### **Reports Guide Index**

Торіс							
Cite	Search	<u>Reports</u>	Admin	Logoff	Help		
1. Reports							
2. Daily Boot File							
3. Report Notes							
4. Deposits							
5. Custom	Reports						

Rej	ports Tab					
Cite Search	Reports Admin	Logoff Help		A	oril 2006 DMV reports are now	Automatic Logoff in: 60.00
FUNCTIONS   Reports   Daily Boot File   Report Notes   Deposits   Custom Reporting	Agency: 142 City Of Phoenix - Te: Reports: Select a Report	st Data	Year:	Month: 04 💌		

### 1. REPORTS TOP



#### 1. Select:

- · Agency
- · Year

Wincite Help Guide

- · Month
- · Report

Note: Once all fields have been chosen, the report will display below

# 2. DAILY BOOT FILE TOP

Cite Search	Reports Admin	Logoff Help		Automatic Logoff in: 59.07
FUNCTIONS Reports Daily Boot File Report motes	Agency: 1 City of Phoenix	N N Select	1 ● • • ● 47% • ● ■	^ ₩ ₩ ∽• ₩ ∠•
Deposits Contract Deposits	<b>Y</b> !W			
Custom Reporting	Pages	License State Make Cites	City of Phoenix Rue Data Repeat Offender "Hot Sheet" Report 05/17/2008 04:5 Notes License State Make Cites Notes	5
5	Attachments			
	Comments	Prepared by Phoenic Group	information Systems (310) 320-9344 Page 1 c	d 1
ALC /	•	14	↓ 1 of 1	

#### 1. Select:

### · Agency

Note: Once the agency has been chosen, the report will display below

Wincite Help Guide

https://www.wincite.net/help/WinciteHelpGuideReportsTab.aspx

### 3. REPORT NOTES TOP



#### 1. Select:

· Report

Note: Once the report name has been chosen, the report will display below

Wincite Help Guide

https://www.wincite.net/help/WinciteHelpGuideReportsTab.aspx

## 4. DEPOSITS TOP



### 1. Select:

- · Agency
- · Year

· Month

· Report

Note: Once the all fields have been chosen, the report will display below

2. 'File Name and Deposit Ticket Descriptions'. When selected, a report will display below showing the format of the file name and deposit ticket

### 5. Custom Reports TOP

	4		1		5	6	]	
Cite Search Re	ports Adn	nin Logoff	Help				Automatic Logoff in: 58.30	
FUNCTIONS Report:	Submit Search	Reset Search Optio	ns Test Report		Save Report	Delete Repo	nt ^	
Daily Boot File	Cite Ontion	opaons 1s	BE	TA TESTING				
Deposits	Agency : 1	City of Phoenix	Y fite :					
Custom Reporting	Cite Date B	etween: 01/01/2008	and 05/17/20	006 🧾 Cite Tim	e Between:	and		
2	📃 Plate Optic	ons						
	Vehicle Op	tions						
Total Amount Options								
Status Options								
	Display	Uptions						
	Show Filter Options On The Last Page							
Order: Primary Order Agency V ascending V Secondry Order Cite V ascending V								
Fields:								
3 📥	🗹 Agency	🗹 Cite	🗹 Cite Date	Cite Time				
	State	🗹 Plate	📃 Plate Exp. Month	📃 Plate Exp. Vear		Last 4 of Vin		
	Location	Officer Badge	📃 Beat	Block	📃 Meter	Permit		
	Vehicle Make	Vehicle Model	Vehicle Body Type	Vehicle Color	📃 Vehicle Year	Comments		
	Cite Balance	Bail Amount	Late Fee	Delinquent Fee	📃 Admin Fee	Paid Amount	Refund Amount	
	Status	Cite Stage	Picture on file	Audio on file				
	Submit Search	Reset Search Optio	ns Test Report	× [	Save Report	Delete Repo	nt 🗸 🗸	

#### 1. Choose a saved report or create a new report by using the options below

2. Select search options

Note: When selected, each section in the Search Options will expand to give the search criteria options

- 3. Select criteria to be shown on the report
- 4. Run search
- 5. To save the report for future use, select 'Save Report'. The report will now be in the drop down list from #1
- 6. To delete a saved report, select 'Delete Report'. The report will no longer show up in the drop down list from #1