

Carparking permit search and renew using permit holders name

The screenshot shows the 'Cashier Officer' application interface. On the left, there are three main menu categories: 'Name Menu' (with 'Name Enquiry' and 'Name Maintenance'), 'Property Menu' (with 'Property Enquiry', 'Property View', and 'Property Maintenance'), and 'Address Menu' (with 'Address Enquiry' and 'Address Maintenance'). In the center, there is a 'Receipting Menu Cashiers' section with a 'Receipt Entry' link. On the right, there is a 'Regulatory' section with several links: 'Application Creation Wizard', 'Application Process Enquiry' (highlighted with a yellow box), 'Application Process Maintenance', 'Regulatory Letters Maintenance', 'Application Events List', 'Application Charges List', 'Regulatory Payment Reference View', and 'Regulatory Payment Reference Enquiry'. Below this is a 'Journals' section with 'Journal Enquiry' and 'Journal Maintenance'. A large grey callout box with a speech bubble tail pointing to the 'Application Process Enquiry' link contains the following text: 'Step 1' in red, 'From your workplace' in red, and 'Select "Application Process Enquiry"' in bold black.

The screenshot shows the 'Application Process' search screen. At the top, it says 'General'. Below this, there is a section 'Choose a Destination Function.' with four radio buttons: 'Application Process Maintenance' (selected), 'Events List', 'Letter Processing', and 'Charges List'. Below this are several search criteria fields: 'Application ID:' with a dropdown menu showing 'like', 'Primary Group:' with a dropdown menu showing '=', 'Primary Category:' with a dropdown menu showing '=', 'Sub-Category:' with a dropdown menu showing '=', and 'Locality Name:' with a dropdown menu. To the right of these fields is a large grey callout box with a speech bubble tail pointing to the 'Saved Search' button. The callout contains the text: 'Step 2' in red, and 'Click Saved Search' in bold black. Below the search criteria fields is a section 'Additional Criteria' with a search bar, a 'Retrieve' button, and a 'Saved Search' button (highlighted with a yellow box). Below the search bar are two more dropdown menus, one showing 'like' and another showing a red 'X'. At the bottom, there are several links: 'Add Criteria', 'Clear Criteria', 'Clear Values', 'Save Search', and 'Load Search'. Below these links is a table with the following columns: 'Application ID', 'Primary Category', 'Status', 'Stage/Decision', 'Date22', 'Text21', and an empty column. Above the table, there is a blue bar with the text 'Drag a column header here to group by that column'.

Application Process

General

Choose a Destination Function.

☒ Application Process Maintenance
 ☐ Events List
☐ Letter Processing
 ☐ Charges List

Application ID: like
 Primary Group: =
 Primary Category: =
 Sub-Category: =
 Street:
 Locality Name:

Additional Criteria

Search: Retrieve

Drag a column header here to group by that column

Application ID / Primary Group

Step 3

Click on Carpark Name Search

Generic Template Picklist

☒ help clear retrieve
 Template Name: like
 Description: like
 Availability: All Available

Template Name	Description	Availability
CAR PARK NAME SEARCH	CAR PARK NAME SEARCH	CTOURN
CAT TRAP HIRE	CAT TRAP HIRE	CTOURN

Delete OK Cancel

Application Process

General

Choose a Destination Function.

☒ Application Process Maintenance
 ☐ Events List
☐ Letter Processing
 ☐ Charges List

Application ID: like
 Primary Group: = CarParkPm
 Primary Category:
 Sub-Category:
 Street:
 Locality Name:

Additional Criteria

Search: Retrieve Saved Search

Text21 like %Ziggy Kempin

Add Criteria Clear Criteria Clear Values Save Search Load Search

Drag a column header here to group by that column

Application ID	Primary Category	Status	Stage/Decision	Date22	Text21
WalkGen096	CPWalker	Current	ParkIssued	31/12/2022 12:00:00 AM	Ziggy Kempin

Step 4

Enter the full name of the permit holder with a % in the beginning

Then click Retrieve

Step 5

Click on result received

Rams - Application Process

Parking No.: Car Parking Permits - Walker Street General Permits

Address: Walker Street Reserve - Multi Storey Carpark 35-37 Walker Street DANDENONG VIC 3175
 Legal Description: Lot 1 TP 903680 Part Por 10 Sec 2 Vol 9394 Fol 045 & Part Por 9 Sec 2 & Lot Road LP 51843 Pa
 Owner Assocs: (From Property) City of Greater Dandenong
 Applicant: Ziggy Kempin
 Property No: 370635, Assessment No: 79036 || Land No: 370635 Area: 0.0000 ,Land No: 370640 Area: 0.0000 .L

