

Kadoe Client User Guide



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Introduction

Kadoe Client is your means to discover vehicle ownership details held by the Driver and Vehicle Licensing Agency (DVLA).

When provided with a Vehicle Registration Mark (VRM) and a Date of Event, Kadoe Client will request Keeper at Date of Event (Kadoe) details from the DVLA and make them available to you. These are the personal or organisational details of the owner of the VRM, and the vehicle it was registered to, at a particular point in time.

Kadoe Client has been designed to work as both a manual data entry interface and an automatic batch file processor, fully integrated with your back-office systems.

Kadoe Client and its precursor software have been deployed in the field for over fifteen years. New users of Kadoe Client will benefit from the real-world experience of us and our many customers. Existing users will find an improved interface, a smooth upgrade path, and many enhanced features including multi-user support.

System Requirements

Kadoe Client runs on a standalone or networked PC with a minimum clock speed of 233 MHz and a minimum 64 Mb of RAM. Video adapters of Super VGA (800x600) or better are supported. The required disk space depends on data volumes and the length of time that data is retained, but please allow at least 10Mb for a minimal installation.

Kadoe Client is designed to run on the Windows XP, Windows Vista and Windows 7 operating systems in its Home, Professional and Enterprise editions. It also runs on the Windows Server 2003 and Server 2008 platforms.

Getting Started

Registered users of Kadoe Client can download the installer package at www.kadoe.co.uk.

Your authentication credentials (Party ID and Party Password) to connect to Kadoe Service will be provided to you. Please have this information to hand during the installation process.

The parameters that identify you and your enquiries to the DVLA (Enquirer Id, Intermediary Id and Enquiry Codes) will be downloaded from Kadoe Service during the installation process.

This user guide is in line with V1.2.3 of the Kadoe Client software.

What's New in Version 3

Can I use the new Kadoe Client software as I did before?

All existing functionality is retained in Kadoe Client, and many features have been enhanced.

How does upgrade process work?

Kadoe Client has been designed so that existing users can upgrade to the new software straightforwardly. All you need is the installation package and the authentication credentials (Party ID and Party Password) provided with it. The installation process will retain your existing system parameters and automatically download any new ones that are required.

What about responses and debit statements that are pending?

In order to maintain business continuity, we recommend that an upgrade installation is performed on a Friday, because the DVLA Debit Statement period runs weekly from Friday to Thursday.

You are advised to proceed as follows:

1. On Thursday, use VKI v2 as normal. At close of business, perform a Send/Receive action, so that all your pending enquiries are sent to the DVLA for processing.
2. On Friday, do not input or import any enquiries. Perform a Send/Receive action, to retrieve your outstanding responses and your Debit Statement for the week that has just ended.
3. Upgrade to the new software.

Kadoe Client will warn you if it finds any enquiries that have either not been sent to the DVLA, or have been sent but not responded to. You can choose to ignore this warning, but if you do, all these enquiries will be deleted.

Do I retain all my enquiry, response and debit statement data?

Your database is upgraded but not replaced, so your current enquiry, response and debit statement data is retained. As noted above, any enquiries that do not have a corresponding response will be deleted.

What does Kadoe mean?

Kadoe stands for Keeper at Date of Event. It refers to the owner of a Vehicle Registration Mark (VRM), and the vehicle it was registered to, at a particular point in time. Kadoe details are provided to you by the DVLA in Swansea.

What has changed with how the Kadoe Client system communicates with the DVLA?

Previous versions of this software used Electronic Data Interchange (EDI) technology to send enquiries to the DVLA and receive responses from them. The EDI interface is no longer supported by the DVLA, and is being replaced with a web service interface. Instead of communicating with an EDI mailbox, Kadoe Client now communicates with a remote web server called Kadoe Service. Kadoe Service routes your enquiry to the DVLA, waits for the DVLA's response, and then routes the response data back to you.

How has my organisation's contract with the DVLA changed?

Whereas your organisation was previously known to the DVLA by its Party Code, it is now known by its *Enquirer Id*. This Enquirer Id is a unique identifier proper to you and controlled by the DVLA.

As well as acting on its own behalf, it is also now possible for your organisation to act as an *intermediary* on behalf of its partners, subcontractors or associated companies. In such cases the DVLA will provide an additional Enquirer Id in respect of each partner company, and a single *Intermediary Id* that is proper to you. Any enquiry made on behalf of a partner company will carry its Enquirer Id and your Intermediary Id.

When an Enquirer registers with the DVLA, it will do so on the basis of one or more *Reasons for Enquiry*, based on the circumstances that cause it to request Kadoe details from the DVLA. The DVLA will approve one or more Reasons for Enquiry in respect of each Enquirer, and one such reason must be provided with each Vehicle Enquiry.

When you install and run Kadoe Client for the first time, Kadoe Client will download all of these details automatically from Kadoe Service.

Can I install Kadoe Client on a network?

As well as running standalone, Kadoe Client can now also be run on multiple computers on your network, all sharing a common database.

Does Kadoe Client support multiple users?

Multiple user support is another new feature in Kadoe Client. You may now set up multiple users, each with their own login, password and access privileges. Users may operate Kadoe Client on any computer on your network.

Can I prevent Kadoe Client from enquiring after problematic VRMs?

Kadoe Client now allows you to blacklist a VRM, so that you do not make repeated enquiries for Kadoe details that the DVLA cannot or will not provide.

What has changed with the scheduler?

The Kadoe Client scheduler has been improved to give you more control over when it runs. You can set the scheduler to run at specific times or at regular intervals, and you can choose the days of the week on which it runs. You may also set a separate scheduler for retrieving DVLA Responses and Debit Statements only.

Where can I view the Control References for Enquiries, Responses and Debit Statements?

These parameters are now managed in the background. They can be viewed via the Transmission Log when the Send and Receive process runs.

I am used to setting my system configuration in the VKI.ini file. What has happened to these settings?

During the Kadoe Client installation process, these parameters will be retrieved from the old VKI.ini configuration file and retained for use in a new Kadoe.ini configuration file. However, certain parameters will now be administered from the Kadoe Client software itself, rather than from the configuration file.

