

## 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:



# 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	1FAHP24W28G1/12		(GB)AY5//66	   
<input type="checkbox"/> 11-Early	CHEV S10 4X2 FLEETSIDE	1GCCS14X8V81876		(GB)AY57765	  
<input type="checkbox"/> **07-Escaped_2FORD RANGER EDGE DELUX 3CB 2WD1FTYR44U54PA47078			2004	(PC)29B000J	  

### 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**

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

## 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.

This screenshot shows the 'Auto' tab interface. At the top, there are tabs for Replacement, Customer, Auto (which is selected), Tag and Fees, Taxes, and Credits. Below the tabs, the 'VEHICLE:' section contains various input fields:

- Title Name: PARKER ADRAIN (highlighted in yellow)
- Title #: E1664599
- Renewal: JUL
- Type: Cars
- VIN: 1FAHP24W28G171219
- Year: 2008
- Model: FORD TAURUS SEL FWD 4D
- Color(s): Blue
- Purchase: Used
- Date: 4/18/2009
- Entry: (date field)
- Acquired: BEN ATKINSON MOTORS INC.
- MLI Suspended: (checkbox)
- Leasor: (text box)
- Exempt: (dropdown menu)
- Comment: (text box)
- Unit#: (text box)

Annotations with green arrows and boxes highlight specific fields:

- An arrow points from the 'Title Name' field to the 'Title #' field.
- An arrow points from the 'VIN' field to the 'Model' field.
- A box labeled 'Title Number' is placed over the 'Title #' field.

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 shows the 'Auto' tab interface. At the top, there are tabs for Replacement, Customer, Auto (selected), Tag and Fees, Taxes, and Credits. Below the tabs, the 'VEHICLE:' section contains various input fields:

- Title Name: PARKER ADRAIN (highlighted in yellow)
- Title #: E1664599
- Renewal: JUL
- Vehicle Type: Cars
- VIN: 1FAHP24W28G171219
- Year: 2008
- Model: FORD TAURUS SEL FWD 4D
- Color(s): Blue
- Weight: 0
- Purchase: Used
- Date: 4/18/2009
- Entry: (date field)
- Type: (dropdown menu)
- Acquired: BEN ATKINSON MOTORS INC.
- MLI Suspended: (checkbox)
- Leasor: (text box)
- Exempt: (dropdown menu)
- Comment: (text box)
- Unit#: (text box)

Annotations with green arrows and boxes highlight specific fields:

- An arrow points from the 'Vehicle Type' dropdown to the 'Cars' dropdown.
- An arrow points from the 'VIN' field to the 'Model' field.
- A box labeled 'Vehicle Model' is placed over the 'Model' field.
- A box labeled 'Vin Number' is placed over the 'VIN' field.

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.

This screenshot shows the 'Vehicle' tab of a software application. At the top, there are tabs for Replacement, Customer, Auto, Tag and Fees, Taxes, and Credits. The 'Auto' tab is selected. Below the tabs, the title is set to 'PARKER ADRAIN'. The 'Renewal' field is set to 'JUL'. The 'VIN' number is '1FAHP24W28G171219'. The 'Purchase Date' is 'Year 2008'. The 'Type' dropdown is set to 'Cars'. The 'Color(s)' is 'Blue'. The 'Model' is 'FORD - TAURUS SEL FWD - 4D'. The 'Purchase' dropdown is set to 'Used'. The 'Price' is '0'. The 'Date' is '4/18/2009'. The 'Entry' field is empty. The 'Type' dropdown for entry is set to 'No Sales Tax'. The 'Acquired' field contains 'BEN ATKINSON MOTORS INC.'. The 'Leasor' and 'Comment' fields are empty. There are two callout boxes: one for 'Purchase Date' pointing to the 'Year' field, and another for 'Purchase From Type' pointing to the 'Type' dropdown under 'Entry'.

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.

This screenshot shows the 'Vehicle' tab of a software application. The 'MLI Checkbox' is checked. The 'MLI Suspended' checkbox is also checked. Other fields visible include Title Name 'PARKER ADRAIN', Renewal 'JUL', VIN '1FAHP24W28G171219', Year '2008', Type 'Cars', Model 'FORD - TAURUS SEL FWD - 4D', Purchase 'Used', Price '0', Date '4/18/2009', Entry (empty), Type 'No Sales Tax', Acquired 'BEN ATKINSON MOTORS INC.', Leasor (empty), Comment (empty), Exempt (empty), and Unit# (empty). A green arrow points from the 'MLI Checkbox' to the 'MLI Suspended' checkbox.

## 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	<input type="checkbox"/> Metal Tag
Tag Year	2011	Tag Months	12	Decal # <input type="text"/> <input checked="" type="checkbox"/>
School		Tag #	AY57766	C2P # <input type="text"/>
<input type="checkbox"/> PREVIOUS TAG INFO:		Prev. Tag	AY57766	Prev. Decal 29041800
Status	Valid	Issue		Prev. Exp. 7/31/2011
<input type="checkbox"/> FEES:		Add'l Issue		Total: 2.00
License		Penalty		Interest <input type="text"/>
Transfer	Affidavit	Voucher		Mail <input type="text"/>
Title		Ambulance		Metal Tag2 <input type="text"/>
Non Use	<input type="checkbox"/>	Replace	2.00	
Metal Tag <input type="checkbox"/>		Trans Pen		
Replace <input type="checkbox"/>		Special		
Non Use <input type="checkbox"/>		Issue		
Is Mail <input type="checkbox"/>		Penalty		
		Interest		
		Mail		

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	<input type="checkbox"/> Metal Tag
Tag Year	2011	Tag Months	12	Decal # <input type="text"/> <input checked="" type="checkbox"/>
School		Tag #	AY57766	C2P # <input type="text"/>
<input type="checkbox"/> PREVIOUS TAG INFO:		Prev. Tag	AY57766	Prev. Decal 29041800
Status	Valid	Issue		Prev. Exp. 7/31/2011
<input type="checkbox"/> FEES:		Add'l Issue		Total: 2.00
License		Penalty		Interest <input type="text"/>
Transfer	Affidavit	Voucher		Mail <input type="text"/>
Title		Ambulance		Metal Tag2 <input type="text"/>
Non Use	<input type="checkbox"/>	Replace	2.00	
Metal Tag <input type="checkbox"/>		Trans Pen		
Replace <input type="checkbox"/>		Special		
Non Use <input type="checkbox"/>		Issue		
Is Mail <input type="checkbox"/>		Penalty		
		Interest		
		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.

**SALES TAX**

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

**AD VALOREM**

Paid Assessed Value Rate Type (Out) Tax Jurisdiction (TALLASSEE)

**DEFERRED AD VALOREM OWED**

Market Val Assessed Value Tax Start Expires Rate Type (Out) Class

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 <input type="text" value="100.00"/>	County <input type="text" value="0.00"/>	Owe:	Assessed Value <input type="text" value="25.00"/>	County <input type="text" value="25.00"/>	City <input type="text" value="0.00"/>
	<input type="checkbox"/> City <input type="text" value="TALLASSEE"/>					

**AD VALOREM**  OVERRIDE ALL FIELDS Total:

<input type="checkbox"/> Market Val <input type="text"/>	Assessed Value <input type="text"/>						
<input type="checkbox"/> City <input type="text" value="TALLASSEE"/>	Rate Type <input type="text" value="Out"/>						
Tax Months <input type="text"/>	State <input type="text"/>	County <input type="text"/>	City <input type="text"/>	School <input type="text"/>	Vol. Fire <input type="text"/>	Interest <input type="text"/>	Penalty <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DEFERRED AD VALOREM**  OVERRIDE ALL FIELDS Total:

<input type="checkbox"/> Market Val <input type="text"/>	Tax Start <input type="text"/> <input type="button" value="Calendar"/>	Expires <input type="text"/> <input type="button" value="Calendar"/>					
<input type="checkbox"/> City <input type="text"/>	Rate Type <input type="text"/>	Class <input type="text"/>					
Tax Months <input type="text"/>	State <input type="text"/>	County <input type="text"/>	City <input type="text"/>	School <input type="text"/>	Vol. Fire <input type="text"/>	Interest <input type="text"/>	Penalty <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
<input type="checkbox"/> City	TALLASSEE	Rate Type Out					

**AD VALOREM**  OVERRIDE ALL FIELDS Total:

<input type="checkbox"/> Market Val	Assessed Value					
<input type="checkbox"/> City	TALLASSEE	Rate Type Out	Expiration Date			
Tax Months	State	County	School	Vol. Fire	Interest	Penalty
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Market Val	Assessed Value	Tax Start	Expires			
<input type="checkbox"/> City	Rate Type	<input type="checkbox"/> Tax Class	Class			
Tax Months	State	County	City	School	Interest	Penalty
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A diagram illustrating the data flow between the 'AD VALOREM' and 'DEFERED AD VALOREM OWED' sections. A green arrow points from the 'Tax Start' field in the top section to the 'Expires' field in the bottom section. Another green arrow points from the 'Tax Class' field in the top section to the 'Class' field in the bottom section.

