



# Civil Enforcement

*course content*

## Suspensions Processing

### ➤ Who will the course benefit?

This training course is for users of the Civil Enforcement System who will be processing parking Suspensions and the receipt of payment. Suspensions are part of the Services module.

### ➤ Pre-requisites

Attendees must have a working knowledge of Windows applications and should also have basic keyboard skills.

### ➤ Course reference

7TCE023

### ➤ 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:**

- Conventions
- Overview
- The suspension search facility
- Processing applicants
- Application detail
- Application location
- Application dates
- 'Child' applications
- Correspondence
- Notes
- Payments
- Automatic progression
- Audit