Vehicle Registration and Title Inventory Management in ARTS

Standard Operating Procedures

Version 1.0   November 2022

Motor Vehicle Division – Systems & Administration Bureau

Document Information

Document Location:

County Vehicle Manual Site- https://iowadot.gov/mvd/ctmanual

Revision History:

Revision Number:	Revision Date:	Summary of Changes:	Author:	Approved By:
1.0	10/24/2022	Baseline Version	MVD Education & Outreach	Tonya Bishop Rhonda Fowler
1.1	11/22/2022	Plate Pickup Clarification	MVD Education & Outreach	Rhonda Fowler

Contents

Overview

This manual is intended to assist county vehicle service team members with ordering, receiving, and managing inventory within ARTS.
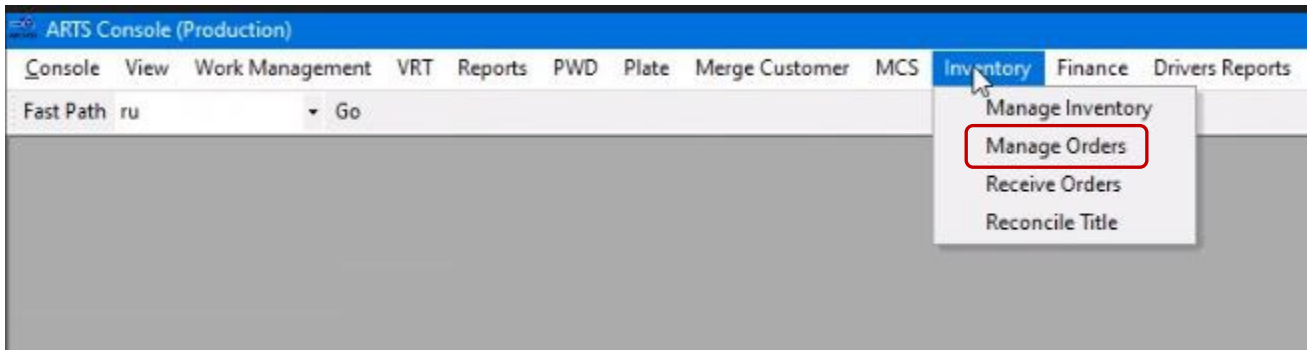
Definitions

- **Inv** - Inventory
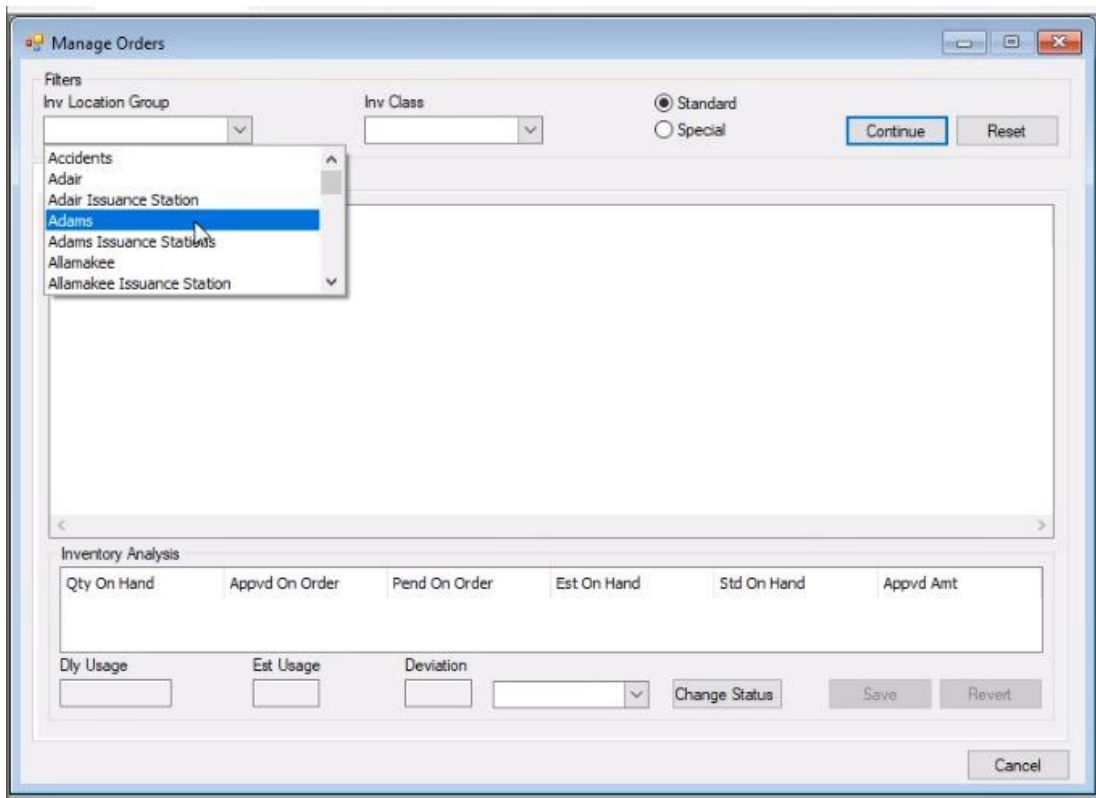- **IPI** - Iowa Prison Industries Division of the Department of Corrections
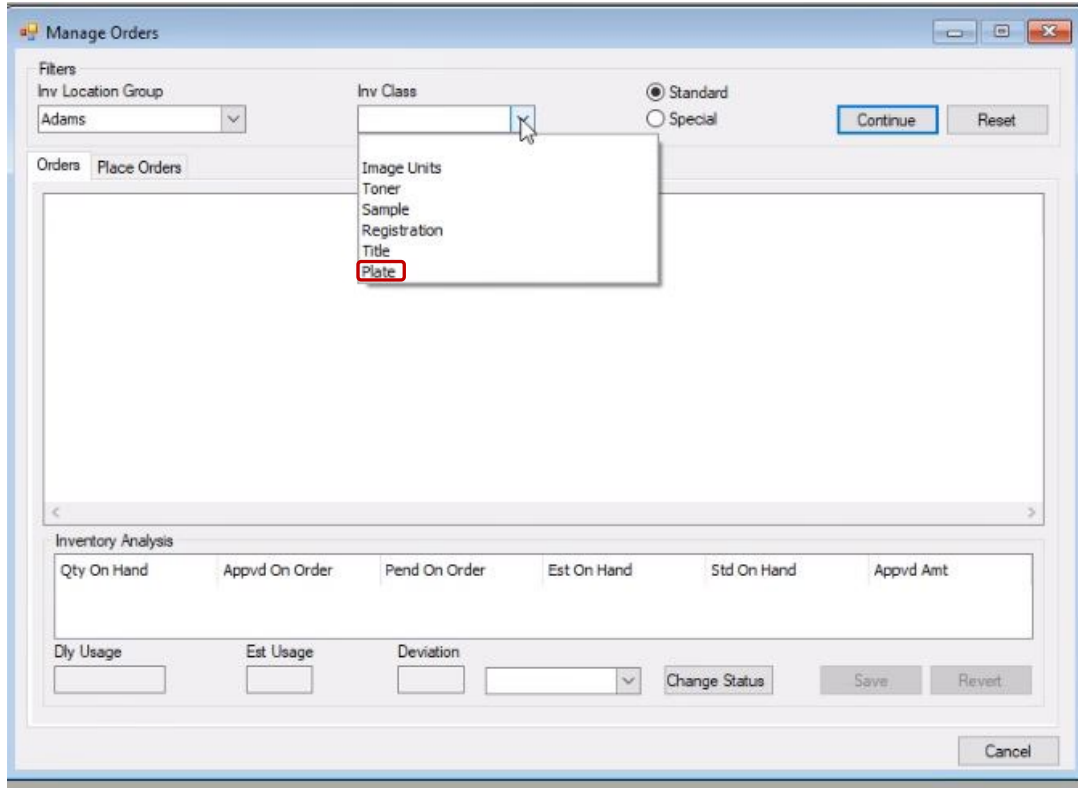
Plates

Ordering Plates (within ARTS)
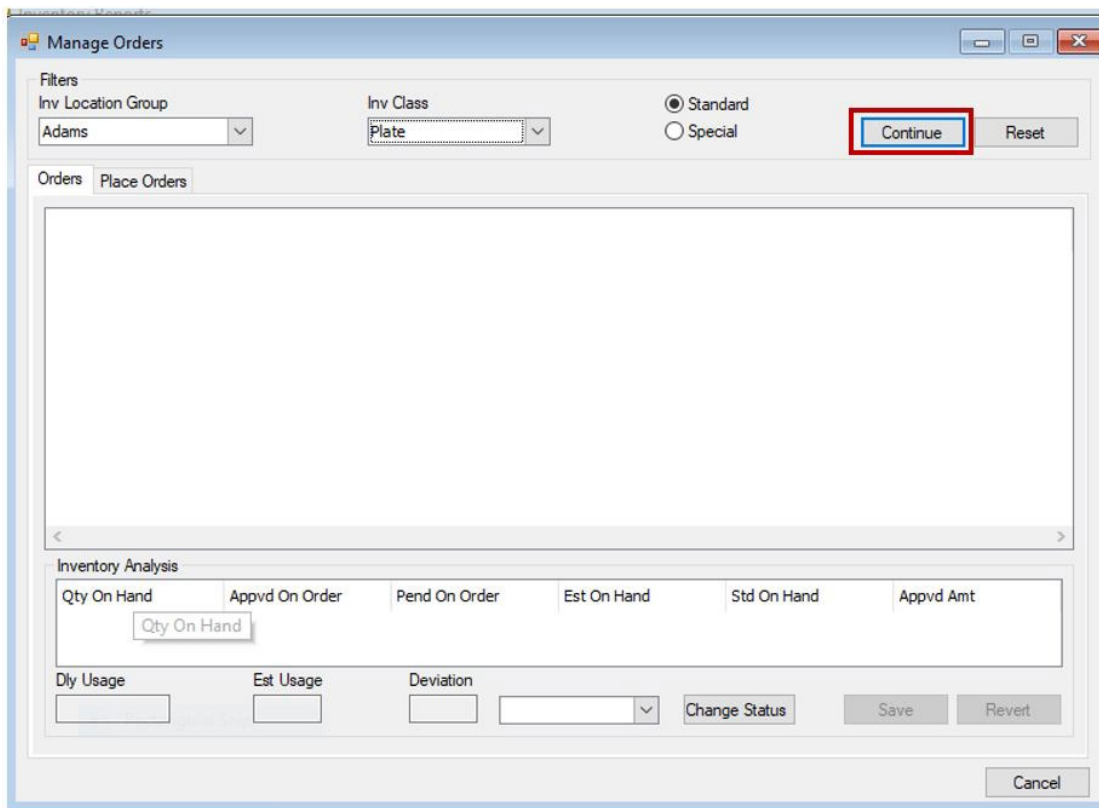
1. ARTS > Inventory > Manage Orders.
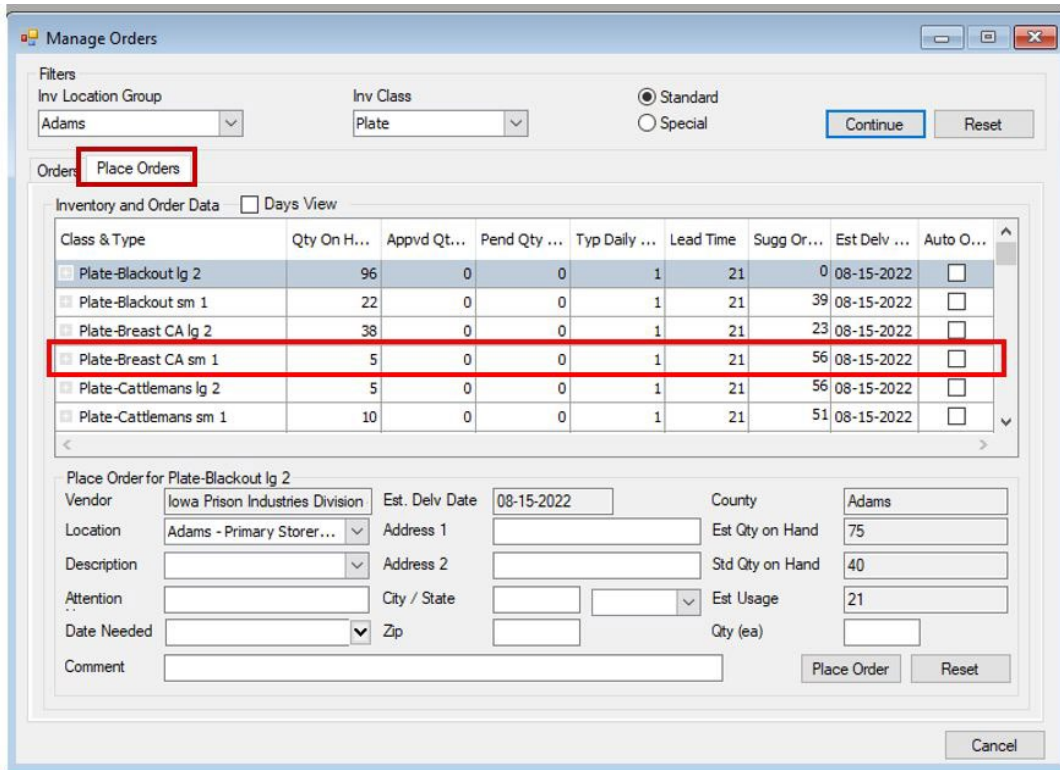

2. Inv Loc. Group > Your County (Example: Adams).

3. Inv Class > Plate

4. *Select Continue.*

5. Select *Place Orders* tab and choose desired product(s).

6. When selecting the plate type, the "Place Order for Plate –" will change to the selected plate. Check to ensure the correct plate is selected before proceeding.
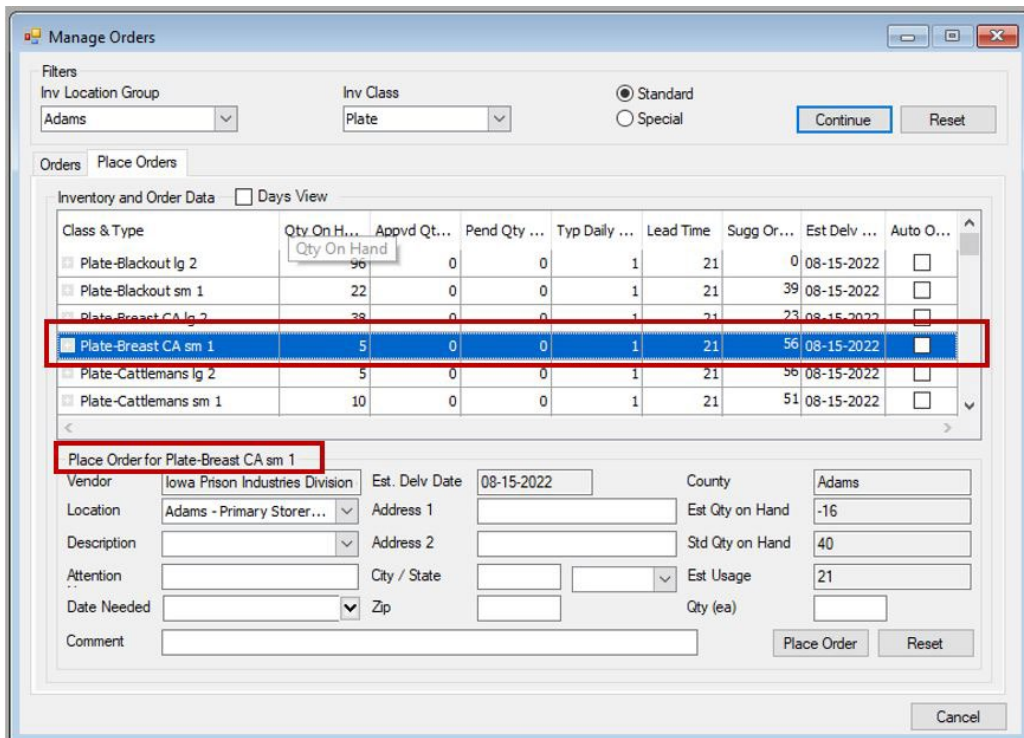
7. Description > dropdown menu to select county. Your county should be the only one available.

8. Select tab to autofill *Attention*.

9. Select date needed > (3 weeks out). There must be a date in the *Date Needed* field.The dropdown menu will pull the current month. There is a 21-day window for plate fulfillment. This date is determined by ARTS and is displayed in the Est. Delv Date field.

10. Qty > order total amount.
   a. Example: Pairs come in boxes of 50 and singles (large trailer and small trailer) come in boxes of 100. Multiples of these numbers need to be used.
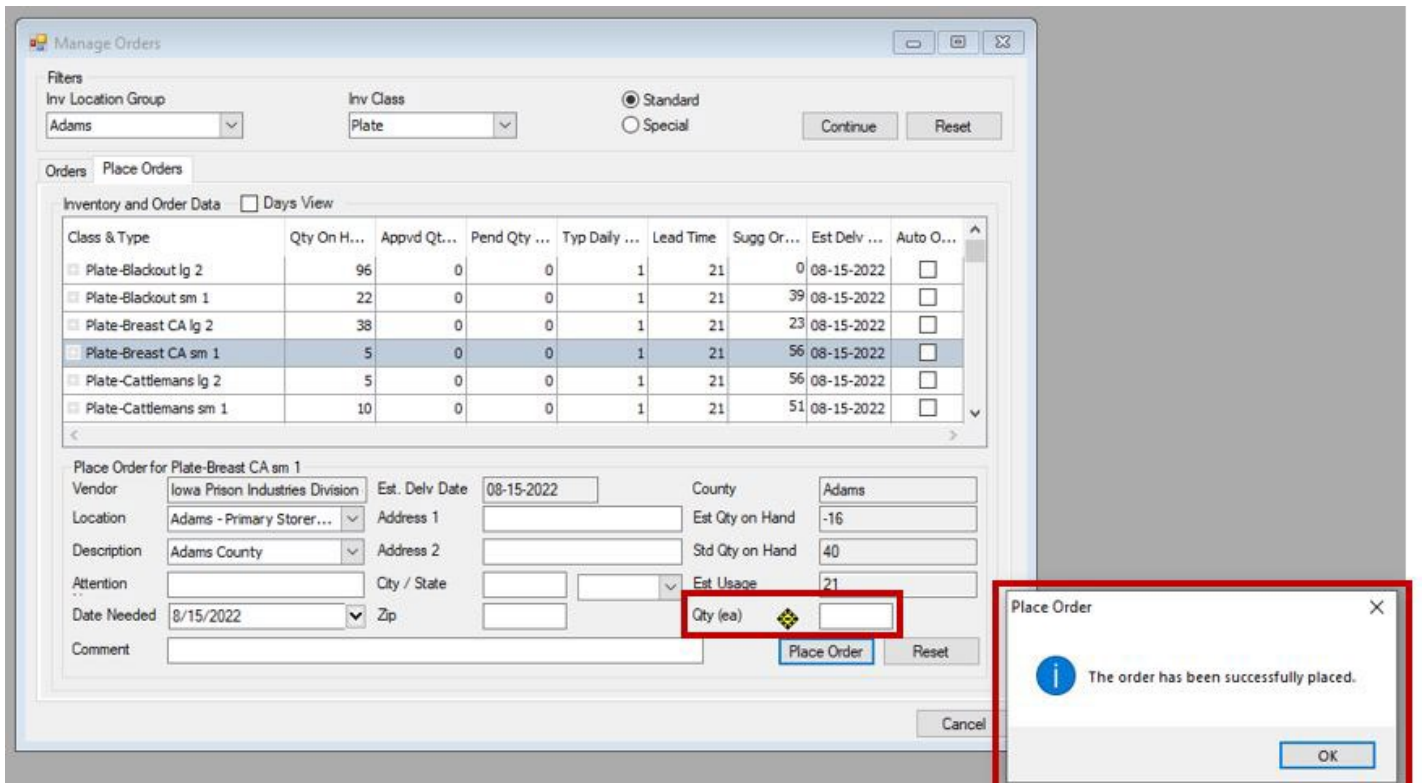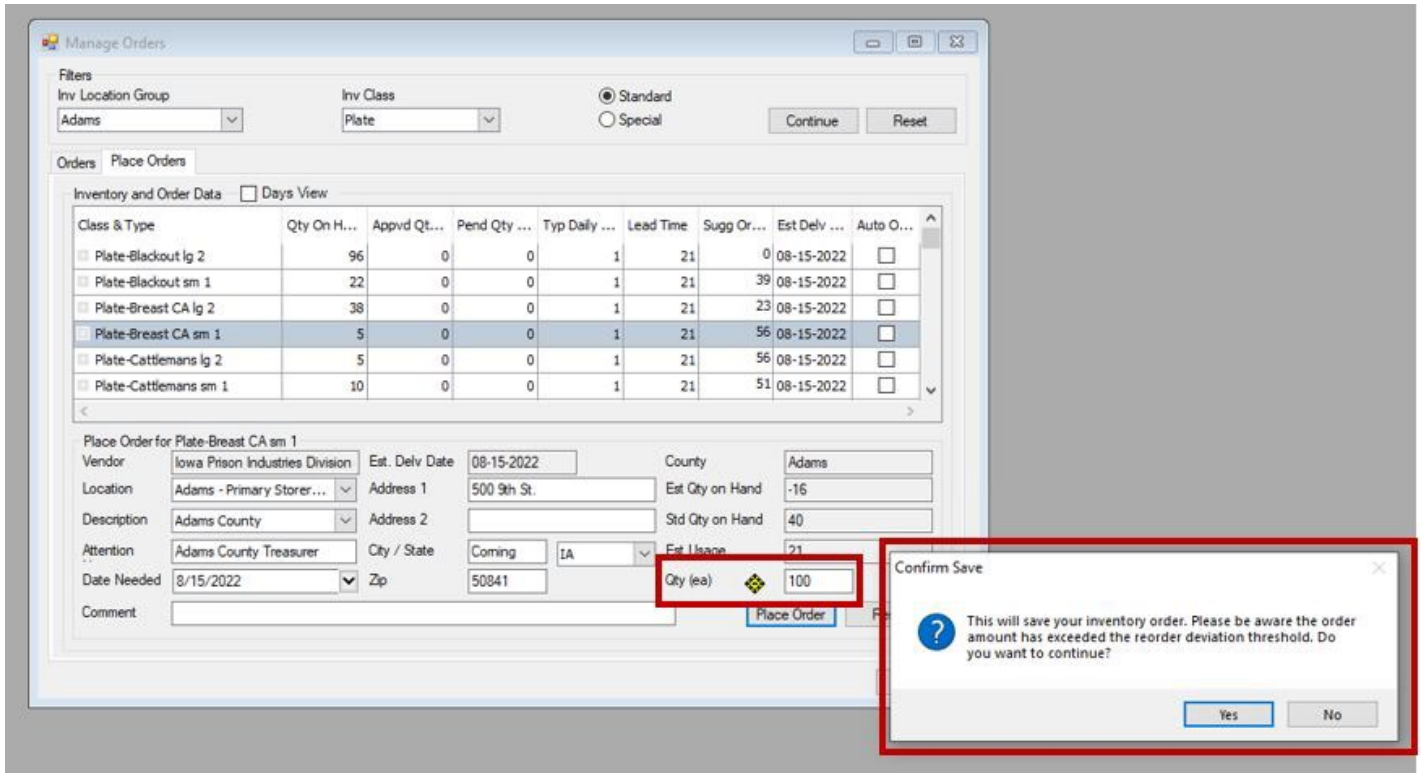
11. Utilize the *Comment* box if it is a RUSH ORDER or a FAKE ORDER.
    a. Note: Also contact Rhonda Fowler for all RUSH ORDERS.

