



2018

ADOT Dealer Reassignment Transfer

Auction User Guide

Table of Contents

Section 1- System Requirements	2
Internet Connection.....	2
Web Browser	2
Section 2: User Roles & Permissions.....	3
User Permission Matrix.....	3
Section 3: Log In	4
Initial Login.....	4
Password Requirements	4
General Login	5
Forgot Password	6
Section 4: Home.....	7
News	7
Alerts.....	7
Section 5: User	8
User Tab.....	8
How to Add a User	9
How to Modify/View Existing Users	10
Section 6: Auctions.....	12
Auctions Tab	12
How to place a DRT record on 'hold'	12
How to release a DRT record from 'hold'	13
Section 7: Admin	15
Admin Tab.....	15
Reports.....	16
Section 8: Icon Descriptions & Error Handling.....	17
Icon Descriptions.....	17
Error Handling.....	18
Section 9: Status Glossary	19
Status Glossary.....	19

Section 1- System Requirements

Internet Connection

User may use the ADOT Dealer Reassignment Transfer System from any Personal Computer that has a connection to the Internet, either standalone or through a network. While you can use a modem to dial into your ISP, we recommend a high-speed connection for best performance.

Web Browser

To get the most out of the system and ensure compatibility, users may use the Microsoft Internet Explorer version 11.0, however the **preferred browser(s) are:**

- ✓ **Firefox** version 30 (most current version)
- ✓ **Google Chrome** 36.0.1985.125 (most current version).

The latest version of Microsoft's browser, as well as critical security updates is always available **free** by downloading from:

<http://www.microsoft.com/windows/ie/downloads/default.aspx>

(To find out your browser version, select 'Help' from the browser's Menu, then select 'About'.)

 36.0.1 <input type="button" value="Restart Firefox to Update"/> Firefox is designed by Mozilla, a global community working together to keep the Web open, public and accessible to all. Want to help? Make a donation or get involved!	 Google Chrome A web browser built for speed, simplicity, and security <input type="button" value="Get help with using Chrome"/> <input type="button" value="Report an issue"/> Version 41.0.2272.101 m <input checked="" type="checkbox"/> Google Chrome is up to date.
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If using Internet Explorer, we highly recommend you install Internet Explorer 11.0 or newer and apply security updates monthly, as prior versions have known security issues that could compromise your computer.

Section 2: User Roles & Permissions

User Permission Matrix

Role Name	Auction Admin	Auction User
User	YES	YES
1. <i>Add Users</i>	X	
2. <i>Search Users</i>	X	
3. <i>Profile</i>	X	X
- <i>Edit Users</i>	X	
- <i>Edit Self</i>	X	X
- <i>View Others</i>	X	
- <i>View Self</i>	X	X
4. <i>Roles</i>	X	X
- <i>View Roles Others</i>	X	
- <i>View Roles Self</i>	X	X
- <i>Edit Roles Others</i>	X	
- <i>Edit Roles Self</i>	X	
5. <i>Auction Access</i>	X	X
- <i>View Auction Access Others</i>	X	
- <i>View Auction Access Self</i>	X	X
- <i>Edit Auction Access Others</i>	X	
- <i>Edit Auction Access Self</i>	X	
6. <i>Password</i>	X	X
- <i>Reset Password Others</i>	X	
- <i>Reset Password Self</i>	X	X
7. <i>Activate/ Deactivate</i>	X	
- <i>Edit Status Others</i>	X	
- <i>Edit Status Self</i>	X	
Manage Auction Transactions	YES	YES
1. <i>Add</i>	X	X
2. <i>Edit</i>	X	X
3. <i>View</i>	X	X
Admin	YES	YES
1. Reporting (<i>Please see Section 6 for the report types and user permissions</i>)	X	X

Section 3: Log In

Initial Login

1. Admin Users must be added by ADOT. Admin User can then add users.
 - a. If you are a new Auction, Admins will be added by ADOT.
2. Once an auction is added, an email will be generated and sent with a link to set up your user account; links will expire after 60 minutes. E-mail Example:

A password reset change request has been processed.

