

**DESCRIPTION:** This procedure allows the agent to delete a plate because of a paint smear, missing from box, mutilated or other reason.

At the DMV Select Main Menu:

1. Select "Inventory" from the top tool bar. The "Inventory Management Console" will display.
2. Select "Plate" from the list on the left side of the "Inventory Management Console". Select the type of plate you want to delete. Right click on the plate series you want to delete.
3. Select "Void Inventory". The "Void Inventory" box will display. Select the reason for the delete and the plate you want to delete. Select "Void Selected Inventory". The message "Inventory Item(s) Successfully Voided" will display.

NOTE: Retain the unusable plates in designated area for auditing on the following day. After the audit is completed the unusable plates should be stored with other surrendered plates until picked up for recycling.