



Vehicle Registration and Title Inventory Management in ARTS

Standard Operating Procedures

Version 1.0 November 2022

Motor Vehicle Division – Systems & Administration Bureau

Document Information

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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

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Overview

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

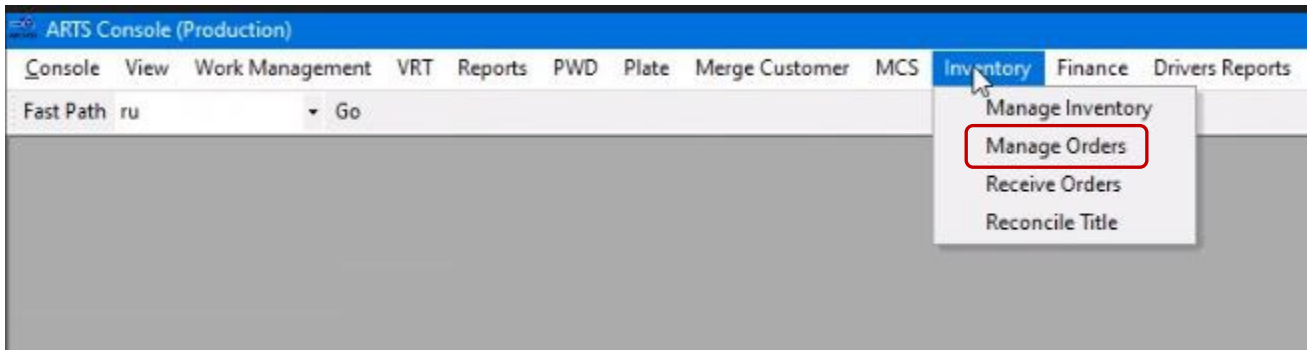
Definitions

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

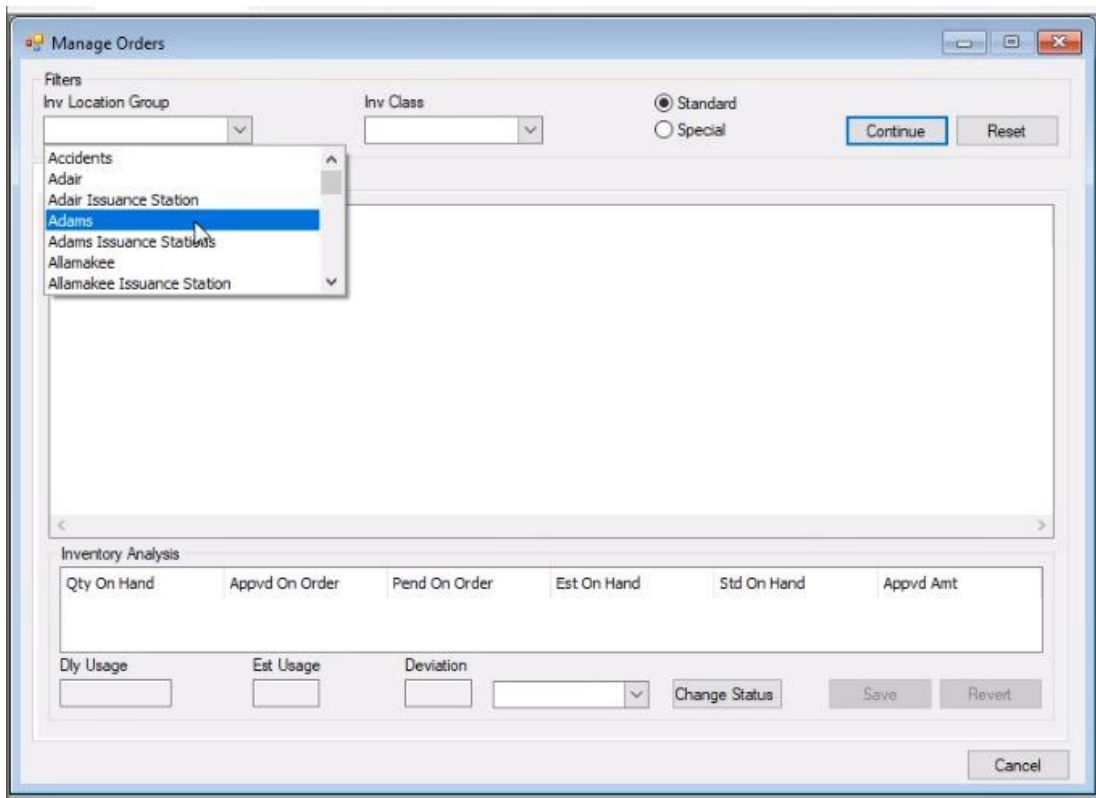
Plates

Ordering Plates (within ARTS)

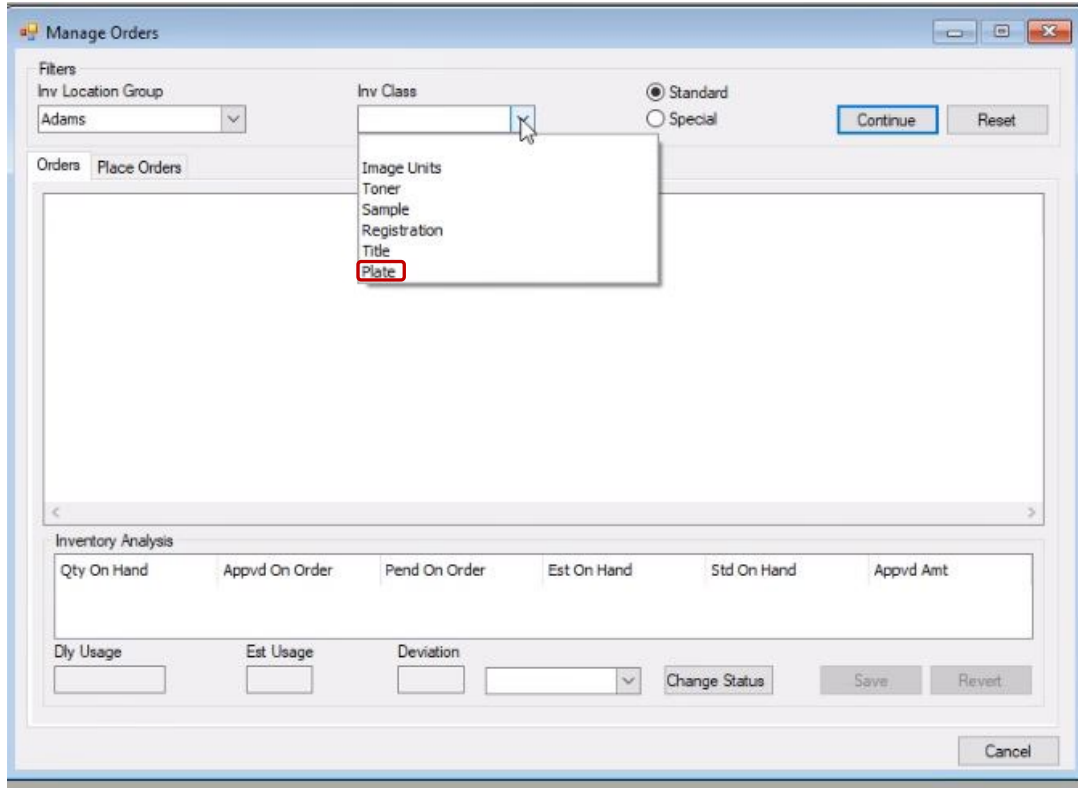
1. ARTS > Inventory > Manage Orders.



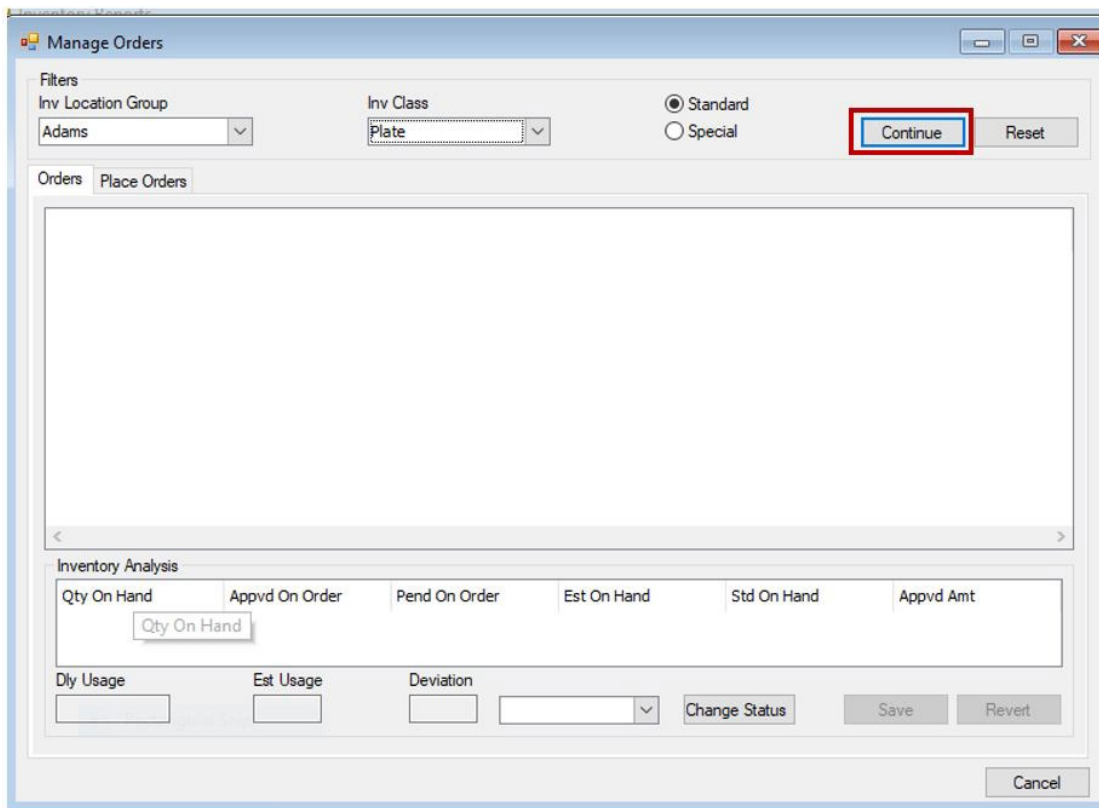
2. Inv Loc. Group > Your County (Example: Adams).



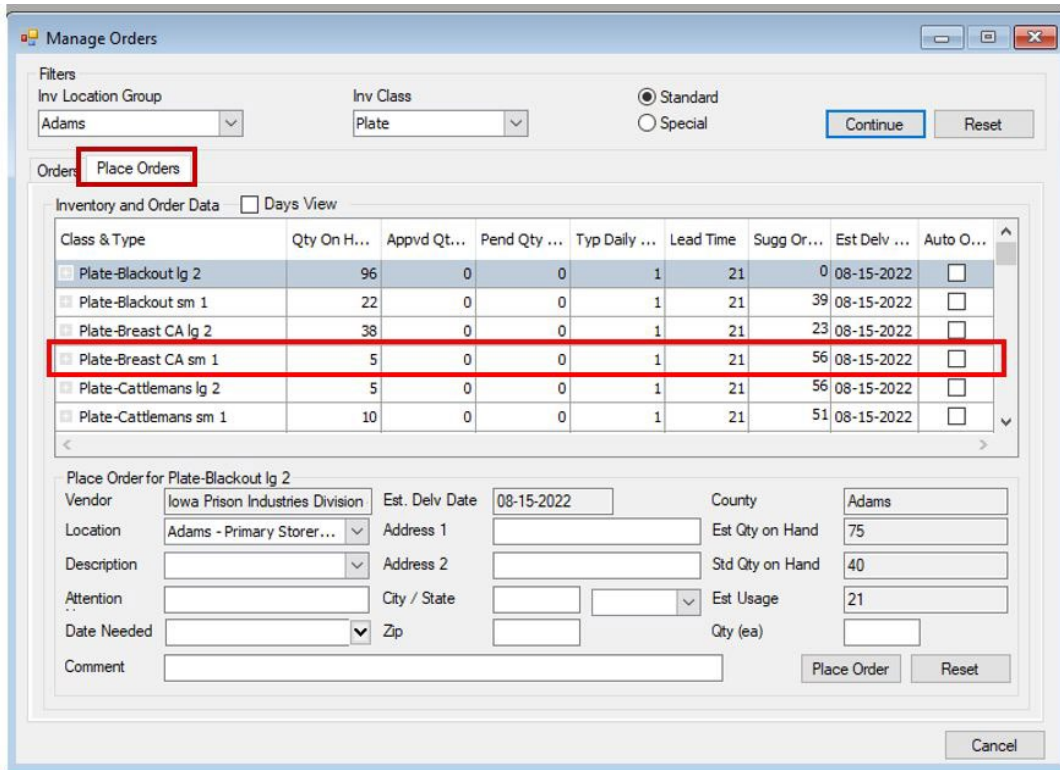
3. Inv Class > Plate



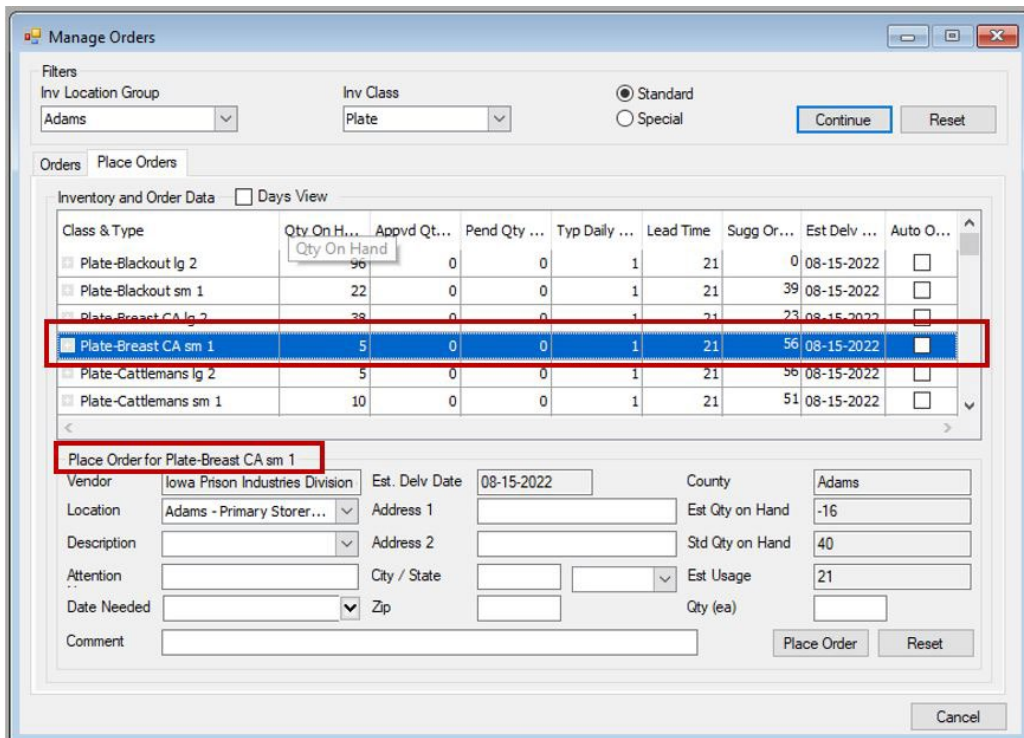
4. Select *Continue*.



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.

Manage Orders

Filters
Inv Location Group: Adams
Inv Class: Plate
Standard (selected)
Special

Orders | Place Orders

Inventory and Order Data Days View

Class & Type	Qty On H...	Appvd Qt...	Pend Qty ...	Typ Daily ...	Lead Time	Sugg Or...	Est Delv ...	Auto O...
Plate-Blackout lg 2	96	0	0	1	21	0	08-15-2022	<input type="checkbox"/>
Plate-Blackout sm 1	22	0	0	1	21	39	08-15-2022	<input type="checkbox"/>
Plate-Breast CA lg 2	38	0	0	1	21	23	08-15-2022	<input type="checkbox"/>
Plate-Breast CA sm 1	5	0	0	1	21	56	08-15-2022	<input type="checkbox"/>
Plate-Cattlemans lg 2	5	0	0	1	21	56	08-15-2022	<input type="checkbox"/>
Plate-Cattlemans sm 1	10	0	0	1	21	51	08-15-2022	<input type="checkbox"/>

Place Order for Plate-Breast CA sm 1

Vendor: Iowa Prison Industries Division
Est. Delv Date: 08-15-2022
County: Adams

Location: Adams - Primary Storer...
Address 1:
Est Qty on Hand: -16

Description: Adams County
Address 2:
Std Qty on Hand: 40

Attention:
City / State:

Date Needed:
Zip:
Est Usage: 21

Qty (ea):

Comment:

Place Order | Reset

Cancel

8. Select tab to autofill Attention.

Manage Orders

Filters
Inv Location Group: Adams
Inv Class: Plate
Standard (selected)
Special

Orders | Place Orders

Inventory and Order Data Days View

Class & Type	Qty On H...	Appvd Qt...	Pend Qty ...	Typ Daily ...	Lead Time	Sugg Or...	Est Delv ...	Auto O...
Plate-Blackout lg 2	96	0	0	1	21	0	08-15-2022	<input type="checkbox"/>
Plate-Blackout sm 1	22	0	0	1	21	39	08-15-2022	<input type="checkbox"/>
Plate-Breast CA lg 2	38	0	0	1	21	23	08-15-2022	<input type="checkbox"/>
Plate-Breast CA sm 1	5	0	0	1	21	56	08-15-2022	<input type="checkbox"/>
Plate-Cattlemans lg 2	5	0	0	1	21	56	08-15-2022	<input type="checkbox"/>
Plate-Cattlemans sm 1	10	0	0	1	21	51	08-15-2022	<input type="checkbox"/>

Place Order for Plate-Breast CA sm 1

Vendor: Iowa Prison Industries Division
Est. Delv Date: 08-15-2022
County: Adams

Location: Adams - Primary Storer...
Address 1: 500 9th St.
Est Qty on Hand: -16

Description: Adams County
Address 2:
Std Qty on Hand: 40

Attention: Adams County Treasurer
City / State: Corning IA

Date Needed:
Zip: 50841
Est Usage: 21

Qty (ea):

Comment:

Place Order | Reset

Cancel

- 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.

Manage Orders

Filters
 Inv Location Group: Adams
 Inv Class: Plate
 Standard (selected)
 Special

Orders Place Orders

Inventory and Order Data Days View

Class & Type	Qty On H...	Appvd Qt...	Pend Qty ...	Typ Daily ...	Lead Time	Sugg Or...	Est Delv ...	Auto O...
Plate-Blackout lg 2	96	0	0	1	21	0	08-15-2022	<input type="checkbox"/>
Plate-Blackout sm 1	22	0	0	1	21	39	08-15-2022	<input type="checkbox"/>
Plate-Breast CA lg 2	38	0	0	1	21	23	08-15-2022	<input type="checkbox"/>
Plate-Breast CA sm 1	5	0	0	1	21	56	08-15-2022	<input type="checkbox"/>
Plate-Cattlemans lg 2	5	0	0	1	21	56	08-15-2022	<input type="checkbox"/>
Plate-Cattlemans sm 1	10	0	0	1	21	51	08-15-2022	<input type="checkbox"/>

Place Order for Plate-Breast CA sm 1

Vendor: Iowa Prison Industries Division
 Location: Adams - Primary Storer...
 Description: Adams County
 Attention: Adams County Treasurer
 Date Needed:
 Comment:

Est. Delv Date:
 County: Adams
 Address 1: 500 9th St.
 City / State: Coming IA
 Zip: 50841

Est Qty on Hand: -16
 Std Qty on Hand: 40
 Est Usage: 21
 Qty (ea):

Buttons: Place Order, Reset, Cancel

Manage Orders

Filters
 Inv Location Group: Adams
 Inv Class: Plate
 Standard (selected)
 Special

Orders Place Orders

Inventory and Order Data Days View

Class & Type	Qty On H...	Appvd Qt...	Pend Qty ...	Typ Daily ...	Lead Time	Sugg Or...	Est Delv ...	Auto O...
Plate-Blackout lg 2	96	0	0	1	21	0	08-15-2022	<input type="checkbox"/>
Plate-Blackout sm 1	22	0	0	1	21	39	08-15-2022	<input type="checkbox"/>
Plate-Breast CA lg 2	38	0	0	1	21	23	08-15-2022	<input type="checkbox"/>
Plate-Breast CA sm 1	5	0	0	1	21	56	08-15-2022	<input type="checkbox"/>
Plate-Cattlemans lg 2	5	0	0	1	21	56	08-15-2022	<input type="checkbox"/>
Plate-Cattlemans sm 1	10	0	0	1	21	51	08-15-2022	<input type="checkbox"/>

Place Order for Plate-Breast CA sm 1

Vendor: Iowa Prison Industries Division
 Location: Adams - Primary Storer...
 Description: Adams County
 Attention: Adams County Treasurer
 Date Needed:
 Comment:

Est. Delv Date:
 County: Adams
 Address 1: 500 9th St.
 City / State: Coming IA
 Zip: 50841

Est Qty on Hand: -16
 Std Qty on Hand: 40
 Est Usage: 21
 Qty (ea):

Buttons: Place Order, Reset, Cancel

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.

The screenshot shows the 'Manage Orders' window. At the top, there are filters for 'Inv Location Group' (Adams) and 'Inv Class' (Plate). Below this is a table titled 'Inventory and Order Data' with columns: Class & Type, Qty On H..., Appvd Qt..., Pend Qty..., Typ Daily..., Lead Time, Sugg Or..., Est Delv..., and Auto O... The table lists several items, with 'Plate-Breast CA sm 1' highlighted. Below the table is a form for placing an order for 'Plate-Breast CA sm 1'. The form includes fields for Vendor (Iowa Prison Industries Division), Location (Adams - Primary Storer...), Description (Adams County), Attention (Adams County Treasurer), Date Needed (8/15/2022), Est. Delv Date (08-15-2022), County (Adams), Address 1 (500 9th St.), City / State (Coming, IA), Zip (50841), Est Qty on Hand (-16), Std Qty on Hand (40), and Est Usage (21). The 'Qty (ea)' field is highlighted with a red box and contains the value '100'. Buttons for 'Place Order', 'Reset', and 'Cancel' are visible at the bottom.

Class & Type	Qty On H...	Appvd Qt...	Pend Qty ...	Typ Daily ...	Lead Time	Sugg Or...	Est Delv ...	Auto O...
Plate-Blackout lg 2	96	0	0	1	21	0	08-15-2022	<input type="checkbox"/>
Plate-Blackout sm 1	22	0	0	1	21	39	08-15-2022	<input type="checkbox"/>
Plate-Breast CA lg 2	38	0	0	1	21	23	08-15-2022	<input type="checkbox"/>
Plate-Breast CA sm 1	5	0	0	1	21	56	08-15-2022	<input type="checkbox"/>
Plate-Cattlemans lg 2	5	0	0	1	21	56	08-15-2022	<input type="checkbox"/>
Plate-Cattlemans sm 1	10	0	0	1	21	51	08-15-2022	<input type="checkbox"/>

Place Order for Plate-Breast CA sm 1

Vendor: Iowa Prison Industries Division | Est. Delv Date: 08-15-2022 | County: Adams

Location: Adams - Primary Storer... | Address 1: 500 9th St. | Est Qty on Hand: -16

Description: Adams County | Address 2: | Std Qty on Hand: 40

Attention: Adams County Treasurer | City / State: Coming, IA | Est Usage: 21

Date Needed: 8/15/2022 | Zip: 50841 | Qty (ea): 100

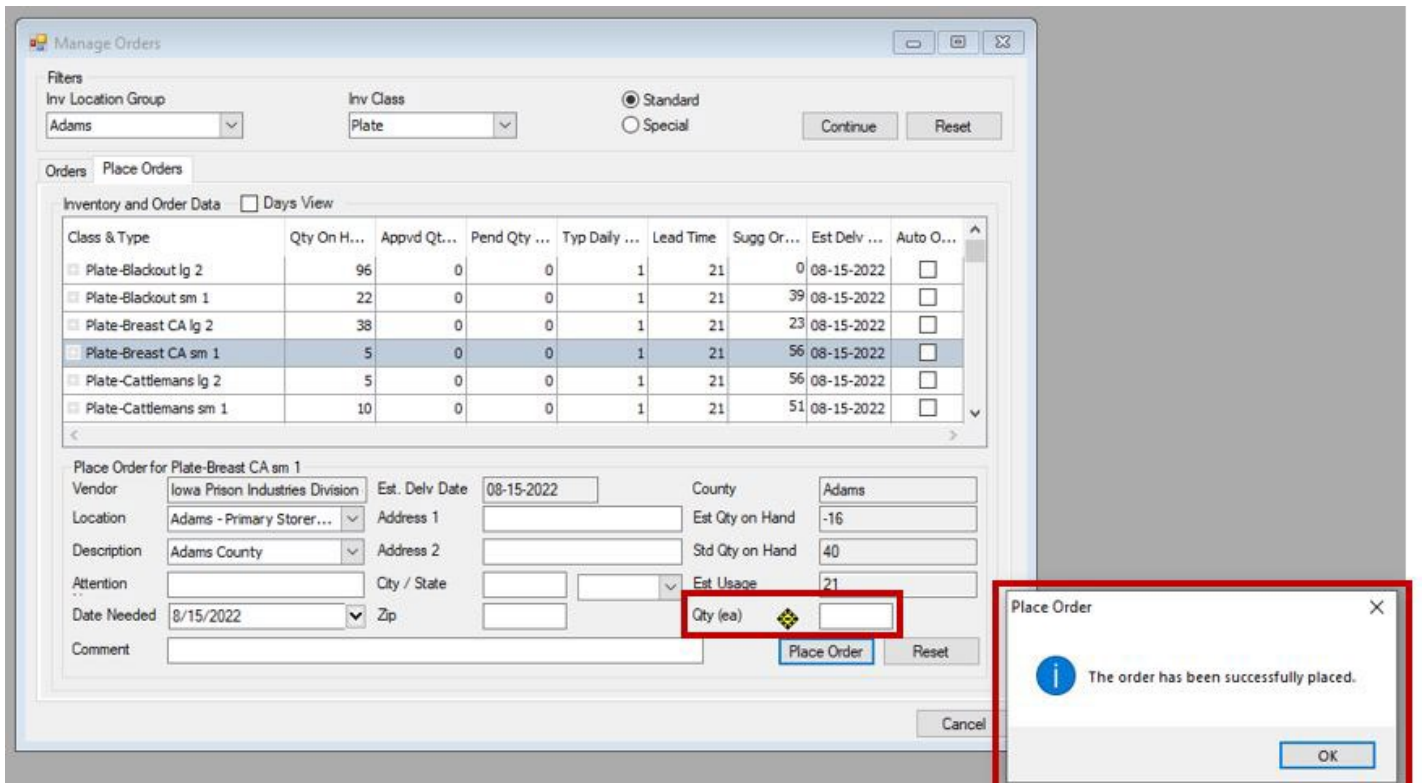
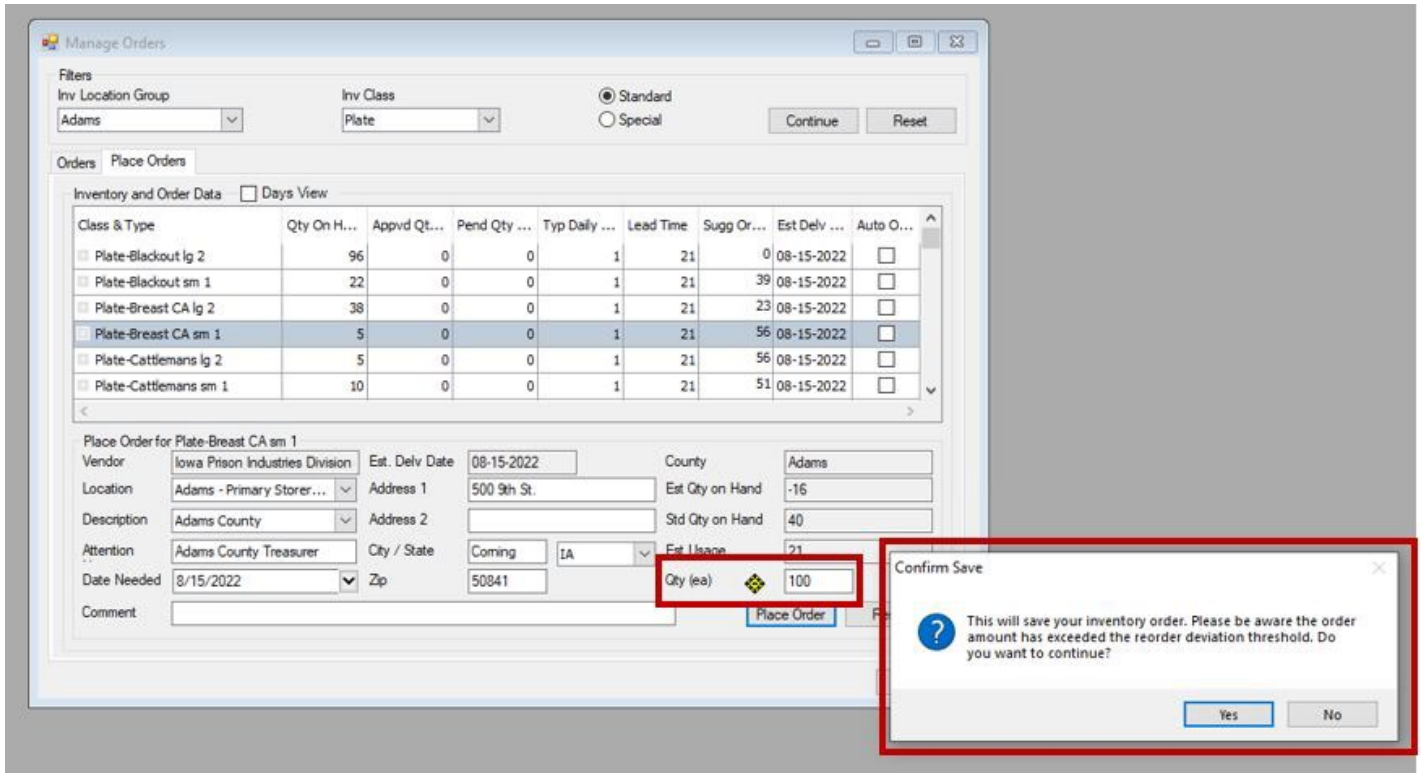
Buttons: Place Order, Reset, Cancel

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.

