



TO: EMISSIONS STATION

FROM: SYSTECH

**INSTRUCTIONS FOR TRANSITIONING FROM YOUR SGS
TESTCOM NYVIP ANALYZER TO YOUR SYSTECH NYVIP2
ANALYZER.**

YOU ARE NOW ELIGIBLE TO SWITCH TO YOUR NEW INSPECTION ANALYZER. THESE INSTRUCTIONS WILL EXPLAIN HOW TO STOP USING YOUR TESTCOM MACHINE AND START USING YOUR SYSTECH MACHINE.

YOU MUST FOLLOW THESE INSTRUCTIONS CAREFULLY TO MAKE THE TRANSITION.

THE PERSON WHO HAS "STATION MANAGER" PERMISSIONS FOR YOUR CURRENT TESTCOM ANALYZER SHOULD BE THE PERSON THAT COMPLETES THIS TRANSITION FROM ONE MACHINE TO ANOTHER.

IF YOU HAVE QUESTIONS AT ANY TIME, CALL SYSTECH AT 866-OBD-TEST

READ THIS ENTIRE DOCUMENT CAREFULLY BEFORE YOU BEGIN THIS PROCESS.

ITEM 1 – INITIALIZING YOUR SYSTECH NYVIP2 ANALYZER

If you have not initialized your NYVIP2 unit please see the instructions found in the **NYVIP2 Emissions Analyzer Setup** guide. These instructions were included with your equipment and can also be found at NYVIP.ORG.

Note: You cannot begin using the NYVIP2 unit to perform inspections without successfully initializing and updating to the current software version. **DO NOT PROCEED TO ITEM 2 UNTIL YOU HAVE SUCCESSFULLY INITIALIZED YOUR NEW EQUIPMENT! THIS INCLUDES WAITING FOR SOFTWARE UPDATES TO COMPLETE.**

Once you have successfully initialized and updated your NYVIP2 unit please proceed to the instructions below.

ITEM 2 – MOVING YOUR STICKERS TO YOUR NYVIP2 ANALYZER


Note: You will need to add ALL of your available sticker books including partial books that you have for your NYVIP unit into your new NYVIP2 unit.

Add Certificate (Sticker) Books to Inventory:

1. From the **Main Menu** select option **3. Station/Facility Menu**
2. Please scan your inspector license, if you are unable to login please contact our helpdesk at 1-866-OBD-TEST for further assistance.

Note: The first time every inspector logs into the unit, they will need to enter their temporary password and create a unique personal password. The temporary password for all inspectors is FIRSTNAME.LASTNAME in all capital letters. Once the temporary password is entered click on the Continue button and a window will appear to enter a new password. This will be the password the inspector uses every time they start an inspection.

Figure 1

Required Security Level: Manager	
User Authentication Required	
	User ID: 427D
	Password: <input type="password"/>
Licenses	
LD	Current
HD	Current
MC	Current
First Time Logon! Enter Temporary Password Now.	
Valid License(s) Found, Inspection(s) Permitted!	
* Temporary password = Firstname.Lastname as it appears on badge.	
Select Continue (alt/c) or Enter to proceed	
<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>

3. Select option **2. Inventory Management**
4. Select option **1. Add/Remove Sticker Inventory**

Figure 2

NYVIP2 State of New York Vehicle Inspection Program Version 13.10.05 10/10/2013 2:47:59 PM Systech

Add new or remove/modify existing sticker inventory ranges

Starting #	Ending #	Count	Status
82	200	119	Active

Purchased Inventory - Safety/Emission

Starting Number	Ending Number
4932401	4932420
7813821	7813860

Status: Load Type: Safety/Emission Year: 2014 Starting #: Ending #: Total: Commit

Total Sticker(s) Remaining: 119
Next Expected Sticker: 82
Last Sticker Used: 81

View All

To add new stickers: Select Type and Year, then enter or scan Start and End serial numbers.
To Void an existing sticker select the void reason from the status list then enter Start and End number(s) of voided sticker(s). For a single sticker the Start and End numbers are the same (eg. 100 to 100). For multiple stickers enter the starting and ending numbers for the range. You can only void stickers that have previously been loaded onto this analyzer.

