

## Course Profile Highways - Advanced Payment Code Module Course

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<b>Duration</b>	1 day
<b>Prerequisites</b>	Delegates wishing to attend this course should have successfully completed the following training: <ul style="list-style-type: none"><li>▪ Introduction to UNI-<i>form</i> v7 with Spatial</li></ul>
<b>Target Audience</b>	End Users and System Supervisors
<b>Objective</b>	Upon successful completion of this course delegates will be able to: <ul style="list-style-type: none"><li>▪ Use the functionality within UNI-<i>form</i> v7.3.2 Advanced Payment Code module, and the Agreements aspect of the Highways Module.</li><li>▪ Describe how to process an APC case together with creating and maintaining a Highways agreement.</li></ul>
<b>Contents</b>	<ul style="list-style-type: none"><li>▪ Introduction to the Tabbed Module and link to Highways</li><li>▪ Creating and classifying an APC Case</li><li>▪ Entering further details and producing notices</li><li>▪ Plot details</li><li>▪ Security – bonds and APC payment details</li><li>▪ IVA</li><li>▪ IVA Notices and Legal Action</li><li>▪ Creating Highways agreements</li><li>▪ Retrieving and printing</li><li>▪ Using spatial</li></ul>