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License: [] Cite Date: [] Time: [] Officer: []

Show All Cites For Plate Search Reset Location: []

Status: [] **Status Description:** []

Vio Code	Bail	Description

Stage: [] **Notice Sent:** [] **Make Cite:** []

Date: [] **Due:** [] **DMV:** []

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

The Date	Action	Action Type	Document	ID	Complete	Amount

1. CITE SUMMARY (VIEW ONLY) [Top](#)

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Agency: 1 City of Phoenix Agency: 1 Cite: 9931 RD Vin:

Cite: 9931 License: TEST State: CA Vin4: 1111

License: TEST Cite Date: 07/05/2005 Time: 11:00 AM Officer:

Show All Cites For Plate Search Reset Location: no location

Status: Suspended Status Description: Hearing - Deposit Rec'd: Waived

Vio Code	Bail	Description	Notice	Make
21113A	\$25.00	No Valid Stdnt Perm.Dis	Stage: <input type="text"/>	Cite: <input type="text"/>
			Date: <input type="text"/>	DMV: <input type="text"/>

Total: 25.00 Delinquent: 0.00 Admin: 0.00 Paid: 0.00 Refund: 0.00 Due: 25.00

The Date	Action	Action Type	Document	ID	Complete	Amount
07/05/2005	Contesting	Review		<input type="text"/>	Upheld	
05/01/2006	Phone/Notes	Review Status	test	<input type="text"/>	Success	
05/03/2006	Contesting	Review		<input type="text"/>	Upheld	
05/05/2006	Contesting	Hearing		<input type="text"/>	Upheld	
05/10/2006	Contesting	Hearing		<input type="text"/>	Pending	
05/10/2006	Letter	Hearing Sch Ltr	Pending	<input type="text"/>	Pending	
05/10/2006	Letter	Hearing Result	Pending	<input type="text"/>	Pending	

None

1. The 'Cite Summary' function screen provides the cite history in a chronological list of 'Actions' by completion date.

2. Double click or select any line to go to that screen.

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Example- Select the action type Phone/Notes, double click, the page will display payment details.

2. CITE ADD [Top](#)

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Agency : 1 City of Phoenix Agency: Cite: RD Vin:

Cite: License: State: Vin4:

License: Cite Date: Time: Officer:

Show All Cites For Plate Search Reset Location:

Status: Status Description:

Vio Code	Bail	Description

Stage: Notice Make

Date: Sent: Cite:

Due: DMV:

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

Agency : 1 City of Phoeni Cite : Cite Date: Time :

License : State : CA California Location :

VIN :

Badge : Beat : Block : Meter : Permit :

Make : Model : Body : Color : Year :

Comments: None

The RED color fields are mandatory to add a new citation to the system

Badge and location fields may selected from the drop down list, However to add a new Badge or Location, you must be at the top of the list.

Save Cancel

1 and 3

2

1. Select 'New' button to add cite.

2. Enter fields corresponding to the ticket.

Note: The fields that are highlighted red are mandatory and cannot be left blank

3. Select save

Note: The System will forward you to the Violation Function to complete the Citation Data Entry portion, Refer to 'Violations' section for more details.

3. CITE CHANGE [Top](#)

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Agency: 1 City of Phoenix Agency: 1 Cite: 9931 RO Yin:

Cite: 9931 License: TEST State: CA Vin4: 1111

License: TEST Cite Date: 07/05/2005 Time: 11:00 AM Officer:

Show All Cites For Plate Search Reset Location: no location

Status: Suspended Status Description: Hearing - Deposit Rec'd: Waived 

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Stage: Notice Sent: Make Cite:

Date: Due: DMV:

Total: 25.00 Delinquent: 0.00 Admin: 0.00 Paid: 0.00 Refund: 0.00 Due: 25.00

License: TEST State: CA California VIN or VIN4: 1111

Date: 7/5/2005 Time: 11:00 Location: General Area

Badge: Beat: Block: Meter: Permit:

Make: Model: Body: Color: Year: 2000

Plate Expiration Month: Plate Expiration Year:

Reason: Correction Notes:

Badge and location fields may selected from the drop down list, However to add a new Badge or Location, you must be at the top of the list.

1 and 4 Save Cancel

1. Select 'Change' to make changes to cite. (Note: The 'Cite Change' screen will allow changes to be made on

existing citations.)

2. Changes can be made to the following fields:

- License
- VIN
- Time
- Badge
- Model
- Reason (required)
- State
- Date
- Location
- Make
- Color
- Notes can be added as needed.

3. A reason must be chosen in order to apply changes.

4. Select the 'Save' once all the changes have been completed.

4. CITE FACSIMILE (VIEW ONLY) [Top](#)

Cite Search Reports Admin Logoff Help
Automatic Logoff in: 54.06

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Agency: 1 City of Phoenix Agency: 1 Cite: 9931 RO Vin:

Cite: 9931 License: TEST State: CA Vin4: 1111

License: TEST Cite Date: 07/05/2005 Time: 11:00 AM Officer:

Location: no location

Status: Suspended Status Description: Hearing - Deposit Rec'd: Waived

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Total: 25.00 Delinquent: 0.00 Admin: 0.00 Paid: 0.00 Refund: 0.00 Due: 25.00

City of Phoenix NOTICE OF VIOLATION		Violations: 21113A No Valid Stdnt Perm.Dis \$25.00
Cite : 9931		Remarks: None
Date: 7/5/2005	Time: 11:00 Day Of Week: Tuesday	
License: TEST	State: CA	<div style="border: 2px solid red; padding: 5px; text-align: center;"> 1 ↓ </div> <input type="button" value="Print"/>
Tab MO/YR: /	VIN #: INTERESTINGVIN1111	
Location Of Violation: no location		Officer #
Permit:	Meter:	

1. Select the print button to print citation. From here local printer options are provided to print the citation data.

Note: The Cite Facsimile is a recreation of the data entered and not a copy of the original citation.

