



## 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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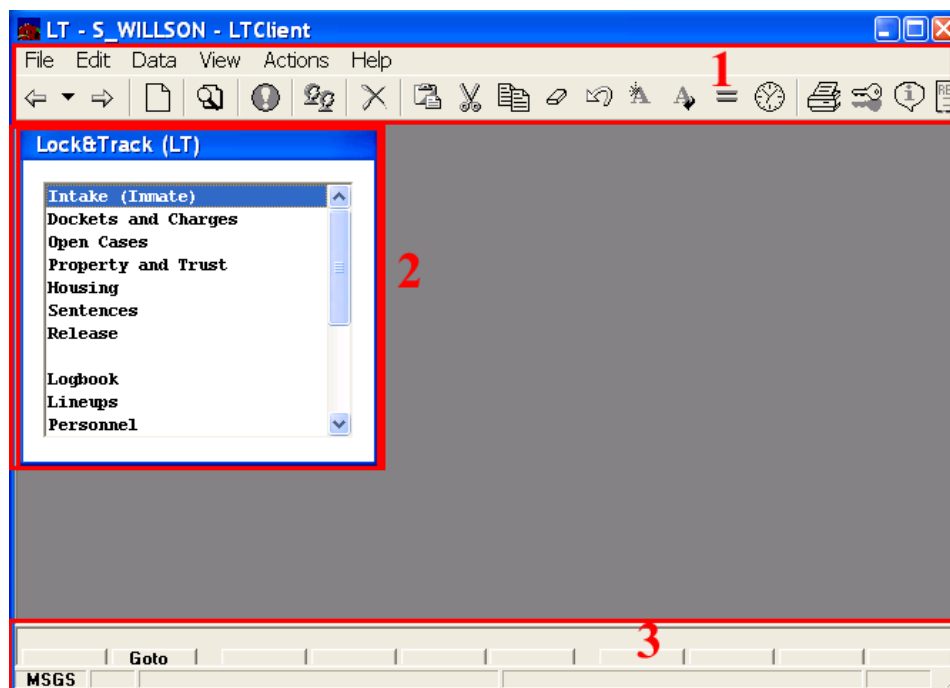
# INTRODUCTION

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:

LT - S\_WILLSON - LTClient

File Edit Data View Actions Help

Intake (Inmate)

WOLF (last)      HAIRY (first)

SID [ ] Booking [ ]

FBI 11556333      SSN 456-21-9874

DL OR 12121221      DOB 01/01/1980

POB TIMBUCK TOO      State US

Country [ ]

Height 6'11      Hair BLACK      Gender MALE

Weight 500      Eyes BLUE      Race WHITE

Comments:

P.O. [ ] at [ ]

Alert	Class	Effective	Expires	Narrative
ABNORMAL BEHAVIOR	MEDICAL	08/14/01		VERY WIERD AND DISTANT
GANG	RISK	11/29/05	12/25/05	HANGS OUT IN A PACK
WITNESS	PROTECTIVE	08/14/01		NO CONTACT WIFE
NO CONTACT	COURT	11/03/06		JANINE SMITH, GIRLFIREND

Search    #Side    Photos    #Out    Alert    About    #Where  
 #InBack    House    #Front    #In    P.O.    Sched    LooBK

MSGS RM Lock&Track © 2002-2005 LockWorks LLC    Last name: Smith (Sm\*th, Smythe#)

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:

LT - S\_WILLSON - LTClient

File Edit Data View Actions Help

General Search

WOLF (last)      HAIRY (first)

DOB 01/01/1980      POB US      SSN 456-21-9874

SID [ ]      FBI 11556333

Height 6'11      Hair BLACK      Sex MALE

Weight 500      Eyes BLUE      Race WHITE

DL OR 12121221      Sex offender [ ]

