

# Associate Violations with Licenses

Steps to add associate violations (or other items) with a license – for example, associating a Taxi violation with a Driver’s license record.

1. Go to the **Relations** tab on the **License Form** in the license you want to add a violation to, and click the **Add** button:

The screenshot shows the 'License Form' window. The 'License Number' is 16LDR-01732, 'Issued To' is Cherrie Gordon, 'Valid Through' is 2/19/2016-1/6/2018, and 'Status' is Issued. The 'Group' is GTB Trade License and 'Type' is Driver CPNC. The 'Relations' tab is selected and circled in red. Below the tabs, there are buttons for 'Add', 'Remove', and 'Options'. A table with columns 'Name', 'Status', 'Date', and 'Flag' is visible.

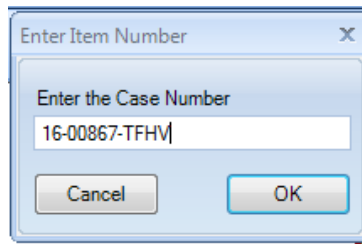
- a. If you already have a violation selected in the violations module, it will show up as one of the options in the **Choose Objects to Associate** box. Check the violation (or violations) you want to connect to the license and click **OK**:

The 'Choose Objects to Associate' dialog box shows a list of items to associate. The first item is 'Item is not Listed Above.' with an unchecked checkbox. The second item is 'Incident 16-00867-TFHV' with a checked checkbox. The third item is 'Permit 15-35064-ERPR (ERPR-COMM)' with an unchecked checkbox. There are 'Check All', 'Uncheck All', and 'Search' buttons at the top. 'Cancel' and 'OK' buttons are at the bottom.

- b. To search for a different violation **OR** to create a brand new one, check “Item is not Listed Above” to see more choices:

The 'New Relationship' dialog box shows options to search for an existing item or create a new violation. The 'Search for an Existing Item' checkbox is checked, and the 'Create a New Violation' checkbox is unchecked. There are 'Cancel' and 'OK' buttons at the bottom.

- i. If you select “Search for an Existing Item”, you will need to know the violation number:



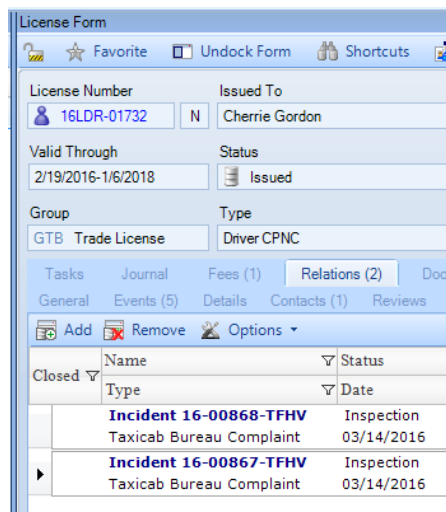
Enter Item Number

Enter the Case Number

16-00867-TFHV

Cancel OK

- ii. If you select “Create a New Violation”, LAMA will open the regular new violation form. When you finish creating the violation, it will automatically be added to the license **Relations** tab. You can click on any **Incident** in the list to open the specific violation case:



License Form

Favorite Undock Form Shortcuts

License Number: 16LDR-01732 Issued To: Cherrie Gordon

Valid Through: 2/19/2016-1/6/2018 Status: Issued

Group: GTB Trade License Type: Driver CPNC

Tasks Journal Fees (1) Relations (2) Documents

General Events (5) Details Contacts (1) Reviews

Add Remove Options

| Name                                                      | Status                   |
|-----------------------------------------------------------|--------------------------|
| Type                                                      | Date                     |
| <b>Incident 16-00868-TFHV</b><br>Taxicab Bureau Complaint | Inspection<br>03/14/2016 |
| <b>Incident 16-00867-TFHV</b><br>Taxicab Bureau Complaint | Inspection<br>03/14/2016 |