Close Help

5. Select **Load** from **Status** dropdown menu
6. Select Certificate (sticker) type from **Type** dropdown menu
7. Select year of Certificate (sticker) book from the **Year** dropdown menu

Note: Please review **Purchased Inventory** in the upper right corner of the screen. The inventory listed will only display the Certificate (sticker) type selected.

Figure 3

NYVIP2 State of New York Vehicle Inspection Program Version 13.10.05 10/10/2013 2:48:50 PM Systech

Add new or remove/modify existing sticker inventory ranges

Starting #	Ending #	Count	Status
82	200	119	Active

Purchased Inventory - Safety/Emission

Starting Number	Ending Number
4932401	4932420
7813821	7813860

Status: Load Type: Safety/Emission Year: 2014 Starting #: 7813821 Ending #: 7813840 Total: 20 Commit

Total Sticker(s) Remaining: 119
Next Expected Sticker: 82
Last Sticker Used: 81

View All

To add new stickers: Select Type and Year, then enter or scan Start and End serial numbers.
To Void an existing sticker select the void reason from the status list then enter Start and End number(s) of voided sticker(s). For a single sticker the Start and End numbers are the same (eg. 100 to 100). For multiple stickers enter the starting and ending numbers for the range. You can only void stickers that have previously been loaded onto this analyzer.

Close Help

NOW GATHER ALL OF YOUR STICKER BOOKS AND SEPARATE THEM INTO TWO PILES – ONE FOR BOOKS THAT ARE PARTIALLY USED AND ONE FOR BOOKS THAT ARE COMPLETE (NONE USED).

ADDING A BOOK THAT HAS BEEN PARTIALLY USED.

YOU WILL FIRST LOAD ANY AND ALL STICKER BOOKS THAT HAVE BEEN PARTIALLY USED.

1. Please scan or manually enter the first certificate (sticker) of the available partial certificate (sticker) book.
2. The **Ending #** will default to the number of certificates (stickers) assigned to a book for the type selected. If the **Ending #** doesn't match the last certificate (sticker) number in the book you need to place the cursor in the ending # field and make the correction. After you do this, verify the **Total** to the number of certificate (stickers) remaining in the book.

Figure 4

Version 13.10.05
10/10/2013 4:55:54 PM
Systech

NYVIP2
State of New York
Vehicle Inspection Program

ADD new or remove/modify existing sticker inventory ranges

Starting #	Ending #	Count	Status
15256609	15256640	32	Active

Purchased Inventory - Heavy Duty

Starting Number	Ending Number
15256601	15256640
15315321	15315360
15318361	15318400

Status: Load Type: Heavy Duty Year: 2014 Starting #: 15315328 Ending #: 15315360 Total: 33 Commit

Total Sticker(s) Remaining: 32
Next Expected Sticker: 15256609
Last Sticker Used: 15256608

View All

To add new stickers: Select Type and Year, then enter or scan Start and End serial numbers.

To Void an existing sticker select the void reason from the status list then enter Start and End number(s) of voided sticker(s). For a single sticker the Start and End numbers are the same (eg. 100 to 100). For multiple stickers enter the starting and ending numbers for the range. You can only void stickers that have previously been loaded onto this analyzer.

Close Help

3. Once you have verified the Total, click the Commit button
4. If you have any other books loaded and available, you will receive the following message

Figure 5

5. Click the Continue button
6. The certificate (sticker) book should now appear in the top left corner

Figure 6

7. Please follow the previous instructions to enter all partial certificate (sticker) books

ADDING A COMPLETE BOOK

YOU WILL NOW ALL LOAD BOOKS WHERE NONE OF THE STICKERS HAVE BEEN USED.

