



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

Inventory Management System (IMS)

Dealer Release Notes

Release Version 9.0.7

05/14/2026

Contents

About the Release.....	3
Enhancements in Release 9.0.7	3
1.1 Inventory Transfer Improvements.....	4
1.2 New Dealer Training Hub	5
1.3 Inventory Menu Configuration Changes.....	5
1.4 Reporting Enhancements	6
Bug Fixes: Inventory Inquiry Report.....	6
Appendix 1: User Guide: Inventory Transfer Improvements	6
Part 1: Initiating a New Transfer Order	6
Part 2: Choosing Plates to Transfer.....	7
Option A: Transferring Specific Plates (Pick and Choose)	7
Option B: Bulk Transferring an Entire DHT.....	10
Part 3: Completing the Transfer	10

Table 1: Revision Table

Version	Date	Description	Author
9.0.7	4/16/2026	<p>Impact Analysis by Area:</p> <p>Inventory Transfer Improvements You can now choose between transferring specific, individual plates or bulk transferring an entire inventory category (DHT) between facilities.</p> <p>New Dealer Training Hub Provides a new, single location for users to find training videos, help materials, and system updates. Video links contained on individual landing pages have been removed.</p> <p>Inventory Menu Configuration Changes Dealer access to the Inventory Item menu option has been removed.</p> <p>Reporting Enhancements Bug fixes related to the accuracy of the Inventory Inquiry Report.</p>	Michelle Arriaga
9.0.6 (Snapshot)	3/19/2026	<p>Impact Analysis by Area:</p> <p>View Inventory: New Plate Status Filter Options to limit the number of plates displayed in the View Inventory screen.</p> <p>Product Ordering: Enhanced order tracking capabilities.</p> <p>Reporting: Improved reporting features for the Inventory Inquiry Report.</p>	Michelle Arriaga
9.0.6	1/27/2026	<p>Impact Analysis by Area:</p> <p>Product Order: Major focus: Duplicate order prevention, Approval/Denial workflows, enhancements, and modifying systematic process for plate number assignment when orders are shipped.</p> <p>Inventory: Focus: Receiving errors, search fixes, and quantity calculations</p> <p>Reporting: Enhancement to: Inventory Inquiry Report, Delete Inventory History Report, Dealer Inventory Export, Historical Orders and Allotment History Report. Dealers will be able to see the Inventory Inquiry Report and all reports have the option to export to Excel.</p>	Michelle Arriaga

About the Release

These Release Notes contain information about new features, enhancements, and reported issues resolved in this release of the Information Management System (IMS).

Enhancements in Release 9.0.7

The following Enhancements displayed in this section for the 9.0.7 Release Notes. This release enhances system accountability and usability by introducing a new Destroyed Plate workflow, improvements to the inventory transfer options, and a new Dealer Training Hub. Additionally, it improves overall system stability with menu safeguards to prevent accidental inventory removal and critical bug fixes to ensure accurate plate tracking in the Inventory Inquiry report.

Impact Analysis by Area:

Feature	Business Impact
Inventory Transfer Improvements	You can now choose between transferring specific, individual plates or bulk transferring an entire inventory category (DHT) between facilities.
New Dealer Training Hub	A new "Training" Hub has been introduced, offering a library of on-demand training videos in both English and Spanish. This section will also house all future release notes, creating a single, accessible resource for dealers to stay informed and get the most out of the system.
Inventory Menu Configuration Changes	Dealer access to the Inventory Item menu option has been removed. This eliminates accidental or unauthorized removal of inventory items from a dealer's View Inventory Screen.
Reporting Enhancements	Bug Fixes to the Inventory Inquiry Report. This release includes important corrections to the Inventory Inquiry report to ensure accurate plate tracking and display.

1.1 Inventory Transfer Improvements

This release introduces significant improvements to our inventory transfer process, providing users with greater flexibility and control. You can now choose between transferring specific, individual plates or bulk transferring an entire inventory category (DHT) between facilities.

