User Manual Repair Data Entry Web Applications

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1 Introduction

This manual provides instructions for using the Repair Facility Portlet. This portlet is used to enter repair information for vehicles that failed an emission inspection.

This chapter contains general information about the application, including hardware and software requirements. It also contains information about the text conventions used in this manual.

1.1 About the Repair Facility Portlet

The New Jersey Repair Facility Portlet is used to enter information about repairs made to vehicles that failed an emissions inspection.

By following the instructions contained in this user manual, you can complete the following tasks:

- Access, log in, log out and exit the portal
- Search for and view existing repair records
- Enter repair information
- Delete repair information
- Create and update Repair Facility Technician user accounts

1.2 Hardware and Software Requirements

This section describes the minimum hardware and software requirements necessary to run the Repair Facility Portlet:

The minimum software and hardware requirements are:

- Desktop or laptop computer with Pentium processor or equivalent
  - o Minimum desktop resolution - 800 x 600
  - o Desktop resolution set to 1024 x 768 for best results
- Internet/Intranet access with a minimum of 56 kilobytes (K) connection speed
- *Java Runtime Environment (JRE)* 1.5 or later
- *Microsoft Internet Explorer* 1.6 or later

Required browser settings:

- *JavaScript* enabled
- Internet cookies enabled

2   Getting Started

You must first access the *New Jersey Vehicle Inspection Portal* and log in to it before you can begin using **Repair Facility Portlet**. This chapter provides instructions for logging in to the portal, logging out of the portal and exiting the portal. It also contains general troubleshooting tips for logging in and an overview of portlet navigation.

> ➢ **NOTE: To log in to the portal, you must have a valid user name and password. If you do not, contact your supervisor or technical support at: NJMVCInspectionServices@dot.state.nj.usError! Reference source not found.**

2.1   Accessing and Logging in to the Portal

Use the following instructions to access, start and log in to the *New Jersey Vehicle Inspection Portal*. You must log in to the *New Jersey Vehicle Inspection Portal* before you can access the **Repair Facility Portlet**. Be sure that you have an Internet browser set up on your computer before starting the application. Contact your supervisor or system administrator if you do not have an Internet browser, such as *Internet Explorer*.

To Access and Log in to the Portal

1)   Select **(All) Programs** from the **Start** menu and select your Internet browser from the menu.

2)   Enter the Uniform Resource Locator (URL) for the *Portal* in the *Address* field and press **Enter** on your keyboard. The URL for the Portal is: https://portal.appsolgrp.com/njet/html The screen used to log in appears.

Figure 1 New Jersey Vehicle Inspection Portal Login Screen

3)   Enter your log in information in the *User Name* and *Password* fields.

4) Click **Login**. The application attempts to log you in using the log in information you entered.

> If the log in is unsuccessful, a message appears describing the problem. Double-check your user name and password and reenter the information if necessary. If you still have trouble logging in to the portal, see "Troubleshooting Login in and Accessing the Portal."

> Once a connection is made, the home screen for the *New Jersey Vehicle Inspection Portal* appears.

Figure 2: New Jersey Vehicle Inspection Portal Screen

Troubleshooting Logging in and Accessing the Portal

If you still cannot log in after trying the following troubleshooting tips, contact your supervisor or system administrator.

If your attempt to log in fails or you cannot access the portal:
- Double-check your user name and password and reenter the information if necessary.
- Passwords are case-sensitive. Make sure you do not have Caps Lock turned on.
- Contact your supervisor or system administrator if your user account does not allow you to access a portlet, or certain screens within a portlet that are required to perform your job duties.

2.2 Logging Out and Exiting the Portal

Use the following instructions to log out and exit the **Repair Facility Portlet**. Logging out is important to keep unauthorized users from accessing the portal.

To Log Out of the Portal

Save any changes in the current screen as necessary.

