



## Vehicle Registration and Title Inventory Management in ARTS

# Standard Operating Procedures

June 2025

Motor Vehicle Division – Systems & Administration Bureau

## Document Location:

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

## Revision History:

| Revision Date: | Summary of Changes:                     | Author:                    | Approved By:               |
|----------------|---|----------------------------|----------------------------|
| 10/24/2022     | Baseline Version                        | MVD Education & Outreach   | Tonya Bishop Rhonda Fowler |
| 11/22/2022     | Plate Pickup Clarification              | MVD Education & Outreach   | Rhonda Fowler              |
| 6/5/2025       | Ordering Supplies from IPI Online Store | MVD Learning & Development | Rhonda Fowler              |

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# Overview

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

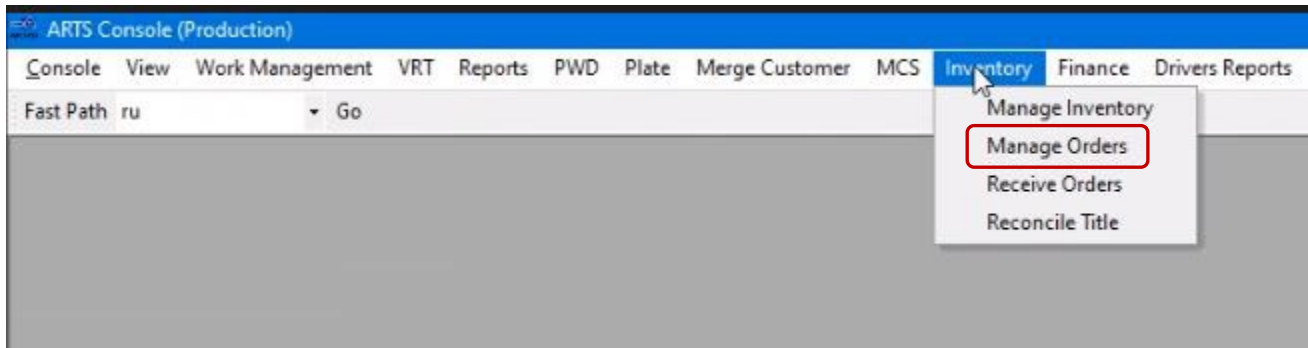
## Definitions

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

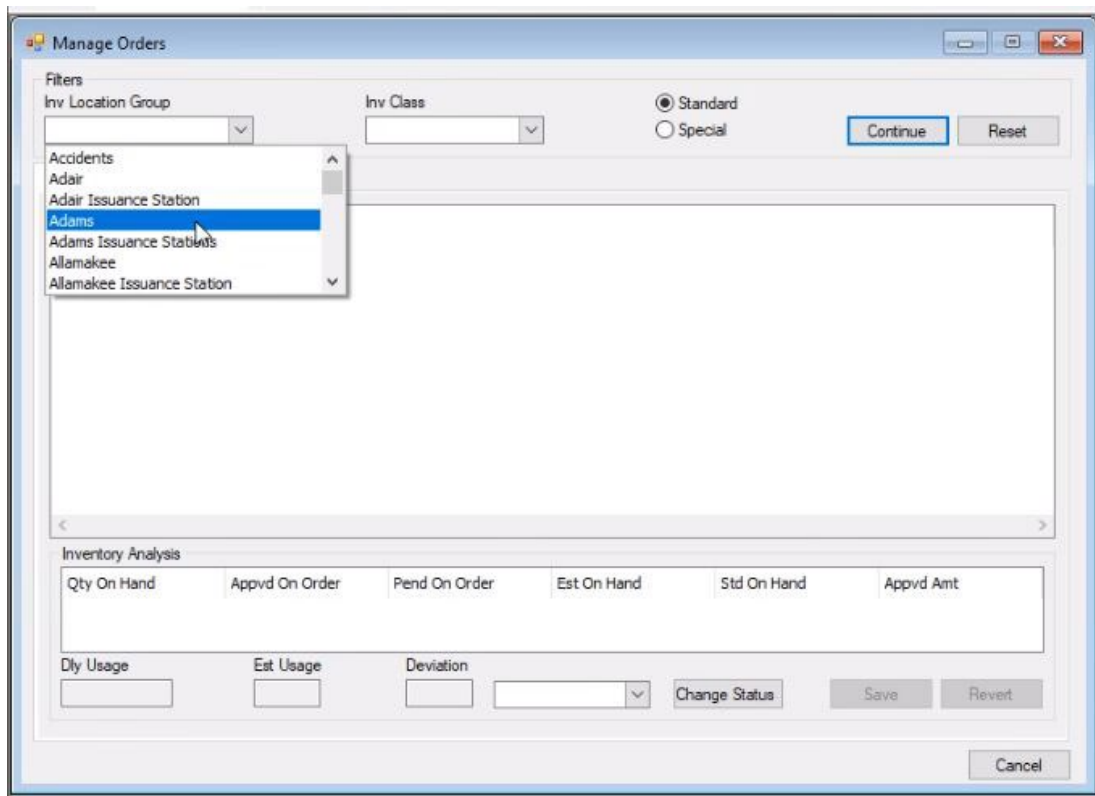
# Plates

## Ordering Plates (within ARTS)

1. ARTS > Inventory > Manage Orders.



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



### 3. Inv Class > Plate

The screenshot shows the 'Manage Orders' window. In the 'Filters' section, 'Inv Location Group' is set to 'Adams'. The 'Inv Class' dropdown menu is open, displaying a list of options: 'Image Units', 'Toner', 'Sample', 'Registration', 'Title', and 'Plate'. The 'Plate' option is highlighted with a red rectangle. To the right of the dropdown, the 'Standard' radio button is selected. The 'Continue' button is highlighted with a blue rectangle. Below the dropdown, there is a large empty rectangular area. At the bottom of the window, there is an 'Inventory Analysis' section with fields for 'Qty On Hand', 'Appvd On Order', 'Pend On Order', 'Est On Hand', 'Std On Hand', and 'Appvd Amt'. Below these fields are 'Dly Usage', 'Est Usage', and 'Deviation' fields, followed by a 'Change Status' button and 'Save' and 'Revert' buttons. A 'Cancel' button is at the bottom right.

### 4. Select *Continue*.

This screenshot shows the 'Manage Orders' window after the 'Inv Class' has been set to 'Plate'. The 'Continue' button is now highlighted with a red rectangle. The 'Inv Class' dropdown menu is closed, and 'Plate' is visible in the dropdown box. The 'Standard' radio button remains selected. The 'Continue' button is highlighted with a blue rectangle. The 'Inventory Analysis' section and other fields remain the same as in the previous screenshot.

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

**Manage Orders**

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

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-Blackout lg 2

Vendor: Iowa Prison Industries Division Est. Delv Date: 08-15-2022 County: Adams  
 Location: Adams - Primary Storer... Address 1: Est Qty on Hand: 75  
 Description: Address 2: Std Qty on Hand: 40  
 Attention: City / State: Est Usage: 21  
 Date Needed: Zip: Qty (ea):  
 Comment: Place Order Reset

Cancel

- 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.

**Manage Orders**

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

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: Address 2: Std Qty on Hand: 40  
 Attention: City / State: Est Usage: 21  
 Date Needed: Zip: Qty (ea):  
 Comment: Place Order Reset

Cancel

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

Continue Reset

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):

Place Order Reset

Cancel

8. Select tab to autofill *Attention*.

Manage Orders

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

Continue Reset

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  
Est Usage: 21

Date Needed:   
Zip: 50841  
Qty (ea):

Place Order Reset

Cancel



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

**Manage Orders**

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

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:  (Calendar open for July 2022)  
Comment:

Est. Delv Date: 08-15-2022  
County: Adams  
Address 1: 500 9th St.  
Address 2:   
City / State: Coming IA  
Zip: 50841  
Est Qty on Hand: -16  
Std Qty on Hand: 40  
Est Usage: 21  
Qty (ea):

Place Order Reset Cancel

**Manage Orders**

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

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: 8/15/2022  
Comment:

Est. Delv Date: 08-15-2022  
County: Adams  
Address 1: 500 9th St.  
Address 2:   
City / State: Coming IA  
Zip: 50841  
Est Qty on Hand: -16  
Std Qty on Hand: 40  
Est Usage: 21  
Qty (ea):

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.

**Manage Orders**

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

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: 8/15/2022  
Comment:

Est. Delv Date: 08-15-2022  
Address 1: 500 9th St.  
Address 2:  
City / State: Coming, IA  
Zip: 50841  
County: Adams  
Est Qty on Hand: -16  
Std Qty on Hand: 40  
Est Usage: 21

Qty (ea)

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.

Manage Orders

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

Continue Reset

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: 8/15/2022  
Comment:

Est. Delv Date: 08-15-2022  
Address 1: 500 9th St.  
Address 2:  
City / State: Coming IA  
Zip: 50841  
County: Adams  
Est Qty on Hand: -16  
Std Qty on Hand: 40  
Est Usage: 21

Qty (ea) 100

Place Order

Confirm Save

This will save your inventory order. Please be aware the order amount has exceeded the reorder deviation threshold. Do you want to continue?

Yes No

Manage Orders

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

Continue Reset

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:  
Date Needed: 8/15/2022  
Comment:

Est. Delv Date: 08-15-2022  
Address 1:  
Address 2:  
City / State:  
Zip:  
County: Adams  
Est Qty on Hand: -16  
Std Qty on Hand: 40  
Est Usage: 21

Qty (ea) 100

Place Order

Place Order

The order has been successfully placed.

OK

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

**Manage Orders**

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

**Orders** Place Orders

| 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   |

Inventory Analysis for Plate-Breast CA sm 1

| 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%  
Change Status Save Revert

Cancel

## Helpful Tips

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

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

**Manage Orders**

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

Orders Place Orders

Inventory and Order Data ☐ Days View

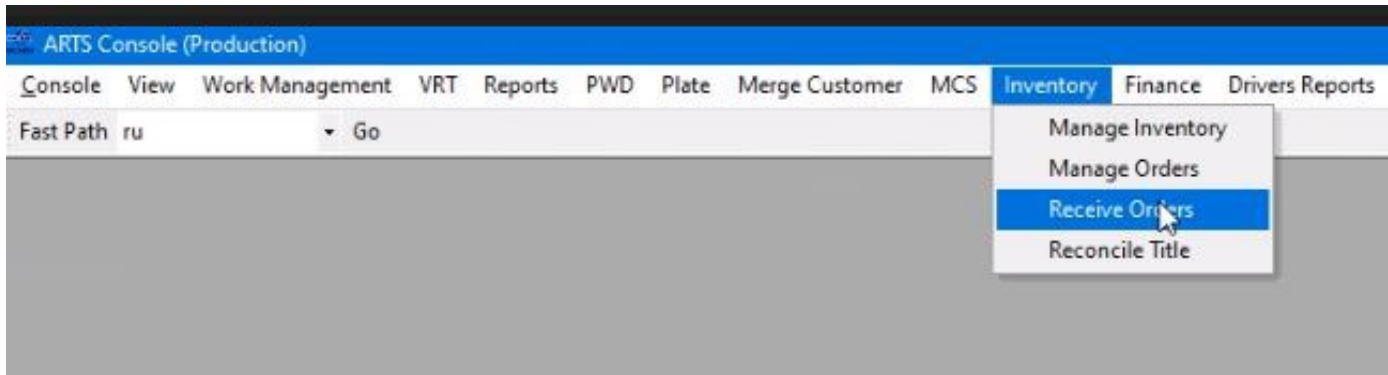
| Class & Type  | Qty On H... | Appvd Qt... | Pend Qty ... | Typ Daily ... | Lead Time | Sugg Or... | Est Delv ... | Auto O...                           |
|---|-------------|-------------|--------------|---------------|-----------|------------|--------------|-------------------------------------|
| 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

**Place Order for Plate-Blackout lg 2**

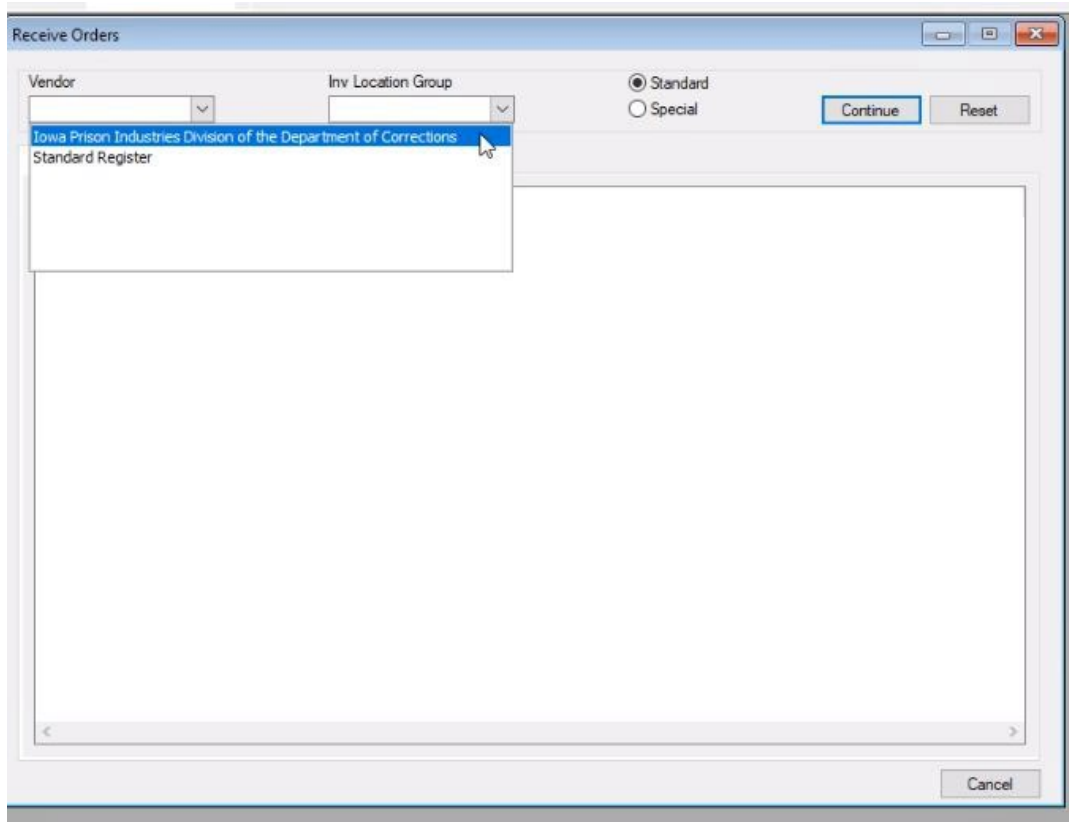
Vendor: Iowa Prison Industries Division  
Location: Adams - Primary Storer...  
Description: Adams County  
Attention:   
Date Needed: 8/15/2022  
Comment:   
Est. Delv Date: 08-15-2022  
County: Adams  
Address 1:   
Address 2:   
City / State:   
Zip:   
Est Qty on Hand: 75  
Std Qty on Hand: 40  
Est Usage: 21  
Qty (ea):   
Place Order Reset  
Cancel

