Control Number Tracking - User Manual - TN Transportation

I3 Verticals

Control Number Tracking User Manual

Introduction

Purpose of Bulk Control Number Tracking (BCNT)

The software shall allow the user to scan multiple titles at one time. While scanning the title the software shall read the designated title and control number barcodes. Once the scanning is complete the software shall allow the user to confirm or deny the allocation of control stock to the title.

### Purpose of Manual Control Number Tracking (MCNT)

The software shall allow the user to manually assign a control number to a title during a transaction and through the new "Control Number Maintenance" program. The ability to "use" the control number during a transaction will allow the customers to continue to hand out new titles over the counter during O07 type transactions (or others at the county's discretion in the future). The "Control Number Maintenance" program will allow the counties to manually update control number assignment and void control numbers when necessary.
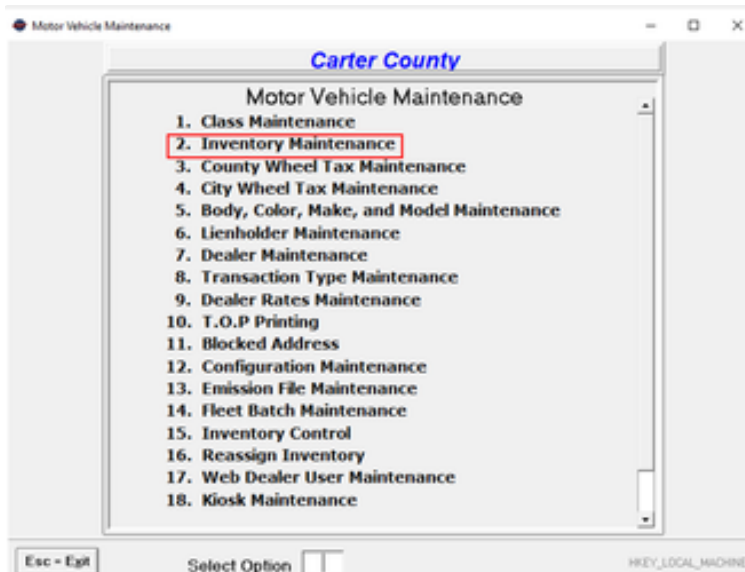
Control Number Inventory:

Add Control Number Inventory:

Log into "TNClerk"

From the "Master Menu" choose "MVD Maintenance"
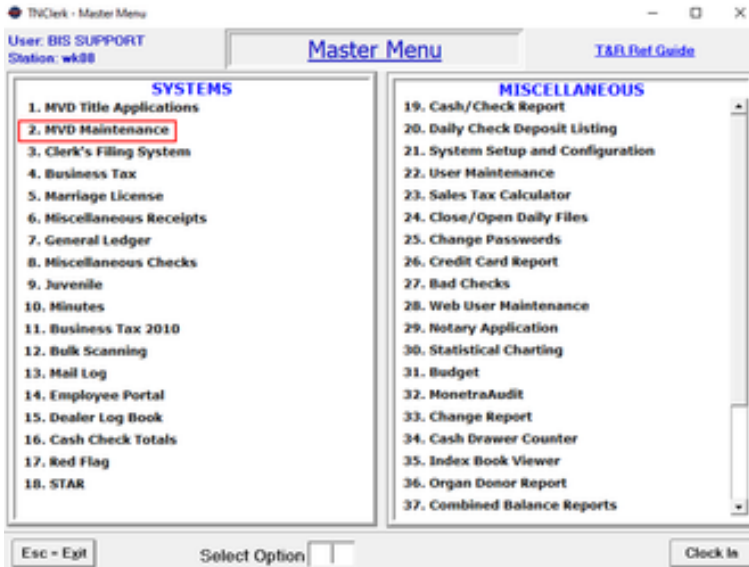
From the "Motor Vehicle Maintenance Menu" select "Inventory Maintenance"


