

Helpful Hints for Vehicle Inspectors

- Be Careful at the End of Test VIR/Sticker Print:
 - GO SLOWLY AND PAY ATTENTION TO THE PROMPTS!
 - STEP 1 - Scan the 2D barcode.
 - At the end of the Inspection, the workstation prompts the Inspector to scan the two 2D barcode from the printed VIR.
 - If you are unable to scan the 2D barcode hit <ESC>. You will then have 3 options:

(A)	Vehicle has left the station
(B)	VIR/Sticker did not print
(C)	VIR/Sticker is damaged

- (A) If you cannot enter the VIN because the vehicle has left the station with the sticker, hit <ESC> and select (A) Vehicle has left the station, follow the prompts to scan the next sticker in the printer tray.
- (B) If the sticker does not print, hit <ESC> and select (B) VIR/Sticker did not print. You will be prompted to enter the vehicle’s VIN. The vehicle VIN can be scanned from the vehicle’s VIN plate or entered manually using the keyboard. Once you enter the VIN, the workstation will attempt to print another sticker.
- (C) If the sticker barcode cannot be scanned, hit <ESC> and select (C) VIR/Sticker is damaged. You will be prompted to enter the vehicle’s VIN. The vehicle VIN can be scanned from the vehicle’s VIN plate or entered manually using the keyboard. Once you enter the VIN, the workstation will attempt to print another sticker.

IN ALL CASES, DO NOT SHUT DOWN THE WORKSTATION IF YOU HAVE A STICKER PRINTING PROBLEM –THE WORKSTATION WILL BE LOCKED OUT FROM TESTING.

- STEP 2 - Scan the 1D barcode.
 - This pre-printed barcode contains the sticker number. This number must always match the “expected” sticker number assigned by the workstation that is printed on the VIR in the upper left hand column, under the “Overall Result” section.
 - If you cannot scan the 1D barcode, press the <ESC> key and enter the vehicle’s VIN. The workstation will print another sticker. **DO NOT SHUT DOWN THE WORKSTATION IF YOU HAVE A STICKER PRINTING PROBLEM –THE WORKSTATION WILL BE LOCKED OUT FROM TESTING.**
 - If you scan the 1D barcode from an unexpected sticker that is assigned to your workstation, you will be asked if you want to try again. Selecting (Y)es will prompt you to try and scan the 1D barcode again.
 - If you select (N)o, another sticker will print after confirming the sticker numbering sequence. **FOLLOW THE SCREEN PROMPTS TO COMPLETE THE BARCODE SCANNING**
- *You must save all voided and damaged stickers for RMV.*

- Loading VIR/Sticker Stock - Be sure to load the stock properly:
 - Load into the top printer tray;
 - Load the stock upside down;
 - When loaded properly, the sticker should be in the right-rear corner of the tray.
 - Do not get stickers out of order, or you will have trouble completing inspections. They come shipped in the correct order so that when you load them, the lowest number is on the top. Load new stickers underneath any older stickers in the tray.

Helpful Hints for Vehicle Inspectors (Continued)

- *When in doubt*, the “Status Screen” prior to each inspection tells you which sticker number should be printed out next.
- Scanning Inspector ID barcodes
 - Be careful to scan only the 2D barcode on your inspector license. If you are in the habit of accidentally scanning the 1D barcode, cover the 1D barcode with a piece of tape to make barcode scanning easier.
 - If you scan the wrong barcode type, the workstation will tell you to try it again. You must hit [ENTER] before trying again.
- Inspections on vehicles that have a previous year’s sticker - Scan the 2D barcode on the sticker when asked to enter the VIN. This will retrieve the VIN and registration information from the previous inspection and save you time! This works for retests, and when you inspect the vehicle next year.
- Changing Plate Type and Plate Number after previous year’s windshield sticker has been scanned.
 - New workstation software now allows inspectors to edit the vehicle’s plate type and plate number when conducting an inspection.
 - After scanning the windshield sticker, use the Up Arrow button to move the cursor to with the Plate Type or Plate Number field and edit the plate type and/or plate number fields with the corrected information.
 - This edited information will appear on the vehicle summary screen.
- Correcting Mistakes After Entering Vehicle Information with a keyboard.
 - If you make a mistake entering vehicle information (e.g., Vehicle Type, Odometer, Body Style) and hit [ENTER] to advance the cursor to the next field, you cannot go back and change a field on that screen.
 - Do not abort the inspection. Instead, finish the remaining entries and go to the next Confirm Information screen. The Confirm Information screen prompts inspectors with the question: “Continue with Inspection?” Select [NO], and the workstation software will take you back to the previous screen where you can then make the necessary corrections.

- Hitting [ESC] to Abort an Inspection - your options include:
 - Abort the inspection - this logs you out and takes you back to the main vehicle inspection menu.
 - Restart the inspection - this takes you back to the VIN and Registration data entry page. This saves time if you just want to restart the inspection on the same vehicle.