



# Vehicle Test Manager Application Users' Guide

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# 1. Introduction

## 1.1 The purpose of VTM

VTM (Vehicle Test Manager) provides an efficient system for Vehicle Test Centres to record tests according to the Department of Transport's specifications and Road Safety Authority's requirements. The Department has tested and approved VTM to record and submit commercial vehicle roadworthiness tests to the Road Safety Authority in electronic format.

VTM also includes a lot of functionality to help you run your Vehicle Test Centre business. VTM will :

- a. Print **test application** forms, both blank forms and application forms for a selected vehicle.
- b. Issue **test reminders** to owners of vehicles that are due for their annual test.
- c. Print **Test Result** reports listing each fail/ rectified fail reason for each test item, with the location of the fail.
- d. Display visual **fail location maps**.
- e. Manage **invoices** for customers (as distinct from owners), with intelligent default fees.
- f. Print invoices, customer statements, reports, and export invoice details for other applications such as Excel.
- g. **Issue certificates** and manage **Issuing Authority Certificate booklets**.
- h. Manage **users and security**.
- i. Manage your **system settings and preferences**.
- j. Manage and **maintain your database** of records (backups, springclean records, and compact and repair)
- k. Lets you **correct mistakes** easily.
- l. Provide user-friendly data-entry and search-and-find for your records (vehicle tests, vehicles, owners, and customers).
- m. Provide easy **flexible reports**, with detailed and summaries, for vehicle tests, invoices, and test certificates.
- n. Copy a failed test to a new **re-test** (within date and kilometre limits, and with reduced fees).

## 1.2 One system manages both Heavy and Light classifications

VTM manages both Heavy and Light vehicles and tests in one unified system. Therefore owners, customers, and users need not be duplicated in two systems. All report and screen layouts are common to both classifications, so there is no confusion when looking at screens or printouts.

## 1.3 Reports

All printouts have a standard lay-out. Your test centre's name and address are printed on all print-outs.

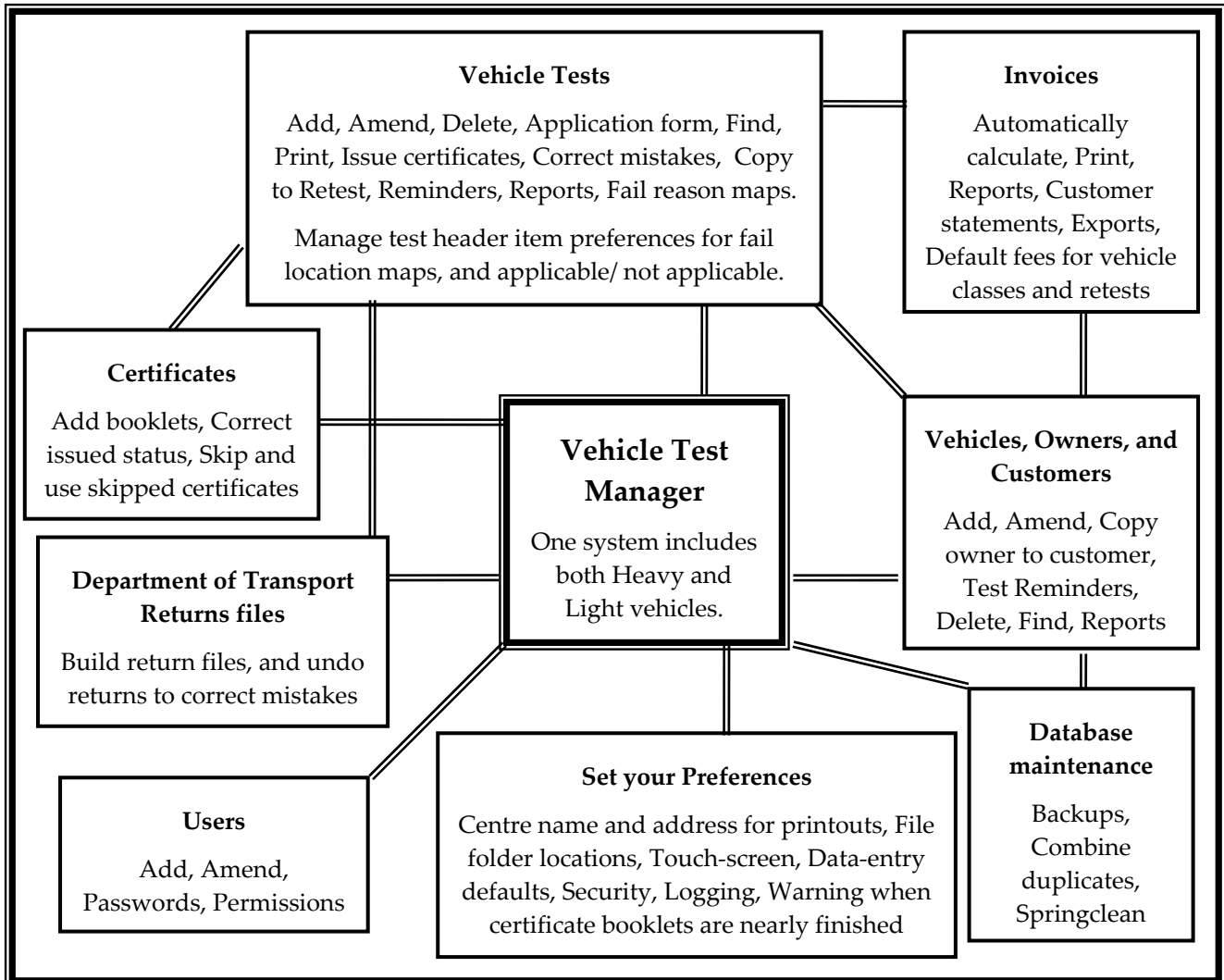
Most reports offer you options for filtering the records, sorting the records, and some formatting options.

You can preview reports, print a report by clicking the print icon on the top left to print the report, or export a report to Word and other common formats by clicking the Export Report button (a little envelope on the top left).

When you export a report, the export dialog box appears. Select the format you require from the top drop-down list, and the export destination from the destination drop-down list (the most common are either application, to open the file in the relevant application, or disk file to save the report on disk).

## 1.4 Minimum requirements

VTM will work on any modern Windows PC with a printer. You do not need any fancy hardware or extras such as touch-screens or bar-code readers, although VTM will use them if your PC has them.



VTM's main functional areas

## 1.5 Transaction processing


VTM uses the "transaction processing" database update technique to guard against recording incomplete details in case of an error. VTM will either record all details properly, or else none. This reduces the risk of invalid or incomplete records. VTM errs on the side of caution - if there's a problem, it is better to do the data-entry again, than to risk a bad record getting into the database.

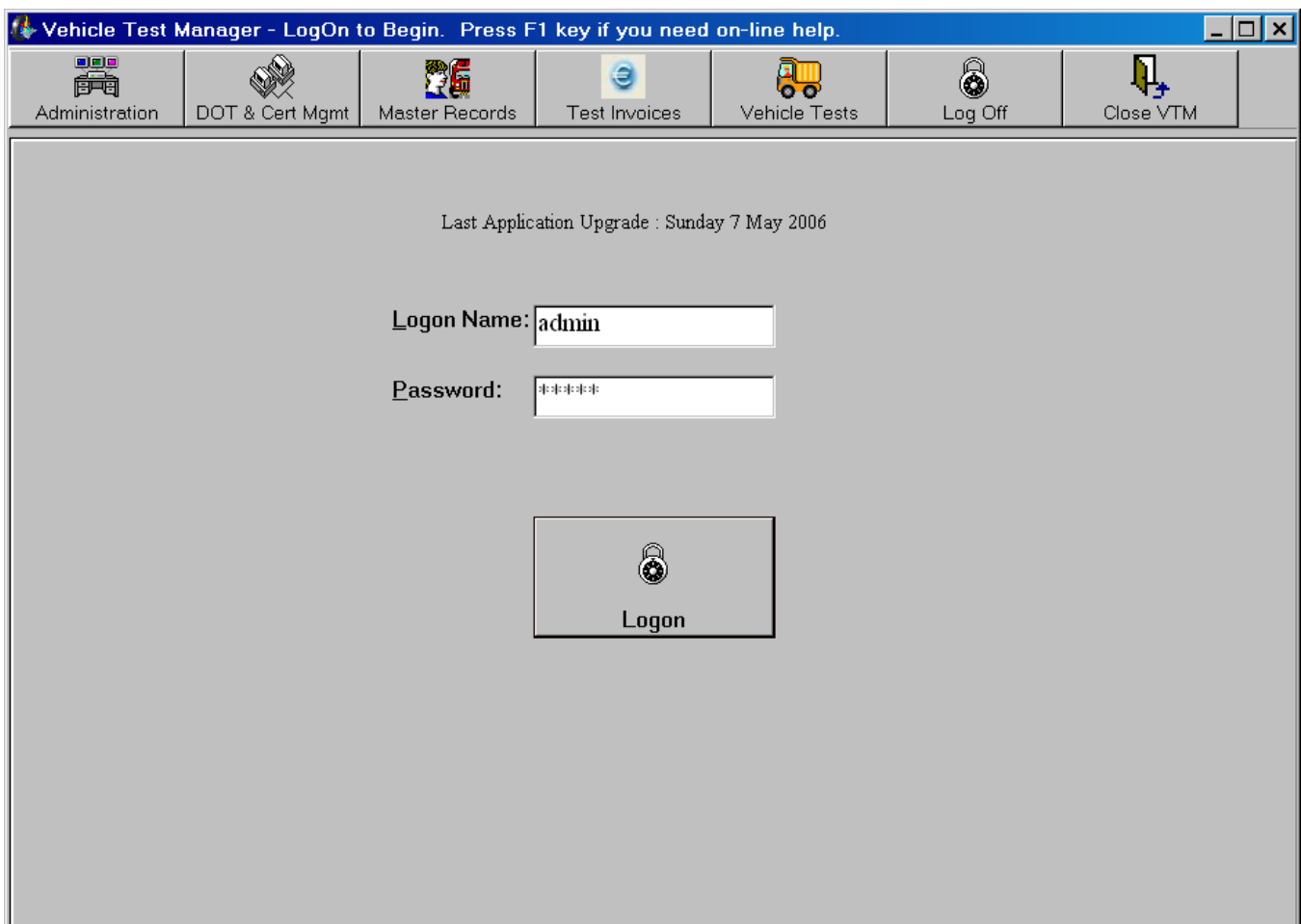
## 1.6 Using VTM

To use VTM, your system administrator must set you up as a user.

Your computer's system **date** must be correct. You can check this by clicking the little clock at the bottom right of your screen. If the date is wrong, you can correct it by opening "Date and Time" in the Control Panel.

### Logging on

1. Click the desk-top short-cut :  In a couple of seconds, the first VTM screen opens. This screen is called the Main Menu. It shows the release date of your VTM version ("Sunday 22 January 2006" below). VTM displays the Logon screen when no user is logged in yet.
2. Enter your username and password (case sensitive). VTM knows what permissions you have, and enables all the commands that you can use.



*The VTM main menu's log on screen*

VTM displays the numbers of Light and Heavy pass certificates available at log on, so that you know when it is time to enter a new booklet of 50 certificates. The numbers available are calculated when you log on – they are not reduced when pass certificates are issued after you log on.

You use VTM by opening forms and clicking on command-buttons. Many form items have little "tool-tips" so that, if you hold the mouse over the item, it displays a little yellow box containing a hint or tip.

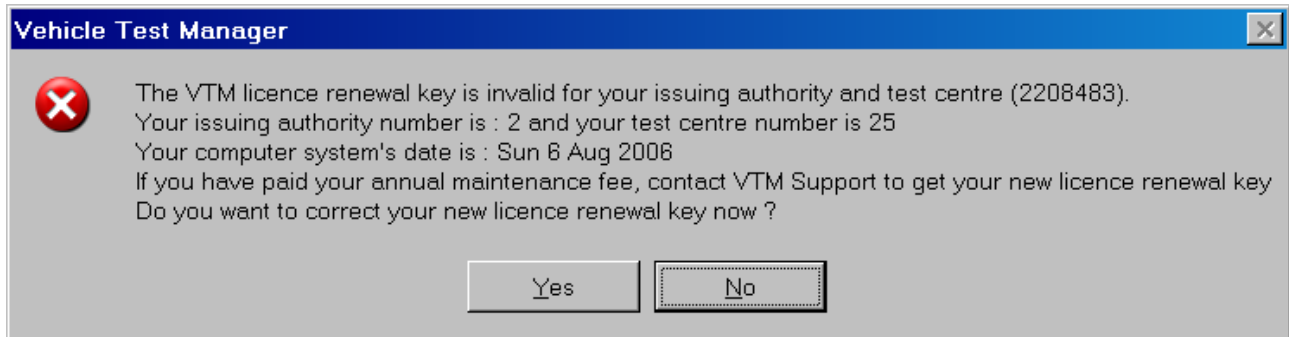
VTM usually warns you if you forget to save changes, and asks if you want to save changes.

You may notice that some command-buttons on a form are sometimes invisible or else disabled (greyed). These buttons cannot be used at the moment, either because you must do something else first, or because you do not have the necessary permission.

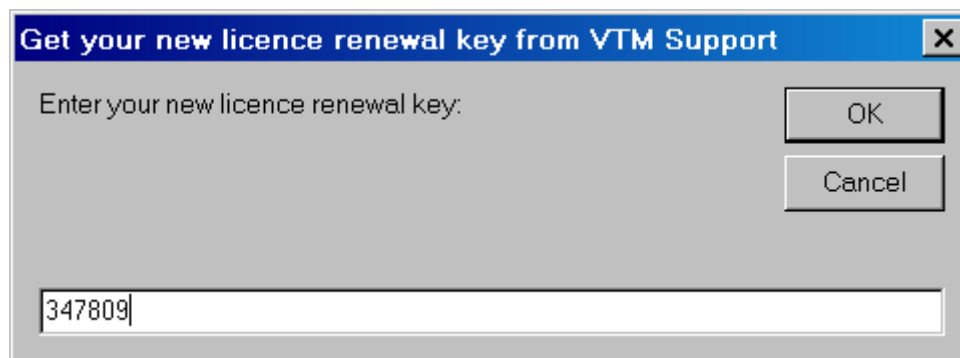
### 1.6.1 License renewal key

When you log on to VTM, VTM checks that your licence is up-to-date. This is a number that depends on your issuing-authority id, your test-centre id, and the year. You get a new license renewal key every year, after you pay your maintenance fee. Every December, VTM displays a warning reminding you to get your new license renewal key for next year.

VTM warns you if your license key is not valid for this year, showing the following warning :



To enter your new license number, click **[Yes]** . Now you enter your new license number like this :



VTM stores the new license renewal key and then closes. Then you restart VTM and continue as usual.

**Note :**

Your license renewal key will not work if your computer system date is the wrong year. Your computer's system date is displayed on the warning screen. This date that is used for the Test Entered and Certificate Issued dates. If you notice that it is wrong, you should correct it, as follows :

Close VTM. Select **[Start]** at the bottom-left of your screen. Select **[Control Panel]**. Select **[Date and Time]**. Correct the date. Now you can start VTM again, with the correct date.

## 1.7 All the options on the Main Menu

All the Main Menu items below are described in detail in section 3, in the same sequence as they are listed here:

Main Menu Item	Notes
<b>Log On/ Log Off</b>	
Logon	After you enter the password, click [ <b>Logon</b> ] to open VTM.
<b>Vehicle Tests</b>	
Test Records <b>One of the most important forms.</b>	To add, change, delete, or display a vehicle test. To print the test results report, issue a certificate, make retests, and invoicing.
Print/ Show Tests Listing <b>One of the most important forms.</b>	To query test records with very flexible specifications. You specify which tests to include, and how the test records are to be sorted.  Your local issuing authority officer often asks for this report for last month.
Manage Tests' "Issued" Status <b>One of the most important forms.</b>	To cancel a test certificate, un-issue a test certificate that was issued by mistake, or delete a test record.
Vehicle Test Reminders	To print reminders to send to owners of vehicles that are due for their next test.
Blank Test Application	To print a blank vehicle test application form. You can photo-copy the blank application forms, and keep a stack of them handy.
Manage Test Header Details	Shows a list of all Light or Heavy test header items. You can change the fail location map for each header, and whether the header is "Always Applicable" or "Depends on the Vehicle".
Print Test Headers	To print a listing of each test header. You can print a brief list, or else a detailed list with the fail reasons for each test header item.
<b>Test Invoices</b>	
Invoice Records	To find, amend, and/ or print an invoice.
Print/ Show Invoices Listing	To query test invoices according to very flexible specifications. You specify which invoices to include, and how the invoices are sorted.
Export Invoices to File for Accounts Application	To export a batch of invoices to a special text file for importing into other applications such as Excel, Word, or an accounts system.  You specify which invoices to export, the details (fields) to export, and the sort-order you want the invoice records in.
Invoice Customer Statements	To print a list of all the invoices per customer, with a separate page and totals per customer.  You specify filter criteria (which customers, dates etc.), and the sort-order you want.
Manage Default Test Fees	To view and amend the default test and retest fees, for different categories of vehicle. This is rarely used, because the fees rarely change.
<b>Master Records</b>	
Owner Records <b>One of the most important forms.</b>	To view, find, add, amend, and delete vehicle owner records.

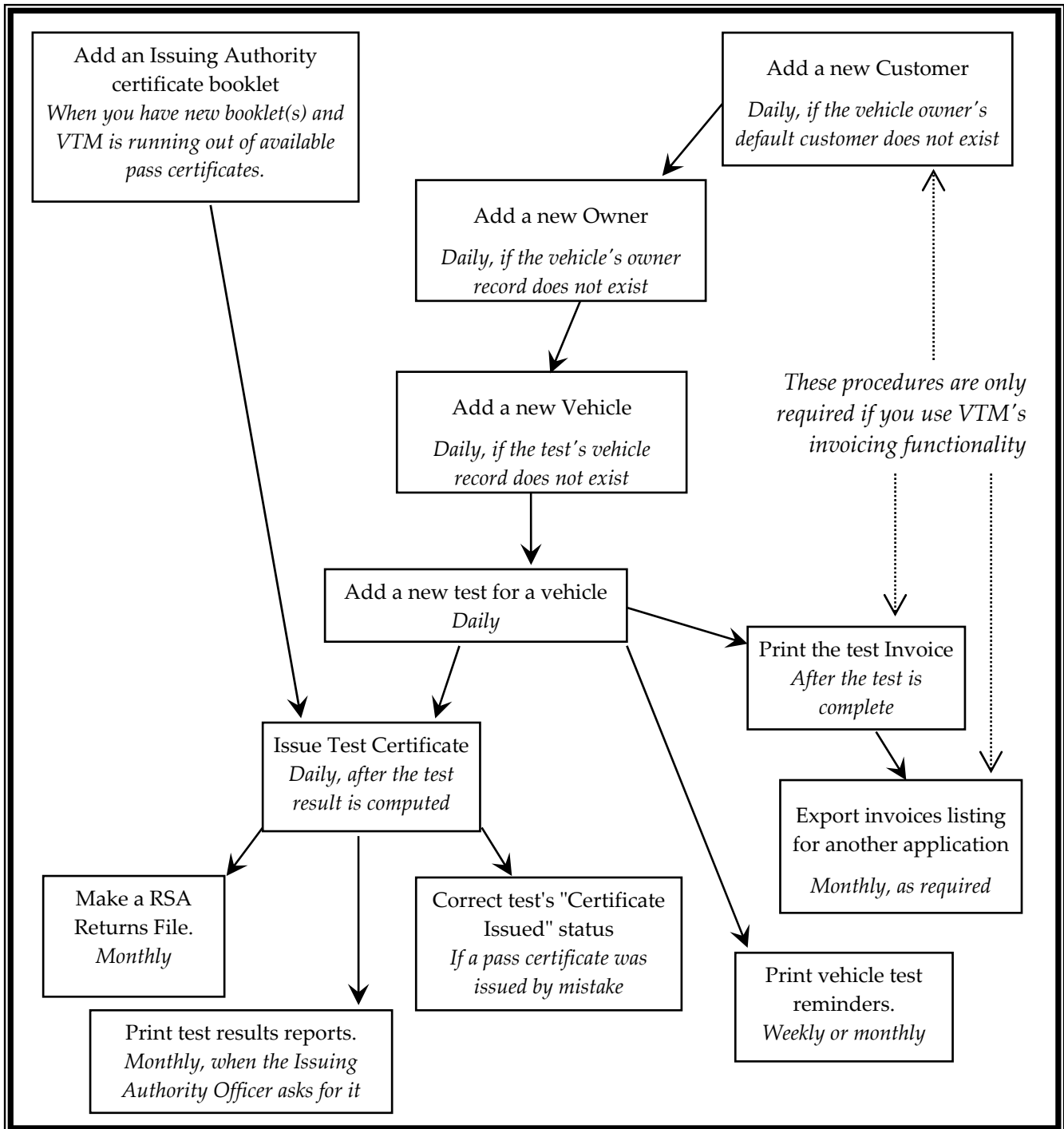
Main Menu Item	Notes
Listing of Owners	Prints a listing of all owners, or a sub-set of owners that match your criteria. You select how you want this listing to be sorted.
Combine Two Owner Records into One	<p>You may enter the same owner twice by mistake, so there are two records for the same owner. This is a waste of space, and leads to confusion.</p> <p>This form allows you to combine two owner records into one, to keep your records tidy. This keeps the owners list as short as possible. All records related to the owner are updated too.</p>
Vehicle Records <b>One of the most important forms.</b>	To view, find, add, amend, and delete vehicle records. This also lets you select the vehicle's owner.
Listing of Vehicles	Prints a listing of all vehicles, or a sub-set of vehicles that match your criteria. You select how you want this listing to be sorted.
Combine Two Vehicle Records into One	<p>You may enter the same vehicle twice, so there are two records for the same vehicle. This is a waste of space, and leads to confusion.</p> <p>This form allows you to combine two vehicle records into one, to keep your records tidy. All related test records are updated too. This keeps the vehicle list as short as possible.</p>
Customer Records	<p>Lets you view, find, add, amend, and delete invoice customers.</p> <p>You invoice the customer for a vehicle test. Sometimes this is the same person as the vehicle owner, but often it is someone else.</p> <p>Each customer includes some accounts details.</p>
Listing of Customers	Prints a listing of all customers, or a sub-set of customers that match your criteria. You select how you want this listing to be sorted.
Combine Two Customer Records into One	<p>You may enter the same customer twice, so there are two records for the same customer. This is a waste of space, and leads to confusion.</p> <p>This form allows you to combine two customer records into one, to keep your records tidy. All related records are updated too. This keeps the customer list as short as possible.</p>
<b>RSA Certificates</b>	
Add Issuing Authority Certificate Booklet <b>One of the most important forms.</b>	<p>When you get a new booklet of 50 pass certificates from your local issuing authority, you must use this form to enter the booklet before VTM can issue pass certificates.</p> <p>You specify whether it is a Light or Heavy certificates booklet, and the first and last certificate number in the booklet.</p>
Print Pass Certificate Booklets	Print a list of all pass certificates, with their issued status and dates.
Build RSA Returns File <b>One of the most important forms.</b>	Make a text-file of all Light or Heavy test records issued between dates. You send this file to the Road Safety Authority.
Undo RSA Returns File	If you made a RSA Returns file, but realise that there were mistakes in some test records, you can undo the RSA Returns File, correct the mistake(s), and then re-build the RSA Returns File again.
<b>System Administration</b>	Only available to users with administration permission.

Main Menu Item	Notes
System Settings	Set your preferences (test centre details, defaults etc.)
Send and Receive Files from Technical Support	<p>If your system is giving you problems, we will try to help you. This function sends the relevant files to the VTM technical support site.</p> <p>This requires that your Internet communication works properly.</p>
Manage Users	To view, add, or amend users' names, passwords, and permissions.
Combine Two User Records into One	If a user has two duplicate records, you can combine them into one to avoid confusion and wasted space.
Springclean : Remove Redundant Records	This removes redundant records. VTM finds all the old records it thinks may be redundant, and you pick the ones to delete.
Compact and Repair VTM Database	<p>Due to inserting lots of new records, and deleting old records, the database grows quite large over time.</p> <p>This function compacts the database to reduce space and improve performance. It also repairs some technical database errors.</p>
Change Database Location	This shows you the folder where your database is stored, and lets you change it to a different folder. This is rarely used.
Backup and Restore Database <b>One of the most important forms.</b>	<p>You should take daily or weekly backups of your database. If you do not have a backup utility on your computer system, VTM provides this simple backup function to copy your database.</p> <p>If your live database is damaged or lost, you can restore your most recent backup so that you have only lost the records that were entered since the last backup.</p>

## 2. The main data-entry forms and procedures

### Diagram of the main routine procedures

VTM includes lots of functions. However, most of them are rarely used. The main routine tasks you have to do are shown below, and the following pages describe each task.



The main routine tasks

## 2.1 Add an Issuing Authority Certificate Booklet

**Form:** RSA Certificates → Add Issuing Authority Certificate Booklet (see 3.22)

You don't have to add the new booklet immediately – you can wait until VTM is running low in available pass certificates. If you get several booklets at the same time, you should enter them in sequence, lower numbered booklets before the higher numbers.

You need permission to Add IA Certificates Booklet.

## 2.2 Add a new vehicle

**Form:** Master Records → Vehicle Records **Or** Vehicle Tests → Test Records → Vehicle Records (see 3.16.1)

### ■ Procedure

When you open the Vehicle Records form, VTM automatically displays the last vehicle you were using.

Click [**Find/ Add a Vehicle by Reg**].

Enter the registration of the new vehicle. VTM searches the vehicle records to ensure that there is not a vehicle with the registration. If there is, VTM loads it and displays it (maybe someone else has already entered the vehicle). Otherwise, VTM asks you if you want to add a new vehicle. If you answer "Yes" then VTM displays a **blank vehicle form**.

Now you enter all the details and click [**Save New Vehicle**] when finished. Every vehicle must have an **owner**, which you enter on the Owner Records form.

