Utah Highway Patrol
Safety Inspection Web Application

Getting Started Guide

WELCOME

Welcome to the new Utah Highway Patrol Safety Inspection application. This application has been built from the ground up to provide stations with an easy, intuitive interface and reliable support. This new web-based application will now become the standard for performing all Safety Inspections in the state of Utah.

UHP has been working with Utah Interactive to create the new web-based application. Utah Interactive is a Utah company that is responsible for building and maintaining many of the applications on the Utah.Gov web site, including vehicle registration applications, drivers license applications, and similar programs that are related to and complementary to the UHP application.

BENEFITS

- Built from the ground up, drawing upon the experience of the former Console application and incorporating new technologies to ensure a reliable and easy to use system.
- Web application automatically incorporates all new updates – no more installing of programs or upgrades.
- Performs all calculations and stores all data on redundant and fully backed-up servers.
- Designed so that stations will only be billed for the certificates actually issued each month – no more pre-purchase of inventory!
- 24/7 technical support available through email, phone calls, and instant message chat.

SYSTEM AND PROGRAM REQUIREMENTS

In order to use the new system your station will need two things:
1. A computer workstation connected to the Internet, with a recent version of a web browser installed and running (such as Internet Explorer, Firefox, Safari, or similar)
2. A current signed agreement with Utah Interactive

The signed agreement establishes an account with Utah Interactive (UI), the company behind Utah.Gov. UI will be responsible for billing stations on a monthly basis for the certificates issued.

Note that your costs under this system have not increased.

TRANSITIONING FROM THE CONSOLE APPLICATION

TRANSITION DATE

Your specific transition date will be determined by two things:
1 – A signed agreement creating a billing account with Utah Interactive
2 – Managing and using all of your current Certificate Inventory in the Console application

Once you have the agreement and user account established, and you have used all existing certificate inventory in your console application, your station is free to use the Web-based UHPSI.

NOTIFICATION

Once a station has used all available inventory, please send an email to uhpsi@utahinteractive.org to notify us that you are going live. Include your station information, including Station ID and a contact person. This will allow the technical administrators to gauge the number of stations coming on line each day.
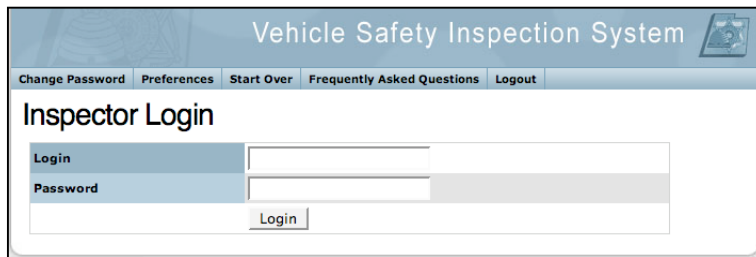
SYSTEM OVERVIEW

Please review the following screen shots of the UHPSI Web Application. You will find that the interface, while it looks different, is functionally very similar to the existing Console. There are some differences in the manner in which you will input data – for example, you must click on a radio button to indicate PASS, as opposed to pressing Tab – but for the most part this system will be quite easy for those already using the Console.

LOGGING IN

The UHPSI Web Application will use the same Login ID and Password assigned to inspectors by UHP. The URL to begin your session is:

https://secure.utah.gov/uhpsi

Enter your Login ID and Password, and press Login.
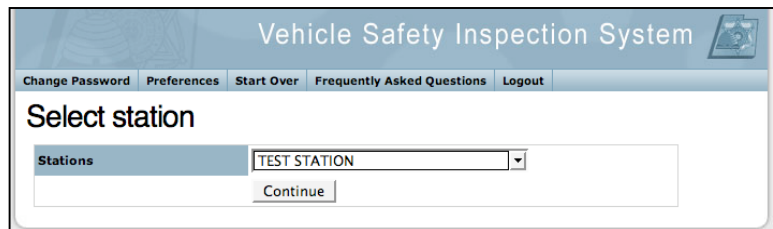
NOTE: As an initial station using the system prior to full release, the link to the UHPSI address will be emailed to you. Please bookmark this link to facilitate easy access.

If an inspector is assigned to more than one station in the UHP System, the Web Application will then ask the inspector to select which station he or she is working for this session. This is an important selection, as all Certificates issued will be billed to the station selected in this step.

Note - If an inspector is assigned to only one station, he or she will not see this screen.

Select the station from the drop down menu, and press Continue.