The screenshot shows the 'Manage Orders' application window. At the top, there are filter options for 'Inv Location Group' (Adams) and 'Inv Class' (Plate), with radio buttons for 'Standard' (selected) and 'Special'. Below this, the 'Orders' tab is active, displaying a table of pending orders. The table has columns for Order #, Class and Type, Date Needed, Est Delv Date, Status, Qty Ord..., Qty Appvd, Qty Recvd, Comment, and Deliver. A single row is visible, highlighted with a red border, showing Order # 677083, Class and Type Plate-Breast CA ..., Date Needed 8/15/2022, Est Delv Date 8/15/2022, Status Pending, Qty Ord... 100, Qty Appvd 100, Qty Recvd 0, Comment, and Deliver Adams. Below the table is an 'Inventory Analysis for Plate-Breast CA sm 1' section with a table of metrics: Qty On Hand (5 ea / 0 Box(s)), Approved On Order (0 ea / 0 Box(s)), Pending On Order (100 ea / 1 Box(s)), Est On Hand (84 ea / 0 Box(s)), Std On Hand (0 Box(s)), and Approved Amount (1 Box(s)). Below this table are fields for Dly Usage (1 ea per day), Est Usage (21 ea), and Deviation (110%), along with buttons for Change Status, Save, Revert, and Cancel.

Order #	Class and Type	Date Needed	Est Delv Date	Status	Qty Ord...	Qty Appvd	Qty Recvd	Comment	Deliver
677083	Plate-Breast CA ...	8/15/2022	8/15/2022	Pending	100	100	0		Adams

Qty On Hand	Approved On Order	Pending On Order	Est On Hand	Std On Hand	Approved Amount
5 ea / 0 Box(s)	0 ea / 0 Box(s)	100 ea / 1 Box(s)	84 ea / 0 Box(s)	0 Box(s)	1 Box(s)
5 Days	0 Days	100 Days	84 Days	0 Days	100 Days

Dly Usage: 1 ea per day
Est Usage: 21 ea
Deviation: 110%

Helpful Tips

When discovering that a plate order is needed in a shorter timeframe than the standard 21 days, put RUSH ORDER in the Comment field and contact Rhonda Fowler at rhonda.fowler@iowadot.us.

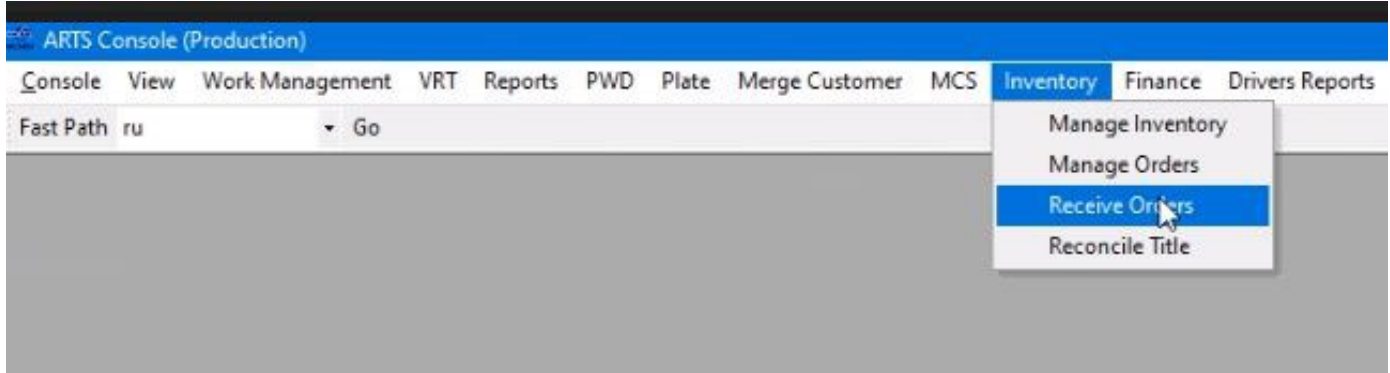
Pertaining to #11 Qty: When entering the number of plates being ordered and selecting Enter, it will clear the order instead of proceeding to process it. Enter the quantity of plates and then select *Place Order*. If the screen has changed the plate type, cleared the address information as well as the quantity, start the order over. An example is shown below.

The screenshot shows the 'Manage Orders' application window. At the top, there are filters for 'Inv Location Group' (Adams) and 'Inv Class' (Plate). Below this is a table titled 'Inventory and Order Data' with columns: Class & Type, Qty On H..., Appvd Qt..., Pend Qty..., Typ Daily..., Lead Time, Sugg Or..., Est Delv..., and Auto O... The table lists several plate types, with 'Plate-Blackout lg 2' selected. Below the table is a form for placing an order for the selected item. The form includes fields for Vendor (Iowa Prison Industries Division), Location (Adams - Primary Storer...), Description (Adams County), Date Needed (8/15/2022), and Comment. It also has fields for Est. Delv Date (08-15-2022), County (Adams), Address 1, Address 2, City / State, Zip, Est Qty on Hand (75), Std Qty on Hand (40), Est Usage (21), and Qty (ea). A red box highlights the 'Place Order for Plate-Blackout lg 2' title and the 'Qty (ea)' field.

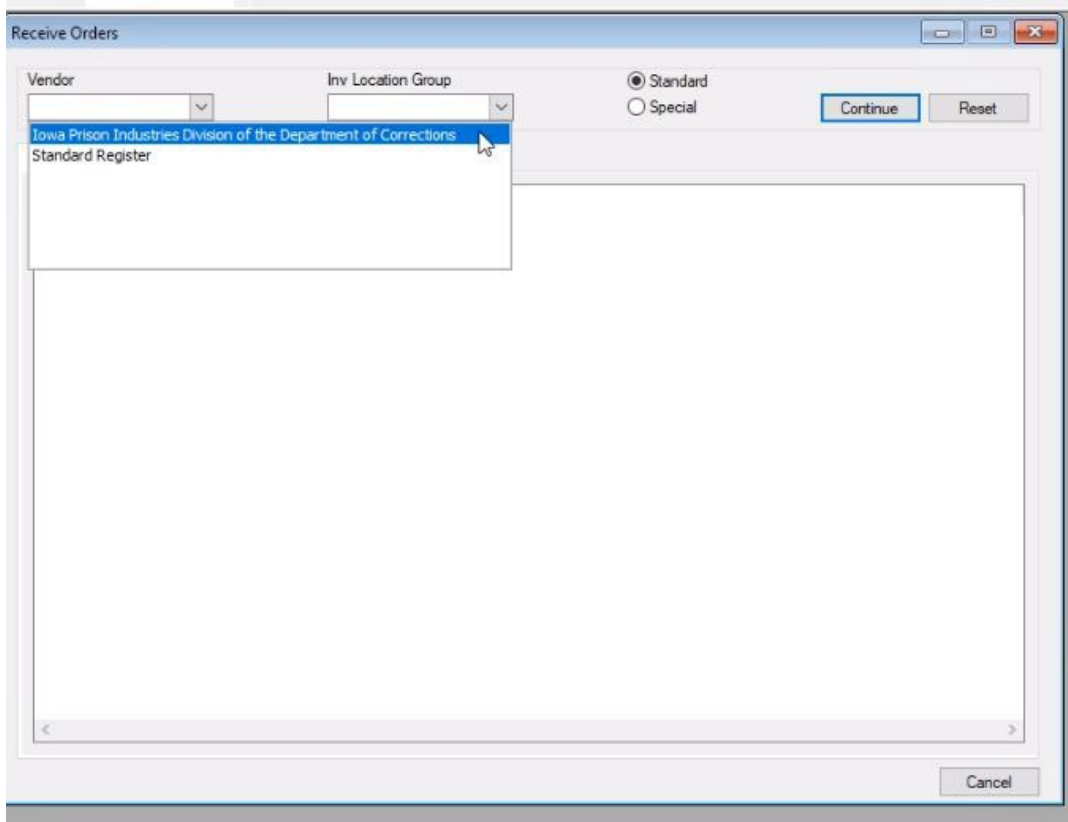
Class & Type	Qty On H...	Appvd Qt...	Pend Qty ...	Typ Daily ...	Lead Time	Sugg Or...	Est Delv ...	Auto O...
Plate-Blackout lg 2	96	0	0	1	21	0	08-15-2022	<input checked="" type="checkbox"/>
Plate-Blackout sm 1	22	0	0	1	21	39	08-15-2022	<input type="checkbox"/>
Plate-Breast CA lg 2	38	0	0	1	21	23	08-15-2022	<input type="checkbox"/>
Plate-Breast CA sm 1	5	0	0	1	21	56	08-15-2022	<input type="checkbox"/>
Plate-Cattlemans lg 2	5	0	0	1	21	56	08-15-2022	<input type="checkbox"/>
Plate-Cattlemans sm 1	10	0	0	1	21	51	08-15-2022	<input type="checkbox"/>

Receiving Standard/Personalized Plates into Inventory

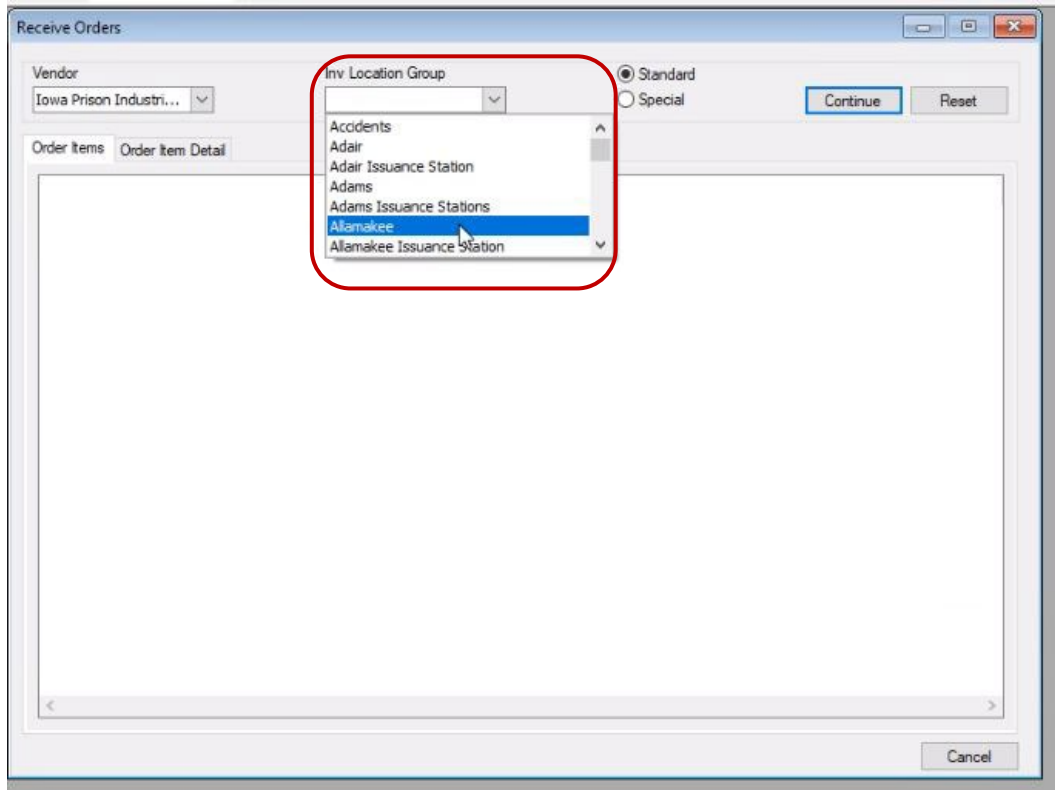
1. Inventory > Receive Orders.



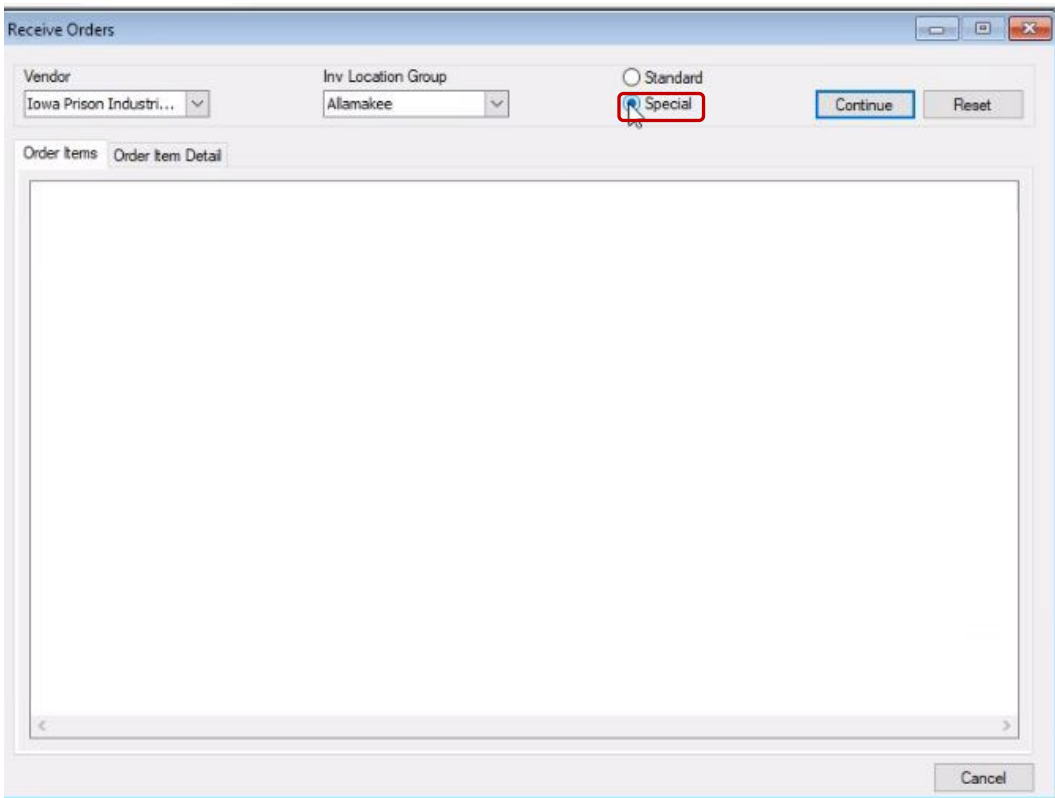
2. Vendor > Iowa Prison Industries Division of the Department of Corrections (IPI).



3. Inv Location Group > (Choose County).



4. Select *Special*.



5. Select *Continue*.

The screenshot shows the 'Receive Orders' window. At the top, there are fields for 'Vendor' (Iowa Prison Industri...), 'Inv Location Group' (Allamakee), and radio buttons for 'Standard' and 'Special' (selected). A red box highlights the 'Continue' button. Below this is a table with columns: Select, Order Item #, Special Order Plate #, Class And Type, Order Date, Date Needed, Status, County, and Ap. The table contains five rows of data. At the bottom, there are checkboxes for 'Check All' and 'Receive Selected', and a 'Cancel' button.

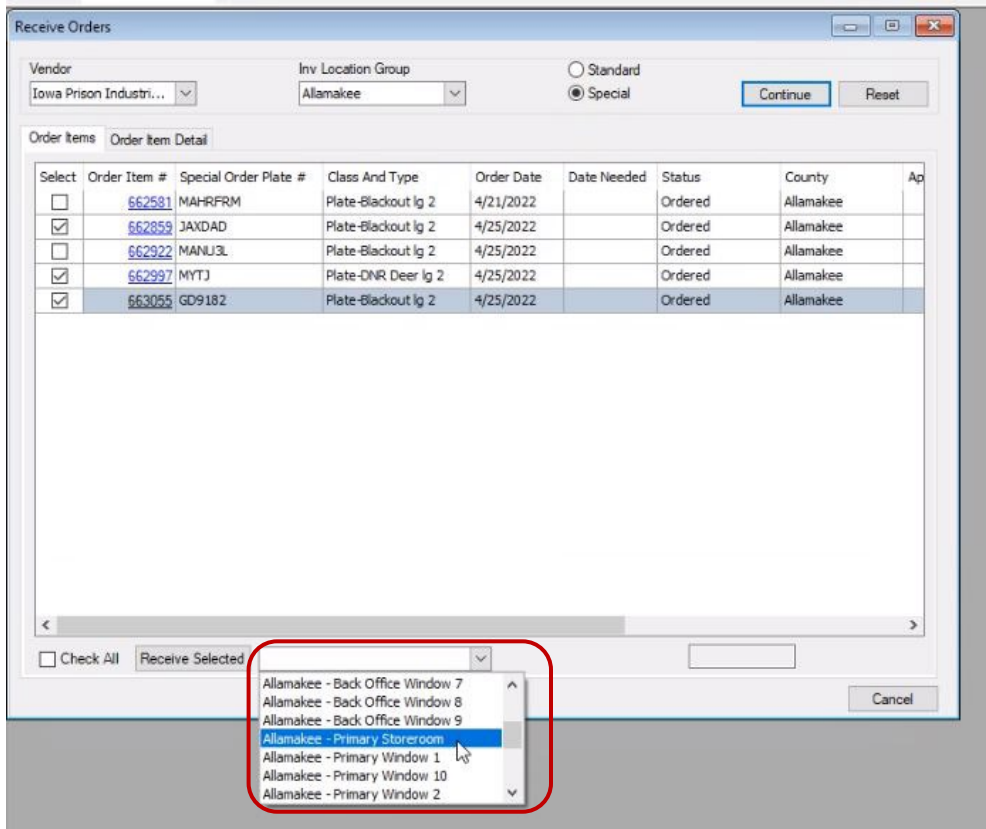
Select	Order Item #	Special Order Plate #	Class And Type	Order Date	Date Needed	Status	County	Ap
<input type="checkbox"/>	662581	MAHRFRM	Plate-Blackout lg 2	4/21/2022		Ordered	Allamakee	
<input type="checkbox"/>	662859	JAXDAD	Plate-Blackout lg 2	4/25/2022		Ordered	Allamakee	
<input type="checkbox"/>	662922	MANU3L	Plate-Blackout lg 2	4/25/2022		Ordered	Allamakee	
<input type="checkbox"/>	662997	MYTJ	Plate-DNR Deer lg 2	4/25/2022		Ordered	Allamakee	
<input type="checkbox"/>	663055	GD9182	Plate-Blackout lg 2	4/25/2022		Ordered	Allamakee	

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

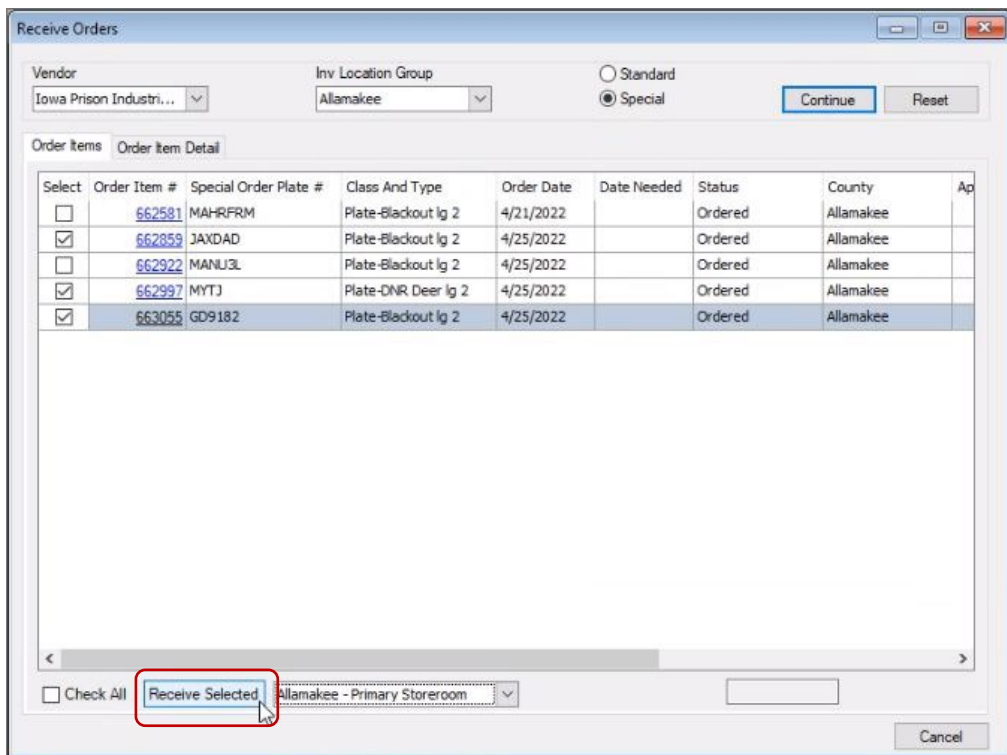
The screenshot shows the 'Receive Orders' window with the 'Continue' button highlighted. In the table, the 'Select' column has checkboxes checked for the rows with Order Item # 662859, 662997, and 663055. The 'Continue' button is also highlighted with a blue box.

Select	Order Item #	Special Order Plate #	Class And Type	Order Date	Date Needed	Status	County	Ap
<input type="checkbox"/>	662581	MAHRFRM	Plate-Blackout lg 2	4/21/2022		Ordered	Allamakee	
<input checked="" type="checkbox"/>	662859	JAXDAD	Plate-Blackout lg 2	4/25/2022		Ordered	Allamakee	
<input type="checkbox"/>	662922	MANU3L	Plate-Blackout lg 2	4/25/2022		Ordered	Allamakee	
<input checked="" type="checkbox"/>	662997	MYTJ	Plate-DNR Deer lg 2	4/25/2022		Ordered	Allamakee	
<input checked="" type="checkbox"/>	663055	GD9182	Plate-Blackout lg 2	4/25/2022		Ordered	Allamakee	

7. Select "County - Storeroom" in dropdown.



8. Select *Receive Selected*.



Receive Orders

Vendor: Iowa Prison Industri... Inv Location Group: Polk Standard (selected) / Special

Order Items Order Item Detail

Order Item #: 662505 Location Group: Polk Date Received: 4/28/2022 Received To: Polk - Basement Storeroom 1 - ...

County: Polk Date Needed: 4/28/2022 Quantity Per Lot: 100

Status: Ordered Vendor Tracking #: Quantity: 50 Quantity per Box(s): 50 Number of Box(s): 1

Vendor Label #: Vendor Label #: Increment

Plate Pattern **Last Plate**

A B C # # # A B C 0 5 0

Beg Control #: 1 End Control #: 50

 Print Receipt Unfilled Backordered Order Complete

This is an example of a large plate.

Receive Orders

Vendor: Iowa Prison Industri... Inv Location Group: Polk Standard (selected) / Special

Order Items Order Item Detail

Order Item #: 662505 Location Group: Polk Date Received: 4/28/2022 Received To: Polk - Basement Storeroom 1 - ...

County: Polk Date Needed: 4/26/2022 12:00:00 Quantity Per Lot: 100

Status: Ordered Vendor Tracking #: Quantity: 100 Quantity per Box(s): 100 Number of Box(s): 1

Vendor Label #: Vendor Label #: Increment

Plate Pattern **Last Plate**

A B # # # # A B 0 1 4 9

Beg Control #: 50 End Control #: 149

 Print Receipt Unfilled Backordered Order Complete

This is an example of a small plate.

9. Select *Order Complete*.

10. Select *Save*.

The screenshot shows the 'Receive Orders' window with the following details:

- Vendor: Iowa Prison Industri...
- Inv Location Group: Polk
- Standard (selected) / Special
- Buttons: Continue, Reset
- Order Item # 662505, Location Group Polk, Class And Type Plate-Blackout am 1, Approved 500
- County Polk, Date Needed 4/26/2022 12:00:00, Est Delv Date 5/11/2022 12:00:00, Received 0
- Status Ordered, Vendor Tracking #, Comment 5 boxes of small trailer blackout plates
- Delivery Address: Polk County Treasurer 111 Court Ave. Des Moines, IA 50309
- Table of received items:

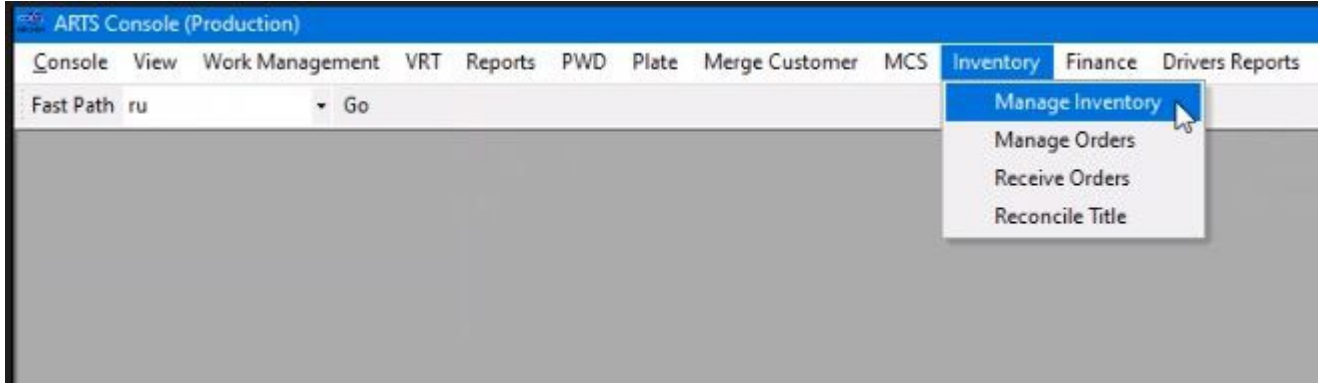
Vendor Label #	Quantity	Unit Type	Beg #	End #	Inv Location	Date Received
	50	Box	ABC001	ABC050	Polk - Basement ...	4/28/2022

Buttons at the bottom: Add Row, Print Receipt, Unfilled Backordered, **Order Complete** (highlighted with a red box), Revert, **Save** (highlighted with a red box), Cancel.

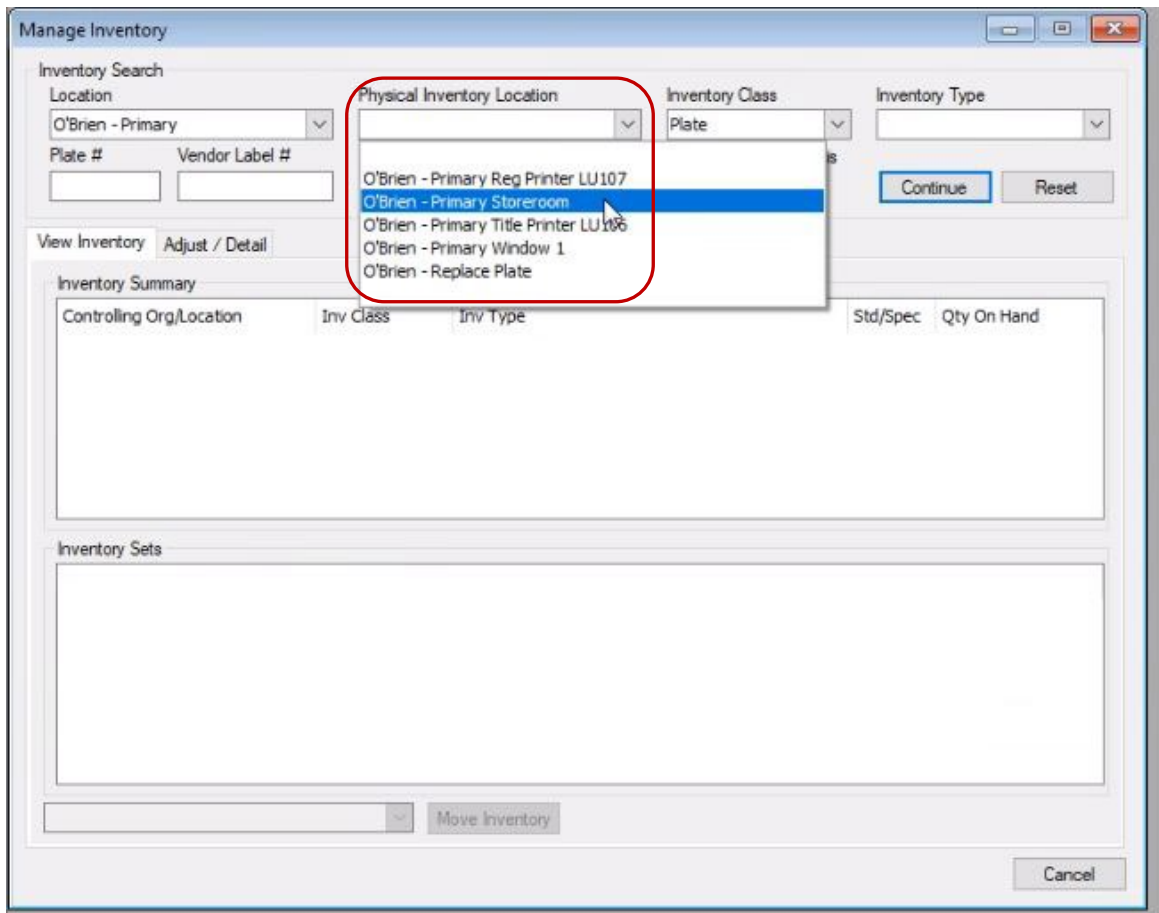
11. If an order is complete, but there is still more to receive, place another order for the amount needed. Fake orders are done the same way except in Comments, add Fake Order, this way the DOT does not place another order in error.