## Receiving Standard/Personalized Plates into Inventory

1. Inventory > Receive Orders.

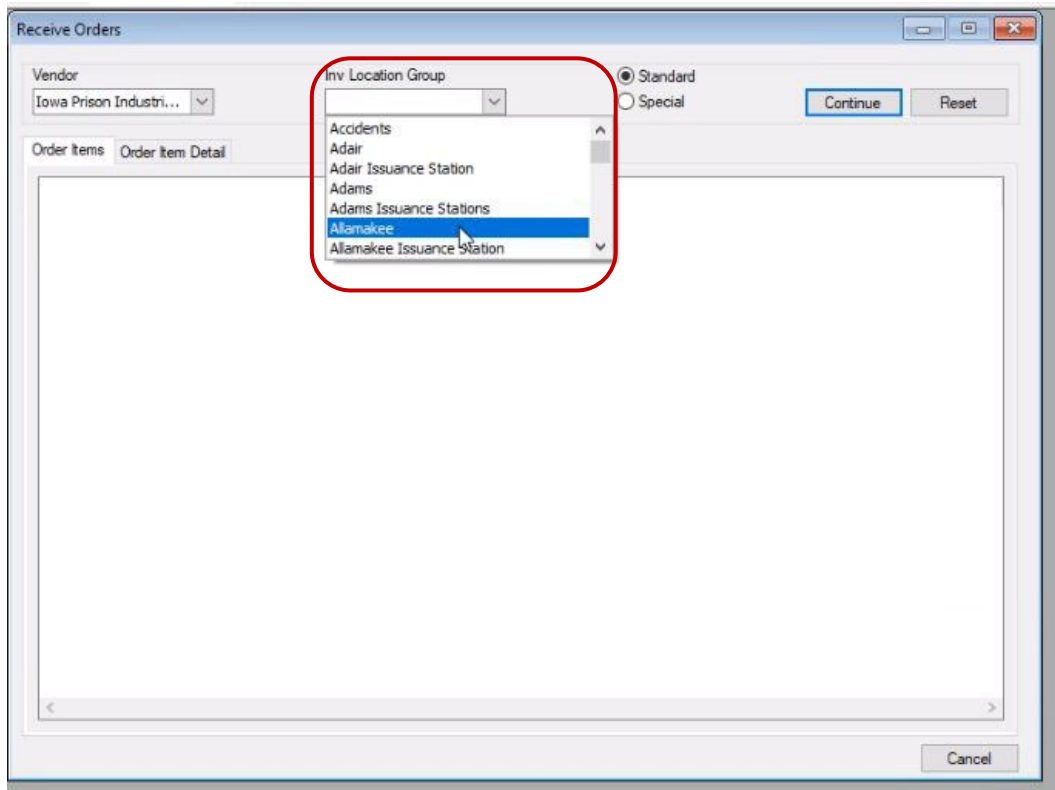


2. Vendor > *Iowa Prison Industries Division of the Department of Corrections (IPI)*.

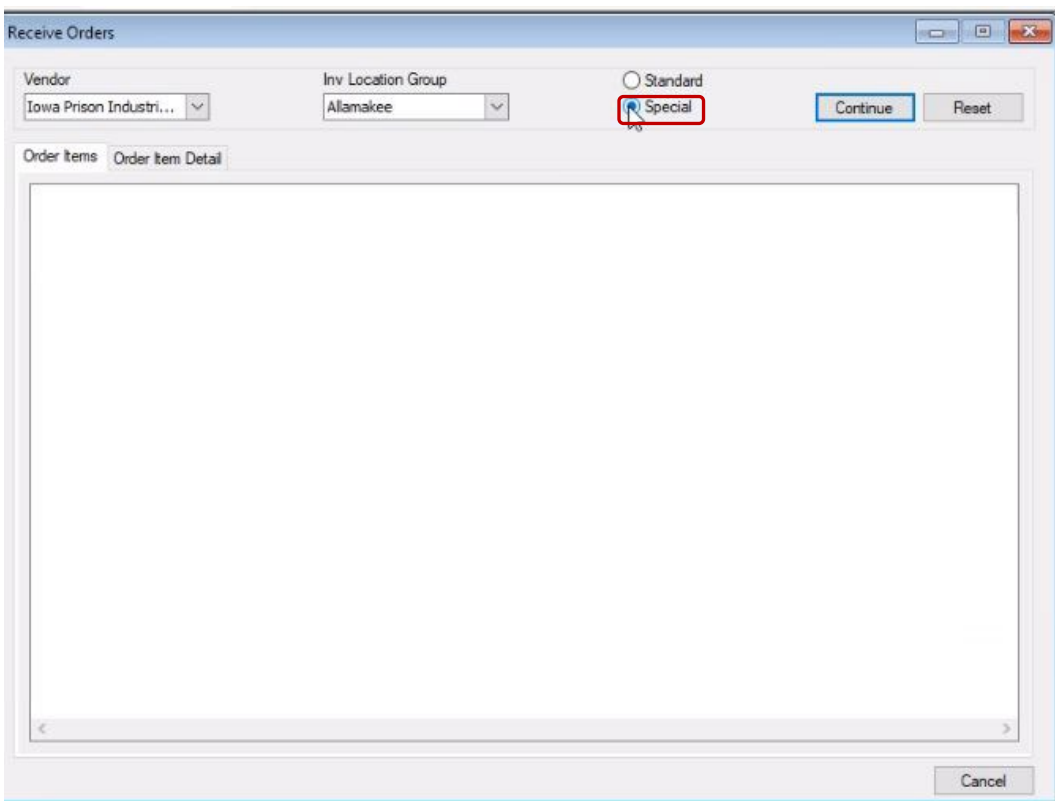




3. Inv Location Group > (Choose County).



4. Select *Special*.



5. Select *Continue*.

The screenshot shows the 'Receive Orders' window. At the top, there are dropdown menus for 'Vendor' (Iowa Prison Industri...) and 'Inv Location Group' (Allamakee). To the right, there are radio buttons for 'Standard' and 'Special' (selected). A red box highlights the 'Continue' button. Below this, there are tabs for 'Order Items' and 'Order Item Detail'. The 'Order Items' tab is active, displaying 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, all with a status of 'Ordered' and county of 'Allamakee'. 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.

This screenshot shows the same 'Receive Orders' window as the previous one, but with checkboxes in the 'Select' column. A red box highlights the 'Select' column header and the checkboxes for the first five rows. The checkboxes for '662859', '662997', and '663055' are checked. The 'Continue' button is now highlighted with a blue box. The table data remains the same.

| 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.

The screenshot shows the 'Receive Orders' window. At the top, 'Vendor' is 'Iowa Prison Industri...' and 'Inv Location Group' is 'Allamakee'. The 'Special' radio button is selected. Below is a table of order items. At the bottom, the 'Receive Selected' button is highlighted with a red box, and its dropdown menu is open, showing a list of locations with 'Allamakee - Primary Storeroom' selected.

| 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 |    |

Dropdown menu for 'Receive Selected':

- Allamakee - Back Office Window 7
- Allamakee - Back Office Window 8
- Allamakee - Back Office Window 9
- Allamakee - Primary Storeroom**
- Allamakee - Primary Window 1
- Allamakee - Primary Window 10
- Allamakee - Primary Window 2

8. Select *Receive Selected*.

The screenshot shows the 'Receive Orders' window with the 'Receive Selected' button highlighted by a red box. The dropdown menu is no longer open. The table of order items remains the same.

| 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 |    |

Receive Orders

Vendor: Iowa Prison Industri... Inv Location Group: Polk Standard ☒ Special ☐ Continue Reset

Order Items Order Item Detail

Order Item #: 662505 Location Group: Polk Date Received: 4/28/2022 Received To: Polk - Basement Storeroom 1 - ... Quantity Per Lot: 100 Quantity: 50 Quantity per Box(s): 50 Number of Box(s): 1 Vendor Label #: Vendor Label # Increment ☐

**Plate Pattern**  
A B C # # #  
Beg Control #: 1

**Last Plate**  
A B C 0 5 0  
End Control #: 50

Continue Cancel

Add Row Print Receipt Unfilled Backordered Order Complete Revert Save Cancel

This is an example of a large plate.

Receive Orders

Vendor: Iowa Prison Industri... Inv Location Group: Polk Standard ☒ Special ☐ Continue Reset

Order Items Order Item Detail

Order Item #: 662505 Location Group: Polk Date Received: 4/28/2022 Received To: Polk - Basement Storeroom 1 - ... Quantity Per Lot: 100 Quantity: 100 Quantity per Box(s): 100 Number of Box(s): 1 Vendor Label #: Vendor Label # Increment ☐

**Plate Pattern**  
A B # # # #  
Beg Control #: 50

**Last Plate**  
A B 0 1 4 9  
End Control #: 149

Continue Cancel

Add Row Print Receipt Unfilled Backordered Order Complete Revert Save Cancel

This is an example of a small plate.

9. Select *Order Complete*.

10. Select *Save*.

Receive Orders

Vendor: Iowa Prison Industri... Inv Location Group: Polk Standard (selected) Special (unselected) Continue Reset

Order Items Order Item Detail

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  
[Status History](#) Delivery Address: Polk County Treasurer 111 Court Ave. Des Moines, IA 50309 Change

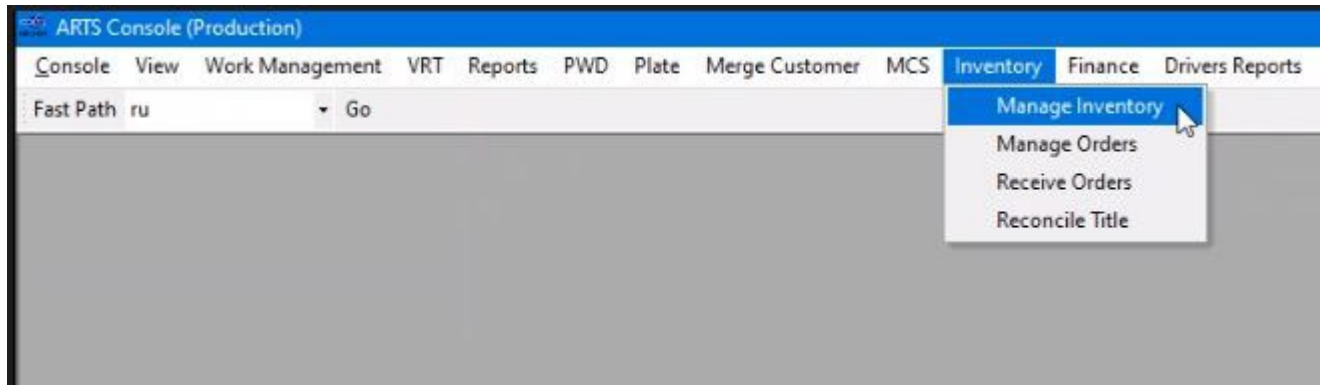
| Vendor Label # | Quantity | Unit Type | Beg #  | End #  | Inv Location        | Date Received |
|----------------|----------|-----------|--------|--------|---------------------|---------------|
|                | 50       | Box       | ABC001 | ABC050 | Polk - Basement ... | 4/28/2022     |

Add Row Print Receipt Unfilled Backordered **Order Complete** Revert **Save** Cancel

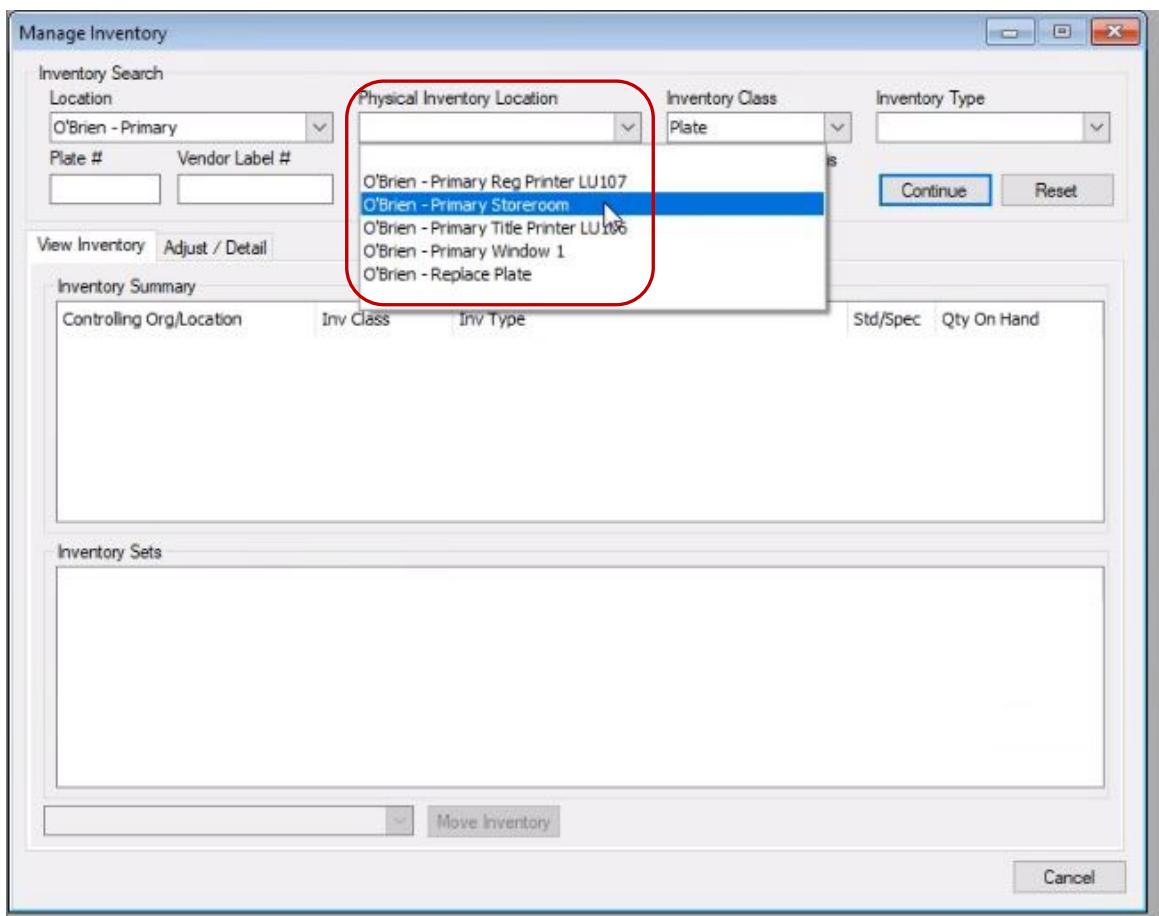
11. If an order is complete, but there is still more to receive, place another order for the amount needed. Fake orders are done the same way except in Comments, add Fake Order, this way the DOT does not place another order in error.

## Moving Plates Inventory:

1. Inventory > Manage Inventory



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



3. Select Inventory Type from the dropdown.

The screenshot shows the 'Manage Inventory' window. The 'Inventory Search' section has 'Location' set to 'O'Brien - Primary', 'Physical Inventory Location' set to 'O'Brien - Primary Storeroom', and 'Inventory Class' set to 'Plate'. The 'Inventory Type' dropdown is open, showing a list of options: 'College Upper Iowa Ig 2', 'College Wartburg Ig 2', 'College William Penn Ig 2', 'County Sheriff Ig 2', 'County Sheriff sm 1', 'County Std Ig 1', and 'County Std Ig 2'. The 'Continue' button is highlighted in the bottom right corner of the window.

4. Select *Continue*.

The screenshot shows the 'Manage Inventory' window with the 'Inventory Type' dropdown set to 'County Std Ig 2'. The 'Continue' button is highlighted in the bottom right corner of the window. The 'Inventory Search' section has 'Location' set to 'Story - Primary', 'Physical Inventory Location' set to 'Story - Primary Storeroom', and 'Inventory Class' set to 'Plate'. The 'Inventory Type' dropdown is set to 'County Std Ig 2'. The 'Continue' button is highlighted in the bottom right corner of the window.

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

Manage Inventory

Inventory Search

Location: Story - Primary

Physical Inventory Location: Story - Primary Storeroom

Inventory Class: Plate

Inventory Type: County Std Ig 2

Plate #:

Vendor Label #:

Received Date From:

Received Date To:

☒ Standard Items

☐ Special Items

Continue Reset

View Inventory Adjust / Detail

Inventory Summary Story - Primary

| Controlling Org/Location | Inv Class | Inv Type        | Std/Spec | Qty On Hand |
|--------------------------|-----------|-----------------|----------|-------------|
| Story - Primary          | Plate     | County Std Ig 2 | Std      | 1329        |

Inventory Sets

Move Inventory

Cancel

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

Manage Inventory

Inventory Search

Location: Story - Primary

Physical Inventory Location: Story - Primary Storeroom

Inventory Class: Plate

Inventory Type: County Std Ig 2

Plate #:

Vendor Label #:

Received Date From:

Received Date To:

☒ Standard Items

☐ Special Items

Continue Reset

View Inventory Adjust / Detail

Inventory Summary Story - Primary

| Controlling Org/Location | Inv Class | Inv Type        | Std/Spec | Qty On Hand |
|--------------------------|-----------|-----------------|----------|-------------|
| Story - Primary          | Plate     | County Std Ig 2 | Std      | 1329        |

Inventory Sets for County Std Ig 2

| Lot ID | Vendor Label # | Location                                   | Beg #  | End #  | Qty (ea) |
|--------|----------------|--|--------|--------|----------|
| 109... |                | Story - Primary, Story - Primary Storeroom | LVF973 | LVF999 | 27       |
| 109... |                | Story - Primary, Story - Primary Storeroom | LVG000 | LVG022 | 23       |
| 109... |                | Story - Primary, Story - Primary Storeroom | LVG023 | LVG072 | 50       |
| 109... |                | Story - Primary, Story - Primary Storeroom | LVG123 | LVG172 | 50       |
| 109... |                | Story - Primary, Story - Primary Storeroom | LVG173 | LVG222 | 50       |
| 109... |                | Story - Primary, Story - Primary Storeroom | LVG223 | LVG272 | 50       |

Move Inventory

Cancel



7. Move Inventory.
8. Select Yes to moved selected inventory.

**Manage Inventory**

Inventory Search

Location: Story - Primary | Physical Inventory Location: Story - Primary Storeroom | Inventory Class: Plate | Inventory Type: County Std lg 2

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

**View Inventory** | Adjust / Detail

Inventory Summary Story - Primary

| Controlling Org/Location | Inv Class | Inv Type        | Std/Spec | Qty On Hand |
|--------------------------|-----------|-----------------|----------|-------------|
| Story - Primary          | Plate     | County Std lg 2 | Std      | 1329        |

Inventory Sets for County Std lg 2

| Lot ID | Vendor Label # | Location                                   | Beg #  | End #  | Qty (ea) |
|--------|----------------|--|--------|--------|----------|
| 109... |                | Story - Primary, Story - Primary Storeroom | LVF973 | LVF999 | 27       |
| 109... |                | Story - Primary, Story - Primary Storeroom | LVG000 | LVG022 | 23       |
| 109... |                | Story - Primary, Story - Primary Storeroom | LVG023 | LVG072 | 50       |
| 109... |                | Story - Primary, Story - Primary Storeroom | LVG123 | LVG172 | 50       |
| 109... |                | Story - Primary, Story - Primary Storeroom | LVG173 | LVG222 | 50       |
| 109... |                | Story - Primary, Story - Primary Storeroom | LVG223 | LVG272 | 50       |

**Move Inventory**

| Location  | Part Of Group | Printer |
|---|---------------|---------|
| Story - Primary Story - Primary Storeroom           | True          | False   |
| Story - Primary Story - Primary Title Printer-LU515 | True          | True    |
| Story - Primary Story - Primary Window 1            | True          | False   |
| Story - Primary Story - Primary Window 10           | True          | False   |
| Story - Primary Story - Primary Window 13           | True          | False   |
| Story - Primary Story - Primary Window 14           | True          | False   |
| Story - Primary Story - Primary Window 15           | True          | False   |

**Confirm Move**

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

**Yes** | No

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*.

