

## Tag Application

The Registration and License Management system is an Alabama Department of Revenue (ADOR) compliant web application that streamlines the processing of both walk-in and online customer vehicle, boat, manufactured home, and business licenses.

Below are a few of the special features that are built into the application:

- **Simple and intuitive navigation**
- **Easy and accurate handling of escape tax calculations**
- **Drop down menus with descriptions rather than codes**
- **Flexible reporting leveraging new technology tools**
- **Improved accuracy related to the extensive use of field-level checks, drop down inputs, and text completion features**
- **Search capabilities utilizing predictive text and auto-complete functions**
- **ETAPS integration**
- **Integrated fleet renewals**
- **Integrated online renewals**
- **Email renewal notifications**

The Registration and License Management system is also known as the "Tag App".

This help documentation provides:

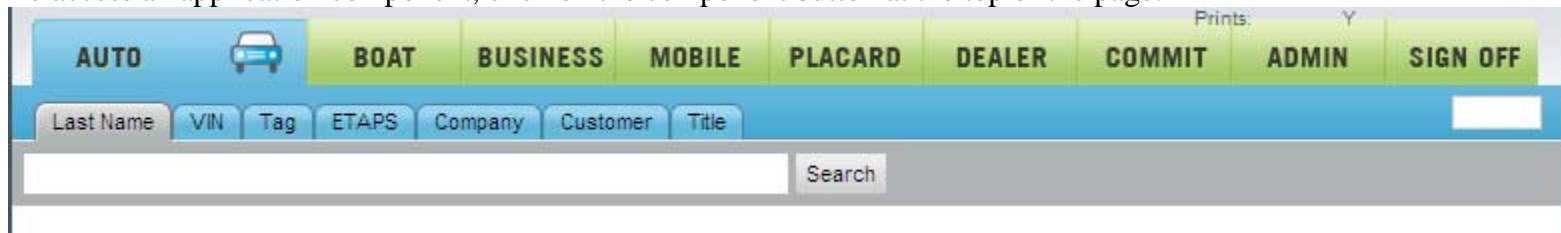
- **Information about various special fields that help reduce data entry time and streamline processes for the County**
- **Description of some important business rules and laws governing the issuance of tags**

## Application Components

The Tag App has eight primary application components:

- **Auto - for vehicle registration transactions**
- **Boat - for boat registration transactions**
- **Business - for business license registration transactions**
- **Mobile - for manufactured homes registration transactions**
- **Placard - for issuing auto disability placards**
- **Dealer - for vehicle registration transactions**
- **Commit - for prepurchasing new tag designs**
- **Admin - for administrative tasks**

To access an application component, click on the component button at the top of the page:


















The screenshot shows the top navigation bar of the Tag App. It features a row of buttons for different application components: AUTO (with a car icon), BOAT, BUSINESS, MOBILE, PLACARD, DEALER, COMMIT, ADMIN, and SIGN OFF. To the right of these buttons is a 'Print:' label with a 'Y' in a box. Below the navigation bar is a search area with input fields for 'Last Name', 'VIN', 'Tag', 'ETAPS', 'Company', 'Customer', and 'Title', followed by a 'Search' button.

# Vehicles


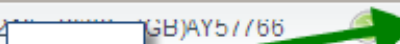
## Special Fields

### RFC and C2P

A 'RFC' and a 'Commitment to Purchase' can be started from the automobile search screen by selecting the appropriate icon.

Status	Make and Model	VIN	Year	Tag Num	Actions
<input type="checkbox"/> 11-Early	FORD TAURUS SEL FWD	1FAHP24W28G1712		GB)AY57765	    
<input type="checkbox"/> 11-Early	CHEV S10 4X2 FLEETSIDE	1GCCS14X8Y81876		GB)AY57765	    
<input type="checkbox"/> **07-Escaped_2	FORD RANGER EDGE DELUX 3CB 2WD1FTYR44U54PA47078		2004	(PC)29B000J	    

**RFC**




### Email Notice

To reduce mailing costs, the County is encouraging customers to receive email notifications for renewals. For new customers, the customer's email address is required unless the 'Email Notice' checkbox is unchecked. The tag application will automatically verify the legitimacy of the email address. When renewing tags, be sure to ask the customer if they would like to receive their renewal notification via email.

Here is a screen shot of the Customer data entry page with the email address and Email notice checkbox:

CUSTOMER						Residential		
Owner Last	PARKER	First	ADRAIN	M	G	DL#	AL	2877022
Joint Last		First		M		DL#		
Company		Email	TES@YAHOO.COM	<input checked="" type="checkbox"/>		Tax Exempt	Not Exempt	
Addr Line 1	1810 GILMER AVE LOT 43	Line 2		<input checked="" type="checkbox"/>	Resident	DOB		
City	TALLASSEE	State	AL	Zip	36078	Rate Type	Out	
Mail Line 1	PO BOX 780062	Line 2		<input type="checkbox"/>	Military - Out of State Mailing			
City	TALLASSEE	State	AL	Zip	36078			
Phones	3342839112	Reg Lic		Bus Lic				
Comment								



## Auto Tab

The 'Auto' tab and its fields are unique to the 'Auto' business module.

The 'Title Name' contains the owner of the vehicles name and is the name that will print out on the receipt. The 'Title #' is the ETAPS number assigned by the state.

The screenshot shows the 'Auto' tab of a software interface. At the top, there are tabs for 'Replacement', 'Customer', 'Auto', 'Tag and Fees', 'Taxes', and 'Credits'. Below this is a 'VEHICLE:' section. The 'Title Name' field is highlighted in yellow and contains 'PARKER ADRAIN'. A callout box labeled 'Title Name' points to this field. The 'Title #' field is a dropdown menu showing 'E1664599'. A callout box labeled 'Title Number' points to this field. Other fields include 'Renewal' (JUL), 'Type' (Cars), 'VIN' (1FAHP24W28G171219), 'Year' (2008), 'Model' (FCRD TAURUS SEL FWD 4D), 'Color(s)' (Blue), 'Purchase' (Used), 'Price', 'Date' (4/18/2009), 'Entry', 'Acquired' (BEN ATKINSON MOTCRS INC.), 'Leasor', 'Exempt', and 'Comment'.

Also on the 'Auto' tab is the 'Vehicle Type' drop down box, the 'Vin' textbox, and the vehicle 'Model' drop down box. The auto year and the 'Model' drop down box are automatically populated by the VIN number. You must select the vehicle from the 'Model' drop down box, so the application can calculate the ad valorem.

This screenshot is similar to the first one but highlights different fields. The 'Vehicle Type' dropdown menu is set to 'Cars' and is pointed to by a callout box labeled 'Vehicle Type'. The 'VIN' field contains '1FAHP24W28G171219' and is pointed to by a callout box labeled 'Vin Number'. The 'Model' dropdown menu is set to 'FORD TAURUS SEL FWD - 4D' and is pointed to by a callout box labeled 'Vehicle Model'. The 'Title Name' field still contains 'PARKER ADRAIN' and the 'Title #' field still contains 'E1664599'. Other fields like 'Renewal', 'Year', 'Color(s)', 'Purchase', 'Date', 'Entry', 'Acquired', 'Leasor', 'Exempt', and 'Comment' are also visible.

The 'Purchase' drop down box will dictate if the taxes will be deferred or will be paid. If the purchase type is 'New' the taxes will be deferred. The 'Date' textbox refers to the purchase date and will control the tax start date during a New Registration. If the customer is coming from out of state that date should be entered in the 'Entry' date. This will

override the purchase date and will control the tax start date. The 'Type' dropdown will decide if the customer will pay sales tax.

Replacement Customer Auto Tag and Fees Taxes Credits

**VEHICLE:**

Title Name  Title #

Renewal  Type

VIN  Year  Model

Color(s)  Weight:  Model

Purchase  Price  Date  Entry  Type

Acquired   MLI Suspended

Leasor  Exempt

Comment  Unit#

When the 'MLI' suspended checkbox is checked the clerk will not be able to renew the tag. During a MLI\_Only transaction the box needs to be unchecked.

Replacement Customer Auto Tag and Fees Taxes Credits

**VEHICLE:**

Title Name  Title #

Renewal  Type

VIN  Year  Model

Color(s)  Weight:  Model

Purchase  Price  Date  Entry  Type

Acquired   MLI Suspended

Leasor  Exempt

Comment  Unit#

### Tag and Fees Tab

The 'Tag and Fees' tab and its fields are unique to the 'Auto' business module. The 'Tag Category' contains all of the higher level tag groups which are made up of 'Tag Types'. For example, the 'Cars/Pickup Trucks' category contains the 'God Bless America' tag type. This tab also has the 'Tag #' textbox. When this textbox is hovered over the tag format will show up. If the 'Decal' checkbox is checked the application will automatically assign a decal.

Replacement  Customer Auto Tag and Fees Taxes Credits

**TAG**

Category: Cars/Pickup Trucks Type: God Bless America  Metal Tag

Tag Year: 2011 Tag Months: 12 Tag #: AY57766 Decal #:

School:  C2P #:

**PREVIOUS TAG INFO:**

Status: Valid Prev. Tag: AY57766 Prev. Decal: 29041800 Prev. Exp.

**FEEES:** Total: 2.00

License  Additional  Issue  Penalty  Interest

Transfer  Affidavit  Trans Pen  Voucher  Special  Mail

Title  Metal Tag  Replace: 2.00 Ambulance  Metal Tag2

Non Use  Is Mail

Callouts in this image: Decal Number, Tag Type, Tag Number, Tag Category.

The previous tag information is used to decide the expiration date on renewals and the back taxes on 'New Registrations' and 'Transfers'. By selecting 'None' from the 'Status' drop down box the application will charge 12 months of back taxes. When the 'Non Use' checkbox is checked during an 'Escape' transaction the penalty and tag fees are waived. If the 'Is Mail' checkbox is selected the application will add \$2.00 to the transaction.

Replacement  Customer Auto Tag and Fees Taxes Credits

**TAG**

Category: Cars/Pickup Trucks Type: God Bless America  Metal Tag

Tag Year: 2011 Tag Months: 12 Tag #: AY57766 Decal #:

School:  C2P #:

**PREVIOUS TAG INFO:**

Status: Valid Prev. Tag: AY57766 Prev. Decal: 29041800 Prev. Exp. 7/31/2011

**FEEES:** Total: 2.00

License  Additional  Issue  Penalty  Interest

Transfer  Affidavit  Trans Pen  Voucher  Special  Mail

Title  Metal Tag  Replace: 2.00 Ambulance  Metal Tag2

Non Use  Is Mail

Callouts in this image: Status Type, Non Use, Is Mail.

## Taxes Tab

The 'Tag and Fees' tab and its fields are unique to the 'Auto' business module. The Sales Tax is automatically calculated by the application based on the vehicle purchase price and the city that the customer lives. If a customer has paid a portion of their tax they should enter that amount in the 'Paid' textbox that corresponds with the tax that has been paid. When a customer's tax jurisdictions are different from their physical address select the 'City' checkbox and choose which 'City' and 'Rate Type' that matches their address.

The screenshot displays the 'Taxes Tab' interface with the following sections and fields:

- Navigation:** STAX (dropdown), Customer, Auto, Tag and Fees, Taxes, Credits (tabs).
- SALES TAX:** Total: 25.00. Fields include Paid: State (100.00), County (0.00), City (0.00); Owed: State (0.00), County (25.00), City (0.00). Includes a 'City' checkbox (checked) with a dropdown set to 'TALLASSEE' and a 'Rate Type' dropdown set to 'Out'.
- AD VALOREM:** Total: [blank]. Includes an 'OVERRIDE ALL FIELDS' checkbox. Fields include Paid, Assessed Value, Tax Months, State, City, School, Vol. Fire, Interest, and Penalty. A callout box labeled 'Tax Jurisdiction' points to the State field.
- DEFERED AD VALOREM OWED:** Total: [blank]. Includes an 'OVERRIDE ALL FIELDS' checkbox. Fields include Market Val, Assessed Value, Tax Start (calendar icon), Expires (calendar icon), City (checkbox checked, dropdown set to [blank]), Rate Type (dropdown set to [blank]), and Class (dropdown).

Callout boxes with arrows point to the following fields:

- 'Paid' points to the Paid: State field.
- 'Tax Jurisdiction' points to the State field in the AD VALOREM section.
- 'Rate Type' points to the Rate Type dropdown in the AD VALOREM section.
- 'Owed' points to the Owed: County field.

The Ad Valorem is automatically calculated by the application based on the vehicle's market value and the city that the customer lives. The 'Market Value' is set by the state and the 'Assessed Value' is calculated based on the customer's tax class. When a customer's tax jurisdictions are different from their physical address select the 'City' checkbox and choose which 'City' and 'Rate Type' that matches their address.

STAX Customer Auto Tag and Fees Taxes Credits

**SALES TAX** Total: 25.00

Paid: State 100.00 County 0.00 **Market Value** Owed **Assessed Value** County 25.00 City 0.00

City TALLASSEE

**AD VALOREM**  **Override All Fields** Total:

Market Val  Assessed Value  **Override Checkbox**

City TALLASSEE Rate Type Out

Tax Months	State	County	City	School	Vol. Fire	Interest	Penalty
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**DEFERED AD VALOREM**  **Override All Fields** Total:

Market Val  Tax Start  Expires

City  Rate Type  Class

Tax Months	State	County	City	School	Vol. Fire	Interest	Penalty
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Tax Months being Charged**

The Deferred Ad Valorem Owed is automatically calculated by the application based on the previous year's New Registration transaction. The 'Market Value' is set by the state and the 'Assessed Value' is calculated based on the customer's tax class. When a customer's tax jurisdictions are different from their physical address select the 'City' checkbox and choose which 'City' and 'Rate Type' that matches their address.

STAX Customer Auto Tag and Fees Taxes Credits

**SALES TAX** Total: 25.00

Paid: State 100.00 County 0.00 City 0.00 Owed: State 0.00 County 25.00 City 0.00

City TALLASSEE Rate Type Out

**AD VALOREM**  OVERRIDE ALL FIELDS Total:

Market Val Assessed Value

City TALLASSEE Rate Type Out Expiration Date

Tax Months State County Tax Start School Vol. Fire Interest Penalty

**DEFERED AD VALOREM OWED**  OVERRIDE ALL FIELDS Total:

Market Val Assessed Value Tax Start Expires

City Rate Type Class

Tax Months State County City School Tax Class Interest Penalty

## Credits Tab

The 'Credits' tab and its fields are unique to the 'Auto' business module.

The 'Credits' tab shows the amount of tax that is owed to the customer. The 'Tax Start' and the 'Expires' Date are populated based on the previous transaction done in the application. The clerk must manually enter the 'Eligible' date so that the system knows how many months of credit the customer is due. The clerk must choose to 'Dispose' or 'Re-Tag' the vehicle that is eligible for the credit from the 'Action' drop down. If the clerk chooses 'Re-tag', 'No Voucher' is automatically selected. If 'Dispose' is selected the clerk must decide to apply the 'Voucher' or give the 'Receipt for Credit'.



STAX Customer Auto Tag and Fees Taxes Credits

**VOUCHER** Total:

Tax Start  Eligible  Expires  Action

MarketVal  AssessedVal:  Tag  Decal

County City School Vol. Fire Total

Apply Voucher Receipt for Credit Eligible Date No Voucher Expires Date Dispose or Re-tag

Tax Start

Apply Voucher

Receipt for Credit

Eligible Date

No Voucher

Expires Date

Dispose or Re-tag

Credit Type  Voucher  Receipt For Credit  No Voucher

## Vehicle Status

All vehicles in the system have a tag status which is displayed in the search page.

Vehicle status is shown in the form "yy-status" where:

- "yy" represents the registration year and
- "status" is one of the following:
  - Early - registration is valid and the current tag is within the current registration period
  - On\_Time - customer has been notified, registration must be renewed prior to month end
  - Late - renewal date has passed, customer will be assessed a late fee and interest on back taxes
  - Escaped - renewal date is more than 12 months past due, customer will be assessed additional fees

If a vehicle's status is Late or Escaped, the system will automatically calculate the late fees and penalties that the customer must pay when the vehicle's registration is renewed or transferred.

The following screen shot shows 4 cars registered by Kellie Powers. Two are "Early", and two are "Escaped":

Name	Address	DL Num	Actions			
<input type="checkbox"/> POWERS, KELLIE E	275 ALLEN DR	4656904				
Status	Make and Model	VIN	Year	Tag Num	Actions	
<input type="checkbox"/> 11-Early	CHEV C1500 4X2	1GCDC14K1LZ237722	1990	(PC)29B40C1		
<input type="checkbox"/> 11-Early	ACUR TSX	JH4CL96895C030723	2005	(PC)29B40C0		
<input type="checkbox"/> **07-Escaped_2	HOND CIVIC EX	1HGEJ1162PL032454	1993	(PC)29D660R		
<input type="checkbox"/> **08-Escaped_2	CHEV C1500 4X2	1GCDC14K7PZ202172	1993	(GB)11882AS		

Prints Cart


RESET

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REMOTE SUPPORT

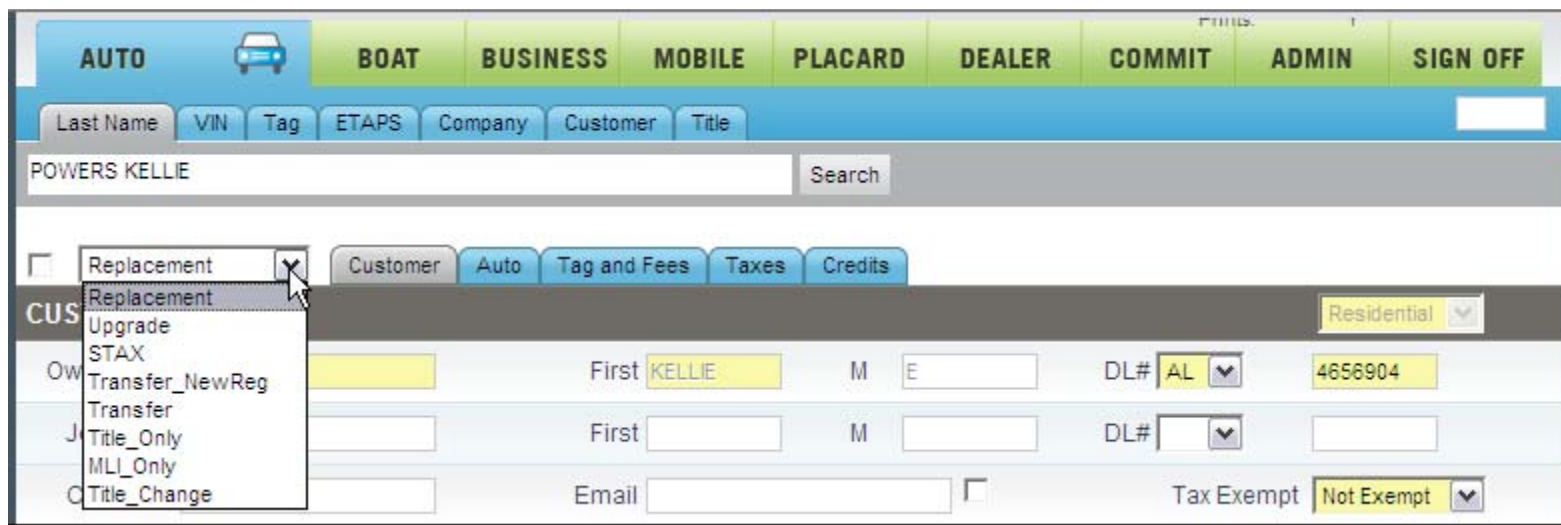
To perform a transaction for a vehicle, click on one of the "transaction" icons on the search page.

To see what each icon represents, hover over that icon and an explanation will appear.

