

### Cross Match System: Adding a charge which is not in the charge table

If the charge is not in the Code field (Drop down Box) of your Cross Match Live Scan Management Software, you can manually enter it by typing the information in the Offense Code and Arrest Offense Literal fields. Here is an example:

The screenshot shows the 'Match Live Scan Management Software' interface. The title bar reads 'Match Live Scan Management Software - [9050400040.eft]'. The menu bar includes 'Edit', 'View', 'Window', and 'Help'. The toolbar contains icons for 'Open', 'Save', 'History', 'Submissions', 'Archive', 'Prev', 'Next', 'Add', 'Delete', 'Capture', 'Import', and 'Locate'. The main window has tabs for 'Data', '2 Fingerprints', '3 Full Hand', and '4 Forms'. On the left is a vertical navigation pane with sections: 'Personal Information', 'Physical Description', 'Residence Address', 'Arrest Information Section', 'Alias Information #1', 'Employer Information', 'Identification Numbers', 'Offense Information', 'Arrest Information', 'Arrest Offense Data Section', 'Arrest Offense Data #1', and 'Arrest Offense Data #2'. The 'Arrest Offense Data' section is active, showing the following fields:

- Charge Sequence Number: 212374N
- Code: 100.1-99 (dropdown menu)
- Offense Code: 100.1-99
- Arrest Offense Literal: CHARGE GOES HERE
- Felony or Misdemeanor: M - Misdemeanor (dropdown menu)
- Offense Table: 100.1-99
- Offense Jurisdiction: 000 - ARLINGTON CO (dropdown menu)
- Date of Offense: 20050101

Two annotations with arrows point to the 'Code' dropdown and the 'Arrest Offense Literal' text field, with labels 'Enter code here' and 'Enter Description of code here' respectively.

NOTE: Ordinances (Local Codes) must be entered this way. All ordinances are misdemeanors.