



# PENNSYLVANIA E-SAFETY PROGRAM

e-SAFETY Application User Manual

Doc Ver 5.00 / App Ver 3.07.01

---

Application Solutions  
Sacramento, CA



# Table of Contents

Chapter 1:	<b>Introduction</b> .....	7
	<b>About this Manual</b> .....	8
	Typographic Conventions .....	9
	<b>About the Interface</b> .....	10
	<b>Software and Hardware Requirements</b> .....	11
	Required Hardware and Software .....	11
	Recommended Hardware and Software .....	11
Chapter 2:	<b>Getting Started</b> .....	13
	<b>Accessing the Application</b> .....	14
	Connecting Through Your Own ISP .....	14
	To Connect Through Your Own ISP .....	14
	Connecting Through the Toll Free Number .....	16
	To Connect Through the Toll Free Number .....	16
	<b>Logging into the Application</b> .....	18
	To Log Into the Application .....	18
	Reloading Web Pages .....	19
	To Reload Web Pages on Every Visit .....	19
	Exiting the Application .....	21
	To Log Out and Exit the Application .....	21
	<b>Changing Internet Explorer Settings</b> .....	22
	To Enable JavaScripting .....	22
	To Enable Internet Cookies .....	24
	<b>Troubleshooting Login</b> .....	26
Chapter 3:	<b>Viewing Messages</b> .....	27
	<b>Viewing PennDOT Messages</b> .....	28
	To View PennDOT Messages and Bulletins .....	28
	<b>Printing PennDOT Messages</b> .....	30
	To Print PennDOT Messages .....	30
	<b>Removing PennDOT Messages</b> .....	31
	To Remove PennDOT Messages .....	31
Chapter 4:	<b>Entering Safety Data</b> .....	33
	<b>Entering Safety Data</b> .....	34
	Safety Inspection Information .....	37
	To Enter Inspection, Owner and Vehicle Data .....	38
	To Enter Safety Inspection Results Data .....	43
	To Enter Safety Sticker Data .....	47
	Using the Barcode Scanner .....	49

	To Use the Barcode Scanner to Enter Information . . . . .	49
	Completing/Finalizing Entered Safety Data . . . . .	50
	To Complete Entered Safety Data . . . . .	50
	Canceling a Safety Inspection . . . . .	50
	To Cancel a Safety Inspection . . . . .	50
	<b>Working With Pending Work Orders . . . . .</b>	<b>51</b>
	To View Pending Work Orders . . . . .	51
	To Finalize Pending Work Orders . . . . .	53
	To Remove Pending Work Orders . . . . .	55
Chapter 5:	<b>Maintaining Sticker Inventory . . . . .</b>	<b>57</b>
	<b>Entering Corrected Safety Stickers . . . . .</b>	<b>58</b>
	To Enter Corrected Safety Sticker Information . . . . .	58
	<b>Entering Void-Damaged, Stolen and Missing Safety Stickers . . . . .</b>	<b>60</b>
	To Enter Void-Damaged, Stolen, Missing Safety Sticker Information . . . . .	60
	<b>Entering Replacement Safety Stickers . . . . .</b>	<b>62</b>
	To Enter Replacement Safety Sticker Information . . . . .	63
Chapter 6:	<b>Navigating PennDOT Bulletins . . . . .</b>	<b>69</b>
	<b>Navigating to PennDOT Bulletins . . . . .</b>	<b>70</b>
	To Navigate to PennDOT Bulletins . . . . .	70
Chapter 7:	<b>Report Basics . . . . .</b>	<b>71</b>
	<b>Report Basics . . . . .</b>	<b>72</b>
	Report Search Criteria . . . . .	72
	About Generated Reports . . . . .	73
	<b>Generating a Sample Report . . . . .</b>	<b>75</b>
	To Generate a Sample Report . . . . .	75
	<b>Exporting and Saving Reports . . . . .</b>	<b>77</b>
	To Export and Save Reports . . . . .	77
	<b>Printing Reports . . . . .</b>	<b>81</b>
	To Print a Report . . . . .	81
Chapter 8:	<b>Report Descriptions . . . . .</b>	<b>83</b>
	<b>Report Descriptions . . . . .</b>	<b>84</b>
	Inspection Report . . . . .	84
	Replacement Sticker Report . . . . .	89
	Vehicle Safety Inspection History Report . . . . .	92
	Station Safety Inspection History Report . . . . .	94
	Station Safety Inspection History Detailed Export . . . . .	96
	Sticker Usage Report . . . . .	101

Chapter 9:	<b>Application Administration</b> .....	103
	<b>Managing Station Users</b> .....	104
	To Add a Station User .....	104
	To Manage Existing Station Users .....	107
	<b>Changing User Passwords</b> .....	108
	To Change a User Password .....	108
Chapter 10:	<b>Third Party Data File Upload</b> .....	109
	<b>Uploading Third Party Data Files</b> .....	110
	To Upload Third Party Data Files .....	110
Chapter 11:	<b>Self Enrollment</b> .....	113
	<b>Enrolling in the e-SAFETY Program</b> .....	114
	To Enroll in the e-SAFETY Program .....	114
	<b>Glossary</b> .....	117
	<b>Revision History</b> .....	121
	<b>Index</b> .....	123



# 1. Introduction

This user manual describes how to use the *e-SAFETY Application*. The application is a web-based application used to gather safety inspection data that will then be used by the *Pennsylvania Department of Transportation (PennDOT)* to analyze trends. These trends will be used to look for ways to reduce inspection fraud, discover safety equipment repair trends, become more proactive in safety recalls, ensure proper inspections and monitor employee and/or contractor performance.

This manual includes the following sections:

- “Getting Started”
- “Viewing Messages”
- “Entering Safety Data”
- “Maintaining Sticker Inventory”
- “Navigating PennDOT Bulletins”
- “Report Basics”
- “Report Descriptions”
- “Application Administration”
- “Third Party Data File Upload”
- “Self Enrollment”

The application is “browser-based,” meaning that the application is run using the Internet browser already installed on your computer. If you do not have an Internet browser, or if you are not sure how to use the Internet browser, please contact your manager or supervisor to help get you started.

The following sections are contained within this chapter:

- “About this Manual” ..... page 8
  - “Typographic Conventions” ..... page 9
- “About the Interface” ..... page 10
- “Software and Hardware Requirements” ..... page 11
  - “Required Hardware and Software” ..... page 11
  - “Recommended Hardware and Software” ..... page 11

## About this Manual

### About this Manual

This manual describes how to use the *e-SAFETY Application*. It consists of the chapters described in the following table.

Chapter	Description
"Introduction"	Provides an overview of the application and describes the text conventions used in this manual. This chapter also contains system requirements.
"Getting Started"	This chapter provides instructions for browsing to the application, logging into it and logging out of it. This chapter begins on page 13.
"Viewing Messages"	This chapter provides instructions for viewing PennDOT Messages. These messages contain information about the status of the e-Safety program. This chapter begins on page 27.
"Entering Safety Data"	This chapter provides detailed information about entering safety data that is collected during an inspection. This chapter begins on page 33.
"Maintaining Sticker Inventory"	This chapter provides detailed information about maintaining safety sticker data. This chapter begins on page 57.
"Navigating PennDOT Bulletins"	This chapter provides detailed information about navigating to external PennDOT safety bulletins. This chapter begins on page 69.
"Report Basics"	This chapter provides general information about how to run, navigate, print, save and export reports. This chapter begins on page 71.
"Report Descriptions"	This chapter provides detailed information about each of the safety data reports. This chapter begins on page 83.
"Application Administration"	This chapter provides detailed information about maintaining application user login information and passwords. This chapter begins on page 103.
"Third Party Data File Upload"	This chapter provides detailed information about uploading third party safety data files. This chapter begins on page 109.
"Glossary"	This chapter provides a list of terms, acronyms and definitions for keys words used in this user manual. This chapter begins on page 117.

## *About this Manual*

### *Typographic Conventions*

Certain type styles are used to make the information in this manual clear and easy to identify and understand.

Following are descriptions and examples of the typographic conventions used in this manual:

**NOTE:** Look for important notes and tips that are set apart from the rest of the text, like this.

- Words in *Italics* indicate the name of a field or screen. For example:  
Enter your password in the *Password* field.
- Words in **Bold** indicate the name of a button, menu name or menu option. For example: Click **Save PDF** to save the selected report as a PDF.
- Words that are Underlined indicate the name of a link that when clicked, displays additional information or opens another screen. For example: Click the Download link to display the *Download Report* screen.
- When instructions tell you to select a command from the menu bar, it is shown in bold type with a “greater than” sign between the menu commands in hierarchal order. For example: Choose **File > Print** from the menu bar.

## *About the Interface*

### **About the Interface**

Because this application is browser-based, you navigate and operate the application much the same as you would navigate and operate a browser while using the Internet.

This manual assumes that you already know how to carry out basic computer skills, such as clicking a button on the screen. For additional instructions in these skills, consult your computer's online help or the user manual that came with the computer.

## *Software and Hardware Requirements*

### **Software and Hardware Requirements**

This section describes the minimum software and hardware requirements necessary to run the *e-SAFETY Application*. This section also lists recommended hardware and software that will improve the user experience.

#### *Required Hardware and Software*

The minimum software and hardware requirements are:

- Desktop or laptop computer with Pentium processor or equivalent
- 128 megabytes (MB) of random access memory (RAM)
- Microsoft Windows operating system
- Desktop resolution set to 800 x 600
- Microsoft Internet Explorer 6.0 or higher / Firefox 1.5 or higher
- Adobe Acrobat Reader 6.0 or higher
- JavaScripting enabled
- Internet cookies enabled

#### *Recommended Hardware and Software*

The recommended software and hardware requirements are:

- 256 megabytes (MB) of random access memory (RAM)
- Desktop resolution set to 1024 x 768 for best results
- Microsoft Excel (for viewing saved report data)
- 2D Barcode scanner that can decode standard PDF-417 encoding symbology

## *Software and Hardware Requirements*

## 2. Getting Started

This chapter provides instructions for connecting to the *Safety Inspection Identification Database (SIID)*, browsing to the application, logging in and exiting.

You can access the *e-SAFETY Application* through your own Internet Service Provider (ISP) or through a toll free dial-up connection.

**TIP:** Before getting started, check to make sure that an Internet browser is installed and operating on your computer. If you need help with this, see your manager or supervisor.

To successfully log into the application, you must have a valid user name and password. If you do not, see your manager or supervisor.

This section covers the following topics:

- “Accessing the Application” . . . . . page 14
  - “Connecting Through Your Own ISP” . . . . . page 14
  - “Connecting Through the Toll Free Number” . . . . . page 16
- “Logging into the Application” . . . . . page 18
  - “Reloading Web Pages” . . . . . page 19
  - “Exiting the Application” . . . . . page 21
- “Changing Internet Explorer Settings” . . . . . page 22
- “Troubleshooting Login” . . . . . page 26

## Accessing the Application

### Accessing the Application

The following instructions describe how to connect to the internet through your own ISP, connect through the toll free number, log into the application, log out of the application and exit the application.

Be sure that you have an Internet browser set up on your computer before starting the application. Contact your manager or supervisor if you do not have an Internet browser.

### Connecting Through Your Own ISP

If you already have an internet connection provided by your own ISP, you can connect to the *e-SAFETY Application* the same way you would to view any other web site. If you do not have an ISP providing an internet connection, you can connect using a toll free dial-up number. See “Connecting Through the Toll Free Number” on page 16 for more information.

**NOTE:** Contact your ISP if you are experiencing connections issues.

#### To Connect Through Your Own ISP

1. Turn on your computer and wait for Microsoft Windows to start. It is ready when the mouse pointer changes from an hourglass to an arrow.
2. Start your internet connection as you would to access any other web site.

Some broadband or DSL connections are considered “always on”. This indicates that as long as your computer is on, a connection to the internet is made. If you have an “always on” connection, you do not need to perform this step.

3. Open your Internet browser.

If you are using *Internet Explorer* as your browser: From the Windows **Start** menu, choose **(All) Programs > Internet Explorer**.

4. Type the URL for the application in the *Address* field of the Internet browser and press **Enter**.
5. The *Safety Station User Login* screen appears, as shown in Figure 1.

**NOTE:** The Web address is also known as a Uniform Resource Locator (URL).

## Accessing the Application

**Welcome to PennDOT's e-SAFETY Application**  
**e-SAFETY Tutorials, FAQ's and Enrollment Package**  
Looking to get up to speed on e-SAFETY real quick?  
If so, we recommended that all users take the time to download the following e-SAFETY Tutorial and Info Package:

- Logging In & Menu Choices
- Entering a New Inspection
- Using Pending Work Orders
- Sticker Maintenance
- Working with Reports
- Administrative Functions
- Enrollment Info
- Bar Code Reader Info

You may download the entire e-SAFETY Tutorial and Info Package by [clicking here](#).

- [Click here for more info on enrolling in e-SAFETY.](#)
- [Click here for more info on the e-SAFETY Program.](#)
- [Click Here](#) for additional answers to the most Frequently Asked Questions regarding the e-SAFETY program.

If you are still unable to find an answer to your question, please contact the Station Operator Hotline for further assistance at (888) 265-5909.

**e-SAFETY Program Info**  
To utilize the e-SAFETY program, the station:

1. Must be a licensed safety inspection station and have an OIS (Official Inspection Station) number assigned by PennDOT.  
*If you are not an OIS, please contact the station operator hotline at 888-265-5909.*
2. Must have at least one technician licensed to perform safety inspections.
3. Must be **enrolled** in e-SAFETY.

*Each OIS wishing to participate in e-SAFETY must enroll, regardless if you plan to use the e-SAFETY web site application or one of the PennDOT approved vendors to enter your inspection data.*

**e-SAFETY Log-in Directions**  
Please enter the following info into the "e-SAFETY User Login" screen on the right side of this page:

- Station ID: (your OIS number)
- User ID: (either the ID emailed to the e-SAFETY Manager after successful enrollment or the ID assigned to you by your e-SAFETY Manager)
- Password

Click the "Login" button to sign in to e-SAFETY.

© 2007 Verizon. All Rights Reserved. | Version: 3.03.00

Figure 1: Safety Station User Login Screen

6. To log into the application, proceed to the section "Logging into the Application" on page 18.

## Accessing the Application

### Connecting Through the Toll Free Number

A toll free dial up number has been provided for users who do not have their own internet connection. This dial-up connection will allow you to access the *e-SAFETY Application*. However, no other web sites can be accessed while connected through this number.

#### To Connect Through the Toll Free Number

You must first set up your computer to dial into the *e-SAFETY Application*. Because the steps for setting up a dial-up connection is different between operating systems, you will need to consult your computer's user manual for assistance with this.

The toll free dial-up number to connect to the *e-SAFETY Application* is **1-866-402-0749**.

1. Turn on your computer and wait for Microsoft Windows to start. It is ready when the mouse pointer changes from an hourglass to an arrow.
2. Start the toll free dial-up connection and wait for the process to be complete.
3. Open your Internet browser.

If you are using *Internet Explorer* as your browser: From the Windows **Start** menu, choose **(All) Programs > Internet Explorer**.

4. Type the URL for the application in the *Address* field of the Internet browser and press **Enter**.
5. The *Safety Station User Login* screen appears, as shown in Figure 2.

**NOTE:** The Web address is also known as a Uniform Resource Locator (URL).

## Accessing the Application

Pennsylvania Department of Transportation

### Pennsylvania e-SAFETY

**Welcome to PennDOT's e-SAFETY Application**  
**e-SAFETY Tutorials, FAQs and Enrollment Package**

Looking to get up to speed on e-SAFETY real quick?  
If so, we recommended that all users take the time to download the following e-SAFETY Tutorial and Info Package:

- Logging In & Menu Choices
- Entering a New Inspection
- Using Pending Work Orders
- Sticker Maintenance
- Working with Reports
- Administrative Functions
- Enrollment Info
- Bar Code Reader Info

You may download the entire e-SAFETY Tutorial and Info Package by [clicking here](#).

- [Click here for more info on enrolling in e-SAFETY.](#)
- [Click here for more info on the e-SAFETY Program.](#)
- [Click Here](#) for additional answers to the most Frequently Asked Questions regarding the e-SAFETY program.

If you are still unable to find an answer to your question, please contact the Station Operator Hotline for further assistance at (888) 265-5909.

**e-SAFETY Program Info**

To utilize the e-SAFETY program, the station:

1. Must be a licensed safety inspection station and have an OIS (Official Inspection Station) number assigned by PennDOT.  
*If you are not an OIS, please contact the station operator hotline at 888-265-5909.*
2. Must have at least one technician licensed to perform safety inspections.
3. Must be **enrolled** in e-SAFETY.

*Each OIS wishing to participate in e-SAFETY must enroll, regardless if you plan to use the e-SAFETY web site application or one of the PennDOT approved vendors to enter your inspection data.*

**e-SAFETY Log-in Directions**

Please enter the following info into the "e-SAFETY User Login" screen on the right side of this page:

- Station ID: (your OIS number)
- User ID: (either the ID emailed to the e-SAFETY Manager after successful enrollment or the ID assigned to you by your e-SAFETY Manager)
- Password

Click the "Login" button to sign in to e-SAFETY.

© 2007 Verizon. All Rights Reserved. | Version: 3.03.00

Figure 2: Safety Station User Login Screen

6. To log into the application, proceed to the section "Logging into the Application" on page 18.

## Logging into the Application

### Logging into the Application

The following instructions describe how to log into, log out of and exit the application. Be sure that you have an Internet browser set up on your computer before starting the application. Contact your manager or supervisor if you do not have an Internet browser.

You must log in before you can start using the *e-SAFETY Application*. At login, the application verifies your identity, checks to see what parts of the application you can access and connects to the database.

If your login fails, check the information entered into the text fields and try retyping the text. If you still cannot log in, contact your manager or supervisor.

**WARNING:** The application will time-out after 10 minutes of inactivity. Any unsaved information will be lost.

### To Log Into the Application

1. Access the application. For more information see “Accessing the Application” on page 14.
2. Enter your *Station ID*, *User ID* and *Password* in the fields provided in the *Safety Station User Login* screen, as shown in Figure 3.

The screenshot shows the 'e-SAFETY User Login' screen. The header includes the Pennsylvania Department of Transportation logo and the text 'Pennsylvania e-SAFETY'. The main content area is titled 'Welcome to PennDOT's e-SAFETY Application' and provides a list of links for 'e-SAFETY Tutorials, FAQs and Enrollment Package'. Below this, there are several bullet points for topics like 'Logging In & Menu Choices', 'Entering a New Inspection', and 'Using Pending Work Orders'. A section titled 'e-SAFETY Program Info' contains instructions for users, including a list of requirements: '1. Must be a licensed safety inspection station and have an OIS (Official Inspection Station) number assigned by PennDOT.', '2. Must have at least one technician licensed to perform safety inspections.', and '3. Must be enrolled in e-SAFETY.' The right-hand side of the screen features the 'e-SAFETY User Login' form with input fields for 'Station ID', 'User ID', and 'Password', and 'Login' and 'Clear' buttons.

Figure 3: Safety Station User Login Screen

3. Click **Login**.

The application verifies your entries and connects to the system.

## Logging into the Application

When the application successfully connects, a screen containing the available links displays, as shown in Figure 4.

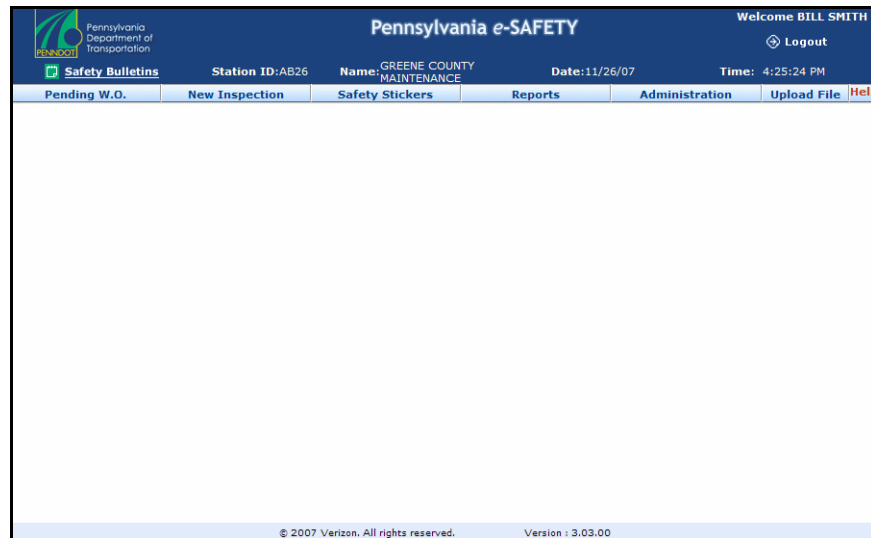


Figure 4: Main Application Menu Screen

Once logged in, the application is ready to record safety inspections. See “Entering Safety Data” on page 34 for more information.