Please follow the link below to change your password

<https://devsite.adotdlrtransfer.com/Account/PasswordChange?a=2&b=2&c=04%2F20%2F2017%20>

3. Once you click on the link you will be directed to the ADOT Dealer Reassignment website to setup your password.

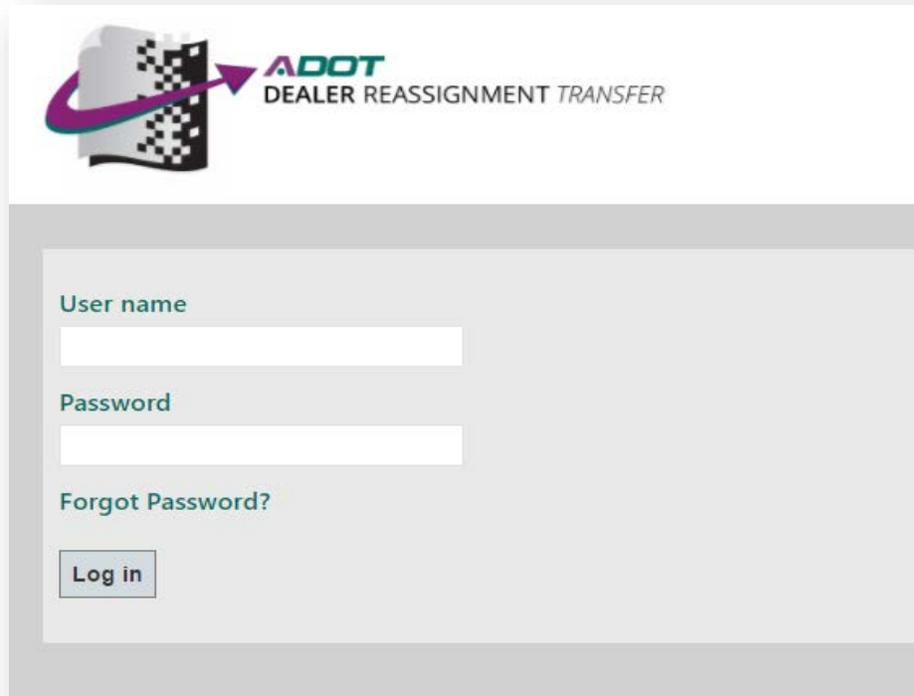
****NOTE**** E-mail links are valid for 60 minutes only.

Password Requirements

- A minimum of eight characters
- A minimum of one capital letter
- A minimum of one lower case letter
- A minimum of one number
- Passwords are required to be reset every 30 days. The system will prompt you to do this when the password has expired.
- After 45 days of a user not logging in, they will automatically be deactivated.

General Login

1. In the address bar input → <https://livesite.adotdlrtransfer.com>
2. Once on the login page it will ask for:
 - a. Username - Your e-mail address
 - b. Password – Your password will be created through the link from initial log in



 **ADOT**
DEALER REASSIGNMENT TRANSFER

User name

Password

[Forgot Password?](#)

Forgot Password

1. If there is a problem with the password, click “Forgot Password?”.
2. You will then be directed to enter your username (e-mail address).

The image shows two side-by-side screenshots of a web interface. The left screenshot is the login page, featuring a 'User name' field, a 'Password' field, a 'Forgot Password?' link, and a 'Log in' button. A black arrow points from the 'Forgot Password?' link to the right screenshot. The right screenshot is the 'Password Reset Request' page, which has a 'UserName' field and a 'Send' button.

3. Click Send. An e-mail will be sent to you to reset your password.
 - a. **E-mail links are valid for 60 minutes only.**
4. Click the link provided in the email.
 - a. If you cannot click on the link, copy and paste into your browser
5. An internet page will open and direct you to set a new password and confirm the new password.
 - a. Please check the requirements under “password” for further assistance on password criteria.
6. Click Reset. You will be redirected to the Login Screen.

The image shows a 'Password Change Request' form. It contains two input fields: 'New Password' and 'Confirm New Password', both with masked characters (dots). Below the fields is a 'Reset' button.

