

RVCS

Road Vehicle Certification System

Using Electronic Forms for Vehicle Certification

*Version 1.6
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RVCS
Road Vehicle Certification System
User Guide

Please Note: the Vehicle Certification Section is now part of the Vehicle Safety Standards Branch (VSS) and is no longer part of the Federal Office of Road Safety.

RVCSbooklet v1 6

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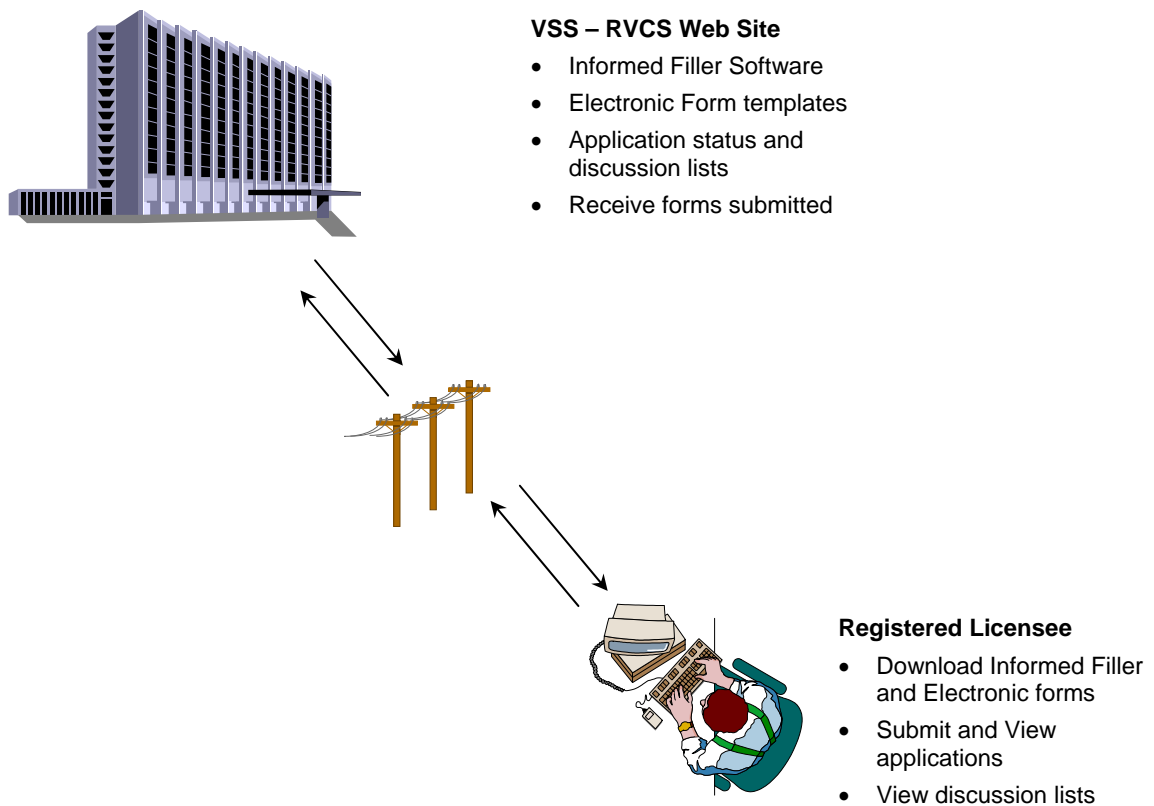
What is RVCS?

The Road Vehicle Certification System (RVCS) allows vehicle manufacturers to electronically submit applications for vehicle certification to Vehicle Safety Standards (VSS).

Vehicle manufacturers can use RVCS to complete and submit applications for certification of vehicles they supply to the Australian market using electronic forms designed specifically for RVCS.

The RVCS electronic forms require the form management software, Informed® Filler, which VSS will provide on CD or you can download off the Internet from the RVCS web site. This software enables users to create forms from templates, enter data in forms and save the forms for later submission to VSS. There is no charge for the Informed Filler software, however your Internet Service Provider may charge you either by the hour or by the amount of data downloaded, if you download from the Internet.

The RVCS web site is the central focus point of the RVCS application. From the web site, you can download required software and associated form templates, download any upgrades to software, view the status of your current applications and the discussion list which shows any points requiring discussion with VSS. The web site also receives the forms submitted. Commercial sensitive data is either password protected on the web site or stored within VSS internal network.



System Requirements

In order to access RVCS and successfully run Informed Filler and associated software, you must meet a minimum software and hardware requirement.

Operating Systems

You can run RVCS using the following operating systems:

- MacOS on PowerPC
- Windows 95, 98, 2000 and NT

Hardware and Software

To run RVCS and Informed Filler you will need to have the following hardware and software:



Windows

- 486 or better with at least 16MB RAM
- Hard drive with at least 100MB of free disk space (15MB for the software, 85MB for the form templates)
- Windows 95 OSR2 or later including NT4 SP3 or Win98/2000



Power Macintosh

- Power PC or better with at least 2.5MB RAM free per application
- Hard drive with at least 62MB of free disk space
- System 8.5 or later.
- File compression and extraction utility, such as StuffIt

Note: Macintosh software provided on request only

Internet Access

RVCS users will need access to the Internet to submit applications to VSS and maintain communications with VSS for updates on application status and discussion lists. Contact your system administrator or computer supplier for details on Internet browsers suitable for your operating system and Internet requirements.

Getting Started

Access to the RVCS electronic forms and the secure area of the RVCS web site is only available to Licensees or Agents of Licensees registered with Vehicle Safety Standards (VSS). See *Registering with VSS on page 44*.

When you register with VSS, you will receive a web user name (via e-mail) and a corresponding password (via post) which you will need to logon to RVCS. If you have not yet received your web user name and password or you have forgotten your web user name or password, contact the RVCS Help Desk on (02) 6274 7766.

Note: Agents who register with VSS will receive a web user name and password when they are nominated as a signatory for a registered Licensee.

Once you receive your web user name and password, you can change your password if required. See *Changing Your Password on page 33*.

Logging on to RVCS

If you have requested that VSS provide the Informed Filler software and templates on CD-ROM, you do not need to logon to RVCS at this stage.

Once you receive your web user name and password you can use your Internet browser to logon to the RVCS web site. From the RVCS web site you can download the required software (if not requested on CD-ROM) and maintain contact with VSS during the application process.

To logon to RVCS

1. Go to the RVCS home page at: <http://www.dotrs.gov.au/rvcs>
2. At the RVCS home page, click **Participant's Log On**.
3. At the Logon page, enter your web user name and password then click **Log On**.

The browser displays the RVCS page from which you can perform the following functions:

- Download Informed Filler
- Download form templates
- Change your password.
- Check the status of your applications
- View discussion lists for your applications

Installing Required Software (for Windows)



To submit RVCS forms electronically, you will need to install:

- Informed Filler
- RVCS supporting files
- RVCS form templates

All the software required for submitting electronic forms is available off the RVCS web site or on CD-ROM from VSS. VSS supplies and supports this software to licensees free of charge.

VSS will notify you of any upgrades or new releases of the required RVCS software (Informed Filler, RVCS templates and supporting files). For information on upgrading RVCS software see *Upgrading Required Software* on page 31.

Informed Filler

The RVCS electronic forms require the form management software, Informed® Filler, which you can download and install off the Internet from the RVCS web site or from the CD-ROM supplied by VSS. This software enables users to create forms from templates, enter data in forms and save the forms for later submission to VSS.

The software is downloaded as a self-extracting executable file, *setup.exe*, which, when executed, automatically installs the Informed Filler software into its correct directories.

Note: There is no charge for the Informed Filler software, however if you download the software off the Internet, your Internet Service Provider may charge you either by the hour or by the amount of data downloaded. If you wish to avoid these fees, you can request the Informed Filler software from VSS on CD-ROM.

Downloading Informed Filler off the Internet

You can download the Informed Filler software off the Internet at the RVCS web site. This will take at least 30 minutes using a modem connection.

Note: If you have received the RVCS software on CD-ROM, you do not need to download the software off the Internet as the setup file is provided on the CD-ROM.

To download Informed Filler off the Internet

1. Go to the RVCS home page at: <http://www.dotars.gov.au/rvcs>
2. Logon to RVCS. See *Logging on to RVCS* on page 3.
3. At the RVCS page, click on the **Download Page**.
4. At the Download Page, click **Download Informed Filler**

5. Save `setup.exe` to an appropriate directory on the drive on which you want to install Informed Filler.

Installing Informed Filler

Informed Filler is installed from `setup.exe`, which you can download off the Internet, or access directly from a CD-ROM supplied by VSS.

To install Informed Filler

1. Close any applications currently open.
2. From within Windows locate and execute the Informed Filler `setup.exe`.

Note: If you downloaded the file from the Internet, the file will be in the directory you selected in the extraction process. If you have the software on CD-ROM, you can execute `setup.exe` directly from the \Filler directory on the CD-ROM.

`Setup.exe` invokes the Informed Filler installation. Follow the installation steps as prompted. The following parameters are suggested:

Option	Setting
Customer Information	Your name and company
Destination Directory	C:\Informed
Setup Type	Default (Typical)
Program Folder	Default (Informed)

3. When the installation process is complete, restart your PC.

Note: Do not run Informed Filler until all the supporting files are copied to your Informed directory.

If installing Filler for use over a network, please see *Sharing RVCS Files on a Network* on page 26

RVCS Form Templates

In addition to installing Informed Filler and RVCS supporting files, you will need to install the RVCS form templates to be used in Informed Filler to produce forms for submission to VSS.

You can download the RVCS form templates off the Internet or copy them directly from the CD-ROM supplied by VSS.

Note: Form templates are only provided on CD-ROM for new users installing software. Following initial installation, new or modified form templates will only be accessible from the RVCS web site.

Downloading Form Templates off the Internet

You can download the RVCS templates off the Internet at the RVCS web site. A complete list of RVCS form templates is available in a self-extracting executable file, *forms.exe*, which contains all templates (recommended for new installations). Templates are also available individually as required (for new and updated templates).

Information on how to download templates individually off the Internet is provided in *Downloading Individual Form Templates off the Internet* on page 7.

To download all RVCS form templates off the Internet

1. Go to the RVCS home page at: <http://www.dotrs.gov.au/rvcs>
2. Logon to RVCS. See *Logging on to RVCS* on page 3.
3. At the RVCS page, click **Form Templates**.
4. Save *forms.exe* to an appropriate directory on the drive on which you installed Informed Filler.
5. Close any applications currently open.
6. From within Windows locate and execute *forms.exe*.
7. Specify the folder (directory) where Informed Filler is installed.

For example, if Informed Filler is installed in the C:\Informed directory, you only specify C:, or if Informed Filler is installed in the C:\ProgramFiles\Informed directory, you specify C:\ProgramFiles.

Note: Do not include \Informed.

8. Click **Unzip**. The templates are copied into the \Informed\Template directory.
9. Click **Close**.

- Notes:**
1. The RVCS form templates are installed in the \Template sub-directory in the \Informed directory.
 2. If you wish to move your templates to another directory or drive at a later stage, for example if you decide to run Informed Filler on a network, you must also change the setting which specifies the location of these files in Informed Filler. See *Sharing RVCS Files on a Network* on page 26.

