Centerpointe PA EVR Online User Guide

Table Of Contents

CVR's Pennsylvania Electronic Vehicle Registration (PA EVR) provides an electronic link to the Pennsylvania Department of Transportation (Penn DOT). The link allows dealers to process title and registration transactions, issue license plates, decals, and print registration certificates and reports.

About this User Guide

To locate a topic, browse the Table of Contents menu, or use the Search feature by typing in a specific subject.
For more help on how to find information with this User Guide, continue to Using PA EVR Help.

Table of Contents

This User Guide contains the following features, which can be accessed from on the top horizontal toolbar:

Contents:

When clicked, this button will display the Table of Contents menu in the left-hand margin. (The Contents menu is displayed by default when the User Guide is launched). The Table of Contents displays the help topics, organized by subject.

Index:

When clicked, this button displays the help topics, in alphabetical order, in the left-hand margin

Search:

You can use the Search feature to find help on a specific topic by entering in keywords. For example typing "plate page" into Search text entry box will display a list of topics related to the plate page.

Glossary:

The glossary contains a list of terms frequently used in this User Guide, along with their definitions.

Print:

You can use this button to print out topics contained in this User Guide.

Getting Started

Once the PA EVR software is installed, the next step is to configure the software and set the system options to their proper settings, based on your dealership needs.

Before processing titles and registrations, be sure you have performed the following:

- Completed the Company Setup Screen
- Set the Station Type
- Set up the Printer(s)
- Set up Communications
- Relayed the PA EVR Security Code to CVR

You may also review the system requirements needed to run PA EVR on your computer workstation.

System Requirements

Centerpointe PA EVR requires at a minimum the following PC hardware configuration:

An Intel PC with a 300MHz processor speed (or better) running Microsoft Windows 2000 or XP Professional operating system.

A VGA Monitor or better (Note: Display resolution should be set at a minimum of 800x600 in order to display all system features).

At least 512 MB of RAM.

At least 15 MB of available hard-disk space for the program files.

At least 35 MB of available hard-disk space for database files.

At least 1 printer (PA EVR has been certified on the Lexmark E232 Laserjet printer).

An Internet connection using a broadband (high speed) service.

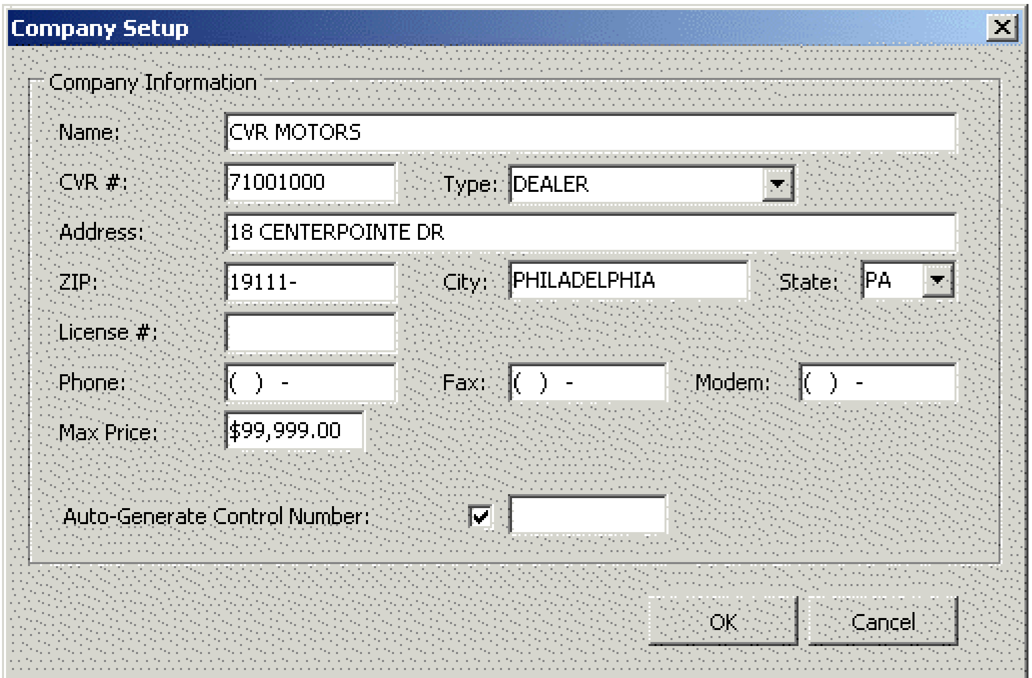
A mouse and a compatible keyboard.

A CD ROM drive for installations and updates.

Next Topic: Completing the Company Setup Screen

Completing the Company Setup Screen

If PA EVR is being installed for the first time, the **Company Setup** window will automatically display the first time the program is started.



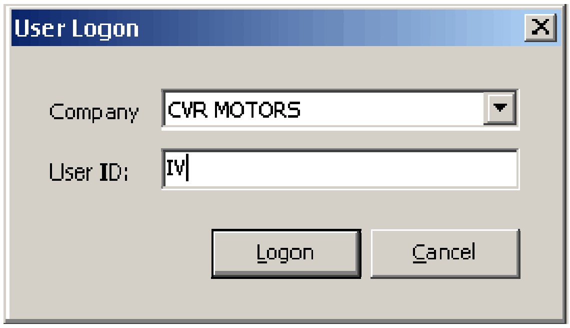
Click any data field for an explanation of its function and purpose.

Enter the following information in the window, using the *Tab* key or the mouse to move between fields. When you have finished entering all required data, the **OK button** will become enabled. Click OK to open the PA EVR application. Additional companies can be setup to process on this workstation from the Company Maintenance list.

Next Topic: Logging on to PA EVR

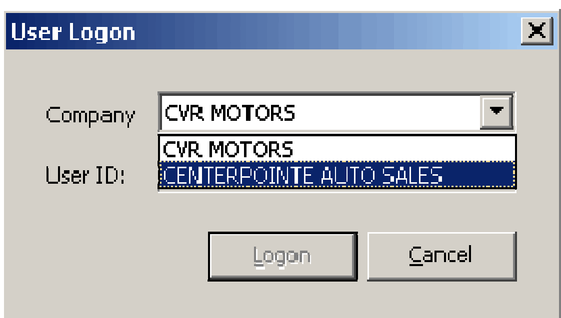
Logging On to PA EVR

Double click the Pennsylvania EVR icon to launch the program. The product splash screen will appear, then the **User Logon** window will display:



If you have more than one company setup in the application, select the company for which you will be processing work, using the Company dropdown list. (*For information on adding an additional company, see Company Maintenance*.)

The default company will be the company that was last active when the program was closed.



Provide your User Name and click Logon. If you have not been assigned a User ID, contact CVR Customer Support Central. The system will validate the entry automatically.

Next Topic:Setting the Station Type

Setting the Station Type

Click here to watch a tutorial video for this topic.

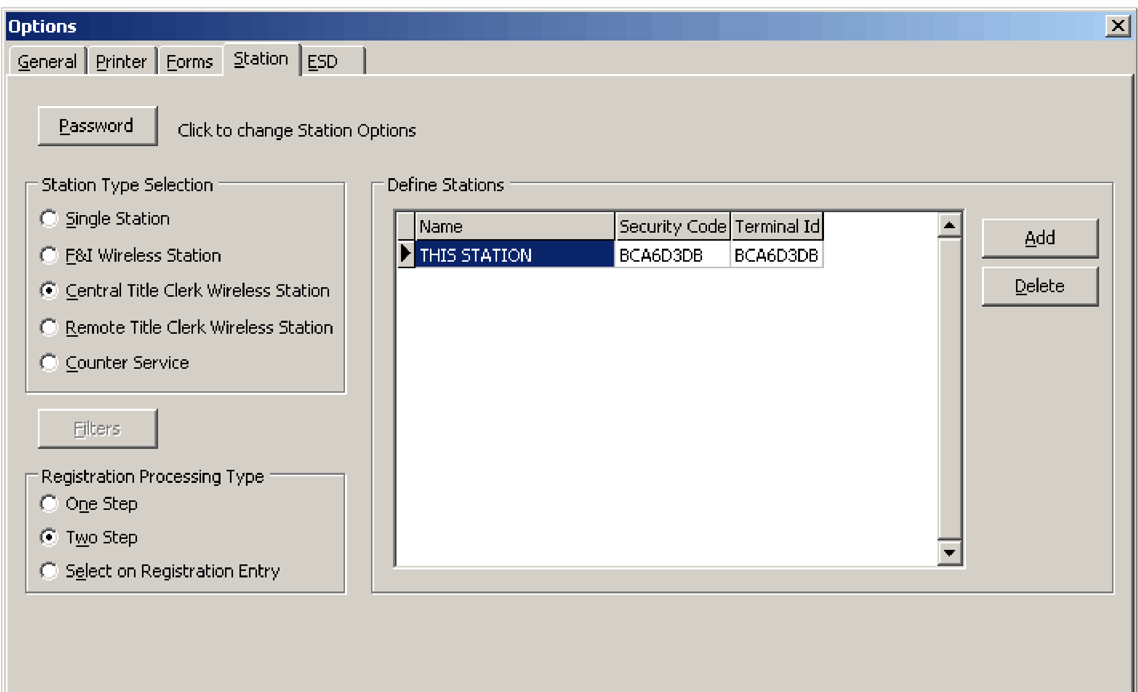
Using the Station menu, you must indicate whether your PA EVR system is a single station, or part of a multiple station system.

If your dealership is setup with a Central Title Clerk and F&I workstations, the F&I workstations will work on transactions where the registration will be processed in two separate steps. When a Title & Registration transaction is successfully processed, the status will be "PENDING". The F&I representative will be able to issue appropriate tag and stickers.

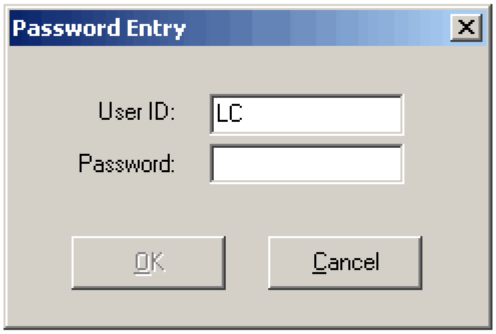
As part of the Overnight Processing, the PENDING deals will be automatically be pulled over to the Central Title Clerk workstation for editing and to be finalized. The finalized step, (using the Complete button) will change the status to "COMPLETE".

From the top PA EVR menu bar, click **Tools** > **Options**.
From the Options menu, select the **Station** tab.

The Station window will display:



Click the **Password** button to enable the station change options.
The User ID/Password window will display



Enter your User ID and the Daily Password, then click OK. *(To obtain the daily password, call CVR at 1-800-333-6995, option 2)*

The Station menu will redisplay with Station Type Selection and Filters options enabled. Using the Station Type Selection panel, set your station type as one of the following:

Single Station - Select this option if this computer is the only EVR workstation at your dealership.

F&I Wireless Station – Select this option is this computer will be used by F&I (Finance & Insurance) staff. F&I stations can complete the first step (Pend) of the 2-step registration process.

Central Title Clerk Wireless Station – Select this option if this computer is the main workstation in a multiple station setup. The Title Clerk Station is responsible for finalizing registrations, and managing and assigning inventory. *(If your dealership uses a multiple station system, only one PC in the network should be configured as the Central Title Clerk Wireless Station.)*

Remote Title Clerk Wireless Station - Select this option if this computer is a secondary station in a multi-station setup. Remote Title Clerk Stations can finalize transactions, but are not responsible for assigning inventory.

When you finished setting your station options, click the **OK** button to save your changes.

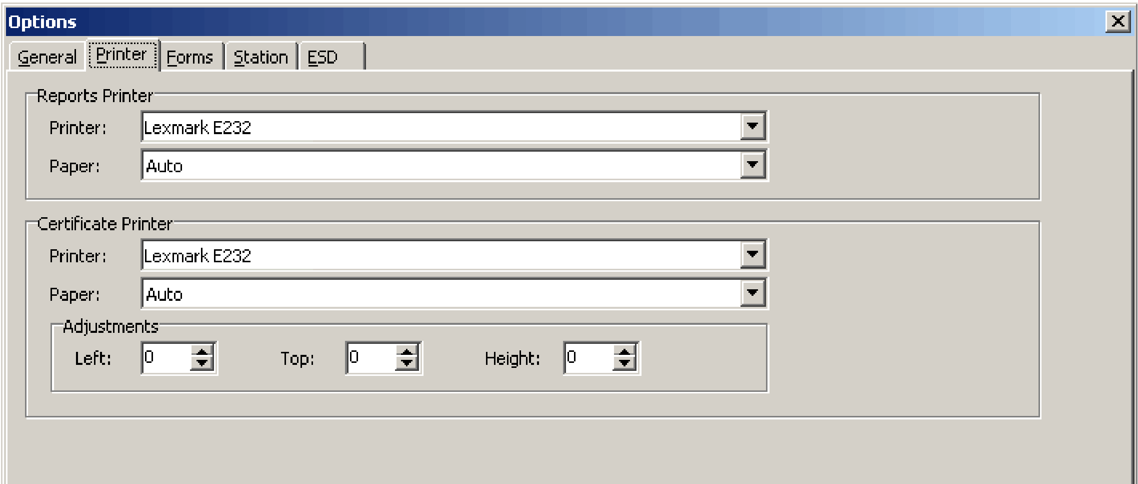
Continue to Printer Setup

Printer Setup

Click here to watch a tutorial video for this topic.

Before processing transactions, you must designate which printer(s) will be used to print your reports and registration receipts.

From the top PA EVR toolbar, click **Tools** > **Options**.
From the Options menu, select the **Printer** tab. The Printer Options screen will display:



Using the dropdown listings, select the printers to be used as your Reports printer and Certificate printer.

Note: The dropdown list will contain all system printers recognized by Windows. Be sure that you are selecting a printer that has been certified by CVR. PA EVR currently supports the Lexmark E232 and E240 printer.

For additional information, see also*:* Printer Tab

Continue to Communication Setup

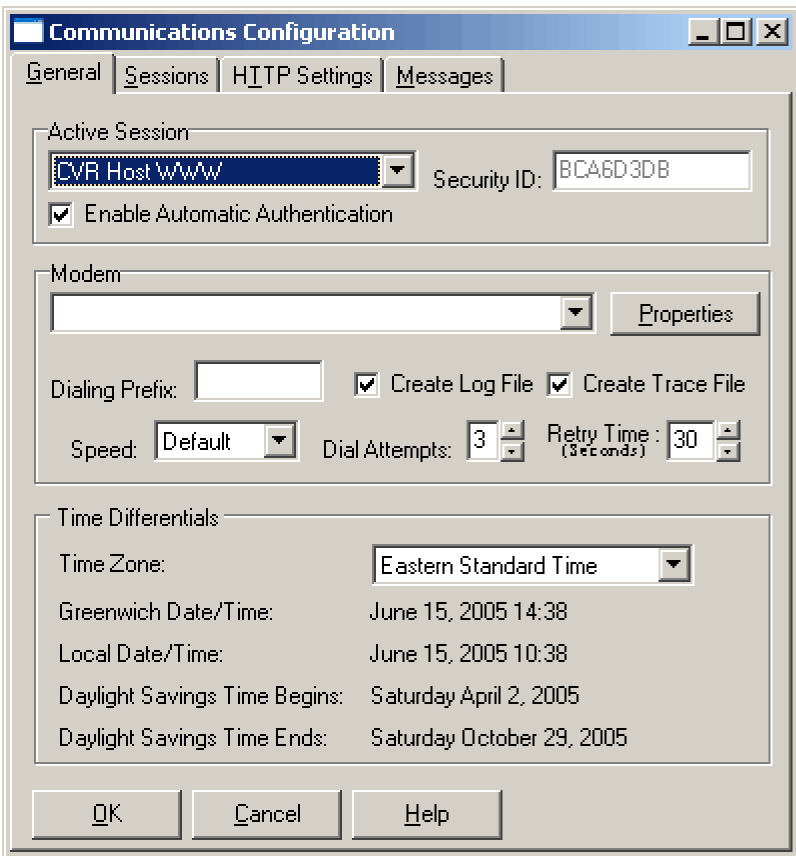
Communication Setup

Click here to watch a tutorial video for this topic.

Before you can process transactions, you must configure PA EVR's communication settings. These settings control how PA EVR will transmit transaction data to to PennDOT and the CVR host system via the internet.

On the PA EVR vertical navigation bar, click the **Communication** tab to open the Communication menu bar..

Click the **Setup**  button. The **Communications Configuration** window will display:



The **Active Session** dropdown should be set to *CVR Host WWW.*

The **Time Zone** should be set to *Eastern Standard Time*. The time zone setting can be adjusted by clicking the dropdown menu, and selecting the proper time zone.

PA EVR requires a high-speed internet connection (such as DSL, Cable, T1, etc.) to transmit data. If your dealership has specific requirements and settings for transmitting through the internet (such as a proxy server) you must configure them on the **Sessions** tab.

For additional information, see also: Communication Configuration

Next Topic: Security Code

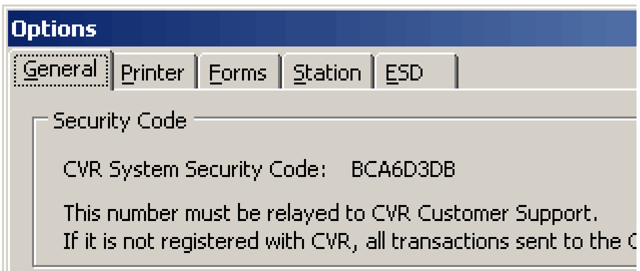
Security Code

Before your PA EVR workstation is fully functional, your computer's EVR Security Code must be on file with CVR.

To view your system Security Code:

From the PA EVR toolbar, click **Tools** > **Options** to display the Options menu.

The Security Code will appear on the General tab.



Contact CVR Support Central at 1-800-333-6995, and relay this security code.

Next Topic: EVR Workspaces and Menus

EVR Workspaces and Menus

EVR Workspace

This section will allow you to become familiar with the PA EVR workspace and menus.

This section explains the following menus:

Process Menu

Reports Menu

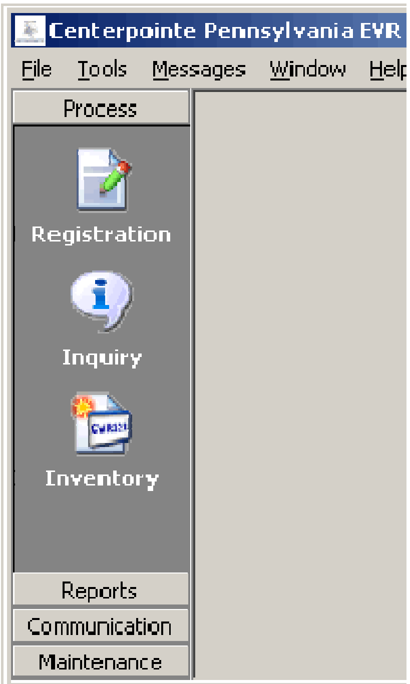
Communication Menu

Maintenance Menu

Options Menu

Process Menu

Process Menu



The Process Menu contains the following buttons:

Registration - Displays the Registration List, used for title and registration processing.

Inquiry - Displays the Inquiry List, used for performing a PennDOT inquiry.

Inventory - Launches the Central Inventory Management (CIM) application, used to view and manage inventory.

For more information, choose a button from the EVR workspace.

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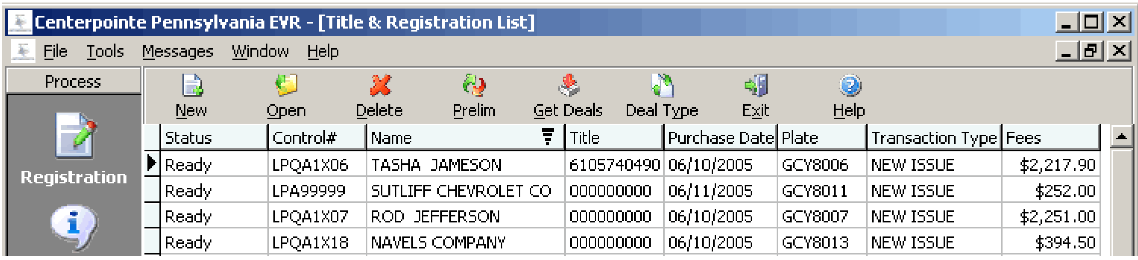
Registration List

The Registration List displays all current transaction records.



Click on any of the toolbar buttons for an explanation of its function and purpose.