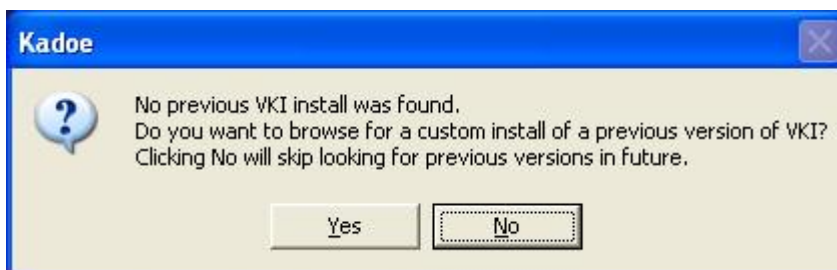
If you use Kadoe Client to import and export data in one of its automatic modes, then the import and export folder structure will change. These folders will be located by default within the new installation location, chosen by you during setup. You may override this behaviour if you prefer.

Quick Start Guide – For New Users

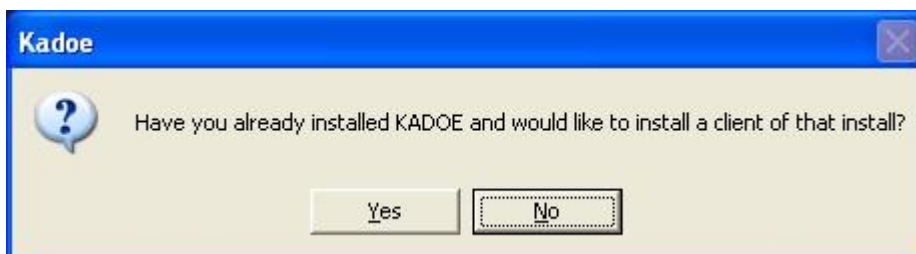
1. Run the Kadoe.setup.exe installer.
2. Read and accept the licence terms in order to proceed.
3. Accept the default Windows user account details, or specify a particular Windows user account if you prefer.
4. Accept the default install folder, or choose another if you prefer. You are advised **not** to install to the Program Files folder.



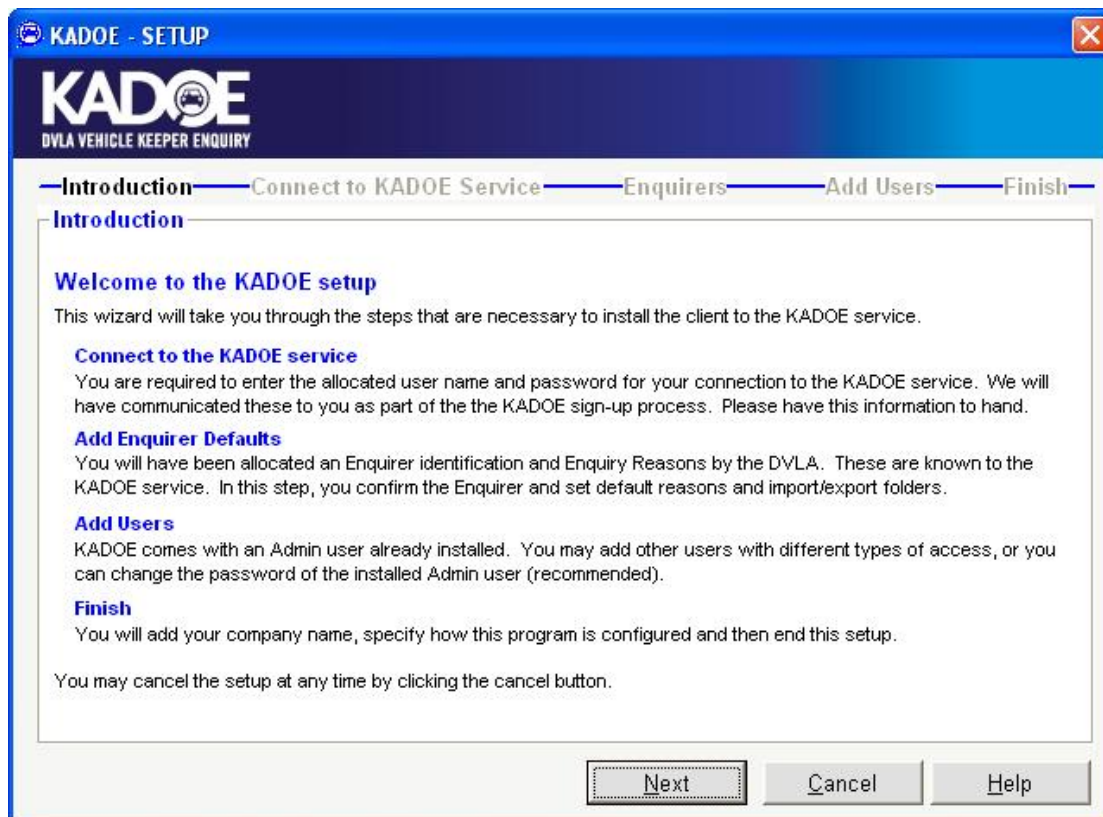
5. When installation completes, launch Kadoe Client from the Start menu or by clicking on its desktop icon.



