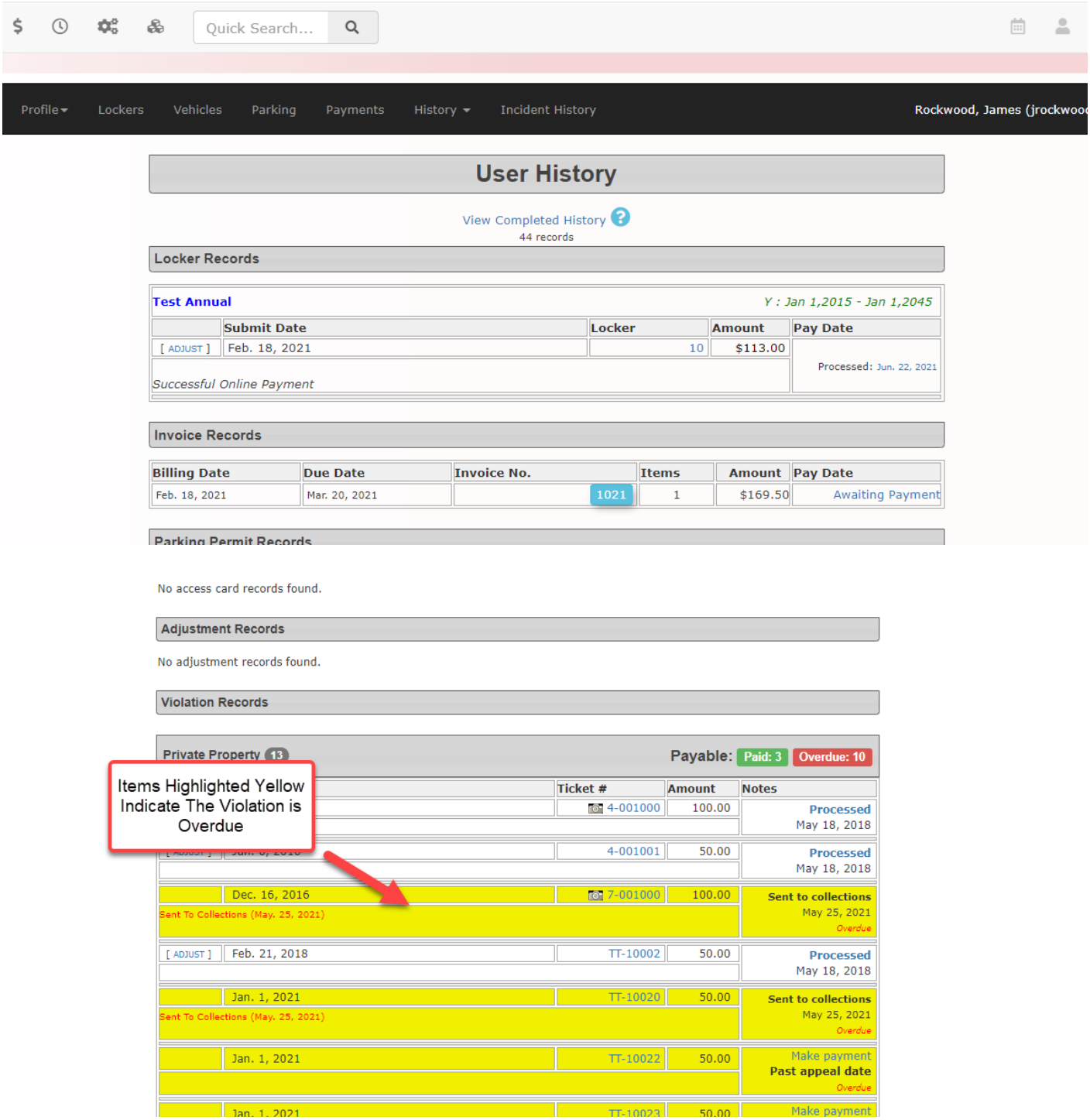
