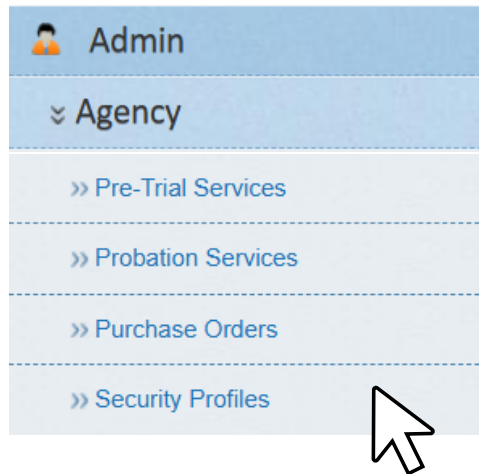


Pre-Booking Guide

Security Permissions for Pre-booking

In order to approve pre-bookings, the security profile assigned to a user must have the proper permissions. To begin adding permissions to a security profile, a Super User can navigate on the home screen menu to:

Admin → Agency → Security Profiles



This will open the security profiles search screen. Security profiles can be assigned to users and control what they can access in iSOMS. For example, a Booking Officer might have the **Booking Officer** security profile, which would allow editing booking records but not investigator reports. Click **Lookup** and double-click the security profile you want to edit (probably patrol or booking officers for pre-booking):





Pre-Booking Guide

Click on the **Module Permissions** button on the following screen:

Security Profiles: View Record

LOOKUP NEW PROFILE AUDITS

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

Name
BOOKING

Description
BOOKING OFFICER GENERAL

☐ Agency Super User

Profile Permissions Module Permissions

Click **Module Permissions**

This will open a long list of module permissions. You will want to scroll down until you find the *Pre Booking* Module.

Module

Policy Management

Pre Booking

For User Profiles to Create / Edit Pre-Bookings

Mark the *Can View/Add/Edit* Checkboxes.

Module
Pre Booking

<input type="checkbox"/> Super User	<input type="checkbox"/> Hide File Links
<input checked="" type="checkbox"/> Can View	<input type="checkbox"/> Hide Images
<input checked="" type="checkbox"/> Can Add	<input type="checkbox"/> Hide Notes
<input checked="" type="checkbox"/> Can Edit	<input type="checkbox"/> Hide Print To Email
<input type="checkbox"/> Can Delete	<input type="checkbox"/> Hide Export To Xls
	<input type="checkbox"/> Hide Export To Csv

For Supervisor Profiles to Approve Pre-Bookings

Enable the *Super User* checkbox as well as *Can View/Add/Edit/Delete*. Only do this for security profiles that you want to be able to approve / delete pre-bookings. After adding those permissions, users with that profile will be able to approve or reject pre-bookings.

Module
Pre Booking

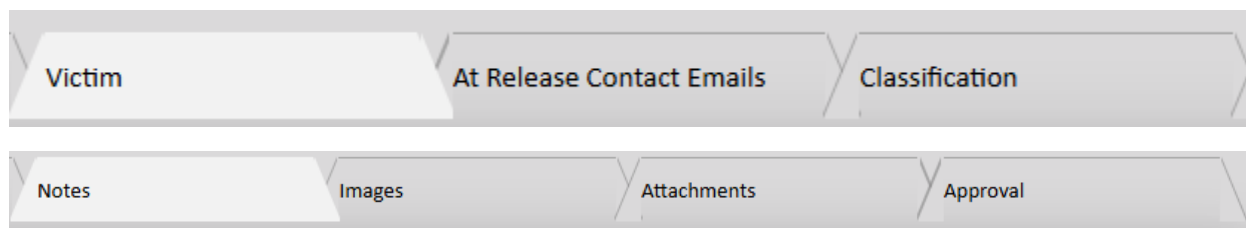
<input checked="" type="checkbox"/> Super User	<input type="checkbox"/> Hide File Links
<input checked="" type="checkbox"/> Can View	<input type="checkbox"/> Hide Images
<input checked="" type="checkbox"/> Can Add	<input type="checkbox"/> Hide Notes
<input checked="" type="checkbox"/> Can Edit	<input type="checkbox"/> Hide Print To Email
<input checked="" type="checkbox"/> Can Delete	<input type="checkbox"/> Hide Export To Xls
	<input type="checkbox"/> Hide Export To Csv