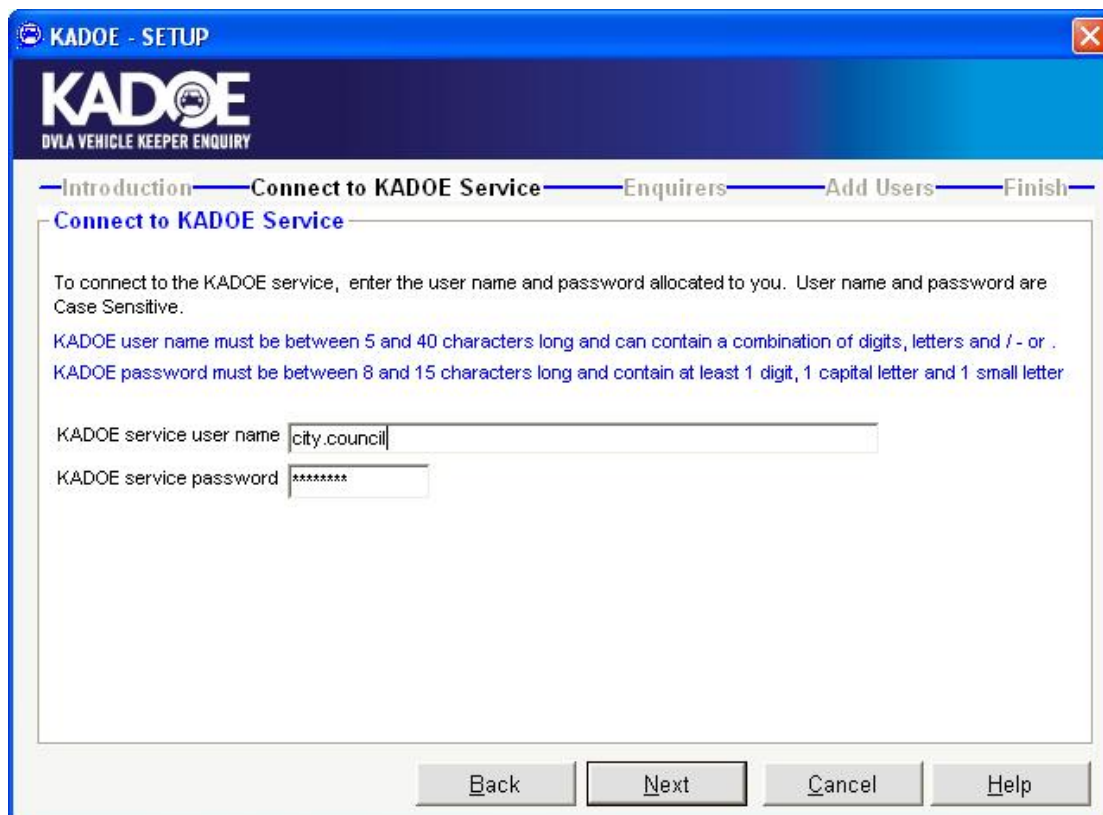
6. When prompted to browse for a previous version, click No.



7. When asked whether Kadoe is already installed, again click No.



8. The Kadoe Client setup wizard is now launched. Click Next.



9. Input your Kadoe Service Username and Password and click Next. Kadoe Client will automatically connect to Kadoe Service.

The screenshot shows the 'KADOE - SETUP' window with the 'Enquirers' tab selected. The window has a blue header with the KADOE logo and the text 'DVLA VEHICLE KEEPER ENQUIRY'. Below the header is a progress bar with five steps: Introduction, Connect to KADOE Service, Enquirers (current), Add Users, and Finish. The main area contains the following fields:

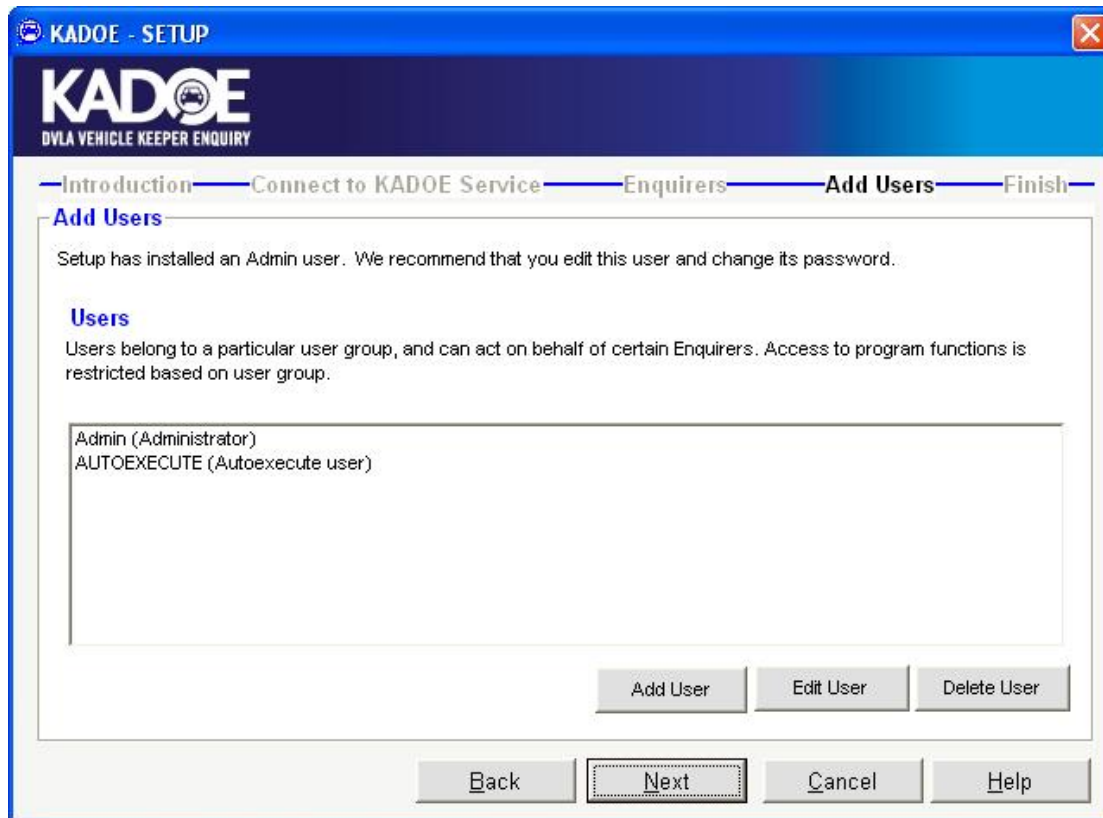
- Enquirer:** A dropdown menu showing 'Parking Control' with a checkmark and the text 'Is the default'.
- Enquirer Id:** A text field containing 'CC001'.
- Intermediary Id:** A text field containing 'C01'.
- Default Reason for Enquiry:** A text field containing 'Parking (01CC)'.