If you are going to enter a test for the vehicle, then you can click [**Print Test Application (Save changes first)**]. This prints out a very useful Test Application Form that you can fill in when you are carrying out the test.

## 2.3 Add a new test for a vehicle

**Form:** Vehicle Tests → Test Records (see 3.1.1)

### ■ Procedure

First, print the vehicle's test application form. Fill it in with the test results as you carry out the test. When you have the test results complete (or as much as you can at the time), you can add the new test and enter the results.

On the Test Records form, click [**Vehicle Records**]. The Vehicle Records form opens. If the vehicle you want is not displayed, find it by clicking [**Find/ Add a Vehicle by Reg**]. Next, close the Vehicle Records form. VTM displays the vehicle's details on the first tab of the Test Records form (the *Vehicle* tab).

Click [**Add a New Test for this Vehicle**]. VTM checks that you have Tester permission, and asks you to enter your password, if you have security switched on (see *System Settings*). Then VTM adds a new blank test record for this vehicle.

VTM automatically assigns the new test's initial certificate number, and fills the new test's ULW, GVW, GTW, body type, category, and owner from the vehicle record.

After adding a new test, you enter test item results by entering readings for tyres, brakes, emissions, and fail reasons for visual test items.

When you have entered all the test details, click [**Decide and Save Result**].

## 2.4 Issue a Test Certificate

**Form:** Vehicle Tests → Test Records

(see 3.1.10)

### ■ Procedure

When you have entered all the test details, go to the last *Save + Finish* tab on the test records form.

Click [**Issue a Certificate for this Test**]. VTM asks you to confirm issuing the certificate, and asks for your password.

VTM asks you for the certificate issuing date. The default is today's date, but you can back-date it if required.

If the test result is Fail, VTM issues a fail certificate starting with "F".

If the test result is Pass, VTM displays the next pass certificate for this test classification (Heavy or Light). Be **very careful** that the pass certificate number matches the paper booklet's pass certificate number.

VTM changes the vehicle test's status to "Issued".

## 2.5 Print the test Invoice

**Form:** Vehicle Tests → Test Records → Test Invoice

(see 3.8)

Some test centres may decide not to use VTM's invoicing functionality.

### ■ Procedure

When the test record is saved, click [**Test Invoice**] on the "*Save + Finish*" tab.

If the invoice customer is blank or incorrect, click [**Customer Records**] to find or add the customer for this invoice.

Click [**Print Invoice**].

## 2.6 Correct test's Certificate Issued status

**Form:** Vehicle Tests → Manage Tests' "Issued" Status

(see 3.3)

If you made a mistake issuing the certificate, you should correct the mistake as soon as possible.

If you issued the wrong pass certificate number, you must **un-issue** the certificate, and then issue the correct pass certificate number later.

If the paper certificate was cancelled, you must cancel the test certificate in VTM.

If the test certificate was already returned to the Road Safety Authority you must un-return it before you can change the certificate status. The test certificate will be included in the next RSA Returns file.

If you un-issue a certificate, VTM will revert to the test's initial certificate id, which starts with "X". VTM shows you the initial certificate id.

## 2.7 Make a RSA Returns File

**Form:** RSA & Cert Mgmt → Build RSA Returns File (see 3.24)

Specify whether the RSA Returns File is for Light or Heavy vehicle tests, and the month to return.

Specify the folder to store the RSA Returns File in.

VTM will build the RSA Returns File, including all tests of the specified class (Light or Heavy) that

- ▶ Have been Issued (Pass, Rectified, or Fail) but not Cancelled (cancelled certificates are excluded)
- ▶ In the specified month **and** any tests issued in previous months but not yet returned.

After the RSA returns file is created, VTM displays the file name.

Send an email to the Road Safety Authority at [vt.rsa.ie](mailto:vt.rsa.ie), with the RSA Returns File attached.

## 2.8 Print test results reports

**Form:** Vehicle Tests → Print/ Show Tests Listing (see 3.1.11)

Print all the Heavy or Light tests that have been issued during the month.

Give the print-out to your local issuing authority officer.

## 2.9 Print vehicle test reminders

**Form:** Vehicle Tests → Print Vehicle Test Reminders (see 3.4)

Specify the date range (typically the next fortnight or next month). You may optionally restrict the reminders to owners in a particular county.

VTM prints a reminder letter to owners of vehicles whose last test certificate was issued a year before the date range that you specified.

Reminders are printed in alphabetical order of owners' names.

## 2.10 Export invoices listing for another application

**Form:** Test Invoices → Export Invoices to File (see 3.10)

Specify the invoices to include in the export file, the sort-order that you want for the invoice records, the details/ fields to include, the date format to use, and the folder to store the export file in.

VTM remembers most of these details from the last time you exported invoices to a file, so usually you don't have to specify many details.

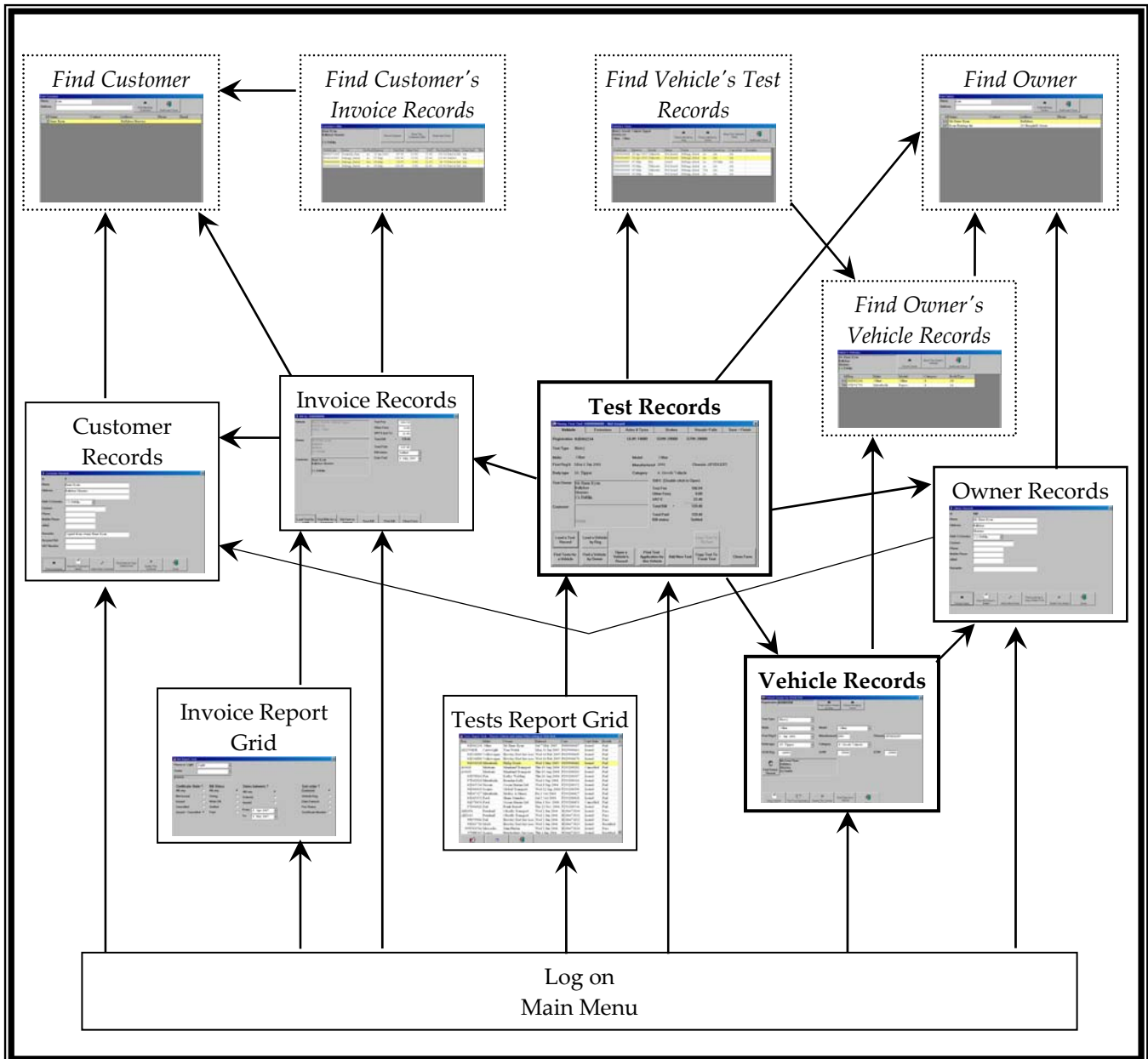
Click [**\*\* 6. Build Invoice Export File**].

VTM tells you the name of the invoice export file.

Now you can import the invoice details into Excel or your accounts application.

## 2.11 Map for navigating between the main data-entry forms

The diagram below shows how you can access the various forms commonly used for data-entry.



*Navigating between the main forms*

## 3. The VTM Forms

### 3.1 Test Records

#### Vehicle Tests → Test Records

Only users with tester permission can add a new test or change a test details. Other users can view test details, but cannot change them. With permission, you can :

- ▶ Add a new test for a vehicle.
- ▶ Find and display an existing test record.
- ▶ Change/update an existing test (only if you have not issued a certificate).
- ▶ Delete a redundant test record (only if you have not issued a certificate).
- ▶ View, change, and print the test invoice.

The Test Record form is the biggest form in VTM, with lots of data-entry details, functions, and features.

Therefore this form is divided into six tabbed sections that guide you through the test data-entry process :

Tab	Notes
Tab 1 : Vehicle details	Load a vehicle, load a test, change the owner. Add a new test or a retest.
Tab 2 : Emissions	Fuel type, emission readings, fail reasons, and result.
Tab 3 : Axles + Tyres	Odometer, axles, design-weights, tyre specs, and results.
Tab 4 : Brakes	Weights, brake readings, performance percents and results, balance percents and results.
Tab 5 : Visuals +Fails	Each test header item and result, each fail reason and result, and fail location maps. Select each header item's result : Pass, Rectified, Fail, or Not Applicable.
Tab 6 : Save + Finish	Decide the test result. Print the report. Delete the test. Issue a certificate. Test invoice.

#### 3.1.1 Adding a new test

##### ■ Procedure

Open the Test Records form. Click [**Vehicle Records**] to select the vehicle to be tested.

The Vehicle Records form opens.

If the vehicle you want is not displayed, find it by clicking [**Find/ Add a Vehicle by Reg**]. If there is a vehicle record with this registration, it is loaded and displayed. VTM will warn you if there is no vehicle record with this registration.

The vehicle must have an **Owner**. If not, you must select the Owner on the Owner Records form.

When the correct vehicle record is displayed, close the Vehicle Records form. VTM displays the vehicle's details on the first tab of the Test Records form (the *Vehicle* tab).

Print a **test application form** for the vehicle. Fill it in with the test results as you carry out the test. When you have filled in the test results (or as much as you can at the time), you can add the new test and enter the results.

Click [**Add a New Test for this Vehicle**]. VTM checks that you have permission to add a new test, and asks you to confirm that you wish to add a Light or heavy vehicle test, and to enter your password (if you have *high security* switched on).

VTM adds a new blank test record for this vehicle.

VTM automatically assigns the new test's certificate number, and copies the new test's ULW, GVW, GTW, body type, category, and owner from the vehicle record.

After adding a new test, you enter test item results by entering readings for tyres, brakes, emissions, and fail reasons for visual test items.

After entering the test details, go to the last tab ("Save + Finish").

Click [**Decide and Save Result**]. If the result is Pass, Rectified, or Fail, you can issue a certificate.

Click [**Issue a Certificate for this Test**] to issue the test certificate. If it is a pass certificate, be **very careful** that the pass certificate number is identical to the pass certificate number taken from the booklet of 50 paper certificates.

Click [**Print the Test Result Report**] to print the test results to give to the owner/ customer.

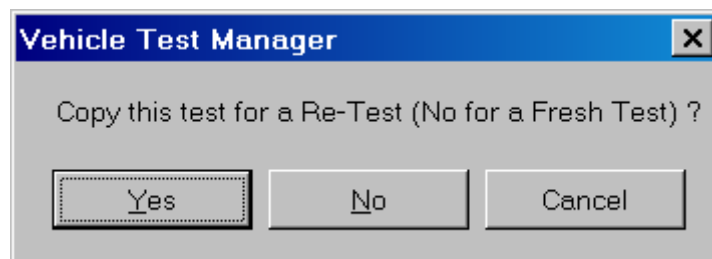
If you want to use Invoicing, click [**Test Invoice**]. You must select the invoice customer.

Click [**Close Form**] to return to the main menu.

### 3.1.2 Adding a Retest for a previously failed vehicle test

To add a retest, load the previously failed vehicle test (explained later).

On the 'Vehicle Test' tab, click [**Copy This Test to a New Test**].



Click **Yes** to confirm that you wish to create a retest based on the existing test. Enter your password.

	Test date	Kilometre	Miles
Original :	Wed 9 Nov 2005	260558	161903
New Test :	18 Nov 2005	263073	163466
Difference :	9 days	2515	1563

Enter the new test date (today, by default) and either the new kilometre or mileage value. VTM displays the difference between the original test and the retest in days, mileage and kilometres. VTM warns you if you exceed the Maximum Days and Kilometres. You can override this warning. You can enter a reading for a new odometer that is much higher or lower than the original one, and you can enter a retest "retrospectively", in case there was a problem with your computer system on the day that the retest was performed.

Click [**OK**]. VTM will close the "Make ReTest" form and display the new retest record on the Test Records form.

All the failed test's details are copied, so you need only enter the details that were changed/ rectified since the previous failed test. Enter the retest's details and complete the retest as usual, and issue a certificate for the retest.

### 3.1.3 Copy Test to a Fresh Test

The [**Copy This Test to a New Test**] command has two separate functions : the retest function (described above), and also a function to copy an existing test record's details into a new "fresh" test rather than a retest.

VTM copies all the details from the original test into the new test, so you only need amend the details that differ from the original test's details.

### 3.1.4 The Vehicle tab

#### ■ The four ways to load an existing test record

- a. If you know the test certificate id (e.g. "F020100111") you can click "Load a Test Record", and enter the certificate id. VTM will load and display the test record.
- b. Otherwise, if you know the vehicle's registration, click [**Vehicle Records**]. The vehicle is loaded, and VTM recalls the last certificate id for this vehicle (the most recent test for this vehicle). Click [**Load a Test Record**]. The last certificate id for this vehicle is displayed and you click [**OK**].
- c. If the test that you want to load is not the most recent test for this vehicle, click [**Find Tests for a Vehicle**] to find *all* the test records for this vehicle. See "Vehicle's Tests" in section 4.4.
- d. If you don't know the test's certificate id, and you don't know the vehicle's registration, you can find the test on the "Print/ Show Tests Listing" form. **Double-click** on the test you want, and VTM will load and display it in full on the Test Details form.

#### ■ Amending a test's details

If the test result is not yet issued to the owner, you can change test details simply by typing in the new details or changing readings, test header-item results, and/ or test fail-reason results. Most details cannot be changed after the test certificate is issued.

Click [**Decide and Save Result**] on the "Save + Finish" tab. VTM decides the new test result and saves its details.

Now you can print a test result report, even if the result is unknown (for example, if some readings are missing). If the result is Pass, Fail, or Rectified, you will be able to issue a certificate if you want to.

VTM warns you if you close the form without saving your changes.

Heavy Re-test Cert X770707162 : Not Issued						
Vehicle	Emissions	Axles + Tyres	Brakes	Visuals+Fails	Save + Finish	
Registration	99SO3793	Vehicle ULW: 15	GVW: 3500	GTW: 0		
Test Type	Heavy	Test ULW: 15	GVW: 3500	GTW: 0		
Make	Ford	Model	Transit			
First Reg'd	Mon 4 Oct 1999	Manufactured	1999	Chassis BDWAXT46791		
Body type	3, Van/Covered Body		Category	2, Other Single-Decker (seat 15+)		
Owner Records for Test	Mr George Gibbons Woodpark Drogheda Co Galway		Vehicle's Current Owner:	Same as Test Owner		
Vehicle Records	Print a Test Application for this Vehicle	Load a Test Record	Find Tests for a Vehicle	Add a New Test for this Vehicle	Copy This Test to a New Test	Close Form

## Vehicle records

Click [**Vehicle Records**] to load a vehicle, add a vehicle, or change a vehicle's details,. This opens the Vehicle Records form, where you can change this vehicle's details, or find or add a different vehicle.

Click [**Close**] to return to the Test Details form.

VTM checks that the vehicle has an owner. You cannot add a new test if the vehicle does not have an owner.

The vehicle should be up-to-date before you add a new test – especially details that effect the test result, such as the vehicle's weight classification (Heavy or Light), or a Heavy vehicle's the Body-type or Category. These details are copied from the vehicle when you add a new test, and cannot be changed afterwards.

Click [**Print Test Application**] to print a test application form for this vehicle.

## Note about Vehicle and Test Weights

If you notice that the test's weights are correct, but the vehicle 's weights are incorrect, you can **double-click** on the vehicle's weight and VTM will automatically update it to the test's weight.

If you notice that the vehicle's weights are correct, but the test's weights are incorrect, you can **double-click** on the test's weight and VTM will automatically update it to the vehicle's weight. You can only do this if the test certificate has not been issued yet.

### 3.1.5 The Emissions tab

This is where you enter the fuel type, emission readings, and fail reasons.

Fail reasons	Result
1 Smoke (diesel 1st reg since 1/1/1980): Average smoke meter reading > 2.5m in naturally aspirated diesel and 3.0m in turbo charged diesel	Pass
2 Smoke (diesel 1st reg after 1/7/2008): Average smoke reading > 1.5m	Pass
3 Smoke (diesel 1st reg after 1/7/2008): Exhaust emission coloured black haze or darker for two successive accelerations after 1st	Pass
4 Smoke (diesel 1st reg before 1/1/1980): Turbo charged diesel exhaust emission coloured black haze or darker when driven under load past tester	Pass
5 Carbon Monoxide: Reg before 1/10/1986, carbon monoxide content > 4.5% at idling speed	Pass
6 Carbon Monoxide: Reg since 1/10/1986, carbon monoxide content > 3.5% at idling speed	Pass

Select the **Fuel type** from the drop-down list. When you select a fuel type, VTM shows the appropriate emission readings and fail reasons (Light vehicles have different fail reasons for Petrol and Diesel emissions). Enter the readings and pass the emissions test, or else fail the appropriate fail reason(s).

Fuel types and readings :

Fuel-type	Readings required
No Fuel	None
Diesel Non-turbo	Diesel-smoke (no CO, HC, or Lambda)
Diesel Turbo	Diesel-smoke (no CO, HC, or Lambda)
Petrol (first registered before 1/1/1993)	CO and HC (no Lambda or Diesel-smoke)
Petrol (first registered after 1/1/1993)	CO, HC, and Lambda (no Diesel-smoke)

Click [**Compute Results**] and VTM will compute the result from the emission readings, vehicle classification, and the date of first registration.

You can override VTM's computed result by clicking [**Pass**] or [**Not Applicable**]. To Fail emissions, select a Fail reason(s) from the grid below and click [**Fail**].

### 3.1.6 The Axles and Tyres tab

First, you enter the odometer reading in either Kilometres or Miles. Whichever one you enter, VTM automatically calculates and shows the other value.

Number of Axles :	Axle	Design Load (Kg)	Single/ Twin Wheels	Tyre Index	Max load tyres can Bear	Minimum Tyre Spec
2	1	1600	Single <input checked="" type="radio"/> Twin <input type="radio"/>	112	2240	100
	2	2000	Single <input checked="" type="radio"/> Twin <input type="radio"/>	112	2240	108
	3					
	4					
	5					
	6					

#### Note

VTM can deal with up to 6 axles, but the Road Safety Authority's system is restricted it to a maximum of 4 axles per vehicle.

Enter the number of axles (typically two axles for a Light vehicle, and may be up to six for a Heavy vehicle). VTM only shows the axle details for the number of axles you entered.

You enter each axle's **design weight**, whether it is **single or twin**, and the **tyre index**.

For each axle, VTM shows :

- ▶ The **maximum** load that the specified tyre index can bear (depending on whether it is a Single or Twin-wheel axle). If the tyre specification is sufficient for the axle design weight, this is shown in green for Pass. If it is too low, this is shown in red for Fail.
- ▶ The **minimum** tyre index adequate for each axle (depending on whether is a Single or Twin- wheel axle). This makes it easy to rectify a tyre that is too low.

If **any** of the tyre specifications is insufficient, the tyre specification fails. It is easy to see which one(s) failed, because the maximum load is displayed in red. In this case, VTM automatically marks the fail reason : "Tyre Fitment : Insufficient capacity for design weight of axle".

### 3.1.7 The Brakes tab

This tab is used to enter brake performance readings for the Service, Emergency, and Parking brakes. They all work in the same way. Emergency brake details are not shown if it is a Light vehicle test.

For Light vehicles, the BTW (Brake Test Weight) is shown. The default BTW is calculated as : ULW + 150 kg. You can change the BTW in the BTW text box.

For Heavy vehicles, the GTW (Gross Towing Weight) is shown.

The screenshot shows the 'Brakes' tab in the VTM software. At the top, there are tabs for 'Vehicle', 'Emissions', 'Axles + Tyres', 'Brakes', 'Visuals+Fails', and 'Save + Finish'. The 'Brakes' tab is active. Below the tabs, there are input fields for 'Decelerometer Brake Test ?' (unchecked), 'Test ULW' (15), 'GVW' (3500), and 'GTW' (0). The main area is divided into three columns: 'Service', 'Emergency', and 'Parking'. Each column has a table with 'Axle' (1-6) on the y-axis and 'Left', 'Right', and 'ImBal%' on the x-axis. Below each table are buttons for 'Compute Results', 'Over-Ride Perf/ Bal Result' (only in Emergency), 'Restore Original Readings', and 'Cancel Original Readings'. At the bottom of each column, the 'Performance% Pass' and 'Balance : Pass' results are displayed in green text with numerical values in boxes.

Axle	Service			Emergency			Parking		
	Left	Right	ImBal%	Left	Right	ImBal%	Left	Right	ImBal%
1	621	578	7	0	0	0	0	0	0
2	534	560	5	534	560	5	429	439	2
3									
4									
5									
6									

Service	Emergency	Parking
Performance% Pass: 65.51	Performance% Pass: 31.26	Performance% Pass: 24.80
Balance : Pass	Balance : Pass	Balance : Pass

Enter the Left and Right values for each axle. Notice that VTM displays the running total percentage as you enter each figure. Notice that the [Compute Results] button changes to **bold** to let you know that you should re-compute the results.

#### Compute results

When you click [Compute Results], VTM computes the Service Brake's Performance and Balance results to decide whether the brakes Pass or Fail. The results depend on the vehicle category, the date of first registration, and whether it is Service, Emergency, or Parking brake performance. Note that for semi-trailers, the brake performance is computed as a percentage of the total design weights of all the axles, rather than the GVW.

VTM automatically computes the imbalance percentages and result too.

Results are shown in green for Pass, yellow-green for Rectified, or red for Fail.

Due to the many variations in Emergency brake configurations, VTM lets you over-ride the balance result. Click [Over-Ride Perf/ Bal Result]. VTM asks you to select the emergency brake result: Pass, Fail, or Rectified.

## ■ Decelerometer

VTM's decelerometer feature lets you enter brake performance percentage and balance results directly, without readings for each wheel. To use this feature, check "**Decelerometer Brake Test ?** " at the top left.

Enter the performance percentage and balance result directly, without entering fictitious readings for the left and right side of each axle.

The brake balance is tested by a "road test", and has a distinct reason for failure. When you click [**Compute Results**], you must tell VTM whether the balance test passed or failed.

## ■ Rectified brake readings

If a brake performance is rectified, the Road Safety Authority requires that you store the original failed readings as well as the rectified readings. To record a rectified brake reading :

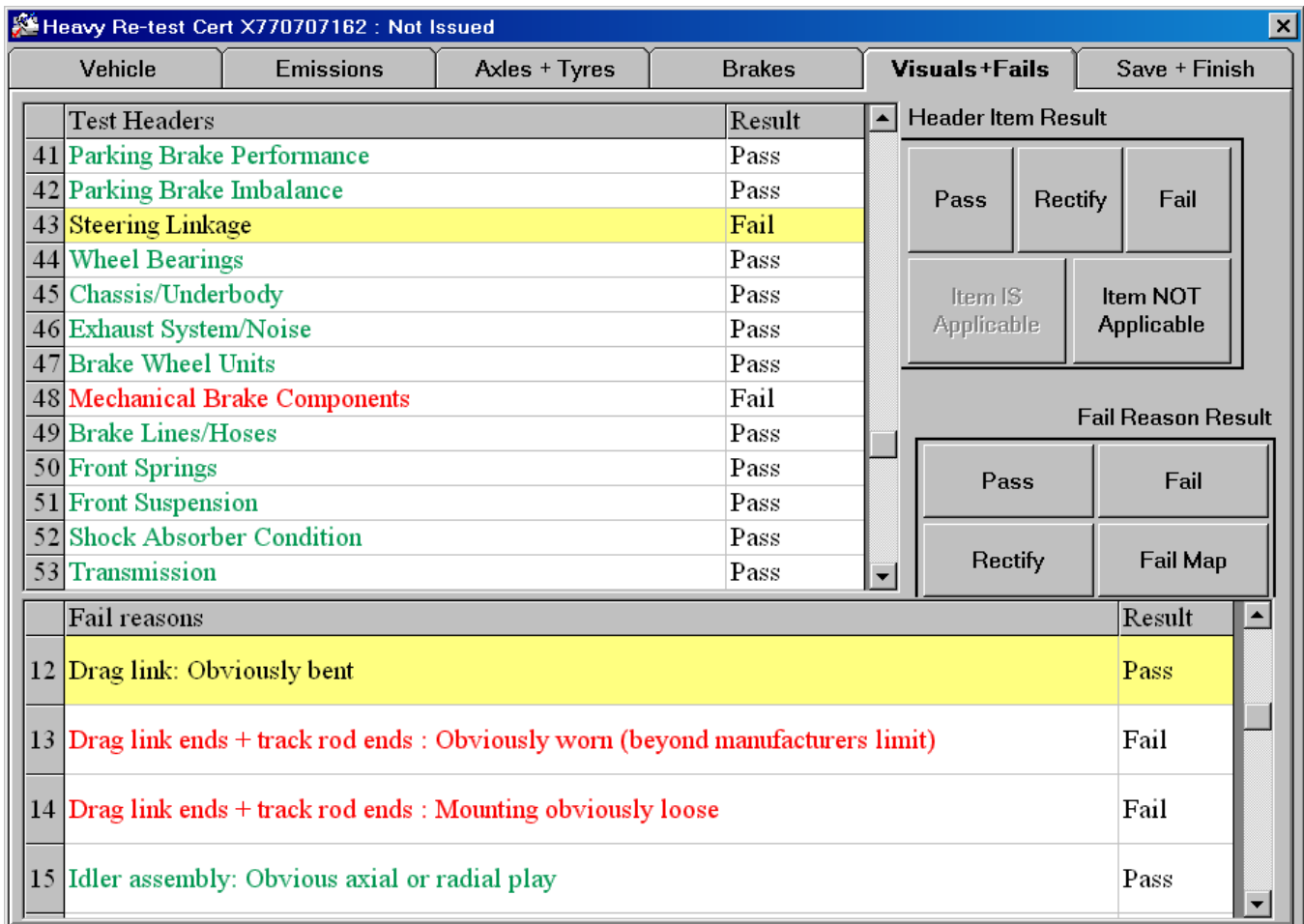
1. Enter the original pre-rectified value(s).
2. Click [**Compute Results**].
3. Enter rectified value(s).
4. Click [**Compute Results**].
5. VTM asks you "*Store current Service brake readings in original 'pre-rectified' record ?*". Answer **Yes** to save the original pre-rectified values, and the newly entered values will be the rectified values.

