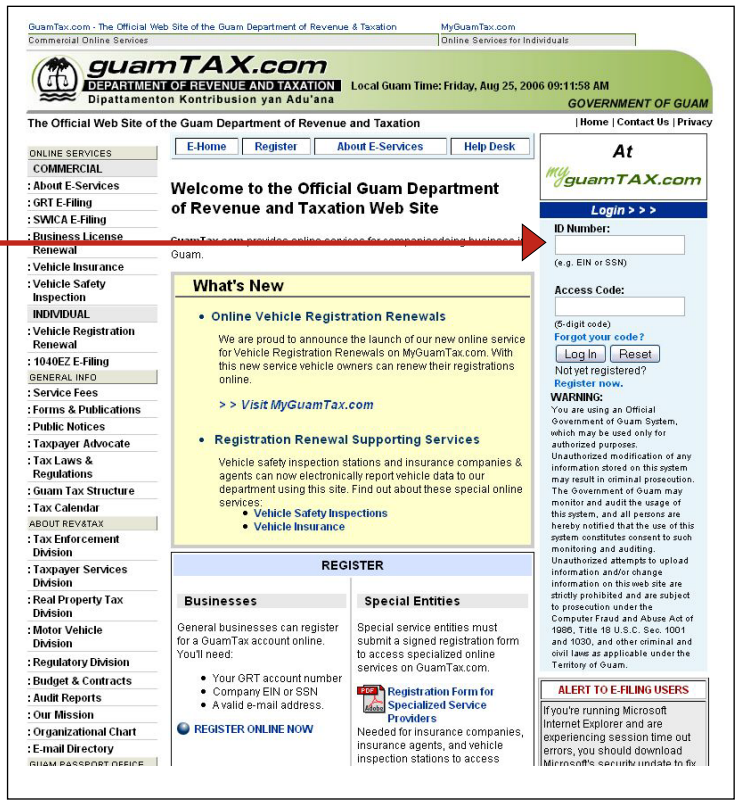
USER GUIDE
GuamTax Online Vehicle Safety Inspection System

guamTAX.com

1 LOGIN

- In your web browser, go to http://www.guamtax.com.

- In the Login section of the web page, type in your assigned **ID Number** and **Access Code,** then click on the **Log In** button.



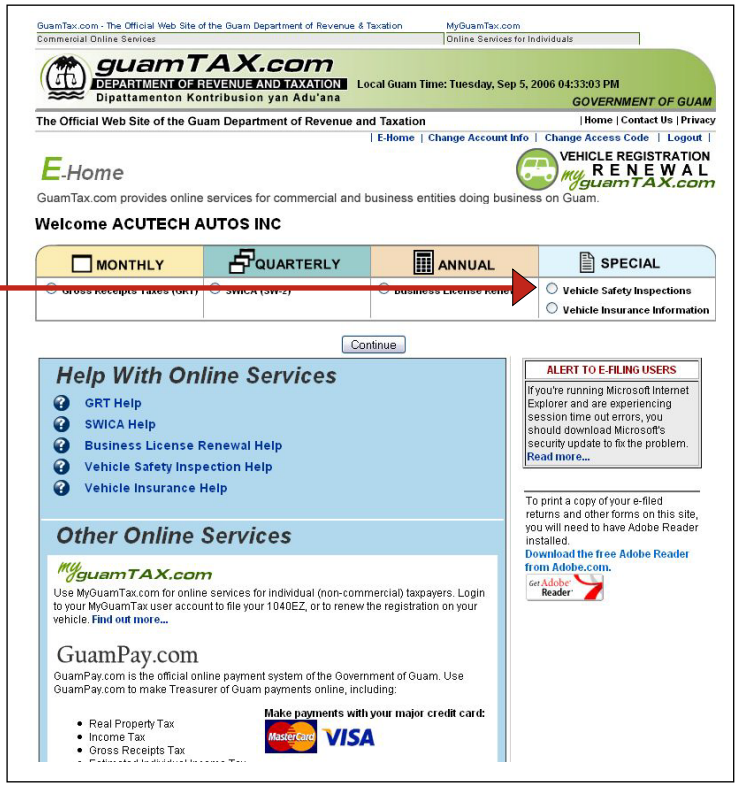
2 E-HOME

- Following successful login, you will be shown the E-Home page, which lists all online services available to GuamTax users.