Manage Inventory

Inventory Search  
Location: Story - Primary  
Physical Inventory Location: Plate  
Inventory Class: Plate  
Inventory Type: County Std Ig 2  
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 Ig 2 - Plate  
Vendor Label #:   
Set ID: 963030  
Location: Story - Primary - Story - Primary Window  
Begin and End Plate #: LVF923 - LVF972  
Lot ID: 1092232

| Plate Sequence # | Plate # | County |
|------------------|---------|--------|
| 27               | LVF949  | Story  |
| 28               | LVF950  | Story  |
| 29               | LVF951  | Story  |
| 30               | LVF952  | Story  |
| 31               | LVF953  | Story  |
| 32               | LVF954  | Story  |
| 33               | LVF955  | Story  |
| 34               | LVF956  | Story  |
| 35               | LVF957  | Story  |
| 36               | LVF958  | Story  |
| 37               | LVF959  | Story  |

Sum = 24

Adjust Reason:   
Adjust: Story - Primary Story - Primary Window 10   
Move Split  
Cancel

Manage Inventory

Inventory Search  
Location: Story - Primary  
Physical Inventory Location: Plate  
Inventory Class: Plate  
Inventory Type: County Std Ig 2  
Plate #:   
Vendor Label #:   
Received Date From:   
Received Date To:   
☒ Standard Items  
☐ Special Items  
Continue Reset

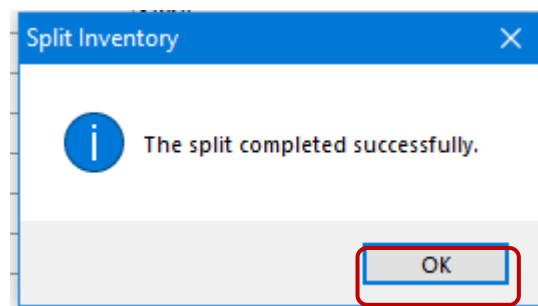
View Inventory: Adjust / Detail

Inventory Class and Type: County Std Ig 2 - Plate  
Vendor Label #:   
Set ID: 963030  
Location: Story - Primary - Story - Primary Window  
Begin and End Plate #: LVF923 - LVF972  
Lot ID: 1092232

| Plate Sequence # | Plate # | County |
|------------------|---------|--------|
| 27               | LVF949  | Story  |
| 28               | LVF950  | Story  |
| 29               | LVF951  | Story  |
| 30               | LVF952  | Story  |
| 31               | LVF953  | Story  |
| 32               | LVF954  | Story  |
| 33               | LVF955  | Story  |
| 34               | LVF956  | Story  |
| 35               | LVF957  | Story  |
| 36               | LVF958  | Story  |
| 37               | LVF959  | Story  |

Sum = 24

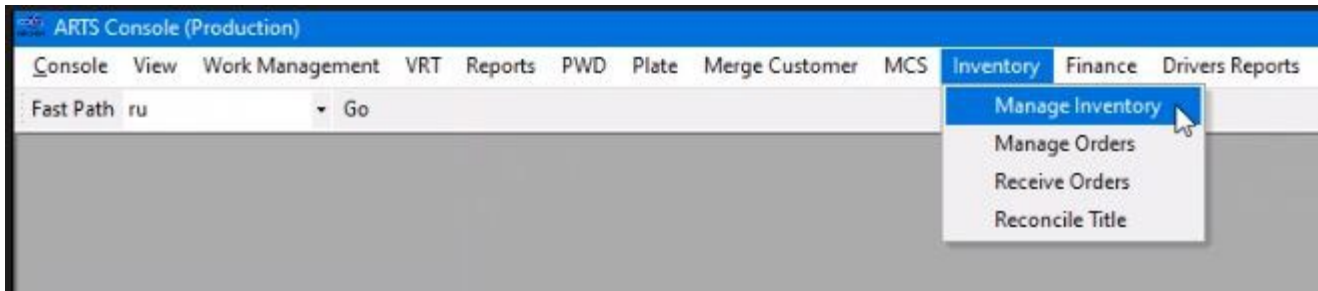
Adjust Reason:   
Adjust: Story - Primary Story - Primary Window 10   
Move Split  
Cancel



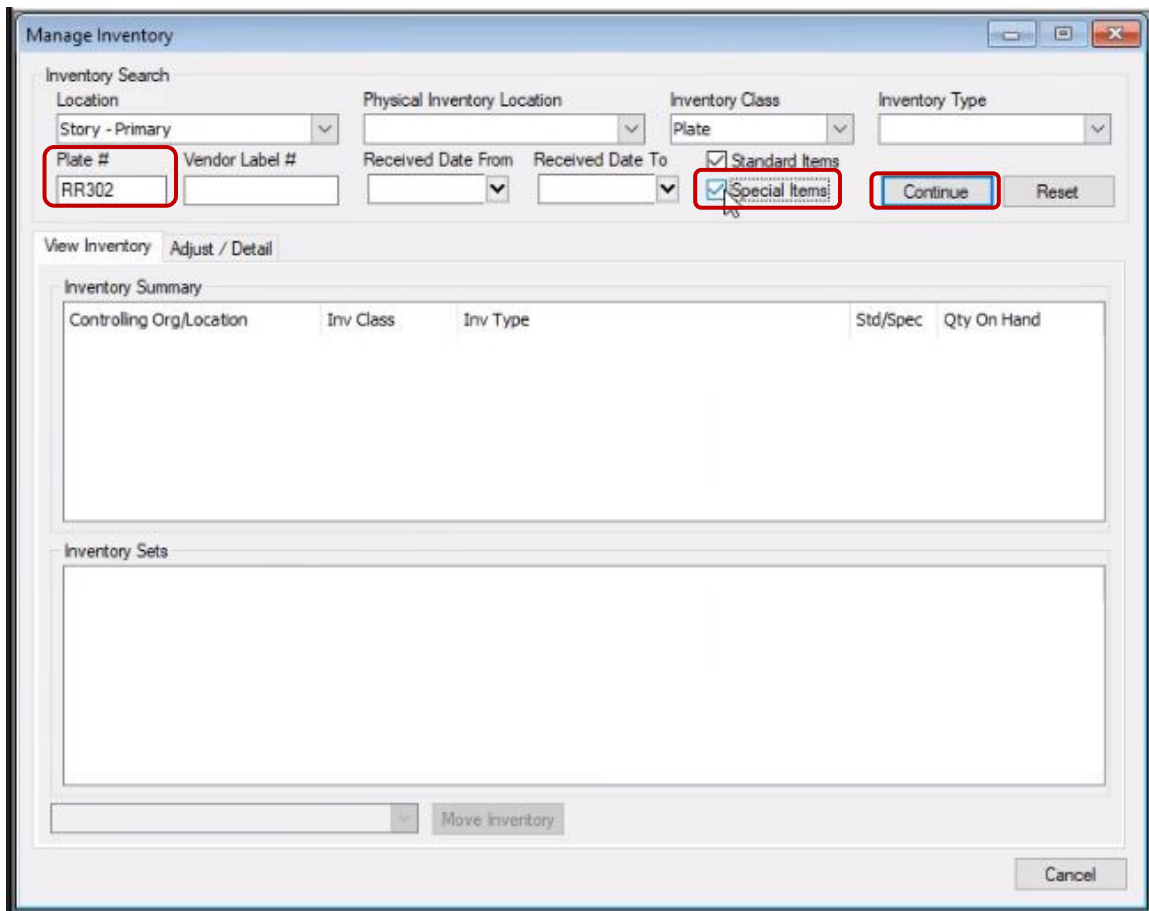


## Damaging Out Plates that were Never Picked Up

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*.

A screenshot of the 'Manage Inventory' dialog box. The 'Inventory Search' section contains several fields: 'Location' (Story - Primary), 'Physical Inventory Location' (empty), 'Inventory Class' (Plate), 'Inventory Type' (empty), 'Plate #' (RR302), 'Vendor Label #' (empty), 'Received Date From' (empty), 'Received Date To' (empty), and checkboxes for 'Standard Items' (checked) and 'Special Items' (checked). The 'Continue' button is highlighted with a red box. Below the search section, there are tabs for 'View Inventory' and 'Adjust / Detail'. The 'Inventory Summary' table has columns: Controlling Org/Location, Inv Class, Inv Type, Std/Spec, and Qty On Hand. The 'Inventory Sets' section is empty. At the bottom, there is a 'Move Inventory' button and a 'Cancel' button.

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

Manage Inventory

Inventory Search

Location: Story - Primary

Physical Inventory Location:

Inventory Class: Plate

Inventory Type:

Plate #: RR302

Vendor Label #:

Received Date From:

Received Date To:

☒ Standard Items

☒ Special Items

Continue Reset

View Inventory Adjust / Detail

Inventory Summary Story - Primary

| Controlling Org/Location | Inv Class | Inv Type     | Std/Spec | Qty On Hand |
|--------------------------|-----------|--------------|----------|-------------|
| Story - Primary          | Plate     | Veteran lg 2 | Spec     | 1           |

Inventory Sets

Move Inventory

Cancel

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

Manage Inventory

Inventory Search

Location: Story - Primary

Physical Inventory Location:

Inventory Class: Plate

Inventory Type:

Plate #: RR302

Vendor Label #:

Received Date From:

Received Date To:

☒ Standard Items

☒ Special Items

Continue Reset

View Inventory Adjust / Detail

Inventory Summary Story - Primary

| Controlling Org/Location | Inv Class | Inv Type     | Std/Spec | Qty On Hand |
|--------------------------|-----------|--------------|----------|-------------|
| Story - Primary          | Plate     | Veteran lg 2 | Spec     | 1           |

Inventory Sets for Veteran lg 2

| Lot ID | Vendor Label # | Location                                   | Beg # | End # | Qty (ea) |
|--------|----------------|--|-------|-------|----------|
| 107... |                | Story - Primary, Story - Primary Storeroom | RR302 | RR302 | 1        |

Move Inventory

Cancel

7. Highlight all that apply or individual plate.

Manage Inventory

Inventory Search  
Location: Story - Primary  
Physical Inventory Location:   
Inventory Class: Plate  
Inventory Type:   
Plate #: RR302  
Vendor Label #:   
Received Date From:   
Received Date To:   
Standard Items: ☒  
Special Items: ☒  
Continue Reset

View Inventory Adjust / Detail

Inventory Class and Type: Veteran Ig 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  |

Sum = 1

Adjust Reason:   
Adjust Move Split  
Cancel

8. Adjust Reason.

9. Select *Damaged*.

Manage Inventory

Inventory Search  
Location: Story - Primary  
Physical Inventory Location:   
Inventory Class: Plate  
Inventory Type:   
Plate #: RR302  
Vendor Label #:   
Received Date From:   
Received Date To:   
Standard Items: ☒  
Special Items: ☒  
Continue Reset

View Inventory Adjust / Detail

Inventory Class and Type: Veteran Ig 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  |

Sum = 1

Adjust Reason:   
Adjust Move Split  
Cancel

- Void
- Returned To Vendor
- Destroyed
- Missing
- Damaged**
- Used Stock

10. Select *Adjust*.

The screenshot shows the 'Manage Inventory' window. At the top, there are search filters: 'Inventory Search' (Location: Story - Primary, Plate #: RR302), 'Physical Inventory Location', 'Inventory Class' (Plate), and 'Inventory Type'. Below these are checkboxes for 'Standard Items' and 'Special Items', and 'Continue' and 'Reset' buttons. The 'View Inventory' tab is active, showing details for 'Veteran Ig 2 - Plate' with 'Set ID' 930756. A table lists inventory items with columns 'Plate Sequence #', 'Plate #', and 'County'. The first row shows '1', 'RR302', and 'Story'. Below the table, a 'Sum = 1' label is present. At the bottom, the 'Adjust Reason' is set to 'Damaged', and the 'Adjust' button is highlighted with a red box. Other buttons like 'Move', 'Split', and 'Cancel' are also visible.

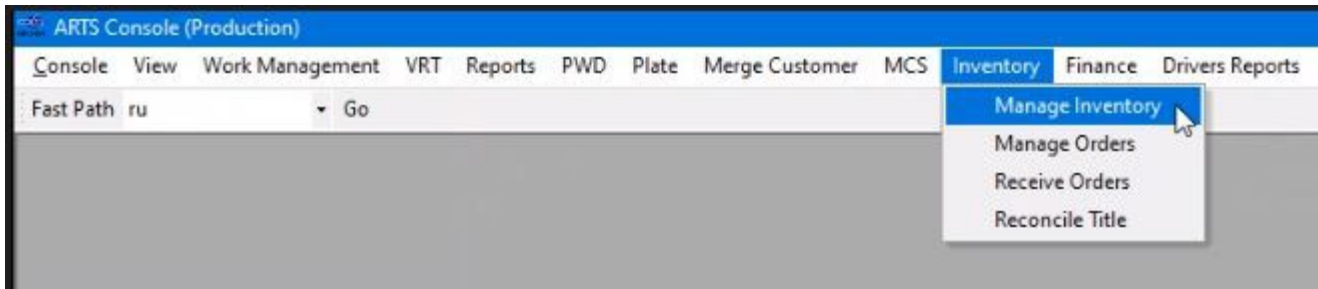
| Plate Sequence # | Plate # | County |
|------------------|---------|--------|
| 1                | RR302   | Story  |

Sum = 1

Adjust Reason: Damaged [Adjust] [Move] [Split] [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*.

Manage Inventory

Inventory Search

Location: Adair - Primary

Physical Inventory Location:

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 Summary

| Controlling Org/Location | Inv Class | Inv Type | Std/Spec | Qty On Hand |
|--------------------------|-----------|----------|----------|-------------|
|                          |           |          |          |             |

3. Select *Continue*.

Manage Inventory

Inventory Search

Location: Adair - Primary

Physical Inventory Location:

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 Summary Adair - Primary

| Controlling Org/Location | Inv Class | Inv Type          | Std/Spec | Qty On Hand |
|--------------------------|-----------|-------------------|----------|-------------|
| Adair - Primary          | Plate     | Cattleman's lg 2  | Std      | 55          |
| Adair - Primary          | Plate     | Cattleman's sm 1  | Std      | 5           |
| Adair - Primary          | Plate     | County Std lg 1   | Std      | 146         |
| Adair - Primary          | Plate     | County Std lg 2   | Std      | 348         |
| Adair - Primary          | Plate     | County Std sm 1   | Std      | 105         |
| Adair - Primary          | Plate     | God Bless Am lg 2 | Std      | 61          |

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).

