

# **BASIC DATA ENTRY**

# South Carolina Uniform Traffic Tickets

Top Section: Police – Court – Remote

Side Button: Data Entry

LawTrak - Workstation - BUBBA'S POLICE DEPT - MANAGER FUNCTIONS OPEN

File Edit Window Help

South Carolina Uniform Traffic Ticket

Active Agency: 01 Case #: 2012-01234 Ticket #: 00001XX

Personal Info Officer Info / Notes Court Info Attached Pictures

Get ID # ID: 0000002018 (Any information in this section must be changed in the Master ID)

Name: JOHN SMITH

Address: 123 MAIN ST FLORENCE SC 29501

Phone: (843) 999-8888 SSN: 123-45-6789 Birth Date: 01/01/1980 Race: W Sex: M

Hair: BLK Eyes: BLU Height: 6' 0" Weight: 180 Ethnicity: N Residence: J

Drivers License: SC 001234567 Class: D CDL  Yes  No Decal #:

Trial Officer: JUDGE TEST JUDGE Trial Date: 08/31/2012 Trial Time: 1500

Court: MUNICIPAL Judge: JUDGE TEST JUDGE

Result of Accident?  Court Appearance Required?  Insurance Verified?  Vehicle Searched?

Traffic Code: 21 Offense Description: SPEEDING 44/35

State Statute: 56-05-1520(G)(1) 2100 Actual Speed: 44 Posted Speed: 35

TRAFFIC / SPEEDING, 10 MPH OR LESS OVER THE SPEED LIMIT

B.A. Level:  Refused B.A. Entered By: MANAGER

Sort Order:  Ticket #  Name Search For:

Add Voided Ticket Create Booking Print Extended Search Cancel Filter Duplicate This Ticket Information

<- Previous Next -> Browse Edit Add Delete [Esc] - Exit Save Cancel Case Closed

Sc\_offenses (c:\nbspolice\ltdata\sc\_offenses.dbf) Record: 1/9 Record Unlocked NUM

## Adding a Traffic Ticket

There are two options to add a Uniform Traffic Ticket. The first is to Add a Voided Ticket. This will simply place a record in the file with the ticket number. No additional information is required.

Add Ticket

Add a Unique Ticket Number

00001XX

Add [Esc] - Cancel

To add a ticket, press the Add button and fill in the Ticket Number. If you are working on a remote and have Automatic Ticket Blocks entered for E-Tickets, this number will fill in automatically. You can always overwrite the ticket number if needed. If the ticket number is already registered in LawTrak as being used, you will receive a message that you have entered an invalid ticket number.

## NOTE: Special Fields

There are a few fields that are either mandatory or have special functions.

**Trial Date:** 01/01/2013 Any field that has a **Yellow Background** when adding or editing is a mandatory field. **This type of field cannot be left blank.**

**Traffic Code:** 21 Any field that has a Blue Label next to it has some sort of **Help Lookup**. Most of the time, these fields can only take certain



information set up in other files or mandated by the state. **In most cases, pressing F1 while in this field will bring up a help screen with the valid entry information.**

If you enter invalid information in any field with a blue label, you will get an error screen.

Once you enter the Ticket Number, you will be taken immediately to the Master ID Lookup screen. This is where you either select an existing person from the Master ID file, or create a new one. (Note: See Master ID Help File for more information)

To see if the person is in the system already, type in the LAST NAME, FIRST NAME in the Search box, press <Tab>, and see if you can find the person on the listing. You can also scan Drivers Licenses if you have a reader set up on the computer. Once you have the correct ID on the screen, press <Esc> to bring the information back into the ticket.

