

Plate Replacement

The Scenario:

Kori Marcos needs to get his plate replaced since it's one of those super-duper faded plates where you've not even sure if it's a New Mexico plate or some other state with a basic white license plate.

Plate Replacement	
Remember: to access a record that is already in Tapestry we will need to use the Search manager.	
New Manager springboard	Select Search manager
Kory's current Plate Number is TLR802 Let's search for the vehicle with that plate number.	
Search field	TLR802
We're doing another activity associated with the registration, so let's select the Vehicle Ownership hyperlink to navigate to that account springboard.	
	Select Vehicle Ownership hyperlink

Vehicle Ownership Account	
Here we can see that the Registration is still active and not set to expire until this time next year. Kori currently has a Turquoise Centennial Plate .	
	Select Issuance Transaction action button
This time, we'll select the the Plate Replacement Request hyperlink.	
	Select Plate Replacement Request hyperlink

Plate/Vehicle Info	
We need to enter information about the Plate Number and then tell Tapestry if there will be Contact Info to update.	
The first required field in this sub-section asks if the owner would like to Keep Current Plate Number? In this case, Kori doesn't want to keep the current plate number so we're going to answer No .	
Do you want a reprint of current plate and number?	No
After selecting No , Tapestry displays a few more fields to get more information about the new plate to be issued.	
First, Tapestry gives us the option to Use Existing Plate . This might be applicable if the owner has another license plate and wants to assign it to this vehicle. If the plate is already assigned to another car, making this selection will remove it from that vehicle and cancel <i>that</i> registration.	

Plate/Vehicle Info (cont.)	
In this case, Kori does not have an existing plate to use so we'll leave the answer as No from the drop-down.	
The next field relates to Plate Type . It pre-populates to Turquoise Centennial Plate because that is the current Plate Type Kori has on her vehicle. He can keep this plate type or change it in this type of activity.	
In this case, Kori would like to switch to a Spay-Neuter plate type. So let's select that from the drop-down.	
Plate Type	Turquoise Plate
Notice that the Registration Term and Expire Date are not editable fields. This is only a Plate Replacement so Kori will not be able to change those aspects of her registration. If she'd like to renew her plate early in order to extend the expiration date, recall that we have the option to get a new Plate Type within the Registration Renewal activity.	
Finally, as we've seen in all activities so far, Tapestry gives us the opportunity to Update Contact Info . Kori has no new contact information to provide or change so we will select No from that drop-down.	
Update Contact Info	No
With all fields satisfied in this first sub-section, we can select the Next action button to proceed.	
	Select Next action button

Plate Information	
The Plate Information sub-section displays an image of the Plate Type selected in the previous sub-section including the next number in your inventory. Let's practice using the action buttons at the bottom and pretend that the plate isn't in our inventory. It's missing, so let's select that action button.	
	Select Missing action button
As we've seen before, Tapestry updates the image to the next Plate Number in our inventory. We confirm that we have this plate in our inventory and select the Next action button to continue.	
	Select Next action button

Fees	
We are already in the Fees sub-section. That's how quick this transaction can be. We verify that Kori has the \$17 to pay for the transaction and then select the Next action button to proceed to the final section.	
	Select Next action button

Summary	
Here we see a summary of the activity. After verifying everything is correct, we'll select the Submit action button to finish the activity and navigate back to the Vehicle Ownership Account springboard.	

	Select Submit action button
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Vehicle Ownership Account	
Let's Accept a Payment to complete the transaction with a Cash payment of \$20.	
	Select Accept a Payment action button
Individual Payment Type	Cash

Cashiering Payment	
Tendered	20
	Select Save action button

Cashiering Interaction	
Let's print the documents and then close the PDFs.	
	Select Quick Print header button
Registration	Select Print header button
	Close Registration IE browser tab
Cashiering Receipt	Select Print header button
	Close Cashiering IE browser tab
And now we can select the OK action button to return to the Vehicle Ownership Account springboard.	
	Select OK action button

Vehicle Ownership Account	
Notice that the Expires date has not changed. However, in the Account Registration History on the Registration sub-tab, the active registration is a Plt Replace , valid from today until the registration's expiration date.	
We can select the Close Manager icon in the Navigation Panel for this Vehicle Ownership Account to return directly to the Search manager.	
Navigation Panel – Vehicle Ownership TLR802	Select Close Manager icon

