Introduction

Jeff Schmitz: Hi, I’m Jeff Schmitz, the Deputy Director of Driver and Vehicle Services.

Jeff Schmitz: A lot of great things have been happening with MNLARS and we want to take a few minutes to share some highlights with you. As you may know, we’re working to an aggressive development schedule with the software targeted for deployment in December. What you might not know is that we’re getting input from some of our Deputy Registrar partners throughout the process. In addition to having a deputy on our team, we’ve asked for, and received, valuable feedback from deputy registrars during our bi-weekly showcases.

Jeff Schmitz: So what do we have to show for all the hard work so far? A lot of working software, with many great new features and functionality.

Jeff Schmitz: But I don’t want to spend any more time talking about it, I want you to see it for yourself.
Jeff Schmitz: I’ve asked Jeff Lenarz, who is a Deputy Registrar representing MDRA as well as a member of the MNLARS team to give you a sneak preview.

[video on screen: The words “Jeff Lenarz, Deputy Registrar, MNLARS Team Member” appear on the lower left of the screen for 5 seconds then fade.]

Jeff Schmitz: Welcome Jeff!

**MNLARS Demonstration – Mailing Address**

Jeff Lenarz: Thanks Jeff! I want to give you a look at some of the great new features you’ll see in MNLARS. You’re going to love this first one.

[video: MNLARS Title Address panel displays. The screen for the Minnesota Title Address panel displays the words TITLE ADDRESS in capital letters on the top left and the words Title Certificate Address below Title Address. The panel includes address fields for Country, Address, State, County and Zip code. All these fields display on the left side of the panel. The fields are filled in with the address 123 Main Street in Blackduck Minnesota in Beltrami County. Below the address fields on the lower left is an Add a mailing address link.]

Jeff Lenarz: We’ve added the ability to enter a mailing address to a title application.

[video: The mouse clicks on the Add a Mailing address link. The MNLARS title address mailing address fields display on the right side of the Title Address panel. The words Title Mailing Address are displayed at the top. The title address includes address fields for Country, Address, State, County and Zip code. Below the Title Mailing address fields is a Temporary Mailing Address checkbox. The Add a Mailing Address link on the lower left has changed to Remove a Mailing Address link.]

Jeff Lenarz: Now you can easily accommodate the snowbirds and other customers who spend time somewhere other than their title certificate address.

[video: The mouse clicks the Temporary Mailing Address checkbox and two additional fields, a start date field and end date field, appear below the Temporary Mailing Address checkbox.]

Jeff Lenarz: The mailing address is saved as part of the record and if necessary, can be designated as a temporary address with start and end dates. You can also remove the mailing address as needed.

[video: The mouse clicks on the Remove a Mailing address link. The MNLARS title address panel on the right is removed and no longer displays.]
Jeff Lenarz: Here’s another great feature.

[video: MNLARS Registration panel displays. The word REGISTRATION appears in capital letters on the left side at the top of the panel. In the panel, below the word Registration are fields for Plate and Sticker then a Check Inventory button. On the next line are the fields for Plate Style and Expiration Year as well as Expiration Month and Registration Length drop down menus. On the bottom line are Plate Selector fields with radio buttons for 1 and 2 with 2 selected. Next to the Plate Selector radio buttons are the County Vehicle Kept In drop down menu and a Plate Selector button. To the right of the three lines of button and controls is a fee calculation list with 5 lines and a total showing the type of fee and the amount. Registration Tax displays on the top line currently at zero dollars, Contribution displays on the next line currently at zero dollars, Plate fee displays on the third line currently at zero dollars and Wheelage Tax displays on the fourth line currently at zero dollars. At the bottom of the fee calculation list is a line that reads Total which is currently at zero dollars.]

Jeff Lenarz: MNLARS gives you visibility to all of the special plates available for a vehicle class. You can quickly and easily view the requirements and a picture for each type of plate.

Jeff Lenarz: In the Registration section …

[video: The Plate Selector button is highlighted with a red outline. Mouse clicks on Plate Selector button. The red highlight around Plate Selector button disappears.]

[video: The MNLARS Plate Selector popup window displays. The words Plate Selector appear on the upper left of the window. There is a Plate Category drop down menu below the words Plate Selector. Next to the drop down menu is a show only disability plates checkbox. Below the Plate Category Drop down menu is a Plate Designs drop down menu. Next to the Plate Designs label for the drop down menu, the number 157 appears in parentheses. At the bottom of the pop up window is a blue Select this Plate button and a Cancel link.]

Jeff Lenarz: I’ll click the Plate Selector button to display the list of special plates for a passenger vehicle. MNLARS won’t display plate types that aren’t available for the selected class. For example, if you’re picking a plate for an RV, you won’t see the Critical Habitat plate on the list.

[video: The mouse clicks on the Plate Category field drop-down arrow. A list of plate categories appear. The mouse clicks on Veteran from the drop down menu list. The word Veteran now appears in the Plate Category drop down menu field. Next to the Plate Designs label for the drop down menu, the number 50 appears in parentheses.]

Jeff Lenarz: Now let’s take a look at some of the other features associated with selecting a plate. In this example, we’re working with a passenger vehicle and the owner wants a Veteran plate. I’m selecting the Laos veteran plate.

