Government of Alberta

Alberta Prorate IRP System

Online Services User Guide

Document Version: 1.1
Status: Final
Date: February 7, 2012

Amendment History - Document Status (e.g. Draft, Final, Release #):

Version	Modified Date	Modified By	Approval Date	Section, Page(s)and Text Revised
1.0	December 7, 2011	A. Sarvis	Dec 8, 2011	
1.1	February 6, 2012	A. Sarvis	Feb 7, 2012	Cover – Logo Page 12 – update supplements types Pages 18, 20 & 34 – estimated distance terminology Page 18-20 – CSV instructions Page 24 – delete weight group Page 29 – effective date restriction Page 31– new Service Types image

TABLE OF CONTENTS

1 Introduction....5
2 System Requirements....5
3 Document Conventions....5
4 Getting Started....6
4.1 Registration....6
4.2 Log In....7
4.2.1 Once logged in, you will click [Prorate IRP – Online Portal]....8
4.3 Page Layout....8
4.3.1 Interface Example....8
4.3.2 Menu Bar....9
4.4 Errors, Warnings, and Messages....9
4.4.1 Authorization has not been granted.....9
4.4.2 Carrier does not exist....10
4.4.3 Full Cancel Date Error....10
4.4.4 Fleet Locked from Previous Supplement....10
4.4.5 Add Jurisdiction Supplement Pending Error....11
4.4.6 Alternate Search Screen....11
5 Portal Supplements....12
5.1 Overview....12
5.2 Supplement Status Codes....13
5.3 Supplement Search....13
5.4 Renewal Supplement....16
5.4.1 Find Fleet to Renew....16
5.4.2 Change a Fleet Contact....17
5.4.3 Update Jurisdictions....18
5.4.4 Add Jurisdictions....22
5.4.5 Update Weight Groups....24
5.4.6 Add Weight Groups....24
5.4.7 Update Vehicles....25
5.5 Amend Fleet Supplement....28
5.5.1 Find Fleet to Amend....28
5.5.2 Vehicle Search....31
5.6 Add Jurisdiction Supplement....34
5.6.1 Find Fleet....34
6 Inquiry....38
6.1 Access the Inquiry Menu....38
6.2 Three Inquiries are available from the Portal.....38
6.2.1 Fleet Weight Group....39
6.2.2 Fleet Distance....42
6.2.3 Fleet Vehicles....44
....45

7 Reports....47
7.1 Four Reports are available from the Portal.....47
7.1.1 Renewal Invitation....47
7.1.2 Blank Renewal Forms....47
7.1.3 Fleet Activity by Supplement by Fleet year. 48
....50
8 Messages....51
8.1 Information/Warning Messages....51
8.2 Error Messages 51

1 Introduction

This document is a guide to the functions and processes within Alberta Prorate IRP Information System (PIRPS) for carriers using Online Services. Online Services will be accessed using a URL.

Prorate is a term applied to the method for commercial vehicles to pay registration fees for multiple jurisdictions to one base jurisdiction based on the ratio of the distance travelled in each jurisdiction to total distance travelled. This ratio is used to apportion a jurisdiction's fees and taxes to the vehicle. Eligible jurisdictions are participants within the International Registration Program (IRP). Participants include the District of Columbia, the 48 continental United States, and all 10 Canadian provinces.

The Prorate IRP – Online Portal project was initiated to allow carriers access to their fleet information, allow entry of renewal distance, modify weight groups and request new licence plates, etc.

2 System Requirements

PIRPS was created using Java pages. Java allows users to run AB Prorate IRP System from any computer with Internet access via a browser. Currently, the only supported browser is Internet Explorer 6.0+. All reports are displayed using Adobe Acrobat Viewer 7.0.5 in a pop-up.

All client machines will require Internet Explorer 6.0+.

All client machines will require Adobe Acrobat Viewer 7.0.5+

Note: If you have a pop-up blocker installed, you must allow pop-ups for the AB Prorate IRP site.

3 Document Conventions

☑	The checkmark bullet will be used to identify specific validations or business rules that are applied on the screen or during the process.
ⓘ	The information bullet will be used to identify any special information about the screen, report or process.
	The warning icon beside a vehicle, or vehicles, indicates an error. This error must be corrected before supplement can be submitted to Prorate.

Italics blue text will be used to denote field names, Vehicle Make, Jurisdiction.

Bold text will be used to denote menu and screen names

Square brackets, [ ] will be used to denote buttons and hyperlinks, [Save].

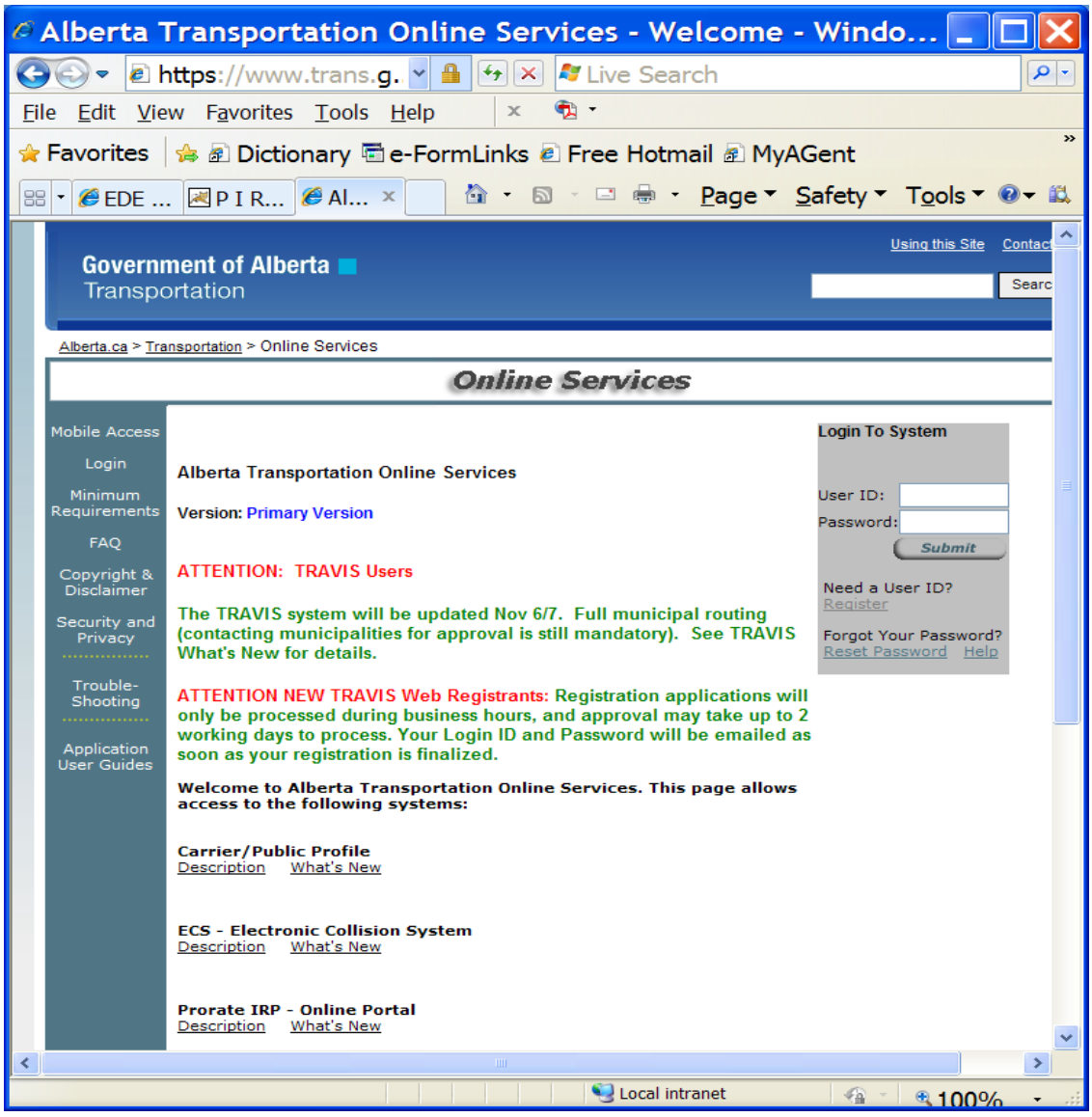
Single quotation ‘ ‘ marks will be used to denote field values, status = ‘Pending’.

ⓘ **NOTE:**
Screens and reports within this document are graphical examples that have been manufactured to represent a possible solution. Actual screens and reports from system development may differ.

4 Getting Started

4.1 Registration

1. In order to use the online system clients will need to login and register at: www.travis.gov.ab.ca [Enter]
2. Select the "Need a User ID" option to obtain a login for Online Services, **or**
3. If you are already registered with Online Services and have a User Id; Login, select My Account
4. Request access to Prorate Services.
5. Once you have completed this process you will receive an email confirming that you have been authorized to access your information.
6. This is the first screen presented in TRAVIS. It validates user id and password combinations and permits or disallows access to different functions with the system.

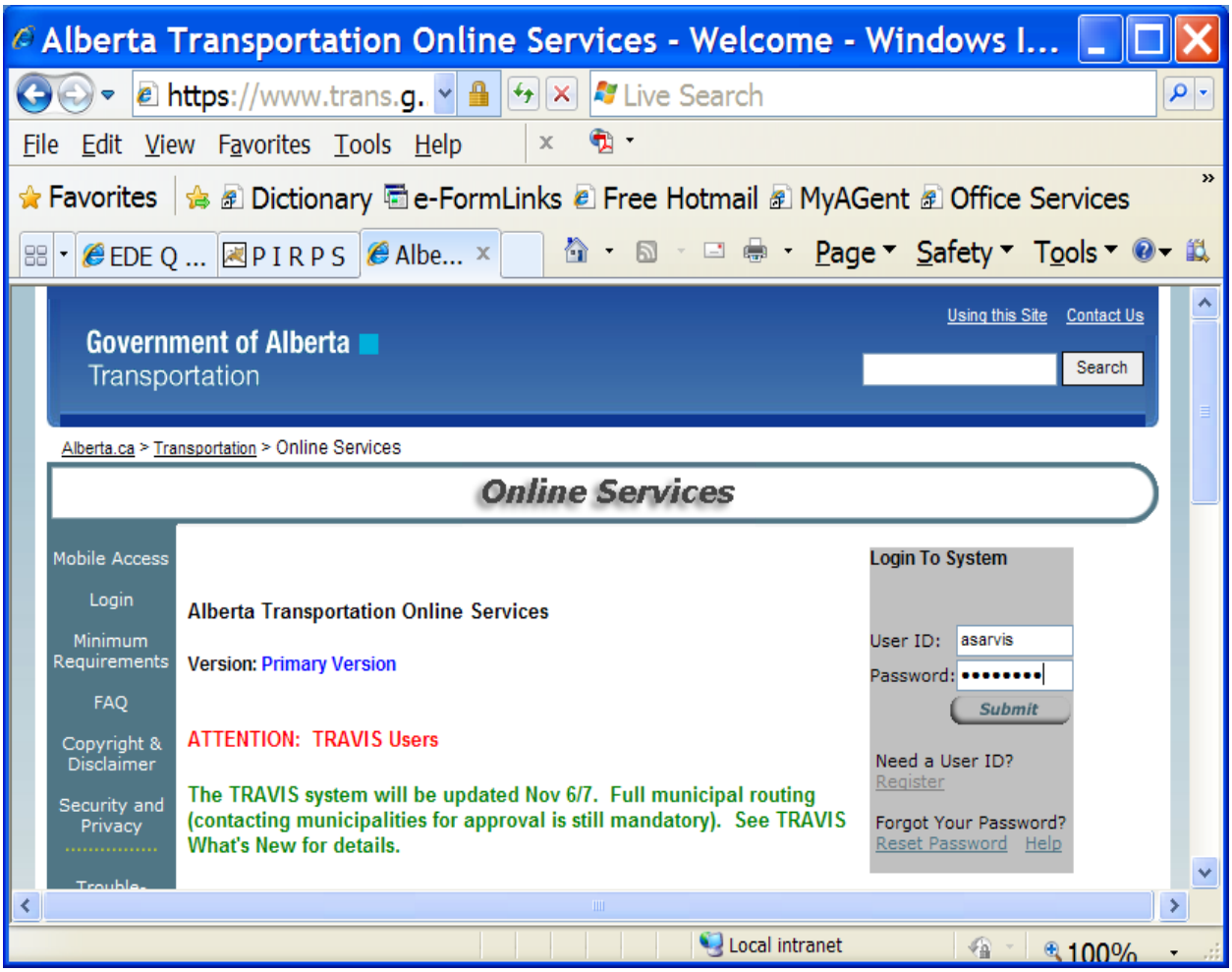


4.2 Log In

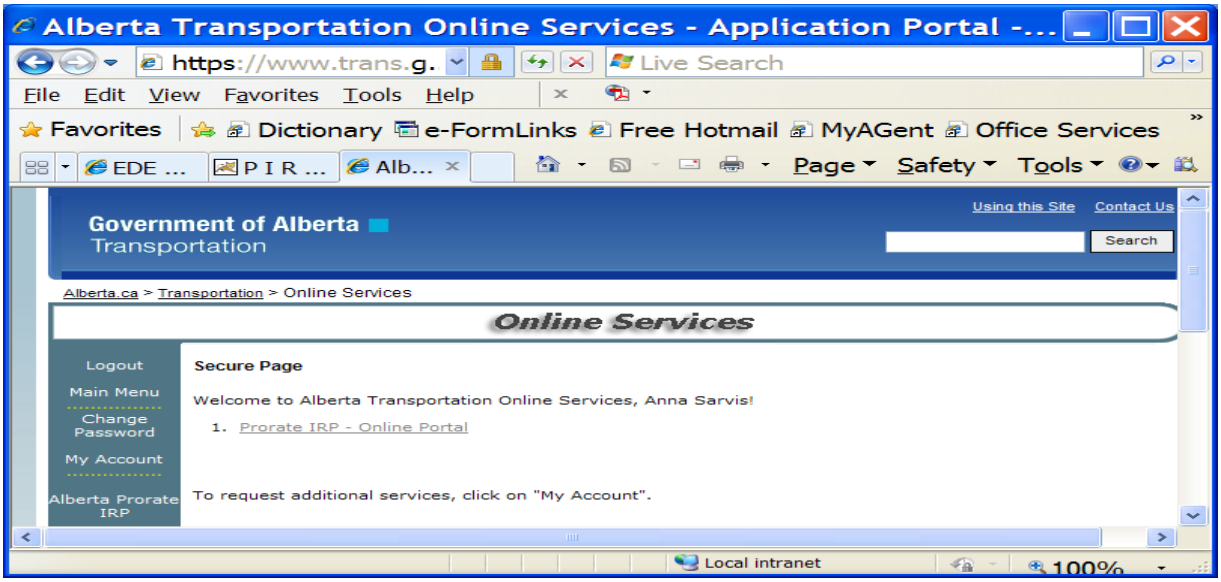
1. Enter *User ID*.

   ⓘ Enter your Online Services User ID.
2. Enter *Password*.

   ⓘ Your password will display as dots and not as clear text.
3. Click the [Submit] button.
4. System will validate that the password.
5. If valid the **Online Services Homepage** will open.
6. If not valid the system will display an error message and allow you to enter your *user/password* again.

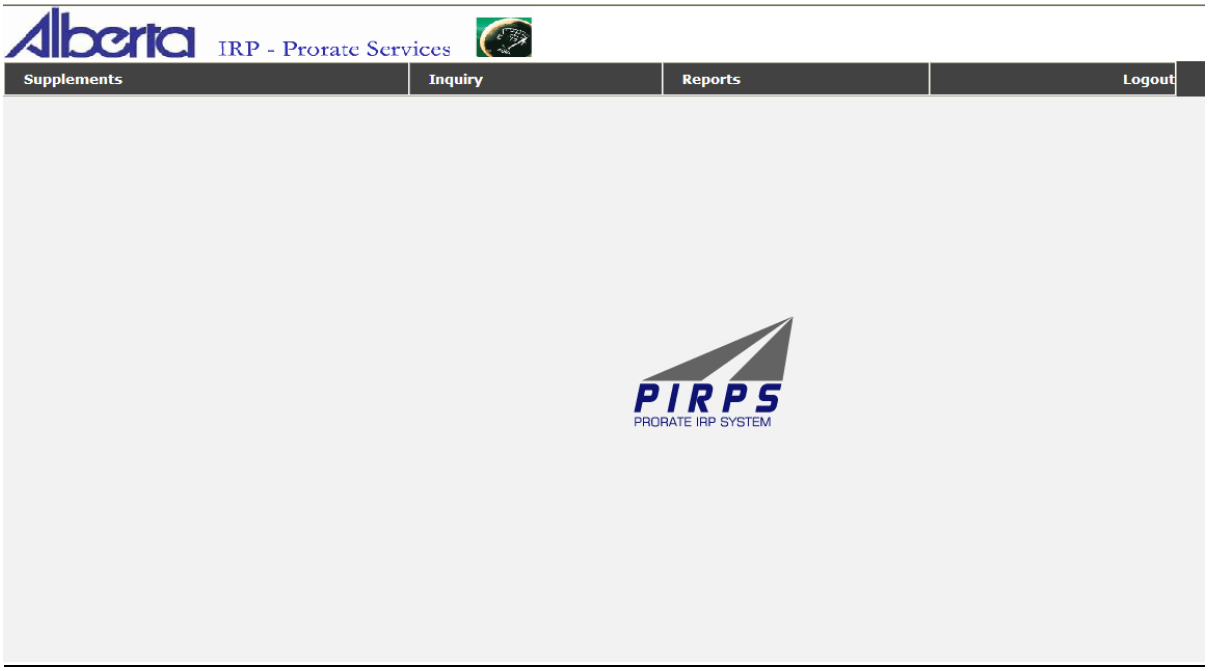


4.2.1 Once logged in, you will click **[**Prorate IRP – Online Portal**]**



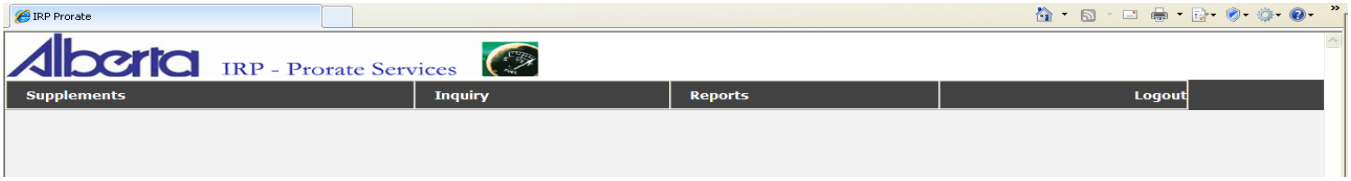
4.3 Page Layout

4.3.1 Interface Example



4.3.2 Menu Bar

The menu bar is used to navigate the various pages that make up Alberta Prorate IRP.



The menu consists of clickable links that represent various functions within Alberta Prorate IRP. Some of the functions have a submenu that list the pages related to each function under that menu. Clicking on a Menu header will take the user to the first page under that menu.