Moving Plates Inventory:

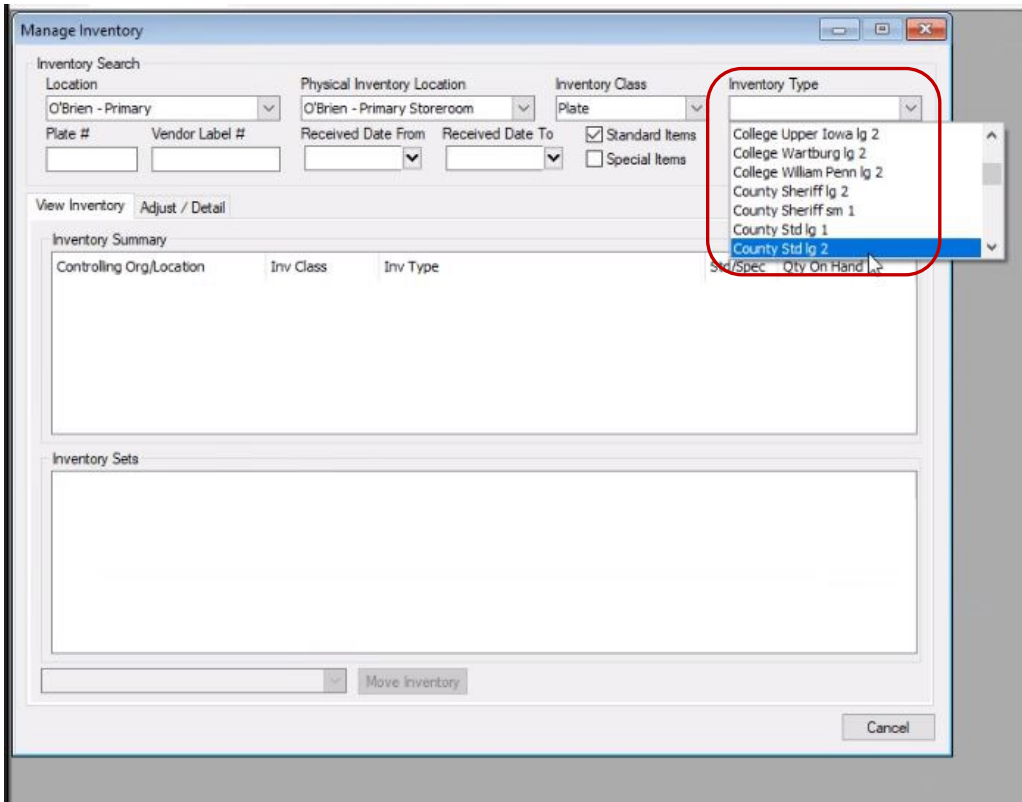
1. Inventory > Manage Inventory



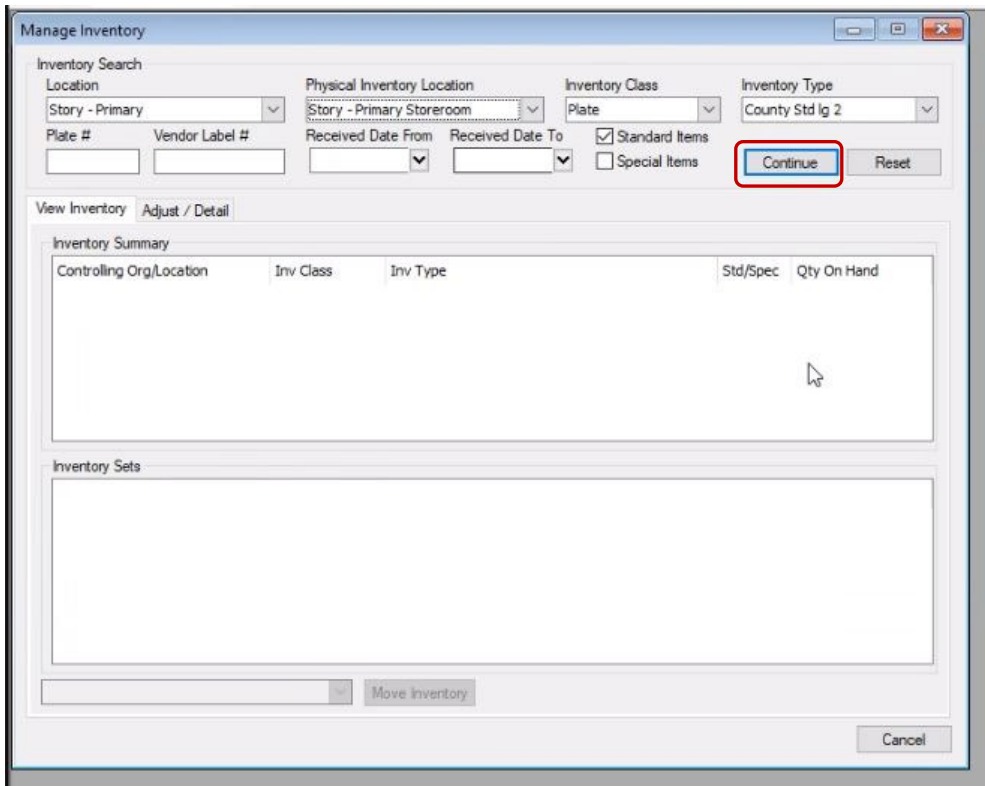
2. Physical Inventory Location – Choose “Primary Storeroom”.



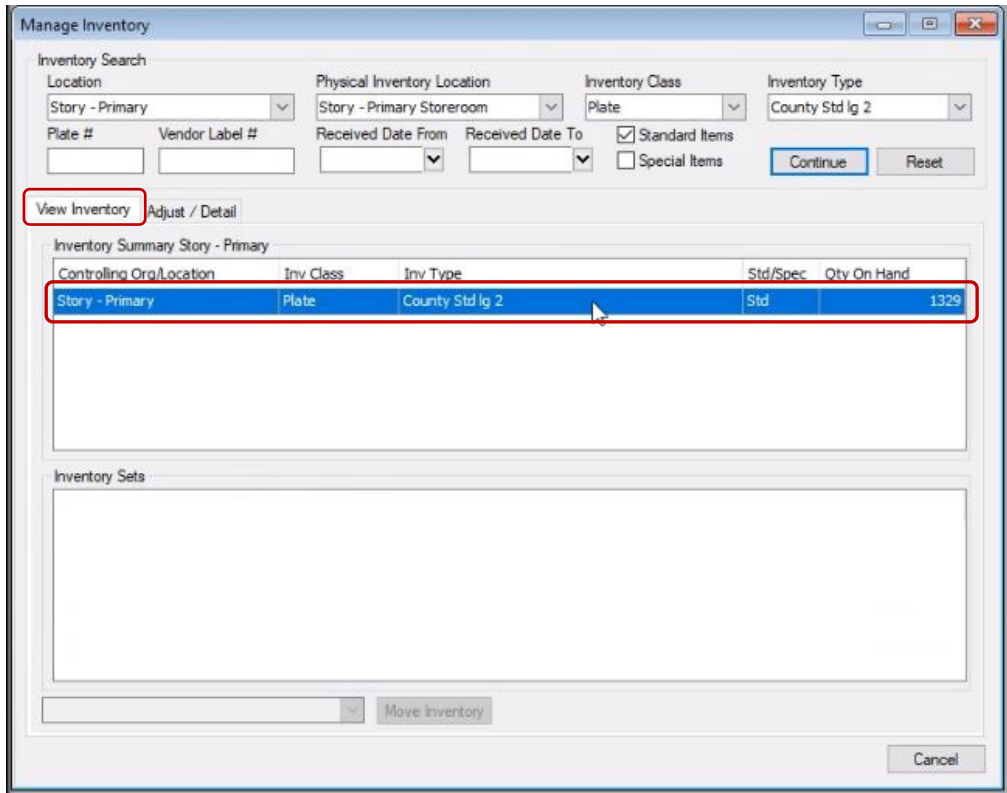
3. Select Inventory Type from the dropdown.



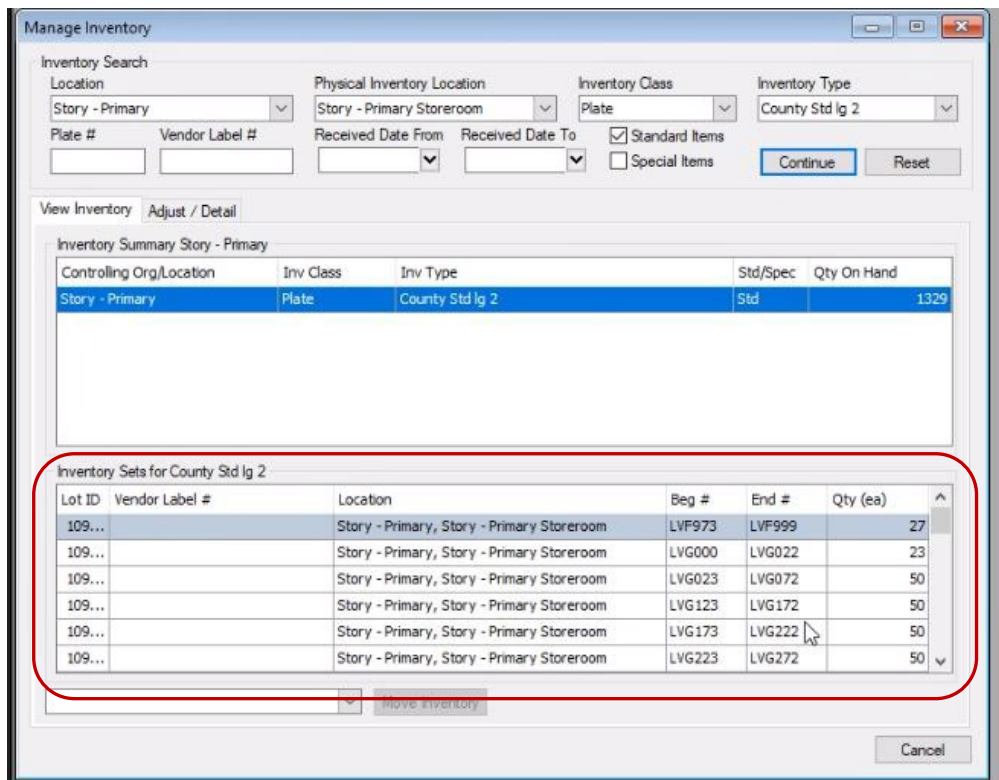
4. Select *Continue*.



5. Double-click to show all of the boxes.

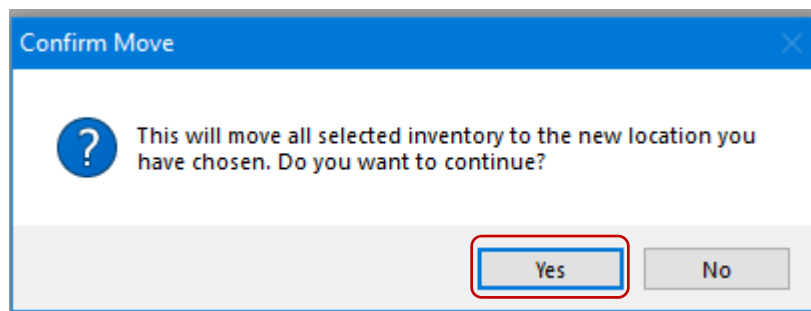
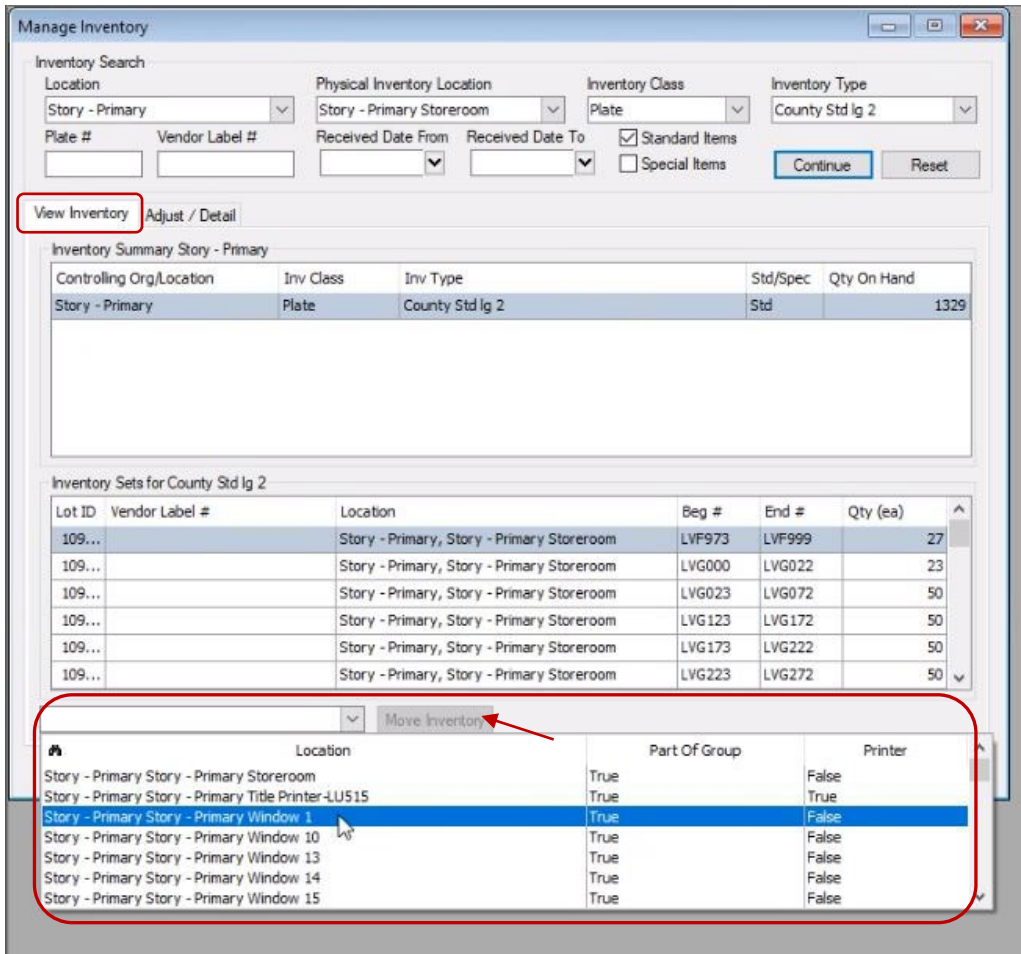


6. Choose the plates you would like to move to a new location.



7. Move Inventory.

8. Select Yes to moved selected inventory.

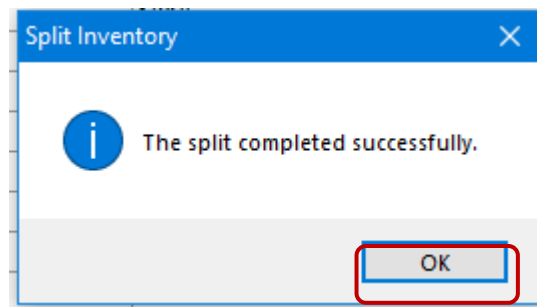
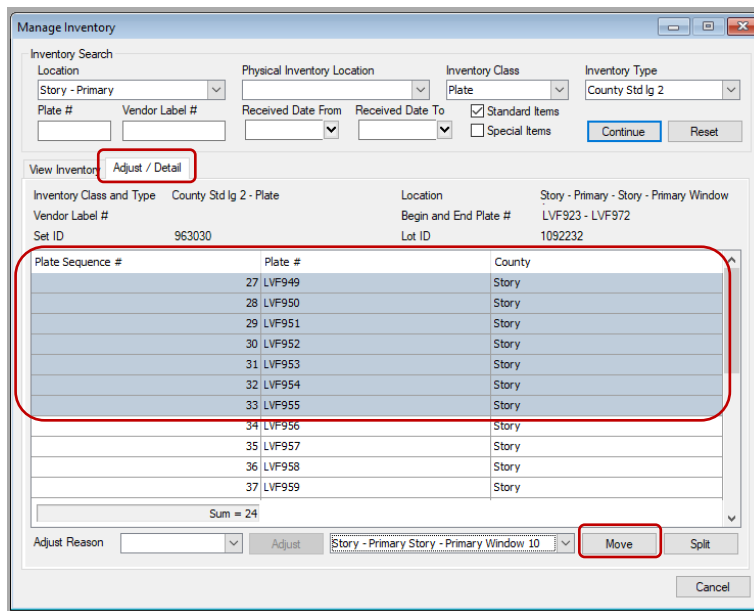
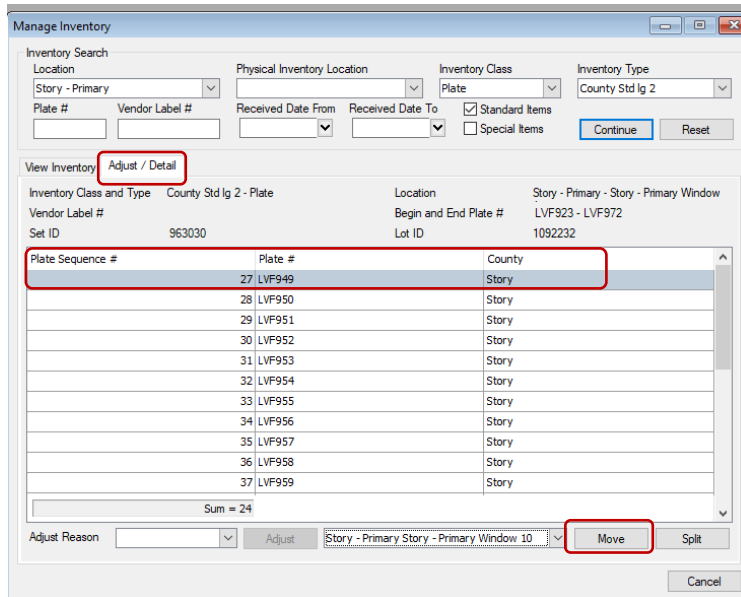


9. Or select Adjust / Detail to move a certain number of plates from a box (not the entire box).
a. This would mean splitting a box.

10. Select Adjust / Detail.

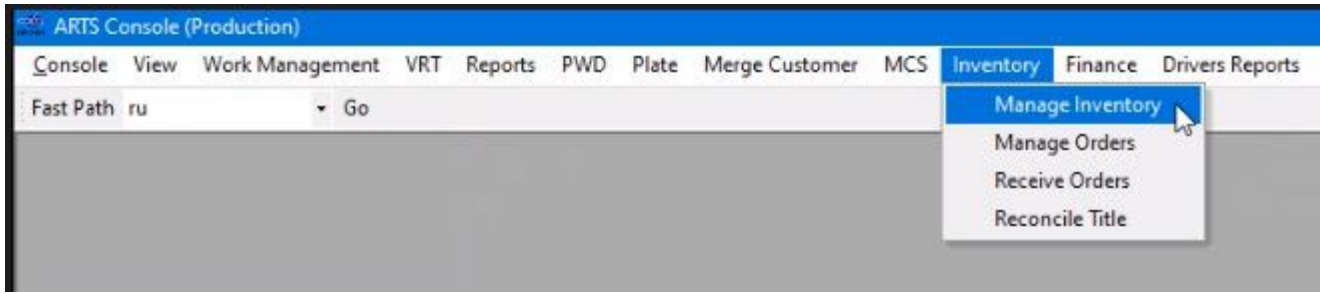
11. Double click/Select to highlight line(s) for the plates to move.

12. Add new location and select *Move*.

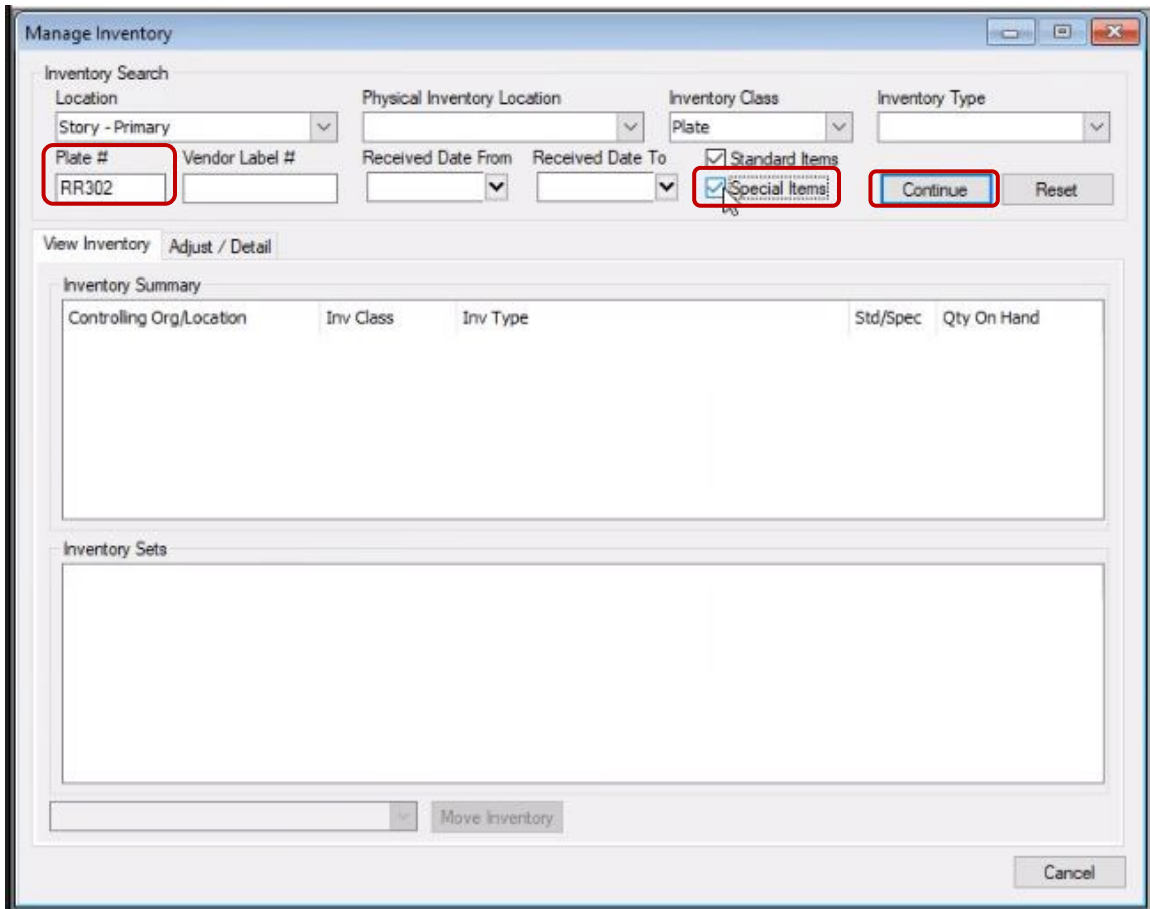


Damaging Out Plates that were Never Picked Up

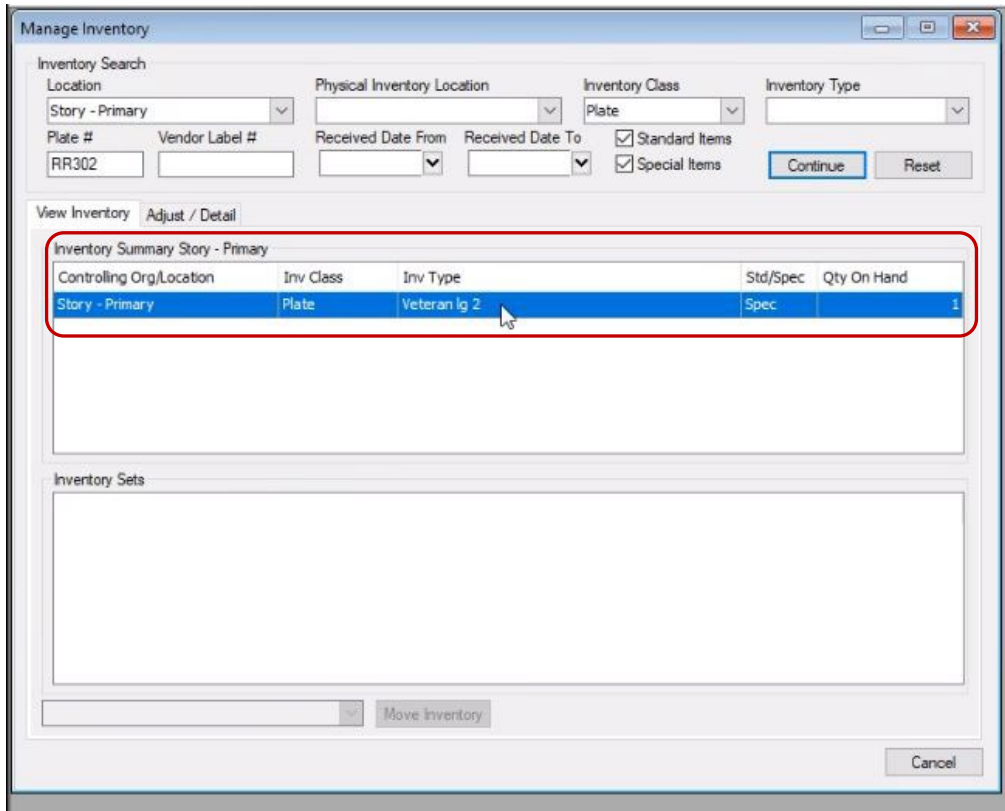
1. Inventory > Manage Inventory



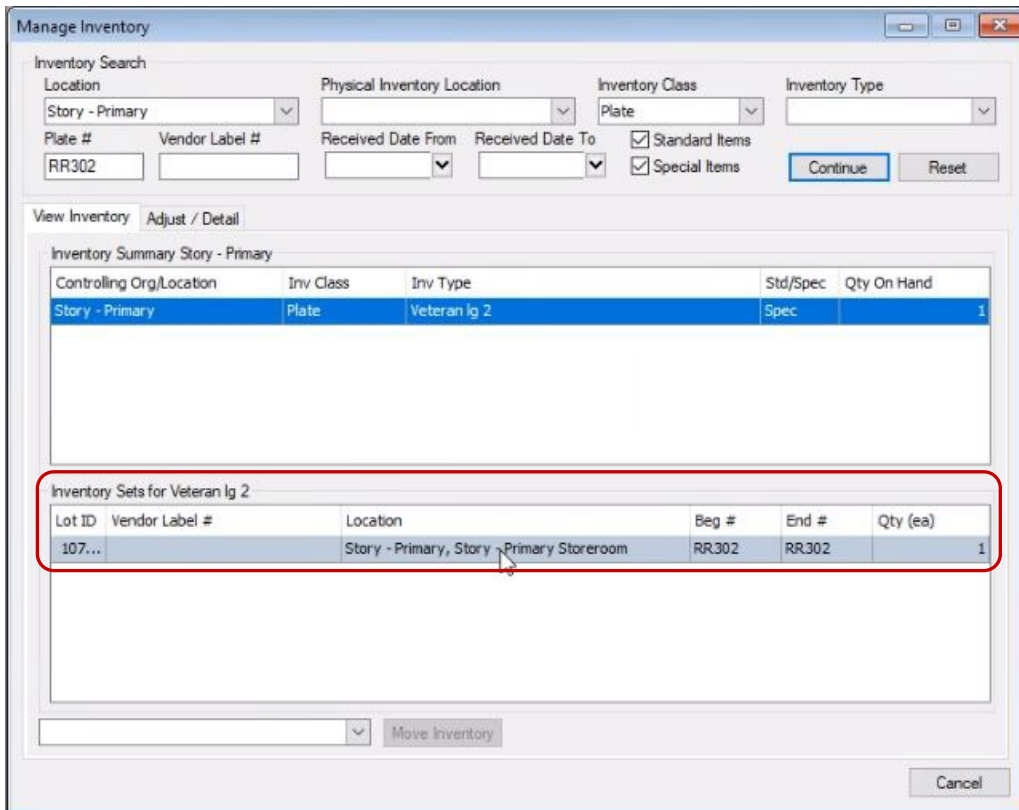
2. Enter plate number under "Plate #" that is damaged.
3. Select *Special Items* if plates are personalized, fire fighter, collegiate, military, etc.
4. Select *Continue*.



