

County Vehicle Users: Setting Your Profile

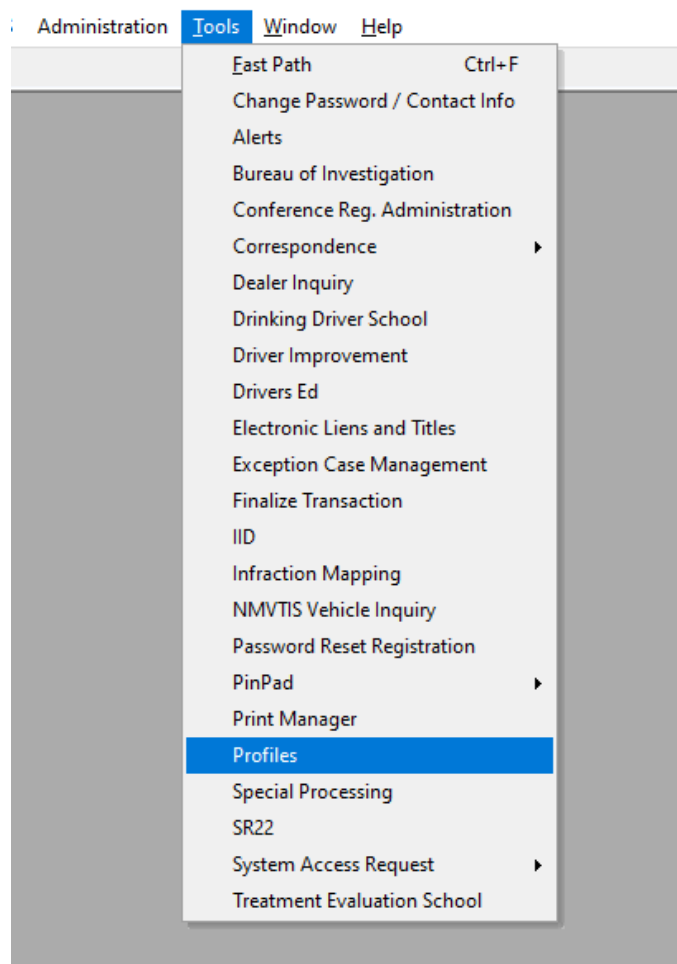
ARTS Support

Overview

Any ARTS user who issues identification or driver's license (DL) credentials as well as vehicle title and registration (VRT) and new employee orientation (NEO) will need to set up a profile. The steps to Add the "Profile Description" is utilized in both DL and VRT. The Profile Description enables supervisor Discretionary Edits (DEs) to be processed more quickly should a question arise from the edit sent and the need to contact the user who sent the edit.

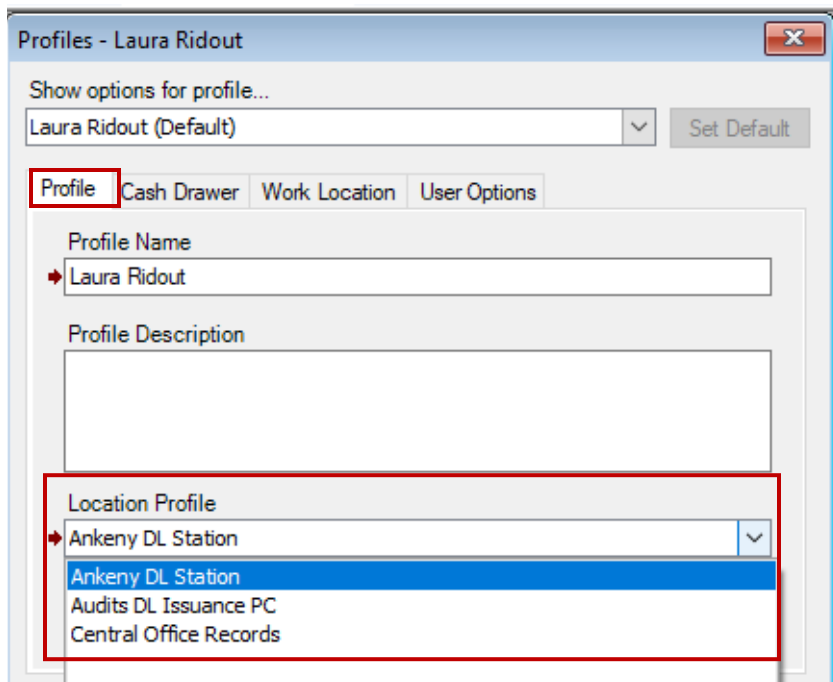
Steps for Setting Your Profile:

1. ARTs >Tools>Profiles



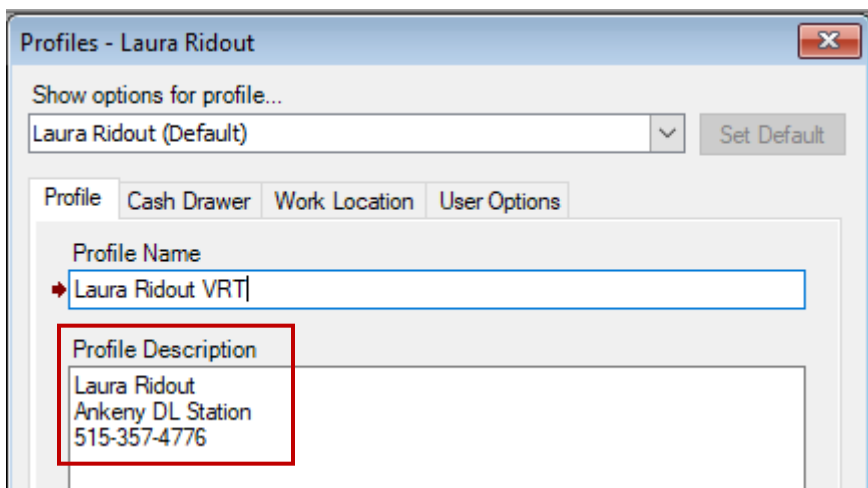
2. First Tab - Profile:

- a. Choose a *Location Profile*. Select the dropdown arrow. This will display ALL the *Location Profiles* available to your userid.
- b. You must have a *Profile* created for each “location” you work.
 - i. Example: Poweshiek Primary (utilized when working Poweshiek primary location and Poweshiek Travel (utilized when working Poweshiek Travel location.



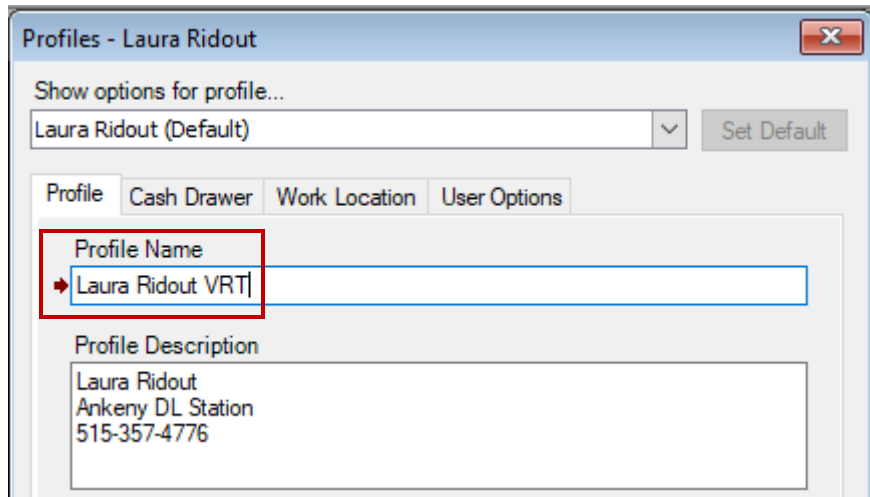
3. *Profile Description* (text box)

- a. Record your user information as follows:
 - i. First & Last Name
 - ii. Location
 - iii. Phone number (internal – office)



