



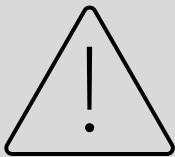
# Pre-Booking Guide

## 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

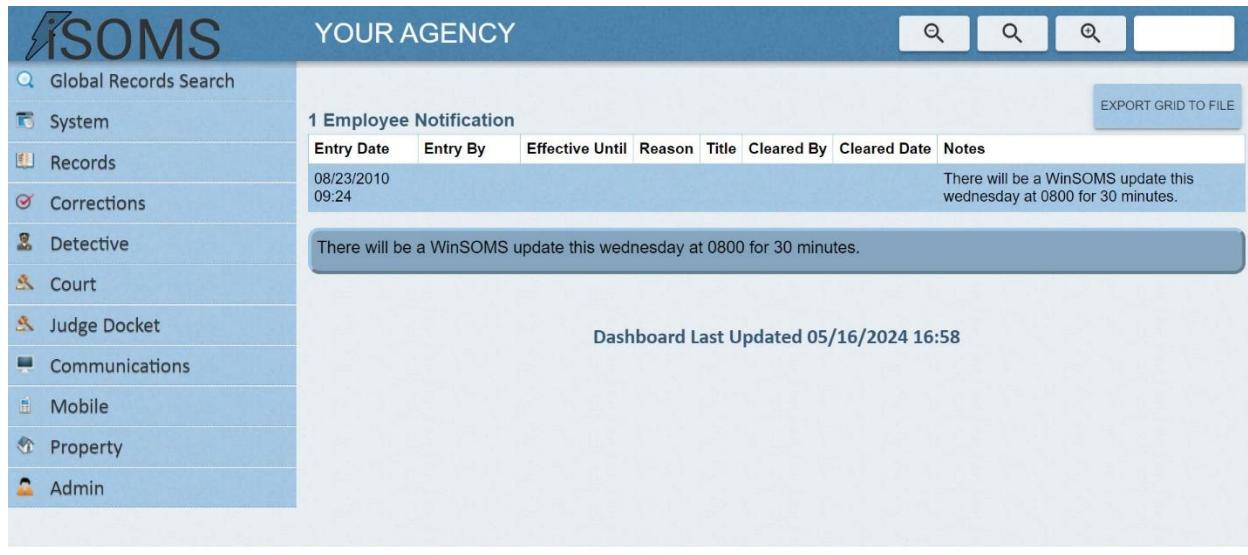
Pre-booking Purpose and Overview .....	1
Searching Pre-booking Records .....	4
Creating a New Pre-booking .....	7
Master Name Search.....	7
Confirming Master Names .....	9
Pre Booking Master Name Screen .....	10
Filling in the Arrest and Charges Tab .....	11
Arrest Tab.....	12
Charges Tab.....	14
Submitting 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
<b>For More Information .....</b>	<b>36</b>



