

# “Solutions” Image Services

## Motor Vehicle Update Profile and Workflow Request

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### Introduction

This QuickGuide illustrates the steps for Updating a Motor Vehicle Profile and requesting a Move and Rename Workflow.

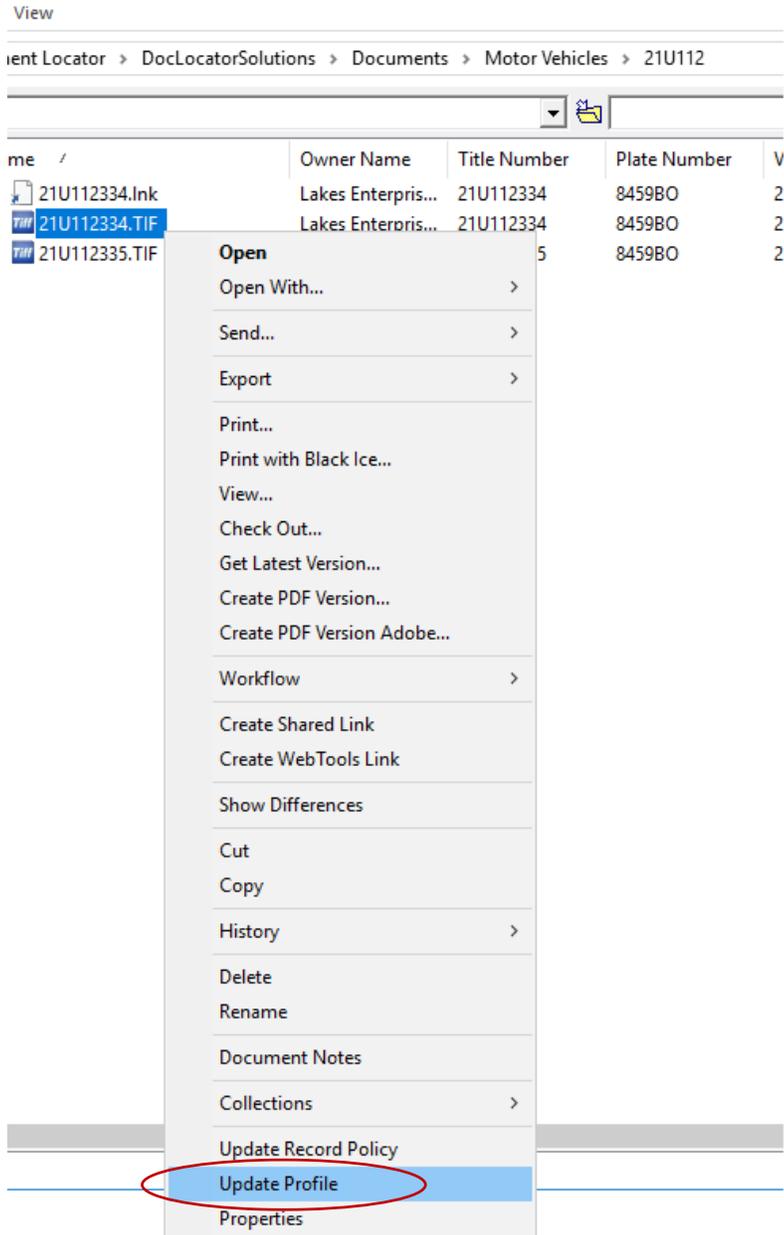
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### Process

