Pennsylvania Emissions Program

e-SAFETY Application

USER GUIDE

THIS DOCUMENT IS PROTECTED UNDER THE COPYRIGHT LAWS OF UNITED STATES OF AMERICA AND OTHER COUNTRIES AS AN UNPUBLISHED WORK. THIS DOCUMENT CONTAINS INFORMATION THAT IS PROPRIETARY AND CONFIDENTIAL TO PARSONS, OR ITS TECHNICAL ALLIANCE PARTNERS, WHICH SHALL NOT BE DISCLOSED OUTSIDE OR DUPLICATED, USED, OR DISCLOSED IN WHOLE OR IN PART FOR ANY PURPOSE OTHER THAN TO EVALUATE PARSONS. ANY USE OR DISCLOSURE IN WHOLE OR IN PART OF THIS INFORMATION WITHOUT THE EXPRESS WRITTEN PERMISSION OF PARSONS IS PROHIBITED.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE OF CONTENTS</td>
<td>2</td>
</tr>
<tr>
<td>A. INTRODUCTION</td>
<td>5</td>
</tr>
<tr>
<td>B. KEY TERMINOLOGY</td>
<td>6</td>
</tr>
<tr>
<td>C. KEY ABBREVIATIONS</td>
<td>7</td>
</tr>
<tr>
<td>D. WHAT IS E-SAFETY APPLICATION?</td>
<td>8</td>
</tr>
<tr>
<td>E. SCREENS DESCRIPTIONS</td>
<td>13</td>
</tr>
<tr>
<td>login</td>
<td>13</td>
</tr>
<tr>
<td>forgot password</td>
<td>14</td>
</tr>
<tr>
<td>e-safety landing page -</td>
<td>14</td>
</tr>
<tr>
<td>add to favorites</td>
<td>15</td>
</tr>
<tr>
<td>session timeout</td>
<td>16</td>
</tr>
<tr>
<td>safety inspection bulletins website</td>
<td>17</td>
</tr>
<tr>
<td>view or remove penndot messages/bulletins</td>
<td>18</td>
</tr>
<tr>
<td>penndot messages/bulletins screen for e-safety manager</td>
<td>19</td>
</tr>
<tr>
<td>penndot messages/bulletins screen for regular user</td>
<td>20</td>
</tr>
<tr>
<td>print messages/bulletins</td>
<td>20</td>
</tr>
<tr>
<td>new inspection – mv forms</td>
<td>21</td>
</tr>
<tr>
<td>new inspection – mv 431 vehicle categories</td>
<td>22</td>
</tr>
<tr>
<td>new inspection – mv 480 vehicle categories</td>
<td>22</td>
</tr>
<tr>
<td>new inspection</td>
<td>22</td>
</tr>
<tr>
<td>new inspection – owner and vehicle data</td>
<td>24</td>
</tr>
<tr>
<td>new inspection – test results data</td>
<td>27</td>
</tr>
<tr>
<td>visual anti-tampering section</td>
<td>29</td>
</tr>
</tbody>
</table>
A. Introduction

**Purpose of Document**

The intended use of this document is for all users of the e-SAFETY Application to understand the concepts and usage of the e-SAFETY application.

**Revision History**

This document will continue to be revised as future releases of e-SAFETY are made.
B. Key Terminology

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

**Pending W.O.**

Pending 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 as a pending work order or finalizes it the first time.

**e-SAFETY Manager**

e-SAFETY Manager is authorized to manage Station and Station users.

**Station Type**

Stations can apply to be appointed as one of the 5 types of facilities listed below:

- Motorcycle; General;
- Emissions;
- Fleet;
- Commonwealth;
- OIS Type
C. Key Abbreviations

Application – Station Administration Application

OIS – Official Inspection Station

VIN – Vehicle Identification Number

ACH – Automated Clearing House

SAF – Safety

PennDOT – Pennsylvania Department of Transportation

SRN – System Record Number
D. What is e-SAFETY Application?

The following section of the document gives a high level overview of the e-SAFETY Application. It is intended to provide a brief introduction to the system to allow e-SAFETY users to better understand the system.

**Business Function**

The e-SAFETY Application provides e-SAFETY users with the ability to manage Stations information.

**Overview**

e-SAFETY users are able to create/view/update Pending Work Orders, Create an inspection, Manage stickers upload files, Create users and reset passwords and view reports.

**Features**

The e-SAFETY application has the following features:

- Ability to create an inspection;
- Ability to create a pending work order;
- Ability to view/update a pending work order;
- Ability to create users;
- Ability to reset e-SAFETY user’s password;
- Ability to change own password;
- Ability to Correct Sticker numbers;
- Ability to void- damaged stickers;
- Ability to replace stickers;
- Ability to view and print reports in different formats;
- Ability to upload a file;
- Ability to view and delete PennDOT’s Messages/Bulletins;
- Ability to connect to PennDOT’s Safety Bulletins Website;
System Components

The Station application is composed of the following Main Components:

- Pending Work Orders
- New Inspection
- Safety Stickers
- Reports
- Administration
- Upload File
- Help
- Add to Favorites

E. 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
- Microsoft Internet Explorer 8.0 or higher
- Adobe Acrobat Reader 7.0 or higher

Note: The user should buy a 2D PDF-417 compliant barcode reader configured to correctly function as a keyboard wedge type device with the e-SAFETY Application.
F. Changing Internet Explorer Settings

The e-SAFETY Application has been developed to run with the default internet Explorer settings. If some of these settings are changed, they can affect the e-SAFETY application.

To enable Java Scripting

If the application is not running properly, check the JavaScript settings from Internet Explorer.

1. Select Tools → Internet Options from the browser’s menu as shown below: The internet option window will be displayed.

2. Select the Security Tab as shown below:
3. Click Custom Level

4. Scroll down to the Scripting section, as shown below:

5. Make sure that Active scripting is enabled.
6. Click OK to accept the setting changes.

To enable Internet Cookies

Internet cookies are small text files saved on a local machine to store session data. The internet cookies setting must be set in order to use the e-SAFETY Application.

