

Infringements User Guide



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Pathway 3.09 (Thick Client Version)

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Table of Contents

INFRINGEMENTS USER GUIDE

OVERVIEW	17
Tax Processing	19
Global Tax Control	21
Tax Control - Infringements.....	31
GLOBAL INFRINGEMENT PARAMETERS.....	33
Global Infringement Parameter Maintenance	35
Global Infringement Parameter Maintenance Form.....	35
Name Access Reason Maintenance Form	36
Extended Lodgement Reason Maintenance Form.....	37
Extended Lodgement Reason Assignment Form	38
Extended Lodgement Date Reason Pop Up Form	39
INFRINGEMENT TYPES	40
Infringement Types Maintenance	42
Infringement Type Search Profile Form.....	42
Infringement Type Selection Form	42
Infringement Type Maintenance Form.....	43
Copy Type Options Maintenance Form	48
Infringement Format Pop Up	50
Infringement System Parameters.....	52
Activity Entities Search Profile.....	52
Activity Entities Selection.....	52
Activity Entity Details	53
Role Type Search Profile	53
Role Type Selection	53
Role Type Maintenance	54
PARAMETERS.....	56
Parameter Options.....	58
Infringement Type Selection Form	58
Parameter Options Form.....	58
Infringement Type Parameter	61
Infringement Type Maintenance Form.....	61
Summary Forms Pop Up Form.....	65

Additional Data Formats Pop Up Form.....	66
System Accounts Maintenance Form	67
Correspondence Received Maintenance Form.....	69
Correspondence Received/Reference Assignment Form	70
Correspondence Received/Activity Code Assignment Form.....	70
Files and Paths Maintenance Form	71
Fee Accounts Maintenance Form.....	72
End of Period Maintenance Form	74
Unserved Letter Defaults Maintenance Form	75
Miscellaneous Parameter Maintenance Form	76
State Code Parameters.....	78
State Code Search Profile Form.....	78
State Code Selection Form	78
State Code Maintenance Form.....	79
State Codes Pop Up Form	82
Registration Format Maintenance Form	83
Plate Types Maintenance Form.....	84
Registration Format Maintenance Form	86
MVR Status Maintenance Form	86
MVR Codes Maintenance Form	87
MVR Result Codes Maintenance Form	88
MVR Registration Rate Code Maintenance Form.....	89
New South Wales R.T.A. Result Code Maintenance Form.....	91
MOTOCHEK Error/Exception Code Maintenance Form	92
MOTOCHEK Error/Exception Code Selection Form.....	93
MOTOCHEK Validation Rule Maintenance	94
MOTOCHEK Validation Rule Selection	97
MOTOCHEK Validation Rule Examples	98
General Parameters.....	102
Side of Street Maintenance Form	102
How Parked Maintenance Form	103
Area Marked Maintenance Form	103
Chalk Mark Maintenance Form	104
Towing Company Maintenance Form	105
Tow Yard Location Maintenance Form.....	106
Type of Tow Maintenance Form.....	107
Door Entered Maintenance Form	108
Meter/Time Cost Maintenance Form	109

Status Maintenance Form	110
Status Assignment Form	112
Status Code Pop Up Form	113
Fee Types Maintenance Form.....	114
Fee Types Accounts Maintenance Form	116
Fee Types Assignment Maintenance Form	117
SPER Debt Component Type Maintenance	118
Activity Maintenance Form	119
Activity Assignment Maintenance Form.....	121
Activity Code Pop Up Form	122
Cycle Functions Selection Form	122
Cycle Functions Maintenance Form	124
Cycle Functions Fee Types Maintenance Form.....	125
Council Area Maintenance Form	127
Withdrawal Reason	128
Internal Review Grounds	129
Internal Review Grounds Maintenance	130
Internal Review Decision Selection	132
Internal Review Decision Maintenance	132
Note Type Maintenance Form	134
Notification Maintenance Form.....	135
Court Update Code Maintenance Form.....	137
PERIN Result Code (Victoria) Selection Form.....	138
PERIN Result Code (Victoria) Maintenance Form	138
Traffic Conditions Maintenance Form.....	140
Animal Breed Maintenance Form	141
Animal Colour Maintenance Form	142
Animal Gender Maintenance Form.....	143
Case Record Number Maintenance (New Zealand)	144
Council Ward Maintenance – New Zealand.....	145
Suburb/Council Ward Assignment Maintenance Form	146
Council Ward Pop Up.....	147
Infringement Data Log.....	148
Users Data Log Maintenance	149
Name Data Log	150
User-Name Log Maintenance.....	150
Additional Data Log	151
User-Additonal Data Log Maintenance	152

Offence Parameters.....	154
Offence Type Group Maintenance Form	154
Offence Type Search Profile Form	155
Offence Type Selection Form.....	155
Offence Type Maintenance Form	156
Offence Type Group Pop Up Form	163
Offence Type Fines Maintenance Form	164
Court Details Maintenance Form	165
Legislation Details Maintenance Form (WA Sites).....	166
Legal / Additional Text Maintenance Form (Authorised Function)	166
Court Code Maintenance Form (Authorised Function)	168
Motor Vehicle Parameters.....	170
Vehicle Type Maintenance Form	170
VicRoads Vehicle Type Maintenance Form	171
Queensland Vehicle Types Maintenance Form	172
NSW RTA Vehicle Type Maintenance Form	172
Vehicle Make Maintenance Form	173
Vehicle Make Synonyms Maintenance Form.....	174
Vehicle Colour Maintenance Form	175
Letter Parameters	177
Letter Type Search Profile Form	177
Letter Type Selection Form	177
Print List/Summary Merge Type Assignment Form	179
Post Out Letter Type Maintenance Form.....	180
Letter Type Maintenance Form	180
Unserved Letter Type Maintenance Form	182
Note Type Extract Filter Form	183
Exemptions Parameters.....	185
Exemption Group Maintenance Form.....	185
Exemption Type Search Profile Form.....	186
Exemption Type Selection Form	187
Exemption Type Assignment Form	188
Exemption Type Maintenance Form.....	189
Exemption Group Pop Up Form	190
Exemption Type Accounts Maintenance Form	191
Post Code Maintenance	193
Post Code Maintenance Form.....	193
Pop Up Forms.....	194

Offence Type Pop Up Form	194
Exemption Type Pop Up Form	194
Fee Type Pop Up Form.....	195
Letter Type Pop Up Form.....	196
BOOKS AND BOOK TYPES	198
Book Types.....	200
Book Type Search Profile Form	200
Book Type Selection Form	200
Book Type Maintenance Form	201
Book Type Assignment Form	202
Book Maintenance	204
Ticket Book Allocation Search Profile Form	204
Ticket Book Allocation Selection Form	205
Book Entry Form	206
Ticket Book Type Pop Up Form	206
Ticket Book Allocation Maintenance Form	207
Book Allocation Form	209
LOCATION IDENTIFIERS	211
Identifier Parameters.....	213
Location Identifier Category Maintenance Form	213
Location Identifier Type Search Profile.....	213
Location Identifier Type Selection	214
Location Identifier Type Maintenance Form	215
Location Identifier Category Pop Up.....	216
Location Identifier Maintenance	217
Location Identifier Search Profile Form	217
Location Identifier Selection	217
Location Identifier Maintenance.....	218
Location Identifier Type Pop Up	220
Meter/Time Cost Pop Up.....	221
EXEMPTION/EXCEPTION VEHICLES	222
Exception Vehicles Maintenance.....	224
Exception Vehicle Search Profile Form	224
Exception Vehicle Selection Form	225
Exception Vehicle Maintenance Form	225
State Code Pop Up Form	227
Plate Type Pop Up Form.....	228
SA Name and Address Maintenance Form	229

VIC Name and Address Maintenance Form	230
QLD Name and Address Maintenance Form	231
WA Name and Address Maintenance Form	233
NZ Name and Address Maintenance Form	234
Exemption Vehicles Maintenance	236
Exemption Vehicles Search Profile Form	236
Exemption Vehicle Selection Form	236
Exemption Vehicle Maintenance Form	237
Exempt Vehicles Update	240
Exempt Vehicles Update Control Form	240
INFRINGEMENT ENTRY	242
Parking Infringement Entry	244
Parking Infringements Ticket Entry Form - Format PK1	244
Offence Type Pop Up Form	249
Notification Pop Up Form	250
Vehicle Make Pop Up Form	251
Vehicle Colour Pop Up Form	252
Vehicle Type Pop Up Form	252
Side of Street Pop Up Form	253
Area Marked Pop Up Form	254
How Parked Pop Up Form	255
Council Area Pop Up Form	256
Parking Infringements Ticket Entry Form - Format PK3	257
Location Identifier Pop Up Form	262
Additional Information	265
Additional Offence Types Maintenance	265
Additional Infringement Data Maintenance Form - Parking	265
Traffic Conditions Pop Up Form	267
Additional Infringement Data Maintenance Form – NZ Parking	268
Towing Company Pop Up Form	271
Tow Yard Location Pop Up Form	272
Type of Tow Pop Up Form	273
Door Entered Pop Up Form	274
Chalk Mark Pop Up Form	275
Animal Infringement Entry	277
Animal Infringement Entry Form	277
Additional Infringement Data Maintenance Form - Animals	281
Animal Breed Pop Up Form	282

Animal Colour Pop Up Form.....	283
Animal Gender Pop Up Form	284
By Law Infringement Entry	285
By Law Infringement Entry Form	285
Additional Infringement Data Maintenance Form - Bylaws	287
Application Infringement Entry	291
Applications Infringement Entry Form	291
Licensing Infringement Entry.....	294
Licensing Infringement Entry Form.....	294
INFRINGEMENT MAINTENANCE.....	297
Infringement Search and Selection	299
Parking Infringement Search Profile Form	299
Global Parking Infringement Search Profile Form	302
Non Parking Infringement Search Profile Form	305
Infringements System Status Enquiry Form	308
Infringement Selection Form	308
Parking Infringements Selection Form	310
Parking Infringements Selection Form	312
Request Selection Form (via Infringements)	313
Request Selection Form (via Infringements Parking Names)	314
Request Selection Form (via Infringements References)	316
Multi-Offence Options Form	317
Bulk Function Results Form	318
View Offence Errors Form.....	319
Parking Infringements Summary Form.....	320
Activity Maintenance Form	322
Transaction Enquiry Form	323
PERIN Payments Maintenance	324
Infringements GIS Filter Form	327
INFRINGEMENT OPTIONS	328
Maintenance Options	330
Maintenance Options Form	330
Additional Data.....	332
Additional Data Maintenance Form	332
Additional Data Bulk Maintenance Form	333
Names	335
Names Selection Form.....	335
Name Access Reason Pop Up.....	335

Names Maintenance Form – South Australia	336
Names Maintenance Form – Victoria	338
Names Maintenance Form – Queensland	340
Names Maintenance Form – Western Australia	342
Names Maintenance Form – New Zealand	344
Names Selection Form.....	348
MVR Vehicle Details Maintenance Form – South Australia	348
Vehicle Details Maintenance Form - Victoria	349
Vehicle Details Maintenance Form - Queensland.....	350
Vehicle Details Maintenance Form – Western Australia	350
MVR Vehicle Details Maintenance Form – New Zealand.....	351
MVR Registration Rate Code Pop Up Form - Victoria	352
Letters.....	354
Letters Search Profile Form	354
Letters Selection Form	354
Letters Maintenance Form	355
Letters Maintenance Form (2)	357
Letter Type Pop Up Form.....	358
Letter for Each Offence	360
Letter for Each Offence Maintenance Form	360
Exemptions	361
Exemptions Search Profile Form.....	361
Exemptions Selection Form.....	361
Exemptions Maintenance Form.....	362
Bulk Exemptions Maintenance	363
Selected Offences Enquiry.....	364
Returned Cheques	365
Returned Cheque Selection Form	365
Returned Cheque Maintenance Form	365
Returned Cheque Offences Maintenance Form	366
Court Transactions.....	368
Court Transactions Search Profile Form	368
Court Update Code Pop Up Form	368
Court Transactions Search Form	369
Court Transactions Maintenance Form	370
Hold Offence	372
Hold Offence Maintenance Form.....	372
Release Offence	373

Release Offence Maintenance	373
Activity Entry	375
Activity Entry Maintenance Form	375
Transaction Entry	376
Transaction Entry Form	376
Note Entry / Maintenance	377
Note Selection Form	377
Note Maintenance Form	378
Note Maintenance Form - Note For Each Offence	378
Note Type Pop Up Form	379
PERIN Details (Victoria)	381
PERIN Details (Victoria) Filter Form	381
PERIN Details (Victoria) Selection Form	381
PERIN Details (Victoria) Maintenance Form	382
PERIN Court Update Code Pop Up Form (Victoria)	383
SPER Update Details (Queensland)	385
SPER Status Update Selection	385
SPER Status Update Maintenance Form	385
Court Extract Details Maintenance (New Zealand)	387
Court Extract Details Maintenance	387
Court Extract Details (New Zealand)	388
Court Extract Details	388
Prosecution Results Enquiry	389
Court Collections Enquiry	390
F.E.R. Enforcement Details	392
F.E.R. Enforcement Details Filter Form	392
F.E.R. Enforcement Details Selection Form	392
F.E.R. Enforcement Details Maintenance Form	393
Correspondence Received	395
Correspondence Received Entry Form	395
Correspondence Received / Reference Pop Up Form	396
Correspondence Received / Activity Code Pop Up Form	396
Reference Selection Form	397
Unservd Letters	399
Unservd Letters Search Profile Form	399
Unservd Letters Selection Form	399
Unservd Letter Maintenance Form	400
Unservd Letter Type Pop Up Form	402

Court Extract Adjustment	404
Court Extract Adjustment	404
Post Out Entry.....	405
Post Out Entry.....	405
Re-Issue Ticket.....	406
Re-Issue Ticket	406
BATCH FUNCTIONS.....	407
Hand Held Data Creation	409
Handheld Parameter Update Control Form	409
Hand Held Data Upload	411
Handheld Data Update Control Form	411
Hand Held Caution Lists / Hot Lists.....	413
Caution / Hot List Control Form.....	413
Rebuild Offences	415
Rebuild Offences Control Form.....	415
Release Offences	416
Release Offences Control Form	416
Exempt Statute Barred / Exempt Legal	417
Statute Barred Control Form / Exempt Legal Extracted Control Form	417
Infringement Purge	419
Purge Infringements Control Form	419
Offence Details Extract	421
Offence Type Details Extract Control Form	421
TRIM Document Import.....	422
TRIM Import Control Form	422
Underpayments Write-Off	423
Underpayments Write-off Control Form	423
MAXI Payment Extract File	425
MAXI Payment File Extract Control Form	425
DEFT Payment Extract File.....	427
DEFT Payment File Extract Control Form	427
CYCLE JOB FUNCTIONS	429
Cycle Function Selection Interface	431
Cycle Functions Selection Form	431
First MVR Extract and Update.....	432
First MVR Enquiry Control Form	432
Parameters Form	433
First MVR Update Control Form	434

Organisation Key Word Maintenance Form.....	441
Surname Prefix Maintenance Form	442
Notice Production.....	444
First, Second and Third Notice Control Forms	444
Second MVR Enquiry and Update.....	446
Second MVR Enquiry Control Form	446
Second MVR Update Control Form	447
Prosecution List Processing	449
Prosecution List Control Form	449
Excluded Offence Types Maintenance Form.....	450
Court Area Maintenance Form	451
Suburb/Court Area Assignment Maintenance Form	451
Court Area Pop Up.....	452
Prosecution Validation	454
Prosecution Validation Control Form	454
Acceptable Activities for Prosecution Maintenance Form	455
Court Extract Processing	457
Court Extract Control Form	457
Enforcement Certificate Control Form.....	460
Court Extract Control Form – New Zealand.....	461
Court Extract Detail Maintenance Form.....	464
SPER Validation Processing	466
SPER Validation Control Form	466
SPER Extract Job Offences	467
Court Update Processing	470
Court Update Control	470
F.E.R. Processing	472
F.E.R. Payments Update Control Form	472
CONCURRENT CYCLE JOB FUNCTIONS	474
Cycle Function Selection – Concurrent Processing	476
Cycle Function Selection Form – Concurrent Processing.....	476
First MVR Extract and Update – Concurrent Processing.....	477
First MVR Enquiry Control Form – Concurrent Processing	477
MVR Update Control Form – Concurrent Processing.....	479
Notice Production – Concurrent Processing.....	482
First, Second and Third Notice Control Forms – Concurrent Processing.....	482
Notice Type Detail Maintenance Form	483
Prosecution List – Concurrent Processing	485

Prosecution List Control Form – Concurrent Processing	485
Court Extract – Concurrent Processing	487
Court Extract Control Form – Concurrent Processing	487
Court Update – Concurrent Processing.....	490
Court Update Control Form – Concurrent Processing	490
Operator Onus Nomination Re-issue	492
Operator Onus Nomination Re-issue	492
COURT UPDATE FOR NEW ZEALAND.....	493
Court Update Parameters	495
Accounts - System	495
Accounts – Infringement Type.....	496
Credit Reasons Maintenance	498
Charge Laid Means Maintenance.....	499
Prosecution Outcome Maintenance.....	500
Prosecution Outcome Selection	500
Prosecution Outcome Maintenance.....	501
Prosecution Outcome Pop Up Form.....	503
Court Update.....	504
Court Update – New Zealand	504
REPORTING	507
Register Report.....	509
Register Report Control Form	509
Vehicles with Multiple Tickets Report	512
Vehicles with Multiple Tickets Control	512
Exemption Type Report	513
Exemption Report Control Form.....	513
Concurrent Processing Exemption Report Control Form.....	513
Fees Report	515
Fee Types Report Control Form.....	515
Concurrent Processing Fee Types Report Control Form.....	516
Late Fees Report	518
Late Fee Report Control Form	518
Concurrent Processing Late Fee Report Control Form	518
CoM Analysis Reports.....	520
Daily Snapshot Report	520
Overpaid, Underpaid and Held by Status Report.....	521
Total Tickets by Status Report	522
Monthly Statistics Report.....	524

PREPAYMENT ENQUIRY	526
Prepayment Enquiry.....	528
Prepayments Search Profile Form	528
Prepayments Selection Form	528
Prepayments Enquiry Form.....	529
INSTALMENT PAYMENT PLANS.....	531
Plan Parameters	533
Activity Type.....	533
Activity Type Assignment Form	534
Instalment Plan Activity Type Pop Up Form	534
Instalment Category Maintenance Form.....	535
Letter Type Search Profile Form	536
Letter Type Selection Form	537
Letter Type Maintenance Form	538
Offence Extract List Filter Form.....	538
Instalment Plan Status Maintenance Form	539
Instalment Plan Status Assignment Form.....	540
Instalment Plan Status Pop Up Form	540
Plan Maintenance	542
Instalment Payment Plan Search Profile	542
Instalment Plan Category Pop Up Form	543
Instalment Payment Plan Selection Form.....	543
Instalment Payment Plan Maintenance	544
Offence and Instalment Maintenance	546
Maintenance Options Form (Instalments).....	549
Letter Maintenance Form	550
Letter Selection Form	552
Letter Type Pop Up Form.....	552
Cancel Instalment Plan Option	553
Plan Payment Monitoring	555
Plan Payment Monitoring	555
Cancellation of Uncommenced Plans Control Form	555
Defaulting of Commenced Plans Control Form	556
RECEIPTING INFRINGEMENTS	559
Receipt Entry	561
Infringement Allocation Line Maintenance	561
Infringement Pre-payment Maintenance.....	562
Infringement Pre-payment Maintenance New Zealand.....	563

Instalments Due	564
Refunds Module	566
Refunds Receipt Selection Form.....	566

Overview

The Pathway Infringements System enables the tracking of an Infringement offence from the time the offence is generated through to the time it is expiated via receipt, processed by court or exempted.

The offence will go through a cycle based on a series of statuses which will be used on each ticket. This will indicate what action is being taken on the ticket and is used together with a Next Action Date to determine what and when further action will be taken, as all codes are linked together in this cycle.

Each offence will retain the following specific information along with other general data on the nature of the offence:

- ☐ Owner details.
- ☐ Status of Ticket and Date of Next Action.
- ☐ A History of fees, change in status and documentation.
- ☐ Memos.
- ☐ Details of Court information.
- ☐ Reasons for Ticket exemptions.

The ability exists for transfer of data to a motor vehicles department and return of vehicle registrations for Parking Infringements and to allow letters to be processed. The ability also exists for transferring information to a justice/court authority to allow for legal processing.

Tax Processing

The GST requirements are such that when debts are raised, adjusted, written off, there are implications for GST. When payments are received, allocated, transferred, reversed there are also implications for GST. The financial transactions generated are to be used to prepare the tax returns and provide details of cash movement for both the current return plus historical audit information. The Pathway GST development does not cover this component, however it ensures that all tax entries generated are correct based on cash and accrual movement as generated by the Pathway PPR modules.

GST is defined by a percentage that could differ for specific goods and services and also could change in the future. As such provision for multiple tax rates per Tax Code has been made, however the use of 'effective' dates in determining which rate to use has not been implemented. When a new GST rate is announced (Australia or New Zealand) the processing requirements will be reviewed and changes implemented where necessary. To assist in reconciliation of returns and the General Ledger, it may be required to hold multiple Tax accounts therefore optional set up of specific Tax Codes per Pathway PPR module is provided.

Not all transactions generated within Pathway or within an individual Pathway module, are tax applicable and as such the control needs to be at the appropriate level to control this process. This is explained further in this document.

In most Pathway modules, the fee or rate that is defined is deemed to be inclusive of Tax and therefore the tax transaction generated is calculated on this amount (1/11 for 10% or 1/9 for 12.5% of fee/rate amount). The exception to this is for Applications, Licensing and the Accounts Receivable modules, where the operator can nominate whether the fee or rate entered is inclusive or exclusive of tax.

Rounding parameters are also available to control the calculation of the Tax.

NOTE: NEW ZEALAND TAX CHANGES - MISCELLANEOUS RECEIPTS

Changes have been made to the Reversal and Transfer Receipting functions for Miscellaneous Receipts. These functions now use the GST rate that was applicable at the time when the Miscellaneous Receipt was created, which results in the correct tax amount being calculated and written to the generated transaction records.

NOTE: NEW ZEALAND TAX CHANGES - USER-DEFINED RECEIPT TYPES

Changes have been made to the Reversal and Transfer Receipting functions for User-defined Receipt Types. These functions now use the GST rate that was applicable at the time when the User-defined Receipt was created, which results in the correct tax amount being calculated and written to the generated transaction records.

NOTE: NEW ZEALAND TAX CHANGES - BOOKINGS

Enhancements have been made to the Bookings module to cater for a change in GST scheduled to occur on the 1st of October 2010.

The Bookings module has been modified to calculate the tax rate applicable to a Booking based on the earliest transaction date for the booking line. All fees and adjustments for the Booking will have tax calculated at this tax rate except where the new 'Tax Override' flag is turned on for the Fee Code, see below for details. The earliest transaction date being the date the first fee was added to the booking line.

NOTE: NEW ZEALAND TAX CHANGES – ANIMAL REGISTRATION

Changes have been made to the Reversal and Transfer Receipting functions for Animal Receipts. These functions now use the GST rate that was applicable at the time when the Animal Receipt was created, which results in the correct tax amount being calculated and written to the generated transaction records.

NOTE: NEW ZEALAND TAX CHANGES - ACCOUNTS RECEIVABLE

Changes have been made to the Reversal and Transfer Receipting functions for Accounts Receivable (AR) Receipts. These functions now use the GST rate that was applicable at the time when the Account Receivable Receipt was created, which results in the correct tax amount being calculated and written to the generated transaction records.

NOTE: NEW ZEALAND TAX CHANGES - GENERAL LEDGER RECEIPTS

Changes have been made to the Reversal and Transfer Receipting functions for General Ledger (GL) Receipts. These functions now use the GST rate that was applicable at the time when the General Ledger Receipt was created, which results in the correct tax amount being calculated and written to the generated transaction records.

NOTE: NEW ZEALAND TAX CHANGES – EXTERNAL RECEIPT IMPORTS INCLUDING MSF
Enhancements have been made to the External Receipt Import batch function to calculate the correct GST amount for external Receipts that include Merchant Service Fees. The tax rate that is used in calculating the GST for Merchant Service Fees will be the rate that was applicable on the date of the external Receipt.

Councils are required to ensure the following tasks are performed prior to 01/10/10 in order for the earliest transaction date to produce the same tax rate as the earlier of payment and invoice date.

- Councils must ensure that any Fees added to a booking before 01/10/10 are transferred to Debtors (where applicable) and invoiced before 01/10/10, otherwise the fees must be removed from the Booking. Fees added before 01/10/10 will initiate a time of supply prior to 01/10/10. This results in a tax rate of 12.5% being applied to the booking.

Fees added prior to 01/10/10 but invoiced on or after 01/10/10 will NOT be cater for and will result in a tax rate of 12.5% being applied instead of the 15% required by the time of supply.

Councils must ensure the following business practices are followed in regards to Bookings.

- Adjustments to Bookings with an Accounting Method of 'Pathway Debtors' must be made from the Booking then transferred to Debtors. Adjustments must not be made directly to the debtor.

Booking Parameters

A new parameter called *Tax Override* has been added to the Booking Fee Code Maintenance form.

The screenshot shows the 'Fee Code Maintenance' window. At the top, there are fields for 'Booking Class' (set to 'EVENT') and 'Event Class'. Below this, the 'Fee Code' is 'HIRE' and the 'Description' is 'Hiring fee'. The 'Taxable' checkbox is checked. Under 'Non-taxable Type', there is a dropdown menu. The 'Tax Code' is 'ABK_GST' and the 'Tax Rate' is 'Bookings GST @ 10%'. The 'Tax Override' checkbox is checked and highlighted with a red circle. The 'Active' checkbox is also checked. Below the 'Tax Override' section is the 'Account Details' section, which includes a 'Ledger' field set to 'QL' and several rows for 'Debt Control Account', 'Revenue Account', 'Bank Account', 'Receipt Control Account', and 'Discount Account', each with a dropdown menu. At the bottom, there is a 'Project Code' section with a 'Description' field. The 'OK' and 'Cancel' buttons are at the bottom right.

Fee Code Maintenance form showing the new Tax Override flag

Fees with the *Tax Override* flag turned on will have tax calculated based on the date the fee was added to the booking instead of the date the first fee was added to the booking.

Tax Calculation

A booking line with fees added before 01/10/10 will be taxed as follows:

- New fees added on or after 01/10/10 that have the Tax Override flag turned OFF will be taxed at 12.5%.
- New fees added on or after 01/10/10 that have the Tax Override flag turned ON will be taxed at 15%.
- Adjustments made to fees added before 01/10/10 will be taxed at 12.5%.

- Adjustments made to fees added on or after 01/10/10 will be taxed at the tax rate that was applicable to the original fee. If the fee has the Tax Override flag turned ON then this would be 15%, if the fee has the Tax Override flag turned OFF then this would be 12.5 %

Booking lines that do NOT have fees added before 01/10/10 will be taxed as follows

- New fees that are added on or after 01/10/10 will be taxed at 15% regardless of whether the Tax Override flag turned on or off.
- All adjustments will be taxed at 15%.

Receipt Reversals will calculate tax using the tax rate applicable to the fee/debt that the payment was allocated to.

Receipt Transfers will calculate tax using the tax rate applicable to the fee/debt being transferred from/to.

Example:

Booking Date	Fee	Transaction Date	Tax Override	Amount	Tax Rate%
01-Oct-2010	Fee 1	01-Sep-2010	OFF	100	12.50
	Fee 2	01-Oct-2010	OFF	50	12.50
	Fee 3	01-Oct-2010	ON	50	15.00
01-Nov-2010	Fee 1	01-Sep-2010	OFF	100	12.50
	Fee 2	01-Oct-2010	OFF	50	12.50
	Fee 3	01-Oct-2010	ON	50	15.00
01-Dec-2010	Fee 1	01-Nov-2010	OFF	100	15.00
	Fee 2	01-Nov-2010	OFF	50	15.00
	Fee 3	01-Nov-2010	ON	50	15.00

Booking for October and November taken before 01-Oct-2010 and Fee 1 added attracting a tax rate of 12.5%.

Fee 2 and 3 add to each booking after 01-Oct-2010. Fee 2 has the Tax Override off so attracts a tax rate of 12.5%. Fee 3 has the Tax Override on so attracts a tax rate of 15%.

Additional booking date for December added after 01-Oct-2010. Time of supply is taken from the transaction date of the first fee on the booking line i.e. 01-Nov-2010. So fees with the Tax Override off and on are taxed at 15%.

The above occurs whether the fee is a booking or activity fee.

USER-DEFINED RECEIPT TYPES

As of Release 3.02, User defined Receipt Types use the GST rate that was applicable at the time when the User-defined Receipt was created, which results in the correct tax amount being calculated and written to the generated transaction records.

Global Tax Control

Many Tax Codes can be created that can then be applied within the various parameters within Pathway PPR.

The Tax Codes hold both the tax rate and the tax accounts which allows for the retrieval of the accounts and rate for Tax to be from the global Tax Code table, rather than at each module/fee/transaction level. This will minimise set up and maintenance should the accounts need to be changed.

Accounts

Accounts required for each Tax Code established are:-

- Tax Accrual Account
- Tax Accrual Reversal Account

Tax Cash Account

Tax Accrual Account

This account will carry the Tax transactions generated for applicable 'debt' entries. These transactions would be generated by Pathway modules such as:

- Rates
- Water Billing
- Infringements (if running in accrual mode)
- Licensing (if running in accrual mode)
- Applications (if running in accrual mode)

For those sites controlling and reporting GST at an accrual level (where debts are raised), this account will be the main control account used in determining returns.

Tax Accrual Reversal

The Tax Accrual Reversal Account is required to ensure that where an organisation is processing GST under accrual, the impact of Cash entries does not affect the ability to reconcile and prepare returns.

This account will receive entries generated by cash payments being allocated to Tax applicable debts, (those debts generated by the accrual Pathway modules noted above).

Those sites controlling and reporting GST at an accrual level (where debts are raised), MUST set this to a different account than the Tax Accrual.

Tax Cash Account

This account will carry the Tax transactions generated for ALL cash entries. Cash entries will be generated for any payment that is associated with a tax applicable fee, code, rate, account etc.

The transactions are generated by each Pathway module when the Receipt is initially allocated, or re-allocated.

For those sites controlling and reporting GST purely at a cash level for all modules (as per the current New Zealand procedures) this account will be the main control account used in determining returns.

Important: For those sites controlling and reporting GST at an accrual level (where debts are raised), it is critical that this account be set as follows:

- ☐ to that of the Accrual Reversal account for Tax Codes allocated to the debt modules
- And
- ☐ To the appropriate Tax Cash account for the non-accrual type modules.

Non Accrual Modules:

- ☐ Applications (operating in cash mode)
- ☐ Licensing (operating in cash mode)
- ☐ Infringements (operating in cash mode)
- ☐ Animals
- ☐ Registers
- ☐ Miscellaneous Receipts
- ☐ GL Receipts
- ☐ Accounts Receivable (external)

Rounding

The ability to nominate the Rounding amount and process is provided as Up, Down, Nearest or None. The Rounding is at the Global level and not at the Application Level.

Note: The rounding amount will apply to each individual tax calculation and whilst the rounding that may apply to the amount returned to the Taxation Department may be whole dollars, this will not be applicable at this level. It is recommended that it be set to a low value such as .05 or .10. Where an individual tax amount is calculated to be less than the rounded amount, no tax entry shall be generated***

Where Rate is GST applicable, this rounding amount should NOT be set higher than Rates. This is required given the high occurrence of small tax cash entries being generated as a result of multiple Rate Types and proportionate apportioning of payments.

Effective Dates

Each Tax Code has the ability to record Effective Dates for each Tax Code and multiple rates for the Tax Code. Please note that the latest Effective Date, where it is equal to or less than the current system date, is the rate that is applied when processing.

As such, it is CRITICAL that when setting up the Tax Codes in preparation for GST, the Effective Date MUST be set to 1st July 2000. This allows the parameters across all modules to be set up without the risk of GST being generated prior to the 1st July.

Use of Multiple Tax Codes

Multiple Tax Codes will be required for the following reasons:

Where sites need to control and report Tax at Accrual Level

Tax Codes will need to be different for accrual modules and cash modules

Where internal reconciliation or management/tax reporting is required at module level

If reports are required that show how much tax has been generated or received for a particular Pathway application (i.e. Rates, Applications etc).

Overpayments and Prepayment Parameter set up

In some situations under Cash processing, all payments are considered to be tax applicable, (only where the system parameter for the specific Pathway module is Taxable) until they are allocated to a non-tax fee/debt/account etc. Therefore all overpayments and pre-payments will generate tax entries upon receipt of payment and then re-calculate once the payment has been allocated.

Refer to notes within each section on recommendations.

General Examples of Tax Calculations and Ledger Entries

Examples using 'Rounding = Nearest and .05'

Accrual Module (e.g. Rates)

Debt Raised for \$100 and Tax deemed to be applicable at 10%

Credit Revenue Account	90.90	
Credit Tax Accrual Account	9.10	(calculated 1/11 of 100.00 and rounded)
Debit Control	100.00	

Payment Received for \$100 and allocated to taxable debt (as above)

Credit Control Account	100.00	
Credit Tax Cash Account	9.10	(calculated 1/11 of 100.00 and rounded)
Debit Tax Accrual Reversal Account	9.10	
Debit Bank Account	100.00	

Cash Module (e.g. Miscellaneous Receipts)

Miscellaneous Receipt Type set up as Taxable

Receipt generated for \$100.00

Credit Revenue Account	90.90	
Credit Tax Cash Account	9.10	(calculated 1/11 of 100.00 and rounded)
Debit Bank Account	100.00	

Modules where Tax can be 'Exclusive' (e.g.: Applications, Licensing, future Debtors)

Fee Code calculations or Rate Type specified as Tax Inclusive/Exclusive = Exclusive

'Inclusive' function as above examples.

Parameter or system calculated Fee = \$100

Credit Revenue Account	100.00	
Credit Tax Cash Account	10.00	(calculated 10% 100.00 and rounded)
Debit Bank (cash mode)	110.00	

Or

Credit Revenue Account	100.00	
Credit Tax Accrual Account	10.00	(calculated 10% 100.00 and rounded)
Debit Control (accrual mode)	110.00	

Overpayment or Pre-Payments (e.g.: Rates, Applications, Licensing and Infringements)

Payment of \$100 received

Credit Overpayment or Pre-payment	100.00	
Credit Tax Cash Account **	9.10	(calculated 1/11 of 100.00 and rounded)
Debit Tax Clearing Account **	9.10	(calculated 1/11 of 100.00 and rounded)
Debit Bank Account	100.00	

** These two accounts are effectively the Tax Accrual Reversal and Tax Cash Accounts as set up on the Tax Codes. However the Tax Codes that are linked to Overpayment or Pre-payment parameters MUST be considered differently.

The Tax Cash Account will be the valid Tax Cash Account for the module, if you are required to assume tax is applicable on overpayments and pre-payments. If you are able to wait until this payment is allocated before determining tax liability, then this account should be a 'Clearing' account.

The Tax Clearing Account will always be a 'Clearing' account.

Allocation of Overpayment or Pre-Payments

Payment of \$100 now allocated to a taxable debt

Debit Overpayment or Pre-payment	100.00
Debit Tax Cash Account **	9.10
Credit Tax Clearing Account **	9.10
Credit Bank Account	100.00

and

Credit Control Account (accrual module)	100.00	
Credit Tax Cash Account	9.10	(from Tax Code applicable to Debt)
Debit Tax Accrual Reversal Account	9.10	(from Tax Code applicable to Debt)
Debit Bank Account	100.00	

Or

Credit Revenue Account (cash mode)	90.90	
Credit Tax Cash Account	9.10	(from Tax Code applicable to charge)
Debit Bank Account	100.00	

Payment of \$100 now allocated to a non-taxable debt

Debit Overpayment or Pre-payment	100.00
Debit Tax Cash Account **	9.10
Credit Tax Clearing Account **	9.10
Credit Bank Account	100.00

And

Credit Control or Revenue Account	100.00
Debit Bank Account	100.00

Receipt Reversals

Receipt Reversals will reverse both the standard Receipt Ledger entries AND any Tax entries that were generated as a result of the processing of the receipt.

Receipt for \$100 allocated to a Taxable Fee in a Cash Module

Reversal entries

Debit Revenue Account	90.90
Debit Tax Cash Account	9.10
Credit Bank Account	100.00

Receipt for \$100 allocated to a Taxable Fee in an Accrual Module

Reversal entries

Debit Control Account	100.00
Debit Tax Cash Account	9.10
Credit Tax Accrual Reversal	9.10
Credit Bank Account	100.00

Refunds

Processing of Refunds within a module that is Taxable = ON must be managed in a certain way to guarantee the correct tax ledger entries. Currently Pathway only supports Refunds within Rates and Water Billing; however the same logic will be applied to future refund processing within Applications and Licensing modules.

Refunds can be apportioned to a Receipt or a Credit and the following examples show the impact on Tax for both situations.

Refund of \$100 allocated to a Taxable Credit

Debit Rates Control Account	100.00	(Control Account applicable to Credit transaction)
Credit Tax Accrual Account	9.10	
Debit Tax Cash Account	9.10	
Credit Refund Account	100.00	

Crediting the Tax Accrual, is reversing out the entries generated by the actual credit transactions
Debiting the Tax Cash, assumes that at some time a payment was received, that ultimately caused the credit entry to be subsequently generated.

Note: It is uncommon for a Refund to be allocated to a Credit. In current Pathway modules and future refund processing, a Refund will always allocate to a payment first and only when the refund amount exceeds the amount of all receipts on the record (Assessment, application, license etc) will it be treated as a refund of a credit. In some situations a refund could be allocated partly to receipts and partly to credits.

The main example of a credit refund in Rates is where a Previous Period Rebate is processed (and the assessment was fully paid at year end) and a refund is required as opposed to allowing the credit to simply reduce the balance payable. Or indeed, where the Previous Period Rebates cover many years and exceed the current year's rates.

Refund of \$100 allocated to a Payment

Generated when RFND Journal entered

Debit Refund SuspenseAccount	100.00
Credit Refund Clearing/Control	100.00

Generated when Refund apportioned to Receipt

Debit Overpayment Account	100.00
Credit Overpayment Bank Account	100.00
Debit Overpayment Tax Cash Account	9.10
Credit Overpayment Tax Clearing Account	9.10

Debit Refund Bank Account	100.00
Credit Refund SuspenseAccount	100.00
Debit Refund Tax Clearing Account	9.10

Credit Refund Tax Cash Account	9.10	Uses the O'payment Accounts

Note: Even if the receipt is not an overpayment, the refund process will unallocate from any debt and force the receipt into overpayment. The refund entries are then allocated to the overpayment. As such, re-activation entries will be generated reversing out the allocation entries and generating overpayment entries. This caters for non tax and taxable debt transactions.

Re-activations of a Receipt to be refunded that were allocated to a taxable debt:

Debit Control Account	100.00
Debit Tax Cash Account	9.10
Credit Tax Accrual Reversal Account	9.10
Credit Bank Account	100.00
Credit Overpayment Account	100.00
Credit Overpayment Tax Cash Account	9.10
Debit Overpayment Tax Clearing Account	9.10
Debit Bank Account	100.00

Re-activations of a Receipt to be refunded that were allocated to a non-taxable debt:

Debit Control Account	100.00
Credit Bank Account	100.00
Credit Overpayment Account	100.00
Credit Overpayment Tax Cash Account	9.10
Debit Overpayment Tax Clearing Account	9.10
Debit Bank Account	100.00

Result is the same once it is in Overpayments.

Effectively the final result of a Refund is a debit balance in the Refund Control Account and the reversal of Tax entries in Cash Accounts, but leaving a Tax amount in Tax Accrual (only where original debt was taxable that receipt being refunded was allocated).

Payment of Refund cheques processed through Accounts Payable will simply zero out the Refund Control Account, they MUST not generate any further tax.

Summary of Accounting Entries

At any point in time, the Accrual Account will reflect tax applicable to those debts that have been generated, regardless of whether they have been paid.

Tax Cash Account will reflect Tax applicable to payments received for Tax debts or fees/charges, regardless of whether a debt has actually been raised.

Tax Accrual Reversal will reflect the reduction of accrued tax liability based on payments received for debts raised as accrual.

Therefore, given the above example, if a site prepares returns to the Tax Department on an Accrual basis, the Tax Cash Account specified on the Tax Code applicable to Rates (module used in the example, but could be any module operated in accrual mode) would need to be set up the same as the Tax Accrual Reversal Account.

This account WOULD not be the same as the Tax Cash Account used on Cash modules.

The Tax Cash and Accrual Reversal entries for Rates would nett out to zero.

Where a site prepares returns to the tax department on a Cash basis, then the Tax Accrual Reversal Account on the Tax Code applicable to Rates would be set up the same as the Tax Accrual Account.

Thus the Tax Cash Accounts are always used to prepare returns and the Tax Accrual Account will always represent the accrued tax liability.

Ledger entries generated are passed to financial systems as part of the standard General Ledger Interface output and will detail the receipt or application reference that the tax applies to.

The Source Application will be applicable to the type of receipt or debt.

It is recommended that the Tax Accounts set up are different to those used within the Financial System for other modules to enable reconciliation, however this will up to each site.

To assist with reconciliation it is strongly recommended individual Tax Codes and Accounts are created at least initially. If further discussion is required to assist with specific site set up to enable reconciliation, please refer to Infor support consultants.

Non-Taxable Types

A Non-Taxable Type field has been introduced into Pathway to cater for the split between GST Free and Division 81 exemptions. There is a third type called GST Exempt, which may or may not be required within Australia.

The Non-taxable Types are:

N = GST Free

8 = Division 81

X = GST Exempt

I = Input Tax

O = Out of Scope

E = Export Sales

Z = Undefined

Within each module, various rules apply to the way this value is defaulted and used. Where no Non-taxable Types are defined anywhere in a module and the module is Non-Taxable, the default will be assumed as N (GST Free).

This Non-Taxable Type will be output in the 'Taxable' field in the Financial Transaction interface file to be used by the financial systems against the transaction.

Previously this value was either Y (taxable), N (non-taxable) or blank (balance sheet type entries). It will now be Y, N, 8, X, I, O, E, Z or blank.

Rules that apply per module in relation to where the Module is set to Non-Taxable are as follows:

Account Numbers

If the Non-taxable type is left blank, it will assume N

If direct GL Receipts are to be used for Division 81 transactions, the relevant Account Numbers MUST be accessed in Account Maintenance and the Non-taxable Type set to 8 (Division 81)

Project Codes

If the Non-taxable type is left blank, it will assume N

If direct Project Receipts (PR) are to be used for Division 81 transactions, the relevant Project Code MUST be accessed in Project Code Maintenance and the Non-taxable Type set to 8 (Division 81)

Misc Receipt Codes

If the Non-taxable type is left blank, it will assume N

If any Misc Receipt Codes are to be used for Division 81 transactions, the relevant Misc Receipt Code MUST be accessed in Receipts/Parameters/Transaction Group Maintenance and the Non-taxable Type set to 8 (Division 81)

User Defined Receipt Application Types

If the Non-taxable type is left blank, it will assume N

Therefore no special set up is required.

External Accounts Receivable - Ledger/Sub Ledger level

If the Non-taxable type is left blank, it will assume N

Therefore no special set up is required.

Animals

Animal Type

If Non-Taxable, the Non-taxable Type should be set to the value that is to apply to all transactions for this Animal type.

We recommend that the Animal Type Parameter is accessed and this value set to N - GST Free.

Animal Class

If all Classes are non-taxable, and all GST Free, then no changes are required at this level, as the system will use the Non-taxable type from the Animal Type.

However, if the Class parameter is accessed and a change made or OK taken, the operator will be forced to nominate the Non-taxable Type.

Operators having access to these parameters should be aware of what Type to apply. Alternatively, access each Class and set to the same Non-taxable type as the Animal Type.

Infringements

If all Infringement Types are Non-Taxable, the Non-taxable Type should be set to the value that is to apply to all Fees and Transactions for each Infringement Type.

Therefore as a minimum, each Infringement Type should be selected In Infringement Type Parameters and the Infringement Type Option selected.

At the System Accounts level, the Non-taxable Type should be set to 'N'.

At the Fee Account level, the Non-taxable Type should be set to 'N'.

Note: If the Infringement Type parameters are not accessed and changed at all, they will default a Non-taxable Type value of 'N'.

Where there is an Infringement Type that is Taxable, but different Fees are Non-Taxable, those Fees should be accessed and the Non-taxable Type set to the required value. (We would assume an 'N').

Applications

Normally Applications have a mixture of Taxable and Non-Taxable and our understanding is that Development Contribution Fees may be classed as Division 81.

As such, the following needs to be set up within each Application Class:

Where Class is totally Non-Taxable

Select System Parameters

System Accounts and set Non-taxable Type to required value.

Application Accounts/Fee Accounts and set Non-taxable Type to required value

Application Accounts/Deposit Retained Accounts and set Non-taxable Type to required value

Contribution Accounts/Fee Accounts and set Non-taxable Type to required value

Contribution Accounts/Deposit Retained Accounts and set Non-taxable Type to required value

Where Class is a combination of Taxable and Non-Taxable

Assuming that System, Fee and Contribution Accounts set up indicates Taxable

Select Application Fees

Select all Non-Taxable Fees and select the required Non-taxable Type value.

Note: If all Non Taxable Fees are GST Free, then if parameters not accessed, it will default the Non-taxable Type value of 'N' when generating the financial transactions.

Select Contribution Fees

Select all Non-Taxable Fees and select the required Non-taxable Type value.

Note: If all Contribution Fees are Non-Taxable, the Class System Parameters should be accessed and Contribution Accounts/Fee Accounts set to Non-taxable Type of N or 8, whichever is to apply.

This then avoids the need to access each Fee individually.

Licensing

Normally Licensing has a mixture of Taxable and Non-Taxable.

As such, the following needs to be set up within each Licensing Class:

Where Class is totally Non-Taxable

Select System Parameters

System Accounts and set Non-taxable Type to required value.

License Accounts/Fee Accounts and set Non-taxable Type to required value

License/Deposit Retained Accounts and set Non-taxable Type to required value

Where Class is a combination of Taxable and Non-Taxable

Assuming that System and License Accounts set up indicates Taxable

Select License Fees

Select all Non-Taxable Fees and select the required Non-taxable Type value.

Note: If all Non Taxable Fees are GST Free, then if parameters not accessed, it will default the Non-taxable Type value of 'N' when generating the financial transactions.

Rates

Normally Rates is Non-Taxable, however some sites may be raising Legal Fees that are subject to GST.

It is also our understanding that the non-taxable Rates charges are treated as Division 81, therefore the following set up is recommended.

If your site is using Pathway Accounts Receivable, refer to Accounts Receivable set up section, if not, then continue:

a)

If your site is not using Pathway Water Billing
and

If Legal Fees and GST is not being raised, then,

System Parameters

Should be set to Non-Taxable

Select the Non-taxable Type as 8 (Division 81)

No further action is required.

b)

If Legal Fees and GST is being raised, then,

System Parameters

Should be set to Taxable

To achieve GST calculation on Legal Fees alone, a separate Rate Type would have needed to have been set up.

Select all Rate Types other than Legal Fees and set Non-taxable Type to 8 (Division 81)

c)

If your site is using Pathway Water Billing and Legal Fees and GST is not being raised, then.

System Parameters

Should be set to Non-Taxable with Non-taxable Type set to 8 (Division 81)

Select ALL Rates Types (both Water and Rates) and set the Non-taxable type to the relevant value (either 8 – Division 81 or N – GST Free)

Transaction Types – these can be left untouched

Rules that apply are:

Where the Rate Type is Non-Taxable and Transaction Type is Non-Taxable, the Non-taxable Type is retrieved from the Rate Type

Where Rate Type is Non-Taxable and Transaction Type is Taxable, the generated transaction is deemed Non-Taxable and the Non-taxable Type is retrieved from the Rate Type

d)

If your site is using Pathway Water Billing and Legal Fees and GST is being raised, then.

System Parameters

Should be set to Taxable

To achieve GST calculation on Legal Fees alone, a separate Rate Type would have needed to have been set up.

Select all 'Rates' Rate Types other than Legal Fees and set Non-taxable Type to 8 (Division 81)

Select all 'Water' Rates Types and set the Non-taxable type to N (GST Free)

All situations:

Transaction Types

Rules that apply are:

Where the Rate Type is Non-Taxable and Transaction Type is Non-Taxable, the Non-taxable Type is retrieved from the Rate Type.

Where Rate Type is Non-Taxable and Transaction Type is Taxable, the generated transaction is deemed Non-Taxable and the Non-taxable Type is retrieved from the Rate Type.

Where Rate Type is Taxable, but Transaction Type is Non Taxable, then the Non-taxable Type is retrieved from the Transaction Type.

Note: This could apply where Fines are applied to Legal Fees. In this situation, the Transaction Type would be used to determine the Non-taxable Type. If no Type had been assigned, it will default to N.

Pathway Accounts Receivable

Pathway Accounts Receivable shares some of the Rates parameters and Accounts Receivable will always have a mixture of Taxable and Non-Taxable transactions. As such, the following set up is recommended:

Rates System Parameters

Should be set to Taxable

Select all Non-Taxable 'Rates' and 'Water' (where applicable) Rate Types and set Non-taxable Type to the relevant value (8 -Division 81 or N – GST Free).

Select all Non-Taxable 'Debtor' Rate Types and set Non-taxable Type to the relevant value.

Transaction Types

Ensure that specific User Generated Transaction Types exist for Invoice, Credit Note and Journals

If any of these Transaction Types have been set to Non-Taxable, then select and nominate the relevant Non-taxable Type value.

The same rules apply to Debtors Rate Type/Transaction Types as per Rates.

Financial Transaction Export

The template does not need to be changed as the existing Taxable Flag field (where previously was output with 'N') will be populated with the relevant Non-taxable Type value (N, 8 or X).

TCS Sites: Where this value is now an 8, the import into TCS has been modified and will accept the 8 and treat as a Division 81 transaction.

Finance One Sites: The 'calculation expression' that is entered on Detail section of the Template field, has been modified to cater for the new values. It will continue to treat the N, Y and blank as per the current process, but it will leave an 8 as an 8 and an X as an X. If values other than this are required, please request Technology One to advise Deirdre Todd in the Infor Adelaide office of the required values.

Tax Control - Infringements

Infringement Type - System Accounts

Taxable ON/OFF flag - If any charge that is to be raised within this Infringement Type is deemed to be GST tax applicable, then this MUST be set to Taxable.

Where the Taxable Flag is set to ON a valid Tax Code will be required.

The Tax Code defined at this level is that which is to be used for Prepayments and Overpayments. This MUST be a different Tax Code to that of the Fees Accounts.

Where Taxable is set to 'OFF' a Non-Taxable Type can be defined, i.e. N=GST Free, 8=Division 81 and X=GST Exempt (applicable to NZ). Please refer to the Tax Processing notes above for details of set-up.

Offence Type

Taxable ON/OFF flag is also available at this level.

It will default from that defined at the Infringement Type; it can be retained as ON or set to OFF.

Where the Taxable Flag is retained as ON a valid Tax Code will be required. The Tax Code defined at this level is the normal Tax Code that is to apply to Fees.

Note: If operating in Accrual Mode, this Tax Code MUST be different to the Tax Codes used for Cash modules. Where it is operating in Cash mode and separate Codes are not required for reporting or reconciling, then it can be the same as other Tax Cash Codes.

Fee Type - Accounts

Taxable ON/OFF is also available at the Fee Type level.

It will default from the Infringement Type, it can be retained as ON or set to OFF

Infringements

General Processing

Tax will be generated using the tax rate on the Offence Type Tax Code, where the Taxable flag is ON for both Offence Type and Fee Type.

All Infringement Fees/charges are considered for Tax and the amounts are all deemed to be Tax inclusive.

Where a Ticket is exempted, tax generated will be based on the original transaction tax amount.
i.e.: reversals will always 'reverse' original tax amounts in proportion to the reversal transaction amount.

Credit type transactions will generate tax in the same manner as debts (however as opposite entries).

Where a Receipt is processed as a Pre-payment AND the Infringement Type parameters is set to Taxable = ON, tax will be calculated on the Pre-payment amount.

Ledger entries will only be generated upon entry of a Ticket, if Infringements is operating in accrual mode.

Upon receipt of payments, the 'Tax Cash' amount is determined from the amount of the receipt that is allocated to the taxable transaction debt.

Receipt Reversal and Transfers (from) will generate the appropriate tax reversal entries where applicable.

General Ledger transactions generated will all be sourced LIF (accrual) or LIFR (receipts).

Global Infringement Parameters

The following topic is covered in this section:

[Global Infringement Parameter Maintenance](#)

Global Infringement Parameter Maintenance

The Global Infringement Parameter Maintenance option is used to define and setup information in relation of a site wishing to process Infringement Types concurrently. When this option is set ON the Write Off Ticket Balance and Minimum Ticket Balance fields become available for the User to maintain.

Note that the Concurrent Infringement Type process only applies to the Cycle Functions for Victorian Sites.

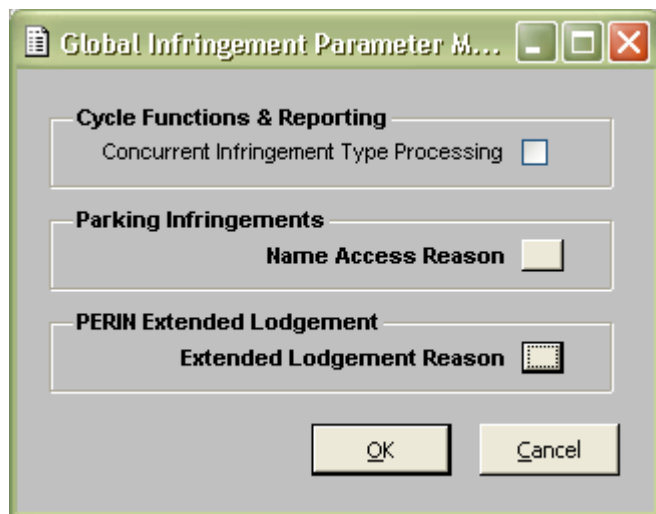
Additionally if a site is not wishing to use Concurrent processing then this option is also used to setup Name Access Reason Codes if the site is using Private Names Detail option within the State Code function of the Infringement Type. The Private Names option is available for all Parking Infringement Users.

Global Infringement Parameter Maintenance Form

This function is for Victorian Sites Only

The Global Infringement Parameter Maintenance Form is used to define Name Access Reasons Code to be used with the Private Name Access function and also if a site is wanting to use Concurrent Infringement Type Processing.

The Concurrent Infringement Type Processing only applies to the Court Extract and Court Update functions and only applicable for **Melbourne City**. Other Sites should Contact Infor before attempting to use this function.



Global Infringement Parameter Maintenance Form

Cycle Functions & Reporting – Concurrent Infringement Type Processing

This function is for Victorian Sites Only

If concurrent processing of Infringement Types is required then this field needs to be flagged ON. Once this field is flagged ON then the Write Off Ticket Balance and Minimum Ticket Balance fields become available for modification. If this field is flagged OFF then these two fields are not available.

Parking Infringements – Name Access Reason

This function is for Victorian Sites Only

Selecting the Name Access Reason Option will allow the entry or maintenance of Reason Codes to be used with the Private Name Access Function. If this function has been flagged on for a State within a Parking Infringement Type then this option needs to be set up to allow Users to access name information within Infringement Maintenance menu.

PERIN Extended Lodgement – Extended Lodgement Reason

This function is for Victorian Sites Only

Selecting the Extended Lodgement Reason Option will allow the entry or maintenance of Extended Lodgement Reasons. These are used when an offence, which at once time was attached to an Instalment Payment Plan, is referred to the PERIN Court for enforcement.

Name Access Reason Maintenance Form

This function is for Victorian Sites Only

The Name Access Reason Maintenance form is displayed when the User has selected the option from the Global Infringement Parameter Maintenance form.

In line with privacy legislation applicable in various Government Jurisdictions, this function allows for the restricted display of vehicle owner/driver details for Parking Infringements.

This form allows the User to define Reason Types and a Description for each to be used when a User accesses a Private Name within the Parking Infringement Maintenance Menu.

The User will be required to select the relevant Reason Type prior to being displayed the name information. This function working in conjunction with the Private Name Access flag being set within the State Code Maintenance Parameter. Additionally an Activity needs to also be entered for the Private Name Details Accessed function on the Activity Assignment form.

Every time a User accesses a Private Name an entry is written to the History Log showing who the User was and the Reason for them to access the Name.

Type	Description	Active
A	A code for reason	☒
B	B code for reason	☒
C	C code for reason	☒
E	E code for reason	☒
F	F code for reason	☒
G	G code for reason	☒
123456	123456 code for reason	☒
H	H code for reason	☒
I	I code for reason - inactive	☐

Buttons: Insert, OK, Cancel

Name Access Reason Maintenance Form

Type

This function is for Victorian Sites Only

The required Reason Type can be entered into this field or maintained if required. This information is then available via the Pop Up when a User selects a Private Name to maintain within the Infringement Maintenance menu.

Description

This function is for Victorian Sites Only

The required Reason Description for the Type can be entered into this field or maintained if required. This information is then available via the Pop Up when a User selects a Private Name to maintain within the Infringement Maintenance menu.

Active

This function is for Victorian Sites Only

The Active flag is used to define whether the Reason Type is available to be used and displayed on the Pop Up form. If the Active field is flagged OFF then the Reason Type will not appear on the Pop Up form to be used. If the field is flagged ON then the Reason Type can be selected from the Pop Up form for any access that is done on a Private Name.

Extended Lodgement Reason Maintenance Form

This function is for Victorian Sites Only

The Extended Lodgement Reason is a code required when an offence, which at one time was attached to an Instalment Payment Plan, is referred to the PERIN Court for enforcement. A similar function is used when an Internal Review Request has been made

When Instalment Plans are to be used the following Extended Lodgement Reasons are required to be created for use in the Extended Lodgement Reason Assignment section.

- Date of Default of Payment Plan ie 'Payment Plan Defaulted'
- Date of Removal from Payment Plan ie 'Removal from Payment Plan'
- Date of Cancellation of Payment Plan ie 'Payment Plan Cancelled'
- Date of Nomination ie Date of Service after Operator Onus Nomination
- Date of Service after Internal Review ie Date of Service after Internal Review

NOTE – The actual type codes used MUST equal to those specified in official PERIN Court documentation relating to the format of data records submitted to that Court as the basis for enforcement proceedings.

Type	Description	Active
A	Date of Default	☒
B	Date of Removal	☒
C	Date of Cancellation	☒
H	Date of Nomination	☒
G	Date of Service after Internal Review	☒

Options

☐ Extended Court Lodgement Reason Assignment

Insert OK Cancel

Extended Lodgement Reason Maintenance Form

Type

This function is for Victorian Sites Only

This field is used to enter a short description for the Extended Lodgement Reason Type record. Up to six characters may be used in this field.

Description

This function is for Victorian Sites Only

This field is used to enter a longer description for the Extended Lodgement Reason Type record. Up to fifty characters may be used in this field.

Active

This function is for Victorian Sites Only

This field is used to show if the Type record is active or not. When the box is checked on, the Type record is active. An active Type record is available to the system for selection.

Extended Lodgement Reason Assignment Button

This function is for Victorian Sites Only

Selecting this button will take you into the Extended Lodgement Reason Assignment Maintenance form, where Types are allocated to system defined functions.

Extended Lodgement Reason Assignment Form

This function is for Victorian Sites Only

This form is used to assign Extended Lodgement Reasons to the system defined processes.

Type	Used For
A	Date of Default
B	Date of Removal
C	Date of Cancellation
H	Date of Nomination
G	Date of Service after Internal Review

Extended Lodgement Reason Assignment Form

Type

This function is for Victorian Sites Only

These fields enable a User to assign a user defined Type against a function. Double clicking on the field, or selecting the Pop Up button will invoke the Pop Up form, which gives a list of all Extended Lodgement Reason Types available to the Infringement system.

Used For

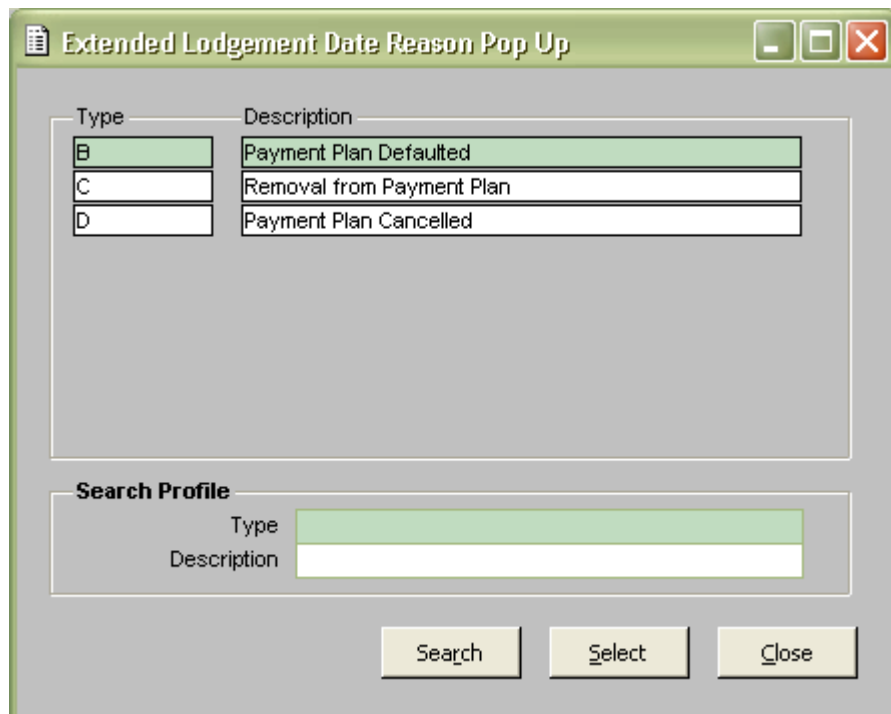
This function is for Victorian Sites Only

This field shows a list of system defined descriptions of Payment Plan/ Internal Review Decision functions.

Extended Lodgement Date Reason Pop Up Form

This function is for Victorian Sites Only

This form is used to select an Extended Lodgement Date Reason Code. The search profile section of this form can be used to narrow down a search.



The image shows a software window titled "Extended Lodgement Date Reason Pop Up". It contains a table with two columns: "Type" and "Description". The table has three rows of data. Below the table is a "Search Profile" section with two input fields: "Type" and "Description". At the bottom of the window are three buttons: "Search", "Select", and "Close".

Type	Description
B	Payment Plan Defaulted
C	Removal from Payment Plan
D	Payment Plan Cancelled

Search Profile

Type:
Description:

Search Select Close

Extended Lodgement Date Reason Pop Up

Type

This function is for Victorian Sites Only

This field displays a list of Extended Lodgement Date Reason Types that are available to select from. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be changed.

Description

This function is for Victorian Sites Only

This field displays a list of the Extended Lodgement Date Reason Descriptions that are available to select from. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be changed.

Search Profile – Type

This function is for Victorian Sites Only

This field is used to search on Extended Lodgement Date Reason Types. Wildcard searching is available on this field. .

Search Profile – Description

This function is for Victorian Sites Only

This field is used to search on Extended Lodgement Date Reason Descriptions. Wildcard searching is available on this field.

Infringement Types

The following topics are covered in this section:

[Infringement Types Maintenance](#)

[Infringement System Parameters](#)

Infringement Types Maintenance

Infringement Types form the basis of the Infringements System. Before anything can be defined (e.g. entering parameters, lodging Infringement, reports etc), one or more infringement types must be created.

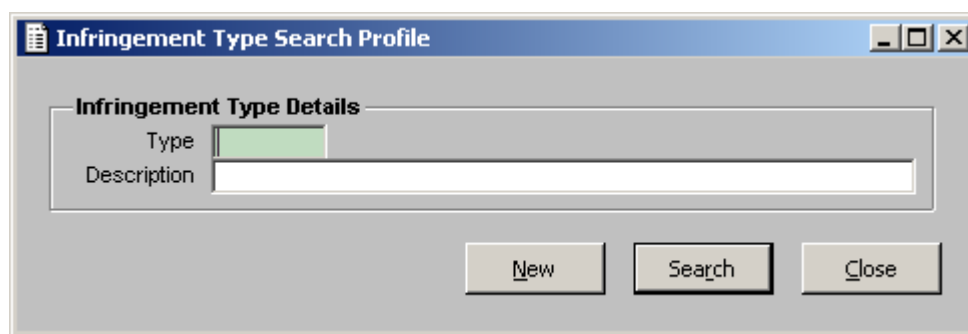
Infringement Types should be set up for the following Infringements (if applicable):

- Parking
- Animals
- Property (By-Law)
- Applications
- Licensing

It is from the Infringement Type Maintenance form where security options are established for each Infringement Type.

Infringement Type Search Profile Form

This form is used to search for a specific Infringement Type or group of Infringement Types. Use the “Type” and “Description” fields to refine your search.



Infringement Type Search Profile Form

Wildcard searching is available on this form. For more information on wildcard searching, see the “How To Use” User Guide.

To initiate a search, select the “Search” button, or press F8.

If one record matches the search profile that has been entered, you will be taken to the Infringement Type Maintenance form.

If two or more records match the search profile that has been entered, you will be taken to the Infringement Type Selection form from which you can select the desired record.

Select “New” to create a new Infringement Type record.

Infringement Type

This field is used to enter a specific Infringement Type (or part thereof) to refine your search. Wildcard searching is available on this field.

Infringement Type Description

This field is used to enter a specific Infringement Type Description (or part thereof) to refine your search. Wildcard searching is available on this field.

Infringement Type Selection Form

This form is used when two or more records match the search profile specified in the Infringement Type Search Profile form.

Type	Description	Active
LC	Licensing Infringements	☒
MCCB1	MCC Bureau One	☒
MCCB2	mcc bureau two	☒
MCCBY	mcc bylaws	☒
MCCP	MCC PARKING setup - main	☒
NTPK	northern territory parking infringements	☒
NZANM	New Zealand Animals	☒
NZBY	Bylaws New Zealand	☒
NZPK	Parking Infringements - NZ - TA	☒

New Modify Close

Infringement Type Selection Form

There are three ways of accessing a particular record displayed on this form. Firstly, you can highlight the record and press F2. Secondly, you can double click on either the "Type" or "Description" fields for the particular record; or thirdly, you can select the required record and select the "Modify" button.

To create a new Infringement Type record from this form, select the "New" button.

Infringement Type

This field displays the Infringement Type of records that matched the specified search profile. Double clicking this field will take you into the Infringement Type Maintenance form for the selected Infringement Type. This field is display only and cannot be maintained.

Infringement Type Description

This field displays the Infringement Type Description of records that match the specified search profile. Double clicking this field will take you into the Infringement Type Maintenance form for the selected Infringement Type Description. This field is display only and cannot be maintained.

Active

If this field is checked on, this Infringement Type is classed as active and can have offences entered against it. If the flag is checked off the Infringement Type will not be able to be selected when entering offences.

Infringement Type Maintenance Form

This form is used to add, change or delete an Infringement Type. In this form, you are required to specify what type of Infringement the Infringement Type relates to. The Infringement format selected will dictate what forms are used to perform certain functions, such as Infringement Entry.

Additionally if running Concurrent Infringement Type Processing it is possible to Copy the settings from one Infringement Type to another. This function is only available to Victorian Sites.

This form is also used to define security options for Users of the Infringements application. A responsibility structure must be defined in the Responsibility application before an Infringement Type can be created. For more information on how to create Responsibility structures, please refer to the Responsibility User Guide.

Infringement Type Maintenance

Infringement Type Details

Type: Active: ☒

Description:

Format:

State Code:

Responsibility Details

Structure:

Options

☐ Type Parameters	☐ Group Parameters
☐ Type Maintenance/Enquiry Options	☐ Group Maintenance/Enquiry Options
☐ Type Authorities	☐ Group Authorities
☐ Type Batch Functions	☐ Group Batch Functions

Infringement Type Maintenance Form

Type

This field is used to enter a code for the Infringement Type. Up to six characters can be used in this field.

Active

This field is used to show if the Infringement Type record is active or not. When the box is checked on, the Infringement Type is active. An active Infringement Type is available to the system for selection.

When an Infringement Type is flagged as not active, or inactive, the Infringement Type record is not available to the system for selection. However, any original data using this Infringement Type record will not be affected (i.e. will keep the inactive Infringement Type record).

Description

This field is used to enter a longer description for the Infringement Type. Up to fifty characters can be used in this field. This description should describe the purpose for the infringement type record.

e.g. Parking Infringements, Animal Infringements etc.

Format

These fields are used to select the type of infringement for which the Infringement Type is for (such as Parking or Animals etc).

Double clicking in this field, or using F2 shows the Infringement Format Pop Up form. The values contained in this form are system defined, and cannot be altered.

For more information see the help text for the Infringement Format Pop Up form.

State Code

The State Code field is used to nominate the State that the Infringement is processing. This field is also used in conjunction with the Copy Option. This field **MUST** be set to VIC for the Copy Option to be come available. The value in this field is then also carried through to the Infringement Type Parameter. For further information on the Copy Option refer to that field's Help.

Responsibility Structure

These fields are used to select the required responsibility structure for the Infringement Type that is being created.

Double clicking in this field, or using F2 shows the Responsibility Structure Pop Up form. The values contained in this form are user definable only from the Responsibility application.

It should be noted that once any parameters, maintenance/enquiry options, authorities or batch functions have been assigned to the Infringement Type, these fields will become read only. To change the responsibility structure that an Infringement Type uses, all of these options must be de-assigned before these fields become maintainable again.

For more information on creating and using responsibility structures, please refer to the Responsibilities User Guide.

Type Parameters Button

Selecting this button displays a form that is used to assign Infringement parameters to the Infringement Type, and in particular, to the responsibility structure that has been previously assigned to the Infringement Type.

The parameters that are available to the system and can be used by all councils are:

Activity Code	Exemption Type	Note Type
Additional Data Log	Fee Type	Notification Code
Area Marked	How Parked	Reference
Animal Breed Code	Infringement Memo	Registration Memo
Animal Colour Code	Infringement Type	Side of Street
Animal Gender Code	Infringement Data Log	State Code
Cashier Warning	Letter Extract	Status Code
Chalk Mark	Letter Type	Unserved Letter Type
Council Area	Merge Type	Vehicle Colour
Cycle Function	Name Data Log	Vehicle Make
Door Entered	Offence Group	Vehicle Type
Exemption Group	Offence Type	

The parameters that are available to the system and can be used by specific sites are:

South Australian Councils

- Court Update Code (SA)

Victorian Councils

- Court Update Code (Vic) PERIN
- Traffic Conditions Code

Queensland Councils

- Court Update Code (SA) changed to SPER

Western Australian Councils

- None

New Zealand Councils

- Case Record Number
- Council Ward
- Location Identifier Category
- Location Identifier Type
- Location Identifiers
- Meter/Time Costs
- Tow Yard Location
- Towing Company
- Type of Tow
- Infringement Data Log
- Names Data Log
- Additional Data Log

Only those parameters relevant to council should be assigned at this level.

Group Parameters Button

Selecting this button displays a form that is used to assign those parameters selected using the Type Parameters option. It is using this form that parameters are assigned to various groups within the Responsibility Structure.

For more information on the responsibility system, please refer to the Responsibility User Guide.

Type Maintenance/Enquiry Options Button

Selecting this button displays a form that is used to assign Infringement maintenance/enquiry options to the Infringement Type and in particular, to the responsibility structure that has been previously assigned to the Infringement Type.

The following maintenance/enquiry options are available to the Infringements system and can be used by all councils:

Activity Details	Hold Offence	Registration Memo
Activity Entry	Infringement Data	Release Offence
Additional Data	Infringement Memo	Reset Cashier Warning
Additional Infringement Data	Letters	Returned Cheques
Correspondence Received	Letter for Each Offence	Set Cashier Warning
Entry	Names	Transaction Entry
Court Extract Adjustment	Post Out Entry	Unserved Letters
Customer Requests	References	WorkSmart Request
Delete Offence	Registers	WorkSmart Document
Exemptions		

The parameters that are available to the system and can be used by specific sites are:

South Australian Councils

- Court Details (South Australia)

Victorian Councils

- PERIN Details (Victoria)

Queensland Councils

- SPER Update Details (Queensland)

Western Australian Councils

- Fines Enforcement Details (W.A.)

New Zealand Councils

- Court Extract Details (NZ)
- Re-Issue Ticket

Only those maintenance/enquiry options relevant to council should be assigned at this level.

If the Infringement Type is for Parking Infringements (i.e. using Infringement Format PK1, PK2 or PK3) then all maintenance/enquiry options can be assigned.

If the Infringement Type is for anything other than Parking Infringements, then the "Registration Memo", "Post Out Entry" or "Additional Infringement Data" maintenance/enquiry options should not be selected.

Group Maintenance/Enquiry Options Button

Selecting this button displays a form that is used to assign those maintenance/enquiry options selected using the Type Maintenance/Enquiry option. It is using this form that maintenance/enquiry options are assigned to various groups within the responsibility structure.

For more information on the responsibility system, please refer to the Responsibility User Guide.

Type Authorities Button

Selecting this button displays a form that is used to assign Authorities to the Infringement Type and in particular, to the responsibility structure that has been previously assigned to the Infringement Type.

The following authorities are available to the Infringements system:

Exception Vehicles	Exemption Vehicles	Ticket Book Allocation
Prepayments	Infringement Entry	

Only those authorities relevant to council should be assigned at this level.

Group Authorities Button

Selecting this button displays a form that is used to assign those authorities selected using the Type Authorities option. It is using this form that authorities are assigned to various groups within the responsibility structure.

For more information on the responsibility system, please refer to the Responsibility User Guide.

Type Batch Functions Button

Selecting this button displays a form that is used to assign Infringement Batch Functions to the Infringement Type and in particular, to the responsibility structure that has been previously assigned to the Infringement Type.

The following batch functions are available to the Infringements system and can be used by all councils.

Batch Letter Print	Handheld Data Update	Release Offences
Court Extract	Handheld Parameter Update	Second MVR Enquiry
DEFT Payment File Extract	Late Payment Update	Second MVR Update
Exemptions	MAXI Payment File Extract	Second Notice
Exemption Report	Offence Balance Rebuild	Statistics Rebuild
Exemption Vehicles Update	Prosecution List	Statute Barred Exemptions
Fee Report	Purge Infringements	Third Notice
First MVR Update	Register Report	Underpayments Write-off
First Notice		

The parameters that are available to the system and can be used by specific sites are:

South Australian Councils

- Court Update
- Prosecution Validation

Victorian Councils

- Court Update
- Post Out Function
- Operator Owner Nomination Re-issue

Queensland Councils

- Court Update
- SPER Validation
- Vehicles with Multiple Tickets

Western Australian Councils

- Court Update
- Fines Enforcement Registry Payments Update

New Zealand Councils

- Court Update for New Zealand
- Handheld Hot Lists
- Handheld Caution Lists

For more information on any of these batch functions, please consult the relevant section in this User Guide.

Only those authorities relevant to council should be assigned at this level.

Group Batch Functions Button

Selecting this button displays a form that is used to assign those batch functions selected using the Type Batch Functions option. It is using this form that parameters are assigned to various groups within the responsibility structure.

For more information on the responsibility system, please refer to the Responsibility User Guide.

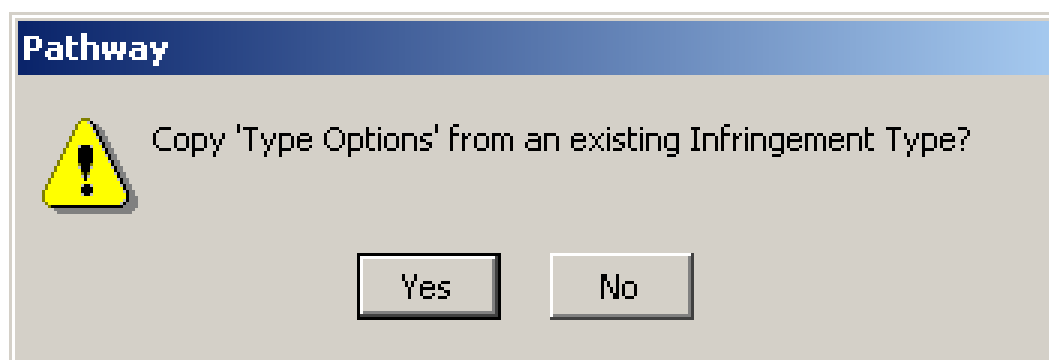
Copy Option

This Copy Function can be utilized by all Victorian sites that opt to use 'Concurrent Infringement Type Processing'.

This Option is only available when all the following have been defined within the Infringement Module:-

1. The Concurrent Infringement Type Processing flag has been set ON in the Global Infringement Parameter Maintenance Menu
2. There is at least one existing Infringement Type of the same 'Format' nominated on the form
3. The State Code is set to VIC
4. No previous entries have been made for at least one of the Type Options on the form

When the Copy button is selected, the User is prompted with the following form asking if they wish to Copy the Type Options from an existing Infringement Type.



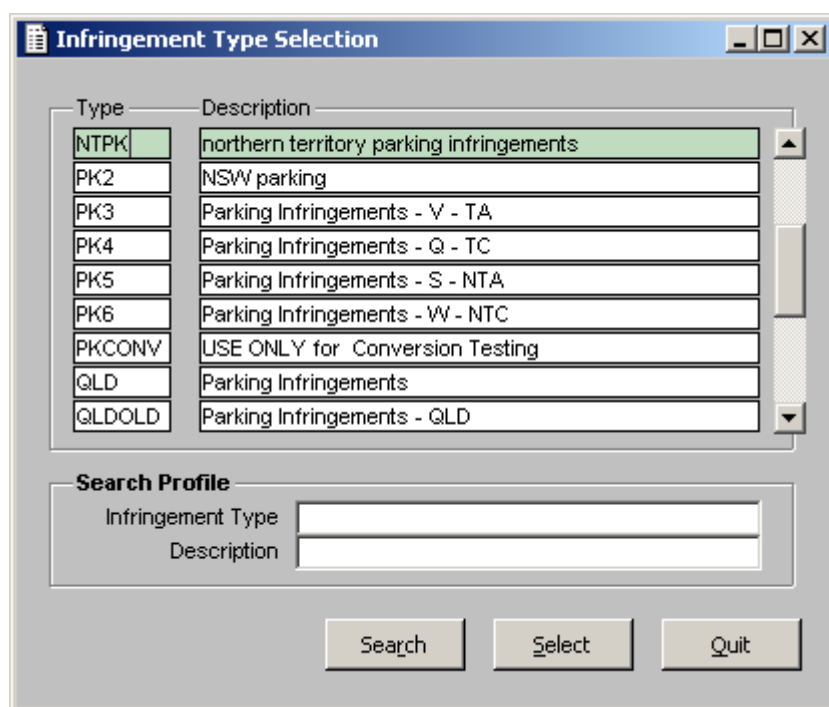
Pathway

 Copy 'Type Options' from an existing Infringement Type?

Yes No

After selecting Yes the User is presented with the Infringement Type Selection Form. If No is selected then the User is returned to the Infringement Type Maintenance form.

When the Infringement Type Selection form is displayed it only lists those Infringement Types with the same Format as the new Infringement Type being set up.



Infringement Type Selection

Type	Description
NTPK	northern territory parking infringements
PK2	NSW parking
PK3	Parking Infringements - V - TA
PK4	Parking Infringements - Q - TC
PK5	Parking Infringements - S - NTA
PK6	Parking Infringements - W - NTC
PKCONV	USE ONLY for Conversion Testing
QLD	Parking Infringements
QLDOLD	Parking Infringements - QLD

Search Profile

Infringement Type

Description

Search Select Quit

Selecting one of the Infringement Types will present the Copy Type Options Maintenance Form.

Copy Type Options Maintenance Form

Upon entry to the Copy Type Option Maintenance form all relevant Type Parameters are presented as Selected Parameters and if none are deselected, then all will be copied. This is the recommended course because any deselected parameters will need to be entered manually if they are required. The Copy process does not provide for the incremental copying of these parameters. However, if all the parameters are deselected, the Copy can be invoked again for the Type Parameters.

Note that the Selected Parameters relate to the Type Parameter Options on the Infringement Type Maintenance Form. The Copy Options on the bottom of the form relate to the Other Type Options available on the Infringement Type Maintenance Form. These being Type Maintenance/Enquiry Options, Type Authorities and Type Batch Functions.

The copying of Type Maintenance/Enquiry Options, Type Authorities and Type Batch Functions can also be selected or deselected by flagging the options off or on. The Copy can be selected again for those that were deselected previously if required.

Once the Copy button has been instigated the actual copying of all selected Type Options will occur. When the copy is complete the user is returned to the Infringement Type Maintenance form and the Type Options that were copied will appear in bold text. Once the User has been returned to the Infringement Type Maintenance Form they can then continue to assign the Group Options.

NOTE: The following Infringement Type parameters are NOT included in the Copy process and need to be selected manually. They are the Cashier Warnings, Letter Extract, Letter Type and Merge Type Parameters.

Copy Type Options Maintenance Form

Copy Type Parameters – Available Parameters

Upon entry to this form there will be no entries in this area as they have already been automatically assigned for the User to the Selected Parameters area. If there are certain Type Parameters that are not required to be copy then they need to be moved to this area of the form.

Copy Type Parameters – Selected Parameters

Upon entry to this form all the Type Parameters have been automatically assigned for the User to the Selected Parameters area. If there are certain Type Parameters that are not required to be copy then they need to be moved to Available Parameters area of the form.

NOTE: The following Infringement Type parameters are NOT included in the Copy process and need to be selected manually. They are the Cashier Warnings, Letter Extract, Letter Type and Merge Type Parameters.

Copy Type Maintenance/Enquiry Options

Upon entry to this form the Copy Type Maintenance/Enquiry Options flag is ON. This will copy this information from the Infringement Type selected into the Type Maintenance/Enquiry Options of the Infringement Type currently being created. If the User flags this Option OFF then they will be able to reselect the Copy function and copy these Options at a later date. Note that once the Option has been Copied it is not possible to reselect the Option and copy the Options again.

Copy Type Authorities

Upon entry to this form the Copy Type Authorities Options flag is ON. This will copy this information from the Infringement Type selected into the Type Authorities Options of the Infringement Type currently being created. If the User flags this Option OFF then they will be able to reselect the Copy function and copy these Options at a later date. Note that once the Option has been Copied it is not possible to reselect the Option and copy the Options again.

Copy Type Batch Functions

Upon entry to this form the Copy Type Batch Options flag is ON. This will copy this information from the Infringement Type selected into the Type Batch Options of the Infringement Type currently being created. If the User flags this Option OFF then they will be able to reselect the Copy function and copy these Options at a later date. Note that once the Option has been Copied it is not possible to reselect the Option and copy the Options again.

Infringement Format Pop Up

This form is used to select a system-defined set of Infringement Formats. Because of the ability of the Infringements system to cater for different types of Infringements (i.e. Parking, Animals, Applications etc), when a new Infringement Type is created a format has to be selected which is relevant to that Infringement Type.

Currently, the available Infringement Formats are:

Format	Description
AN1	Animals - Default Format
AP1	Applications - Default Format
BL1	By-Laws Default Format
LC	Licensing - Default Format
PK1	Parking Infringements - Offence Types
PK3	Parking - New Zealand Format

The search profile section of this form can be used to narrow down a search. See the "How To Use" User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the "Select" button. Thirdly, you can highlight the required record and press F2.

Format	Description
AN1	Animals - Default Format
AP1	Applications - Default Format
BL1	By-Laws - Default Format
LC1	Licencing - Default Format
PK1	Parking Infringements - Offence Types
PK2	Parking Infringements - Signs
PK3	Parking - New Zealand Format

Search Profile
Format
Description

Infringement Format Pop Up Form

Infringement Format

This field displays a list of the Infringement Formats that are established at a system level. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Infringement Format Description

This field displays a list of the Infringement Format Descriptions that are established at a system level. Double clicking on this field will select the relevant record. The information contained in this field is display only and cannot be altered.

Search Profile - Infringement Format

This field is used to search on Infringement Formats. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Search Profile - Infringement Format Description

This field is used to search on Infringement Format Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Infringement System Parameters

The following forms are defined within the System Administration Parameters and not maintainable by the User. Please refer to Infor if further information is required on these forms.

Activity Entities Search Profile

This form is used to display the Activity Entities for Infringements. This menu should no be maintained by the User. For further information please contact Infor.



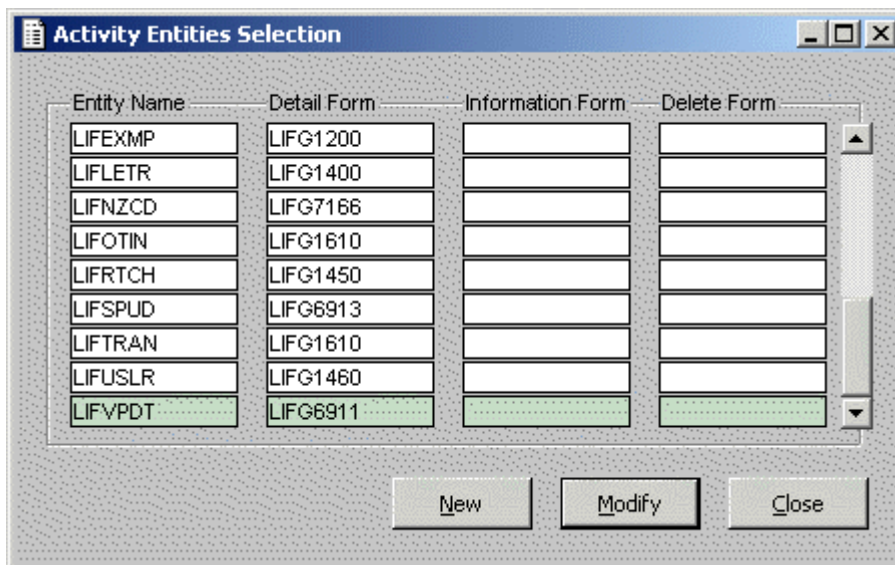
The screenshot shows a window titled "Activity Entity Search Profile". It contains a section labeled "Activity Entity Details" with a text input field for "Entity Name". Below this are three buttons: "New", "Search", and "Close".

Activity Entity Search Profile Form

Activity Entity Details – Entity Name

Activity Entities Selection

This form is used to display the Activity Entities for Infringements. This menu should not be maintained by the User. For further information please contact Infor.



The screenshot shows a window titled "Activity Entities Selection". It contains a table with four columns: "Entity Name", "Detail Form", "Information Form", and "Delete Form". The table lists several entities, with "LIFVPDT" highlighted in green. Below the table are three buttons: "New", "Modify", and "Close".

Entity Name	Detail Form	Information Form	Delete Form
LIFEXMP	LIFG1200		
LIFLETR	LIFG1400		
LIFNZCD	LIFG7166		
LIFOTIN	LIFG1610		
LIFRTCH	LIFG1450		
LIFSPUD	LIFG6913		
LIFTRAN	LIFG1610		
LIFUSLR	LIFG1460		
LIFVPDT	LIFG6911		

Activity Entities Selection Form

Entity Name

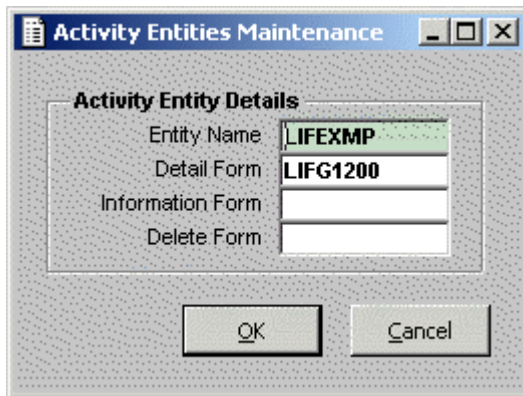
Detail Form

Information Form

Delete Form

Activity Entity Details

This form is used to display the Activity Entities for Infringements. This menu should not be maintained by the User. For further information please contact Infor.

A screenshot of a Windows-style application window titled "Activity Entities Maintenance". Inside the window, there is a section titled "Activity Entity Details". This section contains four labels with corresponding text boxes: "Entity Name" with the value "LIFEXMP", "Detail Form" with the value "LIFG1200", "Information Form" which is empty, and "Delete Form" which is empty. At the bottom of the window, there are two buttons: "OK" and "Cancel".

Activity Entities Maintenance Form

Activity Entity Details – Entity Name

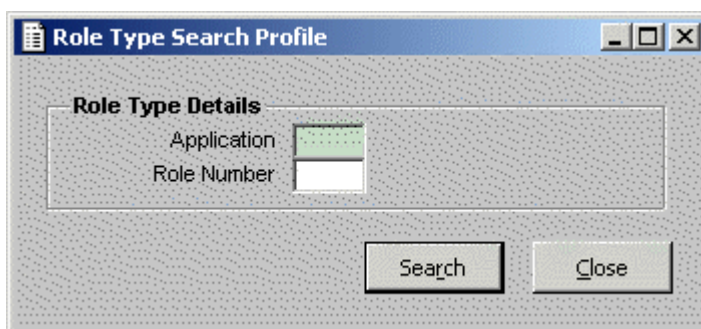
Activity Entity Details - Detail Form

Activity Entity Details - Information Form

Activity Entity Details - Delete Form

Role Type Search Profile

This form is used to display the Role Types for Infringements. This menu should not be maintained by the User. For further information please contact Infor.

A screenshot of a Windows-style application window titled "Role Type Search Profile". Inside the window, there is a section titled "Role Type Details". This section contains two labels with corresponding text boxes: "Application" with a green background and "Role Number" which is empty. At the bottom of the window, there are two buttons: "Search" and "Close".

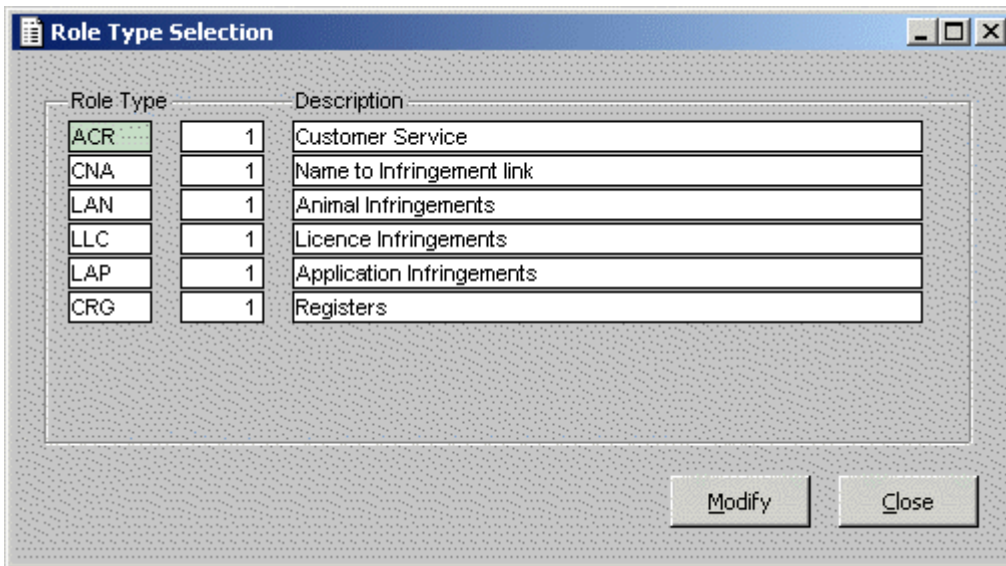
Role Type Search Profile Form

Role Type Details – Application

Role Type Details – Role Number

Role Type Selection

This form is used to display the Role Types for Infringements. This menu should not be maintained by the User. For further information please contact Infor.



Role Type Selection

Role Type		Description
ACR	1	Customer Service
CNA	1	Name to Infringement link
LAN	1	Animal Infringements
LLC	1	Licence Infringements
LAP	1	Application Infringements
CRG	1	Registers

Modify Close

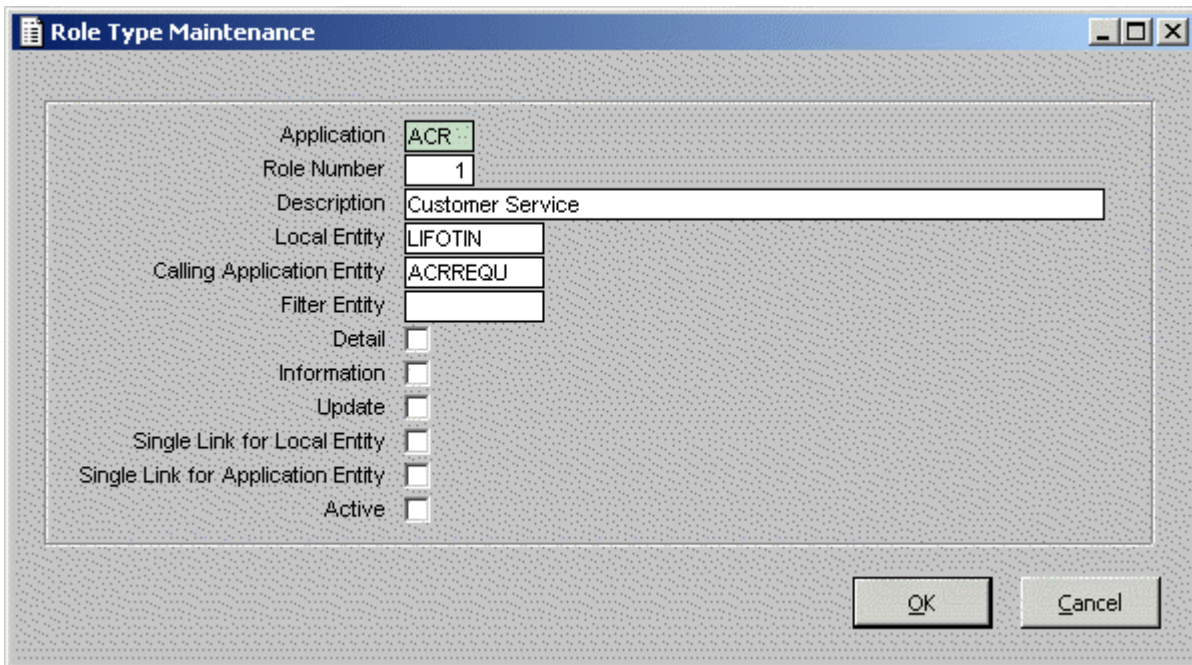
Role Type Selection Form

Role Types

Description

Role Type Maintenance

This form is used to display the Role Types for Infringements. This menu should not be maintained by the User. For further information please contact Infor.



Role Type Maintenance

Application: ACR

Role Number: 1

Description: Customer Service

Local Entity: LIFOTIN

Calling Application Entity: ACRREQU

Filter Entity:

Detail: ☐

Information: ☐

Update: ☐

Single Link for Local Entity: ☐

Single Link for Application Entity: ☐

Active: ☐

OK Cancel

Role Type Maintenance Form

Application

Role Number

Description

Local Entity

Calling Application Entity

Filter Entity

Detail

Information

Update

Single Link for Local Entity

Single Link for Application Entity

Active

Parameters

The following topics are covered in this chapter:

- [Parameter Options](#)
- [Infringement Type Parameter](#)
- [State Code Parameters](#)
- [General Parameters](#)
- [Offence Parameters](#)
- [Motor Vehicle Parameters](#)
- [Letter Parameters](#)
- [Exemptions Parameters](#)
- [Post Code Maintenance](#)
- [Pop Up Forms](#)

Parameter Options

Infringement Type Selection Form

Upon selection of the Parameters Menu the Infringement Type Selection form is displayed to allow selection of the appropriate Infringement Type to maintain. Only those Infringements which the User is authorised to are displayed.

Type	Description
BY	By Laws Infringements
LC	Licensing Infringements
NZANM	New Zealand Animals
PK3	Parking Infringements - V - TA
PK4	Parking Infringements - Q - TC
PK5	Parking Infringements - S - NTA
PK6	Parking Infringements - W - NTC
PKNZ	Parking Infringements - NZ - TA
QLDOLD	Parking Infringements - QLD

Search Profile

Infringement Type

Description

Search Select Close

Infringement Type Selection Form

Infringement Type

This field displays the code that has been assigned to the Infringement Type. Although this may be up to six characters it is highly recommended that the User keep this to a maximum of two characters. This will enable easier receipting of the Infringement Type.

Description

This field contains the full description allocated to the particular Infringement Type.

Search Profile - Infringement Type

The Infringement Type field on the Search Profile section allows the User to enter a Code or part thereof to search on, narrowing the list of Infringement Type codes being displayed. This is especially useful if there are more than nine occurrences on this form.

Search Profile - Description

The Description field on the Search Profile section allows the User to enter a description or part description to search on to narrow the list of Infringement Types codes; this is especially useful if there are more than nine occurrences on this form.

Parameter Options Form

This form is used to enter/change/delete all parameter information relevant to a specific Infringement Type. Only those Users authorised in the Infringement Type Maintenance form will be allowed access to this information.

Parameter Options Form

The following Parameter Data can be created on this form (depending on relevance and authority).

Activity Code	Exemption Type	Offence Group
Additional Data Log	Fee Type	Offence Type
Area Marked	How Parked	Reference
Animal Breed Code	Infringement Data Log	Registration Memo
Animal Colour Code	Infringement Memo	Side of Street
Animal Gender Code	Infringement Type	State Code
Cashier Warning	Letter Extract	Status Code
Chalk Mark	Letter Type	Unserved Letter Type
Council Area	Merge Type	Vehicle Colour
Cycle Function	Name Data Log	Vehicle Make
Door Entered	Note Type	Vehicle Type
Exemption Group	Notification Code	

The parameters that are available to the system and can be used by specific sites are:

South Australian Councils

- Court Update Code (SA)

Victorian Councils

- Court Update Code (Vic) PERIN
- Traffic Conditions Code

Queensland Councils

- Court Update Code (SA)
changed to SPER

Western Australian Councils

- None

New Zealand Councils

- Case Record Number
- Council Ward
- Location Identifier Category
- Location Identifier Type
- Location Identifiers
- Meter/Time Costs

- Tow Yard Location
- Towing Company
- Type of Tow
- Infringement Data Log
- Names Data Log
- Additional Data Log

The names of these parameters can be changed/renamed via the Infringement Type Maintenance form.

When a new Infringement Type is created, the following parameters will automatically be created:

- State Code
- Status Code
- Fee Type
- Activity Code
- Exemption Type
- Infringement Type

However, these parameters should be checked individually to make sure that they comply with the councils requirements.

Infringement Type Description

This field displays the specific Infringement Type that has been selected (or defaulted). All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Option Buttons

Select these buttons to enter into the required parameter option.

Infringement Type Parameter

Infringement Type Maintenance Form

This form displays information relevant to the specific Infringement Type that has been selected. It is used for mostly “set-up” parameters that are vital for the Infringements system to function correctly.

Some of the parameters that are established in this form include Default State Code, Ticket Format and some Infringement Entry options.

Infringement Type Maintenance

Infringement Type Details

Description:

Ticket Label:

Verification Code:

Summary Form: Default Summary Form

Default State Code: Victoria

Default Notification Code: Attached to Windscreen

Additional Data Format: Additional Data Format 1 - Australian Parking

Default Registration State: Victoria

Default Vehicle Type: Sedan

Continuing Offence Type:

Receipting Details

Exclude from Receipting: ☐ Allow Underpayments: ☐

Registration Mandatory: ☐ Write-Off balance: ☐

Options

☐ System Accounts ☐ Correspondence Received ☐ Files/Paths Details ☐ Fee Accounts

☐ End of Period ☐ Unserved Letter ☐ Miscellaneous

Number of Matching Characters to Identify

Surname or Business Name:

Person's Given Name:

Infringement Type Maintenance Form

Infringement Type Details - Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Ticket Label

This field is used to display the description for an individual ticket. The text that is entered in this field will appear in many other forms throughout the Infringement system.

Some examples
include:

Ticket
Report
PIN

Verification Code

This drop-down field is used to choose which format of ticket is required to be used. The available options include:

- 1 to 8 digit number
- 1 to 8 digit number (modulus 11)
- 6 characters (Alpha Prefix and 5 Trailing Digits - Zero Filled)
- 8 characters (Alpha Prefix and 7 Trailing Digits - Zero Suppressed)
- 8 characters (Alpha Prefix and 7 Trailing Digits - Zero Filled)
- 1 to 8 digit number (modulus 10)
- 1 to 9 digit number (modulus 10)
- 1 to 10 digit number

Salutation

This field is used to enter a default salutation for a name (e.g. Sir/Madam).

The value entered into this field will be used as a default in the Names Maintenance form, when a new name is created.

Summary Form

This field is used to establish the Summary Form that will be used by the Infringement Type. The Summary Form is the main maintenance form for the Infringement system. The values specified in the Summary Forms Pop Up form are System Defined values, and cannot be altered.

Court Council Code

This field is used to enter a code specific to an individual Council. It is assumed that a Court will have a unique code for a Council, and this is the value that must be entered into this field.

The value in this field is used in the Extract file sent to the Courts.

Default State Code

This field is used to enter the State (or country) Code of which the Infringement Type is referring to. It is suggested that this field be populated with the state that the council is in.

The value specified in this field will affect other parameter forms used by Infringements. This is because some parameters are only required for some states (or countries).

Late Fee

This field is used to specify the amount of the Late Fee that is applied when the Late Fee Update Batch Process is run.

When running the Late Fee Update, the amount is shown, but cannot be changed. The only place to change this amount is in the Infringement Type parameter.

Default Notification Code

The value specified in this field will be the default notification code that appears on the Infringement Entry form. Values can be chosen from the Notification Pop Up form. The values in the Notification Pop Up form are defined in the Notification Maintenance form.

Days to re-submit to MVR Enquiry

This field specifies the amount of days an Infringement will have before it is re-submitted to the Department of Motor Vehicles.

This is used because during the Motor Vehicle Update process, there may be a problem with a record (e.g. label mismatch etc). The Infringements system will automatically give an Infringement with this type of error a status of "MVR Error".

When the number of days specified is reached, this Infringement will then be re-submitted to the Department of Motor Vehicles.

Additional Data Format

This field is used to specify the Additional Data form that the council requires to use. The Additional Data form is used in the Infringement entry process.

Double clicking in this field shows the Additional Data Formats Pop Up form. The values contained in this form system defined, and cannot be altered.

NOTE: - Additional Data input fields are only available for specific Infringement Types as follows:-

- AUSTRALIAN SITES – PK1 – Parking, AN1 – Animals and BL1 – Bylaws
- NEW ZEALAND SITES :- PK3 - Parking

Additional Data Mandatory

When this field is checked on, a manual Infringement cannot be entered into the system unless the User has at least gone into the Additional Data form. If the User selects the “Accept” button without going into the Additional Data form, then the system will automatically take them there.

If the field is checked off, the Additional Data form does not need to be used.

NOTE: - Additional Data input fields are only available for specific Infringement Types as follows:-

- AUSTRALIAN SITES – PK1 – Parking, AN1 – Animals and BL1 – Bylaws
- NEW ZEALAND SITES :- PK3 - Parking

Default Registration State

The State Code entered into this field will be defaulted into the Infringement Entry form for the specific Infringement Type.

Double clicking in this field will show the State Code Pop Up form. The values contained in this form are created in the State Code parameter option, and can only be maintained from that option.

Change Fine

This field is a parameter setting for the Infringement Entry form. When it is checked on, the User entering in Infringement information will have the ability to change the Fine Amount of the offence. If it is checked off, the User is unable to change the Fine Amount (the field becomes read-only).

Default Vehicle Type

The value specified in this field will show as a default in the Infringement Entry form for the specific Infringement Type.

Double clicking on this field will invoke the Vehicle Types Pop Up form, from which a selection can be made. The values that appear in the Pop Up form are only maintainable via the Vehicle Types parameter.

Street Mandatory

When this field is checked on, an Infringement cannot be entered into the system via the Infringement Entry form unless a street has been entered.

If the field is checked off, then a street does not have to be entered into the system.

Continuing Offence Type

The value specified in this field will show as a default in the Infringement Entry form for the specific Infringement Type.

Double clicking on this field will invoke the Offence Type Pop Up form, from which a selection can be made. This field can be left blank.

Multiple Offences

When this checkbox is checked on, more than one Offence can be added to an Infringement. Also, an “Additional Offences” button will be visible on the Infringement Entry form to allow the addition of other Offences to the Infringement.

When checked off, the ability to add more than one Offence to an Infringement is disabled.

Void Replaced Ticket

When this checkbox is checked on, and a replacement Ticket has been entered via the Handheld processing, then the Origin Ticket will be automatically Voided by the system. This is only applicable for New Zealand.

Court Extract Format

The Court Extract Format only displays when the Infringement Type is using the PK3 Ticket Format. The option must be set to either Parking or Traffic depending on which extract format will be required should it be necessary to refer an offence to Court for Recovery.

The Court Extract Format used during the Court Extract Processing will be determined by this field. If 'Parking' is selected, then the Court Extract Format will be that required for Parking Offences. If 'Traffic' is selected, then the Court Extract Format will be that required for Traffic Prosecution Offences.

Additionally when this field is set as 'Traffic' then an additional field on the Offence Type Maintenance form is displayed to nominate whether a Driver's Licence is required to be entered for the Offence Type during entry of the Name Details for the Offence. Additionally this also means that a Driver's Licence Number must be available for extract should it be necessary to refer an Offence of that Type to Court for recovery.

This is only applicable for New Zealand sites.

Use Location Identifiers

When this checkbox is checked on, then Location Identifiers are in use. Location Identifiers can then be associated to Location and the information updated on the Infringement.

When checked off, the ability to use Location Identifiers will not be available.

Receipting Details – Exclude from Receipting

When the Exclude from Receipting flag is set on then the relevant Infringement Type is excluded from the Receipting process. This means that receipt of payments for Infringements of the Type will not be possible and searches for Tickets by number or Infringement Type during the receipting process will preclude records of this Type.

Receipting Details - Registration Mandatory

This field is used for receipting purposes. When it is checked on, a Registration Number as well as the Infringement Number must be entered to accept a receipt for an Offence. When it is checked off, a Registration Number is not required at the time of Receipting.

Receipting Details - Allow Underpayments

The value set in this field flows down to each individual Infringement as a default, as the Infringement is entered into the system. When the field is checked on and an Infringement is entered into the system, the "Allow Underpayments" flag for that record is set on. At the Infringement level, when the checkbox is flagged off, any payment made against that Infringement must equal the balance of the Infringement. A value less than the balance will not be accepted. If the payment is less, an error message will be received by the Cashier, and they will be unable to process the Receipt.

When the checkbox is on and a new Infringement is entered, the "Allow Underpayments" flag will also be set to on, allowing a payment of less than the balance of the Infringement.

Note: If it is required for an individual Infringement to have the opposite setting to the parameter level, then the "Allow Underpayments" flag can be changed at the Infringement level via Infringement Maintenance using the Additional Data Option. (For example, if the "Allow Underpayments" flag is checked at a parameter level, it can be unchecked at the Infringement level).

Receipting Details - Write-Off Balance

This field controls how Underpayments of Infringements are to be handled at the time of Receipting. If this field is checked on, when a Receipt is processed for an Infringement and the payment is less than the balance of the Infringement the remaining balance will be written off with entries to the General Ledger.

Searching by Name

These fields are used to identify matching names when a new name is entered into the Infringements system. For example, if you have "4" in both of these fields, and you enter a name "John Smith", you will see all the John Smiths in the Infringements system, from which you are able to make a choice, depending on license number and/or date of birth.

System Accounts Button

Selecting this button will take you into the System Accounts Maintenance form, where system accounts are allocated.

Correspondence Received Button

Selecting this button will take you into the Correspondence Maintenance form, where parameters relating to the Correspondence Received maintenance/enquiry option are created.

Files/Paths Details Button

Selecting this button will take you into the Files and Paths Maintenance form, where default paths are created for the various batch functions that the Infringements system uses as part of the Infringements cycle.

Fee Accounts Button

Selecting this button will take you into the Fee Accounts Maintenance form, where accounts are established for different fees and cycle jobs.

End of Period Button

Selecting this button will take you into the End of Period Maintenance form. In this form, parameters are set up to be used as defaults by the write-off and purge functions that the Infringements system uses.

Unserved Letter Button

Selecting this button will take you into the Unserved Letter Defaults Maintenance Form.

Miscellaneous

This Option is only available for **Victorian Sites**.

The Miscellaneous Option for Victorian Sites. Selecting this option allows the User to setup the Minimum Ticket Balance and whether the Ticket Balance is to be written off.

This Option is only available for **New Zealand Sites**.

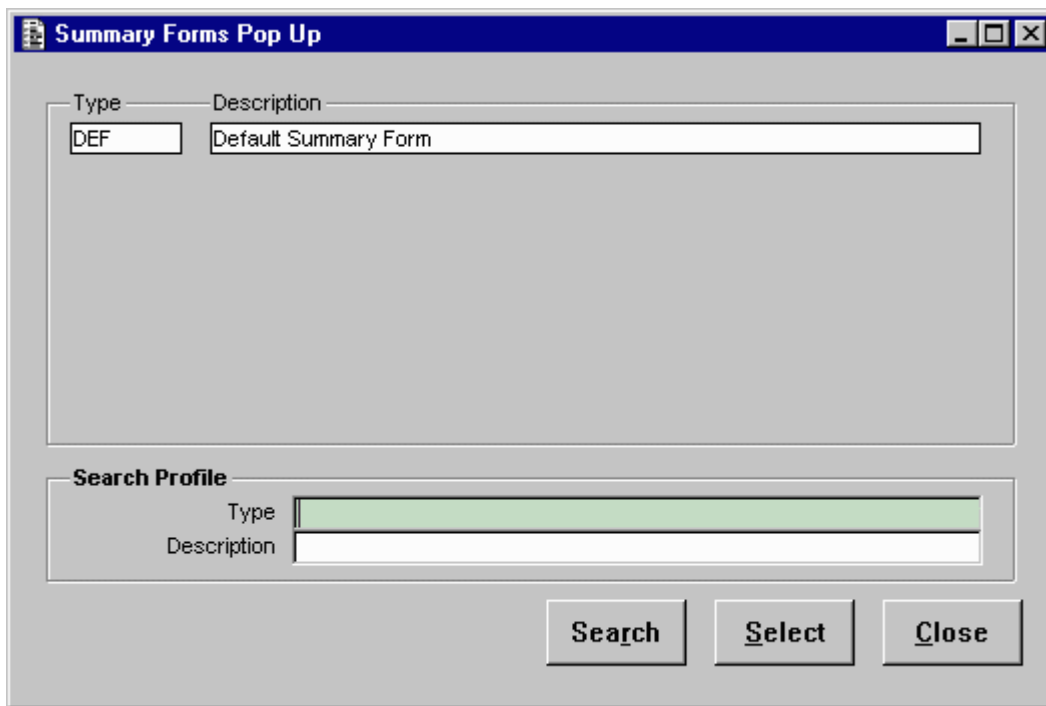
The Miscellaneous Option for New Zealand Sites. Selecting the option Duplicate Ticket Numbers will allow the system to cater for sites where they may have duplicate ticket numbers issued for a particular infringement type. For example - the newly created Auckland Transit Authority amalgamated several sets of infringement data into one combined infringement type thereby having the potential to have duplicate infringement numbers. If this function is used it is a requirement to also have on the Qualifier for Registration Number as being mandatory.

Summary Forms Pop Up Form

This form is used to select a system-defined set of Summary forms. At present, there is only one Infringement Summary form, but more are scheduled for the future enhancement of the Infringements application of the Pathway produce.

The search profile section of this form can be used to narrow down a search. See the "How To Use" User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the "Select" button. Thirdly, you can highlight the required record and press F2.

The image shows a Windows-style dialog box titled "Summary Forms Pop Up". It has a blue title bar with standard minimize, maximize, and close buttons. The main area is divided into two sections. The top section has two labels, "Type" and "Description", each followed by a text input field. The "Type" field contains the text "DEF", and the "Description" field contains "Default Summary Form". The bottom section is titled "Search Profile" and contains two labels, "Type" and "Description", each followed by a text input field. The "Type" field is highlighted with a green background. At the bottom right of the dialog box are three buttons: "Search", "Select", and "Close".

Summary Forms Pop Up Form

Summary Form Type

This field displays a list of the Summary Form Types that are established at a system level. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Summary Form Description

This field displays a list of the Summary Form Descriptions that are established at a system level. Double clicking on this field will select the relevant record. The information contained in this field is display only and cannot be altered.

Search Profile - Summary Form Type

This field is used to search on Summary Form Types. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Search Profile - Summary Form Description

This field is used to search on Summary Form Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Additional Data Formats Pop Up Form

This form is used to select a system-defined set of Additional Data Formats.

The search profile section of this form can be used to narrow down a search. See the "How To Use" User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the "Select" button. Thirdly, you can highlight the required record and press F2.

Type	Description
ADF1	Additional Data Format 1
ADF2	Additional Data Format 2

Search Profile

Type

Description

Search **Select** **Close**

Additional Data Formats Pop Up Form

Additional Data Format Type

This field displays a list of the Additional Data Format Types that are established at a system level. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Additional Data Format Description

This field displays a list of the Additional Data Format Descriptions that are established at a system level. Double clicking on this field will select the relevant record. The information contained in this field is display only and cannot be altered.

Search Profile - Additional Data Format Type

This field is used to search on Additional Data Format Types. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Search Profile - Additional Data Format Description

This field is used to search on Additional Data Format Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

System Accounts Maintenance Form

This form is used to allocate accounts from the Financial Interface module to the Infringements module of Pathway.

In this form, you are required to enter account information for the following items:

- System Bank
- Prepayments
- Overpayments
- Refunds Clearing

As well as Tax Information (if applicable).

System Accounts Maintenance

Infringement Type Details

Description: Parking Infringements - V - TA

Account Details

Taxable: ☒ Pre-Payments/Overpayments Taxable: ☐ Non-taxable Type:

Tax Code: LIFSYS >> INFRINGEMENT SYSTEM ACCOUNTS

Accrual: ☒ Receipt Description: Victorian Parking Infringement Receipt

Ledger: QL

System Bank	LIF-SYSTEM BANK	>>	LIF-SYSTEM BANK ACCOUNT
Pre-payments	LIF-PREPAYMENTS	>>	LIF-PREPAYMENTS ACCOUNT
Over-payments	LIF-OVERPAYMENTS	>>	LIF-OVERPAYMENTS ACCOUNT
Refunds Clearing	LIF-REFUNDS CLEARING	>>	LIF-REFUNDS CLEARING ACCOUNT

OK Cancel

System Accounts Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Taxable

If this field is checked on then the Infringement Type will be Taxable.

Pre-Payments/Overpayments Taxable

The Pre-Payments/Overpayments Taxable field is used to determine whether Tax will be calculated at the time a Pre-Payment or Overpayment is made within the Infringement Type.

Non-Taxable Type

If the Taxable field has not been flagged on, therefore making it Non Taxable, then a Non-taxable Type needs to be defined. There are 3 options available in the dropdown list. These are as follows:

- GST Free
- GST Exempt
- Division 81
- Input Tax
- Out of Scope
- Export Sales
- Undefined.

It is expected that Australian sites will use GST Free and Division 81 only. Financial systems can use these values, as the applicable codes, below, are output in the Pathway Financial Transaction File in place of the previous 'N' value.

- N - GST Free
- X - GST Exempt
- 8 - Division 8
- I – Input Tax
- O – Out of Scope
- E – Export Sales
- Z - Undefined

Tax Code

This field contains the Tax Code that is applicable to the Infringement Type. Enter a valid code or select from the Tax Code Pop Up form.

Receipt Description

The value of this field is used by the Receipting module of Pathway. When a receipt is done against an Infringement, the value of this field will show as the description for the allocation line part of the receipt.

Suggested examples include:

- "Parking Infringement Receipt"
- "Animal Infringement Receipt"
- "By-Law Infringement Receipt"

Accrual

This flag determines whether the Infringement system will be using accrual or cash accounting.

When this flag is checked on, amounts will be written to the General Ledger when Infringements are raised as well as when they are receipted.

When this flag is checked off, amounts are only written to the General Ledger system upon receipt of payment. Thus, it represents a "cash accounting" system.

Ledger

Once all account information has been added, clicking on the Ledger field will show the User which ledger the account belongs to.

It should be noted that accounts from different ledgers cannot be put onto this form. All accounts selected need to be from the same ledger.

Account Information

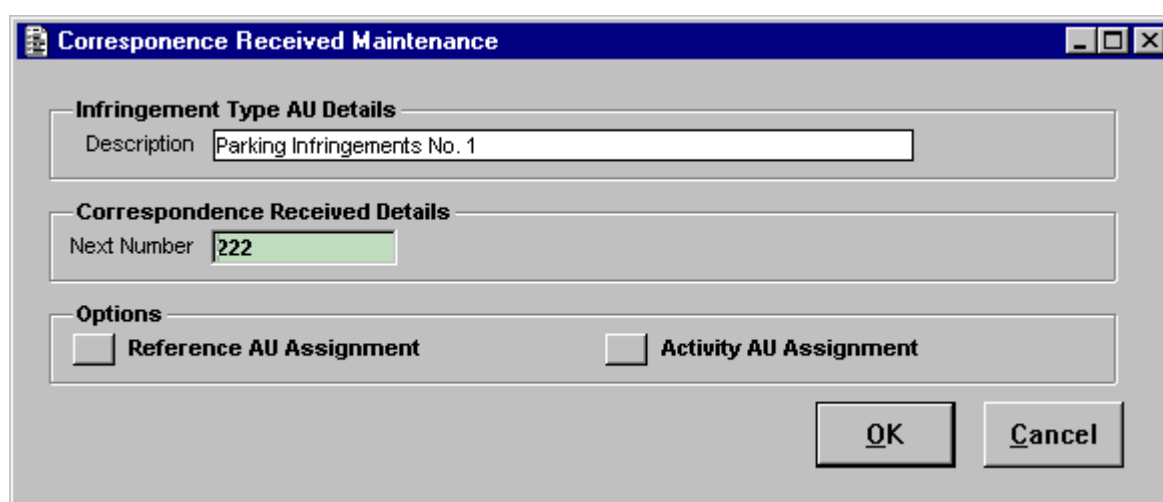
These fields are used to enter in the required accounts for the following items:

- System Bank
- Prepayments
- Overpayments
- Refunds Clearing

Double clicking on the field, or using the Pop Up button will show the Account Pop Up form. The values displayed in this form are not maintainable from the Infringements system. They can, however, be modified in the General Ledger Interface module of Pathway.

Correspondence Received Maintenance Form

This form is used to set up parameters to enable the Correspondence Received Maintenance/Enquiry option. This option is available from the Infringements Summary form (under the Multi-Offence Maintenance button), and from the Options button on the Infringements Summary form.



Correspondence Received Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Next Number

This field shows the next number that will be used by the Correspondence functionality. When a new piece of correspondence is lodged within the Infringements system, this number will automatically increment. This is automatically set to 1 when the Option is selected for the first time.