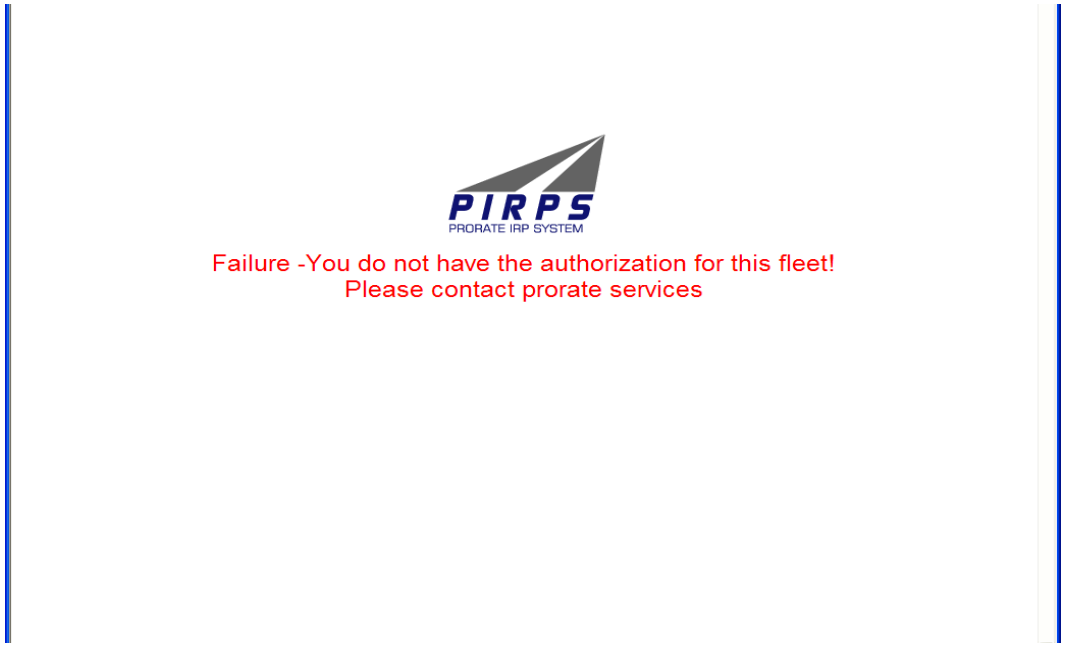
There are some screens in Prorate IRP – Online Portal that contain a significant amount of data fields for entry by the user. A Tab Control has been implemented for easier navigation. Tabs allow access to functions in sequential order or go directly to a Tab.

4.4 Errors, Warnings, and Messages

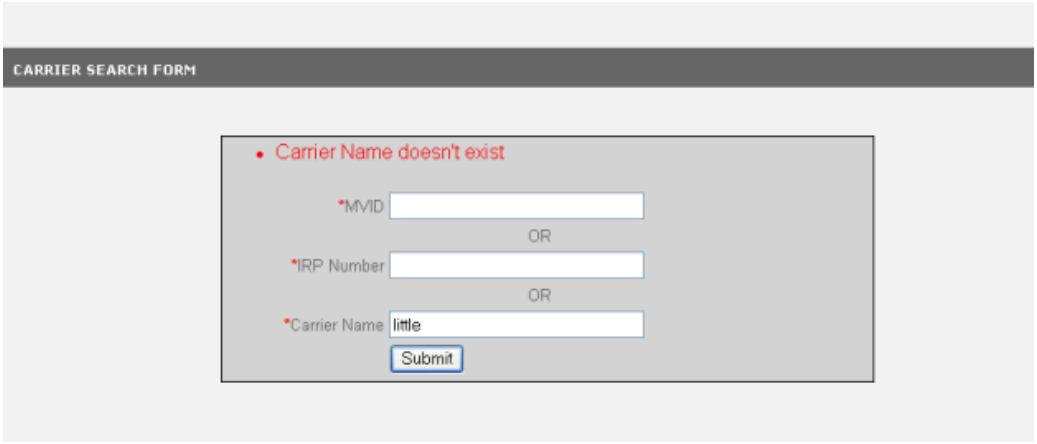
Many of the pages allow various operations (add, edit, etc.). If an operation results in an error or data fails an edit check a status message is provided as feedback. Warnings and General messages will also be displayed in different colors.

Below are examples of an operation resulting in Error Messages:

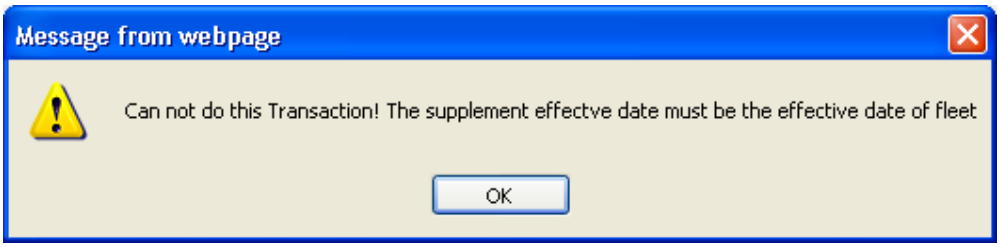
4.4.1 Authorization has not been granted.



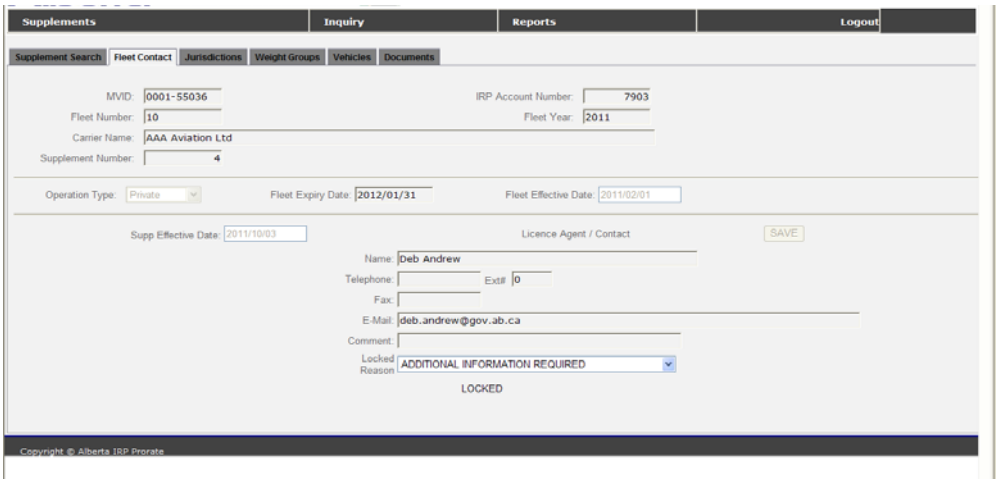
4.4.2 Carrier does not exist



4.4.3 Full Cancel Date Error

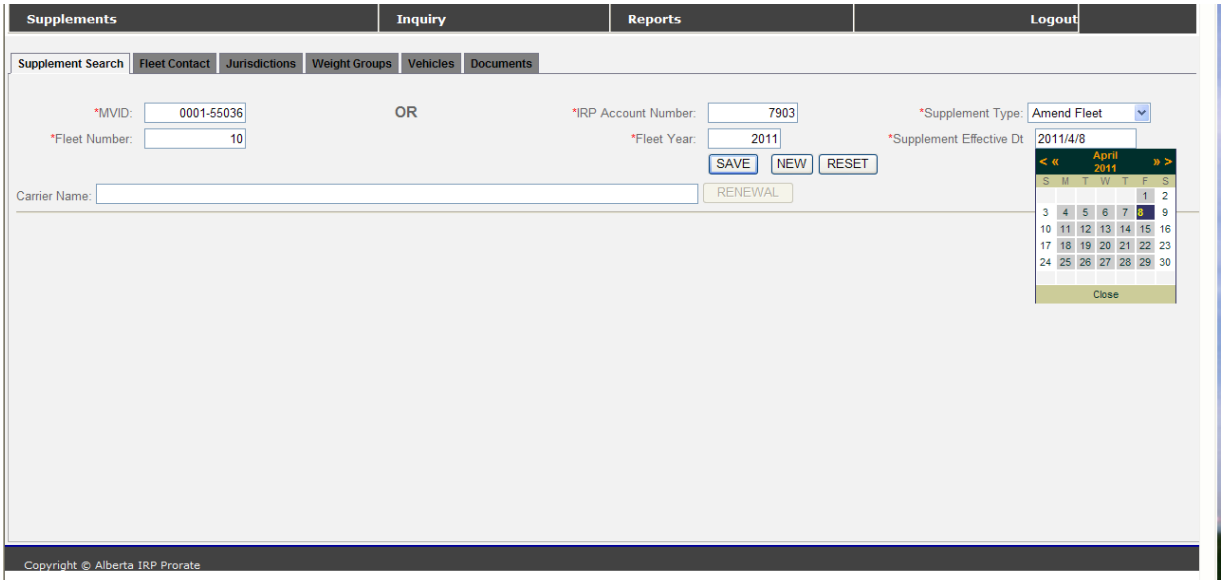


4.4.4 Fleet Locked from Previous Supplement



4.4.5 Add Jurisdiction Supplement Pending Error

4.4.6 Alternate Search Screen



5 Portal Supplements

5.1 Overview

Supplements at Alberta Prorate Services includes the annual registration renewal as well as any subsequent amendments to fleets, jurisdictions, etc that may occur during the registration period.

Portal Supplement types include:

- Renewal
- Amend Fleet
- Add Jurisdiction

Within each supplement type there can be any number of the following transactions:

- Delete Vehicle
- Modify Vehicle
- New Plate
- Full Cancel (see ⓘ)

  ⓘ Delete before effective date – must have same effective date as supplement 1 and may not be combined with any other transaction types.
- Full Document Replacement

Supplements can be accessed directly by entering the MVID or IRP account number, a fleet year, and a fleet number. When the fleet number is not entered, PIRPS provides a list of Fleets for that carrier and year. After a carrier has paid a supplement the data within the supplement is only available for browsing.

5.2 Supplement Status Codes

The supplements proceed through various states as they are entered and updated. The following is the chronological order of Supplement Status codes:

- Initiated – Information is entered for the supplement but has not been submitted.
- Submitted – Information has been entered for the supplement and it has been submitted to the Prorate Office for review.
- Pending – Information is entered for the supplement but a fee notice is not created.
- Invoiced – A fee notice has been generated for the supplement.
- Service – Registry office is processing the supplement.
- Paid – Carrier has paid fees and taxes at the registry office.
- Transmitted – Supplement details have been transmitted to the IRP Clearinghouse.
- Disbursed – All fees and taxes have been distributed to jurisdictions.

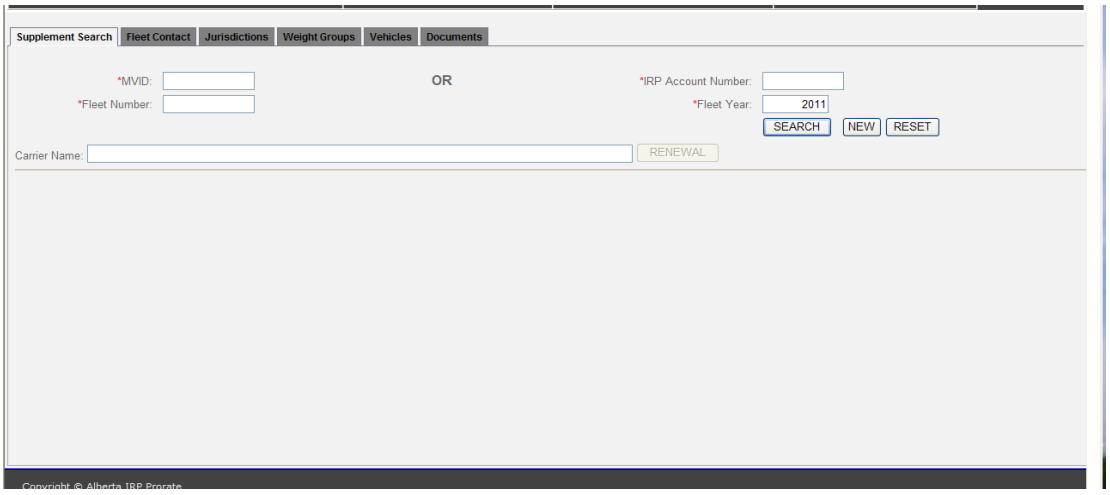
ⓘ Changes cannot be made to a supplement after it has a status of “paid”, “transmitted” or “disbursed”.

5.3 Supplement Search

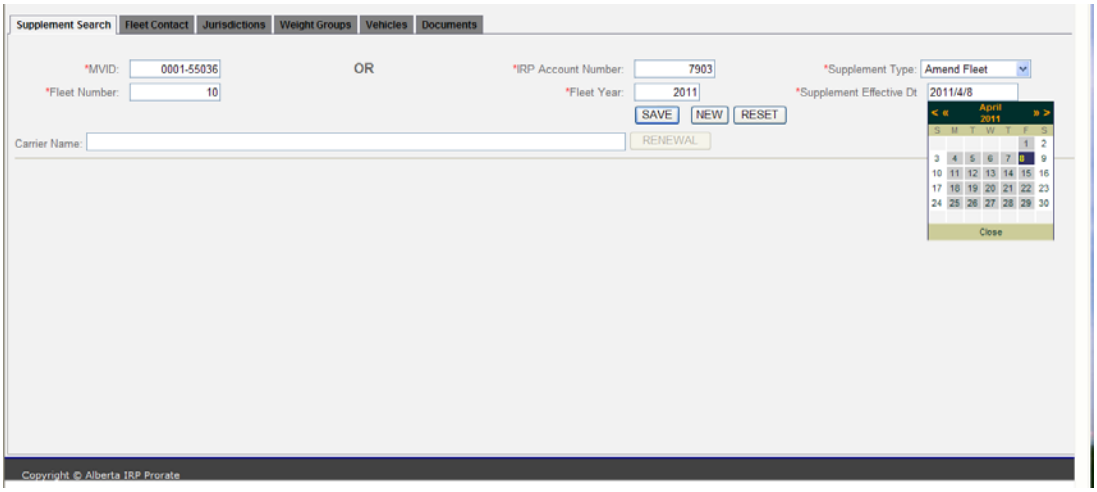
All supplement processing begins with searching for the correct supplement.

To find a Supplement:

1. Choose **Supplements** from the menu bar.
2. The **Supplement Search** screen will display.



Alternate Search Screen



3. Enter the *IRP Account Number (ie 1234) or MVID* for the carrier.

ⓘ MVID may be entered in free format (just the numbers)

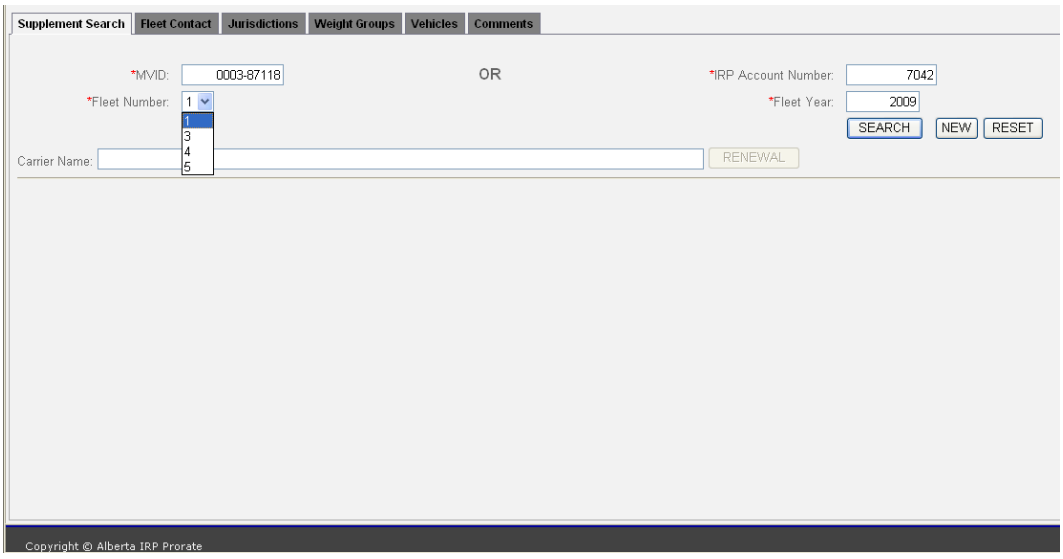
AND

4. Enter the *Fleet Year*. (default is to current year)

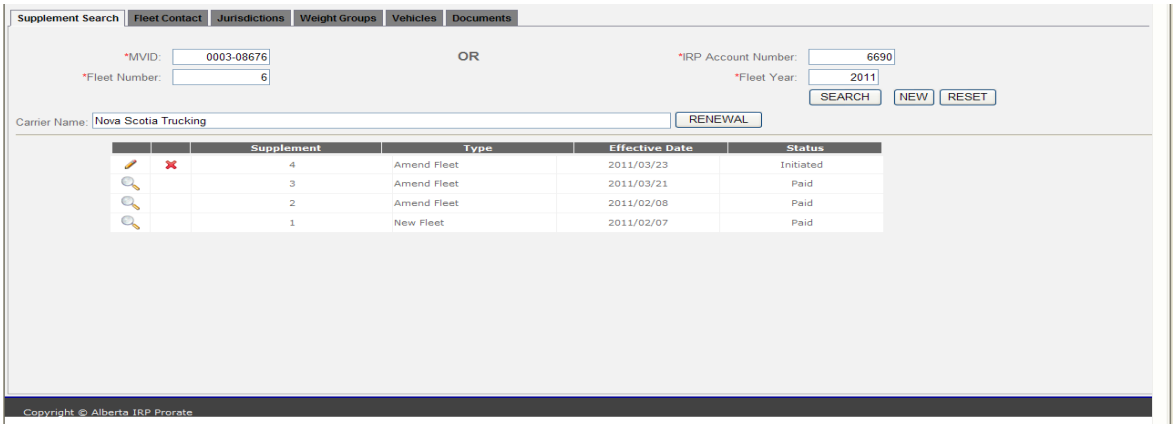
ⓘ When creating a renewal enter the fleet year prior to the renewal year to retrieve prior year's vehicle, weight, and jurisdiction data.

5. Enter the *Fleet Number* for the carrier.

ⓘ Select [Search] without a fleet number and PIRPS will display a list of current fleet numbers for the carrier and year **(authorization is fleet specific).** Choose a fleet number from the list and select [Search] again.



6. The **Supplement Search** screen will display with the results.



7. [Mouse Click] the edit icon [ ] at the start of the row to edit the supplement.
8. [Mouse Click] the delete icon [ ] at the left end of the row to delete the supplement.

☑ Confirm before deletion as the record is removed and cannot be recovered.

9. [Mouse Click] the browse icon [ ] at the left end of the row to view the supplement.