From the "Inventory Maintenance Menu" select

- Inventory Group - Select "Title Control Numbers"
- Starting Number - Input the "first number" in the Group of control numbers.
- Ending Number - Input the "last number" in the Group of control numbers.
- Select "F5 - Total" - Check the count.
- Select "F2 - Save" - Saves them to inventory.
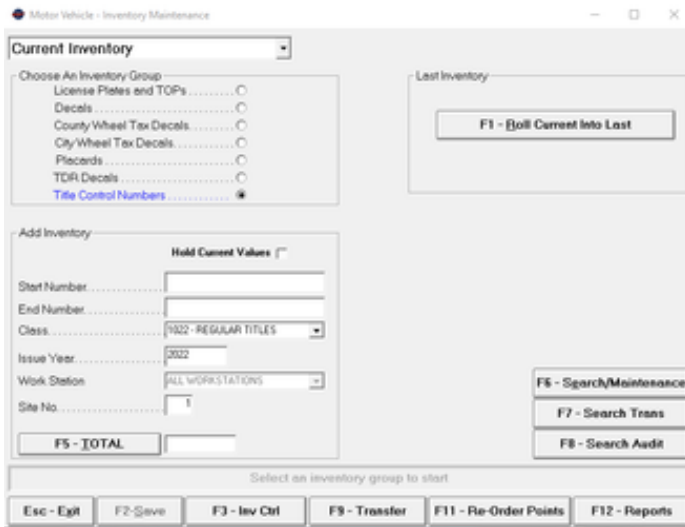
Search Control Number Inventory:

To check what current "title control numbers" they have in inventory you can search

- from the "Inventory Maintenance Menu" in TNClerk select "F6 - Search/Maintenance"
- Then select "F5-Search" to pull up the entire control number inventory, or you can add a "Plate Number" (actual control number) to search for a specific "control number."
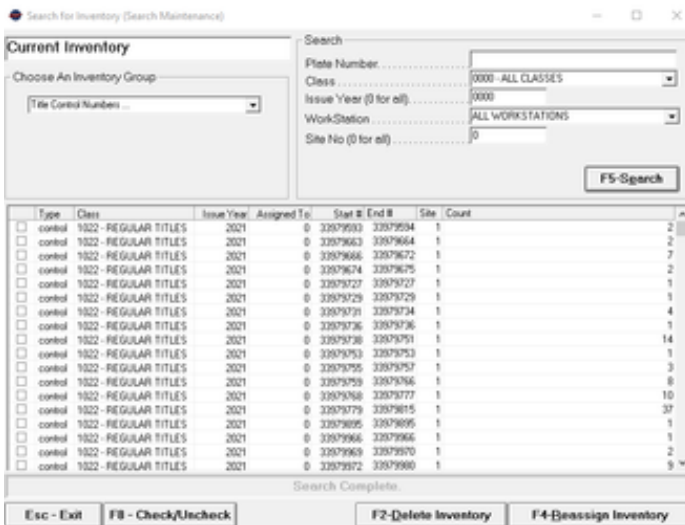
Control Number Tracking

Title Transaction - Control Number Tracking (Duplicate Titles)

To track your control number when completing a transaction and printing the title.

- Complete your transaction & assign Title Number.
- Select "F11- Print Title".
- See below Image - Scan or Type control number into the prompt.
- Select "F10 - Continue" to save.
- Continue to print and scan documents as usual.

Bulk Control Number Tracking:

You must have already printed your titles to complete control number tracking.

Once you have printed, place your titles into your scanner.

Log into "TNClerk"

From the "Master Menu" choose "MVD Title Applications"

From the "Motor Vehicle Titles Menu" select "Title System"

From the "Title System Menu" select "Bulk Control Number Tracking"
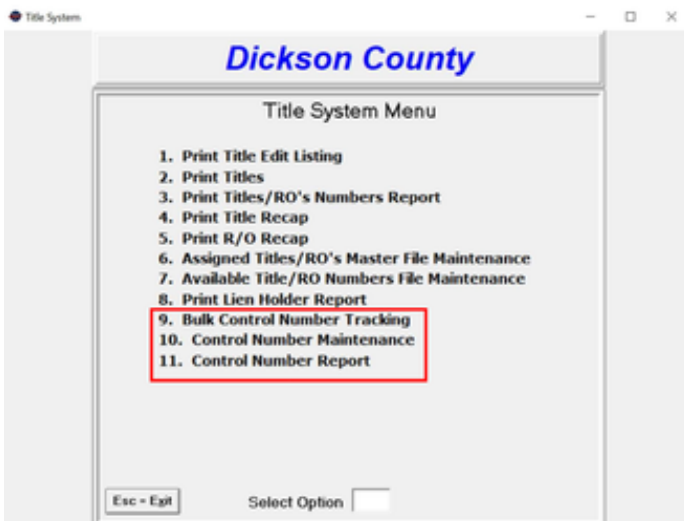
This is the section of the program where "Control Number Tracking" is located, you can scan a single or multiple titles and the program will automatically assign the control numbers scanned to the title numbers that are printed on each page.

