

State of New Mexico
Regulation and Licensing Department

User Guide for State of New Mexico
Recycled Metal Dealers Website

Version 0.2
November 2012

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1. Introduction

The Recycled Metal Dealers website has created this user guide to assist you with navigating the website, inserting a transaction file, uploading a transaction file, and viewing reports about your transactions.

If you have any questions or concerns about the website or this user guide, click Contact IT from the menu options and send them an email at RLD.ISHelpdesk@state.nm.us.

2. Login Page

When you arrive at the Recycled Metal Dealers website, the login page will ask you to enter your User Name and Password (see Figure 1). If you have not already created a User Name and Password, click the **Contact RLD** link to the left of the page and follow the prompts.

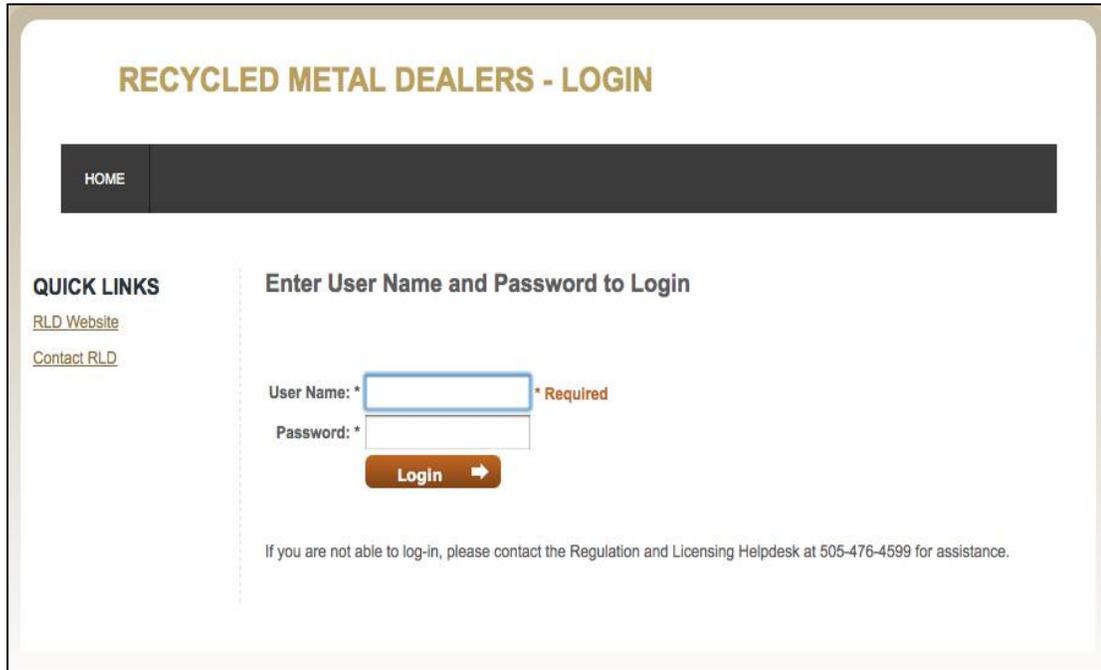


Figure 1: Recycled Metal Dealers Login Page

Once you have entered your User Name and Password, you will be sent to the Recycled Metal Dealers Home Page (see Section 3).

NOTE: After logging in, you should see the name of your company or organization directly beneath the horizontal main menu bar. If you do not, or the name is incorrect, contact the website administrator RLD.ISHelpdesk@state.nm.us.

3. Home Page

The Recycled Metal Dealers Home Page guides you to any section of the website you need (see Figure 2).