Note: The first certificate (sticker) in every sticker book will end in "1" and the last sticker will end in "0" for all certificate (sticker) types. (1773401-1773420 and or 4356821-4356860)

1. Please scan or manually enter the first sticker in the certificate (sticker) book
2. Verify the **Total**, click the **Commit** button
3. If you have any other books loaded and available, you will receive the following message

Figure 7

NYVIP2 State of New York Vehicle Inspection Program Version 13.10.12 10/17/2013 11:58:04 AM Systech

ADD new or remove/modify existing sticker inventory ranges

Starting #	Ending #	Count	Status
11822548	11822750	203	Active
12725481	12725520		

Sticker Inventory

Attention!

You are attempting to load new stickers. If you continue the expected sticker will still be <11822548> If this is correct select Continue or select Cancel and void the current active row prior to loading the new sticker roll.

Continue Cancel

Total 40 Commit

Status Load Type Safety

Total Sticker(s) Remaining
Next Expected Sticker
Last Sticker Used

View All

To add new stickers: Select Type and Year, then enter or scan Start and End serial numbers.

To Void an existing sticker select the void reason from the status list then enter Start and End number(s) of voided sticker(s). For a single sticker the Start and End numbers are the same (eg. 100 to 100). For multiple stickers enter the starting and ending numbers for the range. You can only void stickers that have previously been loaded onto this analyzer.

Close Help

4. Click the Continue button

- The certificate (sticker) book should now appear in the top left corner

Figure 8

Version 13.10.12
10/17/2013 11:59:00 AM

Add new or remove/modify existing sticker inventory ranges

Starting #	Ending #	Count	Status
11822548	11822750	203	Active
12725481	12725520	40	Load
12763801	12763840	40	Load

Purchased Inventory - Safety

Starting Number	Ending Number
11822521	11822560
12763801	12763840
12904721	12904800

Status: Load Type: Safety Year: 2014 Starting #: Ending #: Total: Commit

Total Sticker(s) Remaining: 283
Next Expected Sticker: 11822548
Last Sticker Used: 11822547

☐ To add new stickers: Select Type and Year, then enter or scan Start and End serial numbers.

☐ To Void an existing sticker select the void reason from the status list then enter Start and End number(s) of voided sticker(s). For a single sticker the Start and End numbers are the same (eg. 100 to 100). For multiple stickers enter the starting and ending numbers for the range. You can only void stickers that have previously been loaded onto this analyzer.

Please follow the previous instructions to enter all other Full certificate (sticker) books.

“View All” Inventory

View All

View All option allows you to see the status of all certificates (sticker books) that have been loaded into your unit. The list will only display the **Type** of stickers that you have selected. Certificate (Sticker) books will NOT immediately display on the **View All** after loading. You must close out of the **Add/Remove Sticker Inventory Menu** and reenter for the sticker books and their status to display under **View All**.

Figure 9

Starting #	Ending #	Count	Status
15256609	15256640	32	Active
15315328	15315360	33	Load

Starting Number	Ending Number
15256601	15256640
15318361	15318400

Status: Load Type: Heavy Duty Year: 2014 Starting #: Ending #: Total: Commit

Total Sticker(s) Remaining: 65
Next Expected Sticker: 15256609
Last Sticker Used: 15256608
Hide All

Added	Starting	Ending	StickerType	Status	Added By
09/5/2013	015256609	015256640	Sticker	Active	ofaloo
9/19/2013	015256601	015256608	Sticker	Used	147A
10/10/2013	015315328	015315360	Sticker	Load	ofaloo

