Add/Release Lien

Liens can be both added and released using the same transaction in Tapestry. We can even add a lien and release one within the same activity.

The Scenario:
Three young ladies, an aspiring girl group, own a motorhome. At the moment, there is a lien on it. However, their record label has bought out that lien and replaced it one of their own. Josie, the leader of the group is in the office with documentation necessary to release the current lien and add a new lienholder to their motor home.

Add and Release Liens in Single Activity	
New Manager springboard	
When we transferred a title for an existing vehicle in Tapestry we used the **Search Manager**. When we requested a duplicate title for an existing vehicle in Tapestry we used the **Search Manager.** So if we need add and release a lien for an existing vehicle in Tapestry, which manager do you suppose we should start with?	
	Select **Search** manager

Search	
Even though we might predominantly search for vehicles by the **Last 8 of VIN** or the **Plate Number**, let's review how to search for a customer in Tapestry by their address. Since collect address information for a **Vehicle Customer** as well as **Individual Customers** we should be able to locate Josie's motor home via the address. Even though we do not need to use commas when entering addresses into the **Single Line** fields throughout Tapestry, we *do* need to utilize commas when searching for an address. This is so that Tapestry knows which parts of our search are the **Street, City, and State**.	
Search field	**502 Fitch St, Socorro, NM**
Tapestry has returned 4 results. 3 are residential addresses for individual customers in Tapestry. The fourth is an **Owner's Physical Address** for a Vehicle Customer. If we look closely at the search results for that vehicle, we can see that it is owned in part by a Josie McCoy. Let's select the **Vehicle Ownership** hyperlink to navigate to the **Vehicle Customer's** ownership account springboard.	
	Select **Vehicle Ownership** hyperlink

Vehicle Ownership Account	
Here on the **Vehicle Ownership Account** springboard we can see details about the vehicle as well as the registration. Notice the **Owners Section** of the springboard. There is 1 lienholder, Cactus Bank & Trust, and 3 individual owners. We need to add and release a lien to the vehicle. Since lienholders are listed on titles, but not registrations, this sort of task will be accomplished from the **Vehicle Customer** springboard. To navigate to that springboard, let's select the **VIN** hyperlink in the **Account Attributes** section.	
Account Attributes	Select **1GBG5U1215F516853** hyperlink

Vehicle Customer Springboard	
Looking at the **Customer Attributes** section, we can see some important information about the **Title.** Like our other customer based activities, we will begin adding the new lien and releasing the old lien by selecting the **Issuance Transaction** action button	
	Select **Issuance Transaction** action button
Let's select the **Add/Release Lien** hyperlink.	
	Select **Add/Release Lien** hyperlink

Add a Lien Holder	
Looking at the **Context Bar** we see this is a **Lien Add/Release** activity. Like the other activities we've seen so far, it begins building a **Section Outline** immediately. Since this activity can be used for adding liens, releasing liens, or both, Tapestry asks if we want to **Add a Lien Holder** in this sub-section. In this case we do so we'll select the **Yes** action button.	
Do you want to add a lien holder?	Select **Yes** action button

Lien Holder	
This sub-section is identical to the **Lien Holder** sub-section in any of the Title and Registration activities. You need to enter the **Lien Holder Name,** the **Date Filed** of the lien, and the **Maturity Date** of the lien. Then you'll need to provide address information for the lien holder. Let's complete this sub-section with the following information.	
Lien Holder Name	**New York Records**
We'll enter the **Date Filed** using 2 digit month, 2 digit day, and 2 digit year without separators.	
Date filed	**09/20/17**
Maturity Date	**04/30/2020**
Finally, let's enter the address. But let's practice entering it into separate fields. To change the entry method of the address, select the **Single Line** hyperlink.	
	Select **Single Line** hyperlink

Lien Holder (cont.)	
Now the address fields have been expanded into multiple street fields, fields to accommodate for a particular type of unit, city, state, and zip-code fields. Let's enter the following address:	
Street	**254 Canal St**
Unit Type	**Room**
Unit	**3002**
City	**New York**
State	**New York**
Zip	**10013**
Tabbing off the final required field of the address fields triggers the verification interface with USPS.	
	Select **Tab** key
The address verifies, satisfying all fields, so we can select the **Next** action button to continue.	
	Select **Next** action button

Add a Lien Holder	
As always, Tapestry will let us add as many lien holders as we need to. There is only one to add today so we'll select the **No** action button.	
Do you want to add a lien holder?	Select **No** action button

Owner Information	
The next section, the **Owner Information** section, displays information regarding all the registered owners. Only contact information can be changed in this activity. If changes are necessary, you will complete a Title Change activity which we will go over later in the course. Let's select the **Next** action button to continue.	
	Select **Next** action button

Current Liens	
In the **Current Liens** sub-section Tapestry displays the current liens for the vehicle, one at a time. The only question in this sub-section is whether to release it or not. In this case, Josie shows us documentation of the lien release so we will select **Yes.**	
Release Lien?	**Yes**
Once we select **Yes**, we have to provide the **Release Date**.	
Release Date	**7/31/2017**
With the **Release Date** entered, all fields in this sub-section are satisfied and we can select the **Next** action button to continue.	
	Select **Next** action button

Fees	
Since there are no other current liens on the vehicle, we proceed to the **Fee** section. In the **Fees** sub-section, just like always, verify that the owner has a form of payment. One difference in this activity from the others we've done is that there is no **Save** action button. Lien activities are so short that it isn't necessary to save them for later. We can easily complete this activity again if the owner lacks a means to pay the $5 fee. In this case, Josie does have payment so let's select the **Next** action button to move on to the **Summary** section.	
	Select **Next** action button

Summary	
On the **Summary** section for this activity we see different information than we've seen before. It lists the number of **Previous Lien Holders,** the lien that was released, the lien that was added, and the number of **Current Lien Holders.** No matter how many liens are added or released the fees will always be $5. If everything is correct, select the **Submit** action button to complete the activity.	
	Select **Submit** action button

Vehicle Customer Springboard	
Back on the **Vehicle Customer** springboard, notice that the active title does not have an **Issue Date** in the **Customer Attributes** section. We must first pay for the activity. Let's do that now.	
Plate	Select **55555RVZ** Hyperlink
Vehicle Account springboard	Select **Accept Payment** action button
Individual Payment Type	**Cash**

Cashiering Payment	
We're going to accept $10 in cash and **Save** the payment.	
Tendered	**5**
	Select **Save** action button

Cashiering Interaction	
And now we need to print the receipt and new title.	
	Select **Quick Print** header button
After verifying the control numbers match we can print the PDFs and then close the browser tabs.	
	Close IE Title tab
	Close IE Cashiering Receipt tab
And finally, we select the **Ok** action button to return to the **Vehicle Customer** springboard.	
	Select **Ok** action button

Vehicle Customer Springboard	
Let's select the **Owners** sub-tab to see how the activity affected the list of owners.	
Demographics tab	Select **Owners** sub-tab
Our list of owners has now been updated to include New York Records. If we still want to see information about previous owners, including previous lien holders, we can select the **Show History** header button.	
	Select **Show History** header button
Here we can see the owners listed on the previous title as a historical record. Let's try another exercise together. Instead of returning to the **New Manager** springboard however, let's return to the **Search** manager by closing the Group created in the **Navigation Panel**.	
Navigation Panel, 2005 Chevrolet C5U042	Select **Close Group** icon