

# Control Number Tracking - User Manual - TN Transportation



## Control Number Tracking User Manual

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## 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)

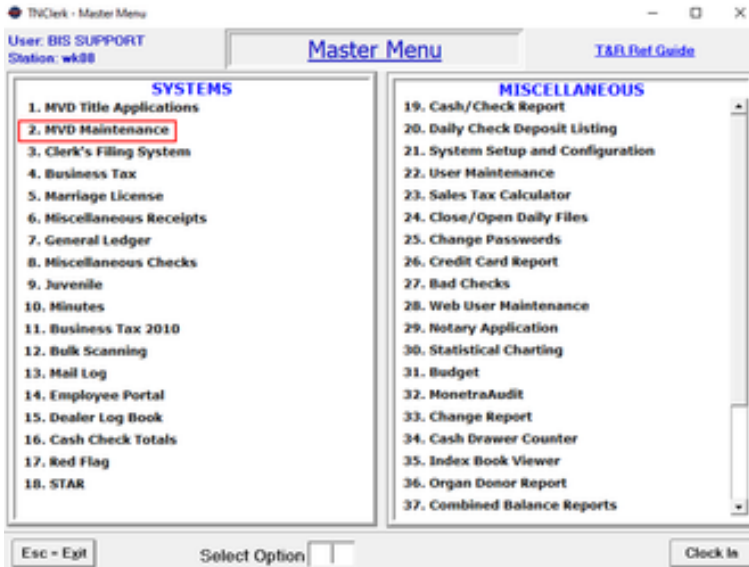
The software shall allow the user to manually assign a control number to a title during a transaction and through the new "Control Number Maintenance" program. The ability to "use" the control number during a transaction will allow the customers to continue to hand out new titles over the counter during 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:

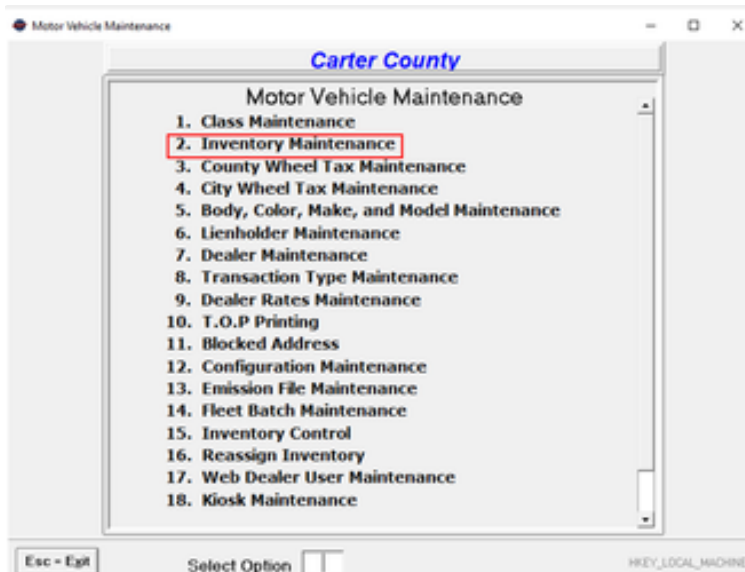
### Add Control Number Inventory:

Log into "TNClerk"

From the "Master Menu" choose "MVD Maintenance"

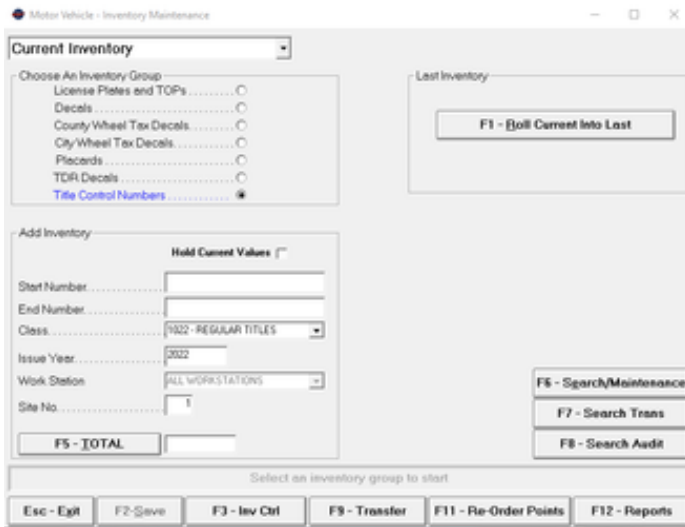


From the "Motor Vehicle Maintenance Menu" select "Inventory Maintenance"