12. Select *Place Order*.

13. Select the *Orders tab* to verify the order is placed.

14. To review the order, which was placed, click on the Order tab and it will show you all pending orders.

Helpful Tips

When discovering that a plate order is needed in a shorter timeframe then the standard 21 days, put RUSH ORDER in the Comment field and contact Rhonda Fowler at rhonda.fowler@iowadot.us.
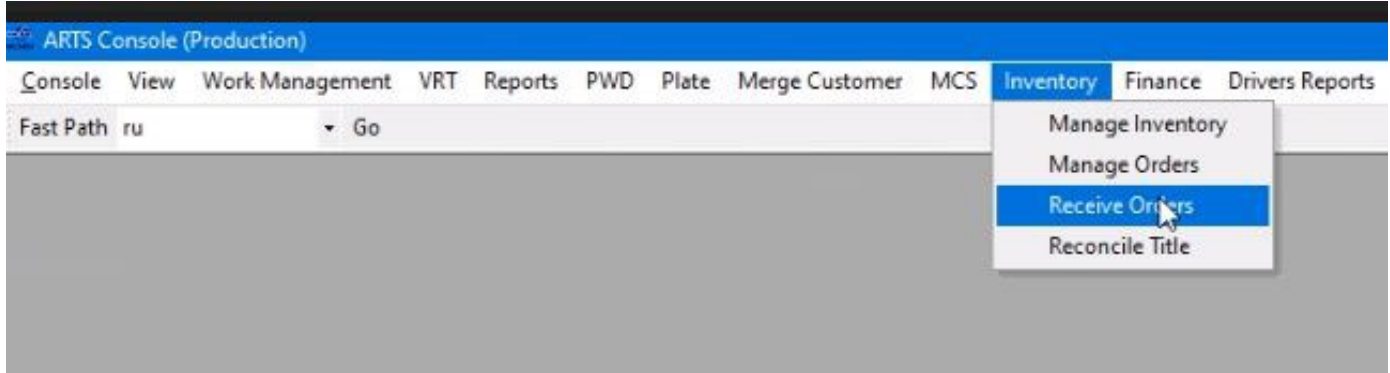
Pertaining to #11 Qty: When entering the number of plates being ordered and selecting Enter, it will clear the order instead of proceeding to process it. Enter the quantity of plates and then select *Place Order*. If the screen has changed the plate type, cleared the address information as well as the quantity, start the order over. An example is shown below.

Receiving Standard/Personalized Plates into Inventory

1. Inventory > Receive Orders.

2. Vendor > *Iowa Prison Industries Division of the Department of Corrections* (IPI).
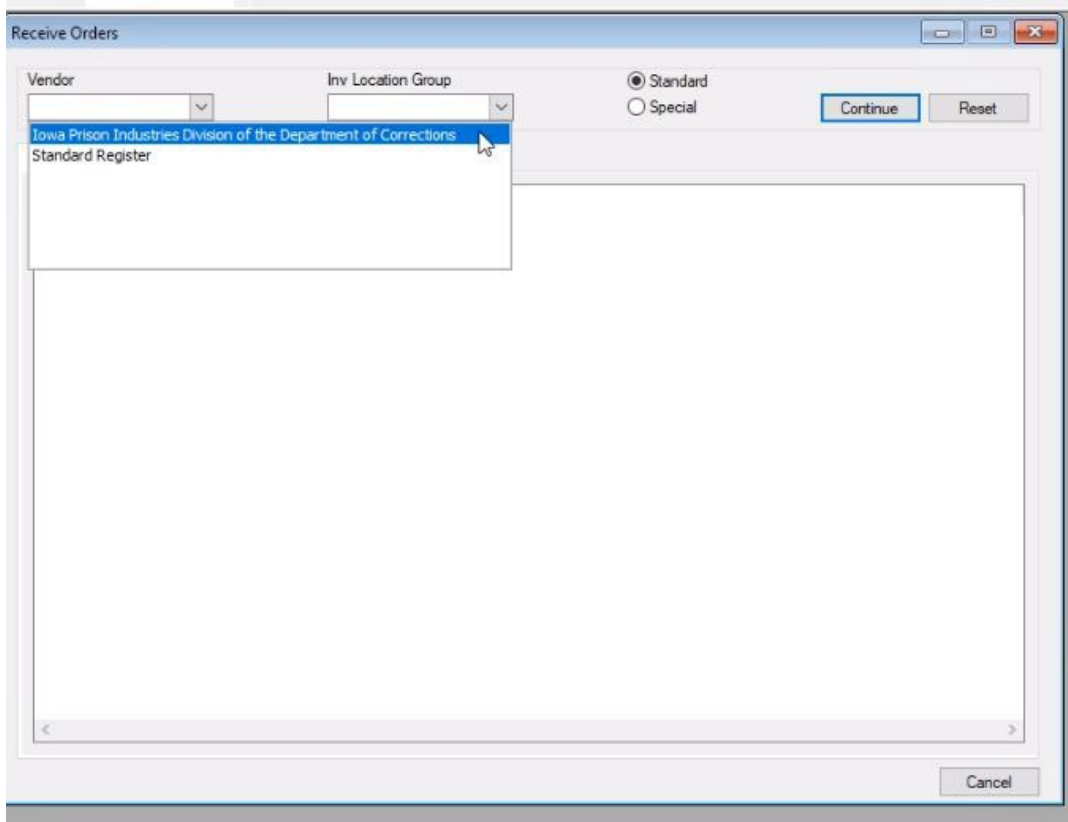
3. Inv Location Group > (Choose County).

4. Select *Special.*

5. Select *Continue.*

6. Check box(es) of plates received according to the packing slip.

7. Select "County - Storeroom" in dropdown.
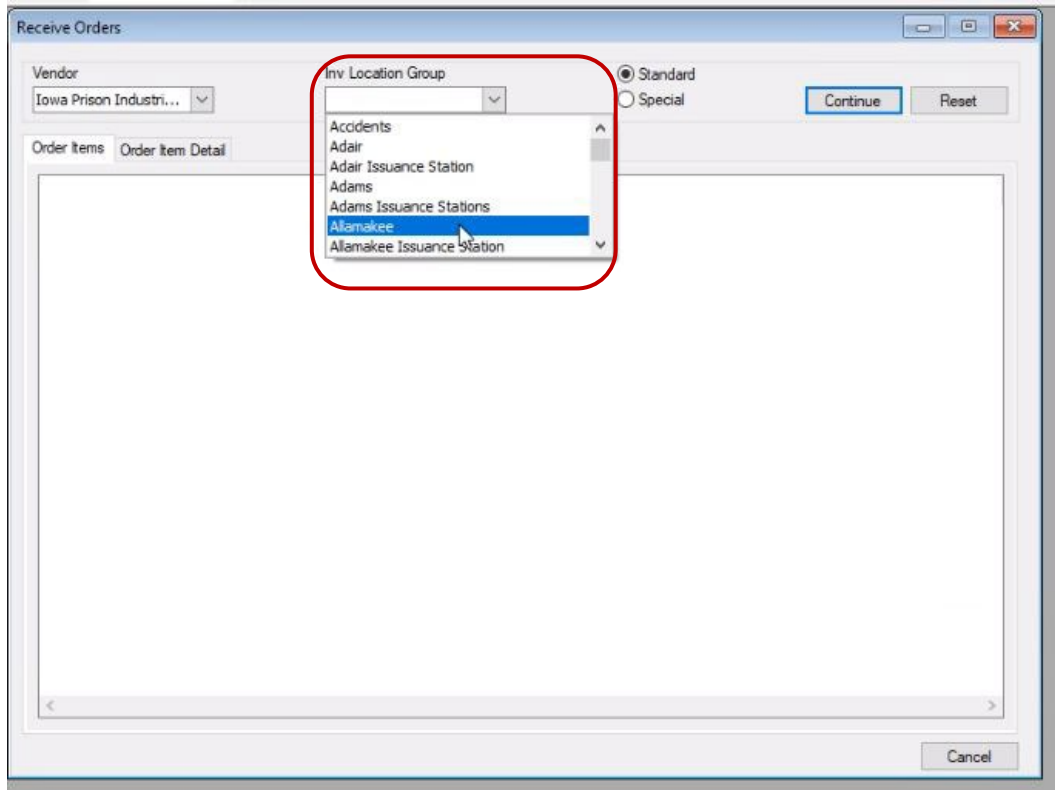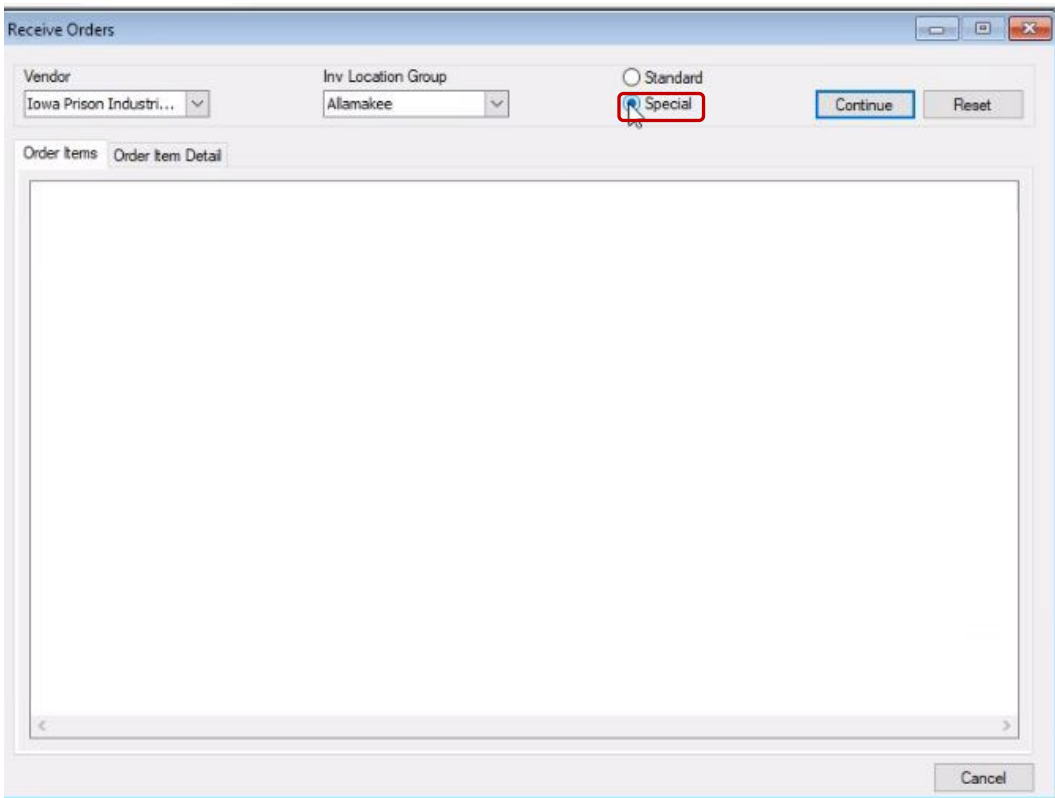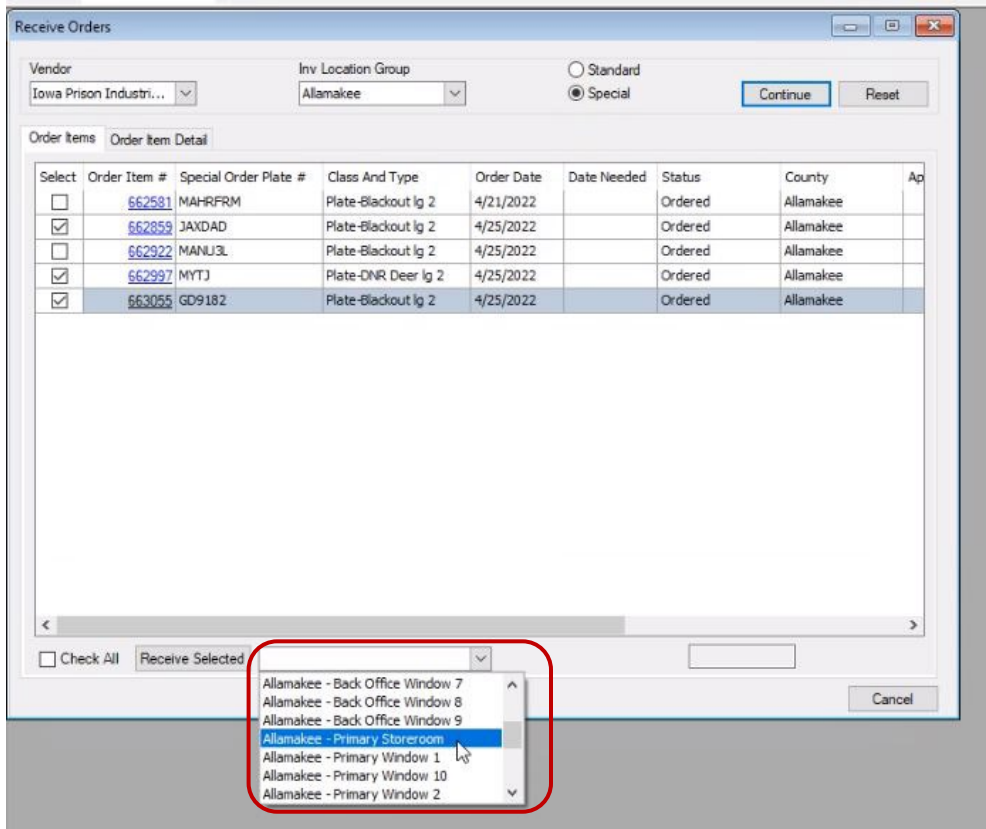

8. Select *Receive Selected.*

This is an example of a large plate.

This is an example of a small plate.

9. Select *Order Complete*.

10. Select *Save*.

11. If an order is complete, but there is still more to receive, place another order for the amount needed. Fake orders are done the same way except in Comments, add Fake Order, this way the DOT does not place another order in error.

Moving Plates Inventory:

1. Inventory > Manage Inventory
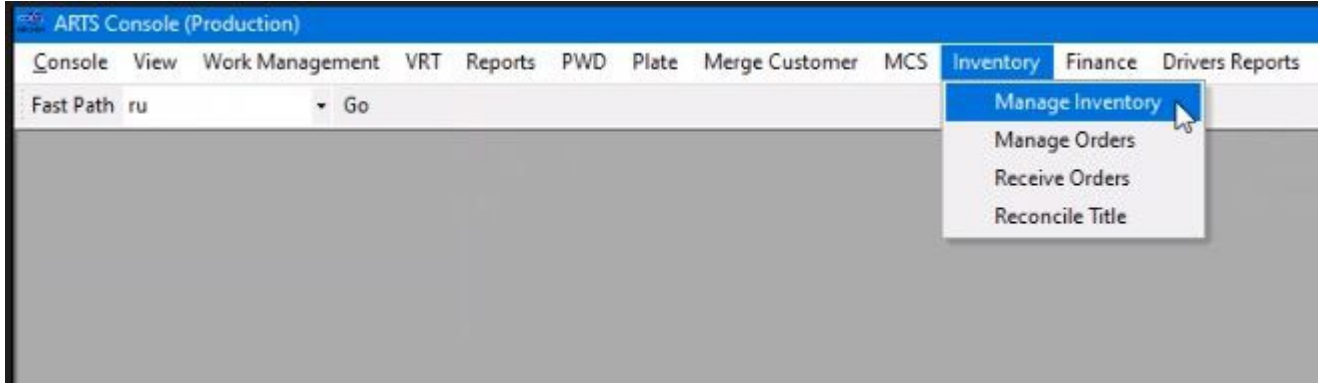
2. Physical Inventory Location – Choose "Primary Storeroom".
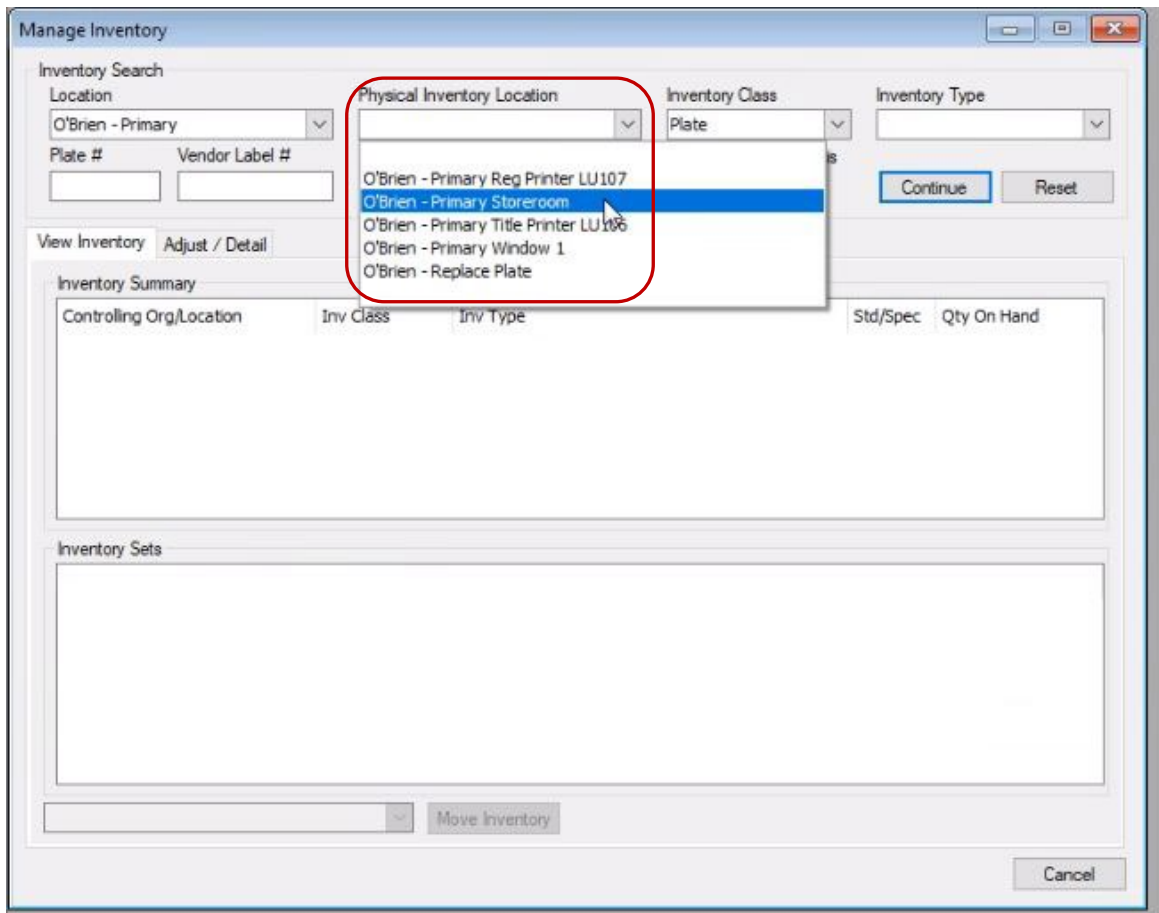
3. Select Inventory Type from the dropdown.
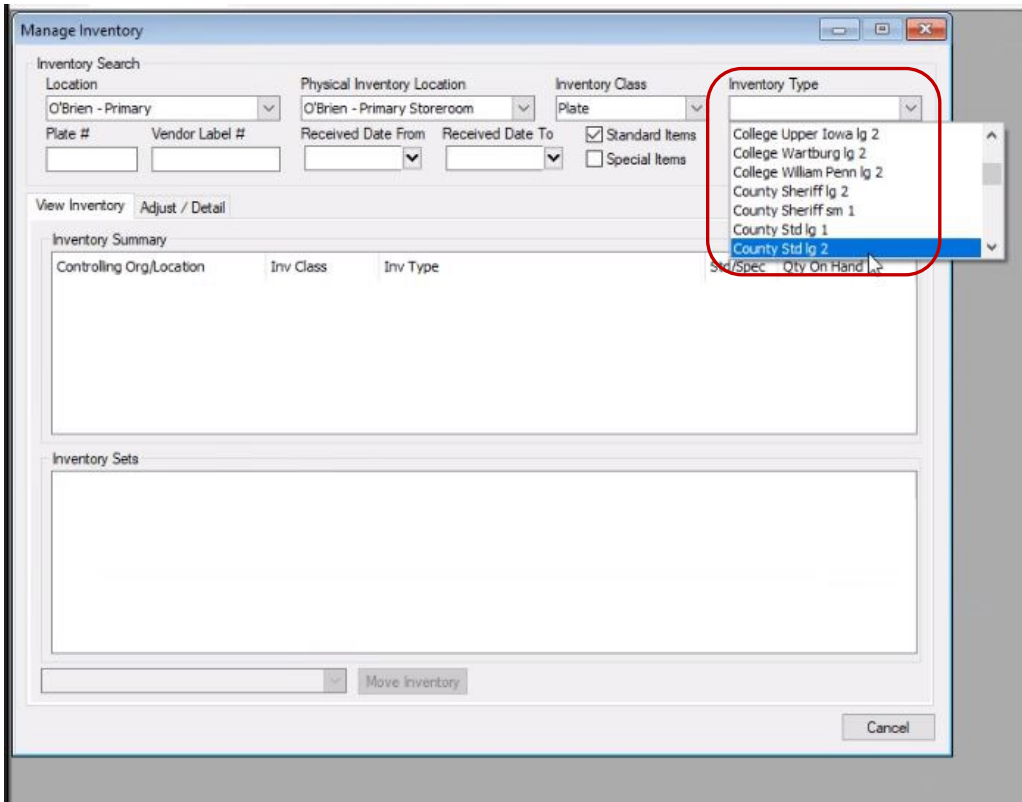
4. Select *Continue*.
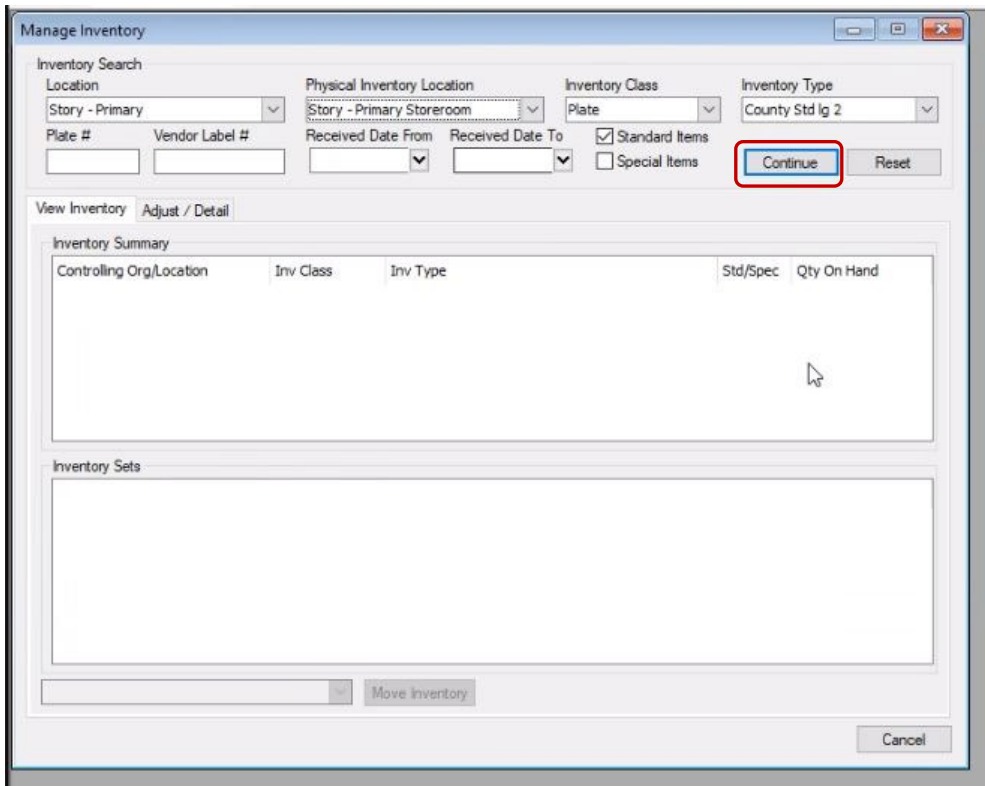
5. Double-click to show all of the boxes.
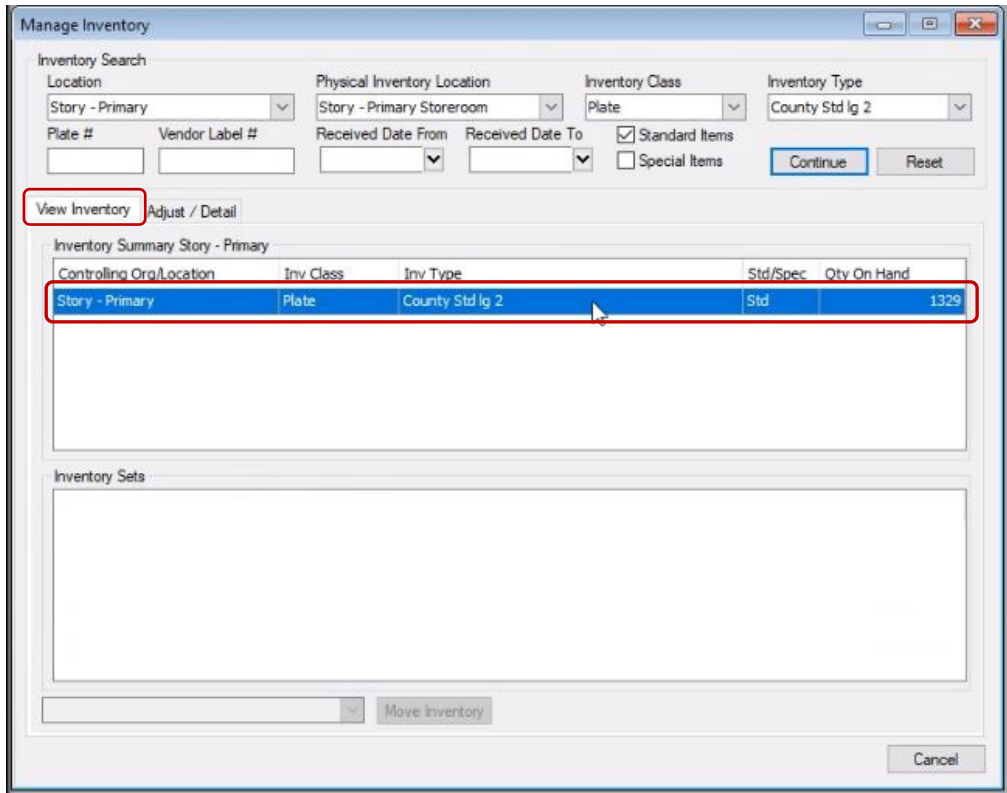
6. Choose the plates you would like to move to a new location.
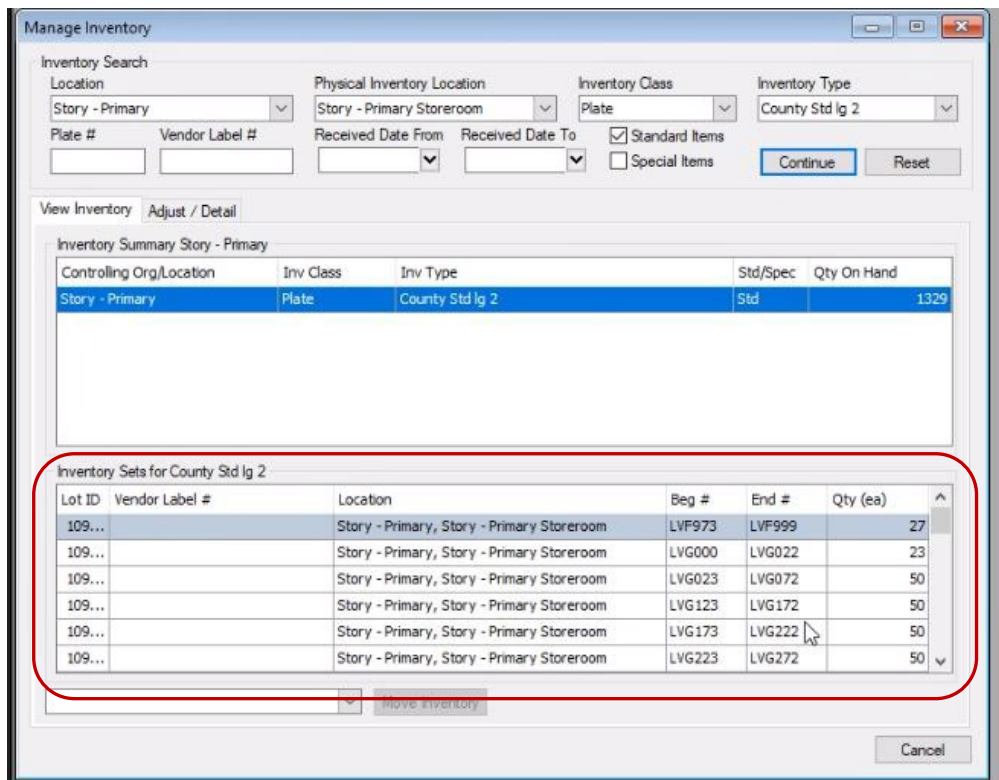
7. Move Inventory.