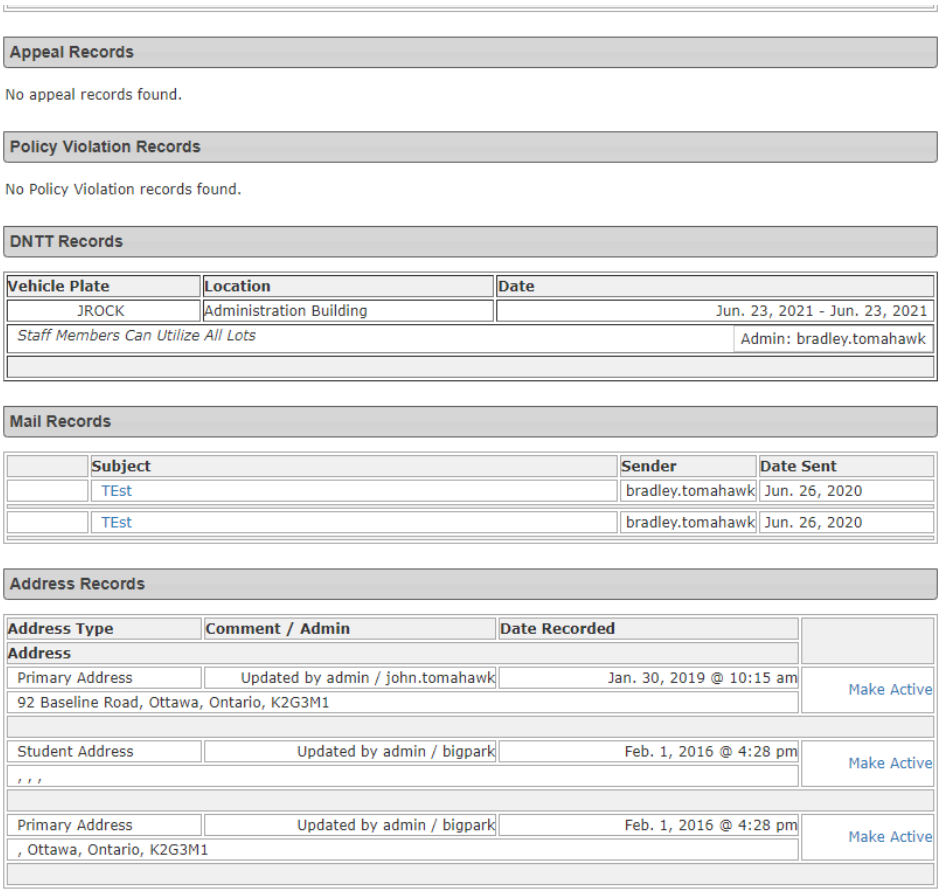
User - History Tab

