# Centerpointe PA EVR Online User Guide

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Centerpointe Pennsylvania EVR User's Guide



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**

**Getting Started** - Contains system setup information, which must be completed before processing transactions with PA EVR.

**EVR Workspaces and Menus** - Learn about the functions of PA EVR's menus, buttons, toolbars.

Managing Inventory - Learn how to manage your inventory.

Inquiries - Learn about available features to query owner and vehicle information.

**Processing Transactions** - Learn about the data entry screens used to process Title & Registration transactions.

**Reprints, Correction, Backouts, and Recoveries** - Learn about PA EVR's additional features.

Tutorial Videos - View tutorial clips which demonstrate PA EVR's features and functions.

#### Using PA EVR Help

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**

#### **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.

Name:	CVR MOTORS				
CVR #:	71001000	Type: DEALER			
Address:	18 CENTERPO	INTE DR			
ZIP:	19111-	City: PHILADELPH	HIA	State: PA	•
License #;					
Phone:	() -	Fax: ( ) -	Mode	m: ( ) -	
Max Price;	\$99,999.00				
Auto-General	te Control Number:				

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:

User Logon		×
Company	CVR MOTORS	•
User ID;	IV	
	Logon	ancel

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.

User Logon	X
Company	CVR MOTORS
User ID:	CVR. MOTORS CENTERFOINTE ALTO SALES
	Logon <u>C</u> ancel

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

#### Centerpointe PA EVR Online User Guide

Password Entry			×
User ID: Password:	LC		
<u>D</u> K		<u>C</u> ancel	

Enter your User ID and the Daily Password, then click <u>OK</u>. (*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:

<u>Single Station</u> - 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.

<u>Central Title Clerk Wireless Station</u> – 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.*)

<u>Remote Title Clerk Wireless Station</u> - 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:

Options			×
General Print	er Eorms Station ESD		
Reports Prin	ter		
Printer:	Lexmark E232	•	
Paper:	Auto	•	
Certificate P	rinter		
Printer:	Lexmark E232	•	
Paper:	Auto	•	
⊢Adiustme	ents		
Left:	0 호 Top: 0 호 Height: 0 호		
L			

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** window will display:

Communications Configuration		
General Sessions HITP Settings Messages		
Active Session       CVR Host WWW     Security ID:     BCA6D3DB       Image: Security ID:     Enable Automatic Authentication		
Modem	Properties	
Dialing Prefix:   Image: Create Log File   Image: Create Trace File     Speed:   Default   Image: Dial Attempts:   Image: Speed: State Create Trace File		
Time Differentials		
Time Zone:	Eastern Standard Time 💌	
Greenwich Date/Time:	June 15, 2005 14:38	
Local Date/Time:	June 15, 2005 10:38	
Daylight Savings Time Begins:	Saturday April 2, 2005	
Daylight Savings Time Ends:	Saturday October 29, 2005	
<u>D</u> K <u>C</u> ancel	Help	

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.

0	ptions
0	General Printer Forms Station ESD
	Security Code
	CVR System Security Code: BCA6D3DB
	This number must be relayed to CVR Customer Support. If it is not registered with CVR, all transactions sent to the C

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.

📱 Centerpointe Pennsylvania EVR		
<u>File T</u> ools <u>M</u> es	sages <u>W</u> indow <u>H</u> elp	
Process		
Reports		
Communication		
Maintenance		
Single Station	IV CVR MOTORS	1.

# This section explains the following menus:

Process Menu Reports Menu Communication Menu Maintenance Menu

**Options Menu** 

# Process Menu

# Process Menu

🛞 Centerpointe Pennsylvania EVR	The Process Menu contains the following buttons:
<u>File Tools Messages Window Help</u>	Registration - Displays the Registration List, used for title and registration processing.
	Inquiry - Displays the Inquiry List, used for performing a PennDOT inquiry.
Registration	Inventory - Launches the Central Inventory Management (CIM) application, used to view and manage inventory.
<b>(1)</b>	
Inquiry	
Inventory	
Reports	
Communication	
Maintenance	

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

.

# **Registration List**

The Registration List displays all current transaction records.

差 Centerpoint	e Pennsylv	vania EVR - [Title	e & Regi	istration Lis	t]						_ 0	×
🧻 <u>F</u> ile <u>T</u> ools	<u>M</u> essages	<u>W</u> indow <u>H</u> elp									_ 8	×
Process		5	<b>×</b>	<i>i</i>	e	\$		۱ 📢	0			
- No.	New	<u>O</u> pen j	<u>D</u> elete	<u>P</u> relim	Get	Deals	Deal	Type E <u>x</u> it	<u>H</u> elp			
	Status	Control#	Name		₹	Title		Purchase Date	Plate	Transaction Type	Fees	
Degistration	▶ Ready	LPQA1X06	TASHA	JAMESON		61057	740490	06/10/2005	GCY8006	NEW ISSUE	\$2,217.90	
Registration	Ready	LPA99999	SUTLIF	F CHEVROLET	r co	00000	00000	06/11/2005	GCY8011	NEW ISSUE	\$252.00	
	Ready	LPQA1X07	ROD J	EFFERSON		00000	00000	06/10/2005	GCY8007	NEW ISSUE	\$2,251.00	
	Ready	LPQA1X18	NAVELS	5 COMPANY		00000	00000	06/10/2005	GCY8013	NEW ISSUE	\$394.50	

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.

差 Centerpointe	E Centerpointe Pennsylvania EVR - [Inquiry List]										
差 <u>F</u> ile <u>T</u> ools	<u>M</u> essages	<u>W</u> indow	<u>H</u> elp				_ 8	×			
Process		5	× .	- 🤣	4	2					
	New	<u>O</u> pen	<u>D</u> elete	Transm	it E <u>x</u> it	Help					
	Control	# ≟	Туре	\	/alue		Transfer Option				
Registration	GCY920	)1	Plate	(	GCY9201		Owner				
4											

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

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ĩ	0	8122	l
	-	$\neg$	1

Clicking the **Inventory** Light 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**



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.