1) Click <u>Logout</u>, located at the top of each screen in the portal. A screen displaying logout information appears.
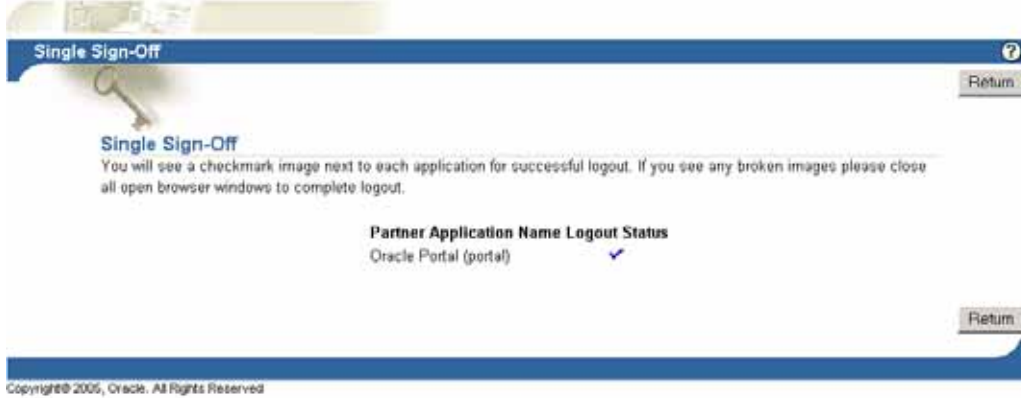

Figure 3 Single Sign-Off Screen

2) Click **Return** to log in to the portal again.

> *Or*

> Click **Close** to exit the Internet browser.

2.3   Navigating the Portlet

The following sections describe the parts of the **Repair Facility Portlet** that are used to access application screens and display important information about using the portlet.

Navigating with Portlet Links

When you log in to the *New Jersey Vehicle Inspection Portal*, the **Repair Facility Portlet** menu appears on the screen.

> ➢ **NOTE: All of the links shown may not appear for you. The links available depend on the level of access you have with your user account.**

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Figure 4: Repair Facility Portlet

Click the link to perform the task you need to accomplish. The **Repair Facility Portlet** appears.

Figure 5: Repair Facility Portlet

Navigating with Tabs

Once the **Repair Facility Portlet** is open, you can navigate through the application using the tabs at the top of the screen.
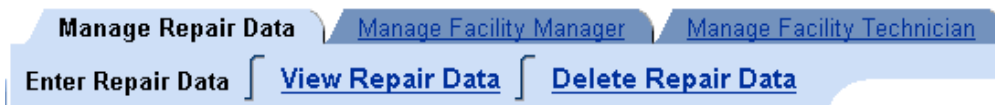

Figure 6: Repair Facility Portlet Tabs

For example if the **Manage Repair Date > Enter Repair Data** tab is active and you want to look at a different repair record, click the **View Repair Data** link on the next tab to display the *Repair Data Search* screen.

Figure 7: Repair Data Search Screen

3 Viewing Repair Information

The instructions in this chapter describe how to search for and view previously entered vehicle repair information.

3.1 Viewing Repair Information

Follow these instructions to search for and view previously entered vehicle repair information.

To View Repair Information

1) From the **Repair Facility** portlet, click <u>View Repair Data</u>. The *Repair Data Search* screen appears.

Figure 8: Repair Data Search Screen

2) Enter information about the repair record to be located in the search criteria provided. The following table provides a description of each field:

Field	Description
Repair Order Number	The work order or invoice number.
Repair Confirmation Number	The unique repair confirmation number assigned by the system.
Registration VIN	The vehicle identification number (VIN) for the vehicle. A VIN is a combination of numbers or letters, or both, which the manufacturer assigns to a vehicle for identification purposes.
From Date of Repair	Used together with the *To Date of Repair* field, enter the oldest date in a range of dates in which the vehicle was repaired. Enter the date in the mm/dd/yyyy format or click the calendar icon () and select the beginning date.

| To Date of Repair | Used together with the *From Date of Repair* field, enter the most recent date in a range of dates in which the vehicle was repaired. Enter the date in the mm/dd/yyyy format or click the calendar icon (). |

3) Click **Retrieve**. The repair record matching the search criteria appear on the *Repair Data Search Results* screen.