Get ID #	ID: 0000002018	(Any information in this section must be changed in the Master ID)									
Name:	JOHN		SMITH								
Address:	123 MAIN ST		FLORENCE	SC	29501						
Phone:	(843) 999-8888	SSN:	123-45-6789	Birth Date:	01/01/1980	Race:	W	Sex:	M		
Hair:	BLK	Eyes:	BLU	Height:	6' 0"	Weight:	180	Ethnicity:	N	Residence:	J
Drivers License:	SC	001234567	Class:	D	CDL	<input type="checkbox"/> Yes <input type="checkbox"/> No	Decal #:				

The information at the top of the ticket screen all comes from the Master ID screen. This section is only editable if you are on the Master ID screen. If any of this information needs to change, press Get ID #, go to the Master ID screen, edit the information, and press <Esc> to bring the corrected information back into the ticket.

Traffic Code:	21	Offense Description:	SPEEDING 44/35	
State Statute	56-05-1520(G)(1)	2100	Actual Speed:	44
			Posted Speed:	35
TRAFFIC / SPEEDING, 10 MPH OR LESS OVER THE SPEED LIMIT				

When you fill in the Traffic Code field, the default Offense Description is filled in as well. You can overwrite this field if necessary.

With some traffic codes, the State Statute is automatically filled in. These can be set up in the Traffic Code Setup.

If the State Statute is not correct or is missing, press the State Statute button to be taken to the Offense Lookup Screen.

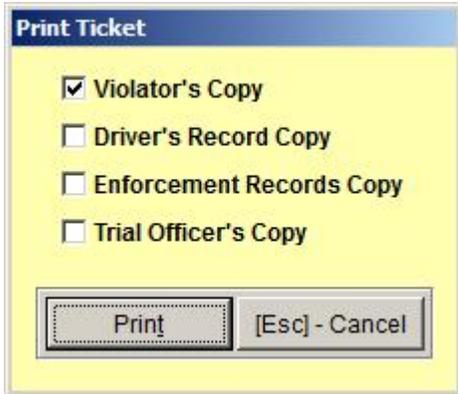
Find Statute		
Statute	CDR/Local	Long Description
56-05-0970(C)(3)	3218	TRAFFIC / RIGHT TURN ON RED WHERE PROHIBITED
56-05-1030(A)	0390	RAILROAD / INTERFERENCE WITH TRAFFIC-CONTROL DEVICES OR RR SIGNS, SIGNALS, DEATH RESULTS
56-05-1030(A)	0485	RAILROAD / INTERFERENCE WITH TRAFFIC-CONTROL DEVICES OR RR SIGNS, SIGNALS, INJURY RESULTS
56-05-1030(A)	0571	RAILROAD / INTERFERENCE WITH TRAFFIC-CONTROL DEVICES OR RR SIGNS OR SIGNALS, NO INJURY
56-05-1210(A)(1)	2461	TRAFFIC / HIT AND RUN, DUTIES OF DRIVER INVOLVED IN ACCIDENT WITH MINOR PERSONAL INJURY
56-05-1210(A)(2)	2462	TRAFFIC / HIT AND RUN, DUTIES OF DRIVER INVOLVED IN ACCIDENT WITH GREAT BODILY INJURY
56-05-1210(A)(3)	2463	TRAFFIC / HIT AND RUN, DUTIES OF DRIVER INVOLVED IN ACCIDENT WITH DEATH
56-05-1220	2464	TRAFFIC / HIT AND RUN, ATT. VEHICLE, DUTIES OF DRIVER INVOLVED IN ACCIDENT, PROPERTY DAMAGE
56-05-1230	2099	TRAFFIC / FAILURE TO GIVE INFORMATION AND RENDER AID
56-05-1240	3224	TRAFFIC / LEAVING THE SCENE OF ACCIDENT INVOLVING UNATTENDED VEHICLE
56-05-1250	2798	TRAFFIC / STRIKING FIXTURES ON OR ADJACENT TO HIGHWAY - FAILURE TO REPORT
56-05-1520(A)	2519	TRAFFIC / DRIVING VEHICLE AT GREATER SPEED THAN IS REASONABLE UNDER CONDITIONS
56-05-1520(G)(1)	2100	TRAFFIC / SPEEDING, 10 MPH OR LESS OVER THE SPEED LIMIT
56-05-1520(G)(2)	2101	TRAFFIC / SPEEDING, MORE THAN 10 BUT LESS THAN 15 MPH OVER THE SPEED LIMIT
56-05-1520(G)(3)	2102	TRAFFIC / SPEEDING, MORE THAN 15 BUT LESS THAN 25 MPH OVER THE SPEED LIMIT
56-05-1520(G)(4)	2103	TRAFFIC / SPEEDING, MORE THAN 25 MPH OVER THE SPEED LIMIT
56-05-1535	2436	TRAFFIC / SPEEDING IN HIGHWAY WORKZONE
56-05-1536	3323	TRAFFIC / DRIVING IN A TEMPORARY WORK ZONE
56-05-1538(G)	3320	TRAFFIC / ENDANGERING EMERGENCY SERVICES PERSONNEL
56-05-1555	2104	TRAFFIC / SPEEDING ON A MOPED
56-05-1560	3220	TRAFFIC / VIOLATION OF MINIMUM SPEED LAW
56-05-1570(A)	3246	TRAFFIC / SPEEDING WHILE TOWING HOUSE TRAILER
56-05-1590	0130	TRAFFIC / RACING ON A PUBLIC ROAD
56-05-1600	0131	TRAFFIC / ACQUIESCING IN OR ALLOWING USE OF CAR FOR RACING
56-05-1810	2511	TRAFFIC / DRIVING ON WRONG SIDE OF ROAD

