

Odometer Corrections: Approvals/Denials in ARTS

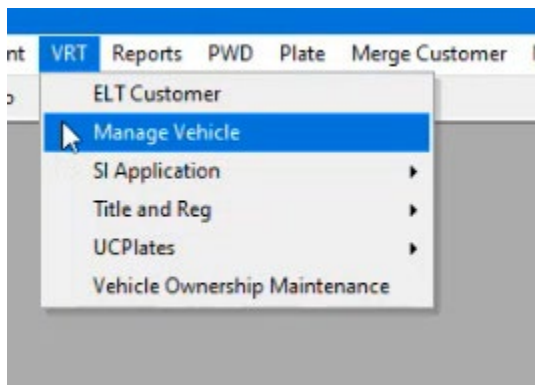
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Helpful Resources

[Customer Guidance: Odometer Corrections](#)

Steps for Approval/Denials in ARTS

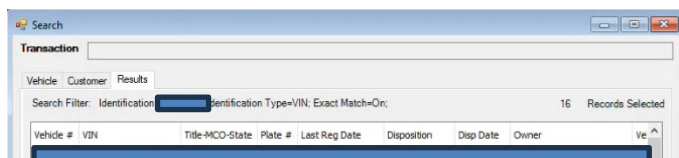
1. In ARTS: VRT > Manage vehicle.



2. Enter the VIN.

A screenshot of the 'Search Transaction' window in ARTS. The 'Vehicle Information' section has 'Identification #' and 'Identification Type' (set to 'VIN') fields. The 'Exact Match' checkbox is checked. Below, the 'Additional Qualifiers' section includes 'Managing County', 'Vehicle Type', 'Make', 'Year', and 'Color 1' dropdown menus. At the bottom are 'Add Vehicle', 'Add Customer', 'Search', 'Reset', and 'Cancel' buttons.

3. Double-click on the vehicle.



4. Inspection tab > Add row.

Vehicle Maintenance - [redacted]

VIN [redacted] Make Plymouth
 Type Automobile Model Sundance
 Year 1994 Style 4H Color Red

General Summary Characteristic Bond Inspection Ownership Identification Odometer Designation Color Damage

Inspection...	Doc Xref #	Reason	Status	Value	Weight	Taxable Value	Officer Telep...
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Add Row Delete Row

5. Enter date, first initial and last name, reason (odometer) > Status (pass or fail)

Vehicle Maintenance - [redacted]

VIN [redacted] Make Plymouth
 Type Automobile Model Sundance
 Year 1994 Style 4H Color Red

General Summary Characteristic Bond Inspection Ownership Identification Odometer Designation Color Damage

Inspection...	Doc Xref #	Reason	Status	Value	Weight	Taxable Value	Officer Telep...
8/27/2024	[redacted]	Odometer	Pass				

6. Click on sticky note icon > New note.

Notes Management

Source Record ID [redacted] Enter Notes related to [redacted]

New Note

No Notes found

- a. **Add subject:** (Odometer correction/Denial)
- b. **Note:**
 - a. [County name] approves a corrected title to [First initial, last name] with mileage to state as [mileage] actual miles.
OR
 - b. [County name] denies the odometer correction request because the required documentation could not be obtained from buyer/seller/etc.)
- c. **Click SAVE.**

Sample:

The screenshot shows a web browser window with a 'New Note' form. The form has a title bar with a blue background and a 'Help' link. Below the title bar, there is a instruction: 'To add a new note, edit the information below and then click the save button.' The form contains the following fields and controls:

- Originator:** A text input field with a blue border.
- Importance:** A dropdown menu with 'Normal' selected.
- Type:** A dropdown menu with 'Note' selected.
- Note Subject:** A text input field with 'ODO Correction' entered.
- Note Text:** A large text area with 'IDOT MVD approves a corrected title to john Doe that states 165,000 Actual Miles' entered.
- Confidential:** An unchecked checkbox.
- Show Notification:** An unchecked checkbox.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.