Close Help

ITEM 3 – PURCHASE TEST AUTHORIZATIONS

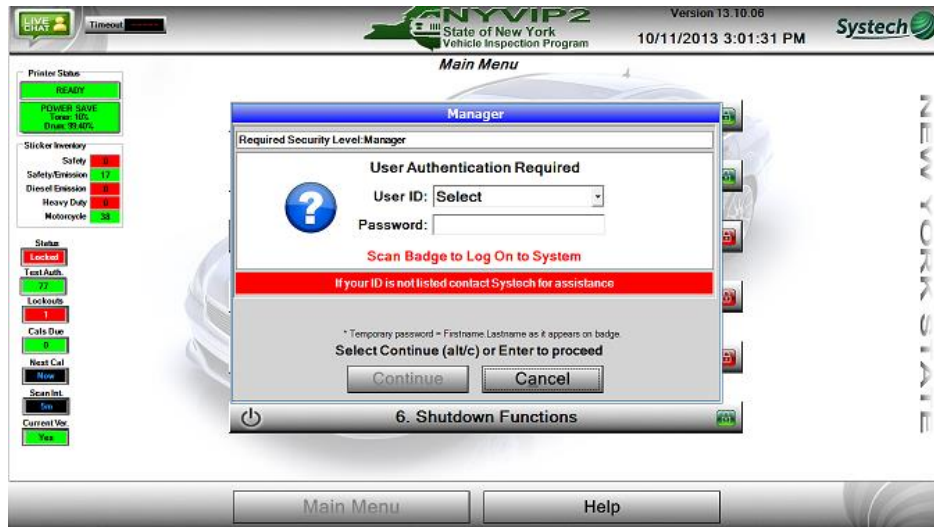
Purchase Test Authorizations:

Test Authorizations must be purchased in order to complete an inspection. Test Authorizations are prepaid VID connections for each inspection. You can purchase your Test Authorizations in batches of 20 authorizations. Test Authorizations can be purchased from your NYVIP2 unit if you have set up an ACH account at <http://www.nyvip.org>. If you have not set up an ACH account you can purchase Test Authorization through the NYVIP2 Helpdesk at 1866-OB-D-TEST or sign into your account online at <http://www.nyvip.org> and select Pay Online .

Purchasing Test Authorizations through the NYVIP2 unit:

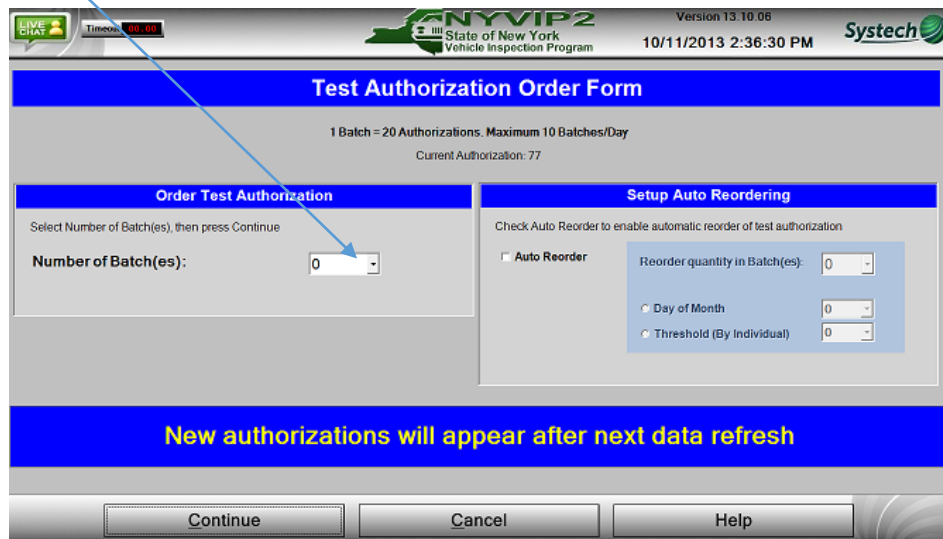
1. From the **Main Menu** select option **3. Station/Facility Menu**
2. Please scan your inspector license, if you are unable to login please contact our helpdesk at 1-866-OBD-TEST for further assistance.