Below these fields is a section titled 'Import and Export folders' with two text boxes and folder icons:

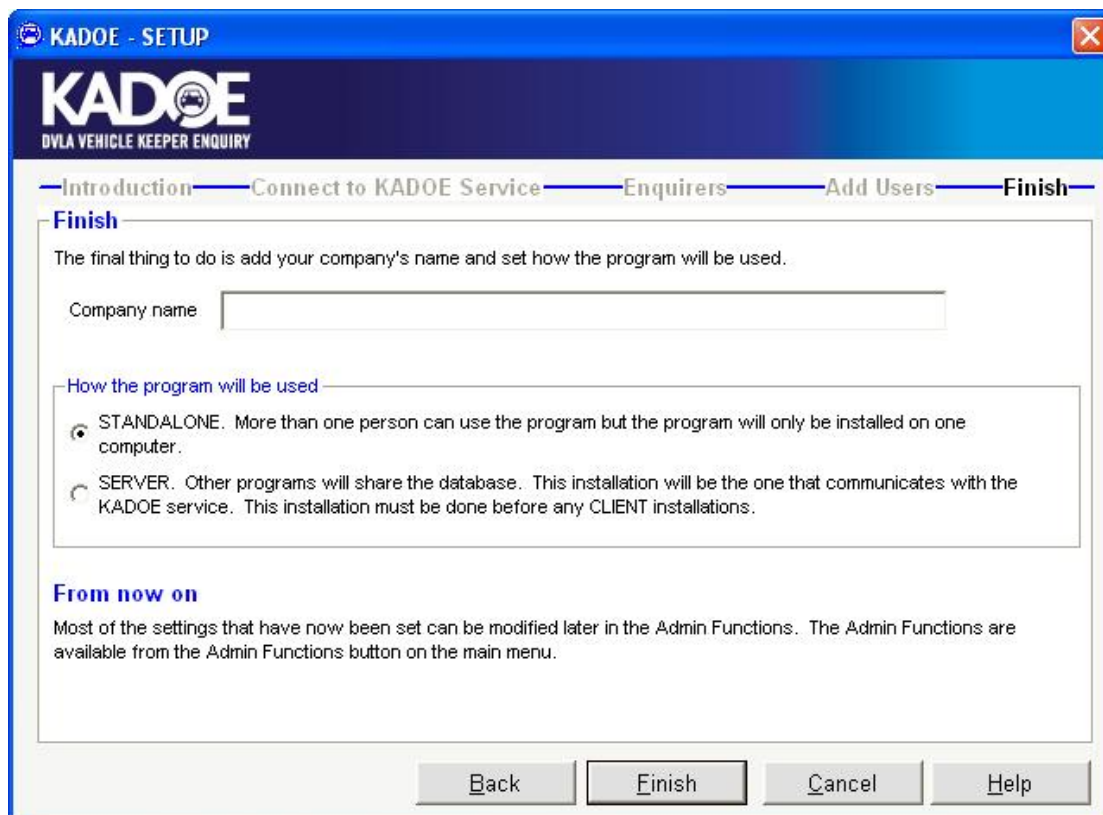
- Folder from which enquiries for this Enquirer are imported:** A text box containing 'D:\KADOE\Parking\Import'.
- Folder to which Responses and Debit Statements are exported:** A text box containing 'D:\KADOE\Parking'.

At the bottom of the window, there is a note: 'Enquirer details can be changed later in the Admin Functions'. Below the note are four buttons: 'Back', 'Next', 'Cancel', and 'Help'.

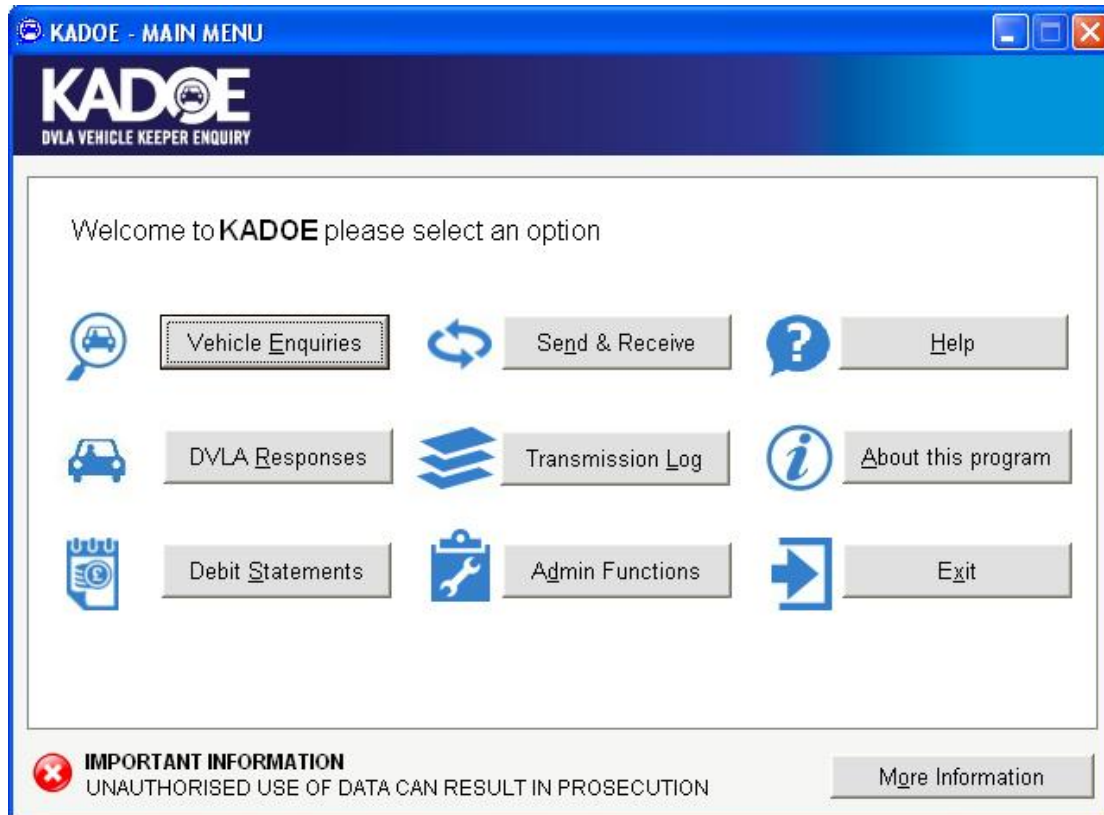
10. Kadoe Client automatically downloads the Enquirer details provided for you by the DVLA.
11. For each Enquirer, you must specify folders to be used for Import and Export files. You may also set a default Reason for Enquiry. Click Next to proceed.



