TUTORIAL : BOOKING A NEW INMATE

This tutorial walks you through the
initial screens in Lock&Track, used to
initiate bookings and locate, view and
edit inmate records.

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Specifications of any information system products

described herein are believed to be accurate at the

time of writing; errors and omissions which may

occur are unintentional, and may not be construed

as a promise on the part of LockWorks LLC to

deliver particular features, functions or behavior

which may be inferred. All specifications and
descriptions are subject to change without notice.

INTRODUCTION

This document is intended as an in-depth tutorial of the booking process.   If you have not used LockWorks products before, you will find additional information in the LTClient_User_Guide, available online.   (http://www.locktrack.com)   The LTClient user guide includes information about logging in for the first time, a description of each tool in the toolbar, and other useful paradigms that are consistent across LockWorks products.   These topics will be only briefly covered in this document.


MAIN SCREEN

The main screen of the Lock&Track application shows several standard features, discussed in greater depth in LTClient_User_Guide.   For quick review:

1. The menus and toolbars provide easy access to consistent actions and commands.

2. Functionality is broken up into separate areas of the desktop, listed in the main menu.   Similar menus will allow navigation of reports and sub-areas as you move through the software.

3. Context-sensitive navigation and functionality is contained above the message bar at the far bottom of the window.   After performing an action, learn to check the message bar for confirmation or error messages.
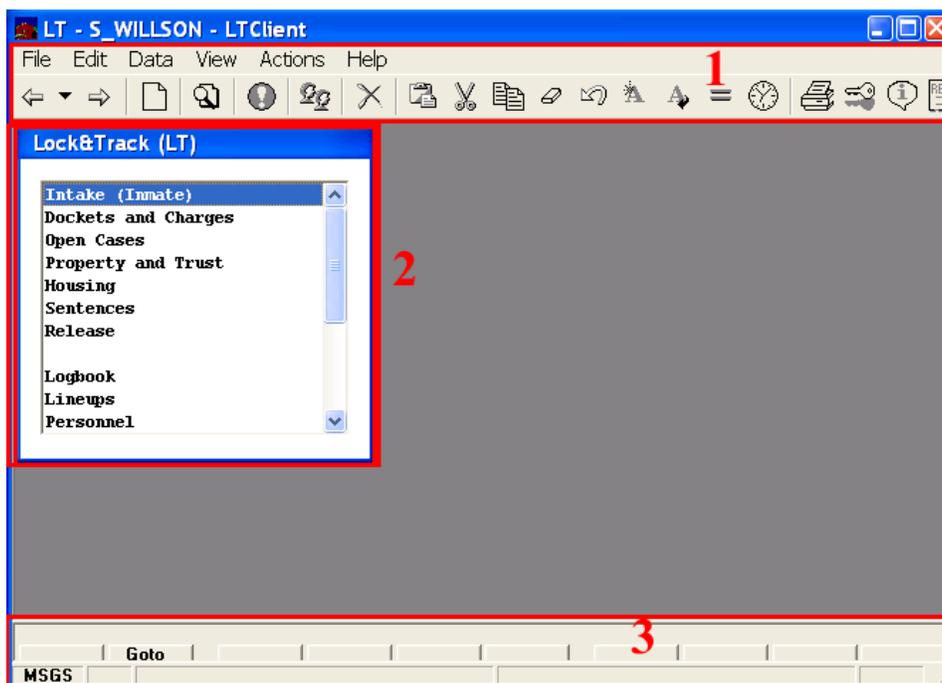