   ➢ **NOTE: The search results are sorted by the *Date of Repair*.**

Figure 9: Repair Data Search Results Screen

The following table describes the columns available in this screen:

Column	Description
Confirmation No.	The unique number assigned by the system when the repair information was originally entered and saved.
Registration VIN	The vehicle identification number (VIN) for the vehicle. A VIN is a combination of numbers or letters, or both, which the manufacturer assigns to a vehicle for identification purposes.
License Plate Number	The DMV-assigned number for the vehicle.
Date of Repair	The date the repair work was completed.
Order No.	The work order or invoice number for the repair work.

4) In the *Confirmation No.* column, click the number for the repair information you would like to view. The repair information appears in the *View Repair Details* screen.
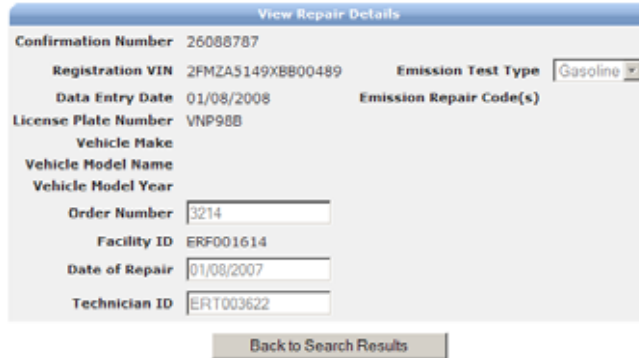
Figure 10: View Repair Details Screen

The following table describes the fields on the screen:

Field	Description
Confirmation Number	The unique repair confirmation number assigned by the system.
Registration VIN	The vehicle identification number (VIN) for the vehicle. A VIN is a combination of numbers or letters, or both, which the manufacturer assigns to a vehicle for identification purposes.
Data Entry Date	The date the repair information was entered into the database in the mm/dd/yyyy format.
License Plate Number	The DMV-assigned number for the vehicle.
Vehicle Make	The manufacturer or the vehicle, for example Ford or Toyota.
Vehicle Model Name	The model name of the vehicle as designated by the manufacturer, for example Explorer or Avalon.
Vehicle Model Year	The calendar year designated by the manufacturer as the model year for a particular vehicle design.
Order Number	The work order or invoice number for the repair work.
Facility ID	The unique identification number of the repair facility that performed the vehicle repairs.
Date of Repair	The date the repairs were made to the vehicle. This may be a different date from the data entry date.

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Data Entry Date	The date the vehicle repair information was added.
Technician ID	The unique identification number for the technician that performed the repair.
Emission Test Type	Indicates whether the emission test was done for a vehicle that runs on gasoline or on diesel.
Emission Repair Code(s)	Gasoline or diesel emission repair codes that represent specific emissions related items that have been repaired.

5) If you would like to view additional search results, click Back to Search Results.

Entering Repair Information

This chapter describes how to enter repair information when you have completed repair work on a vehicle that has failed an emission inspection. Some of the information about the vehicle is automatically populated by the Vehicle Information Database (VID).

The following section is contained within this chapter:

3.2 Entering Repair Information

Once you have completed emission-related repair work to a vehicle that failed an emissions inspection, you must log the repair information in the **Repair Facility Portlet**.

To Enter Repair Information

1) From the **Repair Facility Portlet**, select Enter Repair Data. The *Vehicle Search* screen appears.

Vehicle Search

Registration VIN JH4DA9451MS012479
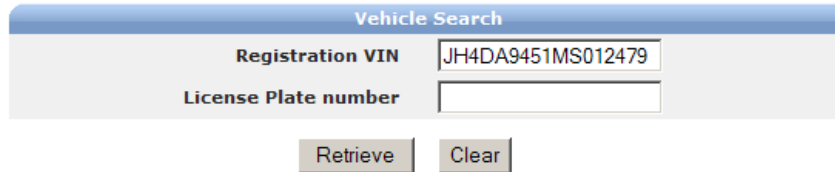
License Plate number

Retrieve   Clear

Figure 11: Vehicle Search Screen

2) Enter search criteria in the *Registration VIN* field or the *License Plate Number* field.

