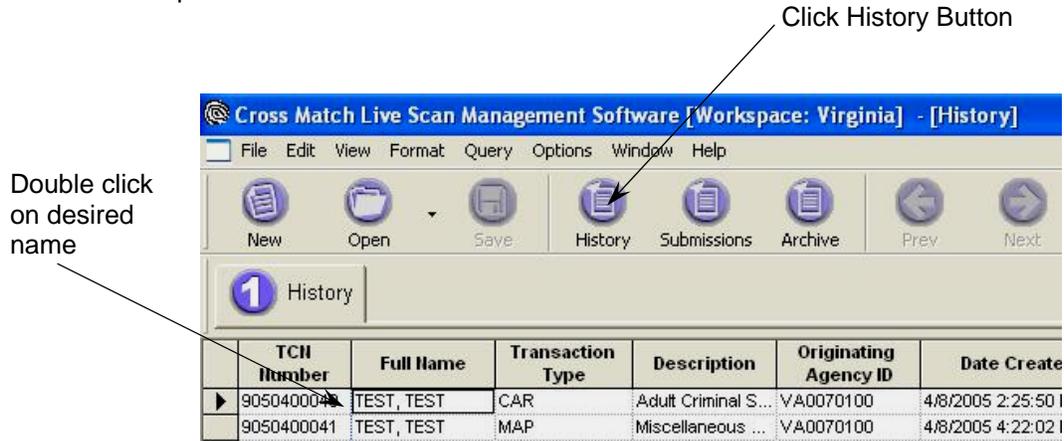


Cross Match Systems: Adding More Than 15 Charges for Same Person

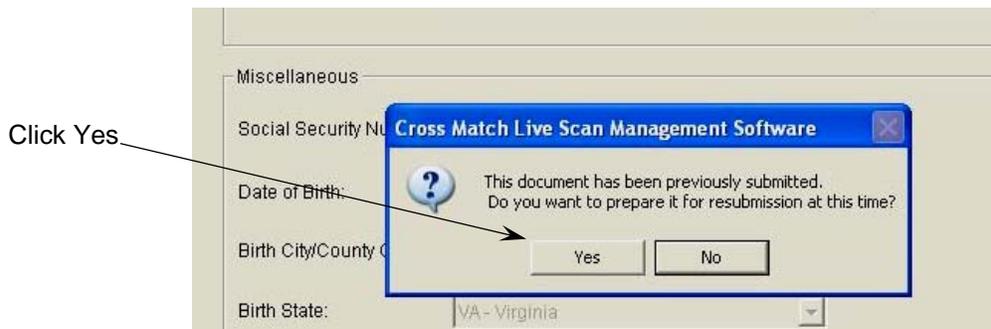
The Live Scan machine allows entering 15 charges per fingerprint card. If you have to enter more than 15 charges for same person without printing him/her again, you can do it on the same calendar day as long as he/she is in custody. Otherwise you will have to fingerprint him/her again.

How to enter charges

1. Complete the first fingerprint card as usual and transmit. Transmission takes around 2-5 minutes to complete depending on connection speed to VSP.
2. After transmission is completed, go to history of transmission. Open the correct person's report

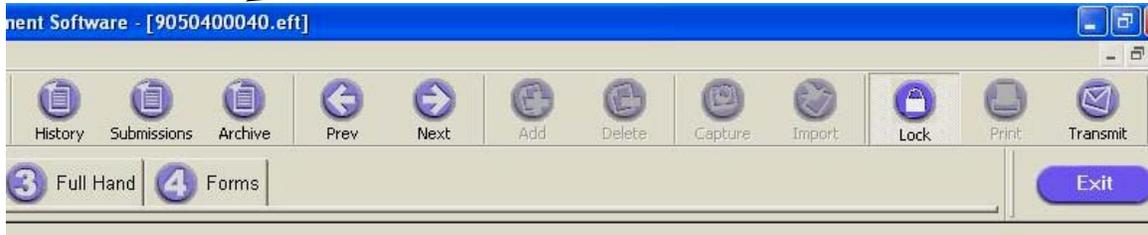


3. Following dialog box appears on screen. If this dialog box does not appear on screen, then transmission might not have been completed. Wait for some time and try again