## Reloading Web Pages

To be sure that you are viewing current information, you can set your Internet browser to always display the latest version of a screen. To do this, you select options in the Internet browser so that web pages are reloaded every time you open a new screen.

The procedure detailed here is for Microsoft Internet Explorer. If you are using a different web browser, such as Netscape or Firefox, please consult their user’s guide for instructions on how to set this up.

### To Reload Web Pages on Every Visit

1. Select **Tools > Internet Options** from the Internet Explorer menu bar. The *Internet Options* window appears, as shown in Figure 5.

## Logging into the Application

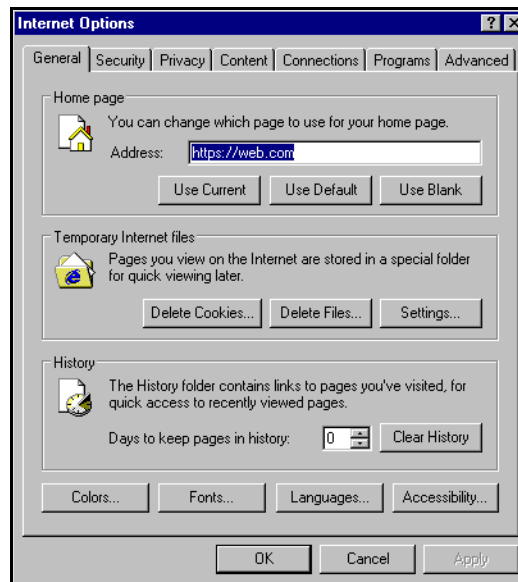


Figure 5: Internet Options Window

2. Click **Settings...** in the *Temporary Internet files* section. The *Settings* window appears, as shown in Figure 6.

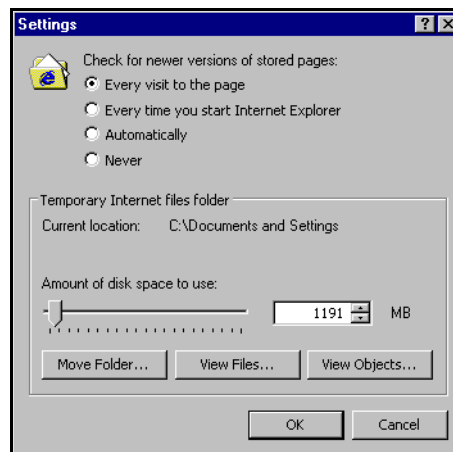


Figure 6: Settings Window

3. Select the **Every visit to the page** option.
4. Click **OK** to save the changes and return to the *Internet Options* window.
5. Click **OK** to exit the *Internet Options* window.

## *Logging into the Application*

### *Exiting the Application*

When you are ready to quit, or want to let another user log into the application, you must log out of the application. Logging out ensures that the application is no longer connected to the server and that no unauthorized users can enter or view customer data.

**WARNING:** The application will time-out after 10 minutes of inactivity. Any unsaved information will be lost.

#### **To Log Out and Exit the Application**

1. Click Logout in the upper-right area of the screen.
2. In *Internet Explorer*, choose **File > Close** from the browser's menu bar.

*Or*

Click the **Close** (✕) button at the top right of each screen's title bar.

The next user can now access the application and log into it.

## Changing Internet Explorer Settings

### Changing Internet Explorer Settings

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

#### To Enable JavaScript

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

**TIP:** Depending on the policy of your business, you may not have the appropriate permissions to make changes to your browser settings. Contact your shop manager or system administrator to have these changes made.

1. Select **Tools > Internet Options...** from the browser's menu. The *Internet Options* window is displayed, as shown in Figure 7.

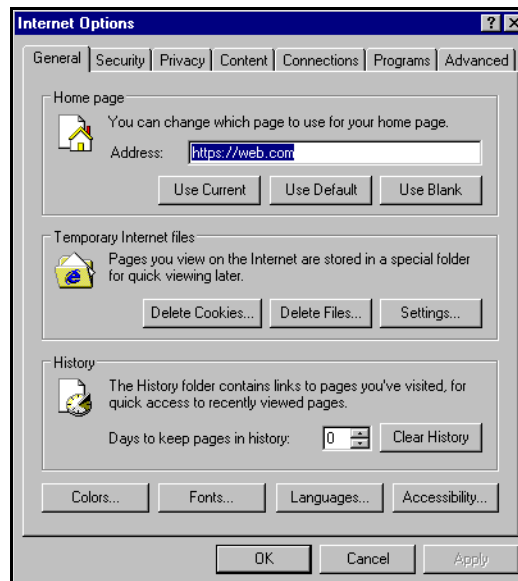


Figure 7: Internet Options Window

2. Select the **Security** tab.
3. Click **Custom Level...**
4. Scroll down to the *Scripting* section, as shown in Figure 8.

## Changing Internet Explorer Settings

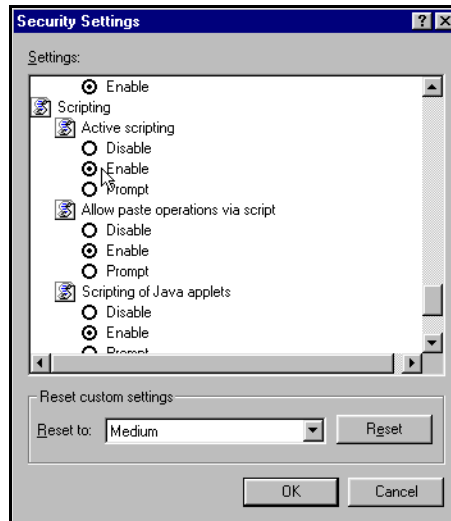


Figure 8: Security Settings Screen

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

**TIP:** Your browser stores many of its settings. The best way to ensure this change has taken effect is to close all browser windows completely, then relaunch it.

## Changing Internet Explorer Settings

### To Enable Internet Cookies

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

1. Select **Tools > Internet Options...** from the browser's menu. The *Internet Options* window is displayed, as shown in Figure 9.

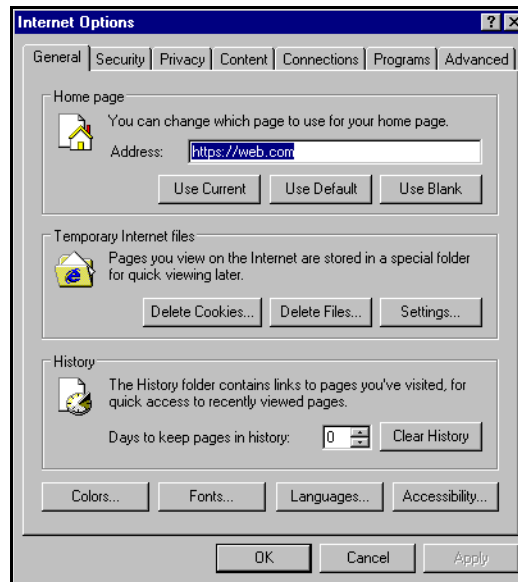


Figure 9: Internet Options Window

2. Select the **Privacy** tab as shown in Figure 10.

## Changing Internet Explorer Settings

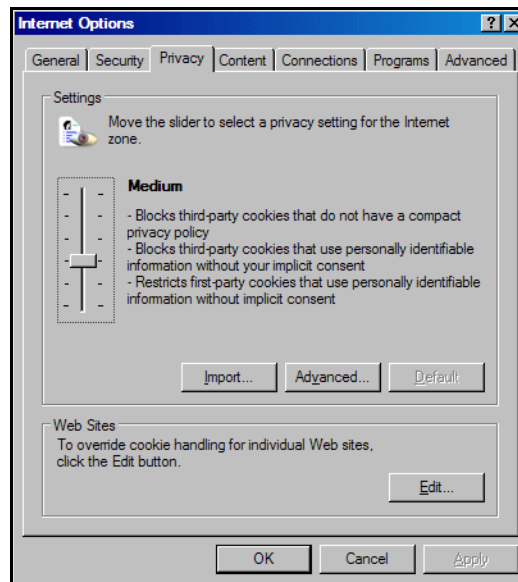


Figure 10: Privacy Settings Screen

3. Move the settings slider to be at least *Medium*, as shown in Figure 10. The privacy levels of *Low* or *Accept All Cookies* will also work.
4. Make sure that **Active scripting** is enabled.
5. Click **OK** to accept the setting changes.

**NOTE:** Your browser stores many of its settings. The best way to ensure this change has taken effect is to close all browser windows completely, then relaunch it.

## *Troubleshooting Login*

### **Troubleshooting Login**

If you still cannot log in after trying the following troubleshooting tips, contact your manager or supervisor.

If your login attempt fails:

- Verify that the correct station ID was entered.
- Double-check your user ID and password and reenter the information.

## 3. *Viewing Messages*

Periodically, messages created by the *Pennsylvania Department of Transportation (PennDOT)* are sent to testing stations. These messages can include information about safety information, recall notices, changes in policy, license renewal notices, notices to inspectors and owners and other related information.

These messages can be sent to either a single station or a group of stations. The system will receive the message the next time it connects to Pennsylvania's Electronic Emissions Transmission Service. The message will be uploaded from the *Safety Inspection Identification Database (SIID)* and will be viewed through the *e-SAFETY Application*.

Messages will be viewed by each user until they have been removed by the personnel at the station who has manager rights in the application. Only personnel with the application role of supervisor can remove messages.

The following sections are contained within this chapter:

- “Viewing PennDOT Messages” ..... page 28
- “Printing PennDOT Messages” ..... page 30
- “Removing PennDOT Messages” ..... page 31

## Viewing PennDOT Messages

### Viewing PennDOT Messages

When you log into the *e-SAFETY Application*, the *PennDOT Messages/Bulletins* screen is displays any messages that have been sent to the station. Messages will automatically display at login until they have been removed by the station manager. PennDOT bulletins can be viewed using the [Safety Bulletins](#) links. See “Navigating to PennDOT Bulletins” on page 70 for more information.

**WARNING:** Only personnel with manager or supervisor privileges can remove a message.

#### To View PennDOT Messages and Bulletins

1. Log into the *e-SAFETY Application*. See “Logging into the Application” on page 18 for more information.

The *PennDOT Messages/Bulletins* screen is shown if any messages are available to be read, as shown in Figure 11.



Figure 11: PennDOT Messages/Bulletins Screen

The following table provides details about each field:

Field Name	Description
Message	The system-assigned number for the message.
Date	The date when the message was sent by PennDOT.
From	The name of the person or group who sent the message.
Subject	The subject line is generally a short sentence that describes the overall message topic.
Body	The body section displays the entire text of the message.
Select	This check box is used to select the message(s) to be printed or removed. See “Printing PennDOT Messages” on page 30 and “Removing PennDOT Messages” on page 31 for more information.

## *Viewing PennDOT Messages*

2. The messages can be printed or removed. See “Printing PennDOT Messages” on page 30 and “Removing PennDOT Messages” on page 31 for more information.

## Printing PennDOT Messages

### Printing PennDOT Messages

A PennDOT message can be printed from the *e-SAFETY Application* if a printer is attached to the computer.

#### To Print PennDOT Messages

1. Once one or more messages are displayed, they can be printed for future use. See “Viewing PennDOT Messages” on page 28 for more information about viewing messages.
2. Choose the **Select** check box for each message you want to print.
3. Click **Printable View**.

The message is displayed in a separate print screen, as shown in Figure 12.

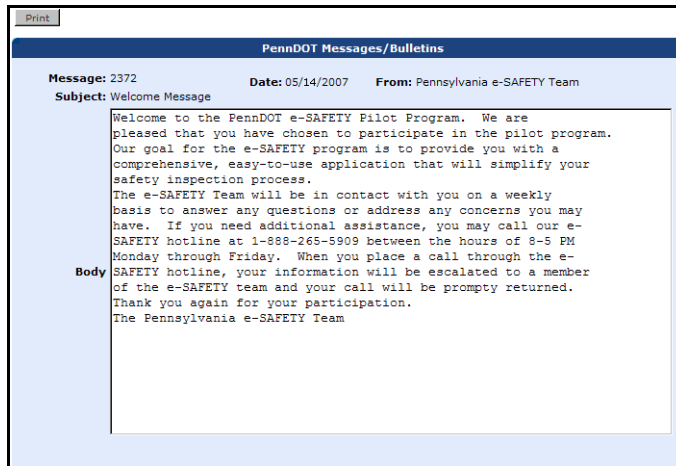


Figure 12: PennDOT Messages/Bulletins Print Screen

4. Click **Print**. The standard Windows print screen is displayed.
5. Click **OK** to print the selected message(s).
6. Close the print screen to return to the main *e-SAFETY Application* screen.

## Removing PennDOT Messages

### Removing PennDOT Messages

A PennDOT message can be removed once it has been read. Removing a message can only be done by personnel with manager or supervisor privileges. The message will continue to be displayed at each login until the message has been removed.

#### To Remove PennDOT Messages

1. Once one or more messages are displayed and read, they can be removed. See “Viewing PennDOT Messages” on page 28 for more information about viewing messages.
2. Choose the **Select** check box for each message you want to remove.
3. Click **Remove**.
4. A message screen is displayed confirming that you want to remove this message. Click **OK**.
5. The application prompts that the message was successfully removed.

**WARNING:** Only personnel with the manager or supervisor privileges can remove a message.

## *Removing PennDOT Messages*

## 4. *Entering Safety Data*

The *e-SAFETY Application* is used to gather safety inspection data to be used by the *Pennsylvania Department of Transportation (PennDOT)* to analyze trends within safety criteria and look for ways to reduce inspection fraud, discover safety equipment repair trends, become more proactive in safety recalls, ensure proper inspections and monitor employee and/or contractor performance.

Information is collected through application screens that are similar to the paper-based forms (MV-431 and MV-480) provided by the state for safety inspections. This information is then stored in a database that can be accessed by PennDOT personnel.

Data is collected for safety inspections of passenger vehicles, motorcycles, trucks and trailers. The entry screens for these three inspections are primarily the same. However, some fields will be disabled when they do not apply to a particular vehicle inspection type.

The following sections are contained within this chapter:

- “Entering Safety Data” . . . . . page 34
  - “Safety Inspection Information” . . . . . page 37
  - “Using the Barcode Scanner” . . . . . page 49
  - “Completing/Finalizing Entered Safety Data” . . . . . page 50
  - “Canceling a Safety Inspection” . . . . . page 50
- “Working With Pending Work Orders” . . . . . page 51

## Entering Safety Data

### Entering Safety Data

The *e-SAFETY Application* is a web-based application that is used to collect safety inspection data. The *Safety Inspection* screen is an online version of the paper forms (MV-431 and MV-480) used for safety inspections. The MV-431 or MV-480 form is used depending on the vehicle type being inspected.

The following table lists the vehicle types.

**NOTE:** The inspection type of *Reconstructed/Specially Constructed* is used for vehicles that have received major work or have been built from scratch. These vehicles have not received PENDOT registration.

Form	Used When
MV-431	Vehicle Type: <ul style="list-style-type: none"> <li>• Passenger Car</li> <li>• Light Truck</li> <li>• Medium Truck</li> <li>• Heavy Truck</li> <li>• Bus</li> <li>• School Bus</li> <li>• Motor Home</li> <li>• Reconstructed/Specially Constructed</li> </ul>
MV-480	Vehicle Type: <ul style="list-style-type: none"> <li>• Motorcycle/Motor-Driven Cycle</li> <li>• Moped/Motorized Pedal-Cycle</li> <li>• Trailer</li> <li>• Reconstructed/Specially Constructed</li> </ul>

The *Safety Inspection* screen will display all of the same entry fields regardless of the inspection vehicle type. However, depending on the type, certain fields will become disabled if they are not needed. The *Safety Inspection* screen for passenger car is shown in Figure 13.

## Entering Safety Data

**Safety Inspection**

Vehicle Category: MV-431 (Passenger Car)      Annual       Semi Annual       One-Time

System Record No: \_\_\_\_\_

---

**Inspection**      **Registrant**

Scan Registration Bar Code: [Input Field]

\*Work Order: [Input Field]      \*Last Name/Company Name: [Input Field]

Inspector Lic ID: [Input Field]      First Name: [Input Field]

\*Inspection Date: 10/16/2007 [Calendar Icon]      City: [Input Field]

State: Pennsylvania [Dropdown]      ZIP Code: [Input Field]

County: [Dropdown]

---

**Vehicle Insurance**      **Vehicle**

Company: [Input Field]      \*VIN No: [Input Field]

NAIC No: [Input Field]      \*Retype VIN: [Input Field]

Policy No: [Input Field]      \*Plate No: [Input Field]

Expires(mm/dd/yyyy): [Input Field] [Calendar Icon]      Old Odometer: [Input Field]

Current Odometer: [Input Field]

Model Year: [Input Field]

Make: [Input Field]

Body: [Dropdown]

Color: [Dropdown]

---

**Test Results**

Value /32      Side      Axle      Wheel

Lowest Tire Reading: [Input Field]

FRONT Brake: [Input Field]      Riveted       Bonded       Bolted

REAR Brake: [Input Field]      Riveted       Bonded       Bolted

	Pass	New	Fail	Adjust	Repair	N/A	Cost \$(w/o Tax)	Comment
Tires & Wheels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Steering & Suspension	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Exhaust System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Fuel System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Glazing & Mirrors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Lights, Wiring & Switches	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Body, Door & Latches	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Brake Systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Road Test	Pass <input type="radio"/>		Fail <input type="radio"/>					
Registration/Ownership Verified	Yes <input type="radio"/>		No <input type="radio"/>				Subtotal A (\$)	0.00

---

**Visual Anti-Tampering Results**

	Pass	New	Fail	Adjust	Repair	N/A	Cost \$(w/o Tax)	Comment
Catalytic Converter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Fuel Inlet Restrictor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
PCV Valve	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
EGR Valve	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Air Pump	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Evaporative Control System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
							Subtotal B (\$)	0.00

---

**Safety Sticker**

Sticker No: [Input Field]

Expiration: [Input Field] - [Input Field] MM-YYYY

Tax Rate: 0.0 [Dropdown]

Total A+B (\$) 0.00

Non Inspection Related Cost (\$) 0.00

Repair Costs Not Entered Above (\$) 0.00

Inspection Cost (\$) 0.00      Grand Total (\$) 0.00

Sticker Cost (\$) 0.00

Total Tax (\$) 0.00

[Keep Pending]      [Final]      [Cancel]

© 2006 Verizon. All rights reserved.      Version: 3.01.00

Figure 13: Safety Inspection Screen

Because there are a large number of data entry fields, the screen is described in this manual into three major sections: general vehicle information station, vehicle and owner information), test results and safety sticker information. See “To Enter Inspection, Owner and Vehicle Data” on page 38, “To Enter Safety

## *Entering Safety Data*

Inspection Results Data” on page 43 and “To Enter Safety Sticker Data” on page 47 for details about each section.

## *Entering Safety Data*

### *Safety Inspection Information*

You must first enter basic owner and vehicle information before you begin recording safety inspection results using the *e-SAFETY Application*.

You can perform an inspection on passenger vehicles, trucks, buses, recreational vehicles, motorcycles, mopeds or trailers. See the table in the section “Entering Safety Data” on page 34 for a detailed list of vehicle types. The screens for each of these vehicle types are primarily the same.

The passenger vehicle safety inspection uses all available fields in the *Safety Inspection* screen. All fields are used for the other inspection types unless noted.

A safety inspection can be started and marked as pending to be finalized at a later time.

The following fields must be entered for the system to accept the inspection as pending. These fields are noted with an asterisk (\*).

- Inspection Number
- Work Order
- Inspection Date
- Last Name
- Vehicle Identification Number (VIN)
- Plate Number

See “To Enter Inspection, Owner and Vehicle Data” on page 38 for more information about required fields.

## Entering Safety Data

### To Enter Inspection, Owner and Vehicle Data

1. Select **New Inspection > MV431** or **MV-480** from the main application menu and select the vehicle type. See the table in the section “Entering Safety Data” on page 34 for a detailed list of vehicle types. The *Safety Inspection* screen appears, as shown in Figure 14.

**NOTE:** Fields marked with an asterisk (\*) must be filled in before saving an inspection as pending. Fields that have an underlined description are fields that will populate when scanning a bar-code.

The screenshot shows the 'Safety Inspection' application window. At the top, it displays 'Vehicle Category: MV-431 (Passenger Car)' and 'System Record No:'. There are three radio buttons for inspection frequency: 'Annual', 'Semi Annual', and 'One-Time'. The form is divided into several sections: 'Inspection' (with a 'Scan Registration Bar Code' button and fields for 'Work Order', 'Inspector Lic ID', and '\*Inspection Date'), 'Registrant' (with fields for '\*Last Name/Company Name', 'First Name', 'City', 'State', 'ZIP Code', and 'County'), 'Vehicle Insurance' (with fields for 'Company', 'NAIC No', 'Policy No', and 'Expires'), and 'Vehicle' (with fields for '\*VIN No', '\*Retype VIN', '\*Plate No', 'Old Odometer', 'Current Odometer', 'Model Year', 'Make', 'Body', and 'Color'). Asterisks indicate required fields, and underlined text indicates fields populated by barcodes.

