



Pennsylvania Emissions Program e-Safety User Guide



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Introduction

This guide was prepared to help inspectors, station managers, and others to properly set-up, use, and perform inspections in the e-Safety application. It is broken down into three main sections. This Introduction section covers the key terms and abbreviations used in e-Safety. The Overview section covers the key features of the application, computer hardware/software requirements, and a provide a brief overview of the main screens you will see when using e-Safety. Finally, the Menu Descriptions and Instructions will explain each of the 9 main menus in e-Safety in more detail and how to use each of them.

KEY TERMINOLOGY

The following is a list of key terms that are required in understanding the e-SAFETY Application.

- Work Order The form that records the information on a vehicle that is being inspected.
- Certificate of Inspection A sticker affixed to a vehicle certifying that it has passed a safety inspection
- Pending W.O. Work Orders that have not been finalized yet.
- System Record Number A sequenced serial number that is generated by the e-SAFETY Application automatically
 when a user creates an inspection for replacement stickers, keeps it as a pending work order, or finalizes it.
- e-Safety Manager The person at a station authorized to manage station information and users.
- Station Type One of the 3 types of safety inspection facilities: General, Fleet, and Commonwealth. In addition,
 Stations may be appointed as an additional designation of ENHANCED, which allows them to conduct first-time inspections of reconstructed or specially-constructed vehicles in addition to the other types of vehicles they inspect.

KEY ABBREVIATIONS

- OIS Official Inspection Station
- VIN Vehicle Identification Number
- ACH Automated Clearing House
- SAF Safety
- PennDOT Pennsylvania Department of Transportation
- SRN System Record Number
- W.O. Work Order
- VAT Visual Anti-Tampering
- LIC License
- ID Identification
- N/A Not Applicable

Overview

FEATURES

The e-SAFETY application gives users the ability to:

- Create an inspection
- Create a pending work order
- View/update a pending work order;
- Finalize repair orders and record sticker usage

- Create users
- Reset an e-SAFETY user's password
- Change own password
- Correct a sticker number
- Void damaged stickers
- Issue sticker replacements
- View and print reports in different formats
- Upload a file
- View and print PennDOT's Messages/Bulletins
- · Connect to PennDOT's Safety Bulletins Website

SYSTEM COMPONENTS

The Station application features the following main menus:

- Pending Work Orders: Stored work orders that document in-process inspections
- Completed Work Orders: List of completed inspections by date
- New Inspection: Used for initiating a new car/truck inspection (MV-431) or motorcycle/trailer inspection (MV-480)
- Safety Stickers: Allows entering corrections, replacement stickers, or voided stickers
- Reports: Used for viewing station inspection data, including inspections performed and sticker usage
- Administration: Allows changes to user e-mail and password settings.
- Upload File: Allows users to upload files such as documents and images.
- Help: Opens separate window with user guide
- Add to Favorites: Adds a shortcut to the e-safety application on the user's browser or desktop

SOFTWARE AND HARDWARE REQUIREMENTS

The following section describes the software and hardware requirements necessary to run the e-SAFETY Application.

PC Hardware and Software Requirements:

- · Microsoft Windows operating system
- Desktop resolution set to 1024 x 768
- Google Chrome or Microsoft Internet Explorer 8.0 or higher
- Adobe Acrobat Reader 7.0 or higher

Optional:

Barcode scanner (2D PDF-417 compliant or greater)

SCREEN DESCRIPTIONS

The following section describes the basic screens you will see while using the e-Safety Application.

Login

The Login screen allows the user to Login to the e-SAFETY Application. It also features the following additional links:

- · E-Safety Instructional videos
- Current and past Inspection newsletters
- Forms to enroll in e-Safety and change billing
- "Vehicle Search" Detailed VIN Decoding and Active Status Vehicle Recall information. "NEW Feature" April, 2019"



Enter your Station ID (OIS number), User ID, and Password and click "Login" to enter the application. If you forgot your password, click the "Forgot Password" link to reset it. You will be asked to enter your station ID and e-mail address, and a link will be sent to that address to reset your password. If you make a mistake, you can click the "Clear" button to reset all the fields. Also on the page is a link to check the compatibility of browsers that may be used with the system.

e-Safety Landing Page



The e-SAFETY home page screen displays the information regarding the user and the station. It also displays date and time and allows the user to choose from menus to decide what they want to do. This screen displays Safety Inspection Bulletins, which the user may view and/or print. When selected, the system will open a new window and display the bulletins. Once you are done viewing the bulletins, close the window to return to the e- SAFETY Application.