差 Centerpo	ointe	Pennsylvar	nia EVR - [Re	gist	ration I	Reports]							
🧵 <u>F</u> ile <u>T</u> oo	ols į	<u>M</u> essages <u>W</u>	jindow <u>H</u> elp										- 8 ×
Process							100	6	2	<u> </u>		<b>(</b>	2
Reports		Eull Report	P <u>u</u> ll Ticket	Re	g Card	List Report	⊆urrent	<u>A</u> rchive	Print	Displa <u>y</u>	E	xit <u>H</u>	lelp
		Status	Control#	à.	Name		Title	Purchase Date	Plate	Transaction Type		Fees	<b></b>
		Pending	10000		BUTLER	R AUTO AUCTION	000000000	06/09/2005	GCY8001	NEW ISSUE		\$1,198.50	
Registrati	nn	Ready	111111		NAVEL	CHAPMAN	000000000	06/10/2005	GCY8012	NEW ISSUE		\$219.44	
Kegiseraei	511	Pending	144444		LINDA	A JOHNSON	000000000	06/09/2005	GCY8008	NEW ISSUE		\$1,353.50	
		IPending	FF00009		BONNI	E DAVIS		06/10/2005		TRANSFER			

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.

差 Centerpoint	🗄 Centerpointe Pennsylvania EVR - [Inquiry Reports]									
🤶 <u>F</u> ile <u>T</u> ools	$\underline{M} essages = \underline{W} indow$	<u>H</u> elp		_ & ×						
Process	💫 🍹	<b>4</b> (2)								
<b>N</b>	<u>Print</u> Display	E <u>x</u> it <u>H</u> elp								
	Control #	Туре	Value 🐺	Transfer Option 🛛 🔺						
Registration	1AAAAA	Plate	YAB998	Both						
	655555	Plate	YAB0972							
	YAB0972	Plate	YAB0972							

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 wor 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:

Peport Date:       04/18/2005 C       04/15/2005 C       Print       Copies:	
<u>D</u> isplay	
Exit	
<u>H</u> elp	

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.

差 Print Preview						
	> >   🍯 🎒 🖡	🖁 🖆 🚺 Close				
RUN DATE 06/05/2005 RUN TIME 10:06 RM PROCESS DATE 6/4/2 COMPANY NAME TO Y DEALER ID 833	005 YOTA AUTO SALES-RALPO.AO 196	COMPLETE RE	PORT		PAGE 1	-
		COMPLETED TRAN	SACTIONS			
WID SEQLENCE CNTL NO	OWNER NAME Customer No	VIN STOCK NO	PLATE TRANS TYPE	ISSUE DATE DECAL	PURCHA SE DATE TITLE NO TOTA LIFEES	
051553428000031001 STEV/BN13	NAVELS COMPANY	1FAFP45X53F395223 STK90900	GBF9774 NEW/ISSUE	6,44/2005 06051200	6/3/2005 61057406402 N \$63.50	
051553428000044001 STEV/BN14	JEFFERIES CUST5667	3FAFP13 PK2 RI 18764 STK99900	GBF9775 NEWISSUE	6,4/2005 06051201	6/4/2005 61057550701J \$60.00	
051553428000085001 INQ00000	HOFBRAUHAUS PUB & REST. CUSTR555	AURANT 2FAFP71W1WX189596 STK0B88	GBR9776 NEW ISSUE	6,44/2005 06051202	6/4/2005 40007967802 H \$65 D0	
TOTAL TRANSACTIONS	3: 3			GRAND TOTAL:	\$188.50	

Complete Report Sample

	PENNSYLVANIA ELECTRONIC VEHICLE REGISTRATION SYSTEM DEBIT SUMMARY REPORT										
COMPANY: ABC MOT DEALER ID: 851449 RUN DATE: 06/29/2 RUN TIME: 06:45 AJ	ORS INC (912) 005 M	21122)				PAGE 1					
Ctrl No WID Seq	Purch Dte Proc Dte Debit Dte	Owner Name Cust No	Tran Type Stk No	Old Plt New Plt	PennD0T Fee	Sales Tax	Total Fees				
0143868 051793428000016001	06/25/2005 06/28/2005 07/06/2005	RESSLER, J	TRANSFER 22550A	FCD9891 FCD9891	28.50	473.70	502.20				
0143864 051793428000029001	06/25/2005 06/28/2005 07/06/2005	TIPPETT, J	TRANSFER 22567	ESW8473 ESW8473	33.50	956.82	990.32				
0143857 051793428000031001	06/25/2005 06/28/2005 07/06/2005	NIELI, STE	NEW ISSUE 22720	GCC5817	63.50	1,603.14	1,666.64				
0143873 051793428000044001	06/25/2005 06/28/2005 07/06/2005	STAUFFER,	TRANSFER M4822	CINSES CINSES	33.50	1,147.50	1,181.00				
				07/06/	2005 DEBIT S	UB-TOTAL	6,628.54				
ONTROL NO 51793728000098001	06/28/2005 06/30/2005		PAID INQU		5.00	0.00	5.00				
0NTROL NO 51793428000108001	06/28/2005 06/30/2005		PAID INQU		5.00	0.00	5.00				
				06/30/	2005 DEBIT S	UB-TOTAL	10.00				
					GRAND TOT	AL	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.