8. Select *Yes* to moved selected inventory.
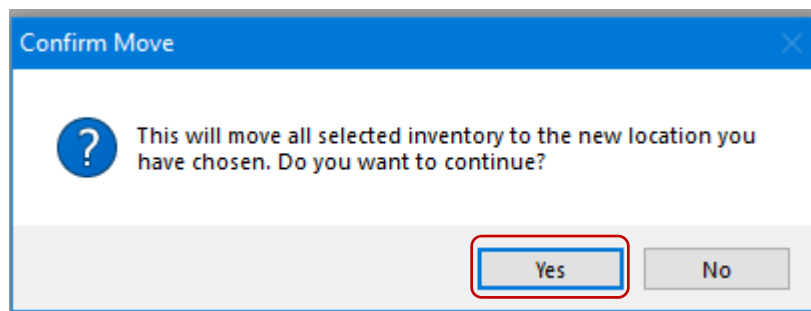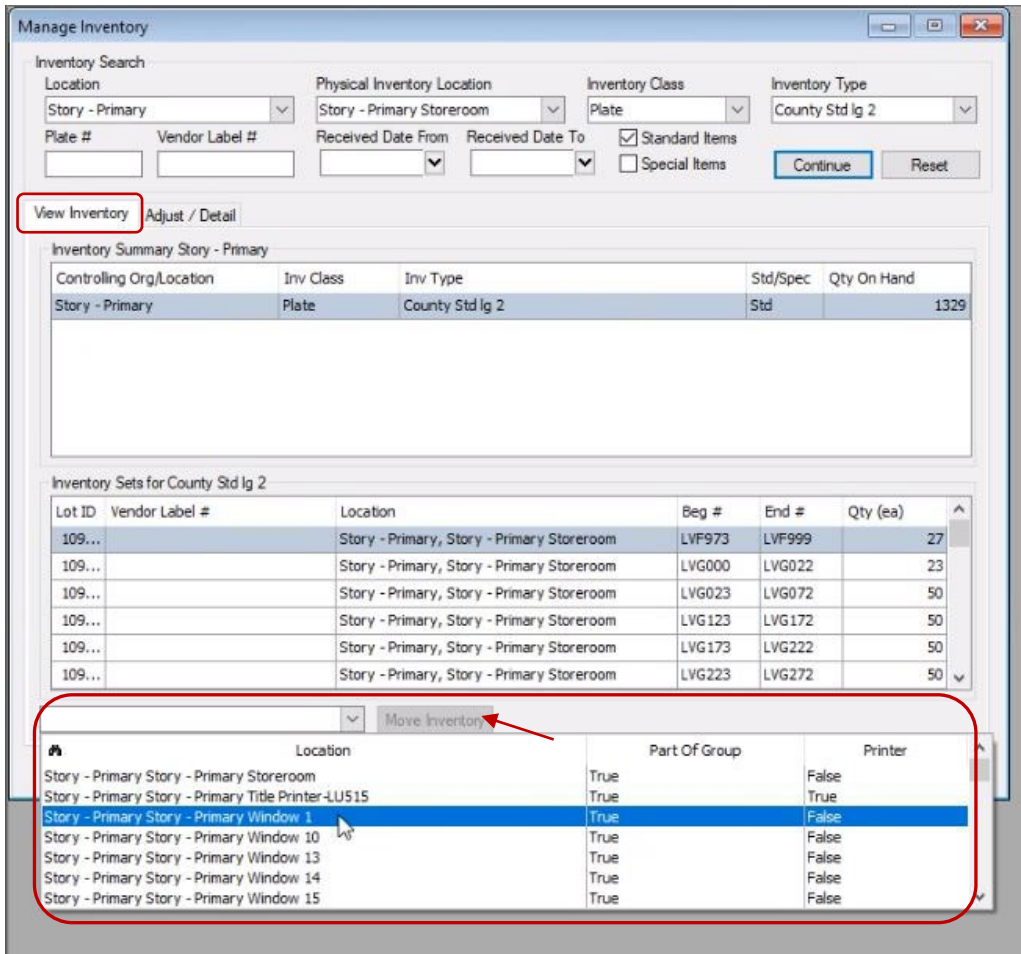
9. Or select Adjust / Detail to move a certain number of plates from a box (not the entire box).
   a. This would mean splitting a box.

10. Select Adjust / Detail.

11. Double click/Select to highlight line(s) for the plates to move.

12. Add new location and select *Move*.
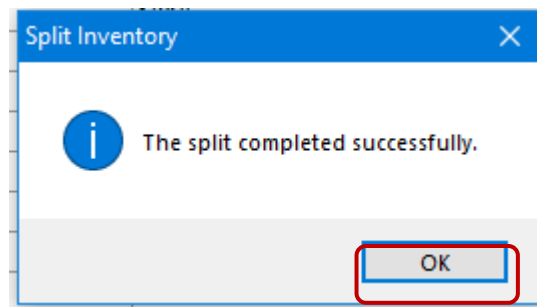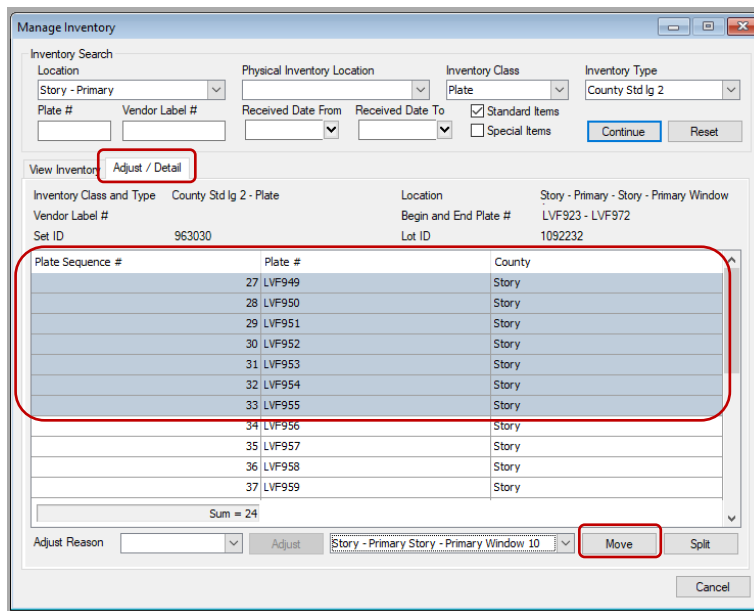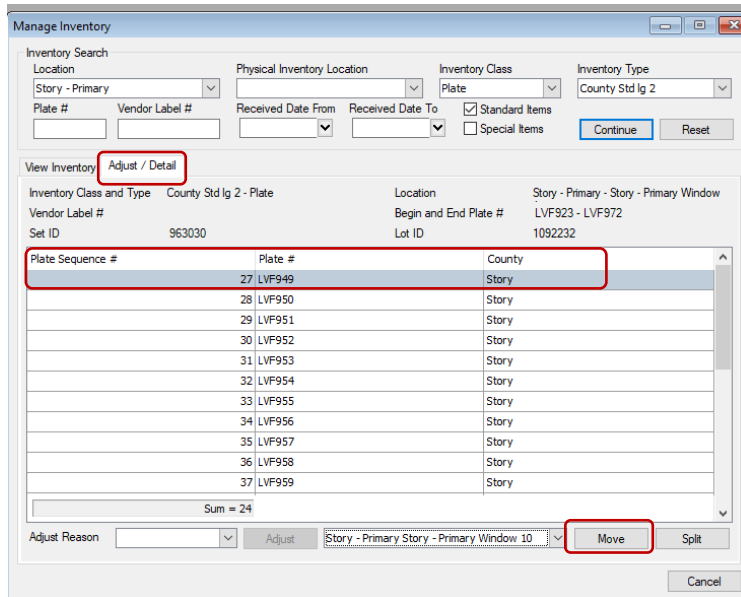
Damaging Out Plates that were Never Picked Up

1. Inventory > Manage Inventory
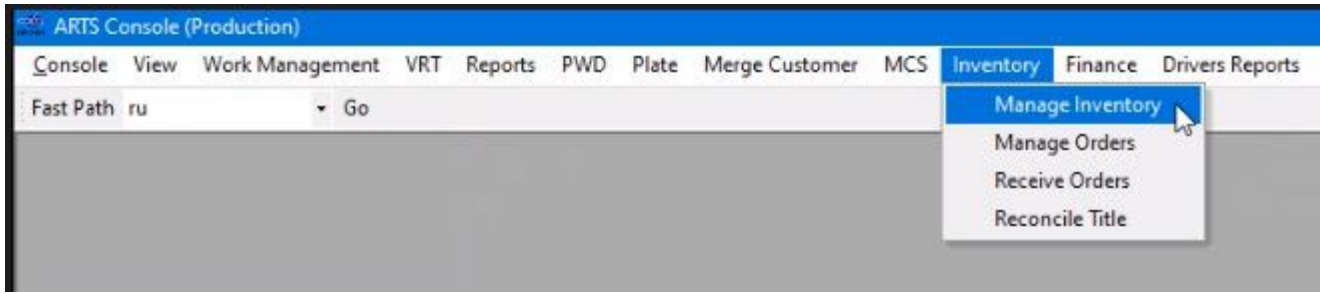
2. Enter plate number under "Plate #" that is damaged.

3. Select *Special Items* if plates are personalized, fire fighter, collegiate, military, etc.

4. Select *Continue*.
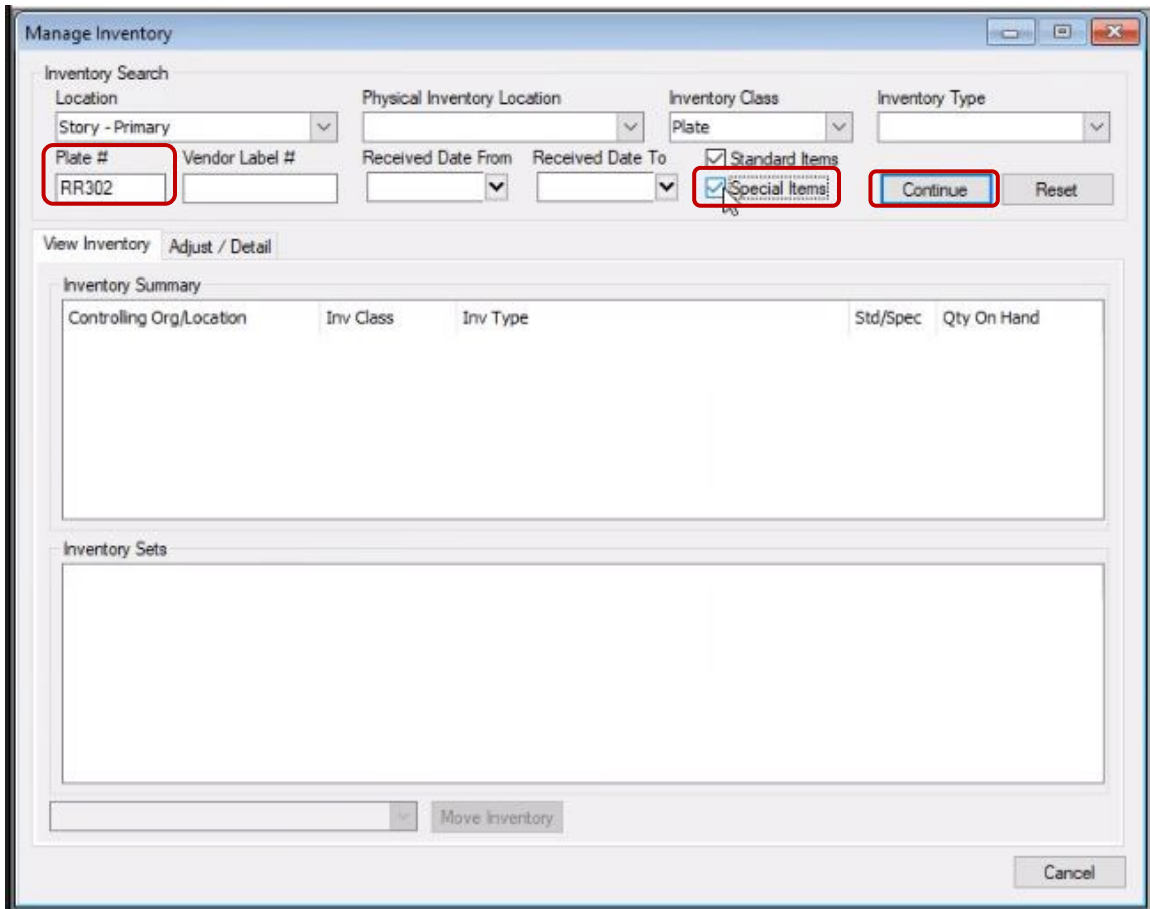
5. Double click on plate under "Inventory Summary "County" – Primary"
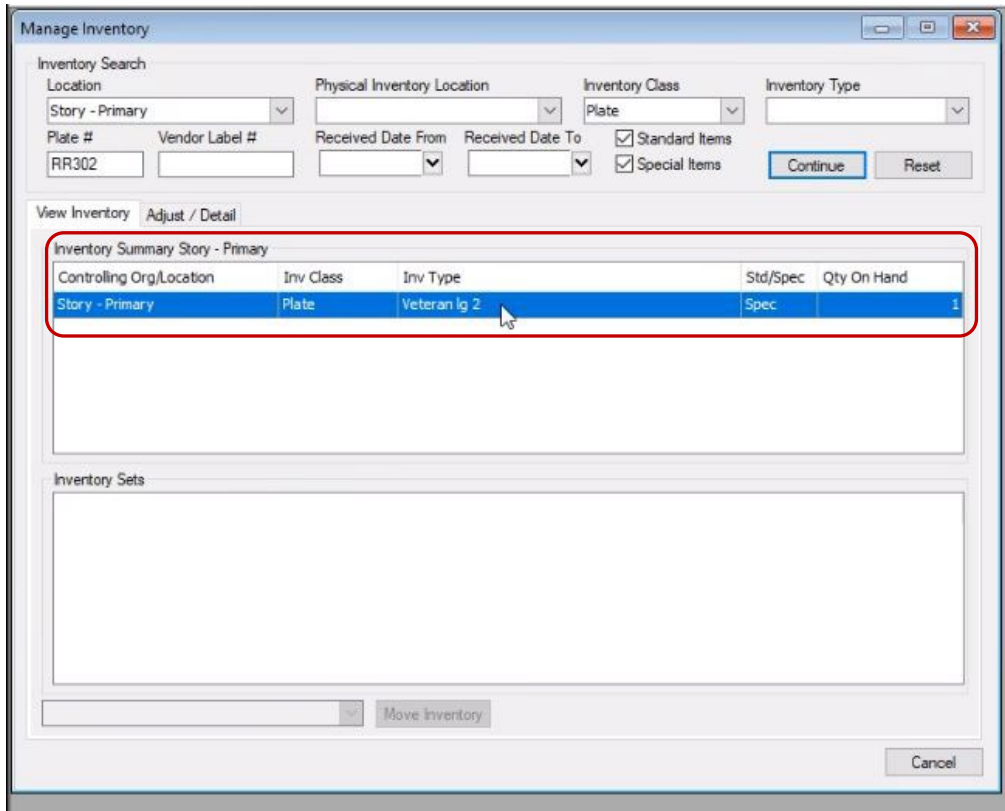
6. Double click on plate under "Inventory Sets for…".
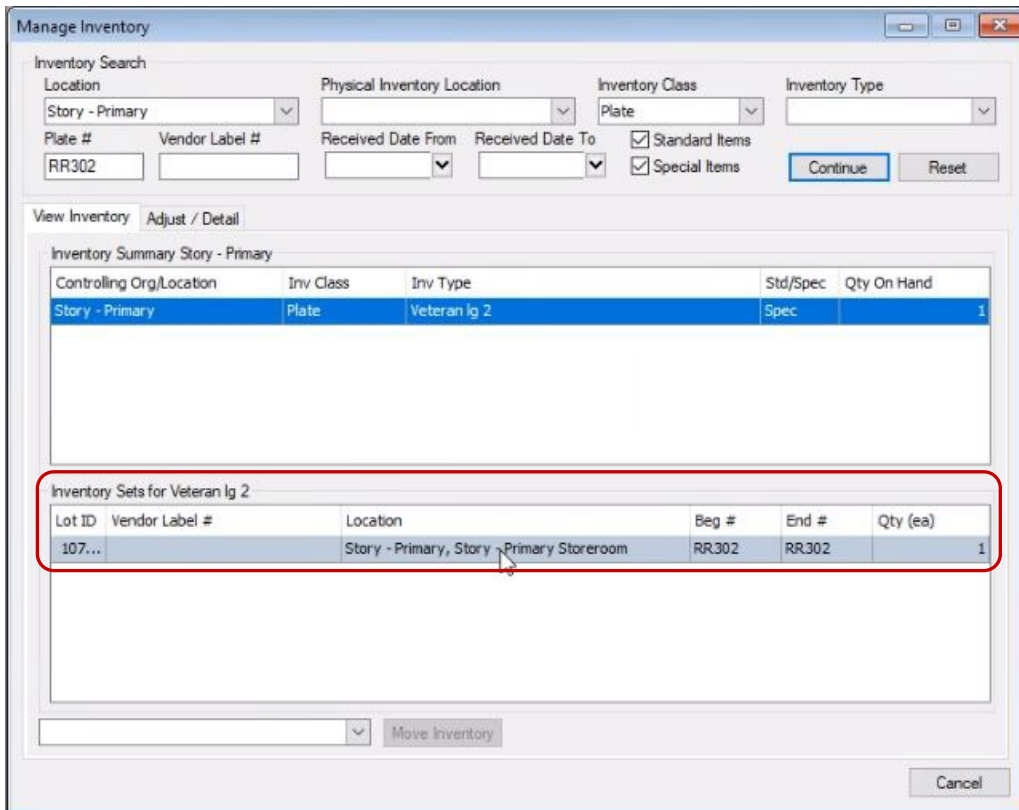
7. Highlight all that apply or individual plate.
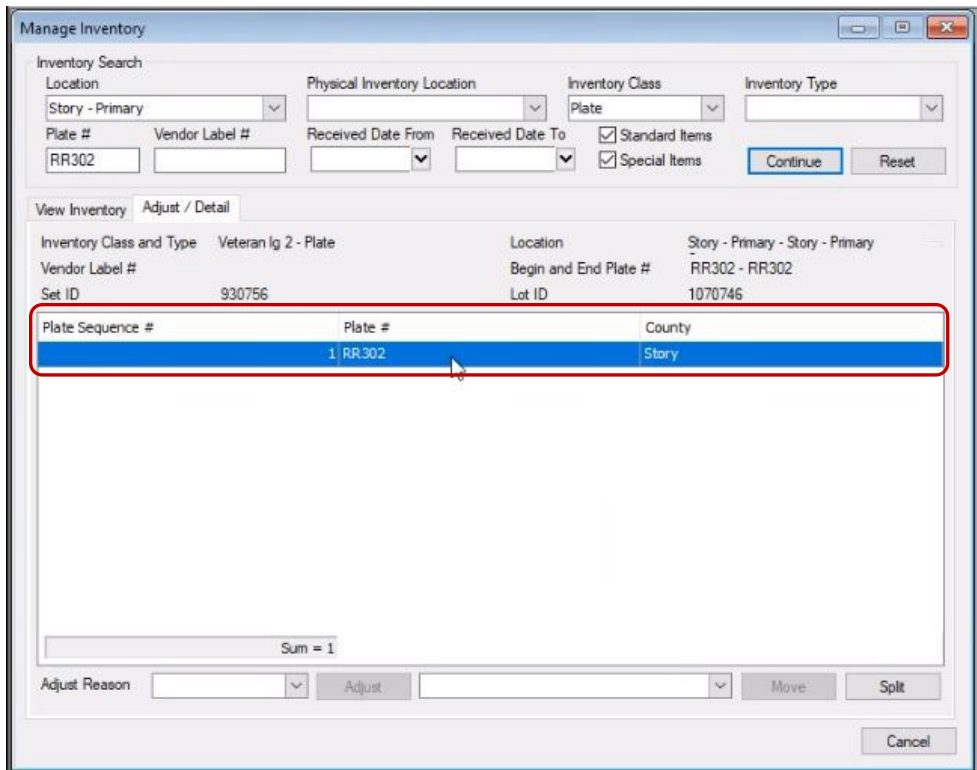
8. Adjust Reason.