5. REGISTERED OWNER [Top](#)

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Agency: 1 City of Phoenix Agency: 1 Cite: 9931 RO Vin:

Cite: 9931 License: TEST State: CA Vin4: 1111

License: TEST Cite Date: 07/05/2005 Time: 11:00 AM Officer:

Show All Cites For Plate Search Reset Location: no location

Status: Suspended Status Description: Hearing - Deposit Rec'd: Waived

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Total: 25.00 Delinquent: 0.00 Admin: 0.00 Paid: 0.00 Refund: 0.00 Due: 25.00

Source	Date Received	Reg Exp.	Make	Model	Date Created
DMV	12/30/2003	09/28/2002	FORD	UT	07/05/2005

Eff Date: 3/6/2003 **DMV Exp:** 9/28/2002 **Source:** DMV

Plate: TEST **Name:** Farmers Ins Exch

Year: 1995 **Plate State:** CA **Address 1:** Po Box 117

Make: FORD **Address 2:**

Model: UT **Address 3:**

Body Type: 0 **City:** Santa Ana **State:** CA

Color: **County:** 50 **Country:** USA **Zip:** 92705

VIN: 1FMEU15H0SLB80804

Delete New Edit Cancel

5

1

3

2 and 4

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1. The 'Reg Owner' screen will show the following information:

- Effective date (Date information received from DMV)
- Source (who sent the r/o update)
- Year
- Make
- Body Type
- VIN
- Address (received from DMV from registered owner)
- State (received from DMV from registered owner)
- Country (received from DMV from registered owner)
- DMW Exp (plates expiration date)
- Plate
- Plate State
- Model
- Color
- Name (received from DMV from registered owner)
- City (received from DMV from registered owner)
- County (received from DMV from registered owner)
- Zip (received from DMV from registered owner)

2. Select 'Edit' button and change the information.**3. Be sure to change the source if the Registered Owner information has been manually entered or changed.****4. Select 'Save' button.****5. Highlight the different names maintained on a plate and view the detailed data, also see the source for the information.**

(Example-if car was rented, if registered owner name was changed manually, etc.)

6. REVIEWS [Top](#)

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Agency: 1 City of Phoenix Agency: 1 Cite: 9931 RO Vin:

Cite: 9931 License: TEST State: CA Vin4: 1111

License: TEST Cite Date: 07/05/2005 Time: 11:00 AM Officer:

Show All Cites For Plate Search Reset Location: no location

Status: Suspended Status Description: Hearing - Deposit Rec'd: Waived 

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Stage: Sent: Cite:

Date: Due: DMV:

Total: 25.00 Delinquent: 0.00 Admin: 0.00 Paid: 0.00 Refund: 0.00 Due: 25.00

Set Up Date: 05/19/2006 Set Up Deadline:

Review Info:

Review Date/Time: 05/19/2006 11:15

Examiner:

Review Results:

Completion Date:

Disposition:

Reasons:

Reactive Date:

Notes:

1 New

2 Save

3 Contestant Data/Letter

Delete

Cancel

1. Select the 'New' button.

The 'Review Screen' will allow set up for the 1st step of the Appeals process.

2. The 'Set Up Date' will default to today's date.

(The 'Set Up Date' can be changed, to a later or earlier date if chosen. Simply highlight the 'Set Up Date' field and delete current date then type in the date desired.)

Enter:

- The date of the review in the first 'Review Date/Time' field
- The time of the review date in the second 'Review Date/Time' field
- Choose the 'Examiner' name from drop down list
- Notes can be made in notes field if desired

3. Select 'Save'.

Note: This will suspend the citation until the Review Results are completed.


6. REVIEWS – Completing Reviews [Top](#)

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Agency: 1 City of Phoenix **Agency:** 1 **Cite:** 9931 **RD Vin:**
Cite: 9931 **License:** TEST **State:** CA **Vin4:** 1111
License: TEST **Cite Date:** 07/05/2005 **Time:** 11:00 AM **Officer:**
 Location: no location

Status: Suspended **Status Description:** Hearing - Deposit Rec'd: Waived 

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Stage: **Notice Sent:** **Make Cite:**
Date: **Due:** **DMY:**

Total: 25.00 **Delinquent: 0.00** **Admin: 0.00** **Paid: 0.00** **Refund: 0.00** **Due: 25.00**

Set Up Date: 05/19/2006 **Set Up Deadline:**

Review Info:
Review Date/Time: 05/19/2006 11:15
Examiner: M Wolfstone

Review Results:
Completion Date: 05/19/2006
Disposition: Upheld
Reasons: 51 Evidence not sufficient
Reactive Date: 06/09/2006

Notes:

1 and 4

1. Select 'Edit' button to enter in the Review Results.

2. Enter:

- 'Completion Date' (the date Review is completed.)
- Select 'Disposition' (Dismissed, Modified, Reduced, or Upheld)
- Select the 'Reason Code' (drop down list provided)
- The 'Reactive date' defaults to 21 days after 'Completion Date'. **FYI:**
 - a. The 'Reactive Date' provides the contestant a specific number of days to request the 2nd level of the appeals process depending on each agency's preference.
 - b. After the 21st day the citation will resume processing.
 - c. The citation can no longer be contested after reactive date is reached.
 - d. The ability to add more or less than 21 days or to avoid the automatic extension may be adjusted. Please contact us to for a custom set up.

3. Notes may be entered in the 'Notes' field**4. Select save once all edits have been completed.**

6. REVIEWS – Review Results Letter [Top](#)

Wincite - Capture Review Results History Data

Agency: 1 Cite Number: 9931

Name: Review Date: 05/19/2006

Address 1: Review Result: Upheld

Address 2:

Address 3:

Send Results Letter

Pre-Defined: 354 Upheld - No valid staff permit displayed Clear Comments

Comments: Proper display of a valid staff permit is required in order to park in staff designated stalls.

Save And Exit Cancel

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1. A 'Review Results Letter History Data' screen will appear once the review is completed.

2. If Review Results Letters are sent out via Wincite, the option to send the results letter will appear. If the letter is not to be sent out, uncheck the checkbox

3. Verify contestants name and address

(Note: last R/O on file will populate the data fields).