- Locate the selection for **Vehicle Safety Inspections**, listed under the SPECIAL heading on the E-Home page.

- Click on the radio button next to **Vehicle Safety Inspections**, then click the **Continue** button.

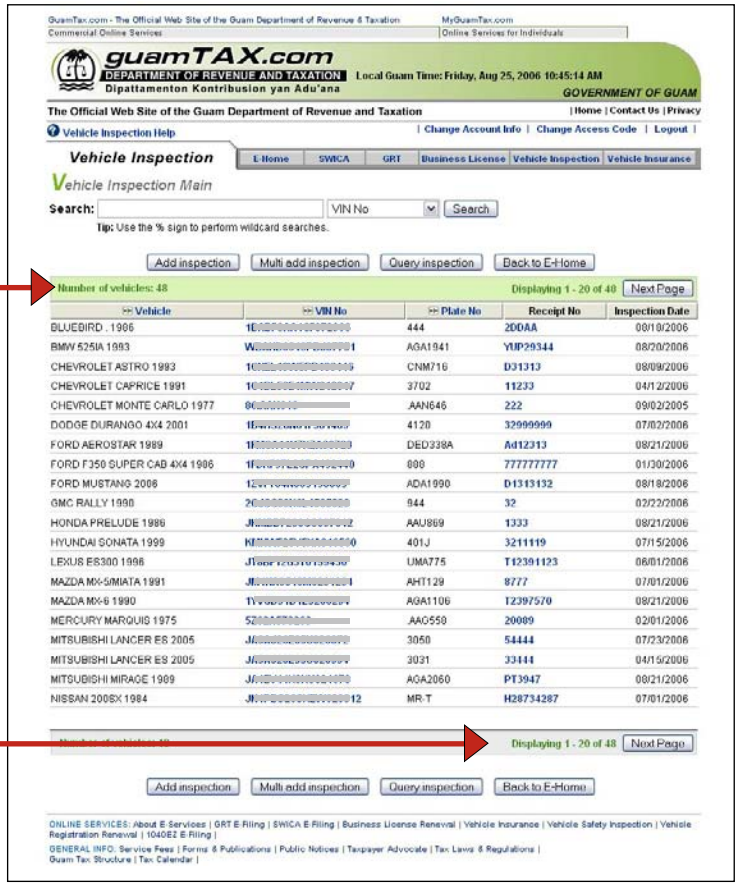
- This will take you to the Vehicle Inspection Main page.