PERFORMING THE INSPECTION - POPULATING VEHICLE DATA

After login, the Vehicle Information screen will be the initial screen for each inspection. This screen allows the inspector to:
- Search and Populate Data by License Plate
- Search and Populate Data by VIN
- Add a new vehicle not currently registered in the State of Utah

Entering either the Plate or VIN and pressing the Populate buttons will do three things, in order:
1. Search for an existing failed inspection within the past 15 days
   a. If one is found, the inspector will be alerted to the existing failed inspection. The inspector will then perform the reinspection.
2. Search for a completed inspection within the last 60 days
   a. If one is found, the inspector will be alerted to this and allowed to proceed with a new inspection.
3. Search for existing vehicle data in the Registration Database
   a. If a vehicle is found, the fields will be populated automatically with the vehicle information. The inspector must then verify the data, verify the VIN, and enter the Odometer reading to proceed.
   b. If a vehicle is not found, the inspector may then enter the required information in the form fields.

Once the vehicle information is entered and/or confirmed, the system will display a summary of the vehicle information and require the inspector to certify that the information in the system is correct. By clicking on the I Certify button, the inspector may then proceed with the actual inspection.

DOCUMENTING THE INSPECTION

Once the vehicle information is verified, performing and documenting the inspection is a simple matter of checking the appropriate buttons, inputting data, and verifying.

The following screens show the various methods for entering the data:

All brake information is entered on one screen. Select wheel using radio buttons

System determines Pass/Fail based on Window Luminance

Enter the measurement in the box

Pass/Advise/Fail/Reparied values are specified with a simple check of the radio buttons

The Emissions Test screen allows the inspector to document the Emissions Certificate Number. If available, entering the Emissions Certificate number will facilitate the customer registration process with the DMV.

MAKING COMMENTS

At any point during the inspection an inspector may add comments using the Comment boxes provided. Note that the comment boxes are associated with specific systems, such as Tires, Exhaust, etc. Adding text to the comment box and pressing Add Comment will populate a comment and allow for another comment to be added.

EDITING COMMENTS

At the top of every screen is a link to View/Edit Comments. Clicking on this link will open a Comments window, where the inspector may review, edit, or remove individual comments. Clicking on the View/Edit Comments link again will close this view.
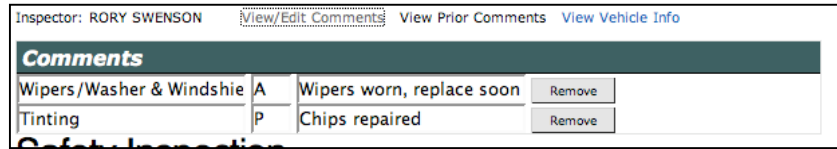
REVIEWING AND CERTIFYING THE INSPECTION

Once the inspection is complete, the system will generate a summary screen. At the bottom of the screen is a form field requiring the inspector to verify the information by entering their password. Once this verification is submitted, the inspection cannot be modified. If the vehicle has passed inspection, the system will assign a Certificate Number and generate a PDF (Portable Document Format) Safety Certificate for printing.
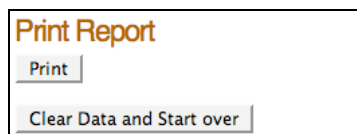

PRINTING A CERTIFICATE

To print the certificate, click on the Print button. The system will launch a PDF document with the official certificate. In order to open the certificate, your computer system must have Adobe Reader installed. This is a free download, and available by following the link on the page. Print using a standard printer.

Once the customer has received the certificate, the inspector may click on Clear Data and Start Over, which will take them to the initial Vehicle Data screen for a new inspection.

SUPPORT AND CONTACT INFORMATION

For Safety Inspection Program information, eligibility, policy questions, Console questions, and administrative questions, please contact

Utah Highway Patrol
Vehicle Safety Inspection
Admiral Byrd Plaza, Building 3
5500 West Amelia Earhart Drive, Suite 360
Salt Lake City, Utah 84116
(801) 965-4889
 (801) 322-1817 Fax
Office hours are Monday-Friday 8:00 AM to 4:30 PM
Closed weekends and holidays

For UHPSI Web Application Technical Support, account information or billing issues, contact:

Utah Interactive
30 East Broadway, Suite 300
Salt Lake City UT 84111

In the Salt Lake area call:
(801) 983-0275

Or toll-free:
(877) 9UTEGOV

Billing and Account Office hours are Monday-Friday 8:00 AM to 4:00 PM
Closed weekends and holidays

Technical Support is available 24 hours a day, 7 days a week.