

SOMS Lite Users Manual

Super Users

Version 3.3



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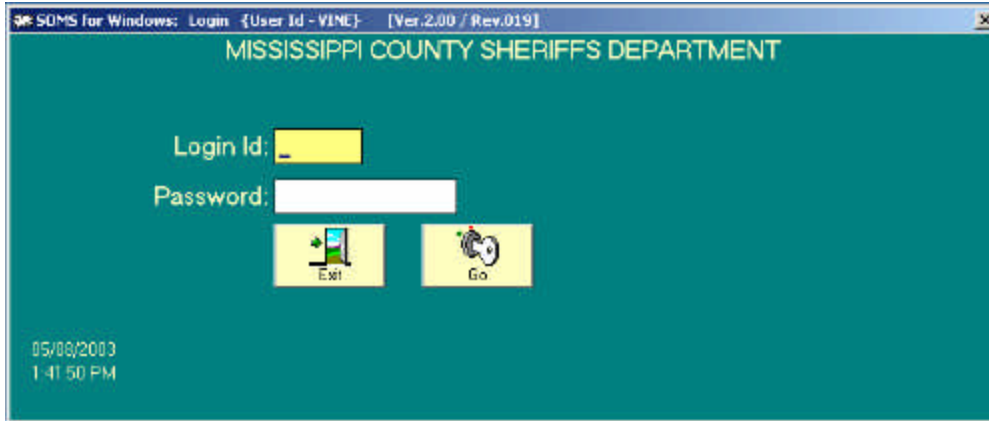
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Please be aware that all SOMS-Lite Booking Systems are linked to the Arkansas VINE system for victim notification purposes, and also to JusticeXchange for viewing by other law enforcement and criminal justice agencies. Be careful to enter information correctly!!

Logging Into SOMS Lite

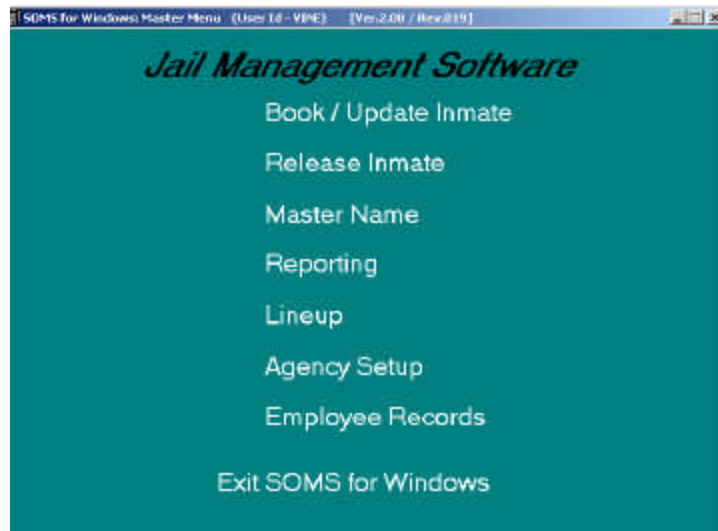
To enter the SOMS Lite system, a Login ID and Password are required. The system will prompt the user to enter this information on the following screen:



Enter the Login ID and Password in the designated boxes. Once this information has been entered, click on the 'Go' icon or press the 'Enter' key twice.

SOMS Lite Main Menu

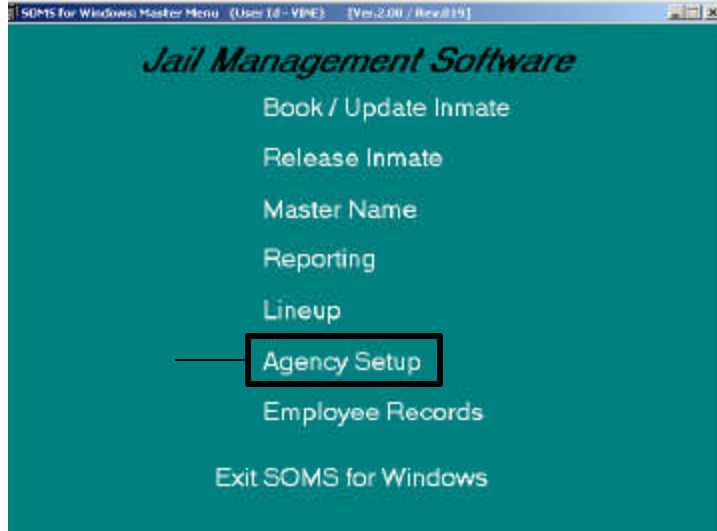
Once the user has logged into the system, the main menu screen will appear. The following screenshot shows the main menu:



Users with Administrative or Super User privileges will have access to all options listed. All other users will have access to functions designated in their user profile. All functions are accessible by double-clicking on the function name.

Agency Setup

Agency setup is one of the two sections only accessible to Super Users. To access the Agency Setup portion of the booking system, double-click the 'Agency Setup' option as highlighted below:



The system takes the user to the Agency Setup section, which looks like the following screenshot:

System Numbers		System
Photo:	1137	
Booking:	1082	System #: 7000188
Jacket:	1090	
Receipt Booking:	25	

All of the information shown was entered into your booking system when your computer was built and may be out of date. As the information that is displayed on this screen changes, please come to this section to edit or update that information. To make a change, simply click in the box and type over the information that is there or press the delete key until the information is erased and fill in the new information.