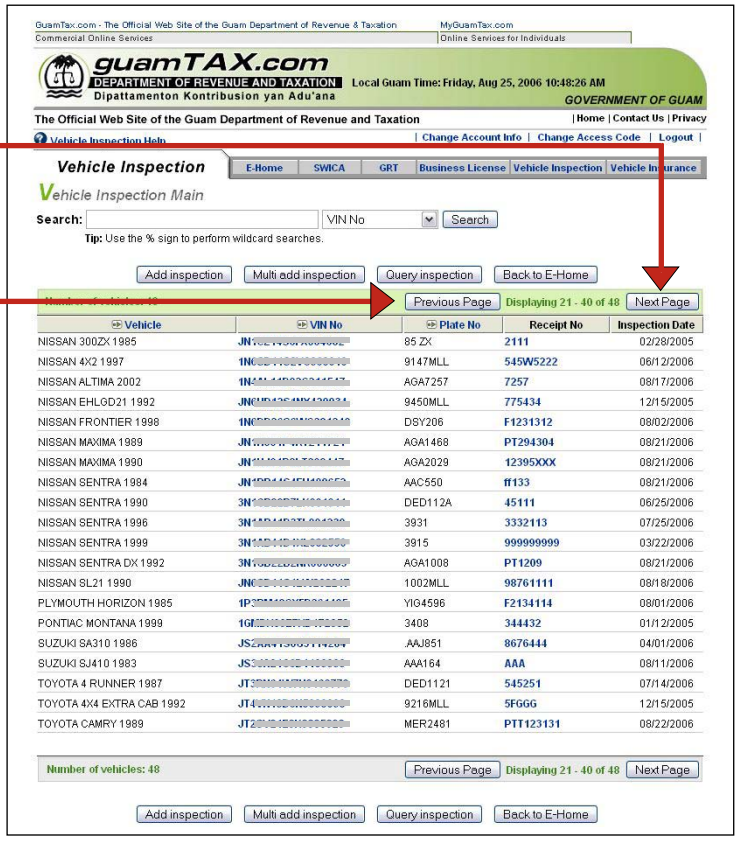
3 VEHICLE INSPECTION MAIN

Working with the list of records

- Vehicle Inspection Main is the central point for accessing all functions available to you as a Safety Inspector user.
- From this page you can add new inspections and view and access all inspection data records that you entered.
- The listing shows the vehicle inspections for your company only. This includes the total number of inspections that are recorded for you (**Number of vehicles**).
- The list displays 20 records at a time. The range of records being displayed is indicated at the top and bottom of the list (**Displaying x - y of z**).

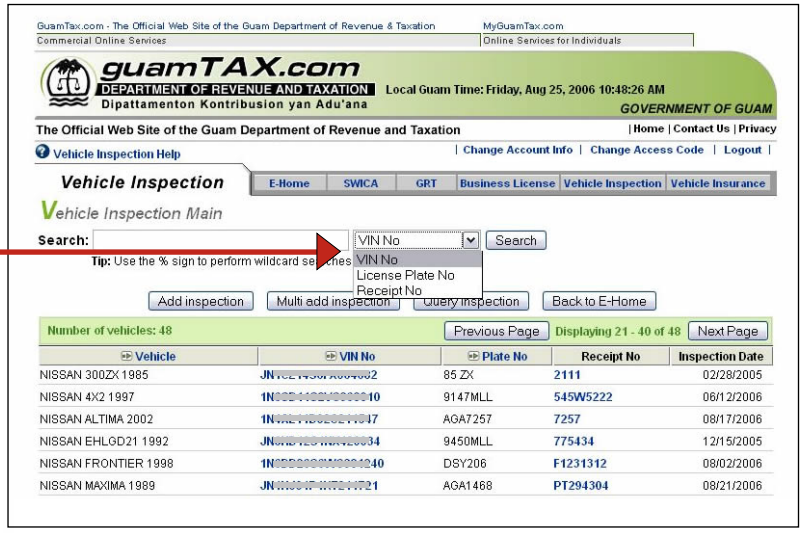


- To access the next range of records, click on the **Next Page** button. In this example, Next Page takes you to the screen displayed to the right.
- As should be expected, a **Previous Page** button appears as necessary to allow you to go back to the previous page.

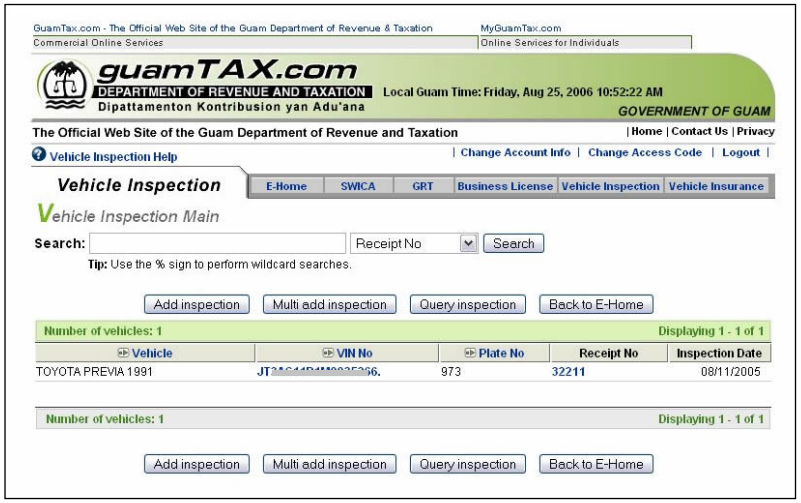


Searching records

- Vehicle Inspection Main also has a Search feature to find one or more specific inspection
- The pull-down menu allows you to search by VIN number, Receipt number, or by Owner's name.
- Enter the value to search for in the **Search** field. Select what you want to search by in the dropdown menu, then click the **Search** button.