From the "Inventory Maintenance Menu" select

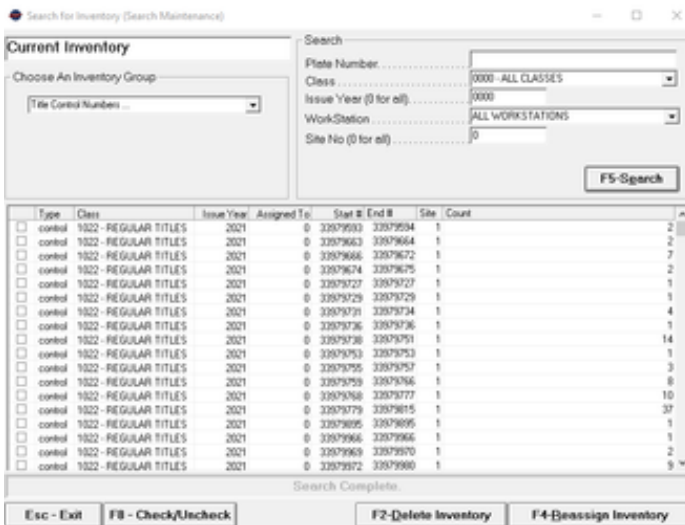
- Inventory Group - Select "Title Control Numbers"
- Starting Number - Input the "first number" in the Group of control numbers.
- Ending Number - Input the "last number" in the Group of control numbers.
- Select "F5 - Total" - Check the count.
- Select "F2 - Save" - Saves them to inventory.



## Search Control Number Inventory:

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

- from the "Inventory Maintenance Menu" in TN Clerk 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.

Title And Registration - 007 - Noting of Lien and Duplicate Title

**Summary**      Trans Date: 07/14/2014      Site No: 1  
 301280      UNICOI COUNTY      Invoice: 14195      Drawer: 2  
 Mode: Edit      User: BIS

**VEHICLE SUMMARY**      **DUPLICATE TITLE**  
 VIN: 1GCJK33161F194195      frmr Title #: 75605543      TN      92247210  
 Make: CHEV      Model: SK3      Year: 2001      Odom: 150000  
 Plate: 135RJV      Class: 1000      Issue Year: 2006

**OWNER SUMMARY**  
 Owner 1: GERALD A BANNER      name cd - 0      conj cod - 0  
 115 ROCK CREEK RD  
 ERWIN TN 376500000

False

**LIEN HOLDER SUMMARY**

**MISCELLANEOUS SUMMARY**  
 Transaction Date: 07/14/2014

Control Number  
 Please scan or enter a control number:  
 Esc - Cancel      F10 - Continue

Cash: 20.00      Total Due: 16.00  
 Check: .00      Check No.:      Total Due (Credit Card): 16.62  
 Credit Card: .00      CC Auth No.:  
 Change: 4.00

F2 - Vehicle Info    F3 - Owner/Leasee    F5 - Lien Holder    F6 - Fees    F7 - Summary    VERIFIED  
 Transaction Summary      BIS CHAT

Esc - Exit    F1 - Next Window    F8 - Void Title/RO    F10 - Print 201    F12 - Submit