9. Select *Damaged.*

10. Select *Adjust*.

Checking Plate Inventory

(County Standard Plates are ordered automatically through the DOT.)

1. Inventory > Manage Inventory.
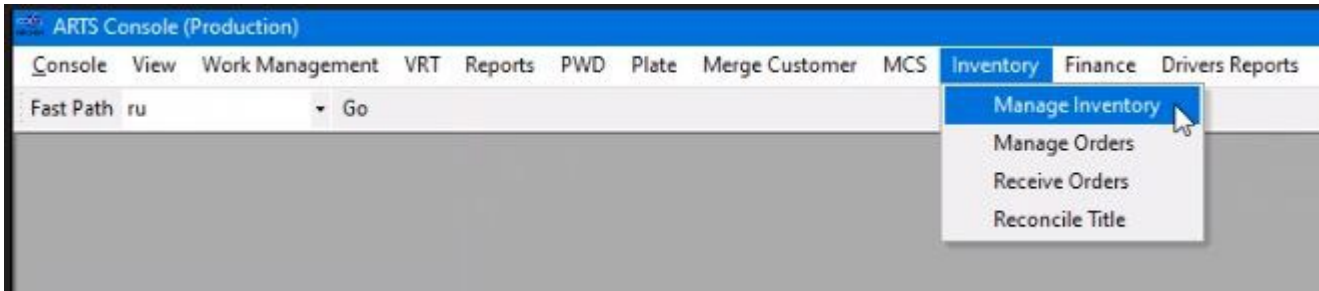
2. Select *Location* and Plate for *Inventory Class.*
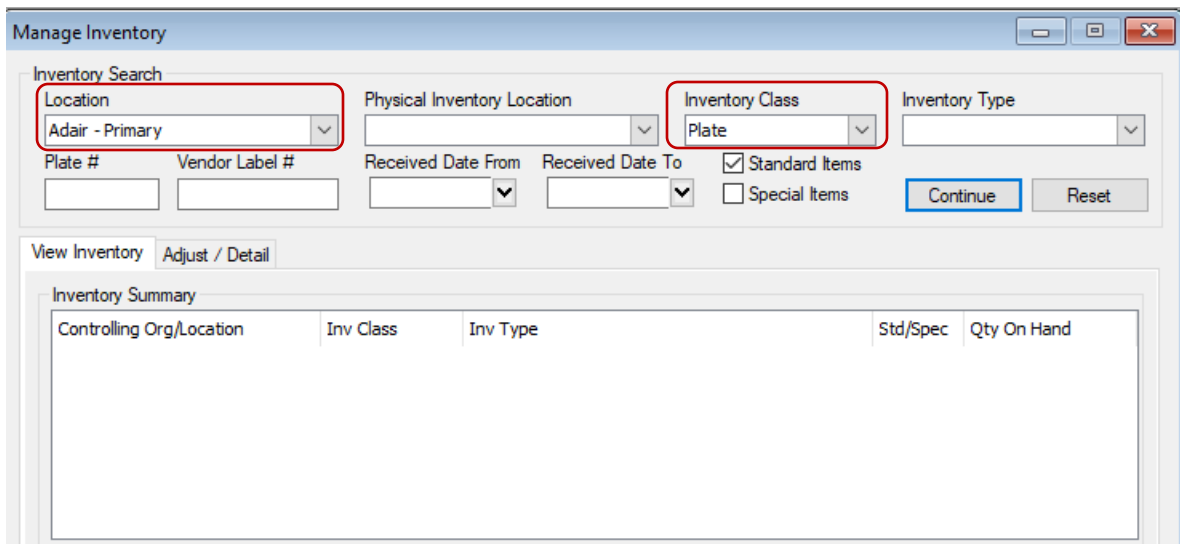
3. Select *Continue*.
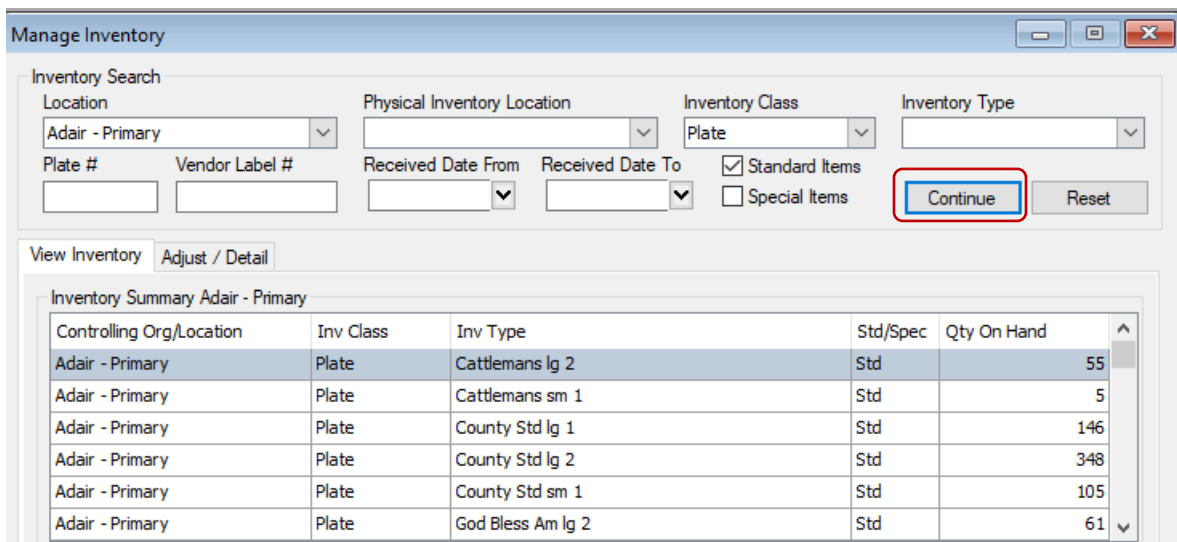
4. Inventory Summary "County" will display.
    - The first image is an example of a plate type in more than one location.

5. Highlight the row and double-click to open to view locations of those types of plates.
    - The second image indicates the plate location(s).
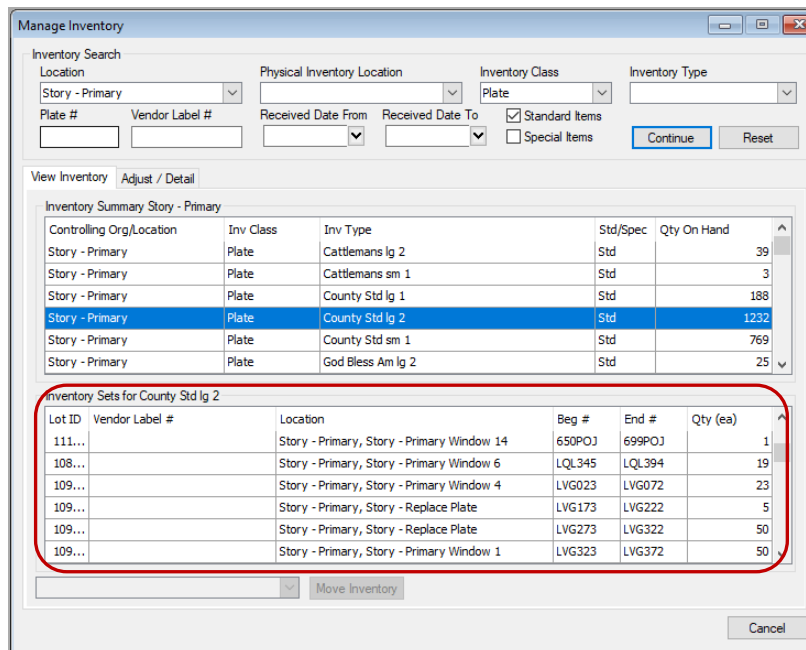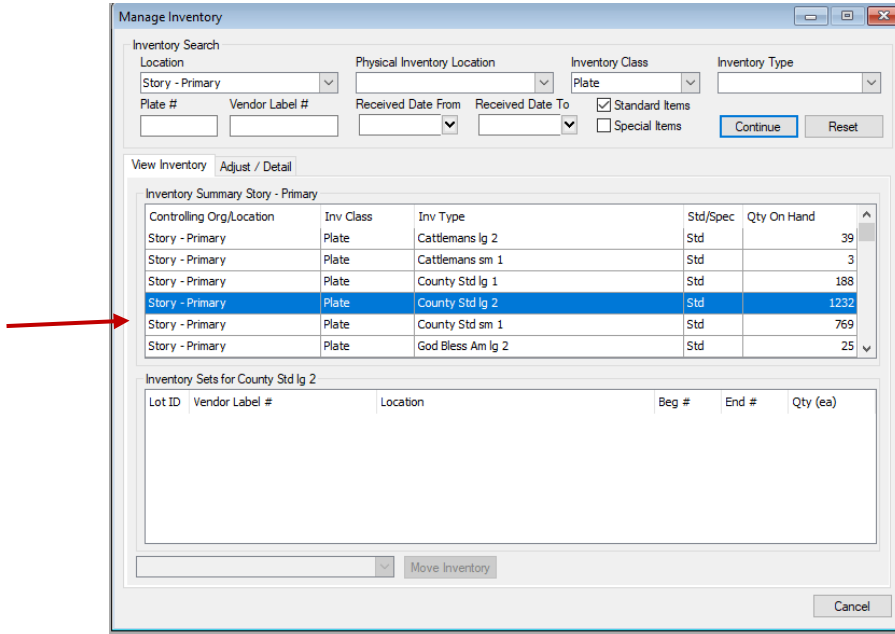
Updating Plate Inventory in Storeroom

1. Inventory > Manage Inventory
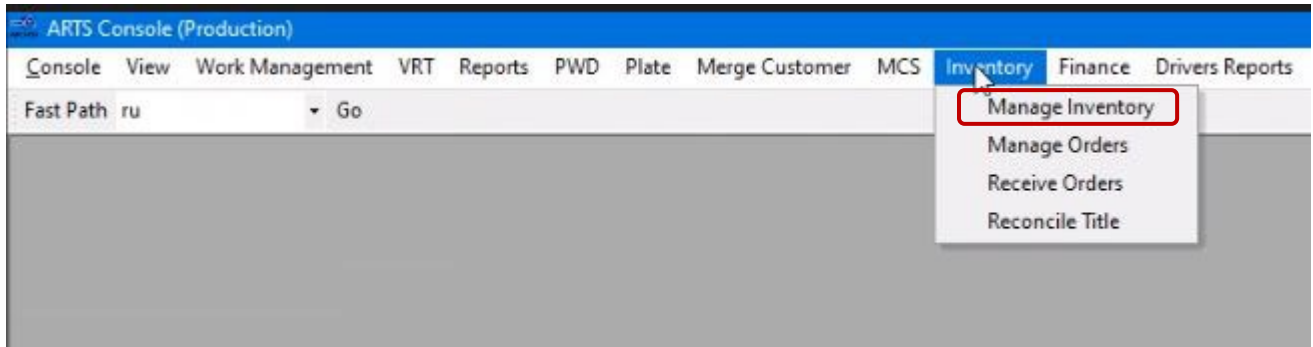
2. Physical Inventory Location – "County - Primary Storeroom".
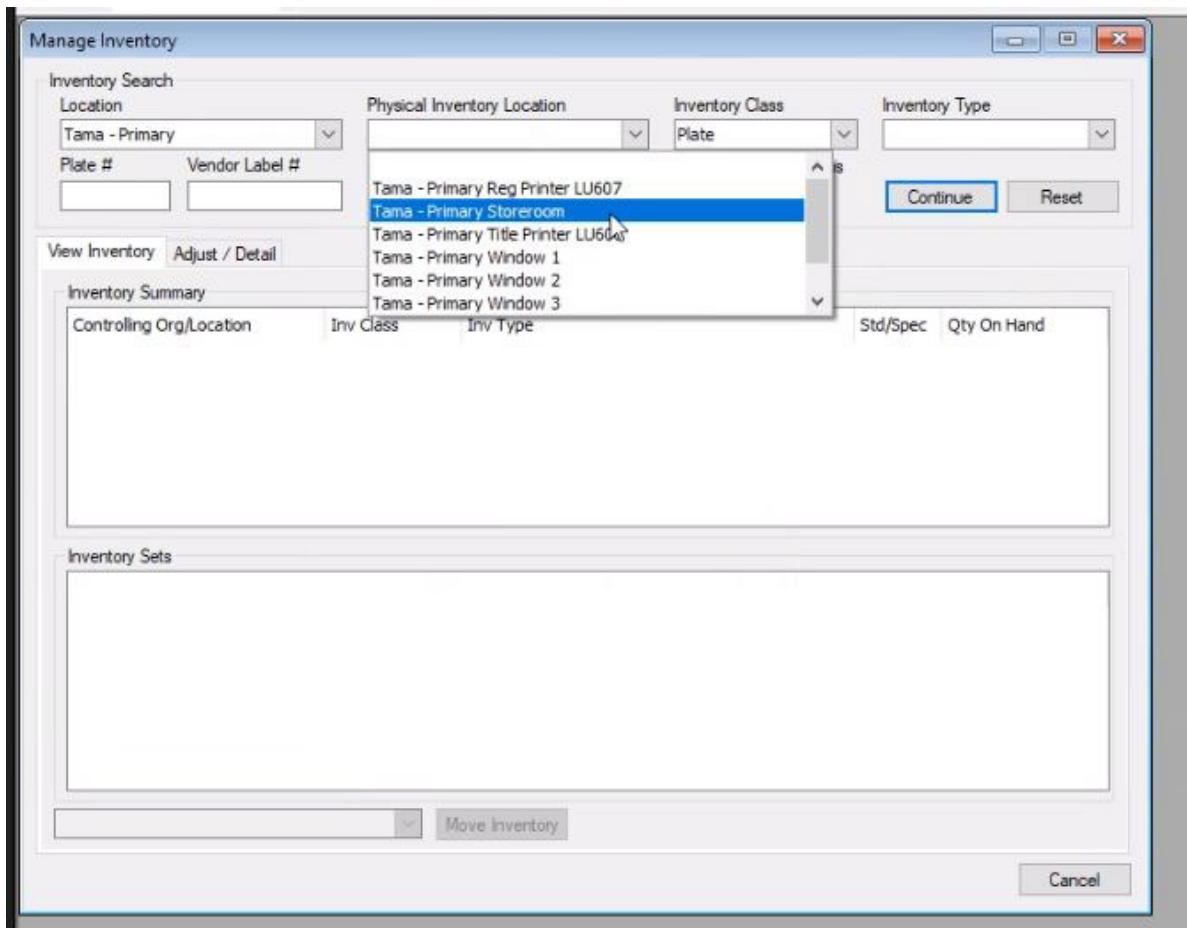
3. Make sure the Standard items box is checked.

4. Select *Continue*.
   a. All the plates that are in the storeroom location will show the totals for each.

5. Double click on the line for the plate type you need to adjust.

In this example, the county did not receive MHF411-MHF460. This is an error.

6. Double click on the line that needs adjusted.

7. Click on the first plate, hold down the Shift key and then select the last plate. Each plate will be highlighted.

8. Add Adjust Reason.

9. Select *Adjust*.

10. Select *OK*.

11. The Manage Inventory screen will return if more need to be adjusted.

12. Select Continue and the plates adjusted will be deducted from the original number. (Notice: it shows 400 County Std lg 2.

13. This shows Qty on Hand for County Std lg 2 at 350.

Plates Surrender

The DOT is uniformly requiring that all license plates surrendered to the County Treasurer must be returned to IPI without exception in accordance with Administrative Rule. This includes all plates in the possession of the County Treasurer that are not eligible to be assigned to a vehicle.

Iowa Administrative Code 761-400.63. Disposal of surrendered registration plates. The county treasurer shall return plates that have been surrendered to the county treasurer to Iowa state prison industries for recycling. This rule is intended to implement Iowa Code sections 321.5 and 321.171.

- **For regular pick-ups** use the IPI pick-up portal
  Guidance provided by IPI is that there will be a follow-up contact within 2 business days.
  IPI drivers will pick up your plates when they make deliveries. Please let the driver know that you have plates which need to be picked up, as they may not know they need to pick up plates. DOT has requested that IPI drivers make it part of their deliveries to inquire about plate pick-ups.
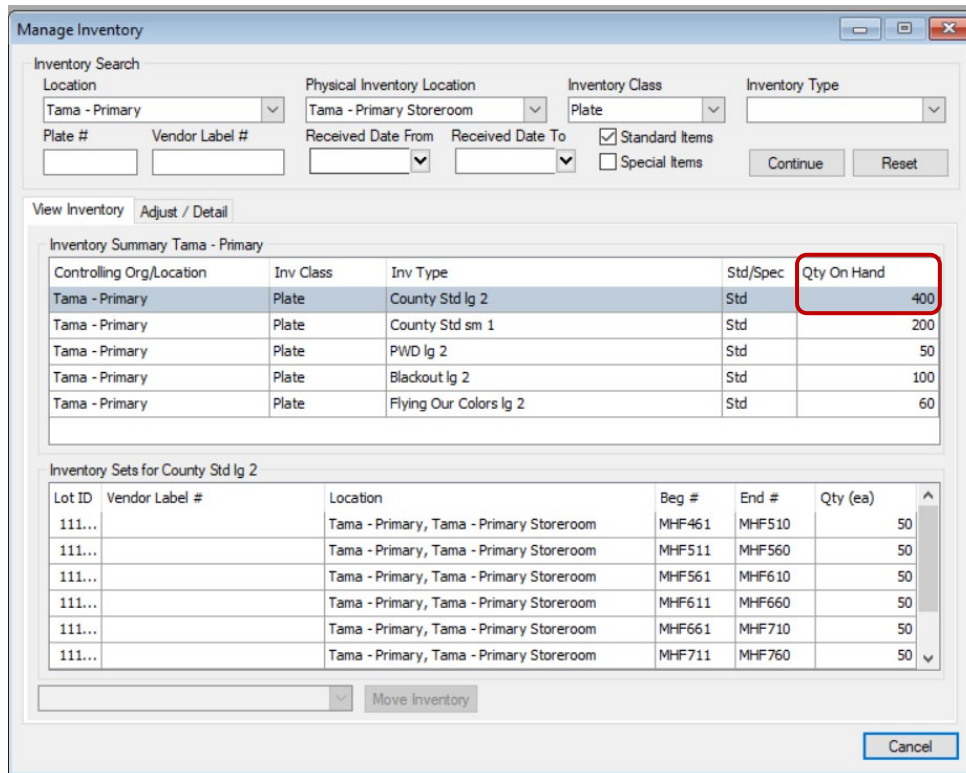
- **For large quantity pick-ups** please use the following email address instead of the pick-up portal - ipiwarehouse@iowa.gov.

- **For those who receive plates by mail** and do not have a regular driver: please use the following email address to request a plate pick-up - ipiwarehouse@iowa.gov

- **In the event the driver is delivering/picking up after regular business hours:**

  Unless there is a secure way for the IPI driver to pick up plates, such as another county office which is open later, pick-up will need to be rescheduled. Part of the reason for surrendering these plates is to make the responsibility for securely destroying these plates that of the DOT via IPI. If the transfer of the plates is not direct from the county to IPI, then that assurance is not there. We are not asking for the plates to be inventoried, but if we can see in ARTS that the plate has been damaged out, replaced, or surrendered for another reason then we can have some reliability that the plate was turned into IPI. DOT's Bureau of Investigation and Identity Protection uses the records in ARTS should they have an inquiry or a complaint about a plate being somewhere it should not be.
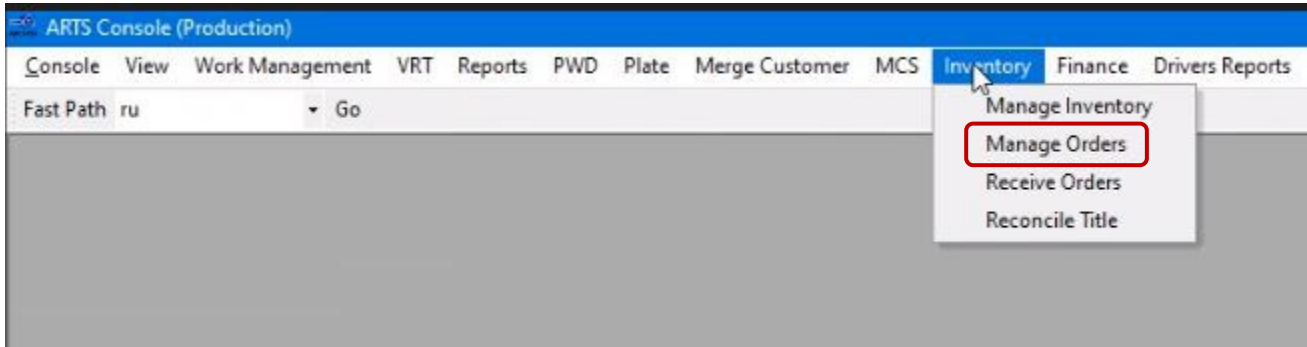
  Packaging Plates for Pick-Up:
  The best way to package return plates is to use the boxes originally used to ship the plates. Please secure the contents of the boxes with tape or another method of packaging.

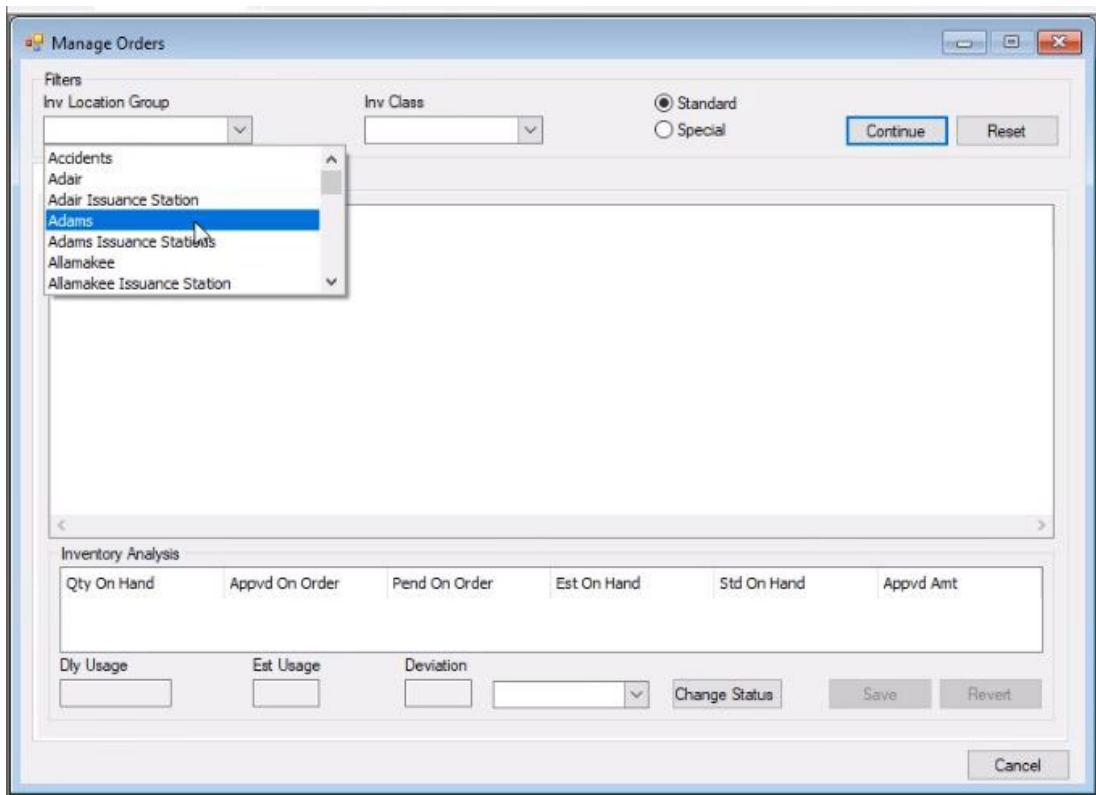 For questions about packaging, please contact ipiwarehouse@iowa.gov.