You can sort items on the Registration List by any of the data columns displayed.

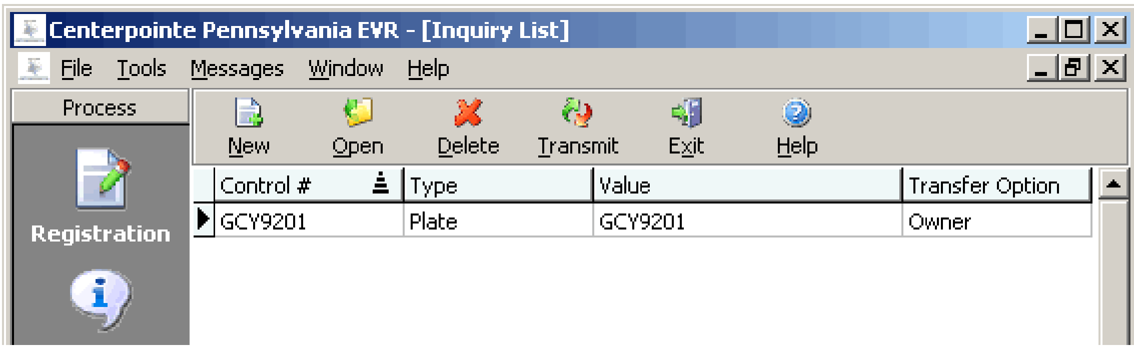
You can open/review a transaction by either double-clicking on a record, or by highlighting a record with your mouse, then clicking the **Open** button. (To highlight multiple records for review, click on the desired records while holding down the *Shift* or *Ctrl* keys)

Registration records in ***Ipending*** status can be directly transmitted to the CVR host for processing by clicking the **Prelim** button. Registrations in any other status must first be opened for review.

Next Topic: Inquiry List

Inquiry List

The Inquiry List contains records of inquiries which have not yet been transmitted to PennDOT, or which have not yet been accepted as valid.



Click on any of the toolbar buttons for an explanation of its function and purpose.

To create a new Inquiry, click the **New** icon in the Toolbar.

To review an existing Inquiry, highlight the desired record and click the **Open** button.

For more information, see: Performing an Inquiry

Next Topic: Inventory

Inventory

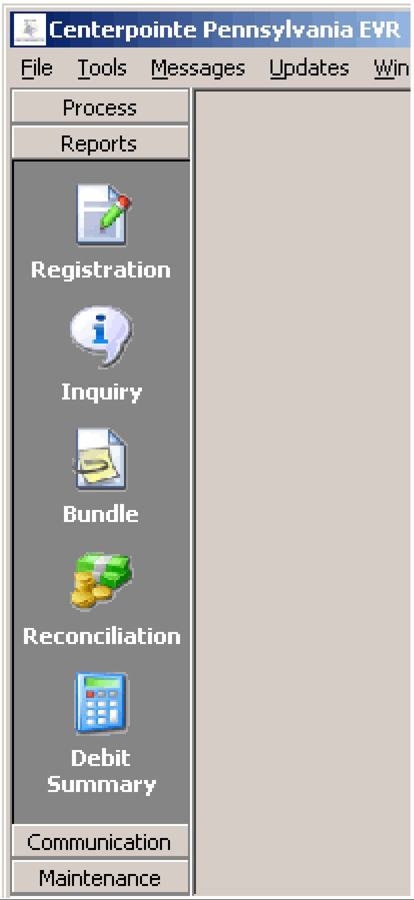
Clicking the **Inventory**  button will launch the **Central Inventory Management** (CIM) application. Using CIM, you will be able to order and receive inventory using Purchase Orders, assign and modify inventory, and create inventory reports.

For more information on how to use the CIM application, see: Managing Inventory

Next Topic: The Reports Menu

Reports Menu

Reports Menu

<table>
<tr>
<td>


</td>
<td>
The Reports Menu contains the following buttons:
Registration Reports List

Inquiry Reports List

Bundle Report

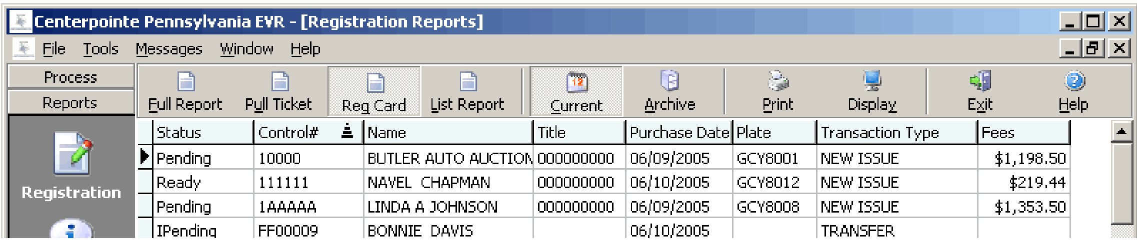
Reconciliation Report

Debit Summary Report
</td>
</tr>
</table>

For more information, choose a button from the EVR workspace.

Registration Reports List

The Registration Reports List displays every current or archived *Completed* registration in the PA EVR system. Registration reports can be reprinted easily by selecting the appropriate icon on the Registration Reports toolbar.



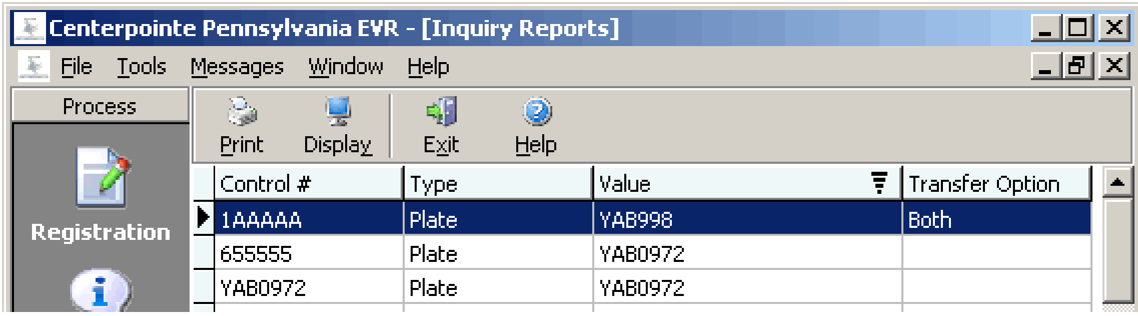
Click on any of the toolbar buttons for an explanation of its function and purpose.

For additional information, see also*:* Reprinting a Registration Form

Next Topic: Inquiry Reports List

Inquiry Reports List

The Inquiry Reports List is an archive of completed inquiries previously transmitted to PennDOT**.**



Click on any of the toolbar buttons for an explanation of its function and purpose.

You can reprint or review an inquiry by highlighting the selected record, and choosing either **Print**  or **Display**  from the Toolbar.

Note: Print capability is only available for a paid inquiry (LienVerification).

For help on processing a new Inquiry, see: Performing an Inquiry

Next Topic: Bundle Reports

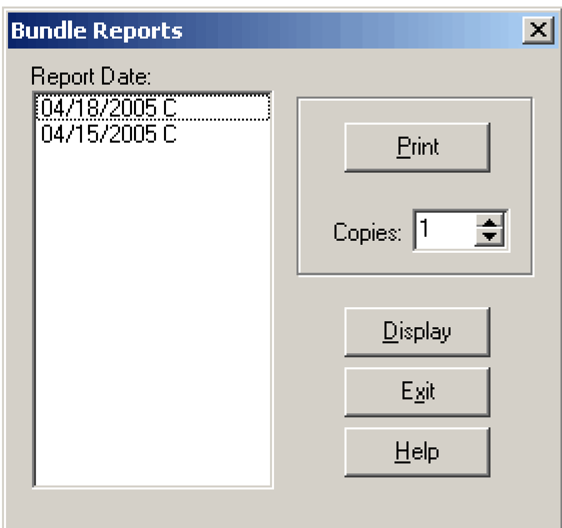
Bundle Reports

A **Bundle Report** is generated during PA EVR's overnight processing, which occurs at the end of a reporting day, or prior to new transaction processing the following day. The Bundle Report is a listing of all transactions completed on the specified day. It contains customer and fee information, and may be used as a source document of transactions posted to the PennDOT accounting system. The total dollar amount listed on the Bundle Report is the amount that will be credited to PennDOT by way of electronic funds transfer (EFT).

When you have completed title applications for a particular day, you must print a copy of the Bundle Report. Using the Bundle Report as your guide, collect all the deals that were completed the previous day and batch the supporting documents. The Bundle Report, Applicant Summaries, and all supporting paperwork for the deals listed, must be mailed to the CVR Imaging group.

To print a Bundle Report:

From the Reports Menu, click the **Bundle**  button.

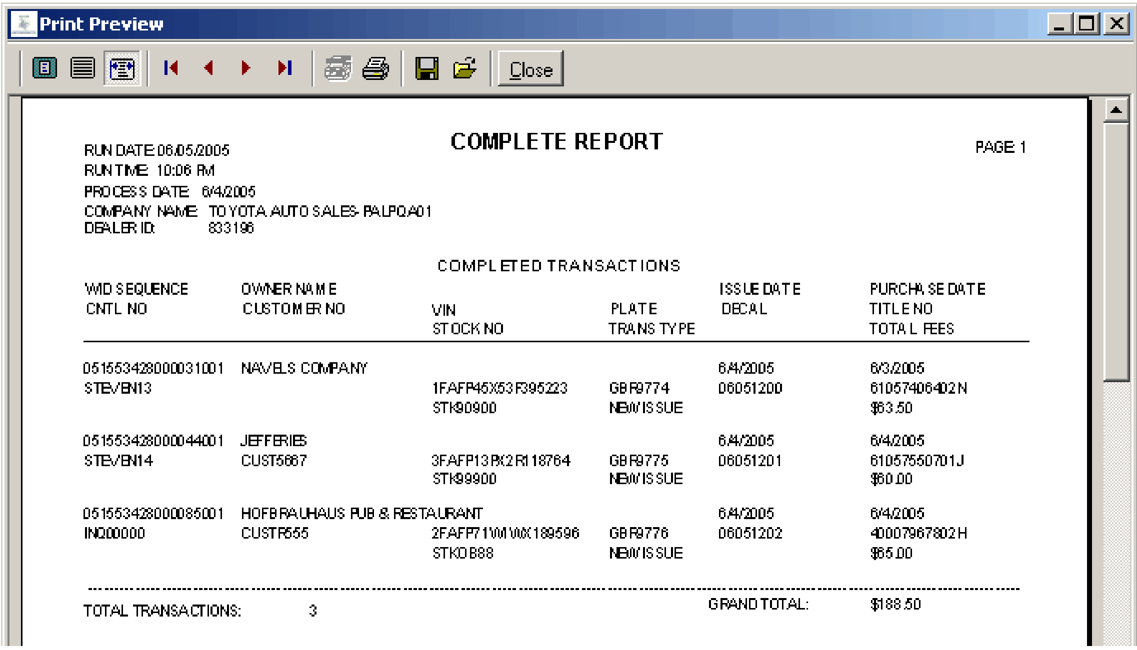


You will be prompted to select a report date from the list provided.

Note: Report dates are listed in 'MM/DD/YY' format, followed by a single-character suffix, 'C' indicating that the 'Complete' Report is ready for printout for the date shown.

To display a print preview of your report, click the **Display** button.
To begin printing immediately, click **Print**.

If Display is selected, a Print Preview window will display.



COMPLETE REPORT

RUN DATE 06/05/2005
RUN TIME 10:06 PM
PROCESS DATE 6/4/2005
COMPANY NAME TOYOTA AUTO SALES- PALPQA01
DEALER ID 833196

PAGE 1

COMPLETED TRANSACTIONS

WID SEQUENCE CNTL NO	OWNER NAME CUSTOMER NO	VIN STOCK NO	PLATE TRANS TYPE	ISSUE DATE DECAL	PURCHASE DATE TITLE NO TOTAL FEES
051553428000031001 STEVEN13	NAVELS COMPANY	1FAFP45X53F395223 STK90900	GBR9774 NEW ISSUE	6/4/2005 06051200	6/3/2005 61057406402N $63.50
051553428000044001 STEVEN14	JEFFERIES CUST5667	3FAFP13PX2R118764 STK99900	GBR9775 NEW ISSUE	6/4/2005 06051201	6/4/2005 61057550701J $60.00
051553428000085001 INQ00000	HOFBRAUHAUS PUB & RESTAURANT CUSTR555	2FAFP71WMWX189596 STKOB88	GBR9776 NEW ISSUE	6/4/2005 06051202	6/4/2005 40007967802H $65.00

TOTAL TRANSACTIONS: 3

GRAND TOTAL: $188.50

Complete Report Sample

```
                    PENNSYLVANIA ELECTRONIC VEHICLE REGISTRATION SYSTEM
                                  DEBIT SUMMARY REPORT

COMPANY:   ABC MOTORS INC (91221122)                                   PAGE 1
DEALER ID: 851449
RUN DATE:  06/29/2005
RUN TIME:  06:45 AM


Ctrl No             Purch Dte
WID  Seq            Proc  Dte  Owner Name  Tran Type  Old Plt    PennDOT    Sales      Total
                    Debit Dte  Cust No     Stk No     New Plt    Fee        Tax        Fees
------------------  ---------  ----------- ---------- ---------- ---------- ---------- ----------
0143868             06/25/2005 RESSLER, J  TRANSFER   FCD9891         28.50     473.70     502.20
051793428000016001  06/28/2005             22550A     FCD9891
                    07/06/2005


0143864             06/25/2005 TIPPETT, J  TRANSFER   ESW8473         33.50     956.82     990.32
051793428000029001  06/28/2005             22567      ESW8473
                    07/06/2005


0143857             06/25/2005 NIELI, STE  NEW ISSUE                  63.50   1,603.14   1,666.64
051793428000031001  06/28/2005             22720      GCC5817
                    07/06/2005


0143873             06/25/2005 STAUFFER,   TRANSFER   CINSES          33.50   1,147.50   1,181.00
051793428000044001  06/28/2005             M4822      CINSES
                    07/06/2005
----------------------------------------------------------------------------------------------
                                                07/06/2005 DEBIT SUB-TOTAL       6,628.54



ONTROL NO                                 PAID INQU                 5.00       0.00       5.00
51793728000098001  06/28/2005
                   06/30/2005


ONTROL NO                                 PAID INQU                 5.00       0.00       5.00
51793428000108001  06/28/2005
                   06/30/2005
----------------------------------------------------------------------------------------------
                                                06/30/2005 DEBIT SUB-TOTAL          10.00

                                                          GRAND TOTAL            6,638.54
```

Debit Summary Report Sample

To print your form, use the printer icon on the print preview toolbar.

Next Topic: Reconciliation Report

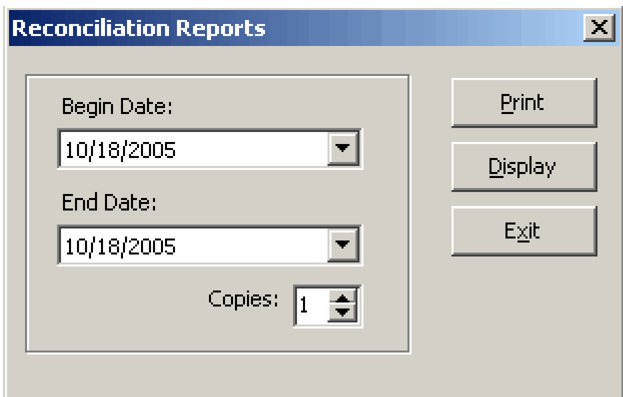
Reconciliation Reports

The Reconciliation button is used to generate a Bank Reconciliation Report. This report details the transactions and their debit date (based on the purchase date), and allows users to reconcile their monthly bank statement against completed title & registrations and paid inquiries processed.

To print a Bank Reconciliation Report:

From the Reports Menu, click the **Reconciliation**  button.

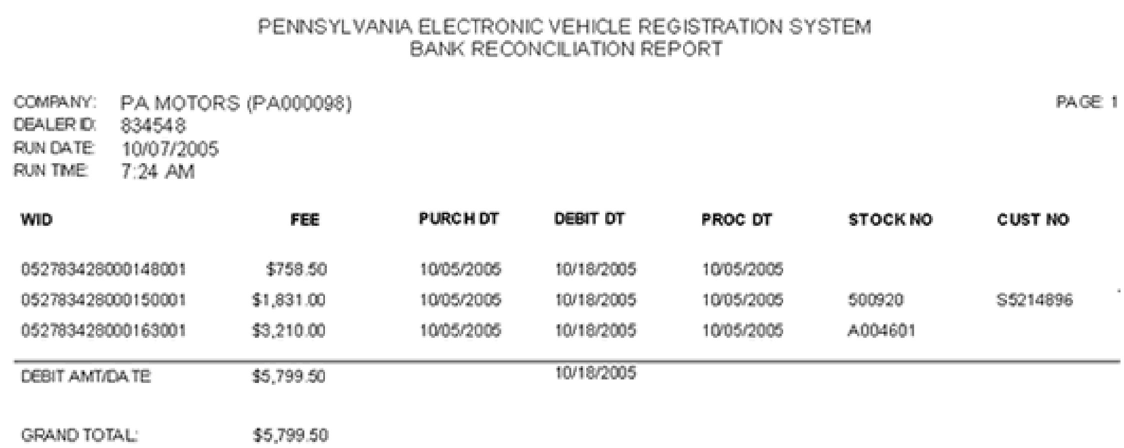
Enter the Debit Begin Date, Debit End Date, and specify the number of copies.



The Begin and End Dates can be a range in the future or in the past, as long as the transactions are available on your system.

You may **print** the report to the Report printer or **display** the report on your screen.

A sample of the report is shown below:



PENNSYLVANIA ELECTRONIC VEHICLE REGISTRATION SYSTEM
BANK RECONCILIATION REPORT

COMPANY: PA MOTORS (PA000098) PAGE 1
DEALER ID: 834548
RUN DATE: 10/07/2005
RUN TIME: 7:24 AM

WID	FEE	PURCH DT	DEBIT DT	PROC DT	STOCK NO	CUST NO
052783428000148001	$758.50	10/05/2005	10/18/2005	10/05/2005		
052783428000150001	$1,831.00	10/05/2005	10/18/2005	10/05/2005	500920	S5214896
052783428000163001	$3,210.00	10/05/2005	10/18/2005	10/05/2005	A004601	
DEBIT AMT/DATE	$5,799.50		10/18/2005			
GRAND TOTAL:	$5,799.50					

Bank Reconciliation Report Sample

To print your form, use the printer icon on the print preview toolbar.

Next Topic: Debit Summary Report

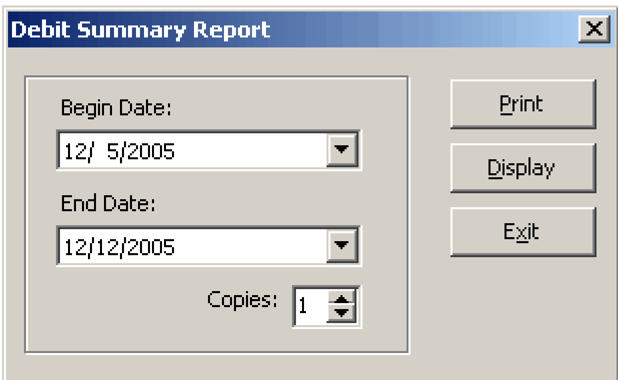
Debit Summary

The Debit Summary Report provides an itemized list of transactions processed, and the corresponding fees debited from your account. The report is included and generated with the daily Bundle Report. However, using the **Debit Summary** button, users can generate this report on demand, without waiting for PA EVR to complete it's overnight processing and bundle report creation.

To print a Debit Summary Report:

From the Reports Menu, click the **Debit Summary**  button.

Enter the report Begin Date, End Date, and specify the number of copies.



You may **print** the report to the Report printer or **display** the report on your screen.