- Select "F11 - Scan" to scan in the title/titles you wish to track.
- Select "F12 - Finish" to save the scanned control number records.

Note If there is a **red line** in between titles that is an indicator that a title number was skipped, this could be a missing title, a title that the program cannot read the barcode on, or just a duplicate title that has already been assigned a control number.
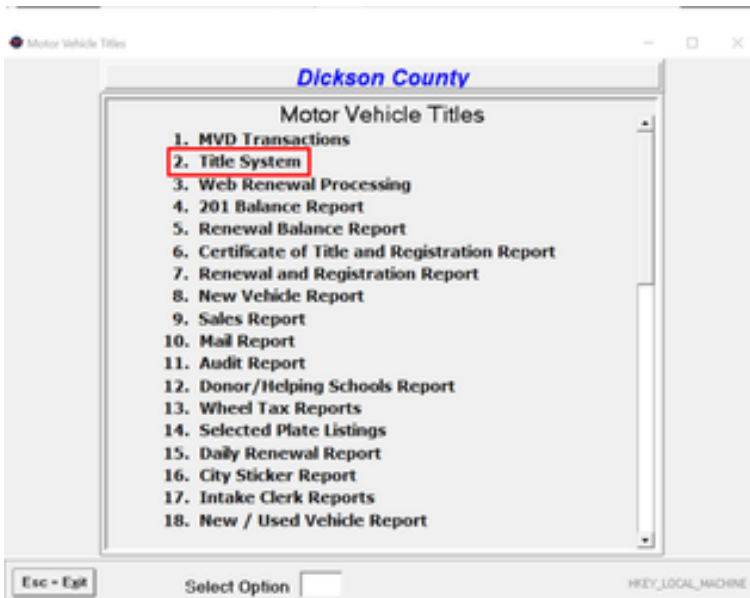
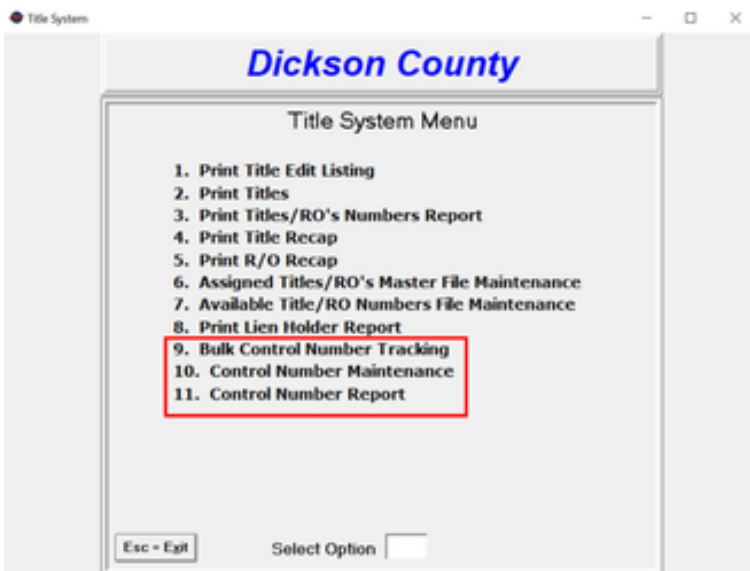## Control Number Maintenance:

Log into "TNClerk"

From the "Master Menu" choose "MVD Title Applications"

From the "Motor Vehicle Titles Menu" select "Title System"

From the "Title System Menu" select "Control Number Maintenance"

Manually Track Control Number

This is the section where a clerk can go and add a control number to a title number manually.