5.4 Renewal Supplement

5.4.1 Find Fleet to Renew

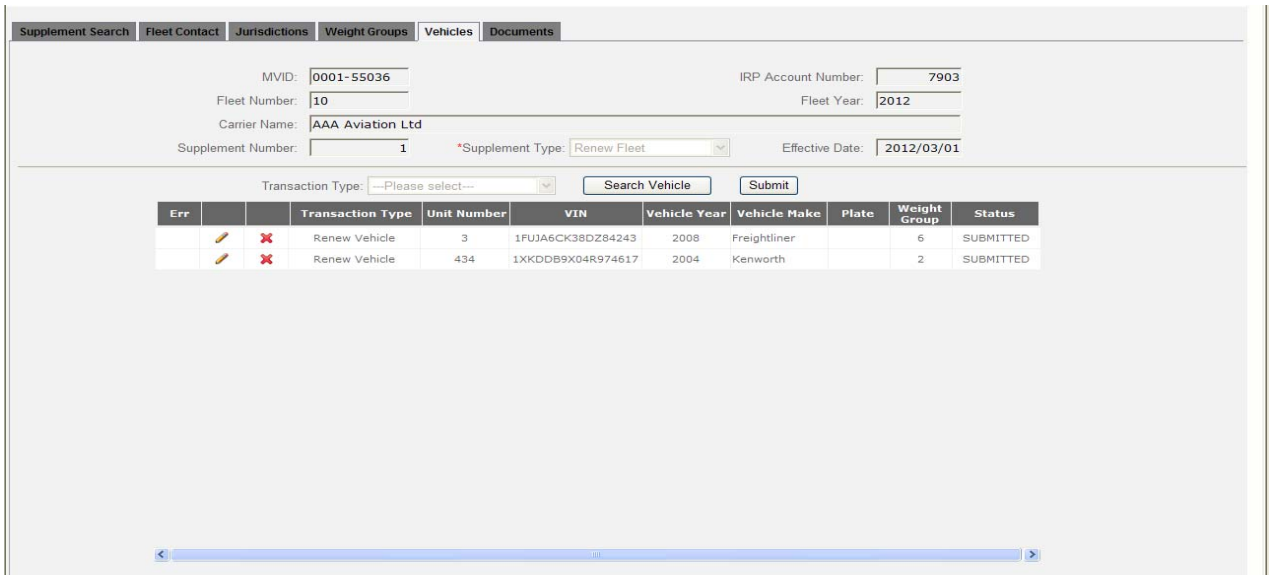
1. Find the Fleet to renew using the search methods previously described in Supplement Search.

☑ Search with a *Fleet Year* prior to the renewal year.

2. To create the renewal for the new *Fleet Year* select [Renewal].

ⓘ When creating a renewal enter the fleet year prior to the renewal year to retrieve prior year's vehicle, weight, and jurisdiction data.

3. The **Supplement Search** screen will display with the renewal (Supplement 1).

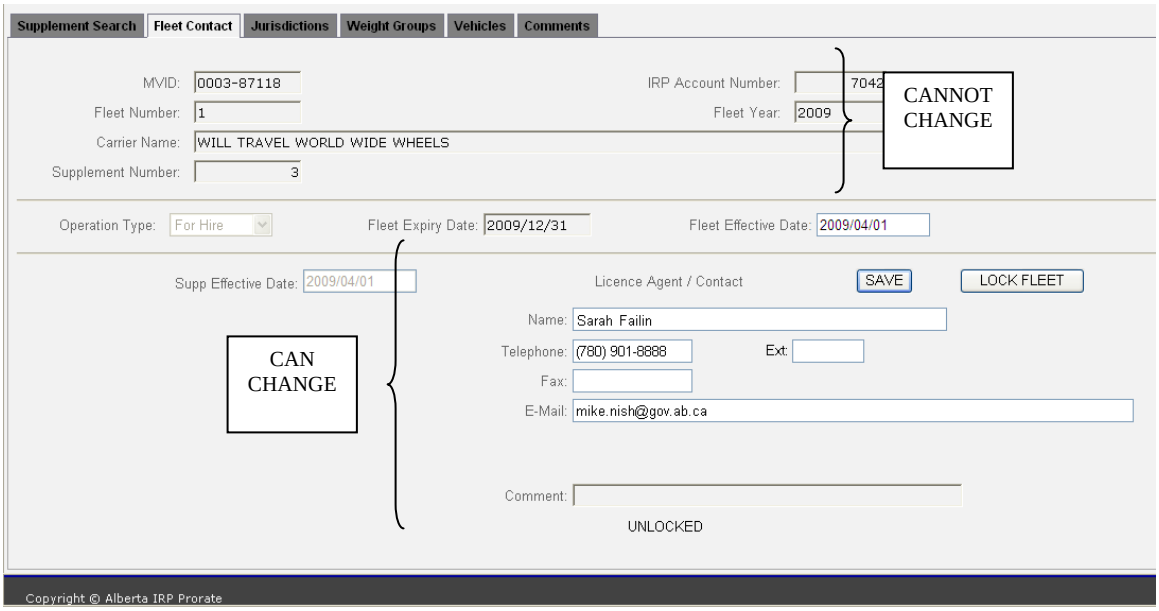


4. [Mouse Click] the edit icon [ ] at the start of the row to edit the supplement.
5. [Mouse Click] the delete icon [ ] at the left end of the row to delete the supplement.

☑ Confirm before deletion as the record is removed and cannot be recovered.

6. The **Fleet Contact** screen will display.

5.4.2 Change a Fleet Contact



1. *Operation type* and *Fleet effective date* have default values from a previous year but may be changed.

ⓘ Supp effective date is set from fleet effective date.

ⓘ Expiry date is set from Carrier Renewal Month and cannot be changed.

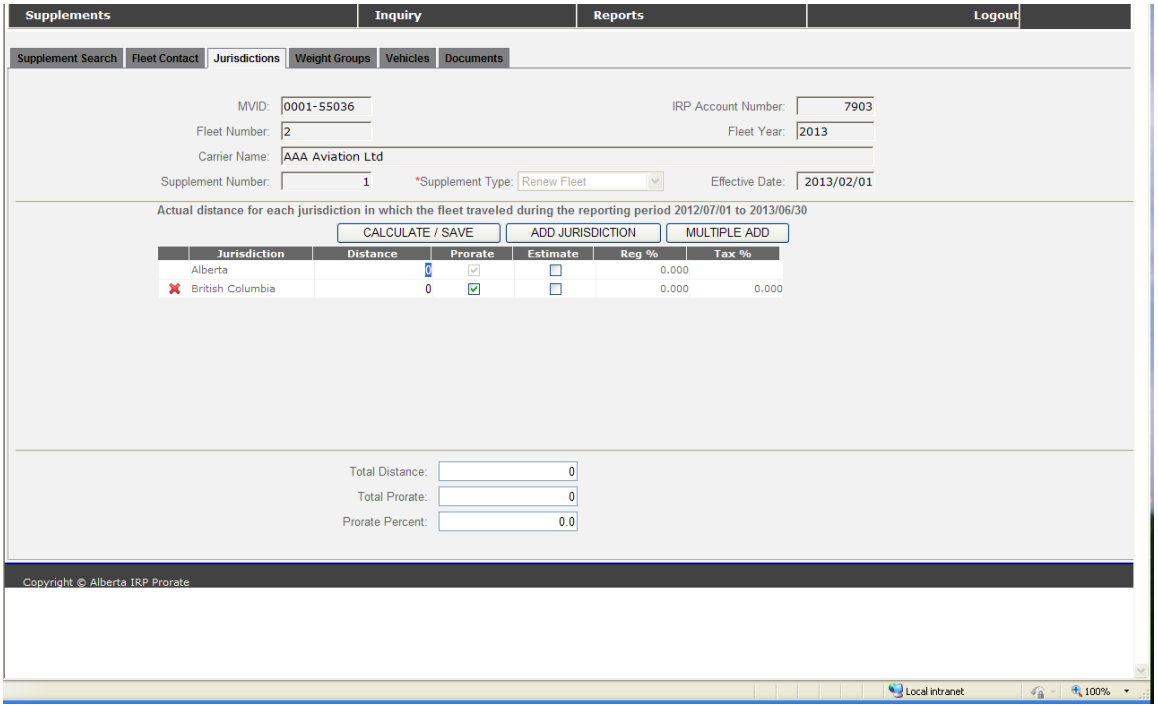
2. Licence Agent /Contact information is for this fleet and carrier.

☑ Contact information can also be changed in Contact Maintenance.

3. An annual renewal reminder is sent to this *E-mail* address.
4. *Telephone* and *Fax* fields are preformatted.
5. Choose the [Save] button to save any changes.
6. Proceed to the **Jurisdictions** tab after saving all changes.

5.4.3 Update Jurisdictions

1. The **Jurisdictions** screen will display. **There are two manners (manual data entry or Comma Separated Values) to enter distance on this screen:**



Manual Data Entry:

2. Use the cursor or Tab key to enter *distances* for existing jurisdictions.
3. Indicate if the *distance* is for Prorate and if it is an estimate.

ⓘ Enter actual distance in *distance* from the reporting period indicated above.
ⓘ Put a ☑ in the Prorate column only for those jurisdictions that you are applying for apportioned registration. All others leave blank.
ⓘ Enter estimated distance only if you do not have actual distance for a jurisdiction. To calculate estimated distance refer to "Estimated Distance Methods" available at https://transportation.alberta.ca/3168.htm

4. [Mouse Click] the delete icon [✖] at the left end of the row to delete a jurisdiction.
5. Choose the [Calculate/Save] button to save any changes and update the percentages and totals.

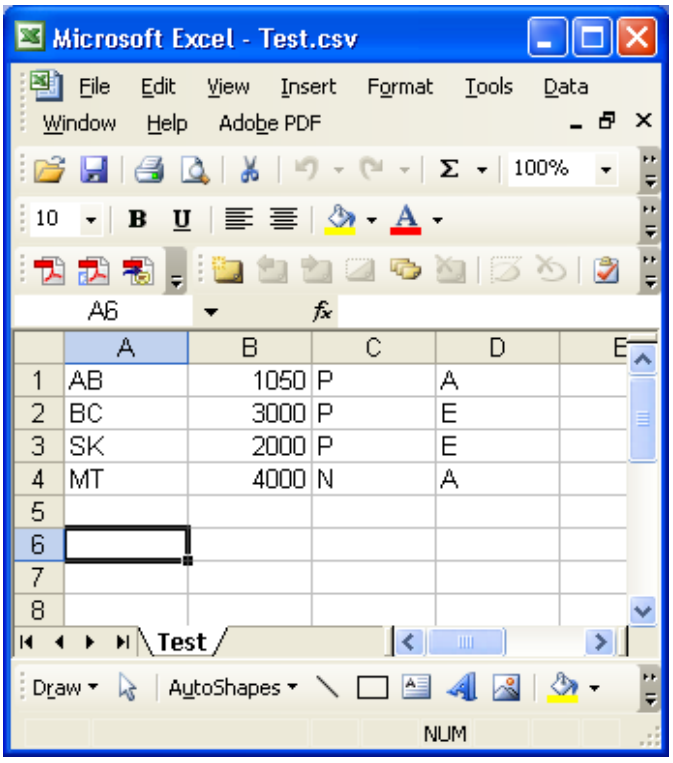
Comma Separated Values (CSV)

a. This method is advantageous to carriers that maintain their distance information in Excel.

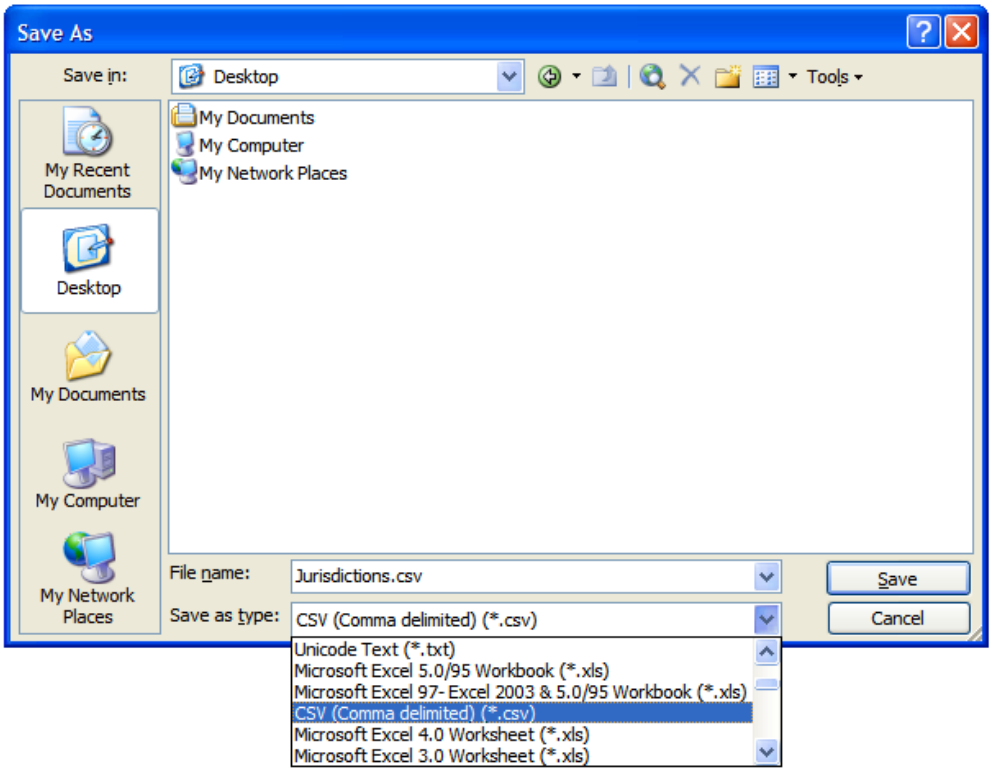
b. You will need to have the information formatted in Excel as shown in the example below,

Excel Format required for CSV.

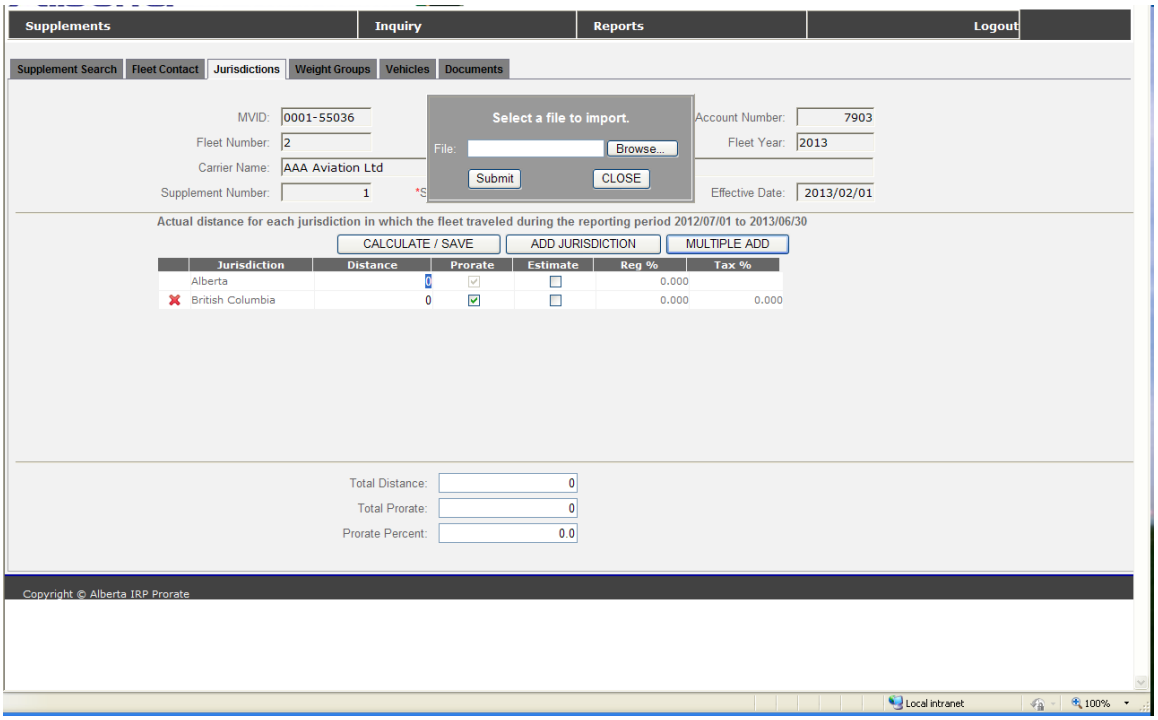
Jurisdiction, Distance, P (Prorate) or N (No Travel), Indicate A (Actual) or E (Estimate)



c. then saved as a CSV (Comma delimited) file.



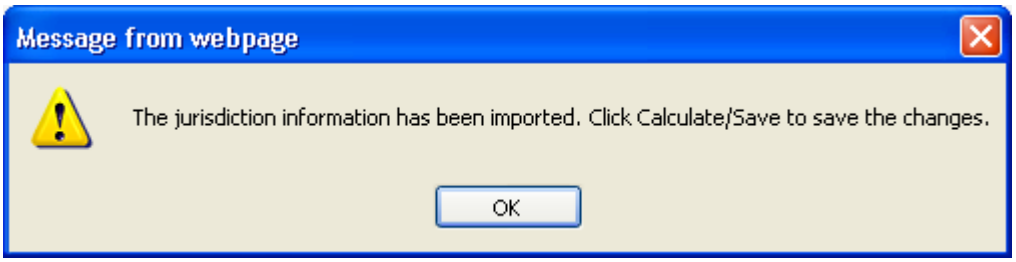
d. [Mouse Click] the [Multiple Add] button



e. You will be prompted to *Select a file to import.*

- [Browse] file to select distance file
- [Open] file
- [Submit] button

f. The following message will appear



g. [Mouse Click] [OK]

h. Choose the [Calculate/Save] button to save any changes and update the percentages and totals.

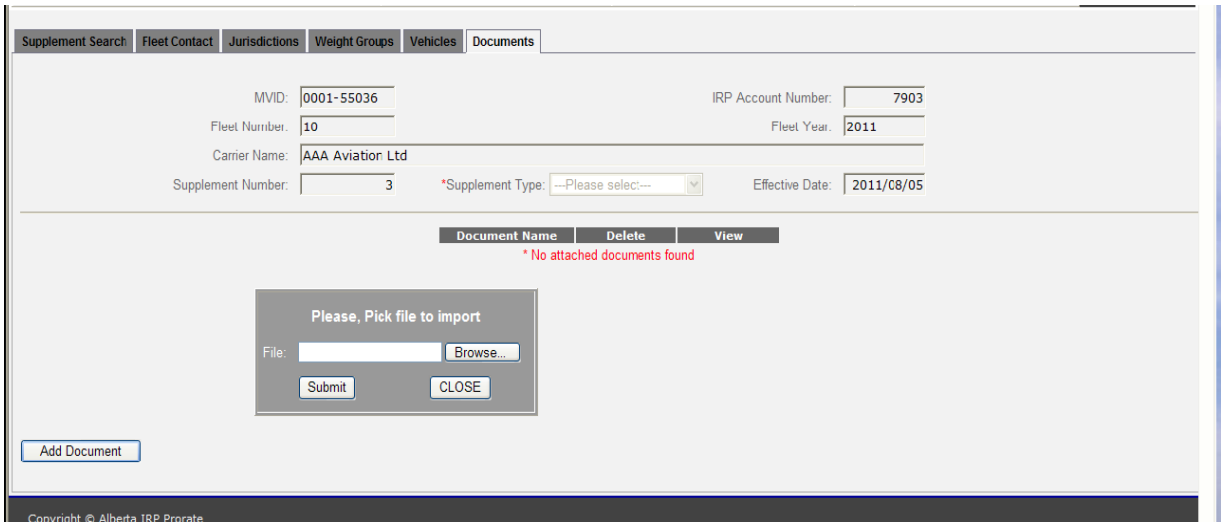
IMPORTANT NOTE: Distance accuracy is critical. Distances can not be corrected once any vehicle from a fleet year has been serviced (paid for) at a Registry Office. It is highly recommended that you use the Inquiry function (see Section 6 – Inquiry), display the distances keyed, print and have another employee verify the data entry.