A sample of the report is shown below:

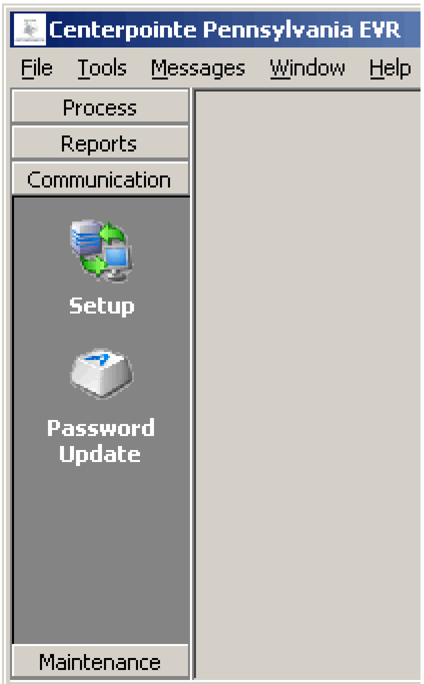
```
                        PENNSYLVANIA ELECTRONIC VEHICLE REGISTRATION SYSTEM
                                       DEBIT SUMMARY REPORT

COMPANY:    ABC MOTORS INC (91221122)                                          PAGE 1
DEALER ID: 851449
RUN DATE:   06/29/2005
RUN TIME:   06:45 AM


Ctrl No             Purch Dte
WID  Seq            Proc  Dte  Owner Name  Tran Type  Old Plt    PennDOT    Sales      Total
                    Debit Dte  Cust No     Stk No     New Plt    Fee        Tax        Fees
------------------  ---------  ----------- ---------- ---------- ---------- ---------- ----------
0143868             06/25/2005 RESSLER, J  TRANSFER   FCD9891         28.50     473.70     502.20
051793428000016001  06/28/2005             22550A     FCD9891
                    07/06/2005


0143864             06/25/2005 TIPPETT, J  TRANSFER   ESW8473         33.50     956.82     990.32
051793428000029001  06/28/2005             22567      ESW8473
                    07/06/2005


0143857             06/25/2005 NIELI, STE  NEW ISSUE                  63.50   1,603.14   1,666.64
051793428000031001  06/28/2005             22720      GCC5817
                    07/06/2005


0143873             06/25/2005 STAUFFER,   TRANSFER   CINSES          33.50   1,147.50   1,181.00
051793428000044001  06/28/2005             M4822      CINSES
                    07/06/2005
-----------------------------------------------------------------------------------------------
                                                   07/06/2005 DEBIT SUB-TOTAL        6,628.54



ONTROL NO                                 PAID INQU                    5.00       0.00       5.00
51793728000098001  06/28/2005
                   06/30/2005


ONTROL NO                                 PAID INQU                    5.00       0.00       5.00
51793428000108001  06/28/2005
                   06/30/2005
-----------------------------------------------------------------------------------------------
                                                   06/30/2005 DEBIT SUB-TOTAL           10.00

                                                            GRAND TOTAL              6,638.54
```

Debit Summary Report Sample

Next Topic: The Communication Menu

Communication Menu

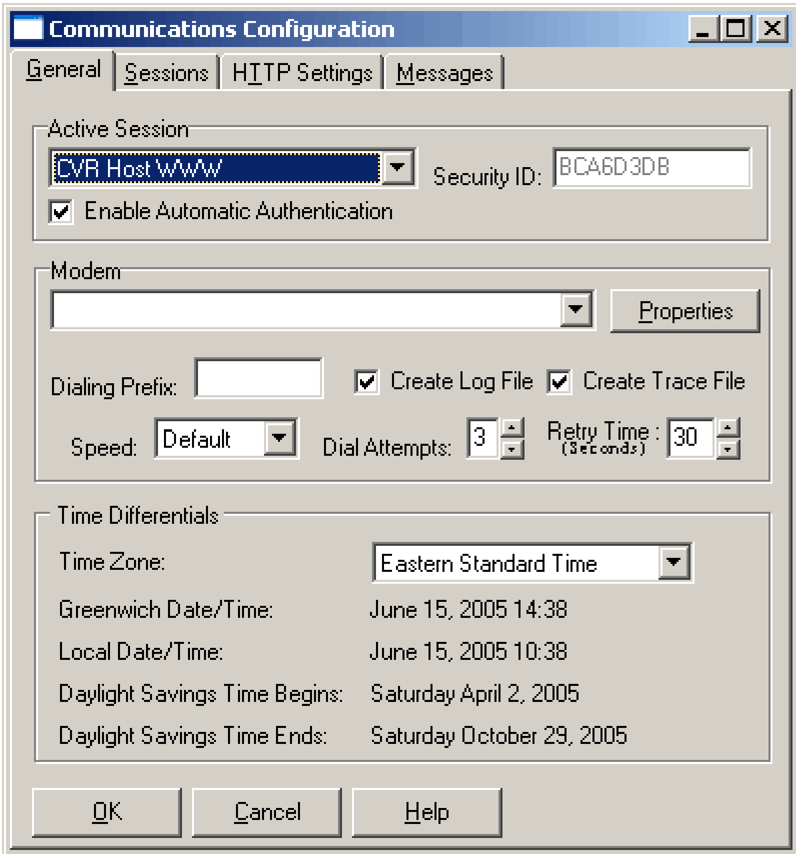
Communication Menu

	**The Communication Menu contains the following buttons:** Communication Setup Password Update

For more information, choose a button from the EVR workspace.

Communications Configuration

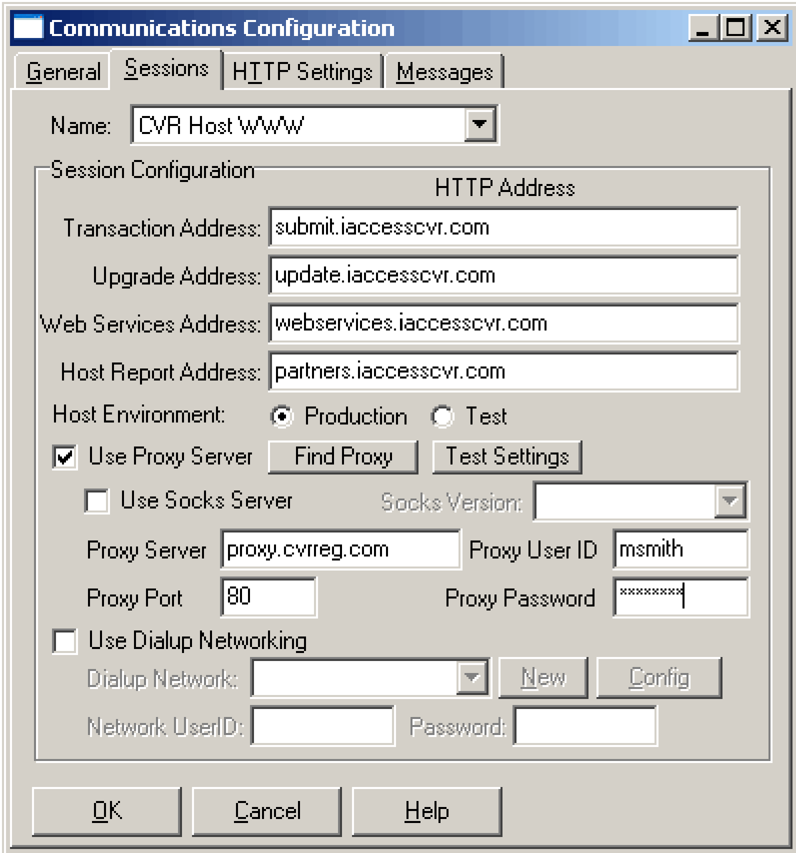
The Communications Configuration menu controls how PA EVR transmits data to PennDOT and the CVR host system.



The **Active Session** dropdown should be set to *CVR Host WWW.*

The **Time Zone** should be set to *Eastern Standard Time*. The time zone can be adjusted by clicking the dropdown menu, and selecting the proper time zone.

PA EVR requires a high-speed internet connection (such as DSL, Cable, T1, etc.) to transmit data. If your dealership has specific requirements or restrictions for transmitting through the internet (such as a Proxy server) they must be configured on the **Sessions** tab.



To enable proxy server configuration, check the **Use Proxy Server** box, and enter all information required for internet access through your network.

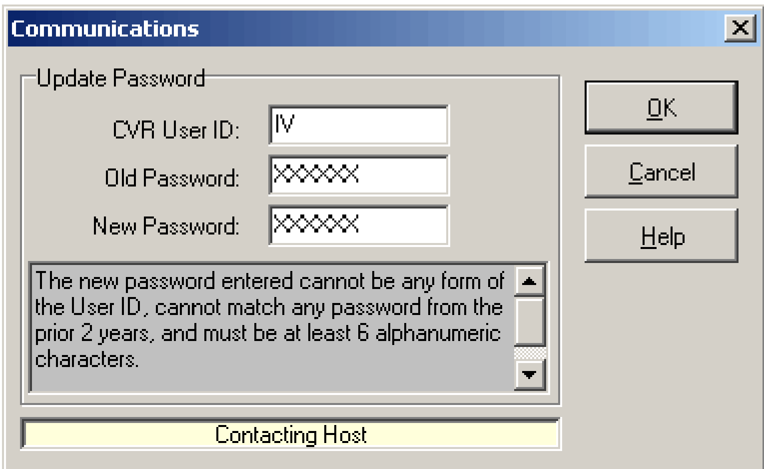
(Please consult your computer/IT administrator if you are unsure of any these settings)

Next Topic: Password Update

Password Update

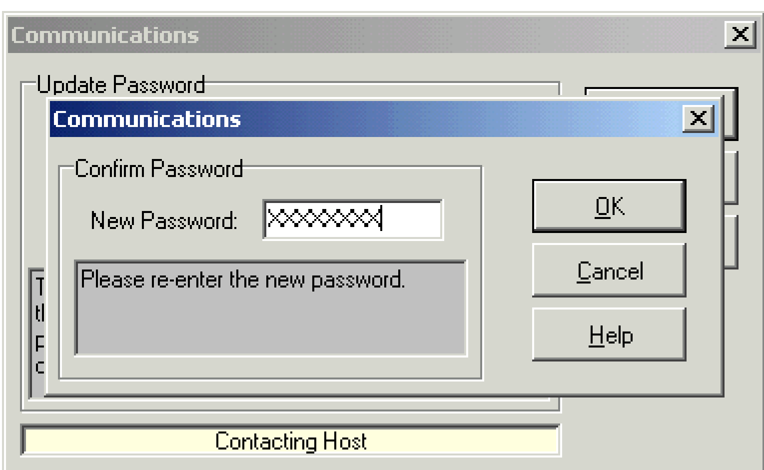
The Password Update feature allows users to change or update their password at their convenience.

When the **Password Update** button  is clicked, a **Communications** window will display prompting you to enter your CVR User ID, Old (current) Password, and New Password of your choice.



New passwords must be between 6-8 characters, and contain a combination of both letters and numbers. You may not reuse a password previously used within the last two years.

After clicking the OK button, you will be prompted to confirm your new password by re-entering it.



Once entered, clicking the OK button will complete your password update.

Next Topic: The Maintenance Menu

Maintenance Menu

Maintenance Menu

The Maintenance Menu contains the following buttons:

Company Maintenance

Lien Maintenance

Insurance Maintenance

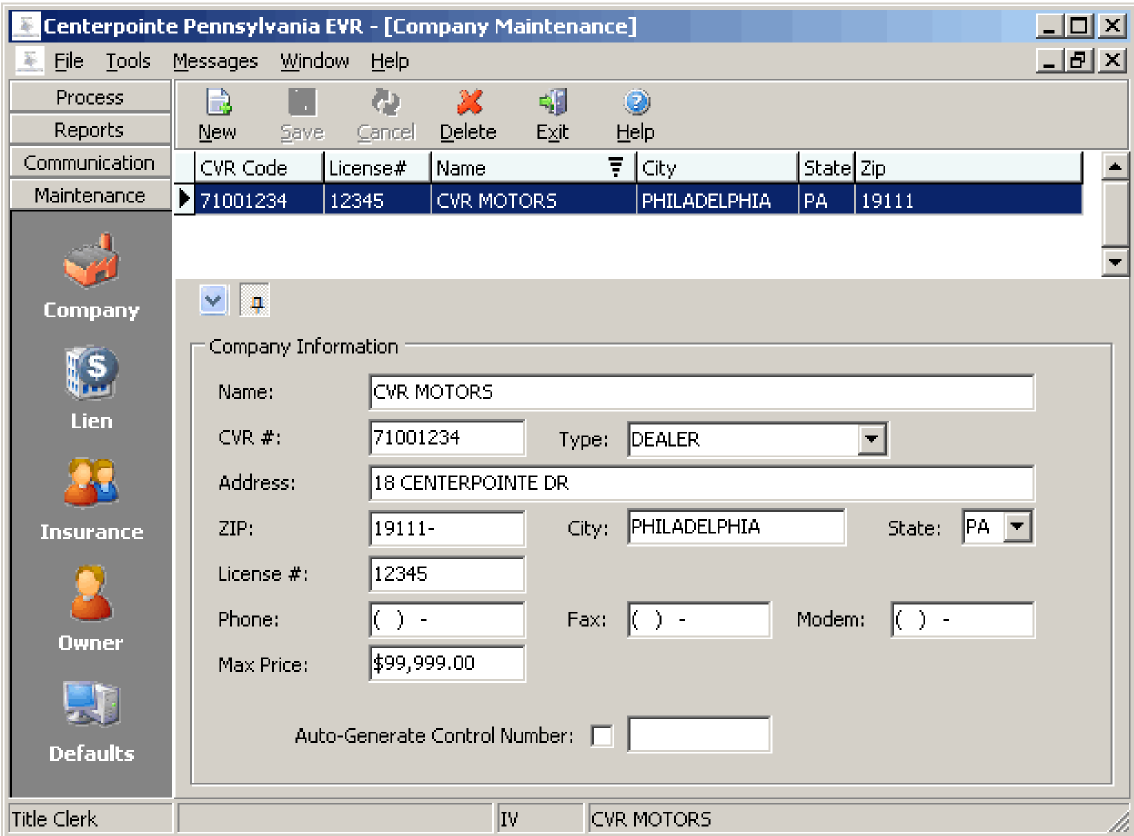
Owner Maintenance

Default Maintenance

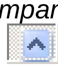
For more information, choose a button from the EVR workspace.

Company Maintenance

Using the Company Maintenance List, you can configure PA EVR to process transactions for multiple companies. Company information can be added or modified on this screen.



Click on any of the toolbar buttons for an explanation of its function and purpose.

If the company details are not visible from the bottom of your screen, double-click the record or click the  *arrow to display the Company Information window.*

To add a new company:

Click the **New**  button from the toolbar.
Enter in the company details into the bottom Company Information box

Click the **Save**  button to save the record to the database.

PA EVR will maintain a separate database for each company.

To switch the active company for which you are processing transactions:

From the toolbar, click **File** > **Logon as New User**

To modify an existing company:

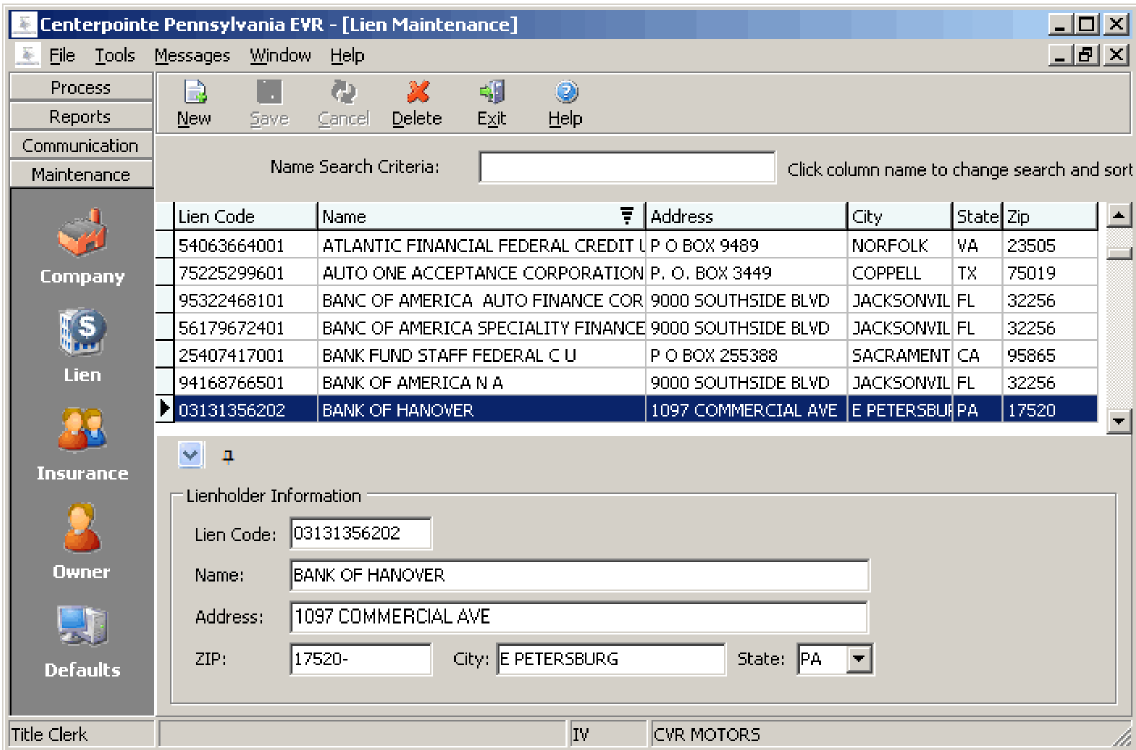
With the proper company selected, type in any corrections into the Company Information box.

Click the **Save**  button to save the changes to the record.

Next Topic: Lien Maintenance

Lien Maintenance

PA EVR contains a customizable database of lienholders and financial institutions. Lienholder records can be added, removed, or modified from the Lien Maintenance screen. ELT lienholder records from PennDOT are provided for your convenience.



Click on any of the toolbar buttons for an explanation of its function and purpose.

If the lienholder details are not visible from the bottom of your screen, double-click the record or click the  *arrow to display the Lienholder Information window.*

To add a new record:

Click the **New**  button from the toolbar.
Enter in the lienholder information into the bottom information window. *(For non-ELT liens, the Lien Code is not needed.)*

Click the **Save**  button to save the record to the database.

To modify an existing record:

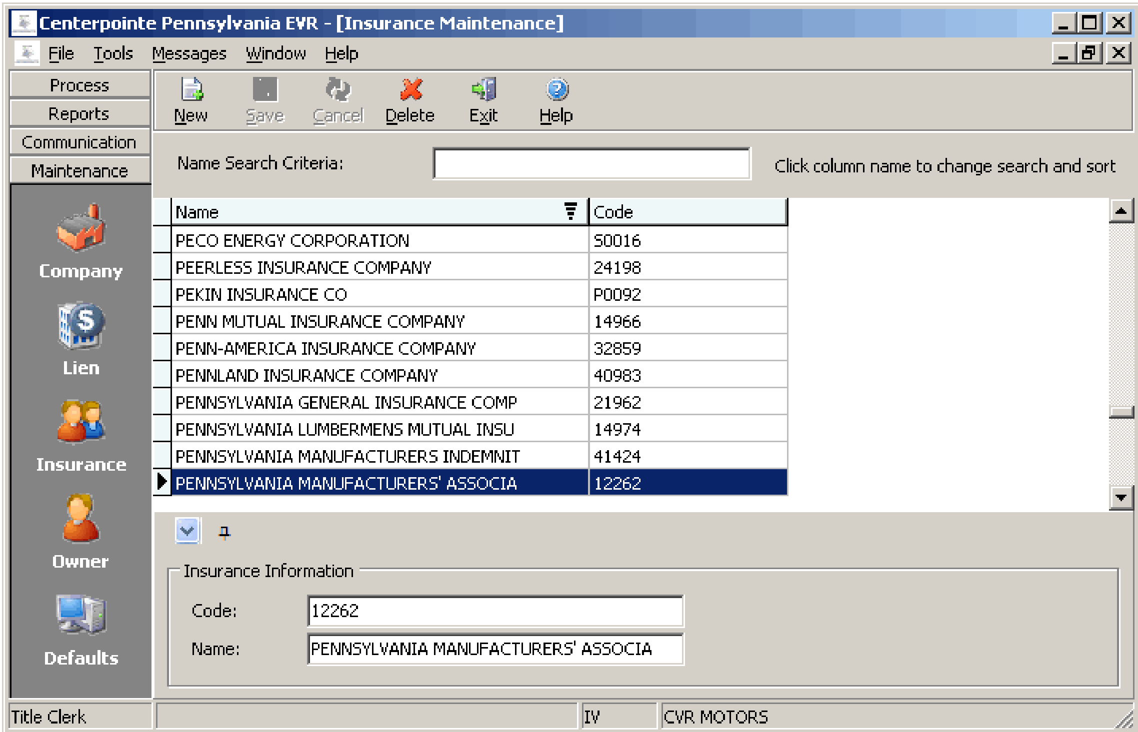
With the Lienholder Information box displayed, type in any corrections the lienholder record.