1. Select Tools→Internet Options from the browser’s menu. The internet option window is displayed as below:

2. Select the Privacy Tab as shown below:

3. Move the settings slider to be at least Medium, as shown above. The privacy levels of Low or Accept All Cookies will also work.

4. Make sure that Active scripting is enabled.

5. Click OK to accept the setting changes.
G. Screens Descriptions

Login

e-SAFETY URL: https://www.penndotesafety.pa.gov
Please use the above mentioned URL to access the e-SAFETY Application.

Purpose of screen: The Login screen allows the user to Login to the e-SAFETY Application.

Instructions:
‘Internet Browser Compatibility’ Link: The user can click on this link to view internet browser compatibility information.
‘Login’ button: when clicked, the system displays the Landing page.
‘Clear’ button: Clears user’s input from all the data entry fields.
‘Forgot Password’ Link: When clicked, the system displays the Forgot password screen.

To Login to e-SAFETY:
Step 1: Enter the Station ID, User ID and Password.
Step 2: Click the Login button.

To View Internet Browser Compatibility information:
Step 1: Click on the Internet browser Compatibility link on the Login page.
Step 2: The system will display the information.
Forgot Password

**Purpose of screen:** The Forgot Password screen allows the users to reset their password and have it emailed to them.

**Instructions:** The user enters the Station ID, Email Address and clicks the Confirm button.

**Confirm:** When clicked, the system validates the Station ID and Email Address is in the e-SAFETY database and displays a confirmation message or denial message.

**Cancel:** When clicked, the system displays the login screen.

Confirmation Message: Your password has successfully been reset and sent to your email address.

Denial Message: The Station ID and/or Email Address cannot be confirmed. Please confirm the Email Address used for your e-SAFETY account at the e-SAFETY station. The password has not been reset.

If you require further assistance, please contact the Station Operator Hotline toll free at 1-888-265-5909.

---

e-SAFETY Landing Page -

**Purpose of screen:** 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 Component Tab to perform the required task.

**Instructions:** The user clicks on the Component Tab and the system displays the options related to the Component Tab.
**Add to Favorites**

**Instructions:** The user clicks the ‘Add to Favorites’ tab and the system adds the e-SAFETY application to favorites.

**To Add to favorites:**
Step 1: Click the ‘Add to Favorites’ Tab.
Session Timeout

Purpose of screen: The Session time-out warning message screen allows the users to continue with their session.

Instructions: The user clicks the ‘OK’ button to continue with the session and ‘Cancel’ button to discontinue.

OK: When clicked, the system will continue the session for 30 more minutes.

Cancel: When clicked, the system will discontinue the session after the remaining 10 minutes.

To Continue the Session:
Step 1: Click the ‘OK’ button.

To Discontinue the Session:
Step 1: Click the ‘Cancel’ button.
Safety Inspection Bulletins website

Purpose of screen: This screen displays Safety Inspection Bulletins.

Instructions: The user will close the browser window after viewing the safety bulletins to return to the e-SAFETY Application.

To View Safety Inspection Bulletins Website:
Step 1: Click the Safety Bulletins’ link on the top left corner.
Step 2: The system will open the website in another window.

To Close the Safety Inspection Bulletins Website:
Step 1: Close the ‘Safety Bulletins’ window.
View or Remove PennDOT Messages/Bulletins

Purpose of screen: The Safety Inspection Home Page screen allows the user to remove or print PennDOT Messages/Bulletins.

Instructions: The user selects the check box for respective message and clicks remove or Printable view button. The system removes the message from the screen.

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.
To View PennDOT Messages/Bulletins:
Step 1: Click the Select checkbox.
Step 2: Click the ‘Printable View’ button.

To Remove PennDOT Messages/Bulletins:
Step 1: Click the Select checkbox.
Step 2: Click the ‘Remove’ button.
Step 3: A Message is displayed confirming that you want to remove this message.
Step 4: Click the ‘OK’ button.

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

PennDOT Messages/ Bulletins screen for e-SAFETY Manager
PenndOT Messages/Bulletins screen for regular user

Print Messages/Bulletins

Purpose of screen: The Print Messages/Bulletins screen allows the users to print PennDOT Messages/Bulletins.

Instructions: The user clicks the Print button to print Messages/Bulletins.

Print: When clicked, the system will print all selected PennDOT Messages/Bulletins.

Close: When clicked, the system will close the screen and display the E-Safety Home Page screen.

To Print PennDOT Messages/Bulletins:
Step 1: Select message to be printed
Step 2: Click the ‘Printable View’ button.
Step 3: Click the ‘Print’ button.
New Inspection - MV Forms

Purpose of screen: The New Inspection tab allows the user to choose the inspection form for vehicles under for MV-431 and MV-480.

Instructions: The user clicks on the relevant vehicle option and system displays the Inspection form.
New Inspection – MV 431 Vehicle Categories

<table>
<thead>
<tr>
<th>Pending W.O.</th>
<th>New Inspection</th>
<th>Safety Stickers</th>
</tr>
</thead>
<tbody>
<tr>
<td>MV-431</td>
<td>Passenger Car</td>
<td>Light Truck</td>
</tr>
<tr>
<td>MV-480</td>
<td></td>
<td>Medium Truck</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Heavy Truck</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>School Bus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Motor Home</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reconstructed/ Specially Constructed</td>
</tr>
</tbody>
</table>

New Inspection – MV 480 Vehicle Categories

<table>
<thead>
<tr>
<th>Pending W.O.</th>
<th>New Inspection</th>
<th>Safety Stickers</th>
</tr>
</thead>
<tbody>
<tr>
<td>MV-431</td>
<td>Motorcycle/ Motor-Driven Cycle</td>
<td>Moped/ Motorized Pedal-Cycle</td>
</tr>
<tr>
<td>MV-480</td>
<td></td>
<td>Trailer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reconstructed/ Specially Constructed</td>
</tr>
</tbody>
</table>

New Inspection

**Purpose of screen:** The Safety Inspection screen allows the user to enter safety Inspection information.

**Instructions:** The user enters all of the data fields and clicks the ‘Final’ button. The system will validate the Safety Inspection Information. If the Safety Inspection information and Test Results passes the validation, the system will display the SRN number. If not, an error is generated and displayed.