Feature Highlights

The enhanced Transfer feature introduces several key capabilities:

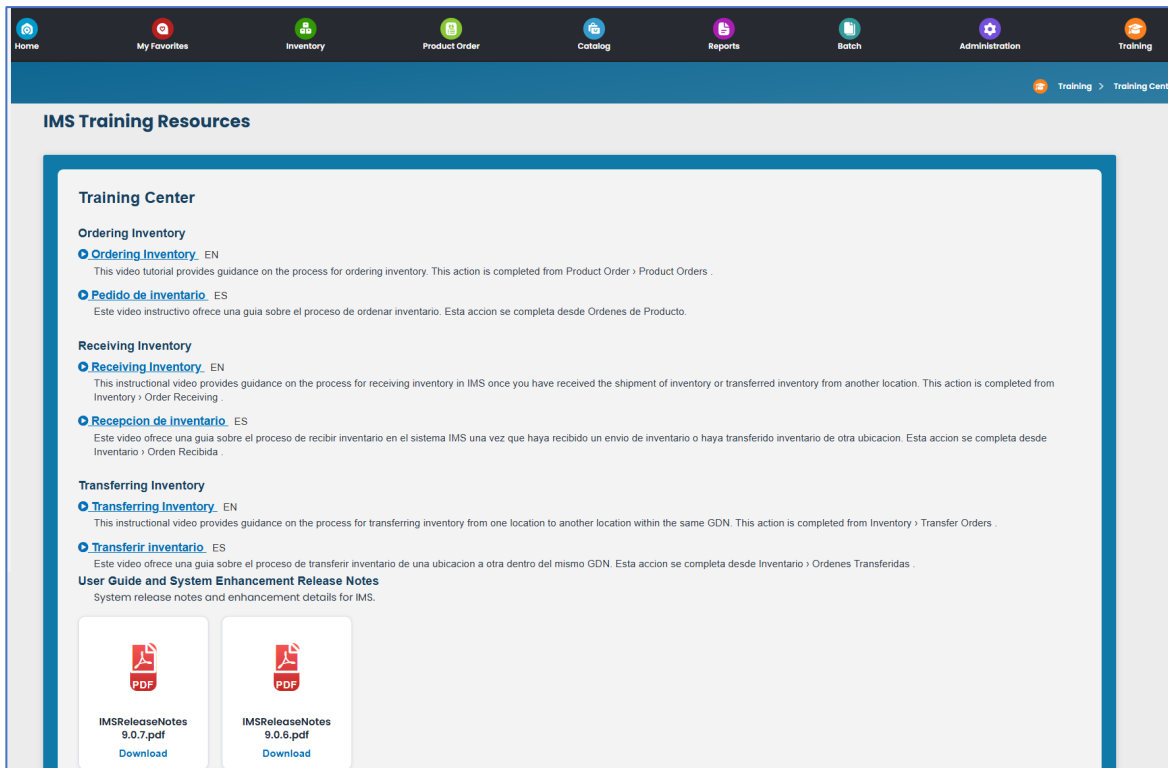
- **Transfer Specific Plates:** Users can now select specific plates to transfer. This is perfect for moving individual items without transferring an entire box.
- **Bulk Transfer an Entire DHT:** For larger-scale moves, such as a sub-location closure, you can now transfer all inventory under a specific inventory category (DHT) in a single workflow.
- **Flexible Plate Selection:** A new "Serialize Items" screen allows you to find plates by either navigating through pages or by searching for a full or partial plate number.

See **Appendix 1** for a complete step by step instruction for utilizing the Inventory Transfer Improvements.

1.2 New Dealer Training Hub

A new Training Menu has been added to the IMS navigation. This Training section serves as a centralized content repository for training videos (in English and Spanish) and will be the official location for all IMS release notes.

- This page currently includes a collection of Training video resources for Ordering Inventory, Receiving Inventory, Transferring Inventory and Release Notes.
- The existing links to training videos will no longer be available on the various landing pages, after the release.



1.3 Inventory Menu Configuration Changes

A configuration change has been implemented to revoke permissions to access the **Inventory Item** feature. This change is intended to prevent accidental or unauthorized removal of an inventory item from the **View Inventory** Screen.

1.4 Reporting Enhancements

Bug Fixes: Inventory Inquiry Report

This release includes important corrections to the Inventory Inquiry report to ensure accurate plate tracking and display.