Click the **Save**  button to save the changes to the record.

Next Topic: Insurance Maintenance

Insurance Maintenance

PA EVR allows you to save frequently used insurance companies to its database. Records from PennDOT have been provided for your convenience.



Click on any of the toolbar buttons for an explanation of its function and purpose.

If the insurance details are not visible from the bottom of your screen, double-click the record or click the  *arrow to display the Insurance Information window.*

To add a new record:

Click the **New**  button from the toolbar.
Enter the company details into the bottom Insurance Information box.

Click the **Save**  button to save the record to the database.

To modify an existing record:

With the insurance company selected, type in any corrections into the Insurance Information box. Click the **Save**  button to save the changes to the record.

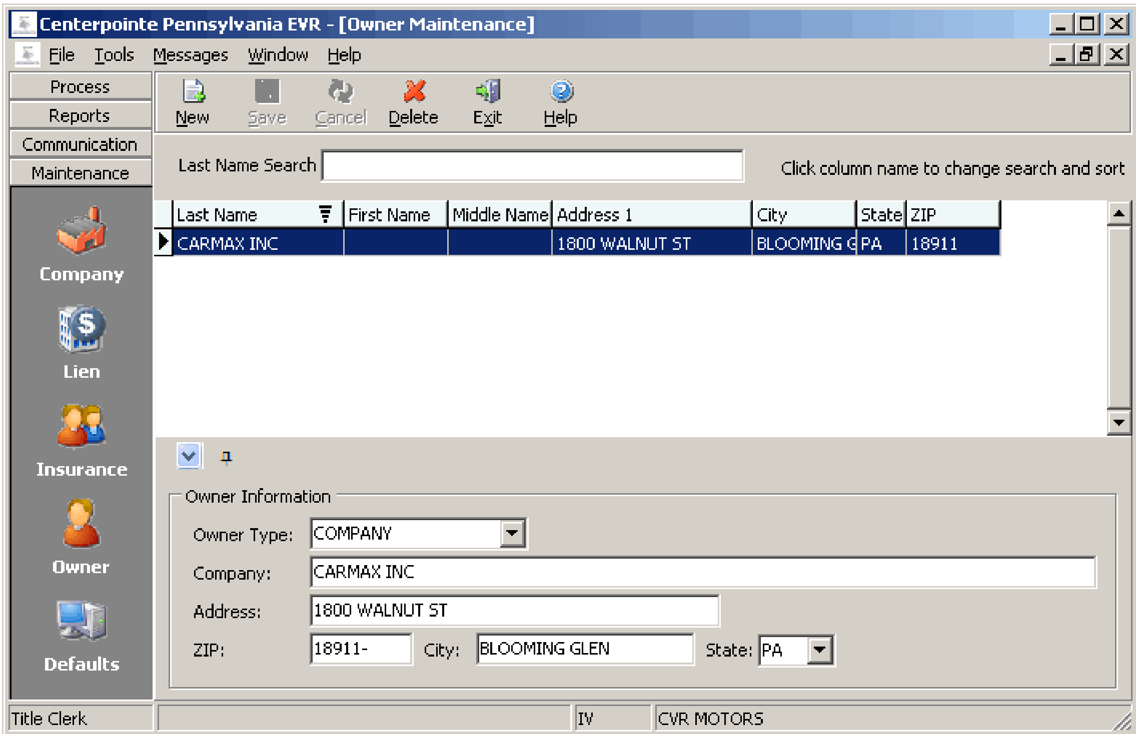
During registration processing, saved companies can be retrieved on the Lien page by clicking the Insurance Code dropdown, and selecting the insurance company from the list.

Next Topic: Owner Maintenance

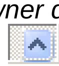
Owner Maintenance

PA EVR allows you to save frequently used owner and lessor information to its database.

The Owner Maintenance screen will display saved owner entries, which can be inserted into registration records.



Click on any of the toolbar buttons for an explanation of its function and purpose.

If the owner details are not visible from the bottom of your screen, double-click the record or click the  *arrow to display the Owner Information window.*

To add a new record:

Click the **New**  button from the toolbar.

Enter the owner details into the bottom Owner Information box.

Click the **Save**  button to save the record to the database.

To modify an existing record:

With the owner record selected, type in any corrections into the Owner Information box. Click the **Save**  button to save the changes to the record.

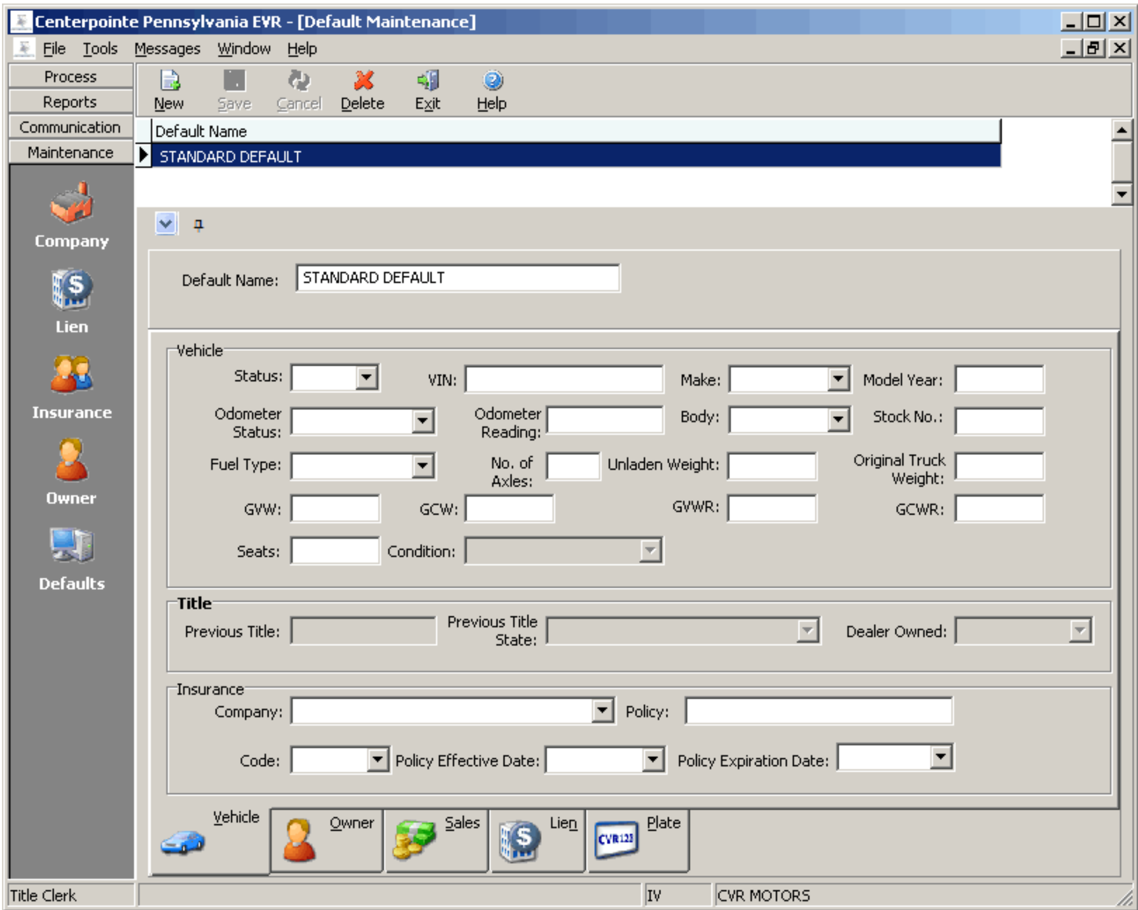
During registration processing, saved owner records can be retrieved on the Owner page by clicking the Last Name/Company dropdown, and selecting the owner from the list.

Next Topic: Defaults Maintenance

Default Maintenance

The Defaults Maintenance screen displays any custom templates that you have created. Templates save time and data entry by pre-populating the registration pages with the default values defined in the template.

For example, a used car F&I manager can set the default Vehicle Status value to "Used" on all transactions created on his/her workstation, thus saving time.



Click on any of the toolbar buttons for an explanation of its function and purpose.

If the template details are not visible from the bottom of your screen, double-click the template or click the  *arrow to display the template information box.*

To create a new template:

Click the **New**  button from the toolbar.
Create a name for the template, and enter it in the **Default Name** field.
Move through the registration data-pages (Vehicle, Owner, Lien etc), and set any values you wish to appear by default.

Click the **Save**  button to save the template in the database.

To modify an existing template:

Highlight the template name which you wish to modify.
Move through the registration data-pages (Vehicle, Owner, Lien etc), and set any values you wish to appear by default.

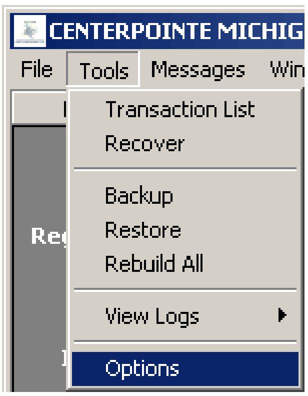
Click the **Save** button to save changes to the template.

Next Topic: Options Menu

Options Menu

Options Menu

The Options menu is where you will configure many of your EVR workstation features, including DMS import, printer settings, and forms configuration.



To access the Options menu:

From the top PA EVR menu bar, click **Tools** and select **Options**.

The Options menu contains the following tabs:

General – Enables F&I deal import from your DMS, and the number of days that completed registrations will remain archived on your workstation.

Printer – Designates printers to be used for reports and registration forms.

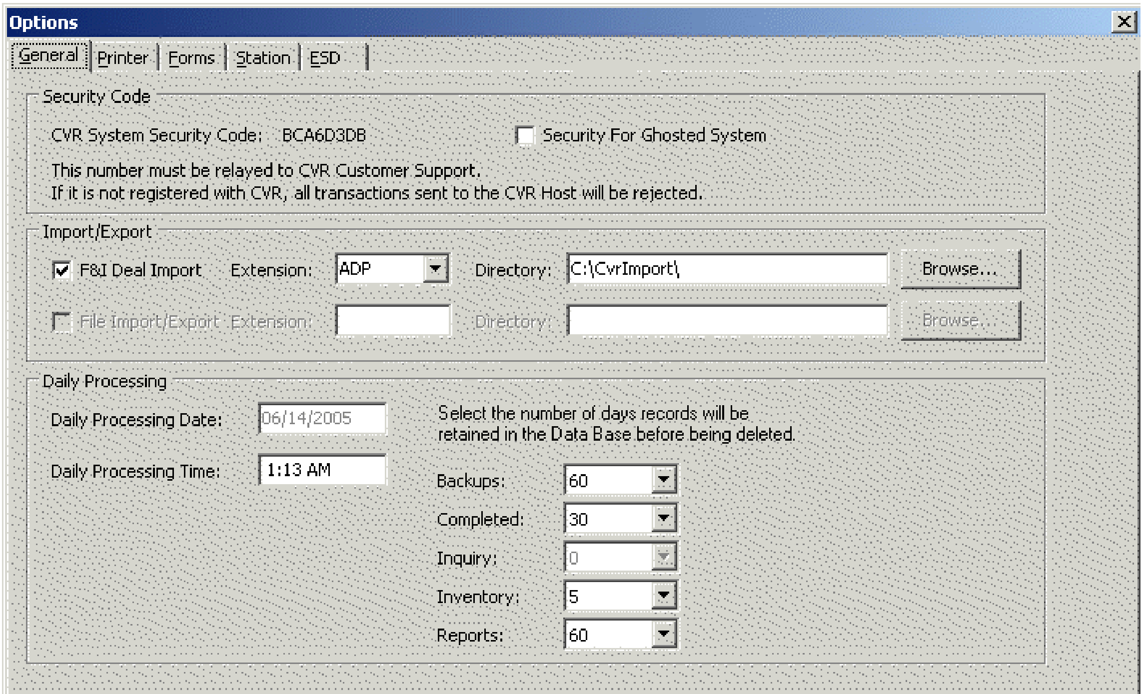
Forms – Designates which forms automatically print upon completing a transaction.

Station – Allows you to modify the workstation type.

ESD - Controls your preference for electronically receiving software updates.

Options – General Tab

From the General Options tab, you can configure your workstation to import registrations (deals) from your DMS. You can also set the number of days that completed registrations will remain archived on your workstation.



Click on the data fields or toolbar buttons for an explanation of its function and purpose.

To enable DMS Importing:

Check the F&I Deal Import box.
Click the Extension dropdown and select your DMS provider (ADP, Reynold&Reynolds, etc.) from the dropdown listing.

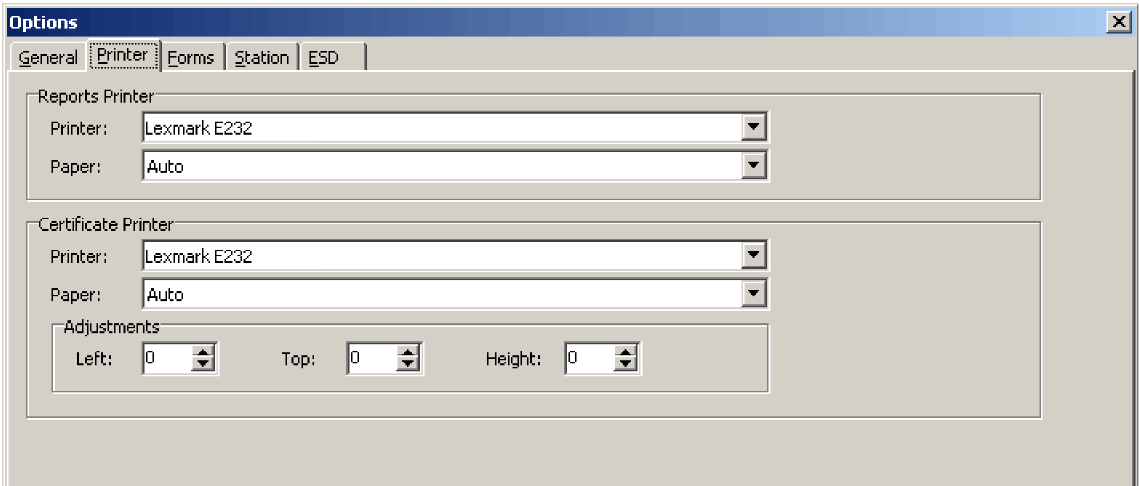
The default import directory of C:\CVRImport should not be changed, unless pecified by your DMS provider.

For additional information, see also*:* DMS Import

Next Topic: Options - Printer Tab

Options – Printer Tab

Use the Printer tab in the Options menu to designate printers used for reports and registration certificates.



Click on the data fields or toolbar buttons for an explanation of its function and purpose.

Using the dropdown listings, select the printer to be used as your **Reports** printer and **Certificate** printer. The dropdown list will contain all system printers recognized by Windows.

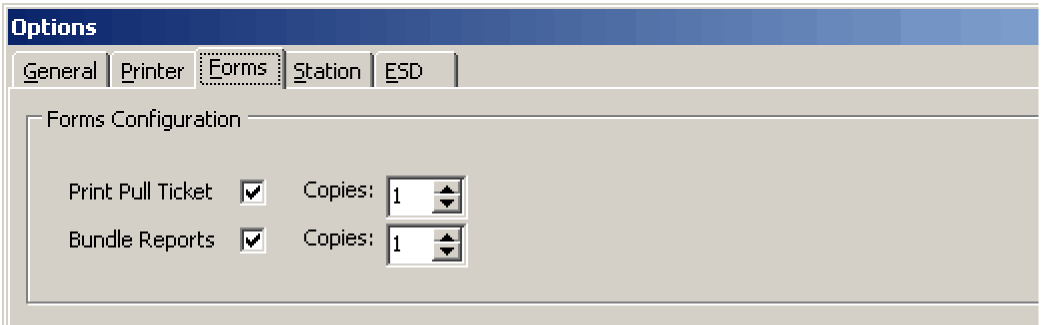
If the registration certificate printouts are misaligned, you may modify the vertical and horizontal alignment using the **Adjustments** tabs.

When you selected your printers, click **OK** to save your selections.

Next Topic: Options - Forms Tab

Options – Forms Tab

The Forms Tab allows you to adjust which forms automatically print, upon completing a registration.



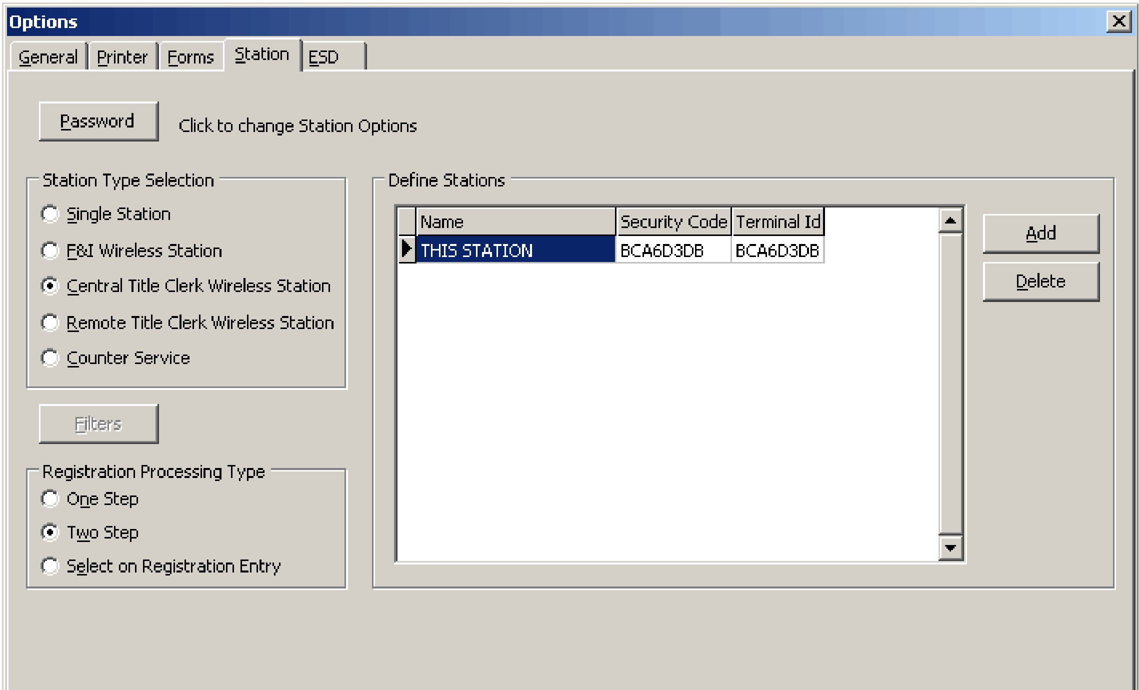
Click on the data fields or toolbar buttons for an explanation of its function and purpose.

Checked items will automatically print when the transaction is successfully transmitted. You may also set the default number of copies to be printed.

Next Topic: Options - Station Tab

Options – Station Tab

Using the Station menu, you must indicate whether your PA EVR system is a single stand-alone station, or part of a multiple station setup.



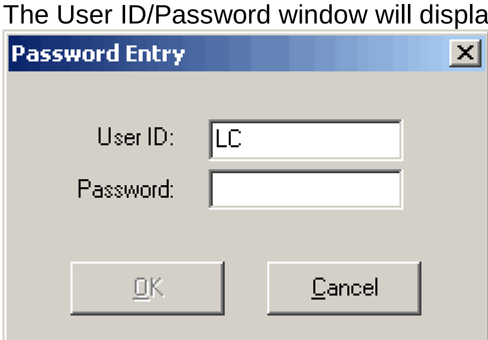
Click on the data fields or toolbar buttons for an explanation of its function and purpose.

If your dealership is setup with a Central Title Clerk and F&I workstations, the F&I workstations will work on transactions where the registration will be processed in two separate steps. When a Title & Registration transaction is successfully processed, the status will be "Pending". The F&I representative will be able to issue appropriate tag and stickers.

As part of the Overnight Processing, the Pending deals will be automatically be pulled over to the Central Title Clerk workstation for editing and to be finalized. The finalized step, (using the Complete button) will change the status to "Complete".

Click the **Password** button to enable the station change options.

The User ID/Password window will display



Enter your User ID and the Daily Password, then click OK. *(To obtain the daily password, call CVR at 1-800-333-6995, option 2)*

The Station menu will redisplay with Station Type Selection and Filters options enabled. Using the Station Type Selection panel, set your station type as one of the following:

Single Station - Select this option if this computer is the only EVR workstation at your dealership.