- If register owner name is different from contestant name enter contestants name in Name field.
- Enter contestants name in Address 1 field. If contestants name is the same as registered owner leave the street address in Address 1 field.
- Enter contestant's street address on Address 2 field. If contestant name is the same as registered owner leave Address 2 field blank.
- Enter the City, State and Zip Code in the Address 3 field.

4. The 'Pre-Defined Reason' drop-down list will automatically select a matching reason corresponding to the disposition reason code. The comments field will auto-populate. This information will be included within the result letter, and may be modified in the comments portion.

- The Pre-Defined Reason and Comments can be modified and customized to each individual Agency
- This may be edited, modified or completely cleared or written custom if needed.

5. Select 'Save and Exit' button when finished.

Cite Search Reports Admin Logoff Help Automatic Logoff in: 53.02

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Wincite - Capture Review Results History Data

Informational Only ← 2

Agency: 1
 Name:
 Address 1:
 Address 2:
 Address 3:

Cite Number: 9931
 Review Date: 05/19/2006
 Review Result: Upheld

Pre-Defined: 351 Upheld - Evidence not sufficient
 Review Result Letters not sent by Phoenix Group

Comments:
 (will appear in any letter sent - 1200 character maximum)

Clear Comments ← 4

Save And Exit ← 5 Cancel

1111
 25.00

1. A 'Review Results Letter History Data' screen will appear once the review is completed.
2. If Review Results Letters are not sent out via Wincite, the option to send the results letter will not appear. This will be informational only.
3. Verify contestants name and address
 (Note: last R/O on file will populate the data fields).

- If register owner name is different from contestant name enter contestants name in Name field.
- Enter contestants name in Address 1 field. If contestants name is the same as registered owner leave the street address in Address 1 field.
- Enter contestant's street address on Address 2 field. If contestant name is the same as registered owner leave Address 2 field blank.
- Enter the City, State and Zip Code in the Address 3 field.

4. The 'Pre-Defined Reason' drop-down list will automatically select a matching reason corresponding to the disposition reason code. The comments field will auto-populate and may be modified in the comments portion.

- The Pre-Defined Reason and Comments can be modified and customized to each individual Agency
- This may be edited, modified or completely cleared or written custom if needed.

5. Select 'Save and Exit' button when finished.

7. HEARINGS [Top](#)

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Agency: 1 City of Phoenix **Agency:** 1 **Cite:** 9931 **RO Vin:**

Cite: 9931 **License:** TEST **State:** CA **Vin4:** 1111

License: TEST **Cite Date:** 07/05/2005 **Time:** 11:00 AM **Officer:**

Location: no location

Status: Suspended **Status Description:** Review

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Total: 25.00 **Delinquent: 0.00** **Admin: 0.00** **Paid: 0.00** **Refund: 0.00** **Due: 25.00**

Set Up Date: 05/19/2006

Indigent or Deposit Waived:

Set Up Deadline: 6/9/2006 12:00:00 AM

Hearing Info:

Hearing Date/Time: 05/19/2006 11:15

Examiner: M Wolfstone

Review:

Set Up Date: 05/19/2006

Completed Date: 05/19/2006

Completion Code: UP Upheld

Hearing Results:

Completion Date:

Disposition:

Reasons:

Reactive Date:

Notes:

1. Select the 'New' button.

Note: Hearing Screen allows for set up of the 2nd step of the Appeals process.

2. The 'Set Up Date' will defaults to today's date.

Note: A deposit of the amount due is required to continue this set up. If the deposit will be waived or if the check is held, and not deposited, make the appropriate selection from the deposit drop down list and check the box to continue.

3. Hearing Info, enter:

- In 'Hearing Date/Time' enter the date and time that the Hearing will take place.
- Choose 'Examiner' name from drop down list.

4. Select 'Save'.

Note: Prior Review Information will be displayed for informational purposes only (shown in pink).

7. HEARINGS – Hearing Schedule Letter [Top](#)

Wincite.net will generate a hearing schedule letter for Agency's participating in the Letters Program. Contact Phoenix Group Information Systems to enroll in the Letter Program.

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Wincite - Capture Hearing Setup Letter Data

Agency: 1	Cite Number: 9931
Name:	Hearing Date: 05/19/2006
Address 1:	Hearing Time: 11:55
Address 2:	Amount Paid: 0.0000
Address 3:	
<input type="checkbox"/> Use Registered Owner Information	

1 (points to 'Hearing' in sidebar)

2 (points to Agency field)

3 (points to Cite Number field)

4 (points to 'Update And Exit' button)

1. A 'Hearing Setup Letter Data' Screen will appear once the hearing is created.

2. Verify contestant's name and address

(Note: last R/O on file will populate the data fields).

- If register owner name is different from contestant name enter contestants name in Name field.
- Enter contestants name in Address 1 field. If contestants name is the same as registered owner leave the street address in Address 1 field.

- Enter contestant's street address on Address 2 field. If contestant name is the same as registered owner leave Address 2 field blank.
- Enter the City, State and Zip Code in the Address 3 field.

3. Verify Hearing Date and Time.

4. Select 'Save and Exit' button when finished.

If hearing deposit payment has not been waived, the system will prompt you to do so and forward you to the Payment Function to enter a payment. [See 'Add Payment'](#) for more details.


7. HEARINGS – Completing Hearings [Top](#)

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Agency: 1 City of Phoenix Agency: 1 Cite: 9931 RO Vin:
 Cite: 9931 License: TEST State: CA Vin4: 1111
 License: TEST Cite Date: 07/05/2005 Time: 11:00 AM Officer:
 Show All Cites For Plate Search Reset Location: no location

Status: Suspended Status Description: Review 

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Stage: Date: Notice Sent: Due: Make Cite: DMV:
 Total: 25.00 Delinquent: 0.00 Admin: 0.00 Paid: 0.00 Refund: 0.00 Due: 25.00

Set Up Date: 05/19/2006 Indigent or Deposit Waived: **Hearing Info:** Hearing Date/Time: 05/19/2006 11:55 AM Notes:
 Set Up Deadline: 6/9/2006 12:00:00 AM Examiner: M Wolfstone

Review: Set Up Date: 05/19/2006 **Hearing Results:** Completion Date: 05/19/2006
 Completed Date: 05/19/2006 Disposition: Upheld
 Completion Code: UP Upheld **2** Reasons: 54 Permit not valid
 Reactive Date:

New Save Contestant Data/Letter Delete Cancel **3**

1 and 4

1. Select 'Edit' button to enter in the Hearing Results.

2. Hearing Results enter:

- In 'Completion Date' enter the date the hearing was completed.
- Select 'Disposition'. (Dismissed, Modified, Reduced, or Upheld)
- Select the 'Reason Code'.