Registration

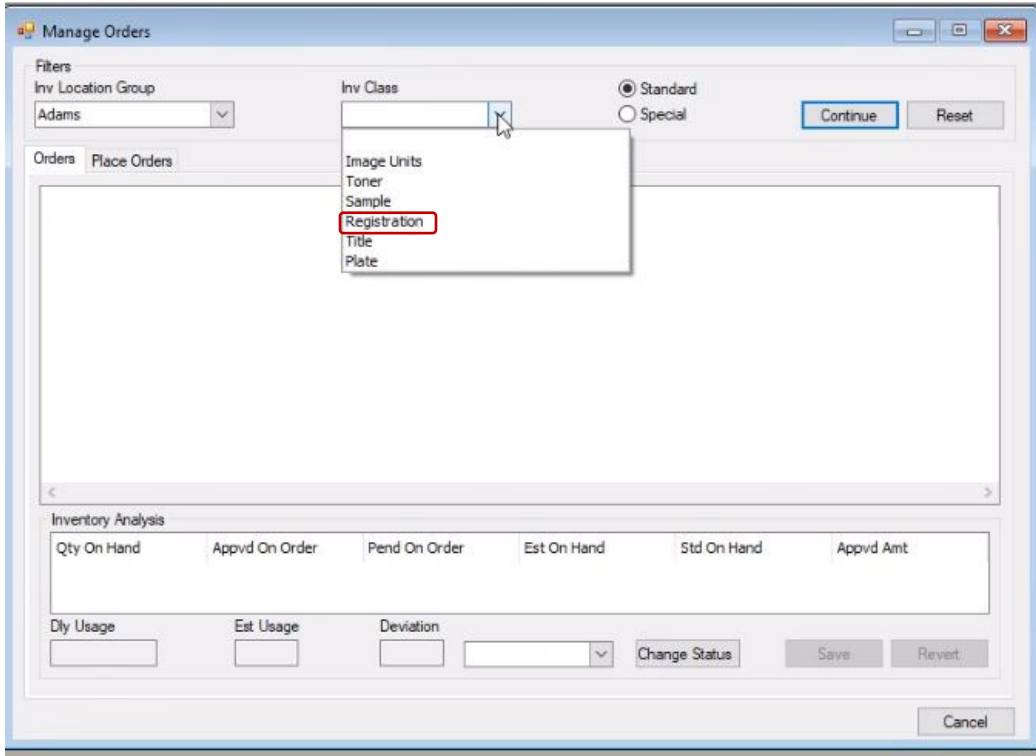## Ordering Registration Decals (within ARTS):
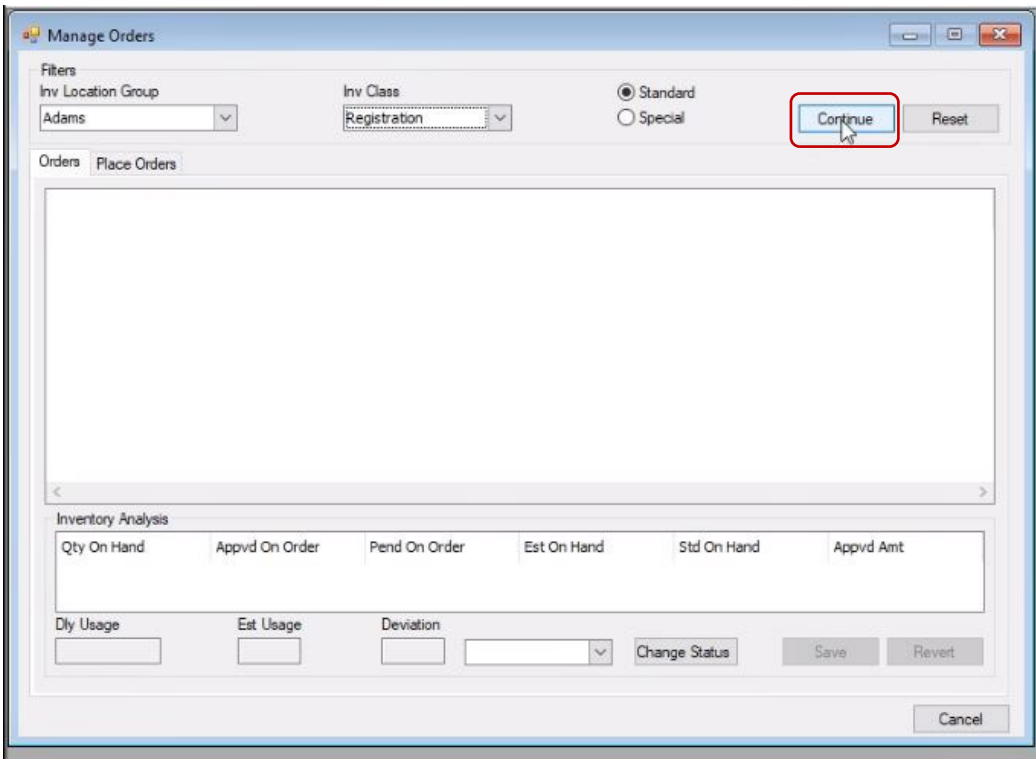
1. ARTS > Inventory > Manage Orders.

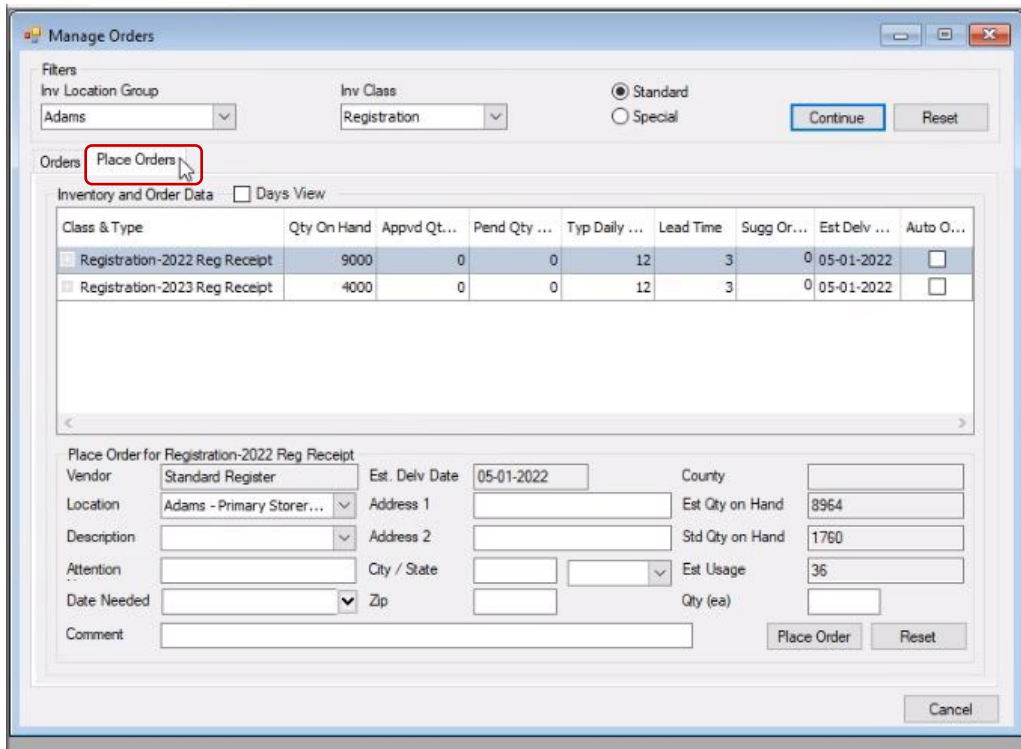2. Inv Loc. Group > Your County (Example: Adams).
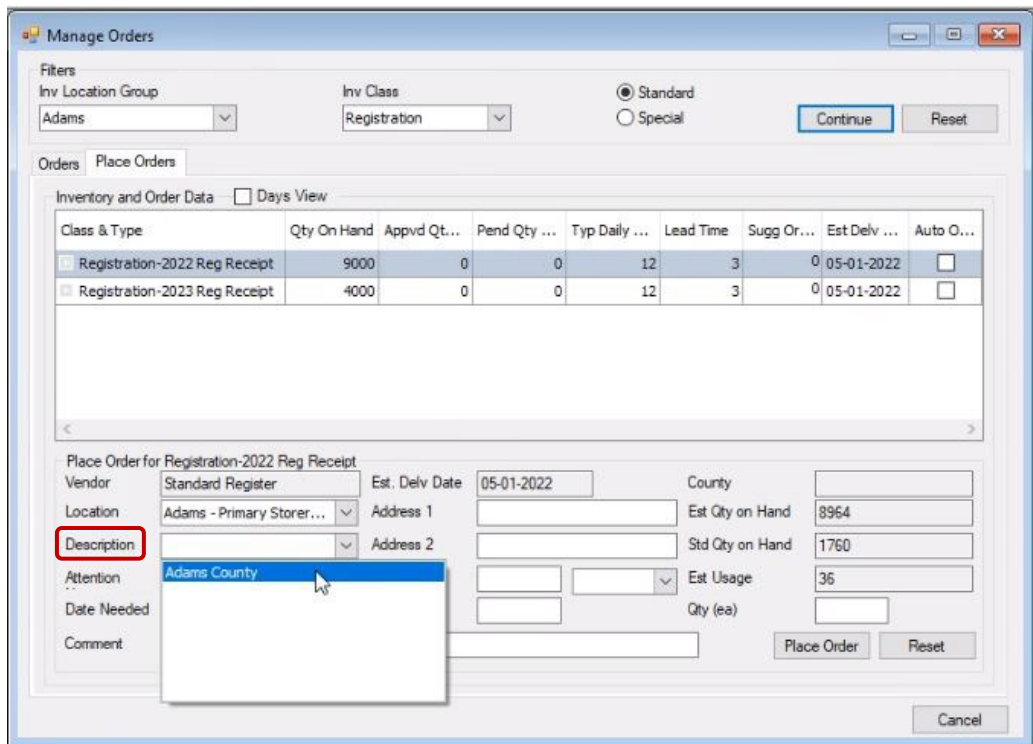
3. Inv Class > Registration

4. *Select Continue.*

5. Select *Place Orders* tab.

6. Select the product to order.

7. Description > dropdown menu to select county.

8. Select tab to autofill *Attention*.

9. Select date needed > (2 weeks out).

10. Qty > order total amount.
    a. Example:
        i. Needing 4 boxes of Registration, order 4000 (1000 sheets per box).
        ii. Ordering titles (1,575 come in a box). Ordering 6 boxes = Qty will be "9450".

11. Utilize the *Comment* box if it is a RUSH ORDER or a FAKE ORDER.
    b. Note: Also contact Rhonda Fowler for all RUSH ORDERS.

12. Select *Place Order*.

13. Select the *Orders tab* to verify the order is placed.
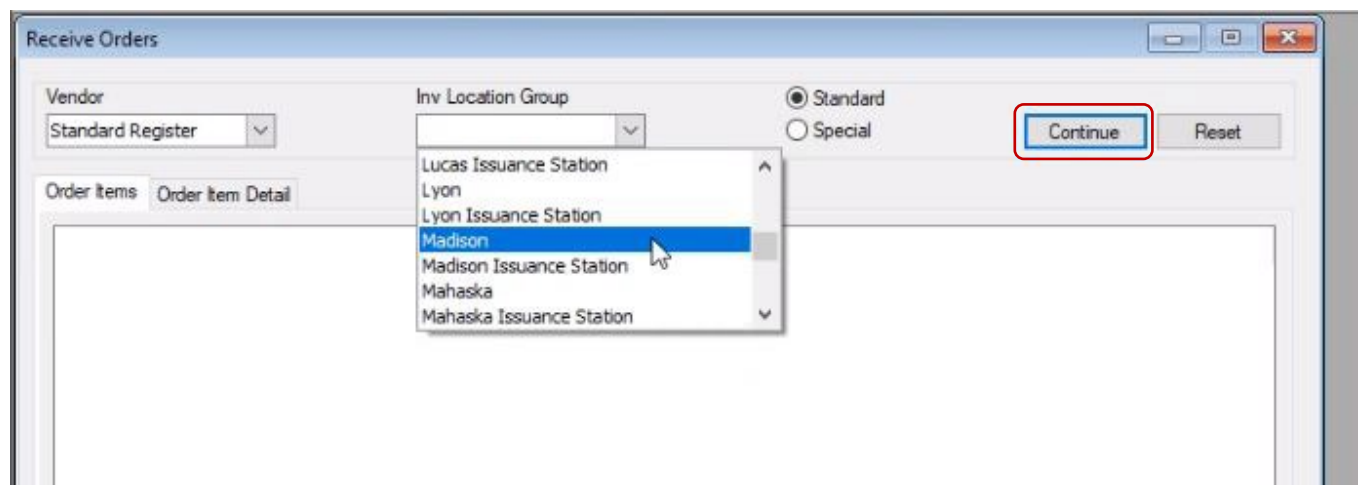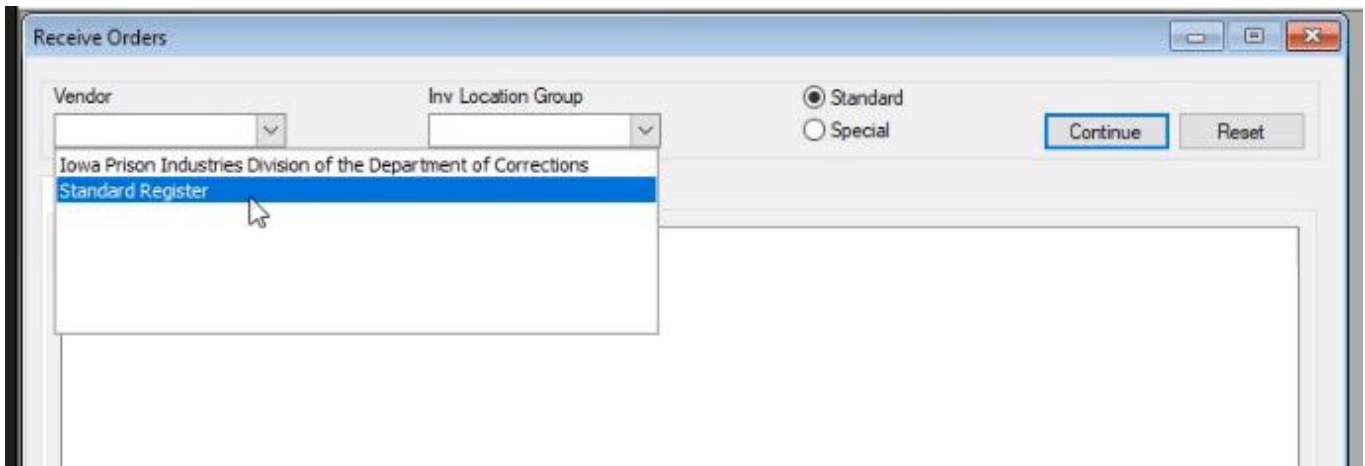
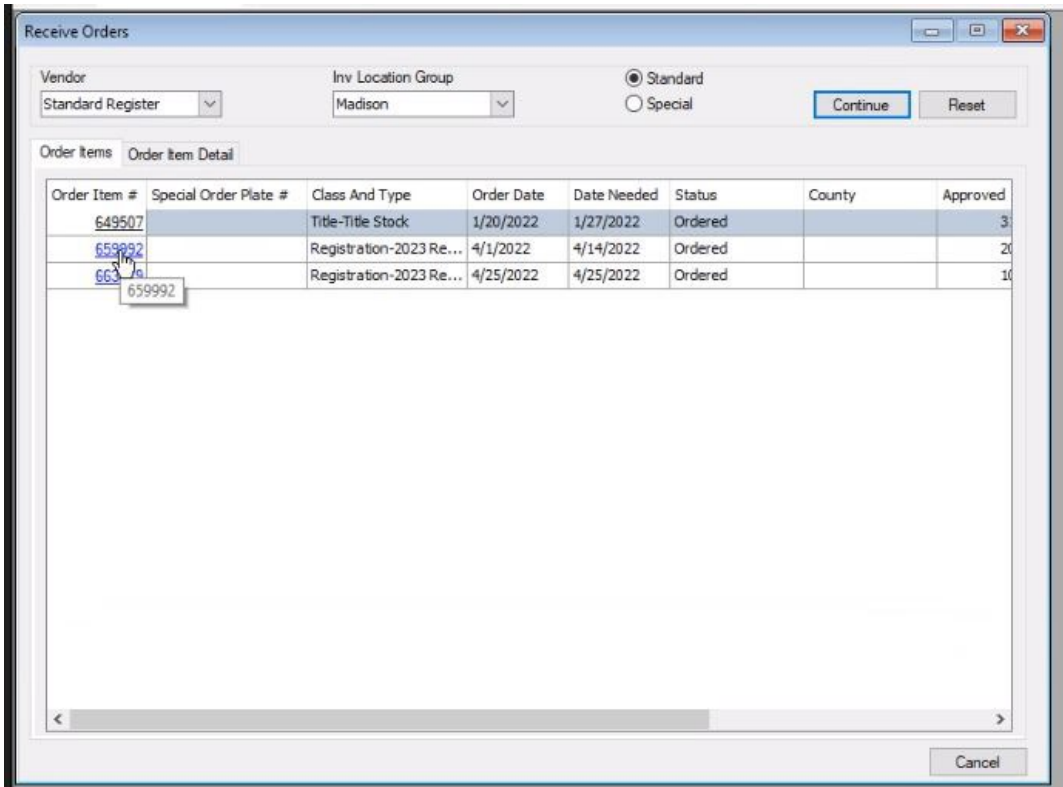# Receiving Registration Decals

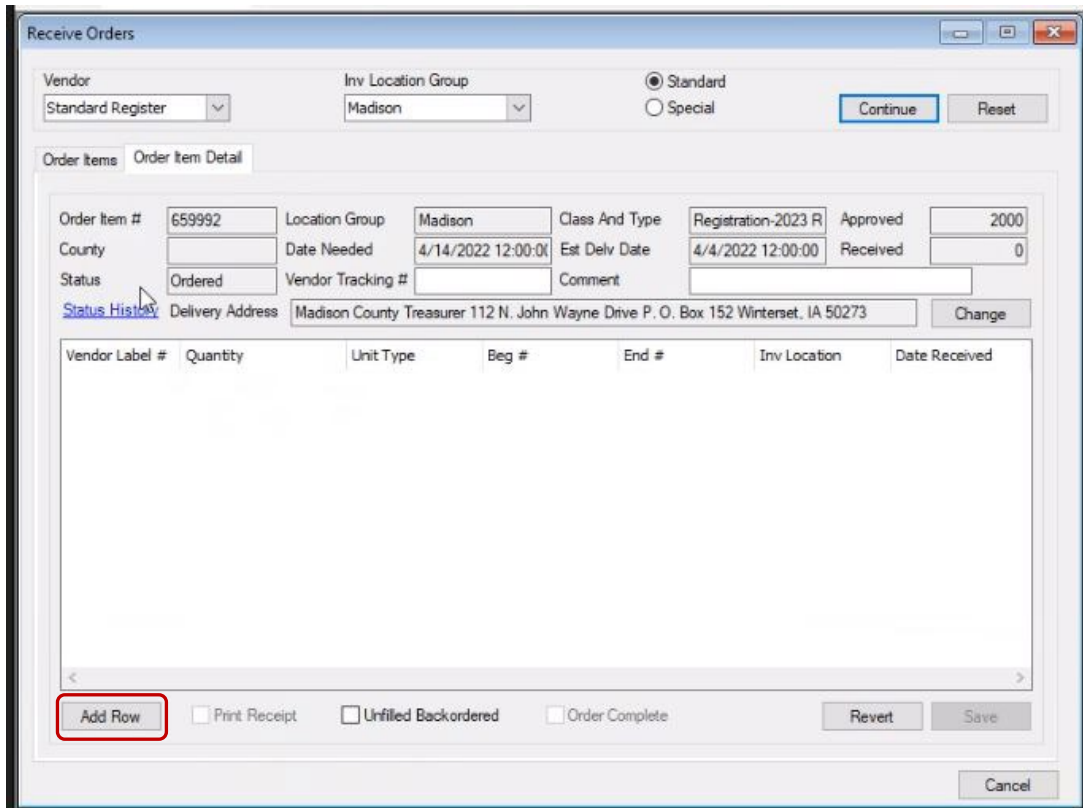1. Inventory > Received Orders
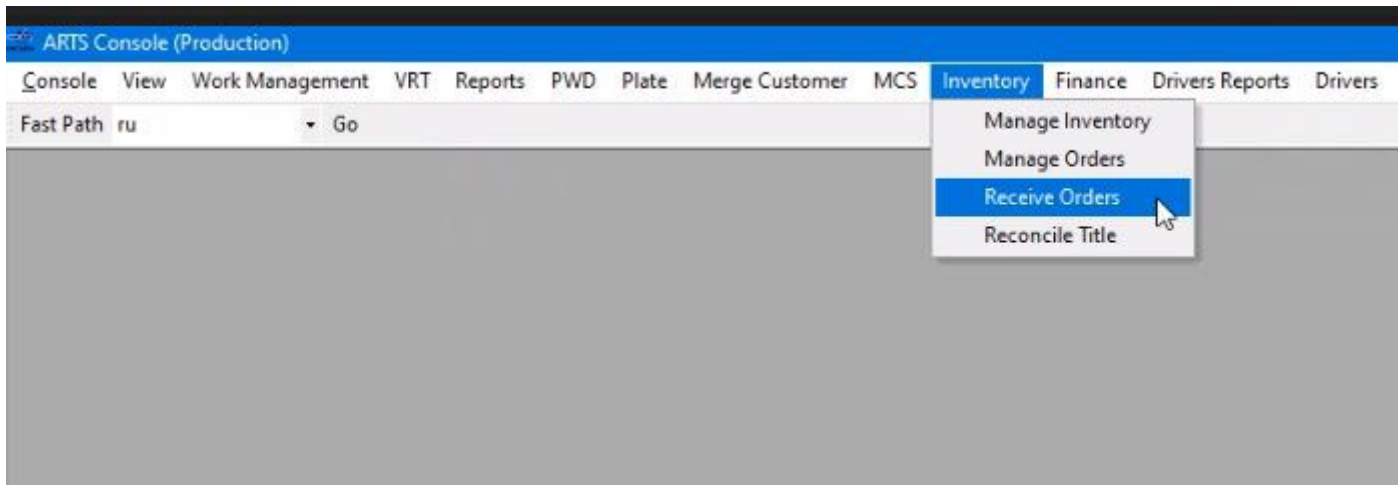
2. Vendor > *Standard Register.*