**Keep Pending:** When clicked, the system will save the information under Pending Work Orders if required fields are populated.
**Final Button:** When clicked, the system will display the SRN number along with a message ‘Saved Successfully’ if the data passes the validation. If the data does not pass the validation, an error will be displayed.

**Cancel:** When clicked, the system does not save any information entered by the user.

**To Create Safety Inspection:**
Step 1: Click the New Inspection tab.
Step 2: Choose the MV form and vehicle type.
Step 3: Enter valid data in all the required fields.
Step 4: Click the Final button.
Step 5: The system will generate the System Record Number.

**To Print Safety Inspection:**
Step 1: Click the New Inspection tab.
Step 2: Choose the MV form and vehicle type.
Step 3: Enter valid data in all the required fields.
Step 4: Click the Final button.
Step 5: The system will generate the System Record Number and displays the View/Print Safety Inspection button.
Step 6: Click the View/Print Safety Inspection button.
Step 7: Click the Print button.
Step 8: Click on the Print icon.

**To View Safety Inspection in Excel format:**
Step 1: Click the New Inspection tab.
Step 2: Choose the MV form and vehicle type.
Step 3: Enter valid data in all the required fields.
Step 4: Click the Final button.
Step 5: The system will generate the System Record Number and displays the View/Print Safety Inspection button.
Step 6: Click the View/Print Safety Inspection button.
Step 7: Click the Excel button.
Step 8: Click the open button to open it in excel format or save button to save it in excel format.

**To Save Safety Inspection in Excel format:**
Step 1: Click the New Inspection tab.
Step 2: Choose the MV form and vehicle type.
Step 3: Enter valid data in all the required fields.
Step 4: Click the Final button.
Step 5: The system will generate the System Record Number and displays the View/Print Safety Inspection button.
Step 6: Click the View/Print Safety Inspection button.
Step 7: Click the Excel button.
Step 8: Click on the Save button.
Step 9: Choose the location on computer.
Step 10: Click the Save button.
Note: The form is divided into three parts in this user guide as MV forms contain a large number of data entry fields. Following are the three parts:

- Vehicle and Owner information
- Test Results
- Safety Sticker information

**New Inspection – Owner and Vehicle Data**

Enter the general information in the Owner and Vehicle section as shown below:
### 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 e.g. Passenger car, bus, truck etc.

**System Record Number**  
System record Number will be generated by the system once the user will click the keep pending or final button.

**Annual (Radio button)**  
The system will display the Sticker cost as $2 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 as $1 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. It is automatically selected by the system once the user chooses the vehicle type as Reconstructed/Specially Constructed.

**Scan Registration Bar Code button**  
Click this button to scan the vehicle’s bar code. The system will display a window with the progress bar and closes the window automatically once the scanning is done. The user can close the window by clicking on the Close button. This button will be disabled for Reconstructed/Specially constructed vehicle type.

**Work Order Number**  
The user can enter all zeros if the work order number is unavailable.

**Inspector LIC ID**  
The system does not accept less than or more than 8 digits/characters for Inspector LIC ID field.

**Inspection Date**  
Inspection date cannot be a future date. The user can also click on the Calendar icon to select the date.

**Last Name/Company Name**  
This field can be filled in automatically by using a barcode scanner. This field can be filled in manually also.

**First Name**  
This field can be filled in automatically by using a barcode scanner. This field can be filled in manually also.

**City**  
This field can be filled in automatically by using a barcode scanner. This field can be filled in manually also.

**State**  
The system displays ‘Pennsylvania’ State by default.

**Zip Code**  
The system accepts five digits only.

**County**  
This field can be filled in automatically by using a barcode scanner. This field can be filled in manually also. The system will display ‘Out of State’ automatically if State is not selected as ‘Pennsylvania’

**Insurance Company**  
Drop-down menu can be used to fill in this field. This field can be filled in manually also.

Note: This field is disabled for Trailer and Reconstructed/Specially Constructed vehicles.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAIC Number</td>
<td>The user can enter ‘NA’ or ‘None’ if NAIC Number is unavailable.</td>
</tr>
<tr>
<td></td>
<td>Note: This field is disabled for Trailer and Reconstructed/Specially Constructed vehicles.</td>
</tr>
<tr>
<td>Policy Number</td>
<td>Note: This field is disabled for Trailer and Reconstructed/Specially Constructed vehicles.</td>
</tr>
<tr>
<td>Expiry Date</td>
<td>The user can also click on the Calendar icon to select the date.</td>
</tr>
<tr>
<td></td>
<td>Note: This field is disabled for Trailer and Reconstructed/Specially Constructed vehicles.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIN Number</td>
<td>This field can be filled in automatically by using a barcode scanner.</td>
</tr>
<tr>
<td></td>
<td>This field can be filled in manually also.</td>
</tr>
<tr>
<td>Retype VIN Number</td>
<td>Retype VIN Number must match with the VIN Number.</td>
</tr>
<tr>
<td></td>
<td>The user does not have to enter any data in retype VIN Number field if scanner is used.</td>
</tr>
<tr>
<td>Plate Number</td>
<td>This field can be filled in automatically by using a barcode scanner.</td>
</tr>
<tr>
<td></td>
<td>This field can be filled in manually also.</td>
</tr>
<tr>
<td>Old Odometer</td>
<td>The system accepts only positive numeric values for this field.</td>
</tr>
<tr>
<td></td>
<td>A 10-character Old Sticker Number can be used if the reading is unavailable.</td>
</tr>
<tr>
<td></td>
<td>Drop-down menu can be used to fill in this field.</td>
</tr>
<tr>
<td></td>
<td>Following are the drop down choices for all vehicles except</td>
</tr>
<tr>
<td></td>
<td>Reconstructed/Specially Constructed:</td>
</tr>
<tr>
<td></td>
<td> Out of State</td>
</tr>
<tr>
<td></td>
<td> No Previous Sticker</td>
</tr>
<tr>
<td></td>
<td> Unreadable</td>
</tr>
<tr>
<td></td>
<td> N/A</td>
</tr>
<tr>
<td></td>
<td>Following are the dropdown choices for Reconstructed/Specially Constructed vehicles:</td>
</tr>
<tr>
<td></td>
<td> Recon</td>
</tr>
<tr>
<td></td>
<td> Specon</td>
</tr>
<tr>
<td></td>
<td> Modify</td>
</tr>
<tr>
<td>Current Odometer</td>
<td>The system accepts only positive numeric values for this field.</td>
</tr>
<tr>
<td></td>
<td>Drop-down menu can be used to fill in this field.</td>
</tr>
<tr>
<td></td>
<td>Following are the drop down choices for all vehicles:</td>
</tr>
<tr>
<td></td>
<td> Non-functional</td>
</tr>
<tr>
<td></td>
<td> Exempt</td>
</tr>
<tr>
<td></td>
<td>Note: This field is disabled for Trailers.</td>
</tr>
<tr>
<td>Model Year</td>
<td>This field can be filled in automatically by using a barcode scanner.</td>
</tr>
<tr>
<td></td>
<td>This field can be filled in manually also.</td>
</tr>
<tr>
<td></td>
<td>The system does not accept Model year less than 1901 or more than 1+</td>
</tr>
<tr>
<td></td>
<td>calendar year.</td>
</tr>
<tr>
<td>Make</td>
<td>This field can be filled in automatically by using a barcode scanner.</td>
</tr>
<tr>
<td></td>
<td>This field can be filled in manually also.</td>
</tr>
<tr>
<td>Body</td>
<td>This field is not applicable for motorcycle.</td>
</tr>
<tr>
<td></td>
<td>Drop-down menu can be used to fill in this field.</td>
</tr>
<tr>
<td>Color</td>
<td>Drop-down menu can be used to fill in this field.</td>
</tr>
</tbody>
</table>
## New Inspection - Test Results Data