Clicking on the "Select Auto" icon  will move you to the customer tab where you can select the transaction you want to execute for the vehicle. The type of transaction allowed for a vehicle will depend on the vehicle's status according to the following table:

Status:	Early	Late On_Time	Escaped Escaped_2
Transactions:	<a href="#">Replacement</a> Upgrade STAX Transfer_NewReg Transfer Title_Only Title_Change MLI_Only	<a href="#">Renew</a> MLI_Only Transfer_NewReg Temp_Tag IRP_Renew	Escape MLI_Only Transfer_NewReg Temp_Tag IRP_Renew



Use the drop down list to the left of the customer tab to select the transaction. For example, if the vehicle's status is "Early", the available transactions can be shown by clicking on the down arrow in the drop down list:



## Vehicle Transactions



### New Registration

Procedure:



- **With ETAPS**
  - Search the ETAPS number
  - If the customer already exist select 'New Auto' 
  - If the customer does not exist select 'New Customer' 
  - Fill in any customer or auto information that needs to be filled
  - Select tag category
  - Select tag type
  - Enter tag number

- Fees and ad valorem will automatically calculate
- Submit transaction



▪ **Without ETAPS**

- Search for the customer
- If the customer already exist select 'New Auto' 
- If the customer does not exist select 'New Customer' 
- Fill in customer information if it is a new customer
- Fill in auto information
- Select tag category
- Select tag type
- Enter tag number
- Fees and ad valorem will automatically calculate
- Submit transaction

▪ **With ETAPS and Back Taxes**

- Search ETAPS number
- If the customer already exist select 'New Auto' 
- If the customer does not exist select 'New Customer' 
- Fill in any customer or auto information that needs to be filled
- Select tag category
- Select tag type
- Enter tag number
- Enter in previous tag info to calculate back taxes
- Fees and ad valorem will automatically calculate
- Submit transaction


▪ **Without ETAPS and Back Taxes**

- Search for the customer
- If the customer already exist select 'New Auto' 
- If the customer does not exist select 'New Customer' 
- Fill in customer information
- Fill in auto information
- Select tag category
- Select tag type
- Enter tag number
- Enter in previous tag info to calculate back taxes
- Fees and ad valorem will automatically calculate
- Submit transaction


The tag selected for a renewal must have a status of On\_Time or Late

Procedure:


▪ **Basic Renewal**

- Search for the specific tag
- Select the auto that needs to be renewed 
- Ad valorem and fees will automatically be calculated
- Submit transaction


▪ **Late Renewal**

- Search for the specific tag
- Select the auto that needs to be renewed 
- Ad valorem and fees will automatically be calculated
- Penalty fees and interest will be calculated
- Submit transaction

▪ **Escaped Renewal**

- Search for the specific tag
- Select the auto that needs to be renewed 
- Ad valorem and fees will automatically be calculated for the escaped year
- The tag application will automatically renew the tag for the current year
- Submit transaction

▪ **Renewal that requires a new tag**


- Search for the tag that is currently on vehicle
- Select the auto that needs to be renewed 
- Select the tag category
- Select the tag type
- Enter the new tag number
- Ad valorem and fees will automatically be calculated
- Penalty fees and interest will also be calculated (if late)
- Submit transaction

## Replacement

The customer needs to replace the tag and/or decal for the vehicle.

The vehicle must have an early status


Procedure:

- Search for the specific tag
- Select the auto that needs to receive a new tag and/or decal 
- If new tag is needed, enter in the new tag number
- The decal and fees will automatically be added
- Submit transaction

## Upgrade




The customer wants to change tags before the tag comes up for renewal.

Procedure:

- Search for the specific tag
- Verify that the status is early
- Select auto that needs to receive new tag 
- Select upgrade from the transaction type drop down box
- Choose the tag category
- Choose the tag type
- Enter in the new tag number
- Fees will be automatically calculated
- Select submit


## STAX

Procedure:

- **New vehicle to the system (w/ ETAPS)**
  - Search ETAPS
  - Select new auto 
  - Select STAX from transaction type drop down box
  - Fill in any customer and auto information not already filled in
  - **Must enter in purchase price**
  - Sales tax will automatically be calculated
  - Submit transaction
- **New vehicle to the system**
  - Select new auto 
  - Select STAX from transaction type drop down box
  - Fill in the customer and the auto information
  - **Must enter in purchase price**
  - Sales tax will automatically be calculated
  - Submit transaction
- **Vehicle is already in the system**
  - Search for vehicle
  - Select vehicle that sales tax is owed for 
  - Select STAX from transaction type drop down box
  - Fill in any customer or auto information not already filled in
  - **Must enter in purchase price**
  - Sales tax will automatically be calculated
  - Submit transaction


## MLI Only

### Procedure:

- **Customer comes in to only pay MLI** 
  - Search for and select suspended auto
  - Select MLI\_Only from transaction drop down box
  - Uncheck the MLI suspended checkbox
  - Recalculate if necessary
  - Submit transaction
  
- **Customer comes in to renew and after the auto is selected MLI suspended error comes up**
  - Select the auto tab
  - Uncheck the MLI suspended checkbox
  - If the MLI fee needs to be collected, enter in the override password
  - Select the checkbox next to fees
  - Type the amount in the "**Special**" fees box
  - Continue with renewal
  - Submit transaction

## Title Only

### Procedure:

- Search ETAPS
  
- Select new auto next to the corresponding customer 
- Select 'Title\_Only' from the transaction drop down box
- Fill in any customer or auto information that is not filled
- Fee will automatically be calculated
- Submit transaction


## Title Change

### Procedure:


- Search for the auto that needs the title change
- On the 'Auto Tab' enter in the new ETAPS number
- The application will automatically verify that the current vin number matches the vin number attached to that ETAPS number
- The application will then automatically update the Title Name, Purchase Date, Purchase Type, and Acquired From
- STAX will automatically be charged, so the clerk must select 'No Sales Tax' if no sales tax is due
- Submit to the cart

## Transfer

Procedure:


- Search for and select the auto that needs a tag transferred to it 
- Select "Transfer" from the transaction type drop down box
- Select the tag you want to transfer from the transfer drop down box
- Select 'Dispose' from the 'Action' drop down box
- Submit the transaction to the cart

Transfer with a Re-tag:


- Search for and select the auto that needs a tag transferred to it 
- Select "Transfer" from the transaction type drop down box
- Select the tag you want to transfer from the transfer drop down box
- Select 'Re-Tag' from the 'Action' drop down box
- Submit the transaction
- The screen will be redirected back to the customer page, starting a 'Fees Only' transaction
- Select the 'Tag Category' and the 'Tag Type'
- Enter in the new tag number
- The fees will be automatically calculated
- Submit the transaction to the cart

## **Transfer New Registration**

Procedure:


- Search by the ETAPS number, if not available search by the tag that needs to be transferred
- Find the customer that owns the tag that needs to be transferred
- Select the new auto next to the customer name 
- Select 'Transfer\_NewReg' from transaction type drop down box
- Enter in any customer or auto information that is not automatically filled in
- Select the tag number to be transferred from the transfer drop down box
- If the tag is not in the drop down, enter the tag number in the text box to the right of the drop down
- This will populate the drop down, and the clerk should select that tag number from the drop down
- Check with ADOR to verify that newly purchased vehicle is current with all taxes
  - If not current, select 'Valid' from previous tag information drop down box
  - Enter in previous tag number
  - Enter in previous expiration date
  - When submitted, back taxes will be automatically calculated
- Select the credit tab
- Enter the date that old vehicle was sold in the eligible date text box
- Select 'Dispose' from the action drop down box
- Select 'Voucher', 'Receipt for Credit', or 'No Voucher'
- Submit when finished

Transfer New Registration with Re-Tag:

- Search by the ETAPS number, if not available search by the tag that needs to be transferred
- Find the customer that owns the tag that needs to be transferred
- Select the new auto next to the customer name 
- Select 'Transfer\_NewReg' from transaction type drop down box
- Enter in any customer or auto information that is not automatically filled in
- Select the tag number to be transferred from the transfer drop down box
- If the tag is not in the drop down, enter the tag number in the text box to the right of the drop down
- This will populate the drop down, and the clerk should select that tag number from the drop down
- Enter the date that the old vehicle was sold in the eligible date text box
- Select 'Re-Tag' from the action drop down box
- Select 'No Voucher'
- Submit when finished
- The screen will be redirected back to the customer page, starting a 'Fees Only' transaction
- Select the 'Tag Category' and the 'Tag Type'
- Enter in the new tag number
- The Fees will be automatically calculated
- Submit the transaction to the cart


### **IRP\_NewReg**

Procedure:

- Search the ETAPS number or the customer's name and add a new vehicle. If the customer does not exist in system already the clerk should select the 'New Customer' 
- Once the clerk is on the customer tab change the transaction type to 'IRP\_NewReg'
- After the customer and the auto information is input , the clerk should move to the 'Tag and Fees' tab
- 'Apportioned' should be selected for the 'Tag Category' and 'Tag Type'.
- Nothing will be in the tag number text box because the IRP# is assigned after the submit button is selected.
- After 'Apportioned' is selected the money will be calculated
- Submit the transaction to the cart

### **IRP\_Renew**


Procedure:

- Search for the automobile
- Then select the vehicle that needs to be renewed 
- When the customer screen appears change the transaction type to 'IRP\_Renew'
- After the customer and the auto information is input , the clerk should move to the tag and fees tab
- 'Apportioned' should be selected for the 'Tag Category' and 'Tag Type'
- Nothing will be in the tag number text box because the IRP# is assigned after the submit button is selected
- After 'Apportioned' is selected the money will be calculated
- Select the submit button to go to the cart



## Receipt for Credit

Procedure:

- Search for vehicle that is owed credit
- Select the vehicle that is owed credit 
- Enter in the date the vehicle was sold in the 'Eligible Date' text box
- The credit will be automatically calculated
- Submit the transaction to the cart

## Business Rules

### Vehicle Taxes

Since October 1, 1989, licensing officials throughout the state began collecting county and municipal sales and use (Ad Valorem) taxes on all vehicle purchases. Act 89-691, enacted during the 1989 Regular Session of the Alabama Legislature, provides for the collection of taxes both on vehicles sold by licensed dealers and on casual sales between individuals.

Sales taxes on casual sales (sales between individuals) are collected when the purchaser applies for license registration at the courthouse. Rates are based on the tax rates in effect for vehicles in the county and municipality in which the purchaser resides. State sales and use tax on vehicle purchases is 2% of the net purchase price.

Ad Valorem tax is calculated using the market value of the vehicle - defined and maintained by the state in the VinVal database. Sales tax is based solely on purchase price (listed on the bill of sale).

The state law requires licensed dealers to furnish all purchasers of new or used vehicles with an invoice or bill of sale which reports the separate amounts of state, county and municipal sales tax collected by the dealer at the time of purchase. The appropriate sales tax rates should be listed also.

All purchasers of vehicles are required to show their invoice or bill of sale when applying to the licensing official for vehicle registration. Registration is mandatory within twenty (20) calendar days of purchase date without tag penalty. If the licensed dealer has collected county and municipal sales taxes as reflected on the invoice, then no sales tax is due. However, if municipal or county taxes are not collected at the time of purchase, the buyer will be required to pay the sales tax applicable to vehicle sales which is in effect for the municipality or county in which the purchaser abides.

A county resident will always pay applicable state and county sales or use taxes on vehicle purchases. If the county resident buys a vehicle from a dealer in the city, then he may pay city sales tax to the dealer. A city resident will always pay applicable state, county and city sales or use taxes on vehicle purchases. If the city resident buys a vehicle from a dealer in a neighboring city and the dealer fails to collect city sales tax, then the city resident will pay city sales tax at the time of vehicle registration.

## Registration Dates

Alabama registers vehicles under a staggered registration system, January through November, based on the first letter of the owner's last name. Motor vehicle registrations expire on the last day of the designated renewal month. For example, someone whose last name begins with the letter F, G, or N is required to register his/her vehicle in the month of April, and the previous registration expires on April 30. Leased, commercial and fleet vehicles are subject to renewal in the months of October and November and the registrations for these type of vehicles expire on November 30.

## Rate Type

The rate type field is located under the customer tab (see screen shot below) and is used for tax calculations.

Select:

- **Out - if the customer lives outside city limits**
- **In - if the customer lives inside city limits**
- **Out (PJ) - if the customer lives outside the city limits, but inside the city's police jurisdiction**

It is up to the customer to declare where they live. However, the clerk must advise the customer that the information provided will be checked and the customer will be subject to pay tax and penalties if incorrect information is provided.

The screenshot displays the Alabama vehicle registration software interface. At the top, there are navigation tabs for different vehicle types: AUTO (selected), BOAT, BUSINESS, MOBILE, PLACARD, DEALER, COMMIT, ADMIN, and SIGN OFF. Below these are search filters for Last Name, VIN, Tag, ETAPS, Company, Customer, and Title. A search bar for IRP\* is present. The main section is titled 'CUSTOMER' and contains various input fields for owner information, including Owner Last, First, M, FEIN, Joint Last, First, M, FEIN, Company, Email, Tax Exempt, Addr Line 1, Line 2, Resident, DOB, City, State, Zip, Rate Type, Mail Line 1, Line 2, Military - Out of State, City, State, Zip, Phones, Reg Lic, Bus Lic, and Comment. The Rate Type dropdown menu is open, showing options: Out, In, and Out (PJ).

# Boats

## Special Fields

### Boat Tab

The 'Boat' tab and its fields are unique to the 'Boat' business module.

The 'AL#' textbox contains the boats state issued unique number. The 'HIN' is the hull identification number assigned by the boat manufacture and is unique to each individual boat. The 'Length' textboxes sets the boat 'Class' which dictates the registration fee.

The image shows a software interface for boat registration. At the top, there are tabs for 'Last Name', 'Boat', and 'Customer'. Below this is a search bar and a 'NewReg' checkbox. A secondary set of tabs includes 'Customer', 'Boat', 'Fees and Taxes', and 'Previous Owner'. The main section is titled 'BOAT' and contains various input fields. Three callout boxes with green arrows point to specific fields: 'State AL#' points to the 'AL #' field, 'Length in Feet and Inches' points to the 'Length' field (which is split into 'ft.' and 'in.'), and 'Boat Class' points to the 'Class' dropdown menu. Other fields include 'Hull Material', 'Propulsion', 'Use', 'Vessel', 'Boat Make', 'Year', 'Fuel', 'Motor Make', 'Motor S/N', 'Motor H/P', 'Purchase', 'Date', 'Entry', 'Type', 'Comment', and 'Marine San.'.

The 'Boat Make' textbox will bring up a dropdown menu containing the boat makes that match what you have typed.

The image shows a software interface for boat registration. At the top, there are tabs for 'Last Name', 'Boat', and 'Customer'. Below these is a search bar and a 'NewReg' checkbox. The main section is titled 'BOAT' and contains various input fields: 'AL #', 'HIN', 'Length' (ft. and in.), 'Class', 'Hull Material', 'Propulsion', 'Use', 'Vessel', 'Boat Make' (containing 'BLAC'), 'Year', and 'Fuel'. A tooltip above the 'Boat Make' field reads: 'Type the first few characters of a boat manufacturer to see a list'. Below the 'Boat Make' field is a 'Boat Make' label with an arrow pointing to the dropdown. To the right, a 'Boat Make Menu' label has an arrow pointing to a dropdown menu that is open, showing a list of boat manufacturers: 'Black Eagle Marine', 'Black Thunder Powerboats', 'Blackfin Yachts', and 'Blackman Boats'. Below the 'BOAT' section is the 'TRANSA' section, which includes 'Tax Start', 'Transacted', 'Sales Tax', 'Ad Valorem', 'Corrections', 'Bad Check', 'Reject', 'Collect Er', and 'Comment' fields. A 'Total:' label is also present.

The 'Motor Make' textbox will bring up a dropdown menu containing the motor makes that match what you have typed.

The screenshot shows a web-based form for boat registration. The 'BOAT' section includes fields for AL # (3512SD), HIN (SSSSSSSS), Length (25 ft 06 in), Class (Class II), Hull Material (F/Glass), Propulsion, Use (Pleasure), Vessel (Open), Boat Make (BLACK THUNDER POWERBOATS), Year (2002), Fuel (Gas), Motor Make (YA), Motor S/N, and Motor H/P. The 'TRANSACTION' section includes checkboxes for Tax Start, Transacted, Issued, and Expires, along with fields for Sales Tax, Ad Valorem, Credit, Fees, and Trans. Annotations include a callout box labeled 'Motor Make' pointing to the Motor Make input field, and another callout box labeled 'Motor Make Menu' pointing to a dropdown menu that lists 'Yamaha-Motor', 'Yanmar', and 'Tayako Motors'.

## Boat Status


All boats in the system have a status which is displayed in the search page.

Boat status is shown in the form "yy-status" where:

- "yy" represents the registration year and
- "status" is one of the following:
  - Early - registration is valid and the current decal is within the current registration period
  - On\_Time - customer has been notified, registration must be renewed prior to month end

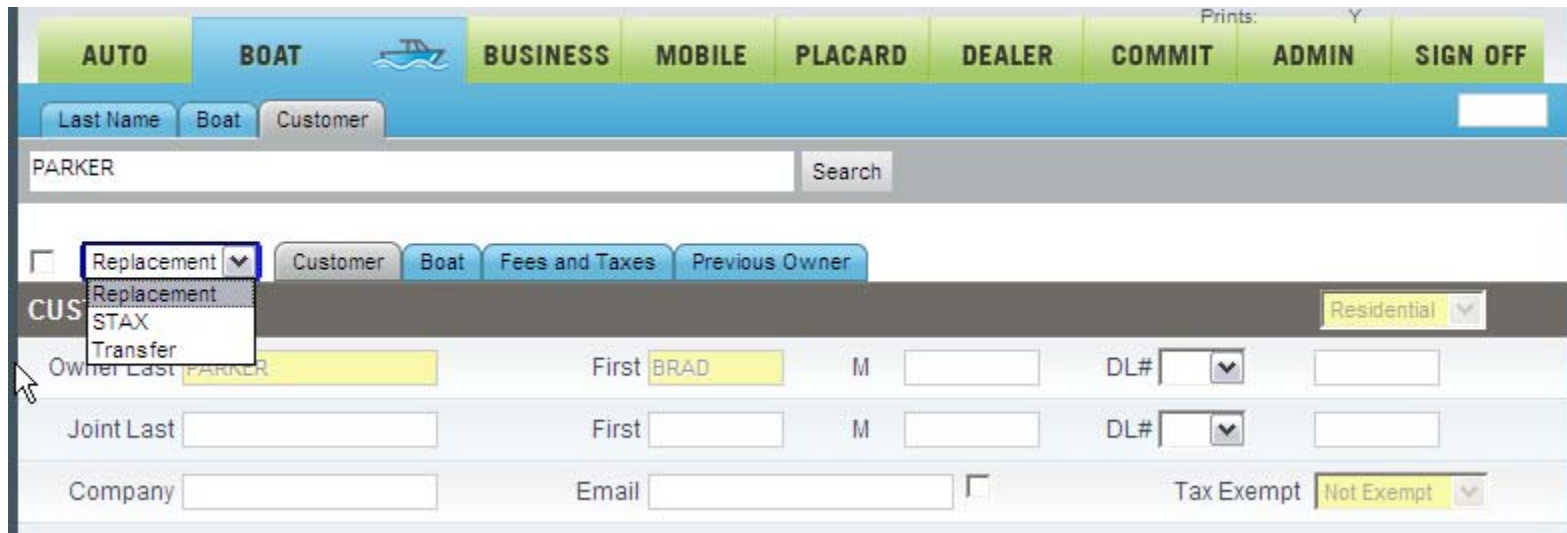
The following screen shot shows 2 boats registered to Brad Parker. One is "Early" and one is "On\_Time":

Name	Address				DL Num	Actions
<input type="checkbox"/> PARKER, BRAD	1508 GILMER AVE					
Status	Make	Length	Year	ALNum	Decal	Actions
<input type="checkbox"/> 11-Early	SAN PAN	25ft 0in	2006	5341LR	255834	
<input type="checkbox"/> 07-On_Time	CARAVELLE	20ft 0in	1996	9397WY	287090	

Clicking on the "Select Boat" icon  will move you to the customer tab where you can select the transaction you want to execute for the boat. The type of transaction allowed for a boat will depend on the boat's status according to the following table:

Status:	Early	On_Time
Transactions:	Replacement STAX Transfer	Renew Transfer Transfer Renew STAX

Use the drop down list to the left of the customer tab to select the transaction. For example, if the boat's status is "Early", the available transactions can be shown by clicking on the down arrow in the drop down list:




The screenshot shows a software interface with a top navigation bar containing tabs: AUTO, BOAT (selected), BUSINESS, MOBILE, PLACARD, DEALER, COMMIT, ADMIN, and SIGN OFF. Below the navigation bar, there is a search bar with 'PARKER' entered and a 'Search' button. A dropdown menu is open, showing options: Replacement, Replacement, STAX, and Transfer. The main form area includes fields for 'Owner Last' (PARKER), 'First' (BRAD), 'M', 'DL#', 'Joint Last', 'Company', 'Email', and 'Tax Exempt' (Not Exempt). There are also buttons for 'Customer', 'Boat', 'Fees and Taxes', and 'Previous Owner'.