Narratives

At the top of the Agency Setup screen you will find a tab in the gray bar that reads ‘Narratives’ as shown below:

Agency Name: **KATHY'S JAIL ---- LOOKOUT!!!!** Department Id: DEPT
Administrator: KATHY GATTIN
Address: 123 ANYWHERE STREET
City: LUDORA State: AR Zip: 37129
Phone: (615) 898-7720 Fax: (000) 000-0000 Modern: (000) 000-0000
County: MISSISSIPPI ARKANSAS ORI Number: 999999

System Numbers

Photo:	1137	System #:	7000188
Booking:	1082		
Jacket:	1090		
Receipt Booking:	25		

Top Prior Next Bottom Delete Save New Lookup Cancel Notes Quit

Once this tab has been clicked, a drop-down menu will appear displaying a list of narratives. The only narrative that can be used by your facility is the first one entitled ‘intake form (rules)’. This form is for facility rules and can be printed for the offender at the time he/she is booked into your facility. Once this narrative option has been selected, as screen will appear (as shown below) that allows the user to enter free-text comments, time stamp the entry, and check the spelling of anything entered.

Welcome to the Arkansas County Jail. As long as you are housed in this facility you must abide by the following rules:

- 1.
- 2.
- 3.
- 4.

Spell Check Time Stamp Print Save Quit

When the user is finished with this section, they **must click the ‘Save’ icon**, which will return them to the Agency Setup screen.

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Changing the Beginning Booking or Jacket Number

At the bottom of the Agency Setup screen the user will find a box of system numbers. These are the numbers that your booking system begins numbering with by default for the booking and jacket numbers. The system is designed to number each offender chronologically as they are booked in beginning with the number you see in the box. If you wish to have your booking system start numbering with a different number, this is where you can designate the start number for booking or jacket numbers. Once the user has typed in the desired start numbers he/she **must click the 'Save' icon**.

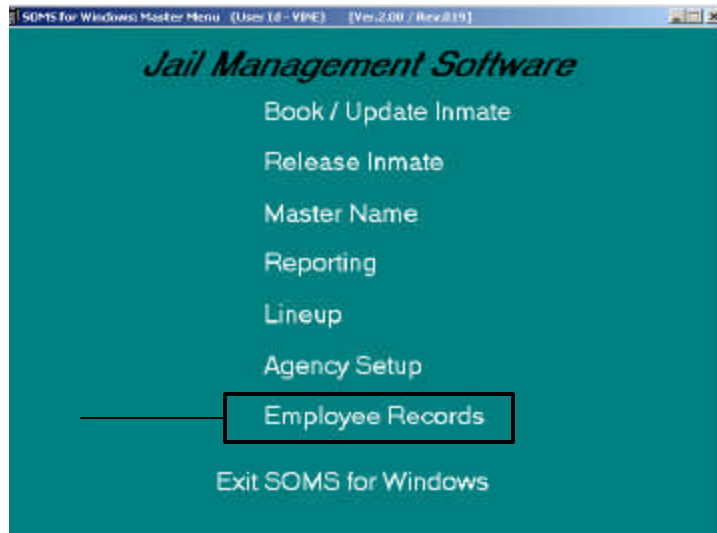
The screenshot shows the 'Agency Setup' window for 'KATHY'S JAIL'. The 'System Numbers' section is highlighted with a red box. The 'System #' field is set to 7000188. The 'Save' icon is visible in the bottom toolbar.

System Numbers		System
Photo:	1137	
Booking:	1082	System #: 7000188
Jacket:	1090	
Receipt Booking:	25	

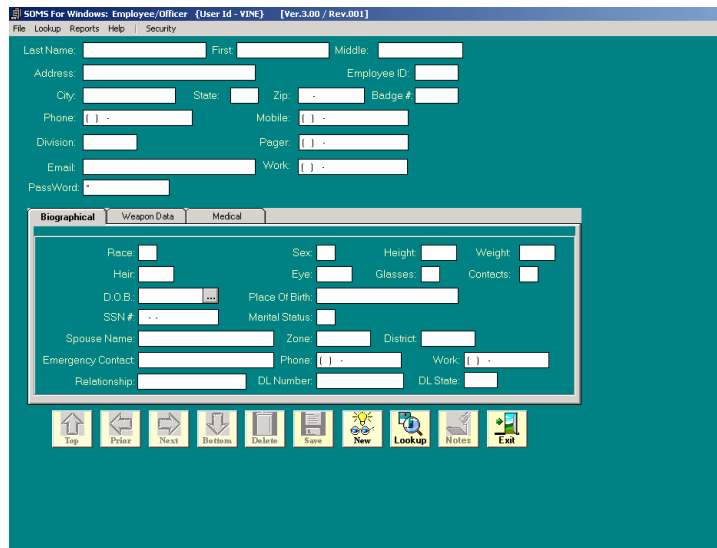
Toolbar: << Top, < Prior, > Next, >> Bottom, Delete, Save, New, Lookup, Cancel, Notes, Quit

Employee Records

Employee Records is the second section of SOMS-Lite that is only available to users with Super User authority. To access the Employee Records portion of the booking system, double-click the 'Employee Records' option as highlighted below:



The system takes the user to the Employee Records section, which looks like the following screenshot:



Every person who uses the SOMS-Lite booking system must have their own login and password for accountability reasons. This is the section where a super user is able to setup each employee who will be using the booking system with their own login and password.

