

Vehicle Test Manager

Quick Guide

Adding Certificate Booklets

1. Open VTM, and log in to the application by entering your username and password (Please Note that the Password is case sensitive so check the status of the Caps Lock if you are unable to log in)
2. Click '**RSA & Cert Mgmt**' from the Main Toolbar
3. Click the button titled '**Add Issuing Authority Certificate Booklet**'
4. A new window appears, Select whether you are entering a Heavy or Light certificate Booklet by selecting the relevant option from the Heavy or Light drop down list.
5. Enter the First Certificate and Last Certificate numbers in the relevant text boxes provided
6. Click '**Save Booklet**'
If there are any errors in the numbering of the certificates For example you have not entered the proper quantity of 50 than an error message is displayed
7. A Certificate Booklet Recorded message appears giving you a sequence number to write on the Certificate Booklet – Please write this on the cover as it allows manage the order of use in the booklets afterwards
8. Click '**OK**'
9. Click '**Close**'