ⓘ ***NOTE***: The following information will need to be attached to your renewal application:

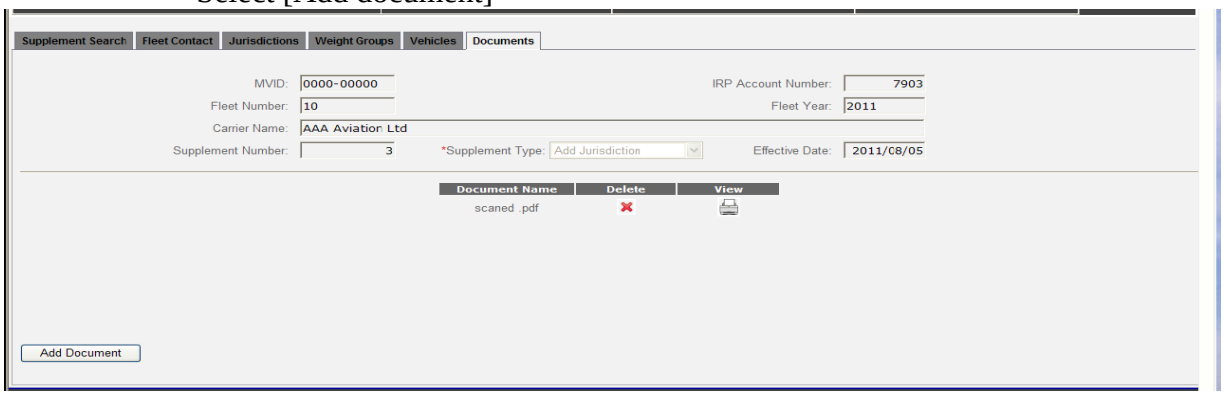
- Insurance Company Name, Policy Number and Expiry Date
- **Estimated Distance** explanation if you are not using Method 2.

1. Follow the steps to add documents to a supplement:

- Select Documents Tab



- Select [Add document]



- [Browse] file to select backup documents
- [Open] file
- [Submit] button
- Documents are now attached to supplement Steps can be repeated if required for additional backup documents

ⓘ ***NOTE***: The only acceptable file type for uploading is .pdf

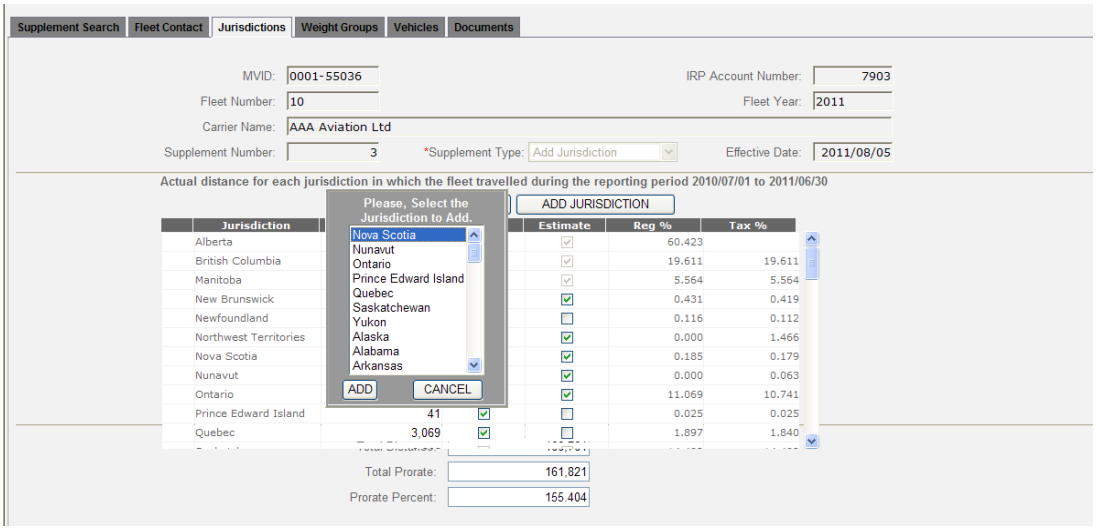
ⓘ **TYPES OF DOCUMENTS** to be attached to application:

1. Insurance
2. Estimated Distance Explanation

5.4.4 Add Jurisdictions

To add Jurisdiction data for a Fleet:

1. Choose the [Add Jurisdiction] button from the Jurisdiction display.
2. The **Add Jurisdiction** drop down list will display.



3. Choose the *jurisdiction(s)* to add.

☑ Hold the [CTRL] key when selecting multiple jurisdictions.

4. Select [Add] button to include the new *jurisdictions* on the **Jurisdictions** screen.
5. Use the cursor or Tab key to enter *distances* for new jurisdictions.
6. Indicate if the distance is for Prorate and if it is an estimate.

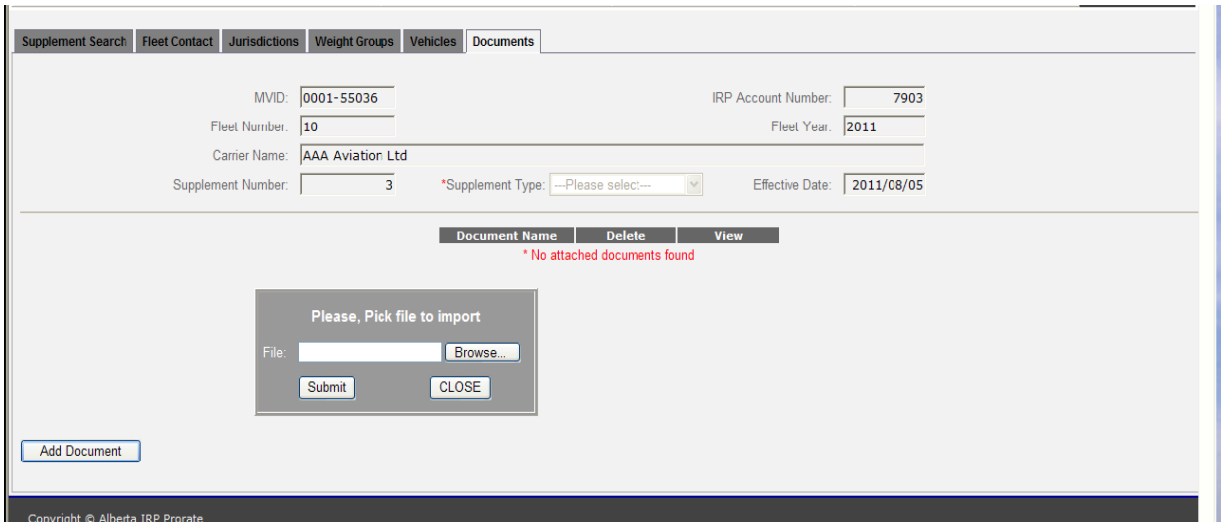
ⓘ Enter estimated distance only if you do not have actual distance for a jurisdiction. To calculate estimated distance refer to "Estimated Distance Methods" available at https://transportation.alberta.ca/3168.htm

7. Choose the [Calculate/Save] button to save any changes and update the percentages and totals.
8. Proceed to the **Weight Groups** tab after saving all changes.

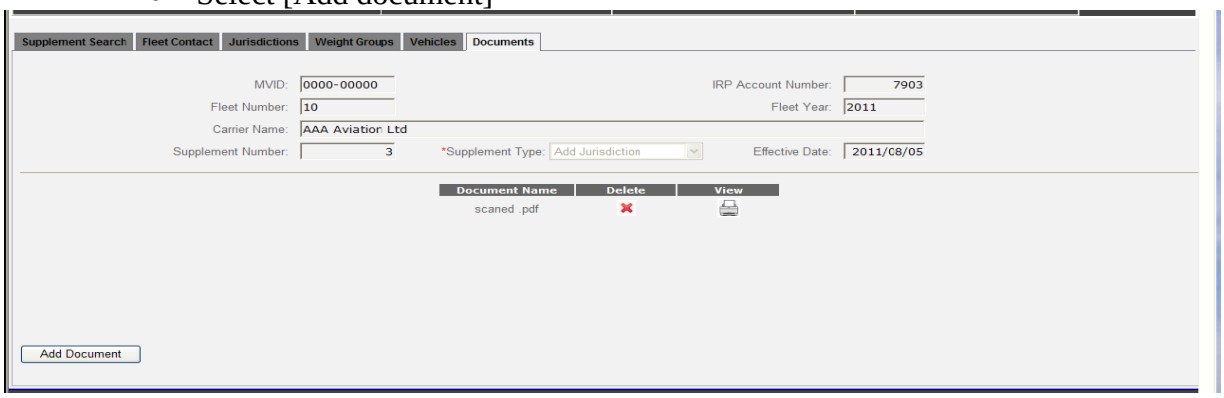
ⓘ ***NOTE***: Estimated Distance backup documents will need to be attached to your application if you are not using Method 2.

1. Follow the steps to add documents to a supplement:

- Select Documents Tab



- Select [Add document]

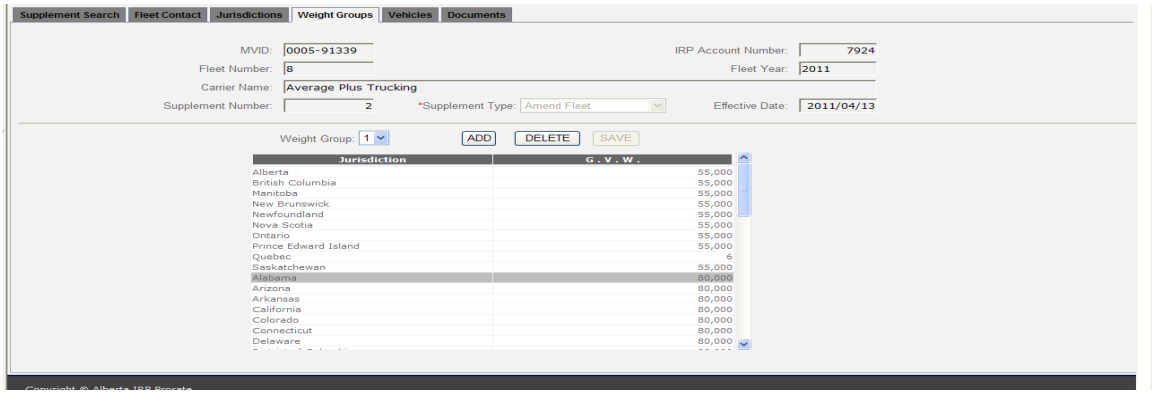


- [Browse] file to select backup documents
- [Open] file
- [Submit] button
- Documents are now attached to supplement Steps can be repeated if required for additional backup documents

ⓘ *NOTE*: The only acceptable file type for uploading is .pdf

5.4.5 Update Weight Groups

1. The **Weight Groups** screen will display.
2. To make a change select the *Weight Group Number* from the drop down list.



3. Use the cursor or [Tab] key to enter changes to *G.V.W.* for Prorate jurisdictions.
4. Choose the [Save] button to save any changes.
5. Choose the [Delete] button to remove a weight group. NOTE: You can only delete weight groups on renewal when no vehicle is assigned.

5.4.6 Add Weight Groups

To create a new Weight Group for a Fleet:

1. Select the [Add] button from the Jurisdiction display.
2. Enter a new *Weight Group Number*.
3. Select [Save].
4. The **Add Weight Group** screen will display with zeros for the *G.V.W.* of Canadian Jurisdictions and 80,000 for the *G.V.W.* of USA Jurisdictions.

ⓘ When creating a new *Weight Group,* or adding jurisdictions to existing *Weight Groups* the GVW for the CDN will populate @ 0 kg and the US will populate at 80,000 lbs. You must edit accordingly.

5.4.7 To delete an unused Weight Group from a Fleet:

1. Select the *Weight Group Number* from the drop down list.
2. Select [Delete]

ⓘ Only *Jurisdictions* that are prorated will be listed.

☑ Canadian *G.V.W.* is kilograms and USA *G.V.W.* is in pounds.

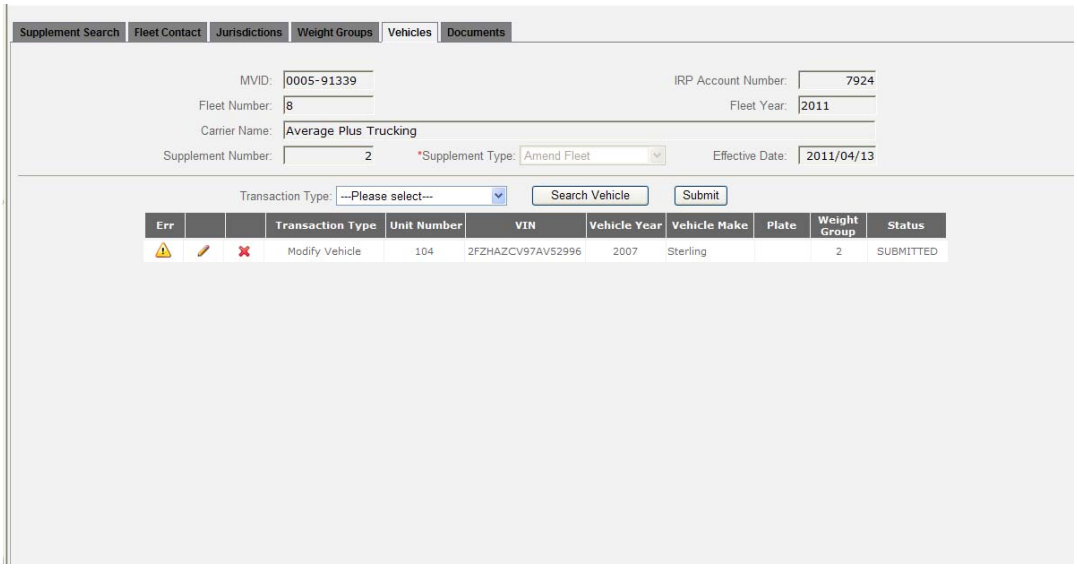
☑ Quebec (QC) uses *Axles* for *G.V.W.* and not kilograms.

5. Use the [Tab] key or cursor to apply any changes that are required for the default *G.V.W.*
6. Choose the [Save] button to save the new *Weight Group*.

Proceed to the **Vehicles** tab after saving all changes.

5.4.8 Update Vehicles

2. The **Vehicles List** screen will display showing all current *vehicles* in the *Fleet*.

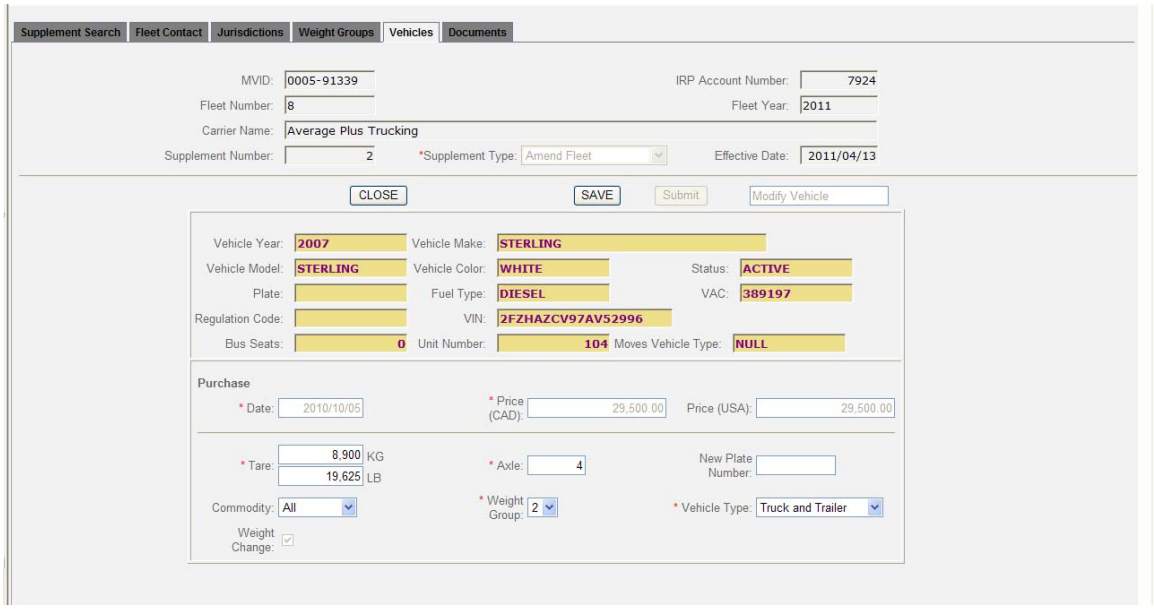


3. [Mouse Click] the delete icon [ ] at the left end of the row to delete the vehicle.
4. [Mouse Click] the edit icon [ ] at the start of the row to edit a vehicle.

ⓘ The warning icon [ ] beside a vehicle, or vehicles, indicates an error. This error must be corrected before a Fee Notice for the carrier can be produced.

5. The **Vehicle Details** screen will display.
6. Examples of errors:
    - Missing plate number
    - Vehicle Status (write-off or salvage)
    - US Purchase amount required.

Vehicle Details screen



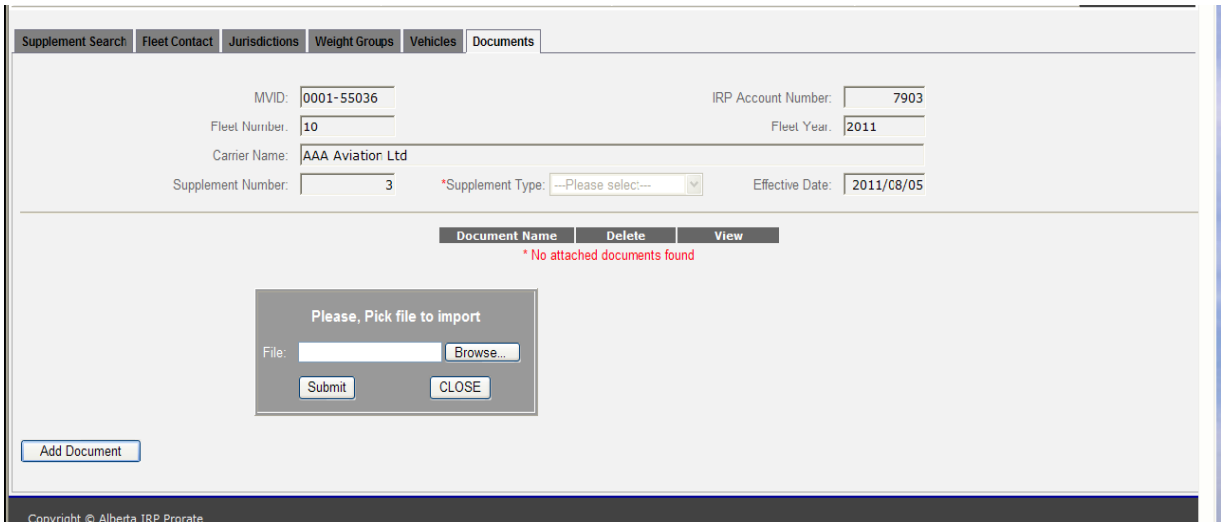
7. Enter any missing or changed data into the fields or choose options from drop down list.

ⓘ Vehicle data is displayed in yellow boxes and cannot be changed via the Prorate IRP – Online Portal. If this information is not accurate, you will need to submit a supplement using the manual process.

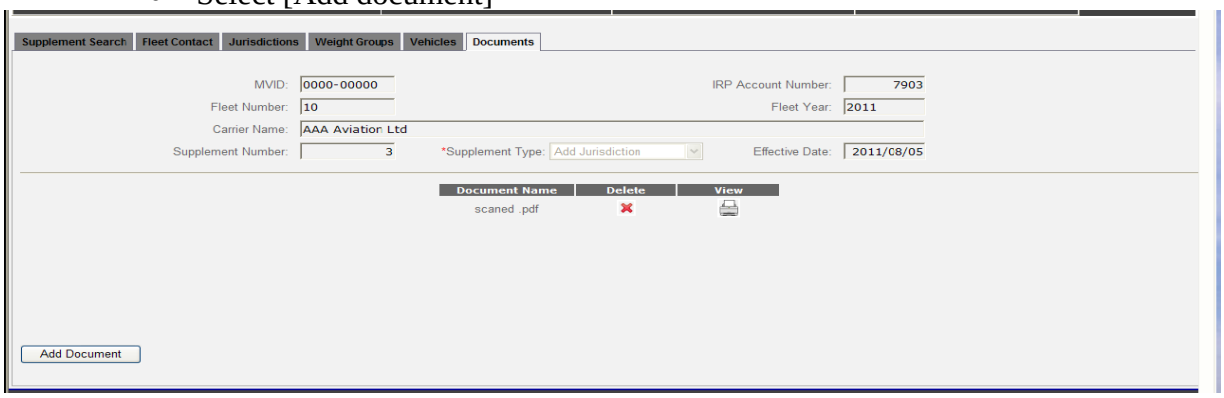
Choose the [Save] button to save any changes.