# Pre-Booking Guide

## Searching Pre-booking Records

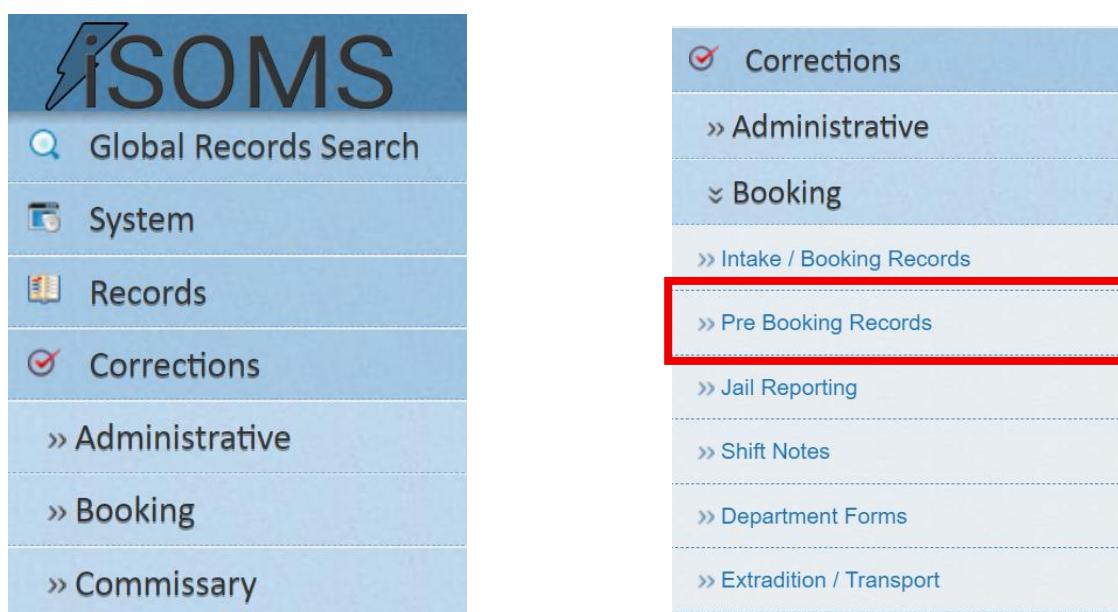
To begin a pre-booking record, begin on the iSOMS home-screen.



The screenshot shows the iSOMS home screen. The left sidebar lists various modules: Global Records Search, System, Records, Corrections (which is checked), Detective, Court, Judge Docket, Communications, Mobile, Property, and Admin. The main content area is titled '1 Employee Notification' and shows a single entry: 'Entry Date' (08/23/2010), 'Entry By' (09:24), 'Effective Until', 'Reason', 'Title', 'Cleared By', 'Cleared Date', and 'Notes'. The notes field contains the message: 'There will be a WinSOMS update this wednesday at 0800 for 30 minutes.' Below this is a message: 'There will be a WinSOMS update this wednesday at 0800 for 30 minutes.' A status bar at the bottom right indicates 'Dashboard Last Updated 05/16/2024 16:58'. The bottom of the screen has a copyright notice: 'Copyright© 2016-2024 M & M Micro Systems, Inc. Version 2.48.0.0 (2.48.0.0)'.

Navigate to:

**Corrections → Booking → Pre Booking Records**



The screenshot shows the navigation tree. The 'Corrections' module is checked. Under 'Booking', the 'Pre Booking Records' option is highlighted with a red box. Other options under 'Booking' include 'Intake / Booking Records', 'Jail Reporting', 'Shift Notes', 'Department Forms', and 'Extradition / Transport'. Under 'Commissary', there are no visible options.



## 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.

Pre Booking Record: Search

NEW PRE BOOKING AUDITS REPORTS MAINTAIN FILES

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

**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 BOOKING AUDITS REPORTS MAINTAIN FILES

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



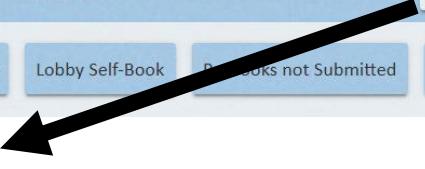
**TIP:** The "Waiting to Be Booked" option is a good shortcut for supervisors to approve prebooking records that have been submitted.



# 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.



Pre Booking Record: Search

NEW PRE BOOKING AUDITS REPORTS MAINTAIN FILES

Last 3 Days Last 7 Days Lobby Self-Book Pre Books not Submitted Waiting To Be Booked Last 7 Days - ME

**NEW PRE BOOKING**

## 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.



Pre Booking Record: Search

PreBooking: Master Name Search

**BACK TO PREBOOKING**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Jacket #: \_\_\_\_\_ Last 4 SSN: \_\_\_\_\_

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

**Type of Match:**

Begins  Contains  Ends

ALL LOOKUP 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									
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.

