

# **Charges**

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# 1 Charges

This screen allows you to maintain the charges in the system.

You can query data by and/or choose to display data as follows:

- *Association* - the level to which the charge is associated.
- *Name* - the name of the charge.
- *Active*.
- *Created By*.
- *Created Date*.
- *Last Updated By*.
- *Last Updated Date*.
- *Last Active Change By*.
- *Last Active Change Date*.
- *Last Process Id*.
- *Update Counter*.

The following actions are available on the Details panel:


-  **New** - create a new record.
-  **Save** - save a new record or changes to an existing record.
-  **Delete** - delete an existing record.
-  **Help** - help on this screen.
-  **Undo** - undo change made since last save.
-  **Clear** - clear all fields.
-  **Toggle** - toggle display of all accordion headers.


You can change or add the following information:

- *Association* - the level to which the charge is associated.
- *Name* - the name of the charge.

## 1.1 Charge Item section

You can set the change items for each charge.


You can add charge items by clicking the  **New** button in the section.

You can edit an existing charge item by selecting the charge item row in the table and then clicking the  **Edit** button in the section header.

The screen will display a pop-up window to enter the following:

- *Item*.
- *Name*.


You can save your changes with the **Save** button, or discard your changes by closing the window.

You can delete an existing charge item by selecting the charge item row in the table and then clicking the  **Delete** button in the section header.

## 1.2 Notes section

You can add notes through the Notes section.



You can click the  **New** button in the Notes section to create a new note. This will be tagged with your user name and date/time.

Any notes may be removed by clicking the **x** in the corner of the note.

