

# Collections - Flag as Sent to Collections

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

The screenshot displays the OperationsCommander web application interface. The top navigation bar includes a 'Quick Search...' field and the user's name 'josh'. The 'Violations' menu is open, with the 'Search' option highlighted by a red circle. The main content area features a dashboard with sections for 'Welcome to OP', 'Problems/Conc', 'Current Parking/Locker Semester', and 'Notice of Collection'. A calendar for May 2018 is visible at the bottom left. The footer contains the text 'OperationsCommander Copyright (c) 2018 Tomahawk Technologies Inc.'

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:

- Towing Charged:**
- Search Text:** tt-10001
- and/or:**
- First Name:**
- Last Name:**
- Student / Employee #:**
- Drivers Licence:**
- Date Search by:** Issued Date
- Start Date:**
- up to and including:**
- User State:** All

Below the search form, there are buttons for "Search using only text" and "Search with text and date range".

The search results show a table with the following data:

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

The ticket ID "TT-10001" is circled in red. A red arrow points from this circle 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**
- 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 panel, there is an "Action" dropdown menu and a "Close Window" button.

Below the violation information, 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