Installing RVCS Form Templates from CD-ROM

If you have requested the RVCS software on CD-ROM from VSS, you can install the RVCS form templates by simply running the “forms.exe” file locate on the CD-ROM. When prompted, specify the directory where Informed Filler is installed. By default, “forms.exe” will install to C:\Informed. If you wish to move your templates to another directory or drive, you will need to set the path before executing the unzip process. at a later stage

Note: If you wish to install your templates to another directory or drive, for example if you decide to run Informed Filler on a network, you must also change the setting which specifies the location of these files in Informed Filler. See *Sharing RVCS Files on a Network* on page 26.

Downloading Individual Form Templates off the Internet

You can download new and updated RVCS form templates individually off the Internet at the RVCS web site.

To download individual RVCS form templates off the Internet

1. Go to the RVCS home page at: <http://www.dotrs.gov.au/rvcs>
2. Logon to RVCS. See *Logging on to RVCS* on page 3.
3. At the RVCS page, click **Form Templates**.
4. Select the name of the form template that you want to download and save it to your template directory, such as \Informed\Template.

Running Informed Filler for the First Time

When you first start Informed Filler you will need to enter the Informed Filler Registration Number. You should have received this number from VSS when you were successfully registered in RVCS as a Licensee or Agent of a Licensee. The Registration number is located on the underside of the CD case. People who have downloaded Informed Filler from the RVCS website, will need to contact RVCS Help Desk to obtain a Filler Registration number.

RVCS Help Desk:

Phone: (02) 6274 7766

Fax: (02) 6274 6525

E-mail: rvcs@dotars.gov.au

To enter the Informed Filler registration number

1. Select Filler from the Informed menu item in the Program section of the Start Menu or double-click on the Informed Filler® application icon:



or,

Run the executable Filler.exe from the \Informed directory (Windows only).

The system displays the License Agreement window.

2. Click **Register**. The system displays the Register dialogue.

Licenses and Registration

Informed

Please enter your user registration key for Informed Filler below.

Name: Department of Transport and Regional Services
Organization: DoTRS
Registration Key:

Choosing "Use Form Now" will allow you to fill out registered forms immediately without entering a user registration key.

Enter Informed Filler registration number from the back of your CD.

3. Click **OK**. The system displays the License Agreement for your review.
4. Click **Accept** to complete the registration of Informed filler.

The system displays the New Data Document dialogue from which you can select a template to create a new form.

See

Completing Forms on page 11 for details on how to complete forms.

Submitting an Application to VSS

A submission sent to VSS can contain one or many application forms. For each new application, you will need to submit, at least, a Routing Slip, a Compliance Application (CA for Motor Vehicles, CA 38/- application for SARN, CA for Motor Vehicle SARN, Compliance Application for Trailers or a Component Registration Number Application) form and for Motor Vehicles a Road Vehicle Descriptor (RVD) form. In return, VSS will provide you with an application number, which you must enter on every subsequent Routing Slip submitted for that application. For each application you can submit one, or several, subsequent Routing Slips with attached forms. A Payment Advice form is required for trailers, 38/- SARN and Low Volume applications

Note: Applications must be submitted by active, registered signatories otherwise they will be rejected by RVCS.

You can make the following submissions to VSS:

New Application	<p>An application for a make-model (vehicle, component or sub-assembly) which has not been submitted previously.</p> <p><i>Requires:</i> Routing Slip without an application number, a Compliance Application form, a Road Vehicle Descriptor form (motor vehicles only) and Summary of Evidence forms.</p>
Further Information	<p>Used for application which have not yet been approved and provides responses to discussion items by way of revised evidence forms or other information.</p> <p><i>Requires:</i> Routing Slip with an application number, and Summary of Evidence forms or other forms as required.</p>
More Information	<p>Provides additional information, on electronic forms, to complete or partially complete an application that has not yet been approved. (Not to be used when replying to discussion items.)</p> <p><i>Requires:</i> Routing Slip with an application number, Summary of Evidence forms or other forms as required.</p>
Amending	<p>Used for applications that have already been approved and introduces changes to the Approval document (eg. New ADRs, licensee details, seating capacity).</p> <p><i>Requires:</i> Routing Slip with an application number, Compliance Application form, Summary of Evidence forms or other forms as required.</p>
Running Change	<p>Used for applications which have already been approved and introduces additional test results or advice of specification changes which potentially affect compliance with ADRs. (Not to be used if the changes result in modifications to the Approval document.) May involve</p>

changes to the Road Vehicle Descriptor.

Requires: Routing Slip with an application number, Summary of Evidence forms or other forms as required.

Routing Slips

When you submit your application to VSS you must first complete and save any other forms which will be attached to the Routing Slip, such as CA, RVD or SE forms, Extension Sheets and Document Registers, then attach the forms to the Routing Slip (see *Attaching files to Forms* on page 24 for details). When you submit the completed Routing Slip to VSS the attached forms are automatically sent with the Routing Slip.

When completing a Routing Slip you need to ensure the Make and Model fields are exactly the same as what is stored in RVCS, including the number of spaces. If you are submitting a new application the Make and Model names are taken from the CA form exactly as you have typed them, not those from the Routing Slip. All subsequent submissions will check the Make/Model on the Routing Slip with those entries in the database. If you are unsure of a Make or Model name you can check on the RVCS website.

Warning: Do not attach the Routing Slip to itself. This is surprisingly easy to do. A Routing Slip attached to itself causes problems in RVCS. Please take a second to check that your list of attachments does not include a Routing Slip.

Please only attach Informed Filler forms to the Routing Slip. If you need to send other sorts of files please attach them to the appropriate form. Word documents and image files for example should first be attached to the relevant piece of evidence and then this evidence complete with its attachment should be attached to the Routing Slip.

Extension Sheet

You will need to complete an Extension Sheet if an attached SE form refers to test evidence from more than one test facility. An Extension Sheet can be used for more than one SE form.

Document Register

Document Registers are optional. You can attach a Document Register form to act as a table of contents, listing all the forms submitted with the Routing Slip.

You can use the Document Register to keep track of:

- the evidence forms submitted with a particular Routing Slip (particularly useful if your application requires several submissions),
- the Australian Design Rules relevant to the application, and
- any other notes of your choosing.

You may find keeping a printed copy of the Document Register useful, even if you do not send an electronic copy to VSS. Sending a copy to VSS with your submission may help resolve confusion over which vehicle configurations are covered by which forms.

Blank Sheet

For Low Volume Motor Vehicles alternative methods of demonstrating compliance are accepted for certain ADRs.

The Blank Sheet form allows you to describe how you are demonstrating compliance in these cases. The form has a pop-up list of ADRs from which you must select the appropriate one. The rest of the form is blank allowing you to type in as much text as you need. If required, you can attach other electronic files to provide additional information. See *Attaching Files* on page 23 for more information on this feature.

Completing Forms

To use RVCS electronic forms, you must have Informed Filler installed and RVCS supporting files and form templates downloaded. See *Installing Required Software* on page 4.

To complete a form you will need to:

- Identify the correct form template to use
- Ensure the template and associated supporting files are up to date (see the RVCS web site for the latest version)
- Create a form using the appropriate template
- Fill out the form
- Save the form (print a paper copy if required for your reference)

You complete and submit electronic RVCS application forms using the form management software, Informed® Filler. This software enables users to create forms from templates, enter data in forms and save the forms for submission to VSS.

Starting Informed Filler

When you first start Informed Filler you will need to enter the Informed Filler Registration Number. You should have received this number from VSS when you were successfully registered in RVCS as a Licensee or Agent of a Licensee. See *Running Informed Filler for the First Time* on page 7.

To start Informed Filler

Select Filler from the Informed menu item in the Program section of the Start Menu or Double-click on the Informed Filler® application icon:



or,

run the executable Filler.exe from the \Informed directory (Windows only).

The system briefly displays the Informed Filler's welcome screen, then displays the New Data Document dialogue from which you can select a template to create a new form or open an existing form, depending on your startup setting.

Note: You can set your Startup preference to open an existing form, rather than create a new form. See *Setting Startup Preferences* on page 27.

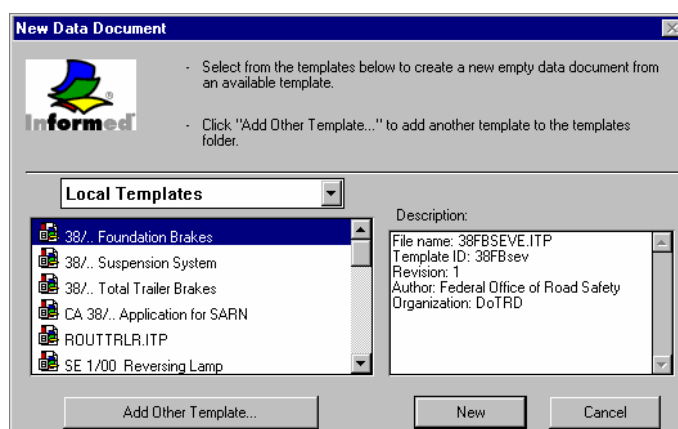
Creating a New Form

All applications are submitted on forms created using RVCS form templates. Before you can create any forms, you must download these templates from the web. See *Installing Required Software* on page 4.

To create a new form

1. If the New Data Document dialogue is not already shown, choose **New Document...** from the **File** menu.

The system displays the following dialogue showing all the form templates in your template folder:



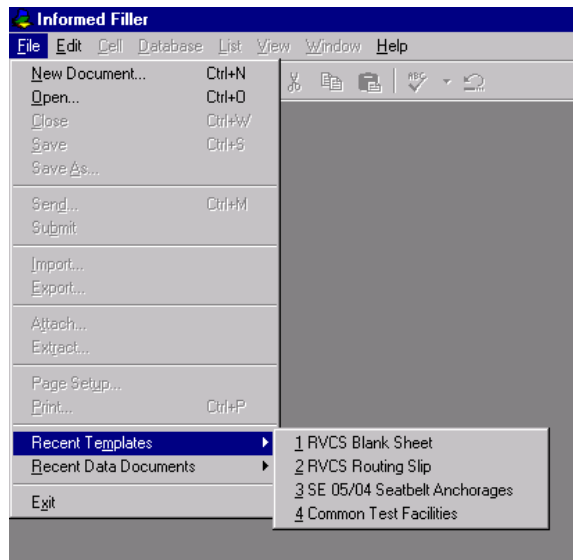
2. Select a form template from the list.
3. Click **New**. The system creates and displays a new untitled form based on the selected template.
4. Enter data in the form as required.
5. Before forms are sent to VSS, you must save and name the form. Each form must have a unique document reference number. Before saving the form, check that there are no bell symbols (🔔) or crosses (☒) at the top of the form. See *Validating Data* on page 22.
6. Choose **Save** from the **File** menu.
7. If you are saving a new form for the first time, specify the name of the document and the directory where it will be saved.

You can maintain either electronic or paper copies of application forms on file.

Note: VSS require you to keep copies of forms that you submit and that the information used to complete an application is traceable.

You may also open any recently opened templates from the file menu.