**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: <b>DOE</b>	First Name: <b>JEFF</b>	Middle Name: <b>P</b>	Jr/Sr: <b>▼</b>	SCAN DL	CHECK NCIC
Race: <b>BLACK OR AFRICAN AMERICAN</b> <b>X</b> <b>▼</b>	Sex: <b>MALE</b> <b>X</b> <b>▼</b>	Height: <b>510</b>	Weight: <b>165</b>	Hair Color: <b>BLACK</b> <b>X</b> <b>▼</b>	
Eye Color: <b>BLACK</b> <b>X</b> <b>▼</b>	Build: <b>▼</b>	Complexion: <b>▼</b>	Facial Hair: <b>▼</b>		
Glasses: <b>NONE</b> <b>X</b> <b>▼</b>	Date of Birth: <b>05/15/1985</b> <b>▼</b>	Age From: <b>0</b>	Age Through: <b>0</b>	Place of Birth: <b>HAYTI</b>	City of Birth: <b>HAYTI</b>
State of Birth: <b>MO</b>	Country of Birth: <b>▼</b>	NCIC POB: <b>▼</b>			
Citizen: <b>Y</b> <b>(Y/N)</b>	Here Illegally: <b>▼</b>	Foreign Born: <b>(Y/N)</b>	Veteran: <b>(Y/N)</b>	Resident: <b>▼</b>	Ethnicity: <b>▼</b>
Dominant Hand: <b>LEFT</b> <b>X</b> <b>▼</b>	Person Type/Affiliation: <b>▼</b>				

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: <input type="button" value="▼"/>	Nickname/AKA: <input type="button" value="▼"/>
<input type="checkbox"/> Self Book <input type="checkbox"/> Supplement <input type="checkbox"/> Domestic Violence Charges <input type="checkbox"/> Exclude From Public Reports				
House #: 505	Street: FIFTH ST	Apt/Lot #: CARUTHERSVILLE	City: <input type="button" value="▼"/>	State: MO <input type="button" value="▼"/> ZipCode: 63830 <input type="button" value="▼"/>
Homeless: (Y/N) <input type="checkbox"/>				
Race: BLACK OR AFRICAN AMERICAN <input type="button" value="▼"/>	Sex: MALE <input type="button" value="▼"/>	Height: 510 <input type="button" value="▼"/>	Weight: 165 <input type="button" value="▼"/>	Hair Color: BLACK <input type="button" value="▼"/> Eye Color: BLACK <input type="button" value="▼"/>
Build: <input type="button" value="▼"/>	Complexion: <input type="button" value="▼"/>	Date of Birth: <input type="button" value="05/15/1985"/> DL State: <input type="button" value="TN"/> <input type="button" value="▼"/> Driver License #: <input type="button" value="123456789"/> Restrictions: <input type="button" value="▼"/>		
Case#:	Warrant Number:	Mittimus:	Special Event: <input type="button" value="▼"/>	<input type="button" value="SUBMIT"/> <input type="button" value="REJECT"/> <input type="button" value="APPROVE"/>
<input type="button" value="Arrest"/> <input type="button" value="Charges"/> <input type="button" value="Victim"/> <input type="button" value="At Release Contact Emails"/> <input type="button" value="Classification"/> <input type="button" value="Notes"/> <input type="button" value="Images"/>				
<input type="button" value="Arrest"/> <input type="button" value="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

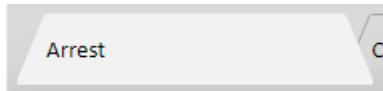


**WARNING:** You must fill out the arrest and charge tabs, or iSOMS will not allow you to continue the Pre-Booking process. If those tabs are not filled in, you will get an error message telling you what must be filled in.