Section 4: Home

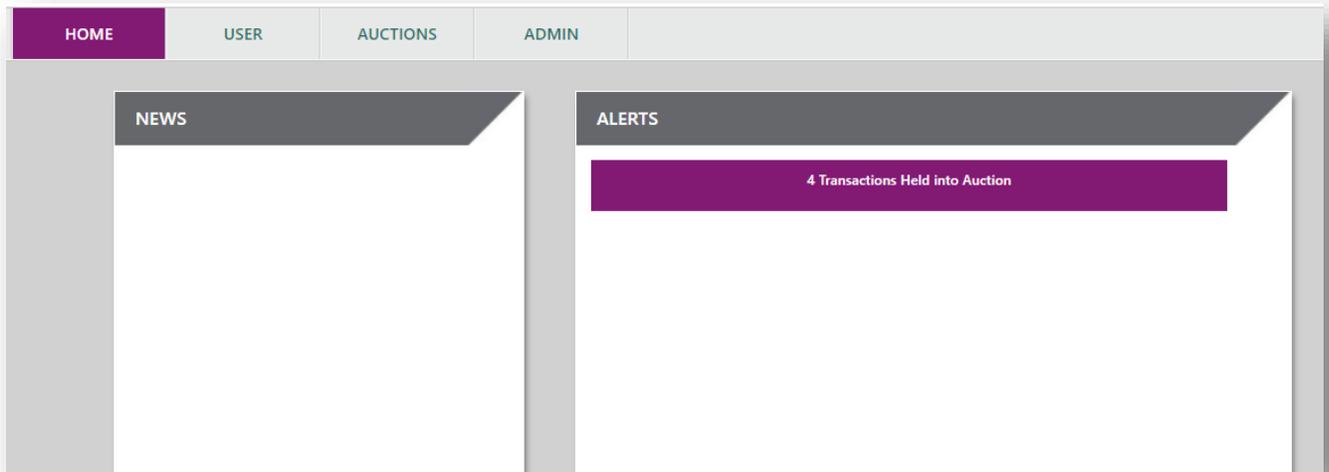


News

The News Column will contain information pertaining to the ADOT Dealer Reassignment system and e-Title program. You may find topics such as updates to policies, procedures and legislation in Arizona that will affect the process.

Alerts

The Alerts Column will advise users of software updates, system issues and temporary delays. If users are having system issues or delays, please refer to this alert column.



Section 5: User



User Tab

Purpose: The User Tab will allow auction admins to add and activate/deactivate users. Admin users may also search for existing users in their auction and modify/view the user's information when needed.

◆ *Terminated users must be deactivated by the auction admin within 24 hours of their leaving.* ◆

The screenshot shows a web application interface for user management. At the top, there are three filter sections: 'Search Criteria' with an empty text input, 'Filter By Role' with a dropdown menu set to 'All', and 'Filter By Auction' with a dropdown menu set to 'All'. To the right of these filters are a magnifying glass icon and a 'Clear' button. Below the filters is a pagination control showing '1 Of 1' and a 'Go To Page' input with a 'GO' button. The main content area features a table with columns for 'Name', 'Email', and 'Active'. A '+ ' icon is located at the end of the table header. Below the table is a 'New User' form. The form contains several fields: 'Default Role' (a dropdown menu with 'Select' and a red exclamation mark), 'First Name' (text input with a red exclamation mark), 'Last Name' (text input with a red exclamation mark), 'Address' (text input), 'Address 2' (text input), 'City' (text input), 'State' (dropdown menu with 'None'), 'Zip' (text input), 'Email' (text input with a red exclamation mark), 'Phone - Ext' (text input), and 'Fax' (text input). A red bracket labeled '2' groups the 'First Name', 'Last Name', 'Address', 'Address 2', 'City', 'State', 'Zip', 'Email', 'Phone - Ext', and 'Fax' fields. A red arrow labeled '1' points to the '+' icon in the table header. A red arrow labeled '3' points to a purple document icon in the top right corner of the form area.