Figure 14: Safety Inspection Screen

2. The following fields are auto-populated by the application:

Field Name	Description
Vehicle Category	System-provided field defining the vehicle type. For example: passenger vehicle, motorcycle or trailer. This field cannot be edited.
System Record No	System-provided number. This number will be populated when the inspection is marked as <i>Final</i> or as <i>Keep Pending</i> . This field cannot be edited.

3. Enter the preliminary safety inspection information.

## Entering Safety Data


The following table provides details about each field:

Field Name	Description
Annual / Semi Annual / One-Time	Select whether the test type is an annual, semi annual or one-time only safety inspection.  Annual and Semi Annual inspections are directly related to the inspection types of the same name in the PennDOT Vehicle Equipment and Inspection Regulations Manual. One-Time inspections are for Reconstructed/Specially Constructed vehicles.
Work Order	Enter the 10-digit alphanumeric work order number from the form. This is a required field when saving an inspection as pending.
Inspector Lic ID	Enter the ID number for the person who performed the safety inspection.
Inspection Date	Enter the date that the inspection took place in a mm/dd/yyyy format. You can also click on the <i>Calendar</i> icon to select the date. This is a required field when saving an inspection as pending.

#### 4. Enter the vehicle registrant (owner) information.

The following table provides details about each field:

Field Name	Description
Last Name / Company Name	Enter the last name of the registered owner of the vehicle. This field can be filled in automatically by using a barcode scanner. See "Using the Barcode Scanner" on page 49 for more information. This is a required field when saving an inspection as pending. When entering a company name, the <i>First Name</i> field is not used.
First Name	Enter the first name of the registered owner of the vehicle. This field can be filled in automatically by using a barcode scanner. See "Using the Barcode Scanner" on page 49 for more information.
City	Enter the city where the vehicle is registered. This field can be filled in automatically by using a barcode scanner. See "Using the Barcode Scanner" on page 49 for more information.
State	Select the state from the list box for the registered vehicle owner. The default for this field is Pennsylvania.
ZIP Code	Enter the five-digit ZIP Code for the registered vehicle owner.

**TIP:** The  is used for changing a field from a type-in field to a list box.

## Entering Safety Data

Field Name	Description
County	Enter the county where the vehicle is registered or select from the list box. This field can be filled in automatically by using a barcode scanner. See "Using the Barcode Scanner" on page 49 for more information.

5. Enter the vehicle insurance information.


The following table provides details about each field:

Field Name	Description
Company	Enter the name of the insurance company for which the owner has a valid policy. Click the icon to the right of this field for a list of many of the available insurance companies. This field is not available for trailers, reconstructed and specially constructed vehicles.
NAIC No	The five digit National Association of Insurance Commissioners (NAIC) number associated with the registered vehicle owner's insurance company. This field is not available for trailers, reconstructed and specially constructed vehicles.
Policy No	Enter the alphanumeric insurance policy ID assigned with the registered vehicle owner by their insurance company. This field is not available for trailers, reconstructed and specially constructed vehicles.
Expires (mm/dd/yyyy)	Enter the expiration date of the insurance policy for this vehicle. This date is entered in a mm/dd/yyyy format. This field is not available for trailers, reconstructed and specially constructed vehicles.

6. Enter the vehicle identification information.

The following table provides details about each field:

Field Name	Description
VIN No	Enter the vehicle identification number (VIN) for this vehicle. This number consists of 17 alphanumeric characters (21 for previously salvaged vehicles). This field can be filled in automatically by using a barcode scanner. This is a required field when saving an inspection as pending (except for reconstructed and specially constructed vehicles). Enter <b>TBI</b> ( <i>To Be Issued</i> ) for these vehicles).

**TIP:** The  is used for changing a field from a type-in field to a list box.

## Entering Safety Data

Field Name	Description
Retype VIN	Re-type the VIN for this vehicle. This field is not required if the vehicle information was captured with the barcode scanner or for reconstructed and specially constructed vehicles. See "Using the Barcode Scanner" on page 49 for more information on scanning or enter <b>TBI</b> ( <i>To Be Issued</i> for reconstructed and specially constructed vehicles).
Plate No	Enter the registered license plate number for the vehicle. This field can be filled in automatically by using a barcode scanner. This is a required field when saving an inspection as pending (except for reconstructed and specially constructed vehicles).
Old Odometer	Enter the odometer reading that was captured during the previous safety inspection. This field is not available for trailers, motorcycles or motor driven cycles.  Click the icon to the right of this field for a drop-down list of available alternate entries (Out of State, No Previous Sticker, Unreadable and N/A).  For Reconstructed and Specially Constructed Vehicles, the drop-down choices are; Recon, Specon and Modify.
Current Odometer	Enter the current odometer reading at the time the safety inspection occurred. This field is not available for trailers.  Click the icon to the right of this field for a drop-down list of available alternate entries (Non-Functional and Exempt).
Model Year	Enter the numeric model year for the registered vehicle. This number is entered in a yyyy format. This field can be filled in automatically by using a barcode scanner. See "Using the Barcode Scanner" on page 49 for more information.
Make	Enter the auto manufacturer information. This field can be filled in automatically by using a barcode scanner. See "Using the Barcode Scanner" on page 49 for more information.
Body	Select the vehicle body style from the drop-down list.
Color	Select from the list box the primary color of the vehicle.

7. Scroll to the bottom of the page and click **Keep Pending** to save the entered information.

## *Entering Safety Data*

**NOTE:** Once you click **Keep Pending**, the safety inspection can only be accessed from the *Pending Work Orders* screen. See, “To View Pending Work Orders” on page 51 for more information.

*Or*

Start the safety inspection. See “To Enter Safety Inspection Results Data” on page 43 or “Working With Pending Work Orders” on page 51 for more information.

## Entering Safety Data

### To Enter Safety Inspection Results Data

1. Start a new safety inspection by entering the preliminary safety information, registrant, vehicle insurance and vehicle information. See “To Enter Inspection, Owner and Vehicle Data” on page 38 for more information.
2. Enter the safety test results in the *Test Results* section of the screen, as shown in Figure 15.

**NOTE:** Some data is not collected for certain vehicle types. In Internet Explorer, the field will be un-editable. In Firefox, the field is shaded as well as being un-editable.

Test Results								
Lowest Tire Reading	Value /32	Side	Axle	Wheel				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
FRONT Brake	<input type="text"/>	<input type="text"/>	Riveted <input type="radio"/>	Bonded <input type="radio"/>	Bolted <input type="radio"/>			
REAR Brake	<input type="text"/>	<input type="text"/>	Riveted <input type="radio"/>	Bonded <input type="radio"/>	Bolted <input type="radio"/>			
	Pass	New	Fail	Adjust	Repair	N/A	Cost \$(w/o Tax)	Comment
Tires & Wheels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Steering & Suspension	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Exhaust System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Fuel System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Glazing & Mirrors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Lights, Wiring & Switches	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Body, Door & Latches	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Brake Systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Road Test	Pass <input type="radio"/>		Fail <input type="radio"/>					
Registration/Ownership Verified	Yes <input type="radio"/>		No <input type="radio"/>	Subtotal A (\$)			0.00	
Visual Anti-Tampering Results								
	Pass	New	Fail	Adjust	Repair	N/A	Cost \$(w/o Tax)	Comment
Catalytic Converter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Fuel Inlet Restrictor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
PCV Valve	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
EGR Valve	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Air Pump	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Evaporative Control System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Subtotal B (\$)							0.00	

Figure 15: Test Results and Visual Anti-Tampering Results Screen

## Entering Safety Data

The following table provides details about each field:

Field Name	Description
Lowest Tire Reading	<p>Enter the value of the tire tread measurement with the lowest reading.</p> <p>Select the side that the tire is located:</p> <ul style="list-style-type: none"> <li>• Left</li> <li>• Right</li> <li>• Middle</li> </ul> <p>Select the axle location:</p> <ul style="list-style-type: none"> <li>• Front</li> <li>• Middle</li> <li>• Rear</li> </ul> <p>Select the wheel location:</p> <ul style="list-style-type: none"> <li>• Inner</li> <li>• Outer</li> <li>• Single</li> </ul>
FRONT Brake	<p>Enter front brake measured thickness (in 32nd of an inch).</p> <p>Select the side that the brake is located:</p> <ul style="list-style-type: none"> <li>• Left</li> <li>• Right</li> <li>• Middle</li> </ul> <p>Select the brake lining type:</p> <ul style="list-style-type: none"> <li>• Riveted</li> <li>• Bonded</li> <li>• Bolted</li> </ul>
REAR Brake	<p>Enter rear brake measured thickness (in 32nd of an inch).</p> <p>Select the side that the brake is located:</p> <ul style="list-style-type: none"> <li>• Left</li> <li>• Right</li> <li>• Middle</li> </ul> <p>Select the brake lining type:</p> <ul style="list-style-type: none"> <li>• Riveted</li> <li>• Bonded</li> <li>• Bolted</li> </ul>
Tires & Wheels	<p>Select the best value from the inspection result choices: Pass, New, Fail, Adjust, Repair or N/A (not applicable). Enter the cost to repair without tax included. Enter any comments related to this inspection or repair.</p>

## Entering Safety Data

Field Name	Description
Steering & Suspension	Select the best value from the inspection result choices: Pass, New, Fail, Adjust, Repair or N/A (not applicable). Enter the cost to repair without tax included. Enter any comments related to this inspection or repair.
Exhaust System	Select the best value from the inspection result choices; Pass, New, Fail, Adjust, Repair or N/A (not applicable). Enter the cost to repair without tax included. Enter any comments related to this inspection or repair. This field is not available for trailers.
Fuel System	Select the best value from the inspection result choices; Pass, New, Fail, Adjust, Repair or N/A (not applicable). Enter the cost to repair without tax included. Enter any comments related to this inspection or repair. This field is not available for trailers.
Glazing & Mirrors	Select the best value from the inspection result choices; Pass, New, Fail, Adjust, Repair or N/A (not applicable). Enter the cost to repair without tax included. Enter any comments related to this inspection or repair.
Lights, Wiring & Switches	Select the best value from the inspection result choices; Pass, New, Fail, Adjust, Repair or N/A (not applicable). Enter the cost to repair without tax included. Enter any comments related to this inspection or repair.
Body, Door & Latches	Select the best value from the inspection result choices; Pass, New, Fail, Adjust, Repair or N/A (not applicable). Enter the cost to repair without tax included. Enter any comments related to this inspection or repair.
Brake Systems	Select the best value from the inspection result choices; Pass, New, Fail, Adjust, Repair or N/A (not applicable). Enter the cost to repair without tax included. Enter any comments related to this inspection or repair.
Other	The other category is used to record any other safety issues observed by the technician. Select the best value from the inspection result choices: Pass, New, Fail, Adjust, Repair or N/A (not applicable). Enter the cost to repair without tax included. Enter any comments related to this inspection or repair.
Road Test	Select Pass or Fail to record the results of the road test. This field is not active for reconstructed or specially constructed vehicles. Enter any comments related to this inspection or repair.

## Entering Safety Data

Field Name	Description
Registration/Ownership Verified	Select Yes or No to acknowledge if the registration or ownership was verified. This field is disabled for reconstructed and specially constructed vehicles.
Subtotal A (\$)	The dollar total of all repairs made in this section of the inspection screen.

- Enter the visual anti-tampering results in the *Visual Anti-Tampering Results* section, as shown in Figure 15.

The following table provides details about each field:

**NOTE:** Once you click **Keep Pending**, the safety inspection can only be accessed from the *Pending Work Orders* screen. See, "To View Pending Work Orders" on page 51 for more information.

Field Name	Description
Catalytic Converter	Select the best value from the inspection result choices: Pass, New, Fail, Adjust, Repair or N/A (not applicable). Enter the cost to repair without tax included. Enter any comments related to this inspection or repair.
Fuel Inlet Restrictor	Select the best value from the inspection result choices: Pass, New, Fail, Adjust, Repair or N/A (not applicable). Enter the cost to repair without tax included. Enter any comments related to this inspection or repair.
PCV Valve	Select the best value from the inspection result choices: Pass, New, Fail, Adjust, Repair or N/A (not applicable). Enter the cost to repair without tax included. Enter any comments related to this inspection or repair.
EGR Valve	Select the best value from the inspection result choices: Pass, New, Fail, Adjust, Repair or N/A (not applicable). Enter the cost to repair without tax included. Enter any comments related to this inspection or repair.
Air Pump	Select the best value from the inspection result choices: Pass, New, Fail, Adjust, Repair or N/A (not applicable). Enter the cost to repair without tax included. Enter any comments related to this inspection or repair.
Evaporative Control System	Select the best value from the inspection result choices: Pass, New, Fail, Adjust, Repair or N/A. Enter the cost to repair without tax included. Enter any comments related to this inspection or repair.
Subtotal B (\$)	The dollar total of all repairs made in this section of the inspection screen.

- Click **Keep Pending** to save the entered information.

*Or*

## Entering Safety Data

Complete the safety inspection. See “To Complete Entered Safety Data” on page 50 or “Working With Pending Work Orders” on page 51 for more information.

### To Enter Safety Sticker Data

A safety inspection sticker can be issued once all safety inspection information has been gathered. A sticker number, expiration date and customer cost information should be entered in the *Safety Sticker* section of the screen.

**NOTE:** Some data is not collected for certain vehicle types. In MS Internet Explorer, the field will be uneditable. In Firefox, the field is shaded as well as being un-editable.

1. Enter the general inspection, owner and vehicle information and safety inspection data. See “To Enter Inspection, Owner and Vehicle Data” on page 38 and “To Enter Safety Inspection Results Data” on page 43 for more information.

A safety sticker can be issued once the vehicle has passed the inspection.

2. Enter the sticker information in the *Safety Sticker* section of the screen, as shown in Figure 16.

Figure 16: Safety Sticker Section

**WARNING:** The *Sticker No* prefix cannot be an “IM” designation. This is for emissions stickers only.

The following table provides details about each field:

Field Name	Description
Sticker No	Enter the 10 character alphanumeric sticker number in a XX99999999 format where XX is AI, AO or SI (no other sticker prefix is valid).  If the safety inspection resulted in a fail to pass, enter FAIL.
Expiration (MM/YYYY)	Enter the month and year that the safety sticker will expire. The month should be designated with a two character entry. For example, July = 07. The year entry should be entered in a YYYY format.  The expiration date must not be less than six months and no more than 15 months after the current calendar year.

3. Enter the cost information in the *Safety Sticker* section of the screen.

## Entering Safety Data

The following table provides details about each field:

Field Name	Description
Total A + B (\$)	A system generated value displaying the total cost of repairs made in sections A and B.
Non Inspection Related Costs (\$)	Enter the dollar amount for any costs that were incurred but are not directly related to the safety inspection.  Enter any comments related to this cost.
Repair Costs Not Entered Above (\$)	Enter any additional repair costs that incurred during the inspection process, but are not directly addressed in the previous sections.
Inspection Cost (\$)	Enter the total cost for the inspection. Do not include tax or the value of the sticker.
Sticker Cost (\$)	Enter the cost of the sticker. Do not include inspection cost or tax.
Tax Rate	Select the tax rate from the drop-down list.  To add no sales tax, leave this field blank, or select <i>o.o.</i>  To manually add a tax amount, enter the amount in the <i>Total Tax (\$)</i> field. This will automatically “select” the blank entry in the Tax Rate list.
Total Tax (\$)	If no tax rate was selected, or the tax amount needs to be changed, enter the amount here.
Grand Total (\$)	The total amount is generated by the application (including inspection cost, sticker cost and tax).

- Click **Keep Pending** to save the entered information. See “Working With Pending Work Orders” on page 51 for more information.

*Or*

Click **Final** to save the entered information and mark the inspection as complete.

A message indicating that the save was successful is displayed at the bottom of the screen.

**NOTE:** Once you click **Keep Pending**, the safety inspection can only be accessed from the *Pending Work Orders* screen. See, “To View Pending Work Orders” on page 51 for more information.

## Entering Safety Data

### Using the Barcode Scanner

A standard 2D barcode scanner can be used to scan a customer's PennDOT registration card. Scanning the card will capture the owner and vehicle information that is provided on the registration card.

The following fields will be populated by scanning the registration barcode:

- Last Name / Company Name - registered owner
- First Name - registered owner
- City - registered owner
- County - registered owner
- VIN No - vehicle identification number
- Plate No (vehicle license plate)
- Model Year
- Make (vehicle make)

**WARNING:** The scanner takes the information directly from the barcode. The safety inspector must verify that this information is valid.

You do not need to retype the VIN when using the barcode scanner.

### To Use the Barcode Scanner to Enter Information

1. Start a new safety inspection. See "Entering Safety Data" on page 34 for more information on how to do this.
2. Click **Scan Registration Barcode**.

The *Scan Barcode* screen is displayed, as shown in Figure 17.

**NOTE:** Fields that have an underlined description are fields that will populate when scanning a barcode.

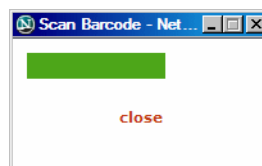


Figure 17: Scan Barcode Screen

3. Scan the barcode from the customer's registration card.

The *Scan Barcode* shows the progress bar, as shown in Figure 17. When finished, the *Scan Barcode* screen closes. The customer and vehicle information is populated in the associated fields.

Or

Click Close on the *Scan Barcode* screen to cancel the scan process.

4. The application returns to the *Safety Inspection* screen.

---

## Entering Safety Data

### Completing/Finalizing Entered Safety Data

A safety inspection can be started when the customer brings their vehicle into the shop. The inspection can be completed at a later time. See “Safety Inspection Information” on page 37 for more information about which fields are required to save an inspection before completing all the information.

#### To Complete Entered Safety Data

1. Start a new safety inspection. See “To Enter Inspection, Owner and Vehicle Data” on page 38.

*Or*

Open a pending work order. See “To View Pending Work Orders” on page 51.

2. Enter the remaining safety inspection information.
3. Click **Final**.

The application verifies that all required information has been entered. A message is displayed at the top of the screen if any errors were found. Click on the message to display a list of fields that need to be fixed.

Click **Final** when all fields have been corrected.

A message indicating that the save was successful is displayed at the bottom of the page. The message also includes the system-assigned record number.

### Canceling a Safety Inspection

A safety inspection can be cancelled prior to saving. Cancelling the inspection prior to saving as pending or saving as final will remove the record from the system. This procedure only works for inspections that are not finalized or saved as pending. Clicking **Cancel** on a pending work order will exit the inspection without saving any changes. The work order is returned to the pending screen. If the work order is set to final, it cannot be canceled or removed.

#### To Cancel a Safety Inspection

1. Click **Cancel** in the new safety inspection. See “Entering Safety Data” on page 34 for more information on starting an inspection.
2. A message is displayed informing you that any changes entered will not be saved. Click **OK**.

The application returns to the main screen.

**NOTE:** After a safety inspection has been saved as pending it can be removed from the system. See “To Remove Pending Work Orders” on page 55 for more information.

## Working With Pending Work Orders

### Working With Pending Work Orders

A safety inspection can be started when the customer takes their vehicle into the shop. The inspection can be completed at a later time. The safety inspector or other station personnel can then open a pending work order, complete the remaining safety information and mark the inspection as completed.