3. Inv Location Group > (Choose County)

4. Select *Continue*.
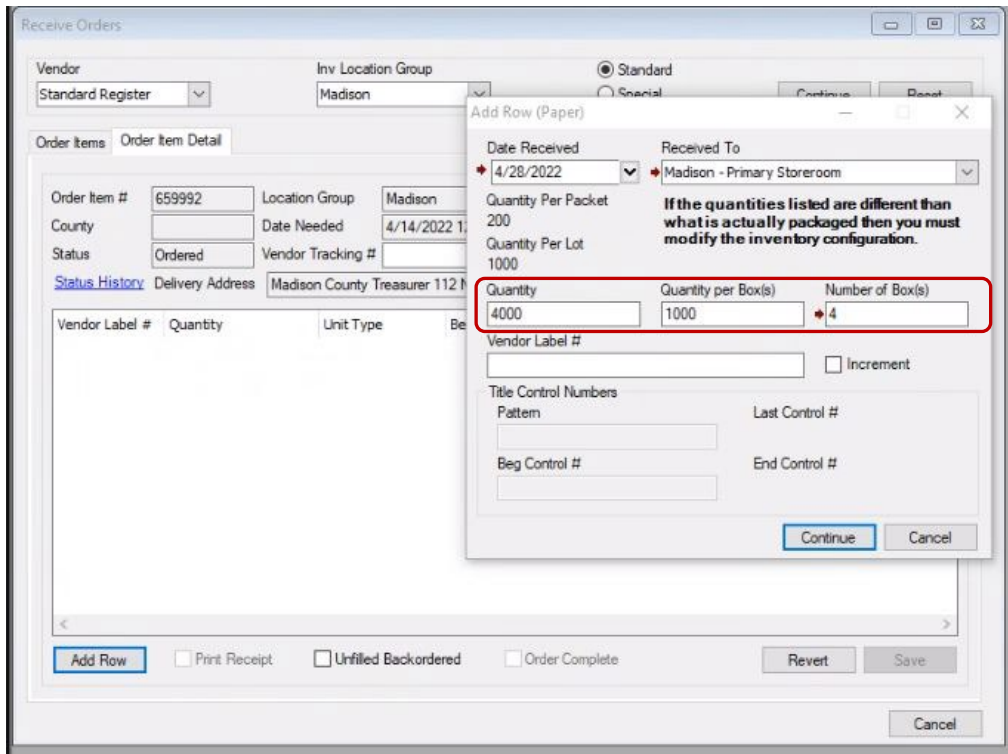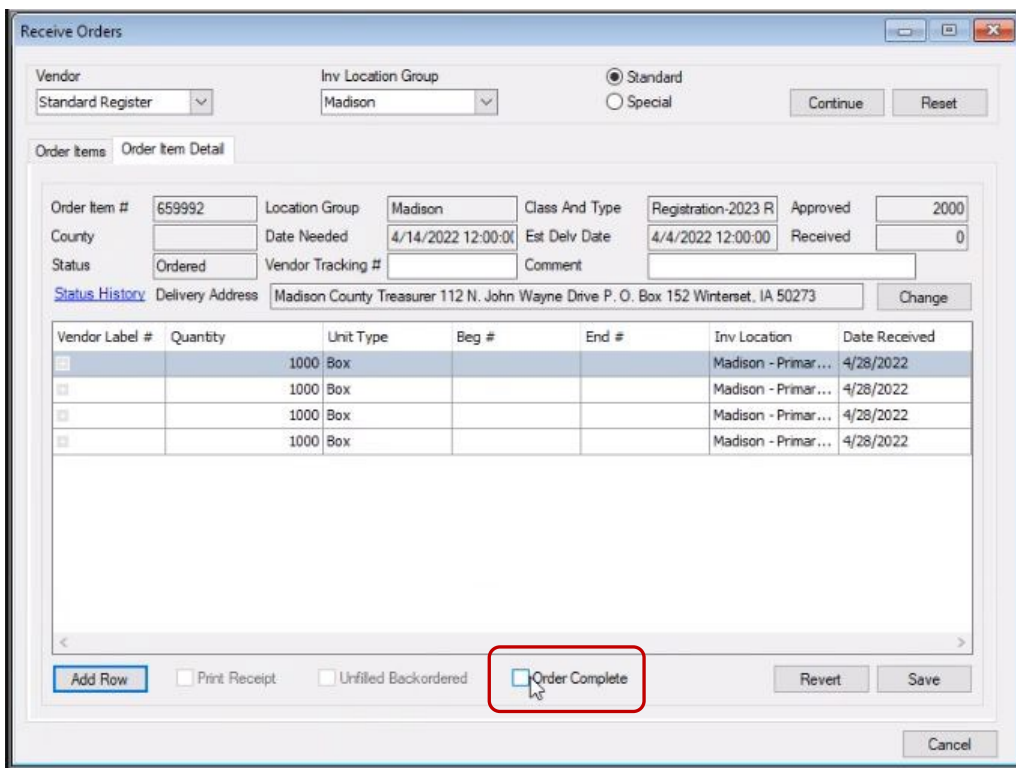
5. Select blue "Order Item #".

6. Select *Add Row.*

7. Fill in "Quantity" and "Quantity per Box(s)".
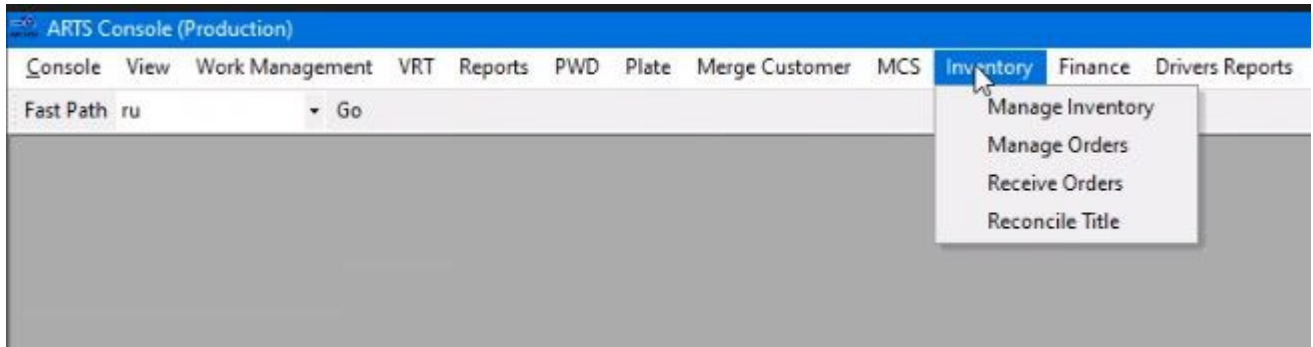
8. Select *Continue.*

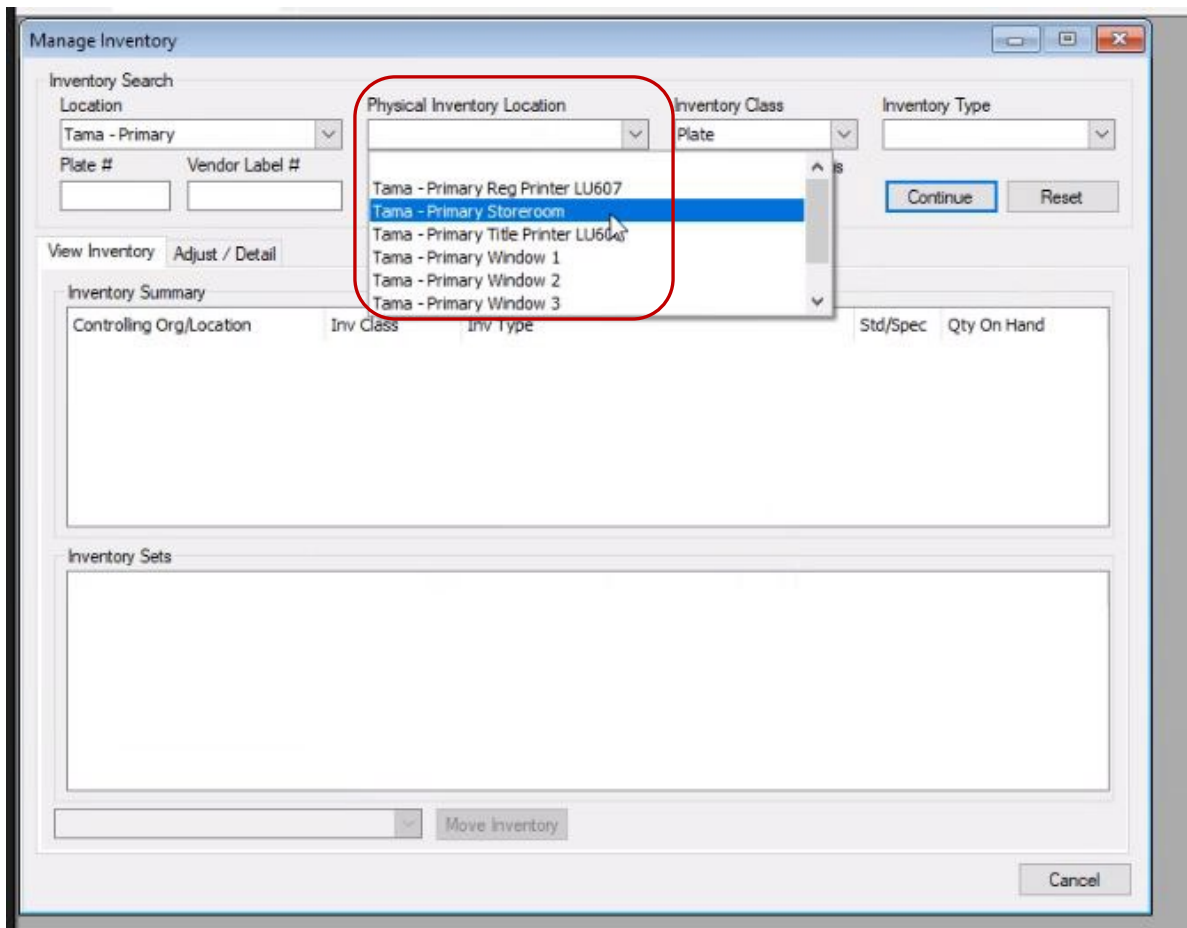9. Select *Order Complete* and select *Save*.

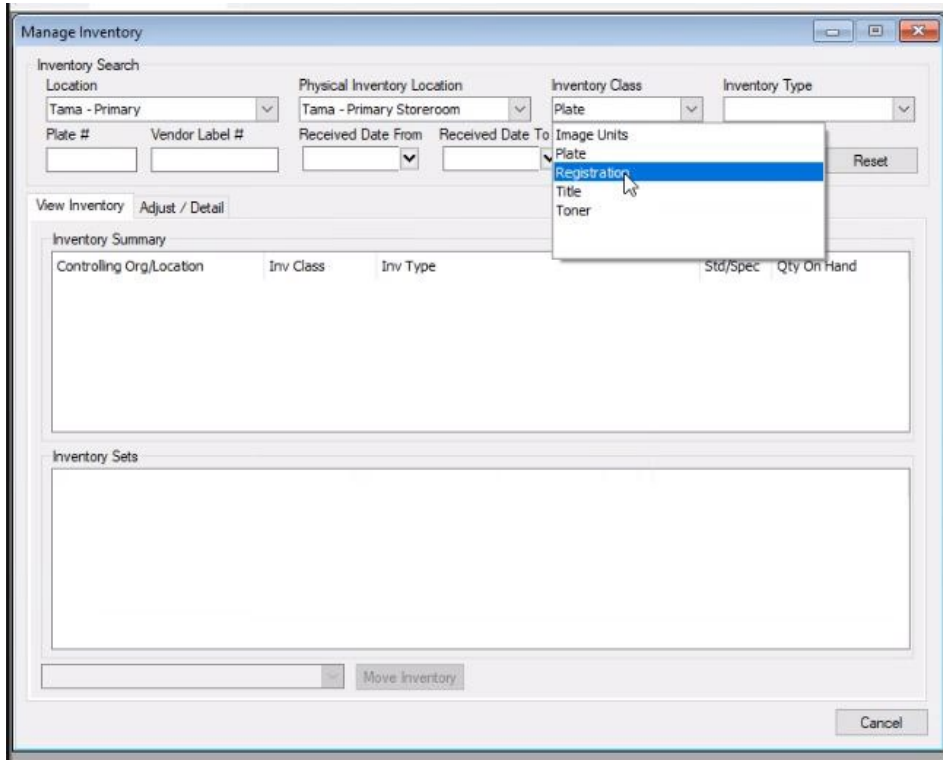# Updating Registration Inventory in Storeroom

10. Inventory > Manage Inventory
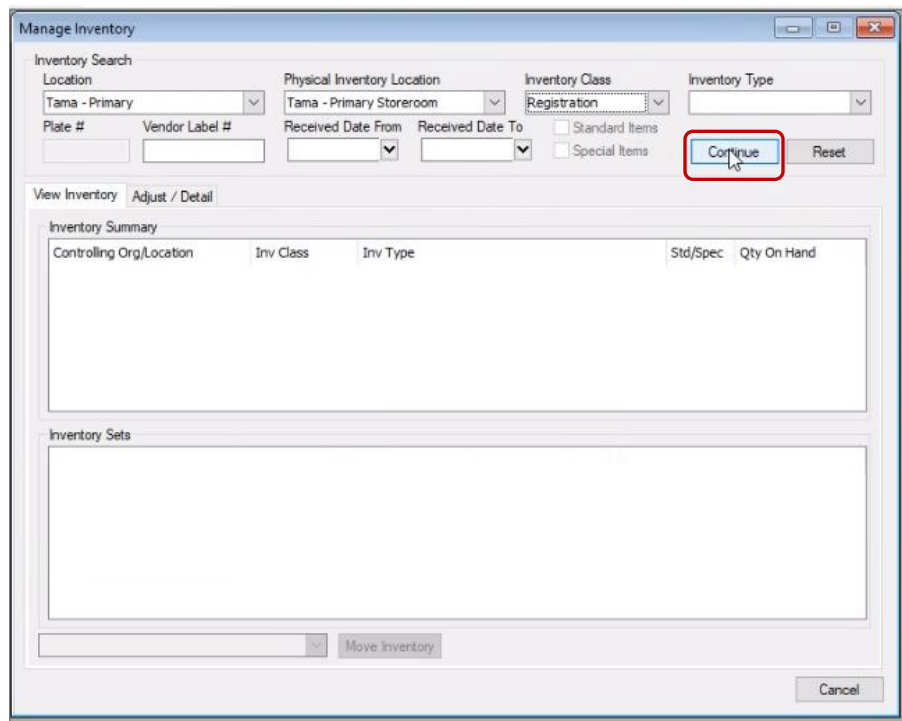

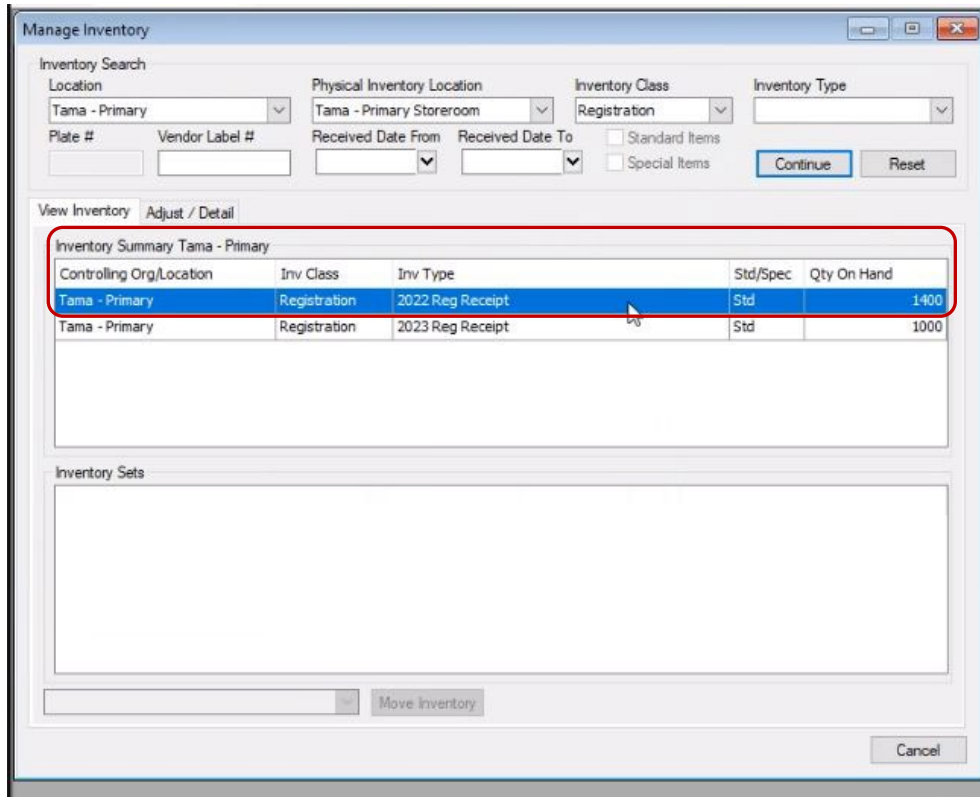11. Physical Inventory Location – "County - Primary Storeroom".

12. Select Inventory Class from the dropdown.
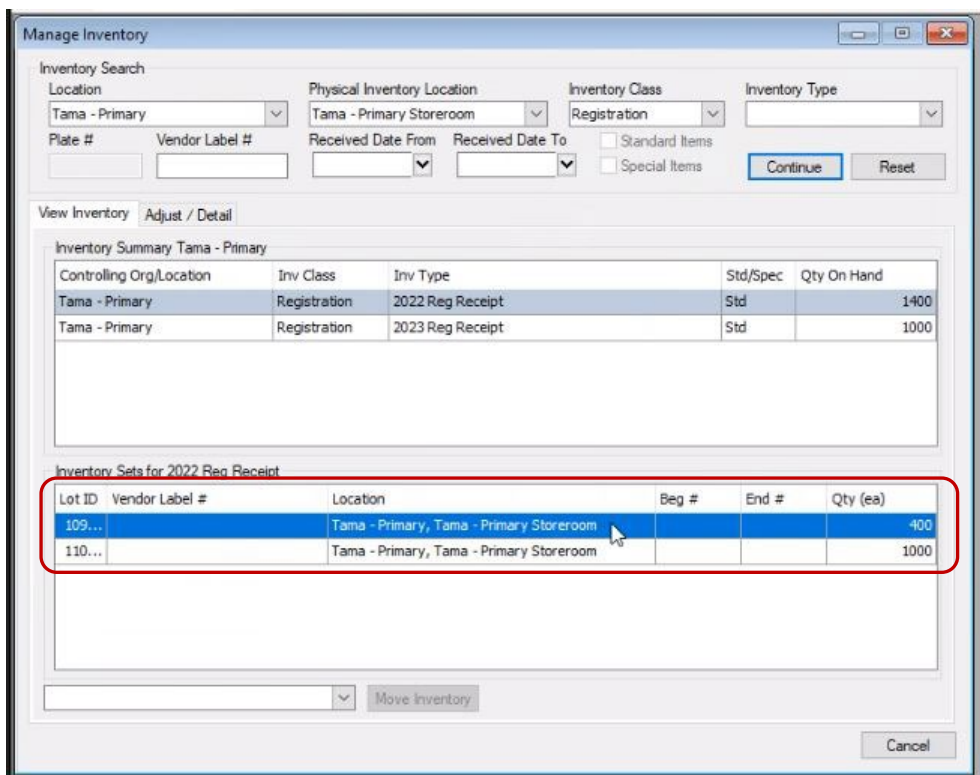   a. Registration

13. Select *Continue*.

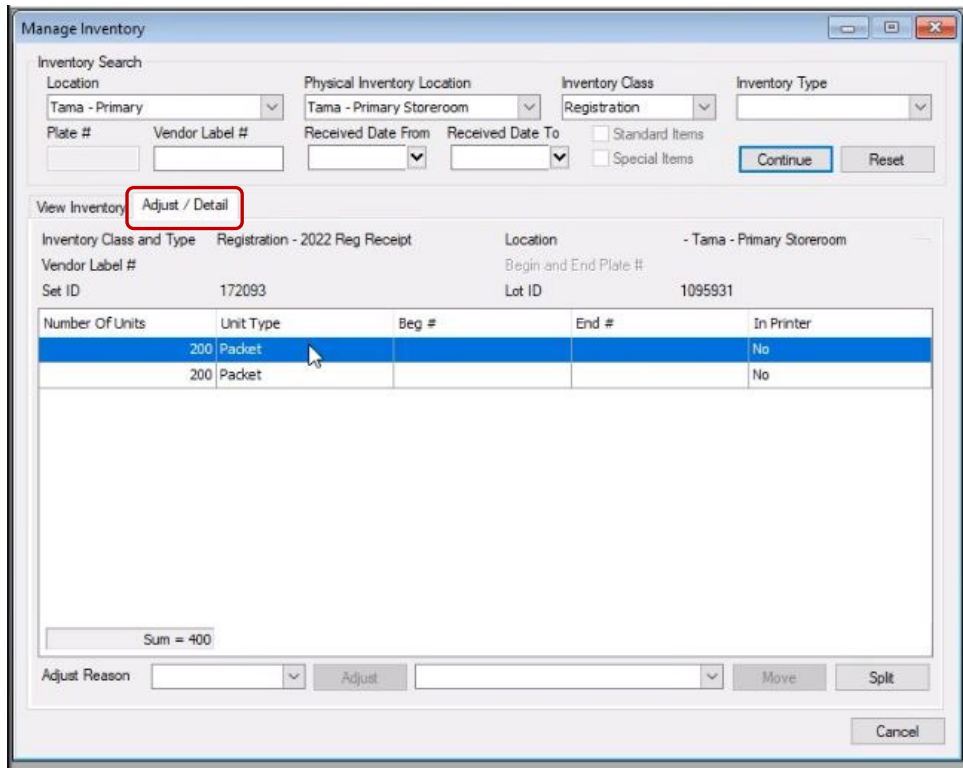14. Double click which item needed to adjust under "Inventory Summary "County" –Primary".

15. Double Click items that need to be adjusted under "Inventory Sets for…".
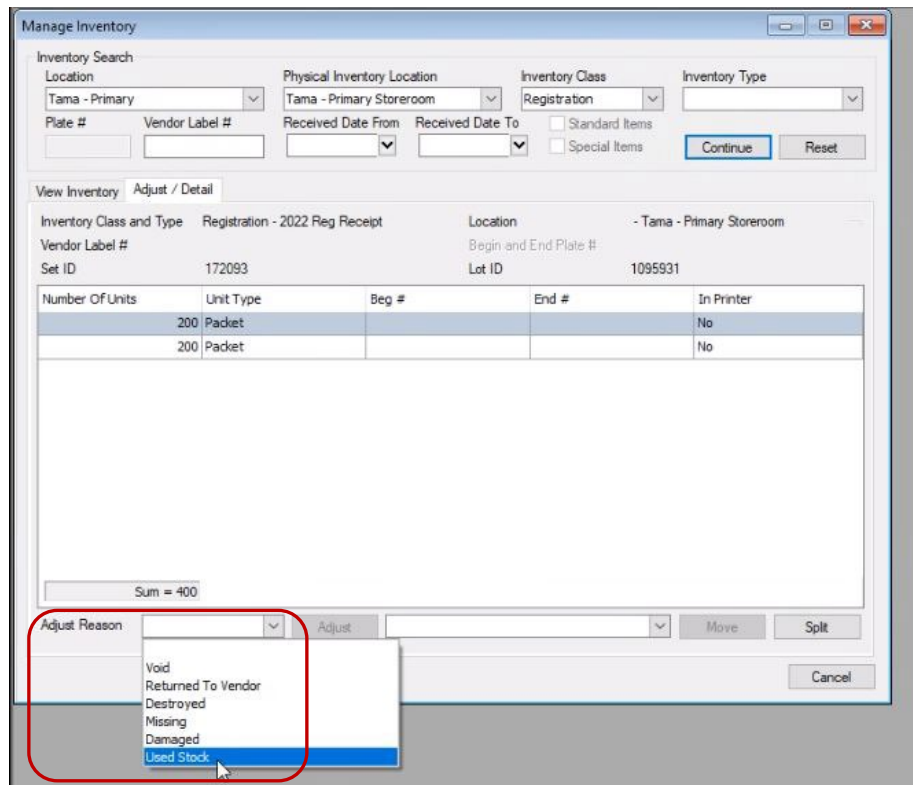
16. Adjust/Detail Tab will appear.