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| Lowest Tire Reading | Enter the value which is greater than or equal to zero.  
                        Select the side from the dropdown menu. Dropdown choices are:  
                        - Left  
                        - Right  
                        - Middle  
                        Select the axle location. Dropdown choices are:  
                        - Front  
                        - Middle  
                        - Rear  
                        Select the wheel location. Dropdown choices are:  
                        - Inner  
                        - Outer  
                        - Single |
| Front Brake         | Enter the value which is greater than or equal to zero.  
                        Select the side from the dropdown menu. Dropdown choices are:  
                        - Left  
                        - Right  
                        - Middle |
Select the Type by clicking on one of the Radio button. Choices are:
- Riveted
- Bonded
- Bolted

### Rear Brake

Enter the value which is greater than or equal to zero.
Select the side from the dropdown menu. Dropdown choices are:
- Left
- Right
- Middle

Select the Type by clicking on one of the Radio button. Choices are:
- Riveted
- Bonded
- Bolted

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tires &amp; Wheels</td>
<td>The cost fields will be enabled for ‘New’, ‘Adjust’ or ‘Repair’ results.</td>
</tr>
<tr>
<td></td>
<td>Comment field will always be enabled regardless of any result.</td>
</tr>
<tr>
<td>Steering &amp; Suspension</td>
<td>The cost fields will be enabled for ‘New’, ‘Adjust’ or ‘Repair’ results.</td>
</tr>
<tr>
<td></td>
<td>Comment field will always be enabled regardless of any result.</td>
</tr>
<tr>
<td>Exhaust System</td>
<td>The cost fields will be enabled for ‘New’, ‘Adjust’ or ‘Repair’ results.</td>
</tr>
<tr>
<td></td>
<td>Comment field will always be enabled regardless of any result.</td>
</tr>
<tr>
<td></td>
<td>Note: This field is disabled for Trailer.</td>
</tr>
<tr>
<td>Fuel System</td>
<td>The cost fields will be enabled for ‘New’, ‘Adjust’ or ‘Repair’ results.</td>
</tr>
<tr>
<td></td>
<td>Comment field will always be enabled regardless of any result.</td>
</tr>
<tr>
<td></td>
<td>Note: This field is disabled for Trailer.</td>
</tr>
<tr>
<td>Glazing &amp; Mirrors</td>
<td>The cost fields will be enabled for ‘New’, ‘Adjust’ or ‘Repair’ results.</td>
</tr>
<tr>
<td></td>
<td>Comment field will always be enabled regardless of any result.</td>
</tr>
<tr>
<td>Lights, Wiring &amp; Switches</td>
<td>The cost fields will be enabled for ‘New’, ‘Adjust’ or ‘Repair’ results.</td>
</tr>
<tr>
<td></td>
<td>Comment field will always be enabled regardless of any result.</td>
</tr>
<tr>
<td>Body, Door &amp; Latches</td>
<td>The cost fields will be enabled for ‘New’, ‘Adjust’ or ‘Repair’ results.</td>
</tr>
<tr>
<td></td>
<td>Comment field will always be enabled regardless of any result.</td>
</tr>
<tr>
<td>Brake Systems</td>
<td>The cost fields will be enabled for ‘New’, ‘Adjust’ or ‘Repair’ results.</td>
</tr>
<tr>
<td></td>
<td>Comment field will always be enabled regardless of any result.</td>
</tr>
<tr>
<td>Other</td>
<td>The cost fields will be enabled for ‘New’, ‘Adjust’ or ‘Repair’ results.</td>
</tr>
<tr>
<td></td>
<td>Comment field will always be enabled regardless of any result.</td>
</tr>
<tr>
<td>Road Test</td>
<td>Select ‘Yes’ or ‘No’.</td>
</tr>
<tr>
<td></td>
<td>The system will disable the Sticker number field if the user selects ‘No’</td>
</tr>
<tr>
<td></td>
<td>This field is disabled for Reconstructed/Specially Constructed vehicles.</td>
</tr>
<tr>
<td>Registration Ownership Verified</td>
<td>Select ‘Yes’ or ‘No’.</td>
</tr>
<tr>
<td></td>
<td>The system will disable the Sticker number field if the user selects ‘No’</td>
</tr>
<tr>
<td></td>
<td>Note: This field is disabled for Reconstructed/Specially Constructed</td>
</tr>
<tr>
<td></td>
<td>vehicles.</td>
</tr>
<tr>
<td>Subtotal A ($)</td>
<td>The system will automatically calculate the cost entered by user in this</td>
</tr>
<tr>
<td></td>
<td>section. The system will compute in real-time so there is no need to</td>
</tr>
</tbody>
</table>
**Visual Anti-Tampering Section**