Print
Display
Fvit

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: DEALER ID: RUN DATE: RUN TIME:	PA MOTORS 834548 10/07/2005 7:24 AM	6 (PA000098)					PAGE 1
WID		FEE	PURCH DT	DEBIT DT	PROC DT	STOCK NO	CUST NO
0527834280	000148001	\$758.50	10/05/2005	10/18/2005	10/05/2005		
0527834280	000150001	\$1,831.00	10/05/2005	10/18/2005	10/05/2005	500920	S5214896
0527834280	000163001	\$3,210.00	10/05/2005	10/18/2005	10/05/2005	A004601	
DEBIT AMT/	DATE	\$5,799.50		10/18/2005			
GRAND TOT	TAL	\$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.

1 0 /	, 1 ,
Debit Summary Report	×
Begin Date:	Print
12/ 5/2005	
	Display
End Date:	
12/12/2005	E <u>x</u> it
1	
Copies: 1	

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 MOT DEALER ID: 851449 RUN DATE: 06/29/20 RUN TIME: 06:45 AJ	ORS INC (912) 005 M	21122)				PAGE 1				
Ctrl No WID Seq	Purch Dte Proc Dte Debit Dte	Owner Name Cust No	Tran Type Stk No	Old Plt New Plt	PennD0T Fee	Sales Tax	Total Fees			
0143868 051793428000016001	06/25/2005 06/28/2005 07/06/2005	RESSLER, J	TRANSFER 22550A	FCD9891 FCD9891	28.50	473.70	502.20			
0143864 051793428000029001	06/25/2005 06/28/2005 07/06/2005	TIPPETT, J	TRANSFER 22567	ESW8473 ESW8473	33.50	956.82	990.32			
0143857 051793428000031001	06/25/2005 06/28/2005 07/06/2005	NIELI, STE	NEW ISSUE 22720	GCC5817	63.50	1,603.14	1,666.64			
0143873 051793428000044001	06/25/2005 06/28/2005 07/06/2005	STAUFFER,	TRANSFER M4822	CINSES CINSES	33.50	1,147.50	1,181.00			
				07/06/	2005 DEBIT S	UB-TOTAL	6,628.54			
ONTROL NO 51793728000098001	06/28/2005 06/30/2005		PAID INQU		5.00	0.00	5.00			
ONTROL NO 51793428000108001	06/28/2005 06/30/2005		PAID INQU		5.00	0.00	5.00			
				06/30/	2005 DEBIT S	UB-TOTAL	10.00			
					GRAND TOT	AL	6,638.54			

Debit Summary Report Sample

Next Topic: The Communication Menu

# **Communication Menu**

**Communication Menu** 

差 Centerpointe Pennsylvania EVR	The Communication Menu contains the following
Eile Tools Messages Window Help   Process Reports   Communication	<b>buttons:</b> Communication Setup Password Update
Setup Tessword Update	
Maintenance	

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.

Communications Configuration					
General Sessions HITP Settings Messages					
Active Session					
CVR Host WWW Security ID: BCA6D3DB					
Enable Automatic Authentication					
Modem					
Properties					
Dialing Prefix:   ✓ Create Log File   ✓ Create Trace File     Speed:   Default   ✓ Dial Attempts:   3 ↔   Retry Time : 30 ↔     Time Differentials   ✓   ✓   ✓					
Time Zone: Eastern Standard Time					
Greenwich Date/Time: June 15, 2005 14:38					
Local Date/Time: June 15, 2005 10:38					
Daylight Savings Time Begins: Saturday April 2, 2005					
Daylight Savings Time Ends: Saturday October 29, 2005					
<u>O</u> K <u>Cancel H</u> elp					

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.

Communications Configuration			
General Sessions HITP Settings Messages			
Name: CVR Host WWW			
Session Configuration HTTP Address			
Transaction Address: submit.iaccesscvr.com			
Upgrade Address: update.iaccesscvr.com			
Web Services Address: webservices.iaccesscvr.com			
Host Report Address: partners.iaccesscvr.com			
Host Environment: © Production © Test			
Use Proxy Server Find Proxy Test Settings			
🗖 Use Socks Server 🛛 Socks Version: 🔽			
Proxy Server proxy.cvrreg.com Proxy User ID msmith			
Proxy Port 80 Proxy Password *******			
🔲 Use Dialup Networking			
Dialup Network: New Config			
Network UserID: Password:			
<u>D</u> K <u>Cancel H</u> elp			

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.

C	ommunications		×
	Update Password		
	CVR User ID:	IV	<u>0</u> K
	Old Password:	XXXXXX	<u>C</u> ancel
	New Password:		Help
The new password entered cannot be any form of the User ID, cannot match any password from the prior 2 years, and must be at least 6 alphanumeric characters.			
	Con	tacting Host	

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.

Communications	x
Update Password	
Confirm Password New Password: XXXXXX Please re-enter the new password.	<u>Q</u> K <u>C</u> ancel <u>H</u> elp
Contacting Host	

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

Next Topic: The Maintenance Menu

# Maintenance Menu

#### Maintenance Menu

Centerpointe Pennsylvania EVR	The Maintenance Menu contains the following buttons:
Process	Company Maintenance
Reports	Lien Maintenance
Communication	Insurance Maintenance
Maintenance	Owner Maintenance
🥪	Default Maintenance
Company	
S	
Lien	
28 I I I I I I I I I I I I I I I I I I I	
Insurance	
2	
Owner	
Defaults	

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.