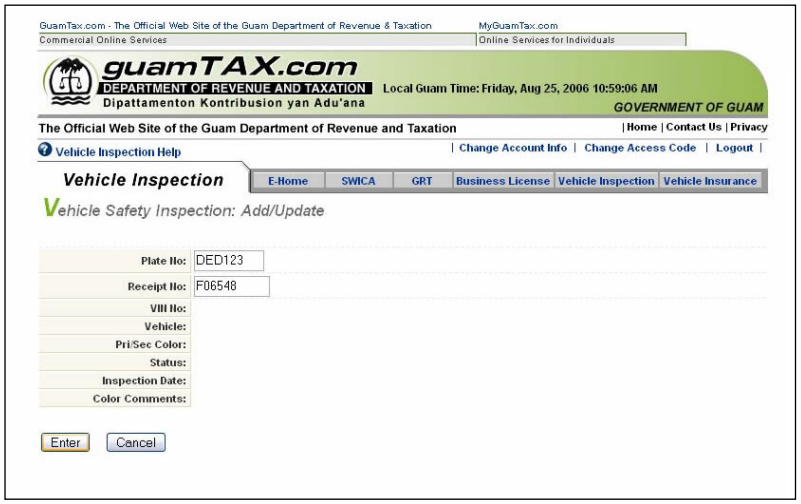
- In the example to the right, we choose to search for Receipt No 32211, which results in one record being displayed.



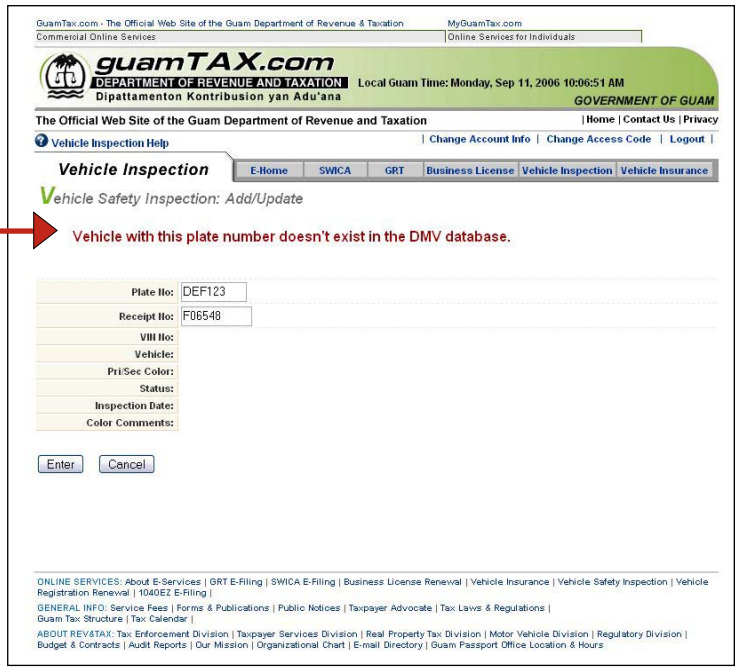
4 ENTERING A SAFETY INSPECTION

Add Inspection

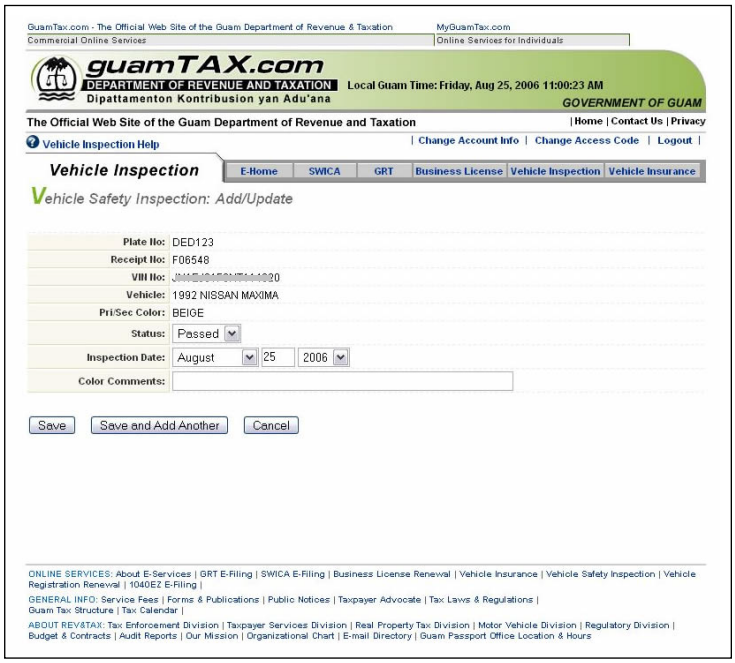
- To add a new inspection, click on the **Add inspection** button on the Vehicle Inspection Main.
- This will take you to the Vehicle Safety Inspection: Add/Update page.
- In the fields, enter the **license plate number** and **receipt number**, then click on the **Enter** button.