12. Kadoe Client automatically creates an Administrator user for you. Its username and password are both set to "Admin" by default. You may edit these details, and create more users, if you wish. Then click Next.



13. Add your Company Name. This will appear on any printouts you make from Kadoe Client.
14. Choose either a Standalone or a Server installation. If you are going to install Kadoe Client on more machines on your local network, choose Server. Otherwise choose Standalone.
15. Finally, click Finish.



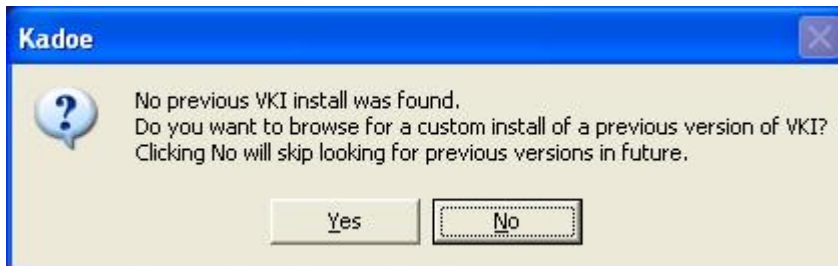
16. You're ready to go. Visit the Vehicle Enquiries screen to begin making Vehicle Keeper enquiries.
17. If you wish to process the test pack of enquiry data, please follow the instructions on page 18.

Quick Start Guide – For Users Upgrading From VKI Version 2

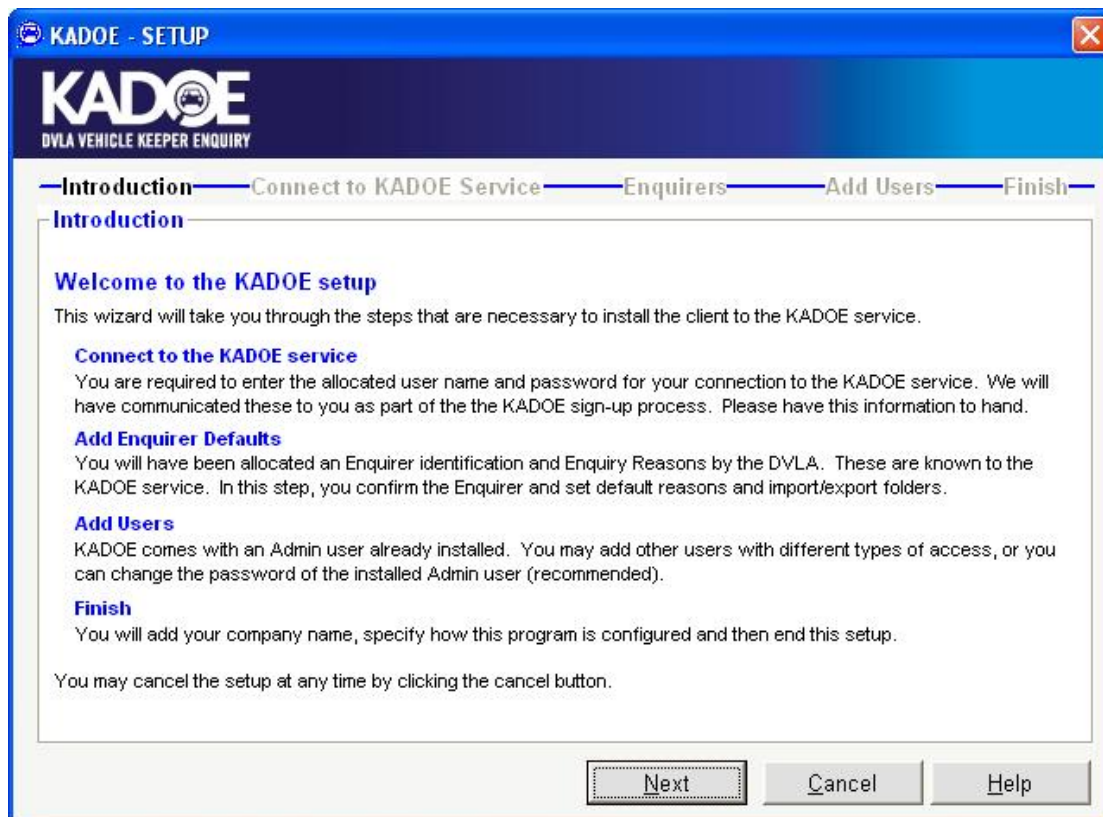
1. Run the Kadoe Client.setup.exe installer. You do not need to uninstall the previous version before upgrading
2. Read and accept the licence terms to proceed
3. Accept the default Windows user account details, or specify a particular Windows user account if you prefer
4. Accept the default install folder, or choose another if you prefer. You are advised **not** to install to the Program Files folder.
5. The installer will warn you if your existing database contains any outstanding enquiries that have either not been sent to the DVLA, or have been sent but not responded to. You are advised to continue to use VKI Version 2 until all outstanding enquiries have been processed. Otherwise, any outstanding enquiries will be deleted.



