



**TIM RUSSELL**  
Commissioner

# State of Alabama Department of Revenue

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**CYNTHIA UNDERWOOD**  
Assistant Commissioner  
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Secretary

January 16, 2009

## MEMORANDUM

2009-10

TO: All County License Plate Issuing Officials

FROM: Mike Gamble, Senior Manager  
Motor Vehicle Division

SUBJECT: ETAPS Enhancement Updates

Please find attached a list of ETAPS enhancements which will be available today for use by your offices.

If you should have any questions or concerns regarding this matter, please contact the Motor Vehicle Division Title Section at (334) 353-0477 or email [etaps@revenue.alabama.gov](mailto:etaps@revenue.alabama.gov).

Attachments

Ref	Description
1	<p><b>Title Application Status</b></p> <ul style="list-style-type: none"> <li>Remove default dates from the Title Application Status inquiry screen.</li> <li>User is not longer required to enter a date range</li> <li>Do not remove dates</li> </ul>
2	<p><b>Corrected Title</b></p> <ul style="list-style-type: none"> <li>When an existing Alabama title is corrected, compare the last issued Alabama title to the corrected title application to determine what information has been corrected.</li> <li>Add a line to the printed application below the legend codes that says "Corrections:"</li> <li>On the correction line, print the name of the items that the user corrected. For example, if the user corrected the odometer reading print "Corrections: Odometer Reading".</li> <li>If the odometer reading type has changed, remove the existing legend code and replace it with the new legend code for the reading type.</li> <li>Remove edit requiring Correction Affidavit as an enclosure reason.</li> </ul>
3	<p><b>Prequalifier</b></p> <ul style="list-style-type: none"> <li>Change the wording on the prequalifier from "Lien Holder" to "Will there be a lien on the new application?"</li> </ul>
4	<p><b>Primary Supporting Document</b></p> <ul style="list-style-type: none"> <li>Change the primary supporting document "MVT 5-8" to MVT 5-8 Missing Document Form (County use only)".</li> </ul>
5	<p><b>Update Application</b></p> <ul style="list-style-type: none"> <li>Remove the menu option "Update Application" from the Title Application menu.</li> <li>When in the Submit Application process, allow the user to select a title and update the following fields: Alabama Title number, OOS Title State, OOS Title number, OOS Issue Date</li> <li>Allow the user to then submit the updated application.</li> </ul>
6	<p><b>Report Menu</b></p> <ul style="list-style-type: none"> <li>Remove the Submitted Application option from the Report menu.</li> </ul>
7	<p><b>Title Application Snapshot</b></p> <ul style="list-style-type: none"> <li>Add the ability for ADOR and County users to search by owner's name. The user can enter the full name or a partial name.</li> <li>Provide a link from Title Application Snapshot to the MVT 5-27 Returned Title Request Form on the Revenue website when the title has a 99 legend code.</li> <li>Provide the ability to change an address from the Title Application Snapshot if the application has a legend code 99. (This is similar functionality to ETAPS Enhancement E020).</li> <li>Move the Purchase Date column to between Issue Date and VIN.</li> </ul>
8	<p><b>Application Count Report</b></p> <ul style="list-style-type: none"> <li>Change the name of the "Application Search" to "Application Count Report".</li> <li>Change the search box title from "Search Application Status" to "Search Application by Status".</li> <li>Change the "Status to Search" label to "Current Application Status".</li> </ul>
9	<p><b>Resubmit Application</b></p> <ul style="list-style-type: none"> <li>Remove Owner's Name from the Resubmit Application prequalifier</li> <li>Add VIN to the Resubmit Application prequalifier</li> </ul>
10	<p><b>Reprint Application</b></p> <ul style="list-style-type: none"> <li>When reprinting an application, default to the Reprint tab</li> </ul>
11	<p><b>Paper Application</b></p> <ul style="list-style-type: none"> <li>On the Paper Application, add "(7 alpha / numeric characters required)" after the Locator Number label.</li> <li>Change "Paper Application Resubmit Selection" to "Resubmit Non ETAPS MVT 5-1C Application".</li> </ul>

12	<p><b>Out of State</b></p> <ul style="list-style-type: none"> <li>• On the prequalifier, change "OOS Title #" to "Out of State Title Number".</li> <li>• On the prequalifier, change "OOS Title State" to "Out of State Title State".</li> <li>• On the prequalifier, in the primary supporting document list, change "OOS Title" to "Out of State Title".</li> <li>• Change all occurrences of "OOS" to "Out of State"</li> </ul>
13	<p><b>Title Application Status</b></p> <ul style="list-style-type: none"> <li>• Add the ability to inquire and search on all applications including voided applications</li> </ul>
14	<p><b>Application Count Report</b></p> <ul style="list-style-type: none"> <li>• Add the ability to search for activity by date range, user name.</li> </ul>
15	<p><b>Print Preview</b></p> <ul style="list-style-type: none"> <li>• Change the print preview application format from HTML to PDF</li> </ul>
16	<p><b>Application History</b></p> <ul style="list-style-type: none"> <li>• Add Hold to application history including date and user.</li> <li>• Add Hold Removals to application history including date and user.</li> </ul>
17	<p><b>Odometer Reading</b></p> <ul style="list-style-type: none"> <li>• If a title has a 73 legend code, allow the odometer reading to be entered.</li> </ul>
18	<p><b>Title Application History</b></p> <ul style="list-style-type: none"> <li>• Correct the history of a resubmitted application to show the correct user.</li> </ul>
19	<p><b>Prequalifier</b></p> <ul style="list-style-type: none"> <li>• Change the default of Title Application Fee to Yes</li> <li>• If the primary supporting document is MVT 5-8, default Lien Holder to Yes</li> <li>• If the primary supporting document on the prequalifier is MVT 5-8 do not allow Lien Holder to be changed.</li> </ul>
20	<p><b>EFT Auditor Report</b></p> <ul style="list-style-type: none"> <li>• Allow the search start date to be equal to the search end date.</li> <li>• If the current application status is void, do not include the application in the search results.</li> </ul>