F&I Wireless Station – Select this option is this computer will be used by F&I (Finance & Insurance) staff. F&I stations can complete the first step (Pend) of the 2-step registration process.

Central Title Clerk Wireless Station – Select this option if this computer is the main workstation in a multiple station setup. The Title Clerk Station is responsible for finalizing registrations, and managing and assigning inventory. *(If your dealership uses a multiple station system, only one PC in the network should be configured as the Central Title Clerk Wireless Station.)*

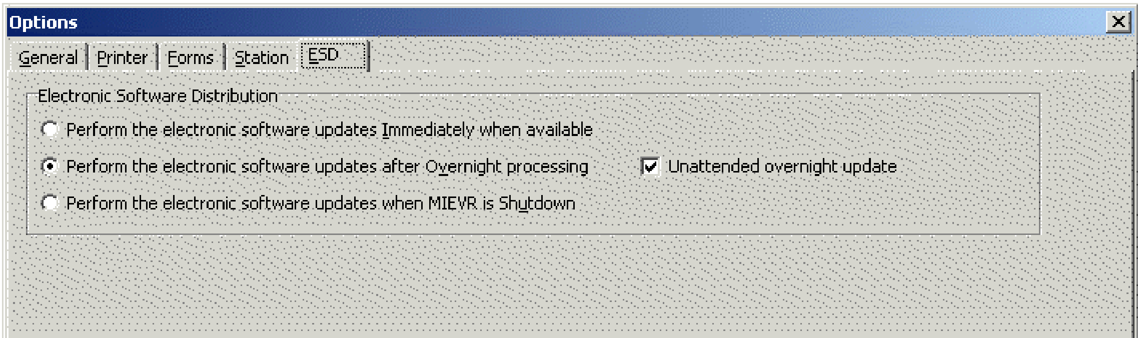
Remote Title Clerk Wireless Station - Select this option if this computer is a secondary station in a multi-station setup. Remote Title Clerk Stations can finalize transactions, but are not responsible for assigning inventory.

When you finished setting your station options, click the **OK** button to save your changes.

Next Topic: Options - ESD Tab

Options – ESD Tab

The ESD tab controls your workstation's preferences in accessing any Electronic Software Distribution that becomes available. When a PA EVR software update is available, your workstation can download the update from the CVR host system, using the method selected.



Click on the data fields or toolbar buttons for an explanation of its function and purpose.

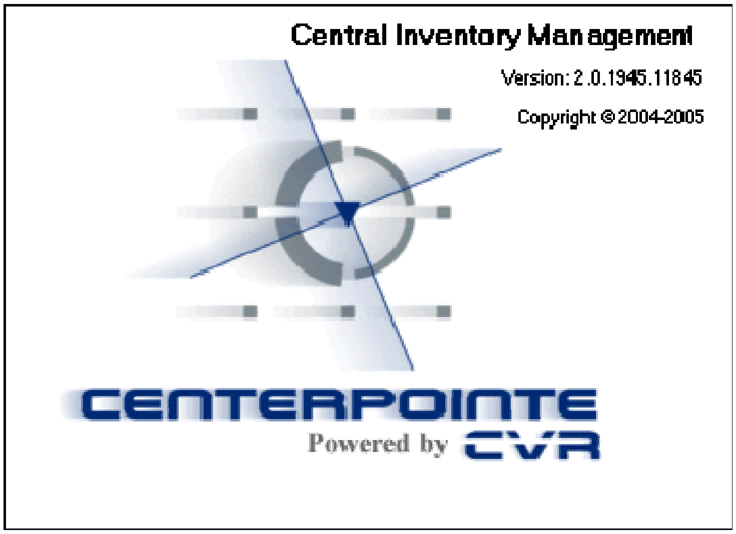
Click any option to perform the updates as indicated.

Next Topic: Inventory

Managing Inventory

Inventory Introduction

This section explains how to manage your Inventory using CVR's Central Inventory Management (**CIM**) application. Using CIM, users are able to order, receive and monitor the month/year stickers, weight stickers and the registration form (SA-2C)



This section contains the following topics:

Creating a Purchase Order

Receiving a Purchase Order

Modifying Inventory Status

Inventory Reports

Creating a Purchase Order

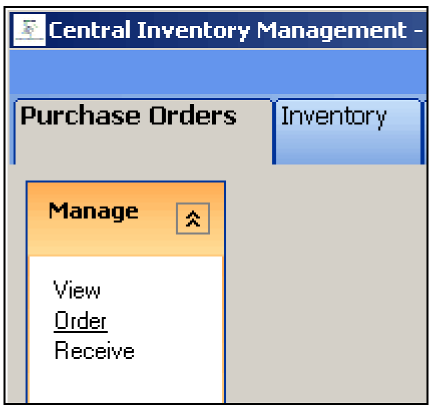
Click here to watch a tutorial video for this topic.

To order inventory, you must create a Purchase Order using CIM. The Purchase Order is electronically sent to the PennDOT Inventory Warehouse for processing.

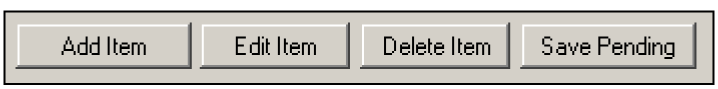
Note: *Plates are not ordered using CIM. They are ordered directly from PennDOT.* Once you receive the plates from PennDOT, you will enter plate serial numbers into CIM using the Receive Only PO function.

From the PA EVR Process Menu, click the **Inventory**  button to launch CIM.

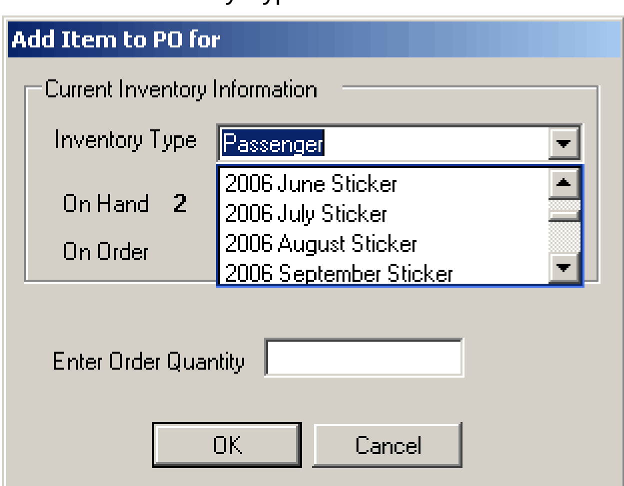
At the CIM Purchase Orders menu, click **Order**.



At the Order PO screen, click **Add Item** to add new inventory.



Select the Inventory Type to order from the **Add Item to PO** dropdown.



Type in the Order Quantity then click **OK**.

To modify list items added to your order, use the **Edit** and **Delete** buttons.

Once all inventory items have been added, click **Create This PO** to submit the order to PennDOT.

The inventory will typically be delivered within 3 to 5 business days of when the order was placed.

Next Topic: Receiving a Purchase Order

Receiving a Purchase Order

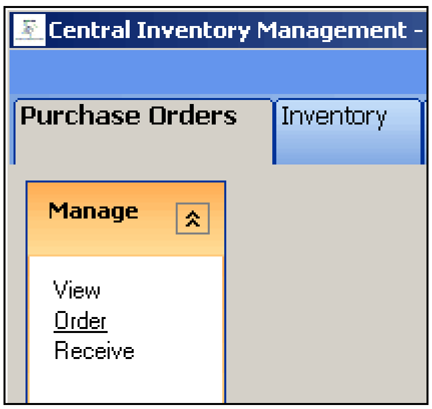
Click here to watch a tutorial video for this topic.

Once your new inventory has been delivered, you must update the CIM database by receiving the Purchase Order.

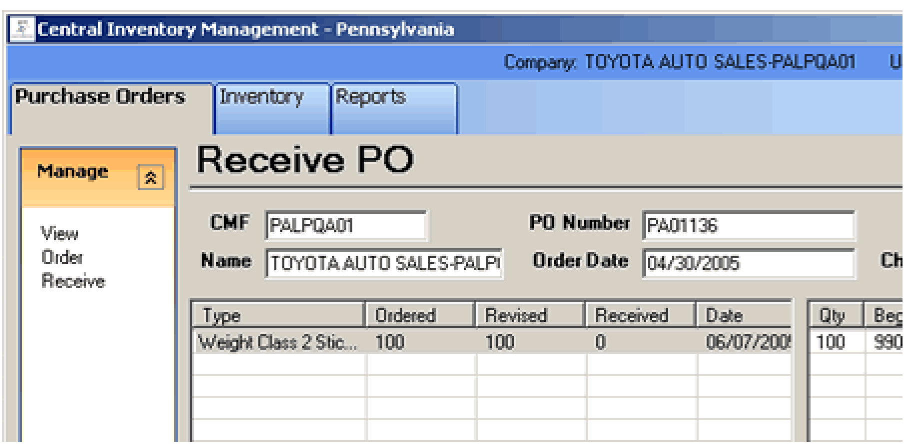
From the PA EVR Process Menu, click the **Inventory**  button to launch CIM.

To receive stickers:

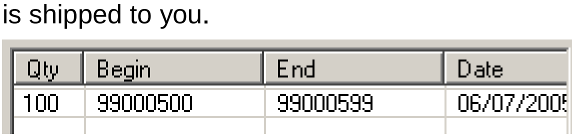
At the CIM Purchase Orders menu, click **Receive**.



On the Purchase Order List, click on the Purchase Order to be received. The Receive PO screen will display.



Sticker serial numbers will be filled into the Purchase Order by the warehouse, when the order is shipped to you.



Be sure to check the physical inventory against the serial numbers listed on the Purchase Order, to verify that the correct inventory was delivered.

Once the inventory has been verified, click **Update PO** to receive the items.

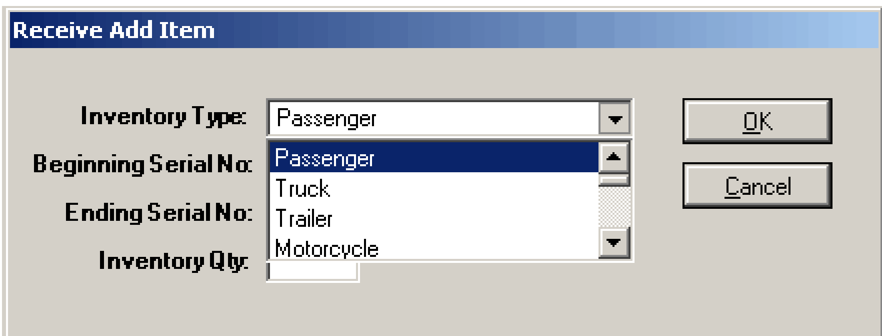
The inventory serial numbers will now be listed in the Inventory menu, and are ready to be issued.

To receive plates:

Although the plates are ordered and physically received outside of CIM, they must be entered into the CIM system so that they can be issued through PA EVR.

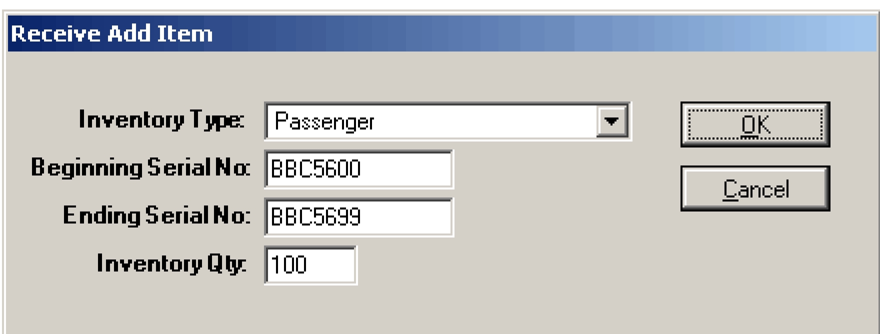
At the CIM Purchase Orders menu, click **Receive Only PO**.

The Receive Add Item window displays.



Select the inventory to be added from the Inventory Type dropdown.

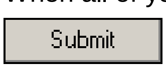
Using the packing list, enter the Beginning Serial No, Ending Serial No and Inventory Qty, then click OK.



Be sure to check the physical inventory against the serial numbers listed on the Purchase Order, to verify that the correct inventory was delivered.

Add more inventory batches by using the Receive Item button, and repeating the process.

When all of your items have been entered, click the **Submit** button.



The inventory serial numbers will now be listed in the Inventory menu, and are ready to be issued or assigned.

Next Topic: Modifying Inventory Status

Modifying Inventory Status

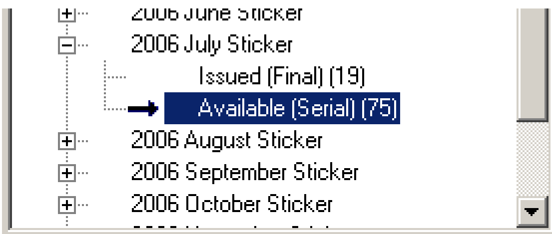
Click here to watch a tutorial video for this topic.

During your transaction processing, you may be required to modify your inventory. For example, you may need to mark missing or damaged inventory.

From the PA EVR Process Menu, click the **Inventory**  button to launch CIM.

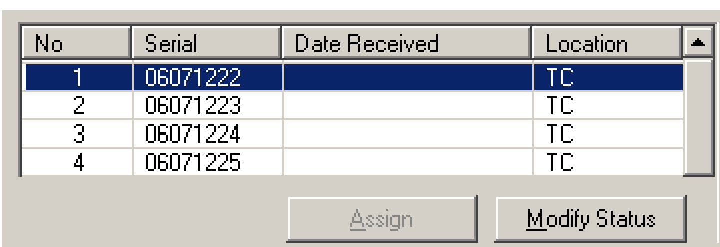
Click the **Inventory** tab on the CIM toolbar to display the Inventory List.

To view the individual statuses for a specific inventory type, click the plus [+] sign. The inventory list will be expanded and sorted by status.



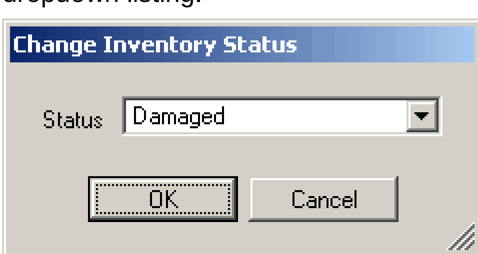
To modify the status of an inventory item:

On the right hand column, highlight the serial number(s) of the items to be modified.



With the items highlighted, click **Modify Status**.

The Change Inventory Status window will display. Select the new inventory status from the dropdown listing.



Click **OK** to save the changes and update the inventory status.

Note: Inventory cannot be set back to "Available" once its status has been modified. Be sure to verify the physical inventory before modifying the status of Inventory item. Inventory cannot be modified once it is in "Issued Final" status.

Next Topic: Inventory Reports

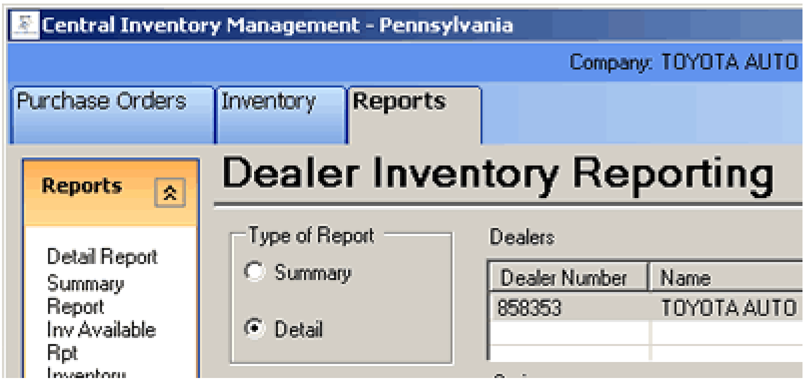
Inventory Reports

CIM has a reporting feature, which can detail the status of some, or all, of your inventory.

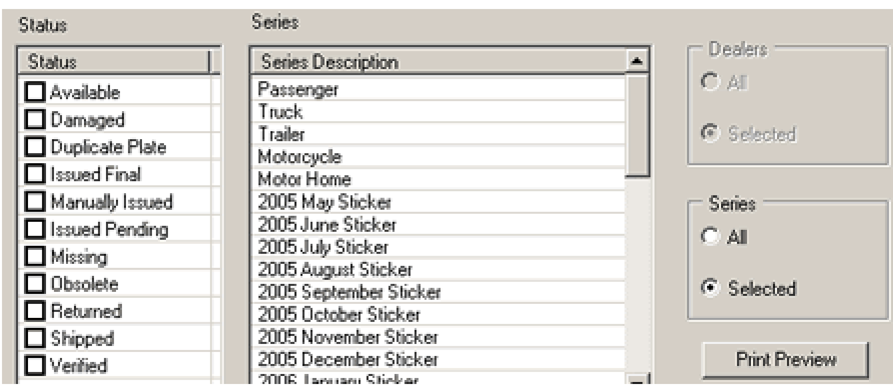
From the PA EVR Process Menu, click the **Inventory**  button to launch CIM.

Click the **Reports** tab on the CIM toolbar to display the Reports List.

From the left-hand menu, select the Report Type you wish to generate. This will launch the Dealer Inventory Reporting screen.



Using the bottom inventory listing, select the inventory type for which you need the report. *(If you need an Inventory Report for all inventory types, select the **All** radio-button to automatically select all inventory.)*



With inventory types selected, click the **Print Preview** button. The Print Preview window will launch, displaying your inventory report.

To print your report, click the **Printer** icon on the Print Preview toolbar.

Page 1 SUMMARY REPORT

PA INVENTORY SUMMARY REPORT

NAME: PA MOTORS PAGE 1
DLR CODE: 851471
CMF: PA000098

RUN DATE: 05/13/2005
RUN TIME: 09:57 AM EDT

SERIES	USED	MISS/DMG/RET	ON HAND	TOTAL
PASSENGER PLATE	27		173	200
TRUCK PLATE	12	25	19	56
MOTOR HOME PLATE	2		1	3
02/2006 STICKER			100	100
03/2006 STICKER	28		172	200
04/2006 STICKER	17		83	100
05/2006 STICKER			100	100
06/2006 STICKER	1		99	100
07/2006 STICKER			100	100
08/2006 STICKER			100	100
09/2006 STICKER	1		99	100
10/2006 STICKER			100	100

Inventory Summary Report Sample

Page 1 DETAIL REPORT

Run Date: 05/13/2005 PA INVENTORY DETAIL REPORT
Run Time: 09:56 AM EDT PA MOTORS PAGE 1
CMF: PA000098
DLR CODE: 851471

SERIES	DATE RCVD	BEGINNING	ENDING	STATUS	QTY
PASSENGER PLATE	04/15/2005	GBM5900	GBM5900	Issued Pending	1
		GBM5901	GBM5906	Issued Final	6
		GBM5907	GBM5907	Issued Pending	1
		GBM5908	GBM5922	Issued Final	15
		GBM5923	GBM5923	Issued Pending	1
		GBM5924	GBM5926	Issued Final	3
		GBM5927	GBM5999	Available Serial	73
	05/12/2005	FXN3700	FXN3799	Available Serial	100
				TOTAL	200
TRUCK PLATE	04/15/2005	YPK1900	YPK1910	Issued Final	11
		YPK1911	YPK1911	Missing	1
		YPK1912	YPK1912	Damaged	1
		YPK1913	YPK1935	Missing	23
	05/12/2005	YRG3680	YRG3680	Issued Final	1
		YRG3681	YRG3699	Available Serial	19
				TOTAL	56
MOTOR HOME PLATE	04/15/2005	HG80023	HG80024	Issued Final	2
	04/20/2005	HG80025	HG80025	Available Serial	1
				TOTAL	3
02/2006 STICKER	04/26/2005	06029001	06029100	Available Serial	100
				TOTAL	100
03/2006 STICKER	04/16/2005	06030100	06030100	Issued Pending	1
		06030101	06030106	Issued Final	6
		06030107	06030107	Issued Pending	1
	04/20/2005	06030108	06030119	Issued Final	12
		06030120	06030120	Issued Pending	1
		06030121	06030127	Issued Final	7
		06030128	06030198	Available Serial	71
		06030199	06030199	Available	1
	04/26/2005	06039001	06039100	Available Serial	100
				TOTAL	200

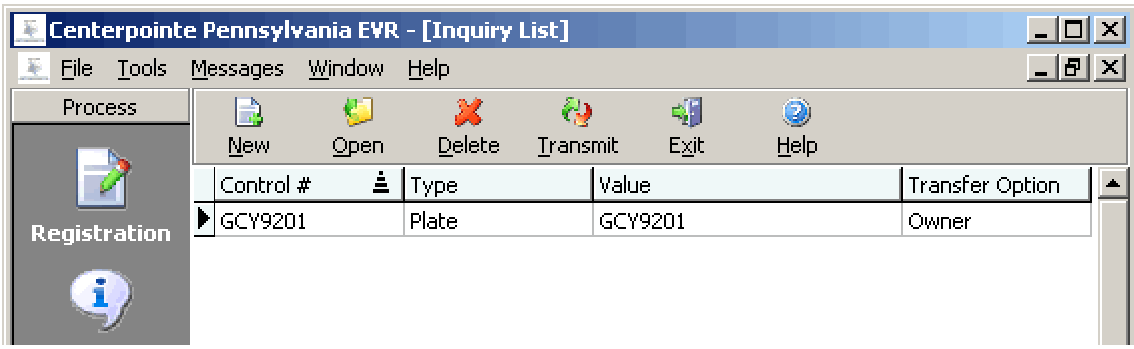
Inventory Detail Report Sample

Next Topic: Performing an Inquiry

Performing an Inquiry

Performing an Inquiry

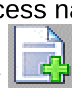
The EVR Inquiry feature allows you to obtain information about vehicles purchased and traded-in, owner and registration information for tags being transferred. The inquiry will help you determine if the vehicle has lienholder information (called Lien Verification), or if it has brands, etc.