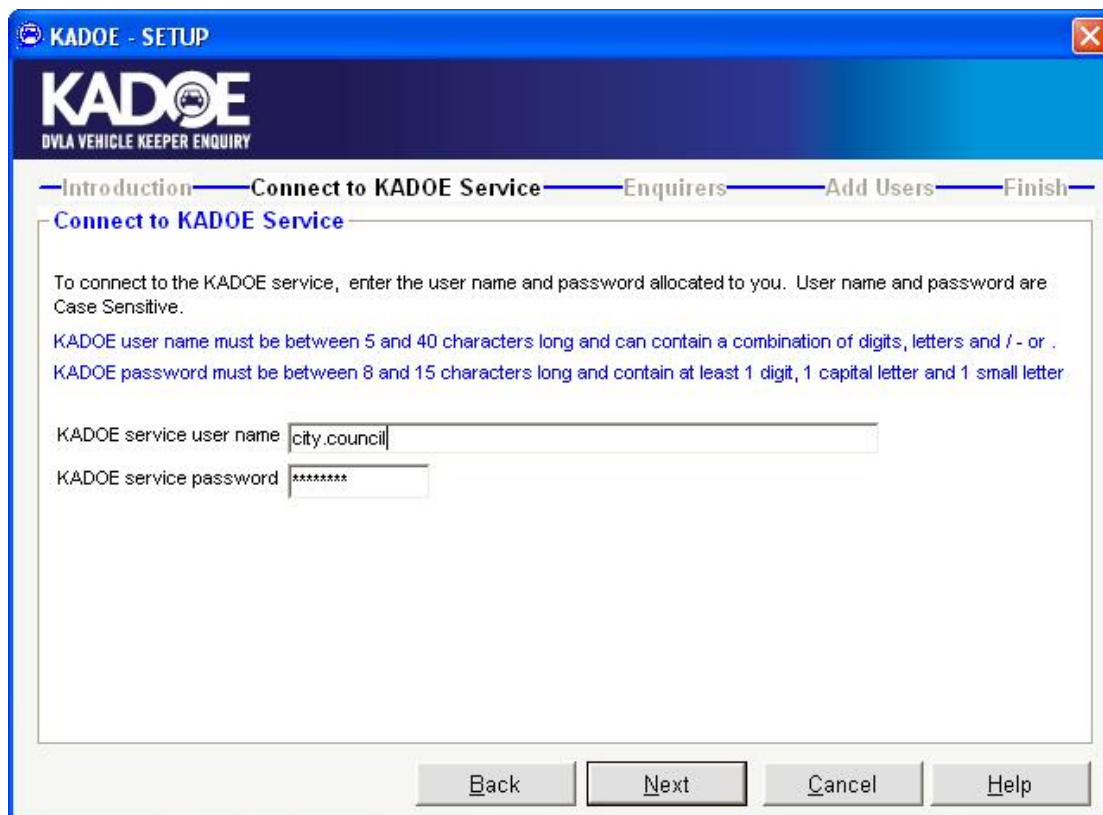
6. When installation completes, launch Kadoe Client from the Start menu or by clicking on its desktop icon.
7. Kadoe Client will search for your VKI Version 2 installation, in order to upgrade your database and import your system parameters and login.
8. If VKI Version 2 was installed in the default location, this will be detected automatically.



9. However, if VKI Version 2 was installed elsewhere, click Yes to browse for the custom install location.



10. The Kadoe Client setup wizard is now launched. Click Next.



11. Input your Kadoe Service Username and Password and click Next. Kadoe Client will automatically connect to Kadoe Service.

KADOE - SETUP

KADOE
DVLA VEHICLE KEEPER ENQUIRY

— Introduction — **Connect to KADOE Service** — **Enquirers** — Add Users — Finish —

Enquirers

Enquirer: Parking Control ☒ Is the default

Enquirer Id: CC001

Intermediary Id: C01

Default Reason for Enquiry: Parking (01CC)

Import and Export folders

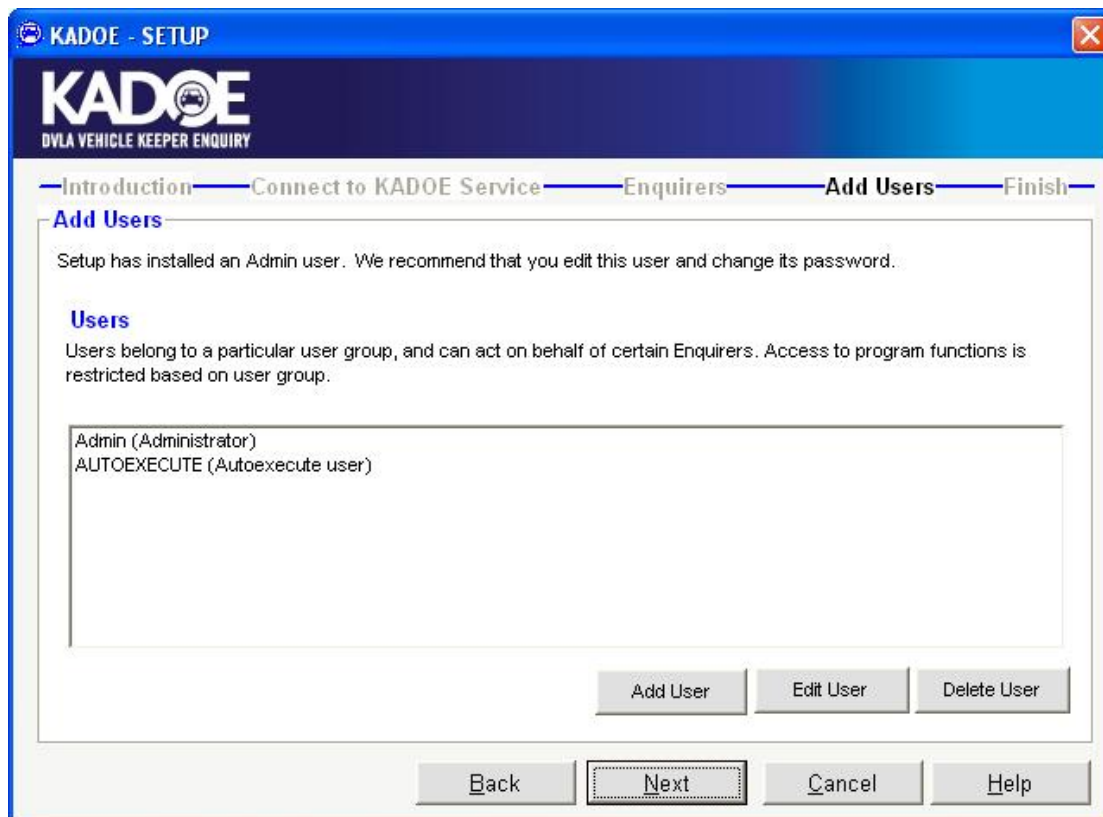
Folder from which enquiries for this Enquirer are imported
D:\KADOE\Parking\Import