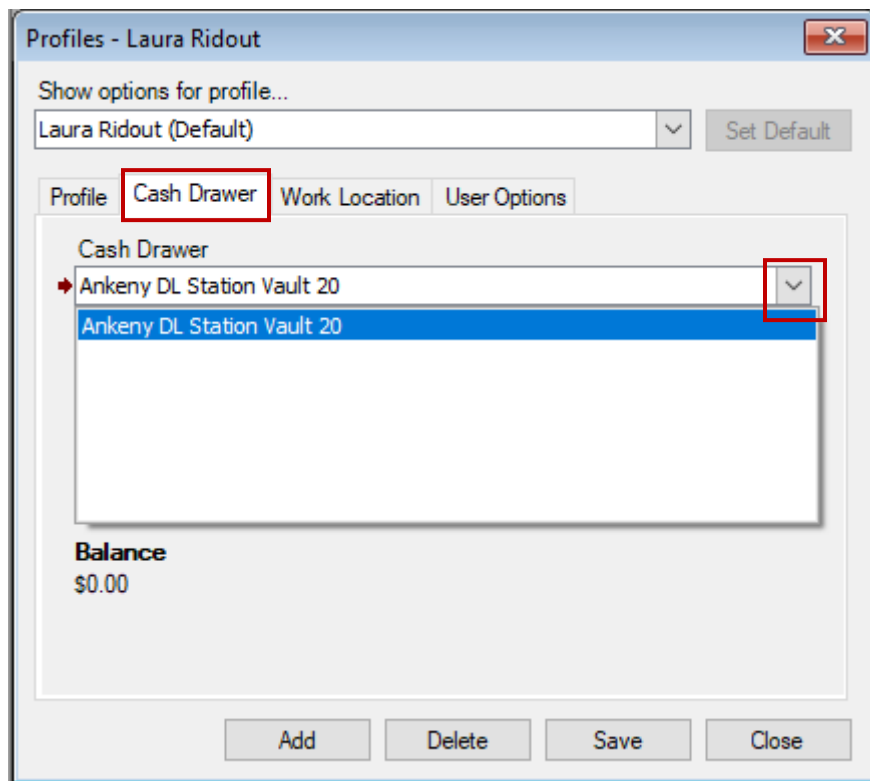
4. *Profile Name:*

- a. Create a name for your profile.
 - i. It can be whatever you choose, however, it should help quickly identify what cashdrawer is represented in this profile.



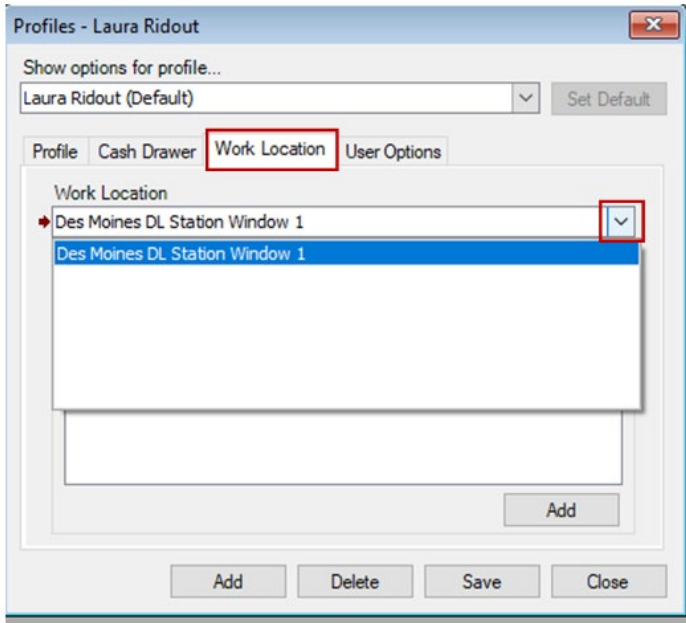
5. *Second Tab – Cash Drawer:*

- a. Select the dropdown to the right under Cash Drawer.
- b. Select the cash drawer or vault you will be using in this profile.

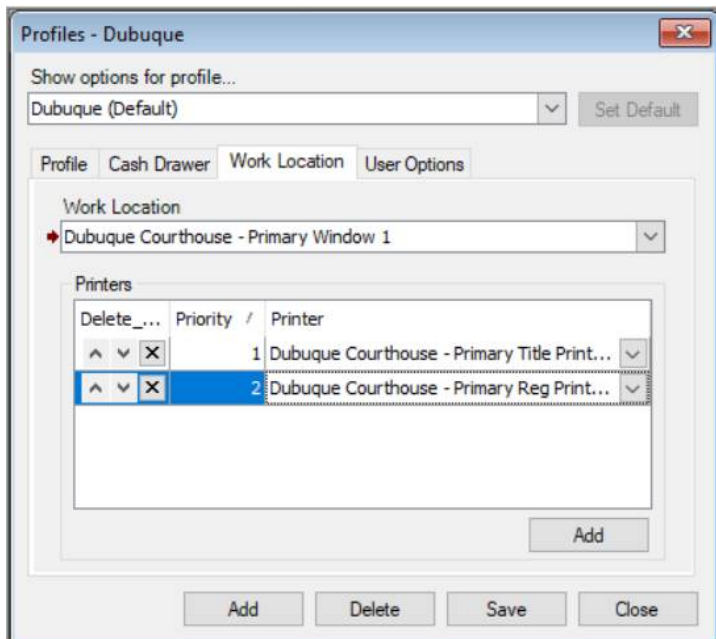


6. Third Tab – *Work Location*

- a. Choose the appropriate work location when selecting the dropdown arrow under Work Location.
- b. Select the appropriate location.