- Grouped OSB Plate Listing: Resolved an issue where OSB sequences and plate numbers were being listed individually. OSB plates are now properly grouped and displayed in ranges, streamlining the report and making inventory easier to review.

Inventory Inquiry Report		
Begin Number	End Number	On Hand Qty
Out-of-State Buyer		
OSB00003	OSB00003	1
OSB00005	OSB00005	1
OSB00008	OSB00016	9
OSB00018	OSB00188	171

Total Quantity		182

- Corrected 7-Digit Plate Display: Fixed a formatting error that caused 7-digit license plate numbers to be improperly truncated to 6 digits by dropping the zero immediately following the alpha characters. The report now correctly retains the zero, ensuring the full, accurate plate number is always displayed.

Passenger - General Issue		
WLT0985	WLT0987	3
WLT0989	WLT0989	1

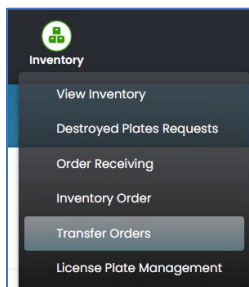
Total Quantity		4

Appendix 1: User Guide: Inventory Transfer Improvements

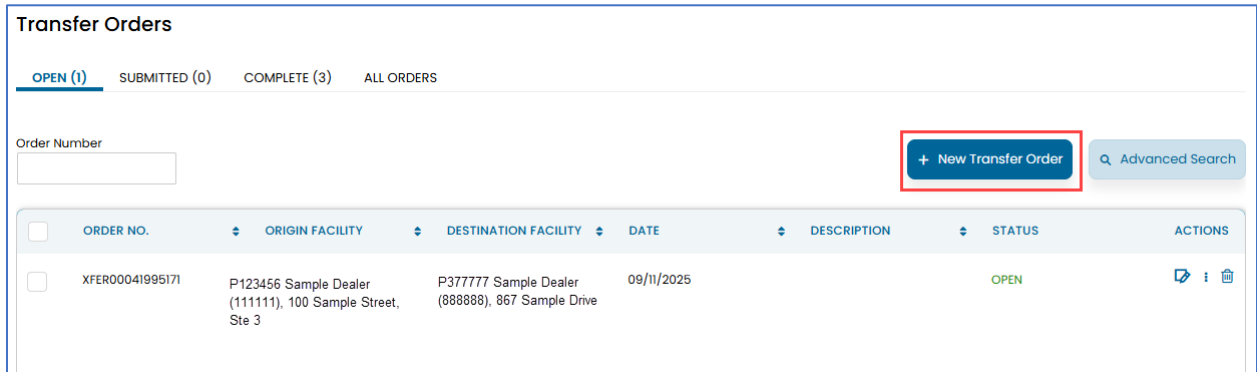
This guide provides IMS users with a step-by-step overview of the new, more flexible inventory transfer process.

Part 1: Initiating a New Transfer Order

- From the **Inventory** menu, select **Transfer Orders**.



1. Click the **+ New Transfer Order** button.



Transfer Orders

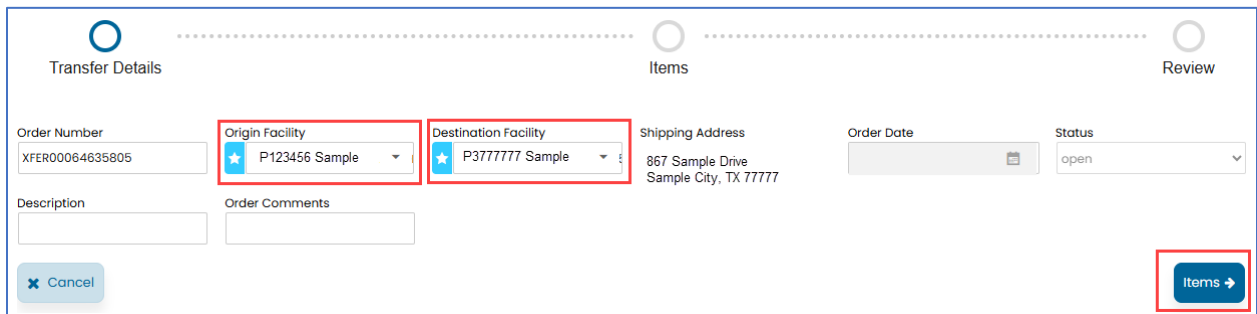
OPEN (1) SUBMITTED (0) COMPLETE (3) ALL ORDERS