### 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"

TNclerk - Master Menu

User: BIS SUPPORT      Station: WK01      T&R Ref Guide

**Master Menu**

**SYSTEMS**

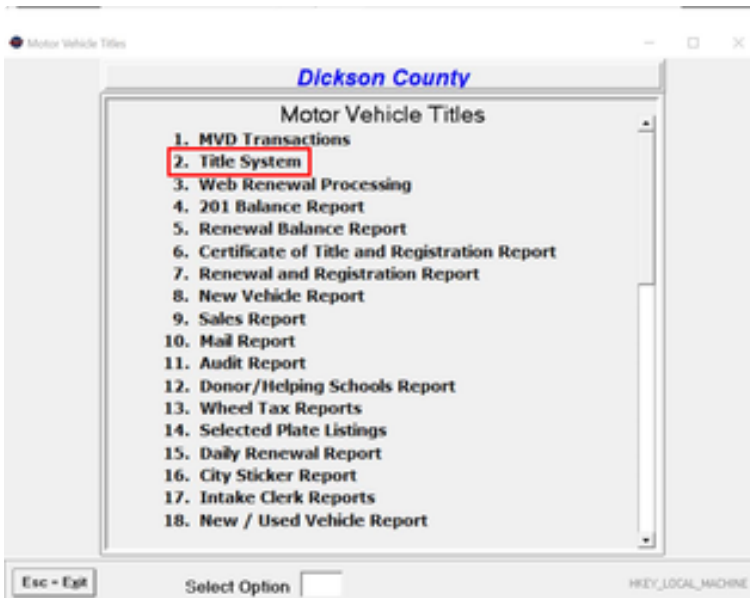
1. MVD Title Applications
2. MVD Maintenance
3. Clerk's Filing System
4. Business Tax
5. Marriage License
6. Miscellaneous Receipts
7. General Ledger
8. Miscellaneous Checks
9. Juvenile
10. Minutes
11. Business Tax 2010
12. Bulk Scanning
13. Mail Log
14. Employee Portal
15. Dealer Log Book
16. Cash Check Totals
17. Red Flag

**MISCELLANEOUS**

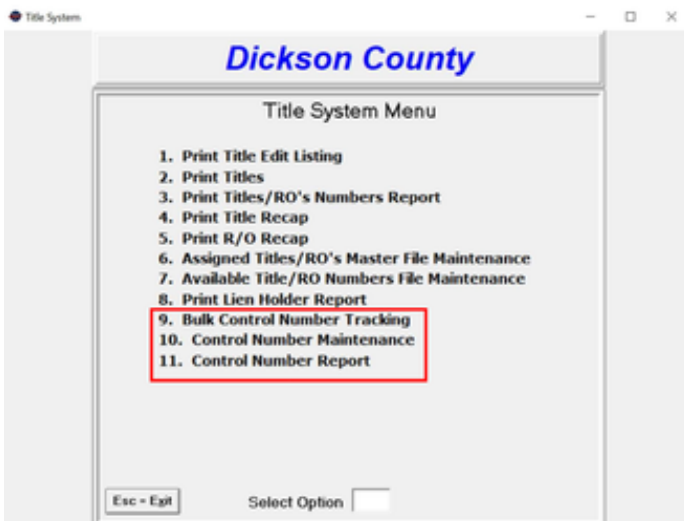
18. Cash/Check Report
19. Daily Check Deposit Listing
20. System Setup and Configuration
21. User Maintenance
22. Sales Tax Calculator
23. Close/Open Daily Files
24. Change Passwords
25. Credit Card Report
26. Bad Checks
27. Web User Maintenance
28. Notary Application
29. Statistical Charting
30. Budget
31. MonetraAudit
32. Change Report
33. Cash Drawer Counter
34. Index Book Viewer
35. Organ Donor Report
36. Combined Balance Reports

Esc - Exit      Select Option:      Clock In

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 Tracking

Total: 10

Title	Control Number
91881787	15022174
91895222	15735458
91896400	15736373
93810975	15738483
91885795	15740520
91890293	15741284
91890313	15741295
91890336	15741307
91891013	15741412
91895222	15742137

Press Scan to scan more titles. When you are finished click Finish.