3) Click **Retrieve**. The *List of Vehicles* screen appears.

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Figure 12: List of Vehicles Screen

> ➢ **NOTE: If the vehicle data that appears does not belong to the vehicle you repaired, click New Search and try your search again**.

4) In the *VIN* column, click the vehicle identification for the repair information you would like to view. The *Enter Repair Details* screen appears.

Figure 13: Enter Repair Details Screen

5) Enter the repair information in each of the fields provided. The following table describes each field:

Field	Description
Registration VIN	The vehicle identification number (VIN) for the vehicle. A VIN is a combination of numbers or letters, or both, which the manufacturer assigns to a vehicle for identification purposes. This field is automatically populated from the VID.

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Data Entry Date	The date the vehicle repair information was entered in the **Repair Facility Portlet**. This field is automatically populated with today's date.
License Plate Number	The DMV-assigned number for the vehicle. This field is automatically populated from the VID.
Vehicle Make	The manufacturer or the vehicle, for example Ford or Toyota. This field is automatically populated from the VID.
Vehicle Model Name	The model name of the vehicle as designated by the manufacturer, for example Explorer or Avalon. This field is automatically populated from the VID.
Vehicle Model Year	The calendar year designated by the manufacturer as the model year for a particular vehicle design. This field is automatically populated from the VID.
Order Number	Enter the work order or invoice number for the repair work.
Facility ID	Select the facility ID from the drop-down. The Facility ID is the unique identification number of the repair facility that performed the vehicle repairs.
Date of Repair	Select the date the repairs were made to the vehicle by clicking the calendar (). You can also enter the date manually in the mm/dd/yyyy format.
Technician ID	Enter the unique identification number for the technician that performed the work.
Emission Test Type	Select *gasoline* or *diesel*.

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Emission Repair Code(s)	Gasoline or diesel emission repair codes that represent specific emissions related items that have been repaired. Select all that apply.
	To make multiple selections hold down the **Ctrl** key and click the list item.

6) When you have finished entering the repair information, click **Save**. The screen refreshes and a confirmation message appears. This confirmation number must be written on the FAIL VIR.

✓ Data Saved Successfully. Repair Confirmation Number is 8833.

Figure 14: Confirmation Message

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4 Deleting Repair Information

Repair Facility Portlet users with the role of *Repair Facility Supervisor* have the ability to delete repair information that has been entered in to the system. Deleting the repair information prevents other **Repair Facility Portlet** users from viewing invalid information. Deleted repair information must be re-entered for the data to be used: deleting repair information is final and cannot be undone.

4.1 Deleting Repair Information

Before the *Repair Facility Supervisor* can delete a repair information, the record must be retrieved. Once the record is retrieved and deleted, the information is no longer viewable by any other **Repair Facility Portlet** user.

To Delete Repair Information

1) From the **Repair Facility Portlet**, select <u>Delete Repair Data</u>. The *Repair Data Search* screen appears.

Figure 15: Repair Data Search Screen

2) Enter search criteria into one of the fields. The following table describes each field:

Field	Description
Repair Order Number	The work order or invoice number for the repair work.
Repair Confirmation Number	The unique number assigned by the system when the repair information was originally entered and saved.
Registration VIN	The vehicle identification number (VIN) for the vehicle. A VIN is a combination of numbers or letters, or both, which the manufacturer assigns to a vehicle for identification purposes.

From Date of Repair	Used together with the *To Date of Repair* field, enter the oldest date in a range of dates in which the vehicle was repaired. Enter the date in the mm/dd/yyyy format or click the calendar icon () and select the beginning date.
To Date of Repair	Used together with the *From Date of Repair* field, enter the most recent date in a range of dates in which the vehicle was repaired. Enter the date in the mm/dd/yyyy format or click the calendar icon ().

3) Click **Retrieve**. The *Repair Data Search Results* screen appears.