Order Number

+ New Transfer Order Advanced Search

ORDER NO.	ORIGIN FACILITY	DESTINATION FACILITY	DATE	DESCRIPTION	STATUS	ACTIONS
XFER00041995171	P123456 Sample Dealer (111111), 100 Sample Street, Ste 3	P377777 Sample Dealer (888888), 867 Sample Drive	09/11/2025		OPEN	

2. Enter the **Origin Facility** (where plates are currently located) and the **Destination Facility** (where plates are moving to).



Transfer Details Items Review

Order Number: XFER00064635805

Origin Facility: P123456 Sample

Destination Facility: P377777 Sample

Shipping Address: 867 Sample Drive, Sample City, TX 77777

Order Date:

Status: open

Description:

Order Comments:

3. Click the **Items** button to proceed to the inventory selection screen.

Part 2: Choosing Plates to Transfer

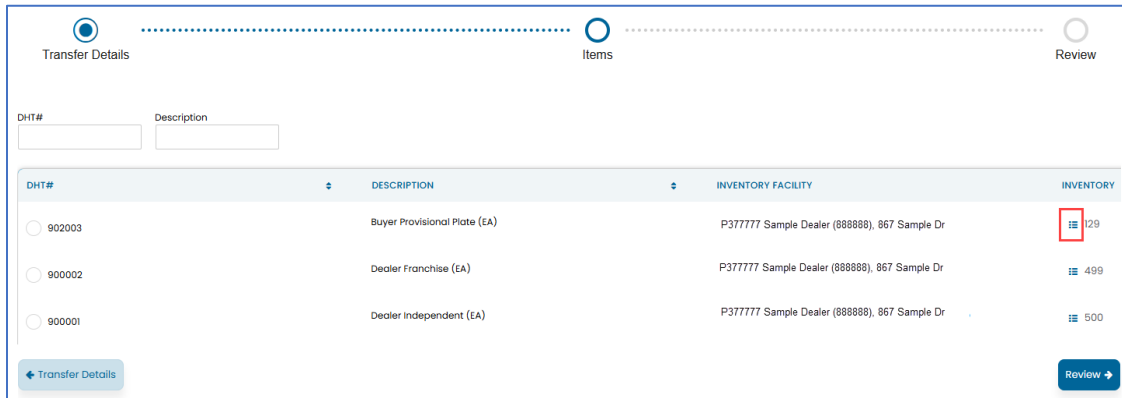
You have two options for transferring inventory: transferring specific plates or bulk transferring an entire plate DHT/category.

Note: The current transfer process works one inventory item (DHT) at a time. To transfer multiple plate types, you must create a separate transaction for each plate type.

Option A: Transferring Specific Plates (Pick and Choose)

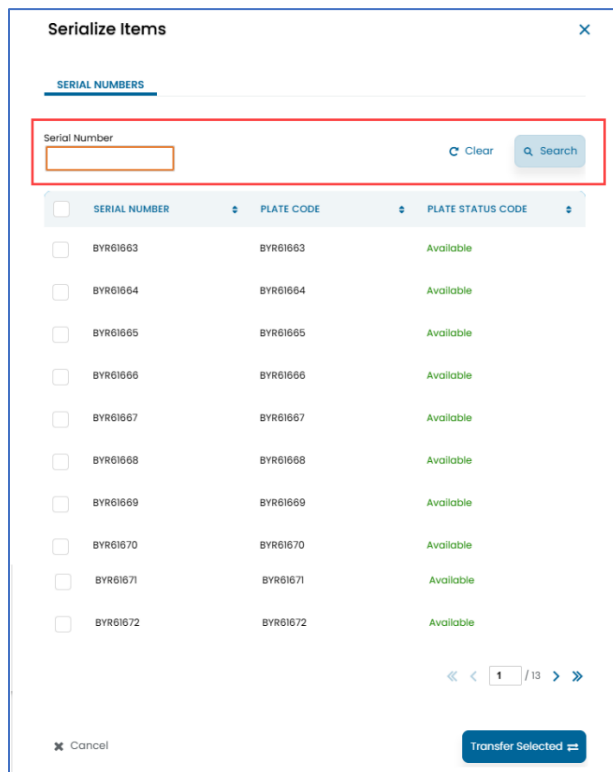
Use this method to select individual plates.