# 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

A large black arrow points from the text "Fill in the fields first and then click this button" to the "Arrest Survey Questions" 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

**1** Is person combative

Answer:  
(Y/N/R)

Notes:

**2** Add notes if needed

**3** Was the arrestee in possession of any weapons?

Answer:  
(Y/N/R)

Notes:

**4** Was offenders car towed

Answer:  
(Y/N/R)

Notes:

**5** Answer question

**6** Save when finished

1. Is person combative: Add notes if needed

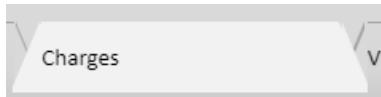
2. Was the arrestee in possession of any weapons?: Answer question

3. Was offenders car towed: Save when finished



# 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.

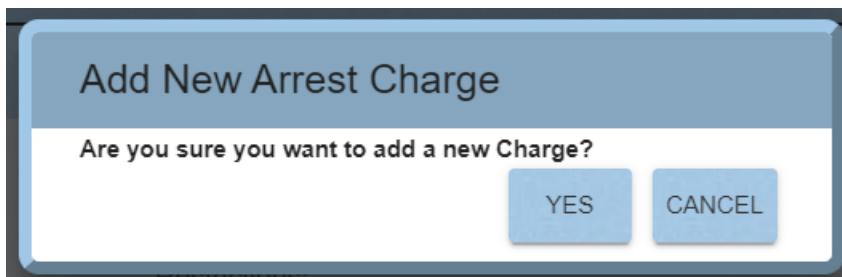


1 Charge

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:





# 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 << PREV NEXT >> 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: Offense Time:

Charge Free Form:

Court Date: 10/31/2025 Time: 00:00:00 Court: COURT

Judge: THE JUDGE

Offense Statute: 123456 Ordinance Code: 123 Warrant Number: 1234567

Bound Amount: 100.00 Bond Free Form:

Jurisdiction: MISDEMEANOR Classification: MISDEMEANOR Level: M 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: <input type="button" value="▼"/>	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 #: 505	Street: FIFTH ST	Direction:	Apt/Lot #:	City: CARUTHERSVILLE	State: MO <input type="button" value="X"/> <input type="button" value="▼"/>	ZipCode: 63830 <input type="button" value="▼"/>
Homeless: (Y/N)						
Race: BLACK OR AFRICAN AMERICAN <input type="button" value="X"/> <input type="button" value="▼"/>	Sex: MALE <input type="button" value="X"/> <input type="button" value="▼"/>	Height: 510 <input type="button" value="X"/> <input type="button" value="▼"/>	Weight: 165 <input type="button" value="X"/> <input type="button" value="▼"/>	Hair Color: BLACK <input type="button" value="X"/> <input type="button" value="▼"/>	Eye Color: BLACK <input type="button" value="X"/> <input type="button" value="▼"/>	
Build: <input type="button" value="▼"/>	Complexion: <input type="button" value="▼"/>					
Social Security #: 05/15/1985	Date of Birth: <input type="button" value="▼"/>	DL State: TN <input type="button" value="X"/> <input type="button" value="▼"/>	Driver License #: 123456789	Restrictions:		
Case#:	Warrant Number:	Mittimus:	Special Event: <input type="button" value="▼"/>	<input type="button" value="SUBMIT"/>	<input type="button" value="REJECT"/>	<input type="button" value="APPROVE"/>
<input type="button" value="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:

**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.

**SUBMIT**   **REJECT**   **APPROVE**

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

**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

BOOKING #: JACKET #: 0 Intake Date : SUBMITTED

Last Name: <u>ABBOT</u>	First Name: <u>STEPHEN</u>	Middle Name: <u>J</u>	Jr/Sr: <u>▼</u>	Nickname/AKA: <u></u>
<input type="checkbox"/> Self Book	<input type="checkbox"/> Supplement	<input type="checkbox"/> Domestic Violence Charges	<input type="checkbox"/> Exclude From Public Reports	
House #: <u>2613</u>	Street: <u>W. LAMAR ALEX. PKWY</u>	City: <u>MARYVILLE</u>	State: <u>TN</u>	Zip Code: <u>37801</u>
Homeless: <u>(Y/N)</u>				
Race: <u>WHITE</u>	Sex: <u>MALE</u>	Height: <u>0</u>	Weight: <u>0</u>	Hair Color: <u>BLACK</u>
Build: <u></u>	Complexion: <u></u>			
Social Security #: <u>123-45-6789</u>	Date of Birth: <u>01/01/1965</u>	DL State: <u></u>	Driver License #: <u></u>	Restrictions: <u></u>
Case #: <u></u>	Warrant Number: <u></u>	Mittimus: <u></u>	Special Event: <u></u>	<input type="button" value="SUBMIT"/> <input type="button" value="REJECT"/> <input style="border: 2px solid red; background-color: red; color: white;" type="button" value="APPROVE"/>