3. Notations can be made in the 'Notes' field**4. Select 'Save'.**

7. HEARINGS – Hearing Results Letter [Top](#)

The screenshot shows the 'Wincite - Capture Hearing Results History Data' form. The form is titled 'Wincite - Capture Hearing Results History Data' and contains several sections:

- Agency Information:** Agency (1), Name, Address 1, Address 2, Address 3, and a checkbox for 'Use Registered Owner Information'.
- Citation Information:** Cite Number (9931), Hearing Date (05/19/2006), and Hearing Result (Upheld).
- Notification:** A yellow box contains the text: 'A letter reflecting this information will be sent to the contestant if the box below is checked and 'Save and Exit' or 'Update and Exit' is clicked'. Below this is a checked checkbox labeled 'Send Results Letter'.
- Comments:** A dropdown menu shows '454 Upheld - No valid staff permit displayed' and a 'Clear Comments' button. Below is a text area with the comment: 'A valid student permit must be properly displayed. Therefore the citation is valid.'
- Buttons:** 'Update And Exit' and 'Cancel' buttons are at the bottom.

Numbered callouts (1-5) point to specific elements:

- 1: Points to the 'Hearing Result' field.
- 2: Points to the 'Agency' field.
- 3: Points to the 'Send Results Letter' checkbox.
- 4: Points to the 'Clear Comments' button.
- 5: Points to the 'Update And Exit' button.

The left sidebar contains a navigation menu with the following sections:

- FUNCTIO**
- Cite Summary
- Citation**
 - Cite Add
 - Cite Change
 - Cite Facsim
 - Req Owner
- Adjudication**
 - Review
 - Hearing**
 - Court Actio
 - Dismiss/Vo
 - Extensions
 - Promissory
- Payments**
 - Payments
 - Payments A
 - Refunds
 - Fees
- Violations**
 - Violations
 - Violation Hi
- Communication**
 - Letters
 - Notices
 - Phone Note

1. A 'Hearing Results History Data' screen will appear once the hearing is completed.

2. Verify contestants name and address

Note: last R/O on file will populate the data fields. If register owner name is different from contestant name enter:

- Contestants name in Name field.
- Enter registered owner name in Address 1 field. If contestants name is the same as registered owner leave the street address in Address 1 field.
- Enter contestant's street address on Address 2 field. If contestant name is the same as registered owner leave Address 2 field blank.
- Enter the City, State and Zip Code in the Address 3 field.

3. If the Hearing Results Letters are mailed via Wincite, be sure to check the 'Send Results Letter' box so the Wincite.net will generate the Hearing Results letter.

Note: If there is a need to send out a special type of letter to the contestant that will be produce at your office un-check the 'Send Results Letter' box. Once the 'Send Results Letter' box is unchecked Wincite.net will not generate a letter.)

4. The 'Pre-Defined Reason' drop-down list will automatically select a matching reason corresponding to the disposition reason code. The comments field will auto-populate. This information will be included within the result letter, and may be modified in the comments portion.

(Note: The Pre-Defined Reason and Comments can be modified and customized to each individual Agency.)

5. Select 'Save and Exit'.

Cite Search Reports Admin Logoff Help Automatic Logoff in: 60.00

FUNCTIONS

Cite Summary
 Citation
 Cite Add
 Cite Change
 Cite Facsimile
 Reg. Owner
 Adjudication
 Review
Hearing
 Court Action
 Dismiss/Vol
 Extensions
 Promissory
 Payments
 Payments
 Payments & Pre-Defined
 Refunds
 Fees
 Violations
 Violations
 Violation History
 Communication
 Letters
 Notices
 Phone Notes

Wincite - Capture Hearing Results History Data

Informational Only

Agency: 1
 Name:
 Address 1:
 Address 2:
 Address 3:
 Use Registered Owner Information

Cite Number: 9931
 Hearing Date: 05/19/2006
 Hearing Result: Upheld

Pre-Defined: 454 Upheld - No valid staff permit displayed
 Clear Comments

Comments:
 (will appear in any letter sent - 1200 character maximum)
 A valid student permit must be properly displayed. Therefore the citation is valid.

Update And Exit Cancel

11

25.00

4

5

1. A 'Hearing Results History Data' screen will appear once the hearing is completed.

2. Verify contestants name and address

Note: last R/O on file will populate the data fields. If register owner name is different from contestant name enter:

- Contestants name in Name field.
- Enter registered owner name in Address 1 field. If contestants name is the same as registered owner leave the street address in Address 1 field.

- Enter contestant's street address on Address 2 field. If contestant name is the same as registered owner leave Address 2 field blank.
- Enter the City, State and Zip Code in the Address 3 field.

3. If the Hearing Results Letters are not mailed via Wincite, this is for informational purposes only

4. The 'Pre-Defined Reason' drop-down list will automatically select a matching reason corresponding to the disposition reason code. The comments field will auto-populate and may be modified in the comments portion.

(Note: The Pre-Defined Reason and Comments can be modified and customized to each individual Agency.)