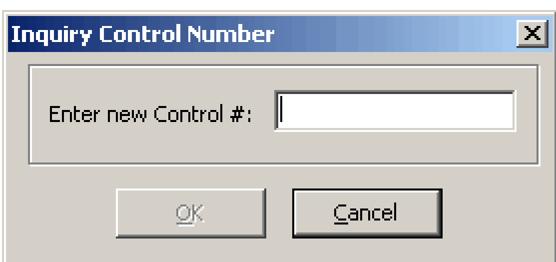


Click on any of the toolbar buttons for an explanation of its function and purpose.

To perform a new inquiry:

From the Process navigation bar, click the **Inquiry**  button to display the Inquiry List.

Click the **New**  button on the Inquiry List toolbar. The Inquiry Control Number window will display.



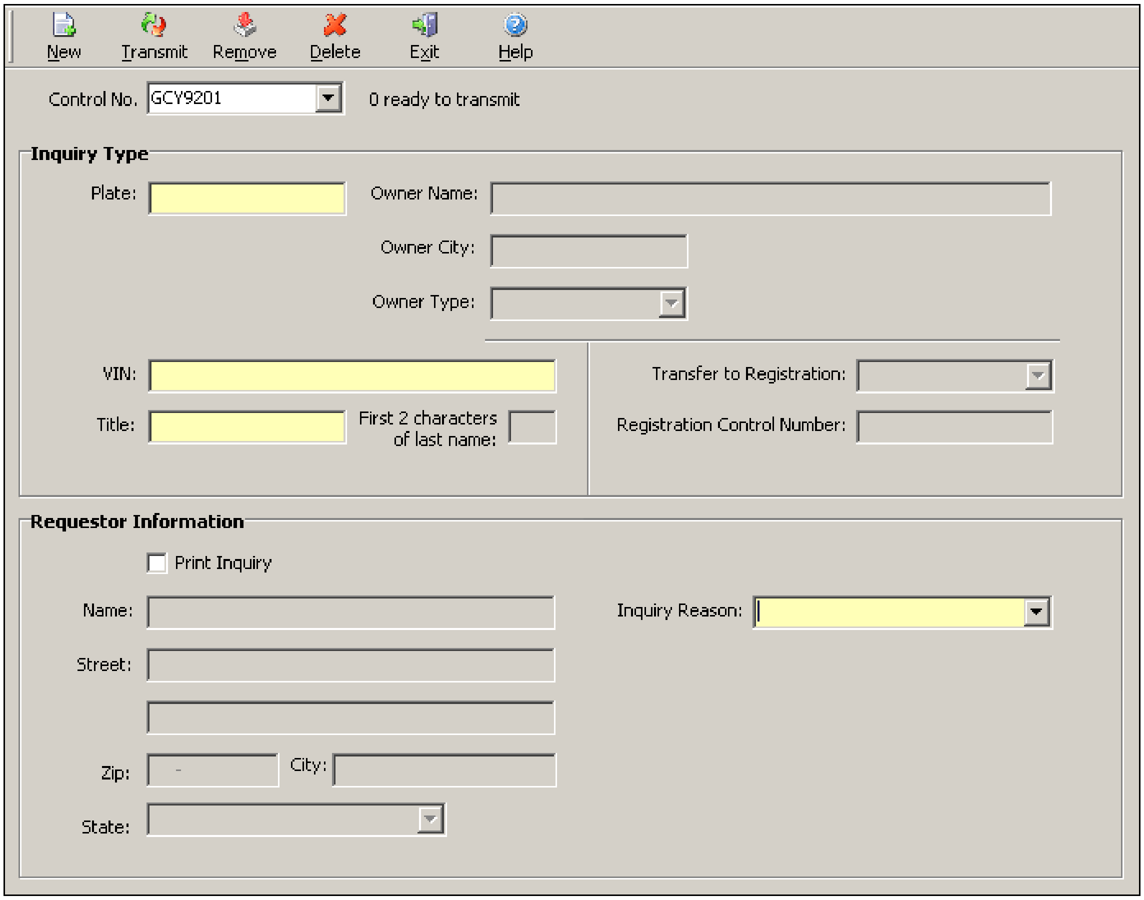
If necessary, type in a new, unique Control Number, then click OK. (Users can configure PA EVR to automatically generate the control number from the Company Maintenance screen.)

Continue to: Inquiry Data Entry

Inquiry Data Entry

Click here to watch a tutorial video for this topic.

Inquiries may be performed on either a PA license **Plate**, Vehicle Identification Number (**VIN**), or **Title** #.
Inquiries can only be performed using one search criteria.



Click any data field for an explanation of its function and purpose.

Required fields will appear in yellow, and will turn white when completed. If the data field is an optional part of the processing, the entry area will be white.

You can narrow the search by providing *Owner* information with a Plate Number or the *First 2-characters of the Owner's Last Name* with a Title Number.

To obtain a printed copy of the inquiry for Lien Verification, you must check the **Print Inquiry** box.
Note: There is a PennDOT fee associated with the printed Lien Verification.

When you are ready to submit the inquiry request, click the **Transmit**  button and the communications send the request to PennDOT.

Next Topic: Title and Registration Processing

Processing Transactions

Transaction Processing - Overview

PA EVR allows you to process the following types of title and registration transactions:

New Issue- A new title and registration are issued with a new plate and sticker. A weight decal may be issued for a truck greater than 5000 lbs.

Transfer- This transaction transfers the existing registration to another vehicle. No new plate or sticker are issued. For trucks, a weight sticker will be issued if there is change of class.

Transfer Exchange Tag - This transaction is used in situations where the owner is transferring the registration to a different vehicle type (e.g., transferring from Passenger to Truck, where the original vehicle type is not the same as the vehicle receiving the tag). The transfer plate will be exchanged with new plate from inventory, that corresponds with the new vehicle type.

Transfer with Renewal- This transaction transfers and renews the existing registration. A new sticker is issued. For trucks, a weight sticker will also be issued if there is change of class. Renewals can be performed on a registration expiring within the next 90days.

Transfer Exchange Tag with Renewal - Like *Transfer Exchange Tag*, this transaction transfers a registration to a different vehicle type (e.g., transferring from Passenger to Truck), while also renewing the registration. Exchange plates and stickers will be issued based on the new vehicle type. Renewals can be performed on a registration expiring within the next 90days.

Transfer with Replacement- This transaction transfers an existing registration and issues a new replacement plate and sticker (e.g.- plate is lost, damaged, etc.). For trucks, a weight sticker will be issued if there is change of class.

Transfer with Renew and Replacement- This transaction transfers and renews the registration, while also issuing a replacement plate and sticker from inventory. For trucks, weight sticker will also be issued if there is change of class. Renewals can be performed on a registration expiring within the next 90days.

Transfer with Sticker Replacement- This transaction transfers the existing registration while issuing a replacement sticker from inventory (e.g.- sticker is lost, damaged, etc.). Registration expiration date does not change. For trucks, weight sticker will also be issued if there is change of class.

Title Only- This transaction issues a title only for a vehicle. No registration is issued.

Standard Renewal- Renewals can be performed on a registration expiring within the next 90days.

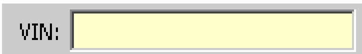
Transactions can be started by either **Importing** registration data (deals) from your DMS, or manually created from the **New Transaction Window**.

Next Topic: Data Entry

Data Entry

Required vs. Optional fields:

When data is **required** as part of the processing, the entry field will be ***Yellow***.



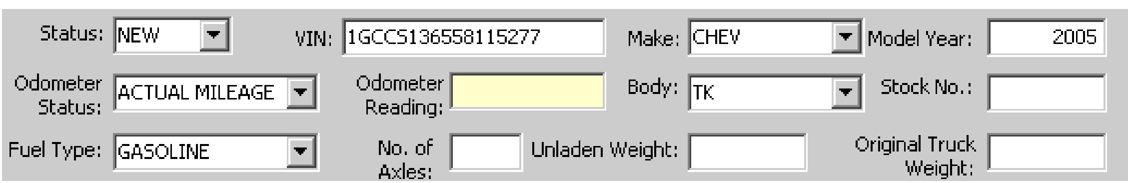
Once you enter data into a required field, the Yellow is replaced with White.

When data is **optional** as part of the processing, the entry field will be ***White***.

Data Auto-Fill:

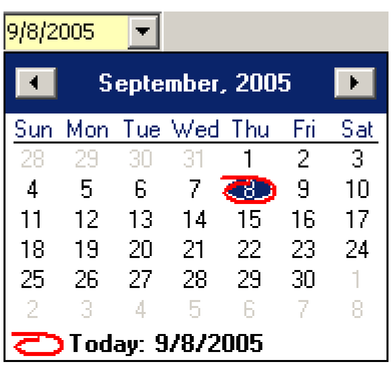
A feature of the PA EVR product is to assist with the data entry as much as possible. As you use the PA EVR product, you will notice several areas where data will be automatically filled in for you.

For example, the entry of a valid VIN, populates the related vehicle data, as shown below:



Date Fields:

All date fields are equipped with a dropdown calendar feature for ease of use for the user. To insert a specific date, simply click on it from the calendar view.



Next Topic: DMS Import

DMS Registration Import

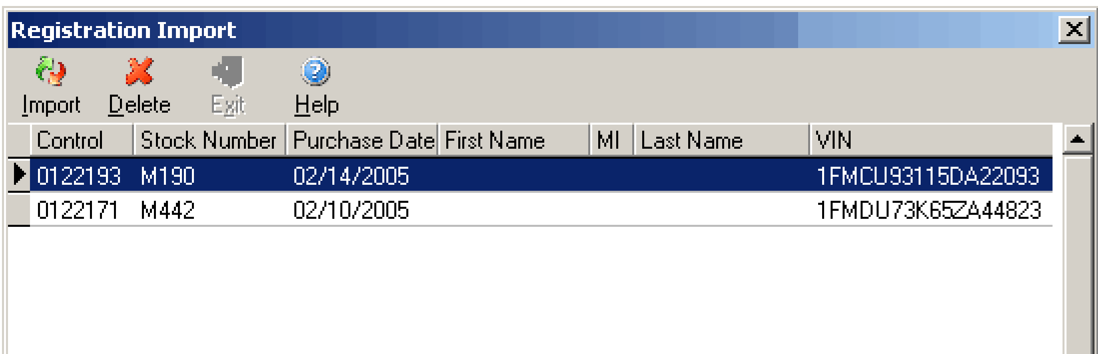
Click here to watch a tutorial video for this topic.

Registration data can be imported from your F&I Dealer Management System (DMS) such as ADP, Reynolds &Reynolds, etc.

To import a record from your DMS:

Click the **Get Deals**  button on the Registration List toolbar.

The Registration Import window will display transactions available to import.



Highlight the records to be imported, then click **Import**  on Registration Import window.

By importing the record, registration data exported from your DMS will be automatically transferred into CVR's data-entry pages.

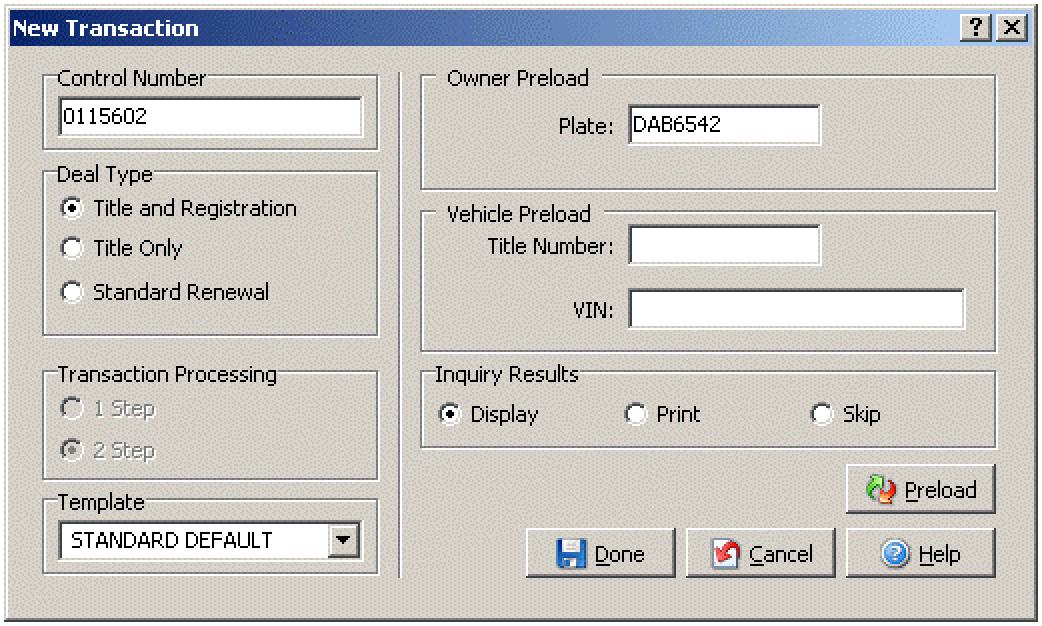
(Note: Both PA EVR and your DMS must be properly configured for the Import feature to properly function. PA EVR can be configured in the General Options Menu. For assistance configuring your DMS for data export, contact your DMS provider.)

Next Topic: New Transaction Window

New Transaction Window

Click here to watch a tutorial video for this topic.

The New Transaction window is the first step in registration entry. From this window, you will select the type of transaction to be processed and provide a Control Number.



Click any data field for an explanation of its function and purpose.

To begin a transaction:

Create a transaction **Control Number** in the field provided *(if not automatically generated).* Each transaction must have its own Control Number that is unique to the dealership. (*Unique numbers such as the vehicle stock number or F&I deal number are common Control Numbers*).

Click the radio button for the **Deal Type** you wish to initiate.

Click **Done** to advance to the Data-Entry pages.

The Preload feature saves time by retrieving Vehicle and/or Owner information from PennDOT, and automatically populating it into your registration pages. When transmitted, a preload performs an inquiry on the plate and/or VIN specified, and transfers the results to your registration. You may choose to display or print the inquiry results prior to registration processing.

To preload registration data:

Enter your search criteria. You may obtain owner information by submitting a license **plate**, and obtain vehicle information using a **VIN** and/or **title number**.

Using the **Inquiry Results** field, indicate whether you wish to display/print a Title Inquiry Report, or to skip this step.

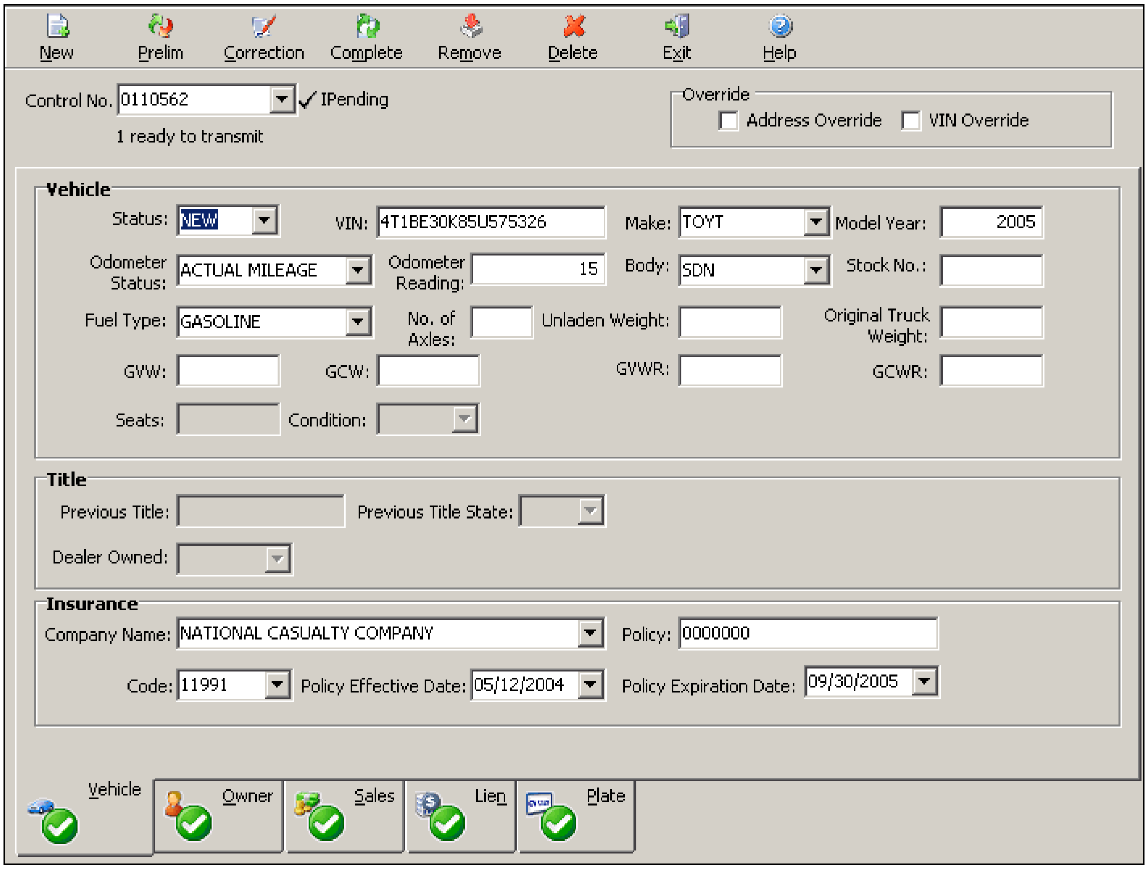
Click the **Preload** button. (*Your User ID and Password will be required to submit the request to PennDOT*).

Next Topic: Vehicle Page

Vehicle Page

Click here to watch a tutorial video for this topic.

The Vehicle page captures the information about the vehicle being sold and contains panels for the Vehicle, Title, and Insurance information.



Click any data field for an explanation of its function and purpose.

Required fields will appear in yellow, and will turn white when completed. Required fields will vary based on whether the registration is for a *New* or *Used* vehicle.

Typing in a valid VIN will automatically populate several fields, including the vehicle Make, Model Year, and Body.