Choosing the first option, "Intake (Inmate)", we come to the inmate screen:
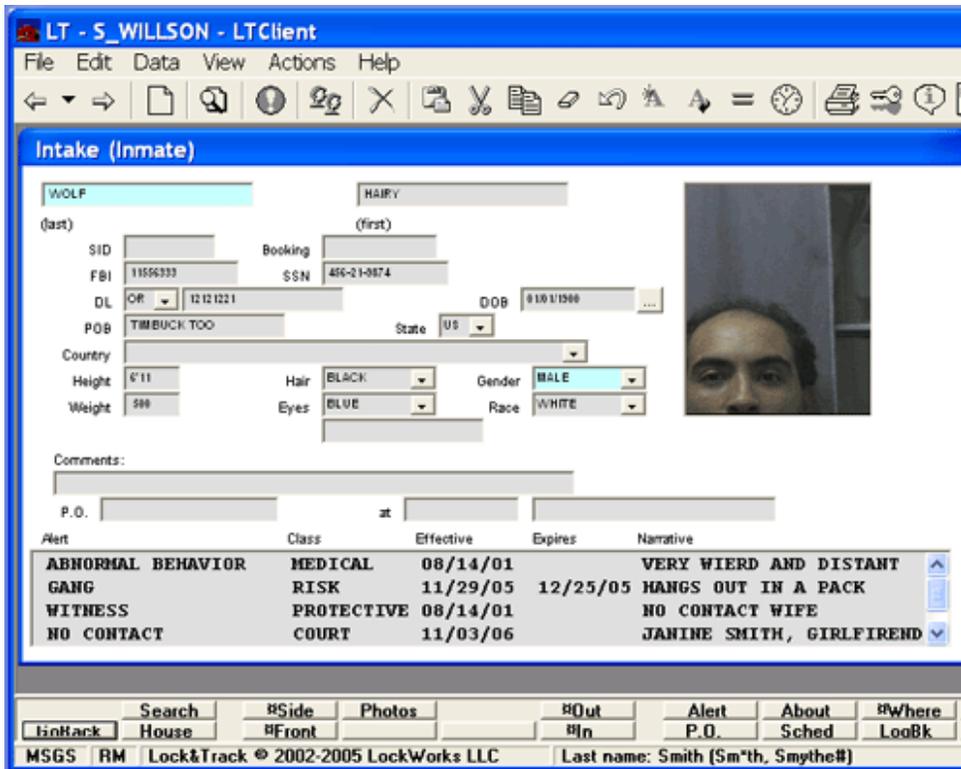
Here you see our example-inmate, "Hairy Wolf", but when first brought up, this screen is blank, waiting for data-entry.   The fields displayed and stored can be modified for different jail systems, and only the bright blue fields are required.   This makes data entry fast and easy.   This screen can also be used to find inmates, by filling out as many fields as desired, then choosing Data>Find from the menus. Be careful to only enter exact data – any incorrect or incomplete entry will cause the search to fail.