1. On the "Items" screen, find the inventory item (DHT) you want to transfer from and click the triple-lines icon under the "Inventory" column.



DHT#	DESCRIPTION	INVENTORY FACILITY	INVENTORY
<input type="radio"/> 902003	Buyer Provisional Plate (EA)	P377777 Sample Dealer (888888), 867 Sample Dr	129
<input type="radio"/> 900002	Dealer Franchise (EA)	P377777 Sample Dealer (888888), 867 Sample Dr	499
<input type="radio"/> 900001	Dealer Independent (EA)	P377777 Sample Dealer (888888), 867 Sample Dr	500

2. The Serialize Items pop-up will appear, displaying a list of available license plate serial numbers.
3. Select your plates using one of two methods:
 - a. **Search Method:** Enter a **full** or **partial** plate number in the "Serial Number" field and click Search. Check the box next to the desired plate(s).



Serialize Items

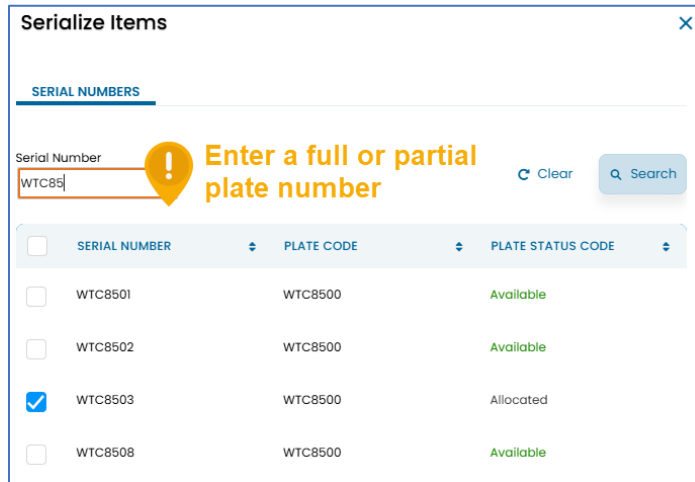
SERIAL NUMBERS

Serial Number Clear Search

<input type="checkbox"/>	SERIAL NUMBER	PLATE CODE	PLATE STATUS CODE
<input type="checkbox"/>	BYR61663	BYR61663	Available
<input type="checkbox"/>	BYR61664	BYR61664	Available
<input type="checkbox"/>	BYR61665	BYR61665	Available
<input type="checkbox"/>	BYR61666	BYR61666	Available
<input type="checkbox"/>	BYR61667	BYR61667	Available
<input type="checkbox"/>	BYR61668	BYR61668	Available
<input type="checkbox"/>	BYR61669	BYR61669	Available
<input type="checkbox"/>	BYR61670	BYR61670	Available
<input type="checkbox"/>	BYR61671	BYR61671	Available
<input type="checkbox"/>	BYR61672	BYR61672	Available