Figure 11



3. Select option **2. Inventory Management**
4. Select option **2. Purchase Test Authorization**
5. Select the number of batches you would like to purchase from the dropdown menu **Number of Batch(es)**. Each batch contains 20 authorizations.

Figure 12



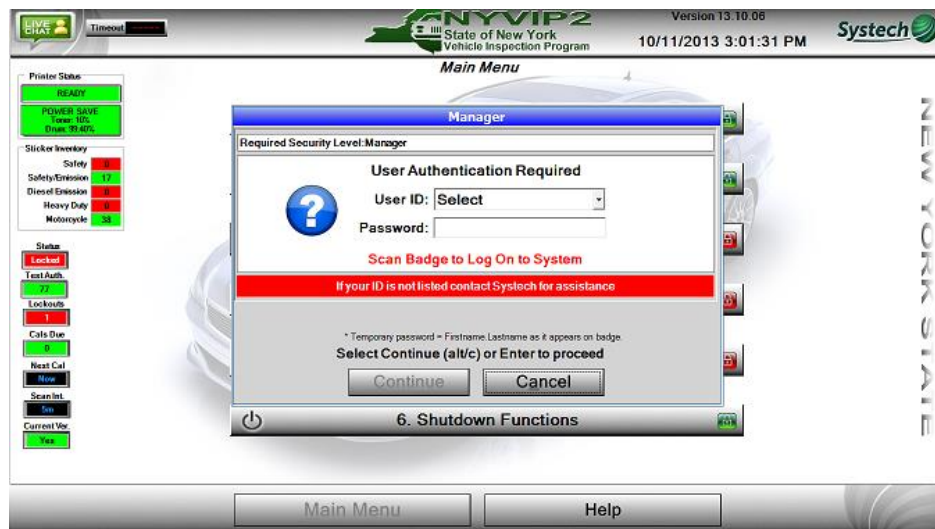
6. Click on continue
7. Click on yes to confirm that wish to purchase the amount selected
8. Click ok

- Click **Yes** or **No** to print receipt

Setup Test Authorization Auto Reorder:

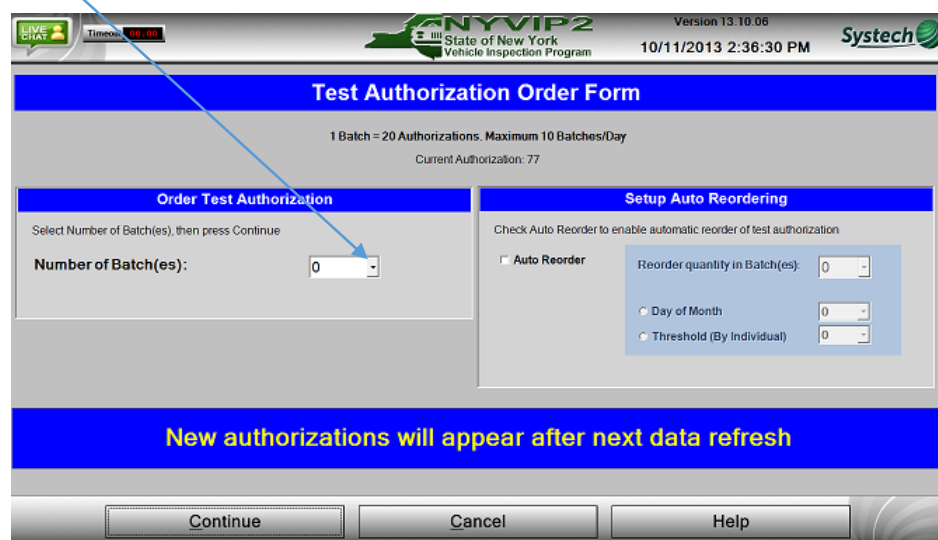
- From the **Main Menu** select option **3. Station/Facility Menu**
- Please scan your inspector license, if you are unable to login please contact our helpdesk at 1-866-OBD-TEST for further assistance.

