

DESCRIPTION: This procedure allows designated personnel to close the DMV Select System at the end of the day.

At the DMV Select Main Menu:

1. Select "Office Functions" from the top tool bar. Select "Open/Close Console" from the box that displays.
2. Select "Close Office". A "Close Office?" box will display. Select "yes".
3. Go through the "Checklist" to make sure each function has been done. Double click each item in the "Checklist".
4. Once all items have been labeled as "Done" the closing reports will print.
5. When the reports have finished a message will display "Office Closed".
6. Log off the DMV Select System.