



Civil Enforcement

course content

Inspections Processing

➤ Who will the course benefit?

This training course is for users of the Civil Enforcement system who will be dealing with the back office processing of Inspections visits where such things as faulty street lights, damaged kerbs etc. have been reported to the Council.

➤ Pre-requisites

Attendees should have basic keyboard skills, and an understanding of the legislation.

➤ Course reference

7TCE006

➤ 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
- Overview
- Searching for an existing inspection
- Creating an inspection manually
- Uploading documents
- Log a visit
- Partially fixing a fault
- Reject work
- Work started
- Job completed
- Audit records