Alternatively, there is a dedicated screen for searching:
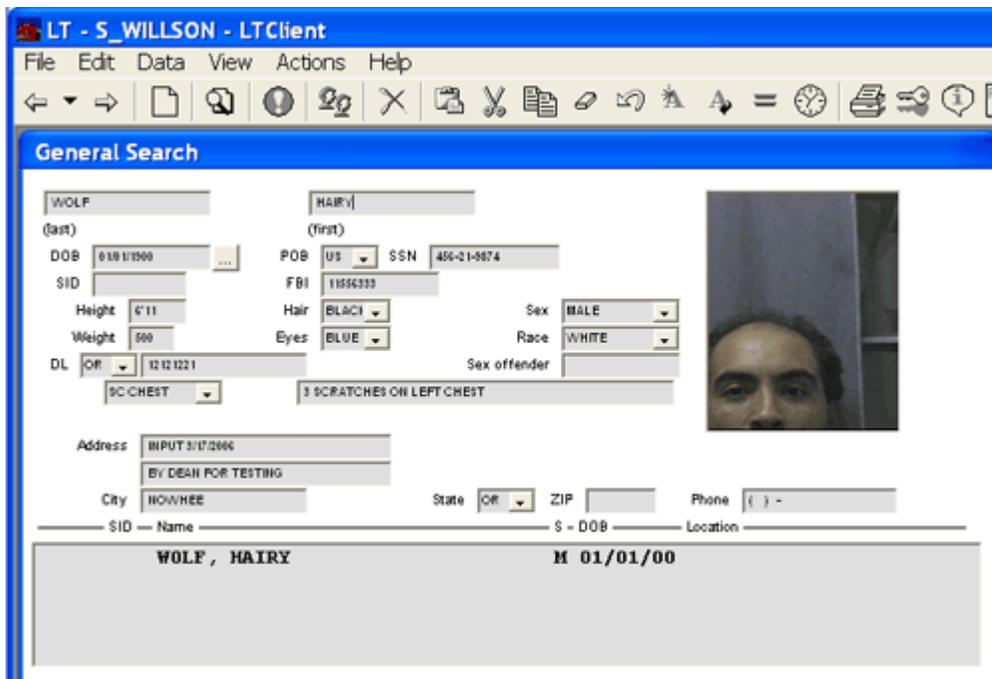
A list of existing matches will be brought up, which can help prevent duplicate record-entry or allow you to manually review similar records for the one you are looking for.   Selecting one, then pressing the back arrow at the top, will return you to the inmate screen, with that inmate's record loaded.   If an initial search fails, and you would like to try aliases or other spellings, Edit>Clear Screen will blank the form for a new search.   Soundex, query-style, and wildcard search options are discussed in detail in the LTClient_User_Guide.
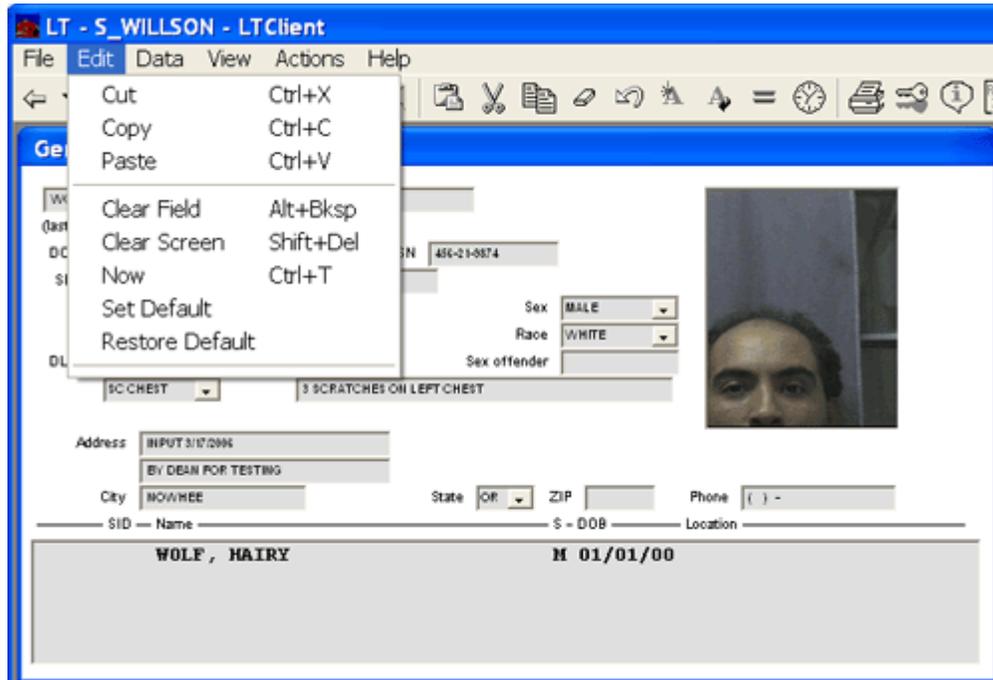

If an inmate does not exist in the database, clear the screen of any data, fill in the appropriate information for the inmate, and then press the commit button.   Check the message area at the bottom of the screen to confirm that the inmate has been entered in the database.