- The license plate number you entered is verified against the DMV database system.
- If the data does NOT match, then an error message will be displayed.
- Verify the information that you typed, make any necessary changes/corrections, and click **Enter** again.
- If the vehicle is in the DMV database, additional vehicle data will be displayed to assist you with data entry verification.

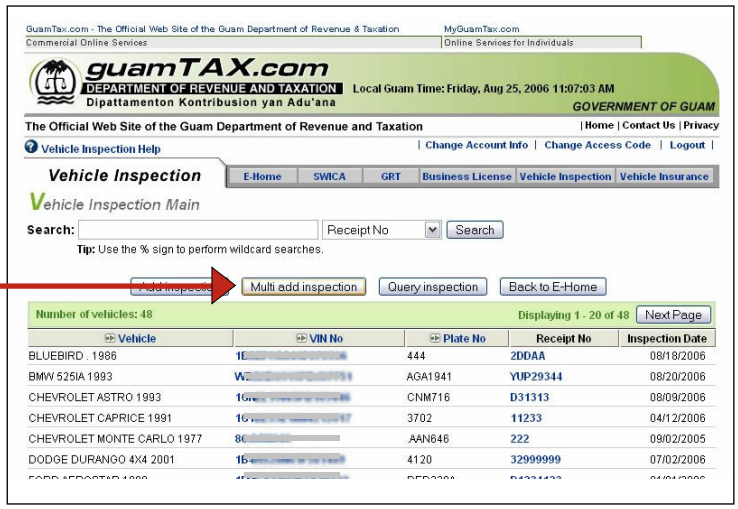


- Additional input fields will also be displayed for the entry of additional information:
  - **Status**: The field defaults to Passed. To indicate Failed status, click on the dropdown box and select Failed.
  - **Inspection Date**: The field defaults to the current date. To indicate a previous date, enter the date in the fields provided.
  - **Color Comments**: Use this field to enter comments regarding a difference in vehicle color than what is indicated in the DMV system. This field is optional.
- At this point, to save your data you can either:
  - **Save**: Click the **Save** button to save the inspection and return to the Vehicle Inspection Main page; or
  - **Save and Add Another**: Click the **Save and Add Another** button to save the inspection and re-display the Add/Update page with cleared fields for the entry of another inspection record.
- To cancel without saving the data, click on the **Cancel** button instead.