差 Centerpoint	e Pennsylvania EVR	- [Company Ma	intenance]			
🧵 <u>F</u> ile <u>T</u> ools	<u>M</u> essages <u>W</u> indow	<u>H</u> elp				<u>_ 8 ×</u>
Process		Q 🔀	- 🕼 📀			
Reports	New Save 9	Cancel <u>D</u> elete	E <u>x</u> it <u>H</u> elp			
Communication	CVR Code Lice	nse# Name	₹ City	State Zi	P	
Maintenance	71001234 123	45 CVR MOT	ORS PHILAD	ELPHIA PA 1	9111	
<b>a</b>						-
Compan <del>y</del>	<u>▶</u> 🖣					
S	Company Informa	ation				
	Name:	CVR MOTORS				
Lien	CVR #:	71001234	Type: DEALER	•	-	
	Address:	18 CENTERPOINT	IE DR			
Insurance	ZIP:	19111-	City: PHILADE	IPHIA	State: PA 💌	
<b>O</b>	License #:	12345				
	Phone:	() -	Fax: ( ) -	Modem:	() -	
Owner	Max Price:	\$99,999.00			,	
Defaults	Auto-Ge	enerate Control Nu	mber: 🗖			
Title Clerk		IV	CVR MOTORS	5		1.

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** Lessbutton from the toolbar.

Enter in the company details into the bottom Company Information box

Click the **Save D**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.

E Centerpoint	e Pennsylvania EV	R - [Lien Maintena	ance]					_ 🗆	×
🗻 <u>F</u> ile <u>T</u> ools	<u>M</u> essages <u>W</u> indow	<u>H</u> elp						_ 8	×
Process		č) 💥	41 📀						
Reports	New Save	<u>Cancel</u> <u>D</u> elete	E <u>x</u> it <u>H</u> elp						
Communication									
Maintenance	Name	Search Criteria:	1		Click col	umn name to	chang	e search and	1 sort
	Lien Code	Name		▼ Address		City	State	Zip	
<b>1</b>	54063664001	ATLANTIC FINANC	IAL FEDERAL CRE	EDIT L P O BOX 9489		NORFOLK	VA	23505	
Company	75225299601	AUTO ONE ACCEPT	TANCE CORPORA	TION P. O. BOX 3449		COPPELL	TΧ	75019	
-	95322468101	BANC OF AMERICA	A AUTO FINANCE	COR 9000 SOUTHSIDE	E BLVD	JACKSONVIL	FL	32256	
5	56179672401	BANC OF AMERICA	SPECIALITY FIN	ANCE 9000 SOUTHSIDE	E BLVD	JACKSONVIL	FL	32256	
ALC: N	25407417001	BANK FUND STAFF	FEDERAL C U	P O BOX 255388		SACRAMENT	CA	95865	
Lien	94168766501	BANK OF AMERICA	NA .	9000 SOUTHSIDE	E BLVD	JACKSONVIL	FL	32256	
00	03131356202	BANK OF HANOVER	ર	1097 COMMERCI	AL AVE	E PETERSBUR	PA	17520	
- <b></b>	🗸 д								
Insurance									
	Lienholder Infor	mation							
i 🍝	Lien Code: 03	131356202							
Owner	Name: B4	NK OF HANOVER							
	Address: 10	97 COMMERCIAL A	VF			_			
						_			
Defaults	ZIP: 17	520- Ci	ty: E PETERSBUR	G State	: PA	<b>•</b>			
Title Clerk			IV	CVR MOTORS					

## 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 Constant** 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.

差 Centerpointe	Pennsylvania EVR - [Insurance Maintenance]	
🗻 <u>F</u> ile <u>T</u> ools	<u>M</u> essages <u>W</u> indow <u>H</u> elp	_ <u>-</u> - <u>-</u> ×
Process	🗈 🖩 🖉 🗶 🕼 🗐	
Reports	New Save Cancel Delete Exit Help	
Communication		
Maintenance	Name Search Criteria:	Click column name to change search and sort
	Name ₹	Code
	PECO ENERGY CORPORATION	50016
Company	PEERLESS INSURANCE COMPANY	24198
	PEKIN INSURANCE CO	P0092
5	PENN MUTUAL INSURANCE COMPANY	14966
No.	PENN-AMERICA INSURANCE COMPANY	32859
Lien	PENNLAND INSURANCE COMPANY	40983
00	PENNSYLVANIA GENERAL INSURANCE COMP	21962
- <b>4</b> 5	PENNSYLVANIA LUMBERMENS MUTUAL INSU	14974
Insurance	PENNSYLVANIA MANUFACTURERS INDEMNIT	41424
~	PENNSYLVANIA MANUFACTURERS' ASSOCIA	12262
	▼ 4	_
Owner	Insurance Information	
	Code: 12262	
Defaulte	Name: PENNSYLVANIA MANUFACTURERS'	ASSOCIA
Deraults		
This cleak		
The Clerk		

### 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 D**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 IDD** 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.

差 Centerpoint	e Pennsylvania EVR - [Owner Maintenance]	
🧾 <u>F</u> ile <u>T</u> ools	Messages Window Help	_ 8 ×
Process	🖹 🖩 🤣 💥 🍕 🎯	
Reports	<u>N</u> ew <u>Save</u> <u>Cancel Delete Exit</u> <u>H</u> elp	
Communication	Lact Name Search	
Maintenance		Click column name to change search and sort
	Last Name 🗧 First Name Middle Name Address 1	City State ZIP
- VIII - VIIII - VIIIII - VIIII - VIIIII - VIIIII - VIIIII - VIIII - VIIIII - VIIIII - VIIIII - VIIIIIIII	CARMAX INC 1800 WALNUT ST	BLOOMING PA 18911
Compan <del>y</del>		
S		
Lien		
28		-
Insurance	✓ 4	
~	Owner Information	
L 👗 🗌	Owner Type: COMPANY	
Owner	Company: CARMAX INC	
	Address: 1800 WALNUT ST	
	ZTP: 18911- City: BLOOMING GLEN SI	tate: Pů 💌
Defaults		
Title Clerk	IV CVR MC	)TORS //.

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 IDD** 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 IDD** 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.