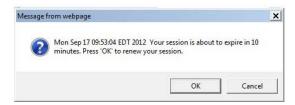
- Check/Uncheck All: When clicked, the system will Check/Uncheck all messages displayed on screen.
- Printable View: When clicked, the system will display all selected full messages on the screen along with options, such as, Print and Close.
- Remove: When clicked, the system will remove the selected messages.



Note: Only e-SAFETY Manager is authorized to remove PennDOT Messages/Bulletins.

Session Timeout

The Session time-out warning message screen appears after a period of inactivity and allows the users to continue with their session.



The user clicks the 'OK' button to continue with the session and 'Cancel' button to discontinue.

Menu Descriptions and Instructions

All the functions of the e-Safety application are accessed through the menus at the top of the page.



Below you will find detailed explanation of each menu and how to use it.

PENDING W.O.

The Pending W.O. menu takes you to a screen which allows you to view, update, and remove Pending Work Orders.



To Update a Pending Work Order:

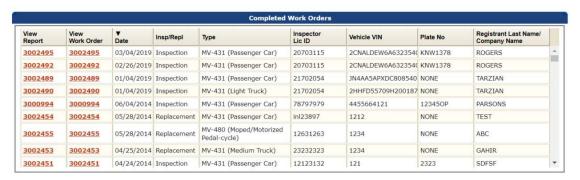
- 1. Click on the System Record Number.
- 2. Enter the data in the data entry screen.
- 3. Click the Final button if the inspection is done or click the Keep Pending button to return it to pending status.

To Remove a Pending Work Order:

- 1. Click the check box for the pending work order to be removed.
- 2. Click the Remove button.

COMPLETED W.O. - "NEW Feature" April, 2019"

The Completed W.O. menu takes you to a screen which allows you to quickly view and print Completed customer Safety Inspection Reports (SIR's) or Work Orders.



You may view the finished inspection report by clicking on the system record number under the "View Report" column, or you may view the work order the technician filled out by clicking on the same number under the "View Work Order" column.

NEW INSPECTION

The New Inspection menu is where you will create a new work order to perform a vehicle inspection. When you click the menu, you are presented with a drop-down menu to choose whether you are performing an MV-431 inspection to affix an Annual Inside (AI) sticker to a vehicle, or if you are performing an MV-480 inspection to affixing an annual outside (AO) sticker to a motorcycle or trailer.

- 1. Click the New Inspection Menu.
- 2. In the drop-down menu that appears, hold your cursor over either MV-431 or MV-480
- 3. In the second drop-down menu that appears to the right of your selection, click the type of vehicle you are inspecting.

The inspection form will then appear for you to complete.



The form is divided into nine parts (which are discussed in more detail below):

• Safety Inspection Type – tells what kind of inspection you are doing (annual, semi-annual, or one-time)

- Inspection your shop's work order number, your inspector ID, and the date
- Registrant the registered owner of the vehicle.
- Vehicle Insurance the vehicle owner's insurance policy covering the vehicle.
- Vehicle detailed vehicle information
- Test Results –your inspection results
- Visual Anti-Tampering Test Results –VAT inspection results if vehicle is registered in non-emissions county (these
 options are disabled otherwise)
- Safety Sticker the sticker number you are using and the expiration date.
- Comments a place you may add any additional information on the inspection you wish.

Safety Inspection Type

Choose whether the inspection you are doing is an annual, semi-annual, or one-time inspection by clicking the appropriate button:

FIELD NAME DESCRIPTION

Vehicle Category	Vehicle category is auto-populated by the application based on the selection the user chose when opening a new inspection. This field defines the vehicle type (passenger car, bus, truck, etc.)
System Record Number	System record number will be generated by the system once the user clicks the "keep pending" or "final" button.
Annual (Radio button)	The system will display the sticker cost automatically once annual radio button is selected. It is also known as frequency type.
Semi Annual (Radio button)	The system will display the Sticker cost automatically once semi- annual radio button is selected. It is also known as frequency type.
One-Time (Radio button)	One-time radio button is disabled unless the user selects the vehicle type as Reconstructed/Specially Constructed.