<< < 1 / 13 > >>

Cancel Transfer Selected



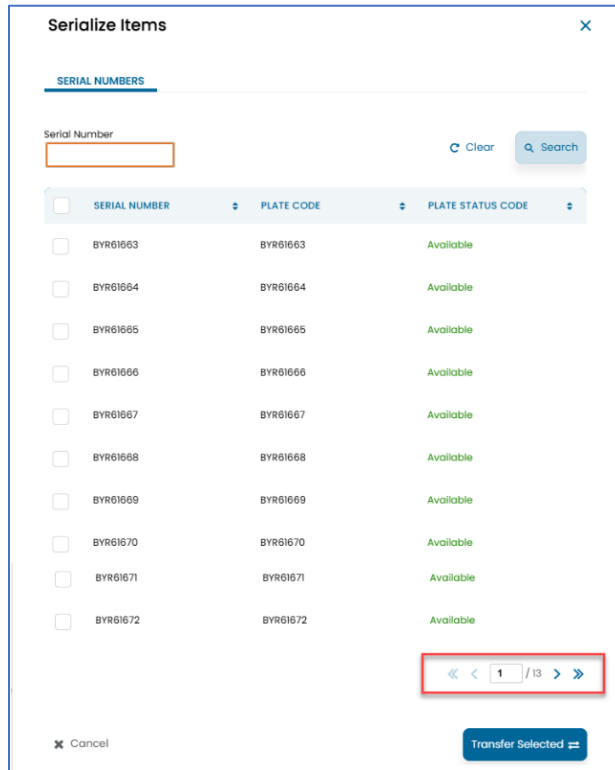
Serialize Items

SERIAL NUMBERS

Serial Number Enter a full or partial plate number Clear Search

<input type="checkbox"/>	SERIAL NUMBER	PLATE CODE	PLATE STATUS CODE
<input type="checkbox"/>	WTC8501	WTC8500	Available
<input type="checkbox"/>	WTC8502	WTC8500	Available
<input checked="" type="checkbox"/>	WTC8503	WTC8500	Allocated
<input type="checkbox"/>	WTC8508	WTC8500	Available

- b. **Page Navigation Method:** Browse the full list of plates. Use the checkboxes to select plates individually or check the header box to select all plates on the current page. Use the page navigation at the bottom to move to other pages and select more plates.



Serialize Items

SERIAL NUMBERS

Serial Number Clear Search

<input type="checkbox"/>	SERIAL NUMBER	PLATE CODE	PLATE STATUS CODE
<input type="checkbox"/>	BYR61663	BYR61663	Available
<input type="checkbox"/>	BYR61664	BYR61664	Available
<input type="checkbox"/>	BYR61665	BYR61665	Available
<input type="checkbox"/>	BYR61666	BYR61666	Available
<input type="checkbox"/>	BYR61667	BYR61667	Available
<input type="checkbox"/>	BYR61668	BYR61668	Available
<input type="checkbox"/>	BYR61669	BYR61669	Available
<input type="checkbox"/>	BYR61670	BYR61670	Available
<input type="checkbox"/>	BYR61671	BYR61671	Available
<input type="checkbox"/>	BYR61672	BYR61672	Available

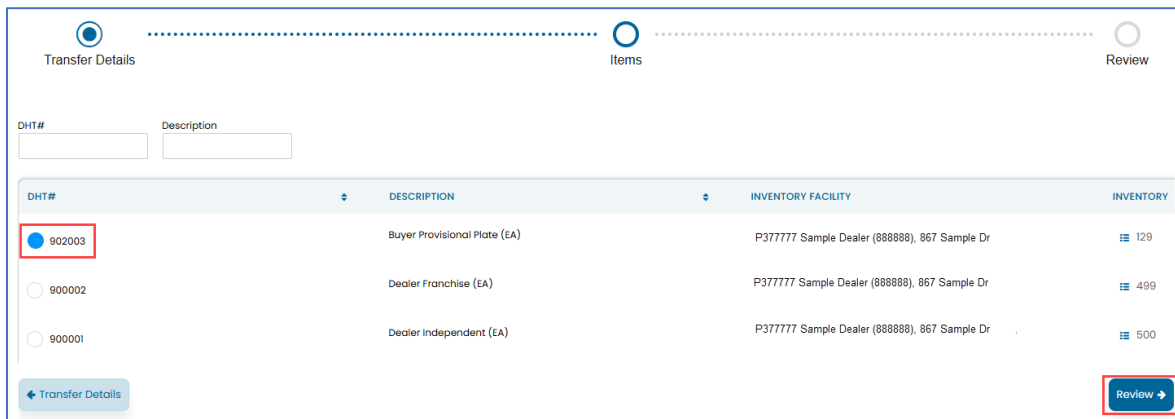
« < 1 / 13 > »

4. Once you have selected all desired plates, click the **Transfer** Selected button.

Option B: Bulk Transferring an Entire DHT

Use this method to transfer all available plates for a specific inventory category.