Reference Assignment Button

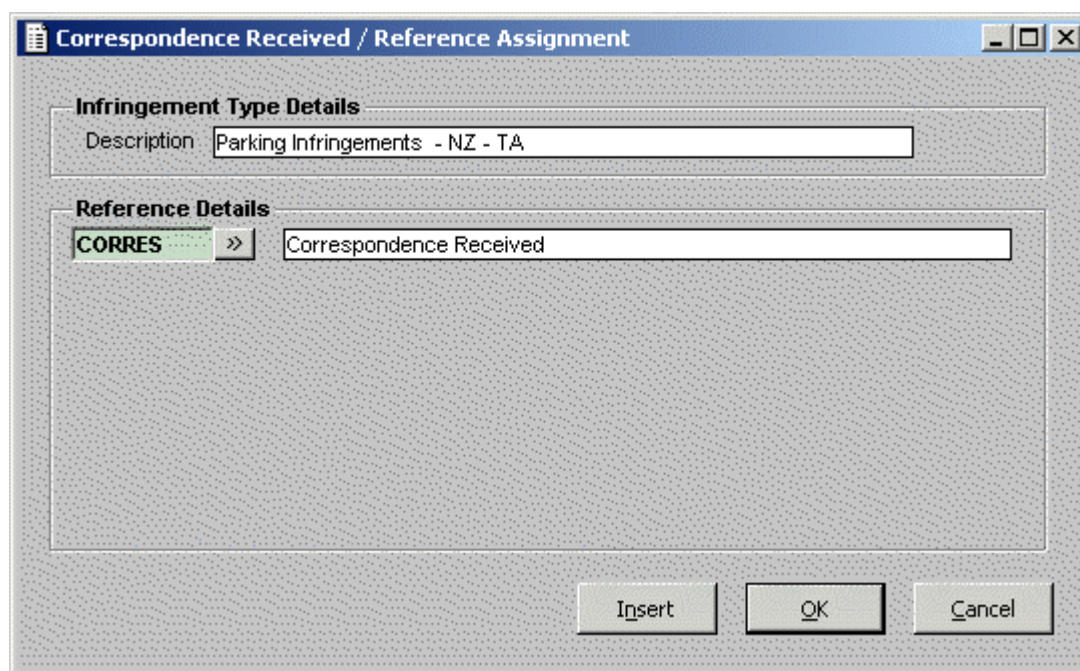
Selection of this Options button will display the Correspondence Received/Reference Assignment Form.

Activity Code Assignment Button

Selection of this Options button will display the Correspondence Received/Activity Code Assignment Form.

Correspondence Received/Reference Assignment Form

This form allows selection and creation of References to be used for Correspondence Received.



Correspondence Received /Reference Assignment Form

Infringement Type Details – Description

This field displays the specific Infringement Type that was selected.

Reference Details

To effectively use the Correspondence Received function, a reference needs to be created, which will be used exclusively by the system.

Double clicking on the field, or using the Pop Up button will invoke the Reference Type Pop Up form, from which a reference type can be selected. The values contained in this Pop Up form cannot be maintained from this form, but are maintainable from the References parameter option in the Infringements system.

Correspondence Received/Activity Code Assignment Form

This form displays the Activity Code Assignment for Correspondence Received. These are the Activity Codes that will be used when entering in Correspondence.

In the case of New Zealand sites it is necessary to set up an Activity Code for Request for Hearing of Defendant as this is used in the Court Extract process.

Correspondence Received / Activity Code Assignment

Infringement Type Details

Description: Parking Infringements - NZ - TA

Activity Code Details

CORR	Correspondence Received
RHD	Request for Hearing of Defendant

Insert OK Cancel

Correspondence Received/Activity Code Assignment Form

Infringement Type Details – Description

This field displays the specific Infringement Type that was selected.

Activity Code Details

Double clicking on the field, or using the Pop Up button will invoke the Activity Type Pop Up form, from which an Activity type can be selected. The values contained in this Pop Up form cannot be maintained from this form, but are maintainable from the Activity parameter option in the Infringement system.

Files and Paths Maintenance Form

This form is used to allocate file paths and file names to the various batch functionalities. For more information on these batch functions, please refer to the relevant sections of this manual.

Files and Paths Maintenance

Infringement Type Details

Description: Parking Infringements - NZ - TA

Function	Path
Hand Held Parameter Extract Path	C:\TEMP
Hand Held Data File	C:\TEMP\WZ INFRINGEMENTS\HHELD
Hand Held Data Backup File	C:\TEMP\WZ INFRINGEMENTS\HHELD
Exemptions Vehicle Update File	
First Notice File	C:\TEMP\WZ INFRINGEMENTS\NOTES
Second Notice File	
Third Notice File	
Court Extract File Path	C:\TEMP\WZ INFRINGEMENTS\CRTEXTTRACT
Court Update File Name	C:\TEMP\WZ INFRINGEMENTS\CRTEXTTRACT

OK Cancel

Files and Paths Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Function

This field shows the available batch functions that are available to the Infringement system. Depending on council's requirements, not all of these functions will be required. If this is the case, simply leave the "Path" field blank.

Currently, the available functions are:

- Handheld Parameter Extract Path
- Handheld Data File
- Handheld Data Backup File
- Exemptions Vehicle Update File
- First Notice File
- Second Notice File
- Third Notice File
- Court Extract File Path
- Court Update File Name

Path

This field is used to enter a directory path for the appropriate batch function. Double clicking this field will bring up a form from which a directory path can be selected. Alternatively, the Detail Button may be selected.

This path field will accept directory names and file names that are more than eight characters long.

Fee Accounts Maintenance Form

This form is used to allocate accounts from the Financial Interface module to the Infringements module of Pathway.

In this form, you are required to enter account information for the following items:

- Revenue
- Debt Control
- Court Processed Control
- Court Processed
- Bank
- Receipt Control

Infringement Type Details	
Description	Parking Infringements

Account Details	
Taxable	☐
Non-taxable Type	GST Free
Ledger	
Revenue	LIF-REVENUE FEE >> LIF-REVENUE FEE ACCOUNT
Debt Control	LIF-DEBT CONTROL >> LIF-DEBT CONTROL ACCOUNT
Court Processed Control	LIF-COURT PROCESSED CONTROL >> LIF-COURT PROCESSED CONTROL ACCOUNT
Court Processed	LIF-COURT PROCESSED >> LIF-COURT PROCESSED ACCOUNT
Bank	LIF-FEE BANK >> LIF-FEE BANK ACCOUNT
Receipt Control	LIF-RECEIPT CONTROL >> LIF-RECEIPT CONTROL ACCOUNT

Fee Accounts Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Taxable

If this field is checked on then the Infringement Type will be Taxable. The Tax Code is entered in the next field.

Non-Taxable Type

If the Taxable field has not been flagged on, therefore making it Non Taxable, then a Non-taxable Type needs to be defined. There are 3 options available in the dropdown list. These are as follows:

- GST Free
- GST Exempt
- Division 81
- Input Tax
- Out of Scope
- Export Sales
- Undefined.

It is expected that Australian sites will use GST Free and Division 81 only. Financial systems can use these values, as the applicable codes, below, are output in the Pathway Financial Transaction File in place of the previous 'N' value.

- N - GST Free
- X - GST Exempt
- 8 - Division 8
- I – Input Tax
- O – Out of Scope
- E – Export Sales
- Z - Undefined

Tax Code

This field contains the Tax Code that is applicable to the Infringement Type. Enter a valid code or select from the Tax Code Pop Up form.

Ledger

Once all account information has been added, clicking on the Ledger field will show the User which ledger the account belongs to.

It should be noted that accounts from different ledgers cannot be put onto this form. All accounts selected need to be from the same ledger.

Account Details

These fields are used to enter in the required accounts for the following items:

- Revenue
- Debt Control
- Court Processed Control
- Court Processed
- Bank
- Receipt Control

Double clicking on the field, or using the Pop Up button will show the Account Pop Up form. The values displayed in this form are not maintainable from the Infringements system. They can, however, be modified in the General Ledger Interface module of Pathway.

End of Period Maintenance Form

This form is used to specify default values for the Statute Barred, Exempt Legal Extract, Infringements Purge and Advisory Cut-off functions.

End of Period Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Statute Barred after XX Days

The number of days entered into this field will determine the date set on the Statute Barred Control form.

For example, if this field is set to 7, and the process is run on the 30th of September 1998, then the date field on the control form will default to the 23rd of September 1998. This, of course, is just an example, and it is not recommended that a number as low as 7 be used.

For more information about the Statute Barred process, please refer to the relevant sections contained in this manual.

Exempt Legal Extracted After XX Days

The number of days entered into this field will determine the date set on the Exempt Legal Extracted Control form.

For example, if this field is set to 7, and the process is run on the 30th of September 1998, then the date field on the control form will default to the 23rd of September 1998. This, of course, is just an example, and it is not recommended that a number as low as 7 be used.

For more information about the Exempt Legal Extracted process, please refer to the relevant sections contained in this manual.

Purge After XX Days

The number of days entered into this field will determine the date set on the Purge Infringements Control form.

For example, if this field is set to 7, and the process is run on the 30th of September 1998, then the date field on the control form will default to the 23rd of September 1998. This, of course, is just an example, and it is not recommended that a number as low as 7 be used.

For more information about the Purge Infringements process, please refer to the relevant sections contained in this manual.

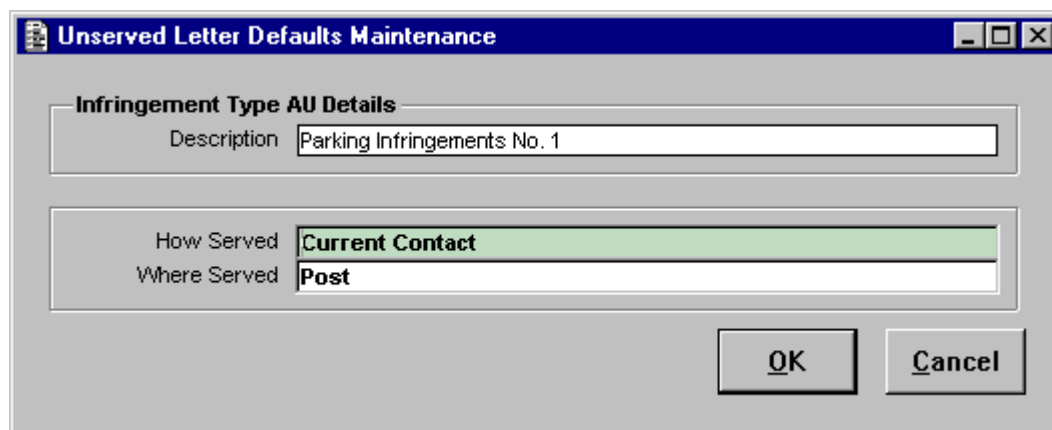
Advisory Cut-off

This field is used to calculate the Cut-off Date that displays on the Infringement Summary Form. If no days have been entered in this field then the Cut-off Date field will not display on the Summary Form. The Advisory Cut-off date uses the Offence Date to start calculating from.

Unserved Letter Defaults Maintenance Form

This form is used to specify default values for the Unserved Letters Maintenance form, which is used as part of the Unserved Letters Maintenance/Enquiry option. The two fields that can be defaulted are:

- How Served
- Where Served



Unserved Letter Defaults Maintenance Form

Infringement Type Details – Description

This field displays the specific Infringement Type was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

How Served

This field is used to enter a default value for the How Served field in the Unserved Letters Maintenance/Enquiry option. Up to fifty alpha-numeric characters can be used in this field.

Where Served

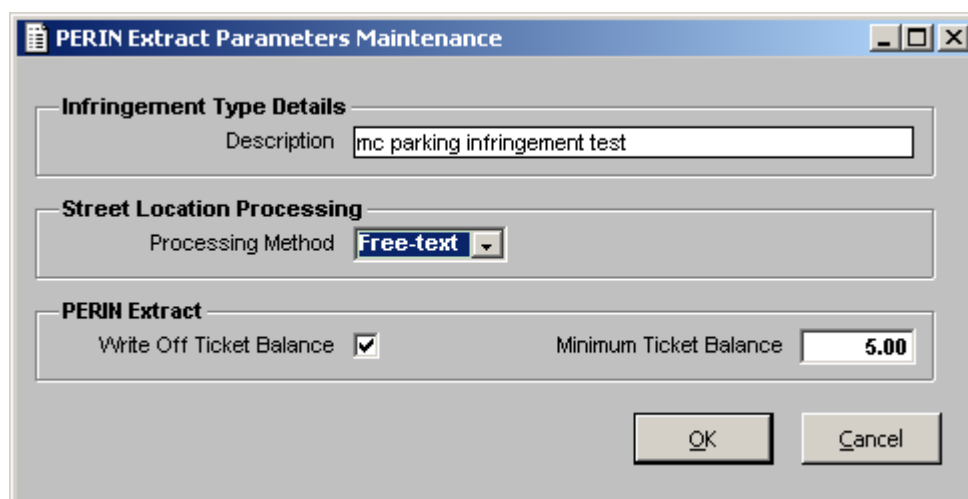
This field is used to enter a default value for the Where Served field in the Unserved Letters Maintenance/Enquiry option. Up to fifty alpha-numeric characters can be used in this field.

Miscellaneous Parameter Maintenance Form

This form is used to specify values to be used for the PERIN Court Extract process for Victoria.

Note that if the concurrent processing flag in the Global Infringement Parameter Maintenance form is set OFF then the Street Location Processing area is dimmed and not able to be maintained.

These settings are used when the Perin Court Extract is run from the Cycle Function Process. The User is able to nominate whether the Ticket Balance is written off and whether there is a Minimum Ticket Balance to be checked for the Ticket. Additionally, if Street information is not associated to the Pathway Property data then the Processing Method can be set to allow Text entry of Location information.



PERIN Extract Parameters Maintenance Form

Infringement Type Details – Description

This field displays the specific Infringement Type was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Street Location Processing – Processing Method

Upon entry to this form for the first time this field is set to Linked. This means that any Street information entered for the Ticket will be validated against the Property information within Pathway.

This parameter is used to process data uploaded from handheld machines and entered or modified during manual entry or maintenance of infringement tickets. Where the Street Location Processing Method for a particular Infringement Type is set to 'Linked', links to street data stored in the Property Module will be created.

Where the Method is set to 'Free-text', street data will be stored as 'free-text' data attached directly to the infringement record. When entering or maintaining infringement notice data manually using the 'Free-text' method, it is possible to either enter (i.e. type in) a street's name or select it from street data held in the Property Module. When selecting from the Property Module the street name exclusive of the suburb only will be retrieved. If the street name is typed in, there is no validation of the entry and whatever the User chooses to enter will be accepted.

Note that this field is only available when the Concurrent Processing flag is set ON.

PERIN Extract – Write Off Ticket Balance

Upon entry to this form for the first time this field is flagged ON therefore the Ticket balance will be written off when the Perin Extract process is run. This is the usual process of Victorian processing.

If the balance of the Ticket is required to be retained then this field should be flagged OFF, therefore allowing the balance to be retained on the Ticket when the Court Extract process is run.

PERIN Extract – Minimum Ticket Balance

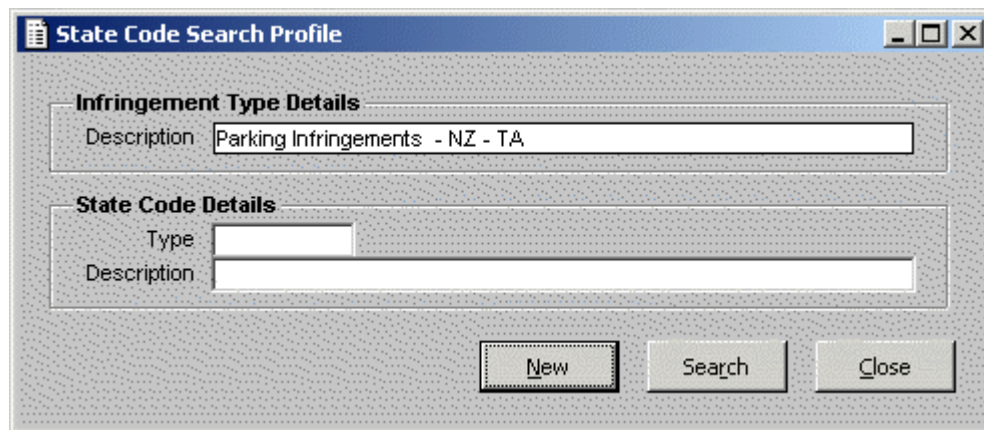
Upon entry to this form for the first time this field is blank therefore any Ticket balance will be written off when the Perin Extract process is run and the Write Off Ticket Balance has been set on. This is the usual process of Victorian processing.

If the balance of the Ticket of a certain value is required to be retained then amount of the balance for the Ticket should be entered into this field. When the Perin Court Extract process is run and the Ticket has a balance equal to or less than the amount entered in this field, then it will not be extracted to Court and will retain its balance and status.

State Code Parameters

State Code Search Profile Form

This form is used to search for a specific State Code or group of State Codes. Use the “Type” and “Description” fields to refine your search.



State Code Search Profile Form

Wildcard searching is available on this form. For more information on wildcard searching, see the “How To Use” User Guide.

To initiate a search, select the “Search” button, or press F8.

If one record matches the search profile that has been entered, you will be taken to the State Code Maintenance form for the matching record.

If two or more records match the search profile that has been entered, you will be taken to the State Code Selection form from which you can select the desired record.

Select “New” to create a new State Code record.

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

State Code Type

This field is used to enter a specific State Code Type (or part thereof) to refine your search. Wildcard searching is available on this field.

State Code Description

This field is used to enter a specific State Code Description (or part thereof) to refine your search. Wildcard searching is available on this field.

State Code Selection Form

This form is used when two or more records match the search specified in the State Code Search Profile form.

There are three ways of accessing a particular record. Firstly, you can highlight the record and press F2. Secondly, you can double click on a record, and thirdly, you can select the required record, and select the "Modify" button.

To create a new State Code record from this form, select the "New" button.

Type	Description	Active
A	Australian Capital Territory	☒
N	New South Wales	☒
Q	Queensland	☒
S	South Australia	☒
T	Tasmania	☒
U	Northern Territory	☒
V	Victoria	☒
W	Western Australia	☒

State Code Selection Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

State Code Type

This field displays the State Code Type of records that match the search profile. Double clicking this field will take you into the State Code Maintenance form for the selected State Code Type. This field is display only and cannot be maintained.

State Code Description

This field displays the State Code Description of records that match the search profile. Double clicking this field will take you into the State Code Maintenance form for the selected State Code Description. This field is display only and cannot be maintained.

Active

This field is used to show if the State Code is active or not. When the box is checked on, the State Code is active. An active State Code is available to the system for selection.

When a State Code is flagged as not active, or inactive, the State Code record is not available to the system for selection. However, any original data using this State Code record will not be affected (i.e. will keep the inactive State Code record).

State Code Maintenance Form

This form is used to view/change/delete State Code information. This is also the area where registration number formats are defined, and where path and file name information is recorded for the Motor Vehicle Extract and Update processes.

When a new Infringement Type is created, all State Codes (Type and Description) are created automatically. However, council specific information must be created for all State Codes.

Depending on the State or Country that the Infringement Type is for will depend on the information that is available under the Options section of this form. As different types of Motor Vehicles organisations are used to determine the Motor Vehicle information for each State or Country the Options will reflect the Organisation that is used for that particular State / Country.

For Animal or Bylaw Infringements only the Type, Active, Description and Court State Code fields are available. All other fields are not displayed.

State Code Maintenance Form

Infringement Type Details - Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

State Code Details - Type

This field shows the specific code for a State Code. These values are established when a new Infringement Type is created, and the following information is pre-defined:

Code	State
ACT	Australian Capital Territory
NSW	New South Wales
NT	Northern Territory
NZ	New Zealand
QLD	Queensland
SA	South Australia
TAS	Tasmania
VIC	Victoria
WA	Western Australia

However, these codes can be changed if and when it is required.

State Code Details - Active

This field is used to show if the State Code is active or not. When the box is checked on, the State Code is active. An active State Code is available to the system for selection.

When a State Code is flagged as not active, or inactive, the State Code record is not available to the system for selection. However, any original data using this State Code record will not be affected (i.e. will keep the inactive State Code record).

State Code Details - Description

This field shows the Descriptions of the State Codes. For example, South Australia, Victoria etc. This information will automatically be generated when a new Infringement Type is created, and can be changed at any time.

State Code Details - Use Plate Types

This field is used to specify whether, for the particular state, if Plate Types will be used to separate registration formats (such as Alpha Numeric, Custom, Personalised, Government).

If this Plate Types flag is checked on, the "Plate Type" button will appear. If the flag is off, a "Registration Formats" button will appear.

State Code Details - Validate Registration

When checked on, this flag tells the Infringement System to check any registration number entered against either plate type registration formats or other registration formats. When a registration number is found which does not match any recorded format, a message will appear saying that the registration format is incorrect, and giving you the option to override.

When this flag is check off, registration numbers entered into the system will not be checked against existing registration formats.

State code Details - Court State Code

This field represents the State which the court responsible for hearing Infringements resides (e.g. SA for South Australia). This field is used in the Court Extract process.

The contents of this field may not necessarily be the specified State Code value. For example, a council may use "S" for South Australia, but use "SA" for the Court State Code value

MVR Details - State Code

This field represents the State Code as part of the Department of Motor Vehicles information. When running a Motor Vehicle Extract, you are required to select a State Code. Pathway then searches for that State Code and then finds all occurrences for the Motor Vehicle Extract for that State Code.

MVR Details - Extract File Path

This field is used in the Motor Vehicle Extract process and should have a directory path in it. When a Motor Vehicle Extract process is run, Pathway looks at the contents of this field and then puts the output file created in the directory path specified.

The file name is created automatically when this process is run. The first time the Motor Vehicle Extract is run, a file called "MV000001.txt" is created. The second time it is run the file will be called "MV000002.txt" and will be created. This is a generic file name and can be renamed according to the Motor Vehicles Departments' requirements.

MVR Details - Update File

This field is used in the Motor Vehicle Update process and should have a directory path and file name in it. When a Motor Vehicle Update process is run, Pathway looks at the contents of this field and then reads the specified file for information that has come back from the Motor Vehicles Department.

MVR Details - Council ID

This field contains a six character description for the Council generating a Motor Vehicle Extract file. This value is used by the Motor Vehicle Department in identifying which council has sent a file to them.

MVR Details – Private Name Details

In conjunction with the restricted display of name details within the User Security options this is another means by which restricted details can be accessed when required. When the Resited Display of Name Details is ON then for a particular State the no detail that will be visible on the relevant Summary Form for the name of the 'Current Contact' (i.e. owner/driver/etc). Additionally the Infringement History segment of the form will display records which are created when the restricted name details have been accessed.

This is controlled by displaying the Name Access Reason Pop Up form when the user selects the Name Details options within the Maintenance Menu. The User is required to select the Reason and then the Name information forms are displayed. On returning to the Summary form the log record is displayed and included in the Infringement History segment of the form.

If this field is flagged OFF then the access to Names within the Maintenance Menu functions as per normal.

NOTE: The Name Access Reason Codes are defined under the Global Infringement Parameter Maintenance Menu and are used for all Infringement Types where this flag is ON. Additionally the Activity Type needs to be assigned to the Private Name Details Accessed function on the Activity Assignment form within the Activity Code Parameters.

Options - Plate Type Button

This button will appear when the "Use Plate Types" checkbox is checked on. Selecting this button will take you into the Plate Types Maintenance form where you can specify individual plate types and the formats associated with that plate type.

Options - Registration Formats Button

This button will appear when the "Use Plate Types" checkbox is checked off. Selecting this button will take you into the Registration Formats Maintenance form, where registration formats specific to that State Code can be specified.

Options - MVR Codes Button

Selecting this button will take you into different forms, depending on what State Code you are in at the time.

South Australia

Selecting this button will take you into the MVR Status Maintenance form, where you can enter the statuses used by the Motor Vehicle Department.

Victoria

Selecting this button will take you into the MVR Codes Maintenance form, where VicRoads Result Codes and Registration Rates can be added.

New Zealand

Selecting this button will take you into the MOTOCHECK Error/Exception Code Maintenance form, where MOTOCHECK Error and Exception Codes can be added.

Options – MOTOCHECK Validation Rules

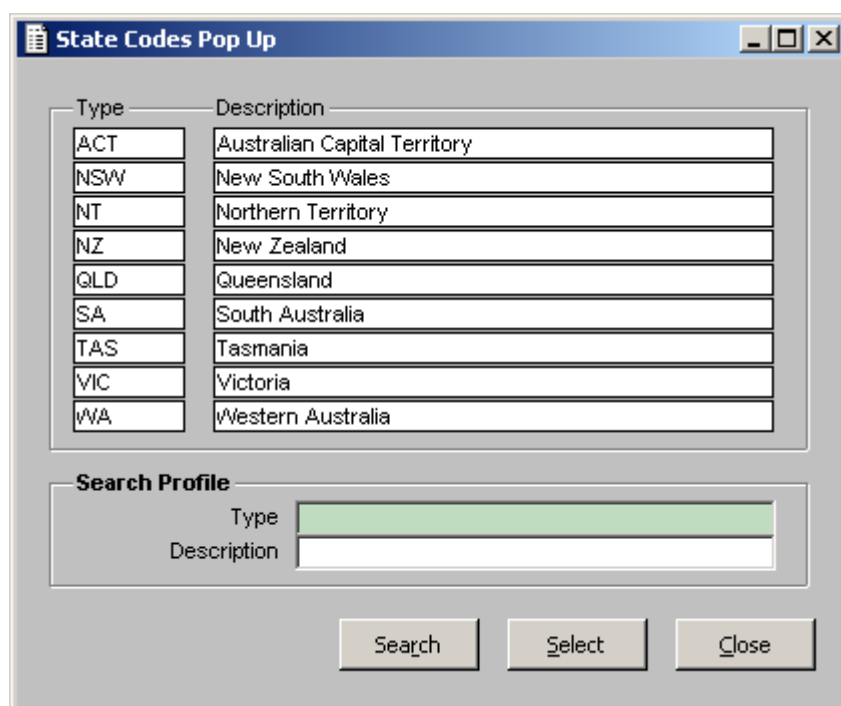
Selecting the MOTOCHECK Validation Rules Option will display any Validation Rules that have been defined. This Option is only available for New Zealand.

State Codes Pop Up Form

This form is used to select a system-defined set of State Codes. It should be noted that there are two State Codes Pop Up forms in Pathway. One displays a list of user-defined States Codes, the other displays a list of system-defined State Codes.

The search profile section of this form can be used to narrow down a search. See the "How To Use" User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the "Select" button. Thirdly, you can highlight the required record and press F2.



The 'State Codes Pop Up' dialog box contains a table with two columns: 'Type' and 'Description'. The table lists Australian states and territories. Below the table is a 'Search Profile' section with two input fields: 'Type' and 'Description'. At the bottom are three buttons: 'Search', 'Select', and 'Close'.

Type	Description
ACT	Australian Capital Territory
NSW	New South Wales
NT	Northern Territory
NZ	New Zealand
QLD	Queensland
SA	South Australia
TAS	Tasmania
VIC	Victoria
WA	Western Australia

Search Profile

Type

Description

*State Code Pop Up Form***Type**

This field displays a list of the State Code Types that are established at a system level. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Description

This field displays a list of the State Code Descriptions that are established at a system level. Double clicking on this field will select the relevant record. The information contained in this field is display only and cannot be altered.

Search Profile - Type

This field is used to search on State Code Types. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Search Profile - Description

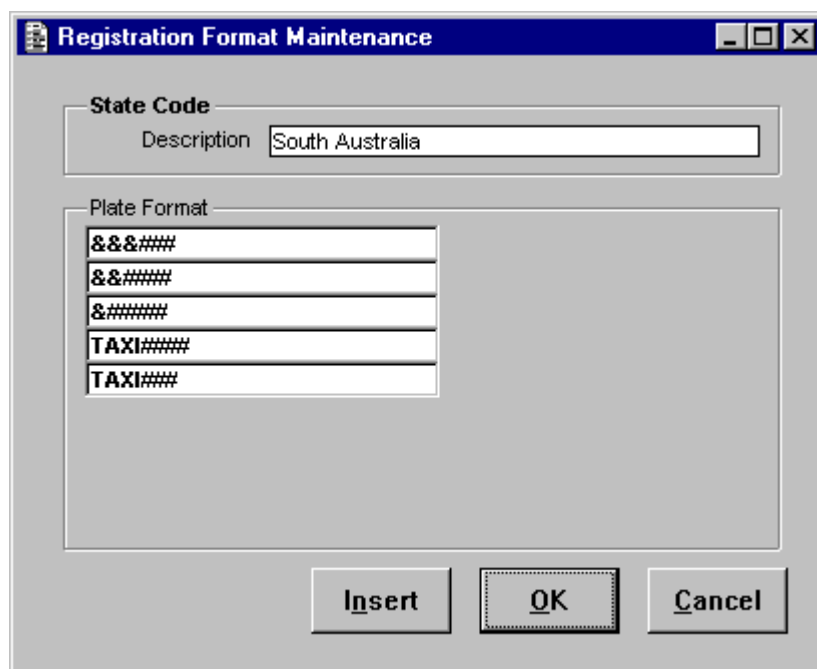
This field is used to search on State Code Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Registration Format Maintenance Form

This form is used to enter Registration Formats which are associated to the State Code displayed in the State Code Description field.

This form will only be available when the "Use Plate Types" flag is not checked on the State Code Maintenance form.

To add a new Registration format, select the "Insert" button, or press F9.



The image shows a Windows-style dialog box titled "Registration Format Maintenance". It has a "State Code" section with a "Description" field containing "South Australia". Below this is a "Plate Format" section with a list of five text boxes containing the following patterns: "&&&###", "&&####", "&#####", "TAXI####", and "TAXI###". At the bottom of the dialog are three buttons: "Insert", "OK", and "Cancel".

Registration Format Maintenance Form

State Code Description

This field shows the State for which the registration formats shown in this form are relevant to. The State Code Description cannot be maintained at this level, and can be edited on the State Code Maintenance form.

Plate Format

This field is used to add registration formats for the appropriate State. To enter a registration format, use the "&" for a letter and the "#" for a number.

For example, if a registration number was ZMZ223, then the format for this would be "&&&###". In another example, if the registration number was "TAXI3003", then the format would be "TAXI####", because the first four characters would always be "TAXI".

Up to 25 characters can be used on this field.

Plate Types Maintenance Form

This form is used to define Plate Types and Descriptions for a particular state.

To create a new record, select the "Insert" button or press F9.

The screenshot shows a 'Plate Types Maintenance' window. At the top, there's a 'State Code' section with a 'Description' field containing 'South Australia'. Below this is a table with columns: 'Type', 'Description', 'Active', and 'Formats'. The table contains several rows, including 'NOT RECORDED', '2', '4', 'm', '9', 'ALPHA NUMERIC', 'B', and 'CYCLE'. The 'Active' column has checkboxes, some of which are checked (e.g., for 'm', 'ALPHA NUMERIC', and 'CYCLE'). The 'Formats' column has buttons with '...' and a scroll bar. At the bottom of the window are three buttons: 'Insert', 'OK', and 'Cancel'.

Type	Description	Active	Formats
!	NOT RECORDED	☐	...
.	.	☐	...
2	2	☐	...
4	4	☐	...
7	m	☒	...
9	9	☐	...
A	ALPHA NUMERIC	☒	...
B	B	☐	...
C	CYCLE	☒	...

Plate Types Maintenance Form

State Code Description

This field shows the State for which the Plate Types shown in this form are relevant to. The State Code Description cannot be maintained at this level, but can be edited on the State Code Maintenance form.

Plate Type

This field is used to enter a single character to identify the plate type. This field is used in the formatted registration number. Examples of Plate Types include:

Type	Description
A	Alpha Numeric
H	Hire Car
M	Custom
P	Personalised

Plate Description

This field is used to enter a longer description of the Plate Type record. Examples of Plate Type Descriptions include:

Type	Description
A	Alpha Numeric
H	Hire Car
M	Custom
P	Personalised

Active

This field is used to show if the Plate Type is active or not. When the box is checked on, the Plate Type is active. An active Plate Type is available to the system for selection.

When a Plate Type is flagged as not active, or inactive, the Plate Type record is not available to the system for selection. However, any original data using this Plate Type record will not be affected (i.e. will keep the inactive Plate Type record).

Formats Button

When this button is selected, you will be taken to the Registration Format Maintenance form, where you can define registration formats for that particular plate type.

When these registration formats are specified, when a parking Infringements is entered, the registration format is checked against these formats, depending on the plate type specified (and whether the "Validate Registration" flag is checked on the State Code Maintenance form for the specified state).

Registration Format Maintenance Form

This form will only appear when a State is using Plate Types. It is used to define registration formats under a particular plate type.

To add a new record, select the "Insert" button, or press F9.

The screenshot shows a Windows-style dialog box titled "Registration Format Maintenance". It has a "Plate Type" section with a "Description" label and a text box containing "A" and "Alpha Numeric". Below this is a "Plate Format" section with a list box containing two entries: "&&&###" and "&&###". At the bottom are three buttons: "Insert", "OK", and "Cancel".

Registration Format Maintenance Form

Plate Type

This field shows the Plate Type that the registration formats apply to. The information contained in this field cannot be edited on this form, but can be changed on the Plate Types Maintenance form.

Plate Description

This field shows the Plate Type Description that the registration formats apply to. The information contained in this field cannot be edited on this form, but can be changed on the Plate Types Maintenance form.

Plate Format

This field is used to add registration formats for the appropriate Plate Type. To enter a registration format, use the "&" for a letter and the "#" for a number.

For example, if a registration number was ZMZ223, then the format for this would be "&&&###". In another example, if the registration number was "TAXI3003", then the format would be "TAXI####", because the first four characters would always be "TAXI".

Up to 25 characters can be used in this field.

MVR Status Maintenance Form

This form will only appear for a South Australian state code. It is used to hold specific values returned by the South Australian Department of Motor Vehicles with the Handheld Upload file, when they report an error.

Status	Description	Active
1	Label Number Mismatch	☒
2	Label Number Not Found	☒
3	Registration Not Found	☒
4	Vehicle Frozen	☒
5	Plate Type not entered/valid	☒
S	Vehicle Stolen	☒
D	Duplicate Registration	☒

MVR Status Maintenance Form

The values returned by the Department are:

Status	Description
1	Label and Plate Mismatch
2	No Match
3	Registration not found
4	Vehicle Frozen
5	Plate Type not entered/valid
S	Vehicle Stolen
D	Duplicate Registration

State Code

The Description of the State Code being maintained is displayed in this field.

Status

This field holds a code for the error reported by the Department of Motor Vehicles. This field can be

Description

This field is used to store a description of the error returned by the Department of Motor Vehicles. This field can be up to fifty alphanumeric characters.

It is this description that is displayed on the MVR Update Report when an error status is returned, and will appear on the Infringement Summary for that Infringement record.

Active

This field is used to show if the MVR Status is active or not. When the box is checked on, the MVR Status is active. An active MVR Status is available to the system for selection.

When an MVR Status is flagged as not active, or inactive, the MVR Status record is not available to the system for selection. However, any original data using this MVR Status record will not be affected (i.e. will keep the inactive MVR Status record).

MVR Codes Maintenance Form

This form will appear if the State selected is Victoria. It is used to maintain VicRoads Result Codes and Registration Rates for Victoria.

MVR Codes Maintenance Form

State Code - Description

The description of the selected State Code is displayed.

Result Code Button

Selecting this button will take you to the MVR Result Code Maintenance form, where a list of VicRoads Result Codes is stored.

Registration Rate Button

Selecting this button will take you to the MVR Registration Rate Code Maintenance form, where a list of VicRoads Registration Rates is stored.

MVR Result Codes Maintenance Form

This form will only appear for a state code of Victoria.

This form is used to store MVR Result Codes that are included on the MVR Update file that comes back from VicRoads. Generally, these result codes don't have to be changed once they have been entered into this form.

Type	Description	Successful	Active
5	Invalid Offence Date	☐	☒
7	Invalid Return Code	☐	☒
11	Invalid Registration Number	☐	☒
12	Invalid Vehicle Type	☐	☒
13	Invalid Record Type	☐	☒
A	Normal Return.	☒	☒
B	Abnormal Return	☐	☒
PA	Possible owner supplied. Transfer pending	☐	☒
V	Special case. Government owned vehicle	☐	☒

MVR Result Codes Maintenance Form

The result codes for VicRoads are:

Code	Description
5	Invalid Offence Date
7	Invalid Return Code
11	Invalid Registration Number
12	Invalid Vehicle Type
13	Invalid Record Type
A	Normal Return
B	Abnormal Return
PA	Possible owner supplied. Transfer pending
V	Special Case. Government owned vehicle
Y	Special Case. Consular corps vehicle
00	Vehicle Registered
01	Owner in History
02	Government Vehicle
03	Hidden
04	Stolen
05	Transfer Pending
06	Possible Unregistered
07	Vehicle Not Found
08	
09	R.Dis Trans and No Trans Pending
10	Expiry Date Mismatch

State Code - Description

This field displays the code that has been assigned to the particular MVR Result Code.

Result Code Type

This field is used to enter the code for the MVR Result Code. Up to six alphanumeric characters can be used in this field.

Result Code Description

This field is used to enter the description for the MVR Result Code. Up to fifty alphanumeric characters can be used in this field.

Successful

This field is used to define if a record coming back from VicRoads has been successful. This field is user definable, so while one council may decide that an Infringement returning a particular code may not be successful, another may decide that it is successful.

If a result code is successful, the status of the Infringement processed by the First MVR Update will be "MVR Update", whilst an unsuccessful Infringement will receive the status of "MVR Error".

Active

This field is used to show if the MVR Result Code is active or not. When the box is checked on, the MVR Result Code is active. An active MVR Result Code is available to the system for selection.

When an MVR Result Code is flagged as not active, or inactive, the MVR Result Code record is not available to the system for selection. However, any original data using this MVR Result Code record will not be affected (i.e. will keep the inactive MVR Result Code record).

MVR Registration Rate Code Maintenance Form

This form will only appear for a state code of Victoria.

This form is used to store MVR Registration Rates supplied from VicRoads. As with the MVR Result Code Maintenance form, once the data has been entered into this form, it is not likely that the data will need to change (unless it is changed by VicRoads).

Type	Description	Active
BF	CYCLE: Farmer	☒
BR	CYCLE: Pensioner	☒
CA	COMMERCIAL: < 3000 Kg. & Capacity < 4101 Kg.	☒
CC	COMMERCIAL: > 2999 Kg. & Capacity < 4101 Kg.	☒
CD	COMMERCIAL: Carry Capacity > 4100 Kg.	☒
CN	COMMERCIAL, NO FEE: Interstate Transport	☒
EN	COMMERCIAL, NO FEE: Govt. & Incl. Consular Corps	☒
FA	PRIMARY PROD. TRB: < 3000 Kg. & Cap. > 2000 Kg.	☒
T2	TRAILER PRIMARY PRODUCER: Commercial	☒

MVR Registration Rate Code Maintenance Form

The registration rates for VicRoads are:

Type	Description
BP	CYCLE: Farmer
BR	CYCLE: Pensioner
CA	COMMERCIAL: < 3000 Kg. & Capacity < 4101 Kg.
CC	COMMERCIAL: > 2999 Kg. & Capacity < 4101 Kg.
CD	COMMERCIAL: Carry Capacity > 4100 Kg.
CN	COMMERCIAL, NO FEE: Interstate Transport
EN	COMMERCIAL, NO FEE: Govt. & Include. Consular Corps
FA	PRIMARY PROD. TRB: < 3000 Kg. & Cap. > 2000 Kg.
T2	TRAILER PRIMARY PRODUCER: Commercial
T3	TRAILER PRIVATE: Public Purposes
T4	TRAILER PRIVATE: T.P.I Serviceman
T6	TRAILER PRIMARY PRODUCER:
T7	TRAILER PRIVATE: Owned by approved bodies
T8	TRAILER PRIVATE: Trailer requiring registration
T9	TRAILER COMMERCIAL: Interstate
VA	RECREATION: Vehicle with 3 wheels or less
VB	RECREATION: Vehicle with more than 3 wheels
VN	RECREATION GOVT. :

State Code - Description

This field displays the specific code assigned to the State Rate Code.

Rate Code Type

This field is used to enter the Rate Code Type for the MVR Registration Rate Code. This is the field that is matched on during the First MVR Update process. Up to six alpha-numeric characters can be used in this field.

Rate Code Description

This field is used to enter the description for the MVR Registration Rate Code. Up to fifty alpha-numeric characters can be used in this field.

Active

This field is used to show if the MVR Registration Rate Code is active or not. When the box is checked on, the MVR Registration Rate Code is active. An active MVR Registration Rate Code is available to the system for selection.

When an MVR Registration Rate Code is flagged as not active, or inactive, the MVR Registration Rate Code record is not available to the system for selection. However, any original data using this MVR Registration Rate Code record will not be affected (i.e. will keep the inactive MVR Registration Rate Code record).

New South Wales R.T.A. Result Code Maintenance Form

This form will only appear for a state code of New South Wales.

This form is used to store R.T.A Result Codes that are included on the MVR Update file. Generally, these result codes don't have to be changed once they have been entered into this form.

Type	Description	Successful	Status	Active
11	Invalid Registration Number	☐	MVERR	☒
12	Invalid Vehicle Type	☐	MVERR	☒
13	Invalid Record Type	☐	MVERR	☒
5	Invalid Offence Type	☐	MVERR	☒
7	Invalid Return	☐	MVERR	☒
A	Normal Return	☒		☒
B	Abnormal Return	☐	MVERR	☒
PA	Probable Owner Supplied	☐	MVERR	☒
V	Special Case - Gov Owned Vehicle	☐	MVERR	☒

New South Wales R.T.A. Result Code Maintenance Form

State Code - Description

This field displays the Description of the State Code that is being maintained.

Result Code Type

This field is used to enter the code for the R.T.A. Result Code. Up to six alphanumeric characters can be used in this field.

Result Code Description

This field is used to enter the description for the R.T.A. Result Code. Up to fifty alphanumeric characters can be used in this field.

Successful

This field is used to define if a record coming back from MVR Enquiry has been successful. This field is user definable, so while one council may decide that an Infringement returning a particular code may not be successful, another may decide that it is successful.

If a result code is successful, the status of the Infringement processed by the First MVR Update will be "MVR Update", whilst an unsuccessful Infringement will receive the status that is defined against the Type.

Status

The Status Fields only display when the Successful flag for the Type is ticked off. This is where the Status is to be entered for those Types that are not successful. When the process is run those Offences that return with a Type that is recorded as unsuccessful will be updated with the associated Status that has been entered here.

Active

This field is used to show if the MVR Result Code is active or not. When the box is checked on, the MVR Result Code is active. An active MVR Result Code is available to the system for selection.

When an MVR Result Code is flagged as not active, or inactive, the MVR Result Code record is not available to the system for selection. However, any original data using this MVR Result Code record will not be affected (i.e. will keep the inactive MVR Result Code record).

MOTOCHEK Error/Exception Code Maintenance Form

This form will only appear for a state code of New Zealand.

This form is used to store MOTOCHEK Error/Exception Codes that are included on the MVR Update file.

MOTOCHEK Error/Exception Code Maintenance Form

Infringement Type Details - Description

This field displays the Description of the Infringement Type that is being maintained.

Type

This field is used to enter the code for the MOTOCHEK Error Code. Up to six alphanumeric characters can be used in this field.

Active

This field is used to show if the MOTOCHEK Error Code is active or not. When the box is checked on, the MOTOCHEK Error Code is active. An active MOTOCHEK Error Code is available to the system for selection.

When an MOTOCHEK Error Code is flagged as not active, or inactive, the MOTOCHEK Error Code record is not available to the system for selection. However, any original data using this MOTOCHEK Error Code record will not be affected (i.e. will keep the inactive MOTOCHEK Error Code record).

Description

This field is used to enter the description for the MOTOCHEK Error Code. Up to fifty alphanumeric characters can be used in this field.

Successful

This field is used to define if a record coming back from MOTOCHEK Enquiry has been successful. This field is user definable, so while one council may decide that an Infringement returning a particular code may not be successful, another may decide that it is successful.

If an Error Code is successful, the status of the Infringement processed by the First MOTOCHEK Update will be "MVR Update", whilst an unsuccessful Infringement will receive the status that is defined against the Type.

When the Successful field is left blank then the 'Set Status To' field becomes available for the User to define the Status that is to be applied to the Offence when the Type is being applied to the Offence.

Exempt Offence?

This field is used to define that the MOTOCHEK Code is to exempt the Offence that the Code is being placed against.

When the Exempt Offence field is ticked on then the Exemption Type field becomes available for the User to enter in the Exemption Type that is to be applied to the Offence being exempted due to the MOTOCHek Code being applied.

Set Status To

The Set Status To field only displays when the Successful flag for the Type is ticked off. This is where the Status is to be entered for those Types that are not successful. When the process is run those Offences that return with a Type that is recorded as unsuccessful will be updated with the associated Status that has been entered here.

Exemption Type

The Exemption Type field only displays when the Exempt Offence flag for the Type is ticked on. This is where the Exemption Type is to be entered for those Types that are to be exempted. When the process is run those Offences that return with a Type that is recorded as exempted will be exempted with the Exemption Type that has been entered here.

MOTOCHek Error/Exception Code Selection Form

This form will only appear for a state code of New Zealand.

This form displays a list of MOTOCHek Error/Exception Codes that are available. From this form the User is able to modify or Add MOTOCHek Error/Exception Codes.

Type	Description	Active
21	Invalid plate no. or VIN	☒
22	No Information available	☒
23	Apply to TRC in writing	☒
24	Registration cancelled	☒
25	Vehicle never registered	☒
26	Plate has changed	☒
27	Date for "owner as at date" not given	☒
28	More than one owner for specified date	☒
29	No owner recorded for specified date	☒

MOTOCHek Error/Exception Code Selection Form

Infringement Type Details - Description

This field displays the Description of the Infringement Type that is being maintained.

Type

This field is used to enter the code for the MOTOCHek Error Code. Up to six alphanumeric characters can be used in this field.

Description

This field is used to enter the description for the MOTOCHek Error Code. Up to fifty alphanumeric characters can be used in this field.

Active

This field is used to show if the MOTOCHek Error Code is active or not. When the box is checked on, the MOTOCHek Error Code is active. An active MOTOCHek Error Code is available to the system for selection.

When an MOTOCHek Error Code is flagged as not active, or inactive, the MOTOCHek Error Code record is not available to the system for selection. However, any original data using this MOTOCHek Error Code record will not be affected (i.e. will keep the inactive MOTOCHek Error Code record).

MOTOCHek Validation Rule Maintenance

This form will only appear for a state code of New Zealand.

This form is used to store MOTOCHek Validation Rules that are to be applied when the MOTOCHek Update file is processed. It allows the entry, maintenance and deletion of MOTOCHek Data Validation Rules used during the MOTOCHek Update process.

Various rules can be specified for the data elements 'Owner Name', 'Street Address Suburb', 'Street Address Town', 'Postal Address Suburb', 'Postal Address Town', 'Vehicle Make' and 'Ownership Status'.

Rules can be formulated to perform the following:-

- Exempt an Offence
- Attach a Cashier Warning Flag to an Offence
- Add a message to the 'Comments' field of the corresponding report record
- Replace data with a specified replacement value

The following table shows all the available MOTOCHek data elements and the conditions and applicable actions available for each element.

MOTOCHek Data Element	Condition	Actions Applicable
Gone No Address (1 st Enquiry)	Equals 'Y'	Update – Offence Status & Next Action Date
Gone No Address (2 nd Enquiry)	Equals 'Y' & No Birth Date	Exempt – Exemption Type applied
Owner Name	Equals	Exempt – Exemption Type applied
	Is Blank	Print – comment prints on report only Exempt – Exemption Type applied
Ownership Status	Equals	Cashier Flag – set Cashier Warning Flag
		Update – Offence Status
Ownership Status (1 st Enquiry)	Equals 'U'	Update – Offence Status & Next Action Date
Postal Address Line 1	Contains	Exempt – Exemption Type applied
	Equals	Replace Replace
Postal Address Line 2	Contains	Exempt – Exemption Type applied
	Equals	Replace Replace
Postal Address Suburb	Contains	Exempt – Exemption Type applied
	Equals	Replace Replace
Postal Address Town	Contains	Exempt – Exemption Type applied Replace

	Equals	Replace
Street Address Line 1	Contains	Exempt – Exemption Type applied
	Equals	Replace
Street Address Line 2	Contains	Exempt – Exemption Type applied
	Equals	Replace
Street Address Suburb	Contains	Exempt – Exemption Type applied
	Equals	Replace
Street Address Town	Contains	Exempt – Exemption Type applied
	Equals	Replace
Vehicle Make	Equals	Print – comment printed on report
	Mismatch	Exempt – Exemption Type applied

Applying Rules in MOTOCHek Update Function

1. The rules will NOT be applied if a MOTOCHek Error/Exception Code, which results in the exemption of the offence or updating of the offence's status, is included in the MOTOCHek data record.
2. The Gone No Address (1st Enquiry) rule will have precedence over the Ownership Status (1st Enquiry) rule i.e. if both the Gone No Address value is 'Y' and the Ownership Status value is 'U', only the Gone No Address (1st Enquiry) rule will be applied.
3. The Gone No Address (1st Enquiry) and the Ownership Status (1st Enquiry) rules will have precedence over any other validation rule which would result in the exemption of the offence or updating of the offence's status.
4. If applying the Gone No Address (2nd Enquiry) rule does not result in exemption of an offence, any other validation rule which would result in the exemption of the offence or updating of the offence's status will be applied to the offence.

MOTOCHek Validation Rule Maintenance Form

NOTE – To enable the correct representation of RD (Roadside Delivery) in the Motochek Update function the field Post Address Suburb in the MOTOCHek Validation Rules should be set as below:

MOTOCHK Validation Rule Maintenance

Infringement Type Details

Description: Parking Infringements - NZ - TA

MOTOCHK Field	Postal Address Suburb	Contains	RD
		Required Action	RD

OK Cancel

The same should be done for the field Street Address Suburb.

Infringement Type Details - Description

This field displays the Description of the Infringement Type that is being maintained.

MOTOCHK Field

The MOTOCHK field allows the selection of the Data Element that is to be validated and the associated Condition and Action that is to be applied. The fields available for validation are:-

- Gone No Address (1st Enquiry)
- Gone No Address (2nd Enquiry)
- Owner Name
- Ownership Status
- Ownership Status (1st Enquiry)
- Postal Address Line 1
- Postal Address Line 2
- Postal Address Suburb
- Postal Address Town
- Street Address Line 1
- Street Address Line 2
- Street Address Suburb
- Street Address Town
- Vehicle Make

Condition

The Condition field allows the selection of the Condition that is to be applied to the Data Element field and based on the Condition the Action that is required to be performed. The Conditions available will change depending on the Data Element that has been selected. The following is a list of all the Conditions available:-

- Equals
- Equals and no Birth Date present
- Is Blank
- Contains
- Mismatch

Condition Value

The Value field allows the User to enter in the characters that are to be used in conjunction with Condition field. Where the Condition field is set to Equals or Contains then the User should enter in the information that is to be checked against.

Required Action

The Required Action field allows the selection of the Action that is to be applied to the Data Element field and based on the Condition the Action that is required to be performed. The Actions available will change depending on the Condition that has been selected. The following is a list of all the Conditions available:-

- Exempt
- Print
- Replace
- Flag
- Update

Action Value

The Action Value field is used in conjunction with the Action field. Depending on the Action selected, the Action Value field may be a mandatory field. Information entered into this field can be printed in the Comments field on the Report when the MOTOCHek Update function is processed.

Exemption Type

The Exemption Type field only displays when an Exempt Action has been nominated for the Data Element. When the process is run those Offences that match a Validation Rule that is recorded as exempted will be exempted with the Exemption Type that has been entered here.

Warning Flag

The Warning Flag field only displays when the Flag Action has been nominated for the Data Element. When the process is run those Offences that match a Validation Rule that is recorded as exempted will be exempted with the Exemption Type that has been entered here.

Status

The Status field only displays when the Update Action has been nominated for the Required Action. When the process is run those Offences that match a Validation Rule that is recorded as update Status will have their Status updated to the Status entered in this field.

Days to Next Action

The Days to Next Action field only displays when the Update Action has been nominated for Gone No Address (1st Enquiry) or Ownership Status (1st Enquiry). When the process is run those Offences that match a Validation Rule that is recorded as 'Update' will have their Status set to the Status value and the Next Action Date increased by the Number entered in this field.

MOTOCHek Validation Rule Selection

This form will only appear for a state code of New Zealand.

This form displays a list of MOTOCHek Validation Rules that are available. From this form the User is able to modify or add MOTOCHek Validation Rules.

MOTOCHek Validation Rule Selection			
Infringement Type Details			
Description	Parking Infringements - NZ - TA		
Validation Rule			
Owner Name	Equals	DEPT	Print
Owner Name	Equals	GROMIT	Exempt
New Modify Close			

*MOTOCHEK Validation Rule Selection Form***Infringement Type Details - Description**

This field displays the Description of the Infringement Type that is being maintained.

Validation Rule – Data Element

The Data Element for the Validation Rule is displayed in this field.

Validation Rule - Condition

The Condition that has been applied to the Data Element is displayed in this field.

Validation Rule – Condition Value

The Value used in conjunction with the Condition is displayed in this field.

Validation Rule - Action

The Action applicable to the Data Element defined in the Validation Rule is displayed in this field.

MOTOCHEK Validation Rule Examples

The following are examples of setups that may be required for the MOTOCHEK Validation process

Gone No Address (1st Enquiry)

The Gone No Address (1st Enquiry) rule applies to MOTOCHEK data returned with the Gone No Address value set to 'Y' and where the data is being utilised for an offence for which this is the First time details have been requested of MOTOCHEK.

MOTOCHEK Validation Rule Maintenance

Infringement Type Details

Description: Parking Infringements - NZ - TA

MOTOCHEK Field: Gone No Address (1st Enquiry) | Equals | Y

Required Action: Update | this is the gone no add 1st

Status: ISS | Issued

Days To Next Action: 10

OK Cancel

MOTOCHEK Validation Rule Form

When the above Rule is applied during the MOTOCHEK Update process, the 'Status' and 'Next Action Date' of the offence is updated with the relevant values entered for the Rule. The text field next to the 'Required Action' field can be used to enter a message which will appear in the comments of the report record for the offence.

If the intention is to resubmit updated offences to another MOTOCHEK Enquiry, the Status entered in the Rule must be equivalent to that set as the 'Previous Status' for the MOTOCHEK Enquiry Cycle Function.

In the example above the Status would be set to 'Issued' and the Next Action Date would be set to the date 10 days from the date of running the MOTOCHEK Update. The message would appear in the comments section of the report.

Gone No Address (2nd Enquiry)

The Gone No Address (2nd Enquiry) rule applies to MOTOCHK data returned with the Gone No Address value set to 'Y' and no Date of Birth is present on the file and where the data is being utilised for an offence for which this is the Second time details have been requested of MOTOCHK.

MOTOCHK Validation Rule Maintenance

Infringement Type Details

Description: Parking Infringements - NZ - TA

MOTOCHK Field: **Gone No Address (2nd Enquiry)**

Required Action: **Exempt**

Exemption Type: **NONAM**

Y and Birth Date not present
exempt as no birth date 2
no birthdate

OK Cancel

MOTOCHK Validation Rule Form

When the above Rule is applied during the MOTOCHK Update process, the offence will be exempted using the Exemption Type entered for the Rule. The text field next to the 'Required Action' field can be used to enter a message which will appear in the comments of the report record for the offence.

In the example above the Offence would be Exempted using the Exemption Type shown. The message would appear in the comments section of the report.

Ownership Status (1st Enquiry)

The Ownership Status (1st Enquiry) rule applies to MOTOCHK data returned with the Ownership Status value set to 'U' and the data is being utilised for an offence for which this is the First time details have been requested of MOTOCHK.

MOTOCHK Validation Rule Maintenance

Infringement Type Details

Description: Parking Infringements - NZ - TA

MOTOCHK Field: **Ownership Status (1st Enquiry)**

Required Action: **Update**

U
ownership stat sdet for 10

Status: **ISS**

Days To Next Action: **10**

Issued

OK Cancel

MOTOCHK Validation Rule Form

When the above Rule is applied during the MOTOCHK Update process, the 'Status' and 'Next Action Date' of the offence is updated with the relevant values entered for the Rule. The text field next to the 'Required Action' field can be used to enter a message which will appear in the comments of the report record for the offence.

If the intention is to resubmit updated offences to another MOTOCHek Enquiry, the Status entered in the Rule must be equivalent to that set as the 'Previous Status' for the MOTOCHek Enquiry Cycle Function.

In the example above the Status would be set to 'Issued' and the Next Action Date would be set to the date 10 days from the date of running the MOTOCHek Update. The message would appear in the comments section of the report.

Ownership Status = I (Incomplete)

The Update function allows for the following rule to be defined. In this setup where the Ownership Status of the Offence returned is Equal to 'I' the affected Offence will have its Status updated to 'OWNSI'.

MOTOCHek Validation Rule Maintenance

Infringement Type Details

Description: Parking Infringements - NZ - TA

MOTOCHek Field: **Ownership Status**

Required Action: **Update**

Equals: **I**

Status: **OWNSI**

Incomplete Ownership Status MOTOCHek

incomplete ownership flag

OK Cancel

MOTOCHek Validation Rule Form

When the above Rule is applied during the MOTOCHek Update process, the 'Status' of affected offences will be set to that as specified by the rule. It is recommended that a unique 'Status' be used for this purpose as this will make it much easier to search for such offences subsequently.

Street and Post Address Components

The following are examples of how the Rules can be defined for ALL the MOTOCHek address component fields.

1. Replacing a Single Word in an Address Component

MOTOCHek Validation Rule Maintenance

Infringement Type Details

Description: Parking Infringements - NZ - TA

MOTOCHek Field: **Street Address Line 1**

Required Action: **Replace**

Contains: **nsmc**

NSMC

OK Cancel

MOTOCHek Validation Rule Form

When the above Rule is applied during the MOTOCHK Update process, any occurrences of 'nsmc' in the 'Street Address Line 1' component would be Replaced with 'NSMC'.

2. *Exempting an Offence where an address component contains a specific Word.*

The screenshot shows the 'MOTOCHK Validation Rule Maintenance' window. Under the 'Infringement Type Details' section, the 'Description' field contains 'Parking Infringements - NZ - TA'. Below this, the 'MOTOCHK Field' is set to 'Street Address Line 1'. The 'Contains' dropdown is selected, and the 'Required Action' is set to 'Exempt'. The 'Exemption Type' is 'SA1'. The 'Backpacker' field is populated with 'Offence Exempted - Backpacker', and the 'street address line 1' field is populated with 'street address line 1'. The 'OK' and 'Cancel' buttons are at the bottom right.

MOTOCHK Validation Rule Form

When the above Rule is applied during the MOTOCHK Update process, where the 'Street Address Line 1' component contained the work 'Backpacker' then the offences would be 'Exempted' using the Exemption Code defined on the Rule.

3. *Replacing the entire component*

The screenshot shows the 'MOTOCHK Validation Rule Maintenance' window. Under the 'Infringement Type Details' section, the 'Description' field contains 'Parking Infringements - NZ - TA'. Below this, the 'MOTOCHK Field' is set to 'Street Address Line 1'. The 'Equals' dropdown is selected, and the 'Required Action' is set to 'Replace'. The 'Auckland Central' field is populated with 'Auckland Central', and the 'AUCKLAND' field is populated with 'AUCKLAND'. The 'OK' and 'Cancel' buttons are at the bottom right.

MOTOCHK Validation Rule Form

When the above Rule is applied during the MOTOCHK Update process, where the 'Street Address Line 1' component was equal to 'Auckland Central' it would be replaced with 'AUCKLAND' and retains the case as entered in the Rule.

General Parameters

Side of Street Maintenance Form

This form is used to record any Side of Street records that a council may wish to use. Side of Street records are used in the Parking Infringement Entry form, and the Parking Infringement Summary form.

Examples of Side of Street records include:

- North
- North of Centre Roadway
- East

Type	Description	Active
FN	Facing North	☒
FS	Facing South	☒
LS	Left Hand Side of Street	☒
RS	Right Hand Side of Street	☒

Side of Street Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Side of Street Type

This field is used to enter a short description of the Side of Street record. Up to six characters can be used for this description.

Side of Street Description

This field is used to enter a longer description of the Side of Street record. Up to fifty characters can be used for this description.

Active

This field is used to show if the Side of Street is active or not. When the box is checked on, the Side of Street is active. An active Side of Street is available to the system for selection.

When a Side of Street is flagged as not active, or inactive, the Side of Street record is not available to the system for selection. However, any existing data using this Side of Street record will not be affected (i.e. will keep the inactive Side of Street record).

How Parked Maintenance Form

This form is used to record any "How Parked" records that a council may wish to use. How Parked records are used in the Parking Infringement Entry form, and in the Parking Infringement Summary form.

Examples of How Parked records include

- 90 degrees
- 45 degrees
- Parallel

Type	Description	Active
30	30 degrees	☒
45	45 degrees	☒
45 DEG	45 DEGS	☒
60	60 degrees	☒
60 DEG	60 DEGS	☒
90	90 degrees	☒
ANGLE	Angle	☒
INACT	Inactive How Parked record	☐
PARAL	Parallel	☒

How Parked Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

How Parked Type

This field is used to enter a short description of the How Parked record. Up to six characters can be used for this description.

How Parked Description

This field is used to enter a longer description of the How Parked record. Up to fifty characters can be used for this description.

Active

This field is used to show if the How Parked record is active or not. When the box is checked on, the How Parked record is active. An active How Parked record is available to the system for selection.

When a How Parked record is flagged as not active, or inactive, the How Parked record is not available to the system for selection. However, any existing data using this How Parked records will not be affected (i.e. will keep the inactive How Parked record).

Area Marked Maintenance Form

This form is used to record any Area Marked records that a council may wish to use. Area Marked records are used in the Parking Infringement Entry form, and in the Parking Infringement Summary form.

Examples of Area Marked records include

- Signs visible, Lines not visible
- Signs not visible, Lines visible
- Signs visible, Lines visible

Type	Description	Active
INACT	Inactive Area Marked record	☒
SNVLNV	Signs not visible, Lines not visible	☒
SNVLV	Signs not visible, Lines visible	☒
SVLNV	Signs visible, Lines not visible	☒
SVLV	Signs visible, Lines visible	☒

Area Marked Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Area Marked Type

This field is used to enter a short description of the Area Marked record. Up to six characters can be used for this description.

Area Marked Description

This field is used to enter a longer description of the Area Marked record. Up to fifty characters can be used for this description.

Active

This field is used to show if the Area Marked record is active or not. When the box is checked on, the Area Marked record is active. An active Area Marked record is available to the system for selection.

When an Area Marked record is flagged as not active, or inactive, the Area Marked record is not available to the system for selection. However, any existing data using this Area Marked records will not be affected (i.e. will keep the inactive Area Marked record).

Chalk Mark Maintenance Form

This form is used to record any Chalk Mark record that a council may wish to use. Chalk Mark records are used in the Parking Infringement Entry form, and the Parking Infringement Summary form.

Examples of Chalk Mark records include

- 10 Near Side Front
- 10 Valve Time Off Side Rear

Type	Description	Active
1098765432	internal type code	☒
LB	Left back	☒
LF	Left Front	☒
NM	Not Marked	☒
RB	Right Back	☒
RF	Right Front	☒

Chalk Mark Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Chalk Mark Type

This field is used to enter a short description of the Chalk Mark record. Up to six characters can be used for this description.

Chalk Mark Description

This field is used to enter a longer description of the Chalk Mark record. Up to fifty characters can be used for this description.

Active

This field is used to show if the Chalk Mark record is active or not. When the box is checked on, the Chalk Mark record is active. An active Chalk Mark record is available to the system for selection.

When a Chalk Mark record is flagged as not active, or inactive, the Chalk Mark record is not available to the system for selection. However, any existing data using this Chalk Mark records will not be affected (i.e. will keep the inactive Chalk Mark record).

Towing Company Maintenance Form

This form is used to enter Towing Companies and their corresponding address information. This form is only applicable to New Zealand sites.

To enter a new Towing Company record, select the "Insert" button or press F9.

To delete an old Towing Company record, press F11.

Type	Description	Active
4U	Towing 4U Service	☒
ABC	ABC Towing Company	☒
READY	Ready Towing Service	☒

Towing Company Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Towing Company Type

This field is used to enter a short description for the Towing Company record. Up to six alpha-numeric characters may be used in this field.

Towing Company Description

This field is used to enter a longer description for the Towing Company record. Up to fifty alpha-numeric characters may be used in this field.

Active

This field is used to show if the Towing Company record is active or not. When the box is checked on, the Towing Company record is active. An active Towing Company record is available to the system for selection.

When a Towing Company record is flagged as not active, or inactive, the Towing Company record is not available to the system for selection. However, any existing data using this Towing Company records will not be affected (i.e. will keep the inactive Towing Company record).

Tow Yard Location Maintenance Form

This form is used to enter Tow Yard Location codes and their descriptions to be used by the council. This form is only applicable to New Zealand sites.

To create a new record, select the "Insert" button, or press F9.

To delete a record, press F11.

Type	Description	Active
ADEL	12 West Terrace, Adelaide	☒
HTADEL	81 O'Connell Street, North Adelaide	☒

Tow Yard Location Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Tow Yard Location Type

This field is used to enter a short description for the Tow Yard Location record. Up to six alpha-numeric characters may be used in this field.

Tow Yard Location Description

This field is used to enter a longer description for the Tow Yard Location record. Up to six alpha-numeric characters may be used in this field.

An example of a Tow Yard Description could be: 12 West Terrace, Adelaide (i.e. the address of the Tow Yard where the vehicle was towed).

Active

This field is used to show if the Tow Yard Location record is active or not. When the box is checked on, the Tow Yard Location record is active. An active Tow Yard Location record is available to the system for selection.

When a Tow Yard Location record is flagged as not active, or inactive, the Tow Yard Location record is not available to the system for selection. However, any existing data using this Tow Yard Location records will not be affected (i.e. will keep the inactive Tow Yard Location record).

Type of Tow Maintenance Form

This form is used to enter Type of Tow codes and their descriptions to be used by the council. This form is only applicable to New Zealand sites.

To create a new Type of Tow record, select the "Insert" button, or press F9.

To delete a Type of Tow record, press F11.

Type	Description	Active
DOL	Dolley Wheels	☒
FTC	F/T Cradle	☒
FTH	F/Tow Hook	☒
HH	Heavy Haulage	☒
NT	Not Towed	☒
RTC	R/Tow Cradle	☒
RTH	R/Tow Hook	☒
TRANS	Transporter	☒

Type of Tow Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Type of Tow

This field is used to enter a short description for the Type of Tow record. Up to six alpha-numeric characters may be used in this field.

Type of Tow Description

This field is used to enter a longer description for the Type of Tow record. Up to fifty alpha-numeric characters may be used in this field.

Active

This field is used to show if the Type of Tow record is active or not. When the box is checked on, the Type of Tow record is active. An active Type of Tow record is available to the system for selection.

When a Type of Tow record is flagged as not active, or inactive, the Type of Tow record is not available to the system for selection. However, any existing data using this Type of Tow records will not be affected (i.e. will keep the inactive Type of Tow record).

Door Entered Maintenance Form

This form is used to enter Door Entered codes and their descriptions to be used by the council. This form is only applicable to New Zealand sites.

To create a new Door Entered record, select the "Insert" button, or press F9.

To delete a Door Entered record, press F11.

Type	Description	Active
DR	Drivers Door	☒
PA	Passenger Door	☒
RL	Rear Left Door	☒

Door Entered Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Door Entered Type

This field is used to enter a short description of the Door Entered record. Up to six alpha-numeric characters can be used in this field.

Door Entered Description

This field is used to enter a longer description of the Door Entered record. Up to fifty alpha-numeric characters can be used in this field.

Active

This field is used to show if the Door Entered record is active or not. When the box is checked on, the Door Entered record is active. An active Door Entered record is available to the system for selection.

When a Door Entered record is flagged as not active, or inactive, the Door Entered record is not available to the system for selection. However, any existing data using this Door Entered records will not be affected (i.e. will keep the inactive Door Entered record).

Meter/Time Cost Maintenance Form

This form is used to enter Meter/Time Cost codes and their descriptions to be used by the council. This form is only applicable to New Zealand sites.

To create a new Meter/Time Cost record, select the "Insert" button, or press F9.

To delete a Meter/Time Cost record, press F11.

Type	Description	Active
INMC01	1X\$2.00=1HR. MIN FEE	☒
INMC02	1X50=1/2HR \$1=1HR	☒
INMC03	2X20 UP TO 60 MIN	☒
INMC04	1X50=1/2 2X50=1HR	☒
MALL01	3X\$7.00=3HR. MIN FEE	☒
3HRS	1x50=3hrs.	☐

Meter / Time Cost Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Meter/Time Cost Type

This field is used to enter a short description of the Meter/Time Cost record. Up to six alpha-numeric characters may be used in this field.

Meter/Time Cost Description

This field is used to enter a longer description of the Meter/Time Cost record. Up to fifty alpha-numeric characters may be used in this field.

Active

This field is used to show if the Meter/Time Cost record is active or not. When the box is checked on, the Meter/Time Cost record is active. An active Meter/Time Cost record is available to the system for selection.

When a Meter/Time Cost record is flagged as not active, or inactive, the Meter/Time Cost record is not available to the system for selection. However, any existing data using this Meter/Time Cost records will not be affected (i.e. will keep the inactive Meter/Time Cost record).

Status Maintenance Form

This form is used to maintain status records automatically generated by the Infringements system, or to add a new status to the Infringement system.

Type	Description	Exempt as Statute Barred	Exempt as Legal Extracted	Active
IS	Issued	☐	☐	☒
TEMPIS	Temporary Issued Status	☐	☐	☒
MIST	Interstate Motor Vehicle	☐	☐	☒
PROS	Prosecution List	☐	☐	☒
DP	Direct Prosecution	☐	☐	☒
FMEXT	First MVR Extract	☐	☐	☒
FMUPD	First MVR Update	☐	☐	☒
MVRERR	MVR Error	☐	☐	☒
FNOT	First Notice	☐	☐	☒

Options

☐ Status AU Assignment

Insert OK Cancel

Status Maintenance Form

When a new Infringement Type is created, the following Status' are automatically created:

ISS	Issued
ISSEVC	Issued - Exception Vehicle
ISSEVN	Issued - Exception Vehicle - No Contact
DP	Direct Prosecution
POST	Post Out - Issued
POSTE	Post Out - Entered
CMP	Completed
MVR1	First MVR Enquiry
MVRX	Interstate Vehicle
MVU1	First MVR Update
MVERR	MVR Error
NOT1	First Notice
NOT2	Second Notice
NOT3	Third Notice
MVR2	Second MVR Enquiry
MVU2	Second MVR Update
PROSEC	Prosecution List
COEXT	Court Extract
COUPD	Court Update

Every Infringement in the Infringement system will have a status.

Various cycle functions will update the status of relevant Infringements automatically. See the section on the Cycle Functions parameters for more information.

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Status Type

This field is used to enter a short description of the Status record. Up to six characters can be used for this description.

Status Description

This field is used to enter a longer description of the Status record. Up to fifty characters can be used for this description.

Exempt as Statute Barred

This field is used to identify whether a status can be used in the "Statute Barred" batch process. If a Status has the 'Exempt as Statute Barred' field flagged on, then the batch process will attempt to process any Infringements with this status.

If the "Exempt as Statute Barred" flag is checked off, then the "Statute Barred" batch process will ignore any Infringements with this status.

Exempt as Legal Extracted

This field is used to identify whether a status can be used in the "Exempt Legal Extracted" batch process. If a Status has the "Exempt as Legal Extracted" field flagged on, then the batch process will attempt to process any Infringements with this status.

If the "Exempt as Legal Extracted" flag is checked off, then the "Exempt Legal Extracted" batch process will ignore any Infringements with this status.

Active

This field is used to show if the Status record is active or not. When the box is checked on, the Status record is active. An active Status record is available to the system for selection.

When a Status record is flagged as not active, or inactive, the Status record is not available to the system for selection. However, any existing data using this Status records will not be affected (i.e. will keep the inactive Status record).

Move Buttons

These buttons are used to sequence the status records into a user-defined order that will appear in the Status Pop Up.

The purpose of this is so status records that are used often can be put closer to the top, and ones that are used less frequently can be placed at the bottom of the list.

Status Assignment Button

Selecting this button will take the User into the "Status Assignment" form, where status records can be assigned to system-defined settings.

Status Assignment Form

This form is used to assign status records (user-defined or system-defined) to values established by the Infringement system.

Status Code Assignment		
Infringement Type Details		
Description: Parking Infringements - NZ - TA		
Status Code Details		
ISS	Issued	Issued
ISSEVC	Issued - Exception Vehicle	Issued - Exception Vehicle
ISSEVN	Issued - Exception Vehicle - No Contact	Issued - Exception Vehicle - No Contact
DP	Direct Prosecution	Direct Prosecution
POST	Post Out - Issued	Post Out - Issued
POSTE	Post Out - Entered	Post Out - Entered
CMP	Completed	Completed
MVRX	Interstate Vehicle	MVR Interstate Vehicle
MVERR	MVR Error	MVR Update Error

Status Assignment Form

When a new Infringement Type is created, the following assignments are already present.

- Completed
- Direct Prosecution
- Issued
- Motor Vehicle Error
- Interstate Motor Vehicles
- Post Out - Issued
- Post Out - Entered
- Issued - Exception Vehicle
- Issued - Exception Vehicle - No Contact

These values can be changed depending on council requirements.

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Status Details

These fields show the Status Type and Status Description fields for the selected status record. Clicking on the Pop Up button will show the Status Pop Up form, from which the selection of a different status can be made.

Used For

This field is used to show a description of what the status assigned to it will be used for. The values contained in this field are system defined and cannot be maintained

Status Code Pop Up Form

This form shows a list of the available Status Codes.

Type	Description
ISS	Issued
ISSEVC	Issued - Exception Vehicle
ISSEVN	Issued - Exception Vehicle - No Contact
DP	Direct Prosecution
POST	Post Out - Issued
POSTE	Post Out - Entered
CMP	Completed
MVR1	First MVR Enquiry
MVRX	Interstate Vehicle

Search Profile

Type

Description

Search **Select** **Close**

Status Code Pop Up Form

Type

The Status Type code is displayed in this field. It is the short abbreviation code for the Status.

Description

The Description of the Status is displayed in this field.

Search Profile – Type

This field is used to search on Status Types. Wildcard searching is available on this field. For more information on wildcard searching, see the “How to Use” User Guide.

Search Profile – Description

This field is used to search on Status Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the “How to Use” User Guide.

Fee Types Maintenance Form

This form is used to specify any fees that are to be used by council. When a new Infringement Type is created, the following fees will be automatically created.

ISS	Expiation Fee
TOWAGE	Towage Fee
LATE	Late Fee
OVER	Overpayment Fee

NOTE: If using Concurrent Processing then the Payment Sequence assigned to the Courtesy Letter Fee, Enforcement Certificate Fee and Filing Fee is used to assign the PERIN Court Update payments where the balance of the Ticket has not been written off when sent to Court.

Type	Description	Payment Sequence	Active
OVER	Overpayment Fee	0	☒
LATE	Late Fee	1	☒
TOWAGE	Towage Fee	2	☒
ISS	Expiation Fee	3	☒
PROSC	Prosecution List Fee	4	☒
ADD	Add = Exempt	5	☒
FEE	Fee for D8	6	☒

Fee Types Maintenance Form

Amounts for Fee Types are not established in this form. Amounts are set when a transaction is created against an Infringement.

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Fee Type

This field is used to enter a short description of the Fee Type record. Up to six characters can be used in this field.

Fee Description

This field is used to enter a longer description for the Fee Type record. Up to fifty characters can be used in this field.

Payment Sequence

This field is used to order the Fee Type records for payment. For example, consider the following situation.

An Infringement has two fees on it - Expiation Fee of \$33.00, and Late Fee of \$30.00. A customer comes in to pay that Infringement, but only has \$50.00 with them.

The receipting application needs to know which fee it needs to pay off in full, and which to leave partially paid. If the Expiation Fee has a payment sequence of 1, and the Late Fee has a payment sequence of 2, then the receipting system would allocated the full \$33.00 against the Expiation Fee, and only \$17.00 against the Late Fee.

Active

This field is used to show if the Fee Type record is active or not. When the box is checked on, the Fee Type record is active. An active Fee Type record is available to the system for selection.

When a Fee Type record is flagged as not active, or inactive, the Fee Type record is not available to the system for selection. However, any existing data using this Fee Type record will not be affected (i.e. will keep the inactive Fee Type record).

Accounts Details Button

Selecting the “Accounts Details” button will show the accounts for the Fee Type selected, via the Fee Type Accounts Maintenance form.

Fee Type Assignment Button

Selecting the “Fee Type Assignment” button will display the Fee Type Assignment Maintenance form, where user defined fees can be associated with system defined account descriptions.

SPER Debt Component Type Button

Selecting the “SPER Debt Component Type” button will display the SPER Debt Component Type Maintenance form, where user defined Component Types for Fees used in the SPER Extract process.

The SPER Debt Component Type Button is only displayed when using QLD Parking Infringements.

Fee Types Accounts Maintenance Form

This form is used to assign accounts to different Fee Types. Different information can appear for different Fee Types.

Initially, the information on this form will be the same for all Fee Types. The information that appears in this form is defined via the Fee Accounts option under the Infringement Type parameter.

Information that is the same as that specified in the Fee Accounts option will appear in grey, showing that it is the default value. Information different will appear in white.

Fee Type Details		
Description	Expiation Fee	

Account Details		
Taxable	☐	Non-taxable Type: GST Free
Ledger	QL	
Revenue	LIF-REVENUE FEE	LIF-REVENUE FEE ACCOUNT
Debt Control	LIF-DEBT CONTROL	LIF-DEBT CONTROL ACCOUNT
Court Processed Control	LIF-COURT PROCESSED CONTROL	LIF-COURT PROCESSED CONTROL ACCOUNT
Court Processed	LIF-COURT PROCESSED	LIF-COURT PROCESSED ACCOUNT
Bank	LIF-FEE BANK	LIF-FEE BANK ACCOUNT
Receipt Control	LIF-RECEIPT CONTROL	LIF-RECEIPT CONTROL ACCOUNT

OK Cancel

Fee Types Accounts Maintenance Form

Fee Types Description

This field shows the description of the account that was selected when the “Fee Accounts” button was selected. The value shown in this field can be modified in the Fee Types Maintenance form, but not via this option.

Taxable

If this field is checked on then the Infringement Fee will be Taxable.

Non-Taxable Type

If the Taxable field has not been flagged on, therefore making it Non Taxable, then a Non-taxable Type needs to be defined. There are 3 options available in the dropdown list. These are as follows:

- GST Free
- GST Exempt
- Division 81
- Input Tax

- Out of Scope
- Export Sales
- Undefined.

It is expected that Australian sites will use GST Free and Division 81 only. Financial systems can use these values, as the applicable codes, below, are output in the Pathway Financial Transaction File in place of the previous 'N' value.

- N - GST Free
- X - GST Exempt
- 8 - Division 8
- I – Input Tax
- O – Out of Scope
- E – Export Sales
- Z - Undefined

Tax Calculation

The Tax Calculation field is only displayed when the Taxable Field has been set on. The options available from the dropdown are either Inclusive or Exclusive.

Ledger

Once all account information has been added, clicking on the Ledger field will show the User which ledger the account belongs to.

It should be noted that accounts from different ledgers are not to be put onto this form. All accounts selected need to be from the same ledger.

Account

These fields are used to enter in the required accounts for the following items:

- Revenue
- Debt Control
- Court Processed Control
- Court Processed
- Tax
- Bank
- Receipt Control

Double clicking on the field, or using the Pop Up button will show the Account Pop Up form. The values displayed in this form are not maintainable from the Infringements system. They can, however, be modified in the General Ledger Interface module of Pathway.

Fee Types Assignment Maintenance Form

This form is used to assign user defined Fee Types to system defined Fees.

NOTE: The Enforcement Fee, Filing Fee and Courtesy Letter Fee options are used during the PERIN Court Update function when the balance of the Ticket is not written off at the time of being sent to Court.

Infringement Type Details	
Description	MCCP PARKING setup - main

Fee Type Details		Used For
ISS	Expiation Fee	Expiation Fee
TOWAGE	Towage Fee	Towage Fee
LATE	Late Fee	Late Fee
OVER	Overpayment Fee	Overpayment Fee
ENFOR	mvr enquiry fee (enforce fee)	Enforcement Fee
FILE	File Fee	Filing Fee
NOT1	Notice Fee	Courtesy Letter Fee

OK Cancel

Fee Types Assignment Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Fee Types Details

These fields show the Fee Type and Fee Description of the selected Fee Types. Double clicking in the Fee Type field or selecting the Pop Up button will invoke the Fee Type Pop Up form, from which a Fee Type can be selected.

Used For

This field shows a system defined Fee Description, which must be mapped against an existing Fee Type.

SPER Debt Component Type Maintenance

This form is used to assign SPER Debt Component Types to Fees. The SPER Court Extract process then uses this to accumulate by Component Type the dollar values required in the extract.

Fee Type	Description	SPER Debt Component Type
LATE	Late Fee	Fine
TOWAGE	Towage Fee	<none>
ISS	Expiation Fee	Fine
PROSC	Prosecution List Fee	<none>
ADD	Add Fee	Reminder Fee
FEE	Fee for D8	Dishonoured Cheque Fee

SPER Debt Component Type Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Fee Type / Description

This field displays the Fee Type and its Description. These fields are non maintainable.

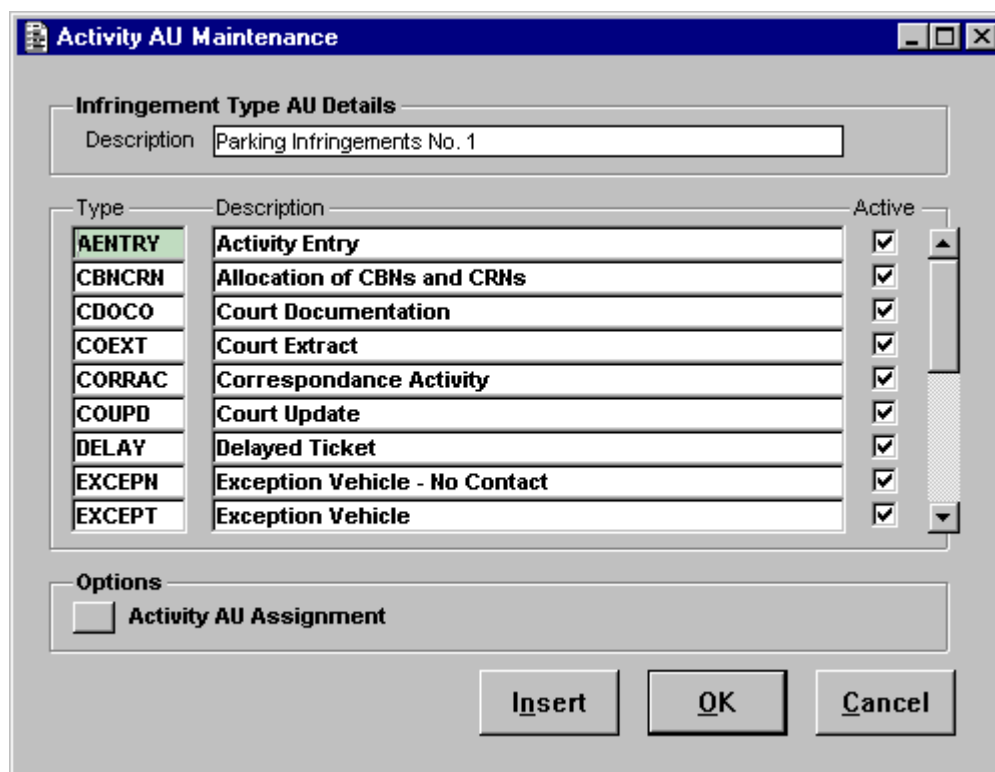
SPER Debt Component Type

This field allows the User to define the SPER Debt Component Type that is associated with the Fee Type. The options available are

- <none>
- Fine
- Registered Owner Search Fee
- Other Search Fee
- Reminder Fee
- Dishonoured Cheque Fee

Activity Maintenance Form

This form shows all existing Activities for the Infringement system. Whenever anything is done to an Infringement record, an activity is created. These activities can be seen in the Infringements History frame of the Infringement Summary form.



Activity AU Maintenance

Infringement Type AU Details

Description:

Type	Description	Active
AENTRY	Activity Entry	☒
CBNCRN	Allocation of CBNs and CRNs	☒
CDOCO	Court Documentation	☒
COEXT	Court Extract	☒
CORRAC	Correspondance Activity	☒
COUPD	Court Update	☒
DELAY	Delayed Ticket	☒
EXCEPN	Exception Vehicle - No Contact	☒
EXCEPT	Exception Vehicle	☒

Options

☐ Activity AU Assignment

Activity Maintenance Form

When a new Infringement Type is created, the following Activities are automatically created:

ACT	Activity Entry
ALLOC	Allocation of CBNs and CRNs
CDOC	Court Documentation
CEXT	Court Extract
CUPD	Court Update
EXM	Exemption
EXMREV	Exemption Reversed
HENT	Handheld Update
HOLD	Hold Offence
ISSEVC	Exception Vehicle
ISSEVN	Exemption Vehicle - No Contact
LATE	Late Payment
LETR	Letter Request
MVR1	First MVR Enquiry
MVR2	Second MVR Enquiry
MVU1	First MVR Update
MVU2	Second MVR Update
NOT1	First Notice
NOT2	Second Notice
NOT3	Third Notice
OVER	Overpayment Allocation
PREPAY	Prepayment Allocation
PROS	Prosecution List
RCPT	Receipt Entry
RCPTR	Receipt Reversal
RCPTT	Receipt Transfer
RETCHQ	Returned Cheque
RFND	Refunds
RSETCW	Reset Cashier Warning
SETCW	Set Cashier Warning
SUMM	Summons Notice Print
TENT	Ticket Entry
TOW	Towage

TRANS Transaction Entry
 UNSERV Unserved Letters

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Activity Type

This field is used to enter a short description for the Activity Type record. Up to six characters may be used in this field.

Activity Description

This field is used to enter a longer description for the Activity Type record. Up to fifty characters may be used in this field.

Active

This field is used to show if the Activity Type record is active or not. When the box is checked on, the Activity Type record is active. An active Activity Type record is available to the system for selection.

When an Activity Type record is flagged as not active, or inactive, the Activity Type record is not available to the system for selection. However, any existing data using this Activity Type record will not be affected (i.e. will keep the inactive Activity Type record).

Activity Assignment Button

Selecting this button will take you into the Activity Code Assignment Maintenance form, where user defined Activity Types are allocated to system defined activity descriptions.

Activity Assignment Maintenance Form

This form is used to assign user defined Activity Types to system defined ones.

Infringement Type Details	
Description	Victorian Parking Infringements - cash

Function	Activity Code Details
Activity Entry	ACT
Court Documentation	CDOC
Court Extract	CEXT
Court Extract Adjustment	CADJ
Court Update	CUPD
Exception Vehicle	ISSEVC
Exception Vehicle - No Contact	ISSEVN
Exemption	EXM
Exemption Reversed	EXMREV

OK Cancel

Activity Assignment Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Function

This field shows a list of system defined descriptions of batch jobs, and various other options that can be applied to individual Infringement records.

Activity

These fields enable a User to assign a user defined activity code against a function. Double clicking on the field, or selecting the Pop Up button will invoke the Activity Code Pop Up form, which gives a list of all Activity Types available to the Infringement system.

Activity Code Pop Up Form

This form is used to select an Activity Code. The search profile section of this form can be used to narrow down a search. See the "How to Use" User Guide for more information on searching.

Type	Description
ACT	Activity Entry
ALLOC	Allocation of CBN and CRNs
CDOC	Court Documentation
CEXT	Court Extract
CUPD	Court Update
EXM	Exemption
EXMREV	Exemption Reversed
HENT	Handheld Update
HOLD	Hold Offence

Search Profile

Type

Description

Search **Select** **Close**

Activity Code Pop Up

Type

This field displays a list of Activity Types that are available to select from. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be changed.

Description

This field displays a list of the Activity Descriptions that are available to select from. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be changed.

Search Profile – Type

This field is used to search on Activity Types. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Search Profile – Description

This field is used to search on Activity Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Cycle Functions Selection Form

This form is used to view Cycle Functions as defined by the council. Infringements when not completed, go through a cycle of processes, all controlled by the Next Action Date of the Infringement.

Function	Previous Status Code	Next Status Code	Days To Pay	Days To Next Action
First MVR Enquiry	Issued	First MVR Enquiry		
First MVR Update	First MVR Enquiry	First MVR Update		
First Notice	First MVR Update	First Notice		
Prosecution List	First Notice	Prosecution List		
SPER Extract	Prosecution List	Court Extract		
SPER Validation	Court Extract	SPER Extract Data Validated		
SPER Status Update	Court Extract	Status changed via SPER		

Cycle Functions Selection Form

More information can be found about specific cycle functions in the relevant sections of the Infringement User Guide.

The Cycle Functions that exist within the Infringements system are:

- First MVR Enquiry
- First MVR Update
- First Notice
- Second Notice
- Third Notice
- Prosecution List
- Second MVR Enquiry
- Second MVR Update
- Court Extract
- Court Update
- Fines Enforcement Registry Payments Update
- SPER Validation

Not all of these cycle functions need to be used by a council. Some of them are relevant to New Zealand only, and some to individual states.

If the order that these cycle jobs appear needs to be changed, this can be done from the Infringement Type option. In the Infringement Type Maintenance form, there is an option called "Type Batch Functions". In this option, there is the ability to sequence the order of the cycle functions.

Only the cycle functions assigned in the "Type Batch Functions" option of the Infringement Type Maintenance form can be seen from the Cycle Functions Selection form.

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Cycle Function

This field shows the different cycle functions listed on the form. Double clicking on one of these cycle functions will take you into the Cycle Functions Maintenance form for that cycle function.

Previous Status

This field shows the Previous Status field for the cycle function selected. For more information on the function of this field, refer to the Cycle Function Maintenance form section of the Infringement User Guide.

Next Status

This field shows the Next Status field for the selected cycle function. For more information on the function of this field, refer to the Cycle Function Maintenance form section of the Infringement User Guide.

Days To Pay

This field shows the Days to Pay field for the selected cycle function. For more information on the function of this field, refer to the Cycle Function Maintenance form section of the Infringement User Guide.

Days To Next Action

This field shows the Days to Next Action field for the selected cycle function. For more information on the function of this field, refer to the Cycle Function Maintenance form section of the Infringement User Guide.

Cycle Functions Maintenance Form

This form is used to define specific information to individual cycle functions. Fields that must be populated include the two Status fields, Days to Pay and Days to Next Action.

In addition, it is possible to add a cashier warning to an Infringement as part of a cycle function. Also, a fee can be added to an Infringement when a cycle function is run.

Cycle Functions Maintenance Form

Cycle Functions Details

This field displays the Cycle Function that has been selected in the Cycle Functions Selection form. Although this field cannot be maintained from this form, the name of the cycle function can be altered in the "Type Batch Functions" option on the Infringement Type Maintenance form.

Previous Status

This field displays the status that the cycle job will look for when it is processing. For example, the "First MVR Enquiry" cycle function can be looking for the status of "Issued", so the "Issued" status would be put into the Previous Status field.

Double clicking on this field or selecting the Pop Up button invokes the Status Pop Up form. The required status can be selected from this form. Values contained in this form cannot be modified at this level, but can be altered via the Status parameter.

Next Status

This field is used to specify what status an Infringement will have once it has been processed by the cycle job. For example, if an Infringement has been through the "First MVR Enquiry" cycle function, and it is required that its status now be "First MVR Enquiry", then that is the status that is put into this field.

Double clicking on this field or selecting the Pop Up button invokes the Status Pop Up form. The required status can be selected from this form. Values contained in this form cannot be modified at this level, but can be altered via the Status parameter.

Cashier Warning

This field is used to add a cashier warning to the cycle job. The function of a cashier warning is to display a message or error when a ticket is being receipted.

Double clicking on this field or selecting the Pop Up button invokes the Cashier Warning Pop Up form. The required cashier warning can be selected from this form. Values contained in this form cannot be modified at this level, but can be altered via the Cashier Warning parameter.

For more information on Cashier Warnings, please refer to the Receipting User Guide.

Days To Pay

This field is used to specify the number of Days to Pay that will be given to an Infringement once it has been processed by the cycle job. For example, if this field is set to 7, and the Cycle Job is run on 23rd of September 1998, the 'Days to Pay' field on each Infringement will change to 30th of September 1998.

Days To Next Action

This field is used to specify the number of Days to Next Action that will be given to an Infringement once it has been processed by the cycle job. For example, if this field is set to 7, and the Cycle Job is run on 23rd of September 1998, the 'Days to Next Action' field on each Infringement will change to 30th of September 1998.

NOTE: If the Next Action Date calculated is a non working date defined in the Infringement Calendar then it will be changed to the first available working date moving forward in time.

Cycle Functions Fee Types Button

If a fee needs to be added to each Infringement processed by a cycle job, this can be established by selecting this button, which will take you into the Cycle Functions Fee Types Maintenance form.

Cycle Functions Fee Types Maintenance Form

This form is used if a fee needs to be added to any Infringements processed by a cycle job. Due to the nature of this form, it is possible to allocate different fee amounts depending on the state the infringing vehicle is from (State Code for registration number).

Fee Type	State Code	Amount
SEARCH >> Ownership Search Fee	S >> South Australia	50.00

Cycle Functions Fee Types Maintenance Form

Cycle Function Description

This field displays the Cycle Function that has been selected in the Cycle Functions Selection form. Although this field cannot be maintained from this form, the name of the cycle function can be altered in the "Type Batch Functions" option on the Infringement Type Maintenance form.

Fee Types

These fields are used to enter a fee type which will be charged. Double clicking on the field or selecting the Pop Up button will invoke the Fee Types Pop Up form, from which the relevant Fee Type record can be selected.

The records contained in the Fee Types Pop Up form cannot be maintained from this form. They can, however, be altered via the Fee Types parameter option.

State Code

These fields are used to enter a state code to be processed. Double clicking on this field or selecting the Pop Up button will invoke the State Codes Pop Up form, from which the relevant State Code record can be selected.

The records contained in the State Codes Pop Up form cannot be maintained from this form. They can, however, be altered via the State Codes parameter option.

Amount

This field is used to enter in the amount of the fee which will be charged to each individual Infringement that is processed by the cycle job.

Cycle Function – More Option

***Victorian Sites Only ***

This function allows for the inclusion of more than one status to be included in the inclusion of records to be sent to the Motor Vehicles Department to gain information regarding the owner of a vehicle.

This function is only available for the Cycle Function - MVR Enquiry.

This was specifically made available to allow for the automatic inclusion of tickets that may not have been issued to the owner (eg They have driven off before the Inspector can attach the ticket to the vehicle). In particular this refers to those tickets that have a status of Post Out – Issued.

Cycle Function Status Maintenance form

Cycle Function Details

This field displays the specific Infringement Type was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Cycle Function Status Maintenance – Available Status

This is a list of statuses that are available to be included in the MVR Enquiry option.

Cycle Function Status Maintenance – Previous Status

This field displays the status that the cycle job will look for when it is processing. For example, the “First MVR Enquiry” cycle function can be looking for the status of “Issued”, so the “Issued” status would be put into the Previous Status field.

Cycle Function Status Maintenance – New Status

This field is used to specify what status an Infringement will have once it has been processed by the cycle job. For example, if an Infringement has been through the “First MVR Enquiry” cycle function, and it is required that its status now be “First MVR Enquiry”, then that is the status that is put into this field.

Cycle Function Status Maintenance – New Status Description

This field is the description of the New Status that will be assigned to the infringement upon completion of the Cycle Function in Update mode.

Council Area Maintenance Form

This form is used to identify different sections of the council area to which Infringements (parking or otherwise) are issued.

When a new Infringement area is entered into the Infringements system, a council area can be added to that Infringement.

To add a new record, select the “Insert” button.

Type	Description	Active
A1	Adelaide 1	☒
C4	Council Area Number 4	☒
CA1	Council Area 1 - Port Adelaide/Enfield	☒
CA2	Council Area 2 - Adelaide City Council	☒
INACT	Inactive Council Area record	☐
OT	council area ot	☒

Council Area Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Council Area Type

This field is used to enter a short description of the Council Area record. Up to six characters can be used in this field.

Council Area Description

This field is used to enter a longer description for the Council Area record. Up to fifty characters can be used in this field.

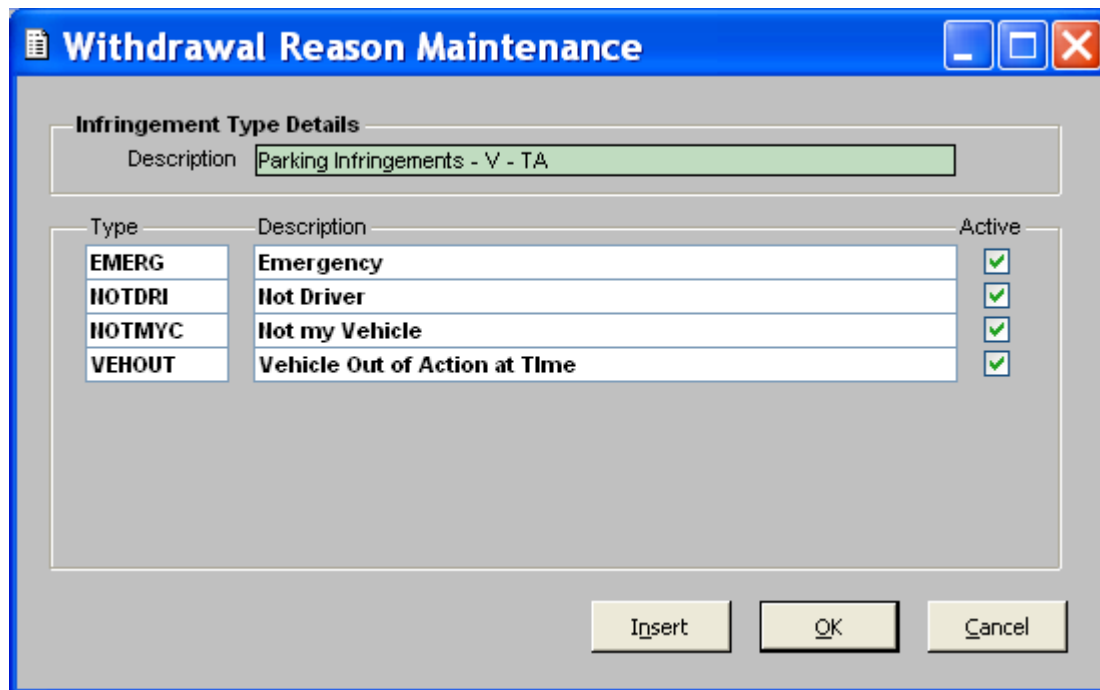
Active

This field is used to show if the Council Area record is active or not. When the box is checked on, the Council Area record is active. An active Council Area record is available to the system for selection.

When a Council Area record is flagged as not active, or inactive, the Council Area record is not available to the system for selection. However, any existing data using this Council Area record will not be affected (i.e. will keep the inactive Council Area record).

Withdrawal Reason

This form allows for the entry of a Reason for the withdrawal of an Infringement.



The dialog box is titled "Withdrawal Reason Maintenance". It features a "Description" field at the top containing "Parking Infringements - V - TA". Below this is a table with three columns: "Type", "Description", and "Active". The table contains four rows of data. At the bottom of the dialog are three buttons: "Insert", "OK", and "Cancel".

Type	Description	Active
EMERG	Emergency	☒
HOTDRI	Hot Driver	☒
HOTMYC	Hot my Vehicle	☒
VEHOUT	Vehicle Out of Action at Time	☒

Withdrawal Reason Form

Infringement Type Details

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All Withdrawal Reasons that are added, changed, or deleted will be specific only to this Infringement Type.

Withdrawal Reason Maintenance Type Code

This field allows for the insertion of a Withdrawal Reason code. These reason codes are to be used when the infringement is to be withdrawn or an Operator Onus Nomination is entered

Withdrawal Reason Maintenance Type Description

This field allows for the insertion of the description of the Withdrawal Reason Code.

Internal Review Grounds

This form allows for the setting up of the grounds that are to be used when a request is received by Council from the offender to review the infringement.

Type	Description	Active
CONLAW	Contrary to Law	☒
EXCCIR	Exceptional Circumstances	☒
MISIDT	Mistaken Identity	☒
SPECIR	Special Circumstances	☒

Internal Review Grounds Selection

Infringement Type Details

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All Withdrawal Reasons that are added, changed, or deleted will be specific only to this Infringement Type.

Internal Review Grounds Type Code

This field allows for the addition of an internal review code. These codes are to be used when entering a request for an internal review.

Internal Review Grounds Description

This field allows for the addition of the description of the Internal Review Grounds code.

Internal Review Grounds Maintenance

Internal Review Grounds Maintenance form

Infringement Type Details

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All Internal Review Grounds that are added, changed, or deleted will be specific only to this Infringement Type.

Internal Review Grounds Details – Type

This field is the type code for an Internal review Request specified in the previous form.

Internal Review Grounds Details – Description

This field is the description of the type code selected.

Internal Review Grounds Details – Status

This is the status that the infringement will be set when an internal review request record has been created for an offence. The offence will retain this status until it is either changed manually or the review is finalised by entering an appropriate Outcome/Decision.

Note: It is important that this status be used exclusively for this purpose. This exclusivity will have the effect of removing the infringement from the normal infringement processing cycle and in effect placing it on hold.

Internal Review Grounds – Category for Attorney General's Report

A value is selected here to indicate into which category and internal request should be included in the Attorney General's Report.

The four current categories are:

- Contrary to Law
- Mistakes of Identity
- Special Circumstances
- Exceptional Circumstances

Internal Review Grounds – Number of Days used to Calculate – Review Period

The initial number of days for completion of the review. The value entered here will be used to modify an Offence's Next Action and Py by Dates by adding the value to the date of the internal review request.

Internal Review Grounds – Number of Days used to Calculate – Return of Additional Information

The number of days after which requested Additional Information should be received. The value here is used to modify an Offence's Next Action and Pay by Dates by adding the value to these dates.

Internal Review Grounds – Number of Days used to Calculate – Service of Request for Additional Information

The number of days after which a request for additional information is deemed to have been served.

Internal Review Grounds – Number of Days used to Calculate – Review Period after Additional Information received

The number of days for completion of the review after requested Additional Information is received. The value entered here will be used to modify the Offence's Next Action and Pay by dates by adding the value to date of the internal review request.

Internal Review Decision Selection

This form allows for the addition of Decision Types and Descriptions that may be added to the Offence when an Internal Review has been decided upon.

Type	Description	Active
CANCEL	Cancel the Internal Review	☒
CONFIR	Confirmation of Ticket to be issued	☒
COURT	Refer Infringement to Court	☒
WARN	Official Warning	☒
WITHDR	Withdrawal of Notice	☒

Internal Review Decision Selection Form

Infringement Type Details

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All Internal Review Decisions that are added, changed, or deleted will be specific only to this Infringement Type.

Internal Review Decision Selection – Type

This form allows for the addition/maintenance of a Decision Type code that may be selected when a decision has been added to the Internal Review

Internal Review Decision Selection – Description

This form all of the addition/maintenance of a Description to the code previously entered.

Internal Review Decision Maintenance

The internal Review Decision Maintenance form is used to enter details pertaining to an Outcome/Decision reached for an Internal Review Request.

Internal Review Decision Maintenance form

Infringement Type Details

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form.

Internal Review Decision Maintenance - Decision Details – Type

As suitable type (or code) is entered to represent an Internal Review Decision parameter value.

Internal Review Decision Maintenance - Decision Details – Description

The description of the Internal Review Decision is entered.

Internal Review Decision Maintenance – Category for Attorney General's Report

A value is selected to indicate into which category a finalised Internal Review Request should be included. The available categories are:

- None
- Confirm
- Official Warning
- Refer to Court
- Withdraw

The ability to leave the Category blank (ie set to none) provides for the means to create an Outcome/Decision to use to 'Cancel' or 'Revoke' an internal review request.

Internal Review Decision Maintenance – Extended Court Lodgement and Offence Update Values – Extend Lodgement

Set this flag on to indicate that an Extended Court Lodgement record should be created for the associated offence.

Internal Review Decision Maintenance – Extended Court Lodgement and Offence Update Values – Days to Served

The number of days after which the Outcome/Decision of an Internal Review is deemed to have been served. The value entered will be used to calculate the 'base' date for the Extended Court Lodgement record by adding it to the date of the Outcome/Decision. The 'base' date will then be used as the starting date for calculating the Extended Lodgement Date.

Internal Review Decision Maintenance – Extended Court Lodgement and Offence Update Values – Days to Pay

The value entered here will be used to modify an Offence's Next Action Date by adding the value to the date of the Outcome/Decision.

Internal Review Decision Maintenance – Extended Court Lodgement and Offence Update Values – Days to Next Action

The value entered here will be used to modify an Offence's Next Action date by adding the value to the date of the Outcome/Decision.

Internal Review Decision Maintenance – Extended Court Lodgement and Offence Update Values – Status

The status to which an Offence will be set when the Outcome/Decision for an Internal Review Request has been entered/selected. This status can be one which will return an Offence to the Infringement Processing Cycle or one which will isolate the Offence for further attention – eg Withdrawal.

IMPORTANT: The 'Days' entries are all independent and should be relative to the date of the Outcome/Decision. Logically the values should be progressively higher.

Note Type Maintenance Form

This form allows the creation of Note Templates that are able to be added to Infringements and then included in documentation produced. The Template field on each record can be zoomed to enable the more convenient input of multi-lined entries. The Default flag can be set on for one of the Note Types to specify the Note Type to use as the default when adding a new Note record to an Offence.

When a Note record is created against an Offence an accompanying Activity record is also created. To enable the creation of Activity records, an Activity Code must be assigned against the 'Note Added' function on the Activity Code Assignment form. If this assignment is not made, it will not be possible to create Notes or Activity records against the Offence.

Note Type Maintenance

Infringement Type Details

Description: Parking Infringements - NZ - TA

Type	Template	Default	Active
GENERAL	General information for the ticket.	☒	☒
PARKING	ADDITIONAL INFORMATION	☐	☒
TOWAGE	towage information for the user	☐	☒

Summary

General information for the ticket.

Insert OK Cancel

Note Type Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All Note Types that are added, changed, or deleted will be specific only to this Infringement Type.

Note Type

This field is used to enter a short description of the Note Type record. Up to twenty characters can be entered in this field.

Template

This field is used to enter the Template information for the Note Type. The field can be zoomed to enable the more convenient input of multi-lined entries.

Default

The Default field allows for the nomination of ONE of the Note Types to be automatically defaulted when a Note Type is added to an Offence. It is not mandatory to have a Default Note Type. The field can be left blank.

Active

This field is used to show if the Note Type record is active or not. When the box is checked on, the Note Type record is active. An active Note Type record is available to the system for selection.

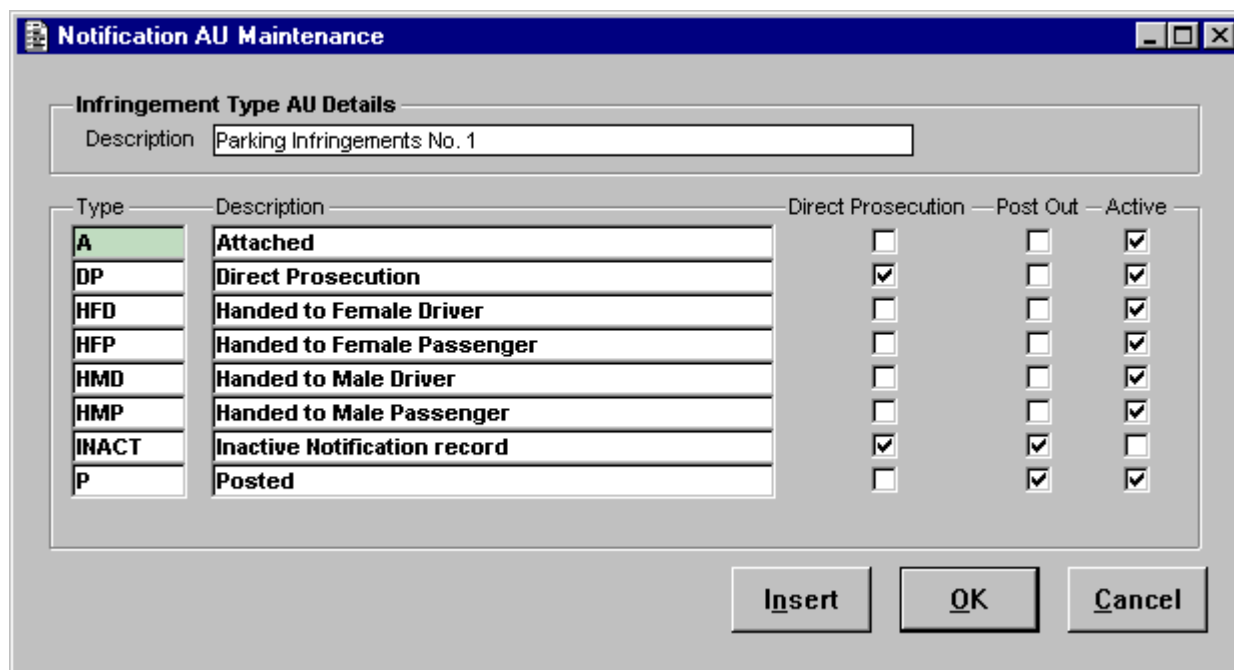
When a Note Type record is flagged as not active, or inactive, the Note Type record is not available to the system for selection. However, any existing data using this Note Type record will not be affected (i.e. will keep the inactive Note Type record).

Notification Maintenance Form

This form is used to add all Notification records that may be required by the council. Notification means how the person who is responsible for the Infringement is informed of the Infringement.

Examples of Notification records include:

- Attached to vehicle
- Direct Prosecution
- Post Out



The screenshot shows a window titled "Notification AU Maintenance". Inside, there is a section "Infringement Type AU Details" with a "Description" field containing "Parking Infringements No. 1". Below this is a table with columns: Type, Description, Direct Prosecution, Post Out, and Active. The table lists various notification types with their corresponding flags checked or unchecked. At the bottom are buttons for "Insert", "OK", and "Cancel".

Type	Description	Direct Prosecution	Post Out	Active
A	Attached	☐	☐	☒
DP	Direct Prosecution	☒	☐	☒
HFD	Handed to Female Driver	☐	☐	☒
HFP	Handed to Female Passenger	☐	☐	☒
HMD	Handed to Male Driver	☐	☐	☒
HMP	Handed to Male Passenger	☐	☐	☒
INACT	Inactive Notification record	☒	☒	☐
P	Posted	☐	☒	☒

Notification Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Notification Type

This field is used to enter a short description of the Notification record. Up to six characters can be used in this field.

Notification Description

This field is used to enter a longer description of the Notification record. Up to fifty characters can be used in this field.

Direct Prosecution

This field is used mainly for the Infringement Entry form. In that form, there is also a "Direct Prosecution" flag. When a Notification code is selected on the Infringement Entry form, the "Direct Prosecution" flag will default to the value specified on the Notification Maintenance form.

Post Out

This field is used mainly for the Infringement Entry form. In that form, there is also a "Post Out" flag. When a Notification code is selected on the Infringement Entry form, the "Post Out" flag will default to the value specified on the Notification Maintenance form.

Active

This field is used to show if the Notification record is active or not. When the box is checked on, the Notification record is active. An active Notification record is available to the system for selection.

When a Notification record is flagged as not active, or inactive, the Notification record is not available to the system for selection. However, any existing data using this Notification record will not be affected (i.e. will keep the inactive Notification record).

Court Update Code Maintenance Form

This form is used to match status records against pre-defined court update codes.

The codes (e.g. FCOM, EXPN) are defined by the courts and returned via the Court Update cycle job. It is up to the individual council to determine what status they wish to give an Infringement when it returns a certain code.

Type	Description	Status	Active
EXEN	Enforcement request from Agency registered	EXEN >> ENFORCEMENT - AGENCY REG	☒
EXPN	Hardship accepted on Expiation Notice	EXPN >> HARDSHIP ACCEPTED - EXPIAT	☒
FCCD	Finalised-(Write off by Registrar decision)	FCCD >> FINALISED - WRITE OFF REGIS	☒
FCOM	Finalised-(Community Service Served)	FCOM >> FINALISED - COMMUNITY SERV	☒
FPAY	Paid in Full (Hardship finalised)	FPAY >> PAID IN FULL - HARDSHIP	☒
FWDR	Finalised-(Write off charge withdrawn by agency)	FWDR >> FINALISED - WITHDRAWN BY A	☒
RELF	Enforcement Revoked	RELF >> ENFORCEMENT REVOKED	☒
RPBNC	Finalisation Reversed - Dishonoured Cheque	RPBNC >> FINAL REVERSED - DISHONOU	☒
RPERR	Finalisation Reversed - Clerical Error	RPERR >> FINAL REVERSED - CLERICAL E	☒

Court Update Code Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Court Update Type

This field is used to enter the court-defined update code that will be included as part of the text file returned from the courts.

Court Update Description

This field is used to enter the court-defined description that should match the Court Update Type. Up to fifty alpha-numeric characters can be used.

Status

These fields are used to match a status against a Court Update Code and description. When a record is process by the court update process, it will be given a court-defined code. The status allocated against that code will be given to that Infringement record.

Double clicking on the first field, or selecting the Pop Up button will invoke the Status Pop Up form from which a status record can be selected. The records displayed in the Status Pop Up form

Active

This field is used to show if the Court Update Code record is active or not. When the box is checked on, the Court Update Code record is active. An active Court Update Code record is available to the system for selection.

When a Court Update Code record is flagged as not active, or inactive, the Court Update Code record is not available to the system for selection. However, any existing data using this Court Update Code record will not be affected (i.e. will keep the inactive Court Update Code record).

PERIN Result Code (Victoria) Selection Form

This form displays PERIN Result Code records. This form is only applicable to Victorian sites.

Type	Description	Active
COM	community work required	☒
MCCP	mcc update for parking	☒

PERIN Result Code Selection Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Result Code Type

This field displays a short description of the PERIN Result Code record.

Result Code Description

This field displays a longer description of the PERIN Result Code record.

Active

This field is used to show if the PERIN Result Code record is active or not. When the box is checked on, the PERIN Result Code record is active. An active PERIN Result Code record is available to the system for selection.

PERIN Result Code (Victoria) Maintenance Form

This form is used to enter, maintain and delete PERIN Result Code records. This form is only applicable to Victorian sites.

PERIN Result Code Maintenance Form

PERIN records are set by the Department of Justice in Victoria. The following is a list of the PERIN Result Codes:

Cod e	Description	Comments
036	Revocation Granted by Open Court (C10)	Revocation Granted by Open Court as a result of the defendant lodging an appeal against Costs Variation or Revocation Refusal
037	Revocation Granted by Open Court (C17)	Corporate Affairs Cases Only
073	Case Record received Statute Barred	Case did not comply with Magistrates' Court Act 1989, e.g. longer than 12 months from time of offence until its registration at Court
083	Certificate of Enforcement Withdrawn by Agency	Case withdrawn by Agency
124	Defendant Deceased. Case Closed	Formal Notification of Death Received at Court
125	Revocation Granted. Case Referred to Court	Case Referred to Open Court on Application of Defendant or Agency
126	Revocation Granted. Case Closed (C17)	Corporate Affairs Cases Only
127	Deemed Uncollectible. Case Closed	Penalty written-off as warrant in existence for over five years (in accordance with Treasury regulations)
128	Case Incomplete. Order not Made	Case received with mandatory fields missing
136	Case Record Received, Defendant Under 17 Years	Defendant Under Age as at the date of the offence
137	Case Record Received Fails Sch. 7 Clause 4 (2) C	A period of at least 28 days has not passed between the issuing of a courtesy letter and the registration of the Certificate of Enforcement (fields 24 and 25)
140	Case not registered Sch. 7 Clause 4 (4)	Case not registered at the Agencies request - Enforcement Order not made
141	Case Closed - Amt Due Within Tolerance	Case paid within the current approved tolerance amount (\$10.00). Any monies received after this result is reported will be dispersed to the agency.
145	Order Not Made. Invalid Penalty	Reported for any of the following reasons: (i) Offence Code does not exist (ii) Penalty amount incorrect (iii) Offence date outside the effective date of penalty
A01	Executed - Time Served	Victorian Warrant Executed. Defendant imprisoned.

A03	Executed - Part Paid/Balance Time Served	Victorian Warrant Executed. Defendant partly served time, balance was paid in full
A06	Unexecuted – Defendant Deceased	Formal Notification of Death received from authority attempting to execute the warrant (Victorian)
A07	Executed - Sentence Deemed Served	Victorian Warrant Executed. Defendant served time on another warrant while this warrant was in existence (Penalty & Sentences Act, Section 15, 1986)
A08	Part Paid/Balance Deemed Served	Victorian Warrant Executed. Defendant partly served time on another warrant while this warrant was in existence, balance was paid in full (Penalty & Sentences Act, Section 15, 1986)
A09	Paid in Full/within Tolerance Amount	Victorian Warrant paid in full or within the current approved tolerance amount (\$10.00)
B03	Nulla Bona	Warrant of Seizure returned - no goods or money to seize
B06	Paid in Full/Within Tolerance Amount	Warrant of Seizure paid in full, or within the current approved tolerance amount (\$10.00)
C02	Executed - Time Served	Interstate Warrant Executed. Time Served
C04	Executed - Part Paid/Balance Time Served	Interstate Warrant Executed. Defendant partly served time, balance was paid in full
C06	Unexecuted/Defendant Deceased	Formal Notification of Death received from authority attempting to execute the warrant (Interstate)
C07	Paid in Full	Interstate Warrant paid in full

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Result Code Type

This field is used to enter a short description of the PERIN Result Code record. Up to six alpha-numeric characters may be used in this field

Result Code Description

This field is used to enter a longer description of the PERIN Result Code record. Up to fifty alpha-numeric characters may be used in this field.

Active

This field is used to show if the PERIN Result Code record is active or not. When the box is checked on, the PERIN Result Code record is active. An active PERIN Result Code record is available to the system for selection.

When a PERIN Result Code record is flagged as not active, or inactive, the PERIN Result Code record is not available to the system for selection. However, any existing data using this PERIN Result Code record will not be affected (i.e. will keep the inactive PERIN Result Code record).

Set Status To

NOTE:- This field only displays when the Write Off Ticket Balance field on the Miscellaneous Parameter Form is flagged OFF.

Where a court Transaction has a Perin Result Code (i.e. non-financial transaction) the relevant offence's status will be amended to that recorded here.

Traffic Conditions Maintenance Form

This form is used to record the Traffic Condition Codes that are used in the Hand Held data. These are usually H – Heavy, L – Light and M – Medium.

Type	Description	Active
H	Heavy	☒
L	Light	☒
M	Medium	☒

Traffic Conditions Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Type

This field is used to enter a short description of the Traffic Conditions. Up to six characters can be used for this description.

Description

This field is used to enter a longer description of the Traffic Conditions record. Up to fifty characters can be used for this description.

Active

This field is used to show if the Traffic Condition is active or not. When the box is checked on, the Traffic Condition is active. An active Traffic Condition is available to the system for selection.

When a Traffic Condition is flagged as not active, or inactive, the Traffic Condition record is not available to the system for selection. However, any existing data using this Traffic Condition record will not be affected (i.e. will keep the inactive Traffic Condition record).

Animal Breed Maintenance Form

This form is used to record Animal Breeds that a council may wish to use within Animal Infringements.

Type	Description	Active
FOXTX	Fox Terrier Cross	☒

Animal Breed Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Type

This field is used to enter a short description of the Animal Breed record. Up to six characters can be used for this description.

Description

This field is used to enter a longer description of the Animal Breed record. Up to fifty characters can be used for this description.

Active

This field is used to show if the Animal Breed is active or not. When the box is checked on, the Animal Breed is active. An active Animal Breed is available to the system for selection.

When an Animal Breed record is flagged as not active, or inactive, the Animal Breed record is not available to the system for selection. However, any existing data using this Animal Breed record will not be affected (i.e. will keep the inactive Animal Breed record).

Animal Colour Maintenance Form

This form is used to record Animal Colours that a council may wish to use within Animal Infringements.

Type	Description	Active
B	Black	☒

Animal Colour Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Type

This field is used to enter a short description of the Animal Colour record. Up to six characters can be used for this description.

Description

This field is used to enter a longer description of the Animal Colour record. Up to fifty characters can be used for this description.

