



Citations Guide

Overview

Welcome to the Citations guide. This guide covers the Citations module and associated Fines and Cost information for the Citations module, including searching existing citations, how to make a new citation, filling in a citation record, adding fines and charges, and the basics of making a payment.

A screenshot of a web application interface for viewing a citation record. The title is "Civil Process: View Record". At the top right are buttons for "LOOKUP", "NEW CIVIL", "REPEAT", "AUDITS", "MAPS", "ASSIGN PAPER", and "UPDATE A". Below the title bar are navigation buttons: "<< FIRST", "< PRIOR", "NEXT >", "LAST >>", "SAVE", and "DELETE". The main content area displays citation details: Docket/Case #: 2004-044; Entry By: 603 M & M MICRO SYSTEMS, INC.; Entry Date: 05/25/2004; Entry Time: 00:00:00; Received Date: 05/25/2004; Received Time: 00:00:00; Civil Id: 42996. Below this, it shows Court: CLERK & MASTER; Process: ADMINISTRATIVE ORDER; Issued Date: 05/25/2004; Expires On Date: (blank). The Plaintiff is listed as STATE OF TN. There are fields for Business Phone and Fax Phone, and a "CLEAR PLAINTIFF INFO" button. At the bottom, there are fields for House #, Direction, Street, Apt/Lot #, City, State, and ZipCode, with County: BLOUNT. A "Reference #" field is also present, along with an "Involuntary Committal" checkbox and a "DATA QUALITY CHECK" button.

The first part of this guide explains searches. If you need explanations on an already existing record, see *Filling Out a Citation Record* to get more information on the different tools and tabs available.



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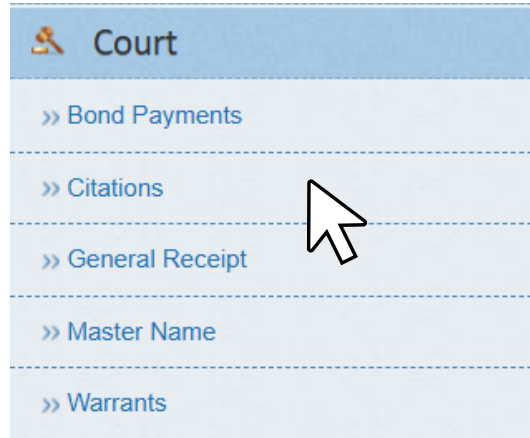
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Searching for Citation Records

To access the **Citations** module, begin on the iSOMS home screen.

Navigate to:

Court → **Citations**



This will open the **Citations: Search** screen. Here you can use the blue Quick Search buttons to perform do *quick searches* (common predetermined searches), or you can use the filters to narrow the search for things such as Charge Code or Court Date.

Citations: Search NEW GENERAL RECEIPT NEW CITATION AUDITS MAPS TOPICS REPORTS MAINTAIN FILES

LAST 5 DAYS LAST 30 DAYS COURT TODAY COURT TOMORROW COURT NEXT 5 DAYS BOOKING DATE TODAY

LOOKUP CLEAR FILTER

Last Name: _____ First Name: _____ Middle Name: _____ Home City: _____

Social Security #: _____ Date of Birth: _____ Driver License #: _____

Ticket Location: _____ Ticket City: _____

Zone: _____ Citation Issued By: _____

Ticket #: _____ Case# _____ Docket #: _____ Receipt #: _____

Ticket Type: _____ Court: _____

Vehicle Tag: _____ Vehicle VIN: _____ Decal: _____

Driver License #: _____ Vehicle Make: _____ Vehicle Model: _____



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Quick Searches

LAST 5 DAYS

LAST 30 DAYS

COURT TODAY

COURT TOMORROW

COURT NEXT 5 DAYS

BOOKING DATE TODAY

These searches let you quickly find records without having to fill in the fields. The following searches are available:

LAST 5 DAYS

LAST 30 DAYS

Last 5 / 30 Days shows all records that have a ticket date in the last set of days, 5 or 30 days respectively.

COURT TODAY

COURT TOMORROW

COURT NEXT 5 DAYS

Use **Court Today**, **Court Tomorrow**, and **Court Next 5 Days** to find records with court dates today or in the next few days.

BOOKING DATE TODAY

Booking Date Today shows all citations with today as the booking date.



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Standard Searches

Some fields are available if you need to do a search that the quick searches won't work for. Fill in the fields to narrow the search and click **Lookup** at the top or bottom of the page to perform the search. If you need to start over, simply click **Clear Filter** to remove all search field entries.

LOOKUP

CLEAR FILTER

You can narrow the search by individual info, ticket/case/docket #/vehicle related, and more. Enter the parameters to narrow the search and click **Lookup** to perform your search. Double click on the desired entry to view or edit the record.

Policy: Search Results LOOKUP NEW POLICY REPORTS MAINTAIN FILES

Search Criteria ▶

Search Results

367 Records EXPORT GRID TO FILE

Policy Type	Policy #	Title	Chapter	Paragraph	Section	Violation Code	Active On	In-Active On	Last Published	Next Review Date		
DEPARTMENT POLICY	03-03	EMERGENCY ASSISTANCE TO SHERIFF'S OFFICE EMPLOYEES					03/30/2010		12/19/2006			
DEPARTMENT POLICY	03-04	CRITICAL INJURY/DEATH OF SHERIFF'S OFFICE EMPLOYEE					03/30/2010		11/26/2025	11/26/2026		
DEPARTMENT POLICY	03-05	HEALTH AND FITNESS					03/30/2010		11/26/2025	11/26/2026		
DEPARTMENT POLICY	03-06	AWARDS AND COMMENDATIONS					03/30/2010		11/26/2025	11/26/2026		
DEPARTMENT POLICY	03-07	POLITICAL ACTIVITIES					05/09/2012		05/09/2012			



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Creating a Citation

There are four main ways to create a citation record in iSOMS:

1. Create a citation from a *Traffic Stop*.
2. Create a citation from a charge on an *Incident Report*.
3. Using eCite and Importing to iSOMS.
4. Manual Citation Creation via *New Citation* from the search screen.

Creating a Citation from a Traffic Stop

To create a new citation from a traffic stop, open or create a traffic stop. You will then click **Transfer Card** at the top of the CFS, where you can select *Citations* and transfer to a Citation:

CAD Complaint Card History: View Rec... LOOKUP NEW CFS NEW CLOSED CFS REPEAT AS SCHEDULED CALL AUDITS MAPS BACK TO SEARCH RESULTS

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

Scheduled: Received: 01/15/2026 11:08 Dispatched: 01/15/2026 11:08 EnRoute: 01/15/2026 11:08 On Scene: 01/15/2026 11:08 Complete

EDIT TIMES

Call For Service #: 885

SITE DANGER Monitor Card **TRANSFER CARD** NEW CARD FROM ADDRESS REACTIVATE CARD START PROTOCOL

Incident Information (Alt-1):

House #: 123 Direction: MAIN ST Street: Apt/Lot #: KNOX City: TN State: ZIP Code:

Intersection: Zone: ESN: KNOX County: Latitude: Longitude:

Business/Common Name: Subdivision/Area/Building Complex: COPY ADDRESS TO CALLER VIEW BUSINESS

Transfer Card

Transfer To:

CAD Alert CAD Alert (Trespass) CAD Location Hazard Citations Extra Patrol Field Interview

Impounded Vehicle Incidents Incident Arrest K9 Incident Pre-Booking Record

Traffic Stop Trespass Order Vehicle Pursuit Accident Report

Shelter Complaint Shelter Lost / Found Shelter Ticket(in facility)

Code Enforcement Drone Incident Juvenile Incident

No Records.

Vehicle

2026 BLK CADILLAC V70 (875 SERIES)

Mark the vehicle / record you want to transfer, click **Transfer**, and this will create a citation.



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Creating a Citation from an Incident Charge

To create a citation from a charge on an Incident Report, open the Incident Report you want to make the citation for, open the Offender View in the **Offenders** tab, and navigate to the **Charges** tab of the Offender.

The screenshot shows the 'Offenders' tab with a table of offender information. Below it is the 'Incidents: View Offender' section with navigation buttons. At the bottom is the 'Charges' tab.