1. Choose **Recent Templates** from the file menu.
2. Select the appropriate template from the list.



Opening an Existing Form

To open an existing form

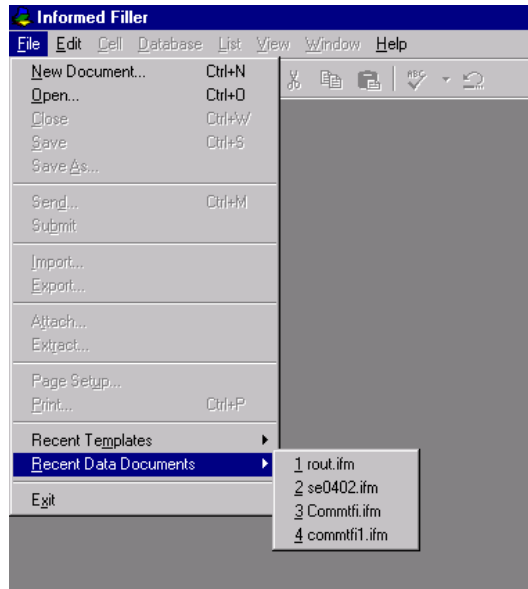
1. Choose **Open** from the **File** menu.
2. Use the Open dialogue to locate the form you want to open.
3. Select the form.
4. Click **OK**. The system displays the existing form which you can update or submit, as required.
5. Before forms are sent to VSS, you must save and name the form. Before saving the form, check that there are no bell symbols (🔔) or crosses (☒) at the top of the form. See *Validating Data* on page 22.
6. Choose **Save** from the **File** menu to save the form with the same name, or choose **Save As** from the **File** menu to save the modified form under a different name.

You can maintain either electronic or paper copies of application forms on file.

Note: VSS require you to keep copies of forms that you submit and that the information used to complete an application is traceable.

Informed Filler 3.0 also gives you the ability to select any recently used forms from the file menu.

1. Choose **Recent Templates** from the file menu.
2. Select the appropriate template from the list.



Submitting Forms

RVCS enables you to submit electronic application forms to VSS directly from Informed Filler.

Note: Before you submit an application, you must first save and name any forms associated with the application. You must also have an Internet connection available. If you use a dial up connection you will need to dial up and establish a connection before using File Submit.

To submit a form to VSS

1. Complete a Routing Slip form, attach all required forms and save the Routing Slip. See *Submitting an Application to VSS* on page 9 for descriptions of acceptable application types.
2. Choose **Submit** from the **File** menu.

The Routing Slip and any attached files are sent *immediately* to VSS directly from Informed Filler via your Internet service. The system displays a message indicating any errors or confirming the successful submission of your application.

About four hours after you have submitted an application, you can check the application status and any discussion items for the application on the Internet. See *Checking Application Status & Discussion Items* on page 31.

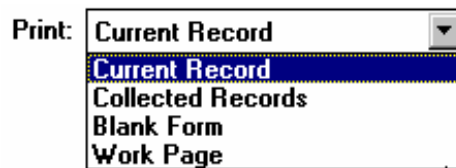
Printing Forms

You can print a copy of the form for your own reference.

You can print a completed form with data or a blank form with no data (which you can use to complete by hand if necessary).

To print a form

1. Choose **Print...** from the **File** menu. The system displays the following drop-down list:



2. **Print the current form with data** by choosing **Current Record** from the drop-down list.
3. **Print the current form without data** by choosing **Blank Form** from the drop-down list.

Information for the Completion of RVD forms

The RVD form contains information used to assess compliance of a vehicle with some of the requirements of the Australian Design Rules. It also provides information required for bulk registration and other purposes to the State and Territory registering authorities.

Three separate RVD forms have been developed to cover a range of motor vehicle categories. These are;

- RVD1- For LEP, LEG, MA, MB, MC, MD1, MD2, MD3, NA and NB1 Vehicles (ie. Under 4.5t)
- RVD2- For MD4, ME, NB2 and NC vehicles (ie. over 4.5t)
- RVD3- For LA, LB1, LB2, LC, LD, LE1, LE2, LEM1 and LEM2 vehicles.

This section is provided to assist manufacturers in completing these RVD forms. A set of printed forms is available on the RVCS web site.

Explanatory Notes

- A separate RVD is required for each Body Style that results in a different NSW Body Code.
- If more than 5 variants a new RVD with a different reference number is required.
- Where a vehicle is sold as a 3 door and a 5 door hatchback, and similar outline they may be shown on the same RVD as the NSW Body Shape would be 'SED'.
- Where a Utility is available as a Single Cab, Extra Cab, etc the Body Style will be 'Utility'. The type of Cab should be included in the Variant Identification.
- If a 3 Door and 5 Door Sedan or Single Cab and Dual Cab are included on one RVD then Images supplied may show Front view of 3 Door, and Rear view of 5 Door etc.
- Embargo Date: If the RVD has an embargo date, the RVD will not be released to the website or State and Territory Registering Authorities until that date has passed. When setting an embargo date manufacturers should allow at least 2 weeks after that date for the RVD to be received at all Registering Authorities.

Make/Model

Make/Model must be the same as shown on the CA form.

Marketing Designation

Marketing designation may be the same as the Model name. Where the Model name is a code (eg. B1) and the vehicle is to be marketed by the name 'Yahoo', then the Marketing Designation should show 'Yahoo'.

Proposed SUTI Date

The RVD has provision for a proposed SUTI date, which should be completed when the RVD is first submitted. VSS will endeavour to schedule the SUTI as close to that date as possible. If a proposed SUTI date is not provided the manufacturer should provide at least 4 weeks notice of proposed inspection date.

Body Style/NSW Body Shape

Body Style may be Sedan, Liftback, Hatchback, Coupe, Station Wagon, Wagon, Utility etc.

For motorcycles (LA, LC) Body Style should be 'Solo'.

NSW Body Shape

- Coupe (**Cou**) is a vehicle that has 2 doors and 2 seating positions only.
- Sedan (**Sed**) is to be used for vehicles having 2/3/4/5 doors and 4 or more seating positions.
- Van (**Van**) is for vehicles, which have a separate Van body, built on a Cab/chassis.
- (**PVN**), (**PVS**), and (**PVW**) is for vehicles which have a walk through body.
- (**PVF**) is to be used for **MC** category vehicles, and for **MC** category vehicle which are also certified as **NA** category, and have a body style of wagon.
- Utility (**Ute**) is to be used for utilities, which may have a Regular cab, Super Cab, Extra cab etc.
- For **MA** and **MB** category vehicles which have a body style of Wagon and seat up to 8 occupants will have a NSW body shape of (**Wag**) provided they meet the NSW station wagon requirements as shown in section 5 of the SUTI manual (Circular 0-14-4).

Variant Identification

Each variant must be identified on the RVD form by name (eg. Executive, GLS etc) or by the manufacturers variant code (eg. 123-ABC, etc), where such codes are used to identify vehicles for marketing purposes. Examples of this would be different variant codes for body style identifiers, engine options or distinct trim levels, which set the variant apart from other variants of the same model. It is expected that the variant name or manufacturer's code would appear on the vehicle.

For MD and ME category vehicles built on a separate chassis/s, and the chassis/s have a Sub-Assembly Registration Number (SARN) then the SARN/s should be included under the Variant name. If there is not enough space in the Variant name then this information should be included in the remarks section.

Tare Mass

Tare Mass shall be indicated to the nearest 5kg for vehicles and the nearest kg for motorcycles. Tare Mass for a particular variant should be the mass of that variant, with all standard equipment, but without any options fitted.

Gross Vehicle Mass (GVM)

The GVM need not be shown for LEP, LEG, MA, MB, and MC vehicles.

Towing Mass (Braked/Non-Braked Trailer)

This is the Manufacturer's recommended Towing Mass. If the manufacturer does not recommend towing then '0' should be inserted. ADR 38/-- requires that all trailers over 750 kg must have brakes, therefore Maximum Towing Mass (Non-braked trailer) must not be more than 750kg.

Engine Capacity

The Engine capacity shall be indicated to the nearest millilitre. For rotary engines;
Engine Capacity = Single Chamber Displacement of One Rotor x 2 x Number of Rotors.

Net Engine Power

Net Engine Power may be rounded down to the nearest kW(ECE).

Typical Engine Number

The engine number is expected to uniquely identify an engine from others of the same engine manufacturer. Where there is cast characters or additional characters which identify the engine type these should be recorded in the remarks section.

Ground Clearance

Ground Clearance as defined in ADR 43/04 Clause 6.4.1.

Standard Equipment or Options Affecting ADR Compliance

Apart from items shown under this heading the following items should be included;

- ✓ Front Bench Seats
- ✓ Sun Roof (Power/Manual/Glass)
- ✓ Alloy Wheels
- ✓ Rear Spoiler (with CHMSL)

- ✓ Side Air Bags.
- ✓ Tow Bar.

Items such as Audio systems, Floor mats, Leather trim need not be listed. Options apart from Engines and Transmissions need only be shown as 'S' 'O' or 'NA'.

Tyre and Rim Information

The information corresponding to all tyre and rim combinations displayed on the tyre placard on the vehicle is required to be provided on the RVD form. Temporary Use Spare Tyre (TUST) and rim information should not be shown in this section but listed in the Remarks section.

Superseding and Correcting RVD's

Supersede/Correct can only be used to supersede or correct an already 'Approved' (Passed) RVD in RVCS.

Supersede

Supersede is only used for adding a new variant/s, additional engine, additional Tyre/Rim combinations etc, and should only add additional information. Original information must not be changed.

Correct

Correct is only used to correct information previously submitted that was wrong eg. GVM was incorrectly stated.

- ✓ If a RVD has to be resubmitted as a result of a Discussion List item or incorrect information has been provided, and the previously submitted RVD has not been 'Approved' (Passed), then a Post-It note should be attached to the top of the RVD requesting the previous RVD be withdrawn.
- ✓ If an RVD has been 'Approved' (Passed) it cannot be withdrawn, it must be Superseded or Corrected.

Notes (Post-It notes)

Post-it notes should not be used to show information, which may be applicable to Registering Authorities, eg variable wheelbase for NC vehicles. This information should be shown in the remark's section.

RVD Images

RVD Images may be submitted electronically or on paper.

Electronic Images

Electronic images are to be attached to a single file, front $\frac{3}{4}$ and rear $\frac{3}{4}$ views, of opposite sides of the vehicle, side by side (ie, merge the two images into a single file), maximum size each view 85x50 mm (total 170x50), and the file attached to a RVD image form. Image file should be in JPEG or JIF format (not BMP), 8 bit (ie, 256 colour), 80 dpi. An RVD image may be associated to one or more RVD's, but only one image file must be attached to an RVD Image Form.

Paper Images

Attach front $\frac{3}{4}$ and rear $\frac{3}{4}$ view, of opposite sides of the vehicle, within the spaces provided to an RVD Image Form. Photo's may be colour or black and white, each a maximum of 85 x 50mm. An RVD image form is to be provided for each RVD unless the image is associated with more than one RVD.

If an RVD is covering a 3 door and 5 door sedan etc, then Image file should show front $\frac{3}{4}$ view of 3 door and rear $\frac{3}{4}$ view of 5 door, of opposite sides of the vehicle.

Grid Locations

Grid location charts for Typical VIN, Typical Engine Number and Compliance Plate location are contained in Section 3 of the SUTI manual.

Reference to location should be given as; Chart number, Alpha-Numeric location on the grid.
eg. 5-E-17 or 3-O-5.

Remarks Section

If the vehicle is subject to Second Stage manufacture, there should be a brief description of the modifications in the remarks section, particularly where the RVD of the original vehicle has been affected. Information should include original base vehicle CPA number, RVD reference and variants on that RVD to which second stage manufacturer is applicable.