## 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	Select an Action
MarketVal:	AssessedVal:	Tag	Decal	Total
<input type="button" value="Tax Start"/>	<input type="button" value="Eligible"/>	<input type="button" value="Expires"/>	<input type="button" value="Action"/>	<input type="button" value="Select an Action"/>
<input type="button" value="Apply Voucher"/>	<input type="button" value="Receipt for Credit"/>	<input type="button" value="No Voucher"/>	<input type="button" value="Dispose or Re-tag"/>	
<input type="button" value="CREDIT"/>	<input type="button" value="County"/>	<input type="button" value="City"/>	<input type="button" value="School"/>	<input type="button" value="Vol. Fire"/>
<input type="radio" value="PAID"/> PAID	<input type="radio" value="EXPIRED"/> EXPIRED	<input type="radio" value="CITY"/> CITY	<input type="radio" value="SCHOOL"/> SCHOOL	<input type="radio" value="VOL_FIRE"/> VOL. FIRE
<input type="radio" value="CREDIT"/> CREDIT	<input type="radio" value="COUNTY"/> COUNTY	<input type="radio" value="NO_VOUCHER"/> NO VOUCHER	<input type="radio" value="EXPIRES_DATE"/> EXPIRES DATE	<input type="radio" value="DISPOSE_OR_RETAG"/> DISPOSE OR RETAG
Credit Type	<input type="radio" value="VOUCHER"/> Voucher	<input type="radio" value="RECEIPT_FOR_CREDIT"/> Receipt For Credit	<input type="radio" value="NO_VOUCHER"/> No Voucher	<input type="radio" value="EXPIRES_DATE"/> Expires Date

## 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		
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	1HGECJ1162PL032454	1993	(PC)29D660R			
<input type="checkbox"/> **08-Escaped_2	CHEV C1500 4X2	1GCDC14K7PZ202172	1993	(GB)11882AS			

Prints Cart

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REMOTE SUPPORT

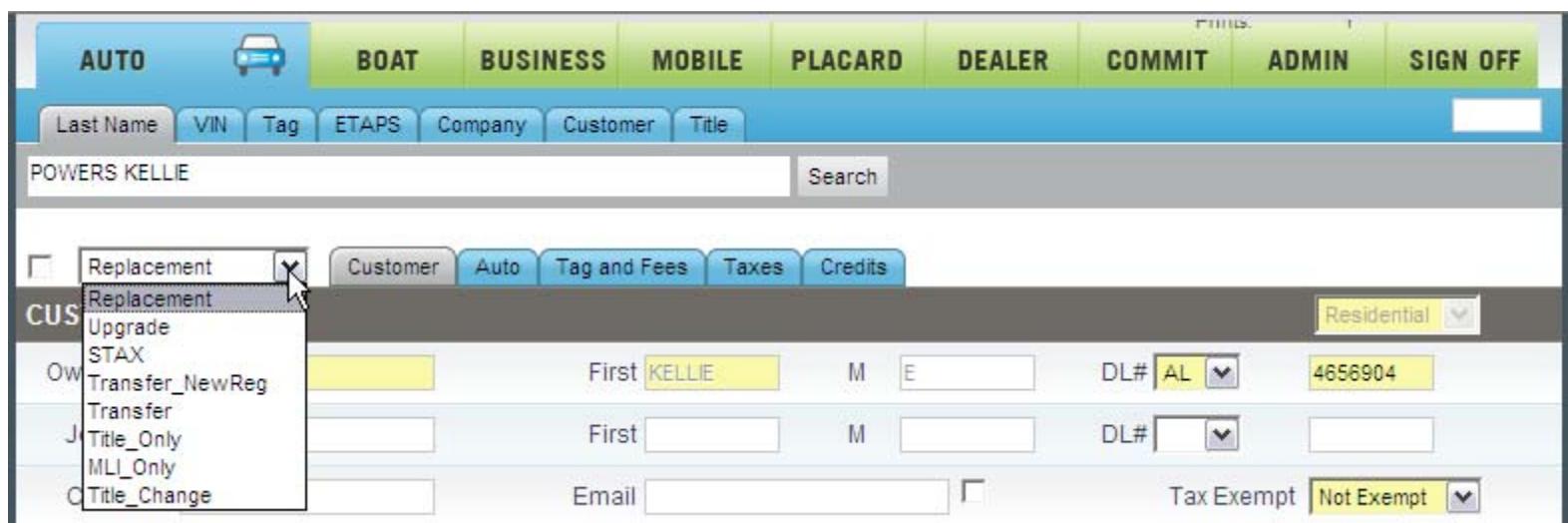
To perform a transaction for a vehicle, click on one of the "transaction" icons on the search page.

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 <a href="#">Transfer_NewReg</a> Transfer Title_Only <a href="#">Title_Change</a> MLI_Only	<a href="#">Renew</a> MLI_Only <a href="#">Transfer_NewReg</a> Temp_Tag IRP_Renew	Escape MLI_Only <a href="#">Transfer_NewReg</a> 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:



The screenshot shows the ETAPS software interface. At the top, there is a navigation bar with tabs: AUTO, BOAT, BUSINESS, MOBILE, PLACARD, DEALER, COMMIT, ADMIN, and SIGN OFF. Below the navigation bar, there is a search bar with fields for Last Name (POWERS KELLIE), VIN, Tag, ETAPS, Company, Customer, and Title, followed by a Search button. The main area is titled 'CUS' (Customer) and shows a list of transactions. A dropdown menu is open, listing: Replacement, Upgrade, STAX, Transfer\_NewReg, Transfer, Title\_Only, MLI\_Only, and Title\_Change. The 'Replacement' option is currently selected. To the right of the dropdown, there are fields for First Name (KELLIE), Middle Initial (M), Last Name (E), DL# (AL), and a license plate number (4656904). There are also fields for Email and Tax Exempt status (Not Exempt).

## 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 shows a software application for vehicle registration. At the top, there is a navigation bar with tabs: AUTO, BOAT, BUSINESS, MOBILE, PLACARD, DEALER, COMMIT, ADMIN, and SIGN OFF. Below the navigation bar, there is a search bar with fields for Last Name, VIN, Tag, ETAPS, Company, Customer, and Title. A dropdown menu labeled 'IRP\*' is open. To the right of the search bar is a 'Prints:' button with the value 'N'. Below the search bar, there are buttons for NewReg, Customer, Auto, Tag and Fees, Taxes, and Credits. The main area is titled 'CUSTOMER' and contains fields for 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 (dropdown menu open with 'Out' selected), Mail Line 1, Line 2, Military - Out of State (checkbox), City, State, Zip, Phones, Reg Lic, Bus Lic, and Comment.

# 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 screenshot shows the 'Boat' tab in a software application. At the top, there are tabs for 'Last Name', 'Boat', and 'Customer'. Below the tabs is a search bar and a 'Search' button. Underneath the search bar, there are buttons for 'New Reg', 'Customer', 'Boat', 'Fees and Taxes', and 'Previous Owner'. The main area is titled 'BOAT' and contains several input fields:

- 'AL #' (highlighted with a yellow box)
- 'HIN' (highlighted with a yellow box)
- 'Length' (highlighted with a yellow box) followed by 'ft.' and 'in.'
- 'Class' (highlighted with a yellow box) with a dropdown menu showing 'Class I'
- 'Hull Material' (highlighted with a yellow box)
- 'Propulsion' (highlighted with a yellow box) with a dropdown menu
- 'Use' (highlighted with a yellow box) with a dropdown menu
- 'Vessel' (highlighted with a yellow box) with a dropdown menu
- 'Boat Make' (highlighted with a yellow box)
- 'Year' (highlighted with a yellow box) with a dropdown menu
- 'Fuel' (highlighted with a yellow box) with a dropdown menu
- 'Motor Make' (highlighted with a yellow box)
- 'Motor S/N' (highlighted with a yellow box)
- 'Motor H/P' (highlighted with a yellow box)
- 'Purchase' (highlighted with a yellow box) with a dropdown menu
- 'Date' (highlighted with a yellow box) with a calendar icon
- 'Entry' (highlighted with a yellow box) with a calendar icon
- 'Type' (highlighted with a yellow box) with a dropdown menu
- 'Comment' (highlighted with a yellow box)
- 'Marine San.' (highlighted with a yellow box) with a dropdown menu

Three specific fields have validation popups:

- 'State AL#' has a tooltip 'Length in Feet and Inches'.
- 'Length' has a tooltip 'Length in Feet and Inches'.
- 'Boat Class' has a tooltip 'Boat Class'.

Green arrows point from the text labels 'Length in Feet and Inches' and 'Boat Class' to their respective validation popups.

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

The screenshot shows a software interface for managing boat information. At the top, there are tabs for 'Last Name', 'Boat', and 'Customer'. Below the tabs is a search bar with a 'Search' button. A navigation bar includes buttons for 'New Reg', 'Customer', 'Boat', 'Fees and Taxes', and 'Previous Owner'. The main area is titled 'BOAT' and contains various input fields: 'AL #', 'HIN', 'Length ft.', 'in.', 'Class', 'Hull Material', 'Propulsion', 'Use', 'Vessel', 'Boat Make' (containing 'BLAC'), 'Year', 'Fuel', 'Motor Make', 'S/N', 'Motor H/P', 'Purchase', 'Price', 'Date', 'Entry', 'Comment', and 'Marine S/N'. A green arrow points from the 'Boat Make' field to a dropdown menu labeled 'Boat Make Menu' that appears below it. This menu lists several boat manufacturers: 'Black Eagle Marine', 'Black Thunder Powerboats', 'Blackfin Yachts', and 'Blackman Boats'. Another green arrow points from the bottom right of the 'Boat Make' field towards the same dropdown menu. The background shows a 'TRANSA' tab and some transaction details like 'Tax Start' (10/7/2010), 'Transacted' (10/7/2011 at 1:14 PM), 'Expires', 'Sales Tax', 'Ad Valorem', 'Corrections', 'Bad Check', 'Reject', 'Collect Err', and 'Comment'.