5. Select 'Save and Exit'.

8. COURT ACTION [Top](#)

Cite Search Reports Admin Logoff Help Automatic Logoff in: 60.00

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 Agency: 1 Cite: 9931 RO Vin:

Cite: 9931 License: TEST State: CA Vin4: 1111

License: TEST Cite Date: 07/05/2005 Time: 11:00 AM Officer:

Show All Cites For Plate Search Reset Location: no location

Status: Suspended Status Description: Hearing - Deposit Rec'd: Waived 

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Total: 25.00 Delinquent: 0.00 Admin: 0.00 Paid: 0.00 Refund: 0.00 Due: 25.00

Review:

Requested Date: 05/19/2006

Completed Date: 05/19/2006

Completion Code: UP Upheld

Court Action Info:

Effective Date: 05/19/2006

Court Date/Time: 05/19/2006 11:15

Examiner: M Wolfstone

Notes:

2

1

3

New Save Delete Cancel

1. Select the 'New' button.

Note: Court Action Screen allows for set up of the 3rd step of the Appeals process.

2. In Court Action Info:

- The 'Set Up Date' will default to today's date.
- Enter in 'Court Date/Time' that Court Action will take place.
- Choose 'Examiner' name from drop down list.

3. Select save once all the necessary entries have been made.

Note: Prior Review and Hearing information will be displayed for information purposes only (shown in pink).

8. COURT ACTION – Completing Court Actions [Top](#)

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 **Agency:** 1 **Cite:** 9931 **RD Vin:**

Cite: 9931 **License:** TEST **State:** CA **Vin4:** 1111

License: TEST **Cite Date:** 07/05/2005 **Time:** 11:00 AM **Officer:**

Location: no location

Status: Suspended **Status Description:** Hearing - Deposit Rec'd: Waived

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Total: 25.00 **Delinquent: 0.00** **Admin: 0.00** **Paid: 0.00** **Refund: 0.00** **Due: 25.00**

Review:

Requested Date: 05/19/2006

Completed Date: 05/19/2006

Completion Code: UP Upheld

Court Action Info:

Effective Date: 05/19/2006

Court Date/Time: 05/19/2006 11:15

Examiner: M Wolfstone

Hearing Info:

Requested Date: 05/19/2006

Completed Date: 05/19/2006

Completion Code: UP Upheld

Court Action Results:

Completion Date: 05/19/2006

Disposition: Upheld

Reason: 54 Permit not valid

Reactive Date:

Notes:

Buttons: New, Save, Delete, Cancel

1. Select 'Edit' button to enter in the Court Action Results.

- In 'Court Date/Time' that Court Action actually took place.
- Choose 'Examiner' name from drop down list.

2. In Court Action Results enter:

- 'Completion Date' to date court action was completed.
- Select 'Disposition'. (Dismissed, Modified, Reduced, or Upheld)
- Select the 'Reason Code'.

3. Notations can be made in the 'Notes' field

4. Select 'Save'.

9. DISMISS/VOID [Top](#)

Cite Search Reports Admin Logoff Help Automatic Logoff in: 60.00

FUNCTIONS

[Cite Summary](#)

Citation

[Cite Add](#)

[Cite Change](#)

[Cite Facsimile](#)

[Req Owner](#)

Adjudication

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Dismiss/Void

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Payments

[Payments](#)

[Payments Add](#)

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Violations

[Violations](#)

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Communication

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[Phone Notes](#)

Agency: 1 City of Phoenix **Agency:** 1 **Cite:** 9931 **RD Vin:**

Cite: 9931 **License:** TEST **State:** CA **Vin4:** 1111

License: TEST **Cite Date:** 07/05/2005 **Time:** 11:00 AM **Officer:**

Location: no location

Status: Suspended **Status Description:** Hearing 

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Stage: **Sent:** **Cite:**

Date: **Due:** **DMV:**

Total: 25.00 **Delinquent: 0.00** **Admin: 0.00** **Paid: 0.00** **Refund: 0.00** **Due: 25.00**

Eff Date: 5/19/2006

Reason: **Examiner:** **Officer:**

Notes:

Dismiss Void

1. The 'Dismiss/Void' screen provides the ability to Void or Dismiss a citation. The 'Effective Date' is the date the dismissal or void starts. Choose:

- The 'Reason' for the dismissal/void from the drop down list of options. (Example. In the interest of Justice – Reason code 20)
- Select 'Examiners' or 'Officers' name approving the dismissal/void. (Note- The system will automatically keep track of all entries by operator if neither an examiner or officer name is chosen.)

2. Choose either 'Dismiss' or 'Void'

3. Notes may be entered

4. Select 'Dismiss'.


10.EXTENSIONS [Top](#)

Cite Search Reports Admin Logoff Help Automatic Logoff in: 52.04

FUNCTIONS

Cite Summary
 Citation
 Cite Add
 Cite Change
 Cite Facsimile
 Reg Owner
 Adjudication
 Review
 Hearing
 Court Action
 Dismiss/Void
Extensions
 Promissory
 Payments
 Payments Add
 Refunds
 Fees
 Violations
 Violations
 Violation History
 Communication
 Letters
 Notices
 Phone Notes

Agency: 1 City of Phoenix Agency: 1 Cite: 9931 RO Vin:
 Cite: 9931 License: TEST State: CA Vin4: 1111
 License: TEST Cite Date: 07/05/2005 Time: 11:00 AM Officer:
 Show All Cites For Plate Search Reset Location: no location

Status: Suspended Status Description: Hearing 

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Stage: Notice Sent: Make Cite:
 Date: Due: DMV:

Total: 25.00 Delinquent: 0.00 Admin: 0.00 Paid: 0.00 Refund: 0.00 Due: 25.00

Eff Date	Reason	Reactive Date

Effective Date:
 Reason: **2**
 Reactive Date:

Notes:

3

1 **4**

1. Select the 'New' button.

The 'Extensions' screen provides the ability to set up an extended due date for the citation.

2. The 'Effective Date' will default to today's date. The 'Effective Date' can be changed, to a later or earlier date if chosen.

- Simply highlight the 'Effective Date' field and delete current date then type in the date desired.
- Choose the 'Reason' for the extension.
- The 'Reactive date' defaults to 21 days after 'Completion Date'. The ability to add more or less than 21 days or to avoid the automatic extension may be adjusted. Please contact us to for a custom set up.