SC CHEST      3 SCRATCHES ON LEFT CHEST

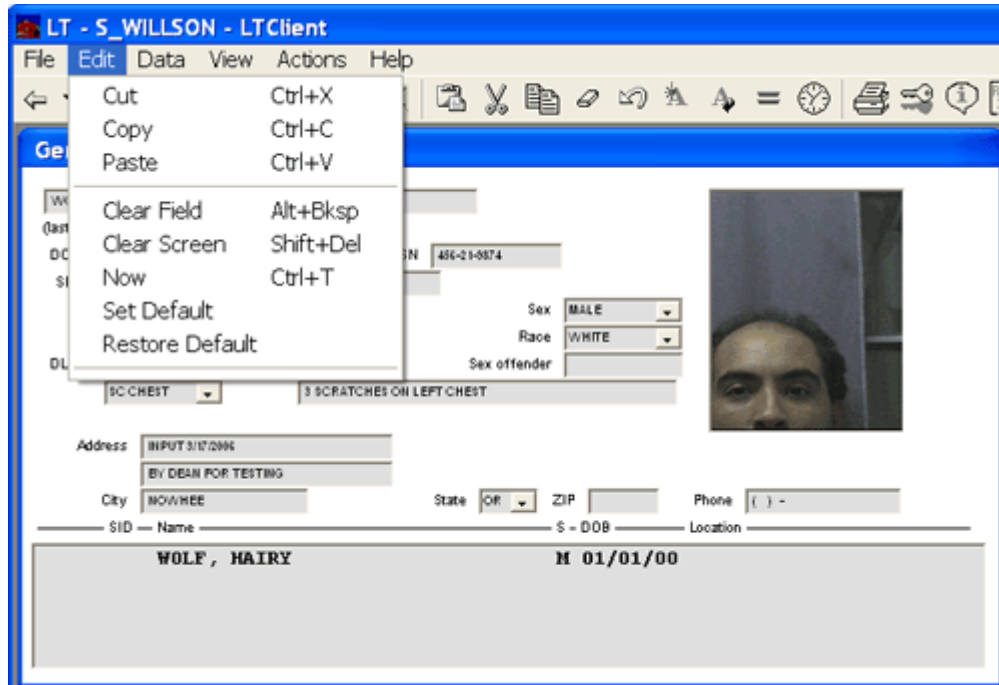
Address INPUT 31/02000  
 BY DEAN FOR TESTING

City HOWHEE      State OR      ZIP [ ]      Phone ( ) - [ ]

SID — Name      S - DOB      Location

WOLF, HAIRY      M 01/01/00

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.

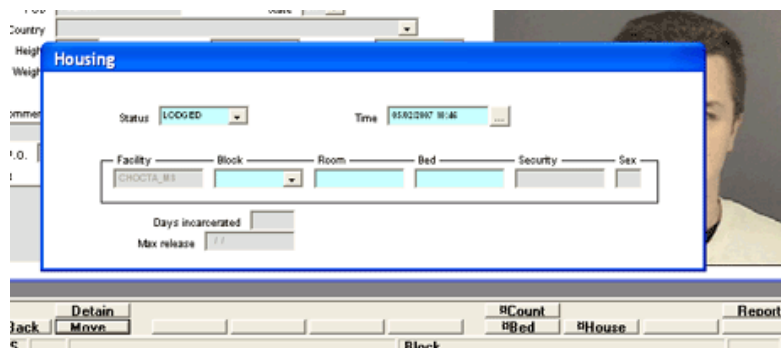


If an inmate does not exist in the database, clear the screen of any data, fill in the appropriate information for the inmate, and then press the commit button. Check the message area at the bottom of the screen to confirm that the inmate has been entered in the database.

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

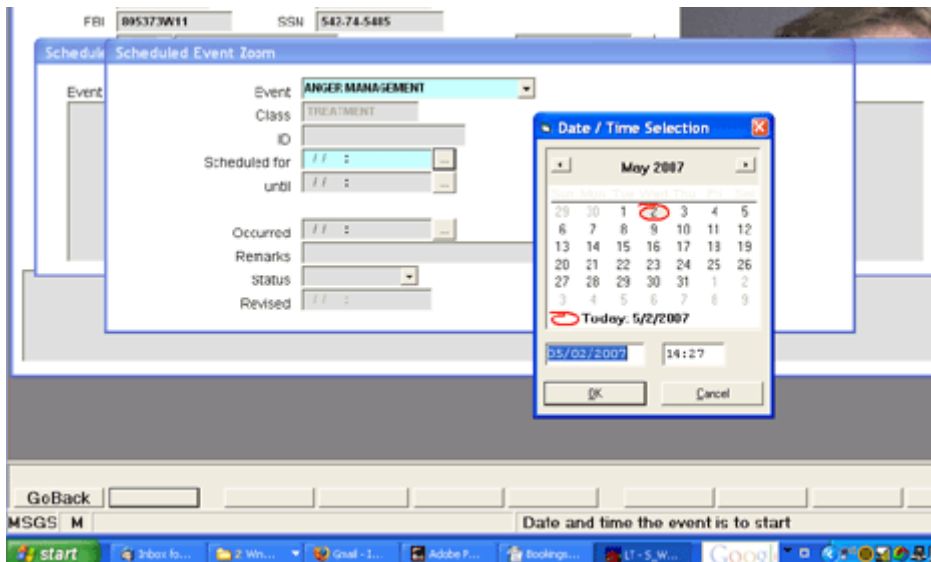
## HOUSING

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.



