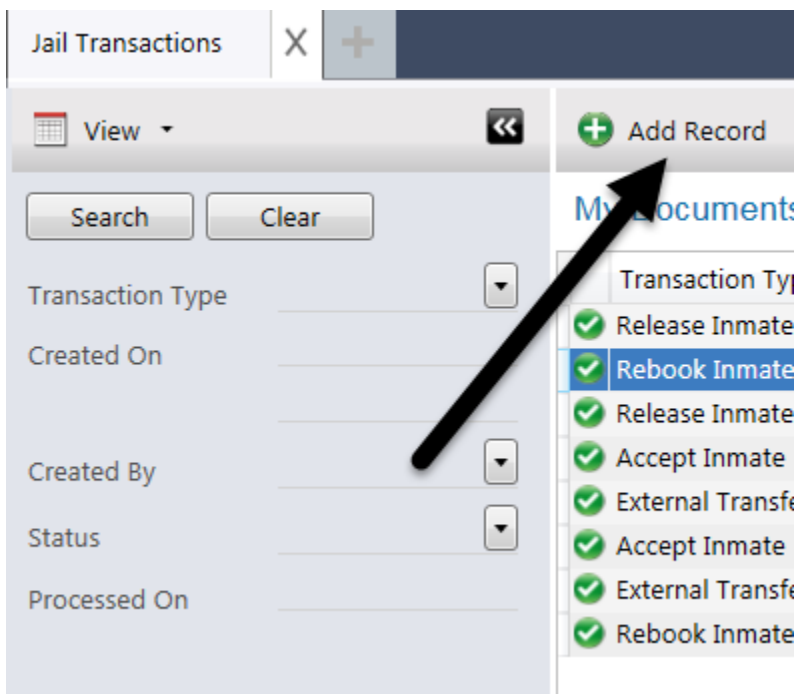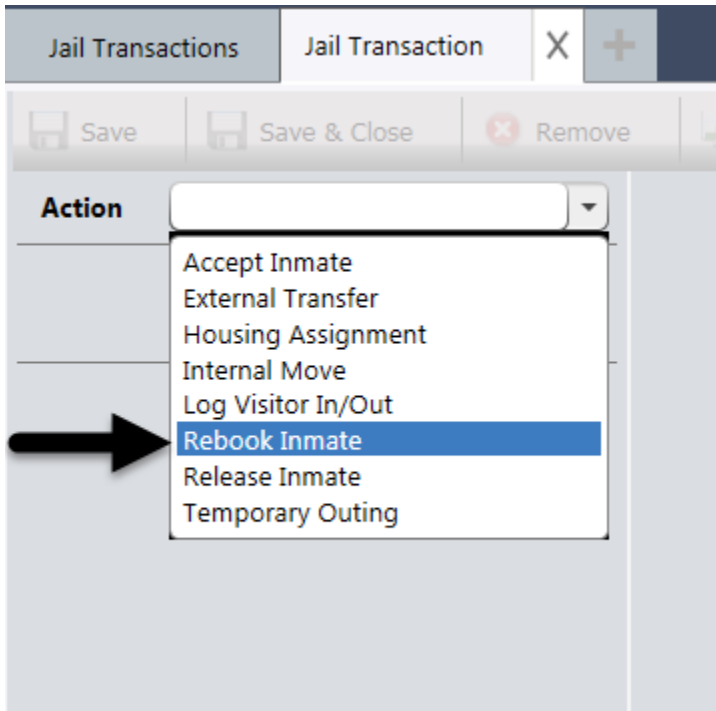# TRAINING BULLETIN #9

Jail Transaction: Rebook

The Rebook Inmate transaction can be used to rebook an inmate that was released on bail/bond. Using the Rebook Inmate transaction to accept a previous inmate uses the existing inmate data and saves time in recreating a booking folder with all the inmate's personal details. Only inmates that have been accepted and then released can be rebooked using the Rebook Inmate transaction. If the inmate has not been released, an error message appears that states the transaction is only available for accepted and released inmates.

- The Rebook Inmate transaction can be found in the dropdown list of actions within the Jail Transaction module. To rebook an inmate, you would select Jail Transactions from the lobby and click Add Record.
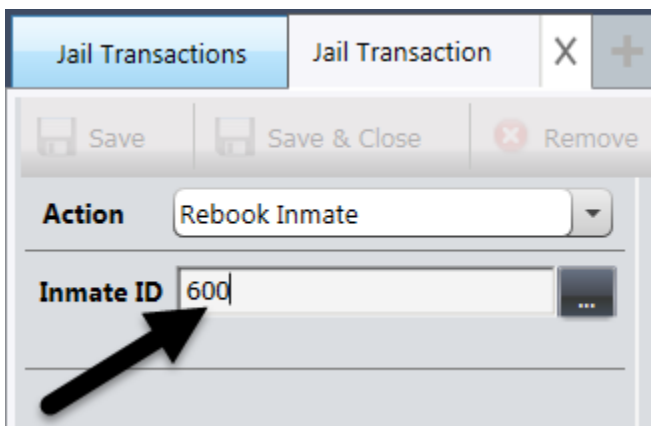
TRAINING BULLETIN #9

- From the Action dropdown, select Rebook Inmate.

- Type the inmate ID into the field and click enter.

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- From the To dropdown, select the correct housing location.

- Click Process.

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

(517) 335-SRMS (7767)

MSPSRMS@MICHIGAN.GOV