

Plate Release/Reorder



- Plates often need to be released or reordered in order to complete particular transactions. When releases and reorders are performed in conjunction with other transactions, such as news or renewals, the plate information must be communicated to MAAP in a particular format. ClerkWorks provides two buttons in order to help effect this communication.

MV ?

Prev. Plate	Type	Chk Dig	CID	Mail	Fleet ID	Audit No
...						...
Last Renewal			General Information			
Date	GRANDVIEW RENEWAL					
Months						
Millage						
Plate No	Type	Validation	Expires	1st Audit No		
			//			
Year	Make	Model	Fuel	Cyl	Ax	Colors 1 & 2
Title Act		AP				
Gross Wt	Style	Vehicle ID No			NC	List Price
0					<input type="checkbox"/>	0
State						
Last First MI	Leased	<input type="checkbox"/>	Role	D.O.B.	State/MAAP	
				//	Reg	
				//	Title	
				Date	Mos	T.Pmt
				01/30/2009	0	
<input checked="" type="radio"/> Mailing	<input type="radio"/> Legal	Mos	Mils	Fees	Totals	
					\$0.00	
RStat:						
Unique ID	VID	Res Town	Decal Yr	Trans. Credit	Totals	
0				\$0.00	\$0.00	

Receipt **29704**

TransID **0**

Clerk **ADMIN**

Date **01/30/2009**

Current Charges

L \$0.00

S \$0.00

O \$0.00

Total Charges

L

S

O

Tendered

L \$0.00

S \$0.00

O \$0.00

Due

L \$0.00

S \$0.00

O \$0.00

Total \$0.00

TCode	C	Total

Agent Fee

Messages

Each button brings up the Reason Code window, which contains two tabs. Plate Reorder and Plate Release have separated between the tabs, as shown below.

The screenshot shows the 'Plate Maintenance' window with the 'Plate Reorder' tab selected. The window title is 'Plate Maintenance' with a close button. Below the title bar are two tabs: 'Plate Reorder' (selected) and 'Plate Release'. The main content area has a 'Select Reason:' section with three radio buttons: 'Lost', 'Stolen', and 'Damaged'. Below this is a 'Qty Released/Reordered' field with a spinner control. At the bottom, there is an 'Ok' button. The window has a blue border and a light beige background.

Plate Maintenance

Plate Reorder | Plate Release

Select Reason:

- Lost
- Stolen
- Damaged

Qty Released/Reordered

Lost: Select this if the customer has lost his/her plate(s).

Stolen: Select this if the customer has had their plates stolen.

Damaged: Select this if the customer has damaged plate(s).

NOTE: If a customer's plates have been stolen, the customer MUST be issued new plates.

Ok

The screenshot shows the 'Plate Maintenance' window with the 'Plate Release' tab selected. The window title is 'Plate Maintenance' with a close button. Below the title bar are two tabs: 'Plate Reorder' and 'Plate Release' (selected). The main content area starts with a red 'NOTE: The reason chosen for a plate release pertains to the old plate, not the new plate.' Below this are two text input fields: 'Plate No' and 'Plate Type'. The 'Select Reason:' section has four radio buttons: 'Available in Inventory Vanity', 'Available In Inventory Non-Vanity' (selected and highlighted with a dashed border), 'Available For Reorder', and 'In Stock'. Below this are four paragraphs of text explaining each reason code. At the bottom, there is a 'Release Plate' button and an 'Ok' button. The window has a blue border and a light beige background.

Plate Maintenance

Plate Reorder | Plate Release

NOTE: The reason chosen for a plate release pertains to the old plate, not the new plate.

Plate No Plate Type

Select Reason:

- Available in Inventory Vanity
- Available In Inventory Non-Vanity
- Available For Reorder
- In Stock

Available in Inventory Vanity: Releases a vanity plate to local inventory to be used again.

Available in Inventory Non Vanity: Releases a non vanity plate to local inventory to be used again.

Available For Reorder: Use to make a Vanity plate available to anyone in the state.

In Stock: Not commonly used. Use In Stock only under instruction from the MA Desk.

Release Plate

Ok

There are specific situations in which these buttons should be used, as well as scenarios where the Reason Code window will be displayed for you automatically. Each of these scenarios is described in detail in the following section.

New

Registration Expired Beyond One Year and One Day

- ❖ Start a New transaction.
- ❖ Select Owner(s).
- ❖ Key in VIN.
- ❖ Click the **upper** Plate button.
- ❖ On the **Plate Release** tab, key the plate number, plate type, and reason.
- ❖ **Press Release Plate.** A message will say “Status changed in MAAP successfully”.
- ❖ Click the two ‘OK’ buttons. (one for “Status changed in MAAP successfully” and one for the Plate Release tab.
- ❖ Key in plate number, plate type, and sticker. Process and fee settle registration.

RENEWAL

- ❖ Start a Renewal transaction
- ❖ Pull in registration by plate
- ❖ Key the new plate and type into the middle fields. Enter or click off Plate Type field
- ❖ Reason Code window will appear. On the **Plate Release** tab, key in the plate number, plate type, and reason for the *current* (top) plate
- ❖ **DO NOT click plate release.** Simply click OK
- ❖ Assign sticker. Process, tender and fee settle registration