When you change a brake reading, VTM needs to know if this is a new rectified reading, or just a correction after making a mistake. So VTM asks you "*Store current Service brake readings in original 'pre-rectified' record ?*". If you are just correcting a mistake, say **No**. If you are entering rectified values, say **Yes**.

If you make a mistake with the rectified brake readings, you can restore the original readings by clicking [**Restore Original Readings**]. If this means that there is only one Service brake readings (no fail and rectified readings), then click [**Cancel Original Readings**].

### 3.1.8 The Visuals +Fails tab

Each header item result is either **[Pass]**, **[Rectified]**, **[Fail]**, or **[Not Applicable]**. You click the result button for each visual item. Normally, you start at the first one and work your way down through each item. After you Pass a header item, the next heading will automatically be selected. This makes it easy to continue the process.



Select the test item header in the upper grid (it highlights in yellow). Click one of the five buttons beside the grid :

- If you click **[Pass]**, then all fail reasons for this header item will be passed. The colour changes to green.
- If you click **[Rectify]**, then you must rectify at least one of the header's fail reasons in the bottom grid. The colour changes to yellow-green.
- If you click **[Fail]**, then you must fail at least one of the header's fail reasons in the bottom grid. The first fail reason item is automatically selected. Select the relevant fail reason and click **[Fail]**. The fail reason and heading will turn red to show that it has failed.
- If you click **[Not Applicable]**, VTM ignores this header item when computing the overall test result. The colour will turn Black.
- Note that some test header items are always applicable, while others depend on the vehicle (see "Manage Test Header Details"). Only those that depend on the vehicle can be set to **Not Applicable**.
- If a test item is Not Applicable, you can change it to Applicable by clicking **[Item IS Applicable]**.

#### Non-visual header items

Some fail reasons depend on readings, so they are not Visual items. They are shown in the listing of headers and fail reasons. But you cannot change these results simply by clicking on Pass, Fail, or Rectify – you must enter the readings on the appropriate reading tab ("Axles +Tyres", "Brakes", or "Emissions").

## Fail Maps (see also "Fail location maps" in the appendix)

Many header items have a location map (either "Glass/Doors", or "Wheels", or "Body plan"). When you fail or rectify a fail reason that has a map, the "Fail Map" button is enabled. Now you can click [**Fail Map**] to specify the fail location. These location(s) are printed on the Test Result Report. This can be useful later, when a mechanic is trying to rectify the problem.

Click the map place(s) for the fail location. The colour changes from green (for Pass) to red (for Fail) or vice-versa.

After specifying the fail locations on the map, click [**Save and Close**]. Click [**Close and Cancel**] to cancel the recording of the fail map. (see section 5.5: Fail location maps)

### 3.1.9 The Save + Finish tab

Original :	Kilometres	Test date
F160106183	170227	Thu 29 Sep 2005
	+ 3676	
-----		
Retest	173903	Tue 17 Jan 2006

The buttons are enabled (black) or disabled (grey) to guard against user mistakes. For example, if the test certificate has been issued, you cannot change the result, or delete the test, so these buttons are disabled.

You can save your work at any time, and return to the test later to finish it off. However, once you issue a certificate, you cannot change the test's details afterwards.

When you click [**Decide and Save Result**], VTM checks the test details for errors – for example, if you failed a header item without giving a fail reason. VTM warns you if there are errors, but you can still click [**OK**] and continue. VTM tries to compute the test result from the header item results, and displays the result (Unknown, Pass, Fail or Rectified). Finally, VTM saves the test record in the database.

You can always save an incomplete test, close the test form, and continue with it later.

If the test result is Pass, Rectified, or Fail then you can issue a certificate.

VTM warns you if you close the form without saving your changes.

### 3.1.10 Issue a certificate

Click [**Issue a Certificate for this Test**] to issue a Pass or Fail certificate for this test.

If the test result is Fail, VTM generates a Fail certificate number.

If the test result is Pass, you issue a pass certificate. VTM finds the **next** un-issued certificate for this vehicle type (Heavy or Light), **after the last pass certificate that was issued**. The pass certificate is marked as "issued" so that it cannot be used again.

VTM tracks how many pass certificates are left, and warns you if the number available is less than the warning level (see **System Settings**).

If there is no certificate available after the last one issued, VTM asks if you want to try to issue an un-issued cert that was "**skipped**" in the normal sequence. You can change the certificate number to skip backwards or forwards to an un-issued certificate that is not in the normal sequence. This makes VTM very flexible if you want to use pass certificates that were skipped for any reason.

If there is no certificate available, you can save and close the test, and issue a pass certificate later after a new booklet of Issuing Authority certificates is entered into VTM.

Make sure you check that a certificate has been issued before letting the vehicle leave the test centre.

The test is now completed.

### 3.1.11 The Test Result Report

Click [**Print the Test Result Report**] to display the report, print it, and give it to the vehicle owner. Usually you do this after issuing the test certificate. But you can print a "preliminary" the Test Result Report even if the result is unknown (for example, if some readings are missing).

JJ Johnson Ltd Phone: 01 234 5678		Status: Issued, Test Result: Pass. Original test		Certificate: L200320543	
Printed on: 22-Jul-2006		Entered on: Thu 28 Jul 2005		Issued on: Thu 28 Jul 2005	
Issuing Authority: 77		Authorised Center: 07			
RegNo	<b>04D3556</b>	Reg Date	<b>Wed 30 Jun 2004</b>	Year Manufd	<b>2004</b>
Chassis	<b>ZFA2440006191020</b>	Miles	<b>9780</b>	Kilometres	<b>15739</b>
Make	<b>Fiat</b>	Model	<b>DUCATO</b>	Axles	<b>2</b>
Body Type		Category			
GVW	<b>3300</b>	BTW	<b>2430</b>	ULW	<b>2280</b>
Fuel	<b>Diesel Turbo</b>	Diesel Smoke	<b>1.06</b>		
Owner	<b>Ellie Mcguires Coolroe Kells Co Mayo</b>				


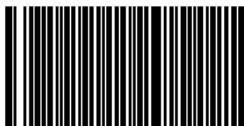
  

Axle Design Loads	Tyres			Brakes					
	Min	Load	Index	L Service	R				
1:	1750	Single	103	1900	106	650	687	0	0
2:	1850	Single	105	1900	106	372	390	318	311
3:									
4:									
5:									
6:									

Brake Test Wt. 2430. Performance 86.38 % 25.88 %

Remarks: MICHAEL MURPHY

Tester Signature : \_\_\_\_\_ **Kelly, Anthony**

Vehicle Identification Barcode	Certificate / Test Identification Barcode
	

Generated by Vehicle Test Manager program. Visit our site at [www.VTM.ie](http://www.VTM.ie)

*Pass Test Result Report, for a Light vehicle*

#### Note

If the test result is **Fail**, the printout informs the customer of the retest service and fee.

If any of the test items are rectified or failed, the report includes a second page listing every failed or rectified fail reason, and the location of each failed or rectified item (if you used the fail location maps).

JJ Johnson Ltd Phone: 01 234 5678  
 Status: Issued, Test Result: Fail. Original test Certificate: F160106830

---

Printed on: 22-Jul-2006 Entered on: Sat 12 Nov 2005 Issued on Sat 12 Nov 2005  
 Issuing Authority: 77 Authorised Center: 07

---

RegNo	<b>94RN7299</b>	Reg Date	<b>Sat 1 Jan 1994</b>	Year Manuf'd	<b>1994</b>
Chassis	<b>10122</b>	Miles	<b>17379</b>	Kilometres	<b>27969</b>
Make	<b>Hino</b>	Model	<b>FY2 PUKM</b>	Axles	<b>4</b>
Body Type	<b>3, Van/Covered Body</b>	Category	<b>4, Goods Vehicle</b>		
GVW	<b>32000</b>	GTW	<b>0</b>	ULW	<b>10810</b>
Fuel	<b>Diesel Turbo</b>	Diesel Smoke	<b>2.15</b>		
Owner	<b>Mr Patrick McGinley Ballydoobough  Co Roscommon</b>				

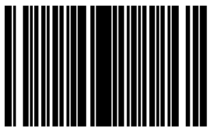
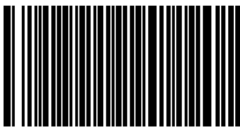
  

Axle Design Loads	Tyres			Brakes							
	Min	Load	Index	L Service	R	L Emergency	R	L Parking	R		
1:	6500	Single	149	7500	154	3021	2970	0	0	0	0
2:	6500	Single	149	7500	154	2689	2845	2689	2845	2501	2548
3:	10000	Twin	140	11600	145	3030	2925	0	0	2511	2324
4:	10000	Twin	140	11600	145	2761	2724	2761	2724	0	0
5:											
6:											

Brake Performance    71.77 %            34.43 %            30.89 %

Remarks: Michael Murphy

Tester Signature : \_\_\_\_\_ Kelly, Anthony

Vehicle Identification Barcode	Certificate / Test Identification Barcode
	

Generated by Vehicle Test Manager program. Visit our site at www.VTM.ie

Fail Test Result Report, for a Heavy vehicle (page 1)

JJ Johnson Ltd Phone: 01 234 5678  
 Status: Issued, Test Result: Fail. Original test Certificate: F160106830

---

Text Object

Printed on: 27-Sep-2006 Entered on: Sat 12 Nov 2005 Issued on Sat 12 Nov 2005  
 Issuing Authority: 02 Authorised Center: 25

---

Failed and Rectified Items.

NOTE : Now you can avail of a Vehicle Re-Test offer IF you re-submit your vehicle to THIS test center for testing before 31969 Km AND before Sat 3 Dec 2005. The Retest fee is: 74.83

<b>26 Tyre Tread</b>	<b>Fail</b>
1 Depth < 1.6 mm in central 3/4 of tread pattern	Fail
<b>43 Steering Linkage</b>	<b>Fail</b>
13 Drag link ends + track rod ends : Obviously worn (beyond manufacturers limit)	Fail
<b>57 Stop Lamps</b>	<b>Fail</b>
2 Not working or defective	Fail

Fail Test Result Report, for a Heavy vehicle (page 2)

## 3.2 Tests Report Grid

### Vehicle Tests → Print/ Show Tests Listing

You can search for tests using a very flexible set of filters, and display the results in whatever order you specify.

Tests Report Grid - Choose Criteria and select Print Listing or Test Grid

Heavy or Light: Both Heavy and Light

Tester: [Empty]

Vehicle: [Empty]

Certificate Status: All/ Any

Test Result: Unknown

Dates between ?

Ignore dates:

Entered:

Issued:

Cancelled:

From: 17 Apr 2005

To: 16 Jan 2006

Sort Order: Owner

Show Tests Grid Close

Enter your filter criteria. The example above will show all tests with result = "Unknown", that were entered between 17 April 2005 and 16 January 2006, sorted by Owner's name.

To find tests for a specific vehicle, click the Vehicle box. VTM will ask you for the vehicle's registration number.

**Caution!** You should enter at least one search criteria, otherwise VTM will load all the tests records in your database, which could be very slow, and could even run out of memory.

Click [Show Tests Grid]. VTM will display the matching tests sorted in the order that you specified.

Tests Report Grid - Choose Criteria and select Print Listing or Test Grid

Reg	Make	Owner	Entered	Cert	Cert State	Result
96G8386	Mitsubishi	Corrib Scaffolding Ltd	Thu 6 Oct 2005	X160106309	Not Issued	Unknown
96G8386	Mitsubishi	Corrib Scaffolding Ltd	Thu 6 Oct 2005	X160106308	Not Issued	Unknown
96G8386	Mitsubishi	Corrib Scaffolding Ltd	Thu 6 Oct 2005	X160106306	Not Issued	Unknown
96G8386	Mitsubishi	Corrib Scaffolding Ltd	Thu 6 Oct 2005	X160106305	Not Issued	Unknown
96G8386	Mitsubishi	Corrib Scaffolding Ltd	Thu 6 Oct 2005	X160106304	Not Issued	Unknown
98D4274	Isuzu	Marren Transport	Tue 4 Oct 2005	X160106260	Not Issued	Unknown
99SO3793	Ford	Mr George Gibbons	Thu 6 Oct 2005	X160106307	Not Issued	Unknown
02D899	Ford	Mr Joseph Stuart	Tue 13 Sep 2005	X160105933	Not Issued	Unknown
96D9386	Man	Mr Michael Foster	Thu 6 Oct 2005	X160106303	Not Issued	Unknown
93D7969	Ford	Mr Michael Heneghan	Tue 29 Nov 2005	X160107083	Not Issued	Unknown
93D7969	Ford	Mr Michael Heneghan	Tue 29 Nov 2005	X160107082	Not Issued	Unknown
96G6809	Mitsubishi	Noel Murphy	Wed 30 Nov 2005	X160107105	Not Issued	Unknown
96G6830	Other	Richard O Holleran	Thu 12 Jan 2006	X160107159	Not Issued	Unknown

Print Test Listing   Hide Tests Grid   Close

You can **double-click** on a test in the grid, and the full test details are displayed on the test form. **This can be a handy way to find a test** if you don't remember the vehicle's registration or the test's certificate number.

Click [**Print Test Listing**] to print a report showing the tests. Choose the report layout you want :

- ▶ "Portrait (for more details)"
- ▶ "Landscape (for neat columns)".

### 3.3 Manage Test's "Issued" Status

#### Vehicle Tests → Manage Tests' "Issued" Status

VTM lets you change a test certificate's "Issued" status if there was a problem with the certificate. For example, you could issue a certificate by mistake, or issue the wrong pass certificate, or have to cancel a test certificate.

You specify which test certificates to show, by specifying any combination of :

- ▶ a particular vehicle, or all/ any.
- ▶ a date range for either the date the test was entered, the certificate was issued, or cancelled.
- ▶ a range of certificate numbers.
- ▶ a certificate status (not issued, issued, or cancelled).

You also specify the **sort order** you want the test certificates to be displayed in (Date Entered + Cert Id in the example below).

**Manage Tests' "Issued" Status**

**CAUTION ! While this form is open, other users should not a) ADD a new test, b) ISSUE a test certificate, c) CANCEL a test certificate, or d) RETURN certificates to Dept. of Transport.**

Any/ All Vehicles: All/ Any Vehicles

Find a Vehicle by Reg: [Text Box]

Dates between ?

Entered:

Issued:

Cancelled:

From: 15 Nov 2005

To: 15 Jan 2006

Between Cert Number: [Text Box] And [Text Box]

Certificate Status: Issued

Sort Order: Date Entered, Cert Id

Show Matching Test Certificates


Close

Click **[Show Matching Test Certificates]**. All test certificates that satisfy your specifications are shown, in the sort order that you specified.

The list of test certificates is colour-coded according to the test certificate status : green for Not Issued, blue for Issued, and deep red for Cancelled. If the test result was returned to RSA, then the certificate number is bold.


<b>L200301613</b>	02KE5602	Issued	Yes	21 Jun 2005	22 Jun 2005	n/a	05 Jul 2005	Kelly, An
<b>L200301614</b>	04D556	Issued	Yes	21 Jun 2005	22 Jun 2005	n/a	05 Jul 2005	Kelly, An
<b>L200301615</b>	96D39845	Issued	Yes	21 Jun 2005	22 Jun 2005	n/a	05 Jul 2005	Kelly, An

Test Cert	L200301615	4710	Returned to DoT	<b>Unreturn this test from DoT</b>	Delete This Test Record	
Tester	Kelly, Anthony		Cert Status:Issued			Close

<b>L200230507</b>	99KE2538	Issued	Yes	11 Feb 2005	11 Feb 2005	n/a	n/a	Kelly, An
<b>L200230508</b>	04G7584	Issued	Yes	11 Feb 2005	11 Feb 2005	n/a	n/a	Kelly, An
<b>L200230509</b>	02D3628	Cancelled	No	11 Feb 2005	12 Feb 2005	25 Feb 2005	n/a	Kelly, An

Test Cert	L200230509	2981	Not returned to DoT	Change cert status back to Not Issued	Change cert status back to Issued	Delete This Test Record	
Tester	Kelly, Anthony		Cert Status:Cancelled				Close

If the test certificate's status is "Not Issued", you cannot change the status to Issued or to Cancelled – you can only do this on the Test Records form.

If the test was returned to RSA, you cannot change the certificate status. You must "un-return" the test by clicking the **[Unreturn this test from RSA]** button. The un-returned test will be included with the next RSA Returns.

If the test was not returned to RSA, you can change the certificate status. If the test certificate is Issued, you can change it to Cancelled or to Not Issued. If the test certificate is Cancelled, you can change it back to Issued or to Not Issued.

If you change the test certificate's status to "Not Issued", the test's certificate number is also changed to the test's original "X" certificate number. You should note this X-number so that you can find the test record again.

**Note:** You should notify the Road Safety Authority if you make changes to a certificate that has been issued, or if you "un-return" a certificate.

## ■ Deleting a test record

If the test certificate status is "Not Issued", you can select a test record (it will be highlighted in yellow), and click **[Delete This Test Record]** to delete the test record.

### 3.4 Print Vehicle Test Reminders

#### Master Records → Vehicle Test Reminders

VTM can query last year's vehicle tests to find all vehicles due for their annual tests in the coming fortnight or month. It can print letters to all the vehicles' owners, reminding them to contact you to arrange a new test.

VTM searches for all vehicles that were issued a pass certificate a year before the date range that you select.

**Print Vehicle Test Reminders**

Vehicles due for test between: 4 May 2008

And: 28 Jul 2008

All counties

Restrict to county: Co Wicklow

Print Centre's name and address on top of letter ?

Print test result on reminder letters ?

Reminders are printed in alphabetical order of owners' names.

Print Reminders Close

#### Procedure

Select the upcoming date range during which the new test is due. VTM will search for any vehicles whose last test was a year prior to the dates chosen.

Click **[All counties]** to get reminders for all owners, or select a county (Co Wicklow above) to restrict reminders to just the owners from the specified county.

If you don't want your Test Centre's name and address to be printed on the reminder, un-tick the box .

If you don't want the result of last year's test to be printed on the reminder, un-tick the box .

Click **[Print Reminders]**

If no tests were completed a year prior to the chosen dates, VTM displays a warning message

If any vehicles are due for reminders, the first reminder page appears. The page count at the top shows how many reminder letters there are.

JJ Johnson Ltd  
James Street  
Jamestown  
Jamesville  
Phone: 01 234 5678

Monday 20 March 2006

Mr Christy Fallon  
Ballyheane  
Ballyglunin Tuam  
Co Mayo

Dear Customer

Our records indicate that your vehicle is due for its annual test. The details of the vehicle's last test are

Registration: 98D4397  
Chassis: XW2F4B9A1WC757640  
Certificate: H200659716  
Date issued: 29-March-2005  
Result: Pass

Please call us at your earliest convenience to arrange a test date and time that suits you.

Yours sincerely

---

JJ Johnson Ltd

### 3.5 Blank Test Application

#### Vehicle Tests → Blank Test Application

This prints a blank, generic test application form that can be used for any vehicle. Some test centres find it handy to have a stack of blank application forms ready.

VTM asks whether you want a Heavy or Light test application form. Enter H or L as appropriate.

**European Communities (Vehicle Testing) Regulations VT-L5**  
**Application for Roadworthiness Test and Authorised Testers Report Form**

Monday, January 16, 2006

Issuing Authority: 77      Authorised Test Center    07      Month Jan

JJ Johnson Ltd Phone: 01 234 5678

---

RegNo                                      Make                                      Model:

1st Reg'd :                                      Year Manuf                                      Chassis

Body Type                                      Category

Owner

*I hereby apply to have the vehicle described above tested for the purpose of the European Communities (Vehicle Testing) Regulations. To the best of my knowledge and belief the information given by me in respect of the above vehicle is correct.*

Signature:

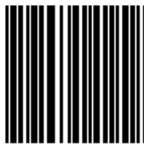
Axle Design Loads	Single/Twin	Tyre Index	Brakes								
			L	Service	R	L	Emergency	R	L	Parking	R
1:	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
2:	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

Total Perf. : %    %    %

GVW     BTW     ULW     Axles:     Miles     Km:

Diesel Non-Turbo     Petrol Standard;  
 Diesel Turbo     Petrol Catalytic;    Diesel Smoke:     CO     HC     Lambd

Vehicle Identification Barcode



---

*Generated by Vehicle Test Manager program, from DigitalForecourt (www.DigitalForecourt.net)*

### 3.6 Manage Test Header Items

#### Vehicle Tests → Manage Test Header Details

Click [Load Light Test Headers] or [Load Heavy Test Headers] as required.

All the test header items are displayed in the grid.

The screenshot shows a window titled "Manage Test Header Items" with three buttons at the top: "Load Light Test Headers", "Load Heavy Test Headers", and "Close Form". Below the buttons is a table with four columns: "Header", "Text", "ApplicableRule", and "MapId". The first row is highlighted in yellow. Below the table, the details for the selected header are shown, including the header name, applicable rule, and fail location map.

Header	Text	ApplicableRule	MapId
1	Reg Plate & Chassis Numbers	Always Applicable	Body
2	Smoke (Diesel)	Depends on Vehicle	No Map
3	Exhaust CO. HC	Depends on Vehicle	No Map
4	Service Brake Pedal	Always Applicable	No Map
5	Service Brake Operation (Inspection inside Veh.)	Always Applicable	No Map
6	Mechanical Brake Hand Lever	Always Applicable	No Map
7	Drivers Seat	Always Applicable	No Map
8	Horn	Always Applicable	No Map
9	Windscreen Wipers and Washers	Always Applicable	No Map
10	Glass	Always Applicable	Doors and Glass
11	Rear View Mirrors	Always Applicable	No Map
12	Speedometer	Always Applicable	No Map
13	Safety Belts	Always Applicable	No Map
14	Steering Wheel Play	Always Applicable	No Map
15	Door/ Locks/ Anti-Theft Devices	Always Applicable	Doors and Glass
16	Service Brake Performance	Always Applicable	Wheels
17	Service Brake Imbalance	Always Applicable	Wheels
18	Parking Brake Performance	Always Applicable	Wheels
19	Parking Brake Imbalance	Always Applicable	Wheels
20	Towing Bracket/ Coupling	Depends on Vehicle	No Map

Below the table, the details for the selected header "1 Reg Plate \_Chassis Numbers" are shown:

Applicable Rule: Always Applicable  
 Fail Location Map: Body

At the bottom right, there are two buttons: a checkmark button and a close button (X).

To change a test header item's Applicable Rule or Fail Location Map, select the header row in the grid. The row is highlighted in yellow, and its details are listed below the grid.

Select the header's Applicable rule from the 'Applicable Rule' drop-down list. You can choose "Depends on Vehicle" or "Always Applicable", but you cannot change it to "Never Applicable" – this is reserved for two special blank header items in the official Heavy vehicle testers manual.

Select the fail map you want to use with this test header's fail reasons, from the Fail Location Map drop-down list. It can be "Body", "Doors and Glass", "Wheels", or "No Map".

To save your changes, click  at the bottom right of the form.

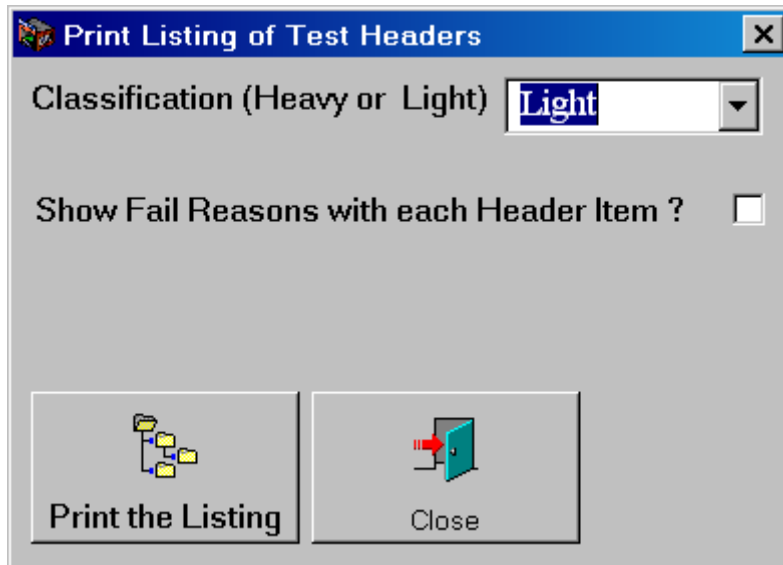
To discard your changes, click  at the bottom right of the form.

