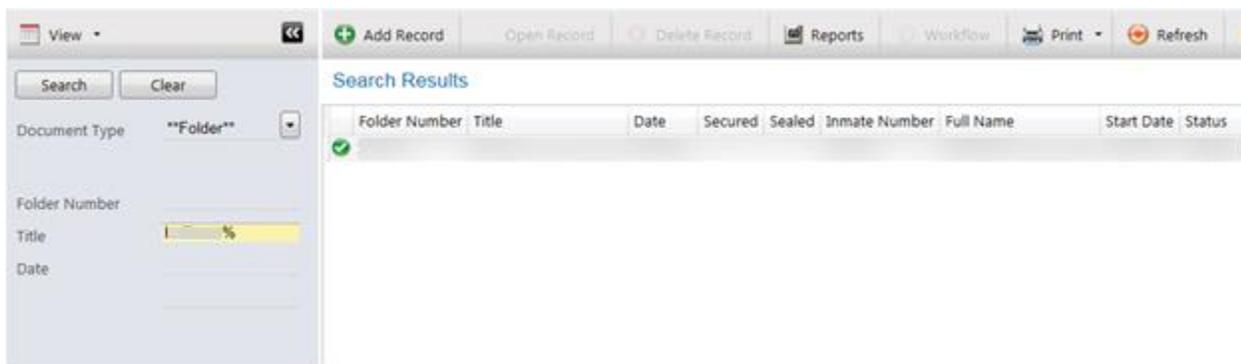# TRAINING BULLETIN #8

Jail Booking Process: Pulling Forward Inmate Records

- Begin by searching for the name of the inmate you are attempting to book.

- Select the inmate and open the booking folder. Then select "Add Record" from the menu on the left. Next, select "Add Inmate Booking Record" from the list.
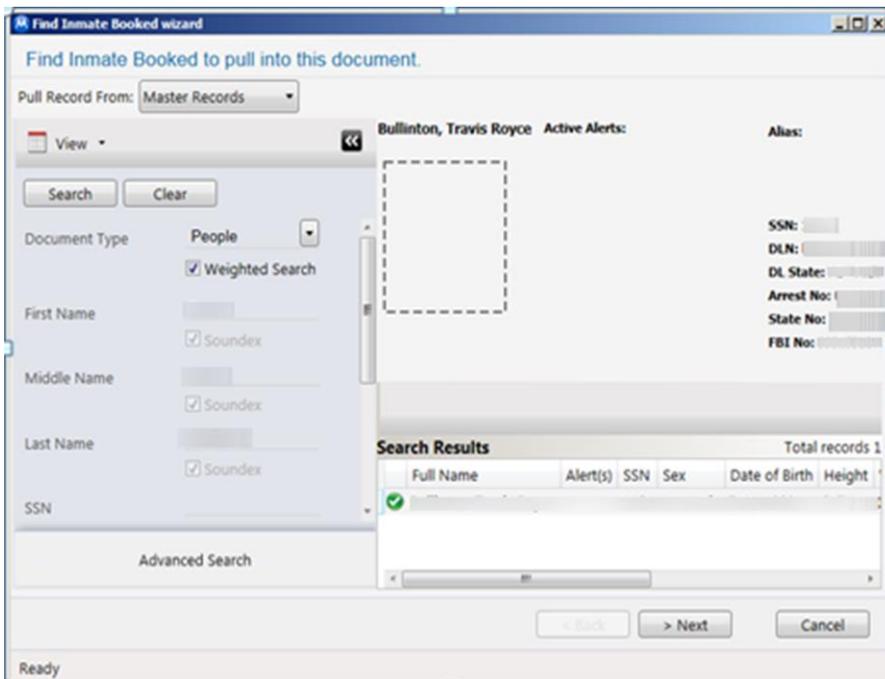
Jail Booking Process: Pulling Forward Inmate Records

- The inmate's name will automatically appear in the "Name" field of the new inmate booking record. Click on the "…" button next to their name to search the Master Records.

