How To Issue Backers

1. Begin the inspection. If you are using the Stickers on Demand option but the system's backer inventory indicates the station does not have backers available, the screen in Fig. 1 will appear. If inspecting a motorcycle, click "Yes" and continue the inspection. If this is not a motorcycle inspection click "No" and screen Fig. 2 will appear. At this point the inspection will be terminated and you will need to contact the Gordon Darby Help Line for assistance.
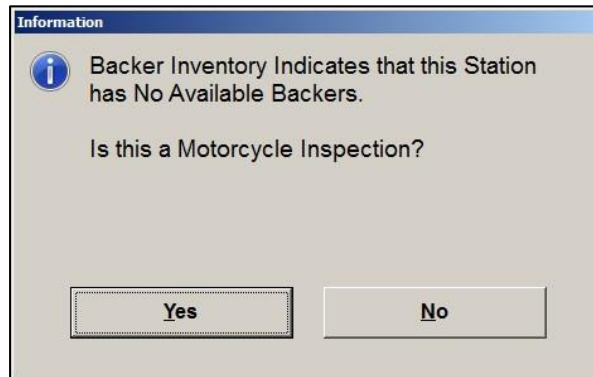

Fig. 1

Fig. 2

2. If you have backers and are using the Stickers on Demand option to perform an auto inspection, once the vehicle has passed safety and you have finished mechanic notes, the system will prompt you for a backer, Fig. 3.
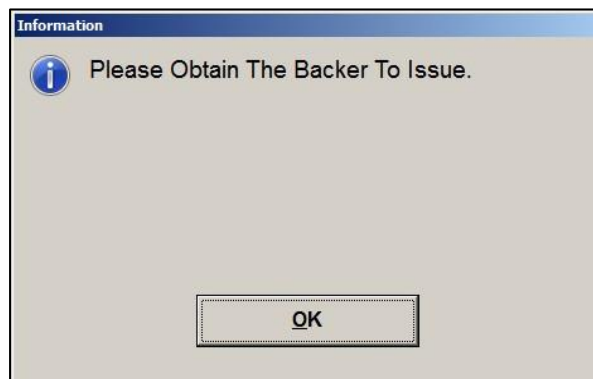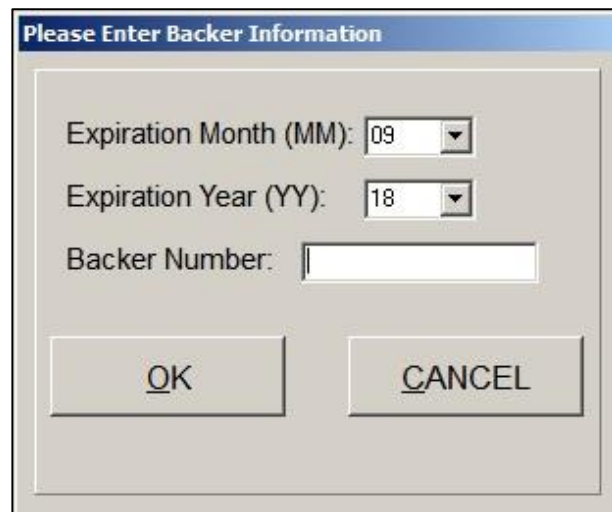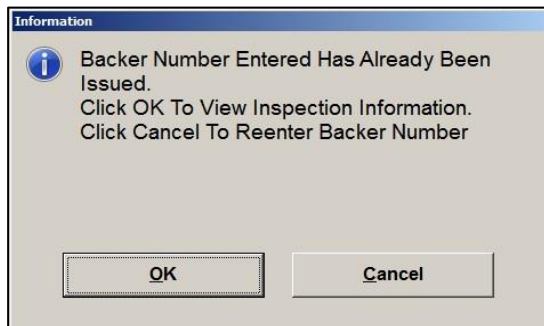

Fig. 3

3. Click "OK" and the system will bring up the screen in Fig. 4. Select the date and month the sticker will expire and scan or type backer number. Keep in mind that a vehicle which has passed safety but failed OBD will receive a sticker that is good only for the 60-day grace period. You will not be able to change the month or year of expiration for these vehicles.

Please Enter Backer Information

Expiration Month (MM): 09

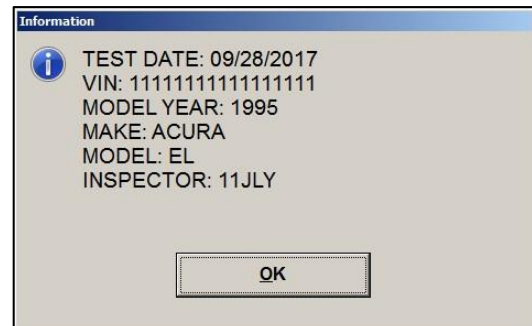Expiration Year (YY): 18

Backer Number: |

OK   CANCEL

Fig. 4

4. If you enter a backer number that has already been issued you will see the screen in Fig. 5. Clicking the "**OK**" button will bring up the screen in Fig. 6 where you can see details of the inspection where the backer was previously used.

Information

Backer Number Entered Has Already Been Issued.
Click OK To View Inspection Information.
Click Cancel To Reenter Backer Number
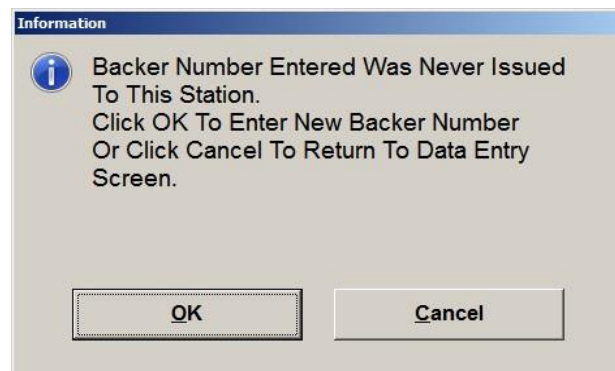
OK   Cancel

Fig. 5

Information

TEST DATE: 09/28/2017
VIN: 11111111111111111
MODEL YEAR: 1995
MAKE: ACURA
MODEL: EL
INSPECTOR: 11JLY

OK

Fig. 6

5. If you try to issue a backer that has not been assigned to your station you will see the screen in Fig.7. Click "Cancel" to re-enter information or OK to continue.

Information

Backer Number Entered Was Never Issued To This Station.
Click OK To Enter New Backer Number Or Click Cancel To Return To Data Entry Screen.

OK   Cancel

Fig. 7

6. Once the backer and expiration information are correctly entered, click "OK". The VIR will be printed and the system will display the screen in Fig. 8, followed by Fig. 9.
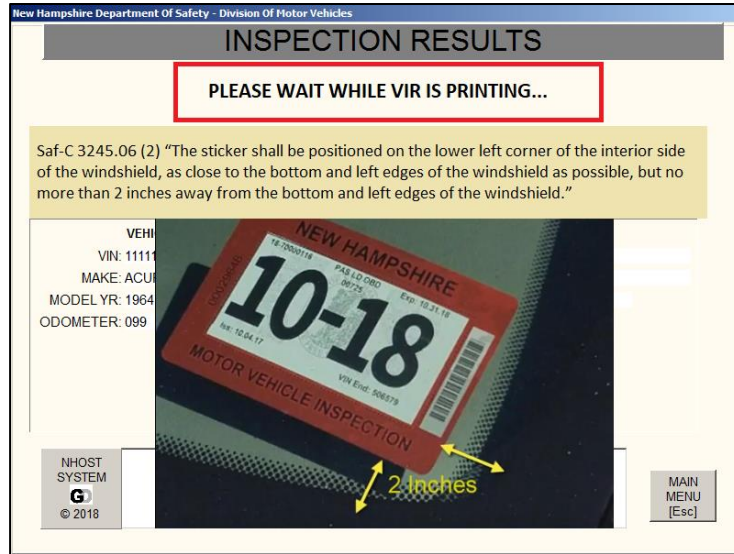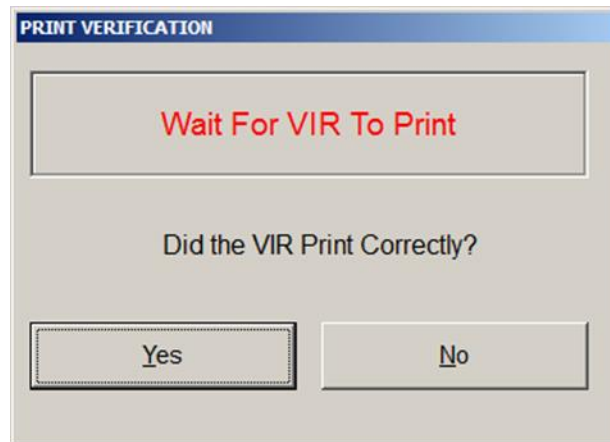