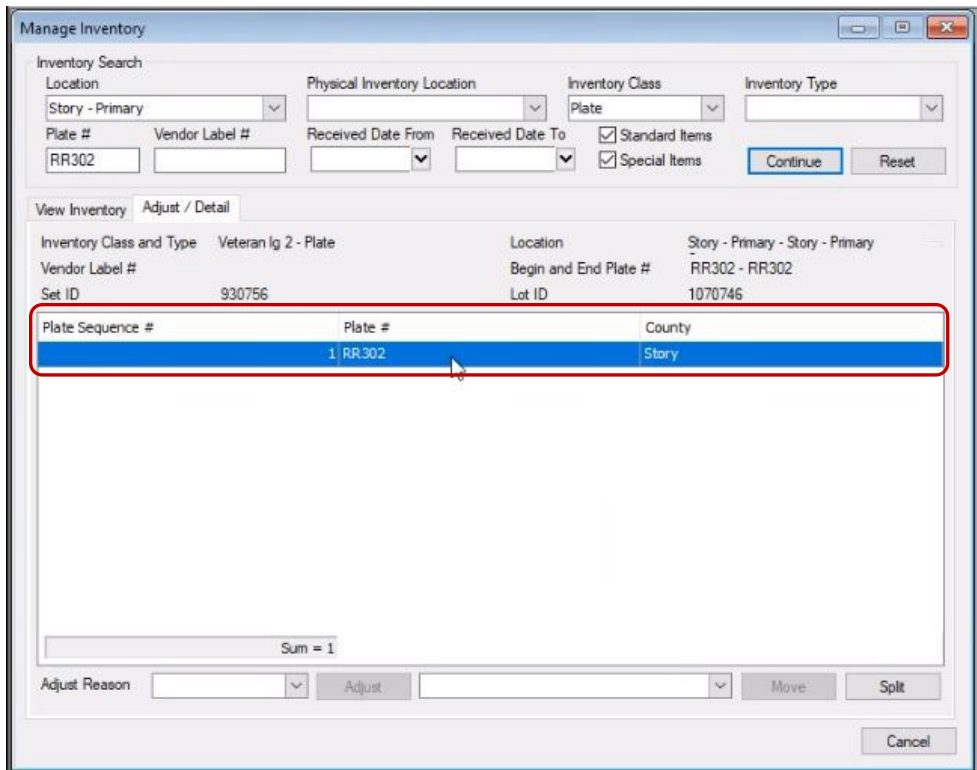
5. Double click on plate under “Inventory Summary “County” – Primary”



6. Double click on plate under “Inventory Sets for...”.

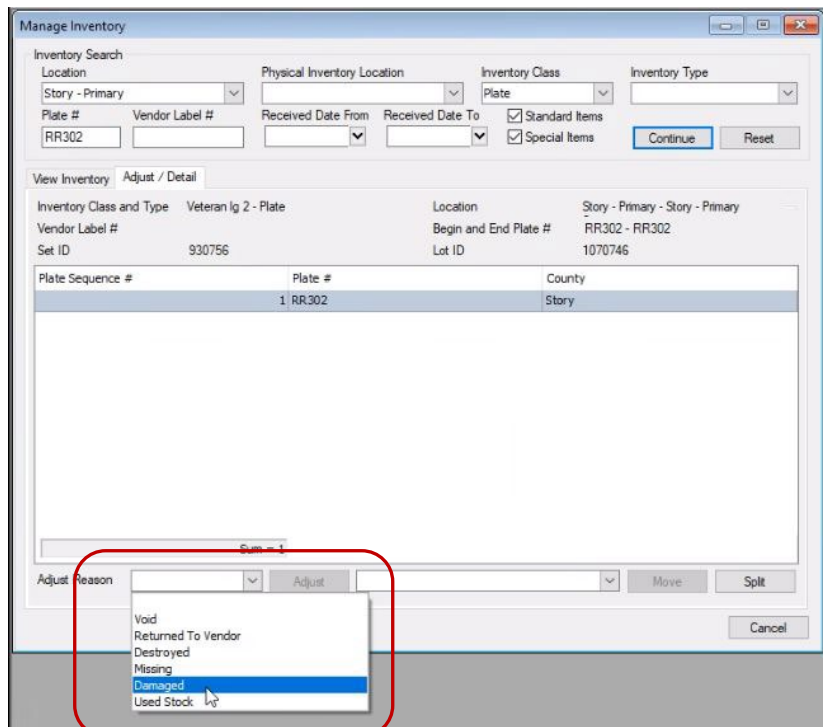


7. Highlight all that apply or individual plate.



8. Adjust Reason.

9. Select *Damaged*.



10. Select *Adjust*.

The screenshot shows the 'Manage Inventory' application window. At the top, there are search filters for Location, Physical Inventory Location, Inventory Class, and Inventory Type. Below these are fields for Plate # (RR302), Vendor Label #, Received Date From, and Received Date To. There are checkboxes for 'Standard Items' and 'Special Items', and 'Continue' and 'Reset' buttons.

The main area has tabs for 'View Inventory' and 'Adjust / Detail'. The 'Adjust / Detail' tab is active, showing a table with the following data:

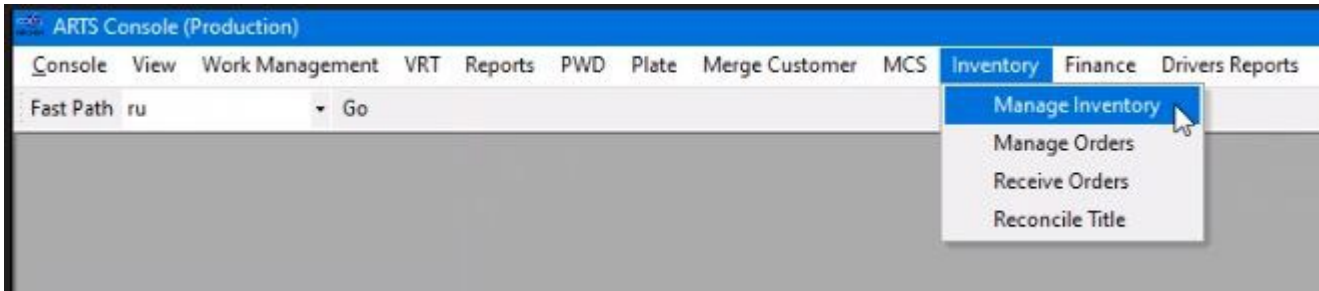
Inventory Class and Type	Veteran lg 2 - Plate	Location	Story - Primary - Story - Primary
Vendor Label #		Begin and End Plate #	RR302 - RR302
Set ID	930756	Lot ID	1070746
Plate Sequence #	Plate #	County	
1	RR302	Story	

Below the table, there is a 'Sum = 1' label. At the bottom, there is an 'Adjust Reason' dropdown menu set to 'Damaged'. The 'Adjust' button is highlighted with a red box and a mouse cursor. Other buttons include 'Move', 'Split', and 'Cancel'.

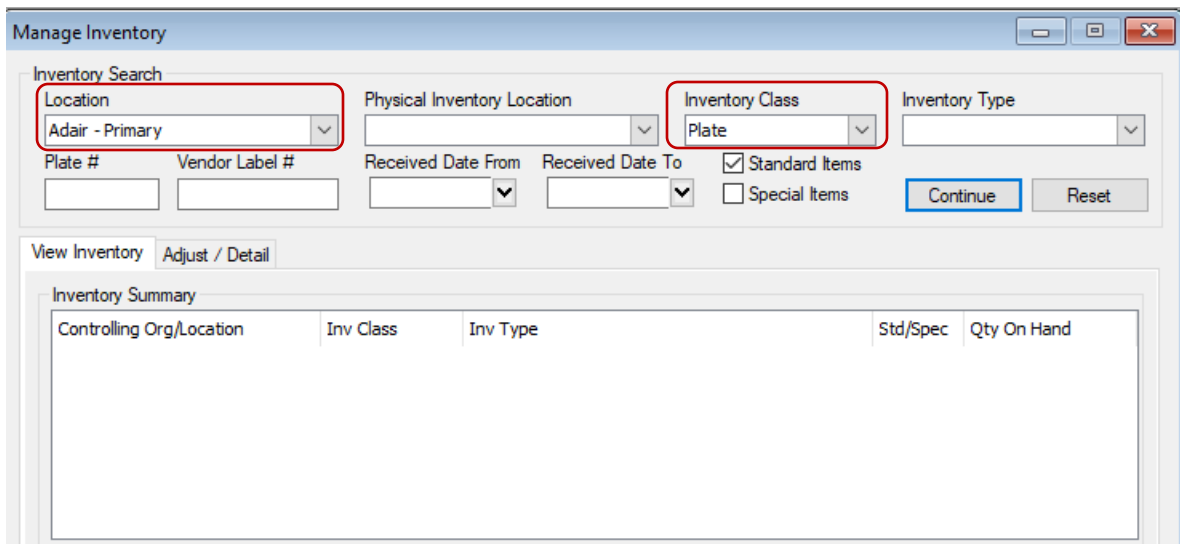
Checking Plate Inventory

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

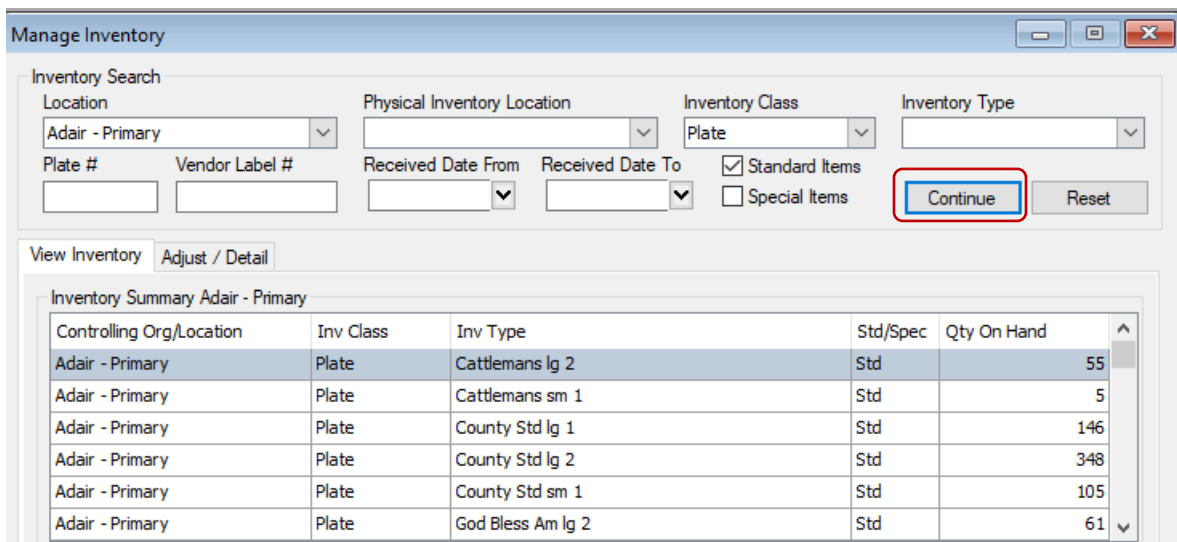
1. Inventory > Manage Inventory.



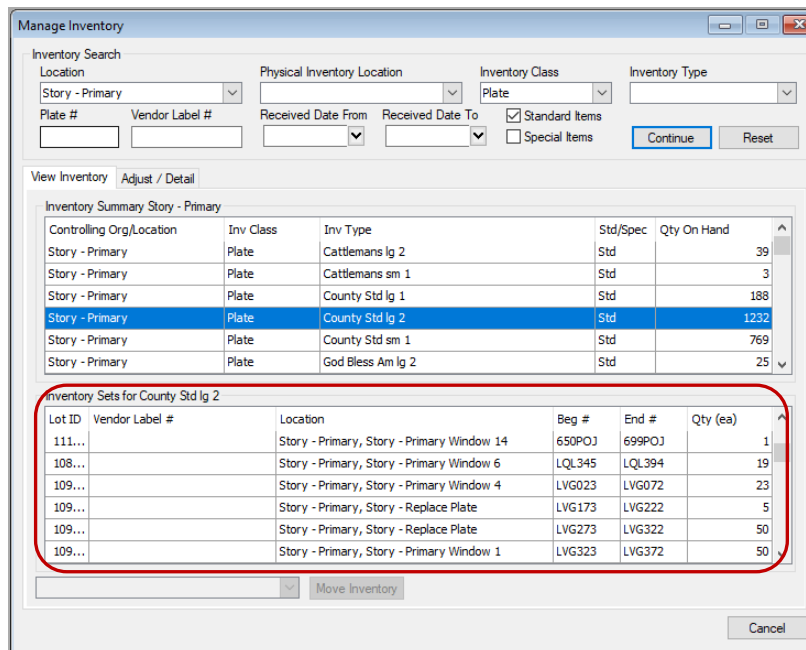
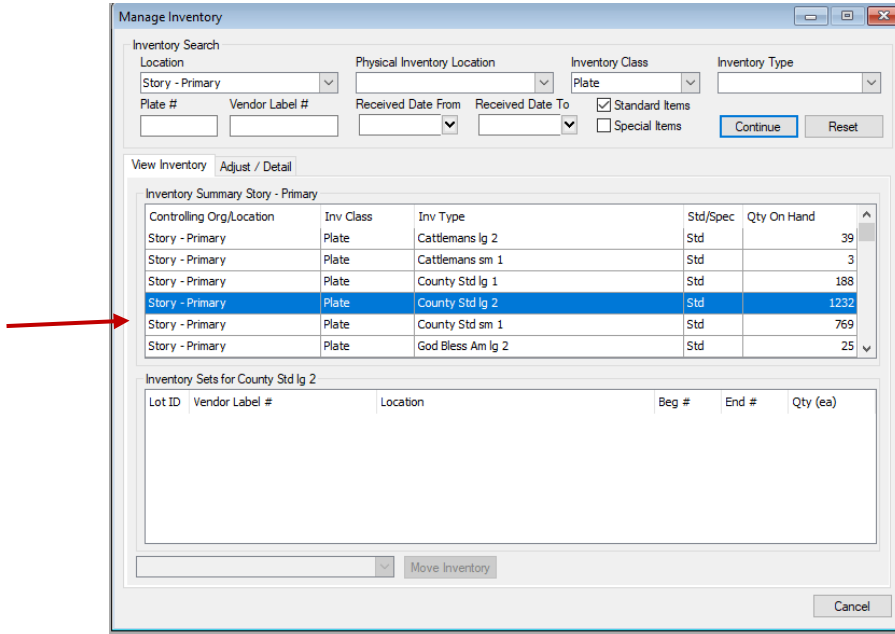
2. Select *Location* and *Plate* for *Inventory Class*.



3. Select *Continue*.

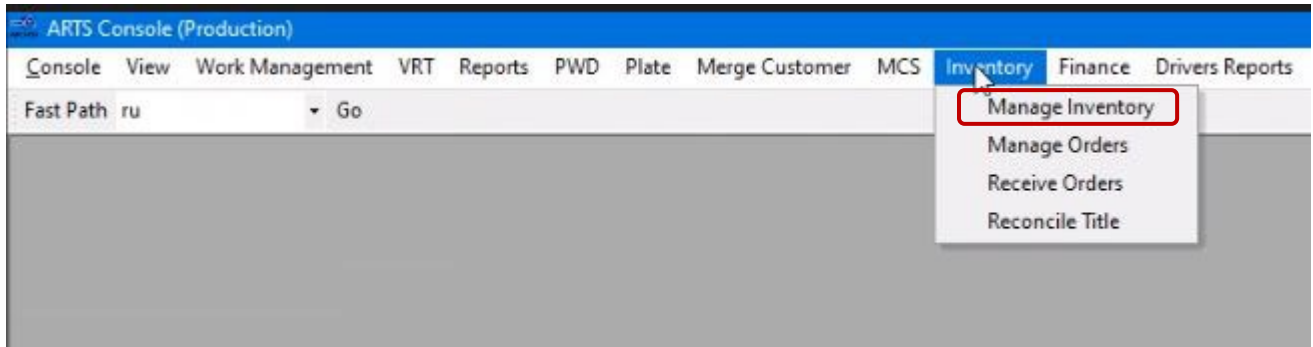


4. Inventory Summary “County” will display.
 - The first image is an example of a plate type in more than one location.
5. Highlight the row and double-click to open to view locations of those types of plates.
 - The second image indicates the plate location(s).

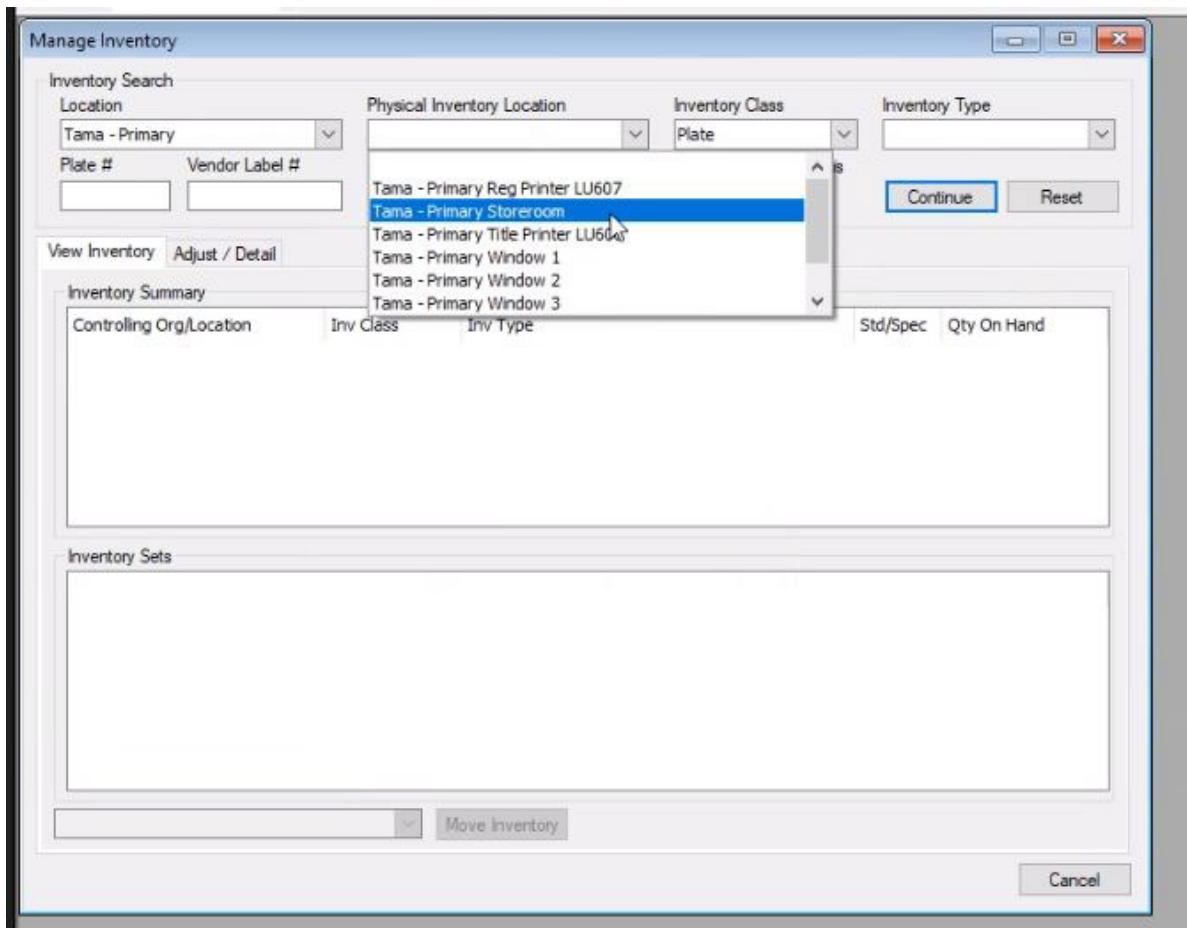


Updating Plate Inventory in Storeroom

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.

The screenshot shows the 'Manage Inventory' window with the following search criteria:

- Location: Tama - Primary
- Physical Inventory Location: Tama - Primary Storeroom
- Inventory Class: Plate
- Inventory Type: (empty)
- Plate #: (empty)
- Vendor Label #: (empty)
- Received Date From: (empty)
- Received Date To: (empty)
- Standard Items
- Special Items

The 'Continue' button is highlighted with a red box. Below the search criteria, the 'Inventory Summary Tama - Primary' table is displayed:

Controlling Org/Location	Inv Class	Inv Type	Std/Spec	Qty On Hand
Tama - Primary	Plate	County Std lg 2	Std	400
Tama - Primary	Plate	County Std sm 1	Std	200
Tama - Primary	Plate	PWD lg 2	Std	50
Tama - Primary	Plate	Blackout lg 2	Std	100
Tama - Primary	Plate	Flying Our Colors lg 2	Std	60

At the bottom of the window, there is an 'Inventory Sets' section with an empty list, a 'Move Inventory' button, and a 'Cancel' button.

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

Manage Inventory

Inventory Search

Location: Tama - Primary Physical Inventory Location: Tama - Primary Storeroom Inventory Class: Plate Inventory Type: []

Plate #: [] Vendor Label #: [] Received Date From: [] Received Date To: [] Standard Items Special Items

View Inventory Adjust / Detail

Inventory Summary Tama - Primary

Controlling Org/Location	Inv Class	Inv Type	Std/Spec	Qty On Hand
Tama - Primary	Plate	County Std Ig 2	Std	400
Tama - Primary	Plate	County Std sm 1	Std	200
Tama - Primary	Plate	PWD Ig 2	Std	50
Tama - Primary	Plate	Blackout Ig 2	Std	100
Tama - Primary	Plate	Flying Our Colors Ig 2	Std	60

Inventory Sets for County Std Ig 2

Lot ID	Vendor Label #	Location	Beg #	End #	Qty (ea)
111...		Tama - Primary, Tama - Primary Storeroom	MHF411	MHF460	50
111...		Tama - Primary, Tama - Primary Storeroom	MHF461	MHF510	50
111...		Tama - Primary, Tama - Primary Storeroom	MHF511	MHF560	50
111...		Tama - Primary, Tama - Primary Storeroom	MHF561	MHF610	50
111...		Tama - Primary, Tama - Primary Storeroom	MHF611	MHF660	50
111...		Tama - Primary, Tama - Primary Storeroom	MHF661	MHF710	50

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

6. Double click on the line that needs adjusted.

Manage Inventory

Inventory Search

Location: Tama - Primary Physical Inventory Location: Tama - Primary Storeroom Inventory Class: Plate Inventory Type: []

Plate #: [] Vendor Label #: [] Received Date From: [] Received Date To: [] Standard Items Special Items

View Inventory Adjust / Detail

Inventory Class and Type: County Std Ig 2 - Plate Location: Tama - Primary - Tama - Primary

Vendor Label #: [] Begin and End Plate #: MHF411 - MHF460

Set ID: 977257 Lot ID: 1115873

Plate Sequence #	Plate #	County
1	MHF411	Tama
2	MHF412	Tama
3	MHF413	Tama
4	MHF414	Tama
5	MHF415	Tama
6	MHF416	Tama
7	MHF417	Tama
8	MHF418	Tama
9	MHF419	Tama
10	MHF420	Tama
11	MHF421	Tama

Sum = 50

Adjust Reason: []

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

Manage Inventory

Inventory Search
 Location: Tama - Primary
 Physical Inventory Location: Tama - Primary Storeroom
 Inventory Class: Plate
 Inventory Type:
 Plate #:
 Vendor Label #:
 Received Date From:
 Received Date To:
 Standard Items
 Special Items
 Continue Reset

View Inventory Adjust / Detail

Inventory Class and Type: County Std lg 2 - Plate
 Location: Tama - Primary - Tama - Primary
 Vendor Label #:
 Begin and End Plate #: MHF411 - MHF460
 Set ID: 977257
 Lot ID: 1115873

Plate Sequence #	Plate #	County
40	MHF450	Tama
41	MHF451	Tama
42	MHF452	Tama
43	MHF453	Tama
44	MHF454	Tama
45	MHF455	Tama
46	MHF456	Tama
47	MHF457	Tama
48	MHF458	Tama
49	MHF459	Tama
50	MHF460	Tama

Sum = 50

Adjust Reason:
 Adjust:
 Move Split
 Cancel

- Add Adjust Reason.

- Select *Adjust*.

Manage Inventory

Inventory Search
 Location: Tama - Primary
 Physical Inventory Location: Tama - Primary Storeroom
 Inventory Class: Plate
 Inventory Type:
 Plate #:
 Vendor Label #:
 Received Date From:
 Received Date To:
 Standard Items
 Special Items
 Continue Reset

View Inventory Adjust / Detail

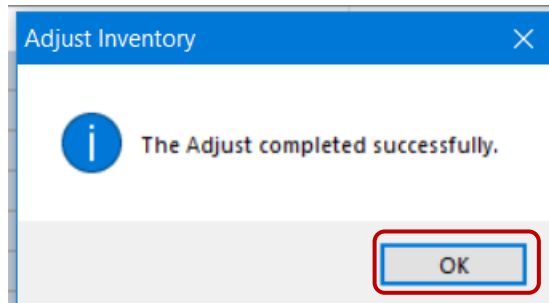
Inventory Class and Type: County Std lg 2 - Plate
 Location: Tama - Primary - Tama - Primary
 Vendor Label #:
 Begin and End Plate #: MHF411 - MHF460
 Set ID: 977257
 Lot ID: 1115873

Plate Sequence #	Plate #	County
40	MHF450	Tama
41	MHF451	Tama
42	MHF452	Tama
43	MHF453	Tama
44	MHF454	Tama
45	MHF455	Tama
46	MHF456	Tama
47	MHF457	Tama
48	MHF458	Tama
49	MHF459	Tama
50	MHF460	Tama

Sum = 50

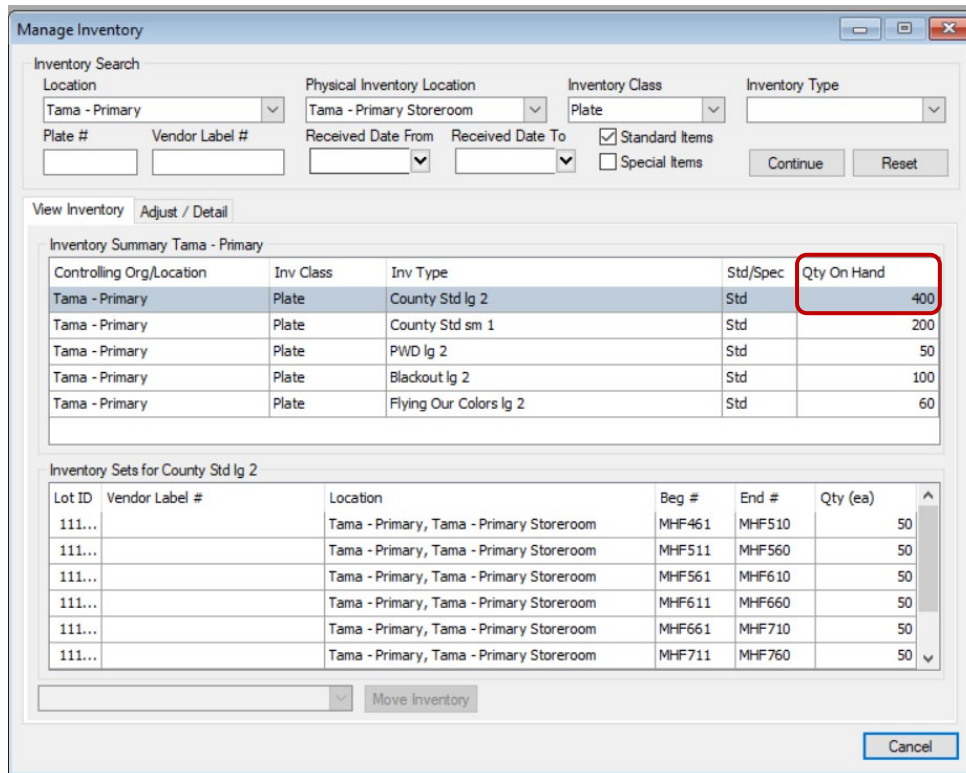
Adjust Reason: Damaged
 Adjust:
 Move Split
 Cancel

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 Ig 2.



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

The screenshot shows the 'Manage Inventory' window with the following details:

- Inventory Search:** Location: Tama - Primary, Physical Inventory Location: Tama - Primary Storeroom, Inventory Class: Plate, Inventory Type: (empty). Plate #: (empty), Vendor Label #: (empty), Received Date From: (empty), Received Date To: (empty). Standard Items, Special Items. Buttons: Continue, Reset.
- View Inventory:** Adjust / Detail
- Inventory Summary Tama - Primary:**

Controlling Org/Location	Inv Class	Inv Type	Std/Spec	Qty On Hand
Tama - Primary	Plate	County Std Ig 2	Std	350
Tama - Primary	Plate	County Std sm 1	Std	200
Tama - Primary	Plate	PWD Ig 2	Std	50
Tama - Primary	Plate	Blackout Ig 2	Std	100
Tama - Primary	Plate	Flying Our Colors Ig 2	Std	60
- Inventory Sets for County Std Ig 2:**

Lot ID	Vendor Label #	Location	Beg #	End #	Qty (ea)
--------	----------------	----------	-------	-------	----------
- Buttons: Move Inventory, Cancel.