- Enter the "title number"

- Select "Enter" on the keyboard or "F5 - Search"

- If it didn't find a match for that certain title number, then they will be prompted to add the control number.After that they can hit "F10 – Save"
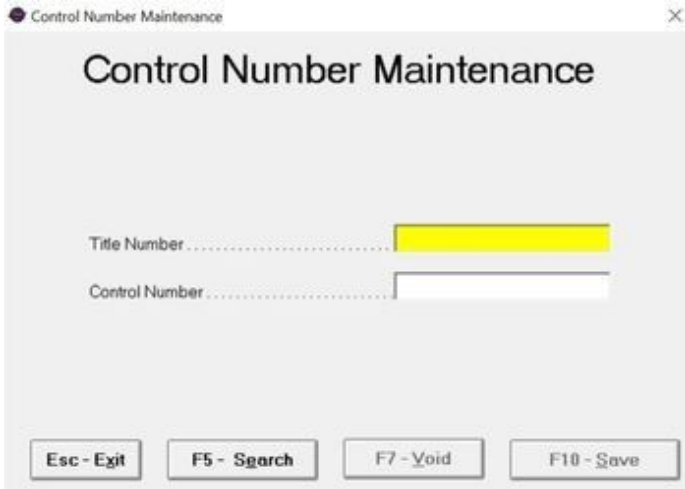
Manually Void Control Number

This is also the screen where a clerk can void a control number if it was entered incorrectly.

- Enter the "title number"
- Select "Enter" on the keyboard or "F5 - Search"
- The system will check if a Control number is already assigned.
  - If one is not assigned, you will be allowed to add the control number manually to the transaction.
  - If one has been assigned, verify whether it is correct or not.
    - If it is correct, there is nothing to do.
    - If it is not correct, you will need to void the incorrect control number and manually add the correct one.
    - Select "F7-Void" to void the control number.
  - Once the control number is voided, you can then put in the title number and hit "F5 - Search".
  - You will now be allowed to add the correct control number manually to the transaction.
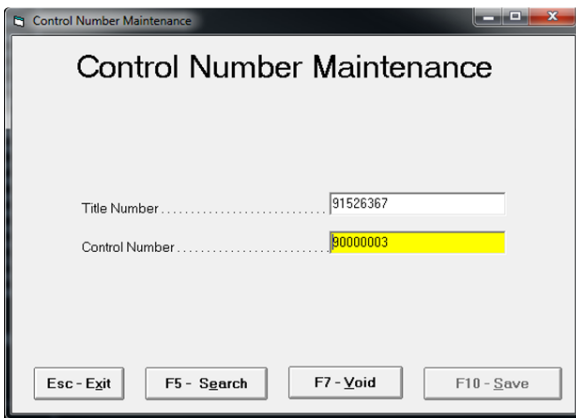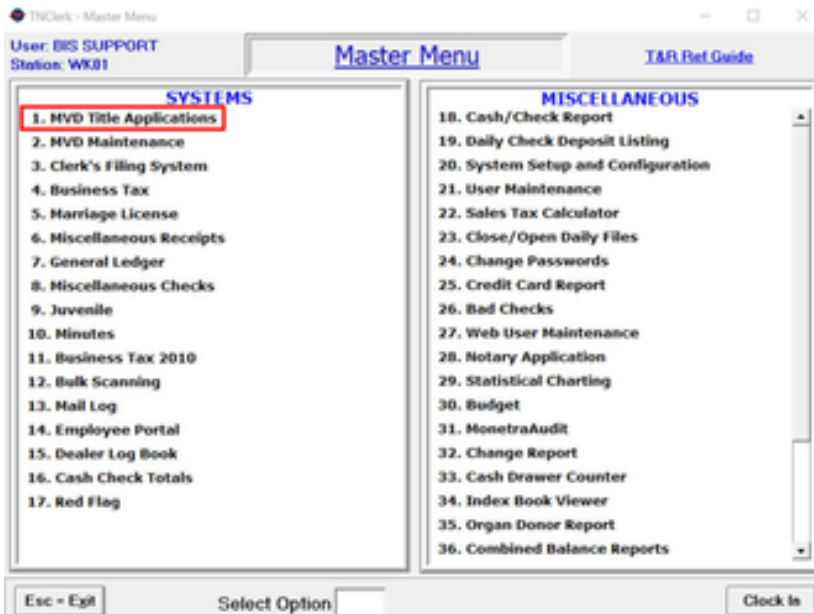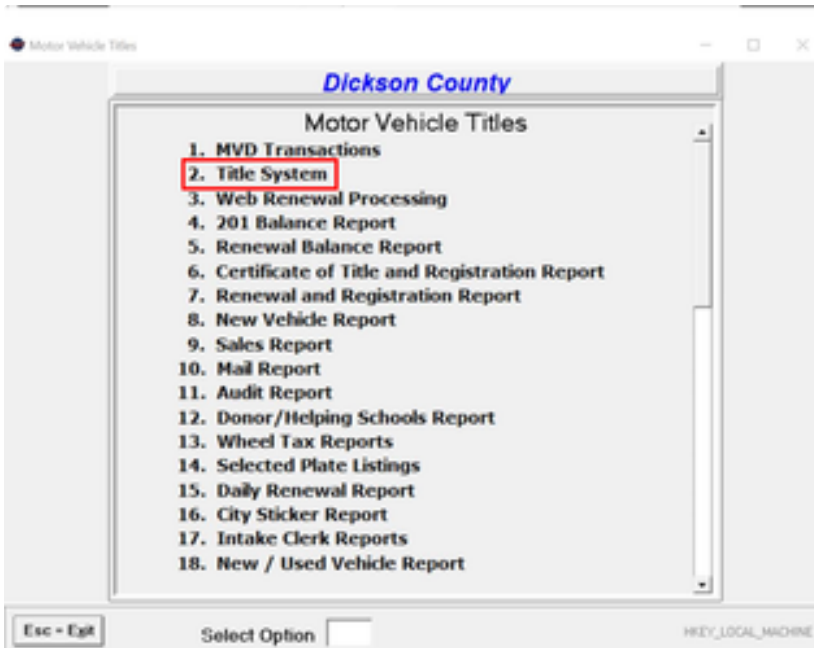