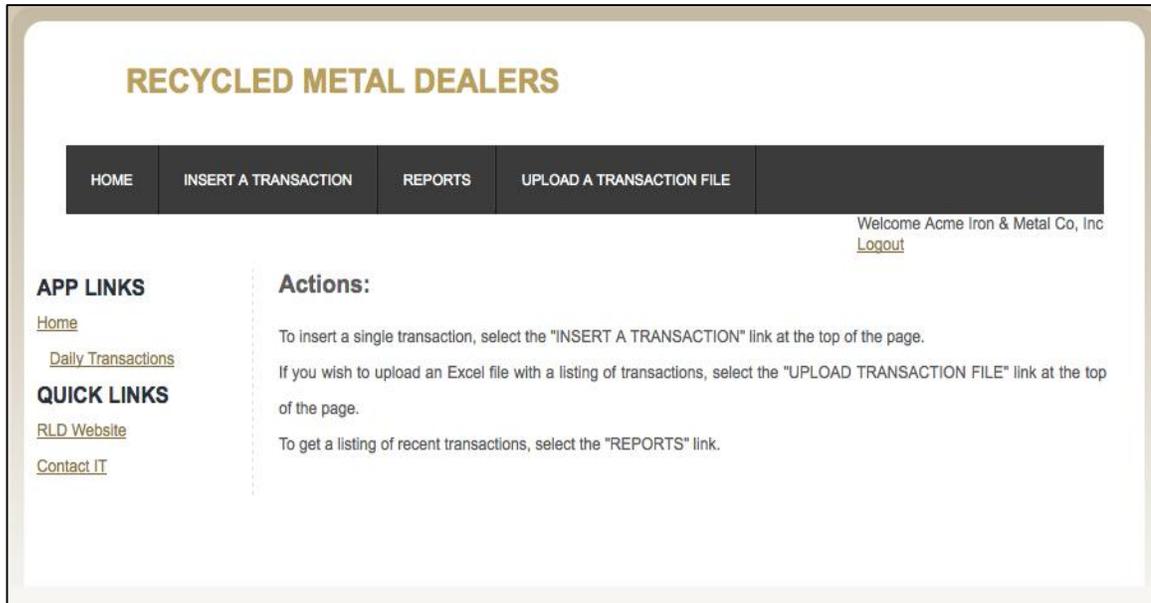


Figure 2: Recycled Metal Dealers Home Page

3.1 Main Menu Bar

The horizontal menu bar across the top of the Home page gives you the option to **Insert a Transaction**, search for a **Report**, or **Upload a Transaction File** (see Figure 3). Clicking any of these options will take you to that page.

This menu bar will appear in each of the website pages, allowing you to navigate anywhere in the website or return to the Home page. Each of the menu bar options are covered below in Sections 4, 5, and 6.



Figure 3: Menu Bar

3.2 Side Menu

The menu options to the left of the Home page will take you to various links associated with the Recycled Metal Dealers website (see Figure 4). This menu does not appear on all of the website pages.

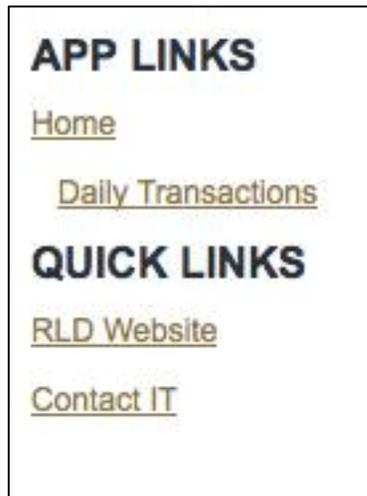


Figure 4: Side Menu

App Links takes you to pages within the Recycled Metal Dealers website:

- **Home** – Click **Home** to go to the same Home page as the main menu bar.
- **Daily Transaction** – Click **Daily Transaction** to go to the same page as the Reports page of the main menu bar.

Quick Links takes you to web pages external to the Recycled Metal Dealers website:

- **RLD Website** – Click **RLD Website** to go to the New Mexico Regulation and Licensing Department website.
- **Contact IT** – Click **Contact IT** to send an email with questions or concerns to the website administrator.

3.3 Logging Out

You can logout of the Recycled Metal Dealers website from any page by clicking **Logout** underneath the main menu bar.

4. Insert a Transaction Page

This is the page where you insert a new transaction into the Recycled Metal Dealers website. Completing the **Insert a Transaction** page will require navigating through multiple website pages.

Warning: The Insert a Transaction page will not allow you to save your work without completing and verifying your entry. Before you begin, make sure you have all the transaction information at hand.

The information required includes **Dealer, Seller, Transport Vehicle, and Metal Information.**

Follow the steps below to enter a new transaction:

NOTE: An asterisk "*" next to any field in the **Insert a Transaction** page means you must complete that field before the website will let you continue to the next page. If you miss any fields, the page will reload, showing you which of the fields you still need to complete.

Dealer Information

1. Your Dealer Information, including **Dealer Name, Owner Name, and Dealer's Address** with **City, ST, and Zip Code** is provided (see Figure 5). If any of this information is incomplete or incorrect, contact the website administrator at RLD.ISHelpdesk@state.nm.us.

