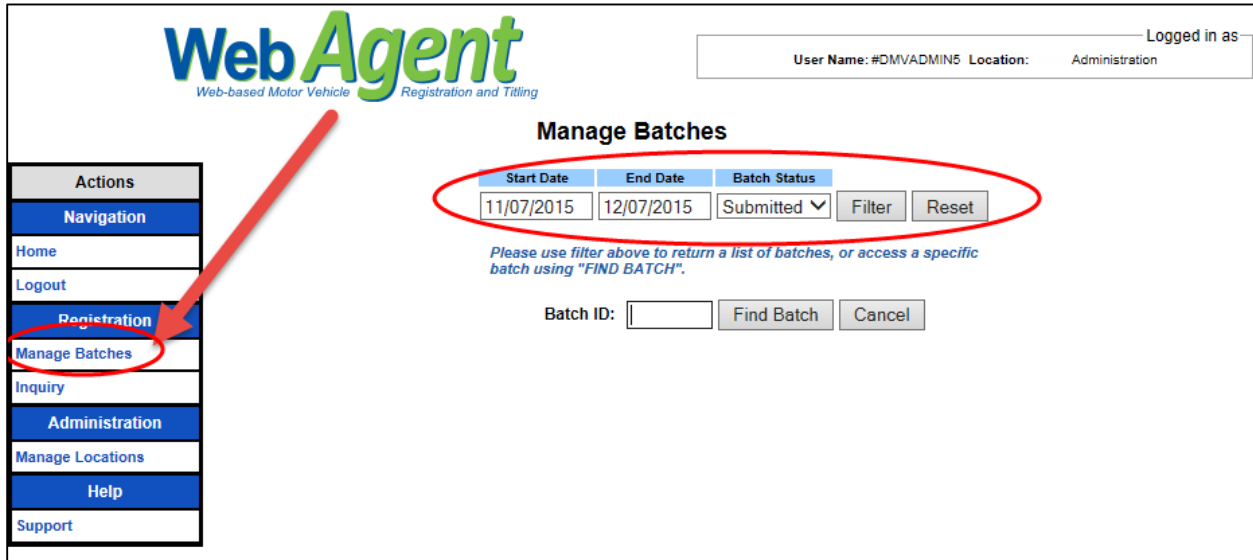


## HOW TO SEARCH FOR BATCHES THAT HAVE NOT BEEN APPROVED

The following examples show how to search for batches in monthly increments.

1. Log into your "[County] Administration" location and select "Manage Batches." The filter information defaults to 30 days from the current date for all batches in a "Submitted" status. To retrieve data that matches these defaulted filters, select the "Filter" button or otherwise change the date and batch status before selecting filter.



**Web Agent**  
Web-based Motor Vehicle Registration and Tiling

Logged in as  
User Name: #DMVADMIN5 Location: Administration

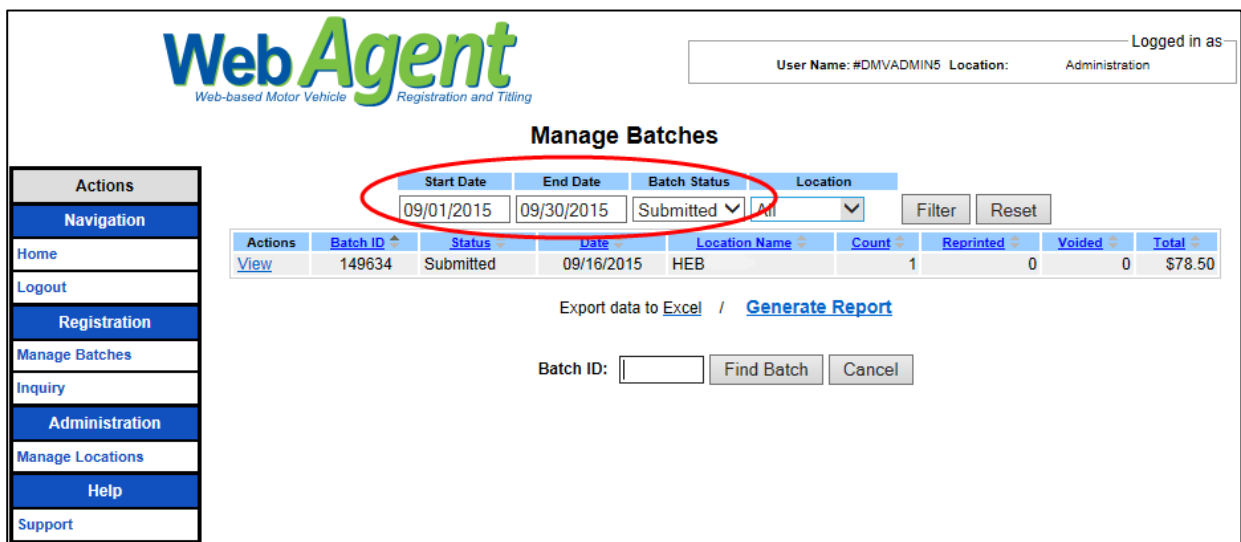
### Manage Batches

Start Date	End Date	Batch Status
11/07/2015	12/07/2015	Submitted

Please use filter above to return a list of batches, or access a specific batch using "FIND BATCH".

Batch ID:  Find Batch Cancel

2. Change the dates to reflect a full month. This example shows the entire month of September 2015. The start and end dates were entered, and the batch status of "Submitted" was left as the default. After selecting the "Filter" button in this example, the page refreshes with a batch. Since this is in a "Submitted" status, this means the county must take action to "Approve" the batch.