**Manage Inventory**

Inventory Search  
 Location: Story - Primary  
 Physical Inventory Location:   
 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 Summary Story - Primary

| Controlling Org/Location | Inv Class | Inv Type          | Std/Spec | Qty On Hand |
|--------------------------|-----------|-------------------|----------|-------------|
| Story - Primary          | Plate     | Cattlemans Ig 2   | Std      | 39          |
| Story - Primary          | Plate     | Cattlemans sm 1   | Std      | 3           |
| Story - Primary          | Plate     | County Std Ig 1   | Std      | 188         |
| Story - Primary          | Plate     | County Std Ig 2   | Std      | 1232        |
| Story - Primary          | Plate     | County Std sm 1   | Std      | 769         |
| Story - Primary          | Plate     | God Bless Am Ig 2 | Std      | 25          |

Inventory Sets for County Std Ig 2

| Lot ID | Vendor Label # | Location | Beg # | End # | Qty (ea) |
|--------|----------------|----------|-------|-------|----------|
|--------|----------------|----------|-------|-------|----------|

Move Inventory Cancel

**Manage Inventory**

Inventory Search  
 Location: Story - Primary  
 Physical Inventory Location:   
 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 Summary Story - Primary

| Controlling Org/Location | Inv Class | Inv Type          | Std/Spec | Qty On Hand |
|--------------------------|-----------|-------------------|----------|-------------|
| Story - Primary          | Plate     | Cattlemans Ig 2   | Std      | 39          |
| Story - Primary          | Plate     | Cattlemans sm 1   | Std      | 3           |
| Story - Primary          | Plate     | County Std Ig 1   | Std      | 188         |
| Story - Primary          | Plate     | County Std Ig 2   | Std      | 1232        |
| Story - Primary          | Plate     | County Std sm 1   | Std      | 769         |
| Story - Primary          | Plate     | God Bless Am Ig 2 | Std      | 25          |

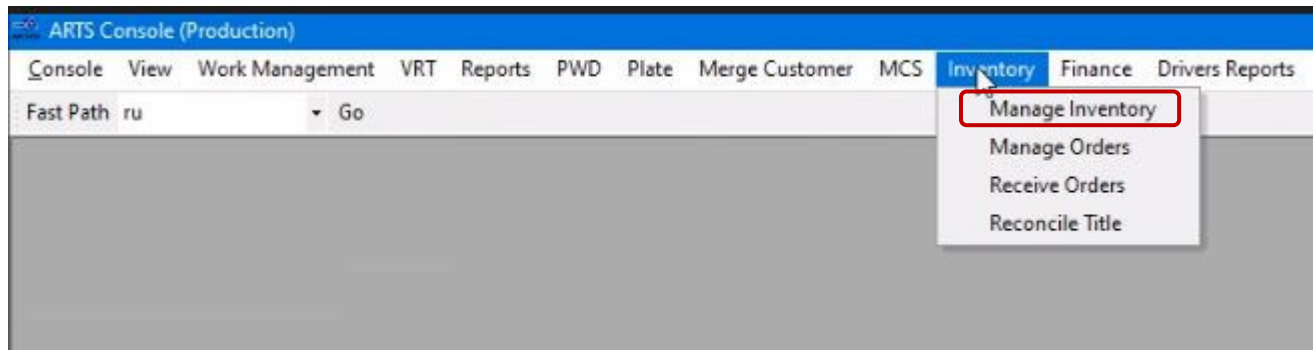
Inventory Sets for County Std Ig 2

| Lot ID | Vendor Label # | Location                                   | Beg #  | End #  | Qty (ea) |
|--------|----------------|--|--------|--------|----------|
| 111... |                | Story - Primary, Story - Primary Window 14 | 650POJ | 699POJ | 1        |
| 108... |                | Story - Primary, Story - Primary Window 6  | LQL345 | LQL394 | 19       |
| 109... |                | Story - Primary, Story - Primary Window 4  | LVG023 | LVG072 | 23       |
| 109... |                | Story - Primary, Story - Replace Plate     | LVG173 | LVG222 | 5        |
| 109... |                | Story - Primary, Story - Replace Plate     | LVG273 | LVG322 | 50       |
| 109... |                | Story - Primary, Story - Primary Window 1  | LVG323 | LVG372 | 50       |

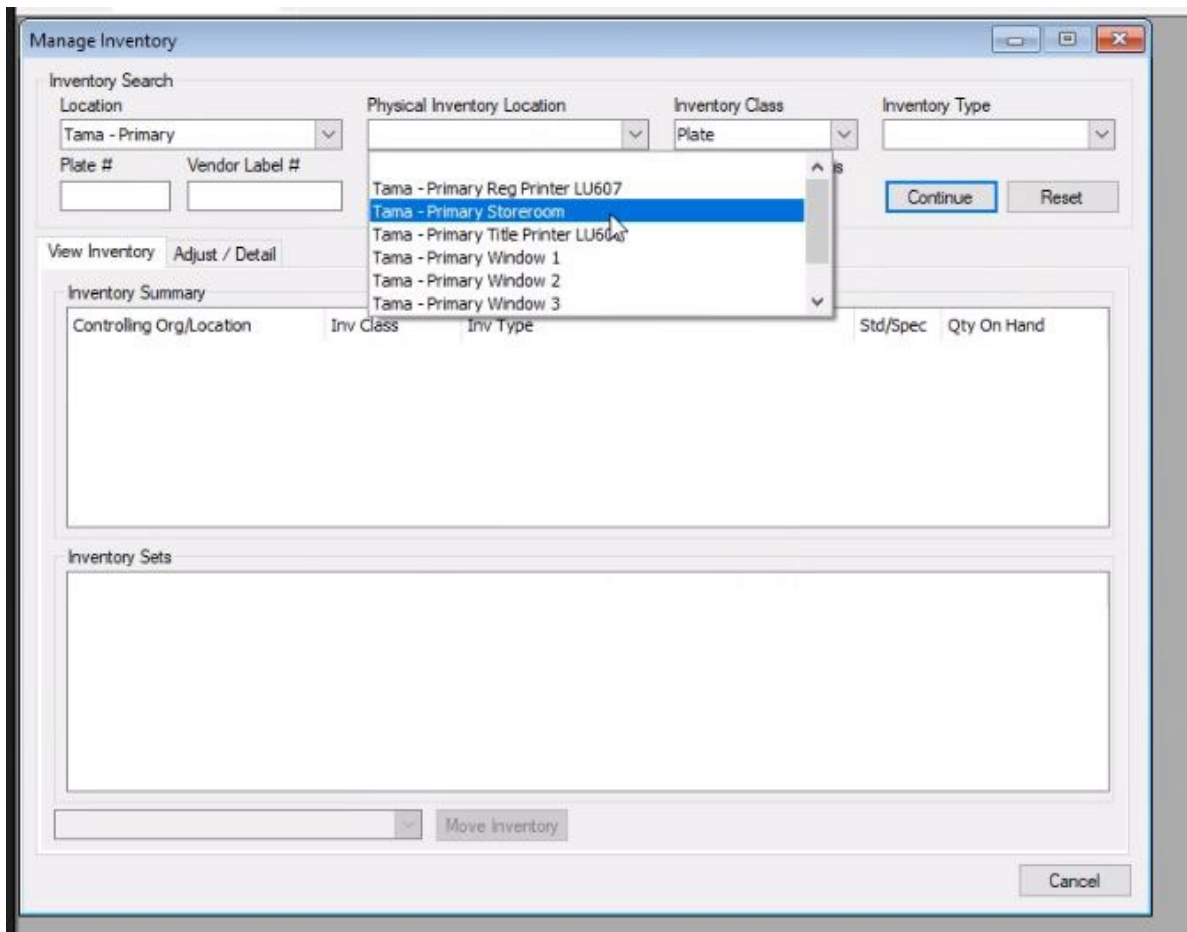
Move Inventory Cancel

# 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. In the 'Inventory Search' section, the following criteria are set: Location is 'Tama - Primary', Physical Inventory Location is 'Tama - Primary Storeroom', Inventory Class is 'Plate', and Inventory Type is empty. The 'Standard Items' checkbox is checked, and the 'Continue' button is highlighted. Below the search section, the 'View Inventory' tab is active, displaying an 'Inventory Summary Tama - Primary' table.

| 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          |

Below the table is an 'Inventory Sets' section with an empty list. At the bottom right of the window is 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 [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      | 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       |

[Move Inventory](#) [Cancel](#)

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 [Continue](#) [Reset](#)

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: [Adjust](#) [Move](#) [Split](#) [Cancel](#)

- 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 Ig 2 - Plate  
Vendor Label #:   
Set ID: 977257  
Location: Tama - Primary - Tama - Primary  
Begin and End Plate #: MHF411 - MHF460  
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

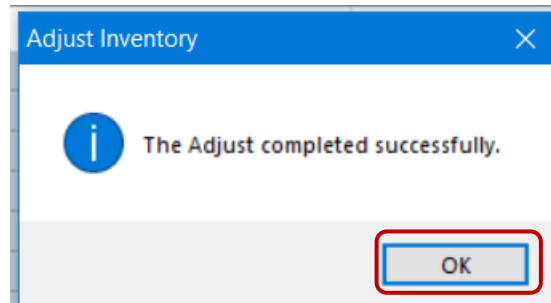
Inventory Class and Type: County Std Ig 2 - Plate  
Vendor Label #:   
Set ID: 977257  
Location: Tama - Primary - Tama - Primary  
Begin and End Plate #: MHF411 - MHF460  
Lot ID: 1115873

| 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.

The image shows the "Manage Inventory" screen. At the top, there are search criteria: Location (Tama - Primary), Physical Inventory Location (Tama - Primary Storeroom), Inventory Class (Plate), and Inventory Type (Plate). Below these are fields for Plate #, Vendor Label #, Received Date From, and Received Date To. There are checkboxes for Standard Items and Special Items, and buttons for Continue and Reset.

Below the search criteria, there is a section titled "Inventory Summary Tama - Primary" with a table showing inventory items. The table has columns: Controlling Org/Location, Inv Class, Inv Type, Std/Spec, and Qty On Hand. The Qty On Hand column is highlighted with a red rectangular border.

| 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          |

Below the summary table, there is a section titled "Inventory Sets for County Std Ig 2" with a table showing inventory sets. The table has columns: Lot ID, Vendor Label #, Location, Beg #, End #, and Qty (ea). The Qty (ea) column is highlighted with a red rectangular border.

| Lot ID | Vendor Label # | Location                                 | Beg #  | End #  | Qty (ea) |
|--------|----------------|--|--------|--------|----------|
| 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       |
| 111... |                | Tama - Primary, Tama - Primary Storeroom | MHF711 | MHF760 | 50       |

At the bottom of the screen, there is a "Move Inventory" button and a "Cancel" button.

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

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      | 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) |
|--------|----------------|----------|-------|-------|----------|
|--------|----------------|----------|-------|-------|----------|

## 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](mailto: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](mailto: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:**

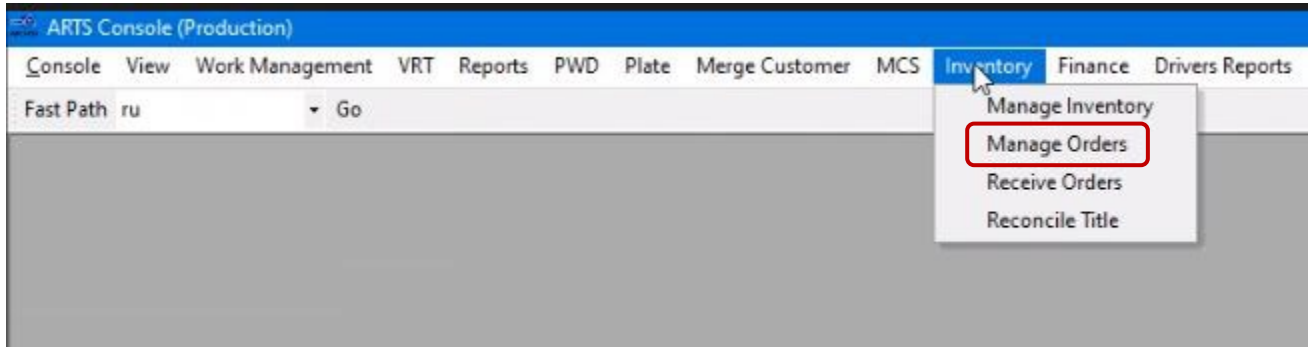
The best way to package return plates is to use the boxes originally used to ship the plates. Please secure the contents of the boxes with tape or another method of packaging.

For questions about packaging, please contact [ipiwarehouse@iowa.gov](mailto:ipiwarehouse@iowa.gov).

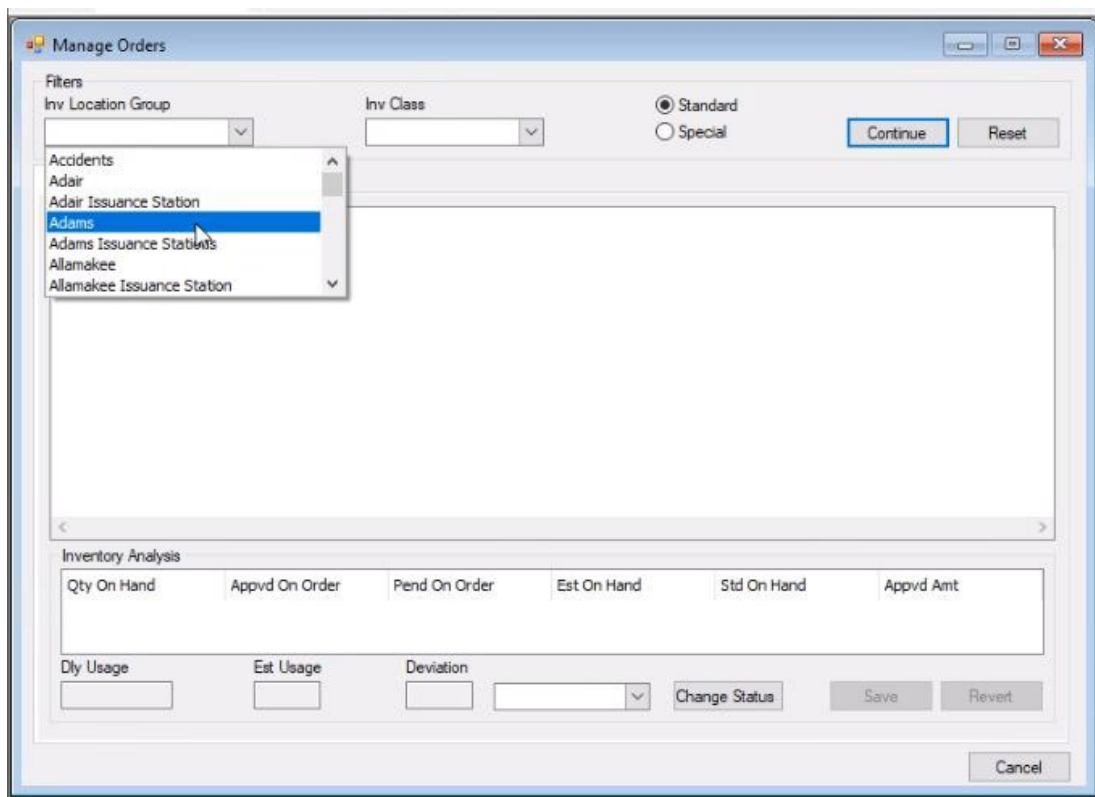
# Registration

## Ordering Registration Decals (within ARTS):

1. ARTS > Inventory > Manage Orders.



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



3. Inv Class > Registration

The screenshot shows the 'Manage Orders' window. In the 'Filters' section, 'Inv Location Group' is set to 'Adams'. The 'Inv Class' dropdown menu is open, showing a list of options: 'Image Units', 'Toner', 'Sample', 'Registration' (which is highlighted with a red rectangle), 'Title', and 'Plate'. The 'Standard' radio button is selected. The 'Continue' button is highlighted with a blue border. Below the filters, there is an 'Orders' section with a 'Place Orders' button. At the bottom, there is an 'Inventory Analysis' section with various input fields and buttons like 'Change Status', 'Save', 'Revert', and 'Cancel'.

4. Select *Continue*.

This screenshot shows the 'Manage Orders' window after the 'Inv Class' has been set to 'Registration'. The 'Continue' button is now highlighted with a red rectangle, indicating it should be selected. The 'Inv Class' dropdown now displays 'Registration'. All other elements in the window, including the 'Filters' section, 'Orders' section, and 'Inventory Analysis' section, remain the same as in the previous screenshot.



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

**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:  Est Qty on Hand: 8964

Description:  Address 2:  Std Qty on Hand: 1760

Attention:  City / State:  Est Usage: 36

Date Needed:  Zip:  Qty (ea):

Comment:

Place Order Reset

Cancel

7. Description > dropdown menu to select county.

**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:  Est Qty on Hand: 8964

Description:  Address 2:  Std Qty on Hand: 1760

Attention:  City / State:  Est Usage: 36

Date Needed:  Zip:  Qty (ea):

Comment:

Place Order Reset

Cancel



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 lists two items: 'Registration-2022 Reg Receipt' and 'Registration-2023 Reg Receipt'. Below the table, the 'Place Order for Registration-2023 Reg Receipt' section is visible. The 'Attention' field is highlighted with a red box and contains the text 'Adams County Treasurer'.

| Class & Type                  | Qty On Hand | Appvd Qty... | 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: [blank]

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

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

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

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

Comment: [blank]

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 'Date Needed' field is highlighted with a red box, and a calendar dropdown is open showing the date 05-01-2022. The 'Inventory and Order Data' table lists two items: 'Registration-2022 Reg Receipt' and 'Registration-2023 Reg Receipt'. Below the table, the 'Place Order for Registration-2022 Reg Receipt' section is visible. The 'Date Needed' field is highlighted with a red box and contains the date 05-01-2022.

| Class & Type                  | Qty On Hand | Appvd Qty... | 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: [blank]

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

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

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

Date Needed: 05-01-2022, Zip: 50841, Qty (ea): [blank]

Comment: [blank]

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 (selected) / 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

Location: Adams - Primary Storer...

Description: Adams County

Attention: Adams County Treasurer

Date Needed: 5/12/2022

Comment:

Est. Delv Date: 05-01-2022

Address 1: 500 9th St.