	Last Name	First	Middle	Post Name	Race	Sex	Resident	Ethnicity	DOB	SSN	Arrest Date	Arrested By	Arrest
	UNIDENTIFIED	UNIDENTIFIED			U	U	U	U					

Incidents: View Offender

<< FIRST < PRIOR NEXT > LAST >>

BACK TO INCIDENTS RECORD

Charges

Here you can click the button  under "CC" to create a Citation from the charge.

The screenshot shows the 'Charges' tab with a table of charge information. A red box highlights the 'CC' button in the 'CC' column of the charge record.

Expunged	Charge	Charge_Description	Court Date	Court	Bond	Warrant #	Class	Type	Level	Offense Date	Repea	CC	W	
	0039	DRUGS- POSSESSION COCAINE W/INT			0.00					03/05/2024				

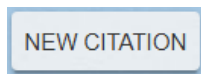


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Creating a Citation Manually

To create a citation from the **Citations: Search** screen, simply click **New Citation** in the upper right of the search screen.

The screenshot shows the 'Citations: Search' interface. At the top, there are navigation buttons: 'NEW GENERAL RECEIPT', 'NEW CITATION' (highlighted with a red box), 'AUDITS', 'MAPS', 'TOPICS', 'REPORTS', and 'MAINTAIN FILES'. Below these are filter buttons: 'LAST 5 DAYS', 'LAST 30 DAYS', 'COURT TODAY', 'COURT TOMORROW', 'COURT NEXT 5 DAYS', and 'BOOKING DATE TODAY'. There are also 'LOOKUP' and 'CLEAR FILTER' buttons. The form includes input fields for 'Last Name:', 'First Name:', 'Middle Name:', and 'Home City:'. Below these are 'Social Security #:', 'Date of Birth:' (with a calendar icon), and 'Driver License #:'. At the bottom, there are 'Ticket Location:' and 'Ticket City:' fields.



This will bring you to the **Citations: Master Name Search** screen. This screen allows you 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 citation record. This will allow you to use information already present in iSOMS and link your Citation directly to the Master Name and jacket number.

The screenshot shows the 'citations: Master Name Search' interface. At the top, there are two red buttons: 'BACK TO CITATIONS' and 'SKIP MASTER NAME AND CREATE CITATIONS RECORD.'. Below these are input fields for 'Last Name:', 'First Name:', 'Jacket #:', and 'Last 4 SSN:'. There are also 'Social Security #:', 'Date of Birth:' (with a calendar icon), 'Driver License #:', and 'Restrictions:'. A dropdown menu titled 'Type of Match:' is highlighted with a blue box, showing three options: 'Begins' (selected with a radio button), 'Contains', and 'Ends'. At the bottom, there are 'ALL', 'LOOKUP', and 'CLEAR FILTER' buttons.

If the person being Cited already has a record in iSOMS, you can enter information to narrow the search and click **Lookup**. Clicking **All** will show all 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 clicking on it twice.



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Search Criteria ▶

Search Results

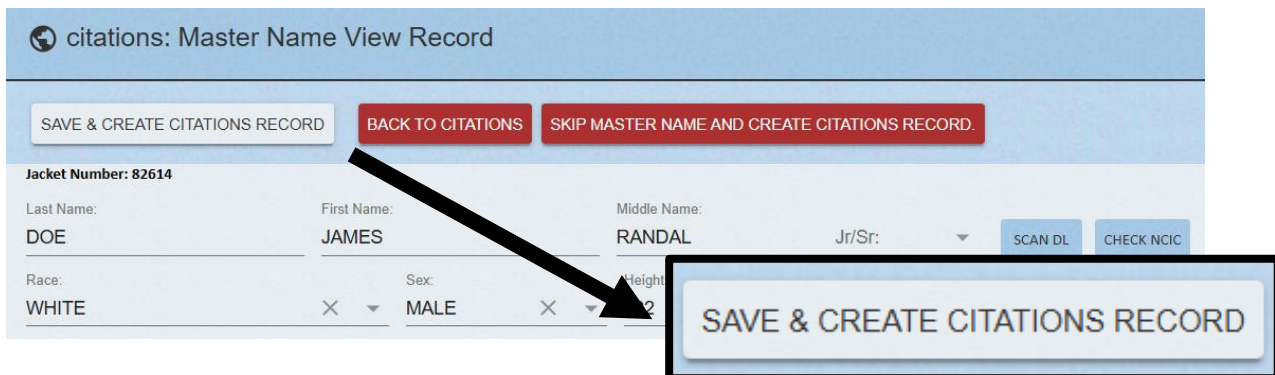
4 Records

	Image	Agency	Last Name	First Name	Middle Name	Post Name	DOB	Race	Sex	SSN	DLN	Jacket #
	 NO PHOTO	Shared	DOE	JAMES								33613
		Shared	DOE	JAMES								33614
		Shared	DOE	JAMES	RANDAL		01/01/1965	WHITE	MALE	123-45-6789		82614

If the person has no Master Name in the database, you need to create a new one by clicking **New Master Name** in the upper right. (See **Creating a New Master Name** in the *iSOMS Corrections Manual* for more information if you need it.)



Once you double click the row with the correct name, the Master Name will appear and fill in information for you. You can fill in additional information if needed. Click **Save & Create Citations Record** at the top of the screen to begin the Citation record.





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If you have not entered much information yet, you will get a data entry warning. But this will not happen if the Master Name has been sufficiently filled in before. In any case, the Master Name will fill in information on the newly created Citation record.

Citations: View Record LOOKUP NEW GENERAL RECEIPT NEW CITATION REPEA

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

Ticket #: ASSIGN TICKET Case #: Citation Date: 04/18/2026 Time: 14:59:04 Reporting Officer: 603 ELDER, MARTIN WILLIAM -INV

Officer Shift: Jacket #: 82614 WARRANT SCAN DL SCAN VEHICLE REGISTRATION CHECK NCIC

Last Name: DOE First Name: JAMES Middle Name: RANDAL Social Security #: 123-45-6789 Date of Birth: 01/01/1965 (Age:)

61/61 PRINT E-TICKET PRINT COURT E-TICKET PRINT IN-CAR TICKET PRINT IN-CAR TICKET(COURT REQUIRED) DISPOSITION SHEET PRINT TN CONVICTION ABSTRACT
PRINT TN WITHDRAWAL ABSTRACT PRINT TN ABSTRACT

House #: 123 Direction: N Street: MAIN ST Apt/Lot #: City: KNOX State: TN ZipCode: 37912

Latitude: 36.22158 Longitude: -84.1573875

Home Phone: 865-555-5678 Cell Phone: 865-555-4567 Work Phone: 865-555-3456 Email: FAKEEMAIL@FAKEWEBSITE.COM Department: BLOUNT COUNTY SHERIFF'S OFFICE



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There are two primary sections of a Citation record:

1. The *fields* in the upper part of the screen. These record details on the person who was cited, including personal information, address details, and more.

Ticket #: Case #: 04/18/2026 Time: 14:59:04 Reporting Officer: 603 ELDER, MARTIN WILLIAM -INV Officer Shift:

Jacket #: 82614

Last Name: DOE First Name: JAMES Middle Name: RANDAL Jr/Sr: Social Security #: 123-45-6789 Date of Birth: 01/01/1965 (Age: 61/61)

House #: 123 Direction: N Street: MAIN ST Apt/Lot #: KNOX City: TN State: TN Zip Code: 37912 Latitude: 36.22158

Longitude: -84.1573875

Home Phone: 865-555-5678 Cell Phone: 865-555-4567 Work Phone: 865-555-3456 Email: FAKEEMAIL@FAKEWEBSITE.COM Department: BLOUNT COUNTY SHERIFF'S OFFICE County: KNOX

DL State: Driver License #: 123456789 Class: D Expiration Date: Status: Restrictions: CDL

Race: WHITE Sex: MALE Height: 502 Weight: 201 Hair Color: AUBURN Eye Color: BLACK Build: Complexion:

Ethnicity: UNKNOWN SID #:

2. The *tabs* record additional information on the citation, such as **Details**, **Location** of the citation, the **Vehicle** involved, **Charges** related to the citation, and more.