Once an inmate has been entered, many functions automate inmate-management.   We will cover a few of the most basic of these.

HOUSING
Housing an inmate is as simple as choosing the "House" option, then using the "bed" button to generate matches.   The placement will take gender, risk factors, and contact-rules into account and locate an available bed in the jail appropriate for this inmate.   Beds can also be assigned manually.
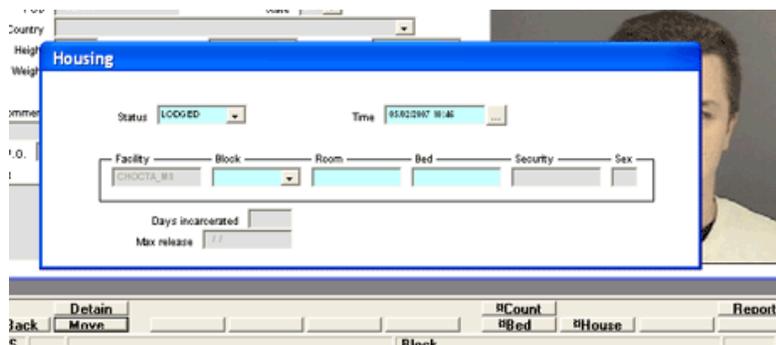
SCHEDULING

The scheduling function, allows you to enter medical appointments, court appearances, and other events in the inmate's schedule.   A calendar makes date-entry easy:
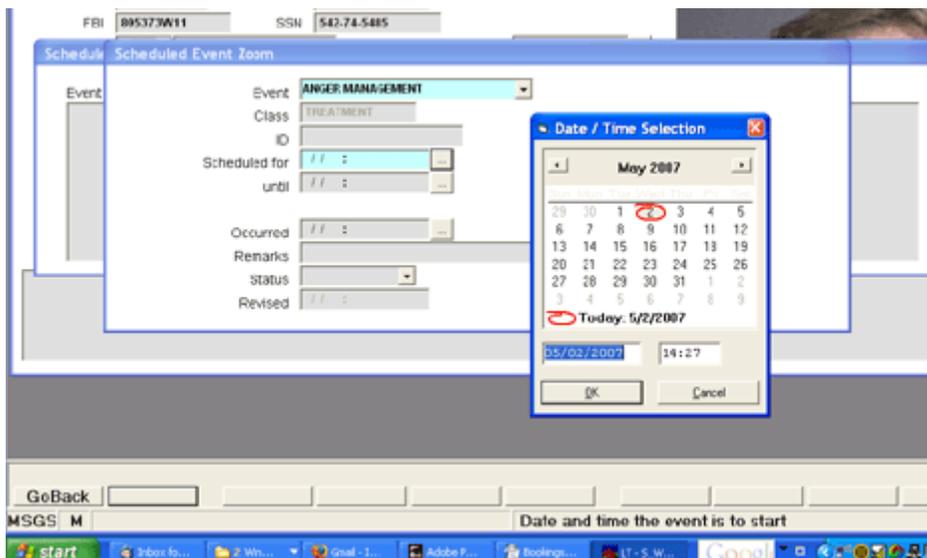