#### To View Pending Work Orders

1. Click **Pending W.O.** in the main menu. The *Pending Work Orders* screen is displayed, as shown in Figure 18.

Remove	System Record No	Date	Insp/Repl	Type	Inspector Lic ID	Vehicle VIN	Plate No	Registrant Last Name/ Company Name
<input type="checkbox"/>	<a href="#">27629</a>	08/08/2007	Inspection	MV-431 (Passenger Car)	1803043	5N1AR18W25 0707014	GRY3985	ANDERSON
<input type="checkbox"/>	<a href="#">27630</a>	08/09/2007	Inspection	MV-431 (Passenger Car)	1803043	5N1AR185CW2707032	ETY3885	BECK
<input type="checkbox"/>	<a href="#">27631</a>	08/09/2007	Inspection	MV-431 (Passenger Car)	1803043	3N1AR18W25 0707018	Y13456	THOMPSON
<input type="checkbox"/>	<a href="#">27635</a>	08/09/2007	Inspection	MV-431 (Light Truck)	1803043	5N1AR185CW2707039	23I7FG5	4R REALESTATE
<input type="checkbox"/>	<a href="#">27636</a>	08/09/2007	Inspection	MV-431 (Medium Truck)	1803043	4N1AR18W25 0707010	M49R771	CAREY
<input type="checkbox"/>	<a href="#">27637</a>	08/09/2007	Inspection	MV-431 (Heavy Truck)	1803043	5N1AR185CW2707033	1J09J22	PA-TRUCKING
<input type="checkbox"/>	<a href="#">27638</a>	08/09/2007	Inspection	MV-431 (Bus)	1803043	3N1AR18W25 0707019	NV72444	GUARNERA
<input type="checkbox"/>	<a href="#">28069</a>	08/13/2007	Replacement	MV-431 (Heavy Truck)	1803043	3N1AR185CW2707034	C3D451L	ALLEN PLUMBING
<input type="checkbox"/>	<a href="#">28070</a>	08/13/2007	Replacement	MV-431 (Passenger Car)	1803043	4N1AR18W25 0707017	J453CD1	PORTAL
<input type="checkbox"/>	<a href="#">28103</a>	08/30/2007	Inspection	MV-431 (Heavy Truck)	1803043	5N1AR185CW2707035	N01237I	JACKSON

Figure 18: Pending Work Orders Screen

2. Locate the appropriate safety test by scrolling through the list of pending work orders.
3. Click the link for the work order in the *System Record No* column. The *Safety Inspection* screen is displayed, as shown in Figure 19.

## Working With Pending Work Orders

The screenshot shows the 'Safety Inspection' screen in the Pennsylvania e-SAFETY application. The interface includes a top navigation bar with 'Safety Bulletins', 'Pending W.O.', 'New Inspection', 'Safety Stickers', 'Reports', 'Administration', 'Upload File', and 'Help'. The main content area is divided into several sections: 'Safety Inspection' (Vehicle Category: MV-431 (Passenger Car), System Record No: 27630, Annual/Semi Annual/One-Time frequency), 'Inspection' (Work Order: 1394, Inspector Lic ID, Inspection Date: 08/09/2007), 'Registrant' (Last Name/Company Name: ANDERSON, First Name: MARK, City: JACKSON, State: Pennsylvania, ZIP Code, County: 46 - MONTGOMERY), 'Vehicle Insurance' (Company, NAIC No, Policy No, Expires), and 'Vehicle' (VIN No, Retype VIN, Plate No, Old/Current Odometer, Model Year: 1998, Make: TOYT, Body, Color). A 'Test Results' section is at the bottom. The footer includes copyright information: © 2006 Verizon. All rights reserved. Version: 3.02.00.102507.

Figure 19: Safety Inspection Screen

4. Enter any incomplete information.
5. Scroll to the bottom of the page and click **Keep Pending** to save the entered information. See “To Finalize Pending Work Orders” on page 53 for information on finalizing work orders.

**NOTE:** Once you click **Keep Pending**, the safety inspection can only be accessed from the *Pending Work Orders* screen. See “To View Pending Work Orders” on page 51 for more information.

## Working With Pending Work Orders

### To Finalize Pending Work Orders

1. Click **Pending W.O.** in the main menu. The *Pending Work Orders* screen is displayed, as shown in Figure 18.

Remove	System Record No	Date	Insp/Repl	Type	Inspector Lic ID	Vehicle VIN	Plate No	Registrant Last Name/ Company Name
<input type="checkbox"/>	<a href="#">27629</a>	08/08/2007	Inspection	MV-431 (Passenger Car)	1803043	5N1AR18W25 0707014	GRY3985	ANDERSON
<input type="checkbox"/>	<a href="#">27630</a>	08/09/2007	Inspection	MV-431 (Passenger Car)	1803043	5N1AR185CW2707032	ETY3885	BECK
<input type="checkbox"/>	<a href="#">27631</a>	08/09/2007	Inspection	MV-431 (Passenger Car)	1803043	3N1AR18W25 0707018	Y13456	THOMPSON
<input type="checkbox"/>	<a href="#">27635</a>	08/09/2007	Inspection	MV-431 (Light Truck)	1803043	5N1AR185CW2707039	2317F65	4R REALESTATE
<input type="checkbox"/>	<a href="#">27636</a>	08/09/2007	Inspection	MV-431 (Medium Truck)	1803043	4N1AR18W25 0707010	M49R771	CAREY
<input type="checkbox"/>	<a href="#">27637</a>	08/09/2007	Inspection	MV-431 (Heavy Truck)	1803043	5N1AR185CW2707033	1J09J22	PA-TRUCKING
<input type="checkbox"/>	<a href="#">27638</a>	08/09/2007	Inspection	MV-431 (Bus)	1803043	3N1AR18W25 0707019	NV72444	GUARNERA
<input type="checkbox"/>	<a href="#">28069</a>	08/13/2007	Replacement	MV-431 (Heavy Truck)	1803043	3N1AR185CW2707034	C3D451L	ALLEN PLUMBING
<input type="checkbox"/>	<a href="#">28070</a>	08/13/2007	Replacement	MV-431 (Passenger Car)	1803043	4N1AR18W25 0707017	J453CD1	PORTAL
<input type="checkbox"/>	<a href="#">28103</a>	08/30/2007	Inspection	MV-431 (Heavy Truck)	1803043	5N1AR185CW2707035	N012371	JACKSON

Figure 20: Pending Work Orders Screen

2. Locate the appropriate safety test by scrolling through the list of pending work orders.
3. Click the link for the work order in the *System Record No* column. The *Safety Inspection* screen is displayed, as shown in Figure 21.

## Working With Pending Work Orders

The screenshot displays the 'Safety Inspection' screen in the Pennsylvania e-SAFETY application. The interface includes a header with the Pennsylvania Department of Transportation logo, user information (SUPER TESTUSER), and navigation tabs (Pending W.O., New Inspection, Safety Stickers, Reports, Administration, Upload File, Help). The main form is divided into several sections: 'Vehicle Category' (MV-431 Passenger Car), 'Annual' frequency selection (Annual, Semi Annual, One-Time), 'Inspection' details (Work Order: 1394, Inspector Lic ID, Inspection Date: 08/09/2007), and 'Registrant' information (Last Name/Company Name: ANDERSON, First Name: MARK, City: JACKSON, State: Pennsylvania, ZIP Code, County: 46 - MONTGOMERY). Below these are 'Vehicle Insurance' (Company, NAIC No, Policy No, Expires) and 'Vehicle' details (VIN No, Retype VIN, Plate No, Old/Current Odometer, Model Year: 1998, Make: TOYT, Body, Color). A 'Test Results' section is at the bottom. The footer contains copyright information: © 2006 Verizon. All rights reserved. Version: 3.02.00 102507.

Figure 21: Safety Inspection Screen Showing Inspection Details

4. Enter any incomplete information.
5. Scroll to the bottom of the page and click **Final** to save the entered information and mark the inspection as complete.

A message indicating that the save was successful is displayed at the bottom of the page.

## Working With Pending Work Orders

### To Remove Pending Work Orders

If a safety inspection is started, but then is determined to be invalid for any reason, it can be removed from the system. This can only be done if the work order is pending. If the work order is set to final, it cannot be removed.

**NOTE:** A safety inspection can be cancelled prior to be saved as pending or final. See “To Cancel a Safety Inspection” on page 50 for more information.

1. Click **Pending W.O.** in the main menu. The *Pending Work Orders* screen is displayed, as shown in Figure 22.

Remove	System Record No	Date	Insp/Repl	Type	Inspector Lic ID	Vehicle VIN	Plate No	Registrant Last Name/ Company Name
<input type="checkbox"/>	27629	08/08/2007	Inspection	MV-431 (Passenger Car)	1803043	5N1AR18W25 0707014	GRY3985	ANDERSON
<input type="checkbox"/>	27630	08/09/2007	Inspection	MV-431 (Passenger Car)	1803043	5N1AR185CW2707032	ETY3885	BECK
<input type="checkbox"/>	27631	08/09/2007	Inspection	MV-431 (Passenger Car)	1803043	3N1AR18W25 0707018	Y13456	THOMPSON
<input type="checkbox"/>	27635	08/09/2007	Inspection	MV-431 (Light Truck)	1803043	5N1AR185CW2707039	2317FG5	4R REALESTATE
<input type="checkbox"/>	27636	08/09/2007	Inspection	MV-431 (Medium Truck)	1803043	4N1AR18W25 0707010	M49R771	CAREY
<input type="checkbox"/>	27637	08/09/2007	Inspection	MV-431 (Heavy Truck)	1803043	5N1AR185CW2707033	1J09J22	PA-TRUCKING
<input type="checkbox"/>	27638	08/09/2007	Inspection	MV-431 (Bus)	1803043	3N1AR18W25 0707019	NV72444	GUARNERA
<input type="checkbox"/>	28069	08/13/2007	Replacement	MV-431 (Heavy Truck)	1803043	3N1AR185CW2707034	C3D451L	ALLEN PLUMBING
<input type="checkbox"/>	28070	08/13/2007	Replacement	MV-431 (Passenger Car)	1803043	4N1AR18W25 0707017	J453CD1	PORTAL
<input type="checkbox"/>	28103	08/30/2007	Inspection	MV-431 (Heavy Truck)	1803043	5N1AR185CW2707035	N012371	JACKSON

Figure 22: Pending Work Orders Screen

2. Locate the appropriate safety test by scrolling through the list of pending work orders.
3. Select one or more check box in the *Remove* column next to the appropriate work order(s).
4. Click **REMOVE**. The application prompts: *Are you are sure you want to continue?*
5. Click **OK**.
6. The screen refreshes with the pending work order(s) removed from the list.

## *Working With Pending Work Orders*

## 5. *Maintaining Sticker Inventory*

The *e-SAFETY Application* provides the ability to maintain safety inspection stickers. Sticker maintenance includes correction sticker numbers that were entered incorrectly, voiding damaged, stolen or missing stickers and issuing replacement stickers.

The following sections are contained within this chapter:

- “Entering Corrected Safety Stickers” . . . . . page 58
- “Entering Void-Damaged, Stolen and Missing Safety Stickers” . page 60
- “Entering Replacement Safety Stickers” . . . . . page 62

## Entering Corrected Safety Stickers

### Entering Corrected Safety Stickers

Sticker numbers must be corrected through the *e-SAFETY Application* when they are incorrectly entered during a safety inspection. Recording of these stickers is done through the *Correction Safety Sticker* screen.

#### To Enter Corrected Safety Sticker Information

1. Select **Safety Stickers > Sticker Corrections** in the main menu. The *Correction Safety Sticker* screen is displayed, as shown in Figure 23.

Figure 23: Correction Safety Sticker Screen

**NOTE:** If you do not know the system record number, you can run a *Station Inspection History Report*. See “Station Safety Inspection History Report” on page 94 for more information.

The following table provides details about each field:

Field Name	Description
System Record No	Enter the system record number associated with the incorrect sticker number.
Previous Sticker No	Enter the sticker number that was incorrectly entered.
Correct Sticker No	Enter the 10 character alphanumeric sticker number in a XX99999999 format where XX is AI, AO or SI (no other sticker prefix is valid).
Expiration (MM-YYYY)	Enter the month and year that the safety sticker will expire. The month should be designated with a two character entry. For example, July = 07. The year entry should be entered in a yyyy format.  The expiration date must not be less than six months and no more than 15 months after the current calendar year.

2. Click **Save**.

## *Entering Corrected Safety Stickers*

The application validates the information entered and prompts you to correct any invalid entries.

A message is displayed at the bottom of the screen informing you that the sticker was updated and saved correctly.

## Entering Void-Damaged, Stolen and Missing Safety Stickers

### Entering Void-Damaged, Stolen and Missing Safety Stickers

Sticker numbers must be entered into the *e-SAFETY Application* when they are: voided from damage, stolen or cannot be accounted for because they are missing. This process is for stickers that have yet to be assigned to a vehicle. Recording of these stickers is done through the *Void-Damaged/Stolen/Missing Sticker* screen.

#### To Enter Void-Damaged, Stolen, Missing Safety Sticker Information

1. Select **Safety Stickers > Void-Damaged/Stolen/Missing Stickers** from the main menu. The *Void-Damaged/Stolen/Missing Sticker* screen is displayed, as shown in Figure 24.

The screen dynamically changes depending whether the **Void/Damage** or **Stolen** selection fields are chosen. When **Stolen** is selected, the *Date of Reporting to Authorities* and *Reported To* fields become enabled. By default, the screen displays with **Void/Damage** selected, as shown in Figure 24.

Figure 24: Void-Damaged/Stolen/Missing Safety Sticker Screen

2. Enter the sticker information.

The following table provides details about each field:

**WARNING:** The sticker number prefix cannot be an “IM” designation. This is for emissions stickers only.

Field Name	Description
Single Sticker / Multiple Stickers	Select the appropriate option. The screen will change depending on the choice.

## Entering Void-Damaged, Stolen and Missing Safety Stickers

Field Name	Description
Start Sticker No	Enter the 10 character alphanumeric sticker number in a XX99999999 format where XX is AI, AO or SI (no other sticker prefix is valid). Enter the sticker number if the <b>Single Sticker No.</b> option is selected. If <b>Multiple Sticker No.</b> option is selected, enter the beginning number in a complete set of sticker numbers.
End Sticker No	If entering a sticker range, enter the ending 10 character alphanumeric sticker number in a XX99999999 format where XX is AI, AO or SI (no other sticker prefix is valid). The range from <b>Start Sticker No.</b> and <b>End Sticker No.</b> cannot be larger than 100.
Void / Damage, Stolen or Missing	Select <b>Void / Damage, Stolen</b> or <b>Missing</b> . When selecting Stolen as the sticker status, the screen dynamically changes to include the <i>Date of Reporting to Authorities</i> and the <i>Reported To</i> fields.
Stolen / Missing Reported To	Select who the stolen sticker(s) were reported to. The choices are: <b>PennDOT, Auditor</b> and <b>State or Local Police</b> .  This field is only displayed when the reason for entering this ticket is <b>Stolen</b> or <b>Missing</b> .

### 3. Click **Save**.

**NOTE:** When entering a range of stickers, the start date must be before the end date. Also, the range cannot exceed 100 stickers.

The application validates the information entered and prompts you to correct any invalid entries.

A message is displayed at the bottom of the screen informing you that the information was updated and saved correctly.

## Entering Replacement Safety Stickers

### Entering Replacement Safety Stickers

A customer can receive a replacement sticker if for some reason the sticker affixed to their vehicle becomes damaged. The customer will need to bring in proof of the damaged sticker in order to receive a replacement.

Safety sticker replacements can be made for all vehicle types. The screens for these three replacement types are primarily the same. Fields not used for motorcycles and trailers will not be editable.

The following table lists the vehicle types.

**NOTE:** Some data is not collected for certain vehicle types. In MS Internet Explorer, the field will be uneditable. In Firefox, the field is shaded as well as being uneditable.

Form	Used When
MV-431	Vehicle Type: <ul style="list-style-type: none"> <li>• Passenger Car</li> <li>• Light Truck</li> <li>• Medium Truck</li> <li>• Heavy Truck</li> <li>• Bus</li> <li>• School Bus</li> <li>• Motor Home</li> </ul>
MV-480	Vehicle Type: <ul style="list-style-type: none"> <li>• Motorcycle/Motor-Driven Cycle</li> <li>• Moped/Motorized Pedal-Cycle</li> <li>• Trailer</li> <li>• Reconstructed/Specially Constructed</li> </ul>

For purpose of this example, the passenger vehicle inspection will be used.

## Entering Replacement Safety Stickers

### To Enter Replacement Safety Sticker Information

1. Select **Safety Stickers > Replacement Stickers > MV431** or **MV-480** from the main application menu and select the vehicle type. The *Replacement Safety Stickers* screen is displayed, as shown in Figure 25.

Figure 25: Replacement Safety Stickers Screen

2. The following fields are auto-populated by the application:

Field Name	Description
Vehicle Category	System-provided field defining the vehicle type. For example: passenger vehicle, motorcycle or trailer. This field cannot be edited.
System Record No	System-provided number. This number will be populated when the inspection is marked as <i>Final</i> or as <i>Keep Pending</i> . This field cannot be edited.

3. Enter the preliminary safety inspection information.

## Entering Replacement Safety Stickers

**NOTE:** A barcode scanner can be used to automatically fill in some of the personal and vehicle information. See “Using the Barcode Scanner” on page 49 for more information.

The following table provides details about each field:

Field Name	Description
Annual / Semi Annual	Select whether the test type is an annual or semi annual safety inspection.
Work Order	Enter the 10 digit alphanumeric work order number from the form. This is a required field when saving an inspection as pending.
Inspector Lic ID	Enter the ID number for the person who performed the safety inspection. This is a required field when saving an inspection as pending.
Inspection Date	Enter the date that the inspection took place in a mm/dd/yyyy format. You can also click on the calendar icon to select the date. This is a required field when saving an inspection as pending.

#### 4. Enter the vehicle registrant (owner) information.

The following table provides details about each field:

Field Name	Description
Last Name / Company Name	Enter the last name of the registered owner of the vehicle. This field can be filled in automatically by using a barcode scanner. This is a required field when saving an inspection as pending.
First Name	Enter the first name of the registered owner of the vehicle. This field can be filled in automatically by using a barcode scanner. See “Using the Barcode Scanner” on page 49 for more information.
City	Enter the city where the vehicle is registered. This field can be filled in automatically by using a barcode scanner. See “Using the Barcode Scanner” on page 49 for more information.
State	Enter the alpha character designation for the registered vehicle owner.
ZIP Code	Enter the five-digit ZIP Code for the registered vehicle owner.
County	Enter the county where the vehicle is registered. This field can be filled in automatically by using a barcode scanner. See “Using the Barcode Scanner” on page 49 for more information.

#### 5. Enter the vehicle insurance information.

## Entering Replacement Safety Stickers

The following table provides details about each field:

Field Name	Description
Company	Enter the name of the insurance company for which the owner has a valid policy. Optionally, click the icon to the right of this field to select from a list of many of the available insurance companies.
NAIC No	The five digit National Association of Insurance Commissioners (NAIC) number associated to the registered vehicle owner's insurance company.
Policy No	Enter the alphanumeric insurance policy ID assigned to the registered vehicle owner by their insurance company.
Expires (mm/dd/yyyy)	Enter the expiration date of the insurance policy for this vehicle. This date is entered in a mm/dd/yyyy format.

### 6. Enter the vehicle identification information.

The following table provides details about each field:

Field Name	Description
VIN No	Enter the vehicle identification number (VIN) for this vehicle. This number consists of 17 alphanumeric characters (21 for previously salvaged vehicles). This field can be filled in automatically by using a barcode scanner. This is a required field when saving an inspection as pending.
Retype VIN	Re-type the VIN for this vehicle. This field is not required if the vehicle information was captured with the barcode scanner. See "Using the Barcode Scanner" on page 49 for more information.
Plate No	Enter the registered license plate number for the vehicle. This field can be filled in automatically by using a barcode scanner. This is a required field when saving an inspection as pending. See "Using the Barcode Scanner" on page 49 for more information.
Old Odometer	Enter the odometer reading that was captured during the previous safety inspection. This field is not available for trailers, motorcycles or motor driven cycles.  Click the icon to the right of this field for a drop-down list of available alternate entries (Out of State, No Previous Sticker, Unreadable and N/A).

## Entering Replacement Safety Stickers

Field Name	Description
Current Odometer	Enter the current odometer reading at the time the safety inspection occurred. This field is not available for trailers.  Click the icon to the right of this field for a drop-down list of available alternate entry of Exempt.
Model Year	Enter the numeric model year for the registered vehicle. This number is entered in a yyyy format. This field can be filled in automatically by using a barcode scanner. See "Using the Barcode Scanner" on page 49 for more information.
Make	Enter the auto manufacturer information. This field can be filled in automatically by using a barcode scanner. See "Using the Barcode Scanner" on page 49 for more information.
Body	Select the vehicle body style from the drop-down list.
Color	Enter the primary color of the vehicle.

7. Enter the sticker information in the *Safety Sticker* section of the screen, as shown in Figure 26.

The screenshot shows a web form with the following elements:

- Comment:** A text input field.
- Previous Sticker No:** A text input field.
- New Sticker No:** A text input field.
- Expiration:** A date selection field in MM-YYYY format.
- Replacement Labor Cost (\$):** A numeric input field with a value of 0.0.
- Sticker Cost (\$):** A numeric input field with a value of 0.0.
- Grand Total (\$):** A label for the total cost.
- Buttons:** Final, Keep Pending, and Cancel.

Figure 26: Enter Safety Data Screen Showing Safety Sticker Section

**WARNING:** The previous or new *Sticker No* prefix cannot be an "IM" designation. This is for emissions stickers only.

The following table provides details about each field:

Field Name	Description
Comment	Enter the reason for replacing the old sticker.
Previous Sticker No	Enter the number of the previous sticker.
New Sticker No	Enter the 10 character alphanumeric sticker number in a XX99999999 format where XX is AI, AO or SI (no other sticker prefix is valid).