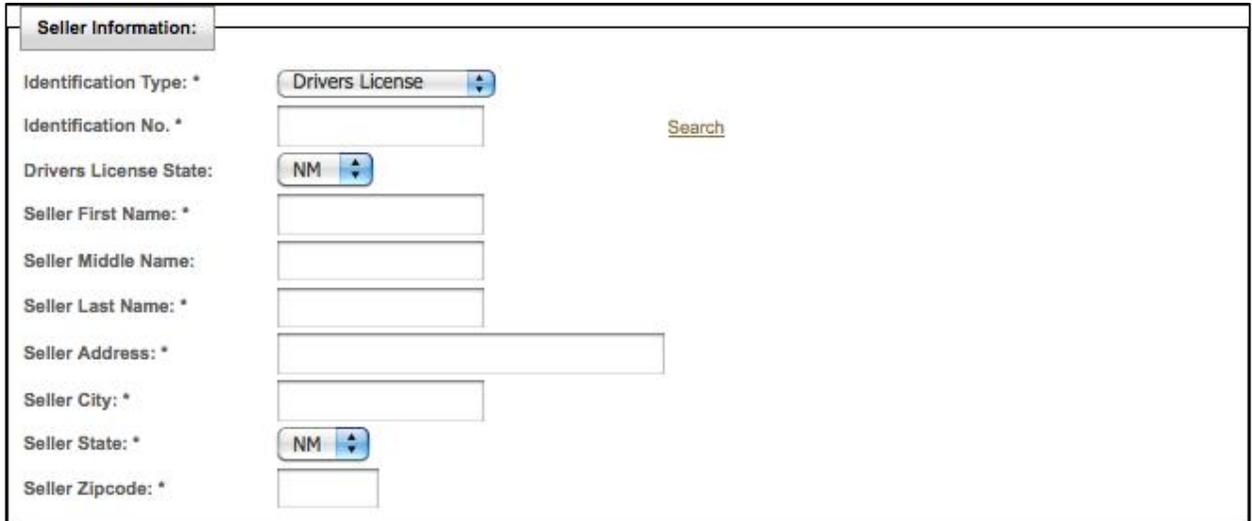
Dealer Information:					
Dealer Name	Owner Name	Dealer's Address	City	State	Zipcode
Acme Iron & Metal Co, Inc	Jerold Schmitter	6144/6142 Second Street NW	Albuquerque	NM	87107

Figure 5: Dealer Information

Seller Information

2. Choose the **Identification Type** by selecting **Driver's License, Military ID, Passport, or State ID Card** from the dropdown list provided (see Figure 6).
3. **Enter the Identification Number** from the Identification Type selected above.
4. **Enter the Seller's First Name.**
5. Enter the **Seller's Middle Name** (Optional).
6. **Enter the Seller's Last Name.**
7. Enter the **Seller's Address.**

8. Enter the **Seller’s City**.
9. Choose the **Seller’s State** from the dropdown list provided.
10. Enter the **Seller’s Zip Code**.



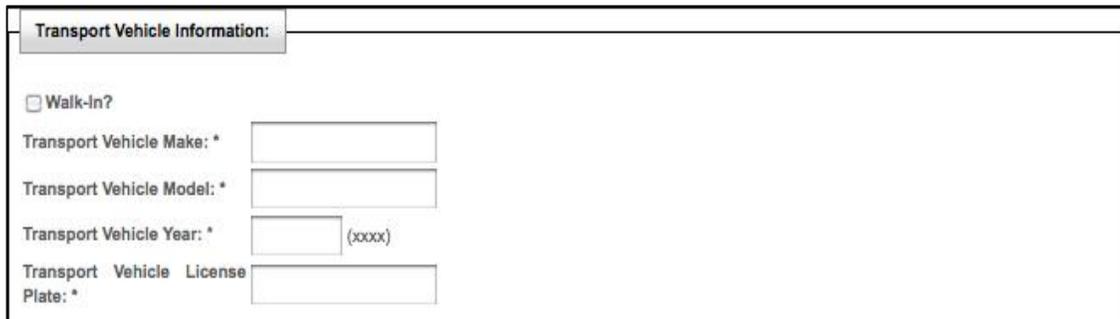
The screenshot shows a form titled "Seller Information:" with the following fields and controls:

- Identification Type: * (Dropdown menu showing "Drivers License")
- Identification No. * (Text input field)
- Search (Text button)
- Drivers License State: (Dropdown menu showing "NM")
- Seller First Name: * (Text input field)
- Seller Middle Name: (Text input field)
- Seller Last Name: * (Text input field)
- Seller Address: * (Text input field)
- Seller City: * (Text input field)
- Seller State: * (Dropdown menu showing "NM")
- Seller Zipcode: * (Text input field)

Figure 6: Seller Information

Transport Vehicle Information

11. If the seller is a “**Walk-In**”, click the checkbox provided, and then proceed directly to Step 16. If not, proceed to Step 12 (see Figure 7).
12. Enter the **Transport Vehicle Make**.
13. Enter the **Transport Vehicle Model**.
14. Enter the **Transport Vehicle Year**.
15. Enter the **Transport Vehicle License Plate** number.



The screenshot shows a form titled "Transport Vehicle Information:" with the following fields and controls:

- Walk-In?
- Transport Vehicle Make: * (Text input field)
- Transport Vehicle Model: * (Text input field)
- Transport Vehicle Year: * (Text input field with "(xxxx)" placeholder)
- Transport Vehicle License Plate: * (Text input field)

Figure 7: Transportation Vehicle Information

Metal Information

16. Confirm whether the **Affirmation** is **signed** by selecting **Yes** or **No** from the dropdown menu (see Figure 8).
 17. The **Transaction Date** will auto-fill with today's date. If the date is different, enter the correct date.
 18. Select the **Metal Type** from the dropdown list provided.
 19. Using the text box provided, give a brief **Metal Description**.
 20. Enter the **Metal Quantity/Weight**. (You can only enter numbers in this field.)
 21. Select the **Metal Measure Description** (Pounds or Quantity) from the dropdown list provided.
- The selection of Pounds or Quantity in Step 21 depends on the whether you entered a metal quantity or a metal weight in Step 20.
22. Click **Continue** at the bottom of the page once you have completed **ALL** the steps above. The **Verify Transaction** page is displayed (see Figure 6).

Warning: Once you click **Continue**, you cannot change any of the information you entered. If you find an error after you click **Continue**, you will have to start the entire process from Step 1 over again.

Metal Information:				
Affirmation Signed: *		Please Select ▾		
Transaction Date: *		11/8/2012		
Metal Type	Metal Description	Metal Quantity \ Weight	Metal Measure Description	
Select ... ▾	<input type="text"/>	<input type="text"/>	Select ... ▾	
				New Row

Figure 8: Metal Information

Verify Transaction

23. Verify that all the information you entered on the previous page is correct, and then click **Submit** (see Figure 9). If you find an error in the information, click **Cancel Transaction** and reenter the information, starting from Step 1 above.

You have successfully entered a new transaction into the Recycled Metal Dealers website. Upon completion, the site takes you automatically to the **Reports** page. Your new entry should appear under **Today's Transactions** at the bottom of the page. If your entry does not appear, contact the website administrator at RLD.ISHelpdesk@state.nm.us.

RECYCLED METAL DEALERS

Verify Transaction

Dealer Information:
Dealer Name: Acme Iron & Metal Co, Inc
Owner: Jerold Schmider
Address: 8144/8142 Second Street NW
City, State, Zipcode: Albuquerque NM, 87107

Seller Information:
Name: Bob Bob Bob [Edit Seller](#) [Upload an Image](#)
ID Type: Drivers License
ID Number: 22222222
ID State: NM
Address: 1234 Eeeee NW
City, State, Zipcode: ABQ NM, 87111

Vehicle Information:
Vehicle Make:
Vehicle Model:
Vehicle Year:
Vehicle Plate #:

Metal Information:

Affirmation Signed	Transaction Date	Metal Type	Metal Description	Quantity Weight	Metal Measure	Edit	Image	Delete
Y	10/29/2012	Nickel	Kkkkkkk	1111.00	Pounds	Edit	Upload Image	

[Cancel Transaction](#) **Submit** ➔

Figure 9: Verify Transaction Page

5. Reports (Daily Transactions) Page

The Reports page, or Daily Transaction Report page, allows you to search for previous transactions that you have completed on the Recycled Metal Dealers website, or transactions that you have uploaded to the site (see Figure 10). It also displays any transactions you have completed that day.