**APPROVE**

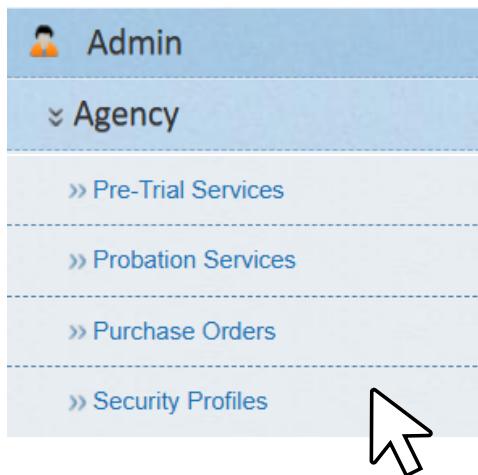


# Pre-Booking Guide

## 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):

Agency	Name
BCSO	Patrol Officer
BCSO	Sentencing Officers



# 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	<b>Click Module Permissions</b>
Description BOOKING OFFICER GENERAL	<input type="checkbox"/> Agency Super User

Profile Permissions      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

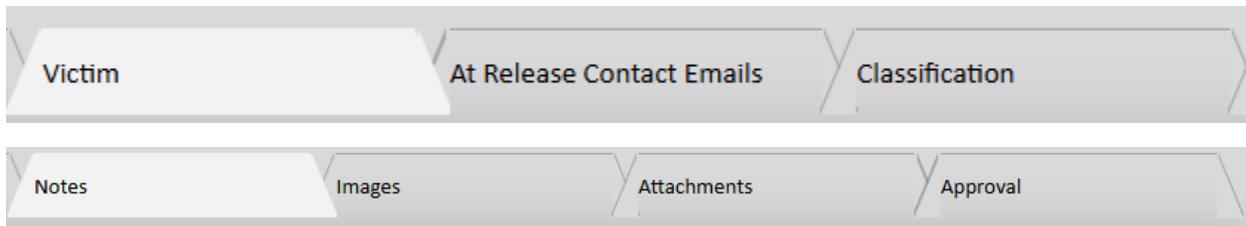


# Pre-Booking Guide

## 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.

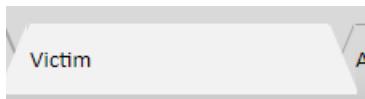
**At Release Contact Emails** lets you set email addresses to auto-send when the inmate is released. **Classification** lists details such as Escape Risk, Violent at Intake, etc. **Notes, Images**, and **Attachments** can be added to this record, while **Approval** lists details on the approval status 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.

**ADD VICTIM ITEM**

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:**

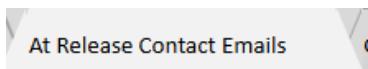
Last Name: <input type="text" value="DOE"/>	First Name: <input type="text" value="JORGE"/>	Middle Name: <input type="text"/>		
House #: <input type="text" value="123"/>	Street: <input type="text" value="FALSE LN"/>	City: <input type="text" value="MADEUPVILLE"/>	State: <input type="text" value="TN"/>	ZipCode: <input type="text" value="55555"/>
Race: <input type="text" value="UNKNOWN"/>	Sex: <input type="text" value="MALE"/>	Date of Birth: <input type="text" value="07/01/1965"/>		
Home Phone: <input type="text" value="(865)-555-5555"/>	Cell Phone: <input type="text"/>	Work Phone: <input type="text"/>		
Notes: <input type="text"/>				

**SAVE** **DELETE** **EXIT**



# Pre-Booking Guide

## At Release Contact Emails Tab

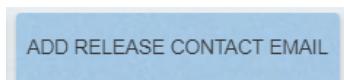


The **At Release Contact Emails** tab allows you to add emails for reference to notify when the inmate being booked is released, such as victims or officers. To view or edit a current entry, double-click it on the table.