There are a number of links on this page that administrators can select to get additional information, make edits, adjustments and/or refunds.





Appeal Records

No appeal records found.

Policy Violation Records

No Policy Violation records found.

DNTT Records

Vehicle Plate	Location	Date
JROCK	Administration Building	Jun. 23, 2021 - Jun. 23, 2021
Staff Members Can Utilize All Lots		Admin: bradley.tomahawk

Mail Records

	Subject	Sender	Date Sent
	TEst	bradley.tomahawk	Jun. 26, 2020
	TEst	bradley.tomahawk	Jun. 26, 2020

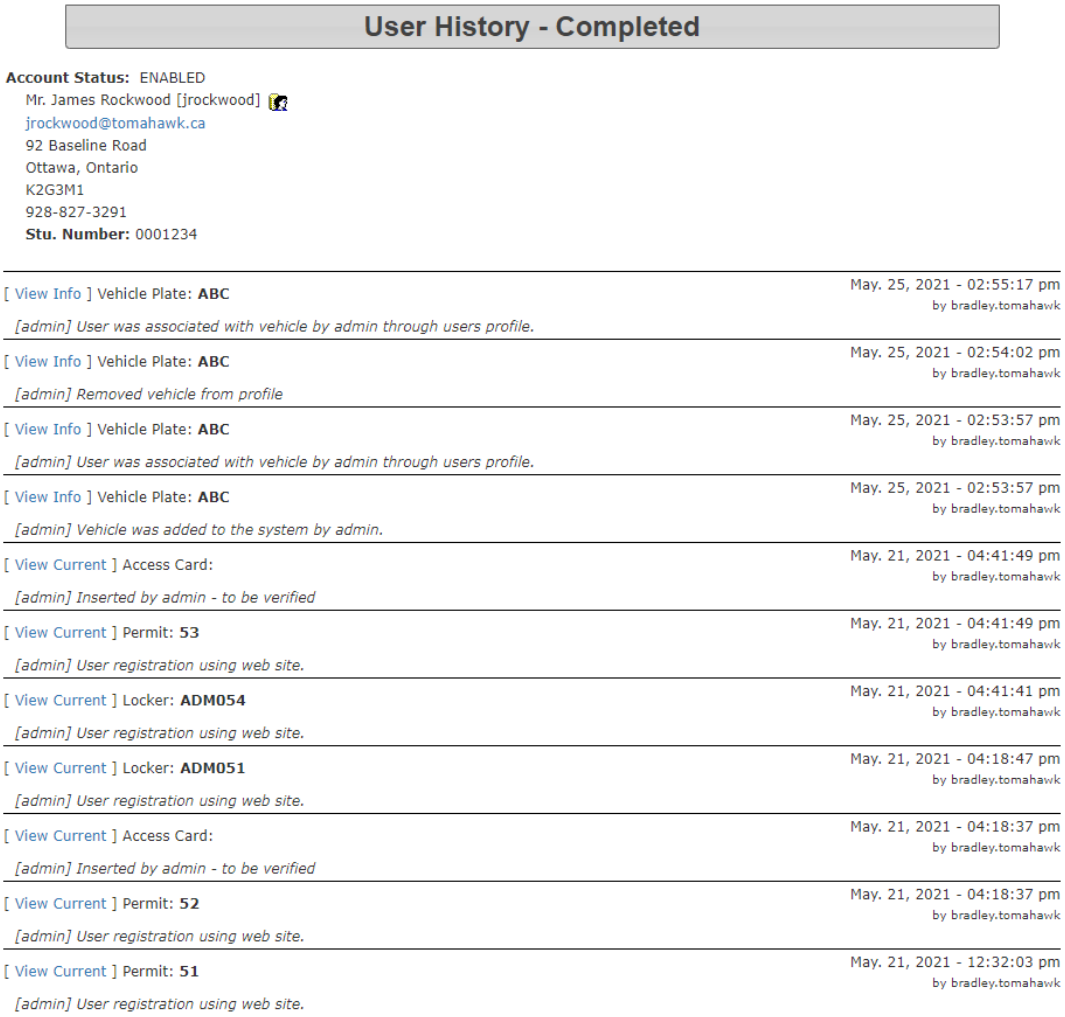
Address Records

Address Type	Comment / Admin	Date Recorded	
Address			
Primary Address	Updated by admin / john.tomahawk	Jan. 30, 2019 @ 10:15 am	Make Active
92 Baseline Road, Ottawa, Ontario, K2G3M1			
Student Address	Updated by admin / bigpark	Feb. 1, 2016 @ 4:28 pm	Make Active
, , ,			
Primary Address	Updated by admin / bigpark	Feb. 1, 2016 @ 4:28 pm	Make Active
, Ottawa, Ontario, K2G3M1			

View Completed History

This view has the transactions ordered by date with the most recent transaction at the top of the list.

Administrators can select the View links to get additional information on each of the transactions, make edits, adjustments or refunds.