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:

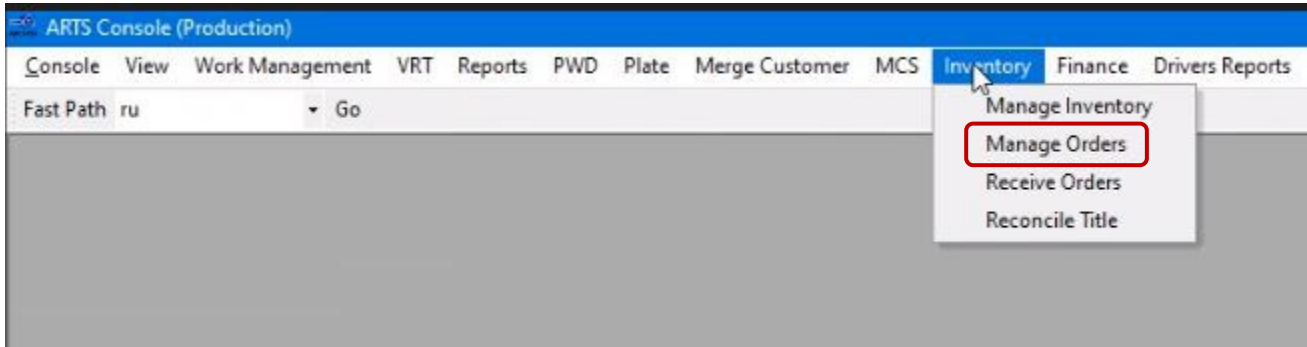
The best way to package return plates is to use the boxes originally used to ship the plates. Please secure the contents of the boxes with tape or another method of packaging.

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

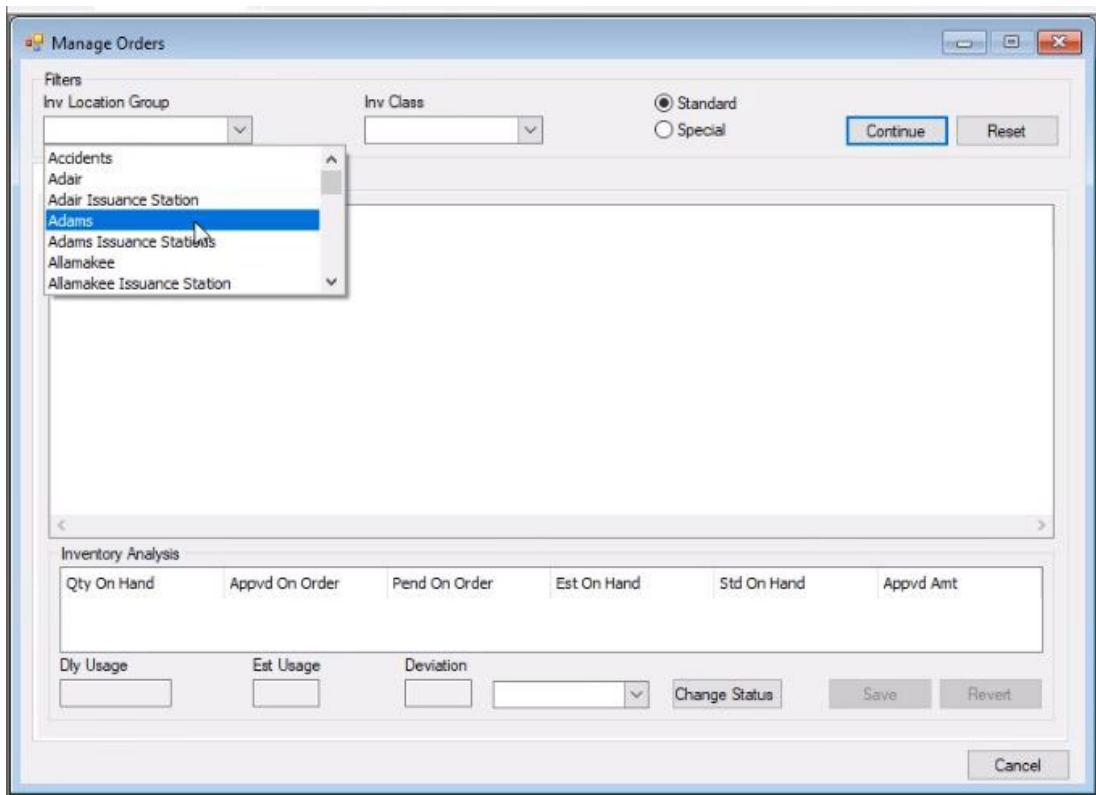
Registration

Ordering Registration Decals (within ARTS):

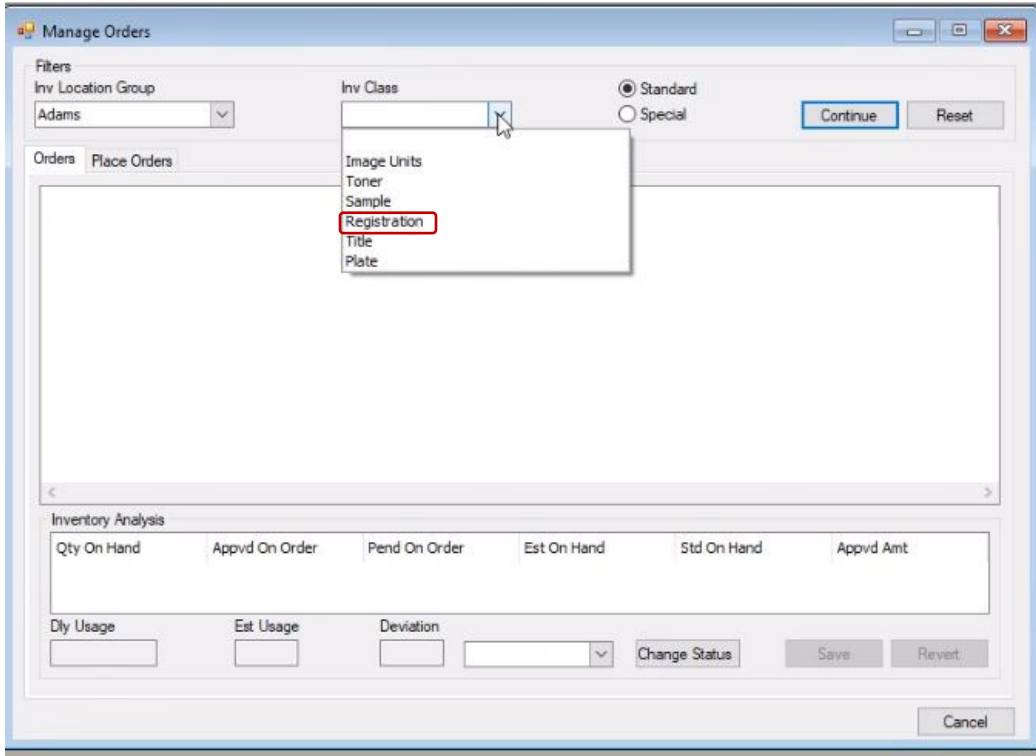
1. ARTS > Inventory > Manage Orders.



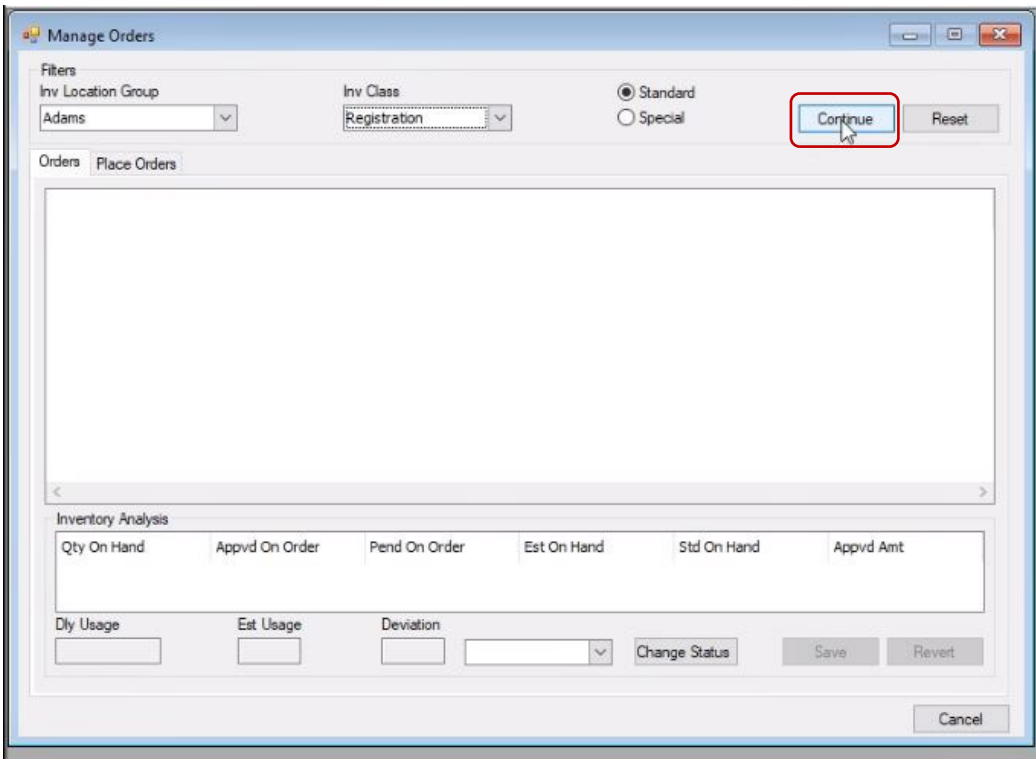
2. Inv Loc. Group > Your County (Example: Adams).



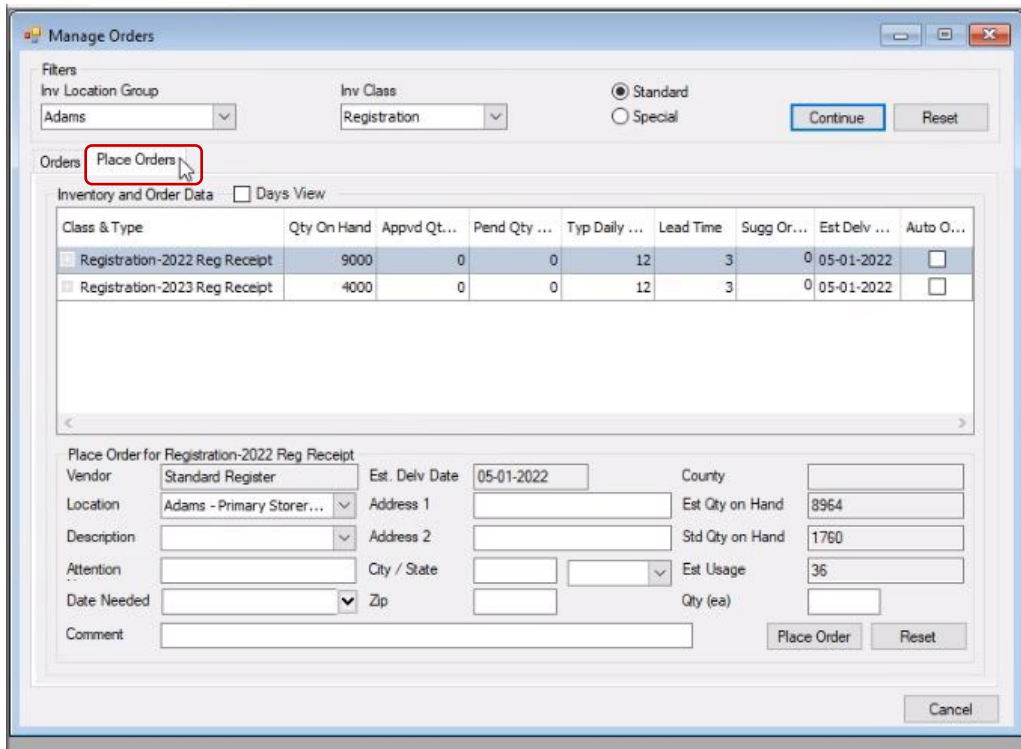
3. Inv Class > Registration



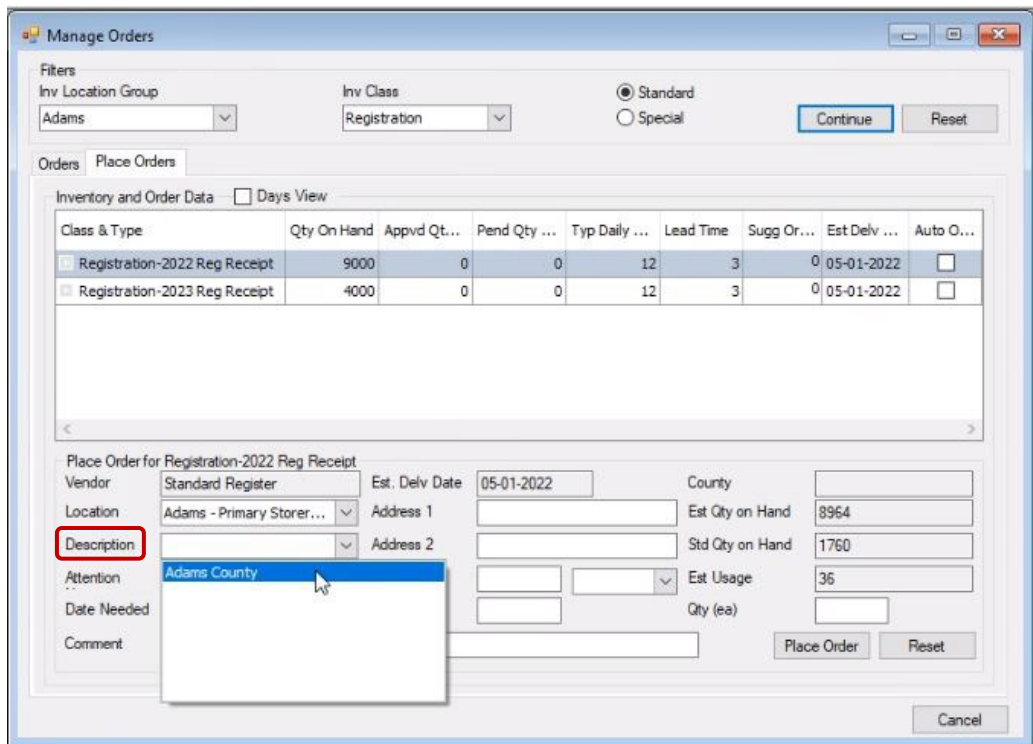
4. Select *Continue*.



5. Select *Place Orders* tab.
6. Select the product to order.



7. Description > dropdown menu to select county.



8. Select tab to autofill *Attention*.

The screenshot shows the 'Manage Orders' window with the 'Place Orders' tab selected. The 'Inventory and Order Data' table is visible, and the 'Place Order for Registration-2023 Reg Receipt' form is filled out. The 'Attention' field is highlighted with a red box.

Class & Type	Qty On Hand	Appvd Qt...	Pend Qty ...	Typ Daily ...	Lead Time	Sugg Cr...	Est Delv ...	Auto O...
Registration-2022 Reg Receipt	9000	0	0	12	3	0	06-04-2022	<input type="checkbox"/>
Registration-2023 Reg Receipt	4000	0	0	12	3	0	06-04-2022	<input type="checkbox"/>

Place Order for Registration-2023 Reg Receipt

Vendor: Standard Register, Est. Delv Date: 06-04-2022, County: []

Location: Adams - Primary Storer..., Address 1: 500 9th St., Est Qty on Hand: 3964

Description: Adams County, Address 2: [], Std Qty on Hand: 1760

Attention: Adams County Treasurer, City / State: Coming, IA, Est Usage: 36

Date Needed: [], Zip: 50841, Qty (ea): []

Comment: []

Buttons: Place Order, Reset, Cancel

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

The screenshot shows the 'Manage Orders' window with the 'Place Orders' tab selected. The 'Inventory and Order Data' table is visible, and the 'Place Order for Registration-2022 Reg Receipt' form is filled out. The 'Date Needed' field is highlighted with a red box, and a calendar is open showing the date 28.

Class & Type	Qty On Hand	Appvd Qt...	Pend Qty ...	Typ Daily ...	Lead Time	Sugg Cr...	Est Delv ...	Auto O...
Registration-2022 Reg Receipt	9000	0	0	12	3	0	05-01-2022	<input type="checkbox"/>
Registration-2023 Reg Receipt	4000	0	0	12	3	0	05-01-2022	<input type="checkbox"/>

Place Order for Registration-2022 Reg Receipt

Vendor: Standard Register, Est. Delv Date: 05-01-2022, County: []

Location: Adams - Primary Storer..., Address 1: 500 9th St., Est Qty on Hand: 8964

Description: Adams County, Address 2: [], Std Qty on Hand: 1760

Attention: Adams County Treasurer, City / State: Coming, IA, Est Usage: 36

Date Needed: []

Zip: 50841, Qty (ea): []

Comment: []

Buttons: Place Order, Reset, Cancel

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.

Manage Orders

Filters
 Inv Location Group: Adams
 Inv Class: Registration
 Standard
 Special
 Continue Reset

Orders Place Orders

Inventory and Order Data Days View

Class & Type	Qty On Hand	Appvd Qt...	Pend Qty ...	Typ Daily ...	Lead Time	Sugg Or...	Est Delv ...	Auto O...
Registration-2022 Reg Receipt	9000	0	0	12	3	0	05-01-2022	<input type="checkbox"/>
Registration-2023 Reg Receipt	4000	0	0	12	3	0	05-01-2022	<input type="checkbox"/>

Place Order for Registration-2022 Reg Receipt

Vendor: Standard Register
 Est. Delv Date: 05-01-2022
 County:

Location: Adams - Primary Storer...
 Address 1: 500 9th St.
 Est Qty on Hand: 8964

Description: Adams County
 Address 2:
 Std Qty on Hand: 1760

Attention: Adams County Treasurer
 City / State: Coming IA
 Est Usage: 36

Date Needed: 5/12/2022
 Zip: 50841
 Qty (ea): 4000

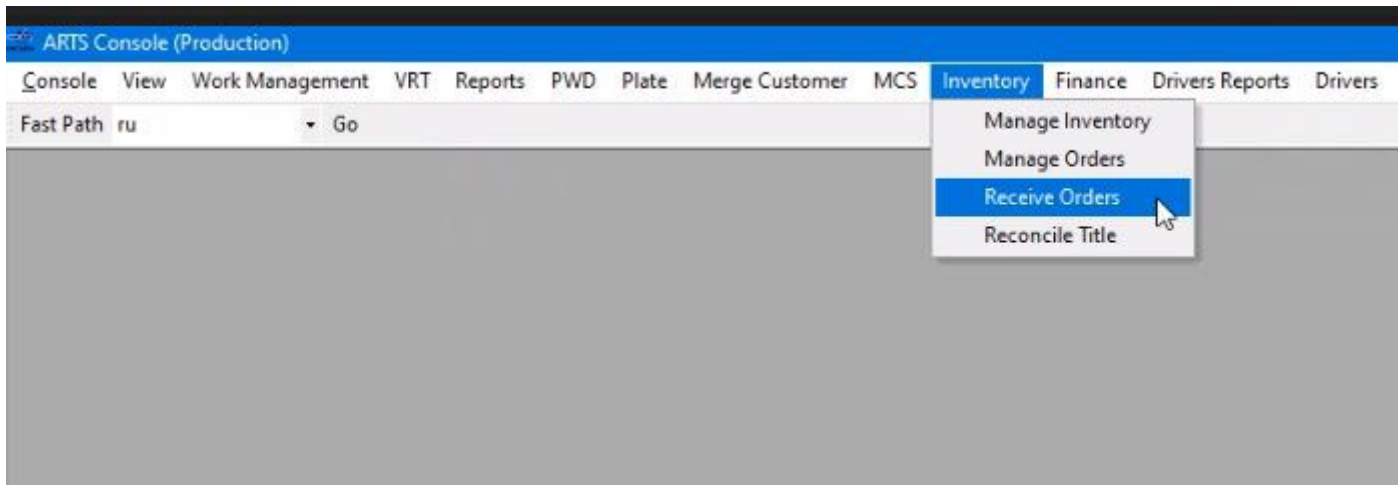
Comment:

Place Order Reset

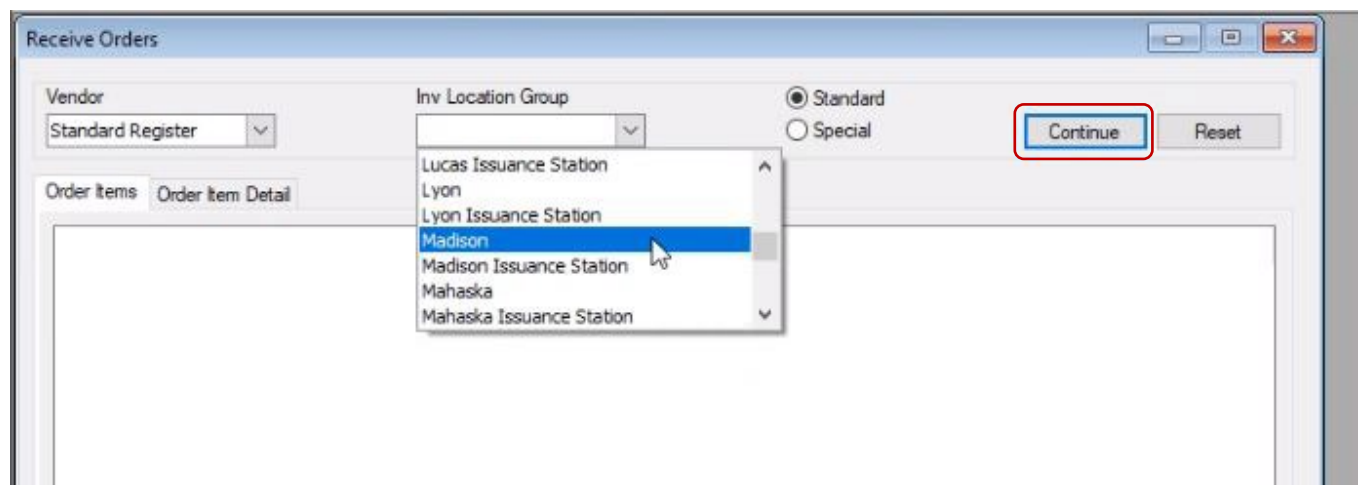
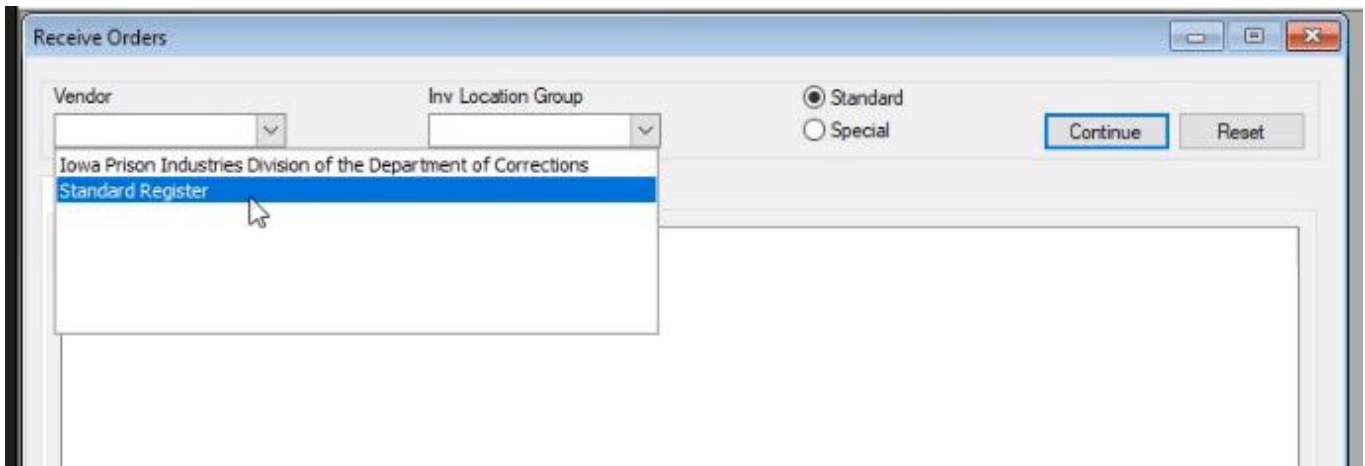
Cancel

Receiving Registration Decals

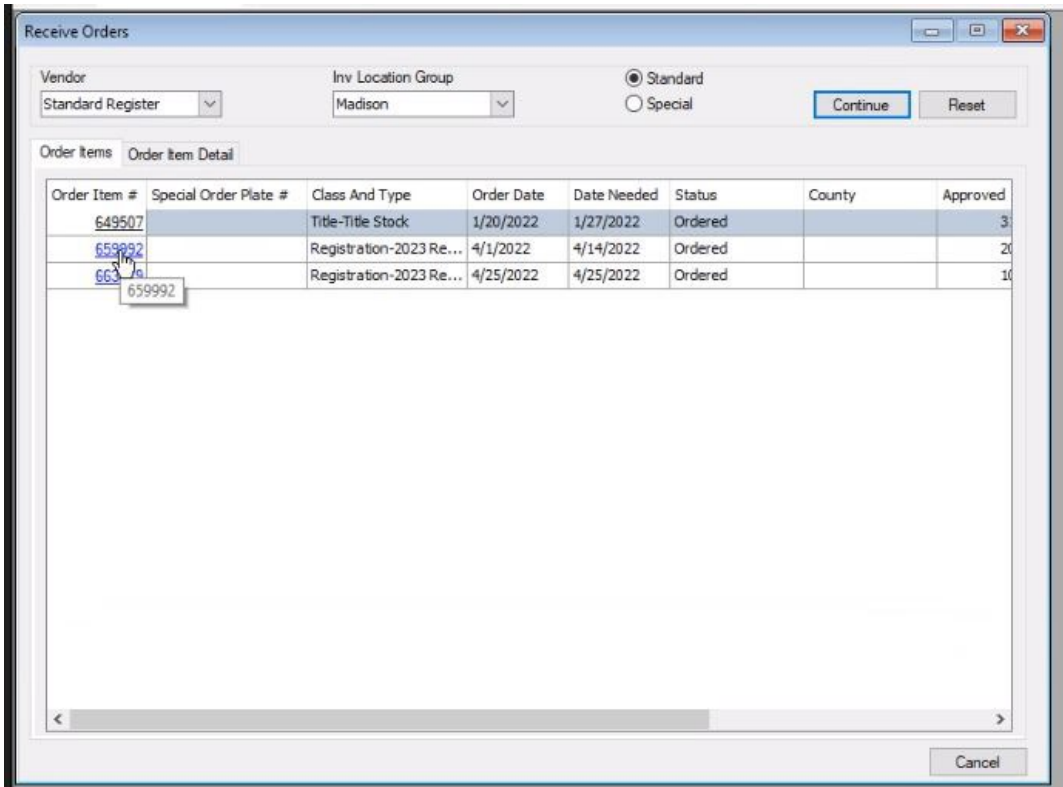
1. Inventory > Received Orders



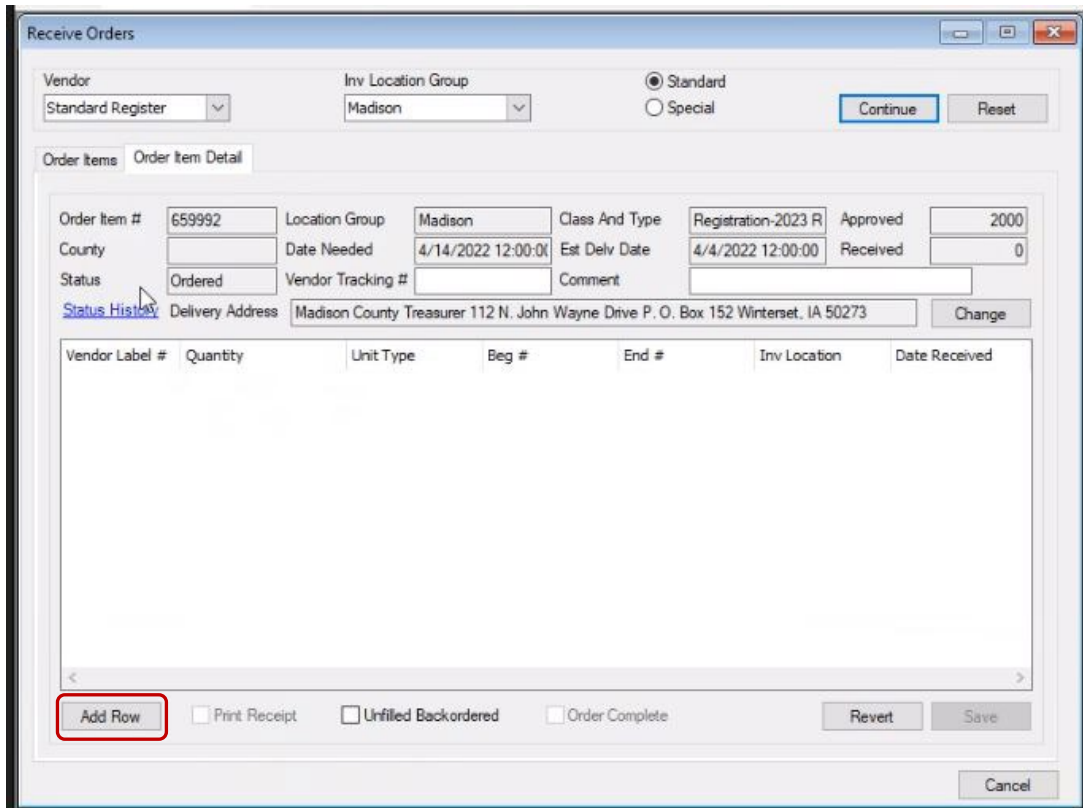
2. Vendor > *Standard Register*.
3. Inv Location Group > (Choose County)
4. Select *Continue*.