1. The system disables this section automatically based on the NIM Non-Emission County and Vehicle category.
2. The system will enable cost fields only for ‘New’, ‘Adjust’ or ‘Repair’ results. Comment field will always be enabled regardless of any result.
3. Visual Anti-Tampering Section is disabled for the following categories:
   - Bus
   - School Bus
   - Motor Home
   - Motorcycle/Motor-Driven Cycle
   - Moped/Motorized Pedal-cycle
   - Trailer

Note: Subtotal B ($) - The system will automatically calculate the cost entered by user in this section. The system will compute in real-time so there is no need to refresh page or select any button/link.

<table>
<thead>
<tr>
<th>Test Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value /32</td>
</tr>
<tr>
<td>Side</td>
</tr>
<tr>
<td>Axle</td>
</tr>
<tr>
<td>Wheel</td>
</tr>
<tr>
<td>Lowest Tire Reading</td>
</tr>
<tr>
<td>FRONT Brake</td>
</tr>
<tr>
<td>REAR Brake</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tires &amp; Wheels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
</tr>
<tr>
<td>Steering &amp; Suspension</td>
</tr>
<tr>
<td>Exhaust System</td>
</tr>
<tr>
<td>Fuel System</td>
</tr>
<tr>
<td>Glazing &amp; Mirrors</td>
</tr>
<tr>
<td>Lights, Wiring &amp; Switches</td>
</tr>
<tr>
<td>Body, Door &amp; Latches</td>
</tr>
<tr>
<td>Brake Systems</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>Road Test</td>
</tr>
<tr>
<td>Registration/Ownership Verified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visual Anti-Tampering Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
</tr>
<tr>
<td>Catalytic Converter</td>
</tr>
<tr>
<td>Fuel Inlet Restrictor</td>
</tr>
<tr>
<td>PCV Valve</td>
</tr>
<tr>
<td>EGR Valve</td>
</tr>
<tr>
<td>Air Pump</td>
</tr>
<tr>
<td>Evaporative Control System</td>
</tr>
<tr>
<td>Subtotal B ($)</td>
</tr>
</tbody>
</table>

**New Inspection – Safety Sticker Data**
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sticker Number</td>
<td>The mask has to be XX99999999 with all positions populated and XX cannot be “IM” (emissions stickers). If XX is not one of “AI”, “AO”, “AS”, a confirmation alert will alert the user before proceeding. The system allows only numbers and alphabets.</td>
</tr>
<tr>
<td></td>
<td>Note: This field is disabled if overall result is ‘Fail’</td>
</tr>
<tr>
<td>Expiration Month</td>
<td>Enter value to be within 01-12.</td>
</tr>
<tr>
<td>Expiration Year</td>
<td>The system does not accept Calendar year+5 and less than “1901”</td>
</tr>
<tr>
<td>Total A+B ($)</td>
<td>The system will automatically calculate the Total cost entered by user in Test results sections. The system will compute in real-time so there is no need to refresh page or select any button/link.</td>
</tr>
<tr>
<td>Non Inspection Related Cost ($)</td>
<td>The system accepts value greater than or equal to zero.</td>
</tr>
<tr>
<td>Repair Costs Not Entered Above ($)</td>
<td>The system accepts value greater than or equal to zero.</td>
</tr>
<tr>
<td>Inspection Cost ($)</td>
<td>The system accepts value greater than or equal to zero.</td>
</tr>
<tr>
<td>Sticker Cost ($)</td>
<td>This field will be filled in automatically by the system based on the frequency type selected above.</td>
</tr>
<tr>
<td>Tax Rate</td>
<td>The user can select the tax rate from the dropdown menu. Choices are: 6% 7%</td>
</tr>
<tr>
<td>Total Tax ($)</td>
<td>The user can enter the tax rate manually also.</td>
</tr>
<tr>
<td>Grand Total ($)</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Pending Work Orders**

**Purpose of screen:** The Pending Work Orders screen allows the e-SAFETY Manager to view and remove Pending Work Orders.
**Instructions:** The user will select a System Record Number to view a Pending Work Order. The system will display the selected Pending Work Order data entry screen.

**Remove:** The e-SAFETY Manager will select a Pending Work Order by clicking on the checkbox. The system will highlight the selected Pending Work Order. The user will click on the Remove button. The system will remove the Pending Work Order.

**Cancel:** When clicked, the system will cancel all the updated information and displays a home page screen.

**To Update a Pending Work Order:**
Step 1: Click on the System Record Number.
Step 2: Enter the data in the data entry screen.
Step 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:**
Step 1: Click the check box for the pending work order to be removed.
Step 2: Click the Remove button.

**To Create a Pending Work Order:**
Step 1: Click the New Inspection tab.
Step 2: Choose the vehicle type.
Step 3: Enter the data in the MV form.
Step 4: Click the Keep Pending button.

Note: All the fields with an asterisk (*) must be filled in order to create a pending work order (see list below).

- Work Order Number
- Inspection Date
- Last Name/Company Name
- VIN Number
- Retype VIN Number
- Plate Number
**Purpose of screen:** The Replacement Stickers option under Safety Stickers Tab screen allows the user to choose options to perform their required tasks.

**Instructions:** The user clicks on any of the three options based on his task. The system will display a screen related to the selected option.

- **‘MV-431’**: The MV-431 options screen allows the user to choose a vehicle option. The system will display a MV-431 form screen related to the selected vehicle by the user.

- **‘MV-480’**: The MV-480 options screen allows the user to choose a vehicle option. The system will display a MV-480 form screen related to the selected vehicle by the user.