Date	Text	Value
Permit From:*	01/02/2022	Permit Holder Name* Ziggy Kempin
Permit Expiry:	30/09/2022	Org Contact/Dept:
Reprint Date:		Unit Number: 10
Permit Cancelled:		Street Name/PO Box: Grain Court
		Suburb/Postcode: Hallam 3972
		Contact Phone: 0411 387 234
		Email Address: Ziggy.Kempin@gmail.com
	Permit Type:*	General General
	Area:*	Level 4-R Level 4 - Roof

Step 6

Confirm the permit holder's details are still current. If not, update the field and click save

Rams - Application Process

Parking No.: Car Parking Permits - Walker Street General Permits

Address: Walker Street Reserve - Multi Storey Carpark 35-37 Walker Street DANDENONG VIC 3175
 Legal Description: Lot 1 TP 903680 Part Por 10 Sec 2 Vol 9394 Fol 045 & Part Por 9 Sec 2 & Lot Road LP 51843 Pa
 Owner Assocs: (From Property) City of Greater Dandenong
 Applicant: Ziggy Kempin
 Property No: 370635, Assessment No: 79036 || Land No: 370635 Area: 0.0000 .L

Status and Decision

Role Name:

User ID:

Car Park Available

Full Details: Car Parking Permits - Walker Street General Permits

Step 7

Click Event List

TIP #1 Change your view to see only the current events

Application's Events

Car Park Appl #: GEN10/00001
 Process ID: 161323
 Primary Group: MDCarpark
 Primary Category: General-NR

Address: 35-37 Walker Street DANDENONG VIC 3175
 Legal Description: Lot 1 TP 171693 Part Por 7 Sec 2 Vol 9307 Fol 454 & Part Por 9 Sec 2 & Lot Road LP 51843 Part Por 1 Sec
 Owner Assocs: (From Property) City of Greater Dandenong
 Multi Deck Parking Tenant: Linda Ye
 Property No: 370635, Assessment No: 79036 Land No: 370630 Area: 0.0000, Land No: 370640 Area: 0.0000, Land No: 370640 Area: 0.0000

Events (31)

Description	Status
Is New Permit Start Date Correct and	Past
For how many Months is the Permit Required:	Past
What Fee are we charging	Past
Print Invoice	Past

Tip#1
 Right click on Status and uncheck Past

Application's Events

Parking No.: WalkGen096
 Process ID: 397658
 Primary Group: CarParkPrm
 Primary Category: CPWalker

Address: Walker Street Reserve - Multi Storey Carpark 35-37 Walker Street DANDENONG VIC 3175
 Legal Description: Lot 1 TP 903680 Part Por 10 Sec 2 Vol 9394 Fol 045 & Part Por 9 Sec 2 & Lot Road LP 51843 Part Por
 Owner Assocs: (From Property) City of Greater Dandenong
 Applicant: Ziggy Kempin
 Property No: 370635, Assessment No: 79036 Land No: 370635 Area: 0.0000, Land No: 370640 Area: 0.0000, Land No: 370640 Area: 0.0000

Events (1)

Description	Decision	Status	Started	Target	Finalised	Role
What Action is Required?		Current	04/07/2022 1			

Event Process:

Event D...	Description
CancelPerm	Cancel Car Parking permit
NewPerm	Create New Car Parking Permit
RenewPerm	Renew Car Parking Permit
ReplAccs	Replace Access Card
Reprint	Reprint Car Parking Permit

Step 8 Question: What action is Required?
 Click

Application's Events

Parking No.: WalkGen096
 Process ID: 397658
 Primary Group: CarParkPrm
 Primary Category: CPWalker

Address: Walker Street Reserve - Multi Storey Carpark 35-37 Walker Street DANDENONG VIC 3175
 Legal Description: Lot 1 TP 903680 Part Por 10 Sec 2 Vol 9394 Fol 045 & Part Por 9 Sec 2 & Lot Road LP 51843 Part Por
 Owner Assocs: (From Property) City of Greater Dandenong
 Applicant: Ziggy Kempin
 Property No: 370635, Assessment No: 79036 Land No: 370635 Area: 0.0000, Land No: 370640 Area: 0.0000, Land No: 370640 Area: 0.0000