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

The screenshot shows a boat registration form with various fields. A green arrow points from the 'Motor Make' input field (containing 'YA') to a dropdown menu titled 'Motor Make Menu' which lists 'Yamaha-Motor', 'Yanmar', and 'Tayako Motors'. Another green arrow points from the 'Transacted' date field (containing '10/7/2010') to a dropdown menu for selecting a transaction date.

Boat Details		Motor Details		Registration Info	
AL #	3512SD	HIN	sssssss	Length	25 ft. 06 in.
Hull Material	F/Glass	Propulsion		Use	Pleasure
Boat Make	BLACK THUNDER POWERBOATS			Year	2002
Motor Make	YA			Motor S/N	
Purchase		Price		Date	10/7/2010
Comment					

Transaction Details						Total:					
<input type="checkbox"/> Tax Start	10/7/2010	<input type="button"/>	<input type="checkbox"/> Transacted:	10/7/2010	<input type="button"/>	<input type="checkbox"/> Issued	10/7/2010 1:03:42 PM	<input type="button"/>	<input type="checkbox"/> Expires	10/7/2010	<input type="button"/>
Sales Tax			Ad Valorem		Credit			Fees			
Corrections	<input type="checkbox"/> Bad Check	<input type="checkbox"/> Reject	<input type="checkbox"/> Collect Err					Trans			
Comment											

## 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

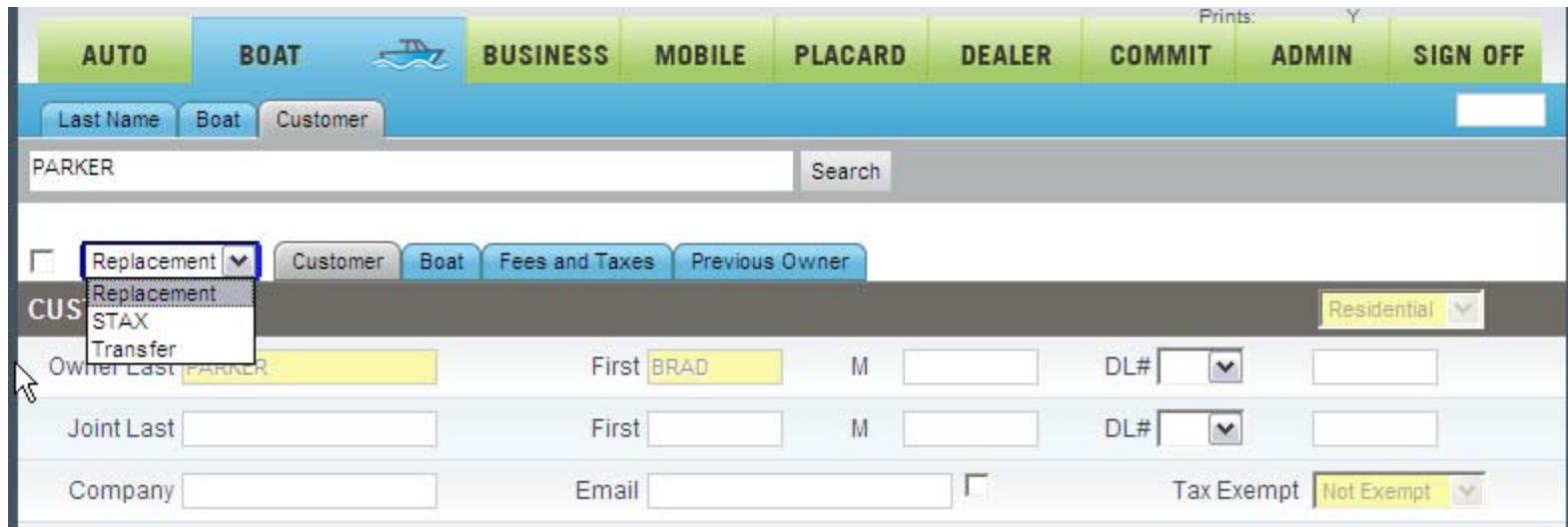
The following screen shot shows 2 boats registered to Brad Parker. One is "Early" and one is "On\_Time":

Name	Address					DL Num	Actions		
PARKER, BRAD		1508 GILMER AVE							
Status	Make	Length	Year	ALNum	Decal		Actions		
11-Early	SAN PAN	25ft 0in	2006	5341LR	255834				
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 is a search bar with fields for Last Name (PARKER) and Boat/Customer. The main area has a form for entering customer information. A dropdown menu is open next to the 'CUS' label, listing 'Replacement', 'Customer', 'Boat', 'Fees and Taxes', and 'Previous Owner'. The 'Replacement' option is currently selected.

## 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' tab of a software application. At the top, there are tabs for 'NewReg' (selected), 'Customer', and 'Tag and Fees'. Below the tabs, there are several input fields: 'Owner Last', 'First', 'M', 'FEIN' (with a dropdown menu showing 'AL'), 'Joint Last', 'First', 'M', 'FEIN' (with a dropdown menu showing ''), 'Company' (highlighted in yellow), 'Email' (highlighted in yellow with a checked checkbox), 'Addr Line 1' (highlighted in yellow), 'City', 'Zip' (highlighted in yellow), 'Mail Line 1', 'City', 'State', 'Zip', 'Phones', 'Reg Lic' (highlighted in yellow), 'Bus Lic' (highlighted in yellow), and 'Comment'. Two boxes with arrows pointing to them highlight specific fields: 'Registration License Number' points to the 'Reg Lic' field, and 'Business License Number' points to the 'Bus Lic' field.

### 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 'Tag and Fees' tab of a software application. At the top, there are tabs for 'Customer' and 'Tag and Fees' (selected). Below the tabs, there are several input fields: 'Cus' (dropdown), 'PARKE' (dropdown), 'Tag Type Menu' (highlighted in yellow), 'Quantity Amount' (highlighted in yellow), 'Start Number' (highlighted in yellow), 'End Number' (highlighted in yellow), and 'Total:' (highlighted in yellow). Below these, there is a table with rows for 'Type' (dropdown showing 'Dealer') and 'License' (dropdown showing 'Dealer', 'Manufacturer', and 'Dealer Motorcycle'). Other fields include 'Qty' (5), 'Start Number' (D12345), 'End Number' (highlighted in yellow), 'Additional' (empty), 'Issue' (empty), and 'Replacement' (empty).

# 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.

The screenshot shows the 'COMMITMENT TO PURCHASE' transaction screen. At the top, there are tabs for 'Customer', 'Auto', and 'Commitment'. Below the tabs, the title 'COMMITMENT TO PURCHASE' is displayed. On the left, there is a 'TRANSACTION' section with checkboxes for 'Tax Start', 'Sales Tax', and 'Corrections'. A dropdown menu labeled 'Tag Type' is open, showing a list of organizations: Boy Scouts of America, Light Keepers, Alabama Tennis Foundation, Cherokee Tribe of Northeast Alabama, Fighting Cystic Fibrosis, Freemason, Huntsville Hospital, Omega Psi Phi Fraternity, and POW/MIA. To the right of the dropdown is a 'Ctrl Num' field with a yellow background. Further down, there are fields for 'Issued' (date 7/2010), 'Expires' (date 10/7/2010 1:38:34 PM), 'Credit', 'Fees', and 'Trans'. A 'Control Number' field is also present. Two green arrows point to the 'Tag Types' dropdown and the 'Control Number' field.

## 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.

SMITH

Search

 NewReg **MANUFACTURED HOME**

Title Name ELLIOTT CRYSTAL K OR SMITH CEC

**Mobile Length  
and Width in  
Feet****Fire District**

Make GATEWAY

Model: INFINITY

Year: 1998

Fire Dist Redland

Type Single - Owner Occupied

L x W 16 80

Color(s) Tan

TitleApp1 Single - Owner Occupied 11982983203

TitleApp2

Vin2

TitleApp3 Double+ - Owner Occupied

eApp4

Vin4

Single - Rental

Type Dealer

Exempt

Double+ - Rental

**Mobile  
Home  
Type**

Price 0

Date

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 ELLIOTT CRYSTAL K

**ETAPS  
Number****Mobile Home  
Vin Number**

Make GATEWAY

Model: INFINITY

Year: 1998

Fire Dist Redland

Type Single - Owner Occupied

L x W 16 80

Color(s) Tan

TitleApp1

Vin1 11982983203

TitleApp2

Vin2

TitleApp3

Vin3

TitleApp4

Vin4

Price 0

Date

Type Dealer

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
Status	Make	Model	Year	Decal	Actions	
□ 10-On_Time	SOUTH	DREAM	1989	32589		
□ 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:

This screenshot shows a software interface for managing customer transactions. At the top, there are tabs for 'Customer', 'MfdHome' (selected), and 'Fees and Taxes'. Below the tabs, there is a dropdown menu labeled 'CUS' with options: 'NewReg', 'Renew', 'STAX', 'Transfer', 'Title\_Only', and 'Joint Last'. The 'NewReg' option is currently selected. To the right of the dropdown, there is a 'Residential' dropdown set to 'Residential'. The main area contains fields for 'First' name (e.g., 'CRYSTAL'), 'M'iddle name (e.g., 'K'), 'Last' name (e.g., 'OTT'), 'DL#', 'Email', and 'Tax Exempt' status. There are also fields for 'Company' and 'Joint Last' name ('SMITH').