## Boat Transactions

### New Registration

Procedure:



- **Customer not in system**
  - Enter in the customer information
  - Enter in the boat information
  - Enter in the new decal number
  - Do not enter in the control number, the system will automatically assign the numbers
  - Fees and expiration date will automatically be calculated and assigned
  - Submit transaction
  
- **Customer is already in system**
  - Search customer for transaction
  - Select new boat next to the customers name 
  - Enter in the any customer info that is not automatically filled
  - Enter in the boat information

- Enter in the new decal number
- Do not enter in the control number, the system will automatically assign the numbers
- Fees and expiration date will automatically be calculated and assigned
- Submit transaction

## Renew



Procedure:

### ▪ **Basic Renewal**

- Search for a specific AL number or last name 
- Select the boat that needs to be renewed 
- Enter in any customer and boat information that is not automatically filled
- Select the Fees and Taxes tab
- Enter in the decal number
- Do not enter anything in the control number text box
- Fees will automatically be calculated
- Submit transaction

## Replacement

Procedure:

- Search for the specific AL number
- Verify that the status is early 
- Select the boat that needs to receive a new decal 
- Enter in the new decal number
- The control number will automatically be added
- Submit transaction



## STAX

Procedure:

### ▪ **New boat to the system**

- Select the customer
- Select STAX from transaction type drop down box
- Fill in the customer and boat information
- Enter in the purchase price
- Sales tax will automatically be calculated
- Submit transaction



### ▪ **Boat is already in the system**

- Search for boat 
- Select boat that sales tax is owed for 
- Fill in any customer or boat information not already filled in

- Enter in the purchase price
- Sales tax will automatically be calculated
- Submit transaction

## Transfer

### Procedure:



- **The boat that was purchased is already in the system, but the customer is not**
  - Select transfer from the transaction type drop down box
  - Enter in the customer information
  - In the boat tab enter the AL number in the Trans AL number text box
  - The boat information will automatically be filled in
  - The decal and previous owner information will automatically be entered
  - Do not enter anything in the control number text box
  - Fees will automatically be calculated
  - Submit transaction
  
- **The boat that was purchased is in already in the system, an the customer is also**
  - Search for the customer by last name
  - Select the new boat 
  - Select transfer from the transaction type drop down box
  - The customer information will already be entered
  - In the boat tab enter the AL number in the Trans AL number text box
  - The boat information will automatically be filled in
  - The decal and previous owner information will automatically be entered
  - Do not enter anything in the control number text box
  - Fees will automatically be calculated
  - Submit transaction
  
- **The boat and customer are not in the system**
  - Select transfer from the transaction type drop down box
  - Enter in the customer information
  - Enter in the boat information
  - Enter in the decal number
  - Do not enter anything in the control number text box
  - Previous owner information is not required
  - Fees will automatically be calculated
  - Submit transaction
  
- **Customer is in the system, but the purchased boat is not**
  - Search for the customer by last name
  - Select the new boat 
  - Select transfer from the transaction type drop down box
  - Customer information will already be entered
  - In the boat tab enter in all boat information
  - Enter in the previous decal number
  - Do not enter anything in the control number text box
  - Previous owner information will not be required



- Fees will automatically be calculated
- Submit transaction

## Transfer Renew

Procedure:

- **The boat that was purchased is already in the system, but the customer is not**
  - Select transfer\_renew from the transaction type drop down box
  - Enter in the customer information
  - In the boat tab enter the AL number in the Trans AL number text box
  - The boat information will automatically filled in
  - Previous owner information will automatically be entered
  - Enter in the decal number
  - Do not enter anything in the control number text box
  - Fees will automatically be calculated
  - Submit transaction
  
- **The boat that was purchased is already in the system, and the customer is also**
  - Search for the customer by last name
  - Select the new boat 
  - Select transfer\_renew from the transaction type drop down box
  - Customer information will already be entered
  - In the boat tab enter the AL number in the Trans AL number text box
  - The boat information will automatically filled in
  - Previous owner information will automatically be entered
  - Enter in the decal number
  - Do not enter anything in the control number text box
  - Fees will automatically be calculated
  - Submit transaction
  
- **The boat and customer are not in the system**
  - Select transfer\_renew from the transaction type drop down box
  - Enter in the customer information
  - Enter in the boat information
  - Enter in the decal number
  - Do not enter anything in the control number text box
  - Previous owner information is not required
  - Fees will automatically be calculated
  - Submit transaction
  
- **Customer is in the system, but the purchased boat is not**
  - Search for the customer by last name
  - Select the new boat 
  - Select transfer\_renewal from the transaction type drop down box
  - Customer information will already be entered
  - In the boat tab enter in all boat information
  - Enter in the previous decal number
  - Do not enter anything in the control number text box

- Previous owner information will not be required
- Fees will automatically be calculated
- Submit transaction

## **Registration Rules**

Rules for registering boats in Alabama can be found at the following official website provided by the Alabama Department of Conversation and Natural Resources:

<http://www.dcnr.alabama.gov/boating/registration/>

The Alabama Legislature amended Act 89-691 to include county and municipal sales and use tax on boat purchases effective on and after July 1, 1994. Sales and use tax must be paid prior to boat registration. All taxes collected by licensing officials are remitted directly to the appropriate municipal or county government.

# Placard

## Special Fields

### Placard Tab

The 'Placard' tab and its fields are unique to the 'Placard' business module.

The 'Months' drop down box choices determine the length of time the customer will have a valid handicap placard. The placard number should be entered into the 'Placard Number' textbox.

## Placard Transactions

### New Registration

#### Procedure:

- **Customer that is not in the system**
  - Enter required customer information
  - Select the number of months that the placard will be valid
  - Enter the placard number
  - Expiration date will be automatically assigned
  - Submit transaction
  
- **Customer is in system**
  - Search for the customer
  - Select the placard icon next to the correct customer
  - Enter any customer information that is not already filled
  - Select the number of months that the placard will be valid
  - Enter the placard number
  - Expiration date will be automatically assigned
  - Submit transaction

# Dealer

## Special Fields

### Reg Lic & Bus Lic

When the 'Dealer' biz type is selected the registration license number and the business license number will become required fields.

These two numbers should match one another.

The screenshot shows the 'CUSTOMER' form with several tabs: 'NewReg', 'Customer', and 'Tag and Fees'. The 'CUSTOMER' tab is active. The form contains fields for 'Owner Last', 'First', 'M', 'FEIN', 'Joint Last', 'First', 'M', 'FEIN', 'Company', 'Email', 'Addr Line 1', 'City', 'Zip', 'Mail Line 1', 'City', 'State', 'Zip', 'Phones', 'Comment', 'Reg Lic', and 'Bus Lic'. Two callout boxes are present: one labeled 'Registration License Number' pointing to the 'Reg Lic' field, and another labeled 'Business License Number' pointing to the 'Bus Lic' field. Both fields are highlighted in yellow.

### Tag and Fees

The 'Tag and Fees' tab and its fields are unique to the 'Dealer' business module.

The 'Tag Type' drop down box contains the three different dealer tag types. The clerk should enter the number of tags the customer wants in the 'Quantity' textbox and the tag starting number in the 'Start Number' textbox. The application will automatically calculate the tag sequence ending number and place it in the 'End Number' textbox.


The screenshot shows the 'DEALER TAGS' form with several tabs: 'Customer', 'Tag and Fees', and 'Tag and Fees'. The 'Tag and Fees' tab is active. The form contains fields for 'Type', 'Qty', 'Start Number', 'End Number', 'License', 'Additional', 'Issue', and 'Replacement'. A callout box labeled 'Tag Type Menu' points to the 'Type' dropdown menu, which is open and shows options: 'Dealer', 'Manufacturer', and 'Dealer Motorcycle'. Another callout box labeled 'Quantity Amount' points to the 'Qty' field, which contains the value '5'. A third callout box labeled 'Start Number' points to the 'Start Number' field, which contains the value 'D12345'. A fourth callout box labeled 'End Number' points to the 'End Number' field, which is empty. The 'Type' field is highlighted in yellow.

# Dealer Transactions

## New Registration

### Procedure:

#### ▪ Company is already in the system

- Search the company name
- Select dealer tag next to the customers name 
- Enter any customer information that is not filled in
- Select dealer tag type from drop down box
- Enter a tag number that corresponds with the correct format
- Enter in the amount of tags they want to order
- Enter in the start number
- The end number will automatically be calculated
- Fees will automatically be calculated
- Submit transaction


#### ▪ Company is not in the system

- Enter in customer information
- Select dealer tag type from drop down box
- Enter a tag number that corresponds with the correct format
- Enter in the amount of tags they want to order
- Enter in the start number
- The end number will automatically be calculated
- Fees will automatically be calculated
- Submit transaction

## Replacement

### Procedure:

#### ▪ Company is already in the system

- Search the company name
- Select dealer tag next to the customers name 
- Enter any customer information that is not filled in
- Select "Replacement" from the drop down box
- Enter the tag number that corresponds with the correct format
- Fees will automatically be calculated
- Submit transaction

# Commit to Purchase

## Special Fields

### Commitment Tab

The 'Commitment' tab and its fields are unique to the 'Commitment' business module.

Under the commitment tab, there is a 'Tag Type' drop down box. Within this box there are tags that are available to be pre-ordered by customers. The 'Control Number' textbox holds the control number from the customer's application.

Customer

COMMITMENT TO PURCHASE

Tag Type

Ctrl Num

TRANSACTION

Boy Scouts of America  
Light Keepers  
Alabama Tennis Foundation  
Cherokee Tribe of Northeast Alabama  
Fighting Cystic Fibrosis  
Freemason  
Huntsville Hospital  
Omega Psi Phi Fraternity  
POW/MIA

7/2010

Issued 10/7/2010 1:38:34 PM

Expires

Total:

Sales Tax

Credit

Fees


Trans


Comment

## Commitment Transaction

### New Registration

Procedure:

- **From the commitment to purchase business type with a customer in the system**
  - Search for the specific customer
  - Select the commit button next to the customer's name 
  - Enter in any customer information that is not automatically filled
  - Enter in the auto information
  - Select tag from the tag type drop down box
  - Enter in the control number
  - Fees will automatically be calculated
  - Submit transaction

- **From the commitment to purchase business type and the customer is not in the system**
  - Enter in the customer information
  - Enter in the auto information
  - Select the tag from the tag type drop down box
  - Enter in the control number
  - Fees will automatically be calculated
  - Submit transaction
  
- **Commit to purchase from the auto business type**
  - Search specific auto for commitment to purchase
  - Select the commit button next to the customer's name 
  - Enter in any customer information that is not automatically filled
  - Enter in any auto information that is not automatically filled
  - Select the tag from the tag type drop down box
  - Enter in the control number
  - Fees will automatically be calculated
  - Submit transaction

## Mobile Homes

### Special Fields

#### MfdHome Tab

The 'MfdHome' tab and its fields are unique to the 'Mobile' business module.

The 'MfdHome' tab contains a 'Fire District' drop down menu, a 'Manufactured Home Type' drop down menu, and a textbox for the 'Length and Width'. These are all required fields on this tab.

**NewReg**

**MANUFACTURED HOME**

Title Name

Make  Model:  Year:  Fire Dist:

Type:  L x W:   Color(s):

TitleApp1:  TitleApp2:  Vin2:

TitleApp3:  TitleApp4:  Vin4:

Price:  Date:  Type:  Exempt:

Comment:

Every manufactured home has at least one VIN number. Every ETAPS number should be listed in the 'TitleApp' textbox and the corresponding VIN number should go into the 'Vin' textbox.

**NewReg**

**MANUFACTURED HOME**

Title Name

Make  Model:  Year:  Fire Dist:

Type:  L x W:   Color(s):

TitleApp1:  Vin1:  TitleApp2:  Vin2:

TitleApp3:  Vin3:  TitleApp4:  Vin4:

Price:  Date:  Type:  Exempt:

Comment:



## Mobile Home Status


All manufactured homes in the system have a status which is displayed in the search page.

Manufactured homes status is shown in the form "yy-status" where:

- "yy" represents the registration year and
- "status" is one of the following:
  - Early - registration is valid and the current decal is within the current registration period
  - On\_Time - customer has been notified, registration must be renewed prior to month end
  - Late - renewal date has passed, customer will be assessed a late fee

The following screen shot shows 2 manufactured homes registered to Barbara Smith. One is "Late" and one is "On\_Time":

Name	Address				DL Num	Actions
<input type="checkbox"/> SMITH, BARBARA P	793 DUNCAN RD					
Status	Make	Model	Year	Decal	Actions	
<input type="checkbox"/> 10-On_Time	SOUTH	DREAM	1989	32589		
<input type="checkbox"/> 08-Late	GENER	MOBILE HOME	1993	40078		

Clicking on the "Select Manufactured Home" icon  will move you to the customer tab where you can select the transaction you want to execute for the manufactured home. The type of transaction allowed for a manufactured home will depend on the manufactured home's status according to the following table:

Status:	Early	On_Time	Late
Transactions:	Renew Transfer STAX Title Only	Renew Transfer STAX	Renew STAX Transfer

Use the drop down list to the left of the customer tab to select the transaction. For example, if the manufactured home's status is "Early", the available transactions can be shown by clicking on the down arrow in the drop down list:

NewReg Customer MfdHome Fees and Taxes

CUS NewReg Residential

Ow OTT First CRYSTAL M K DL# ZZ


Joint Last SMITH First CEC M  DL#

Company  Email   Tax Exempt Not Exempt

# Mobile Home Transactions


## New Registration

### Procedure:

- Search the ETAPS number
- Select the Customer if they are in the system 
- Fill in any customer or manufactured home information that was not automatically filled in
- The fees and taxes will be automatically calculated
- Submit the transaction to the cart


## Renew

### Procedure:

- Search for the customer in the application
- Select the manufactured home that needs to be renewed 
- Fill in any customer or manufactured home information that was not automatically filled in
- The fees and taxes will be automatically calculated
- Submit the transaction to the cart


## STAX

### Procedure:

- Search the ETAPS number or search for the customer
- Select the manufactured home 
- Fill in any customer or manufactured home information including the "Purchase Price" and "Purchase Date"
- The sales tax will automatically be calculated
- Submit the transaction to the cart


## Transfer

### Procedure:

- Search the ETAPS number
- Select the customer to transfer the manufactured home to 
- Fill in any customer information that is not automatically filled
- Enter in the "Trans Decal Yr." and the "Trans Decal#"
- The manufactured home information will be automatically updated
- Submit the transaction to the cart

## Title Only

Procedure:

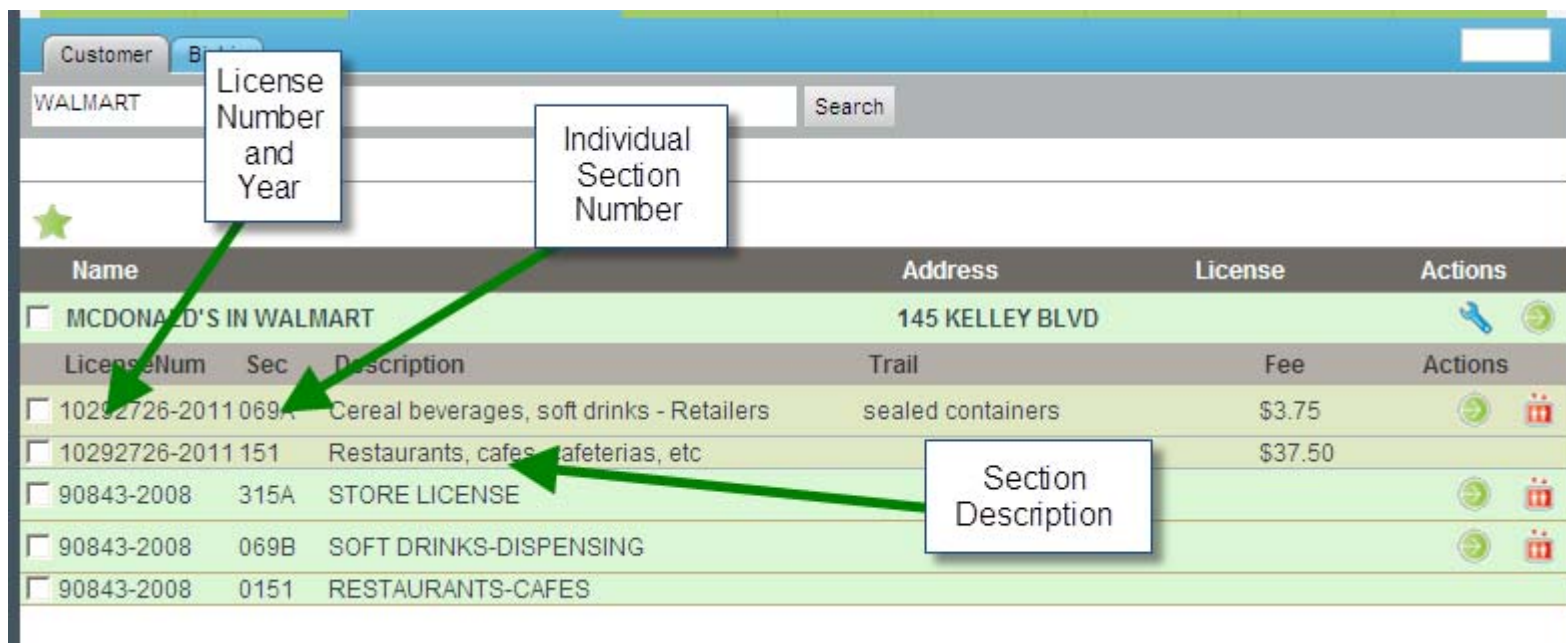
- Search the ETAPS number
- Select the customer for the "Title Only" transaction 
- Fill in any customer or manufactured home information that is not automatically filled
- On the "Fees and Taxes" tab select the amount of titles the customer needs to buy
- The title fees will be automatically calculated
- Submit the transaction to the cart

## Business License







### Special Fields

#### Search Screen

The business license search screen has its own unique fields. The license number and the year it was renewed are listed under the customer that renewed it. The section numbers, the section description, and the individual section prices are listed to the right of the corresponding license number.



