

**NYVIP MESSAGE No. 297**

**DATE: 12/28/2023**

**TO: ALL INSPECTION STATIONS**

**FROM: NYS DMV**

**SUBJECT: BLUE STOCK MUST BE USED FOR INSPECTIONS IN 2024**

**\*\*PRINT THIS MESSAGE AND DELIVER IT TO THE PERSON WHO MAINTAINS THE INSPECTION CERTIFICATE INVENTORY\*\***

This notice is to **!!!Alert You!!!** that your **BLUE 2025 "Print on Demand"** sticker stock **MUST BE** entered into inventory on your NYVIP3 Unit/s and the appropriate type (Internal or External) properly loaded into the sticker printer prior to performing your first inspection in 2024.

For any Unused **RED 2024** DMV supplied pre-printed inspection certificates or OPUS Inspection supplied "Print on Demand" Sticker Stock please refer to NYVIP Message# 296 for proper return procedures.

*Reminder: 2025 (expiration) sticker stock is **BLUE**; 2024 (expiration) sticker stock is **RED**.*

**OVERVIEW**

NYVIP3 sticker stock is wrapped in fanfold packets containing 100 blank stickers that can be used for official inspections. There is one additional label in each packet which shows the serial number range of valid stickers in each packet, as well as the Job# and Pack#. There are also three (3) labels marked "Void" in each packet (at the beginning and end) which are not valid for official inspections; they are used to help align the stock in the sticker printer.

There are two (2) types of sticker stock used in NYVIP3:

- Internal stock (below left) – used for inspections performed on a vehicle with a windshield (safety/emissions, LD safety-only, HD safety-only, etc.).
- External stock (below right) – Used for inspections on motorcycles, heavy-duty trailers, and semi-trailers.



*NOTE: The sticker stock you need is determined by the type of inspections your station is licensed by DMV to perform (safety, emissions, diesel, motorcycle, trailers, etc.).*

## **Entering Sticker Stock Serial Numbers into NYVIP3 UNIT**

Serial numbers on inspection stickers contain ten (10) digits. The first two (2) digits are the sticker/certificate expiration year.

*NOTE: If your inspection station has more than one (1) CVIS, you must decide which stock is assigned to each CVIS. Once a book is assigned, it CANNOT be re-assigned.*

***DO NOT PHYSICALLY LOAD 2025 STOCK (BLUE) INTO THE CVIS STICKER  
PRINTER PRIOR TO JANUARY 1, 2024.***

Prior to physically loading sticker stock into the printer, the serial number range for each packet must be entered into the database, through your Computerized Vehicle Inspection System (CVIS), by authorized personnel (typically a manager or his/her designee). Steps are below:

- a. From Main Menu, select Station/Facility menu (or press 3).
- b. Select the User ID of the authorized person performing this process and enter Password.
- c. Press Enter or select Continue.
- d. Select Inventory Management (or press 2).
- e. Select Add/Remove Sticker Inventory (or press 1). The CVIS will contact the VID and perform a Data File Refresh; once complete, a screen opens to enter new sticker stock.
- f. Ensure the Status window indicates "Load", and the Type window indicates the type of stock you are entering into the system (use the arrow to the right of the window to change selection).
- g. Scan the QR barcode on the label which shows the serial number range or manually enter the first sticker number in the packet (10 digits) in the Starting # field. The system will auto-populate the ending number (each packet contains 100 usable stickers).
- h. Verify the Sticker Type, Expiration year and Starting and Ending numbers are correct. If not, repeat this process. If still incorrect, contact Opus (1-866-OB-D-TEST) for assistance.
- i. If Sticker Type, Expiration year and Starting and Ending numbers are correct, press the Commit button. A dialogue box with the sticker serial number range will open and ask if you want to Continue. Select Yes if the serial number range is correct.
- j. The sticker serial numbers will be entered in the system and the Next Expected Sticker number will appear. Confirm this number matches the first sticker number in the range.
- k. If only entering one type of sticker, press the Close button to continue.
- l. If entering another type of sticker stock, select the correct type from the Sticker Type window and perform the process described above once again.
- m. Once complete, click on the Close button to return to the previous menu.
- n. The Current Stickers window in the upper left of this menu will show the number of stickers (expiration year and type) entered into the system and available for inspections.