#### Step 1: Selecting your Document

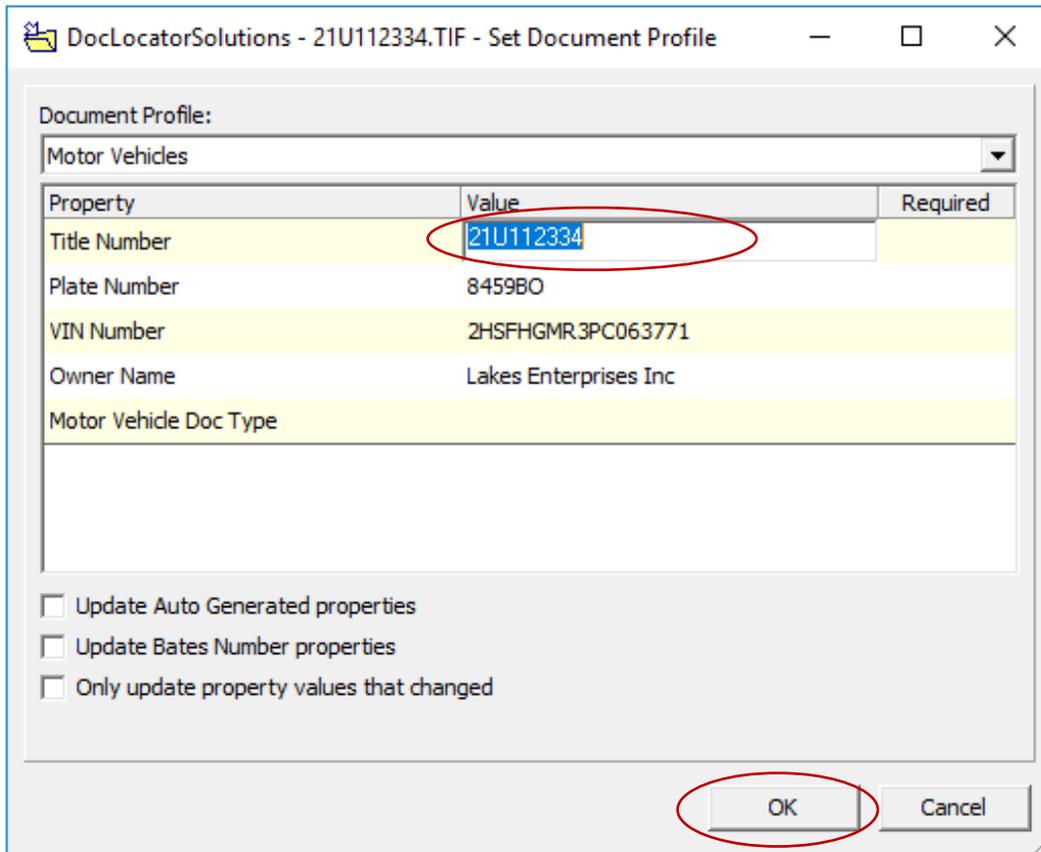
Locate your Document that needs to be updated. Right Click and select Update Profile.



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### Step 2: Updating the Profile Information

In this window you can simply type in the information that needs to be updated and select OK.



The screenshot shows a dialog box titled "DocLocatorSolutions - 21U112334.TIF - Set Document Profile". The "Document Profile:" dropdown is set to "Motor Vehicles". Below this is a table with columns "Property", "Value", and "Required". The "Title Number" field is highlighted with a red circle and contains the text "21U112334". Other fields include "Plate Number" (8459BO), "VIN Number" (2HSFHGMR3PC063771), and "Owner Name" (Lakes Enterprises Inc). At the bottom, there are three checkboxes: "Update Auto Generated properties", "Update Bates Number properties", and "Only update property values that changed". The "OK" button is also circled in red.

Property	Value	Required
Title Number	21U112334	
Plate Number	8459BO	
VIN Number	2HSFHGMR3PC063771	
Owner Name	Lakes Enterprises Inc	
Motor Vehicle Doc Type		

Update Auto Generated properties  
 Update Bates Number properties  
 Only update property values that changed

OK Cancel

If you need to clear the information in the field simply Right Click and select “Clear Selected Property”