How to Add a User

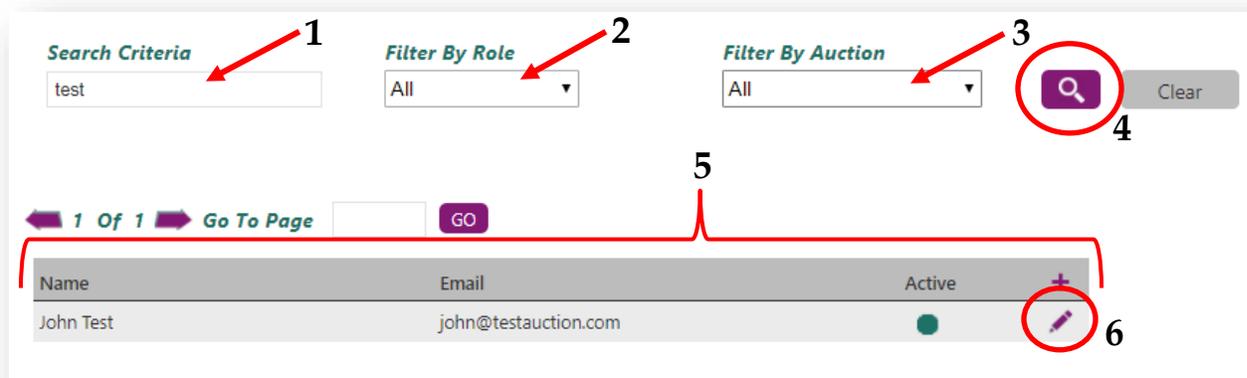
1. Click on the 'Add' Icon
2. Enter all applicable fields for adding a new user. Required Fields are:
 - a. **Default Role**- Select from the drop-down. User will only be able to assign roles for which they have permission. Default Roles could include:
 - o Auction Admin
 - o Auction User
 - b. **First Name**
 - c. **Last Name**
 - d. **Email** - This will become their USERNAME when logging into the system

3. Press the 'Save' Icon.
 - a. If required fields are not completed when saved, the 'Error' Icon will appear next to the field(s) needing to be modified.
 - b. If all required fields are completed, the account is created, and the user will appear in the table on the screen.
4. An email will be generated and sent to the new user.
 - a. Please see "Initial Login" for steps on how to set up user accounts.
5. If user needs access to more than one auction, see instructions on how to modify/view existing dealers.

How to Modify/View Existing Users

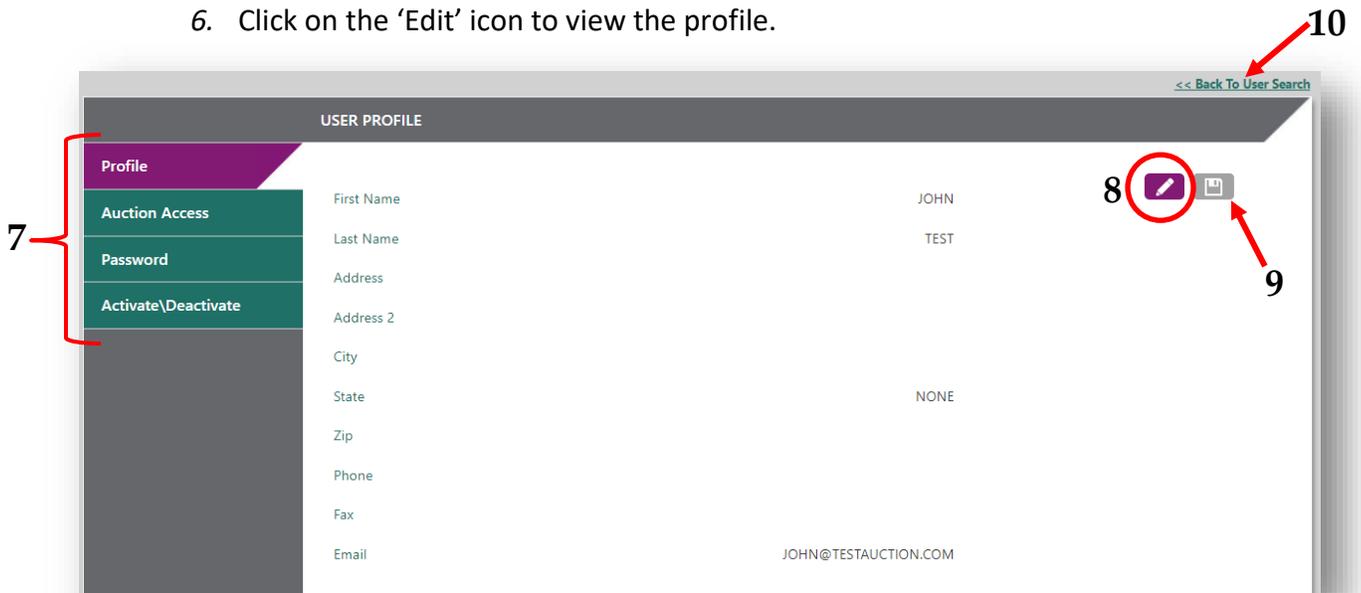
The User Tab will have three filters in which to search for exiting users in the system. One or more of the filters may be used to populate search results. All three filters are NOT required to perform a search.