3. Make notes as needed

4. Select save once all the necessary entries have been completed.


11. PROMISSORY [Top](#)

Cite Search Reports Admin Logoff Help Automatic Logoff in: 60.00

FUNCTIONS

Cite Summary
 Citation
 Cite Add
 Cite Change
 Cite Facsimile
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 Review
 Hearing
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 Dismiss/Void
 Extensions
Promissory
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 Payments Add
 Refunds
 Fees
 Violations
 Violations
 Violation History
 Communication
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 Phone Notes

Agency: 1 City of Phoenix Agency: 1 Cite: 9931 RO Vin:
 Cite: 9931 License: TEST State: CA Vin4: 1111
 License: TEST Cite Date: 07/05/2005 Time: 11:00 AM Officer:
 Show All Cites For Plate Search Reset Location: no location

Status: Suspended Status Description: Extension 

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Stage: Sent: Cite:
 Date: Due: DMV:

Total: 25.00 Delinquent: 0.00 Admin: 0.00 Paid: 0.00 Refund: 0.00 Due: 25.00

Eff Date	Reason	Reactive Date
05/19/2006	Agency Requested	05/21/2006

Effective Date: 05/19/2006 Notes: test
 Reason: Agency Requested
 Reactive Date: 05/21/2006

Delete New Edit Cancel

1. Select 'New' button to enter in new promissory plan.

Note: The 'Promissory' screen will allow for set up a promissory plan, or payment plan.

2. The Effective Date will default to today's date.

- Choose a reason for the promissory plan in the 'Reason' field.
- Enter in the final day given to the customer to pay the citation in the 'Reactive Date' field. (The cite will remain suspended until the reactive date. If the cite is not paid or closed by that date, the cite will automatically reopen).

Note: Notations can be made in the 'Notes' field

3. Select 'Save' button to update and exit.**4. View the promissory plan by highlighting the particular plan.**

Note: Reference the 'Payments' screen to see if customer is adhering to the agreement. See 'Payments' for payment history.

12. PAYMENTS (VIEW ONLY) [Top](#)

Cite Search Reports Admin Logoff Help
Automatic Logoff in: 60.00

FUNCTIONS

[Cite Summary](#)

Citation

[Cite Add](#)

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[Cite Facsimile](#)

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Payments

Payments

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Agency: Agency: Cite: RO Vin:

Cite: License: State: Vin4:

License: Cite Date: Time: Officer:

Location:

Status: Status Description:

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Total: 25.00 **Delinquent: 0.00** **Admin: 0.00** **Paid: 20.00** **Refund: 0.00** **Due: 5.00**

Eff Date	Description	Amount	Batch No	Check No
05/08/2006	Payment-Cash at Agency	\$10.00		
05/15/2006	Payment-Cash at Agency	\$10.00		

Effective Date: Creation Date: Operator: Amount Rec'd:

Action Type: Partial Payment

Batch No:

Check No:

Applied To:

Notes:

Applied:

Penalty:

Fees:

1. The 'Payments' screen allows viewing of the payment data for the citation.
(Note: Highlight a particular payment line to see the processing information.)
2. These fields will provide information such as:

- Effective Date (date payment received)
- Creation Date (date payment entered)
- Operator (Person who entered payment)
- Amount Received
- Batch Number (used to identify more data and where the hard copy document is filed)
- Check Number
- Notes (notations made for a cite)
- Applied (Year and Month payment is reported)

13. ADD PAYMENT [Top](#)

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**
 - Returns
 - Fees
- Violations
 - Violations
 - Violation History
- Communication
 - Letters
 - Notices
 - Phone Notes

Agency: 1 City of Phoenix **Agency:** 1 **Cite:** 9931 **RD Vin:**
Cite: 9931 **License:** TEST **State:** CA **Vin4:** 1111
License: TEST **Cite Date:** 07/05/2005 **Time:** 11:00 AM **Officer:**
 Show All Cites For Plate Search Reset **Location:** no location

Status: Suspended **Status Description:** Extension

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Stage: **Sent:** **Cite:**
Date: **Due:** **DMV:**

Total: 25.00 Delinquent: 0.00 Admin: 0.00 Paid: 20.00 Refund: 0.00 Due: 5.00

Agency: 1 City of Pho **Cite No:** 9931 **Cite Date:** 7/5/2005 **Credit Card Payment** **Preview Payments Report**

Date: **Amount:** **Source:** Cash at Agency **Check No:** **Notes:**

Hearing Dep: **OverRide:** **Accept as Full Payment:** **Returned Check:**

Add **Cancel**

1. Select the 'Add' button to enter in the payment.

2. These fields will provide information such as:

- Date (date payment received)
- Amount
- Source (Only Cash at Agency will be an option)
- Check Number

3. These check boxes specify what type of payment is being made:

- Hearing Deposit
- Override (if a cite is closed a payment still needs to be accepted.)
- Notice of correction (\$10.00 fix it fee upon presented proof)
- Accept as full payment (if checked will close out cite if amount entered is less than amount owed)
- Returned Check (If a customers check is returned then it will assess the citation fees plus the NSF fee)

4. Notations can be made in 'Notes' field i.e.-receipt number, etc.**5. Select 'Save'.**

14. REFUNDS [Top](#)

Navigation Menu: Cite, Search, Reports, Admin, Logoff, Help

Automatic Logoff in: 60.00

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 | **Agency:** 1 | **Cite:** 9931 | **RD Vin:** | **State:** CA | **Vin4:** 1111

License: TEST | **License:** TEST | **Cite Date:** 07/05/2005 | **Time:** 11:00 AM | **Officer:** | **Location:** no location

Status: Closed | **Status Description:** Paid

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Total: 25.00 | **Delinquent:** 0.00 | **Admin:** 0.00 | **Paid:** 40.00 | **Refund:** 5.00 | **Due:** -10.00

Date	Name	Amount	Status	Check No
05/22/2006	Farmers Ins Exch	5	Paid	

Name: Farmers Ins Exch | **Amount:** 5 | **Reason:** Over Payment

Address 1: Po Box 117 | **Check No:** | **Check Date:** 05/22/2006

Address 2: | **City:** Santa Ana | **State:** CA | **Zip:** 92705

Address 3: | **Country:** USA

Buttons: Delete, New, Edit, Cancel

1. Lists the different refunds issued to the citation. Highlight the refund for more details or to view.

2. Select 'New' button to enter in refund information. If Phoenix Group does not perform refunds for your agency; this data will be informational only.