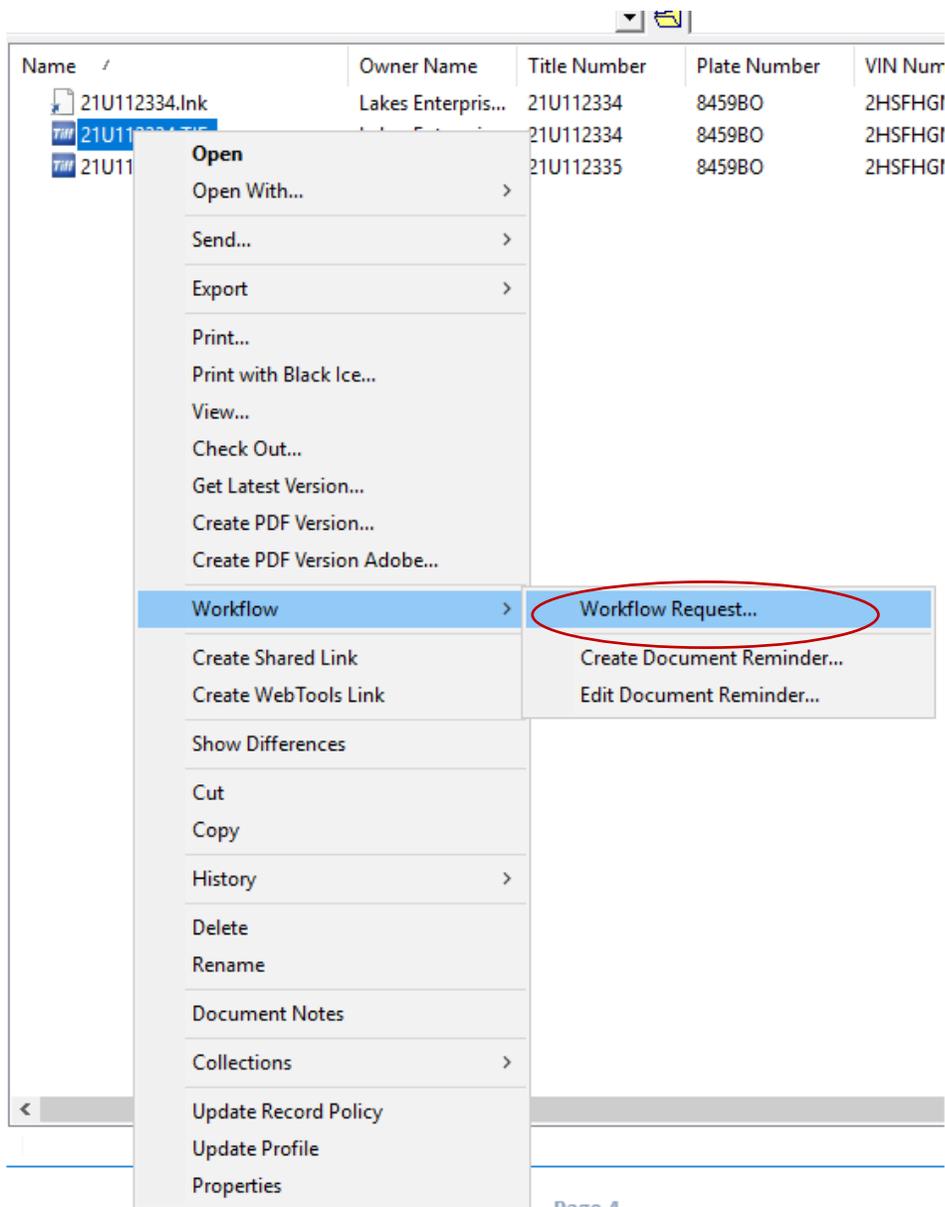
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If you have updated the Title or Plate Number Properties, you will need to do a Move and Rename Workflow. This will be shown in the next steps.

### Step 3: Requesting a Workflow

First you will want to Right Click your Document and select Workflow Request.