### 3.7 Print Listing of Test Headers

#### Vehicle Tests → Print Test Headers

Select Classification (Heavy or Light).

If you want to list the fail reasons for each test header item, click "Show Fail Reasons with each Header Item ?"



Click [Print the Listing].

List of Test Headers for Light Vehicles.	
P F:	1 Reg Plate & Chassis Numbers
P F:	2 Smoke (Diesel)
P F:	3 Exhaust CO, HC
P F:	4 Service Brake Pedal
P F:	5 Service Brake Operation (Inspection inside Veh.)
P F:	6 Mechanical Brake Hand Lever
P F:	7 Drivers Seat
P F:	8 Horn
P F:	9 Windscreen Wipers and Washers
P F:	10 Glass
P F:	11 Rear View Mirrors
P F:	12 Speedometer
P F:	34 Tyre Tread
P F:	35 Wheels
P F:	36 Spare Wheel and Carrier
P F:	37 Brake Fluid
P F:	38 Chassis/Underbody
P F:	39 Steering Linkage
P F:	40 Wheel Bearings
P F:	41 Front Springs
P F:	42 Front Suspension
P F:	43 Brake Lines/ Hoses
P F:	44 Shock Absorber Condition
P F:	45 Electrical System

Without fail reasons

List of Test Headers and Fail Reasons for Light Vehicles.	
<b>1 Reg Plate &amp; Chassis Numbers</b>	
1	Reg Plate: One or both plates missing or insecure
2	Reg Plate: Numbers or letters missing or illegible or wrong size
3	Reg Plate: Numbers, letter or background of incorrect colour
4	Reg Plate: Reg number does not correspond with reg book/licence certificate
5	Chassis number not available or does not correspond with reg book/licence certificate
<b>2 Smoke (Diesel)</b>	
1	Smoke (diesel 1st reg since 1/1/1980): Over 2% /m in naturally aspirated diesel engines and 3 %m in turbo
2	1st reg after 1/7/2008: Smoke reading higher than 1% /m
3	Smoke (diesel 1st reg pre 1/1/1980): Coloured black haze or darker for two successive accelerations after first. In turbo exhaust emission is coloured black haze or darker
<b>3 Exhaust CO, HC</b>	
1	Emission control system leaking, incomplete or incorrectly assembled
2	Idle Speed: Obviously above manufacturers recommendations
3	CO Emission: 1st reg pre 1/10/1986, CO content over 4% /m at idling speed
4	CO Emission: 1st reg since 1/10/1986 up to 31/12/1993, CO over 3% /m at idling speed
5	CO Emission: 1st reg since 1/1/1994, CO at idling speed over 0.9%
6	CO Emission: 1st reg since 1/1/1994, CO at 2500rpm, or at a speed specified by manufacturer, over 0.3%
7	CO Emission: 1st reg since 1/7/2002, CO at idling speed over 0.3%
8	CO Emission: 1st reg since 1/7/2002, CO at 2500rpm, or at a speed specified by manufacturer, over 0.2%
9	HC: 1st reg pre 1/10/1986, HC at idling speed over 1000 ppm
10	HC: 1st reg since 1/10/1986 up to 31/12/1993, HC at idling speed over 750 ppm

With the fail reasons

## 3.8 Invoice Records

### Test Invoices → Invoice Records

Invoice for X160107159. Invoice reference: VTM 007159	
Vehicle	96G6830 Heavy Goods Vehicle Van/Covered Body
Test details	Certificate: X160107159 Test entered: Thu 12 Jan 2006 Test issued: Sat 30 Dec 1899 Unknown <input type="checkbox"/> Original Test
Test Owner:	Richard O Holleran Cushin Kells Co Mayo
Invoice Customer Records	Terry Tranquil and Son The Turrets Saile Co Mayo
Invoice Ref.	VTM 007159
Invoice date	12 Jan 2006
Test Fee €	85.54
VAT € (not %)	17.96 <input type="button" value="Change VAT % Rate"/>
Total €	103.50
Invoice status	Not Issued
Print Invoice Options <input checked="" type="checkbox"/> Include the Invoice Heading ? <input checked="" type="checkbox"/> Include Certificate Number ? <input checked="" type="checkbox"/> Include Invoice Status ?	
<input type="button" value="Load a Test Invoice by Certificate Id"/>	<input type="button" value="Load a Test Invoice by Invoice Ref."/>
<input type="button" value="Find Invoices for a Customer"/>	<input type="button" value="Save Invoice"/>
<input type="button" value="Print Invoice"/>	<input type="button" value="Close Form"/>

### 3.8.1 The invoice details

Click [**Invoice Customer Records**] to select a different customer to send this invoice to, or to update the invoice customer's details (address, customer reference etc.).

**Invoice Ref.:** This is for cross-reference to your accounts system. If you have set up automatic invoice references, then you can **double-click** the Invoice Ref. label and VTM automatically generates an invoice reference from your default prefix and the VTM test number. (see **System Settings**).

**Invoice date :** The date that the invoice was issued.

**Test Fee € :** The fee for the test, excluding VAT. VTM automatically enters the default test or retest fee for the vehicle category. You can change this if you want to, but it is normally correct.

**VAT € :** VTM computes this from the **Test Fee €** and the **Default VAT % Rate** (see **System Settings**). If you change the test fee, you should change the VAT €. Double-click on the "**VAT € (not %)**" label and VTM will calculate the VAT € for you. The Total € is also re-calculated.

Click [**Change VAT % Rate**] to use a different VAT % rate for this invoice. You enter a different VAT rate. VTM will ask you whether you want to use the new VAT rate for all invoices in future, so that you can change the default VAT rate here, rather than having to go into the System Settings form.

**Invoice status :** VTM automatically enters the default invoice status (see **System Settings**). You can change this by selecting any other invoice status from the drop-down list. The options are : "Not Issued", "Owing", "Write off", "Paid", and "Cancelled".

If the invoice customer is the same as the owner's default customer, then only the invoice customer is displayed (as above). If they are different, both the current invoice customer and the owner's default customer are shown.

### 3.8.2 Loading a Test Invoice

Click [**Load a Test Invoice by Certificate Id**] to load a test's invoice, if you know the test certificate id.

If you don't know the test's certificate id, you can click [**Load a Test Invoice by Invoice Ref.**].

If you don't know the test's certificate id or invoice reference, you can click [**Find Invoices for a Customer**]. This shows all the invoices for the customer you specify. You select the relevant invoice and VTM displays that invoice on the Invoice form. See "Customer's Invoices" in section 4.5.

**Invoice Ref.** This can be used as a cross-reference for your accounts system.

Don't forget to click [**Save Invoice**] after you change any of the invoice details.

### 3.8.3 Print Invoice

Click [**Print Invoice**] to print the invoice as shown below.

There are three print options :

**Include the Invoice Heading ?**  to include your test-centre details at the top. Un-tick this for headed paper .

**Include Certificate Number ?**  to print the cert number. Un-tick to suppress the cert number .

**Include the Invoice Status ?**  to print the invoice status. Un-tick this to suppress the invoice status .

VTM automatically remembers your print options from the previous invoice, so you don't have to specify them again every time you print an invoice.

		JJ Johnson Ltd	
		James Street Jamestown Jamesville	
Issuing Authority 77	Authorised Center 07	Our VAT	Unknown VAT Number
<b>INVOICE for Dept of Transport Vehicle Standards Roadworthiness Test</b>			
Customer:	Terry Tranquil and Son The Turrets Saile Co Mayo	Invoice Date	Thu 12 Jan 2006
		Account Ref	VTM000003
		Invoice No	7159
Vehicle Reg:	96G6830	Status	Not Issued
Fee Category:	Heavy Goods Vehicle, 2 axles		
Cert Number:	X160107159		
Owner:	Richard O Holleran Cushin Kells Co Mayo		
Test Fee €	85.54		
VAT	17.96		
Total (incl. VAT)	<u>103.50</u>		

### 3.9 Print/ Show Invoices Listing

#### Test Invoices → Print/ Show Invoices Listing

You can search for invoices using a flexible set of filters, and display the records in whatever order you specify.

The screenshot shows the 'Invoice Report Grid' window with the following settings:

- Heavy or Light: **Heavy**
- Tester: (empty)
- Find/ Specify a Customer: (empty)
- Any/ All Customers: (empty)
- Find a Vehicle by Reg: (empty)
- Any/ All Vehicle: (empty)
- Dates between ?
  - Ignore dates:
  - Invoice Date between:
  - Test Entered between:
  - Cert Issued between:
- From: 16 Nov 2005
- To: 16 Jan 2006
- Certificate Status: All/ Any
- Invoice Status: Not Issued
- Sort Order: Invoice Date
- Show Matching Invoices Grid button
- Close button

Enter your filter criteria. The example above will show all invoices for Heavy tests entered between 16 November 2005 and 16 January 2006, with Invoice Status = "Not Issued", and sorted by Invoice Date.

To show invoices for a specific customer, click [**Find/ Specify a Customer**] and select the customer in the Find Customer form. See "Find Customer" in section 4.2.

To show invoices for a specific vehicle, click [**Find a Vehicle by Reg**]. VTM asks you for the vehicle's registration number.

**Caution!** You should enter at least one search criteria, otherwise VTM will load all the tests records in your database, which could be very slow, and could even run out of memory.

Click [**Show Matching Invoices Grid**]. VTM will display the matching tests sorted in the order that you specified.

CertificateId	Reg	Entered	Customer	AccountRef	FeeTest	VAT	TotalDue	DateInvoice	Invoice
H200688158	96G5654	19 Nov 2005			66.82	14.03	80.85	19 Nov 2005	Not Iss
H200688159	00D6427	22 Nov 2005			106.94	22.46	129.40	22 Nov 2005	Not Iss
F160106991	96SO2482	23 Nov 2005			106.94	22.46	129.40	23 Nov 2005	Not Iss
H200688160	93D7459	23 Nov 2005			106.94	22.46	129.40	23 Nov 2005	Not Iss
H200688161	99D5456	23 Nov 2005			106.94	22.46	129.40	23 Nov 2005	Not Iss
F160107011	96D42496	24 Nov 2005			133.64	28.06	161.70	24 Nov 2005	Not Iss
H200688162	98D4652	24 Nov 2005			53.47	11.23	64.70	24 Nov 2005	Not Iss
H200688163	97D44430	24 Nov 2005			53.47	11.23	64.70	24 Nov 2005	Not Iss
H200688164	96DL3626	24 Nov 2005			74.83	15.71	90.54	24 Nov 2005	Not Iss
F160107022	00G72704	25 Nov 2005			106.94	22.46	129.40	25 Nov 2005	Not Iss
H200688165	CF497	29 Nov 2005			96.20	20.20	116.40	29 Nov 2005	Not Iss
H200688166	00D6376	29 Nov 2005			66.82	14.03	80.85	29 Nov 2005	Not Iss
H200688167	96D42496	29 Nov 2005			66.82	14.03	80.85	29 Nov 2005	Not Iss
F160107102	93D2720	30 Nov 2005			133.64	28.06	161.70	30 Nov 2005	Not Iss
F160107104	96D4773	30 Nov 2005			106.94	22.46	129.40	30 Nov 2005	Not Iss
H200688168	99D4339	30 Nov 2005			106.94	22.46	129.40	30 Nov 2005	Not Iss
H200688169	02D4273	30 Nov 2005			133.64	28.06	161.70	30 Nov 2005	Not Iss
X160107105	96G6809	30 Nov 2005	Tammy Trucker	VTM 000004	85.54	17.96	103.50	30 Nov 2005	Not Iss
F160107124	CF563	01 Dec 2005			48.10	10.10	58.20	01 Dec 2005	Not Iss
H200688170	CF563	01 Dec 2005			48.10	10.10	58.20	01 Dec 2005	Not Iss
H200688171	CF302	01 Dec 2005			96.20	20.20	116.40	01 Dec 2005	Not Iss
X160107159	96G6830	12 Jan 2006			85.54	17.96	103.50	12 Jan 2006	Not Iss

You can double-click on an invoice in the grid, and the full invoice details are displayed on the invoice form. This can be a handy way to find an invoice if you don't remember the invoice reference or its test's certificate number.

Click **[Print Test Listing]** to print a report showing the tests.

## 3.10 Export Invoices to File

### Test Invoices → Export Invoices listing

This function exports a batch of invoices to a special "comma separated values" text file. You can import this file into other applications such as Excel, Word, or an accounts system.

**Export Invoices to File**

**\*\* 1. Specify your filter criteria**

Account Type:

Find/ Specify a Customer:

Any/ All Customers:

Find a Vehicle by Reg:

Any/ All Vehicle:

Invoice Status:

Vehicle Tester:

Between dates ?

Ignore dates:

Invoice Date between:

Test Entered between:

Cert Issued between:

From:

To:

**\*\* 2. Specify the Sort Order**

Sort Order:

**\*\* 3. Specify the Fields/ Details to Export**

Customer A/C Type	<input checked="" type="checkbox"/>	Amount Excl. VAT	<input checked="" type="checkbox"/>
Customer A/Cs Ref	<input checked="" type="checkbox"/>	Amount VAT	<input checked="" type="checkbox"/>
Invoice A/Cs Ref	<input checked="" type="checkbox"/>	Test Certificate Id	<input checked="" type="checkbox"/>
Invoice Status	<input checked="" type="checkbox"/>	Test Date	<input checked="" type="checkbox"/>
Invoice Date	<input checked="" type="checkbox"/>		

**\*\* 4. Specify Export Date Formats**

Date Format:

Christmas 2000: 25-Dec-2000

**\*\* 5. Change Export Folder Location**

**\*\* 6. Build Invoice Export File**

Close

### Procedure

Specify filter criteria for the invoices you want to export.

- ▶ Select a particular customer, or Any/ All Customers
- ▶ Select a particular vehicle, or Any/ All Vehicles
- ▶ Select an Invoice Status, or All/ Any
- ▶ Restrict to invoices for tests done by a particular tester, or All/ Any
- ▶ Restrict to invoices between either the Invoice Date, the Test Entered date, or the Cert Issued date.

Specify the sort-order that you want the invoice records in.

Click  for each field/ detail that you want to include in the export file. To exclude a detail, untick the box .

Enter the **date format** you want for dates in the export file. VTM shows you the date 25/12/2000 in your format, so that you can see if its all right.

**Note:** VTM remembers the fields/ details, sort order, and date format that you specified the last time you exported invoices to a file.

Click [**\*\* 6. Build Invoice Export File**].

VTM displays the name of the invoice export file after it has been completed. It is up to you to import it into your accounts application.

## 3.11 Invoice Customer Statements

### Test Invoices → Invoice Customer Statements

**Invoice Customer Statements**

Account Type: All/ Any

Find/ Specify a Customer: Terry Tranquil, The Turrets, Saile, Co Mayo

Any/ All Customers

Certificate Status: All/ Any

Invoice Status: Not Issued

Dates between ?

Ignore dates:

Invoice Date between:

Test Entered between:

Cert Issued between:

From: 16 Aug 2005

To: 16 Jan 2006

Sort Order: Invoice Date

Customer Statement Report Printout

Close

### Procedure

Specify filter criteria for the invoices you want to include in the customer statements.

- ▶ Select a particular customer, or Any/ All Customers ("Terry Tranquil" in the example above).
- ▶ Select a Certificate Status, or All/ Any Certificate status.
- ▶ Select an Invoice Status, or All/ Any ("Not Issued" in the example above).
- ▶ Restrict to invoices between either the Invoice Date, the Test Entered date, or the Cert Issued date.

Specify the sort-order that you want the invoice records in. Note : the invoices will always be grouped by customer – the sort order is used *within* each customer's list of invoices.

Click [**Customer Statement Report Printout**]. VTM displays the customer statements report as shown below.

**JJ Johnson Ltd Phone: 01 234 5678**  
**Customer Statement Report, printed on Mon 16 Jan 2006**

**Terry Tranquil**

Account Ref VTM 000003

Certificate	InvoiceRef	Vehicle Reg.	Entered on	Invoice Date	Status	Test Fee	VAT	Total
F160107135		02LM659	1-Dec-05	1-Dec-05	Not Issued	64.13	13.47	77.60
L200397708		98KE5262	1-Dec-05	1-Dec-05	Not Issued	64.13	13.47	77.60
L200397710		04D3993	1-Dec-05	1-Dec-05	Not Issued	64.13	13.47	77.60
F160107139		99D40629	2-Dec-05	2-Dec-05	Not Issued	64.13	13.47	77.60
F160107140		98D4567	2-Dec-05	2-Dec-05	Not Issued	64.13	13.47	77.60
F160107144		94D567	2-Dec-05	2-Dec-05	Not Issued	64.13	13.47	77.60
L200397711		93LD482	2-Dec-05	2-Dec-05	Not Issued	32.06	6.73	38.79
L200397716		96D3338	2-Dec-05	2-Dec-05	Not Issued	32.06	6.73	38.79
L200397717		04G3042	2-Dec-05	2-Dec-05	Not Issued	64.13	13.47	77.60
L200397719		89LD550	2-Dec-05	2-Dec-05	Not Issued	32.06	6.73	38.79
L200397720		96DL5044	2-Dec-05	2-Dec-05	Not Issued	32.06	6.73	38.79
L200397722		99CW7596	2-Dec-05	2-Dec-05	Not Issued	32.06	6.73	38.79
Totals:						609.21	127.94	737.15
Not Issued:						609.21		
Owing:						0.00		
WriteOff:						0.00		
Paid:						0.00		
Cancelled:						0.00		

*Generated by Vehicle Test Manager program, from DigitalForecourt (www.DigitalForecourt.net)*

Page 1 of 1

*Invoice Customer Statements printout*

### 3.12 Manage Default Test Fees

#### Test Invoices → Manage Default Test Fees

You need "accounts" permission to access this form.

The form displays a list of the test and retest fees for the various vehicle categories.

The screenshot shows a window titled "Manage Default Fees" with a table of fees and a form below it. The table has four columns: Id, FeeName, TestFee, and ReTestFee. The first row is highlighted in yellow. Below the table, there is a form with fields for Fee Id, Fee Name, Test Fee, and Retest Fee, and two buttons: "Save Default Fee Record" and "Close".

Id	FeeName	TestFee	ReTestFee
1	Light Commercial	64.13	32.06
2	Ambulance	85.54	42.77
3	Trailer (Semi or D/Bar)	96.20	48.10
4	HGV with GVW < 7500 kg	85.54	42.77
5	HGV with GVW > 7500 kg, 2-axle	106.94	53.47
6	HGV with GVW > 7500 kg, 3-axle	133.64	66.82
7	HGV with GVW > 7500 kg, 4 or more axle	149.67	74.83
8	Bus	133.64	66.82

Fee Id: 1

Fee Name: Light Commercial

Test Fee: 64.13

Retest Fee: 32.06

Buttons: Save Default Fee Record, Close

You cannot add or delete a fee – you can only change the default fee for a test or retest.

After changing the fee, click [Save Default Fee Record].

**Note:** These are default fees. You can override the default fee by entering a different fee on a particular invoice.

## 3.13 Owner records

### Master Records → Owner records

You can find, add, save or delete an owner by clicking the command buttons at the bottom of the form.

**Owner Records**

Owner Id **3083**

Name

Address

Addr 3 (County)

Contact

Phone


Mobile Phone

eMail

Remarks

Copy Owner Details to New Invoice customer

Invoice Customer Records  
 Mr John Connor  
 St Finans Street Achill Sound  
 Drogheda  
 Co Mayo

Load an Owner by Id Number   Find an Owner   Save this Owner's details   Add a New Owner   Delete This Owner    Close

### 3.13.1 Loading an owner record

If you know the owner's Id number (see top of form), then click [**Load an Owner by Id Number**]. Enter the owner's id number. VTM searches for the owner record and display it, if it is found. Otherwise VTM warns you that no owner was found with this id number.

OR

If you don't know the owner's Id number, click [**Find an Owner**] to search for the owner by name and/ or address. See "Find Owner" in section 4.1.

### 3.13.2 Adding a new owner record

**Caution !** If you think an owner may already be recorded, search for them before you enter a duplicate record.

Click [**Add a New Owner**]. VTM displays a blank new owner record, with Owner Id=0, and the County filled in with the default owner county (see **System Settings**).

Enter the owner's details.

If you intend to use VTM's Invoicing features, then you should select a customer for this owner's tests' invoices. The customer may already be recorded. Click [**Invoice Customer Records**] to find an existing customer or add a new customer for this owner. See "Find Customer" in section 4.2.

**Note:** If the test invoice will be sent to the owner, you can click [**Copy Owner Details to New Invoice customer**] so that the owner's name and address are copied to a new Customer record. This saves some typing.

Click [**Save new Owner Record**]. VTM displays a message appears informing you that the owner's details have been saved, and shows the new owner's Id number on the top left.

### 3.13.3 Changing an existing owner's details

Load the owner record.

Enter the up-to-date details.

To select a different default customer for this owner's test invoices, click [**Invoice Customer Records**] and select a different customer (see **Customer Records** form). Then close the Customer Records form.

To change the current invoice customer's details, click [**Invoice Customer Records**], change the customer's details, and save your changes. Then close the Customer Records form.

Click [**Save this Owner's details**]

### 3.13.4 Delete an owner record

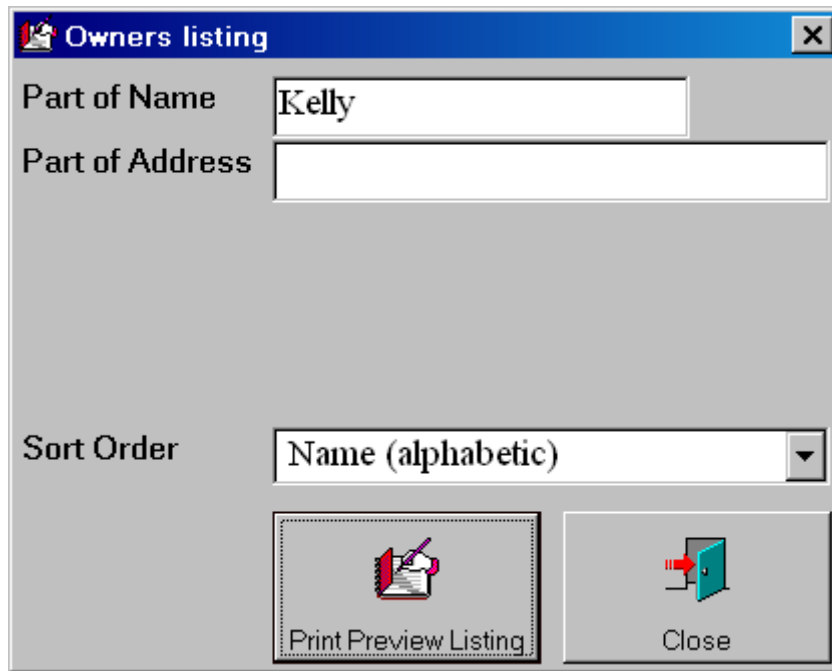
Load the owner.

Click [**Delete This Owner**].

VTM asks you to confirm deletion. Answer **Yes**. VTM checks that there are no vehicle records or test records for this owner – if there are, VTM warns you that it cannot delete the owner. Otherwise, VTM deletes the owner record and displays a blank owner on the form.

### 3.14 Listing of Owners

Master Records → Listing of Owners



You can specify criteria to restrict the listing to a sub-set of the owners. VTM displays a print preview of the listing :

ID	Name	Address	Contact
3539	Eamon Kelly	Tullycross, Knock, Co Sligo	,
2530	Eddie Kelly	Moneen, Kilmáine, Co Mayo	,
1273	Gerard Kelly	Gwi Centre, Kilmáine, Co Mayo	,
2534	Joe Kelly	Curragoola Carracastle, Headford, Co Galway	,
2294	John Kelly	Sunnybank House, Kells, Co Mayo	,
1490	Kellys Garage	Russelstown, Virginia, Co Galway	,
1491	Kellys Garage	Curry, Milltown Tuam, Co Roscommon	,
2139	Kellys Garage	Kilvine Irishtown, Skerries, Galway	,
4194	M Kelly Developments Ltd	Terrybaun, Charlestown, Co Mayo	,
3566	Martin E Kelly	Shore Street Saula, Mullingar, Co Galway	,
3565	Martin E Kelly	Abbey St, Ower Headford, Co Mayo	,
1095	Michael Kelly	Ballinastack, Mullingar, Co Galway	,
3354	Mr Brendan Kelly	Carrowgown, Virginia, Co Mayo	,
288	Mr David Kelly	Bishop Stret, Drogheda, Co Galway	,
4213	Mr Declan Kelly	Cong, The Neale Ballinrobe, Co Mayo	,
3892	Mr Declan Kelly	Ballyhale, Kells, Co Mayo	,
4519	Mr Eamon Kelly	Funshona Cross, Milltown Tuam, Co Mayo	,
387	Mr Eamon Kelly	Ballinlough, Charlestown, Co Galway	,
4494	Mr Eamon Kelly	Boohaun, Enniskerry, Co Limerick	,
3759	Mr Francis Kelly	Ballinteva Clogher, Letterkenny, Co Mayo	,
642	Mr John Kelly	Behmullet, Galway, Co Galway	,
1338	Mr Kevin Kelly	Portroyal, Kells, Co Mayo	,
1294	Mr Kevin Skelly	Day Care Centre, , Co Roscommon	,

### 3.15 Combine Two Owner Records into One

#### Master Records → Combine Two Owner Records into One

Sometimes you may enter the same owner twice, by mistake. You may forget that you have already entered them, or you may not know that another user has already entered this owner a while ago, perhaps for a different vehicle, and perhaps with a slightly different spelling or address.

