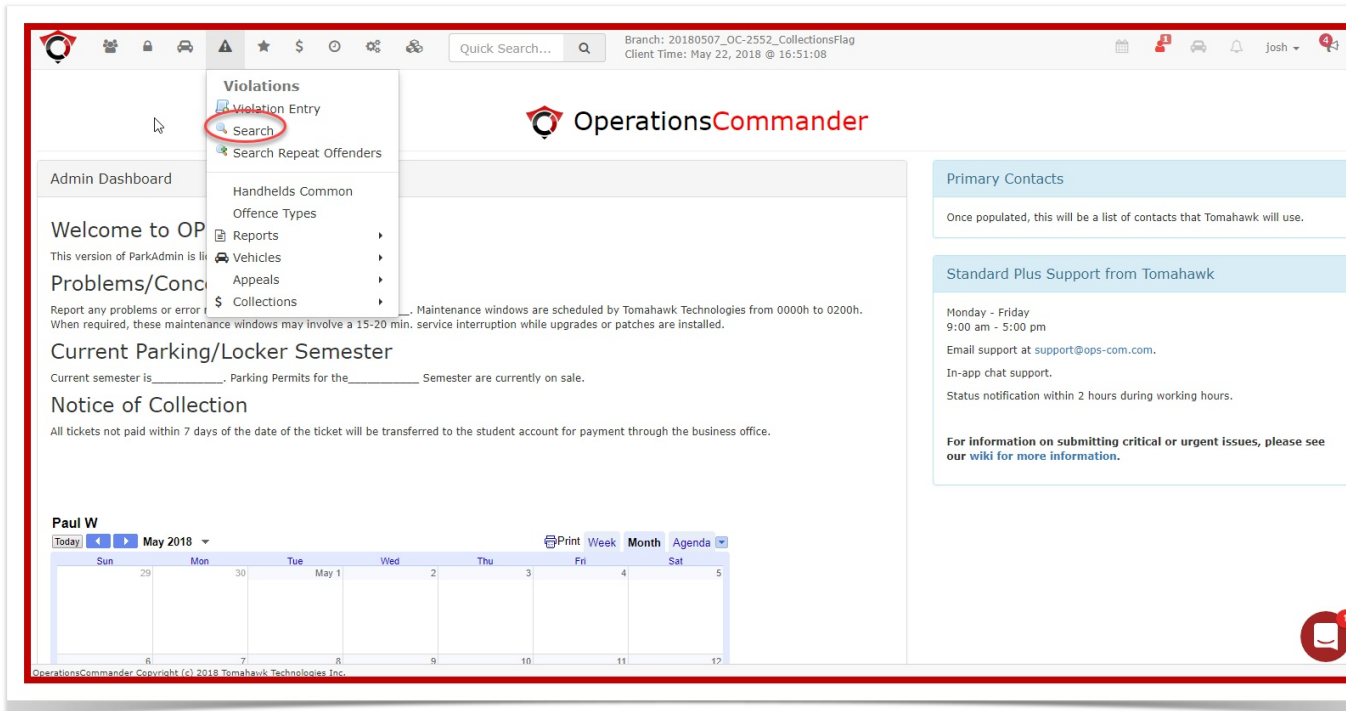


# Collections - Flag as Sent to Collections

1. To set the flag, open the violation search page.



2. Enter the violation that is being flagged. In this case it is TT-10001. Select the ticket # to open the Violation Information page.

The screenshot displays the OperationsCommander web application interface. On the left, a search form is visible with the following fields and values:

- Search Text: tt-10001
- First Name: (empty)
- Last Name: (empty)
- Student / Employee #: (empty)
- Drivers Licence: (empty)
- Date Search by: Issued Date
- Start Date: (empty)
- up to and including: (empty)
- User State: All

Below the search form, a table lists one record:

TICKET #	USERNAME	PLATE	PROV	DESCRIPTION
TT-10001	sjamieson	SJAM	ON	Parked - Expired Parking Permit ISSUED: Feb. 21, 2018 DUE: Mar. 13, 2018 Private Property

A red arrow points from the 'TT-10001' ticket number in the table to the 'Violation Information' panel on the right. The 'Violation Information' panel displays the following details:

- Ticket: **TT-10001-G5**
- Date Issued: Wed. Feb 21, 2018 at 15:43
- Date Due: Mar 13, 2018
- Ticket Type: Private Property
- Licence plate: SJAM
- Province: Ontario
- Plate Type: Passenger
- Steph Jamieson (Primary Driver)
- Offences: Parked - Expired Parking Permit \$50.00
- Offence Location: Arena
- Ticket Writer: jmulloy
- Entered By: jmulloy
- Fine: \$50.00
- Total: **\$50.00**

At the bottom of the 'Violation Information' panel, there is an 'Action' dropdown menu and a 'Close Window' button. Below this, there is a 'Violation Notes' section with a text area and an 'Add Note' button.

3. Select the Action box and enable 'Flag as Sent to Collections'. Click Ok.



## Violation Information

[Edit](#)

Ticket: **TT-10001-G5**

Date Issued: Wed. Feb 21, 2018 at 15:43

Date Due: Mar 13, 2018

Ticket Type: Private Property

Licence plate: SJAM

Province: Ontario

Plate Type: Passenger

Steph Jamieson sjamieson **Primary Driver**

Offences:

Parked - Expired Parking Permit \$50.00

Offence Location: Arena

Ticket Writer: jmulloy

Entered By: jmulloy

Fine: \$50.00

Total: **\$50.00**

Action ▾

Close Window

- Edit / Update
- Flag as Sent to Collections
- Make Payment
- Link to Incident

### Violation Notes

Add Note

Revision #2

Created 8 May 2024 09:04:48

Updated 11 September 2024 13:40:49