5. Select blue "Order Item #".

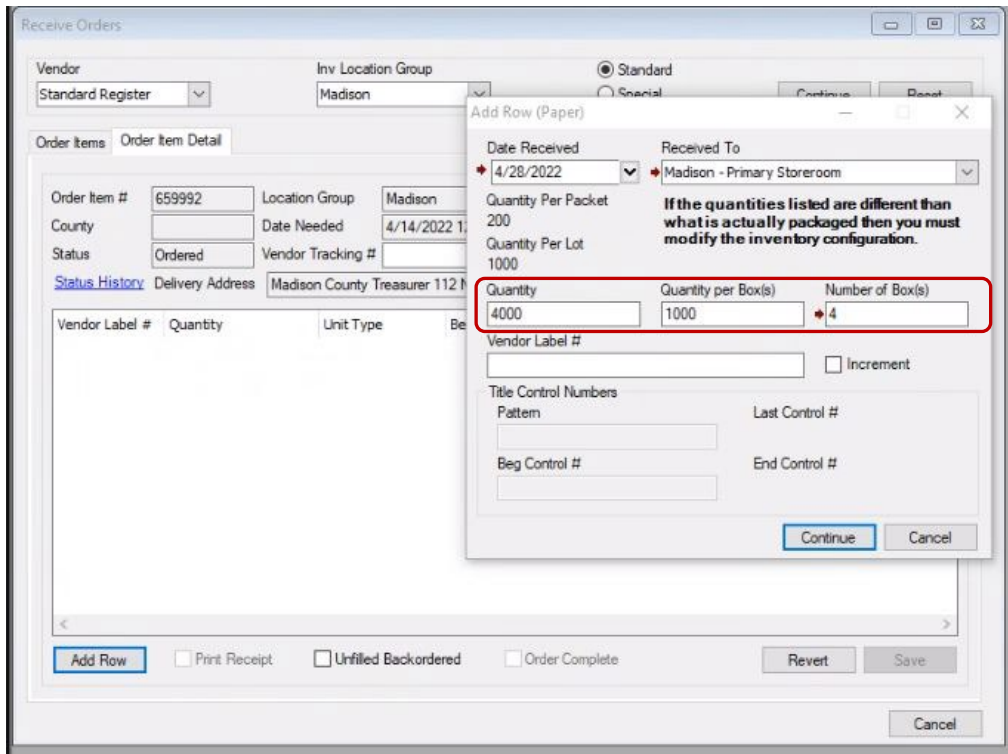


6. Select Add Row.

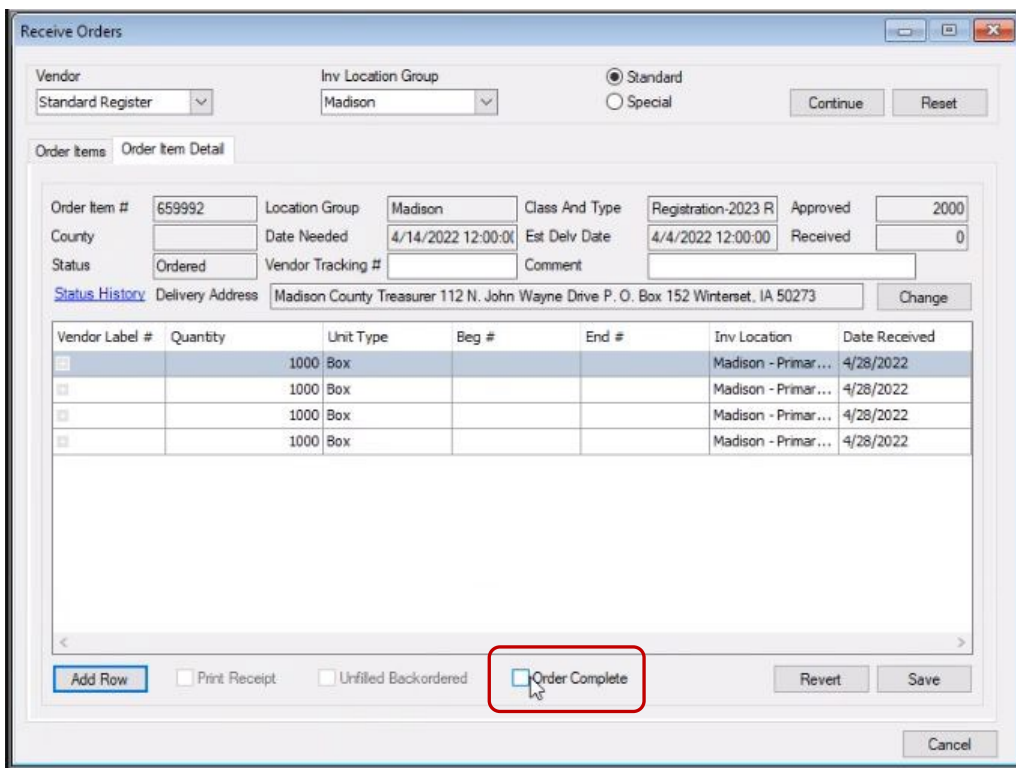


7. Fill in "Quantity" and "Quantity per Box(s)".

8. Select *Continue*.

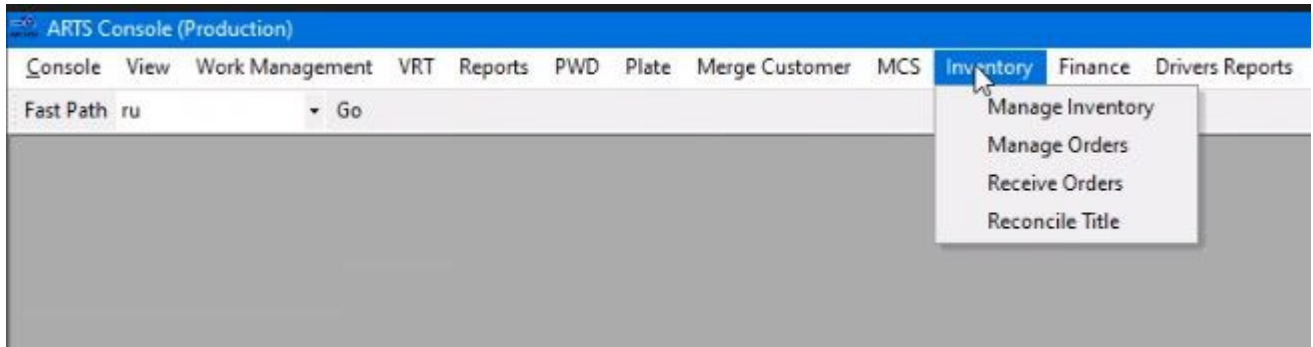


9. Select *Order Complete* and select *Save*.

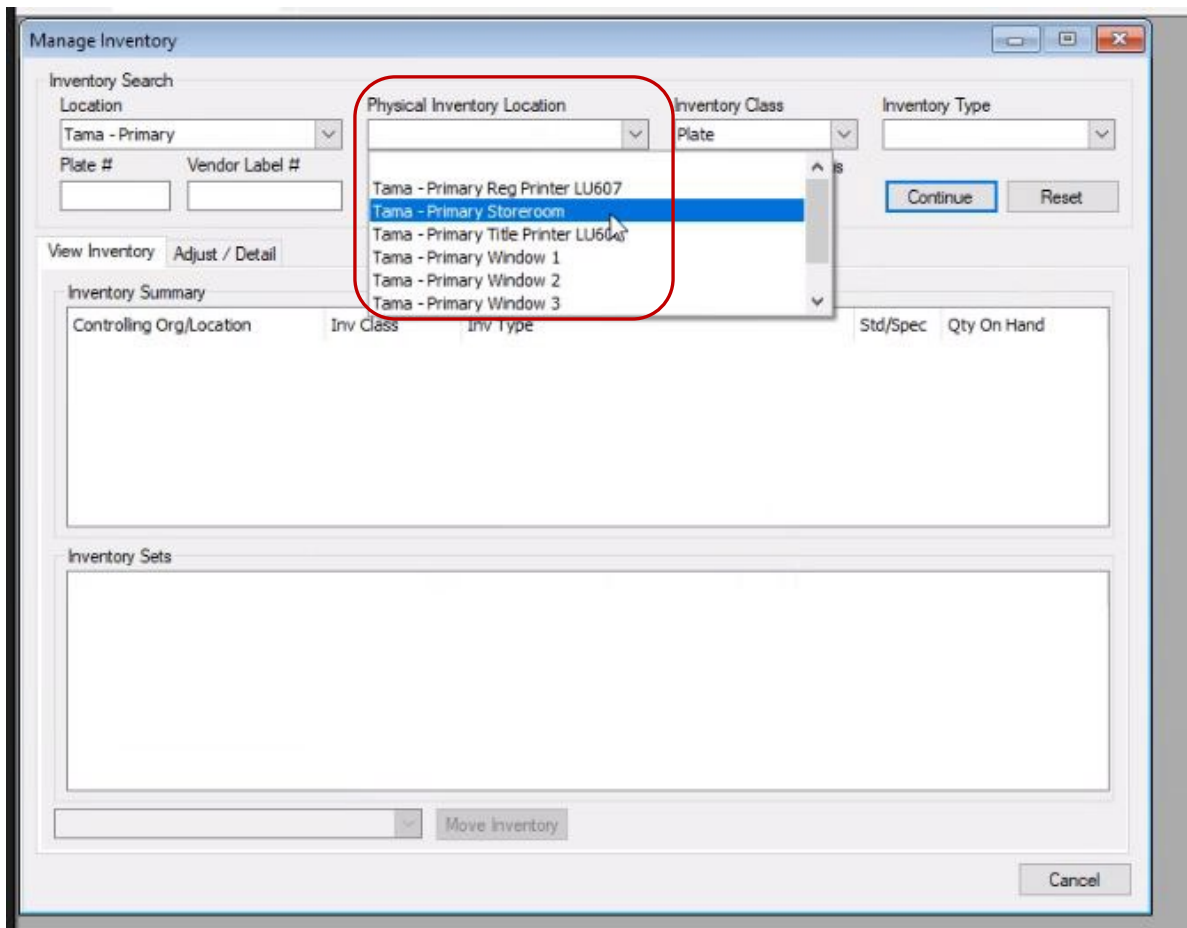


Updating Registration Inventory in Storeroom

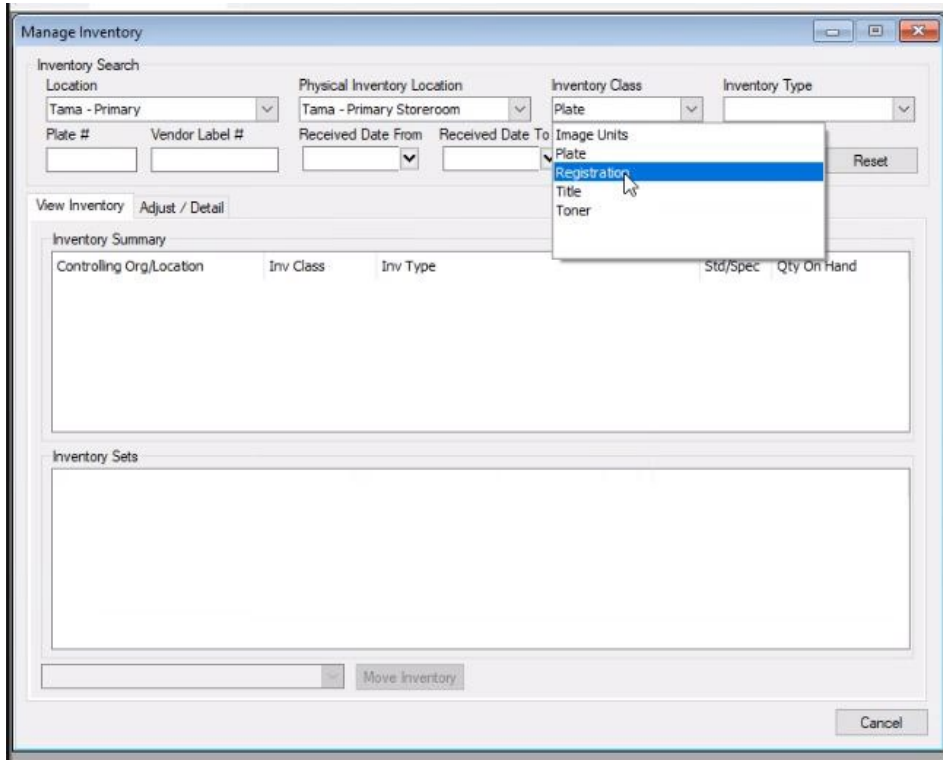
10. Inventory > Manage Inventory



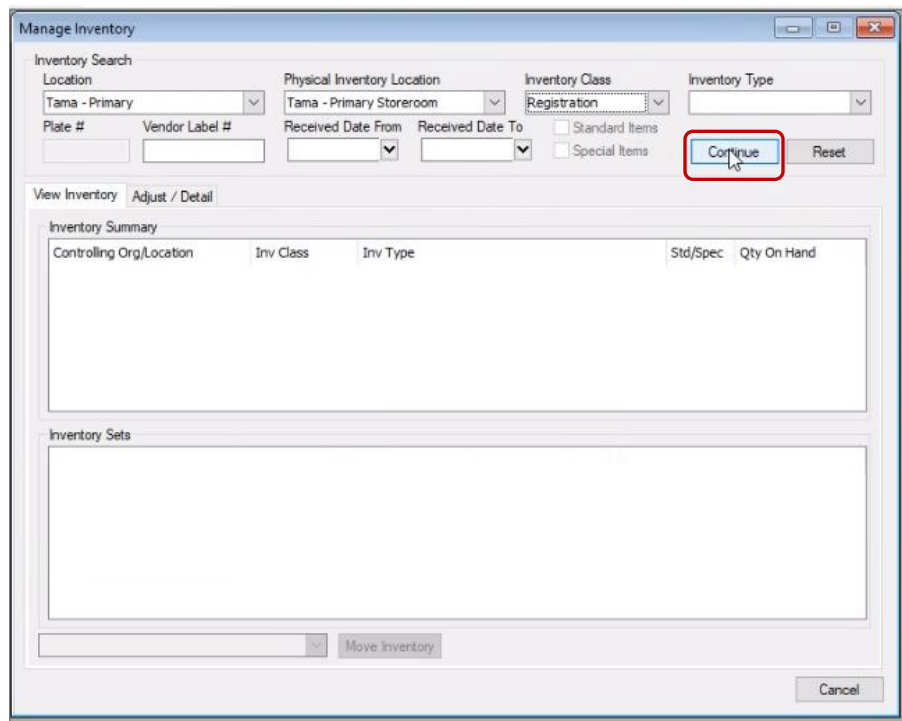
11. Physical Inventory Location – “County - Primary Storeroom”.



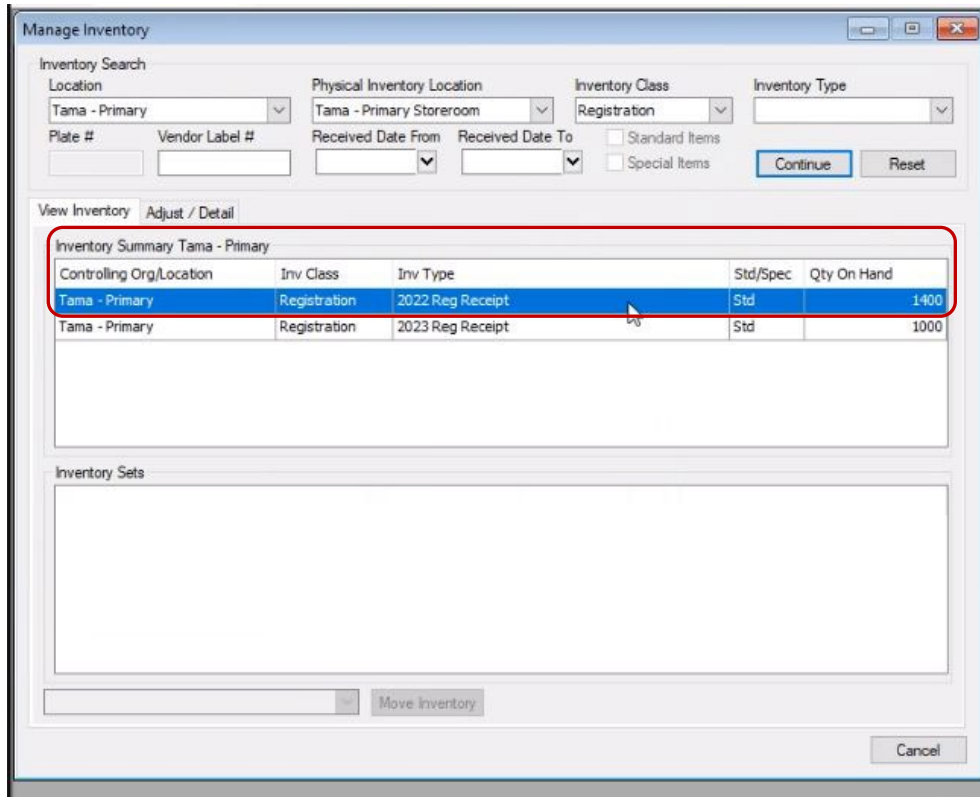
- 12. Select Inventory Class from the dropdown.
 - a. Registration



- 13. Select *Continue*.

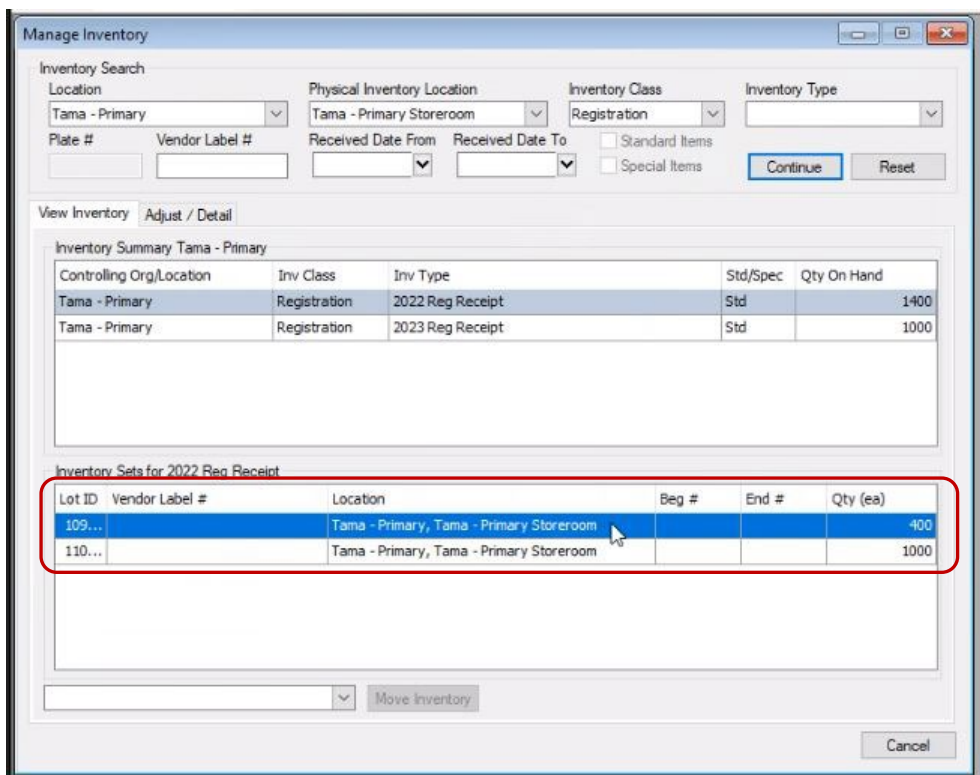


14. Double click which item needed to adjust under “Inventory Summary “County” –Primary”.

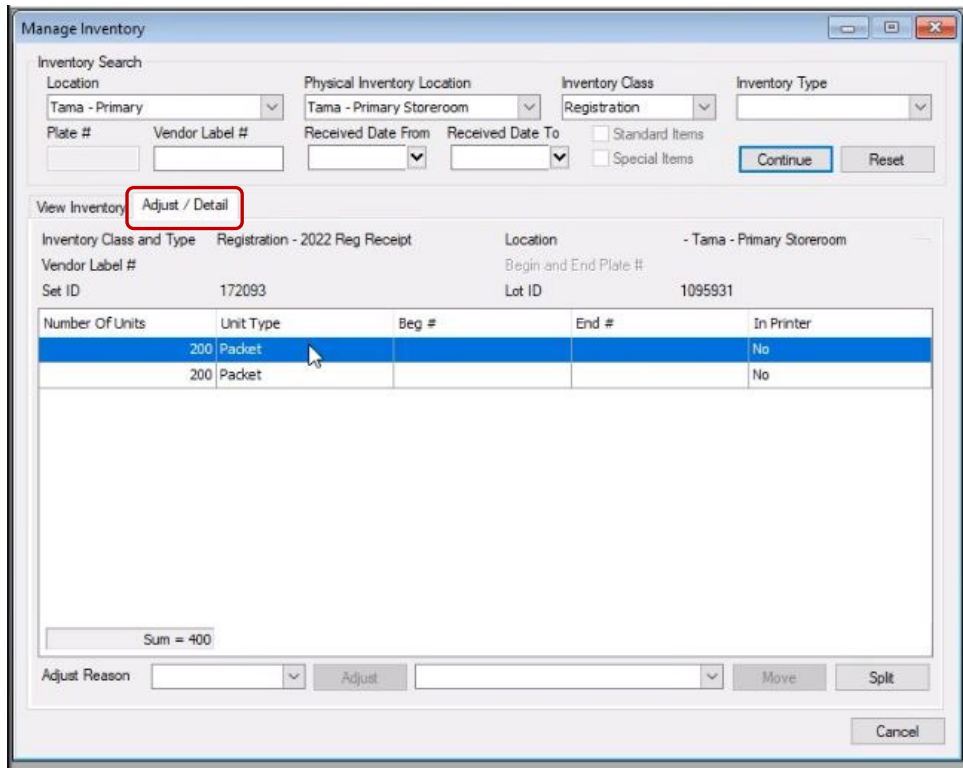


15. Double Click items that need to be adjusted under “Inventory Sets for...”.

16. Adjust/Detail Tab will appear.

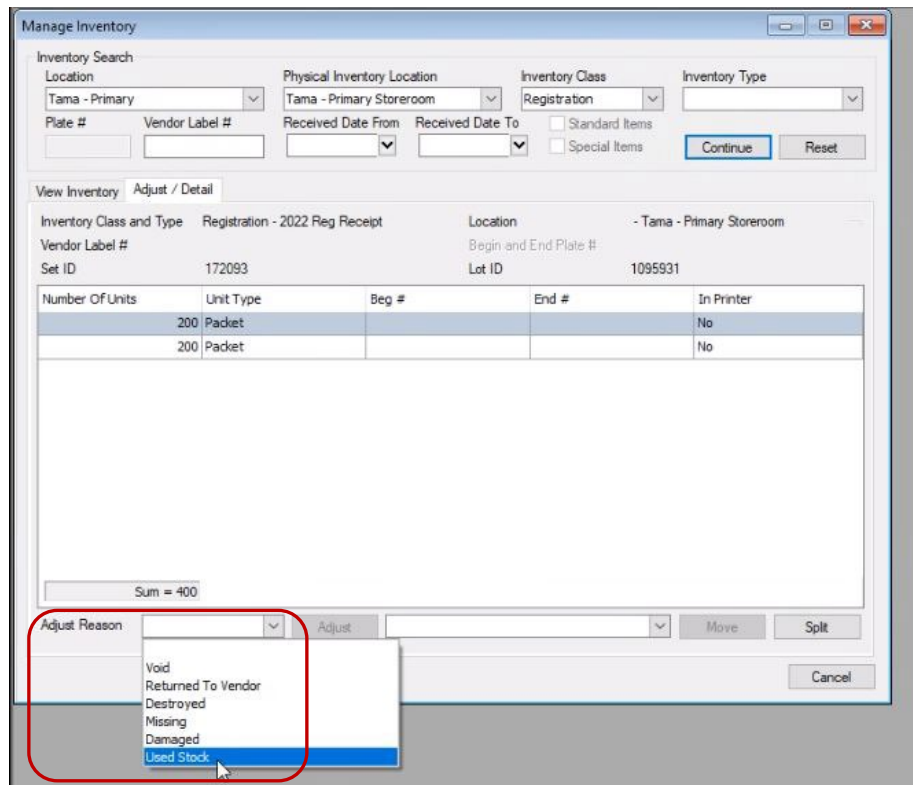


17. Highlight item that needs adjusted.



18. Adjust Reason.

19. Select *Used Stock* from dropdown.



20. Select *Adjust*.

The screenshot shows the 'Manage Inventory' window with the following details:

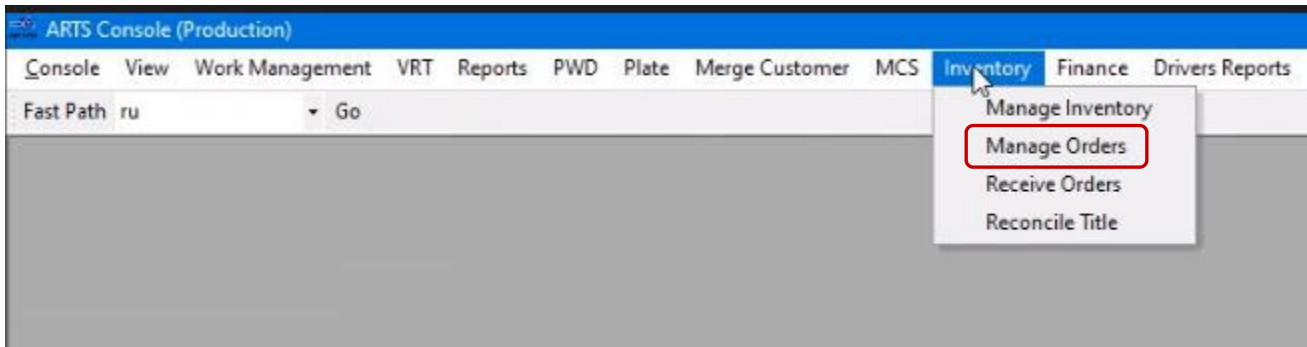
- Inventory Search:** Location: Tama - Primary; Physical Inventory Location: Tama - Primary Storeroom; Inventory Class: Registration; Inventory Type: (empty).
- Filters:** Plate #, Vendor Label #, Received Date From, Received Date To, Standard Items (unchecked), Special Items (unchecked).
- View Inventory:** Adjust / Detail tab selected.
- Inventory Class and Type:** Registration - 2022 Reg Receipt; Location: - Tama - Primary Storeroom.
- Vendor Label #:** (empty); Begin and End Plate #: (empty).
- Set ID:** 172093; Lot ID: 1095931.
- Table:**

Number Of Units	Unit Type	Beg #	End #	In Printer
200	Packet			No
200	Packet			No
- Summary:** Sum = 400.
- Adjust Reason:** Used Stock (dropdown).
- Buttons:** Adjust (highlighted with a red box), Move, Split, Cancel.