# 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:

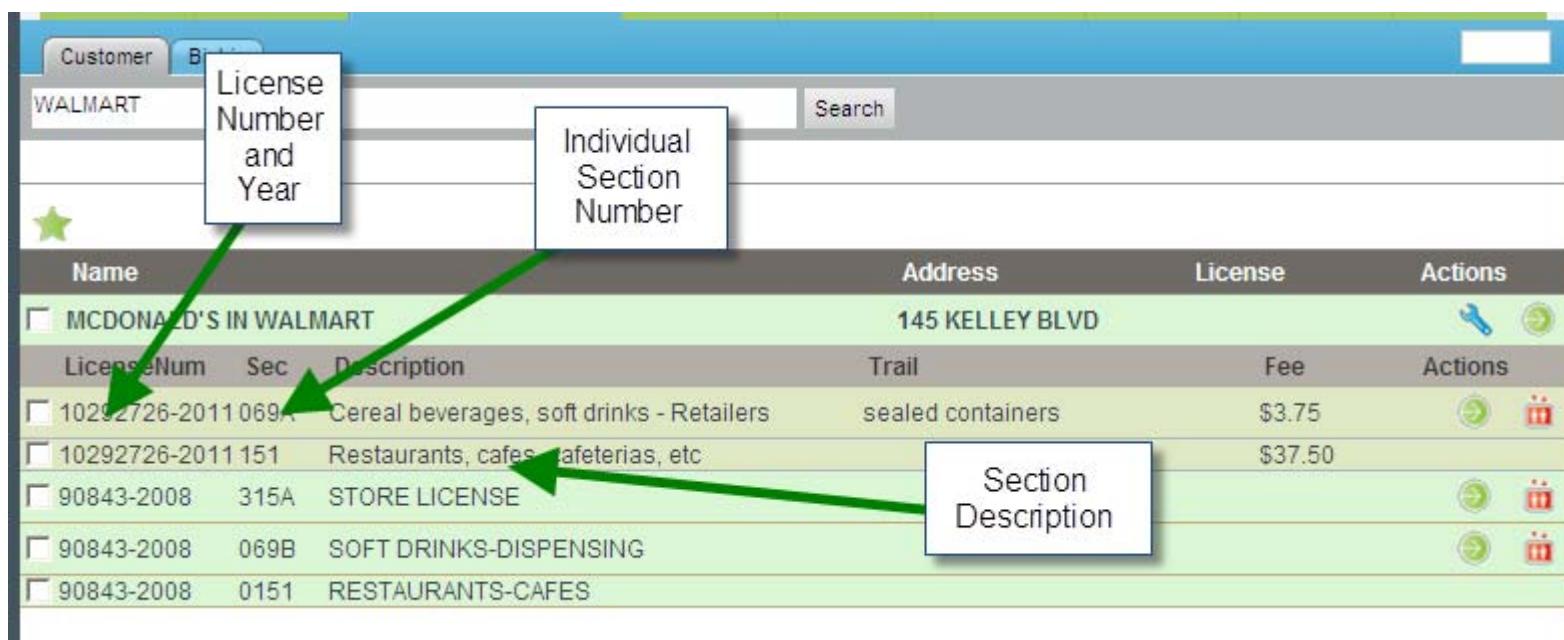
- Search the ETAPS number
- Select the customer for the "Title Only" transaction 
- Fill in any customer or manufactured home information that is not automatically filled
- On the "Fees and Taxes" tab select the amount of titles the customer needs to buy
- The title fees will be automatically calculated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



Customer		Business					
WALMART		Business		Business			
Name		Address		License		Actions	
<input type="checkbox"/> MCDONALD'S IN WALMART			145 KELLEY BLVD			 	
LicenseNum	Sec	Description	Trail	Fee		Actions	
<input type="checkbox"/> 10292726-2011069A		Cereal beverages, soft drinks - Retailers	sealed containers	\$3.75		 	
<input type="checkbox"/> 10292726-2011151		Restaurants, cafes, cafeteria, 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.

NewReg  
 Half Year

BUSINESS LICENSE:

 Priv  Store  Chain  Mail

 Half Yr
Escape Citation 
 Section #: BA

Additional Chairs: 058 (BARBERS)

058 (BASEBALL PARKS)

060 (BATTERY SHOPS)

098 (EMBALMERS)

126 (MEDICINE, CHEMISTRY, BACTERIOLOGY, ETC)

153 (SANDWICH SHOPS, BARBECUE STANDS, ETC)

 Section #: 
 Section #: 
**Section Number Menu**

## 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.)

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

Check #  Check  Credit Card  Cash  Total Unpaid:  Total Due:   
Refund Amt:  Change Due:

Prints Cart Continue > Finish

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# 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 shows the 'Transactions' tab selected in the top navigation bar. A 'Filters' button is highlighted. To its left is a dropdown menu showing 'Boutwell, Melissa'. Below the navigation bar are several tabs: All, Auto, Boat, Business, Mfd Home, Placard, Dealer, Commit, and Carts. Underneath these are buttons for View List, Hide, Unhide, and RePrint. The main area contains a table of transactions with columns: Group, Issued, PayID, Biz, Trans, Customer, City, Rt, AdVal, STax, and Fees. The first few rows of data are:

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

#### 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.

[All](#) [Auto](#) [Boat](#) [Business](#) [Mfd Home](#) [Placard](#) [Dealer](#) [Commit](#) [Carts](#)
[View List](#) [Hide](#) [Unhide](#) [RePrint](#)

<<< >>> 1

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

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## 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

	Issued	PayID	Biz	Trans	UnitID	Customer	City	Rt	AdVal	STax	Fees
ID	9	02/14/2011	164725	Auto Renewal	155693	GREEN, ALISA	WETUMPKA	2	15.76	0.00	76.25
User ID	9	02/14/2011	164725	Auto New	155693	GREEN, ALISA	WETUMPKA	2	12.70	0.00	21.26
Group	3	02/14/2011	164725	Auto Renewal	155693	GREEN, ALISA	WETUMPKA	2	-12.48	0.00	-76.25
Issued	3	02/14/2011	164725	Auto New	155693	GREEN, ALISA	WETUMPKA	2	-12.70	0.00	-21.26
Trans	4	02/11/2011	164700	Auto Renewal	155693	GREEN, ALISA	WETUMPKA	2	12.48	0.00	76.25
Tag	4	02/11/2011	164700	Auto New	155693	GREEN, ALISA	WETUMPKA	2	12.70	0.00	21.26
Decal	3	02/11/2011	164700	Auto Renewal	47896	BRYAN, AMANDA	WETUMPKA	2	1.80	0.00	24.25
VIN	3	02/11/2011	164700	Auto Renewal	47896	BRYAN, AMANDA	WETUMPKA	2	2.01	0.00	26.91
	3	02/11/2011	164700	Auto Escape	47896	BRYAN, AMANDA	WETUMPKA	2	2.40	0.00	0.00
	3	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.

All Auto Boat Business Mfd Home Placard Dealer Commit Carts

Path: Auto &gt;&gt; T326842 - BT1 - TT2

**TransID 326842****Tag Info**

Tag Type\*: God Bless America

Tag Yr: 2012

Tag Mnth: 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

Addl: 0.00

Issue: 1.25

Addl 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 &gt;&gt; T326734 - BT1 - TT2

**TransID 326734****Tag Info**

<b>Tag Type*</b> :	Standard								
Tag Yr:	2011	Tag Mnth:	12	Tag:	29D42H3	Decal:	29000443	Unique:	1
Base Tag:	Standard	RV Class:							
LTag Type:	Standard	LTag:	29D42H3	LDecal:	0	LExp Dt:	02/28/2010		
School:									

**Fees**

Transfer:	0.00	Transfer Penalty:	0.00
License:	23.00	Addl:	0.00
Issue:	1.25	Addl Issue:	0.00
Penalty:	0.00	Interest:	0.66
Repl:	0.00		
Affidavit:	2.00		
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****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:	<input type="text" value="Dealer"/>	<input type="button" value="▼"/>	Title#:	<input type="text"/>	App#:	<input type="text"/>	Unit Num:	<input type="text"/>			
Title Name*: <b>BRYAN ADAM</b>											
VIN:	<input type="text" value="1N4AB41D3TC742473"/>										
Weight:	<input type="text" value="0"/>										
VehType*:	<input type="text" value="Cars"/>	<input type="button" value="▼"/>	Make*:	<input type="text" value="NISS"/>	Model*:	<input type="text" value="SENTRA GXE"/>	Body*:	<input type="text" value="4D"/>			
Color*:	<input type="text" value="White"/>	<input type="button" value="▼"/>	Color2:	<input type="text" value="(None)"/>	<input type="button" value="▼"/>	Year*:					
Acq.From:	<input type="text"/>										
Leasor:	<input type="text"/>										
Lien Holder:	<input type="text"/>										
DAID:	<input type="text"/>										
Comment:	<input type="text" value="IMPORTED"/>										
<input type="checkbox"/> MLI		<input type="checkbox"/> Temp VIN		<input type="checkbox"/> Locked							
Purchase Type:	<input type="text" value="(None)"/>		<input type="button" value="▼"/>	Price:	<input type="text" value="0.00"/>	Purch. Dt:	<input type="text"/>	<input type="button" value="▼"/>	Entry Dt:	<input type="text"/>	<input type="button" value="▼"/>
Renewal Month:	<input type="text" value="2"/>										
<input type="button" value="Update"/>		<input type="button" value="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 &gt;&gt; T326736 - BT1 - TT2