# Determining which pack of Sticker Stock should be Loaded into Sticker Printer

- a. From Main Menu, select Station/Facility menu (or press 3).
- b. Authorized users need to scan or select their credentials and enter their Password.
- c. Press Enter or select Continue.
- d. Select Inventory Management (or press 2).
- e. Select Add/Remove Sticker Inventory (or press 1).
- f. Select the Type (Internal or External) you are looking to load into the sticker printer.
- g. Top left side of the screen will display what number ranges of stock have been loaded to the unit's inventory.
- h. The book shown with the status of "Active", is the pack of sticker stock to be loaded in the sticker printer.
- i. The Starting number shown for the Active book will also be shown as the "Next Expected Sticker Stock Number"

**\*\*\*TO PREVENT UNNECESSARY WASTE YOU SHOULD CHECK THIS SCREEN AT THE END OF EACH BOOK TO ENSURE YOU ARE LOADING THE CORRECT NEXT PACK OF STOCK. \*\*\***

The screenshot shows the NYVIP (State of New York Vehicle Inspection Program) software interface. At the top, it displays the logo, version (23.03.01), and date/time (12/22/2023 18:20:58). The main area is titled "Add new or remove/modify existing sticker stock inventory ranges". It features a table with columns: Starting #, Ending #, Count, and Status. Two rows are visible: one with status "Active" and one with status "Load". A yellow arrow points to the "Active" status. Below the table is a form with fields for Status (set to "Load"), Type (set to "Internal"), Year (set to "2025"), Starting #, Ending # (with a note "(may NOT be modified)"), and Total. A "Commit" button is present. Below the form, a summary section shows: Total Sticker Stock Remaining: 200; Next Expected Sticker Stock Number: 2500490201 (highlighted with a yellow arrow); and Last Sticker Stock Number Used: 2500490200. At the bottom, there are buttons for "Close", "Installation Instructions", and "Help".

## Loading Sticker Stock into Printer

**DO NOT PHYSICALLY LOAD 2025 STOCK (BLUE) INTO THE CVIS STICKER PRINTER PRIOR TO JANUARY 1, 2024.**

**NOTE: The printer may eject up to four (4) stickers during the initialization phase, when the print head is lifted and lowered and/or the power to the printer is turned off and on. These stickers will need to be voided and retained for DMV auditing Purposes.**

- a. Open the cover using two (2) buttons on front side of cover.
- b. Open the ribbon/print housing by pressing on the top of the two (2) locking tabs on the front of the housing.
- c. Place the pack you are loading into the rear of the printer (below left) with “New York State” facing toward the front of the printer (below middle). From underneath the print housing carefully pull the first sticker toward the front of printer and place between two orange guides (adjust width of guides to fit snugly but not restrict sticker feeding). Pull the first sticker edge to the front of the printer (below right) and close the ribbon/print housing, ensuring both tabs lock securely.



- d. Close printer cover.
- e. Carefully tear off all unused stickers, void any stickers which have serial numbers, and securely store for auditing by DMV.
- f. The printer status light will be solid green when the printer is ready for operation.
- g. The sticker stock ejected during this process will need to be removed from the current sticker stock inventory. Only stickers which have been entered into the system can be properly removed (voided).
- h. From the Main Menu, select Station/Facility menu (or press 3).
- i. Select the User ID of the authorized person performing this process and enter Password.
- j. Press Continue.
- k. Select Inventory Management (or press 2).
- l. Select Add/Remove Sticker Inventory (or press 1). The CVIS will connect to the Vehicle Inspection Database and perform a Data File Refresh. Once complete, a screen will open for managing sticker stock.
- m. Select the reason for voiding the sticker stock from the status pulldown menu.
- n. In the Starting # field, enter the 10-digit serial number of the sticker stock you want to void (the same number will be populated in the Ending Number field).
- o. To void a single sticker, press the Commit button.
- p. To void a range of sticker stock numbers, enter the first number of the range in the Starting Number field and the last number in the range in the Ending Number field; press the Commit button.