Figure 16: Repair Data Search Results Screen

The following table describes the columns available in this screen:

Column	Description
Confirmation No.	The unique number assigned by the system when the repair information was originally entered and saved.
Registration VIN	The vehicle identification number (VIN) for the vehicle. A VIN is a combination of numbers or letters, or both, which the manufacturer assigns to a vehicle for identification purposes.
License Plate Number	The DMV-assigned number for the vehicle.
Date of Repair	The date the repair work was completed.
Order No.	The work order or invoice number for the repair work.

4) In the *Confirmation No.* column, click the link for the repair information you would like to delete. The *Delete Repair Details* screen appears.

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Figure 17: Delete Repair Details Screen

The following table describes the fields on this screen:

Field	Description
Confirmation Number	The unique number assigned by the system when the repair information was originally entered and saved.
Registration VIN	The vehicle identification number (VIN) for the vehicle. A VIN is a combination of numbers or letters, or both, which the manufacturer assigns to a vehicle for identification purposes.
Data Entry Date	The date the vehicle repair information was entered in the **Repair Facility Portlet**.
License Plate Number	The DMV-assigned number for the vehicle.
Vehicle Make	The manufacturer or the vehicle, for example Ford or Toyota.
Vehicle Model Name	The model name of the vehicle as designated by the manufacturer, for example Explorer or Avalon.
Vehicle Model Year	The calendar year designated by the manufacturer as the model year for a particular vehicle design.

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Order Number	The work order or invoice number for the repair work.
Facility ID	The Facility ID is the unique identification number of the repair facility that performed the vehicle repairs.
Date of Repair	The date in which the repair work was completed.
Technician ID	The unique identification number for the technician that performed the repair.
Emission Test Type	Indicates the type of fuel the vehicle runs on, gasoline or diesel.
Emission Repair Code(s)	Gasoline or diesel emission repair codes that represent specific emissions related items that have been repaired.

5) Review the information to make sure you have selected the correct repair record.

6) When you are ready to remove the record, click **Delete**. A message appears asking you to confirm that you want to delete the record.

7) If you want to delete the record, click **Ok**. The record is deleted from the system.

5 Repair Facility Managers

Repair Facility Managers are responsible for maintaining user accounts for the technicians at their facility. Only the *Motor Vehicle Commission (MVC) User Administrator* has the responsibility for setting up and managing *Repair Facility Manager* accounts for the **Repair Facility Portlet**.

Repair Facility Managers also have permission to view, enter and void repair entries.

If you forget your sign on id or your password please send an email to:

NJMVCInspectionServices@dot.state.nj.us

In the subject line of your email please indicate that you need to have your id or password sent to you. Include your ERF number along with a name and contact number if there are any questions

6 Managing Repair Facility Technicians

The instructions in this chapter are for *Repair Facility Managers* responsible for adding and updating repair facility technician accounts needed to access the **Repair Facility Portlet**.

6.1 Managing Repair Facility Technicians

Repair Facility Managers are responsible for setting up and maintaining user accounts for the technicians at their facilities using the **Repair Facility Portlet**.

To Create a New Repair Facility Technician User Account

1) From the **Repair Facility Portlet**, click Setup Technician. The *Repair Data User Management* screen appears.

Figure 23: Repair Data User Management Screen

2) Enter the technician's information in all of the available fields. The following table describes each field in the top section of the screen:

Field	Description
First Name	The *Repair Facility Technician's* first name.
Middle Initial	The *Repair Facility Technician's* middle initial.
Last Name	The *Repair Facility Technician's* last name.

User Name	The *Repair Facility Technician's* user name for the *New Jersey Vehicle Inspection Portal*.
Password	The password the *Repair Facility Technician* will use to log in to the *New Jersey Vehicle Inspection Portal*.
Re-enter Password	Re-enter the password for verification.
Email Address	The *Repair Facility Technician's* e-mail address.
Status	If you are ready for the *Repair Facility Technicians's* to use the **Repair Facility Portlet**, set their status to *Active*. If you do not want the technician to access the portlet, select *Inactive*.

3) In the *Station Authorization* section, select the repair facilities to which the technician should be assigned.

4) Click **Create User** The screen refreshes and a message appears confirming the technician account has been created.