Working with Informed Filler

RVCS enables vehicle manufacturers to submit vehicle certification applications on electronic forms with the use of Informed Filler software.

Informed Filler has comprehensive on-line help to assist you in using Informed Filler to work with electronic forms. You can access Help by choosing **Contents** from the **Help** menu.

This section provides additional information to assist in you completing and submitting RVCS forms using Informed Filler.

Moving through a Form

An electronic form contains fields or 'cells' in which you enter data. When filling out a form, you need to enter data in each cell in sequential order, starting from the top and working down the page, left to right. Working in this order allows validation rules incorporated into a form to work correctly.

You can use the mouse to select the next cell to complete, however the validation rules may not behave correctly. Data is only validated when the cell is exited (ie. when the cursor is tabbed to the next cell or moved, using the mouse, to another cell).



Moving through Cells and Tables (Windows)

Press	Action
Tab	Moves forward to the next cell.
Shift+Tab	Moves backwards to the previous cell.
Enter	Acts the same way as Tab for cells that can not have more than one line.

Entering Data

To fill out a form you enter information into each cell on the form. The cell which is currently selected is called the 'current cell'. Form cells are formatted according to the type of data they can hold:

Text	Alphanumeric (A-Z, 0-9) Left Aligned
Numeric	Numeric (0-9) Right Aligned
Date	Automatically formatted as DD\MM\YYYY. If you enter 27 Jan 97 into a formatted date cell, the date is automatically converted to the correct format, 27\01\1997.

Validating Data

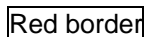
Forms in RVCS contain data validation symbols which assist you in entering data required for the form. Use the following symbols as a guide when entering data:



The data entered does not correctly match the validation conditions for this cell.



The data entered may be incorrect or you have not yet entered data into this cell.



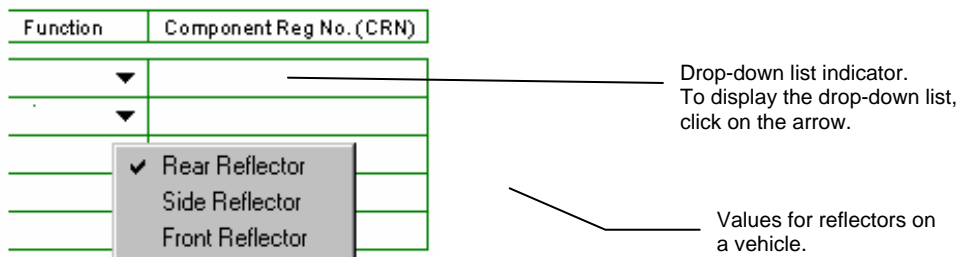
A red border around a cell indicates a display only cell. You can not access, nor enter data, into a display only cell.

Note: If you need to clarify or explain data entered in a cell, place a note on the form adjacent to a cell. See *Entering Notes or Comments on Forms* on page 25.

Selecting from a Drop-down List

A cell can contain a drop-down list from which you can select a value specific to that cell. For example, a cell specifying a type of reflector could list rear reflector, side reflector or front reflector as possible values.

In RVCS, an arrow (τ) on the right side of a cell indicates the cell contains a drop-down list. The selected value of a drop-down list is ticked.



You can select a value from a drop-down list using the mouse or by entering the first few characters of the value. For example, if you enter S in the above example, Side Reflector will be selected. When you have selected the correct value, press Tab to accept the selected value and move to the next cell. If you press Tab without selecting a value, Informed Filler leaves the cell blank.

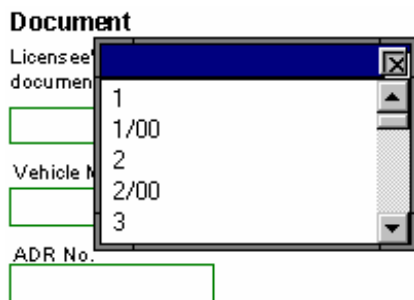
The values in a drop-down list may contain descriptive text, which is not shown in the cell, when a value is selected. In the following example, if you select Dynamic (D), only the text in parenthesis, in this example D, is shown in the cell.



Selecting from Pop-up List

A cell can contain a pop up list, from which you can select a value specific to that cell. For example, when you Tab into the ADR cell on the RVCS Blank Sheet form a list of available values pops up.

You can select a value from a pop-up list using the mouse or by entering the first few characters of the value. For example, if you enter 57 you would be able to select 57/00 from the ADR pop-up list. When you have selected the correct value, press Tab to accept the selected value and move to the next cell. If you press Tab without selecting a value, Informed Filler leaves the cell blank.



Attaching Files

Informed Filler allows you to attach electronic files to forms. Any file, regardless of its size or content, can be attached to a form. Although not visible on the form itself, an attached file becomes part of the form and is stored with the form. You cannot amend an attached form. You must remove the attachment (see page 24), make changes to original file and then attach the file again.

Using RVCS, you can attach forms to a Routing Slip before submitting applications electronically to VSS.

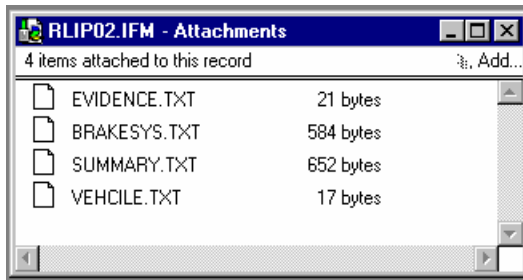
Note: You can attach electronic files to Summary of Evidence forms if required, but only in exceptional cases. Before attaching other electronic files to the form, ensure VSS can read them. (VSS supports common file formats, such as Word, Excel and Access.)

Listing Attached Files



Above the right scroll bar is a paper clip symbol above a number. The number indicates the number of files attached to the current form.

Files attached to a form are not visible on the form itself. Attached application forms are listed in the Attachments window. For example:



To show the Attachments window, click on the paper clip symbol.

Attaching Files to Forms

You can attach files to a form by dragging the files onto the paper clip symbol or onto an open Attachments window or by using the Attach command.

Note: Windows 3.x does not have a dragging capability.



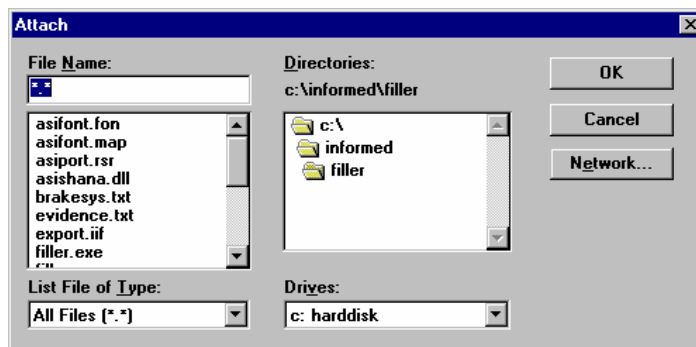
To attach files by dragging

1. Ensure both Informed Filler and File Manager, or Windows Explorer, are open and visible, and that the form you wish to attach files to is open in Informed Filler.
2. Using File Manager, or Windows Explorer, select the files you wish to attach.
3. Use the mouse to drag the files onto the paper clip symbol in Informed Filler or into the Attachments window, if open.

To attach files using the Attach Command

1. Ensure the form you wish to attach files to is open in Informed Filler.
2. Choose **Attach...** from the **File** menu or click the paper clip symbol to open the Attachments window and click **Add**.

The system shows the Attach dialogue from which you can select a file to attach:



Note: You can only attach one file at a time using the Attach dialogue.

3. Select the file you want to attach, then click **OK**.
4. **To attach another file**, repeat steps 2 and 3.

Deleting Attachments from Forms

Deleting an attachment to a file only deletes the attachment to the file; it does not delete the original file.

To delete an attached file from a form

1. In Informed Filler, click the paper clip symbol to open the Attachments window.
2. Select the file attachment you want to delete from the form.
3. Press Backspace or Delete to delete the attachment.

When prompted to confirm the deletion, click **OK**.

To delete all attached files go to Edit, Select All and then select delete

Entering Notes or Comments on Forms

In addition to the information that you enter in each cell on a form, you can also enter annotated notes or comments using Informed Filler's annotation facility. An annotated note is usually a comment to bring something important to the reader's attention. For example, a note attached to an application explaining why the data in the cell does not match validation requirements.

Informed Filler uses the yellow 'Post-It note' method to show annotated notes. You can place and position notes on any form. For example:

A note is shown on your screen much like a piece of yellow paper is attached to a paper form.

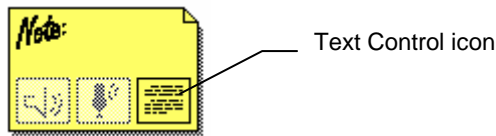
Placing, Moving and Removing Notes

Informed Filler allows you to place and position notes where required.

To work with notes

1. **Place a new note** by choosing **Place Note** from the **Edit** menu. A blank note is shown centred in the form window.

2. **Enter, view, or change the text of a note** by clicking the note's **Text Control** icon:



The system displays the Note dialogue which you can use to enter, view or change the text as required. Click **OK** to save the note.

Informed Filler only displays the first few words of a textual note on the note itself. If the entire note doesn't fit in the space provided, you will see only the first few words followed by an ellipsis ('...').

3. **Move a note** by clicking on the note and dragging it to the required position.
4. **Remove an existing note** by clicking on the note then choosing **Clear** from the **Edit** menu, or by pressing **Delete**.

Sharing RVCS Files on a Network

If you are running Informed Filler on a network, the RVCS files (templates and test facility auto entry file) can be located in a shared directory on a network drive to simplify maintenance in a multi-user environment. As this directory will not be the default directory you will need to specify the location of these files in Informed Filler.

The drop down list data file `chlist.txt` can not be shared. Whilst it can be located in a shared directory Filler will not function correctly if another user is accessing the file. VSS recommends that the `chlist.txt` file is located on each user's local hard drive.

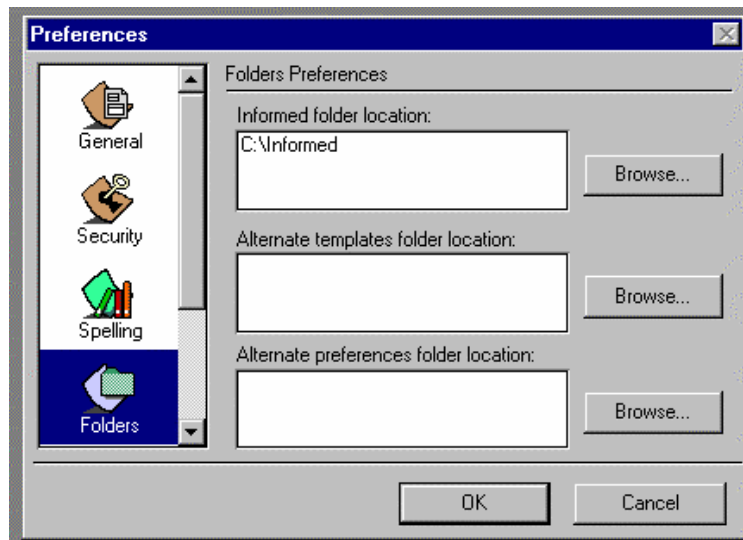
VSS will provide you with updated templates, new templates and an updated drop-down list file `chlists.txt` (either directly or off the Internet); the test facility auto entry file, `commtffi.ifm`, will change as users on the network add or edit test facility details.

