

# Hiring a trap

Home Portlet

Centralised Alerts

Refresh

All Alerts 2 PR Regulat... 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 |
|--------------------------|-----------|----------------------|--------------|-------------------|----------------------|------------|-----------|-------------------|------------|--------------|--------------------|---------|
| <a href="#">CSTrap01</a> | Available |                      |              |                   |                      |            |           |                   |            |              |                    | 325748  |
| <a href="#">CSTrap02</a> | Damaged   | 15-Dec-2022 00:00... |              |                   |                      | Ein        | Blek      | 5/99 Kirkham Road | DANDESOUTH | 0416 114 235 | erinblek_72@hot... | 325750  |
| <a href="#">CSTrap03</a> | Hired     | 16-Oct-2023 00:00... |              |                   | 23-Oct-2023 00:00... | Michael    | Selemba   | 18 Neale Street   | SPRINGVALE | 0418 559 599 |                    | 325753  |
| <a href="#">CSTrap04</a> | Available |                      |              |                   |                      |            |           |                   |            |              |                    | 325754  |
| <a href="#">CSTrap05</a> | Hired     | 13-Oct-2023 00:00... |              |                   |                      | Maria P    | Gabbe     | 3 Ieman Crescent  | NOBLEPARK  | 0404308015   |                    | 325755  |
| <a href="#">CSTrap06</a> | Available |                      |              |                   |                      |            |           |                   |            |              |                    | 325757  |
| <a href="#">CSTrap07</a> | Available |                      |              |                   |                      |            |           |                   |            |              |                    | 325758  |
| <a href="#">CSTrap08</a> | Available |                      |              |                   |                      |            |           |                   |            |              |                    | 325759  |
| <a href="#">CSTrap09</a> | Available |                      |              |                   |                      |            |           |                   |            |              |                    | 325761  |
| <a href="#">CSTrap10</a> | Available |                      |              |                   |                      |            |           |                   |            |              |                    | 325763  |

Step 3  
Click on link to trap that is available

**Maintain** help back home close clear retrieve

**Actions to Perform**

- Copy Application
- Primary Property Transfer
- Save and Email Responsible Officer
- Alter Parent/Child
- Save and Clear
- Save**
- Delete

**Links** Functions

**Sections to Display**

**Charge Enquiry**

**Condition Enquiry**

**Rams - Application Process**

Cat Trap Id: CStrap08 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: 11 Land No: 501015 Area: 3401.0000 Sq Metres, Land No: 501010 Area: 114.0000 Sq Metres

**Related Applications**

**Custom Fields**

Inherit Custom Fields from Parent Application

| Date                    | Text                             | Value |
|-------------------------|----------------------------------|-------|
| Date of Hire: 8/03/2018 | First Name: Beverley             |       |
| Date Due Back:          | Surname: MacFarlane              |       |
| Date of Extension:      | Property Address: 1 Clow Street  |       |
| On Hold:                | Suburb: DANDENONG DANDENONG 3175 |       |
|                         | Phone/Mobile: 0415145142         |       |
|                         | Email Address: bmacfa@gmail.com  |       |

**Miscellaneous**

Record Link:

#### Step 4

1. Complete all the highlighted area.
2. Select Date of Hire

#### Step 5

Click Save

**Maintain** help back home close clear retrieve

**Actions to Perform**

- Copy Application
- Primary Property Transfer
- Save and Email Responsible Officer
- Alter Parent/Child
- Save and Clear
- Save
- Delete

**Links to other Functions**

- Charges List
- Events List**
- Conditions List
- Letter Processing
- Checklist Maintenance
- Add a Process / Child Application
- Charge Enquiry
- Condition Enquiry

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**Related Applications**

**Custom Fields**

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| Date                    | Text                             | Value |
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| Date of Hire: 8/03/2018 | First Name: Beverley             |       |
| Date Due Back:          | Surname: MacFarlane              |       |
| Date of Extension:      | Property Address: 1 Clow Street  |       |
| On Hold:                | Suburb: DANDENONG DANDENONG 3175 |       |
|                         | Phone/Mobile: 0415145142         |       |
|                         | Email Address: bmacfa@gmail.com  |       |

#### Step 6

Click 'Events List'.

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

**Application's Events**

Cat Trap Id: CStrap08 | Address: Municipal Office & Library 225 Lonsdale Street DANDENONG VIC 3175  
 Process ID: 324437 | 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 | Fin |
|-------------|----------|---------|---------|--------|-----|
| Trap hired? |          | Current |         |        |     |
| (New Event) |          |         |         |        |     |

Event Process: CatTrapIni | Event Code: Tra

Right click on  to open the filter menu.

