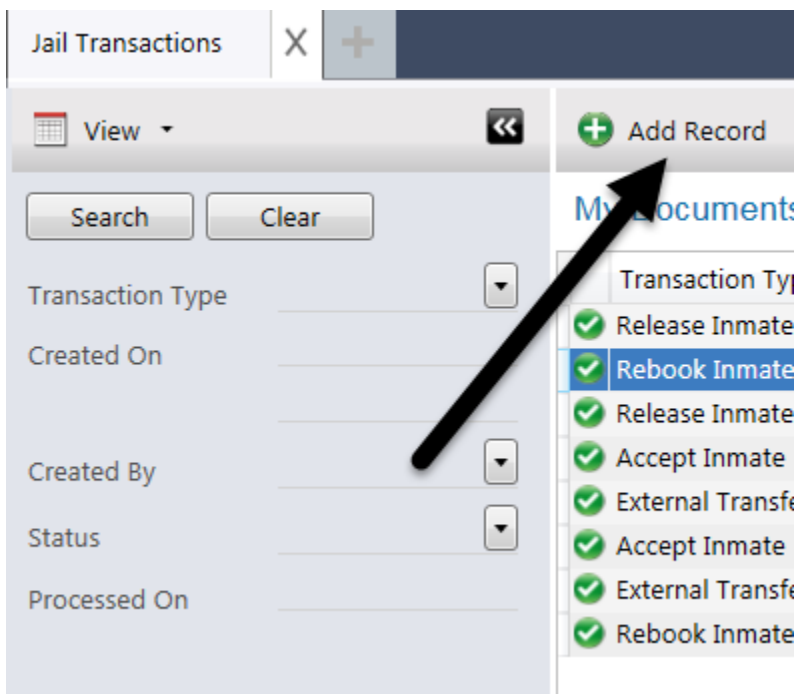


TRAINING BULLETIN #9

Jail Transaction: Rebook

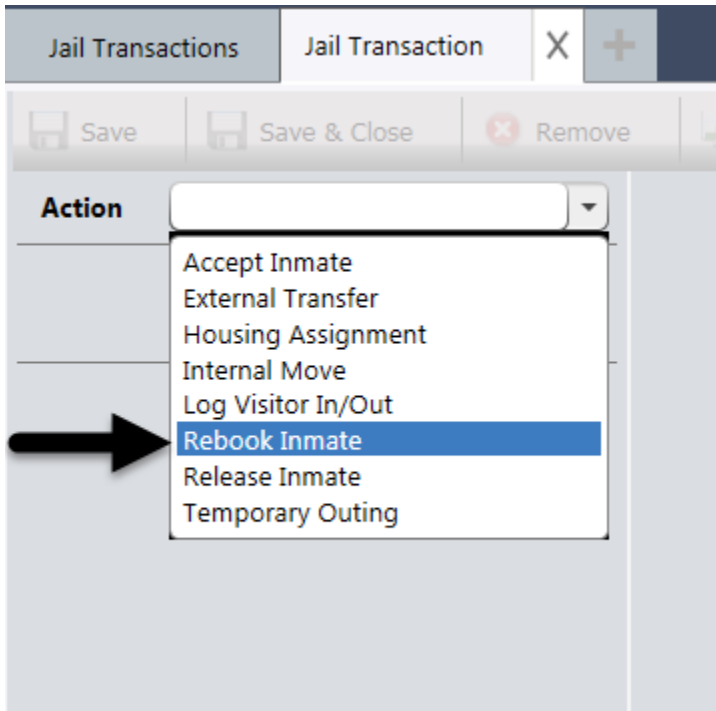
The Rebook Inmate transaction can be used to rebook an inmate that was released on bail/bond. Using the Rebook Inmate transaction to accept a previous inmate uses the existing inmate data and saves time in recreating a booking folder with all the inmate's personal details. Only inmates that have been 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.

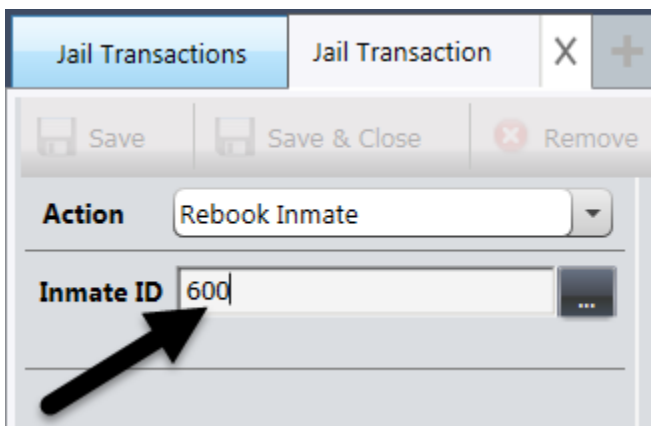


TRAINING BULLETIN #9

- From the Action dropdown, select Rebook Inmate.



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



TRAINING BULLETIN #9

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

The screenshot shows the 'Rebook Inmate' form in the SRMS application. The 'Action' dropdown is set to 'Rebook Inmate'. The 'Inmate ID' field is empty. The 'From' dropdown is also empty. The 'To*' dropdown is open, showing a list of housing locations: '1b', '2A', and 'TETHER'. The 'Notes' field is empty.

- Click Process.

The screenshot shows the 'Rebook Inmate' form in the SRMS application. The 'Action' dropdown is set to 'Rebook Inmate'. The 'Inmate ID' field is empty. The 'From' dropdown is empty. The 'To*' dropdown is empty. The 'Notes' field is empty. The 'Process' button is highlighted with a black arrow. The 'Clone' button is also visible.

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

(517) 335-SRMS (7767)

MSPSRMS@MICHIGAN.GOV