TRACKING

LockWorks provides full support for comprehensive inmate tracking.   Check-in and Check-out features allow inmate movements to recreation, medical visits, court, or other non-standard locations to be recorded.   Tracking allows any inmate to be quickly located simply by pressing "Where" with the inmate's record on-screen.   Check-out features will alert staff to conflicts such as loading multiple inmates with keep-away orders onto the same transportation.   To encourage full utilization of tracking features, LockWorks offers integration with barcode and fingerprint scanner devices.
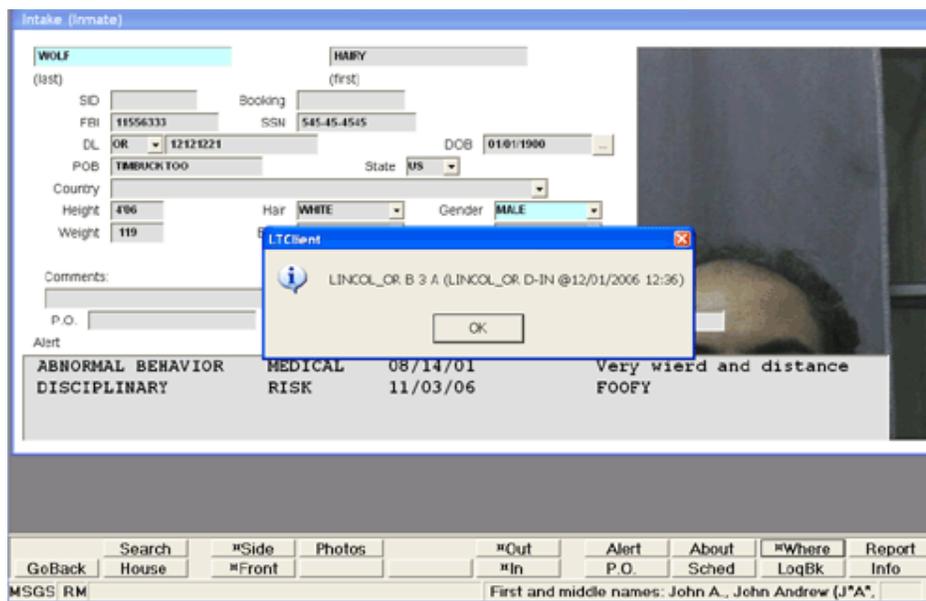
LOGBOOK

Logbook functionality allows facilities to conform to flexible records-keeping requirements.   Designed to be as fast and easy as paper-logs, with all the advantages of digital records, logbooks can be designed to suit your facility.   For example, the pull-down list of log-types shown below is designed to be customized for each facility.   Further, logbooks can be set up facility-wide, or by units that work for each facility.
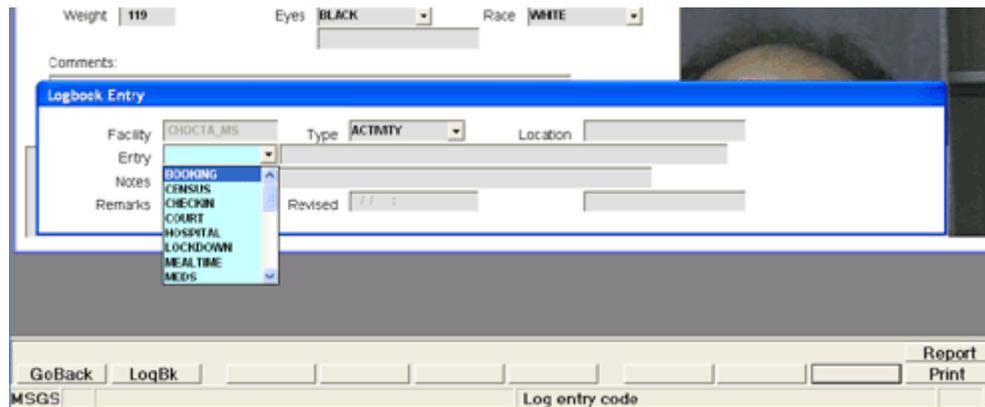