Pre-Booking Guide

Filling in Additional Info

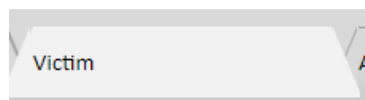
Only the first two tabs in pre-booking are required, but there are some more tabs available if you would like to add more details to the pre-booking. **Victim** lets you record the victim's info. **At Release Contact Emails** lets you set email addresses to auto-send when the inmate is released. **Classification** lists details such as Escape Risk, Violent at Intake, etc. **Notes, Images,** and **Attachments** can be added to this record, while **Approval** lists details on the approval status of this record.





Pre-Booking Guide

Victim Tab

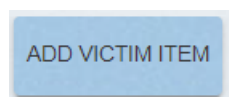


The **Victim** tab allows you to list victims for this pre-booking. To view, edit, or deleted a current entry, double-click it.

1 Victim Item						EXPORT GRID TO FILE	ADD VICTIM ITEM
Entry Date	Last Name	First Name	Home Phone	Cell Phone	Work Phone		
07/09/2024	DOE	JORGE	(865) 555-5555				

Adding a New Victim Entry

Click **Add Victim Item** to add a new entry.



Here you can list the victim's information. Add **Name**, **Address**, and **Identifying Info** and click **Save** when finished.

View Victim Info

Entry Date: 07/09/2024 / Entry By:

Last Name: DOE

First Name: JORGE

Middle Name:

House #: 123

Direction: FALSE LN

Street:

Apt/Lot #: MADEUPVILLE

City:

State: TN

ZipCode: 55555

Race: UNKNOWN

Sex: MALE

Date of Birth: 07/01/1965

Home Phone: (865)-555-5555

Cell Phone:

Work Phone:

Notes:

SAVE

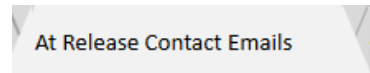
DELETE

EXIT



Pre-Booking Guide

At Release Contact Emails Tab

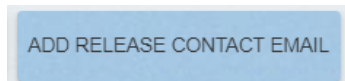


The **At Release Contact Emails** tab allows you to add emails for reference to notify when the inmate being booked is released, such as victims or officers. To view or edit a current entry, double-click it on the table.

1 Release Contact Email			EXPORT GRID TO FILE	ADD RELEASE CONTACT EMAIL
Contact Name	Account	Full Phone Number		
CHARLES DOE	DOE@FAKEEMAIL.COM	(865) 555-6789		

Adding a New Release Contact Email

Click the **Add Release Contact Email** button to add a new contact email:



Fill in the **Name**, **Phone**, and **Email**, then add any pertinent notes. Click **Save** when finished.

View Release Contact Email

FIRST<< PREVNEXT >>LAST

Entry Date: 11/07/2025 12:47 / Entry By:

Contact Name:
CHARLES DOE

Phone:
865-555-1234

Email Address:
doe@fakeemail.com

Notes:
NOTES HERE

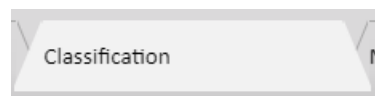
AUDITS

SAVEDELETEEXIT



Pre-Booking Guide

Classification Tab



The **Classification** tab allows you to mark certain things about an inmate, their arrest, or intake.

Interpreter Required: ▼

<input type="checkbox"/> Suicide Watch	<input type="checkbox"/> Escape Risk	<input type="checkbox"/> Violent At Intake	<input type="checkbox"/> Intoxicated
<input type="checkbox"/> Registered Offender	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Federal Prisoner	<input type="checkbox"/> Protective Custody
<input type="checkbox"/> Armed At Arrest	<input type="checkbox"/> Eligible To Bond		

BOND NOTES

Interpreter Required: FRENCH X ▼

Add **Interpreter Required** in the dropdown menu if the inmate needs an interpreter to communicate.