Active

This field is used to show if the Animal Colour is active or not. When the box is checked on, the Animal Colour is active. An active Animal Colour is available to the system for selection.

When an Animal Colour record is flagged as not active, or inactive, the Animal Colour record is not available to the system for selection. However, any existing data using this Animal Colour record will not be affected (i.e. will keep the inactive Animal Colour record).

Animal Gender Maintenance Form

This form is used to record Animal Gender that a council may wish to use within Animal Infringements.

Type	Description	Active
F	Female	☒

Animal Gender Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Type

This field is used to enter a short description of the Animal Gender record. Up to six characters can be used for this description.

Description

This field is used to enter a longer description of the Animal Gender record. Up to fifty characters can be used for this description.

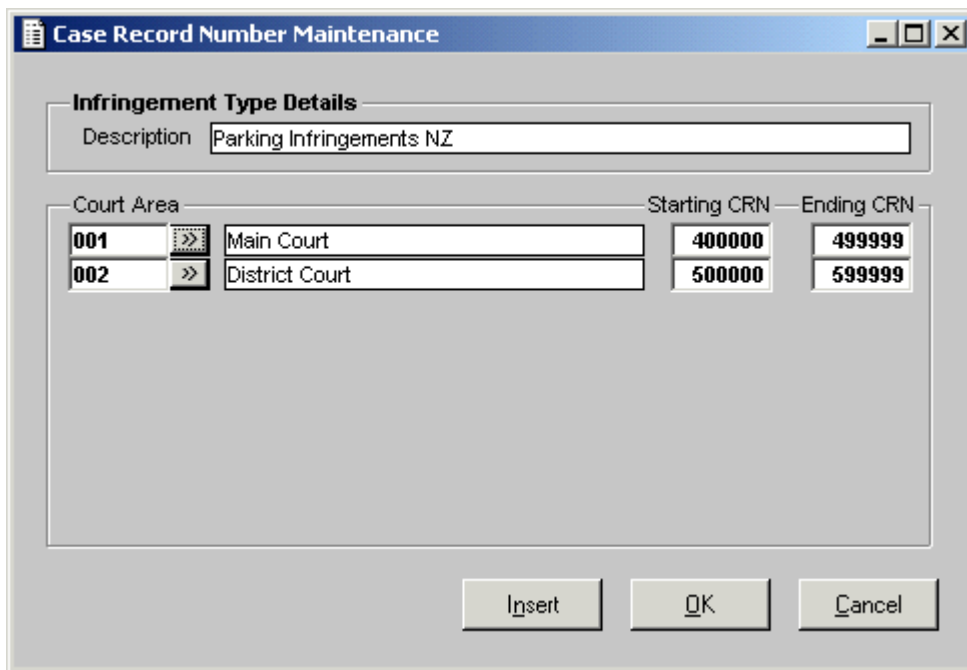
Active

This field is used to show if the Animal Gender is active or not. When the box is checked on, the Animal Gender is active. An active Animal Gender is available to the system for selection.

When an Animal Gender record is flagged as not active, or inactive, the Animal Gender record is not available to the system for selection. However, any existing data using this Animal Gender record will not be affected (i.e. will keep the inactive Animal Gender record).

Case Record Number Maintenance (New Zealand)

This form is used to record Case Record Number that is to be used when the Court Extract process is run. These Numbers are requested by Council from the Courts at the beginning of each year.



The screenshot shows a Windows-style dialog box titled "Case Record Number Maintenance". It contains the following fields and controls:

- Infringement Type Details:** A section with a "Description" text box containing "Parking Infringements NZ".
- Court Area:** A table with two rows. The first row has "001" in a small box, a button with a right arrow, and a text box containing "Main Court". The second row has "002" in a small box, a button with a right arrow, and a text box containing "District Court".
- Starting CRN:** A text box containing "400000" for the first row and "500000" for the second row.
- Ending CRN:** A text box containing "499999" for the first row and "599999" for the second row.
- Buttons:** "Insert", "OK", and "Cancel" buttons at the bottom right.

Case Record Number Maintenance Form

Infringement Type Details - Description

This field displays the specific Infringement Type That the Case Record Numbers will be used for

Court Area

The Court Area and its Description are displayed in these fields. The Court Area can be added using the Insert Button.

Starting CRN

The Starting Case Record Number is entered into this field for the appropriate Court Area.

Ending CRN

The Ending Case Record Number is entered into this field for the appropriate Court Area.

Council Ward Maintenance – New Zealand

The Council Ward Maintenance form is used to record the Council Wards that are used and to assign the Suburbs to the Council Ward that is responsible for that Suburb.

Council Ward Maintenance

Infringement Type Details

Description: Parking Infringements - NZ - TA

Ward Code	Description	Active
CENT	CENTRAL CITY OF THE CITY OF THE COUNCIL OF GEAC	☒
EAST	east	☒
NE	NORTH EAST	☒
NORTH	NORTH	☒
NW	NORTH WEST	☒
SE	SOUTH EAST	☒
SOUTH	SOUTH	☒
SW	SOUTH WESTERN	☒
WEST	WESTERN	☒

Options

☐ Assign to Suburbs

Insert OK Cancel

Council Ward Maintenance Form

Infringement Type Details - Description

The Infringement Type Description that the Council Wards are being set up for is displayed in this field.

Ward Code

The Ward Code of the Council Ward is displayed in this field.

Ward Description

The Address is the address for the Court Area.

Active

The Active field identifies that the Court Area is active and available for use.

Options – Assign to Suburbs

The Assign to Suburbs button will display the Suburbs and which Council Ward they are assigned to.

Suburb/Council Ward Assignment Maintenance Form

The Suburb/Council Ward Assignment Maintenance form is used to assign the Suburbs to the appropriate Council Ward. This form also allows for the updating of any changed or new Suburbs from the Property system. This is done by using the Auto Update Button.

When a Ticket is entered the system will look at the street that the Offence was on, and store the relevant ward against the record.

Suburb	Ward Code	Description
ABLE PARK	NE	NORTH EAST
ADELAIDE	NE	NORTH EAST
APPLETON	NE	NORTH EAST
AUCKLAND	NE	NORTH EAST
BELAIR	NE	NORTH EAST
BLACKWOOD	SW	SOUTH WESTERN
CHRISTIES BEACH	SW	SOUTH WESTERN
COLONEL LIGHT GARDENS	SE	SOUTH EAST
COOKSVILLE	SW	SOUTH WESTERN

Suburb/Council Ward Assignment Maintenance Form

Suburb

The Suburb name is displayed in this field. The Suburb can be manually updated or the Auto Update option can be used and have the Suburb automatically updated from the Property system.

Ward Code

The Ward Code that is assigned to the Suburb is shown in this field. The Pop Up button can be used to select the Council Ward or the Council Ward can be entered directly if known. This field is mandatory.

Auto Update

The Auto Update option allows the automatic update of Suburb information from the Property system. Once the Auto Update Button has been selected the form will return with only those Suburbs that require a Council Ward to be assigned to them.

Council Ward Pop Up

The Council Ward Pop Up form is used to select the Council Ward that is required if the Code is not known.

Ward Code	Description
CENT	CENTRAL CITY OF THE CITY OF THE COUNCIL OF GEAC
EAST	east
NE	NORTH EAST
NORTH	NORTH
NW	NORTH WEST
SE	SOUTH EAST
SOUTH	SOUTH
SW	SOUTH WESTERN
WEST	WESTERN

*Council Ward Pop Up Form***Ward Code**

The Ward Code is displayed in this field

Description

The Description of the Ward Code is displayed in this field.

Search Profile – Ward Code

The Ward that is required can be searched for by entering in either the Ward Code that is required (or part thereof) or the Ward Description (or part thereof). This will display a list of Wards that match the search criteria allowing the User to select the required Ward.

Search Profile – Description

The Ward that is required can be searched for by entering in either the Ward Code that is required (or part thereof) or the Ward Description (or part thereof). This will display a list of Wards that match the search criteria allowing the User to select the required Ward.

Infringement Data Log

The Infringement Data Log displays all the fields on the Infringement Data Maintenance screen for the Format. These fields will vary depending on the Format for the Infringement Type. Fields required to be logged can be selected by moving the required field to the “Assigned Field” box. Once the field has been assigned the Detail button can then be selected to nominate the Users required to be logged when they perform maintenance on the field.

Fields that have been Assigned will cause the logging of the ‘Previous field and History Log’ information on the Summary display for a ticket when maintenance is performed by a nominated User.

Data Log Maintenance Form

Available Field

The Fields available for the Infringement Data display are shown in the area.

Assigned Field

The Fields that required logging are displayed under the Assigned Field area. The Detail Button can be used to display the Users Data Log Maintenance form for the Field.

This option allows Council the option of auditing changes for nominated persons only.

Allow Auditing on all Users

This Field allows Council to set auditing on for all users that are allowed access to the Infringements System for the Assigned Fields.

Users Data Log Maintenance

The Users Data Log Maintenance form for the Infringement Data Log displays all the Users that have been nominated to have logging entries produced.

Users that have been Assigned will cause the logging of the 'Previous field and History Log' information on the Summary display for a ticket when maintenance is performed by a nominated User for the nominated field.

User Identifier	User Name
CLEO	Cleo Varvounis
COOKP	Pat Cook

Users Data Log Maintenance Form

Field Name

The Field Name that the logging is required for is displayed in this area.

User Identifier / User Name

Users that have been nominated to have any maintenance changed logged for the field are displayed in this area.

The Search Profile area can be used to find a User that has been nominated on the display. The Search is used in conjunction with the Retrieve button.

Search Profile – User Identifier

The Search Profile area can be used to find a User that has been nominated on the display. The Search is used in conjunction with the Retrieve button.

If a new User is to be included in the logging then the Insert Button should be used to initiate a Pop Up to allow selection of the required User(s).

Name Data Log

The Name Data Log displays all the fields on the Names Maintenance form for the PK3 Format (NZ Parking) only and is not available for any other Infringement Format.

Fields required to be logged can be selected by moving the required field to the “Assigned Field” box. Once the field has been assigned the Detail button can then be selected to nominate the Users required to be logged when they perform maintenance on the field.

Fields that have been Assigned will cause the logging of the ‘Previous field and History Log’ information on the Summary display for a ticket when maintenance is performed by a nominated User.

The screenshot shows the 'Name Log Maintenance' dialog box. It has a title bar with a document icon, the text 'Name Log Maintenance', and standard window controls (minimize, maximize, close). The main area is divided into two columns. The left column, titled 'Available Field', contains a list of fields: Name Type, Salutation, Surname, Given Name/s, Current Contact, Owner Name, and Phone Number. The 'Phone Number' field is highlighted with a green background. Between the columns are four buttons with icons: a double arrow pointing right, a single arrow pointing right, a single arrow pointing left, and a double arrow pointing left. The right column, titled 'Assigned Field', contains a list of fields: Post Code, Address Type, Current Address, Address, Effective From, Driver's Licence, Sex, Date of Birth, and Fax Number. Each field in this list has a small '...' button to its right. At the bottom left of the dialog is a checkbox labeled 'Allow Auditing on All Users'. At the bottom right are 'OK' and 'Cancel' buttons.

Name Log Maintenance Form

Available Field

The Fields available for the Names display are shown in the area.

Assigned Field

The Fields that required logging are displayed under the Assigned Field area. The Detail Button can be used to display the Users Data Log Maintenance form for the Field.

This option allows Council the option of auditing changes for nominated persons only.

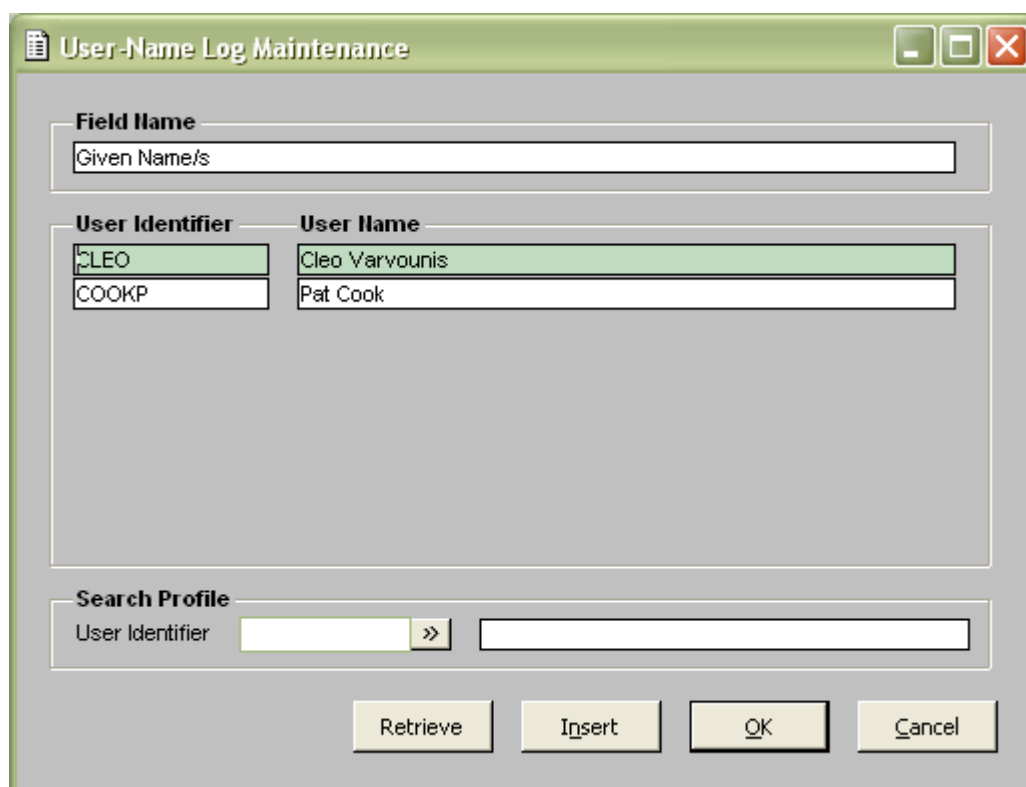
Allow Auditing on all Users

This Field allows Council to set auditing on for all users that are allowed access to the Infringements System for the Assigned Fields.

User-Name Log Maintenance

The User-Name Log Maintenance form for the Name Data Log displays all the Users that have been nominated to have logging entries produced.

Users that have been Assigned will cause the logging of the ‘Previous field and History Log’ information on the Summary display for a ticket when maintenance is performed by a nominated User for the nominated field.



The form is titled "User-Name Log Maintenance" and contains the following sections:

- Field Name:** A text box containing "Given Name/s".
- User Identifier / User Name:** A table with two columns. The "User Identifier" column contains "CLEO" and "COOKP". The "User Name" column contains "Cleo Varvounis" and "Pat Cook".
- Search Profile:** A section with a "User Identifier" label, a text box, a right-pointing arrow button, and another empty text box.
- Buttons:** "Retrieve", "Insert", "OK", and "Cancel" buttons are located at the bottom.

User-Name Log Maintenance Form

Field Name

The Field Name that the logging is required for is displayed in this area.

User Identifier / User Name

Users that have been nominated to have any maintenance changed logged for the field are displayed in this area.

The Search Profile area can be used to find a User that has been nominated on the display. The Search is used in conjunction with the Retrieve button.

Search Profile – User Identifier

The Search Profile area can be used to find a User that has been nominated on the display. The Search is used in conjunction with the Retrieve button.

If a new User is to be included in the logging then the Insert Button should be used to initiate a Pop Up to allow selection of the required User(s).

Additional Data Log

The Additional Data Log Maintenance displays all the fields on the Additional Data Maintenance form for the PK3 Format (NZ Parking) only and is not available for any other Infringement Format.

Fields required to be logged can be selected by moving the required field to the "Assigned Field" box. Once the field has been assigned the Detail button can then be selected to nominate the Users required to be logged when they perform maintenance on the field.

Fields that have been Assigned will cause the logging of the 'Previous field and History Log' information on the Summary display for a ticket when maintenance is performed by a nominated User.

Additional Data Log Maintenance Form

Available Field

The Fields available for the Additional Data display are shown in the area.

Assigned Field

The Fields that required logging are displayed under the Assigned Field area. The Detail Button can be used to display the Users Data Log Maintenance form for the Field.

This option allows Council the option of auditing changes for nominated persons only.

Allow Auditing on all Users

This Field allows Council to set auditing on for all users that are allowed access to the Infringements System for the Assigned Fields.

User-Additonal Data Log Maintenance

The User-Additional Data Log Maintenance form for the Additional Data Log displays all the Users that have been nominated to have logging entries produced.

Users that have been Assigned will cause the logging of the 'Previous field and History Log' information on the Summary display for a ticket when maintenance is performed by a nominated User for the nominated field.

Field Name	
Driver Returned	

User Identifier	User Name
CLEO	Cleo Varvounis
COOKP	Pat Cook

Search Profile	
User Identifier	

Retrieve Insert OK Cancel

User-Additional Data Log Maintenance Form

Field Name

The Field Name that the logging is required for is displayed in this area.

User Identifier / User Name

Users that have been nominated to have any maintenance changed logged for the field are displayed in this area.

The Search Profile area can be used to find a User that has been nominated on the display. The Search is used in conjunction with the Retrieve button.

Search Profile – User Identifier

The Search Profile area can be used to find a User that has been nominated on the display. The Search is used in conjunction with the Retrieve button.

If a new User is to be included in the logging then the Insert Button should be used to initiate a Pop Up to allow selection of the required User(s).

Offence Parameters

Offence Type Group Maintenance Form

This form displays the Offence Type Groups and their corresponding descriptions for maintenance. Offence Type Groups are used mostly for reporting, where Offence Types are sorted depending on their Group.

To create a new Offence Type Group, select the "Insert" button, or press F9.

Type	Description	Active
G1	Miscellaneous Parking Offences	☒
G2	Zone Offences (Loading and Standing)	☒
G3	Ticket Offences	☒

Offence Type Group Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Offence Type Group

This field is used to enter a short description of the Offence Type Group record. Up to six alpha-numeric characters may be used.

Offence Type Group Description

This field is used to enter a longer description of the Offence Type Group record. Up to fifty alpha-numeric characters may be used.

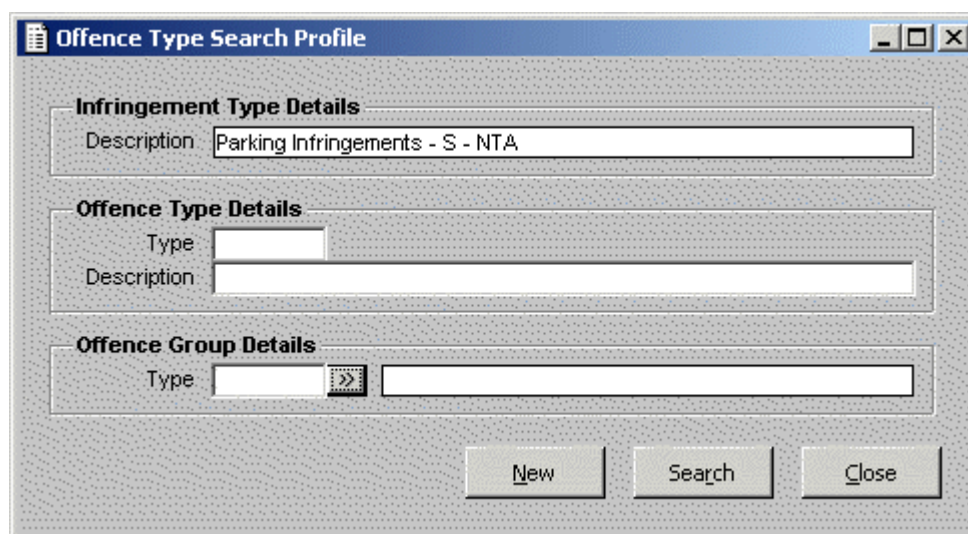
Active

This field is used to show if the Offence Type Group record is active or not. When the box is checked on, the Offence Type Group record is active. An active Offence Type Group record is available to the system for selection.

When an Offence Type Group record is flagged as not active, or inactive, the Offence Type Group record is not available to the system for selection. However, any existing data using this Offence Type Group record will not be affected (i.e. will keep the inactive Offence Type Group record).

Offence Type Search Profile Form

This form is used to search for a specific Offence Type or group of Offence Types. Use the “Type” and “Description” fields to refine your search, or, you have the ability to search on Offence Type Group.



Offence Type Search Profile Form

Wildcard searching is available on this form. For more information on wildcard searching, see the “How To Use” User Guide.

To initiate a search, select the “Search” button, or press F8.

If one record matches the search profile that has been entered, you will be taken to the Offence Type Maintenance form for the matching record.

If two or more records match the search profile that has been entered, you will be taken to the Offence Type Selection form from which you can select the desired record.

Select “New” to create a new Offence Type record.

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Offence Type

This field is used to enter a specific Offence Type Code (or part thereof) to refine your search. Wildcard searching is available on this field.

Offence Description

This field is used to enter an Offence Type Description (or part thereof) to refine your search. Wildcard searching is available on this field.

Offence Type Group

This field is used to search on Offence Type by Offence Type Group. That is, selecting an Offence Type Group and selecting “Search”, will only retrieve Offence Types with that particular Offence Type Group associated to it.

Double clicking on this field or selecting the pop up button will invoke the Offence Type Group Pop Up form, from which an Offence Type Group can be selected. The values contained in this form are defined in the Offence Type Group parameter, and cannot be maintained on this form.

Offence Type Selection Form

This form is used when two or more records match the search specified in the Offence Type Search Profile form.

There are three ways of accessing a particular record. Firstly, you can highlight the record and press F2. Secondly, you can double click on a record, and thirdly, you can select the required record, and select the "Modify" button.

To create a new Offence Type record from this form, select the "New" button.

Type	Description	Active
1	Expired Ticket	☒
10	Incorrect Angle	☒
10A	Incorrect Angle - Vehicle to be parked near kerb	☒
10B	Incorrect Angle - Not at the denoted angle	☒
11	Taxi Zone	☒
12	Loading Zone	☒
12A	Loading Zone - Max time for passenger vehicles 10	☒
12B	Loading Zone	☒
13	Permit Zone	☒

Offence Type Selection Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Offence Type

This field displays the Offence Type of records that matched the search profile specified on the Offence Type Search Profile form. Double clicking this field will take you into the Offence Types Maintenance form for the selected Offence Type. This field is display only and cannot be maintained.

Offence Description

This field displays the Offence Type Description of records that matched the search profile specified on the Offence Type Search Profile form. Double clicking this field will take you into the Offence Type Maintenance form for the selected Offence Type Description. This field is display only and cannot be maintained.

Active

If this flag is checked on then the Offence Type may be used when creating Offences in the system. If the flag is checked off, then this particular Offence Type will not be available for selection.

Offence Type Maintenance Form

This form is used to add/change/delete Offence Type information. This is also where Court information is established for the Offence Type, and where the expiation fee amounts for the Offence Type is defined.

NOTE: An authorised function to allow the entering of Offence Type Text, Additional Text and Court Codes with effective from dates is available. This function is only available where an Access Code has been

provided to the Council. If these authorised functions has been activated then three additional Options will be available on the form. These being 'Legal Text', 'Additional Text' and 'Court Codes'.

Offence Type Maintenance

Infringement Type Details

Description: MCCP PARKING setup - main

Offence Type Details

Type: EXP Court Code: Active: ☒

Description: expired parking meter

Offence Group: METER >> expired meters

Legal Text: expired parking meter

Additional Text: this is the information that is fof the 250 characaters and needs to be printed on the information that is to be

Taxable: ☐

Non-taxable Type: Division 81

Date Effective: 01-Jan-2004 Amount: 25.60 Days To Pay: 30 Days To Next Action: 33

Options

☐ Offence Type Fines

OK Cancel

Offence Type Maintenance Form

Offence Type Maintenance

Infringement Type Details

Description:

Offence Type Details

Type: Court Code: Active: ☒

Description:

Offence Group:

Legal Text:

Additional Text:

Taxable: ☒ Discount Amount: Warning Only: ☐
Discount Days: Meter Mandatory: ☐

Date Effective: Amount: Days To Pay: Days To Next Action:

☐ Offence Type Fines ☐ Legal Text ☐ Additional Text ☐ Court Codes

NZ Offence Type Maintenance Form (Authorised Function)

Offence Type Maintenance Form (WA sites)

Offence Type Maintenance

Infringement Type Details

Description: Parking Infringements - WV - NTC

Offence Type Details

Type: D8 Court Code: CRD8 Active: ☒

Description: division

Offence Group: \$25 >> 25 Fees

Extended Description: This is the extended description field of the wa offence type maintenance form and therefore this is to check that

Additional Text: This is the additional text field and once again has had a limit put on it and therefore this information should only be

Taxable: ☐

Non-taxable Type: Division 81

Date Effective: 01-Jan-2001 Amount: 23.00 Days To Pay: 20 Days To Next Action: 15

Options

☐ Offence Type Fines ☐ Legislation Details

OK Cancel

Offence Type Maintenance Form (WA Sites)

Offence Type Maintenance Form (New Zealand Animal Offences only)

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Offence Type

This field is used to enter a short description of the Offence Type record. Up to six alpha-numeric characters may be used.

Active

This field is used to show if the Offence Type record is active or not. When the box is checked on, the Offence Type record is active. An active Offence Type record is available to the system for selection.

When an Offence Type record is flagged as not active, or inactive, the Offence Type record is not available to the system for selection. However, any original data using this Offence Type record will not be affected (i.e. will keep the inactive Offence Type record).

Offence Description

This field is used to enter a longer description of the Offence Type record. Up to fifty alpha-numeric characters may be used.

Offence Type Group

This field is used to associate an Offence Type Group with the Offence Type.

Double clicking on this field or selecting the pop up button will invoke the Offence Type Group Pop Up form, from which an Offence Type Group can be selected. The values contained in this form are defined in the Offence Type Group parameter, and cannot be maintained on this form.

Legal Text/Extended Description

The "Extended Description" need only be entered if it differs from the entry in the "Description" field. (i.e. Short Description).

NOTE: - Where the Authorise Function for 'Offence Type Text Maintenance' has been assigned the Legal Text field is no longer able to be edited but will display the latest version of the Legal Text. Maintenance is to be done via the Legal Text Option button on the bottom of the form.

Additional Text

This field can be used to add any additional details up to 250 characters.

NOTE: - Where the Authorise Function for 'Offence Type Text Maintenance' has been assigned the Additional Text field is no longer able to be edited but will display the latest version of the Additional Text. Maintenance is to be done via the Additional Text Option button on the bottom of the form.

Court Code

This field is Specific to WA sites. The Fines Enforcement Scheme (F.E.S) as administered by the Fines Enforcement Registry (F.E.R.) in Western Australia has been incorporated into the Cycle Functions for Infringements.

The Court Code field allows entry of the Fines Enforcement Registry's "Offence Code". An entry need only be made in this field if the F.E.R's code differs from the "Type" Code for the specific Offence Type.

Taxable

If this field is checked on then the Infringement Offence will be Taxable.

Non-Taxable Type

If the Taxable field has not been flagged on, therefore making it Non Taxable, then a Non-taxable Type needs to be defined. There are 3 options available in the dropdown list. These are as follows:

- GST Free
- GST Exempt
- Division 81
- Input Tax
- Out of Scope
- Export Sales
- Undefined.

It is expected that Australian sites will use GST Free and Division 81 only. Financial systems can use these values, as the applicable codes, below, are output in the Pathway Financial Transaction File in place of the previous 'N' value.

- N - GST Free
- X - GST Exempt
- 8 - Division 8
- I – Input Tax
- O – Out of Scope
- E – Export Sales
- Z – Undefined

NDD Code

This code is the Section Number of the Offence Type – each offence type should have the relevant Section Number included here.

Discount Amount

If Discount is to be applicable for the Infringement Offence Type then the Discount Amount can be entered into this field. This is use with the Discount Days when Receipting is done. The Discount Days is taken into account with the Infringement Due Date and if the difference is equal or greater than the Number of Discount Days then the Discount Amount will be automatically taken off with a message being displayed during Receipting.

Discount Days

If Discount is to be applicable for the Infringement Offence Type then the Discount Days can be entered into this field. This is use with the Discount Amount when Receipting is done. The Discount Days is taken into

account with the Infringement Due Date and if the difference is equal or greater than the Number of Discount Days then the Discount Amount will be automatically taken off with a message being displayed during Receipting.

Warning Only

If the Warning Only checkbox is flagged on then the Infringement Offence will be raised as a Warning Only Infringement and no dollar value will be associated to the Ticket. The Ticket is flagged as being completed and no further action will be required for the Ticket.

Meter Mandatory

When the Meter Mandatory checkbox is flagged on then when an Infringement is entered into the system for the Infringement Offence Type it will be necessary to also enter in the Meter information. This is also applicable for Handheld entered tickets.

Driver's Licence

The Driver's Licence field is only displayed when the Court Extract Format on the Infringement Type Maintenance Form has been set to 'Traffic' and will only appear for Infringement Types using the PK3 Ticket Format.

Setting this flag On means that a Driver's Licence Number must be available for the Prosecution and Court Extract processes. The Driver's Licence Number field is available within Infringement maintenance on the Names maintenance form.

Date Effective

This field shows the date that the fine amount for the Offence Type was effective from. This field is required because Offence Fines records are kept for each Offence Type, and there can be multiple Offence Fines records for an Offence Type.

Pathway will use the Offence Fines record with the most recent "Date Effective" date.

Double clicking on this field will take you into the corresponding Offence Fines Maintenance record.

This field is read only, and can be maintained via the Offence Fines Maintenance form.

Amount

This field shows the amount that will be charged to the offender who committed this Offence Type. Because fine amounts can change over time, historic records are kept for each Offence Type (if required). Double clicking on this field will take you into the corresponding Offence Fines Maintenance record.

This field is read only, and can be maintained via the Offence Fines Maintenance form.

Days To Pay

This field shows the number of days an offender has to pay the offence, and thus, is used to determine the "Pay By Date". Double clicking on this field will take you into the corresponding Offence Fines Maintenance record.

This field is read only, and can be maintained via the Offence Fines Maintenance form.

Days To Next Action

This field shows the number of days until the ticket will be taken further (i.e. First MVR Extract). It is this field that is used to calculate the "Next Action Date" for a ticket. Double clicking on this field will take you into the corresponding Offence Fines Maintenance record.

This field is read only, and can be maintained via the Offence Fines Maintenance form.

Options - Offence Type Fines

Selecting this button will take you out to the Offence Type Fines Maintenance form, where Fine Amounts, Days To Pay and Days To Next Action are created for the Offence Type. This information is used by the Infringement Entry process.

Options - Court Details / Legislation Details

Selecting this button will take you out to the Court Details Maintenance form, where legislation details pertaining to the Offence Type, can be entered. This legal information is used by the Court Extract Cycle function.

Options – Legal Text

Where the Authorise Function for 'Offence Type Text Maintenance' has been assigned maintenance of the Legal Text is to be done via the Legal Text Option button.

The Legal Text field is no longer able to be edited but will display the latest version of the Legal Text

Options – Additional Text

Where the Authorise Function for 'Offence Type Text Maintenance' has been assigned maintenance of the Additional Text is to be done via the Additional Text Option button.

The Additional Text field is no longer able to be edited but will display the latest version of the Additional Text.

Options – Court Codes

Where the Authorise Function for 'Court Code Maintenance' has been assigned maintenance of the Court Codes is to be done via the Court Codes Option button.

The Court Code field is no longer able to be edited but will display the latest version of the Court Code.

Offence Type Group Pop Up Form

This field is used to select an Offence Type Group. These Offence Type Groups are defined in the Offence Type Group Maintenance form. Only those Offence Type Groups that have been assigned to the relevant Infringement Type will appear on this form.

The search profile section of this form can be used to narrow down a search. See the "How to Use" User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the "Select" button. Thirdly, you can highlight the required record and press F2.

Type	Description
G1	Miscellaneous Parking Offences
G2	Zone Offences (Loading and Standing)
G3	Ticket Offences

Search Profile
Type:
Description:

Offence Type Group Pop Up Form

Offence Type Group

This field displays a list of Offence Type Groups that are established in the Offence Type Groups Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be maintained.

Offence Type Group Description

This field displays a list of Offence Type Group Descriptions that are established in the Offence Type Groups Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be maintained.

Search Profile - Offence Type Group

This field is used to search on Offence Type Groups. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Search Profile - Offence Type Group Description

This field is used to search on Offence Type Group Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Offence Type Fines Maintenance Form

This form is used to enter fine data for the Offence Type, including the expiation amount, Days to Pay and Days to Next Action.

Multiple records can be displayed on this form. Pathway provides the ability to retain previous fine amounts for an Offence Type.

To create a new occurrence, select the "Insert" button, or press F9.

When an Infringement is entered into the system (either manually or via the Handheld Upload process), the offence date from the Infringement is looked at and the appropriate fine amount is used (as well as Days to Next Action and Days to Pay).

To delete an occurrence from this form, press F11.

Date Effective	Amount	Days To Pay	Days To Next Action
18-Aug-1998	11.00	30	30
01-Jan-1998	9.80	30	30
01-Jan-1997	9.70	30	30

Offence Type Fines Maintenance Form

Offence Description

This field shows the description of the Offence Type for which the Offence Fines Maintenance record corresponds.

This field cannot be maintained from this form, but can be from the Offence Type Maintenance form.

Date Effective

This field is used to show the date that the Offence Type Fines record became effective. This is particularly useful when there is more than one Fine record for an Offence Type.

Double clicking on this field, or pressing F2 will invoke the Date Pop Up form, from which an appropriate date can be selected.

Amount

This field is used to show the amount of the Offence Type Fines record. When the Offence Date is within the range of a Date Effective date, the corresponding fine amount will be used as the expiation fee.

Days to Pay

This field is used to specify the number of days the offender has to pay the offence. For example, if the offence occurs on the 1st of February, and the Days to Pay is specified at 25, the Pay by Date for that offence will be the 26th of February.

The Pay by Date has been specially designed to not fall on a weekend or public holiday. If it does, it will be automatically changed to the next working day.

Weekends and public holidays are established using the Calendar application.

Days to Next Action

This field is used to specify the number of days until the Next Action is performed on the Infringement record. For Parking Infringements, the Next Action will generally be the First MVR Update. This field works the same as the 'Days to Pay' field, whereby the Next Action Date equals the Offence Date plus the number of days specified in this field.

Court Details Maintenance Form

This form is used to enter legislation information for the particular offence type. This information is then used in the Court Extract process.

Court Details Maintenance

Offence Type AU Details

Description: Expired Ticket

Court Details

Legislation Base: SA

Common Abbreviation:

Body Type: A

Law Section: (30) II

Law Part Number:

OK Cancel

Court Details Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Legislation Base

This field is used to enter the Legislation Base for the Offence Type. Up to three alpha-numeric characters can be used in this field.

Common Abbreviation

This field is used to enter the Common Abbreviation for the Offence Type. Up to ten alpha-numeric characters can be used for this field.

Body Type

This field is used to enter the Body Type for the Offence Type. Only one alpha-numeric characters can be used in this field.

Law Section

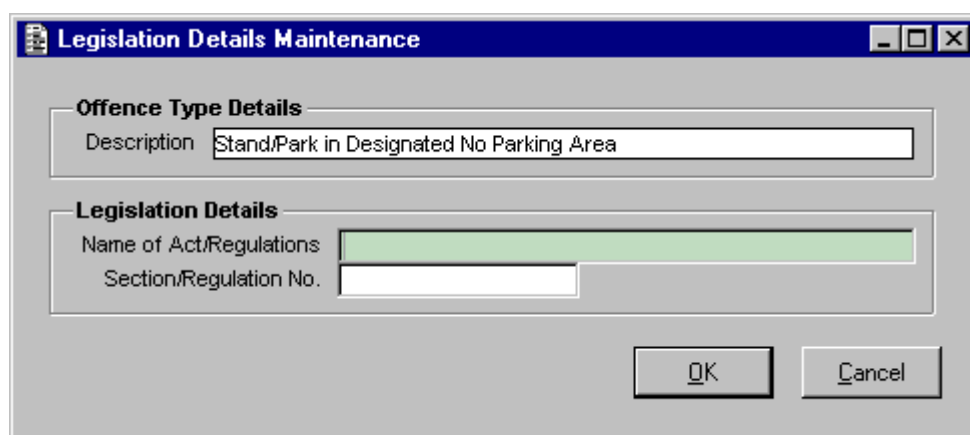
This field is used to enter the Law Section for the Offence Type. Up to 29 alpha-numeric characters can be used in this field.

Law Part Number

This field is used to enter the Law Part Number for the Offence Type. This field is numeric, and only three numbers can be used in this field.

Legislation Details Maintenance Form (WA Sites)

This form is used to enter legislation information for the particular offence type. This information is then used in the Court Extract process.



Legislation Details Maintenance Form (WA Sites)

Offence Type Details – Description

This field displays a description of the selected Offence Type.

Legislation Details – Name of Act/Regulations

This field allows entry of the name of the Act or Regulations.

Legislation Details – Section / Regulation Number

This field allows entry of the Section of the Act or Regulation Number.

Legal / Additional Text Maintenance Form (Authorised Function)

This form is used to enter Legal or Additional Text for the Offence Type. This function is only accessible to those sites that have been given the appropriate 'Access Code' within the Authorised Function area of the System Parameters for Pathway.

The same form is used for both Legal and Additional Text. The Heading of the form will display which of these is being maintained. An effective from date is used to determine which version of the Legal or Additional Text is applicable for the Offence.

If the Text Maintenance form is being accessed for the first time for either text type and text of the relevant type had already been recorded against the 'Offence Type', a new 'Offence Type Text' record is created containing the previously recorded text and the 'Effective from' date set to the 'Offence Date' of the oldest

recorded offence of the 'Offence Type'. The first time access to the Text Maintenance form is the means by which multiple text versions are initialised.

Where accessing the Text Maintenance form where there are multiple versions recorded, the Text Maintenance form displays the versions in descending order of 'Effective from' date.

When extracting the Offence Type Text into documents, the version of either the Legal or Additional Text applicable to a particular Offence will be determined by the matching of the 'Offence Date' with the 'Effective from' dates of the recorded text versions.

Legal / Additional Text Maintenance Form (Authorised Function)

Infringement Type Details – Description

This field displays a description of the selected Infringement Type.

Offence Type Details - Type

This field displays the Offence Type Code that the Text is being maintained for.

Offence Type Details - Court Code

The Court Code field displays the Court Code that is used for the Offence Type.

Offence Type Details - Description

This field displays the description of the Offence Type record.

Offence Type Details – Offence Group

The Description and Code of the Offence Group assigned to the Offence Type are displayed in these fields

Text Details

The required Text information for either the Legal or Additional Text is entered via this field. For Legal Text this field is unlimited in the number of characters. For Additional Text this field is limited to 250 characters. An error message will be displayed if more than 250 characters are entered for Additional Text.

NOTE: - Where the Authorise Function for 'Offence Type Text Maintenance' has been assigned the Legal / Additional Text fields can no longer be edited from the Offence Type Maintenance form. However the latest version of the Text is displayed on the Offence Type Maintenance form.

Effective from

If the Text Maintenance form is being accessed for the first time for either text type and text of the relevant type had already been recorded against the 'Offence Type', a new 'Offence Type Text' record is created containing the previously recorded text and the 'Effective from' date set to the 'Offence Date' of the oldest recorded offence of the 'Offence Type'

When the 'Insert' button is used to add a new 'Offence Type Text' record the 'Effective from' date field is defaulted to the current day's date.

Where accessing the Text Maintenance form where there are multiple versions recorded, the Text Maintenance form displays the versions in descending order of 'Effective from' date.

When extracting the Offence Type Text into documents, the version of either the Legal or Additional Text applicable to a particular Offence will be determined by the matching of the 'Offence Date' with the 'Effective from' dates of the recorded text versions.

Court Code Maintenance Form (Authorised Function)

This form is used to enter Court Codes for the Offence Type. This function is only accessible to those sites that have been given the appropriate 'Access Code' within the Authorised Function area of the System Parameters for Pathway.

If the Court Code Maintenance form is being accessed for the first time if a Court Code is already recorded against the 'Offence Type', a new 'Court Code' record is created containing the previously recorded Court Code and the 'Effective from' date set to the 'Offence Date' of the oldest recorded offence of the 'Offence Type'. The first time access to the Court Code Maintenance form is the means by which multiple text versions are initialised.

This initialisation needs to be performed for each Offence Type to correctly set the Effective from Date.

Court Code	Effective from
6797	01-Jan-2006
2323	25-Sep-2005
111	23-Sep-2002

Court Code Maintenance Form (Authorised Function)

Infringement Type Details – Description

This field displays a description of the selected Infringement Type.

Offence Type Details - Type

This field displays the Offence Type Code that the Court Code is being maintained for.

Offence Type Details - Description

This field displays the description of the Offence Type record.

Offence Type Details – Offence Group

The Description and Code of the Offence Group assigned to the Offence Type are displayed in these fields

Court Code

The required Court Code is entered via this field.

NOTE: - Where the Authorise Function for 'Court Code Maintenance' has been assigned the Court Code field can no longer be edited from the Offence Type Maintenance form. However the latest version of the Court Code is displayed on the Offence Type Maintenance form.

Effective from

If the Court Code Maintenance form is being accessed for the first time and a Court Code had already been recorded against the 'Offence Type', a new 'Court Code' record is created containing the previously recorded Court Code and the 'Effective from' date set to the 'Offence Date' of the oldest recorded offence of the 'Offence Type'

When the 'Insert' button is used to add a new 'Court Code' record the 'Effective from' date field is defaulted to the current day's date.

Where accessing the Court Code Maintenance form where there are multiple versions recorded, the Court Code Maintenance form displays the versions in descending order of 'Effective from' date.

Motor Vehicle Parameters

Vehicle Type Maintenance Form

This form is used to specify all Vehicle Types that will be used by a council. Vehicle Types are used in such places as the Infringements Entry form, and Infringements Summary form.

Some examples of vehicle types include:

- Sedan
- Hatchback
- Truck
- Ambulance

Type	Description	Active
AMBULA	Ambulance	☒
BOAT	Boat Trailer	☒
BUS	Bus	☒
CARAV	Caravan	☒
COMMER	Commercial	☒
COUPE	coupe	☒
HEARSE	Hearse	☒
HIRE	Hire Car	☒
INACT	Inactive Vehicle Type	☐

Vehicle Type Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Vehicle Type

This field is used to enter a short description of the vehicle type. Up to six characters can be used in this field.

Vehicle Type Description

This field is used to enter a more detailed description of the vehicle type. Up to fifty characters can be used in this field.

Active

This field is used to show if the Vehicle Type is active or not. When the box is checked on, the Vehicle Type is active. An active Vehicle Type is available to the system for selection.

When a Vehicle Type is flagged as not active, or inactive, the Vehicle Type record is not available to the system for selection. However, any existing data using this Vehicle Type record will not be affected (i.e. will keep the inactive Vehicle Type record).

Options - Vehicle Type Buttons

The following are the Vehicle Type Buttons that will be available for use depending on the State Code.

- **VicRoads Vehicle Type Button**

This button will take you into the VicRoads Vehicle Type Maintenance, where information specific to Victorian Infringements resides.

This button will only appear if the State Code field in the Infringement Type parameter is set to Victoria.

- **Queensland Transport Vehicle Type Button**

Selecting this button will take you into the Queensland Vehicle Type Maintenance Form where information specific to Queensland Infringements resides.

- **NSW RTA Vehicle Type Button**

This button will only appear if the state code for the Infringement Type is Victoria. Selecting this button will take you into the NSW RTA Vehicle Type Maintenance Form where information specific to NSW Infringements resides.

VicRoads Vehicle Type Maintenance Form

This form provides the ability to allocate a one character value to each Vehicle Type specified. The values set in this parameter will be a standard set provided by VicRoads.

This form will only appear if the State Code field in the Infringement Type parameter is set to Victoria.

Type	Description	Vehicle Type
SEDAN	Sedan	2
TRAIL	Trailer	4
AMBULA	Ambulance	4
BOAT	Boat Trailer	4
BUS	Bus	4
CARAV	Caravan	4
COMMER	Commercial	2
HEARSE	Hearse	2
HIRE	Hire Car	2

VicRoads Vehicle Type Maintenance

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Type

This field represents the Type information of each Vehicle Type record. The data in this field cannot be maintained from this form. It can only be maintained via the Vehicle Type Maintenance form.

Description

This field represents the Description information of each Vehicle Type record. The data in this field cannot be maintained from this form. It can only be maintained via the Vehicle Type Maintenance form.

Vehicle Type

The data entered into this field is set by VicRoads. It is not recommended that this data be altered without instructions to do so.

Queensland Vehicle Types Maintenance Form

This form is used to register vehicle type codes as defined by Queensland Transport.

Type	Description	Vehicle Type
SEDAN	Sedan	CS
TRAIL	Trailer	
AMBULA	Ambulance	
BOAT	Boat Trailer	
BUS	Bus	
CARAV	Caravan	
COMMER	Commercial	
HEARSE	Hearse	
HIRE	Hire Car	

Queensland Vehicle Types Maintenance Form

Infringement Type Details - Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Type

This field represents the Type information of each Vehicle Type record. The data in this field cannot be maintained from this form. It can only be maintained via the Vehicle Type Maintenance form.

Description

This field represents the Description information of each Vehicle Type record. The data in this field cannot be maintained from this form. It can only be maintained via the Vehicle Type Maintenance form.

Vehicle Type

This field is used to enter pre-defined vehicle types as specified by Queensland Transport. Up to six alphanumeric characters can be used (if required).

NSW RTA Vehicle Type Maintenance Form

This form is used to enter vehicle types defined by the Road Traffic Authority of New South Wales. The form will only be available if the state code for the Infringement Type is Victoria.

Type	Description	Vehicle Type
SEDAN	Sedan	2
TRAIL	Trailer	2
AMBULA	Ambulance	2
BOAT	Boat Trailer	2
BUS	Bus	2
CARAV	Caravan	2
COMMER	Commercial	2
HEARSE	Hearse	2
HIRE	Hire Car	2

NSW RTA Vehicle Type Maintenance

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Type

This field represents the Type information of each Vehicle Type record. The data in this field cannot be maintained from this form. It can only be maintained via the Vehicle Type Maintenance form.

Vehicle Type Description

This field represents the Description information of each Vehicle Type record. The data in this field cannot be maintained from this form. It can only be maintained via the Vehicle Type Maintenance form.

Vehicle Type

This field is used to enter pre-defined vehicle types as specified by the New South Wales Road Traffic Authority. Up to six alphanumeric characters can be used (if required).

Vehicle Make Maintenance Form

The council uses this form to enter a set of Vehicle Make records that are required. Other areas of the Infringements system such as the Infringement Entry form, and the Infringements Summary form use the information in this form.

Some examples of vehicle types include:

- Ford
- Holden
- Toyota
- Mitsubishi
- Nissan

Vehicle Make AU Maintenance

Infringement Type AU Details

Description: Parking Infringements No. 1

Type	Description	Active
AEC	Aec	☒
ALP	Alpha Romeo	☒
AUDI	Audi	☒
AUSTIN	Austin	☒
BED	Bedford	☒
BMW	Bmw	☒
CHEV	Chevrolet	☒
CHR	Chrysler	☒
CIT	Citroen	☒

Options

☐ Synonyms

Insert OK Cancel

Vehicle Make Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Vehicle Make Type

This field is used to enter a short description of the Vehicle Make. Up to six characters can be used for this description.

Vehicle Make Description

This field is used to enter a longer description of the Vehicle Make. Up to fifty characters can be used for this description.

Active

This field is used to show if the Vehicle Make is active or not. When the box is checked on, the Vehicle Make is active. An active Vehicle Make is available to the system for selection.

When a Vehicle Make is flagged as not active, or inactive, the Vehicle Make record is not available to the system for selection. However, any existing data using this Vehicle Make record will not be affected (i.e. will keep the inactive Vehicle Make record).

Synonyms Button

Selecting this button will invoke the Vehicle Make Synonyms Maintenance form. Vehicle Make synonyms can be entered into this form.

Vehicle Make Synonyms Maintenance Form

This form displays the Vehicle Make Synonyms for a particular Vehicle Make record.

Vehicle Make Details	
Description	Ford

Synonym	Active
FRD	☒

Insert OK Cancel

Vehicle Make Synonym Maintenance Form

For New Zealand sites the Synonyms are also used for the MOTOCHK data file checking. If the MOTOCHK contains a Vehicle Make which is defined as a Synonym for the same Vehicle Make as that which is on the Offence then the vehicle will be considered matched and the Vehicle Mismatch will not be applied.

For example: Rolls Royce - a synonym could be ROLLS-ROYCE

Vehicle Make Description

This field shows the Vehicle Make for which the Vehicle Make Synonyms apply. The value in this field corresponds to the record highlighted in the Vehicle Make Maintenance form when the Synonyms button was selected.

This field cannot be maintained on this form. If you wish to alter this value, this is done on the Vehicle Make Maintenance form.

Vehicle Make Synonym

This field is used to enter the Vehicle Make Synonym for the Vehicle Make. Up to 20 characters can be used.

Active

This field is used to show if the Vehicle Make Synonym record is active or not. When the box is checked on, the Vehicle Make Synonym record is active. An active Vehicle Make Synonym record is available to the system for selection.

When a Vehicle Make Synonym record is flagged as not active, or inactive, the record is not available to the system for selection. However, any existing data using this Vehicle Make Synonym record will not be affected (i.e. will keep the inactive Vehicle Make Synonym record).

Vehicle Colour Maintenance Form

This form is used to enter any vehicle colour types that a council may wish to use. Vehicle Colour is used on the Infringement Entry form and Infringement Summary form.

Type	Description	Active
BLA	Black	☒
BLU	Blue	☒
BLUE	Blue	☒
BRO	Brown	☒
BRZ	Bronze	☒
CRE	Cream	☒
DAR	Dark	☒
GOL	Gold	☒
GRE	Green	☒

Vehicle Colour Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Vehicle Colour Type

This field is used to enter a short description of the vehicle colour record. Up to six alpha-numeric characters may be used.

Vehicle Colour Description

This field is used to enter a longer description of the vehicle colour record. Up to fifty alpha-numeric characters may be used.

Active

This field is used to show if the Vehicle Colour record is active or not. When the box is checked on, the Vehicle Colour record is active. An active Vehicle Colour record is available to the system for selection.

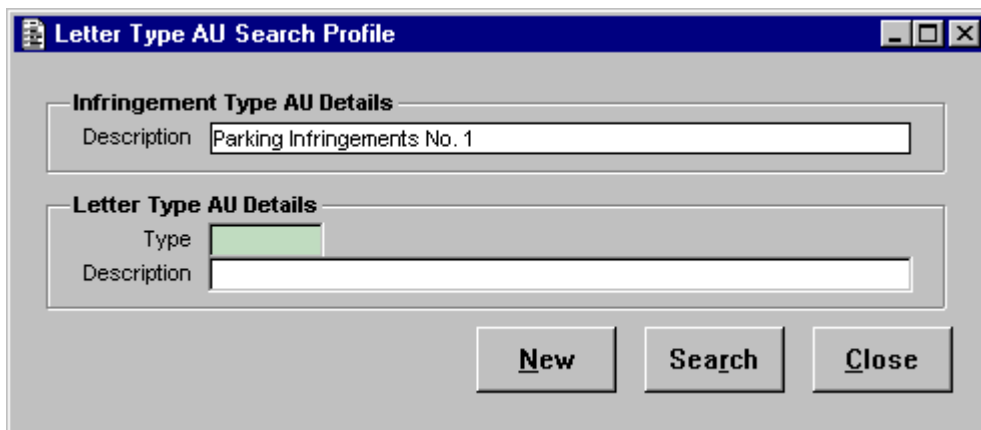
When a Vehicle Colour record is flagged as not active, or inactive, the record is not available to the system for selection. However, any existing data using this Vehicle Colour record will not be affected (i.e. will keep the inactive Vehicle Colour record).

Letter Parameters

There are Extract Lists available for use within Infringements. For a list of these and the fields included in these Lists refer to the Word Processing Manual.

Letter Type Search Profile Form

This form is used to search for a specific Letter Type or group of Letter Types. Use the “Type” and “Description” fields to refine your search.



Letter Type Search Profile Form

To initiate a search, select the “Search” button, or press F8.

If one record matches the search profile that has been entered, you will be taken to the Letter Type Maintenance form for the matching record.

If two or more records match the search profile that has been entered, you will be taken to the Letter Type Selection form from which you can select the desired record.

Select “New” to create a new Letter Type record.

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Letter Type

This field is used to enter a specific Letter Type (or part thereof) to refine your search. Wildcard searching is available on this field.

Letter Description

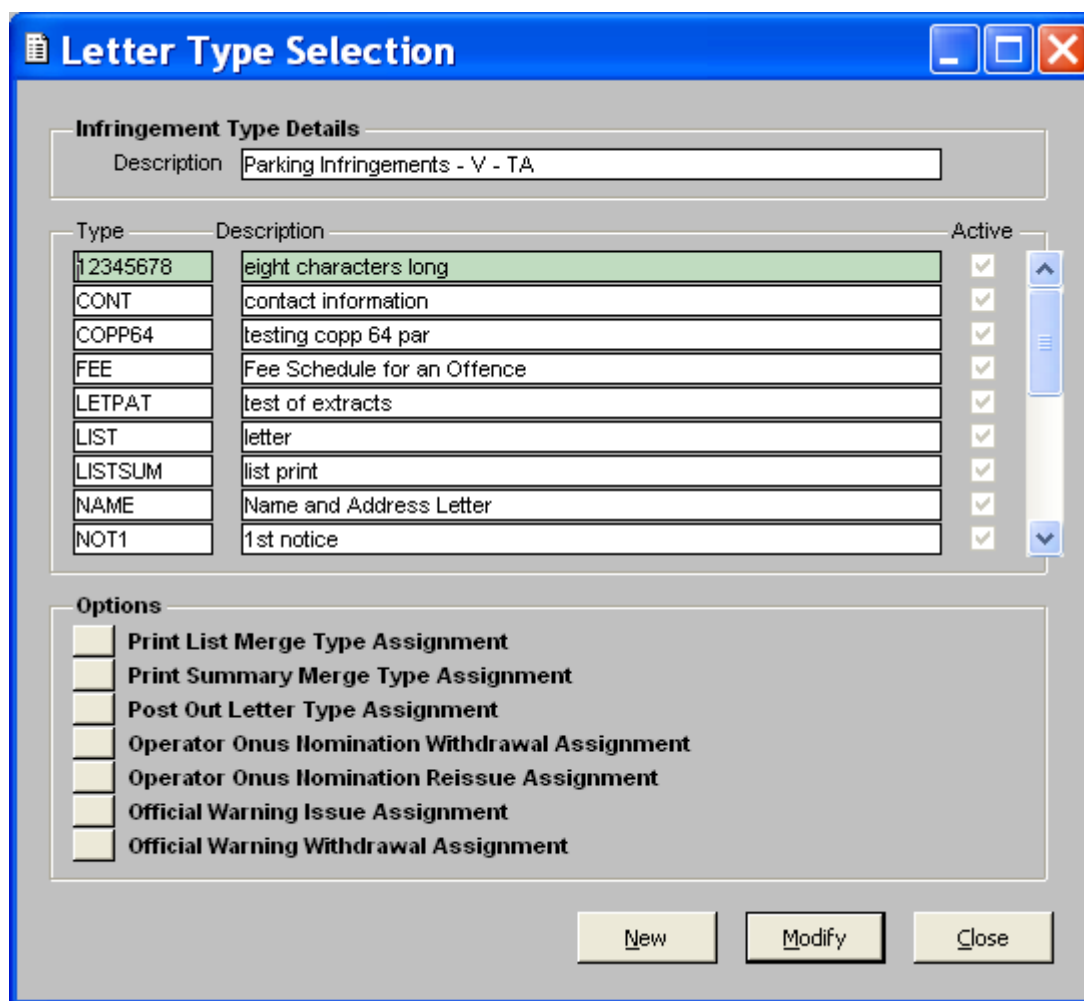
This field is used to enter a specific Letter Type Description (or part thereof) to refine your search. Wildcard searching is available on this field.

Letter Type Selection Form

This form is used when two or more records match the search specified in the Letter Type Search Profile form.

There are three ways of accessing a particular record. Firstly, you can highlight the record and select F2. Secondly, you can double click on a record, and thirdly, you can select the required record, and select the “Modify” button.

To create a new Letter Type record from this form, select the “New” button.



The form is titled "Letter Type Selection" and contains the following sections:

- Infringement Type Details:** A text field for "Description" containing "Parking Infringements - V - TA".
- Table:** A table with three columns: "Type", "Description", and "Active".

Type	Description	Active
12345678	eight characters long	☒
CONT	contact information	☒
COPP64	testing copp 64 par	☒
FEE	Fee Schedule for an Offence	☒
LETPAT	test of extracts	☒
LIST	letter	☒
LISTSUM	list print	☒
NAME	Name and Address Letter	☒
NOT1	1st notice	☒
- Options:** A list of checkboxes for various assignments:
 - ☐ Print List Merge Type Assignment
 - ☐ Print Summary Merge Type Assignment
 - ☐ Post Out Letter Type Assignment
 - ☐ Operator Onus Nomination Withdrawal Assignment
 - ☐ Operator Onus Nomination Reissue Assignment
 - ☐ Official Warning Issue Assignment
 - ☐ Official Warning Withdrawal Assignment
- Buttons:** "New", "Modify", and "Close" at the bottom right.

Letter Type Selection Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Letter Type

This field displays the Letter Type of records that match the search profile. Double clicking this field will take you into the Letter Type Maintenance form for the selected Letter Type. This field is display only and cannot be maintained.

Letter Description

This field displays the Letter Type Description of records that match the search profile. Double clicking this field will take you into the Letter Type Maintenance form for the selected Letter Type description. This field is display only and cannot be maintained.

Active

The Active Flag displays whether the Letter Type is Active or Inactive. This is display only and if required to be changed must be done from the Letter Type Maintenance form.

Print List Merge Type Assignment Button

Selecting this button will take you into the Print List Merge Type Assignment form, where Merge Type records can be allocated to the Print List option from the Infringements Selection form.

Print Summary Merge Type Assignment Button

Selecting this button will take you into the Print Summary Merge Type Assignment form, where Merge Types can be allocated to the Print button from the Infringements Summary form.

Post Out Letter Type Assignment

Selecting this button will take you into the Post Out Letter Type Assignment form, where Letter Types can be allocated to be used in the Post Out Entry option on the Infringements Summary form.

Operator Onus Nomination Withdrawal Assignment

Selecting this button will take you to the Operator Onus Nomination Withdrawal Assignment form, where Letter Types can be allocated to be used in the Operator Onus Nomination Cycle Function.

Operator Onus Nomination Re-issue Assignment

Selecting this button will take you to the Operator Onus Nomination Re-issue Assignment form, where Letter Types can be allocated to be used in the Operator Onus Nomination Re-Issue Cycle Function.

Official Warning Issue Assignment

Selecting this button will take you to the Official Warning Assignment form, where Letter Types can be allocated to be used in the Official Warning Issue Assignment function.

Official Warning Withdrawal Assignment

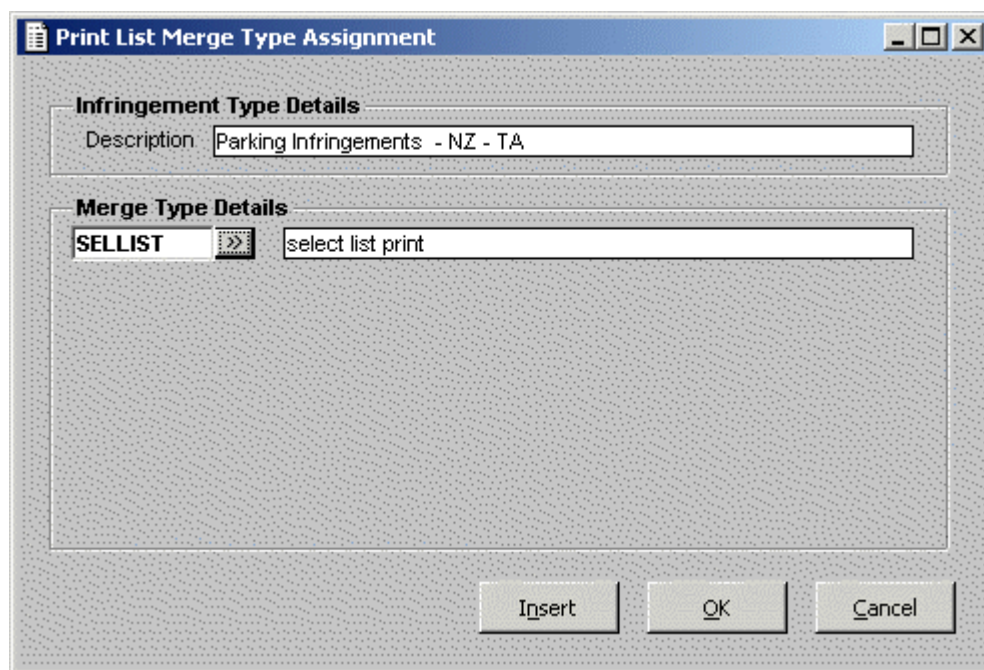
Selecting this button will take you to the Official Warning Withdrawal Assignment form, where Letter Types can be allocated to be used in the Official Warning Withdrawal Assignment function.

Print List/Summary Merge Type Assignment Form

This form is used to allocate various Merge Types to the Print List option or Print option on the Infringements Selection form, or Infringements Summary form. All records entered into this form will appear in the Merge Type Pop Up form.

If only one record is entered into this form, then the Merge Type Pop Up form will not appear, rather, the one selected will automatically be used.

A choice of merge types is given because one group of Users may require more information than another.



Print List/Merge Type Assignment Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Merge Type Details

This field is used to specify the different merge types you want available from the Infringement Summary or Selection forms. Double clicking on the first field, or selecting the Pop Up button will invoke the Merge Type Pop Up form, from where a merge type can be specified.

Post Out Letter Type Maintenance Form

This form is used to allocate various Letter Types to the Post Out Entry option on the Infringements Summary form. All records entered into this form will appear in the Letter Type Pop Up form.

If only one record is entered into this form, then the Letter Type Pop Up form will not appear, rather, the one selected will automatically be used.

A choice of Letter Types is given because one group of Users may require more information than another.

Infringement Type Details	
Description	Parking Infringements

Letter Type Details	
POST	Standard Post Out Letter
POSTI	Interstate Post Out Letter

Insert OK Cancel

Post Out Letter Type Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Letter Type Details

This field is used to specify the different letter types you want available from the Post Out Entry form. Double clicking on the first field, or selecting the Pop Up button will invoke the Letter Type Pop Up form, from where a merge type can be specified.

For more information on the 'Post Out Entry Maintenance/Enquiry' option, please consult the relevant section of this User Guide.

Letter Type Maintenance Form

This form is used to create Letter Types that can be used throughout the Infringements system. Before creating a new Letter Type, a Merge Type should be created in the appropriate parameter option.

Letter Types are used when producing First, Second or Third Notices, creating Bulk Letters (i.e. one letter for multiple Infringements), creating a single letter for an offence, or creating a group of letters for a group of offences.

Letter Type Maintenance

Infringement Type
Description: Parking Infringement

Letter Type Details
Type: COURTE Description: Courtesy Letter
Active: ☒

Letter Type Version Details
Effective from: 01-Jan-1998
Merge Type: COURTESY >> Courtesy Letter
Fee Type: LATE >> Late Fee - inclusive
Amount: 5.00 Days To Next Action: 6 Days To Pay: 4

Insert OK Cancel

Letter Type Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Letter Type

This field is used to enter a short description of the Letter Type record. Up to eight alpha-numeric characters may be used.

Letter Type Description

This field is used to enter a longer description of the Letter Type record. Up to 50 characters can be used.

Active

This field is used to show if the Letter Type record is active or not. When the box is checked on, the Letter Type record is active. An active Letter Type record is available to the system for selection.

When a Letter Type record is flagged as not active, or inactive, the Letter Type record is not available to the system for selection. However, any existing data using this Letter Type record will not be affected (i.e. will keep the inactive Letter Type record).

Effective from

This field displays when the Letter Type was created. The Effective From date field automatically defaults to the system date when created.

Merge Type

This field is used to specify a Merge Type that will be assigned to the letter. Merge Types are created in the Merge Type parameter option.

Double clicking on the first field, or selecting the Pop Up button will invoke the Merge Type Pop Up form, from where a merge type can be specified.

For more information on creating Merge Types and Extract Types, please refer to the Word Processing User Guide.

Fee Types

This field is used to specify a fee that can be added to an Infringement when a letter is created for that Infringement.

Double clicking on the first field, or selecting the Pop Up button will invoke the Fee Types Pop Up form from which a fee can be selected.

If the Letter Type record is being used as part of the First, Second or Third Notice Cycle Functions, the Fee Type field is ignored.

Amount

This field is used to specify a fee amount to be added to an Infringement. A fee must be allocated to the Letter Type for the Amount field to be relevant.

If the Letter Type record is being used as part of the First, Second or Third Notice cycle functions, the Amount field is ignored.

Days To Next Action

This field is used to specify the number of days which the Next Action Date should be increased by when the letter is generated for an Infringement record.

If this field is left blank, the Next Action Date for the Infringement record will remain unchanged when the letter is generated.

If the Letter Type record is being used as part of the First, Second or Third Notice Cycle Functions, the Days to Next Action field is ignored.

Days To Pay

This field is used to specify the number of days which the Pay By Date should be increased by when the letter is generated for an Infringement record.

If this field is left blank, the Pay By Date for the Infringement record will remain unchanged when the letter is generated.

If the Letter Type record is being used as part of the First, Second or Third Notice Cycle Functions, the Days to Pay field is ignored.

Unserved Letter Type Maintenance Form

This form is used to create Letter Types that may be used as Unserved Letters. An Unserved Letter is one that is sent to a customer, but is returned because, for example, the customer may not reside at the address the letter was sent to.

Records created on this form will be available for selection from the Unserved Letter Type Pop Up form. This form is available from the Unserved Letter Maintenance form, when the "External" option is selected.

To create a new Unserved Letter Type record, select the "Insert" button or press F9.

Type	Description	Active
STAND	Standard Letter	☒
NOTE2	Second Notice Letter	☒
NOTE3	Third Notice Letter	☒

Unservd Letter Type Maintenance Form

Infringement Type Details – Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed or deleted will be specific only to this Infringement Type.

Unservd Letter Type

This field is used to enter a short description of the Unservd Letter Type record. Up to six alpha numeric characters may be used.

Unservd Letter Description

This field is used to enter a longer description of the Unservd Letter Type record.

Active

This field is used to show if the Unservd Letter Type record is active or not. When the box is checked on, the Unservd Letter Type record is active. An active Unservd Letter Type record is available to the system for selection.

When an Unservd Letter Type record is flagged as not active, or inactive, the Unservd Letter Type record is not available to the system for selection. However, any existing data using this Unservd Letter Type record will not be affected (i.e. will keep the inactive Unservd Letter Type record).

Note Type Extract Filter Form

The Note Type Extract Filter Form is displayed when the Additional Filter option has been selected when using the LIFNOTES – Infringement Notes Extract within Letter Extracts.

It allows for the selection of a particular Note Type or All Note Types and whether the Latest Only is to be printed.

The Move Buttons can be used to sequence Note Types in the order in which they should appear in the Extract List.

Note Type Extract Filter Form

Available Note Types

A list of the Available Note Types is displayed. Move the required Note Types to the Selected Note Types option.

Selected Note Types

The selected Note Types are displayed in this area. Only those Note Types nominated in this area will be included in the Letter Extract.

Latest Only

If required, the 'Latest Only' flag can be set on for each Note Type so that only the latest Note of the Type is extracted.

Template

The Template detail of the Note Type is displayed in this field. This is only displayed when focus is placed on a Note Type that is under the Available Note Type area. Those Note Types that are placed under the Selected Note Types area will not display their Template information when focused. This is to allow the User to see the information relating to the focused Note Type.

When an Unserved Letter Type record is flagged as not active, or inactive, the Unserved Letter Type record is not available to the system for selection. However, any existing data using this Unserved Letter Type record will not be affected (i.e. will keep the inactive Unserved Letter Type record).

Exemptions Parameters

Exemptions are used as a method of writing off a ticket without the fine being paid. It is in this section of the Infringements Parameters that different Exemption Groups and Types can be established.

Exemption Groups are used mostly for reporting - namely, the Exemptions Report. They are a method of grouping a set of Exemption Types to a common group. The link between Exemption Groups and Exemption Types is made on the Exemption Type Maintenance form.

Exemption Types are reasons for writing off the ticket. As many Exemption Types as required can be established. Also different General Ledger Accounts can be assigned to different Exemption Types, which enables council to track their exemptions more comprehensively.

When a new Infringement Type is created a list of Exemption Types is automatically created. These Exemption Types are automatically linked to a set of system-defined Exemption Types (which are used for various reasons throughout the system). The Exemption Types that are automatically created are:

Type	Description
EXEMP	Exempt Registration
LEGAL	Legal Extracted
PERMIT	Permit for Registration
REISSU	Reissued Offence (Handheld Update)
STATB	Statute Barred
VOID	Voided Offence (Handheld Update)

These Exemption Types are used for the following reasons:

“Exempt Registration” - this Exemption Type is used during the Handheld Upload, when a registration number matches one that has been specified as exempt. The “Exempt Registration” Exemption Type is used to exempt the Infringement.

“Legal Extracted” - this Exemption Type is used during the “Exempt as Legal Extracted” batch process. If an Infringement is written off using this process, it is done using the “Legal Extracted” Exemption Type.

“Permit for Registration” - this Exemption Type is not currently used by Pathway, but it is intended that it will be used for vehicles with a parking permit (via the Licensing application).

“Reissued Offence (Handheld Update)” - this Exemption Type is used when a ticket has been reissued from the Handheld device. That is, if a ticket has not printed correctly, the inspector can reissue the ticket, which voids the original one, and creates another ticket with exactly the same details, but with a different number.

“Statute Barred” - this Exemption Type is used during the “Exempt as Statute Barred” batch process. If an Infringement is written off using this process, it is done using the “Statue Barred” Exemption Type.

“Voided Offence (Handheld Update)” - this Exemption Type is used when a ticket has been voided using the Handheld device. This would be used when no other ticket has been generated for the vehicle (as opposed to a Reissued ticket).

Exemption Group Maintenance Form

This form is used to add, change or delete Exemption Groups for the particular Infringement Type. These groups can then be linked to one or many Exemption Types. If an Exemption Group is linked to an Exemption Type, it cannot be deleted until that link has been removed.

Exemption Groups are mostly used in the Exemption Report, where a total picture of the number of Exemptions that have occurred in a specified date range can be determined.

Type	Description	Active
HHEXMP	Hand Held Exemptions	☒
MISC	Miscellaneous Exemptions	☒

Exemption Group Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Type

This field is used to enter a short description of the Exemption Group. Up to six alpha-numeric characters may be used in this field.

Description

This field is used to enter a longer description of the Exemption Group. Up to fifty alpha-numeric characters may be used in this field.

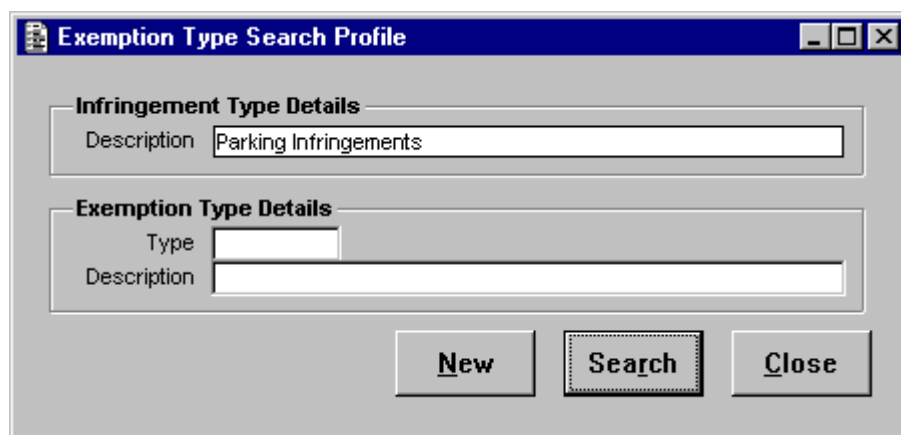
Active

This field is used to show if the Exemption Group record is active or not. When the box is checked on, the Exemption Group record is active. An active Exemption Group record is available to the system for selection.

When an Exemption Group record is flagged as not active, or inactive, the Exemption Group record is not available to the system for selection. However, any original data using this Exemption Group record will not be affected (i.e. will keep the inactive Exemption Group record).

Exemption Type Search Profile Form

This form is used to search for a specific Exemption Type or group of Exemption Types. Use the "Type" and "Description" fields to refine your search.



Exemption Type Search Profile Form

Wildcard searching is available on this form. For more information on wildcard searching, see the “How to Use” User Guide.

To initiate a search, select the “Search” button or press F8.

If one record matches the search profile that has been entered, you will be taken to the Exemption Type Maintenance form for the matching record.

If two or more records match the search profile that has been entered, you will be taken to the Exemption Type Selection form, from which you can select the desired record.

Select “New” to create a new Exemption Type record.

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Exemption Type

This field is used to enter a specific Exemption Type (or part thereof) to refine your search. Wildcard searching is available on this field.

Exemption Description

This field is used to enter a specific Exemption Type description (or part thereof) to refine your search. Wildcard searching is available on this field.

Exemption Type Selection Form

This form is used when two or more records match the search profile specified in the Exemption Type Search Profile form.

There are three ways of accessing a particular record. Firstly, you can highlight the record and press F2. Secondly, you can double click on a record, and thirdly, you can select the required record, and select the “Modify” button. All three of these options will take you to the Exemptions Maintenance form for the specified record.

To create a new Exemption Type record from this form, select the “New” button.

Exemption Type Selection

Infringement Type Details

Description:

Type	Description	Active
EXEMP	Exempt Registration	☒
LEGAL	Legal Extracted	☒
PERMIT	Permit for Registration	☒
REISSU	Reissued Offence (Handheld Update)	☒
STATB	Statute Barred	☒
VOID	Voided Offence (Handheld Update)	☒

Options

☐ Exemption Type Assignment

New **Modify** **Close**

Exemption Type Selection Form

Infringement Type Details

The Description of the Infringement Type being maintained is displayed in this field.

Exemption Type

This field displays the Exemption Type of those records that matched the search profile specified in the Exemption Type Search Profile form. Double clicking this field will take you into the Exemption Type Maintenance form for the selected Exemption Type. This field is display only and cannot be maintained.

Exemption Description

This field displays the Exemption Type Description of those records that matched the search profile specified in the Exemption Type Search Profile form. Double clicking this field will take you into the Exemption Type Maintenance form for the selected Exemption Type Description. This field is display only and cannot be maintained.

Active

The Active Flag displays whether the Exemption Type is Active or Inactive. This is display only and can only be maintained from the Exemption Type Maintenance Form.

Exemption Type Assignment Button

Selecting this button will take you into the Exemption Type Assignment form, where User-Defined Exemption Types can be assigned against System Defined Exemption Types.

Exemption Type Assignment Form

This form is used to assign user defined Exemption Types with those defined by Pathway.

When a new Infringement Type is created, the Exemption Types automatically created are already assigned to the System Defined Exemption Types. These can be changed if it is desired.

Infringement Type Details	
Description	Parking NZ

Exemption Type Details		Used For
EXEMP	Exempt Registration	Exempt Registration
LEGAL	Legal Extracted	Legal Extracted
PERMIT	Permit for Registration	Permit for Registration
REISSU	Reissued Offence (Handheld Update)	Reissued (Ticket Entry)
STATB	Statute Barred	Statute Barred
VOID	Voided Offence (Ticket Entry)	Voided (Ticket Entry)
MISMT	VEHICLE TYPE MIS MATCH WITH MVR	Vehicle Make Mismatch (MVR Update)

OK Cancel

Exemption Type Assignment Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Exemption Type Details

This field is used to establish the Exemption Type that will be used by the System Defined Exemption Type. Therefore, if an Infringement is entered into the system that is an exempt registration number, the system will use the Exemption Type defined in this form, whether it be the one automatically assigned, or one that has been user defined.

Double clicking on this field, or pressing F2 will invoke the Exemption Types Pop Up form, which displays a list of Exemption Types available to the system. The records shown in this form can only be maintained in the Exemption Type Maintenance form.

Used For

This field shows what the Exemption Type assigned will be used for (e.g. Permit for Registration, Exempt Registration etc).

The data in these fields is system defined and cannot be maintained. For a list of what these System Defined Exemption Types do, please refer to the Exemption Parameters section of this User Guide.

Exemption Type Maintenance Form

This form is used to add, change or delete Exemption Type records. It is also the area where accounts can be associated to an Exemption Type, and where an Exemption Type can be assigned to an Exemption Group.

To delete an Exemption Type record, use the F11 key, however, if an Exemption Type has already been used on an Infringement, it cannot be deleted.

Exemption Type Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Exemption Type

This field is used to enter a short description for the Exemption Type. Up to six alpha-numeric characters can be used in this field.

Active

This field is used to show if the Exemption Type is active or not. When the box is checked on, the Exemption Type is active. An active Exemption Type is available to the system for selection.

When an Exemption Type is flagged as not active, or inactive, the Exemption Type record is not available to the system for selection. However, any original data using this Exemption Type record will not be affected (i.e. will keep the inactive Exemption Type record).

Exemption Description

This field is used to enter a longer description of the Exemption Type. Up to fifty alpha-numeric characters can be used in this field.

Exemption Group

This field is used to assign an Exemption Group to the Exemption Type. Exemption Groups are mostly used for reporting via the Exemption Report.

Double clicking on this field, or pressing F2 will invoke the Exemption Group Pop Up form, which displays a list of Exemption Groups available to the system. The records shown in this form can only be maintained in the Exemption Group Maintenance form.

Allow Receipting

This field is used to determine if an Infringement that has been exempted using this Exemption Type should still be able to be receipted.

Accounts Details Button

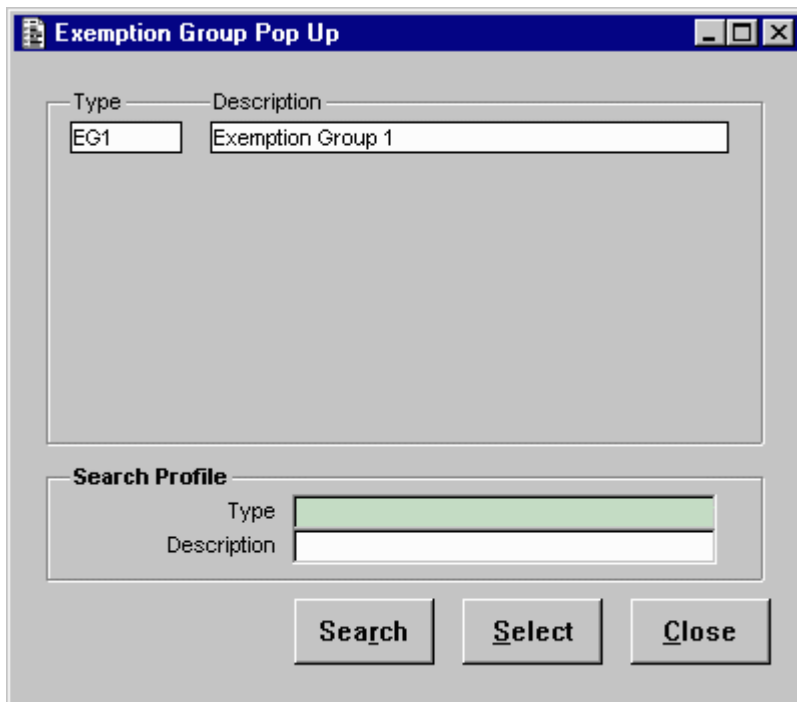
Selecting this button will take you into the Exemption Type Accounts Maintenance form, where General Ledger accounts can be allocated to the Exemption Type.

Exemption Group Pop Up Form

This form is used to select an Exemption Group to assign to the Exemption Type. Exemption Groups are created in the Exemption Group parameter.

The search profile section of this form can be used to narrow down a search. See the “How To Use” User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the “Select” button. Thirdly, you can highlight the required record and press F2.

The image shows a Windows-style dialog box titled "Exemption Group Pop Up". It has a standard title bar with minimize, maximize, and close buttons. The main area is divided into two sections. The top section has two labels, "Type" and "Description", each followed by a text box. The "Type" box contains "EG1" and the "Description" box contains "Exemption Group 1". Below these is a large, empty rectangular area. The bottom section is titled "Search Profile" and contains two labels, "Type" and "Description", each followed by a text box. The "Type" box is highlighted in green. At the bottom of the dialog are three buttons: "Search", "Select", and "Close".

Exemption Group Pop Up Form

Exemption Group Type

This field displays a list of the Exemption Group Types that are established at a system level. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Exemption Group Description

This field displays a list of the Exemption Group Descriptions that have been established at a system level. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Search Profile - Exemption Group Type

This field is used to search on Exemption Group Types. Wildcard searching is available on this field. For more information on wildcard searching, see the “How to Use” User Guide.

Search Profile - Exemption Group Description

This field is used to search on Exemption Group Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the “How to Use” User Guide.

Exemption Type Accounts Maintenance Form

This form is used to allocate General Ledger accounts to each Exemption Type available in the system. General Ledger accounts can be established for the following items:

- Exemption Write-Off Control
- Exemption Write-Off

Different General Ledger accounts can be associated to different Exemption Types. This makes tracking monies lost due to exemptions far simpler.

Exemption Type Accounts Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Parameter Options form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Ledger

Once all account information has been added, clicking on the Ledger field will show the User which Ledger the account belongs to.

Account Details

These fields are used to enter in the required accounts for the following items:

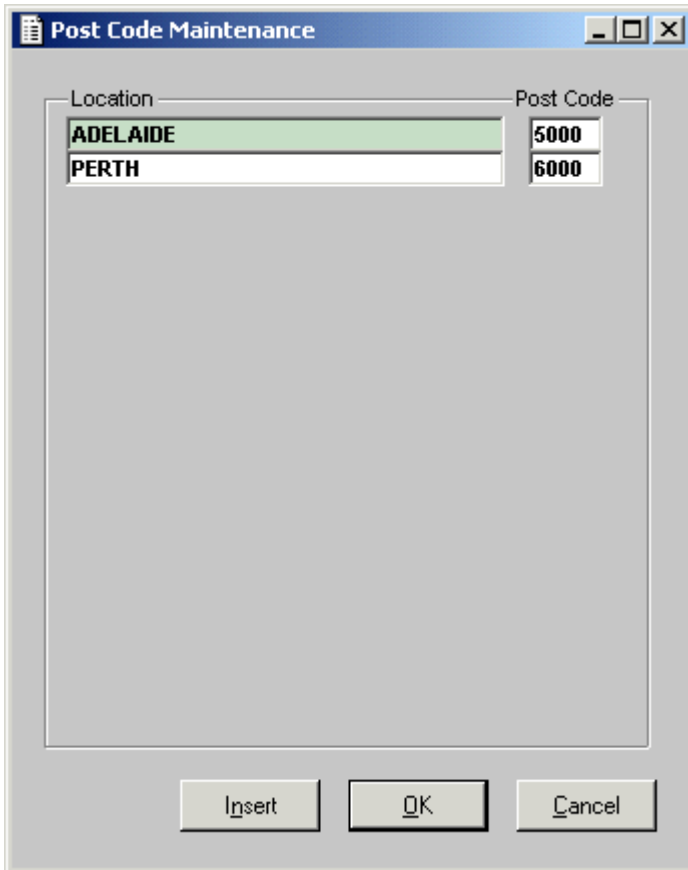
- Exemption Write-Off Control
- Exemption Write-Off

Double clicking on the field, or using the Pop Up button will show the Account Pop Up form. The values displayed in this form are not maintainable from the Infringements system. They can, however, be modified in the General Ledger Interface module of Pathway.

Post Code Maintenance

Post Code Maintenance Form

This form details Post Codes and their Location Description. The Post Codes can be used in the Prosecution List and Court processing functions for Western Australia.



Location	Post Code
ADELAIDE	5000
PERTH	6000

Buttons: Insert, OK, Cancel

Post Code Maintenance Form

Location

The description or location of the Post Code is recorded in this field

Post Code

The Post Code for the Location is recorded in this field.

Pop Up Forms

Offence Type Pop Up Form

This form details the Offence Types created in the Offence Type Parameter.

Type	Description
G1	Miscellaneous Parking Offences
G2	Zone Offences (Loading and Standing)
G3	Ticket Offences

Search Profile
Type
Description

Offence Type Pop Up Form

Type

This field displays the Code assigned to the Offence Type.

Description

This field displays the full description assigned to the Offence Type

Search Profile - Type

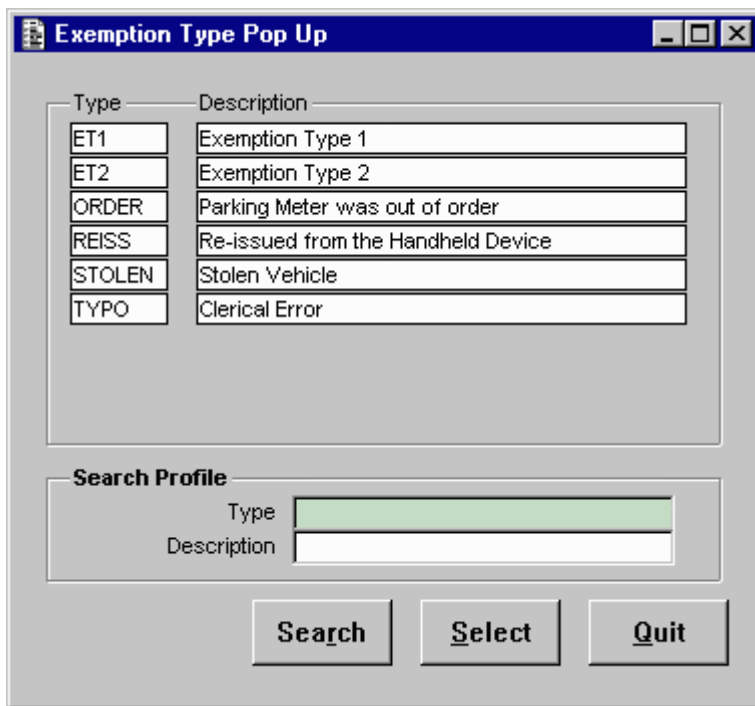
The Code field on the Search Profile section allows the User to enter a Code or part of a Code to search on to narrow the list of Offence Type codes; this is especially useful if there are more than nine occurrences on this form.

Search Profile - Description

The Description field on the Search Profile section allows the User to enter a description or part description to search on to narrow the list Offence Types codes; this is especially useful if there are more than nine occurrences on this form.

Exemption Type Pop Up Form

This form displays the Exemption Types created in the Parameters.



The 'Exemption Type Pop Up' form features a table with two columns: 'Type' and 'Description'. The table lists six exemption types: ET1, ET2, ORDER, REISS, STOLEN, and TYPO, each with a corresponding description. Below the table is a 'Search Profile' section with two input fields: 'Type' (highlighted in green) and 'Description'. At the bottom are three buttons: 'Search', 'Select', and 'Quit'.

Type	Description
ET1	Exemption Type 1
ET2	Exemption Type 2
ORDER	Parking Meter was out of order
REISS	Re-issued from the Handheld Device
STOLEN	Stolen Vehicle
TYPO	Clerical Error

Search Profile

Type

Description

Search **Select** **Quit**

Exemption Type Pop Up Form

Exemption Type

This field displays the Code assigned to the Exemption Type.

Exemption Description

This field displays the full description assigned to the Exemption Type.

Search Profile - Exemption Type

The Code field on the Search Profile section allows the User to enter a Code or part of a Code to search on to narrow the list of Exemption Type codes required. This is especially useful if there are more than nine occurrences on this form.

Search Profile - Exemption Description

The Description field on the Search Profile section allows the User to enter a description or part description to search on to narrow the list of Exemption Type codes required. This is especially useful if there are more than nine occurrences on this form.

Fee Type Pop Up Form

This form displays the Fee Types created in the Parameters

Type	Description
TOW	Towage Fee
IS	Issued Fee
LATE	Late Fee
NOTICE	NOTICE FEE (td)
MVR	mvr cOST (TD)

Search Profile

Type

Description

Search **Select** **Quit**

*Fee Types Pop Up Form***Fee Type**

This field displays the Code that has been assigned to each Fee Type.

Fee Description

This field displays the full Description assigned to the Fee Type.

Search Profile - Fee Type

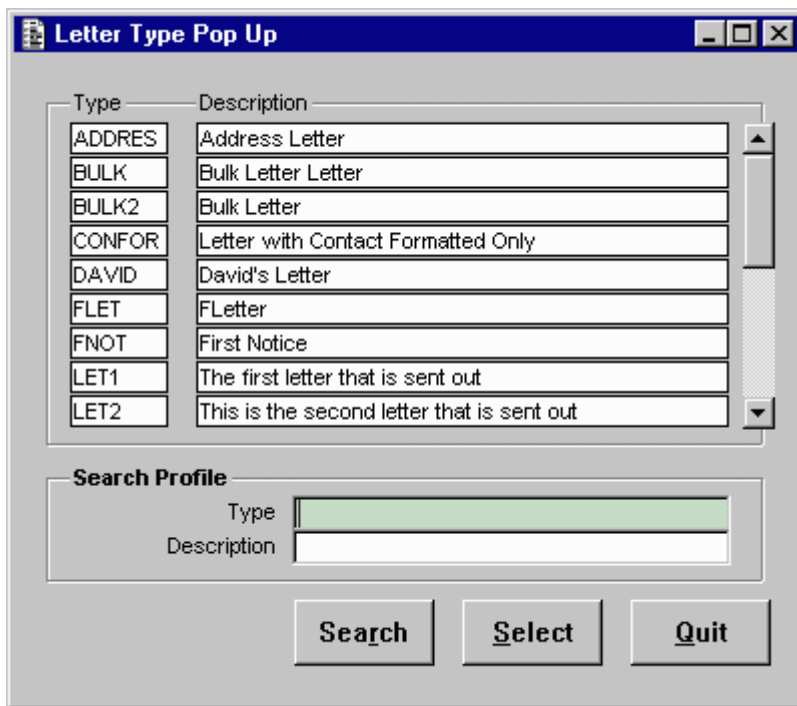
The Code field on the Search Profile section allows the User to enter a Code or part of a Code to search on to narrow the list of Fee Type codes required. This is especially useful if there are more than nine occurrences on this form.

Search Profile - Fee Description

The Description field on the Search Profile section allows the User to enter a description or part description to search on to narrow the list of Fee Type codes required. This is especially useful if there are more than nine occurrences on this form.

Letter Type Pop Up Form

This form displays the Letter Types that have been assigned at the Parameter level.



The 'Letter Type Pop Up' dialog box features a table with two columns: 'Type' and 'Description'. The table lists ten letter types with their corresponding descriptions. Below the table is a 'Search Profile' section with two input fields: 'Type' (highlighted in green) and 'Description'. At the bottom are three buttons: 'Search', 'Select', and 'Quit'.

Type	Description
ADDRES	Address Letter
BULK	Bulk Letter Letter
BULK2	Bulk Letter
CONFOR	Letter with Contact Formatted Only
DAVID	David's Letter
FLET	FLetter
FNOT	First Notice
LET1	The first letter that is sent out
LET2	This is the second letter that is sent out

Search Profile

Type

Description

Search **Select** **Quit**

Letter Type Pop Up Form

Letter Type

This field displays the Code that has been assigned to each Letter Type.

Letter Type Description

This field displays the full description of each Letter Type Code.

Search Profile - Letter Type

The Code field on the Search Profile section allows the User to enter a Code or part of a Code to search on to narrow the list of Letter Type codes required. This is especially useful if there are more than nine occurrences on this form.

Search Profile - Letter Type Description

The Description field on the Search Profile section allows the User to enter a description or part description to search on to narrow the list of Letter Type codes required. This is especially useful if there are more than nine occurrences on this form.

Books and Book Types

The following topics are covered in this chapter:

[Book Types](#)

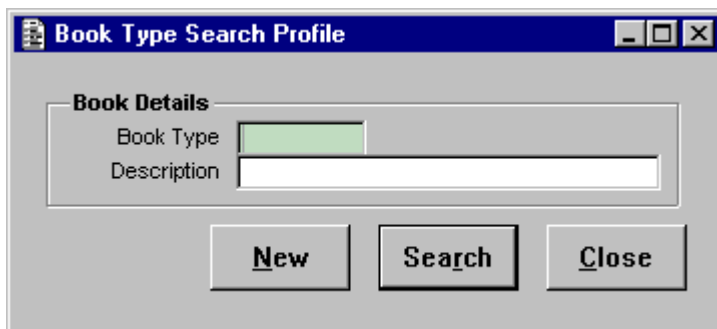
[Book Maintenance](#)

Book Types

Book Types are used to allocate Infringement Types to Books. More than one Infringement Type can be assigned to a Book Type.

Book Type Search Profile Form

This form is used to search for a specific Book Type or group of Book Types. Use the “Book Type” and “Description” fields to refine your search.



Book Type Search Profile Form

Wildcard searching is available on this form. For more information on wildcard searching, see the “How to Use” User Guide.

To initiate a search, select the “Search” button or press F8.

If one record matches the search profile that has been entered, you will be taken to the Book Type Maintenance form for the matching record.

If two or more records match the search profile that has been entered, you will be taken to the Book Type Selection form from which you can select the desired record.

Select “New” or press F9 to create a new Book Type record.

Book Type

This field is used to enter a specific Book Type (or part thereof) to refine your search. Wildcard searching is available on this field.

Book Type Description

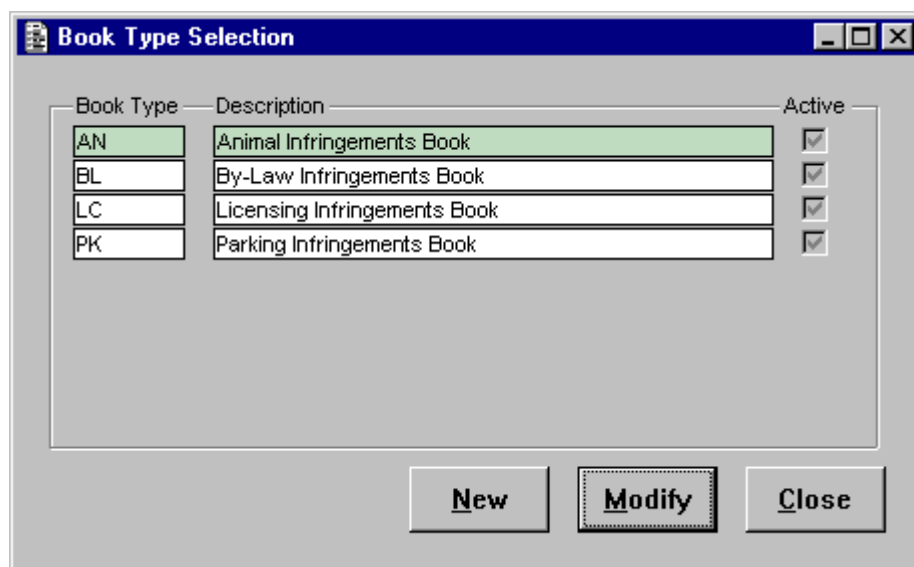
This field is used to enter a specific Book Type description (or part thereof) to refine your search. Wildcard searching is available on this field.

Book Type Selection Form

This form is used when two or more records match the search specified in the Book Type Search Profile form.

There are three ways of accessing a particular record. Firstly, you can highlight the record and press F2. Secondly, you can double click on a record, and thirdly, you can select the required record, and select the “Modify” button.

To create a new Book Type record from this form, select the “New” button.



The 'Book Type Selection' dialog box features a table with three columns: 'Book Type', 'Description', and 'Active'. It contains four entries: 'AN' (Animal Infringements Book), 'BL' (By-Law Infringements Book), 'LC' (Licensing Infringements Book), and 'PK' (Parking Infringements Book). All 'Active' checkboxes are checked. Below the table are three buttons: 'New', 'Modify', and 'Close'.

Book Type	Description	Active
AN	Animal Infringements Book	☒
BL	By-Law Infringements Book	☒
LC	Licensing Infringements Book	☒
PK	Parking Infringements Book	☒

Book Type Selection Form

Book Type

This field displays the Book Type of records that match the search profile. Double clicking this field will take you into the Book Type Maintenance form for the selected Book Type. This field is display only and cannot be maintained.

Book Description

This field displays the Book Type Description of records that match the search profile. Double clicking this field will take you into the Book Type Maintenance form for the selected Book Type. This field is display only and cannot be maintained.

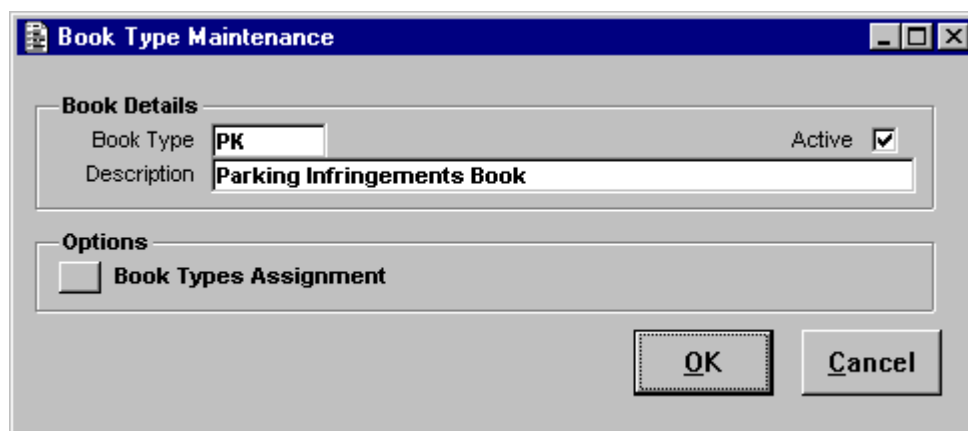
Active

This field when checked on means that the book is available for use within the Infringement Entry. It will be available for use within the Book Maintenance function.

Book Type Maintenance Form

This form is used to add, change or delete Book Type records. This form is also the place where Infringement Types are assigned to Book Types.

To delete a Book Type record, use the F11 button.



The 'Book Type Maintenance' dialog box is divided into two sections. The 'Book Details' section contains fields for 'Book Type' (set to 'PK') and 'Description' (set to 'Parking Infringements Book'), with an 'Active' checkbox checked. The 'Options' section contains a checkbox for 'Book Types Assignment' which is unchecked. At the bottom are 'OK' and 'Cancel' buttons.

Book Type Maintenance Form

Book Type

This field is used to enter a short description for the Book Type. Up to six alpha-numeric characters may be used in this field.

Active

This field is used to show if the Book Type is active or not. When the box is checked on, the Book Type is active. An active Book Type is available to the system for selection.

When a Book Type is flagged as not active, or inactive, the Book Type record is not available to the system for selection. However, any original data using this Book Type record will not be affected (i.e. will keep the inactive Book Type record).

Book Type Description

This field is used to enter a longer description for the Book Type record. Up to fifty alpha-numeric characters may be used in this field.

Book Types Assignment Button

This button will take you into the Book Type Assignment form where Infringement Types can be assigned to the Book Type.

Book Type Assignment Form

This form is used to allocate Infringement Types to selected Book Type. More than one Infringement Type can be allocated to a Book Type, providing they have the same ticket format (as specified on the Infringement Type parameter).

If they do not have the same ticket format then a message will be displayed and you are not able to accept the entry.

To assign Infringement Types to the Book Type, highlight the Infringement Type in the "Available Infringement Types" frame, and select the "Select" button. This can also be done by double clicking the required Infringement Type record.

Book Type Assignment

Book Details

Book Type: Parking Infringements Book

Available Infringement Types

- Applications Infringements
- By-Law Infringements
- Licencing Infringements

Assigned Infringement Types

- Animal Infringements
- Parking Infringements

OK Cancel

Book Type Assignment Form

Book Type

This field displays the Book Type that has been selected in the Book Type Selection form. Although this field cannot be maintained from this form, the name of the Book Type can be altered in the Book Type Maintenance form.

Available Infringement Types

This field shows Infringement Types that have not been assigned to the Book Type. Double clicking on this field will assign the Infringement Type to the Book Type. Only active Infringement Types will appear in this field.

Assigned Infringement Types

This field shows Infringement Types that have been assigned to the Book Type. Double clicking on this field will de-assign the Infringement Type to the Book Type.

Select/Remove Buttons

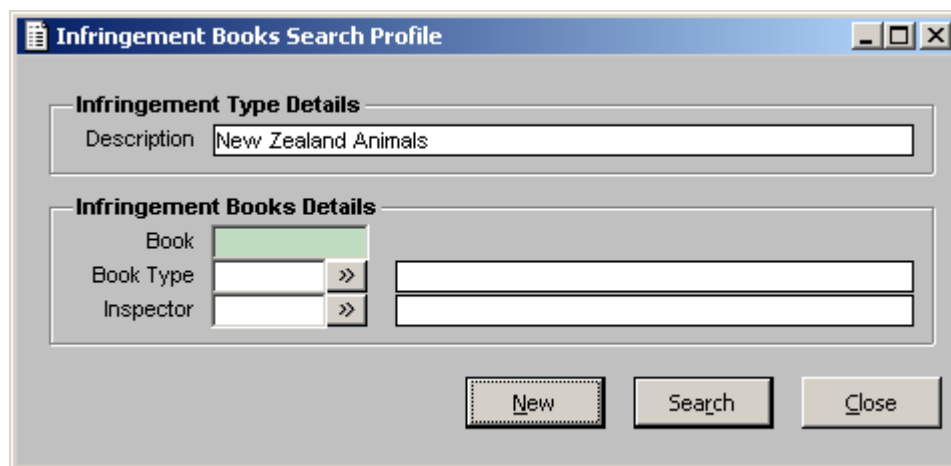
These buttons will assign or de-assign Infringement Types to the Book Type.

Book Maintenance

This process creates the Book records in the Infringement System for the particular Infringement Type. It also provides the ability to create tickets, as well as allocate them and even cancel them.

Ticket Book Allocation Search Profile Form

This form is used to search for a specific Book Type or group of Book Types. Use the “Book Type” and “Description” fields to refine your search.



Ticket Book Allocation Search Profile Form

Wildcard searching is available on this form. For more information on wildcard searching, see the “How to Use” User Guide.

To initiate a search, select the “Search” button or press F8.

If one record matches the search profile that has been entered, you will be taken to the Ticket Book Allocation Maintenance form for the matching record.

If two or more records match the search profile that has been entered, you will be taken to the Ticket Book Allocation Selection form from which you can select the desired record.

Select “New” or press F9 to create a new Ticket Book record.

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Infringement Type Selection form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Book

This field is used to enter a specific Book (or part thereof) to refine your search. Wildcard searching is available on this field.

Book Type

This field is used to search for Books that have a specific Book Type record attached to them. Double clicking the field or selecting the Pop Up button will invoke the Ticket Book Type Pop Up Form which will display a list of Book Types available for selection.

Inspector

This field is used to search on Books that have been allocated to a specific inspector (or User). Double clicking the field or selecting the Pop Up button will invoke the User Pop Up Form which will display a list of Users available for selection.

Ticket Book Allocation Selection Form

This form is used when two or more records match the search specified in the Ticket Book Allocation Search Profile form.

There are three ways of accessing a particular record. Firstly, you can highlight the record and press F2. Secondly, you can double click on a record, and thirdly, you can select the required record, and select the "Modify" button.

To create a new Ticket Book record from this form, select the "New" button, or press F9.

Book	Start animals	Book Type	Inspector
110	50	ANNZ	COOK
1023456789	470	ANNZ	COOK

Ticket Book Allocation Selection Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Infringement Type Selection form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Book

This field displays the Book Type of records that match the search profile. Double clicking this field will take you into the Ticket Book Allocation Maintenance form for the selected Ticket Book. This field is display only and cannot be maintained.

Start Ticket

This field displays the Start Ticket value of records that match the search profile. Double clicking this field will take you into the Ticket Book Allocation Maintenance form for the selected Ticket Book. This field is display only and cannot be maintained.

Book Type

This field displays the Book Type of records that match the search profile. Double clicking this field will take you into the Ticket Book Allocation Maintenance form for the selected Ticket Book. This field is display only and cannot be maintained.

Inspector

This field displays the Inspector of records that match the search profile. Double clicking this field will take you into the Ticket Book Allocation Maintenance form for the selected Ticket Book. This field is display only and cannot be maintained.

Book Entry Form

The Book Entry Form allows you to create tickets for a Book. By defining the criteria for the Book the system will create the tickets for the Book on selecting the OK Button. All fields must be entered before selecting the OK Button. The Book Type and Book number must be unique. An error message will be displayed if the same Book and Book Type are entered into the system twice.

Book Entry Form

Infringement Type Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Infringement Type Selection form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Book

This field is used to enter a short book code. This field is a numeric field and will only accept a maximum of four numbers.

Book Type

This field is used to assign a Book Type to the Ticket Book record. Double clicking on the field, or selecting the Pop Up button will invoke the Ticket Book Type Pop Up form, which displays a list of active Book Types that have been assigned to the particular Infringement Type.

Start Ticket

This field is used to enter the first ticket number in the book that is being lodged.

Number of Tickets

This field is used to enter the number of tickets in the book that is being lodged. When OK is selected on this form, Pathway will automatically generate all ticket numbers in the book based on the "Start Ticket" value and the "Number of Tickets" value.

Date Received

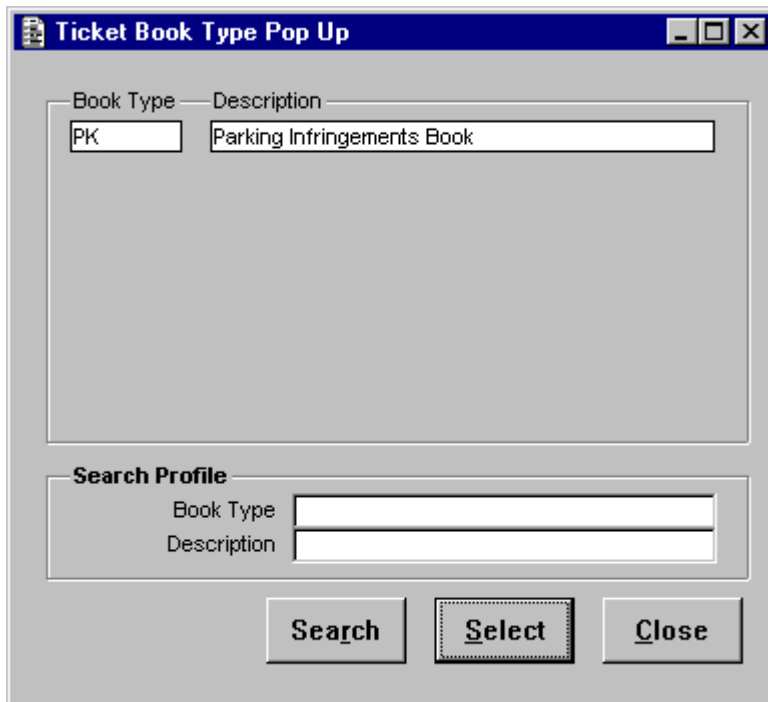
This field is used to enter the date that the ticket book being lodged was received. Double clicking on this field will invoke the Date Pop Up form, from which a valid date can be selected. Alternatively, you can type in the date that the book was received.

Ticket Book Type Pop Up Form

This form is used to select a Book Type. These Book Types are defined via the Book Type Maintenance form. Only those Book Types that have been assigned to the relevant Infringement Type will appear on this form.

The search profile section of this form can be used to narrow down a search. See the “How to Use” User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the “Select” button. Thirdly, you can highlight the required record and press F2.



Ticket Book Type Pop Up Form

Book Type

This field displays a list of Book Types that are established in the Book Type Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Book Type Description

This field displays a list of Book Type Descriptions that are established in the Book Type Maintenance form. Double clicking on this field will select the relevant record. The information contained in this field is display only and cannot be altered.

Search Profile - Book Type

This field is used to search on Book Types. Wildcard searching is available on this field. For more information on wildcard searching, see the “How to Use” User Guide.

Search Profile - Book Type Description

This field is used to search on Book Type Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the “How to Use” User Guide.

Ticket Book Allocation Maintenance Form

This form is used to allocate and cancel tickets that have been generated by Pathway. After entering a new book, and selecting OK, this will be the form that you see next. Tickets will have a Status of Received.

It is required that the tickets in the book be allocated to an inspector before tickets can be entered into the system. This is done by selecting the ‘Allocate to Inspector’ Button. Once this has been done the tickets will have a Status of Allocated and the allocated Inspector is displayed next to each ticket.

If a book has already been created, when you attempt to modify that book, this will be the form that you see.

Infringement Type Details

Description: New Zealand Animals

Infringement Books Details

Book: 1023456789 animals for New Zealand

Date: 01-Mar-2004 Start animals: 470

animals	Status	Inspector	Date
470	Allocated	COOK	02-Mar-2004
471	Allocated	COOK	02-Mar-2004
472	Allocated	COOK	02-Mar-2004
473	Allocated	COOK	02-Mar-2004
474	Allocated	COOK	02-Mar-2004
475	Allocated	COOK	02-Mar-2004
476	Allocated	COOK	02-Mar-2004
477	Allocated	COOK	02-Mar-2004
478	Allocated	COOK	02-Mar-2004

Options

☐ Allocate To Inspector

OK Cancel

Ticket Book Allocation Maintenance Form

Infringement Type Details - Description

This field displays the specific Infringement Type that was selected (or defaulted) in the Infringement Type Selection form. All parameter information that is added, changed, or deleted will be specific only to this Infringement Type.

Book

These fields show the Book Code and Book Description for the Book. The Book Code is defined during the Book Entry process, and can be maintained. The Book Description field is the description of the Book Type that is allocated to the book, and cannot be maintained.

Date

This field shows the date specified in the "Date Received" field in the Book Entry form when the book was lodged into Pathway. Double clicking this field will invoke the Date Pop Up form, from which another date can be selected.

Start Ticket

This field shows the first ticket in the book. This value is defined on the Book Entry form when the book is initially lodged within the Infringement system. Once this value has been entered, it cannot be changed, and hence, cannot be maintained from this form.

Ticket

This field shows the ticket numbers for the book. These numbers are automatically generated when the book is lodged within the Infringements System.

Status

This field shows the status of the ticket. A ticket can have several statuses, including:

- Received
- Allocated
- Issued
- Cancelled
- Prepaid
- Prepayment Reversed

A ticket with a status of "Received" has not been allocated to an inspector. To allocate a ticket to an inspector, select the "Allocate to Inspector" button.

A ticket with a status of "Allocated" has been allocated to an inspector, but the ticket has not yet been issued to an offender.

A ticket with a status of "Issued" has been issued to an offender, and that ticket has been entered manually into the Infringement System.

A ticket with a status of "Cancelled" has been cancelled by a User selecting the "Cancel Allocated Ticket" button against that ticket.

A ticket with a status of "Prepaid" has been issued to an offender and paid by the offender, but the details of the Infringement have not yet been entered into the Infringement System.

A ticket with a status of "Prepayment Reversed" means that a prepayment has been recorded against that ticket number, but then the prepayment was reversed via the Receipting system.

Inspector

This field shows the inspector who has the ticket book in his possession. It is not possible to allocate tickets from the same book to different inspectors (i.e. one inspector has five, another has ten etc). Tickets can be re-allocated, but all tickets with a status of "Allocated" will be changed.

Allocation of tickets to inspectors is done on the Book Allocation form, which is accessed using the "Allocate to Inspector" button.

Date

This field shows the date of which the ticket was allocated to an inspector. Allocation of tickets to an inspector is done on the Book Allocation form, which is accessed using the "Allocate to Inspector" button

Detail Button

This button will only become enabled when a ticket has a status of "Issued", "Prepaid" or "Prepayment Reversed".

When a ticket has a status of "Issued", selecting the detail button will take you into the Infringement Summary form for the ticket.

When a ticket has a status of "Prepaid" or "Prepayment Reversed", selecting the detail button will take you into the Receipt Enquiry form.

Allocate to Inspector Button

Selecting this button will take you into the "Book Allocation" form, where the book can be allocated to an inspector.

Cancel Allocated Ticket Button

Selecting this button will cancel the selected ticket record. This button will only appear when the ticket that is selected has a status of "Allocated", and when selected, will change the status of the ticket to "Cancelled". Note that when the ticket has a status of "Cancelled", the button is renamed to "Reinstate Allocated Ticket", enabling you to reverse the effects of cancelling the ticket.

Book Allocation Form

This form is used to allocate a ticket book to an inspector. The User ID of the inspector can be specified here, and also the date of the allocation.

Book Allocation

Infringement Books Details

Book 1023456789 animals for New Zealand

Allocate To Inspector

Inspector COO >> COOK

Date 01-Feb-2003

OK Cancel

*Book Allocation Form***Book**

These fields show the Book Code and Book Description for the Book. The Book Code is defined during the Book Entry process, and the Book Description field is the description of the Book Type that is allocated to the book. Both of these fields cannot be maintained from this form.

Allocate to Inspector - Inspector

This field is used to specify the inspector who will be using the ticket book. Double clicking the field, pressing F2, or selecting the Pop Up button will invoke the User Pop Up form, from which an inspector can be selected. Note that the values contained in this User Pop Up form depend on those Users defined in the responsibility structure for the Infringement type.

Date

This field is used to specify the date that the ticket book was allocated to. Double clicking this field will invoke the Date Pop Up form from which a date can be selected, or alternatively, you can simply enter the date manually.

Location Identifiers

The following topics are covered in this chapter:

[Identifier Parameters](#)

[Location Identifier Maintenance](#)

Identifier Parameters

The use of Signs/Meters has been provided for by the use of the Identifiers within Infringements. The Infringement Parameters to be set-up within each Type of Infringement are:

- Location Identifier Category
- Location Identifier Type
- Location Identifiers

In order for these to be set-up the flag on the Infringement Type Parameter 'Use Location Identifiers' must be checked on.

Location Identifier Category Maintenance Form

The Location Identifier Category Maintenance Form displays the codes and descriptions that are assigned to Categories setup. This allows the User to view previously created Categories, or create new codes and descriptions by clicking the Insert Button.

Category	Description	Active
CPARK	Car Park	☒
METER	Meter	☒
PMALL	Pedestrian Mall	☒
SIGN	Sign	☒

Location Identifier Category Maintenance Form

Infringement Type Details

The Description of the Infringement Type being maintained is displayed in this field.

Category

This field displays the Code that will be assigned to the Sign or Meter. The Code can be of 6 characters in length and may be alpha or numeric, or a combination of both.

Description

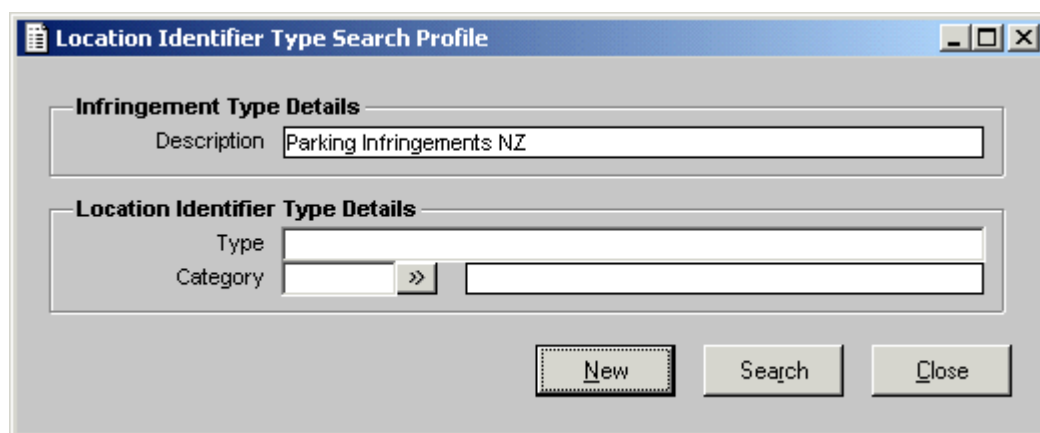
This field displays a full description that may be assigned to each of the Sign or Meter types. This allows the User to fully detail each Sign and Meter for fuller identification.

Active

This flag if checked on allows the Sign or Meter to be available for use when entering Offences. If this flag is checked off it will not be available for selection.

Location Identifier Type Search Profile

This form allows a User to Search for Location Identifier Types that have previously been entered into the system. The form also allows the User to use the new button to create new entries.



The form is titled "Location Identifier Type Search Profile". It contains two main sections:

- Infringement Type Details:** A single text field labeled "Description" containing the text "Parking Infringements NZ".
- Location Identifier Type Details:** A section with two text fields. The first is labeled "Type" and is empty. The second is labeled "Category" and is empty. Between these two fields is a right-pointing arrow button ">>".

At the bottom of the form are three buttons: "New", "Search", and "Close".

Location Identifier Type Search Profile Form

Infringement Type Details - Description

The Description of the Infringement Type being maintained is displayed in this field.

Location Identifier Type Details - Type

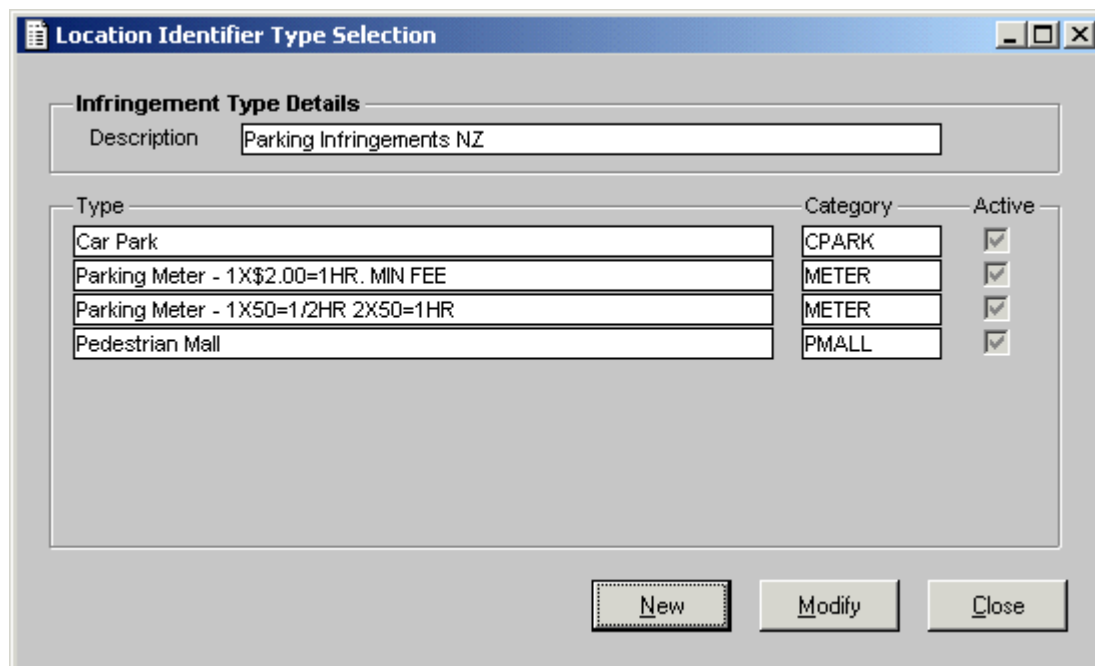
This field may be used to enter full or part text associated with Identifier Type so that it can be search on.

Location Identifier Type Details - Category

A Category that has been assigned to an Identifier Type may be selected as further Search criteria.

Location Identifier Type Selection

The Location Identifier Type Selection form displays a list of all the text that has been created for Location Identifier Types. The User is able to click on the Modify button to change existing text, or click on the New Button to create new text.



The form is titled "Location Identifier Type Selection". It contains the same "Infringement Type Details" section as the previous form, with "Description" set to "Parking Infringements NZ".