8. Choose the [Close] button to exit without saving any changes.
9. The **Vehicles List** screen will display showing all current *vehicles* in the *Fleet*.
10. Repeat steps 3 through 7 for each vehicle in the fleet that needs to change or delete.
11. Follow the steps to add documents to a supplement:

- Select Documents Tab



- Select [Add document]



- [Browse] file to select backup documents
- [Open] file
- [Submit] button
- Documents are now attached to supplement Steps can be repeated if required for additional backup documents

ⓘ ***NOTE***: The only acceptable file type for uploading is .pdf

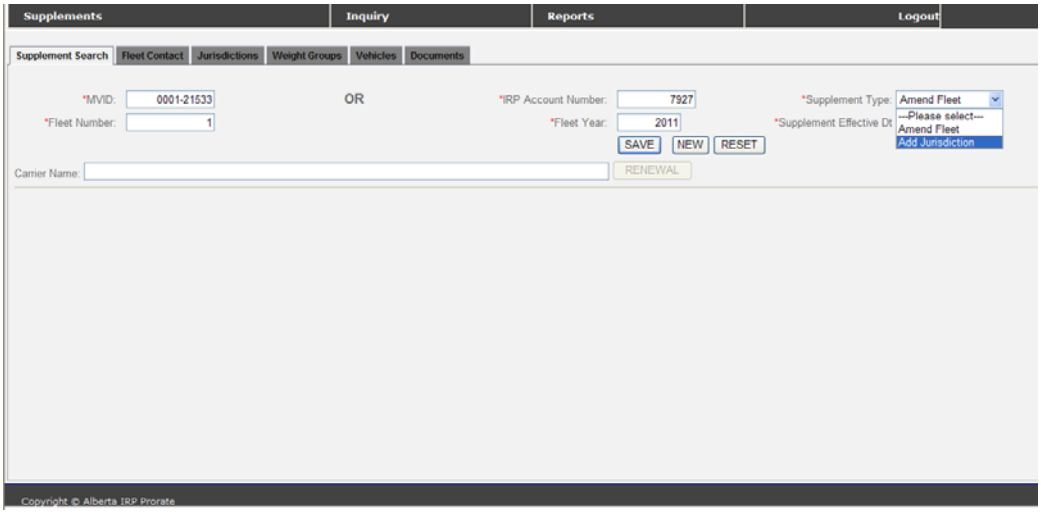
12. If there are no errors and there are no additional changes to fleet data select [Submit] to send the supplement to the Prorate Office.

☑ The supplement will be generated and sent as an e-mail to the in-box prorate@gov.ab.ca

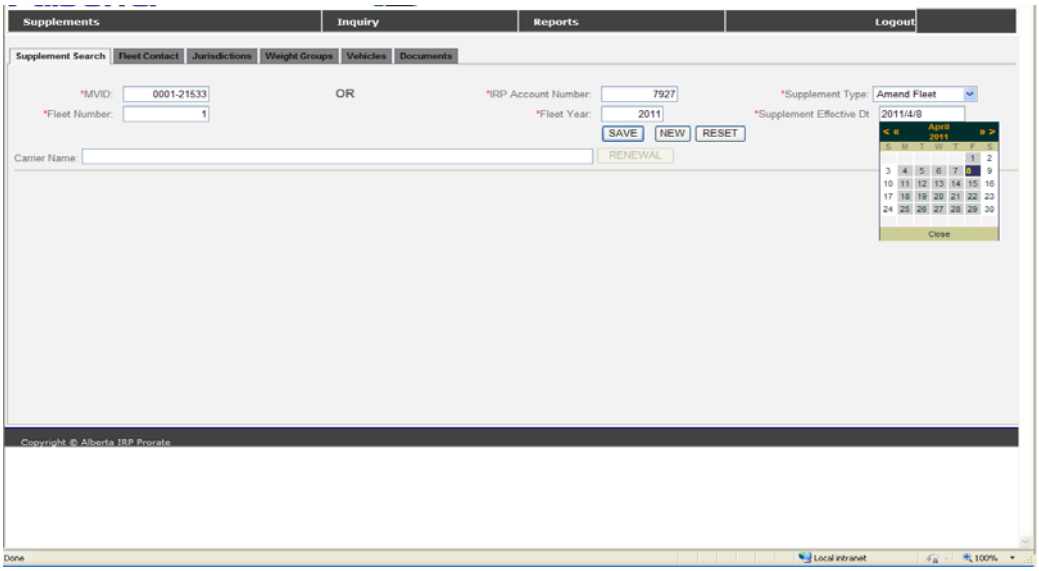
5.5 Amend Fleet Supplement

5.5.1 Find Fleet to Amend

1. Find the Supplement to amend using the search methods previously described in Supplement Search.
2. The **Supplement Search** screen will display with a list of current supplements and their status.
3. Select [New] and the Supplement Search screen will display with a drop-down list for *Supplement Type*.
4. Select Amend Fleet from the list.



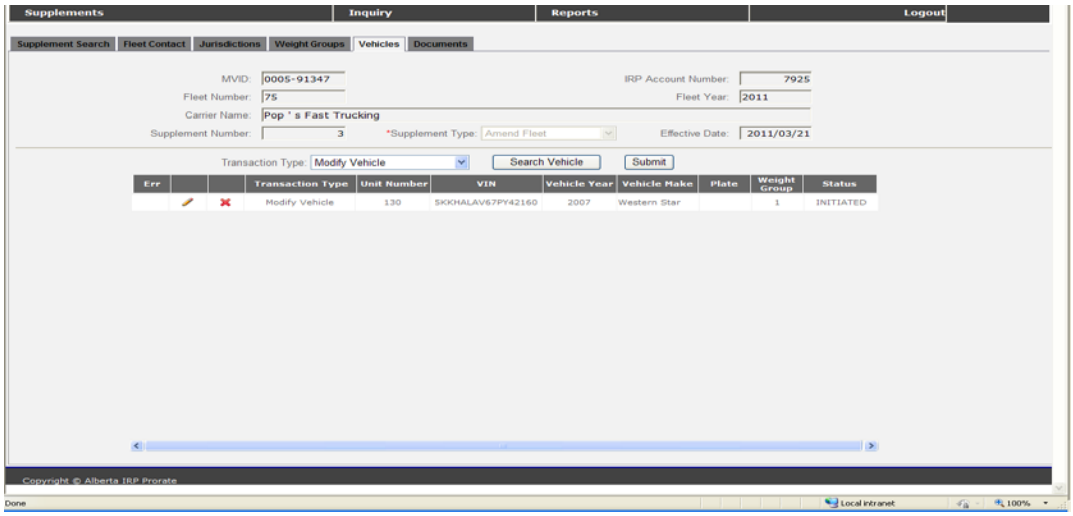
5. Supplement Search screen will display with a calendar control for *Effective Date*.



6. Use the calendar control to set the *Effective Date* as follows:
    - Use the [>] to change month.
    - Use the [>>] to change year.
    - When the correct month and year are found [mouse click] the day of the month that is needed.
7. Select [Save] after choosing the *Effective Date* and the Supplement Search screen will display with the new supplement.

ⓘ NOTE: When you select a date in the future, all subsequent supplements can be dated no earlier than the date you have used. (i.e. you may want to add a vehicle for the 1st of June, however if you then have cancellations they too would be dated for the 1st of June and would not be entitled to the credits for the previous month.)

ⓘ NOTE: Supplements can not be created more than 60 days into the future.



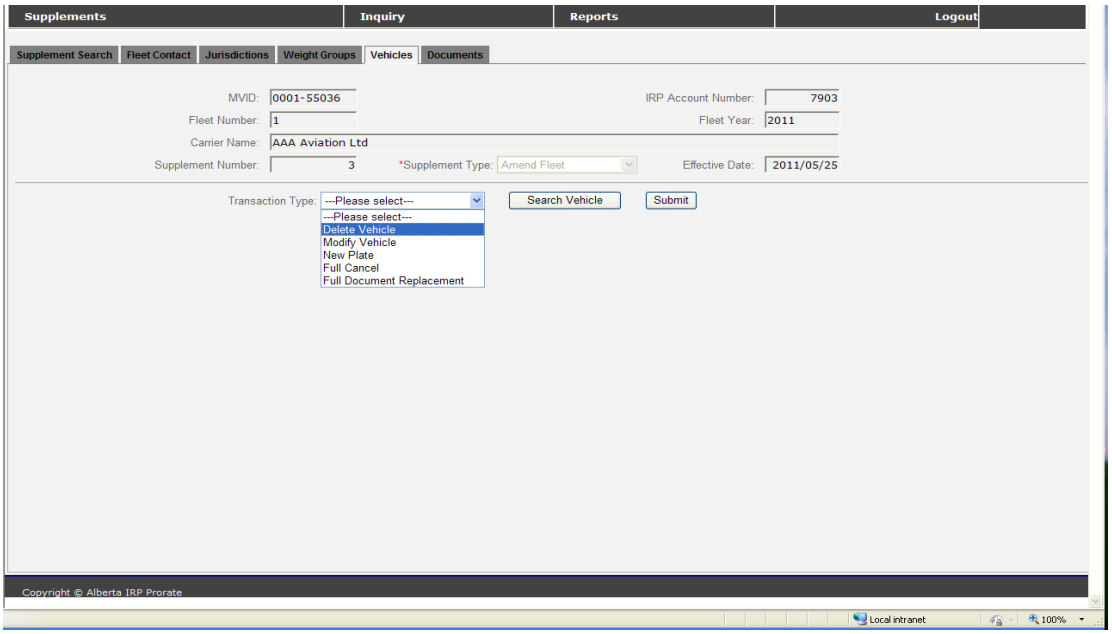
8. [Mouse Click] the edit icon [ ] at the start of the row to edit the supplement.
9. [Mouse Click] the delete icon [ ] at the left end of the row to delete the supplement.

☑ Confirm before deletion as the record is removed and cannot be recovered.

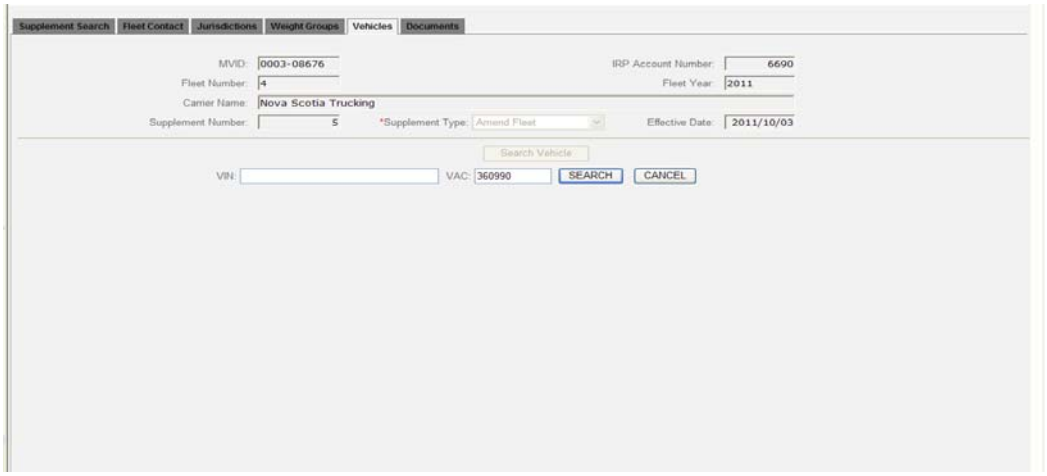
10. The **Fleet Contact** screen will display.
11. Follow the procedures:
    - Change a Fleet Contact except for:
        i. Supplement effective date can change.
        ii. Fleet effective date can NOT change.
    - Update Jurisdictions except for:
        i. No changes to distances or jurisdictions are allowed.
    - Update Weight Groups except for:
        i. No changes to weight groups assigned to a vehicle.
        ii. New weight groups are allowed.
12. Proceed to the **Vehicles** tab after saving all changes.

5.5.2 Vehicle Search

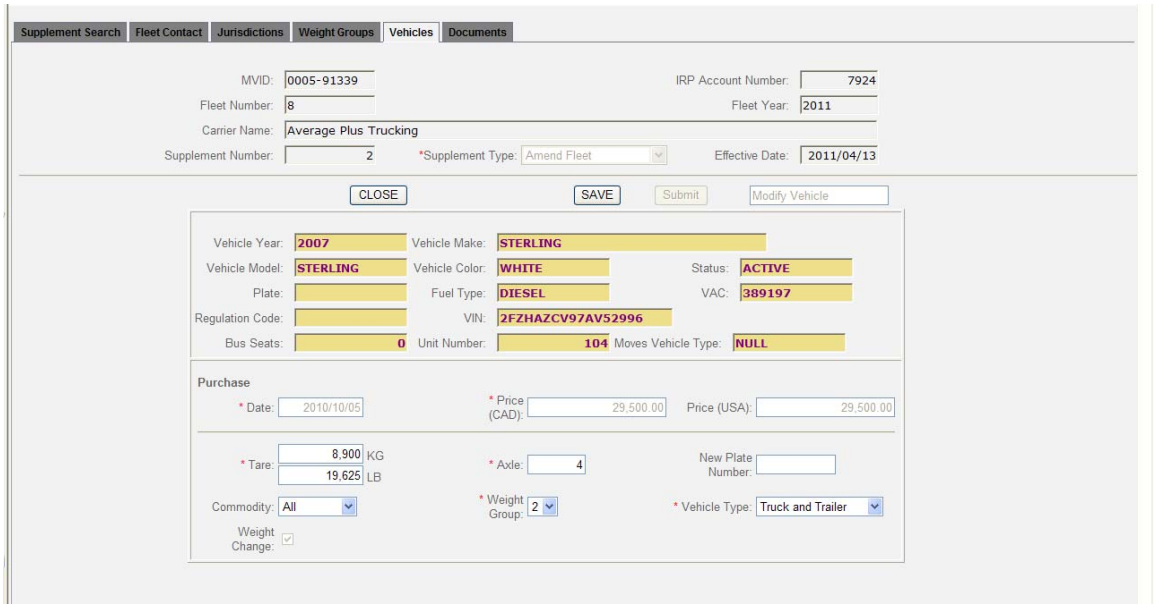
1. The **Vehicles Search** screen will display.



1. Select a *Transaction Type* from the drop-down list and select [Search Vehicle].
2. The Vehicle Search screen will display.



3. Enter a *VAC*, *VIN*, or the last eight (8) characters of a *VIN* and select [Search].
4. When a valid VAC or a valid VIN is entered the Vehicle Details screen (see above) will display.
5. When only the last eight (8) characters of a valid VIN are entered a vehicle list screen with all vehicles that have a VIN ending in those characters will display. [Mouse Click] any field of the vehicle from the list and the **Vehicle Details** screen will display.



6. Enter any missing or changed data into the fields or choose options from drop down list.

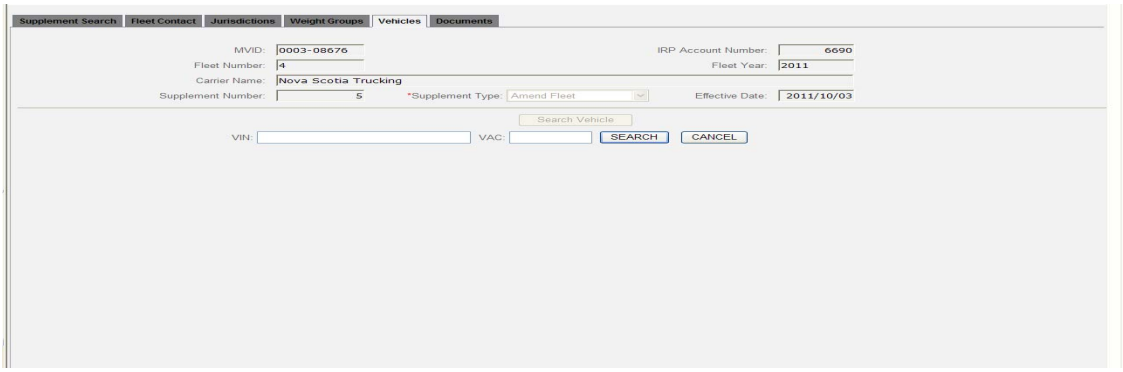
ⓘ Vehicle data is displayed in yellow boxes and cannot be changed via the Prorate IRP – Online Portal. If this information is not accurate, you will need to submit a supplement using the manual process.

Choose the [Save] button to save any changes.

7. Choose the [Close] button to exit without saving any changes.
8. The **Vehicles List** screen will display showing all current *vehicles* for the transaction.

9. Repeat steps 2 through 9 for each *Vehicle* included in the Amend Fleet supplement according to the following:

    - Renew Vehicle and Add Jurisdiction are not valid for this supplement type.
    - Delete Vehicle, Full Cancel, Document Replacement and New Plate, transactions are specific to one vehicle.
    - Modify Vehicle



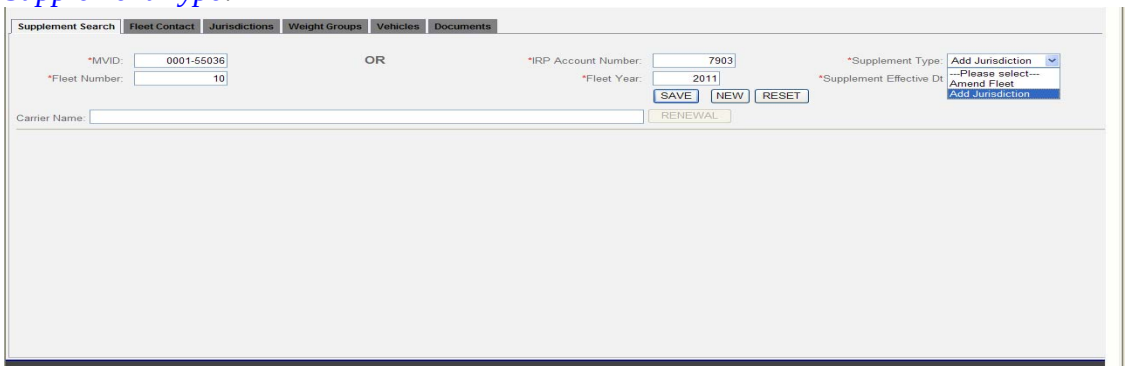
10. If there are no errors and there are no additional changes to this supplement select [Submit] to send the supplement the Prorate Office.