REPORTING

Extensive reporting capabilities exist, accessed from the 'report' option at the bottom of the screen.   The list of reports available varies with current location.   From the logbook screen, the logbook report is available, as well as the standard option to execute a free-form query:
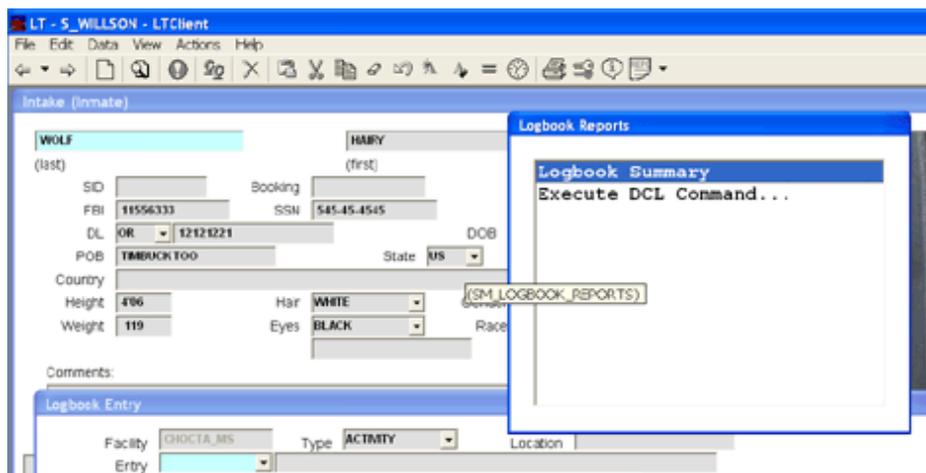

