Texas Department of Public Safety

"Driver License Image Retrieval System"

User Documentation

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Access to the Application

The Texas Department of Public Safety (DPS) Image Retrieval Application can be reached through http://texasonline.state.tx.us/NASApp/txdps/DPSImageManager

Image Retrieval Login

The following information will be required of the customer to access the DL Image Retrieval System:

- User Name
- Password

The User Name and Password are both assigned by the Texas Department of Public Safety.
Login Error Message Type I

Invalid Password error message displayed below.
Login Error Message Type II

The required fields error message is displayed below.
Change Password

The user enters their User Name and Password on the Login Page and then selects the “Change Password” button. The application will take the user to the “Change Password” page shown below. The user enters their new password and then re-enters the new password and selects “Change Password” to process the new password information.

The user receives a message that their password has been changed. The User will be able to perform an Image Search.
Welcome Screen

The following screen illustrates the Welcome page for a user level where the user can perform the following functions:

- Image Request
- Name Search
- Deconflict Inbox
- Modify Requests
Image Search

The user selects “Image Search” and the Image Search screen appears. All Image Search required fields are marked with an *.
Error Messages

If a required field is missing then the user will receive an error message identifying which field is invalid. The user clicks “OK” to proceed.
1. Enter required information

2. Select “Search” to proceed.
Confirm Image Search Screen

The data the user entered into the Image Search Screen is shown on the following screen.

If the user would like to change any of the entered data, they must press the “Edit Search” button, and they are subsequently taken to the COMPLETED IMAGE RETRIEVAL SCREEN. If the user is satisfied with the data they have entered, they must press the “Search” button to continue.
1. The DL Data and Picture is presented to the user.

2. To save the picture, right click the mouse and perform the "Save Picture As" command.

3. When the user prints the search results, the page will print using a "Printable Version" that is primarily black and white with a color photo.

4. Select the "New Search" button to initiate a new DL Number search or select the "Create Deconflict Report" button to view what other individuals have requested the same Image.
Create Deconflict Report Screen

If the user selects the “Create Deconflict Report” from the Image Search Results they are taken to the screen as shown below.

To continue with the request, the user must enter the required data and press the “Submit” button.

NOTE: To save entry steps the system pre-fills many data elements based on the preceding Image Request.
Deconflict Report Screen

The Deconflict Report is shown below.

To continue, the user can press the “View PDF” button to view the report in a PDF format, or press the “New Report” button to return to an application screen with full navigation menus. If the user selects the “New Report” button, they will get the following screen.
Name Search – Pre-Search Screen

The user selects the "Name Search" link and the Name Search screen appears. All Image Search required fields are marked with an *.

To continue with the name search function, the user must press the "Search" button.
Name Search Results Screen Part I

When the user has pressed the “Search” button, they are taken to the screen shown below.

The user can press the “New Search” button where they are taken to the NAME SEARCH SCREEN to modify the search criteria in order to generate a smaller result set, or they can press the “Continue” button to view the results.
Name Search Results Part II

When the user selects the “Continue” button, they are shown a list of the search results as shown below.

The user can perform the following function when they are on this screen.

1. Select the linked record number, and they can request an image search as shown on the COMPLETED IMAGE RETRIEVAL SCREEN.
   
   NOTE: The system will pre-fill the data elements from the Name Search Screen.

2. Select the linked Next to view the rest of the result list.

3. Select the “New Search” button to begin a new search, and they are taken to the NAME SEARCH – PRE-SEARCH SCREEN.
Deconflict Inbox

When another user searches for the same Image you have previously searched for, you will receive an email the following day and your Deconflict Inbox will be populated, as illustrated below. Notifications will remain in your Deconflict Inbox for 60 days.

The user can perform the following functions when they are on this screen.

1. Select the “Run Deconflict Report” button to view a report of the other users who have requested the same record. This will lead directly to the CREATE DECONFLICT REPORT screen, pre-populating it with the appropriate DL Number.
2. Notifications may be deleted at any time. To do so, check the box adjacent to the Reference Number of all Notifications you would like to remove. Then click on the “Delete checked items” link, which will remove those items from your Deconflict Inbox.
Modify Requests – Search Screen

To add comments, such as an explanatory note, to a previously conducted Image request, users must enter the DL Number in the space provided, and press the “Append Comments” button.

To continue, the user must press “Append Comments” button.
Modify Requests Error Screen

If the user does not enter the DL Number, they will get the error shown below.

To continue, the user must press the “OK” button and enter a valid DL number.
Modify Requests Error Type II

If a user enters a DL Number for a search that they have not requested, they get the screen shown below.

To continue with modifying the requests function, they must press the “Modify Requests” button to continue.
Modify Requests – Search Results Screen

When the user has pressed the “Append Comments” button found on the MODIFY REQUESTS – SEARCH SCREEN, they will see the results screen shown below.

To add comments to the search, the user must enter the data in the “New Comments” section and press the “Update Record” button in the upper right of the screen.
Modify Requests – Search Results Error Screen

If the user does not enter any data, and presses the “Update Record” button, they will get the error message shown below.

To continue entering comments, the user must press the “OK” button and, enter comments in the appropriate section and finally press the “Update Record” button.