

# Manual Instructions for completing “Base Fine.”

**Aztec navigation path:** Main Menu > Table Management > Case Management Tables > Penalty Schedule

1. Your cursor should be in the “Charge” field:

Penalty Schedule

Mode: Edit

Charge:

Penalty Schedule No.:

Beginning Effective Date:  - - Ending Effective Date:  - -

2. Enter your first charge violation. The “Charge Code” table should immediately display with all related violations. The current charge will be highlighted in the table. Make sure the “From” date is **09/19/2007** and the “To” date is **12/30/2099**. (If not, select or highlight the charge with the aforementioned dates.) Hit “Enter”.

Charge Code

Charge Starting Code:  28-5626 To  28-5626

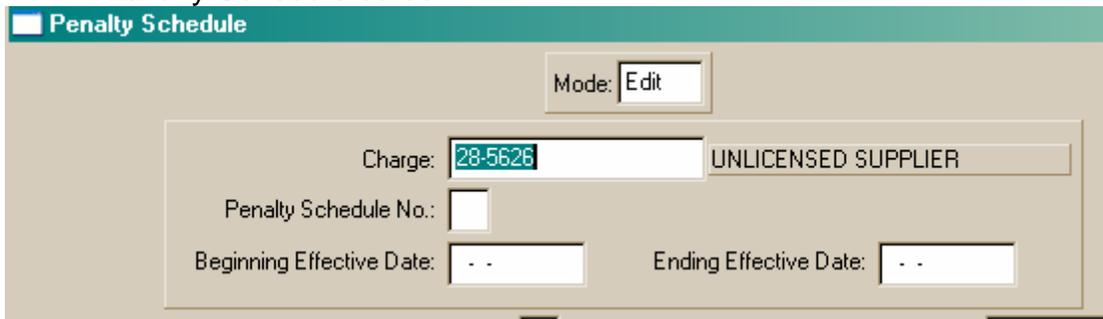
Starting Date:  - - To  - -

Keyword to Search For:

Charge Code	Charge Description	From	To	
28-5626	UNLICENSED SUPPLIER	09-19-2007	12-30-2099	28-5626
28-5626	UNLICENSED SUPPLIER	08-09-2001	09-18-2007	28-5626
28-5626	UNLICENSED SUPPLIER	10-01-1997	08-08-2001	28-5626
28-5626A	MOTOR CARRIER-UNLIC DISTRIBU	08-09-2001	12-30-2099	28-5626
28-5626B	MOTOR CARRIER-UNLIC SUPPLIEF	08-09-2001	12-30-2099	28-5626
28-5626C	MOTOR CARRIER-UNLIC VENDOR	08-09-2001	12-30-2099	28-5626

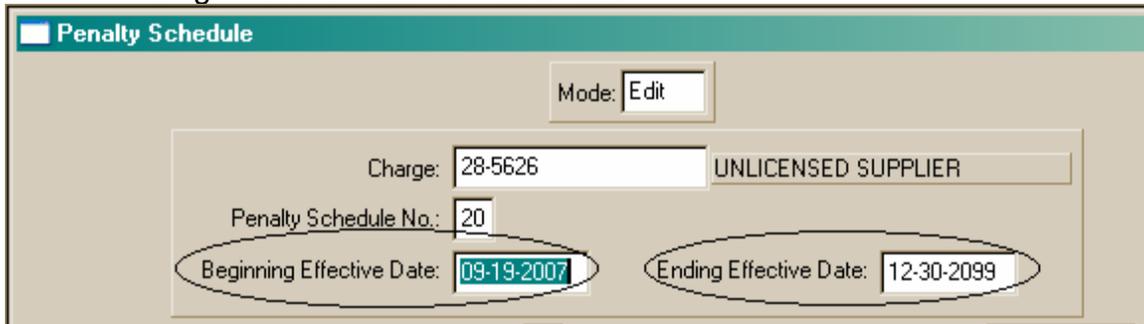
Continued on Page 2

3. Your charge should now display highlighted in the “charge” field of the Penalty Schedule screen.



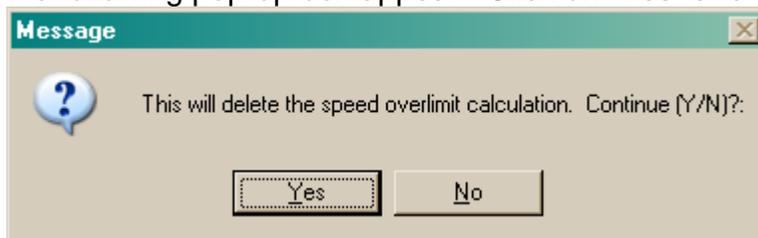
The screenshot shows the "Penalty Schedule" window in "Edit" mode. The "Charge" field contains the value "28-5626" and is highlighted. To its right is a dropdown menu showing "UNLICENSED SUPPLIER". Below the charge field are three input fields: "Penalty Schedule No." (empty), "Beginning Effective Date:" (containing "--"), and "Ending Effective Date:" (containing "--").

4. Tab off the “charge” field and all applicable fields will auto-fill. Make sure the penalty schedule “Beginning Effective Date” is **09/19/2007** and “Ending Effective Date” is **12/30/2099**.



The screenshot shows the "Penalty Schedule" window with the "Charge" field still highlighted. The "Penalty Schedule No." field now contains the value "20". The "Beginning Effective Date:" field is now filled with "09-19-2007" and the "Ending Effective Date:" field is filled with "12-30-2099". Both date fields are circled in red.

5. Tab/enter through the “Base Fine Calculation Type” field. You *may* see the following pop-up box appear. Click on “Yes” and continue.



The screenshot shows a "Message" dialog box with a question mark icon. The text inside reads: "This will delete the speed overlimit calculation. Continue (Y/N)?". Below the text are two buttons: "Yes" and "No".

6. Tab/enter to the “Presumed Base Fine” field and enter the new value over any existing information. Do not enter a dollar sign (“\$”). Also, do not place a decimal point unless you are entering an amount other than a whole dollar amount. In that case, it is acceptable to enter in a dollar amount with cents. i.e. 279.85.
7. Tab or enter through all remaining fields until your transaction saves. Click “OK”



The screenshot shows a "Message" dialog box with the text "TRANSACTION SAVED". Below the text is a single button labeled "OK".

**You are now ready to complete another transaction**