🚴 Centerpoint	e Pennsylvania EVR - [Default Maintenance]	
👱 <u>F</u> ile <u>T</u> ools	Messages <u>W</u> indow <u>H</u> elp	_ 8 ×
Process	🗈 🖩 🦄 🕌 🌒	
Reports	New Save Cancel Delete Exit Help	
Communication	Default Name	<b>_</b>
Maintenance	STANDARD DEFAULT	
<b>a</b>		-
Company	<b>⊻</b> <sup>4</sup>	
5	Default Name: STANDARD DEFAULT	
Lien	- mbd.	
23	Venicie Status: VIN: Make: Model Year:	
Insurance	Odometer Odometer Body: Stock No.:	
<u> </u>	Fuel Type:     No. of     Unladen Weight:     Original Truck       Axles:     Weight:     Weight:	
Uwner	GVW: GCW: GVWR: GCWR: GCWR:	
	Seats: Condition:	
Defaults	Title	
	Previous Title  Previous Title  Dealer Owned:	
	Insurance	
	Company: Policy: Policy:	
	Code: Policy Effective Date: Policy Expiration Date:	
	Yehicle Solution Solution Plate	
Title Clerk	IV CVR MOTORS	

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 ID** 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 D**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.

Ele Tools Messages Win	<b>To access the Options menu:</b> From the top PA EVR menu bar, click <b>Tools</b> and
Rei Restore Rebuild All View Logs	select <b>Options</b> .

Options       General     Printer     Eorms     Station     ESD
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.

eral Printer Forms Station ESD		
ecurity Code		
CVR System Security Code: BCA6D3DB	Security For Ghosted Syste	m
This number must be relayed to CVR Custome	er Support.	
If it is not registered with CVR, all transaction	ns sent to the CVR Host will be rejected.	
Import/Export		
F&I Deal Import Extension: ADP	Directory: C:\CvrImport\	Browse
File Import/Export Extension	Directory	Browse
Daily Branching		
Daily Processing		
Daily Processing Date: 06/14/2005	Select the number of days records will be retained in the Data Base before being de	leted.
Daily Processing Date: 06/14/2005 Daily Processing Time: 1:13 AM	Select the number of days records will be retained in the Data Base before being de Backups: 60 💌	leted.
Daily Processing Date: 06/14/2005 Daily Processing Time: 1:13 AM	Select the number of days records will be retained in the Data Base before being de Backups: 60 Completed: 30	leted.
Daily Processing Date: 06/14/2005 Daily Processing Time: 1:13 AM	Select the number of days records will be retained in the Data Base before being de Backups: 60 Completed: 30 Inquiry: 0	leted.
Daily Processing Date: 06/14/2005 Daily Processing Time: 1:13 AM	Select the number of days records will be retained in the Data Base before being de Backups: 60 Completed: 30 Inquiry: 0 Inventory: 5	leted.

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.

Options		×
General Printe	er Eorms Station ESD	
Reports Print	ter	
Printer:	Lexmark E232	
Paper:	Auto	
Certificate Pr	rinter	
Printer:	Lexmark E232	
Paper:	Auto	
Adjustmer	ents	
Left:	0 🚖 Top: 0 🚖 Height: 0 🚖	

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.

Options	
General Printer Eorms Station ESD	
Forms Configuration	
Print Pull Ticket 🔽 Copies: 1 🚖	
Bundle Reports 🔽 Copies: 1 🚖	

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 standalone station, or part of a multiple station setup.

Options			×
General     Printer     Eorms     Station     ESD       Password     Click to change Station	Options		
Station Type Selection	Define Stations	Code Terminal Id B BCA6D3DB	<u>A</u> dd Delete

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/Pas	55001		will C	iispi
Password Entry				×
User ID:	LC			
Password:				
<u>0</u> K		<u>C</u> ance	el	

The User ID/Password window will display

Enter your User ID and the Daily Password, then click <u>O</u>K. (*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:

<u>Single Station</u> - 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.

<u>Central Title Clerk Wireless Station</u> – 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.*)

<u>Remote Title Clerk Wireless Station</u> - 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.

Op	tions	<
G	eneral Printer Forms Station ESD	
	Electronic Software Distribution	
	C Perform the electronic software updates Immediately when available	
	Perform the electronic software updates after Overnight processing	
	C Perform the electronic software updates when MIEVR is Shutdown	

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.

CVR122

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

At the CIM Purchase Orders menu, click Order.

2	Central Inventory Management -				
ſ	Purchase Order	s	Inventory		
L					
	Manage 😭				
	View <u>Order</u> Receive				

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

Add Item	Edit Item	Delete Item	Save Pending
----------	-----------	-------------	--------------

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

Add Item to PO for					
Current Inventory	nformation				
Inventory Type	Inventory Type Passenger				
On Hand <b>2</b>	2006 June Sticker 🗾				
On Order	2006 August Sticker				
Enter Order Quantity					

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.

Create This PO

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.

1	🖉 Central Inventory Management -					
F	Purchase Orders Inventory					
L						
	Manage 🔝					
	View <u>Order</u> Receive					

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

🖉 Central Invento	ry Management - Pe	nnsylvania					
			Company:	TOYOTA AUT	O SALES-PAL	PQA01	U
Purchase Orders Inventory Reports							
Manage 🔶	Receive	PO					
View Order Receive	CMF PALPQA01 Name TOYOTA AU	JTO SALES-F	PO No PALPI Order	umber PA01 Date 04/30	136 1/2005		Ch
	Туре	Ordered	Revised	Received	Date	Qty	Beg
	Weight Class 2 Stic	100	100	0	06/07/200	100	990

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

Qty	Begin	End	Date
100	99000500	99000599	06/07/2005

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.

Update PO

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.

Receive Only PO

The Receive Add Item window displays.