Below this is a table listing existing Location Identifier Types:

Type	Category	Active
Car Park	CPARK	☒
Parking Meter - 1X\$2.00=1HR. MIN FEE	METER	☒
Parking Meter - 1X50=1/2HR 2X50=1HR	METER	☒
Pedestrian Mall	PMALL	☒

At the bottom of the form are three buttons: "New", "Modify", and "Close".

Location Identifier Type Selection Form

Infringement Type Details - Description

The Description of the Infringement Type being maintained is displayed in this field.

Type

This field displays each entry of Sign or Meter Text entered in the Infringements System.

Category

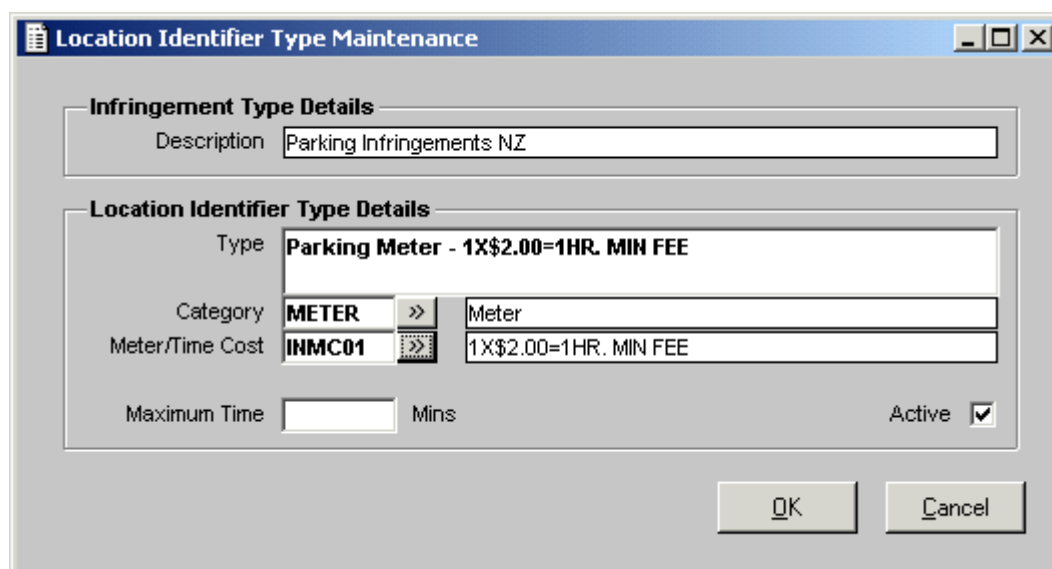
The Category that is associated with the Location Identifier Type is displayed in this field.

Active

This field if checked on will be available to assign to an Infringement. If this flag is checked off, then this particular Location Identifier Type will not be available for selection.

Location Identifier Type Maintenance Form

The Location Identifier Type Maintenance form gives the User the ability to add new text in for a Location Identifier Type and attach it to a Category.



Location Identifier Type Maintenance Form

Infringement Type Details - Description

The Description of the Infringement Type being maintained is displayed in this field.

Location Identifier Type Details – Type

This field is multi-lined for text pertaining to the particular Type to be entered.

Location Identifier Type Details – Category

This field allows the User to attach a particular Category to the Location Identifier Type. The Category code may be entered if known, or click the pop up button to select from the pre-defined list of Categories.

Location Identifier Type Details – Meter/Time Cost

The Meter/Time Cost Code can be entered if required or left blank. The code can be keyed directly into the field or the pop up can be used to display a list of Meter/Time Costs.

Maximum Time - Mins

The Maximum Time in Minutes can be entered into this field. This is then used when the Offence is raised against this Identifier.

Active

If this field is checked on the Location Identifier Type may be used to assign to an Offence, if the flag is not checked on it will not be available for selection.

Location Identifier Category Pop Up

The Location Identifier Category Pop Up form displays the list of pre-defined Categories in the system.

Type	Description
CPARK	Car Park
METER	Meter
PMALL	Pedestrian Mall
SIGN	Sign

Search Profile
Type:
Description:

Location Identifier Category Pop Up Form

Type

This field displays the list of all Category Types created.

Description

This field displays the corresponding description assigned to the Category Type.

Search Profile - Type

The Code field on the Search Profile section allows the User to enter a Code or part of a Code to search on to narrow the list of Category Codes required. This is especially useful if there are more than nine occurrences on this form.

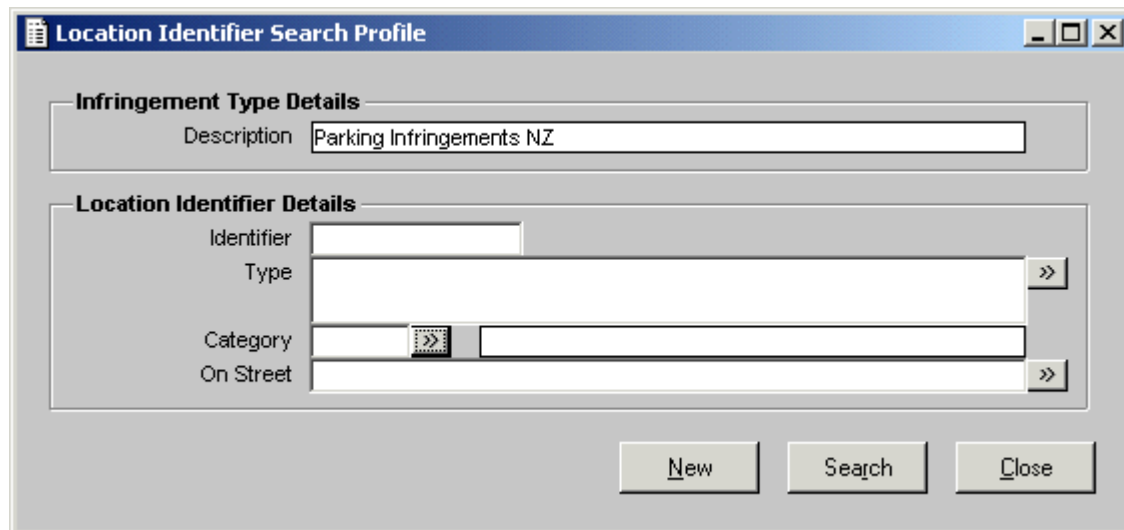
Search Profile - Description

The Description field on the Search Profile section allows the User to enter a description or part description to search on to narrow the list of Category Codes required. This is especially useful if there are more than nine occurrences on this form.

Location Identifier Maintenance

Location Identifier Search Profile Form

This form allows the User to modify an existing Location Identifier record, or create a new one.



Sign/Meter Search Profile Form

Infringement Type Details

The Description of the Infringement Type being maintained is displayed in this field.

Location Identifier Details - Identifier

This field allows the User to enter a specific number or code to associate with the Location Identifier. This field is 10 characters long and can be either alpha or numeric or a combination of both.

Location Identifier Details - Type

This field is designed for entering a description of the Location Identifier. It is a free format field.

Location Identifier Details - Category Type

This field allows the User to enter a code assigned at parameter level that may be allocated to the Location Identifier. If the category type is not known, the User can click the popup button to be presented with a list of pre-defined category types.

Location Identifier Details - On Street

This field allows the User to select a street name in which the Location Identifier can be found. A popup may be selected to allow the User to detail out to the street selection form to choose a specific street.

Location Identifier Selection

Where Location Identifiers have already been defined in the system, they will appear on the Location Identifier Selection form. The User can either select an existing record or use the New button to create a new Location Identifier.

Identifier	Category and Type	On Street	Date Removed
2526	METER - Parking Meter - 1X\$2.00=1HR. MIN FEE	Dew Street, Cooksville	
PM1	CPARK - Car Park	Cahill Drive, Cooksville	
PMALL1	PMALL - Pedestrian Mall	Williams Road, Cooksville	

*Location Identifier Selection Form***Infringement Type Details - Description**

The Description of the Infringement Type being maintained is displayed in this field.

Identifier

This field displays Identifier code that has been attached to each Location Identifier as a unique Identifier.

Category and Type

This field displays the description that has been attached to each Location Identifier.

On Street

This field displays the street name that has been associated with the Location Identifier.

Date Removed

This field displays the date for the Location Identifier if it has been removed from the particular street, and is no longer available for Infringements to be entered against it.

Location Identifier Maintenance

The Location Identifier Maintenance form displays when a new Location Identifier is being entered or if an existing Identifier is being maintained. From this form the User is able to setup information regarding the Location, Side of Street, Meter Costs and Maximum Time.

Location Identifier Maintenance Form

Infringement Type Details - Description

The Description of the Infringement Type being maintained is displayed in this field.

Identifier

This field displays the Identifier Code associated with Location Identifier.

Description

This field displays the description for the Location Identifier Type. The Pop Up displays a list of those Location Identifier Types that are available to be assigned to the Location Identifier.

On Street

This field stores the name of the Street with which the Location Identifier is associated.

Location

The location field can be used to specifically detail where the actual Location Identifier is situated.

Side of Street

The Side of Street allows for the entry of information as to which side of the Street the Location Identifier is situated. This can be used to correctly identify that the correct Location Identifier has been associated to the Offence. If the Side of Street Code is unknown then the Pop Up Button can be used to display a list of valid Codes.

Council Area

The Council Area allows for the entry of information regarding the Council Area that the Location Identifier is situated. If the Council Area Code is unknown then the Pop Up Button can be used to display a list of valid Council Area Codes.

Meter/Time Cost

The Meter/Time Cost Code allows for the entry of information regarding the Costs applicable to the Location Identifier. If the Meter/Time Cost Code is unknown then the Pop Up Button can be used to display a list of valid Meter/Time Costs.

Maximum Time

The Maximum Time field is used to determine the maximum amount of time that the Offence can be changed for based on this field for this Location Identifier.

Date Installed

This field displays the date on which the Location Identifier was installed at its location.

Date Removed

This field displays the date on which the Location Identifier was removed from its location.

Comments

This field allows the User to enter free format comments pertaining to Location Identifier.

Location Identifier Type Pop Up

This form is designed to allow the User the availability to select pre-defined Location Identifier Types to associate with a Location Identifier.

Description	Category
Car Park	CPARK
Parking Meter - 1X\$2.00=1HR. MIN FEE	METER
Parking Meter - 1X50=1/2HR 2X50=1HR	METER
Pedestrian Mall	PMALL

Search Profile
Description:
Type: >>

Location Identifier Type Pop Up Form

Description

This field displays the actual text for the Location Identifier Type.

Category

This field displays the Category that is associated to the Location Identifier Type.

Search Profile - Description

This field allows the User to enter a full or partial text description on which to search. This is particularly useful when there are more than 9 occurrences of Location Identifier Types. This saves the User scrolling through pages of text.

Search Profile - Type

This field allows the User to enter in Category Type Code on which to search. This is particularly useful when there are more than 9 occurrences of Location Identifier Types. If the Code is unknown then the Pop Up Button can be selected to display a list of Category Type Codes to select from.

Meter/Time Cost Pop Up

This form is designed to allow the User the availability to select pre-defined Meter/Time Costs to associate with a Location Identifier.

Type	Description
INMCO1	1X\$2.00=1HR. MIN FEE
INMCO2	1X50=1/2HR \$1=1HR
INMCO3	2X20 UP TO 60 MIN
INMCO4	1X50=1/2 2X50=1HR

Search Profile
Type
Description

Meter/Time Cost Pop Up Form

Type

This field displays the Meter/Time Cost Code that is available for selection.

Description

This field displays the Description that is associated to the Meter/Time Cost Code.

Search Profile - Type

This field allows the User to enter in Meter/Time Cost Code on which to search. This is particularly useful when there are more than 9 occurrences of Meter/Time Cost Codes.

Search Profile - Description

This field allows the User to enter a full or partial text description on which to search. This is particularly useful when there are more than 9 occurrences of Meter/Time Cost Codes as it saves the User scrolling through pages of text

Exemption/Exception Vehicles

The following topics are covered in this chapter:

[Exception Vehicles Maintenance](#)

[Exemption Vehicles Maintenance](#)

[Exempt Vehicles Update](#)

Exception Vehicles Maintenance

Exception Vehicles are those where the owner differs from that recorded by the Department of Registration. This situation can occur if the council is aware of a change of address, but the Department of Registration is not.

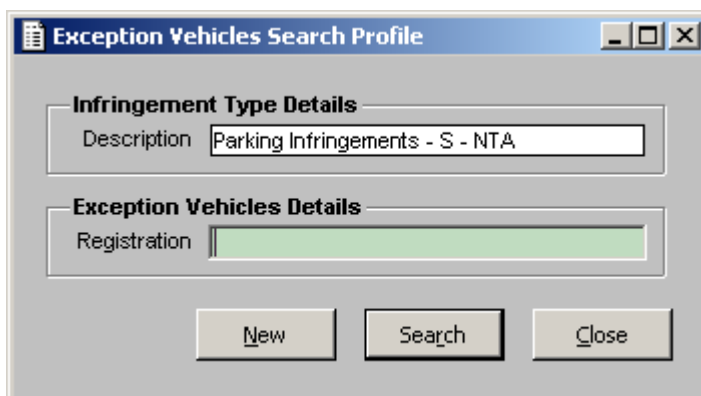
By lodging an exception vehicle, you can specify an address to be used for a registration number. If the Offence Date of the ticket is in between the range of the Date Applied and the Date Removed, then when the ticket is entered, the address specified will be used on the ticket.

When an Exception Vehicle is entered for an Infringement record, the status of the Infringement will change. Instead of being "Issued", if the exception vehicle record has a name and address record on it and the Contact flag is checked, that name and address will be added to the Infringement, and the status will become "Issued - Exception Vehicle".

When an Infringement has a status of "Issued - Exception Vehicle", it will get included in the First Notice cycle job, providing there is a match on Next Action Date (and provided the Infringement has not been completed).

Exception Vehicle Search Profile Form

This form is used to search for a specific Exception Vehicle or group of Exception Vehicles. Use the "Registration" field to refine your search.



Exception Vehicles Search Profile Form

Wildcard searching is available on this form. For more information on wildcard searching, see the "How To Use" User Guide.

To initiate a search, select the "Search" button, or press F8.

If one record matches the search profile that has been entered, you will be taken to the Exception Vehicles Maintenance form for the matching record.

If two or more records match the search profile that has been entered, you will be taken to the Exception Vehicles Selection form from which you can select the desired record.

Select "New" to create a new Exception Vehicle record.

Infringement Type Description

This field displays the specific Infringement Type which was selected (or defaulted) in the Infringement Type Selection form. All information that is added, changed, or deleted will be specific only to this Infringement Type.

Registration No.

This field is used to enter a specific Registration Number (or part thereof) to refine your search. Wildcard searching is available on this field.

Exception Vehicle Selection Form

This form is used when two or more records match the search specified in the Exception Vehicles Search Profile form.

There are three ways of accessing a particular record. Firstly, you can highlight the record and press F2. Secondly, you can double click on a record, and thirdly, you can select the required record, and select the "Modify" button.

To create a new Exception Vehicle record from this form, select the "New" button.

Registration	Date Applied	Date Removed	Contact
U:AA889KS)	01-Dec-1998		☒
U:AA910AS)	20-Jul-1995	01-Jan-1997	☒
U:AA912GS)	11-Nov-1997	02-Dec-1997	☒
U:AA913US)	06-Aug-1999		☒
U:AA926DS)	29-Nov-1996	13-Feb-1998	☒
U:AA938AS)	26-Sep-1997	26-Sep-1997	☒
U:AA938AS)	26-Sep-1997		☒
U:AA949RS)	09-Mar-1999		☒
U:AA954TS)	23-Jun-1999		☒

Exception Vehicles Selection Form

Infringement Type Description

This field displays the specific Infringement Type which was selected (or defaulted) in the Infringement Type Selection form. All information that is added, changed, or deleted will be specific only to this Infringement Type.

Registration Number

This field displays the Registration Number of records that match the search profile. Double clicking this field will take you into the Exception Vehicles Maintenance form for the selected Registration Number. This field is display only and cannot be maintained.

Date Applied

This field displays the date the exception vehicle record was applied for all records that match the search profile. Double clicking this field will take you into the Exception Vehicles Maintenance form for the selected Date Applied record. This field is display only and cannot be maintained.

Date Removed

This field displays the date the exception vehicle record was removed for all records that match the search profile. Double clicking this field will take you into the Exception Vehicles Maintenance form for the selected Date Removed record. This field is display only and cannot be maintained.

Contact

This field displays whether the name and address should be used if an Exception Vehicle record is use. This is maintained via the Exception Vehicle Maintenance form.

Exception Vehicle Maintenance Form

This form is used to add, change or delete Exception Vehicle data to be used within the Infringements system. It is possible to have exception vehicles for any state code in the system.

A date range can be entered for which the Exception Vehicle record applies. If, when an Infringement is entered into the system, the offence date is within this range, then the exception vehicle will be applied.

Exception Vehicles Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type which was selected (or defaulted) in the Infringement Type Selection form. All information that is added, changed, or deleted will be specific only to this Infringement Type.

State Code

This field is used to specify a state code for the Exception Vehicle record. Double clicking the field or selecting the pop up button will invoke the State Codes Pop Up form from which a valid State Code can be selected.

Registration Number

This field is used to specify the registration number for the Exception Vehicle record. This field is validated according to the format rules established on the State Code parameter.

Plate Type

This field is used to specify a Plate Type for the Exception Vehicle record. These fields will only appear if the State Code specified for the Exception Vehicle uses Plate Types. This is defined in the State Code parameter.

Date Applied

This field is used to specify the start date of the Exception Vehicle record. If an Infringement is entered into the system with an offence date less than the Date Applied for the Exception Vehicle record and the registration number matches, the Exception Vehicle record will not be applied. The Offence Date needs to fall in between the Date Applied and Date Removed.

Double clicking on this field will invoke the Date Pop Up form, from which a date can be selected for the Date Applied field.

Date Removed

This field is used to specify the end date of the Exception Vehicle record. If an offence date is after the Date Removed for an exception vehicle, then the Exception Vehicle record will not be applied.

Double clicking on this field will invoke the Date Pop Up form, from which a date can be selected for the Date Applied field.

Contact

This field is used to determine if there is a name and address that should be used if an Exception Vehicle record is used. It is possible to have a name and address specified, but this contact flag switched off, meaning that the Infringement will not have the name and address put against it.

Contact Detail Button

Selecting this button will take you to a form where a name and address can be specified for an Exception Vehicle record. Depending on which state a council is in, different forms will appear when this button is selected. This is because different states have different name and address requirements.

Contact Details

This field shows a name and address record if it is specified against an Exception Vehicle record. The information displayed in this field can be changed or deleted by selecting the Contact Detail button and going into a Name and Address Maintenance form.

Comments

This field is used to enter any comments relating to the Exception Vehicle record. This is a free-format text field so any information required can be entered.

State Code Pop Up Form

This form is used to select a State Code. State Codes are created via the State Code parameter.

The search profile section of this form can be used to narrow down a search. See the "How to Use" User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the "Select" button. Thirdly, you can highlight the required record and press F2.

Type	Description
A	Australian Capital Territory
N	New South Wales
Q	Queensland
S	South Australia
T	Tasmania
U	Northern Territory
V	Victoria
W	Western Australia

Search Profile
Type:
Description:

State Code Pop Up Form

State Code Type

This field displays a list of the State Codes that are established at a parameter level. Double clicking this field will select the relevant record. This information in this field is display only and cannot be altered.

State Code Description

This field displays a list of the State Code Descriptions that are established at a parameter level. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Search Profile - State Code Type

This field is used to search on State Codes. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Search Profile - State Code Description

This field is used to search on State Code Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Plate Type Pop Up Form

This form is used to select a Plate Type. Plate Types are created under the State Code parameter, provided that State Code has been set up to cater for State Codes.

The search profile section of this form can be used to narrow down a search. See the "How to Use" User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the "Select" button. Thirdly, you can highlight the required record and press F2.

Code	Description
A	Alpha Numeric
C	Numeric Cycle
E	Trader Plates
G	Government
H	Hire Car
I	Interstate
J	Jubilee
L	Licensed Chauffeured Vehicle
M	Custom

Search Profile

Code

Description

Search **Select** **Close**

Plate Type Pop Up Form

Plate Type

This field displays a list of the Plate Types that are established under the appropriate State Code. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Plate Type Description

This field displays a list of the Plate Type Descriptions that are established under the appropriate State Code. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Search Profile - Plate Type

This field is used to search on Plate Types. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Search Profile - Plate Type Description

This field is used to search on Plate Type Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

SA Name and Address Maintenance Form

This form appears when the Contact Detail button is selected from the Exception Vehicles Maintenance form, and the State Code of the council is South Australia.

In this form, name and address information is specified for a particular Exception Vehicle record.

To delete a name and address record, select the F11 button.

Name and Address Maintenance

Vehicle Details
Registration: A SEE015 (S)

Person/Organisation Details
Client Type: Person
Client No.: 1528
Surname: ROBERTSON
Date of Birth: 01-May-1957
Given Names: GEORGE WILLIAM

Address Details
Address: 158 PORT ROAD ALBERTON
Post Code: 5507
Address Type: Residential & Postal
Effective from: 01-Feb-2002

OK Cancel

SA Name and Address Maintenance Form

Vehicle Details - Registration Number

The Registration Number is carried through from the previous form and is in display mode only

Client Type

This field is used to specify whether the name and address information is for either a:

- Person
- Private Business
- Government

Client No.

If the Client No. is known then it can be entered into this field. This will then carry over to the names maintenance form within Ticket Maintenance if the Contact has been flagged to be used.

Date of Birth

The Date of Birth for the Contact can be entered if known. This will be carried over to the names maintenance form within Ticket Maintenance if the Contact has been flagged to be used. This field is only displayed when the Client Type is set to Person.

Surname

This field will only appear if the "Person" client type has been selected. It is used to record the Surname of the person for whom the name and address information relates to.

Given Names

This field will only appear if the "Person" client type has been selected. It is used to record the Given Names of the person for whom the name and address information relates to.

Owner's Name

This field will only appear if either the "Private Business" or "Government" client type has been selected. It is used to record the Owner's Name of the body for whom the name and address information relates to.

Address

This field is used to enter the address information for the Exception Vehicle record. It is recommended that only three lines be used for this field, as the SA Court Extract process will only accept three line addresses.

Post Code

This field is used to enter the Post Code information for the Exception Vehicle record.

Address Type

The Address Type can be set for the Contact and will be carried over to the Ticket Maintenance if the Contact has been flagged to be used.

Options available are:-

- Postal
- Residential
- Residential & Postal

Effective From

This field is used to record the date that the name and address record became effective. This will generally be the date the record is added in, and hence, this field will default to the current date when a new name and address record is created.

Double clicking on this field will invoke the Date Pop Up form, from which a date can be selected for the Effective From field.

VIC Name and Address Maintenance Form

This form appears when the Contact Detail button is selected from the Exception Vehicles Maintenance form, and the State Code of the council is Victoria.

In this form, name and address information is specified for a particular Exception Vehicle record.

To delete a name and address record, select the F11 button.

VIC Name and Address Maintenance Form

Vehicle Details - Registration Number

The Registration Number is carried through from the previous form and is in display mode only.

Surname/Organisation

This field is used to record the Surname or Organisation name for the Exception Vehicles record. This is the name that will be given for the Infringement if it uses the Exception Vehicle record.

Given Names

This field is used to record the Given Names for the Exception Vehicles record. This field is not mandatory, and only needs to be used if the Exception Vehicles record is for a person.

Address

This field is used to enter the address information for the Exception Vehicle record. It is recommended that only three lines be used for this field, as the Court Extract process will only accept three line addresses.

Post Code

This field is used to enter the Post Code information for the Exception Vehicle record.

Effective from

This field is used to record the date that the name and address record became effective. This will generally be the date the record is added in, and hence, this field will default to the current date when a new name and address record is created.

Double clicking on this field will invoke the Date Pop Up form, from which a date can be selected for the Effective From field.

QLD Name and Address Maintenance Form

This form appears when the Contact Detail button is selected from the Exception Vehicles Maintenance form, and the State Code of the council is Queensland.

In this form, name and address information is specified for a particular Exception Vehicle record.

To delete a name and address record, select the F11 button.

QLD Name and Address Maintenance Form

Vehicle Details - Registration Number

The Registration Number is carried through from the previous form and is in display mode only.

Surname/Organisation

This field is used to record the Surname or Organisation name for the Exception Vehicles record. This is the name that will be given for the Infringement if it uses the Exception Vehicle record.

Given Names

This field is used to record the Given Names for the Exception Vehicles record. This field is not mandatory, and only needs to be used if the Exception Vehicles record is for a person.

Customer No.

If the Customer No. is known then it can be entered into this field. This will then carry over to the names maintenance form within Ticket Maintenance if the Contact has been flagged to be used.

Effective from

This field is used to record the date that the name and address record became effective. This will generally be the date the record is added in, and hence, this field will default to the current date when a new name and address record is created.

Double clicking on this field will invoke the Date Pop Up form, from which a date can be selected for the Effective From field.

Address Type

This field is used to specify the type of address that has been entered. The following are the options available from the dropdown:-

- Business
- Garaging
- Postal
- Registered
- Residential

Address

This field is used to enter the address information for the Exception Vehicle record. It is recommended that only three lines be used for this field, as the Court Extract process will only accept three line addresses.

State

This field is used to enter the State information for the Exception Vehicle record. Upon entry to this form the State is defaulted QLD but can be changed. The options available from the dropdown are:-

- N/A

- ACT
- NSW
- NT
- QLD
- SA
- TAS
- VIC
- WA

Post Code

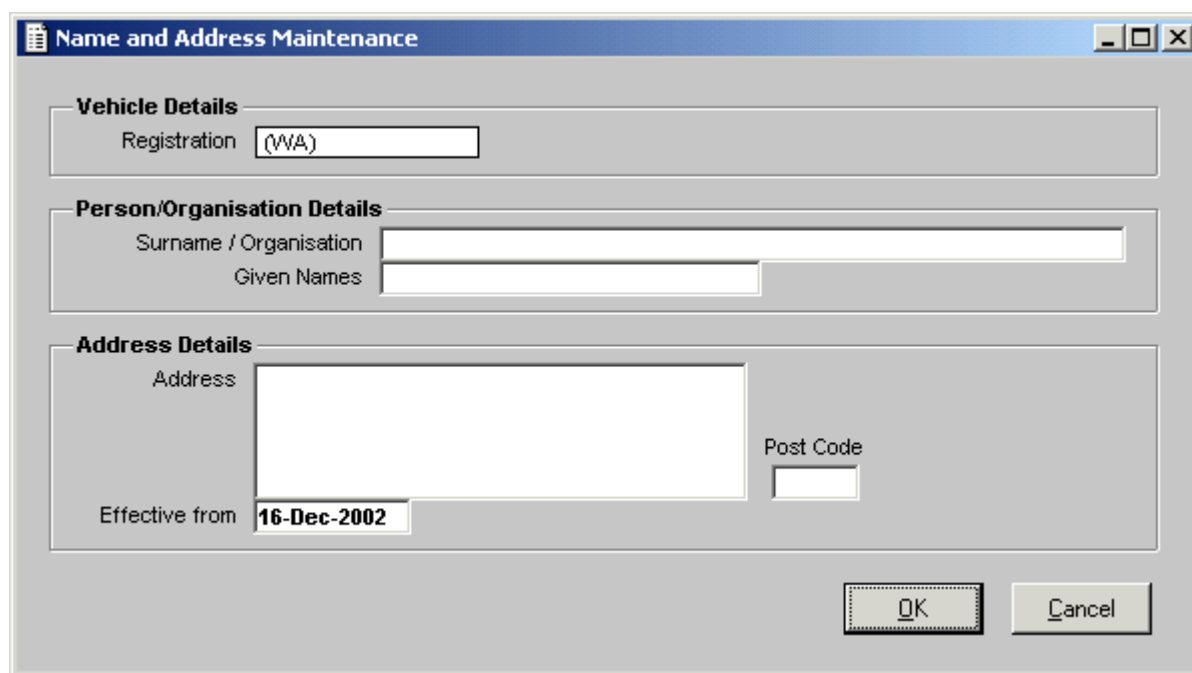
This field is used to enter the Post Code information for the Exception Vehicle record.

WA Name and Address Maintenance Form

This form appears when the Contact Detail button is selected from the Exception Vehicles Maintenance form, and the State Code of the council is Western Australia.

In this form, name and address information is specified for a particular Exception Vehicle record.

To delete a name and address record, select the F11 button.



WA Name and Address Maintenance Form

Vehicle Details - Registration Number

The Registration Number is carried through from the previous form and is in display mode only.

Surname/Organisation

This field is used to record the Surname or Organisation name for the Exception Vehicles record. This is the name that will be given for the Infringement if it uses the Exception Vehicle record.

Given Names

This field is used to record the Given Names for the Exception Vehicles record. This field is not mandatory, and only needs to be used if the Exception Vehicles record is for a person.

Address

This field is used to enter the address information for the Exception Vehicle record. It is recommended that only three lines be used for this field, as the Court Extract process will only accept three line addresses.

Post Code

This field is used to enter the Post Code information for the Exception Vehicle record.

Effective from

This field is used to record the date that the name and address record became effective. This will generally be the date the record is added in, and hence, this field will default to the current date when a new name and address record is created.

Double clicking on this field will invoke the Date Pop Up form, from which a date can be selected for the Effective From field.

NZ Name and Address Maintenance Form

This form appears when the Contact Detail button is selected from the Exception Vehicles Maintenance form, and the State Code of the council is New Zealand.

In this form, name and address information is specified for a particular Exception Vehicle record.

To delete a name and address record, select the F11 button.

Name and Address Maintenance

Vehicle Details
Registration: (NZ)

Person/Organisation Details
Name Type: Person
Surname:
Given Name/s:

Address Details
Address:
Post Code:
Effective from: 16-Dec-2002

OK Cancel

NZ Name and Address Maintenance Form

Vehicle Details - Registration Number

The Registration Number is carried through from the previous form and is in display mode only.

Name Type

This field is used to record the Type of Name for the Exception Vehicles record. This defaults to Person upon entry to the form but can be changed to Organisation using the dropdown. When set to Person the Surname and Given Name/s fields are displayed. When the Type is set to Organisation then the Surname and Given Name/s fields disappear and the Owner Name field is displayed instead.

Surname

This field is used to record the Surname for the Exception Vehicles record. This is the name that will be given for the Infringement if it uses the Exception Vehicle record. When set to Person the Surname and Given Name/s fields are displayed. When the Type is set to Organisation then the Surname and Given Name/s fields disappear and the Owner Name field is displayed instead.

Given Name/s

This field is used to record the Given Names for the Exception Vehicles record. This field is not mandatory, and only needs to be used if the Exception Vehicles record is for a person. When set to Person the Surname and Given Name/s fields are displayed. When the Type is set to Organisation then the Surname and Given Name/s fields disappear and the Owner Name field is displayed instead.

Owner Name

When the Name Type is set to Person the Surname and Given Name/s fields are displayed. When the Type is set to Organisation then the Surname and Given Name/s fields disappear and the Owner Name field is displayed instead.

Address

This field is used to enter the address information for the Exception Vehicle record. It is recommended that only three lines be used for this field, as the Court Extract process will only accept three line addresses.

Post Code

This field is used to enter the Post Code information for the Exception Vehicle record.

Effective from

This field is used to record the date that the name and address record became effective. This will generally be the date the record is added in, and hence, this field will default to the current date when a new name and address record is created.

Double clicking on this field will invoke the Date Pop Up form, from which a date can be selected for the Effective From field.

Exemption Vehicles Maintenance

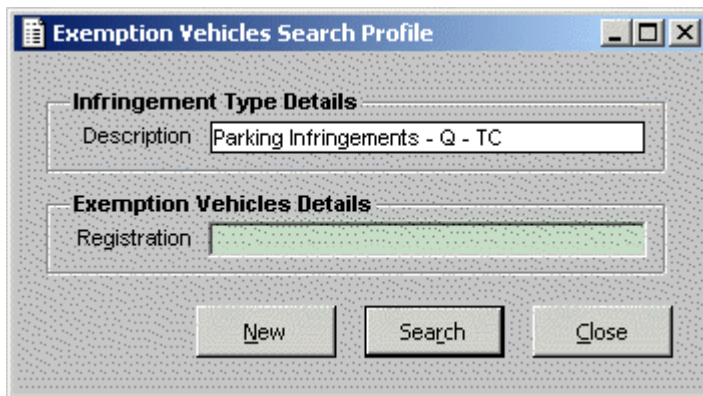
Infringements for Exemption Vehicles can be written off as soon as they have been entered into the Infringements system.

If an Exemption Vehicle is entered via the Handheld Upload process, then those tickets are written off straight away. If they are entered in manually, a message will appear on the Ticket Entry form confirming the writing off of the Infringement.

Exemption Vehicles are generally used for police vehicles, government vehicles etc.

Exemption Vehicles Search Profile Form

This form is used to search for a specific Exemption Vehicle or group of Exemption Vehicles. Use the "Registration" field to refine your search.



Exemption Vehicles Search Profile Form

Wildcard searching is available on this form. For more information on wildcard searching, see the "How To Use" User Guide.

To initiate a search, select the "Search" button, or press F8.

If one record matches the search profile that has been entered, you will be taken to the Exemption Vehicles Maintenance form for the matching record.

If two or more records match the search profile that has been entered, you will be taken to the Exemption Vehicles Selection form from which you can select the desired record.

Select "New" to create a new State Code record.

Infringement Type Description

This field displays the specific Infringement Type was selected (or defaulted) in the Infringement Type Selection form. All information that is added, changed, or deleted will be specific only to this Infringement Type.

Registration Number

This field is used to enter a specific Registration Number (or part thereof) to refine your search. Wildcard searching is available on this field.

Exemption Vehicle Selection Form

This form is used when two or more records match the search specified in the Exemption Vehicles Search Profile form.

There are three ways of accessing a particular record. Firstly, you can highlight the record and press F2. Secondly, you can double click on a record, and thirdly, you can select the required record, and select the "Modify" button.

To create a new Exemption Vehicle record from this form, select the "New" button.

Registration	Date Applied	Date Removed
A:1115(S)	16-May-1998	25-Jun-1998
G:24403(S)	16-May-1998	30-Jan-2001
G:35888(S)	16-May-1998	30-Jan-2001
V:6424(S)	10-May-1995	16-Mar-1999
V:6425(S)	07-Aug-1996	16-Mar-1999
A:980610(S)	16-May-1998	25-Jun-1998
A:980624(S)	26-May-1998	24-Aug-1998
A:999999(S)	16-May-1998	24-Aug-1998
U:AA108K(S)	13-Feb-1998	15-Feb-1999

Exemption Vehicles Selection Form

Infringement Type Description

This field displays the specific Infringement Type was selected (or defaulted) in the Infringement Type Selection form. All information that is added, changed, or deleted will be specific only to this Infringement Type.

Registration Number

This field displays the Registration Number of records that match the search profile. Double clicking this field will take you into the Exemption Vehicles Maintenance form for the selected Registration Number. This field is display only and cannot be maintained.

Date Applied

This field displays the date the Exemption Vehicle record was applied for all records that match the search profile. Double clicking this field will take you into the Exemption Vehicles Maintenance form for the selected Date Applied record. This field is display only and cannot be maintained.

Date Removed

This field displays the date the Exemption Vehicle record was removed for all records that match the search profile. Double clicking this field will take you into the Exemption Vehicles Maintenance form for the selected Date Removed record. This field is display only and cannot be maintained.

Exemption Vehicle Maintenance Form

This form is used to add, change or delete Exemption Vehicle data to be used within the Infringements system. It is possible to have Exemption Vehicles for any state code in the system.

A date range can be entered for which the Exemption Vehicle record applies. If, when an Infringement is entered into the system, the offence date is within this range, then the exception vehicle will be applied.

Figure 0-1 Exemption Vehicles Maintenance Form

Infringement Type Description

This field displays the specific Infringement Type was selected (or defaulted) in the Infringement Type Selection form. All information that is added, changed, or deleted will be specific only to this Infringement Type.

State Code

This field is used to specify a state code for the Exemption Vehicle record. Double clicking the field or selecting the pop up button will invoke the State Codes Pop Up form from which a valid State Code can be selected.

Registration Number

This field is used to specify the registration number for the Exemption Vehicle record. This field is validated according to the format rules established on the State Code parameter.

Plate Type

This field is used to specify a Plate Type for the Exemption Vehicle record. These fields will only appear if the State Code specified for the Exception Vehicle uses Plate Types. This is defined in the State Code parameter.

Category

This field is used to specify the category of the Exemption Vehicle record. The available choices are:

- Police
- None

This field is used for information purposes only.

Date Applied

This field is used to specify the start date of the Exemption Vehicle record. If an Infringement is entered into the system with an offence date less than the Date Applied for the Exemption Vehicle record and the registration number matches, the Exemption Vehicle record will not be applied. The Offence Date needs to fall in between the Date Applied and Date Removed.

Double clicking on this field will invoke the Date Pop Up form, from which a date can be selected for the Date Applied field.

Date Removed

This field is used to specify the end date of the Exemption Vehicle record. If an offence date is after the Date Removed for an exception vehicle, then the Exemption Vehicle record will not be applied.

Double clicking on this field will invoke the Date Pop Up form, from which a date can be selected for the Date Applied field.

Comments

This field is used to enter any comments relating to the Exemption Vehicle record. This is a free-format text field so any information required can be entered.

Exempt Vehicles Update

The Exemption Vehicles Update process is used by council to enter police vehicles into the Infringements system. A file provided to council is used in this process, and that information is uploaded into the Infringements system.

Exempt Vehicles Update Control Form

This form is used upload Exemption Vehicles data into the Infringements System.

When this process is run, the Infringements system compares existing Exemption Vehicles data with that on the provided text file. If an Exemption Vehicle record is not on the file, but is already on the system, the "Date Removed" field will be set at the current date, making any further Infringements entered be treated as normal Infringements, rather than Exemption Vehicles.

If the record exists on the file, but does not appear in the Infringements system, that record will be added with the Date Applied date set at the current date.

If a record exists in both the Infringements system, and the provided file, then that record will remain unchanged.

For more information on batch functions, please refer to the Batch Processing User Guide.

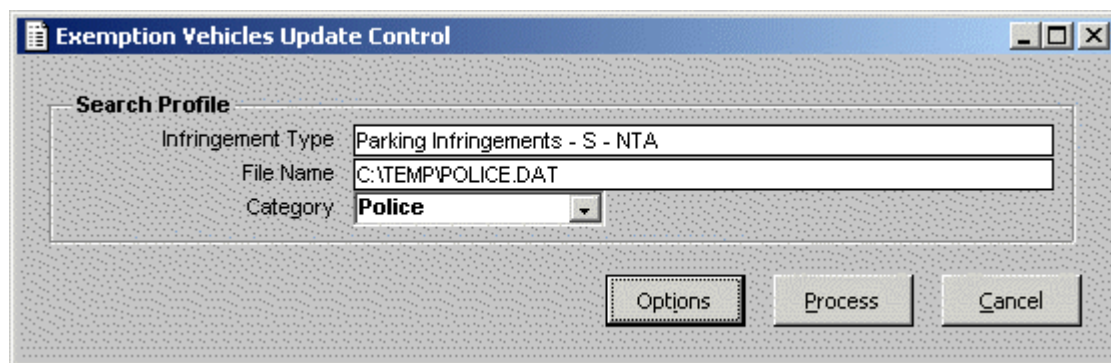


Figure 0-2 Exempt Vehicles Update Control Form

Infringement Type Description

This field displays the specific Infringement Type was selected (or defaulted) in the Infringement Type Selection form. All information that is added, changed, or deleted will be specific only to this Infringement Type.

File

This field is used to show the location of the file to be uploaded into the Infringements system. The file location can be established in the Files and Paths Maintenance form, which is under the Infringement Type parameter.

This field is not maintainable from this form.

Category

This field is used to specify which category of Exemption Vehicles are about to be uploaded into the Infringements system. Users have a choice of:

- Police
- None

This will then be reflected on the Exemption Vehicles Maintenance form.

Infringement Entry

The following topics are covered in this chapter:

[Parking Infringement Entry](#)

[Additional Information](#)

[Animal Infringement Entry](#)

[By Law Infringement Entry](#)

[Application Infringement Entry](#)

[Licensing Infringement Entry](#)

Parking Infringement Entry

There are 2 Parking Infringement Entry formats available. These are PK1 and PK3. The only real difference between the two forms is that Location Identifiers can be linked to an Infringement using format PK3 for use within New Zealand.

Parking Infringements Ticket Entry Form - Format PK1

This form is used to manually enter Infringements into the Infringements system. This form will only appear if the Infringement Type specified (or defaulted) has the Infringement Form of PK1 assigned to it.

Parking Infringements - V - TA PIN Entry

Offence

PIN Original Inspector

Offence Date Issue Date

Time Start Time End Time

Offence Type Direct Prosecution ☐

Notification Code Post Out ☐

Vehicle

State Code Registration Label Regn No.

Registration Expires Unclear ☐ Label

Vehicle Make

Vehicle Colour

Vehicle Type

Location

Side of Street

On Street

Between Street 1

Between Street 2

Nearest Intersection

Area Marked

How Parked

Location

Council Area

Parking Infringement Entry Form - Format PK

Warning messages will appear if an Infringement has been entered whose registration is specified as an Exception Vehicle or an Exemption Vehicle, and the offence date matches that specified on either the Exception Vehicle Maintenance form, or the Exemption Vehicle Maintenance form. For further information on these two features, please refer to the appropriate section of the User Guide.

If an Infringement has been “prepaid”, then the word “Prepaid” will appear to the right of the End Time field. Also, the registration number entered through receipting will be brought onto this form.

A prepayment is recorded when an Infringement has not been entered into the system, but has been paid for via receipting.

Ticket

This field is used to enter the ticket number for the Infringement. When entering a manually entered ticket, the ticket book containing the ticket number must have already been allocated to an inspector and not been used previously.

Once a ticket number has been entered and you tab out of the ticket field, the system does some checking to make sure the ticket number entered is valid for the Infringement type specified. Some errors that occur include:

“Ticket has already been entered” - this message means that the ticket has already been entered into the Infringements system.

“Ticket not allocated” - this message means that the ticket book has been lodged, but not yet allocated to an inspector.

“Ticket not on file” - this message means that the ticket number has not been lodged via the Book Entry function, and the ticket number cannot be found.

“Ticket format is invalid” - this message means that the format of the ticket entered does not match that specified in the Ticket format field on the Infringement Type parameter.

“Ticket has been cancelled” - this message means that the ticket has been cancelled from the Ticket Book Allocation Maintenance form.

Original

This field is used when entering Continuing Offences. When the continuing offence is entered, the original ticket number is entered into this field and all relevant fields relating to the ticket number entered should appear, including all location details, all vehicle details, and offence date details.

In addition, the offence type for the continuing offence will default to the one specified in the Continuing Offence field on the Parking Details form under the Infringement Type parameter.

Inspector

This field is used to enter the inspector who issued the Infringement. Because tickets need to be allocated to inspectors before they can be entered, the inspector who has been allocated the ticket on the Ticket Book Allocation Maintenance form will default into this field. This can be changed if required.

Double clicking on the field or selecting the pop up button will invoke the User Pop Up form, from which an inspector can be selected. The User records contained in this form are those who are included in the responsibility structure for the Infringement type selected.

Offence Date and Day

This field is used to enter the Offence Date of the Offence. The Offence Date cannot be greater than the day the ticket is entered into the system.

When you enter in an Offence Date, the system will automatically determine the day of the week that the offence occurred on, and this is placed in the field next to the Offence Date field.

Once a ticket has been “accepted” into the system, all fields on the Ticket Entry form will clear, except for the Offence Date field, which will remain at the date which was previously entered.

This field is mandatory on this form.

Issue Date

This field is used to show the date that the ticket was issued. This will generally always be the offence date, and hence, will default to what has been entered into the Offence Date field.

Offence Time

This field is used to enter the time of the offence. This will be the time that the ticket was written by the inspector.

This field is mandatory on this form.

Start Time

This field is used to enter the time that the vehicle was initially recorded as being parked. This recording includes chalking the tyre and writing down the registration number.

If the vehicle is still parked there after the allocated time then a ticket can be issued.

End Time

This field is used to enter the time that the vehicle was recorded as being illegally parked. This field is usually used in conjunction with the offence start time.

The start time plus the allocated time to park represents the offence end time.

If the Ticket has been Pre-Paid then a message will show next to this field informing the User that the Ticket has been Pre-Paid.

Offence Type

This field is used to enter the Offence Type for the Infringement record. Offence Types are defined in the Offence Type parameter. Double clicking the field or selecting the pop up button will invoke the Offence Type Pop Up form, from which an appropriate Offence Type can be selected.

If the Infringement is for a continuing offence, when the original ticket number is entered, the Offence Type will be defaulted to that specified in the Parking Details form, which is under the Infringement Type parameter.

Amount

This field is used to specify the amount of the Infringement. The amount is automatically generated depending on which Offence Type is selected (using the Offence Fines records for that Offence Type).

On the Infringement Type parameter, there is a checkbox called "Change Fine". When this is checked on, the Amount field can be altered. However, if it is checked off, this field becomes read only and cannot be altered.

Direct Prosecution

This checkbox is used to specify whether the Infringement record is a direct prosecution. When this is checked on, the Infringement will have a balance of zero when it is accepted.

This flag is controlled by the Notification Code that has been previously selected. If the Notification Code has been defined as Direct Prosecution in the Notification Code Maintenance form, then this flag will be automatically checked on. This can be overridden manually.

Notification

This field is used to specify how the customer was notified of their Infringement notice. Notification Codes are established on the Notification Code parameter. Double clicking the field or selecting the Pop Up button will invoke the Notification Code Pop Up form, from which a Notification Code can be selected.

On the Notification Code parameter, a code can be specified as "Post Out" or "Direct Prosecution". When a Notification Code is selected, the appropriate checkboxes on the ticket entry form will be flagged.

The Notification Code can be defaulted on the Infringement Type parameter, but can be overridden if required.

Post Out

This checkbox is used to specify whether the Infringement record is a post out. A post out is used when the inspector was not able to attach the Infringement record to the offending vehicle. This may be because the vehicle has been driven off.

This flag is controlled by the Notification Code that has been previously selected. If the Notification Code has been defined as Post Out in the Notification Code Maintenance form, then this flag will be automatically checked on. This can be overridden manually.

State Code

This field is used to specify the state of the registration of the offending vehicle. Double clicking the field or selecting the pop up button will invoke the State Code Pop Up form, from which the required State Code can be selected.

This field can be defaulted via the Default State Code field on the Infringement Type parameter. However, this can be overridden if required.

Registration

This field is used to enter the registration number of the offending vehicle.

There is a flag on the State Code parameter (for each State Code) called "Validate Registration". If this is checked on for the specified State Code, then the registration number will be validated either against pre-defined registration formats, or pre-defined plate type formats (if applicable).

If the registration number entered does not match a specified format, a warning message will appear saying "The Registration No. is invalid. Do you wish to Over-ride?" If "Yes" is selected, then the system will accept the invalid registration number. If "No" is selected, then the focus will go back onto the Registration field to re-enter the registration number.

If the "Validate Registration" checkbox is checked off, then no validation is done on the contents of the Registration field.

Plate Type

This field is used to specify the plate type of the registration of the offending vehicle. The field and the pop up button will only appear if the State Code selected uses Plate Types (as defined on the State Code parameter). Double clicking the field or selecting the pop up button will invoke the Plate Type Pop Up form, from which the required record can be selected.

Label Registration No.

This field is used to enter the Label Registration No. or the registration number that appeared on the label of the vehicle.

Registration Expires

This field is used to enter the expiry date as specified on the label on the vehicle. Double clicking this field will invoke the Date Pop Up form, from which a date can be selected, or the date can be manually entered in.

Unclear

This field is used to specify if the label on the vehicle was readable. If the label was unreadable, this checkbox should be checked on.

Label

This field is used to specify the label number of the vehicle. Up to twenty alphanumeric characters can be used in this field.

Vehicle Make

This field is used to enter the Vehicle Make for the Infringement record. Vehicle Makes are defined in the Vehicle Make parameter. Double clicking the field or selecting the pop up button will invoke the Vehicle Make Pop Up form, from which an appropriate Vehicle Make can be selected.

Vehicle Colour

This field is used to enter the Vehicle Colour for the Infringement record. Vehicle Colours are defined in the Vehicle Colour parameter. Double clicking the field or selecting the pop up button will invoke the Vehicle Colour Pop Up form, from which an appropriate Vehicle Colour can be selected.

Vehicle Type

This field is used to enter the Vehicle Type for the Infringement record. Vehicle Types are defined in the Vehicle Type parameter. Double clicking the field or selecting the pop up button will invoke the Vehicle Type Pop Up form, from which an appropriate Vehicle Type can be selected.

Side of Street

This field is used to enter the Side of Street for the Infringement record. Side of Street records are defined in the Side of Street parameter. Double clicking the field or selecting the pop up button will invoke the Side of Street Pop Up form, from which an appropriate Side of Street record can be selected.

On Street

This field is used to enter the street which the offence occurred for the Infringement record. Street records are defined via the Street Networks option in Property Administration. Double clicking the field or selecting the pop up button will invoke the Street Pop Up form, from which an appropriate street can be selected.

NOTE: - Where the Street Location Processing Method for a particular Infringement Type is set to 'Linked', links to street data stored in the Property Module will be created.

Where the Method is set to 'Free-text', street data will be stored as 'free-text' data attached directly to the infringement record. When entering or maintaining infringement notice data manually using the 'Free-text' method, it is possible to either enter (i.e. type in) a street's name or select it from street data held in the Property Module. When selecting from the Property Module the street name exclusive of the suburb only will be retrieved. If the street name is typed in, there is no validation of the entry and whatever the User chooses to enter will be accepted.

Between Street 1

This field is used to enter the first street which the offence occurred between for the Infringement record. Street records are defined via the Street Network option in Property Administration. Double clicking the field or selecting the pop up button will invoke the Street Pop Up form, from which an appropriate street can be selected.

NOTE: - Where the Street Location Processing Method for a particular Infringement Type is set to 'Linked', links to street data stored in the Property Module will be created.

Where the Method is set to 'Free-text', street data will be stored as 'free-text' data attached directly to the infringement record. When entering or maintaining infringement notice data manually using the 'Free-text' method, it is possible to either enter (i.e. type in) a street's name or select it from street data held in the Property Module. When selecting from the Property Module the street name exclusive of the suburb only will be retrieved. If the street name is typed in, there is no validation of the entry and whatever the User chooses to enter will be accepted.

Between Street 2

This field is used to enter the second street which the offence occurred between for the Infringement record. Street records are defined via the Street Network option in Property Administration. Double clicking the field or selecting the pop up button will invoke the Street Pop Up form, from which an appropriate street can be selected.

NOTE: - Where the Street Location Processing Method for a particular Infringement Type is set to 'Linked', links to street data stored in the Property Module will be created.

Where the Method is set to 'Free-text', street data will be stored as 'free-text' data attached directly to the infringement record. When entering or maintaining infringement notice data manually using the 'Free-text' method, it is possible to either enter (i.e. type in) a street's name or select it from street data held in the Property Module. When selecting from the Property Module the street name exclusive of the suburb only will be retrieved. If the street name is typed in, there is no validation of the entry and whatever the User chooses to enter will be accepted.

Nearest Intersection

This field is used to enter the closest street that intersects the street which the offence occurred on, for the Infringement record. Street records are defined via the Street Network option in Property Administration. Double clicking the field or selecting the pop up button will invoke the Street Pop Up form, from which an appropriate street can be selected.

Area Marked

This field is used to enter the Area Marked record for the Infringement record. Area Marked records are defined in the Area Marked parameter. Double clicking the field or selecting the pop up button will invoke the Area Marked Pop Up form, from which an appropriate Area Marked record can be selected.

How Parked

This field is used to enter the How Parked record for the Infringement record. How Parked records are defined in the How Parked parameter. Double clicking the field or selecting the pop up button will invoke the How Parked Pop Up form, from which an appropriate How Parked record can be selected.

Location

This field is a free format text field, in which any further information can be entered for the offence. For example, the field may be used to enter the number of a house that was closest to the vehicle, to narrow down the area on the street in which the offence occurred.

Council Area

This field is used to enter the Council Area for the Infringement record. Council Area records are defined in the Council Area parameter. Double clicking the field or selecting the pop up button will invoke the Council Area Pop Up form, from which an appropriate Council Area record can be selected.

Additional Offences Button

If Additional Offences are required to be added to the Infringement then selection of the Additional Offences button will display the Additional Offence Type form allowing these Additional Offences to be entered.

Additional Data Button

Selecting this button will take you into the Additional Infringement Data Maintenance form, where further information can be entered for the Infringement record.

Offence Type Pop Up Form

This form is used to select an Offence Type. These Offence Types are defined via the Offence Type Maintenance form. Only those Offence Types that have been assigned to the relevant Infringement Type will appear on this form.

The search profile section of this form can be used to narrow down a search. See the "How to Use" User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the "Select" button. Thirdly, you can highlight the required record and press F2.

Type	Description
1	Expired Ticket
10	Incorrect Angle
10A	Incorrect Angle - Vehicle to be parked near kerb
10B	Incorrect Angle - Not at the denoted angle
11	Taxi Zone
12	Loading Zone
12A	Loading Zone - Max time for passenger vehicles 10
12B	Loading Zone
13	Permit Zone

Search Profile

Type

Description

Offence Type Pop Up Form

Offence Type

This field displays a list of Offence Types that are established on the Offence Type Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Offence Description

This field displays a list of Offence Type Descriptions that are established on the Offence Type Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Search Profile - Offence Type

This field is used to search on Offence Types. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Search Profile - Offence Description

This field is used to search on Offence Type Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Notification Pop Up Form

This form is used to select a Notification Code. These Notification Codes are defined via the Notification code parameter. Only those Notification Codes assigned to the relevant Infringement Type will appear on this form.

The search profile section of this form can be used to narrow down a search. See the "How to Use" User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the "Select" button. Thirdly, you can highlight the required record and press F2.

Type	Description
A	Attached
DP	Direct Prosecution
HFD	Handed to Female Driver
HFP	Handed to Female Passenger
HMD	Handed to Male Driver
HMP	Handed to Female Passenger
P	Posted
PI	Interstate Vehicle - not placed
TOW	Towed

Search Profile

Type

Description

Search **Select** **Quit**

Notification Code Pop Up Form

Notification Type

This field displays a list of Notification Types that are established in the Notification Code Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Notification Description

This field displays a list of Notification Type Descriptions that are established in the Notification Code Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Search Profile - Notification Type

This field is used to search on Notification Types. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Search Profile - Notification Description

This field is used to search on Notification Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the “How to Use” User Guide.

Vehicle Make Pop Up Form

This form is used to select a Vehicle Make. These Vehicle Makes are defined via the Vehicle Make parameter. Only those Vehicle Makes that have been assigned to the relevant Infringement Type will appear on this form.

The search profile section of this form can be used to narrow down a search. See the “How to Use” User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the “Select” button. Thirdly, you can highlight the required record and press F2.

Type	Description
AEC	AEC
ALPHA	ALFA ROMEO
ARROW	ARROW
ASIA	ASIA
ASTON	ASTON MARTIN
ATKIN	ATKINSON
AUDI	AUDI
AUSTIN	AUSTIN
BEDFO	BEDFORD

Search Profile

Type

Description

Search **Select** **Quit**

Vehicle Make Pop Up Form

Vehicle Make Type

This field displays a list of Vehicle Makes that are established on the Vehicle Type Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be maintained.

Vehicle Make Description

This field displays a list of Vehicle Make Descriptions that are established on the Vehicle Type Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be maintained.

Search Profile - Vehicle Make Type

This field is used to search on Vehicle Makes. Wildcard searching is available on this field. For more information on wildcard searching, see the “How to Use” User Guide.

Search Profile - Vehicle Make Description

This field is used to search on Vehicle Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the “How to Use” User Guide.

Vehicle Colour Pop Up Form

This form is used to select a Vehicle Colour. These Vehicle Colours are defined via the Vehicle Colour Maintenance form. Only those Vehicle Colour records that have been assigned to the relevant Infringement Type will appear on this form.

The search profile section of this form can be used to narrow down a search. See the “How to Use” User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the “Select” button. Thirdly, you can highlight the required record and press F2.

Type	Description
BLA	Black
BLU	Blue
BLUE	Blue
BRO	Brown
CRE	Cream
DAR	Dark
GOL	Gold
GRE	Green
GREEN	Green

Search Profile

Type

Description

Vehicle Colour Pop Up Form

Vehicle Colour Type

This field displays a list of Vehicle Colour Types that are established in the Vehicle Colour Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Vehicle Colour Description

This field displays a list of Vehicle Colour Descriptions that are established in the Vehicle Colour Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Search Profile - Vehicle Colour Type

This field is used to search on Vehicle Colour Types. Wildcard searching is available on this field. For more information on wildcard searching, see the “How to Use” User Guide.

Search Profile - Vehicle Colour Description

This field is used to search on Vehicle Colour Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the “How to Use” User Guide.

Vehicle Type Pop Up Form

This form is used to select a Vehicle Type. These Vehicle Types are defined via the Vehicle Type Maintenance form. Only those Vehicle Types that have been assigned to the relevant Infringement Type will appear on this form.

The search profile section of this form can be used to narrow down a search. See the "How to Use" User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the "Select" button. Thirdly, you can highlight the required record and press F2.

Type	Description
AMBULA	Ambulance
BOAT	Boat Trailer
BUS	Bus
CARAV	Caravan
COMMER	Commercial
HEARSE	Hearse
HIRE	Hire Car
INDUS	Industrial Vehicle
MIXER	Mixer

Search Profile

Type

Description

Search **Select** **Quit**

Vehicle Type Pop Up Form

Vehicle Type

This field displays a list of Vehicle Types that are established in the Vehicle Type Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Vehicle Type Description

This field displays a list of Vehicle Type Descriptions that are established in the Vehicle Type Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Search Profile - Vehicle Type

This field is used to search on Vehicle Types. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Search Profile - Vehicle Type Description

This field is used to search on Vehicle Type Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Side of Street Pop Up Form

This form is used to select a Side of Street record. Side of Street records are defined via the Side of Street Maintenance form. Only those Side of Street records that have been assigned to the relevant Infringement Type will appear on this form.

The search profile section of this form can be used to narrow down a search. See the “How to Use” User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the “Select” button. Thirdly, you can highlight the required record and press F2.

Type	Description
FN	Facing North
FS	Facing South
LS	Left Hand Side of Street
RS	Right Hand Side of Street

Search Profile
Type
Description

Side of Street Pop Up Form

Side of Street Type

This field displays a list of Side of Street Types that are established in the Side of Street Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Side of Street Description

This field displays a list of Side of Street Descriptions that are established in the Side of Street Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Search Profile - Side of Street Type

This field is used to search on Side of Street Types. Wildcard searching is available on this field. For more information on wildcard searching, see the “How to Use” User Guide.

Search Profile - Side of Street Description

This field is used to search on Side of Street Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the “How to Use” User Guide.

Area Marked Pop Up Form

This form is used to select an Area Marked record. These Area Marked records are defined via the Area Marked Maintenance form. Only those Area Marked records that have been assigned to the relevant Infringement Type will appear on this form.

The search profile section of this form can be used to narrow down a search. See the “How to Use” User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the "Select" button. Thirdly, you can highlight the required record and press F2.

Type	Description
SNVLNV	Signs not visible, Lines not visible
SNVLV	Signs not visible, Lines visible
SVLNV	Signs visible, Lines not visible
SVLV	Signs visible, Lines visible

Search Profile
Type:
Description:

Area Marked Pop Up Form

Area Marked Type

This field displays a list of Area Marked Types that are established in the Area Marked Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be maintained.

Area Marked Description

This field displays a list of Area Marked Descriptions that are established in the Area Marked Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be maintained.

Search Profile - Area Marked Type

This field is used to search on Area Marked Types. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Search Profile - Area Marked Description

This field is used to search on Area Marked Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

How Parked Pop Up Form

This form is used to select a How Parked record. These How Parked records are defined via the How Parked Maintenance form. Only those How Parked records that have been assigned to the relevant Infringement Type will appear on this form.

The search profile section of this form can be used to narrow down a search. See the "How to Use" User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the "Select" button. Thirdly, you can highlight the required record and press F2.

Type	Description
30DEGS	30 Degr
45DEGS	45 Degr
60DEGS	60 Degr
90DEGS	90 Degr
90DEGS	90 Degr
ANGLE	Angle
NOTREC	Not Recorded
PARALL	Parallel

Search Profile

Type

Description

Search **Select** **Quit**

How Parked Pop Up Form

How Parked Type

This field displays a list of How Parked Types that are established in the How Parked Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

How Parked Description

This field displays a list of How Parked Descriptions that are established in the How Parked Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Search Profile - How Parked Type

This field is used to search on How Parked Types. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Search Profile - How Parked Description

This field is used to search on How Parked Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Council Area Pop Up Form

This form is used to select a Council Area record. These Council Area records are defined via the Council Area Maintenance form. Only those Council Areas that have been assigned to the relevant Infringement Type will appear on this form.

The search profile section of this form can be used to narrow down a search. See the "How to Use" User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the "Select" button. Thirdly, you can highlight the required record and press F2.

Type	Description
04	Western
CITY	City Central
MTEDEN	Mount Eden
NTHS	North Shore

Search Profile

Type

Description

Search

Select

Close

*Council Area Pop Up Form***Council Area Type**

This field displays a list of Council Area Types that are established in the Council Area Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be maintained.

Council Area Description

This field displays a list of Council Area Descriptions that are established in the Council Area Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be maintained.

Search Profile - Council Area Type

This field is used to search on Council Area Types. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Search Profile - Council Area Description

This field is sued to search on Council Area Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Parking Infringements Ticket Entry Form - Format PK3

This form will appear when using an Infringement Type that has a format of "PK3-NZ format". This is the format that is used for New Zealand processing of Infringements.

Parking Infringements - NZ - TA Ticket Entry

Infringement Details

Ticket: B172131 Original:

Inspector: COO >> COOK

Vehicle

Vehicle Type: 001 >> Powered Vehicle: 2 axles both single tyred Registration: SEE111

Vehicle Make: HOL >> Holden

Offence

Start Date: 01-Jan-2006 Start Time: 10:00:00 End Date: 01-Jan-2006 End Time: 10:15:00

Offence Date: 01-Jan-2006 Offence Time: 10:00:00 Issue Date: 01-Jan-2006 Elapsed Time: 15 Mins

Notification Code: A >> Attached to windscreen Excess Time: Mins

Offence Type: BS >> bus stop zone - discount 3.5 Amount: 27.75

Post Out: ☐

Location

Identifier: PM22 >> METER Parking Meter - 1X50=1/2HR 2X50=1HR Maximum Time: 240 Mins

Meter/Time Cost: INMC04 1X50=1/2 2X50=1HR Handle Operated:

Council Area: MTEDE >> Mount Eden

On Street: Cahill Drive, Cooksville

Side of Street: RS Right Hand Side of Street Distance Front:

Location: Distance Rear:

Comments

Additional Data Accept Cancel

Parking Infringements Entry Form – Format PK3

Infringement Details - Ticket

This field is used to enter the Ticket Number for Infringement. When entering a manually entered Ticket, the Ticket Book containing the Ticket Number must have already been allocated to an inspector and not been used previously.

Once a Ticket Number has been entered and you tab out of the Ticket field, the system does some checking to make sure the Ticket Number entered is valid for the Infringement Type specified. Some errors that may occur include:

“Ticket has already been entered” – this message means that the ticket has already been entered into the Infringements system.

“Ticket not allocated” – this means that the ticket book has been lodged, but not yet allocated to an inspector.

“Ticket not on file” – this message means that the ticket number has not been lodged via the Book Entry function, and the ticket number cannot be found.

“Ticket format is invalid” – this message means that the format of the ticket entered does not match that specified in the Ticket format field on the Infringement Type parameter.

“Ticket has been cancelled” – this message means that the ticket has been cancelled from the Ticket Book Allocation Maintenance form.

Infringement Details - Original

This field is used when entering Continuing Offences. When the continuing offence is entered, the original ticket number is entered into this field, and all relevant fields relating to the ticket number entered should appear, including all location details, all vehicle details and offence date details.

In addition, the offence type for the continuing offence will default to the one specified in the Continuing Offence field on the Parking Details form under the Infringement Type parameter.

Infringement Details - Inspector

This field is used to enter the inspector who issued the Infringement. Because tickets need to be allocated to Inspectors before they can be entered, the Inspector who has been allocated the ticket on the Ticket Book Allocation Maintenance form will default into this field. This can be changed if required.

Double clicking on the field, or selecting the Pop Up button will invoke the User Pop Up form, from which an Inspector can be selected. The User records contained in this form are those who are included in the Responsibility Structure for the Infringement Type selected.

Vehicle - Vehicle Type

This field is used to enter the Vehicle Type for the Infringement record. Vehicle Types are defined in the Vehicle Type Parameter. Double clicking the field or selecting the Pop Up button will invoke the Vehicle Type Pop Up form, from which an appropriate Vehicle Type can be selected.

Vehicle - Registration

This field is used to enter the Registration Number of the offending vehicle.

There is a flag on the State Code parameter (for each State Code) called "Validate Registration". If this is checked on for the specific State Code, then the Registration Number will be validated either against pre-defined registration formats, or pre-defined plate type formats (if applicable).

If the Registration number entered does not match a specified format, a warning message will appear saying "The Registration No. is invalid. Do you wish to Over-ride?" If "Yes" is selected, then the system will accept the invalid Registration Number. If "No" is selected, then the focus will go back onto the Registration field to re-enter the Registration Number.

If the "Validate Registration" checkbox is checked off, then no validation is done on the contents of the Registration field.

Vehicle - Vehicle Make

This field is used to enter the Vehicle Make for the Infringement record. Vehicle Makes are defined in the Vehicle Make parameter. Double clicking the field or selecting the Pop Up button will invoke the Vehicle Make Pop Up form, from which an appropriate Vehicle Make can be selected.

Offence – Start Date

This field is used to enter the Offence Start Date of the Offence. The Offence Date cannot be greater than the day the ticket is entered into the system.

When you enter in an Offence Start Date, the system will automatically determine the Day of the Week that the offence occurred on, and this is placed in the field next to the Offence Start Date field.

Once a ticket has been "accepted" into the system, all fields on the Ticket Entry form will clear, except for the Start Date, End Date, Offence Date, and Issued Date fields, which will remain at the date which was previously entered.

This field is mandatory on this form.

Offence - Start Time

This field is used to enter the Time that the vehicle was initially recorded as being parked. This recording includes Chalking the Tyre and writing down the Registration Number.

If the vehicle is still parked there after the allocated time then a ticket can be issued.

Offence – End Date

This field is used to enter the Offence End Date of the Offence. The Offence End Date cannot be less than the Start Date date.

Once a ticket has been "accepted" into the system, all fields on the Ticket Entry form will clear, except for the Start Date, End Date, Offence Date, and Issued Date fields, which will remain at the date which was previously entered.

The End Date will automatically default to the Start Date value but this can be overridden.

Offence - End Time

The End Time is recorded for the Offence. This is automatically updated with the time that has been entered in the Start Time but can be overridden.

Offence - Offence Date

This field is used to show the date that the Offence took place. This will generally always be the Offence Start Date, and hence, will default to what has been entered into the Offence Start Date field. This can be overridden.

Once a ticket has been “accepted” into the system, all fields on the Ticket Entry form will clear, except for the Start Date, End Date, Offence Date, and Issued Date fields, which will remain at the date which was previously entered.

Offence – Offence Time

This field is used to show the time that the Offence took place. This will default to the Start Time but can be overridden.

Offence - Issue Date

This field is used to show the date that the ticket was issued. This will generally always be the Offence Start Date, and hence, will default to what has been entered into the Offence Start Date field.

Once a ticket has been “accepted” into the system, all fields on the Ticket Entry form will clear, except for the Start Date, End Date, Offence Date, and Issued Date fields, which will remain at the date which was previously entered.

Offence – Elapsed Time / Mins

The Elapsed Time in Minutes displays the time frame between the Start Date / Start Time and the End Date / End Time.

For example if the Start Date/Time is 12/11/2002 14:30:00 and the End Date/Time was 12/11/2002 15:45:00 then the Elapsed Time would be shown as 75 mins.

This field is display only and cannot be maintained.

Offence – Notification Code

This field is used to specify how the customer was notified of their Infringement Notice. Notification Codes are established on the Notification Code parameter. Double clicking the field or selecting the Pop Up button will invoke the Notification Code Pop Up form, from which a Notification Code can be selected.

On the Notification Code parameter, a code can be specified as “Post Out” or “Direct Prosecution”. When a Notification Code is selected, the appropriate checkboxes on the Ticket Entry form will be flagged.

The Notification Code can be defaulted on the Infringement Type parameter, but can be overridden if required.

Offence – Excess Time / Mins

The Excess Time field displays the amount of time over the maximum time allowed on the Identifier. For example if the Lapsed Time was 300 minutes and the Identifier Maximum Time was 240 minutes then the Excess Time would show 60 minutes. This being the minutes over the Maximum Time stipulated on the Identifier

This field is display only and cannot be maintained.

Offence - Offence Type

This field is used to enter the Offence Type for the Infringement record. Offence Types are defined in the Offence Type parameter. Double clicking the field or selecting the Pop Up button will invoke the Offence Type Pop Up form, from which an appropriate Offence Type can be selected.

If the Infringement is for a continuing offence, when the original ticket number is entered, the Offence Type will be defaulted to that specified in the Parking Details form, which is under the Infringement Type parameter.

A Detail Option is available next to the Offence Type Description field. When selected this will display the Offence Type Enquiry form showing details of the entered Offence Type.

Offence - Amount

This field is used to specify the amount of the Infringement. The amount is automatically generated depending on which Offence Type has been selected (using the Offence Fines record for that Offence Type).

On the Infringement Type parameter, there is a checkbox called "Change Fine". When this is checked on, the Amount field can be altered. However, if it is checked off, this field becomes read only and cannot be altered.

Offence - Post Out

This checkbox is used to specify whether the Infringement record is a Post Out. A Post Out is used when the Inspector was not able to attach the Infringement record to the offending vehicle. This may be because the vehicle has been driven off.

This flag is controlled by the Notification Code that has been previously selected. If the Notification Code has been defined as Post Out in the Notification Code Maintenance form, then this flag will be automatically checked on. This can be overridden manually.

If the Offence has been Pre-Paid then a message is displayed next to this field informing the User that the Offence has been Pre-Paid.

Offence – Discount for Payment By

The Discount for Payment By Date is automatically calculated from the number of days discount that have been defined against the Offence Type and the Start Date of the Infringement.

Offence – Discount Amount

The Dollar Amount of the Discount to be received if paid by the Discount Payment Date is displayed in this field.

Location - Identifier

These fields are used to enter the Identifier that the offending vehicle was "under". Identifiers can be created in the Infringement Type Parameters.

Double clicking on the field or selecting the Pop Up button will invoke the Location Identifier Pop Up form, from which the required Identifier record can be selected.

As the Identifier can be linked to a Street, when the Identifier is selected the remaining fields related to the Identifier will be populated with the information from the Identifier Record. This includes the Street Name, Council Area, Location and Side of Street.

Location – Maximum Time / Mins

The Maximum Time in Minutes for the Identifier selected is displayed in this field if it has been defined on the Identifier Record.

Location – Meter/Time Cost

The Meter / Time Cost for the Identifier selected is displayed in this field if it has been defined on the Identifier Record.

Location – Handle Operated

This field is free format and allows for the type of Handle Operated to be entered.

Location – Council Area

The Council Area for the Infringement can be entered into this field. If an Identifier has been entered then this field will automatically be defaulted in with the correct Council Area but it can be changed to another Area if required.

Location - On Street

This field is used to enter the Street which the Offence occurred for the Infringement record. Street records are defined via the Street Networks option in Property Administration. Double clicking the field or selecting the Pop Up button will invoke the Street Pop Up form, from which an appropriate Street can be selected.

If an Identifier has been entered then this field will automatically be defaulted in with the correct On Street and therefore will not be maintainable.

Location - Side of Street

This field is used to enter the Side of Street for the Infringement record. Side of Street records are defined in the Side of Street Parameter. Double clicking the field or selecting the Pop Up button will invoke the Side of Street Pop Up form, from which an appropriate Side of Street record can be selected.

If an Identifier has been entered then this field will automatically be defaulted in with the correct Side of Street and therefore will not be maintainable.

Location – Distance Front

This field is used to enter the Distance from the Front of the Vehicle.

Location – Location

This field is a free format text field, in which any further information can be entered for the offence. For example, the field may be used to enter the number of a house that was closest to the vehicle, to narrow down the area on the street in which the offence occurred or the fact that the Offence occurred in a Carpark.

If an Identifier has been entered then this field will automatically be defaulted in with the correct Location and therefore will not be maintainable.

Location – Distance Rear

This field is used to enter the Distance from the Rear of the Vehicle.

Comments

This field is used to add additional Comments for the Infringement.

Additional Data Button

Selecting this button will take you into the Additional Infringements Data Maintenance form, where further information can be entered for the Infringement record.

Location Identifier Pop Up Form

This form is used to select a Location Identifier. These Location Identifier records are defined via the Infringement Type Parameter menu options.

The search profile section of this form can be used to narrow down a search. See the “How to Use” User Guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the “Select” button. Thirdly, you can highlight the required record and press F2.

Identifier	Description
2526	Parking Meter - 1X\$2.00=1HR. MIN FEE
DELETE	Pedestrian Mall
PM1	Car Park - 120 mins
PM22	Parking Meter - 1X50=1/2HR 2X50=1HR
PMALL1	Pedestrian Mall

Location Details

Council Area: North Shore

Side of Street: Left Hand Side of Street

Location: O/S 18

Street: Dew Street, Cooksville

Search Profile

Identifier:

Street:

Location Identifier Pop Up Form

Identifier

This field displays a list of Location Identifiers that are established in the Parameters. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Description

This field displays a list of Location Identifier descriptions that are established in the Parameters. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be maintained.

Location Details – Council Area

The Location Details section displays information related to the Identifier that is being focused on at the time. The Council Area field displays the Council Area that has been assigned to the Identifier being highlighted.

Location Details – Side of Street

The Location Details section displays information related to the Identifier that is being focused on at the time. The Side of Street field displays the Side of the Street that has been assigned to the Identifier being highlighted.

Location Details - Location

The Location Details section displays information related to the Identifier that is being focused on at the time. The Location field displays the Location that has been assigned to the Identifier being highlighted.

Location Details - Street

The Location Details section displays information related to the Identifier that is being focused on at the time. The Street field displays the Street that has been assigned to the Identifier being highlighted.

Search Profile - Identifier

This field is used to search on the Identifier. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" User Guide.

Search Profile - Street

This field is used to search on the Identifier via a Street/Suburb. The Street can be entered directly into the field or the Pop Up Button can be selected to display the Street Pop Up Form from where a Street can be selected and then the search conducted.

Additional Information

Additional Offence Types Maintenance

This form is designed to display any additional offence types that can be associated with an existing offence.

Infringement Details			
Report	25841257	Offence Date	01-Mar-2001
Offence	Amount	Direct Prosecution	
>>		☐	

Additional Offence Type Maintenance

Infringement Number

This field displays the particular Infringement Number assigned to an offence.

Offence Date

This field displays the actual date assigned to the Infringement.

Additional Offence Type Details

Offence Type details for Additional Offence Types are shown in these fields. The Offence Pop Up can be used to select additional Offence Types. Note that once an Offence Type has been included on an Infringement it is not available from the Pop Up again.

Amount

This field displays the amount that has been associated with the Additional Offence Type. This is defaulted in when the Offence Type is entered and can be over written.

Direct Prosecution

This field shows if the Offence Type is a Direct Prosecution. This field can be ticked on or off and will default to the value of the first Offence Type entered during Infringement Entry.

Additional Infringement Data Maintenance Form - Parking

The Additional Infringement Data Maintenance Form is displayed when either the Button is selected from Infringement Entry or the parameter has been set to show this form on entering an Infringement.

Additional Infringement Data Maintenance

Infringement Details
 PIN Offence Date Time

Machine/Meter Details
 Machine No. Expiry Time Meter Limit
 Fee Paid Spaces from Entry Time

Sign Details
 Format Sign
 Gazette No.

Miscellaneous Details
 Issue Time Traffic Conditions >>
 Pay by Vehicle Length Percentage in Area
 Chalk Mark >>

Notes
 Description

Review Details
 Notes
 Review Time

Comments

Additional Infringement Data Maintenance Form

Infringement Number

This field shows the Infringement Number that the Additional Infringement Data relates to. This field is read only and cannot be maintained.

Offence Date

This field shows the Offence Date for the Infringement that the Additional Infringement Data relates to. This field is read only and cannot be maintained.

Offence Time

This field shows the Offence Time for the Infringement that the Additional Infringements Data relates to. This field is read only and cannot be maintained.

Machine No.

This field is used to enter the Machine No. for the Infringement's record. Up to eight alphanumeric characters can be used in this field.

Expiry Time

This field is used to enter the Expiry Time for the Infringement record. This is a time field, so data entered into this field will be formatted into a time format.

Time on Meter

This field is used to enter the Time on Meter for the Infringement record. Up to eight alphanumeric characters can be used in this field.

Fee Paid

This field is used to enter the Fee Paid for the Infringement record. Once an amount is entered into this field, the system will automatically format it to a XXX.XX format.

Spaces from

This field is used to enter the Spaces From for the Infringement record. Up to eight alphanumeric characters can be used in this field.

Entry Time

This field is used to enter the Entry Time for the Infringement record. This is a time field, so data entered into this field will be formatted as a time format.

Format Sign

This field is used to enter the Sign Format for the Infringement record. Up to 75 alphanumeric characters can be used in this field.

Gazette No.

This field is used to enter the Gazette No. for the Infringement record. Up to 10 alphanumeric characters can be used in this field.

Issue Time

This field displays the Issue Time if it has been recorded on the Hand Held device.

Traffic Conditions

This field contains any Traffic Conditions that have been recorded on the Hand Held device.

Pay By

This field is used to enter the Pay by Date for the Infringement record. This is a date field, so data entered into this field will be formatted into a date format. It should be noted that data entered into this field will not affect the Pay By Date displayed on the Infringements Summary form.

Vehicle Length

This field is used to enter the Vehicle Length for the Infringement record. Up to four alphanumeric characters can be entered into this field.

Percentage in Area

This field is used to enter the Percentage in Area for the Infringement record. Up to five alphanumeric characters can be entered into this field.

Chalk Mark

This field is used to enter the specific code that has been set up in Parameters as Chalk Mark. This is a NZ parameter and is normally defined as the particular spot on a tyre that a chalk mark has been added.

Description

This field will display the description of the Chalk Mark code. It enables a fuller explanation to be attached to the code.

Notes

This field allows the User to add any specific notes that may be relevant to the particular Offence and in relation to the Chalk Mark.

Review Time

This field can display a time that may be entered to show by which time a particular Infringement has to be followed up.

Comments

This field allows for further comment to be entered regarding the Offence and Review Time.

Traffic Conditions Pop Up Form

The Traffic Conditions Pop Up form displays the Traffic Condition Codes that are available to be allocated to an Infringement. These have been defined within the Infringement Type Parameters.

Type	Description
H	Heavy
L	Light
M	Medium

Search Profile

Type

Description

Traffic Conditions Pop Up Form

Traffic Conditions Type

This field displays the code that has been assigned to a Traffic Condition.

Traffic Conditions Description

This field displays a description of the Traffic Condition Code.

Search Profile – Traffic Condition Type

This field can be used to enter a full or part description of a Traffic Condition Code on which to search when more than 9 occurrences of Traffic Condition Codes display.

Search Profile – Traffic Condition Description

This field can be used to enter a full or part description of a Traffic Condition Description on which to search when more than 9 occurrences of Traffic Condition Codes display.

Additional Infringement Data Maintenance Form – NZ Parking

The Additional Infringement Data Maintenance form is displayed when either the Button is selected from Infringement Entry or the parameter has been set to show this form on entering an Infringement. The information on this form can be manually entered or loaded at the time of the Hand Held update.

Additional Data Maintenance

Infringement Details

Ticket: H100029 Offence Date: 09-Sep-2002 Time: 15:10:00

Vehicle Details

Vehicle Colour: BLACK >> Black
 Licence No.: LIC1234567890 Licence Expiry: 23052006
 Warrant of Fitness No.: 1234567899 Warrant Expiry: 12052003

Towing Details

Towing Company: 4U >> Towing 4U Service
 Tow Yard Location: NORTH >> North of City
 Type of Tow: HH >> Heavy Haulage
 Attending Truck: Called >> Called Time: 15:20:00 Lifted Time: 16:10:00
 Towing: 10.50 Reason for Tow: BREAKDOWN
 Door Entered: >>

Inspection Details

Attended: Yes >> Driver Returned: Yes >>
 Sign Clear: Yes >> Visual Check: Yes >>
 Chalk Mark: RB >> Right Back
 Hand Held Notes 1: 1234567890123456789012345678901234567890
 Hand Held Notes 2: 1111111111122222222222333333333334444444444
 Hand Held Notes 3: 5555555555666666666677777777778888888888
 Notes Book No.: 1234567 Parking Cost:
 Device No.:
 Photo Taken: ☐

Add Colour Continue Quit

NZ Additional Data Maintenance Form

Infringement Details - Number

This field shows the Infringement Number that the Additional Infringement Data relates to. This field is read only and cannot be maintained.

Infringement Details - Offence Date

This field shows the Offence Date for the Infringement that the Additional Infringement Data relates to. This field is read only and cannot be maintained.

Infringement Details - Offence Time

This field shows the Offence Time for the Infringement that the Additional Infringements Data relates to. This field is read only and cannot be maintained.

Vehicle Details – Vehicle Colour

The Colour of the Vehicle can be maintained in this field. The Colour Code can be entered, if known or the Pop Up form used to display a list of valid Colours to select from. The Colour Codes are defined in the Infringement Type Parameters.

Once a Colour has been entered the Add Colour Button will appear at the base of the form. Selecting this Button will allow another Colour to be entered. The Add Colour Button will disappear and there will be another Vehicle Colour Field displayed next to the original one therefore allowing a second colour to be entered for the Vehicle.

Vehicle Details - Licence No.

The Licence Number can be loaded down with the Hand Held information or entered manually into this field.

Vehicle Details – Licence Expiry

If a Licence Number has been entered then the Expiry Date of the Licence can also be recorded in this field.

Vehicle Details – Warrant of Fitness No.

If the Warrant of Fitness Number has been recorded on the Hand Held then it is displayed in this field.

Vehicle Details - Warrant Expiry

If the Warrant of Fitness Number has been recorded then the Expiry Date for the Warrant can be recorded in this field.

Towing Details – Towing Company

If a Towing Company was required for the Offence then the Company can be shown in this field. This information can come from the Hand Held or can be manually entered. If the Code of the Towing Company is not known then the Pop Up Button can be selected to display a list of valid Codes that can be used. The Towing Companies are defined in the Infringement Type Parameters.

Towing Details – Tow Yard Location

The Tow Yard Location can be recorded for the Offence. If recorded on the Hand Held then the information will be displayed in this field. The Tow Yard Location can be manually entered by entering in the Tow Yard Location Code, if know, or the Pop Up button can be selected to display a list of valid Tow Yard Locations to select from. The Tow Yard Location Codes are defined in the Infringement Type Parameters.

Towing Details – Type of Tow

The Type of Tow required can be recorded for the Offence. If recorded on the Hand Held then the information will be displayed in this field. The Type of Tow can be manually entered by entering in the Type of Tow Code, if know, or the Pop Up button can be selected to display a list of valid Type of Tow Codes to select from. The 'Type of Tow' Codes are defined in the Infringement Type Parameters.

Towing Details – Attending Truck

The Attending Truck field defaults to (none) however if the information is recorded on the Hand Held then the information will be displayed in this field. The Attending Truck field is a dropdown field and the following are the options available for selection:-

- (none)
- Roving
- Called

Towing Details – Called Time

The Called Time field can be left blank however if the information is recorded on the Hand Held then the information will be displayed in this field. The Called Time can also be manually entered.

Towing Details – Lifted Time

The Lifted Time field can be left blank however if the information is recorded on the Hand Held then the information will be displayed in this field. The Lifted Time can also be manually entered.

Towing Details - Towage

If a Towage amount is entered into this field or the information is on the Hand Held then when the Offence is accepted into the system an additional fee for Towage will be generated on the Offence for the value in this field.

Towing Details – Reason for Tow

The Reason for the Tow can be recorded in this field. If the information is on the Hand Held then when the Offence is loaded the information will display in this field.

Towing Details – Door Entered

The Door Entered can be recorded in this field. If the Door Entered Code is not know then the Pop Up button can be selected to display a list of valid Door Entered Codes to be selected from.

Inspection Details - Attended

If Inspection Details are recorded then the Attended field can have the following information recorded for it. This information can also be obtained from the Hand Held if recorded.

The options available from the dropdown are:-

- Not Applicable
- No
- Yes
- Unknown

Inspection Details – Driver Returned

If Inspection Details are recorded then the Driver Returned field can have the following information recorded for it. This information can also be obtained from the Hand Held if recorded.

The options available from the dropdown are:-

- Not Applicable
- No
- Yes
- Unknown

Inspection Details – Sign Clear

If Inspection Details are recorded then the Sign Clear field can have the following information recorded for it. This information can also be obtained from the Hand Held if recorded.

The options available from the dropdown are:-

- Not Applicable
- No
- Yes
- Unknown

Inspection Details – Visual Check

If Inspection Details are recorded then the Visual Check field can have the following information recorded for it. This information can also be obtained from the Hand Held if recorded.

The options available from the dropdown are:-

- Not Applicable
- No
- Yes
- Unknown

Inspection Details - Chalk Mark

This field is used to enter the specific code that has been set up in Parameters as Chalk Mark. This is usually used to define the particular spot on a tyre that a chalk mark has been added. This information can also be obtained from the Hand Held if recorded.

Inspection Details – Hand Held Notes1

The Hand Held Notes are used for additional information that has been recorded on the Hand Held for the Offence. This information is recorded in this field from the Hand Held update.

Inspection Details – Hand Held Notes 2

The Hand Held Notes are used for additional information that has been recorded on the Hand Held for the Offence. This information is recorded in this field from the Hand Held update.

Inspection Details – Hand Held Notes 3

The Hand Held Notes are used for additional information that has been recorded on the Hand Held for the Offence. This information is recorded in this field from the Hand Held update.

Inspection Details – Notes Book Number

If Inspection Details are recorded then a Notes Book No. can be recorded for it. This information is usually obtained from the Hand Held if recorded.

Inspection Details – Parking Cost

If Inspection Details are recorded then Parking Cost can be recorded. This information is usually obtained from the Hand Held if recorded.

Inspection Details – Device No.

If Inspection Details are recorded then Device No details can be recorded. This information is usually obtained from the Hand Held if recorded.

Inspection Details – Photo Taken

If Inspection Details are recorded then an indicator can be set notifying that Photo was Taken. This information is usually obtained from the Hand Held if recorded and will display on the Infringement Summary form.

Towing Company Pop Up Form

The Towing Company Pop Up form displays the Towing Company Codes that are available to be allocated to an Infringement. These have been defined within the Infringement Type Parameters.

Type	Description
4U	Towing 4U Service
ABC	ABC Towing Company
READY	Ready Towing Service

Search Profile
Type
Description

Towing Company Pop Up Form

Towing Company Type

This field displays the code that has been assigned to a Towing Company.

Towing Company Description

This field displays a description of the Towing Company Code.

Search Profile – Towing Company Type

This field can be used to enter a full or part description of a Towing Company Code on which to search when more than 9 occurrences of Towing Company Codes display.

Search Profile – Towing Company Description

If a full or part description of the Towing Company is known the User may enter it in this field. Selecting the search button will display any occurrences found.

Tow Yard Location Pop Up Form

The Tow Yard Location Pop Up form displays the Tow Yard Location Codes that are available to be allocated to an Infringement. The Tow Yard Location Codes are defined within the Infringement Type Parameters.

Type	Description
NORTH	North of City
SOUTH	South of City

Search Profile

Type

Description

Search

Select

Quit

Tow Yard Location Pop Up Form

Tow Yard Location Type

This field displays the code that has been assigned to a Tow Yard Location.

Tow Yard Location Description

This field displays a description of the Tow Yard Location Code.

Search Profile – Tow Yard Location Type

This field can be used to enter a full or part description of a Tow Yard Location Code on which to search when more than 9 occurrences of Tow Yard Location Codes display.

Search Profile – Tow Yard Location Description

If a full or part description of the Tow Yard Location is known the User may enter it in this field. Selecting the search button will display any occurrences found.

Type of Tow Pop Up Form

The Type of Tow Pop Up form displays the 'Type of Tow' Codes that are available to be allocated to an Infringement. The 'Type of Tow' Codes are defined within the Infringement Type Parameters.

Type	Description
DOL	Dolley Wheels
FTC	F/T Cradle
FTH	F/Tow Hook
HH	Heavy Haulage
NT	Not Towed
RTC	R/Tow Cradle
RTH	R/Tow Hook
TRANS	Transporter

Search Profile

Type

Description

Type of Tow Pop Up Form

Type of Tow Type

This field displays the code that has been assigned to a Type of Tow.

Type of Tow Description

This field displays a description of the Type of Tow Code.

Search Profile – Type of Tow Type

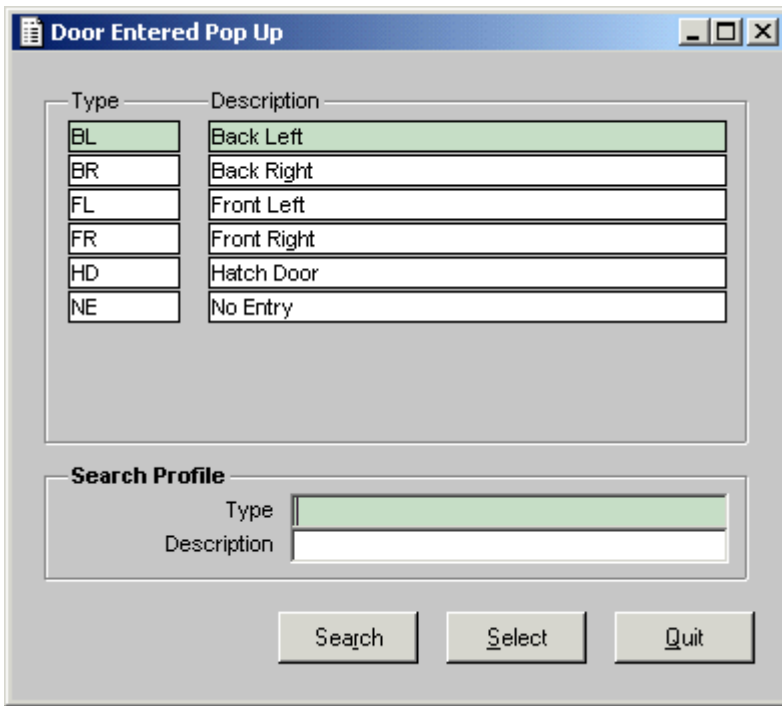
This field can be used to enter a full or part description of a Type of Tow Code on which to search when more than 9 occurrences of Type of Tow codes display.

Search Profile – Type of Tow Description

If a full or part description of the Type of Tow is known the User may enter it in this field. Selecting the search button will display any occurrences found.

Door Entered Pop Up Form

The Door Entered Pop Up form displays the Door Entered Codes that are available to be allocated to an Infringement. The Door Entered Codes are defined within the Infringement Type Parameters.



The 'Door Entered Pop Up' form is a window with a title bar containing a document icon and the text 'Door Entered Pop Up'. It features a table with two columns: 'Type' and 'Description'. The table contains the following entries:

Type	Description
BL	Back Left
BR	Back Right
FL	Front Left
FR	Front Right
HD	Hatch Door
NE	No Entry

Below the table is a 'Search Profile' section with two input fields: 'Type' and 'Description'. At the bottom of the form are three buttons: 'Search', 'Select', and 'Quit'.

Door Entered Pop Up Form

Door Entered Type

This field displays the code that has been assigned to a Door Entered Type.

Door Entered Description

This field displays a description of the Door Entered Code.

Search Profile – Door Entered Type

This field can be used to enter a full or part description of a Door Entered Code on which to search when more than 9 occurrences of Door Entered codes display.

Search Profile – Door Entered Description

If a full or part description of the Door Entered Code is known the User may enter it in this field. Selecting the search button will display any occurrences found.

Chalk Mark Pop Up Form

The Chalk Mark Pop Up form displays the Chalk Mark Codes that are available to be allocated to an Infringement.

The image shows a 'Chalk Mark Pop Up' window. It contains a table with two columns: 'Type' and 'Description'. The first row is highlighted in green. Below the table is a 'Search Profile' section with two input fields: 'Type' and 'Description'. At the bottom are three buttons: 'Search', 'Select', and 'Quit'.

Type	Description
1098765432	internal type code
LB	Left back
LF	Left Front
NM	Not Marked
RB	Right Back
RF	Right Front

Search Profile

Type

Description

Chalk Mark Pop Up Form

Chalk Mark Type

This field displays the code that has been assigned to a Chalk Mark.

Chalk Mark Description

This field displays a description of the Chalk Mark Code.

Search Profile - Chalk Mark Type

This field can be used to enter a full or part description of a Chalk Mark Code on which to search when more than 9 occurrences of chalk mark codes display.

Search Profile - Chalk Mark Description

If a full or part description of the Chalk Mark is known the User may enter it in this field. Selecting the search button will display any occurrences found.

Animal Infringement Entry

When an Infringement Type has been nominated to be an Animal Infringement then the Infringement Entry form is different to that for a Parking Infringement.

Animal Infringement Entry Form

The following form is used to enter in an Animal Infringement. It is also possible to link an Animal from the Animal System to an Animal Infringement by using the Attach Animal Button on this form.

NOTE: - For New Zealand Sites only a Detail Option is available next to the Offence Type Description field.

New Zealand Animals Animal Ticket Maintenance

Offence

Animal Ticket: 50 Inspector: COO >> COOK

Offence Date: 02-Aug-2002 Friday Issue Date: 02-Aug-2002

Time: 23:45:00 Start Time: 23:15:00 End Time: 00:30:00

Offence Type: W1 >> warning on animal off lease 0.00 ... 0.00 Direct Prosecution ☐

Notification Code: H >> Handed to Offender

Location

Location Type: Street Location: Dew Street, Cooksville >>

Additional Location:

Council Area: 001 >> area one

Animal Details

Registration Number: 134 2006 State Code: NZ New Zealand

Breed: Afgan Owner: Miss Abby Smith

Colour: APRICOT Particulars: This is a wild vicious dog

Gender: MALE

Physical Identification:

Animal Reference: 2685

Current Contact

Current Contact: Abby Smith >> ...

Comments

Comments: make sure that the animal's owner is made aware of this issue

Offender Class. Maintain Animal Detach Animal Accept Cancel

Animal Infringements Entry Form

Infringement Number

Enter an Infringement Number in the specific format assigned to Animal Infringements.

Inspector

These fields are used to enter the specific User ID of the Inspector issuing the Infringement. The Pop Up can be accessed from which to make a selection.

Offence Date and Day

This field is used to enter the Offence Date of the Offence. The Offence Date cannot be greater than the day the Infringement is entered into the system.

When you enter in an Offence Date, the system will automatically determine the day of the week that the Offence occurred on, and this is placed in the field next to the Offence Date field.

Once an Infringement has been “accepted” into the system, all fields on the Infringement Entry form will clear, except for the Offence Date field, which will remain at the date which was previously entered.

This field is mandatory on this form.

Issue Date

This field is used to show the Date that the Infringement was issued. This will generally always be the Offence Date, and hence, will default to what has been entered into the Offence Date field.

Offence Time

This field is used to enter the time of the Offence. This will be the time that the Infringement was written by the Inspector.

This field is mandatory on this form.

Start Time

This field is used to enter the Time that the Offence was initially recorded as occurring.

End Time

This field is used to enter the Time that the Offence was recorded as occurring.

If the Offence has been Pre-Paid then a message will be displayed next to this field informing the User that the Offence has been Pre-Paid.

Offence Type

This field is used to enter the Offence Type for the Infringement record. Offence Types are defined in the Offence Type Parameter. Double clicking the field or selecting the Pop Up button will invoke the Offence Type Pop Up form, from which an appropriate Offence Type can be selected.

NOTE: - For New Zealand Sites only a Detail Option is available next to the Offence Type Description field. When selected this will display the Offence Type Enquiry form showing details of the entered Offence Type.

Amount

This field is used to specify the amount of the Infringement. The Amount is automatically generated depending on which Offence Type is selected (using the Offence Fines records for that Offence Type).

On the Infringement Type parameter, there is a checkbox called “Change Fine”. When this is checked on, the Amount field can be altered. However, if it is checked off, this field becomes read only and cannot be altered.

Direct Prosecution

This checkbox is used to specify whether the Infringement record is a Direct Prosecution. When this is checked on, the Infringement will have a balance of zero when it is accepted.

This flag is controlled by the Notification Code that has been previously selected. If the Notification Code has been defined as Direct Prosecution in the Notification Code Maintenance form, then this flag will be automatically checked on. This can be overridden manually.

Notification Code

This field is used to specify how the customer was notified of their Infringement Notice. Notification Codes are established on the Notification Code parameter. Double clicking the field or selecting the Pop Up button will invoke the Notification Code Pop Up form, from which a Notification Code can be selected.

On the Notification Code parameter, a code can be specified as “Post Out” or “Direct Prosecution”. When a Notification Code is selected, the appropriate checkboxes on the Infringement Entry form will be flagged.

The Notification Code can be defaulted on the Infringement Type parameter, but can be overridden if required.

Location Type

This field is used to identify where the Offence has occurred. The Location Type defaults to Street but the dropdown can be used to select Property.

Location

This field is used to enter the Street or Property where the Offence occurred for the Infringement record. Double clicking the field or selecting the Pop Up button will invoke either the Property Selection Form (if the Location Type is set to Property) or the Street Pop Up form (if the Location Type is set to Street).

Additionally, the Location can be keyed directly into this field. On entering in a Location a Detail button will display allowing access to the Property information.

NOTE: - Where the Street Location Processing Method for a particular Infringement Type is set to 'Linked', links to street data stored in the Property Module will be created.

Where the Method is set to 'Free-text', street data will be stored as 'free-text' data attached directly to the infringement record. When entering or maintaining infringement notice data manually using the 'Free-text' method, it is possible to either enter (i.e. type in) a street's name or select it from street data held in the Property Module. When selecting from the Property Module the street name exclusive of the suburb only will be retrieved. If the street name is typed in, there is no validation of the entry and whatever the User chooses to enter will be accepted.

Additional Location

The Additional Location field is a free form text field for additional information to be entered.

Council Area

This field is used to enter the Council Area for the Infringement record. Council Area records are defined in the Council Area parameter. Double clicking the field or selecting the Pop Up button will invoke the Council Area Pop Up form, from which an appropriate Council Area can be selected.

Registration Number

If an Animal is attached to the Infringement then the Registration Disc Number is displayed in the first part of the field and the Registration Period Code is displayed in the second part of this field. These fields will then be non-maintainable.

If an Animal is not attached to the Infringement then these fields are free format and the Disc Number etc can be entered manually.

State Code

If an Animal is attached to the Infringement then the State Code is displayed in the field. This field will then be non-maintainable.

If an Animal is not attached to the Infringement then this field can be manually updated with the State Code or the Pop Up can be used to select the required State Code.

Animal Reference

If an Animal is attached to the Infringement then the Animal Reference is defaulted into this field. This field will then be non-maintainable.

If an Animal is not attached to the Infringement then this field is non maintainable and it is not possible to enter into this field.

Physical Identification

If an Animal is attached to the Infringement then any Physical Identification that is recorded on the Animal System will be defaulted into this field. This field will then be non-maintainable.

If an Animal is not attached to the Infringement then this field is free format for information to be entered.

Breed

If an Animal is attached to the Infringement then the Breed of the Animal will be defaulted into this field. This field will then be non-maintainable.

If an Animal is not attached to the Infringement then this field is free format or if the Breed Parameters have been set up then there is a Pop Up option available to select a Breed from a list of predefined Breeds.

This field is mandatory.

Colour

If an Animal is attached to the Infringement then the Colour of the Animal will be defaulted into this field. This field will then be non-maintainable.

If an Animal is not attached to the Infringement then this field is free format or if the Colour Parameters have been set up then there is a Pop Up option available to select a Colour from a list of predefined Colours.

Gender

If an Animal is attached to the Infringement then the Gender of the Animal will be defaulted into this field. This field will then be non-maintainable.

If an Animal is not attached to the Infringement then this field is free format or if the Gender Parameters have been set up then there is a Pop Up option available to select a Gender from a list of predefined Genders.

Owner

If an Animal is attached to the Infringement then the Animal Owner is defaulted into this field. This field will then be non-maintainable.

If an Animal is not attached to the Infringement then the Animal Owner is free format.

Particulars

If an Animal is attached to the Infringement then the Particulars against that Animal are defaulted into this field. This field then will be non-maintainable.

If an Animal is not attached to the Infringement then the Particulars are free format.

Current Contact

If an Animal is attached to the Infringement then the Current Contact defaults to the Owner Name.

If an Animal is not attached to the Infringement then the Current Contact can be selected using the Pop Up button.

Upon a Current Contact being entered a Detail button is displayed to allow access to the Name and Address information.

Comments

The Comments field is a free format field that allows information to be keyed about the Infringement or Offence.

Additional Data Button

If Additional Data is required to be added to the Infringement then selection of the Additional Data button will display the Additional Data form for the Additional Data to be entered.

Additional Offences Button

If Additional Offences are required to be added to the Infringement then selection of the Additional Offences button will display the Additional Offence Type form for the Additional Offences to be entered.

Select Animal/Detach Animal Button

If an Animal from the Animal system is required to be associated to the Infringement, then selection of the Select Animal button will allow searching over the Animal system for the required Animal.

If an Animal is to be 'Detached' from the Infringement, then selection of the Detach Animal button will break the link to the Animal in the Animal system.

Maintain Animal Button

If Animal has been attached to the Infringement, then it is possible to view the Animal information by selecting this button.

Offender Classification Button

Selection of the Offender Classification button displays the Offender Classification Maintenance form where Classification details can be added to the Current Contact (Offender) on the Infringement. This button will only be visible if the Council is authorised to the NZ National Dog Database.

Additional Infringement Data Maintenance Form - Animals

The Additional Infringement Data Maintenance Form is displayed when either the Button is selected from Infringement Entry or the parameter has been set to show this form on entering an Infringement.

Additional Infringement Data Maintenance Form

Infringement Number

This field shows the Infringement Number that the Additional Infringement Data relates to. This field is read only and cannot be maintained.

Offence Date

This field shows the Offence Date for the Infringement that the Additional Infringement Data relates to. This field is read only and cannot be maintained.

Offence Time

This field shows the Offence Time for the Infringement that the Additional Infringements Data relates to. This field is read only and cannot be maintained.

Between Street 1

This field is used to enter Between Street 1 information. This information can be manually entered or uploaded by Hand Held Devices.

NOTE: - Where the Street Location Processing Method for a particular Infringement Type is set to 'Linked', links to street data stored in the Property Module will be created.

Where the Method is set to 'Free-text', street data will be stored as 'free-text' data attached directly to the infringement record. When entering or maintaining infringement notice data manually using the 'Free-text' method, it is possible to either enter (i.e. type in) a street's name or select it from street data held in the Property Module. When selecting from the Property Module the street name exclusive of the suburb only will be retrieved. If the street name is typed in, there is no validation of the entry and whatever the User chooses to enter will be accepted.

Between Street 2

This field is used to enter Between Street 2 information. This information can be manually entered or uploaded by Hand Held Devices.

NOTE: - Where the Street Location Processing Method for a particular Infringement Type is set to 'Linked', links to street data stored in the Property Module will be created.

Where the Method is set to 'Free-text', street data will be stored as 'free-text' data attached directly to the infringement record. When entering or maintaining infringement notice data manually using the 'Free-text' method, it is possible to either enter (i.e. type in) a street's name or select it from street data held in the Property Module. When selecting from the Property Module the street name exclusive of the suburb only will be retrieved. If the street name is typed in, there is no validation of the entry and whatever the User chooses to enter will be accepted.

Issue Time

This field is used to enter in the Issue Time for the Infringement. This information can be manually entered or uploaded by Hand Held Devices.

Notes – Description 1

If Notes 1 have been entered via the Hand Held Device then they will appear in this field. This can also be manually entered.

Notes – Description 2

If Notes 2 have been entered via the Hand Held Device then they will appear in this field. This can also be manually entered.

Review Details – Notes 1

If Review Notes 1 have been entered via the Hand Held Device then they will appear in this field. This can also be manually entered.

Review Details – Notes 2

If Review Notes 2 have been entered via the Hand Held Device then they will appear in this field. This can also be manually entered.

Review Time

The Review Time can be recorded on the Hand Held Device and therefore loaded into this field. This field can also be manually entered.

Issue Time

This field displays the Issue Time if it has been recorded on the Hand Held device.

Offender's Name

If the Offender's name has been loaded via the Hand Held Device then this field is the only place that you can maintain it. If it is necessary for the Infringement to progress to Court it will be necessary to maintain the Name Records and enter it into the Name and Address system as if manually entered.

Offender's Address

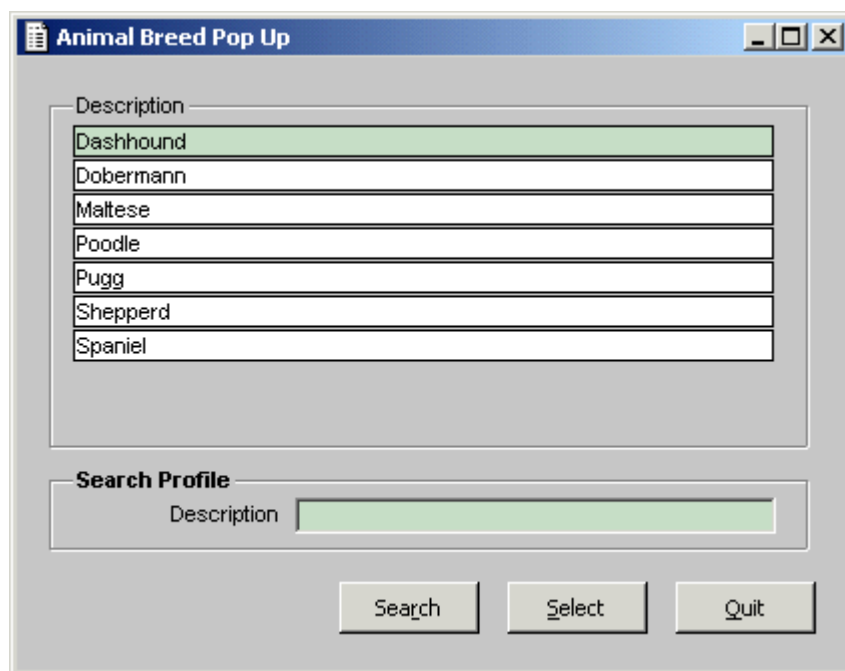
If the Offender's Address has been loaded via the Hand Held Device then this field is the only place that you can maintain it.

Comments

The Comments field is free form and allows entry of additional information. Additional information from the Hand Held Devices is also written into this field.

Animal Breed Pop Up Form

The Animal Breed Pop Up form displays the Animal Breeds that are available to be allocated to an Infringement when the Infringement is not being attached to an Animal in the Animal Module. This Pop Up is only available of use if the Animal Breeds have been set up in the Infringement Type Parameters.



The 'Animal Breed Pop Up' form features a title bar with a document icon and standard window controls. It contains a 'Description' section with a list of animal breeds: Dashhound, Dobermann, Maltese, Poodle, Pugg, Shepperd, and Spaniel. Below this is a 'Search Profile' section with a 'Description' text field. At the bottom are three buttons: 'Search', 'Select', and 'Quit'.

Animal Breed Pop Up Form

Animal Breed Description

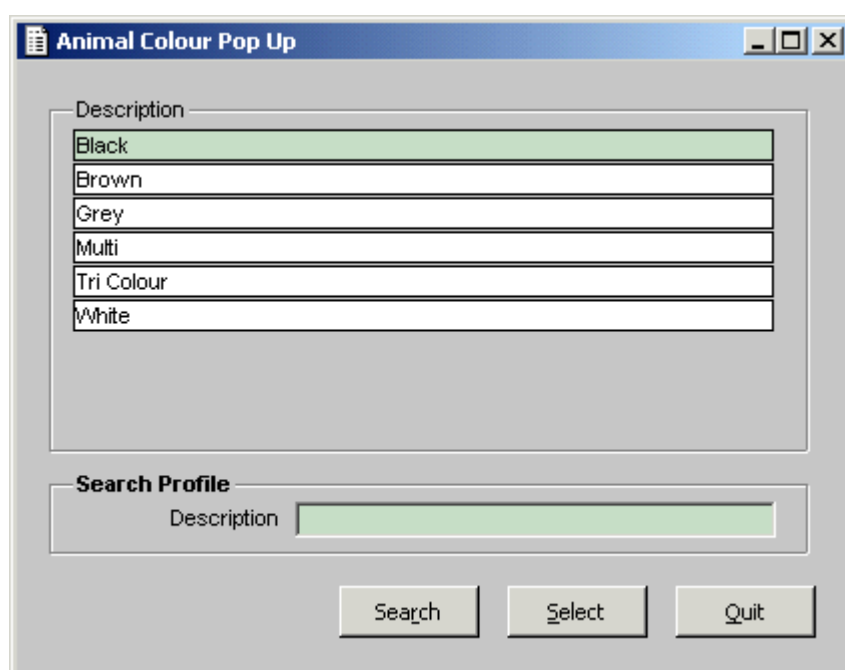
This field displays the Animal Breeds that are available for selection when the Infringement is not being allocated to an Animal in the Animal Module.

Search Profile - Description

This field can be used to enter a full or part description of an Animal Breed on which to search when more than 9 occurrences of Animal Breeds display.

Animal Colour Pop Up Form

The Animal Colour Pop Up form displays the Animal Colours that are available to be allocated to an Infringement when the Infringement is not being attached to an Animal in the Animal Module. This Pop Up is only available of use if the Animal Colours have been set up in the Infringement Type Parameters.



The 'Animal Colour Pop Up' form has a title bar with a document icon and standard window controls. It includes a 'Description' section with a list of colors: Black, Brown, Grey, Multi, Tri Colour, and White. Below this is a 'Search Profile' section with a 'Description' text field. At the bottom are three buttons: 'Search', 'Select', and 'Quit'.

Animal Colour Pop Up Form

Animal Colour Description

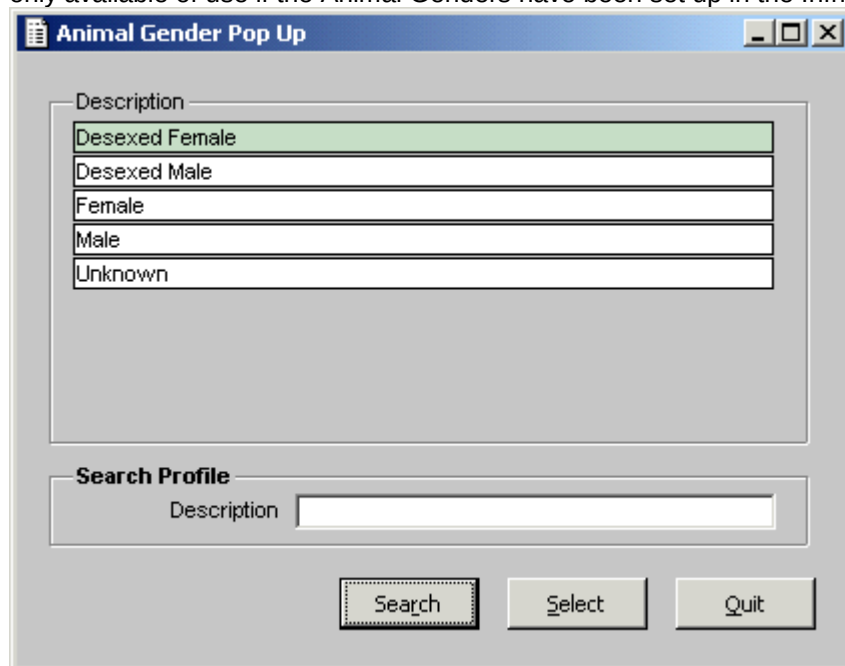
This field displays the Animal Colours that are available for selection when the Infringement is not being allocated to an Animal in the Animal Module.

Search Profile - Description

This field can be used to enter a full or part description of an Animal Colour on which to search when more than 9 occurrences of Animal Colours display.

Animal Gender Pop Up Form

The Animal Gender Pop Up form displays the Animal Genders that are available to be allocated to an Infringement when the Infringement is not being Attached to an Animal in the Animal Module. This Pop Up is only available of use if the Animal Genders have been set up in the Infringement Type Parameters.



Animal Gender Pop Up Form

Animal Gender Description

This field displays the Animal Genders that are available for selection when the Infringement is not being allocated to an Animal in the Animal Module.

Search Profile - Description

This field can be used to enter a full or part description of an Animal Gender on which to search when more than 9 occurrences of Animal Genders display.

By Law Infringement Entry

By Law Infringement Entry Form

This form is used to manually enter in By-law Infringements into the Infringement System. This form is governed by the Infringement format.

NOTE: - For New Zealand Sites only a Detail Option is available next to the Offence Type Description field.

Bylaws New Zealand BYLAW Entry

Offence

BYLAW 70000007 Inspector COO >> COOK

Offence Date 01-Jan-2006 Sunday Issue Date 01-Jan-2006

Time 10:00:00 Start Time 10:00:00 End Time 10:15:00

Offence Type WA >> wandering animal ... 27.00 Direct Prosecution ☐

Notification Code >>

Location

Location Type Street >>

Location Dew Street, Cookville >>>

Additional Location

Council Area >>

Current Contact

Current Contact >>

Comments

Comments

Accept Cancel

By-Law Infringement Entry Form

Infringement Number

Enter an Infringement Number in the specific format assigned to By-laws Infringements.

Inspector

These fields are used to enter the specific User ID of the Inspector issuing the Infringement. The Pop Up can be accessed from which to make a selection.

Offence Day and Date

This field is used to enter the Offence Date of the Offence. The Offence Date cannot be greater than the day the Infringement is entered into the system.

When you enter in an Offence Date, the system will automatically determine the day of the week that the Offence occurred on, and this is placed in the field next to the Offence Date field.

Once an Infringement has been accepted into the system, all fields on the Infringement Entry form will clear, except for the Offence Date field, which will remain at the date which was previously entered.

This field is mandatory on this form.

Issue Date

This field is used to show the Date that the Infringement was issued. This will generally always be the Offence Date, and hence, will default to what has been entered into the Offence Date field.

Offence Time

This field is used to enter the time of the Offence. This will be the time that the Infringement was written by the Inspector.

This field is mandatory on this form.

Start Time

This field is used to enter the Time that the Offence was initially recorded as occurring.

End Time

This field is used to enter the Time that the Offence was recorded as occurring.

A message informing the User that the Offence has been Pre-Paid will be displayed next to this field when the Offence is entered and it has been Pre-Paid.

Offence Type

This field is used to enter the Offence Type for the Infringement record. Offence Types are defined in the Offence Type Parameter. Double clicking the field or selecting the Pop Up button will invoke the Offence Type Pop Up form, from which an appropriate Offence Type can be selected.

NOTE: - For New Zealand Sites only a Detail Option is available next to the Offence Type Description field. When selected this will display the Offence Type Enquiry form showing details of the entered Offence Type.

Amount

This field is used to specify the amount of the Infringement. The Amount is automatically generated depending on which Offence Type is selected (using the Offence Fines records for that Offence Type).

On the Infringement Type parameter, there is a checkbox called "Change Fine". When this is checked on, the Amount field can be altered. However, if it is checked off, this field becomes read only and cannot be altered.

Direct Prosecution

This checkbox is used to specify whether the Infringement record is a Direct Prosecution. When this is checked on, the Infringement will have a balance of zero when it is accepted.

Notification Code

This field is used to specify how the customer was notified of their Infringement Notice. Notification Codes are established on the Notification Code parameter. Double clicking the field or selecting the Pop Up button will invoke the Notification Code Pop Up form, from which a Notification Code can be selected.

Location Type

This field is used to identify where the Offence has occurred. The dropdown can be used to select Property or Street.

Location

This field is used to enter the Street or Property where the Offence occurred for the Infringement record. Double clicking the field or selecting the Pop Up button will invoke either the Property Selection Form (if the Location Type is set to Property) or the Street Pop Up form (if the Location Type is set to Street).

Additionally, the Location can be keyed directly into this field. On entering in a Location a Detail button will display allowing access to the Property information.

NOTE: - Where the Street Location Processing Method for a particular Infringement Type is set to 'Linked', links to street data stored in the Property Module will be created.

Where the Method is set to 'Free-text', street data will be stored as 'free-text' data attached directly to the infringement record. When entering or maintaining infringement notice data manually using the 'Free-text' method, it is possible to either enter (i.e. type in) a street's name or select it from street data held in the Property Module. When selecting from the Property Module the street name exclusive of the suburb only will

be retrieved. If the street name is typed in, there is no validation of the entry and whatever the User chooses to enter will be accepted.

Additional Location

The Additional Location field is a free form text field for additional information to be entered.

Council Area

This field is used to enter the Council Area for the Infringement record. Council Area records are defined in the Council Area parameter. Double clicking the field or selecting the Pop Up button will invoke the Council Area Pop Up form, from which an appropriate Council Area can be selected.

Current Contact

If a Current Contact is required then a name can be selected using the Pop Up button. Upon a Current Contact being entered a Detail button is displayed to allow access to the Name and Address information.

Comments

The Comments field is a free format field that allows information to be keyed about the Infringement or Offence.

Additional Offences Button

If Additional Offences are required to be added to the Infringement then selection of the Additional Offences button will display the Additional Offence Type form for these Additional Offences to be entered.

Additional Data Button

If Additional Data is required to be added to the Infringement then selection of the Additional Data button will display the Additional Data form for the Additional Data to be entered.

Additional Infringement Data Maintenance Form - Bylaws

The Additional Infringement Data Maintenance Form is displayed when either the Button is selected from Infringement Entry or the parameter has been set to show this form on entering an Infringement.

Additional Infringement Data Maintenance Form

Infringement Number

This field shows the Infringement Number that the Additional Infringement Data relates to. This field is read only and cannot be maintained.

Offence Date

This field shows the Offence Date for the Infringement that the Additional Infringement Data relates to. This field is read only and cannot be maintained.

Offence Time

This field shows the Offence Time for the Infringement that the Additional Infringements Data relates to. This field is read only and cannot be maintained.

Between Street 1

This field is used to enter Between Street 1 information. This information can be manually entered or uploaded by Hand Held Devices.

NOTE: - Where the Street Location Processing Method for a particular Infringement Type is set to 'Linked', links to street data stored in the Property Module will be created.

Where the Method is set to 'Free-text', street data will be stored as 'free-text' data attached directly to the infringement record. When entering or maintaining infringement notice data manually using the 'Free-text' method, it is possible to either enter (i.e. type in) a street's name or select it from street data held in the Property Module. When selecting from the Property Module the street name exclusive of the suburb only will be retrieved. If the street name is typed in, there is no validation of the entry and whatever the User chooses to enter will be accepted.

Between Street 2

This field is used to enter Between Street 2 information. This information can be manually entered or uploaded by Hand Held Devices.

NOTE: - Where the Street Location Processing Method for a particular Infringement Type is set to 'Linked', links to street data stored in the Property Module will be created.

Where the Method is set to 'Free-text', street data will be stored as 'free-text' data attached directly to the infringement record. When entering or maintaining infringement notice data manually using the 'Free-text' method, it is possible to either enter (i.e. type in) a street's name or select it from street data held in the Property Module. When selecting from the Property Module the street name exclusive of the suburb only will be retrieved. If the street name is typed in, there is no validation of the entry and whatever the User chooses to enter will be accepted.