---

**Safety Stickers**

**Purpose of screen:** The Replacement Stickers option under Safety Stickers Tab screen allows the user to choose options to perform their required tasks.

**Instructions:** The user clicks on any of the three options based on his task. The system will display a screen related to the selected option.

- **‘MV-431’**: The MV-431 options screen allows the user to choose a vehicle option. The system will display a MV-431 form screen related to the selected vehicle by the user.

- **‘MV-480’**: The MV-480 options screen allows the user to choose a vehicle option. The system will display a MV-480 form screen related to the selected vehicle by the user.
**Sticker Corrections**

**Purpose of screen:** The Safety Sticker Correction screen allows the user to correct sticker numbers for inspection records that have already been finalized. Most commonly it is used to correct a mistake made in sticker entry, such as inverted numbers. It can also be used to change the sticker number if the intended sticker became damaged before affixing it to the vehicle, but after the record was finalized. In this scenario you must also record the sticker as a “Void-Damaged” sticker.

**Instructions:** The user enters data in the data entry screen and clicks the Save button. The system validates the data entered and saves it.

**Save:** When clicked, the system saves the data.

**Cancel:** When clicked, the system will cancel all the updated information and displays a home page screen.

![Correction Safety Sticker Screen](image)

**Void-Damaged/ Stolen/ Missing Stickers**

**Purpose of screen:** The Void-Damaged/Stolen/Missing Stickers screen allows the user to record a sticker that was voided/Damaged, Stolen or Missing. All Void-Damaged stickers must be recorded using this screen and must be retained to present to your Auditor during the next audit. Stolen or Missing stickers must be recorded using this screen and be reported to the appropriate authority.

**Instructions:** The user enters data in the data entry screen and clicks the Save button. The system validates the data entered and saves it.

**Save:** When clicked, the system saves the data.

**Cancel:** When clicked, the system will cancel all the updated information and displays a home page screen.
Replacement Stickers

**Purpose of screen:** The Replacement Stickers screen allows the users to enter data related to stickers replaced due to a windshield replacement.

**Instructions:** The user enters data in the data entry screen and clicks the Final button. The system validates the data entered and saves it.

**Keep Pending:** When clicked, the system saves the under Pending Work Orders.

**Final:** When clicked, the system saves the data.

**Cancel:** When clicked, the system will cancel all the updated information and displays a home page screen.
Purpose of screen: The Report options screen allows the users to choose an option to perform the required task.

Instructions: The user selects an option to perform his required task and the system displays the related data entry screen.
Safety Inspection Query

Purpose of screen: The Safety Inspection screen allows the users to enter the System Record Number to view Safety Inspection Report.

Instructions: The user enters the System Record Number and clicks the ‘View Report’ button. The system validates the data entered and displays the Safety Inspection Report screen based on user input.

View Report: When clicked, the system displays the Safety Inspection Report screen.
Cancel: When clicked, the system displays a home page screen.

To View a Report:
Step 1: Enter the System Record Number.
Step 2: Click the View Report button.
Safety Inspection Report

Purpose of screen: The Safety Inspection Report screen allows the users to view, print or save the Safety Inspection Report. This report is displays all of the information that was entered into a safety inspection. Please see screen shot below.

To View a Report in Excel Format:
Step 1: Click the Excel button on the bottom of the screen.
Step 2: Click open to open the file or save to save the file in excel format.
Step 3: The system will display or save the report in excel format.

To Print a Report in Excel Format:
Step 1: Click the Print button on the bottom of the screen. The windows print screen will appear.
Step 2: Click the Print button on the windows print screen.

To Save a Report:
Step 1: Click the Print button on the bottom of the screen.
Step 2: Click on the Save icon.
Step 3: Select the location.
Step 4: Click the Save button.
# Safety Inspection

## Station Information
- **ID:** F21
- **Name:** PARSONS COMMERCIAL TECHNOLOGY
- **System Record #:** 3000040
- **Address:** 401 COMMERCE PARK DR CRANBERRY TWP PA 16066
- **Work Order #:** 1001

## Customer Details
- **Name:** JOHN DOE
- **City:** BETHEL PARK
- **County:** ALLEGHENY
- **State:** PA
- **Zip:** 15102

## Inspection Details
- **Inspection Date:** 09/13/2012
- **Inspection Type:** Annual
- **Inspector Name:**
- **Sticker #:** AT21234567
- **Expiration:** 9/20/2013

## Vehicle Details
- **VIN:** N4DL01D6VC194194
- **Year:** 2000
- **Make:** NISSAN
- **Type:** Passenger Car
- **Color:** Black
- **License Plate:** ALL0123
- **Old Odometer:** 100111
- **Current Odometer:** 100123
- **City Registered:** BETHEL PARK
- **Company:** ALLSTATE
- **Policy:** 123456

## Test Results
- **Lowest Tire Reading:** 3/32
- **Front Brake Reading:** 3/32
- **Rear Brake Reading:** 2/32

<table>
<thead>
<tr>
<th>Side</th>
<th>Axle</th>
<th>Wheel</th>
<th>Cost (w/o Tax)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEFT</td>
<td>LEFT</td>
<td>SINGLE</td>
<td>$0.00</td>
</tr>
<tr>
<td>RIGHT</td>
<td>REAR</td>
<td>Brake Type</td>
<td>Riveted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Brake Type</td>
<td>Riveted</td>
</tr>
</tbody>
</table>

## Cost Summary
- **Cost:** $0.00
- **Repair Cost Not Entered Above:** $0.00
- **Inspection Cost:** $22.00
- **Sticker Cost:** $2.00
- **Non-Inspection Related Cost:** $0.00

<table>
<thead>
<tr>
<th>Tax</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$1.68</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$25.68</td>
</tr>
</tbody>
</table>

**Inspector’s Signature**

---

Monday, October 8, 2012
Sticker Replacement Query

**Purpose of screen:** The Safety Sticker Replacement screen allows the users to enter data to view Sticker Replacement Report.

