

## Adults Quick Guide

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### Offences

Relevant offences can be recorded on a person's record.

**Please note:** When an offence has been recorded, it does not display on the **Person summary** screen.

### Viewing Offences

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To view any offences recorded on the record:

- Click **Offences** in the sidebar menu

The **Offences** screen displays.

If no offences have been recorded this screen will be blank.

To view further details of each 'Offence Type':

- Click **Edit Pencil** icon 

The **Amend person offence** screen will display. On this screen you can read details of the offence and details of the outcome.

- Click the **Cancel** button to return to the **Offences** screen
- Click the **OK** button to return to the **Person summary** screen


## Recording or Updating an Offence

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To record/update an offence:

- Click **Offences** in the sidebar menu


The **Offences** screen displays.

- Click the **Add** button to record or click **Edit Pencil** icon  to update

The **Add/Amend Person Offence** screen displays.

- Complete/edit the fields on the screen
- 'Offence Type' and 'Date of Offence' are both mandatory
- Click the **Save** button

The **Offences** screen displays.

If there are multiple offences to record/update repeat the process by clicking the **Add** button/ **Edit Pencil** icon 

- Click the **OK** button to return to the **Person summary** screen