Issue Time

This field is used to enter in the Issue Time for the Infringement. This information can be manually entered or uploaded by Hand Held Devices.

Format Sign

This field displays the Format of the Sign that was associated with the offence. This information can be manually entered or uploaded by Hand Held Devices.

Hand Held Notes 1

If Hand Held Notes 1 have been entered via the Hand Held Device then they will appear in this field. This can also be manually entered.

Hand Held Notes 2

If Hand Held Notes 2 have been entered via the Hand Held Device then they will appear in this field. This can also be manually entered.

Review Notes 1

If Review Notes 1 have been entered via the Hand Held Device then they will appear in this field. This can also be manually entered.

Review Notes 2

If Review Notes 2 have been entered via the Hand Held Device then they will appear in this field. This can also be manually entered.

Review Time

The Review Time can be recorded on the Hand Held Device and therefore loaded into this field. This field can also be manually entered.

Registration

The Registration Field contains the Registration number of the Vehicle. This information can be manually entered or uploaded via Hand Held Devices.

State

The State Code of the Registration Number is entered into this field or can be selected using the Pop Up. This information can be manually entered or uploaded via Hand Held Devices.

Label

The Engine Label is displayed in this field. This information can be manually entered or uploaded via Hand Held Devices

Registration Expires

The Registration Expires field contains the date that the Registration of the Vehicle will or has expired. This information can be manually entered or uploaded via Hand Held Devices.

Vehicle Type

The Vehicle Type field contains the description of the Type of Vehicle involved in the offence. This information can be manually entered, selected using the Pop Up, or uploaded via Hand Held Devices.

Vehicle Make

The Vehicle Make field contains the Make of the Vehicle. This information can be manually entered, selected using the Pop Up, or uploaded via Hand Held Devices.

Vehicle Colour

The Vehicle Colour field contains the colour of the Vehicle involved in the offence. This information can be manually entered, selected using the Pop Up, or uploaded via Hand Held Devices.

Side of Street

The Side of Street field contains the code for the side of street that the offence occurred. This information can be manually entered, selected using the Pop Up, or uploaded via Hand Held Devices.

Traffic Conditions

The Traffic Conditions field contains the code of the conditions of the Traffic at the time of the Offence. This information can be manually entered, selected using the Pop Up, or uploaded via Hand Held Devices.

Offender's Name

If the Offender's name has been loaded via the Hand Held Device then this field is the only place that you can maintain it. If it is necessary for the Infringement to progress to Court it will be necessary to maintain the Name Records and enter it into the Name and Address system as if manually entered.

Offender's Address

If the Offender's Address has been loaded via the Hand Held Device then this field is the only place that you can maintain it.

Comments

The Comments field is free form and allows entry of additional information. Additional information from the Hand Held Devices is also written into this field.

Application Infringement Entry

Applications Infringement Entry Form

This form is used to manually enter in Application Infringements into the Infringement system. This form is governed by the Infringement format.

Application Infringements Appic Entry

Offence

Applic: 208 Inspector: COOKP >> Pat Cook

Offence Date: 01-Jan-2002 Tuesday Issue Date: 01-Jan-2002

Time: 01:00:00 Start Time: 01:00:00 End Time: 01:15:00

Offence Type: >> Notification Code: >> Direct Prosecution: ☐

Location

Location Type: Street Location: >>

Additional Location: Council Area: >>

Application Details

Application Number: Applicant: Particulars:

Current Contact

Current Contact: >>

Comments

Comments:

Select Application Accept Cancel

Applications Infringement Entry

Infringement Number

Enter an Infringement Number in the specific format assigned to Application Infringements

Inspector

These fields are used to enter the specific User ID of the Inspector issuing the Infringement. The Pop Up can be accessed from which to make a selection.

Offence Day and Date

This field is used to enter the Offence Date of the Offence. The Offence Date cannot be greater than the day the Infringement is entered into the system.

When you enter in an Offence Date, the system will automatically determine the day of the week that the Offence occurred on, and this is placed in the field next to the Offence Date field.

Once an Infringement has been accepted into the system, all fields on the Infringement Entry form will clear, except for the Offence Date field, which will remain at the date which was previously entered.

This field is mandatory on this form.

Issue Date

This field is used to show the Date that the Infringement was issued. This will generally always be the Offence Date, and hence, will default to what has been entered into the Offence Date field.

Offence Time

This field is used to enter the time of the Offence. This will be the time that the Infringement was written by the Inspector.

Start Time

This field is used to enter the Time that the Offence was initially recorded as occurring.

End Time

This field is used to enter the Time that the Offence was recorded as occurring.

A message informing the User that the Offence has been Pre-Paid will display next to this field when the Offence is entered and the Offence has been Pre-Paid.

Offence Type

This field is used to enter the Offence Type for the Infringement record. Offence Types are defined in the Offence Type Parameter. Double clicking the field or selecting the Pop Up button will invoke the Offence Type Pop Up form, from which an appropriate Offence Type can be selected.

Amount

This field is used to specify the Amount of the Infringement. The Amount is automatically generated depending on which Offence Type is selected (using the Offence Fines records for that Offence Type).

On the Infringement Type parameter, there is a checkbox called "Change Fine". When this is checked on, the Amount field can be altered. However, if it is checked off, this field becomes read only and cannot be altered.

Direct Prosecution

This checkbox is used to specify whether the Infringement record is a Direct Prosecution. When this is checked on, the Infringement will have a balance of zero when it is accepted.

Notification Code

This field is used to specify how the customer was notified of their Infringement Notice. Notification Codes are established on the Notification Code parameter. Double clicking the field or selecting the Pop Up button will invoke the Notification Code Pop Up form, from which a Notification Code can be selected.

Location Type

This field is used to identify where the Offence has occurred. The Location Type defaults to Street but the dropdown can be used to select Property.

Location

This field is used to enter the Street or Property where the Offence occurred for the Infringement record. Double clicking the field or selecting the Pop Up button will invoke either the Property Selection form (if the Location Type is set to Property), or the Street Pop Up form (if the Location Type is set to Street).

Additionally, the Location can be keyed directly into this field. On entering in a Location a Detail button will display allowing access to the Property information.

Additional Location

The Additional Location field is a free form text field for additional information to be entered.

Council Area

This field is used to enter the Council Area for the Infringement record. Council Area records are defined in the Council Area parameter. Double clicking the field or selecting the Pop Up button will invoke the Council Area Pop Up form, from which an appropriate Council Area can be selected.

Application Number

If an Application is attached to the Infringement then the Application Number is defaulted into this field. This field will then be non-maintainable.

If an Application is not attached to the Infringement then this field is free format and the Application Number can be entered manually.

Applicant

If an Application is attached to the Infringement then the Applicant is defaulted from the Application. This field will then be non-maintainable.

If an Application is not attached to the Infringement then the Applicant is free format and the Applicant can be entered manually.

This is a mandatory field on this form.

Particulars

If an Application is attached to the Infringement then the Particulars are defaulted from the Application. This field will then be non-maintainable.

If an Application is not attached to the Infringement then the Particulars is a free format field and the Particulars can be entered manually.

Current Contact

If an Application is attached to the Infringement then the Current Contact defaults to the Applicant name.

If an Application is not attached to the Infringement then the Current Contact can be selected using the Pop Up.

Upon a Current Contact being entered a Detail button is displayed to allow access to the Name and Address information.

Comments

The Comments field is a free format field that allows information to be keyed about the Infringement or Offence.

Additional Offences Button

If Additional Offences are required to be added to the Infringement then selection of the Additional Offences button will display the Additional Offence Type form for these Additional Offences to be entered.

Select Application/Detach Application Button

If an Application from the Application system is required to be associated to the Infringement, then selection of the Select Application button will allow searching over the Application system for the required Application.

If an Application is to be 'Detached' from the Infringement, then selection of the Detach Application button will break the link to the Application in the Application system.

Maintain Application Button

If an Application has been attached to the Infringement, then it is possible to view the Application information by selecting this button.

Licensing Infringement Entry

Licensing Infringement Entry Form

This form is used to manually enter in Licensing Infringements into the Infringement system. This form is governed by the Infringement format.

Licensing Infringements TICKET Entry

Offence

TICKET

Offence Date

Time Start Time End Time

Inspector

Issue Date

Offence Type

Notification Code

Direct Prosecution ☐

Location

Location Type

Location

Additional Location

Council Area

Licence Details

Licence Number

Licensee

Trading Name

Particulars

Current Contact

Current Contact

Comments

Comments

Licensing Infringement Entry

Infringement Number

Enter an Infringement Number in the specific format assigned to Licensing Infringements.

Inspector

These fields are used to enter the specific User ID of the Inspector issuing the Infringement. The Pop Up can be accessed from which to make a selection.

Offence Day and Date

This field is used to enter the Offence Date of the Offence. The Offence Date cannot be greater than the day the Infringement is entered into the system.

When you enter in an Offence Date, the system will automatically determine the day of the week that the Offence occurred on, and this is placed in the field next to the Offence Date field.

Once an Infringement has been accepted into the system, all fields on the Infringement Entry form will clear, except for the Offence Date field, which will remain at the date which was previously entered.

This field is mandatory on this form.

Issue Date

This field is used to show the Date that the Infringement was issued. This will generally always be the Offence Date, and hence, will default to what has been entered into the Offence Date field.

Offence Time

This field is used to enter the time of the Offence. This will be the time that the Infringement was written by the Inspector.

Start Time

This field is used to enter the Time that the Offence was initially recorded as occurring.

End Time

This field is used to enter the Time that the Offence was recorded as occurring.

A message informing the User the Offence has been Pre-Paid will display next to this field when the Offence entered and it has been Pre-Paid.

Offence Type

This field is used to enter the Offence Type for the Infringement record. Offence Types are defined in the Offence Type Parameter. Double clicking the field or selecting the Pop Up button will invoke the Offence Type Pop Up form, from which the appropriate Offence Type can be selected.

Amount

This field is used to specify the Amount of the Infringement. The Amount is automatically generated depending on which Offence Type is selected (using the Offence Fines recorded for that Offence Type).

On the Infringement Type parameter, there is a checkbox called "Change Fine". When this is checked on, the Amount field can be altered. However, if it is checked off, this field becomes read only and cannot be altered.

Direct Prosecution

This checkbox is used to specify whether the Infringement record is a Direct Prosecution. When this is checked on, the Infringement will have a balance of zero when it is accepted.

Notification Code

This field is used to specify how the customer was notified of their Infringement Notice. Notification Codes are established on the Notification Code parameter. Double clicking the field or selecting the Pop Up button will invoke the Notification Code Pop Up form, from which a Notification Code can be selected.

Location Type

This field is used to identify where the Offence has occurred. The Location Type defaults to Street but the dropdown can be used to select Property.

Location

This field is used to enter the Street or Property where the Offence occurred for the Infringement record. Double clicking the field or selecting the Pop Up button will invoke either the Property Selection form (if the Location Type is set to Property) or the Street Pop Up form (if the Location Type is set to Street).

Additionally, the Location can be keyed directly into this field. On entering the Location a Detail button will display allowing access to the Property information.

Additional Location

The Additional Location field is a free form text field for additional information to be entered.

Council Area

This field is used to enter the Council Area for the Infringement record. Council Area records are defined in the Council Area parameter. Double clicking the field or selecting the Pop Up button will invoke the Council Area Pop Up form, from which an appropriate Council Area can be selected.

Licence Number

If a Licence is attached to the Infringement then the Licence Number is defaulted into this field. This field will then be non-maintainable.

If a Licence is not attached to the Infringement then this field is free format and the Licence Number can be entered manually.

Licensee

If a Licence is attached to the Infringement then the Licensee is defaulted from the Licence. This field will then be non-maintainable.

If a Licence is not attached to the Infringement then the Licensee is free format and the Licensee can be entered manually.

This is a mandatory field on this form.

Trading Name

If a Licence is attached to the Infringement then the Trading Name is defaulted from the Licence. This field will then be non-maintainable.

If a Licence is not attached to the Infringement then the Trading Name is free format and the Trading Name can be entered manually.

Particulars

If a Licence is attached to the Infringement then the Particulars are defaulted from the Licence. This field will then be non-maintainable.

If a Licence is not attached to the Infringement then the Particulars is a free format field and the Particulars can be entered manually.

Current Contact

If a Licence is attached to the Infringement then the Current Contact defaults to the Licensee Name.

If a Licence is not attached to the Infringement then Current Contact can be selected using the Pop Up.

Upon a Current Contact being entered a Detail button is displayed to allow access to the Name and Address information.

Comments

The Comments field is a free format field that allows information to be keyed about the Infringement or Offence.

Additional Offences Button

If Additional Offences are required to be added to the Infringement then selection of the Additional Offences button will display the Additional Offence Type form for these Additional Offences to be entered.

Select/Detach Licence Button

If a Licence from the Licensing system is required to be associated to the Infringement, then selection of the Select Licence button will allow searching over the Licensing system for the required Licence.

If a Licence is to be detached from the Infringement, then selection of the Detach Licence button will break the link to the Licence in the Licensing system.

Maintain Licence Button

If a Licence has been attached to the Infringement, then it is possible to view the Licence information by selecting this button.

Infringement Maintenance

The following topic is covered in this chapter:

[Infringement Search and Selection](#)

Infringement Search and Selection

Parking Infringement Search Profile Form

The Parking Infringement Search Profile Form provides the ability to use various search options to display a particular Ticket or a number of Tickets that contain the information requested.

Where Tickets have been set to Archive these are able to be viewed by nominating Archive in the Select Option on the bottom of the form.

Parking Infringement Search Profile Form

Ticket Details Search Option

If the search requirement is by Ticket Number then this field will be ticked on. When information is entered into any other field other than the Ticket field this box will automatically be ticked off.

Ticket Number

If information is required for a particular Infringement then the number of the Infringement can be entered into this field. If more than one Infringement is required then a list can be entered or the greater than / less than characters can be used. Refer to the How to Use Guide for information on how to use these searches. This field can be left blank.

Case Record Number

This field is automatically ticked on when focus is put on the CRN field. This search option is only available when using NZ Infringements.

CRN

A Case Record Number can be entered if only information for a particular Case is required. This field can be left blank.

Registration Detail Search Option

This field is automatically ticked on when focus is put on either of the Registration, State Code or Plate Type fields.

Registration Number

A Registration Number can be entered if only information for a particular Registration is required. This field can be left blank or used in conjunction with the State Code and Plate Type fields.

State Code

A State Code can be entered if only information for a particular State Code is required. This field can be left blank or used in conjunction with the Registration Number and or Plate Type.

Plate Type

A Plate Type can be entered if only information for a particular Plate Type / State Code combination. This field can be left blank or used in conjunction with the State Code.

Infringement Details

This field is automatically ticked on when focus is put on any of the fields contained in this section.

Status

If Infringements with a particular Status are required to be selected, then the Status Code can be entered into this field. If the Status Code is not known the required Status Code can be selected by using the Status Code Pop Up Button.

This field can be used in conjunction with any other fields within the Infringement Details section. It may be left blank.

Next Action Date

If Infringements for a particular Next Action Date are required, or for a range of Next Action Dates, then the relevant Date or range of Dates can be entered into this field.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Held

If Infringements that have been Held are required, then tick on the Held Box.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left ticked off.

Offence Type

When Infringements with a particular Offence Type are required, then the Offence Type can be entered into this field. If the Offence Type is not known the required Offence Type can be selected by using the Offence Type Pop Up Button.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Offence Date

Infringements for a particular Offence Date, or range of Offence Dates are required, then the relevant Date or range of Dates can be entered into this field.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Inspector

If Infringements for a particular Inspector are required, then the Inspector Code can be entered into this field. If the Inspector Code is not known the required Code can be selected by using the Inspector Pop Up Button.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Balance

If Infringements for a particular Balance or range of Balances are required, then enter in the relevant Balance or range of Balances as necessary. A range of Balances can be achieved by using the greater than / less than characters. Refer to the 'How To Use Guide' for further information on this searching function.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Street/Suburb

Infringements required on a particular Street/Suburb can be selected by entering in the particular Street/Suburb that is required. Part of the Street/Suburb may be entered followed by an '*'. If this is the only combination in the system then the full Street/Suburb will be populated into this field on tabbing out of the field. The Street/Suburb Pop Up Button can be used to search for the relevant Street.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Street Type

Infringements required on a particular Street/Suburb can be selected by entering in the particular Street/Suburb that is required. In conjunction with this the User can select whether the Street they are searching on has been entered in the 'On Street' field. The Street Type field defaults to the 'On Street' value but can be changed to allow the street search to be carried out over the Between Street 1, Between Street 2 or Nearest Intersection. If unsure or the User requires information for all of these fields then the Street Type can be set to All.

Identifier

The Identifier Search fields are only available if the 'Use Identifiers' checkbox has been set on in the Infringement parameters. The Identifier can be entered in or the Pop Up button selected to display a list of the available Identifiers to be used.

Name Details Search Option

This field is automatically ticked on when focus is put on any fields within the Names Details section.

Surname

If Infringements for a particular Surname are required, then enter in the Surname, or part thereof, into this field. Wildcard searching is available in this field.

This field can be used in conjunction with any other fields within the Name Details section. The field may be left blank however it is mandatory if a Given Name has been entered.

Given Names

If Infringements for a particular Surname / Given Name are required, then enter in the Surname, or part thereof, into the Surname field and the Given Name, or part thereof, into the Given Name field. Wildcard searching is available in this field.

This field can be used in conjunction with any other fields within the Name Details section. If the Given Name field is used then it is mandatory for the Surname field to also be used.

Address

If Infringements for a particular Address are required, then enter in the Address, or part thereof, into this field. Wildcard searching is available in this field.

This field can be used in conjunction with the Surname / Given Names fields.

Activity Details Search Option

This field is automatically ticked on when focus is put on any fields within the Activity Details section.

Activity Type

To display a list of Infringements for a particular Activity Type, enter in the Activity Type Code in this field. If the Activity Type Code is not known then the Activity Type Code Pop Up Button can be used to select the required Activity Type.

If searching by Activity Type has been ticked on then the Activity Type Code is a mandatory field. It can be used in conjunction with the Activity Date.

Activity Date

The Activity Date field is used in conjunction with the Activity Type Code. The Activity Type Code is a mandatory field if searching by this function has been ticked, however the Date field can be left blank and a Date entered to restrict the search.

Reference Details Search Option

This field is automatically ticked on when focus is put on any of the fields within the Reference Details section.

Reference Type

To display a list of Infringements for a particular Reference Type, enter in the Reference Type Code in this field. If the Reference Type Code is not known then the Reference Type Code Pop Up Button can be used to select the required Reference Type.

The Reference Type can be used in conjunction with the Reference Number.

Reference Status

To assist with searching, a Reference Status Date can be entered. This can be used with the Reference Type and or Number fields.

Reference Number

To assist with searching, a Reference Number can be entered. This can be used with the Reference Type field.

Query Result Search Option

This field is automatically ticked on when focus is put on any of the fields within the Query Result section.

Query Description

If a Query has been defined to accumulate the required Infringements then it can be entered here. The Pop Up Button can be used to search for the required Query Result.

Search Criteria

There are four options available for Selection.

These are:-

- **Outstanding** will display all Outstanding Offences (No Archived records will be displayed as Outstanding Offences cannot be archived)
- **All** will display all Offences regardless if they are Archived or not
- **Archived** will display all the Offences that have been Archived
- **Non-Archived** will display all Offences that have not been Archived

Note: - If Ticket Details or Query Results are used this field is automatically set to ALL and cannot be changed. For all other Details the value of this field is set to OUTSTANDING but can be changed to any of the other three options available.

Global Button

This button only displays if the Infringements Parameter has been set to Concurrent Processing. Selecting this Button will display the Global Parking Infringements Search Profile Form. This will allow entry of Search Criteria that will search over ALL Parking Infringement Types and display the Offences matching that criteria from ALL Parking Infringement Types.

System Status Button

This button displays the Infringements System Status Enquiry form, which shows the last time certain batch functions were run.

Global Parking Infringement Search Profile Form

This form displays if the Infringements Parameter has been set to Concurrent Processing and the Global Option Button has been selected from a Parking Infringement Search Profile Form. The Global Parking

Infringement Search Profile form allows entry of Search Criteria that will search over ALL Parking Infringement Types and display the Offences matching that criteria from ALL Parking Infringement Types.

The screenshot shows a software window titled "Global Parking Infringement Search Profile". It contains several sections with checkboxes and input fields. The "Ticket Details" section is checked and contains a "Ticket No." field. The "Registration Details" section is unchecked and contains a "Registration No." field. The "Infringement Details" section is unchecked and contains "Inspector", "Next Action", "Offence Date", "Held" (checkbox), and "Balance" fields. The "Name Details" section is unchecked and contains "Surname", "Given Names", and "Address" fields. The "Query Result" section is unchecked and contains a "Description" field. At the bottom left, there is a "Select" dropdown menu currently set to "All". At the bottom right, there are "Search" and "Close" buttons.

Global Parking Infringement Search Profile Form

Ticket Details Search Option

If the search requirement is by Ticket Number then this field will be ticked on. When information is entered into any other field other than the Ticket field this box will automatically be ticked off.

Ticket Number

If information is required for a particular Infringement then the number of the Infringement can be entered into this field. If more than one Infringement is required then a list can be entered or the greater than / less than characters can be used. Refer to the How to Use Guide for information on how to use these searches. This field can be left blank.

If Check Digits are required for the Ticket then the Check Digit field is displayed alongside the Ticket Number field.

Registration Detail Search Option

This field is automatically ticked on when focus is put on either of the Registration Number field.

Registration Number

A Registration Number can be entered if only information for a particular Registration is required. This field can be left blank.

Infringement Details

This field is automatically ticked on when focus is put on any of the fields contained in this section.

Inspector

If Infringements for a particular Inspector are required, then the Inspector Code can be entered into this field. If the Inspector Code is not known the required Code can be selected by using the Inspector Pop Up Button.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Held

If Infringements that have been Held are required, then tick on the Held Box.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left ticked off.

Next Action Date

If Infringements for a particular Next Action Date are required, or for a range of Next Action Dates, then the relevant Date or range of Dates can be entered into this field.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Offence Date

Infringements for a particular Offence Date, or range of Offence Dates are required, then the relevant Date or range of Dates can be entered into this field.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Balance

If Infringements for a particular Balance or range of Balances are required, then enter in the relevant Balance or range of Balances as necessary. A range of Balances can be achieved by using the greater than / less than characters. Refer to the 'How To Use Guide' for further information on this searching function.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Name Details Search Option

This field is automatically ticked on when focus is put on any fields within the Names Details section.

Surname

If Infringements for a particular Surname are required, then enter in the Surname, or part thereof, into this field. Wildcard searching is available in this field.

This field can be used in conjunction with any other fields within the Name Details section. The field may be left blank however it is mandatory if a Given Name has been entered.

Given Names

If Infringements for a particular Surname / Given Name are required, then enter in the Surname, or part thereof, into the Surname field and the Given Name, or part thereof, into the Given Name field. Wildcard searching is available in this field.

This field can be used in conjunction with any other fields within the Name Details section. If the Given Name field is used then it is mandatory for the Surname field to also be used.

Address

If Infringements for a particular Address are required, then enter in the Address, or part thereof, into this field. Wildcard searching is available in this field.

This field can be used in conjunction with the Surname / Given Names fields.

Query Result Search Option

This field is automatically ticked on when focus is put on any of the fields within the Query Result section.

Query Description

If a Query has been defined to accumulate the required Infringements then it can be entered here. The Pop Up Button can be used to search for the required Query Result.

Search Criteria

There are four options available for Selection.

These are:-

- **Outstanding** will display all Outstanding Offences (No Archived records will be displayed as Outstanding Offences cannot be archived)
- **All** will display all Offences regardless if they are Archived or not
- **Archived** will display all the Offences that have been Archived
- **Non-Archived** will display all Offences that have not been Archived

Note: - If Ticket Details or Query Results are used this field is automatically set to ALL and cannot be changed. For all other Details the value of this field is set to OUTSTANDING but can be changed to any of the other three options available.

Non Parking Infringement Search Profile Form

The Non Parking Infringement Search Profile Form provides the ability to use various search options to display a particular Ticket or a number of Tickets that contain the information requested.

Where Tickets have been set to Archive these are able to be viewed by nominating Archive in the Select Option on the bottom of the form.

Non Parking Infringement Search Profile Form

Ticket Details Search Option

This field is automatically ticked on when focus is put on any of the fields within the Ticket Details section.

Ticket Number

If information is required to be displayed for a particular Infringement then the number of the Infringement can be entered into this field. If more than one Infringement is required then a list can be entered or the greater than / less than characters can be used. Refer to the How to Use Guide on how to use these searches. This field can be left blank.

Case Record Number

This field is automatically ticked on when focus is put on the CRN field.

CRN

The Case Record Number can be entered to search on a particular Case.

Animal Details

This field is automatically ticked on when focus is put on the Registration Number field.

Registration Number

The Registration Number is the Disc Number and Registration for an Animal. The format of the field is the Disc Number followed with a '-' and then the Registration Period Code. This field is only displayed when using Animal Infringements. For all other types of Infringements this section and field is not displayed.

If a particular Registration is required then the full Registration details can be entered into this field. Wildcard searching is available in this field.

Infringement Details

This field is automatically ticked on when focus is put on any of the fields within the Infringement Details section.

Status

If Infringements with a particular Status Code are required, then the Status Code can be entered into the field. If the Status Code is not known the required Status Code can be selected by using the Status Code Pop Up Button.

This field can be used in conjunction with any other fields within the Infringement Details section. It may be left blank.

Next Action Date

If Infringements for a particular Next Action Date are required, or for a range of Next Action Dates, the relevant Date or range of Dates can be entered into this field.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Held

If Infringements that have been Held are required, then tick on this box.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Offence Type

If Infringements with a particular Offence Type are required to be displayed, then the Offence Type can be entered into this field. If the Offence Type is not known the required Offence Type can be selected by using the Offence Type Pop Up Button.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Offence Date

Infringements for a particular Offence Date, or for a range of Offence Dates, can be requested. Enter in the relevant Date or range of Dates into this field.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Inspector

If Infringements for a particular Inspector are required, then the Inspector Code can be entered into this field. If the Inspector Code is not known the required Code can be selected by using the Inspector Pop Up Button.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Balance

If Infringements for a particular Balance, or range of Balances are required, then enter in the relevant Balance or range of Balances as necessary. A range of Balances can be achieved by using the greater than / less than characters. Refer to the 'How To Use' Guide for further information on this searching function.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Name Details Search Option

This field is automatically ticked on when focus is put on any of the fields within the Name Details section.

Surname

If Infringements for a particular Surname are required, then enter in the Surname, or part thereof, into this field. Wildcard searching is available in this field.

This field can be used in conjunction with any other fields within the Name Details section. The field may be left blank however it is mandatory if a Given Name has been entered.

Given Names

If Infringements for a particular Surname / Given Name are required, then enter in the Surname, or part thereof, into the Surname field and the Given Name, or part thereof, into the Given Name field. Wildcard searching is available in this field.

This field can be used in conjunction with any other fields within the Name Details section. If the Given Name field is used then it is mandatory for the Surname field to also be used.

Activity Details Search Option

This field is automatically ticked on when focus is put on any of the fields within the Activity Details section.

Activity Type

To display a list of Infringements for a particular Activity Type, enter in the Activity Type Code in this field. If the Activity Type Code is not known then the Activity Type Code Pop Up Button can be used to select the required Activity Type.

If searching by Activity Type has been ticked on then the Activity Type Code is a mandatory field. It can be used in conjunction with the Activity Date.

Activity Date

The Activity Date field is used in conjunction with the Activity Type Code. The Activity Type Code is a mandatory field if searching by this function has been ticked, however the Date field can be left blank and a Date entered to restrict the search.

Reference Details Search Option

This field is automatically ticked on when focus is put on any of the fields within the Reference Details section.

Reference Type

To display a list of Infringements for a particular Reference Type, enter in the Reference Type Code in this field. If the Reference Type Code is not known then the Reference Type Code Pop Up Button can be used to select the required Reference Type.

The Reference Type can be used in conjunction with the Reference Number.

Reference Statust Date

To assist with searching, a Reference Number can be entered. This can be used with the Reference Type field.

Reference Number

To assist with searching, a Reference Number can be entered. This can be used with the Reference Type field.

Query Result Search Option

This field is automatically ticked on when focus is put on any of the fields within the Query Details section.

Query Description

If a Query has been defined to accumulate the required Infringements then it can be entered here. The Pop Up Button can be used to search for the required Query Result.

Filter by Options – Property

Selection of the Property Button will display the Property Search Profile form to enable searching via Property data for Infringements. This is currently not functioning, and will be updated at a later date.

Search Criteria

There are four options available for Selection.

These are:-

- **Outstanding** will display all Outstanding Offences (No Archived records will be displayed as Outstanding Offences cannot be archived)
- **All** will display all Offences regardless if they are Archived or not
- **Archived** will display all the Offences that have been Archived
- **Non-Archived** will display all Offences that have not been Archived

Note: - If Ticket Details, Name Details or Query Results are used this field is automatically set to ALL and cannot be changed. For all other Details the value of this field is defaulted to OUTSTANDING but can be changed to any of the other options available.

System Status Button

This button displays the Infringements System Status Enquiry form, which shows the last time certain batch functions were run.

Infringements System Status Enquiry Form

This gives a “snapshot” of the status of the system.

It displays reports, batch jobs and cycle functions and the last date and time they were processed by Pathway.

Only batch functions that have been assigned to the appropriate Infringement Type will appear on this form, as the others are unavailable to the system. It is possible to adjust the sequence of the batch functions on the Type Batch Functions option, from the Infringement Types Maintenance form.

For process such as the Handheld Upload, or MVR Extract, where the control form gives the option of “Report Only” or “Update and Report”, the Infringements System Status Enquiry form will only be updated when the latter is selected. However, for reports such as the Register Report, it is updated whenever the report is run.

Job Name	Last Run
Statute Barred	05-Nov-1998 10:50:54
Exempt Legal Extracted	05-Nov-1998 10:56:10
Exemption Vehicles Update	04-Jan-1999 16:42:46
Register Report	06-Jan-1999 09:57:45
Late Payment Update	05-Nov-1998 11:37:30
Handheld Parameter Update	07-Jan-1999 08:45:16
Fee Report	06-Jan-1999 09:59:35
Exemption Report	29-Dec-1998 11:35:54
Release Offences	07-Jan-1999 10:15:39

Close

Infringements System Status Enquiry Form

Job Name

This field shows the name of the batch function currently selected. Batch Functions can be renamed via the Type Batch Functions option, from the Infringement Types Maintenance form.

Last Run

This field shows the last time the selected batch process was run in “Update and Report” mode. This is the case for all batch jobs with the exception of reports as they do not update Infringement records. When a report is run, the Infringements System Status Enquiry form is always updated.

Infringement Selection Form

This form displays a list of the first nine records that match the search profile defined on the Infringements Search Profile form. Infringements listed on this form will appear in ascending date/time order.

On the top half of this form, the Ticket Number, Date/Time, Registration Details, Offence Description, Status and Balance information are displayed for all nine occurrences.

When a single record is highlighted, the Location, Next Action Date, Inspector, Current Contact and Exemption Type (if applicable) will be displayed. Selecting another Infringement record will display the above fields for that record.

When coming into this form from the Infringements Search Profile form, the first nine Infringements are displayed. The Total Balance field will display the total of the first ten Infringements. This is a known problem and will be addressed in a future release.

NOTE: - If the Privacy Flag has been set for a State then any tickets that are highlighted for that State on the Selection form will not display the Name details if they have been added to the Ticket.

Parking Infringements No. 1 Selection

Report	Date/Time	Registration	Offence Type AU	Status AU	Balance
97402666	25-Sep-1998 16:45:0	BH5679(T)	No Standing Zone	Completed (Receipting)	0.00
97317751	28-Sep-1998 16:15:0	A:DUN377(V)	No Ticket Displayed	Completed (Receipting)	0.00
97317748	28-Sep-1998 16:10:0	A:SZL919(S)	Expired Ticket	Completed (Receipting)	0.00
97317735	28-Sep-1998 16:06:0	A:UKU378(S)	No Standing Zone	Completed (Receipting)	0.00
97317722	28-Sep-1998 16:05:0	A:SZL919(S)	No Standing Zone	Court Extract	50.00
97317719	28-Sep-1998 15:59:0	A:UDP828(S)	Expired Ticket	Court Extract	0.00
97317706	28-Sep-1998 15:54:0	A:UAD223(S)	Expired Ticket	Prosecution List	11.00
97317696	28-Sep-1998 15:48:0	A:UAD223(S)	Further Offence	Completed	0.00
97317683	28-Sep-1998 15:46:0	A:VSR673(S)	Expired Ticket	Court Extract	0.00

Additional Offence Details

Location: Next Action:

Options

☐ Refresh List
 ☐ Complete List
 ☐ Print List
 ☐ Multi-Offence Maintenance
 Total Balance:

Modify **Close**

Infringements Selection Form

Ticket Number

The ticket number is shown in number sequence order.

Date/Time

The date/time is displayed in chronological sequence and indicates date and time offence was recorded. If the Infringement has an Infringement Memo associated to it then the Memo Glyph will display to the left of this field.

Registration

This field displays the registration details of the vehicle on the ticket.

Offence Type

This field indicates the offence type that the ticket has been issued with. If the Infringement has a Registration Memo associated to it then the Memo Glyph will display to the left of this field.

Status Code

This field indicates the current status the ticket holds.

Balance

This field displays the current balance outstanding on the ticket. If the Infringement has been process as a Direct Prosecution then a 'D' will appear to the left of this field.

Additional Offence Details

These fields indicate the next action date of the ticket (date when the ticket will change to its next status if still unpaid), and the inspector that issued the ticket.

If the Tickets have been displayed via the Global Infringement search then the Location will change to the the Infringement Type so that the user knows the Infringement type for the ticket in focus.

Where a State has been defined as having the Privacy over the Names for an Infringement then the Name information for an Infringement for that State will not display on this form.

Options - Refresh List

This button, when selected will minimise the number of tickets to only what is highlighted.

Options - Complete List

Selecting this button will calculate a total balance for a group of tickets in increments of 50.

Options - Print List

Selecting this button will produce a printout of the listed Infringements using the Merge Type that has been nominated within the Letter Type parameters within the Infringement Type.

Options - Multi-Offence Maintenance

Selecting this button will allow updating of information over the highlighted Infringements without having to key the information into each Infringement. Simply highlight the Infringements to be changed, select this button and nominate the Option you wish to maintain, change the data and accept the information. All the highlighted Infringements will be updated with the information entered.

Total Balance

This field displays the total balance for Infringements displayed on the selection form. When coming into this form from the Infringements Search Profile form, the first nine Infringements are displayed. The Total Balance field will display the total of the first ten Infringements.

Parking Infringements Selection Form

The following form is displayed when a search has been conducted using the Name Details option on the Infringement Search Profile Form.

Parking Infringements No. 1 Selection

Name	Address
MORRIS, LESLIE F	16 ORCHARD GROVE, GOLDEN GROVE 5125
A T & D A TUDOROVIC PTY LTD	19 BEESTON WAY, WEST LAKES 5021
Aaronson, Aaron	23 Nash Bridges Road, Eastwood 5008
Adelaide City Council	5 Pirie Street, Adelaide 5000
ASLANOGLU, DEMITRI	47 HALSEY ROAD, FULHAM 5024
BARLTROP, RAELENE E	17 HASKARD RD, MORPHETT VALE 5162
BARLTROP, RODNEY L	
Bauer, Henry	115 Tapleys Hill Road, Seaton 5023
BELTRAME, ANDREW PETER	54 MILNER ROAD, RICHMOND SA 5033

Report	Date/Time	Registration	Offence Type	Status	Balance
95376613	28-Sep-1998 16:13:00	A:RNV166(S)	No Standing Zone	Court Extract	0.00

Options

☐ Refresh List
 ☐ Complete List
 ☐ Print List
 ☐ Multi-Offence Maintenance
 Total Balance:

Parking Infringements Selection Form

Name

The Name of the person or company associated to the Infringement is displayed in this field. This is in alphabetical sequence.

Address

The Address of the person or company associated to the Infringement is displayed in this field.

Infringement Number

As each line is highlighted the Infringement Number associated will be displayed in this field.

Date/Time

As each line is highlighted the Offence Date and Time will be displayed in this field. If an Infringement Memo has been assigned to the Infringement then the Memo Glyph will display to the left of this field.

Registration

As each line is highlighted the Registration Number of the Vehicle on the Infringement will be displayed in this field.

Offence Type

The Offence Type associated with the highlighted Infringement is displayed in this field. If a Registration Memo has been assigned to the Infringement then the Memo Glyph will display to the left of this field.

Status

The associated Status of the Infringement highlighted is displayed in this field.

Balance

This field displays the current Balance outstanding on the Infringement highlighted. If the Infringement has been processed as a Direct Prosecution then a 'D' will be displayed to the left of this field.

Options - Refresh List

This button, when selected will minimise the number of Infringements to only what is highlighted.

Options - Complete List

Selecting this button will calculate a total Balance for a group of Infringements.

Options - Print List

Selecting this button will produce a printout of the listed Infringements using the Merge Type that has been nominated within the Letter Type parameters within the Infringement Type.

Options - Multi-Offence Maintenance

Selecting this button will allow updating of information over the highlighted Infringements without having to key the information into each Infringement. Simply highlight the Infringements to be changed, select this button and nominate the Option you wish to maintain, change the data and accept the information. All the highlighted Infringements will be updated with the information entered.

Total Balance

The Total Balance field displays the total balance of the Infringements currently displayed. To achieve the Total Balance of all Infringements that are on the Selection Form (including those that are not currently displayed but can be by using the Scroll Bar to display them), use the Complete List Button. This will total all Infringements and update the Total Balance field.

Parking Infringements Selection Form

The following form is displayed when a search has been conducted using the Reference option on the Infringement Search Profile Form.

Reference	Reference Number	REPORT	Date/Time	Offence Type	Status Code	Balance
TESTLINK	59142	52147004-1	29-Jan-2001 02:30:00	Contravene Permissi	Old Issued Ticket (He	13.00
TESTLINK	59143	52147004-1	29-Jan-2001 02:30:00	Contravene Permissi	Old Issued Ticket (He	13.00
TESTLINK	59144	52147004-1	29-Jan-2001 02:30:00	Contravene Permissi	Old Issued Ticket (He	13.00
TESTLINK	59145	52147004-1	29-Jan-2001 02:30:00	Contravene Permissi	Old Issued Ticket (He	13.00
TESTLINK	59146	52147006-1	29-Jan-2001 02:50:00	Contravene Permissi	Old Issued Ticket	3.00
TESTLINK	59146	52147006-1	29-Jan-2001 02:50:00	Contravene Permissi	Old Issued Ticket	3.00
TESTLINK	59147	5500-1	01-Apr-2001 01:00:00	Incorrect Angle	Old Issued Ticket	9.00
TESTLINK	59147	5500-1	01-Apr-2001 01:00:00	Incorrect Angle	Old Issued Ticket	9.00
TESTLINK	XXXXX	45008-1	01-May-2001 15:00:00	Fail to obey instructio	Old Issued Ticket (He	3.00

Additional Offence Details

Location: On Street: Grenfell Street Car Park, ADELAIDE
 Inspector: BROOKSD - David Brooks
 Next Action: 01-May-2001

Options

☐ Refresh List ☐ Complete List ☐ Print List ☐ Multi-Offence Maintenance

Total Balance: 91.00

Modify Close

Parking Infringements Selection Form

Reference

The Reference Type that has been assigned to the Offence is displayed in this field.

Reference Number

The Reference Number associated to the Reference Type for the Offence is displayed in this field.

Offence

The Offence Number is displayed in this field. If there is an Infringement Memo associated to the Offence then the Memo Glyph will display to the left of this field for the Offence.

Date/Time

As each line is highlighted the Offence Date and Time will be displayed in this field.

Offence Type

The Offence Type associated with the highlighted Infringement is displayed in this field. If there is a Registration Memo associated to the Offence then the Memo Glyph will display to the left of this field for the Offence.

Status Code

The associated Status of the Infringement highlighted is displayed in this field.

Balance

This field displays the current Balance outstanding on the Infringement highlighted. If the Infringement is a Direct Prosecution then a 'D' will be displayed to the left of this field.

Additional Offence Details

The Additional Offence Details include the Location, Inspector, Next Action and the Name (if associated to Offence). This information reflects the Offence that is currently highlighted in the Selection List.

Options - Refresh List

This button, when selected will minimise the number of Infringements to only what is highlighted.

Options - Complete List

Selecting this button will calculate a total Balance for a group of Infringements.

Options - Print List

Selecting this button will produce a printout of the listed Infringements using the Merge Type that has been nominated within the Letter Type parameters within the Infringement Type.

Options - Multi-Offence Maintenance

Selecting this button will allow updating of information over the highlighted Infringements without having to key the information into each Infringement. Simply highlight the Infringements to be changed, select this button and nominate the Option you wish to maintain, change the data and accept the information. All the highlighted Infringements will be updated with the information entered.

Total Balance

The Total Balance field displays the total balance of the Infringements currently displayed. To achieve the Total Balance of all Infringements that are on the Selection Form (including those that are not currently displayed but can be by using the Scroll Bar to display them), use the Complete List Button. This will total all Infringements and update the Total Balance field.

Request Selection Form (via Infringements)

This form is a 'Combined' Selection form which displays when the Infringements Search Options button is selected in a Customer Service search. It displays the items from the related Module (Infringements) on the left and the matching Customer Service Requests on the right of the form.

Any actions taken will apply to the right hand items (in this case, Customer Requests). The Modify button, and in Select Mode the Select Button, will process the highlighted Requests.

The results displayed on this form are filtered by any Search criteria specified on the Request Search Profile and the Infringements Search profile. In other words, the Infringements retrieved are those that are linked to Requests which satisfy the Request Search criteria.

Custom. Request Selection

Ticket Details	Registration	Status	Balance	Custom. Request Details
5 12-Feb-1999 Loading Zone	A:AZZ112(S)	Completed (R)	138.00	Custom. Request: 656, General Complaints
6 02-Apr-1999 Expired Ticket	A:DDD222(S)	Completed (R)	12.30	Custom. Request: 687, General Complaints
7 06-May-1999 Expired Ticket	A:A1546666(S)	Completed (R)	50.00	Custom. Request: 687, General Complaints
8 03-Jun-1999 Expired Ticket	C:FFF111(S)	Completed (R)	50.00	Custom. Request: 687, General Complaints
9 03-Jun-1999 Expired Ticket	A:OOO000(S)	Completed (R)	0.00	Custom. Request: 831, General Complaints

Additional Offence Details

Location: On Street: Acacia Close, ADELAIDE
 Next Action: 11-Apr-1999
 Inspector: FRED - John Stilgoe
 Current Contact: pat cook

Custom. Request Summary

Name: Ms Justine Green - 83726111 (Home Phone Number)
 Property: 100 Rundle Mall, ADELAIDE SA 5000
 1 Albert Street, ADELAIDE SA 5000
 Street/Suburb: Acacia Close, ADELAIDE
 Assessment:

MapInfo Display Close

Request Selection Form (via Infringements)

Ticket Details

The Ticket Details are displayed in this field. The details displayed on the left hand side of the form are from the related Module (in this case Infringements). These details relate to a matching Request(s) on the right hand side of the form. If the Memo Glyph appears to the right of the Ticket Details field then there is an Infringement Memo attached to the Offence.

Registration

The Registration information is displayed in this field. The details displayed on the left hand side of the form are from the related Module (in this case Infringements). These details relate to a matching Request(s) on the right hand side of the form. If the Memo Glyph appears to the right of the Registration field then there is a Registration Memo attached to the Registration.

Status

The Status of the Offence is displayed in this field. The details displayed on the left hand side of the form are from the related Module (in this case Infringements). These details relate to a matching Request(s) on the right hand side of the form.

Balance

The Balance of the Offence is displayed in this field. The details displayed on the left hand side of the form are from the related Module (in this case Infringements). These details relate to a matching Request(s) on the right hand side of the form.

Request Details

The details displayed on the right hand side of the form are the Customer Service Requests which relate to the Infringement details on the left hand side of the form.

Additional Offence Details

The Additional Offence Details fields display details of the highlighted Infringement record, such as, Location, Next Action, Inspector, Current Contact etc.

Request Summary

The summary box on the right hand side of the form displays details of the highlighted Customer Request.

Request Selection Form (via Infringements Parking Names)

This form is a 'Combined' Selection form which displays when the Infringements Search Options button is selected in a Customer Service search. It displays the items from the related Module (Infringements) on the left and the matching Customer Service Requests on the right of the form.

Any actions taken will apply to the right hand items (in this case, Customer Requests). The Modify button, and in Select Mode the Select Button, will process the highlighted Requests.

The results displayed on this form are filtered by any Search criteria specified on the Request Search Profile and the Infringements Search profile. In other words, the Infringements retrieved are those that are linked to Requests which satisfy the Request Search criteria.

Request Selection Form via Infringements Parking Names

Name

The Offenders Name for the Infringement is displayed in this field.

Address

The Offenders Address for the Infringement is displayed in this field.

Ticket Details

The Ticket Details are displayed in this field. The details displayed on the left hand side of the form are from the related Module (in this case Infringements). These details relate to a matching Request(s) on the right hand side of the form. If the Memo Glyph appears to the Right of the Ticket Details field then there is an Infringement Memo attached to the Offence.

Registration

The Registration of the Ticket is displayed in this field. The details displayed on the left hand side of the form are from the related Module (in this case Infringements). These details relate to a matching Request(s) on the right hand side of the form. If the Memo Glyph appears to the right of the Ticket Details field then there is a Registration Memo attached to the Registration.

Status Code

The Status of the Ticket is displayed in this field. The details displayed on the left hand side of the form are from the related Module (in this case Infringements). These details relate to a matching Request(s) on the right hand side of the form.

Balance

The Balance of the Infringement is displayed in this field. The details displayed on the left hand side of the form are from the related Module (in this case Infringements). These details relate to a matching Request(s) on the right hand side of the form.

Request Details

The details displayed on the right hand side of the form are the Customer Service Requests which relate to the Infringement details on the left hand side of the form.

Additional Offence Details

The Additional Offence Details fields display details of the highlighted Infringement record, such as, Location, Next Action, Inspector, Current Contact etc.

Request Summary

The summary box on the right hand side of the form displays details of the highlighted Customer Request.

Request Selection Form (via Infringements References)

This form is a 'Combined' Selection form which displays when the Infringements Search Options button is selected in a Customer Service search. It displays the items from the related Module (Infringements) on the left and the matching Customer Service Requests on the right of the form.

Any actions taken will apply to the right hand items (in this case, Customer Requests). The Modify button, and in Select Mode the Select Button, will process the highlighted Requests.

The results displayed on this form are filtered by any Search criteria specified on the Request Search Profile and the Infringements Search profile. In other words, the Infringements retrieved are those that are linked to Requests which satisfy the Request Search criteria.

Reference	Reference Number	Ticket Details	Status Code	Balance	Request Details
COR	1	10000003-1 05-Aug-2000 Anima	Completed (R	0.00	Request: 1332, General Complaint Request: 1334, General Complaint Request: 1332, General Complaint Request: 1334, General Complaint Request: 1332, General Complaint Request: 1334, General Complaint Request: 1332, General Complaint Request: 1334, General Complaint Request: 636, Animal Requests
	12	10000003-1 05-Aug-2000 Anima	Completed (R	0.00	
	13	10000074-1 15-Aug-2000 Biting	Completed (R	-4.50	

Additional Offence Details

Location: On Street: North Street, ADELAIDE

Next Action: 26-Aug-2000

Inspector: COOKP - Pat Cook

Current Contact: Charmaine Chien

Request Summary

Infringement:

- 10000003-1 05-Aug-2000 Animal attacking another animal
- 20000023 06-Jul-2000 Renewal not placed on application
- 5500-1 01-Apr-2001 Incorrect Angle
- 30000449-1 10-Jul-2000 Removal of Council Vegetation

Receiving Officer:
Pat Cook

Contact Type Code:

MapInfo Modify Close

Request Selection Form via Infringements References

Reference Type Code

The Reference Type Code for the Infringement is displayed in this field. The details displayed on the left hand side of the form are from the related Module (in this case Infringements References). These details relate to a matching Request(s) on the right hand side of the form.

Reference Number

The Infringement Reference Number is displayed in this field. The details displayed on the left hand side of the form are from the related Module (in this case Infringements References). These details relate to a matching Request(s) on the right hand side of the form.

Ticket Details

The Ticket Details are displayed in this field. The details displayed on the left hand side of the form are from the related Module (in this case Infringements). These details relate to a matching Request(s) on the right hand side of the form. If the Memo Glyph appears to the Left of the Ticket Details field then there is an Infringement Memo attached to the Offence. If the Memo Glyph appears to the right of the Ticket Details field then there is a Registration Memo attached to the Registration.

Status Code

The Status of the Ticket is displayed in this field. The details displayed on the left hand side of the form are from the related Module (in this case Infringements). These details relate to a matching Request(s) on the right hand side of the form.

Balance

The Balance of the Infringement is displayed in this field. The details displayed on the left hand side of the form are from the related Module (in this case Infringements). These details relate to a matching Request(s) on the right hand side of the form.

Request Details

The details displayed on the right hand side of the form are the Customer Service Requests which relate to the Infringement details on the left hand side of the form.

Additional Offence Details

The Additional Offence Details fields display details of the highlighted Infringement record, such as, Location, Next Action, Inspector, Current Contact etc.

Request Summary

The summary box on the right hand side of the form displays details of the highlighted Customer Request.

Multi-Offence Options Form

The Multi-Offence Options form allows the User to select the required options and enter in the information once and have it update a number of offences with this information.

Additionally the User can nominate multiple Options and update multiple Offences with this information.

The Multi-Offence Options Form is displayed when the User selects the Multi-Offence Maintenance Options Button from the Infringement Selection Form. The Options that are displayed depend on the authorisation that the User has been assigned in Responsibilities.

A single option can be invoked by double-clicking the required option with the mouse or highlighting the option and clicking the 'Accept' button with the mouse.

The 'Select', 'Remove' and 'Move' buttons are used to select multiple options and sequence them. The required Options can be selected in any order and then sequenced with the 'Move' button as required. Once the sequence has been determined, the individual options are invoked by clicking the 'Accept' button. The relevant forms for each of the selected options are then presented in the order as sequenced.

Multi-Offence Options Form

Available Options

The available Options are those that the User has been authorised to. Not all authorised functions are available from this list as some functions are not able to be used to update multiple offences.

If a single Option is to be invoked then it can be double clicked from this area or once highlighted the 'Accept' button used. If multi-select Options are required then the Options need to be moved to the Selected Options area and re-sequenced (if required) into the order of display.

NOTE: When using the Multi-Option Letters function inconjunction with TRIM EDMS the ability to edit the document is **only** available during the intial processing of the letters – ie it is not possible to generate the letters, exit out of the process and then at a later stage select the letter and edit.

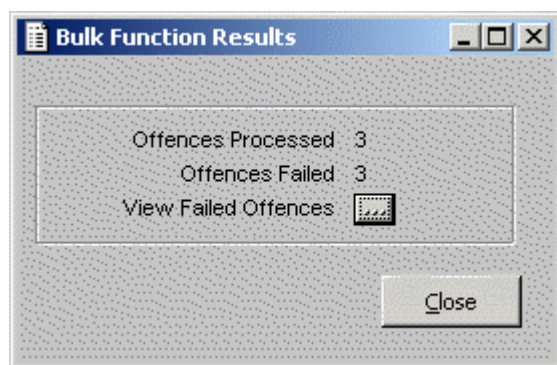
Selected Options

If multi-select Options are required then the Options need to be listed under this area. If the Options are required to be displayed in a certain sequence then the Move Button can be used to re-sequence the Options into the required sequence.

Once the selection and sequence is correct the 'Accept' button needs to be selected to display the options.

Bulk Function Results Form

The Multi-Offence Options form allows the User to select the required options and enter in the information once and have it update a number of offences with this information. If this process encounters errors then the Bulk Function Results form is displayed showing the number of Offences that have been processed and the number that have failed. A Detail button is displayed to allow the viewing of the failed offences.



A screenshot of a Windows-style dialog box titled "Bulk Function Results". It has a blue header bar with a document icon. The main area is light gray with a dotted pattern. It contains three lines of text: "Offences Processed 3", "Offences Failed 3", and "View Failed Offences" followed by a small icon of a document with a red X. At the bottom right is a "Close" button.

Bulk Function Results Form

Offences Processed

The Number of Offences that have been processed is displayed in this field.

Offences Failed

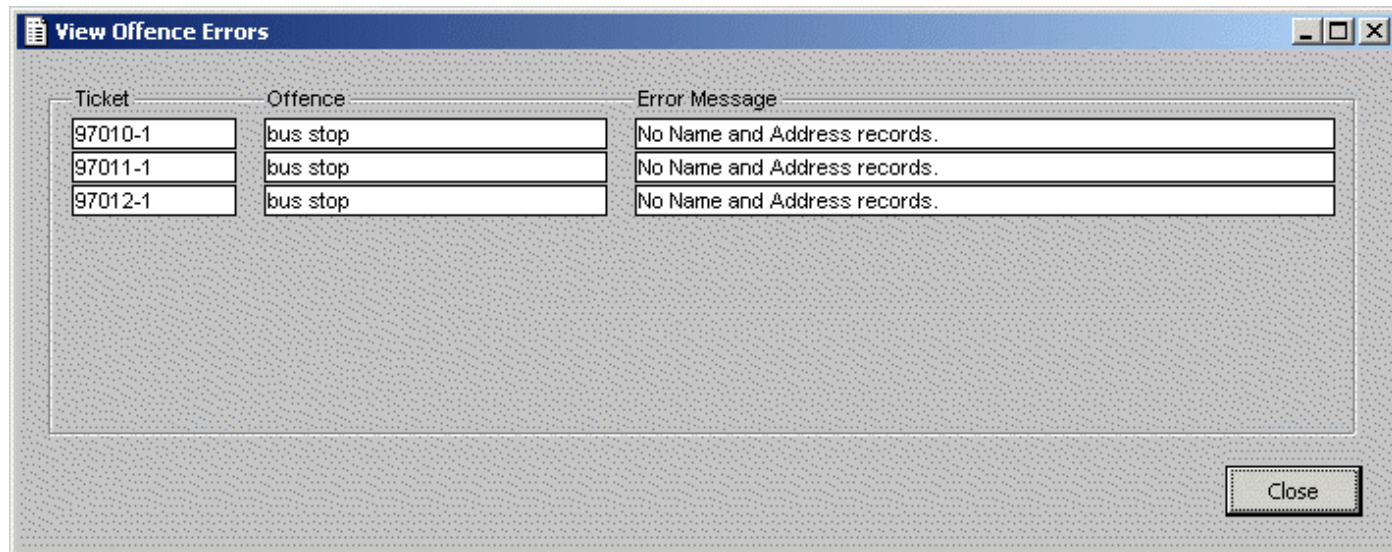
Of the Number of Offences that have been processed the Number that have Failed is shown in this field.

View Failed Offences

The View Failed Offences Detail button will display a selection form of those Offences that were unable to be processed via the Bulk Update function.

View Offence Errors Form

The View Offence Errors Form is displayed when the Detail button has been selected from the Bulk Function Results form. This form displays a list of the Offences that have failed in the updating process via the Bulk Update function.



A screenshot of a Windows-style dialog box titled "View Offence Errors". It has a blue header bar with a document icon. The main area is light gray with a dotted pattern. It contains a table with three columns: "Ticket", "Offence", and "Error Message". There are three rows of data. At the bottom right is a "Close" button.

Ticket	Offence	Error Message
97010-1	bus stop	No Name and Address records.
97011-1	bus stop	No Name and Address records.
97012-1	bus stop	No Name and Address records.

View Offence Errors Form

Offence Number

The Offence Number of the Offence that has failed the Bulk Update process is displayed in this field.

Offence

The Description of the Type of Offence that has failed the Bulk Update process is displayed in this field.

Error Message

The reason as to why the Offence has failed the Bulk Update process is displayed in this field. This is a description of the Error Message that has been applied to the Offence. For example it may display 'No Name and Address records' if a Letter generation process had been requested via the Bulk Update function and the Offence did not have a contact name attached.

Parking Infringements Summary Form

The Parking Infringements Summary Form displays the information for a parking Infringement. This information displays the location details, contact name(s) and the transactions and activities that have occurred for the offence. From this form the User is able to maintain/enquire on information using the various options available from the Options Dropdown, Options button or clicking in the appropriate area of the form.

NOTE:- If Privacy has been set for a State then if the Offence is for that state no Contact Details are displayed. If the Contact details are required to be viewed the User will need to assign an Authority Code to the fact that they have viewed the name details.

Parking Infringements - NZ - TA Summary

Infringement Details

Ticket: P106 Completed (Warning Only)

Offence Date: 02-Feb-2002 16:20:00 Saturday Inspector: COO

Offence Type: Warning Ticket - Exceeded Time

Next Action: 21-Nov-2003 Cut-off: 02-Jul-2002 Balance: 19.50

Pay By: 21-Nov-2003 Case Record No.: 3002600061

Current Contact: The Company (Dear Sir / Madam)
15 This Street
Auckland
Somewhere 1455

Photo Taken ☐ Post Out ☐ Direct Prosecution ☐ Cashier Warning ☒

Location Details

On Street: Cahill Drive, Cooksville

Offence Details

Registration: SEE906
Vehicle Make: Holden
Vehicle Type: Powered Vehicle: 2 axles both single
Vehicle Colour: Black
Side of Street: Right Hand Side of Street

Infringement History

Date	Description	Amount	Action
11-Nov-2003	Court Extract	-20.00	Outstanding Balance transferred.
11-Nov-2003	Court Documentation		COOKP
11-Nov-2003	Set Cashier Warning		COOKP
11-Nov-2003	First Notice		COOKP
11-Nov-2003	Court Extract		COOKP
11-Nov-2003	Set Cashier Warning		COOKP
11-Nov-2003	Prosecution List		COOKP
11-Nov-2003	Transaction Entry	20.00	Expiation Fee
11-Nov-2003	Re-Issue Ticket		COOKP

Print Options Close

Parking Infringements Summary Form

Infringement Details - Number

The Offence Number is displayed in this field. This information cannot be maintained from this field. Additional the Status Description of the Offence is also shown with the Infringement Number. The Status information will change as the Offence moves through the various stages of the cycle.

Infringement Details - Offence Date

The Date of the Offence, along with the Day and the Time is shown in this field.

Infringement Details - Inspector

The Inspection Code is displayed in this field. This is the Code for the Inspector that issued the Offence.

Infringement Details - Offence Type

The Description of the Offence Type is displayed in this field.

Infringement Details - Next Action

The Next Action Date field displays when the next action for the Offence is to occur. This field can be calculated by using the Number of Next Action Days that is defined against the Offence Types or Cycle Functions.

Infringement Details – Cut-off

The Cut-off Date field displays the calculated Cut-off Date for the Offence based on the number of days that have been defined in the End of Period Advisory Cut-off Days field in the System Parameters. This field will only display when the number of Advisory Cut-off Days have been defined in the parameters. The date can be used to alert users of cut off points for hold actions, prosecutions etc. This field is for purely Advisory and no other specific functionality.

Infringement Details - Balance

The Balance field displays the Balance remaining on the Offence. This will include any additional fees or charges that are added to the Offence as it passes through the various cycles. When the Offence is set to Court then the Balance amount will be set to zero with the appropriate General Ledger posting occurring.

Infringement Details - Pay By

The Pay By Date field displays when the Offence is to be paid by. This field can be calculated by using the Number of Pay By Days that are defined against the Offence Types or the Cycle Functions.

Infringement Details – Case Record Number

The Case Record Number is only displayed when using NZ Infringements. This is the Number that has been allocated to the Court Case. It only displays when the Offence has gone to Court.

Infringement Details - Current Contact

The Current Contact displays the Contact regarding the Offence. Initially this field could be blank. Once an MVR check has been made on the vehicle then the information returned from this process will automatically update the Contact field. The User can also manually maintain this field.

NOTE: - When the restricted display of name details is in force for a particular State for Parking Infringements, then no detail are displayed in this area. No address or name details will be displayed. If required to be viewed then the user will need to select an access code to view the information.

Infringement Details – Photo Taken

This field is only displays for New Zealand sites. It indicates the value of the Photo Taken field on the Additional Data Maintenance form.

Infringement Details - Post Out

If the Offence was flagged as being Post Out during entry then this flag is set 'On'. This usually occurs when the Inspector was unable to attach the Offence to the vehicle or hand it to the Offender.

Infringement Details - Direct Prosecution

If the Offence Type has been defined as a 'Direct Prosecution' then the flag in this field will be set 'On'. . When this is checked on, the Infringement has a balance of zero when it is accepted.

Infringement Details - Cashier Warning

If a Cashier Warning has been set for the Infringement then the Cashier Warning field will have the check box ticked 'On'. If a Cashier Warning has not been set, or has been since been re-set then this field will be blank.

Location Details

The Location Details section of the Summary Form displays the information regarding where the Offence occurred. This includes the 'On Street', 'Between Street 1' and 'Between Street 2'.

Offence Details

Information such as the Registration Number, Vehicle Make, Type and Side of Street is displayed in the Offence Details section.

Infringement History - Date

The History Date field shows the Date that the activity occurred on. Every time and activity or transaction is done against the Offence an entry is written to this area with the applicable date.

Infringement History - Description

The Description field displays the activity or transaction that has occurred. This description is automatically generated whenever an activity or transaction is processed for the offence.

Detail Button

The Detail Button next to the Description field allows the User to access the activity or transaction that has been recorded. For example if the Description displayed 'Letter Request' using the Detail button would then take the User to the Letters Maintenance form to display the letter that had been requested.

Infringement History - Amount

When a dollar value is associated to a transaction then it will appear in this field. This could be the initial offence fee or any additional fees that may be added during the cycle of the Offence. For example a Towage Fee may be added or an Administrative Fee for processing letters. This field will not display for those transactions or activities that have no dollar value associated to them.

Detail Button

When there is an amount associated to the transaction then this Detail Button is displayed to allow the User to view the Fees that make up the Amount shown. This will also show the individual amounts and any tax amounts associated to the Fee.

Infringement History - Narrative

Depending on the Activity or Transaction the Narrative field may or may not display. This usually displays information that has been entered by the User at the time the transaction was entered, or error messages as in the case of an MVR Update processing error.

Where the History record relates to a Reference added to the Infringement, the narrative field will display the details on 3 lines, the first of which will be the Reference Number.

User ID

The User ID of the person who processed the activity is logged in this field. Processes such as MVR Extract, Prosecution List etc will also update this field with the User ID of the person who ran these processes.

Activity Maintenance Form

The Activity Maintenance Form is displayed when the Detail Button next to an Activity entry in the History section has been selected. Information that was entered into the Comments field when the Activity was entered is displayed and can be updated, changed or added to from within Activity Maintenance. This field is the only field within Activity Maintenance that can be maintained. All other fields are non maintainable.

The screenshot shows a Windows-style dialog box titled "Activity Maintenance". It is divided into three main sections. The first section, "Offence Details", contains three input fields: "Report" with the value "4004", a date field with "07-Jan-1999", and a text field labeled "Taxi Zone". The second section, "Activity Details", contains a single text field labeled "Description" with the value "Ticket Entry". The third section, "Comments", contains a large, empty text area for input. At the bottom right of the dialog are two buttons: "OK" and "Cancel".

Activity Maintenance Form

Offence Details - Number

The Offence Number is displayed in this field along with the Date of the Offence and the Offence Description. This information is non maintainable from this form.

Activity Details - Description

The actual Activity that occurred is shown in this field. This is the Description of the Activity that was selected at the time Activity Entry was entered or automatically selected via an action with the system. For example when the Offence is entered into the system it creates an Activity of 'Ticket Entry' using the Activity Code that has been assigned in the System Parameters against the function of Ticket Entry.

Comments

The Comments field is a free form field used by the User to enter in any additional information that might be required for the Activity that had been entered. Information that was entered into this field when the Activity was entered is displayed and can be updated, changed or added to from within Activity Maintenance. This field is the only field within Activity Maintenance that can be maintained. All other fields are non maintainable.

Transaction Enquiry Form

The Transaction Enquiry Form is displayed when the Detail Button next to an Amount in the History section has been selected. Information regarding the Fee Types and the Amount and Tax components are shown. The information on this form is display only and cannot be maintained. This Option is not available when there is no Amount available on the entry in the Transaction History section of the Summary form.

Transaction Enquiry		
Offence Details		
PIN	1500-1	01-Jan-2000
No Parking Zone		
Activity Code Details		
Description: Ticket Entry		
Fee Type Details		
Fee	Amount	Taxation
Expiation Fee - Inclusive Tax	65.00	5.90
Close		

Transaction Enquiry Form

Offence Details - Number

The Offence Number is displayed in this field along with the Date of the Offence and the Offence Description. This information is non maintainable from this form.

Activity Details - Description

The actual Activity that occurred is shown in this field. This is the Description of the Activity that was selected at the time Activity Entry was entered or automatically selected via an action with the system. For example when the Offence is entered into the system it creates an Activity of 'Ticket Entry' using the Activity Code that has been assigned in the System Parameters against the function of Ticket Entry.

Fee Types Details

The Description for the Fee associated to the Activity is displayed here.

Amount

The total Amount of the Fee is displayed in this field. If Tax is applicable then the amount displayed is inclusive of Tax. The component of Tax will be displayed in the Taxation field.

Taxation

If Tax is applicable for the Fee then the amount of Tax is displayed for the Fee.

PERIN Payments Maintenance

The PERIN Payments Maintenance Form is displayed when a User has selected the PERIN Payments/Adjustment option from within Infringement Maintenance.

This option allows for PERIN Court payments to be applied/apportioned, against an offence after a Court Update process has been run over an offence that previously had its overall balance written off during the Court Extract process.

The form displays all Fee Types, for fees that have been raised against an offence. Council has the ability to nominate specific Fee Types and specify the monetary amount that is to be applied/apportioned for each Fee Type.

The left side of the form displays the Fee Types that Council can select from. The right side displays the Fee Types that have been selected, and by default, the Amount field contains the negated value of the Balance that was originally displayed on the left side of the form.

NOTE: For suggested workflow on this process please refer to details noted below the screen capture.

PERIN Payments Maintenance

Offence Details

PIN: 905 Date: 01-May-2006 Description: loading zone

Fee Type	Balance	PERIN Trans.
Enforcement Fee	0.00	
Courtesy Letter Fee	10.50	

Fee Type	Amount
Expiation Fee	-65.00

Comments

OK Cancel

PERIN Payments Maintenance Form

SUGGESTED MANUAL PROCESSING OF PERIN COURT UPDATE PAYMENTS

The first step in applying/apportioning the Court Update payments is to re-instate the balance of the offence.

1. Invoke the Offence Summary form (Infringements >> Infringement Maintenance >> Enter the Offence Number, which was indicated on the Court Update Exception Report, and press 'Search')

Testing MCC requirements Summary

Infringement Details		Location Details																					
Ticket	24386756-1	Completed																					
Offence Date	14-May-2004 10:25:00	Friday	Inspector 152																				
Offence Type	Exceeding Time Limit																						
Next Action	15-Jun-2004	Cut-off	19-Sep-2004																				
Pay By	14-Jun-2004	Balance	-14.00																				
Current Contact																							
☐ Post Out ☐ Direct Prosecution ☐ Cashier Warning		Offence Details Registration: VUD421(S) Label: Z2081066 Vehicle Make: Ford Vehicle Type: Sedan Area Marked: Signs Visible, Lines Visible																					
Infringement History <table border="1"> <tr> <td>13-Apr-2005</td> <td>Court Payment Update</td> <td>-60.00</td> <td>GRBAR</td> </tr> <tr> <td>13-Apr-2005</td> <td>Transaction Entry</td> <td>20.00</td> <td>Enforcement Certificate</td> </tr> <tr> <td>13-Apr-2005</td> <td>Transaction Entry</td> <td>10.00</td> <td>Filing Fee</td> </tr> <tr> <td>13-Apr-2005</td> <td>Transaction Entry</td> <td>5.00</td> <td>1st Notice Fee</td> </tr> <tr> <td>14-May-2004</td> <td>Handheld Update</td> <td>11.00</td> <td></td> </tr> </table>				13-Apr-2005	Court Payment Update	-60.00	GRBAR	13-Apr-2005	Transaction Entry	20.00	Enforcement Certificate	13-Apr-2005	Transaction Entry	10.00	Filing Fee	13-Apr-2005	Transaction Entry	5.00	1st Notice Fee	14-May-2004	Handheld Update	11.00	
13-Apr-2005	Court Payment Update	-60.00	GRBAR																				
13-Apr-2005	Transaction Entry	20.00	Enforcement Certificate																				
13-Apr-2005	Transaction Entry	10.00	Filing Fee																				
13-Apr-2005	Transaction Entry	5.00	1st Notice Fee																				
14-May-2004	Handheld Update	11.00																					
☐ All Outstanding Offences for Registration		Print Options Close																					

Offence Summary form

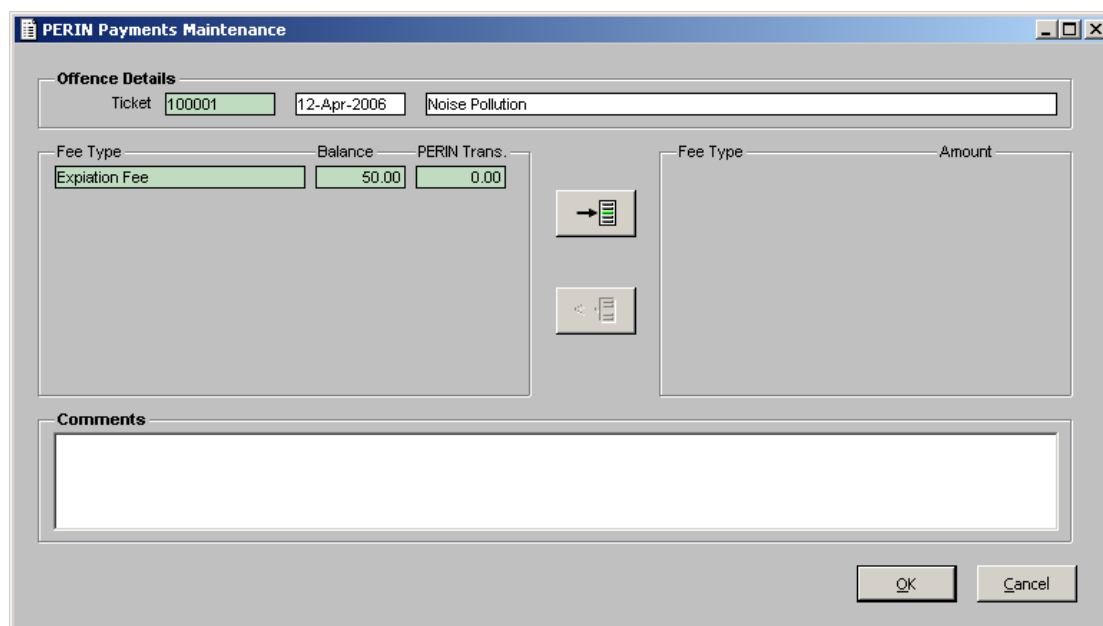
- Invoke the 'Court Extract Adjustment' form (Options >> Court Extract Adjustment)

Court Extract Adjustment

Offence Details		
Ticket	171720	01-Dec-2005
Noise Pollution		
Activity Code to Adjust		
Activity Code	CRTE	>> Court Extract
Status Code after Adjustment		
Status Code		>>
OK Cancel		

Court Extract Adjustment form

- Specify the Activity code to adjust (in this case it would be the Court Extract Activity Code)
- Set the status of the offence for after the adjustment is made and press 'OK'
- Within the Offence Summary form, invoke the 'PERIN Payments Maintenance' form (Options >> PERIN Payments/Adjustments)



PERIN Payments Maintenance

Offence Details

Ticket: 100001 12-Apr-2006 Noise Pollution

Fee Type **Balance** **PERIN Trans.**

Expiation Fee 50.00 0.00

Comments

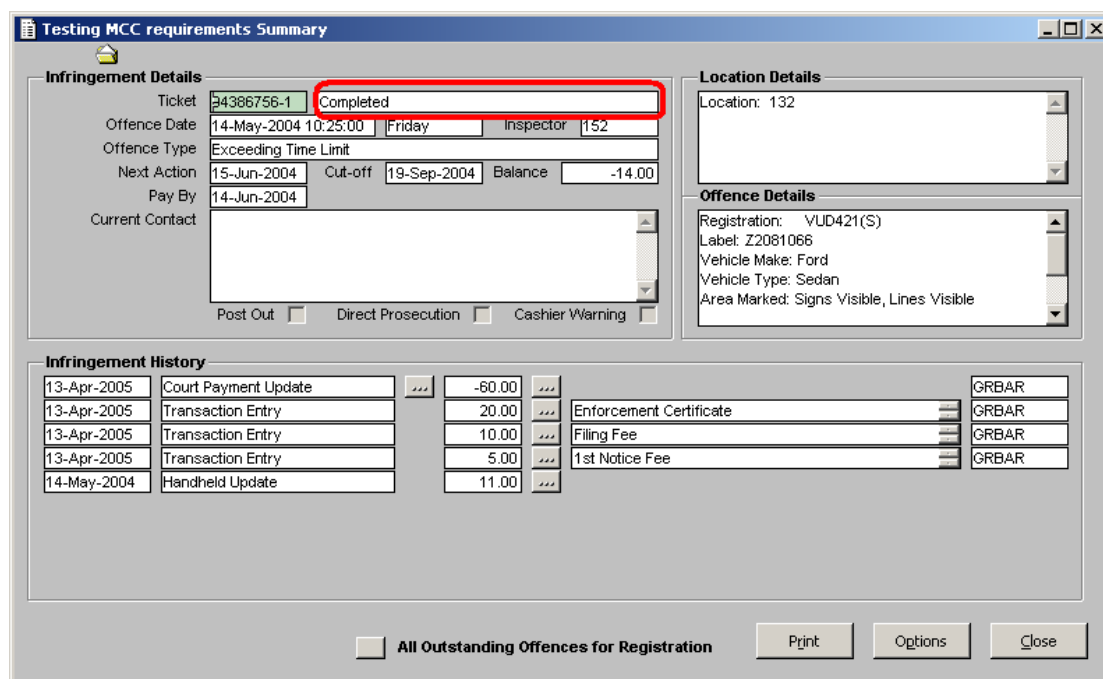
OK Cancel

PERIN Payments/Adjustments form

6. Select those Fee Types that are to have PERIN Court Payments applied/apportioned against them, and specify the amount against the respective Fee Type.

NOTE: A negative monetary amount results in the raising of a 'Court Monetary Payment' transaction, whereas a positive monetary amount results in a 'Court Monetary Reversal' transaction being raised.

7. Enter any relevant comments for the activity that is created for the manual PERIN Payment Transactions created, and press 'OK'
8. If required, change the status of the offence. This is done by double-clicking on status field (indicated below) and changing the status of the offence



Testing MCC requirements Summary

Infringement Details

Ticket: 24386756-1 **Completed** Inspector: 152

Offence Date: 14-May-2004 10:25:00 Friday

Offence Type: Exceeding Time Limit

Next Action: 15-Jun-2004 Cut-off: 19-Sep-2004 Balance: -14.00

Pay By: 14-Jun-2004

Current Contact:

Post Out ☐ Direct Prosecution ☐ Cashier Warning ☐

Location Details

Location: 132

Offence Details

Registration: VUD421(S)
 Label: Z2081066
 Vehicle Make: Ford
 Vehicle Type: Sedan
 Area Marked: Signs Visible, Lines Visible

Infringement History

13-Apr-2005	Court Payment Update	-60.00	GRBAR
13-Apr-2005	Transaction Entry	20.00	Enforcement Certificate
13-Apr-2005	Transaction Entry	10.00	Filing Fee
13-Apr-2005	Transaction Entry	5.00	1st Notice Fee
14-May-2004	Handheld Update	11.00	

☐ All Outstanding Offences for Registration Print Options Close

Offence Summary form showing the status field

Offence Details – Ticket

The Offence Details are displayed for the ticket that is being maintained.

Fee Type

The Fee Type is a description of the Fee on the Offence.

Balance

The Balance field is the overall balance of the Fee Type after any transactions have been applied/apportioned against it.

PERIN Trans.

The figure in this field represents the overall monetary amount that has been applied or apportioned against the Fee Type. Only the PERIN Transactions are considered in the calculation of this field.

Amount

The monetary Amount that is to be applied/apportioned against a selected Fee Type is shown in this field. The value of this field is automatically populated but can be changed by the user to another Amount.

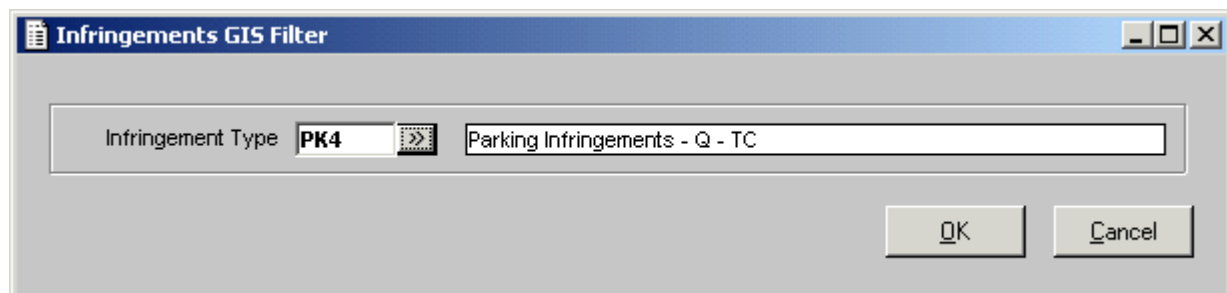
NOTE: The entry of a negative amount will result in the raising of a 'Court Monetary Payment' transaction, whereas a positive amount will result in the raising of a 'Court Monetary Reversal' transaction.

Comments

The Comments field is an optional field and allows the ability to add comments with regard to the transactions that are raised.

Infringements GIS Filter Form

The Infringements GIS Filter Form is displayed when a User has highlighted information on the GIS map and then selected Infringements as the module required to be looked at. The User needs to select the correct Infringement Type that is required to be used.



Infringements GIS Filter Form

Infringement Type

The Infringement Type is displayed for the User to select the correct Infringement Type they require to be selected from the properties that they have highlighted on the GIS form.

Infringement Options

The following topics are covered in this chapter:

[Maintenance Options](#)

[Additional Data](#)

[Names](#)

[Letters](#)

[Letter for Each Offence](#)

[Exemptions](#)

[Returned Cheques](#)

[Court Transactions](#)

[Hold Offence](#)

[Release Offence](#)

[Activity Entry](#)

[Transaction Entry](#)

[Note Entry/Maintenance](#)

[PERIN Details \(Victoria\)](#)

[SPER Update Details \(Queensland\)](#)

[Court Extract Details Maintenance \(New Zealand\)](#)

[Court Extract Details \(New Zealand\)](#)

[F.E.R. Enforcement Details](#)

[Correspondence Received](#)

[Unserved Letters](#)

[Court Extract Adjustment](#)

[Post Out Entry](#)

[Re-Issue Ticket](#)

Maintenance Options

Maintenance Options Form

The Maintenance Options Form is displayed when the User selects the Options Button from the Infringement Summary Form. The Options that are displayed depend on the authorisation that the User has been assigned in Responsibilities. Those Options that have information recorded for them are displayed in Bold whilst those Options that are yet to have information entered for the Offence are not Bolded.

A single option can be invoked by double-clicking the required option with the mouse or highlighting the option and clicking the 'Accept' button with the mouse.

The 'Select', 'Remove' and 'Move' buttons are used to select multiple options and sequence them. The required Options can be selected in any order and then sequenced with the 'Move' button as required. Once the sequence has been determined, the individual options are invoked by clicking the 'Accept' button. The relevant forms for each of the selected options are then presented in the order as sequenced.

Maintenance Options Form

Available Options

If a single Options is to be invoked then it can be double clicked from this area or once highlighted the 'Accept' button used. If multi-select Options are required then the Options need to be moved to the Selected Options area and re-sequenced (if required) into the order of display.

Selected Options

If multi-select Options are required then the Options need to be listed under this area. If the Options are required to be displayed in a certain sequence then the Move Button can be used to re-sequence the Options into the required sequence.

Once the selection and sequence is correct the 'Accept' button needs to be selected to display the options.

Additional Data

Additional Data Maintenance Form

Additional Data allows the User to enter a specific Next Action Date and Status, a further Pay By Date and Late Fee, and have these update the Offence.

Additional Data Maintenance

Offence Details

TICKET 11 03-Jun-1999 Expired Meter

Additional Data Details

Next Action Date 02-Jun-1999
 Status STAT >> Statute Barred
 Pay By Date 05-Jul-1999
 Late Fee Due Date 05-Jul-1999 Late Fee Applied ☐
 Allow Under Payments ☒

OK Cancel

Additional Data Maintenance Form

Offence Details - Number

The Offence Details fields display the Offence Number, Date and Offence Type.

Additional Data Details - Next Action Date

This field will default to the System Date, but a User may change this to a date of their choosing. Note that this field is mandatory and cannot be left blank.

Additional Data Details - Status

This field displays the Status Type. The Status can be changed by the User by entering in the required Status Code or if the Code is not known, using the Pop Up button to display a list of Status that can be used.

Additional Data Details - Pay By Date

This field allows the User to enter a Pay By Date that will update the Offence selected to that specific date. Users may either key in a specific date or double click on this field to invoke the Calendar.

Additional Data Details - Late Fee Due Date

This field allows the User to enter a specific date to have a Late Fee apply from. Users may key in a specific date or double click in the field to invoke the Calendar.

Additional Data Details - Late Fee Applied

If this box is checked on then the selected Offence will have the Late Fees set up in the parameters applied to it.

Additional Data Details - Allow Underpayments

Checking this flag on will then allow Underpayments to be taken against the Offence. The value in this field is defaulted from the system parameters.

Additional Data Bulk Maintenance Form

Additional Data Bulk Maintenance Form allows the User to enter a specific Next Action Date and Status, increment the Next Action Date by a number of Days, change the Pay By Date, alter the Late Fee Due Date and have these update the specific Tickets highlighted on the Selection Form updated with this information.

Additional Data Bulk Maintenance Form

Offence Details - Offence

These fields display the first selected Offence details of the multiple Offences that have been selected for updating. The Detail Button displayed means that the process is going to update multiple Infringements and not just the one that is currently displayed. Selecting the Detail button will display the Selected Offences Enquiry Form allowing the User to see the actual Infringements that will be updated.

Additional Data Details – Set Next Action Date to

Upon entry to the form this field is blank. If the Next Action Date is to be updated to a specific Date then the required Date can be entered into this field. This field can be left blank if the Next Action Date is not required to be altered, or it is to be incremented by a specific number of days.

Additional Data Details – or increment by Days

Upon entry to the form this field is blank. If the Next Action Date on the highlighted Tickets is to be updated by a Number of Days then the User can enter into this field the required number of Days to be added to the Next Action Date on each of the individual Tickets. For example if the Next Action Date on the selected individual Tickets was 01/07/2004, 10/07/2004 and 11/07/2004 respectively and the Number of Days entered on this form was 5, then when the form was accepted the Next Action Dates would show 06/07/2004, 15/07/2004 and 16/07/2004.

This field can be left blank if the Next Action Date is not required to be altered, or it is to be set to a specific Date as entered in the Set Next Action Date field.

Additional Data Details - Pay By Date

This field allows the User to enter a Pay By Date that will update all of the Offences selected to that specific date. Users may either key in a specific date or double click on this field to invoke the Calendar.

Additional Data Details - Status

This field allows the entry of the Status Type. The required Status Code can be entered by the User or the Pop Up button used to display a list of available Status Codes that can be used.

This field can be left blank if the Status of the selected Tickets if not required to be changed.

Additional Data Details - Late Fee Due Date

This field allows the User to enter a specific date to have a Late Fee apply from. Users may key in a specific date or double click in the field to invoke the Calendar.

This field can be left blank if the Late Fee Due Date is not required to be changed for the selected Tickets.

Additional Data Details - Late Fee Applied

If this box is checked on then Offences that have been multi-selected will have the Late Fees set up in parameter-association to them.

If Late Fees are not required to be applied to the selected Tickets then this field can be left blank.

Additional Data Details - Allow Underpayments

Checking this flag on will then allow Underpayments to be taken against the specified Offences. This field defaults to the system value but can be overridden.

Names

Names Selection Form

The Names Selection form displays any current contacts associated with the Offence.

Offence Details			
Report	4000	05-Jan-1999	Taxi Zone

Name	Address	Current
Simons, Steven	2 Jintu lane Morgan 5098	☒

New Modify Close

Names Selection Form

Offence Number

This field displays the Offence Number associated with the selected Offence.

Offence Date

This field displays the actual Offence Date of the selected Offence.

Offence Type

This field displays the Offence Type that has been associated with the selected Offence.

Name

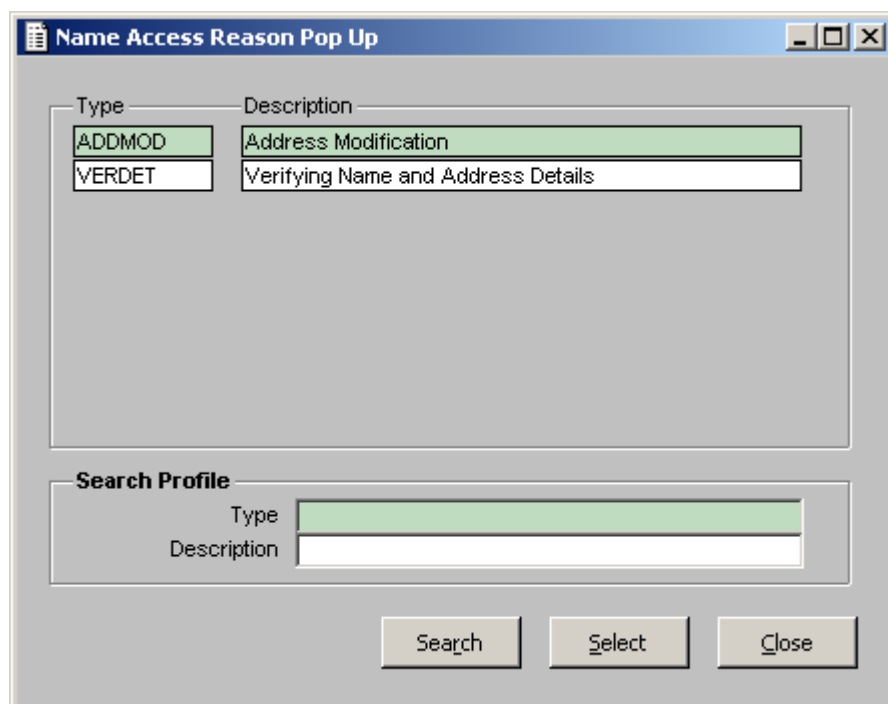
This field displays the Name associated with the selected Offence. This is normally the current Contact, and this can be seen if the Current Flag has been checked on.

Address

This field displays the Address that is associated with the Name for the selected Offence.

Name Access Reason Pop Up

When accessing 'Name Maintenance' for an offence with restricted name detail display/access, the 'Name Access Reason Pop Up' form is displayed to the user enabling the selection of an appropriate access reason for inclusion in the access log. On return to the Summary form the log record is created and included in the 'Infringement History' segment of the form.



The image shows a software window titled "Name Access Reason Pop Up". It contains a table with two columns: "Type" and "Description". The table has two rows: one with "ADDMOD" and "Address Modification", and another with "VERDET" and "Verifying Name and Address Details". Below the table is a "Search Profile" section with two input fields: "Type" and "Description". At the bottom of the window are three buttons: "Search", "Select", and "Close".

Type	Description
ADDMOD	Address Modification
VERDET	Verifying Name and Address Details

Search Profile

Type:
Description:

Search Select Close

Name Access Reason Pop Up Form

Type

The Access Reason Code is displayed in this field. The user can select the required Access Code by focusing on the code or searching for the Code via the Search option.

Description

The Access Reason Code description is displayed in this field. The user can select the required Access Code by focusing on the code / description or by searching for the Reason via the Search option.

Search Profile - Type

The Search Profile can be used to search for a particular Reason Code. The user can enter in the Type required (or part thereof) and select the search option to display only those Reason Codes that match the search criteria. Wildcard searching is available in this field.

Search Profile - Description

The Search Profile can be used to search for a particular Reason Code or its description. The user can enter in the Type Description (or part thereof) and select the search option to display only those Reason Codes that match the description search criteria. Wildcard searching is available in this field.

Names Maintenance Form – South Australia

The Names Maintenance form allows a User to enter or maintain contact information for each Offence. The following form is displayed when using the Infringement System for South Australia.

A Warning message is displayed if the name or address details are changed when there has been a letter issued to the Offender or if the Offender is listed against more than one Offence. This message informs the User that there are other links existing and do they wish to accept the changes or not. The message displayed is 'The change/s to name/address details will affect existing links to Offences and/or Letters. Accept change/s? Yes, No.'

Names Maintenance

Offence Details
 REPORT: 52147011-4 01-Feb-2001 Contravene Bicycle Parking Sign

Person/Organisation Details
 Client Type: Person Salutation: Sir/Madam Current Contact: ☒
 Client No.: Date of Birth: Given Names: TESS
 Surname: SCHRAMM

Address Details
 Effective from: 02-Feb-2001 Address: NARRAWONG VIC Post Code: 3180
 Type: Postal Current Address: ☒

Comments
 [Text Area]

Options
☐ Vehicle Details
☐ Letters

Insert OK Cancel

Names Maintenance Form

Offence No.

This field displays the Ticket Number of the selected Offence. This field is not maintainable. The Detail Button displayed means that the process is going to update multiple Infringements and not just the one that is currently displayed. Selecting the Detail button will display the Selected Offences Enquiry Form allowing the User to see the actual Infringements that will be updated.

Offence Date

This field displays the Offence Date of the selected Offence. This field is not maintainable.

Offence Type

This field displays the Offence Type associated with the selected Offence. This field is not maintainable.

Client Type

This field is a drop-down field to allow the User to define the name being entered or displayed as being a person, private business or government type.

Salutation

This field allows the User to enter a standard or specific salutation that this Contact may be referred to when any correspondence is created for this name.

Current Contact

If this flag is checked on then the Name details are those to be used as the most current Contact associated with the Offence.

Client No.

This field allows a User to enter a specific Client Number to associate with this Current Contact.

Date of Birth

This field holds the Date of Birth of the Contact displayed. This field is only displayed if the Client Type has been set to 'person'.

Contact Status

The Contact Status comes from the MVR Update file. This can be either Owner or Driver. It identifies the Name as being either the Owner of the Vehicle or the Driver of the Vehicle.

Surname

This field holds the Surname of the Contact displayed. This field is only displayed if the Client Type has been set to 'person'.

Given Names

This field displays the Names associated with the Contact. Users may enter the details here or if it has been returned from an organisation such as the Motor Vehicle authority, this field will be populated with these details. This field is only displayed if the Client Type has been set to 'person'.

Owner's Name

This field displays the Owner's Name associated with the Contact. Users may enter the details here or if it has been returned from an organisation such as the Motor Vehicle authority, this field will be populated with these details. This field is only displayed if the Client Type has been set to either 'Private Business' or 'Government'.

Address Details - Effective From Date

This field contains a date to show from when these details are effective.

Address Details – Type

The Type of Address being shown can be defined by this dropdown field. The available Address Types are Residential, Postal and Residential & Postal combined. When inserting an Address this field defaults to Residential but can be overridden.

Address Details – Address

Address information for the Name can be entered into this field. This information is also populated when an MVR Update is performed and the name and address information has been returned from the MVR.

Current Address Flag

This flag indicates the address that will be used when any cycle functions or letters are issued for the Infringement. As multiple addresses can be entered for the name record the Current Address Flag is only permitted to be flagged on against One Address record.

Comments

This field allows a User to enter specific comments regarding this Contact/Name.

Options - Vehicle Details

Selecting this detail button will take the User to the Vehicle Details Maintenance form to display or edit this form.

Options – Letters

This option will allow the User to display or create a letter to be associated with the particular Infringements.

Names Maintenance Form – Victoria

The Names Maintenance form allows a User to enter or maintain contact information for each Offence. The following form is displayed when using the Infringement System for Victoria.

Names Maintenance

Offence Details
 PIN Date Expired Meter

Person/Organisation Details
 Surname / Organisation Current Contact ☒
 Given Names
 Salutation Contact Status

Address Details
 Effective from Address Post Code Current Address ☒

Comments

Options
☐ Vehicle Details
☐ Letters

Names Maintenance - Victoria

Offence No.

This field displays the Offence Number of the selected Offence. This field is not maintainable. . The Detail Button displayed means that the process is going to update multiple Infringements and not just the one that is currently displayed. Selecting the Detail button will display the Selected Offences Enquiry Form allowing the User to see the actual Infringements that will be updated.

Offence Date

This field displays the Offence Date of the selected Offence. This field is not maintainable.

Offence Type

This field displays the Offence Type associated with the selected Offence. This field is not maintainable.

Surname / Organisation

The Surname or name of the Organisation can be entered into this field. This can also be updated via the MVR Update process. Once a letter has been entered against the Name then the Surname / Organisation field cannot be maintained.

Current Contact

If this flag is checked on then the Name details are those to be used as the most current Contact associated with any Ticket.

Given Names

Additional Given Names can be recorded in this field. Once a letter has been entered against the Name then the Given Names field cannot be maintained.

Salutation

This field allows the User to enter a standard or specific salutation that this Contact may be referred to when any correspondence is created for this person.

Contact Status

The Contact Status field has the following options available:-

- B = Company/Business
- C = Correspondent
- D = Driver
- I = Internal Request
- X = Previous Owner
- O = Private Owner
- U = Unknown Owner

When a new name record is added via the MVR Update function, the value will be set to 'B' for an Organisation, 'O' for a Person or 'U' otherwise. When manually adding a name the field is defaulted to U = Unknown Owner but can be maintained by the user.

Address Details - Effective From Date

This field contains a date to show from when these details are effective.

Address Details – Address

Address information for the Name can be entered into this field. This information is also populated when an MVR Update is performed and the name and address information has been returned from the MVR.

Current Address Flag

This flag indicates the address that will be used when any cycle functions or letters are issued for the Infringement. As it is possible to record more than one address for a Name the Current Address Flag field is only permitted to be flagged 'On' against One Address record.

Comments

This field allows a User to enter specific comments regarding this Contact/Name.

Options - Vehicle Details

Selecting this detail button will take the User to the Vehicle Details Maintenance form to display or edit this form.

Options – Letters

This option will allow the User to display or create a letter to be associated with the particular Infringements.

Names Maintenance Form – Queensland

The Names Maintenance form allows a User to enter or maintain contact information for each Offence. The following form is displayed when using the Infringement System for Queensland.

Names Maintenance

Offence Details
 TICKET 4502 02-Apr-2001 Bus Stop

Person/Organisation Details
 Customer No. 4502 Salutation Dear Sir / Madam Current ☒
 Surname / Organisation BROWN Contact Status
 Given Names CAROLYN JANE Juvenile ☐

Address Details
 Effective from 02-Apr-2001 Address 158 TILBROOK ROAD Current Address ☒
 Type Residential State QLD Post Code 4000
 Address BRISBANE
 Effective from 02-Apr-2001 Address 6 GREENHILL ROAD Current Address ☐
 Type Business State QLD Post Code 4553
 Address THOMASTOWN

Comments
 Customer Role : PRIMARY CUSTOMER

Options
☐ Vehicle Details
☐ Letters

Insert OK Cancel

Names Maintenance Form - Queensland

Offence Details - Offence Number

This field displays the Offence Number of the selected Offence. This field is not maintainable. . The Detail Button displayed means that the process is going to update multiple Infringements and not just the one that is currently displayed. Selecting the Detail button will display the Selected Offences Enquiry Form allowing the User to see the actual Infringements that will be updated.

Offence Details - Offence Date

This field displays the Offence Date of the selected Offence. This field is not maintainable.

Offence Details - Offence Type

This field displays the Description of the Offence Type associated with the selected Offence. This field is not maintainable.

Person/Organisation Details - Customer Number

This field allows a User to enter a specific Customer Number to associate with this Current Contact. This field is updated by the information provided by the online service providing Motor Vehicle Enquires. Once a letter has been issued to the contact the Customer Number field is non maintainable.

Person/Organisation Details - Salutation

This field allows the User to enter a standard or specific salutation that this Contact may be referred to when any correspondence is created for this person.

Person/Organisation Details - Current Contact

If this flag is checked on then the Name details are those to be used as the most current Contact associated with the Offence.

Person/Organisation Details - Surname / Organisation

This field holds the Surname or Organisation Name of the Contact. Once a letter has been issued to the contact then the Surname / Organisation field is non maintainable.

Person/Organisation Details – Contact Status

This field displays the Contact Status of the Person or Organisation. Users may enter the details here or if it has been returned from an organisation such as the Motor Vehicle authority, this field will be populated with these details. Options available are Owner or Driver.

Person/Organisation Details - Given Names

This field displays the Names associated with the Contact. Users may enter the details here or if it has been returned from an organisation such as the Motor Vehicle authority, this field will be populated with these details. Once a letter has been issued to the contact then the Given Names field is non maintainable.

Person/Organisation Details - Juvenile

This field is flagged on if the contact is a Juvenile. Once a letter has been issued to the contact then the Juvenile field is non maintainable.

Address Details - Effective From Date

This field contains a date to show from when these details are effective.

Address Details – Type

The Type of Address being shown can be defined by this dropdown field. The available Address Types are Business, Garaging, Postal, Registered or Residential. When inserting an Address this field defaults to Residential but can be overridden.

Address Details – Address

Address information for the Name can be entered into this field. This information is also populated when an MVR Update is performed and the name and address information has been returned from the MVR.

Current Address Flag

This flag indicates the address that will be used when any cycle functions or letters are issued for the Infringement.

Comments

This field allows a User to enter specific comments regarding this Contact/Name.

Options - Vehicle Details

Selecting this detail button will take the User to the Vehicle Details Maintenance form to display or edit this form.

Options – Letters

This option will allow the User to display or create a letter to be associated with the particular Infringements.

Names Maintenance Form – Western Australia

The Names Maintenance form allows a User to enter or maintain contact information for each Offence. The following form is displayed when using the Infringement System for Western Australia.

Names Maintenance

Offence Details

TICKET: W0050106 01-May-2006 Parking in a Loading Zone

Person/Organisation Details

Surname / Organisation: JOHNSON Current Contact: ☒

Given Names: PATRICIA ANN HELEN Date of Birth: 15-Oct-1960

Salutation: Dear Sir/Madam Customer Number: CN50106

Address Details

Effective from: 01-May-2006 Address: PRIVATE BAG C/- WILLOUGHBY POST OFFICE WILLOUGHBY Post Code: 6112 Current Address: ☒

Type: Postal

Effective from: 01-May-2006 Address: THE PALACE 88 GOVERNMENT DRIVE SOUTH PERTH Post Code: 6003 Current Address: ☐

Type: Residential

Comments

Options

☐ Vehicle Details

☐ Letters

Insert OK Cancel

Names Maintenance Form - Western Australia

Offence Number

This field displays the Offence Number of the selected Offence. This field is not maintainable. . The Detail Button displayed means that the process is going to update multiple Infringements and not just the one that is currently displayed. Selecting the Detail button will display the Selected Offences Enquiry Form allowing the User to see the actual Infringements that will be updated.

Offence Date

This field displays the Offence Date of the selected Offence. This field is not maintainable.

Offence Type

This field displays the Offence Type associated with the selected Offence. This field is not maintainable.

Surname / Organisation

This field allows a User to enter in the Surname or Organisation Name of the contact. Once a letter has been issued to the contact then the Surname / Organisation field is non maintainable.

Current Contact

If this flag is checked on then the Name details are those to be used as the most current Contact associated with any Ticket.

Given Names

This field displays the Names associated with the Contact. Users may enter the details here or if it has been returned from an organisation such as the Motor Vehicle authority, this field will be populated with these details. Once a letter has been issued to the contact then the Given Names field is non maintainable.

Date of Birth

This field holds the Date of Birth of the Contact displayed. Once a letter has been issued to the contact then the Date of Birth field is non maintainable.

Salutation

This field allows the User to enter a standard or specific salutation that this Contact may be referred to when any correspondence is created for this person.

Customer Number

This field allows the User to enter a Customer Number if required. This field is also populated with information from the MVR Update file when processed.

Address Details - Effective From Date

This field contains a date to show from when these details are effective.

Type

This field determines the type of Address being maintained. There are options of Residential or Postal. This is a mandatory field.

Address Details – Address

Address information for the Name can be entered into this field. This information is also populated when an MVR Update is performed and the name and address information has been returned from the MVR.

Current Address Flag

This flag indicates the address that will be used when any cycle functions or letters are issued for the Infringement.

Comments

This field allows a User to enter specific comments regarding this Contact/Name.

Options - Vehicle Details

Selecting this detail button will take the User to the Vehicle Details Maintenance form to display or edit this form.

Options – Letters

This option will allow the User to display or create a letter to be associated with the particular Infringements.

Names Maintenance Form – New Zealand

The Names Maintenance form allows a User to enter or maintain contact information for each Offence. The following form is displayed when using the Infringement System for New Zealand.

Names Maintenance

Offence Details
 Ticket: 100055 09-Sep-2002 exceed

Person/Organisation Details
 Name Type: Person Salutation: Dear Current Contact: ☒
 Surname: Rowe Given Name/s: Judith
 Phone No.: 08582615555 Fax No.:
 Date of Birth: 21-Aug-1963 Sex: Female

Address Details
 Effective from: 09-Sep-2002 Address: 30 Rathgardly Road Current Address: ☒
 Suburb/Town: Henderson City: Auckland Post Code: 1008
 Type: Residential & Postal

Comments
 Miscellaneous MOTO CHECK Data - 18-Sep-2002
 Gone No Address :
 Ownership Status : C
 Ownership Date : 17-Sep-2001
 Registration Status : A
 Licence Expiry Date : 04-Feb-2003
 Licence Type : L
 Licence Issue Date : 12-Nov-1999

Options
☐ Vehicle Details
☐ Letters

Insert OK Cancel

Names Maintenance Form - New Zealand

Offence Details – Offence Number

This field displays the Offence Number of the selected Offence. This field is not maintainable. . The Detail Button displayed means that the process is going to update multiple Infringements and not just the one that is currently displayed. Selecting the Detail button will display the Selected Offences Enquiry Form allowing the User to see the actual Infringements that will be updated.

Offence Details - Offence Date

This field displays the Offence Date of the selected Offence. This field is not maintainable.

Offence Details - Offence Type

This field displays the Offence Type associated with the selected Offence. This field is not maintainable.

Person/Organisation Details - Name Type

This field is a drop-down field to allow the User to define the name as a Person or an Organisation. The Options available are 'Person', 'Company' and 'Other'. When set to 'Person' the Surname and Given Names fields are available for entry. When set to 'Company' or 'Other' then the Surname and Given Names are hidden and the Owner Name field becomes available for entry. Once a letter has been issued to the contact then the Name Type field is non maintainable.

Person/Organisation Details - Salutation

This field allows the User to enter a standard or specific salutation that this Contact may be referred to when any correspondence is created for this person or organisation.

Person/Organisation Details - Current Contact

If this flag is checked on then the Name details are those to be used as the most current Contact associated with any Ticket.

Person/Organisation Details - Surname

This field holds the Surname of the Contact displayed. This field is only displayed when the Name Type is set to Person. When the Name Type is set to Organisation then the field does not display on the form. User may enter in the details here or if it has been returned from an organisation such as the Motor Vehicle

authority, this field will be populated with these details. Once a letter has been issued to the contact then the Surname field is non maintainable.

Person/Organisation Details – Given/s Names

This field displays the Names associated with the Contact. Users may enter the details here or if it has been returned from an organisation such as the Motor Vehicle authority, this field will be populated with these details. This field is only displayed when the Name Type is set to Person. When the Name Type is set to Organisation then the field does not display on the form.

Person/Organisation Details – Owner Name.

The Owner Name field allows for the entry of the Owner of the Vehicle. This field is only displayed when the Name Type is set to Organisation. When the Name Type is set to Person then the field does not display on the form. Once a letter has been issued to the contact then the Owner Name field is non maintainable.

Person/Organisation Details – Phone No.

The Phone Number field allows for the entry of the Phone Number for the Person/Organisation responsible for the Vehicle. This information is available to print on documents.

Person/Organisation Details – Fax No.

The Fax No. field allows for the entry of the Fax Number for the Person/Organisation responsible for the Vehicle. This information is available to print on documents.

Person/Organisation Details - Date of Birth

This field holds the Date of Birth of the Contact displayed. This field is only displayed when the Name Type is set to Person. When the Name Type is set to Organisation then the field does not display on the form. Once a letter has been issued to the contact then the Date of Birth field is non maintainable.

Person/Organisation Details - Sex

The Sex field defaults to Unknown but the dropdown can be used to select Female, Male or Unknown. This field is only displayed when the Name Type is set to Person. When the Name Type is set to Organisation then the field does not display on the form. Once a letter has been issued to the contact then the Sex field is non maintainable.

Driver's Licence

The Driver's Licence field is only displayed on the Names Maintenance form of those Offenders which are linked to an Offence Type pertaining to an Infringement Type whose 'Court Extract Format' setting is 'Traffic'. The field is available for records of 'Name Type' equal to 'Person' and will enable the entry of a Driver's Licence Number.

When a Prosecution List or Court Extract is produced for an Infringement Type whose 'Court Extract Format' setting is 'Traffic', a check is made on every offence processed to ascertain whether a Driver's Licence Number is required in the extract record. Where a Driver's Licence Number is required and it is not available from the Name record of the 'Current Contract' for the offence, the offence record is not extracted and the corresponding report record will contain the message 'Driver's Licence Number is MANDATORY'.

Address Details - Effective From Date

This field contains a date to show from when these details are effective.

Address Details – Type

The Type of Address being shown can be defined by this dropdown field. The available Address Types are Residential, Postal and Residential & Postal combined. When inserting an Address this field defaults to Residential but can be overridden.

Address Details – Address

Address information for the Name or Organisation can be entered into this field. This information is also populated when an MVR Update is performed and the name and address information has been returned from the MVR.

Current Address Flag

This flag indicates the address that will be used when any cycle functions or letters are issued for the Infringement.

NOTE: - The Current Address is the only address that is display automatically upon entry to the form. If other Addresses exist then the Scroll Bar can be used to display these.

Comments

This field allows a User to enter specific comments regarding this Contact/Organisation. Additional information returned from the MOTOCHek will be recorded in this field. This could be information regarding Ownership Status, Licence Status etc. An example of this is:-

Miscellaneous MOTOCHek Data - 18-Aug-2003

Trading as/Representing: TRADING NAME AS THE COMPANY BUSINESS

Gone No Address: Y

Ownership Status: D

Ownership Date: 12-Jan-2000

Registration Status: A

Licence Expiry Date: 01-Mar-2010

Licence Type: T

Latest Licence Issue Date: 15-Feb-1997

Latest Licence Issue Time: 10:55

Continuous Licence: Y

CC Rating: 00100

Body Style: HA

Subject to WOF Inspection: Y

Date of Latest WOF Inspection: 23-Apr-1998

Result of Latest WOF Inspection: P

Expiry Date of Last Successful WOF Inspection: 23-Apr-2006

Subject to COF Inspection: Y

Date of Latest COF Inspection: 24-Mar-1998

Result of Latest COF Inspection: P

Expiry Date of Last Successful COF Inspection: 24-Mar-2006

Subject to RUC: Y

Joint Owner/s:

HARRY GORDON PUPPLEMPTON

LINDA JANE MARY SMITH

Fleet/Lease Ownership : L

Fleet/Lease Owner : LENDING AND LEASING COMPANY

Chassis No. : CHASSISNO12345678

Reported Stolen : Y

Reliable Odometer : Y

Power : 500 kW.

Country of Origin : AUS

Previous Country of Registration : NOR

Assembly Type : 9

Engine No. : ENGINENUMBER12345

Gross Vehicle Mass : 654321 Kg.

No. of Seats : 4

Fuel Type : 04

Alternative Fuel Type : 01

Date of First Registration in NZ : 18-May-1999

Cause of Latest Registration : R

Date of Latest Registration : 30-Sep-1999

Plate Type : CR

Vehicle Type : 13

Vehicle Usage : 12

Latest Odometer Reading : 123456

Odometer Unit : A

Date of Odometer Reading : 04-Oct-1999

Odometer Source : AA

Tare Weight : 300 Kg.

Imported Damaged Flag : Y

Cancellation Reason Code : D

Registered Overseas Flag : Y

Date of First Registration Overseas : 01-Oct-2000

Inspection Agent : INSPECTION AGENT NAME FOR THE INSPECTION OF THE VEHICLE

Options - Vehicle Details

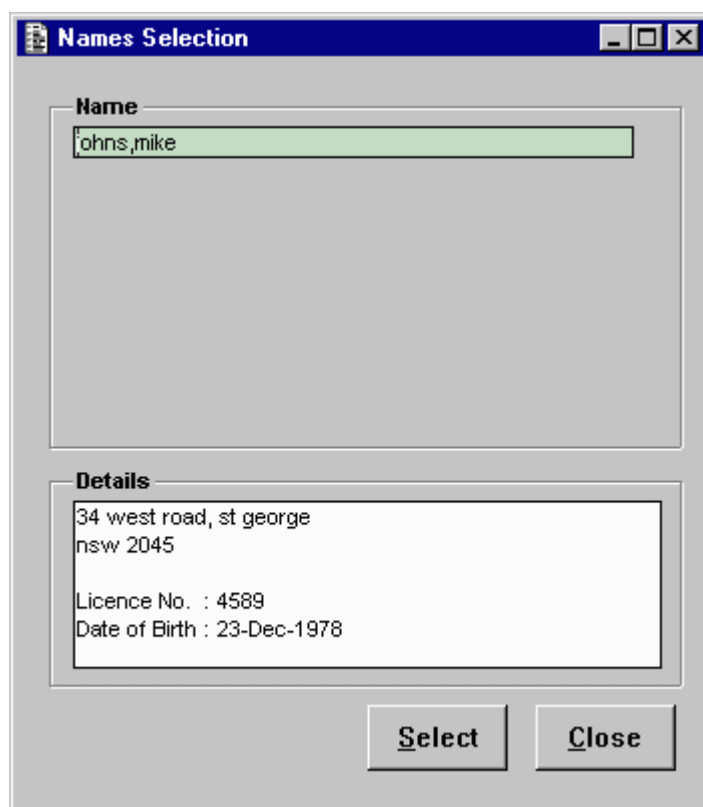
Selecting this detail button will take the User to the Vehicle Details Maintenance form to display or edit this form.

Options – Letters

This option will allow the User to display or create a letter to be associated with the particular Infringements.

Names Selection Form

This Form displays Names that are currently in the Parking Infringement System that match the name information that has been entered on the Names Maintenance Form. The Parameters defined within the Infringement Type determine what matching is done before this form is displayed. The User is then able to select the existing name if it is the one that is required rather than entering in a potential duplicate name.



The screenshot shows a Windows-style dialog box titled "Names Selection". It has a "Name" section with a list box containing "Johns, Mike". Below this is a "Details" section with a text area displaying "34 West Road, St George NSW 2045", "Licence No. : 4589", and "Date of Birth : 23-Dec-1978". At the bottom are "Select" and "Close" buttons.

Names Selection Form

Name

The Name Field displays the names that have matched based on the parameter setting within the Infringement Type. Focusing on each name will update the Details section with the relevant information for the name in focus.

Details

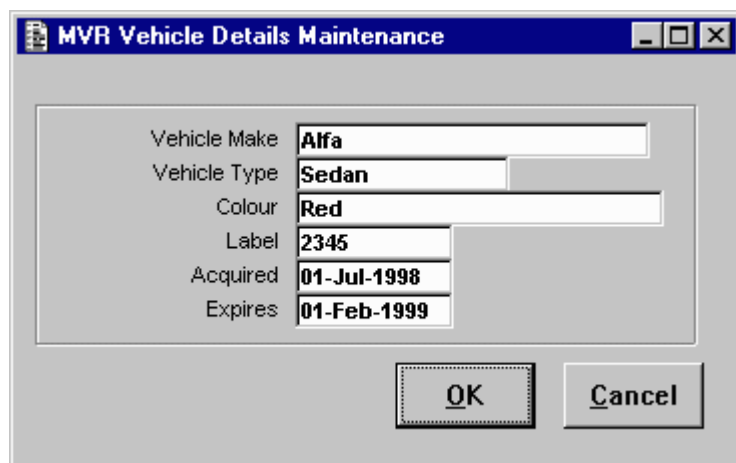
The Details section displays the relevant details for the Name that currently has focus within the Name section of the Form. This information is updated as each Name record is focused on. The Details section shows the Address of the Offender and any other information that might be relevant for the selection of the correct Name.

Colour

This field displays the colour of the vehicle associated with the Infringement. This should match the colours that have been set up in the parameters. The Colour is usually returned from the MVR Enquiry Cycle process.

MVR Vehicle Details Maintenance Form – South Australia

This form allows the User to enter specific details associated with the selected Infringement. This is the information that is usually returned from the MVR Enquiry Cycle Function.



Vehicle Make	Alfa
Vehicle Type	Sedan
Colour	Red
Label	2345
Acquired	01-Jul-1998
Expires	01-Feb-1999

OK Cancel

MVR Vehicle Details Maintenance Form – South Australia

Vehicle Make

This field displays the vehicle make. This should match vehicle makes as per parameter setups. The Vehicle Make is usually returned from the MVR Enquiry Cycle process.

Vehicle Type

This field displays the vehicle type associated with the Infringement. This type should match the Types set up in the parameters. The Vehicle Type is usually returned from the MVR Enquiry Cycle process.

Colour

This field displays the colour of the vehicle associated with the Infringement. This should match the colours that have been set up in the parameters. The Colour is usually returned from the MVR Enquiry Cycle process.

Label

This field allows the User to enter a label that is associated with a vehicle's registration. The Label is usually returned from the MVR Enquiry Cycle process.

Acquired

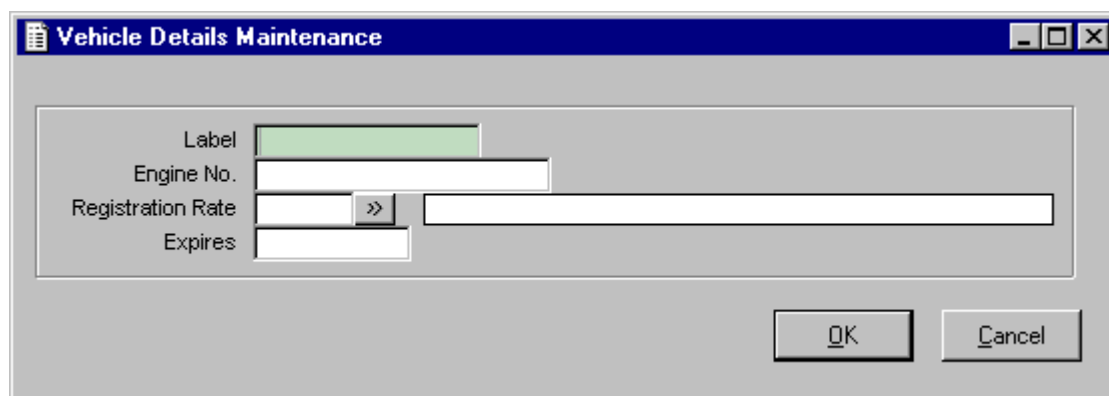
This field displays the date on which the vehicle was acquired. The Acquired date is usually returned from the MVR Enquiry Cycle process.

Expires

This field displays the date on which the vehicle's label expires. The Expires date is usually returned from the MVR Enquiry Cycle process.

Vehicle Details Maintenance Form - Victoria

This form allows the User to enter specific details associated with the selected Infringement. Information on this form is usually returned from the MVR Enquiry Cycle process.



Label	
Engine No.	
Registration Rate	>>
Expires	

OK Cancel

Vehicle Details Maintenance Form - Victoria

Label

This field displays the Vehicle Label. This information is usually returned from the MVR Enquiry Cycle process.

Engine No.

This field displays the Engine Number of the vehicle. This information is usually returned from the MVR Enquiry Cycle process.

Registration Rate

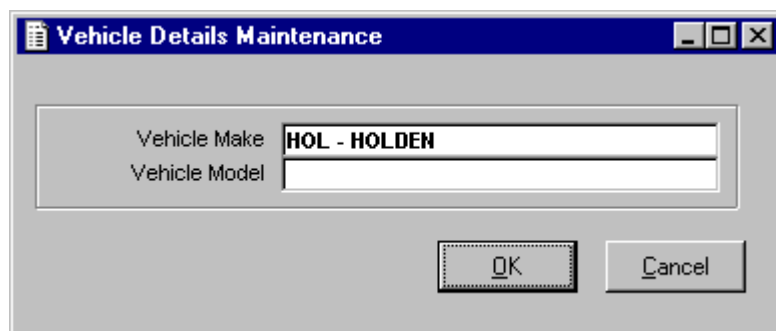
This field displays the Registration Rate for the Vehicle. The Registration Rate Pop Up button can be used to select a Rate if it is not known. This information is usually returned from the MVR Enquiry Cycle process.

Expires

This field displays the date on which the vehicle's label expires. This information is usually returned from the MVR Enquiry Cycle process.

Vehicle Details Maintenance Form - Queensland

This form allows the User to enter specific details associated with the selected Infringement. This information is usually returned from the MVR Enquiry Cycle process.



Vehicle Details Maintenance Form - Queensland

Vehicle Make

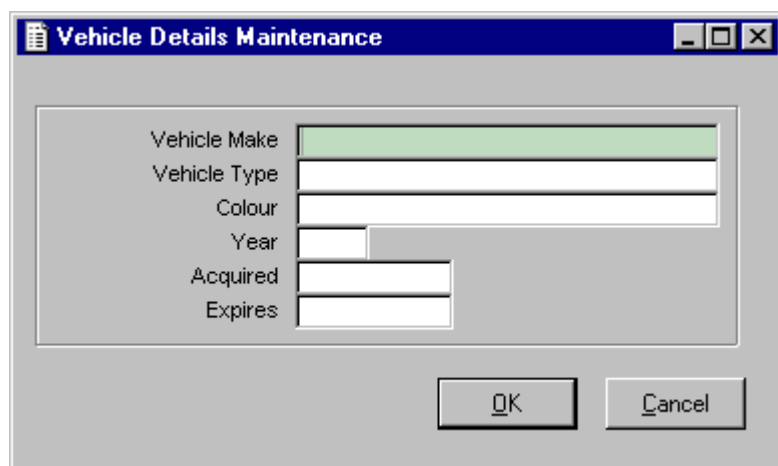
This field displays the vehicle make. This information is usually returned from the MVR Enquiry Cycle process.

Vehicle Model

This field displays the vehicle model associated with the Infringement. This information is usually returned from the MVR Enquiry Cycle process.

Vehicle Details Maintenance Form – Western Australia

This form allows the User to enter specific details associated with the selected Infringement. This information is usually updated via the MVR Enquiry Cycle process.



Vehicle Details Maintenance Form - Western Australia

Vehicle Make

This field displays the vehicle make. This information is usually updated via the MVR Enquiry Cycle process.

Vehicle Type

This field displays the vehicle type associated with the Infringement. This information is usually updated via the MVR Enquiry Cycle process.

Colour

This field displays the colour of the vehicle associated with the Infringement. This information is usually updated via the MVR Enquiry Cycle process.

Year

This field displays the Year of the Vehicle. This information is usually updated via the MVR Enquiry Cycle process.

