



# **webDEALER User Guide Addendum Release 23.1**

November 2022

webDEALER

eTAG



**Texas Department of Motor Vehicles**

HELPING TEXANS GO. HELPING TEXAS GROW.

## Contents

Document Overview .....	3
Scope .....	3
Audience.....	3
Enhancements in Release 23.1 .....	3
Added a Maximum Date Range on eTAG Reports .....	3
Provide an Indication that an eTAG Report Request Was Submitted .....	4
A User Cannot Open Multiple Instances of the Same Application.....	5
Users Session will Time Out After a Specified Idle Time.....	5
System Requires the User to Re-enter Login Credentials Based on Time in Use.....	6
If User Permissions are Modified, User is Logged Out and Must Re-Enter Credentials.....	6
Added Inspection Verification for Buyer Tags .....	7
Show only the DBA as a Selection in webDEALER and eTAG.....	8
Renewal Recipient Information is Disabled for Apportioned Transactions .....	9
Standard Exempt Inventory Configuration .....	10

## Document Overview

This document describes the latest software changes made to the Texas Department of Motor Vehicles (TxDMV) webDEALER software application.

### Scope

The scope of this is to identify recent software changes to the webDEALER application as documented in the latest webDEALER User Guides. This document does not provide step-by-step instructions on how to use webDEALER.

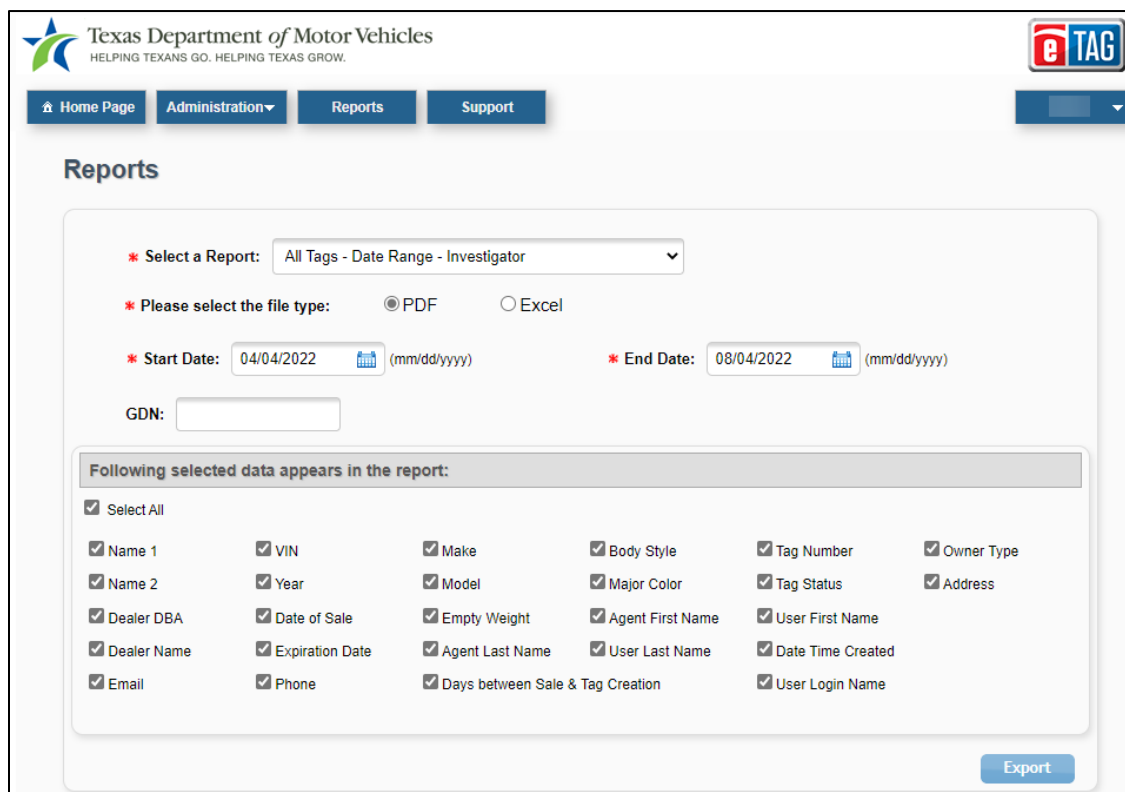
### Audience

The intended audience of this document are users of webDEALER.