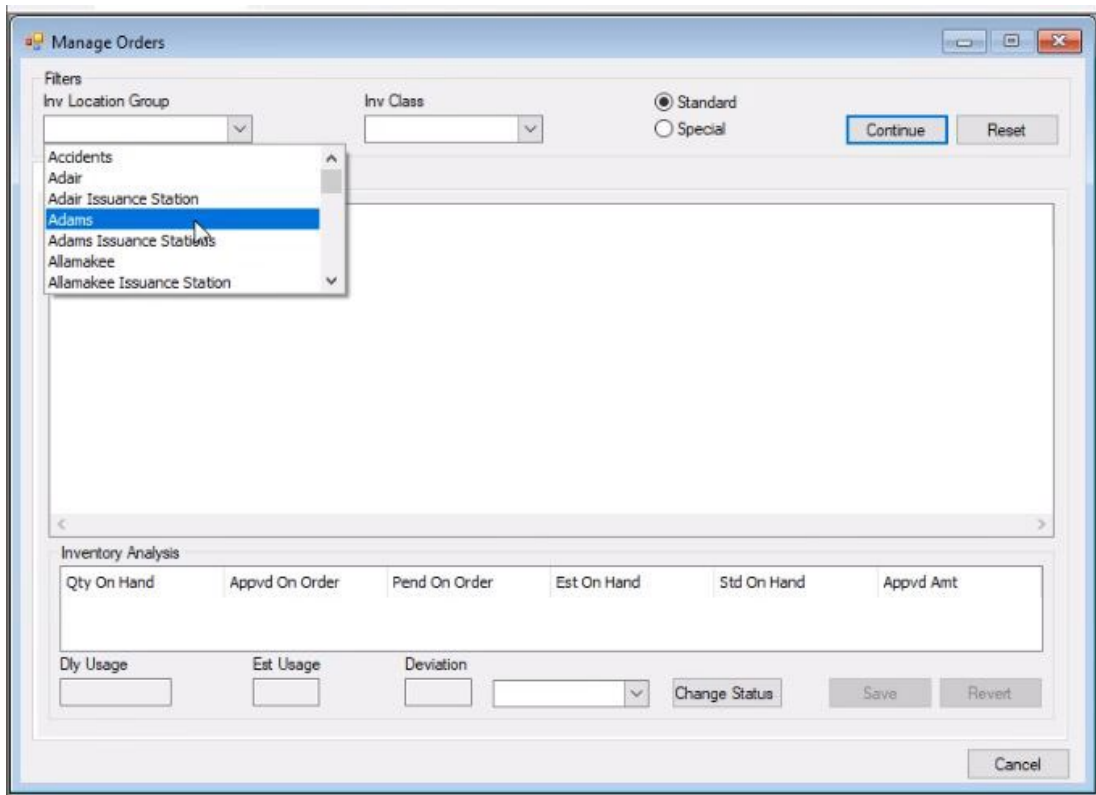
Title Stock

Ordering Title Stock (within ARTS)

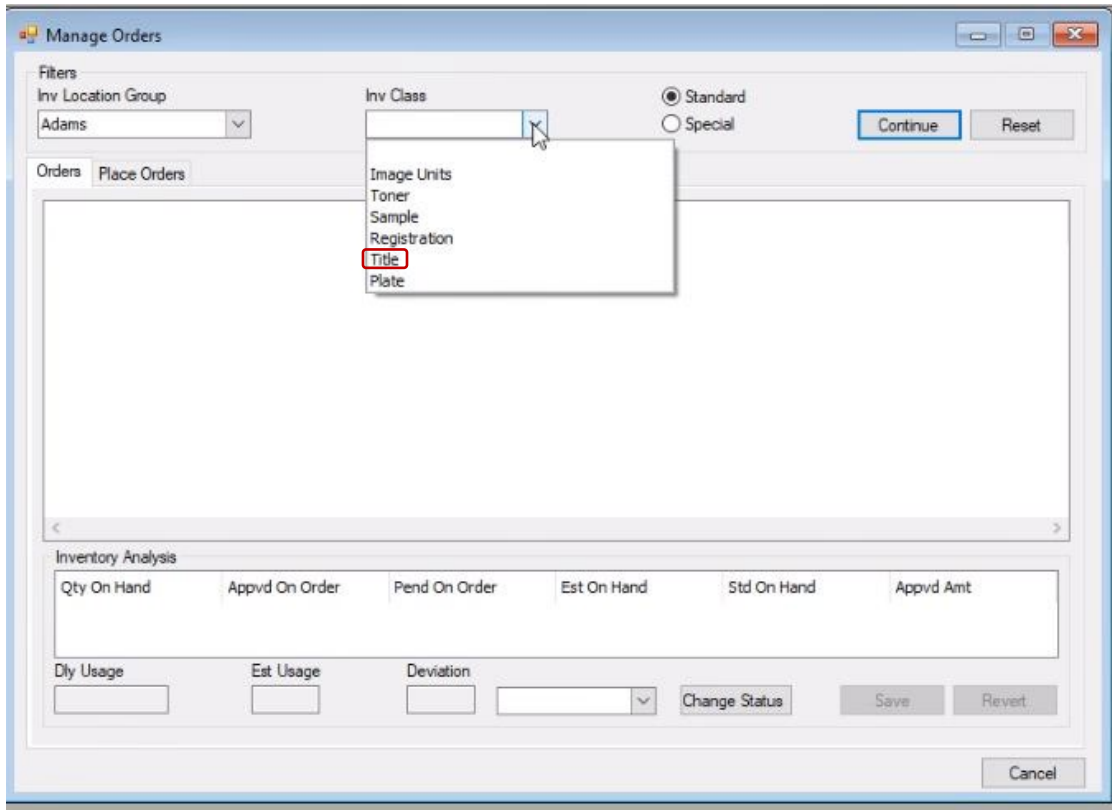
1. ARTS > Inventory > Manage Orders.



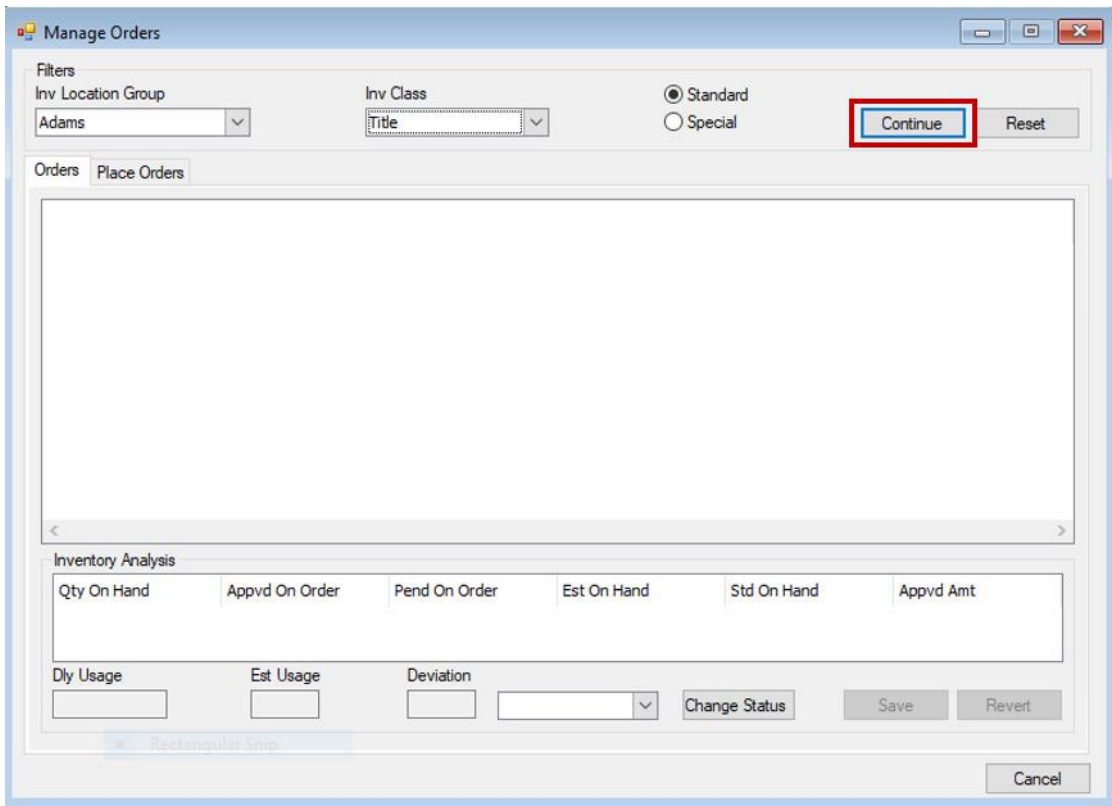
2. Inv Loc. Group > Your County (Example: Adams).



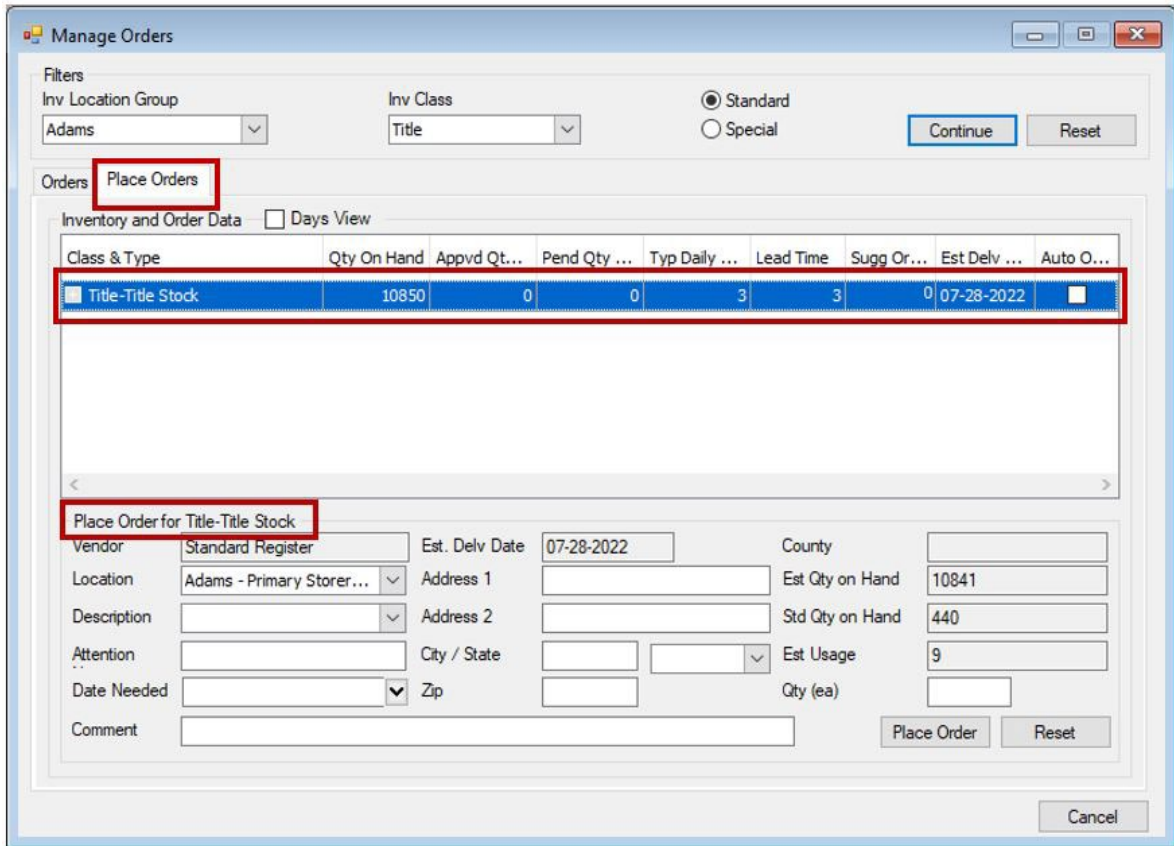
3. Inv Class > Title



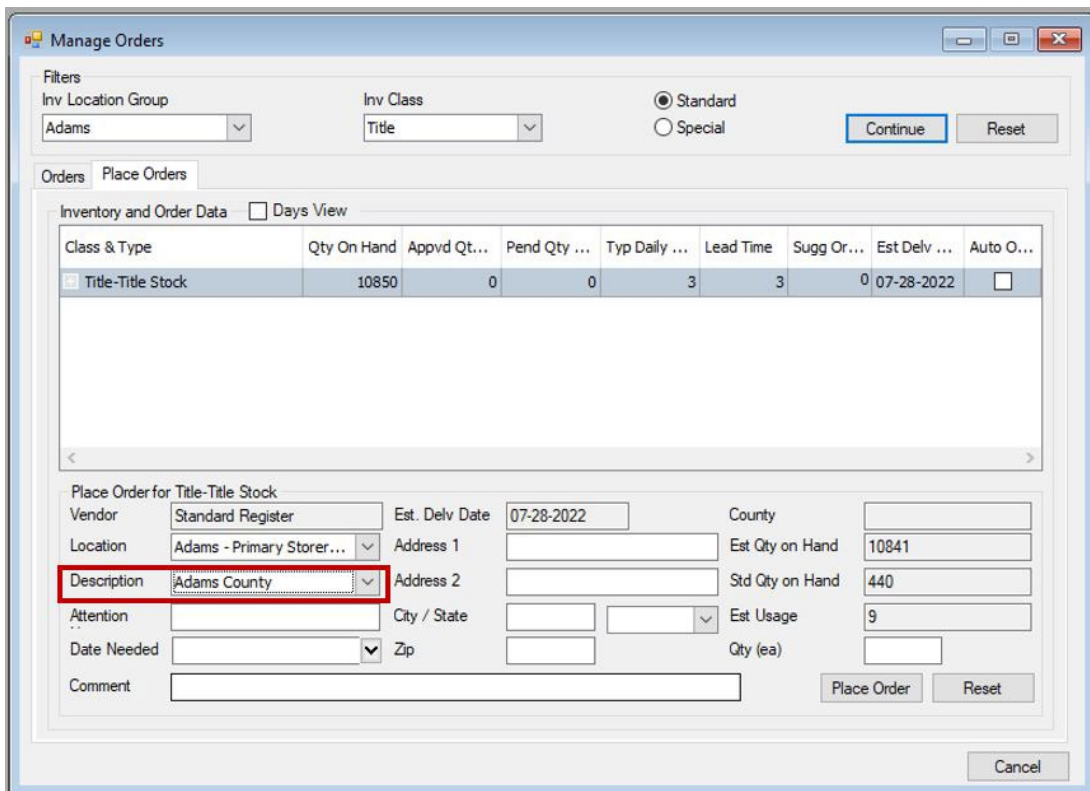
4. Select *Continue*.



- Select *Place Orders* tab.
- Select the box next to Title – Title Stock



- Description > dropdown menu to select county.



8. Select tab to autofill *Attention*.

The screenshot shows the 'Manage Orders' window with the 'Place Orders' tab selected. The 'Inventory and Order Data' table is visible, and the 'Place Order for Title-Title Stock' section contains various input fields. A red box highlights the 'Attention' field, which is set to 'Adams County | Treasurer'. Other fields include Vendor (Standard Register), Location (Adams - Primary Storer...), Description (Adams County), Address 1 (500 9th St.), City / State (Coming, IA), Zip (50841), and Est. Delv Date (07-28-2022).

Class & Type	Qty On Hand	Appvd Qt...	Pend Qty ...	Typ Daily ...	Lead Time	Sugg Or...	Est Delv ...	Auto O...
Title-Title Stock	10850	0	0	3	3	0	07-28-2022	<input type="checkbox"/>

Place Order for Title-Title Stock

Vendor	Standard Register	Est. Delv Date	07-28-2022	County	
Location	Adams - Primary Storer...	Address 1	500 9th St.	Est Qty on Hand	10841
Description	Adams County	Address 2		Std Qty on Hand	440
Attention	Adams County Treasurer	City / State	Coming IA	Est Usage	9
Date Needed		Zip	50841	Qty (ea)	
Comment					

Buttons: Place Order, Reset, Cancel

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.

The screenshot shows the 'Manage Orders' window. At the top, there are filters for 'Inv Location Group' (Adams) and 'Inv Class' (Title). Below this is a table with columns: Class & Type, Qty On Hand, Appvd Qt..., Pend Qty..., Typ Daily..., Lead Time, Sugg Or..., Est Delv..., and Auto O... The table contains one row: Title-Title Stock, 10850, 0, 0, 3, 3, 0, 07-28-2022.

Below the table is the 'Place Order for Title-Title Stock' section. It includes fields for Vendor (Standard Register), Location (Adams - Primary Storer...), Description (Adams County), Attention (Adams County Treasurer), and Zip (50841). The 'Est. Delv Date' field is highlighted with a red box and contains '07-28-2022'. A calendar dropdown is open for the 'Date Needed' field, showing the month of July 2022. The calendar has a red box around the date '8'.

This screenshot shows the same 'Manage Orders' window. The 'Date Needed' dropdown is now set to '8/8/2022', which is highlighted with a red box. The 'Est. Delv Date' field remains '07-28-2022' and is also highlighted with a red box. The 'Continue' button is highlighted in blue.

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).

The screenshot shows the 'Manage Orders' window. At the top, there are filters for 'Inv Location Group' (Adams) and 'Inv Class' (Title). Below this is a table with columns: Class & Type, Qty On Hand, Appvd Qt..., Pend Qty..., Typ Daily..., Lead Time, Sugg Or..., Est Delv..., and Auto O... The table contains one row: Title-Title Stock, 10850, 0, 0, 3, 3, 0, 07-28-2022. Below the table is the 'Place Order for Title-Title Stock' form. The 'Qty (ea)' field is highlighted with a red box and contains the value 4725. Other fields include Vendor (Standard Register), Location (Adams - Primary Storer...), Description (Adams County), Attention (Adams County Treasurer), Date Needed (8/8/2022), and Zip (50841).

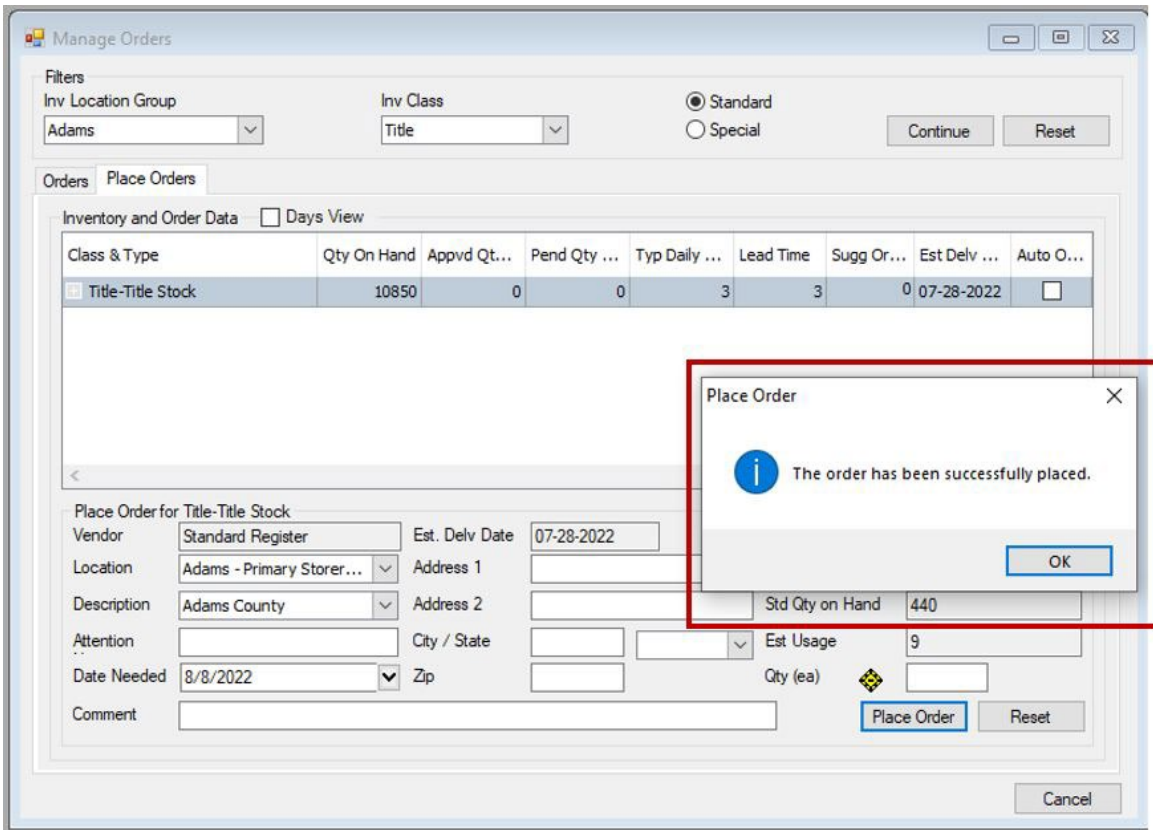
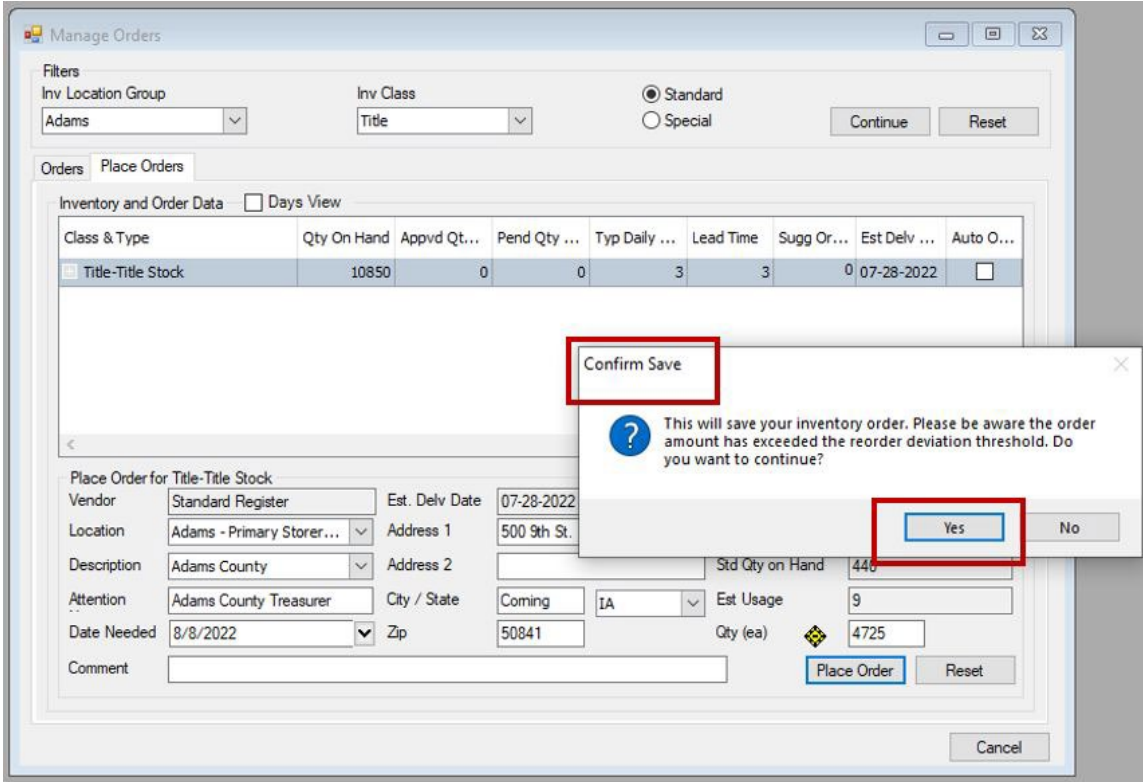
11. Utilize the *Comment* box if it is a RUSH ORDER or a FAKE ORDER.

- a. Note: Also contact Rhonda Fowler for all RUSH ORDERS.

This screenshot shows the 'Place Order for Title-Title Stock' form. The 'Qty (ea)' field is set to 1575. The 'Comment' field is highlighted with a red box and contains the text 'FAKE ORDER'. Other fields are the same as in the previous screenshot.

This screenshot shows the 'Place Order for Title-Title Stock' form. The 'Qty (ea)' field is set to 1575. The 'Comment' field is highlighted with a red box and contains the text 'RUSH ORDER'. Other fields are the same as in the previous screenshot.

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.

Manage Orders

Filters
 Inv Location Group: Adams
 Inv Class: Title
 Standard
 Special
 Continue Reset

Orders Place Orders

...	Order #	Class and Type	Date Needed	Est Delv Date	Status	Qty Ord...	Qty Appvd	Qty Recvd	Comment	Deliver
	677090	Title-Title Stock	8/8/2022	7/28/2022	Pending	4725	4725	0		Adams

Inventory Analysis for Title-Title Stock

Qty On Hand	Approved On Order	Pending On Order	Est On Hand	Std On Hand	Approved Amount
10850 ea / 6 Box(s)	0 ea / 0 Box(s)	4725 ea / 3 Box(s)	15566 ea / 9 Box(s)	0 Box(s)	3 Box(s)
3616 Days	0 Days	1575 Days	5188 Days	0 Days	1575 Days

Dly Usage: 3 ea per day
 Est Usage: 9 ea
 1575 Days
 3437%
 Change Status Save Revert

Cancel

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*.

The screenshot shows the 'Receive Orders' window. The 'Vendor' dropdown is set to 'Standard Register' and the 'Inv Location Group' dropdown is set to 'OVS'. The 'Standard' radio button is selected. The 'Continue' button is highlighted with a red box.

The screenshot shows the 'Receive Orders' window with the 'Order Items' table. The table has the following data:

Order Item #	Special Order Plate #	Class And Type	Order Date	Date Needed	Status	County	Approved
605462		Title-Title Stock	4/27/2021	4/28/2021	Backordered		3

6. Select Order Item Detail tab.

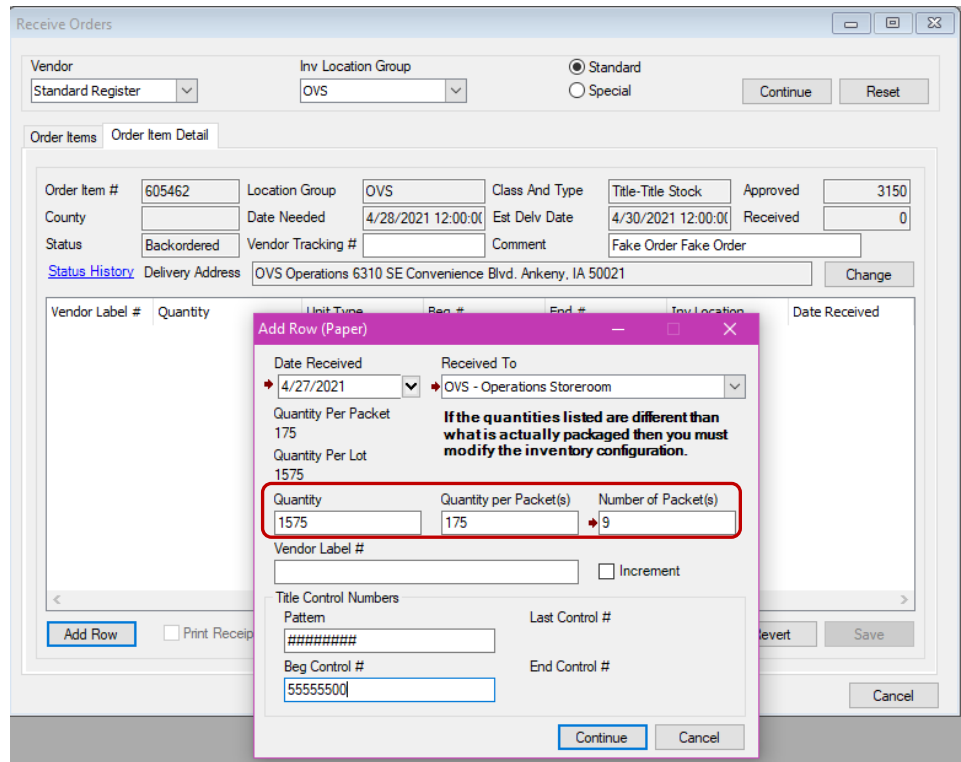
7. Select Add Row.

The screenshot shows the 'Receive Orders' application window. At the top, there are dropdown menus for 'Vendor' (Standard Register) and 'Inv Location Group' (OVS), along with radio buttons for 'Standard' (selected) and 'Special'. Below this is the 'Order Items' section with a sub-tab 'Order Item Detail' highlighted in red. The main area contains a form with fields for 'Order Item #' (605462), 'Location Group' (OVS), 'Class And Type' (Title-Title Stock), 'Approved' (3150), 'Date Needed' (4/28/2021 12:00:00), 'Est Delv Date' (4/30/2021 12:00:00), 'Received' (0), 'Status' (Backordered), and 'Vendor Tracking #'. A 'Delivery Address' field contains 'OVS Operations 6310 SE Convenience Blvd. Ankeny, IA 50021'. At the bottom, a table with columns 'Vendor Label #', 'Quantity', 'Unit Type', 'Beg #', 'End #', 'Inv Location', and 'Date Received' is visible. The 'Add Row' button at the bottom left is highlighted with a red box.

8. Add Row will appear.

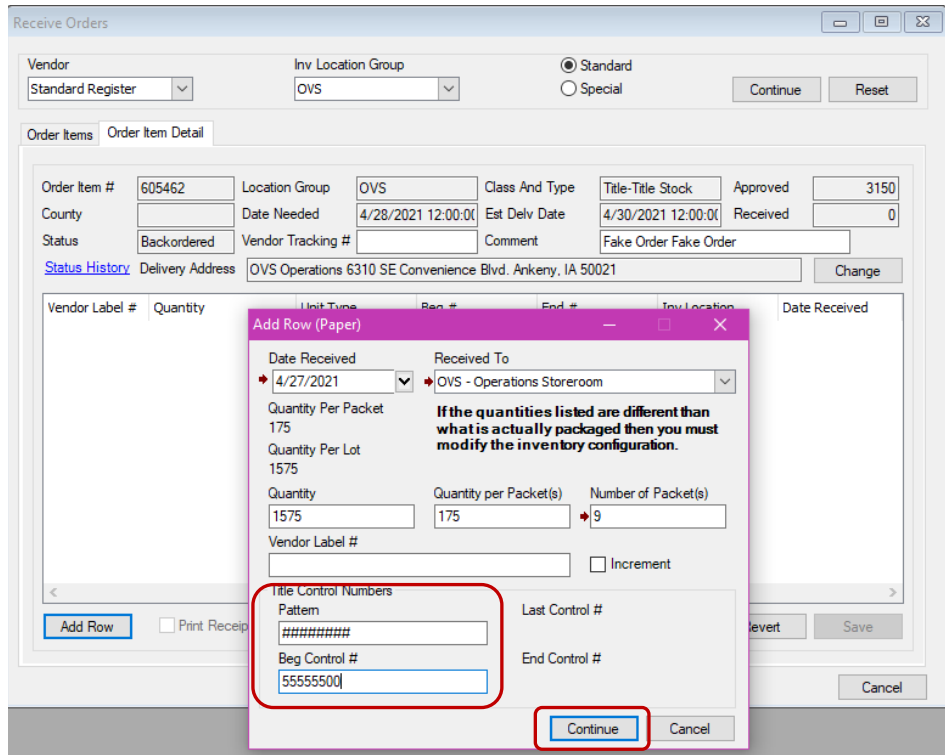
The screenshot shows the 'Receive Orders' application window with the 'Add Row (Paper)' dialog box open. The dialog box has a title bar 'Add Row (Paper)'. It contains several fields: 'Date Received' (4/27/2021), 'Received To' (OVS - Operations Storeroom), 'Quantity Per Packet' (175), 'Quantity Per Lot' (1575), 'Quantity' (empty), 'Quantity per Packet(s)' (empty), 'Number of Packet(s)' (empty), 'Vendor Label #' (empty), and an 'Increment' checkbox. Below these are 'Title Control Numbers' fields: 'Pattern' (empty), 'Last Control #' (empty), 'Beg Control #' (empty), and 'End Control #' (empty). The 'Add Row' button in the background window is now highlighted in blue.