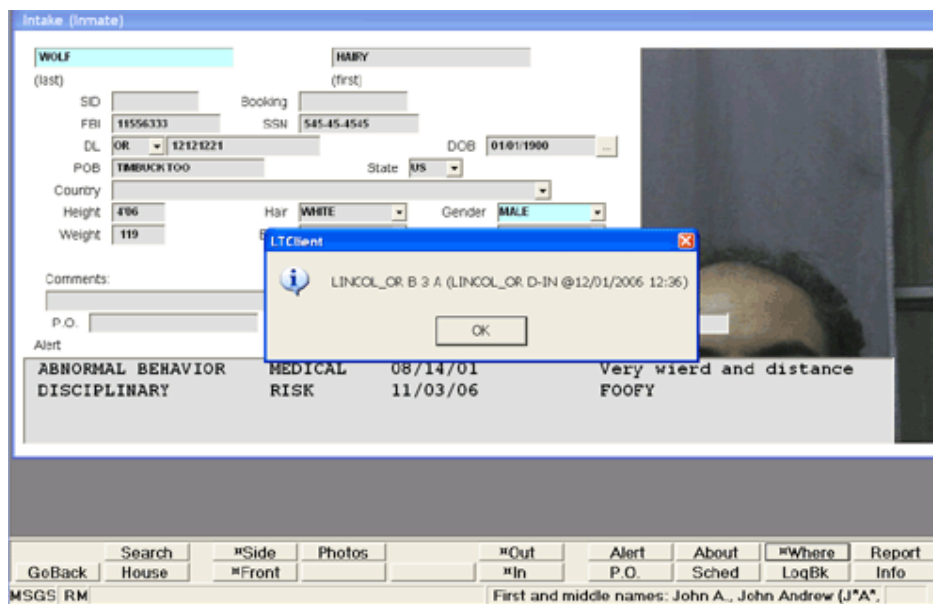
## SCHEDULING

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.

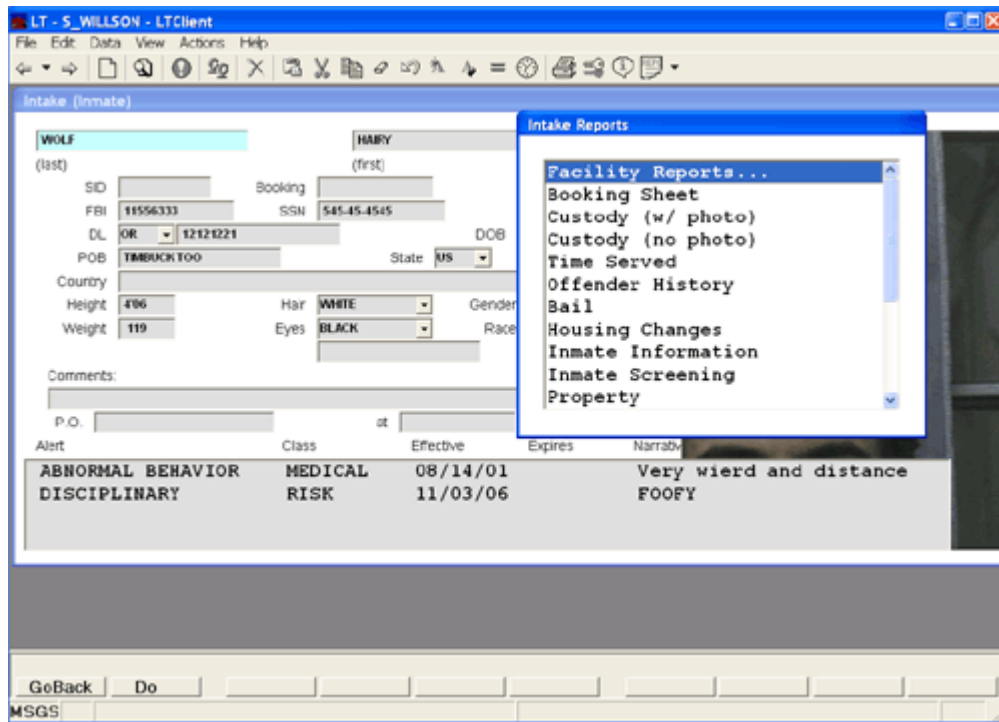
The screenshot shows a software interface for entering logbook data. At the top, there are fields for 'Weight' (119), 'Eyes' (BLACK), and 'Race' (WHITE). Below these is a 'Comments' section. The main area is a 'Logbook Entry' form with a blue header. It includes a 'Facility' dropdown menu (set to GHOCTA\_MS), a 'Type' dropdown menu (set to ACTMITY), and a 'Location' field. A 'Logbook Entry' dropdown menu is open, showing options: BOOKING, CENSUS, CHECK-IN, COURT, HOSPITAL, LOCKDOWN, MEALTIME, and MEDS. At the bottom, there are buttons for 'GoBack', 'LogBk', 'Report', and 'Print', along with a 'Log entry code' field.