City / State: Coming IA

Zip: 50841

County:

Est Qty on Hand: 8964

Std Qty on Hand: 1760

Est Usage: 36

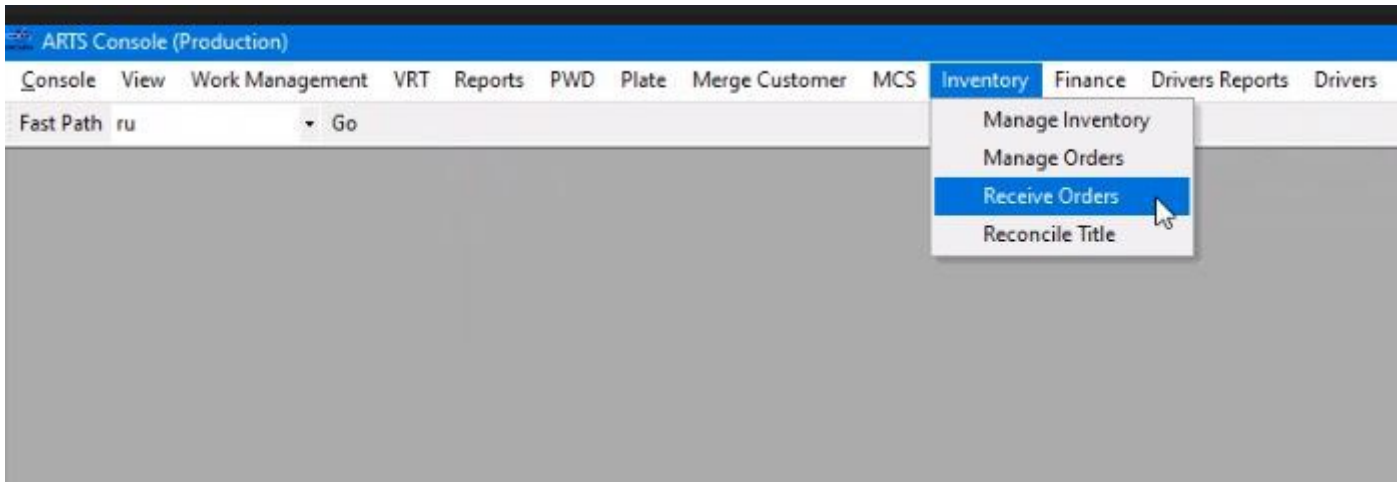
Qty (ea): 4000

Place Order / Reset

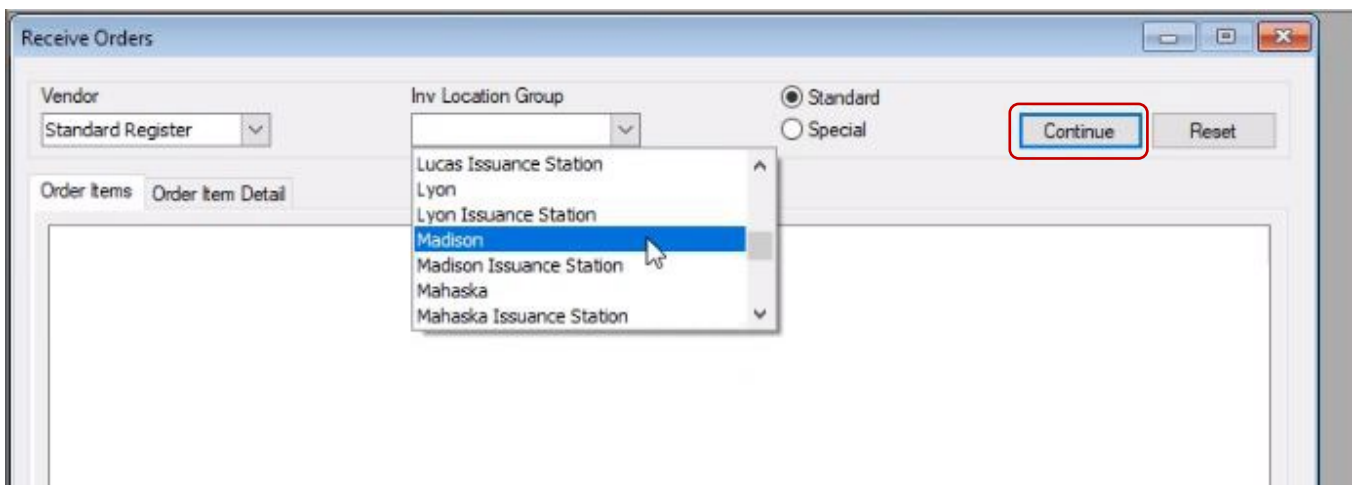
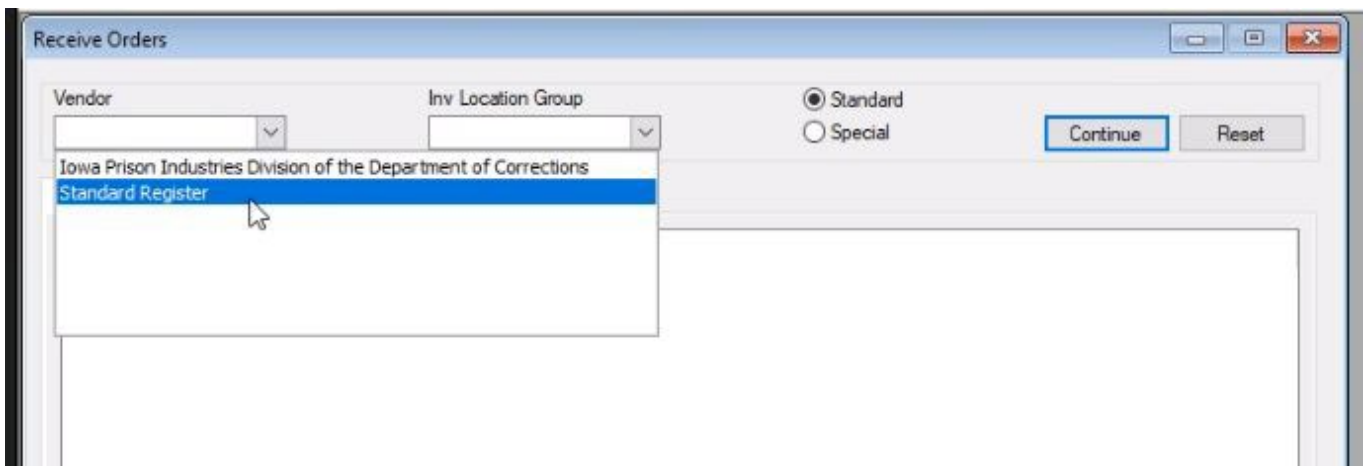
Cancel

## 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 #".

Receive Orders

Vendor: Standard Register Inv Location Group: Madison ☒ Standard ☐ Special [Continue] [Reset]

Order Items Order Item Detail

| Order Item # | Special Order Plate # | Class And Type          | Order Date | Date Needed | Status  | County | Approved |
|--------------|-----------------------|-------------------------|------------|-------------|---------|--------|----------|
| 649507       |                       | Title-Title Stock       | 1/20/2022  | 1/27/2022   | Ordered |        | 3        |
| 659992       |                       | Registration-2023 Re... | 4/1/2022   | 4/14/2022   | Ordered |        | 20       |
| 663          |                       | Registration-2023 Re... | 4/25/2022  | 4/25/2022   | Ordered |        | 10       |

[Cancel]

6. Select *Add Row*.

Receive Orders

Vendor: Standard Register Inv Location Group: Madison ☒ Standard ☐ Special [Continue] [Reset]

Order Items Order Item Detail

Order Item # 659992 Location Group Madison Class And Type Registration-2023 R Approved 2000  
County Date Needed 4/14/2022 12:00:00 Est Delv Date 4/4/2022 12:00:00 Received 0  
Status Ordered Vendor Tracking # Comment  
[Status History](#) Delivery Address Madison County Treasurer 112 N. John Wayne Drive P. O. Box 152 Winterset, IA 50273 [Change]

| Vendor Label # | Quantity | Unit Type | Beg # | End # | Inv Location | Date Received |
|----------------|----------|-----------|-------|-------|--------------|---------------|
|----------------|----------|-----------|-------|-------|--------------|---------------|

[Add Row] ☐ Print Receipt ☐ Unfilled Backordered ☐ Order Complete [Revert] [Save] [Cancel]

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

Receive Orders

Vendor: Standard Register Inv Location Group: Madison

Order Items: Order Item Detail

Order Item #: 659992 Location Group: Madison

County: Date Needed: 4/14/2022 1:00:00 PM

Status: Ordered Vendor Tracking #:

Delivery Address: Madison County Treasurer 112 N. John Wayne Drive P. O. Box 152 Winterset, IA 50273

Vendor Label # Quantity Unit Type Be

**Add Row (Paper)**

Date Received: 4/28/2022 Received To: Madison - Primary Storeroom

Quantity Per Packet: 200

Quantity Per Lot: 1000

**If the quantities listed are different than what is actually packaged then you must modify the inventory configuration.**

Quantity: 4000 Quantity per Box(s): 1000 Number of Box(s): 4

Vendor Label #: Increment

Title Control Numbers Pattern Last Control #

Beg Control # End Control #

Continue Cancel

Add Row Print Receipt Unfilled Backordered Order Complete Revert Save Cancel

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

Receive Orders

Vendor: Standard Register Inv Location Group: Madison

Order Items: Order Item Detail

Order Item #: 659992 Location Group: Madison Class And Type: Registration-2023 R Approved: 2000

County: Date Needed: 4/14/2022 12:00:00 PM Est Delv Date: 4/4/2022 12:00:00 PM Received: 0

Status: Ordered Vendor Tracking #: Comment:

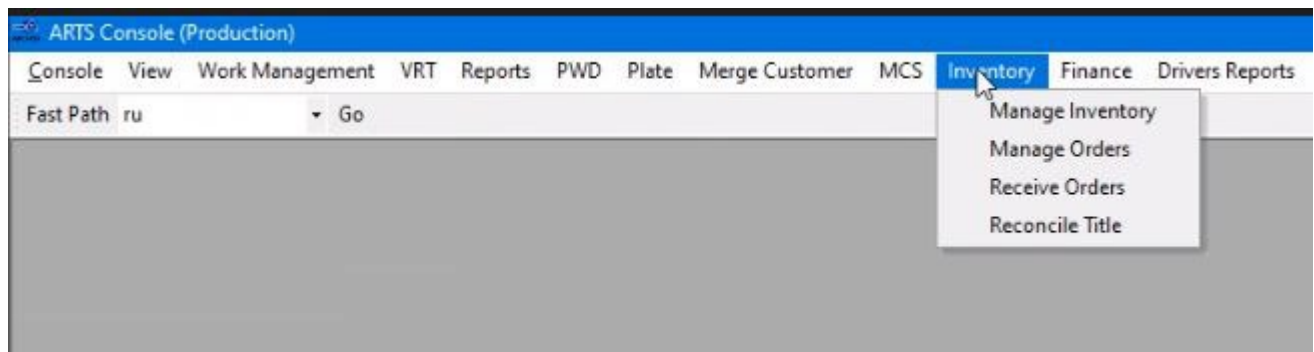
Delivery Address: Madison County Treasurer 112 N. John Wayne Drive P. O. Box 152 Winterset, IA 50273

| Vendor Label # | Quantity | Unit Type | Beg # | End # | Inv Location        | Date Received |
|----------------|----------|-----------|-------|-------|---------------------|---------------|
|                | 1000     | Box       |       |       | Madison - Primar... | 4/28/2022     |
|                | 1000     | Box       |       |       | Madison - Primar... | 4/28/2022     |
|                | 1000     | Box       |       |       | Madison - Primar... | 4/28/2022     |
|                | 1000     | Box       |       |       | Madison - Primar... | 4/28/2022     |

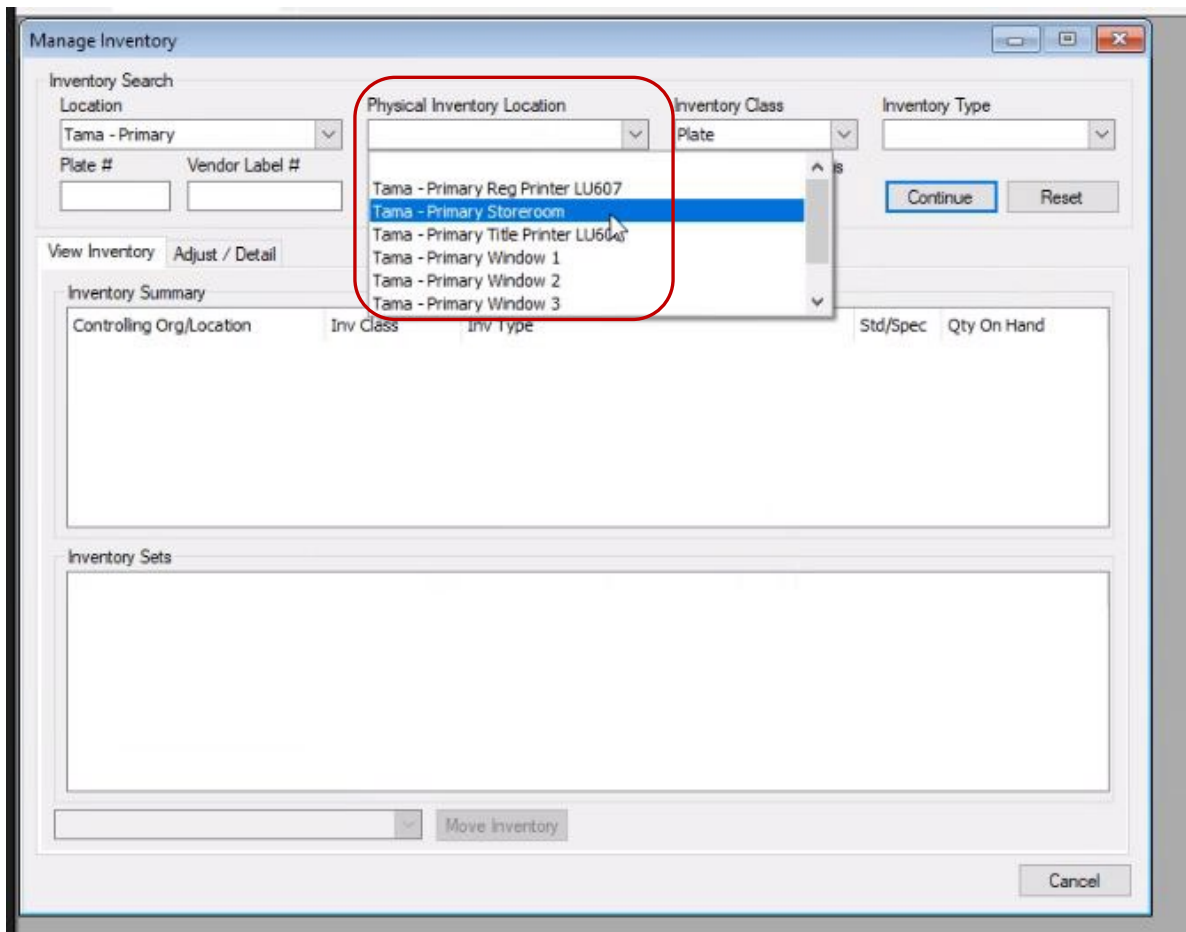
Add Row Print Receipt Unfilled Backordered **Order Complete** Revert Save Cancel

## 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

The screenshot shows the 'Manage Inventory' window. The 'Inventory Search' section includes fields for Location (Tama - Primary), Physical Inventory Location (Tama - Primary Storeroom), Inventory Class (Plate), and Inventory Type. Below these are fields for Plate #, Vendor Label #, Received Date From, and Received Date To. A dropdown menu for 'Image Units' is open, showing options: Plate, Registration (highlighted), Title, and Toner. A 'Reset' button is visible. Below the search fields are tabs for 'View Inventory' and 'Adjust / Detail'. The 'Inventory Summary' table has columns: Controlling Org/Location, Inv Class, Inv Type, Std/Spec, and Qty On Hand. The 'Inventory Sets' section is empty. At the bottom, there is a 'Move Inventory' button and a 'Cancel' button.

13. Select *Continue*.

This screenshot shows the 'Manage Inventory' window after selecting 'Registration' from the 'Inventory Class' dropdown. The 'Continue' button is highlighted with a red rectangle. The 'Inventory Class' dropdown now displays 'Registration'. The 'Image Units' dropdown is no longer open. The 'Continue' button is located to the left of the 'Reset' button. The rest of the window, including the 'Inventory Summary' table and 'Inventory Sets' section, remains the same as in the previous screenshot.

