



AI Cheat Sheet: SR (Inmate Data Form) Entry

This document outlines basic steps for entering a new record.

1. Log into Creator
2. In creator, search for the first incarcerated individual.
3. Look up person on state/federal/county website.
 - If the person **is not** found on the agency site but **is in creator**, update the record using the appropriate status (see the [Status Cheat Sheet](#)) and update *Location Confirmed/Updated* field.
 - **If In Custody**
 - i. Proceed to Step 4
 - **If Not in Custody**
 - i. Locals: Write “NIS” (not in system) on envelope & return to box.
 - ii. Remote volunteers: Rename PDF to include NIS in front of file name then move the file to NIS folder.

REQUIRED	WHEN PROVIDED
State of Confinement	Housing (you can only find this on the envelope in the return address.
Facility System Type	Picture
Facility	How long incarcerated?
First Name / Last Name	Vet?
Location Confirmed/Updated (enter current date)	Source & Source Ref (how did you hear about us?)
Status (see the Status Cheat Sheet)	Sentence
Sex (Do not leave as unknown)	Codes
Inmate ID	Sentence
DOB (calculate from year if necessary)	Projected Release Date
URL and Link name	Parole Eligibility Date / Parole Notes
For new records: Date Inmate Entered into AI Database	Confidential Notes
For existing records: Record updated by (First Name Last Initial)	Notes for Matching

4. Enter Mail Log information (remember, for new records, you must save first, then edit).
 - Be sure to include both received date AND replied date if shown on envelope.
5. Proceed to the next record and repeat steps above.