Esc - Exit    F3 - Select Scanner    F11 - Scan    F12 - Finish

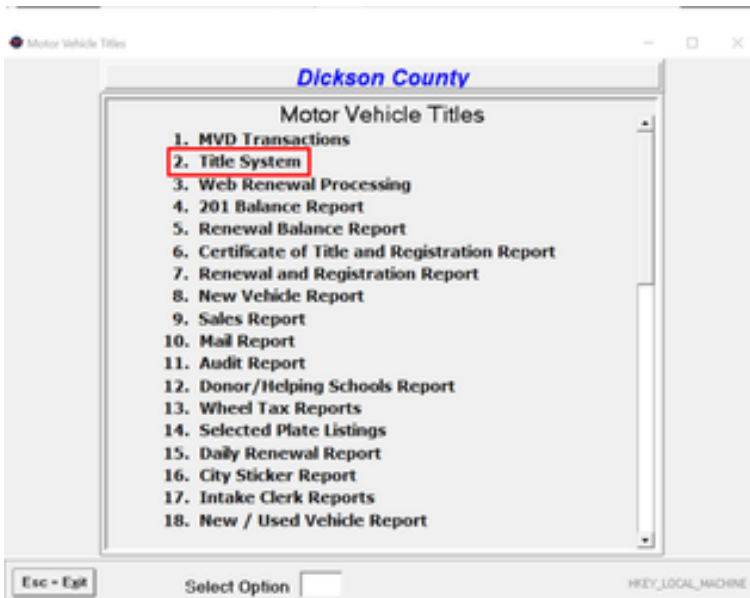
## Control Number Maintenance:

Log into "TNClerk"

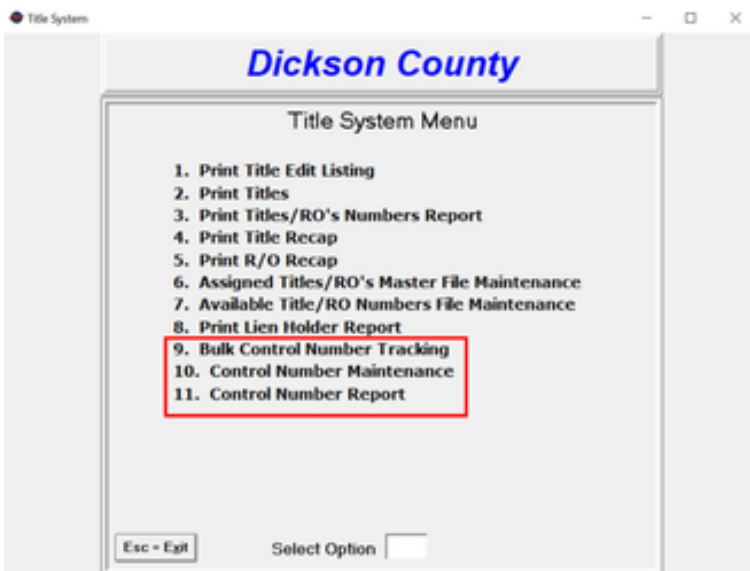
From the "Master Menu" choose "MVD Title Applications"



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



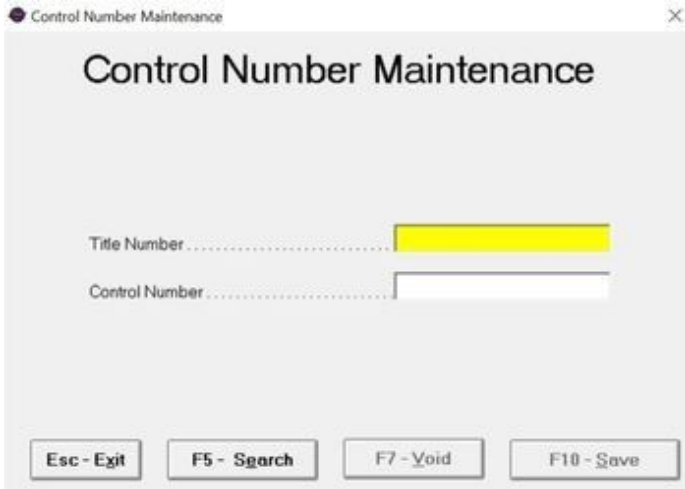
From the "Title System Menu" select "Control Number Maintenance"