Folder to which Responses and Debit Statements are exported
D:\KADOE\Parking

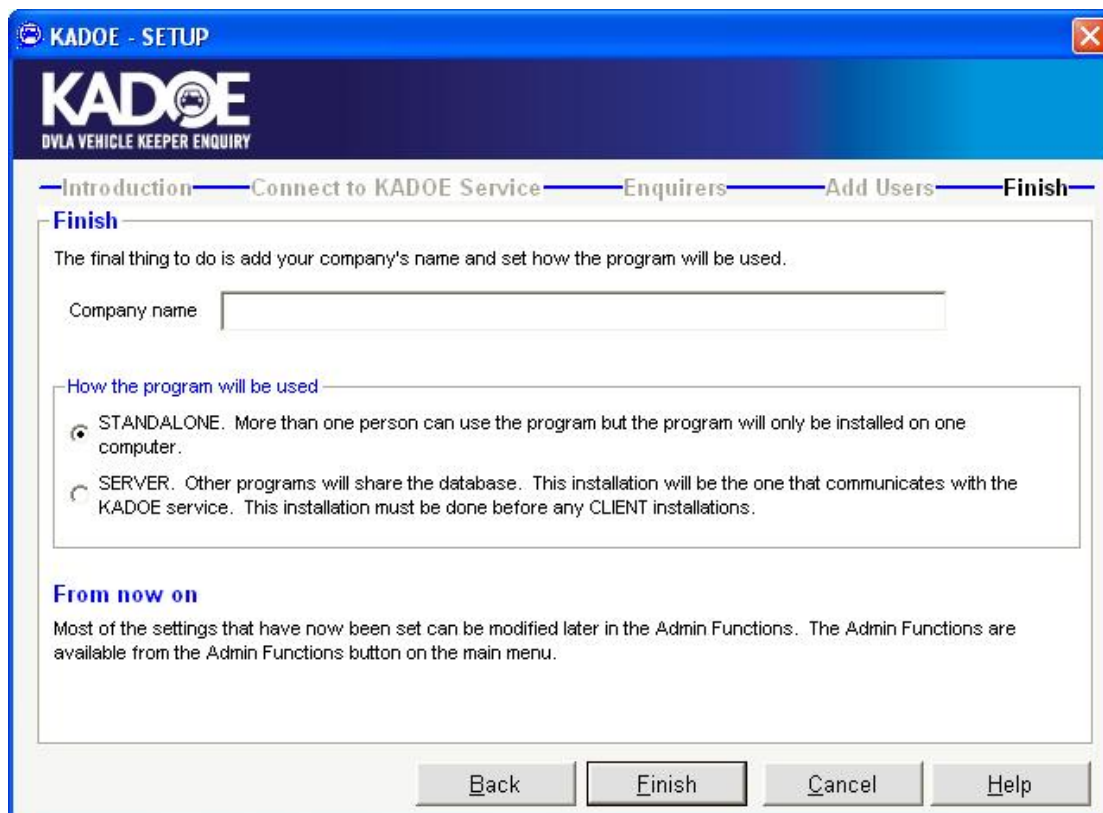
Enquirer details can be changed later in the Admin Functions

Back Next Cancel Help

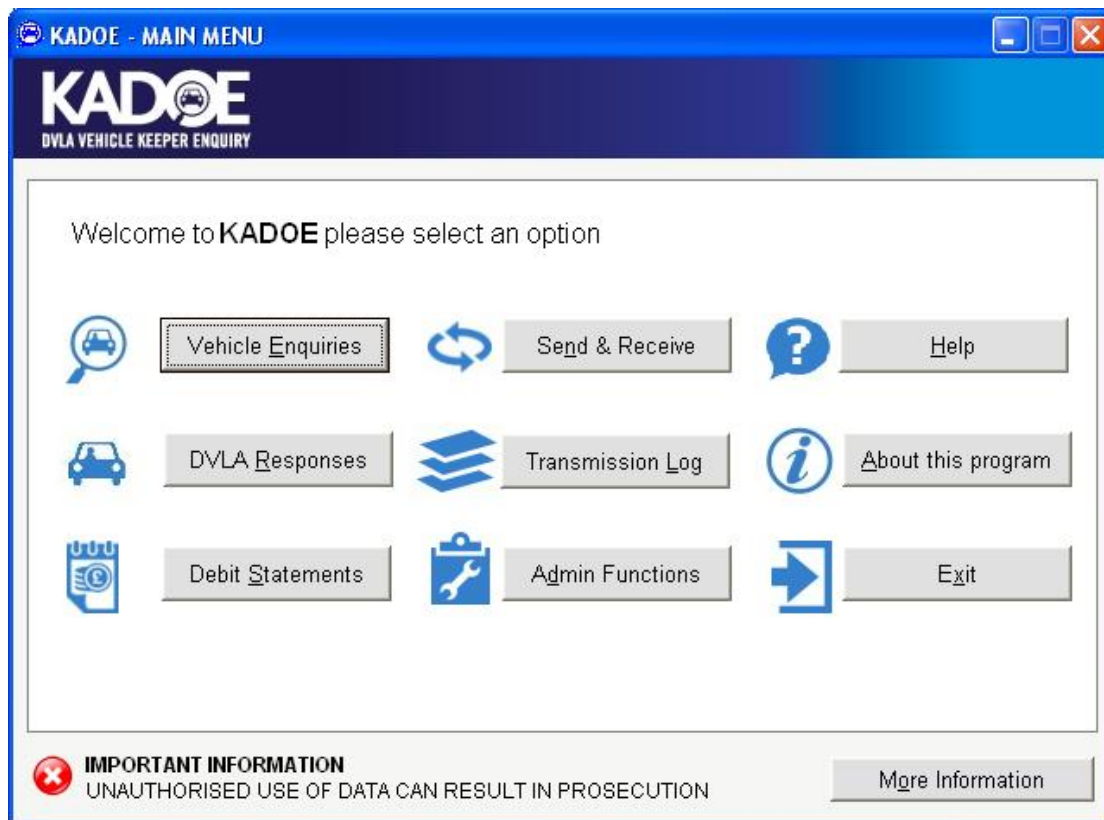
12. Kadoe Client automatically downloads the Enquirer details provided for you by the DVLA.
13. If you have been using VKI Version 2 to perform automatic file import and exports, you can use Version 3 in the same way. Please note that your import and export file paths will be moved to the new install folder, and applied to your default Enquirer.
14. If you have more than one Enquirer, you must specify Import and Export folders for each of them. You may also set a default Reason for Enquiry. Click Next to proceed.