- Search Criteria- Type in a name or email of a user
- Filter by Role- Select the Role in which you want to filter your results by
- Filter by Auction- Select the auction in which you want to filter your results by



1. Type the full or partial name or e-mail address of the user in 'Search Criteria'
2. Select a role from the 'Filter By Role' drop down
 - a. Only roles that a user has access to will appear in this drop down.
3. Select an auction from the 'Filter By Auction'
 - a. If a user has access to less than 20 dealerships they will select a dealer from the drop down. If the user has access to more than 20 dealerships, then they will begin typing the name or license number of the dealer and choose from the list that populates.
 - b. Users will only be able to view dealers to which they have access.

4. Click on the 'Search' icon
5. The system will populate all matching results in the User Table
6. Click on the 'Edit' icon to view the profile.



7. The profile will appear on the screen. Information on the user will be broken down into the following tabs:
 - a. Profile- General user information including name, address, phone, fax and email.
 - b. Auction Access- Auctions for which the user has permission to perform DRT functions.
 - c. Password- Users may change their password or Admin may reset the password for a user.
 - d. Activate/Deactivate- Admin users may activate/deactivate users of the system
8. To modify information, select the applicable tab and click on the 'Edit' icon.
 - a. Password and Activate/Deactivate Tab will have unique options to edit these permissions.
9. Once modifications are completed, click on the 'Save' icon.
10. To return to your search results, click on '<<Back to User Search'

Section 6: Auctions



Auctions Tab

Purpose: This tab allows for auctions to place a 'hold' on DRT records for vehicles that have been transferred into the dealership name by the selling dealer. Placing a 'hold' on the DRT record will prevent the dealer from adding/completing a dealer-to-dealer transfer through the DRT system.

Once the vehicle has been sold, the auction shall remove the 'hold', allowing the dealer to add/complete the dealer-to-dealer transfer to the auction's buyer.

Placing a 'hold' on the DRT record does not prevent the dealer from applying for a paper title.

How to place a DRT record 'On Hold'

The screenshot shows the Auctions tab interface. At the top, there are search filters for VIN, Dealer Number, Date From, and Date To, along with a search icon and a Clear button. Below this is a pagination control showing '1 Of 1' and a 'Go To Page' field with a 'GO' button. The main table has columns for Created, VIN, Auction, Dealer, and Status. A red circle highlights the '+' icon in the Status column header, labeled '1'. Below the table, there is a form for adding a new auction. It includes a VIN input field with a search icon (labeled '2'), Year, Make, and Model input fields, a Dealer Number input field (labeled '3'), and a Dealer Name input field. A 'Save' button is located at the bottom right of the form, labeled '4'.