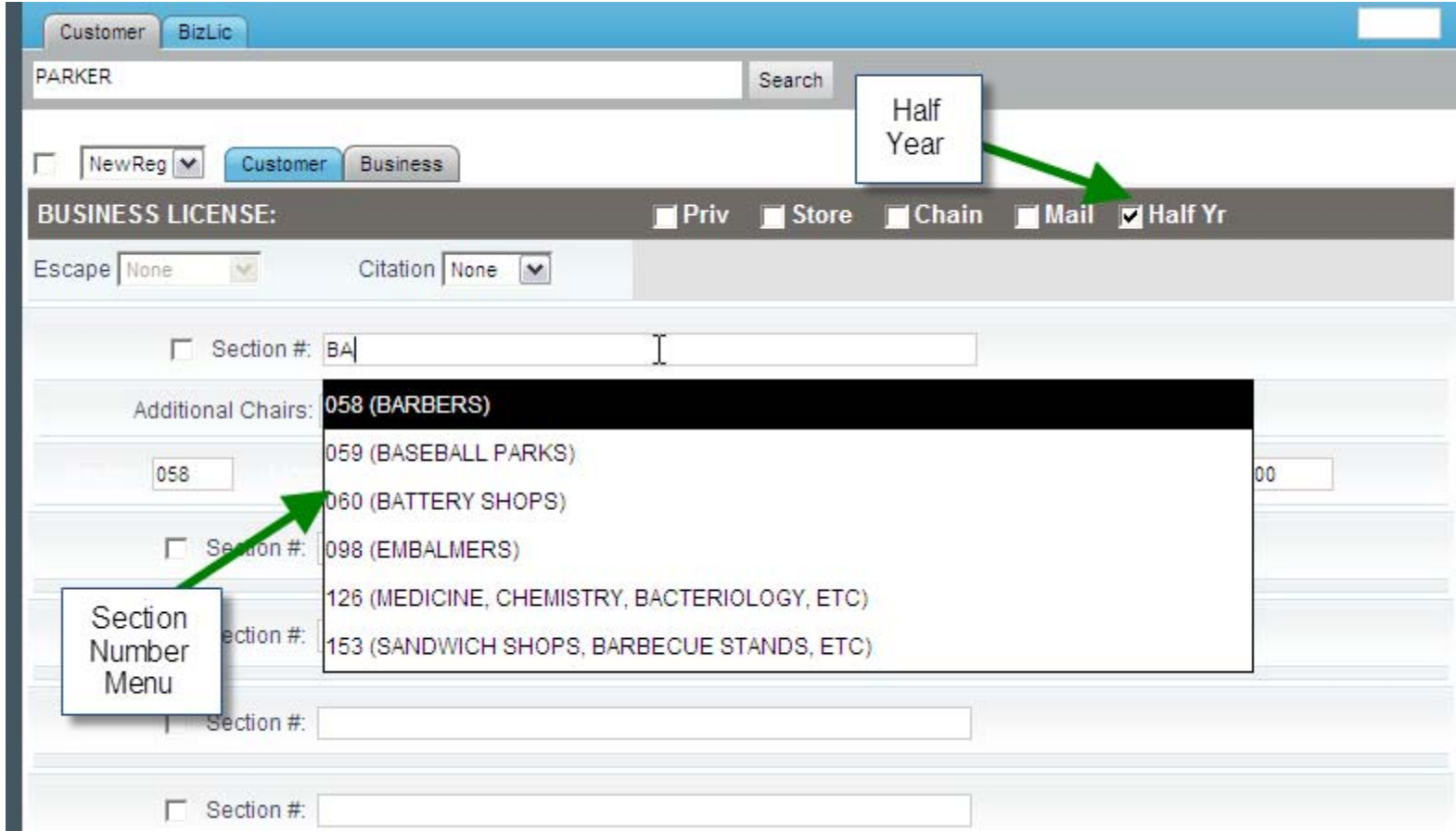
The screenshot shows a software interface for searching business licenses. At the top, there are tabs for 'Customer' and 'Business'. The 'Customer' tab is selected, showing 'WALMART' in a search field. Below this is a search button and a green star icon. The main area displays a table of search results. Three callout boxes with green arrows point to specific fields: 'License Number and Year' points to '10292726-2011', 'Individual Section Number' points to '069A', and 'Section Description' points to 'Cereal beverages, soft drinks - Retailers'. The table has columns for Name, Address, License, and Actions. Below the main table, there is a detailed view of the selected license with columns for License Num, Sec, Description, Trail, Fee, and Actions.

Name	Address	License	Actions		
<input type="checkbox"/> MCDONALD'S IN WALMART	145 KELLEY BLVD		 		
License Num	Sec	Description	Trail	Fee	Actions
<input type="checkbox"/> 10292726-2011	069A	Cereal beverages, soft drinks - Retailers	sealed containers	\$3.75	 
<input type="checkbox"/> 10292726-2011	151	Restaurants, cafes, cafeterias, etc		\$37.50	
<input type="checkbox"/> 90843-2008	315A	STORE LICENSE			 
<input type="checkbox"/> 90843-2008	069B	SOFT DRINKS-DISPENSING			 
<input type="checkbox"/> 90843-2008	0151	RESTAURANTS-CAFES			

#### Business Tab

The 'Business' tab and its fields are unique to the 'Business' business module.



On the 'Business' tab the user can type the section number or begin to type the description and a menu of the section corresponding sections will drop down. Once the clerk selects the correct item number the application will calculate the fees or more menus will drop down.



## Business License Transactions


### New Registration

Procedure:

- Search for the customer
- If customer already exist select new business license 
- If customer does not exist select new customer (green star) 
- Fill in any customer information that needs to be filled
- Type the section number or type in a description of the section and a drop down menu will appear
- Select the section number
- The Fees automatically calculate
- Submit the transaction to the cart

### Renew


Procedure:

- Search for the customer's business license
- Select the business license you want to renew 
- Fill in any customer information that needs to be filled
- Type the section number or type in a description of the section if needed and a drop down menu will appear

- Select the section number
- The fees will automatically calculate
- Submit the transaction to the cart



## Escape

### Procedure:

- Search for the customer's business license 
- Select the business license you want to renew
- Fill in any customer information that needs to be filled
- Select the "Escape" year from the drop down box
- Type the section number or type in a description of the section if needed and a drop down menu will appear
- Select the section number
- The fees will automatically calculate
- Submit the transaction to the cart

## Transfer

### Procedure:

- Search for the business license you would like to transfer
- Select the transfer business license button 
- Search for the customer who is receiving the business license
- Select the "Transfer to this Customer" button 
- The transaction will automatically submit to the cart


# Customer Organization


## Group Move

The "Group Move" function is found on the search page.

The "Group Move" function allows vehicles to be consolidated under one customer. Since the Tag App is a new system, the information in the system is organized by customer and then by vehicle. Because of the way information was organized in the previous system, the new system may list the same customer several times. This is because the information about the customer may be slightly different (for example, misspelled addresses). The "Group Move" is used when the customer already exist in the system.

### Procedure:

- Search the customer that needs to be moved
- The "Group Move" function is selected by clicking on the checkbox next to the automobile(s) or boats(s) that need to be moved
- Then click on the  icon for group move


- On the search page check the checkbox next to the customer under which you want to combine the vehicles
- If the customer does appear, search the customer that you would like to move to
- Select the green plus sign next to that customer 
- This will combine the two customers

## Create New Group

The "Create New Group" function is found next to the auto or boat on the search page.

The "Create New Group" function allows vehicles that are grouped with the wrong customer to be grouped under the right customer. Since the Tag App is a new system, the information in the system is organized by customer and then by vehicle. Because of the way information was organized in the previous system, the new system may list the same customer under the wrong customer. The "Create New Group" is used when the customer does not already exist in the system.

### Procedure:

- Search the vehicle or boat that needs to be moved
- The "Create New Group" function is selected by clicking on the  icon next to automobile or boats that needs to be moved
- The customer page will appear and the clerk should then enter all the customer information
- Finally, the clerk should hit submit and the automobile or boat will be grouped under the new customer

# Cart Page

The cart page shows a summary of all transactions for the current customer.

When all of the transactions for a customer are complete, payment type and amount of payment is entered on this page.

The following screen shot shows two transactions - one a renewal and the other a replacement. The amount due and the finish button, will be grayed out until an amount is entered into one of the payment type fields. The amount in the change due field will be automatically calculated by the system.

While on the cart page, a transaction can be deleted, edited, or a receipt can be viewed. The toggle decal button will allow the user to reverse the decal status as needed.

The continue button sends you to the search results page of the application component that you are in (e.g. auto, boat, etc.)

The screenshot displays the Cart Page interface. At the top, there is a navigation bar with tabs for AUTO, BOAT, BUSINESS, MOBILE, PLACARD, DEALER, COMMIT, ADMIN, and SIGN OFF. Below this is a search bar with filters for Last Name, VIN, Tag, ETAPS, Company, Customer, and Title. The search results show two transactions:

Trans Type	Make and Model	Tag Year	Tag Num	Decal	Total	Actions
Renewal	PONT TRANS SPORT SE EXT 4DR	2011	19024AT	True	36.85	
Replacement	BMW 740IL	2011	AT73564	True	2.00	

Below the table, there are payment options: Check #, Check, Credit Card, and Cash. The Total Unpaid is 38.85, and the Total Due is 38.85. The Refund Amt is 0.00, and the Change Due is 0.00.

At the bottom, there are buttons for Prints, Cart, Continue, and Finish. A RESET button is also present. The footer includes the copyright information: © 2007–2010 Ingenuity, Inc. All Rights Reserved | (ver.2.0.0) and a REMOTE SUPPORT icon.

# Admin Function

## Transactions Tabs

### All Tab

#### Filter Menu

The 'Filters' button will present a drop down menu when selected. This menu is where the clerk should enter in their search parameters. The search parameters will change depending on the 'Biz' type selected.

The screenshot displays a software interface for managing transactions. At the top, there is a user selection dropdown showing 'Boutwell, Melissa' and a series of navigation tabs: Transactions, Administration, Customers, Reports, Security, Drawers, Inventory, Autos, Boats, App, and Sign. Below these are sub-tabs for transaction types: All, Auto, Boat, Business, Mfd Home, Placard, Dealer, Commit, and Carts. A toolbar contains buttons for 'View List', 'Hide', 'Unhide', and 'RePrint'. A 'Filters' button is highlighted, and a filter menu is open, showing fields for ID, UserID (set to 'Boutwell, Melissa (6)'), Group, Issued (with a calendar icon), and Trans. The main area contains a table of transactions with columns: Group, Issued, PayID, Biz, Trans, Customer, City, Rt, AdVal, STax, and Fees. The table lists various transactions, including renewals and new entries for different customers and business types.

Group	Issued	PayID	Biz	Trans	Customer	City	Rt	AdVal	STax	Fees		
33699	02/14/2011	164725	Auto	Renewal	GREEN, ALISA	WETUMPKA	2	15.76	0.00	76.25		
33699	02/14/2011	164725	Auto	New	GREEN, ALISA	WETUMPKA	2	12.70	0.00	21.26		
33698	02/14/2011	164725	Auto	Renewal	GREEN, ALISA	WETUMPKA	2	-12.48	0.00	-76.25		
33698	02/14/2011	164725	Auto	New	GREEN, ALISA	WETUMPKA	2	-12.70	0.00	-21.26		
33697	02/14/2011	164724	MfdHomes	SalesTax	DUKE, WESLEY &	WETUMPKA	1	0.00	1,120.00	0.00		
33696	02/14/2011	164724	MfdHomes	Title	HYSMITH, LARRY	TALLASSEE	1	0.00	0.00	0.00		
33695	02/14/2011	164723	MfdHomes	Renewal	A S H MOBILE RENTALS LLC	MILLBROOK	2	0.00	0.00	101.00		
33694	02/14/2011	164722	MfdHomes	New	A S H MOBILE RENTALS LLC	MILLBROOK	2	0.00	0.00	91.00		
33693	02/14/2011	164721	Business	Transfer	CLUB BTS LLC	MONTGOMERY	1	0.00	0.00	1.25		
33692	02/14/2011	164720	Business	Renewal	MCDONALD'S IN WALMART	WETUMPKA	2	0.00	0.00	49.98		
33691	02/14/2011	164719	Business	New	CLUB BTS LLC	MONTGOMERY	1	0.00	0.00	51.50		
326820	6	283690	02/14/2011	164718	Business	Renewal	JOHNSON BROTHERS WINE	PELHAM	1	0.00	0.00	41.71
326818	6	283689	02/14/2011	164717	Business	New	WAL M ART #1057	TALLASSEFF	2	0.00	0.00	708.50

#### Transaction Menu

For a clerk to look at particular pieces of a transaction the clerk can right click the transaction that they want to view and a menu will appear. This will allow the supervisors to view transactions and to edit customer information. ['Refunds'](#) and ['Redos'](#) of any business type can be completed from this tab also.



Filters

Actions	ID	UserID	Group	Issued	PayID	Biz	Trans	Customer	City	Rt	AdVal	STax	Fees
<input type="checkbox"/>	326841	6	283699	02/14/2011	164725	Auto	Renewal	GREEN, ALISA	WETUMPKA	2	15.76	0.00	76.25
<input type="checkbox"/>	326839	6	283699	02/14/2011	164725	Auto	New	GREEN, ALISA	WETUMPKA	2	12.70	0.00	21.26
<input type="checkbox"/>	326837	6	283698				Renewal	GREEN, ALISA	WETUMPKA	2	-12.48	0.00	-76.25
<input type="checkbox"/>	326835	6	283698				New	GREEN, ALISA	WETUMPKA	2	-12.70	0.00	-21.26
<input type="checkbox"/>	326833	6	283697				Business SalesTax	DUKE, WESLEY &	WETUMPKA	1	0.00	1,120.00	0.00
<input type="checkbox"/>	326831	6	283696				Business Title	HYSMITH, LARRY	TALLASSEE	1	0.00	0.00	0.00
<input type="checkbox"/>	326829	6	283695				Business Renewal	A S H MOBILE RENTALS LLC	MILLBROOK	2	0.00	0.00	101.00
<input type="checkbox"/>	326827	6	283694				Business New	A S H MOBILE RENTALS LLC	MILLBROOK	2	0.00	0.00	91.00
<input type="checkbox"/>	326826	6	283693				Business Transfer	CLUB BTS LLC	MONTGOMERY	1	0.00	0.00	1.25
<input type="checkbox"/>	326824	6	283692				Business Renewal	MCDONALD'S IN WALMART	WETUMPKA	2	0.00	0.00	49.98
<input type="checkbox"/>	326822	6	283691				Business New	CLUB BTS LLC	MONTGOMERY	1	0.00	0.00	51.50
<input type="checkbox"/>	326820	6	283690				Business Renewal	JOHNSON BROTHERS WINE	PELHAM	1	0.00	0.00	41.71
<input type="checkbox"/>	326818	6	283689				Business New	WALMART #1057	TALLASSEE	2	0.00	0.00	708.50
<input type="checkbox"/>	326817	6	283688				Business Payment New	JOHNSON, STARR / JOHNS...	DEATSVILLE	2	0.00	0.00	50.00
<input type="checkbox"/>	326815	6	283687				Business Replace	AUTO CREATIONS	WETUMPKA	1	0.00	0.00	2.00
<input type="checkbox"/>	326812	6	283685				Business New	MOODY, IO I / MOODY, T	WETUMPKA	1	0.00	0.00	26.00

**Edit Transaction X**

Transaction #326833

Reprint

Scan(s)

Customer #120984

Addresses #120984

Payment #164724

Sales Tax #21302

ReDo

Refund

Quick Refund

## Auto Tab

### Filter Menu

The 'Filters' button will present a drop down menu when selected. This menu is where the clerk can enter in their search parameters.

Filters

Filter Clear

ID

UserID  
 Boutwell, Melissa (6) ▼

Group

Issued

Trans  
 ▼

Tag

Decal

VIN

	Issued	PayID	Biz	Trans	UnitID	Customer	City	Rt	AdVal	STax	Fees
9	02/14/2011	164725	Auto	Renewal	155693	GREEN, ALISA	WETUMPKA	2	15.76	0.00	76.25
9	02/14/2011	164725	Auto	New	155693	GREEN, ALISA	WETUMPKA	2	12.70	0.00	21.26
8	02/14/2011	164725	Auto	Renewal	155693	GREEN, ALISA	WETUMPKA	2	-12.48	0.00	-76.25
8	02/14/2011	164725	Auto	New	155693	GREEN, ALISA	WETUMPKA	2	-12.70	0.00	-21.26
4	02/11/2011	164700	Auto	Renewal	155693	GREEN, ALISA	WETUMPKA	2	12.48	0.00	76.25
4	02/11/2011	164700	Auto	New	155693	GREEN, ALISA	WETUMPKA	2	12.70	0.00	21.26
8	02/11/2011	164700	Auto	Renewal	47896	BRYAN, AMANDA	WETUMPKA	2	1.80	0.00	24.25
8	02/11/2011	164700	Auto	Renewal	47896	BRYAN, AMANDA	WETUMPKA	2	2.01	0.00	26.91
8	02/11/2011	164700	Auto	Escape	47896	BRYAN, AMANDA	WETUMPKA	2	2.40	0.00	0.00
8	02/11/2011	164700	Auto	Escape	47896	BRYAN, AMANDA	WETUMPKA	2	2.62	0.00	0.00
2	02/11/2011	164699	Auto	Renewal	133088	BROWN, KAREN S	TALLASSEE	1	0.00	0.00	2.25
1	02/11/2011	164698	Auto	IRP_Renew	155692	BROWN, KAREN D	DEATSVILLE	2	10.00	0.00	0.00
1	02/11/2011	164698	Auto	IRP_New	155692	BROWN, KAREN D	DEATSVILLE	2	10.00	0.00	0.00
0	02/11/2011	164698	Auto	IRP_Renew	128194	AUSTIN, BILLY JR JOE	TALLASSEE	1	17.39	0.00	0.00
9	02/11/2011	164697	Auto	MLI	139615	ELLIS, CHAD MICHAEL	DEATSVILLE	2	0.00	0.00	100.00
7	02/11/2011	164695	Auto	Tr_New	155691	ELLIS, CAREY C	MILLBROOK	2	172.50	0.00	16.25
7	02/11/2011	164695	Auto	Voucher	93318	ELLIS, CAREY C	MILLBROOK	2	0.00	0.00	0.00
7	02/11/2011	164695	Auto	Tr_New	155691	ELLIS, CAREY C	MILLBROOK	2	129.91	0.00	18.25

**Auto Trans**

Under the 'Auto Trans' selection on the Transaction menu the clerk is able to view the breakdown of tag fees and the tag information that was selected during this transaction. Any information under the 'Auto Trans' can be edited by a supervisor on the day that the transaction was completed.

Path: Auto >> T326842 - BT1 - TT2


### TransID 326842 Tag Info

Tag Type\*: **God Bless America** ▼

Tag Yr: 2012 Tag Mnths: 12 Tag: 56363AM Decal: 29000525 Unique: 1

Base Tag: **God Bless America** ▼ RV Class:

LTag Type: **God Bless America** ▼

LTag: 56363AM LDecal: 29017253 LExp Dt: 2/28/2011 

School:

### Fees

Transfer:	0.00	Transfer Penalty:	0.00
License:	23.00	Add:	0.00
Issue:	1.25	Add Issue:	0.00
Penalty:	0.00	Interest:	0.00
Repl:	0.00		
Affidavit:	0.00		
Citation:	0.00		
Voucher:	0.00		
Special:	0.00		
Title:	0.00		
Convenience:	0.00		
Mail:	0.00		
Metal Tag:	0.00		
Ambulance:	0.00		
Metal Tag 2:	0.00		

### Flags

Special  NonUse  Metal Tag  Mail  Decal  Temp

The only items that the supervisors are able to edit after the transaction date are the tag number and the decal number. Any other items that need to be adjusted must be done through the ['Redo'](#) transaction type.

Path: Auto >> T326734 - BT1 - TT2

### TransID 326734

#### Tag Info

Tag Type\*:   
Tag Yr:  Tag Mnths:  Tag:  Decal:  Unique:   
Base Tag:  RV Class:   
LTag Type:   
LTag:  LDecal:  LExp Dt:   
School:

#### Fees

Transfer:  Transfer Penalty:   
License:  Addl:   
Issue:  Addl Issue:   
Penalty:  Interest:   
Repl:   
Affidavit:   
Citation:   
Voucher:   
Special:   
Title:   
Convenience:   
Mail:   
Metal Tag:   
Ambulance:   
Metal Tag 2:

#### Flags

Special  NonUse  Metal Tag  Mail  Decal  Temp  
 Tag Override  PrevTag Override  Fee Override

#### Other

### Auto

Under the 'Auto' selection on the Transaction menu, the clerk is able to view the transactions vehicle information. Any information under 'Auto' can be edited by a supervisor on the day that the transaction was completed.