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

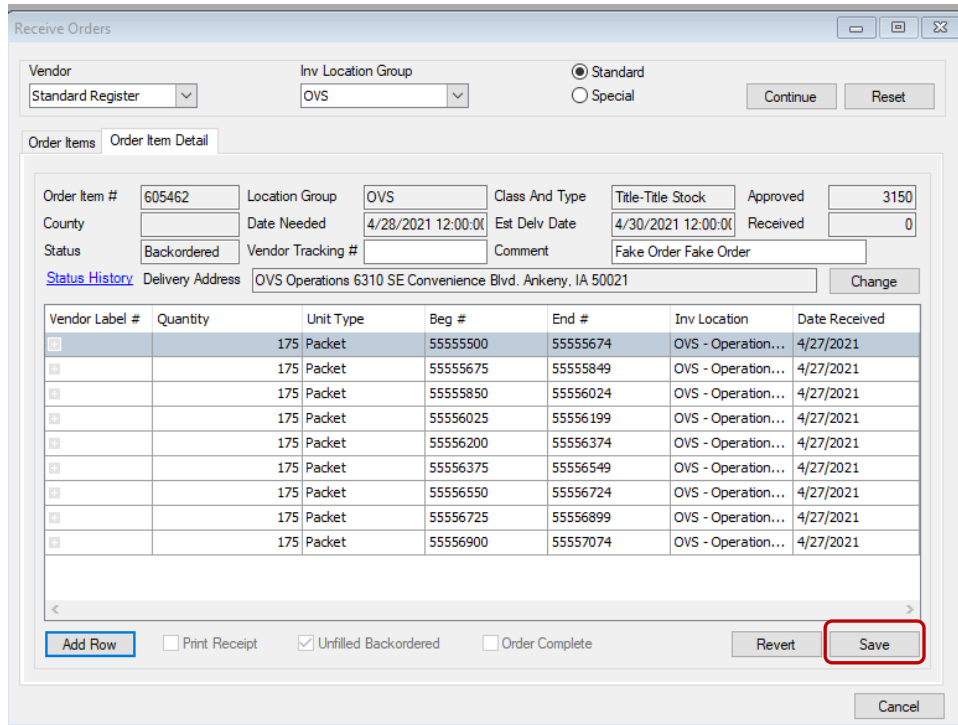


- Title Control Numbers Pattern put in eight # signs. This means eight numbers.
- In the Beg. Control # put the first control number from the very first package.
- Tab over and the End Control # will show. If it does not match the control number in your last package double check packages. Always check 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*.

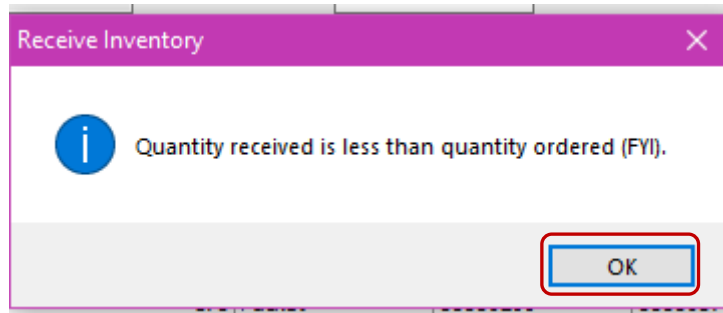


15. Select *Save*.

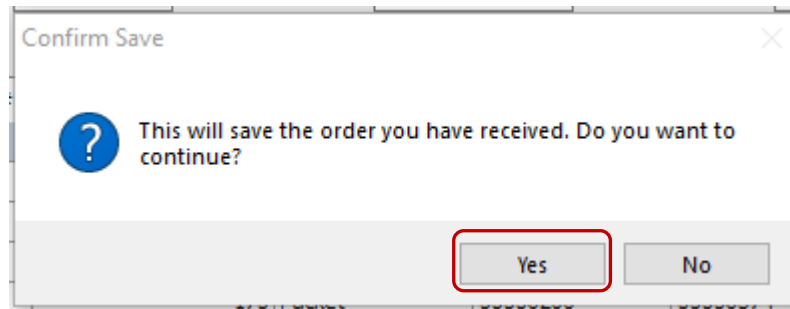


16. If there are more packages on this order (which is fine), this message will appear.

17. Select *OK*.

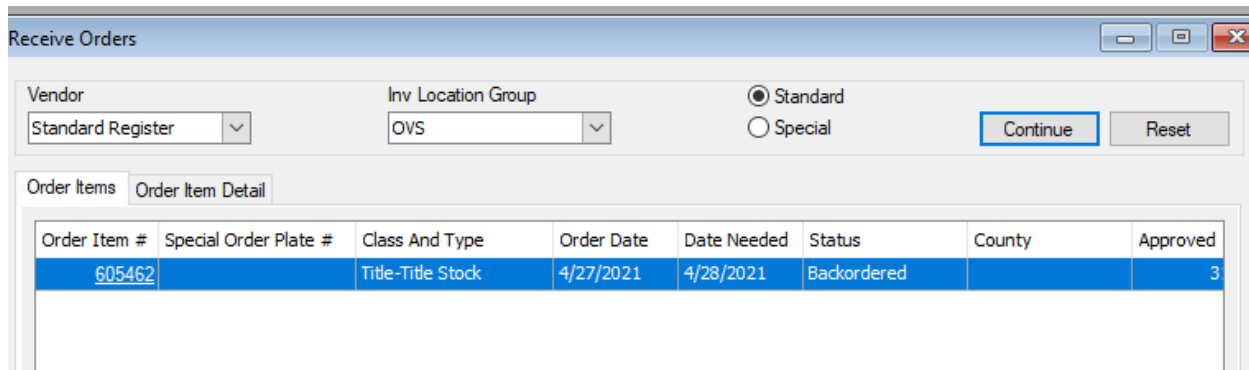


18. Select *Yes*.



19. The first screen in Receive Orders will appear.

20. The order was received successfully 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*.

The screenshot shows the 'Manage Inventory' window. The 'Inventory Search' section is highlighted with a red box. It contains the following fields: Location (OVMCS - Primary), Physical Inventory Location (OVS - Operations Storeroom), Inventory Class (Title), and Inventory Type (empty). Below these are fields for Plate #, Vendor Label #, Received Date From, and Received Date To. There are also checkboxes for Standard Items and Special Items, and buttons for Continue and Reset. The 'Continue' button is also highlighted with a red box.

Controlling Org/Location	Inv Class	Inv Type	Std/Spec	Qty On Hand
OVMCS - Primary	Title	Title Stock	Std	2100

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

The screenshot shows the 'Manage Inventory' window with the 'Inventory Summary' table. The table is titled 'Inventory Summary OVMCS - Primary' and has the following columns: Controlling Org/Location, Inv Class, Inv Type, Std/Spec, and Qty On Hand. The first row is highlighted with a red box and contains the following data: OVMCS - Primary, Title, Title Stock, Std, and 2100.

Controlling Org/Location	Inv Class	Inv Type	Std/Spec	Qty On Hand
OVMCS - Primary	Title	Title Stock	Std	2100

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

Manage Inventory

Inventory Search

Location: OVMCS - Primary | Physical Inventory Location: OVS - Operations Storeroom | Inventory Class: Title | Inventory Type: []

Plate #: [] | Vendor Label #: [] | Received Date From: [] | Received Date To: [] | Standard Items | Special Items

View Inventory | Adjust / Detail

Inventory Summary OVMCS - Primary

Controlling Org/Location	Inv Class	Inv Type	Std/Spec	Qty On Hand
OVMCS - Primary	Title	Title Stock	Std	2100

Inventory Sets for Title Stock

Lot ID	Vendor Label #	Location	Beg #	End #	Qty (ea)
100...		OVMCS - Primary, OVS - Operations Storeroom	21463351	21463525	175
100...		OVMCS - Primary, OVS - Operations Storeroom	21463176	21463350	175
100...		OVMCS - Primary, OVS - Operations Storeroom	21462826	21463000	175
101...		OVMCS - Primary, OVS - Operations Storeroom	22693426	22693600	175
101...		OVMCS - Primary, OVS - Operations Storeroom	22693251	22693425	175
101...		OVMCS - Primary, OVS - Operations Storeroom	22693076	22693250	175

8. Find the control numbers to be moved to the printer (keep in numeric order).
9. Select *Move Inventory*.

Manage Inventory

Inventory Search

Location: OVMCS - Primary | Physical Inventory Location: OVS - Operations Storeroom | Inventory Class: Title | Inventory Type: Title Stock

Plate #: | Vendor Label #: | Received Date From: | Received Date To: | Standard Items | Special Items

Continue | Reset

View Inventory | Adjust / Detail

Inventory Summary OVMCS - Primary

Controlling Org/Location	Inv Class	Inv Type	Std/Spec	Qty On Hand
OVMCS - Primary	Title	Title Stock	Std	2100

Inventory Sets for Title Stock

Lot ID	Vendor Label #	Location	Beg #	End #	Qty (ea)
100...		OVMCS - Primary, OVS - Operations Storeroom	21463351	21463525	175
100...		OVMCS - Primary, OVS - Operations Storeroom	21463176	21463350	175
100...		OVMCS - Primary, OVS - Operations Storeroom	21462826	21463000	175
101...		OVMCS - Primary, OVS - Operations Storeroom	22693426	22693600	175
101...		OVMCS - Primary, OVS - Operations Storeroom	22693251	22693425	175
101...		OVMCS - Primary, OVS - Operations Storeroom	22693076	22693250	175

OVMCS - Primary OVS - Operations Title Pri... | Move Inventory

Cancel

10. Select Yes.

Confirm Move

? This will move all selected inventory to the new location you have chosen. Do you want to continue?

Yes | No

Location	Beg #	End #	Qty (ea)
OVMCS - Primary, OVS - Operations Storeroom	21463351	21463525	175
OVMCS - Primary, OVS - Operations Storeroom	21463176	21463350	175
OVMCS - Primary, OVS - Operations Storeroom	21462826	21463000	175
OVMCS - Primary, OVS - Operations Storeroom	22693426	22693600	175
OVMCS - Primary, OVS - Operations Storeroom	22693251	22693425	175
OVMCS - Primary, OVS - Operations Storeroom	22693076	22693250	175

Move Inventory

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.

The screenshot shows the 'Manage Inventory' window with the following details:

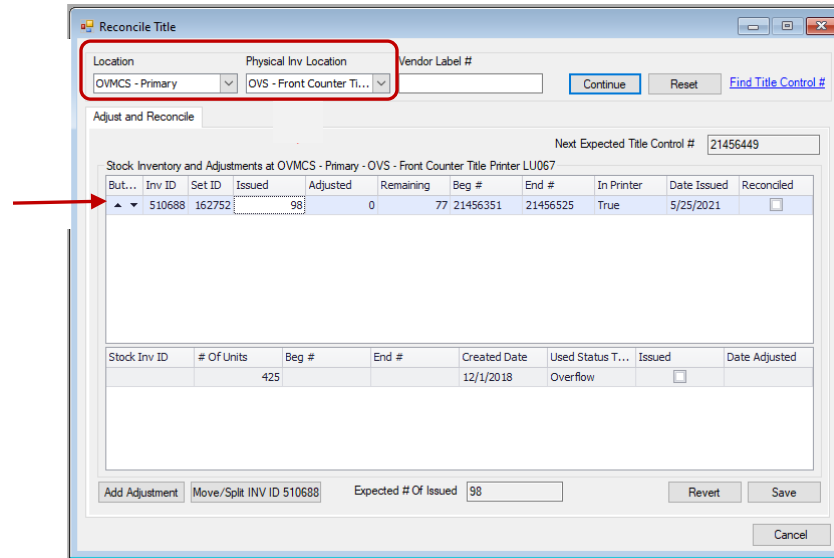
- Inventory Search:**
 - Location: OVMCS - Primary
 - Physical Inventory Location: OVS - Operations Storeroom
 - Inventory Class: Title
 - Inventory Type: (empty)
 - Plate #: (empty)
 - Vendor Label #: (empty)
 - Received Date From: (empty)
 - Received Date To: (empty)
 - Standard Items:
 - Special Items:
 - Buttons: Continue, Reset
- View Inventory / Adjust / Detail:**
 - Inventory Summary OVMCS - Primary:**

Controlling Org/Location	Inv Class	Inv Type	Std/Spec	Qty On Hand
OVMCS - Primary	Title	Title Stock	Std	1925
 - Inventory Sets for Title Stock:**

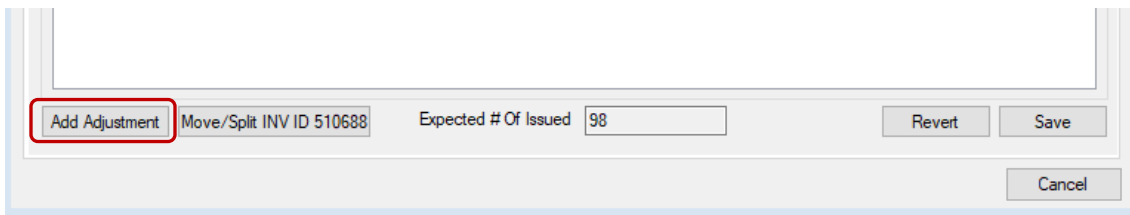
Lot ID	Vendor Label #	Location	Beg #	End #	Qty (ea)
--------	----------------	----------	-------	-------	----------
 - Buttons: Move Inventory, Cancel

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.

Reconcile Title

Location: OVMCS - Primary Physical Inv Location: OVS - Operations Title ... Vendor Label #:

 [Find Title Control #](#)

Adjust and Reconcile

Next Expected Title Control #:

Stock Inventory and Adjustments at OVMCS - Primary - OVS - Operations Title Printer LU068

But...	Inv ID	Set ID	Issued	Adjusted	Remaining	Beg #	End #	In Printer	Date Issued	Reconciled
▲ ▼	539294	173603	175	0	0	23894926	23895100	True	5/20/2022	<input type="checkbox"/>
▲ ▼	539293	173602	175	0	0	23895101	23895275	True	5/20/2022	<input type="checkbox"/>
▲ ▼	539292	173601	175	0	0	23895276	23895450	True	5/20/2022	<input type="checkbox"/>
▲ ▼	539291	173600	175	0	0	23895451	23895625	True	5/20/2022	<input type="checkbox"/>
▲ ▼	539290	173599	88	0	87	23895626	23895800	True	5/20/2022	<input type="checkbox"/>
▲ ▼	539289	173598	0	0	175	23895801	23895975	True	5/20/2022	<input type="checkbox"/>
▲ ▼	539288	173597	0	0	175	23895976	23896150	True	5/20/2022	<input type="checkbox"/>
▲ ▼	539287	173596	0	0	175	23896151	23896325	True	5/20/2022	<input type="checkbox"/>

Stock Inv ID	# Of Units	Beg #	End #	Created Date	Used Status T...	Issued	Date Adjusted
522420	9	24209928	24209936	10/19/2021	Used Stock	<input type="checkbox"/>	10/19/2021

 Expected # Of Issued:

- For Used Stock leave the checkmark in the Issued Box.
- If damaging the stock out, remove the check.

Add Adjustment

Add Adjustments for this Inventory Range

Stock Inv ID:

Beg #: End #: In Printer:

Issued: Adjusted: Remaining:

Adjustment Information

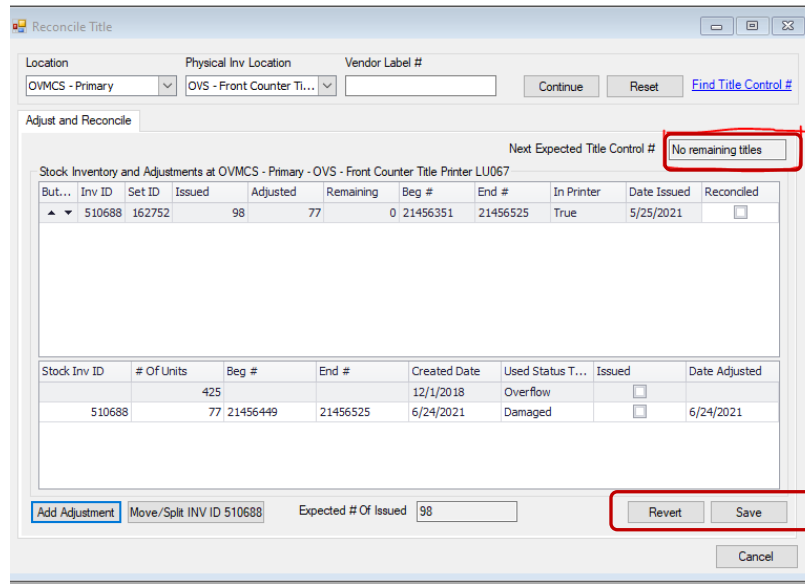
Quantity:

New Beg #: New End #:

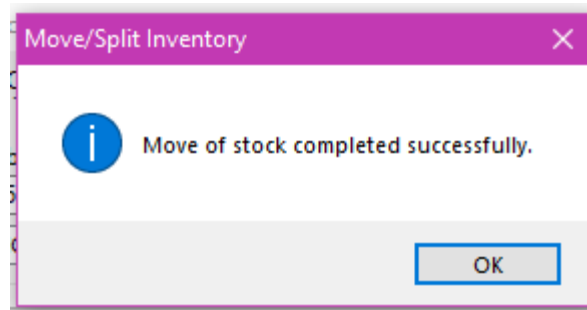
Used Status: Issued

Date Adjusted:

- 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*.



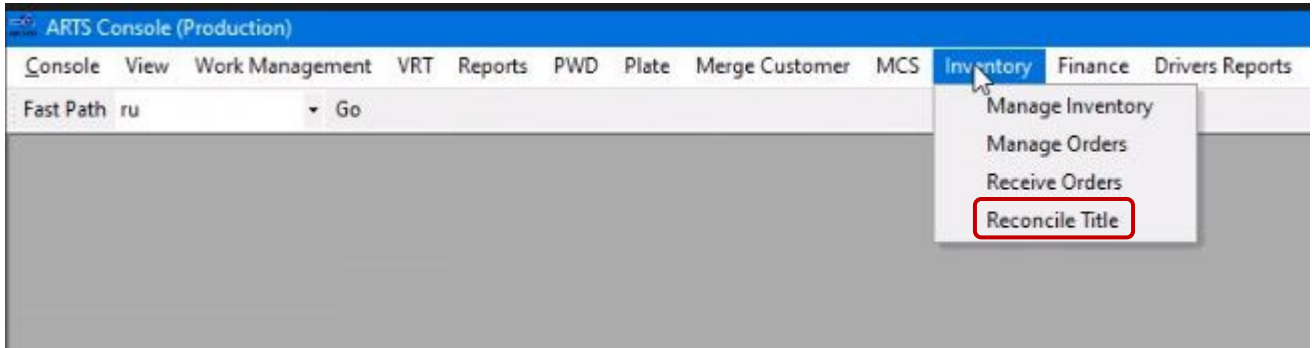
- Select *OK*. The Title Stock has been adjusted.



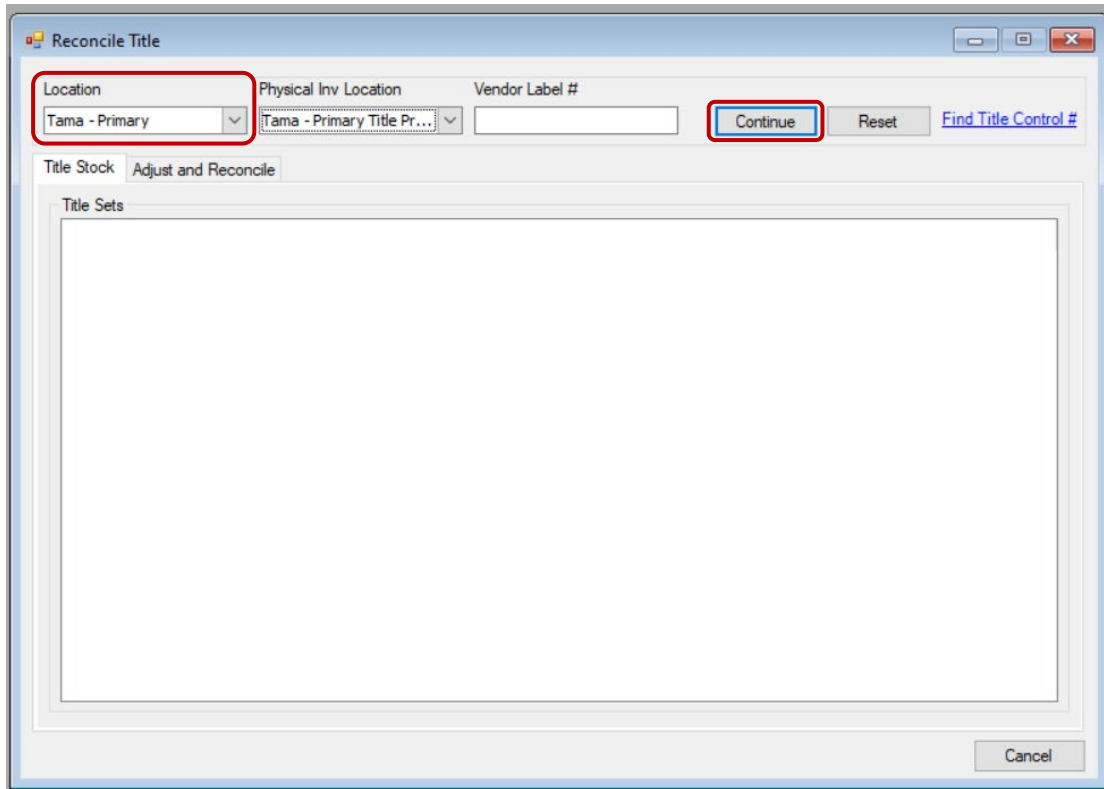
- Note: If title stock is damaged out, the title number cannot be reused. That title stock will need to be tracked manually outside of ARTS.

Updating Title Inventory in Printer

1. Inventory > Manage Inventory.



2. Add county location and title printer needing to make adjustment.
3. Select *Continue*.



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

Reconcile Title

Location: Tama - Primary | Physical Inv Location: Tama - Primary Title Pr... | Vendor Label #: []

Buttons: Continue, Reset, Find Title Control #

Adjust and Reconcile

Next Expected Title Control #: 023946958

Stock Inventory and Adjustments at Tama - Primary - Tama - Primary Title Printer LU606

But...	Inv ID	Set ID	Issued	Adjusted	Remaining	Beg #	End #	In Printer	Date Issued	Reconciled
▲ ▼	517004	166567	175	0	0	25118526	25118700	True	7/13/2022	<input type="checkbox"/>
▲ ▼	536860	172857	57	0	118	023946901	023947075	True	7/25/2022	<input type="checkbox"/>

Buttons: Add Adjustment, Move/Split INV ID 517004, Expected # Of Issued: 232, Revert, Save, Cancel

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

- Select *Add Adjustment*.

Reconcile Title

Location: Tama - Primary | Physical Inv Location: Tama - Primary Title Pr... | Vendor Label #: []

Buttons: Continue, Reset, Find Title Control #

Adjust and Reconcile

Next Expected Title Control #: 023946958

Stock Inventory and Adjustments at Tama - Primary - Tama - Primary Title Printer LU606

But...	Inv ID	Set ID	Issued	Adjusted	Remaining	Beg #	End #	In Printer	Date Issued	Reconciled
▲ ▼	517004	166567	175	0	0	25118526	25118700	True	7/13/2022	<input type="checkbox"/>
▲ ▼	536860	172857	57	0	118	023946901	023947075	True	7/25/2022	<input type="checkbox"/>

Add Adjustment

Add Adjustments for this Inventory Range

Stock Inv ID: 517004

Beg #: 25118526 | **End #**: 25118700 | In Printer: True

Issued: 175 | Adjusted: 0 | Remaining: 0

Date Adjusted: 8/22/2022

Add Adjustment | Cancel

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*.

Add Adjustment

Add Adjustments for this Inventory Range

Stock Inv ID

Beg # End # In Printer

Issued Adjusted Remaining

Adjustment Information

Quantity

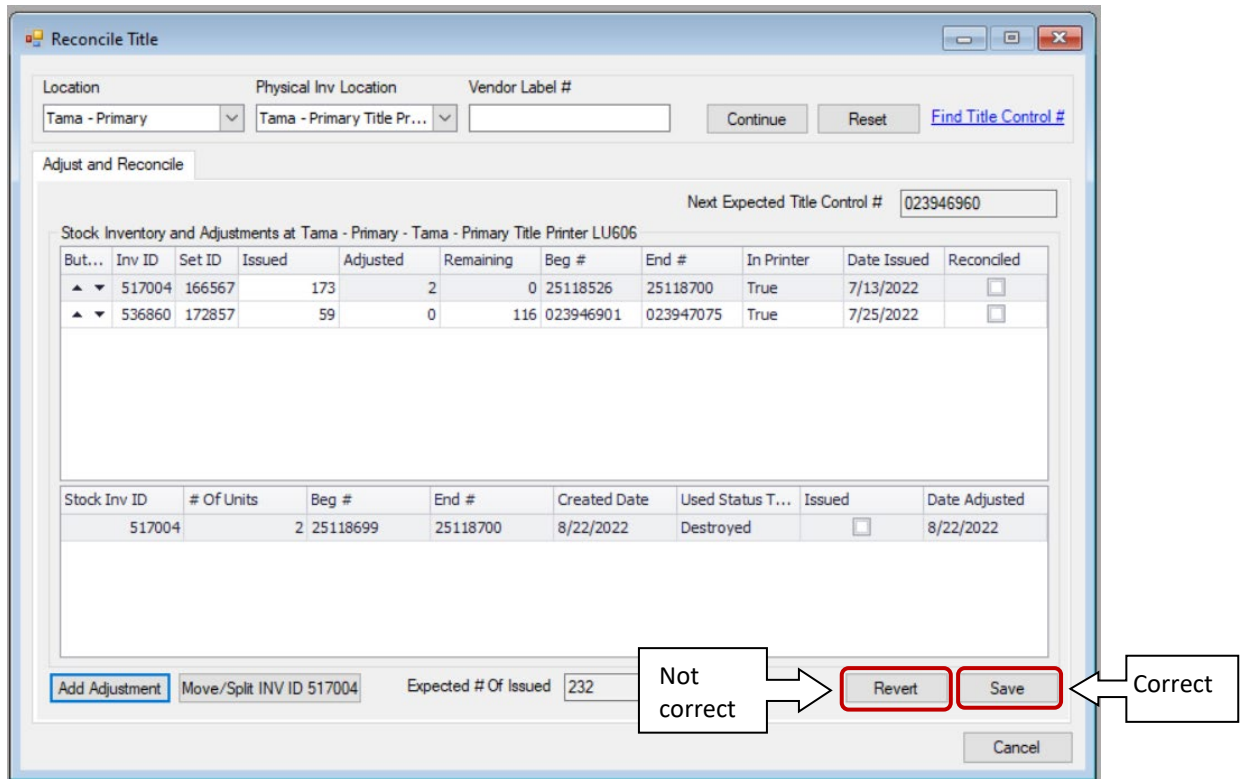
New Beg # New End #

Used Status Issued

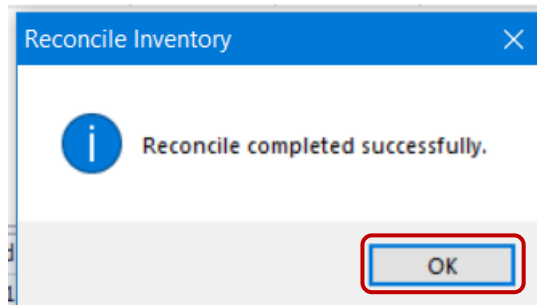
Date Adjusted

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*.

Location: Tama - Primary, Physical Inv Location: Tama - Primary Title Pr..., Vendor Label #

Continue, Reset, Find Title Control #

Adjust and Reconcile

Next Expected Title Control #: 023946960

Stock Inventory and Adjustments at Tama - Primary - Tama - Primary Title Printer LU606

But...	Inv ID	Set ID	Issued	Adjusted	Remaining	Beg #	End #	In Printer	Date Issued	Reconciled
▲ ▼	517004	166567	173	2	0	25118526	25118700	True	7/13/2022	<input checked="" type="checkbox"/>
▲ ▼	536860	172857	59	0	116	023946901	023947075	True	7/25/2022	<input type="checkbox"/>

Stock Inv ID	# Of Units	Beg #	End #	Created Date	Used Status T...	Issued	Date Adjusted
517004	2	25118699	25118700	8/22/2022	Destroyed	<input type="checkbox"/>	8/22/2022

Add Adjustment, Move/Split INV ID 517004, Expected # Of Issued: 232, Revert, Save, Cancel

15. Select *OK*.

Reconcile Inventory

Reconcile completed successfully.

OK

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

Reconcile Title

Location: Tama - Primary | Physical Inv Location: Tama - Primary Title Pr... | Vendor Label #:

Buttons: Continue, Reset, [Find Title Control #](#)

Adjust and Reconcile

Next Expected Title Control #:

Stock Inventory and Adjustments at Tama - Primary - Tama - Primary Title Printer LU606

But...	Inv ID	Set ID	Issued	Adjusted	Remaining	Beg #	End #	In Printer	Date Issued	Reconciled
▲ ▼	536860	172857	59	0	116	023946901	023947075	True	7/25/2022	<input type="checkbox"/>

Stock Inv ID	# Of Units	Beg #	End #	Created Date	Used Status T...	Issued	Date Adjusted

Buttons: Add Adjustment, Move/Split INV ID 536860, Expected # Of Issued: | Revert, Save

Cancel