Receive Add Item		
Inventory Type:	Passenger 🔹	<u>0</u> K
Beginning Serial No:	Passenger	Cancel
Ending Serial No:	Trailer	
Inventory Qty:	Motorcycle	

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.

Receive Add Item			
Inventory Type:	Passenger	-	<u>OK</u>
Beginning Serial No:	BBC5600		Cancel
Ending Serial No:	BBC5699		
Inventory Qty:	100		

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.

Submit

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.

Central Inventory Management - Pennsylvania					
Purchase Orders	Inventory	Reports			

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.

No	Serial	Date Received	Location 🔺
1	06071222		TC
2	06071223		TC
3	06071224		TC
4	06071225		TC
-			
		<u>A</u> ssign	<u>M</u> odify Status

With the items highlighted, click Modify Status.

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

Change Inventory Status					
Status	Damaged		•		
	ОК	Cancel			

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.

🖉 Central Inventory Management - Pennsylvania							
			Comp	any: TOYOTA AU	то		
Purchase Orders	Inventory	Reports					
Reports 🚖	Deale	r Inven	tory Re	eporting			
Detail Report	Type of Re	port	Dealers				
Summary	C Summar	у	Dealer Numbe	er Name			
Report	C D L		858353	TOYOTA AU	TO		
Rot	• Detail						
Inventoru							

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.)

Status	Series	
Status	Series Description	Dealers
Available	Passenger	C AI
Damaged	Truck	
Duplicate Plate	Trailer	Selected
Issued Final	Motorcycle	
Manually Issued	2005 May Sticker	- Series
Issued Pending	2005 June Sticker	CAL
Missing	2005 July Sticker	- M
Dbsolete	2005 August Sticker 2005 September Sticker	Selected
Returned	2005 October Sticker	
□ Shipped	2005 November Sticker	
Verified	2005 December Sticker	Print Preview
	2006 Lanuaru Sticker	

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 REP	ORT
			PA INVENTORY SUMM	IARY REPORT		
NAME: DLR CODE: CMF:	PA MOTOR 851471 PA000098	3			PAGE 1	
RUN DATE: RUN TIME:	05/13/20 09:57 Å	005 1 EDT				
SERIES		USED	MISS/DMG/RET	ON HAND	TOTAL	
PASSENGER	PLATE	27		173	200	
TRUCK PLAT	Έ	12	25	19	56	
MOTOR HOME	PLATE	2		1	3	
02/2006 ST	ICKER			100	100	
03/2006 ST	ICKER	28		172	200	
04/2006 ST	ICKER	17		83	100	
05/2006 ST	ICKER			100	100	
06/2006 ST	ICKER	1		99	100	
07/2006 ST	ICKER			100	100	
08/2006 ST	ICKER			100	100	
09/2006 ST	ICKER	1		99	100	
10/2006 ST	ICKER			100	100	

Inventory Summary Report Sample

## Centerpointe PA EVR Online User Guide

Page 1						DETAIL	REPORT
Run Date: 05/13/2 Run Time: 09:56 A CMF: PA00009 DLR CODE: 851471	005 M EDT 8	PA INVE	NTORY DETAIL PA MOTORS	. REPORT	PAGE	ı	
SERIES	DATE ROVD	BEGINNING	ENDING	STATUS		QTY	
PASSENGER PLATE	04/15/2005	GBM5900 GBM5901 GBM5907 GBM5908 GBM5923 GBM5924	GBM5 900 GBM5 906 GBM5 907 GBM5 922 GBM5 923 GBM5 926	Issued Pending Issued Final Issued Pending Issued Final Issued Pending Issued Final		1 6 1 15 1 3	
	05/12/2005	GBM5927 FXN3700	GBM 5 9 9 9 FXN 3 7 9 9	Àvailable Serial Àvailable Serial TOTAL		73 100 200	
TRUCK PLATE	04/15/2005	YPK1900 YPK1911 YPK1912 YPK1913	YPK1910 YPK1911 YPK1912 YPK1935	Issued Final Missing Damaged Missing		11 1 1 23	
	05/ 12/ 2005	YRG3581	YRG3 599	Available Serial TOTAL		19 56	
MOTOR HOME PLATE	04/15/2005 04/20/2005	HG80023 HG80025	HG80024 HG80025	Issued Final Available Serial TOTAL		2 1 3	
02/2005 STICKER	04/25/2005	05029001	05029100	Available Serial TOTAL		100 100	
03/2005 STICKER	04/16/2005	05030100 05030101 05030107	05030100 05030105 05030107	Issued Pending Issued Final Issued Pending		1 5 1	
	04/20/2005	05030108 05030120 05030121 05030128	05030119 05030120 05030127 05030198	Issued Final Issued Pending Issued Final Available Serial		12 1 7 71	
	04/25/2005	05030199	05030199 05039100	Available Available Serial TOTAL		1 100 200	

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.

差 Centerpointe Pennsylvania EVR - [Inquiry List]									
🧵 <u>F</u> ile <u>T</u> ools	<u>M</u> essages	<u>W</u> indow	<u>H</u> elp					_	Ð×
Process		5	× .	- 성		4	2		
	New	Open	<u>D</u> elete	<u>T</u> ransr	mit	E⊻it	Help		
	Control	# 🛓	Туре		Value	•		Transfer Option	
Registration	► GCY920	1	Plate		GCY9	9201		Owner	
i)									

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.

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

Ir	nguiry Control Number	×
	Enter new Control #:	
	<u>OK</u>	

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.

📄 🚱 🤌 渊 🥥 New Transmit Remove Delete Exit Help	
Control No. GCY9201 O ready to transmit	
□ Inquiry Type	
Plate: Owner Name:	
Owner City:	
Owner Type:	
VIN: Transfer to Registration:	~
Title: First 2 characters Registration Control Number:	
Requestor Information	
Print Inquiry	
Name: Inquiry Reason:	•
Street:	
Zip: - City:	
State:	

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 2characters 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 Webutton 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.