☑ The supplement will be generated and sent as an e-mail to the in-box of prorate@gov.ab.ca

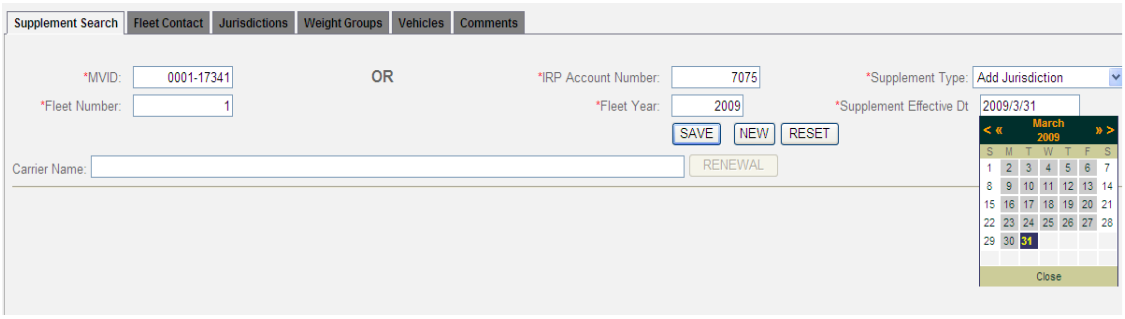
5.6 Add Jurisdiction Supplement

5.6.1 Find Fleet

1. Find the fleet to update using the search methods previously described in Supplement Search.
2. The **Supplement Search** screen will display with a list of current supplements and their status.
3. Select [New] and the Supplement Search screen will display with a drop-down list for *Supplement Type*.



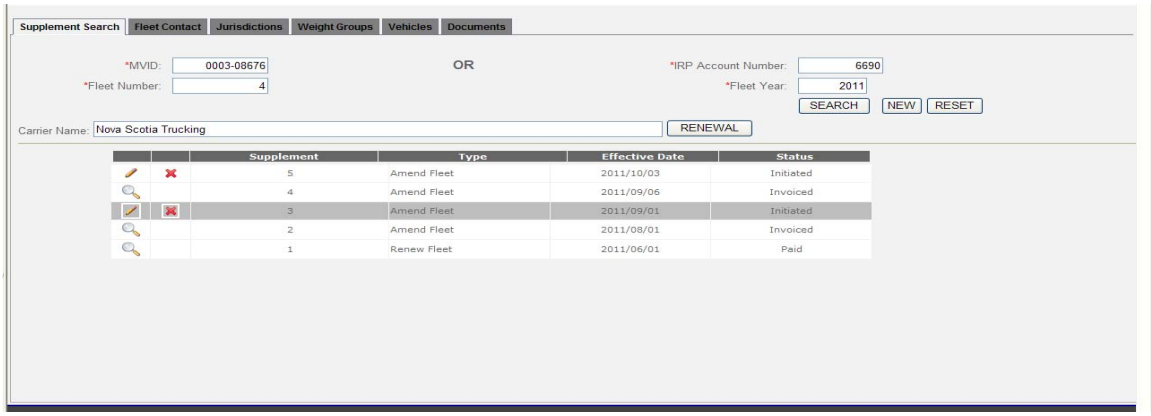
4. Select Add Jurisdiction from the list and the Supplement Search screen will display with a calendar control for *Effective Date*.



5. Use the calendar control to set the *Effective Date* as follows:
   - Use the [>] to change month.
   - Use the [>>] to change year.
   - When the correct month and year are found [mouse click] the day of the month that is needed.

ⓘ NOTE: When you select a date in the future, all subsequent supplements can be dated no earlier than the date you have used. (i.e. you may want to add a vehicle for the 1st of June, however if you then have cancellations they too would be dated for the 1st of June and would not be entitled to the credits for the previous month.)

6. Select [Save] after choosing the *Effective Date* and the Supplement Search screen will display with the new supplement.



7. [Mouse Click] the delete icon [ ] at the left end of the row to delete the supplement.

☑ Confirm before deletion as the record is removed and cannot be recovered.

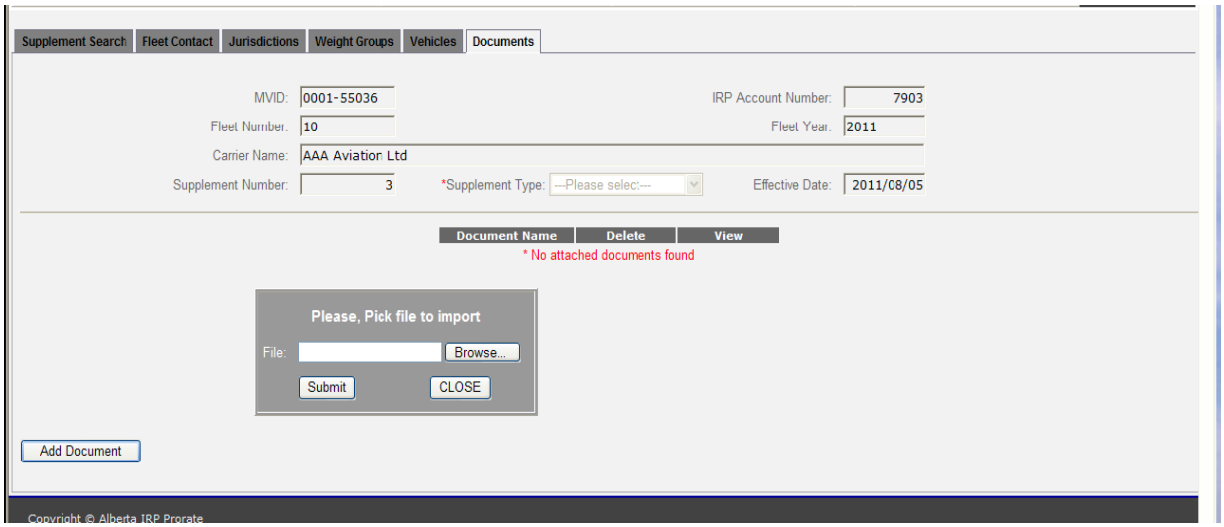
8. [Mouse Click] the edit icon [ ] at the start of the row to edit the supplement.
9. The **Fleet Contact** screen will display.
10. Follow the procedures:
    - Change a Fleet Contact except for:
        i. Supplement effective date can change.
        ii. Fleet effective date can NOT change.

- Add Jurisdictions except for:
  i. Only distances for new jurisdictions are allowed.

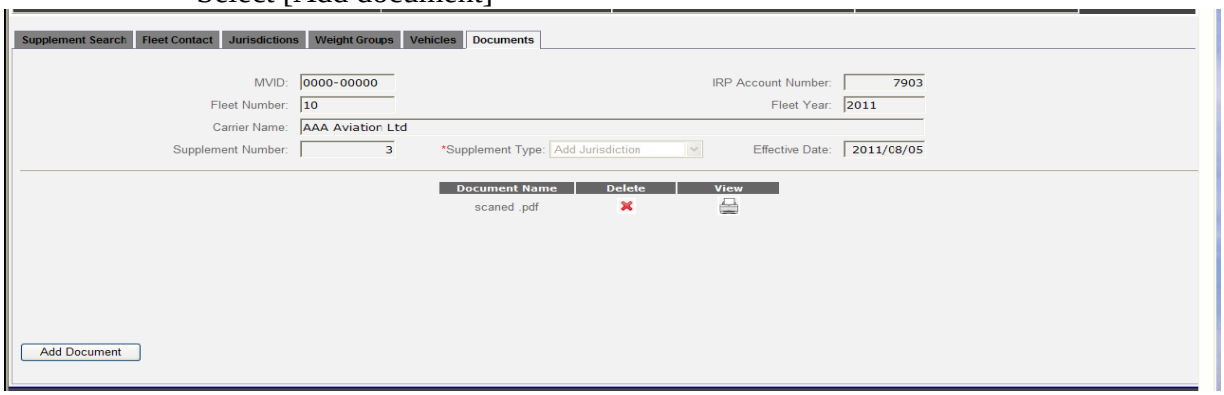
ⓘ Enter estimated distance only if you do not have actual distance for a jurisdiction. To calculate estimated distance refer to "Estimated Distance Methods" available at https://transportation.alberta.ca/3168.htm

ⓘ ***NOTE***: Estimated Distance explanation will need to be attached to your application if you are not using Method 2.

1. Follow the steps to add documents to a supplement:
   - Select Documents Tab



   - Select [Add document]



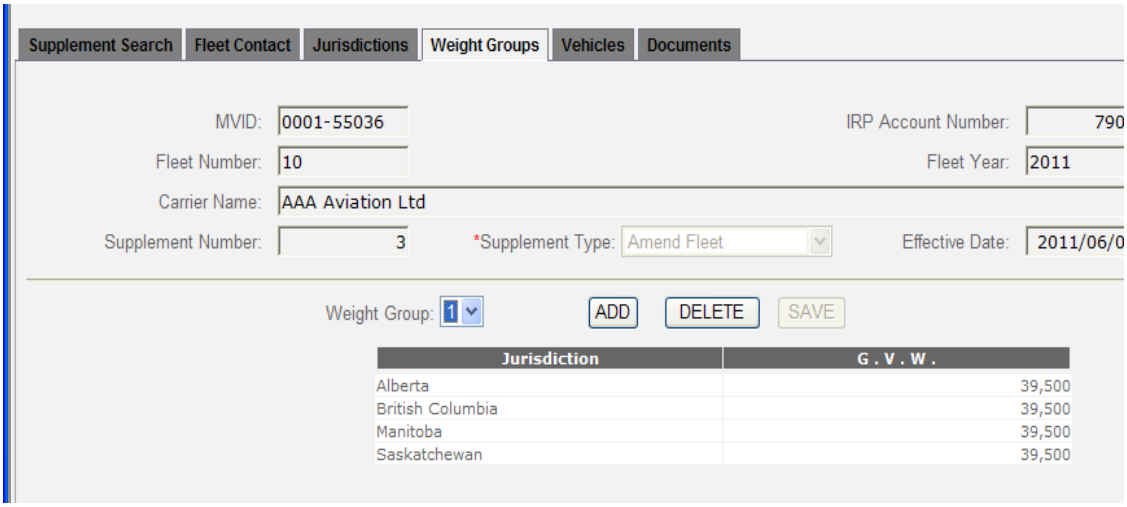
   - [Browse] file to select backup documents
   - [Open] file
   - [Submit] button
   - Documents are now attached to supplement Steps can be repeated if required for additional backup documents

ⓘ ***NOTE***: The only acceptable file type for uploading is .pdf

Update Weight Groups except for:

ii. Enter weights for new Jurisdictions for each weight group.

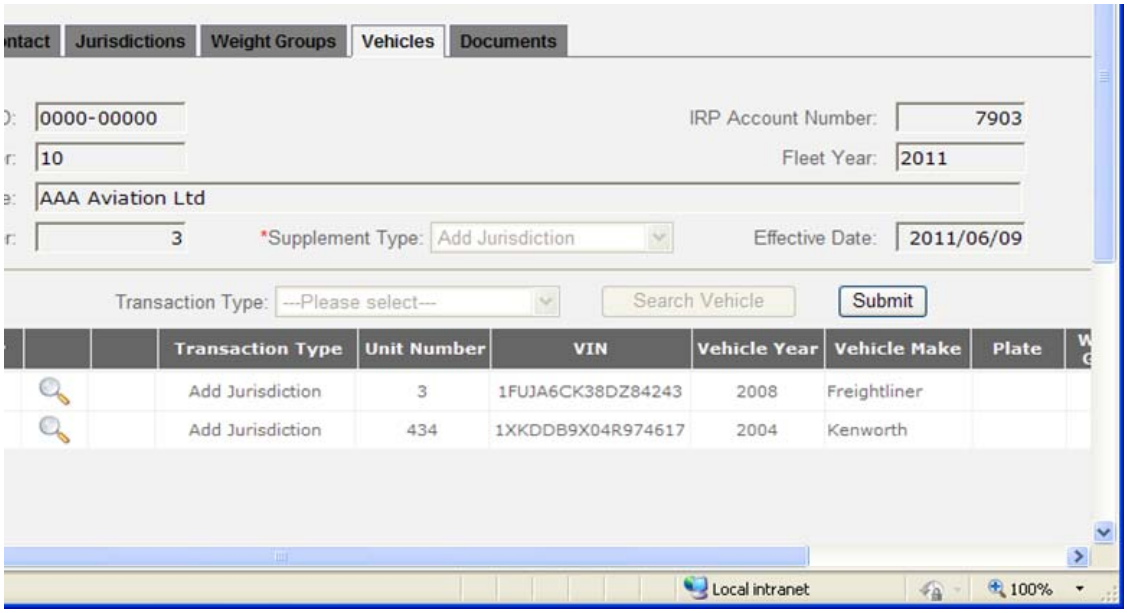
iii. No changes to weight groups assigned to a vehicle.



11. Proceed to the **Vehicles** tab after saving all changes.

12. The **Vehicles Search** screen will display with all current vehicles in the fleet.

13. There are no other transactions available but changes must be made to vehicles weight group and US purchase price.



14. If there are no errors and there are no additional comments for this supplement select [submit] to send the supplement to the *Prorate Office*.

☑ The supplement will be generated and sent as an e-mail to the in-box of prorate@gov.ab.ca

6 Inquiry

The Inquiry function of Alberta PIRPS provides a way to review standard information for carriers, vehicles, weight groups, and distances. It avoids having to search for a supplement or produce a report to verify information and eliminates any risk of accidently updating data.

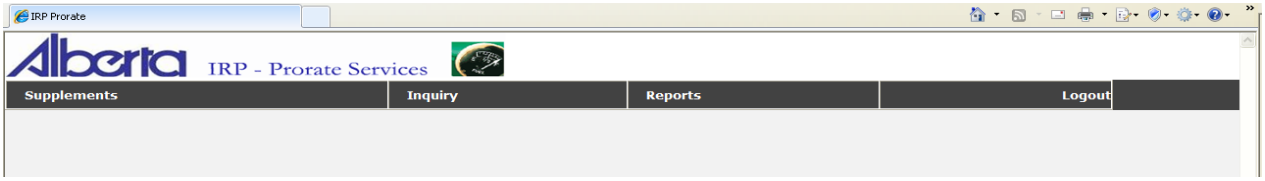
All of the information displayed is from the PIRPS database.

Information can be accessed by entering the MVID or IRP account number as well as the fleet year. Inquiries that require a fleet number provide a drop down list of available fleets to choose from. The carrier name search allows for full name, partial name, or a "wildcard" (%). A "wildcard" or partial search displays a list of matching carriers from which the desired carrier can be selected.

6.1 Access the Inquiry Menu

To access the Inquiry menu after signing on to PIRPS:

1. Choose **Inquiry** from the menu bar.
2. The **Inquiry Menu** screen will display



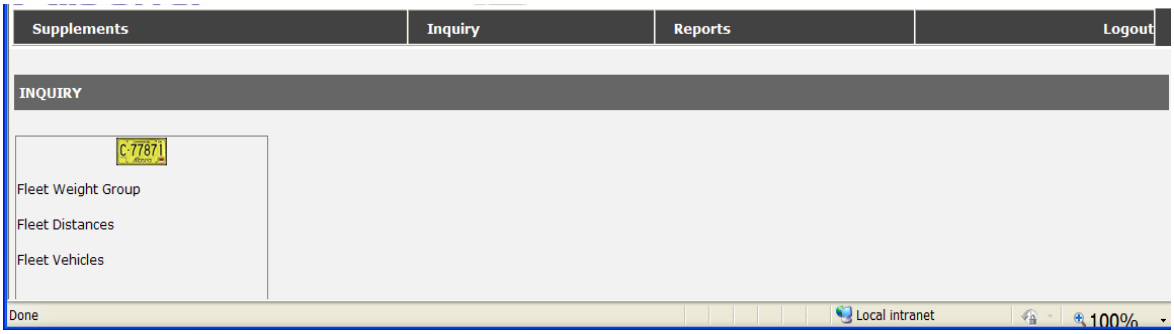
6.2 Three Inquiries are available from the Portal.

- *Fleet Weight Group*
- *Fleet Distance*
- *Fleet Vehicles*

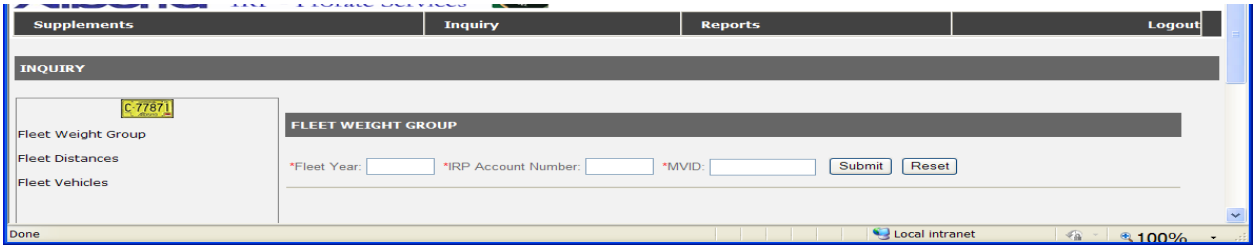
6.2.1 Fleet Weight Group

To view Fleet Weight Group data:

1. Choose **Fleet Weight Group** from the menu.

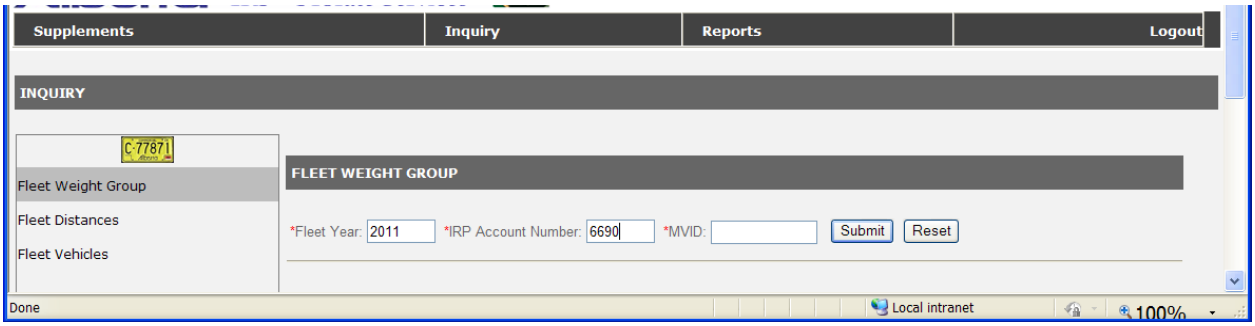


2. The **Fleet Weight Group Search** screen will display.



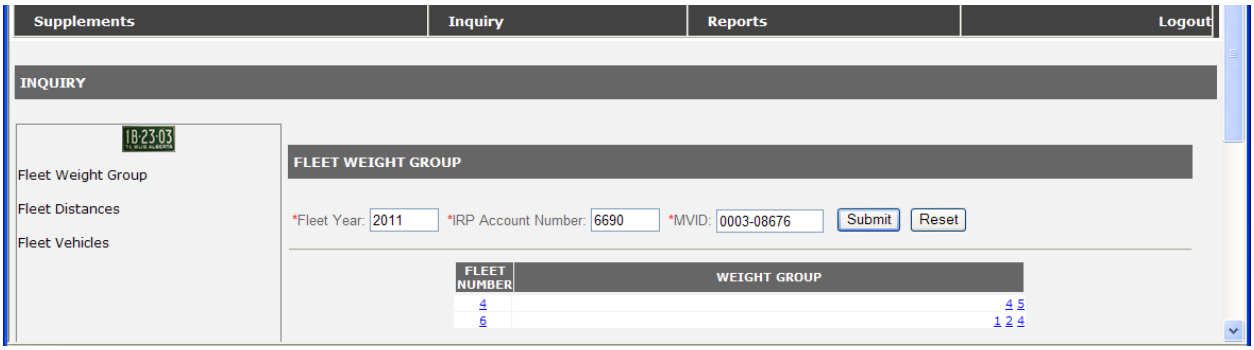
3. Enter a current or historical *Fleet Year*.
4. Enter the *IRP Account Number* or *MVID* for the carrier.

