

USER GUIDE

GuamTax Online Vehicle Safety Inspection System



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.

USER GUIDE

GuamTax Online Vehicle Safety Inspection System



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**).

Number of vehicles: 48 Displaying 1 - 20 of 48 [Next Page](#)

Vehicle	VIN No	Plate No	Receipt No	Inspection Date
BLUEBIRD 1996	1E000000000000000000	444	200AA	09/01/2006
BMW 525IA 1993	W00000000000000000000	AGA1941	YIP29344	08/20/2006
CHEVROLET ASTRO 1993	1G00000000000000000000	CNM716	D31313	08/09/2006
CHEVROLET CAPRICE 1991	1G00000000000000000000	3702	11233	04/12/2006
CHEVROLET MONTE CARLO 1977	0600000000000000000000	AAN646	222	09/02/2005
DODGE DURANGO 4X4 2001	1F00000000000000000000	4120	32999999	07/02/2006
FORD AEROSTAR 1989	1F00000000000000000000	DED338A	Ad12313	08/21/2006
FORD F350 SUPER CAB 4X4 1996	1F00000000000000000000	800	77777777	01/30/2006
FORD MUSTANG 2006	1F00000000000000000000	ADA1990	D143132	08/18/2006
GMC RALLY 1990	2G00000000000000000000	944	32	07/23/2006
HONDA PRELUDE 1988	J0000000000000000000000	AAU889	1333	08/21/2006
HYUNDAI SONATA 1999	N0000000000000000000000	401J	3211119	07/15/2006
LEXUS ES300 1996	J0000000000000000000000	UMA775	T12391123	06/01/2006
MAZDA MX-5MIATA 1991	J0000000000000000000000	AH1129	8777	07/01/2006
MAZDA MX-6 1990	T0000000000000000000000	AGA1106	I2397570	08/21/2006
MERCURY MARQUIS 1975	5200000000000000000000	AA0550	20089	02/01/2006
MITSUBISHI LANCER ES 2005	J0000000000000000000000	3050	54444	07/23/2006
MITSUBISHI LANCER ES 2005	J0000000000000000000000	3031	33444	04/15/2006
MITSUBISHI MIRAGE 1989	J0000000000000000000000	AGA2060	PT3947	08/21/2006
NISSAN 200SX 1984	J0000000000000000000000	MR T	H28734287	07/01/2006

Number of vehicles: 48 Displaying 1 - 20 of 48 [Next Page](#)

- 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.

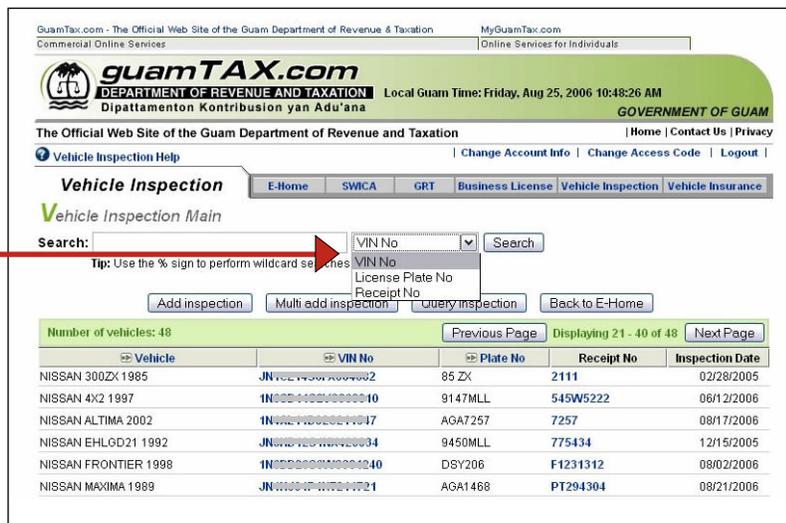
Number of vehicles: 48 [Previous Page](#) Displaying 21 - 40 of 48 [Next Page](#)