After you enter new details, make sure to click **Save** at the top of the screen.



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Filling Out a Citation Record – Fields

Here you will fill out the fields above the tabs, which typically relate to the person being cited. Many of these fields will be filled in based on the Master Name or based on the record you transferred from to Citations.

Fields

Ticket #:
12345 ASSIGN TICKET

Add the **Ticket #** manually, or click **Assign Ticket** to have iSOMS assign the next ticket number in order. Make sure you **Save** before you click *Assign Ticket*.

Case #:
12345

Use **Case #** to record the case number related to this citation, or (if transferred) this number will be filled in automatically.

Citation Date: 04/18/2026 Time: 14:59:04 Reporting Officer: 603 ELDER, MARTIN WILLIAM -INV × ▼
Officer Shift: 1 × ▼

Citation Date, **Time**, and **Reporting Officer** are filled in automatically based on the current date / time and user, but can be changed if needed, such as if you are filling in the information for someone else. If you would like, you can also record the **Officer Shift** that was active during the citation.

SCAN DL SCAN VEHICLE REGISTRATION CHECK NCIC

These buttons allow you to scan in information (**Scan DL** and **Scan Vehicle Registration**) or check their information with NCIC (**Check NCIC**).

Last Name: DOE First Name: JAMES Middle Name: RANDAL Jr/Sr: ▼ Social Security #: 123-45-6789 Date of Birth: 01/01/1965

These fields record the person's name and identifying information.




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- PRINT E-TICKET
- PRINT COURT E-TICKET
- PRINT IN-CAR TICKET
- PRINT IN-CAR TICKET(COURT REQUIRED)
- DISPOSITION SHEET
- PRINT TN CONVICTION ABSTRACT
- PRINT TN WITHDRAWAL ABSTRACT
- PRINT TN ABSTRACT


These buttons allow you to quickly print certain reports based on this citation record. There are additional options if you click **Reports** in the upper right.

House #:	Direction:	Street:	Apt/Lot #:	City:	State:	ZipCode:
123	N	MAIN ST		KNOX	TN	37912
Latitude:	Longitude:					
36.22158	-84.1573875					

These fields are related to the address of the person being cited. You can click the map icon  to view the address on the map.

Home Phone:	Cell Phone:	Work Phone:	Email:	Department:
865-555-5678	865-555-4567	865-555-3456	FAKEEMAIL@FAKEWEBSITE.COM	BLOUNT COUNTY SHERIFF'S OFFICE
County:				
KNOX				

These fields relate to the contact information of the individual as well as the department and county where the person was cited.

DL State:	Driver License #:	Class:	Expiration Date:	Status:	Restrictions:	<input type="checkbox"/> CDL
	123456789	D				

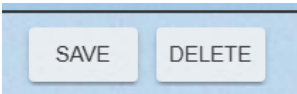
These fields are for driver's license information.

Race:	Sex:	Height:	Weight:
WHITE	MALE	502	201
Hair Color:	Eye Color:	Build:	
AUBURN	BLACK		
Complexion:	Ethnicity:	SID #:	
	UNKNOWN		

These fields are for description information.

Make sure to **Save** at the top of the record as you go so you do not lose entered details.

Save is located at the top of the screen.





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Filling Out a Citation Record – Tabs

Summary

Fill out the tabs below the fields as needed. This guide will cover the first four tabs which are the most important, and then the others will be available if needed as well.

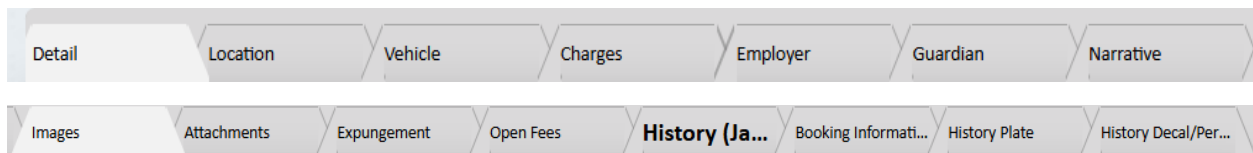
Use **Detail** tab to record additional information on the ticket or offender.

Location is for writing down the location of the citation.

Vehicle is for the primary vehicle involved in the citation.

Charges is the important tab for all charges associated with this citation.

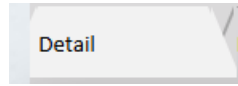
Other tabs available include **Employer** (for job info), **Guardian** (for info on guardians of minors), **Narrative** (for notes and written report), **Images**, **Attachments**, **Expungements**, **Open Fees**, **History [Jacket]** (for previous citations connected to Jacket #), **Booking Info**, **History [Plate]**, and **History [Decal]**.





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Detail Tab



The **Detail** tab contains additional fields for the person (such as military / tribe info) and ticket info, including several checkboxes for the citation.

Military ID:	ICE #:	Military Branch:	Military Rank:	Indian Tribe:	Student ID:
Tribal ID:	Race Court/Stats:	Department:			
BLOUNT COUNTY SHERIFF'S OFFICE		Ticket Type:	Person Type/Affiliation:	Detection Method:	
Special Project:					
North District ID:	South District ID:	East District ID:	West District ID:		
<input type="checkbox"/> Handicap	<input type="checkbox"/> Boot	Boot Tag:			
<input type="checkbox"/> Grant Related	<input type="checkbox"/> Has ID Only	<input type="checkbox"/> Has Permit Only	<input checked="" type="checkbox"/> Ticket From Traffic Stop		
<input type="checkbox"/> Offender Must Appear	<input type="checkbox"/> Crash/Accident	<input type="checkbox"/> Other Vehicles Involved	<input type="checkbox"/> Offender Is Juvenile		
<input type="checkbox"/> Seat Belt Worn	<input type="checkbox"/> State Resident	<input type="checkbox"/> License Plate Reader Used			
<input type="checkbox"/> No Online Payments	<input type="checkbox"/> E-Ticket				
Change To New Jacket#(be careful):					
0					

First, add any relevant military / tribe / student info:

Military ID:	ICE #:	Military Branch:	
12345	67890	ARMY	X ▾
Military Rank:	Indian Tribe:		
CORPORAL	MIAMI		X ▾
Student ID:	Tribal ID:	Race Court/Stats:	
12345		American Indian	X ▾

Now add **Ticket Type** (such as *Citation, Misdemeanor, Warning, etc.*) and **Person Type / Affiliation** if the person is a *Diplomat, Juvenile, etc.* **Detection Method** is for how the individual was located (*Plane, Radar, Laser, etc.*). **Special Project** can be used for specific occurrences related to the citation, such as *Road Block*.

Ticket Type:	Person Type/Affiliation:		
CITATIONS X ▾	MILITARY X ▾		
Detection Method:	Special Project:		
OTHER X ▾	ROAD BLOCK X ▾		
North District ID:	South District ID:	East District ID:	West District ID:



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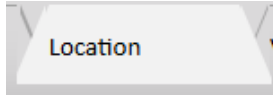
Now use checkboxes to label the citation with anything applicable, such as *Crash, Offender Must Appear, Has Permit Only*, etc.

<input type="checkbox"/> Handicap	<input type="checkbox"/> Boot	Boot Tag: _____
<input type="checkbox"/> Grant Related	<input type="checkbox"/> Has ID Only	<input type="checkbox"/> Has Permit Only
<input type="checkbox"/> Offender Must Appear	<input type="checkbox"/> Crash/Accident	<input type="checkbox"/> Other Vehicles Involved
<input checked="" type="checkbox"/> Ticket From Traffic Stop	<input type="checkbox"/> State Resident	<input type="checkbox"/> Offender Is Juvenile
<input type="checkbox"/> Seat Belt Worn	<input type="checkbox"/> E-Ticket	<input type="checkbox"/> License Plate Reader Used
<input type="checkbox"/> No Online Payments		



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Location Tab



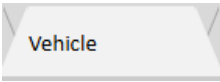
The **Location** tab records the location of *the citation*. Fill in the location where the citation was given.