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



Manage Inventory

Inventory Search

Location: Tama - Primary Physical Inventory Location: Tama - Primary Storeroom Inventory Class: Registration 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           | Registration | 2022 Reg Receipt | Std      | 1400        |
| Tama - Primary           | Registration | 2023 Reg Receipt | Std      | 1000        |

Inventory Sets

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

16. Adjust/Detail Tab will appear.

Manage Inventory

Inventory Search

Location: Tama - Primary Physical Inventory Location: Tama - Primary Storeroom Inventory Class: Registration 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           | Registration | 2022 Reg Receipt | Std      | 1400        |
| Tama - Primary           | Registration | 2023 Reg Receipt | Std      | 1000        |

Inventory Sets for 2022 Reg Receipt

| Lot ID | Vendor Label # | Location                                 | Beg # | End # | Qty (ea) |
|--------|----------------|--|-------|-------|----------|
| 109... |                | Tama - Primary, Tama - Primary Storeroom |       |       | 400      |
| 110... |                | Tama - Primary, Tama - Primary Storeroom |       |       | 1000     |

17. Highlight item that needs adjusted.

**Manage Inventory**

Inventory Search  
 Location: Tama - Primary  
 Physical Inventory Location: Tama - Primary Storeroom  
 Inventory Class: Registration  
 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: Registration - 2022 Reg Receipt  
 Vendor Label #:   
 Set ID: 172093  
 Location: - Tama - Primary Storeroom  
 Begin and End Plate #:   
 Lot ID: 1095931

| Number Of Units | Unit Type | Beg # | End # | In Printer |
|-----------------|-----------|-------|-------|------------|
| 200             | Packet    |       |       | No         |
| 200             | Packet    |       |       | No         |

Sum = 400

Adjust Reason:   
 Adjust Move Split  
 Cancel

18. Adjust Reason.

19. Select *Used Stock* from dropdown.

**Manage Inventory**

Inventory Search  
 Location: Tama - Primary  
 Physical Inventory Location: Tama - Primary Storeroom  
 Inventory Class: Registration  
 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: Registration - 2022 Reg Receipt  
 Vendor Label #:   
 Set ID: 172093  
 Location: - Tama - Primary Storeroom  
 Begin and End Plate #:   
 Lot ID: 1095931

| Number Of Units | Unit Type | Beg # | End # | In Printer |
|-----------------|-----------|-------|-------|------------|
| 200             | Packet    |       |       | No         |
| 200             | Packet    |       |       | No         |

Sum = 400

Adjust Reason:   
 Adjust Move Split  
 Cancel

Void  
 Returned To Vendor  
 Destroyed  
 Missing  
 Damaged  
**Used Stock**

20. Select *Adjust*.

**Manage Inventory**

Inventory Search

Location: Tama - Primary Physical Inventory Location: Tama - Primary Storeroom Inventory Class: Registration 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: Registration - 2022 Reg Receipt Location: - Tama - Primary Storeroom

Vendor Label #: Begin and End Plate #:

Set ID: 172093 Lot ID: 1095931

| Number Of Units | Unit Type | Beg # | End # | In Printer |
|-----------------|-----------|-------|-------|------------|
| 200             | Packet    |       |       | No         |
| 200             | Packet    |       |       | No         |

Sum = 400

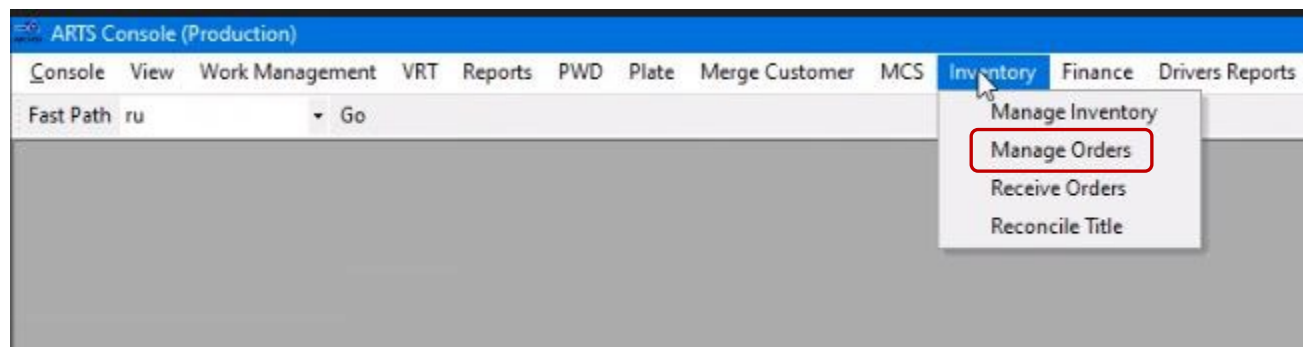
Adjust Reason: Used Stock **Adjust** **Move** **Split**

**Cancel**

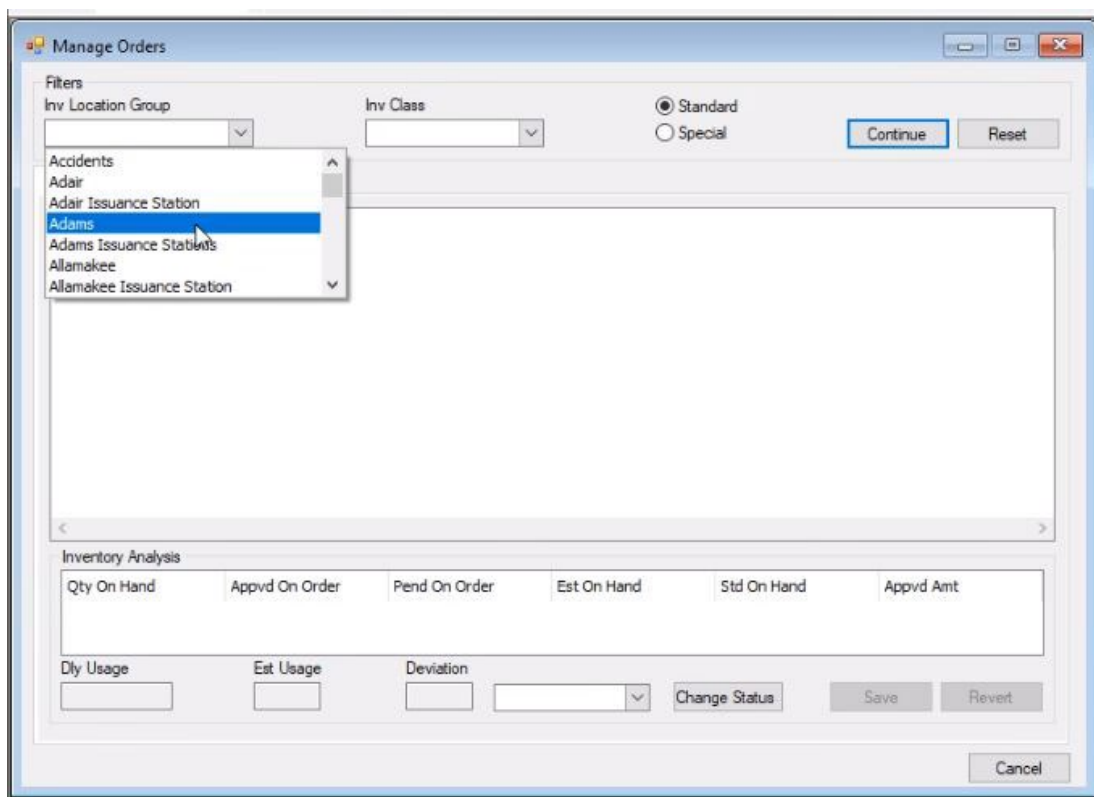
# Title Stock

## Ordering Title Stock (within ARTS)

1. ARTS > Inventory > Manage Orders.



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



3. Inv Class > Title

The screenshot shows the 'Manage Orders' window. In the 'Filters' section, 'Inv Location Group' is set to 'Adams'. The 'Inv Class' dropdown menu is open, showing a list of options: 'Image Units', 'Toner', 'Sample', 'Registration', 'Title' (which is highlighted with a red rectangle), and 'Plate'. The 'Standard' radio button is selected. The 'Continue' button is highlighted with a blue rectangle. Below the filters, there are tabs for 'Orders' and 'Place Orders'. The 'Inventory Analysis' section contains a table with columns: 'Qty On Hand', 'Appvd On Order', 'Pend On Order', 'Est On Hand', 'Std On Hand', and 'Appvd Amt'. At the bottom, there are input fields for 'Dly Usage', 'Est Usage', and 'Deviation', along with a 'Change Status' button and 'Save' and 'Revert' buttons. A 'Cancel' button is at the bottom right.

4. Select *Continue*.

This screenshot shows the 'Manage Orders' window after the 'Inv Class' has been set to 'Title'. The 'Continue' button is now highlighted with a red rectangle. The 'Inv Class' dropdown menu is closed, and 'Title' is visible in the dropdown box. The rest of the window, including the 'Inventory Analysis' table and the bottom buttons, remains the same as in the previous screenshot.

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

The screenshot shows the 'Manage Orders' window with the 'Place Orders' tab selected. The 'Inventory and Order Data' table has the following data:

| 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"/> |

Below the table, the 'Place Order for Title-Title Stock' form is visible. The 'Description' dropdown menu is highlighted with a red box, showing 'Adams County' selected.

7. Description > dropdown menu to select county.

The screenshot shows the 'Manage Orders' window with the 'Place Orders' tab selected. The 'Inventory and Order Data' table has the following data:

| 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"/> |

Below the table, the 'Place Order for Title-Title Stock' form is visible. The 'Description' dropdown menu is highlighted with a red box, showing 'Adams County' selected.

8. Select tab to autofill *Attention*.

The screenshot shows the 'Manage Orders' window with the 'Place Orders' tab selected. The 'Inventory and Order Data' section displays a table with one row: 'Title-Title Stock' with a quantity of 10850. Below this, the 'Place Order for Title-Title Stock' section contains various fields. A red box highlights the 'Attention' field, which is set to 'Adams County Treasurer'. Other fields include 'Vendor' (Standard Register), 'Est. Delv Date' (07-28-2022), 'County' (empty), 'Location' (Adams - Primary Storer...), 'Address 1' (500 9th St.), 'City / State' (Corning, IA), 'Zip' (50841), 'Date Needed' (empty), and 'Comment' (empty). The 'Continue' and 'Reset' buttons are visible at the bottom right.

| 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: Corning, IA, Est Usage: 9

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

Comment:

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.

**Manage Orders**

Filters  
Inv Location Group: Adams  
Inv Class: Title  
Standard (selected)  
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...                |
|-------------------|-------------|-------------|--------------|---------------|-----------|------------|--------------|--------------------------|
| Title-Title Stock | 10850       | 0           | 0            | 3             | 3         | 0          | 07-28-2022   | <input type="checkbox"/> |

Place Order for Title-Title Stock

Vendor: Standard Register  
Location: Adams - Primary Storer...  
Description: Adams County  
Attention: Adams County Treasurer  
Date Needed:    
Comment:

Est. Delv Date: 07-28-2022  
County:   
Address 1: 500 9th St.  
Address 2:   
City / State: Coming IA  
Zip: 50841  
Est Qty on Hand: 10841  
Std Qty on Hand: 440  
Est Usage: 9  
Qty (ea):

Place Order Reset Cancel

**Manage Orders**

Filters  
Inv Location Group: Adams  
Inv Class: Title  
Standard (selected)  
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...                |
|-------------------|-------------|-------------|--------------|---------------|-----------|------------|--------------|--------------------------|
| Title-Title Stock | 10850       | 0           | 0            | 3             | 3         | 0          | 07-28-2022   | <input type="checkbox"/> |

Place Order for Title-Title Stock

Vendor: Standard Register  
Location: Adams - Primary Storer...  
Description: Adams County  
Attention: Adams County Treasurer  
Date Needed: 8/8/2022  
Comment:

Est. Delv Date: 07-28-2022  
County:   
Address 1: 500 9th St.  
Address 2:   
City / State: Coming IA  
Zip: 50841  
Est Qty on Hand: 10841  
Std Qty on Hand: 440  
Est Usage: 9  
Qty (ea):

Place Order Reset Cancel

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 with the 'Place Order' tab selected. The 'Inventory and Order Data' table shows 'Title-Title Stock' with a quantity of 10850. Below the table, the 'Place Order for Title-Title Stock' form is visible. The 'Qty (ea)' field is highlighted with a red box and contains the value 4725.

| Class & Type      | Qty On Hand | Appvd Qty... | 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: [blank]

Location: Adams - Primary Storer..., Address 1: 500 9th St., Est Qty on Hand: 10841

Description: Adams County, Address 2: [blank], Std Qty on Hand: 440

Attention: Adams County Treasurer, City / State: Coming, IA, Est Usage: 9

Date Needed: 8/8/2022, Zip: 50841, Qty (ea): 4725

Comment: [blank]

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.

This screenshot shows the 'Place Order' form with the 'Qty (ea)' field set to 1575. The 'Comment' field is highlighted with a red box and contains the text 'FAKE ORDER'.

Place Order for Title-Title Stock

Vendor: Standard Register, Est. Delv Date: 08-06-2022, County: [blank]

Location: Adams - Primary Storer..., Address 1: 500 9th St., Est Qty on Hand: 10841

Description: Adams County, Address 2: [blank], Std Qty on Hand: 440

Attention: Adams County Treasurer, City / State: Coming, IA, Est Usage: 9

Date Needed: 8/10/2022, Zip: 50841, Qty (ea): 1575

Comment: FAKE ORDER

Buttons: Place Order, Reset, Cancel

This screenshot shows the 'Place Order' form with the 'Qty (ea)' field set to 1575. The 'Comment' field is highlighted with a red box and contains the text 'RUSH ORDER'.

Place Order for Title-Title Stock

Vendor: Standard Register, Est. Delv Date: 08-06-2022, County: [blank]

Location: Adams - Primary Storer..., Address 1: 500 9th St., Est Qty on Hand: 10841

Description: Adams County, Address 2: [blank], Std Qty on Hand: 440

Attention: Adams County Treasurer, City / State: Coming, IA, Est Usage: 9

Date Needed: 8/10/2022, Zip: 50841, Qty (ea): 1575

Comment: RUSH ORDER

Buttons: Place Order, Reset, Cancel

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

The screenshot shows the 'Manage Orders' application window. The 'Place Orders' tab is active. A 'Confirm Save' dialog box is displayed, asking: 'This will save your inventory order. Please be aware the order amount has exceeded the reorder deviation threshold. Do you want to continue?'. The 'Yes' button is highlighted with a red box.

**Filters**  
Inv Location Group: Adams  
Inv Class: Title  
Standard (selected)  
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...                |
|-------------------|-------------|-------------|--------------|---------------|-----------|------------|--------------|--------------------------|
| 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

Location: Adams - Primary Storer... Address 1: 500 9th St.

Description: Adams County Address 2: Std Qty on Hand: 440

Attention: Adams County Treasurer City / State: Coming IA Est Usage: 9

Date Needed: 8/8/2022 Zip: 50841 Qty (ea): 4725

Comment: Place Order Reset Cancel

The screenshot shows the 'Manage Orders' application window. The 'Place Orders' tab is active. A 'Place Order' dialog box is displayed, confirming: 'The order has been successfully placed.' The 'OK' button is highlighted with a red box.

**Filters**  
Inv Location Group: Adams  
Inv Class: Title  
Standard (selected)  
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...                |
|-------------------|-------------|-------------|--------------|---------------|-----------|------------|--------------|--------------------------|
| 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

Location: Adams - Primary Storer... Address 1: Std Qty on Hand: 440

Description: Adams County Address 2: Est Usage: 9

Attention: City / State: Qty (ea):

Date Needed: 8/8/2022 Zip: Place Order Reset Cancel

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

Manage Orders

Filters

Inv Location Group: Adams

Inv Class: Title

Standard (selected)

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 (tooltip)

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*.

Receive Orders

Vendor: Standard Register

Inv Location Group: OVS

☒ Standard ☐ Special

**Continue** Reset

Order Items Order Item Detail

Receive Orders

Vendor: Standard Register

Inv Location Group: OVS

☒ Standard ☐ Special

**Continue** Reset

Order Items Order Item Detail

| 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' window with the 'Order Item Detail' tab selected. The 'Add Row' button at the bottom left is highlighted with a red box. The window contains various input fields for order details, including Vendor, Location Group, Class And Type, Title-Title Stock, Approved, Date Needed, Est Delv Date, Received, Status, Vendor Tracking #, Comment, and Delivery Address. A table at the bottom is currently empty.

8. Add Row will appear.

The screenshot shows the 'Receive Orders' window with the 'Add Row' button highlighted. A 'Add Row (Paper)' dialog box is open, showing fields for Date Received, Received To, Quantity Per Packet, Quantity Per Lot, Quantity, Quantity per Packet(s), Number of Packet(s), Vendor Label #, Title Control Numbers, and Pattern. The dialog box also includes a warning message: 'If the quantities listed are different than what is actually packaged then you must modify the inventory configuration.'

9. Receive in a full box at a time or if the control numbers are all in consecutive order box to box do them all together. (Below is receiving in one box, 1575, 175 per packets with total number of nine packets.)
10. Put in the Quantity and Quantity per Packet(s) then tab over. The number of Packet(s) will autofill.