3. These fields need to be entered in order to save refund information:

- Name (refund is issued to)
- Address (refund is issued to)
- City (refund is issued to)
- State (refund is issued to)
- Zip (refund is issued to)
- Country (refund is issued to, optional)
- Amount (refund amount)
- Reason
- Check number
- Check date

Note - Refund will remain "pending" until the check date, and/or check number is entered.

4. Select save once all the information is entered.

Note: Wincite will not allow you to refund more than the amount shown.

5. Select 'Edit' to enter in the check number and or check date. This will close out the refund.

6. Refund will be reflected and total due will be \$0.

15. FEES [Top](#)

Cite Search Reports Admin Logoff Help Automatic Logoff in: 60.00

FUNCTIONS

Cite Summary

Citation

[Cite Add](#)
[Cite Change](#)
[Cite Facsimile](#)
[Req Owner](#)

Adjudication

[Review](#)
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[Court Action](#)
[Dismiss/Void](#)
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Payments

[Payments](#)
[Payments Add](#)
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Communication


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[Phone Notes](#)

Agency: 1 City of Phoenix **Agency:** 1 **Cite:** 9931 **RO Vin:**

Cite: 9931 **License:** TEST **State:** CA **Vin4:** 1111

License: TEST **Cite Date:** 07/05/2005 **Time:** 11:00 AM **Officer:**

Location: no location

Status: Suspended **Status Description:** Review 

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Stage: **Notice Sent:** **Make Cite:**

Date: **Due:** **DMV:**

Total: 25.00 **Delinquent: 0.00** **Admin: 10.00** **Paid: 40.00** **Refund: 5.00** **Due: 0.00**

Effective Date	Description	Amount	Reason
5/22/2006	test	\$10.00	Agency Requested

Old Fee: test **Notes:**

Old Fee Amount: \$10.00

New Fee: test |

New Fee Amount: \$10.00

Reason: Agency Requested |

2 and 6

4

8

7

1

3 and 5

1. Select the 'Add' button to add new or additional fees.

(Note: The 'Fees' screen will allow the customer to add or reduce, dismiss or void fees.)

2. Choose:

- The type of fee
- Fee amount.
- The 'Reason' for the new or added fee

(Note: notations can be made in 'Notes' field)

3. Select 'Save' button to update and exit.

4. Waive or void a fee by highlighting the fee.

5. Select the 'Change' button.

6. Choose:

- The 'Reason' for the dismissal or void of the fee.

7. Choose 'Waive' button or 'Void' button to update and exit citation.

8. Change Cite Total Due and enter in 'new fee amount' if a change in the total amount due is desired.

16.VIOLATIONS [Top](#)

Cite Search Reports Admin Logoff Help Automatic Logoff in: 46.01

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 Agency: 1 Cite: 9931 RO Vin:

Cite: 9931 License: TEST State: CA Vin4: 1111

License: TEST Cite Date: 07/05/2005 Time: 11:00 AM Officer:

Show All Cites For Plate Search Reset Location: no location

Status: Suspended Status Description: Review 

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Stage: Sent: Cite:

Date: Due: DMV:

Total: 25.00 Delinquent: 0.00 Admin: 10.00 Paid: 40.00 Refund: 5.00 Due: 0.00

Vio Code	DE Code	Description	Bail
21113A	21113A-1	No Valid Stdnt Perm.Dis	\$25.00

Old Violation: 21113A-1 No Valid Stdnt Perm.Dis

Old Bail Amount: \$25.00

New Violation: 21113A-1 | 21113A | No Valid Stdnt Perm.Dis | \$25.00

New Bail Amount: \$25.00 Notes:

Reason:

Dismiss Void **Add** Change Cancel

1

3 and 6

2

4, 5 and 7

1. List of violations that are associated with the citation.

2. Select the 'Add' button to add a new or additional violation.

There can be up to 3 violations for 1 citation.

3. Choose:

- The violation from the drop down menu.
- From the 'New Bail Amount' option verify or input the amount of the citation.
- Choose the 'Reason' from the drop down menu.

Note: notations can be made in 'Notes' field

4. Select 'Save' button to update and exit.

5. Waive, dismiss or change a violation by highlighting the violation and then selecting the 'Change' button.

6. Choose:

- The violation from the drop down menu.
- From the 'New Bail Amount' option verify or input the amount of the citation.
- Choose the 'Reason' from the drop down menu.

7. Choose 'Dismiss' button or 'Dismiss' 'Void' or 'Save' which ever applies.

Note: A reason must be chosen in order to be able to save.

17.VIOLATION HISTORY [Top](#)

Cite
Search Reports Admin Logoff Help
Automatic Logoff in: 59.59

FUNCTIONS

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[Req Owner](#)

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Violations

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Violation History

Communication

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[Phone Notes](#)

Agency: 1 City of Phoenix Agency: 1 Cite: 9931 RO Vin:

Cite: 9931 License: TEST State: CA Vin4: 1111

License: TEST Cite Date: 07/05/2005 Time: 11:00 AM Officer:

Show All Cites For Plate Search Reset Location: no location

Status: Suspended Status Description: Review

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Total: 25.00 Delinquent: 0.00 Admin: 10.00 Paid: 40.00 Refund: 5.00 Due: 0.00

Eff Date	Description	Vio Code	Data Entry	Box	Bail	Delinq Fee	Action Type
07/05/2005	No Valid Stdnt Perm.Dis	21113A	21113A-1		\$25.00	\$25.00	Original Vio

Effective Date: 07/05/2005 Creation Date: 07/05/2005 Operator: Ersin - ADMIN Action Type: OR Original Vio

Data Entry: 21113A-1 Vio Code: 21113A Description: No Valid Stdnt Perm.Dis

Bail Amount: \$25.00 Delinquent Fee: \$25.00 Box:

Notes:

1. The 'Violation History' screen allows viewing of all current and past violations for a citation. Highlight a particular violation line to see the processing information.