House #:	Street:	City:	State:	ZIP Code:
123	Direction: MAIN ST	Apt/Lot #: KNOX	TN	37802
Intersection:	ESN: 10	County:	Latitude:	Longitude:
Business/Common Name:				
Zone:				
01 01	School:	SubDivision:		
Business Phone:				
865-555-1234				
Direction Of Travel:		Side Road#:	Mile Marker:	



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Vehicle Tab



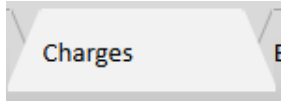
The **Vehicle** tab is for recording information on the vehicle involved in the citation. Simply add the information on the vehicle and related info (including **Wrecker Company.**)

Vehicle Tag: ABC123	License State: TN	License Year: 2026	License Month: 10	License Expires Date: 10/20/2026	Plate Type: Passenger Car	VIN #: 1234567890
Model Year: 2008	Vehicle Make: HONDA	Vehicle Model: ELEMENT	Vehicle Color: BLACK	Vehicle Style: SUV	Decal:	Mileage: 120000
Company Name(owner):		Owner:		Owner Address:		Vehicle Weight:
Policy #:		Insurance Company:		Placard #:		Vehicle Type:
<input type="checkbox"/> Seized <input type="checkbox"/> Commercial Vehicle <input type="checkbox"/> Proof of Insurance <input type="checkbox"/> Hazard Material <input type="checkbox"/> Placard Required <input type="checkbox"/> Placard Displayed <input type="checkbox"/> Carry More than 16 People <input type="checkbox"/> Registered To Driver						
Wrecker Company:						



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Charges Tab



The **Charges** tab is adding charges to the citation. To view, edit, or delete a current entry, double-click it.

1 Charge												EXPORT GRID TO FILE	ADD CHARGE
Expunged	Charge	Charge Description	Court Date	Court	Citation#	Bond	Docket#	Org Bal	Current	Speed	Zone		
	14:70.4/FR	ACCESS DEVICE FRAUD/FALSE PRETENSES/SWINDLE/CONFIDENCE GAME	04/20/2026 00:00	CC	6789012345	0.00	20261	62.75	62.75	0	0		

Use the **Add Charge** button at the far right to add a charge. You will enter the charges and information related to each charge.

1 Charge												EXPORT GRID TO FILE	ADD CHARGE
Expunged	Charge	Charge Description	Court Date	Court	Citation#	Bond	Docket#	Org Bal	Current	Speed	Zone		
	14:70.4/FR	ACCESS DEVICE FRAUD/FALSE PRETENSES/SWINDLE/CONFIDENCE GAME	04/20/2026 00:00	CC	6789012345	0.00	20261	62.75	62.75	0	0		



When you click **Add Charge**, you will be asked if you are sure you want to add a charge. Click **Yes** and the below screen will appear.

Charge Code	14:70.4/FR ACCESS DEVICE FRAUD/FALSE PRETENSES/SWINDLE/CONFIDI X			Bond	0	Fine	0	Cost	0	Charge Id#:	223342
Charge Free Form:	<input type="checkbox"/> Warning Only <input type="checkbox"/> Felony (dps) <input type="checkbox"/> Failed To Appear										
Charge/Statute Code:	Ordinance Code:	Charge Classification:	Title:	Section:	Paragraph:						
<div style="display: flex; justify-content: space-between; font-size: small;"> Charge Detail Ticket Detail Court History Disposition Bond Bond History License/Traffic Abstract Fees Receipts Collections Notes Expungement </div>											
Charge Date:	04/18/2026	Time:	14:59:04	Offense Date:	04/18/2026	Time:	14:59:04	Counts:	0		
Charge Jurisdiction:		Charge Level:		Charge Degree:							
Warrant #:	20261	Docket #:	6789012345	Citation #:		Reference #:					
<input type="checkbox"/> Contested <input type="checkbox"/> Withdraw <input type="checkbox"/> Add On Charge											

Enter the charge details into the fields and click **SAVE** to avoid losing work. Then reopen the charge by double-clicking it and continue editing.



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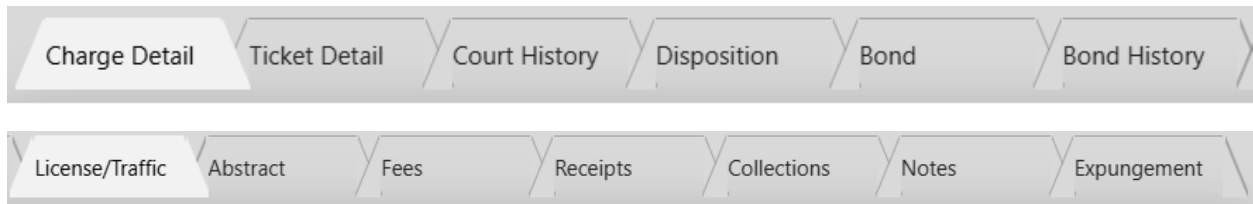
FIRST << PREV NEXT >> LAST Entry Date: 07/16/2025 13:46

Charge Code: 14:70.4/FR ACCESS DEVICE FRAUD/FALSE PRETENSES/SWINDLE/CONFIDI X 14:70.4/FR Bond 0 Fine 0 Cost 0

Charge Free Form: YOU CHARGED A CHARGER IN THE WRONG OUTLET Warning Only

Charge/Statute Code: 12345 Ordinance Code: 12345 Charge Classification: A X Title: 12345 Section: 12345 Paragraph: 12345

Fill in as much information as possible: more can be added later as needed. There is a list of tabs in the middle of the screen and each tab is a button that opens new details on Charge Detail, Court History and more.



If you want information on charge and docket info, use the **Charge Detail** subtab.

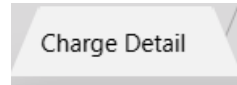
If you want to add a fee, use the **Fees** subtab.

To perform payments, navigate to the **Fees** subtab and press the **Payments** button. More information is available under the **Fees** subtab entry below.



Citations Guide

Charge Detail Subtab



Here you can enter details on the Charges.

Charge Date: 10/26/2005	Time: 00:00:00	Offense Date: 10/26/2005	Time: 00:00:00	Counts: 0
Charge Jurisdiction: TRAFFIC X				
Charge Level:		Charge Degree:		
Warrant #:	Docket #:	Citation #: 897898	Reference #:	<input type="checkbox"/> Contested <input type="checkbox"/> Withdrawl <input type="checkbox"/> Add On Charge
Bond Date:	Time:	Charge Bond Amount: 0	Cash Bond/Warrant Amount: 0	Bond Text: <input type="checkbox"/> Bond Cleared
Court Date: 11/21/2005	Time: 09:00:00	Court: TRAFFIC COURT	Judge:	
Appearance Date:	Time:	Charges Filed Date:	Time:	
<input type="checkbox"/> Received Notice Of Appearance	Received Notice Da...	Time:	Received Notice Officer:	Received Notice Method:

First add the details on the charge:

Charge Date: 10/26/2005	Time: 00:00:00	Offense Date: 10/26/2005	Time: 00:00:00	Counts: 0
Charge Jurisdiction: TRAFFIC X				
Charge Level:		Charge Degree:		

Now you can view or set reference numbers. For reference numbers, you have two options for the **Docket Number**:

- 1) You can set the number manually, such as when the court sets the docket number.
- 2) You can have iSOMS automatically assign the docket number by using the **AUTO-ASSIGN-DOCKET-NUMBER** setting underneath the *Citations* category of settings in Company Setup.

Warrant #:	Docket #: 45278	Citation #: 897898	Reference #:
------------	--------------------	-----------------------	--------------

There are also fields here to enter bond information:

Bond Date:	Time:	Charge Bond Amount: 0	Cash Bond/Warrant Amount: 0	Bond Text:	Bond Terms:	<input type="checkbox"/> Bond Cleared
------------	-------	--------------------------	--------------------------------	------------	-------------	---------------------------------------



Citations Guide

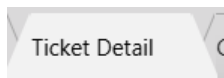
Now you can add info on the **Court Date**, the **Court** for the citation, the **Judge**, and then later **Appearance Date**, **Charges Filed Date**, and **Received Notice** information as well.