## Entering Replacement Safety Stickers

Field Name	Description
Expiration (MM/YYYY)	Enter the month and year that the safety sticker will expire. The month should be designated with a two character entry. For example, July = 07. The year entry should be entered in a YYYY format.  The expiration date must not be less than six months and no more than 15 months after the current calendar year.

8. Enter the cost information in the *Safety Sticker* section of the screen.

The following table provides details about each field:

Field Name	Description
Replacement Labor Cost (\$)	Enter the cost of labor to replace the sticker.
Sticker Cost (\$)	The cost of the inspection replacement sticker.
Grand Total (\$)	The total amount is generated by the application (including replacement labor cost and replacement sticker cost).

9. Click **Keep Pending** to save the entered information. See “Working With Pending Work Orders” on page 51 for more information.

*Or*

Click **Final** to save the entered information and mark the replacement as complete.

A message indicating that the save was successful is displayed at the bottom of the page.

## *Entering Replacement Safety Stickers*

## 6. *Navigating PennDOT Bulletins*

Periodically, the *Pennsylvania Department of Transportation (PennDOT)* will post safety inspection bulletins to their web site. The *e-SAFETY Application* provides a direct link to the *Safety Inspection Bulletins* web site.

The following sections is contained within this chapter:

- “Navigating to PennDOT Bulletins” ..... page 70

## Navigating to PennDOT Bulletins

# Navigating to PennDOT Bulletins

PennDOT maintains a web site with archived safety bulletins. The *e-SAFETY Application* provides a direct link to this site.

### To Navigate to PennDOT Bulletins

1. Click [Safety Bulletins](#) in the top left corner of the main menu bar.

A new browser window is opened, which displays the *PennDOT Safety Inspection Bulletins* web site, as shown in Figure 27.



Figure 27: PennDOT Safety Inspection Bulletins Web Site

2. Close the browser window once you are done viewing the safety bulletins to return to the *e-SAFETY Application*.

## 7. Report Basics

Using the instructions in the following sections, you will learn how to generate a sample report in the *e-SAFETY Application*. These sections also provide information about how to enter search criteria, generate reports, print reports and export or save report data.

For detailed information for each report available in the *e-SAFETY Application*, see “Report Descriptions” on page 83.

The following sections are contained within this chapter:

- “Report Basics” ..... page 72
  - “Report Search Criteria” ..... page 72
  - “About Generated Reports” ..... page 73
- “Generating a Sample Report” ..... page 75
- “Exporting and Saving Reports” ..... page 77
- “Printing Reports” ..... page 81

## Report Basics

### Report Basics

Because the process used to generate each of the different reports is the same, this section presents the steps for generating a sample *Station Inspection History* report. Detailed information about each individual report is provided in the section “Report Descriptions” on page 83.

Using the instructions in the following sections, you will learn how to generate a sample report. The following sections also provide information about how to enter search criteria, generate reports, print reports, save reports as a Portable Document Format (PDF), Excel or Rich Text Format (RTF) document.

### Report Search Criteria

When running a report, the first screen that is displayed is a search criteria screen. Criteria such as date range, license ID and inspection results are examples of this data. The search criteria section, as shown in Figure 28, of each report contains search filters where you enter the information that will be used to locate the records that will be included in each report. The generated report will only include records that match the search criteria that you entered.



The screenshot shows a web interface titled "Station Inspection History". It features four input fields: "Inspection From Date" (empty), "Inspection To Date" (containing "05/13/2008"), "Inspector Lic ID" (empty), and "Overall Result" (a dropdown menu set to "ALL"). Each date field has a small calendar icon to its right. At the bottom center, there is a "View Report" button.

Figure 28: Sample Search Criteria Screen

## Report Basics

### About Generated Reports

Once a report has been generated, it displays similar to Figure 29.

**NOTE:** For instructions on generating a report, see the section "Generating a Sample Report" on page 75.

The body of the report displays results that match the report search criteria you entered.

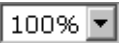

Inspection Date	Sticker #	Work Order #	System Record #	Inspector ID	VIN	Plate	Year	Make	Body
2/26/2006	AI123125	101	21923	18053043	987654321987765	4ABC100	2003	FORD	PICKU N
3/5/2006	AI123124	101	21924	18053043	123456789012345	4A12345	2003	Honda	SEDAN F
	AI123126	200	21926	18053043	1H2349043219804	HABC101	2005	Honda	SEDAN
	AI123127	300	21925	18053043	4A1671234901043	4ABC300	2006	Civic	SEDAN K
	FAIL	200	21926	18053043	7B7123475654321	4WAZ770	1975	Eclipse	MINIVA F
3/6/2006	AI123125	6576	21927	18053043	43R1805234901043	R567562	2003	Chevy	SEDAN N
3/7/2006	FAIL	300	21930	18053043	80E12347565C300	20BC300	2003	Eclipse	MINIVA F
	FAIL	123	21931	18053043	23A1620054902005	E304123	2005	Eclipse	MINIVA N
	FAIL	123	21932	18053043	80I23 347565C3I23	MINI23	1975	Eclipse	MINIVA N
3/9/2006	AI123128	1	21933	18053043	18N1156754915675	XAB692	2005	Chevy	PICKU F
	AI123129	1	21934	18053043	7B71238052543211	200T1E	2003	FORD	PICKU F
	AI123130	1	21936	18053043	4A1671515671043	1567	2005	Chevy	PICKU N
	FAIL	1	21937	18053043	21P1805234901753	PIC175	2003	FORD	PICKU F

Figure 29: Sample Generated Report

A series of options for displaying, saving and printing reports appears at the top of the generated report. The following table provides a description of these options.

Option	Description
TOC	If a report has multiple sections or contains multiple records, a table of contents (TOC) can be displayed. This is a list of links that takes you to the first page of each section or record. Click a link to select and display the section or record.
First	If a report has multiple pages, this is used to display the first page of the report.
Prev	If a report has multiple pages, this is used to display the previous page of the report.

## Report Basics

Option	Description
Next	If a report has multiple pages, this is used to display the next page of the report.
Last	If a report has multiple pages, this is used to display the last page of the report.
Goto, Page	If a report has multiple pages, this is used to display a specific page of the report. To do this, enter a page number in the <i>Page</i> field and click <b>Go to</b> .
	Used to change the size of the report displayed on the screen. Select a percentage from the drop-down list. This does not change the size of the printed report.
Search	This function is not currently being used.
Download	Used to export and save a report as a portable document file (PDF), Excel file or rich text format file (RTF). For instructions, see the section "Exporting and Saving Reports" on page 77.
Print	Used to print a hard copy of a report. For instructions, see the section "Printing Reports" on page 81.
Help	Used to display information and instructions for exporting, saving and printing reports.
	Used to close the window containing the generated report.

## Generating a Sample Report

### Generating a Sample Report

This section describes how to generate a sample report. Using these instructions, you will learn how to enter the *Search Criteria* to generate any of the reports accessed by this application.

The following instructions are identical for all reports generated using the *e-SAFETY Application*. Because of this, the instructions describe a sample report to illustrate the process. However, the search criteria and generated report are different, depending on which report you select. For detailed information about the search criteria, see the section “Report Search Criteria” on page 72.

#### To Generate a Sample Report

1. Select the report to be generated from the **Reports** menu. The search criteria section for the report appears, similar to Figure 30.



The screenshot shows a web form titled "Station Inspection History". It contains four input fields: "Inspection From Date" (empty), "Inspection To Date" (containing "05/13/2008"), "Inspector Lic ID" (empty), and "Overall Result" (a dropdown menu set to "ALL"). A "View Report" button is located at the bottom center of the form.

Figure 30: Sample Search Criteria Section

2. Enter information about the records you want to include in the report in the fields in the *Search Criteria* section. For additional information, see “Report Search Criteria” on page 72.
3. Click **View Report** after the *Search Criteria* has been entered.

Your default internet browser opens and displays the report, similar to Figure 31.

## Generating a Sample Report


**Station Safety Inspection History**

From 05/01/2007 To 11/30/2007  
Station ID AB26  
Inspector All  
Overall Inspection Results All

Inspection Date	Sticker #	Work Order #	System Record #	Inspector ID	VIN	Plate	Year	Make	Body
2/26/2006	AI123125	101	21923	18053043	987654321987765	4ABC100	2003	FORD	PICKU N
3/5/2006	AI123124	101	21924	18053043	123456789012345	4A12345	2003	Honda	SEDAN F
	AI123126	200	21926	18053043	1H2349043219804	HABC101	2005	Honda	SEDAN
	AI123127	300	21925	18053043	4A1671234901043	4ABC300	2006	Civic	SEDAN H
	FAIL	200	21926	18053043	7B7123475654321	4WAZ770	1975	Eclipse	MINIVA F
3/6/2006	AI123125	6576	21927	18053043	43R1805234901043	R567562	2003	Chevy	SEDAN N
3/7/2006	FAIL	300	21930	18053043	80E12347565C300	20BC300	2003	Eclipse	MINIVA F
	FAIL	123	21931	18053043	23A1620054902005	E304123	2005	Eclipse	MINIVA N
	FAIL	123	21932	18053043	80I23347565C323	MINI23	1975	Eclipse	MINIVA N
3/9/2006	AI123128	1	21933	18053043	18N1156754915675	XAB692	2005	Chevy	PICKU F
	AI123129	1	21934	18053043	7B71238052543211	200T1E	2003	FORD	PICKU F
	AI123130	1	21936	18053043	4A1671515671043	1567	2005	Chevy	PICKU N
	FAIL	1	21937	18053043	21P1805234901753	PIC175	2003	FORD	PICKU F

Tuesday, March 14, 2006 Page 1 of 2

Figure 31: Sample Generated Report

4. Optionally, click [Download](#) to export and save the report as a PDF or Excel file. For more information, see “Exporting and Saving Reports” on page 77.
5. Optionally, click [Print](#) to print the report. For additional information, see the section “Printing Reports” on page 81.
6. Click  to exit the report and return to the *Search Criteria* section.

## Exporting and Saving Reports

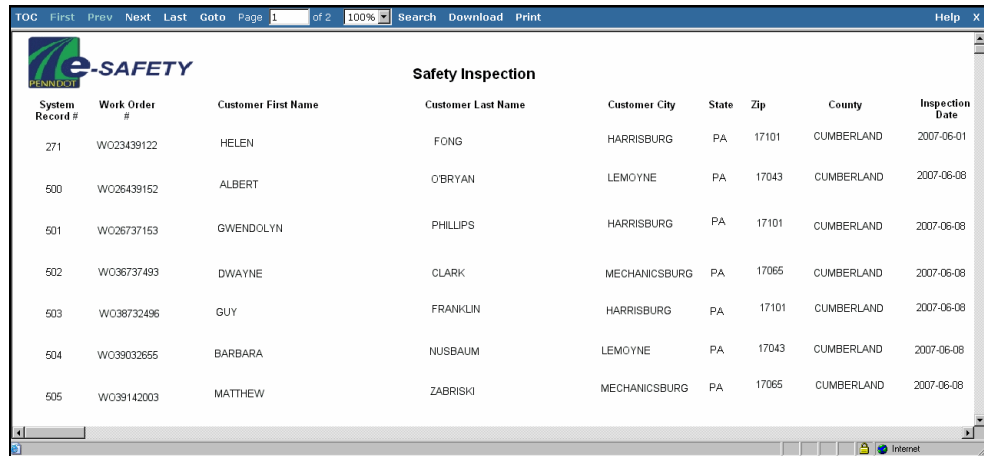
### Exporting and Saving Reports

Using these instructions, you will be able view, export and save a report in an external format, such as a PDF or Excel file. The instructions are identical for all reports generated using this application. The Station Safety Inspection History Detail Export will be used as an example.

#### To Export and Save Reports

1. Generate the report to be exported and saved. For instructions on how to generate a report, see “Generating a Sample Report” on page 75.

The selected report appears, as shown in Figure 32.

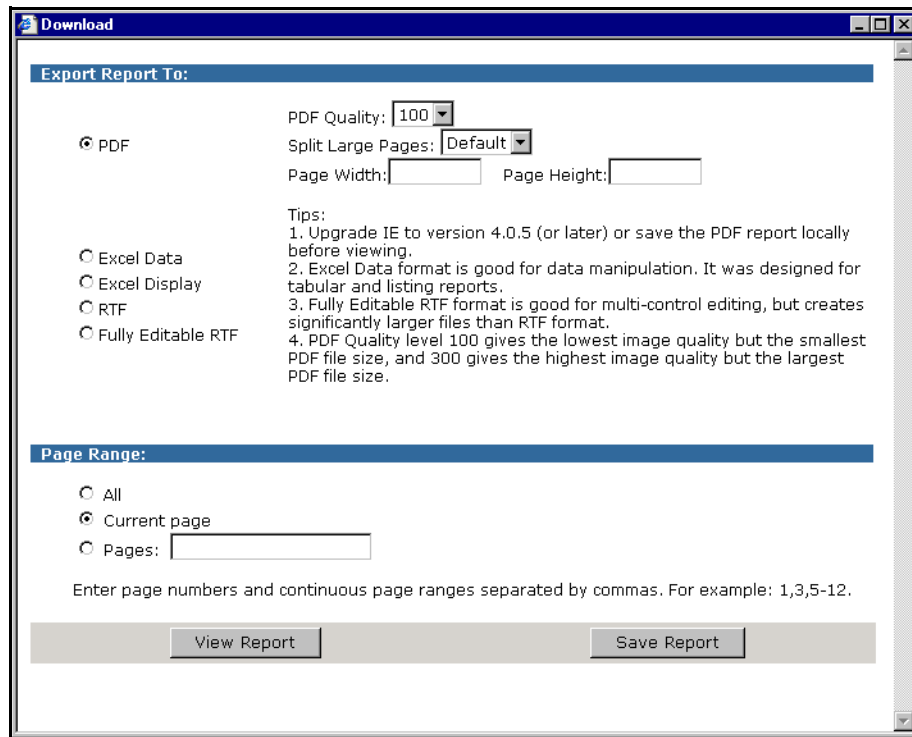


System Record #	Work Order #	Customer First Name	Customer Last Name	Customer City	State	Zip	County	Inspection Date
271	WO23439122	HELEN	FONG	HARRISBURG	PA	17101	CUMBERLAND	2007-06-01
500	WO26439152	ALBERT	O'BRYAN	LEMOYNE	PA	17043	CUMBERLAND	2007-06-08
501	WO26737153	GWENDOLYN	PHILLIPS	HARRISBURG	PA	17101	CUMBERLAND	2007-06-08
502	WO36737493	DWAYNE	CLARK	MECHANICSBURG	PA	17065	CUMBERLAND	2007-06-08
503	WO38732496	GUY	FRANKLIN	HARRISBURG	PA	17101	CUMBERLAND	2007-06-08
504	WO39032655	BARBARA	NUSBAUM	LEMOYNE	PA	17043	CUMBERLAND	2007-06-08
505	WO39142003	MATTHEW	ZABRISKI	MECHANICSBURG	PA	17065	CUMBERLAND	2007-06-08

Figure 32: Station Safety Inspection History - Detail Export

2. Click Download. The *Download* screen appears, as shown in Figure 33.

## Exporting and Saving Reports



The screenshot shows a window titled "Download" with a blue header bar. Below the header is a section titled "Export Report To:" with a blue background. Under this section, there are four radio button options: "PDF" (selected), "Excel Data", "Excel Display", "RTF", and "Fully Editable RTF". To the right of these options are several controls: a "PDF Quality" dropdown menu set to "100", a "Split Large Pages" dropdown menu set to "Default", and two empty text boxes for "Page Width" and "Page Height". Below these controls is a "Tips:" section with four numbered instructions. Below the "Export Report To:" section is another section titled "Page Range:" with a blue background. Under this section, there are three radio button options: "All", "Current page" (selected), and "Pages:" followed by an empty text box. Below the "Page Range:" section is a text prompt: "Enter page numbers and continuous page ranges separated by commas. For example: 1,3,5-12." At the bottom of the window are two buttons: "View Report" and "Save Report".

Figure 33: Download Screen

**NOTE:** If you select to export in PDF format, set the PDF options as needed..

3. In the *Export Report To* section, select the format in which the report will be saved by selecting the desired option. In this example, select the **Excel Data** option.
4. In the *Page Range* section, select whether to export all pages, the current page or a ranges of pages by selecting the appropriate option. If you select to print a range of pages, enter the page range in the field provided.
5. (Optional) Preview the report by clicking **View Report**. The report appears in a new window in the format selected in the *Export Report To* section.
6. Click **Save Report** to save the report in the format selected in the *Export Report To* section. The *File Download* window appears, as shown in Figure 34

## Exporting and Saving Reports

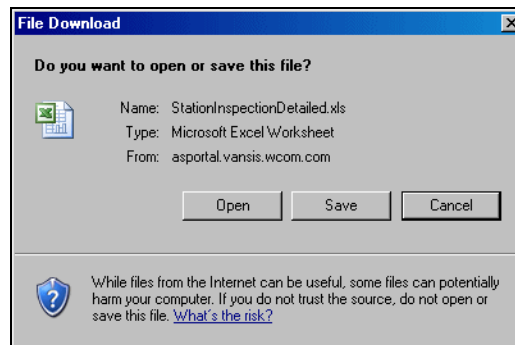


Figure 34: File Download Window

7. Click **Save**. The **Save As** window appears, as shown in Figure 35.

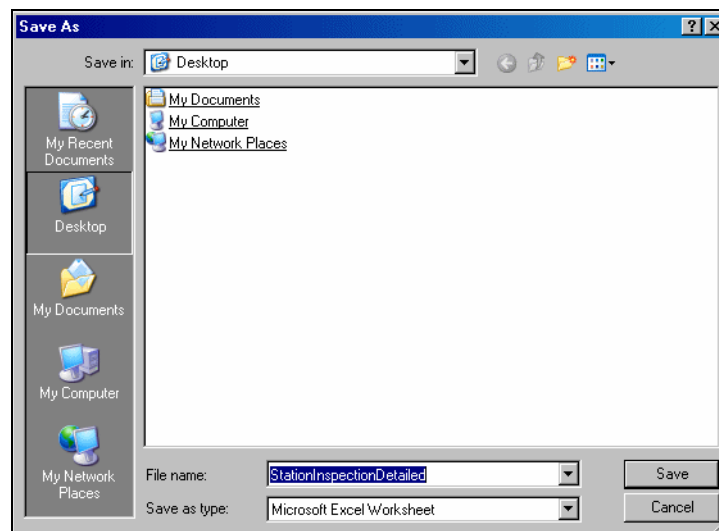


Figure 35: Save As Window

8. Locate the folder in which the file will be saved.
9. Enter a name for the file in the *File name* field, or you can accept the default name.
10. Click **Save**. The *Download complete* window appears, as shown in Figure 36.

## Exporting and Saving Reports

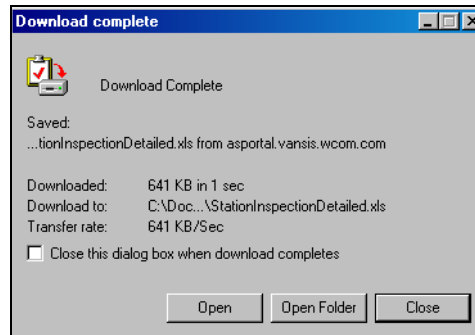


Figure 36: Download Complete Window

11. Click **Open** to open the file.

*Or*

Click **Open Folder** to open the folder in which the file is saved.

*Or*

Click **Close** to exit the screen without opening the file or the folder in which it is saved and return to the report screen.

## Printing Reports

### Printing Reports

This section describes how to print a report. Printing reports is useful for keeping a hard copy of a report on file. The instructions are identical for all reports generated using this application. Because of this, instructions use a sample report to illustrate the process. The station can provide this report to the station's customers.

#### To Print a Report

1. Generate the report to be printed. For instructions on how to generate a report, see "Generating a Sample Report" on page 75.

The selected report appears, similar to Figure 37.