56-05-1520(G)(1)	2100	<a href="#">Link to SC Judicial Department Statutes and Codes</a>
TRAFFIC / SPEEDING, 10 MPH OR LESS OVER THE SPEED LIMIT		
Search for Statute:	Search for CDR/Local:	Select Statute [Esc] - Cancel

To find the correct State Statute or Local Ordinance, type in the statute number or CDR code and press <Tab>. You will be taken to the closest statute available. Once you find the correct statute, make sure it is highlighted by clicking on it in the grid and press the Select Statute option. This will transfer you back to the ticket and fill in the offense fields. All local ordinances have a state statute number of 00-00-0000. **(Note – See the State Statutes Help File for additional information on adding new statutes and local ordinances)**

Make sure you fill in all information on the Personal Info and Officer Notes / Notes screen, then press <Save>. Once saved, the ticket will automatically show up on the Court Docket and it will be available for connecting receipts.



### Printing a Ticket

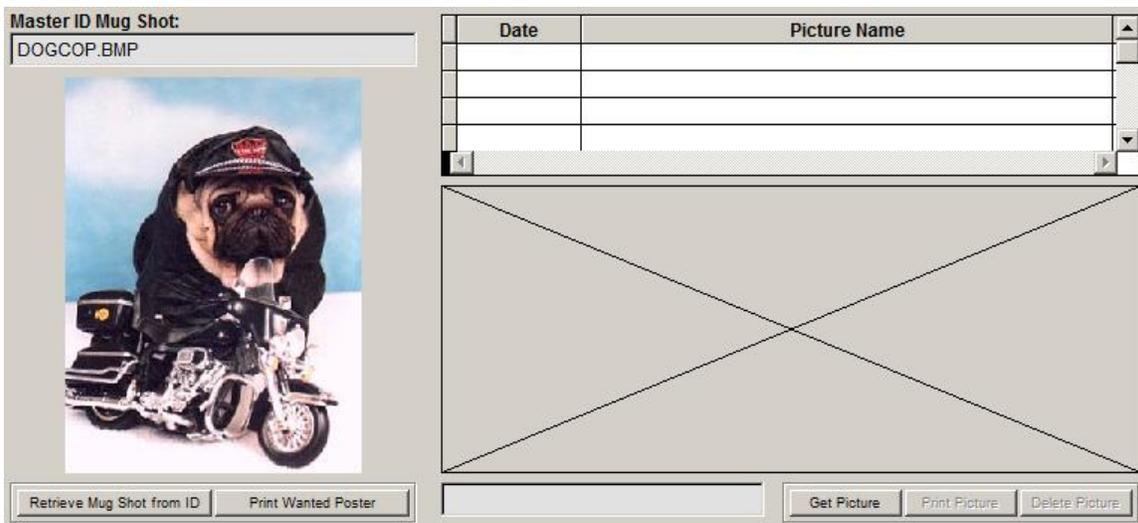
You can print out the Uniform Traffic Ticket and all copies as needed. Simply select the copies you want to print.