1. Click on the 'Add' icon
2. Enter the full VIN, then click the 'Search' icon
 - a. The Year, Make and Model will auto populate
3. Enter the selling dealers license number (*do not press enter*)
 - a. The Dealer Name will auto populate
4. Click 'Save'

1 Of 1 Go To Page GO

Created	VIN	Auction	Dealer	Status	+
01/04/2018	1NXBR32E47Z813364	Test Auction	I00012506 MADDIES USED DEALER TEST RECO.	On Hold	

5. Upon successful save, the status will reflect 'On Hold'

How to release a DRT record from 'On Hold'

1a VIN: 1b Dealer Number: 1c Date From: Date To: 2 Clear

1 Of 1 Go To Page GO

Created	VIN	Auction	Dealer	Status	+
01/04/2018	1NXBR32E47Z813364	Test Auction	I00012506 Maddies Used Dealer Test Record	On Hold	

- To locate the vehicle record, user may enter one of the following search criteria:
 - VIN- full or last 8 digits
 - Dealer Number
 - Date From *and* Date To
- Click the 'Search' icon
- The system will populate all matching results in the Transactions Table
- Click the 'Edit' icon

Created	VIN	Auction	Dealer	Status	+
01/04/2018	1NXBR32E47Z813364	Test Auction	I00012506 Maddies Used Dealer Test Record	On Hold	

Auction	VIN	Year	Make	Model	Close
Test Auction	1NXBR32E47Z813364	2007	TOYT		
Dealer	I00012506 Maddies Used Dealer Test Record				

5. Click 'Close'

VIN: 1NXBR32E47Z813364
Dealer Number:
Date From:
Date To:
Search: Clear

1 Of 1 Go To Page GO

Created	VIN	Auction	Dealer	Status	
01/04/2018	1NXBR32E47Z813364	Test Auction	I00012506 Maddies Used Dealer Test Record	Closed	

6. The status changes to 'Closed' and user will be redirected to previous page

Section 7: Admin



Admin Tab

Purpose: Provides access to Reports

Reports for the DRT system include:

Report Name	Permissions	Filters	Report Fields
ADOT Reassignment Auction Transaction Report	Auction Admin Auction User	Start Date End Date Status	Created Status VIN Year/ Make/ Model Dealer Number Dealer Name Auction Created By Created By Email Last Modified Last Modified By Email
ADOT Reassignment Auction User Report	Auction Admin	None	Name Email Address Status Roles Assigned Last Log in Auctions

Reports

The screenshot shows a 'Reporting' sidebar on the left. To its right is a form with a dropdown menu set to 'ADOT Reassignment Auction Transaction Report'. Below this are three filter fields: 'Start Date', 'End Date', and 'Status' (set to 'All'). A purple 'View' button is at the bottom. Red annotations include an arrow pointing to the dropdown (1.), a bracket around the filter fields (2.), and an arrow pointing to the 'View' button (3.).

1. Select desired Report from the drop-down list
2. If applicable, enter information required for filters
3. Click 'View'

Section 8: Icon Descriptions & Error Handling

Icon Descriptions

Icon	Function
	Save
	Edit
	Add
	Error!
	View/Search
	Active
	Inactive

Error Handling

System Error Messages: Users may receive error messages when attempting to place a vehicle on hold. If the user receives an 'error' icon next to a field they may mouse over the icon to see the error message.

Error Message	Description
<i>Required</i>	Info must be entered in the field before proceeding.
<i>An error occurred when trying to retrieve the Vehicle's information, please try again later</i>	Systems may be down or unavailable. Please contact Dealer Licensing Unit at MVDLU@azdot.gov or 602-712-7571.
<i>Not a DRT title</i>	The title is not DRT on the MVD system.
<i>Auction Transaction already held for VIN</i>	The vehicle has already been added and is currently in an 'On Hold' status.
<i>Dealer is not the owner of the Vehicle</i>	Dealer license number entered does not match the owner on the MVD system.

Section 9: Status Glossary

Status Glossary

Status	Description
On Hold	Record has been placed on hold in the DRT system.
Closed	Record has been closed. Vehicle may be re-added, if needed.