**Station Safety Inspection History**

From 05/01/2007 To 11/30/2007  
Station ID AB26  
Inspector All  
Overall Inspection Results All

Inspection Date	Sticker #	Work Order #	System Record #	Inspector ID	VIN	Plate	Year	Make	Body
2/26/2006	AI123125	101	21923	18053043	987654321987765	4ABC100	2003	FORD	PICKU N
3/5/2006	AI123124	101	21924	18053043	123456789012345	4A12345	2003	Honda	SEDAN F
	AI123126	200	21926	18053043	1H2349043219804	HABC101	2005	Honda	SEDAN
	AI123127	300	21925	18053043	1A1671234901043	4ABC300	2006	Civic	SEDAN N
	FAIL	200	21926	18053043	7B7123475654321	4WAZ770	1975	Eclipse	MINIVA F
3/6/2006	AI123125	6576	21927	18053043	43R1805234901043	R567562	2003	Chevy	SEDAN N
3/7/2006	FAIL	300	21930	18053043	80E12347565C300	20BC300	2003	Eclipse	MINIVA F
	FAIL	123	21931	18053043	23A1620054902005	E304123	2005	Eclipse	MINIVA N
	FAIL	123	21932	18053043	80I23 347565C3I23	MINI23	1975	Eclipse	MINIVA N
3/9/2006	AI123128	1	21933	18053043	18N1156754915675	XAB692	2005	Chevy	PICKU F
	AI123129	1	21934	18053043	7B71238052543211	200T1E	2003	FORD	PICKU F
	AI123130	1	21936	18053043	1A1671515671043	1567	2005	Chevy	PICKU N
	FAIL	1	21937	18053043	21P1805234901753	PIC175	2003	FORD	PICKU F

Tuesday, March 14, 2006 Page 1 of 2

Figure 37: Sample Generated Report

2. Click **Print** to print the report.

The application converts the report to a portable document file (PDF) file and the *Print* window appears.

3. In the *Print* window, make any necessary changes to the settings and click **Print** to print the report.

## *Printing Reports*

## 8. *Report Descriptions*

The *e-SAFETY Application* generates reports that are used for managing safety data and analyzing the effectiveness of the program.

The following sections provide detailed information about each report that can be generated using this application. The information includes an illustration of each generated report.

The following sections are contained within this chapter:

- “Report Descriptions” . . . . . page 84
  - “Inspection Report” . . . . . page 84
  - “Replacement Sticker Report” . . . . . page 89
  - “Vehicle Safety Inspection History Report” . . . . . page 92
  - “Station Safety Inspection History Report” . . . . . page 94
  - “Station Safety Inspection History Detailed Export” . . . . . page 96
  - “Sticker Usage Report” . . . . . page 101

## *Report Descriptions*

### **Report Descriptions**

The reports are used for managing safety data and analyzing the effectiveness of the program. For instructions on generating, printing, exporting and saving the report, see the sections “Report Basics” on page 72.

#### *Inspection Report*

The *Safety Inspection* report provides the details of a safety inspection. This report is used to review the results of a single inspection. The station can provide this report to the station’s customers

To access the report, select **Reports >Safety Inspection**.

For instructions on generating the report, see the section “Generating a Sample Report” page 75. For instructions on printing, exporting and saving the report, see the sections “Printing Reports” page 81 and “Exporting and Saving Reports” page 77.

Figure 38 provides an example of a generated *Safety Inspection* report.

## Report Descriptions


TOC First Prev Next Last Goto Page 1 of 1 100% Search Download Print Help X			
 <h3 style="text-align: right;">Safety Inspection</h3>			
<b>Station Information</b>			
ID	AB26	Work Order #	WO12345
Name	GREENE COUNTY MAINTENANCE	Address	186 JEFFERSON RD WAYNESSBURG PA 15370
System Record #	1273		
<b>Customer Detail</b>			
Name	BILL SMITH	State	PA
City	HERMITAGE	County	ALLEGHENY
		Zip	15148
<b>Inspection Detail</b>			
Inspection Date	10/31/2007	Inspection Type	Annual
Overall Results	Pass	Inspector Name	
		Sticker #	AO12345678
		Sticker Expiration	10/2008
<b>Vehicle Detail</b>			
VIN	12345678912345678	Color	Blue
Year	2007	Type	Passenger Car
Make	FORD	Plate	ABC1234
Body	Sedan	County Registered	ALLEGHENY
		Old Odometer	100123
		Current Odometer	125123
		City Registered	HERMITAGE
<b>Test Results</b>			
Lowest Tire Reading	30/32	Side	Middle
Front Brake Reading	30/32		Left
Rear Brake Reading	29/32		Right
		Axle	Front
			Inner
		Brake Type	Riveted
		Brake Type	Riveted
Cost \$ (w/o Tax) Comment			
Tires & Wheels	Pass		
Steering & Suspension	Pass		
Exhaust System	Pass		
Fuel System	Pass		
Glazing & Mirrors	Repair	\$75.00	WINDOW CHIP
Lights, Wiring & Switches	Pass		
Body, Door & Latches	Pass		
Brake System	Pass		
Other	Pass		
Road Test	Pass		
Reg./Owner Verified	Yes		
<b>Visual Anti-Tampering Results</b>			
Cost \$ (w/o Tax) Comment			
Catalytic Converter			
Fuel Inlet Restrictor			
PCV Valve			
EGR Valve			
Air Pump			
Evaporative Control System			
<b>Cost Summary</b>			
Cost	\$75.00		
Repair Costs Not Entered Above	\$0.00		
Inspection Cost	\$0.00		
Sticker Cost	\$2.00	Comment	
Non-Inspection Related Cost	\$0.00		
<b>Total Tax</b>	<b>\$4.62</b>		
<b>Grand Total</b>	<b>\$81.62</b>	Inspector's Signature	_____
Wednesday, October 31, 2007 <span style="float: right;">Page 1 of 1</span>			

Figure 38: Safety Inspection Report

## Report Descriptions

The following table provides a description for each of the fields found in this report:

Field	Description
ID	The unique identification number assigned to the station where the inspection was performed.
Name	The station name associated with the station ID.
System Record #	System provided number. This number is populated when the inspection is marked as <i>Final</i> or as <i>Keep Pending</i> .
Work Order #	The ten digit alphanumeric work order number from the inspection form.
Address	The station's location address including: street address, city, state and ZIP Code.
Name	The customer's first and last name. This can also be a company name if the vehicle is owned by the company.
City	The city where the vehicle is registered.
County	The county where the vehicle is registered.
State	The state where the vehicle is registered.
Zip	The ZIP code where the vehicle is registered.
Inspection Date	The date that the inspection took place in a mm/dd/yyyy format.
Overall Results	Indicates whether the vehicle passed or failed the safety inspection.
Inspection Type	Inspection Type (Annual or Semi-annual)
Inspector Name	The of the person who performed the safety inspection.
Sticker #	The 10 character alphanumeric sticker number in a XX99999999 format where XX is AI, AO or SI (no other sticker prefix is valid). "Fail" is displayed if the vehicle did not pass the safety inspection.
Sticker Expiration	The month and year that the safety sticker expires. The expiration date must not be less than six months and no more than 15 months after the current calendar year.
VIN	The vehicle identification number (VIN) for this vehicle. This number consists of 17 alphanumeric characters (21 for previously salvaged vehicles).
Year	The numeric model year for the registered vehicle. This number is displayed in a yyyy format.
Make	The auto manufacturer information.
Body	The body style for the vehicle. The choices for passenger vehicles include: sedan, station wagon, pickup, SUV, minivan and full size van. This field is not applicable for motorcycle. The choices for trailer include: trailer and semi.
Color	The color of the vehicle.
Type	The conveyance type for the vehicle.

## Report Descriptions

Field	Description
Plate	The license plate number that is recorded for the vehicle.
County Registered	The county that has been registered for the vehicle.
Old Odometer	The odometer reading that was captured during the previous safety inspection.
Current Odometer	The current odometer reading at the time the safety inspection occurred.
City Registered	The city that has been registered for the vehicle.
Lowest Tire Reading	Displays information about the tire inspection including: <ul style="list-style-type: none"> <li>• Tread reading</li> <li>• Side that the tire is located</li> <li>• Axle location</li> <li>• Wheel location</li> </ul>
Front Brake Reading	Displays information about the front brake inspection including: <ul style="list-style-type: none"> <li>• Brake thickness</li> <li>• Side the brake is located</li> <li>• Brake type</li> </ul>
Rear Brake Reading	Displays information about the front brake inspection including: <ul style="list-style-type: none"> <li>• Brake thickness</li> <li>• Side the brake is located</li> <li>• Brake type</li> </ul>
Tires & Wheels	Displays Pass or Fail, repair cost and any associated comments.
Steering & Suspension	Displays Pass or Fail, repair cost and any associated comments.
Exhaust System	Displays Pass or Fail, repair cost and any associated comments.
Fuel System	Displays Pass or Fail, repair cost and any associated comments.
Glazing & Mirrors	Displays Pass or Fail, repair cost and any associated comments.
Lights, Wiring & Switches	Displays Pass or Fail, repair cost and any associated comments.
Body, Doors, & Latches	Displays Pass or Fail, repair cost and any associated comments.
Brake System	Displays Pass or Fail, repair cost and any associated comments.
Other	Displays Pass or Fail, repair cost and any associated comments.

## Report Descriptions

Field	Description
Road Test	A Pass or Fail designation for the vehicle road test and any associated comments. This field is blank for reconstructed and specially constructed vehicles.
Registration/Ownership Verified	A yes or no value for if the vehicle registration was verified. This field is blank for reconstructed and specially constructed vehicles.
Catalytic Converter	Displays Pass, New, Fail, Adjust, Repair or N/A for the safety inspection results. Also shows cost of repair and any associated comments.
Fuel Inlet Restrictor	Displays Pass, New, Fail, Adjust, Repair or N/A for the safety inspection results. Also shows cost of repair and any associated comments.
PCV Valve	Displays Pass, New, Fail, Adjust, Repair or N/A for the safety inspection results. Also shows cost of repair and any associated comments.
EGR Valve	Displays Pass, New, Fail, Adjust, Repair or N/A for the safety inspection results. Also shows cost of repair and any associated comments.
Air Pump	Displays Pass, New, Fail, Adjust, Repair or N/A for the safety inspection results. Also shows cost of repair and any associated comments.
Evaporative Control System	Displays Pass, New, Fail, Adjust, Repair or N/A for the safety inspection results. Also shows cost of repair and any associated comments.
Cost	Sum of additional costs for repairs or adjustments.
Repair Costs Not Entered Above	Displays any additional cost incurred during the inspection that were required to pass.
Inspection Cost	The total amount charged for the inspection (not including repairs and adjustments).
Sticker Cost	The fee charged for the inspection sticker.
Non-Inspection Related Cost	Displays any non-inspection related cost incurred during the inspection.
Total Tax	Any taxes incurred for the inspection and/or repair.
Grand Total	The total of all fees and costs for the safety inspection and resulting sticker.
Inspector's Signature	This provides an area for the inspector to sign the final inspection report.

## Report Descriptions

### Replacement Sticker Report

The *Safety Sticker Replacement* report provides details about a single replacement sticker transaction. The station can provide this report to the station's customers.

A customer can receive a replacement sticker if for some reason the sticker affixed to their vehicle becomes damaged. The customer will need to bring in proof of the damaged sticker in order to receive a replacement.

To access the report, select **Reports > Sticker Replacement**.

For instructions on generating the report, see the section "Generating a Sample Report" page 75. For instructions on printing, exporting and saving the report, see the sections "Printing Reports" page 81 and "Exporting and Saving Reports" page 77.

Figure 39 provides an example of a generated *Safety Sticker Replacement* report.

Station Information	
ID AB26	Work Order # WO12345
Name GREENE COUNTY MAINTENANCE	Address 186 JEFFERSON RD WAYNESBURG PA 15370
System Record # 1275	

Customer Detail	
Name BILL SMITH	State PA
City HERMITAGE	County ALLEGHENY
	Zip 15148

Inspection Detail	
Inspection Date 11/01/2007	Inspection Type Annual
Inspector Name	Sticker # AO12345679
	Old Sticker AO12345678
	Sticker Expiration 10/2008

Vehicle Detail	
VIN 12345678912345678	Color Blue
Year 2007	Type Passenger Car
Make FORD	Plate ABC1234
Body Sedan	County ALLEGHENY
	Old Odometer 100123
	Current Odometer 127123
	City Registered HERMITAGE

Replacement Comment	
WINDOW REPLACEMENT	

Cost Summary	
Replacement Labor Cost	\$75.00
Sticker Cost	\$2.00
<b>Grand Total</b>	<b>\$77.00</b>
Inspector's Signature	_____

Thursday, November 01, 2007 Page 1 of 1

Figure 39: Safety Sticker Replacement Report

## Report Descriptions

The following table provides a description for each of the fields found in this report:

Field	Description
ID	The unique identification number assigned to the station where the inspection was performed.
Name	The station name associated with the station ID.
System Record #	System provided number. This number is populated when the inspection is marked as <i>Final</i> or as <i>Keep Pending</i> .
Work Order #	The ten digit alphanumeric work order number from the form.
Address	The station's location address including; street address, city, state, ZIP Code.
Name	The customer's first and last name. This can also be a company name if the vehicle is owned by the company.
City	The city where the vehicle is registered.
County	The county where the vehicle is registered.
State	The state where the vehicle is registered.
Zip	The ZIP code where the vehicle is registered.
Inspection Date	The date the vehicle was inspected.
Inspector Name	The of the person who performed the safety inspection.
Inspection Type	Inspection Type (Annual or Semi-annual)
Old Sticker	The previous sticker number assigned to this inspection.
Sticker #	The 10 character alphanumeric sticker number in a XX99999999 format where XX is AI, AO or SI (no other sticker prefix is valid). If the safety inspection resulted in a fail to pass, FAIL is displayed.
Sticker Expiration	The month and year that the safety sticker expires. The expiration date must not be less than six months and no more than 15 months after the current calendar year.
VIN	The vehicle identification number (VIN) for this vehicle. This number consists of 17 alphanumeric characters (21 for previously salvaged vehicles).
Year	The numeric model year for the registered vehicle. This number is displayed in a yyyy format.
Make	The auto manufacturer information.
Body	The body style for the vehicle. The choices for passenger vehicles include: sedan, station wagon, pickup, SUV, minivan and full size van. This field is not applicable for motorcycle. The choices for trailer include: trailer and semi.
Color	The color of the vehicle.
Type	The conveyance type for the vehicle.
Plate	The license plate number that is recorded for the vehicle.
County	The county that has been registered for the vehicle.

---

## *Report Descriptions*

<b>Field</b>	<b>Description</b>
Old Odometer	The odometer reading that was captured during the previous safety inspection.
Current Odometer	The current odometer reading at the time the safety inspection occurred.
City Registered	The city that has been registered for the vehicle.
Replacement Comment	The comment reason for replacing the sticker.
Replacement Labor Cost	The total amount charged for labor to replace the inspection sticker.
Sticker Cost	The fee charged for the inspection sticker replacement.
Grand Total	The total of all fees and costs for the safety inspection and resulting sticker.
Inspector's Signature	This provides an area for the inspector to sign the final inspection report.

## Report Descriptions

### Vehicle Safety Inspection History Report

The *Vehicle Safety Inspection History* report provides a summary view of each inspection performed on a specific vehicle. The station can provide this report to the station's customers.

To access the report, select **Reports > Vehicle History**.

For instructions on generating the report, see the section "Generating a Sample Report" page 75. For instructions on printing, exporting and saving the report, see the sections "Printing Reports" page 81 and "Exporting and Saving Reports" page 77.

Figure 40 provides an example of a generated *Vehicle Safety Inspection History* report.

Inspection Date	Sticker #	Overall Results	Previous Odometer Reading	Current Odometer Reading
4/6/2006	AI00012547	Pass	100125	250147

Number of Inspections: 1

Figure 40: Vehicle Safety Inspection History Report

The following table provides a description for each of the fields found in this report:

Field	Description
AS OF	The date the report was retrieved from the system. This date is displayed in a mm/dd/yyyy format.
VIN	The vehicle identification number (VIN) for this vehicle. This number consists of 17 alphanumeric characters (21 for previously salvaged vehicles).
Year	The numeric model year for the registered vehicle. This number is displayed in a yyyy format.
Make	The auto manufacturer information.
Body	The body style for the vehicle.
Vehicle Type	The conveyance type for the vehicle.
Inspection Date	The date that the inspection was completed. This date is provided in a mm/dd/yyyy format.

---

## *Report Descriptions*

<b>Field</b>	<b>Description</b>
Sticker #	The number of the safety sticker associated with the inspection. This number can be found pre-printed on the sticker.
Overall Results	Indicates whether the vehicle passed or failed the safety inspection or has a replacement sticker.
Previous Odometer Reading	The vehicle mileage recorded during the previous inspection.
Current Odometer Reading	The vehicle mileage recorded during the inspection.
Number of Inspections	The number of safety inspections and sticker replacements performed on that VIN.

## Report Descriptions

### Station Safety Inspection History Report

The *Station Safety Inspection History* report provides a summary of each inspection performed by a specific station during a chosen date range. This report is used by station personnel to review a station's performance.

To access the report, select **Reports > Station Inspection History > Summary**.

For instructions on generating the report, see the section "Generating a Sample Report" page 75. For instructions on printing, exporting and saving the report, see the sections "Printing Reports" page 81 and "Exporting and Saving Reports" page 77.

Figure 41 provides an example of a generated *Station Safety Inspection History* report.

Inspection Date	Sticker #	Work Order #	System Record #	Inspector ID	VIN	Plate	Year	Make	Body
2/26/2006									
	AI123125	101	21923	18053043	987654321987765	4ABC100	2003	FORD	PICKU N
3/5/2006									
	AI123124	101	21924	18053043	123456789012345	4A12345	2003	Honda	SEDAN F
	AI123126	200	21926	18053043	1H2349043219804	HABC101	2005	Honda	SEDAN
	AI123127	300	21925	18053043	1A1671234901043	4ABC300	2006	Civic	SEDAN N
	FAIL	200	21926	18053043	7B7123475654321	4WVAZ770	1975	Eclipse	MINIVA F
3/6/2006									
	AI123125	6576	21927	18053043	43R1805234901043	R567562	2003	Chevy	SEDAN N
3/7/2006									
	FAIL	300	21930	18053043	80B12347565C300	20BC300	2003	Eclipse	MINIVA F
	FAIL	123	21931	18053043	23A1620054902005	E304123	2005	Eclipse	MINIVA N
	FAIL	123	21932	18053043	80I23347565C323	MINI23	1975	Eclipse	MINIVA N
3/9/2006									
	AI123128	1	21933	18053043	18N1156754915675	XAB692	2005	Chevy	PICKU F
	AI123129	1	21934	18053043	7B71238052543211	200T1E	2003	FORD	PICKU F
	AI123130	1	21936	18053043	1A1671515671043	1567	2005	Chevy	PICKU N
	FAIL	1	21937	18053043	21P1805234901753	PIC175	2003	FORD	PICKU F

Figure 41: Station Safety Inspection History Report

## Report Descriptions

The following table provides a description for each of the fields found in this report:

Field	Description
From / To (date)	The date range the report was retrieved from the system. These dates are displayed in a mm/dd/yyyy format.
Station ID	The unique identification number assigned to the station where the inspection was performed.
Inspector	The ID number for the person who performed the safety inspection. Displays <i>All</i> when every inspector assigned to that station is retrieved.
Overall Inspection Results	Displays if the report was queried for inspections that resulted in a Pass, Fail or for All results.
Inspection Date	The date that the inspection was completed. This date is provided in a mm/dd/yyyy format.
Sticker #	The number of the safety sticker associated with the inspection. This number can be found pre-printed on the sticker.
Work Order #	The number on the station work order form used during the safety inspection process.
System Record #	The unique system-generated identification number associated to the safety inspection.
Inspector ID	The unique identification number for the inspector who performed the safety inspection.
VIN	Vehicle Identification Numbers (VINs) are used to uniquely identify motor vehicles. This number consists of 17-21 alphanumeric characters.
Plate	The license plate number of the vehicle that received a safety inspection.
Year	The year that the vehicle was manufactured.
Make	The manufacturer's make for the vehicle inspected.
Body	The body style for the vehicle.
Vehicle Type	The type of vehicle inspected.
Overall Result	Indicates whether the vehicle passed or failed the safety inspection or has a replacement sticker.
Entered By	The user ID of the person who entered the safety inspection information.

## Report Descriptions

### Station Safety Inspection History Detailed Export

The *Station Safety Inspection History Detailed Export* allows station managers to have a detailed view of each safety inspection performed at that station. Station managers can select to view information for each inspector. You can search by any date range and choose to view information for an individual inspector or all inspectors. You can choose to view information for all inspections, inspections with a passing result or inspections with a failed result.

To access the *Station Safety Inspection History Detailed Export*, select **Reports > Station Inspection History > Detailed Export**.

For instructions on generating the report, see the section “Generating a Sample Report” page 73. For instructions on exporting and saving the report, see “Exporting and Saving Reports” on page 77.

Figure 42 provides an example of the generated report.

**WARNING:** It is recommended that instead of printing the *Station Inspection History Detailed Export*, try exporting the data from the *e-SAFETY Application* and import the data into *Microsoft Excel* where it can be manipulated and printed. See “Exporting and Saving Reports” on page 77 for more information.

System Record #	Work Order #	Customer First Name	Customer Last Name	Customer City	State	Zip	County	Inspection Date
271	WO23439122	HELEN	FONG	HARRISBURG	PA	17101	CUMBERLAND	2007-06-01
500	WO26439152	ALBERT	O'BRYAN	LEMOYNE	PA	17043	CUMBERLAND	2007-06-08
501	WO26737153	GWENDOLYN	PHILLIPS	HARRISBURG	PA	17101	CUMBERLAND	2007-06-08
502	WO36737493	DWAYNE	CLARK	MECHANICSBURG	PA	17065	CUMBERLAND	2007-06-08
503	WO38732496	GUY	FRANKLIN	HARRISBURG	PA	17101	CUMBERLAND	2007-06-08
504	WO39032655	BARBARA	NUSBAUM	LEMOYNE	PA	17043	CUMBERLAND	2007-06-08
505	WO39142003	MATTHEW	ZABRISKI	MECHANICSBURG	PA	17065	CUMBERLAND	2007-06-08

Figure 42: Station Safety Inspection History Detailed Export Report

The following table provides a description for each of the fields found in this report:

Field	Description
System Record #	System-provided reference number.
Work Order #	The 10-digit alphanumeric work order number from the form.
Customer First Name	The first name of the registered owner of the vehicle.
Customer Last Name	The last name of the registered owner of the vehicle.
Customer City	The city where the vehicle is registered.
State	The state where the vehicle is registered.
Zip	The zip code where the vehicle is registered
Customer County	The county where the vehicle is registered

## Report Descriptions

Field	Description
Inspection Date	The date the vehicle was inspected.
Inspection Type	Inspections can be one of three types: Annual, Semi-Annual or One-Time Safety.
Inspector First and Last Name	The first and last name of the person who performed the inspection.
Overall Results	Inspection can have an overall result of Pass or Fail or blank for a sticker replacement.
Sticker #	The 10-character alphanumeric sticker number in a XX99999999 format where XX is AI, AO or SI.
Sticker Expiration	The month and year that the safety sticker will expire. The month is given as a two character entry. For example, July = 07. The year is given in a yyyy format.
Old Sticker #	The number of the sticker that is being replaced.
Sticker Replacement Labor	The cost of the labor to replace the sticker.
Sticker Replacement Comment	Comments regarding the sticker replacement.
VIN	The vehicle identification number (VIN) for this vehicle. This number consists of 17 alphanumeric characters (21 for previously salvaged vehicles). The letters "TBI" indicate that a VIN is still "to be issued" for the vehicle.
Vehicle Plate	The registered license plate number for the vehicle.
Vehicle County Registered	The county where the vehicle is registered.
Vehicle Make	The vehicle manufacturer.
Vehicle Model Year	The numeric model year for the registered vehicle. This number is given in a yyyy format.
Vehicle Type	The type of vehicle under inspection, as defined by the MV-431 and MV-480 forms.
Vehicle Color	The primary vehicle color.
Vehicle Body	The vehicle body style.
Vehicle Insurance Company	The name of the insurance company for which the owner has a valid policy.
Vehicle Insurance NAIC	The five-digit National Association of Insurance Commissioners (NAIC) number associated with the registered vehicle owner's insurance company.
Vehicle Insurance Policy	The alphanumeric insurance policy ID assigned with the registered vehicle owner by their insurance company.
Vehicle Insurance Expiration	The expiration date of the insurance policy for this vehicle. The date is displayed in a mm/dd/yyyy format.
Vehicle Old Odometer	The odometer reading that was captured during the previous safety inspection.  Reconstructed and Specially Constructed Vehicles are given as: Recon, Specon or Modify.

## Report Descriptions

Field	Description
Vehicle New Odometer	The current odometer reading at the time the safety inspection occurred.
Lowest Tire Reading	The value of the tire tread measurement with the lowest reading.
Lowest Tire Reading Side	The side of the vehicle with the lowest tire reading: Left, Right or Middle.
Lowest Tire Reading Axle	The location of the axle that gave the lowest tire reading: Front, Middle or Rear.
Lowest Tire Reading Wheel	The location of the wheel that gave the lowest tire reading: Inner, Outer or Single.
Front Brake Reading	The front brake measured thickness expressed in thirty-seconds of an inch.
Front Brake Reading Side	The side of the vehicle where the brake measurement was taken: Left, Right or Middle.
Front Brake Type	The break lining type: Riveted, Bonded or Bolted.
Rear Brake Reading	The rear brake measured thickness expressed in thirty-seconds of an inch.
Rear Brake Reading Side	The side of the vehicle where the brake measurement was taken: Left, Right or Middle.
Rear Brake Type	The break lining type: Riveted, Bonded or Bolted.
Tire & Wheels Result	The tire and wheel inspection result: Pass, New, Fail, Adjust, Repair or N/A.
Tire & Wheels Result Cost \$ (w/o tax)	The cost to make repairs, not including tax.
Tire & Wheels Result Comment	Comments related to this inspection or repair.
Steering & Suspension Result	The steering and suspension inspection result: Pass, New, Fail, Adjust, Repair or N/A.
Steering & Suspension Result Cost \$ (w/o tax)	The cost to make repairs, not including tax.
Steering & Suspension Result Comment	Comments related to this inspection or repair.
Exhaust System Result	The exhaust system inspection result: Pass, New, Fail, Adjust, Repair and N/A.
Exhaust System Result Cost \$ (w/o tax)	The cost to make repairs, not including tax.
Exhaust System Result Comment	Comments related to this inspection or repair.
Fuel System Result	The fuel system inspection result: Pass, New, Fail, Adjust, Repair and N/A.
Fuel System Result Cost \$ (w/o tax)	The cost to make repairs, not including tax.

## Report Descriptions

Field	Description
Fuel System Result Comment	Comments related to this inspection or repair.
Glazing & Mirrors Result	The glazing and mirror inspection result: Pass, New, Fail, Adjust, Repair or N/A.
Glazing & Mirrors Result Cost \$ (w/o tax)	The cost to make repairs, not including tax.
Glazing & Mirrors Result Comment	Comments related to this inspection or repair.
Lights, Wiring & Switches	The lights, wiring and switches inspection result: Pass, New, Fail, Adjust, Repair or N/A.
Lights, Wiring & Switches Result Cost \$ (w/o tax)	The cost to make repairs, not including tax.
Lights, Wiring & Switches Result Comment	Comments related to this inspection or repair.
Body, Door & Latches Result	The body, door and latches inspection result: Pass, New, Fail, Adjust, Repair or N/A.
Body, Door & Latches Result Cost \$ (w/o tax)	The cost to make repairs, not including tax.
Body, Door & Latches Result Comment	Comments related to this inspection or repair.
Brake System Result	The brake system inspection result: Pass, New, Fail, Adjust, Repair or N/A.
Brake System Result Cost \$ (w/o tax)	The cost to make repairs, not including tax.
Brake System Result Comment	Comments related to this inspection or repair.
Test Result Other	The "other" inspection result: Pass, New, Fail, Adjust, Repair or N/A.
Test Result Other Cost \$ (w/o tax)	The cost to make repairs, not including tax.
Test Result Other Comment	Comments related to this inspection or repair.
Road Test Result	The road test result: Pass or Fail.
Road Test Result Comment	Comments related to this road test.
Reg/Owner Verified	Captures the verification of ownership for the vehicle under inspection: Yes or No.
Catalytic Converter Result	The catalytic converter inspection result: Pass, New, Fail, Adjust, Repair or N/A.
Catalytic Converter Result Cost \$ (w/o tax)	The cost to make repairs, not including tax.
Catalytic Converter Result Comment	Comments related to this inspection or repair.
Fuel Inlet Restrictor Result	The fuel inlet restrictor inspection result: Pass, New, Fail, Adjust, Repair or N/A.

## Report Descriptions

Field	Description
Fuel Inlet Restrictor Result Cost \$ (w/o tax)	The cost to make repairs, not including tax.
Fuel Inlet Restrictor Result Comment	Comments related to this inspection or repair.
PCV Valve Result	The PCV Valve inspection result: Pass, New, Fail, Adjust, Repair or N/A.
PCV Valve Result Cost \$ (w/o tax)	The cost to make repairs, not including tax.
PCV Valve Result Comments	Comments related to this inspection or repair.
EGR Valve Result	The EGR Valve inspection result: Pass, New, Fail, Adjust, Repair or N/A.
EGR Valve Result Cost \$ (w/o tax)	The cost to make repairs, not including tax.
EGR Valve Result Comment	Comments related to this inspection or repair.
Air Pump Result	The air pump inspection result: Pass, New, Fail, Adjust, Repair or N/A.
Air Pump Result Cost \$ (w/o tax)	The cost to make repairs, not including tax.
Air Pump Result Comments	Comments related to this inspection or repair.
Evaporative Control Sys Result	The evaporative control system inspection result: Pass, New, Fail, Adjust, Repair or N/A.
Evaporative Control Sys Result Cost \$	The cost to make repairs, not including tax.
Evaporative Control Sys Result Comments	Comments related to this inspection or repair.
Summary Cost	The sum of the cost of repairs done for group A items (non-anti-tampering) and group B items (visual anti-tampering).
Repair Costs Not Entered Above	Any additional repair costs incurred during the inspection process, but are not directly addressed in the previous sections.
Inspection Cost	The cost of the inspection, not including tax or the cost of the sticker.
Sticker Cost	The cost of Safety Sticker, not including inspection cost or tax.
Non-Inspection Related Cost	The dollar amount for any costs incurred not directly related to the safety inspection.
Non-Inspection Related Cost Comment	Comments related to non-inspection related costs.
Total Tax	The total of all sales tax for this inspection and related repairs.
Grand Total	The total amount is generated by the application (including inspection cost, sticker cost and tax.)
Entered By	The <i>e-SAFETY Application</i> user name of the person who entered the inspection data.

## Report Descriptions

### Sticker Usage Report

The *Sticker Usage* report provides a list of stickers issued during safety inspections by a station. The station owner uses this report to reconcile the number of stickers entered into the system with the number of actual stickers that have been used.

To access the report, select **Reports > Sticker Usage**.

For instructions on generating the report, see the section “Generating a Sample Report” page 75. For instructions on printing, exporting and saving the report, see the sections “Printing Reports” page 81 and “Exporting and Saving Reports” page 77.

Figure 43 provides an example of a generated *Sticker Usage* report.

Sticker #	Work Order #	System Record #	Date Issued	Reason	VIN	Plate
AI123125	101	141	3/14/2006	Sticker Replacement	987654321987765	4ABC100
AI1234555	-	107	3/12/2006	Damaged/Voiced	-	-
AI1234555	-	109	3/12/2006	Damaged/Voiced	-	-
AI12345600	1	138	3/14/2006	Safety Inspection	1	1
AI12345676	-	101	3/12/2006	Damaged/Voiced	-	-
AI12345676	-	102	3/12/2006	Damaged/Voiced	-	-
AI12345676	-	115	3/13/2006	Damaged/Voiced	-	-
AI12345676	-	117	3/13/2006	Damaged/Voiced	-	-
AI12345676	-	119	3/13/2006	Damaged/Voiced	-	-
AI12345676	-	121	3/13/2006	Stolen	-	-
AI12345676	-	123	3/13/2006	Stolen	-	-
AI12345676	-	135	3/13/2006	Damaged/Voiced	-	-
AI12345676	-	134	3/13/2006	Damaged/Voiced	-	-
AI12345676	-	133	3/13/2006	Damaged/Voiced	-	-
AI12345676	-	132	3/13/2006	Damaged/Voiced	-	-
AI12345676	-	131	3/13/2006	Damaged/Voiced	-	-
AI12345676	-	129	3/13/2006	Damaged/Voiced	-	-
AI12345676	-	130	3/13/2006	Damaged/Voiced	-	-
AI12345676	-	125	3/13/2006	Stolen	-	-
AI12345676	-	124	3/13/2006	Stolen	-	-
AI12345676	-	122	3/13/2006	Stolen	-	-
AI12345676	-	120	3/13/2006	Stolen	-	-
AI12345676	-	118	3/13/2006	Damaged/Voiced	-	-

Figure 43: Sticker Usage Report

## Report Descriptions

The following table provides a description for each of the fields found in this report:

Field	Description
Sticker Issued From / To (date)	The date range the report was retrieved from the system. These dates are displayed in a mm/dd/yyyy format.
Station ID	The unique identification number assigned to the station where the inspection was performed.
Sticker #	The number of the safety sticker associated with the inspection. This number can be found pre-printed on the sticker.
Work Order #	The number on the station work order form used during the safety inspection process.
System Record #	The unique system-generated identification number associated to the safety inspection.
Date Issued	The date that the safety inspection sticker was issued.
Reason	Identifies the reason that a sticker was issued or replaced.
VIN	Vehicle identification numbers (VINs) are used to uniquely identify motor vehicles. This number consists of 17-21 alphanumeric characters.
Plate	The license plate number of the vehicle that received a safety inspection.

## 9. *Application Administration*

The *e-SAFETY Application* provides an **Administration** menu that allows you to perform application administration tasks. For users with the role of Station Manager, station users can be added to the system or modified. All users can modify their own password through the administration menu.

The following sections are contained within this chapter:

- “Managing Station Users” . . . . . page 104
- “Changing User Passwords” . . . . . page 108

## Managing Station Users

### Managing Station Users

The *Manage Station Users* screen is used to create new users and inactivate existing users. Only users with the role of Station Manager can access this screen.

#### To Add a Station User

1. Select **Administration > Manage Station Users** from the main application menu. The *Manage Station Users* screen appears, as shown in Figure 44.

**TIP:** You must contact technical support to modify new users with the role of Station Manager.

The screenshot shows the 'Manage Station Users' interface. At the top, there is a header with the Pennsylvania Department of Transportation logo and 'e-SAFETY' branding. Below the header, there is a navigation bar with tabs for 'Pending W.O.', 'New Inspection', 'Safety Stickers', 'Reports', 'Administration', 'Upload File', and 'Help'. The 'Administration' tab is selected. The main content area contains a table with the following data:

Active	User ID	Last Name	First Name	New Password
<input checked="" type="checkbox"/>	AA	AA	A	A
<input checked="" type="checkbox"/>	AA1	AA1	AA	A
<input checked="" type="checkbox"/>	AA2	A	A	A
<input checked="" type="checkbox"/>	ANEWUSER	NEWUSER	A	A
<input type="checkbox"/>	AUSER	CLERKAA	A	PASSWORD
<input checked="" type="checkbox"/>	AUSER1	USER	ANOTHER	TEST

Below the table, there are three buttons: 'Save', 'Cancel', and 'Add New Users'. At the bottom of the screen, there is a copyright notice: 'Copyright © 2006 Verizon. All rights reserved. Version: 3.01.00'.

Figure 44: Manage Station Users Screen

2. Click **Add New Users**. The *Add New User* screen is displayed, as shown in Figure 45.

## Managing Station Users

Figure 45: Add New User Screen

3. Enter the required user information.

The following table provides details about each field:

Field Name	Description
Last Name	Type the user's last name using all capital, alpha characters.
First Name	Type the user's first name using all capital, alpha characters.
User ID	This field is system generated when the other fields are completed and you click <b>Save</b> . The user ID cannot be modified.
Password	Type the user's password using all capital, alphanumeric characters. Password can only be 10 characters.
Retype Password	Re-type the user's password using all capital, alphanumeric characters. Password can only be 10 characters.

4. Click **Save**. The application saves the new user information.  
*Or*  
Click **Cancel** to return to the *Manage Station Users* screen.
5. Select **Administration > Manage Station Users** from the main application menu. The *Manage Station Users* screen appears with the new user information listed on the screen.

## *Managing Station Users*

6. Select the **Active** option. The system creates a user name using the first letter of the first name and the last name. For example, user Tom Smith will have a user ID of *TSMITH*. If a station has two users, Tom Smith and a Tim Smith, the second user entered will have the user name of *TSMITH1*.

If the last name is longer than 14 characters, the user name will be truncated to that length.

7. Click **Save** to save the changes.

*Or*

Click **Cancel** to return to the main application screen.

## Managing Station Users

### To Manage Existing Station Users

1. Select **Administration > Manage Station Users** from the main application menu. The *Manage Station Users* screen appears, as shown in Figure 46.

**TIP:** You must contact technical support in add or modify new users with the role of Station Manager.

Active	User ID	Last Name	First Name	New Password
<input checked="" type="checkbox"/>	AA	AA	A	A
<input checked="" type="checkbox"/>	AA1	AA1	AA	A
<input checked="" type="checkbox"/>	AA2	A	A	A
<input checked="" type="checkbox"/>	ANEWUSER	NEWUSER	A	A
<input type="checkbox"/>	AUSER	CLERKAA	A	PASSWORD
<input checked="" type="checkbox"/>	AUSER1	USER	ANOTHER	TEST

Buttons: Save, Cancel, Add New Users

Figure 46: Manage Station Users Screen

2. Clear the **Active** check box to make a user inactive.

*Or*

Modify the user's first or last name.

*Or*

Modify the user's password.

3. Click **Save** to save the changes.

*Or*

Click **Cancel** to return to the main application screen.

**WARNING:** Modifying an existing user's first or last name will not change their user ID.

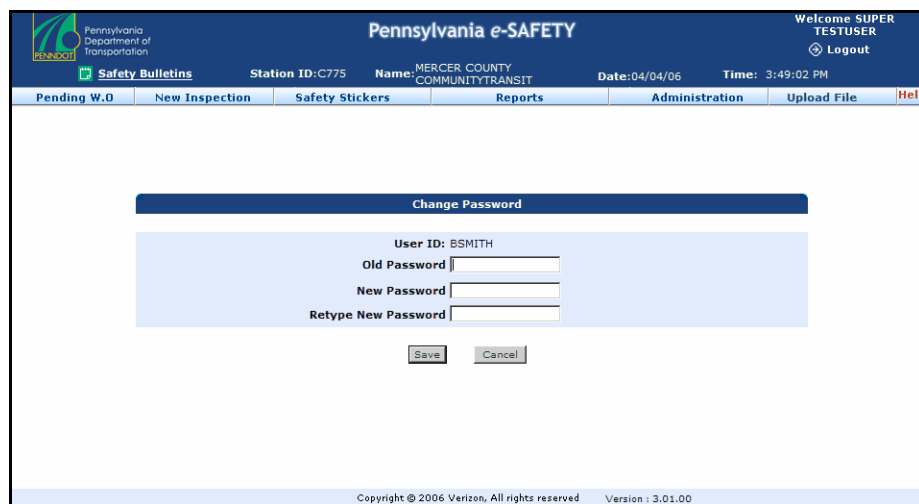
## Changing User Passwords

### Changing User Passwords

A user can modify their own password once they log into the application. If a user forgets their password, the station manager must change the password for the user. At that time, they can log in and modify the password to something of their own choosing. See “To Manage Existing Station Users” on page 107.

#### To Change a User Password

1. Select **Administration > Change Password** from the main application menu. The *Change Password* screen appears, as shown in Figure 47.



The screenshot displays the 'Change Password' screen within the Pennsylvania e-SAFETY application. The interface includes a header with the Pennsylvania Department of Transportation logo and 'e-SAFETY' branding. A navigation menu at the top contains options like 'Pending W.O.', 'New Inspection', 'Safety Stickers', 'Reports', 'Administration', 'Upload File', and 'Help'. The main content area features a 'Change Password' dialog box with the following fields: 'User ID: BSMITH', 'Old Password', 'New Password', and 'Retype New Password'. 'Save' and 'Cancel' buttons are positioned below the form. The footer of the application window shows 'Copyright © 2006 Verizon. All rights reserved' and 'Version: 3.01.00'.

Figure 47: Change Password Screen

2. Enter the old password in the *Old Password* field.
3. Enter the new password in the *New Password* field.
4. Re-type the new password in the *Retype New Password* field.
5. Click **Save**.

The new password will be required the next time the user logs into the application.

## 10. *Third Party Data File Upload*

The Pennsylvania *e-SAFETY Application* provides a web based solution to upload safety inspection data that is captured through a process other than the *e-SAFETY Application*. This process accommodates stations who have acquired a third-party shop application that captures this data. By doing this *Pennsylvania Department of Transportation (PennDOT)* is able to combine data that was collected through the *e-SAFETY Application* or any other third-party application into a central repository.

File specifications for this data must be followed by the third-party vendor in order to successfully upload data to the central repository.

The following sections is contained within this chapter:

- “Uploading Third Party Data Files” ..... page 110

## Uploading Third Party Data Files

### Uploading Third Party Data Files

Stations using third-party applications to collect safety data must use the following procedure to upload data files.

#### To Upload Third Party Data Files

1. Access the application. See “Accessing the Application” on page 14.
2. Select **Upload File** from the main application menu. The *Upload Safety Date File* screen is displayed, as shown in Figure 48.