Also, if your records were imported from a different system that has separate systems for Heavy and Light vehicle tests, it is very likely that many owner records will be duplicated.

In this case, there will be two records for the same owner. This is a waste of space, and leads to confusion. If you notice duplicate records, use this form to combine the duplicate owner records into one, and so get rid of the redundant owner record. VTM keeps all the deleted owner's vehicles and tests, passing them over to the owner on the left.

#### Procedure

Load the owner to keep. If you know the owner's Id Number, click [**Load Owner by Id Number**] and enter their number. Otherwise, click [**Find an Owner**] to search for the owner by their name and/ or address. See "Find Owner" in section 4.1.

VTM displays the owner's details on the left.

Load the owner to delete, with the [**Load Owner by Id Number**] or [**Find an Owner**] buttons on the right.

VTM displays the owner's details on the right.

The owner to delete (on the right) may have more up-to-date details than the owner to keep. For example, it may have a more up-to-date address. You can **double-click** the address to keep (on the left) and VTM will copy the better address from the right to the left.

Click [**Perform the Combine Operation**] and VTM will combine the owners, deleting the owner record on the right and passing all the deleted owner's vehicle and test records over to the owner that is kept.

## 3.16 Vehicle Records

### Master Records → Vehicles Records

When the Vehicle Records form is opened, it automatically displays the last vehicle that you were using.

#### ■ Differences between Heavy and Light vehicles

Heavy vehicles have a GTW (Gross Towing Weight), but Light vehicles do not.

Heavy vehicles have different categories and body types, but Light vehicles do not. So Body type, Category, and GTW are not displayed on the form if it is a Light vehicle.

**Light Vehicle Details for 96G6830**

Registration:  Find/ Add a Vehicle by Reg Load a Vehicle by Vehicle Id Find a Vehicle by Owner Change This Vehicle's Reg

Vehicle Id: **4709**

Test Type:

Make:  Model:

First Reg'd:  Manufactured:  Chassis:

Body type:  Category:

ULW (Kg):  GVW:  GTW:

Owner Records:   
  
  
 Find an Existing Owner Record

Save Vehicle Record Print Test Application (Save changes first) Delete This Vehicle Record Show Tests for a Vehicle Close

### 3.16.1 Adding a new vehicle record

Click **[Find/ Add a Vehicle by Reg]**. Enter the new vehicle's Registration number. VTM checks to see if a vehicle with this registration is already recorded in the database. If the vehicle exists, its record is loaded and its details displayed on screen. Otherwise VTM asks you whether you want to add a new vehicle. Answer **Yes**.

VTM reminds you to save the vehicle after entry, and displays a new vehicle with default or blank details, with Vehicle Id **-1**. VTM also reminds you to ensure that this vehicle has a valid owner record before you finish.

Now you enter all the details. You can find an existing owner record by clicking on **[Find an Existing Owner Record]** and searching by name. If the owner is not yet recorded on your system, then you can click **[Owner Records]** and add a new owner for this vehicle.

If new vehicle details have been entered and not yet saved when you close the form, VTM displays a message reminding you to save the details. Click **[Save New Vehicle]** when finished. When VTM saves the new vehicle, it assigns and displays a system Vehicle Id at the top of the form.

### 3.16.2 Loading an existing vehicle record

Click [**Find/ Add a Vehicle by Reg**]. Enter the vehicle's registration number. VTM checks to see if a vehicle with this registration is already recorded in the database. If the vehicle exists, its record is loaded and displayed on screen. Otherwise VTM warns you that no vehicle was found with this registration, and asks you whether you want to add a new vehicle record. Answer **No**.

If you know the Vehicle Id number, click [**Load a Vehicle by Vehicle Id**]. Enter the Id number of the vehicle you want. VTM finds the vehicle and loads it onto screen. This is the fastest way to load an existing vehicle, but you often do not know VTM's vehicle id number.

If you don't know the vehicle's registration or Vehicle Id number, click [**Find a Vehicle by Owner**]. You can find the owner by their name and/ or address. Then you can search for all the owner's vehicles. All the vehicles belonging to this owner are displayed. Select the vehicle you want. Click [**Select and Close**]. See "Owner's Vehicles" in section 4.3.

VTM displays the vehicle record details on the form.

### 3.16.3 Makes and models look-up lists

The vehicle makes and models drop-down lists reduce typing and spelling mistakes.

You click on the drop-down list to select a make or model. You can type the first letter(s) of the make or model and press down-arrow, to quickly jump to the relevant make or model.

When you select a make from the Make drop-down list, VTM automatically puts that make's models into the Model drop-down list.

If you can't find the make you want on the list, simply type the new make's name. VTM will ask you to confirm adding the new make. You can add new models in the same way.

Be very careful when adding a new make or model. These can be very sensitive to user error, and may very difficult to correct afterwards.

### 3.16.4 Changing a vehicle's details

Once the vehicle record is displayed on the form, you can change its details by entering new details.

There are some details that you should be especially careful of :

- ▶ The **Test Type** (Heavy or Light). If this is wrong, VTM will make the wrong kind of test for the vehicle.
- ▶ The **Owner** must be correct for RSA Returns. Click [**Owner Records**] to open the Owner Records form, where you can find or add the owner record.
- ▶ For a Heavy Vehicle, ensure that the Category is correct. VTM enters "4: Goods Vehicle" by default. If the category is not correct, then VTM will make errors in brake performance results.
- ▶ The weights must be correct, especially the GVW (Gross Vehicle Weight). Most brake performances are done with the GVW.
- ▶ The ULW is especially important for Light vehicles. Light vehicles test brake performance with the BTW (Brake Test Weight), which is 150 Kg more than the ULW by default.

Click [**Save Vehicle Record**] and VTM will save the vehicle's details in the database.

**Caution!** Existing test records for this vehicle will not be updated – they will keep their original category, body-type, and weights. This is necessary, because many of the test header results depend on these details.

### 3.16.5 Vehicle's Owner

Every vehicle must have an owner for the RSA Returns. To access Owner records, click [**Owner Records**]. You can change the vehicle owner's details, or select a different owner for this vehicle (see **Owner Records** form).

**Note** : While you are at it, you should take this opportunity to assign a test invoice customer to the owner.

When you have selected the owner, close the Owner Records form and VTM will update this vehicle's owner.

**Caution!** Existing test records for this vehicle will not be updated – they will still refer to the owner at the time that the test was entered. This is necessary, because a vehicle may change hands over the years.

### 3.16.6 Changing a vehicle's Registration Number

Click [**Change Vehicle Reg**].

Enter the new registration number and click [**OK**]. VTM checks that the new registration is not used for any other vehicle before accepting the changed registration.

VTM records the vehicle's new registration number.

All existing test records for this vehicle will now use the up-to-date registration number.

### 3.16.7 Printing a Test application form

Click [**Print Test Application (Save changes first)**] to print a test application form for this vehicle. Testers can fill in the vehicle test details on the application form before entering the test on the system.

You can print a Blank Test Application forms by clicking [**Blank Test Application**] in the Vehicle Tests section of the main menu.

### 3.16.8 Deleting a vehicle record

Load the vehicle.

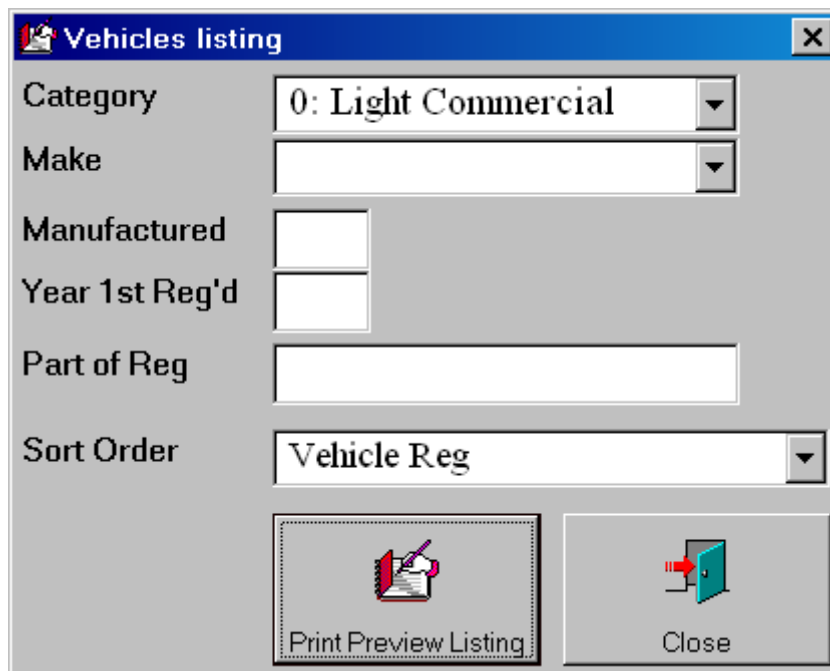
Click [**Delete This Vehicle Record**].

VTM asks you to confirm deletion. Answer **Yes** to delete this vehicle record. VTM checks that there are no vehicle test records for this vehicle – if there are, VTM warns you that it cannot delete the vehicle.

After deleting the vehicle record, VTM displays a blank vehicle on the form.

### 3.17 Listing of Vehicles

Master Records → Listing of Vehicles



You can specify criteria to restrict the listing to a sub-set of the vehicles.

To clear the Category criteria, double-click on the "Category" label at the top left. Similarly, to clear the Make criteria, double-click on the Make label.

VTM displays a print preview of the listing :

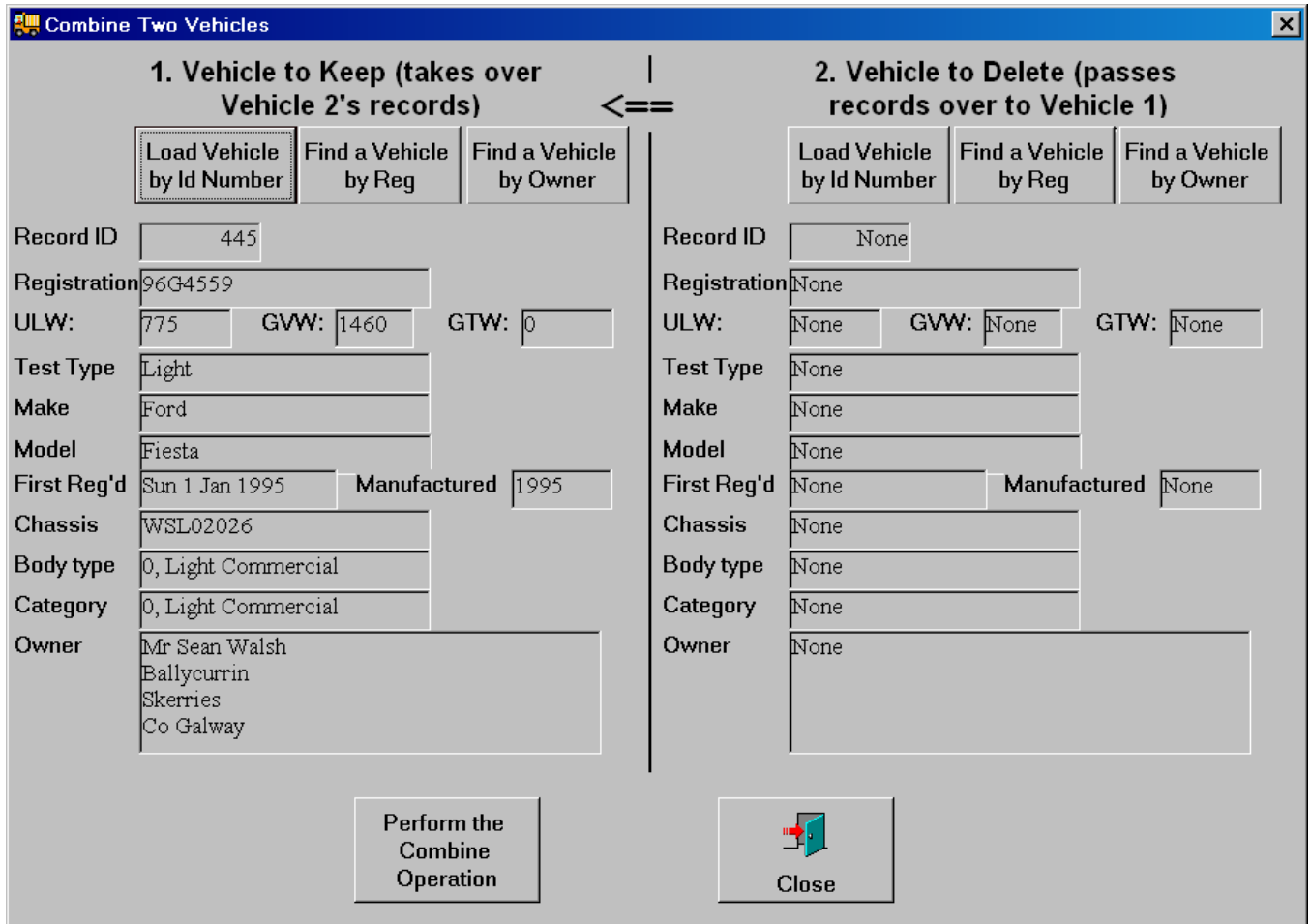
Id Reg	Chassis	Category	Make	Man.	Owner	Last_Cert
2240	00C28608	F36930335	Light Commercial	Citroen	2000 Mr Kevin Connolly	L200230503
3721	00C29978	RMA0NK940XP000980	Light Commercial	Mitsubishi	2000 Mr Richard Dooley	L200320222
2843	00C34452	SRNADAN16O0082617	Light Commercial	Nissan	2000 Costello Bus Hire Ltd	L200269718
1530	00C34525	WF37SWRZT33080899	Light Commercial	Peugeot	2000 Cunniffe Construction	L200229156
3325	00C37380	16O0029513	Light Commercial	Nissan	2000 Patrick Flynn	L200300991
3075	00C7267	04916023	Light Commercial	Fiat	2000 Mr Jack O Shea	L200300557
283	00C9969	C23O0120756	Light Commercial	Nissan	2000 Ms Patricia Burke	L200191796
3894	00CE4624	DX7103154	Light Commercial	Isuzu	2000 Mr Andrew Mc Tighe	L200320727
977	00CE588	DX7101841	Light Commercial	Isuzu	2000 Kmb Rentals	L200321747
1186	00CE6006	WF7MBWRZF65513416	Light Commercial	Citroen	2000 Mr Tom Moran	L200221924
1208	00CE6566	WW1ZZZ9KZ1R509929	Light Commercial	Volkswagen	2000 Mr Anthont Morrin	L200221929
4526	00CN2666	GBFLXA66443	Light Commercial	Ford	2000 Mr Patsy Haugh	L200396797
2947	00CN3976	RACOBS61GX7101297	Light Commercial	Isuzu	2000 Mr Joe Lavin	L200300516
1384	00CN863	WSKDAWC23O0115850	Light Commercial	Nissan	2000 M & K Fuels Ltd	L200229119
4265	00CW393	RT111GR9500141835	Light Commercial	Toyota	2000 Dermot Murphy Ltd	L200396088
4322	00CW997	AR3XR28611	Light Commercial	Ford	2000 Mr Tom Canny	L200397520
2686	00D20239	WW1ZZZ70ZXH094637	Light Commercial	Volkswagen	2000 Mr Patrick Moran	L200269487
4160	00D2063	WSKMAWC23O0133547	Light Commercial	Nissan	2000 J J Griffiths Ltd	L200321722
2430	00D2093	WW1ZZZ70ZXH076931	Light Commercial	Volkswagen	2000 Mr Brendan Noone	L200268982
4308	00D2208	9KZX289101	Light Commercial	Volkswagen	2000 Test	L200396709

### 3.18 Combine Two Vehicle Records into One

#### Master Records → Combine Two Vehicle Records into One

Sometimes you may enter the same vehicle twice, by mistake. You may forget that you have already entered it, or you may not know that another user has already entered this vehicle a while ago, perhaps with slightly different details. This is a waste of space, and leads to confusion.

If you notice duplicate vehicle records, use this procedure to combine the duplicate records into one, and so get rid of the redundant vehicle record. VTM will keep all the deleted vehicle's test records, passing them over to the vehicle on the left, which it keeps.



#### Procedure

Load the vehicle to keep. If you know the vehicle's Id Number, click [**Load Vehicle by Id Number**] and enter its number. Otherwise, click [**Find a Vehicle by Reg**] to search for the vehicle by its registration. If you don't know the vehicle's registration, click [**Find a Vehicle by Owner**] to find all vehicles belonging to a particular owner. See "Owner's Vehicles" in section 4.3.

VTM displays the vehicle's details on the left.

Load the vehicle to delete, with the [**Load Vehicle by Id Number**] or [**Find a Vehicle by Reg**] or [**Find a Vehicle by Owner**] buttons on the top right.

VTM displays the vehicle's details on the right.

The vehicle to delete (on the right) may have more correct details than the vehicle to keep. For example, it may have a correct chassis, whereas the vehicle on the left may have an incorrect chassis. You can **double-click** the chassis to keep (on the left) and VTM will copy the correct chassis from the right to the left.

Click [**Perform the Combine Operation**] and VTM will combine the vehicles, deleting the vehicle record on the right and passing all the deleted vehicle's test records over to the vehicle that is kept.

## 3.19 Customer records

### Master Records → Customer records

Customers are important for invoicing, since the vehicle owner may not be the person to invoice for a vehicle test. Sometimes an intermediary business (such as a garage) sends in a vehicle that they don't own, on behalf of the vehicle owner. In this case, you invoice the intermediary business rather than the owner.

You can find, add, save or delete a customer by clicking the command buttons at the bottom of the form.

The screenshot shows a window titled "Customer Records" with a close button in the top right corner. The form contains the following fields and values:

- Customer Id: 3
- Name: Terry Tranquil
- Address: The Turrets
- Address: Saile
- Addr 3 (County): Co Mayo
- Contact: (empty)
- Phone: (empty)
- Mobile Phone: (empty)
- eMail: (empty)
- Remarks: (empty)
- VAT Number: 987654321F
- Has Account?:
- Account Ref.: VTM000003

At the bottom of the form, there are six buttons:

- Load a Customer by their Id Number
- Find a Customer
- Save this Customer's details
- Add a New Customer
- Delete This Customer
- Close

### 3.19.1 Loading a customer record

If you know the customer's Id number (see top left of form), then click [**Load a customer by Id Number**]. Enter the customer's id number. VTM will search for the customer record and display it, if it is found. Otherwise VTM will warn you that no customer was found with this id number.

OR

If you don't know the customer's Id number, click [**Find a Customer**] to search for the customer by name and/ or address and/ or account reference. See "Find Customer" in section 4.2.

#### Note

**Has Account ?** . Tick this box if this customer has an account with you, in your accounts system. Many customers are just copies of the vehicle test owner, and may be "cash customers" who don't have an account.

**Account Ref.** This can be used as a cross-reference for your accounts system. If you have set up automatic customer account references (see **System Settings**), then you can **double-click** the account ref. label and VTM automatically generates an account reference from your default prefix and the VTM customer number.

### 3.19.2 Adding a new customer record

**Caution !** If you think a customer may already be recorded in VTM, check before you enter a duplicate record.

Click [**Add a New Customer**]. VTM displays a blank new customer record, with Customer Id=0, and the County filled in with the default owner county (see **System Settings**).

Enter the customer's details.

Click [**Save New Customer Record**]. VTM displays a message informing you that the customer's details were saved, and shows the new customer's Id number on the top left of the form.

### 3.19.3 Changing an existing customer's details

Load the customer.

Enter the up-to-date details.

Click [**Save this Customer's details**]

### 3.19.4 Delete a customer record

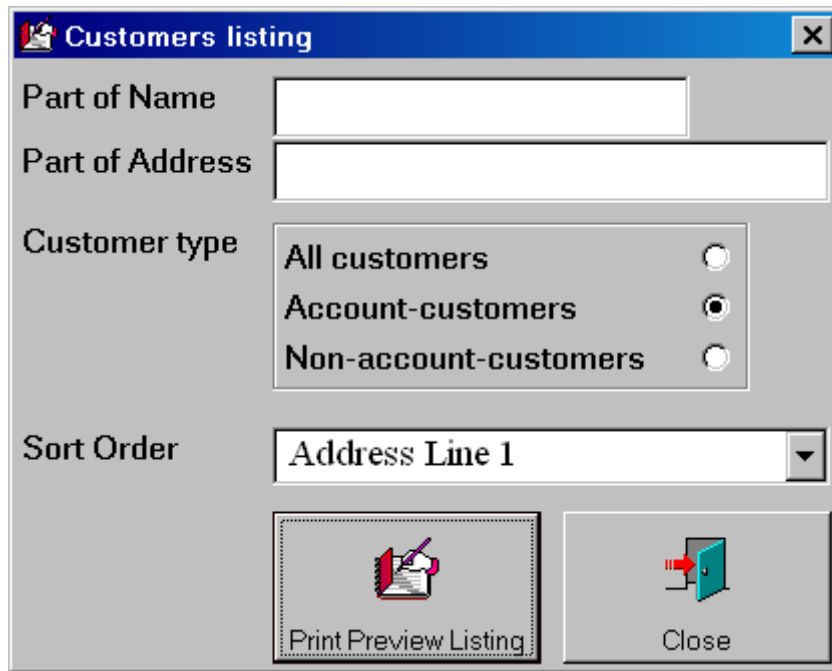
Load the customer.

Click [**Delete This Customer**].

VTM asks you to confirm deletion. Answer **Yes**. VTM checks that there are no test invoice records for this customer – if there are, VTM warns you that it cannot delete the customer. Otherwise, VTM deletes the customer record and displays a blank customer on the form.

### 3.20 Listing of Customers

Master Records → Listing of Customers



You can specify criteria to restrict the listing to a sub-set of the customers. VTM displays a print preview of the listing :

The screenshot shows a window titled "Vehicle Test Manager Report Viewer" with a toolbar at the top (94% zoom, navigation buttons, search icon) and a table of data below. The table has five columns: ID, Name, Address, Phone, and Account\_Reference.

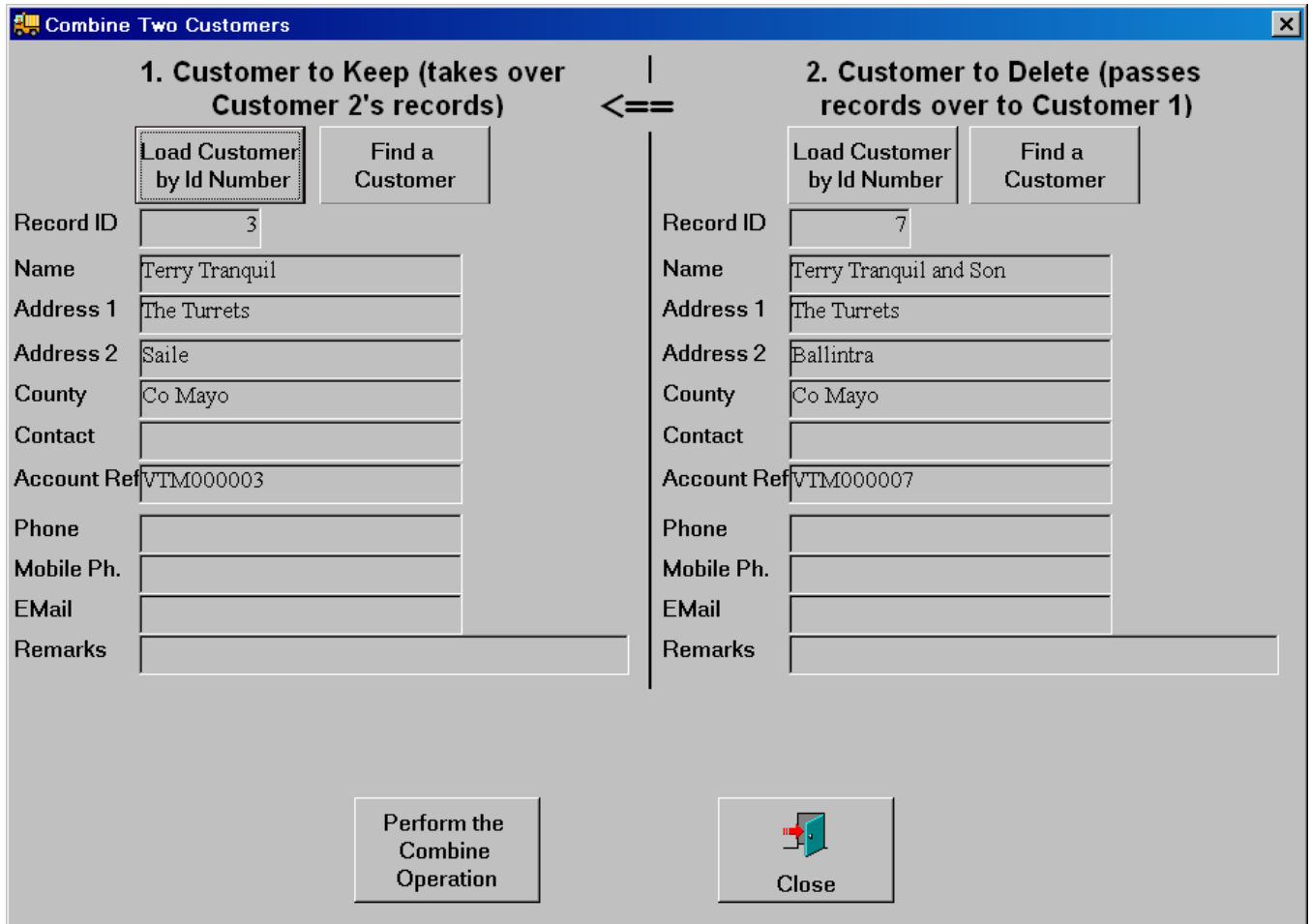
ID	Name	Address	Phone	Account_Reference
4	Tammy Trucker	21 Tansy Square, Ballintra, Co Mayo		VTM000004
5	MR MICHAEL CONWAY	Castle Avenue, Ballina, Co Sligo		VTM000005
2	Tammy Tonsils	The Trickery, Westport, Co Mayo		VTM000002
3	Terry Tranquil and Son	The Turrets, Saile, Co Mayo		VTM000003

### 3.21 Combine Two Customer Records into One

#### Master Records → Combine Two Customer Records into One

Sometimes you may enter the same customer twice, by mistake. You may forget that you have already entered them, or you may not know that another user has already entered this customer a while ago, perhaps with a slightly different name or address.

