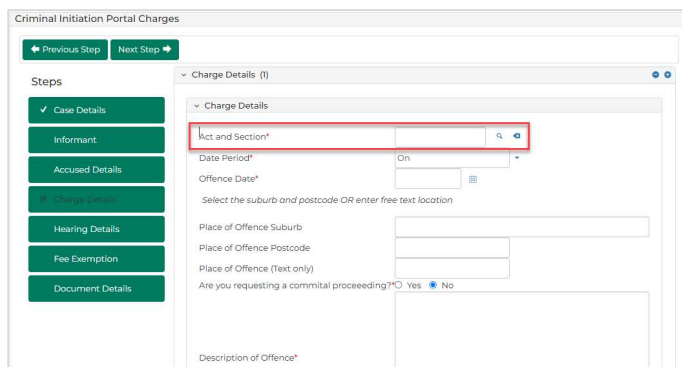


Entering a Charge

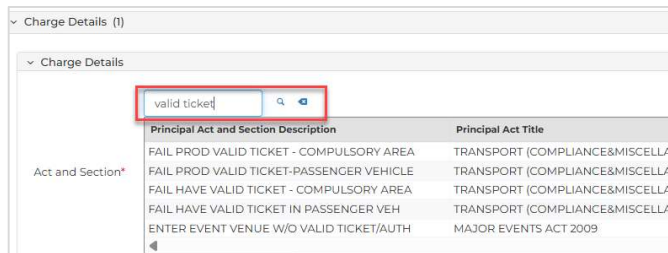
Quickly finding a charge

When initiating Criminal matters, charge details can be entered in **Act and Section** field, Type either:

- The name of the act
- Key word(s) of the charge, or
- The legislation code

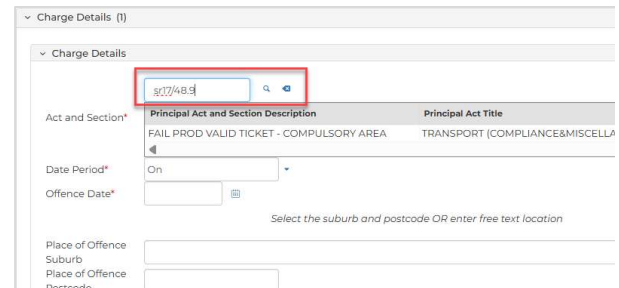


Charge details when *valid ticket* typed in **Act and Section** field:



Principal Act and Section Description	Principal Act Title
FAIL PROD VALID TICKET - COMPULSORY AREA	TRANSPORT (COMPLIANCE&MISCELLA
FAIL PROD VALID TICKET-PASSENGER VEHICLE	TRANSPORT (COMPLIANCE&MISCELLA
FAIL HAVE VALID TICKET - COMPULSORY AREA	TRANSPORT (COMPLIANCE&MISCELLA
FAIL HAVE VALID TICKET IN PASSENGER VEH	TRANSPORT (COMPLIANCE&MISCELLA
ENTER EVENT VENUE W/O VALID TICKET/AUTH	MAJOR EVENTS ACT 2009

Charge details when offence code entered in **Act and Section** field.



Principal Act and Section Description	Principal Act Title
FAIL PROD VALID TICKET - COMPULSORY AREA	TRANSPORT (COMPLIANCE&MISCELLA

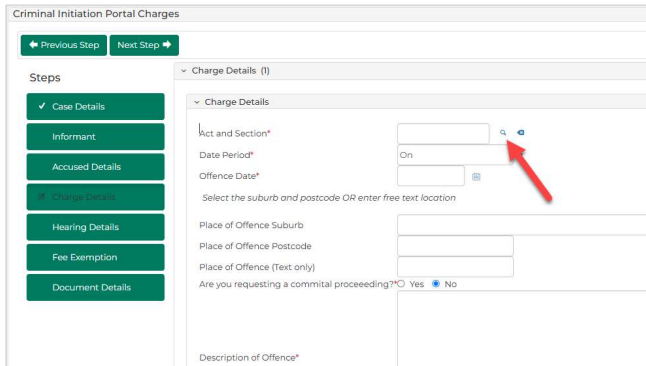
Detailed Act and Section Search

If you are unable to locate the relevant charge, click the magnifying glass icon to open the detailed **Act and Section Search** screen.

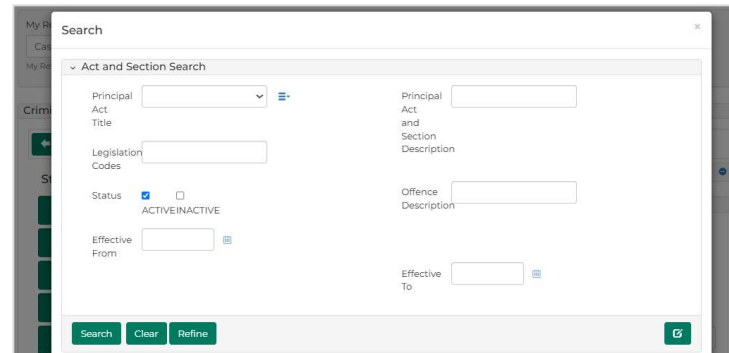
On this screen users are able to search for charges using one or more of the following:

- Principal Act Title
- Principal Act and Section Description
- Legislation Codes
- Offence Description

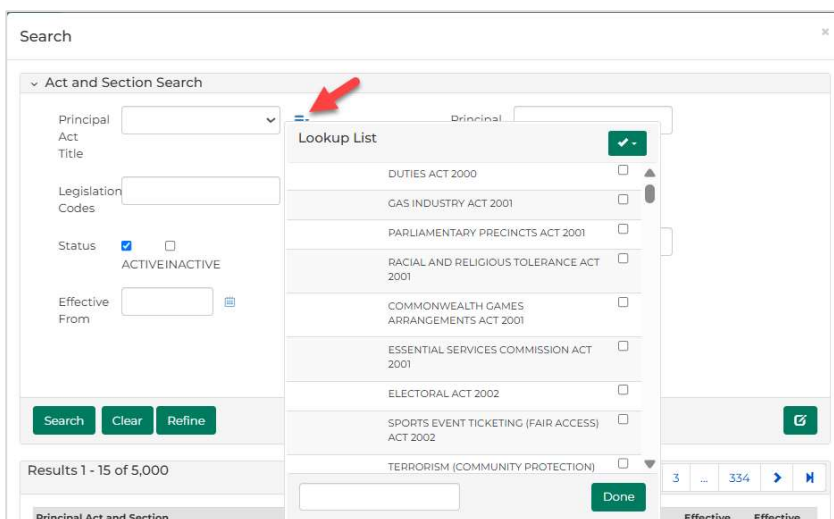
Magnifying glass icon:



Detailed search screen:



When using the **Principal Act Title** field, click the multi-select icon to include multiple acts in the search:



The **Legislation Codes** field only returns results when the full code is entered. To search using a partial code, click the green **Refine** button, and change **In** to **Contains**:

