



DRIVES

Driver Record and Integrated Vehicle Enterprise System

Go Live!
5.27.19

Stay connected >>

[Join the email list](#)

georgiadrives.com

**June 2018
Newsletter**

The Wait is Over!

The response has been tremendous! The DRIVES Training Team is excited to kick off its tour across the state bringing DRIVES to you!

You will get to see how to open and close a cash drawer, how to renew a registration, and how to title and register a vehicle. You'll also learn navigation tips and some of the new terminology.

Bring your questions! Bonus: You can earn 2.5 hours of training credit.

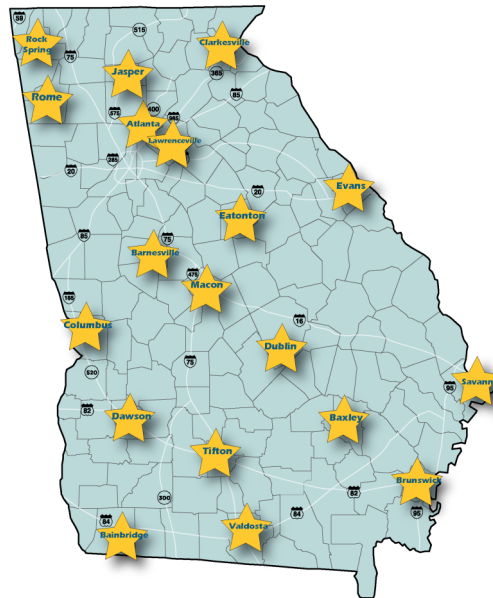
Don't miss out! Check with your management to find out details about your reservation.

June Locations & Dates:

Atlanta 12-14, 20-21, 27-28, Macon 12-13, Barnesville 14, Clarkesville 19, Lawrenceville 19 & 26, Jasper 20-21, Rock Spring 26, Rome 27-28.

July Locations & Dates:

Bainbridge 10, Evans 10-11, Dawson 11, Eatonton 12, Columbus 12, Valdosta 17, Baxley 17, Tifton 18, Dublin 18-19, Brunswick 25, Atlanta 25-26, Savannah 26-27.



TAX COMMISSIONERS CORNER

What should be scanned at the county? Please complete the [scanning survey](#).

In the May 18 DRIVES email, we discussed Workday Diaries and included templates and detailed instructions. Please encourage your staff to complete at least one Workday Diary. More info on the Workday Diaries below.

Is there a facility near you suitable for DRIVES training? We're looking for locations with 25-30 computers and internet access. [Contact us with the details](#).

How Can Counties Help? Complete a Workday Diary

You can help with DRIVES without traveling to Atlanta. We need everyone who works in GRATIS to complete a Workday Diary. These diaries will capture daily activities and tasks to make sure we haven't overlooked anything you do that needs to be part of DRIVES.

These diaries will be reviewed by the project team and will guide us in preparing test cases and training scenarios. Check with your management for guidance on how and when to complete your workday diary.

Unfortunately, we cannot accept hand-written diaries.



DRIVES Workday Diary Example

Name: John Doe						
Date: 3/15/18						
County Name: Fulton County						
Job Role (Clerk, Manager, etc.): Office Supervisor						
How many times did you complete this task today? (#)	What task did you complete?	What did you need to complete this task?	How did you complete this task?	Any Issues/ Pre-requisites?	What was the outcome?	Additional Comments...
Example Row 25	Renewal	1. Renewal Notice 2. Handheld Barcode Scanner 3. Customer's Driver's License 4. Decal 5. Printer	1. Collected Renewal Notice 2. Scanned Barcode 3. Verified the correct vehicle that needed to be renewed	1. Customer needs to have Valid Insurance	1. Customer now has Valid Registration and a New Decal to put on their Tag.	*Had to turn 1 Customer away because they didn't have valid insurance



TIMELINE

Development - Now!

Testing - Now!

Training - Early 2019

Spotlight - Motor Vehicle SME's



Left to right: Robert Worle, Janie Brodnax, Sabrina Allen, Cynthia Bowser, Lucindress Cooper, Alicia Evans, Vicki Hunter, Crystal Powell. Front: Amicia Neal. Not pictured: Cheryl Mixon, Glenda Coats.

The Motor Vehicle Division's SME Team is loaded with knowledge and almost 200 years experience! This team moved from Southmeadow to Century Center to join the DRIVES Project Team on the tenth floor. Their responsibilities include:

- Unit Testing and providing feedback to Developers
- Assisting with Test Bursts at Southmeadow and Century Center
- Writing Test Scenarios
- Verification of DRIVES data to current system
- Identifying Reports and Letters needed in the system
- Working with Interface Partners and developers to ensure interface requirements
- Testing eServices and developing processes related to eServices
- Assisting County SMEs
- Participating in the DRIVES Roadshow

Think you have
what it takes
to be a DRIVES trainer?

**We want to
hear from you.**



DRIVES Expert yet? Match the DRIVES term with the GRATIS term!

GRATIS

- 1) screens
- 2) shortcuts to navigate
- 3) menu options
- 4) provides information
- 5) RACF ID
- 6) subject matter expert
- 7) computer based training
- 8) your home screen
- 9) back-out
- 10) click these to navigate (blue)
- 11) key in info for everyone to see
- 12) inquiry
- 13) service
- 14) message to get your attention
- 15) additional information available

DRIVES

- a) activity
- b) reverse
- c) tabs/sub-tabs
- d) notes
- e) Help
- f) SME
- g) login name
- h) new manager
- i) managers
- j) CBT's
- k) hyperlinks
- l) search
- m) hotkeys
- n) springboard
- o) indicator/banner

ANSWERS: a-13, b-9, c-15, d-11, e-4, f-6, g-5, h-8, i-3, j-7, k-10, l-12, m-2, n-1, o-14