In this case, there will be two records for the same customer. This is a waste of space, and leads to confusion. If you notice duplicate customer records, use this procedure to combine the duplicate records into one, and so get rid of a redundant customer record. VTM keeps all the deleted customer's test invoices, passing them over to the customer on the left.



#### Procedure

Load the customer to keep. If you know the customer's Id Number, click [**Load Customer by Id Number**] and enter their number. Otherwise, click [**Find a Customer**] to search for the customer by their name, address, and/ or account reference. See "Find Customer" in section 4.2.

VTM displays the customer's details on the left.

Load the customer to delete, with the [**Load Customer by Id Number**] or [**Find a customer**] buttons on the right.

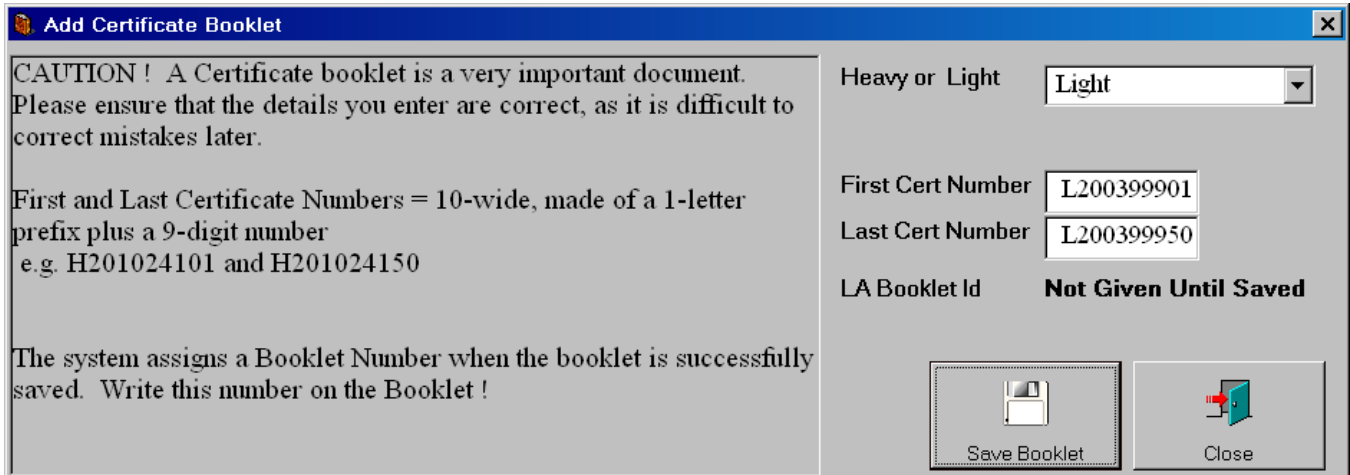
VTM displays the customer's details on the right.

The customer to delete (on the right) may have more up-to-date details than the customer to keep. For example, the customer name on the right is "Terry Tranquil and Son". You can **double-click** the name to keep (on the left) and VTM will copy the better name from the right to the left.

Click [**Perform the Combine Operation**] and VTM will combine the customers, deleting the customer record on the right and passing deleted customer's test invoice records over to the customer that is kept.

## 3.22 Add Issuing Authority Certificate Booklet

### RSA Certificates → Add Issuing Authority Certificate Booklet



**Add Certificate Booklet**

CAUTION ! A Certificate booklet is a very important document. Please ensure that the details you enter are correct, as it is difficult to correct mistakes later.

First and Last Certificate Numbers = 10-wide, made of a 1-letter prefix plus a 9-digit number  
e.g. H201024101 and H201024150

The system assigns a Booklet Number when the booklet is successfully saved. Write this number on the Booklet !

Heavy or Light:

First Cert Number:

Last Cert Number:

LA Booklet Id: **Not Given Until Saved**

### Procedure

Select Light or Heavy from the drop-down list. If you only do tests for one vehicle classification (for example, only Light vehicles), VTM automatically fills the box with the correct classification (see *System Settings* form).

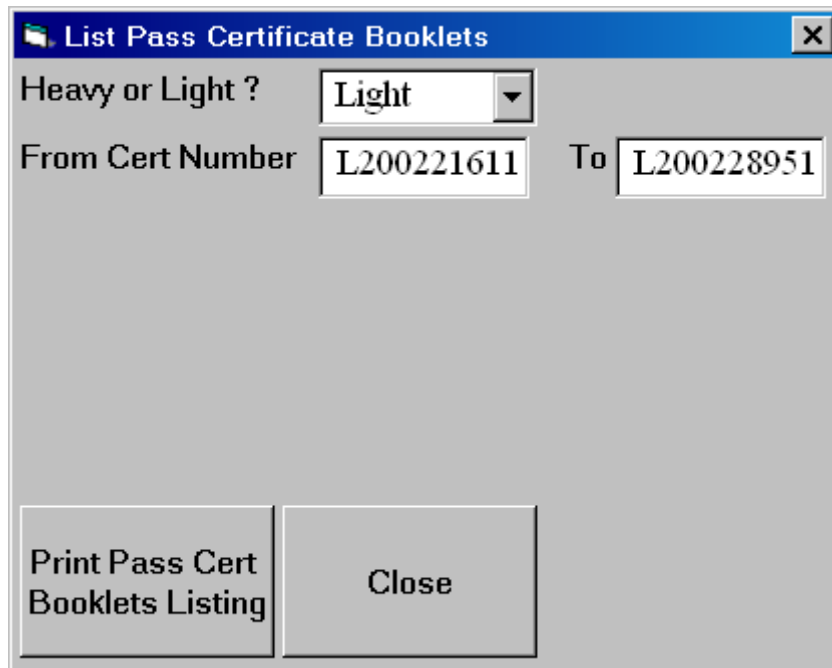
Enter the booklet's first and last certificate numbers. They must both start with L or H, followed by nine digits. The range between the first and last certificate number must be exactly 50. VTM automatically checks that the certificate numbers are in the right format.

Click **[Save Booklet]**. VTM saves the booklet and the 50 pass certificates. They are now available to be issued.

### 3.23 Print Pass Certificate Booklets

RSA Certificates → Print Pass Certificate Booklets

This function prints a listing of pass certificates, with their issued status and dates.



#### Procedure

Select Heavy or Light.

Select the range of certificate numbers to include in the print-out (they may span several booklets).

Click [**Print Pass Cert Booklets Listing**]. VTM will print the listing as shown below.

BookletId	Entered	From Cert	To Cert	Cert Id	Status	TestId	Issued	Cancelled
19	7-Sep-04	L20022160	L20022165	L20022164	Issued	1260	18-Sep-2004	30-Dec-1899
				L20022164	Issued	1261	18-Sep-2004	30-Dec-1899
				L20022164	Issued	1264	18-Sep-2004	30-Dec-1899
				L20022165	Issued	1265	18-Sep-2004	30-Dec-1899
22	18-Sep-04	L20022175	L20022180	L20022175	Issued	1301	22-Sep-2004	30-Dec-1899
				L20022175	Issued	1303	22-Sep-2004	30-Dec-1899
				L20022175	Issued	1305	23-Sep-2004	30-Dec-1899
				L20022175	Issued	1311	23-Sep-2004	30-Dec-1899
				L20022175	Issued	1312	23-Sep-2004	30-Dec-1899
				L20022175	Issued	1314	23-Sep-2004	30-Dec-1899
				L20022175	Issued	1316	23-Sep-2004	30-Dec-1899
				L20022175	Issued	1325	24-Sep-2004	30-Dec-1899
L20022175	Issued	1326	24-Sep-2004	30-Dec-1899				

If the certificate was issued, the TestId shows the VTM number of the test that the certificate was issued for.

If the certificate was not issued, the issued date will be shown as VTM's "dummy date" : **30-Dec-1899** !

If the certificate was not cancelled, the cancelled date will be shown as VTM's "dummy date" : **30-Dec-1899** !

### 3.24 Build RSA Returns File

#### RSA & Cert Mgmt → Build RSA Returns File

This is the form you use to build the file of issued test certificates, to send to the Road Safety Authority.

**Build RSA Returns File**

1. Classification: Heavy

2. Month to return:

Jan 2008: Mon 4 Feb 2008  
Feb 2008: To Do  
Mar 2008: To Do  
Apr 2008: To Do

RSA Returns File will be stored in folder :  
C:\Program Files\VTM\DoTReturns\

3. Change RSA Returns File Folder (if not correct)

4. Build Return File

RSA Returns File Name:

5. Close

VTM will build the RSA Returns File, including all tests of the specified class (Light or Heavy) that

- ▶ Have been Issued (Pass, Rectified, or Fail) but **not** Cancelled (cancelled certificates are excluded)
- ▶ In the specified month **and** any tests issued in previous months but not yet returned.

## Procedure

You have to build a separate RSA Returns file for each classification. Select the classification (Heavy or Light).

Specify the month to return. All unreturned tests for the specified month are included in the returns file, **plus** any outstanding tests issued in previous months (i.e. those that have not been already returned, for whatever reason).

Specify where to save the returns file. VTM remembers the location you used for the previous month's RSA returns, so you usually don't have to specify the RSA Returns File Folder every time you make a RSA returns file. But you can easily change it if you want to, by clicking [**3. Change RSA Returns File Folder (if not correct)**].

Click [**4. Build Return File**]. VTM searches for all the Heavy or Light test certificates with status "Issued".

VTM tells you how many test records will be returned, and asks you to confirm that you want to return these test records now. If you say "**Yes**", VTM builds the return file, composes the file name, and saves it in the specified location. VTM displays the name and location of the returns file on the form.

Now the file is ready to send to the Road Safety Authority. The Road Safety Authority expects that the previous month's tests are returned on or before the 7<sup>th</sup> of the next month.

Send the Return file as an email to the Road Safety Authority as follows :

- ▶ Open your E-mail application.
- ▶ Create a new email.
- ▶ Attach the returns file. The RSA Returns File form shows you the file name and location.
- ▶ Enter your Issuing Authority Id, Test Centre Id, and Centre name.
- ▶ At time of printing, the address to send the email to was : **vt@rsa.ie**

## Notes

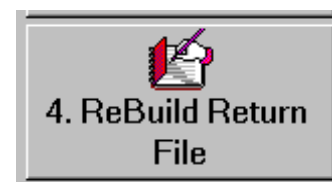
You may have to copy the RSA Returns file onto another computer to email it to the Road Safety Authority. In this case, copy the file from the \VTM\DoTReturns folder onto a diskette, or CD, or a USB Disgo key.

You should store all your RSA Return files in one folder, so that you have a copy of the file in case anything goes wrong. By consistent use of the RSA Returns file folder, you can keep a history of your RSA Return files.

## Rebuilding an existing Return file

If the month is already returned, then VTM displays this warning message, and the caption on button 4 changes, as shown below. In this case, clicking [**4. ReBuild Return File**] will build a new copy of the original return file, with exactly the same test records as were in the previous file. You might want to use this feature if you lost the original file.

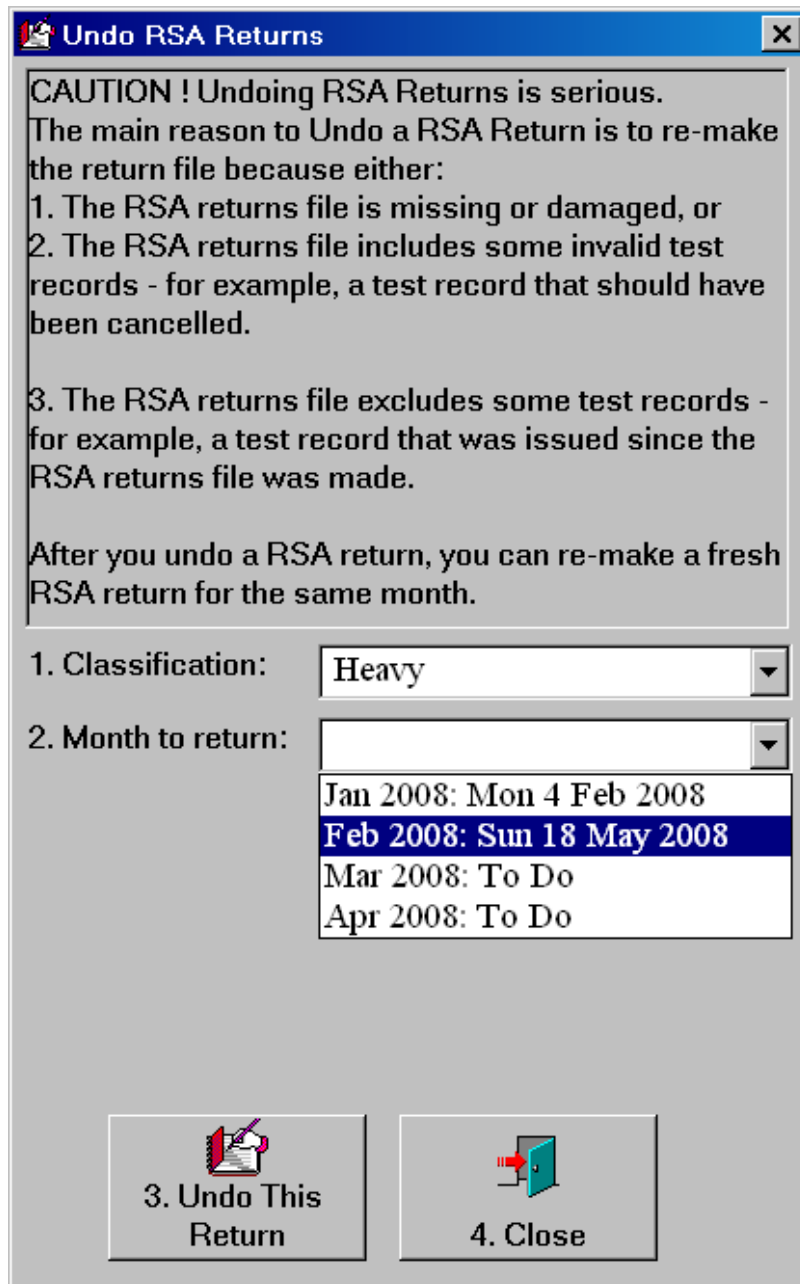
**This month is already Returned. VTM will include exactly the same test records in the new return file as in the original return file. If you want VTM to refresh the return file with new or different reocrds, First Undo this month's return.**



## 3.25 Undo RSA Returns

### RSA Certificates → Undo RSA Returns File

VTM can Undo RSA Returns if the returns file was corrupted or lost, or if there was a mistake in one or more of the test record(s) returned. After undoing a RSA Returns file, you can correct the mistake and then Build the RSA Return File again.



### Procedure

Select the classification (Heavy or Light).

Select the month that the RSA Returns File was created.

Click [**Undo This Return**]. VTM will tell you how many test records were "unreturned". These unreturned tests can be returned later.

### 3.26 System Settings

#### Administration → System Settings

This form lets you view and change your centre contact details, preferences, and defaults, if you have permission. After you change one or more system settings, click [Save Settings]. You should close VTM and then restart it, to ensure that the new system settings are stored and used.

#### The settings

Setting	Notes
Issuing Authority	The Issuing Authority Identification number of your Local Authority. <b>Very important.</b>
Test Centre Number	The Issuing Authority Identification number (Local Authority Id) which you have been given. The 'Issuing Authority' and 'Test Centre Number' are <b>very important</b> as they are used in the returns file to the Road Safety Authority, and in your license renewal.
Centre Name	Your vehicle test centre's name, as you want it to appear on print-outs.
Address	Your vehicle test centre's address, as you want it to appear on print-outs.
Manager's Name	Your vehicle test centre's manager's name, as you want it to appear on print-outs.
Phone	Your vehicle test centre's phone number, as you want it to appear on print-outs.
Fax	Your vehicle test centre's fax number, as you want it to appear on print-outs.
eMail	Your vehicle test centre's eMail address, as you want it to appear on print-outs.
VAT Number	Your vehicle test centre's VAT number, as you want it to appear on print-outs.

Setting	Notes
Logging Level	This is usually "Normal", which is the best setting unless there are problems. Set logging to "All" if your system is giving problems. This could record more information to help VTM technical support to identify the problem(s).
[Clear the Log File]	The log file grows bigger every time you use VTM. Every now and then (say, monthly), you should clear the log file to save space and improve performance.
High Security ?	<input checked="" type="checkbox"/> for high security, forcing users to identify themselves with passwords at critical points such as when adding a new test, and issuing a certificate. <input type="checkbox"/> for low security.
Touch Screen ?	<input checked="" type="checkbox"/> To use VTM's touch-screen features (the numeric and alphanumeric keypads). <input type="checkbox"/> To ignore the touch-screen functionality
[Change Database Location]	Click to open a mini form where you can search for the folder location of the database. There must be a valid database file at the location, otherwise VTM displays a warning message and will not let you change the location. See 3.32 "Change Database Location".
Certs Left Warning	Enter the minimum safe number of available certificates. VTM will warn you when you issue a certificate and the number remaining available goes below this warning level.
Default Owner County	When you add a new owner (or customer), VTM will use this county in their address. Select the county from the drop-down list – don't type in a county name.
Default Classification	Select your preferred default weight classification – Heavy or Light.  Some forms (e.g. Vehicle Records, RSA Returns, and several Report forms) ask you to select a weight classification. This automatically starts with the default classification, which you can change.
Default VAT %	The VAT rate you enter here is used to automatically calculate VAT on invoices.
Default Invoice State	VTM automatically sets every new test invoice's status to the status you select here. Possible states include : "Not Issued", "Owing", "Write off", "Paid", or "Cancelled". You can change an invoice's status on the Invoice form.
Automatic Invoice Ref starts with	If you export VTM invoices to your account system, you may want your VTM invoice numbers to start with the same prefix, so that they are easy to identify and distinguish from your other invoices. This feature lets you set any prefix.
Include automatic Invoice Id number ?	VTM assigns a system-generated number to every new test invoice. These numbers are incremented by 1 for each new test record. <input checked="" type="checkbox"/> To include the number as 6 digits (with leading zeros), after the prefix set above. <input type="checkbox"/> To ignore the system-generated number.  For example, the the pair of settings in the example form will automatically make invoice references like this : VTM003237, VTM003238, VTM003239 ...
Automatic Customer Ref starts with	If you export VTM invoices to your account system, you may want all your VTM customer references numbers to start with the same prefix, so that they are easy to identify and distinguish from your other customers. This feature lets you set any prefix.
Include automatic Customer Id number ?	VTM assigns a system-generated number to every new customer. These numbers are incremented by 1 for each new customer record. <input checked="" type="checkbox"/> To include the number as 6 digits with leading zeros, after the prefix set above. <input type="checkbox"/> To ignore the system-generated number.  For example, the pair of settings in the example would automatically make customer references invoices like this : VTM003237, VTM003238, VTM003239 ...

## 3.27 Send and Receive Files from Technical Support

### System Administration → Send and Receive Files from Technical Support

If your system is giving you problems, we will help you. Sometimes, you may have to send us certain files so that we can investigate the problem and try to solve it.

VTM provides this form to help you send the relevant files to the VTM technical support site, and also to receive the fixed files back from our support site.

How this works depends on how your Internet communication works – it may not work for everyone.

### 3.27.1 Sending files to VTM Support

First, set up the generic details for your system.

Click [**Change the Support Zip-file Folder (if not correct)**].

If you use a **proxy server**, tick this check-box  and enter the name of your TIS-compatible proxy server. If you don't use a proxy server, untick the Proxy Server check-box . The proxy server name box disappears.

Enter a number of seconds for the communications time-out (for example, enter 2400 for a 40 minute timeout). This is how long VTM will wait for the internet to respond, before giving up and closing the connection.

**Send and Receive Files from Technical Support**

**Set up**    Send Files To VTM Support    Receive Files From VTM Support

**Caution!**

Any data-entry you do between sending files to VTM support and receiving the support response, will be LOST when you receive the support response files from VTM Support.

Please ensure that no other users are logged on.

Change Support Zip-file Folder (if not correct)    Support Zip-File will be stored in folder :

Use a Proxy Server ?     TIS Compatible Proxy Name:

Time-out (seconds):

Close

**Note :** VTM remembers the folder, proxy server, and time-out settings you used the last time, so you usually don't have to change this setting.

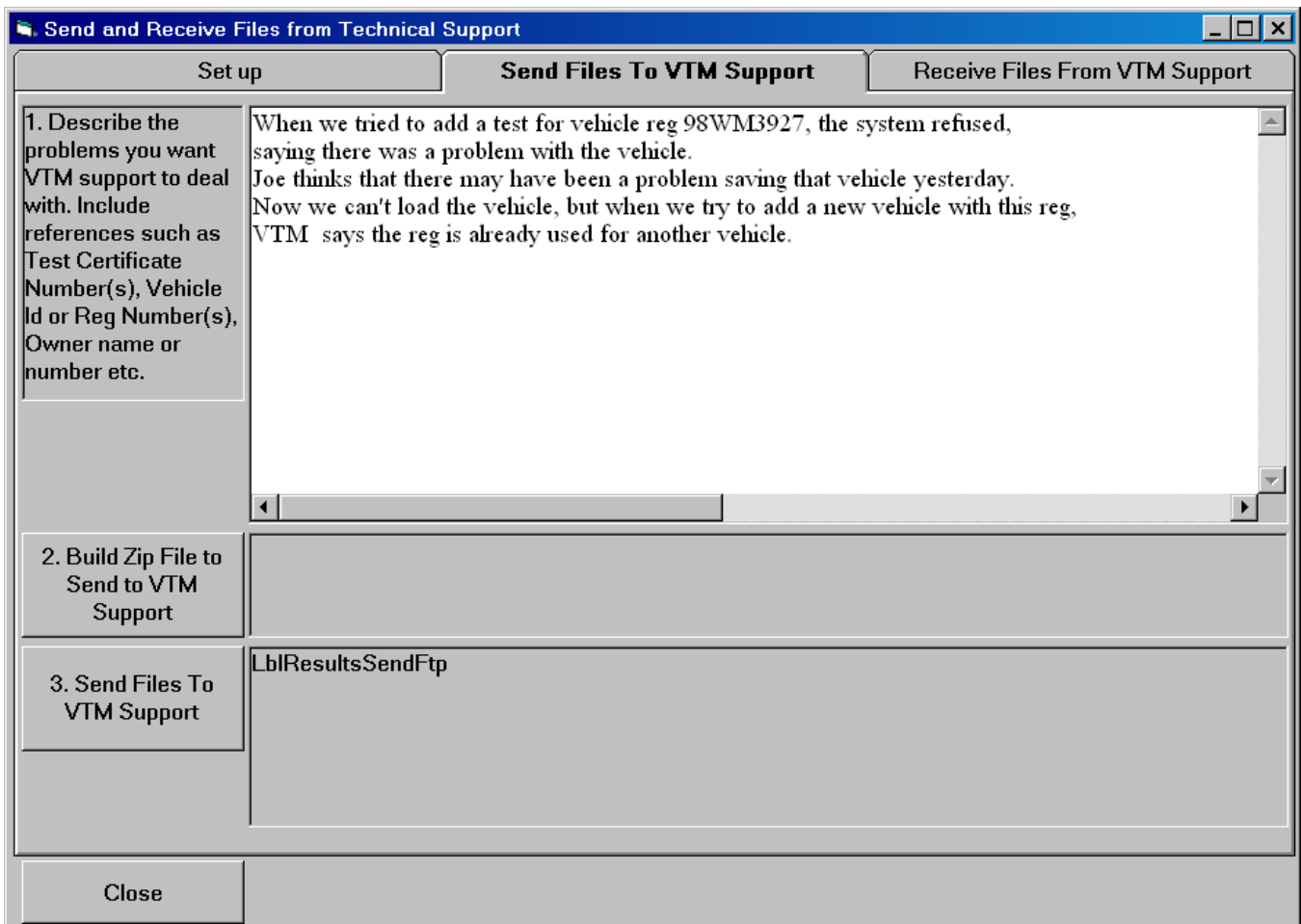
Click on the "Send Files To VTM Support" tab.

Enter a description of the problem(s). Include references for us, such as vehicle registrations, test certificates, owner name etc., to help us to identify the problem.

Click [2. **Build Zip File to Send to VTM Support**]. VTM finds the relevant files, and "zips" them together into a compact file to send to VTM support. VTM tells you the name of the zip file, or warns you if it could not zip the files properly.

Click [3. **Send Files To VTM Support**]. VTM will try to send the files to VTM support. VTM shows you the result of this procedure in the box to the right of the [3. **Send Files To VTM Support**] button.