**Web Agent**  
Web-based Motor Vehicle Registration and Tiling

Logged in as  
User Name: #DMVADMIN5 Location: Administration

### Manage Batches

Start Date	End Date	Batch Status	Location
09/01/2015	09/30/2015	Submitted	All

Please use filter above to return a list of batches, or access a specific batch using "FIND BATCH".

Batch ID:  Find Batch Cancel

Actions	Batch ID	Status	Date	Location Name	Count	Reprinted	Voided	Total
<a href="#">View</a>	149634	Submitted	09/16/2015	HEB	1	0	0	\$78.50

Export data to [Excel](#) / [Generate Report](#)



3. To continue, leave the dates and change the batch status to "Closed." After selecting "Filter" in this example, the page refreshes with no further information. This means no batches were found meeting this search criteria.

The screenshot shows the 'Web Agent' interface for 'Web-based Motor Vehicle Registration and Tiling'. The user is logged in as '#DMVADMIN5' in the 'Administration' location. The 'Manage Batches' section features a table with columns for 'Start Date', 'End Date', and 'Batch Status'. The 'Batch Status' dropdown is set to 'Closed' and is circled in red. Below the table, there is a 'Batch ID' field and 'Find Batch' and 'Cancel' buttons. A sidebar on the left contains navigation links: Home, Logout, Registration (Manage Batches, Inquiry), Administration (Manage Locations), Help, and Support.

Start Date	End Date	Batch Status
09/01/2015	09/30/2015	Closed

Batch ID:  Find Batch Cancel

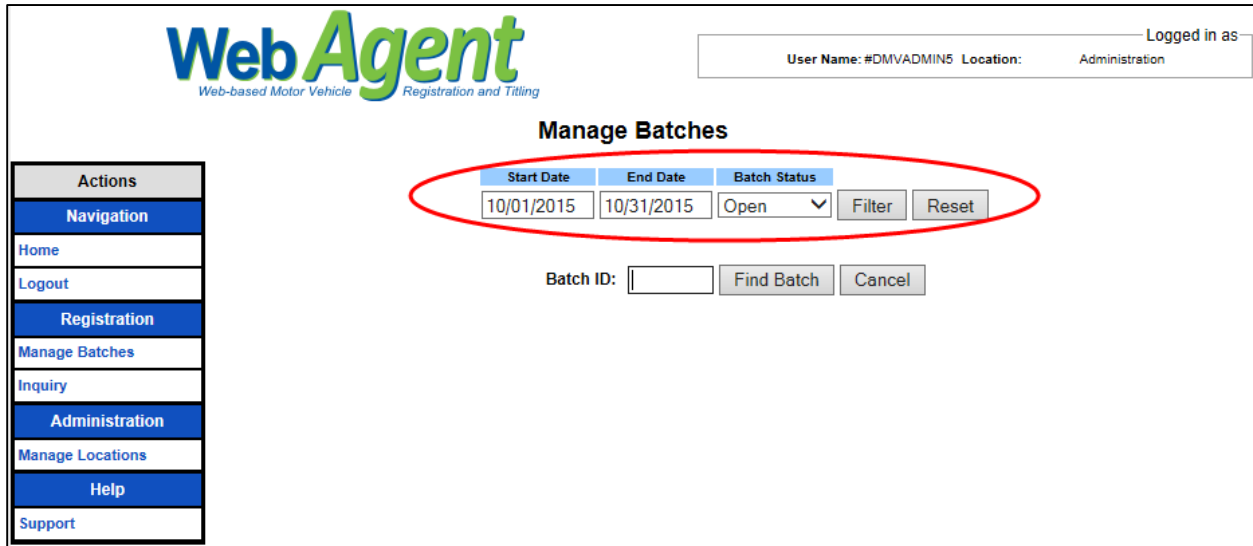
4. Again, leave the dates and change the batch status to "Open." After selecting "Filter," the page refreshes with no further information. This means no batches were found meeting this search criteria.

This screenshot is identical to the previous one, but the 'Batch Status' dropdown is now set to 'Open' and is circled in red. The rest of the interface, including the sidebar and user information, remains the same.

Start Date	End Date	Batch Status
09/01/2015	09/30/2015	Open

Batch ID:  Find Batch Cancel

- To continue this same process by month, change the dates to account for another month. October 2015 start and end dates were entered, and the batch status was left as "Open." After selecting "Filter," the page refreshes with no further information. Continue to filter for additional batches by leaving the dates, changing the "Batch Status," and selecting "Filter."



**Web Agent**  
Web-based Motor Vehicle Registration and Titling

Logged in as  
User Name: #DMVADMIN5 Location: Administration

**Manage Batches**

Start Date	End Date	Batch Status
10/01/2015	10/31/2015	Open

Filter Reset

Batch ID:  Find Batch Cancel

### **ADDITIONAL INFORMATION**

- These same steps can be taken for every month and every year as far back as the 1,000 day retention timeframe. However, you should only need to go back as far as July 2015 to verify all batches have been approved. In most cases, no results will be found; and if there are, the number of batches should be minimal.
- It is important to note that the "Date" column always reflects the date the batch was created. This is the date the first transaction was processed and the date used to filter batches when the start and end date filters are used. This date does not change as the batch status changes.
- Once the "Filter" button is selected and results for multiple locations are found, an additional search criteria will be provided to also search by "Location" if needed. To do this, the user would select a location from the dropdown list and filter again to narrow the results.
- Going forward, if a batch total is \$0 due to all the transactions being voided, it is highly recommended the batch be submitted by the subcontractor and approved by the county. No funds or information will be reported or collected, but this will assist in cleaning up batches within webSUB.