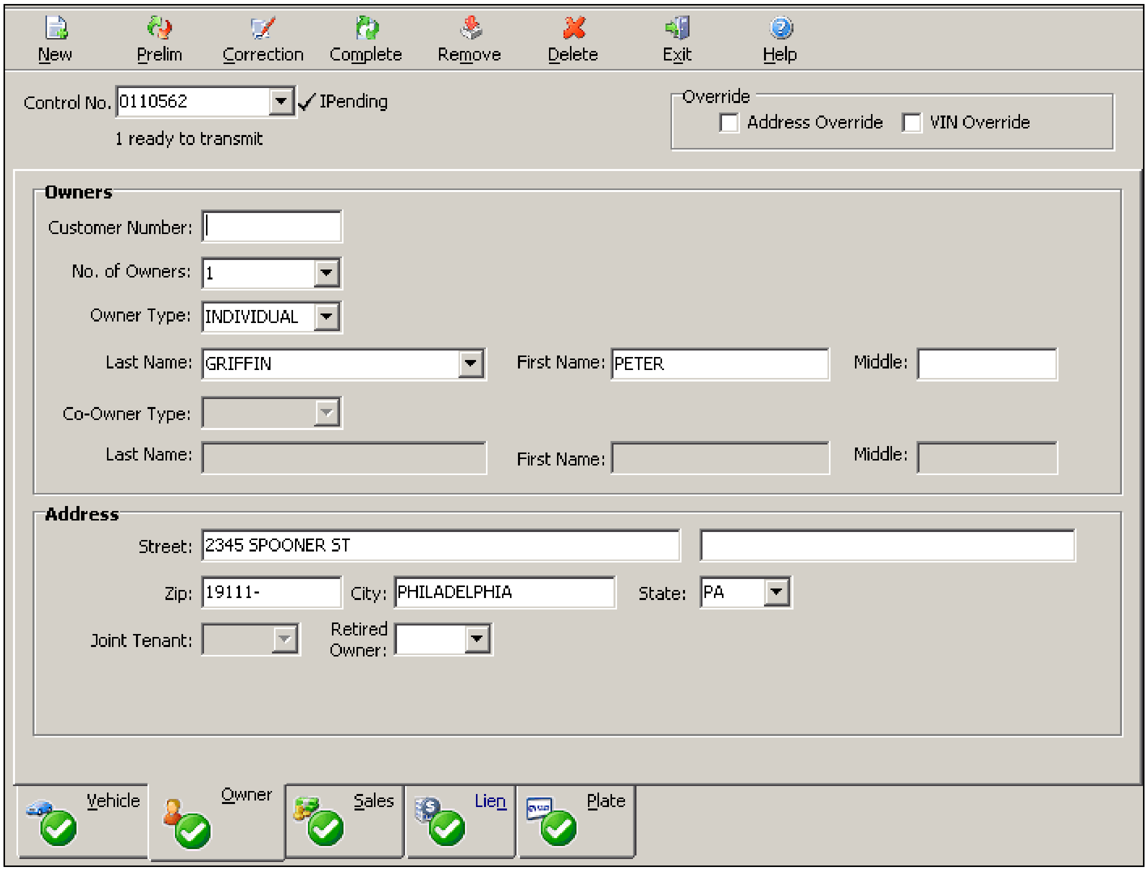
When all required fields have been completed, a green check mark will appear on the Vehicle page tab.

Next Topic: Owner Page

Owner Page

Click here to watch a tutorial video for this topic.

The Owner Page captures the information about the Owners, Co-Owners, and their associated addresses. (If registration is a *lease* deal, an additional data entry page will appear for ***Lessee*** information.)



Click any data field for an explanation of its function and purpose.

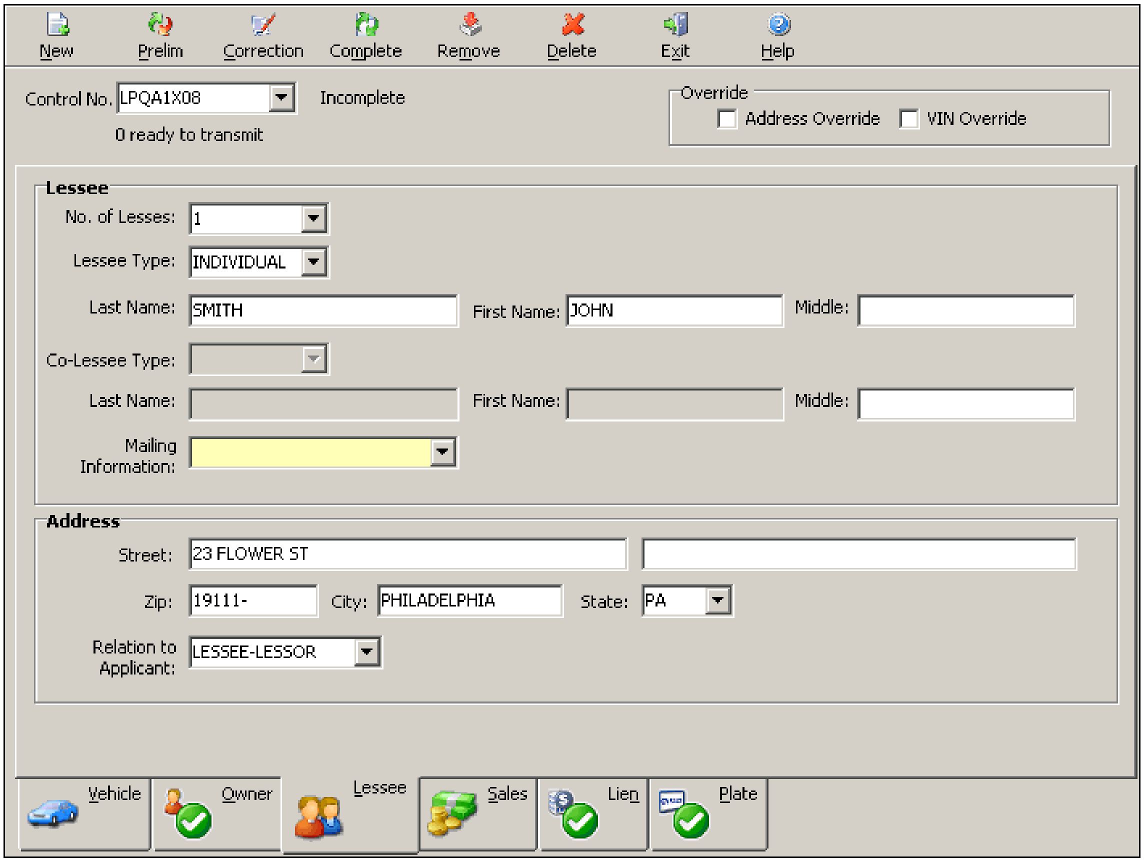
Required fields will appear in yellow, and will turn white when completed. Different panels and fields within the page are active based on the number of owners and whether the owner type is an individual, a company, or a lessor.

When all required fields have been completed, a green check mark will appear on the Owner page tab.

Next Topic: Lessee Page

Lessee Page

If the *Owner Type* is set to *Lease* on the Owner page, the **Lessee** tab will appear. Similar to the Owner page, the Lessee page is used to capture name and address information of the lessee(s) in a lease deal.



Click any data field for an explanation of its function and purpose.

Required fields will appear in yellow, and will turn white when completed.

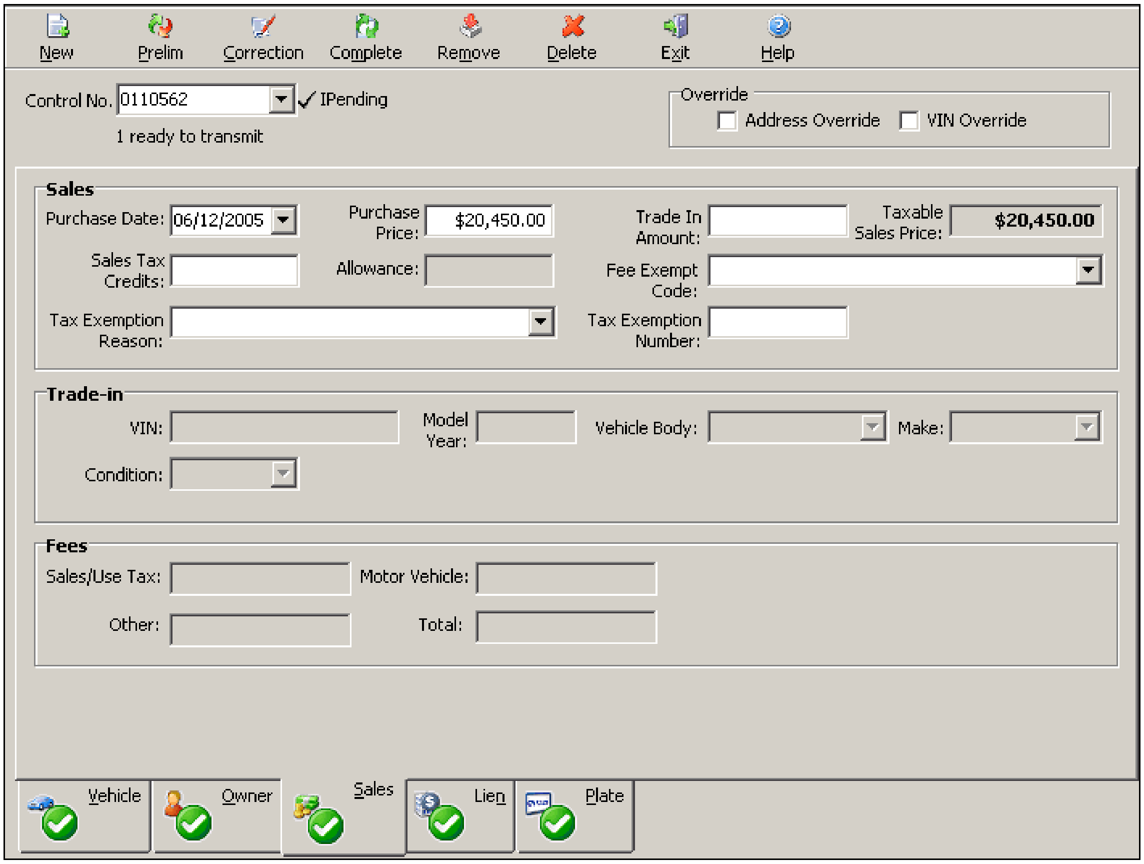
When all required fields have been completed, a green check mark will appear on the Lessee page tab.

Next Topic: Sales Page

Sales Page

Click here to watch a tutorial video for this topic.

The Sales Page is used to record financial elements essential to the sale of the vehicle; such as the Purchase Date, Price, and Trade-In information.



Click any data field for an explanation of its function and purpose.

Required fields will appear in yellow, and will turn white when completed.

The Purchase Date field displays the current date by default, but you can change the date up to 10-days prior.

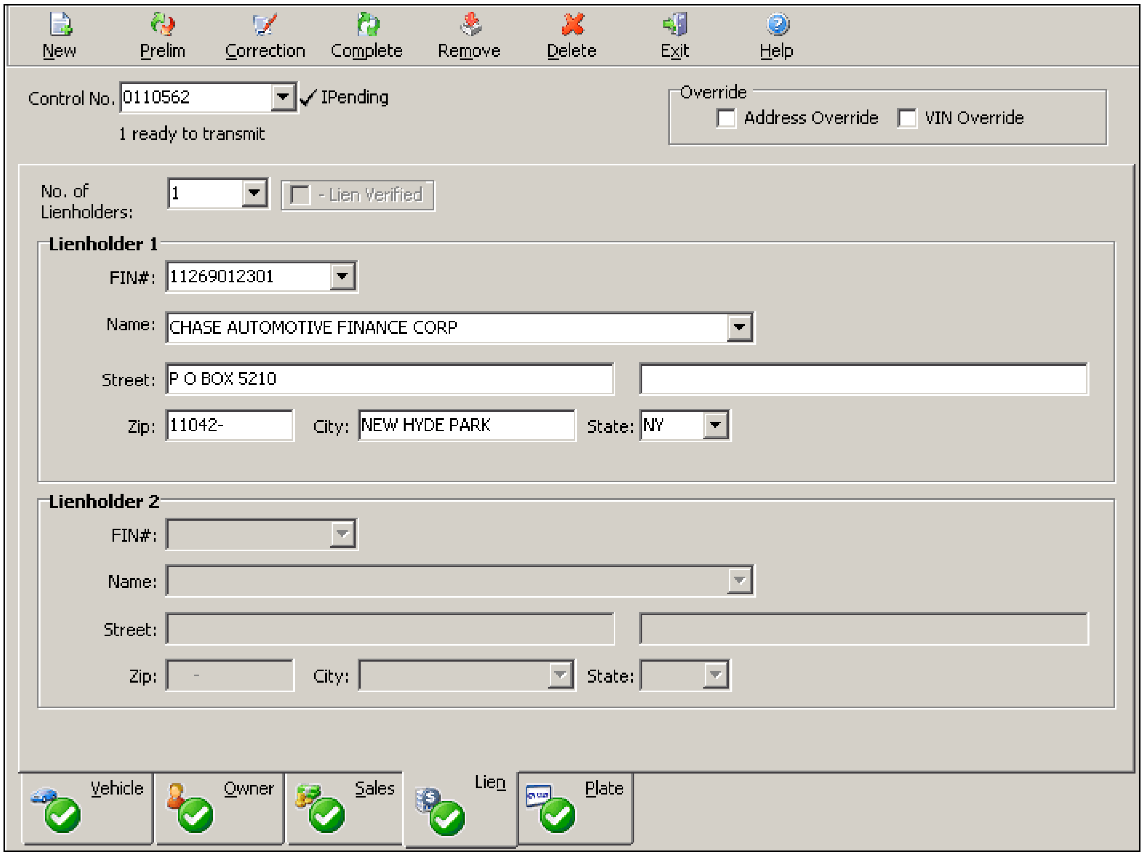
When all required fields have been completed, a green check mark will appear on the Sales page tab.

Next Topic: Lien Page

Lien Page

Click here to watch a tutorial video for this topic.

The Lien Page captures the information of any financial lienholders attached to this transaction.



Click any data field for an explanation of its function and purpose.

Required fields will appear in yellow, and will turn white when completed.

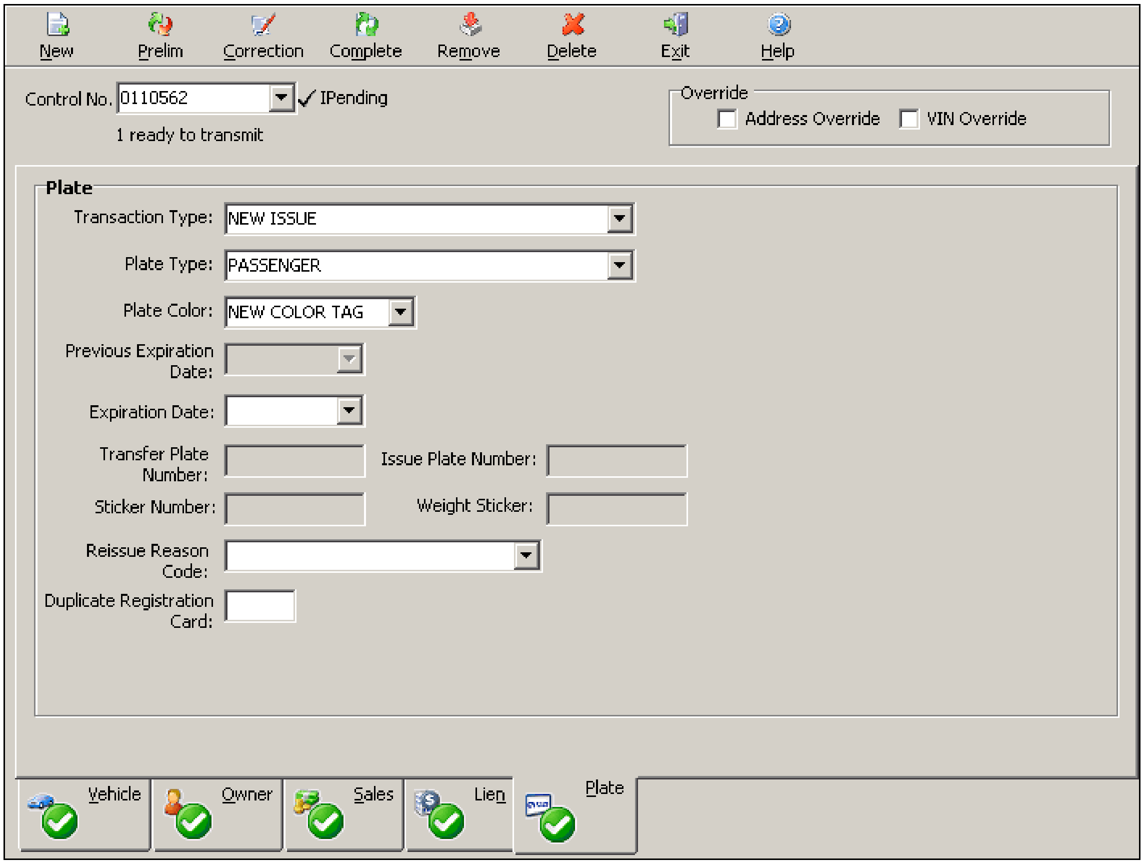
When all required fields have been completed, a green check mark will appear on the Lien page tab.

Next Topic: Plate Page

Plate Page

Click here to watch a tutorial video for this topic.

The Plate Page reflects the Type or Registration, and is used to record information such as plate type and expiration date.



Click any data field for an explanation of its function and purpose.

Required fields will appear in yellow, and will turn white when completed. (*Required fields will vary depending on the Transaction Type*).

When all required fields have been completed, a green check mark will appear next to the icon.

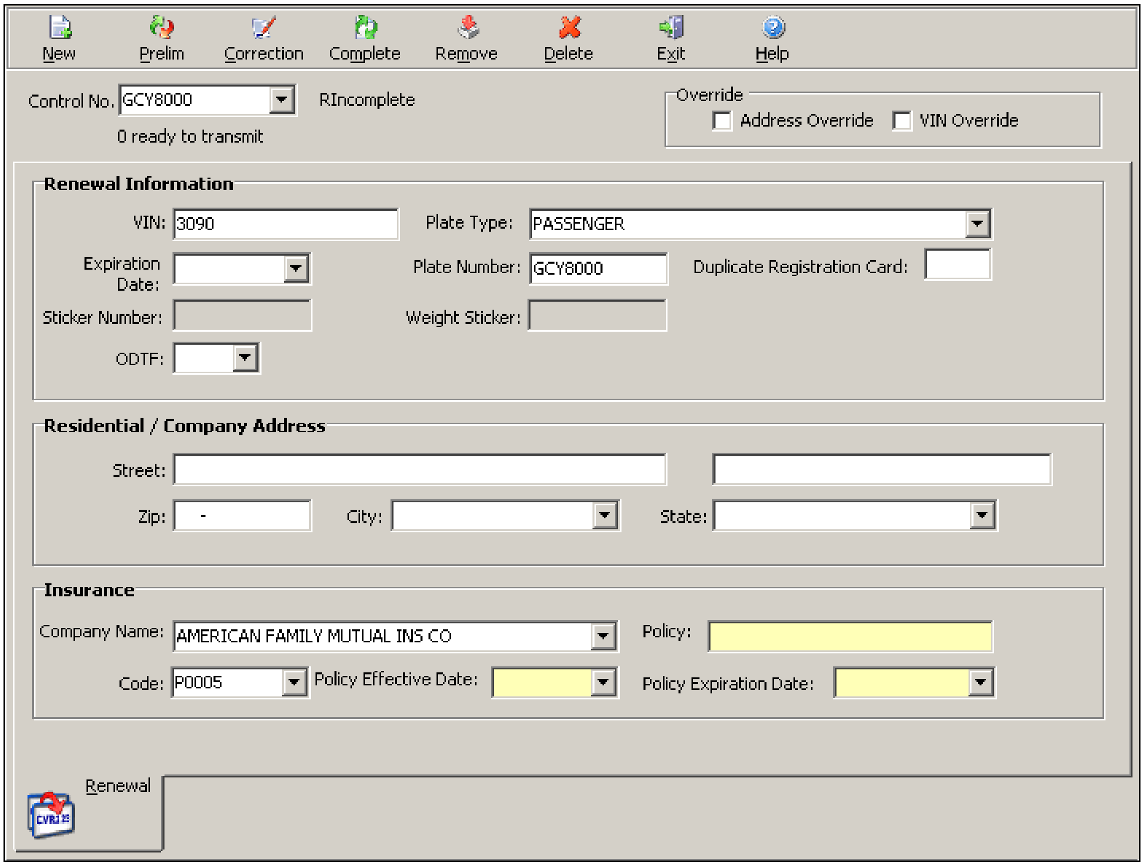
Next Topic: Renewal Page

Renewal Page

Click here to watch a tutorial video for this topic.

PA EVR allows users to process a stand alone renewal on an existing registration. Renewals can be performed on a registration expiring within the next 90days. Standard Renewals are processed on a single data-entry page.

Note: Renewals are performed as a single-step transaction, and cannot be corrected or backed out once complete.



Click any data field for an explanation of its function and purpose.

Required fields will appear in yellow, and will turn white when completed. At minimum, you must provide the Last 4-digits of the VIN, the Plate Number and Insurance information.