Vehicle	VIN No	Plate No	Receipt No	Inspection Date
NISSAN 300ZX 1985	JN00000000000000000000	85 ZX	2111	02/28/2005
NISSAN 4X2 1997	1N00000000000000000000	9147MLL	545W5222	08/12/2006
NISSAN ALTIMA 2002	1N40000000000000000000	AGA7257	7257	08/17/2006
NISSAN EHLGD21 1992	JN00000000000000000000	9450MLL	775434	12/15/2005
NISSAN FRONTIER 1998	1N00000000000000000000	DSY206	F1231312	08/02/2006
NISSAN MAXIMA 1988	JN00000000000000000000	AGA1468	PT294304	08/21/2006
NISSAN MAXIMA 1990	JN00000000000000000000	AGA2029	12395XXX	08/21/2006
NISSAN SENTRA 1984	JN00000000000000000000	AAC550	ff133	08/21/2006
NISSAN SENTRA 1990	3N00000000000000000000	DED112A	45111	08/25/2006
NISSAN SENTRA 1996	3N00000000000000000000	3931	3332113	07/25/2006
NISSAN SENTRA 1999	3N00000000000000000000	3915	99999999	03/22/2006
NISSAN SENTRA DX 1992	3N00000000000000000000	AGA1008	PT1209	08/21/2006
NISSAN SL21 1990	JN00000000000000000000	1002MLL	98761111	08/18/2006
PLYMOUTH HORIZON 1985	1P00000000000000000000	Y04596	F2134114	08/01/2006
PONTIAC MONTANA 1999	1G00000000000000000000	3408	344432	01/12/2005
SUZUKI SA310 1986	JS00000000000000000000	AAJ851	8676444	04/01/2006
SUZUKI SJ410 1983	JS00000000000000000000	AAA164	AAA	08/11/2006
TOYOTA 4 RUNNER 1987	JT00000000000000000000	DED1121	545251	07/14/2006
TOYOTA 4X4 EXTRA CAB 1992	JT40000000000000000000	9216MLL	5FG66	12/15/2005
TOYOTA CAMRY 1989	JT20000000000000000000	MER2481	PT1123131	08/22/2006

Number of vehicles: 48 [Previous Page](#) Displaying 21 - 40 of 48 [Next 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.



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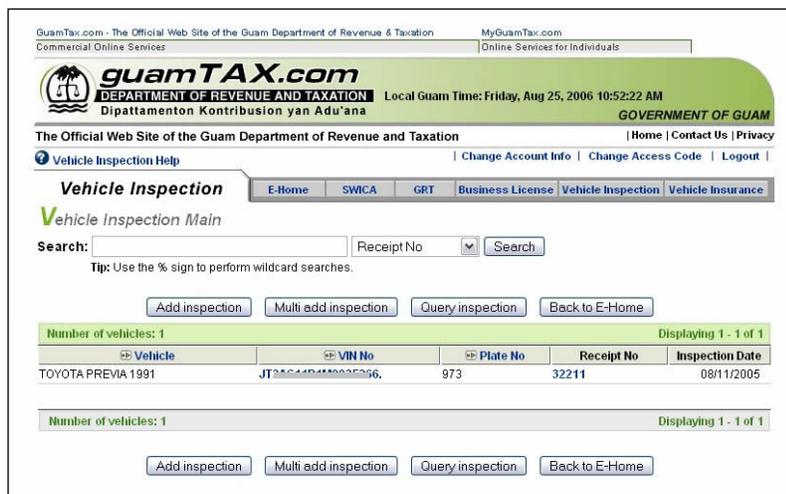
Vehicle Inspection Main

Search:

Tip: Use the % sign to perform wildcard searches.

Number of vehicles: 48 | Previous Page | Displaying 21 - 40 of 48 | Next Page

Vehicle	VIN No	Plate No	Receipt No	Inspection Date
NISSAN 300ZX 1985	JN1VE143W1000002	85 ZX	2111	02/28/2005
NISSAN 4X2 1997	1N00040000000010	9147MLL	545W5222	06/12/2006
NISSAN ALTIMA 2002	1N1NE1400000000047	AGA7257	7257	08/17/2006
NISSAN EHLGD21 1992	JN1NE1400000000034	9450MLL	775434	12/15/2005
NISSAN FRONTIER 1998	1N000000000000040	DSY206	F1231312	08/02/2006
NISSAN MAXIMA 1989	JN1000000000000021	AGA1468	PT294304	08/21/2006



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Vehicle Inspection Main

Search:

Tip: Use the % sign to perform wildcard searches.