Check any of the checkboxes below if one of the classifications apply, i.e. armed at arrest, escape risk, violent intake, etc. Some of these will add a warning at the top of the record when loaded, such as *Violent at Intake*.

Last Name:	First Name:
DOE	JOHN
Middle Name:	Jr/Sr: ▼ Nickname/
Inmate Critical Warnings: VIOLENT AT INTAKE --	

<input type="checkbox"/> Suicide Watch	<input checked="" type="checkbox"/> Escape Risk	<input checked="" type="checkbox"/> Violent At Intake	<input type="checkbox"/> Intoxicated
<input type="checkbox"/> Registered Offender	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Federal Prisoner	<input type="checkbox"/> Protective Custody
<input checked="" type="checkbox"/> Armed At Arrest	<input type="checkbox"/> Eligible To Bond		

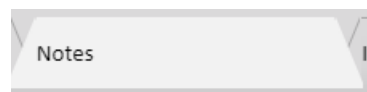
Add any relevant notes pertaining to the bond, if applicable, in **Bond Notes**, and when finished, click **Save** at the top of the screen to save the pre-booking.

BOND NOTES



Pre-Booking Guide

Notes Tab



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

Narrative

1 Note

VIEW STORYEXPORT GRID TO FILEADD NOTE

		Entry Date	Note Date	Employee	Note Type	Notes
<div></div>	<div></div>	07/09/2024 16:07:01	07/09/2024 16:07:01			A NOTE

A NOTE

Narrative acts as an area where you can add a long note. This is useful when you want to add important or long form notes that won't be mixed in with the rest of the short notes.

Main Narrative

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



Pre-Booking Guide

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

ADD NOTE

Add Note

Note Type
NOTE

X

☐ Show On View

Note Date (leave blank to d...

Time:

Notes:
IN THE BEGINNING...]

MAINTAIN FILES

DRAFTS

ADD

EXIT

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

VIEW STORY

06/10/2024 13:55:37 - -

* Inmate Special Diet Selected - NON PORK

06/11/2024 16:30:40 - -

* Incompatible Inmate Added

Inmate: Inmate Name:O'SHELL, SHANNON KIMBERLY

Incompatible with Inmate: Inmate Name:SMITH, ALLYSON BROOKE

06/14/2024 11:31:46 - -

* Release contact made

06/17/2024 13:51:24 - -

* Inmate Placed Back on Temporary Release

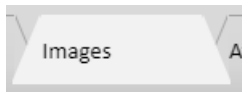
06/17/2024 13:51:24 - -

* Inmate Placed on Temporary Release - HOSPITAL -



Pre-Booking Guide

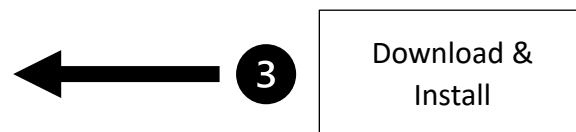
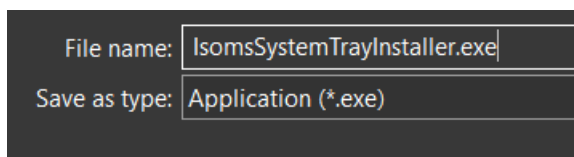
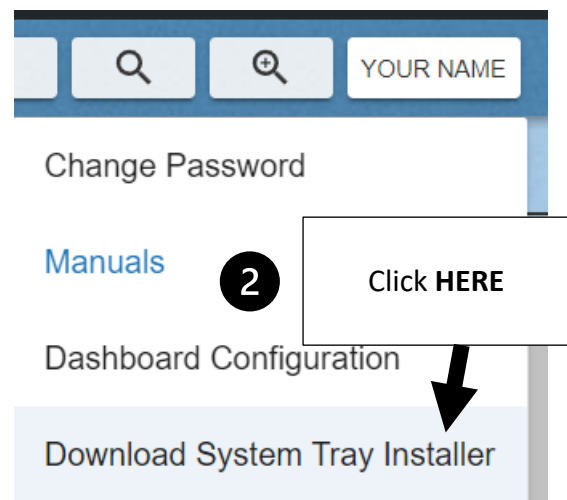
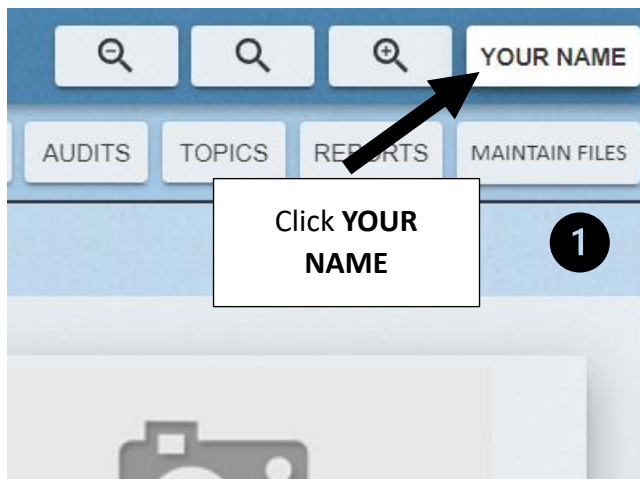
Images Tab