Events (1)

Description	Decision	Status	Started	Target	Finalised	Role
Identify Length of Permit		Current	11/09/2022 1			

Event Process:

Event D...	Description
1 Year	Length of Permit 1 Year
2 Year	Length of Permit 2 Years
3 Month	Length of Permit 3 Months
3 Year	Length of Permit 3 Years
6 Month	Length of Permit 6 Months

Step 9
 Question: Identify Length of Permit
 Click

Click  'Select relevant carpark and permit type

Click on carparking permit journal

Click to Accept, if you are confident the amount is correct. If not go to CA and check

Maintain ? help back home close clear retrieve

Application's Events

Parking No: WalkGen096
 Process ID: 397658
 Primary Group: CarParkPm
 Primary Category: CPWalker

Address: Walker Street Reserve - Multi Storey Carpark: 35-37 Walker Street DANDENONG VIC 3175
 Legal Description: Lot 1 TP 903680 Part Por 10 Sec 2 Vol 9394 Fol 045 & Part Por 9 Sec 2 & Lot Road LP 51843 Part Por 1
 Owner Assocs: (From Property) City of Greater Dandenong
 Applicant: Ziggy Kempin
 Property No: 370635, Assessment No: 79036 || Land No: 370635 Area: 0.0000, Land No: 370640 Area: 0.0000, Land No:

Events (1)

Description	Decision	Status	Started	Target
Print Invoice	Event Process: Event D...	Current	12/09/2022 9:08:00 AM	CarParkPm
(New Event)	Yes	Yes		

Step 13

Question: Print invoice

Select Yes

2022 - Objective N
 File Edit Commands

Back Forward Up My Ho... Handy View Refresh Tasks Add D... New F... Edit

Objective Global Folder Utility PR Filing Exceptions 2022

Name	Id	Last Updated	File Number
Car Parking Permit Tax Inv...	A374...	07/09/2022 10:37:1...	qA673685
Car Parking Permit Tax Inv...	A374...	07/09/2022 10:40:5...	qA673685
Car Parking Permit Tax Inv...	A374...	07/09/2022 10:46:2...	qA673685
Car Parking Permit Tax Inv...	A374...	07/09/2022 11:20:2...	qA673685
Car Parking Permit Tax Inv...	A374...	07/09/2022 11:21:4...	qA673685
Car Parking Permit Tax Inv...	A374...	07/09/2022 11:24:2...	qA673685
Car Parking Permit Tax Inv...	A374...	07/09/2022 11:26:5...	qA673685
Car Parking Permit Tax Inv...	A374...	07/09/2022 11:47:2...	qA673685
Car Parking Permit Tax Inv...	A374...	07/09/2022 11:50:2...	qA673685
Car Parking Permit Tax Inv...	A374...	12/09/2022 10:15:2...	qA673685
New Car Parking Permit	A374...	06/09/2022 03:24:0...	qA673685
New Car Parking Permit	A374...	06/09/2022 03:25:4...	qA673685
New Car Parking Permit	A374...	06/09/2022 03:28:2...	qA673685

Step 14

The invoice link will open in Objective. Click to open the word document. Then print it

Application's Events

Process ID: WalkGen096
 Primary Group: CarParkPm
 Primary Category: CPWalker

Address: Walker Street Reserve - Multi Storey Carpark: 35-37 Walker Street DANDENONG VIC 3175
 Legal Description: Lot 1 TP 903680 Part Por 10 Sec 2 Vol 9394 Fol 045 & Part Por 9 Sec 2 & Lot Road LP 51843 Part Por 1
 Owner Assocs: (From Property) City of Greater Dandenong
 Applicant: Ziggy Kempin
 Property No: 370635, Assessment No: 79036 || Land No: 370635 Area: 0.0000, Land No: 370640 Area: 0.0000, Land No: 476535 Area: 0.0000

Events (1)

Description	Decision	Status	Started	Target	Finalised
Print/Reprint Car Parking Permit	Event Process: Event D...	Current	12/09/2022 10:15:00 AM	CarParkPm	
(New Event)	Yes	Yes			

Step 15

Question: Print/Reprint Car Parking Permit

Select Yes

