1. Applying for Tagging a Vehicle by Bus Operators:
The OPMS Application allows Bus owner to tag his/her vehicle using OPMS Application after registration. The procedure for registration is described above.

To Tag a Vehicle, the steps as detailed below to be followed.

1.1. After logging in into OPMS application, click on “Tag Your Vehicle” in the left navigation column of your Dashboard.

SS-1
It will take you to the following screen SS-2 which contains 2 tabs
1. Apply
2. View

SS-2
1.2. By clicking on “Apply” tab, it will show you two Sections.

Section 1: In this Section, the User Id and User Name would be automatically...
filled up from OPMS database. The bus operator has to give the Vehicle number, his/her Fathers name and Spouse name (if not populated), Authority name and select the Vehicle Type.

**Section 2:** This section would be automatically filled up according to the vehicle registration number given in Section-1 from the VAHAN database.

Then he/she has to click “Save” button to save the application.

1.3. By clicking on “View” tab, it will take the bus operator to SS-4. Where he/she all his/her vehicles tagged in OPMS.

![Vehicle Tagging Interface](image)

**SS-3**

In SS-3, the bus operator can view the status of all his vehicles tagged so far in OPMS database and also their status with respect to application.

2. **Process of Approving Tagged Vehicle Application by Dealing Assistant.**

After the Dealing Assistant logs into the OPMS, the Dashboard page would be displayed as shown at SS-4.

The Dealing Assistant first has to click on “Verify Tagged Vehicle” menu from the left side menu of the Admin Dashboard as shown in SS-4.
2.1. It will take you to the following screen SS-5 where a table of tagged vehicles would be displayed.

2.2 To see the vehicle details tagged by bus operator the DA has click the second tab i.e. “View” against the vehicle in the column of the table.

2.3. This will take you to screen SS-6 . It has all the details of tagged vehicle.
2.4. Here the DA has to check the VAHAN and Tagged Vehicle details and give his/her recommendation by selecting “OK” or “NOT OK” from the drop down box present in the last column of the table i.e “Recommendation By DA”. One needs to remember that minor spelling mistake may be these between VAHAN and tagged details in name/fathers name/spouse name. The DA may use his/her judgment to accept it. Secondly NAHAN capture either Spouse or fathers name but not both, And it also does not capture the relation i.e fathers or spouse. So if the VAHAN relation name matches either father or spouse name from OPMS tagged input, same is to be accepted by clicking “OK”.

2.5. The DA can approve the application once the name, vehicle no and one of the relation name is OK. Once approved, then vehicles would be tagged to the user/bus owner.