### Manually Track Control Number

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

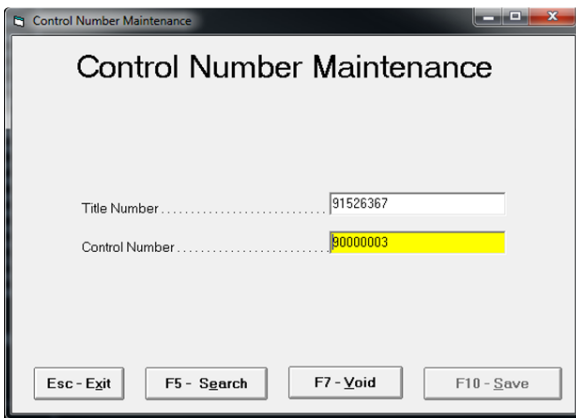
- Enter the "title number"
- Select "Enter" on the keyboard or "F5 - Search"
- If it didn't find a match for that certain title number, then they will be prompted to add the control number. After that they can hit "F10 - Save"



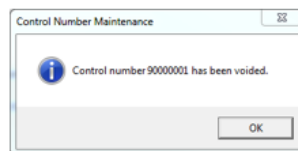
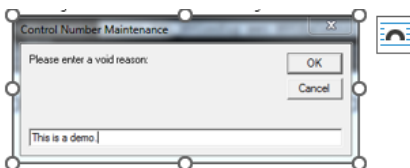
### Manually Void Control Number

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.

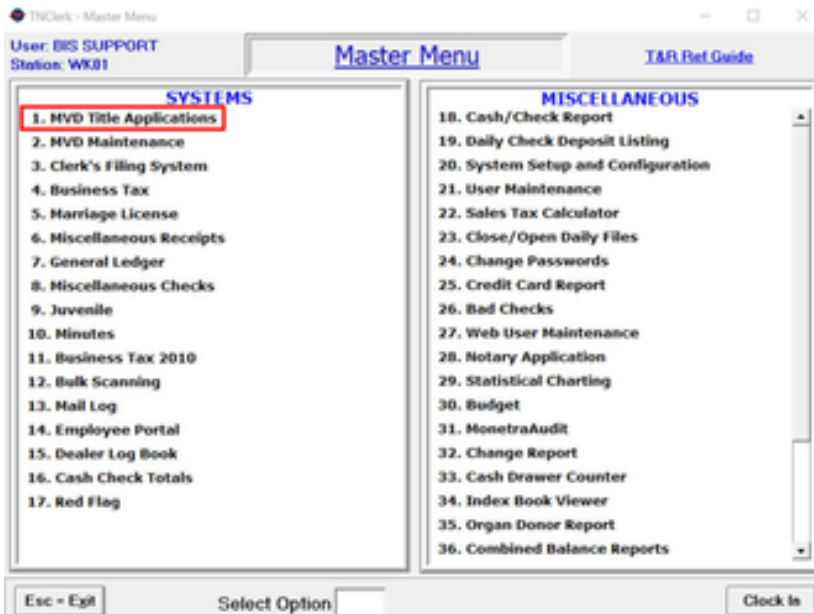




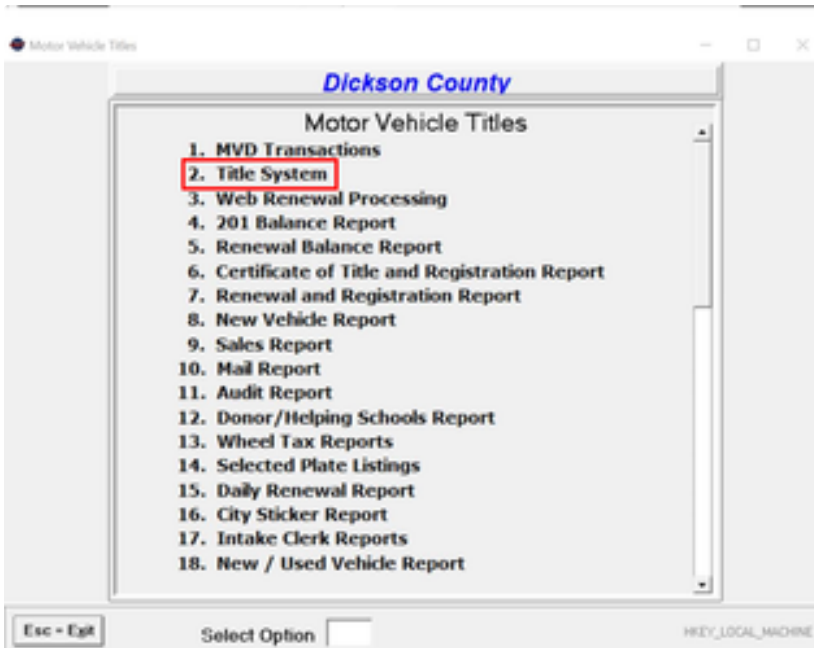
## Control Number Report:

Log into "TNClerk"

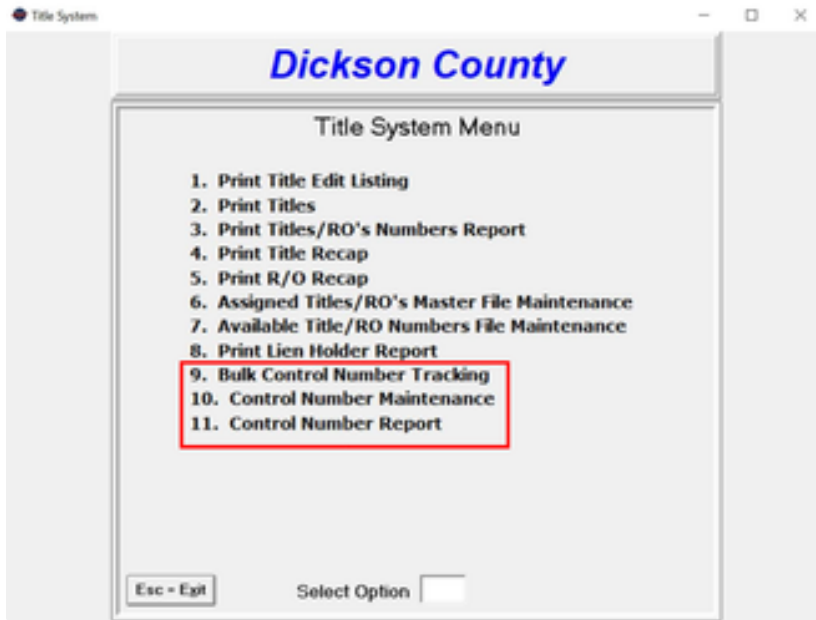
From the "Master Menu" choose "MVD Title Applications"



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.

Printed: 10/24/2014

MOORE COUNTY CLERK  
Title Control Number Report  
Invoice 14262

Page 1

Title #	Control #	Title #	Control #	Title #	Control #
91526361	90000001				
91526368	90000005				
91526369	90000006				
91526370	90000007				
91526371	90000009				
91526372	90000008				
91526373					
91526375					
91526376					

### Title Recap Report Changes

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

**DAILY RECAP TITLES**  
Invoice No. 14183 Printed Date: 7/1/2014

UNICOI COUNTY CLERK #86

Beginning Invoice 14183 Ending Invoice 14183

Beginning Title	#	92246970
Ending Title	#	92246994
Subtotal		24
		+ 1
<b>Total Title #s Used</b>		<b>25</b>

Total Title Numbers Printed	24
Total Title Numbers Voided	1
	<u>25</u>

Control Nos.	
Beginning No.	Ending No.
15022174	15022174
15736373	15736373
15738483	15738483
15740520	15740520
15741284	15741284
15741295	15741295
15741307	15741307
15741412	15741412
15742137	15742137

Void Control Nos.		
Beginning No.	Ending No.	

Title Issuance	24 x \$2.00 =	\$48.00
Title Issuance (examark)	24 x \$0.35 =	<u>8.40</u>
<b>Grand Total</b>		<b>\$56.40</b>

\_\_\_\_\_  
MITSY BOWEN  
UNICOI COUNTY CLERK

\_\_\_\_\_  
Date

\_\_\_\_\_  
Verified by

\_\_\_\_\_  
Vehicle Services Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vehicle Services Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Assistant Director

\_\_\_\_\_  
Date

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.