### Duplicating The Ticket Information



Once you have a ticket saved, you can press the Duplicate This Ticket Information to create another ticket for the same person, but with a different offense.

### Attaching Pictures



There are two types of pictures attached to a Traffic Ticket. The first type of picture is the Mug Shot. This comes from the Master ID record, and cannot be changed from the Ticket Entry pages.

The other type of picture is any type of picture you wish to attach to this case. You can attach as many pictures as you want. Pictures can be seen and printed if they are in the most common file formats (BMP, JPG, GIF, TIF, etc.). There is a size limit on how big the pictures can be. There are also limitations on what type of compression has been used while saving the picture (compressed TIFF, etc.). **Try to avoid using extremely high resolution pictures.**

### Special Note about Case Number

Case #: 2012-01234

If there is no specified Case Number, it will default to the Ticket Number. If the ticket is part of an Incident Report, you can overwrite the Case Number to match the Incident Report number. This will attach the ticket to the Incident Report and make everything easier to look up for a case.

### Deleting a Ticket



You can delete a traffic ticket as long as there are no receipts attached and the case is still open in Court. If there are receipts, a disposition, or a booking report attached to the ticket, you cannot delete it until everything attached is either deleted or moved.

## South Carolina Arrest Warrant

Top Section: Police – Court – Remote

Side Button: Data Entry

LawTrak - Workstation - BUBBA'S POLICE DEPT - MANAGER FUNCTIONS OPEN

File Edit Window Help

South Carolina Uniform Arrest Warrant

Active Agency: 01 Case #: 2012-01234 Warrant #: 2012A212020001

Personal Info Affiant Info / Affidavit / NCIC Court Info / Notes Attached Pictures

Get ID # ID: 0000002018 (Any information in this section must be changed in the Master ID) Arrest Warrant

Name: JOHN SMITH

Address: 123 MAIN ST FLORENCE SC 29501

Phone: (843) 999-8888 SSN: 123-45-6789 Birth Date: 01/01/1980 Race: W Sex: M

Hair: BLK Eyes: BLU Height: 6' 0" Weight: 180 Ethnicity: N Residence: J

Drivers License: SC 001234567 Class: D Decal #:

Prosecuting Agency: BUBBA'S POLICE DEPT Summoned to Appear Before the Court: Date: / /

Prosecuting Officer: At [Place]: Time:

State Statute 00-00-0000 0000 Offense: TEST OFFENSE

TEMPORARY OFFENSE

(If Certified for Service in Another Jurisdiction)  County/ Municipality of Date of Signature: / /

Date of Offense: 08/28/2012 To: 08/28/2012 Location: Trial Date: / / Trial Time:

Date Served: / /  Served  Withdrawn Trial/Arresting Officer: TEST Court: MUNICIPAL

Served By: Entered By: MANAGER SCIE#: 08/28/2012

Order:  Warrant #  Name Search: WTH Map  Do Not Show On Outstanding List

Google Map Officer who has custody Check Out Warrant

08/28/2012 OFFICER SMITH

Serve / Withdraw Create Booking Print Extended Search Cancel Filter

Save [Esc] - Revert Case Open

Sc\_offenses (c:\nbspolice\data\sc\_offenses.dbf) Record: 2/2 Record Unlocked NUM

