Guide Index

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Welcome to WINCITE.NET

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Welcome to

1. Sign in. Each person must already have a user name and password, if you do not, please contact customerservice@phxgroup.com or call (714) 460-7200.

2 - 5: Site Prerequisites:

2. Internet Explorer 6.0 or Higher
3. JavaScript Enabled
4. Screen Resolution: 1024 - 768 or Higher
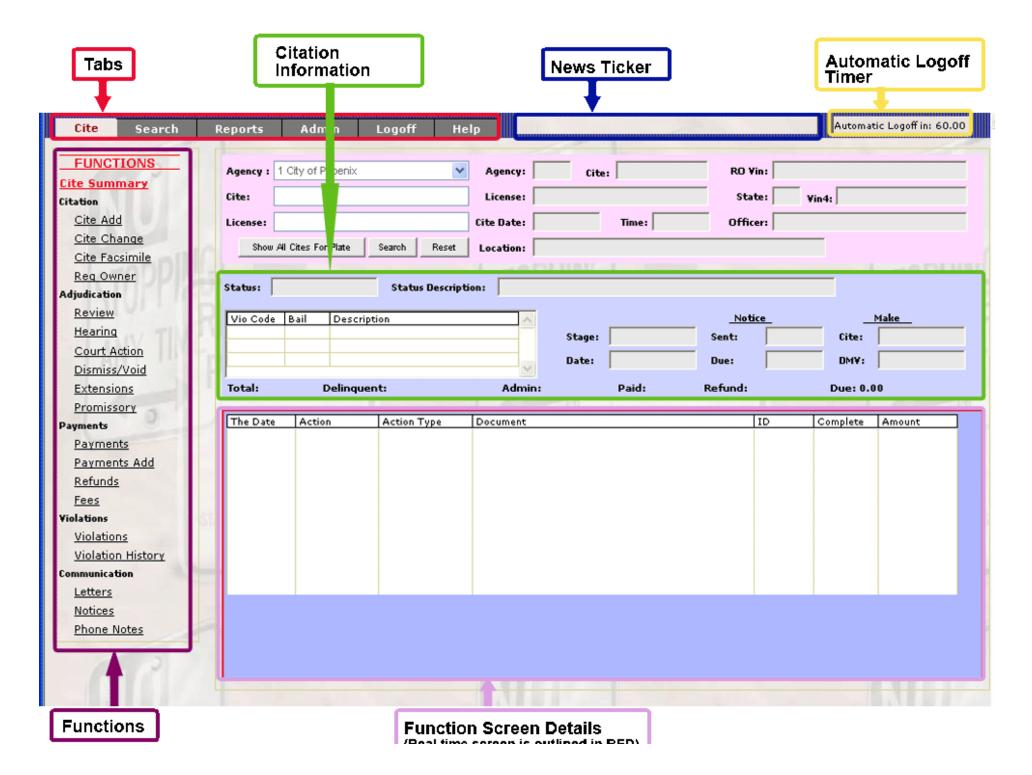5. If you are using 1024 - 768 press F11 to get Full View

Please make the following adjustments to IE's settings:

1. In Internet Explorer, go to Tools/Internet Options
2. In the General Tab, click on Settings
3. Where it says 'Check for new versions of stored pages' make sure 'Every visit to page' is selected
4. Go the General tab of Internet Options menu
5. Delete Cookies and Delete Temporary Internet Files

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· Internet Explorer settings should be configure as instructed(<u>above</u>)
· Temporary internet files should be cleared prior first time usage
· Make sure to configure any pop-up blocking software to allow pop-ups from Wincite.net
· Please make sure your machine/browser meet the prerequisites (<u>above</u>)
· Before saving transactions, all required fields must be entered
· Items can not be deleted after having been completed (PHX customer service should be notified)
· You may not have access to all pages due to agency and operator security settings
· Automatic log off will occur after 60 minutes of inactivity

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Tabs

Citation Information

News Ticker

Automatic Logoff Timer

Automatic Logoff in: 60.00

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FUNCTIONS

Cite Summary

Citation

   Cite Add

   Cite Change

   Cite Facsimile

   Req Owner

Adjudication

   Review

   Hearing

   Court Action

   Dismiss/Void

   Extensions

   Promissory

Payments

   Payments

   Payments Add

   Refunds

   Fees

Violations

   Violations

   Violation History

Communication

   Letters

   Notices

   Phone Notes

Agency : 1 City of Phoenix

Cite:

License:

Show All Cites For Plate   Search   Reset

Agency: Cite: RO Vin:

License: State: Vin4:

Cite Date: Time: Officer:

Location:

Status: Status Description:

Vio Code	Bail	Description

Notice   Make

Stage: Sent: Cite:

Date: Due: DMV:

Total: Delinquent: Admin: Paid: Refund: Due: 0.00

The Date	Action	Action Type	Document	ID	Complete	Amount

Functions

Function Screen Details
(Real time screen is outlined in RED)