Inspection

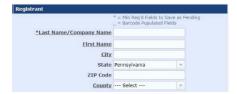


Enter the information specific to you and your shop as follows:

FIELD NAME DESCRIPTION

Work Order Number	Enter your shop's work order number. You may enter all zeros if the work order number is unavailable.
Inspector LIC ID/New Tech ID "NEW Feature" April, 2019"	Enter your current DL based inspector LIC ID number, or your New Tech ID, after entering either one, both will display, along with the Technician's name, when you click in the next field.
Inspection Date	Enter the date the inspection is being/was conducted (cannot be a future date). The user can also click on the Calendar icon to select the date.

Registrant

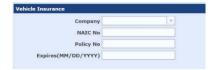


This information on the vehicle owner and registration may be entered automatically using a barcode scanner. If no scanner is available, the information may be manually entered as follows:

FIELD NAME DESCRIPTION

Last Name/Company Name	Enter the last name of the vehicle owner or the company name of a vehicle registered to a business.
First Name	Enter the vehicle owner's first name as listed on the registration or leave this field blank if it is registered to a company.
City	Enter the city listed on the registration.
State	Enter the state listed on the registration. The system displays 'Pennsylvania' by default.
Zip Code	Enter the zip code listed on the registration (the system accepts five digits only).
County	Enter the county listed on the registration for PA vehicles. The system will display 'Out of State' automatically if State is not selected as 'Pennsylvania'.

Vehicle Insurance



Enter the information from the customer's proof of insurance as follows:

FIELD NAME DESCRIPTION

Company	Use the drop-down menu to fill in this field for common insurance companies. If it is not listed, enter it as it appears on the customer's insurance document. Note: This field is disabled for Trailer and Reconstructed/Specially Constructed vehicles.
NAIC number	Enter the number from the customer's insurance document
Policy Number	Enter the number from the customer's insurance document
Expiration	Enter the date from the customer's insurance document. Note that some companies only list an effective date with a note about how long the policy is in effect for after that date (e.g., six months, one year). Be sure to list the expiration date only.

Vehicle



Enter the information on the vehicle you are inspecting as follows:

FIELD NAME DESCRIPTION

VIN Number	Carefully enter the customer's VIN. This field is filled in automatically by using a barcode scanner.	
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Retype VIN Number	Retype VIN Number. It must match the original entry. Note that the user does not have to enter any data in this field if a scanner was used to enter the vehicle information off the registration document.
Plate Number	Enter the plate number. This field is filled in automatically if a barcode scanner was used.
Old Odometer	The system accepts only positive numeric values for this field. A 10-character Old Sticker Number can be used if the reading is unavailable. The following drop-down menu choices can be used to fill in this field if applicable: Out of State No Previous Sticker Unreadable N/A If you are inspecting a reconstructed/specially constructed vehicle, the following drop-down menu choices can be used to fill in this field: Recon
	SpeconModify
Current Odometer	The system accepts only positive numeric values for this field. The following drop-down menu choices can be used to fill in this field: Non-functional Exempt
	Note: This field is disabled for Trailers.
Model Year	Enter the model year of the vehicle. This field is filled in automatically when using a barcode scanner.
	Note: The system does not accept Model year less than 1901 or more than 1+ calendar year.
Make	Enter the vehicle manufacturer. This field is filled in automatically when using a barcode scanner.
Body	Use the drop-down menu to fill in this field.
	Note: This field is not applicable for motorcycles.
Color	Use the drop-down menu to fill in this field.