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

Sale:	<input type="button" value="Dealer"/>				
Title#:	<input type="text"/>	App#:	<input type="text"/>	Unit Num:	<input type="text"/>
Title Name*: <b>BRYAN AMANDA</b>					
VIN: <b>1G1LV15M3SY192883</b>					
Weight:	<input type="text" value="0"/>				
VehType*:	<input type="text" value="1"/>	Make*:	<b>CHEV</b>	Model*:	<b>BERETTA</b>
Color*:	<b>Black</b>	Color2:	<input type="text" value="(None)"/>		
Acq.From:	<input type="text"/>				
Leasor:	<input type="text"/>				
Lien Holder:	<input type="text"/>				
DAID:	<input type="text"/>				
Comment: <b>IMPORTED</b>					
<input type="checkbox"/> MLI <input type="checkbox"/> Temp VIN <input type="checkbox"/> Locked					
Purchase Type:	<input type="text"/>	Price:	<b>0.00</b>	Purch. Dt:	<b>01/01/0001</b>
Renewal Month:	<b>2</b>				
<input type="button" value="Update"/> <input type="button" value="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 &gt;&gt; T326842 - BT1 - TT2

**TransID 326842**Pay Src: CC: 

Check#s:

Paid Check: Paid CC: Paid Cash: Mail Fee: Convenience: Processing: Credit Amt: Total Paid: Refund Amt: 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.

[All](#) [Auto](#) [Boat](#) [Business](#) [Mfd Home](#) [Placard](#) [Dealer](#) [Commit](#) [Carts](#)

Path: Auto &gt;&gt; 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	



## 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.

[All](#)
[Auto](#)
[Boat](#)
[Business](#)
[Mfd Home](#)
[Placard](#)
[Dealer](#)
[Commit](#)
[Carts](#)
[View List](#)
[Hide](#)
[Unhide](#)
[RePrint](#)
**Filters**

	Group	Issued	PayID	Biz	Trans	UnitID	Customer	City	Rt	AdVal	STax	Fees	T
	33680	02/14/2011	164711	Boat SalesTax		5945	COLLIER, JOHNNIE	WETUMPKA	1	0.00	44.88	0.00	44.88
ID	33679	02/14/2011	164710	Boat SalesTax		16510	DAVIS, STEVE / DAVIS, KAT	WETUMPKA	1	0.00	249.98	0.00	249.98
User ID	33678	02/14/2011	164709	Boat Tr_Renew		21225	HOLLEY, SLADE	MARBURY	1	0.00	0.00	25.00	25.00
Boutwell, Melissa (6)	33677	02/14/2011	164708	Boat Tr_Renew		5945	COLLIER, JOHNNIE	WETUMPKA	1	0.00	0.00	30.00	30.00
Group	33676	02/14/2011	164707	Boat New		21224	DONAHOO, JAMES D	PRATTVILLE	1	0.00	0.00	20.00	20.00
Issued	33675	02/14/2011	164707	Boat New		21223	CAUTHEN, WILLIAM CHAD	MILLBROOK	1	0.00	0.00	100.00	100.00
	33674	02/14/2011	164707	Boat New		21222	ABRAMS, SMITH	MILLBROOK	1	0.00	0.00	100.00	100.00
	33673	02/14/2011	164706	Boat Transfer		21221	ABRAMS, SMITH	MILLBROOK	1	0.00	0.00	5.00	5.00
	33672	02/14/2011	164706	Boat Transfer		21220	AZAR, WILLIAM DAVIS	WETUMPKA	1	0.00	0.00	5.00	5.00
	33671	02/14/2011	164705	Boat Transfer		15407	ALBRECHT, DONALD A	ECLECTIC	1	0.00	0.00	5.00	5.00
	33670	02/14/2011	164704	Boat Transfer		21218	GIDDENS, RUSHIN GRAYSON TALLASSEE	1	0.00	141.50	5.00	146.50	146.50
	33669	02/14/2011	164703	Boat Replace		7608	PARKER, BARRY	ECLECTIC	1	0.00	0.00	5.00	5.00
	33668	02/14/2011	164702	Boat New		21219	COLEMAN JR, OLIVER	WETUMPKA	1	0.00	25.00	25.00	25.00
	33667	02/14/2011	164701	Boat Renewal		11700	BAKER, CHARLIE	WETUMPKA	1	0.00	0.00	25.00	25.00
	33666	02/14/2011	164701	Boat Renewal		6778	COLEMAN JR, OLIVER	WETUMPKA	1	0.00	0.00	25.00	25.00
	33665	02/14/2011	164700	Boat New		21218	COLEMAN JR, OLIVER	WETUMPKA	1	0.00	0.00	20.00	20.00

**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



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.

All

Auto

Boat

Business

Mfd Home

Placard

Dealer

Commit

Carts

Path: Boat &gt;&gt; T326747 - BT2 - TT1

**TransID 326747****Tag Info**Tag Yr\*: Decal: Ctrl Num\*: **Fees**Transfer:  Transfer Penalty: License:  Additional: Issue: Penalty:  Interest: Replacement: Affidavit: Citation: Voucher: Special: Convenience: Mail:  **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.

All

Auto

Boat

Business

Mfd Home

Placard

Dealer

Commit

Carts

Path: Boat &gt;&gt; T326844 - BT2 - TT2

**TransID 326844****Boat Info**

Boat Num\*: 2671AP

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 &gt;&gt; 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	<input type="checkbox"/> Locked					
<b>Update</b>	<b>Cancel</b>						

**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 &gt;&gt; T326842 - BT1 - TT2

**TransID 326842**Pay Src: CC: 

Check#s:

Paid Check: Paid CC: Paid Cash: Mail Fee: Convenience: Processing: Credit Amt: Total Paid: Refund Amt: 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.

**Filters**

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

## 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 &gt;&gt; T326842 - BT1 - TT2

**TransID 326842**Pay Src: CC: 

Check#s:

Paid Check: Paid CC: Paid Cash: Mail Fee: Convenience: Processing: Credit Amt: Total Paid: Refund Amt: CCAuthCode: CCTransID:  

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.

All Auto Boat Business Mfd Home Placard Dealer Commit Carts

View List Hide Unhide RePrint

Filters

<input type="button" value="Filter"/>	<input type="button" value="Clear"/>
ID	<input type="text"/>
User ID	Boutwell, Melissa (6) <input type="button" value="▼"/>
Group	<input type="text"/>
Issued	<input type="text"/> <input type="button" value="Calendar"/>
Trans	<input type="text"/> <input type="button" value="▼"/>
Decal	<input type="text"/>
VIN1	<input type="text"/>

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	1138 MERCER, BART	WETUMPKA	1	0.00	0.00	

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## 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.

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 &gt;&gt; T326867 - BT4 - TT2

**TransID 326867****Tag Info**

Decal Yr:	2011	Decal:	36123	Quarters*:	8	Unique:	0
Cit#:	0	Cit Dt:	<input type="button" value="Calendar"/>				
LDecal:	39589	LExp Dt:	<input type="button" value="Calendar"/>				

**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

**Update****Cancel**

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.

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 &gt;&gt; T326829 - BT4 - TT2

**TransID 326829****Tag Info**

Decal Yr:	2011	Decal:	36121	Quarters*:	4	Unique:	0
Cit#:	0	Cit Dt:	<input type="button" value="Calendar"/>				
LDecal:	32256	LExp Dt:	<input type="button" value="Calendar"/>				

**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

**Update****Cancel**

## 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.

The screenshot shows a software interface for managing manufactured homes. At the top, there's a navigation bar with tabs like Transactions, Administration, Customers, Reports, Security, Drawers, Inventory, Autos, Boats, App, and Sign. Below the navigation bar, there's a secondary set of buttons for categories like All, Auto, Boat, Business, Mfd Home, Placard, Dealer, Commit, and Carts. The main area is titled "TransID 326867". It contains several input fields: "MfdHomeType\*" dropdown (set to "(B) - Double+ - Owner Occupied"), "Title Name\*" text box (containing "MAYS CATHERINE"), "FireDistrict" dropdown (set to "Holtville"), "Make\*" dropdown (set to "SO ENER"), "Model\*" dropdown (set to "SO HOMES"), "Year\*" dropdown (set to "1995"), "Len(ft)\*" dropdown (set to "42"), "Width(ft)\*" dropdown (set to "24"), "VIN1" text box (containing "DSDAL10384A"), "Title1#" text box, "App1#" text box, "VIN2" text box (containing "DSDAL10384B"), "Title2#" text box, "App2#" text box, "VIN3" text box, "Title3#" text box, "App3#" text box, "VIN3" text box, "Title1#" text box, "App1#" text box, "Color\*" dropdown (set to "Gray"), "Color2" dropdown (set to "(None)"), "DAID" text box, "DAID2" text box, "DAID3" text box, "Comment" text box, "Phys Addr Line 1\*" text box (containing "20 EVERGREEN DR"), "Phys Addr Line 2" text box, "Zip\*" dropdown (set to "36022"), "Zip4" text box, a checked "Locked" checkbox, "Sale" dropdown (set to "Dealer"), "Price" text box (containing "28600.00"), "Purch. Dt" date picker, and "Update" and "Cancel" buttons at the bottom.