Number of vehicles: 1 | Displaying 1 - 1 of 1

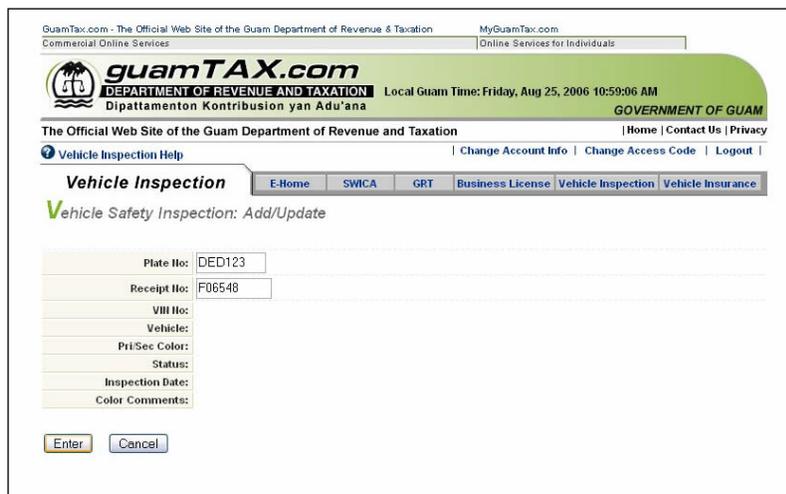
Vehicle	VIN No	Plate No	Receipt No	Inspection Date
TOYOTA PREVIA 1991	JT3CA4RM00000000006	973	32211	08/11/2005

Number of vehicles: 1 | Displaying 1 - 1 of 1

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.



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Vehicle Safety Inspection: Add/Update

Plate No:

Receipt No:

VIN No:

Vehicle:

Pri/Sec Color:

Status:

Inspection Date:

Color Comments:

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GuamTax Online Vehicle Safety Inspection System



- 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.

The screenshot shows the 'Vehicle Inspection' page with the following details:

- Page Title: Vehicle Inspection
- Message: Vehicle Safety Inspection: Add/Update
- Error Message: Vehicle with this plate number doesn't exist in the DMV database.
- Form Fields:
 - Plate No: DEF123
 - Receipt No: F06548
 - VIN No: (empty)
 - Vehicle: (empty)
 - Pri/Sec Color: (empty)
 - Status: (empty)
 - Inspection Date: (empty)
 - Color Comments: (empty)
- Buttons: Enter, Cancel

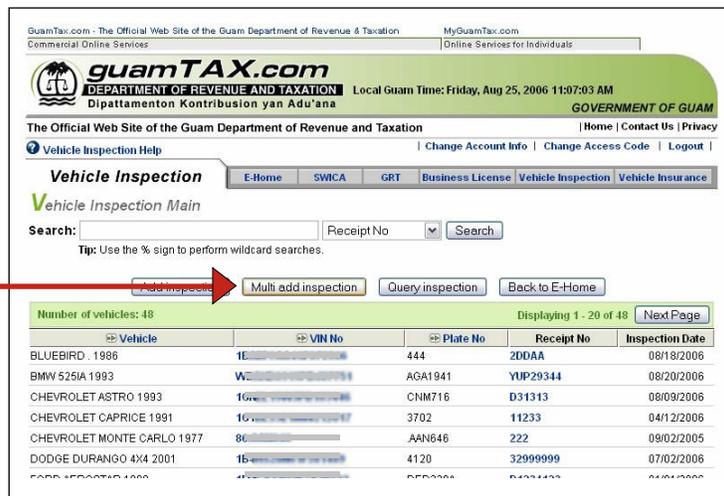
- Additional input fields will also be displayed for the entry of additional information:
 - **Status:** The field defaults to Passed. To indicate Failed status, click on the dropdown box and select Failed.
 - **Inspection Date:** The field defaults to the current date. To indicate a previous date, enter 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.

The screenshot shows the 'Vehicle Inspection' page with the following details:

- Page Title: Vehicle Inspection
- Message: Vehicle Safety Inspection: Add/Update
- Form Fields:
 - Plate No: DED123
 - Receipt No: F06548
 - VIN No: JMS123456789010000
 - Vehicle: 1992 NISSAN MAXIMA
 - Pri/Sec Color: BEIGE
 - Status: Passed
 - Inspection Date: August 25, 2006
 - Color Comments: (empty)
- Buttons: Save, Save and Add Another, Cancel

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.