17. Highlight item that needs adjusted.

18. Adjust Reason.

19. Select *Used Stock* from dropdown.
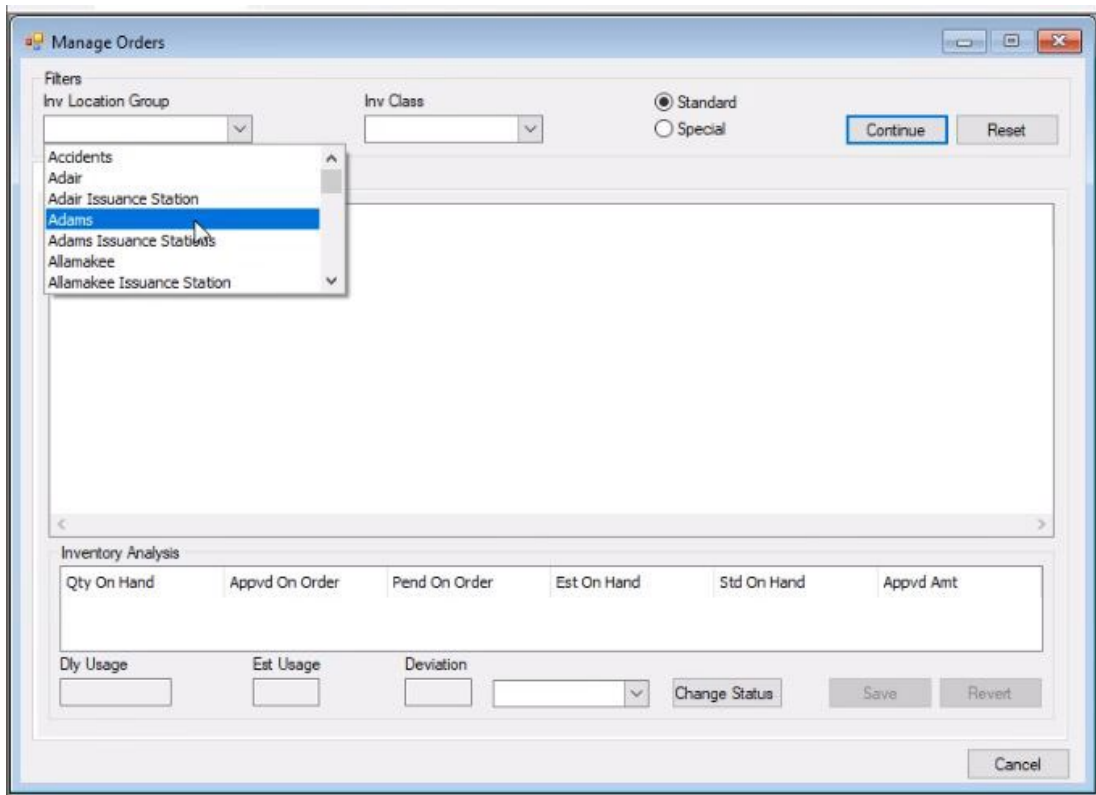
20. Select *Adjust*.

Title Stock

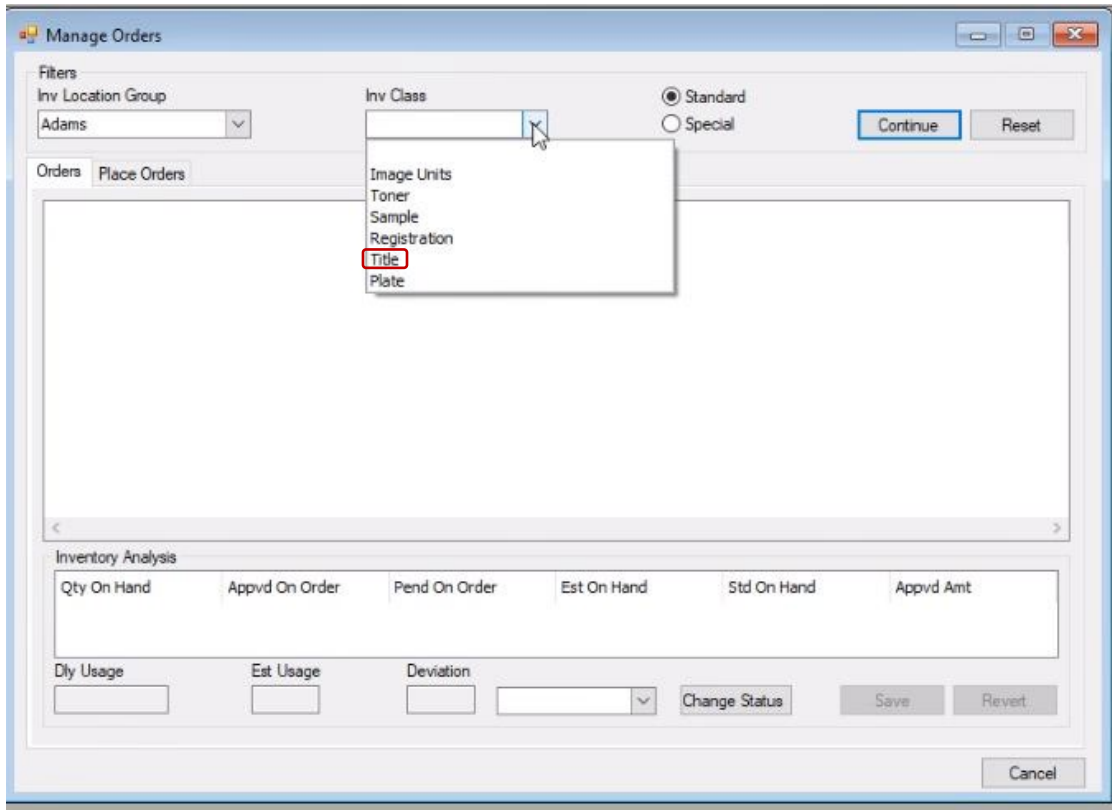## Ordering Title Stock (within ARTS)
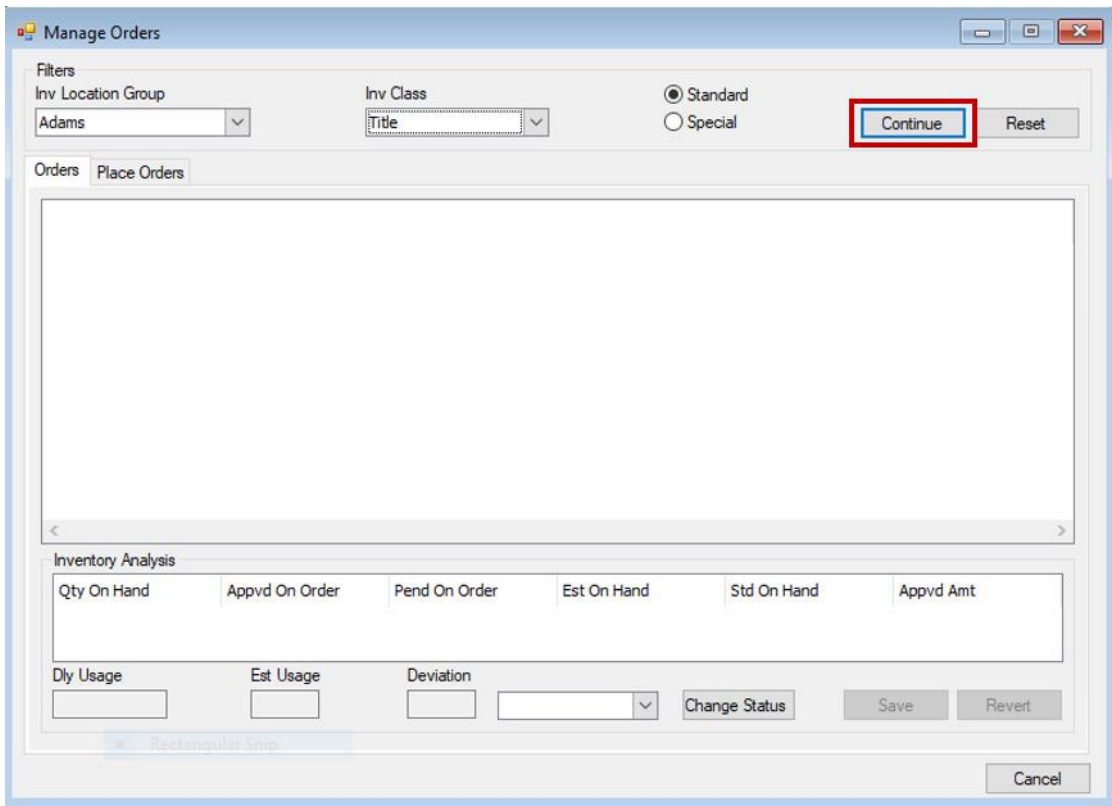
1. ARTS > Inventory > Manage Orders.
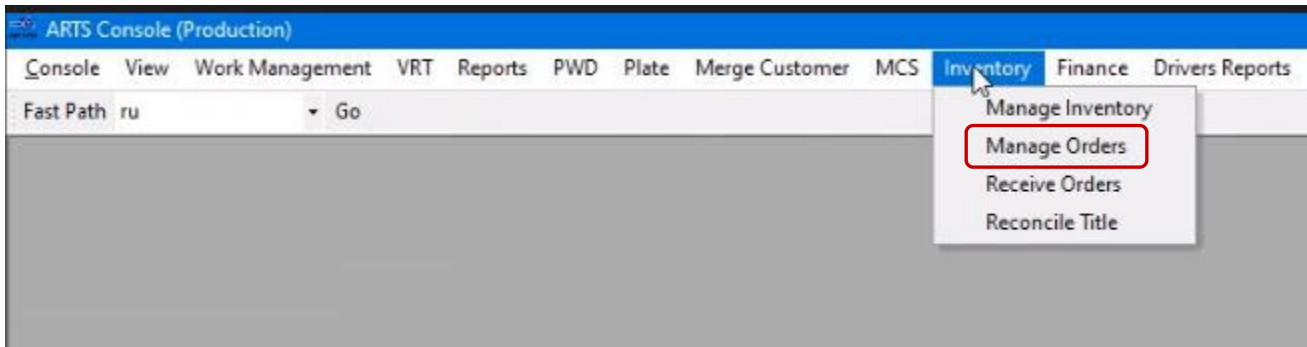
2. Inv Loc. Group > Your County (Example: Adams).
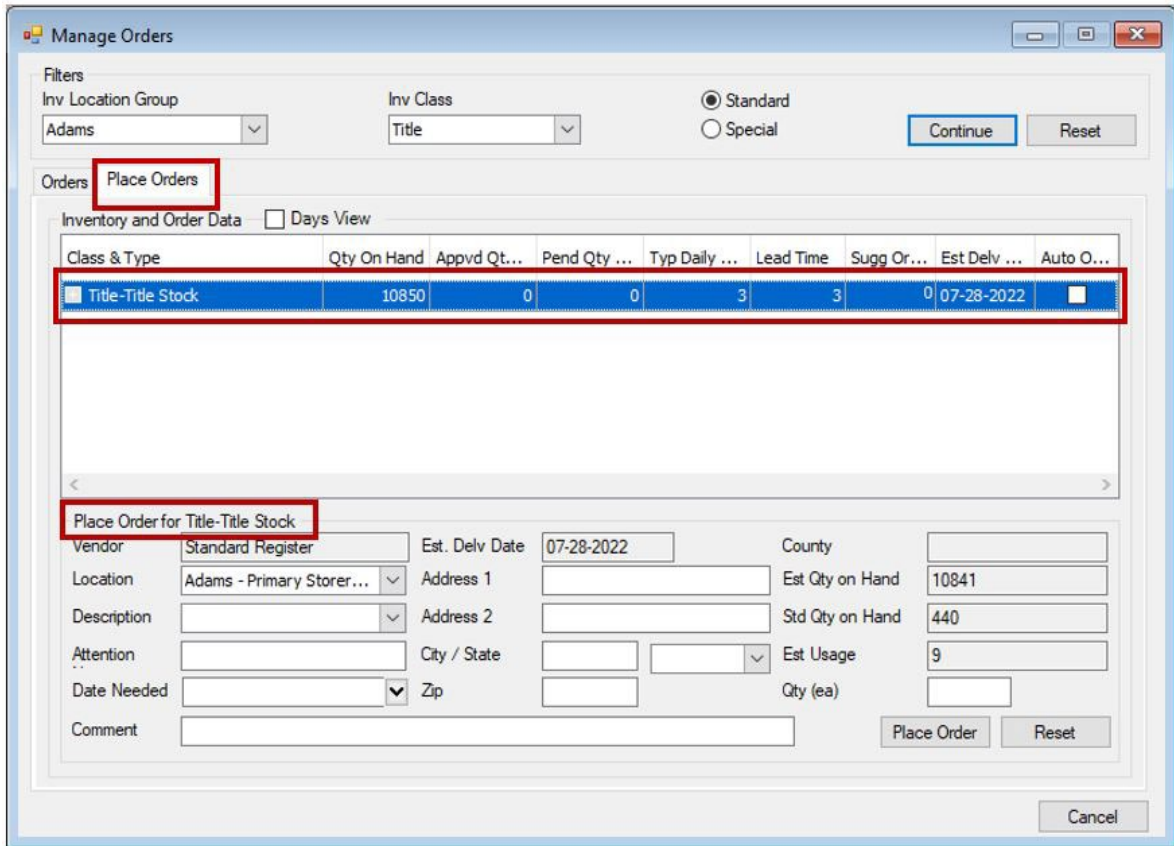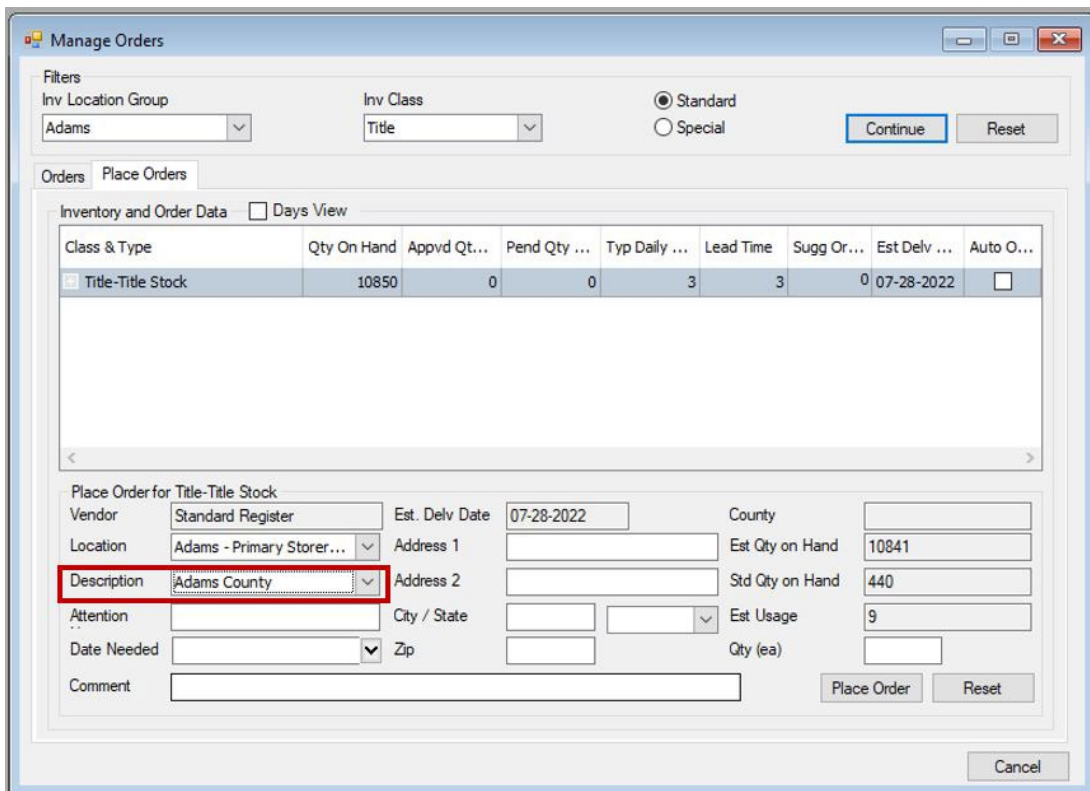
3. Inv Class > Title

4. Select *Continue.*

5. Select *Place Orders* tab.

6. Select the box next to Title – Title Stock

7. Description > dropdown menu to select county.

8. Select tab to autofill *Attention*.

9. Select date needed > (2 weeks out).
    a. The dropdown menu will pull the current month. There is a 2-week window for title fulfillment. The date in the Est Delv Date field is not accurate. It is based upon a vendor contract which is no longer in place. This field has no applicability when ordering titles.

10. Qty > order total amount.
    a. Example: Ordering titles (1,575 come in a box). Ordering 6 boxes = Qty will be "9450".

    b. Fill in the needed quantity. Each carton contains 1,575 title blanks. Orders for titles must be in multiples of 1,575. In this example, 3 cartons are ordered (4,725 title blanks).
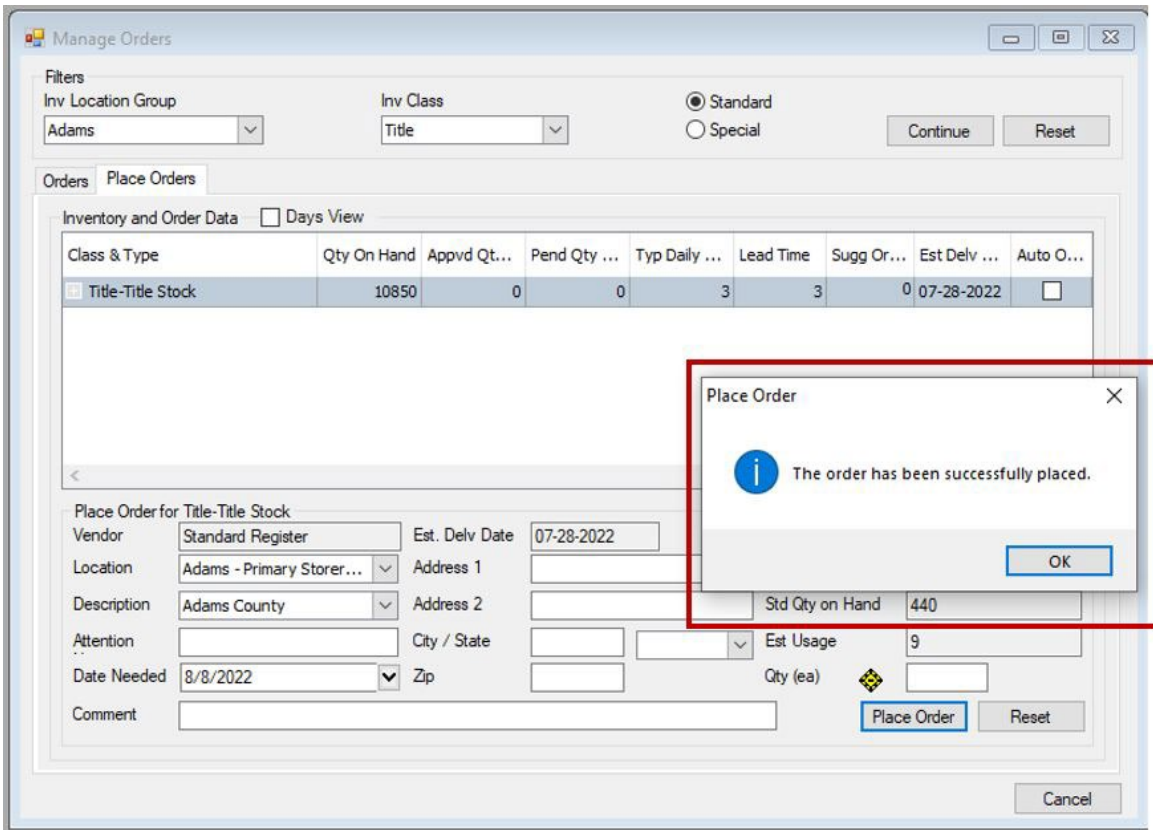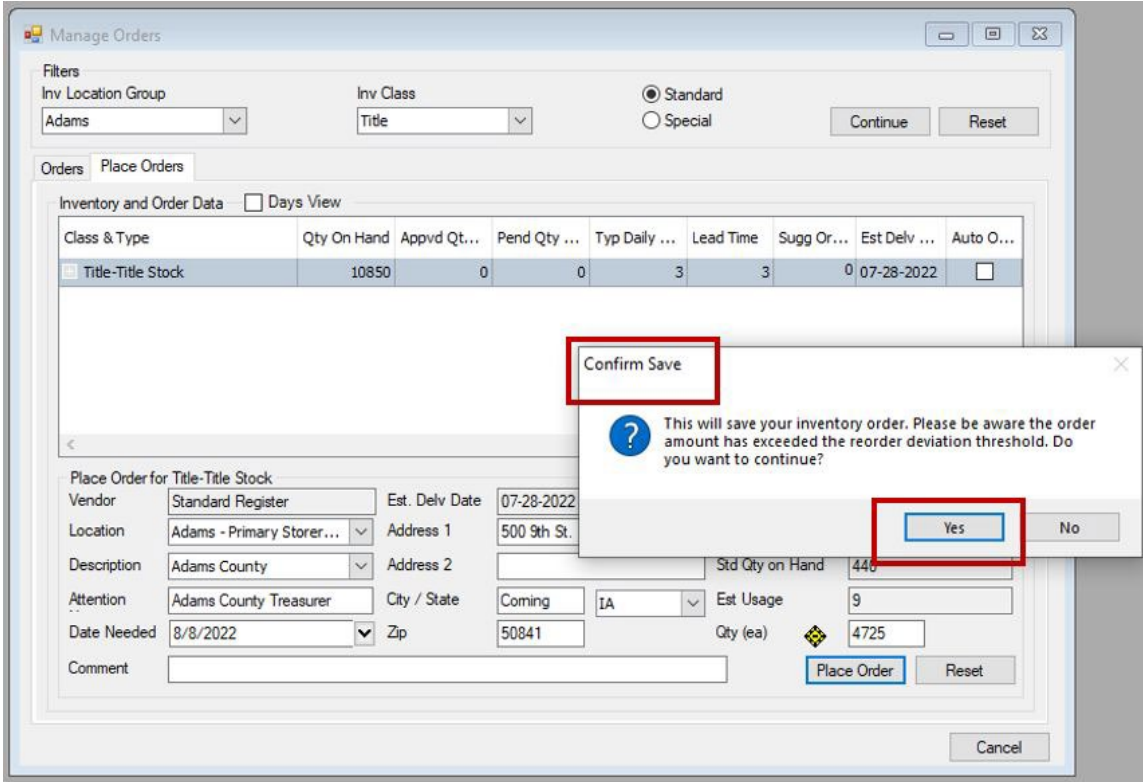

11. Utilize the *Comment* box if it is a RUSH ORDER or a FAKE ORDER.
    a. Note: Also contact Rhonda Fowler for all RUSH ORDERS.

12. Select *Place Order*. A Confirm Save message will appear, select Yes. This will result in a Place Order confirmation message.

13. Select the *Orders tab* to verify the order is placed.

Receiving Secure Title Stock into Inventory

1. Now that the title stock has arrived you need to verify the packages in the box. Each box has nine packages of 175 titles with a total of 1575.

2. Go to Inventory/Receive Orders.

3. For Vendor use the drop-down arrow and choose Standard Register.

4. Inv Location Group dropdown and choose County.

5. Select *Continue*.

6. Select Order Item Detail tab.

7. Select *Add Row*.

8. Add Row will appear.

9. Receive in a full box at a time or if the control numbers are all in consecutive order box to box do them all together. (Below is receiving in one box, 1575, 175 per packets with total number of nine packets.)

