Adding a Violation to a Complaint

Violations let users cite specific ordinance codes that the complaint covers.

1. To add a violation, right click in the grid at the bottom of the complaint window, and choose **Add New Violation** (*fig. 1*). Users can add multiple violations to a single complaint, for parcels that has violated several different ordinance codes. Each violation can be itemized in the notice of violation and any subsequent paperwork.
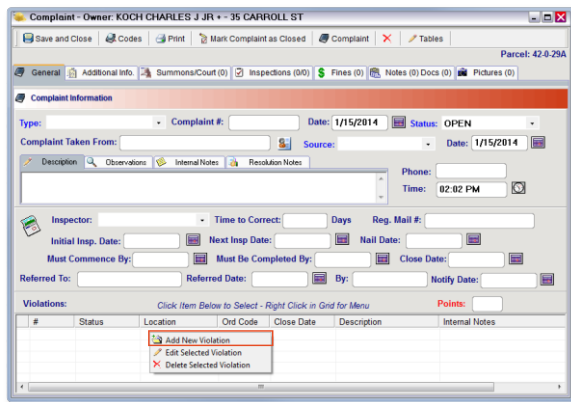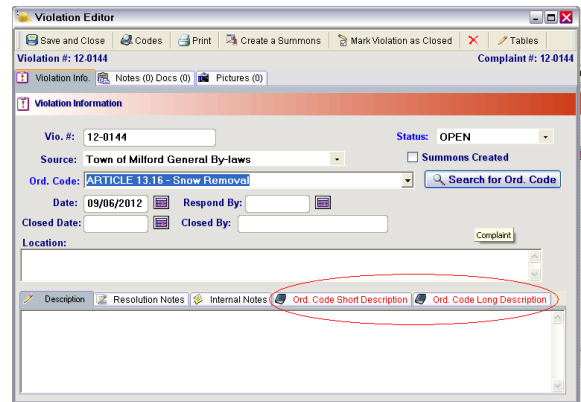

fig. 1

fig. 2

2. Choose a source for the ordinance code from either **Ord. Code Short Description** or **Ord. Code Long Description** tabs (*fig. 2*) to narrow down the ordinance codes. After choosing the ordinance code, the headings on some of the tabs at the bottom of the window have turned red. The color change indicates the violation now contains information loaded from the ordinance code.
3. Once this information is loaded, you can add/edit any information within the tabs on the violation.