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Vehicle Inspection Main

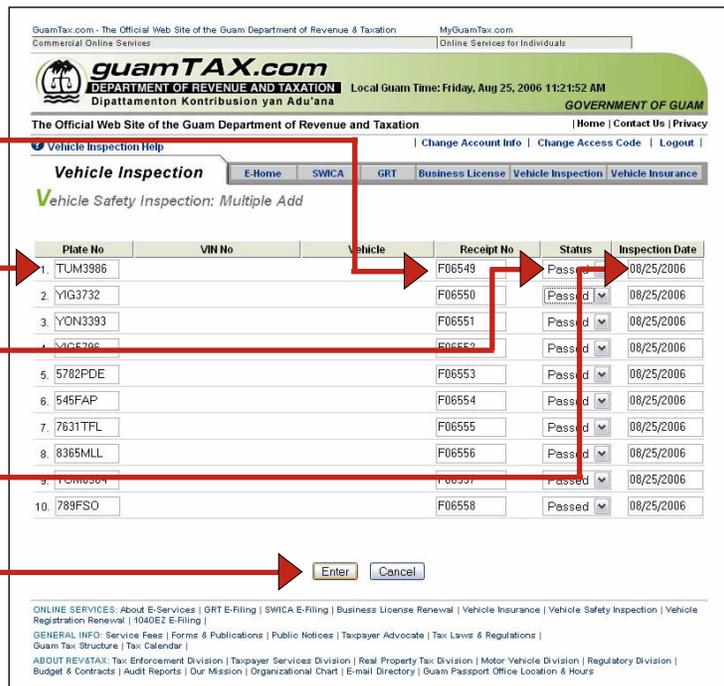
Search: Receipt No: Search

Tip: Use the % sign to perform wildcard searches.

Number of vehicles: 48 Displaying 1 - 20 of 48

Vehicle	VIN No	Plate No	Receipt No	Inspection Date
BLUEBIRD, 1986	1E...	444	2DDAA	08/18/2006
BMW 525IA 1993	W...	AGA1941	YUP29344	08/20/2006
CHEVROLET ASTRO 1993	1G...	CNM716	D31313	08/09/2006
CHEVROLET CAPRICE 1991	1G...	3702	11233	04/12/2006
CHEVROLET MONTE CARLO 1977	8C...	AAN646	222	09/02/2005
DODGE DURANGO 4X4 2001	1B...	4120	32999999	07/02/2006

- 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.



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Vehicle Safety Inspection: Multiple Add

Plate No	VIN No	Vehicle	Receipt No	Status	Inspection Date
1. TUM3986			F06549	Passed	08/25/2006
2. YIG3732			F06550	Passed	08/25/2006
3. YON3393			F06551	Passed	08/25/2006
4. SAC5286			F06552	Passed	08/25/2006
5. 5782PDE			F06553	Passed	08/25/2006
6. 545FAP			F06554	Passed	08/25/2006
7. 7631TFL			F06555	Passed	08/25/2006
8. 8365MLL			F06556	Passed	08/25/2006
9. TCHM6204			F06557	Passed	08/25/2006
10. 789FSO			F06558	Passed	08/25/2006

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GuamTax Online Vehicle Safety Inspection System



- 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.

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Vehicle Safety Inspection: Multiple Add

▶ Plate number in line 10 doesn't exist in the DMV database.

Plate No	VIN No	Vehicle	Receipt No	Status	Inspection Date
1. TUM3986	1GNDM0004M7544404	1991 CHEVROLET LUMINA	F06549	Passed	09/05/2006
2. UMA1828	JHM50064000017416	1995 HONDA CIVIC DX	F06550	Passed	09/05/2006
3. YIG3732	JT0000000000000000	1989 TOYOTA TERCEL	F06551	Passed	09/05/2006
4. YON3393	2B4423001100000007	2000 DODGE CARAVAN	F06552	Passed	09/05/2006
5. YIG5796	2G2407300000000003	1985 PONTIAC 6000	F06553	Passed	09/05/2006
6. 5782PDE	4N0000000000000006	1999 NISSAN QUEST	F06554	Passed	09/05/2006
7. 545FAP	JM0ND0440000000060	1989 NISSAN NLD21	F06555	Passed	09/05/2006
8. 8179PDE	JTM000000000000001	1990 TOYOTA HILUX 4X4	F06556	Passed	09/05/2006
9. 7631TFL	JTM000000000000006	1991 TOYOTA HILUX	F06557	Passed	09/05/2006
10. 8365MLL			F06558	Passed	09/05/2006

Enter Cancel

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- 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.

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Vehicle Safety Inspection: Multiple Add

Plate No	VIN No	Vehicle	Receipt No	Status	Inspection Date
1. TUM3986	1GNDM0004M7544404	1991 CHEVROLET LUMINA	F06549	Passed	08/25/2006
2. YIG3732	JT0000000000000000	1989 TOYOTA TERCEL	F06550	Passed	08/25/2006
3. YON3393	2B4423001100000007	2000 DODGE CARAVAN	F06551	Passed	08/25/2006
4. YIG5796	2G2407300000000003	1985 PONTIAC 6000	F06552	Passed	08/25/2006
5. 5782PDE	4N0000000000000006	1999 NISSAN QUEST	F06553	Passed	08/25/2006
6. 545FAP	JM0ND0440000000060	1989 NISSAN NLD21	F06554	Passed	08/25/2006
7. 7631TFL	JTM000000000000006	1991 TOYOTA HILUX	F06555	Passed	08/25/2006
8. 8365MLL	1B0000000000000000	1994 DODGE RAM 1500 QV	F06556	Passed	08/25/2006
9. TUM6964	SAJ0000000000000000	1996 JAGUAR XJ6	F06557	Passed	08/25/2006
10. 789F80	JN0000000000000000	1991 NISSAN K3LGD021	F06558	Passed	08/25/2006