## REPORTING

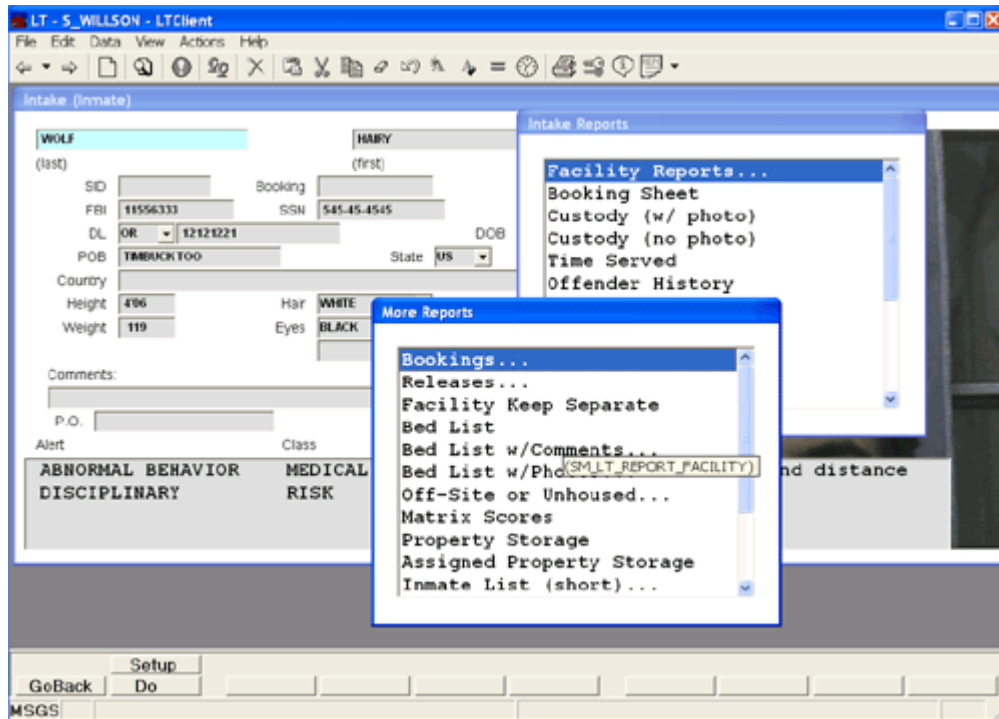
Extensive reporting capabilities exist, accessed from the 'report' option at the bottom of the screen. The list of reports available varies with current location. From the logbook screen, the logbook report is available, as well as the standard option to execute a free-form query:

The screenshot shows a software interface for reporting. The main window is titled 'LT - S\_WILLSON - LTClient'. It has a menu bar (File, Edit, Data, View, Actions, Help) and a toolbar. The main area is divided into two sections: 'Intake (Inmate)' and 'Logbook Reports'. The 'Intake (Inmate)' section shows details for an inmate named WOLF (last) and HARRY (first). Fields include SID, Booking, FBI (11556333), SSN (545-45-4545), DL (OR 12121221), DOB, POB (TIMBUCK TOO), State (MS), Country, Height (496), Hair (WHITE), Eyes (BLACK), and Race. The 'Logbook Reports' section is a separate window with a blue header and a list of reports: 'Logbook Summary' and 'Execute DCL Command...'. A button labeled '(SM\_LOGBOOK\_REPORTS)' is visible between the two sections. At the bottom, there is a 'Logbook Entry' form with fields for 'Facility' (GHOCTA\_MS), 'Type' (ACTMITY), and 'Location'.