[video: The mouse clicks on the Plate Designs drop down menu. A list of Plate designs appear. A red outline highlight appears around the Veteran-Laos – Service Medal (Allied Veteran) menu option. The
mouse selects Veteran-Laos – Service Medal (Allied Veteran) menu option. The red highlight disappears. The words Veteran-Laos – Service Medal (Allied Veteran) appear in the Plate Designs drop down menu. Below the Plate Selector controls new information appears. This new information is an image of the plate selected on the left side of the window and on the right are requirements for the plate. The Requirements section is highlighted in a red outline.

Jeff Lenarz: A picture of the plate and all of the requirements for this type of plate pops up. This information will help explain to the customer what is required and why. In this example, the customer must provide proof of military service.

[video: The Requirements section red outline highlight disappears. In the MNLARS Plate Selector window, the mouse scrolls down to the bottom of the screen to show the “Print Application Form” link and “Required documents have been collected or confirmed (cannot continue without this)” checkbox. At the bottom left of the screen the Select This Plate button is greyed out and next to it is a Cancel link.]

Jeff Lenarz: Notice that I can also print the Application for Special Plates form from here. It’s all in one place and it’s easy to access.

Jeff Lenarz: Now I’ll select the plate.

[video: The Print Application Form link is highlighted in a red outline and disappears after two seconds. Mouse then clicks on “Required documents have been collected or confirmed (cannot continue without this)” checkbox. The Select This Plate button turns blue. The mouse clicks the Select This Plate button and the MNLARS Plate Selector window disappears.]

[video: MNLARS Registration panel displays. The word Pending displays below both the Plate and Sticker fields. Veteran-Laos – Service Medal (Allied Veteran) appears under Plate Style. In the fee calculation section, the Plate Fee line shows ten dollars and there is ten dollars in the total line at the bottom of the fee calculation section. A red outline highlights the Plate Style field.]

Jeff Lenarz: The system recognizes the kind of plate I select and it automatically adds the required fees to the running total.

[video: Red outline highlight around Plate Style field disappears. Red outline highlight appears around fees section.]

MNLARS Demonstration – Automatic Fee Calculation

Jeff Lenarz: Let’s take a look at another calculation. Notice what happens to the fees when I change the County Vehicle Kept In field to another county.

[video: Red outline highlight around fees section disappears. Mouse clicks on County Vehicle Kept In drop down menu. Anoka is currently selected. A list of counties appear. The mouse scrolls through the list and selects Hennepin. Hennepin now appears in the County Vehicle Kept In drop down field. In the fees section, the Wheelage Tax line now displays a fee of ten dollars and the total line at the bottom has changed to twenty dollars. A red highlight outlines the fee calculation section.]
Jeff Lenarz: MNLARS automatically calculates the wheelage tax and keeps a running total, saving you time and ensuring accuracy.

[video: The red highlight outlining the fee calculation section disappears.]

**MNLARS Demonstration – Error Messages**

Jeff Lenarz: For each type of transaction, MNLARS helps you with accuracy and completion by prompting you to supply any missing data.

Jeff Lenarz: Here’s an example.

[video: The MNLARS Insurance panel displays. The MNLARS Insurance panel has the word INSURANCE at the top left. Below are fields for Company Name, Policy Number and Expiration Date. The Company Name displays American Family Insurance. The Policy number field displays POL123. The Expiration Date field is blank. Below the Insurance Panel is an Attachments panel. The word ATTACHMENTS is at the top left of the panel. In the Attachments panel, the words Document Barcode appear below the word Attachments. Below the words Document Barcode is an add barcode field which reads “Scan barcode or type and add” in the field. An Add button appears next to the barcode field. Below the Attachments panel on the lower left at the bottom of the page is an Add to Cart button and a Cancel link. The mouse clicks the Add to Cart button.]

[video: A red Invalid Application Data popup message appears in the upper right corner of the screen. The popup message contains a white shield with a red exclamation point and a white X to close the message. It reads “Invalid Application Data: Insurance Expiration Date must be provided.”]

Jeff Lenarz: I’m completing a transaction and I get an error message. When I scroll up I can see that I missed the insurance expiration date. MNLARS won’t let me continue until I’ve filled in all of the required fields.

Jeff Lenarz: By getting all of the information in the system, you’ll reduce rework later in the process.

**Deputy Reports**

[video: Deputy Registrar working at computer with stacks of documents next to her. She picks up the documents one at a time and types into the computer.]

Jeff Lenarz: And finally, another big win for Deputy Registrar offices. You can say goodbye to the Deputy Daily Report. Yep, you heard that right. MNLARS captures all of the information as you complete the transactions so you don’t have to go through the manual entry process anymore.

[video: Jeff Lenarz sitting at a computer behind the counter.]

Jeff Lenarz: You can spend more time taking care of your customers. Any final words, Jeff?
Wrap-Up

[video: Jeff Schmitz standing in front of the counter and Jeff Lenarz sitting behind the counter.]

Jeff Schmitz: Thanks Jeff! I can’t stress enough how important the partnership between the deputy registrars and DVS is and how much Jeff Lenarz, MDRA and other deputies have helped us during MNLARS development. And the partnership continues. You’ll have ongoing opportunities to provide feedback and input through your participation in showcases and our model office. We’d love to have you participate. Contact your MDRA board member for more information. Together we’re building a great tool. So thanks for your help!

[video description: video effect wipe to the MNLARS logo with the title “Moving Forward” in blue italics below the logo.]