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 &gt;&gt; T326829 - BT4 - TT2

**TransID 326829**

MfdHomeType*	(C) - Single - Rental								
Title Name*	A S H MOBIE HOME RENTALS LLC								
FireDistrict	Millbrook								
Make*	SOUTHERN	Model*	SL 402003	Year*	1993	Len(ft)*	16	Width(ft)*	80
VIN1:	SSDAL39822	Title1#:	<input type="text"/>	App1#:	E2377164				
VIN2:		Title2#:	<input type="text"/>	App2#:	<input type="text"/>				
VIN3:		Title3#:	<input type="text"/>	App3#:	<input type="text"/>				
VIN4:		Title4#:	<input type="text"/>	App4#:	<input type="text"/>				
Color*	Beige	Color2:	(None)						
DAID:	29-00001-00	DAID2:	<input type="text"/>	DAID3:	<input type="text"/>				
Comment:									
Phys Addr Line 1*	372 STILL CREEK LOT 34								
Phys Addr Line 2:									
Zip*	36054	Zip4:	<input type="text"/>						
<input type="checkbox"/> Locked									
Sale:	No Sales Tax	Price:	81,000.00	Purch. Dt:	08/17/2009				
<input type="button" value="Update"/>	<input type="button" value="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 &gt;&gt; T326842 - BT1 - TT2

**TransID 326842**Pay Src: CC: 

Check#s:

Paid Check: Paid CC: Paid Cash: Mail Fee: Convenience: Processing: Credit Amt: Total Paid: Refund Amt: 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						
<a href="#">View List</a>	<a href="#">Hide</a>	<a href="#">Unhide</a>	<a href="#">RePrint</a>											
<b>Filters</b>														
<a href="#">Filter</a>	<a href="#">Clear</a>													
ID		Group	Issued	PayID	Biz	Trans	Customer	City	Rt	AdVal	STax	Fees	Total	
User ID	Boutwell, Melissa (6)													
Group		283708	02/16/2011	164733	Placard	New	BROOKS, AARON MITCHELL MILLBROOK	WETUMPKA	1	0.00	0.00	0.00	0.00	
Issued		283682	02/14/2011	164712	Placard	New	PARKER, AMBER	TALLASSEE	1	0.00	0.00	0.00	0.00	
Trans		283681	02/14/2011	164712	Placard	New	PARKER, ADRAIN G	WETUMPKA	1	0.00	0.00	0.00	0.00	
Placard		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	6	121251	09/24/2009	74999	Placard	TILL, FRANCES	ELMORE	1	0.00	0.00	0.00	0.00
		134438	6	111821	08/28/2009	69547	Placard	JUSTISS, SHIRLEY	TITUS	1	0.00	0.00	0.00	0.00

## 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 In](#)

[All](#) [Auto](#) [Boat](#) [Business](#) [Mfd Home](#) [Placard](#) [Dealer](#) [Commit](#) [Carts](#)

Path: Placard >> T326869 - BT5 - TT1

TransID 326869	
Placard*	<input type="text" value="P987654"/>
Months Valid*	<input type="text" value="99"/>
Issue Fee:	<input type="text" value="0.00"/>
Disabled:	<input type="text" value="(None)"/>
<input type="checkbox"/> Handicap	<input checked="" type="checkbox"/> Permanent
<input type="button" value="Update"/>	<input type="button" value="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 for managing dealer transactions. At the top, there's a navigation bar with tabs like Transactions, Administration, Customers, Reports, Security, Drawers, Inventory, Autos, Boats, App, and Sign. Below the navigation bar, there are several buttons: All, Auto, Boat, Business, Mfd Home, Placard, Dealer (which is highlighted), Commit, and Carts. Underneath these buttons are links for View List, Hide, Unhide, and RePrint. A 'Filters' button is located in a box labeled 'Filters'. To the left of the main list, there's a sidebar with input fields for filtering: ID, UserID (set to 'Boutwell, Melissa (6)'), Group, Issued (with a calendar icon), Trans (with a dropdown arrow), and Tag Num. There are also three checkboxes at the bottom of the sidebar. The main area displays a table of transaction data with columns: Group, Issued, PayID, Biz, Trans, Customer, City, Rt, AdVal, STax, Fees, and Total. The data shows multiple entries for different customers like GREEN CHRISTOPHER and MOODY, JO L / MOODY, T., all issued on 02/16/2011 or 02/14/2011. The table has a total of 18 rows. At the bottom of the interface, there's a copyright notice: © 2007-2011 INGENUITY, INC. ALL RIGHTS RESERVED. (VER. 2.1.0).

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	26.00
283709	02/16/2011	164734	Dealer New	GREEN CHRISTOPHER	ECLECTIC	1	0.00	0.00	26.00	26.00	26.00
283709	02/16/2011	164734	Dealer New	GREEN CHRISTOPHER	ECLECTIC	1	0.00	0.00	26.00	26.00	26.00
283709	02/16/2011	164734	Dealer New	GREEN CHRISTOPHER	ECLECTIC	1	0.00	0.00	26.00	26.00	26.00
283709	02/16/2011	164734	Dealer New	GREEN CHRISTOPHER	ECLECTIC	1	0.00	0.00	26.00	26.00	26.00
283709	02/16/2011	164734	Dealer New	GREEN CHRISTOPHER	ECLECTIC	1	0.00	0.00	26.00	26.00	26.00
283709	02/16/2011	164734	Dealer New	GREEN CHRISTOPHER	ECLECTIC	1	0.00	0.00	26.00	26.00	26.00
283709	02/16/2011	164734	Dealer New	GREEN CHRISTOPHER	ECLECTIC	1	0.00	0.00	26.00	26.00	26.00
283687	02/14/2011	164715	Dealer Replace	AUTO CREATIONS	WETUMPKA	1	0.00	0.00	2.00	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	26.00
283684	02/14/2011	164714	Dealer New	GELCO	ECLECTIC	1	0.00	0.00	18.00	18.00	18.00
283684	02/14/2011	164714	Dealer New	GELCO	ECLECTIC	1	0.00	0.00	18.00	18.00	18.00
326809	6	283684	02/14/2011	164714 Dealer New	GELCO	ECLECTIC	1	0.00	0.00	18.00	18.00
326808	6	283684	02/14/2011	164714 Dealer New	GELCO	ECLECTIC	1	0.00	0.00	18.00	18.00
326807	6	283684	02/14/2011	164714 Dealer New	GELCO	ECLECTIC	1	0.00	0.00	18.00	18.00

## 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.

Path: Dealer &gt;&gt; T326877 - BT6 - TT1

**TransID 326877**Tag Type\*: Tag Yr\*:  Tag Num: License: Additional: Issue:  

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

Path: Dealer &gt;&gt; T326810 - BT6 - TT1

**TransID 326810**Tag Type\*: Tag Yr\*:  Tag Num: License: Additional: Issue:  

## 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 &gt;&gt; T326842 - BT1 - TT2

**TransID 326842**Pay Src: CC: 

Check#s:

Paid Check: Paid CC: Paid Cash: Mail Fee: Convenience: Processing: Credit Amt: Total Paid: Refund Amt: 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.

## Filters

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	50.00
2/14/2011	164716	Commitment New		JOHNSON, STARR / JOHNS...	DEATSVILLE	2	0.00	0.00	50.00	50.00
2/11/2011	164696	Commitment New		ELLIS, CAREY C	MILLBROOK	2	0.00	0.00	50.00	50.00

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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.

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	50.00
2/14/2011	164716	Commitment New		JOHNSON, STARR / JOHNS...	DEATSVILLE	2	0.00	0.00	50.00	50.00
2/11/2011	164696	Commitment New		ELLIS, CAREY C	MILLBROOK	2	0.00	0.00	50.00	50.00

Path: Commit >> T326880 - BT7 - TT1

**TransID 326880**

Tag Type\*: Alabama Tennis Foundation

License: 50.00

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 software application window titled "TransID 326842". At the top, there is a navigation bar with buttons labeled: All, Auto, Boat, Business, Mfd Home, Placard, Dealer, Commit, and Carts. Below the navigation bar, the path "Path: Auto >> T326842 - BT1 - TT2" is displayed. The main area of the window contains various input fields for payment information:

Field	Value
Pay Src:	(None)
CC:	(None)
Check#s:	[Empty]
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:	[Empty]
CCTransID:	[Empty]

At the bottom left 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 clerks cart to another clerk's cart.

Procedure:

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

The screenshot shows the 'Carts' tab in a software application. At the top, there is a navigation bar with tabs: Transactions, Administration, Customers, Reports, Security, Drawers, Inventory, Autos, Boats, App, and Signs. Below the navigation bar, there is a sub-navigation bar with tabs: All, Auto, Boat, Business, Mfd Home, Placard, Dealer, Commit, and Carts. The 'Carts' tab is selected. A 'View List' button is visible. A 'Filters' button is highlighted with a gray box. Below the filters, there is a table with the following columns: ID, User, Group, Biz, Trans, Unit ID, Unit Trans ID, AdVal, STax, Voucher ID, and OrigTransID. Two rows of data are shown:

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	0
326494	Duke, Hattie Jean (5)	283596	Auto Renewal	119142	265483	37.50	0.00	0	0	0

An 'Update' button is located below the table.