Output when "voiding" a control number.
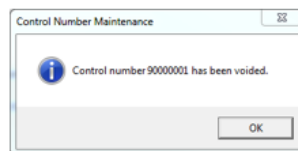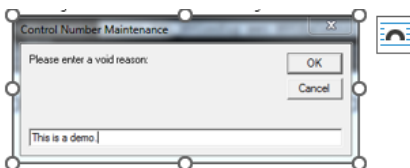
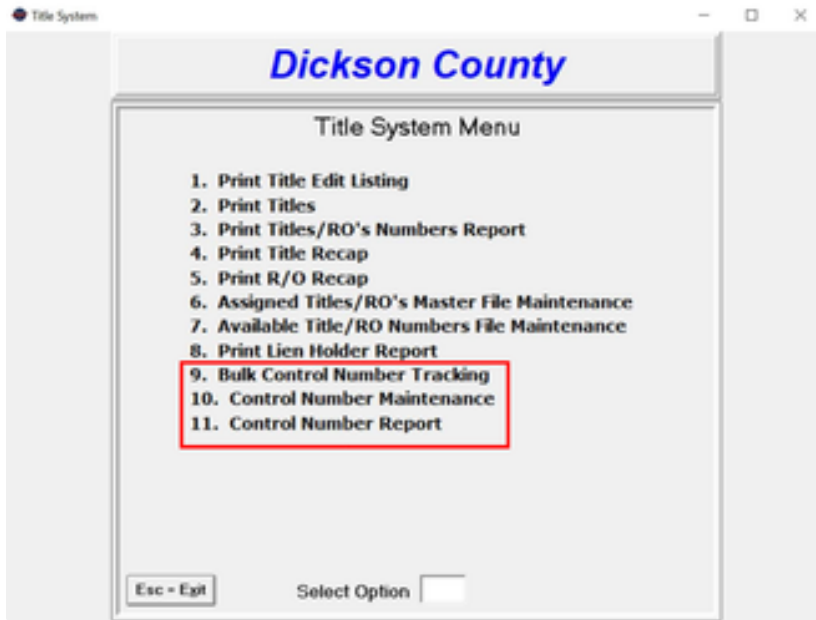# Control Number Report:

Log into "TNClerk"

From the "Master Menu" choose "MVD Title Applications"

From the "Motor Vehicle Titles Menu" select "Title System"

From the "Title System Menu" select "Control Number Report"

This is the section of the program that the clerk can see what has been assigned or not assigned for a certain invoice. At the bottom you can specify Control Type.

- "Available" means the control numbers that are available to be assigned and are still in inventory.
- "Unavailable" shows Titles for that invoice whether they have or have not been assigned control numbers. The clerks use this to check their control numbers.
- "All" shows both of these- everything in regard to control numbers for that specific invoice.

Printing the report will give an output seen below.

Title Recap Report Changes

See the below image showing the changes to how the "title recap report" will appear.

Note the change to the control number section (marked in red). The system now uses the data provided by Control Number Tracking to fill the control number section out.

Created by

Bryan Crider / I3 Verticals / TN Transportation Team Lead / 29 February 2024