

Admin Guide Index

Topic						
Cite	Search	Reports	<u>Admin</u>	Logoff	Help	
1. Speed Pay						
2. Security Setup - Search						
3. Security Setup - Update						
4. Security Setup - New User						

Admin Tab

Admin

Cite Search Reports **Admin** Logoff Help Automatic Logoff in: 49.02

FUNCTIONS

- [Speed Pay](#)
- [Security Setup](#)
- [RO Data Entry](#)
- [RO Data Entry Setup](#)
- [Cite Data Entry](#)
- [Cite Data Entry Setup](#)

Agency : All Search





Cite : Print

Plate :

No Data

Notes:

Status Legend (Click to see details)

 Pending	 Processing
 Completed	 Completed With Errors

Process Payments

Status

--

1. SPEED PAY [Top](#)

Cite Search Reports **Admin** Logoff Help Automatic Logoff in: 60.00

FUNCTIONS

Speed Pay 1 →

Security Setup

RO Data Entry

RO Data Entry Setup

Cite Data Entry

Cite Data Entry Setup

Agency : All Search

Cite : 1111111a Print

Plate :

Status Legend (Click to see details)

Pending Processing

Completed Completed With Errors

#	AGENCY	CITE	CITE DATE	ST.	PLATE	PAYMENT ✓ AMOUNT	DUE	OPTIONS Options	EFF. DATE 05/22/2006	CHECK NO	
1	1	1111111A	01/01/2005	CA	TEST	✓ 25.00	\$25.00	Full Payment	05/22/2006		<input type="radio"/>
TOTAL OF:						25.00					

Notes:

Process Payments 3 ←

Status

4 ↑

1. Enter:

- Agency
- Cite (Optional)

- Plate (Optional)
- Select 'Search'

2. Select which citations to add payments. To deselect a citation, uncheck the checkbox in the 'Payment Amount' column

Note: Notes can be added in the notes field if desired. Notes will be applied to each payment

3. Processes payments

4. Status of each citation will be shown here after payment has been applied

2. SECURITY SETUP - Search [Top](#)

1 points to the **Admin** tab in the top navigation bar.

2 points to the **Security Setup** option in the left sidebar under the **FUNCTIONS** section.

3 points to the table of screen names and options.

The interface includes a top navigation bar with tabs: Cite, Search, Reports, **Admin**, Logoff, Help. The right side of the bar shows "Automatic Logoff in: 60.00".

The main content area has the following sections:

- Agency:** 1 City of Phoenix
- Search For:** [input field] **Run Search**
- operator:**
 - Operator Name: [dropdown]
 - Web Username: [input field]
 - Security Level: [input field]
 - Please pull down menu: [dropdown]
 - security levels: custom
- screen name** table:

screen name	options			
Citation				
cite add	<input type="checkbox"/> add	<input type="checkbox"/> batch dropdown		
cite change	<input type="checkbox"/> change			
cite facsimile	<input type="checkbox"/> print			
register owner	<input type="checkbox"/> new ?	<input type="checkbox"/> edit ?	<input type="checkbox"/> delete	<input type="checkbox"/> address information
Adjudication				
review	<input type="checkbox"/> new ?	<input type="checkbox"/> edit	<input type="checkbox"/> delete	<input type="checkbox"/> letter
	<input type="checkbox"/> complete			
hearing	<input type="checkbox"/> new ?	<input type="checkbox"/> edit	<input type="checkbox"/> delete	<input type="checkbox"/> letter
	<input type="checkbox"/> complete			
court action	<input type="checkbox"/> new ?	<input type="checkbox"/> edit	<input type="checkbox"/> delete	
	<input type="checkbox"/> complete			
dismiss void	<input type="checkbox"/> dismiss			

1. Enter

- Agency
- Search Criteria
- Select 'Run Search'

2. All matching operators will be placed into the dropdown list

Note: If only one operator is found, the operators information will automatically populate the fields below

Note: The second dropdown shows the operators security level. You can use this dropdown list to change the fields according to the security level. To save the changes please see "Security Setup - Update"

3. Shows operators access for each field

3. SECURITY SETUP - Update [Top](#)

The screenshot shows the 'Security Setup - Update' page in the Wincite Admin Tab. The page includes a navigation bar with 'Cite', 'Search', 'Reports', 'Admin', 'Logoff', and 'Help'. The 'Admin' tab is active. On the left, a 'FUNCTIONS' menu lists 'Security Setup' (circled in red). The main content area is titled 'Admin Tab' and contains a table of permissions for 'Cite Data Entry', 'RO Data Entry', and 'Speed Pay'. Below this is a form for user data with fields for 'web username', 'web password', 'email', 'operator name', 'secret question', 'secret question answer', and 'active'. A yellow box highlights the user data fields, with an orange box labeled '1' pointing to the 'web username' field. Below the user data is a section for 'available agencies' and 'operators agencies' with a list of agencies and navigation buttons. A green box highlights this section, with an orange box labeled '2' pointing to the 'available agencies' list. At the bottom, there are buttons for 'Duplicate', 'New', 'Update/Save', and 'Cancel'. An orange box labeled '3' points to the 'New' button.

1. Change any user data necessary

- Operator Name
- Web Username
- Web Password

- Secret Question
- Secret Question Answer
- Active

Note: Any above fields may also be modified

2. Add/Delete any agencies from the operators agencies

Note: Operator must have at least one agency

3. Select 'Update/Save' to save the changes

4. SECURITY SETUP - New [Top](#)

The screenshot displays the 'Security Setup - New' interface. At the top, there is a navigation bar with tabs for 'Cite', 'Search', 'Reports', 'Admin', 'Logoff', and 'Help'. The 'Admin' tab is selected. On the left, a 'FUNCTIONS' menu lists various options, with 'Security Setup' circled in blue. The main area is titled 'Admin Tab' and contains a table of permissions:

Cite Data Entry	<input type="checkbox"/> Entry	<input type="checkbox"/> Setup
RO Data Entry	<input type="checkbox"/> Entry	<input type="checkbox"/> Setup
Speed Pay	<input type="checkbox"/> Speed Pay	

Below this is a form for user details: 'web username', 'web password', 'email', 'operator name', 'secret question', 'secret question answer', and an 'active' checkbox (checked). The 'available agencies' section shows a list with '1 City of Phoenix' selected. The 'operators agencies' section has four directional arrow buttons (>>, <<, >>>, <<<). At the bottom, there are four buttons: 'Duplicate', 'New', 'Update/Save', and 'Cancel'. Numbered callouts (1-6) indicate the following steps:

1. Select 'New' to create a new user
2. Select 'Duplicate' to create a new user based on the current users settings
3. Change any necessary settings for the new user
4. (Points to the 'web username' field)
5. (Points to the 'available agencies' list)
6. (Points to the 'Update/Save' button)

1. Select 'New' to create a new user
2. Select 'Duplicate' to create a new user based on the current users settings
3. Change any necessary settings for the new user

- Note: To select a security level, use the dropdown list at the top of the screen. This will automatically populate the fields associated with that level.
- If the fields do not match a security level, the users security level will be set to 'custom'.

4. Enter:

- Operator Name
- Web Username
- Web Password
- Secret Qeustion
- Secret Question Answer
- Active

5. Select the agencies the user will have access to

Note: Operator must have at least one agency

6. Cick Update/Save to save the new user