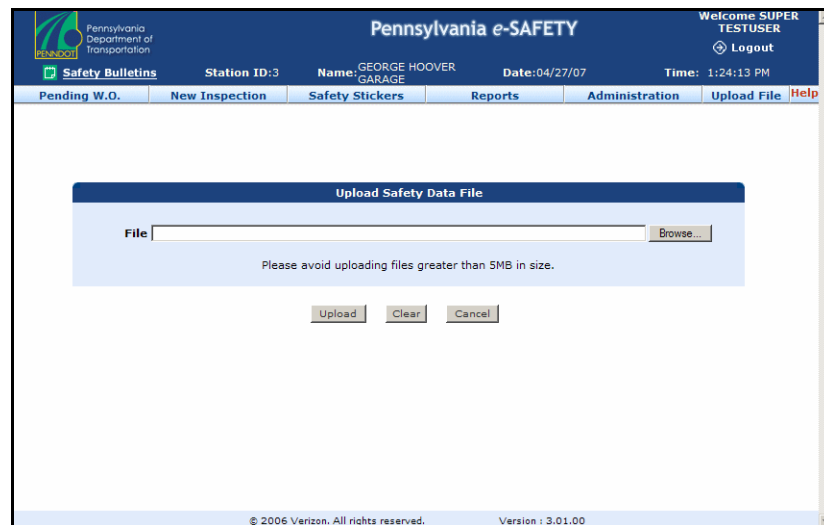


Figure 48: Upload Safety Data Screen

3. Click **Browse** to navigate to the desired folder.
4. Select the file to be uploaded and click **Open**.
5. Confirm that the correct file is identified in the *File* field.
6. Click **Upload**. The application confirms that the file name is in the correct format and that it has not already been uploaded.

**WARNING:** The application verifies that the file is named appropriately and has not already been uploaded. If these conditions are not met, the application displays an error message.

The data file must be formatted in the following convention: sssssss\_yyyymmdd\_nnn.dat. Where ssss = station number, yyyy = year, mm = month, dd = day and n = the sequence number of the file. If an invalid filename is uploaded, an error message is displayed. You must correct this file name in order to successfully upload this file.

Currently the station number is only a four alphanumeric character. However the system will support up to eight alphanumeric characters.

The same file name cannot be uploaded. The sequence number should be used to differentiate multiple files for a single date. If a duplicate file name is used, an error message is displayed. Do not attempt to upload

## Uploading Third Party Data Files

the same file more than once. If two different files have the same file name, you will need to change the sequence number to reflect this difference.

7. The application uploads the file and displays a confirmation message, as shown in Figure 49.



Figure 49: Upload Safety Data Screen Displaying Saved Successful Message

8. Repeat this process to upload other files.

## *Uploading Third Party Data Files*

# 11. Self Enrollment

The Pennsylvania *e-SAFETY Application* provides functionality for stations to self-enroll in *PennDOT's Safety Program*. Since the *Safety Program* is a voluntary program, the method of enrollment must be user-friendly and must guide the user through the enrollment process.

**NOTE:** Contact the Station Operator Hotline if you are unsure of your enrollment eligibility.

Stations will be required to enroll online via the enrollment functionality. A station must have a valid password, OIS number and a corresponding station ZIP code will be allowed access to the online enrollment function.

Enrollment functionality will not allow existing data to be modified by the user. Changes to station information and billing information need to be reported through appropriate channels. Appropriate customer support contact information will be provided in Enrollment Packet. Enrollment Functionality user interface will not include specific contact information but will refer user to the *Enrollment Packet*.

The following sections is contained within this chapter:

- “Enrolling in the e-SAFETY Program” ..... page 114

## Enrolling in the e-SAFETY Program

### Enrolling in the e-SAFETY Program

Stations wanting to participate in the *Pennsylvania e-SAFETY Program* must first enroll in order to receive login credentials to log in to the application.

#### To Enroll in the e-SAFETY Program

1. Access the *Pennsylvania e-SAFETY Application Enrollment Form* by typing the URL in the *Address* field of the Internet browser and press **Enter**.

Contact the Station Operator Hotline if you are unsure of the URL for the enrollment page.

2. The enrollment *Terms and Conditions* page appears. Read through this page to determine if you accept these terms and conditions.
3. Click **Accept License Agreement** if you agree with these terms and conditions. If you do not accept these terms, you will not be able to enroll in the *e-SAFETY* program.

The *Enrollment Login* screen appears, as shown in Figure 50.

**NOTE:** Be sure to thoroughly read the terms and conditions before clicking the **Accept License Agreement** button.

The screenshot shows the 'Enrollment Login' screen of the Pennsylvania e-SAFETY application. The page has a blue header with the PennDOT logo and the text 'Pennsylvania e-SAFETY'. The main content area is divided into two columns. The left column contains information about the enrollment process, including requirements for licensed safety inspection stations and instructions for non-licensed stations. The right column contains the 'Enrollment Login' form, which has three input fields: 'Password', 'Station OIS No.', and 'Station ZIP Code'. Below these fields are two buttons: 'Login' and 'Clear'. At the bottom of the page, there is a footer with copyright information: '© 2008 Verizon. All Rights Reserved. | Version: 3.02.00 102507'.

Figure 50: e-SAFETY Enrollment Login Screen

4. Enter the *Password*, *Station OIS No.* and *Station Zip Code* in the fields provided in the *Enrollment Login* screen.

## Enrolling in the e-SAFETY Program

**NOTE:** The Station OIS Number is the same as the Station ID.

Contact the Station Operator Hotline if you are unsure of the password and station OIS number. The ZIP Code must correspond with the physical address of the station on record.

5. Click **OK**. The *eSafety Enrollment Form* appears, as shown in Figure 51.

Figure 51: e-SAFETY Enrollment Form

The *Station Details* section will be pre-populated with the associated station information. These fields cannot be edited.

**NOTE:** If the information in the pre-populated fields is incorrect contact the Station Operator Hotline.

6. Enter the *Billing Information*. If this information is already filled in, skip to the e-SAFETY Manager section in step 7.

The following table provides details about each field:

Field Name	Description
Billing Contact Name	Name of billing contact.
Alternate Billing Contact	Alternate name for the billing contact. This field is optional.
Billing Address-Line1-3	The billing address for the station. Three lines are provided. Lines 2-3 are optional.
City	City of billing address.
Phone	Phone number and extension of billing contact.
Phone (Alternate)	Phone number and extension of alternate billing contact. This field is optional.

## Enrolling in the e-SAFETY Program

Field Name	Description
State	The state where the billing address is located.
Zip	The ZIP Code the billing address is located.
Zip Plus	The four digit numeric code appended to the ZIP Code. This field is optional.

7. Enter the *eSafety Manager* information. This information is required as it indicates who will be responsible for accepting the enrollment agreement.

The following table provides details about each field:

Field Name	Descriptions
First and Last Name	The safety manager's name. This is the person taking responsibility for transaction charges.
Email Address	The e-mail address for the safety manager.
Authorized Signature	Typed signature of authorized person to enroll in eSafety Program.
Date	The pre-populated system date that the enrollment form is filled out.
Title	Title of person completing and signing the enrollment form.

8. Click **Enroll**, once all of the required fields are filled in.

A set of login credentials will be e-mailed to the address identified in the *eSafety Manager* section of the enrollment screen. See "Logging into the Application" on page 18 for more information about logging in with these credentials.

# Glossary

**Active User**

A user who has their status currently set as active.

**Administrator**

See *Station Manager*.

**Barcode**

A barcode (also bar code) is a machine-readable representation of information in a visual format. Barcodes can be read by optical scanners called barcode readers or scanned from an image by special software. Barcodes improve the speed and accuracy of computer data entry.

**Barcode Reader**

A barcode reader (or barcode scanner) is a computer device for reading barcodes printed on various surfaces. The reader scans the barcode and interprets the information into readable text.

**Bulletins**

Informational messages sent to the analyzer machine from Pennsylvania Department of Transportation personnel. These messages can include information about software updates, safety recalls and other administrative information.

**Clerk**

See *Station Clerk*.

**Damaged Safety Sticker**

A safety sticker that has been damaged and cannot be used. These stickers can be entered into the *e-SAFETY Application* and replacements will be issued to the station. See *Stolen Safety Sticker*.

**e-SAFETY Application**

This web-based application is used to gather safety inspection data. This data will then be used by the Pennsylvania Department of Transportation to analyze trends within safety criteria and look for ways to reduce inspection fraud, discover safety equipment repair trends, become more proactive in safety recalls, ensure proper inspections and monitor employee and/or contractor performance.

**Form MV-431**

The inspection report sheet for passenger car, light truck, medium truck, heavy truck, bus, school bus, motor home and reconstructed/specially constructed.

**Form MV-480**

The inspection report sheet for motorcycle/motor-driven cycle, moped/motorized pedal-cycle, trailer and reconstructed/specially constructed.

**Inspector**

See *Technician*.

**ISP**

Internet Service Provider. A company that provides an Internet connection.

**Manager**

See *Station Manager*.

**MV-431**

See *Form MV-431*.

**MV-480**

See *Form MV-480*.

**Messages**

See *Bulletins*.

**OIS Number**

Official Inspection Station. The OIS number is also called the station number.

**Password**

A password is a form of secret authentication data that is used to control access to a resource. The password is kept secret from those not allowed access. A user can change their own password at any time, however, the password can be reset by the station manager.

**Pending Safety Inspection**

A safety inspection that has been started, but has not been set to the status of complete. The system enables you to start a safety test and save it with minimal information and then complete it at a later time.

**PennDOT**

Pennsylvania Department of Transportation. The government office for the state of Pennsylvania that regulates the usage of motor vehicles.

**PDF**

Portable Document Format (PDF) is a proprietary file format developed by Adobe Systems. PDFs can be viewed, searched and printed using Adobe's free file viewer. This file type is viewable and printable on any platform — Macintosh, Microsoft® Windows®, UNIX® and many mobile platforms.

**Registration Card**

The PennDOT-issued registration card that provides vehicle and owner information. This card includes a barcode that can be scanned to collect this information in the application.

**Safety Inspection**

The periodic inspection of a motor vehicle to insure that it is operating safely.

### **Safety Inspection Identification Database**

The Safety Inspection Identification Database (SIID) used in the Pennsylvania Electronic Emissions Transmission Service to store safety and emission data.

### **Safety Inspection Program**

The Pennsylvania Department of Transportation inspection program put in place to ensure that vehicles being operated in the state are doing so in a safe manner.

### **SIID**

See *Safety Inspection Identification Database*.

### **Safety Stickers**

A sticker that is issued once a vehicle has passed inspection.

### **Station Administrator**

See *Station Manager*.

### **Station Clerk**

Safety station personnel who are assigned to enter safety data through the e-SAFETY Application.

### **Station Manager**

A person assigned to each station who has administrative rights within the application to perform administrative tasks for that station. The tasks include adding new users, making existing users inactive and resetting passwords. Often this role is granted to the manager of the station. Only one person per station can be assigned this role.

### **Stolen Safety Sticker**

Safety stickers that have been removed from possession of the stations without their knowledge.

### **Technician**

The station personnel assigned to perform safety inspections. They are licensed by the Pennsylvania Department of Transportation.

### **URL**

A Uniform Resource Locator (URL or, less formally, Web address) is a sequence of characters conforming to a standardized format, used for referring to resources (such as documents and images on the Internet) by their location.

### **User ID**

An alphanumeric user identification that is used to uniquely identify one user from another. Generally this value is a first initial and last name (e.g., Tom Smith's User ID would be TSMITH.) This ID is case sensitive.

## **VIN**

Vehicle Identification Numbers (VINs) are used to uniquely identify motor vehicles. This number consists of 17-21 alphanumeric characters that do not include the letters I, O or Q.

## Revision History

The following revisions have been made to the Pennsylvania e-SAFETY Program *e-SAFETY Application User Manual*:

Version	Date	Change	Author
5.00/ 3.07.01	5/19/2008	Applied feedback from peer and technical review. Versioned for publishing.	TDG
4.01/3.07	5/9/2008	Applied EDD/template version 5.00. Updated content for applicaton version 3.07.	TDG
4.00/3.06	01/18/2008	Versioned to document version 4.00 for production release.	TDG
3.04/3.06	01/17/2008	Updated to EDD version 4.00. Also modified manual to document various defect fixes fixed in application version 3.16.	TDG
3.03/3.04	11/01/2007	Added enrollment Chapter, updated data upload file format, modified documentation for various applications defect fixes for versions 3.00 - 3.04.	TDG
3.02/2.01	10/31/2007	Applied FrameMaker EDD version 3.00 to the document. Also, applied FrameMaker Template version 4.00.	TDG
3.01/2.01	05/21/2007	Applied FrameMaker template v3.00 with updated copyright information.	TDG
3.00/2.01	05/04/2007	Versioned to 3.00 for production release.	TDG
2.02/2.01	04/30/2007	Added Chapter and references for uploading third party data files. Also corrected various defects identified by the Penn Team.	TDG
2.01/2.00	04/09/2007	Added text to License Inspection ID, VIN and Plate No fields for inspection entry.	TDG
2.00/2.00	03/27/2007	Applied peer and technical review changes and prepared for release.	TDG
1.02/2.00	03/23/2007	Various GUI and bug fixes for pilot release.	TDG
1.01/2.00	01/10/2007	Applied FrameMaker EDD version 1.04 to document. Updated copyright year.	TDG
1.00/1.00	04/21/2006	First release of user manual.	TDG
0.04/1.00	04/04/2006	Submit second version of preliminary copy of manual for technical and peer review.	TDG
0.03/1.00	03/16/2006	Submit preliminary copy of manual for technical review.	TDG
0.02/1.00	03/03/2006	Started work on documenting the business process of the application.	TDG
0.01/1.00	03/01/2006	Create document shell with chapter headings. Compiled HTML help to provide development with files to link with application.	TDG



# Index

## Numerics

2D scanner, 49

## A

Add Station New Users screen, 104

add station users, 104

administration menu, 103

application

*exiting*, 21

*logging in*, 18

*logging out*, 21

*starting*, 14, 16

## B

barcode scanner, 49

button, Keep Pending, 41

## C

cancel safety inspection, 50

change

*internet cookies*, 24

*Internet Explorer settings*, 22

*JavaScripting*, 22

*user password*, 108

Change Password screen, 108

complete safety inspection, 50

conventions

*bold text*, 9

*italic text*, 9

*menu commands*, 9

*note*, 9

*overview*, 9

*tip*, 9

*underlined text*, 9

cookies, changing, 24

corrected safety stickers, 58

Corrected Safety Stickers screen, 58

cost

*grand total*, 47

cost, safety stickers, 47

## D

damaged safety stickers, 62

definitions, 117

delete

*messages*, 31

*pending work orders*, 55

Download button, 74

Download Report screen, 77

## E

Enrollment screen, 114

enter safety inspection information, 34

exiting the application, 21

exporting reports, 77

## F

File Download Complete screen, 79

File Download screen, 78

File Save As screen, 79

Final button, 50

Finalize Pending Work Orders screen, 53

finalize safety inspection, 50

First button, 73

## G

general report information, 72

getting started, 13

glossary, 117

Go To button, 74

grand total cost, 47

## H

hardware requirements, 11

Help button, 74

## I

identification information, 40

inspection

*information*, 38

*passenger vehicle*, 43

*safety data*, 34

Inspection Report screen, 84

insurance information, 38, 40

internet cookies, changing, 24

Internet Explorer, 19

*starting*, 14, 16

Internet Explorer settings

*changing*, 22

*internet cookies*, 24

*JavaScripting*, 22

internet options, 19

Internet Options - Settings screen, 20

Internet Options screen, 19

## J

JavaScripting, changing, 22

## K

Keep Pending button, 41

## L

Last button, 74  
launching the application, 14, 16  
logging in, 18  
logging out of the application, 21  
Login screen, 14, 16  
login troubleshooting, 26

## M

maintain user password, 108  
manage station users, 104  
Manage Station Users screen, 104  
messages  
    *deleting*, 31  
    *printing*, 30  
    *removing*, 31  
    *viewing*, 28  
missing safety stickers, 60  
modify station users, 107

## N

navigate safety bulletins, 70  
Next button, 74

## O

options  
    *internet*, 19  
    *Temporary Internet files*, 20  
owner information, 39

## P

Page field, 74  
passenger vehicle inspection, 37, 43  
password, modify, 108  
pending work orders, 51  
    *finalize*, 53  
    *keep pending*, 52  
    *remove*, 55  
    *view*, 51  
Pending Work Orders screen, 51  
PennDOT  
    *bulletins*, 69  
    *navigate to bulletins*, 70  
    *web site*, 69  
PennDOT Bulletins screen, 70  
PennDOT messages  
    *print*, 30  
    *remove*, 31  
    *viewing*, 28

PennDOT Messages/Bulletins screen, 19, 28  
Percentage field, 74  
Preview button, 73  
print  
    *messages*, 30  
    *PennDOT Messages/Bulletins screen*, 30  
    *reports*, 81  
Print button, 74

## R

registrant information, 38, 39  
registrant, insurance, 38  
reload web pages, 19  
remove messages, 31  
remove pending work orders, 55  
Remove Pending Work Orders screen, 55  
replacement safety stickers, 62  
Replacement Safety Stickers screen, 63  
Replacement Sticker Report screen, 89  
reports  
    *basics*, 72  
    *buttons*, 73  
    *export*, 77  
    *print*, 81  
    *Safety Inspection*, 84  
    *Safety Sticker Replacement*, 89  
    *save*, 77  
    *search criteria*, 72  
    *Station Safety Inspection History Detailed Ex-*  
        *port*, 96  
    *Station Safety Inspection History Summary*, 94  
    *Sticker Usage*, 101  
    *using*, 73  
    *Vehicle Safety Inspection History*, 92  
    *view*, 72  
requirements  
    *hardware*, 11  
    *software*, 11

## S

safety bulletins, 69  
safety inspection  
    *cancel*, 50  
    *complete*, 50  
    *Final button*, 50  
    *finalize*, 50  
    *passenger vehicle*, 37  
    *pending work orders*, 51  
    *registrant information*, 39  
    *test results*, 43  
    *vehicle identification*, 40  
    *vehicle insurance*, 40  
    *VIN*, 40  
    *visual anti-tampering results*, 43

- safety inspection data, 34
- Safety Inspection report, 84
- Safety Inspection screen, 34
  - inspection information*, 38
  - registrant information*, 38
  - vehicle information*, 38
  - vehicle insurance*, 38
- Safety Sticker Replacement report, 89
- safety stickers
  - corrected*, 58
  - damaged*, 62
  - information*, 47
  - missing*, 60
  - replace*, 62
  - stolen*, 60
  - void-damaged*, 60
- sample
  - generated report screen*, 73
  - search criteria screen*, 72
- save reports, 77
- scanner, barcode, 49
- screens
  - Add New Station Users*, 104
  - Change Password*, 108
  - Corrected Safety Stickers*, 58
  - Download Report*, 77
  - Enrollment*, 114
  - File Download*, 78
  - File Download Complete*, 79
  - File Save As*, 79
  - Finalize Pending Work Orders*, 53
  - Inspection Report*, 84
  - Internet Options*, 19
  - Internet Options - Settings*, 20
  - Login*, 14, 16
  - Manage Station Users*, 104
  - Pending Work Orders*, 51
  - PennDOT Bulletins*, 70
  - PennDOT Messages/Bulletins*, 19, 28
  - Print PennDOT Messages/Bulletins*, 30
  - Remove Pending Work Orders*, 55
  - Replacement Report*, 89
  - Replacement Safety Stickers*, 63
  - Safety Inspection*, 34
  - sample generated report*, 73
  - sample search criteria*, 72
  - Station Inspeccion History Report*, 94
  - Sticker Usage Report*, 101
  - Vehicle Safety Inspection Report*, 92
  - Void-Damaged, Stolen, Missing Safety Stickers*, 60
- Search button, 74
- search criteria, reports, 72
- software requirements, 11

- starting the application, 14, 16
- Station Inspection History Report screen, 94
- Station Safety Inspection History report, 94
- station users
  - add*, 104
  - modify*, 107
- sticker maintenance, 57
- Sticker Usage report, 101
- stolen safety stickers, 60

## T

- Temporary Internet Files, 20
- terminate safety inspection, 50
- test results, 43
- TOC button, 73
- total cost, 47
- troubleshooting login, 26
- typographic conventions
  - bold text*, 9
  - italic text*, 9
  - menu commands*, 9
  - note*, 9
  - overview*, 9
  - tip*, 9
  - underlined text*, 9

## U

- users
  - adding*, 104
  - changing passwords*, 108
  - managing existing*, 107
  - updating*, 107

## V

- vehicle
  - identification information*, 40
- vehicle information, 38
- vehicle insurance information, 38, 40
- Vehicle Safety Inspection History report, 92
- Vehicle Safety Inspection Report screen, 92
- view messages, 27, 28
- view pending work orders, 51
- view reports, 72
- visual anti-tampering results, 43
- void-damaged safety stickers, 60
- Void-Damaged, Stolen, Missing Safety Stickers screen, 60

## W

- web pages, reloading, 19
- work orders, pending, 51