ⓘ MVID may be entered in free format (just the numbers).

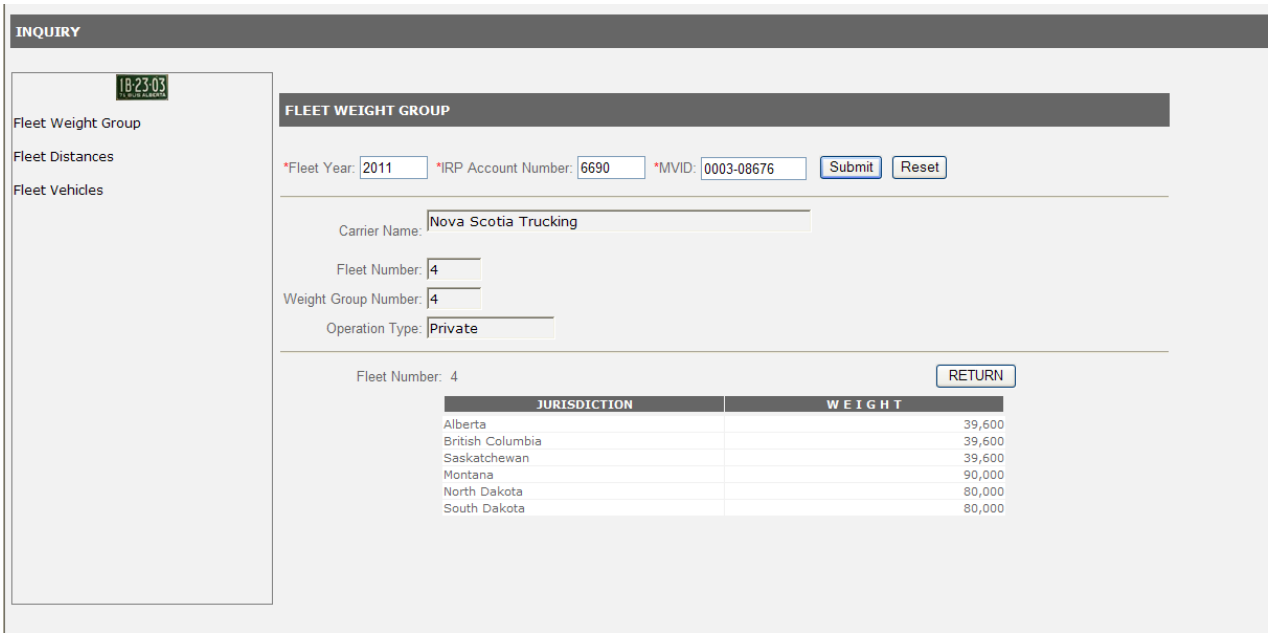


5. Select [Submit].

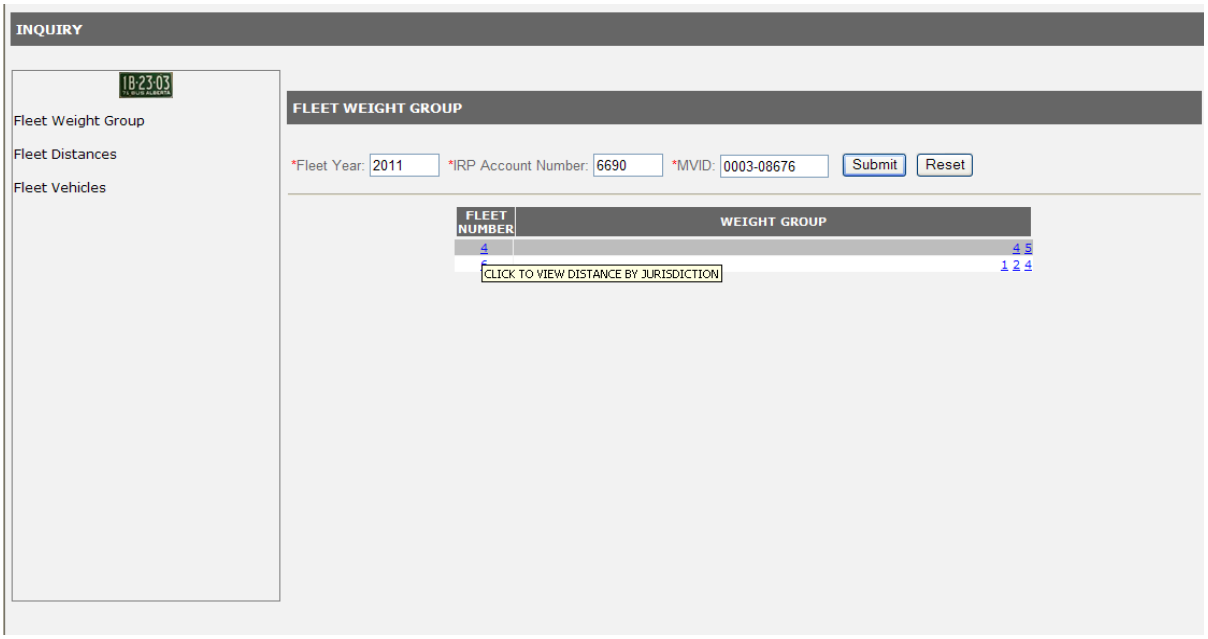
6. The **Fleet Weight Group List** screen will display.

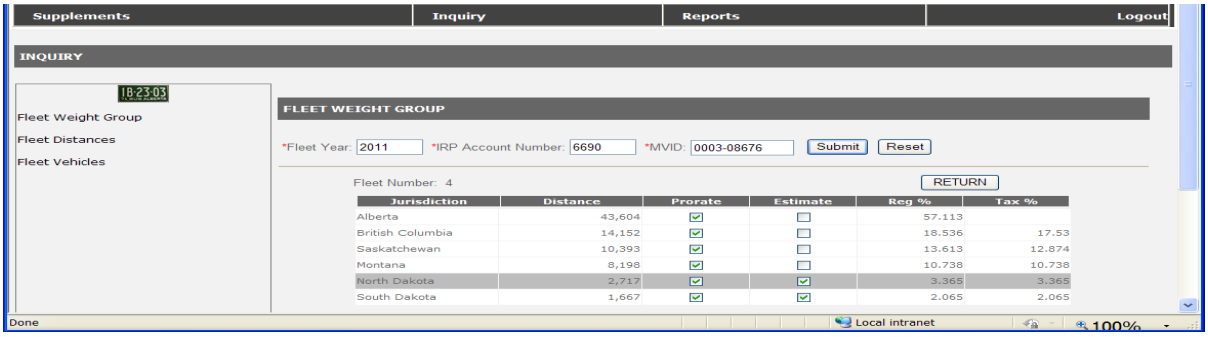


7. [Mouse Click] the desired *Weight Group* number.
8. The Fleet **Weight Group Details** screen will display.



ⓘ [Mouse Click] the *Fleet Number* to display the **Fleet Distances** for that fleet.



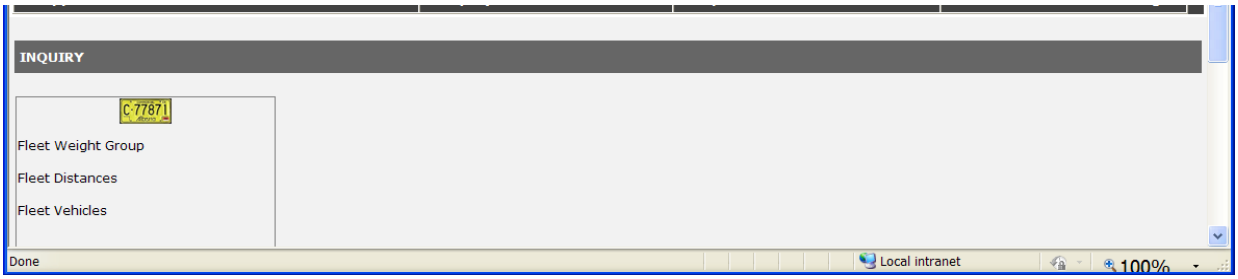


9. Select [Reset] to clear the display and do another search. Select [Return] to return to the previous screen.

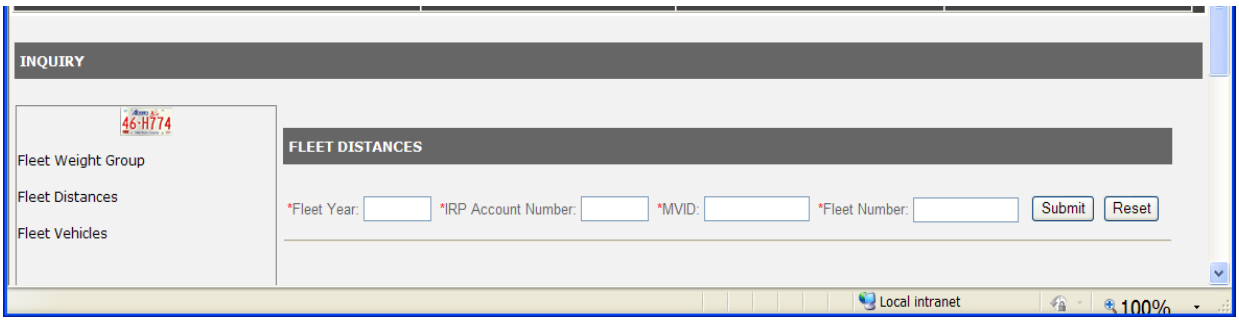
6.2.2 Fleet Distance

To view Fleet Distance data:

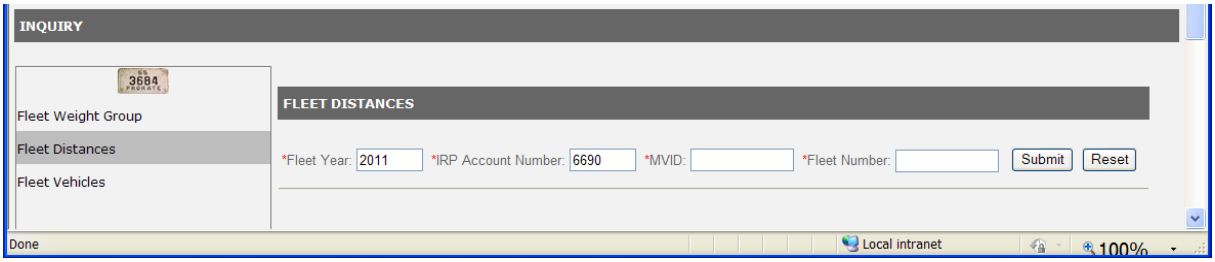
1. Choose **Fleet Distances** from the menu.



2. The **Fleet Distances Search** screen will display.

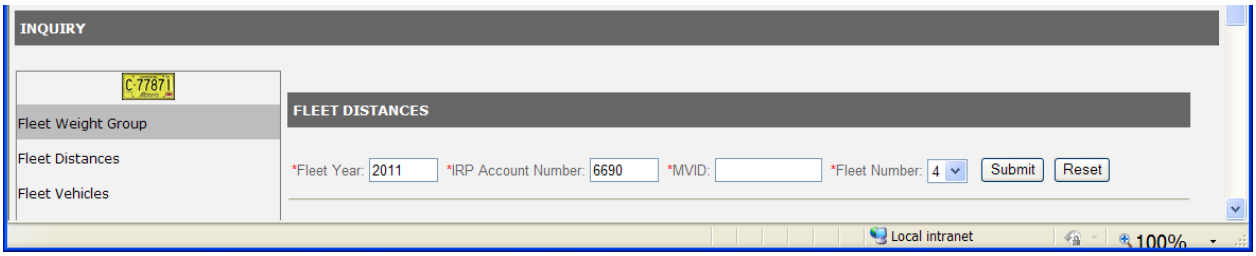


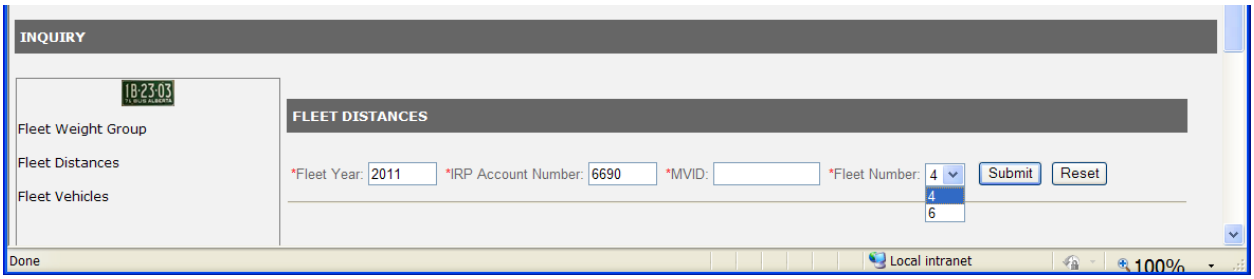
3. Enter a current or historical *Fleet Year*.
4. Enter the *IRP Account Number* or *MVID* for the carrier.



5. Select [Submit] to see a display of available *Fleet Numbers* for that *Fleet Year* and *IRP Account Number*.

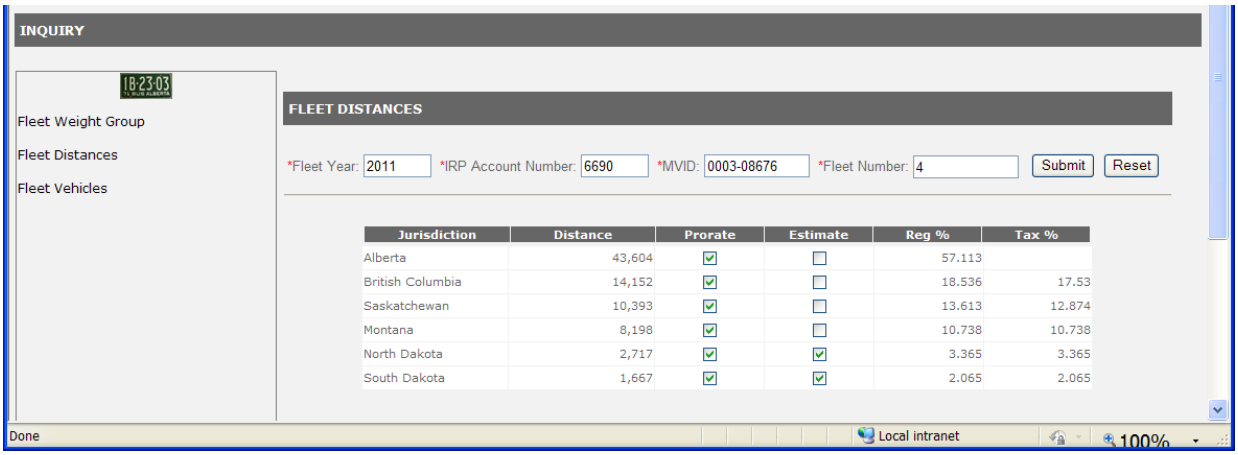
6. A drop down list of available *Fleet Numbers* will be displayed.





7. Select a *Fleet Number* from the list and [Submit].
8. Select [Submit] to see a display of available *Fleet Numbers* for that *Fleet Year* and *IRP Account Number* (or MVID).

ⓘ MVID may be entered in free format (just the numbers)

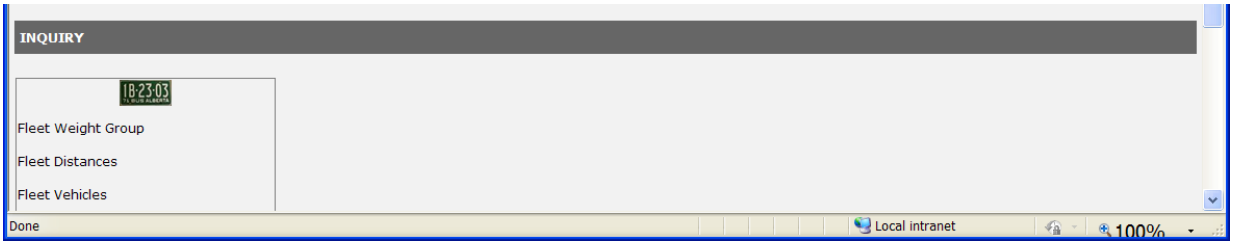


9. Select [Reset] to clear the display and do another search.

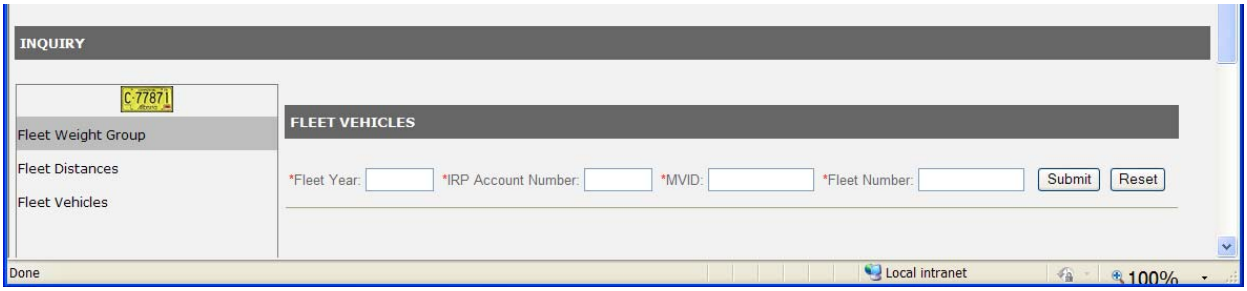
6.2.3 Fleet Vehicles

To view Fleet Vehicles data:

1. Choose **Fleet Vehicles** from the menu.

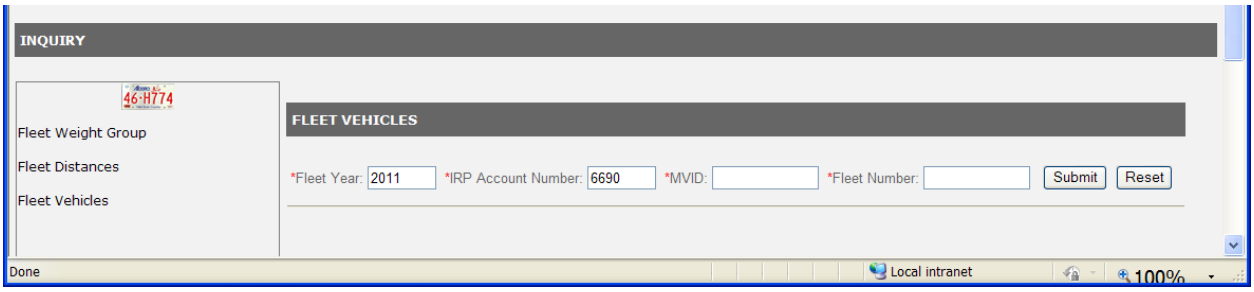


2. The **Fleet Vehicles Search** screen will display.



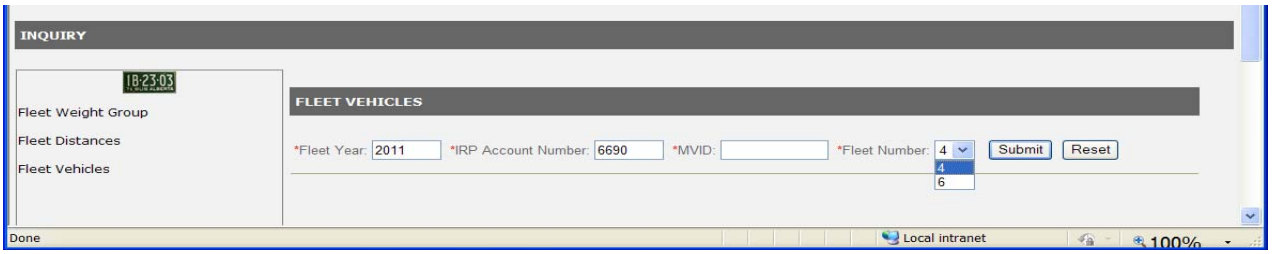
3. Enter a current or historical *Fleet Year*.