Looking at the List of Current Employees

To access the list of employees that are currently setup as individual users on your SOMS-Lite booking system, simply click the 'lookup' icon at the bottom of the screen. This will display the following screen:

SOMS For Windows: Query Form (User Id - VINE) [Ver.3.00 / Rev.001]

Search Data: [Yellow Highlighted Field]

Dates From: 08/10/2004 [Calendar Icon]

Dates Thru: 08/10/2004 [Calendar Icon]

Payroll Major: [Text Field]

Payroll Minor: [Text Field]

Active Only: Y [Text Field]

Go Main

Search Order

- Last, First Name
- Officer ID Number
- Badge
- Social Security Number
- All Active Officers
- All Employees

Partial Match
 Include Date Range

There are many options for looking up employees. One option allows the user to type into the 'search data field' the last name of the employee they are looking for and clicking the 'go' button. The user can also click the 'all employees' button on the right side of the screen and click the 'go' button and the following screen will appear:

SOMS For Windows: Query Results [Matches: 2] (User Id - VINE) [Ver.3.00 / Rev.001]

Refresh

Certification Number:
Hire Date: Termination Date:
Annual Salary: 0 Biweekly Salary: 0
Years: 0 Shift: Position Number:
Blood Type:

New Query

	Last Name	First Name	ID #	Badge	SSN	Race	Sex	DOB	Spouse
1	JAIL	JAIL	JAIL						
2	VINE	VINE	VINE						

To modify/update/delete a particular employee's record, double click the number next to that employee's name. The following screenshot will appear:

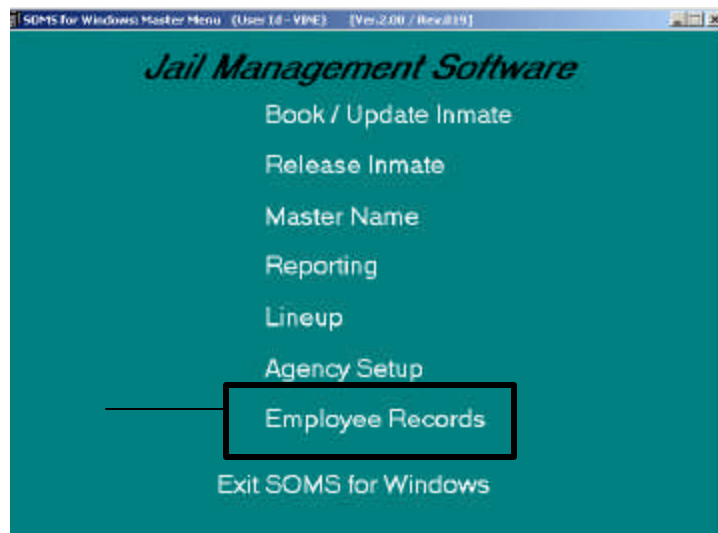
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The screenshot shows the 'Employee/Officer' form in the SOMS software. The form is divided into several sections. The top section contains personal information: Last Name (MOUSE), First (MICKEY), Middle (), Address (123 MAIN ST.), City (LITTLE ROCK), State (AR), Zip (72201), Badge # (), Phone (801) 555-5555, Mobile (801) 555-5555, Division (), Pager (), Email (MHOUSE@AOL.COM), and Work (801) 995-9955. Below this is a 'Biographical' section with fields for Race (B), Sex (M), Height (400), Weight (95), Hair (BLD), Eye (BLU), Glasses (N), Contacts (N), D.O.B. (03/24/1945), Place Of Birth (HOLLYWOOD, CA), SSN # (123-45-6789), Marital Status (Y), Spouse Name (MINNIE MOUSE), Zone (), District (), Emergency Contact (MINNIE MOUSE), Phone (801) 555-5555, Work (801) 995-9955, Relationship (SPOUSE), DL Number (123456789), and DL State (AR). At the bottom of the form is a toolbar with icons for Up, Back, Next, Down, Delete, Save, New, Lookup, Notes, and Exit.

To change any of the information double click in the desired box and type in the new information. When the user is finished modifying/updating the information he/she **must click the 'Save'** button at the bottom of the screen. To delete an employee, the user must first make sure they are in the record of the employee they wish to delete. After this has been verified, simply click the 'delete' button at the bottom of the screen.

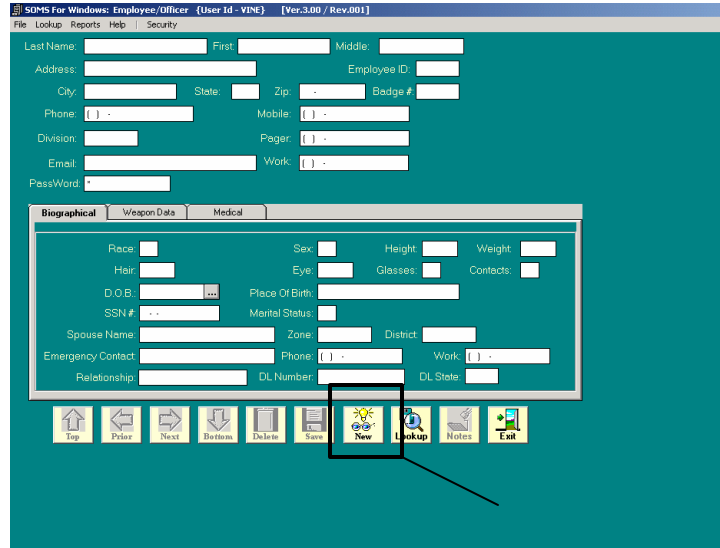
Add a New Employee

To add a new employee to the booking system double click the 'Employee Records' button on the main menu as shown below:



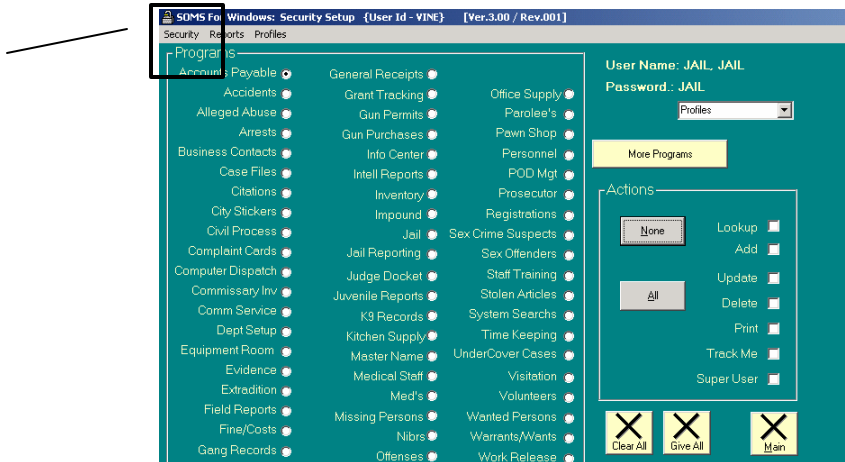
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The system will take the user to the Employee Records section, which looks like the following screenshot:



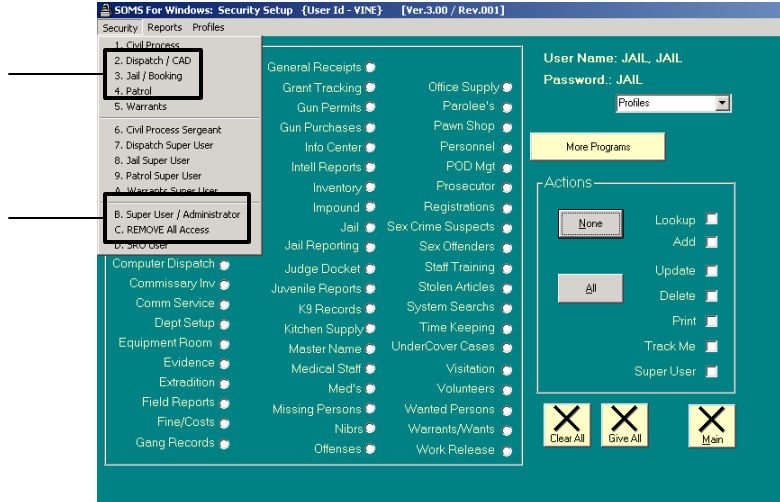
The user will then click the 'New' button at the bottom of the screen, which will allow you to fill in any fields of information you wish to keep on your employees. There are some mandatory fields for setting up a user which include: last name, first name, employee id (4 character login ID), and password (any length up to 8 characters). All other fields of information are optional.

The next step in setting up a new user is setting that user's security. To do this, click on the security tab at the top of the screen in the gray bar. The following screen will appear:

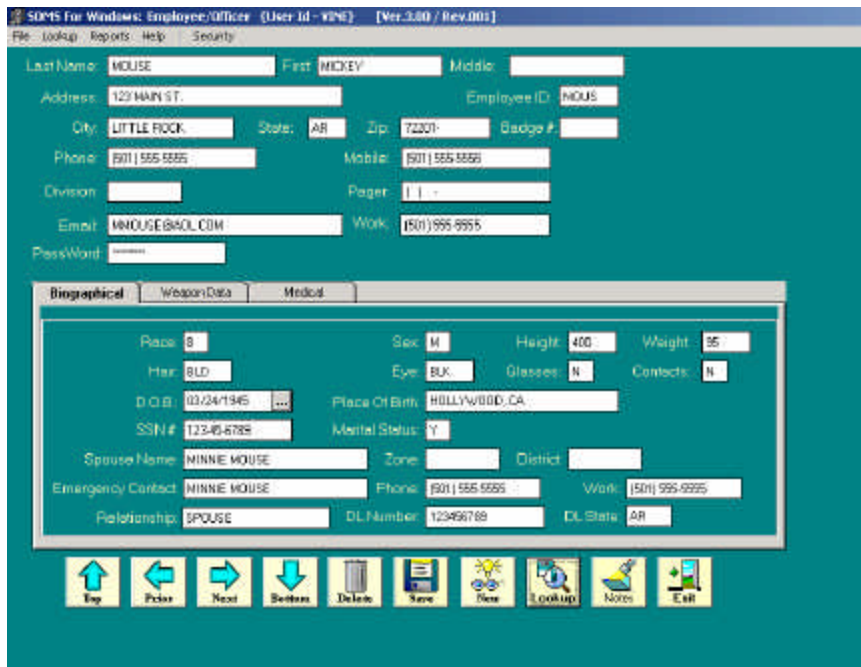


When this screen appears, ignore all of the information on it and go directly to the 'Security' tab at the top of the screen in the gray bar. It will bring up a drop-down menu as shown below:

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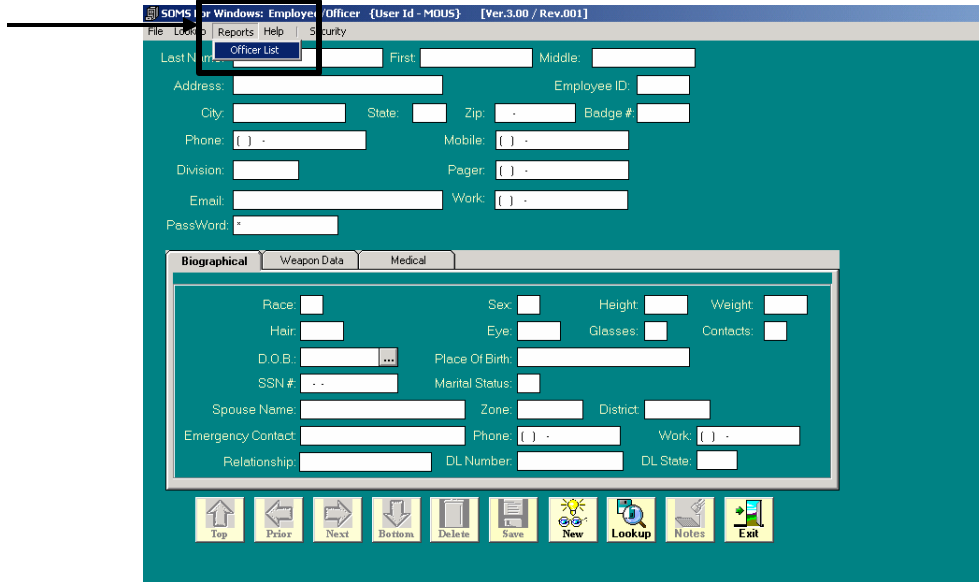
If you are setting up another Super User you will click on the selection entitled ‘B. Super User/Administrator’. All other jail personnel will have the security setting of ‘3. Jail/Booking’. Once you click on the appropriate setting the drop-down menu will disappear. The user will then click the ‘Main’ button on the bottom right side of the screen. This will take you back to the following screen:



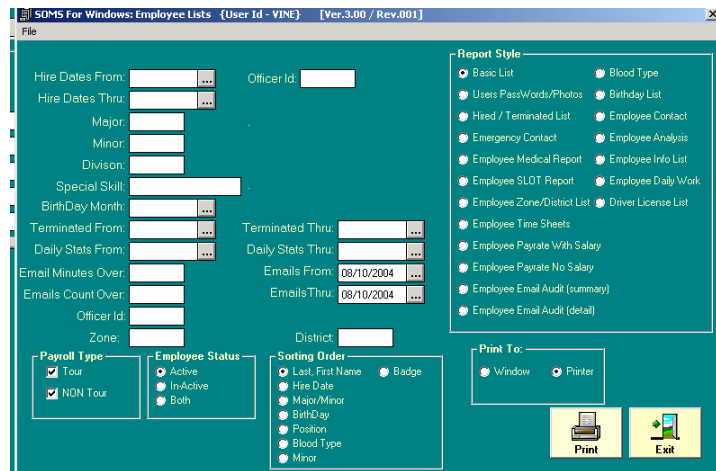
The user must then click the ‘Save’ button at the bottom of the screen. To exit this section click the ‘Exit’ at the bottom of the screen.

Employee Record Reports

From the following screen the user has the option to access reports on employees in the booking system by clicking on the 'Reports' tab at the top of the screen in the gray box and selecting 'officer list':



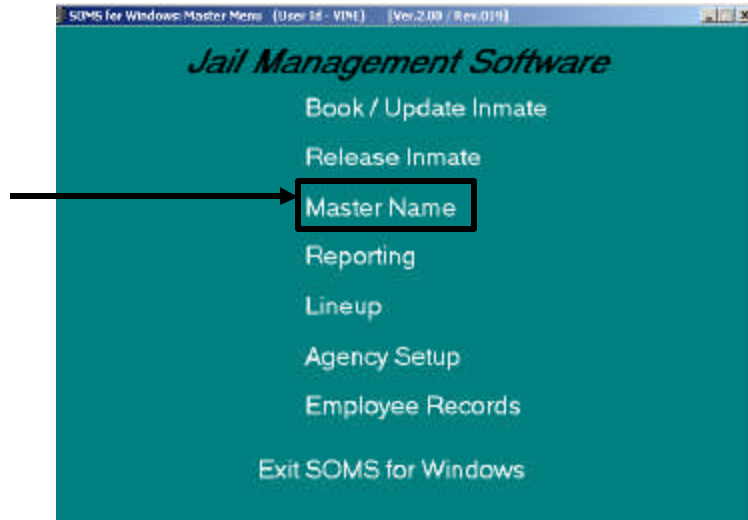
The system will take the user to the Reports section, which looks like the following screenshot:



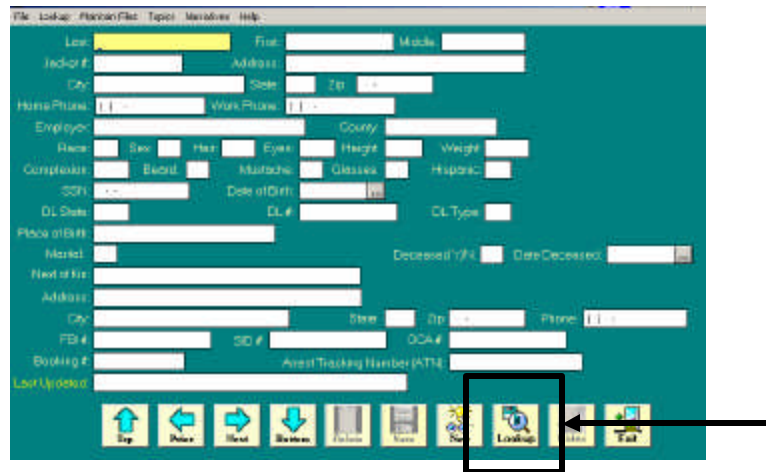
A variety of reports can be run on employees by selecting different options on this screen. When the user is finished with the report section, click the 'Exit' button on the bottom right of the screen.