Fig. 8

Fig. 9

7. If the VIR did not print or printed incorrectly, click "No" on the screen in Fig. 9. The screen in Fig. 10 will appear. This screen will prompt the you to troubleshoot the printer with items accessed by clicking on the 'Help' button. If the VIR printed , click "Yes" and the inspection will finish.
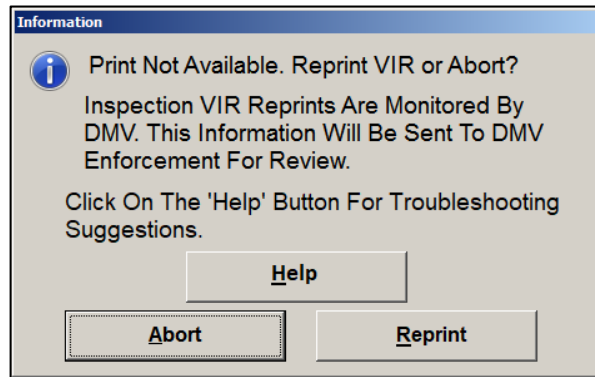
Fig. 10

8. Clicking the "Help" button will bring up the screen in Fig. 11.
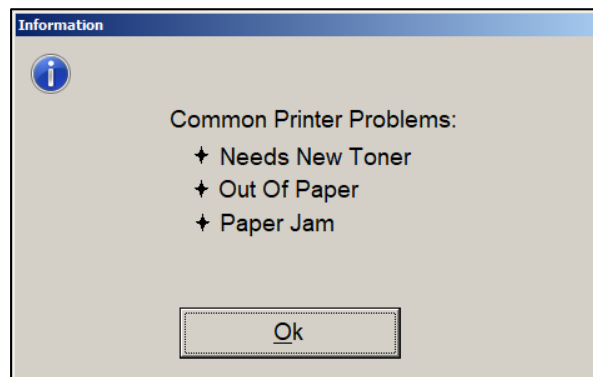

Fig. 11

9. Clicking "OK" on this screen will return you to the screen in Fig. 10.

10. If you were able to fix the printer you will be able to retry printing which will give you the VIR with the correct insert. If you could not fix the printer you can click 'Abort' to cancel out of the inspection at which point you will need to restart an inspection on the vehicle after getting the printer fixed or replaced.

     If the 'Retry' button is clicked 3 times indicating that you were not able to get an acceptable VIR, the screen in Fig. 5 will appear; the inspection will be aborted, and the unit will return to the Vehicle data entry screen.
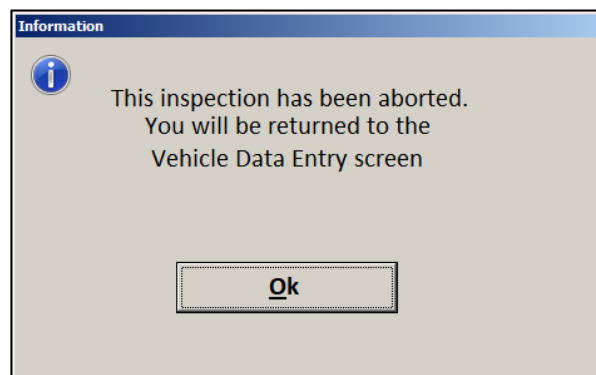

Fig. 11

11. If you cannot get an acceptable VIR you will need to contact the Help Line at 1-800-383-4124.