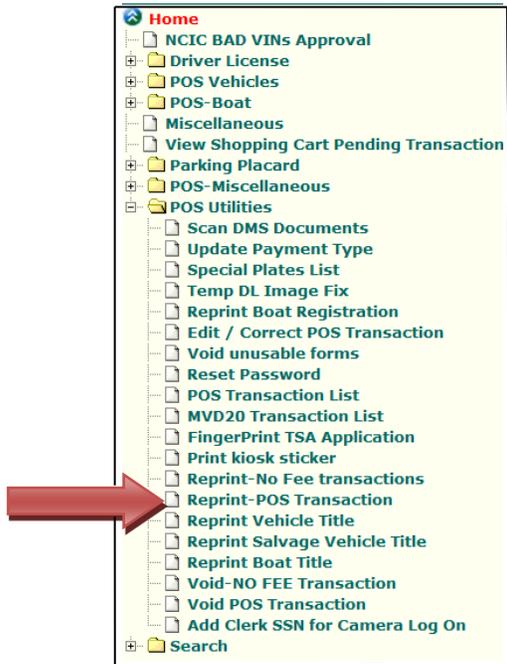


# Adding Documents Vehicles Same Day Using Re-Print

**Note: No Barcode Separator Sheets are required for vehicle transactions.**

- We are finding where CSR's are using the Application Separator Barcode Sheet for the Vehicle Application. The barcode sheets are only used when doing a driver's transaction.

1. CSR will need to log into MVD 2.0.
2. Click on "POS Utilities".
3. Click on "Reprint-POS Transaction"



4. Select the transaction and click "Next"

A screenshot of a table titled 'Approved Transactions - Office Code: 01A'. The table has a header row with columns: Select, LastName, FirstName, Address, City, State, ZipCode, and Trans\_Number. Below the header are four rows of data. A red arrow points to the third row, which has the 'Select' radio button selected. The data in the rows is as follows:

Select	LastName	FirstName	Address	City	State	ZipCode	Trans_Number
<input type="radio"/>	Last Name	First		SANTA FE	NM	87508	20141222-01A-CAS-07420000
<input type="radio"/>	Last Name	First		SANTA FE	NM	87507	20141222-01A-JAL-08004400
<input checked="" type="radio"/>	Last Name	First		SANTA FE	NM	87501	20141222-01A-SME-08074700
<input type="radio"/>	Last Name	First		SANTA FE	NM	87508	20141222-01A-CAS-08160900

5. Load Scanner with the documents. **Note:** No Barcode Separator Sheets are required for vehicle transactions.
6. Click the “Scan” button. This is the same process that you currently follow when you are within the transaction.

Transaction : Print Items for : Customer name

ItemID	Description	
1D4GP24E06B698489	Title Application	<a href="#">Print</a>
1D4GP24E06B698489	Title	<a href="#">Print</a>
1D4GP24E06B698489	Registration Sticker	<a href="#">Print</a>
1D4GP24E06B698489	Process Scan Title	<a href="#">Scan</a>

[Go to MVD 2.0 Home](#)

**Note:** Any CSR within the same office can do this process on the same day.