Path: Auto >> T326842 - BT1 - TT2

### TransID 326842 Auto Info

Sale: Dealer

Title#: App#: Unit Num:

Title Name: BRYAN ADAM

VIN: 1N4AB41D3TC742473

Weight: 0

VehType\*: Cars Make\*: NISS Model\*: SENTRA GXE Body\*: 4D Year\*: 1996

Color\*: White Color2: (None)

Acq.From:

Leasor:

Lien Holder:

DAID:

Comment: IMPORTED

MLI  Temp VIN  Locked

Purchase Type: (None) Price: 0.00 Purch. Dt: Entry Dt:

Renewal Month: 2

Update Cancel

The only items that the supervisors are able to edit after the transaction date are the title name, the vin number, and the automobiles features. Any other items that need to be adjusted must be done through the [Redo](#) transaction type.

Path: Auto >> T326736 - BT1 - TT2

**TransID 326736**  
**Auto Info**

Sale: Dealer

Title#:  App#:  Unit Num:

Title Name\*: BRYAN AMANDA

VIN: 1G1LV15M3SY192883

Weight: 0

VehType\*: 1 Make\*: CHEV Model\*: BERETTA Body\*: 2D Year\*: 1995

Color\*: Black Color2: (None)

Acq.From:

Leasor:

Lien Holder:

DAID:

Comment: IMPORTED

MLI  Temp VIN  Locked

Purchase Type:  Price: 0.00 Purch. Dt: 01/01/0001 Entry Dt: 01/01/0001

Renewal Month: 2

Update Cancel

**Payment**

Under the 'Payment' selection on the Transaction menu, the clerk is able to view the payment information for a particular transaction or a group of transactions. Any information under the 'Payment' can be edited by a supervisor on the day that the transaction was completed.

Path: Auto >> T326842 - BT1 - TT2

**TransID 326842**

Pay Src: (None) ▼  
CC: (None) ▼  
Check#s: \_\_\_\_\_  
Paid Check: 0.00  
Paid CC: 0.00  
Paid Cash: 25.75  
Mail Fee: 0.00  
Convenience: 0.00  
Processing: 0.00  
Credit Amt: 0.00  
Total Paid: 25.75  
Refund Amt: 0.00  
CCAuthCode: \_\_\_\_\_  
CCTransID: \_\_\_\_\_

The supervisors are unable to edit the payment information after the original transaction date.

### AdValorem

Under the 'AdValorem' selection on the Transaction menu, the clerk is able to view the advalorem information for a particular transaction. Any information under the 'AdValorem' can be edited by a supervisor on the day that the transaction was completed.

Path: Auto >> T326842 - BT1 - TT2

**TransID 326842**

City\*: ECLECTIC, AL

Rate Type\*: Out of City

Mrkt Val: 500.00

Assessed Val: 60.00

Exempt

Exempt Val: 0.00

Tax Months: 12

Tax Type: Owed

Vehicle Class: 15% Class IV

State: 0.39

County: 0.51

City: 0.00

School: 0.60

Hospital: 0.00

Vol. Fire: 0.00

Penalty: 0.00

Interest: 0.00

Total AdV: 1.50

AdV Fields Override

Update

Cancel

The supervisors are unable to edit the advalorem information after the original transaction date.



Path: Auto >> T326841 - BT1 - TT2

**TransID 326841**

City\*: WETUMPKA  
Rate Type\*: In City  
Mrkt Val: 3,300.00  
Assessed Val: 480.00  
 Exempt  
Exempt Val: 0.00  
Tax Months: 12  
Tax Type: 1  
Vehicle Class: 15% Class IV  
State: 3.12  
County: 4.08  
City: 2.40  
School: 4.80  
Hospital: 0.00  
Vol. Fire: 0.00  
Penalty: 0.00  
Interest: 1.36  
Total AdV: 15.76  
 AdV Fields Override

[Return](#)

## Boat Tab

### Filter Menu

The 'Filters' button will present a drop down menu when selected. This menu is where the clerk can enter in their search parameters.

Filters

Filter Clear

ID

UserID  
 Boutwell, Melissa (6) ▼

Group

Issued

Trans  
 ▼

Decal

Boat Num

Group	Issued	PayID	Biz	Trans	UnitID	Customer	City	Rt	AdVal	STax	Fees	T
83680	02/14/2011	164711	Boat	SalesTax	5945	COLLIER, JOHNNIE	WETUMPKA	1	0.00	44.88	0.00	
83679	02/14/2011	164710	Boat	SalesTax	16510	DAVIS, STEVE / DAVIS, KAT	WETUMPKA	1	0.00	249.98	0.00	2
83678	02/14/2011	164709	Boat	Tr_Renew	21225	HOLLEY, SLADE	MARBURY	1	0.00	0.00	25.00	2
83677	02/14/2011	164708	Boat	Tr_Renew	5945	COLLIER, JOHNNIE	WETUMPKA	1	0.00	0.00	30.00	3
83676	02/14/2011	164707	Boat	New	21224	DONAHOO, JAMES D	PRATTVILLE	1	0.00	0.00	20.00	2
83675	02/14/2011	164707	Boat	New	21223	CAUTHEN, WILLIAM CHAD	MILLBROOK	1	0.00	0.00	100.00	10
83674	02/14/2011	164707	Boat	New	21222	ABRAMS, SMITH	MILLBROOK	1	0.00	0.00	100.00	10
83673	02/14/2011	164706	Boat	Transfer	21221	ABRAMS, SMITH	MILLBROOK	1	0.00	0.00	5.00	
83672	02/14/2011	164706	Boat	Transfer	21220	AZAR, WILLIAM DAVIS	WETUMPKA	1	0.00	0.00	5.00	
83671	02/14/2011	164705	Boat	Transfer	15407	ALBRECHT, DONALD A	ECLECTIC	1	0.00	0.00	5.00	
83670	02/14/2011	164704	Boat	Transfer	21218	GIDDENS, RUSHIN GRAYSON	TALLASSEE	1	0.00	141.50	5.00	14
83669	02/14/2011	164703	Boat	Replace	7608	PARKER, BARRY	ECLECTIC	1	0.00	0.00	5.00	
83668	02/14/2011	164702	Boat	New	21219	COLEMAN JR, OLIVER	WETUMPKA	1	0.00	25.00	25.00	5
83667	02/14/2011	164701	Boat	Renewal	11700	BAKER, CHARLIE	WETUMPKA	1	0.00	0.00	25.00	2
83666	02/14/2011	164701	Boat	Renewal	6778	COLEMAN JR, OLIVER	WETUMPKA	1	0.00	0.00	25.00	2
83665	02/14/2011	164700	Boat	New	21218	COLEMAN JR, OLIVER	WETUMPKA	1	0.00	0.00	20.00	2

**Boat Trans**

Under the 'Boat Trans' selection on the Transaction menu the clerk is able to view the breakdown of boat fees and the decal number that was assigned during this transaction. Any information under the 'Boat Trans' can be edited by a supervisor on the day that the transaction was completed.

Path: Boat >> T326844 - BT2 - TT2

### TransID 326844 Tag Info

Tag Yr\*: 2012 Decal: 1234 Ctrl Num\*: 4984

### Fees

Transfer:	0.00	Transfer Penalty:	0.00
License:	73.00	Additional:	0.00
Issue:	2.00		
Penalty:	0.00	Interest:	0.00
Replacement:	0.00		
Affidavit:	0.00		
Citation:	0.00		
Voucher:	0.00		
Special:	0.00		
Convenience:	0.00		
Mail:	0.00		

Update Cancel

The only items that the supervisors are able to edit after the transaction date are the control number and the decal number. Any other items that need to be adjusted must be done through the [Redo](#) transaction type.

Boutwell, Melissa    Transactions   Administration   Customers   Reports   Security   Drawers   Inventory   Autos   Boats   App   Sig

All   Auto   Boat   Business   Mfd Home   Placard   Dealer   Commit   Carts

Path: Boat >> T326747 - BT2 - TT1

### TransID 326747 Tag Info

Tag Yr\*: 2011    Decal: 2354    Ctrl Num\*: 4997

### Fees

Transfer:	0.00	Transfer Penalty:	0.00
License:	23.00	Additional:	0.00
Issue:	2.00		
Penalty:	0.00	Interest:	0.00
Replacement:	0.00		
Affidavit:	0.00		
Citation:	0.00		
Voucher:	0.00		
Special:	0.00		
Convenience:	0.00		
Mail:	0.00		

Update   Cancel

## Boat

Under the 'Boat' selection on the Transaction menu, the clerk is able to view the transactions boat information. Any information under 'Boat' can be edited by a supervisor on the day that the transaction was completed.

Path: Boat >> T326844 - BT2 - TT2

### TransID 326844 Boat Info

Boat Num\*: 2671AF

Boat Type\*: Open

Boat Class\*: Class III

Boat Make\*: REGAL BOATS

Boat Length Feet\*: 28

Boat Length Inches\*: 0

Boat Year\*: 1995

Hull Material\*: F/Glass

Propulsion Type\*: Inboard

Fuel Type\*: Gas

Type Use\*: Pleasure

Hull Serial\*: RGMRA298595

Engine Make: VOLVO

Engine Serial: 4116120833

Horse Power: 330

Comment: HULL SERIAL IS NOT 12 CHARS - NEEDS TO BE CORRECTED

Purchase Type: (None)

Purchase Price: 0.00

Purchase Date:

Sanitation Device\*: Yes

Locked

Update Cancel

The only items that the supervisors are able to edit after the transaction date are the boat make, the boat year, and the boats features. Any other items that need to be adjusted must be done through the ['Redo'](#) transaction type.

Path: Boat >> T326761 - BT2 - TT1

### TransID 326761 Boat Info

Boat Num\*: 1542SQ  
Boat Type\*: Open  
Boat Class\*: Class IV  
Boat Make\*: AVENGER BOATS  
Boat Length Feet\*: 55 Boat Length Inches\*: 0  
Boat Year\*: 1955  
Hull Material\*: F/Glass Propulsion Type\*: Outboard Fuel Type\*: Gas Type Use\*: Pleasure  
Hull Serial\*: 123  
Engine Make: Engine Serial:  
Horse Power: 0  
Comment:  
Purchase Type: New Purchase Price: 0.00 Purchase Date: 02/08/2011  
Sanitation Device\*: Yes  Locked  
Update Cancel

### Payment

Under the 'Payment' selection on the Transaction menu, the clerk is able to view the payment information for a particular transaction or a group of transactions. Any information under the 'Payment' can be edited by a supervisor on the day that the transaction was completed.

Path: Auto >> T326842 - BT1 - TT2

**TransID 326842**

Pay Src: (None) ▼  
CC: (None) ▼  
Check#s: \_\_\_\_\_  
Paid Check: 0.00  
Paid CC: 0.00  
Paid Cash: 25.75  
Mail Fee: 0.00  
Convenience: 0.00  
Processing: 0.00  
Credit Amt: 0.00  
Total Paid: 25.75  
Refund Amt: 0.00  
CCAuthCode: \_\_\_\_\_  
CCTransID: \_\_\_\_\_

The supervisors are unable to edit the payment information after the original transaction date.

## Business Tab

### Filter Menu

The 'Filters' button will present a drop down menu when selected. This menu is where the clerk can enter in their search parameters.

Boutwell, Melissa

Transactions Administration Customers Reports Security Drawers Inventory Autos Boats App Sig

All Auto Boat Business Mfd Home Placard Dealer Commit Carts

View List Hide Unhide RePrint

Filters

Filter Clear

ID

UserID  
Boutwell, Melissa (6)

Group

Issued

Trans

License #

Group	Issued	PayID	Biz	Trans	Customer	City	Rt	AdVal	STax	Fees	T
283703	02/15/2011	164729	Business	Renewal	MCDONALD'S IN WALMART	WETUMPKA	2	0.00	0.00	32.54	
283693	02/14/2011	164721	Business	Transfer	CLUB BTS LLC	MONTGOMERY	1	0.00	0.00	1.25	
283692	02/14/2011	164720	Business	Renewal	MCDONALD'S IN WALMART	WETUMPKA	2	0.00	0.00	49.98	4
283691	02/14/2011	164719	Business	New	CLUB BTS LLC	MONTGOMERY	1	0.00	0.00	51.50	5
283690	02/14/2011	164718	Business	Renewal	JOHNSON BROTHERS WINE	PELHAM	1	0.00	0.00	41.71	4
283689	02/14/2011	164717	Business	New	WALMART #1057	TALLASSEE	2	0.00	0.00	708.50	70

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## Payment

Under the 'Payment' selection on the Transaction menu, the clerk is able to view the payment information for a particular transaction or a group of transactions. Any information under the 'Payment' can be edited by a supervisor on the day that the transaction was completed.



Path: Auto >> T326842 - BT1 - TT2

**TransID 326842**

Pay Src: (None) ▼  
CC: (None) ▼  
Check#s: \_\_\_\_\_  
Paid Check: 0.00  
Paid CC: 0.00  
Paid Cash: 25.75  
Mail Fee: 0.00  
Convenience: 0.00  
Processing: 0.00  
Credit Amt: 0.00  
Total Paid: 25.75  
Refund Amt: 0.00  
CCAuthCode: \_\_\_\_\_  
CCTransID: \_\_\_\_\_  
Update Cancel

The supervisors are unable to edit the payment information after the original transaction date.

## Mfd Home Tab

### Filter Menu

The 'Filters' button will present a drop down menu when selected. This menu is where the clerk can enter in their search parameters.

Filters

Filter Clear

ID

UserID  
 Boutwell, Melissa (6) ▼

Group

Issued

Trans  
 ▼

Decal

VIN1

Group	Issued	PayID	Biz	Trans	UnitID	Customer	City	Rt	AdVal	STax
83697	02/14/2011	164724	MfdHomes	SalesTax	2339	DUKE, WESLEY &	WETUMPKA	1	0.00	1,120.00
83696	02/14/2011	164724	MfdHomes	Title	808	HYSMITH, LARRY	TALLASSEE	1	0.00	0.00
83695	02/14/2011	164723	MfdHomes	Renewal	2734	A S H MOBILE RENTALS LLC	MILLBROOK	2	0.00	0.00
83694	02/14/2011	164722	MfdHomes	New	3256	A S H MOBILE RENTALS LLC	MILLBROOK	2	0.00	0.00
79937	01/26/2011	162420	MfdHomes	Title	1360	PRICE, MICHAEL C	DEATSVILLE	1	0.00	0.00
75230	12/30/2010	159663	MfdHomes	Renewal	1534	KNIGHT, LIZZIE MAE	COOSADA	2	0.00	0.00
75228	02/01/2011	159661	MfdHomes	Renewal	2401	CHANCEY, MELVIN	ALAKANUK	2	0.00	0.00
75226	02/01/2011	159660	MfdHomes	Renewal	2401	CHANCEY, MELVIN	COOSADA	2	0.00	0.00
75008	12/30/2010	159489	MfdHomes	Renewal	1293	HENDERSON, OLA MAE	TALLASSEE	1	0.00	0.00
75007	12/30/2010	159489	MfdHomes	Renewal	1292	HENDERSON, OLA MAE	TALLASSEE	1	0.00	0.00
74411	12/22/2010	158985	MfdHomes	Title	3219	BARNETT, LESLIE &	TITUS	1	0.00	0.00
74254	12/21/2010	158850	MfdHomes	Renewal	1147	STORY, LELAND S	TITUS	1	0.00	0.00
72593	12/02/2010	157570	MfdHomes	Renewal	522	DUNCAN, SHIRLEY	WETUMPKA	1	0.00	0.00
72426	12/01/2010	157448	MfdHomes	Renewal	394	PITTMAN, DANA	MARBURY	1	0.00	0.00
72306	11/30/2010	157357	MfdHomes	Renewal	1139	MERCER, BART	WETUMPKA	1	0.00	0.00
72305	11/30/2010	157357	MfdHomes	Renewal	1136	MERCER, BART	WETUMPKA	1	0.00	0.00

### MfdHome Trans

Under the 'MfdHome Trans' selection on the Transaction menu the clerk is able to view the breakdown of fees and the decal information that was assigned during this transaction. Any information under the 'MfdHome Trans' can be edited by a supervisor on the day that the transaction was completed.

Path: Mfd Home >> T326867 - BT4 - TT2

### TransID 326867 Tag Info

Decal Yr: 2011	Decal: 36123	Quarters*: 8	Unique: 0
Cit#: 0	Cit Dt:		
LDecal: 39589	LExp Dt: 11/30/2008		

### Fees

License: 72.00	Issue: 5.00	Fire: 50.00
Penalty: 0.00	Citation: 0.00	Del: 20.00
Title: 0.00	Mail: 0.00	
Transfer: 0.00	Move: 0.00	

### Flags

Mail  Decal  Fee Override

The only items that the supervisors are able to edit after the transaction date are the decal year, the decal number, and the number of quarters.

Path: Mfd Home >> T326829 - BT4 - TT2

### TransID 326829 Tag Info

Decal Yr: 2011	Decal: 36121	Quarters*: 4	Unique: 0
Cit#: 0	Cit Dt:		
LDecal: 32256	LExp Dt: 11/30/2010		

### Fees

License: 36.00	Issue: 5.00	Fire: 50.00
Penalty: 0.00	Citation: 0.00	Del: 10.00
Title: 0.00	Mail: 0.00	
Transfer: 0.00	Move: 0.00	

### Flags

Mail  Decal  Fee Override

## MfdHome

Under the 'MfdHome' selection on the Transaction menu, the clerk is able to view the transactions manufactured home information. Any information under 'MfdHome' can be edited by a supervisor on the day that the transaction was completed.

Boutwell, Melissa ▾ Transactions Administration Customers Reports Security Drawers Inventory Autos Boats App Sign

All Auto Boat Business Mfd Home Placard Dealer Commit Carts

Path: Mfd Home >> T326867 - BT4 - TT2

### TransID 326867

**MfdHomeType\*:** (B) - Double+ - Owner Occupied ▾

**Title Name\*:** MAYS CATHERINE

**FireDistrict:** Holtville ▾

**Make\*:** SO ENER **Model\*:** SO HOMES **Year\*:** 1995 **Len(ft)\*:** 42 **Width(ft)\*:** 24

VIN1:	DSDAL10384A	Title1#:		App1#:	
VIN2:	DSDAL10384B	Title2#:		App2#:	
VIN3:		Title3#:		App3#:	
VIN3:		Title1#:		App1#:	

**Color\*:** Gray ▾ **Color2:** (None) ▾

**DAID:**  **DAID2:**  **DAID3:**


**Comment:**

**Phys Addr Line 1\*:** 20 EVERGREEN DR

**Phys Addr Line 2:**

**Zip\*:** 36022 **Zip4:**

Locked

**Sale:** Dealer ▾ **Price:** 28600.00 **Purch. Dt:**  

The supervisor is allowed to edit all of the manufactured home information after the completed transaction date except for the title number or the application number.

Path: Mfd Home >> T326829 - BT4 - TT2

**TransID 326829**

MfdHomeType\*: (C) - Single - Rental

Title Name\*: A S H MOBLIE HOME RENTALS LLC

FireDistrict: Millbrook

Make\*: SOUTHEP Model\*: SL 402003 Year\*: 1993 Len(ft)\*: 16 Width(ft)\*: 80

VIN1: SSDAL39822 Title1#: App1#: E2377164

VIN2: Title2#: App2#:

VIN3: Title3#: App3#:

VIN3: Title1#: App1#:

Color\*: Beige Color2: (None)

DAID: 29-00001-00 DAID2: DAID3:

Comment:

Phys Addr Line 1\*: 372 STILL CREEK LOT 34

Phys Addr Line 2:

Zip\*: 36054 Zip4:

Locked

Sale: No Sales Tax Price: 81,000.00 Purch. Dt: 08/17/2009

Update Cancel

**Payment**

Under the 'Payment' selection on the Transaction menu, the clerk is able to view the payment information for a particular transaction or a group of transactions. Any information under the 'Payment' can be edited by a supervisor on the day that the transaction was completed.