Note: Changing folder location using Informed Filler's Preferences dialogue does not automatically move the contents of the folder to the new location. You must do this yourself.

When `commtffi.ifm` is moved each template which uses this file may need to be updated to look for the file in the correct location. See *Commtffi.ifm File Not Found* on page 35.

To specify the location of RVCS files in Informed Filler

1. Choose **Preferences** from the Informed Filler **Edit** menu.
2. Select the **Folders** icon to display the Folders Preferences dialogue.



Informed Filler looks for the Templates and Preferences folders inside the Informed folder unless another folder is specified as the alternate template or preferences folder location.

3. **For templates**, enter the new location for the RVCS templates in the Alternate templates folder location box or click **Browse...** and click on the desired location (in this case, your shared directory).
4. **For supporting files**, enter the new location for the supporting files in the Alternate preferences folder location box or click **Browse...** and click on the desired location (in this case, your shared directory).
5. Click **OK** to save the preference settings.
6. Move the contents of the folder(s) to the new location(s).

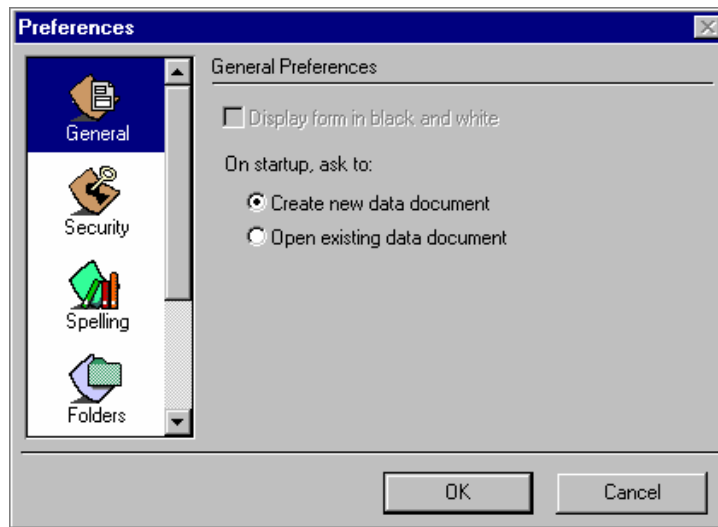
Setting Startup Preferences

When you start Informed Filler the system briefly displays the welcome screen, then displays the New Data Document dialogue from which you can select a template to create a new form. To open an existing form you must first cancel the New Data Document dialogue and then choose **Open...** from the **File** menu to display the Open dialogue.

You specify whether your preference is to create a new form or open an existing form at startup using Informed Filler preferences.

To modify startup preferences

1. Choose **Preferences...** from the **Edit** menu. The system displays the Preferences dialogue.
2. Click the **General** icon. The system displays the General Preferences settings:



3. Select one of the following startup options;
 - Create new data document (default)
 - Open existing data document
4. Click **OK**. If you change the preference, the new setting will take effect the next time you start Informed Filler.

Using RVCS Features

RVCS contains several facilities designed to assist vehicle manufacturers in completing and submitting forms.

While using Informed Filler, you can automatically enter test facility information on forms. While using the RVCS web site, you can check the status of your applications, view discussion lists associated with your applications, upgrade the software required for RVCS (Informed Filler, templates and supporting files) and change your RVCS password.

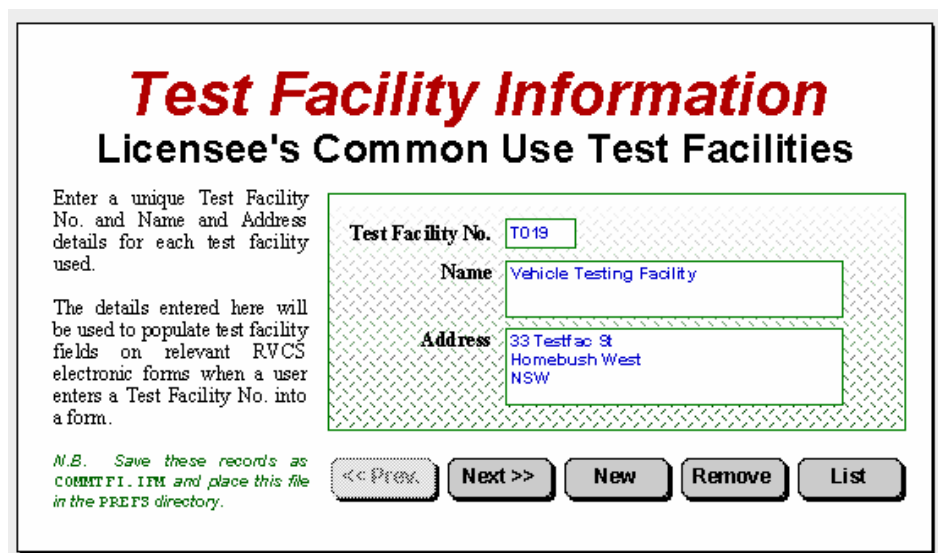
Entering Test Facility Data Automatically

RVCS contains a Test Facility Auto Entry form which you can use to store details of frequently used test facilities for RVCS forms. The utility enables you to store test facility name and address details and retrieve them simply by entering the test facility's identifying number on an application form.

To use the Test Facility Auto Entry form, you must first create the form based on the Test Facility Auto Entry form template, tfinfo.itp.

To create the Test Facility auto entry form

1. If the New Data Document dialogue is not already shown, choose **New Document...** from the **File** menu.
2. Select the **Common Test Facilities** form template from the list.
3. Click **New**. The system displays the following dialogue:



Test Facility Information
Licensee's Common Use Test Facilities

Enter a unique Test Facility No. and Name and Address details for each test facility used.

The details entered here will be used to populate test facility fields on relevant RVCS electronic forms when a user enters a Test Facility No. into a form.

N.B. Save these records as COMMTFI.IFM and place this file in the Prefs directory.

Test Facility No.	T019
Name	Vehicle Testing Facility
Address	33 Testfac St Homebush West NSW

5. Choose **Save As** from the **File** menu.
6. Save the file as **commtfl.ifm** in the **\Informed\Prefs** directory or elsewhere if you have changed your preferences folder location.

Note: You can only create and maintain *one* test facility form. Informed Filler only recognises the test facility form named commtfi.ifm.

Unlike other RVCS electronic forms, the test facility form can contain multiple records. Each record contains information on a different test facility.

When records have been added, use the <<**Prev** and **Next**>> buttons to scroll through the records.

To add a new test facility record

1. If the fields contain data, click **New**.
7. Enter the VSS-issued test facility number, and the name and the address of the corresponding test facility.
8. To enter another record, click **New**.
9. When you have entered all required records, choose **Close** from the **File** menu ensuring you save the changes.

To update test facility records

1. Use <<**Prev**, **Next**>> or **List** (see *To list existing test facility records* below) to display the test facility record you want to update.
10. Modify the name and address details as required.
11. When you have entered all required records, choose **Close** from the **File** menu ensuring you save the changes.

To remove a test facility record

1. Use <<**Prev**, **Next**>> or **List** (see *To list existing test facility records* below) to display the test facility record you want to remove.
12. Click **Remove**.
13. Click **OK** when prompted to confirm the deletion.
14. When you have entered all required records, choose **Close** from the **File** menu ensuring you save the changes.

To list existing test facility records

1. Click **List**. The system lists the existing test facility records.
2. **Open a test facility record** from the list by double-clicking on the record. The system displays the record details.
3. **Print this list** by choosing **Print** from the **File** menu.

Checking Application Status & Discussion Items

After you send your application to VSS, it may take one or more days for VSS to process the application to a point where an acknowledgment can be generated. The receipt of your application will show about 4 hours after you send it. As your application is processed, there may be items which VSS wants to discuss with you. These are called discussion items.

You can view the status and discussion lists for your applications on the RVCS web site. You will be notified by email, fax or post (as appropriate) of the application number associated with each application, which you will require in order to check the status of the application. The application status page includes a list of all forms received and their current status. It also records the submission number and batch number in which the forms were received.

To check your application status and discussion list

1. Go to the RVCS home page at: <http://www.dotrs.gov.au/rvcs>
2. Logon to RVCS. See *Logging on to RVCS* on page 3.
3. On the Registered User page, click either **List Applications** for a list of all applications you are authorised to view or **Application Search** to check a single application.
4. If you selected Application search, enter the number of the application you want to check on the **Application Search** page. Select either **Application Status** to view the application status or **Discussion List** to view the discussion items.
5. If you selected List Applications click on the **number** for the **application status** or the **number of discussion items** for a list of **discussion items**
6. **Check the application status** by selecting **Application Status**.
The system displays the Application Status page showing the current status of the specified application, including date information and number of discussion items. Click on the underlined phrase Application Status to view the application status.
7. **View the discussion list** by selecting **Discussion List**.
The system displays the details of any discussion items related to the specified application. Click on the underlined phrase Discussion List to view the discussion items.

Upgrading Required Software

VSS will notify you of any mandatory upgrades or new releases of the RVCS software (Informed Filler, RVCS templates and supporting files). The **What's New** page on the RVCS Web site contains information on updates etc.

Upgrading Informed Filler

You can download new releases of Informed Filler from the RVCS web site. Instructions on how to install the upgrade will be available from the web.

Note: VSS may not automatically apply all upgrades to the Informed Filler system. If you download an upgrade directly from Shana (company responsible for Informed Filler), the RVCS forms may behave differently.

Latest Version of RVCS Form Templates

For small upgrades, you will need to download form templates from the Internet as per instructions at the RVCS web site. See *Downloading Form Templates off the Internet* on page 6.

For major upgrades, a cut-off date will indicate the last day on which VSS will accept electronic forms based on the old version of a template. After the cut-off date, VSS will *not* accept application forms on the old template. You will be notified in advance of any cut-off dates.

Note: The last date VSS will accept submissions on 'old' (pre-RVCS) forms is **31 December 1999**.

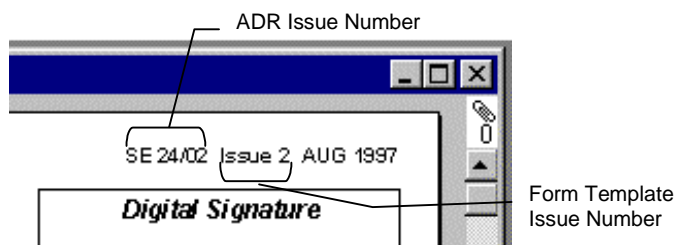
The last date VSS will accept submissions in a **paper format** will be **31 December 2000**. All submissions after this date must be made electronically.

RVCS Form Identifiers

ADR Related Forms

The ADR number indicates the ADR rules which the form template adheres to, with a prefix indicating the type of form. SE for Summary of Evidence, SF for Selection of Fleet.

For example, the form template SE 24\02 identifies an SE form templates which relates to the ADR rule 24\02.



Non ADR Related Form

These forms have an abbreviation related to their functions, eg CA (Motor Vehicle) for Compliance Application, Motor Vehicle

Form Template Issue Numbers

Issue numbers are shown on the top right corner of a form and refer to the current release of the form. Many of the forms have previously been released as paper forms, so the first electronic form carries issue 2 or later. The issue number initially related to the paper format only, but starting November 1999 reflects changes to both paper and electronic content thus becoming the same as the form's revision number.