Court Date: 11/21/2005 Time: 09:00:00 Court: TRAFFIC COURT Judge:

Appearance Date: Time: Charges Filed Date: Time:

Received Notice Of Appearance Received Notice Da... Time: Received Notice Officer: Received Notice Method:

Ticket Detail Subtab



The **Ticket Detail** subtab is for entering additional info on traffic tickets, such as **Accident Type**, **Vehicle Speed**, **School Zone / Worker Zone**, etc.

BAT Results: BAT Refused

Vehicle Speed: 0 Posted Speed Zone: 0

Did Unlawfully: Speed Detection Method: Highway Type:

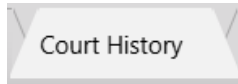
Area Type: Accident Type: Signature Type:

Constuction Zone Workers Present School Zone Drivers License Seized Taken Into Custody



Citations Guide

Court History Subtab



The **Court History** subtab allows you to record new court dates / court location and keep track of prior court dates / court location. To view, edit, or delete a current entry, double-click it.

1 Court Date							EXPORT GRID TO FILE	ADD COURT DATE
Prior Court Date	New Court Date	Reason	Prior Court	Prior Judge	Entry By	Entry Date		
11/21/2005 09:00	04/22/2026 00:00	NEW CHARGES FILED	TRAFFIC COURT			04/22/2026 11:19		

Use the **Add Court Date** button at the far right to add a court date / location change.



Enter the information on the changes and hit **Save** when finished.

View Court Dates

Entry Date: 04/22/2026 11:19 / Entry By:

Prior Court Date: Time: Prior Court: Prior Judge:

Change Reason:

New Court Date: Time: New Court: Judge:

Notes:



Citations Guide

Disposition Subtab



The **Disposition** subtab allows you to record disposition details on the citation, including information on the DA accepting or declining the charge, payment due, warrant issued, and payment plan info.

Disposition: _____ Disposition Date: Time: _____ DISPOSITION NOTES

D.A. Accepted Charge Date: Time: _____ D.A. Declined Charge Date: Time: _____

Payment Due By Date: Time: _____ Warrant Issued

Original Charge/Amended From _____

DPS Class: _____ DPS Disposition: _____

On Payment Plan Payment Start Date: Next Payment Date: Final Payment Due Date: Defaulted On Payment Plan

To add disposition details, make sure to add both **Disposition** result and **Disposition Time / Date**.

Disposition: **CASH BOND** Disposition Date: **04/22/2026** Time: **00:00:00** DISPOSITION NOTES

You can also add the date / time where the **DA Accepted** or **DA Declined** the charge.

D.A. Accepted Charge Date: Time: _____ D.A. Declined Charge Date: Time: _____

You can also add payment requirement information, although actual payments will be recorded underneath the *Fees* subtab.

Payment Due By Date: Time: _____ Warrant Issued

Original Charge/Amended From _____

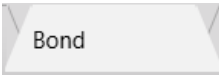
DPS Class: _____ DPS Disposition: _____

On Payment Plan Payment Start Date: Next Payment Date: Final Payment Due Date: Defaulted On Payment Plan



Citations Guide

Bond Subtab



The **Bond** subtab contains fields to record information on Bonds including **Terms, Amount, Disposition, Company,** and more. Fill in the bond information as needed.

Charge Bond Amount: _____

Bond Date: Time: Bond Text: _____ Bond Terms: _____ Bond Cleared

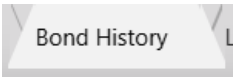
Bond Disposed Amount: Cash Bond/Warrant Amount: Document #: _____ Receipt #: _____

Bond Disposition: _____ Bond Disposition Date: Time: _____

Bonding Company: _____

Cost Classification: _____ Fine Amount: Cost Amount: Maintenance Amount: Maintenance County Amount: Tech Fee Amount: Drug Court Amount: Other Amount:

Bond History Subtab



The **Bond History** subtab allows you to record new bond information and keep track of prior bond information. To view, edit, or delete a current entry, double-click it.

1 Charge Bond

Bond Date	Amount	Bond Number	Bond Type	Bond Cleared Date	Bonding Company	Agent
04/22/2026 11:40	100.00	12345	CASH	04/21/2026 00:00		

Use the **Add Charge Bond** button at the far right to add a bond change.



Enter the information on the changes and hit **Save** when finished.

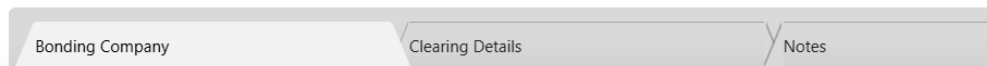
Entry Date: 04/22/2026 11:40 / Entry By:

Bond Date: Time: Bond By:

Bonding Type: Bond Amount: Bond Number:

Bond Due Date: Time: Bond Cleared On Date: Time:

Payment Type: _____ Document: _____ Receipt: _____





Citations Guide

License / Traffic Subtab



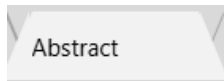
The **License / Traffic** subtab allows you to record information on **Ignition Device, BAC Device Settings, Traffic School, and License Revokes** from this charge.

Ignition Device: _____ Ignition Device From: _____ Ignition Device Through: _____ BAC Device Setting: _____ Other Restrictions: _____

Traffic School: _____ Traffic School Scheduled On: _____ Traffic School Completed On: _____

License Revoked: (Y/N) _____ License Revoked From: _____ License Revoked Through: _____ License Reinstated On: _____

Abstract Subtab



The **Abstract** subtab allows you to record information for the abstract of this charge. This way you can later print the abstract for this citation's charge and print out this information.

Fill in the fields and mark the checkboxes as needed.

Record Type: _____ Record Comment: _____ Include on Abstract Resend Abstract

Transaction Type 1: 1 ABSTRACT × _____ DOS Disposition Code: C CONVICTED × _____ Transmission Date: _____

Transaction Type 2: _____ DOS Disposition Code 2: _____

State Action Code: _____ Date Paid In Full: _____ Trooper Ticket#: _____ BAT Results: _____ Disposition Cost Indicator: _____

Disposition Satisfied Paid In Full Prior Sent As FTA Declared Indigent License Surrendered

Commercial Vehicle Driver Accident Hazardous Material Violator Has CDL Arrest Fee Collected

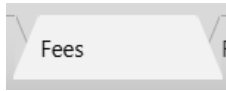
Insured or Bonded E-Citation

Force Abstract Re-Evaluation



Citations Guide

Fees Subtab



You can use the **Fees** subtab to enter information on fees, payments, etc. To view, edit, or delete an existing entry, double-click it on the table.

PAYMENT	Original Fee Amount: 59.00	Open Fee Amount: 31.00							EXPORT GRID TO FILE	ADD FEE
2 Records										
Entry Date	Fee Code	Pay Order	Original Balance	Paid To Date	Current Balance	Last Payment Date	Last Payment Amount	Last Payment Receipt	Last Updated	En
01/15/2024 13:41	FINE AMOUNT	1	\$50.00	\$28.00	\$22.00	01/15/2024	\$28.00	1	01/15/2024	Sh
01/15/2024 13:41	CLEET FEE	16	\$9.00	\$0.00	\$9.00		\$0.00	0	01/15/2024	Sh

To add a new fee, click **Add Fee** in the upper right.



View Fee

Fee Code: Pay Order:

Original Balance: \$ Current Balance: \$

Notes:

Now add the **Fee Code**, such as *Court Costs, Fee Added by Judge, Litigation Tax*, etc.

Fee Code:

Depending on how your agency has edited the fee codes, you can either have **Pay Order** and **Original Balance** be added automatically or input them manually here. Pay Order determines which fee will be paid off first if only partial payment of fees is made, and **Original Balance** is the original cost of the fee. *Current Balance* will display the remaining balance on the fee after any payments applied.

Pay Order: Original Balance:



Citations Guide

Payments (under Fees Subtab)

To perform a payment, click **Payment** on the Fees subtab.