Path: Auto >> T326842 - BT1 - TT2

**TransID 326842**

Pay Src: (None) ▼  
CC: (None) ▼  
Check#s: \_\_\_\_\_  
Paid Check: 0.00  
Paid CC: 0.00  
Paid Cash: 25.75  
Mail Fee: 0.00  
Convenience: 0.00  
Processing: 0.00  
Credit Amt: 0.00  
Total Paid: 25.75  
Refund Amt: 0.00  
CCAuthCode: \_\_\_\_\_  
CCTransID: \_\_\_\_\_

The supervisors are unable to edit the payment information after the original transaction date.

## Placard Tab

### Filter Menu

The 'Filters' button will present a drop down menu when selected. This menu is where the clerk can enter in their search parameters.

Boutwell, Melissa ▾ Transactions Administration Customers Reports Security Drawers Inventory Autos Boats App Sign

All Auto Boat Business Mfd Home Placard Dealer Commit Carts

View List Hide Unhide RePrint

Filters

Filter Clear

ID

UserID  
 Boutwell, Melissa (6) ▾

Group

Issued

Trans  
 ▾

Placard

Group	Issued	PayID	Biz	Trans	Customer	City	Rt	AdVal	STax	Fees	Total
283708	02/16/2011	164733	Placard	New	BROOKS, AARON MITCHELL	MILLBROOK	1	0.00	0.00	0.00	0.00
283682	02/14/2011	164712	Placard	New	PARKER, AMBER	WETUMPKA	1	0.00	0.00	0.00	0.00
283681	02/14/2011	164712	Placard	New	PARKER, ADRAIN G	TALLASSEE	1	0.00	0.00	0.00	0.00
282716	02/03/2011	164092	Placard	New	FERGUSON, ELIZABETH J	WETUMPKA	1	0.00	0.00	0.00	0.00
282714	02/03/2011	164091	Placard	New	WARD, ROBERT K	WETUMPKA	1	0.00	0.00	0.00	0.00
275025	12/30/2010	159500	Placard	New	SMITH, PIER	WETUMPKA	1	0.00	0.00	0.00	0.00
265139	11/01/2010	153240	Placard	New	BROWN, NIKITA L	WETUMPKA	1	0.00	0.00	0.00	0.00
246764	09/23/2010	142562	Placard	New	WEAVER, WALTER E	WETUMPKA	1	0.00	0.00	0.00	0.00
234195	08/20/2010	135258	Placard	New	SMART, VIRGINIA W	TALLASSEE	2	0.00	0.00	0.00	0.00
211390	06/09/2010	121517	Placard	New	REED, WINIFRED	TALLASSEE	1	0.00	0.00	0.00	0.00
209339	06/02/2010	120224	Placard	New	HALL, GEORGE M	TALLASSEE	2	0.00	0.00	0.00	0.00
207344	05/28/2010	118974	Placard	New	CARTER, JAMES B	WETUMPKA	2	0.00	0.00	0.00	0.00
207338	05/28/2010	118974	Placard	New	CARTER, JAMES B	WETUMPKA	2	0.00	0.00	0.00	0.00
194305	04/20/2010	111175	Placard	New	FORBUS, FAYE B	EQUALITY	1	0.00	0.00	0.00	0.00
147011	12/07/2009	90011	Placard	New	JONES, MARGIE E	ECLECTIC	1	0.00	0.00	0.00	0.00
145297	09/24/2009	74999	Placard	New	TILL, FRANCES	ELMORE	1	0.00	0.00	0.00	0.00
134438	08/28/2009	69547	Placard	New	JUSTISS, SHIRLEY	TITUS	1	0.00	0.00	0.00	0.00

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## Placard Trans

Under the 'Placard Trans' selection on the Transaction menu the clerk is able to view the placard number and the number of valid months assigned to that placard transaction. Any information under the 'Placard Trans' can be edited by a supervisor.

Boutwell, Melissa ▾ Transactions Administration Customers Reports Security Drawers Inventory Autos Boats App Sign

All Auto Boat Business Mfd Home Placard Dealer Commit Carts

Path: Placard >> T326869 - BTS - TT1

**TransID 326869**

Placard\*: P987654

Months Valid\*: 99

Issue Fee: 0.00

Disabled: (None) ▾

Handicap  Permanent

Update Cancel

# Dealer Tab

## Filter Menu

The 'Filters' button will present a drop down menu when selected. This menu is where the clerk can enter in their search parameters.

The screenshot shows a software interface with a top navigation bar containing buttons for 'Transactions', 'Administration', 'Customers', 'Reports', 'Security', 'Drawers', 'Inventory', 'Autos', 'Boats', 'App', and 'Sign'. Below this is a secondary bar with buttons for 'All', 'Auto', 'Boat', 'Business', 'Mfd Home', 'Placard', 'Dealer', 'Commit', and 'Carts'. A 'View List' button is also present. A 'Filters' menu is open, showing fields for 'ID', 'UserID' (set to 'Boutwell, Melissa (6)'), 'Group', 'Issued', 'Trans', and 'Tag Num'. The main area displays a table with the following columns: Group, Issued, PayID, Biz, Trans, Customer, City, Rt, AdVal, STax, Fees, Total. The table contains multiple rows of transaction data.

Group	Issued	PayID	Biz	Trans	Customer	City	Rt	AdVal	STax	Fees	Total		
283709	02/16/2011	164734	Dealer New	GREEN CHRISTOPHER	ECLECTIC	1	0.00	0.00	26.00	26.00	2		
283709	02/16/2011	164734	Dealer New	GREEN CHRISTOPHER	ECLECTIC	1	0.00	0.00	26.00	26.00	2		
283709	02/16/2011	164734	Dealer New	GREEN CHRISTOPHER	ECLECTIC	1	0.00	0.00	26.00	26.00	2		
283709	02/16/2011	164734	Dealer New	GREEN CHRISTOPHER	ECLECTIC	1	0.00	0.00	26.00	26.00	2		
283709	02/16/2011	164734	Dealer New	GREEN CHRISTOPHER	ECLECTIC	1	0.00	0.00	26.00	26.00	2		
283709	02/16/2011	164734	Dealer New	GREEN CHRISTOPHER	ECLECTIC	1	0.00	0.00	26.00	26.00	2		
283709	02/16/2011	164734	Dealer New	GREEN CHRISTOPHER	ECLECTIC	1	0.00	0.00	26.00	26.00	2		
283687	02/14/2011	164715	Dealer Replace	AUTO CREATIONS	WETUMPKA	1	0.00	0.00	2.00	2.00			
283685	02/14/2011	164715	Dealer New	MOODY, JO L / MOODY, T...	WETUMPKA	1	0.00	0.00	26.00	26.00			
283684	02/14/2011	164714	Dealer New	GELCO	ECLECTIC	1	0.00	0.00	18.00	18.00	3		
283684	02/14/2011	164714	Dealer New	GELCO	ECLECTIC	1	0.00	0.00	18.00	18.00	3		
326809	6	283684	02/14/2011	164714	Dealer New	GELCO	ECLECTIC	1	0.00	0.00	18.00	18.00	3
326808	6	283684	02/14/2011	164714	Dealer New	GELCO	ECLECTIC	1	0.00	0.00	18.00	18.00	3
326807	6	283684	02/14/2011	164714	Dealer New	GELCO	ECLECTIC	1	0.00	0.00	18.00	18.00	3

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## Dealer Trans

Under the 'Dealer Trans' selection on the Transaction menu the clerk is able to view the breakdown of tag fees and the tag information that was selected during this transaction. Any information under the 'Dealer Trans' can be edited by a supervisor on the day that the transaction was completed.



Boutwell, Melissa ▾ Transactions Administration Customers Reports Security Drawers Inventory Autos Boats App Sig

All Auto Boat Business Mfd Home Placard Dealer Commit Carts

Path: Dealer >> T326877 - BT6 - TT1

**TransID 326877**

Tag Type\*: Dealer ▾

Tag Yr\*: 2011 Tag Num: D98772

License: 23.00 Additional: 1.75 Issue: 1.25

Update Cancel

The only item that the supervisors are able to edit after the transaction date is the tag number.

Boutwell, Melissa ▾ Transactions Administration Customers Reports Security Drawers Inventory Autos Boats App Sig

All Auto Boat Business Mfd Home Placard Dealer Commit Carts

Path: Dealer >> T326810 - BT6 - TT1

**TransID 326810**

Tag Type\*: Dealer Motorcycle

Tag Yr\*: 2011 Tag Num: D1019

License: 15.00 Additional: 1.75 Issue: 1.25

Update Cancel

## Payment

Under the 'Payment' selection on the Transaction menu, the clerk is able to view the payment information for a particular transaction or a group of transactions. Any information under the 'Payment' can be edited by a supervisor on the day that the transaction was completed.

Path: Auto >> T326842 - BT1 - TT2

**TransID 326842**

Pay Src: (None) ▼  
CC: (None) ▼  
Check#s: \_\_\_\_\_  
Paid Check: 0.00  
Paid CC: 0.00  
Paid Cash: 25.75  
Mail Fee: 0.00  
Convenience: 0.00  
Processing: 0.00  
Credit Amt: 0.00  
Total Paid: 25.75  
Refund Amt: 0.00  
CCAuthCode: \_\_\_\_\_  
CCTransID: \_\_\_\_\_

The supervisors are unable to edit the payment information after the original transaction date.

## Commit Tab

### Filter Menu

The 'Filters' button will present a drop down menu when selected. This menu is where the clerk can enter in their search parameters.

Boutwell, Melissa | Transactions | Administration | Customers | Reports | Security | Drawers | Inventory | Autos | Boats | App | Sig

All | Auto | Boat | Business | Mfd Home | Placard | Dealer | Commit | Carts

View List | Hide | Unhide | RePrint

Filters

Filter | Clear

ID

UserID  
Boutwell, Melissa (6) | v

Group

Issued  
 |

Trans  
 | v

Tag Type  
 | v

Issued	PayID	Biz	Trans	Customer	City	Rt	AdVal	STax	Fees	T
2/16/2011	164735	Commitment	New	BRYAN, ADAM	ECLECTIC	1	0.00	0.00	50.00	5
2/14/2011	164716	Commitment	New	JOHNSON, STARR / JOHNS...	DEATSVILLE	2	0.00	0.00	50.00	5
2/11/2011	164696	Commitment	New	ELLIS, CAREY C	MILLBROOK	2	0.00	0.00	50.00	5

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### Commitment Trans

Under the 'Commitment Trans' selection on the Transaction menu the clerk is able to view the tag type and the license fee for the commitment transaction. Any information under the 'Commitment Trans' can be edited by a supervisor on the day the transaction completed.

Boutwell, Melissa | Transactions | Administration | Customers | Reports | Security | Drawers | Inventory | Autos | Boats | App | Sig

All | Auto | Boat | Business | Mfd Home | Placard | Dealer | Commit | Carts

Path: Commit >> T326880 - BT7 - TT1

**TransID 326880**

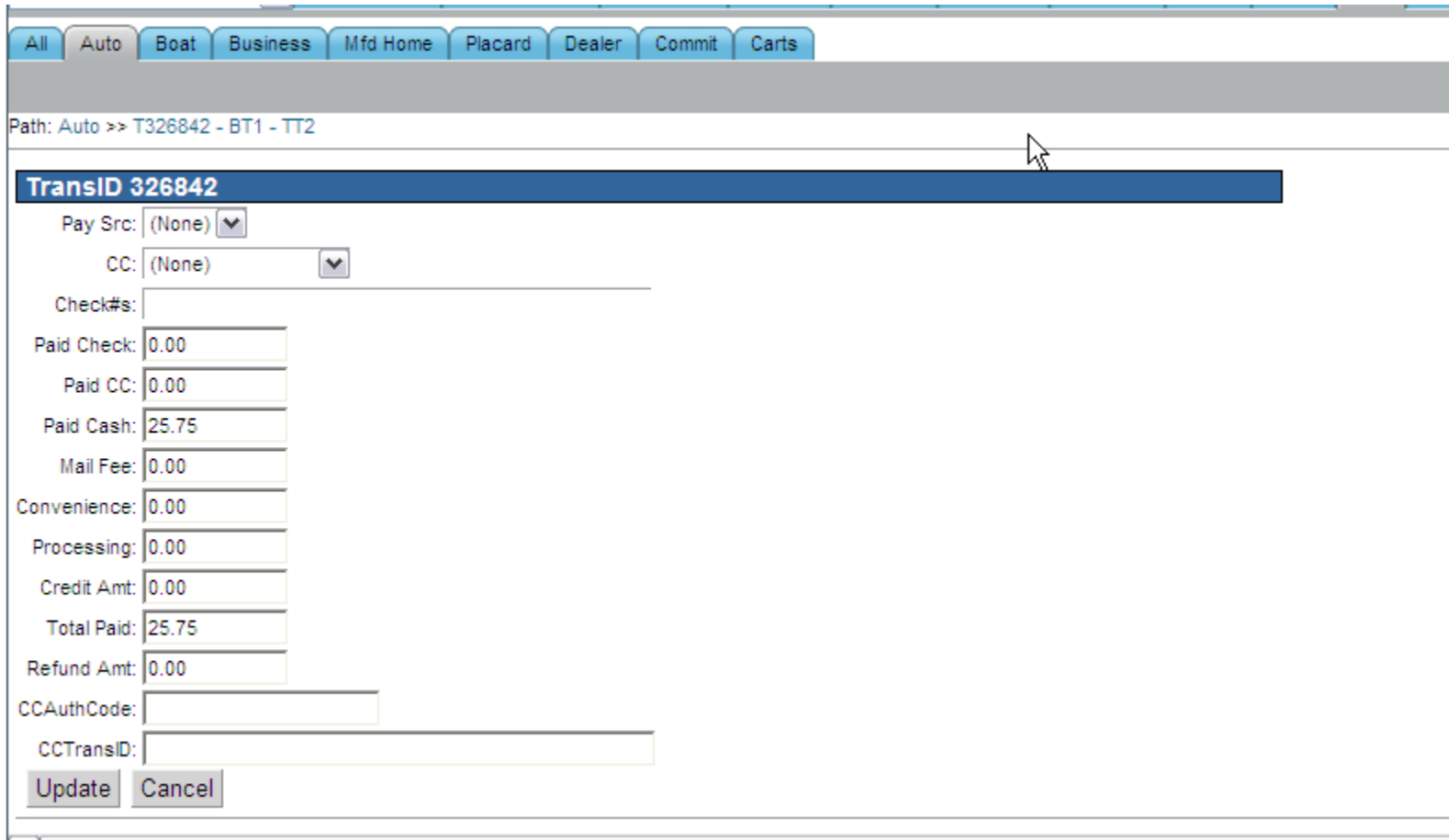
Tag Type\*: Alabama Tennis Foundation | v

License:

Update | Cancel

## Payment

Under the 'Payment' selection on the Transaction menu, the clerk is able to view the payment information for a particular transaction or a group of transactions. Any information under the 'Payment' can be edited by a supervisor on the day that the transaction was completed.



The screenshot shows a web-based payment interface. At the top, there is a navigation bar with buttons for 'All', 'Auto', 'Boat', 'Business', 'Mfd Home', 'Placard', 'Dealer', 'Commit', and 'Carts'. Below this, the path is displayed as 'Path: Auto >> T326842 - BT1 - TT2'. The main section is titled 'TransID 326842' in a blue header. The form contains several fields for payment details:

- Pay Src: (None) [dropdown]
- CC: (None) [dropdown]
- Check#: [text input]
- Paid Check: 0.00 [text input]
- Paid CC: 0.00 [text input]
- Paid Cash: 25.75 [text input]
- Mail Fee: 0.00 [text input]
- Convenience: 0.00 [text input]
- Processing: 0.00 [text input]
- Credit Amt: 0.00 [text input]
- Total Paid: 25.75 [text input]
- Refund Amt: 0.00 [text input]
- CCAuthCode: [text input]
- CCTransID: [text input]

At the bottom of the form, there are two buttons: 'Update' and 'Cancel'.

The supervisors are unable to edit the payment information after the original transaction date.

# Carts Tab

The 'Carts' tab is used to move transactions from one clerk's cart to another clerk's cart.

Procedure:

- Select the 'Filters' button
- Select the clerk who has the transaction in their cart

ID	User	Group	Biz	Trans	Unit ID	Unit Trans ID	AdVal	STax	Voucher ID	OrigTransID
297336	Duke, Hattie Jean (5)	265943	Auto	Renewal	107937	248971	1.52	0.00	0	0
326494	Duke, Hattie Jean (5)	283596	Auto	Renewal	119142	265483	37.50	0.00	0	0

- Select the clerk in the drop down that will receive the transaction in their cart
- Select update

# Refunds

To process a refund the supervisor will need to go to the transaction tab on administration screen and search for the transaction that they would like to refund:

Actions	ID	UserID	Group	Issued	PayID	Biz	Trans	UnitID	Customer	City	Rt	AdVal	STax	Fees	Total	Paid
	326729	6	283662	02/11/2011	164699	Auto	Renewal	133088	BROWN, KAREN S	TALLASSEE	1	0.00	0.00	2.25	2.25	2.25

Right click the transaction and select 'Refund' from the pop up menu:

Boutwell, Melissa

Transactions Administration Customers Reports Security Drawers Inventory Autos Boats App Sign

All Auto Boat Business Mfd Home Placard Dealer Commit Carts

View List Hide Unhide RePrint

Filters

Actions	ID	UserID	Group	Issued	PayID	Biz	Trans	UnitID	Customer	City	Rt	AdVal	STax	Fees	Total	Paid
<input type="checkbox"/>	326729	6	283662	02/11/2011	164699	Auto Renewal	133088	BROWN, KAREN S	TALLASSEE	1	0.00	0.00	2.25	2.25	2.25	

**Edit Transaction X**

Transaction #326729

Reprint

Scan(s)

Customer #123179

Auto Trans #265567

Auto #133088

Addresses #123179

Payment #164699

AdValorem #267405

ReDo

Refund

Quick Refund

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The refunded transaction will turn pink to show the user exactly which transaction has been refunded:

Boutwell, Melissa

Transactions Administration Customers Reports Security Drawers Inventory Autos Boats App Sign



All Auto Boat Business Mfd Home Placard Dealer Commit Carts

View List Hide Unhide RePrint

Filters

Actions	ID	UserID	Group	Issued	PayID	Biz	Trans	UnitID	Customer	City	Rt	AdVal	STax	Fees	Total	Paid
<input type="checkbox"/>	326891	6	283713	02/16/2011	0	Auto Renewal	133088	BROWN, KAREN S	TALLASSEE	1	0.00	0.00	-2.25	-2.25	0.00	
<input type="checkbox"/>	326729	6	283662	02/11/2011	164699	Auto Renewal	133088	BROWN, KAREN S	TALLASSEE	1	0.00	0.00	2.25	2.25	2.25	



Go back to the application and select the cart button; the refund will now be in the user's cart:






Trans Type	Make and Model	Tag Year	Tag Num	Decal	Total	Actions
Renewal	GMC SONOMA 4X2 1/2 TON PU	2011	NG123	False	-2.25	 

More Checks

Check #  Check  Credit Card  Cash  Total Unpaid:  Total Due:

Checks Amt:   
 Refund Amt:   
 Change Due:


**Continue**  **Finish** 

**RESET**  **CART**  **DAILY CLOSEOUT**  **PRINTS**  **REMOTE SUPPORT** 

The user can complete the cart with only the refund or they can process another transaction and the refund will deduct from the total owed.