Master Name

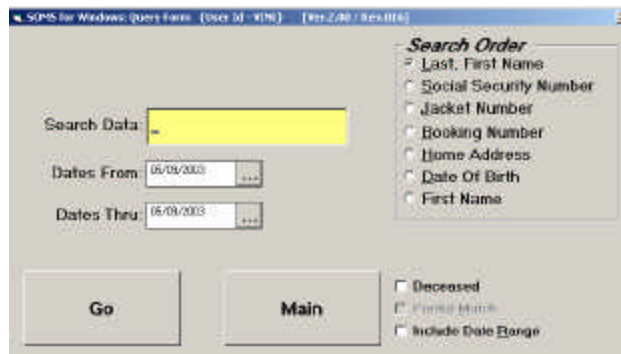
The Master Name function allows a user to look up the core information on an inmate and modify it so that it carries over to each future booking. This function also allows users to delete a master name when the same offender has two different jacket numbers. To access this functionality, double-click the ‘Master Name’ option as highlighted below:



Once this option has been selected, the following screen will be displayed:

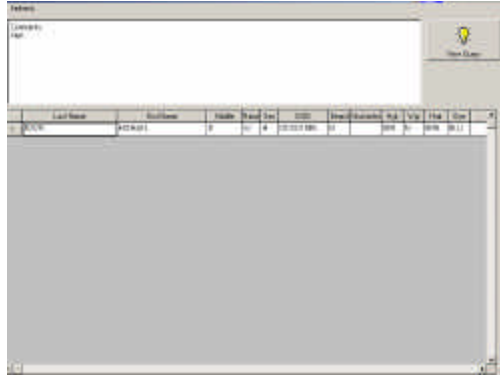


Click the ‘Lookup’ icon at the bottom of the screen to search for an inmate record. Once the ‘Lookup’ icon has been clicked, the following screen will be displayed:



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The system defaults to searching by name, however the user can search by any of the options listed on the right hand side of the screen. Enter the appropriate information in the 'Search Data' field. Once the search information has been entered, click the 'Go' icon. The system will display a list of matches in a screen like the one shown below:



Double-click the name of the matching inmate and the system will automatically fill in the detail screen with the information about the selected offender. The system will display the following screen:

Offender Detail Form Fields:

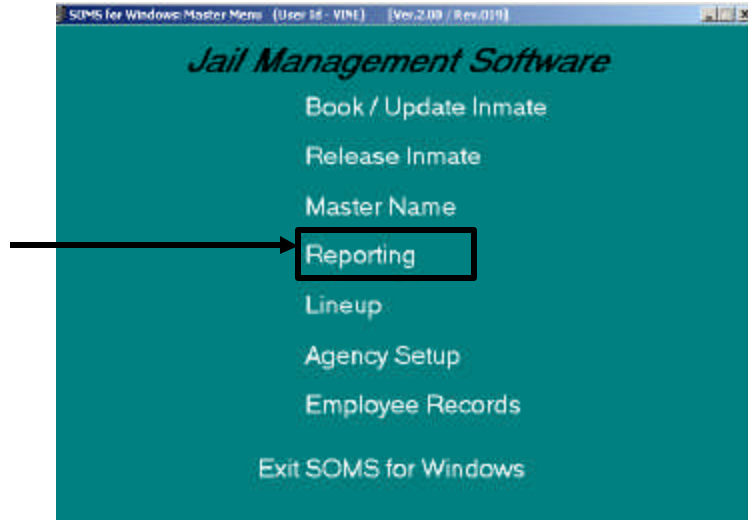
- Last: OFFENDER, First: TEST, Middle: T
- Jacket #: 1105, Address: 123 BRADDAWAY
- City: LOUISVILLE, State: KY, Zip: 40222
- Home Phone: (502) 824-4223, Work Phone: 111-1111
- Employee #: [Blank], County: [Blank]
- Race: W, Sex: M, Hair: BLN, Eyes: BLU, Height: 600, Weight: 170
- Complexion: FM, Beard: N, Mustache: [Blank], Glasses: [Blank], Hearing: N
- SSN: 123-45-6789, Date of Birth: 03/31/1970
- DL State: KY, DL #: KY12345678, DL Type: [Blank]
- Photo of Birth: [Blank]
- Marital: [Blank], Deceased Y/N: [Blank], Date Deceased: [Blank]
- Next of Kin: [Blank]
- Address: [Blank], City: [Blank], State: [Blank], Zip: [Blank], Phone: [Blank]
- FBI #: [Blank], SID #: [Blank], OCA #: [Blank]
- Booking #: [Blank], Arrest Tracking Number (ATN): [Blank]
- Last Updated: 1/11/02 10:00:00 AM

Any information that needs to be modified can be done at this point by clicking in the field to be changed and typing in the new information. **Remember—this information will automatically be filled in every time the offender is booked in your jail from this point on.** When the user is finished modifying the record, click the 'Save' button at the bottom of the screen.