10. Put in the Quantity and Quantity per Packet(s) then tab over. The number of Packet(s) will autofill.
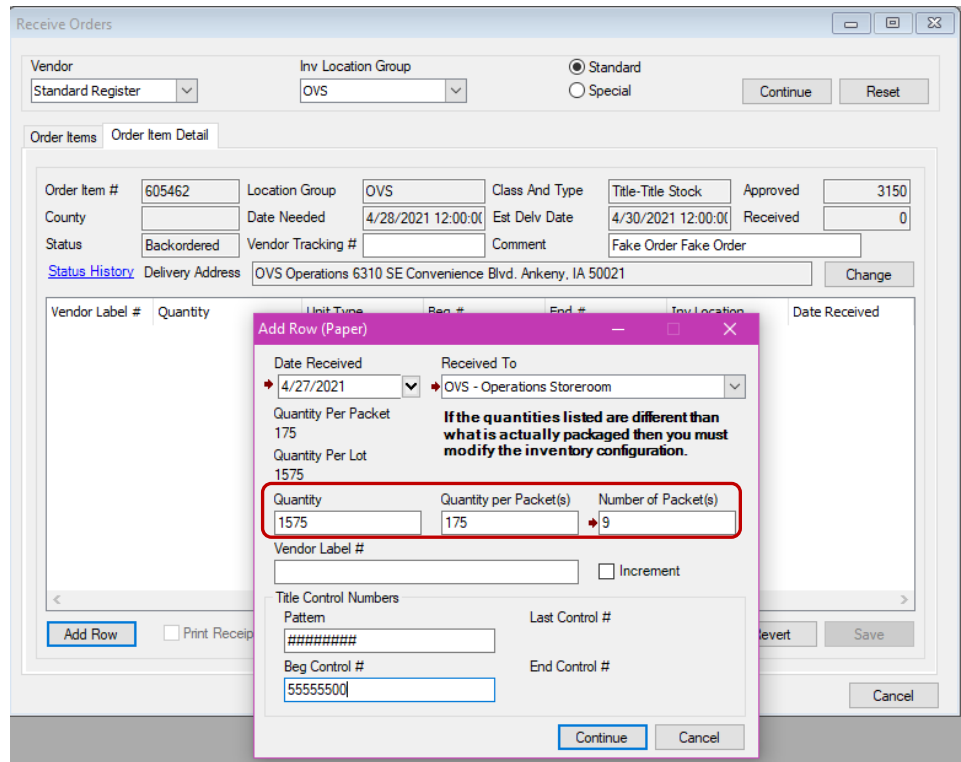

11. Title Control Numbers Pattern put in eight # signs. This means eight numbers.

12. In the Beg. Control # put the first control number from the very first package.

13. Tab over and the End Control # will show. If it does not match the control number in your last package double check packages. Always check each package to verify the numbers. Do not add the alpha or the 0/zero before the eight numbers.

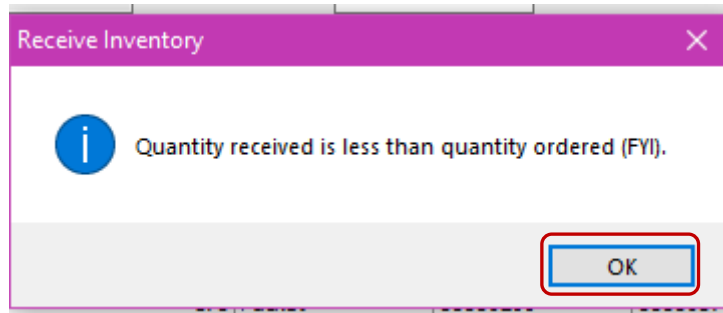14. If the numbers are correct select *Continue*.
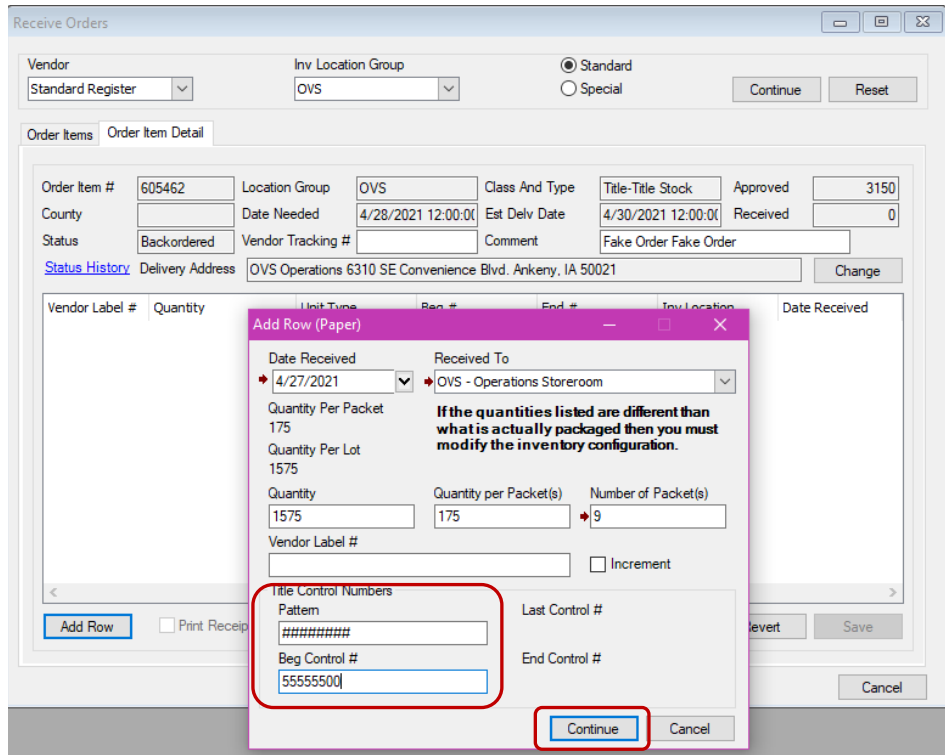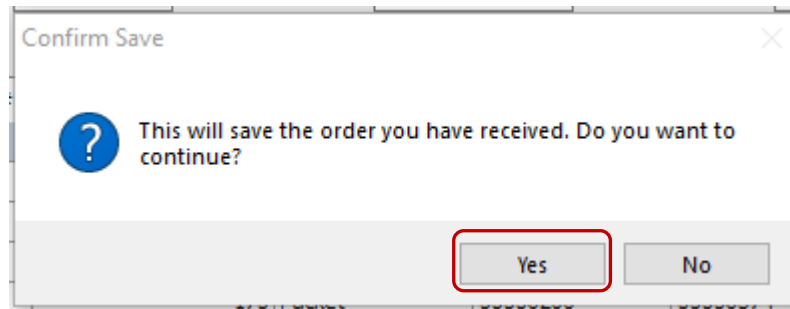

15. Select *Save*.
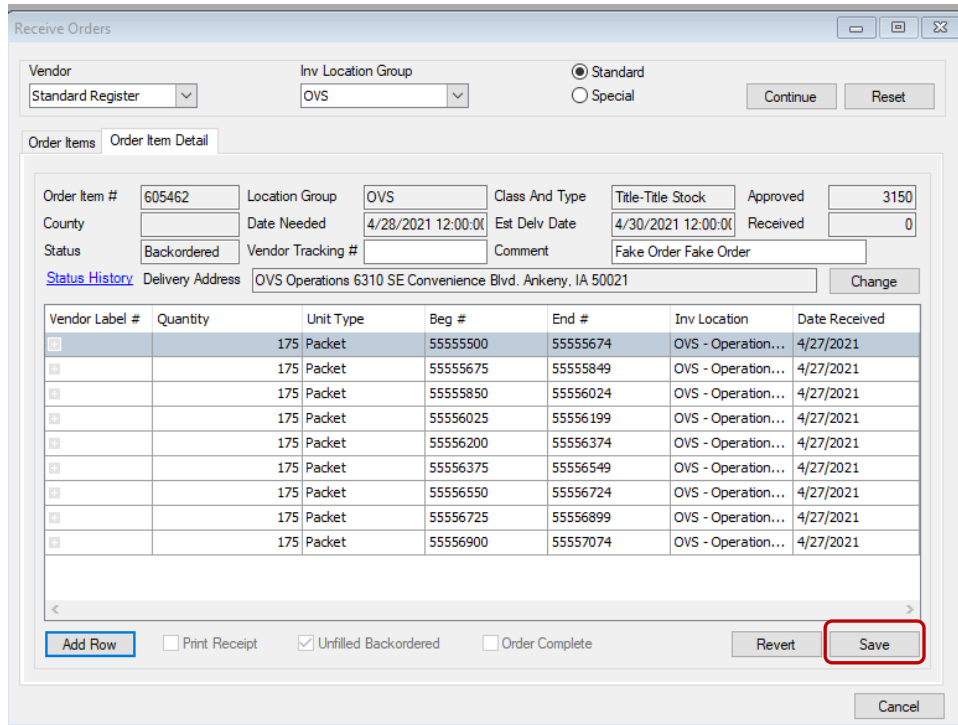
16. If there are more packages on this order (which is fine), this message will appear.
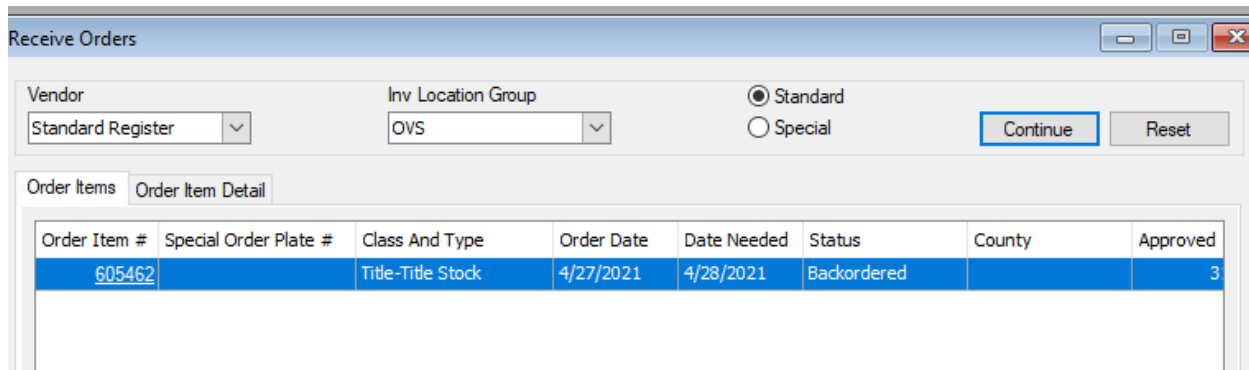
17. Select *OK*.

18. Select *Yes*.

19. The first screen in Receive Orders will appear.

20. The order was received successflly to the County Storeroom.

Title Stock Moved from the Storeroom to the Printer

1. Inventory > Mange Inventory.

2. Location > County .

3. Physical Inventory Location > County – Primary Storeroom

4. Inventory Class > Title

5. Select *Continue*.

6. Title Stock total quantity on hand will appear. Double click on the highlighted area.

7. This will cause the packages to show in the Inventory Sets for Title Stock area.

8. Find the control numbers to be moved to the printer (keep in numeric order).

9. Select *Move Inventory.*

10. Select *Yes*.

11. The screen will change to the below and the Qty On Hand total also changed.

12. Moving the title stock to the printer was successful.

Title Stock Printed Wrong or Errors, New Title Stock with DOT Changes

1. Go to Inventory/Reconcile Title.

2. Add location and title printer needing adjusted.

3. Click on the row that has the title stock needing adjusted.
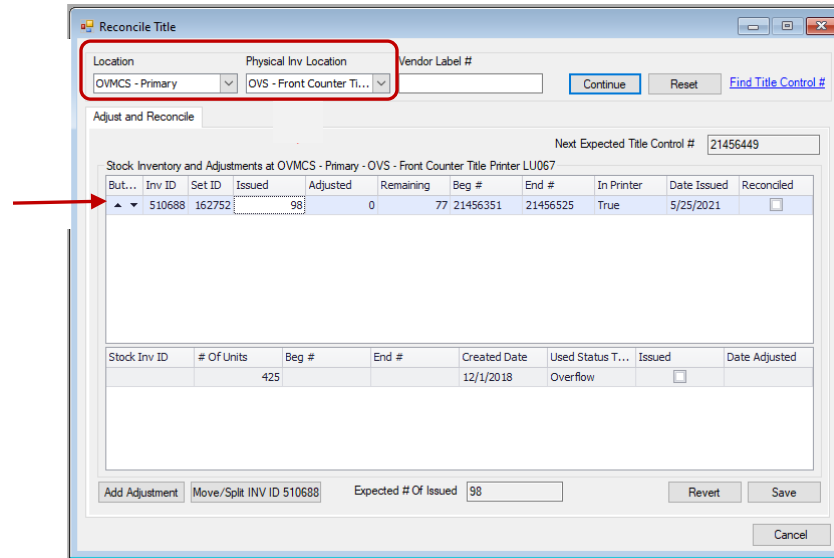
4. Select *Add Adjustment*.
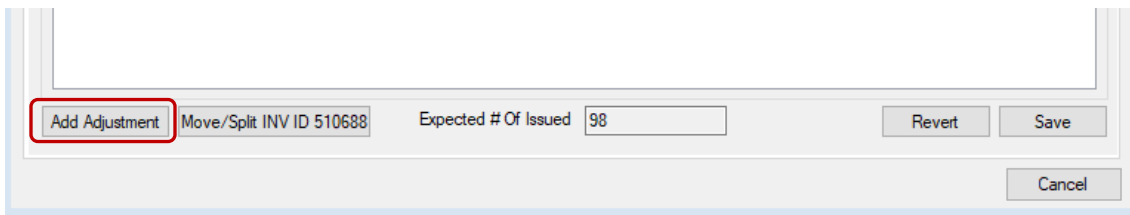
5. Add adjustment using the next control number that would be issued for the New Beg # and then the New End # to damage out or adjust used stock.

6. For Used Stock leave the checkmark in the Issued Box.

7. If damaging the stock out, remove the check.
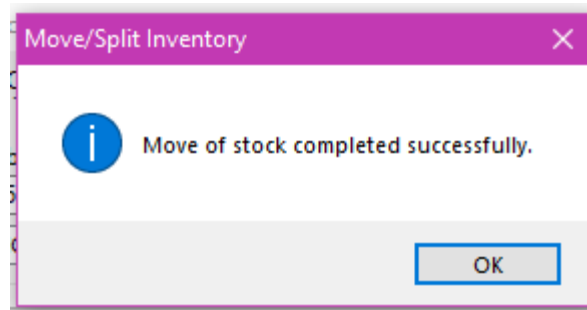
8. Before selecting *Save,* make sure the next Expected Title Control # in the top right-hand corner is correct. If it is not correct, select *Revert*. If it is correct, select *Save*.
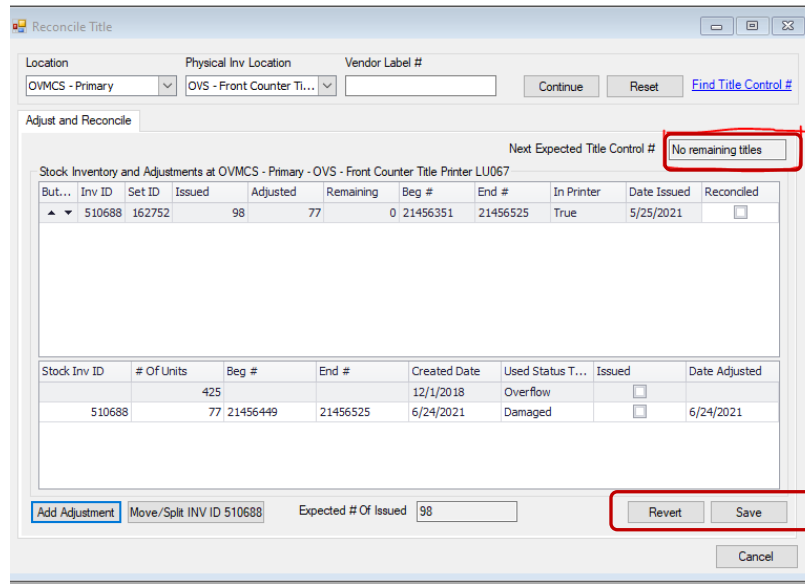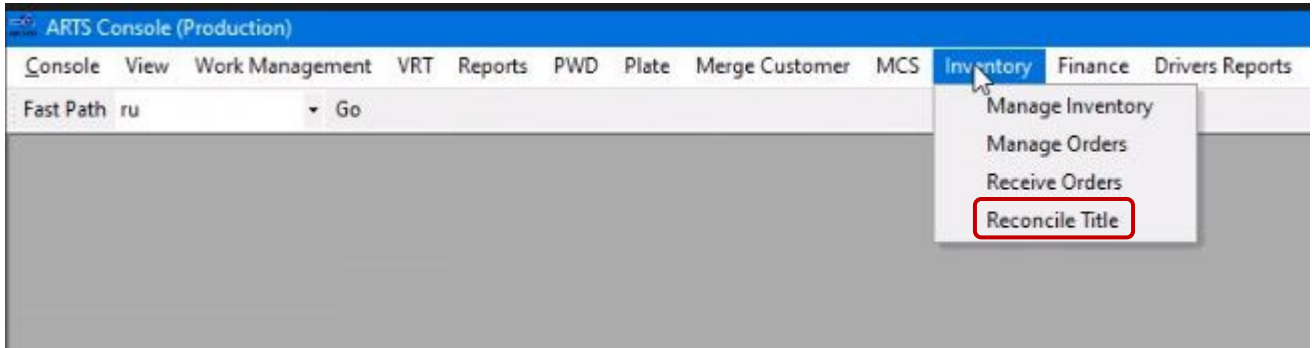

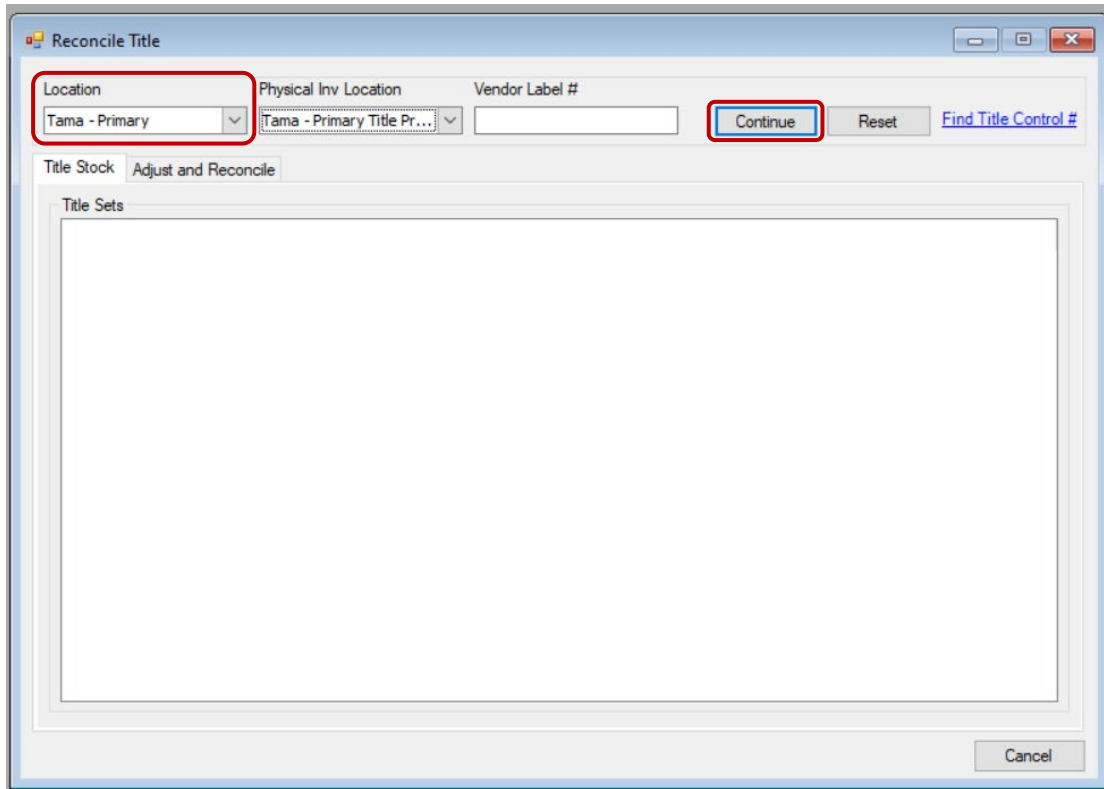9. Select *OK*. The Title Stock has been adjusted.

10. Note: If title stock is damaged out, the title number cannot be reused. That title stock will need to be tracked manually outside of ARTS.

Updating Title Inventory in Printer

1. Inventory > Manage Inventory.

2. Add county location and title printer needing to make adjustment.

3. Select *Continue*.

4. Highlight the line that shows the package (control numbers) that need adjusted.

5. In the following example the last two pieces of title stock overlap each other, so 25118699-25118700 need to be destroyed.

6. Select *Add Adjustment*.

7. Add the first control number and the last control number that needs to be destroyed.

8. Remove the check from the issued box.
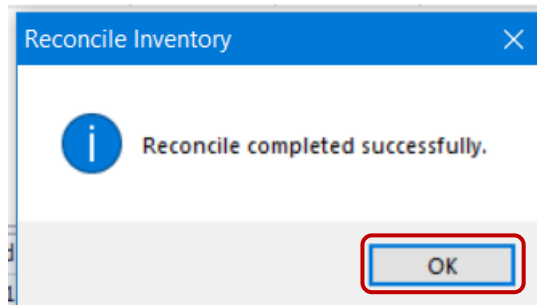
9. Select *Add Adjustment*.

10. The adjustment will show on the highlighted line and the bottom half of the screen. If correct, select *Save*.

11. If it is not correct, select *Revert* to reenter.
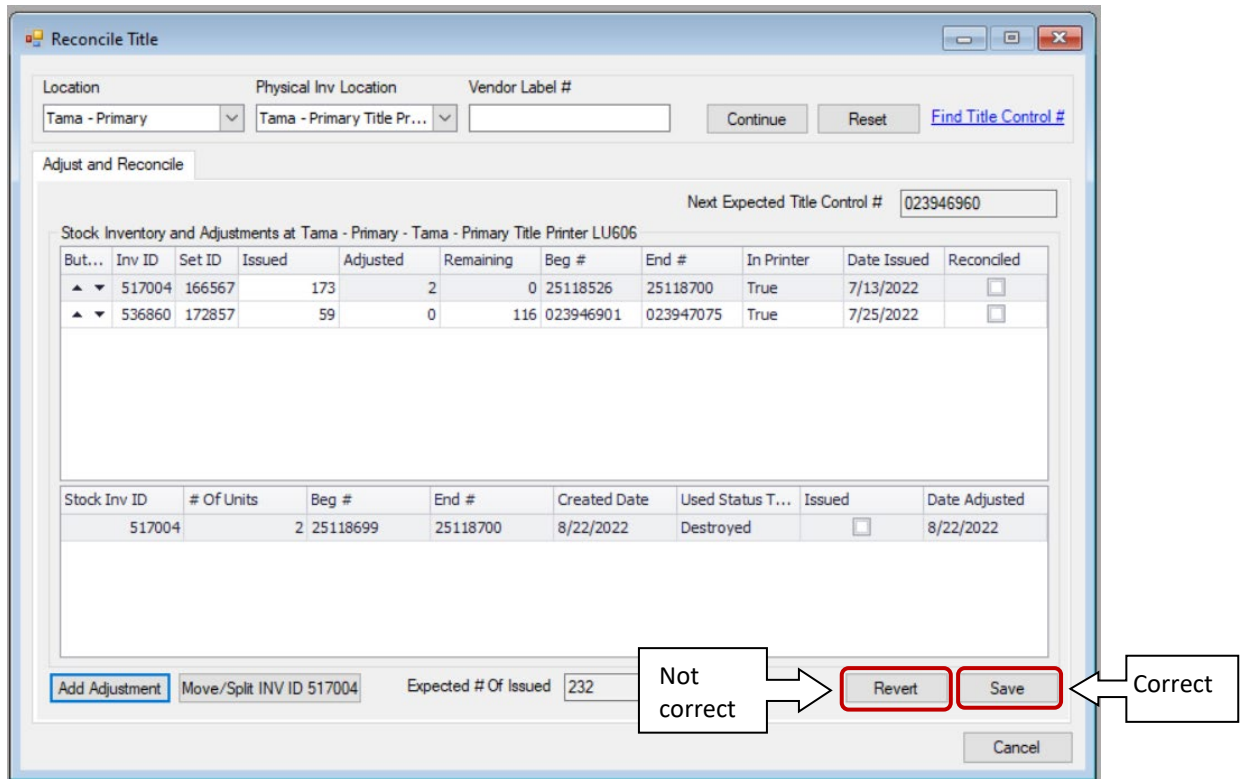
12. Select *OK*.

13. Since the adjustment has been made with the package all used, Reconcile the package. Select the Reconcile box.

14. Select *Save*.

15. Select *OK*.

16. The package has now been reconciled along with adjustments recorded in ARTS.