**Instructions:** The user enters data in the data entry screen and clicks the ‘View Report’ button. The system validates the data entered and displays the Sticker Replacement Report based on user input.

**View Report:** When clicked, the system displays the Stickers Replacement Report screen.

**Cancel:** When clicked, the system displays a home page screen.

---

Sticker Replacement/Stolen/Missing Stickers Report

**Purpose of screen:** The Sticker Replacement Report screen allows the users to view, print or save the Sticker Replacement Report.

**To View a Report in Excel Format:**
Step 1: Click the Excel button on the bottom of the screen.
Step 2: Click open to open the file or save to save the file in excel format.
Step 3: The system will display the report in excel format.

**To Print a Report in Excel Format:**
Step 1: Click the Print button on the bottom of the screen. The windows print screen will appear.
Step 2: Click the Print button on the windows print screen.

**To Save a Report:**
Step 1: Click the Print button on the bottom of the screen.
Step 2: Click on the Save icon.
Step 3: Select the location.
Step 4: Click the Save button.
Vehicle History Query

Purpose of screen: The Vehicle History screen allows the users to enter data to view Vehicle History Report.

Instructions: The user enters data in the data entry screen and clicks the ‘View Report’ button. The system validates the data entered and displays the Vehicle History Report screen.

View Report: When clicked, the system displays the Vehicle History Report screen.
Cancel: When clicked, the system displays a home page screen.
Vehicle History Report

**Purpose of screen:** The Vehicle History Report screen allows the users to view, print or save the Vehicle History Report.

**To View a Report in Excel Format:**
Step 1: Click the Excel button on the bottom of the screen.
Step 2: Click open to open the file or save to save the file in excel format.
Step 3: The system will display the report in excel format.

**To Print a Report in Excel Format:**
Step 1: Click the Print button on the bottom of the screen. The windows print screen will appear.
Step 2: Click the Print button on the windows print screen.

**To Save a Report:**
Step 1: Click the Print button on the bottom of the screen.
Step 2: Click on the Save icon.
Step 3: Select the location.
Step 4: Click the Save button.
Sticker Usage Query

**Purpose of screen:** The Sticker Usage screen allows the users to enter data to view sticker usage information.

**Instructions:** The user enters data in the data entry screen and clicks the ‘View Report’ button. The system validates the data entered and displays the Sticker Usage Report screen.

**View Report:** When clicked, the system displays the Sticker Usage Report screen.

**Cancel:** When clicked, the system displays a home page screen.
Sticker Usage Report

Purpose of screen: The Sticker Usage Report screen allows the users to view, print or save the Sticker Usage Report.

To View a Report in Excel Format:
Step 1: Click the Excel button on the bottom of the screen.
Step 2: Click open to open the file or save to save the file in excel format.
Step 3: The system will display the report in excel format.

To Print a Report in Excel Format:
Step 1: Click the Print button on the bottom of the screen. The windows print screen will appear.
Step 2: Click the Print button on the windows print screen.

To Save a Report:
Step 1: Click the Print button on the bottom of the screen.
Step 2: Click on the Save icon.
Step 3: Select the location.
Step 4: Click the Save button.
Station Statistics Query

Purpose of screen: The Station Statistics screen allows the users to enter data to view stations statistics.

Instructions: The user enters data in the data entry screen and clicks the ‘View Report’ button. The system validates the data entered and displays the Station Statistics Report screen.

View Report: When clicked, the system displays the Station Statistics Report screen.

Cancel: When clicked, the system displays a home page screen.
**Station Statistics Report**

**Purpose of screen:** The Station Statistics Report screen allows the users to view, print or save the Station Statistics Report.

**To View a Report in Excel Format:**
1. Click the Excel button on the bottom of the screen.
2. Click open to open the file or save to save the file in excel format.
3. The system will display the report in excel format.

**To Print a Report in Excel Format:**
1. Click the Print button on the bottom of the screen. The windows print screen will appear.
2. Click the Print button on the windows print screen.

**To Save a Report:**
1. Click the Print button on the bottom of the screen.
2. Click on the Save icon.
3. Select the location.
4. Click the Save button.
Station Inspection History

**Purpose of screen:** The Station inspection History options screen allows the user to choose an option to perform his required task.

**Instructions:** The user clicks the Station Inspection History option and the system displays two options as Summary and Detailed report.
**Station Inspection History - Summary Query**

**Purpose of screen:** The Safety Station Inspection History –Summary screen allows the user to enter data to view Station Inspection History summary report.

**Instructions:** The user enters data in the data entry screen and clicks the ‘View’ button. The system validates the data entered and displays the Station Inspection History summary report screen.

**View Report:** When clicked, the system displays the Station Inspection History Summary Report screen.

**Cancel:** When clicked, the system displays a home page screen.

**Station Inspection History Report - Summary**

**Purpose of screen:** The Station Inspection History Summary screen allows the users to view, print or save the Station Inspection History Summary screen.

**To View a Report in Excel Format:**

Step 1: Click the Excel button on the bottom of the screen.
Step 2: Click open to open the file or save to save the file in excel format.
Step 3: The system will display the report in excel format.
To Print a Report in Excel Format:
Step 1: Click the Print button on the bottom of the screen. The windows print screen will appear.

Step 2: Click the Print button on the windows print screen.

To Save a Report:
Step 1: Click the Print button on the bottom of the screen.
Step 2: Click on the Save icon.
Step 3: Select the location.
Step 4: Click the Save button.

Station Inspection History Report - Detailed Query

Purpose of screen: The Station Inspection History screen allows the users to enter data to view Detailed History Report.

Instructions: The user enters data in the data entry screen and clicks the ‘View’ button. The system validates the data entered and displays the Detailed History Report screen.

View Report: When clicked, the system displays the Detailed History Report screen.
Cancel: When clicked, the system displays a home page screen.
Station Inspection History Report - Detailed

Purpose of screen: The Station Inspection History Detailed screen allows the users to view, print or save the Station Inspection History Detailed Report screen.

To View a Report in Excel Format:
Step 1: Click the Excel button on the bottom of the screen.
Step 2: Click open to open the file or save to save the file in excel format.
Step 3: The system will display the report in excel format.