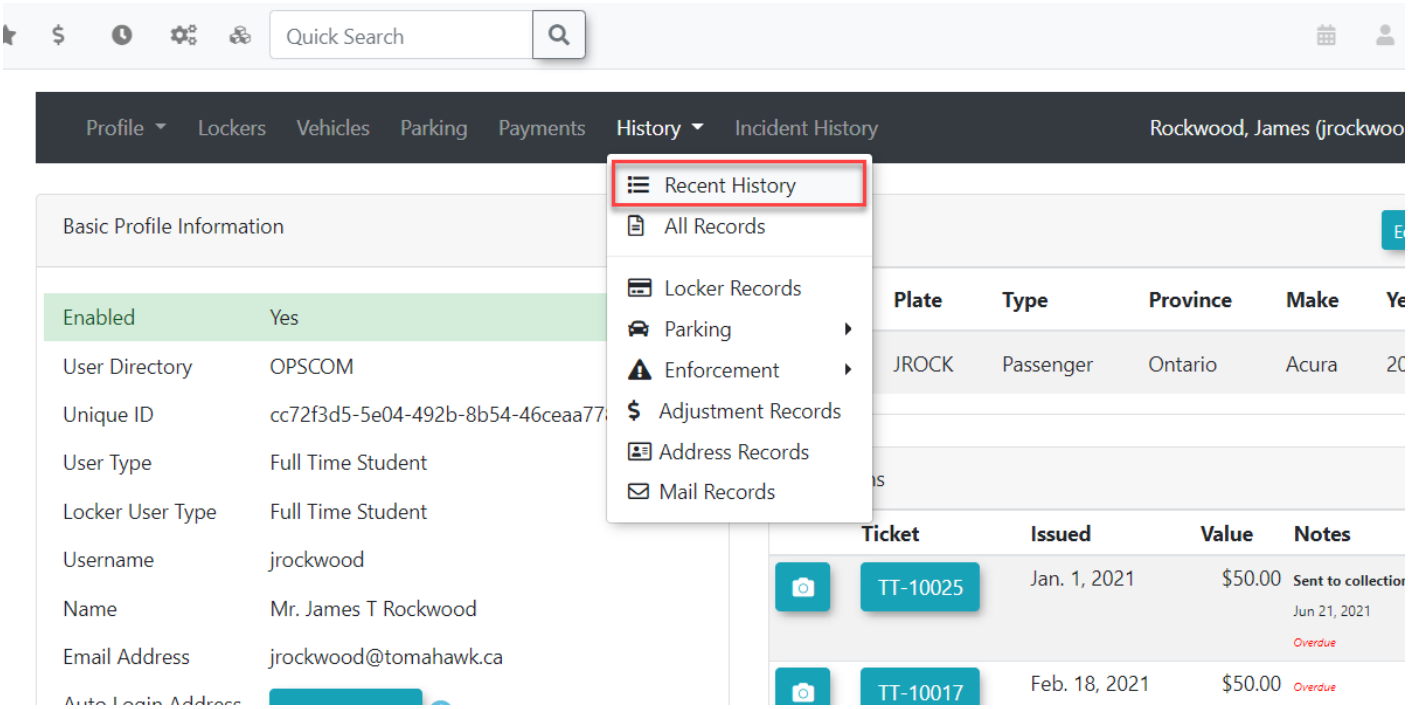


The **Email link** brings up a screen that allows administrators to email the specific user.