Test Results

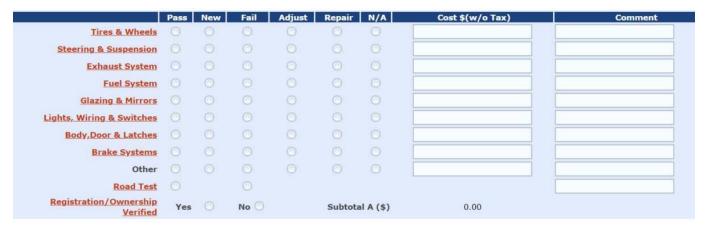
This section is broken into two parts. The first is where you will enter brake and tire readings:



Lowest Tire Reading Enter the lowest tire reading rounded to the nearest 32nd of an inch. Select the side from the dropdown menu: Left Right Middle Select the axle location from the dropdown menu: Front Middle Rear Select the wheel location from the dropdown menu: Inner

	OuterSingle
Front Brake	Select the side from the dropdown menu: Left Right Middle
	Select the Type by clicking on one of the radio buttons: Riveted Bonded Bolted
Rear Brake	Select the side from the dropdown menu: Left Right Middle Select the Type by clicking on one of the radio buttons: Riveted Bonded Bolted

The next part of this section is where you enter results for each of the remaining inspection items by clicking the appropriate radio button:

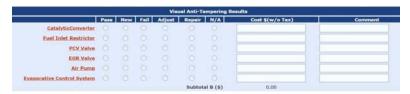


- Pass The item passes inspection without any action necessary
- New The item has been replaced for the vehicle to pass inspection
- Fail The item fails inspection
- Adjust The item has been adjusted for the vehicle to pass inspection
- Repair The item has been repaired for the vehicle to pass inspection
- N/A The item is not applicable to this vehicle because it was not originally installed when it was manufactured.

For all items marked as New, Adjust, or Repair, the cost field will be enabled for you to enter the cost (parts and labor) for the replacement/adjustment/repair before tax. The amounts you enter will then be calculated along with the sticker cost at the bottom of the form automatically as part of the total inspection cost.

Clicking on any of the underlined Inspection Criteria items will bring up a separate window with the relevant section on that item in the inspection regulations, and you may print that section if desired. "NEW Feature" April, 2019"

Visual Anti-Tampering Results



The system automatically disables this section vehicles based in counties subject to emissions testing, and for those types of vehicles for which it is not applicable (bus, school bus, motor home, motorcycle/motor-driven cycle, moped/motorized pedal-cycle, and trailers).

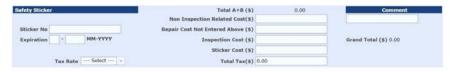
If the vehicle you are testing is registered in one of the 42 non-emissions counties or is outside the range applicable years for emissions testing, then you must click the appropriate button next to each of the listed emissions components:

- Pass The item passes inspection without any action necessary
- New The item has been replaced for the vehicle to pass inspection
- Fail The item fails inspection
- · Adjust The item has been adjusted for the vehicle to pass inspection
- Repair The item has been repaired for the vehicle to pass inspection
- N/A The item is not applicable to this vehicle because it was not originally installed when it was manufactured.

For all items marked as New, Adjust, or Repair, the cost field is enabled for you to enter the cost (parts and labor) for the replacement/adjustment/repair before tax. The amounts you enter will then be calculated along with the sticker cost at the bottom of the form automatically as part of the total inspection cost.

Clicking on any of the underlined Inspection Criteria items will bring up a separate window with the relevant section on that item in the inspection regulations, and you may print that section if desired. "NEW Feature" April, 2019"

Safety Sticker



This is where you will enter information about the sticker number entered (for passing inspections) and the costs the vehicle owner was charged:

FIELD NAME DESCRIPTION

Sticker Number*	The entry has to be XX99999999 with all positions populated and XX cannot be "IM" (emissions stickers). If XX is not a valid sticker type ("AI", "AO", "SI", "BI", or "BO") a confirmation alert will alert the user before proceeding.
Expiration Month*	Enter a value between 01-12.
Expiration Year*	Enter the four-digit year.
Total A+B (\$)	The system will automatically calculate the Total cost entered by user in Test Results sections. The system will compute in real-time so there is no need to refresh page or select any button/link.
Non Inspection Related Cost (\$)	The system accepts value greater than or equal to zero.
Repair Costs Not Entered Above (\$)	The system accepts value greater than or equal to zero.
Inspection Cost (\$)	The system accepts value greater than or equal to zero.
Sticker Cost (\$)	This field will be filled in automatically by the system based on the frequency type selected above.
Tax Rate	Use the dropdown menu to select the tax rate for your county: 0%, 6%, 7% and 8%.
Total Tax (\$)	The system will automatically calculate this based on the inspection costs entered and tax rate selected. If you wish to enter it manually, however, you can do so here.