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8/15/2006 1:26 PM

2. These fields will provide information such as:

- Effective Date (date violation received)
- Creation Date (date violation entered)
- Operator (Person who entered violation)
- Action Type
- Data Entry
- Vio Code (Violation code)
- Description
- Bail Amount
- Delinquent Fees
- Box
- Notes (notations made for a cite)

18. LETTERS [Top](#)

- Must have Adobe Acrobat 6.0 or higher
- Must participate in Phoenix Group Letters Program

Cite Search Reports Admin Logoff Help Automatic Logoff in: 59.58

FUNCTIONS

[Cite Summary](#)

Citation

[Cite Add](#)

[Cite Change](#)

[Cite Facsimile](#)

[Req Owner](#)

Adjudication

[Review](#)

[Hearing](#)

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Payments

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Violations

[Violations](#)

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Communication

[Letters](#)

[Notices](#)


[Phone Notes](#)

Agency: 1 City of Phoenix **Agency:** 1 **Cite:** 9931 **RD Vin:**

Cite: 9931 **License:** TEST **State:** CA **Vin4:** 1111

License: TEST **Cite Date:** 07/05/2005 **Time:** 11:00 AM **Officer:**

Location: no location

Status: Suspended **Status Description:** Review 

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Total: 25.00 **Delinquent: 0.00** **Admin: 10.00** **Paid: 40.00** **Refund: 5.00** **Due: 0.00**

Stage: **Sent:** **Cite:**

Date: **Due:** **DMV:**

Letter Type	Create Date	Status	Status Date	Operator
Hearing Sch Ltr	05/10/2006	Pending		RACHEL - ADMIN
Hearing Result	05/10/2006	Pending		RACHEL - ADMIN
Refund Letter	05/22/2006	Pending		testclient4

View & Print Letter

Name: Farmers Ins Exch

Address 1: Po Box 117

Address 2:

Address 3: Santa Ana, CA 92705

Letter Date:

Cite: 9931

The 'Letters' screen provides letters mailed to the violator from Phoenix Group.

1. Highlight the letter to view.
2. These fields will provide information such as: (subject to the type of Letter viewed)
 - Name (that letter was sent to)
 - Address (letter sent)

- Date (that letter was sent out)
- Cite number

3. Select the 'View & Print Letter' button in order to view and/or print the letter.

Note: Print options will display to print to local network printers.

19. NOTICES(VIEW ONLY) [Top](#)

Cite Search Reports Admin Logoff Help
Automatic Logoff in: 59.00

FUNCTIONS

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Citation

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[Violations](#)

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[Phone Notes](#)

Agency: 1 City of Phoenix Agency: 1 Cite: 9931 RO Yin:

Cite: 9931 License: TEST State: CA Vin4: 1111

License: TEST Cite Date: 07/05/2005 Time: 11:00 AM Officer:

Location: no location

Status: Suspended **Status Description:** Review

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Total: 25.00 Delinquent: 0.00 Admin: 10.00 Paid: 40.00 Refund: 5.00 Due: 0.00

Notice Type	Create Date	Print Date	Due Date	Ro Name

Name:

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Country:

The 'Notices' will provide access to the notice information as mailed.

1. Highlight the notice to view.

2. These fields will provide information such as:

- Name (that notice was sent to)
- Address (that notice was sent to)
- Date (that notice was sent out)
- Cite number

3. Select the 'View Notice' button in order to view and/or print the notice.

Note: Print options will display to print to local network printers.

20. PHONE NOTES [Top](#)

FUNCTIONS


- [Cite Summary](#)
- Citation**
 - [Cite Add](#)
 - [Cite Change](#)
 - [Cite Facsimile](#)
 - [Req Owner](#)
- Adjudication**
 - [Review](#)
 - [Hearing](#)
 - [Court Action](#)
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 - [Promissory](#)
- Payments**
 - [Payments](#)
 - [Payments Add](#)
 - [Refunds](#)
 - [Fees](#)
- Violations**
 - [Violations](#)
 - [Violation History](#)
- Communication**
 - [Letters](#)
 - [Notices](#)
 - Phone Notes**

Agency: 1 City of Phoenix **Agency:** 1 **Cite:** 9931 **RD Vin:**

Cite: 9931 **License:** TEST **State:** CA **Vin4:** 1111

License: TEST **Cite Date:** 07/05/2005 **Time:** 11:00 AM **Officer:**

Location: no location

Status: Suspended **Status Description:** Review 

Vio Code	Bail	Description
21113A	\$25.00	No Valid Stdnt Perm.Dis

Stage: **Sent:** **Cite:**

Date: **Due:** **DMV:**

Total: 25.00 **Delinquent: 0.00** **Admin: 10.00** **Paid: 40.00** **Refund: 5.00** **Due: 0.00**

Date	Operator	Action Type	Comments
05/01/2006	RACHEL - ADMIN	Review Status	test

Date: 5/1/2006 **Operator:** RACHEL - ADMIN **Action Type:** 05 Review Status / Outcome

Comments: test

Buttons: New, Edit, Cancel

The 'Phone Notes' is an area where notations on the cite are made. All problem calls are noted in the system. Phoenix Group and/or the AGENCY may enter phone notes.

- 1. Select the 'New' button to enter in phone notes.**
- 2. Enter the phone notes in the 'Comments' field.**
- 3. Choose an action type for the phone notes (reason).**

If no reason is chosen Wincite.net will default reason to 'Comments Only.' The Date and Operator name auto - populate.

- 4. Select 'Save'**
- 5. Edit phone notes by highlighting the phone notes to modify or to view.**
- 6. Select 'Edit', and edit the phone notes.**
- 7. Select 'Save'.**
- 8. When a phone note has been entered the system screen will also display a phone "Icon" to let the operator know there has been communication.**

(Double click the phone icon to go to the phone notes from a different screen.)