The **Images** tab is used to view, download, or add images. These images are normally for identifying or medical information, such as images of specific features of the inmates such as tattoos, piercings, or injuries. 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.

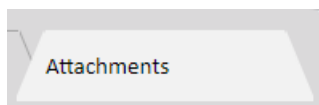



After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.







Pre-Booking Guide

Attachments Tab

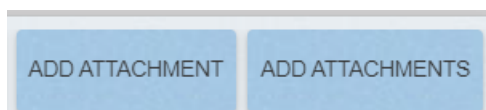


The **Attachments** tab is used to view, download, or add attachments, such as other files besides images associated with an inmate. Double-click a file entry to view the record for the attachment or click on the  icon to download the attachment to the computer.

2	Category:	DOWNLOAD ALL PDFS	SCAN	EXPORT GRID TO FILE	ADD ATTACHMENT	ADD ATTACHMENTS
Attachments						
Attachment	Entry Date	Category	Sub-Category	Description		
PDF	07/05/2024 10:55	EVALUATION	TEXT FILES			
PDF	07/05/2024 10:51	PDF FILES	MATERIAL SAFETY DATA SHEETS			

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 page 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.





Pre-Booking Guide

View Attachment Information

File Name:	Report Date:
Trig.pdf	07/05/2024
Category:	Sub-Category:
CITATION	TEXT FILES
Description:	
<div>SAVE</div> <div>EXIT</div>	

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

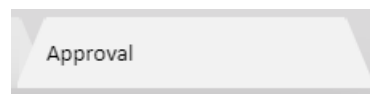
ISOMS Windows App Must Be Running

File Name:	Report Date:
Category:	Sub-Category:
Description:	
<div>CANCEL</div> <div>SCAN DUPLEX</div> <div>SCAN AUTO</div>	





Pre-Booking Guide

Approval Tab



The **Approval Tab** is simply an information tab that details approval or reason for rejection. **Rejection Notes** can be used to record why a pre-booking was rejected. If approved, the approval date and time can be viewed for the pre-booking on this tab as well.

REJECTION NOTES

Approval Date:  Time: Approved By: 

Pre Booking Rejection Note

Notes:
REJECTION REASONS CAN BE NOTED HERE

TIMESTAMP

SAVE EXIT

REJECTION NOTES

Approval Date: 10/31/2025  Time: 15:46:29 Approved By: 478 SHARED AGENC' 



Pre-Booking Guide

Pre-Booking Reports

iSOMS has the capability to allow you to print different types of reports for Pre-Booking Records.

To access the reports, begin on the iSOMS home screen. Navigate to:

Corrections → Booking → Pre Booking Records



Now click on the **Reports** button in the upper right corner and select the report you wish to run. Different reports are explained over the next set of pages.





