![VTS Classic — Vehicle Towing & Storage Software logo]

VTS Classic Instruction Sheet

Reversing a Lot Released Vehicle that has been paid and closed-out

- Go to ready screen and select "LOT" button located between PAYMENT and RELEASE
- From the sort drop down menu, select Stock # (if not already the default)
- In the search box enter the stock number of the vehicle (example A809001)
- In the select window the vehicle will be highlighted in blue, click ENTER button
- Locate the TOW button on the left-hand side midpoint in the record and select, this will now display the invoice number of the storage lot record
- Jot down the invoice number (example 73580)on a piece of paper and exit out of the Storage Lot record
- At the ready screen select the TOW button between the PAYMENT and CALL buttons
- In the search window, enter the invoice number of the tow ticket, this will highlight the selected record
- Click the ENTER button to display the tow invoice
- At the top of the tow record, click on the HISTORY button, this will display at the bottom of the page the tow payments received. Within this tow payment window you will see a field called Reference, jot this number down. (Example000054)
- Exit the tow record,
- At the ready screen, select the PAYMENT button, located between TOW and Lot button
- From the sort drop-down menu select Reference, enter the reference number (Example000054) in the search field, this will now display the payment associated with this storage lot record and tow payment. (Highlighted in blue) and click ENTER
- This will now display the Payment window of the charges
- At the top of the window you will see a DELETE button, click this once, this will delete the payment and returned the vehicle into the lot and bring it current with any additional storage lot charges.
- You can now re-release this vehicle

Yours sincerely,

[signature]

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