## Adding an Arrest Warrant

Warrant Type

Select the Type of Warrant and Continue

Arrest Warrant  Bench Warrant  Courtesy Summons

Continue

Add Warrant

Add a Unique Warrant Number

2012A212020001

Add [Esc] - Cancel

Attach template

When you press the Add button, you will be asked what type of Warrant you are entering, then the program will assign the next warrant number in your agency's block. If you are putting in an old warrant, or if you have a hand-written warrant, you can always overwrite the automatic numbering. If your agency has not set up the automatic numbering blocks, see Arrest Warrant Number Block Setup for more instructions.

Once you have a number, you can choose to attach a Warrant Template. This will fill in the state statute and start writing the affidavit automatically. (See Arrest Warrant Template Help File for more information)

(If Certified for Service in Another Jurisdiction)  County/ Municipality of  Date of Signature:

If the Warrant is for service in another jurisdiction, fill in the appropriate boxes.

### Fields for Courtesy Summons

Summoned to Appear Before the Court:  Date:

At [Place]:  Time:

If you are entering a Courtesy Summons instead of an Arrest Warrant, some additional fields will

open for edit. These fields will have a yellow background, normally meaning they must be filled in. However, since the Summons has not been served yet, there is no way to know the Summons Date. These fields can be left blank at the time the Summons is created, but must be filled in at the time the Summons is served so it can be taken to Court.

### Affiant and Affidavit Information

Affiant:	<input type="text" value="POLICE"/>	<input type="button" value="Go To Affiant Database"/>	Service Attempts	Date	Time
Address:	<input type="text" value="123 MAIN ST"/>	Phone:	<input type="text" value="(843) 393-7800"/>	1:	<input type="text" value="//"/>
City:	<input type="text" value="FLORENCE"/>	State:	<input type="text" value="SC"/>	2:	<input type="text" value="//"/>
	Zip:	<input type="text" value="29501"/>	3:	<input type="text" value="//"/>	<input type="text"/>
Narrative:	<input type="text" value="AFFIDAVIT GOES HERE"/>			4:	<input type="text" value="//"/>
			5:	<input type="text" value="//"/>	<input type="text"/>
			6:	<input type="text" value="//"/>	<input type="text"/>
Date Affidavit Given:	<input type="text" value="08/28/2012"/>	Bond Amount:	<input type="text"/>	Bond Type:	<input type="text"/>
Judge:	<input type="text" value="JUDGE"/>	TEST JUDGE	Release Date:	<input type="text" value="//"/>	
Attorney:	<input type="text"/>		Released To:	<input type="text"/>	

**Arrest Warrant Affiants**

This database contains a list of Affiants that you use fairly often on Arrest Warrants.

You do not have to use an entry in the Affiant Database on the Arrest Warrant.

Name:

Address:

City:

Phone:

Search For Name:

The Affiant Info / Affidavit screen allows you to put in additional information. There is an Affiant Database that is not connected to the Master ID file. This is designed specifically for those individuals or businesses which regularly sign out warrants (police department, businesses for bad checks, etc.). Using this section and keeping the entries fairly limited can help streamline the Affiant information.

**Do Not Show On Outstanding List**

If you do not want the Warrant to appear on the Outstanding Warrant List, select this option at the bottom of the Warrant Screen.

**Show Served**

Served  Withdrawn

Date Served: //

Served By: \_\_\_\_\_

---

This section **MUST** be filled out to get the Warrant on the Court Docket

Court: MUNICIPAL

Trial Date: // Trial Time: \_\_\_\_\_

Service Attempts	Date	Time	Location
1:	//		
2:	//		
3:	//		
4:	//		
5:	//		
6:	//		

### Serving / Withdrawing a Warrant

Once a Warrant has been saved, you can show it as being Served or Withdrawn. The Warrant will not show up on a court docket until it has been served and a Trial Date filled in. There is also an option to Blank All Served Data to bring the warrant back active, and spaces to fill in for Service Attempts.