VIN:

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

VIN: 1GCCS136558115277

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

Middle:	

### 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:

Status: NE	W 💌 V	IN: 1GCC513655811	5277 Make:	CHEV	Model Year:	2005
Odometer AC Status: AC	TUAL MILEAGE	Odometer Reading:	Body:	ТК 💌	Stock No.:	
Fuel Type: GA	SOLINE	No. of Axles:	Unladen Weight:		Driginal Truck   Weight:	

### **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** Solution on the Registration List toolbar.

The Registration Import window will display transactions available to import.

Registratio	on Import		×
- 🤣 💡	¥ 📲	Q	
Import De	elete E <u>x</u> it	<u>H</u> elp	
Control	Stock Number	Purchase Date First Name MI Last Name VIN	
0122193	M190	02/14/2005 1FMCU93115DA22093	3
0122171	M442	02/10/2005 1FMDU73K65ZA44823	3

Highlight the records to be imported, then click **Import** Market Market

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.

New Transaction		? ×
Control Number 0115602	Owner Preload Plate: DAB6542	
<ul> <li>Deal Type</li> <li>Title and Registration</li> <li>Title Only</li> <li>Standard Renewal</li> </ul>	Vehicle Preload Title Number:	
C 1 Step	Inquiry Results O Display O Print O Skip	
C 2 Step	<sup>2</sup> Prelo	ad

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.

<u>⊫</u> } <u>N</u> ew	∛ <b>∂</b> Prelim	∑ ⊆orrection	🟠 Complete	& Re <u>m</u> ove	X Delete	<b>≼</b> ∬ E <u>×</u> it	2) Help	
Control No. 0	)110562 ready to t	<b>▼</b> √ transmit	IPending				e Address Override 🥅 VIN	I Override
Vehicle St Odor	atus: NE		VIN: 4T1B	E30K85U575 meter	326	Make: TOYT Body: SDN	Model Year: Stock No.:	2005
Fuel T	GVW: GA		GCW:	o, of xles:	Unladen	Weight:	Original Truck Weight: GCWR:	
<b>Title</b> Previous Dealer Ov	Title:	<b>V</b>	, Previou:	s Title State:	Ţ			
Company N	e Name: NA Code: 119	TIONAL CASUA	ALTY COMPAP	IY Date: 05/12	/2004 💌	Policy: 000000 Policy Expiratio	0 n Date: 09/30/2005 💌	
	ie 🍾	Owner	<u>S</u> ales	bien_	Pla Pla	te		

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.)

 <u>N</u> ew	<i>€</i> } <u>P</u> relim	∑ <u>⊂</u> orrection	🟠 Complete	& Re <u>m</u> ove	X Delete	<ul> <li>Exit</li> </ul>	 <u>H</u> elp			
Control N	o, 0110562 1 ready to	▼√ transmit	IPending			Overri	de Address Ov	erride 🔽	VIN Override	
Custor No.	rs ner Number: of Owners:		- - -							
	Last Name:	GRIFFIN	_	•	First Name: PE	TER		Middle:		
Co-C	wner Type: Last Name:	 			First Name:			Middle:		
Address Street: 2345 SPOONER ST Zip: 19111- City: PHILADELPHIA State: PA										
Owner: 1										
*	ehicle 🕹		<u>S</u> ales	bien Lien	Plate					

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.

<mark>⊡</mark> New	🤣 <u>P</u> relim	∑ ⊆orrection	🟠 Complete	& Re <u>m</u> ove	X Delete		 Help		
Control No.	LPQA1X08 ) ready to	<b>T</b> transmit	Incomplete			Overr	ide Address Override	VIN Override	
Lessee No. of I	Lesses: 1 e Type: 1		- - -						
Last	Name: S	- MITH	_	First N	ame: JOHN		Middle:		
Co-Lessee Last Infor	e Type: Name: Mailing mation:		2	First N	ame:		Middle:		
Address Street: 23 FLOWER ST Zip: 19111- City: PHILADELPHIA State: PA Relation to Applicant:									
🥌 Vehi	cle 🕹			Sales	s 🍋 Liei		late		

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.

 <u>N</u> ew	🤣 <u>P</u> relim	∑ <u>⊂</u> orrection	🟠 Complete	& Re <u>m</u> ove	X Delete	≼∬ E <u>×</u> it	⊘) <u>H</u> elp		
Control N	lo. 0110562 1 ready to 1	<b>▼</b> √	' IPending			Over	ride Address O	verride 🥅 VIN O	verride
Sales Purcha S Tax Ex	ase Date: 06/: Sales Tax Credits: xemption Reason:	12/2005 💌	Purchase Price: Allowance:	\$20,450	0.00 F	Trade In Amount: cee Exempt Code: Exemption Number:		Taxable Sales Price:	\$20,450.00
C	vIN:	<b>v</b>		Model Year:	Ve	hicle Body: 🗌		Make:	<u>_</u>
Fees Sales/L	Use Tax:		Motor V	'ehicle: Total:					
<b>*</b>	ehicle	Owner	Sales	So Lien	Plat	e			

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.

6 Pre	lim <u>C</u> orrection	Complete Rem	) jove <u>D</u> ela	ste E <u>x</u> it	 Help	
Control No. 0110 1 read	562 💽 🗸	IPending			verride Address Override	VIN Override
No. of Lienholders:		- Lien Verified				
Lienholder 1						
FIN#:	11269012301	•				
Name:		E FINANCE CORP			•	
Street:	P O BOX 5210					
Zin:	11042-		RK	State: NY	<b>T</b>	
				200001		
Liennoider 2						
FIN#:	J					
Name:					<b>V</b>	
Street:						
Zip:	- (	iity:	7	State:	Y	
	Source States	Sales 🇞	Lie <u>n</u>	Plate		

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.