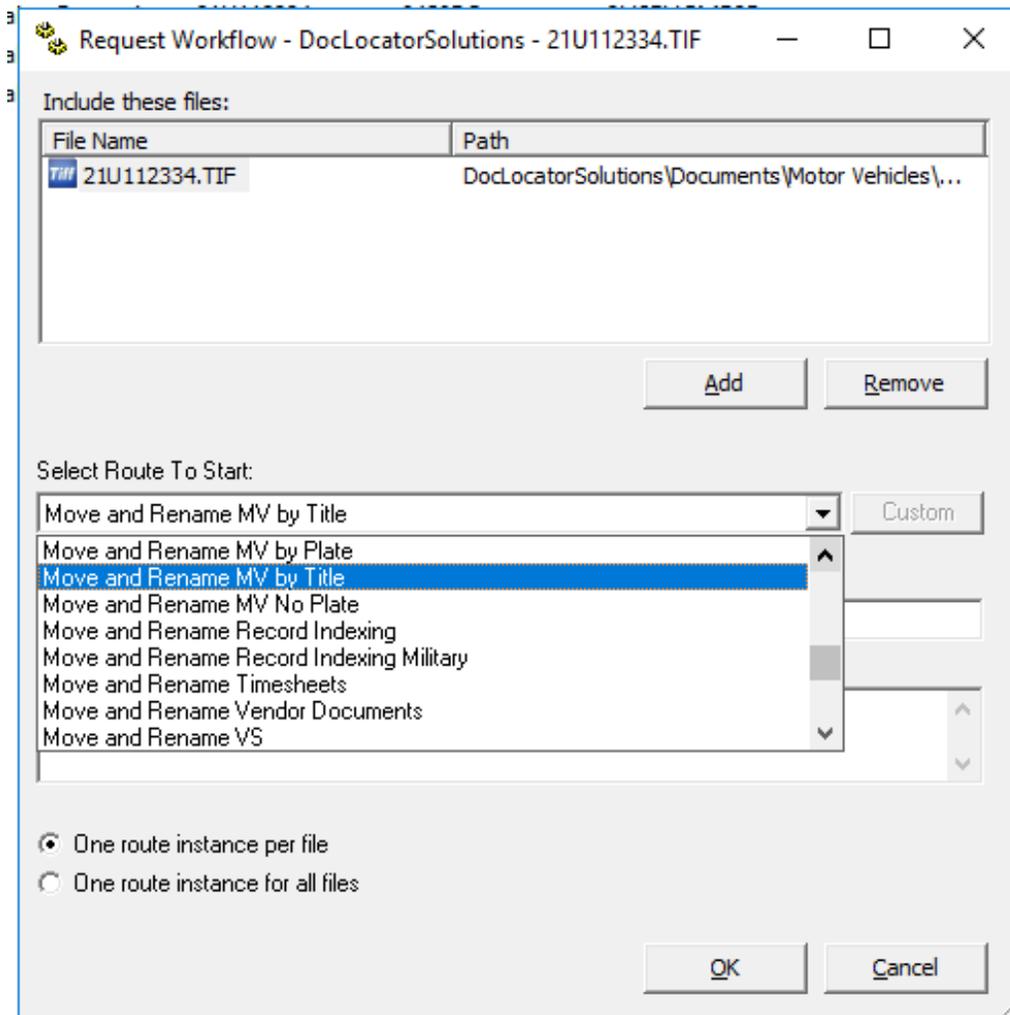
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Depending on what information you have updated you will need to select the corresponding Workflow.

- If there is a Title – Move and Rename MV by Title
- If there is a Plate – Move and Rename MV by Plate
- If there is no Title or Plate – Move and Rename MV No Plate



Once the Workflow indicator is gone (typically the document will also move to the corresponding folder) you will want to navigate to that folder and verify the document is present and the information is correct.

**Note:** When requesting Workflows on Multiple Documents we recommend selecting the “One route instance per file” option.  
(This allows the Workflows to continue running on other documents if one document gets caught in an error.)