- 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:

The screenshot shows the 'Transactions' tab in a software application. At the top, there is a navigation bar with tabs: Transactions, Administration, Customers, Reports, Security, Drawers, Inventory, Autos, Boats, App, and Signs. Below the navigation bar, there is a sub-navigation bar with tabs: All, Auto, Boat, Business, Mfd Home, Placard, Dealer, Commit, and Carts. The 'Transactions' tab is selected. A 'View List' button is visible. A 'Filters' button is highlighted with a gray box. Below the filters, there is a table with the following columns: Actions, ID, UserID, Group, Issued, PayID, Biz, Trans, UnitID, Customer, City, Rt, AdVal, STax, Fees, Total, and Paid. One row of data is shown:

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**

Action	ID	User ID	Group	Issued	Pay ID	Biz	Trans	Unit ID	Customer	City	Rt	Ad Val	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**

Action	ID	User ID	Group	Issued	Pay ID	Biz	Trans	Unit ID	Customer	City	Rt	Ad Val	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 checked="" 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	 	
<input type="button" value="More Checks"/> Check # <input type="text"/> Check <input type="text"/> Credit Card <input type="text"/> Cash <input type="text"/> Total Unpaid: <input type="text" value="0.00"/> Total Due: <input type="text" value="0.00"/> Checks Amt: <input type="text" value="0.00"/> Refund Amt: <input type="text" value="2.25"/> Change Due: <input type="text"/>							
				<input style="background-color: #0070C0; color: white; border-radius: 10px; padding: 5px 10px; border: none; font-weight: bold; margin-right: 10px;" type="button" value="Continue"/>	<input style="background-color: #0070C0; color: white; border-radius: 10px; padding: 5px 10px; border: none; font-weight: bold;" type="button" value="Finish"/>		
<input style="border-radius: 10px; padding: 5px 10px; border: none; background-color: #E0E0E0; margin-right: 10px;" type="button" value="RESET"/>	<input style="border-radius: 10px; padding: 5px 10px; border: none; background-color: #E0E0E0; margin-right: 10px;" type="button" value="CART"/>	<input style="border-radius: 10px; padding: 5px 10px; border: none; background-color: #E0E0E0; margin-right: 10px;" type="button" value="DAILY CLOSEOUT"/>	<input style="border-radius: 10px; padding: 5px 10px; border: none; background-color: #E0E0E0; margin-right: 10px;" type="button" value="PRINTS"/>	<input style="border-radius: 10px; padding: 5px 10px; border: none; background-color: #E0E0E0;" type="button" value="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		<input type="button" value="▼"/>	Transactions	Administration	Customers	Reports	Security	Drawers	Inventory	Autos	Boats	App	Sign											
<input type="button" value="All"/> <input type="button" value="Auto"/> <input type="button" value="Boat"/> <input type="button" value="Business"/> <input type="button" value="Mfd Home"/> <input type="button" value="Placard"/> <input type="button" value="Dealer"/> <input type="button" value="Commit"/> <input type="button" value="Carts"/>		<input type="button" value="View List"/> <input type="button" value="Hide"/> <input type="button" value="Unhide"/> <input type="button" value="RePrint"/>																						
<input type="button" value="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 Sign

All Auto Boat Business Mfd Home Placard Dealer Commit Carts

[View List](#) [Hide](#) [Unhide](#) [RePrint](#)

**Filters**

Action	ID	User ID	Group	Issued	Pay ID	Biz	Trans	Unit ID	Customer	City	Rt	Ad Val	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 Sign

All Auto Boat Business Mfd Home Placard Dealer Commit Carts

[View List](#) [Hide](#) [Unhide](#) [RePrint](#)

**Filters**

Action	ID	User ID	Group	Issued	Pay ID	Biz	Trans	Unit ID	Customer	City	Rt	Ad Val	STax	Fees	Total	Paid
<input checked="" 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 checked="" 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:

The screenshot shows a software interface for managing transactions. At the top, there's a menu bar with tabs: Transactions, Administration, Customers, Reports, Security, Drawers, Inventory, Autos, Boats, App, and Signs. Below the menu is a toolbar with buttons for All, Auto, Boat, Business, Mfd Home, Placard, Dealer, Commit, and Carts. Underneath the toolbar are buttons for View List, Hide, Unhide, and RePrint. A 'Filters' button is located above the main data area. The main data area displays a single transaction row with the following fields: Actions (checkbox), ID (326729), UserID (6), Group (283662), Issued (02/11/2011), PayID (164699), Biz (Auto), Trans (Renewal), UnitID (133088), Customer (BROWN, KAREN S TALLASSEE), City (TALLASSEE), Rt (1), AdVal (0.00), STax (0.00), Fees (2.25), Total (2.25), and Paid (2.25). The entire transaction row is highlighted in pink.

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

This screenshot shows the same software interface as the previous one, but with a context menu open over the transaction row. The menu is titled 'Edit Transaction' and contains the following options: Transaction #326729, Reprint, Scan(s), Customer #123179, Auto Trans #265567, Auto #133088, Addresses #123179, Payment #164699, AdValorem #267405, ReDo (which is highlighted in blue), Refund, and Quick Refund. The transaction row is still highlighted in pink.

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

All Auto Boat Business Mfd Home Placard Dealer Commit Carts

[View List](#) [Hide](#) [Unhide](#) [RePrint](#)

### Filters

	Actions	ID	User ID	Group	Issued	Pay ID	Biz	Trans	Unit ID	Customer	City	Rt	Ad Val	STax	Fees	Total	Paid	1
<input checked="" 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	2.25	1	

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

Renew
 Customer
 Auto
 Tag and Fees
 Taxes
 Credits

### CUSTOMER

Owner Last	BROWN	First	KAREN	M	S	DL#	AL	5039201
Joint Last		First		M		DL#		
Company		Email		<input type="checkbox"/>		Tax Exempt		Military
Addr Line 1	515 NEMAN RD	Line 2		<input checked="" type="checkbox"/> Resident		DOB		
City	TALLASSEE	State	AL	Zip	36078	Rate Type		Out
Mail Line 1		Line 2		<input type="checkbox"/>		Military - Out of State Mailing		
City		State		Zip				
Phones	3345415294		Reg Lic			Bus Lic		
Comment	<input type="text"/>							

### TRANSACTION

<input checked="" type="checkbox"/> Tax Start	<input type="text" value="3/1/2011"/>	<input type="button" value="Calendar"/>	<input checked="" type="checkbox"/> Transacted:	<input type="text" value="2/11/2011"/>	<input type="button" value="Calendar"/>	<input checked="" type="checkbox"/> Issued	<input type="text" value="2/11/2011"/>	<input checked="" type="checkbox"/> Expires	<input type="text" value="11/30/2011"/>	<input type="button" value="Calendar"/>	
Sales Tax	<input type="text"/>		Ad Valorem	<input type="text"/>		Credit	<input type="text"/>	Fees	<input type="text" value="2.25"/>		
Corrections	<input type="checkbox"/>	Bad Check	<input type="checkbox"/>	Reject	<input type="checkbox"/>	Collect Err	<input type="checkbox"/>	Void		Trans	<input type="text"/>
Comment	<input type="text"/>										

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

Last Name  VIN  Tag  ETAPS  Company  Customer  Title

Renew

TAG

Category  Type   Metal Tag

Tag Year 2011 Tag Months  Tag #  Decal #

School  C2P #

PREVIOUS TAG INFO:

Status  Prev. Tag  Prev. Decal  Prev. Exp.

FEES: Total:

License <input type="button" value="17.25"/>	Additional <input type="text"/>	Issue <input type="button" value="1.25"/>	Add'l Issue <input type="text"/>	Penalty <input type="text"/>	Interest <input type="text"/>
Transfer <input type="text"/>	Affidavit <input type="text"/>	Trans Pen <input type="text"/>	Voucher <input type="text"/>	Special <input type="text"/>	Mail <input type="text"/>
Title <input type="text"/>	Metal Tag <input type="text"/>	Replace <input type="text"/>	Ambulance <input type="text"/>	Metal Tag2 <input type="text"/>	
Non Use <input type="checkbox"/>	Is Mail <input type="checkbox"/>	<input type="checkbox"/> First Tag			

**TRANSACTION** Total:

Tax Start    Transacted:    Issued    Expires

Sales Tax <input type="text"/>	Ad Valorem <input type="text"/>	Credit <input type="text"/>	Fees <input type="button" value="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="text"/>

Comment



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.

Last Name   VIN   Tag   ETAPS   Company   Customer   Title

BRYAN      Search

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	

More Checks

Check #  Check  Credit Card  Cash  Total Unpaid:  16.25 Total Due:  16.25

Checks Amt:  0.00 Refund Amt:  0.00 Change Due:

Continue      Finish

## 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    Transactions    Administration    Customers    Reports    Security    Drawers    Inventory    Autos    Boats    App    Sign

Holidays

[View List](#) [Add New](#)

Holiday Textbox

Holiday\*: 4TH OF JULY

Holiday Dt\*: 7/4/2011

Update    Add New    Cancel

Holiday Calender

# 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.

The screenshot shows the 'Customers' tab selected in the top navigation bar. Below it, there are tabs for 'Customers' and 'Tags'. Underneath these are buttons for 'View List' and 'Add New'. A 'Filters' button is highlighted with a mouse cursor. A dropdown menu titled 'Filters' is open, containing fields for 'ID', 'First', 'Last', and 'Company', each with an associated input field. At the bottom left of the filter panel are 'Filter' and 'Clear' buttons. The background of the main window is greyed out.