 <u>N</u> ew	∛⊉ <u>P</u> relim	∑ <u>⊂</u> orrection	🟠 Complete	& Re <u>m</u> ove	X Delete	≪∬ E <u>x</u> it	 <u>H</u> elp	
Control No	), 0110562 1 ready to tr	<b>▼</b> √ ansmit	IPending			0	verride Address Override	VIN Override
Plate								
Tran	nsaction Type:	NEW ISSUE			-			
	Plate Type:	PASSENGER	t.		•			
	Plate Color:	NEW COLO	R TAG 💌					
Previ	ous Expiration Date:		<b>v</b>					
E>	piration Date		•					
1	Fransfer Plate Number:		Issue	e Plate Numbe	er:			
s	ticker Number	:		Weight Sticke	r:			
Re	eissue Reason Code:				•			
Duplicat	e Registration: Card:							
	ehicle 🏷	Owner	<u>S</u> ales					

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.

€ New Pre	y ∑ elim <u>C</u> orrection	🟠 Complete	& Re <u>m</u> ove	X Delete	≼∬ E <u>x</u> it	⊘) Help
Control No. GCV8 0 read	000 💌	RIncomplete			V	verride
Renewal Info	rmation					
VIN	3090		Plate Type:	PASSENGER		×
Expiration Date:	<b>_</b>	[	Plate Number:	GCY8000		Duplicate Registration Card:
Sticker Number		v	Veight Sticker:			
ODTF	-					
Residential /	Company Addre	ss				
Street	:					
Zip	-	City:		•	State	e:
Insurance						
Company Name	AMERICAN FAMI	LY MUTUAL IN:	s co	•	Policy:	
Code	P0005 💌	Policy Effectiv	ve Date:	•	Policy E	Expiration Date:
Renewal						

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.

Communication Status Window	
Last Event: Request submitted waiting for response	
Last Event. Trequest submitted, waiting for response.	
Request submitted, waiting for response.	

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.

Eommit/Abandon	
Control: N052010 Expiration 04/30/2006 Type of NE Date: 04/30/2006 Registration: NE	EW ISSUE
Inventory:	
Plate No: YRG3685 T Sticker No: 06040142 Sticker No: Official Sticker No	980218 💌
Fees:	
Sales/Use \$3,255.00 Tax:	
Other: \$0.00	
Motor \$220.50 Total: \$3,475.50	
Accept Cancel Help	

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** Mutton.

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 Mission** 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 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** List.

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🧻 <u>F</u> ile <u>T</u> ools	<u>M</u> essages <u>W</u> ir	ndow <u>H</u> elp										
Process						1	<u>"</u>			2	<u> </u>	
Reports	Eull Report	P <u>u</u> ll Ticket	Re	<u>q</u> Card	List Report	⊆urr	ent	<u>A</u> rchive		Print	Display	
	Status	Control#	à.	Name			Title		Purcha	se Date	Plate	Tr
	Pending	10000		BUTLE	R AUTO AUCTIO	N	00000	00000	06/09/	2005	GCY8001	NE
Registration	Ready	111111		NAVEL	CHAPMAN		00000	00000	06/10/	2005	GCY8012	NE
	Pending	144444		LINDA	A JOHNSON		00000	00000	06/09/	2005	GCY8008	NE

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** with the form immediately, or click **Display** to preview your reprint.

If Display is selected, Print Preview window will display.

- <u>1</u>	1 page														
Pag		H 4		H	<u>Z</u> oom [70	÷			<u>C</u> opies	1 -	5	9	2		EXII
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	Odom Qual Branda	. ACCURE ME	E AGEIO		Purchase Pice.	\$19,000.00		Seal Cap	<b>)</b> .		Chanas	Mh.			

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** by 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.

Communications	×
CVR Login CVR User ID: IV Password: XXXXX	<u>Q</u> K <u>C</u> ancel
You are attempting access to the Michigan Secretary of State. UNAUTHORIZED ACCESS to this computer is in violation of Michigan state law. Individuals using this computer system without	<u>H</u> elp
Contacting Host	

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** Where the registration to be backed out.

From the Registration Data Entry view, click the **Delete** *m* 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**.

Registration Backout	×
A reason code is required for backout registrations that Press OK to backout this registration. Inventory Disposition Set inventory to Available Keep inventory with this Registration Damaged Manual	are pending. <u>O</u> K <u>C</u> ancel
Reason Code C Buyer unable to obtain financing Buyer returned vehicle C Registration requires manual processing	

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

# Centerpointe PA EVR Online User Guide

C	ommunications	×
	CVR Login CVR User ID: V Password: V	<u>D</u> K <u>C</u> ancel
	You are attempting access to the Michigan Secretary of State. UNAUTHORIZED ACCESS to this computer is in violation of Michigan state law. Individuals using this computer system without	<u>H</u> elp
	Contacting Host	

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.

Recove	r Registra	ation Re	cord			×
 <u>N</u> ew	X Delete	<ul><li><sup>€</sup>end</li></ul>	<li>E<u>x</u>it</li>	② <u>H</u> elp		
Control		Status				
0112346	)	Unsent				

## 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 Webutton.

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

# Centerpointe PA EVR Online User Guide

Communications	×
CVR Login CVR User ID: IV Password: XXXXXX	<u>D</u> K <u>C</u> ancel
You are attempting access to the Michigan Secretary of State. UNAUTHORIZED ACCESS to this computer is in violation of Michigan state law. Individuals using this computer system without	<u>H</u> elp
Contacting Host	

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.

#### Glossary

# В

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.

# С

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.

# Ε

- 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&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.

F

# Ο

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.

## Ρ

**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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