The screenshot shows the 'Receive Orders' window with the 'Add Row (Paper)' dialog box open. The dialog box has the following fields and values:

- Date Received: 4/27/2021
- Received To: OVS - Operations Storeroom
- Quantity Per Packet: 175
- Quantity Per Lot: 1575
- Quantity: 1575
- Quantity per Packet(s): 175
- Number of Packet(s): 9
- Vendor Label #: (empty)
- Increment: ☐
- Title Control Numbers:
  - Pattern: #####
  - Beg Control #: 55555500
  - End Control #: (empty)

A red box highlights the Quantity, Quantity per Packet(s), and Number of Packet(s) fields. A warning message is displayed: 'If the quantities listed are different than what is actually packaged then you must modify the inventory configuration.'

11. Title Control Numbers Pattern put in eight # signs. This means eight numbers.
12. In the Beg. Control # put the first control number from the very first package.
13. Tab over and the End Control # will show. If it does not match the control number in your last package double check packages. Always check each package to verify the numbers. Do not add the alpha or the 0/zero before the eight numbers.



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

Receive Orders

Vendor: Standard Register Inv Location Group: OVS Standard ☒ Special ☐ Continue Reset

Order Items Order Item Detail

Order Item # 605462 Location Group OVS Class And Type Title-Title Stock Approved 3150  
County Date Needed 4/28/2021 12:00:00 Est Delv Date 4/30/2021 12:00:00 Received 0  
Status Backordered Vendor Tracking # Comment Fake Order Fake Order  
Status History Delivery Address OVS Operations 6310 SE Convenience Blvd. Ankeny, IA 50021 Change

Vendor Label # Quantity Unit Type Beg # End # Inv Location Date Received

**Add Row (Paper)**

Date Received 4/27/2021 Received To OVS - Operations Storeroom  
Quantity Per Packet 175  
Quantity Per Lot 1575  
Quantity 1575 Quantity per Packet(s) 175 Number of Packet(s) 9  
Vendor Label #  ☐ Increment  
Title Control Numbers  
Pattern #####  
Beg Control # 55555500  
Last Control #   
End Control #   
Continue Cancel

15. Select *Save*.

Receive Orders

Vendor: Standard Register Inv Location Group: OVS Standard ☒ Special ☐ Continue Reset

Order Items Order Item Detail

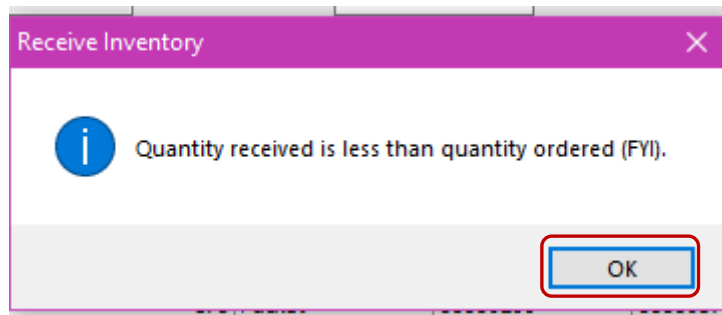
Order Item # 605462 Location Group OVS Class And Type Title-Title Stock Approved 3150  
County Date Needed 4/28/2021 12:00:00 Est Delv Date 4/30/2021 12:00:00 Received 0  
Status Backordered Vendor Tracking # Comment Fake Order Fake Order  
Status History Delivery Address OVS Operations 6310 SE Convenience Blvd. Ankeny, IA 50021 Change

| Vendor Label # | Quantity | Unit Type | Beg #    | End #    | Inv Location       | Date Received |
|----------------|----------|-----------|----------|----------|--------------------|---------------|
|                | 175      | Packet    | 55555500 | 55555674 | OVS - Operation... | 4/27/2021     |
|                | 175      | Packet    | 55555675 | 55555849 | OVS - Operation... | 4/27/2021     |
|                | 175      | Packet    | 55555850 | 55556024 | OVS - Operation... | 4/27/2021     |
|                | 175      | Packet    | 55556025 | 55556199 | OVS - Operation... | 4/27/2021     |
|                | 175      | Packet    | 55556200 | 55556374 | OVS - Operation... | 4/27/2021     |
|                | 175      | Packet    | 55556375 | 55556549 | OVS - Operation... | 4/27/2021     |
|                | 175      | Packet    | 55556550 | 55556724 | OVS - Operation... | 4/27/2021     |
|                | 175      | Packet    | 55556725 | 55556899 | OVS - Operation... | 4/27/2021     |
|                | 175      | Packet    | 55556900 | 55557074 | OVS - Operation... | 4/27/2021     |

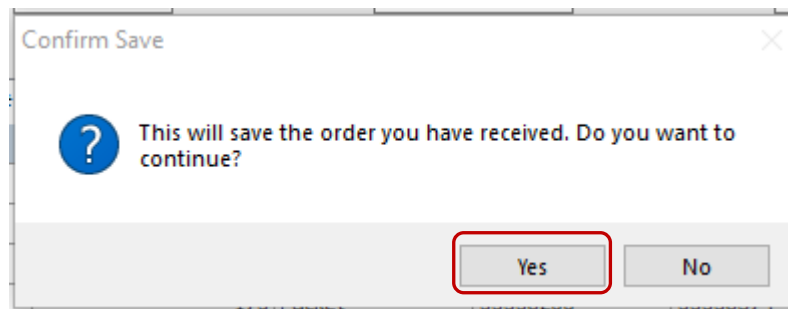
Add Row ☐ Print Receipt ☒ Unfilled Backordered ☐ Order Complete Revert Save Cancel

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

17. Select *OK*.

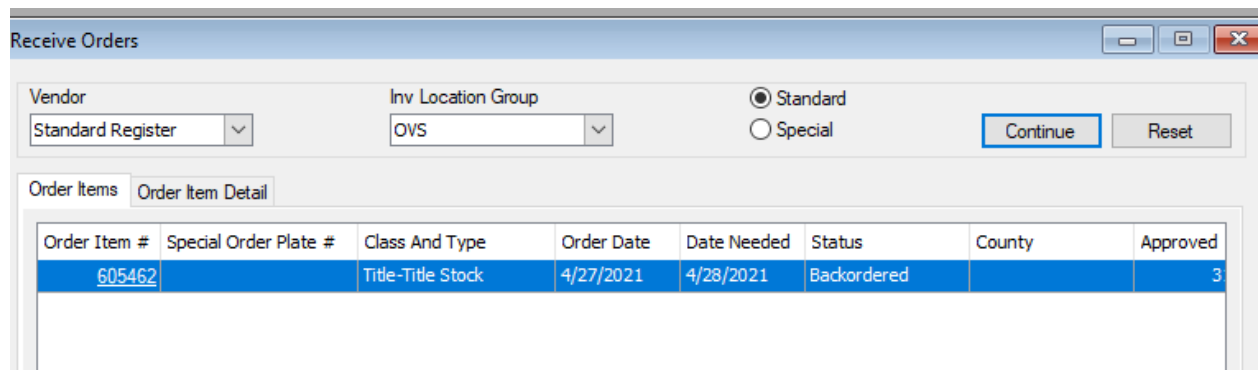


18. Select *Yes*.



19. The first screen in Receive Orders will appear.

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

A screenshot of the "Receive Orders" window. It features a header bar with the title "Receive Orders" and standard window controls. Below the header, there are two dropdown menus: "Vendor" (set to "Standard Register") and "Inv Location Group" (set to "OVS"). To the right of these are two radio buttons: "Standard" (selected) and "Special". Further right are "Continue" and "Reset" buttons. Below this section are two tabs: "Order Items" (selected) and "Order Item Detail". The "Order Items" tab displays a table with 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        |

## 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 'Plate #', 'Vendor Label #', 'Received Date From', and 'Received Date To' (all empty). There are checkboxes for 'Standard Items' and 'Special Items'. A 'Continue' button is highlighted with a red box, and a 'Reset' button is also visible.

| Controlling Org/Location | Inv Class | Inv Type | Std/Spec | Qty On Hand |
|--------------------------|-----------|----------|----------|-------------|
|--------------------------|-----------|----------|----------|-------------|

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

The screenshot shows the 'Manage Inventory' window after clicking 'Continue'. The 'Inventory Search' section is still visible. Below it, the 'View Inventory' tab is selected, and the 'Inventory Summary OVMCS - Primary' table is displayed. The table has five 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   
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      |

Move Inventory

Cancel

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:

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) |
|---|----------|----------|----------|
| OVS - Primary, OVS - Operations Storeroom | 21463351 | 21463525 |          |
| OVS - Primary, OVS - Operations Storeroom | 21463176 | 21463350 |          |
| OVS - Primary, OVS - Operations Storeroom | 21462826 | 21463000 |          |
| OVS - Primary, OVS - Operations Storeroom | 22693426 | 22693600 |          |
| OVS - Primary, OVS - Operations Storeroom | 22693251 | 22693425 |          |
| OVS - Primary, OVS - Operations Storeroom | 22693076 | 22693250 |          |

**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. At the top, there are search filters: 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, along with checkboxes for Standard Items and Special Items. 'Continue' and 'Reset' buttons are on the right. Below the search filters, there are tabs for 'View Inventory' and 'Adjust / Detail'. The 'View Inventory' tab is active, showing an 'Inventory Summary OVMCS - Primary' table. This table has columns for Controlling Org/Location, Inv Class, Inv Type, Std/Spec, and Qty On Hand. The first row shows 'OVMCS - Primary', 'Title', 'Title Stock', 'Std', and '1925'. Below this is an 'Inventory Sets for Title Stock' table with columns for Lot ID, Vendor Label #, Location, Beg #, End #, and Qty (ea). At the bottom, there is a dropdown menu showing 'OVMCS - Primary OVS - Operations Title Pri...' and a 'Move Inventory' button. A 'Cancel' button is at the bottom right.

| Controlling Org/Location | Inv Class | Inv Type    | Std/Spec | Qty On Hand |
|--------------------------|-----------|-------------|----------|-------------|
| OVMCS - Primary          | Title     | Title Stock | Std      | 1925        |

| Lot ID | Vendor Label # | Location | Beg # | End # | Qty (ea) |
|--------|----------------|----------|-------|-------|----------|
|--------|----------------|----------|-------|-------|----------|

OVMCS - Primary OVS - Operations Title Pri... 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.

Reconcile Title

Location: OVMCS - Primary Physical Inv Location: OVS - Front Counter Title Printer LU067 Vendor Label #

Continue Reset Find Title Control #

Adjust and Reconcile

Next Expected Title Control # 21456449

Stock Inventory and Adjustments at OVMCS - Primary - OVS - Front Counter Title Printer LU067

| But... | Inv ID | Set ID | Issued | Adjusted | Remaining | Beg #    | End #    | In Printer | Date Issued | Reconciled               |
|--------|--------|--------|--------|----------|-----------|----------|----------|------------|-------------|--------------------------|
| ▲ ▼    | 510688 | 162752 | 98     | 0        | 77        | 21456351 | 21456525 | True       | 5/25/2021   | <input type="checkbox"/> |

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

425 12/1/2018 Overflow ☐

Add Adjustment Move/Split INV ID 510688 Expected # Of Issued 98 Revert Save Cancel

4. Select *Add Adjustment*.

Add Adjustment Move/Split INV ID 510688 Expected # Of Issued 98 Revert Save Cancel

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 #: 23895714

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: 2704

- 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: 510688

Beg #: 21456351    End #: 21456525    In Printer: True

Issued: 98    Adjusted: 0    Remaining: 77

Adjustment Information

Quantity:     New Beg #: 21456449    New End #: 21456525

Used Status: Damaged    ☐ Issued

Date Adjusted: 6/24/2021

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

Reconcile Title

Location: OVMCS - Primary Physical Inv Location: OVS - Front Counter Title Printer LU067 Vendor Label #

Continue Reset Find Title Control #

Adjust and Reconcile

Next Expected Title Control # No remaining titles

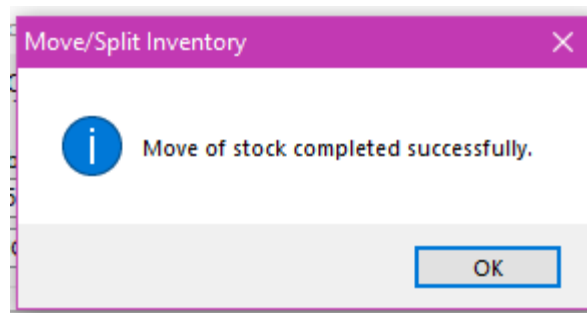
Stock Inventory and Adjustments at OVMCS - Primary - OVS - Front Counter Title Printer LU067

| But... | Inv ID | Set ID | Issued | Adjusted | Remaining | Beg #    | End #    | In Printer | Date Issued | Reconciled               |
|--------|--------|--------|--------|----------|-----------|----------|----------|------------|-------------|--------------------------|
| ▲ ▼    | 510688 | 162752 | 98     | 77       | 0         | 21456351 | 21456525 | True       | 5/25/2021   | <input type="checkbox"/> |

| Stock Inv ID | # Of Units | Beg #    | End #    | Created Date | Used Status T... | Issued                   | Date Adjusted |
|--------------|------------|----------|----------|--------------|------------------|--------------------------|---------------|
|              | 425        |          |          | 12/1/2018    | Overflow         | <input type="checkbox"/> |               |
| 510688       | 77         | 21456449 | 21456525 | 6/24/2021    | Damaged          | <input type="checkbox"/> | 6/24/2021     |

Add Adjustment Move/Split INV ID 510688 Expected # Of Issued 98 Revert Save Cancel

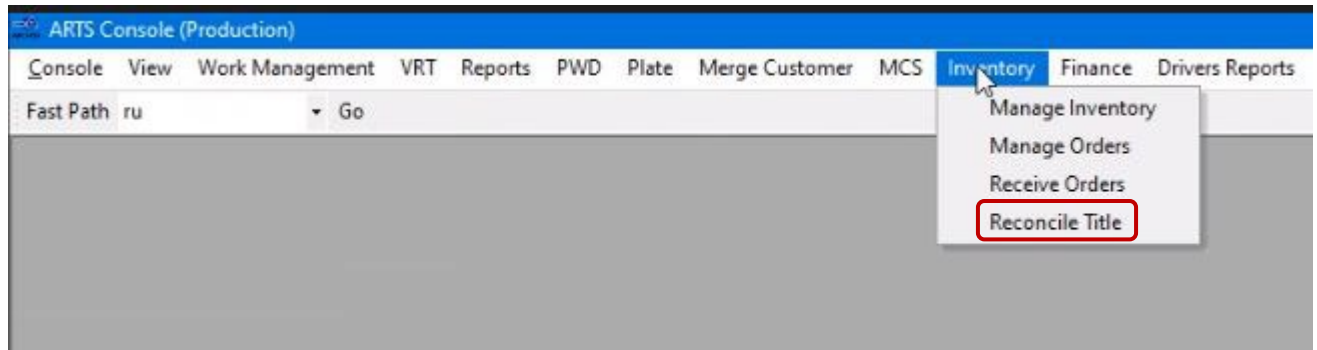
9. Select *OK*. The Title Stock has been adjusted.



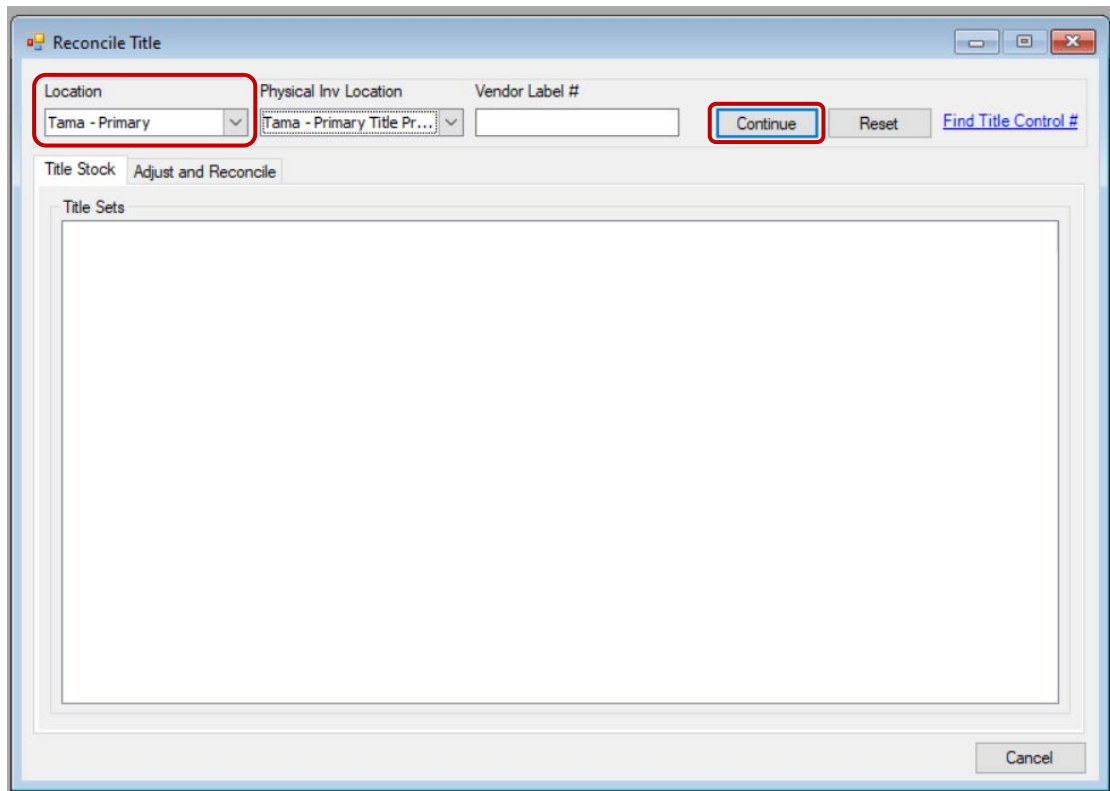
10. Note: If title stock is damaged out, the title number cannot be reused. That title stock will need to be tracked manually outside of ARTS.