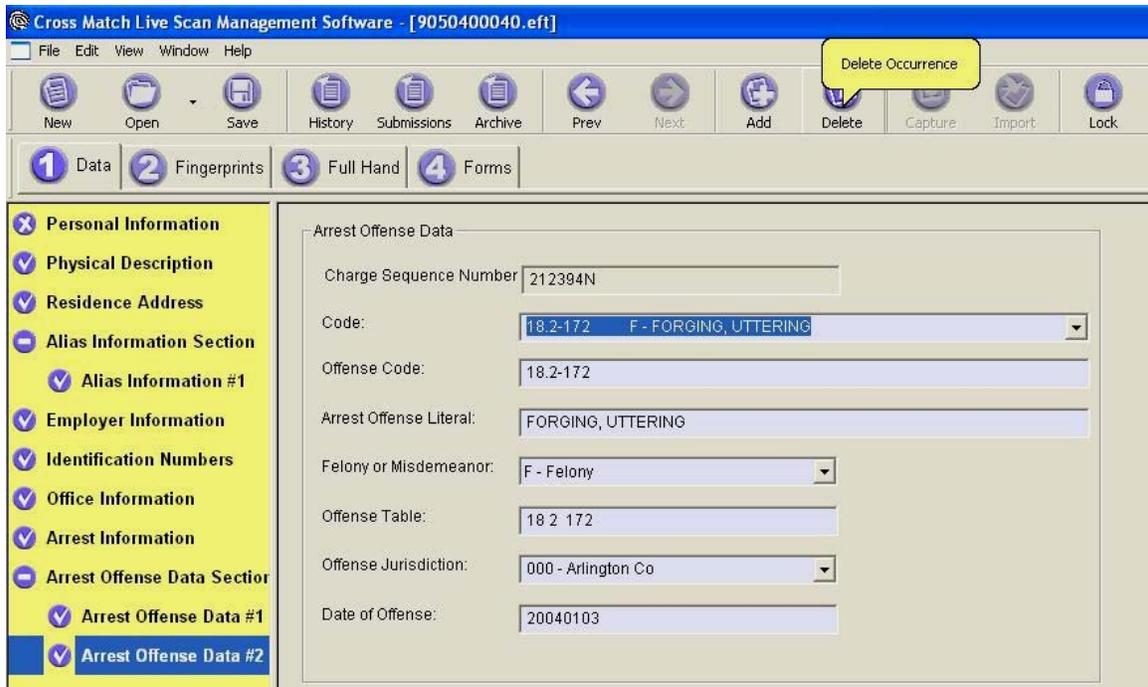


4. Press "YES" to continue. You observe that TCN of this document is changed

New TCN assigned



5. Delete the last fourteen charges leaving the first by highlighting the charge and then clicking "Delete" button. (It is required to have at least one charge on the card.)



6. Now add the sixteenth charge

Cross Match Live Scan Management Software - [9050400040.eft]

File Edit View Window Help

New Open Save History Submissions Archive Prev Next Add Delete Capture Import Lock Print

1 Data 2 Fingerprints 3 Full Hand 4 Forms

Personal Information
 Physical Description
 Residence Address
 Alias Information Section
 Alias Information #1
 Employer Information
 Identification Numbers
 Office Information
 Arrest Information
 Arrest Offense Data Section
 Arrest Offense Data #1

Arrest Offense Data

Charge Sequence Number: 212375N

Code: 18.2-172 F - FORGING, UTTERING

Offense Code: 18.2-172

Arrest Offense Literal: FORGING, UTTERING

Felony or Misdemeanor: F - Felony

Offense Table: 18.2-172

Offense Jurisdiction: 000 - Arlington Co

Date of Offense: 20020101

7. After adding the sixteenth charge, delete the first charge from previous transmission

Cross Match Live Scan Management Software - [9050400040.eft]

File Edit View Window Help

New Open Save History Submissions Archive Prev Next Add Delete Capture Import Lock

1 Data 2 Fingerprints 3 Full Hand 4 Forms

Personal Information
 Physical Description
 Residence Address
 Alias Information Section
 Alias Information #1
 Employer Information
 Identification Numbers
 Office Information
 Arrest Information
 Arrest Offense Data Section
 Arrest Offense Data #1
 Arrest Offense Data #2

Arrest Offense Data

Charge Sequence Number: 212375N

Code: 18.2-172 F - FORGING, UTTERING

Offense Code: 18.2-172

Arrest Offense Literal: FORGING, UTTERING

Felony or Misdemeanor: F - Felony

Offense Table: 18.2-172

Offense Jurisdiction: 000 - Arlington Co

Date of Offense: 20020101

8. Continue adding remaining charges.

9. When finished click "Lock" and then "Print" and "Transmit" buttons as usual

10. If it is required to add more than 30 charges repeat same procedure from step 2 through step 9 for third card and so on.