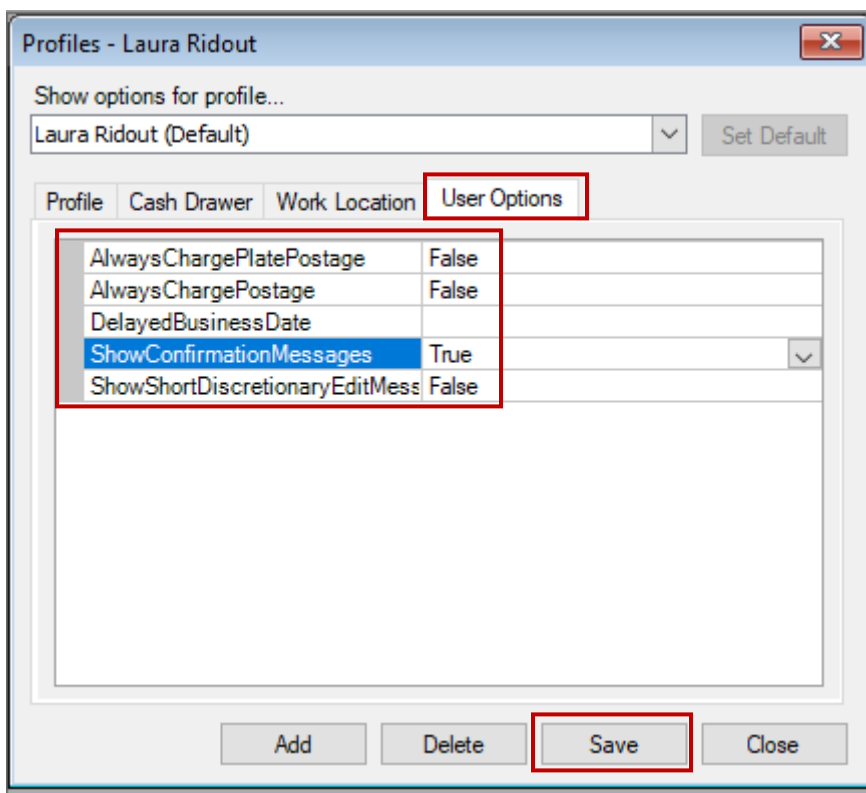


- c. Select a title and reg printer under work location by selecting 'add'



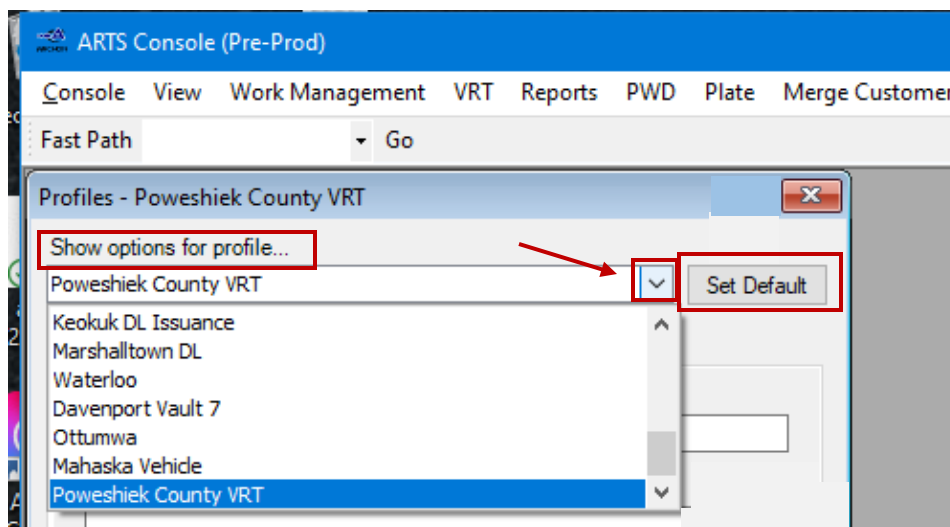
7. Fourth Tab – *User Options*

- a. There are 5 user options noted here and 4 can be toggled between True and False. The fifth brings up a calendar. These generally remain as you see them.
- b. The defaults are as follows:
 - i. *AlwaysChargePlatePostage* = *False*
 - ii. *AlwaysChargePostage* = *False*
 - iii. *DelayedBusinessDate* = BLANK
 1. ****Utilized by VRT staff only when the need arises to change the “business date” in specific VRT Transactions.**
 - iv. *ShowConfirmationMessages* = *True*
 - v. *ShowShortDeiscretionaryEditMessages* = *False*
- c. Select *Save* to save the information for your profile.



Steps to Set Your Default Profile:

1. Select the dropdown for *Show options for profile*.
2. Select the profile that will be utilized on this transaction.
 - a. Note: The choice today may be the profile you use most days, however, there are many users that have multiple profiles for different locations/applications.
3. Select *Set Default*.



How you know your profile is set correctly.

1. To check your profile screen, under *Show option for profile...* identify (*Default*) after your chosen or named profile.