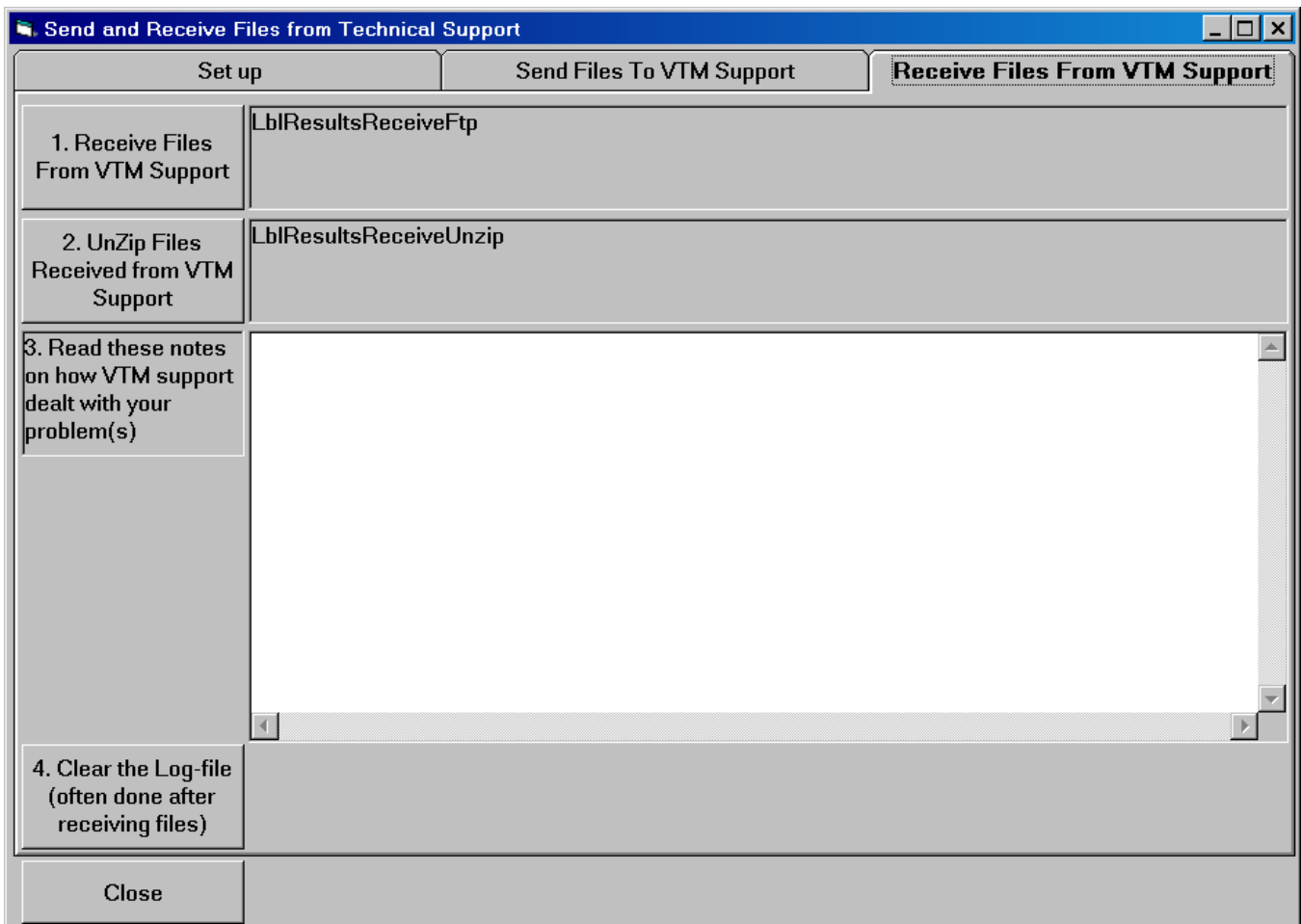
If there was a problem sending the zip file, you can always email it to us – the form shows the name of the zip file, and the "Set up" tab shows the folder that it is stored in.



### 3.27.2 Receiving files from VTM Support

First, enter the generic details for your system on the **Set up** tab, as described earlier.

Click on the "Receive Files From VTM Support" tab.



Click [1. **Receive Files From VTM Support**]. This opens the internet connection, and tries to copy the files from the VTM support site to your computer. The box to the right of the button will show the results of this operation.

Click [2. **UnZip Files Received from VTM Support**]. This unzips the files received in step 1 above, and puts them in the appropriate folders. It also displays a brief response from VTM support, describing what we did.

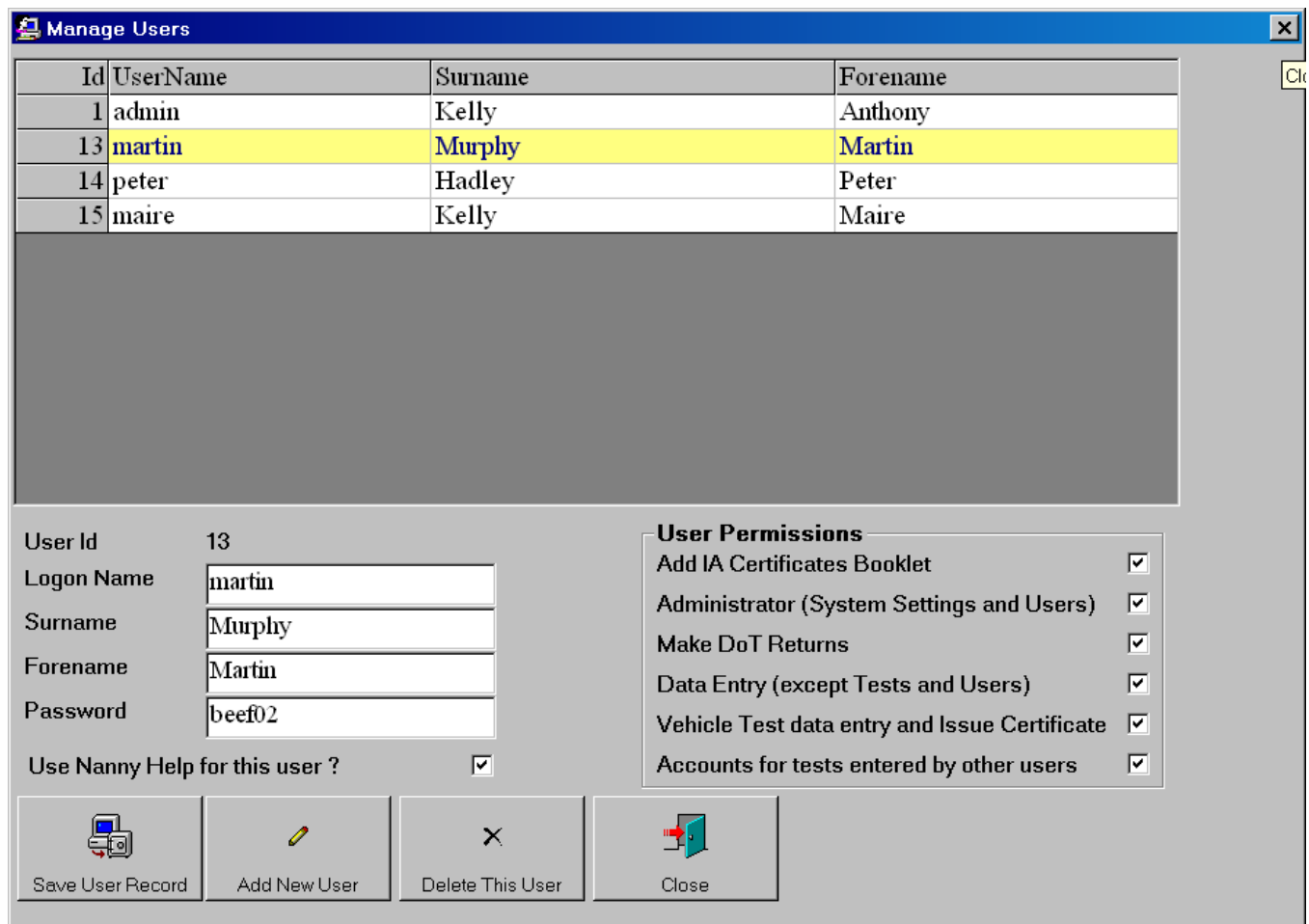
3. Read these notes on how VTM support dealt with your problem(s).

Click [4. **Clear the Log-file (often done after receiving files)**] to clear the log-file. This is not necessary, but it is useful because the log file can grow quite large. Your log file will start again, so it won't include records of past problems.

## 3.28 Manage Users

### Administration → Manage Users

When the Manage Users form opens, it displays a listing of all the users. You can select an owner by clicking on the grid row, which will be highlighted in yellow.



The screenshot shows the 'Manage Users' window. At the top is a table with the following data:

Id	UserName	Surname	Forename
1	admin	Kelly	Anthony
13	martin	Murphy	Martin
14	peter	Hadley	Peter
15	maire	Kelly	Maire

Below the table is a form for editing user details for User Id 13:

User Id: 13

Logon Name: martin

Surname: Murphy

Forename: Martin

Password: beef02

Use Nanny Help for this user ?

**User Permissions**

- Add IA Certificates Booklet
- Administrator (System Settings and Users)
- Make DoT Returns
- Data Entry (except Tests and Users)
- Vehicle Test data entry and Issue Certificate
- Accounts for tests entered by other users

At the bottom are four buttons: Save User Record, Add New User, Delete This User, and Close.

**Logon Name:** A **unique** name to identify the user to VTM.

**Surname** and **Forename:** The user's surname and forename. Testers' names are included in the RSA Returns file.

**Password:** The password is used to authenticate the user. Passwords are **case-sensitive**.

**Note:** VTM uses an advanced encryption technique. When you enter a new password, VTM checks to see that there are no invalid characters in the *encrypted* password. If the encrypted password contains invalid characters, VTM won't let you use the password, and displays the message "This password cannot be encrypted securely. Please choose a different password." Then you have to try a different password.

**Use Nanny Help for this user ?** : If nanny help is ticked , VTM gives the user extra messages, warnings, and prompts. If nanny help is not ticked , VTM assumes you are an expert user, and will skip some of the prompts and warnings.

### 3.28.1 User Permissions

User permissions dictate what a user can or cannot do in VTM.

You set each user permission by ticking or un-ticking each permission's check-box.

Permission	Right granted if ticked <input checked="" type="checkbox"/> . Denied if un-ticked <input type="checkbox"/>
Add IA Certificate Booklet	Add new Issuing Authority Certificate Booklets into VTM.
Administrator	Manage users, System settings, FTP support, and Database administration.
Make RSA Returns	Generate RSA Returns to be sent to the Road Safety Authority, and Undo RSA Returns.
Data Entry	Add, view, and amend Vehicle, Owner, and Customer records.
Vehicle Test data entry and Issue Certificate	Add and amend test result records, issue certificates, Manage Tests' "Issued" Status, as well as all the Data Entry permissions.
Accounts	View, amend, and print invoices, change test fees, print customer statements and invoice reports, and export invoices for other applications.

### 3.28.2 Adding a new user

Click [**Add New User**]

VTM displays a blank user record.

Fill in the Users details and select the desired user permissions.

Click [**Save New User**]

### 3.28.3 Deleting a user

To delete a user, select the user in the grid. The user's details are displayed below the grid.

Click [**Delete This User**]. VTM asks you to confirm the user deletion.

VTM will check to make sure that you are not trying to delete yourself. This ensures that there is always at least one user with administration permission.

VTM also checks that the user is not a tester with associated vehicle test records.

### 3.29 Combine Two User Records into One

#### System Administration → Combine Two User Records into One

Sometimes you may enter the same user twice, by mistake. Also, if your records were imported from a different system that has separate systems for Heavy and Light vehicle tests, it is quite likely that many or all user records will be duplicated.

In this case, there will be two records for the same user. This leads to confusion. If you notice duplicate user records, use this procedure to combine the duplicate records into one, and so get rid of a redundant user record. VTM keeps all the deleted user's tests, passing them over to the user on the left.

#### Procedure

Load the user to keep. If you know the user's Id Number, click [**Load User by Id Number**] and enter their number. VTM displays the user's details on the left.

Load the user to delete by clicking [**Load User by Id Number**] on the right.

VTM displays the user's details on the right.

The user to delete (on the right) may have more up-to-date details than the user to keep. You can **double-click** the name to keep (on the left) and VTM will copy the better name from the right to the left.

Click [**Perform the Combine Operation**] and VTM will combine the users, deleting the user record on the right and passing their vehicle test records (if any) over to the user that is kept.

### 3.30 Springclean : Remove Redundant Records from Database

**System Administration → Springclean : Remove Redundant Records (Ensure all users are logged off)**

As the weeks and months goes by, users will make mistakes. "Loose end" records will accumulate, wasting space and maybe leading to confusion. The Springclean function displays potentially redundant records, and deletes the records that you select for deletion.

#### Procedure

1. Enter the "safe" date. VTM will not delete any tests entered after this.
2. Click [**Start: Fix Nulls and Load Redundant Tests**].

VTM finds and fixes any null values in your records. Null values can cause errors in the VTM programme.

Next, VTM searches for all tests entered before the safe date, that have never been issued.

VTM displays a message telling you how many potentially redundant tests it found, and displays these tests in the grid for you to inspect and mark those to be deleted.

To mark a test for deletion, click on the test row. VTM changes it from Keep to DELETE, crosses out the registration number, and displays it in red. To un-mark a test for deletion, click on the test row again and VTM changes it from DELETE back to Keep.

The screenshot shows a window titled "Springclean : Remove Redundant Records from Database". At the top, it says "Remove unissued tests (+ associated records) entered before:" followed by a date selector set to "17 Nov 2005". Below this is a sequence of buttons: "Start : Fix Nulls and Load Redundant Tests", "Delete Redundant Tests, and Load Vehicles", "Delete Redundant Vehicles, and Load Owners", "Delete Redundant Owners, and Load Customers", "Finish : Delete Redundant Customers", and "Close Form". Below the buttons is a table with the following data:

Action	Certificate	DateEntered	Tester	Classification	GVW	Result	Axles	Kilometres
DELETE	<del>X160105933</del>	Tue 13 Sep 2005	Kelly, Anthony	Light Vehicle	3000	Unknown	2	0
DELETE	<del>X160106260</del>	Tue 4 Oct 2005	Kelly, Anthony	Light Vehicle	2600	Unknown	2	0
Keep	X160106303	Thu 6 Oct 2005	Kelly, Anthony	Heavy Goods Vehicle	19000	Unknown	2	43606
DELETE	<del>X160106304</del>	Thu 6 Oct 2005	Kelly, Anthony	Light Vehicle	2510	Unknown	2	0
DELETE	<del>X160106305</del>	Thu 6 Oct 2005	Kelly, Anthony	Light Vehicle	2510	Unknown	2	0
DELETE	<del>X160106306</del>	Thu 6 Oct 2005	Kelly, Anthony	Light Vehicle	2510	Unknown	2	0
DELETE	<del>X160106307</del>	Thu 6 Oct 2005	Kelly, Anthony	Heavy Other	3500	Unknown	2	170811
Keep	X160106308	Thu 6 Oct 2005	Kelly, Anthony	Light Vehicle	2510	Unknown	2	0
Keep	X160106309	Thu 6 Oct 2005	Kelly, Anthony	Light Vehicle	2510	Unknown	2	0

After clicking "Start: Fix Nulls and Load Redundant Tests"

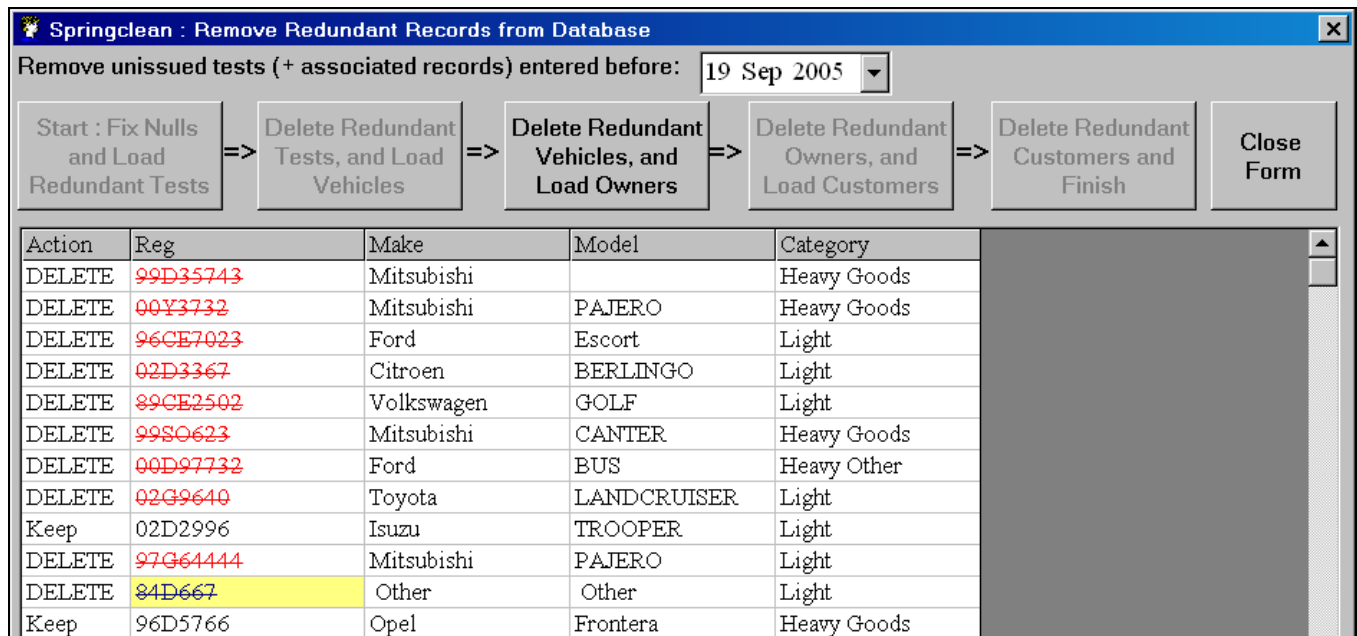
3. Click [**Delete Redundant Tests, and Load Vehicles**]

VTM deletes all the tests that you marked for deletion.

Then VTM searches for all vehicles that do not have any test records.

VTM displays a message telling you how many potentially redundant vehicles it found, and displays them for you to review.

You mark the vehicles to delete by clicking on them. Click on them again to un-mark a vehicle for deletion.



*After clicking "Delete Redundant Tests, and Load Vehicles"*

4. Click [**Delete Redundant Vehicles, and Load Owners**]

VTM deletes all the vehicles that you marked for deletion.

VTM searches for all owners who have no vehicles, and no test records.

VTM displays a message telling you how many potentially redundant owners it found, and displays them for you to review.

Click on an owner to mark it for deletion. Click on the owner again to un-mark it.

5. Click [**Delete Redundant Owners, and Load Customers**]

VTM deletes all the owners that you marked for deletion.

VTM searches for all customers who have no vehicle tests, and are not used with any owners.

VTM displays a message telling you how many potentially redundant customers it found, and displays them for you to review.

Click on a customer to mark it for deletion, and click again to un-mark it.

6. Click [**Delete Redundant Customers and Finish**]

VTM deletes all customers that you marked for deletion.

### 3.31 Compact and Repair VTM Database

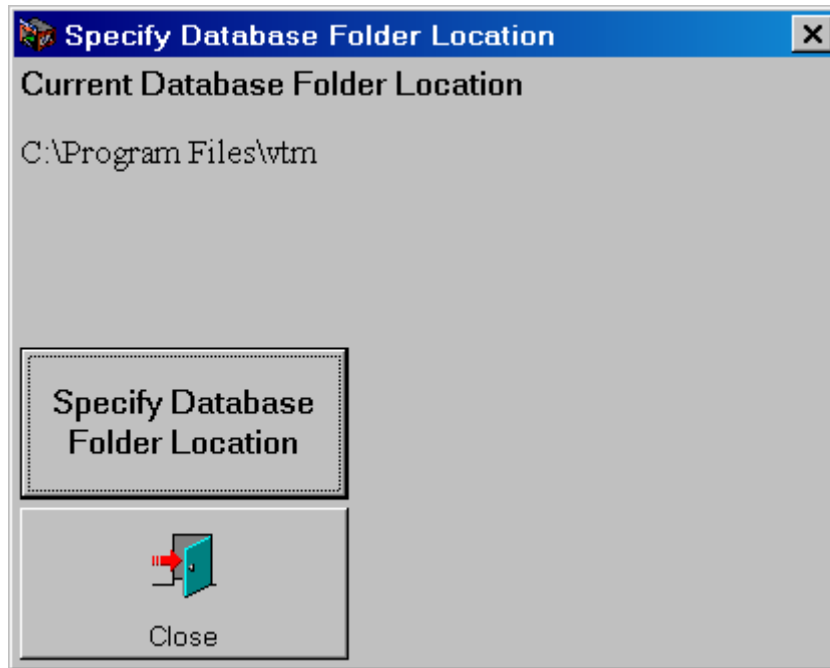
System Administration → Compact and Repair VTM Database (Ensure all users are logged off)

After months of inserting and deleting records, the database may grow quite big, and processing it may get slow. Compact and Repair the VTM database to reduce the size of the database and improve database performance.

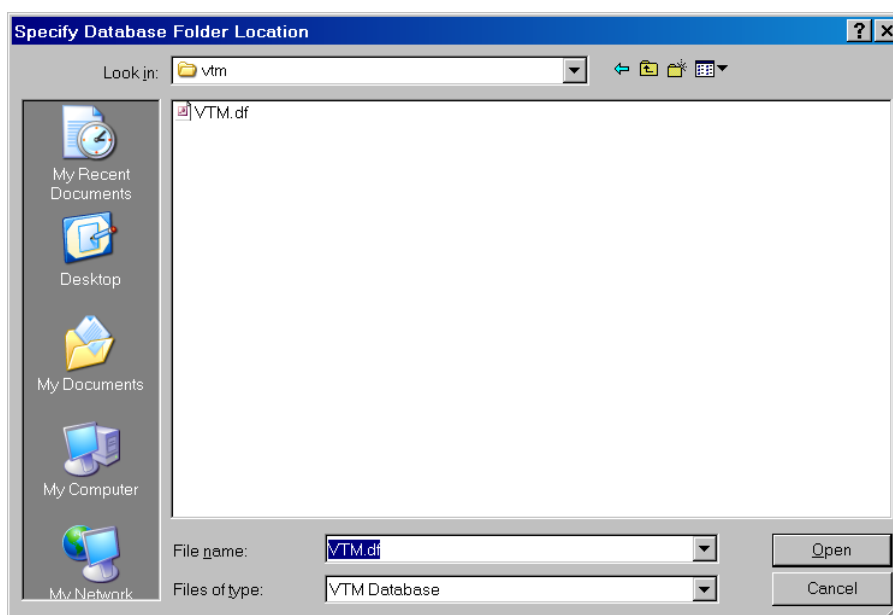
### 3.32 Change Database Location

System Administration → Change Database Location

Sometimes you may want to change the folder where the database is stored. This form shows you where the database is currently stored, and lets you change the disk drive and/ or folder.



Click [**Specify Database Folder Location**] to change the database location. VTM opens a dialogue box where you can hunt for the new folder, and change the drive if required. The database file VTM.df *must* exist in the new folder, otherwise VTM will not accept it.



After you change the database location, VTM will close down. The next time you start VTM, it will use the new database location.

### 3.33 Backup and Restore Database

#### Administration → Backup and Restore Database

Your records are the most important part of your VTM system. They store all the details of your vehicles, tests, owners, customers, and users, plus some details customised to your preferences.

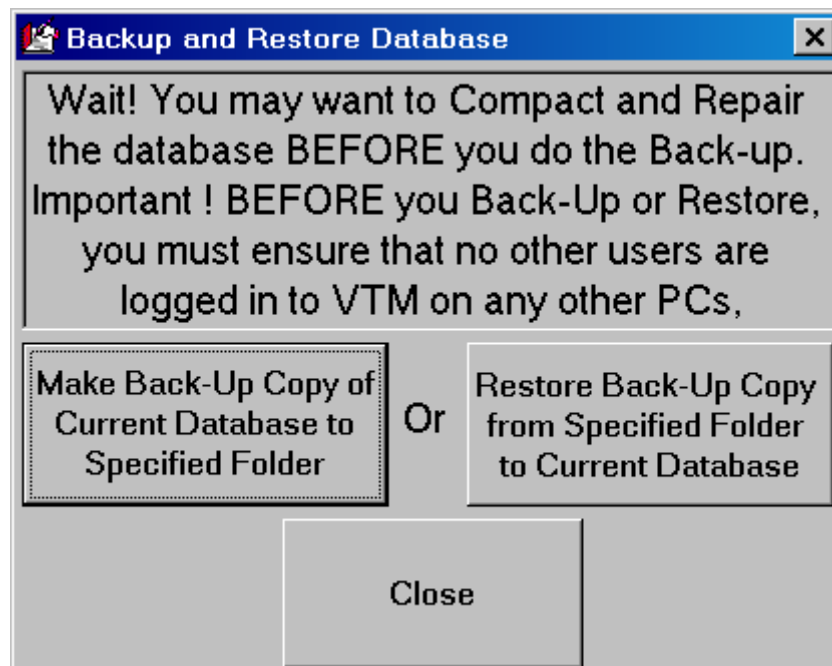
If your database of VTM records is lost or damaged, we can only send you a new **blank** database. All your vehicles, tests, owners, customers, and user records will be lost. You will have to spend a long time finding old paper records and entering all the details again.

There is only one way to guard against this disaster, and that is to make regular backup copies of the database and store the backup copies somewhere safe, ready to be restored if a disaster happens.

We advise you to backup the database every day or two, or at least once a week. How often depends on how many records you entered since the last time you did a backup, and how upset you would be if you had to enter all these vehicles, tests, owners, customers, and user records again.

Store the backups away from the live system, for example on CDs. You must be able to identify when each backup was done. This is usually done by naming the folder the backup is stored in, or labelling the CD with the backup date. You should note your backup dates and locations in a backup log.

Ideally, you should have backup software for your PC – not just for VTM, but for any other work you have stored on the PC. As a last resort, VTM provides a basic file-copy procedure to backup the database.



### 3.33.1 Making a backup

Ensure that no other user is logged on to VTM.

Click [**Make Back-Up Copy of Current Database to Specified Folder**]. VTM opens a dialogue box for you to select the backup folder. VTM remembers the disk drive and folder that you used for the last backup.

Select a disk drive and directory folder to copy the database to. You cannot backup onto a diskette in A:\ because diskettes are too small to store the VTM database file.

If the folder you select has a previous copy of the database file, VTM **deletes** the previous copy.

VTM closes the live database, copies it to the selected backup location, and re-opens the live database.