When all required fields have been completed, a green check mark will appear next to the icon. Click the **Prelim**  button to submit the transaction to PennDOT.

When the Commit Abandon screen displays, validate the plate and sticker number. If you accept the inventory and the associated fees, click **Accept**.

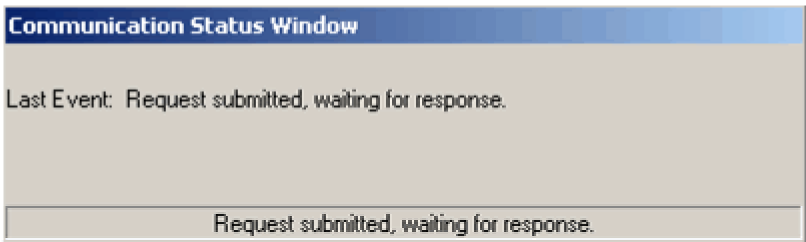
Next Topic: Transmitting Transactions

Transmitting Transactions

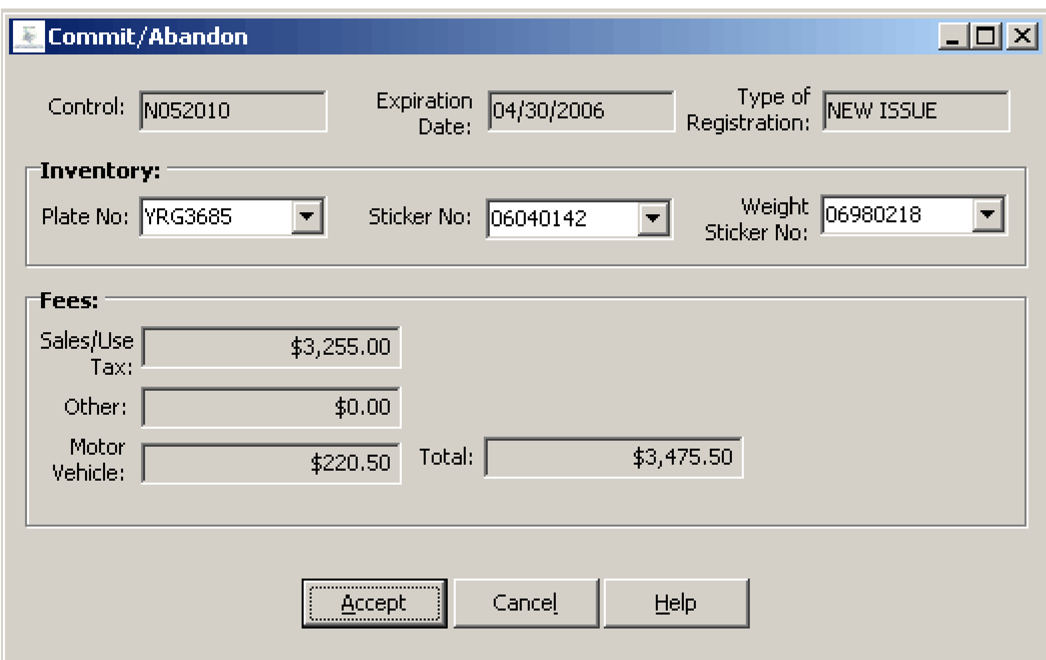
Once you have entered all the data required for the Title & Registration, all of the tabs will have a green check mark.

To initially transmit the transaction, click the **Prelim**  button.

You will see a Communications window showing the transmission.
Note: You may be required to re-enter your User ID and Password when transmitting.



Before a transaction is completed, the Commit/Abandon screen will summarize the registration information. It displays any inventory that will be assigned to the transaction, as well as applicable fees due from the customer.



To continue with the transaction, select the inventory issued to the customer (if applicable) using the dropdown list. When you are ready to complete your transaction, click the **Accept** button.

This will accept what is shown and continue to process the transaction. Once successful, the Pull Ticket (or Applicant Summary/Registration Card if finalizing a transaction) will print.

Clicking the **Cancel** button rejects what is shown and will discontinue the process. All of your registration data remains saved for additional changes or submission at a later time.

Next Topic: Pending and Complete

Pending and Complete

If your dealership is setup with a Central Title Clerk and F&I workstations, Title & Registration transactions will be processed in two separate steps. The first step to place the registration in ***Pending*** status. The second step will finalize the registration and place it in ***Complete*** status.

Pending Transactions

To initially transmit a Title & Registration, use the **Prelim**  button.

Upon successful transmission, the transaction will be placed in ***Pending*** status. The F&I representative will be able to issue appropriate tag and stickers.

Complete Transactions

As part of PA EVR's automated Overnight Processing, the Pending deals will automatically be retrieved by the Central Title Clerk workstation for editing and to be finalized. To finalize a transaction on the PennDOT system, the transaction must be transmitted a second time. To submit a finalized transaction, click on the button. Upon successful transmission, the status will change to **Complete**.

Central Title Clerk and Single Workstations can choose to COMPLETE the transaction in a single process. Central Title Clerk would always COMPLETE transactions retrieved from F&I workstations.

Note: Title Only and Standard Renewal transactions are completed in a single (one-step) process. To submit these transactions, only the **Prelim**  button is needed. The Prelim will display the assigning inventory and the fees associated with the Title Only or the Standard Renewal.

Next Topic: Fee Debits and Credits

Fee Debits and Credits

Dealer Processing:

For all New or Used Vehicle Sales (Dealers)

A dealer has 10-calendar days to enter the transaction from the Purchase Date. If you wait until the 10th day, the Title will be automatically produced the next day.

The dealer's account will be debited for the fees, 10 days after the Purchase Date.

Deposit date to Pennsylvania DOT is 20 days from the Purchase Date.

Title Release Date is a maximum of 5 days from the Process Date (i.e., the date the transaction is finalized and *Completed*).

Vehicle Renewal Transactions - (Dealers)

Deposit date to Pennsylvania DOT is 2 days from the Process Date.

Since a title is not produced, the title release date will be the Process Date.

Messenger Processing:

For All Used Vehicle Sales

Deposit date to Pennsylvania DOT is 10 days from the Process Date.

Title release date is 2 days from the Process Date.

Deposit Date:

If the deposit date falls on a Saturday or Sunday, the previous business deposit date will be used. This is normally Friday unless it was declared a state holiday. In that case, the deposit day would be Thursday.

If the deposit date falls on a day that is declared a state holiday, the previous business deposit date will be used. For example, if the holiday falls on a Monday, then the deposit day will be the Friday before the holiday.

Next Topic: Reprint, Correction, Backout, and Recover

Reprint, Correction, Backout, and Recover Features

This section covers features available to registrations that are in Pending or Complete status.

This section contains the following topics:

Reprinting a Registration Form

Correction Mode

Backing Out a Transaction

Recovering a Transaction

Reprinting a Registration Form

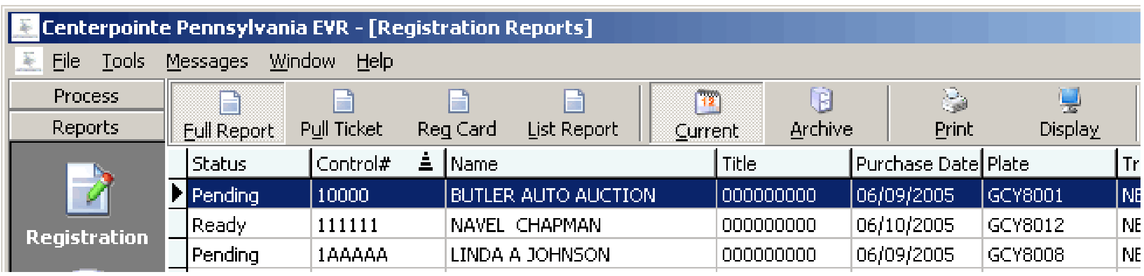
Click here to watch a tutorial video for this topic.

PA EVR allows you to reprint registration forms, including pull tickets and registration cards.

To obtain a reprint:

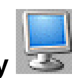
Click the **Reports** tab.

Click **Registration**  to open the Registration Reports List.

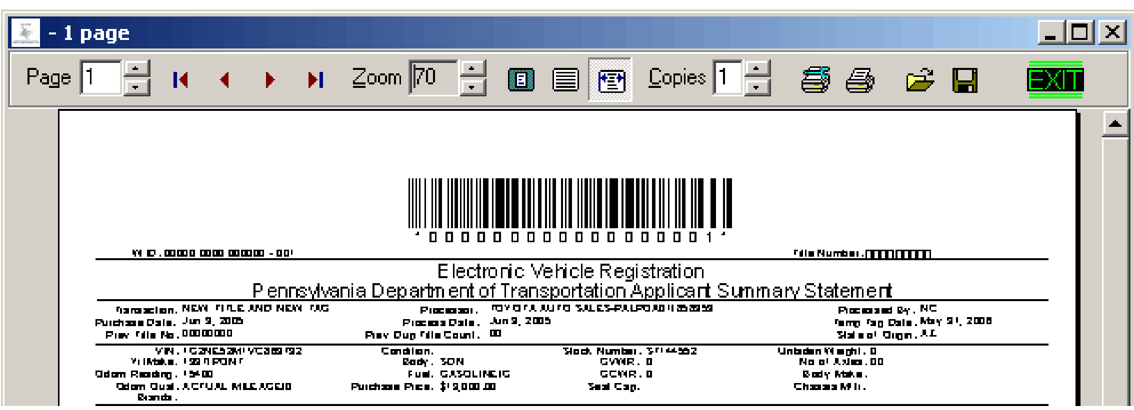


Highlight the registration for which you need to reprint.

From the top toolbar, click the icon of the form to be reprinted.

With the form selected, click **Print**  to print the form immediately, or click **Display**  to preview your reprint.

If Display is selected, Print Preview window will display.



To print your form, use the printer icon on the print preview toolbar.

Next Topic: Correction Mode

Correction Mode

Click here to watch a tutorial video for this topic.

PA EVR allows you to modify, or "correct" select portions of a *Pending* transaction. You may re-transmit a transaction in Correction mode if you find a data error in your transaction.

Note: Some registration errors will require a backout to be fixed. See: Backing Out a Registration

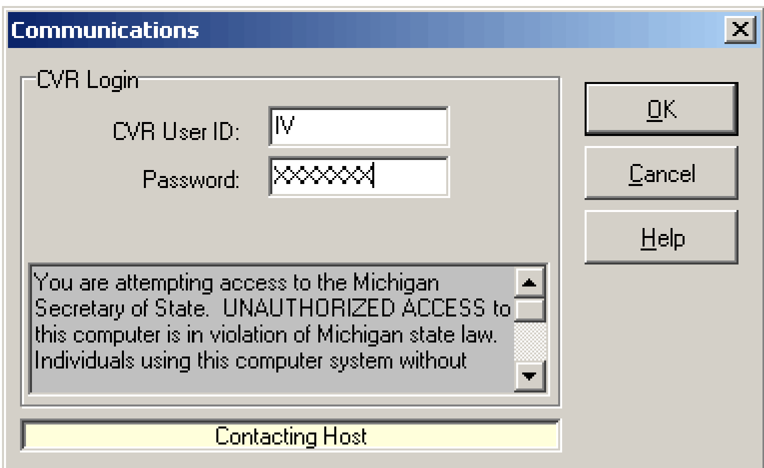
To correct a registration in Pending status:

From the Registration List, highlight and **Open**  the registration to be corrected.

Type any corrections over the existing data.

When you are ready to send your corrections to PennDOT, click the **Correction**  button.

Your CVR User ID and Password are required.



When the correction has been successfully transmitted, you will be prompted to reprint the Applicant Summary with Standard Registration Form.

Note: Transactions cannot be corrected once they are in Complete status.

Next Topic: Backing Out a Transaction

Backing Out a Transaction

Click here to watch a tutorial video for this topic.

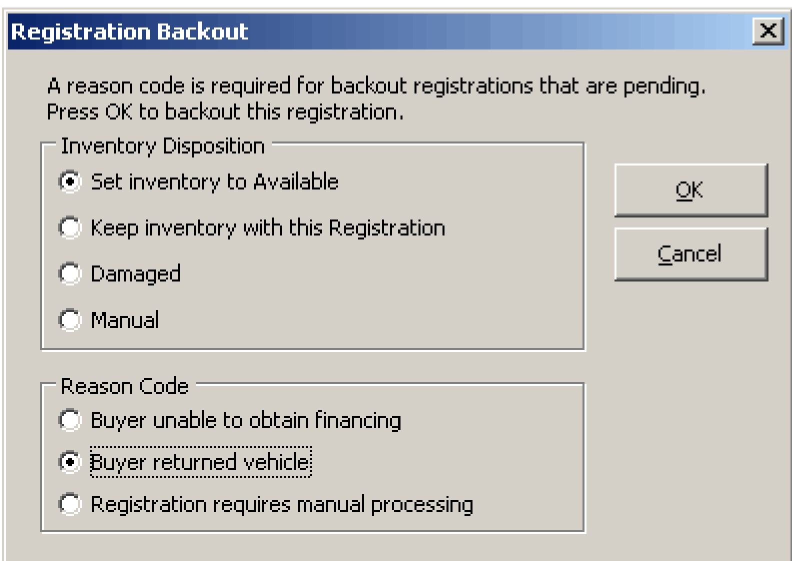
If an error in a *Pending* registration cannot be corrected using Correction mode, it must be backed out.
*Note: Transactions must be in Pending or Ready status in order to be backed out. Transactions cannot be backed out once they are in **Complete** status*

To backout a transaction:

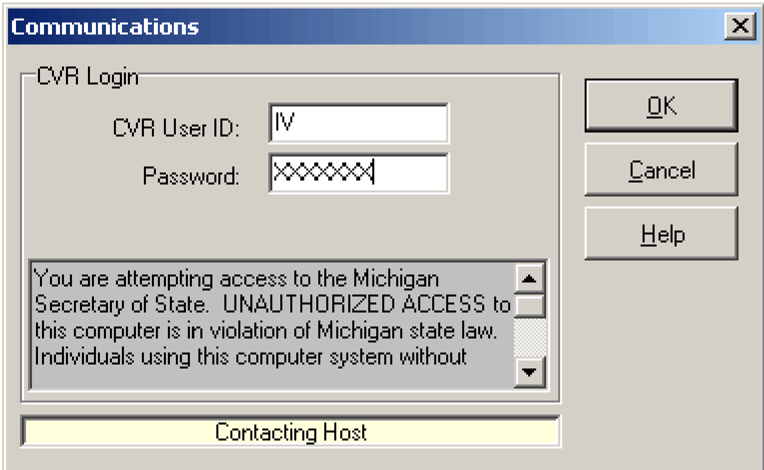
From the Registration List, highlight and **Open**  the registration to be backed out.

From the Registration Data Entry view, click the **Delete**  button on the toolbar.

A Registration Backout window will display in which you must select an Inventory Disposition and Reason for backout. Make the appropriate selection, and click **OK**.



PA EVR will transmit the request to PennDOT. Your User ID and Password will be required.



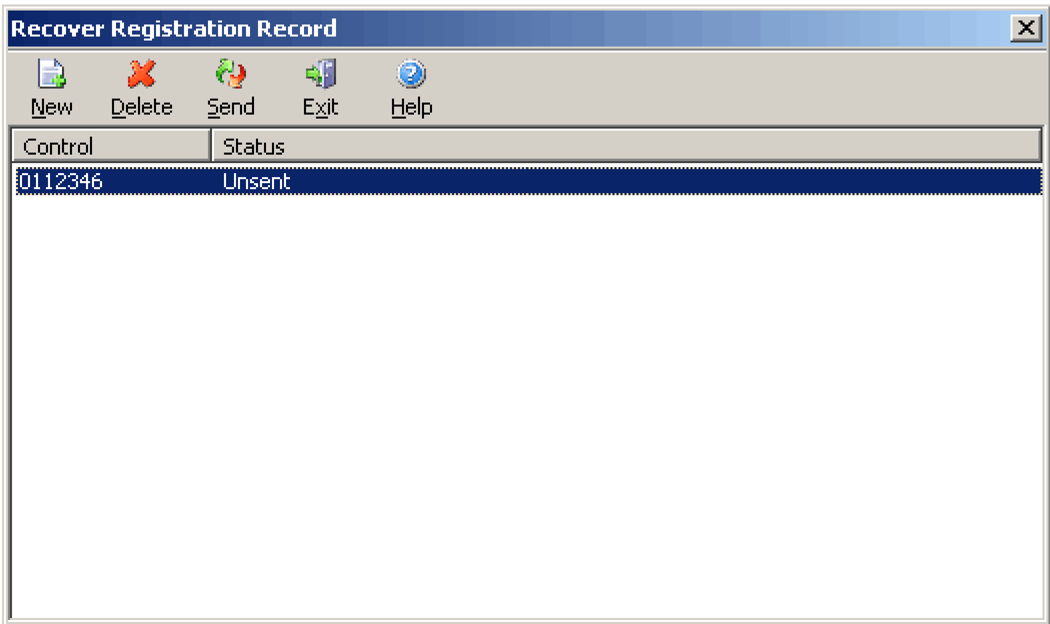
For additional information, see also*:* Correction Mode

Next Topic: Recovering a Transaction

Recovering a Transaction

Click here to watch a tutorial video for this topic.

On occasion, a registration record may be missing from the Registration List, or be missing information, if your workstation's data has been corrupted. This can be fixed by connecting to the CVR host system and "recovering" the transaction.



To recover a transaction:

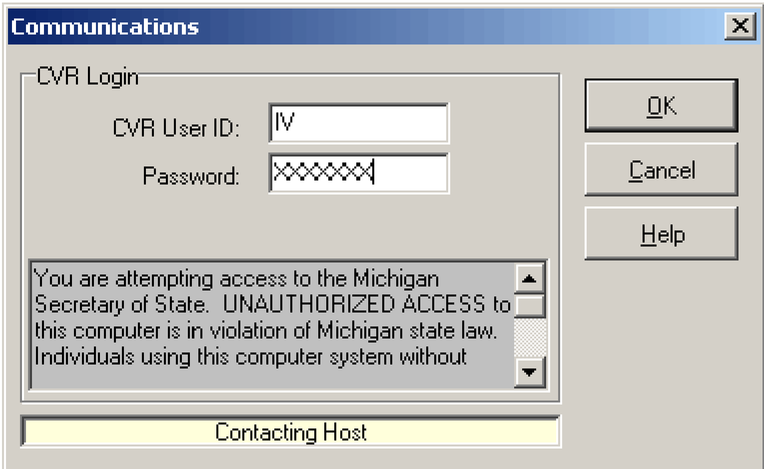
From the top toolbar, click **Tools** > **Recover**.

The Recover Registration Record window will display.

Click the **New**  button, and enter the control number of the transaction to be recovered.

Click the **Send**  button.

You will be prompted for your CVR User ID and Password.



Once the registration has successfully been recovered, click **Exit**  to return to the Registration List.

If the Registration List was open when recovering the transaction, you may need to refresh it in order to view the recovered transaction. Simply exit the Registration List and then reopen it.

B

Bundle Report: The Bundle Report is a listing of all transactions completed on a specified day. It consists of a Complete Report and a Debit Summary, which detail customer and fee information. The Bundle Report is created during PA EVR's overnight processing.

C

CIM: Central Inventory Management - CIM is a companion application to PA EVR. Using CIM, users can order, receive, and manage inventory.

CVR: Computerized Vehicle Registration. CVR partners with PennDOT to provide electronic vehicle registration.

D

DMS: Dealer Management System (ADP, Reynolds & Reynolds, ARG, etc.) PA EVR can be configured to import registration data directly from your company's DMS, if compatible.

E

ESD: Electronic Software Distribution- Your MI EVR workstation has the capability to receive software updates electronically.

EVR: Electronic Vehicle Registration- Pennsylvania EVR software is a link through which users can electronically process title and registration transactions.

F

F&I: Finance and Insurance

Finalize: When a 2nd step of registration transaction is successfully performed (transmitted), the registration is finalized. Finalized registrations display a "Complete" status on the Registration List, and are complete records on the PennDOT system.

O

Overnight Processing: PA EVR automatically performs this system process at the end of a reporting day, prior to the next day's transaction processing. During overnight processing, PA EVR will generate the Bundle Report, and perform data backup and purging processes.

P

Pend: When the 1st step of a 2-step transaction is completed, the title & registration is placed into a Pending status. Pended registrations are not full registration records, and must be retransmitted within 10 days to become permanent registration records.

PennDOT: Pennsylvania Department of Transportation

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