# Updating Title Inventory in Printer

1. Inventory > Manage Inventory.



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



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

The 'Reconcile Title' window displays the following information:

- Location:** Tama - Primary
- Physical Inv Location:** Tama - Primary Title Pr...
- Vendor Label #:** (empty)
- 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"/> |

Below the table is a section for 'Stock Inv ID', '# Of Units', 'Beg #', 'End #', 'Created Date', 'Used Status T...', 'Issued', and 'Date Adjusted'.

At the bottom, there are buttons for 'Add Adjustment', 'Move/Split INV ID 517004', 'Expected # Of Issued' (232), 'Revert', 'Save', and 'Cancel'.

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

The 'Reconcile Title' window is shown with the 'Add Adjustment' dialog box open. The dialog box contains the following information:

- 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
- Buttons:** Add Adjustment, Cancel

The 'Add Adjustment' button in the dialog box is highlighted with a red rectangle.

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.

The 'Reconcile Title' window displays the following information:

- Location:** Tama - Primary
- Physical Inv Location:** Tama - Primary Title Pr...
- Vendor Label #:** (empty)
- Buttons:** 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 type="checkbox"/> |
| ▲ ▼    | 536860 | 172857 | 59     | 0        | 116       | 023946901 | 023947075 | True       | 7/25/2022   | <input type="checkbox"/> |
  - Stock Inventory Table:**

| 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     |
- Buttons:** Add Adjustment, Move/Split INV ID 517004, Expected # Of Issued 232, **Revert** (highlighted), **Save** (highlighted), Cancel

Annotations: A box labeled 'Not correct' points to the 'Revert' button. A box labeled 'Correct' points to the 'Save' button.

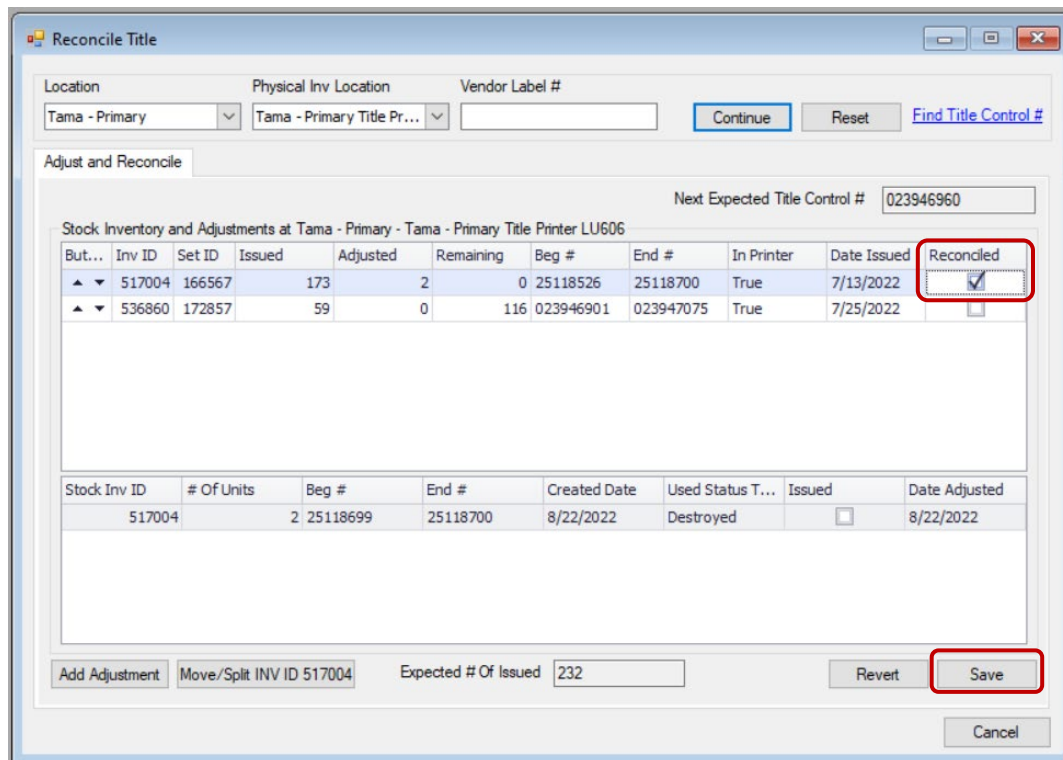
12. Select *OK*.

The 'Reconcile Inventory' window displays the following information:

- Message:** Reconcile completed successfully.
- Buttons:** OK (highlighted)

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

14. Select *Save*.

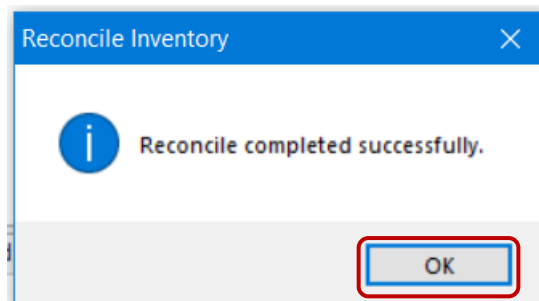


The 'Reconcile Title' dialog box is shown. It has a title bar with standard window controls. Below the title bar, there are three input fields: 'Location' (set to 'Tama - Primary'), 'Physical Inv Location' (set to 'Tama - Primary Title Pr...'), and 'Vendor Label #'. To the right of these fields are 'Continue', 'Reset', and 'Find Title Control #' buttons. Below this is a tabbed interface with the 'Adjust and Reconcile' tab selected. Inside this tab, there is a 'Next Expected Title Control #' field set to '023946960'. Below that is a table titled 'Stock Inventory and Adjustments at Tama - Primary - Tama - Primary Title Printer LU606'. The table has columns: 'But...', 'Inv ID', 'Set ID', 'Issued', 'Adjusted', 'Remaining', 'Beg #', 'End #', 'In Printer', 'Date Issued', and 'Reconciled'. The first row has values: '▲ ▼', '517004', '166567', '173', '2', '0', '25118526', '25118700', 'True', '7/13/2022', and a checked checkbox. The second row has values: '▲ ▼', '536860', '172857', '59', '0', '116', '023946901', '023947075', 'True', '7/25/2022', and an unchecked checkbox. Below the table is another table with columns: 'Stock Inv ID', '# Of Units', 'Beg #', 'End #', 'Created Date', 'Used Status T...', 'Issued', and 'Date Adjusted'. The first row has values: '517004', '2', '25118699', '25118700', '8/22/2022', 'Destroyed', an unchecked checkbox, and '8/22/2022'. At the bottom of the dialog, there are buttons: 'Add Adjustment', 'Move/Split INV ID 517004', 'Expected # Of Issued' (set to '232'), 'Revert', 'Save' (highlighted with a red box), and 'Cancel'.

| 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     |

15. Select *OK*.



The 'Reconcile Inventory' dialog box is shown. It has a blue title bar with a close button. The main area contains an information icon (i) and the text 'Reconcile completed successfully.'. At the bottom right, there is an 'OK' button highlighted with a red box.



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 #:

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               |
|--------|--------|--------|--------|----------|-----------|-----------|-----------|------------|-------------|--------------------------|
| ▲ ▼    | 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 |
|--------------|------------|-------|-------|--------------|------------------|--------|---------------|
|--------------|------------|-------|-------|--------------|------------------|--------|---------------|

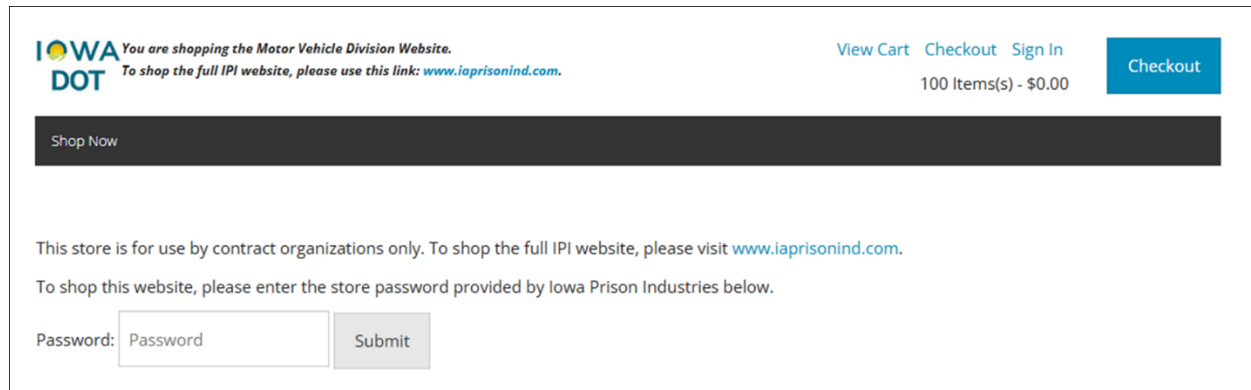
Add Adjustment Move/Split INV ID 536860 Expected # Of Issued: 59 Revert Save

Cancel

# Ordering Supplies from IPI Online Store

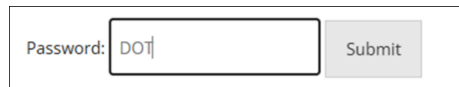
## Account Set-Up and Sign-In

1. Go to the IPI online store at <https://iowadot.iaprisonind.com/motorvehiclediv.aspx>.



The screenshot shows the top of a web browser displaying the IOWA DOT Motor Vehicle Division Website. The header includes the IOWA DOT logo, a message about shopping the Motor Vehicle Division Website, and a link to the full IPI website. Navigation links for View Cart, Checkout, and Sign In are visible, along with a shopping cart summary showing 100 items for \$0.00. A prominent 'Shop Now' button is displayed. Below the button, a message states that the store is for contract organizations only and provides a link to the full IPI website. A password prompt is shown with a text input field containing 'Password' and a 'Submit' button.

2. In the password box, enter DOT.



The screenshot shows a close-up of the password input field from the previous step. The text 'DOT' has been entered into the field, and the 'Submit' button is visible to the right.

3. Each user will be required to set up their own account with a personal password upon starting the checkout process.
  - a. Use work email
  - b. Create a password
  - c. Each county can have multiple people who order and have their own account
  - d. Do not use a P.O. Box as delivery address.
  - e. Product is sent by UPS.

- Once an account is created, the staff can use the secure sign-in.

Are you a registered shopper with this store?  
**NOTE:** Registrations for other IPI websites will not work on this store; each site requires it's own registration and password.

**Yes.**  
Please enter your email address and password below.

Rhonda.Fowler@iowadot.us

\*\*\*\*\*

[Forgot your password?](#)

**Secure Sign-in**

**No.**  
Please click on the button below to create an account.

**Register**

## View and Select Products

- Under “Start an Order Now,” click Motor Vehicle Division.

**Welcome to the Motor Vehicle Division website store.**





This store is for shopping only by contract organizations only. Registration may be required in advance of order placement. To shop the full IPI website, please visit [www.iaprisonind.com](http://www.iaprisonind.com).

**Start An Order Now:**

**Motor Vehicle Division**

- Select the product you need from the available products.

Products 1-4 of 4   Sort By...   Show 20 Per Page

|   |   |   |   |
|---|---|---|---|
|  |  |  |  |
| <b>Farm Stickers</b><br>Price: DOT BILLED   | <b>PWD Standard Placard</b><br>Price: DOT BILLED                                    | <b>PWD Stickers</b><br>Price: DOT BILLED  | <b>PWD Temporary Placard</b><br>Price: DOT BILLED                                     |

3. Enter the quantity needed and click Add to Cart.



PWD Stickers


Item #: **FDOTPWDSTICKER**

**Price: DOT BILLED**

Quantity:  [Add to Cart](#)

4. View Your Shopping Cart to check and modify the quantity of products ordered.
  - a. If you need to add more products, click Continue Shopping.
  - b. When you are finished, click Proceed to Checkout.

### Your Shopping Cart - 200 Item(s) \$0.00

| Product Description  | Unit Price | Quantity   | Total |
|--|------------|--|-------|
|  <div>PWD Stickers<br/>FDOTPWDSTICKER<br/><a href="#">Remove</a><br/><a href="#">Save for later</a></div> |            | <div><div>100</div><div>↑</div><div>↓</div><div>Update</div></div> |       |



[Continue Shopping](#)[Clear Cart Items](#)[Save This Cart](#)

**SUBTOTAL**

**\$0.00**

[Proceed to Checkout](#)

**Pay With**



## Checkout

1. Fill out the Billing form. **NOTE:** Do not use a P.O. box. UPS will deliver it to Ankeny and your order will need to be sent out from Ankeny, which creates double expenses for shipping.

### Billing

Address Book:

- select an address -

|                                   |                          |            |               |
|-----------------------------------|--------------------------|------------|---------------|
| First Name                        | Last Name                |            |               |
| Rhonda                            | Fowler                   |            |               |
| Phone Number *                    | Email                    |            |               |
| 515-409-1468                      | Rhonda.Fowler@iowadot.us |            |               |
| Company                           |                          |            |               |
| Iowa Department of Transportation |                          |            |               |
| Address Line 1 *                  |                          |            |               |
| 6310 SE Convenience Blvd          | Apartment, suite, etc    |            |               |
| City *                            | State *                  | Zip Code * | Country *     |
| Ankeny                            | Iowa                     | 50021      | United States |
| Address Notes                     |                          |            |               |
| 6310 SE Convenience Blvd          |                          |            |               |

- Under Shipping and Shipping Method, leave the defaults of “Same as billing address” and the UPS Ground Charges shipping method.

### Shipping

☒ Same as billing address

☐ Ship to a different address

### Shipping Method

UPS Ground Charges TBD - \$0.00

[Refresh Shipping Options and Amounts](#)

- To check out, go to the bottom of the screen. Click on Place Order.

### Confirm and Place Your Order

[Edit Cart](#)

| Product Description           | Qty | Each       | Total      |
|-------------------------------|-----|------------|------------|
| PWD Stickers FDOTPWDSTICKER   | 100 | DOT BILLED | DOT BILLED |
| Store: Motor Vehicle Division |     |            |            |

[Click here to update your shopping cart contents](#)

Place Order

4. The Order Summary will appear as confirmation.

|   |
|---|
| <b>Order Summary</b> 180589   |
| Thank you for your order. We appreciate your business and hope you have a wonderful day.<br><b>Order # 180589 Placed Thursday, May 22, 2025</b> |
| Order Status:   |
| <b>Approved, Pending Shipping</b>   |

5. An order confirmation will be sent upon successful submission of an order.

|   |
|---|
| <p>Thank you for your order!</p> <p>This is your website order acknowledgement and confirmation that IPI has received your order. Please do not</p> <p>Customer Number:</p> <p>-----</p> <p>Order #: 180589</p> <p>Email: <a href="mailto:Rhonda.Fowler@iowadot.us">Rhonda.Fowler@iowadot.us</a></p> <p>Order Date: 5/22/2025 4:22:01 PM</p> <p>Order Status: Approved, Pending Shipping</p> <p>Payment Status: No payment due.</p> <p>Payment Method: None</p> <p>-----</p> <p>Billing Address</p> <p>-----</p> <p>Name: Rhonda Fowler</p> <p>Company: Iowa Department of Transportation</p> <p>Address Line 1: 6310 SE Convenience Blvd</p> <p>Address Line 2:</p> <p>City/State/Zip: Ankeny, IA 50021</p> <p>Phone: 515-409-1468</p> <p>-----</p> <p>Shipping Address</p> <p>-----</p> <p>Name: Rhonda Fowler</p> <p>Company: Iowa Department of Transportation</p> <p>Address Line 1: 6310 SE Convenience Blvd</p> <p>Address Line 2:</p> <p>City/State/Zip: Ankeny, IA 50021</p> <p>Phone: 515-409-1468</p> <p>-----</p> |
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