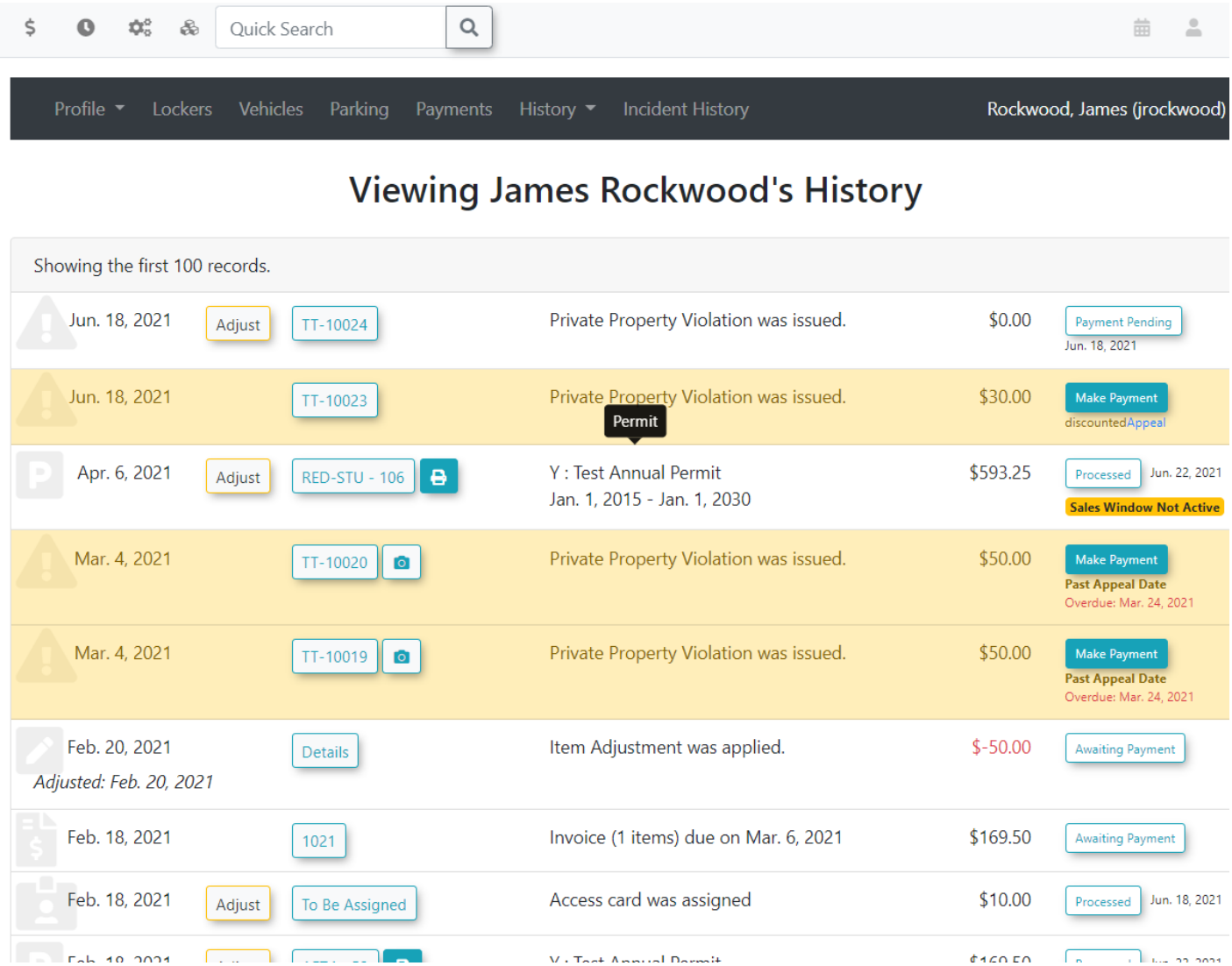
Click **View** beside any record to see more information about the transaction listed.

Recent History

Admins can use the **Recent History** tab to view the top 100 recent history records for a user.



The items included on this history page are a roll up of all of the individual history items such as **Locker**, **Parking**, **Enforcement Adjustment, Address,** and **Mail Records**. Its important to note that not all records appear on the recent history report and to see more you can use the **All Records** page for a completed history of that user.



Other Page Links

The **Adjust link** allows administrators to make adjustments to transactions/payments that have been processed.

The **Item Number link** (locker number, permit number, violation ticket number, appeals record number) allows administrators to view/edit details about the item.

Click the 'Update' button to save any changes you make.

The **Pay Date link** indicates whether or not a transaction was fully processed, when it was processed and when selected it links to the payment details.

Administrators can view/edit other details of the transaction, complete the processing of a payment, no refunds or make adjustments.

Revision #2
Created 30 April 2024 08:49:18
Updated 11 September 2024 13:40:49