RECYCLED METAL DEALERS

HOME INSERT A TRANSACTION **REPORTS** UPLOAD A TRANSACTION FILE

Welcome Acme Iron & Metal Co, Inc
[Logout](#)

APP LINKS
[Home](#)
[Daily Transactions](#)

QUICK LINKS
[RLD Website](#)
[Contact IT](#)

Daily Transaction Report

Search For Transactions

Begin Date: End Date: **Search** →

OR

Upload Date: [Search by Upload Date](#)

Today's Transactions

Date	Seller	ID #	Metal Type	Metal Desc	Quantity
10/29/2012	Patrick Bateman	765456788	Iron	Swords	800.00
10/29/2012	Lori Hewig	123456	Copper	Coins	500.00

Figure 10: Reports (Daily Transactions) Page

To search for a transaction completed on the website, you can take either of the following actions:

- If you are uncertain about the exact date, enter a date range for the transaction with a date that you know falls before the transaction in the **Begin Date** box, and a date that you know falls after the transaction in the **End Date** box, and then click **Search**.
- If you know the exact date of the transaction, enter it in both the **Begin Date** box **AND** the **End Date** box, and then click **Search**. (Both date boxes must be filled in order to search.)

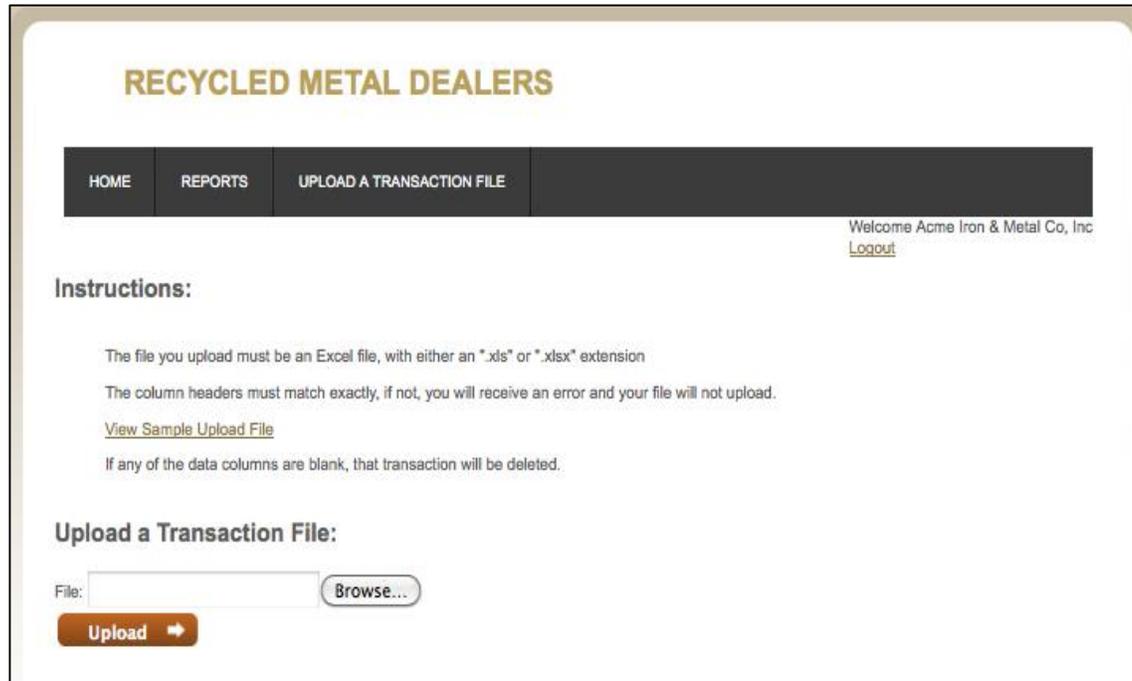
The page will display all the transactions you have completed within those dates in the **Today's Transactions** box.

To search for a transaction uploaded to the website:

- Enter the date that you uploaded the transaction to the Recycled Metal Dealers Website in the textbox provided, and then click **Search by Upload Date**. The website will display all your transactions on that date in the **Today's Transactions** box.

6. Upload a Transaction File Page

The Recycled Metal Dealers website allows you to upload a transaction file instead of creating a transaction in the **Insert a Transaction** menu (see figure 11). Take care to ensure that the file you upload matches the site's upload specifications, or the website will reject and delete your file.



RECYCLED METAL DEALERS

HOME REPORTS UPLOAD A TRANSACTION FILE

Welcome Acme Iron & Metal Co, Inc
[Logout](#)

Instructions:

The file you upload must be an Excel file, with either an ".xls" or ".xlsx" extension

The column headers must match exactly, if not, you will receive an error and your file will not upload.