## Enhancements in Release 23.1

### Added a Maximum Date Range on eTAG Reports

To improve performance, a date range was added for the eTAG reports in webDEALER. The **Start Date** and **End Date** for all tag reports are now required and can only be run in 30-day increments.

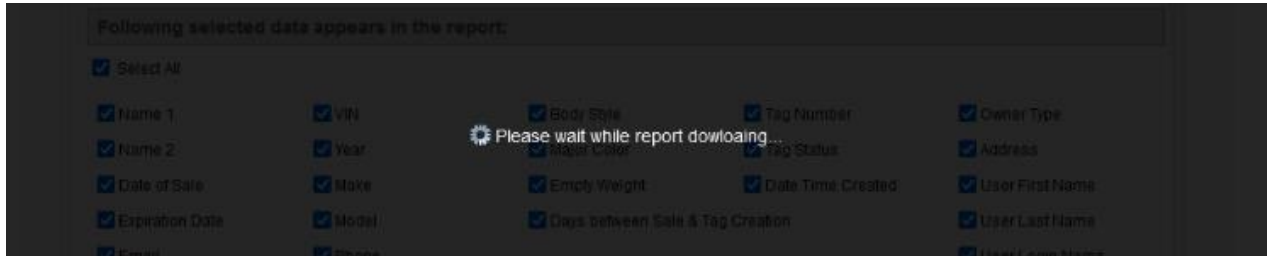


The screenshot shows the 'Reports' section of the webDEALER application. At the top, there is a navigation bar with 'Home Page', 'Administration', 'Reports', and 'Support'. The 'Reports' section is titled 'Reports' and contains the following fields and options:

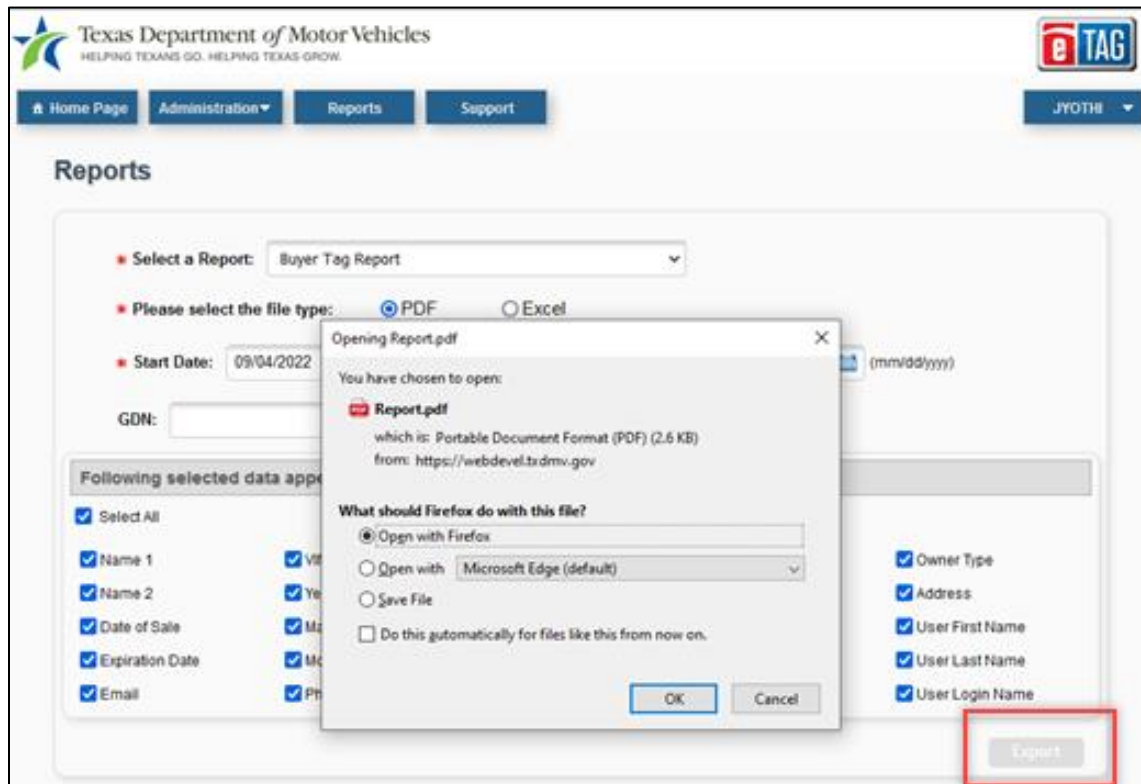
- Select a Report:** A dropdown menu with 'All Tags - Date Range - Investigator' selected.
- Please select the file type:** Radio buttons for 'PDF' (selected) and 'Excel'.
- Start Date:** A date input field with '04/04/2022' and a calendar icon, with '(mm/dd/yyyy)' below it.
- End Date:** A date input field with '08/04/2022' and a calendar icon, with '(mm/dd/yyyy)' below it.
- GDN:** An empty text input field.
- Following selected data appears in the report:** A list of checkboxes for various data fields, all of which are checked:
  - Select All
  - Name 1, Name 2, Dealer DBA, Dealer Name, Email
  - VIN, Year, Date of Sale, Expiration Date, Phone
  - Make, Model, Empty Weight, Agent Last Name, Days between Sale & Tag Creation
  - Body Style, Major Color, Agent First Name, User Last Name
  - Tag Number, Tag Status, User First Name, Date Time Created, User Login Name
  - Owner Type, Address
- Export:** A blue button at the bottom right.