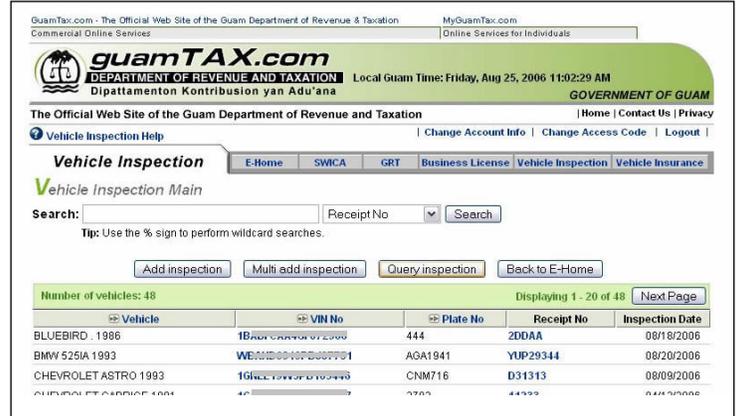
Save Save and Add Another Cancel

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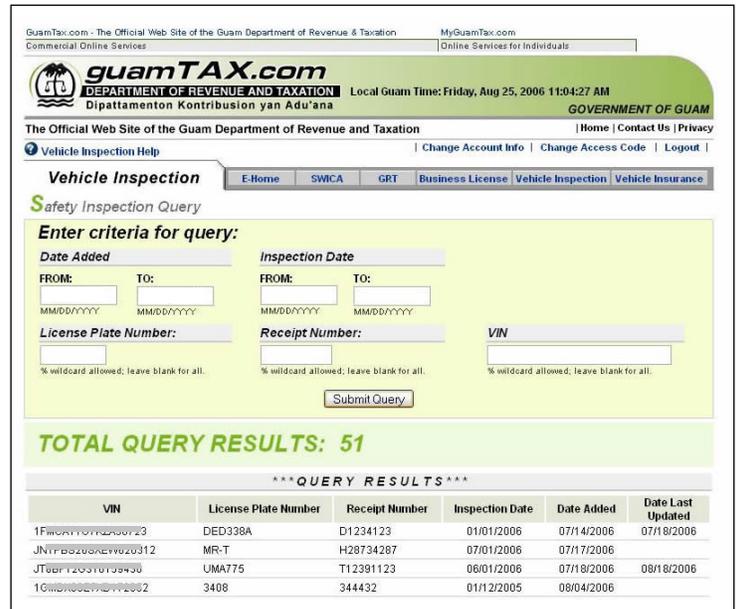
5 VIEWING INSPECTION SUMMARY LISTINGS

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.



The screenshot shows the 'Vehicle Inspection Main' page. At the top, there is a search bar with a 'Search' button and a 'Receipt No' dropdown menu. Below the search bar are buttons for 'Add inspection', 'Multi add inspection', 'Query inspection', and 'Back to E-Home'. A table displays a list of vehicles with columns for 'Vehicle', 'VIN No', 'Plate No', 'Receipt No', and 'Inspection Date'. The table shows three rows of data: BLUEBIRD 1986, BMW 525IA 1993, and CHEVROLET ASTRO 1993.



The screenshot shows the 'Safety Inspection Query' page. It features a form titled 'Enter criteria for query:' with fields for 'Date Added' (FROM and TO), 'Inspection Date' (FROM and TO), 'License Plate Number', 'Receipt Number', and 'VIN'. Below the form is a 'Submit Query' button. The results section shows 'TOTAL QUERY RESULTS: 51' and a table with columns for 'VIN', 'License Plate Number', 'Receipt Number', 'Inspection Date', 'Date Added', and 'Date Last Updated'. The table lists three inspection records.

- 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.



This screenshot shows the 'Safety Inspection Query' page with search criteria entered. The 'Date Added' fields are set to '08/04/2006'. Red arrows point from the text in the previous block to these fields and the 'Submit Query' button. The results section shows 'TOTAL QUERY RESULTS: 21' and a table with columns for 'VIN', 'License Plate Number', 'Receipt Number', 'Inspection Date', 'Date Added', and 'Date Last Updated'. The table lists five inspection records.