To Print a Report in Excel Format:
Step 1: Click the Print button on the bottom of the screen. The windows print screen will appear.
Step 3: Click the Print button on the windows print screen.

To Save a Report:
Step 1: Click the Print button on the bottom of the screen.
Step 2: Click on the Save icon.
Step 3: Select the location.
Step 4: Click the Save button.
**Administration - Change Password for Users who are not e-SAFETY Managers**

**Purpose of screen:** The Administration Tab screen allows the users to Change his/her password.

**Instructions:** The user selects the option to perform required task.

**Change Password:** When clicked, the system will display the Change Password screen.

---

**Administration - e-SAFETY Managers**

**Purpose of screen:** The Administration Tab screen allows the users to select option to perform the required task.

**Instructions:** The user selects the option to perform required task.

**Manage Station Users:** When clicked, the system will display the Manage Station Users screen.

**Change Password:** When clicked, the system will display the Change Password screen.

---

**Administration - Manage Station Users**

**Purpose of screen:** The Manage Station Users screen allows the e-SAFETY manager to perform certain tasks, such as, remove a user, Update Name and/or reset the password of a user.

**Instructions:** The user will click on (uncheck) the Active Check Box to remove a user. The user will enter the data in the data entry field to update the Name of a user and/or click the reset password button to reset a password for a user.

**Save:** When clicked, the system will save the updated information.
Active Check Box: When clicked (unchecked), the system will remove the selected user.

Reset Password: When clicked, the system will reset the password of the selected user and send an email to the address of the user with a temporary password and instructions. This button will only be visible to the e-SAFETY managers and will only be enabled when a user record has been selected (clicked).

Cancel: When clicked, the system will cancel all the updated information and displays a home page screen.
Add New Users: When clicked, the system will display the Add New Users screen.

To Remove a User:
Step 1: Uncheck the Active box of a user.
Step 2: Click the Save button.
Step 3: The system will remove the user from the list.

To Update Name:
Step 1: Click the data entry box.
Step 2: Update the name of a user.
Step 3: Click the Save button.

To Reset Password:
Step 1: Click the Reset password button for the user.
Step 2: The system will send an email with a temporary password to the user.

Add New Users

Purpose of screen: The Add New Users screen allows the e-SAFETY manager to Add a New User to the suggestion list.

Instructions: The user will enter the data in the data entry screen and clicks save. The system will add the user to Suggestion list.

Save: When clicked, the system will save the added information.
Cancel: When clicked, the system will cancel all the updated information and displays a home page screen.

To Add a User:
Step 1: Enter the first name, last name and email address of a user.
Step 2: Click the Save button.
Step 3: The system will display the Manage Station Users screen with newly added user as activated.

**Change Password**

**Purpose of screen:** The Change Password screen allows the users to Change or update their own password.

**Instructions:** The user will enter the data in the data entry screen and clicks save. The system will save the updated information.

- **Save:** When clicked, the system will save the updated information.
- **Cancel:** When clicked, the system will cancel all the updated information and displays a home page screen.

**To Change Password:**
Step 1: Enter the old password.
Step 2: Enter the New Password.
Step 3: Retype the New Password.
Step 4: Click the Save button.
Step 5: The system will display a confirmation message, “Your password has been changed successfully.”
Upload File

Purpose of screen: The Upload Safety Data file screen allows the users to upload any file from the computer.

Instructions: The user browses the file and clicks the upload button. The system uploads the file.

Upload: When clicked, the system uploads the selected file.

Clear: When clicked, the system clears the selected file from the Browse window.

Cancel: When clicked, the system displays a home page screen.

To upload a file:
Step 1: Click the ‘Browse’ button.
Step 2: Select the file.
Step 3: Click the ‘open’ button.
Step 4: Click the ‘upload’ button.

Note: An error is displayed in the following cases:

- If an invalid file name is uploaded.
- If a duplicate file name is used.
- If a user tries to upload the same file name.
- If a user tries to upload the same file more than once.
- If a data file is not formatted in the following convention:

  Sssssss_yyyyyymmdd_nnn.dat. Where sss = station number, yyyy = year, mm = month, dd = day and n = the sequence number of the file. (The system supports up to eight alphanumerical characters.)
Upload File - Confirmation Message

Purpose of screen: The Upload Safety Data file screen displays a confirmation message when the file is uploaded and saved successfully.

Instructions: The user views the confirmation message.
H. Frequently Asked Questions (FAQ)

How do I Login?
Click here for the answer.

How do I change my internet browser in a compatibility mode?
Click here for the answer.

How do I add e-SAFETY applications as my favorite link?
Click here for the answer.

How do I open Safety Inspection Bulletins website?
Click here for the answer.

How do I print PennDOT Messages/Bulletins?
Click here for the answer.

How do I remove PennDOT Messages/Bulletins?
Click here for the answer.

How do I enter inspection?
Click here for the answer.

How do I create a pending work order?
Click here for the answer.

How do I remove a pending work order?
Click here for the answer.

**How do I correct stickers?**

Click here for the answer.

**How do I void damaged stickers?**

Click here for the answer.

**How do I record stolen and/or missing stickers?**

Click here for the answer.

**How do I replace stickers?**

Click here for the answer.

**How do I view reports?**

Click here for the answer.

**How do I save a report?**

Click here for the answer.

**How do I view Safety Inspection report?**

Click here for the answer.

**How do I view Sticker Replacement/ Stolen/ Missing report?**

Click here for the answer.

**How do I view Vehicle History report?**

Click here for the answer.
How do I view Sticker usage report?

Click here for the answer.

How do I view Station Statistics report?

Click here for the answer.

How do I view Station Inspection History report?

Click here for the answer.

How do I view users?

Click here for the answer.

How do I remove user?

Click here for the answer.

How do I update user's name?

Click here for the answer.

How do I reset user's password?

Click here for the answer.

How do I Add a new user?

Click here for the answer.

How do I change my own password?

Click here for the answer.
How do I upload a file?

Click here for the answer.
I. Notes