### Provide an Indication that an eTAG Report Request Was Submitted

When an eTAG report request is submitted, an indicator displays for 5 seconds after the Export button is selected. The indicator gives the user a message that the report is in process.



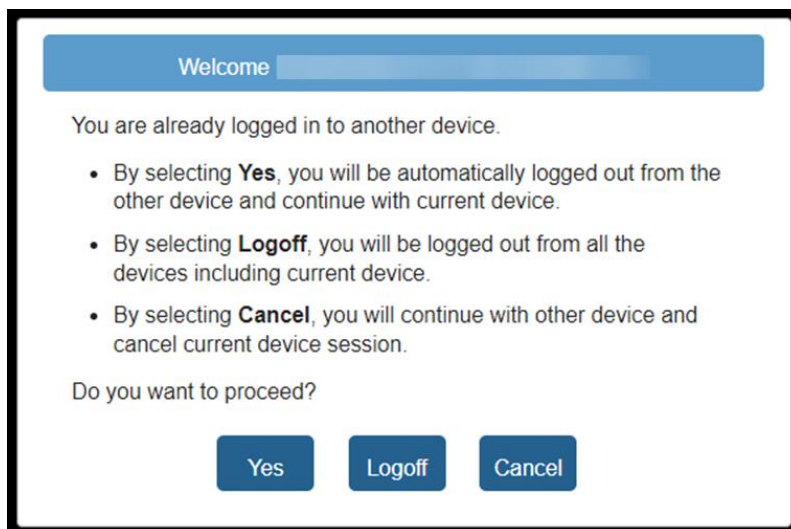
When the eTAG report is generated the Export button is disabled, and the user will see the options to open/save the report file.