You must ensure that your database is saved properly to the drive, especially if it's a special drive such as a USB Disgo or a CD, that sometimes need to have the write cache written safely before the disk can be removed. This cannot be Digital Forecourt's responsibility – you must know how to use your equipment.

### 3.33.2 Restoring a backup

Ensure that no other user is logged on to VTM.

Click [**Restore Back-Up Copy from Specified Folder to Current Database**]. VTM opens a dialogue box for you to select the backup folder. VTM remembers the disk drive and folder that you used for the last backup.

Select the location where the desired backup file is stored.

Before restoring the file, VTM displays the date and time stamp on the backup copy.

VTM asks you for confirmation before overwriting the current database with the backup copy. Click **Yes** to continue, so overwriting your current records database with the backed up version. VTM displays a message confirming that the restore was completed.

## 4. Finding records

VTM provides five forms to help you find records.

The "Find" forms are not opened from the main menu – they are accessed from other forms.

When you close the Find form, VTM goes back to the previous form you were using, and automatically uses the record you selected on the Find form.

### 4.1 Find Owner




Id	Name	Contact	Address	Phone	Email
3539	Eamon Kelly		Tullycross		
2530	Eddie Kelly		Moneen		
1273	Gerard Kelly		Gwi Centre		
2534	Joe Kelly		Curragoola Carracastle		

#### Procedure

When you open the Find Owner form, VTM automatically fills in the name and address with the owner that was on the previous form (if there was an owner).

1. Enter any part of the owner's name and/or address. This is not case sensitive.
2. Click [**Find Matching Owners**]. VTM searches for the text you entered in any part of the owner's name or address. VTM lists all the matching owners in the grid.
3. Select on the owner you want – it highlights in yellow. **Double-click** to select and close the form at once. Otherwise,
4. Click [**Select and Close**]. The Find Owner form closes, and you will return to whatever form you were using, with the owner you selected displayed on the form.
5. If you could not find the owner you were looking for, click [**Cancel and Close**]. VTM will continue as if you had not opened the search form at all.

## 4.2 Find Customer

Find Customer					
Name	Terry		 Find Matching Customers		 Select and Close
Address					 Cancel and Close
Account Ref					
Id	Name	Contact	Address	Phone	AccountRef
3	Terry Tranquil and Son		The Turrets		VTM000003

### Procedure


When you open the Find Customer form, VTM automatically fills in the name and address with the customer that was on the previous form (if there was a customer).

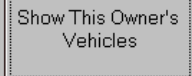
1. Enter any part of the Customer's name and/ or address and/ or account reference. This is not case sensitive.
2. Click [**Find Matching Customers**]. VTM searches for the text you entered in any part of the customer's name or address. VTM lists all the matching customers in the grid.
3. Select the customer you want – it highlights in yellow. **Double-click** to select and close the form at once. Otherwise,
4. Click [**Select and Close**]. The Find Customer form closes, and you will return to whatever form you were using, with the Customer you selected displayed on the form.
5. If you could not find the Customer you were looking for, click [**Cancel and Close**]. VTM will continue as if you had not opened the search form at all.


## 4.3 Owner's Vehicles


**Owner's Vehicles**

An Post  
Kiltimagh  
Kilkelly  
Co Mayo

 Find An Owner

 Show This Owner's Vehicles

 Select and Close

 Cancel and Close





Id	Reg	Make	Model	Category	BodyType
490	97D477	Peugeot	305	0	0

### Procedure

When you open the Owner's Vehicles form, VTM automatically fills in the owner's details from the owner that was on the previous form (if there was an owner).

1. Click [**Find An Owner**] to open the Find Owner form and select the relevant owner. You don't have to do this if the relevant owner is already filled in.
2. Click [**Show This Owner's Vehicles**]. VTM searches for all vehicles **currently** belonging to the owner, and displays them.
3. Select the vehicle you want – it highlights in yellow. **Double-click** to select and close the form at once. Otherwise,
4. Click [**Select and Close**]. The Owner's Vehicles form closes, and you will return to the form you were using, with the vehicle you selected displayed on the form.
5. If you could not find the vehicle you were looking for, click [**Cancel and Close**]. VTM will continue as if you had not opened the search form at all.

## 4.4 Vehicle's Tests


Vehicle's Tests								
97D477 Light Vehicle			 Find a Vehicle by Reg		Show This Vehicle's Tests		 Select and Close	 Cancel and Close
			 Find a Vehicle by Owner					
Certificate	Entered	Result	Status	Tester	ReTest?	Issued on	Cancelled	Remarks
F160100634	21 Jul 2004	Fail	Issued	Kelly, Anthony	no	21 Jul 2004	n/a	
L200221160	24 Jul 2004	Pass	Issued	Kelly, Anthony	no	24 Jul 2004	n/a	Michael Murphy
F160105679	29 Aug 2005	Fail	Issued	Kelly, Anthony	no	29 Aug 2005	n/a	MICHAEL
L200321414	06 Sep 2005	Pass	Issued	Kelly, Anthony	Yes	06 Sep 2005	n/a	MICHAEL

### Procedure

Often when you open the Vehicle's Tests form, VTM automatically fills in the Vehicle's details from the Vehicle that was on the previous form.

1. Click [**Find a Vehicle by Reg**] to enter the registration of the relevant vehicle. VTM will load and display the vehicle, *OR*
1. Click [**Find a Vehicle by Owner**] to open the Owner's Vehicles form described above.
2. Click [**Show This Vehicle's Tests**]. VTM searches for all tests done on the vehicle, and displays them.
3. Select the Test you want – it highlights in yellow. **Double-click** to select and close the form at once. Otherwise,
4. Click [**Select and Close**]. The Vehicle's Tests form closes, and you return to the form you were using, with the vehicle test you selected displayed on the form.
5. If you could not find the test you were looking for, click [**Cancel and Close**]. VTM will continue as if you had not opened the search form at all.

## 4.5 Customer's Invoices

Customer's Invoices								
Terry Tranquil and Son The Turrets Saile Co Mayo			Find a Customer	Show This Customer's Invoices	Select and Close	 Cancel and Close		
Certificate	Tester	ReTest	Entered	Test Fee	VAT	Fee Status	Date Paid	Remarks
F160107135	Kelly, Anthony	no	01 Dec 2005	64.13	13.47	Not Issued	01 Dec 2005	Hugh Gibbons
L200397710	Kelly, Anthony	no	01 Dec 2005	64.13	13.47	Not Issued	01 Dec 2005	Michael Murphy
L200397708	Kelly, Anthony	no	01 Dec 2005	64.13	13.47	Not Issued	01 Dec 2005	Michael Murphy
L200397722	Kelly, Anthony	Yes	02 Dec 2005	32.06	6.73	Not Issued	02 Dec 2005	Michael Murphy
L200397720	Kelly, Anthony	Yes	02 Dec 2005	32.06	6.73	Not Issued	02 Dec 2005	Hugh Gibbons
L200397719	Kelly, Anthony	Yes	02 Dec 2005	32.06	6.73	Not Issued	02 Dec 2005	Michael Murphy
L200397717	Kelly, Anthony	no	02 Dec 2005	64.13	13.47	Not Issued	02 Dec 2005	Hugh Gibbons
L200397716	Kelly, Anthony	Yes	02 Dec 2005	32.06	6.73	Not Issued	02 Dec 2005	Hugh Gibbons
F160107144	Kelly, Anthony	no	02 Dec 2005	64.13	13.47	Not Issued	02 Dec 2005	Michael Murphy
F160107140	Kelly, Anthony	no	02 Dec 2005	64.13	13.47	Not Issued	02 Dec 2005	Michael Murphy
F160107139	Kelly, Anthony	no	02 Dec 2005	64.13	13.47	Not Issued	02 Dec 2005	Michael Murphy
L200397711	Kelly, Anthony	Yes	02 Dec 2005	32.06	6.73	Not Issued	02 Dec 2005	Michael Murphy

### Procedure

When you open the Customer's Invoices form, VTM automatically fills in the customer's details from the customer that was on the previous form (if there was a customer)

1. Click [**Find a Customer**] to open the Find Customer form and select the relevant customer. You don't have to do this if the relevant customer is already displayed.
2. Click [**Show This Customer's Invoices**]. VTM searches for all the customer's invoices, and displays them.
3. Select the Invoice you want – it highlights in yellow. **Double-click** to select and close the form at one go. Otherwise,
4. Click [**Select and Close**]. The Customer's Invoices form closes, and you return to the form you were using, with the invoice you selected displayed on the form.
5. If you could not find the invoice you were looking for, click [**Cancel and Close**]. VTM will continue as if you had not opened the search form at all.

## 5. Appendices

### 5.1 Differences between Light and Heavy vehicles

Heavy vehicles have different categories and body-types, but Light vehicles do not.

Heavy vehicles have emergency brakes, but Light vehicles do not.

Heavy vehicles have a Gross Towing Weight (GTW), but Light vehicles do not.

Light vehicles have a Brake Test Weight (BTW), typically the ULW + 150. Heavy vehicles do not have a BTW.

Heavy vehicles have different test header items and fail reasons than Light vehicles.

Heavy vehicle certificates start with H, whereas Light certificates start with L. The certificate booklets cannot be mixed.

Heavy vehicle tests and Light vehicle tests are returned to the Road Safety Authority in separate files.

There is only one test and retest fee for Light vehicle tests. Heavy vehicle tests have a range of fees, depending on the vehicle category and the number of axles.

### 5.2 Test Certificate Numbers

Every test has a Certificate Id number.

All certificate id numbers are made of one letter followed by nine digits.

Certificate Id numbers may begin with "X", "F", "L", or "H", depending on the circumstances described below.

Certificate number	Notes
Initial certificate: X120300826	The initial certificate number that VTM assigns to a test, before it is issued. It starts with X, followed by two digits for your local issuing authority number, followed by two more digits for your authorised test centre. The next five digits are derived from the sequential test number.  So "X120300826" is for an un-issued test, issuing authority 12, authorised test centre 03, and it is the 826 <sup>th</sup> vehicle test record for this test centre.
Fail certificate: F120300826	When you issue a certificate for a failed test, VTM simply replaces the X with F in the initial certificate number. All test certificates that start with F have been issued with a Fail result.
Pass certificate: L200304272	When you issue a certificate for a Light vehicle test that was Passed, VTM assigns it a Light pass certificate number taken from a booklet of official Light certificates that you get from your issuing authority.
Pass certificate: H200304272	When you issue a certificate for a Heavy vehicle test that was Passed, VTM assigns it a Heavy pass certificate number taken from a booklet of official Heavy certificates that you get from your issuing authority.

## 5.3 Possible Test Results

Vehicle tests have results, and each test header item and fail reason has a lower level result. The results are colour-coded.

### Possible test results

Result and Colour	Notes
Pass Green	A clean pass. All the test header items results are either Pass or else Not Applicable – none are rectified.
Rectified Yellow-green	A pass after rectifying an item that failed initially. The test header items' results are a mix of Pass, Not Applicable, and Rectified. At least one item's result is Rectified.
Fail Red	A fail. The test header items results are a mix of Pass, Not Applicable, Rectified, and Fail. At least one item's result is Fail.
Unknown Mauve	VTM did not or could not compute the test result. At least one header item has an Unknown result.

### Possible test header results

Result and Colour	Notes
Not Applicable Black	This header item is not applicable for this vehicle. For example, Internal Lighting is not applicable to vehicles that do not carry passengers. The fail reasons are ignored.
Pass Green	A clean pass.
Rectified Yellow-green	The header item was failed initially. A mechanic rectified the problem so that it passed. At least one of the header item's fail reasons must be Rectified.
Fail Red	A fail. The header item was failed and has not been rectified. At least one of the header item's fail reasons must be Failed.
Unknown Mauve	You have not entered the header item's result yet.

### Possible header fail reason results

Result and Colour	Notes
Pass Green	A clean pass.
Rectified Yellow-green	The fail reason was failed initially. A mechanic rectified the problem so that it passed. You may use a fail location map to specify the location(s) of the rectified fail reason.
Fail Red	The fail reason was failed and has not been rectified. You may use a fail location map to specify the location(s) of the fail reason.

## 5.4 Some advice to avoid problems

### 5.4.1 Be careful when issuing test certificates.

Be very careful that the certificate is for the **correct vehicle** test (check the vehicle's registration number), and that the certificate number is the **same number as the paper certificate** you issued from the paper certificate booklet.

Use the "**Manage Test's "Issued" Status**" form to correct mistakes you made when issuing certificates. One of the most common mistakes is to issue the wrong certificate number for a test. You can correct these mistakes either by cancelling the certificate, or un-issuing the certificate. You can also delete vehicle tests on this form.

### 5.4.2 Backup your database regularly.

Your records are the most important part of your VTM system. They store all the details of your vehicles, tests, customers, owners, and users, plus some details customised to your preferences.

If you accidentally delete or damage the VTM programme, we can send you a fresh copy by email and you can continue with no problems.

But if you accidentally delete or damage the VTM database of records, we can only send you a copy of a BLANK database. All your customers, owners, vehicles, tests, and users will be lost. You will have to spend a long time finding old paper records and entering all the details again.

There is only one way to guard against this, and that is to make regular backup copies of the database and store the copies somewhere safe.

Ideally, you should have backup software for your PC – not just for VTM, but for any other work you have stored on the PC. As a last resort, VTM provides a basic file-copy procedure to backup the database.

We advise you to backup the database every day or two, or at least once a week. How often depends on how many records you entered since the last time you did a backup, and how upset you would be if you had to enter all these records again.

### 5.4.3 Keep your records tidy.

If you think that a vehicle, owner, or customer record may already be recorded in VTM, **check** before you enter a duplicate record. It is easy to search for a record (see section 4).

If you notice duplicate records, use the **Combine records** functions to combine the duplicated records.

Inevitably, you will make a few data-entry mistakes. These should not cause any problem to VTM. However, they will accumulate and waste space in the database. Use the **Springclean** feature every few weeks or months to remove "loose-end" records.

### 5.4.4 The Log file.

VTM records what happens on each PC in a log file called VehicleTestManager.Log, stored in the application directory (usually C:\Program Files\VTM\). This file can be very useful to technical support people, because it records errors too. If errors occur, you can tell VTM to keep a more detailed log by increasing the log-level (see 3.26 *System Settings*).

You should clear out the log-file now and again, so that it does not take up lots of space on the disk (see 3.26).

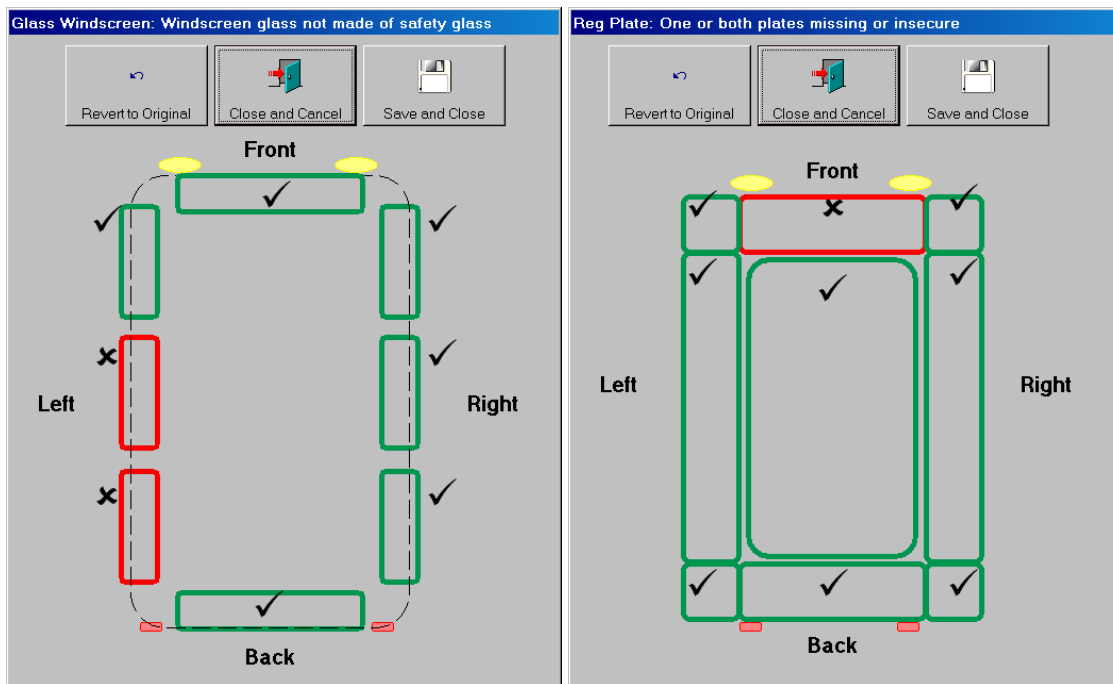
## 5.5 Fail location maps

Many header items have a location map. You can specify the fail location map for a test header item in the **Manage Test Header Items** form.

When you fail or rectify a fail reason that has a map, the **[Fail Map]** button is enabled. You can click **[Fail Map]** to specify the fail location. Click the map place for the location. The colour changes between green and red (for Pass and Fail). After specifying the fail locations, click **[Save and Close]**. Click **[Close and Cancel]** to cancel the fail map locations.

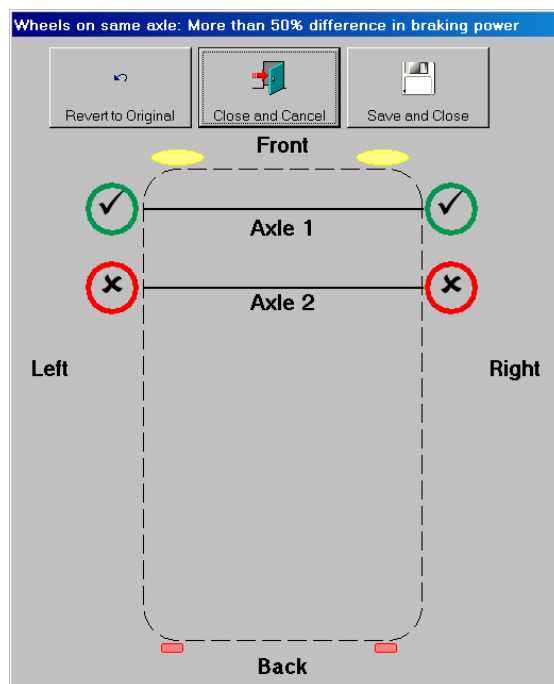
These fail location(s) are printed on the Test Result report. This can be useful later, when a mechanic is rectifying the problem.

There are three fail location maps, shown below :



*Windows and Doors*

*Body plan*



*Wheels*

## **5.6 Intelligent continuity**

VTM provides intelligent continuity. It remembers what was done previously, and recalls this memory to continue from there the next time you log in.

For example, VTM remembers the folders that were specified for RSA Return files, Invoice Exports, and backups.

VTM remembers what vehicle you were using most recently, and the last test certificate used with every vehicle.

The effect is that you don't have to enter these details every time – VTM displays them by default, and you just click [OK] or press Enter.

## **5.7 File folder locations**

VTM stores certain files in folders that you can specify.

The database is stored in the database folder. If VTM is installed on several PCs, the database is stored in one central location. You can change the database location on the main-menu's administration tab, although it is rarely changed.

RSA return files are stored in their own folder. When you are making a RSA Return File, you specify the folder to store the file in. VTM remembers where you stored the last RSA Returns file, so you rarely have to change this.

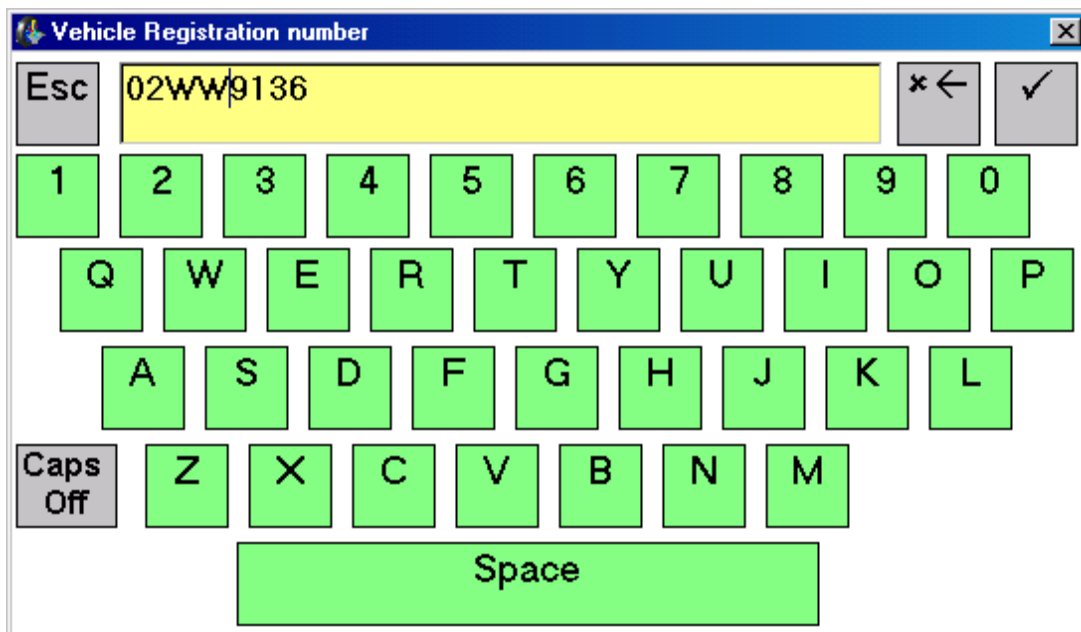
Backup copies of the database are stored in a drive and folder that you specify. When you make a backup, VTM remembers where you made the last backup, and this will be the default drive and folder for the next backup, and for restores.

Invoice export files are stored in their own folder. When you are making an invoice export file, you specify the folder to store the file in. VTM remembers where you stored the last invoice export file, so you rarely have to change this.

## 5.8 Using the touch-screen feature

VTM includes two tailor-made touch-screens : an alpha-numeric one for numbers and letters, and a numeric one for numbers only.

If you tell VTM that you have a touch screen on the *System Settings* form, VTM will automatically use it.



You use the numeric touch-screen to enter numbers on the Test Details form, such as diesel smoke or kilometres. For example, to change the diesel-smoke figure, simply double-click in the diesel-smoke text-box. The numeric touch-screen pops up on the screen. The name "**Diesel Smoke**" is shown in the title at the top. Below that is the yellow data-entry box showing the figure you entered (**0.96** in the figure above). Below that are special grey keys, and green keys you press to enter a number.

- ▶ Press/ click the **number keys and decimal point** to change the figure in the yellow data-entry box.
- ▶ Press/ click the grey **back-space key** to delete the digits one-by-one.
- ▶ Double-click the grey **back-space key** to set the entry figure to 0.
- ▶ Press **Esc** to discard/ cancel the touch-screen entry, and close the numeric key-pad.
- ▶ Press/ click the **yellow box** or click the  key to put the figure in the yellow entry box into the Diesel-smoke box on the Test Details form.

## 5.9 Using the bar-code features

VTM includes **bar-coding** for Vehicle registration numbers and test certificate numbers. Note that a bar-code is used to make data-entry easier – it is **not a security feature**, since it is easy to **photocopy** a bar-code.

Printouts with vehicle registrations and/ or test certificate numbers include bar-codes for the vehicle registration and test certificate. Thus you can swipe the bar-code into VTM with a bar-code reader, instead of typing the vehicle registration or test certificate number.

VTM works fine without bar-codes too, so you don't have to use a bar-code scanner.

## 5.10 Passwords

Every VTM user has a **password** used to authenticate the user. Passwords are **case-sensitive**.

VTM uses an advanced encryption technique. When you enter a new password, VTM checks to see that there are no invalid characters in the *encrypted* password. If the encrypted password contains invalid characters, VTM displays a warning message and won't let you use the password.

A system administrator can change a user's password in the Manage Users form.

## 5.11 Glossary

### ■ Command button

A button on a form. When you click the command button, VTM performs some function. Many command buttons have tool-tips.

### ■ Database

A file on the computer where all your records are stored. Vehicles, tests, owners, customers, users, and look-up lists are all stored in your VTM database. Your VTM database is the most valuable part of your VTM system, because although we can replace your VTM programme, we cannot replace your database. You should backup your database regularly.

### ■ Default

There are many situation where you select a value or a function from a limited list of options. The default is the option that VTM chooses if you don't select an option yourself. The default option is usually highlighted in advance, and you can accept that option and continue. This reduces the amount of typing you have to do.

### ■ Dialogue box

A mini-form that pops up and asks you to do something – for example, enter some information, or find a folder, or answer Yes or No.

### ■ Directory

See folder.

### ■ Drop-down list

A box on a form that contains a list of entries. You select an item on the list by clicking the down-arrow on the right, and the list is displayed. You can often select an entry by typing the first few letters.

### ■ Dummy Date

VTM uses lots of dates in vehicles, tests, invoices, and certificates. If any of them were blank, VTM could have problems. So VTM makes sure that all dates are filled with a "dummy date". VTM uses the dummy date 30 December 1899, because nobody could confuse that with a valid date that a user entered. You may see this date on a screen or on a printout – take it to mean that the date has never been filled in, it is like a blank date. For example, if a certificate was never cancelled, it's cancelled date will be 30 December 1899.

### ■ Field

An individual detail, such as a vehicle's registration number, an owner's name, a test issued date, a test result, or an invoice amount.

Each field is either a numeric value, a text value, a date value, or a "Yes/No" value.

### ■ Folder

Also called a **directory**. A way to organize your files on disk. VTM uses a folder for the VTM programme, and other folders for the database, the RSA returns file, backups, and invoice export files.

## ■ Main Menu

The first form that appears when you open VTM is called the **Main Menu**. All VTM functions and forms are accessed by clicking on a command button on the main menu.

## ■ Text box

A white rectangular box on a form, where you type in a value.

## ■ Tool-tip

A tool-tip is a little tip or hint or prompt or explanation for an item on a form. It appears when you hold the mouse over the item for a second. It is displayed in a little yellow box.