Revision Numbers

Revision numbers reflect changes to form templates. The first digit reflects the major change sequence, the second digit reflects the minor change sequence. For example, if a form template with the revision number 2.5 has a spelling error, a corrected version would be re-issued with the revision number 2.6. Version 1.x refers to the development versions.

Revision numbers for new issues start at '2.0'. (For a major upgrade, the revision number changes from 2.6 to 3.0.)

Revision numbers are shown in the Template Information dialogue, or in the New Form dialogue when you create or open a form.

CD-ROM Release Number

The CD-ROM release number uses the same numbering technique as the form revision number. The first digit is increased when a significant number of forms change, the second digit changes when a lesser number of forms change.

The first production release of electronic forms (release 1.0 February 1998) contains forms at revision 2.0 status.

The second release, which added motor vehicle forms, was labelled release 2.0. It contained forms with various revision numbers.

Changing Your Password

When you receive your web user name and password from VSS, you can logon to the VSS RVCS web site and change your password.

- Notes:**
1. If you can not remember your password, contact the RVCS Help Desk on (02) 6274 7766 or via e-mail at rvcs@dotars.gov.au.
 2. Agents will not be issued with a web user name and password until they are nominated as a signatory by a registered Licensee.

To change your password

1. Go to the RVCS home page at: <http://www.dotars.gov.au/rvcs>
15. Logon to RVCS using your existing password. See *Logging on to RVCS* on page 3.
16. At the RVCS page, click **Change Password**.
Enter your current password and your new password. Re-enter your new password to verify it. A password must contain at least six characters with a at least two alphabetic characters and one non-alphabetic character.
17. Click **Submit Password**.

Troubleshooting

The following information describes solutions to possible problems you may encounter using RVCS electronic forms to complete and submit applications.

If a problem or an error occurs that is not described in this section, please contact the RVCS Help Desk:

Phone: (02) 6274 7766

Fax: (02) 6274 6525

E-mail: rvcs@dotars.gov.au

Printing Problems

Form printout is black, without text

1. Change some or all of the following printer settings.



Tab	Cell	Value
Details	Spool Settings	Print directly to the printer (Windows 95 only)
Graphics	Dithering	Coarse
	Intensity	100
	Graphics Mode	Use Raster Graphics
Fonts	TrueType Fonts	Print TrueType as graphics
Device Options	Print quality	RET – Printer Default

18. If your form printout is still black and without text, using a text editor, such as NotePad, open the following file:

informed.ini

(The informed.ini file is usually saved in the C:\Win95 directory or C:\Windows directory depending on your operating system.)

19. Insert the following line (below other lines starting with PREF):

PREF_PrintNoClips=TRUE

Drop-down List Error

Informed Filler can not find the drop-down list data

If no list displays when you click on the drop-down arrow (τ) you should check to ensure that the Chlists.txt file is in the folder specified for Alternate Preferences (see page 26).

Lost Folders

Informed Filler can not find any of the Informed Filler templates or preferences folders

When you start Informed Filler or select to create a new form, Informed Filler must be able to locate the folder containing the templates and preference settings (usually C:\Informed\Templates and C:\Informed\Prefs).

Informed Filler will display a dialogue prompting you to locate or create the missing folder or cancel the operation.

- Click **Locate** to look for the folder and select its new location
- Click **Create** to create the Prefs or Template folder in the Informed folder

- Notes:**
1. Clicking **Cancel** may cause a program error (general protection fault) and Informed Filler will shutdown.
 2. If the folders Preferences have been changed, for example in the case of *Sharing RVCS Files on a Network* on page 26, you must also move the files within a folder to the new location.

Commtfi.ifm File Not Found

Informed Filler can not find the commtfi.ifm file

When entering a test facility number in the Test Facility cell on a form, Informed Filler must be able to locate the commtfi.ifm file. See *Entering Test Facility Data Automatically* on page 29 and *Sharing RVCS Files on a Network* on page 26.

Informed Filler will display a dialogue prompting you to look for the missing file, or to skip or disable the operation.

- Click **Look** to locate the file and select its new location
- Click **Skip** to ignore the lookup this time only (the Look dialogue will occur if you change the test facility number again, before closing the form or template)
- Click **Disable** to ignore the lookup until the form, or template, is closed and later opened again

New Document Does Not Open a Form

You choose **New Document...** from the **File** menu, select a template name, click on **New**, and the form does not open.

This can occur if the support file chlists.txt can not be found in the folder nominated for your preferences or the chlist.txt file is in use by someone else on your network. See *Sharing RVCS Files on a Network*, on page 26, for how to check or change your preferences folder. If the setting looks correct, use File Manager or Windows Explorer to check that the chlists.txt file is in the selected folder.

Display Only Cells

When you click on a text cell the “Display only cell” error message

When you click in a cell the following error message displays:

This is a display only cell. You cannot change its value

You have clicked on the space where a bell or cross symbol resides. To continue working:

2. Click **OK** to close the error message.
3. Click in the cell at the opposite end to the bell or cross symbol.

You have clicked in to a read only cell (red border)

1. Click OK to close the error message.
2. Click in a different cell which does not have a red border.

Blank Patches

The screen may not at all times produce a complete image on the screen (blank patches).

This can be corrected by using the minimise and maximise functions of your window (top right hand corner).

File Submit problems

Problem

The File Submit function in the RVCS Routing Slip gives a “Waiting for Network .. “ message followed by “This form has a submit configured ... “ error message.

Solution 1.

Ensure an open Internet connection is in place before using File Submit.

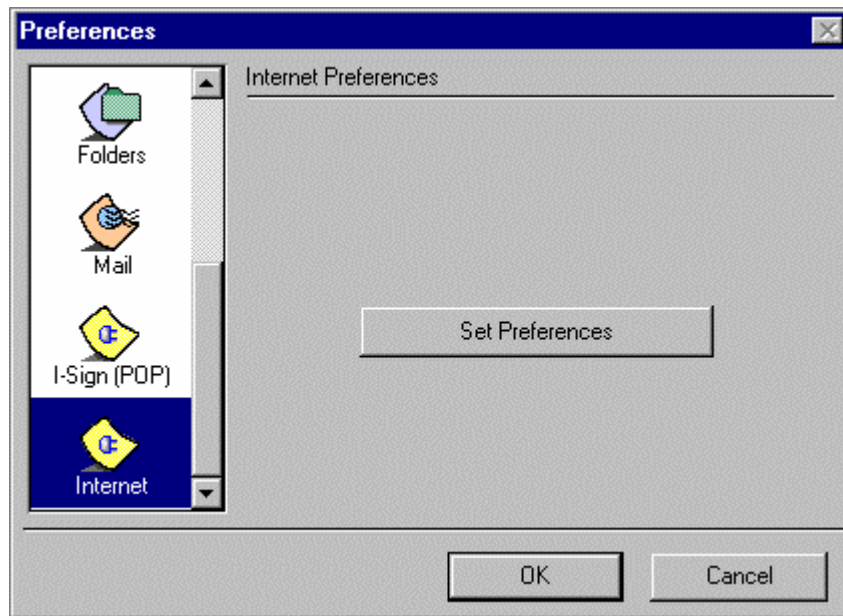
Solution 2.

Check the proxy settings being used.

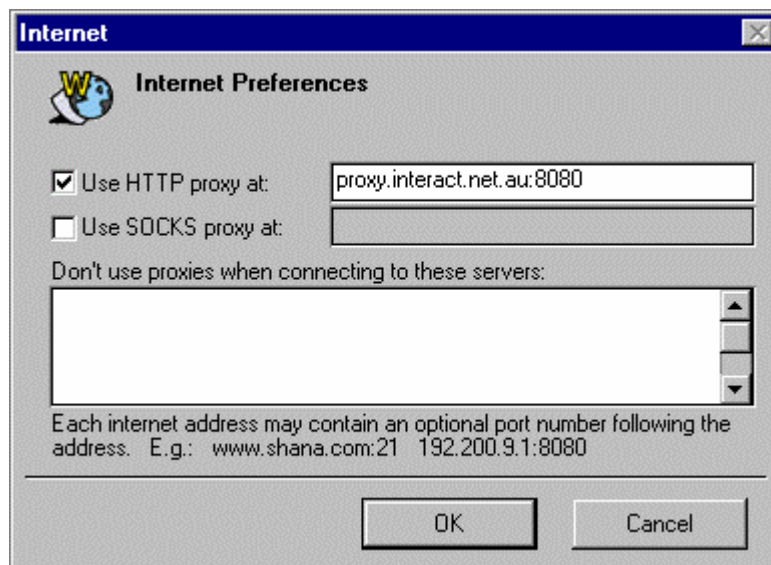
Many Internet Service Providers (ISP) now use a proxy server between the user (you) and the Internet or World Wide Web, WWW). In these cases, when you dial up to make an Internet connection you actually connect to a proxy server. The proxy server is connected to the Internet and hence you have an Internet connection. Proxy servers do not respond in the same way as a direct Internet connection. Informed Filler becomes confused when communicating with a proxy server.

Configuring for Use with a Proxy Server

1. Start Informed Filler
2. Choose Edit/Preferences menu item
3. Select the icon labelled ‘Internet’



4. Select the 'Set Preferences' button



5. Check (Turn on) the 'Use HTTP proxy at:' check box
6. In the text box provided, enter the IP address or name of your proxy server, including a port number if necessary. The format for a valid proxy entry is address:port or name:port, where the ':' character acts as a separator between the address/name and port number. Examples of valid proxy settings are:

Address/Name	Port	Informed Filler Proxy Setting
proxy.interact.net.au	8080	proxy.interact.net.au:8080
203.17.154.19	1234	203.17.154.19:1234
yellow.bhp.com.au		yellow.bhp.com.au

Do not guess at the correct value for this field! Contact your Internet Service Provider or computer support staff if in doubt. Alternatively, you may be able to obtain the correct proxy settings from your web browser. Refer to 'Obtaining Proxy Settings from Your Web Browser' at the end of this document.