Acquired

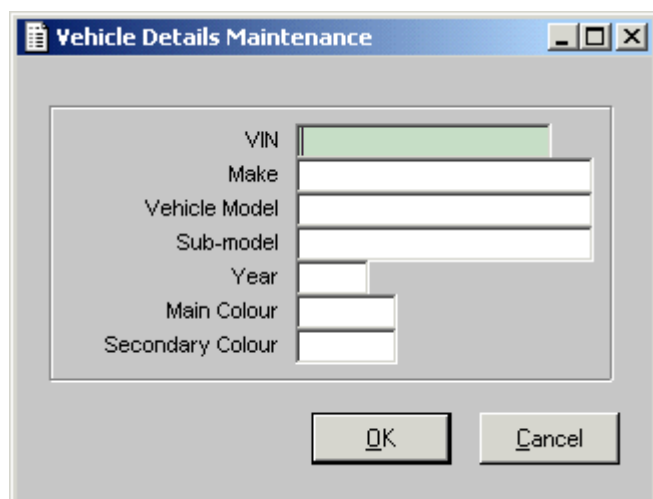
This field displays the date on which the vehicle was acquired. This information is usually updated via the MVR Enquiry Cycle process.

Expires

This field displays the date on which the vehicle's label expires. This information is usually updated via the MVR Enquiry Cycle process.

MVR Vehicle Details Maintenance Form – New Zealand

This form allows the User to enter specific details associated with the selected Infringement. This information is normally provided by the MOTOCHK file that is returned to the Council.



*Vehicle Details Maintenance Form - New Zealand***VIN**

This field displays the Vehicle Id No. This information is normally provided by the MOTOCHK file that is returned to the Council.

Make

This field displays the Vehicle Make associated with the Infringement. This information is normally provided by the MOTOCHK file that is returned to the Council.

Model

This field displays the Model of the Vehicle associated with the Infringement. This information is normally provided by the MOTOCHK file that is returned to the Council.

Sub-model

This field displays the Sub-model associated with the Infringement. This information is normally provided by the MOTOCHK file that is returned to the Council.

Year

This field displays the Year the Vehicle was made. This information is normally provided by the MOTOCHK file that is returned to the Council.

Main Colour

This field is used to display the Main Colour of the Vehicle. This information is normally provided by the MOTOCHK file that is returned to the Council.

Secondary Colour

This field is used to display a Secondary Colour of the Vehicle if required. This information is normally provided by the MOTOCHK file that is returned to the Council.

MVR Registration Rate Code Pop Up Form - Victoria

This form allows the User to select the required Registration Rate Code to search on.

Type	Description
1111	Registration Rate 1111
22	Registration Rate 22

Search Profile

Type	
Description	

MVR Registration Rate Code Pop Up Form - Victoria

Type

The Type field displays the Type Code for the Registration Rate.

Description

The Description of the Registration Rate is displayed in this field.

Search Profile - Type

If the Form contains more than 9 Registration Rates then the Type Search Profile field can be used to narrow down the search. Enter in the Registration Code Type, or part thereof, and select the search button.

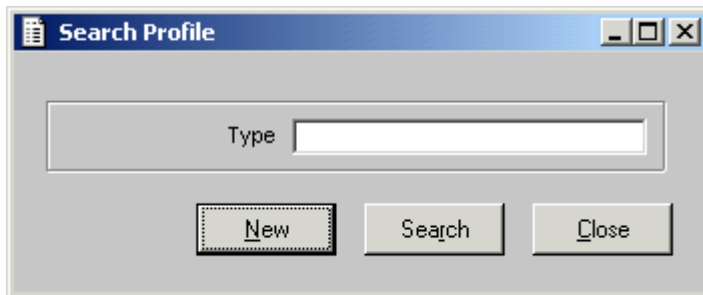
Search Profile - Description

If the Form contains more than 9 Registration Rates then the Description Search Profile field can be used to narrow down the search. Enter in the Registration Description, or part thereof, and select the search button.

Letters

Letters Search Profile Form

The Letters Search Profile Form allows a User to search for a particular Letter Type. This Filter Form may not display if the Filter has been set off in the System Parameters.

The image shows a Windows-style dialog box titled "Search Profile". It has a standard title bar with minimize, maximize, and close buttons. The main area contains a label "Type" followed by a text input field. Below the input field are three buttons: "New", "Search", and "Close". The "New" button is highlighted with a dashed border.

Letter Search Profile Form

Letter Type

Enter in the Letter Type that is required to be search upon, or leave the field blank to search for all Letters. A New Request can be selected from this form.

Letters Selection Form

The Letters Selection Form is displayed when the Search Form has been selected and a Search commenced. If the Filter Form has been flagged off in the System Parameters then the User will be displayed the Selection Form when the Letters Option is selected.

Letters Selection

Offence Details

REPORT 5515-1 06-Sep-2002 Incorrect Angle

Letter Type	Reference Date	Status	Issued Date
acc trim test	06-Dec-2002	Issued	06-Dec-2002
acc trim test	06-Dec-2002	Issued	06-Dec-2002
acc trim test	06-Dec-2002	New	
acc trim test	06-Dec-2002	Issued	06-Dec-2002
acc trim test	06-Dec-2002	Issued	06-Dec-2002
acc trim test	06-Dec-2002	Issued	06-Dec-2002
acc trim test	06-Dec-2002	New	
acc trim test	06-Dec-2002	Issued	06-Dec-2002
acc trim test	06-Dec-2002	New	

Address

JOHN J SMITH
13 AZALEA ST
PROSPECT 5082

Comments

New Modify Close

Letters Selection Form

Offence Details

The Offence Details for the Offence being maintained are displayed in this area. This contains the Offence Number, Date and description of the Offence.

Letter Type

The Description of the Letter Type is displayed in this field.

Reference Date

The Reference Date of the Letter is displayed in this field.

Status

The Status of the Letter is displayed in this field.

Issued Date

The Issued Dated of the Letter is displayed in this field.

Address

The Address for the Letter is displayed in this field. The information in the Address field will reflect the Address of the Letter that currently has focus.

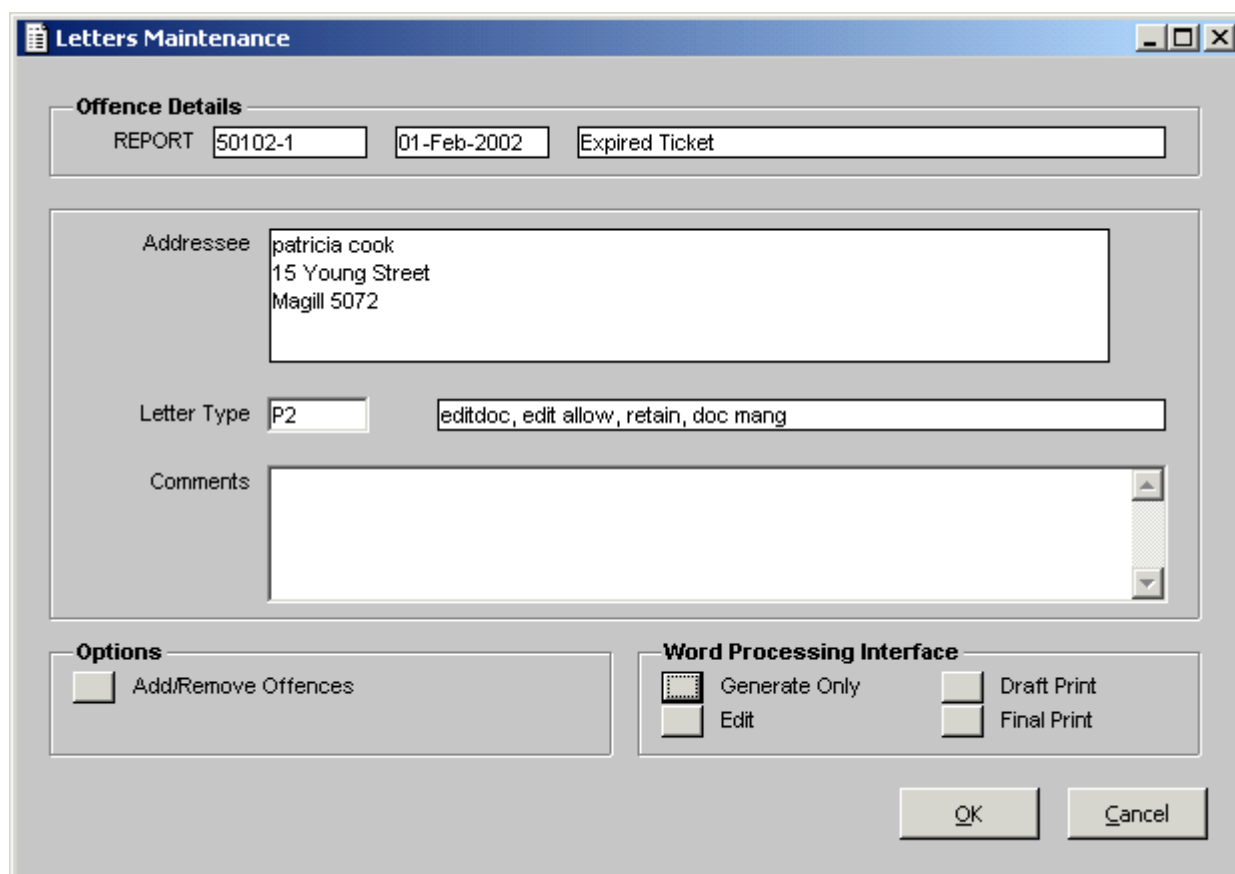
Comments

Any Comments that were entered at the time the Letter was generated are displayed in this field. The information in the Comments field will reflect the Comments for the Letter that currently has focus.

Letters Maintenance Form

The Letters Maintenance Form allows a User to associate a one-off letter to the particular ticket offence and provides the User with the option of having documents 'Draft' printed. The Draft print facility is available when the associated Merge Type specifies that editing of generated documents is allowed. Additional a parameter can be specified on the Merge Type, when editing is allowed, which will cause any printed 'Draft' documents to have a Watermark of the word 'DRAFT' printed diagonally across the document. The Watermark can

assist Users in determining which documents have been completed. This Watermark is automatically removed when the document is 'Final' printed.



Letters Maintenance

Offence Details

REPORT

Addressee

Letter Type

Comments

Options

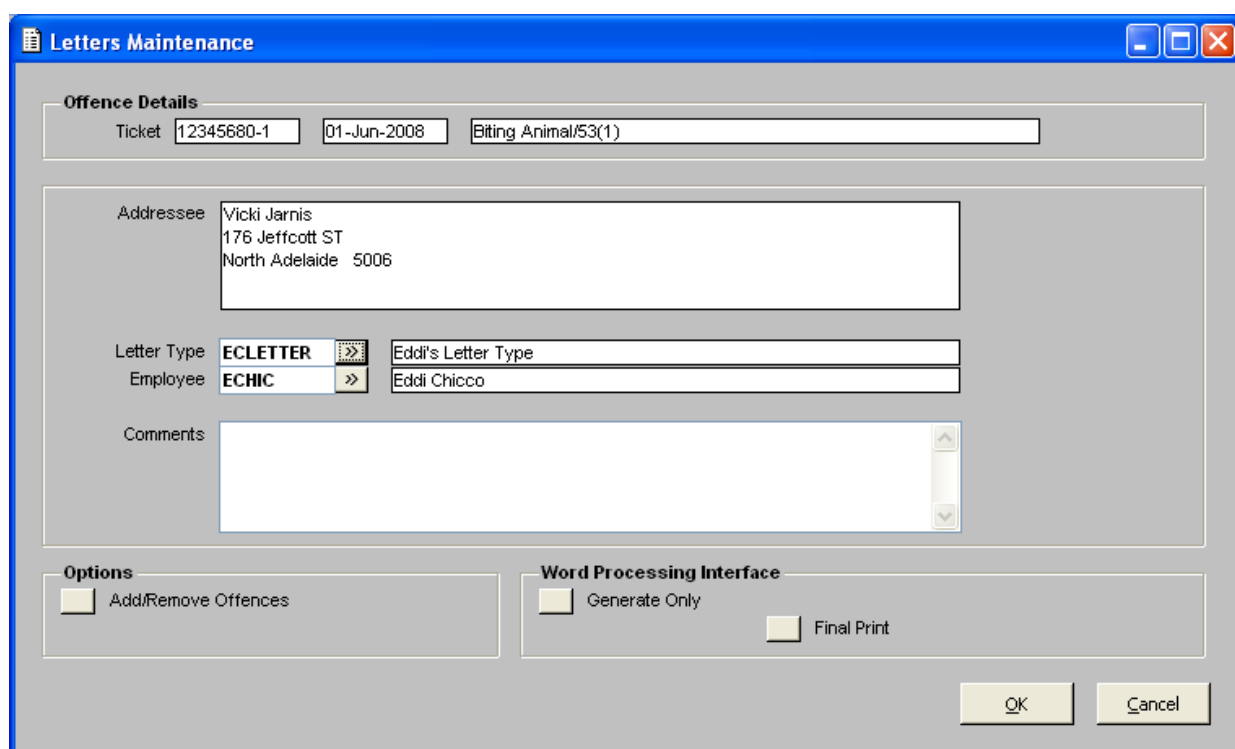
☐ Add/Remove Offences

Word Processing Interface

☐ Generate Only ☐ Draft Print

☐ Edit ☐ Final Print

Letters Maintenance Form



Letters Maintenance

Offence Details

Ticket

Addressee

Letter Type

Employee

Comments

Options

☐ Add/Remove Offences

Word Processing Interface

☐ Generate Only ☐ Final Print

Letters Maintenance Form (with User Employee Contact Details authorised function ON)

Offence Details

The Offence Details for the Offence being maintained are displayed in this area. This includes the Offence Number, Date and Description.

Addressee

This field displays the name of the person to which the letter is to be associated. This is normally the current contact.

Letter Type

This field displays, via a Pop Up button, the list of Letter Types that may be associated to the letter maintenance.

Employee

The employee field will only display if the user has the required authority (Employee Contact Details). If default Employee details have been set up for the Merge Type, then these details will display here when an appropriate Merge Type has been selected. These details may be overridden by the user on this form.

Comments

The comments field allows Users to key in any comments for future reference.

Add/Remove Offences Button

The Add/Remove Offences button allows Users to associate or disassociate specific offences with the letter type.

Generate Only Button

Selecting the Generate Only Button will activate the Word Processing module and generate a document for the particular Infringement without printing.

Draft Print Button

The Draft Print Button will 'Draft' Print the selected document. This is only available when the Merge Type allows editing of documents. If the selected document has not been generated then it is generated before being Draft printed. If the selected document has been generated then it will only be printed when this button is selected. This option does not regenerate existing documents.

Edit / View Button

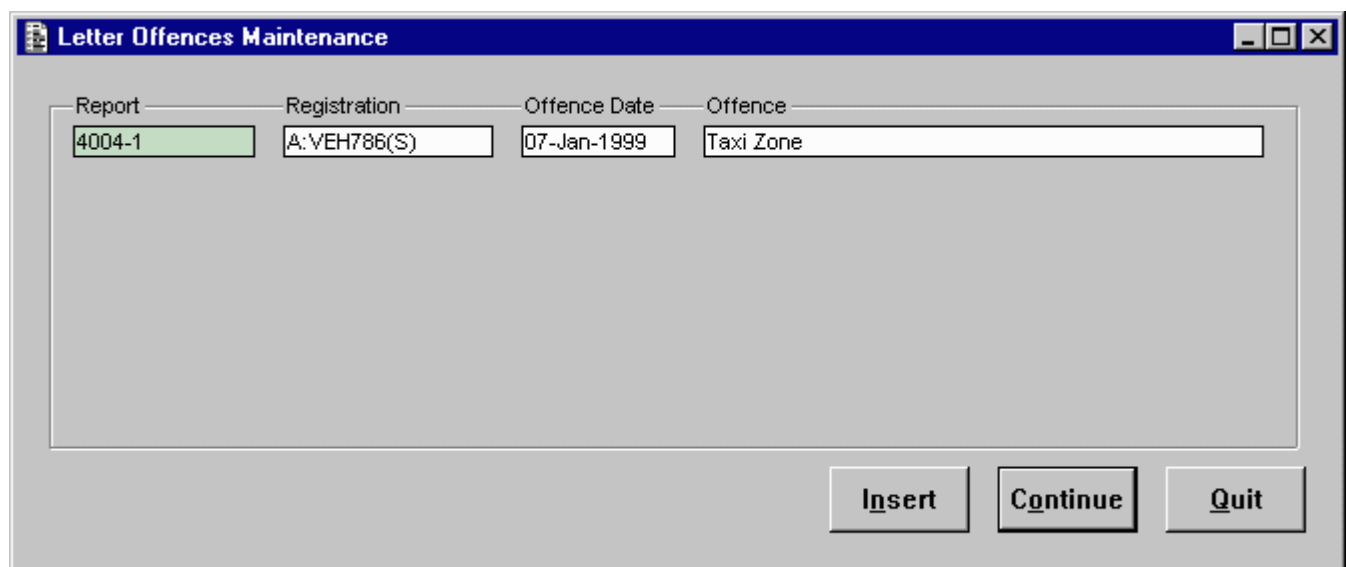
The Edit Button allows the generated document to be edited if necessary. Once a document has been 'Final' printed the 'Edit' button changes to the 'View' button and the document can no longer be changed. If the 'Final' document is not retained then the 'View' button is not available.

Final Print Button

Selection of the Final Print Button will print the final copy of the selected document. This option prints the document and removes any 'Draft' Watermark before doing so. If the selected document has not been generated then it will be generated before being printed. If the selected document has been generated then it will only be printed. This option does not regenerate existing documents. Once a document has been 'Final' printed it will no longer be available for editing. A warning message is shown prior to performing the 'Final' print informing the User that the document will be frozen once it has been 'Final' printed.

Letters Maintenance Form (2)

This form displays letters that have been created against a particular Infringement.



The 'Letter Offences Maintenance' form is a window with a title bar. It contains four input fields at the top: 'Report' with the value '4004-1', 'Registration' with the value 'A:VEH786(S)', 'Offence Date' with the value '07-Jan-1999', and 'Offence' with the value 'Taxi Zone'. Below these fields is a large empty rectangular area. At the bottom right of the window are three buttons: 'Insert', 'Continue', and 'Quit'.

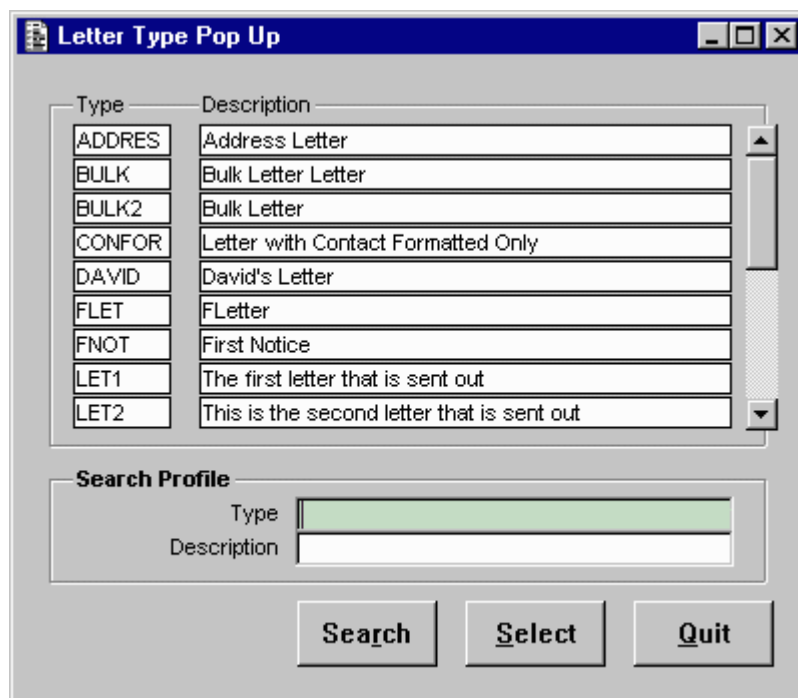
Letters Maintenance Form ()

Ticket/Registration/Offence Date/Offence

These fields display information relating to each letter. These fields are display only and cannot be maintained.

Letter Type Pop Up Form

The Letter Type Pop Up form displays the predefined letters that have been set up in the Infringement Parameters.



The 'Letter Type Pop Up' form is a window with a title bar. It contains a table with two columns: 'Type' and 'Description'. The table lists several letter types and their descriptions. Below the table is a 'Search Profile' section with two input fields: 'Type' and 'Description'. At the bottom of the window are three buttons: 'Search', 'Select', and 'Quit'.

Type	Description
ADDRES	Address Letter
BULK	Bulk Letter Letter
BULK2	Bulk Letter
CONFOR	Letter with Contact Formatted Only
DAVID	David's Letter
FLET	FLetter
FNOT	First Notice
LET1	The first letter that is sent out
LET2	This is the second letter that is sent out

Letter Type Pop Up Form

Type/Description

These fields display the Codes and Descriptions associated with the Letter Types.

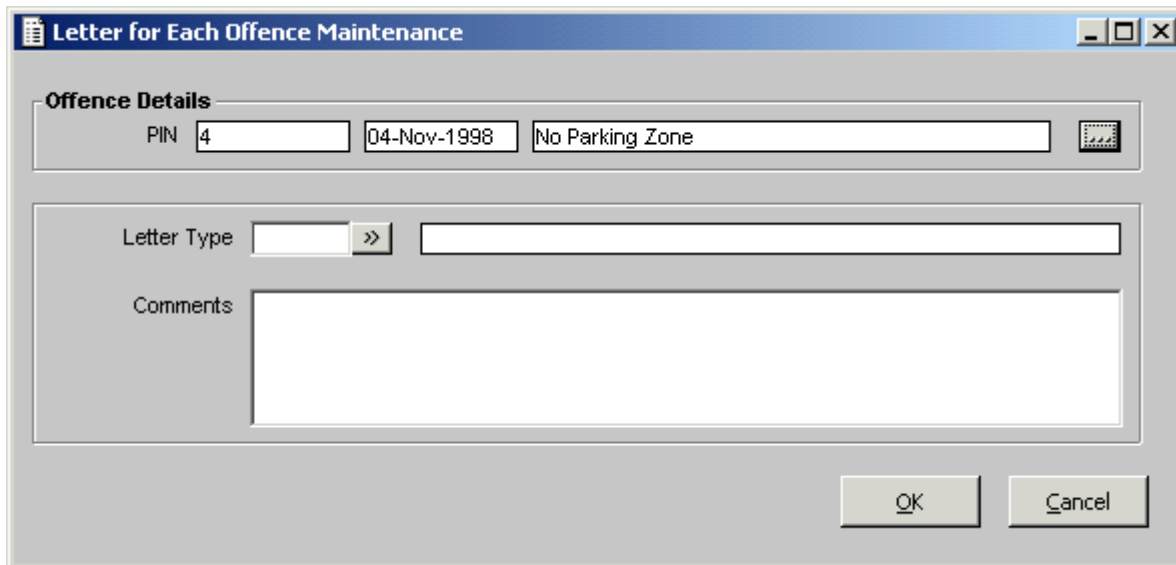
Search Profile – Type/Description

The Search Profile is available for Users to search for a specific code or description. This function is useful in situations where more than nine letter types exist and not all are visible on the screen. The search uses the standard search facilities available in the Pathway Modules.

Letter for Each Offence

Letter for Each Offence Maintenance Form

The Letter for Each Offence Maintenance Form allows a User to associate a letter to each of the Offences highlighted via the Bulk Maintenance Function.



Letter for Each Offence Maintenance Form

Offence Details

The Offence Details for the first Offence being maintained is displayed in this area. The Detail Button can be used to display the Selected Offences Enquiry form.

Letter Type

This field displays, via a Pop Up button, the list of Letter Types that may be associated to the letter maintenance.

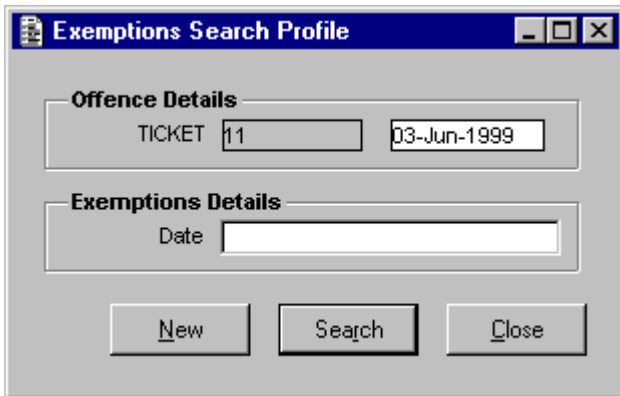
Comments

The comments field allows Users to key in any comments for future reference.

Exemptions

Exemptions Search Profile Form

This form allows Users to exempt a specific Infringement.



Exemptions Search Profile Form

Offence Details – Ticket/Ticket Date

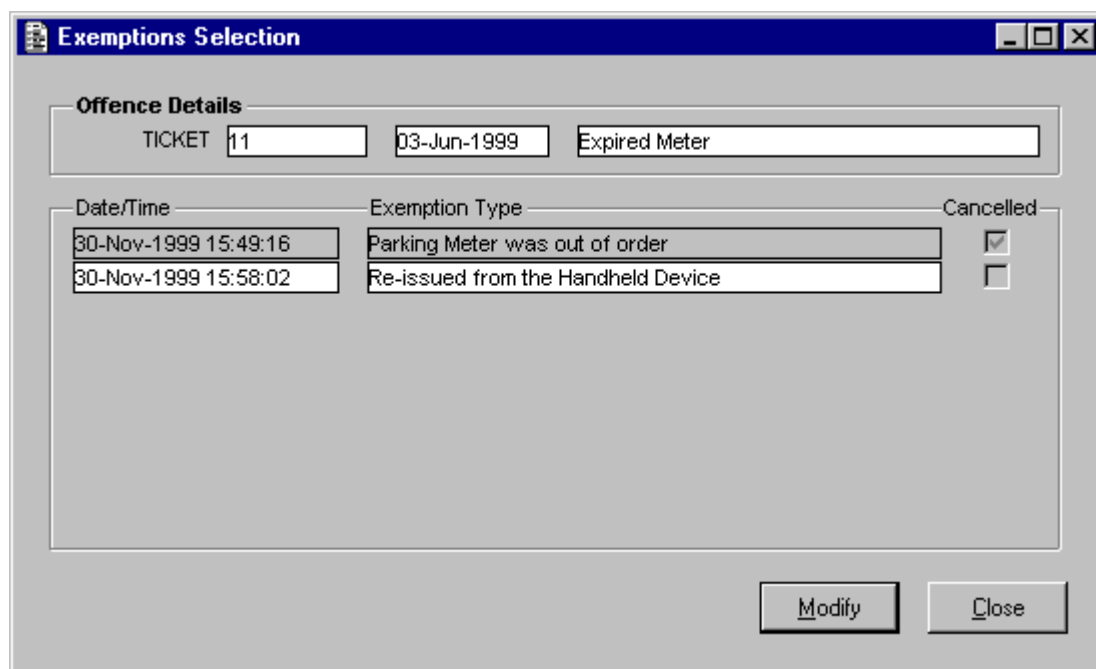
The Ticket and Offence Date will be defaulted when the specific ticket has been selected.

Exemption Details – Date

The User may enter a specific exemption date to search on or click the New Button to create a new exemption.

Exemptions Selection Form

The Exemptions Selection Form displays details of multiple exemptions that apply to a particular Infringement.



Exemptions Selection

Offence Details

TICKET 11 03-Jun-1999 Expired Meter

Date/Time	Exemption Type	Cancelled
30-Nov-1999 15:49:16	Parking Meter was out of order	☒
30-Nov-1999 15:58:02	Re-issued from the Handheld Device	☐

Modify Close

Exemptions Selection Form

Ticket No./Offence Date/Offence Type

These fields display the Ticket Number, Date and Description of the ticket. These fields are display only and cannot be maintained.

Date/Time

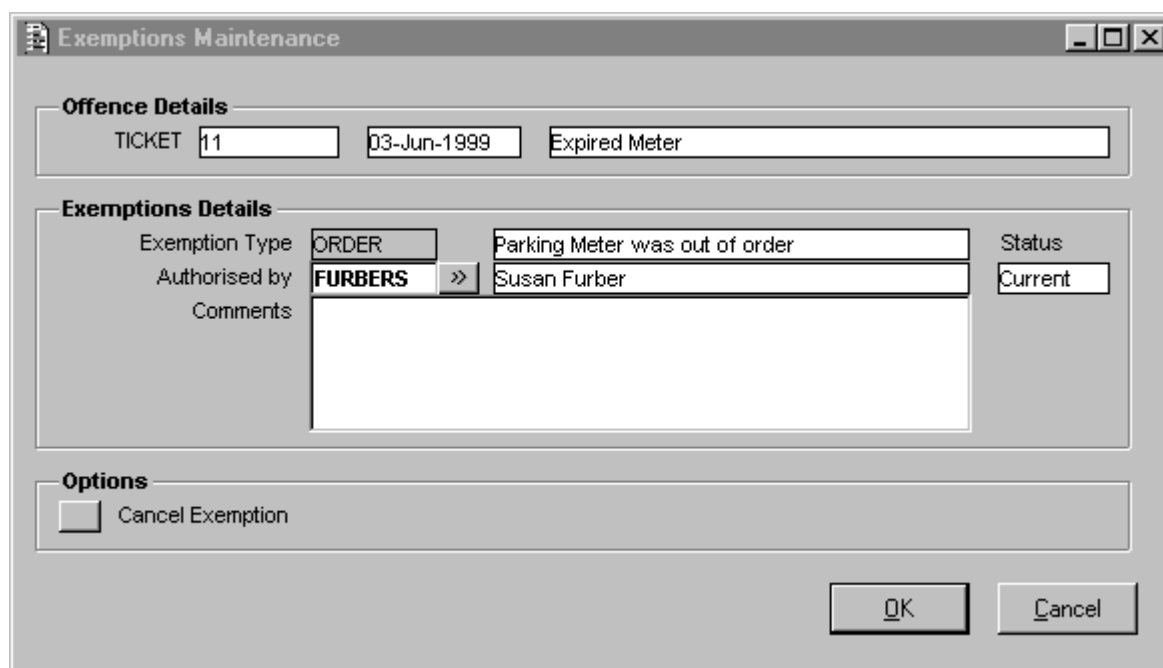
This field displays the Date and Time at which the Ticket has been exempted. This field is display only and cannot be maintained.

Exemption Type

This field displays the associated Exemption Type. This field is display only and cannot be maintained.

Exemptions Maintenance Form

This form allows the User to enter exemptions against a specific Infringement.



Exemptions Maintenance

Offence Details

TICKET 11 03-Jun-1999 Expired Meter

Exemptions Details

Exemption Type	ORDER	Parking Meter was out of order	Status
Authorised by	FURBERS	Susan Furber	Current
Comments			

Options

☐ Cancel Exemption

OK Cancel

Exemptions Maintenance Form

Offence Details

The Offence Details are shown for the Offence that the Exemption is being applied to.

Exemption Type/Description

The Exemption Type and Description are defaulted into these fields from the Selection form. These fields are display only and cannot be maintained.

Authorised By

These fields allow Users to associate an officer who has given authority for the exemption to be carried out. If a User Code is known, Users may key it directly into the field or, alternatively, select the Pop Up to make a selection from the list of Users within the system.

Status

This field displays the Status of the Exemption Type. This field is display only and cannot be maintained.

Comments

This field allows Users to key in a comment, which can be associated with the exemption.

Options - Cancel Exemption

This field allows Users to cancel the selection.

Bulk Exemptions Maintenance

This form allows the User to enter bulk exemptions against multiple Infringements.

The screenshot shows a Windows-style dialog box titled "Bulk Exemption Maintenance". Inside, there's a section titled "Exemption Type Details" which contains three input fields: "Exemption Type" (with a small pop-up icon), "Authorised by" (with a small pop-up icon), and "Comments" (a large text area). Below this is an "Options" section with a checkbox labeled "View Selected Offences". At the bottom right of the dialog are "OK" and "Cancel" buttons.

Bulk Exemption Maintenance Form

Exemption Type/Description

Enter in the Exemption Type Code that is to be applied to the Offences selected. If the Exemption Type Code is not known then the Pop Up Button can be used to display a list of valid Exemption Type Codes.

Authorised By

These fields allow Users to associate an officer who has given authority for the exemption to be carried out. If a User Code is known, Users may key it directly into the field or, alternatively, select the Pop Up to make a selection from the list of Users within the system.

Comments

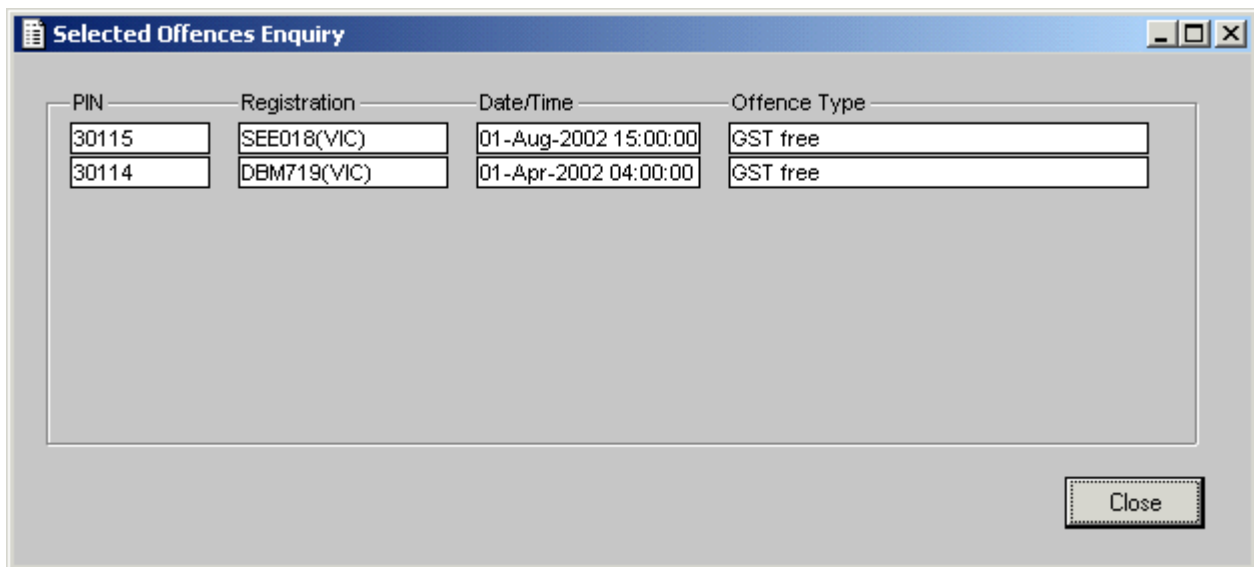
This field allows Users to key in a comment, which can be associated with the exemption.

Options – View Selected Offences

Selecting the Options View Offences Button will display the Selected Offences form where the User is able to see the details of the Offences.

Selected Offences Enquiry

This form displays the Offences that will be updated with the selected Process from the Multi Offence Option form.



PIN	Registration	Date/Time	Offence Type
30115	SEE018(VIC)	01-Aug-2002 15:00:00	GST free
30114	DBM719(VIC)	01-Apr-2002 04:00:00	GST free

Selected Offences Enquiry Form

Offence

The Offence Number is shown for the Offence that the Exemption is being applied to.

Registration

The Registration associated to the Offence is shown in this field.

Date/Time

The Offence Date/Time associated to the Offence is shown in this field.

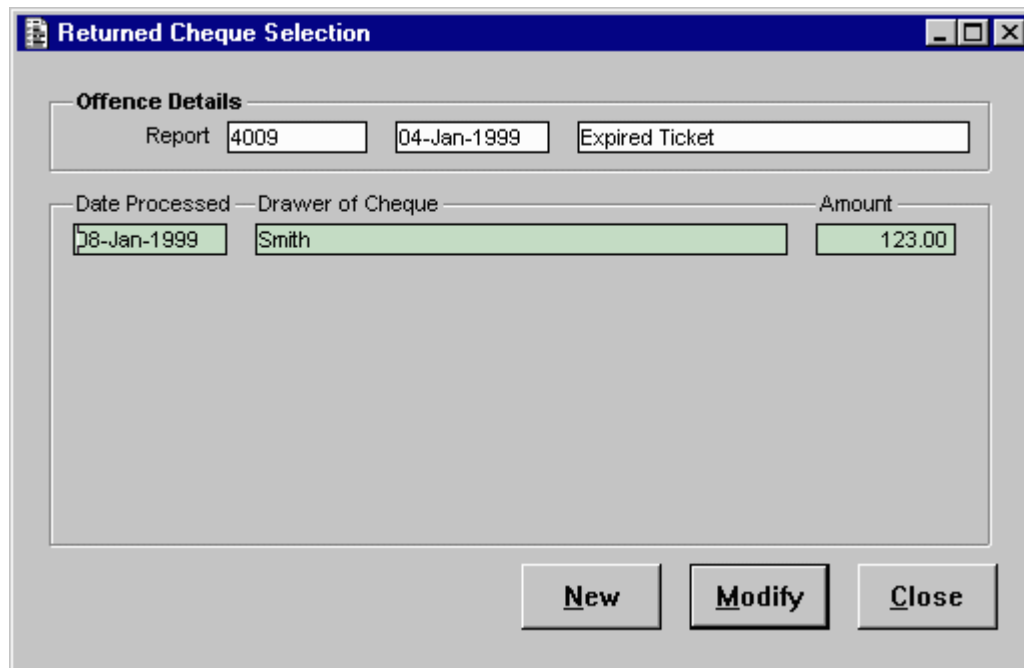
Offence Type

The Description of the Offence Type associated to the Offence is shown in this field.

Returned Cheques

Returned Cheque Selection Form

The Returned Cheques function allows Users to enter or display details of returned cheques.



The image shows a screenshot of a software window titled "Returned Cheque Selection". The window has a blue title bar with standard Windows controls. Inside, there is a section labeled "Offence Details" with three input fields: "Report" containing "4009", a date field containing "04-Jan-1999", and a text field containing "Expired Ticket". Below this is a table with three columns: "Date Processed", "Drawer of Cheque", and "Amount". The first row of the table contains the values "08-Jan-1999", "Smith", and "123.00". At the bottom of the window are three buttons: "New", "Modify", and "Close".

Offence Details			
Report	4009	04-Jan-1999	Expired Ticket

Date Processed	Drawer of Cheque	Amount
08-Jan-1999	Smith	123.00

New Modify Close

Returned Cheque Selection Form

Offence Details

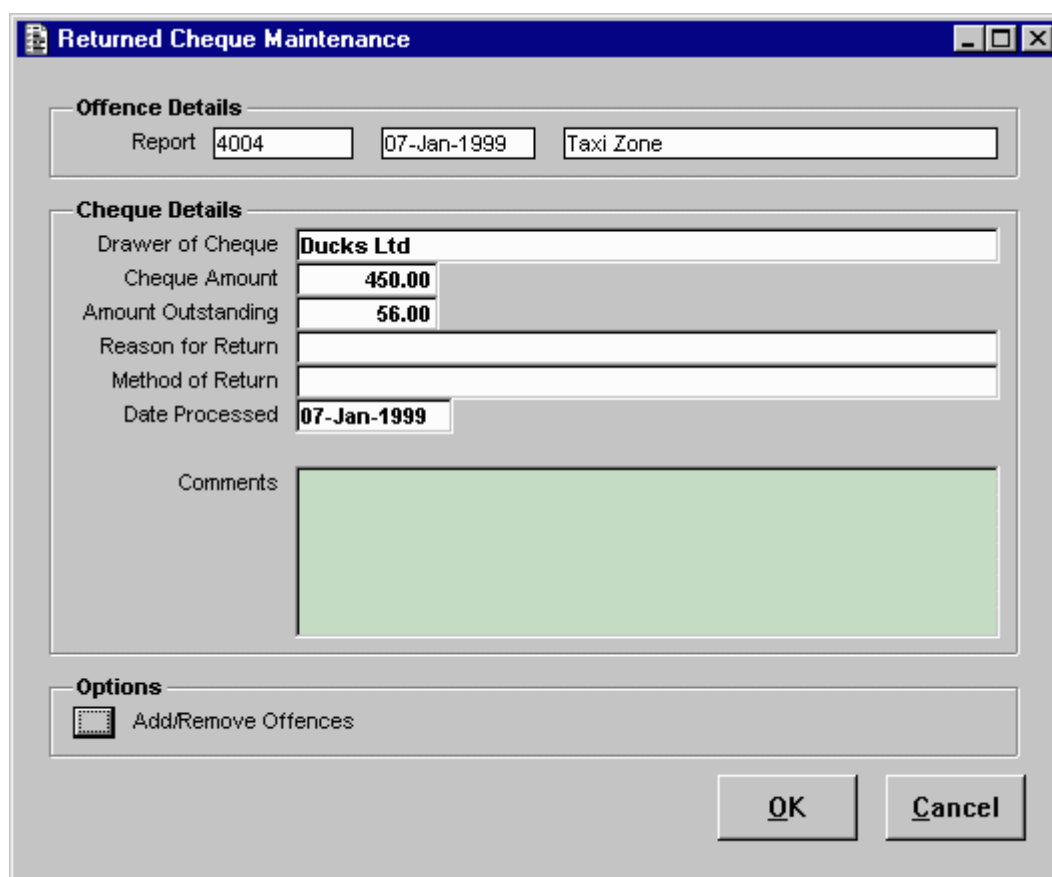
The Details of the Offence being maintained are displayed in this area.

Date Processed/Drawer of Cheque/Amount

These fields display the Date the cheque was processed, the Drawer of the cheque and the Amount of the cheque. These fields are display only and cannot be maintained.

Returned Cheque Maintenance Form

This form allows Users to enter details of cheques that have been dishonoured.



The image shows a software window titled "Returned Cheque Maintenance". It contains three main sections: "Offence Details", "Cheque Details", and "Options".

- Offence Details:** Includes fields for "Report" (4004), "Date" (07-Jan-1999), and "Location" (Taxi Zone).
- Cheque Details:** Includes fields for "Drawer of Cheque" (Ducks Ltd), "Cheque Amount" (450.00), "Amount Outstanding" (56.00), "Reason for Return", "Method of Return", "Date Processed" (07-Jan-1999), and a large "Comments" text area.
- Options:** Includes a checkbox labeled "Add/Remove Offences".

At the bottom right are "OK" and "Cancel" buttons.

Returned Cheque Maintenance Form

Offence Details

The Offence Details for the Offence being maintained are displayed in this area.

Drawer of Cheque

This field allows the User to key in the name of the drawer of the cheque.

Cheque Amount

This field allows the User to key in the amount of the cheque.

Amount Outstanding

This field allows the User to enter the details of the actual amount outstanding of the Infringement.

Reason for Return

This field allows details to be entered regarding the reason for the cheque being returned.

Method of Return

This field allows details to be entered regarding the method of return of the cheque.

Date Processed

This field displays the date that the cheque was processed. Users may key in a date or double-click in the field to invoke the calendar.

Comments

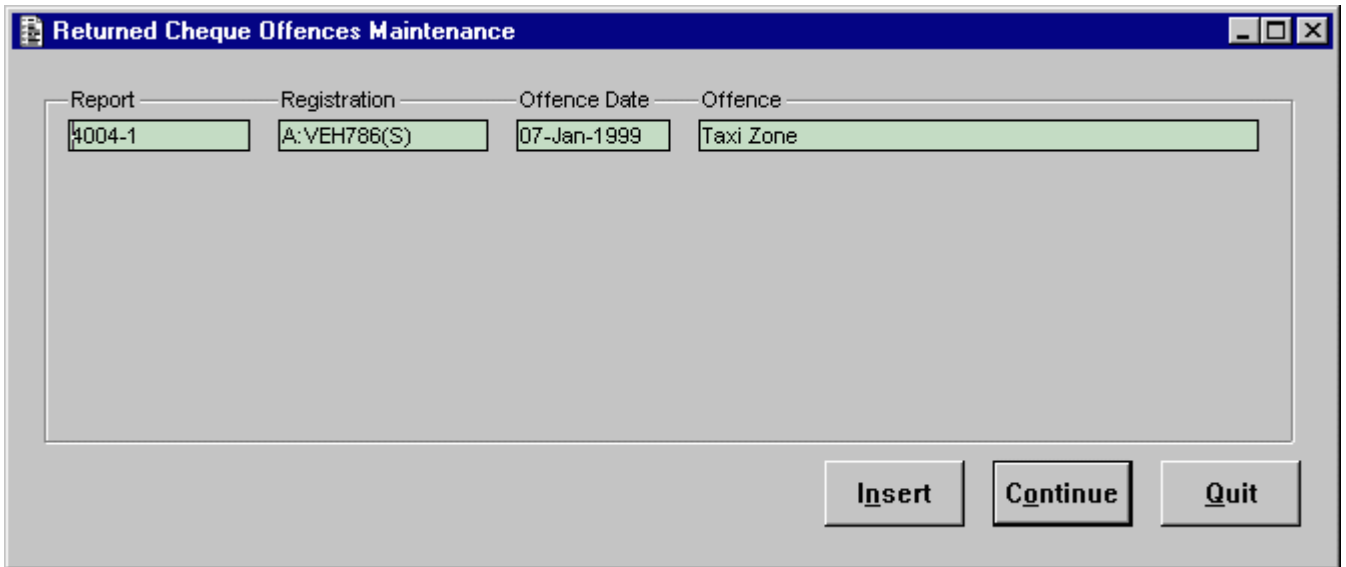
This field allows Users to enter further information regarding the return of this cheque.

Add/Remove Offences Button

This button allows the User to add or remove offences that are associated with the returned cheque.

Returned Cheque Offences Maintenance Form

The Returned Cheque Offences Maintenance Form displays the Offences that were part of the allocation of the Returned Cheque.



The image shows a screenshot of a software window titled "Returned Cheque Offences Maintenance". The window has a blue title bar with standard Windows window controls (minimize, maximize, close). Below the title bar, there are four input fields arranged horizontally, each with a label above it: "Report", "Registration", "Offence Date", and "Offence". The "Report" field contains the text "4004-1". The "Registration" field contains the text "A:VEH786(S)". The "Offence Date" field contains the text "07-Jan-1999". The "Offence" field contains the text "Taxi Zone". Below these fields is a large, empty rectangular area. At the bottom right of the window, there are three buttons: "Insert", "Continue", and "Quit".

Report	Registration	Offence Date	Offence
4004-1	A:VEH786(S)	07-Jan-1999	Taxi Zone

Returned Cheque Offences Maintenance Form

Offence Number

This field displays the Offence Number associated with the returned cheque.

Registration Number

This field displays the Registration Number associated with the returned cheque.

Offence Date

The Date of the Offence is displayed in this field.

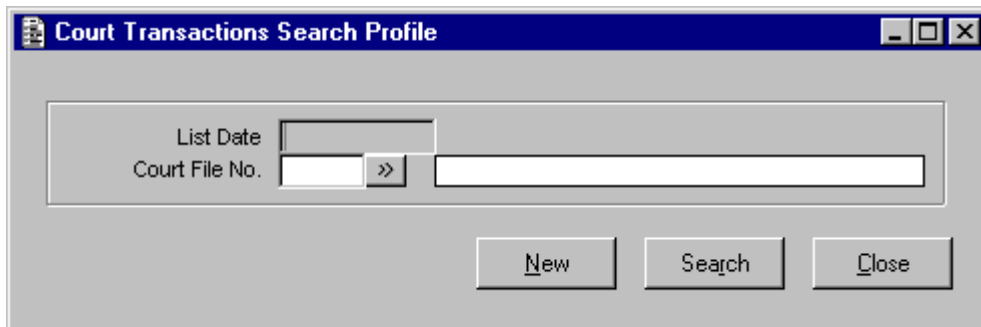
Offence

The Description of the Offence is displayed in this field.

Court Transactions

Court Transactions Search Profile Form

The Court Transactions Search Profile Form enables the User to search for existing Transactions or enter in the details of a new entry.



Court Transactions Search Profile Form

List Date

If Court Transactions with a particular List Date are required then enter in the Date in this field. This is not a mandatory field.

Court Code

If Court Transactions with a particular Court Code are required then enter in the required Code. If the Code is not known then the Pop Up can be used to display a list of valid Court Update Codes. This is not a mandatory field.

Court Update Code Pop Up Form

The Court Update Code Pop Up Form displays a list of valid Court Codes that will be used when updating the file returned from the Court. These Court Update Codes are defined in the Infringement Type Parameter Menu.

Type	Description
EXCE	Hardship cancelled, proceeded to Enforcement.
EXEN	Enforcement request registered.
EXPN	Hardship accepted on Expiation Notice.
FCCD	Finalised - Registrar Decision.
FCOM	Finalised - Community Service.
FPAY	Paid in full - hardship finalised.
FWDR	Finalised - charge withdrawn.
RPBNC	Finalisation reversed - dishonoured cheque.
RWERR	Finalisation reversed - write off clerical error.

Search Profile

Type

Description

Search **Select** **Close**

Court Update Code Pop Up Form

Type

This is the Court Update Code that is used when a file is loaded back into Pathway from the Court.

Description

The Description Field is the full description of the Type Code.

Search Profile – Type

It is possible to conduct a search of a particular Type by entering in the Code in the Type field and beginning the search. Wildcard searching is available in this field. The Type field can be used on its own or in conjunction with the Description.

Search Profile – Description

It is possible to conduct a search of a particular Type by entering in the Description in the Description field and beginning the search. Wildcard searching is available in this field. The Description field can be used on its own or in conjunction with the Type field.

Court Transactions Search Form

The Court Transaction Search Form displays the Court Transactions that have been entered into the system for the Offence. An existing Court Transaction can be selected or a new entry created by selecting the New Button.

Court Transactions Search			
Offence Details			
Ticket	91719672		
	09-Jul-1998	Exceeding Time Limit	
List Date	Court File No.	Court Update Code	
01-May-2001	14	1999	Paid in full - hardship finalised.
01-Jun-2002	33	2002	Finalised - Paid in full

New Modify Close

Court Transactions Search Form

Offence Details

The Details of the Offence being maintained are displayed in this area.

List Date

The List Date of the Court Transaction is displayed in this field.

Court File Number

The Court File Number assigned to the Court Transaction is displayed in this field.

Court Update Code

The Description of the Court Update Code assigned to the Court Transaction is displayed in this field.

Court Transactions Maintenance Form

The Court Transactions Maintenance Form displays the details that have been returned from the Court. This information can be maintained by the User.

Court Transactions Maintenance

Offence Details

Ticket: 91719672 09-Jul-1998 Exceeding Time Limit

List Date: 01-May-2001 List Sequence No.: 123

Court File No.: 14 - 1999

Court Update Code: FPAY >> Paid in full - hardship finalised.

Offender Details: this is information

Birth Date: 01-May-1955

OK Cancel

Court Transactions Maintenance Form

Offence Details

The Details of the Offence being maintained are displayed in this area.

List Date

The List Date that has been allocated to the Court Transaction is maintained in this field.

List Sequence Number

The List Sequence Number is maintained in this field.

Court File Number

The Court File Number that has been allocated to the Court Transaction is maintained in this field.

Court Update Code

The Court Update Code that has been allocated to the Court Transaction is maintained in this field. The Code can be entered directly into the field or the Pop Up can be used to display a list of valid Court Update Codes.

Offender Details

Details relating to the Offender can be entered into this field. This is a freeform field and allows for multiple lines to be entered.

Birth Date

The Birth Date is displayed in this field.

Hold Offence

Hold Offence Maintenance Form

The Hold Offence Maintenance Form allows an Offence to be held for a period of time and therefore be excluded by process within the Cycle Function. When placed on Hold the Offence can also have any additional Fees that have been applied to the Offence held as well.

Hold Offence

Offence Details

Report 4001 05-Jan-1999 Loading Zone

Hold Offence Details

Hold Until 04-Feb-1999 Hold Additional Fees ☐

Comments Delayed Until 04-Feb-1999

OK Cancel

Hold Offence Form

Offence Details - Number

The Offence Number, Date and Infringement are displayed in this section.

If a Detail Button is displayed it means that the process is going to update multiple Infringements and not just the one that is currently displayed. Selecting the Detail button will display the Selected Offences Enquiry Form allowing the User to see the actual Infringements that will be updated.

Hold Offence Details - Hold Until

Enter in the Date that the Offence is to be held to. This will exclude the Offence from any processing until the Date specified. The Hold Date must be greater than today's date when entered. A Date equal or less than today's date will display an error informing the User that the Date is incorrect.

Hold Additional Fees

Ticking on the Hold Additional Fees box will hold any additional fees that have been applied to the Offence. The Balance of the Offence is then returned to the original amount. When the Offence is released the additional fees will be added back onto the Balance of the Offence.

Comments

The Comments field can be used to enter in any details regarding the reason etc that the Offence has been placed on Hold.

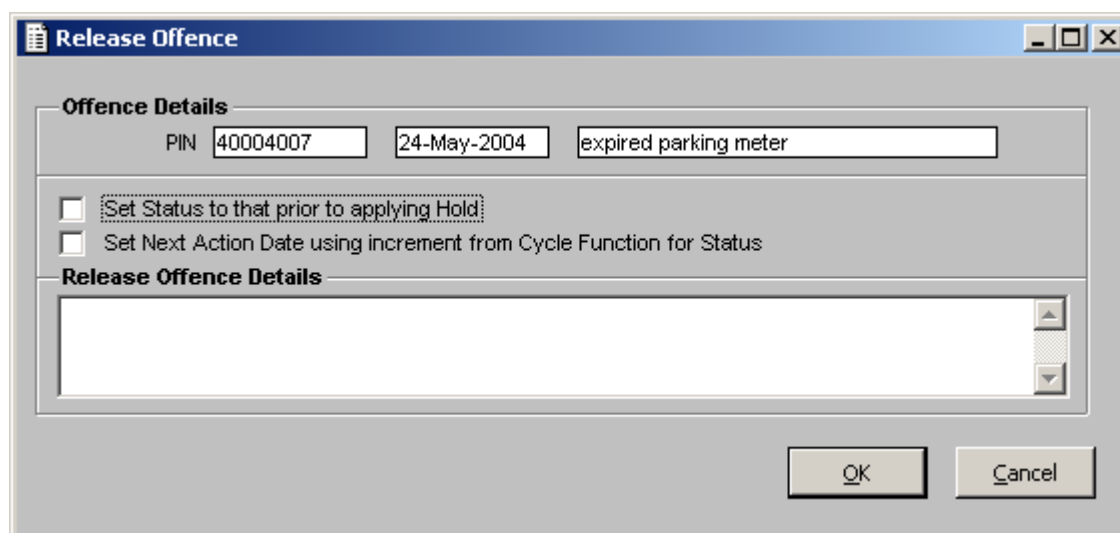
Release Offence

Release Offence Maintenance

The Release Offence Maintenance form is only available for selection from the Options dropdown when the Offence has been previously Held using the Hold Offence Option.

Once the Offence has been released if the Hold Additional Fees had been checked on when the Offence was held, then these Additional Fees will automatically be added back onto the Balance of the Offence.

Additionally when releasing Offences the User is able to nominate that the offence Status be reset to that applying prior to the offence being placed on hold and/or that the Next Action Date be set in accordance with the increment value on the Cycle Function.

The screenshot shows a Windows-style dialog box titled "Release Offence". It contains three input fields for "Offence Details": "PIN" with the value "40004007", a date field with "24-May-2004", and a text field with "expired parking meter". Below these are two checkboxes: "Set Status to that prior to applying Hold" (which is checked) and "Set Next Action Date using increment from Cycle Function for Status" (which is unchecked). A section titled "Release Offence Details" contains a large, empty text area. At the bottom right are "OK" and "Cancel" buttons.

Release Offence Maintenance Form

Offence Details – Offence Number

The Offence Number of the Offence being maintained is displayed in this field.

Offence Details - Offence Date

The Offence Date of the Offence being maintained is displayed in this field.

Offence Details - Offence Type

The Description of the Offence Type of the Offence being maintained is displayed in this field. . The Detail Button displayed means that the process is going to update multiple Infringements and not just the one that is currently displayed. Selecting the Detail button will display the Selected Offences Enquiry Form allowing the User to see the actual Infringements that will be updated.

Set Status to that prior to applying Hold

Setting this Option ON will reset the Offence(s) Status to that which applied for the Offence(s) prior to the Offence(s) being placed on hold.

For example if the Ticket had a Status of Issued when placed on Hold, then a change of Status was done so that the Tickets Status was now CRT1 Held, when the Release Ticket function was run if this field was set ON then the Ticket's Status would be re-instated to Issued. If the field was set OFF then the Ticket's Status would remain as CRT1.

The consequences of using this field and / or the Set Next Action Date using increment from Cycle Function for Status are:-

- Neither of the options are selected then the Next Action Date is set to the day of release
- Only this option is selected then the offence Status is reset to that applying prior to the offence being place on hold
- Only the Next Option is selected then the Next Action Date is set using the increment value on the Cycle Function whose 'Previous Status' value corresponds with the offence Status and the day of release is used as the date from which the increment is applied.
- Both Options are selected then the two options are combined with the reset Offence Status being used in the adjustment of the Next Action Date.

Set Next Action Date using increment from Cycle Function for Status

Setting this Option ON will set the Next Action Date in accordance with the increment value on the Cycle Function whose 'Previous Status' value corresponds with the Offence Status.

For example if the Ticket Status is Issued when released then if this field is flagged ON the Ticket will have the Next Action Date set using the increment value on the Cycle Function where the Previous Status is equal to Issued. If the field was set OFF then the Ticket's Next Action Date would be set to the day of release.

Therefore if the Set Status to that prior to applying Hold is also flagged ON then it would use this Status to find out the increment value to use.

The consequences of using this field and / or the Set Status to that prior to applying Hold are:-

- Neither of the options are selected then the Next Action Date is set to the day of release
- Only the above option is selected then the offence Status is reset to that applying prior to the offence being place on hold
- Only this Option is selected then the Next Action Date is set using the increment value on the Cycle Function whose 'Previous Status' value corresponds with the offence Status and the day of release is used as the date from which the increment is applied.
- Both Options are selected then the two options are combined with the reset Offence Status being used in the adjustment of the Next Action Date.

Release Offence Details

The Details section allows for free format text to be entered against the Release Activity.

Activity Entry

Activity Entry Maintenance Form

An Activity can be manually entered against an Offence. This is done using the Activity Maintenance Option.

Activity Entry

Offence Details

PIN 30001607 24-May-2004 expired parking meter

Activity Entry Details

Date 06-Jul-2004

Activity Code HOLD >> Hold Offence

Comments

OK Cancel

Activity Entry

Offence Details - Number

The Offence Details display the Offence Number, the Offence Date and the Infringement.

If a Detail Button is displayed it means that the process is going to update multiple Infringements and not just the one that is currently displayed. Selecting the Detail button will display the Selected Offences Enquiry Form allowing the User to see the actual Infringements that will be updated.

Activity Entry Details - Date

The Date field automatically defaults to today's date. This can be changed to a past date but not a future date. Validation is done to verify that the entered date is not before the Offence Date or greater than today's date.

Activity Entry Details - Activity

Enter in the Activity that is required to be recorded against the Offence. The Activity Code can be entered in the field or the Pop Up used to display a list of valid Activity Codes.

Activity Entry Details - Comments

The Comments field can be used to add additional information about the Activity being entered. This is not a mandatory field.

Transaction Entry

Transaction Entry Form

The Transaction Entry Form allows the entry of Transactions against the Offence. Upon selecting the Fee to be added the Amount field and the Comments field will be populated with the information regarding the fee.

Transaction Entry

Offence Details

PIN 30001607 24-May-2004 expired parking meter

Transaction Entry Details

Fee Type LATE Late Fee

Amount

Comments Late Fee

OK Cancel

Transaction Entry Form

Offence Details - Number

The Offence Number, Date and Infringement are displayed in this part of the form.

If a Detail Button is displayed it means that the process is going to update multiple Infringements and not just the one that is currently displayed. Selecting the Detail button will display the Selected Offences Enquiry Form allowing the User to see the actual Infringements that will be updated.

Transaction Entry Details - Fee Type

The Fee Code that is to be applied to the Offence can be entered into this field. If the Code is not known then the Pop Up can be used to display a list of valid Fees.

Amount

Once the Fee Type has been selected then the Amount field is populated with the Dollar Amount of the Fee from the Parameters. This can be overridden if the amount is not the required value.

Comments

Once the Fee Type has been selected then the Comments field is populated with the description of the Fee Type. Additional information can be entered into this field if required.

Note Entry / Maintenance

Note Selection Form

The Note Selection form is displayed when there are Notes already entered against the Offence. If there are no Notes for the Offence when the Notes Option is actioned then this form is bypassed and the Note Entry form will be displayed.

The User is able to select an existing Note from the Selection or initiate the entry of a New Note. Focusing on a Note Type will display the relevant Note information in the Note section of the display.

Date/Time	Type	User Identifier
23-Jan-2006 10:33:35	GENERAL	COOKP
23-Jan-2006 09:33:13	TOWAGE	COOKP
23-Jan-2006 09:37:35	PARKING	COOKP
23-Jan-2006 09:37:21	GENERAL	COOKP
23-Jan-2006 09:13:24	PARKING	COOKP
23-Jan-2006 09:10:08	GENERAL	COOKP
22-Jan-2006 16:11:09	TOWAGE	COOKP

Note

towage information for the user
As this fee is for the towage of your vehicle it is up to yourself to retrieve the vehicle from the towage company. The company detail is included on this letter and you can contact them directly for the details.

TOWAGE COMPANY -
PHONE -

New Modify Close

Note Selection Form

Offence Details - Number

The Offence Details display the Offence Number, the Offence Date and the Infringement.

Date/Time

The Date and Time that the Note was added to the Offence is displayed in this field.

Type

The Note Type is displayed in this field.

User Identifier

The User Identifier who added the Note to the Offence is displayed in this field.

Note

The Note Details (template) information is displayed in this field. This includes any changed or modifications that the User has made to the Note.

Note Maintenance Form

When a new record is being added and a 'Default' Note Type has been set at the parameter level, the 'Type' and 'Note' fields will be populated with the appropriate default values. The 'Note' field can be modified if required. The 'User Identifier' and 'Date/Time' fields are populated automatically and can not be amended.

After a Note has been added to the Offence, an Activity Record will appear in the 'Infringement History' on the Infringement Summary for the Offence.

Note Maintenance

Offence Details

Ticket: P172138 01-Dec-2005 p16 offence for nz

Type: TOWAGE towage information for the user

User Identifier: COOKP Pat Cook

Date/Time: 09-Feb-2006 10:35:32

Note: towage information for the user
As this fee is for the towage of your vehicle it is up to yourself to retrieve the vehicle from the towage company. The company detail is included on this letter and you can contact them directly for the details.
TOWAGE COMPANY -

OK Cancel

Note Maintenance Form

Offence Details - Number

The Offence Details display the Offence Number, the Offence Date and the Infringement.

Type

The required Note Type is entered into this field. The default Note Type (if nominated) will be automatically entered into this field. The Pop Up can be used to display a list of available Note Types.

User Identifier

The User Identifier who added the Note to the Offence is displayed in this field. This information is populated automatically at the time of entry and cannot be amended.

Date/Time

The Date and Time that the Note was added to the Offence is displayed in this field. This information is populated automatically at the time of entry and cannot be amended.

Note

The Note Details (template) information is displayed in this field. When in entry mode this field is defaulted from the Template information entered against the selected Note Type. This then allows for changes or modifications to the template for this Offence to be performed by the User.

Note Maintenance Form - Note For Each Offence

This option is accessed via the Multi-Offence Options Pop Up menu from the Infringement Selection form and allows for the adding a particular Note Type against multiple Offences.

When a new record is being added and a 'Default' Note Type has been set at the parameter level, the 'Type' and 'Note' fields will be populated with the appropriate default values. The 'Note' field can be modified if required. The 'User Identifier' and 'Date/Time' fields are populated automatically and can not be amended.

After a Note has been added to the Offence, an Activity Record will appear in the 'Infringement History' on the Infringement Summary for the Offence.

Note Maintenance Form – Note for Each Offence

Offence Details - Number

The Offence Details display the Offence Number, the Offence Date and the Infringement for the first selected multiple Offence.

The Detail Button is displayed meaning that the process is going to update multiple Infringements and not just the one that is currently displayed. Selecting the Detail button will display the Selected Offences Enquiry Form allowing the User to see the actual Infringements that will be updated.

Type

The required Note Type is entered into this field. The default Note Type (if nominated) will be automatically entered into this field. The Pop Up can be used to display a list of available Note Types.

User Identifier

The User Identifier who added the Note to the Offence is displayed in this field. This information is populated automatically at the time of entry and cannot be amended.

Date/Time

The Date and Time that the Note was added to the Offence is displayed in this field. This information is populated automatically at the time of entry and cannot be amended.

Note

The Note Details (template) information is displayed in this field. When in entry mode this field is defaulted from the Template information entered against the selected Note Type. This then allows for changes or modifications to the template for this Offence to be performed by the User.

Note Type Pop Up Form

The Note Type Pop Up form displays a list of the available Note Types for the Infringement Type.

Type	Template
GENERAL	General information for the ticket.
PARKING	ADDITIONAL INFORMATION
TOWAGE	towage information for the user

Summary

towage information for the user
As this fee is for the towage of your vehicle it is up to yourself to retrieve the vehicle from the towage company. The company detail is included on this letter and you can contact them directly for the details.

TOWAGE COMPANY -
PHONE -

Search Profile

Type

Note Type Pop Up Form

Type

The Note Type is displayed in this field.

Template

The First line of the Template detail for the Note Type is displayed in this field. The scroll bars can be used to display all the detail. The full detail is displayed in the Summary section of the display.

Summary

The Template information for the Type in focus is displayed in this field.

Search Profile - Type

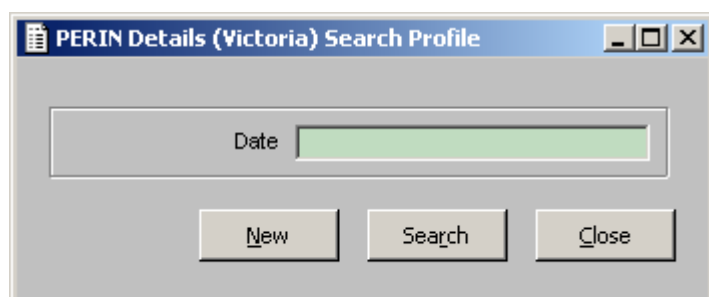
The Search Profile field can be used to search for a particular Note Type. Enter in the required Note Type (or part thereof) and initiate the search option to display those Types matching the entered criteria.

PERIN Details (Victoria)

PERIN Details (Victoria) Filter Form

The Perin Details Filter form allows the entry of a New Record from Perin or the ability to search for an existing entry that contains the information that has been returned to council from Perin. Information such as the Case No., Penalty and Agency Costs and the amounts that have been paid are displayed.

The Filter Form will only display if the Filter option within the System Parameters has been nominated to be used. Otherwise the User will be taken straight to the Selection Form if there already exists an entry from Perin or to the Maintenance Form to add a new record.



The screenshot shows a window titled "PERIN Details (Victoria) Search Profile". It contains a text field labeled "Date" with a green background. Below the field are three buttons: "New", "Search", and "Close".

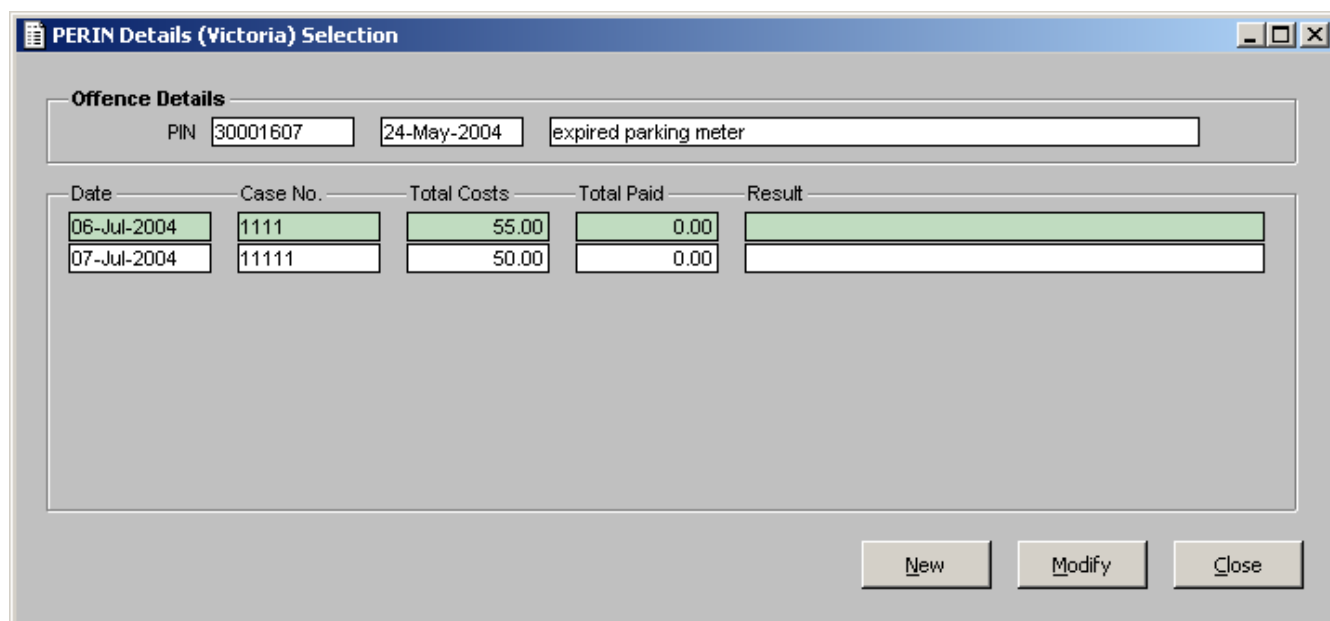
PERIN Details (Victoria) Search Profile Form

Date

Enter the Date that is to be search for or select the New Button to create a new entry for PERIN.

PERIN Details (Victoria) Selection Form

The Perin Details Selection form displays the information that has been returned to council from Perin. Information such as the Case No., Penalty and Agency Costs and the amounts that have been paid are displayed.



The screenshot shows a window titled "PERIN Details (Victoria) Selection". It contains a section labeled "Offence Details" with three text fields: "PIN" (30001607), "Date" (24-May-2004), and "Description" (expired parking meter). Below this is a table with the following data:

Date	Case No.	Total Costs	Total Paid	Result
06-Jul-2004	1111	55.00	0.00	
07-Jul-2004	11111	50.00	0.00	

At the bottom right of the window are three buttons: "New", "Modify", and "Close".

PERIN Details (Victoria) Selection Form

Offence Details

The Offence, Date, and Number are displayed in this section of the form

Date

The Date provided by Perin is displayed in this field.

Case Number

The Case Number provided by Perin is displayed in this field.

Total Costs

The Total Costs of the Offence are displayed in this field.

Total Paid

The Total Amount Paid by the Offender to Perin is displayed in this field.

Result

The Court Result Description is displayed in this field.

PERIN Details (Victoria) Maintenance Form

The Perin Details Maintenance form displays the information that has been returned to council from Perin. Information such as the Case No., Penalty and Agency Costs and the amounts that have been paid are displayed.

NOTE: If the Perin Detail record is deleted and concurrent processing is running AND the balance of the Infringement was NOT written off when sent to court, then the corresponding Activity Record for the Perin Update in the Transaction History will not be removed. If the balance of the Infringement was written off at Court Extract then the Activity Record for the Perin Update will also be removed when the Perin Detail record is deleted.

Offence Details	
PIN	2511
Date	01-Sep-2001
Offence type	Non Taxable Offence type - exempt

	Date	Case No.
	11-Oct-2001	123456

	Amount	Paid
Penalty	5000.00	5000.00
Agency Costs	1000.00	1000.00

Court Update Code	Description
VIC	Victoria

Comments

OK Cancel

PERIN Details (Victoria) Maintenance Form

Offence Details

The Offence, Date, and Number are displayed in this section of the form

Date

The Date provided by Perin is displayed in this field.

Case Number

The Case Number provided by Perin is displayed in this field.

Penalty – Amount

The original Penalty Amount of the Offence is displayed in this field.

Penalty – Paid

The amount that has been paid by the Offender to Perin is displayed in this field.

Agency Costs – Amount

Any associated Agency Costs are displayed in this field.

Agency Costs – Paid

The amount that has been paid against Agency Costs is displayed in this field.

Court Update Code

The Update Code provided by the Court is displayed in this field.

Comments

Comments can be entered into this area.

PERIN Court Update Code Pop Up Form (Victoria)

The Perin Court Update Code Pop Up form displays the Court Codes that have been defined within the Infringement Parameters.

Type	Description
PERIN	Perin Result Code
PERIN2	Perin Result Code 2
PERIN3	Perin Result Code 3
CUC1	Court Update Code 1
CUC2	Court Update Code 2
VICTOR	Victoria PERIN Stuff

Search Profile

Type

Description

PERIN Result Code (Victoria) Pop Up Form

Type

The Perin Result Code is displayed in this field.

Description

The Perin Result Description for the Code is displayed in this field.

Search Profile - Type

If more than 9 Result Codes are available then the Type Search Profile field can be used to narrow the search down. Enter in the Result Code, or part thereof, and select the search button.

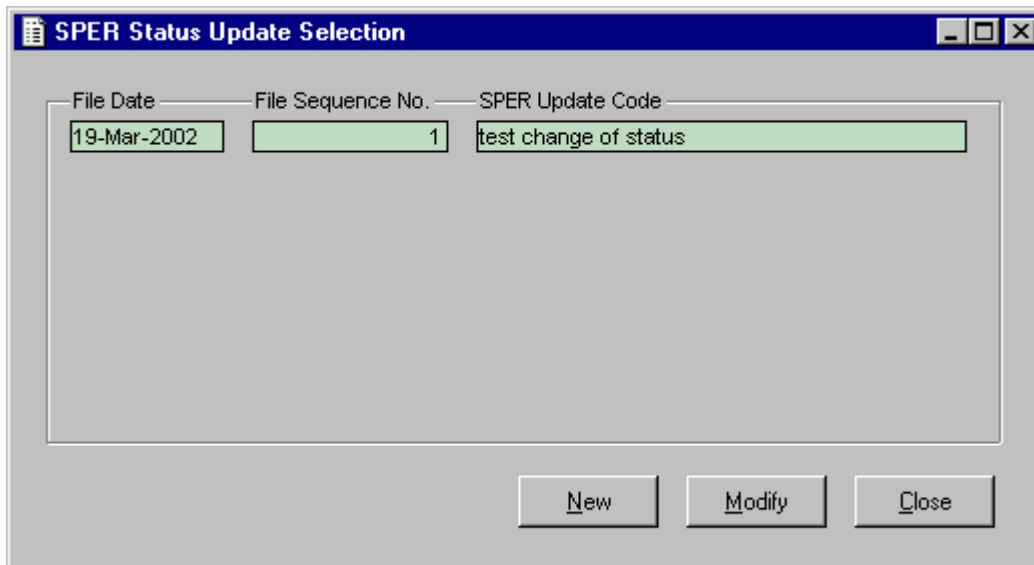
Search Profile - Description

If more than 9 Result Codes are available then the Description Search Profile field can be used to narrow the search down. Enter in the Result Description, or part thereof, and select the search button.

SPER Update Details (Queensland)

SPER Status Update Selection

The SPER Status Update Selection form displays any SPER update details that have been returned to Council



File Date	File Sequence No.	SPER Update Code
19-Mar-2002	1	test change of status

New Modify Close

SPER Status Update Selection Form

File Date

The File Date is the date that the file was created at SPER.

File Sequence Number

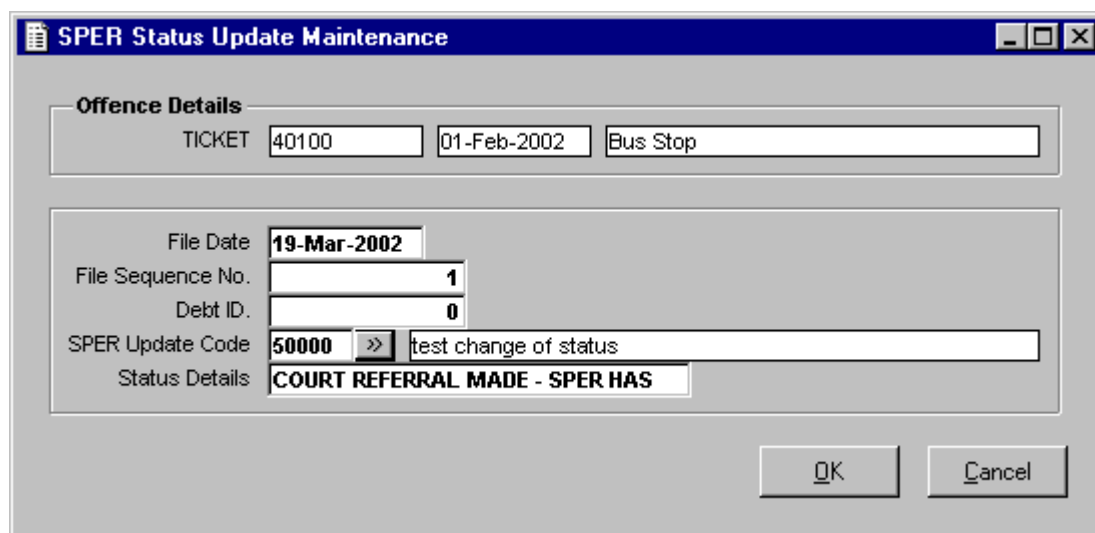
The File Sequence Number comes from the File that was sent to SPER.

SPER Update Code

The Description of the SPER Update Code is displayed in this field.

SPER Status Update Maintenance Form

This form displays the information that has been returned to Council.



The image shows a screenshot of a software window titled "SPER Status Update Maintenance". The window has a blue title bar with standard Windows window controls (minimize, maximize, close). The main area is divided into two sections. The top section, labeled "Offence Details", contains three text boxes: "TICKET" with the value "40100", a date box with "01-Feb-2002", and a description box with "Bus Stop". The bottom section contains several fields: "File Date" with "19-Mar-2002", "File Sequence No." with "1", "Debt ID." with "0", "SPER Update Code" with "50000" and a dropdown arrow, a description box with "test change of status", and a "Status Details" box with "COURT REFERRAL MADE - SPER HAS". At the bottom right of the window are "OK" and "Cancel" buttons.

Offence Details	
TICKET	40100
Date	01-Feb-2002
Description	Bus Stop

File Date	19-Mar-2002
File Sequence No.	1
Debt ID.	0
SPER Update Code	50000
Description	test change of status
Status Details	COURT REFERRAL MADE - SPER HAS

SPER Status Update Maintenance Form

Offence Details

The Offence Number, the Date of the Offence and the description of the Offence are displayed in the Offence Details section of the form.

File Date

The File Date is the date that the Offence was filed with SPER.

File Sequence Number

The File Sequence Number is the Number that appeared on the File sent to SPER.

Debt ID

The Debt ID is the code assigned by SPER.

Court Update Code

The Court Update Code that has been assigned by SPER is displayed in this field along with its Description. The Update Code can be typed in or the PopUp used to display a list of valid Court Update Codes.

Status Details

If additional Status Details have been included in the file returned from SPER then this information is placed in the Status Details field.

Court Extract Details Maintenance (New Zealand)

Court Extract Details Maintenance

The Court Extract Details Maintenance form shows the Court Information that will be used when extracted at the time the Infringement is included in the Court Extract Process. The information on this form can be updated until the Court Extract process has been run. Then additional information is added to it and the information becomes display mode only and is available via the Case Record No. option.

If the Court Extract Details are available to be updated on the Infringement then the record can be created via the Court Extract Details option within Infringement Maintenance. This option will create the Court Extract Detail information, enter a History record for the fact that the information has been created and change the status of the Infringement to the status required for the Court Extract process. This means that the Infringement will not be included in any further Cycle Functions other than the Court Extract process.

Court Extract Details Maintenance

Offence Details

Ticket: P122 exceed limit in car park

Type of Case: Infringement Hearing Date: 15-Mar-2003 Hearing Time: 15:00:00

Court Area: 001 Main Court

OK Cancel

Court Extract Details Maintenance Form

Offence Details - Ticket

The Offence Details of the Infringement being maintained is displayed in these fields.

Type of Case

The Type of Case that the Infringement is to be extracted for is shown in this field. When creating a new record this field is defaulted to Infringement but can be changed to Submission or Not Guilty if required.

Hearing Date

The Hearing Date that has been assigned to the Infringement is shown in this field. If this is to be changed then the Date can be updated to the Date that is required.

Hearing Time

The Hearing Time that has been assigned to the Infringement is shown in this field. If this is to be changed then the Time can be updated to the Time that is required.

Court Area

The Court Area that is assigned to the Infringement is shown in this field. If the Court Area is to be changed then the new Court Area Code can be entered or if the Code is not known the Pop Up button can be used to display a list of valid Court Areas.

Court Extract Details (New Zealand)

Court Extract Details

The Court Extract Details form displays the Court Information that was extract at the time the Infringement was included in the Court Extract Process. The information on this form is in display mode only and cannot be updated.

Offence Details	
Ticket	N100061 bus stop zone - discount 3.5

Court Extract Details	
Type of Case	Infringement
Case Record No.	3002500014
Court Batch No.	200304000004
Hearing Date	
Hearing Time	
Court Area	002 District Court

Court Update Details	
☐	Court Collections

Close

Court Extract Details Form

Offence Details - Ticket

The Offence Details of the Infringement being maintained is displayed in these fields.

Type of Case

The Type of Case that the Infringement was extracted for is displayed in this field.

Case Record Number

The Case Record Number that was assigned to the Infringement at the time the Court Extract was processed is displayed in this field.

Court Batch Number

The Court Batch Number that was assigned to the Infringement at the time the Court Extract was processed is displayed in this field.

Hearing Date

The Hearing Date that was assigned to the Infringement at the time the Infringement was extracted in the Court Extract process is displayed in this field.

Hearing Time

The Hearing Time that was assigned to the Infringement at the time the Infringement was extracted in the Court Extract process is displayed in this field.

Court Area

The Court Area that was assigned to the Infringement at the time the Infringement was extracted in the Court Extract process is displayed in this field.

Court Update Details – Prosecution Results

The Prosecution Results Option becomes available once information is returned from the Court via the Prosecution Results file. Selecting this Button will display the Prosecution Results Enquiry Form.

Court Update Details – Court Collections

The Court Collections Option becomes available once information is returned from the Court. Selecting this Button will display the Court Collections Enquiry Form.

Prosecution Results Enquiry

The Prosecution Results Enquiry Form displays the information that has been returned via the Prosecution Results file. Note that there is no correlation between the Court Prosecution Results File and the Court Collection Results files. The Amounts recorded in the Fine Amounts fields on the Prosecution Results file are the amounts lodged at Court, and not the collection figures.

Offence Details				
Ticket	P134			
Case Record No.	300120			
Result Date	Fine	Towage	Court Costs	Other Costs
08-Aug-2003	145.00	10.00	120.00	700.00

Other Result Details
Prosecution Outcome : Ordered to Pay Fine
Charge Laid Means : Infringement
Name : PAUL/BOLLOW
Comments : Offence written-off

Quit

Prosecution Results Enquiry Form

Offence Details – Ticket

The Offence Details of the Infringement being maintained is displayed in these fields.

Case Record Number

The Case Record Number for the Offence is displayed in this field. This number was assigned to the Offence at the time the Court Extract process was run.

Result Date

The Result Date is the date that the Result was achieved.

Fine

The Fine amount is the amount that was lodged at Court, not a Collection amount.

Towage

The Towage amount is the amount that was lodged at Court, not a Collection amount for Towage.

Court Costs

The Court Costs represent the amount for Court Costs.

Other Costs

Other Costs represents the total of any other Costs.

Other Result Details

The Other Result Details section displays additional information that has been received on the Prosecution Result File. This includes information regarding the Prosecution Outcome, Charge Laid Means, Name and Comments.

Court Collections Enquiry

The Court Collections Enquiry form displays the information of the Court Collections. When a 'Satisfied Date' is received on a file for an Offence then the status of the Offence to changed to 'Completed' and any variance in the Fine Amount and Towage Amount collected against the original Fine and Towage amount is calculated out and written to the appropriate General Ledger Accounts.

Offence Details					
Ticket	P139				
Case Record No.	3002500019				
File Date	Fine	Towage	Court Costs	Other Costs	Transaction Type
16-May-2003	10.00	0.00	0.00	0.00	Monetary Payment
16-May-2003	12.00	0.00	0.00	0.00	Non-monetary Credit
Total		22.00	0.00	0.00	0.00
Further Transaction Details					
Payment %	90				
Satisfied Date	16-May-2003				

Court Collections Enquiry Form

Offence Details - Ticket

The Offence Details of the Infringement being maintained is displayed in these fields.

Offence Details – Case Record Number

The Case Record Number for the Offence is displayed in this field. This number was assigned to the Offence at the time the Court Extract process was run.

File Date

The date of the File that was loaded with this entry is displayed in this field for each entry.

Fine

The amount of the Fine that has been collected by the Court is displayed in this field. This amount represents the Payment Percentage has been calculated. That is 90% of the Fine if 90% is the current rate for the Payment Percentage (excluding Towage).

Towage

If Towage has been collected then the amount of the Towage is displayed in this field.

Court Costs

Any Court Costs that have been collected are displayed in this field.

Other Costs

Any Other Costs that have been collected are accumulated into a total amount in this field.

Transaction Type

The Payment Type from the Court Collection file is displayed in this field. The types of Transactions available are:-

- M – Monetary Payment
- R – Reversed Monetary Payment
- C – Non-Monetary Credit
- N – Non-Monetary Reversal

Total - Fine

The Total Fine field shows the total amount of the Fine that has been recorded as being collected by the Court. It is the accumulation of the File entries for the Fine Amount.

Total - Towage

The Total Towage field shows the total amount of the Towage that has been recorded as being collected by the Court. It is the accumulation of the File entries for the Towage Amount.

Total – Court Costs

The Total Court Costs field shows the total amount of the Court Costs that have been recorded as being collected by the Court. It is the accumulation of the File entries for the Court Costs.

Total – Other Costs

The Total Other Costs field shows the total amount of the Other Costs that have been recorded as being collected by the Court. It is the accumulation of the File entries for the Other Costs.

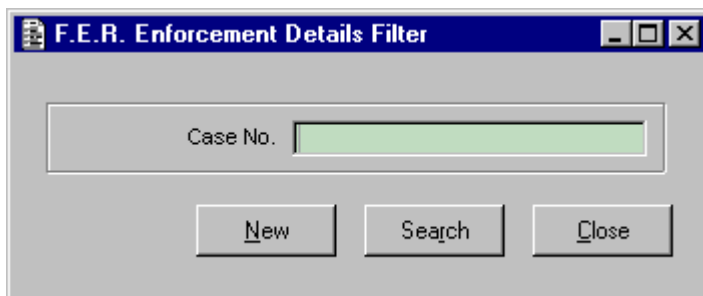
Further Transaction Details

The Further Transaction Details section contains information relating to each Court Collection record displayed. As focus is placed on each record so the information in this section will change to reflect the record in focus. The Payment Percentage, Satisfied Date, Credit Reason are some of the details shown in this area.

F.E.R. Enforcement Details

F.E.R. Enforcement Details Filter Form

The F.E.R Enforcement Filter Form is only displayed if the System Parameter is set to use the Filter form. From the Filter form the User is able to search for an existing record or create a new record by selecting the New Button.



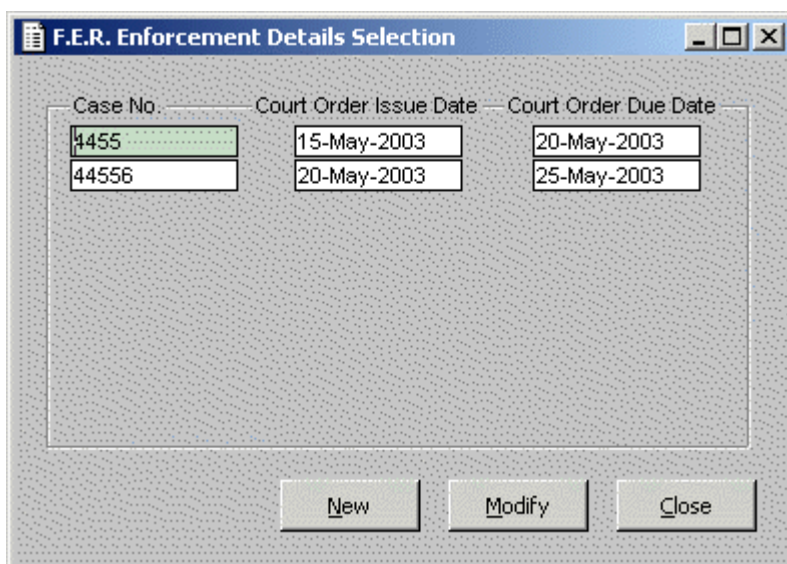
F.E.R. Enforcement Details Filter Form

Case No.

If searching for an existing record the User can enter in the Case Number into this field and search for the appropriate record.

F.E.R. Enforcement Details Selection Form

The Selection Form allows for the selection of existing F.E.R. Enforcement Orders Registration details or the creation of a new record.



Case No.	Court Order Issue Date	Court Order Due Date
4455	15-May-2003	20-May-2003
44556	20-May-2003	25-May-2003

F.E.R. Enforcement Details Selection Form

Case Number

The Case No. of the Offence that is available to view is displayed in this area.

Court Order Issue Date

The Court Order Issue Date associated to the Case No. is displayed in this field.

Court Order Due Date

The Court Order Due Date associated to the Case No. is displayed in this field.

F.E.R. Enforcement Details Maintenance Form

This function follows on from the F.E.R. Enforcement Orders Registration and the F.E.R. Payments Update Cycle. It is used to view registration and payment/adjustment details supplied by the F.E.R. but it can also be used to enter/maintain these details manually.

F.E.R. Enforcement Details Maintenance		
Offence Details		
Ticket	P5	11-May-1999
Stand/Park in Designated No Parking Area		
Registration Details		
Case No.	99/146294	
Court Order Issue Date	02-Feb-1999	Court Order Due Date
Penalty	45.00	04-Mar-1999
Agency Costs	18.00	
Court Costs	30.00	
Total Amount Due	93.00	
Comments		
Transaction Details		
Date	Transaction Type	Amount
Insert OK Cancel		

F.E.R. Enforcement Details Maintenance Form

Offence Details

The Details of the Offence that is being maintained are displayed in this area.

Registration Details – Case Number

The Court Case Number is displayed in this field. This is the Number that has been assigned by the Court for the F.E.R. to use for the updating of details of payment etc to be recorded.

Registration Details – Court Order Issue Date

The Court Order Issue Date is entered in this field. This is the date that the Court has ordered what is to be amounts are to be paid and by when.

Registration Details – Court Order Due Date

The Due Date is the date that the Court has nominated as the Due Date of the payments of the fees associated to the offence.

Registration Details – Penalty

The Penalty is the amount that the Court has deemed to be paid. This amount along with the Agency Costs and the Court Costs are accumulated to give the Total Amount Due value.

Registration Details – Agency Costs

The Agency Costs are the amount that is deemed to be payable to the Agency. This amount along with the Penalty and the Court Costs are accumulated to give the Total Amount Due value.

Registration Details – Court Costs

The Court Costs are the amount that is deemed to be payable to cover the costs of the Court. This amount along with the Penalty and the Agency Costs are accumulated to give the Total Amount Due value.

Registration Details – Total Amount Due

The Total Amount Due is the amount that the offender is to pay for the offence. This amount is the accumulation of the Penalty, any Agency Costs and the Court Costs.

Registration Details – Comments

The Comments field is used to record any further information relating to the F.E.R. details.

Transaction Details – Date

Upon selecting the Insert Button the Transaction record is added to this area. The Date defaults to today's date but may be changed.

Transaction Details – Transaction Type

Upon selecting the Insert Button the Transaction record is added to this area. The Transaction Type defaults to Payment. The Transaction Types available from the Dropdown are:-

- Payment (default)
- Adjustment
- Default Served
- Unknown

Transaction Details – Amount

The Amount that is applicable for the Transaction is entered into this field. This will represent the payments that are returned to council from F.E.R.

Correspondence Received

Correspondence Received Entry Form

The Correspondence Received Entry Form can be used to register the fact that correspondence has been received regarding this Offence. The Reference and Activity Types that are allowed to be used in this form are setup within the Infringement Type Parameters under the Correspondence Parameter.

Upon accepting the Correspondence Received entry a Number will be allocated to the record. Once the first entry has been accepted any time that another entry is accepted the User will be able to assign the new entry the same Correspondence Received number or allocated a new Number.

Correspondence Recvd Entry

Offence Details

PIN 30115-1 01-Aug-2002 GST free

Reference Details

Type [dropdown arrow]

Activity Code Details

Date 01-Oct-2002

Type [dropdown arrow]

Comments [text area]

OK Cancel

Correspondence Received Entry Form

Offence Details – Offence Number

The Offence Number, Date and Infringement are displayed in this section of the form.

If a Detail Button is displayed it means that the process is going to update multiple Infringements and not just the one that is currently displayed. Selecting the Detail button will display the Selected Offences Enquiry Form allowing the User to see the actual Infringements that will be updated.

Reference Details – Type

The Reference Type that is to be associated to the Correspondence is entered into this field. The Code can be entered in directly or if not known the Pop Up can be used to display a list of valid Reference Types that can be used on Correspondence Received.

If there is only one Reference Type assigned to the Correspondence Parameters then it is automatically populated into the field.

Activity Code Details – Date

Upon entry into this form the Date field is defaulted to today's date. This can be changed to a past date but a future date cannot be entered.

Activity Code Details – Type

The Activity Type that is to be associated to the Correspondence is entered into this field. The Code can be entered in directly or if not known the Pop Up can be used to display a list of valid Activity Types that can be used on Correspondence Received.

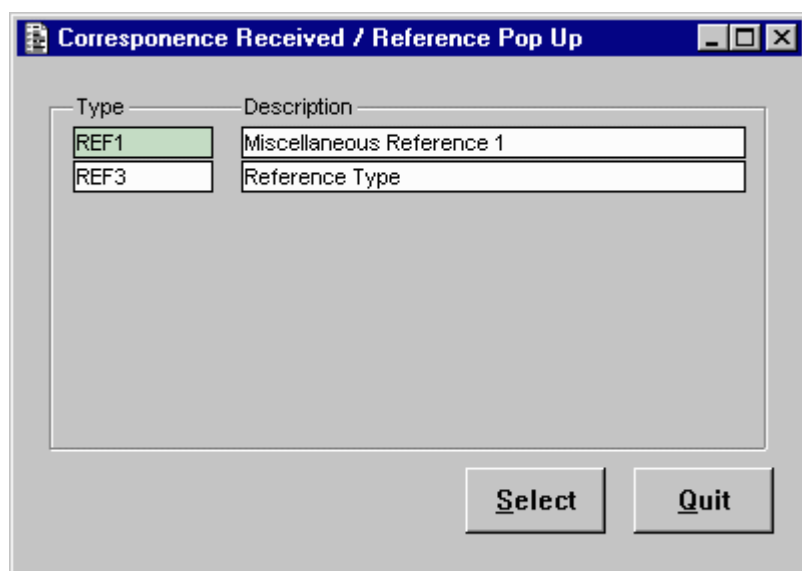
If there is only one Activity Code assigned to the Correspondence Parameters then it is automatically populated into the field.

Activity Code Details – Comments

Comments regarding the Correspondence Received can be entered into the Comments field. This is a freeform text field.

Correspondence Received / Reference Pop Up Form

The Correspondence Received / Reference Pop Up Form is displayed when the Reference Pop Up Button has been selected from the Correspondence Received Entry Form. The Form displays a list of active Reference Types that have been defined in the Infringement Type Parameters under the Correspondence option on the Infringement Type.



Type	Description
REF1	Miscellaneous Reference 1
REF3	Reference Type

Correspondence Received / Reference Pop Up Form

Reference Type

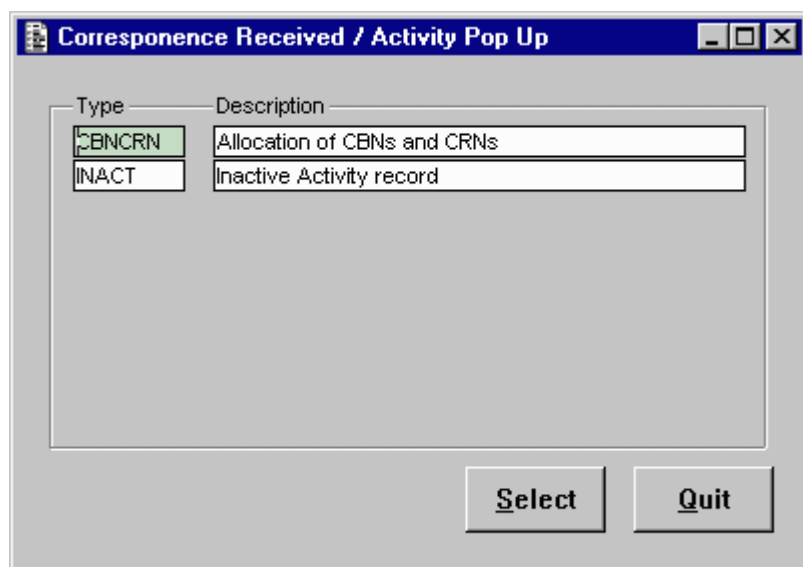
The Reference Type or Code is displayed in this field.

Reference Description

The Description of the Reference Type is displayed in this field.

Correspondence Received / Activity Code Pop Up Form

The Correspondence Received / Activity Code Pop Up Form is displayed when the Activity Pop Up Button has been selected from the Correspondence Received Entry Form. The Form displays a list of active Activity Codes that have been defined in the Infringement Type Parameters under the Correspondence option on the Infringement Type.



The screenshot shows a window titled "Correspondence Received / Activity Pop Up". It contains two columns: "Type" and "Description". The "Type" column has two entries: "CBNCRN" and "INACT". The "Description" column has two entries: "Allocation of CBNs and CRNs" and "Inactive Activity record". At the bottom right, there are two buttons: "Select" and "Quit".

Type	Description
CBNCRN	Allocation of CBNs and CRNs
INACT	Inactive Activity record

Correspondence Received / Activity Pop Up Form

Activity Type

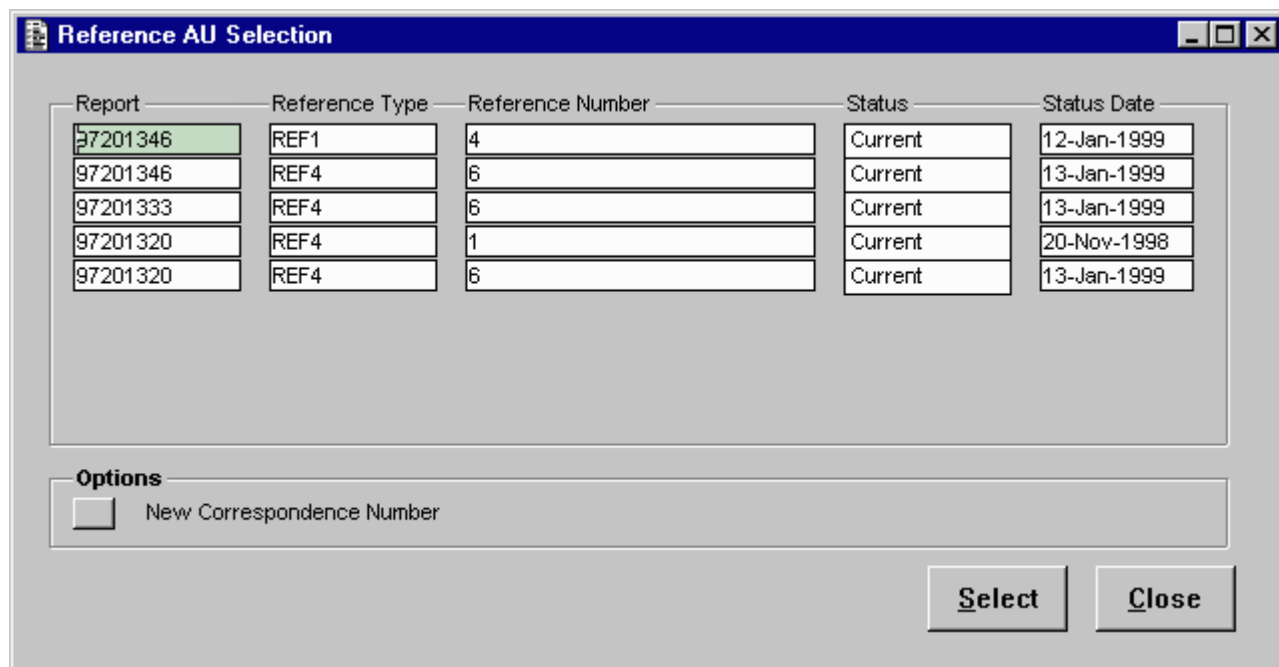
The Activity Type is displayed in this field.

Activity Description

The Description of the Activity Type is displayed in this field.

Reference Selection Form

The Reference Selection Form displays after you have entered in the Correspondence Received Entry. It allows the User to either selection an existing Reference to link the Correspondence Entry to or create a New Correspondence Number.



The screenshot shows a window titled "Reference AU Selection". It contains a table with five columns: "Report", "Reference Type", "Reference Number", "Status", and "Status Date". The table has five rows of data. Below the table, there is an "Options" section with a checkbox labeled "New Correspondence Number". At the bottom right, there are two buttons: "Select" and "Close".

Report	Reference Type	Reference Number	Status	Status Date
97201346	REF1	4	Current	12-Jan-1999
97201346	REF4	6	Current	13-Jan-1999
97201333	REF4	6	Current	13-Jan-1999
97201320	REF4	1	Current	20-Nov-1998
97201320	REF4	6	Current	13-Jan-1999

Options

☐ New Correspondence Number

Reference Selection Form

Offence Number

The Offence Number is displayed in this field.

Reference Type

The Reference Type is displayed in this field.

Reference Number

The Reference Number is shown in this field.

Status

The Status of the Reference is displayed in this field.

Status Date

The Status Date is displayed in this field.

Options – New Correspondence Number

If a New Correspondence Number is to be used then the User selects the New Correspondence Number Button.

Unserved Letters

Unserved Letters Search Profile Form

This form is used to search for any Unserved Letter records related to the current Infringement.

Wildcard searching can be used on this form, so, for example, a date range such as ">14-Oct-98 <10-Dec-98" can be used to search for appropriate Unserved Letter records.

Search Profile Favourites can be used on this Search Profile form. For more information on Search Profile Favourites, see the "How To Use" User Guide.

Selecting "New" or pressing F9 will present a blank Unserved Letters Maintenance form to give the ability to create a new record.

To invoke a search, use the Search button, or the F8 key.



Unserved Letter Search Profile Form

Date Returned

This field can be used to search for a specified Date Returned, or a range of dates. Double clicking this field will invoke the Date Pop Up form from which a valid date can be selected.

Wildcard searching is available on this field. For more information on wildcard searching, see the "How To Use" User Guide.

Unserved Letters Selection Form

This form is used when two or more records match the search profile specified in the Unserved Letters Search Profile form. It displays the Unserved Letter records for the current Infringement that matches that search profile.

Double clicking on either the Date Returned or Description fields will invoke the Unserved Letters Maintenance form for that Unserved Letter record.

Selecting "New" or using F9 will give you the ability to create a new Unserved Letter record.

Offence Details	
Report	4009
Date	04-Jan-1999
Description	Expired Ticket

Date Returned	Description
08-Jan-1999	hello
08-Jan-1999	letter

Unservd Letters Selection Form

Ticket Number

This field displays the ticket number that the Unservd Letter records displayed on the form are associated to. This field is for display purposes only and cannot be maintained.

Offence Date

This field displays the offence date for the relevant Infringement. This field is for display purposes only and cannot be maintained.

Offence Description

This field displays the offence description for the particular Infringement that has been selected. This field is for display only and cannot be maintained.

Date Returned

This field displays the Date Returned for the Unservd Letter record. Double clicking on this field will invoke the Unservd Letters Maintenance form where details concerning the Unservd Letter record can be altered.

Description

This field shows the letter description for the Unservd Letter record. Double clicking on this field will invoke the Unservd Letters Maintenance form.

Unservd Letter Maintenance Form

This form is used to lodge any unserved letters to the Infringement to which it relates. An unserved letter is one that does not reach its intended recipient. This may be because it has been sent to the incorrect address, or the recipient has moved and is no longer at the address.

Using this form, the unserved letter can be allocated against the actual letter record for the Infringement, or to a miscellaneous letters. This is done by selecting either "Internal" or "External".

In addition, a new Current Contact can be created for the Infringement by selecting the "Contact" button.

The "Date Returned" field will default to the current date, and defaults for the "How Served" and "Where Served" fields can be established in the Infringement Type parameter.

Unserved Letter Maintenance Form

Offence Number

This field displays the ticket number that the Unserved Letter record on the form is associated to. This field is for display purposes only and cannot be maintained.

Offence Date

This field displays the offence date for the relevant Infringement. This field is for display purposes only and cannot be maintained.

Offence Description

This field displays the offence description for the particular Infringement that has been selected. This field is for display only and cannot be maintained.

Unserved Letter Type

These fields are used to define whether the unserved letter is "Internal" or "External". If "Internal" is selected, a button will appear which, when selected, will invoke the Letters Selection form showing all letters generated for the particular Infringement record. The appropriate letter record can be selected from this selection form.

When "External" is selected, pop up fields will appear from which a standard unserved letter record can be selected. This may be required if a general letter is sent out to all customers, and that letter is not recorded against each Infringement record.

Letters Button

This button will appear when the "Internal" unserved letter type is selected. Selecting this button will invoke the Letters selection form showing all letters generated for the particular Infringement record. The appropriate letter record can be selected from this selection form.

Letter Type

These fields will appear when the “External” unserved letter type is selected. Double clicking the field or selecting the Pop Up button will invoke the Unserved Letter Type Pop Up form where a record can be selected (provided they have been set up in the Unserved Letter Type parameter).

Letter and Name field

This field shows what has been selected from either the Letters Button or the Letter Type fields. If a letter has been selected via the Letters Selection form (using the Letters Button) then the Description of the selected letter, as well as the name and address of the intended recipient will appear.

If an Unserved Letter Type has been selected via the Unserved Letter Type Pop Up form, then the description for that letter will appear in this field.

Data shown in this field cannot be maintained, but must be altered using either the Letters Button or the Letter Type fields.

Date Returned

This field is used to enter the date the letter was returned back to the council. As a default, when creating a new unserved letter record, this field will show the current date. This field can be changed if required.

Date Served

This is where the Date the Letter was served is recorded.

How Served

This field defaults to the value from the parameters and can be changed if not correct.

Where Served

This field defaults to the value from the parameters and can be changed if not correct.

Contact Button

This button is used to add a new name (or address) to the Infringement. If an unserved letter is recorded against an Infringement, the User has the ability to add a new name and/or address to the Infringement. When the button is selected, the Names Maintenance or Names Selection form is invoked for new name entry or existing name maintenance.

New Contact Field

This field is used to display any new names that have been created as a result of a new Unserved Letters record. The data shown in this field cannot be maintained.

Comments

This field can be used to enter any additional comments required concerning the new unserved letter record.

Unserved Letter Type Pop Up Form

The Unserved Letter Type Pop Up Form is displayed when the Letter Type Pop Up Button is selected on the Unserved Letter Maintenance Form. This form displays a list of valid Letter Types that can be used within the Unserved Letter Maintenance Function. The Letter Type field and the Pop Up Button only appear when the External radio button has been selected on the Unserved Letter Maintenance form.

Type	Description
HELLO	hello
LETTER	letter
PK	Unservd Letter Type for PK

Search Profile
Type
Description

Unservd Letter Type Pop Up Form

Unservd Letter Type

The Letter Type for the Unservd Letter is displayed in this field. The Letter Type is only available when the External Type radio button has been selected on the Unservd Letter Maintenance Form.

Unservd Letter Type Description

The Letter Type Description is displayed in this field. The Letter Type is only available when the External Type radio button has been selected on the Unservd Letter Maintenance Form.

Search Profile - Type

The Search Profile fields can be used to locate a required Letter Type. Wildcard searching is available in this field.

Search Profile - Description

The Search Profile fields can be used to locate a required Letter Type. Wildcard searching is available in this field.

Court Extract Adjustment

Court Extract Adjustment

This function is used to effect the reversal of Court Extract or Court Extract Adjustment processing. It will reverse the associated transactions and adjust any associated Cashier Warning flag.

Additionally the Offence Status can be set to a selected 'Status after Adjustment'. The adjustment can be made from the Infringement Summary form via the Options menu for a single Offence or from the Infringement Selection form via the Multi-Offence Maintenance option for a selection of one or more Offences.

Court Extract Adjustment

Offence Details

Report: 45009-1 26-Feb-2001 Taxi Zone

Activity Code to Adjust

Activity Code: CEXT >> Court Extract

Status Code after Adjustment

Status Code: >>

OK Cancel

Court Extract Adjustment

Offence Details – Infringement Number

The Infringement Number, Offence Date and Offence Description are displayed for the Infringement that the Court Extract Adjustment is being done against. These fields are display only and cannot be maintained.

Activity Code to Adjust

The Activity Code to Adjust automatically defaults to the Activity Code nominated in the Parameters. This is then used to determine what is required to be reversed and the dollar values that are required to be reversed. The Activity Code Pop-Up can be used to search for another Activity Code for use. Note that the only Activity Codes available for selection are those defined as for Court Extraction & Court Extract Adjustment.

Status Code After Adjustment

The Status Code After Adjustment is what the Status Code will become for the Infringement after the Court Extract Adjustment process has completed. Use the Pop-Up to search for a Status Code if you are unsure of the Status Code to use.

Post Out Entry

Post Out Entry

This function is used to record who the Infringement has been posted to. The Names Detail Button takes the User out to the Names Maintenance form where a Name can be added or selected to be used for the Post Out Entry.

It is necessary that the Letter Type for Post Out has been defined in the Letter Type Parameters for this process to complete. The Post Out Entry option is only available when the Infringement has been raised with the Post Out flag checked on. Once the information has been entered into the Post Out Entry form and the OK button selected, the letter will print automatically and the status of the Infringement will change to that defined for the Post Out Activity. The Post Out Entry Option is then no longer available from the Options list.

Post Out Entry

Offence Details

PIN 30116-1 15-Nov-2002 No Parking Zone

Post Out Entry Details

Issue Date 15-Nov-2002

Names ...

John Smith
4 Washington Drive
OAKLEIGH SOUTH 3167

OK Cancel

Post Out Entry Form

Offence Details – Infringement Number

The Infringement Number, Offence Date and Offence Description are displayed for the Infringement that the Post Out Entry is being done against. These fields are display only and cannot be maintained.

Post Out Entry Details – Issue Date

The Issue Date defaults to the Issue Date of the Infringement. This can be changed if required.

Post Out Entry Details - Names

The Names Detail Button takes the User out to the Names Maintenance form to allow the entry of the information of who will be receiving the Post Out Infringement. Once this information has been entered and the Continue button selected the User is returned to the Post Out Entry form and the Contact information is populated into the Contact field.

Re-Issue Ticket

Re-Issue Ticket

This function is used to effect the reversal of Court Extract or Court Extract Adjustment processing. It will reverse the associated transactions and adjust any associated Cashier Warning flag.

Additionally the Offence Status is set back to that of the first cycle function. If for example the Offence is a Parking Offence then the status of the Ticket would be set back to First MVR Update. This then allows the Ticket to proceed through the Cycle Functions again. The Re-Issuing of a Ticket is using done as part of the New Zealand Court processing.

NOTE: Selection of this option will automatically change the status of the Offence and update the Ticket. There is no other form displayed or additional information required to activate this option.

Batch Functions

The following topic is covered in this chapter:

- [Hand Held Data Creation](#)
- [Hand Held Data Upload](#)
- [Hand Held Caution Lists/Hot Lists](#)
- [Rebuild Offences](#)
- [Release Offences](#)
- [Exempt Statute Barred / Exempt Legal](#)
- [Infringement Purge](#)
- [Offence Details Extract](#)
- [TRIM Document Import](#)
- [Underpayments Write-Off](#)
- [MAXI Payment Extract File](#)
- [DEFT Payment Extract File](#)

Hand Held Data Creation

Handheld Parameter Update Control Form

The Handheld Parameter Update Control Form creates files that can be loaded into the Handheld Devices. This process is also necessary for the validation of the data that is then loaded back into the system via the Handheld Devices.

Handheld Parameter Update Control Form

Depending on the Infringement Type the files that are created from this process are:-

Universal	Streets & Suburbs	Animals	Animal Breeds
	Streets		Animal Colours
Parking	Suburbs	By-Laws	Animal Gender
			Council Areas
	Area Markings		Notification Types
	Council Areas		Offence Types
	How Parked		
	Chalk Marks		Vehicle Colours
	Vehicle Colours		State Codes
	State Codes		Vehicle Makes
	Vehicle Makes		Vehicle Types
	Vehicle Types		Notification Types
	Notification Types		Offence Types
	Offence Types		Side of Street Codes
	Side of Street Codes		Traffic Conditions Codes
	Traffic Conditions Codes		

Infringement Type

This is a default field containing the Infringement Type that has been selected in the previous screen.

Path

This is a default field containing the Path that has been set up in Parameters.

Council

NOTE:- This field only displays when the Global Parameter is set to Concurrent Processing.

To cater for the situation where data files created for Handheld Machines must incorporate data from more than one Infringement Type and/or Council, the Handheld Parameter Update Control form has been modified to include a 'Council' pop-up selection facility and a flag ('Merge with existing files') to enable the merging of

data from different Infringement Types and/or Councils. To produce an amalgamated set of data files the process must be run for each Infringement Type and/or Council required.

The first run requires that the Council be selected. The 'Merge with existing files' flag must be set OFF to clear out any existing files and start afresh.

Merge With Existing Files

NOTE:- This field only displays when the Global Parameter is set to Concurrent Processing.

If the requirement is for the merging of Street data from different Councils only, the process is re-run after selecting the new Council and setting the 'Merge with existing files' flag ON.

However, if the amalgamation of other Infringement Type data is required as well:

- 1) the form must be exited;
- 2) the required Infringement Type must be selected to re-access the form;
- 3) the relevant Council must be selected;
- 4) the 'Merge with existing files' flag must be set ON.

Hand Held Data Upload

Handheld Data Update Control Form

The Handheld Data Update Control Form is used to load the Hand Held information into Pathway. This process can be run in report mode only to find any errors or in update mode. Various checks of the data are done during the process to ensure that the data being loaded is valid.

The file that is loaded can be in either CSV or Fixed Width. Note that if the file is CSV then the Time fields must be either 8 characters as in 16:15:00 or 7 characters being 10:45PM.

The screenshot shows a Windows-style dialog box titled "Handheld Data Update Control". It contains several sections:

- Infringement Type Details:** A text field for "Description" containing "Parking Infringements - V - TA".
- File Name Details:**
 - "Import Format" is a dropdown menu showing "LRPIF04 - AUSTRALIAN PARKING - GEEL" with a right-pointing arrow button.
 - "Entity" is a text field containing "LRPIF04" and a button labeled "Hand Held Update Data".
 - "Hand Held Data File" is a text field containing "G:\PCOOK\INFRINGEMENTS\VIC\HHAUSTBAL.TXT" with a browse button (three dots).
 - "Hand Held Data Backup File" is a text field containing "C:\TEMP" with a browse button (three dots).
- Processing Options:**
 - "Job Type" is a dropdown menu showing "Report Only".
 - "Report Content" is a dropdown menu showing "(All)".

At the bottom are three buttons: "Options", "Process", and "Cancel".

Handheld Data Update Control Form

Infringement Type Details - Description

This is a default field containing the Infringement Type that has been selected in the previous screen.

File Details - Import Format

This field must contain a format that the file will take when it is imported so foreign data can be recognised. This is set up through Query parameters.

The file that is loaded can be in either CSV or Fixed Width. Note that if the file is CSV then the Time fields must be either 8 characters as in 16:15:00 or 7 characters being 10:45PM.

File Details - Entity

Once the Format has been selected the Entity that the Format has been created over is displayed. The Entities that are available for use within the Handheld options are:-

- LRPIF04 – Australian Parking Tickets
- LRPIF14 – New Zealand Parking Tickets
- LRPIF18 – Australian Animal Infringements
- LRPIF19 – Australian Bylaws Infringements

File Details - Handheld Data File

This field should contain the file path that will be used in the up loading process.

File Details - Data File Detail Button

The detail button works as a browser and allows the User to elect the specific file for up loading.

File Details - Handheld Data Backup File

This field allows the User to input a file path for a back up file to be used in the up load process.

File Details - Data Backup File Detail Button

This is a default field containing the Infringement Type that has been selected in the previous screen.

Processing Options - Job Type

This field specifies how the job will be processed. Report only will extract a report when the job has been run. Update and Report will produce a report and will also update information where necessary.

Processing Options - Report Content

This field allows the User to select the content of the report. All – will show all tickets that exist in the file. Errors Only – will show the errors of the tickets that have not or will not be processed and why.

Hand Held Caution Lists / Hot Lists

Caution / Hot List Control Form

The same form is used by the Hot List function as well as the Caution List function. The selected Infringement Type is displayed along with the From Date automatically set to 30days from today's date. The Add option can be used to select the Offence Types that are to be used for the function.

Caution List

In the case of the Caution List the only Offence Types able to be used are those that are defined as being a Warning Offence. No other Offence Types are displayed in the Add pop up form.

The Caution List is used to identify vehicle registrations that have been issued with a "Caution Ticket" within the last month and therefore can then be issued with a Ticket for the same Offence.

Hot List

In the case of the Hot List the only Offence Types able to be used are those that are NOT defined as being a Warning Offence. Warning Offence Types are not displayed in the Add pop up form.

The Hot List is used to identify vehicles that have already been issued a registration or warrant of fitness infringement notice within a given month. Tickets then cannot be re-issued to those vehicles during the same month.

Hot List Control

Search Profile

Infringement Type: Parking NZ

From Date: 09-Jul-2003

Offence Types

BS	bus stop
MALL	mall meter

Extract File

File Name: C:\TEMP\HOTLIST.TXT

Add Remove Options Process Cancel

Caution / Hot List Control Form

Search Profile – Infringement Type

The Infringement Type that the process is to run for is displayed in this field.

Search Profile – From Date

The From Date is defaulted to a date being 30 Days previous to the Current Date. This Date is able to be changed by the User.

Offence Types

The Offence Types that are to be used for the process are displayed in this section. Offence Types can be added or removed by using the 'Add' or 'Remove' options.

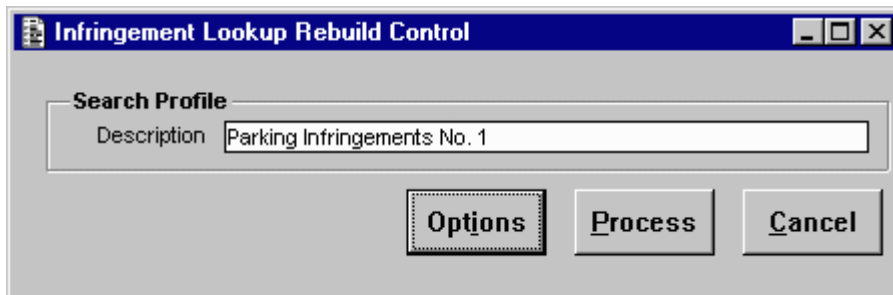
Extract File

The Name of the File to which extracted data is to be written is required in this field. This is a mandatory entry.

Rebuild Offences

Rebuild Offences Control Form

The Rebuild Offences Option is used to rebuild the balances on the Infringement Search Look Up Screen. This option is usually only run when requested by Infor.

The image shows a Windows-style dialog box titled "Infringement Lookup Rebuild Control". It has a blue title bar with standard minimize, maximize, and close buttons. The main area is light gray. At the top, there is a section labeled "Search Profile" in bold. Below this, there is a text box labeled "Description" containing the text "Parking Infringements No. 1". At the bottom of the dialog, there are three buttons: "Options" (with a dotted border), "Process", and "Cancel".

