



# Civil Enforcement

*course content*

## Taskflow Catalogues

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### ➤ 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 for incoming enquiries from the public regarding notice, permits and suspension and dispensation items.

### ➤ Pre-requisites

Attendees should have basic keyboard skills and Windows knowledge.

### ➤ Course reference

7TCE037

### ➤ Duration

One day.

### ➤ Further information

For additional information on this course or any other training issue please e-mail [training@civica.co.uk](mailto:training@civica.co.uk)

### ➤ Course objectives

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

- Task trays
- Task types
- Origins
- Reasons
- Sources
- Statuses