## A User Cannot Open Multiple Instances of the Same Application

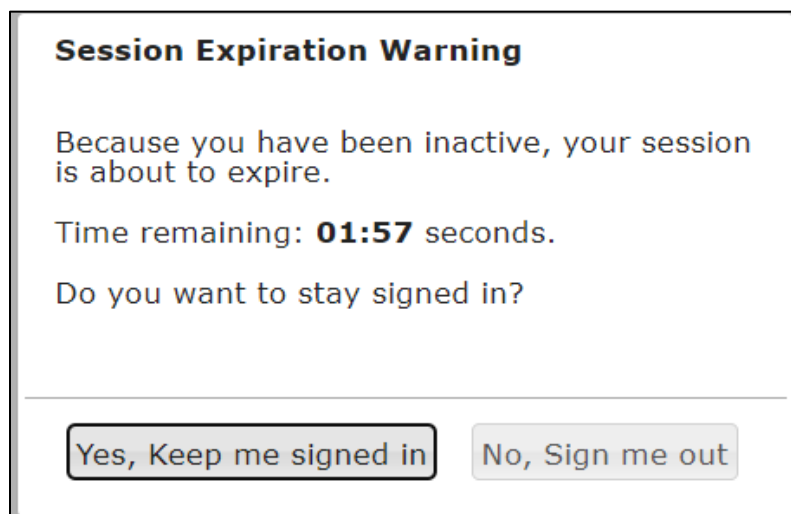
Previously, a user with webDEALER account credentials for webDEALER, eTAG, eTITLE, or webSALVAGE could access the applications on multiple browsers or on multiple PCs simultaneously.

In release 23.1, a user cannot open webDEALER, eTAG, eTITLE, or webSALVAGE in multiple browsers or on multiple PCs. If a user attempts multiple log ins to the same application, the following message box will display:



## Users Session will Time Out After a Specified Idle Time

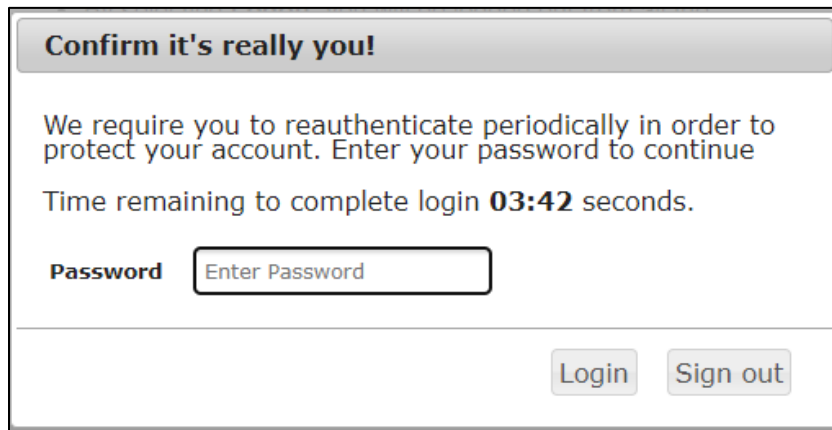
If a user has been idle for 10-minutes within any application, the user will receive a Session Expiration Warning with a 2-minute countdown. The user will have the option to select **Yes, Keep me signed in** or **No, Sign Me Out** and if no action is taken, the user is logged off.



## System Requires the User to Re-enter Login Credentials Based on Time in Use

Previously, users were allowed to use webDEALER, eTAG, eTITLE, or webSALVAGE for an extended number of hours without re-entering their login credentials. As part of new security enhancements, the user must re-enter their password when using the system for an extended period of time.

In release 23.1, after 1-hour of continuous use of the applications, a popup will prompt the user to re-enter their password.



**Confirm it's really you!**

We require you to reauthenticate periodically in order to protect your account. Enter your password to continue

Time remaining to complete login **03:42** seconds.