Pre-Booking Guide

List Reports

The **List Report** displays pre-booking records in iSOMS over a certain date range. This allows you to see a list of records over your chosen time period. Add the start and end date in **Arrest From** and **Arrest Through**.

Pre Booking Record: List Reports

Report Style
List By Arrest Date

Arrest Type:
☒ Any ☐ Agency ☐ Self

Arrest From: Arrest Through: Arresting Department:

Arresting Officer: Transporting Officer: Special Event:

Approved By:

☐ Include Address ☐ Include Arrest Info ☐ Include Charges
☐ *Include Arrest Survey ☐ Include Victims ☐ Include Release Contacts

Sort By:
☒ Arrest Date ☐ Last, First Name

Report Style has some different layout and sorting options, such as *List by Arrest Date*, *Group by Agency*, *Group by Approved By*, and more. Pick the one most relevant to your desired result.

List By Arrest Date

Group By Agency

Group By Approved By

Group By Arresting Officer

Group By Court Name

Group By Special Event

Group By Transporting Officer



Pre-Booking Guide

You can filter by **Arresting Department**, **Arresting Officer**, **Transporting Officer**, **Special Event**, and **Approved By**. You also can use the checkboxes to decide what should be on the report: do you want to include **Address**, **Arrest Info**, **Charges**, **Arrest Survey**, **Victims**, and/or **Release Contacts**?

Arrest From: Arrest Through: Arresting Department:

Arresting Officer:
ELDER, MARTIN 5TH D Transporting Officer: Special Event:

Approved By:

☒ Include Address ☐ Include Arrest Info ☒ Include Charges
☐ *Include Arrest Survey ☐ Include Victims ☐ Include Release Contacts

Now, with your chosen parameters, click **View** or **Download** to view the report.

Report Format:

☒ PDF ☐ Excel ☐ XML ☐ SQL

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

List Report



YOUR AGENCY
Pre Booking Arrests

Page 1 of 2

Arrest Date	Agency	Arresting Officer	Last, First Name	Race	Sex	DOB	Arrival Date	Domestic	Self Book
08/08/2019 06:41	CID		FLINTSTONE, FRED W	P	M	01/01/1965			
02/04/2020 12:52	BCSO		DOE, JANE	W	M	01/01/1965			
02/04/2020 12:52			DOE, JANE						



Pre-Booking Guide

Details Report

This report displays many details for individual pre-bookings in your iSOMS records.

First, go to the record you want to make a detail report for and open its record in iSOMS.

Then click **REPORTS** → **DETAILS REPORT** to open the Detail Report screen.

Choose what you would like included on the report, such as victims, images, attachments, or notes. And with your chosen parameters, click **View** or **Download** to view the report.



Pre-Booking Guide



YOUR AGENCY Pre-Booking Arrest Report

Page 1 of 2

Arrest Report

Full Name DOE, JEFF P	Arrest Date 10/02/2025 00:00	Arrival Date 10/02/2025 00:00	Domestic Charges
Address: 505 FIFTH ST		Race: BLACK OR AFRICAN AMERICAN	
City/State: <input type="text"/>	Sex: MALE		
DL#: TN/123456789	SSN:	Date Of Birth: 05/15/1985	
Agency: SPD			
Arrest By:			
Location: 1234			
Transport By: ELDER, MARTIN			
Vehicle Location: NOWHERE			
Towed By: NOBODY			

Charges

Offense	Warrant #	Charge Description	Class	Type
123456	1234567	ABANDONING OR DISCARDING ICE BOXES OR OTHER AIR TIGHT CONTAINERS	MISDEMEANOR	MISDEMEANC

Arrest Questions

Rank	Description	Answer
1	Is person combative	No
1	Was the arrestee in possession of any weapons?	No
2	If so, was the weapon concealed?	No
2	Was offenders car towed	No
3	Does offender need medical treatment	No
3	Was the arrestee verbally abusive?	No
4	Did the arrestee resist?	No
4	Is offender under the influence of drugs/alcohol	No
5	Risk of suicide	No
5	Was the arrestee cooperative during arrest?	Yes



Pre-Booking Guide

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.