

Putting a trap on hold

The screenshot shows the 'Home Portal' interface for a 'Cashier Officer'. The 'Home' tab is selected and highlighted with a red circle. A callout box labeled 'Step 1' points to this tab with the text 'Click on the Home tab'. Below the navigation bar, there is a 'Centralised Alerts' section. A red box highlights the alert 'There are 10 Cat Traps Hire Details.' with a yellow warning icon. A callout box labeled 'Step 2' points to this alert with the text 'Click link'.

Home Portal

Cashier Officer

help close refresh page show available portlets page layout

Centralised Alerts

Refresh

All Alerts 2

There are 1858 Current Disable Parking Permits.

There are 10 Cat Traps Hire Details.

Step 1
Click on the Home tab

Step 2
Click link

There are 10 Cat Traps Hire Details.

Drag a column header here to group by that column

RAM_ID	DECISION	Date_of_Hire	Date_On_Hold	Date_Of_Extension	Date_Due_Back	First_Name	Last_Name	Property_Address	Suburb	Phone	Email_Address	RAM_PRC
CSTrap01	Available											325748
CSTrap02	Damaged	15-Dec-2022 00:0...				Erin	Blek	5/99 Kikkham Road	DANDESOUTH	0416 114 235	erinblek_72@hot...	325750
CSTrap03	Hired	16-Oct-2023 00:0...			23-Oct-2023 00:0...	Michael	Selemba	18 Neale Street	SPRINGVALE	0418 559 599		325753
CSTrap04	Available											325754
CSTrap05	Hired	13-Oct-2023 00:0...				Maria P	Gabbe	3 Ieman Crescent	NOBLEPARK	0404308015		325755
CSTrap06	Available											325757
CSTrap07	Available											325758
CSTrap08	Available											325759
CSTrap09	Available											325761
CSTrap10	Available											325763

Step 3
Click on [link to trap that is available](#)

Rams - Application Process

Cat Trap Id: Customer Services Cat Traps 09

Address: Civic Centre - Municipal Offices 397-405 Springvale Road SPRINGVALE VIC 3171
 Legal Description: Lot 1 TP 208759 Vol 9023 Fol 092 & Part Lot 13 LP 4817 Vol 9023 Fol 092 & Part Lot 1 LP 8295 Vol 8861 Fol 230 & Part
 Owner Assocs: (From Property) City of Greater Dandenong
 Applicant: City of Greater Dandenong
 Property No: 123220, Assessment No: 04348 || Land No: 467705 Area: 0.0000, Land No: 439025 Area: 0.0000, Land No: 439015 Area:

Status: Role Name:
 Completion Date: User ID:
 Stage/Decision: Cat Trap Available

Application Details

Full Details: Customer Services Cat Traps 09

Process ID:

Custom Fields

☐ Inherit Custom Fields from Parent Application

Date

Date of Hire:
 Date Due Back:
 Date of Extension:
 Date On Hold:

Text

First Name:
 Surname:
 Property Address:
 Suburb:
 Phone/Mobile:
 Email Address:

Step 5
Click Save

Step 4

1. Complete all the highlighted area.
2. Select 'Date On Hold'.

Rams - Application Process

Cat Trap Id: Customer Services Cat Trap 8

Address: Municipal Office & Library 225 Lonsdale Street DANDENONG VIC 3175
 Legal Description: Lot 2077 TP 949146 & Lot 2076 TP 949146 & Lot 2 LP 110818 Vol 9035 Fol 037 & Part Por 19 Sec 26
 Owner Assocs: (From Property) City of Greater Dandenong
 Applicant: City of Greater Dandenong
 Property No: 468910, Assessment No: || Land No: 501015 Area: 3401.0000 Sq Metres, Land No: 501010 Area: 114.0000 S

Custom Fields

☐ Inherit Custom Fields from Parent Application

Date

Date of Hire:
 Date Due Back:
 Date of Extension:
 Date On Hold:

Text

First Name:
 Surname:
 Property Address:
 Suburb:
 Phone/Mobile:
 Email Address:

Step 6
Click 'Events List'.

Maintain | help | back | home | close | clear | retrieve

Application's Events

Cat Trap Id: | Address: Municipal Office & Library 225 Lonsdale Street DANDENONG VIC 3175
 Process ID: | Legal Description: Lot 2077 TP 949146 & Lot 2076 TP 949146 & Lot 2 LP 110818 Vol 9035 Fol 037 & Part Por 19 Sec 26 plus 4 more...
 Primary Group: CatTraps | Owner Assocs: (From Property) City of Greater Dandenong
 Primary Category: CSCatTraps | Applicant: City of Greater Dandenong
 Property No: 468910, Assessment No: || Land No: 501015 Area: 3401.0000 Sq Metres, Land No: 501010 Area: 114.0000 Sq Metres, Land

Events (1)

Description	Decision	Status	Started	Target	Final
Trap hired?		Current			
Event Process: CatTrapIni					
(New Event)					

☐ Clear Filter
☐ All Filters
☒ Current
☒ Future
☐ Past

TIP

Right click on  - untick past - so you only see current events.

Maintain | help | back | home | close | clear | retrieve

Application's Events

Cat Trap Id: | Address: Civic Centre - Municipal Offices 397-405 Springvale Road SPRINGVALE VIC 3171
 Process ID: | Legal Description: Lot 1 TP 208759 Vol 9023 Fol 092 & Part Lot 13 LP 4817 Vol 9023 Fol 092 & Part Lot 1 LP 8295 Vol 8861 Fol 230 & Part L
 Primary Group: CatTraps | Owner Assocs: (From Property) City of Greater Dandenong
 Primary Category: CSCatTraps | Applicant: City of Greater Dandenong
 Property No: 123220, Assessment No: 04348 || Land No: 467705 Area: 0.0000, Land No: 439025 Area: 0.0000, Land No: 439015 Area:

Events (1)

Description	Decision	Status	Started	Target	Final
Trap hired?		Current	6/03/2018 1:34:29 PM		
Event Process: Event D...					
NoOnHold No - On Hold Yes Yes					
(New Event)					

Step 7

Question: Trap Hired?

Answer: Click  and select 'No - On Hold'.