If the Warrant is shown as Served and a Trial Date filled in, it will automatically show up on the Court Docket.

### Checking Out a Warrant

**Officer who has custody**

08/28/2012 OFFICER SMITH

To help track who has actual custody of a Warrant, you can Check Out a Warrant and fill in the date and name of the officer who has

physical custody of the Warrant. There is a report off the Main Menu which you can use to show who has custody of all Warrants. **(See Outstanding Arrest Warrants Checked Out Help File for more information)**

### Printing a Warrant

**Print Warrant**

Original  
 Defendant Copy  
 Audit Copy  
 Print Backs for Each  
 Print Magistrate's Checklist

Warrants are printed out on a Laser Printer on regular white paper. You can print out the copies needed, as well as a Magistrate's Checklist. The Backs for the Warrants can be printed out as well. If you print the backs, you will be prompted to put the warrants back in the printer. LawTrak does not support double-sided printing.

Once the Warrant has been printed, it takes an Administrator to override the settings to reprint it. This is to help keep duplicate originals from being printed.

# Master ID File

Top Section: All  
Side Button: Lookups

First	Middle	Last	Suffix	Address	City	St	Zip	Phone	DOB	License
JOHN		DOE		123 MAIN ST	FLORENCE	SC	29501	(843) 393-7800	01/01/1981	001234567

The Master ID File is where the personal information for every person entered into LawTrak is kept. All documents, whether from Court, Incidents, Tickets, Jail, etc., tie back to the Master ID File.

When you first enter the Master ID File, you start out with the Unknown/Untracked

Person. If you are truly working with an unknown person, this is the ID you want to use instead of adding another Unknown into the file.

## Searching the Master ID File

Search: DOE JOHN  
Sort By:  ID  Name  SSN

There are several ways to search the Master ID file. When you first enter the screen, you will be in the Search field. Type in the Last Name and First Name of the person you're looking for and hit Tab or Enter. This will bring you to the closest name the program can find, and you can select from a list of names if there are more than one record for that name.



**Find by COM Scan** If you are working with Drivers License Scanners, you can also press the option to Find by COM Scan, scan the license, and the program will look for a matching Driver License Number or Exact Name Match. If a match does not exist, you can select to create a new Master ID record with the information on the license. There are also searches for

Social Security Numbers, Drivers License Numbers, Maiden Names, Parking Decal Numbers, and License Tag Numbers, along with a few others. There is also an Extended Search option that will allow you to search for any field you want to search by (i.e. partial addresses, identifying marks, etc.).

If you cannot find the person in the Master ID file, press the Add button and fill in all of the data you have on that person.

House #	Dir	Street Name	Suffix 1
Address: 456		MAIN	ST

If the person is in the Master ID file, but some information is different, press Edit and fill in the correct information. If something important on the record changes, LawTrak will add a "history" record near the bottom of the screen to show what the information used to be (i.e. address history).

First	Middle	Last	Suffix	Address
JOHN		DOE		123 MAIN ST

### Additional Information

Main Information	<b>Additional Information</b>	Business Contact Info	Warrant History / Service	Picture History / Additional	No Gang
ID Number:	0000002008	Scars:	SCARS MARKS TATTOOS		
Alias:	ALIAS	FBI ID #:	FBIID	State ID #:	STATEID
<b>Additional Descriptions</b>		Location Code:		<input type="checkbox"/> Missing Person <input type="checkbox"/> Sex Offender <input type="checkbox"/> Deceased	
ANY ADDITIONAL DESCRIPTION FOR THIS PERSON		00		Missing Person / Wanted Poster	
		Birth Place:		Switch to Degrees	
		BIRTH PLACE		Get GPS Reading	
		Next of Kin:			
		NEXT OF KIN			
		Next of Kin Address:			
		NOK ADDRESS			
		Next of Kin City, State, Zip			
		NOK CITY		SC	ZIP
		Latitude:			
		Longitude:			

If you have additional information on the person, you can enter this on the second tab on the Master ID Screen. This can also contain the Latitude and Longitude if the entry is a Business instead of an Individual. If there is Additional Information on the record, the second tab will display in a different color to show you there is information on that page.