Figure 13



- Select option **2. Inventory Management**
- Select option **2. Purchase Test Authorization**
- Check box next to **Auto Reorder**
- Select the number of batches you would like to purchase from the dropdown menu **Reorder quantity in Batch(es)**

Figure 14



There are two options in which you can Auto Reorder your Test Authorizations.

The screenshot shows a web application interface for the 'Test Authorization Order Form'. At the top, there's a header with 'NYVIP2 State of New York Vehicle Inspection Program' and 'Systech' logo. Below the header, the form title 'Test Authorization Order Form' is displayed. A sub-header indicates '1 Batch = 20 Authorizations. Maximum 10 Batches/Day' and 'Current Authorization: 77'. The form is divided into two main sections: 'Order Test Authorization' and 'Setup Auto Reordering'. The 'Order Test Authorization' section has a 'Number of Batch(es):' field set to 0. The 'Setup Auto Reordering' section has a checkbox for 'Auto Reorder' which is checked. Below this, there are two radio button options: 'Day of Month' and 'Threshold (By Individual)'. Both have a 'Reorder quantity in Batch(es):' field set to 0. A blue banner at the bottom of the form states 'New authorizations will appear after next data refresh'. At the very bottom, there are 'Continue', 'Cancel', and 'Help' buttons. Two blue arrows originate from the list items below and point to the 'Day of Month' and 'Threshold (By Individual)' radio button options respectively.

1. **Day of Month-** This option allows you to select the day of the month in which you would like to automatically receive your Test Authorizations and have your ACH account debited.
2. **Threshold (By Individual)** - This option will never allow your unit to get below a specified number of Test Authorizations. Select your minimum number of Test Authorizations and when you reach that number it will automatically reorder the number of batches selected.

Note: If you started using your Systech analyzer before December 1, 2013—

Even though you're using a Systech analyzer, any valid inspections performed prior to December 1, 2013 will continue to be billed through SGS Testcom and you will receive a monthly bill. Your purchased authorizations will not be used during this period.

Effective December 1, 2013, you will begin using your test authorizations.

ITEM 4 – PLACE YOUR TESTCOM UNIT OUT OF BUSINESS

Close NYVIP unit Out of Business:

Once you have successfully completed a valid inspection you will close your current Testcom NYVIP unit out of business.

Once you have successfully completed a complete inspection on the NYVIP2 unit you will close your current NYVIP unit out of business.

Reconnect the communication line to the NYVIP unit (Broadband or Dial-up).

Go to the main menu and select (1) Vehicle Inspection Menu, then select (3) Data Refresh. A successful Data refresh will transmit any unsent inspection data to DMV. If the Data refresh is unsuccessful the communication problem must be corrected before proceeding.

Once the Data Refresh has been performed, return to the main Menu and select (4) Station Menu

Scan your inspector ID or enter the password (default password is 12345) and on the next screen enter your initials and press Enter.

From the Station Menu select (7) Out of Business/Close Facility

Selecting OOB will bring up a warning message

This Action will delete all information for the Inspectors, Stickers, and Facility

Are you sure you wish to continue?

Selecting YES will display the following message

All Data Will be lost

Do you wish to continue? Select YES

Performing network access will be displayed on screen

NYVIP unit will then display certificate inventory report, daily report, station performance report, analyzer status report in successive order.

NOTE. Reports will not print automatically. Facility must press P to print each report.

These reports must be retained with all inspection reports for Two Years.

ITEM 5 – PERFORM INSPECTIONS

Congratulations! You are now ready to perform your first live inspection on your NYVIP2 unit. From now forward you cannot use your Testcom machine and must conduct all inspection on your new Systech machine.

CALL SYSTECH AT 1-866-OB-D-TEST IF YOU HAVE ANY QUESTIONS.