Infringement Lookup Rebuild Control Form

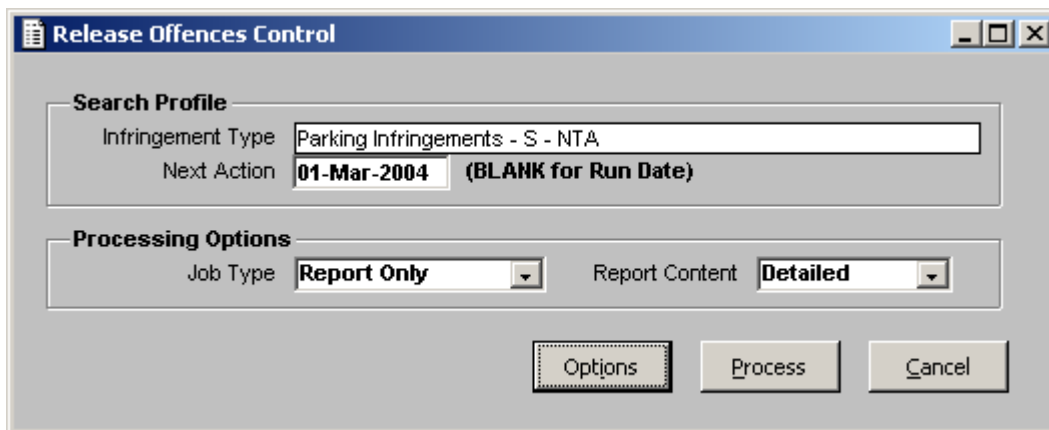
Search Profile - Description

This is a default field containing the Infringement Type that has been selected in the previous screen.

Release Offences

Release Offences Control Form

The Release Offences Option allows for the bulk release of Offences that have been placed on Hold and now have a next action date equal to or before the entered Next Action Date. Any fees that had been Held as well will be re-instated against the Offence.

The screenshot shows a Windows-style dialog box titled "Release Offences Control". It contains two main sections. The "Search Profile" section has a text field for "Infringement Type" with the value "Parking Infringements - S - NTA" and a date field for "Next Action" with the value "01-Mar-2004" and a note "(BLANK for Run Date)". The "Processing Options" section has a "Job Type" dropdown menu set to "Report Only" and a "Report Content" dropdown menu set to "Detailed". At the bottom, there are three buttons: "Options", "Process", and "Cancel".

Release Offences Control Form

Search Profile - Infringement Type

This is a default field containing the Infringement Type that has been selected in the previous screen.

Search Profile – Next Action

The field 'Next Action' allows the entry of the Next Action Date that is to be used to determine which Offences can be released. All Held Offences which have a next action date equal to or before this entered date will be released for further action. If this field is left blank, the operative date is the date the function is actually processed.

Processing Options – Job Type

This field specifies how the job will be processed. Report only will extract a report when the job has been run. Update only will not produce a report but will update the system where necessary. Update and Report will produce a report and will also update information where necessary.

Processing Options - Report Content

This field allows the User to select the content of the report. Detailed – The report will generate in a detail reporting on all tickets. Summary – The report generates in summary form only showing summarised ticket information.

Exempt Statute Barred / Exempt Legal

Statute Barred Control Form / Exempt Legal Extracted Control Form

The screenshot shows a Windows-style application window titled "Statute Barred Exemptions Control". The window contains three main sections: "Infringement Type Details", "Search Profile", and "Processing Options".

- Infringement Type Details:** A text box labeled "Description" contains the text "Parking Infringements - NZ - TA".
- Search Profile:** This section contains three input fields:
 - A date field showing "21-Sep-2002" with a note "(BLANK for Run Date)" to its right.
 - A text box labeled "Exemption Type" containing "Statute Barred".
 - A text box labeled "Status Code" containing "Statute Barred".
- Processing Options:** A dropdown menu labeled "Job Type" is set to "Update and Report".

At the bottom right of the window are three buttons: "Options", "Process", and "Cancel".

Statute Barred Exemptions Control Form

Court Extracted Exemptions Control Form

Infringement Type Details - Description

This field shows the Infringement Type selected.

Search Profile – Date Field

This field requires a date as part of the search criteria. Any ticket with an Offence Date less than the date specified here will be included in the search.

When run for New Zealand the Activity Date for Re-Issue Ticket will be used to check against. For all other sites the Offence Date is used.

If you have set a value in the Parameter – Infringement Type - End of Period option then a date should have defaulted in this field. It would be today's date minus the value in the End of Period option. If you do not want to use this date you can change it to another.

Search Profile – Exemption Type

This field is a default field that is set up through parameters on each Infringement Type.

This field displays the Exemption Type nominated against the “Statute Barred” function on the Exemption Type Assignment form under Exemption Type Parameters. This Exemption Type will be written to the Infringement.

Search Profile – Status

This field will show all status codes that have been ticked as “Exempt as Statute Barred” under the Status Parameters. Any ticket with a status shown in this list will be included in the search criteria.

Processing Options – Job Type

This field specifies how the job will be processed. Report only will extract a report when the job has been run. Update only will not produce a report but will update the system where necessary. Update and Report will produce a report and will also update information where necessary.

Infringement Purge

Purge Infringements Control Form

The Infringement Purge process incorporates the option of Archiving completed tickets rather than removing them completely from the system. The Purge option will remove the tickets permanently from the system with no retrieval process or the Archive option will allow the tickets to be viewed at any time until a final purge of Archive tickets has been run.

It should be noted that the following processing rules are in place:-

- Only Completed Tickets can be purged or archived
- Archived tickets with an issue date older or less than the specified archive date will not be included
- Tickets that have a status of Court Extract cannot be included in the Archive or Purge process

Purge Infringements Control Form

Infringement Type

This is a default field containing the Infringement Type that has been selected in the previous screen.

Search Profile – Up to Offence Date

The Up to Offence Date field allows the User to choose a date for the purge to be completed to. If left blank the purge will include all data up until and including that day.

Report Options

Highlight the information that is required to be printed on the Report. Multiple Options can be selected.

Processing Options – Job Type

This field specifies how the job will be processed. Report only will extract a report when the job has been run. Update only will not produce a report but will update the system where necessary. Update and Report will produce a report and will also update information where necessary.

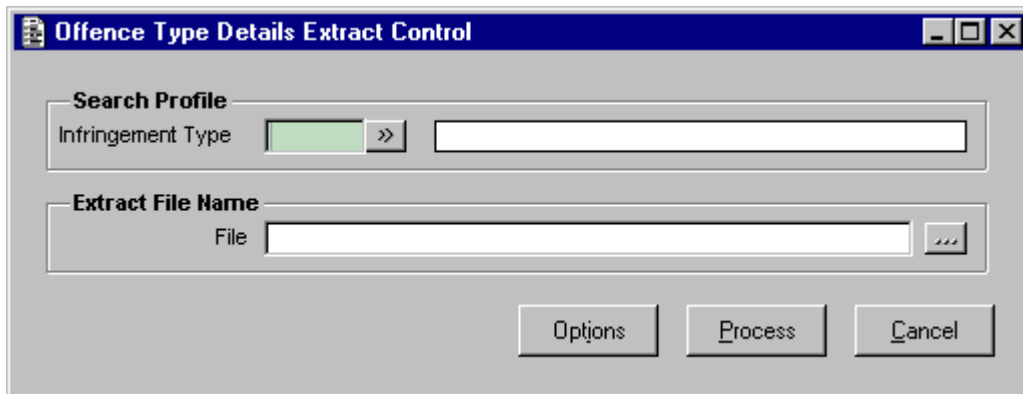
Processing Options – Process Type

This field specifies the type of process to be run. Archive will mark the Tickets as Archive but will still allow them to be viewed within the Infringement System. Purge will permanently remove the Tickets from the system and they will not be able to be retrieved.

Offence Details Extract

Offence Type Details Extract Control Form

The Offence Type Details Extract produces a file of the Offences for a single Infringement Type or if the Infringement Type field is left blank then the file will contain a list of all Offence Types for all Infringement Types.



Offence Type Details Extract Control Form

Search Profile - Infringement Type

Leaving this field blank will include Offence Types for all Infringement Types. Including an Infringement type will only include Offence Types for that Infringement Type.

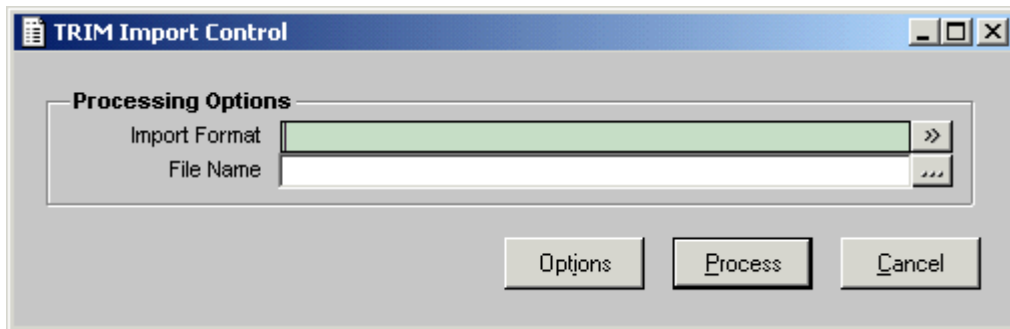
Extract File Name - File

The name of the file to which the Offence Details are to be written must be entered in the field labelled 'File'. The name must include a valid File Directory Path.

TRIM Document Import

TRIM Import Control Form

The TRIM Import Control form allows the importing of correspondence stored in TRIM. The Import Format and the File Name are entered to allow the updating of this information into Pathway.

The image shows a Windows-style dialog box titled "TRIM Import Control". It has a blue title bar with standard minimize, maximize, and close buttons. The main area is light gray. At the top, there's a section titled "Processing Options" in bold. Below this, there are two input fields. The first is labeled "Import Format" and has a green background; to its right is a button with ">>". The second is labeled "File Name" and is empty; to its right is a button with "...". At the bottom of the dialog, there are three buttons: "Options", "Process", and "Cancel".

TRIM Import Control Form

Import Format

The Import Format needs to be defined in this field. The Pop Up will display a list of Formats that can be used. The Format must be defined over the LRPIF17 entity within the Query process.

File Name

The File Name needs to be entered into this form. This is the File that has been extracted from TRIMM and is to be imported to Pathway Infringements.

Underpayments Write-Off

Underpayments Write-off Control Form

The Underpayments Write-off Control displays offences for a particular date range that have been underpaid at the time of receipting. The Date range defaults to yesterday's date as it is believed that this process would be reviewed on a daily basis. The Date Range can be changed and the Retrieve Button located next to the Date Range fields, used to retrieve any Offences that fall into the new range.

Underpayment Write-off Control					
Search Profile					
Infringement Type		Parking Infringements - W - NTC			
Date Range		09-Dec-2002 - 09-Dec-2002			
Underpaid Tickets					
Ticket No.	Offence Date	Offence	Status	Received	Balance
W9500006	31-Mar-2000	Parking in a Freeway Zone	Court Extract	125.00	5.75

Processing Options	
Job Type	Report Only

Display Options Process Cancel

Underpayments Write-off Control Form

Search Profile - Infringement Type

The Description of the Infringement Type that was selected upon entry into the Menu is displayed in this field.

Date Range

Upon entry to the form the Date Range automatically defaults to yesterday's date. The Date Range can be changed however when the Retrieve Button is selected it may be some time before any Offences are displayed. It is not possible to enter in a date equal to today or greater. A warning message will be displayed if these dates are entered.

Retrieve

The Retrieve Button is only displayed when no Offences are displayed upon entry to the menu. This Button can be used when Dates have been altered or to commence another retrieve of Offences.

Underpaid Offences – Offence Number

The Offence Number is shown in this field. Only Offences that matched the Date Range entered and are underpaid will be shown in this area.

Underpaid Offences – Offence Date

The Date of the Offence is shown in this field. Only Offences that matched the Date Range entered and are underpaid will be shown in this area.

Underpaid Offences - Offence

The Offence Description is shown in this field. Only Offences that matched the Date Range entered and are underpaid will be shown in this area.

Underpaid Offences - Status

The Status of the Offence is shown in this field. Only Offences that matched the Date Range entered and are underpaid will be shown in this area.

Underpaid Offences - Received

The Amount that has been received is shown in this field. Only Offences that matched the Date Range entered and are underpaid will be shown in this area.

Underpaid Offences - Balance

The Outstanding Balance of the Offence is shown in this field. Only Offences that matched the Date Range entered and are underpaid will be shown in this area.

Processing Options – Job Type

Upon entry to the Form the Job Type is set at Report Only. The Dropdown has the following 3 options available:-

- Report Only
- Update Only
- Update and Report

When the Job Type of 'Update Only' or 'Update and Report' has been selected then the Exemption Type fields are displayed to allow selection of the Exemption Type that is to be used to write the remaining balance off the Offences.

Processing Options – Exemption Type

When the Job Type of 'Update Only' or 'Update and Report' has been selected then the Exemption Type field is displayed to allow selection of the Exemption Type that is to be used. The Exemption Type can be entered, if known, or the Pop Up Button used to display the available Exemption Types and allow selection of the required Type.

Display

The Display button is available when there are Offences listed in the Underpaid Offences area of the form. By focussing on the Offence and selecting the Display button, the User is taken into the Infringement and able to see the detail of the Offence.

MAXI Payment Extract File

MAXI Payment File Extract Control Form

This option caters for the production of an extract file of outstanding Parking Infringement Records for use within the MAXI Payment System.

This option allows the selection of the Statuses of those Infringements which are to be included in the extract file and the entry of the extract file path. The actual extract file name is derived from the entered path and the current date e.g. C:\TEMP\IB20041206.TXT

When processed the file produced will represent those offences with one of the selected Statuses and a positive outstanding Balance.

MAXI Payment File Extract Control Form

The format of an individual record in the file is:-

Field Name	Field No.	Format	Content
ACCOUNT.TYPE	1	"2 X"	Default = "01"
ACCOUNT.NUMBER	2	"20 X"	Ticket Number
ACCOUNT.DESC.L	3	"50 X"	Default = 'Parking Infringement'
BLANK (SPACE)	4	"20 X"	Account description short BLANK
AMOUNT.OUTSTAND	5	10 N	Amount Outstanding
AMOUNT.DUE	6	10 N	Amount Outstanding
PAYMENT.OPTION.1	7	10 N	Amount to pay option 1 Default = 0.00

PAYMENT.OPTION.2	8	10 N	Amount to pay option 2	Default = 0.00
PAYMENT.OPTION.3	9	10 N	Amount to pay option 3	Default = 0.00
ACCOUNT.OWNER	10	"60 X"	Registration Number	
LOCATION	11	"40 X"	BLANK	
COMM.IDENTIFIER.1	12	"8 X"	Comment identifier #1	Offence Status Code
BLANK (SPACE)	13	"8 X"	Comment identifier #2	BLANK
BLANK (SPACE)	14	"8 X"	Special comment identifier	BLANK
OPTIONS.PAGE.IND	15	1 N	Options page indicator	Default = 2
ZERO	16	8 N	Creation date of transaction	ZERO
ZERO	17	6 N	Creation time of transaction	ZERO
BLANK (SPACE)	18	"12 X"	Unique transaction identifier	BLANK
BLANK (SPACE)	19	" "	Authentication ID	BLANK
ZERO	20	12 N	Agency journal reference number	ZERO

Example of file

```
"01","30001730","Parking Infringement"," ",25.60,25.60,0.00,0.00,0.00,"ABC123"," ","POSTE"," "," ",2,0,0," ","",0
"01","30002449","Parking Infringement"," ",25.60,25.60,0.00,0.00,0.00,"OVP739"," ","POSTE"," "," ",2,0,0," ","",0
"01","30002563","Parking Infringement"," ",25.60,25.60,0.00,0.00,0.00,"FFF376"," ","POSTE"," "," ",2,0,0," ","",0
```

Search Profile – Infringement Type

The Infringement Type that the process is being run for is displayed in this area.

Search Profile – Available Statuses

The Available Statuses for the Infringement Type that has been selected are displayed in this area. The user can select an Infringement Status by focusing on the Status and using the Select Button.

Search Profile – Selected Statuses

The Selected Infringement Statuses that are required for the Extract File processing are displayed in this area. The user can de-select an Infringement Status by focusing on the Status and using the De-Select Button.

Extract File – Extract File Path

The Extract File Path allows for the entry of the extract path to be used. The actual extract file name is derived from the entered path and the current date e.g. C:\TEMP\IB20041206.TXT. Therefore the entry into this field should not contain the actual file name as this is automatically generated by the system when the process is run.

DEFT Payment Extract File

DEFT Payment File Extract Control Form

This option caters for the production of an extract file of outstanding Parking Infringement Records for use within the Macquarie Bank's DEFT Payment System.

This option allows the selection of the Statuses of those Infringements which are to be included in the extract file and the entry of the extract file path. The actual extract file name is required to be entered into the path field.

When processed the file produced will represent those offences with one of the selected Statuses and a positive outstanding Balance.

DEFT Payment File Extract Control Form

The format of an individual record in the file is:-

Field	Description	Length	Sample	Validation
1	Ticket Number	1 – 10	271828	Numeric. 1 to 10 digits
2	Vehicle Registration	1 – 10	82517 or QXA716	Optional: Field may be left empty. Otherwise: Alphanumeric up to 10 characters.
3	Amount	1 – 8	2400	Numeric up to 8 digits. Represents amount in cents e.g. "2400" = \$24.00.

				Minimum "100", maximum "99999999"
4	Payable	1	Y	'Y' for payable
5	Escalation Code	2	00	2 digits. '00' is a payment that has not been escalated.

Example of file

70000039,5100B,15000,Y,00

70000047,5009B,15000,Y,00

70000054,ACG567,15000,Y,00

70000062,QWW123,15000,Y,00

70000070,5868B,15000,Y,00

Search Profile – Infringement Type

The Infringement Type that the process is being run for is displayed in this area.

Search Profile – Available Statuses

The Available Statuses for the Infringement Type that has been selected are displayed in this area. The user can select an Infringement Status by focusing on the Status and using the Select Button.

Search Profile – Selected Statuses

The Selected Infringement Statuses that are required for the Extract File processing are displayed in this area. The user can de-select an Infringement Status by focusing on the Status and using the De-Select Button.

Extract File – Extract File Path

The Extract File Path allows for the entry of the extract path and File Name to be used. Therefore the entry into this field should contain the actual file name to be used when the process is run.

Cycle Job Functions

The following topics are covered in this chapter:

[Cycle Function Selection Interface](#)

[First MVR Extract and Update](#)

[Notice Production](#)

[Second MVR Enquiry and Update](#)

[Prosecution List Processing](#)

[Prosecution Validation](#)

[Court Extract Processing](#)

[SPER Validation Processing](#)

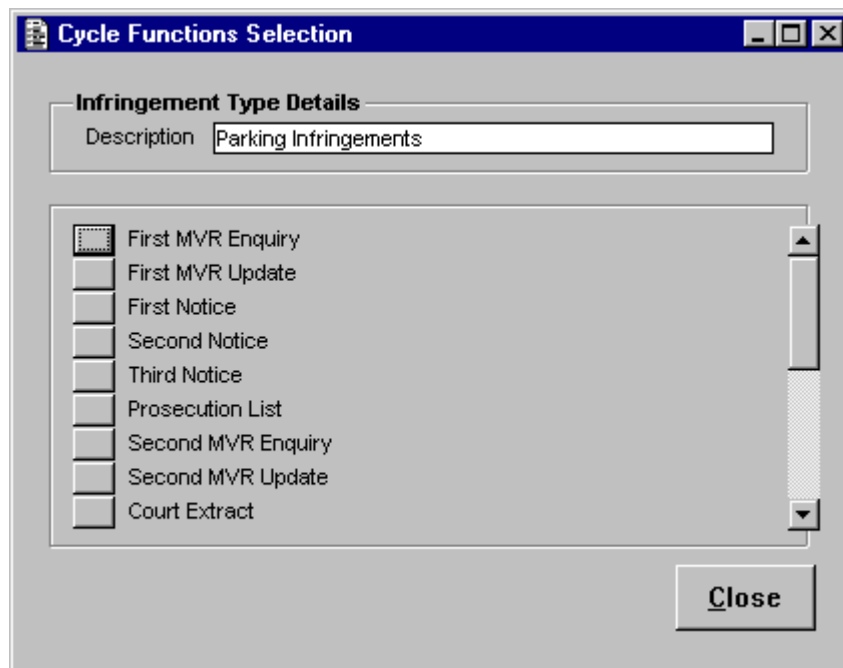
[Court Update Processing](#)

[F.E.R. Processing](#)

Cycle Function Selection Interface

Cycle Functions Selection Form

The Cycle Function Selection form is used to process the Offences at the various levels of processes that the Offence must process through before being sent to Court. The Cycle Functions are defined within the Parameters. The setting of the Next Action Date and Activities are also defined in the Parameters.



Cycle Functions Selection

Infringement Type Details

Description: Parking Infringements

- ☒ First MVR Enquiry
- ☐ First MVR Update
- ☐ First Notice
- ☐ Second Notice
- ☐ Third Notice
- ☐ Prosecution List
- ☐ Second MVR Enquiry
- ☐ Second MVR Update
- ☐ Court Extract

Close

Cycle Functions Selection Form

Infringement Type Description

This field is a default field that is determined in the previous Infringement type selection form.

Cycle Functions Buttons

Selecting these buttons will select the relevant form for the User to run the batch job from.

First MVR Extract and Update

First MVR Enquiry Control Form

The First MVR Extract process will select Offences that are outstanding and match the selection criteria that have been on the form. This will produce a file that can then be sent to the MVR so that Contact and vehicle information can be returned to the Council. This can then allow for documentation to be produced using this information.

A change to the MVR Extract for South Australia now includes the Council's client number of 6 characters.

First MVR Enquiry Control

Search Profile

Infringement Type: Parking Infringements - NZ - TA

State Code: NZ New Zealand

Next Action: (BLANK for Run Date)

Processing Options

Job Type: Extract and Report

Report Content: Detailed

Extract File

Maximum Records: 0

File Format: ☒ FTP ☐ Browser

Parameters Options Process Cancel

First MVR Enquiry Control Form

Search Profile - Infringement Type

This field is a default field that is determined in the previous Infringement Type Selection form.

Search Profile - State Code

Using the pop up button will allow the User to select the required state for the search to be carried out on.

Search Profile - Next Action

Inputting a date in this field will determine the date range of results of the search. Specifying a date will search on all tickets up until that date inclusively. Leaving this field blank will search under all tickets up until and including today's date.

Processing Options - Job Type

This field specifies how the job will be processed. Report only will extract a report when the job has been run. Extract and Report will produce a report and will also update information where necessary.

Processing Options - Report Content

This field allows the User to select the content of the report. Detailed – The report will generate in a detail reporting on all tickets. Summary – The report generates in summary form only showing summarised ticket information.

Extract File – Maximum Records

This field is only displayed when using in Queensland, Western Australia or New Zealand mode and the Job Type of 'Update and Report'. This governs the number of records that are to be extracted into each file. The

extract file will be split into two or more files differentiated by appending a letter (i.e. "A", "B" etc) to the original file name.

Extract File – File Format

This field is only displayed when using in New Zealand mode and the Job Type of Update and Report. There are two options available these being FTP or BROWSER.

Parameters Button

Selecting this button details the parameters that will be used in the search. These can be modified through Infringement Type Parameters.

Parameters Form

The Parameters form displays the parameters that have been defined within the Cycle Function parameters. This contains information such as the Status that the Offence has to be at, what the Status will be changed to, whether any fees will be added at the time the function is updated and if extract files are to be created where they are to be placed.

The Form Title will change and the information displayed on the form will change for each of the Cycle Functions. For example if the Parameters Button has been selected on the First MVR Extract form then the Form Title will display 'First MVR Enquiry Parameters'. If the button has been selected from the First Notice form then the Title will display as 'First Notice Enquiry Parameters',

The screenshot shows a Windows-style dialog box titled "First MVR Enquiry Parameters". The form is organized into several sections:

- Infringement Type:** A single text field containing "Parking Infringements".
- Status Details:** A section with two rows. The first row has "Previous" (dropdown with "IS") and "Issued" (text field with "First Motor Vehicle Extract"). The second row has "New" (dropdown with "FMEXT") and "First Motor Vehicle Extract" (text field).
- Other Details:** A section with "Cashier Warning" (dropdown with "FMVRE") and "First Motor Vehicle Enquiry" (text field). Below this are "Days To Pay" (text field with "2") and "Days To Next Action" (text field with "3").
- Fee Types Details:** A section with "Additional Fee" (text field), "South Australia" (text field), and "2.50" (text field).
- Extract File Path:** A section with "Path" (text field containing "C:\PATHWAY\INFRINGEMENTS\1ST MVR EXTRACT").
- Close:** A button in the bottom right corner.

First MVR Enquiry Parameters Form

Infringement Type Description

The Infringement selection form determines this field. It is a default field that shows the User which Infringement they have selected.

Status Details - Previous

This field is used to specify what status an Infringement needs to have for it to be processed by the cycle job. For example, if an Offence is to be extract then its Status may have to be "Issued". Once it has been through the Function and Updated the Offence will then take on the Status defined in the 'New' field.

Status Details - New

This status field shows the status the Offence will be given after the cycle job has run. This field can be modified in the cycle functions parameter in Infringement Parameters.

Cashier Warning

This field is used to add a cashier warning to the cycle job. The function of a cashier warning is to display a message or error when a ticket is being receipted.

The required cashier warning can be selected from the Infringement Cycle Function Parameter form.

Days to Pay

This field is used to specify the number of 'Days to Pay' that will be given to an Infringement once it has been processed by the cycle job. For example, if this field is set to seven and the cycle job is run on 23rd of September 1998, the 'Days to Pay field' on each Infringement will change to 30th of September 1998. Number of Days can be maintained in Cycle Function Parameter.

Days to Next Action

This field is used to specify the number of Days to Next Action that will be given to an Infringement once it has been processed by the cycle job. For example, if this field is set to seven and the cycle job is run on 23rd of September 1998, the 'Days to Next Action' field on each Infringement will change to 30th of September 1998. Days to Next Action can be maintained in Cycle Function Parameters.

Fee Type Details

These fields contain a fee type which will be charged. The records contained in the Fee Types Pop Up form cannot be maintained from this form. They can, however, be altered via the Fee Types parameter option.

Extract File Path

This field displays the path and filename of the extract file.

First MVR Update Control Form

First MVR Update Control

Search Profile

Infringement Type: Parking Infringements No. 1
 State Code: S South Australia

Job Name	Description	Offences	
		Total	Unprocessed
MV000084	Motor Vehicle Extract as at 08-Jan-1999	6	6
MV000070	Motor Vehicle Extract as at 27-Nov-1998	5	5
MV000065	Motor Vehicle Extract as at 10-Nov-1998	6	6
MV000063	Motor Vehicle Extract as at 05-Nov-1998	9	9
MV000058	Motor Vehicle Extract as at 02-Nov-1998	1	1

Processing Options

Job Type: Report Only Report Content: Detailed

Update File Name

File: G:\PATHWAY\MVR\MV000084.TXT

Parameters Options Process Cancel

First MVR Update Control Form

For South Australian sites using POSTMAN - As address details are uploaded they will be submitted to POSTman Enterprise for validation. If the address details are valid, the bar-coding details are returned and placed in the appropriate record fields. If the address details are not valid, a message will appear in the MVR Update Report indicating that the address could not be validated. This message will also appear in the Comments of the MVR Update record created for the Infringement History of the appropriate offence.

First MVR Update Control Form (WA Sites)

First MVR Update Control Form (WA Sites)

This form is used to process files received from the Department of Motor Vehicles as a result of the First MVR Extract. For WA sites it is also used to accept and process the disk file returned as a result of an Electronic Vehicle Registrar Search.

The process is used to add name and address information to an Infringement, or a group of Infringements to enable notices to be sent.

The file received back from the Department should be copied to a central location, and that location should be specified in the Update File Name field. In addition, the specific MVR Extract job should be highlighted, to match the correct file to the job.

For example, if the file for MVR Extract job 125 is received, then MVR Extract job 125 should be highlighted (by single clicking, making it blue) to run the process.

In the middle of the form, there are the fields "Job Name", "Description", "Total" and "Unprocessed". These fields relate to previous MVR Extract jobs that have been run, but the corresponding MVR Update job has not been run, or has not completed successfully (i.e. not all Infringement records have been processed).

The "Total" and "Unprocessed" fields are used to show the total amount of Infringements that have been process by the MVR Extract, and the "Unprocessed" field shows the amount of Infringements that have not been processed. The reason for unprocessed records could be a network failure etc.

Once the MVR Update for the specified job has been fully completed, the corresponding MVR Extract record will disappear from this form.

This process can be run in "Report Only" mode or "Update and Report" mode, with "Report Only" mode not doing any updating of Infringements, just highlighting any errors that may occur when the process is run in "Update and Report" mode.

In addition, there are two report options, "Detailed" and "Summary". Selecting the "Detailed" report will show all records that have been updated correctly, as well as those that had errors. The "Detailed" report will only show those records with errors.

The following is a list of errors and warnings that can occur with the MVR Update process and the consequences of these messages.

Offence status has been updated since extract.

<u>Explanation</u>	<u>Consequences</u>
Subsequent to the MVR extract processing and prior to the MVR update processing for the offence, action has been taken on the offence that has resulted in the alteration of the Status of the offence.	Any new Name and Address records will be added. The Status of the offence WILL NOT be altered from its current value.
eg. payment for the offence may have been received or contact details may have been obtained from another source and a notice issued.	

State of Registration has been changed since extract.

<u>Explanation</u>	<u>Consequences</u>
Subsequent to the MVR extract processing and prior to the MVR update processing for the offence, the Registration State of the vehicle attached to the offence has been manually altered.	No Name and Address records will be added. The Status of the offence WILL be altered to MV Error Status .

The Ticket Offence Date is not within the Registration Date Range.

<u>Explanation</u>	<u>Consequences</u>
The date of the offence does not fall within the period of the Registration 'Acquired' and 'Expiry' dates supplied by the MVR Authority.	Any new Name and Address records will be added. The Status of the offence WILL be altered to MV Error Status .

No MVR record for this ticket.

<u>Explanation</u>	<u>Consequences</u>
No record has been returned from the MVR Authority for the offence.	The Status of the offence WILL be altered to MV Error Status .

Multiple MVR records for this ticket.

<u>Explanation</u>	<u>Consequences</u>
More than one record has been returned from the MVR Authority for the offence.	Any new Name and Address records will not be added. The Status of the offence WILL be altered to MV Error Status .

MVR Record found BUT "Client Type = U (Unmatched)" and Name and Address records were not added - manual entry may be possible.

Explanation

A record for the main owner of the vehicle attached to the offence has been returned from the MVR Authority but the Client Type = U (Unmatched).

Consequences

No Name and Address records will be added.

The Status of the offence WILL be altered to **MV Error Status**.

If required, the appropriate Client Type can be determined from a visual inspection of the error report record and the Name and Address record can be entered manually.

An Additional Owner MVR Record found BUT "Client Type = U (Unmatched)" and Name record was not added - manual entry may be possible.

Explanation

A record for an additional owner of the vehicle attached to the offence has been returned from the MVR Authority but the Client Type = U (Unmatched).

Consequences

No Name record will be added.

The Status of the offence WILL NOT be affected.

If required, the appropriate Client Type can be determined from a visual inspection of the error report record and the Name record can be entered manually.

This record NOT flagged as the "current contact" because a manually entered record is present.

Explanation

A Name record returned from the MVR Authority has been added but, as a **manually-entered** Name record is present and is flagged as the "Current Contact" record, the added Name record has not become the "Current Contact" record.

Consequences

This record flagged as the "current contact" replacing a previous MVR record.

Explanation

A Name record returned from the MVR Authority has been added and flagged as the "Current Contact" record replacing a previous record returned from the MVR Authority.

Consequences

Previous Family Name and Given Names for Customer No. XXXXXX were: Family Name and Given Names

Explanation

A Name record returned from the MVR Authority (Citec) has a different Name to that records as a previous Citec Record for the same Customer No.

Consequences

Details returned from CITEC in a subsequent request display a warning message on the MVR Update report. Also, in such circumstances, (a) the existing name record is not modified; (b) any links to new offences are not effected but the Status, Next Action Date and Pay By Date of these offences is updated as usual.

The <ADDRESS TYPE> address NOT flagged as the "current address" because a manually-entered record is present.

Explanation

An Address record returned from the MVR Authority has been added but, as a **manually-entered** Address record is present and is flagged as the "Current Address" record, the added Address record has not become the "Current Address" record.

Consequences

<ADDRESS TYPE> can equal Residential, Postal OR Residential & Postal.

The <ADDRESS TYPE> address flagged as the "current address" replacing a previous MVR record.

Explanation

An Address record returned from the MVR Authority has been added and flagged as the "Current Address" record replacing a previous record returned from the MVR Authority.

Consequences

<ADDRESS TYPE> can equal Residential, Postal OR Residential & Postal.

MVR Authority Record Status:

- 1 = Label and Plate Mismatch**
- 2 = No Match**
- 3 = Registration not found**
- 4 = Vehicle frozen**
- 5 = Plate Type not entered/valid**
- S = Vehicle stolen**
- D = Duplicate Registration**

Explanation

A record returned from the MVR Authority includes one of these Status Codes.

Consequences

Any new Name and Address records will be added. (Possible for codes S and D only)

The Status of the offence WILL be altered to **MV Error Status**.

Infringement Type Description

This field shows the Infringement Type for which the First MVR Update process will be run for. That is, only Infringements specific to the Infringement Type specified will be processed.

State Code

This field is used to specify the state code for which the MVR Update to be run. Generally, this will always be the state in which the council is located. Only motor vehicles registered in that state will be processed.

If a council uses more than one state (e.g. for MVR processing from another state), only those MVR Extract records will appear for the state specified.

Use the pop up button or double click on the field to select a state from the State Code Pop Up form.

Job Name / Description

These fields contain details of extract jobs that have been run. The User matches the extract job with the update that is now being run.

Total Offences

Total offences field contains the number of offences that are contained in the batch job to be run.

Unprocessed Offences

Unprocessed Offences field contains the number of offences that are yet to be processed. In the case of a batch job stopped in the process of running this field will indicate how many offences were not processed against the total amount.

Processing Options - Job Type

This field specifies how the job will be processed. Report only will extract a report when the job has been run. Update only will not produce a report but will update the system where necessary. Update and Report will produce a report and will also update information where necessary.

Processing Options - Report Content

This field is used to specify whether the report produced is to be in "Detailed" or "Summary" form. A "Detailed" report will show all records processed by the MVR Update, including any errors that occurred, whilst the "Summary" report will only show the errors that occurred.

Ignore Registration Date Range Errors

This field, if checked on, will ignore any problems with tickets that do not have valid registration date details. This enables the offences to be processed regardless of errors due to registration dates.

Update File Name

This field is used to specify the location of the file to be processed by the MVR Update process. This field can be defaulted in the "Update File Name" field under the appropriate State Code parameter. Clicking on the detail button will take you to a windows form, from where you are able to select the required file.

Miscellaneous Options – Organisation Key Words

WA and NZ sites have an additional Key Words Button that provides access to the Organisation Key Word Maintenance Screen. This form is used to enter or maintain words that may be included in an organisation's name from data provided by the Vehicle Registrar. The purpose of these key words is to enable the process of differentiating between a Person and an Organisation. A typical list of words that should be included is as follows:

ESTATE, INC, PTY, P/L, LTD, SOCIETY

Miscellaneous Options – Surname Prefixes

NZ sites have an additional Key Words Button that provides access to the Surname Prefixes Maintenance Screen. This form is used to enter or maintain words that may be included in a surname name from data provided by the Vehicle Registrar. The purpose of these words is to enable to process of differentiating between given names and surnames where the surname consists of more than one word, for example Van Damme. A typical list of words that should be included is as follows:-

VAN, DER, DE,

Parameters Button

Selection of the Parameters Button will display the First MVR Update Parameters Form. These parameters are view only but can be maintained through the Infringement Parameters form.

Validation Rules – New Zealand

The MOTOCHK update performs the following Validation Rules

Vehicle Mismatch

For New Zealand sites the Synonyms are also used for the MOTOCHK data file checking. If the MOTOCHK file contains a Vehicle Make which is defined as a Synonym for the same Vehicle Make as that which is on the Offence then the vehicle will be considered matched and the Vehicle Mismatch will not be applied. These Synonyms are defined in the Vehicle Make Parameters for the Infringement Type.

- 1) Where no matching MOTOCHK data record is found, the Status of the Offence will be amended to "MVR Error Status" if the Status has not been altered since the MOTOCHK Extract.

Where a matching MOTOCHK data record is found the following will happen.

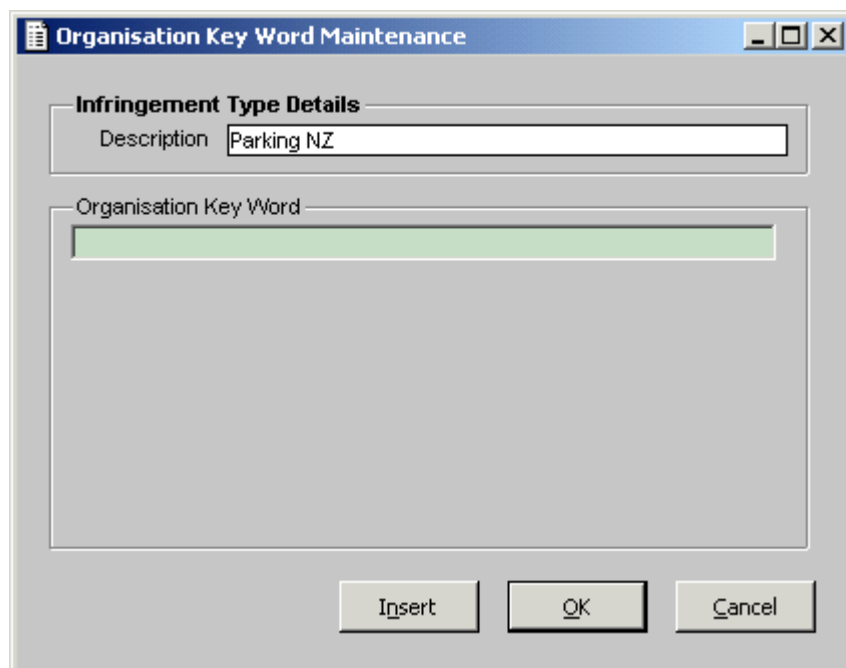
- 2) If the Status of the Offence has been altered since MVR Extract, name, address and other details will be attached to the Offence but the Status WILL NOT be amended.
- 3) If the MOTOCHK data record incorporates an Error/Exception Code, the Status of the Offence will be updated to 'MVR Update Status' where the Code has been specified as SUCCESSFUL. If the Code is specified as UNSUCCESSFUL and EXEMPTION of the Offence is NOT required, the Status of the Offence will be updated to the Status allotted to the Code. If the Code is specified as UNSUCCESSFUL and EXEMPTION of the Offence IS required, the Offence will be exempted (i.e. written off). Name, address and other details will be attached if present.
- 4) If 'MOTOCHK Data Validation Rules' are in use, each rule will be applied to the MOTOCHK Data record. These rules may result in (a) exempting the Offence; (b) attaching a Cashier Warning Flag to the Offence; (c) adding a message to the 'Comments' field of the corresponding report record; (d) replacing data with a specified replacement value. Data validation rules can be applied to 'Owner Name', 'Address lines', 'Postal Address Lines', 'Suburb', 'Town', 'Vehicle Make' and 'Ownership Status' data elements. Name, address and other details will be attached if present. (refer to the section on MOTOCHK Data Validation Rules' for further examples.
- 5) If a 'MOTOCHK Data Validation Rule' stipulates the exemption of the Offence, the rule will only be applied if no UNSUCCESSFUL Error/Exception Code is present.

Attaching Name & Address Details

- 6) All owner names for records where the SEX is NULL (Unknown) or 'O' (Other) will be scanned using the list of Organisation Key Words to determine the type of name i.e. Person or Organisation. The presence of any of the key words will indicate an Organisation; the absence of all key words will indicate a Person.
- 7) All personal names will be checked for multi-worded surnames by using the list of Surname Prefixes.
- 8) All characters other than the following will be removed from personal names –
ABCDEFGHIJKLMNOPQRSTUVWXYZ, Spaces, Apostrophes and Hyphens
Hyphenated names will be capitalised i.e. Ann-Maria, Smith-Jones
- 9) All characters other than the following will be removed from organisation names –
ABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789, Spaces, Ampersands, Apostrophes, Closing and Opening Brackets, Hyphens and Periods
All company and organisation names will be imported in Uppercase
- 10) All characters other than the following will be removed from addresses -
ABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789, Spaces, Ampersands, Apostrophes, Closing and Opening Brackets, Hyphens, Periods and Forward Slashes.
- 11) All name and address data will be capitalised i.e. the first letter of words will be Upper Case and the remaining letters will be Lower Case.
- 12) New name & address data will be matched with existing records. For an Organisation, the match will be attempted on the full Owner Name ONLY. For a Person, the match will be attempted on the Surname, Given Names of the Owner and the Registration Number of the Vehicle.
- 13) New name & address records will only be added and the Offence attached to these new records, if no existing Name record is found. If an existing Name record is found, the Offence will be attached to the existing record.
- 14) The Name record will only be made the 'Current Contact' record for the Offence, if NO manually entered Name record is attached to the Offence.

Organisation Key Word Maintenance Form

This form is used to enter or maintain words that may be included in an organisation's name from data provided by the Vehicle Registrar. The purpose of these key words is to enable the process of differentiating between a Person and an Organisation. A typical list of words that should be included is as follows:
ESTATE, INC, PTY, P/L, LTD, SOCIETY



Organisation Key Word Maintenance Form

Infringement Type Details – Description

This field contains a description of the Infringement Type selected.

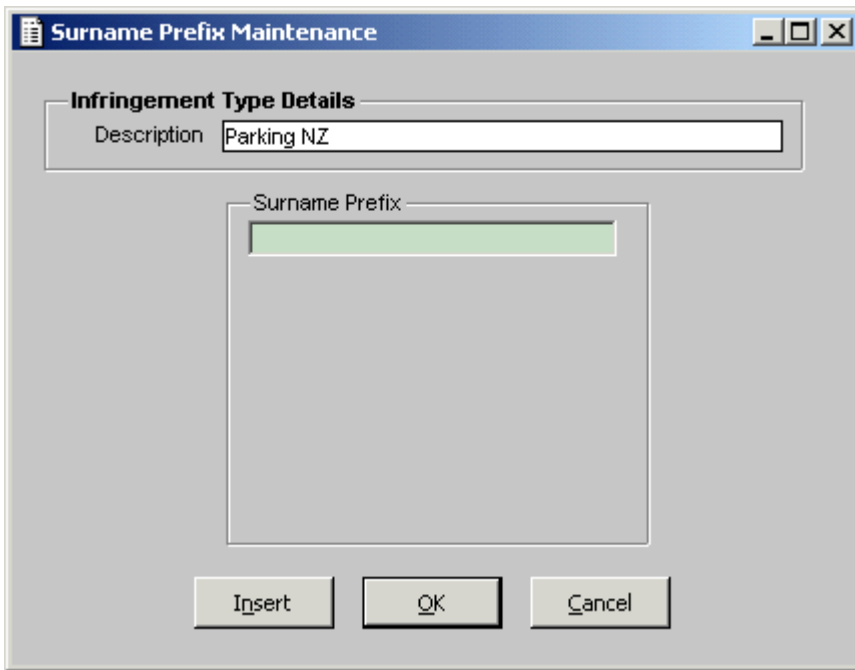
Organisation Key Word

These fields allow Keywords to be defined. A typical list of words that should be included is as follows:
ESTATE, INC, PTY, P/L, LTD, SOCIETY

Note: All codes used by The Vehicle Registrar for Vehicle Make, Body (or Type) and Colour must be entered in the relevant Infringement Type Parameters Maintenance functions.

Surname Prefix Maintenance Form

NZ sites have an additional Key Words Button that provides access to the Surname Prefixes Maintenance Screen. This form is used to enter or maintain words that may be included in a surname name from data provided by the Vehicle Registrar. The purpose of these words is to enable to process of differentiating between given names and surnames where the surname consists of more than one word, for example Van Damme. A typical list of words that should be included is as follows:-
VAN, DER, DE,



The screenshot shows a software window titled "Surname Prefix Maintenance". Inside, there is a section labeled "Infringement Type Details" which contains a text field for "Description" with the value "Parking NZ". Below this section is a larger text area labeled "Surname Prefix" which is currently empty and highlighted in green. At the bottom of the window are three buttons: "Insert", "OK", and "Cancel".

Surname Prefix Maintenance Form

Infringement Type Details – Description

This field contains a description of the Infringement Type selected.

Surname Prefix

This field shows the Keywords that have been defined to be used when splitting the surname and given names from the MVR.. A typical list of words that should be included is as follows:

VAN, DE

Notice Production

First, Second and Third Notice Control Forms

The Notice Form is used to produce the First, Second and Third Notices if required. This option allows the production of the Notices in hard copy and or soft copy.

First Notice Control Form

Search Profile - Infringement Type

This field is a default field that is populated by the Infringement type that is selected in the previous screen.

Search Profile - Notice Type

This field defines the letter type to search for when running the batch cycle. This is a mandatory field and can be selected through the pop up menu.

Version Date

Upon selection of a Notice Type the Version Date will be populated with the appropriate Date from the Parameters of when the Letter Type was created or amended. If there are multiple Versions available for the Notice Type selected, then they will all display in this area. It is necessary to Tick the Tick box next to the required Version Date.

Notice File Name

Once a Version Date has been selected then it is necessary to enter in the path and Notice File Name into this field.

Search Profile - Next Action

As part of the search criteria a next action date can be defined for the search. If a date is selected, the search will be run for all tickets dated before and including this Next Action Date. If left blank the search will include all dates up to and including today's date.

Processing Options - Job Type

This field specifies how the job will be processed. Report only will extract a report when the job has been run. Update only will not produce a report but will update the system where necessary. Update and Report will produce a report and will also update information where necessary.

Processing Options - Report Content

This field allows the User to select the content of the report. Detailed – The report will generate in a detail reporting on all tickets. Summary – The report generates in summary form only showing summarised ticket information.

Processing Options – Print Notices

The Print Notices option is only displayed when a Job Type of 'Update' or 'Update & Report' has been selected. This will print the Notices for the selected Infringements.

Processing Options – Store in Trim

The Store in Trim option is only displayed when a Job Type of 'Update' or 'Update & Report' has been selected.

Parameters Button

This button takes the User to the parameters form that is set up for this particular form. These parameters are view only but can be maintained through the Infringement Parameters form.

Second MVR Enquiry and Update

Second MVR Enquiry Control Form

If an Offence is required to be searched again then the Second MVR Enquiry option can be used. This process is also used by some New Zealand sites.

Post Out (Secd) MVR Enquiry Control

Search Profile

Infringement Type: Parking Infringements - NZ - TA

State Code: NZ New Zealand

Next Action: (BLANK for Run Date)

Processing Options

Job Type: Report Only

Report Content: Detailed

Extract File

Maximum Records: 55

Parameters Options Process Cancel

Second MVR Enquiry Control Form

Search Profile - Infringement Type

This field is a default field that is determined in the previous Infringement Type Selection form.

Search Profile - State Code

Using the Pop Up button will allow the User to select the required State for the search to be carried out on.

Search Profile - Next Action

Inputting a date in this field will determine the date range of results of the search. Specifying a date will search on all Offences up until that date inclusively. Leaving this field blank will search over all Offences up until and including today's date.

Processing Options - Job Type

This field specifies how the job will be processed. Report only will extract a report when the job has been run. Extract and Report will produce a report and will also update information where necessary. Depending on the State running this process will determine if additional File Format fields are displayed when this option is set to Update.

Processing Options - Report Content

This field allows the User to select the content of the report. Detailed – The report will generate in detail reporting on all Offences selected. Summary – The report generates in summary form only showing summarised Offence information.

Extract File – Maximum Records

This field is only displayed when using New Zealand mode and the Job Type of 'Update and Report'. This governs the number of records that are to be extracted into each file. The extract file will be split into two or more files differentiated by appending a letter (i.e. "A", "B" etc) to the original file name.

Parameters Button

Selecting this button details the Parameters that will be used in the Process. These can be modified through Infringement Type Parameters only.

Second MVR Update Control Form

Post Out (Secd) MVR Update Control

Search Profile

Infringement Type: Parking Infringements - NZ - TA

State Code: NZ New Zealand

Job Name	Description	Total	Unprocessed

Processing Options

Job Type: Report Only

Report Content: Detailed

Update File

File Name: C:\TEMP\NZ INFRINGEMENTS\MVRUPDATE

Miscellaneous Options

☐ Organisation Key Words ☐ Surname Prefixes

Parameters Options Process Cancel

Second MVR Update Control Form

Search Profile - Infringement Type

This field is a default field that is determined in the previous Infringement Type Selection form.

Search Profile - State Code

Using the Pop Up button will allow the User to select the required State.

Job Name/Description

These fields contain details of extract jobs that have been run. The user matches the extract job with the update that is now being run. Processing Options - Job Description

Total Offences

Total offences field contains the number of offences that are contained in the batch job to be run.

Unprocessed Offences

Unprocessed Offences field contains the number of offences that are yet to be processed. In the case of a batch job stopped in the process of running this field will indicate how many offences were not processed against the total amount.

Processing Options - Job Type

This field specifies how the job will be processed. Report only will extract a report when the job has been run. Update only will not produce a report but will update the system where necessary. Update and Report will produce a report and will also update information where necessary.

Processing Options – Report Content

This field specifies how the job will be processed. The Report can be produced in Detail or Summary mode.

Ignore Registration Date Range Errors

This field, if checked on, will ignore any problems with tickets that do not have valid registration date details. This enables the offences to be processed regardless of errors due to registration dates.

Update File Name

This field is used to specify the location of the file to be processed by the MVR Update process. This field can be defaulted in the "Update File Name" field under the appropriate State Code parameter. Clicking on the detail button will take you to a windows form, from where you are able to select the required file.

Parameters Button

Selecting this button details the Parameters that will be used in the Process. These can be modified through Infringement Type Parameters only.

Prosecution List Processing

Prosecution List Control Form

The Prosecution List Control Form allows the running of the Prosecution List to verify those offences that are going to be extracted in the next cycle function of Court Extract. This can be used to make sure that there are no errors on the offences being selected and allow the User to maintain those with any problems before commencing with the Court Extract process.

Prosecution List Control Form

Search Profile - Infringement Type

The Infringement Type that was selected is displayed in this field. This field is non-maintainable.

Search Profile - Next Action

The Next Action Date field defaults to today's date. This can be changed to a previous date but cannot be greater than today's date. The field can be left blank to pick up all offences with a Next Action Date up to and including today's date.

Processing Options - Job Type

The Job Type defaults to Report Only. This allows for the User to run the process in Report Mode only and verify and correct any errors that may be reported prior to running the process. When the Job is run in Update and Report mode then the Offences that are reported are updated with the Status that has been defined in the Cycle Function within the Infringement Parameters.

Processing Options – Report Content

The 'Report Contents' field controls the content of the Prosecution List. It can be specified as either 'Detailed' or 'Summary'. 'Detailed' produces a report with a record for all offences ready for referral to court; 'Summary' produces a report with a record for only those offences which have some error/exception preventing their referral to court.

NOTE: This field does not display for Western Australia Infringements.

Processing Options – Validate Post Codes

The Validate Post Codes checkbox only appears once Post Codes have been defined in Postcode Maintenance and the State is Western Australia.

Other Processing Parameters – Excluded Offence Types

Selecting the Exclude Offence Types Button will display the Excluded Offence Types Maintenance Form. This form will allow the selection of the Offence Types that are to be excluded from the Prosecution List. Those Offences that have been selected to be excluded will be printed on the Report but with a comment of 'Offence Type Excluded'.

Other Processing Parameters – Court Areas

The Court Areas Button only appears when the State Code is set to New Zealand. Selecting this button allows the Court Areas to be updated and assign Suburbs to the appropriate Court Area.

Parameters Button

The Parameters Button displays the Prosecution List Parameters that have been defined within the Cycle Function option with the System Parameters for the Infringement Type. The information on this form is only in display mode and cannot be updated from this process. If the Parameters need to be changed or updated then this is to be done from within the System Parameter Maintenance menu.

Excluded Offence Types Maintenance Form

The Excluded Offence Types Maintenance Form is used to select those Offence Types that are to be excluded from the Prosecution List Extract. The appropriate Status that is to be set against Offences with a particular Offence Type is able to be set in this form. Those Offences that are for the Offence Types that have been nominated as being excluded will print on the Prosecution List Report with a comment of 'Offence Type Excluded'.

Excluded Offence Types Maintenance Form

Infringement Type Details - Description

The Infringement Type Description is displayed in this field. This field is non maintainable.

Available Offence Types

The Available Offence Types are displayed in this area. Focus on the Offence Type that is to be excluded and use the Select Button to move the Offence Type to Right Hand side under the Excluded Offence Types Area.

Excluded Offence Types

The Excluded Offence Types are shown in this area. Offence Types listed here will be excluded from the Prosecution List processing and Offences with these Types will have their Status updated with the Status associated to the Offence Type on this form.

Status

The Status displayed in this field is the associated Status for the Offence Type being excluded. This is the Status that will be applied to the Offence when the Prosecution List process is run.

Select Button

Use the Select Button to move an Offence Type from the Available List to the Excluded List.

Remove Button

Use the Remove Button to move an Offence Type from the Excluded List to the Available List.

Court Area Maintenance Form

The Court Area Maintenance form is used to record the Court Areas that are used and to assign the Suburbs to the Court Area that is responsible for that Suburb.

Court Area	Description	Address	Active
001	Main Court	1 Main Road New Zealand	☒
002	District Court	1 District Road New Zealand	☒

Options

☐ Assign to Suburbs

Insert OK Cancel

Court Area Maintenance Form

Court Area

The Court Area code is entered into this field. This code is then used to assign the Infringement to the applicable Court based on the Suburb that the offence was committed in.

Description

The Description of the Court Area is displayed in this field.

Address

The Address is the address for the Court Area.

Active

The Active field identifies that the Court Area is active and available for use.

Options – Assign to Suburbs

The Assign to Suburbs button will display the Suburbs and which Court Area they are assigned to.

Suburb/Court Area Assignment Maintenance Form

The Suburb/Court Area Assignment Maintenance form is used to assign the Suburbs to the appropriate Court Area. This form also allows for the updating of any changed or new Suburbs from the Property system. This is done by using the Auto Update Button.

Suburb	Court Area	Description
ABLE PARK	001	Main Court
ADELAIDE	001	Main Court
APPLETON	001	Main Court
AUCKLAND	001	Main Court
CHRISTIES BEACH	001	Main Court
COLONEL LIGHT GARDENS	001	Main Court
COOKSVILLE	001	Main Court
COOKVILLE	001	Main Court
DAVID PARK	002	District Court

Suburb/Court Area Assignment Maintenance Form

Suburb

The Suburb name is displayed in this field. The Suburb can be manually updated or the Auto Update option can be used and have the Suburb automatically updated from the Property system.

Court Area

The Court Area that is assigned to the Suburb is shown in this field. The Pop Up button can be used to select the Court Area or the Court Area can be entered directly if known.

Description

The Description of the Court Area selected is displayed in this field.

Auto Update

The Auto Update option allows the automatic update of Suburb information from the Property system. Once the Auto Update Button has been selected the form will return with only those Suburbs that require a Court Area to be assigned to them.

Court Area Pop Up

The Court Area Pop Up form displays the Active Court Areas available to be assigned to the Suburbs.

Court Area	Description
001	Main Court
002	District Court

Search Profile

Court Area

Description

Court Area Pop Up Form

Court Area

The Court Area Code is displayed in this field.

Description

The Description of the Court Area is displayed in this field.

Search Profile - Court Area

The Court Area Search Profile can be used to search for a particular Court Area or Areas. Wildcard searching can be used in this field.

Search Profile - Description

The Description Search Profile can be used to search for a particular Court Area or Areas. Wildcard searching can be used in this field.

Prosecution Validation

The Prosecution Validation Cycle Function is for South Australian sites only and can be used instead of or in conjunction with the Prosecution List Cycle Function. It is only for Parking Infringements.

Prosecution Validation Control Form

The Prosecution Validation Control Form allows the running of the process to verify those offences that are going to be extracted in the next cycle function of Court Extract. This can be used to make sure that there are no errors on the offences being selected and allow the User to maintain those with any problems before commencing with the Court Extract process.

NOTE: This function is only available for South Australian sites and is to be used with Parking Infringements only.

The following offence validation functionality is done when the process is run:-

1. Current Contact Residential Address must be available
2. The address must be correctly formatted
3. Contact Status must be 'N' (Owner) or 'D' (Driver)
4. Enforcement of offence cannot be barred by statute
5. Offence balance must be greater than 0
6. No 'unacceptable' Activities can be present
7. An MVR Client Number for Current Contact must be present
8. Date of Birth must be present if Current Contact is a person
9. Vehicle Make entered on ticket must be the same as that returned from MVR
10. Current Contact's Residential Address must not have changed
11. Vehicle's Registration Expiry Date must be equal to or greater than the Date of the Offence
12. No Customer Service Requests can be linked to the Ticket

The first 5 points are the same as the validation process done via the standard Prosecution List process.

When run in Update mode an Activity entry will be added to the Ticket. Where there was a validation error for the Ticket this will be documented against the Activity entry in the comment area of the Activity and the ticket's status will remain unchanged. Those that pass the validation process will also have an Activity entry added and their Status, Next Action Date and Pay By Date will be updated to that defined in the parameters for the Prosecution Validation Cycle Function.

Before the Prosecution Validation function can be used an appropriate Activity Type must be created and assigned against the Prosecution Validation on the Activity Assignment form within the Activity Code Parameter Maintenance option.

Additionally the process needs to be defined within the Cycle Function parameters.

Prosecution Validation Control

Search Profile

Infringement Type: Parking Infringements - S - NTA

Next Action: 03-Aug-2005 (BLANK for Run Date)

Processing Options

Job Type: Report Only

Report Content: Detailed

Other Processing Parameters

☐ Acceptable Activities

Parameters Options Process Cancel

Prosecution Validation Control Form

Search Profile - Infringement Type

The Infringement Type that was selected is displayed in this field. This field is non-maintainable.

Search Profile - Next Action

The Next Action Date field defaults to today's date. This can be changed to a previous date but cannot be greater than today's date. The field can be left blank to pick up all offences with a Next Action Date up to and including today's date.

Processing Options - Job Type

The Job Type defaults to Report Only. This allows for the User to run the process in Report Mode only and verify and correct any errors that may be reported prior to running the process. When the Job is run in Update and Report mode then the Offences that are reported are updated with the Status that has been defined in the Cycle Function within the Infringement Parameters.

Processing Options – Report Content

The 'Report Contents' field controls the content of the Prosecution Validation Report. It can be specified as either 'Detailed' or 'Summary'. 'Detailed' produces a report with a record for all offences that have been included in the selection process. Where the Offence has failed one or more of the requirement for acceptable, the information regarding the error will be printed in the Comments section of the report. Where the offence has passed all the validation criteria the Comments section will be blank.

'Summary' produces a report with a record for only those offences which have some error/exception preventing their referral to court. The errors being printed in the Comments section of the report.

Other Processing Parameters – Acceptable Activities

The Acceptable Activities option allows for the selecting of those Activities which can be present to allow an Offence to proceed to the Court Extract stage.

Parameters Button

The Parameters Button displays the Prosecution Validation Parameters that have been defined within the Cycle Function option with the System Parameters for the Infringement Type. The information on this form is only in display mode and cannot be updated from this process. If the Parameters need to be changed or updated then this is to be done from within the System Parameter Maintenance menu.

Acceptable Activities for Prosecution Maintenance Form

The Acceptable Activities for Prosecution Maintenance Form is accessed via the Acceptable Activities option on the Prosecution Validation Control form. This option allows for the selection/removal of those Activities which can be present to allow an offence to proceed automatically to the Court Extract stage. If any Activities other than those specified are present on the offence a record will be included in the Prosecution Validation Report for further manual checking and processing to be performed.

Acceptable Activities for Prosecution Maintenance Form

Infringement Type Details - Description

The Infringement Type Description is displayed in this field. This field is non maintainable.

Available Activity Types

The Available Activities Types are displayed in this area. Focus on the Activity Type that is to acceptable and use the Select Button to move the Activity Type to Right Hand side under the Acceptable Activity Area.

Acceptable Activity Types

The Acceptable Activity Types are shown in this area. Activity Types listed here will be acceptable for the Prosecution Validation processing and Offences with these Activity Types will be processed by the function as long as they also pass all the other validation requirements.

Select Button

Use the Select Button to move an Activity from the Available List to the Acceptable List.

Remove Button

Use the Remove Button to move an Activity from the Acceptable List to the Available List.

Court Extract Processing

Court Extract Control Form

This form is used to create a file that can be sent to the courts for prosecution of customers. Depending on the state code specified on the Infringement Type parameter, a different process can be run, which is relevant to this state. This is because different states have different requirements as to the format etc of the file.

For WA sites, this process will also produce the Unpaid Infringement (UIN) disk file for submission to the Fines Enforcement Registry. The field is formatted in accordance with the F.E.S. specifications.

For Victorian sites, the reported produced will list the Contact Name under the Comments field on the report.

Court Extract Control

Search Profile

Infringement Type: WA Tickets

Next Action: 25-Nov-1999 (BLANK for Run Date)

Processing Options

Job Type: Report Only

Report Content: Detailed

Final Demand Activity: >>

Records to Extract: 0

Registration Fee:

Extract File Name

File: G:\HOSKINT\INFRINGEMENTS\PATHS\QLD\CTEXTRACT.TXT

Buttons: Enforcement Certificate, Parameters, Options, Process, Cancel

Court Extract Control Form

To specify where you want the generated file to be created, use the Files and Paths option on the Infringement Type parameter. When the file is generated, a message will appear on the resultant report, stating the location of the file.

The court extract only uses the first three lines of the address record. This means that if an address is more than three lines long, the record will not be processed. A message will appear on the report reporting this, and it will be up to the council to correct the address record manually.

For example, an address such as:

James Cameron Building
Level 15
21 Rostrevor Road
ADELAIDE

will not be accepted as a valid address for the court extract process, but an address such as:

James Cameron Building
Level 15, 21 Rostrevor Road
ADELAIDE

will be accepted by the system.

Data Record Format of data supplied to PERIN by Enforcement Agencies

(3 ½ inch floppy disk or CD or Magnetic Tape or Magnetic Cartridge (type 3480))

The data records in the document are of a fixed length of 475 characters. The fields of each set of data are as follows:--

<u>Fiel d</u>	<u>Positio n</u>	<u>Contents</u>	<u>Nature</u>	<u>Format</u>
1	1-9	Registration Number	Alphanumeric c	X(9)
2	10	State of Issue (Registration)	Alphanumeric c	X(1)
3	11-20	Licence Number	Alphanumeric c	9(10)
4	21	Vehicle Class	Alphanumeric c	X(1)
5	22	State of Issue (Licence)	Alphanumeric c	X(1)
6	23-30	Defendants Date of Birth	Numeric	9(CCYYMMDD)
7	31-110	Defendants Surname/Company Name	Alphanumeric c	X(80)
8	111-150	Defendants Other Names	Alphanumeric c	X(40)
9	151-190	Defendants Street Address	Alphanumeric c	X(40)
10	191-230	Defendants Address Line 2	Alphanumeric c	X(40)
11	231-270	Defendants Suburb	Alphanumeric c	X(40)
12	271-276	Postcode	Numeric	X(6)
13	277-286	Infringement Number	Alphanumeric c	X(10)
14	287-293	Offence Code	Numeric	9(7)
15	294-301	Offence Date	Numeric	9(CCYYMMDD)
16	302-305	Offence Time	Alphanumeric c	X(4)
17	306-312	Offence – Penalty	Numeric	9(5)V99
18	313-319	Total Amount Paid to Agency	Numeric	9(5)V99
19	320-326	Amount to Enforce - Balance Due	Numeric	9(5)V99
20	327-327	Location / Status	Alphanumeric c	X(1)
21	328-337	ACN Number	Alphanumeric c	X(10)
22	338-387	Offence Suburb	Alphanumeric c	X(50)
23	388-437	Street of Offence	Alphanumeric c	X(50)
24	438-445	Penalty Reminder Notice Issue Date	Numeric	9(CCYYMMDD)
25	446-453	Data Selection Date	Numeric	9(CCYYMMDD)
26	454-461	Extended Lodgement Date	Numeric	9(CCYYMMDD)
27	462-466	Enforcement Agency	Numeric	9(5)
28	467	Extended Lodgement Reason	Alphanumeric c	X(1)
29	468-475	Infringement Notice Issue Date	Numeric	9(CCYYMMDD)

Explanatory Notes

- Fields 7, 9, 12, 13, 14, 15, 17, 18, 19, 20, 22, 24, 25, 27, 29 are mandatory fields. Also, Field 28 (Extended Lodgement Reason) is mandatory if the extended period for lodgement date is provided in Field 26.

- All dates in fields 6, 15, 24, 25, 26 & 29 shown as 9(8) are to be expressed as YYYYMMDD
- Field 1 (Registration Number) is to be left justified, and all imbedded spaces removed. (Vehicle registration numbers only)
- Field 3 (Licence Number) must be left justified.
- Field 4 (Vehicle Class) to be alphanumeric code as follows:- 2 – Motor Car, 3 – Motor Cycle, 4 - Trailer
- Field 7 (Defendant's Surname/Company Name) must contain only the Surname of an individual or the entire company name. Only the first 40 characters in this field are available for the surname of an individual, so in inserting the surname of an individual that exceeds 40 characters, the surname must be truncated.
- Field 8 (Defendant's Other Names) is mandatory if a 'V' or 'I' appears in field 20 (Location/Status). If a 'C' appears in field 20, field 8 must be left blank.
- Field 9 (Defendant's Street Address) must contain a valid address (eg unit, street number, street name and type)
- Field 10 (Extract Address Line) can be used to further expand on the address (eg name of building)
- Field 11 (Defendant's Suburb) is the suburb of the defendant's address.
- Field 14 (Offence Code) is the offence code as allocated by the Registrar of the PERIN Court.

Note: These details apply to Victoria only, and are current as of August, 2006. As these details may change, it is recommended that they are checked with PERIN from time to time.

Infringement Type

This field shows the Infringement Type for which the Court Extract process will be run for. That is, only Infringements specific to the Infringement Type specified will be processed.

Next Action Date

This field shows the Next Action Date for which the Court Extract will be processed for. That is, only Infringements with the required status (see Cycle Functions) and a Next Action Date of less than or equal to the date specified will be included as part of the Court Extract process. If this field is left blank, the value in the field will default to today's date.

Job Type

This field is used to specify whether you want the Court Extract process to be run in "Report Only" or "Extract and Report" mode.

The "Report Only" mode will run the Court Extract process but will not update any records, or create a file that can be sent to the courts. It should be used to check the data that the Court Extract would have processed if it had been done in "Extract and Report" mode.

The "Extract and Report" mode will update all records, produce a file, and display a report showing records that have been processed.

Report Content

This field is used to specify whether you want the report to show "Detailed" or "Summary" information. When "Detailed" is selected, all records processed will be shown on the report. When "Summary" is selected, only those that match the search profile of the extract process, but were not processed for another reason are displayed (for example, incorrect address information).

Final Demand Activity

This field enables the entry/selection of the activity that represents the issuing of the Final Demand Notice. It is used to determine the date of the Final Demand Notice.

Records to Extract

When running the Court Extract process for WA the 'Records to Extract' field is available. This shows the number of Infringements that are at the stage of being extracted for Court. This field is mandatory when running update mode. The system then verifies the entered number against the number of records it believes should be extracted.

Registration Fee

The Registration Fee field enables the entry of the amount of the registration fee payable to the Fines Enforcement Registry (WA sites) for each unpaid Infringement included in the file produced.

Validate Post Codes

The Validate Post Codes checkbox only displays when Post Codes have been entered via Post Code Maintenance and the Infringement Type is using Western Australia. When checked on the Court Extract will check to make sure that Post Codes on offences are validated against the Post Codes created via Post Code Maintenance. If there is a discrepancy it is reported on the Court Extract Report.

Extract File Name

This is where the file path and name are entered. This must be a valid path and the file type must be .TXT.

File Sequence Number

This field contains the File Sequence Number that will be used when the Court Extract is run. This field only displays when running as Queensland.

Adjusted File Sequence Number

If for some reason there is a requirement to override the File Sequence No. being shown, then it is done by using this field. When the file is created it will use this override value. This field only displays when running as Queensland.

Enforcement Certificate Button

This button enables the preparation of an Enforcement Certificate as required under Section 16 of the Fines, Penalties and Infringement Notices Enforcement Act, 1994. The button provides access to the Enforcement Certificate Control Form.

Parameters Button

Selecting this button details the parameters that will be used in the search. These can be modified through Infringement Type Parameters.

Enforcement Certificate Control Form

This function enables the printing of the Enforcement Certificate to accompany an Unpaid Infringement (UIN) disk file. The Certificate can only be produced after the UIN disk file has been produced.



Enforcement Certificate Control Form

File Number

The File Number dropdown is used to select the number of the UIN disk file for which an Enforcement Certificate is required. Usually it will be the number visible on entry to the screen, which will correlate to the number of the last-produced UIN disk file. However, it is possible to produce an Enforcement Certificate for the last nine UIN disk files produced provided that the report file data for a particular UIN disk file has not been deleted.

Enforcement Certificate

The Enforcement Certificate field is used to enter/select the Merge Type (i.e. Document Type) which is the Word Processor Template used to produce the final Enforcement Certificate document.

Addressee

The button beside the Addressee field enables the selection of a name and address to be included in the Enforcement Certificate if required.

Print Button

The Print Button accesses the Word Processing function and produces the printed Enforcement Certificate.

Court Extract Control Form – New Zealand

This form is used to create files that can be sent to the courts for prosecution of offenders. The Court Area is used to determine the Infringements that are to be included in the file that is created during the processing of this option.

New XML extract files have been added to this control in accordance with requirements from Ministry of Justice, they will be produced when the Job Type is set to Update and Report. In order for the correct date for the Reminder Notice to be populated on the extracted file a new field on the Control Form has been created to identify which Notice Type was used for this function.

Selecting the Modify Button on the bottom of the form will display the Infringements that to be included in the Court Extract process for the Court Area nominated.

Only those Type of Cases that are required to be extract need to be defined in the Court Documentation section. If all are required then the user needs to enter in details for all fields. If only one type of Case is required then only the fields applicable to that case need to be entered.

The process also looks at the Next Action Date and will only include those Tickets that have a Next Action Date less than or equal to the Date that the Court Extract is run. Tickets that have been changed to have a Next Action Date in the future will not be included in the Court Extract until their Date becomes equal to or less than today's date.

Court Extract Control

Infringement Type
Description: Parking Infringements - NZ - TA

Court Area
Court Area: 001 >> Main Court

Type of Case and Court Documentation

Type of Case	Document Details	Print
☒ (I) Infringement	Merge Type: ALLCONT >> all merge fields for contact File Name: C:\TEMP\DOC1.TXT	☐
☒ (E) Submission	Merge Type: ALLNOTES >> ALL NOTES AS EXTRACTS File Name: C:\TEMP\DOC2.TXT	☐
☒ (T) Not Guilty	Merge Type: CONTACT >> contact format field File Name: C:\TEMP\DOC3.TXT	☐

Records for Extract
Available: 6 Records to extract: 6

Processing Options
Job Type: XML and Report Maximum Towage Fee:
Report Content: All Reminder Notice Type: First Notice File

XML File
XML File Location: C:\TEMP
Return Email Address: infor@infor.com
Batch Id Prefix: NZ CourtTesting Records per file: 2000
Agency Name: Infor Local Government
Agency Address Line 1: 27 Greenhill Road
Agency Address Line 2: Wayville SA 5034

Modify Parameters Options Process Cancel

NZ Court Extract Control Form

Infringement Type - Description

This field shows the Infringement Type for which the Court Extract process will be run for. That is, only Infringements specific to the Infringement Type specified will be processed.

Court Area

Upon entry into this form the Court Area is blank. It is necessary to nominate the Court Area that the process is to be run for. The Court Area Code required can be entered directly into the field or if the Code is not known then the Pop Up can be selected and the available Court Areas will be displayed to allow selection of the required Court Area.

Type of Case

The Case Type is defined on the Infringement record. These are originally set to 'I' for Infringement but can be updated to 'E' for Submission or 'T' for Not Guilty. Depending on how the Infringement has been flagged will depend on which Merge Type and File it will be included in.

It is necessary for the User to Flag On the required Case Types that are to be extracted in the Court Extract Process. Only those Case Types flagged will be extracted and any other Case Types will remain as they were after the Prosecution List processing.

Document Details – Merge Type

The Merge Type to use for printing of documentation to go with the Court Extract is required to be entered in for each Case Type. The Case Type is assigned to the Infringement and depending on whether it has been set as 'I' for Infringement, 'E' for Submission or 'T' for Not Guilty, will depend on the type of documentation and Merge Type that is used. The Merge Type should be different for each Case Type.

Print

If the Documentation for the Case Type nominated is to be printed at the time the Court Extract is being processed then the Print Checkbox will need to be set on.

Document Details – File Name

The File Name for the Extract file that is to be created for each of the Case Types is required to be entered in for the Case Types that are to be extracted. The Case Type is assigned to the Infringement and depending on whether it has been set as 'I' for Infringement, 'E' for Submission or 'T' for Not Guilty, will depend on the Extract File that it is included in. These Files are then used to produce the Documentation via a Third Party Process rather than printing the Documentation immediately. If the Documentation is to be printed at the time the Court Extract is being processed then the Print Checkbox will need to be set on.

Records for Extract - Available

Once the Court Area has been selected the 'Available Records for Extract' field is populated with the number of Infringements for that Court Area that are available for processing. This field is non maintainable.

Records for Extract – Records to extract

The 'Records to Extract' field is updated with the Available Records number. This can be changed to another value.

Processing Options - Job Type

This field is used to specify whether you want the Court Extract process to be run in "Report Only" or "Extract and Report" mode.

The "Report Only" mode will run the Court Extract process but will not update any records, or create any files that can be sent to the courts. It should be used to check the data that the Court Extract would have processed if it had been done in "Extract and Report" mode.

The "Extract and Report" mode will update all records, produce any files, and display a report showing records that have been processed.

NOTE: When set to Extract and Report the Extract File fields will be displayed to allow the entry of the Extract File and number of records per batch per file to be created.

Processing Options – Maximum Towage Fee

The Maximum Towage Fee can be entered into this field.

Processing Options - Report Content

This field is used to specify whether you want the report to show "ALL" or "ERRORS ONLY" information. When "ALL" is selected, all records processed will be shown on the report. When "ERRORS ONLY" is selected, only those that match the search profile of the extract process, but were not processed for another reason are displayed (for example, incorrect address information).

Processing Options – Reminder Notice Type

This field determines which of the notice types Council has used to inform the offender that they have an infringement. Some New Zealand sites use Notice 1 for this function, other sites may use Notice 2. The system will check that the relevant Activity has been added to the infringement before the infringement can be extracted to be sent to Court.

XML File Location

Enter the file location where the extracted XML files will be created.

Return Email Address

Enter the relevant Council Email Address.

Batch ID Prefix

Batches will be identified with an Infringement Batch ID according to the following convention: Prosecution Agency Code_CMS_Infgmt, the date and sequence number will be automatically appended to this prefix based on the run date and sequence of the run for that date.

The Records per file field is automatically defaulted to a set value of 2000. The batch can contain up to 2000 records, if there is a requirement to file more than 2000 records, an additional batch will be created.

Agency Name

This field will contain the name of the Agency submitting the Infringement records. This field is used as part of the extract file to identify the name of the agency submitting the file.

Agency Address Line 1

Enter the first line of address of the Prosecuting Agency.

Agency Address Line 2

Enter the second line of address of the Prosecuting Agency.

Court Extract Detail Maintenance Form

This form is displayed when the Modify Button on the bottom of the Court Extract Control form has been selected. The Infringements displayed on this form are the ones that have been included in the Extract process for the nominated Court Area. The Detail Button situated at the end of each Infringement will take the User out to Bulk Maintenance Options where information can be updated on the Infringement.

Ticket Number	Type of Case	Court Area	Hearing Date	Hearing Time	Offence
P103	Infringement	002 >> District Court	12-Nov-2002	10:15:00	...
P105	Infringement	002 >> District Court	01-Nov-2002	11:45:00	...
P111	Infringement	001 >> Main Court	15-Feb-2003	15:30:00	...
P116	Infringement	001 >> Main Court	15-Jan-2003	12:30:00	...
P121	Infringement	001 >> Main Court	16-Nov-2002	11:30:00	...
P122	Submission	001 >> Main Court	30-Nov-2002	08:30:00	...
P123	Not Guilty	001 >> Main Court	30-Nov-2002	09:30:00	...
P158	Infringement	001 >> Main Court	04-Jan-2003	09:30:00	...
P180	Infringement	001 >> Main Court	03-Mar-2003	13:30:00	...

Court Extract Details Maintenance Form

Infringement Type - Description

This field shows the Infringement Type for which the Court Extract process will be run for. That is, only Infringements specific to the Infringement Type specified will be processed.

Ticket Number

The Ticket Number of the Infringement is displayed in this field.

Type of Case

The Type of Case for the Infringement is displayed in this field. This can be change by using the dropdown to select a different Type of Case. Options available are Infringement, Submission and Not Guilty.

Court Area

The Court Area assigned to the suburb that the Infringement occurred in is displayed in this field. This can be changed to another Court Area by either selecting a new Court Area from the Pop Up available or keying in the required Court Area Code.

Hearing Date

The Hearing Date for the Infringement is displayed in this field. This can be modified if required and will update the Infringement with the changed Hearing Date.

Hearing Time

The Hearing Time for the Infringement is displayed in this field. This can be modified if required and will update the Infringement with the changed Hearing Time.

Offence

Selecting the Offence Detail button will display the Bulk Maintenance Option form and allow update of information for the Infringement.

SPER Validation Processing

SPER Validation Control Form

This function enables the loading of the Validation File from SPER. This file informs the Council of any errors that have occurred and enable the Council to correct the problem Infringements and resubmit to SPER. SPER is a Queensland process. Once a SPER extract has been run and the file is waiting for validation it is not possible to do another SPER extract. The Extract menu will be barred until the file has been validated.

Search Profile

Infringement Type	Job Name	Description	File Sequence No.	SPER Status	Total	Unprocessed
Parking Infringements - Q - TC	AA20020416001	SPER Extract as at 16-Apr-2002	3	Pending	5	5

Processing Options

Job Type: **Report Only**

Report Content: **Detailed**

SPER Status Reason

SPER Data Validation File

Path:

File: **DV20020416001.DAT**

Miscellaneous Options

☐ Amend/Display Offences ☐ Delete Job

Buttons: Options, Process, Cancel

SPER Validation Control Form

Infringement Type

The Infringement Type that requires the SPER Validation file to be confirmed is displayed in this field.

Job Name

The Job Name is predefined in what the format should be. This consists of AA then the Date followed by the Number of the file.

Description

The Description of the Job is displayed in this field. This usually is 'SPER Extract as at' and shows the date of the SPER extract.

File Sequence No.

The File Sequence No. is automatically generated at the time of the SPER Extract. The File Sequence Number is automatically incremented with each Extract that is run in a day and is reset back to 1 at the

beginning of a new day. The File Sequence No. can be overridden at the time of the SPER Extract if it is felt that the number needs to be changed.

SPER Status

Initially when the SPER Extract is run the SPER Status is set to Pending. Once the Validation file has been run against this Job then the status can change to one of the following; -

Accepted	all offence specific records will be set to Accepted
Processed	a mixture of Accepted and Rejected Offences is present
Rejected	all offence specific records are set to Rejected.

Total Offences

The Total Offence field displays the number of Offences that have been extracted to SPER and contain in the specific file.

Unprocessed Offences

The Unprocessed Offence field contains the number of Offences that have not been processed / rejected in the Validation Update procedure.

Job Type

The Job Type field allows selection of Report Only, Update Only or Update and Report. It is possible for the process to be run in Report only mode to confirm the content of the file as well as report on any errors or Rejects that may be reported.

This field is only displayed when the highlighted Job has a status of 'Pending'.

Report Content

Report Content allows the User to nominate whether the report is to be in Detail or Summary form.

This field is only displayed when the highlighted Job has a status of 'Pending'.

SPER Status Reason

The SPER Status Reason field will only display when the whole file has been rejected for some reason and SPER had returned the Validation file with a Status of R and included a Description of the Reason as to why the whole file has been rejected.

This field is only displayed if a Status Reason has been included on the Validation File Header Record.

Path

The Path field allows the entry of the Path of where to find the Validation File. The Path is used in conjunction with the File field.

This field is only displayed when the highlighted Job has a status of 'Pending'.

File

The File field automatically defaults to the name of the Validation File that should be returned by SPER. An example of the file name could be DV20020416001.DAT. This is actually the same file name that was sent to SPER except that the AA is replaced with DV. Although this field is automatically defaulted the information can be over written.

This field is only displayed when the highlighted Job has a status of 'Pending'.

Amend/Display Offences

The Amend/Display Offences button is used to Display the Offences pertaining to the File highlighted. It is also possible to Amend Offences via this button.

Delete Job

If a Job is no longer required then it can be deleted using the Delete Job button. A message is displayed letting the User know if the File has not been processed.

SPER Extract Job Offences

This function enables the viewing of the Offences that are in the Job Name File that is currently being verified. This file informs the Council of any errors that have occurred and enable the Council to correct the problem Infringements and resubmit to SPER. SPER is a Queensland process. Once a SPER extract has been run and the file is waiting for validation it is not possible to do another SPER extract. The Extract menu will be barred until the file has been validated.

TICKET	Offence Type	Offence - Status	SPER Status	Updated
4504	No Parking	Court Extract	Pending	☐
4511	Bus Stop	Court Extract	Pending	☐
4515	Div 8 testing	Court Extract	Pending	☐
4516	Residential parking permit	Court Extract	Pending	☐
4502	Bus Stop	Court Extract	Pending	☐

SPER Extract Job Offences Form

Job Name

The Job Name is the Name of the file that was created when the Court Extract process was run. When loading the Verification Tape a check is done to make sure that the Job Name and the File being loaded have the same information.

Infringement Number

The Infringement Number that was included in the Court Extract process is displayed in this field.

Offence Type

The Type of Offence that was recorded for the Infringement is displayed in this field.

Offence Status

The Offence Status represents the Status of the Offence within Pathway. It is the Status that was updated at the time the Court Extract was processed.

SPER Status

The SPER Status represents what SPER have assigned to the Offence as its Status. This is updated onto the Offence at the time that the Validation Process is run.

This is blank before the SPER Validation process has been run. It will then change to Accepted when SPER have validated it. If the Offence has its Status changed so that it can be re-extracted again the SPER Status becomes Pending.

Updated

The Update Flag is set when the SPER Status has become 'Accepted' or the Offence has had the Status changed so that it can be re-extracted again.

SPER Status Reason

The SPER Status Reason field will only display when the whole file has been rejected for some reason and SPER had returned the Validation file with a Status of R and included a Description of the Reason as to why the whole file has been rejected.

This field is only displayed if a Status Reason has been included on the Validation File Header Record.

Show

The Show dropdown is set to No Updated upon entry into the form. This is to allow only those Infringements that are still to have something done with them. Either their Status Updated so that they are re-extracted or they are updated by the Validation process.

When the Not Updated option is used then the SPER Extract Reversal Options are available for use. When the All or Updated options are selected then the SPER Extract Reversal Options are not available for use.

SPER Extract Reversal - Status

The SPER Extract Reversal Status field is only available for use when the Show Field has been set to Not Updated which is the default for the field upon entry into this form.

This field is used in conjunction with the Next Action Date field. Once the Status has been selected and the Next Action Date entered then the Reverse Button can be selected to update the Highlighted Offences with the entered Status and new Next Action Date. This process will also tick on the Updated field next to those Offences that were highlighted.

SPER Extract Reversal – Next Action Date

The SPER Extract Reversal Next Action Date field is only available for use when the Show Field has been set to Not Updated which is the default for the field upon entry into this form.

This field is used in conjunction with the Status field. Once the Status has been selected and the Next Action Date entered then the Reverse Button can be selected to update the Highlighted Offences with the entered Status and new Next Action Date. This process will also tick on the Updated field next to those Offences that were highlighted.

Court Update Processing

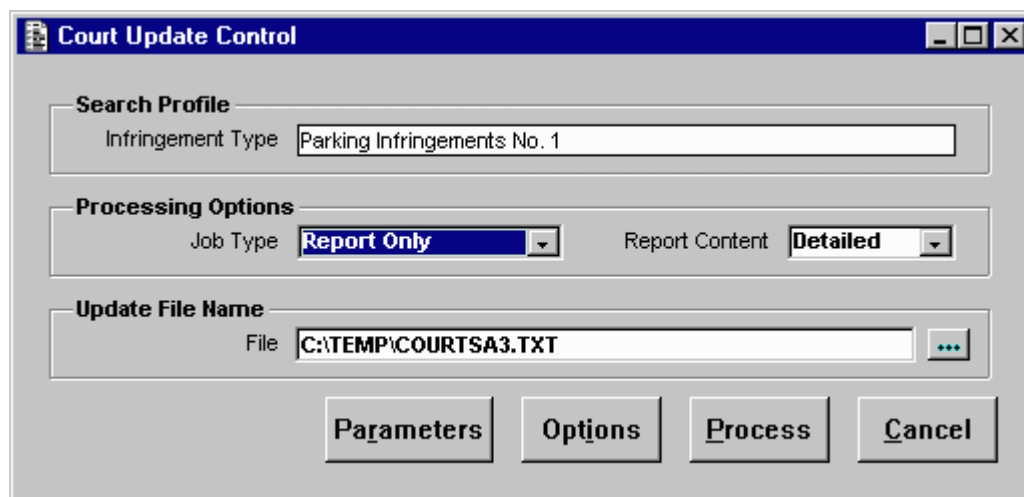
Court Update Control

This form is used to import data received from the courts into Pathway. For a record to be updated using the Court Update process, it must have first been processed by a Court Extract process.

Running this process will add a Court Update record to each Infringement processed. A report can be produced to show all of these Infringements, from which errors can be detected.

For WA sites, this process will accept and process the Enforcement Orders Registration (ENF) disk file as returned by the F.E.R. in response to the submission of an Unpaid Infringement (UIN) disk file. The process accepts a file formatted in accordance with the F.E.S specifications.

As a result of this process, a record of the details of the F.E.R registration will be created for each Unpaid Infringement.



Court Update Control Form

Search Profile - Infringement Type

This field displays the selected Infringement Type.

Job Type

This field is used to specify whether you want to run the Court Update process in "Report Only", "Update Only" or "Update and Report" mode.

If "Report Only" is selected, the Court Update process will not do any updating, but will display a report showing what would have happened if the process had been run in update mode.

Selecting 'Update Only' mode, will update relevant records from the Court Update. No report is produced. This Job Type is not recommended.

Using the 'Update and Report' mode will update all relevant records and produce a report.

It is suggested that the "Report Only" mode be run first, so any errors can be identified before updating records.

Report Content

This field is used to specify what is required to appear in the report. Selections are “Detailed” and “Summary”.

If “Detailed” is selected, all Infringements that are affected by the Court Update process will be displayed on the report, divided into those in error and those not.

If “Summary” is selected, only those Infringements affected by the Court Update process that are erroneous will be displayed.

Update File Name

This field is used to specify the location of the file that is to be processed by the Court Update process. The contents of this field is defaulted to what is specified in the Files and Paths option of the Infringement Type parameter, but can be changed on the control form.

Use the detail button to select a new file location, or the new file location can be typed into the field.

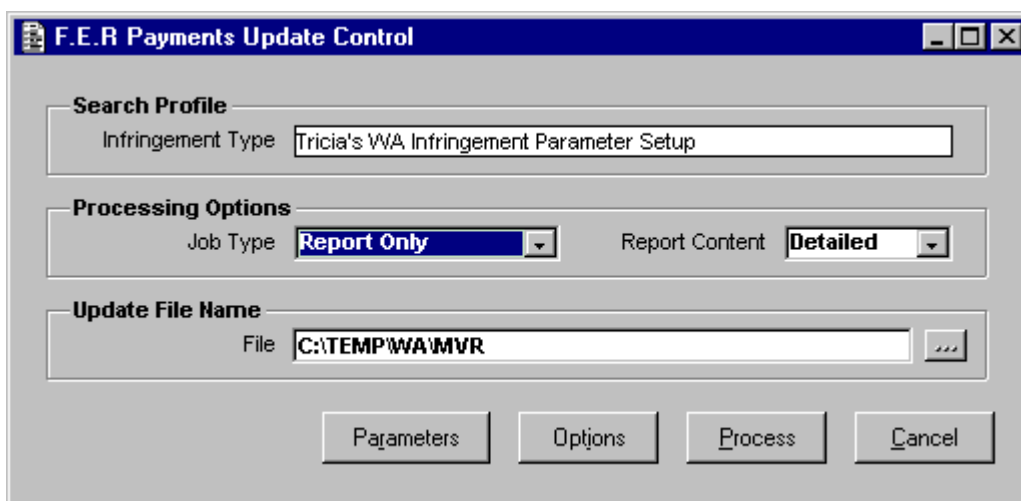
If the file specified in this field is not valid, when “Process” is selected, a message will appear saying “The Update File, *filename*, cannot be found”.

F.E.R. Processing

F.E.R. Payments Update Control Form

This function accepts and processes the Payments Update (PMT) disk file as supplied by the F.E.R. to advice of payments and adjustments for registered offences. The process accepts a file formatted in accordance with the F.E.S. specifications.

As a result of this process, a record of the payment/adjustment will be created for the relevant offence.



FER Payments Update Control Form

Search Profile Infringement Type

This field displays the selected Infringement Type.

Processing Options – Job Type

This field allows selection of a Job Type. The available options are:

- ☐ Report Only
- ☐ Update Only
- ☐ Update and Report

Report Content

This field allows selection of a format for the Report Content. The available options are:

- ☐ Detailed
- ☐ Summary

Update File Name – File

This field is used to specify the location of the file that is to be processed by the F.E.R. Payments Update process. The contents of this field is defaulted to what is specified in the Files and Paths option of the Infringement Type parameter, but can be changed on the control form.

Use the detail button to select a new file location, or the new file location can be typed into the field.

If the file specified in this field is not valid, when “Process” is selected, a message will appear saying “The Update File, *filename*, cannot be found”.

Parameters Button

Selecting this button details the parameters that will be used in the search. These can be modified through Infringement Type Parameters.

Concurrent Cycle Job Functions

The following topics are covered in this chapter:

[Cycle Function Selection – Concurrent Processing](#)

[First MVR Extract and Update – Concurrent Processing](#)

[Notice Production – Concurrent Processing](#)

[Prosecution List – Concurrent Processing](#)

[Court Extract – Concurrent Processing](#)

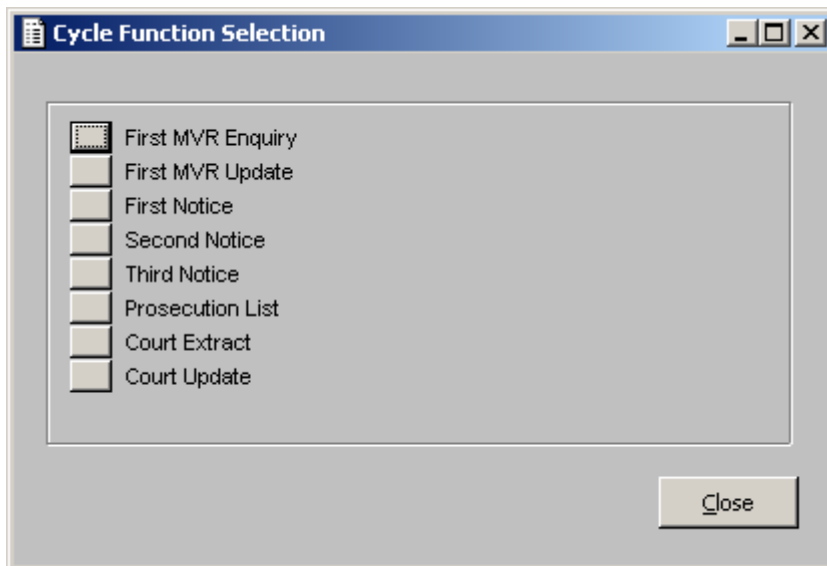
[Court Update – Concurrent Processing](#)

Cycle Function Selection – Concurrent Processing

Cycle Function Selection Form – Concurrent Processing

Concurrent Processing of Infringement Types is only available when the Global Infringement Parameter has been set on and processing is for Victoria.

When using Concurrent Processing within Infringements the Cycle Function Selection form does not show an Infringement Type on the form. The Cycle Function is for all Infringement Types that are selected once the actual Cycle function has been selected. The Cycle Functions are still defined within the Parameters for each Infringement Type. The settings of the Next Action Date and Activities for each of the Infringement Types are also defined in the Infringement Type Parameters. Whilst the function is being run for multiple Infringement Types the individual Infringement Type parameters are still applied to the Infringement.



The screenshot shows a Windows-style dialog box titled "Cycle Function Selection". Inside the dialog, there is a list of eight cycle functions, each preceded by a small square checkbox. The first checkbox, for "First MVR Enquiry", is checked. The other checkboxes are unchecked. The list items are: "First MVR Enquiry", "First MVR Update", "First Notice", "Second Notice", "Third Notice", "Prosecution List", "Court Extract", and "Court Update". At the bottom right of the dialog, there is a button labeled "Close".

Cycle Function Selection Form – Concurrent Processing

Cycle Function Buttons

Selecting these buttons will select the relevant form for the User to run the batch job from.

First MVR Extract and Update – Concurrent Processing

First MVR Enquiry Control Form – Concurrent Processing

Where offences are not paid within their stipulated 'Pay By' date, the MVR Enquiry function enables a user to produce extract files to forward to the Motor Vehicle Registration Authorities in the various States for the provision of vehicle and owner details. The 'MVR Enquiry Control' form enables a user to select one or more Infringement Types in combination with one or more Vehicle Registration States.

For the Vehicle Registration States of Queensland, New South Wales and Victoria the extract files are produced in accordance with the specifications of CITEC, RTA and VicRoads. For other States, records are extracted to ACSII text files.

First MVR Enquiry Control Form – Concurrent Processing

Search Profile – Available Infringement Types

The available Infringement Types for selection are displayed in this area. To select the required Infringement Types to be included in the MVR Enquiry focus on the Infringement Type and use the Select Option. If all Infringement Types are required then the user should use the Select All option to move all the Infringement Types to the Selected Area.

Search Profile – Selected Infringement Types

The Infringement Types that have been selected to be included in the MVR Enquiry process are displayed in this Area. Infringement Types can be de-selected by focusing on them and using the Remove Option Button to move the Type to the Available Area.

Search Profile – Vehicle Registration State

The Available Vehicle Registration States are listed in this area. Tick the Registration States that are required to be extracted.

The States available are:-

- Australian Capital Territory
- New South Wales
- Northern Territory

- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia

The File Formats for the various States are:-

STATE	FORMAT / DETAILS
Queensland (QLD)	CITEC – File is allotted a name comprising the State's abbreviation, the characters 'MV' and a 1-6 digit number (eg QLD_MV000146.TXT). Queensland also requires an entry in the 'Max. Records per file' field in accordance with the file specifications of CITEC. If an individual vehicle has multiple unpaid offences for the same Offence Date, only one record for the Registration Number and Offence Date combination will be included in the extract field.
New South Wales (NSW)	RTA – File is allotted a name comprising the State's abbreviation, the characters 'MV' and a 1-69 digit number (eg. NSW_MV000147.TXT). If an individual vehicle has multiple unpaid offences for the same Offence Date, only one record for the Registration Number and Offence Date combination will be included in the extract field.
Victoria (VIC)	VicRoads – File is allotted a name comprising the State's abbreviation, the characters 'MV' and a 1-6 digit number (eg VIC_MV000148.TXT). If an individual vehicle has multiple unpaid offences for the same Offence Date, only one record for the Registration Number and Offence Date combination will be included in the extract field.
Tasmania (TAS)	ASCII Text File – File is allotted a name comprising the State's abbreviation, the characters '_MVR_EXTRACT_' and the date the extract is run (eg TAS_MVR_EXTRACT_06042004.TXT). Extract Records comprise of Ticket Number, Registration Number and Offence Date arranged in that order with fixed-widths of 10, 6 and 8 characters respectively. A record is extracted for each offence regardless of the presence of duplicates for the Registration Number and Offence Date combination.
Australian Capital Territory (ACT) Northern Territory (NT) South Australia (SA) Western Australia (WA)	ASCII Text File – File is allotted a name comprising the State's abbreviation, the characters '_MVR_EXTRACT_' and the date the extract is run (eg ACT_MVR_EXTRACT_06042004.TXT). Extract Records comprise of Registration Number, Registration Label, Vehicle Make, Vehicle Colour, Vehicle Category, Offence Date and Ticket Number arranged in this order with a comma separating each data element. A record is extracted for each offence regardless of the presence of duplicates for the Registration Number and Offence Date combination.

Search Profile – Max. Records per File

If the 'Job Type' is 'Extract and Report' and Queensland has been selected as one of the Vehicle Registration States, then the Max. Records per File. field requires an entry in accordance with the file specifications of the CITEC organisation in Queensland. If the maximum records value is reached, a further file will be created and processing continues. The files that are created have a suffix attached to file i.e. a, b, c. The file name then becomes QLD_MV000638A.TXT.

Next Action - Date

As part of the search criteria a next action date can be defined for the search. If a date is selected, the search will be run for all tickets dated before and including this Next Action Date. If left blank the search will include all dates up to and including today's date.

Processing Options – Job Type

This field specifies how the job will be processed. Report only will extract a report when the job has been run. Extract and Report will produce a report and will also create the various Extract Files.

Processing Options - Report Content

This field allows the User to select the content of the report. Detailed – The report will generate in a detail reporting on all tickets. Summary – The report generates in summary form only showing summarised ticket information.

Extract File – Extract File Path

The Extract File Path is used to determine where the Extract File(s) are to be placed. This File Path should only be the actual directory path and not contain the document section as the Document Name will be generated by the process. For example a File Path could be C:\Temp or D:\MVR Extracts.

MVR Update Control Form – Concurrent Processing

The MVR Update function is used to process update files returned from the various State Motor Vehicle Registration Authorities in response to enquiry files previously forwarded to those Authorities. The function is available for processing files from Queensland, New South Wales and Victorian authorities only.

Update files received are matched to their originating enquiry file by way of the 'Job Name' allotted by the MVR Enquiry function. Only ONE update file can be processed at a time.

The 'required' Job is selected by highlighting the relevant record from the list provided.

MVR Update Processing Rules

The MVR Update Data from an individual file is uploaded to a working entity. The records for the offences pertaining to the corresponding 'Job' are retrieved and the MVR data is searched for a matching record based on the offending vehicle's Registration Number and Offence Date.

- Where no matching MVR data record is found, the Status of the Offence is amended to 'MVR Error Status' if the Status has not been altered since the MVR Extract.
- Where a matching MVR data record is found the following happens
 - If the Status of the Offence has been altered since MVR Extract, the name, address and other details will be attached to the Offence but the Status WILL NOT BE amended.
 - If processing Victorian MVR data and a record incorporates a VicRoads Result Code, the Status of the Offence will be updated to 'MVR Update Status' where the Code has been specified as SUCCESSFUL. If the Code is specified as UNSUCCESSFUL, the Status of the Offence is amended to 'MVR Error Status'. Name, address and other details are attached to the offence if present.
 - If processing New South Wales MVR data and a record incorporates a RTA Result Code, the Status of the Offence is updated to 'MVR Update Status' where the Code has been specified as SUCCESSFUL. If the Code has been specified as UNSUCCESSFUL, the Status of the Offence is updated to the Status allotted to the Code. Name, address and other details are attached if present.

Attaching Name & Address Details

- New Name and Address data is matched with existing records. For an organisation, the match is attempted on the full Owner Name and Address. For a Person, the match is attempted on the Surname, Given Names of the Owner and Address.
- New Name and Address records are only added and the Offence attached to these new records if no existing Name record is found. If an existing Name record is found, the Offence is attached to that existing Name record.
- The Name record is made the 'Current Contact' record for the Offence replacing any existing 'Current Contact' Name record attached to the Offence
- The 'Contact Status' for added name records is set to B = Company/Business for an organisation, O = Private Owner for a person and otherwise U = Unknown Owner.

MVR Update Control

Search Profile

State Code **VIC** >> Victoria

Job Name	Description	Offences	
		Total	Unprocessed
MV000122	Motor Vehicle Extract as at 16-Aug-2004	2	2

Processing Options

Job Type **Update and Report** Report Content **Detailed**

Update File

File Name ...

Miscellaneous Options

☐ Delete Job

Options Process Cancel

MVR Update Control Form – Concurrent Processing

Search Profile - State Code

This field is used to specify the State Code for which the MVR Update to be run.

If a council uses more than one State (e.g. for MVR processing from another State), only those MVR Extract records will appear for the State specified.

Use the pop up button or double click on the field to Select a state from the State Code Pop Up form.

Search Profile - Job Name / Description

These fields contain details of extract jobs that have been run. The User matches the extract job with the update that is now being run.

Total Offences

The Total offences field contains the number of offences that are contained in the batch job to be run.

Unprocessed Offences

The Unprocessed Offences field contains the number of offences that are yet to be processed. In the case of a batch job stopped in the process of running this field will indicate how many offences were not processed against the total amount.

Processing Options - Job Type

This field specifies how the job will be processed. Report only will produce a report only when the job is run. Update and report will produce a report and also update the Infringement System with the information contained on the MVR Update file.

Processing Options - Report Content

This field is used to specify whether the report produced is to be in "Detailed" or "Summary" form. A "Detailed" report will show all offences and accompanying motor vehicle registration data records in the report, including any errors that occurred. Where "Summary" is selected, only those offences, and any accompanying motor vehicle registration data, where an error/exception is encountered are included in the report.

Update File Name

This field is used to specify the location of the file to be processed by the MVR Update process. This field can be defaulted in the "Update File Name" field under the appropriate State Code parameter. Clicking on the detail button will take you to a windows form, from where you are able to select the required file.

Miscellaneous Options - Delete Job

The 'Delete Job' button is used to delete jobs. Although it can be used to delete any listed job, its primary use is for the deletion of those jobs which have been completely processed i.e. Unprocessed = 0. Either the currently highlighted or all such jobs can be deleted with on actioning of the button. A message is displayed prompting the user to choose between 'all' or 'highlighted only'. Incomplete jobs (i.e. where Unprocessed Offences are greater than 0) should only be deleted if the user is confident that they are no longer required.

Notice Production – Concurrent Processing

First, Second and Third Notice Control Forms – Concurrent Processing

The Notice Form is used to produce the First, Second and Third Notices if required. This option is used to issue reminder/courtesy notices to offenders and enables a user to select one or more Infringement Types for processing.

The screenshot shows the 'First Notice Control' window. It has a title bar with a document icon and the text 'First Notice Control'. The window is divided into several sections:

- Search Profile**: A section containing two list boxes. The left list box is titled 'Available Infringement Types' and contains 'victoria two' and 'victorian parking'. The right list box is titled 'Selected Infringement Types' and contains 'victoria four - animals', 'Document interface with Trim', and 'Victorian Parking Infringements - cash'. Between these two list boxes are four buttons with icons: a right-pointing arrow with a green bar, a right-pointing arrow with a green bar, a left-pointing arrow with a red bar, and a left-pointing arrow with a red bar.
- Next Action**: A text field containing '16-Aug-2004' and a label '(BLANK for Run Date)'.
- Processing Options**: A section containing a 'Job Type' dropdown menu set to 'Update and Report' and a 'Report Content' dropdown menu set to 'Detailed'.
- Buttons**: At the bottom right, there are three buttons: 'Options', 'Process', and 'Cancel'.

First Notice Control Form – Concurrent Processing

Available Infringement Types

The available Infringement Types are shown in this area of the form. To select the required Infringement Type focus on the Type and use the Select Option to move the Type to the Selected Infringement Type area.

If all Infringement Types are required to be selected the 'Select All' option can be used to move all the Infringement Types from the Available list to the Selected list.

Selected Infringement Types

The selected Infringement Types are shown in this area of the form. To de-select the Infringement Type focus on the Type and use the De-Select Option to move the Type to the Available Infringement Type area.

Search Profile - Next Action

As part of the search criteria a next action date can be defined for the search. If a date is selected, the search will be run for all tickets dated before and including this Next Action Date. If left blank the search will include all dates up to and including today's date.

Processing Options - Job Type

This field specifies how the job will be processed. Report only will extract a report when the job has been run. Update only will not produce a report but will update the system where necessary. Update and Report will produce a report and will also update information where necessary.

Processing Options - Report Content

This field allows the User to select the content of the report. Detailed – The report will generate in a detail reporting on all tickets and including details of the Ticket Balance prior to any additional fees and the total added fee amount. Summary – The report generates in summary form only showing summarised ticket information.

Where an error/exception is encountered during processing, an appropriate message is included in the individual offence's report 'Comments' section. An error/exception can arise when no 'Current Contact' or 'Current Address' record is available for an offence.

On selecting the 'Process' button in 'Update Only' or 'Update and Report' modes the 'Notice Type Detail Maintenance' form is presented to allow the entry of the required Notice Types etc for each of the Infringement Types selected for processing.

Notice Type Detail Maintenance Form

The 'Notice Type Detail Maintenance' form lists all the selected Infringement Types with entry fields 'Notice Type', 'Notice File Name' and 'Print' options being available for each Type.

If both a 'Notice File Name' is entered and the 'Print' flag is set ON for an Infringement Type, notices will be printed immediately via Pathway's Word Processing module and an extract file will be produced for that Infringement Type.

The extract files produced contain a line of data for each offence with a comma separating each data element. The first line of the file is a list of the data element names with a comma separating each data element name.

Infringement Type	Notice Type Details	Print
Document interface with Trir	Notice Type: [dropdown] >> [text] Notice File Name: [text] ...	☒
Victorian Parking Infringement	Notice Type: [dropdown] >> [text] Notice File Name: [text] ...	☒
victoria four - animals	Notice Type: [dropdown] >> [text] Notice File Name: [text] ...	☒
victoria two	Notice Type: [dropdown] >> [text] Notice File Name: [text] ...	☒
victorian parking	Notice Type: [dropdown] >> [text] Notice File Name: [text] ...	☒

Options OK Cancel

Notice Detail Maintenance Form

Infringement Type

The Infringement Type that has been selected on the Notice Control form is displayed in this field.

Notice Type Details – Notice Type

This field defines the letter type to use for this particular Infringement Type when running the Notice Process. This is a mandatory field and must be present to affect the extract of data for each offence. The Pop Up menu can be used to display the Notice Types available for the selected Infringement Type.

Notice Type Details – Print

If the Print flag is set ON, notices will be printed immediately via Pathway's Word Processing module. If the flag is Off, it is assumed that preparation of an extract field is required and a file name entry then is mandatory.

Notice Type Details - Notice File Name

If an extract file is required for use outside of Pathway, the file name is entered into this field. A unique file name must be used for each Infringement Type.

Prosecution List – Concurrent Processing

Prosecution List Control Form – Concurrent Processing

Where Offences remain unpaid beyond a 'Pay By' date stipulated by a reminder/courtesy notice, the Prosecution List function enables the production of a listing of all such unpaid Offences. The 'Prosecution List' Control form is used for this purpose and enables the user to select one or more Infringement Types for processing.

The Prosecution List Control Form allows the running of the Prosecution List to verify those offences that are going to be extracted in the next cycle function of Court Extract. This can be used to make sure that there are no errors on the offences being selected and allow the User to maintain those with any problems before commencing with the Court Extract process.

If an error/exception is encountered during processing, an appropriate message is included in the individual Offence's report 'Comments'. An error/exception can arise when one or more of the following applies to an Offence:-

- No current contact and address details are available
- The address consists of less than 2 lines or more than 3 lines or 1 or more of the lines are more than 40 characters long
- Enforcement of the Offence is barred by statute
- The outstanding balance is less than or equal to zero

Excluded Offences can be nominated for each selected Infringement Type if required.

Prosecution List Control

Search Profile

Available Infringement Types

- victoria four - animals
- victoria two
- victorian parking

Selected Infringement Types

- Document interface with Trim
- Victorian Parking Infringements - cash

Excluded Offences

Next Action: **16-Aug-2004** (BLANK for Run Date)

Processing Options

Job Type: **Update and Report**

Report Content: **Detailed**

Options Process Cancel

Prosecution List Control Form – Concurrent Processing

Search Profile – Available Infringement Types

The Infringement Types available for Prosecution List processing are displayed in this area. The user can focus on the required Infringement Type and using the Select Button move the Infringement Type to the Selected Infringement Type area.

If all the Infringement Types are required to be selected then the Select All button can be used.

Search Profile – Selected Infringement Types

The Selected Infringement Types that are required for the Prosecution List processing are displayed in this area. The user can de-select an Infringement Type by focusing on the Type and using the De-Select Button.

Search Profile – Excluded Offences

The Excluded Offences Button provides access to the 'Excluded Offence Types Maintenance' form allowing the maintenance of Offence Types that are to be excluded from processing and defining the Status that these Excluded Offences are to be set to during the processing of the Prosecution List.

Search Profile - Next Action

The Next Action Date field defaults to today's date. This can be changed to a previous date but cannot be greater than today's date. The field can be left blank to pick up all offences with a Next Action Date up to and including today's date.

Processing Options - Job Type

The Job Type defaults to Report Only. This allows for the User to run the process in Report Mode only and verify and correct any errors that may be reported prior to running the process. When the Job is run in Update and Report mode then the Offences that are reported are updated with the Status that has been defined in the Cycle Function within the Infringement Type Parameters.

Processing Options – Report Content

Where 'Details' is selected, all qualifying Offences are included in the report. Where 'Summary' is selected, only those Offences where an error/exception is encountered will be included on the report.

Court Extract – Concurrent Processing

Court Extract Control Form – Concurrent Processing

This form is used to create a file that can be sent to the courts for prosecution of customers.

For Victorian sites, the report produced will list the Contact Name under the Comments field on the report.

Where an error/exception is encountered during processing, the relevant Offence will be excluded from the Court Extract and an appropriate message included in the Offence's report 'Comments'. An error/exception could arise when one or more of the following applies to an Offence:-

- No current contact and address details are available
- The address consists of less than 2 lines or more than 3 lines or 1 or more of the lines are more than 40 characters long
- Enforcement of the Offence is barred by statute
- The outstanding balance is less than or equal to zero
- If a 'Minimum Ticket Balance' has been specified and the outstanding balance is less than the specified amount.

Where no errors are encountered, the relevant Offence details are included in the Court Extract file. As the selection of multiple Infringement Types can encompass more than one Agency, a separate Court Extract file is produced for each Agency involved. If the 'Write Off Ticket Balance' setting is 'Yes' the Offence balance is written-off and, if it is 'No' the balance is retained.

Court Extract Control

Search Profile

Available Infringement Types	Selected Infringement Types	Write Off	Min. Ticket Balance
Animal Infringements	MB1A bureau one animals	Yes	
Application Infringements	MB1B Bureau One Bylaws	Yes	
Cleo's Animal Infringements	MCB1 Bureau One	Yes	
Cleo's Infringement Type	MCCA animals	Yes	
Parking Infringements - V - TA	MCCB2 bureau two	Yes	
mc parking infringement test	MCCBY bylaws	Yes	
	MCCP PARKING setup - main	Yes	

Next Action: **14-Oct-2004** (BLANK for Run Date)

Processing Options

Job Type: **Report Only** | Report Content: **Detailed** | Maximum Extract Records per Agency:

Extract File

Extract File Path:

Options | Process | Cancel

Court Extract Control Form – Concurrent Processing

Search Profile – Available Infringement Types

The Available Infringement Types are displayed in this Area. The user can focus on the required Infringement Type and use the Select Button to move the Infringement Type to the Selected Infringement Type area.

If all Infringement Types are required to be selected then the Select All Button can be used to move all the Infringement Types to the Selected Area.

Search Profile – Selected Infringement Types

The Selected Infringement Types are displayed in this Area.

Search Profile – Selected Infringement Types Write Off Setting

The Selected Infringement Types setting for Writing the Balance of the Ticket Off is displayed in this field. Where Yes is displayed then the Ticket Balance will be written off when the Court Extract Process is run in update mode (providing the ticket balance is greater than the amount defined in the Minimum Ticket Balance field).

Search Profile – Selected Infringement Types Minimum Ticket Balance

The Selected Infringement Types setting for the Minimum Ticket Balance is displayed in this field. Where the Write Off field is defined as Yes then the minimum balance value is used to determine if the balance of the ticket is to be written off depending on whether that balance is greater than the value displayed in this field.

Search Profile - Next Action Date

This field shows the Next Action Date for which the Court Extract will be processed for. That is, only Infringements with the required status (see Cycle Functions) and a Next Action Date of less than or equal to the date specified will be included as part of the Court Extract process. If this field is left blank, the value in the field will default to today's date.

Search Profile – Minimum Ticket Balance

The Minimum Ticket Balance value is carried through from the value set on the Global Infringement Parameter Maintenance form. This value applies across all Infringement Types and therefore also across all Agencies where multiple Agencies are involved.

The value in the Minimum Ticket Balance is used to specify the minimum amount that the balance of a ticket can be for it to qualify for referral to court. Tickets with balances below the stipulated amount are not referred to court. If this field is blank or zero, tickets with balances above zero only are referred to court.

Processing Options - Job Type

This field is used to specify whether you want the Court Extract process to be run in "Report Only" or "Extract and Report" mode.

The "Report Only" mode will run the Court Extract process but will not update any records, or create a file that can be sent to the courts. It should be used to check the data that the Court Extract would have processed if it had been done in "Extract and Report" mode.

The "Extract and Report" mode will update all records, produce a file, and display a report showing records that have been processed.

Processing Options - Report Content

This field is used to specify whether you want the report to show "Detailed" or "Summary" information. When "Detailed" is selected, all records processed will be shown on the report. When "Summary" is selected, only those that match the search profile of the extract process, but were not processed for another reason are displayed (for example, incorrect address information).

Processing Options – Write Off Ticket Balance

The Write Off Ticket Balance value is carried through from the value set on the Global Infringement Parameter Maintenance form. This value applies across all Infringement Types and therefore also across all Agencies where multiple Agencies are involved.

Where this value is displayed as 'Yes' the Offence balance will be written off when referred to Court. Where the value is displayed as 'No' then the balance of the Offence is retained.

Processing Options – Maximum Extract Records per Agency

An entry can be made in this field specifying the maximum number of records to be extracting per Agency. If entered then each Court Extract File will only contain up to and including the number of Records that has been nominated.

Extract File - Extract File Name

This is where the file path is entered. This must be a valid path and should not contain a file name as the file name is generated by the process.

Court Update – Concurrent Processing

Court Update Control Form – Concurrent Processing

The Court Update Control form is used to process files of Court Transactions which are received from the Court as a result of their enforcement/recovery activities.

The Court Transactions are matched to Pathway Offence records via the Ticket Number and Offence Date. An error/exception can arise when one or other of the following has occurred:-

- No Pathway Infringement record has been found matching the Ticket Number and Offence Date combination of a court transaction record
- Multiple Pathway Infringement records are found matching the Ticket Number and Offence Date combination of a court transaction record.

Where the Infringement Type Parameter 'Write Off Ticket Balance' is set to 'Off' financial court transactions (i.e. those records without a PERIN Result Code) will be applied against the outstanding balance of the relevant ticket. This results in the balance of the Ticket being updated and General Ledger Transaction being processed. The PERIN update transactions can include two 'Paid' amounts: Penalty Paid and Agency Costs.

Penalty Paid equates to the the Expiation Fee or Original Fine and Agency Costs encompass Courtesy Letter Fee, Enforcement Certificate Fee and Filing Fee. The Payment Sequence entry is used to specify the order in which payments are allocated.

During the PERIN Court Update function any Penalty Paid amounts will be allocated exclusively against the Fee Type assigned to Expiation Fee; any excess will be allocated to the Fee Type assigned to Overpayment Fee.

Any Agency Cost amounts will be allocated against the Fee Types assigned to Courtesy Letter Fee, Enforcement Fee and Filing Fee in the order as specified on the Fee Types Maintenance form. Any excess will be allocated to the Fee Type assigned to Overpayment Fee.

Where a court transaction has a PERIN Result Code (i.e. a non-financial transaction) the relevant offence's status will be amended to that recorded against the appropriate Result Code in the Infringement Type Parameters.

Where the Infringement Type Parameter 'Write Off Ticket Balance' is set to 'YES' the Court Update process will not affect the balance of the Ticket and no General Ledger Transactions will be processed. The PERIN information will be updated against the Ticket.

NOTE: The Courtesy Letter Fee, Enforcement Fee and Filing Fee need to be assigned within the Fee Types Maintenance form within the Infringement Type Parameters and the Payment Sequence also set for these Fees.

The screenshot shows a Windows-style dialog box titled "Court Update Control". It features a "Update File" section with a "File Name" input field and a browse button. Below this is the "Processing Options" section, which includes a "Job Type" dropdown menu currently set to "Report Only", and a "Report Content" dropdown menu set to "Detailed". At the bottom of the dialog are three buttons: "Options", "Process", and "Cancel".

*Court Update Control Form – Concurrent Processing***Update File – File Name**

The name of the appropriate Court Update file is entered into this field.

Processing Options – Job Type

This field is used to specify whether you want to run the Court Update process in “Report Only”, “Update Only” or “Update and Report” mode.

If “Report Only” is selected, the Court Update process will not do any updating, but will display a report showing what would have happened if the process had been run in update mode.

Selecting ‘Update Only’ mode, will update relevant records from the Court Update. No report is produced. This Job Type is not recommended.

Using the ‘Update and Report’ mode will update all relevant records and produce a report.

It is suggested that the “Report Only” mode be run first, so any errors can be identified before updating records.

Processing Options - Report Content

This field is used to specify what is required to appear in the report. Selections are “Detailed” and “Summary”.

If “Detailed” is selected, all Infringements that are affected by the Court Update process will be displayed on the report, divided into those in error and those not.

If “Summary” is selected, only those Infringements affected by the Court Update process that are erroneous will be displayed.

Operator Onus Nomination Re-issue

Operator Onus Nomination Re-issue

This function has been specifically written for Victorian Sites when using the functionality of re-issuing an Infringement to the newly nominated user.

Council will receive a Statutory Declaration advising them of a reason to re-issue the infringement to a new offender. The user will manually access the Operator Onus Nomination option on the infringement and enter in the relevant details. This particular cycle function when selected will do the following:

- 1) Produce a letter to the originally named person advising them of the withdrawal of their name from the infringement.
- 2) Produce a letter to the nominated driver advising them of the offence details.
- 3) Amend the date of issue of the infringement to the date this cycle function was run.
- 4) Reverse any additional charges that may have been processed against the infringement.
- 5) Allow for the override of the Inspector (if nominated).
- 6) Amend the Next Action and Pay by Date as necessary.

Court Update for New Zealand

The following topics are covered in this chapter:

[Court Update Parameters](#)

[Court Update](#)

Court Update Parameters

The Court Update process incorporates a mixture of offences of all Infringement Types. Consequently, the 'Court Update' function, and its associated parameters are accessed from a separate menu within Batch Jobs Menus within Infringements.

Accounts - System

To accommodate court update transactions and monitor the recovery process, a series of accounts must be assigned to the various possible components of these transactions at both the Infringement Type and System Level.

The System Accounts Maintenance form allows the entry of the required Accounts for the Court Processing to occur. The Court Update process cannot be invoked if all the required accounts have not be assigned on this form

All System level accounts are used to accommodate transactions categorised as 'Non-Matched'.