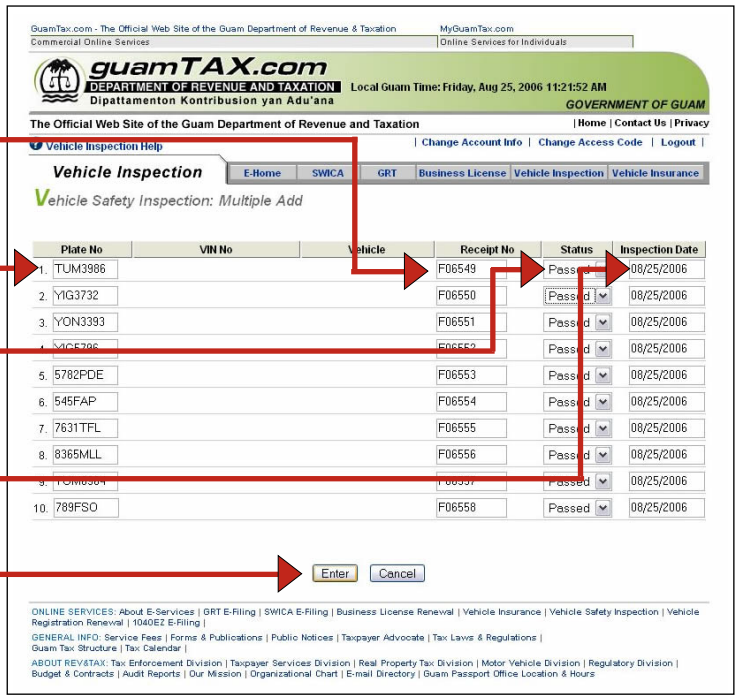


Multi-Add Inspection

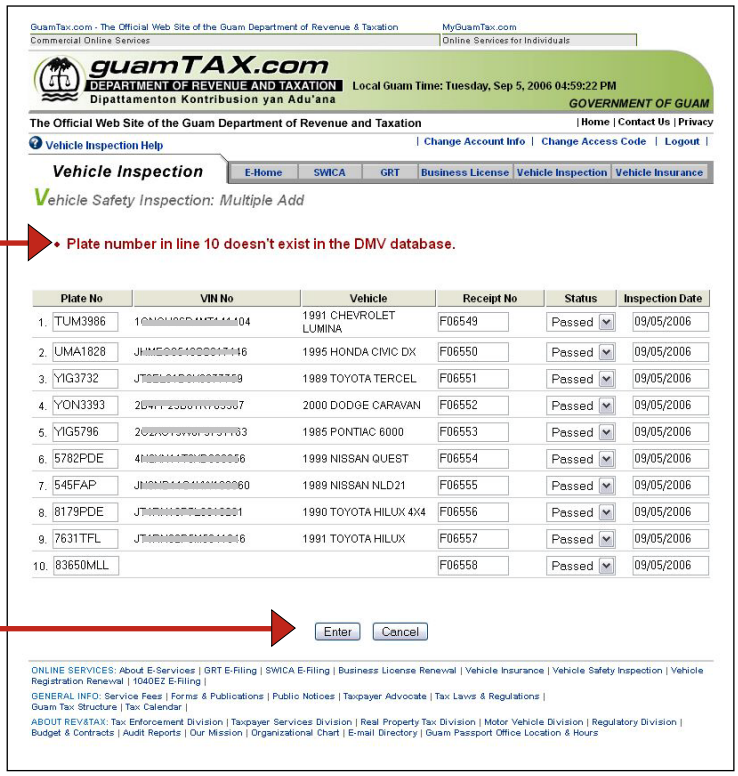
- To add up to ten (10) new inspections at a time, click on the **Multi add inspection** button on the Vehicle Inspection Main.



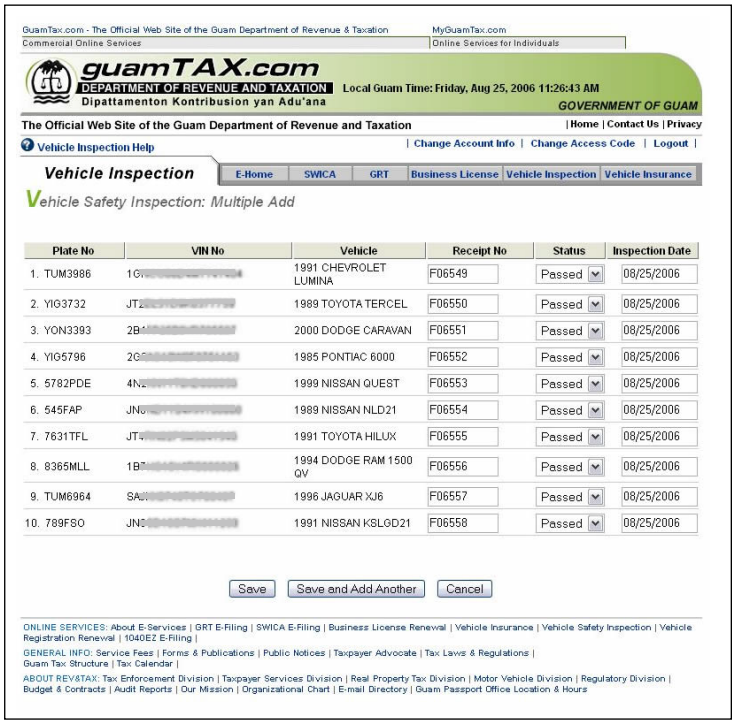
- This will take you to the Vehicle Safety Inspection: Multiple Add page.
- For each inspection, enter the **license plate number** and **receipt number** in the fields provided.
- The **Status** field defaults to Passed. To indicate Failed status, click on the dropdown box and select Failed.
- The **Inspection Date** field defaults to the current date. To indicate a previous date, enter the date in the field provided.
- After you've completed data entry, click on the **Enter** button at the bottom of the page.