- A pop-up window will appear. The system will have automatically searched all Master Records within P1. It is likely that the person you are booking has been booked at other jail establishments using the Jail Management System (JMS).
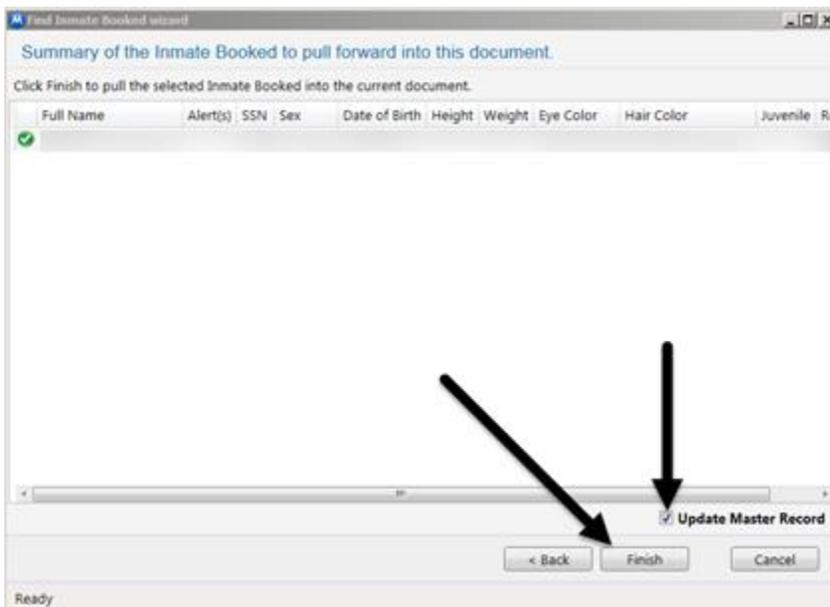
Jail Booking Process: Pulling Forward Inmate Records

- Click on the inmate's name to highlight it, and then click "Next".
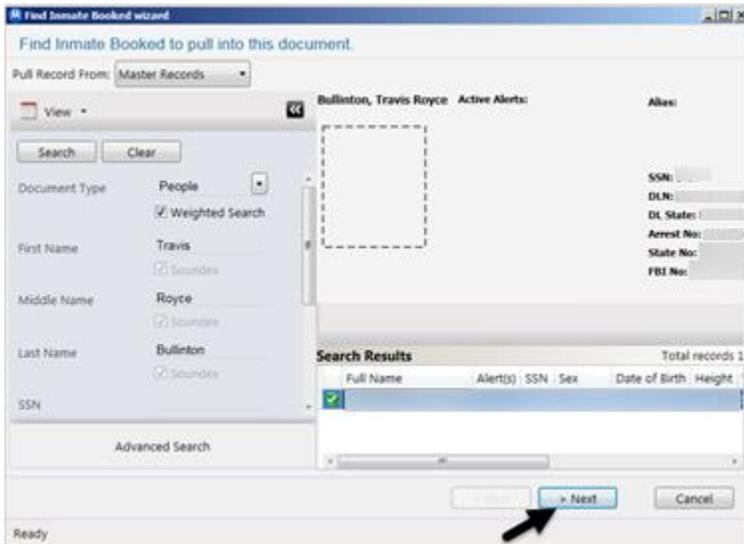
- Click "Finish" and be sure to leave the "Update Master Record" box checked.

Jail Booking Process: Pulling Forward Inmate Records

- Once you have clicked "Finish" the entire inmate's most recent information will populate the fields of the inmate's new booking record. Double check to make sure the information is correct, and that it all matches the person sitting in front of you. Booking inmates this way ensures that only one Master Record is created and minimizes the amount of information you have to key in each time you book someone. It also tracks an inmate as they move through facilities using SRMS across the state.

If you have any questions regarding the system, please contact the SRMS staff at:

(517) 335-SRMS (7767)

MSPSRMS@MICHIGAN.GOV