Other locations, such as the main inmate screen, will have more reports options available when you click the report button:
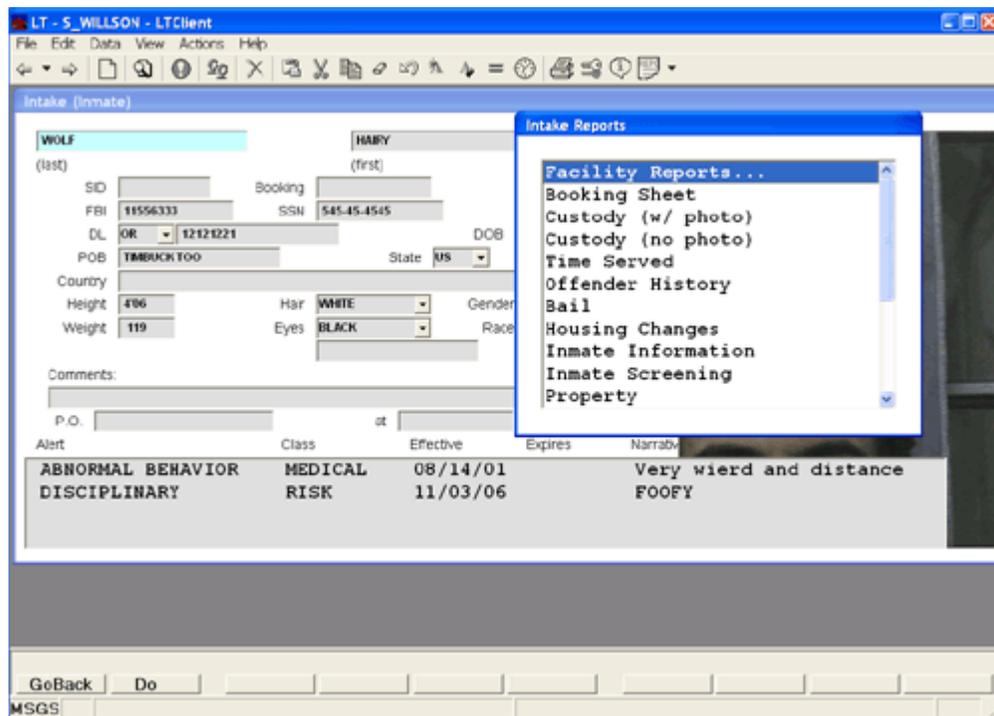
Some report options (indicated with ...) will bring up lists of sub-reports.   Clicking "Facility Reports..." brings up a list of reports that are related to facility functionality.   These report are generated in real-time based on current data.   Automated reports can also be run on a schedule and emailed, posted to a web site, or otherwise distributed automatically.
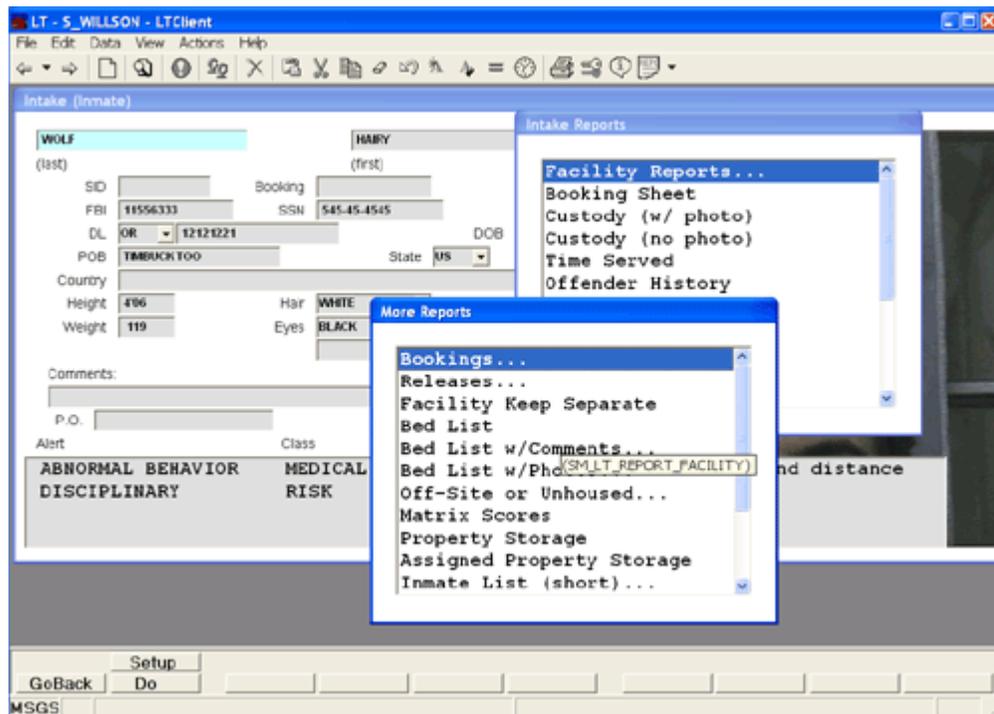
Many reports have qualification screens.   These screens allow you to specify search criterion.   Most fields are optional unless the report logically requires them:
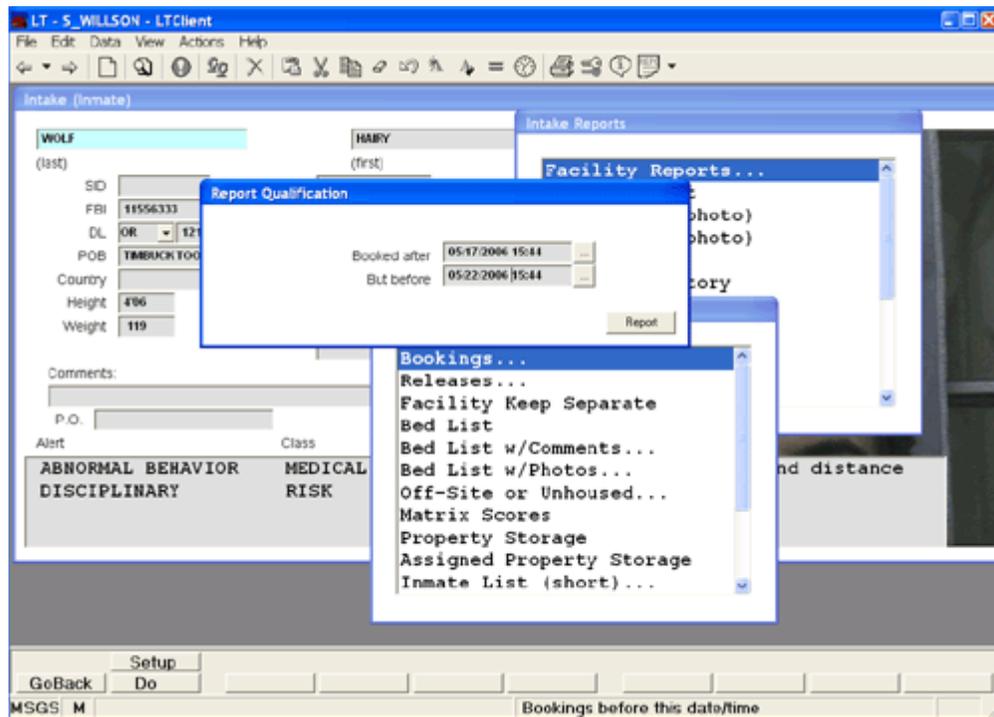