Grand Total (\$)	The system will automatically calculate the Total cost entered by user in all cost sections. The system will compute	
	in real-time so there is no need to refresh page or select any button/link.	

^{*}These fields are automatically disabled if any result above is Fail.

Comments



This field is optional. You may use it as you wish to enter any information you would like to include with this inspection. For example, if the vehicle received a new emissions inspection prior to the safety inspection, you may wish to record that sticker number in this space.

SAFETY STICKERS

Clicking the Safety Stickers menu presents three drop-down menu choices:

Sticker Corrections



This option brings up a box which allows you to correct a sticker number that was entered incorrectly by pulling up the inspection by its system record number. If you are unsure of this number, you can use the Completed W.O. menu (described above) to find it.

Void-Damaged/Missing/Stolen Stickers



This option brings up a box which allows you to enter a sticker (or range of stickers) that was voided, damaged, found to be missing, or stolen. For entering a single sticker, enter the same sticker number in both the "Start Sticker No." and "End Sticker No." boxes. If the sticker was voided or damaged, retain the portion of the sticker with the number for your next audit. If the sticker was stolen or missing, check the box next to whom you notified of the sticker's absence and retain any reports you have (for example, police report) for your next audit.

Replacement Stickers



The Replacement Sticker menu allows you to record the issuance of a replacement sticker. When you click the menu, you are presented with a drop-down menu to choose whether you are performing an MV-431 replacement to affix an Annual Inside (AI) sticker to a vehicle, or if you are performing an MV-480 replacement to affix an annual outside (AO) sticker to a motorcycle or trailer.

- 1. Click the Replacement Sticker Menu
- 2. In the drop-down menu that appears, hold your cursor over either MV-431 or MV-480
- 3. In the second drop-down menu that appears to the right of your selection, click the type of vehicle for which you are issuing a replacement sticker.

The form will then appear for you to record the necessary information to issue a sticker replacement.

The form is very similar to the form for an actual inspection, with the exception that you don't enter any test result data. Fill out the form just as you would for an inspection (see Safety Inspection menu), using the same information

REPORTS

The Report menu contains the following drop-down menu options:

Safety Inspection



This option allows the user to view a Safety Inspection report by entering the System Record Number. If you are unsure of this number, you can use the Completed W.O. menu (described above) to find it.

Sticker Replacement



This option allows the users to view a Sticker Replacement report by entering the System Record Number. If you are unsure of this number, you can use the Completed W.O. menu (described above) to find it.

Vehicle History



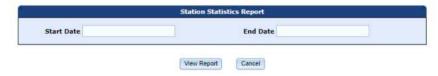
This option allows users to display the inspection history for a vehicle by entering the Vehicle Identification Number (VIN).

Sticker Usage



This option allows you to view all the stickers used at your station within a specified date range.

Station Statistics



This option creates a custom report that shows a variety of data about the inspections performed at your station within a specified date range, including percentages of passing and failing vehicles and other types of stickers entered (replacements, damage/void, stolen, and missing).

Station Inspection History

This option allows you to view the inspections conducted at your station within a specified date range, with drop-down options for either summary or detailed reports



The summary report opens in a different window and presents a single line listing of each inspection by date with details including who the inspector and customer were, the vehicle that was inspected, and the sticker that was applied to the vehicle if it passed. The report may then be printed or exported to a spreadsheet in Microsoft Excel if desired.



The detailed report opens in a different window and presents a single line listing of each inspection by date in greater detail than the summary report. The report may then be printed or exported to a spreadsheet in Microsoft Excel if desired.

ADMINISTRATION

The administration menu contains the following drop-down menu options:

Manage Station Users

This menu option allows station managers to view, add, or remove inspectors and reset their passwords.

Change User E-mail

This menu option allows the logged-in user to change their e-mail address on file in the system.

Change Password

This menu option allows the logged-in user to change their password.

UPLOAD FILE

This menu allows users to upload photos or other files into the E-safety system. Simply click the "Choose File" button on your computer, locate and select the file you want on your computer, and then click the "Upload" button.

HELP

This menu brings up this user guide for reference or printing.

ADD TO FAVORITES

The Add to Favorites menu allows the user to add the e-SAFETY application to favorites list on their browser.