PAYMENT	Original Fee Amount:	Open Fee Amount:
	159.00	56.90

3 Records

Entry Date	Fee Code	Pay Order	Original Balance	Paid To Date	Current Balance	Last Payment Date	Last Payment Amount
01/15/2024 13:41	FINE AMOUNT	1	\$50.00	\$28.00	\$22.00	01/15/2024	\$28.00

PAYMENT

On the window, add the **Amount** the person is going to pay. iSOMS allows partial payment in the records.

Amount:	<input checked="" type="checkbox"/> FINE AMOUNT - \$22.00
30.90	<input checked="" type="checkbox"/> CLEET FEE - \$9.00
	<input checked="" type="checkbox"/> BENCH WARRANT FEES - \$25.90
	Current Balance:
	56.90

Pay Orders on the fee are listed to the right. If the person needs to pay down certain fees in a different order than in the system, you can uncheck boxes to apply the payment to only the selected fees in order. In this picture, the *Cleet Fee* of \$9 would be ignored since it is unchecked, and the payment would go to the other two fees since they are still selected.

<input checked="" type="checkbox"/>	FINE AMOUNT - \$22.00 / Pay Order: 1	▲
<input type="checkbox"/>	CLEET FEE - \$9.00 / Pay Order: 16	●
<input checked="" type="checkbox"/>	BENCH WARRANT FEES - \$25.90 / Pay Order: 86	▼

Use **Transaction Type** to explain the transaction, such as *Payment*, *Adjustment*, *Court Payment*, etc. You can use **Payment Type** to record whether the person paid with card, cash, check, etc. **Document #** is for reference numbers such as Check Number.

Transaction Type:	Document #:
PAYMENT <input type="text" value="X"/> ▼	1234
Payment Type:	Comment:
CHECK <input type="text" value="X"/> ▼	



Citations Guide

Once a payment has been made, you will receive the option of printing one or two receipts.

Print Receipt

Print a copy of this receipt?

Print 2 Copies

YES
CANCEL



YOUR AGENCY Citation Receipt

Citation Number: **2024-0000022**

Print Date: **Apr 22 2026 - 13:48:58**

Name:

Address:

Charge:

Transaction Type: **PAYMENT**

Payment Method: **CHECK**

Disposition: **GUILTY**

Notes:

Receipt #: **202600002**

Receipt Date: **04/22/2026 13:42**

Docket: **20242**

Court Date: **01/18/2024 09:00**

Void Date:

Payment Amount: **\$30.90**

Document/Check #: **1234**

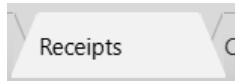
Fee Description	Balance Before	Payment Amount	Balance After	Pay Order
FINE AMOUNT	\$22.00	\$22.00	\$0.00	1
CLEET FEE	\$9.00	\$0.00	\$9.00	16
BENCH WARRANT FEES	\$25.90	\$8.90	\$17.00	86
Docket Totals at Time of Receipt:	\$56.90	\$30.90	\$26.00	

Once payment for the entire charge has been made, don't forget to navigate to the **Disposition** subtab where you can mark the charge as *Paid in Full*, for example.



Citations Guide

Receipts Subtab



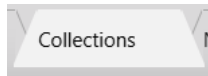
The **Receipts** subtab lists the details of all previous and current receipts. This lets you quickly view details of previous money received. **This tab is read only**, although you can print receipts from this tab.

1 Receipt EXPORT GRID TO FILE

Receipt Date	Employee	Receipt #	Amount	Payment Type	Document #	Void Date		
01/15/2024 12:45	Shared Agency,	1	\$28.00	CASH				

FINE AMOUNT - \$28.00

Collections Subtab



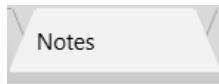
The **Collections** subtab contains fields for payments send to collections as well as write-off amount.

Sent To Collections Date:	Time: _____	Date Paid in Full:	Time: _____	Collection Agency Free Form: _____
Sent Amount: _____	Received Amount: _____	Write Off Amount: _____		
0	0	0		
<input type="checkbox"/> Force Fees Refresh On Save <input type="checkbox"/> Delete(be careful) (ALL) Fees On Save				



Citations Guide

Notes Subtab





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

Narrative

VIEW STORY EXPORT GRID TO FILE ADD NOTE

1 Note

	Entry Date	Note Date	Employee	Note Type	Notes
 	08/23/2024 14:22:56	08/23/2024 14:22:56			TAKE NOTE

TAKE 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.

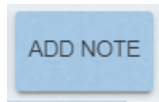
Main Narrative

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

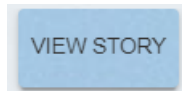


Citations Guide

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

A screenshot of the "Add Note" dialog box. The title bar says "Add Note". Below the title bar, there is a "Note Type" dropdown menu set to "NOTE", a "Show On View" checkbox, a "Note Date (leave blank to d...)" field with a calendar icon, and a "Time:" field. A large text area contains the text "IN THE BEGINNING..". At the bottom left are buttons for "MAINTAIN FILES" and "DRAFTS". At the bottom right are buttons for "ADD" and "EXIT".

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

A screenshot of the "View Story" dialog box. The title bar says "View Story". The content area shows two entries: "07/15/2024 15:35:19 - - MAIN" followed by "A NOTE ON NOTES", and "07/15/2024 15:35:28 - - INITIAL CONTACT WITH PICKUP AGENCY" followed by "HELLO THERE".



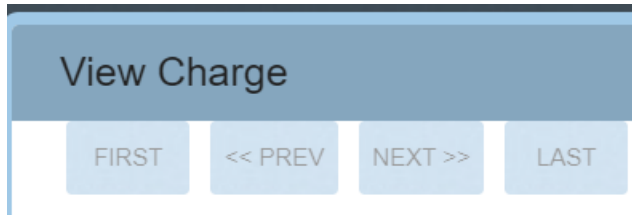
Citations Guide



Citations Guide

Additional Information on the Charges Tab

Multiple charges can be added. Click **Save** at the bottom of this screen after entering the information for each charge and use the **Exit** button when done. You can also use the navigation buttons at the top left of this screen (**First, Prev, Next, Last**) to move between the charges quickly without having to close the entire screen.





Citations Guide



Citations Guide

Additional Tabs

The other tabs are not required, but can aid in keeping information on the citation and individual.

Employer: Job information for the person cited.

Guardian: Person information if the person has a legal guardian

Narrative: Use this tab for notes and a written report.

Images: Images related to the citation.

Attachments: Attachments related to the citation

Expungements: Expunging the citation if you are a Super User.

Open Fees: Read Only Fees (detailed in *Charges* Tab)

History [Jacket]: List of previous citations connected to Jacket #)

Booking Info: Mittimus / Booking Date.

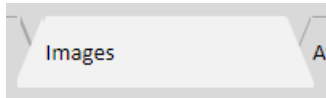
History [Plate]: List of citations connected to vehicle plate #.

History [Decal]: List of citations connected to decal / permit.



Citations Guide

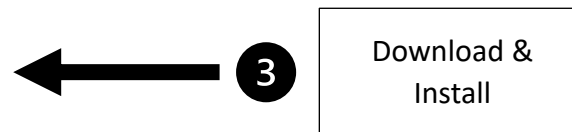
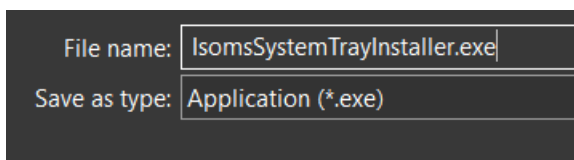
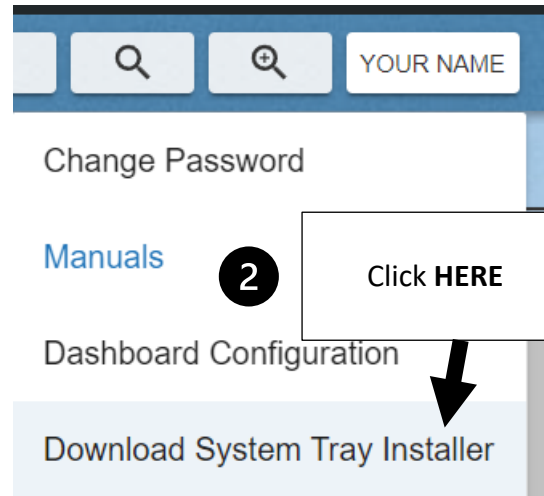
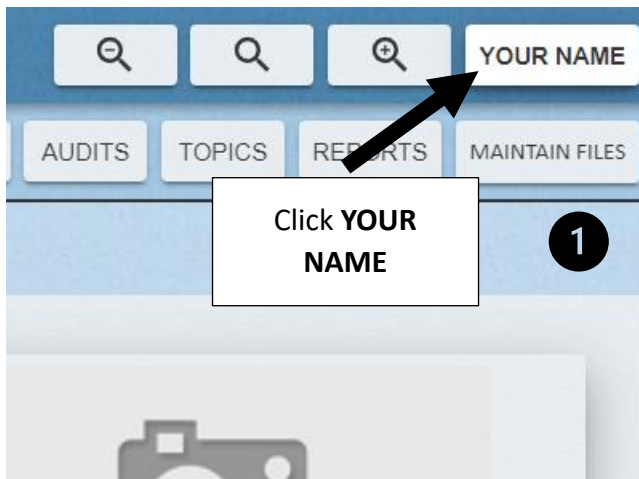
Images Tab