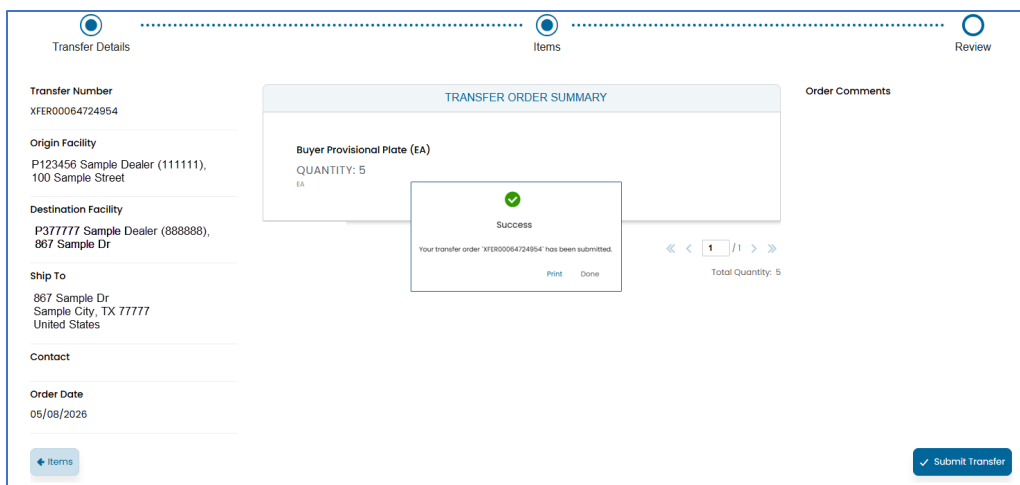
1. On the "**Items**" screen, check the box next to the specific DHT (Inventory Category) you wish to transfer.
2. Click the **Review** button.
3. The system will bypass individual plate selection and take you directly to the Transfer Order Summary screen.



DHT#	DESCRIPTION	INVENTORY FACILITY	INVENTORY
<input checked="" type="radio"/> 902003	Buyer Provisional Plate (EA)	P377777 Sample Dealer (888888), 867 Sample Dr	129
<input type="radio"/> 900002	Dealer Franchise (EA)	P377777 Sample Dealer (888888), 867 Sample Dr	499
<input type="radio"/> 900001	Dealer Independent (EA)	P377777 Sample Dealer (888888), 867 Sample Dr	500

Part 3: Completing the Transfer

1. After selecting your items, you will be taken to the **Transfer Order Summary Screen**. This screen displays the total quantity of plates being transferred.
2. Review the details to ensure they are correct.
3. Click the **Submit Transfer** button to complete the transaction.
4. A **Success** pop-up will appear confirming the transfer has been submitted.



TRANSFER ORDER SUMMARY

Buyer Provisional Plate (EA)
QUANTITY: 5
EA

Success
Your transfer order "XFER00054724954" has been submitted.

Transfer Number: XFER00054724954
Origin Facility: P123456 Sample Dealer (111111), 100 Sample Street
Destination Facility: P377777 Sample Dealer (888888), 867 Sample Dr
Ship To: 867 Sample Dr, Sample City, TX 77777, United States
Order Date: 05/08/2026

Total Quantity: 5

- Click the **Print** button on the pop-up to view and save a detailed record of the specific plate serial numbers that were transferred.

Transfer Order

Destination Facility: P377777 Sample Dealer (888888), 867 Sample Transfer Date: 05/07/2026

Shipping Address: 867 Sample Dr Sample City, TX 77777 Transfer Order #: XFER00064240734

Special Instruction:

Source Facility	Source Facility Contact
P377777 Sample Dealer (888888), 867 Sample	*

Quantity	Item Number	Item Description	Box/Serial Numbers
1	902003	Buyer Provisional Plate (EA)	BYR61668
1	902003	Buyer Provisional Plate (EA)	BYR61674
1	902003	Buyer Provisional Plate (EA)	BYR62178