To Update a Repair Facility Technician User Account

1) From the **Repair Facility Portlet**, click Update Technician. The *Search User* screen appears.

Figure 24: Search User Screen

2) Enter search criteria in one of the fields The following table describes each field:

Field	Description
User Name	The *Repair Facility Technician's* user name for the *New Jersey Vehicle Inspection Portal*.
First Name	The *Repair Facility Technician's* first name.
Last Name	The *Repair Facility Technicians's* last name.

3) Click **Search User**. The *List of Users* screen appears.

List of Users				
User Name	**Last Name**	**First Name**	**Middle Initial**	**Status**
kbrandt	Brandt	Kelley		Active

New Search

Figure 25: List of Users Screen

4) In the *User Name* column, click the user name for the technician record you want to update. The *Repair Data User Management* screen appears.

Repair Data User Management

Fields marked as * are required

First Name *	Kelley
Middle Initial	
Last Name *	Brandt
User Name	kbrandt
Change Password?	Yes ○ No ⊙
Email Address	kbrandt@email.com
Status	Active ▼

Station Authorization(s)

	Facility Id	**Facility Name**
☐	ERF000100	KELLERS AUTO RPR SVS CTR
☐	ERF000112	GALLOWAY AUTO & TIRE CENTER
☑	ERF000510	AL'S SUNOCO
☐	ERF000543	LINDA & JAMES PURSGLOVE INC
☐	ERF001402	CENGIZ IMPORT CO INC

Update User   Clear   Back to Search Results

Figure 26: Repair Data User Management Screen

5) (Optional) Modify the user's information as needed. The following describes each field in the user information section:

Field	Description
First Name	The *Repair Facility Technician's* first name.
Middle Initial	The *Repair Facility Technician's* middle initial.
Last Name	The *Repair Facility Technician's* last name.

User Name	The *Repair Facility Technician's* user name for the *New Jersey Vehicle Inspection Portal*.
Change Password?	Select **Yes** to force the user to change their password on their next log in.
Email Address	The *Repair Facility Technician's* e-mail address.
Status	If you want the *Repair Facility Technician* to be able to use the **Repair Facility Portlet**, select *Active*. If you do not want them to be able to use the portlet, select *Inactive*.

6) (Optional) Modify the user's assigned facility by selecting or deselecting facilities in the *Station Authorization(s)* section.

7) When you have finished updating the user's information, click **Update User**. The screen refreshes and a message appears informing you that the user account has been updated.

7 Gasoline Repair Codes

The following table shows repair codes and descriptions for vehicles that run on gasoline.

Repair Code	Description
01	PCV System
02	Thermostatic Air Cleaner
03	Air Injection System
04	Air Pump
05	Air Filter
06	EGR System - Other
07	EGR Valve
08	Evaporator Emission Controls - Other
09	Fuel Cap
10	Vapor Lines
11	Charcoal Canister
12	Catalytic Converter / Thermal Reactor
13	Ignition System - Other
14	Spark Plugs / Ignition Wires
15	Timing
16	Fuel Filter
17	Carburetor Adjustment
18	Carburetor Rebuild / Replace
19	Fuel Injectors
20	Fuel Injection System - Other
21	Engine Mechanical - Other
22	Vacuum Hoses / Fittings
23	Computer System / ECM
24	Oxygen Sensor
25	Other Electronic Sensor
99	Other Repairs

8   Diesel Repair Codes

The following table shows the repair codes and code descriptions for vehicles that run on diesel.

Repair Code	Description
01	Air Filter R/R
02	Air/Fuel Ratio - Adjust
03	EGR Switch - Replace
04	EGR Valve - Replace
05	Engine - R/R
06	Fuel Filter - Replace
07	Fuel Pump - Replace
08	Fuel Rack - Adjust
09	Governor - Adjust
10	Injection Timing - Adjust
11	Injector Nozzle - R/R
12	Intercooler - R/R
13	Metering Pump - R/R
14	Turbo - R/R
15	Valve Timing - Adjust
16	Decarbonize
17	Chip Flash
18	Low NOx Rebuild
99	Other Repairs