	Account No.	Account Name	Taxable	Non-taxable Type
Fine	LIF-SYSTEM FINE	LIF-SYSTEM FINE	☐	GST Free
Towage	LIF-SYSTEM TOWAGE	LIF-SYSTEM TOWAGE	☒	GST Free
Court Costs	LIF-SYSTEM COURT COSTS	LIF-SYSTEM COURT COSTS	☐	GST Free
Other Costs	LIF-SYSTEM OTHER COSTS	LIF-SYSTEM OTHER COSTS	☐	GST Free
Witness Fees	LIF-SYSTEM WITNESS COSTS	LIF-SYSTEM WITNESS COSTS	☐	GST Free
Solicitors Fees	LIF-SYSTEM SOLICITORS FEES	LIF-SYSTEM SOLICITORS FEES	☐	GST Free
Prosecution Costs	LIF-SYSTEM PROSECUTION COSTS	LIF-SYSTEM PROSECUTION COSTS	☐	GST Free
Medical Expenses	LIF-SYSTEM MEDICAL EXPENSES	LIF-SYSTEM MEDICAL EXPENSES	☐	GST Free
Interpreters Fees	LIF-SYSTEM INTERPRETERS FEES	LIF-SYSTEM INTERPRETERS FEES	☐	GST Free
Analysts Fees	LIF-SYSTEM ANALYSTS FEES	LIF-SYSTEM ANALYSTS FEES	☐	GST Free
Expert Witness Fees	LIF-SYSTEM EXPERT WITNESS FEES	LIF-SYSTEM EXPERT WITNESS FEES	☐	GST Free
Crown Remittance	LIF-SYSTEM CROWN REMITTANCE	LIF-SYSTEM CROWN REMITTANCE	☐	GST Free
Suspense/Clearing	LIF-SYSTEM SUSPENSE/CLEARING	LIF-SYSTEM SUSPENSE/CLEARING	☐	GST Free

System Accounts Maintenance Form

Tax Code

If Tax is applicable for any accounting entries then the Tax Code must be defined in this field. This provides the ability to indicate whether GST applies against each transaction component. The 'Taxable' flag against each component can then be set as required.

Ledger

The Ledger applicable for the accounts entered is displayed in this field.

Account Number

The following Accounts must be defined prior to processing the Court Update function. The Account can be entered directly, if known, or the Pop Up used to search for the applicable account.

Fine
Other Costs

Towage
Witness Fees

Court Costs
Solicitors Fees

Prosecution Costs
Analysts Fees
Suspense / Clearing

Medical Expenses
Expert Witness Fees

Interpreters Fees
Crown Remittance

Crown Remittance

In accordance with advice from Courts of New Zealand, the Crown Remittance of 10% (currently) applies to the Fine Amount only. Based on details provided, the actual Court File indicates how much of the 'Fine' has been remitted to Council. (i.e.: 90 indicates 10% Crown Remittance has been deducted.) The percentage is therefore not held as a parameter, the software simply performs the relevant calculation to determine the Gross Payment that is to be applied.

Monetary Credits

Where an adjustment is made to a previous payment from the Court (e.g. as a result of a 'Returned Cheque'), it is assumed that the Court will provide the same component split. Therefore a straight reversal of all the original transaction components will be processed.

Where a 'final payment variance write-off' has been applied, ANY 'Monetary Credit' action will also reverse the 'Final Payment Variance Write-Off'. This will occur regardless of whether it relates to the final payment or any earlier payment. Pathway will have identified the write-off as being a 'Court Update' generated write off and reverse this transaction.

The final payment passed to Council is all Payments, nett of the 'Crown Remittance', less Returns nett of Crown Remittance i.e. if a \$210 payment to court was a returned cheque, the court would provide details of the \$200 to Council.

Non-monetary Credits/Satisfied Status

A 'Non-monetary Credit' transaction which includes notification of 'satisfaction' of the offence will arise where the offence is either written off by the Court or 'Payment' has been made by way of community service or similar. Notification of 'satisfaction' is effected by the inclusion of a 'Satisfied Date' entry within the transaction.

The transaction is processed and applied against the Pathway offence record only if they are categorised as 'Pathway' or 'Pre-Pathway' (i.e. matched transactions). This enables council staff to view the actions taken and advised by the Court. An appropriate adjustment entry is made within the Court Processed Account and Court Processed Control Accounts.

The Status of the Ticket is modified to 'Completed'. The date of the 'Non-monetary Credit' transaction account entry is set to the 'Satisfied Date'.

Final Payment Satisfied Status

The processing of a 'Monetary Payment' transaction, which is categorised as 'Pathway' or 'Pre-Pathway' and includes notification of 'satisfaction' of the offence, may give to an 'outstanding' balance for the 'Fine' and/or 'Towage' components. In this situation, a 'final payment variance write-off' will occur. i.e. transactions will be applied against the Pathway offence record to 'write-off' any 'outstanding' balance.

The Status of the Ticket will be modified to 'Completed'. The date of the 'Monetary Payment' transaction entry will be set to the 'Satisfied Date'.

Taxable

If Tax is to be accounted for against this accounting entry, tick on the Taxable Box. When the account processing is performed the accounts nominated against the Tax Code will be used for updating the general ledger. If the entry is not taxable, then leave the Taxable field blank.

Non Taxable Type

The Non Taxable Type field defaults to GST Free. This field is displayed when the Taxable Field is checked 'Off'. The options available from the dropdown for this field are:-

- GST Free
- GST Exempt
- Division 81

Accounts – Infringement Type

To accommodate court update transactions and monitor the recovery process, a series of accounts must be assigned to the various possible components of these transactions at both the Infringement Type and System Level.

The Infringement Type Accounts Maintenance form allows the entry of the required Accounts for the Court Processing to occur. The Court Update process cannot be invoked if all the required accounts have not be assigned on this form

All accounts other than the 'Fine' and 'Towage' accounts are used to accommodate transactions categorised as 'Pathway' and 'Pre-Pathway'. Where transactions are categorised as 'Pathway', the Fine and Towage accounts used will be the original revenue accounts used when the associated Infringement Notice was generated.

	Account No.	Account Name	Taxable	Non-taxable Type
Fine	LIF-SYSTEM FINE	LIF-SYSTEM FINE	☒	GST Free
Towage	LIF-SYSTEM TOWAGE	LIF-SYSTEM TOWAGE	☒	GST Free
Court Costs	LIF-SYSTEM COURT COSTS	LIF-SYSTEM COURT COSTS	☐	GST Free
Other Costs	LIF-SYSTEM OTHER COSTS	LIF-SYSTEM OTHER COSTS	☐	GST Free
Witness Fees	LIF-SYSTEM WITNESS COSTS	LIF-SYSTEM WITNESS COSTS	☐	GST Free
Solicitors Fees	LIF-SYSTEM SOLICITORS FEES	LIF-SYSTEM SOLICITORS FEES	☐	GST Free
Prosecution Costs	LIF-SYSTEM PROSECUTION COSTS	LIF-SYSTEM PROSECUTION COSTS	☐	GST Free
Medical Expenses	LIF-SYSTEM MEDICAL EXPENSES	LIF-SYSTEM MEDICAL EXPENSES	☐	GST Free
Interpreters Fees	LIF-SYSTEM INTERPRETERS FEES	LIF-SYSTEM INTERPRETERS FEES	☐	GST Free
Analysts Fees	LIF-SYSTEM ANALYSTS FEES	LIF-SYSTEM ANALYSTS FEES	☐	GST Free
Expert Witness Fees	LIF-SYSTEM EXPERT WITNESS FEES	LIF-SYSTEM EXPERT WITNESS FEES	☐	GST Free
Crown Remittance	LIF-SYSTEM CROWN REMITTANCE	LIF-SYSTEM CROWN REMITTANCE	☐	GST Free
Suspense/Clearing	LIF-SYSTEM SUSPENSE/CLEARING	LIF-SYSTEM SUSPENSE/CLEARING	☐	GST Free

Infringement Type Account Maintenance Form

Infringement Type Details - Description

The Infringement Type that the Court Processing Accounts are being defined for is displayed in this field.

Tax Code

If Tax is applicable for any accounting entries then the Tax Code must be defined in this field. This provides the ability to indicate whether GST applies against each transaction component. The 'Taxable' flag against each component can then be set as required.

Ledger

The Ledger applicable for the accounts entered is displayed in this field.

Account Number

The following Accounts must be defined prior to processing the Court Update function. The Account can be entered directly, if known, or the Pop Up used to search for the applicable account.

Fine	Towage	Court Costs
Other Costs	Witness Fees	Solicitors Fees
Prosecution Costs	Medical Expenses	Interpreters Fees
Analysts Fees	Expert Witness Fees	Crown Remittance
Suspense / Clearing		

Crown Remittance

In accordance with advice from Courts of New Zealand, the Crown Remittance of 10% (currently) applies to the Fine Amount only. Based on details provided, the actual Court File indicates how much of the 'Fine' has been remitted to Council. (i.e.: 90 indicates 10% Crown Remittance has been deducted.) The percentage is

therefore not held as a parameter, the software simply performs the relevant calculation to determine the Gross Payment that is to be applied.

Monetary Credits

Where an adjustment is made to a previous payment from the Court (e.g. as a result of a 'Returned Cheque'), it is assumed that the Court will provide the same component split. Therefore a straight reversal of all the original transaction components will be processed.

Where a 'final payment variance write-off' has been applied, ANY 'Monetary Credit' action will also reverse the 'Final Payment Variance Write-Off'. This will occur regardless of whether it relates to the final payment or any earlier payment. Pathway will have identified the write-off as being a 'Court Update' generated write off and reverse this transaction.

The final payment passed to Council is all payments, nett of the 'Crown Remittance', less Returns nett of Crown Remittance i.e. if a \$210 payment to court was a returned cheque, the court would provide details of the \$200 to Council.

Non-monetary Credits/Satisfied Status

A 'Non-monetary Credit' transaction which includes notification of 'satisfaction' of the offence will arise where the offence is either written off by the Court, or 'Payment' has been made by way of community service or similar. Notification of 'satisfaction' is effected by the inclusion of a 'Satisfied Date' entry within the transaction.

The transaction is processed and applied against the Pathway offence record only if they are categorised as 'Pathway' or 'Pre-Pathway' (i.e. matched transactions). This enables council staff to view the actions taken and advised by the Court. An appropriate adjustment entry is made within the Court Processed Account and Court Processed Control Accounts.

The Status of the Ticket is modified to 'Completed'. The date of the 'Non-monetary Credit' transaction account entry is set to the 'Satisfied Date'.

Final Payment Satisfied Status

The processing of a 'Monetary Payment' transaction, which is categorised as 'Pathway' or 'Pre-Pathway' and includes notification of 'satisfaction' of the offence, may give to an 'outstanding' balance for the 'Fine' and/or 'Towage' components. In this situation, a 'final payment variance write-off' will occur. i.e. transactions will be applied against the Pathway offence record to 'write-off' any 'outstanding' balance.

The Status of the Ticket will be modified to 'Completed'. The date of the 'Monetary Payment' transaction entry will be set to the 'Satisfied Date'.

Taxable

If Tax is to be accounted for against this accounting entry, tick on the Taxable Box. When the account processing is performed the accounts nominated against the Tax Code will be used for updating the general ledger. If the entry is not taxable, then leave the Taxable field blank.

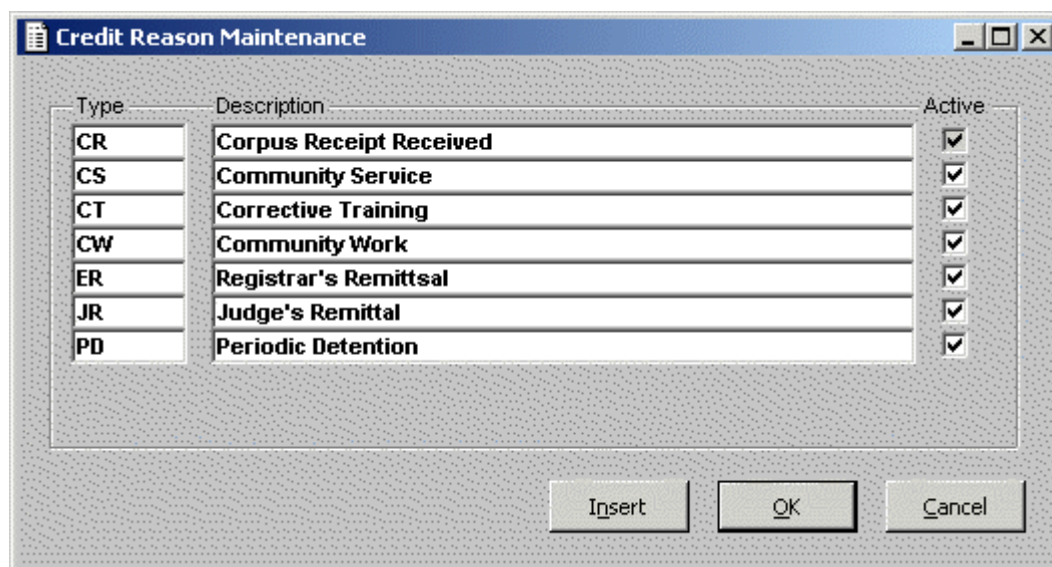
Non Taxable Type

The Non Taxable Type field defaults to GST Free. This field is displayed when the Taxable Field is checked 'Off'. The options available from the dropdown for this field are:-

- GST Free
- GST Exempt
- Division 81

Credit Reasons Maintenance

Credit Reason Codes need to be defined before the Court Update function is run.



The screenshot shows a window titled "Credit Reason Maintenance". It contains a table with three columns: "Type", "Description", and "Active". The table lists seven credit reasons, all of which are active (checked). At the bottom of the window are three buttons: "Insert", "OK", and "Cancel".

Type	Description	Active
CR	Corpus Receipt Received	☒
CS	Community Service	☒
CT	Corrective Training	☒
CW	Community Work	☒
ER	Registrar's Remittsal	☒
JR	Judge's Remittal	☒
PD	Periodic Detention	☒

Credit Reason Maintenance Form

Type

This is the Type Code for the Credit Reason code.

Description

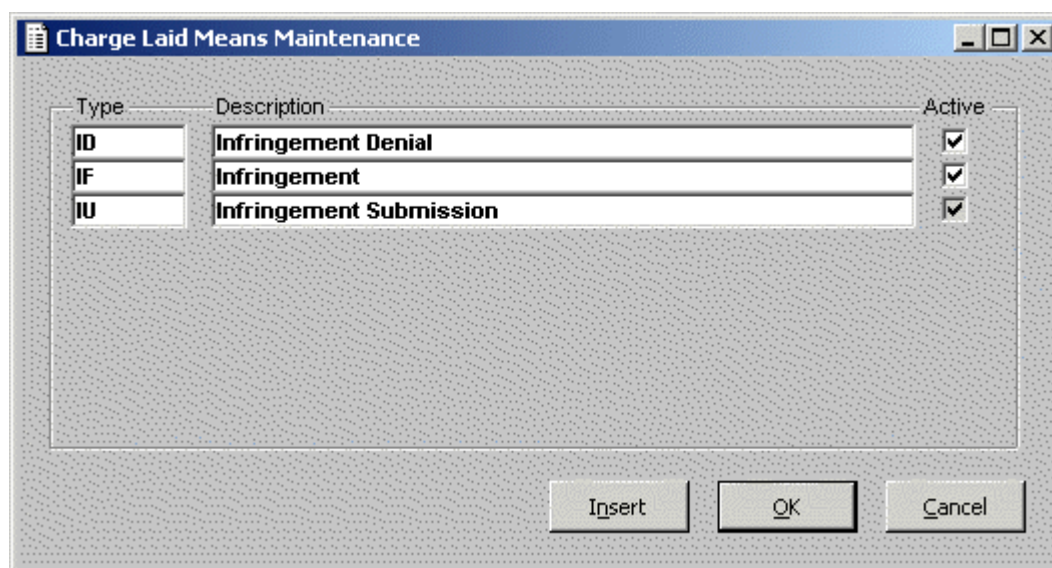
This is the Description of the Credit Reason Code.

Active

The Active Flag is used to identify those Reason Codes that are available for use within the Court Update processing.

Charge Laid Means Maintenance

The Charge Laid Means Maintenance Form permits the addition, maintenance and deletion of Charge Laid Means Codes and their Descriptions used in Prosecution Results files.



The screenshot shows a window titled "Charge Laid Means Maintenance". It contains a table with three columns: "Type", "Description", and "Active". The table lists three charge laid means, all of which are active (checked). At the bottom of the window are three buttons: "Insert", "OK", and "Cancel".

Type	Description	Active
ID	Infringement Denial	☒
IF	Infringement	☒
IU	Infringement Submission	☒

Charge Laid Means Maintenance Form

Type

The Type Code is displayed and maintained in this field.

Description

The Description of the Charge Laid Means Code is displayed and maintained in this field.

Active

The Active flag allows the use of the Type within the Prosecution Results file. This field is automatically flagged on when a record is inserted.

Prosecution Outcome Maintenance

The Prosecution Outcome Maintenance form allows the addition, maintenance and deletion of Prosecution Outcome Codes used by Courts NZ in their Prosecution Results files.

The Options button labelled 'Assignment to Infringement Types' permits the addition, maintenance and deletion of specific Prosecution Outcome details for each Infringement Type for which Prosecution Results will be processed.

Type	Description	Active
DISM	Dismissed	☒
FINE	Ordered to Pay Fine	☒
WDBL	Withdrawn By Leave	☒

Options

☐ Assignment to Infringement Types

Insert OK Cancel

Prosecution Outcome Maintenance Form

Type

The Type Code is displayed and maintained in this field.

Description

The Description of the Type is displayed and maintained in this field.

Active

The Active flag allows the use of the Type within the Prosecution Results file. This field is automatically flagged on when a record is inserted.

Options – Assignment to Infringement Types

Selecting the Assignment to Infringement Types Option displays the Infringement Type Pop Up to allow the appropriate Type to be selected for the Prosecution Outcome details to be entered against.

Prosecution Outcome Selection

Upon selecting the Assignment to Infringement Types Option button from the Prosecution Outcome Maintenance form this form is displayed for the Infringement Type that was also selected on the Pop Up on the way through to this form.

The Prosecution Outcome Selection form allows the creation or maintenance of the details for Prosecution Outcomes for specific Infringement Types. Actioning the 'New' button presents the Prosecution Outcome Maintenance form to allow entry of a new Outcome entry. Actioning the 'Modify' button displays the same form but in maintenance mode.

Infringement Type Details	
Description	Parking NZ
Type	Description
DISM	Dismissed
FINE	Ordered to Pay Fine

New Modify Close

Prosecution Outcome Selection Form

Infringement Type Details - Description

The Description of the Infringement Type that the Prosecution Outcome is being maintained for is displayed in this field.

Type

The Type Code is displayed in this field.

Description

The Description of the Type is displayed and maintained in this field.

Prosecution Outcome Maintenance

The Prosecution Outcome Maintenance form allows the maintaining of the information and status that is to be applied to the infringement when the nominated Prosecution Outcome Code is returned in a Result file from the Courts.

When entering in a New Prosecution Outcome then upon entering this form the only fields displayed are the Outcome Type and Successful fields. Once the information has been entered into these fields, if the Successful field is flagged off then additional fields are displayed allowing the setting of a Status for the type or an exemption code.

The screenshot shows the 'Prosecution Outcome Maintenance' window. Under the 'Infringement Type Details' section, the 'Description' field contains 'Parking NZ'. The 'Outcome Type' field is empty, and the 'Successful?' checkbox is checked. At the bottom right, there are 'OK' and 'Cancel' buttons.

Prosecution Outcome Maintenance Form - Successful

The screenshot shows the 'Prosecution Outcome Maintenance' window. Under the 'Infringement Type Details' section, the 'Description' field contains 'Parking NZ'. The 'Outcome Type' field contains 'DISM' and the 'Dismissed' checkbox is checked. The 'Successful?' checkbox is unchecked. The 'Exempt Offence?' checkbox is unchecked. The 'Set Status to' field contains 'PDIS' and the 'parking - prosecution dismissed' checkbox is checked. At the bottom right, there are 'OK' and 'Cancel' buttons.

Prosecution Outcome Maintenance Form - Unsuccessful

Infringement Type Details - Description

The Description of the Infringement Type that the Prosecution Outcome is being maintained for is displayed in this field.

Outcome Type

Upon creating a new entry this field is blank. The Outcome Type code can be entered directly into the field or the Pop Up can be used to display a valid list of Prosecution Outcome Types.

Successful?

When entering in a 'New' entry into this form then the Successful field is automatically checked on. If the entered Outcome Type is not a successful type then the Successful field will need to be checked off. When checked off the 'Exempt Offence' and 'Status' fields are displayed. If the Exempt Offence field is then checked on the Status fields will disappear and the Exemption Type fields are displayed instead.

Exempt Offence

When entering in a 'New' entry into this form then the Exempt Offence field is not displayed. If the entered Outcome Type is not a successful type and the Successful field is checked off then the 'Exempt Offence' and 'Status' fields are displayed. If the Exempt Offence field is then checked on the Status fields will disappear and the Exemption Type fields are displayed instead to allow entry of the Exemption Type that is to be used against the Offence.

Set Status To

The Set Status To field allows the entry of the Status that is to be applied to the Offence when the Prosecution Outcome Results file is loaded into Pathway.

When entering in a 'New' entry into this form then the Status field is not displayed. If the entered Outcome Type is not a successful type and the Successful field is checked off then the 'Exempt Offence' and 'Status' fields are displayed. If the Exempt Offence field is then checked on the Status fields will disappear and the Exemption Type fields are displayed instead to allow entry of the Exemption Type that is to be used against the Offence.

Exemption Type

The Exemption Type field allows the entry of the Exemption Type that is to be applied to the Offence when the Prosecution Outcome Results file is loaded into Pathway.

When entering in a 'New' entry into this form then the Exemption Type field is not displayed. If the entered Outcome Type is not a successful type and the Successful field is checked off then the 'Exempt Offence' and 'Status' fields are displayed. If the Exempt Offence field is then checked on the Status fields will disappear and the Exemption Type fields are displayed instead to allow entry of the Exemption Type that is to be used against the Offence.

Prosecution Outcome Pop Up Form

The Prosecution Outcome Pop Up form is displayed when the Pop Up button is selected for an Outcome Type to be entered.

Type	Description
DISM	Dismissed
FINE	Ordered to Pay Fine
WDBL	Withdrawn By Leave

Search Profile

Type

Description

Search

Select

Close

Prosecution Outcome Pop Up Form

Outcome Type

The Outcome Types and Descriptions available for selection are displayed in this field.

Search Profile - Type

If a particular Outcome Type is required then entering in the Type (or part thereof) required and selecting the Search Button will display the Type(s) for selection.

Search Profile - Description

If a particular Outcome Type is required then entering in the Description (or part thereof) required and selecting the Search Button will display the Type(s) for selection.

Court Update

Court Update – New Zealand

The 'Court Update Control' form is used to process files of Court Update Transactions which are received from the Court as a result of their enforcement/recovery activities.

The court transactions are matched to Pathway offence records via the 'Case Record Number' and 'Offence Type'. This matching process will see each transaction categorised as:-

- 'Pathway' - pertaining to offences referred to Court since the introduction of Pathway
- 'Pre-Pathway' - pertaining to offences referred to Court prior to, and converted on, the introduction of Pathway
- 'Non-Matched' - a transaction which has no matching offence record.

A transaction is categorised as 'Pre-Pathway' if the status of the matching offence is set to the 'Pre-Pathway Court Extract Status'.

A Court File Processing Report is produced as part of the 'Court Update' process. This report contains the following:-

Per Offence Type (Charge Code) and Court Transaction Type:

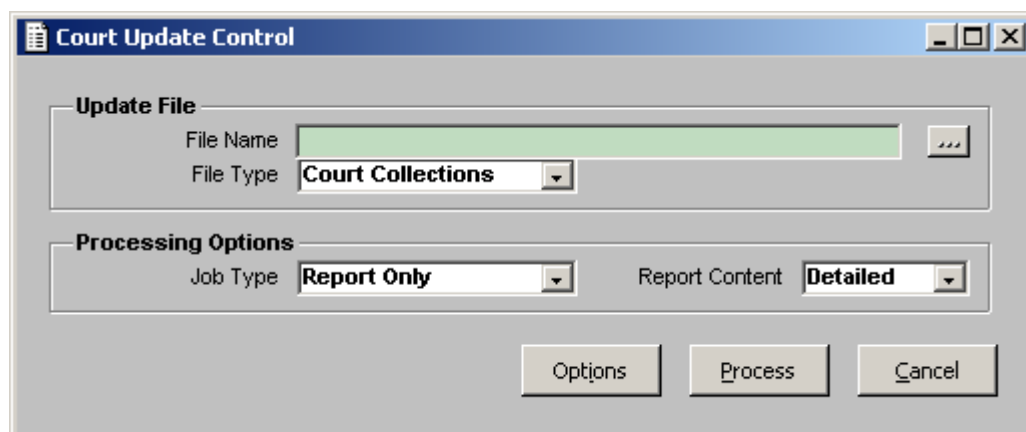
- Value of 'Pathway' transactions
- Value of 'Pre-Pathway' transactions
- Value of 'Non-matched' transactions

A Total Line for each Offence Type (Charge Code) for the same split.

A Total Line for the File for the same split.

This enables Council to manage the split to the various revenue accounts for 'Non-matched' transactions where required.

NOTE: When the Court Collections file is loaded it is matched against the date of existing Court Transactions and the Disbursement Detail included in the Update File's header record to ensure that a file is not accidentally loaded twice.



Court Update Control Form

Summary of Court Transactions and their resulting Pathway Transactions

Component and Category	Court Transactions				Pathway Transactions		
	Monetary		Non-Monetary	N	LIFTRAN	CFITRAN	
	M	R				Base	Extract
Fine and Towage:							
Non-matched	X	X				X	
Pre-Pathway	X	X			X	X	
			X	X	X	X	
Pathway	X	X			X	X	X
			X	X	X		X
Variance:							
Pre-Pathway	X	X			X		
			X	X	X		
Pathway	X	X			X		X
			X	X	X		X
Other Components:							
Non-matched	X	X				X	
Pre-Pathway	X	X				X	
			X	X			
Pathway	X	X				X	
			X	X			

Infringement Type Accounts

All accounts other than the 'Fine' and 'Towage' accounts are used to accommodate transactions categorised as 'Pathway' and 'Pre-Pathway'. Where transactions are categorised as 'Pathway', the Fine and Towage accounts used will be the original revenue accounts used when the associated Infringement Notice was generated.

System Accounts

All System level accounts are used to accommodate transactions categorised as 'Non-matched'.

Crown Remittance

In accordance with advice from Courts of New Zealand, the Crown Remittance of 10% (currently) applies to the Fine Amount only. Based on details provided, the actual Court File indicates how much of the 'Fine' has been remitted to Council. (i.e.: 90 indicates 10% Crown Remittance has been deducted.) The percentage is therefore not held as a parameter, the software simply performs the relevant calculation to determine the Gross Payment that is to be applied.

Monetary Credits

Where an adjustment is made to a previous payment from the Court (e.g. as a result of a 'Returned Cheque'), it is assumed that the Court will provide the same component split. Therefore a straight reversal of all the original transaction components will be processed.

Where a 'final payment variance write-off' has been applied, ANY 'Monetary Credit' action will also reverse the 'Final Payment Variance Write-Off'. This will occur regardless of whether it relates to the final payment or any earlier payment. Pathway will have identified the write-off as being a 'Court Update' generated write off and reverse this transaction.

The final payment passed to Council is all Payments, nett of the 'Crown Remittance', less Returns nett of Crown Remittance i.e. if a \$210 payment to court was a returned cheque, the court would provide details of the \$200 to Council.

Non-monetary Credits/Satisfied Status

A 'Non-monetary Credit' transaction which includes notification of 'satisfaction' of the offence will arise where the offence is either written off by the Court, or 'Payment' has been made by way of community service or similar. Notification of 'satisfaction' is effected by the inclusion of a 'Satisfied Date' entry within the transaction.

The transaction is processed and applied against the Pathway offence record only if they are categorised as 'Pathway' or 'Pre-Pathway' (i.e. matched transactions). This enables council staff to view the actions taken and advised by the Court. An appropriate adjustment entry is made within the Court Processed Account and Court Processed Control Accounts.

The Status of the Ticket is modified to 'Completed'. The date of the 'Non-monetary Credit' transaction account entry is set to the 'Satisfied Date'.

Final Payment Satisfied Status

The processing of a 'Monetary Payment' transaction, which is categorised as 'Pathway' or 'Pre-Pathway' and includes notification of 'satisfaction' of the offence, may give to an 'outstanding' balance for the 'Fine' and/or 'Towage' components. In this situation, a 'final payment variance write-off' will occur. i.e. transactions will be applied against the Pathway offence record to 'write-off' any 'outstanding' balance.

The Status of the Ticket will be modified to 'Completed'. The date of the 'Monetary Payment' transaction entry will be set to the 'Satisfied Date'.

Update File – File Name

The File Name is the name of the appropriate court update file. The Detail button can be used to allow a search of the file to be used in the update process.

Update File – File Type

The File Type defaults to 'Court Collections' but can be changed to 'Prosecution Results' if the Results file is to be loaded instead of the Collections file.

Processing Options – Job Type

The Job Type can be invoked in 2 modes. These being 'Report Only' or 'Update and Report'. Upon entry to this form the Job Type is set to 'Report Only' but can be changed by the User.

Processing Options – Report Content

The Report content defaults to 'Detailed' upon entry to this form. The User can change this to run in 'Summary' or 'Unmatched' if they wish.

When processing using 'Detailed' all court transaction records and 'Offence Type' sub-totals are included in the report.

When processing using the 'Summary' option, only 'Offence Type' sub-totals are included in the report.

When processing using the 'Unmatched' option, only those Court Details for which there is no Pathway matching Infringement are included in the report.

Reporting

The following topics are covered in this chapter:

[Register Report](#)

[Vehicles with Multiple Tickets Report](#)

[Exemption Type Report](#)

[Fees Reports](#)

[Late Fees Report](#)

[CoM Analysis Reports](#)

Register Report

Register Report Control Form

The Register Report allows the User to create a report based on specific criteria entered. Several fields may be chosen as part of the criteria. The Report may be generated instantly as an interactive report, or may be scheduled as part of an End of Day process. It may also be set as a permanent End of Day, or a specifically timed Report.

Parking Infringements - 5 - NTA Register Report Control

☒ **REPORT Details**
 REPORT

☐ **Registration Details**
 Registration State Code >> Plate Type >>

☐ **Infringement Details**
 Status Code >> Next Action
 Offence Type >> Offence Date
 Inspector >> Overpaid ☐

☐ **Location Details**
 Street/Suburb >>

☐ **Query Result**
 Description >>

Report Options
 Options: Infringement Data, Letters, Names, Unserved Letters, Exemptions, Returned Cheques, References, Court Transactions, Infringement Memo

Report Content
 Report Content: Detailed
 Sequenced by: Infringement Number

Select: Outstanding

Options Process Cancel

Register Report Control Form

Report Details

If information is required for a particular Infringement then the number of the Infringement can be entered into this field. If more than 1 Infringement is required then a list can be entered or the greater than / less than characters can be used. Refer to the How to Use Guide for information on how to use these searches. This field can be left blank.

Registration Details

If information is entered into the Registration Details section of the form then this field automatically ticks on.

Registration Details - Registration Number

A Registration Number can be entered if only information for a particular Registration is required. This field can be left blank or used in conjunction with the State Code and or Plate Type.

Registration Details - State Code

A State Code can be entered if only information for a particular State Code is required. This field can be left blank or used in conjunction with the Registration Number and or Plate Type.

Registration Details - Plate Type

A Plate Code can be entered if only information for a particular Plate Type is required. This field can be left blank or used in conjunction with the Registration Number and or State Code.

Infringement Details

If information is entered into the Infringement Details section of the form then this field automatically ticks on.

Infringement Details – Status Code

If Infringements with a particular Status are required to be reported on, then the Status Code can be entered into the field. If the Status Code is not known the required Status Code can be selected by using the Status Code Pop Up Button.

This field can be used in conjunction with any other fields within the Infringement Details section. It may be left blank.

Infringement Details - Offence Type

If Infringements with a particular Offence Type are required to be reported on, then the Offence Type can be entered into this field. If the Offence Type is not known the required Offence Type can be selected by using the Offence Type Pop Up Button.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Infringement Details - Inspector

If Infringements for a particular Inspector are required, then the Inspector Code can be entered into this field. If the Inspector Code is not known the required Code can be selected by using the Inspector Pop Up Button.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Infringement Details - Next Action

If Infringements for a particular Next Action Date are required, or for a range of Next Action Dates, then the relevant Date or range of Dates can be entered into this field.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Infringement Details - Offence Date

If Infringements for a particular Offence Date are required, or for a range of Offence Dates, then the relevant Date or range of Dates can be entered into this field.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Infringement Details - Overpaid

If Infringements that have been 'Overpaid' are required, then tick on this box.

This field can be used in conjunction with any other fields within the Infringement Details section. The field may be left blank.

Location Details

If information is entered into the Location Details section of the form then this field automatically ticks on.

Location Details - Street/Suburb

Infringements reported on a particular Street/Suburb can be selected by entering in the particular Street/Suburb that is required. Part of the Street/Suburb may be entered followed by a '*'. If this is the only combination in the system then the full Street/Suburb will be populated into this field on tabbing out of the field. The Street/Suburb Pop Up Button can be used to search for the relevant Street. This field may be left blank.

Query Result - Description

If a Query has been defined to accumulate the required Infringements then it can be entered here. The Pop Up Button can be used to search for the required Query Result.

Report Options

The Report Options allow you nominate the particular data that you would like to include on the Register Report. More than 1 Option may be selected. Highlight those Options required.

Report Content

There are two options available within the Report Content Dropdown.

These are:-

- Detailed
- Summary

The Detail Report will show all information required in full. The Summary Report only has a total count and no detail is shown for any of the Infringements.

Report Content - Sequenced By

The Report is able to be sequenced by several options.

These are:-

- Infringement Number
- Offence Type/Date/Time
- Offence Date/Time
- Registration No./Offence Date/Time
- Inspector/Date/Time
- Name/Date/Time
- State/Offence Date/Time
- Street/Offence Date/Time
- Status/Offence Date/Time

Select

There are four options available for Selection.

These are:-

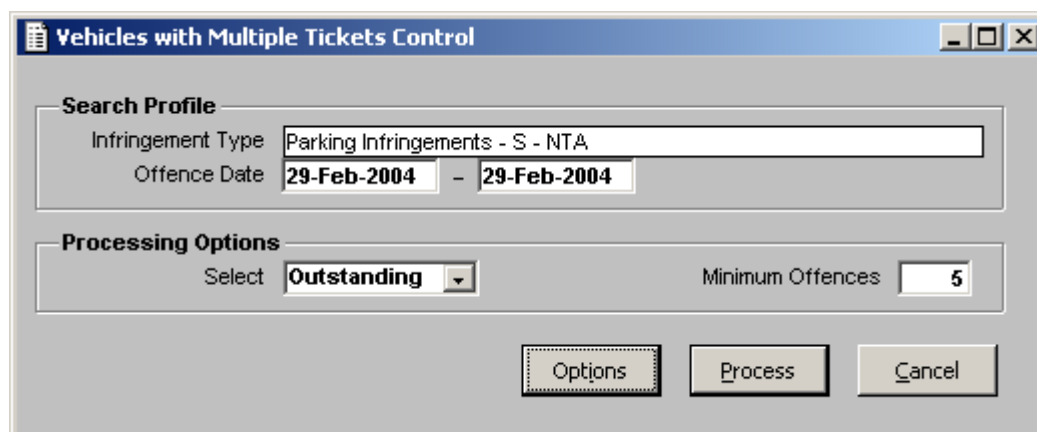
- **All** will report all Offences regardless as to whether they are Archived or not
- **Outstanding** will report all Outstanding Offences (No Archived Offences will be reported as Outstanding Offences cannot be Archived)
- **Archived** will report all the Offences that have been Archived
- **Non-Archived** will report all Offences that have not been Archived

Set the Select to the required option.

Vehicles with Multiple Tickets Report

Vehicles with Multiple Tickets Control

The Vehicles with Multiple Tickets Report produces a report on those Vehicles that have had multiple Tickets issued to them for the date range nominated on the Control Form. That is the report would pick up vehicles that have had multiple tickets on the SAME day. Only Offences that occurred for the SAME vehicle on the SAME offence day would be reported based on the minimum that has been entered.



Vehicles with Multiple Tickets Control Form

Search Profile – Infringement Type

The Description of the Infringement Type selected on the previous form is displayed in this field.

Search Profile – Offence Date

The Offence Date from field defaults to today's date. Enter in the required Offence Date Range that the report is to run over.

Processing Options - Select

The Selection option allows the ability to nominate whether All Offences are required or just those Outstanding. The field defaults to All but can be changed to Outstanding.

Processing Options – Minimum Offences

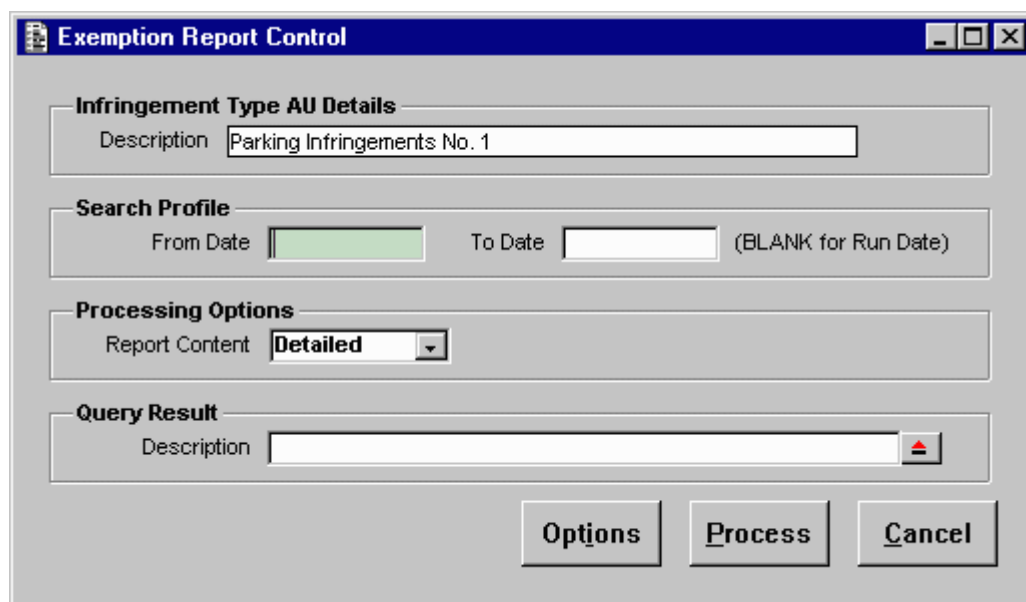
The Minimum Offences field can be used to nominate the particular number of Offences entered for a Vehicle on a day and have only those Registrations that have the nominated number of offences being displayed on the report.

For example, 3 tickets have been issued for registration PPP991 on the 13th August 2003 and 1 ticket for the same registration on the 14th August 2003. If the report was run for a date range of 1st August – 15th August with 3 in the Minimum Offences field then only the 3 tickets for the 13th August would appear on the report. The ticket for the 13th would not appear as there was only 1 ticket issued to the Registration for that day.

Exemption Type Report

Exemption Report Control Form

The Exemption Report produces a report on the Exempt Vehicles that have had Tickets raised against them during the Period that has been nominated on the report control form.

The screenshot shows a Windows-style dialog box titled "Exemption Report Control". It contains four main sections: "Infringement Type AU Details" with a "Description" field containing "Parking Infringements No. 1"; "Search Profile" with "From Date" and "To Date" fields, the latter with a note "(BLANK for Run Date)"; "Processing Options" with a "Report Content" dropdown menu set to "Detailed"; and "Query Result" with a "Description" field and a small red triangle icon. At the bottom are three buttons: "Options", "Process", and "Cancel".

Exemption Report Control Form

Infringement Type Details - Description

The Description of the Infringement Type that the report is being run for is displayed in this field.

Search Profile - From Date

Enter in a valid From Date for the report to be run for. The From Date must be earlier than the To Date.

Search Profile - To Date

Enter in a valid To Date for the report to be run for. The To Date must be later than the From Date.

Processing Options - Report Content

The Report can be produced in Detail or Summary format. Upon entering the form this field is defaulted to Detail but can be changed to Summary if required.

Query Result - Description

This field may be used to specify a previously created query definition to identify a group of records. Alternatively, a query may be selected from the pop up.

Concurrent Processing Exemption Report Control Form

The Exemption Report produces a report on the Exempt Vehicles that have had Tickets raised against them during the Period that has been nominated on the report control form.

Concurrent Processing Exemption Report Control Form

Available Infringement Types

The Infringement Types available for selection and inclusion for the report are shown in this area. The User needs to move the Infringement Types to the Selected area for them to be included in the report.

Selected Infringement Types

The Infringement Types selected for the report are shown in this area. The User needs to move the Infringement Types to the Available area for them to be excluded in the report.

From Date

Enter in a valid From Date for the report to be run for. The From Date must be earlier than the To Date.

To Date

Enter in a valid To Date for the report to be run for. The To Date must be later than the From Date.

Processing Options - Report Content

The Report can be produced in Detail or Summary format. Upon entering the form this field is defaulted to Detail but can be changed to Summary if required.

Fees Report

Fee Types Report Control Form

The Fees Report can be used to produce a report of the Offences that have the nominated Fee associated to them. The Report can be run for a particular date range and in detail or summary mode.

The screenshot shows a Windows-style application window titled "Fee Report Report". It contains several sections for user input:

- Search Profile**:
 - Infringement Type**: A text box containing "Parking Infringements No. 1".
 - Fee Type**: A list box with the following items: "Over-Payment", "Towage Fee", "Issued Fee", "Late Fee", "NOTICE FEE (td)", "mvr cOST (TD)", and "Inactive Fee Type". "Over-Payment" is currently selected.
 - From Date**: An empty text box.
 - To Date**: An empty text box.
- Processing Options**:
 - Report Content**: A dropdown menu currently set to "Detailed".
- Query Result**:
 - Description**: An empty text box with a small red arrow icon on the right.

At the bottom of the form are three buttons: "Options", "Process", and "Cancel".

Fee Types Report Form

Search Profile - Infringement Type

The Description of the Infringement Type that the Fees Report is being run for is displayed in this field.

Search Profile - Fee Type

The Fee Types available for selection are displayed in this field. Highlight the Fees that are required to be included in the Report.

Search Profile - From Date

Enter in a valid From Date. The From Date must be earlier date than the To Date.

Search Profile - To Date

Enter in a valid To Date. The To Date must be a later date than the From Date.

Processing Options - Report Content

The Report can be run in either Detail or Summary format. Upon entry to the form the format is defaulted to Detail but can be changed to Summary if required.

Query Description

This field may be used to specify a previously created query definition to identify a group of records. Alternatively, a query may be selected from the pop up.

Concurrent Processing Fee Types Report Control Form

The Fees Report can be used to produce a report of the Offences that have the nominated Fee associated to them for all Infringement Types available. The Report can be run for a particular date range and in detail or summary mode.

Concurrent Processing Fee Types Report Form

Available Infringement Type

The available Infringement Types are displayed in this area. The User needs to move the required Infringement Types to the Selected area to include them in the Fees Report.

Selected Infringement Type

The selected Infringement Types are displayed in this area. The User needs to move those Infringements not required to the Available area so that they are not included in the Fees Report.

Fee Type

The Fee Types available for selection are displayed in this field. Highlight the Fees that are required to be included in the Report.

From Date

Enter in a valid From Date. The From Date must be earlier date than the To Date.

To Date

Enter in a valid To Date. The To Date must be a later date than the From Date.

Report Content

The Report can be run in either Detail or Summary format. Upon entry to the form the format is defaulted to Detail but can be changed to Summary if required.

Late Fees Report

Late Fee Report Control Form

The Late Fee Report produces a report of the Late Fees and when run in update mode these Fees can be applied to the Offence.



Late Payment Update Control Form

Search Profile - Infringement Type

The Description of the Infringement Type that the report is being run for is displayed in this field.

Search Profile - Late Fee

The Value of the Late Fee is displayed in this field. This value is from the parameters and cannot be maintained via this form.

Search Profile - Late Fee Up To

Enter in a valid date that the Late Fee is to be applied up to.

Processing Options - Job Type

The Job can be processed three ways. The options available are 'Report Only', 'Update Only' or 'Report and Update'.

Processing Options - Report Content

The content of the report can be in either Detail or Summary format. The default upon entering the form is Details, but this can be changed to Summary if required.

Concurrent Processing Late Fee Report Control Form

The Late Fee Report produces a report of the Late Fees and when run in update mode these Fees can be applied to the Offence.

Late Fee Update Control

Search Profile

Available Infringement Types

- Application Infringements
- Cleo's Bylaws
- MCCBY bylaws
- Parking Infringements - V - TA

Selected Infringement Types

Late Fee Up To (BLANK for Run Date)

Processing Options

Job Type **Report Only** Report Content **Detailed**

Options Process Cancel

Concurrent Processing Late Payment Update Control Form

Available Infringement Types

The Available Infringement Types are shown in this area. The User needs to select the Infringement Types that are required to be reported on.

Selected Infringement Types

The Selected Infringement Types are shown in this area. The User needs to deselect the Infringement Types that are not required to be reported on.

Late Fee Up To

Enter in a valid date that the Late Fee is to be applied up to.

Processing Options - Job Type

The Job can be processed three ways. The options available are 'Report Only', 'Update Only' or 'Report and Update'.

Processing Options - Report Content

The content of the report can be in either Detail or Summary format. The default upon entering the form is Details, but this can be changed to Summary if required.

CoM Analysis Reports

The following analysis reports have been specifically written for City of Melbourne.

Daily Snapshot Report

The Daily Transaction Snapshot Report is used to produce reports for one or more selected Infringement Types. Additionally, a list of Statuses can be entered so that a summary of negative and positive balances for each Status is also produced. The required Status Codes must be entered separated by a comma.

For further information on setups and field details refer to the text after the screen capture.

Daily Transaction Snapshot Report Control Form

Setup Information & Field Details

To enable the extraction of Fines, Enforcements and Filing Fee details for the report, Fee Types for Expiation Fee, Enforcement Fee and Filing Fee must be assigned on the Fee Types Assignment Maintenance form.

Additionally to enable the extraction of Courtesy Letter details for the report, an Activity Type must be assigned to the First Notice function on the Activity Assignment form.

The items on the Daily Transaction Snapshot are calculated as follows:

FINES -	Total number and value of transactions with Transaction Type = 1 (Fee Raised) and Fee Type equal to that assigned for use as 'Expiation Fee'.
COURTESY LETTERS -	Total number of activity records with the Activity Type equal to that assigned to the 'First Notice' function and the total value of transactions linked to these records with Transaction Type = 1 (Fee Raised).
ENFORCEMENTS -	Total number and value of transactions with Transaction Type = 1 (Fee Raised) and Fee Type equal to that assigned for use as 'Enforcement Fee'.

FILING FEES -	Total number and value of transactions with Transaction Type = 1 (Fee Raised) and Fee Type equal to that assigned for use as 'Filing Fee'.
NEGATIVE ADJUSTMENTS -	Total number and value of transactions with Transaction Type = (a) 1 (Fee Raised), other than those transactions already included under Fines, Courtesy Letters, Enforcements and Filing Fees, (b) 11 (Exemption Reversal), (c) 21 (Court Processed Reversal), (d) 51 (Receipt Reversal), (e) 53 (Receipt Transfer Out) or (f) 70 (Refund).
PAYMENTS -	Total number and value of transactions with Transaction Type = 50 (Receipt), 52 (Receipt Transfer In), 55 (Prepayment Allocation) or 56 (Overpayment Allocation).
PERIN REMITTANCES -	Total number and value of transactions with Transaction Type = 30 (Court Monetary Payment).
POSITIVE ADJUSTMENTS -	Total number and value of transactions with Transaction Type = (a) 2 (Fee Reversal), (b) 10 (Exemption), (c) 20 (Court Processed) or (d) 71 (Refund Reversal).

Available Infringement Types

The Available Infringement Types are shown in this area. The User needs to select the Infringement Types that are required to be reported on.

Selected Infringement Types

The Selected Infringement Types are shown in this area. The User needs to deselect the Infringement Types that are not required to be reported on.

Special Statutes to Summarize – Status Codes

If a summary list of negative and positive balances of Statutes is also required with the report then the Statutes that are to be reported on need to be entered into this field.

The required Status Codes MUST be entered into the this field, separated by a comma and without a space between them. For example ISS,CMP

Overpaid, Underpaid and Held by Status Report

The Overpaid, Underpaid and Held Tickets by Status Report is used to produce reports for one or more selected Infringement Types. The Report summarizes by Status the Quantity and Value for Overpaid, Underpaid and Held Tickets for each Infringement Type.

For further information on setups and field details refer to the text after the screen capture.

Overpaid, Underpaid & Held Tickets by Status Control Form

Setup Information & Field Details

To enable the extraction of Overpaid details for the report, a Fee Type for Overpayment Fee must be assigned on the Fee Types Assignment Maintenance form.

A ticket is considered to be 'OVERPAID' when 1 or more transactions with Transaction Type = 1 (Fee Raised) and Fee Type equal to that assigned for use as 'Overpayment' are present.

A ticket is considered to be 'UNDERPAID' when 1 or more receipt transactions are present and an outstanding balance remains payable.

Available Infringement Types

The Available Infringement Types are shown in this area. The User needs to select the Infringement Types that are required to be reported on.

Selected Infringement Types

The Selected Infringement Types are shown in this area. The User needs to deselect the Infringement Types that are not required to be reported on.

Total Tickets by Status Report

The Total Tickets by Status Control is used to produce reports for one or more selected Infringement Type.

Refer to the Setup Information & Field Details section following the screen capture for further information on the Report.

Total Tickets by Status Control Form

Setup Information & Field Details

To enable the categorisation of tickets referred to Court into the various required periods, an Activity Type must be assigned to the Court Extract function on the Activity Assignment form.

To enable the categorisation of tickets into the various required categories, the 'Previous' and 'Next' Status Details must be set for the MVR Enquiry, MVR Update and Court Extract Cycle Functions.

The items on the Total Tickets by Status report are calculated as follows:

UNEXPIATED -	Total number and value of all tickets with a balance not equal to zero which cannot be included in any other category.
READY FOR MRB -	Total number and value of all tickets with a balance not equal to zero which are ready for inclusion in the next 'MVR Enquiry' process.
AT MRB -	Total number and value of all tickets with a balance not equal to zero and status set to the 'Next' status stipulated for the 'MVR Enquiry' cycle function.
RETURNED FROM MRB -	Total number and value of all tickets with a balance not equal to zero and status set to the 'Next' status stipulated for the 'MVR Update' cycle function.
READY FOR COURT -	Total number and value of all tickets with a balance not equal to zero and status set to the 'Previous' status stipulated for the 'Court Extract' cycle function.
AT COURT -	Total number and value of all tickets with a balance not equal to zero and status set to the 'Next' status stipulated for the 'Court Extract' cycle function. The categorization into the various periods is achieved from the date of the activity records raised against tickets when they are actually referred to court.
OPEN COURT HEARING -	Total number and value of all tickets which have been processed as 'Direct Prosecution'.

Available Infringement Types

The Available Infringement Types are shown in this area. The User needs to select the Infringement Types that are required to be reported on.

Selected Infringement Types

The Selected Infringement Types are shown in this area. The User needs to deselect the Infringement Types that are not required to be reported on.

Monthly Statistics Report

The Monthly Statistics Report Control is used to produce reports for one or more selected Infringement Types. Additionally, provision has been made for the entry of the required month/year that the report is to be produced over.

Refer to the Setup Information & Field Details section following the screen capture for further information on the Report.

Monthly Statistics Report Control Form

Setup Information & Field Details

To enable the extraction of the various details required for the report, an Activity Type must be assigned on the Activity Assignment form to the following Functions:-

- Court Extract
- Court Update
- Exemption
- Handheld Update
- MVR Enquiry
- MVR Update
- Receipt Entry
- Refund
- Ticket Entry

The items on the Monthly Statistics Report are calculated as follows:

SENT TO MRB -	Total number of Activity records with the Activity Type equal to that assigned to the 'MVR Enquiry' cycle function. The totals are further categorized according to registration state of the vehicles involved.
RETURNED FROM MRB -	Total number of Activity records with the Activity Type equal to that assigned to the 'MVR Update' cycle function. The totals are further categorized according to

	the registration states of the vehicles involved.
SENT TO PERIN -	Total number of Activity records with the Activity Type equal to that assigned to the 'Court Extract' cycle function.
REPLIES FROM PERIN -	Total number of Activity records with the Activity Type equal to that assigned to the 'Court Update' cycle function.
VEHICLE TYPES -	Total number and value of issued tickets categorized by Vehicle Type and Fine Amount.
ISSUED -	Total number and value of issued tickets categorized by Fine Amount.
EXPIATED -	The Activity records with the Activity Type equal to that assigned to the 'Receipt', 'Refund' and 'Court Extract' functions are examined and those which have resulted in finalization (i.e. expiation) of tickets are included in the total number with the accompanying transactions included in the total value. The totals are further categorized according to the statuses of the tickets involved prior to finalization.
WITHDRAWN -	Total number of Activity records with the Activity Type equal to that assigned to the 'Exemption' function and total value of accompanying transactions raised. The totals are further categorized by Exemption Type.

Available Infringement Types

The Available Infringement Types are shown in this area. The User needs to select the Infringement Types that are required to be reported on.

Selected Infringement Types

The Selected Infringement Types are shown in this area. The User needs to deselect the Infringement Types that are not required to be reported on.

Required Month / Year

Enter in the required Month/Year that the report is required to report over. Each field has a dropdown to allow selection of the required month/year.

Prepayment Enquiry

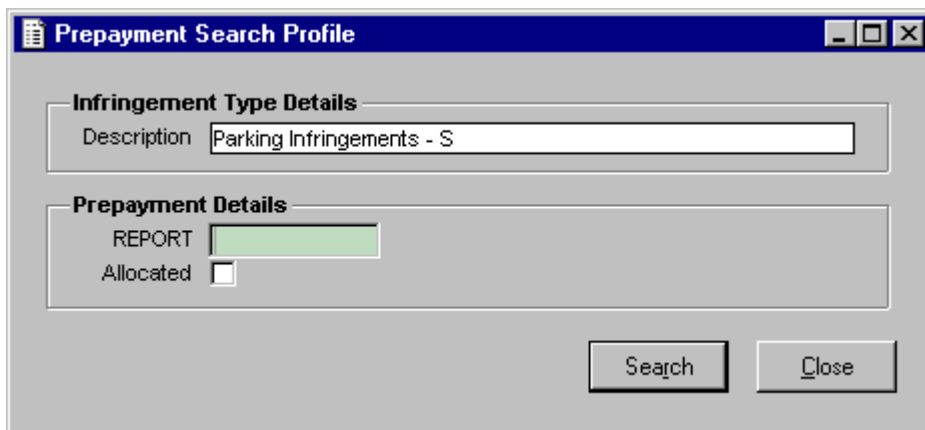
The following topic is covered in this chapter:

[Prepayment Enquiry](#)

Prepayment Enquiry

Prepayments Search Profile Form

The Prepayments Search Profile Form allows the User to select an individual Infringement Number for a particular Infringement Type or search for all Prepayments for the Infringement Type selected. Searching can be further filtered by nominating only to display Allocated Prepayments.



Prepayments Search Profile Form

Infringement Type Details - Description

The Description of the Infringement Type selected is displayed in the field.

Prepayment Details - Infringement Number

If the Number of the Infringement is known it can be entered into this field. This field can be left blank and a full search done for all Prepayment Infringements.

Prepayment Details - Allocated

The Allocated field can be used on its own or in conjunction with the Infringement Number field. Placing a tick in this field and doing a Search will only display those Prepayments which have been allocated to an Infringement Ticket.

Prepayments Selection Form

The Prepayments Selection Form shows the Prepayments that have been entered via Receipt Entry. Upon entering the display for the first time in a Session it is automatically shown in Descending Order but can be changed to Ascending Order by using the Display Order Dropdown to change the sequence. Once changed it will remain set at that Display Order until the Session is closed by the User.

Report	Receipt	Amount	Reversed	Allocated
85012291	393864	13.00	☐	☐
10000029	393849	20.00	☐	☐
1001	393847	20.00	☐	☐
3966604	393838	7.00	☐	☐
85012194	393825	20.00	☐	☐
85012136	393790	5.00	☐	☐
85012123	393789	13.00	☐	☐
85012110	393788	38.00	☐	☐
35012107	393787	20.00	☐	☐

Display Order: **Descending**

Display **Close**

Prepayments Selection Form

Infringement Number

The Infringement Number that has been entered via Receipt Entry as a Prepayment is displayed in this field

Receipt

The associated Receipt that created the Prepayment is shown in this field. The Receipt Number may be shown more than once in this column if there is more than one Prepayment Infringement on the Receipt.

Amount

The amount allocated via Receipt Entry for the Infringement Number is shown in this field.

Reversed

If the Receipt has been reversed via Receipting then this box will be ticked on. If there is no tick in the box then the Prepayment Receipt is available for allocation to the Infringement Number.

Allocated

If the Prepayment has been allocated to the Infringement Number then a tick will be displayed in this box. If there is no tick in this box then the actual Infringement Ticket has not been entered into the system via Infringement Entry or Hand Held Update.

Display Order

The Display Order Dropdown field allows a User to choose between 'Ascending' and 'Descending' display order. The Display Order will change in accordance with the User's choice and the chosen order will be stored and used as the Display Order for the Prepayment Selection for the remainder of the current session or until it is changed during the current session. This choice will also carry over if another Infringement Type is selected.

Prepayments Enquiry Form

From the Prepayments Enquiry Form you are able to access the Receipt details for the Prepayments.

*Prepayments Enquiry Form***Infringement Type Details - Description**

The Description of the Infringement Type Prepayment that had been selected is displayed in this field.

Infringement Details – Infringement Number

The Infringement Number that was selected is displayed in this field.

Infringement Details - Comments

If information had been entered into the Comments field at the time the Prepayment was being receipted, then these comments will appear in the Comments field.

Prepayment Details - Receipt

The Receipt Number that the Prepayment was created from is displayed in this field. Using the Detail button will display the Receipt Enquiry display allowing the User to find out additional information regarding the Receipt.

Prepayment Details - Amount

The Amount field shows the Receipt Amount that was allocated to the particular Prepayment entry. It does not represent the total amount of the Receipt. For example if there were two Prepayment Allocation Lines on the Receipt with amounts of \$15.00 & \$17.00 respectively, then the Amount shown in this field for the first Prepayment would be \$15.00 and the Amount shown for the second Prepayment would be \$17.00.

Prepayment Details - Allocated

If the Allocated field is ticked on then it means that the actual Infringement Ticket has been entered into the system, either manually or by Hand Held data, and has matched to the Prepayment entry for the Ticket. If the Allocated field is not ticked on then the actual Infringement Ticket has not been entered into the system.

Prepayment Details - Reversed

If the Reversed field is ticked on then it means that the actual Prepayment Receipt Allocation line has either been Reversed or Transferred from this Prepayment.

Instalment Payment Plans

The following topic is covered in this chapter:

Plan Parameters

The parameters for Instalment Payment Plans are similar to those used within individual Infringement Types and consequently the setup and usage of these parameters are similar.

Activity Type

Activity Types will need to be setup for the various Activity Type Assignment options within the Instalment Activity Type maintenance.

When Instalment Plans are to be used the following Activities are required to be created for use in the Activity Assignment section.

- Attach Cashier Warning
- Detach Cashier Warning
- Letter Request
- Offence/s Added
- Offence/s Removed
- Payment Instalments Scheduled
- Payment Received
- Payment Reversed
- Payment Transferred
- Plan Cancelled
- Plan Defaulted
- Plan Entry
- Plan Maintenance

Type	Description	Active
ADDCW	Add Cashier Warning Flag	☒
ADDOFF	Add Offences to Instalment Plan	☒
LETREQ	Letter Request	☒
MAINT	Plan Details Changed	☒
PINSCH	Payment Instalments Scheduled	☒
PLCAN	Plan Cancelled	☒
PLCRT	Instalment Plan Created	☒
PLDEF	Plan Defaulted	☒
PLNMTC	Plan Maintenance	☒

Options

☐ Activity Type Assignment

Insert OK Cancel

Instalment Plan Activity Type Maintenance Form

Type

This field is used to enter a short description for the Activity Type record. Up to six characters may be used in this field.

Description

This field is used to enter a longer description for the Activity Type record. Up to fifty characters may be used in this field.

Active

This field is used to show if the Activity Type record is active or not. When the box is checked on, the Activity Type record is active. An active Activity Type record is available to the system for selection.

When an Activity Type record is flagged as not active, or inactive, the Activity Type record is not available to the system for selection. However, any existing data using this Activity Type record will not be affected (i.e. will keep the inactive Activity Type record).

Activity Type Assignment Button

Selecting this button will take you into the Activity Code Assignment Maintenance form, where user defined Activity Types are allocated to system defined activity descriptions.

Activity Type Assignment Form

This form is used to assign user defined Activity Types to system defined ones.

Function	Activity Type Assignment
Attach Cashier Warning	ADDCW >> Add Cashier Warning Flag
Detach Cashier Warning	REMCW >> Remove Cashier Warning Flag
Letter Request	LETREQ >> Letter Request
Offence/s Added	ADDOFF >> Add Offences to Instalment Plan
Offence/s Removed	REMOFF >> Removed Offences from Instalment Plan
Payment Instalments Scheduled	PINSCH >> Payment Instalments Scheduled
Payment Received	RECPT >> Payment Received
Payment Transferred	RECTFR >> Receipt Transferred
Plan Cancelled	PLCAN >> Plan Cancelled

Activity Type Assignment Form

Function

This field shows a list of system defined descriptions of batch jobs, and various other options that can be applied to individual Infringement records.

Activity Type

These fields enable a User to assign a user defined activity code against a function. Double clicking on the field, or selecting the Pop Up button will invoke the Activity Code Pop Up form, which gives a list of all Activity Types available to the Infringement system.

Instalment Plan Activity Type Pop Up Form

This form is used to select an Activity Code. The search profile section of this form can be used to narrow down a search.

Type	Description
ADDCW	Add Cashier Warning Flag
ADDOFF	Add Offences to Instalment Plan
LETREQ	Letter Request
MAINT	Plan Details Changed
PINSCH	Payment Instalments Scheduled
PLCAN	Plan Cancelled
PLCRT	Instalment Plan Created
PLDEF	Plan Defaulted
PLNMTC	Plan Maintenance

Search Profile

Type

Description

Search Select Close

Instalment Plan Activity Type Pop Up

Type

This field displays a list of Activity Types that are available to select from. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be changed.

Description

This field displays a list of the Activity Descriptions that are available to select from. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be changed.

Search Profile – Type

This field is used to search on Activity Types. Wildcard searching is available on this field. .

Search Profile – Description

This field is used to search on Activity Descriptions. Wildcard searching is available on this field.

Instalment Category Maintenance Form

This form is used to add all Instalment Category records that may be required by the council. This parameter enables various data to be specified as mandatory or optional for each Category. The 'Card Number & Holder', 'Comments' and 'Expiry Date' flags can be set independently of each other – setting them on will make the entry of the relevant data mandatory and setting them off will make it optional.

Category	Description	Card Number & Holder	Comments	Expiry Date	Active
DVA	Department of Veteran Affairs	☒	☐	☐	☒
HDS	Case of Hardship	☐	☒	☒	☒
MBYPK	Melbourne By Laws and Parking	☐	☐	☐	☒
MCCDVA	Melbourne DVA	☒	☐	☐	☒
NOTACT	Not Active Category	☒	☒	☒	☐
OTH	Other	☐	☐	☐	☒
PEN	Pension Card Holder	☒	☒	☒	☒
PPP	Pats Pension Plan	☐	☒	☐	☒
SFU	Council Discretion	☒	☒	☒	☒

Instalment Category Maintenance Form

Category

This field is used to enter a short description of the Category record. Up to six characters can be used in this field.

Description

This field is used to enter a longer description of the Category record. Up to fifty characters can be used in this field.

Card Number & Holder

This field defines whether the Card Number and Holder are mandatory fields for the particular Category. If this field is left blank then the fields are optional when creating an Instalment Plan. If the field is flagged ON then the user will be required to enter data into these fields for this type of Category.

Comments

This field defines whether Comments are mandatory fields for the particular Category. If this field is left blank then the field is optional when creating an Instalment Plan. If the field is flagged ON then the user will be required to enter data into this field for this type of Category.

Expiry Date

This field defines whether the Expiry Date is mandatory for the particular Category. If this field is left blank then the field is optional when creating an Instalment Plan. If the field is flagged ON then the user will be required to enter data into this field for this type of Category.

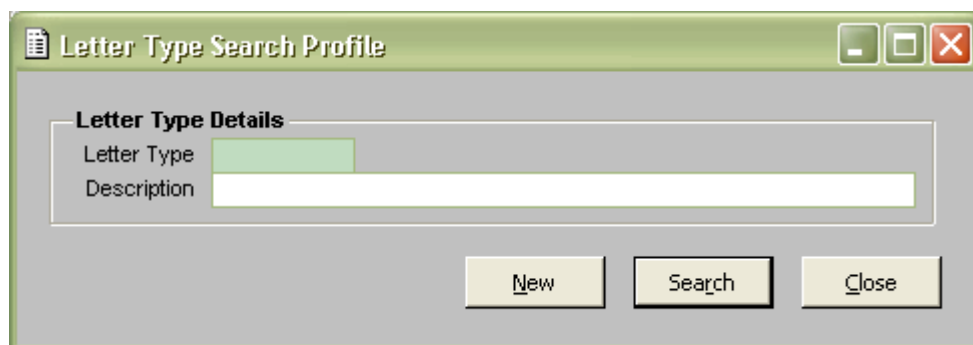
Active

This field is used to show if the Category record is active or not. When the box is checked on, the Category record is active.

When a Category record is flagged as not active, or inactive, the Category record is not available to the system for selection. However, any existing data using this Category record will not be affected.

Letter Type Search Profile Form

This form is used to search for a specific Letter Type or group of Letter Types within the Instalment Plan Parameters.. Use the "Type" and "Description" fields to refine your search.



The form is titled "Letter Type Search Profile". It contains two input fields: "Letter Type" and "Description". Below these fields are three buttons: "New", "Search", and "Close".

Letter Type Search Profile Form

Letter Type

This field is used to enter a specific Letter Type (or part thereof) to refine your search. Wildcard searching is available on this field.

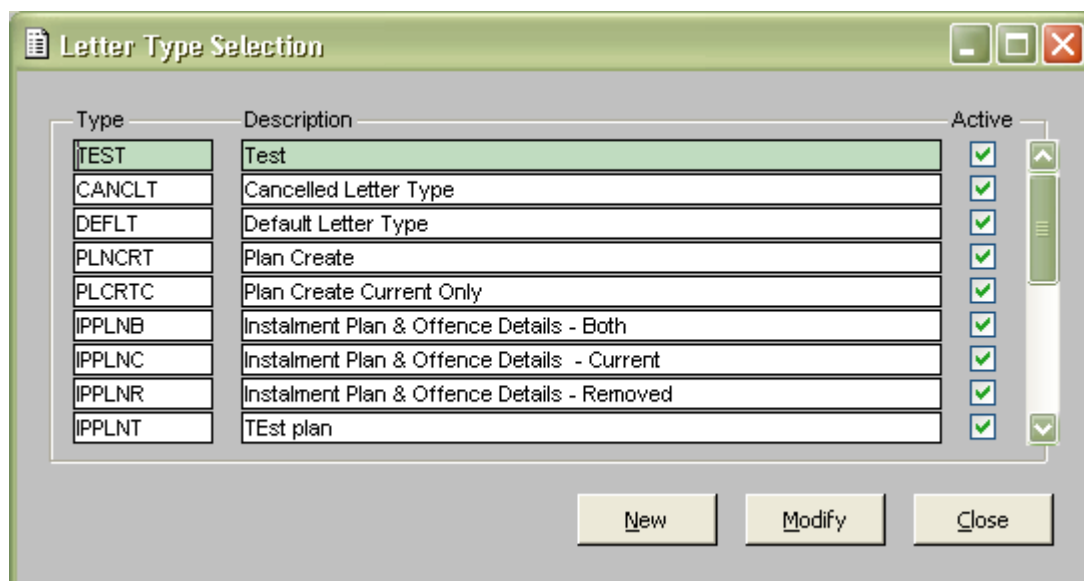
Description

This field is used to enter a specific Letter Type Description (or part thereof) to refine your search. Wildcard searching is available on this field.

Letter Type Selection Form

This form is used when two or more records match the search specified in the Letter Type Search Profile form.

To create a new Letter Type record from this form, select the "New" button.



The form is titled "Letter Type Selection". It displays a table with three columns: "Type", "Description", and "Active". The table contains the following data:

Type	Description	Active
TEST	Test	☒
CANCLT	Cancelled Letter Type	☒
DEFLT	Default Letter Type	☒
PLNCRT	Plan Create	☒
PLCRCT	Plan Create Current Only	☒
IPPLNB	Instalment Plan & Offence Details - Both	☒
IPPLNC	Instalment Plan & Offence Details - Current	☒
IPPLNR	Instalment Plan & Offence Details - Removed	☒
IPPLNT	TEst plan	☒

Below the table are three buttons: "New", "Modify", and "Close".

Letter Type Selection Form

Type

This field displays the Letter Type of records that match the search profile. Double clicking this field will take you into the Letter Type Maintenance form for the selected Letter Type. This field is display only and cannot be maintained.

Description

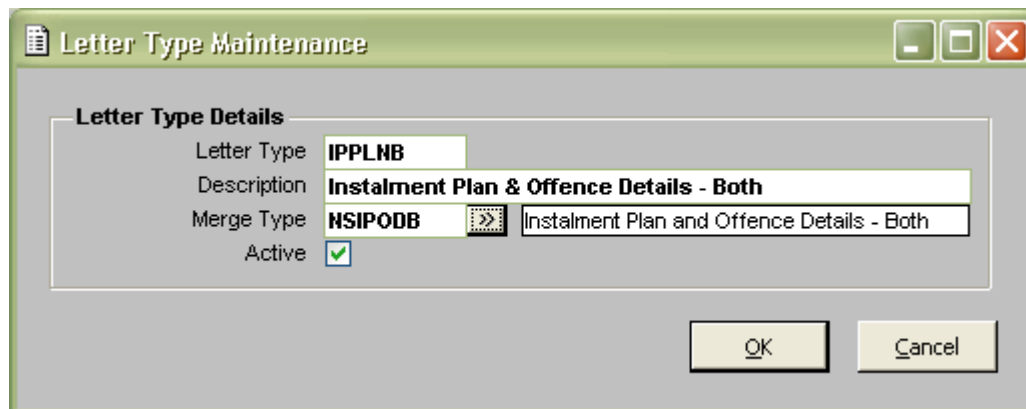
This field displays the Letter Type Description of records that match the search profile. Double clicking this field will take you into the Letter Type Maintenance form for the selected Letter Type description. This field is display only and cannot be maintained.

Active

The Active Flag displays whether the Letter Type is Active or Inactive. This is display only and if required to be changed must be done from the Letter Type Maintenance form.

Letter Type Maintenance Form

This form is used to create Letter Types that can be used throughout the Infringements Instalment Plan process. Before creating a new Letter Type, a Merge Type should be created in the appropriate parameter option.



Letter Type Maintenance Form

Letter Type

This field is used to enter a short description of the Letter Type record. Up to six alpha-numeric characters may be used.

Description

This field is used to enter a longer description of the Letter Type record. Up to 50 characters can be used.

Merge Type

This field is used to specify a Merge Type that will be assigned to the letter. Merge Types are created in the Merge Type parameter option within the Instalment Plan Parameters.

Double clicking on the first field, or selecting the Pop Up button will invoke the Merge Type Pop Up form, from where a merge type can be specified.

Active

This field is used to show if the Letter Type record is active or not. When the box is checked on, the Letter Type record is active. An active Letter Type record is available to the system for selection.

Offence Extract List Filter Form

The Offence Extract List Filter Form is displayed when the Additional Filter option has been selected when using the IPOFNCDSETS – Instalment Plan Offence Details Extract within Instalment Parameter Letter Extracts.

It allows filtering of offences so as to included

1. Only those Offences Removed from the Plan
2. Only those Offences Currently attached to the Plan
3. Both of the above being an amalgamation of Removed and Current.

Offence Extract List Filter Form

Offence Plan Status

The Dropdown option allows for the selection of Both, Current or Removed.

Instalment Plan Status Maintenance Form

This form is used to maintain status records automatically generated by the Infringements Instalment Plan process, or to add a new status to the Instalment Plan .

Any number of Statuses can be created for the individual requirements of a particular Council. However, there are a minimum of four which must be created and assigned against each 'Function' on the Instalment Plan Status Assignment form. These are:

- Instalment Plan Cancelled
- Instalment Plan Completed
- Instalment Plan Defaulted
- Instalment Plan in Process

Type	Description	Active
IPCAN	Plan Cancelled	☒
IPCMP	Plan Completed	☒
IPCRE	Plan Created	☒
IPDEF	Plan Defaulted	☒
IPHLD	Plan on Hold - Manual Follow Up Required	☒

Options

☐ Status Assignment

Instalment Plan Status Maintenance Form

Type

This field is used to enter a short description of the Status record. Up to six characters can be used for this description.

Description

This field is used to enter a longer description of the Status record. Up to fifty characters can be used for this description.

Active

This field is used to show if the Status record is active or not. When the box is checked on, the Status record is active. An active Status record is available to the system for selection.

When a Status record is flagged as not active, or inactive, the Status record is not available to the system for selection. However, any existing data using this Status records will not be affected (i.e. will keep the inactive Status record).

Status Assignment Button

Selecting this button will take the User into the "Status Assignment" form, where status records can be assigned to system-defined settings.

Instalment Plan Status Assignment Form

This form is used to assign status records (user-defined or system-defined) to values established by the Infringement Instalment Plan system.

The Statuses assigned against 'Instalment Plan Cancelled' and 'Instalment Plan Defaulted' will be used in the Plan Payment Monitoring processes. Where an Instalment Payment Plan qualifies for cancellation, its Status will be set to the Status assigned to the 'Instalment Plan Cancelled'. Where an Instalment Payment Plan qualifies for 'defaulting' its Status will be set to the Status assigned to the 'Instalment Plan Defaulted'.

NOTE: An Instalment Payment Plan will only be included in the Plan Payment Monitoring process if its current Status is set to that assigned against 'Instalment Plan In Process'. This will allow users to set the Plan to another Status so that it will not be cancelled or defaulted by either of these processes. This may be necessary where some other action is necessary before payment commences or resumes.

Status	Used For
IPCAN » Plan Cancelled	Instalment Plan Cancelled
IPCMP » Plan Completed	Instalment Plan Completed
IPCRE » Plan Created	Instalment Plan Created
IPDEF » Plan Defaulted	Instalment Plan Defaulted

Instalment Plan Status Assignment Form

Status

These fields show the Status Type and Status Description fields for the selected status record. Clicking on the Pop Up button will show the Status Pop Up form, from which the selection of a different status can be made.

Used For

This field is used to show a description of what the status assigned to it will be used for. The values contained in this field are system defined and cannot be maintained

Instalment Plan Status Pop Up Form

This form shows a list of the available Instalment Plan Status Codes.

Type	Description
IPCAN	Plan Cancelled
PCMP	Plan Completed
PCRE	Plan Created
PDEF	Plan Defaulted
PHLD	Plan on Hold - Manual Follow Up Required

Search Profile

Type

Description

Search

Select

Close

Instalment Plan Status Pop Up Form

Type

The Status Type code is displayed in this field. It is the short abbreviation code for the Status.

Description

The Description of the Status is displayed in this field.

Search Profile – Type

This field is used to search on Status Types. Wildcard searching is available on this field.

Search Profile – Description

This field is used to search on Status Descriptions. Wildcard searching is available on this field.

Plan Maintenance

Instalment Payment Plan Search Profile

From this option a Plan can be created additionally existing Plans can be maintained. Information relating to an Instalment Plan can also be displayed from within Infringement Maintenance where the ticket has been included in a Plan.

Instalment Payment Plan Search Profile Form

Plan Details

If the search requirement is by Plan Details then this field will be ticked on. When information is entered into any other fields other than those in the Plan Details section this box will automatically be ticked off.

Plan Number

If information is required for a particular Plan then the number of the Plan can be entered into this field. If more than one Infringement is required then a list can be entered or the greater than / less than characters can be used. Refer to the How to Use Guide for information on how to use these searches. This field can be left blank.

Next Action

If a search is required to display Plans with a particular Next Action Date then this field can be used. Enter in the required Next Action Date and initiate the Search.

Category

A Category Code can be entered if only information for a particular Category is required. This field can be left blank or used in conjunction with the other fields within the Plan Details section.

Status

If Instalment Plans with a particular Status are required to be selected, then the Status Code can be entered into this field. If the Status Code is not known the required Status Code can be selected by using the Status Code Pop Up Button.

This field can be used in conjunction with any other fields within the Plan Details section. It may be left blank.

Ticket Details

If the search requirement is by Ticket Number then this field will be ticked on. When information is entered into any other fields other than those in the Ticket Details section this box will automatically be ticked off.

Ticket Number

If information is required for a particular Ticket then the number of the Ticket can be entered into this field. This field can be left blank.

Current Contact

If the search requirement is by Current Contact then this field will be ticked on. When information is entered into any other fields other than those in the Current Contact Details section this box will automatically be ticked off.

Surname

If information is required for a particular Contact then the Surname of the Person can be entered into this field. This field can be left blank or used in conjunction with the Given Names field..

Given Names

If information is required for a particular Contact then the Given Names of the Person can be entered into this field. This field can be left blank or used in conjunction with the Surname field..

Instalment Plan Category Pop Up Form

This form shows a list of the available Instalment Plan Categories.

Category	Description
DVA	Department of Veteran Affairs
HDS	Case of Hardship
MBYPK	Melbourne By Laws and Parking
MCCDVA	Melbourne DVA
OTH	Other
PEN	Pension Card Holder
PPP	Pats Pension Plan
SFU	Council Discretion
VIP	Very Important Person (NS)

Search Profile

Category

Description

Instalment Plan Category Pop Up Form

Category

The Category code is displayed in this field. It is the short abbreviation code for the Category.

Description

The Description of the Category is displayed in this field.

Search Profile – Category

This field is used to search on Category Codes. Wildcard searching is available on this field.

Search Profile – Description

This field is used to search on Category Descriptions. Wildcard searching is available on this field.

Instalment Payment Plan Selection Form

This form lists the Instalment Payment Plans available..

Plan No.	Category	Status	Next Action
364	Pats Pension Plan	Plan Completed	03-Aug-2006
363	Department of Veteran Affairs	Plan Completed	02-Aug-2006
360	Very Important Person (NS)	Plan Cancelled	01-Aug-2006
359	Department of Veteran Affairs	Plan Created	02-Aug-2006
358	Melbourne DVA	Plan Created	02-Aug-2006
355	Pats Pension Plan	Plan Cancelled	01-Aug-2006
354	Pats Pension Plan	Plan Cancelled	01-Aug-2006
353	Pats Pension Plan	Plan Defaulted	06-Jul-2006
352	Pats Pension Plan	Plan Defaulted	05-May-2006

New Modify Quit

Instalment Payment Plan Selection Form

Plan No.

The Plan Number is displayed in this field.

Category

The Description of the Category is displayed in this field.

Status

The Status of the Plan is displayed in this field.

Next Action

The Next Action date for the Plan is displayed in this field.

Instalment Payment Plan Maintenance

When a new Plan is first created, the 'Instalment Payment Plan Maintenance' form is presented as follows:-

- The 'Plan No.' is generated automatically and becomes the primary reference for the Plan
- Status is set to the Status nominated in the parameters for the 'Instalment Plan in Progress'
- Next Action Date is set to tomorrow's Date
- Activity History Record is created for 'Instalment Plan Created'

An Instalment Payment Plan cannot be created without attaching offences to it. The initial presentation of the 'Instalment Payment Plan Maintenance' form enforces the attaching of offences by initially providing the 'Offences' and 'Cancel' buttons only. Until the 'Offences' button is invoked and offences are actually attached to a Plan, it is not possible to save any other data entered for the Plan.

Instalment Payment Plan Maintenance

Payment Plan Details

Plan No. 364

Category PPP >> Pats Pension Plan

Status IPCMP >> Plan Completed

Next Action 03-Aug-2006 Cashier Warning ☐

Card Details

Card Number 1238258 Card Expires 01-Jan-2009

Card Holder ELIZABETH WEST

Evidence Required ☐ Evidence Sighted ☐

Current Contact

Current Contact Vickianne West

Comments

information for the pension authority

Activity History

02-Aug-2006	Payment Received	Receipt : 1999416011 02-Aug-2006	COOKP
02-Aug-2006	Payment Received	Receipt : 1999416009 02-Aug-2006	COOKP
02-Aug-2006	Add Offences to Instalment Plan	Ticket No.: 924, 1000	COOKP
02-Aug-2006	Payment Instalments Scheduled		COOKP
02-Aug-2006	Instalment Plan Created		COOKP

Options Offences OK Cancel

Instalment Payment Plan Maintenance Form

Plan No.

The Plan No. field is generated automatically and becomes the primary reference for a Plan. This is a non maintainable field.

Category

The Category is a mandatory field. Depending on the settings for the chosen Category, the Card Number, Card Holder, Card Expires and Comment data may be rendered mandatory also.

Status

The Status is initially set to that assigned against 'instalment Plan In Process'.. This will change as the Plan moves through the various cycles of processing. Additionally this can be manually changed by the user.

The Plan will remain subject to inclusion in the Plan Payment Monitoring processes if left set to the status assigned to 'Instalment Plan In Process'.

Next Action

The Next Action field is provided to allow users the ability to undertake actions which may need to be followed-up on. The field is set to the required follow-up date. Also if Instalments have been schedule for such a Plan, it may be prudent to set the Status to one which has been specifically created for the purpose.

The Next Action Date is used in conjunction with the Status field to determine the Plans inclusion in the Play Payment Monitoring processes.

Card Number

The Card Number field allows for the entry of the Card Number details for the Instalment Plan processing. Entry into this field is controlled by the Category nominated for the Plan. If the Category has stated that Card Number is mandatory then the user must enter in data into this field. Otherwise the field can be left blank.

Card Expires

The Card Expires field allows for the entry of the Card Expiry Date. Entry into this field is controlled by the Category nominated for the Plan. If the Category has stated that Card Expiry is mandatory then the user must enter in data into this field. Otherwise the field can be left blank.

Card Holder

The Card Holder field allows for the entry of the Name of the Card Holder. Entry into this field is controlled by the Category nominated for the Plan. If the Category has stated that Card Holder is mandatory then the user must enter in data into this field. Otherwise the field can be left blank.

Evidence Required

The Evidence Required field allows for the setting of whether the sighting of the information is required. This field is optional but allows for further reporting of the fact that the information has not been sighted. It can be used in conjunction with the Evidence Sighted field where a Date is entered when the evidences has been provided.

Evidence Sighted

The Evidence Sighted field allows for the entry of a Date as to when the Evidence was sighted. This field is optional but allows for further reporting of the fact that the information has been sighted. It can be used in conjunction with the Evidence Required field where the evidences has been requested to be provided.

Current Contact

The Current Contact field is required primarily for the purpose of sending letters to the person responsible for payment of a Plan's Instalments. The 'Current Contact' record must be an existing record or a new record created in the Pathway Name and Address Module. Access to the Name and Address module is provided via the button immediately to the right of the Current Contact field.

Comments

The Comments field allows for the entry of Comments regarding the Instalment Plan. Entry into this field is controlled by the Category nominated for the Plan. If the Category has stated that Comments is mandatory then the user must enter in data into this field. Otherwise the field can be left blank.

Activity History

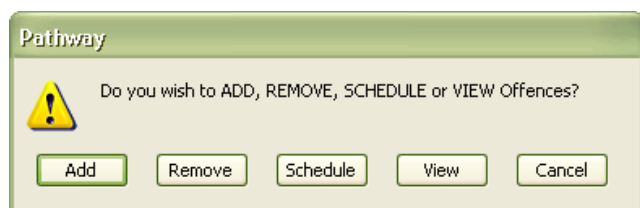
The Activity History section displays the Activities that have occurred against the Plan. This information is automatically created via the various options and processes available.

Each Activity History record consists of a Date, Description, Narrative and the User responsible for the action.

Offences Option

When the Offences Button is invoked, the Offences and Instalment Maintenance form is presented.

Where the Option is selected and the Plan is not completed or defaulted the following is displayed to the user: -



The options displayed on the Offences and Instalment Maintenance form are controlled by the selection on this form

Offence and Instalment Maintenance

When the Offences Option is invoked for the first time and the Offence and Instalment Maintenance form is displayed then the following fields are defaulted:-

- Plan Type is set to 'Payment by Instalments'
- Payment Frequency is set to 'Weekly'
- First Payment Due is set to Current date plus 1 week
- Duration of Plan is set to 12 month period starting from First Payment Due date.

All values bar those for 'Duration of Plan' can be amended directly. The Duration of Plan values change only as other values on the form are changed. Changing the Plan Type will alter the array of input fields available in accordance with the requirements of the selected Plan Type.

If the Plan is being created from within Infringement Maintenance, the records for the selected offence(s) will appear as soon as the form is presented.

Offence and Instalment Maintenance

Plan Details

Plan No. Plan Type **Payment by instalments**

First Payment Due Payment Amount Payment Frequency **Weekly**

Duration of Plan - No. of Instalments

Offences

Ticket No.	Amount	Balance	Status	
B00004-1	200.00	200.00	Current	...
B00006-1	200.00	200.00	Current	...
B00008-1	200.00	200.00	Current	...

Payments

Due	Amount	Received	Amount

Totals Amount Balance

Totals Due Received

Instalment Payment Plan Maintenance Form

Plan No.

This is the number that identifies the Plan. This field is non maintainable.

Plan Type

There are 3 Plan Types available for selection. The default Plan Type is 'Payment by Instalments'. The other 2 available are 'Extension of Time to Pay' and 'Extension of Time to Pay and Payment by Instalments'. Depending on the Plan Type selected will depend on the various fields that will display for entry of the required parameters.

Payment by Instalments

Allows for the selected Offence(s) to have their payments Schedule over a number of Instalments with the first payment being due set to the current date plus 1 week.

Extension of Time to Pay

This Plan Type gives the person responsible for payment an extension of time pay the full amount owing. The Time Extension starts from the Date when Payment was originally due and ends with the Date on which Payment will now be required. One Instalment (or Payment) is scheduled.

Extension of Time to Pay and Payment by Instalments

This Plan Type gives the person responsible for payment an Extension of Time to pay the first Instalment in a series of Instalments. The Times Extension starts from the Date when payment was originally due and ends with the Date on which payment of the first Instalment will be required.

Time Extension

The Time Extension fields are only displayed when the Plan Type has been set to either 'Extension of Time to Pay' or 'Extension of Time to Pay and Payment by Instalments'.

The first field represents the original Payment Due date and the second field the Date that Payment is now required. Once the information in these fields has been entered then the system will calculate the Days Extended field.

Days Extended

The Days Extended field is only displayed when the Plan Type has been set to either 'Extension of Time to Pay' or 'Extension of Time to Pay and Payment by Instalments'.

This field represents the number of days that the Time has been Extended for. ie the number of calendar days that represent the Time Extension fields.

First Payment Due

The First Payment Due field is only displayed when the Plan Type 'Payment by Instalments' has been selected. Otherwise it does not display.

This represents the Date of the First Instalment and on creation of a Plan defaults to Current date plus 1 week.

Enter in the Date that the Instalments are to commence from and then the Payment Amount and Payment Frequency fields. Once set then the Schedule Option can be selected to create the Instalments. The First Instalment will have a Due Date equal to that entered into this field.

Payment Amount

The Payment Amount field is only displayed when the Plan Types of 'Payment by Instalments' or 'Extension of Time to Pay and Payment by Instalments' have been selected.

This Amount represents the Payment amount of the individual Instalments. This is then used in conjunction with the Payment Frequency field to calculate out the number of Instalments for the Plan.

Payment Frequency

The Payment Frequency field is only displayed when the Plan Types of 'Payment by Instalments' or 'Extension of Time to Pay and Payment by Instalments' have been selected.

This field defaults to Weekly. The options available in the dropdown are :-

- Weekly
- Fortnightly
- Monthly
- Quarterly

The Schedule Option then uses this field to calculate out the Due Dates for the Instalment Payments.

Duration of Plan

The Duration of Plan fields are populated by the the First Instalment Due Date and the Last Instalment Due Date. Where there is only One Instalment (ie the Plan Type is Extension of Time to Pay) then the Duration of Plan dates will be the same.

Number of Instalments

The Number of Instalments is automatically calculated by the system. It represents the number of Instalments that have been created when the Schedule option has been selected.

Offences

Offences that have been added or removed from a Plan are displayed in this area. The Amount of the Offence along with the Balance is displayed. The status of the Offence for the Plan is also displayed. This is usually Current but if the Offence has been Removed from the Plan then the Status will be shown as 'Removed'.

The Detail button against each Offence will take the user to Ticket Enquiry where the Offence information can be viewed.

As Offences are paid via the Instalments the Balance field of the Offence will be reduced by the Instalment Amount that has been allocated to it. Therefore it is possible to see a Balance figure different to that in the Amount field.

Offences Totals - Amount

The Offences Totals – Amount field represents the Total of the Amount of each of the Offences that are shown in the Offence Area. This will also include the Amount of Offences that have a status of 'Removed'.

Offences Totals - Balance

The Offences Totals – Balance field represents the Total of the Balance of each of the Offences that are shown in the Offence Area.

Payments

The Payments area displays the Instalments that have been Scheduled. The Instalments are displayed within Due Date sequence along with the Amount Due, the Date that Payment was Received, and the Amount that was paid.

As each Instalment is paid so the information in the Received and Amount fields will be populated.

Payments Totals - Due

The Payments Totals – Due field represents the Total of the Instalment Amount for each Instalment.

Payments Totals - Received

The Payments Totals – Received field represents the Total of the Received Amount for each Instalment.

Remove Button

An Offence can be removed from a Plan using the 'Remove' button. During the creation process, this is the method of amending the selection of offences if an erroneous selection has been made.

Where an Offence has been removed from a Plan it will have a Status of 'Removed'.

Removing offences from a Plan will have the following effect:-

1. The 'Status' of each offence will be reset to that in force when the offence was first added to the Plan
2. An 'Offence Removed from Instalment Plan' activity record will be attached to each offence
3. An 'Extended Lodgement Date' record will be created for each removed offence. This record will incorporate the 'Extended Lodgement Date Reason' code, the date of removal and the extended lodgement date. The extended lodgement date will be calculated by adding 6 months less 1 day to the date of removal. This information is then used in the Court Extract process if required.

Insert Button

The 'Insert' button can be used to select offences to be included in the Plan. It can be used to select the initial offence(s) when creating a Plan via the 'Plan Maintenance' option. Also it can be used to select additional offences to add to a Plan. When invoked a selection of the required Infringement Types and subsequently offences are available.

Adding offences to a Plan will have the following effects:-

1. The 'Status' of all offences will be set to that assigned against 'Added to Instalment Plan' for each individual offence's Infringement Type
2. An 'Offence Added to Instalment Plan' activity record will be attached to each offence.

The Offence will be shown on the Plan Maintenance form with a Status of 'Current'.

Schedule Button

After entering the required values for calculating the schedule of instalments, the 'Schedule' button is used to generate the appropriate schedule.

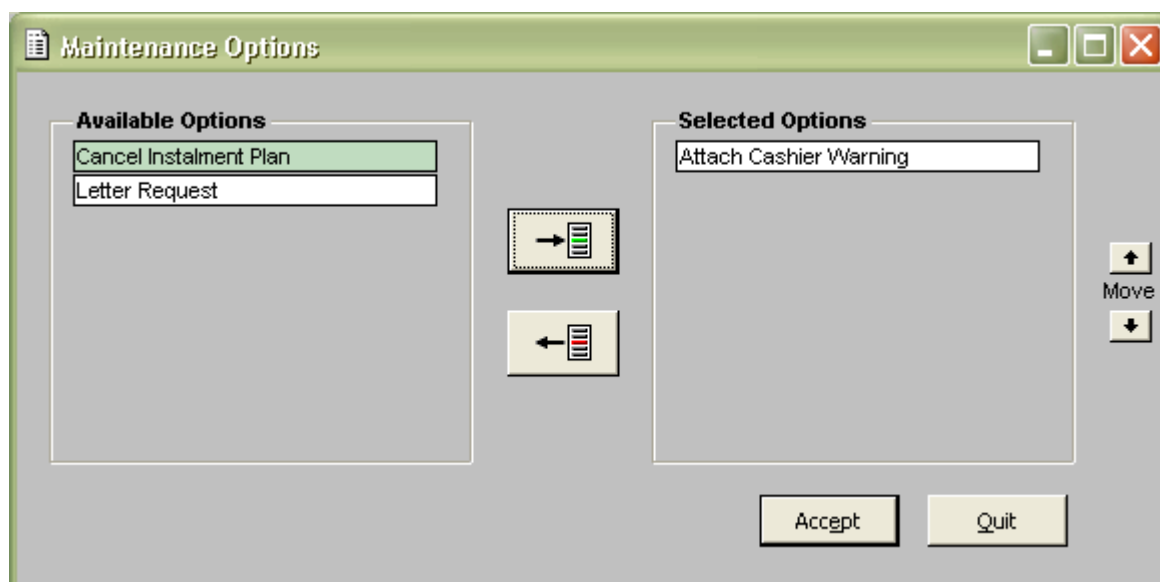
If any changes are made to the collection of selected offences or the instalment calculation parameters, it will be necessary to regenerate the Schedule by invoking the 'Schedule' button again.

Maintenance Options Form (Instalments)

The Maintenance Options Form is displayed when the User selects the Options Button from the Instalment Payment Plan Maintenance Form. Those Options that have information recorded for them are displayed in Bold whilst those Options that are yet to have information entered for the Offence are not Bolded.

A single option can be invoked by double-clicking the required option with the mouse or highlighting the option and clicking the 'Accept' button with the mouse.

The 'Select', 'Remove' and 'Move' buttons are used to select multiple options and sequence them. The required Options can be selected in any order and then sequenced with the 'Move' button as required. Once the sequence has been determined, the individual options are invoked by clicking the 'Accept' button. The relevant forms for each of the selected options are then presented in the order as sequenced.



Maintenance Options Form (Instalments)

Available Options

If a single Options is to be invoked then it can be double clicked from this area or once highlighted the 'Accept' button used. If multi-select Options are required then the Options need to be moved to the Selected Options area and re-sequenced (if required) into the order of display.

Selected Options

If multi-select Options are required then the Options need to be listed under this area. If the Options are required to be displayed in a certain sequence then the Move Button can be used to re-sequence the Options into the required sequence.

Once the selection and sequence is correct the 'Accept' button needs to be selected to display the options.

Letter Maintenance Form

The Letter Maintenance Form allows a User to associate a one-off letter to the particular Instalment Payment Plan.

Letter Maintenance

Addressee: Betty Bear
25 WARWICK Ave
COOKSVILLE 5888

Letter Type: PATLET | pats instalment letter

Comments:

Word Processing Interface

☐ Generate Only ☐ View ☐ Final Print

Continue Quit

Letter Maintenance Form

Addressee

This field displays the name of the person to which the letter is to be associated. This is the current contact for the Instalment Payment Plan.

Letter Type

This field displays, via a Pop Up button, the list of Letter Types that may be associated to the letter maintenance.

Comments

The comments field allows Users to key in any comments for future reference.

Generate Only Button

Selecting the Generate Only Button will activate the Word Processing module and generate a document for the particular Infringement without printing.

Draft Print Button

The Draft Print Button will 'Draft' Print the selected document. This is only available when the Merge Type allows editing of documents. If the selected document has not been generated then it is generated before being Draft printed. If the selected document has been generated then it will only be printed when this button is selected. This option does not regenerate existing documents.

View Button

The Edit Button allows the generated document to be edited if necessary. Once a document has been 'Final' printed the 'Edit' button changes to the 'View' button and the document can no longer be changed. If the 'Final' document is not retained then the 'View' button is not available.

Final Print Button

Selection of the Final Print Button will print the final copy of the selected document. This option prints the document and removes any 'Draft' Watermark before doing so. If the selected document has not been generated then it will be generated before being printed. If the selected document has been generated then it will only be printed. This option does not regenerate existing documents. Once a document has been 'Final' printed it will no longer be available for editing. A warning message is shown prior to performing the 'Final' print informing the User that the document will be frozen once it has been 'Final' printed.

Letter Selection Form

The Letter Selection Form is displayed when the Search Form has been selected and a Search commenced.

Description	Reference Date	Status	Issued Date
Instalment Plan & Offence Details - Removed			
pats instalment letter	07-Aug-2006	Issued	07-Aug-2006

Address

Betty Bear
25 WARWICK Ave
COOKSVILLE 5888

Comments

New Modify Quit

Letter Selection Form

Description

The Description of the Letter Type is displayed in this field.

Reference Date

The Reference Date of the Letter is displayed in this field.

Status

The Status of the Letter is displayed in this field.

Issued Date

The Issued Dated of the Letter is displayed in this field.

Address

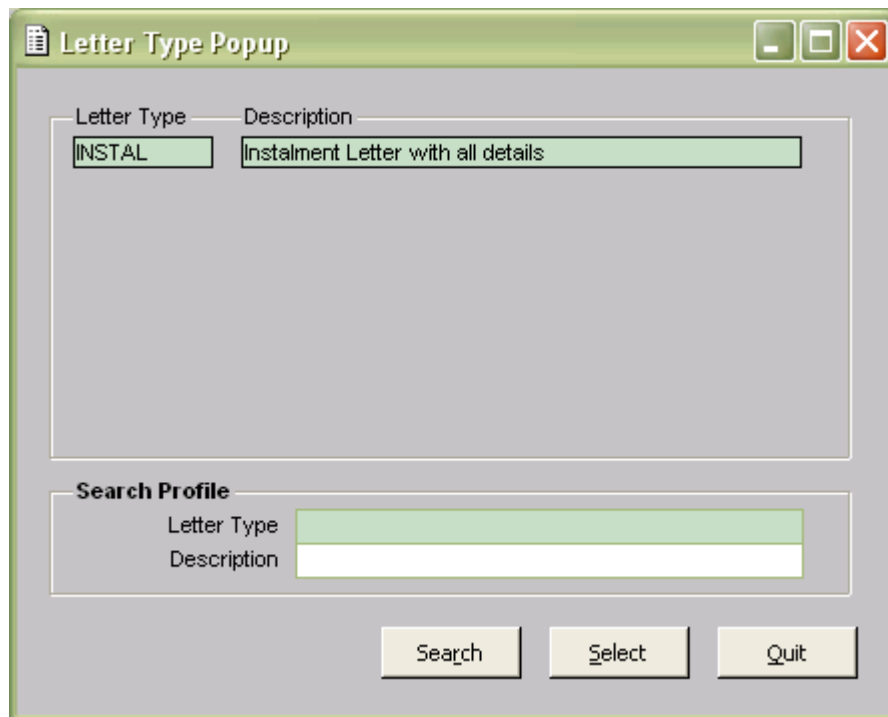
The Address for the Letter is displayed in this field. The information in the Address field will reflect the Address of the Letter that currently has focus.

Comments

Any Comments that were entered at the time the Letter was generated are displayed in this field. The information in the Comments field will reflect the Comments for the Letter that currently has focus.

Letter Type Pop Up Form

The Letter Type Pop Up form displays the predefined letters that have been set up in the Infringement Instalment Plan Parameters.



The 'Letter Type Pop Up' window contains a table with two columns: 'Letter Type' and 'Description'. The first row shows 'INSTAL' and 'Instalment Letter with all details'. Below the table is a 'Search Profile' section with input fields for 'Letter Type' and 'Description'. At the bottom are three buttons: 'Search', 'Select', and 'Quit'.

Letter Type	Description
INSTAL	Instalment Letter with all details

Search Profile

Letter Type:

Description:

Search Select Quit

Letter Type Pop Up Form

Letter Type/Description

These fields display the Codes and Descriptions associated with the Letter Types.

Search Profile – Type/Description

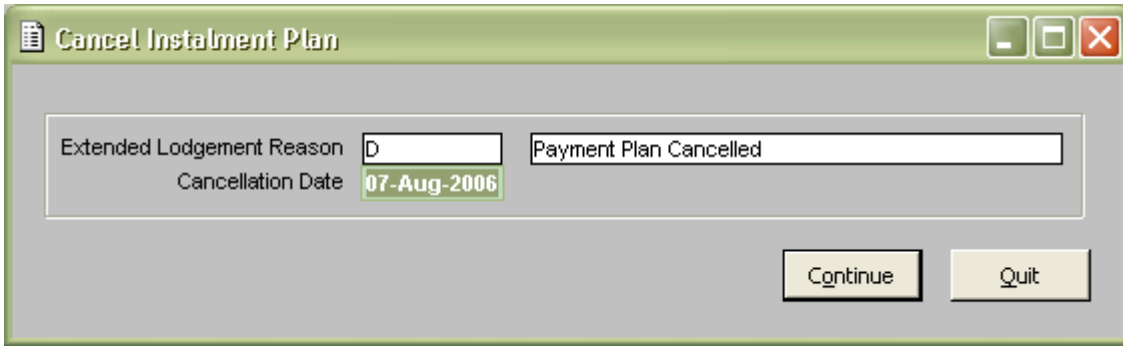
The Search Profile is available for Users to search for a specific code or description. This function is useful in situations where more than nine letter types exist and not all are visible on the screen. The search uses the standard search facilities available in the Pathway Modules.

Cancel Instalment Plan Option

The Cancel Instalment Plan function is only available for a Plan where it has offences currently attached and no scheduled instalments paid. Otherwise the option is not available on the Maintenance Option form.

On selecting the Continue Button the Plan will be cancelled. This results in :-

1. All offences being removed from the Plan
2. The 'Status' of all removed offences reset to that in force when the offences were first added to the Plan
3. An 'Offence Removed from Instalment Plan' activity record attached to each removed offence. The 'Extended Lodgement Date' will be included in the 'Comments' field of this record.
4. An 'Extended Lodgement Date' record created for each removed offence. This record will incorporate the 'Extended Lodgement Date Reason' code, the cancellation date as entered and the extended lodgement date. The extended lodgement date will be calculated by adding 6 months less 1 day to the cancellation date.
5. The 'Status' of the Plan set to that assigned against 'Instalment Plan Cancelled' function.
6. A 'Plan Cancelled' activity record attached to the Plan



Cancel Instalment Plan

Extended Lodgement Reason: D

Cancellation Date: 07-Aug-2006

Payment Plan Cancelled

Continue Quit

Cancel Instalment Plan Form

Extended Lodgement Reason

The Extended Lodgement Reason field is set to the reason that is assigned to the 'Date of Cancellation of Payment Plan' function within the Plan Parameters. This information is display only and cannot be changed.

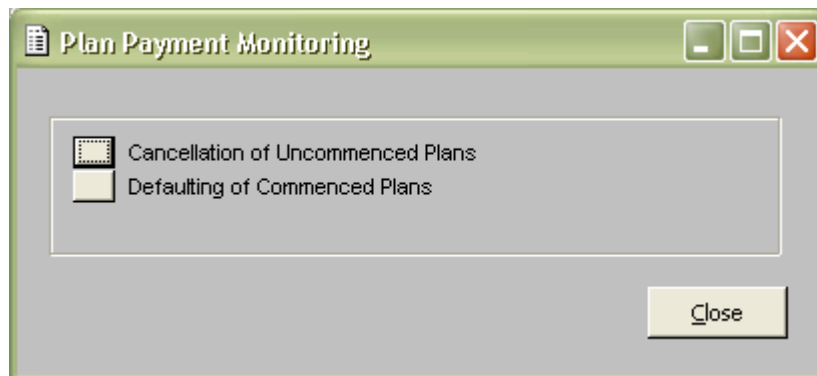
Cancellation Date

The Cancellation Date field is set to today's date.

Plan Payment Monitoring

Plan Payment Monitoring

The Plan Payment Monitoring process is used to ensure that Plan instalments payments are in fact commenced on time and where multiple instalments are involved, are received on time on an ongoing basis. The result of non-commencement of payment is cancellation of the Plan and the non-payment of an ongoing instalment is defaulting of the Plan.



Plan Payment Monitoring Form

Cancellation of Uncommenced Plans

Selecting the Cancellation of Uncommenced Plans option displays the Cancellation of Uncommenced Plans Control form where Extended Lodgement Reason, Date and processing options are available for selection. This option only looks at Plans where there have been no payments received and the Plan is past its due date.

Defaulting of Commenced Plans

Selecting the Defaulting of Commenced Plans option displays the Defaulting of Commenced Plans Control form where Extended Lodgement Reason, Date and processing options are available for selection. This option only looks at Plans where there has been a payment received but the Plan is past its next due date.

Cancellation of Uncommenced Plans Control Form

The Cancellation of Uncommenced Plans allows for the process to be run in report mode and then update and report modes. Letters informing of the cancellation of the Plan are also produced. These letters can be printed or output to a file or both.

In Update and Update and Report mode the following occurs:-

1. All offences are removed from the Plan
2. The 'Status' of all removed offences is reset to that in force when the offences were first added to the Plan
3. An 'Offence Removed from Instalment Plan' activity record is attached to each removed offence. The 'Extended Lodgement Date' is included in the Comments field of the activity record.
4. An 'Extended Lodgement Date' record is created for each removed offence. This record incorporates the 'Extended Lodgement Date Reason' code as that shown on this control form, the cancellation date as entered on this control form and the extended lodgement date. The extended lodgement date is calculated by adding 6 months less 1 day to the cancellation date.
5. The 'Status' of the Plan is set to that assigned against 'Instalment Plan Cancelled' function within the Instalment Parameters
6. A 'Plan Cancelled' activity record is attached to the cancelled Plan.
7. A Letter record attached to the Plan (where specified)
8. A 'Letter Request' activity record attached to the Plan (where specified)

Cancellation of Uncommenced Plans Control Form

Extended Lodgement Reason

This field is defaulted to the reason code assigned to the 'Date of Cancellation of Payment Plan' function within the Plan Parameters. This field is non maintainable.

Cancellation Date

Upon displaying the form the Cancellation Date field is blank. When left at Blank then Plans with a First Payment Due Date upto and equal to Today will be included in the processing.

If only Plans upto a particular Date are required then enter in the Date that is to be used for the processing of the cancellation.

Letter Type

The Letter Type to be used for the generation of the Letters to the current Instalment Contact is nominated in this field. The Pop up can be used to display a list of valid Letter Types for the Instalment Plan process.

Notice File Name

The Notice File Name field allows for the entry of the File path and name that is to be used if the letters are to be produced as an output file rather than and or in conjunction with the Printing of the Letters.

Print Notices

If the Letters are to be printed, then flag on this field. Otherwise the letters are able to be output to a file.

Job Type

Upon selecting this option the Job Type field is defaulted to Report Only. Two other options of 'Update Only' and "Update and Report" are available.

Report Only mode provides a Report of Plans that are due to be cancelled, no letters or extract data is provided.

Update mode provides the specified letter requirements and no report.

Update and Report mode provides the specified letter requirements and a report of the Plans actually cancelled by the process.

Defaulting of Commenced Plans Control Form

The Defaulting of Commenced Plans Control allows for the process to be run in report mode and then update and report modes. Letters informing of the defaulting of the Plan are also produced. These letters can be printed or output to a file or both.

In Update and Update and Report mode the following occurs:-

All offences are removed from the Plan

1. The 'Status' of all removed offences is reset to that in force when the offences were first added to the Plan
2. An 'Offence Removed from Instalment Plan' activity record is attached to each removed offence. The 'Extended Lodgement Date' is included in the Comments field of the activity record.
3. An 'Extended Lodgement Date' record is created for each removed offence. This record incorporates the 'Extended Lodgement Date Reason' code as that shown on this control form, the default date (being the due date of the Plan's latest payment instalment plus the number of days specified in the 'Increment Date Due by' field) and the extended lodgement date. The extended lodgement date is calculated by adding 6 months less 1 day to the default date.
4. The 'Status' of the Plan is set to that assigned against 'Instalment Plan Defaulted' function within the Instalment Parameters
5. A 'Plan Defaulted' activity record is attached to the cancelled Plan.
6. A Letter record attached to the Plan (where specified)
7. A 'Letter Request' activity record attached to the Plan (where specified)

Defaulting of Commenced Plans Control Form

Extended Lodgement Reason

This field is defaulted to the reason code assigned to the 'Date of Defaulting of Payment Plan' function within the Plan Parameters. This field is non maintainable.

Increment Date Due by / Days

The 'Increment Date Due by' field allows for specifying a period of grace (in days) to be applied to the due date of a Plan's latest payment instalment. If the instalment has not been paid within this period, the Plan is considered to be in default.

Letter Type

The Letter Type to be used for the generation of the Letters to the current Instalment Contact is nominated in this field. The Pop up can be used to display a list of valid Letter Types for the Instalment Plan process.

Notice File Name

The Notice File Name field allows for the entry of the File path and name that is to be used if the letters are to be produced as an output file rather than and or in conjunction with the Printing of the Letters.

Print Notices

If the Letters are to be printed, then flag on this field. Otherwise the letters are able to be output to a file.

Job Type

Upon selecting this option the Job Type field is defaulted to Report Only. Two other options of 'Update Only' and "Update and Report" are available.

Report Only mode provides a Report of Plans that are due to be defaulted, no letters or extract data is provided.

Update mode provides the specified letter requirements and no report.

Update and Report mode provides the specified letter requirements and a report of the Plans actually defaulted by the process.

Receipting Infringements

The following topic is covered in this chapter:

[Receipt Entry](#)
[Refunds Module](#)

Receipt Entry

Infringement Allocation Line Maintenance

The Infringement Allocation Line Maintenance Form is displayed from within Receipt Entry when an Application of IF is entered and no other details. The Infringement Type Pop Up form is displayed to select the type of Infringement that is being receipted. After selecting the Infringement Type the Allocation Line form is displayed.

From this form you are able to search for an Infringement or create a Pre-payment.

Infringement Allocation Line Maintenance Form

Infringement Type

The Infringement Type that was selected on the previous Pop Up form is displayed in this field. This field cannot be maintained. If the Infringement Type needs to be changed then you must Quit from the Allocation form and re-select the correct Infringement Type from the Infringement Type Pop Up Form.

Infringement Number

Enter in the Infringement Number that is to be receipted. A check will be done to see if the Infringement has been entered into the system. If the Infringement is not found then you will be prompted as to whether to make the receipt a Pre-payment.

Offence Number

This field only displays if multiple Offences are being used for the Infringement Type being receipted. If you wish to nominate a particular Offence for a Multiple Offence Infringement, then enter the particular Offence Number in this field. If this field is left blank and the Infringement entered is a Multiple Offence, then when the form is accepted, one or more Offences may be selected from the Infringement Selection form.

Registration

The Registration for the Vehicle is entered into this field. A Registration is only required if the Parameter in the Infringement Type has been set to force entry of a Registration Number. Otherwise the field is optional.

Note:- The Registration field is only displayed when receipting Parking Infringements. For other types of Infringements the field is not displayed.

Amount

The Amount of the Infringement can be entered into this field. If left blank and the Infringement has been entered into the system, then the amount recorded on the Infringement will be brought back into receipting as the Amount to be receipted.

Options – Infringement Search

Selection of the Infringement Search Button will display the Infringement Search Profile Form for the Infringement Type that you had selected previously. From the Search Profile Form you are able to search for Infringements and select the Infringement(s) required.

Infringement Pre-payment Maintenance

The Infringement Pre-payment Maintenance Form is displayed from within Receipt Entry when an Infringement is entered and the system is not able to find the Infringement details. A message asking whether a Pre-payment is required will be displayed and if 'Yes' is selected then the Pre-payment Maintenance form is displayed.

Pre-payment Maintenance Form

Infringement Type Description

The Infringement Type that was selected on the previous Pop Up form is displayed in this field. This field cannot be maintained.

Infringement Number

The Infringement Number that was entered either on Receipt Entry or on the Allocation Line Maintenance form is carried through to this field when creating the Pre-payment. This number cannot be maintained from this form. If it is found that the Number had been entered incorrectly then the only way to change the Number is to use the Quit button. This will return to either the Receipt Entry or Allocation Line form, depending on where the Number was originally entered.

Amount

The Amount will be carried through if it has been entered on the previous form. However if no Amount had been entered, then it is necessary for an Amount to be entered on the Pre-payment Form. If no Amount is entered a message is displayed stating that the Amount is mandatory and it is not possible to continue until an Amount is entered.

State Code

The State Code defaults to the System Parameter. This can be overridden or another State Code can be selected by using the State Code Pop Up Button.

Note:- The State Code field is only displayed for Parking Infringements. For all other types of Infringements this field is not shown.

Registration

If the Registration Number had been entered on the previous form then it is carried through to this field. The Registration Number can be changed or entered from this form. If a Registration Number is entered then it is also necessary to enter in the Plate Type. This is keyed into the field along side the Registration Number. If the Plate Type is not known then it can be selected by using the Plate Type Pop Up button to display a list of available Plate Types.

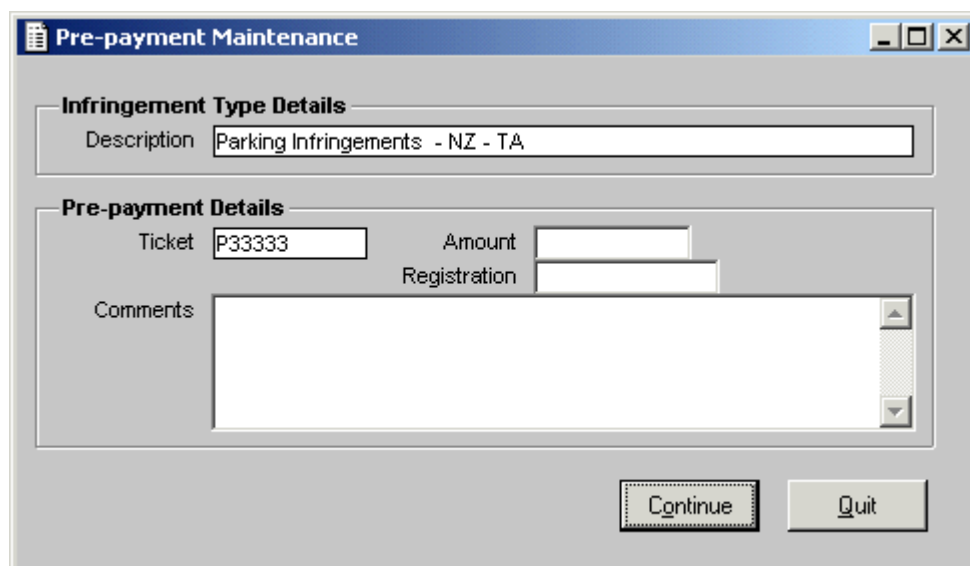
Note:- The State Code field is only displayed for Parking Infringements. For all other types of Infringements this field is not shown.

Comments

Additional Comments can be entered into this area. This is an optional field.

Infringement Pre-payment Maintenance New Zealand

The Infringement Pre-payment Maintenance Form is displays from within Receipt Entry when an Infringement is entered and the system is not able to find the Infringement details. A message asking whether a Pre-payment is required will be displayed and if 'Yes' is selected then the Pre-payment Maintenance form is displayed.



Pre-payment Maintenance Form - NZ

Infringement Type Details - Description

The Infringement Type that was selected on the previous Pop Up form is displayed in this field. This field cannot be maintained.

Pre-payment Details - Infringement Number

The Infringement Number that was entered either on Receipt Entry or on the Allocation Line Maintenance form is carried through to this field when creating the Pre-payment. This number cannot be maintained from this form. If it is found that the Number had been entered incorrectly then the only way to change the Number is to use the Quit button. This will return to either the Receipt Entry or Allocation Line form, depending on where the Number was originally entered.

Pre-payment Details - Amount

The Amount will be carried through if it has been entered on the previous form. However if no Amount had been entered, then it is necessary for an Amount to be entered on the Pre-payment Form. If no Amount is entered a message is displayed stating that the Amount is mandatory and it is not possible to continue until an Amount is entered.

Pre-payment Details - Registration

If the Registration Number had been entered on the previous form then it is carried through to this field. The Registration Number can be changed or entered from this form

Pre-payment Details - Comments

Additional Comments can be entered into this area. This is an optional field.

Instalments Due

The Infringement Instalments Due Form displays from within Receipt Entry when an Infringement is entered (or an instalment) and the amount paid is left blank or the entry is greater than the amount of the next instalment due on the Plan.

If an amount greater than that of the first instalment is involved, it will appear in the 'Amount' field in the section titled 'Enter No. of Instalments or Amount'.

The offences attached to the Plan are listed with their outstanding balances. The list of Instalments is a list of outstanding instalments.

The 'Enter No. of Instalments or Amount' section allows for the entry of the number of instalments to be receipted or the entry or amendment of the total amount to be receipted.

After the relevant payment entry is made and the 'Continue' button is selected, Allocation Line transactions are raised against the offence(s) attached to the Plan and the total amount is applied against the Plans instalment records.

Activity history records for the payment are created against both the offence(s) and Plan.

Plan No. 367

Offences		Instalments	
Ticket No.	Balance	Date	Amount
182	600.00	14-Aug-2006	25.00
131	19.60	21-Aug-2006	25.00
132	19.60	28-Aug-2006	25.00
184	75.50	04-Sep-2006	25.00
		11-Sep-2006	25.00
		18-Sep-2006	25.00
		25-Sep-2006	25.00
		02-Oct-2006	25.00
		09-Oct-2006	25.00

Total Balance 714.70 **Total** 714.70

Enter No. of Instalments or Amount

No. of Instalments: 2
Amount: 50.00

Continue Quit

Instalments Due Form

Plan No.

This is the Plan Number for the Payment Plan Instalments.

Offences

The Offences section shows the outstanding Tickets, their outstanding Balance and the overall Total Outstanding Balance of the offences remaining on the Plan.

Instalments

The Instalments section shows the outstanding Instalments and their Amounts for the Plan along with the Total Amount remaining on Instalments. The Total Balance and Total fields should be the same value.

No. of Instalments

The Number of instalments field is used to enter in the number of instalments that are to be receipted with this transactions. When entered the Amount field is automatically populated with the combined value of the number of instalments nominated. This field can be left blank and an Amount entered into the Amount field.

Amount

The Amount field is automatically populated when the Number of Instalments is entered. However if the No. of Instalments field is left blank then an Amount can be entered directly into this field.

Refunds Module

Refunds Receipt Selection Form

The Infringement Refunds Receipt Selection Form is displayed from within the Refunds Module when a Refund for an Infringement is entered. It shows the details of the Receipts that have been processed against the selected Infringement and allows for the entry of the Refund Amount.

Date	Receipt	Fee Type	Balance	Refund
28-Sep-2000	393292	Expiation Fee	75.50	

Infringement Allocation Line Maintenance Form

Offence Details

The Offence Details for the infringement that was selected on the previous form is displayed in this field. This field cannot be maintained.

Date

The Date of the Receipt is displayed in this field.

Receipt

The Receipt Number is displayed in this field.

Fee Type

The description of the Fee Type that the Receipt was for is displayed in this field.

Balance

The Balance of the Receipt Amount is displayed in this field. This represents the amount that can be refunded up to.

Refund

Enter in the amount that is to be Refunded against the Receipt. This Refund Amount cannot be greater than the Balance Amount.

Comments

The Comments field requires entry when the Refund is being done. The process will not proceed without Comments being entered for the Refund.