## Sticker Tools - How To Receive Backers

**NOTICE**: If you have multiple NHOST units at your station, you need to receive the backers only through one unit. Once you have done this, the backers will be available for use through any of the units you have at your station.

- 1. In the Main Menu, click on the Administrative Menu button.
- 2. In Administrative Menu click on the **Sticker Tools** button. Sign in by clicking your name and using your passcode, this will open the menu seen in Fig. 1.

STICKER INVENTORY / INFORMATION				
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Fig 1				

 Once in the Sticker Tools menu, click on the Receive Backer Inventory button. This will open the screen seen in Fig. 2.

New Hampshire Department of Safety - Division of Motor Vehicles RECEIVE BACKER INVENTORY		
To add newly received backers into your station's inventory, use the barcode reader and scan the UPS tracking number into the field above. You may also enter the UPS tracking number manually with the keyboard. Once you click "OK" the unit will connect to the VID to update the backer status for your station.		
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4. If you received your backers via UPS shipment, use the barcode scanner to scan the UPS tracking number (printed on the shipping label) into the field on this screen. You can also type the tracking number in. If you picked your

backers up at the NHOST depot in NH, scan the barcode on the receipt you were given into this field. Once you have entered the tracking number or the depot number, click "OK".

5. Once the unit has connected to the VID to confirm the backer status you will see the screen in Fig. 3.



6. Click "OK" and the screen in Fig. 4 will appear. Click "OK" to finish receiving your backers into the NHOST unit. This will return you to the Sticker Tools menu, click the "**Exit**" button to return to the Administrative menu.

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Information	Information	
1	Station Backer Inventory Successfully Updated.	
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Fig. 4