## Quick Refund


To process a quick refund the supervisor will need to go to the transaction tab on administration screen and search for the transaction that they would like to refund:

Boutwell, Melissa  Transactions Administration Customers Reports Security Drawers Inventory Autos Boats App Sign

All Auto Boat Business Mfd Home Placard Dealer Commit Carts

View List Hide Unhide RePrint

Filters

<input type="checkbox"/>	Actions	ID	UserID	Group	Issued	PayID	Biz	Trans	UnitID	Customer	City	Rt	AdVal	STax	Fees	Total	Paid
<input type="checkbox"/>		326729	6	283662	02/11/2011	164699	Auto	Renewal	133088	BROWN, KAREN S	TALLASSEE	1	0.00	0.00	2.25	2.25	2.25

Right click the transaction and select 'Quick Refund' from the pop up menu, and the refund will automatically print:

Boutwell, Melissa

Transactions Administration Customers Reports Security Drawers Inventory Autos Boats App Sig

All Auto Boat Business Mfd Home Placard Dealer Commit Carts

View List Hide Unhide RePrint

Filters

Actions	ID	UserID	Group	Issued	PayID	Biz	Trans	UnitID	Customer	City	Rt	AdVal	STax	Fees	Total	Paid
<input type="checkbox"/>	326729	6	283662	02/11/2011	164699	Auto	Renewal	133088	BROWN, KAREN S	TALLASSEE	1	0.00	0.00	2.25	2.25	2.25

**Edit Transaction X**

Transaction #326729

Reprint

Scan(s)

Customer #123179

Auto Trans #265567

Auto #133088

Addresses #123179

Payment #164699

AdValorem #267405

ReDo

Refund

Quick Refund

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The refunded transaction will turn pink to show the user exactly which transactions have been refunded:

Boutwell, Melissa

Transactions Administration Customers Reports Security Drawers Inventory Autos Boats App Sig

All Auto Boat Business Mfd Home Placard Dealer Commit Carts

View List Hide Unhide RePrint

Filters

<input type="checkbox"/>		326893	6	283714	02/16/2011	164738	Auto	Renewal	133088	BROWN, KAREN S	TALLASSEE	1	0.00	0.00	-2.25	-2.25	0.00
<input type="checkbox"/>		326729	6	283662	02/11/2011	164699	Auto	Renewal	133088	BROWN, KAREN S	TALLASSEE	1	0.00	0.00	2.25	2.25	2.25



# ReDo

In this transaction a National Guard tag was marked as the first tag given, when it was not. So, we want to collect the additional \$17.25 that was not collected during the original transaction.

To process a ReDo the supervisor will need to go to the transaction tab on administration screen and search for the transaction that they would like to Redo:

Navigation: Boutwell, Melissa | Transactions | Administration | Customers | Reports | Security | Drawers | Inventory | Autos | Boats | App | Sign

Filters: [Filters]

Actions	ID	UserID	Group	Issued	PayID	Biz	Trans	UnitID	Customer	City	Rt	AdVal	STax	Fees	Total	Paid
<input type="checkbox"/>	326729	6	283662	02/11/2011	164699	Auto	Renewal	133088	BROWN, KAREN S	TALLASSEE	1	0.00	0.00	2.25	2.25	2.25

Right click the transaction and select 'ReDo' from the pop up menu:

Navigation: Boutwell, Melissa | Transactions | Administration | Customers | Reports | Security | Drawers | Inventory | Autos | Boats | App | Sign

Filters: [Filters]

Actions	ID	UserID	Group	Issued	PayID	Biz	Trans	UnitID	Customer	City	Rt	AdVal	STax	Fees	Total	Paid
<input type="checkbox"/>	326729	6	283662	02/11/2011	164699	Auto	Renewal	133088	BROWN, KAREN S	TALLASSEE	1	0.00	0.00	2.25	2.25	2.25

- Edit Transaction X
- Transaction #326729
- Reprint
- Scan(s)
- Customer #123179
- Auto Trans #265567
- Auto #133088
- Addresses #123179
- Payment #164699
- AdValorem #267405
- ReDo
- Refund
- Quick Refund

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The selected transaction will turn pink to show the user exactly which transactions have been redone:

Filters

<input type="checkbox"/>	Actions	ID	UserID	Group	Issued	PayID	Biz	Trans	UnitID	Customer	City	Rt	AdVal	STax	Fees	Total	Paid
<input type="checkbox"/>		326729	6	283662	02/11/2011	164699	Auto	Renewal	133088	BROWN, KAREN S	TALLASSEE	1	0.00	0.00	2.25	2.25	2.25

Go to the application and select the 'Auto' button at the top of the page. All of that transactions data will be uploaded:

**AUTO** **BOAT** **BUSINESS** **MOBILE** **PLACARD** **DEALER** **COMMIT** **ADMIN** **SIGN OFF**

Last Name VIN Tag ETAPS Company Customer Title

BRYAN Search

Renew ▾ Customer Auto Tag and Fees Taxes Credits

**CUSTOMER** Residential ▾

Owner Last  First  M  DL#

Joint Last  First  M

Company  Email   Tax Exempt  ▾

Addr Line 1  Line 2   Resident DOB

City  State  Zip  Rate Type  ▾

Mail Line 1  Line 2   Military - Out of State Mailing

City  State  Zip

Phones   Reg Lic  Bus Lic

Comment

**TRANSACTION** Total:

Tax Start   Transacted:   Issued   Expires

Sales Tax  Ad Valorem  Credit  Fees

Corrections  Bad Check  Reject  Collect Err  Void Trans

Comment

Cancel Recalculate Submit

Uncheck the 'First Tag' check box and you will see the \$17.25 license fee added:

Last Name VIN Tag ETAPS Company Customer Title					
BRYAN					Search
<input type="checkbox"/> Renew	Customer	Auto	Tag and Fees	Taxes	Credits
<b>TAG</b>					
Category	Military	Type	Natl Guard Active	<input checked="" type="checkbox"/> Metal Tag	
Tag Year	2011	Tag Months	9	Tag #	NG123
Decal #				80085077	<input type="checkbox"/>
School				C2P # 0	
<b>PREVIOUS TAG INFO:</b>					
Status	Valid	Prev. Tag	29C08C8	Prev. Decal	29004994
Prev. Exp.				2/28/2011	
<b>FEEES:</b>					Total: 18.50
License	17.25	Additional	<input type="checkbox"/>	Issue	1.25
Add'l Issue	<input type="checkbox"/>	Penalty	<input type="checkbox"/>	Interest	<input type="checkbox"/>
Transfer	<input type="checkbox"/>	Affidavit	<input type="checkbox"/>	Trans Pen	<input type="checkbox"/>
Voucher	<input type="checkbox"/>	Special	<input type="checkbox"/>	Mail	<input type="checkbox"/>
Title	<input type="checkbox"/>	Metal Tag	<input type="checkbox"/>	Replace	<input type="checkbox"/>
Ambulance	<input type="checkbox"/>	Metal Tag2	<input type="checkbox"/>		
Non Use	<input type="checkbox"/>	Is Mail	<input type="checkbox"/>	<input type="checkbox"/> First Tag	
<b>TRANSACTION</b>					Total: 18.50
<input checked="" type="checkbox"/> Tax Start	3/1/2011	<input checked="" type="checkbox"/> Transacted:	2/11/2011	<input checked="" type="checkbox"/> Issued	2/11/2011
<input checked="" type="checkbox"/> Expires	11/30/2011	Sales Tax	<input type="checkbox"/>	Ad Valorem	<input type="checkbox"/>
Credit	<input type="checkbox"/>	Fees	18.50		
Corrections	<input type="checkbox"/>	Bad Check	<input type="checkbox"/>	Reject	<input type="checkbox"/>
Collect Err	<input type="checkbox"/>	Void	<input type="checkbox"/>	Trans	<input type="checkbox"/>
Comment <input type="text"/>					
Cancel		Recalculate		Submit	

Submit the transaction to the cart, and you will see the original transaction -\$2.25 and the corrected transaction for \$18.50. When they are added together you will get a total of \$16.25 owed, which was the amount of the corrected license fee.

Trans Type	Make and Model	Tag Year	Tag Num	Decal	Total	Actions
Renewal	GMC SONOMA 4X2 1/2 TON PU	2011	NG123	False	-2.25	
Trans Type	Make and Model	Tag Year	Tag Num	Decal	Total	Actions
Renewal	GMC SONOMA 4X2 1/2 TON PU	2011	NG123	False	18.50	

Check # 
 Check 
 Credit Card 
 Cash 
 Total Unpaid: 
 Total Due:

Checks Amt: 
 Refund Amt: 
 Change Due:

## Administration Tab

Under the 'Administration' tab the supervisors are able to add any holidays that their county takes off.

### Add Holidays

- Select the 'Add New' button
- Enter the holiday into the 'Holiday' textbox
- Enter the date into the 'Holiday Dt' textbox
- Select the 'Add' button

Boutwell, Melissa

Holiday\*:

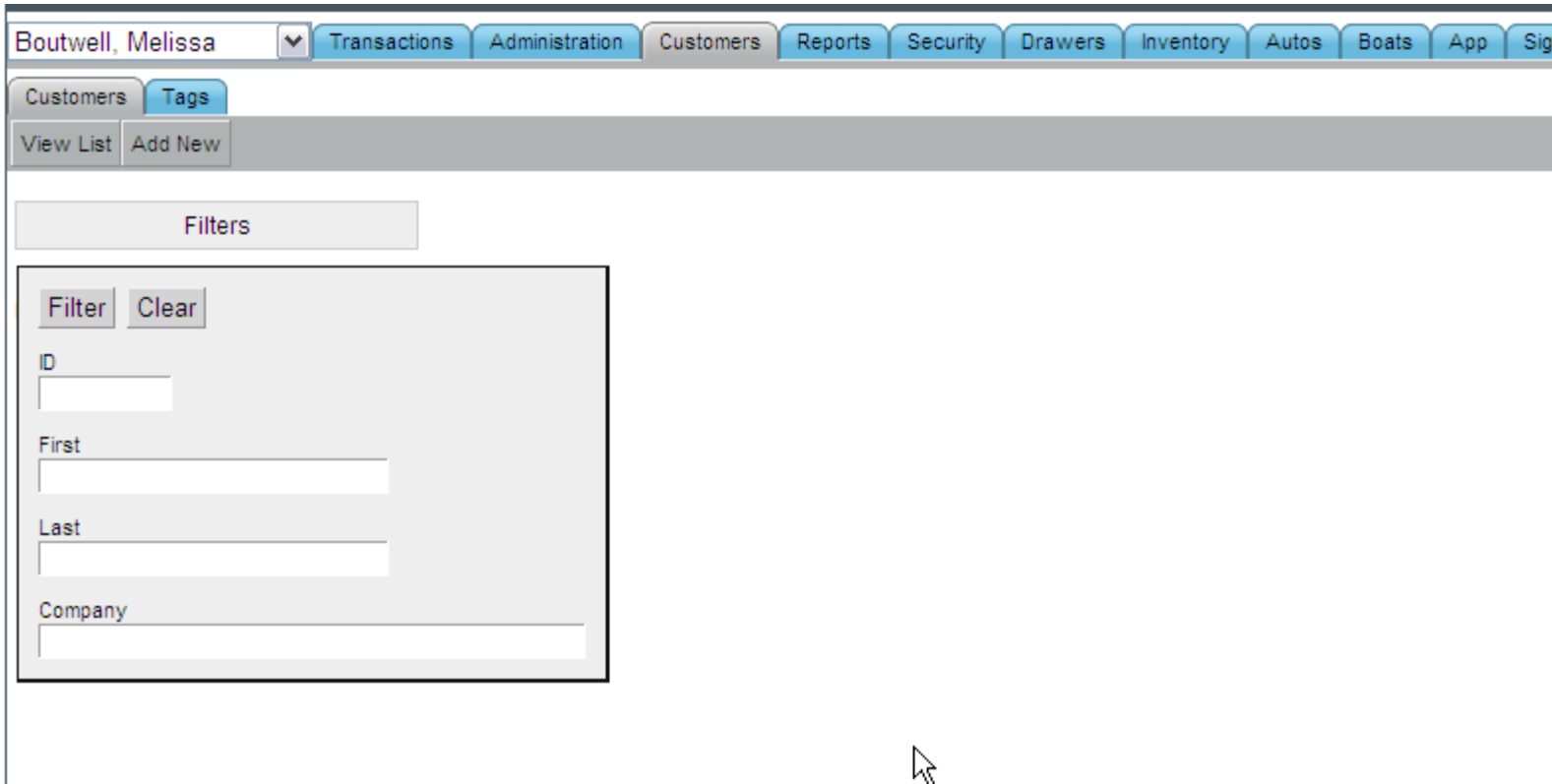
Holiday Dt\*:

# Customers Tab

Under the 'Customers' tab a clerk is able to view and edit a customer's information. This includes their address, automobiles, and boats. A supervisor is able to lock customers, boats, and automobiles from under this tab. They can also add an address to a customer's record.

## Filter Menu

The 'Filters' button will present a drop down menu when selected. This menu is where the clerk should enter in their search parameters.



# Customer Lock

Filter by the customer you would like to lock, and select the edit icon



Select the "Locked" checkbox at the bottom of the page and select update.

Boutwell, Melissa ▾ Transactions Administration Customers Reports Security Drawers Inventory Autos Boats App Sig

Customers Tags

View List Add New

CustomerType\*: Residential ▾

First\*: DONALD Middle: A Last\*: ALBRECHT  Resident

Joint First: Joint Middle: Joint Last:

Company:

Address\*: 200 JONES RD~~36024 ▾

Mail Addr: 200 JONES RD~~36024 ▾

Email:   Email Notice

Web:

Phone 1\*: Phone 2:  Fax Line:

DL State: (None) ▾ DL Num:  **Locked**  
**Checkbox**

Birth Dt:

Reg. Lic. Num:  Biz Lic. Num:

Exempt\*: Not Exempt ▾  Locked

isMilitaryAddr

Comment:

Update Add New Cancel

When the customer is selected in the application a red error will display at the top of the page, "Customer is Locked".

## Auto Lock

The auto lock function of the application is used to prevent any transactions from taking place for a specific auto.

- Go to the customer tab and search for the automobile owner
- Select the 'Autos' button next to the customer's name
- Edit the auto that needs to be locked

<input type="checkbox"/>	Actions	ID	Customer	VIN	VehType	Make	Model	Body	Year
<input type="checkbox"/>		93	PARKER, SAM OR PARKER, KELLY	1GNEC16Z53J219728	2	CHEV	SUBURBAN 1500 LT 2WD	SU	2003
<input type="checkbox"/>		31170	PARKER, SAM OR PARKER, KELLY	5N1BV28U37N136239	2	NISS	QUEST 3.5 S	VA	2007
<input type="checkbox"/>		140478	PARKER, SAM OR PARKER, KELLY	4U7B5DH16W1100271	R	COAM	360MBS FORD CHAS W/SLIDE* TL		1998

- Select the Locked check box and Update

View List Add New

Path: Customers >> PARKER, SAM OR PARKER, KELLY

Sale: (None) ▾

Title#:  App#:  Unit Num:

Title Name: PARKER SAM OR KELLY

VIN: 1GNEC16Z53J219728

Weight:

VehType\*: Light Trucks/SUV/Vans ▾ Make\*: CHEV Model\*: SUBURBAN 1500 LT 2WD Body\*: SU Year\*: 2003

Color\*: Tan ▾ Color2: (None) ▾

Acq.From:

Leasor:

Lien Holder:

DAID:

Comment:

MLI  Temp VIN  Locked

Purchase Type: (None) ▾ Price:  0.00 Purch. Dt:  Entry Dt:

Renewal Month:  7

Update Add New Cancel

- If the boat is selected in the application the error message "Auto Lock" will appear and not allow the transaction to be completed
- To unlock a automobile uncheck the Locked checkbox

# Boat Lock

The boat lock function of the application is used to prevent any transactions from taking place for a specific boat.

- Go to the customer tab and search for the boats owner
- Select the 'Boats' button next to the customer's name
- Edit the boat that needs to be locked

The screenshot shows a software interface with a navigation bar at the top containing buttons for Transactions, Administration, Customers, Reports, Security, Drawers, Inventory, Autos, Boats, App, and Sign. Below the navigation bar, there are tabs for Customers and Tags. A breadcrumb path reads 'Path: Customers >> ALBRECHT, DONALD A'. A button labeled 'Edit Boat' is highlighted with a red box and a red arrow pointing to it. Below the breadcrumb is a 'Filters' button. The main area contains a table with the following columns: Actions, ID, Customer, Boat Num, Boat Type, Boat Class, Boat Make, Boat Year, and Hull Serial. The table contains four rows of boat data.

<input type="checkbox"/>	Actions	ID	Customer	Boat Num	Boat Type	Boat Class	Boat Make	Boat Year	Hull Serial
<input type="checkbox"/>	<a href="#">Prev</a>	7690	ALBRECHT, DONALD A	3263PC	Other	Class II	CORRECT CRAFT	1980	NONE
<input type="checkbox"/>	<a href="#">Prev</a>	10757	ALBRECHT, DONALD A	2241AN	Open	Class III	J C TRITOON	2000	BSV21300C000
<input type="checkbox"/>	<a href="#">Prev</a>	15407	ALBRECHT, DONALD A	5105LG	Open	Class II	G3	2005	GEN28857K405
<input type="checkbox"/>	<a href="#">Prev</a>	18037	ALBRECHT, DONALD A	7926KP	Open	Class II	MASTERCRAFT X10	2001	MBCAULV7C101

- Select the Locked check box and Update



MANAGE

Boutwell, Melissa    Transactions   Administration   Customers   Reports   Security   Drawers   Inventory   Autos   Boats   App   Sig

Customers   Tags

View List   Add New

Path: Customers >> ALBRECHT, DONALD A

Boat Num\*: 3263PC

Boat Type\*: Other

Boat Class\*: Class II

Boat Make\*: CORRECT CRAFT

Boat Length Feet\*: 19    Boat Length Inches\*: 0

Boat Year\*: 1980

Hull Material\*: F/Glass    Propulsion Type\*: Inboard    Fuel Type\*: Gas    Type Use\*: Pleasure

Hull Serial\*: NONE

Engine Make: CHEVY    **Boat Lock**    Serial: NONE

Horse Power: 350

Comment: Hull Serial is not 12 chars - Needs to be corrected

Purchase Type: New    Purchase Price: 0.00    Purchase Date: 6/18/2007

Sanitation Device\*: Yes     Locked

Update   Add New   Cancel

- If the boat is selected in the application the error message "Boat Lock" will appear and not allow the transaction to be completed
- To unlock a boat uncheck the Locked checkbox

## Add Address

- Search for the customer that needs an address added
- Select the address button next to the customers name

Customers   Tags

View List   Hide   Unhide   Add New

Filters

	Actions	ID	Customer	Address	Mail Addr	Email
<input type="checkbox"/>	Addr		Autos	Boats	91 PARKER, SAM OR PARKER, KELLY 864 GREEN DR~~35211	196 TANKERSLEY RD~~36092 SKPPARKER25@AOL.

- Select the 'Add New' button
- Add the Customers new address

Customers Tags

View List Add New

Path: Customers >> PARKER, KELLY

Address Type

Addr Type: Physical

Address

Addr Line 1\*: 1234 TEST DR

Addr Line 2:

Zip\*: 36092 Zip4: 0000

Rate Type\*: Out of City

Add Button

Add Cancel

## Reports Tab

### Filter Menu

The 'Filters' button will present a drop down menu when selected. This menu is where the clerk should enter in the category that their report is located.