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 << PREV NEXT >> LAST      **Entry Date: 11/07/2025 12:47 / Entry By:**

Contact Name:  
**CHARLES DOE**

Phone:  
**865-555-1234**

Email Address:  
**doe@fakeemail.com**

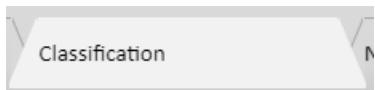
Notes:  
**NOTES HERE**

**AUDITS**      **SAVE**      **DELETE**      **EXIT**



# Pre-Booking Guide

## Classification Tab



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

Interpreter Required:

- Suicide Watch
- Escape Risk
- Violent At Intake
- Intoxicated
- Registered Offender
- Mental Illness
- Federal Prisoner
- Protective Custody
- Armed At Arrest
- Eligible To Bond

**BOND NOTES**

Interpreter Required:

FRENCH

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:
<b>Inmate Critical Warnings: VIOLENT AT INTAKE --</b>		

Suicide Watch       Escape Risk       Violent At Intake       Intoxicated

Registered Offender       Mental Illness       Federal Prisoner       Protective Custody

Armed At Arrest       Eligible To Bond

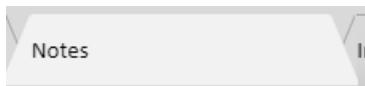
Add any relevant notes pertaining to the bond, if applicable, in **Bond Notes**, and when finished, click **Save** at the top of the screen to save the pre-booking.

**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.

A screenshot of the 'Notes' tab interface. At the top, there is a 'Narrative' section with a blue header and a text area containing the text 'A NOTE'. Below this is a table header with columns: Entry Date, Note Date, Employee, Note Type, and Notes. There is one row of data: '07/09/2024 16:07:01' in the first column, '07/09/2024 16:07:01' in the second, and 'Employee' in the third. The fourth and fifth columns are empty. At the bottom of the table, there is a blue bar with the text 'A NOTE'. On the right side of the table, there are buttons for 'VIEW STORY', 'EXPORT GRID TO FILE', and 'ADD NOTE'. There are also icons for a pencil and a printer.

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

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



# Pre-Booking Guide

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

**ADD NOTE**

**Add Note**

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

Notes:  
**IN THE BEGINNING...**

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

**VIEW STORY**

**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

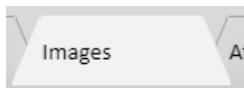
**06/17/2024 13:51:24 --**  
\* Inmate Placed Back on Temporary Release