The **Images** tab is used to view, download, or add images. 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.

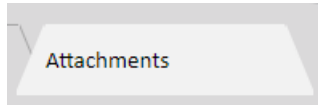



After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.

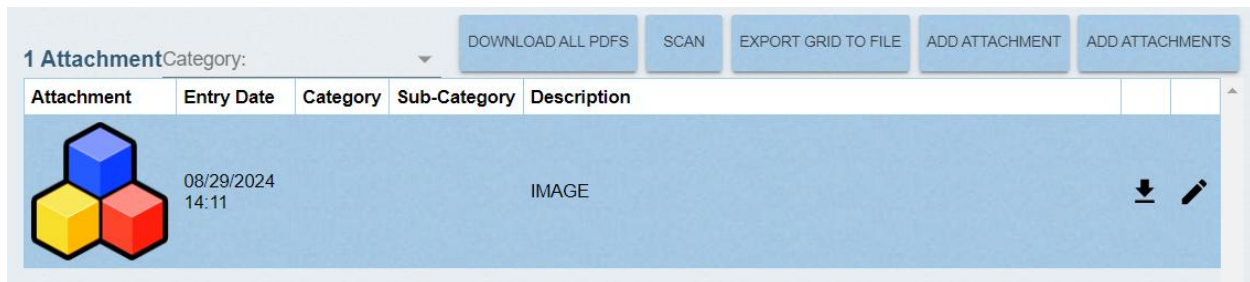


Citations Guide

Attachments Tab

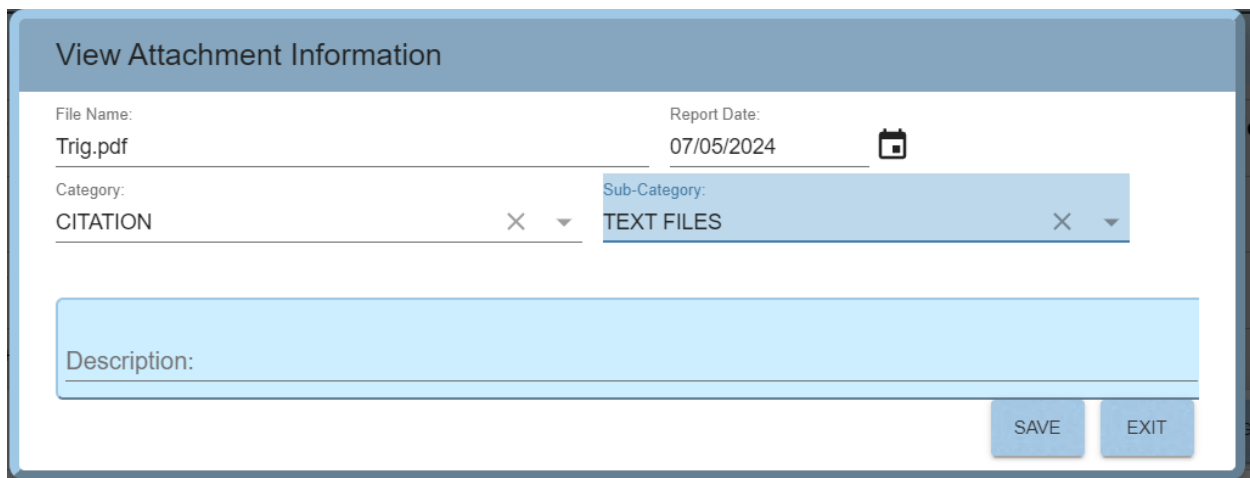
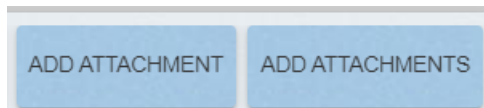


The **Attachments** tab is used to view, download, or add attachments. Double-click a file entry to view the record for the attachment or click on the  icon to download the attachment to the computer.



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 few pages 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.





Citations Guide

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: _____

CANCEL SCAN DUPLEX SCAN AUTO



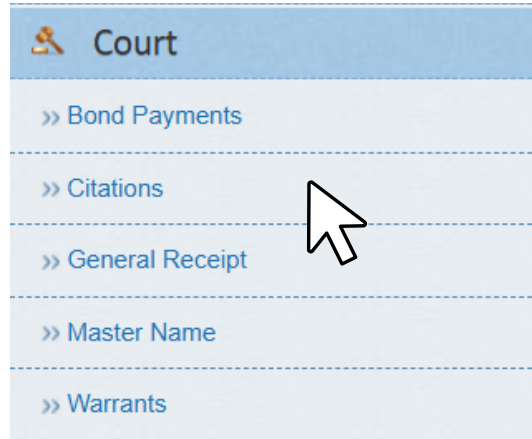
Citations Guide

Citation Reports

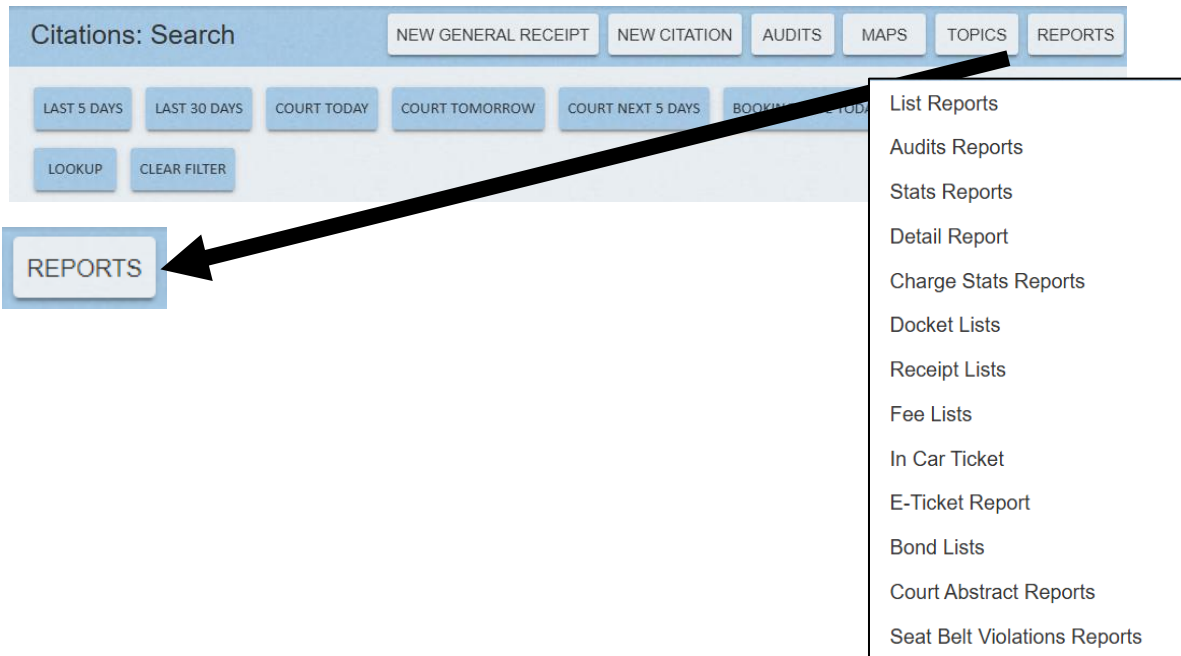
iSOMS has the capability to allow you to print different types of reports for citation records.