## Customer Lock

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

The screenshot shows the 'Customers' tab selected in the top navigation bar. Below it, there are tabs for 'Customers' and 'Tags'. Underneath these are buttons for 'View List', 'Hide', 'Unhide', and 'Add New'. An 'Edit' button is highlighted with a mouse cursor. A red arrow points from the 'Edit' button to a checkbox labeled 'Locked' at the bottom of the page. Below the 'Edit' button is a 'Filters' button. The main area displays a table of customer records with columns for Actions, ID, Customer, Address, Mail Addr, Email, Phone 1, Web Code, and Tag. The first two rows of the table are shown:

Actions	ID	Customer	Address	Mail Addr	Email	Phone 1	Web Code	Tag
<input type="checkbox"/>	83627	ALBRECHT, DONALD A	200 JONES RD~~36024	200 JONES RD~~36024			1289132274	
<input type="checkbox"/>	97710	ALBRECHT, DONALD A	200 JONES RD~~36024	200 JONES RD~~36024	1123456789	1289132274		

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 Sign

**Customers Tags**

**View List Add New**

**CustomerType\***: Residential  Resident

**First\***: DONALD **Middle**: A **Last\***: ALBRECHT  Email Notice

**Joint First**: **Joint Middle**: **Joint Last**:

**Company**:

**Address\***: 200 JONES RD~~36024  Email Notice

**Mail Addr**: 200 JONES RD~~36024

**Email**:

**Web**:

**Phone 1\***: **Phone 2**: Locked **Fax Line**:

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

**Birth Dt**: Birth Date

**Reg. Lic. Num**: **Biz Lic. Num**:

**Exempt\***: Not Exempt  Locked

isMilitaryAddr

**Comment**: Up Down Buttons

**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

[View List](#) [Hide](#) [Unhide](#) [Add New](#)

Path: Customers &gt;&gt; PARKER, SAM OR PARKER, KELLY

	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:  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:   
Acq.From: Leasor:  
Lien Holder:  
DAID:  
Comment:  
 MLI  Temp VIN  Locked  
Purchase Type:  Price: 0.00 Purch. Dt:  Entry Dt:   
Renewal Month: 7  
**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

## 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

Screenshot of a software application interface titled "MANAGE". The top navigation bar includes links for Transactions, Administration, Customers, Reports, Security, Drawers, Inventory, Autos, Boats, App, and Sign. The current view is under the "Customers" tab. The path "Customers >> ALBREC" is displayed. A red arrow points to the "Locked" checkbox in the first row of the grid. The grid displays the following data:

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

- Select the Locked check box and Update

Boutwell, Melissa

Transactions

Administration

Customers

Reports

Security

Drawers

Inventory

Autos

Boats

App

Sig

Customers Tags

View List Add New

Path: Customers &gt;&gt; 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  
 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

- 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"/>	<input type="checkbox"/> <input type="checkbox"/> Addr <input type="checkbox"/> Autos <input type="checkbox"/> Boats	91	PARKER, SAM OR PARKER, KELLY	864 GREEN DR~~35211 196 TANKERSLEY RD~~36092 SKPPARKER25@AOL.COM		

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

Customers Tags

View List Add New Address Type Address

Path: Customers >> PARKER PARKER, KELLY

Addr Type: Physical

Addr Line 1\*: 1234 TEST DR

Addr Line 2:

Zip\*: 36092 Zip4: 0000

Rate Type\*: Out of City

Add Cancel Add Button

## 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 Sign

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

Users									
	Actions	ID	Site	SubSite	Last Name	First Name	Login Name	Email	Roles
<input type="checkbox"/>		1	Elmore	Wetumpka	Admin	Admin	admin	websupport@elmoreco.org	Clerks Roles
<input type="checkbox"/>		2	Elmore	Millbrook	White	Lori	lorimillbrook	tagdept@elmoreco.org	AdminGroup AutoSupervisorGroup AutoClerkGroup
<input type="checkbox"/>		3	Elmore	Wetumpka	Johnson	Debbie	djohnson	djohnson@elmoreco.org	AdminGroup AutoClerkGroup BoatAdminGroup ReadOnlyGroup
<input type="checkbox"/>		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 Sign

[View List](#) [Add New](#)

Site:	Elmore	
SubSite*:	Wetumpka	
First Name*:	Joey	User's Password
Last Name*:	Parker	
Login Name*:	jparker	
Password*:	*****	Confirm: *****
Email*:	jparker@teamingenuity.com	
Address 1:		
Address 2:		
Address 3:		
Department:		
Update Button	Phone:	
Expires:	<input type="text"/> <input type="button" value="Calendar"/>	<input type="checkbox"/> Enable Expire
Roles:	Tree View	
ETAPS Login Name*:	AdminGroup	
ETAPS Password*:	X AdminGroup	
ETAPS Password*:	*****	Confirm: *****
<a href="#">Update</a>	<a href="#">Add New</a>	<a href="#">Cancel</a>

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## Add New User

Select the 'Add New' button

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Transactions Administration Customers Reports Security Drawers Inventory Autos Boats App Sign

[View List](#) [Hide](#) [Unhide](#) [Add New](#)

Add New Button

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

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:

ETAPS Login Name\*: jtest

ETAPS Password\*:  Confirm:



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\*: XXXXXXXXXX Confirm: XXXXXXXXXX

Email\*: jtest@gmail.com

Address 1:

Address 2:

Address 3:

Department:

Phone:

Expires:    Enable Expire

Roles:

Roles

- Admin
- AdminGroup
- Auto
- AutoClerkGroup Clerk Groups
- AutoSupervisorGroup
- Boat
- BoatAdminGroup
- BoatClerkGroup Supervisor Groups
- BoatSupervisorGroup
- Business
- BusinessAdminGroup
- BusinessClerkGroup

## Clerk Totals

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

Clerk Totals Location Totals County Totals

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)

## 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

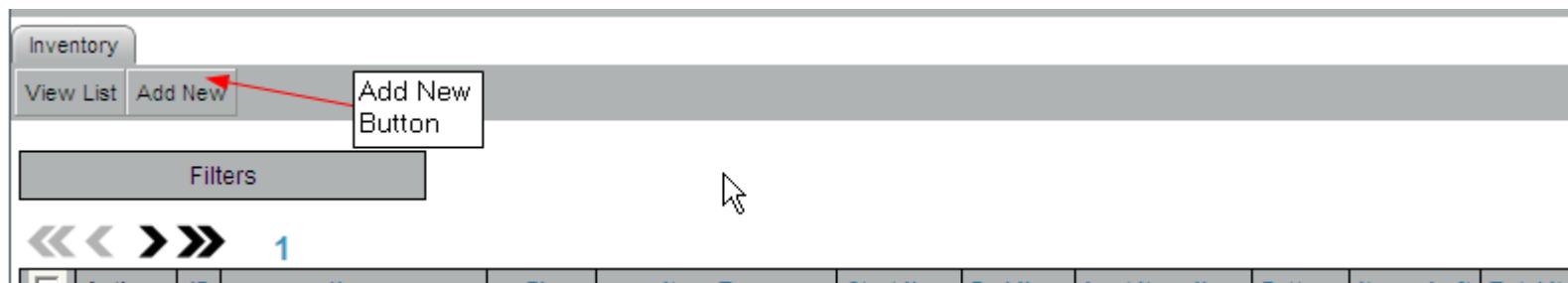
The 'County Totals' tab allows supervisors of each county to enter specific transaction amounts. For example, a supervisor would enter in the ETAPS totals and MLI totals for each county.

## Inventory Tab

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

User: Boutwell, Melissa (6)

Biz\*: Auto

SubSite\*: (None)

Item Type\*: DecalNum2012

Start Num\*: 50000

End Num\*: 51000

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 Signs

Autos Autolimport Makes

View List Hide Unhide

**Filters**

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
'N 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
	1GTEC19K8RE511706	2	GMC	C1500 X-CAB 4X2 1/2 TON
	1GTDS136458257494	2	GMC	CANYON SLE CREW 2WD
	1GTEV14H1HF702379	2	GMC	R10 4X4 1/2 TON PU
	1GTCF1476S7534436	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

Actions	ID	Customer	VIN	VehType	Make	Model	Body	Year
	93	PARKER, SAM OR PARKER, KELLY	1GNEC16Z53J219728	2	CHEV	SUBURBAN 1500 LT 2WD	SU	2003
	31170	PARKER, SAM OR PARKER, KELLY	5N1BV28U37N136239	2	NISS	QUEST 3.5 S	VA	2007
	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

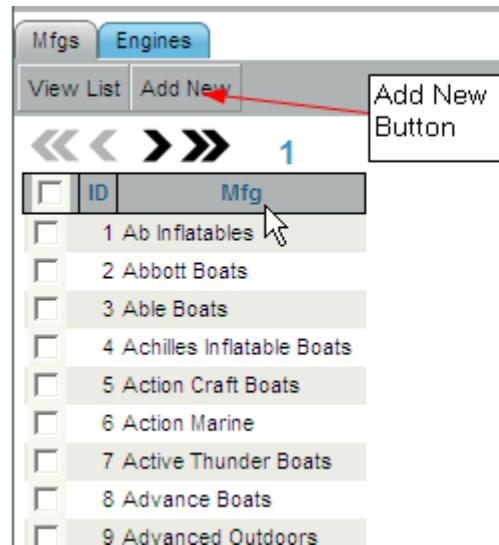
- If the boat is selected in the application the error message "Auto Lock" will appear and not allow the transaction to be completed
- To unlock a automobile uncheck the Locked checkbox

# Boats Tab

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

## Add Manufacturers

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