Filter Menu Options:

- Clear Filter
- All Filters
- Current
- Future
- Past

**TIP**

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

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

**Application's Events**

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**Events (1)**

| Description | Decision | Status  | Started              | Target | Fin |
|-------------|----------|---------|----------------------|--------|-----|
| Trap hired? |          | Current | 6/03/2018 9:52:03 AM |        |     |

Event Process: Event D... | Description: NoOnHold No - On Hold

**Step 7**

Question: Trap Hired?

Answer: Click  and select 'Yes'

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

**Application's Events**

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**Events (1)**

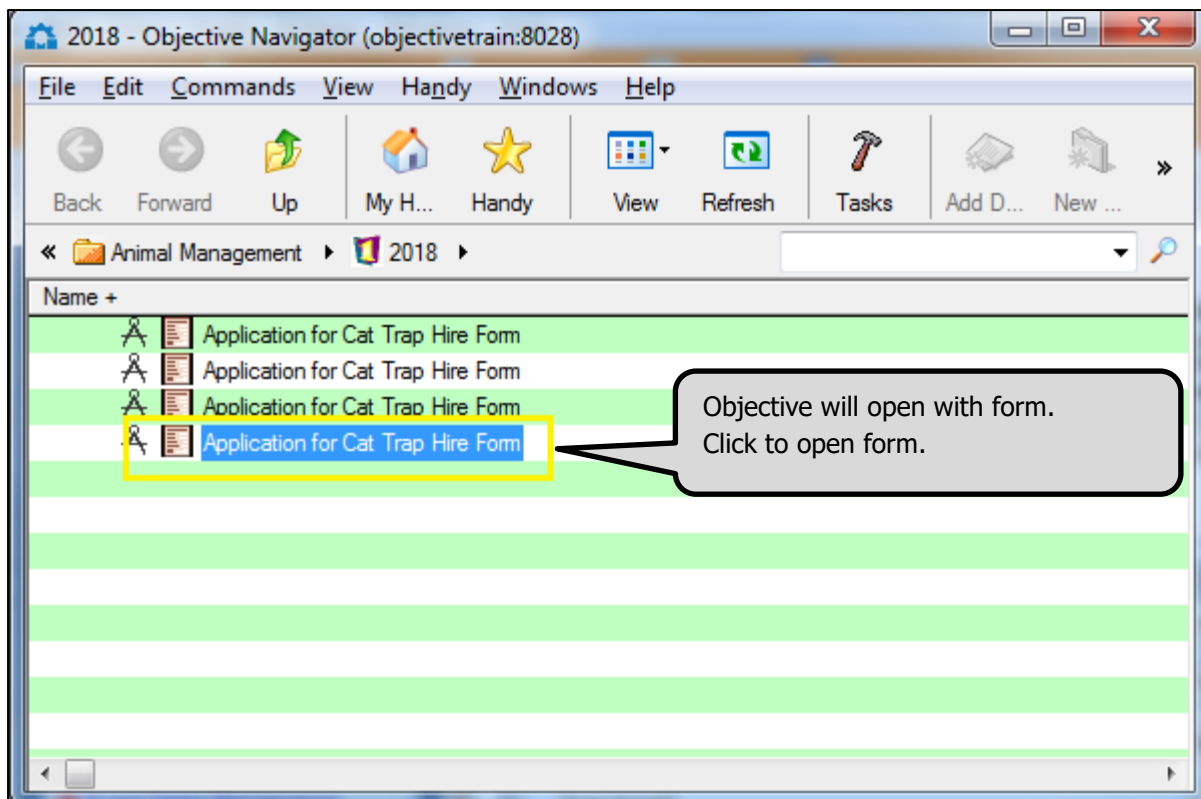
| Description                                       | Decision | Status  | Started              | Target | Fin |
|---------------------------------------------------|----------|---------|----------------------|--------|-----|
| Are the Trap Hire date and Hirer details correct? |          | Current | 8/03/2018 2:33:35 PM |        |     |

Event Process: Event D... | Description: Yes Yes

**Step 8**

Question: Are the Trap Hire date and Hirer details correct?

Answer: Click  and select 'Yes'



GREATER DANDENONG  
City of Opportunity

**Application for Cat Trap Hire Form**  
Cat Trap Number: CSTrap08

Refundable Deposit Fee: \$140.00

**Applicant's details**

|                                        |                            |
|----------------------------------------|----------------------------|
| First name: <b>Beverley</b>            | Surname: <b>MacFarlane</b> |
| Postal address: <b>1 Clow Street</b>   |                            |
| Suburb: <b>DANDENONG</b>               | Postcode: <b>3175</b>      |
| Phone number/mobile: <b>0415145142</b> |                            |
| Email address: <b>bmacfa@gmail.com</b> |                            |

### Last Step

Print form for customer to sign.