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

Court → Citations



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.





Citations Guide

Docket List Reports

This report displays a list of dockets in iSOMS over a certain date range. In this way you can see a list of court appointments based on dockets. By default, the **Court Dates** will be set to today so you can view all dockets with a court date of today.

Citations: Docket List Reports

Report Style
List By Name

Court Dates From: 04/22/2026 Court Dates Through: 04/22/2026

Use Appearance Date

Violation City:

Charge Code:

Docket Type:

Jacket Number:

Traffic School: (Y/N)

Reporting Officer:

All Agencies Include Address

UnPaid Only Add On Charges

Hide Amounts Exclude Disposed Charges

Courts:
CLEAR SELECT ALL

- APPELLATE COURT
- ARRAIGNMENT
- BENTON COUNTY
- BENTON COUNTY
- CHANCERY
- CHANCERY
- CHILD SUPPORT DIVISION
- CHILD SUPPORT DIVISION
- CIRCUIT CIVIL
- CIRCUIT CIVIL
- CIRCUIT COURT
- CIRCUIT COURT
- CIRCUIT CRIMINAL
- CIRCUIT CRIMINAL
- CITY HALL PAPERS/TAX/BUSINESS LICENSE/OT
- CITY HALL PAPERS/TAX/BUSINESS LICENSE/OT
- CITY OF JAYU
- CITY OF JAYU
- CIVIL HOW RECEIVED CODE

Report Style has many different layout and sorting options, such as *List by Name*, *List by Court Name*, and more. Pick the one most relevant to your desired result. Some of the styles have a note area for writing on the print out as well as a balance total.

List By Name	List By Citation Officer Version 2 With Note Area
List By Name With Note Area	List By Citation Officer With Note Area / Balance
List By Court Date/Time	List By Name (Oklahoma)
List By Court Name	List By Name (Decherd V1)
List By Citation Officer	List By Name (Decherd V2)
List By Citation Officer (Page Break)	List By Name Portrait (Decherd V1)
List By Citation Officer Version 2	List By Name Portrait (Decherd V2)



Citations Guide

You can add various filters to reduce the list if desired.

A light blue filter panel with the following elements:

- Use Appearance Date
- Violation City: [dropdown arrow]
- Charge Code: [dropdown arrow]
- Docket Type: [dropdown arrow]
- Jacket Number: [text input]
- Traffic School: (Y/N) [text input]
- Reporting Officer: [dropdown arrow] [magnifying glass icon]
- All Agencies
- UnPaid Only
- Hide Amounts
- Include Address
- Add On Charges
- Exclude Disposed Charges

Choose what Courts should be listed by using the court filter on the right.

A light blue panel titled "Courts:" with two buttons: "CLEAR" and "SELECT ALL". Below are several checkboxes with labels:

- APPELLATE COURT
- ARRAIGNMENT
- BENTON COUNTY
- BENTON COUNTY
- CHANCERY
- CHANCERY
- CHILD SUPPORT DIVISION
- CHILD SUPPORT DIVISION
- CIRCUIT CIVIL
- CIRCUIT CIVIL
- CIRCUIT COURT

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

A light blue panel titled "Report Format:" with four radio buttons: PDF (selected), Excel, XML, and SQL. Below are four buttons: "VIEW", "DOWNLOAD", "EMAIL", and "CLEAR FILTER".



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YOUR AGENCY

Citation Docket Listing

Court Dates From 10/01/2025 Through 04/22/2026

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Docket #	Defendant	Ticket #	Date Of Birth	Court Date	Amount
		897898	01/01/1965	04/22/2026 00:00	\$100.00
Charge:	O-SPEED LIMITS GENERALLY			Original Balance:	\$100.00
Code:	0619			Paid To Date:	\$0.00
Violation Date:	10/25/2005			Balance:	\$100.00
Citation By:				Warrant#:	
Charge Disposition:				Case Number:	897898
Notes:					
<hr/>					
20261	DOE, JAMES RANDAL	6789012345	01/01/1965	04/20/2026 00:00	\$62.75
Charge:	ACCESS DEVICE FRAUD/FALSE PRETENSES/SWINDLE/CONFIDENCE GAME			Original Balance:	\$62.75
Code:	14:70.4/FR			Paid To Date:	\$0.00
Violation Date:	04/18/2026			Balance:	\$62.75
Citation By:	Inv M. Elder - (603)			Warrant#:	
Charge Disposition:				Case Number:	12345
Notes:					
<hr/>					
20262	ELDER, MARTIN WILLIAM	2026-00003	04/07/1965	02/17/2026 09:00	\$160.00
Charge:	SPEEDING			Original Balance:	\$160.00
Code:	15-301			Paid To Date:	\$0.00
Violation Date:	02/12/2026			Balance:	\$160.00



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Appendix A: Business / Organization Records

iSOMS has various sets of business and organization records, which works by storing records of organizations. This makes it so that you do not have to continuously re-enter the same information on the same business or agency. We will use this as an example for **Vets** in the K9 tab of *Use of Force*, but it works for all businesses and organizations that have fields that look like this. (**Employers**, etc.)

Vet:

Address 1: 123 FAKE ST

Address 2: **Apt/Suite #:**

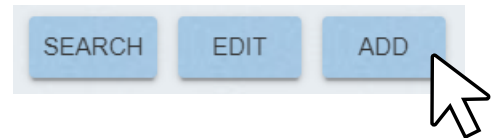
City: KNOX **State:** TN **Zip Code:** 37912

Phone: (865) 555-6789 **Email:** FAKEEMAIL@FAKEWEBSITE.COM

Latitude: 36.0091467 **Longitude:** -83.9797173

To add a new organization:

Click **Add** to add a new entry. Enter the organization information in the window, click **Add** at the bottom of the window, and then this will be marked as the animal's vet organization.



Add Veterinarian

ID #:

Animal Vet: Short Name:

House #: Direction: Suite/Apt #:

City: State: ZIP Code: Latitude: Longitude:

Address 2: Intersection:

Business Phone: Email:

Contact Info

Notes:



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To edit a current organization:

Click **Edit** to edit the current organization which is selected. Click **Save** when you are done editing this organization.



View Veterinarian

ID #: 65758

Animal Vet: BEST VET CO Short Name: BVC

House #: 5000 Direction: CLINTON HIGHWAY Suite/Apt #: _____

City: KNOXVILLE State: TN ZIP Code: 37912 Latitude: 36.00250312 Longitude: -83.97617593

Address 2: _____ Intersection: _____

Business Phone: (865)-555-7890 Email: BESTVET@THISISAFAKEWEBSITEFOREMAIL.COM

Contact Info

Notes: _____

SAVE DELETE EXIT



Continued on the Next Page



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To use an existing organization:

Click **Search** to use an existing organization.



Enter the name or other identifying info.

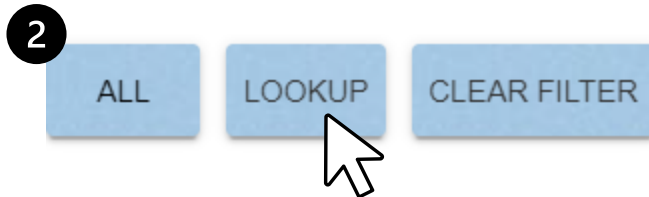
1

ID #:
0

Veterinarian:
VET

House #: Direction: Street:

Click the **Lookup** button near the bottom of the window in order to find existing records.



Then scroll down the window and select the correct organization from the list by double-clicking their record.

3

1 Record

Business Name!

VETCARE VILLAGE

This method can be used for any of the tabs or fields that require an organization, so that you do not have to retype information repeatedly. Examples are showing below.

Employer:
CHICK-FIL-A



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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, September 2025

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