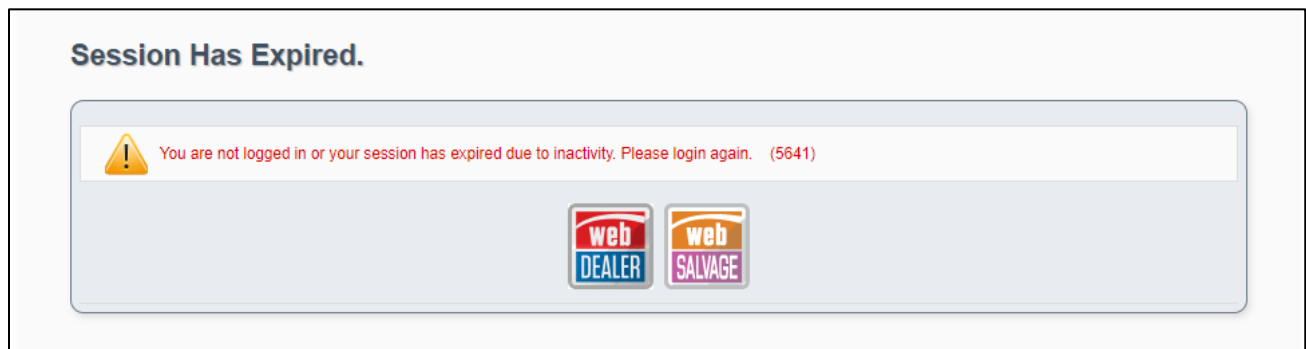
**Password**

The user account will be locked after 3 unsuccessful login attempts.


## If User Permissions are Modified, User is Logged Out and Must Re-Enter Credentials



Currently, if a user is logged in and their permissions are modified, the user is not required to log out.

In release 23.1, if a user's permissions change while logged in, the user is immediately logged out and will be forced to re-enter their login credentials.



**Session Has Expired.**

 You are not logged in or your session has expired due to inactivity. Please login again. (5641)

## Added Inspection Verification for Buyer Tags

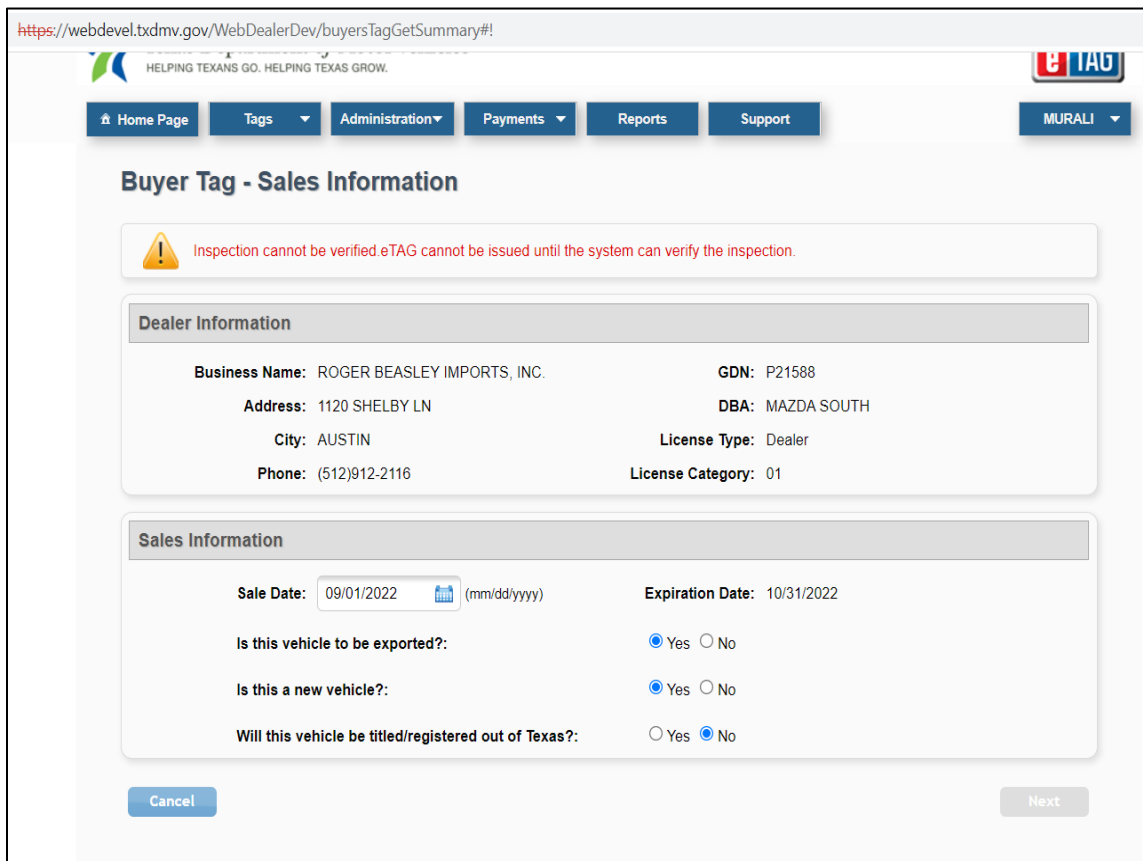
A current, passing vehicle safety inspection is required to operate a motor vehicle on public roadways, unless specifically exempt.