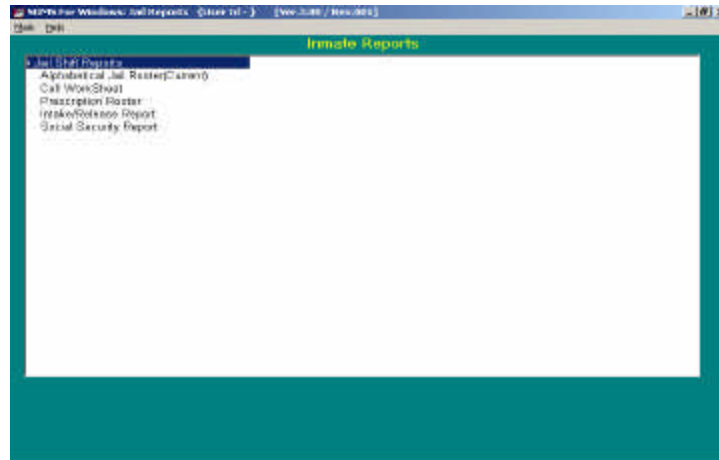
If the user performs a lookup in the master name section and discovers the inmate they are looking for has multiple entries in the master name, the user can delete **all but one** of those master name files. This will ensure that the correct information is filled into the biographical screen every time the offender is booked into your facility. To delete the master name simply double click on the number next to the record you wish to delete and then click 'delete' when the screen above is displayed.

Reporting

The Reporting function allows a user to run reports provided by the system on the offender population at your site as a whole. To run reports on specific offenders the user must follow a different process that will be described below. To access this functionality, double-click the 'Reporting' option as highlighted below:



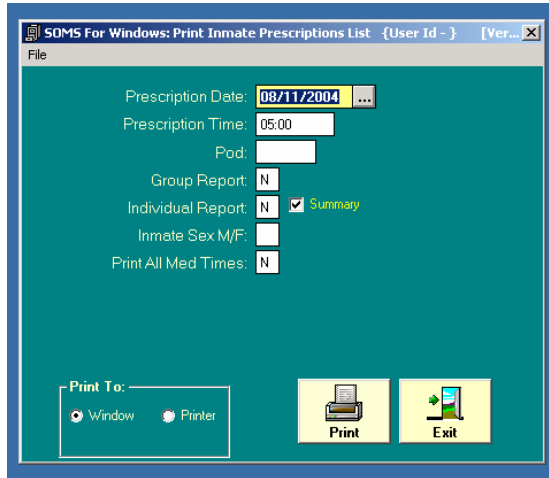
Once this option has been selected, the following screen will be displayed:



Select the desired report by double-clicking it in the list. The system will prompt the user for the information required to run the report. The system allows the user to print the report to a printer or to the computer window to view the finished report without actually printing it out.

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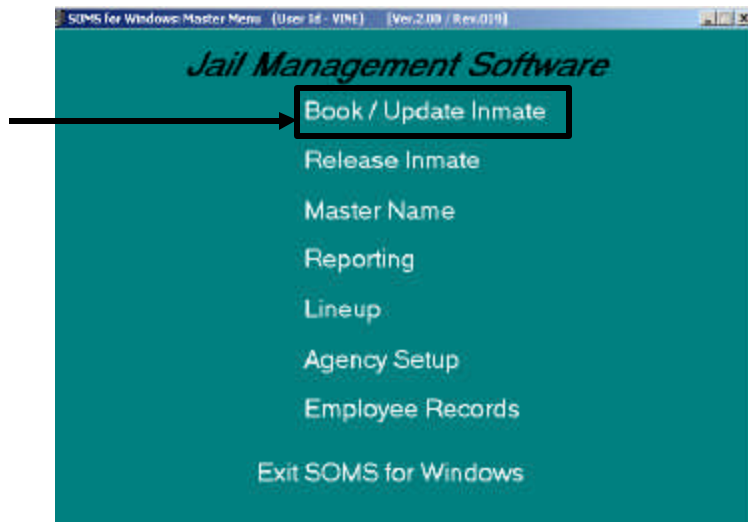
To allow the 'Prescription Roster' report to run the user must complete the following steps. When the user double clicks 'Prescription Roster' from the menu above, the following screen will appear:



The user must change all of the defaulted 'N' choices to 'Y' and then print to window or to the printer. If there are not prescriptions set up for the offenders currently booked into your system, the report will show a blank piece of paper.

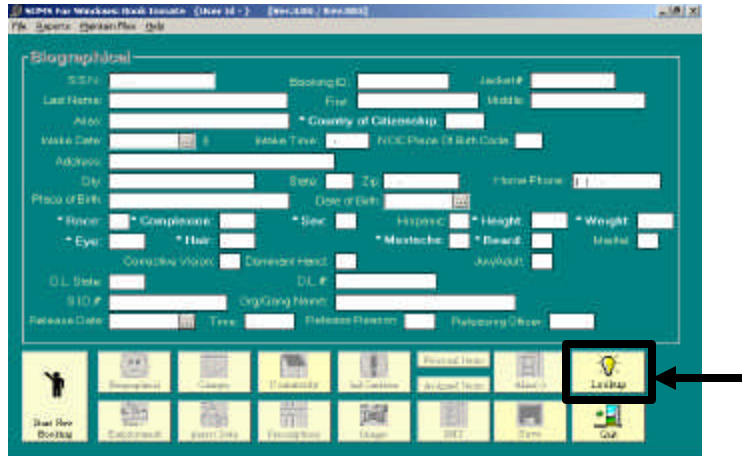
Reports on Specific Offenders

To run a report on a specific offender the user must complete the following steps. First, double click on the 'Book/Update Inmate' button from the main menu as shown below:

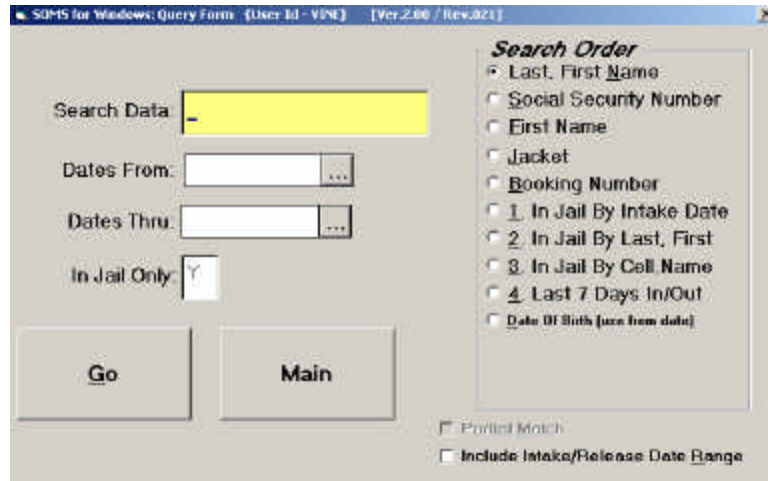


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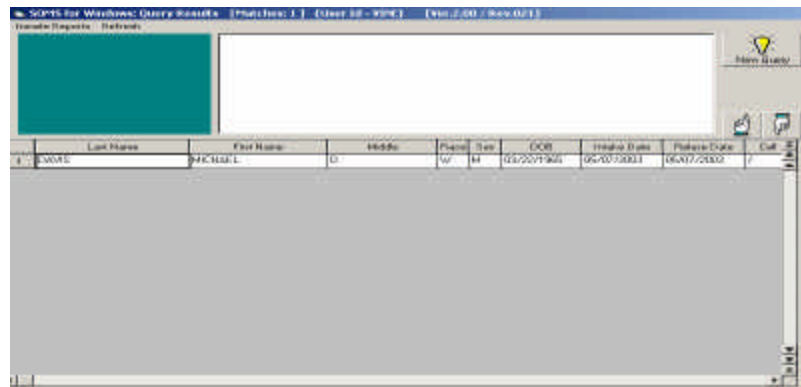
The user must then click the ‘Lookup’ button at shown below:



The following Search screen will be displayed:

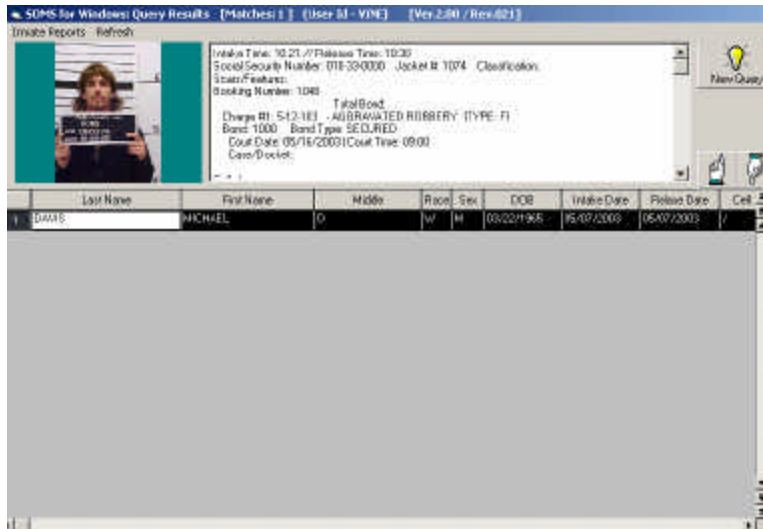


The system defaults to searching by name, however the user can search by any of the options listed on the right hand side of the screen. Enter the appropriate information in the ‘Search Data’ field. Once the search information has been entered, click the ‘Go’ icon. The system will return a list of matching inmate records as shown below:

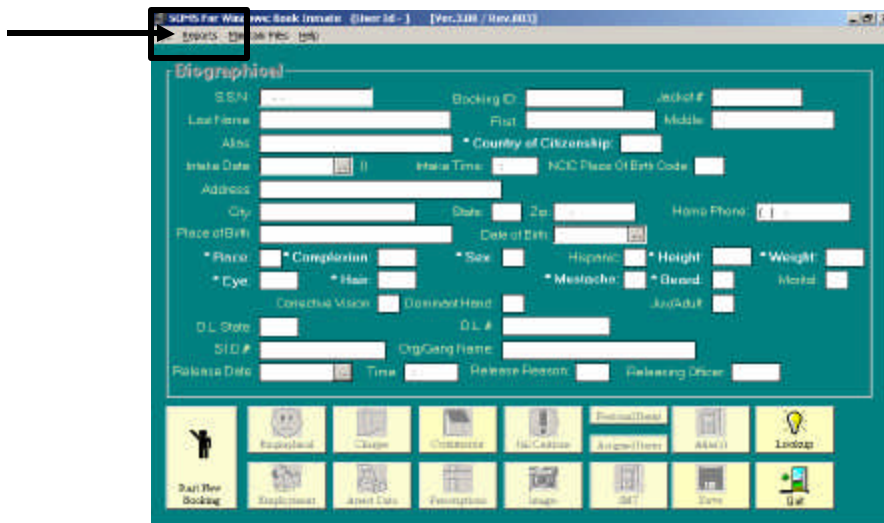


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Highlighting the number next to the desired inmate record will prompt the system to display more identifying information about the inmate in the top of the screen as shown in the screenshot below:



Double-clicking the inmate name in the list will open the Biographical screen of the inmate's record where specific reports can be run. To run these reports click on the 'Reports' tab followed by the 'Inmate Forms' tab in the gray bar at the top of the screen below:



This will give the user a list of possible reports that can be run on the specific offender the user looked up. When the user is finished, simply click the 'Quit' button at the bottom right hand side of the screen.