Boutwell, Melissa

Transactions Administration Customers Reports Security Drawers Inventory Autos Boats App Sig

Reports

View List

Filters

Filter Clear

ID

Category

- (None)
- Accounting
- ADOR
- Hattie\_Jean
- Investigate
- Renewal\_Notices
- Transaction\_Details

# Reports

Procedure:

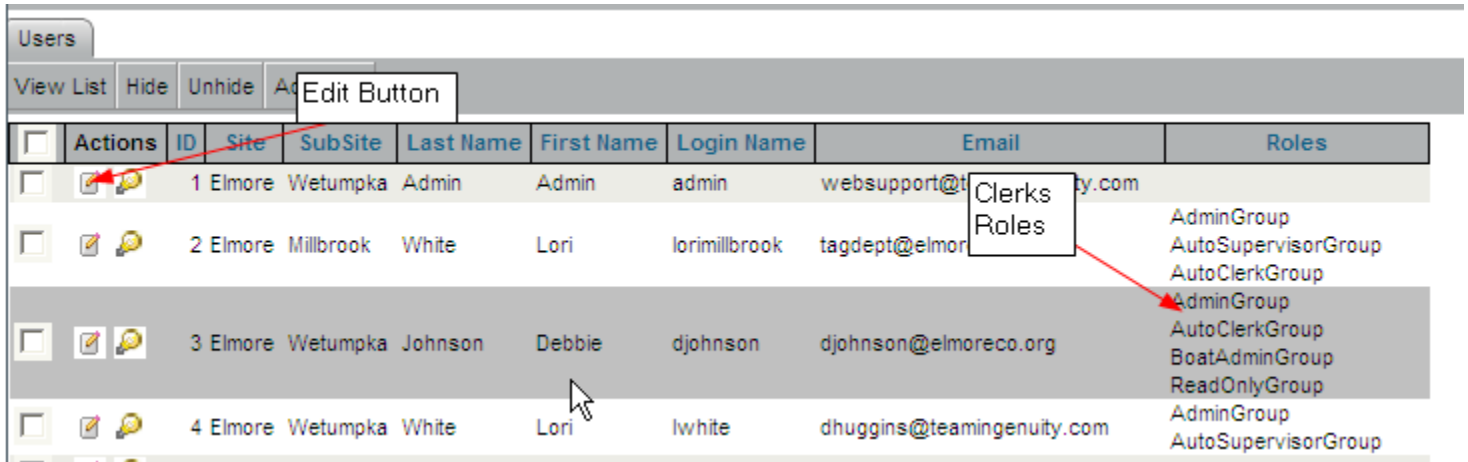
- Find the report you want to run
- Click 'Run' beside the report name
- Fill in any applicable parameters
- Click 'Run Report'
- Depending on the report, you will need to save or open the report to view it

# Security Tab

The security tab is used by the supervisors to add new users and to edit user's information.

## Change Passwords

Edit the user who needs their password changed



The screenshot shows a web application interface for user management. At the top, there is a 'Users' tab and a menu with options: 'View List', 'Hide', 'Unhide', and 'Add'. Below the menu is a table with columns: 'Actions', 'ID', 'Site', 'SubSite', 'Last Name', 'First Name', 'Login Name', 'Email', and 'Roles'. There are four rows of user data. A red arrow points from a callout box labeled 'Edit Button' to the edit icon in the 'Actions' column of the first row. Another red arrow points from a callout box labeled 'Clerks Roles' to the 'Roles' column of the third row.

Actions	ID	Site	SubSite	Last Name	First Name	Login Name	Email	Roles
	1	Elmore	Wetumpka	Admin	Admin	admin	websupport@teamingenuity.com	AdminGroup
	2	Elmore	Millbrook	White	Lori	lorimillbrook	tagdept@elmoreco.org	AutoSupervisorGroup AutoClerkGroup AdminGroup
	3	Elmore	Wetumpka	Johnson	Debbie	djohnson	djohnson@elmoreco.org	AutoClerkGroup BoatAdminGroup ReadOnlyGroup
	4	Elmore	Wetumpka	White	Lori	lwhite	dhuggins@teamingenuity.com	AdminGroup AutoSupervisorGroup

Update the user's password and select update

Boutwell, Melissa ▾ Transactions Administration Customers Reports Security Drawers Inventory Autos Boats App Sig

View List Add New

Site: Elmore ▾

SubSite\*: Wetumpka ▾

First Name\*: Joey

Last Name\*: Parker

Login Name\*: jparker

Password\*: ●●●●●● Confirm: ●●●●●●

Email\*: jparker@teamingenuity.com

Address 1:

Address 2:

Address 3:

Department:

Phone:

Expires:   Enable Expire

Roles:  AdminGroup

ETAPS Login Name\*: jparker

ETAPS Password\*: ●●●●●● Confirm: ●●●●●●

Update Add New Cancel

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## Add New User

Select the 'Add New' button

Boutwell, Melissa ▾ Transactions Administration Customers Reports Security Drawers Inventory Autos Boats App Sig

Users

View List Hide Unhide Add New

<input type="checkbox"/>	Actions	ID	Site	SubSite	Last Name	First Name	Login Name	Email	Roles
<input type="checkbox"/>		1	Elmore	Wetumpka	Admin	Admin	admin	websupport@teamingenuity.com	AdminGroup

Fill out the user's information

Users

View List Add New

Site: Elmore ▾

SubSite\*: Millbrook ▾ Subsite Location

First Name\*: John

Last Name\*: Test

Login Name\*: jtest

Password\*: ●●●●●●●●●● Confirm: ●●●●●●●●●●

Email\*: jtest@gmail.com


Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

Address 3: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Expires:    Enable Expire

Roles: \_\_\_\_\_ Tree View

ETAPS Login Name\*: jtest

ETAPS Password\*: ●●●●●●●●●● Confirm: ●●●●●●●●●●

Add Cancel

Select the 'Tree View' button and assign the user their role. Supervisors should be assigned to all of the 'Supervisor' groups and clerks should be assigned to 'Clerk' groups.

## Drawers Tab

The 'Drawers' tab is where clerks are able to add and edit their daily money totals.

Subsite: Millbrook

First Name\*: John

Last Name\*: Test

Login Name\*: jtest

Password\*: ..... Confirm: .....

Email\*: jtest@gmail.com

Address 1:

Address 2:

Address 3:

Department:

Phone:

Expires: [calendar icon]  Enable Expire

Roles:

Tree View Button

- Roles
  - Admin
  - AdminGroup
  - Auto
  - AutoClerkGroup
  - AutoSupervisorGroup
  - Boat
  - BoatAdminGroup
  - BoatClerkGroup
  - BoatSupervisorGroup
  - Business
  - BusinessAdminGroup
  - BusinessClerkGroup

Clerk Groups

Supervisor Groups

## Clerk Totals

The 'Clerk Total' tab is where a clerk can edit their end of day money numbers.

Clerk Totals Location Totals County Totals

View List Add New

Drawer\*: Clerk Total

Total Cash: 0.00 Total Check: 0.00 Total CC: 157.50 Qty: 0

Description:

Create Date: 2/2/2011 04:33 PM

User: Boutwell, Melissa (6)

Update Add New Cancel

Money Totals

## Location Totals

The 'Location Totals' tab allows supervisors of each subsite location to enter specific transaction amounts. For example, a supervisor would enter in the ETAPS totals and MLI totals for each office location.

## County Totals

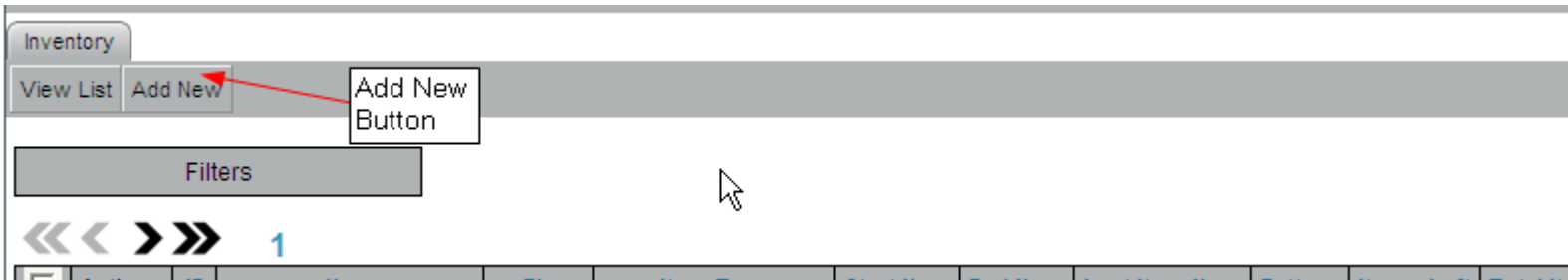
The 'County Totals' tab allows supervisors of each county to enter specific transaction amounts. For example, a supervisor would enter in the ETAPS totals and MLI totals for each county.

## Inventory Tab

The 'Inventory' tab is where the supervisors add decals and control numbers. They can also edit any inventory that as been previously entered.

## Adding Decals

- Select the 'Add New' button



- Select the user that you would like to assign decals
- Select the 'Biz' type
- Select the 'Item Type'
- Select the 'Start Num'
- Select the 'End Num'
- Select the 'Add' button

Inventory

View List Add New

User: Boutwell, Melissa (6) User Dropdown Box

Biz\*: Auto Biz Type

SubSite\*: (None)

Item Type\*: DecalNum2012 Item Type

Start Num\*: 50000 Start Number

End Num\*: 51000 End Number

Last Item Num:

Pattern:

Add Cancel

## Autos Tab

### Filter Menu

The 'Filters' button will present a drop down menu when selected. This menu is where the clerk can enter in their search parameters.

Boutwell, Melissa Transactions Administration Customers Reports Security Drawers Inventory Autos Boats App Sig

Autos Autolimport Makes

View List Hide Unhide

Filters

Filter Clear

ID

VIN

Make

Model

Year

Customer	VIN	VehType	Make	Model
TON	1GKEC13R4TJ723222	2	GMC	YUKON 2WD 4D
	1GKEC13T45J132368	2	GMC	YUKON SLE 2WD
IAM J	2GTEC19K6N1556591	2	GMC	C1500 X-CAB 4X2 1/2 TON
	1GBFG15R9V1000913	2	GMC	SAVANA PASS VAN
	1GTDC14H6LZ544968	2	GMC	C1500 4X2 1/2 TON PU
YN C OR SIDES, GENE G	2GTEC19T8X1565451	2	GMC	C1500 X-CAB 4X2 1/2 TON
	1GDEG25H2E7519735	2	GMC	G2500 3/4 TON VAN
	1GKDM19W3WB525980	2	GMC	SAFARI EXT VAN
	1GKEK63U53J314571	2	GMC	YUKON DENALI 1500 4WD
	2GDEC19R1T1526632	2	GMC	C1500 X-CAB 4X2 1/2 TON
	2GTEK19T031333827	2	GMC	SIERRA 1500 SLT EXT 4WD
<input type="checkbox"/> 119 PARKER, THOMAS	1GTEC19K8RE511706	2	GMC	C1500 X-CAB 4X2 1/2 TON
<input type="checkbox"/> 144 PHIPPS, LEE ANN / PHIPPS, RUSSELL L	1GTDS136458257494	2	GMC	CANYON SLE CREW 2WD
<input type="checkbox"/> 146 MYERS, JOHNNY	1GTEV14H1HF702379	2	GMC	R10 4X4 1/2 TON PU
<input type="checkbox"/> 155 PARKER WENDELL OR PARKER BEATRICE	1GTFC1476S7534436	2	GMC	C1500 4X2 1/2 TON PU



# Auto Lock







The auto lock function of the application is used to prevent any transactions from taking place for a specific auto.

- Search for the automobile that needs to be locked
- Edit the auto that needs to be locked

View List Hide Unhide Add New

Path: Customers >> PARKER, SAM OR PARKER, KELLY

Filters Edit Auto

<input type="checkbox"/>	Actions	ID	Customer	VIN	VehType	Make	Model	Body	Year
<input type="checkbox"/>	 	93	PARKER, SAM OR PARKER, KELLY	1GNEC16Z53J219728	2	CHEV	SUBURBAN 1500 LT 2WD	SU	2003
<input type="checkbox"/>	 	31170	PARKER, SAM OR PARKER, KELLY	5N1BV28U37N136239	2	NISS	QUEST 3.5 S	VA	2007
<input type="checkbox"/>	 	140478	PARKER, SAM OR PARKER, KELLY	4U7B5DH16W1100271	R	COAM	360MBS FORD CHAS W/SLIDE* TL		1998

- Select the Locked check box and Update

View List Add New

Path: Customers >> PARKER, SAM OR PARKER, KELLY

Sale: (None) ▾

Title#:  App#:  Unit Num:

Title Name\*: PARKER SAM OR KELLY

VIN: 1GNEC16Z53J219728

Weight: 8000

VehType\*: Light Trucks/SUV/Vans ▾ Make\*: CHEV Model\*: SUBURBAN 1500 LT 2WD Body\*: SU Year\*: 2003

Color\*: Tan ▾ Color2: (None) ▾

Acq.From:



Leasor:

Lien Holder:

DAID:

Comment:

MLI  Temp VIN  Locked

Purchase Type: (None) ▾ Price: 0.00 Purch. Dt:   Entry Dt:  

Renewal Month: 7

Update Add New Cancel

Auto Lock Checkbox

- If the boat is selected in the application the error message "Auto Lock" will appear and not allow the transaction to be completed
- To unlock a automobile uncheck the Locked checkbox

# Boats Tab

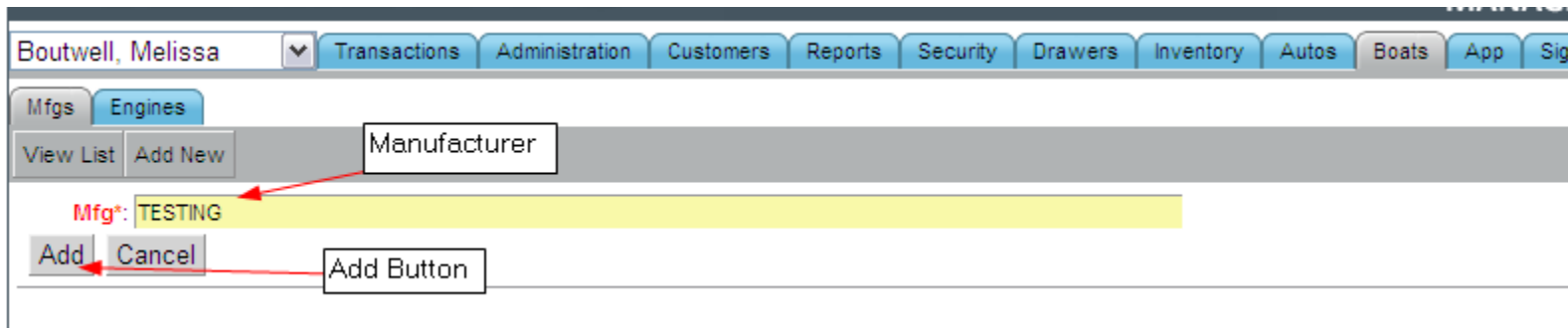
The 'Boats' tab is where supervisors add boat manufactures and boat engine manufactures.

## Add Manufactures

Select the 'Add New' button.



Input the manufacturer and select the add button.



# Online Renewal Fulfillment

For your online renewal transactions we will set you up a different 'Web User' profile, which will allow you to access and edit web renewal transactions. You will need to add and maintain the 'Web User' decal numbers and boat control numbers. When a renewal is sold online we will automatically assign a decal number for automobiles and a control number for boats, but you will have to assign Boat transactions a decal. Below are step by step instructions on what needs to be completed to fulfill your daily web renewals when you come in to work the next day.

## Auto

- Go to 'Admin' and filter the user drop down by 'Web User' and the Biz type by Auto
- To reprint a 'Web User' transaction, right click the transaction and select the 'Reprint (Last)' from the menu
- If there are multiple transactions that need to be reprinted, select the check boxes next to those specific transactions and click the 'Reprint(U)' button at the top of the screen
- If the tag that has been renewed online has a new design, right click the transaction and select 'Auto Trans' from the menu
- Update the tag number
- Reprint the transaction

## Boats

- Go to 'Admin' and filter the user drop down by 'Web User' and the Biz type by Boat
- Right click the transaction and select 'Boat Trans' from the menu
- Assign that boat a decal number
- Reprint the transaction

## EOD Reports

- Your daily EOD reports will now have a row with the 'Web User' amounts
- The 'Diff in Sys #'s' column in the spread sheet, will be out of balance in increments of a +\$5
- For every Payid that was created by a web renewal transaction, there will be a +\$5 out of balance
- Any amount that is not in the \$5 increment will need to be investigated further
- You will not have to enter a daily cash drawer for the 'Web User'

# FAQ

Q. A renewal that owes deferred taxes, which do not show up in the application.

A.

- 1) Complete the renewal using standard operational procedures, but do not submit
- 2) Click on the taxes tab
- 3) Check the deferred owed checkbox
- 4) Enter in the market value
- 5) Enter in tax start date, (The date vehicle was purchased)
- 6) Enter in the previous expiration date of the tag that is on the vehicle
- 7) Submit

Q. Charged erroneous fee (realized before transaction is submitted)

A.

- 1) Enter the admin override code in the top right hand side of the screen
- 2) Check the fees checkbox
- 3) Add or subtract any fees that do or do not apply

Q. Charged erroneous fee (realized after transaction is finished) SUPERVISOR ONLY

A.

- 1) Select the admin module at the top of the screen
- 2) Select the transaction tab to bring up the search screen
- 3) Enter the trans ID, and select the biz type that corresponds to the transaction
- 4) Select the edit button and adjust fees to the correct amount and select update
- 5) Select the transaction record and add or subtract the fees from corresponding text boxes and select update
- 6) Select the pay ID and enter the corrected amount for the total transaction and select update

Q. Application will not accept tag format

A.

- 1) Enter the admin override code in the top right hand side of the screen
- 2) Check the tag checkbox (this will override tag format)

Q. ETAPS search and choose the wrong customer for the new vehicle

A.

- 1) Select the admin module at the top of the screen
- 2) Select the transaction tab to bring up the search screen
- 3) Enter the trans ID, and select the biz type that corresponds to the transaction
- 4) Delete the transaction
- 5) Start over

Q. When clicking finish the clerk is getting an error saying cart could not be completed please check decal or control numbers

A.

- 1) Contact office supervisor
- 2) He or She must go in to admin
- 3) Select inventory
- 4) Select add new
- 5) Select the user to add decals to
- 6) Select the biz type

- 7) Enter in the item type
- 8) Enter in the start and finish numbers

Q. New registration from out-of-state is charging back taxes

A.

- 1) Place the day of that transaction in to the entry date text box under the auto tab
- 2) If 'None' is selected for the previous tag info, the application will charge a year of back taxes

Q. Ad valorem is not calculating so transaction will not complete

A.

- 1) Call ADOR and get the correct market value
- 2) Select the taxes tab
- 3) Check the ad valorem checkbox
- 4) Enter in the market value and press tab

Q. After finishing a transaction, it is not printing

A.

- 1) Make sure that print queue is open
- 2) Close and reopen print queue

If it is the first time to complete transaction type

- 1) Click on print queue
- 2) For the specific trans type select printer location
- 3) Select tray to print from
- 4) Click save

Q. Decal assigned incorrectly

A.

Noticed in the cart

- 1) Select the toggle decal arrows
- 2) Select okay to finalize change

Noticed after transaction was finished

- 1) Select admin
- 2) Search by transaction ID
- 3) Select auto transaction button
- 4) Add or subtract the correct decal number
- 5) Select update
- 6) Adjust decals in inventory

Adjusting decals in inventory

- 1) Select user that needs to have decal adjusted
- 2) Select decal type
- 3) Enter in last decal number used in last item number
- 4) Select update

Q. Out of county transfer that owes deferred taxes

A.

- 1) Complete the transfer using standard operational procedures, but do not submit
- 2) Click on the taxes tab
- 3) Check the deferred owed checkbox

- 4) Enter in the market value
- 5) Enter in tax start date, (The date vehicle was purchased)
- 6) Enter in the previous expiration date of the tag that is on the vehicle
- 7) Submit