**06/17/2024 13:51:24 --**  
\* Inmate Placed on Temporary Release - HOSPITAL -



# Pre-Booking Guide

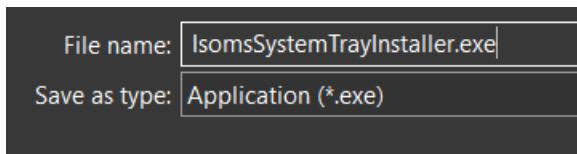
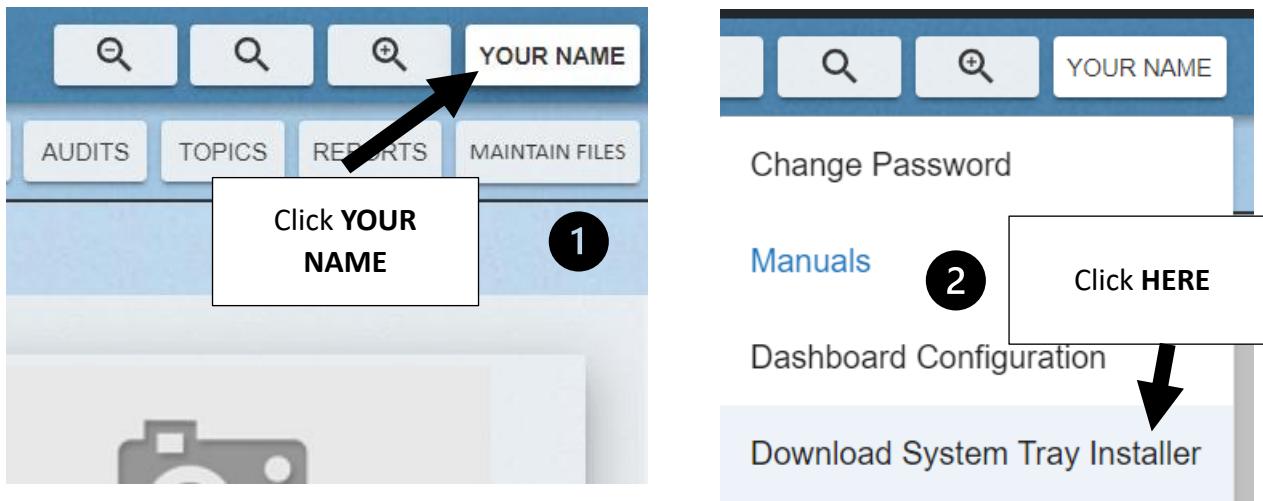
## Images Tab



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.

A screenshot of the "Attachments" table. The table has a header row with columns: Attachment, Entry Date, Category, Sub-Category, and Description. Below the header are two data rows. Each data row contains a "Category" and "Sub-Category" cell that are merged together. The first row shows "EVALUATION / TEXT FILES" and the second row shows "PDF FILES / MATERIAL SAFETY DATA SHEETS". Each data row has a "Description" cell that is empty. The last column of each row contains a download icon (a downward arrow) and an edit icon (a pencil). The table is set against a light blue background.

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.

**ADD ATTACHMENT**

**ADD ATTACHMENTS**



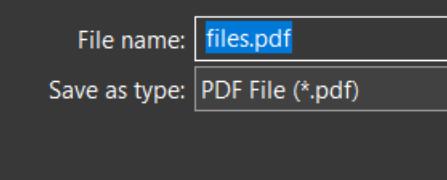
# Pre-Booking Guide

View Attachment Information

File Name:	Report Date:
Trig.pdf	07/05/2024 <input type="button" value=""/>
Category:	Sub-Category:
CITATION <input type="button" value="X"/>	TEXT FILES <input type="button" value="X"/>

Description:

You can also **Download All PDFs** at once by clicking the appropriate button.



If you have the iSOMS Windows App, you can use **Scan** to scan files into the attachments.

Scan Attachment

ISOMS Windows App Must Be Running

File Name:	Report Date:
<input type="button" value=""/>	<input type="button" value=""/>
Category:	Sub-Category:
<input type="button" value="Description:"/>	



# Pre-Booking Guide

## Approval Tab

A screenshot of a software interface showing a single tab labeled 'Approval' in a grey header bar.

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.

A screenshot of the software interface showing the 'REJECTION NOTES' tab selected. The tab bar at the top includes 'REJECTION NOTES', 'Approval', 'Time', and 'Approved By'. Below the tab bar, there are fields for 'Approval Date' (10/31/2025), 'Time' (15:46:29), 'Approved By' (478 SHARED AGENC), and a search icon. A large blue box labeled 'Pre Booking Rejection Note' contains a 'Notes' field with the placeholder 'REJECTION REASONS CAN BE NOTED HERE' and a 'TIMESTAMP' button. At the bottom right are 'SAVE' and 'EXIT' buttons.   
A screenshot of the software interface showing the 'Approval' tab selected. The tab bar at the top includes 'REJECTION NOTES', 'Approval', 'Time', and 'Approved By'. Below the tab bar, there are fields for 'Approval Date' (10/31/2025), 'Time' (15:46:29), 'Approved By' (478 SHARED AGENC), and a search icon.