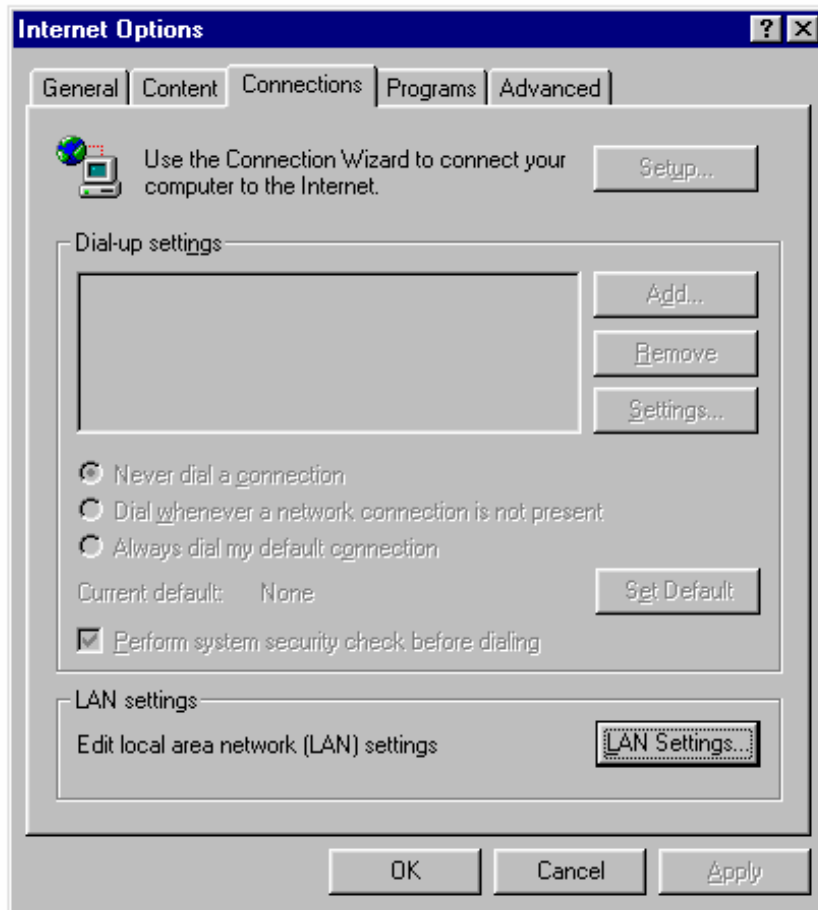
7. Ensure that the 'Use SOCKS proxy at:' and the 'FTP proxy' check box is clear and that the corresponding text box is empty.
8. Clear the 'Don't use proxies when connecting to these servers:' text box
9. Choose the 'OK' button
10. Shut down Informed Filler
11. Relaunch Informed Filler

Obtaining Proxy Settings from Your Web Browser

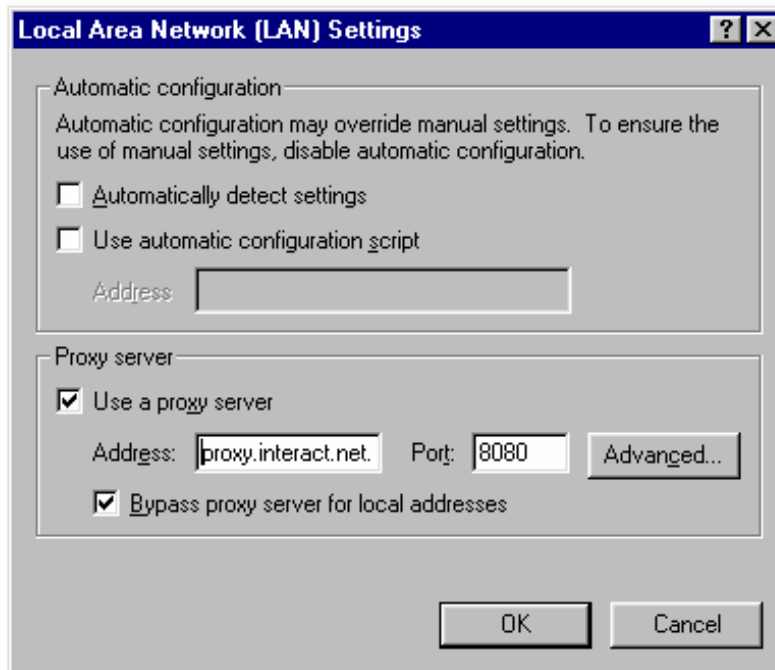
Choose the section below corresponding to your web browser and follow the instructions carefully.

Microsoft Internet Explorer 5.0x

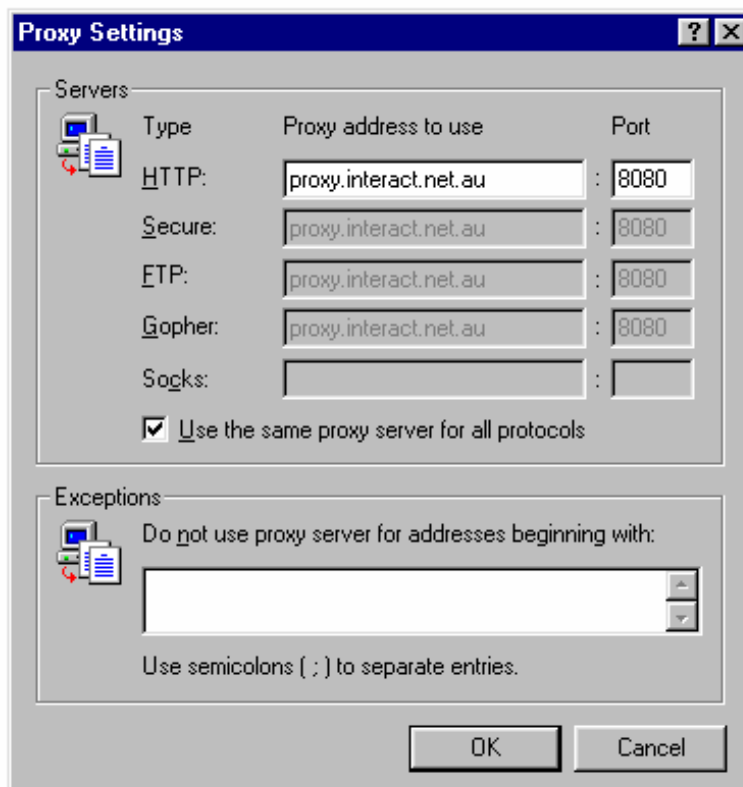
1. Select the Tools/Internet Options menu item
2. Select the 'Connections' tab



3. In the LAN settings frame choose the 'LAN Settings' button



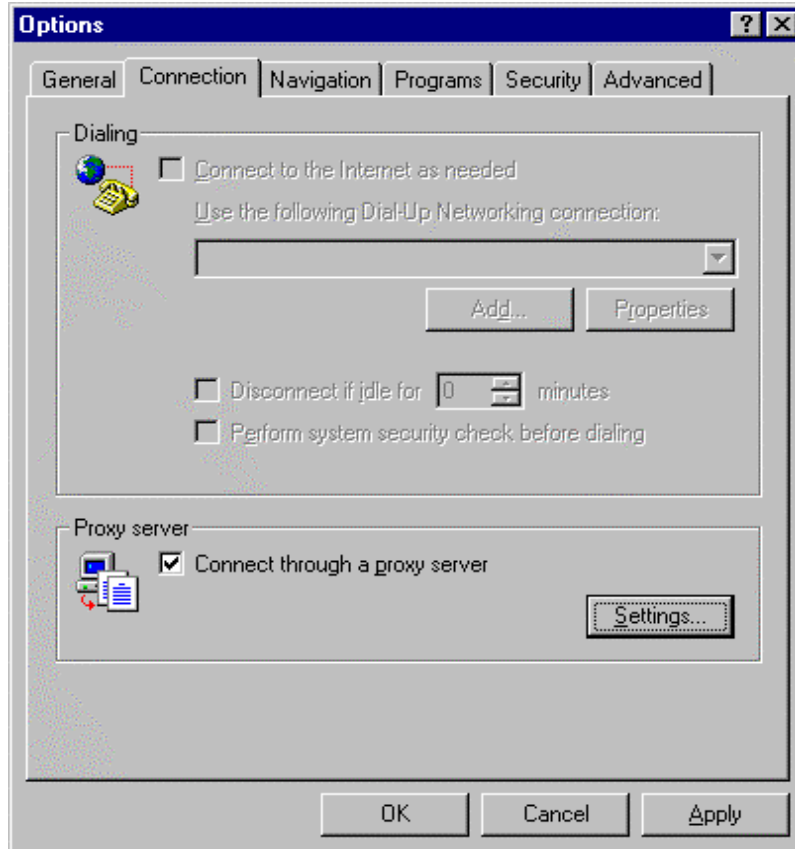
4. In the Proxy server frame choose the 'Advanced button'



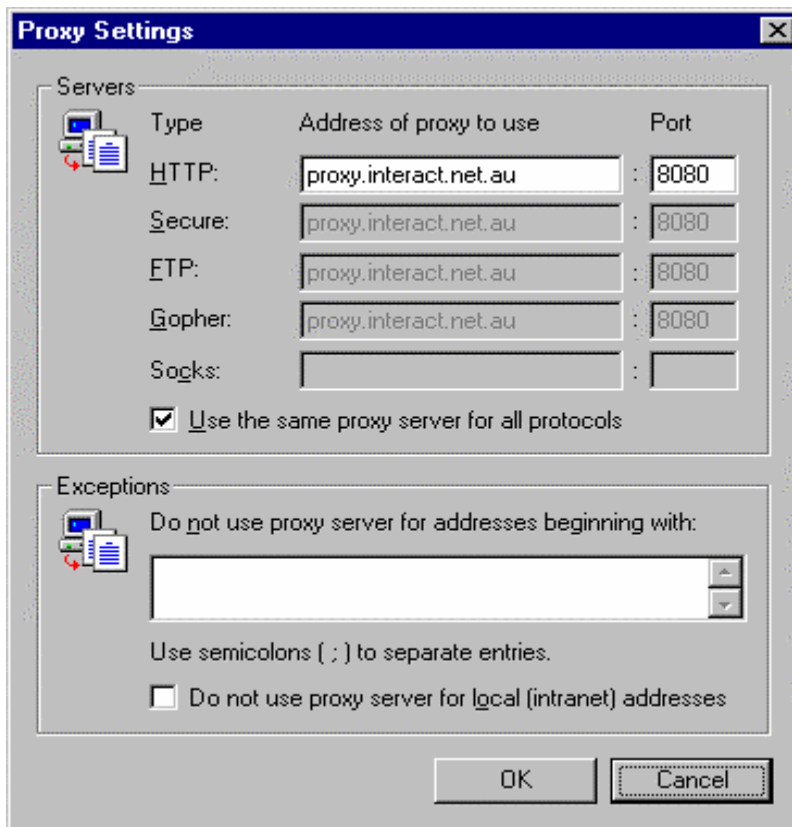
5. In the 'Servers' frame note the 'Proxy address to use' and 'Port' values corresponding to HTTP. These two values make up your proxy settings. The value to be entered into Informed Filler is created by joining the 'proxy address to use' with the 'Port' number with a colon (:) separating the two.