- The system will verify the license plate numbers you entered against the DMV database.
- If the data does NOT match, then an error message will be displayed for each error. Rows without errors will display additional information for each vehicle to assist you with data entry verification.
- Verify the information that you typed, make any necessary changes/corrections, and click **Enter** again.
- If the vehicle is in the DMV database, additional vehicle data will be displayed to assist you with data entry verification.
- If more than one VIN exists for a given plate number, then a dropdown menu will be displayed in the VIN No column. Select the appropriate VIN for the inspection you are entering.
- Verify the information that you typed, correct any errors, and click **Enter** again to re-verify the data.



- If there are no errors, the **Save** and **Save and Add Another** buttons will appear.
- At this point, to save your data you can either:
  - **Save**: Click the **Save** button to save the inspections and return to the Vehicle Inspection Main page; or
  - **Save and Add Another**: Click the **Save and Add Another** button to save the inspections and re-display the Multiple Add page with fields cleared for the entry of additional inspection records.
- To cancel without saving the data, click on the **Cancel** button instead.

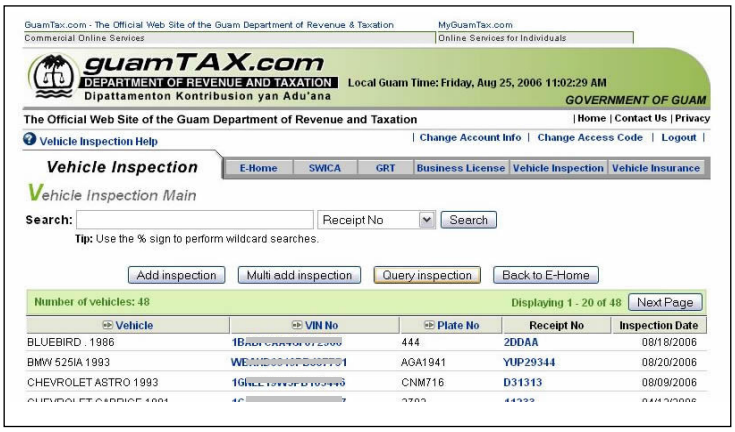


5 VIEWING INSPECTION SUMMARY LISTINGS

Query Inspections

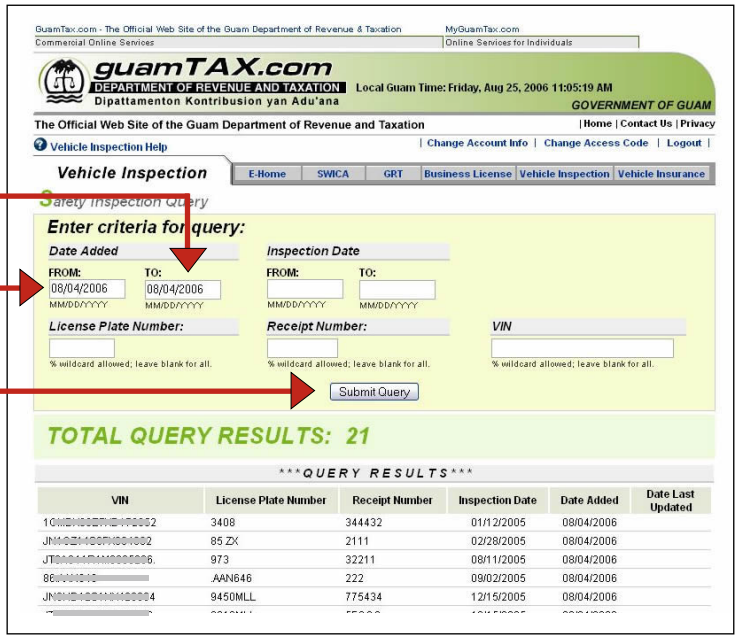
- You can create and view listings of your inspection records by using the Safety Inspection query function.

- To access this function, click on the **Query Inspections** button on the Vehicle Inspection Main page.



- This will take you to the Safety Inspection Query page. The default view will show all existing inspection records.

- To tailor the listing to fit your needs, enter criteria in one or more of the fields at the top of the page.

- In the example shown here, a list is produced for all inspections added on August 4, 2006. This is achieved by entering 08/04/2006 in the **FROM Date Added** field, and entering 08/04/2006 in the **TO Date Added** field, and then clicking on the **Submit Query** button.

- If desired, you can print the results using the print feature of your web browser.