



Civil Enforcement

course content

Permit Catalogues

➤ Who will the course benefit?

This training course is for users of the Civil Enforcement System who are aware of the required operating procedures within the Authority. It is not intended for those individuals who are only involved in the processing of permits.

➤ Pre-requisites

Attendees should have basic keyboard skills and Windows knowledge. They should also have knowledge of the relevant internal permit procedures.

➤ Course reference

7TCE002

➤ Duration

One day.

➤ Further information

For additional information on this course or any other training issue please e-mail training@civica.co.uk

➤ Course objectives

By the end of the course attendees will have an understanding of:

- Conventions
- Permit types control parameters and optional fields
- Cancellation codes
- Ethnic origin codes
- Extension codes
- Hold codes
- Postcode text
- Property codes
- Rejection codes
- Replacement codes
- Residency proof codes
- Vehicle proof codes
- Charge band maintenance
- Discount codes
- Business proof codes