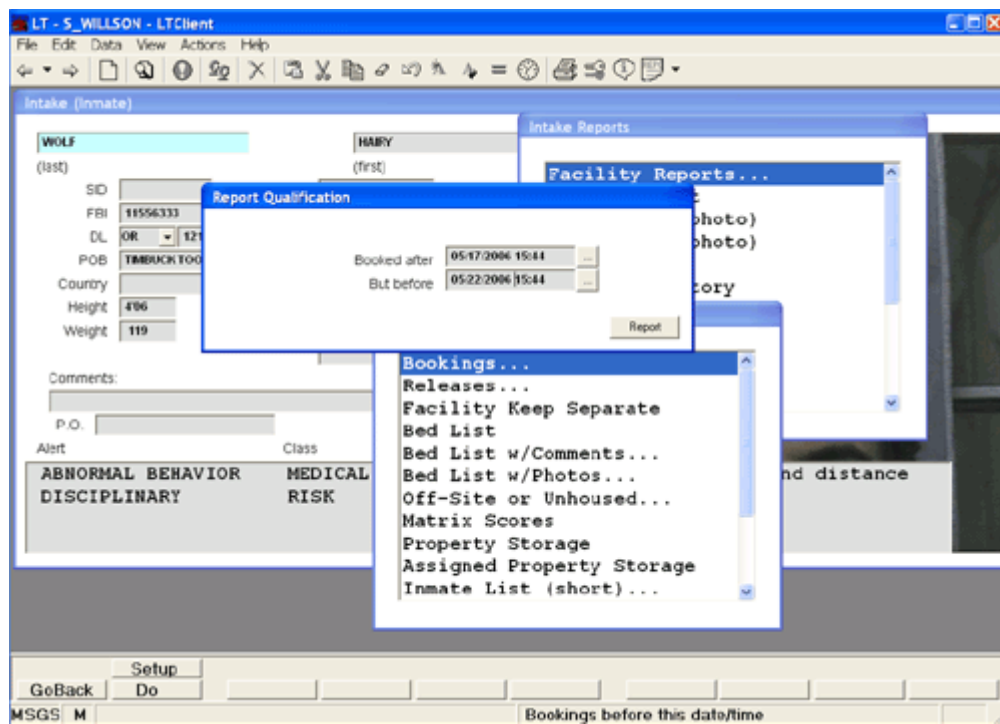
Other locations, such as the main inmate screen, will have more reports options available when you click the report button:



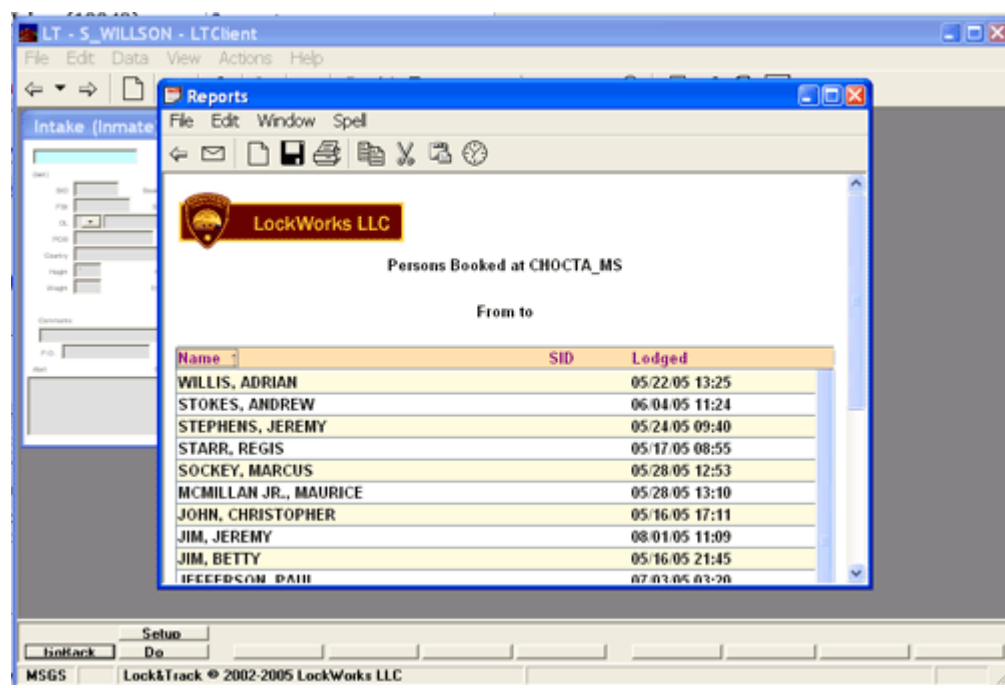
Some report options (indicated with ...) will bring up lists of sub-reports. Clicking "Facility Reports..." brings up a list of reports that are related to facility functionality. These reports are generated in real-time based on current data. Automated reports can also be run on a schedule and emailed, 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.