Microsoft Internet Explorer 3.0x

1. Select the View/Options menu item
2. Select the 'Connection' tab



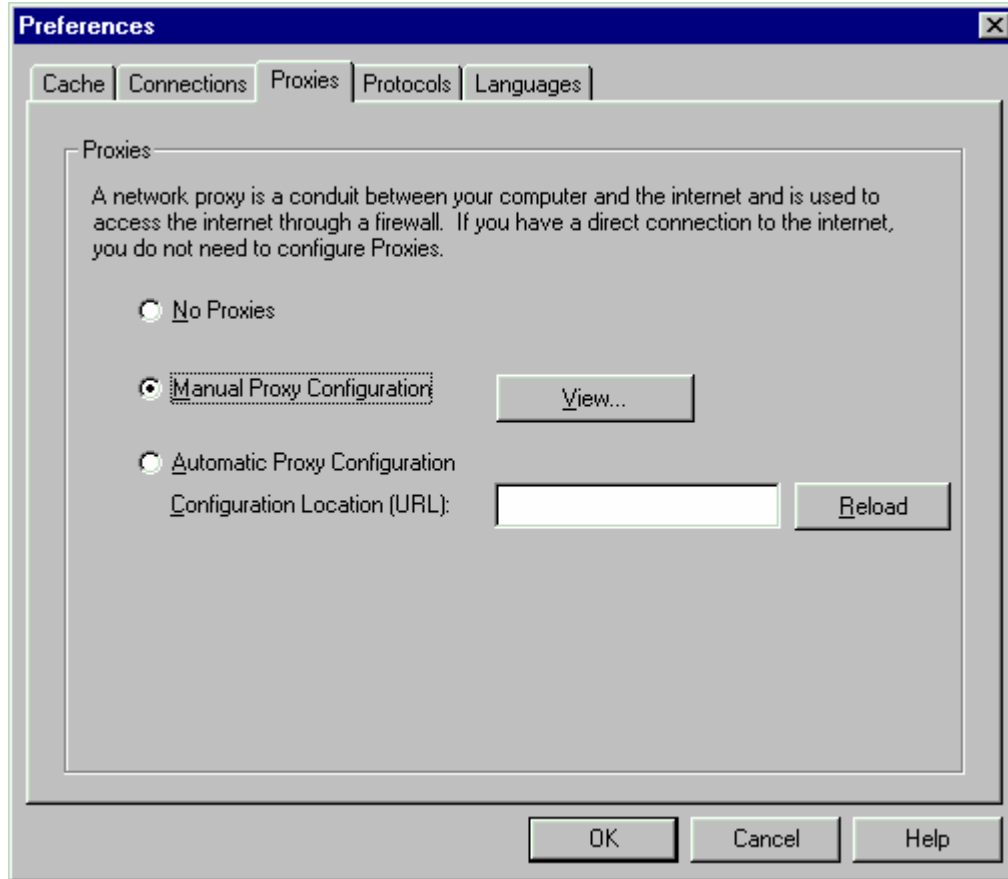
3. In the Proxy Server frame, choose the 'Settings' button



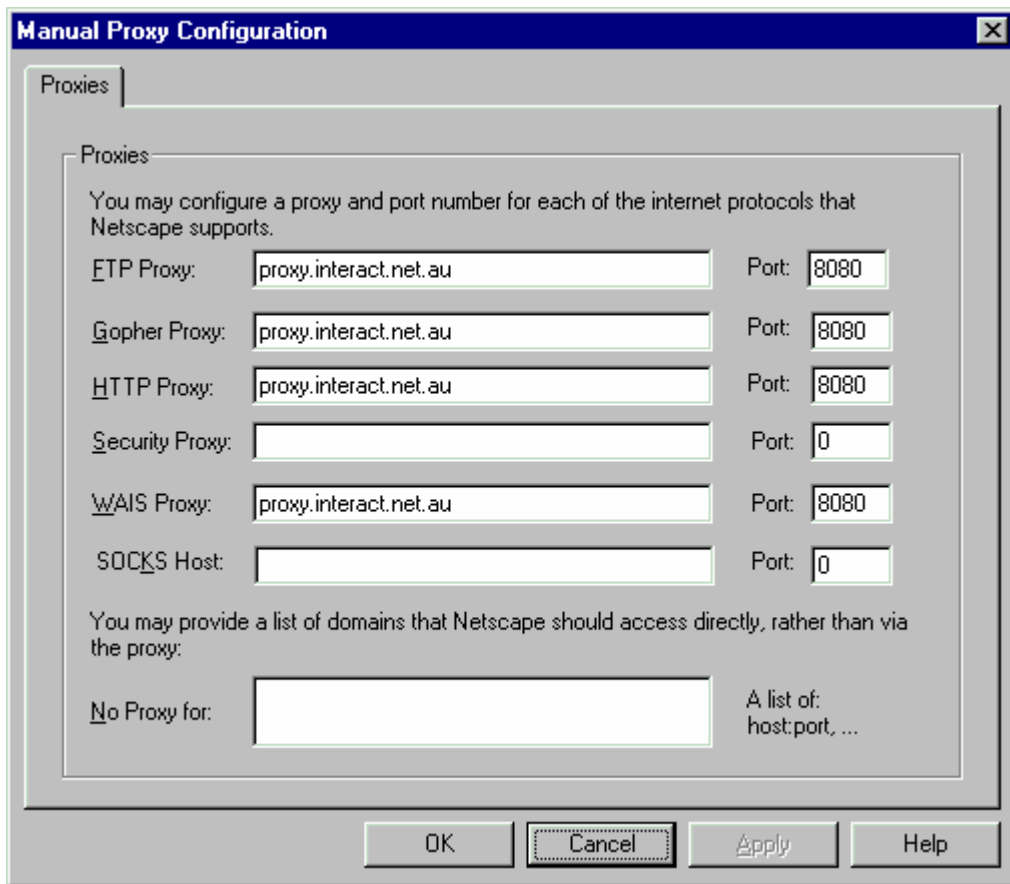
4. In the 'Servers' frame, note the 'Address of proxy to use' and 'Port' values corresponding to HTTP. Collectively, these values comprise your proxy settings. The value to be entered into Informed Filler is generated by joining the 'Address of Proxy to use' to 'Port' with a single ':' separating the two values. See *Configuring for Use with a Proxy Server* for examples of valid proxy settings. Note that if no value is provided for 'Address of Proxy to use' and your web browser is operating correctly, you do not need to add support to Informed Filler for proxy servers.

Netscape Navigator 3.x

1. Select the Options/Network Preferences menu item
2. Select the 'Proxies' tab



3. If the 'Manual Proxy Configuration' radio button is selected, choose the 'View' button. If 'No Proxies' is selected and your web browser is operating correctly, you do not need to add support to Informed Filler for proxy servers. If the 'Automatic Proxy Configuration' radio button is selected, you will not be able to obtain the proxy settings from the browser. Contact your network support staff instead.



Note the values corresponding to 'HTTP Proxy', including the value for 'Port' if provided. Collectively, these values comprise your proxy settings. The value to be entered into Informed Filler is generated by joining the 'HTTP Proxy' to 'Port' with a single ':' separating the two values. See

Configuring for Use with a Proxy Server for examples of valid proxy settings.

Registering with VSS

Access to the RVCS electronic forms and the RVCS web site is only available to licensees or agents of licensees registered with VSS.

To register with VSS, you need to complete a registration (paper) form. Registration forms are available from:

VSS

the RVCS Internet web site

the ADR Subscription CD-ROM

the RVCS Electronic Forms CD-ROM

Complete the form and return it to VSS for processing.

Once VSS has processed your application, you will receive a web user name (via e-mail) and corresponding password (via post).

Note: Agents will not be issued with a web user name and password until they are nominated as a signatory by a registered Licensee.

Obtaining Registration Forms

Registration forms may be obtained in the following ways.

To request a registration form via phone, fax or e-mail

Contact VSS and provide your name and address details:



Vehicle Safety Standards
Department of Transport and Regional Services
GPO Box 594
Canberra ACT 2601



Phone: (02) 6274 7766
Fax: (02) 6274 6525
E-mail: rvcs@dotars.gov.au

To obtain a registration form from the Internet web site

1. Go to the RVCS home page at: <http://www.dotars.gov.au/rvcs>
2. At the home page, select **Registration**.

You can download a copy of the registration forms in Adobe Acrobat format from the Registration page, or request VSS send you paper copies of the registration forms (See *To request a registration form via the Internet* below).

To request a registration form via the Internet

1. Go to the RVCS home page at: <http://www.dotars.gov.au/rvcs>
2. At the home page, select **Registration**.

3. Enter the following details:

- | | |
|-------------------------------------|--|
| Name | Enter your name or your company name. |
| <input checked="" type="checkbox"/> | Tick the appropriate check box to indicate whether you are a licensee, agent, production facility, design facility, test facility or conformance body. (You can select more than one.) |
| Postal Address | Enter your postal address, including state and postcode. |
| Email Address | Enter you e-mail address. |

4. Click **Send Me a Form**.

To obtain a registration form from the ADR Subscription CD-ROM

Use the Adobe Acrobat format files provided on the CD-ROM. The files are located in the \eforms directory of the CD_ROM. If you do not have Adobe Acrobat reader you can install it from the ADR Subscriptions CD-ROM.

To obtain a registration form from the RVCS Electronic Forms CD-ROM

Once you have installed Informed Filler as described in this User Guide you can open the document templates for the registration forms and print them as blank forms.

Getting Help

If you need any information or assistance with electronic submission of application forms contact VSS:



Phone: (02) 6274 7766
Fax: (02) 6274 6525
E-mail: rvcs@dotars.gov.au



Vehicle Safety Standards
Department of Transport and Regional Services
GPO Box 594
Canberra ACT 2601

If the problem is found to be related to Informed Filler, the RVCS Help Desk will direct you to support provided by Shana (the producer of Informed Filler). When contacting Shana you will need to quote the support contract number provided by the Help Desk.

Glossary

A

ADR	Australian Design Rules for vehicle safety and emissions. Currently there are 70 ADRs which have been determined as National Standards under the Motor Vehicle Standards Act.
Agent	A person or an organisation registered with VSS, who can be authorised to act on behalf of a licensee as a signatory.
Annotation	A note that you can attach to an item on a form template.
Application	Application for certification of a specific vehicle type, sub-assembly or component submitted to VSS for consideration.
Application Number	Application reference number assigned to an application by VSS.
Attachments	Electronic files attached to Routing Slips (usually electronic forms).

C

CA	Compliance Application.
Cell	Text boxes on a form in which application details are entered.
Compliance Plate	Plate affixed to each vehicle for which Compliance Plate Approval (CPA) has been granted. (Referred to as an Identification Plate in the Motor Vehicle Standards Act.)
Component	A constituent part of a vehicle subject to ADR compliance, which is common to several makes\models.
CRN	Component Registration Number. Applies to compliant components.

D

Delegate	A Delegate is a person authorised by a licensee to ensure adherence to the terms and conditions of the Compliance Plate Approval.
-----------------	---

Document Register	Lists documents included in the application submitted to VSS. It also includes the Australian Design Rules the documents refer to, as well as any comments you have about the documents.
Drop-down list	Drop-down list from which you can select a value.
E	
Evidence	Data supplied by licensees when submitting applications. Data is based on results of testing to demonstrate compliance with identified ADRs.
Extension Sheet	Required when you have more than one test facility for a Summary of Evidence form. Complete and attach it to the corresponding Routing Slip. One Extension Sheet can be used for more than one Summary of Evidence form.
F	
Folder	A directory on your computer or network.
L	
Licensee	<p>A person or an organisation registered with VSS for the purpose of submitting applications for certification of vehicles, sub-assemblies and components, and who is issued with authority to fit a compliance or certification plate to an approved vehicle, or is given certification approval for a sub-assembly.</p> <p>A licensee is the legal entity ultimately responsible for ensuring that only compliance plates are fixed and are only fixed to vehicles meeting the requirements of the Motor Vehicle Standards Act, or specified in the Compliance Plate Approval.</p> <p>Licensees must complete the registration process before an application for certification, submitted by them or on their behalf, can be approved by VSS.</p>
R	
Routing Slip	A form used to submit application forms to VSS.
RVCS	Road Vehicle Certification System.
RVD	Road Vehicle Descriptor

S

SARN Sub-Assembly Registration Number. Applies to a compliant sub assembly

SE Summary of Evidence form

SF Selection of Fleet form

Signatory A Signatory is a person or Agent authorised by the delegate to act on behalf of the licensee for the purpose of obtaining a Compliance Plate Approval.

Sub-assembly Collection of components for which ADR certification is sought, for example, diesel engine, bus chassis.

V

Vehicle A road vehicle subject to ADR compliance. There are several defined classes of motor vehicles and trailers.

VSS Vehicle Safety Standards

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