# 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**

The image shows the iSOMS home screen with a sidebar on the left and a main content area on the right. The sidebar contains links for Global Records Search, System, Records, Corrections, Administrative, Booking, and Commissary. The 'Corrections' link is checked. The main content area shows a hierarchical menu under 'Booking': 'Intake / Booking Records', 'Pre Booking Records' (which is selected and highlighted in blue), 'Jail Reporting', 'Shift Notes', 'Department Forms', and 'Extradition / Transport'. A large black arrow points from the 'Booking' link in the sidebar to the 'Pre Booking Records' link in the main content area.

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.

The image shows the 'Pre Booking Record: View Record' screen. At the top, there are buttons for LOOKUP, NEW PRE BOOKING, AUDITS, REPORTS, and MAINTAIN FILES. Below these are buttons for navigation: << FIRST, < PRIOR, NEXT >, LAST >>, and buttons for SAVE and DELETE. A 'REPORTS' button is highlighted with a black arrow. To the right, a dropdown menu is open, listing 'List Reports', 'Details Report', 'Form Reports', and 'Custom Forms'.



# 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

## *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

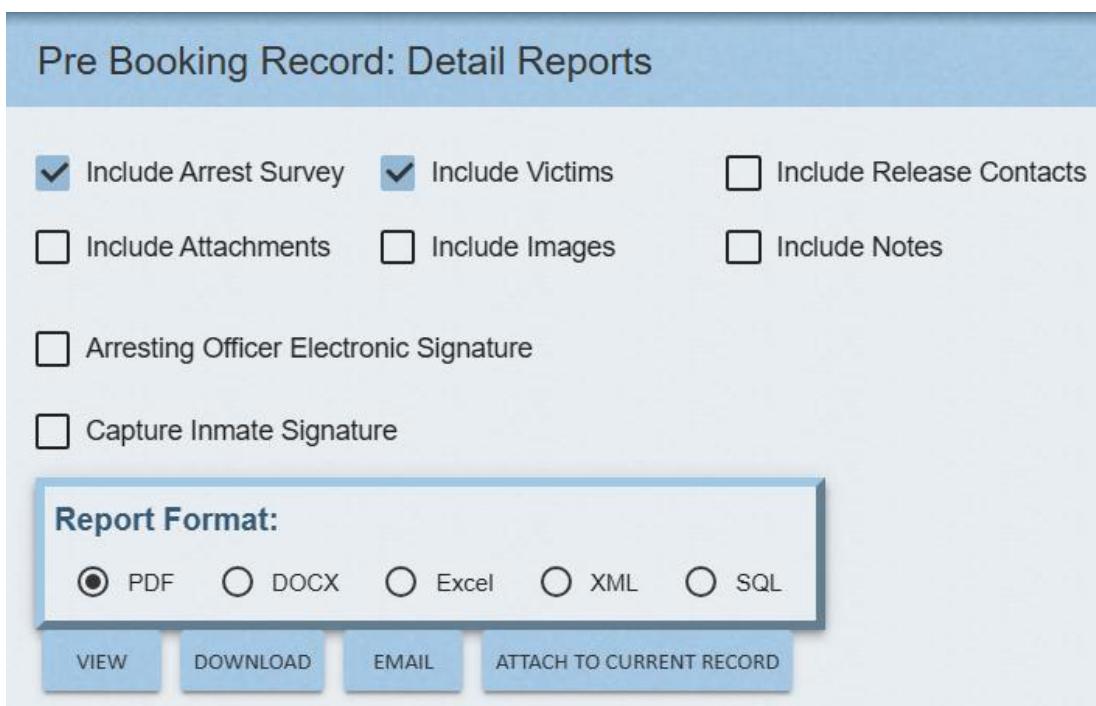
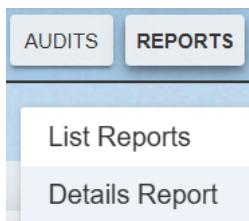
## Details Report

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: <input type="text"/>	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*

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