[View Sample Upload File](#)

If any of the data columns are blank, that transaction will be deleted.

Upload a Transaction File:

File:

Figure 11: Upload a Transaction Page

Make sure your uploaded transaction file meets the following specifications:

- **Excel Extension** – All uploaded transactions must be in Microsoft Excel, or its equivalent, with a file extension of “.xls” or “.xlsx”. Any other type of document or file will be rejected by the site that includes Microsoft Word documents with a “.doc” or “.docx” extension, and all PDF’s.
- **Formatting** – All uploaded Excel files must be formatted to match the fields used in the **Insert a Transaction** menu. If not, the site will not allow you to upload the file.

The site does offer you a sample upload file that you can use for this purpose. To view the sample file, click **View Sample Upload File**, and the sample file will open on your computer (see figure 12).

NOTE: You must have Microsoft Excel, or its equivalent loaded on your computer, or you will not be able to view the sample file.

Once you have downloaded the sample transaction file, you can use it as your actual transaction file to upload back into the system with the correct fields already in place.

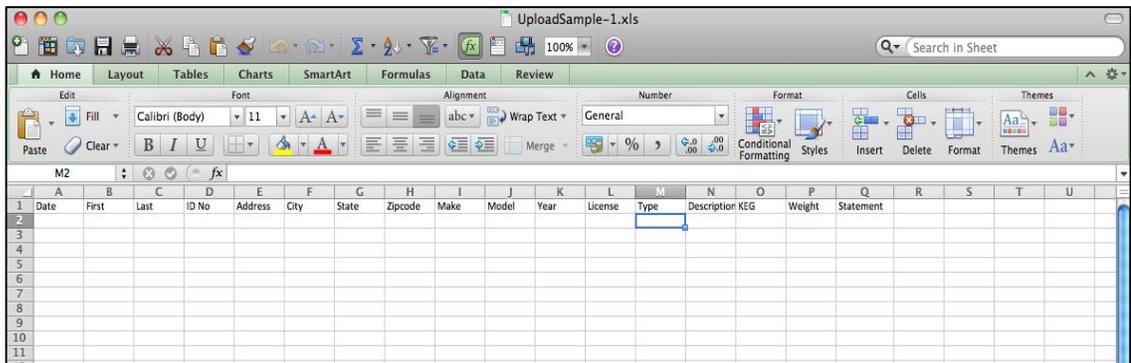


Figure 12: Transaction Upload Sample

Uploading a Transaction File

To upload a transaction file, take the following steps:

1. From the Upload a Transaction File page, click **Browse....**
2. A window will open on your computer—usually your Documents folder—from which to choose the transaction file. Select the correct “.xls” or “.xlsx” file to upload.
3. The document file extension will appear in the box next to the **Browse...** button. Click **Upload**.
4. The transaction file is displayed, along with instructions to **select the “Insert” button to complete the process. Click Insert.**
5. If there is any missing or incorrect information in your uploaded transaction file, the system will display a **Failed Transaction Listing** page with the missing information shown in red (see Figure 13). Click **Fix** to the right of the displayed transaction information.

RECYCLED METAL DEALERS

Failed Transaction Listing

Date	First	Last	ID No	Address	City	State	Zipcode	Make	Model	Year	License #	Metal	Description	KEG	Weight	Statement	
10/29/12	Dave	Stalder	74769698	1234 wwww	ABQ	NM	87102	Ford	F150	1996	Poo Poo	Iron	swords	500	500	xxxx	Fix

[Delete All Failed Transactions](#)

Figure 13: Failed Transaction Listing Page

- 6. The **Update Transaction Listing** page is displayed. Correct the information in the desired transaction fields and click **Update**.

First Name: Dave

Last Name: Stalder

ID No: 74769698

Address: 1234 wwww

City: ABQ

State: NM

Zipcode: 87102

Vehicle Make: Ford

Vehicle Model: F150

Vehicle Year: 1996

Vehicle Plate: Poo Poo

Transaction Date: 10/29/12

Affirmation Signed: Yes

KEG: 500

Metal Type: Iron

Metal Description: swords

Metal Quantity: 500

Update [Cancel Update](#)

Figure 14: Update Transaction Listing Page

You have successfully uploaded a transaction file to the Recycled Metal Dealers website.