## Business Contact Info

<b>Main Information</b>	<b>Additional Information</b>	<b>Business Contact Info</b>	<b>Warrant History / Service</b>	<b>Picture History / Additional</b>	<b>No Gang</b>
ID Number: <input type="text" value="0000002008"/>					
	<b>Name</b>	<b>Address</b>	<b>Phone</b>		
Owner:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
1st Contact:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
2nd Contact:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
3rd Contact:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/> Is there a safe? (Check for Yes)		Location: <input type="text"/>			
<input type="checkbox"/> Is there an alarm? (Check for Yes)		Type: <input type="checkbox"/> Break-In <input type="checkbox"/> Robbery <input type="checkbox"/> Fire <input type="checkbox"/> Other			
		Alarm Company: <input type="text"/>			
		Other Special Concerns (Specify): <input type="text"/>			

If the entry is a business, there is also a tab to enter things like Contact Information and Phone Numbers so you can find the information quickly.

## Warrant History / Service Papers

<b>Main Information</b>	<b>Additional Information</b>	<b>Business Contact Info</b>	<b>Warrant History / Service</b>	<b>Picture History / Additional</b>	<b>No Gang</b>																																																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Warrant Type</th> <th>From</th> <th>Record</th> <th>Date Served</th> <th>Narrative</th> <th>Statute</th> <th>Violation</th> </tr> </thead> <tbody> <tr> <td>BENCH</td> <td>T</td> <td>99999ZZ</td> <td>06/09/2011</td> <td>Memo</td> <td></td> <td>SPEEDING OR TOO FAST FOR CONDITIONS (&lt;= 10MPH)</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>						Warrant Type	From	Record	Date Served	Narrative	Statute	Violation	BENCH	T	99999ZZ	06/09/2011	Memo		SPEEDING OR TOO FAST FOR CONDITIONS (<= 10MPH)																																																															
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<input type="button" value="Check for Outstanding Balances"/>																																																																																		

The Warrant History / Service tab will display a different color if there is information on that page. If the tab header is Red, there are Outstanding Warrants or Unserved Personal Service Papers listed for that person. If the tab header is Green, there is a history present, but nothing outstanding in the system at the moment.





**Money Owed** – This will display all court cases with Outstanding Balances.

**All** – This will display all instances of the person anywhere in LawTrak, whether on a Ticket or Warrant, an Incident Report, Parking Ticket, Warning, or any other type of document that would tie into the Master ID File.

12/04/2012 Page: 1	ID: 000002008 JOHN DOE 456 MAIN ST FLORENCE SC 29501 Date of Birth: 01/01/1981 <b>BUBBA'S POLICE DEPT</b>	
<b>T 00001YY</b> JOHN DOE Uniform Traffic Ticket - SPEEDING 44/35 Arrest Date: 12/04/2012 / Trial Date: 12/04/2012 / Time: 1500 / Case #: 00001YY Closed Case / GUILTY BENCH TRIAL Total Fines and Fees Due - 88.00 / Restitution Due - 0.00 / Balance Due - 88.00		

### **Coming From Another Part of the Program**

Most of the time, you will be entering the Master ID Screen from another part of the program (ticket entry screen, incident report entry screen, etc.). Most of the time there will be a “Get ID” button on that screen, and you will be taken to the Master ID file to find the person or enter the person you’re looking for.

Once you have the person’s information on the screen, you will want to return to the original document so you can continue your data entry. Press the Exit button or press Escape, and you will be taken back to the original document, and the person’s information will fill into whatever document is needed.