4. Enter the *IRP Account Number* for the carrier.



5. Select [Submit] to see a display of available *Fleet Numbers* for that *Fleet Year* and *IRP Account Number*.

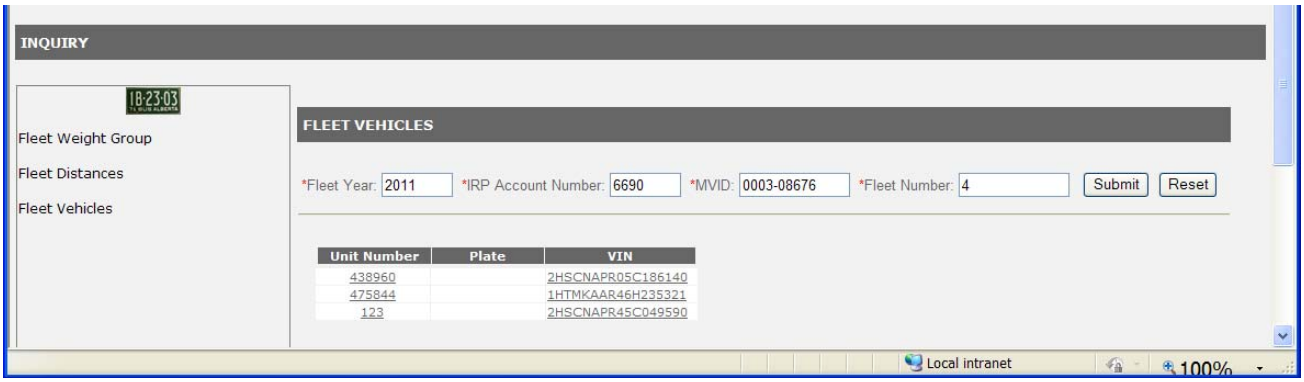
6. A drop down list of available *Fleet Numbers* will be displayed.



7. Select a Fleet Number from the list and [Submit].

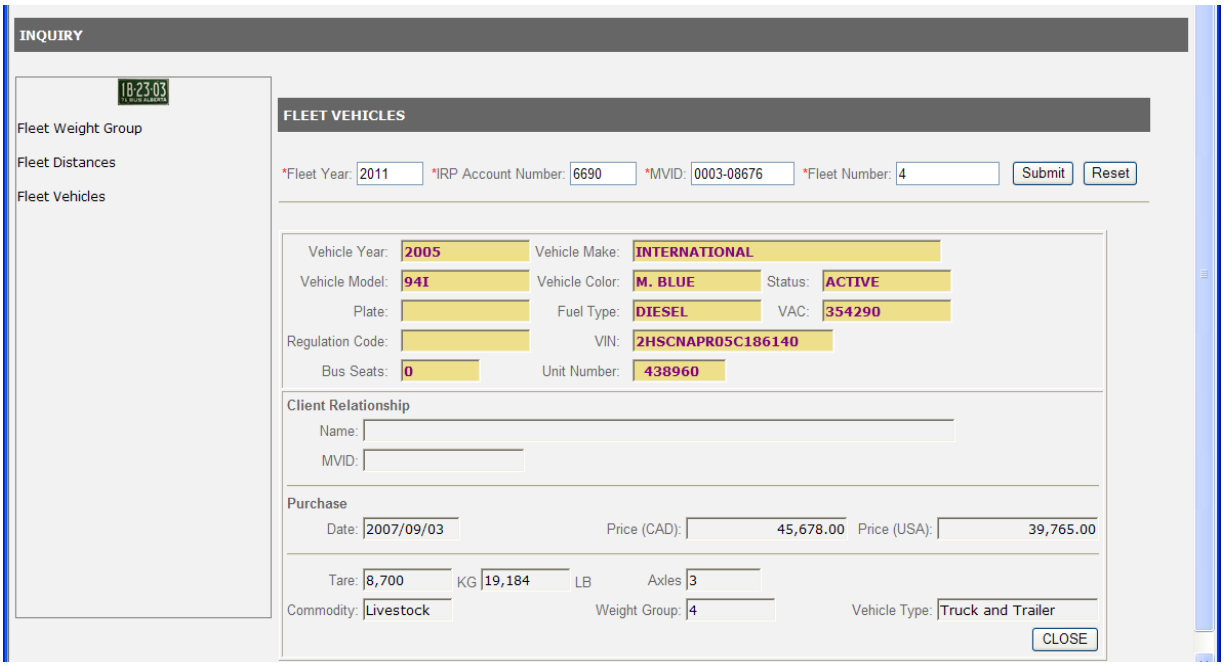
8. Select a Fleet Number from the list and [Submit].

9. The Fleet Vehicles List screen will display.



10. [Mouse click] any field in the row of the list to see the details.

11. The Vehicle Details screen will display.



12. Select [Close] to remove the details and view another vehicle.

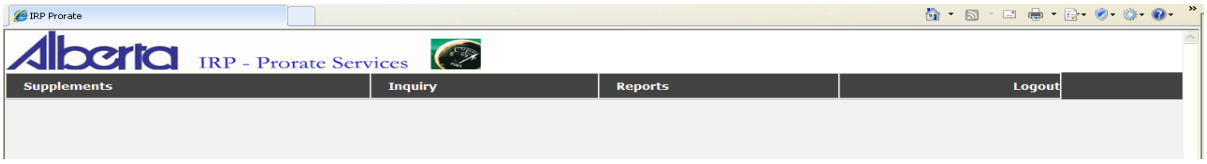
13. Select [Reset] to clear the display and do another search.

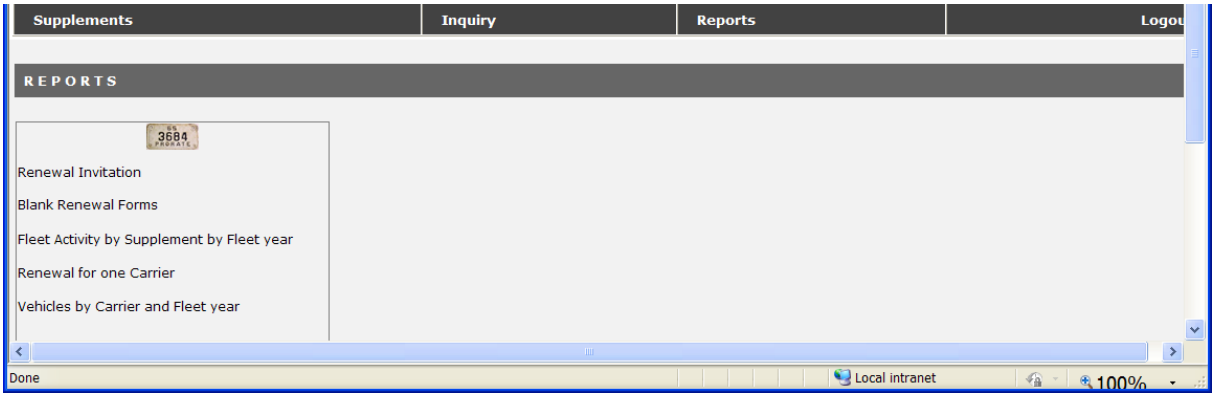
7 Reports

7.1 Four Reports are available from the Portal.

- *Renewal Invitation*
- *Blank Renewal Forms*
- *Fleet Activity by Supplement by Fleet year*
- *Renewal for one Carrier*
- *Vehicles by Carrier and Fleet year*

Select *Reports* from the menu bar.





7.1.1 Renewal Invitation

- No data entry required. This document contains general information pertaining to submitting renewals.

7.1.2 Blank Renewal Forms

- No data entry required. You will be able to print forms required for making changes to your fleets.

7.1.3 Fleet Activity by Supplement by Fleet year.

Purpose

This report provides a list of supplement transactions in a given fleet year for a given carrier and optional fleet. This would include showing vehicles included in new fleets or fleet renewals. The dollar amount fields will be totalled for the supplement and for the fleet.

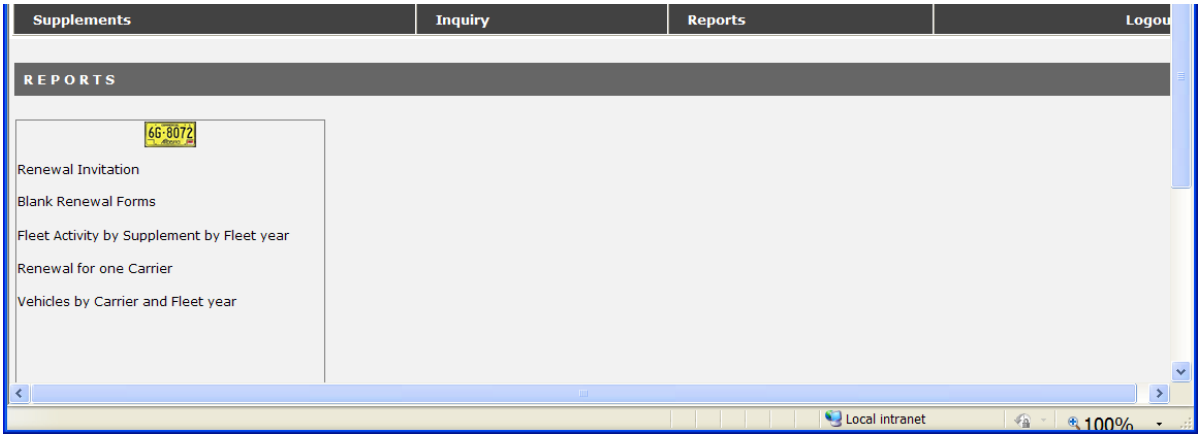
Report displays Transaction Status, Effective Date, Transaction Type, Unit, VIN, Canadian Dollar Amount, and U.S. Dollar Amount, grouped by Fleet Number, Supplement Number, and Supplement Type.

Grouped by fleet number and supplement number.

Process

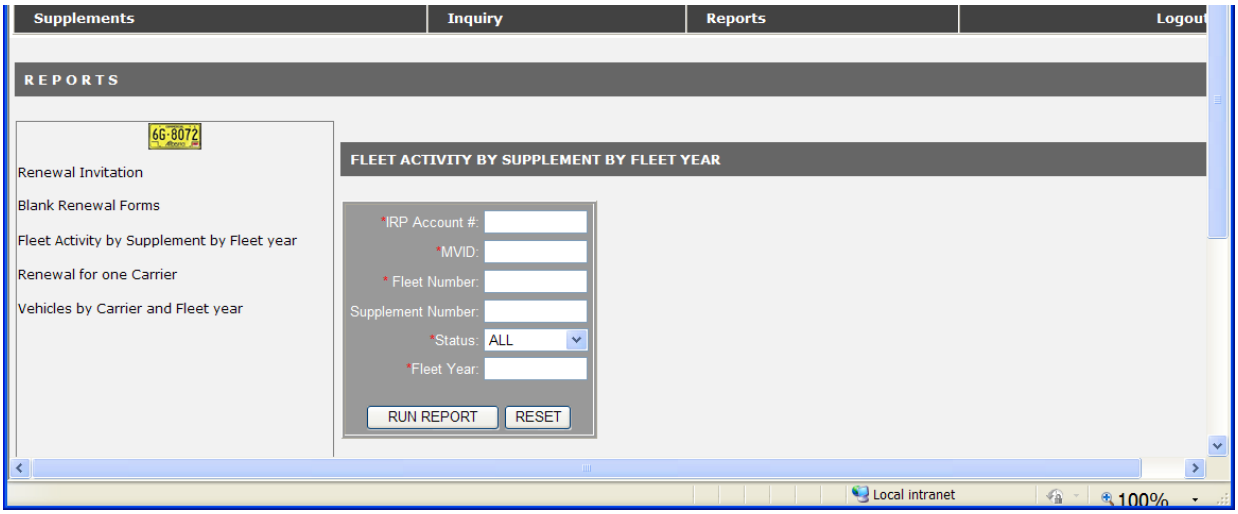
To produce the report:

1. Select **Reports** from the menu bar.



2. The **Reports Menu** screen will display.
3. Select **Fleet Activity by Supplement by Fleet Year** from the Report Menu.

4. The **Fleet Activity by Supplement by Fleet Year** selection Screen will display.

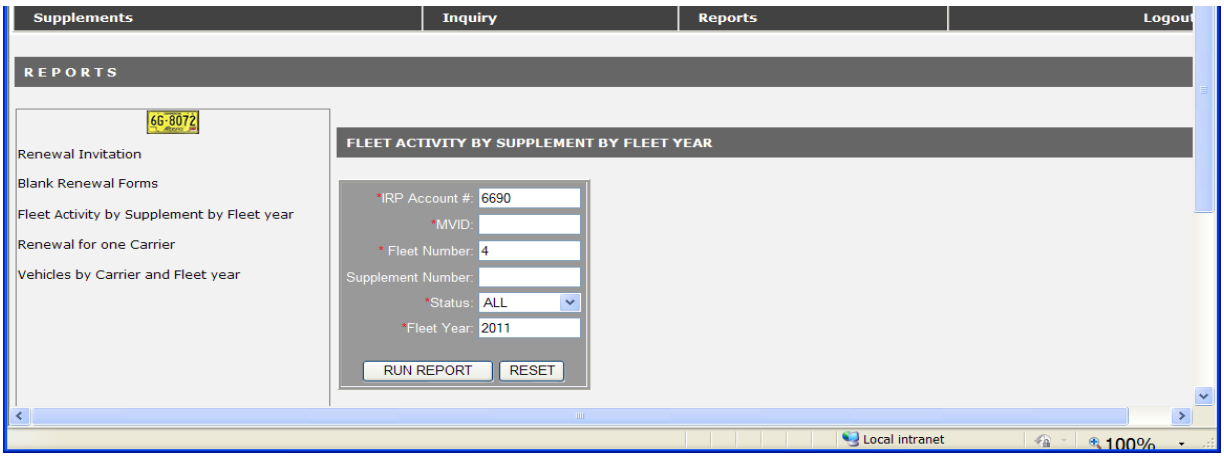


5. Enter a valid *IRP Account Number* or *MVID*
6. The following additional filters can be selected to refine the data reported:
   - The *fleet number* for the *MVID* or *IRP Account Number* can be entered.
   - A specific *supplement number* for the *fleet number* can be entered.
   - A *supplement status* can be entered.

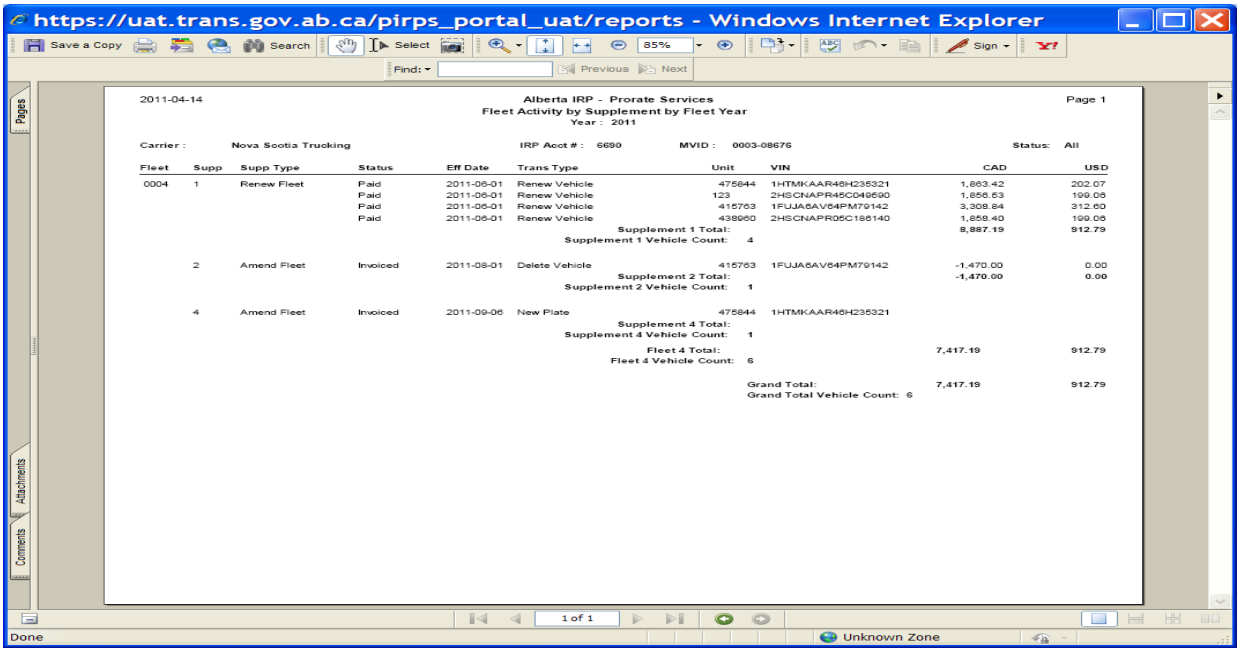
ⓘ Any of the above criteria can be left blank to obtain all data or a specific value can be entered to limit selection.

7. Enter a current or historical *Fleet Year*.

ⓘ [Reset] will clear the search criteria and position the cursor at *IRP Account #*.



8. Select [Run Report]. Report will open in a separate window.



8 Messages

8.1 Information/Warning Messages

Vehicle was added	The vehicle has been successfully added to the fleet.	Information
Are you sure you want to exit without saving your changes?	Closing the vehicle details screen with saving changes that have been entered.	Information
No Record Found	The selection criteria entered did not match any data in the database. Verify the selection criteria or add new data.	Warning

8.2 Error Messages

MESSAGE	MEANING	SEVERITY
Carrier Name doesn't exist.	The MVID or IRP number entered is not a prorate client.	Error
LOCKED	Fleet has been locked by Prorate Services. No further supplements allowed until lock issue is resolved.	Error
Please Save Your Changes	Changes have been made to data on one of the supplements screens but have not been saved before selecting another tab. Select the save button before moving to another tab.	Error
Supplement effective date can not be earlier then fleet effective date	A new supplement must have an effective date later then fleet effective date.	Error
Please Enter VIN or VAC	Search button was selected without entry of any criteria.	Error
Can not do this Transaction! The supplement effective date must be the effective date of the fleet.	Supplement effective date is prior to the effective date of the fleet.	Error
Can not create supplement! Fleet has pending or invoiced supplements	Earlier supplements for this fleet exist that are not paid. Confirm that the earlier supplement is valid and will be paid before proceeding with the new supplement.	Error
Can not create supplement! Fleet has unpaid Add Jurisdiction supplements	Add Jurisdiction supplement must be paid for before proceeding.	

You have one or more distances equal to zero.	A jurisdiction has zero distance. Enter a valid distance for the jurisdiction and indicate if it is prorate and an estimate.	Error
Values of GVW must be greater then 1000. Please change.	A weight group has a value of zero or some number less then 1000 for a GVW Jurisdiction. Enter a valid GVW before proceeding with the supplement.	Error
One or more Vehicles is assigned to this Weight Group	Cannot delete a weight group that has fleet vehicles using that weight group.	Error
Failure – You do not have the authorization for this fleet! Please contact prorate services.	Authorization is fleet specific.	Error