The report comes up in a separate window.   The column names are sortable, so clicking on "Name" will sort on the offender's name, while clicking on "Lodged" sorts by date of booking.   Other columns may be included, such as SID.   This can be customized for each installation.
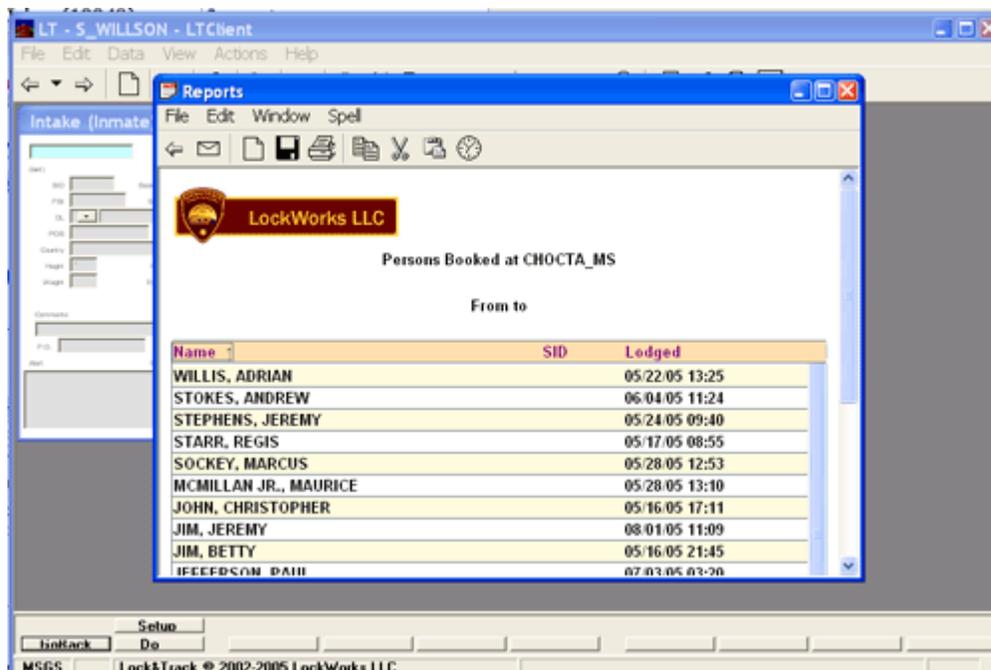
As you can see, the number of reports is extensive.   There are hundreds currently available, with creation of new reports occurring regularly.   Recent examples include reports to meet State requirements for reporting inmates on Medicare, and reports of inmates getting SSI.   New or custom reports for facilities are usually possible within a few days to a week.

There are many additional functions, and many reports, but this tutorial is designed to get you up and running quickly.   Please feel free to contact your training staff or LockWorks staff with additional questions.