In release 23.1, when a Buyer Tag is issued, eTAG will check for a current, passing inspection that will be valid for the duration of the Buyer Tag.

- For Buyer Tags, current is defined as no more than 180 days prior to the date of sale for one-year inspections or no more than 180 days after the start of the second year of inspection if a two-year inspection.

If passing inspection is not found:

- The user is notified that the inspection cannot be validated, and the Buyer Tag cannot be issued until the system is able to verify the inspection.



The screenshot shows a web browser window with the URL <https://webdevel.txdmv.gov/WebDealerDev/buyersTagGetSummary#!>. The page header includes the Texas Department of Motor Vehicles logo and the slogan "HELPING TEXANS GO. HELPING TEXAS GROW." There is a "web DEALER" logo in the top right corner. A navigation menu contains buttons for "Home Page", "Tags", "Administration", "Payments", "Reports", and "Support". A user profile dropdown shows "MURALI".

The main content area is titled "Buyer Tag - Sales Information". A red warning message with a yellow triangle icon states: "Inspection cannot be verified eTAG cannot be issued until the system can verify the inspection." Below this is a "Dealer Information" section with the following details:

<b>Business Name:</b> ROGER BEASLEY IMPORTS, INC.	<b>GDN:</b> P21588
<b>Address:</b> 1120 SHELBY LN	<b>DBA:</b> MAZDA SOUTH
<b>City:</b> AUSTIN	<b>License Type:</b> Dealer
<b>Phone:</b> (512)912-2116	<b>License Category:</b> 01

Below the dealer information is a "Sales Information" section with the following fields:

- Sale Date:** 09/01/2022 (calendar icon) (mm/dd/yyyy)
- Expiration Date:** 10/31/2022
- Is this vehicle to be exported?:**  Yes  No
- Is this a new vehicle?:**  Yes  No
- Will this vehicle be titled/registered out of Texas?:**  Yes  No

At the bottom of the form are "Cancel" and "Next" buttons.

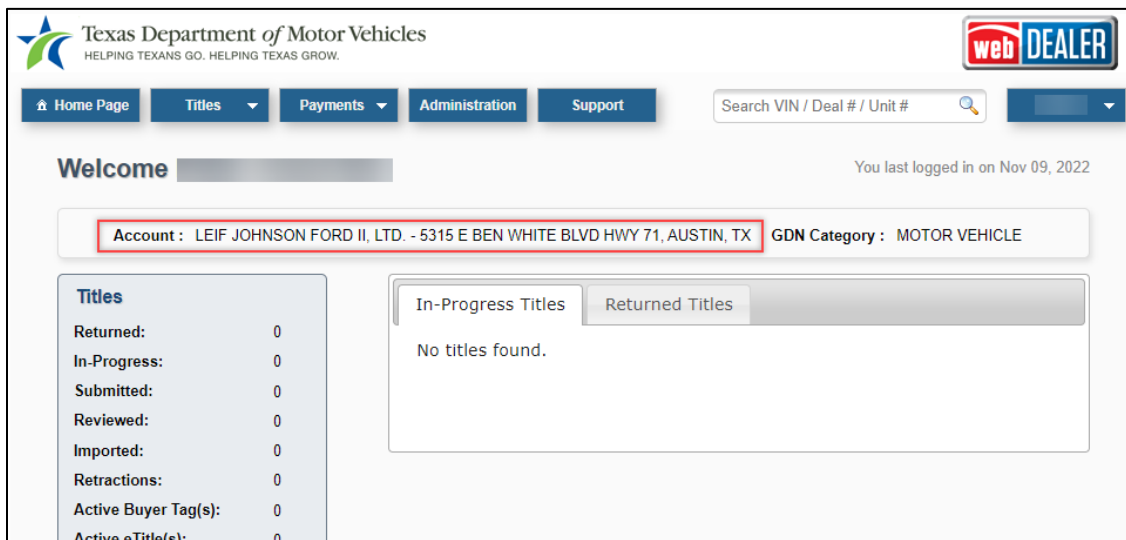
**Note:** Buyer Tags issued to out-of-state buyers are exempt from inspection and verification requirements.

