



TRIO Motor Vehicle Inventory Maintenance

The TRIO Motor Vehicle application automatically keeps track of inventory for the purposes of reporting both issued and remaining inventory to the Bureau of Motor Vehicle's Division of Audit Services. This document will detail the processes to add and remove inventory in the system as well as cover the other functions available on the Inventory Maintenance screen.

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Adding / Removing Inventory

To add or remove inventory in the system:

1. From the Motor Vehicle main menu, select **4. Inventory Maintenance**.
2. On the screen that opens, choose the type of inventory to add or remove from the **Select the Inventory Item** section of the screen.
3. Click the **Add / Remove Inventory** button in the middle of the screen. This will open the screen shown below.

4. On this screen:
 - **Select an Action** – Choose either **Add to Inventory** or **Remove from Inventory**.
 - **Range** - Enter the starting and ending numbers for the inventory in these fields. When adding or removing a single item, enter the same number in both fields.
 - **User Initials** – Enter your initials into this field. These are the same initials used when entering Motor Vehicle.
 - **Date** – This is used to record the date the inventory was added or removed. This defaults to the current date, but can be changed to any past or future date if needed.
 - If inventory groups are used, enter the appropriate number for this inventory in the **Group** field. Leave this set to **0** if inventory groups are not used.
 - Add a **Comment** for this addition if needed for Audit reporting purposes.

5. Once all of the selections have been made and the information has been entered, click **Process** to complete the action.

**** It is very important to double check the numbers you entered before clicking **Process**. The system will not stop you from attempting to add or remove very large quantities of inventory.**

Other Functions

There are two other functions on the Inventory Maintenance screen worth noting.

- **Change Inventory Group** – Use this option if all or part of a range of entered inventory needs to be assigned to a different inventory group.
 1. On the **Inventory Maintenance** screen, choose the type of inventory to move from the **Select the Inventory Item** section of the screen.
 2. Click on the range of inventory items to move on the bottom of the screen.
 3. Click the **Change Inventory Group** button to start the process.
 4. On the screen that opens, verify that the range of inventory is correct. This will populate with the starting and ending inventory number that were selected but can be changed to any subrange of numbers within the originally selected range. This is helpful if only a portion of the inventory needs to be assigned to a new group.
 5. Enter your initials in the **User Initials** field, verify that the **Date** is correct and enter the **Group** number the inventory should be assigned to.
 6. Click **Process** to complete the transfer.
- **Print Inventory** – These two options are used to print available inventory in the system.
 1. Selecting **Print Selected Inventory** prints a listing of only the type of inventory selected in the **Select the Inventory Item** section of the screen.
 2. Selecting **Print All Inventory** prints a separate listing for each type of inventory in the system.