## Show only the DBA as a Selection in webDEALER and eTAG

Previously, when a dealer is set up in webDEALER or eTAG and the dealer has both a business name and a Doing Business As (DBA) with the same General Distinguishing Number (GDN), both the business name and the DBA would appear as separate locations.

In release 23.1, if there is a DBA in eLICENSING for the dealer, only the DBA displays in webDEALER and eTAG.

If the dealer does not have a DBA, only the business name will display in webDEALER and eTAG.



The screenshot displays the webDEALER user interface. At the top left is the Texas Department of Motor Vehicles logo with the tagline "HELPING TEXANS GO. HELPING TEXAS GROW." The top right features the "web DEALER" logo. Below the logo is a navigation menu with buttons for "Home Page", "Titles", "Payments", "Administration", and "Support". A search bar labeled "Search VIN / Deal # / Unit #" is located to the right of the menu. The main content area shows a "Welcome" message followed by the user's login information: "You last logged in on Nov 09, 2022". Below this, a red-bordered box highlights the account information: "Account : LEIF JOHNSON FORD II, LTD. - 5315 E BEN WHITE BLVD HWY 71, AUSTIN, TX" and "GDN Category : MOTOR VEHICLE". On the left side, there is a "Titles" summary table with the following data:

Titles	
Returned:	0
In-Progress:	0
Submitted:	0
Reviewed:	0
Imported:	0
Retractions:	0
Active Buyer Tag(s):	0
Active eTitle(s):	0

To the right of the summary table is a "Titles" panel with two tabs: "In-Progress Titles" and "Returned Titles". The "In-Progress Titles" tab is selected, and the content below it states "No titles found."



## Renewal Recipient Information is Disabled for Apportioned Transactions

During the title application process for a truck, if the **Apportioned** check box is selected on the **Vehicle Information** page, the **Renewal Recipient Information** on the **Owner Information** page is disabled.

\* Indicates Required Field

Title Only (No Registration):  Apportioned:

\* Vehicle Class: Truck

Year: 2018 Vehicle Make: FORD

\* Vehicle Model: UT \* Body Style: LL

\* Major Color: BLACK Minor Color: BEIGE

\* Empty Weight: 4545 (lbs) Fixed Weight:

\* Carrying Capacity: 566 (lbs)

Gross Weight: 5111 (lbs) Diesel:

Odometer Reading: 23123 Odometer Brand: Actual Mileage

Cancel Save

Email Reminder:

**Renewal Recipient Information**

Name:  (if different than owner)

Address:

City:

State:

ZIP:

## Standard Exempt Inventory Configuration

In preparation for a future release, a county administrator will see the option to allow a dealer or commercial fleet buyer the ability to issue standard exempt license plates. A dealer or CFB administrator will also see this information in their account configuration.

The new option **Issue Standard Exempt** is automatically set to **No** by default and should remain as is until the full programming is in place. Further communication will be provided once this programming becomes available.

Category: MOTOR VEHICLE LUFKIN, TX 75

### Configure Account for HARRIS

Account: P41452 - PELTIER CHEVROLET CADILLAC

\* Indicates Required Field

Maximum Unapproved Title Applications allowed:  (cannot exceed 5000)

Group Reviewed Title Applications:  County  Entity  None

Fleet Exempt: Yes

\* Issue Plate Inventory:  Yes  No

\* Issue Standard Exempt:  Yes  No

\* RTS Entity ID:

\* Issue Registration Stickers:  Yes  No

Save

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