15. Kadoe Client automatically creates an Administrator user for you. Its username is set to your old Party Code, and your password is retained from Version 2. You may edit these details, and create more users, if you wish. Then click Next.



16. Add your Company Name. This will appear on any printouts you make from Kadoe Client.
17. Choose either a Standalone or a Server installation. If you are going to install Kadoe Client on more machines on your local network, choose Server. Otherwise choose Standalone.
18. Finally, click Finish.



19. Your upgrade is complete. Visit the Vehicle Enquiries screen to see what's new.
20. If you wish to process the test pack of enquiry data, please follow the instructions on page 18

At this point, you may also wish to install Kadoe Client on additional machines on your local network. If so, please ensure that VKI Version 2 is not already installed on those machines, by running the uninstaller if necessary.

Quick Start Guide – For Multiple Machine Installations

Once you have installed Kadoe Client on one machine, you can proceed to install the software on multiple machines across your network.

The first installation is denoted as the **Server** machine. All other installations act as local clients to it.

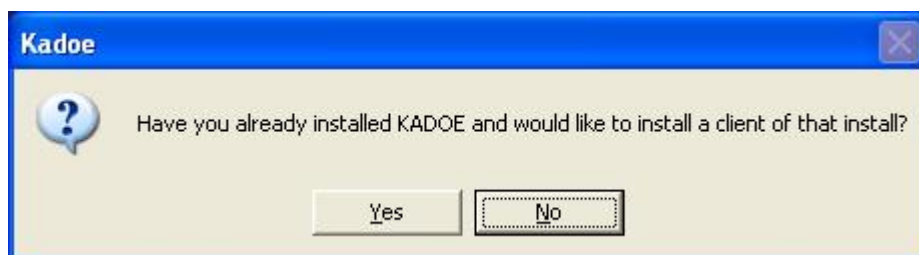
- Send and Receive functions are performed by the local server machine only.
- All other program functions can be performed on any machine.

Begin by installing Kadoe Client on the **Server** machine, by following the appropriate Quick Start Guide above. The **Server** machine will typically be a server computer on your local network to which all local client machines have access.

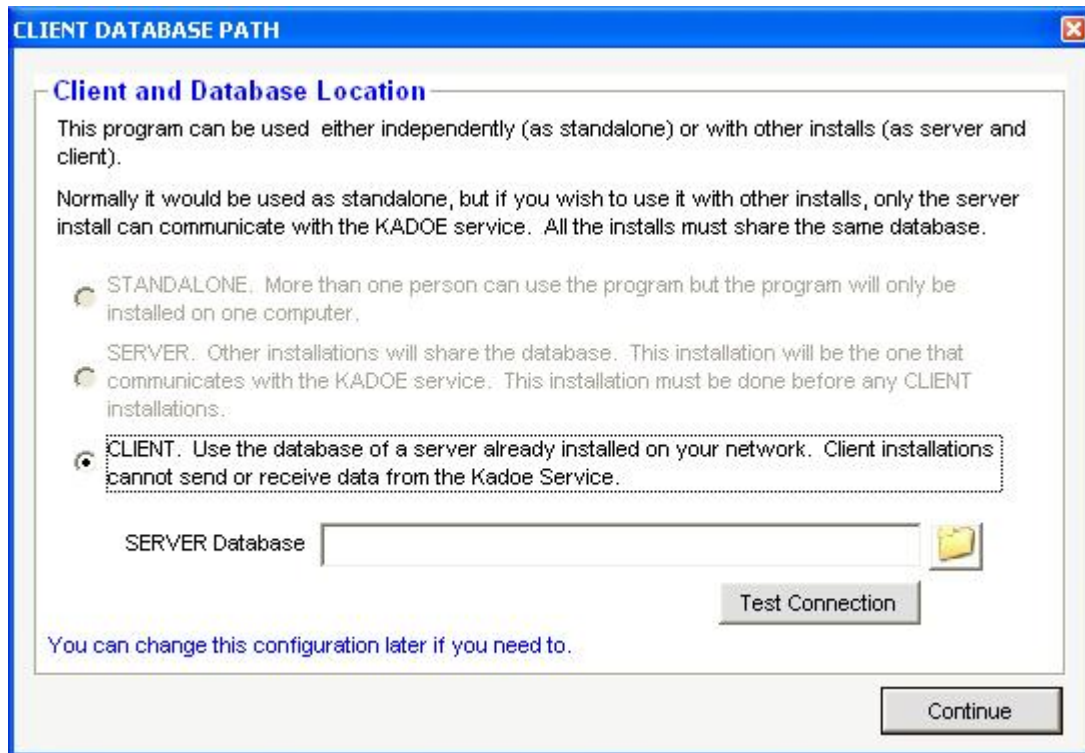
You are advised to create User identities for each additional user of the system.

You may now proceed to install the software on each local client computer. The following steps should be repeated for each installation.

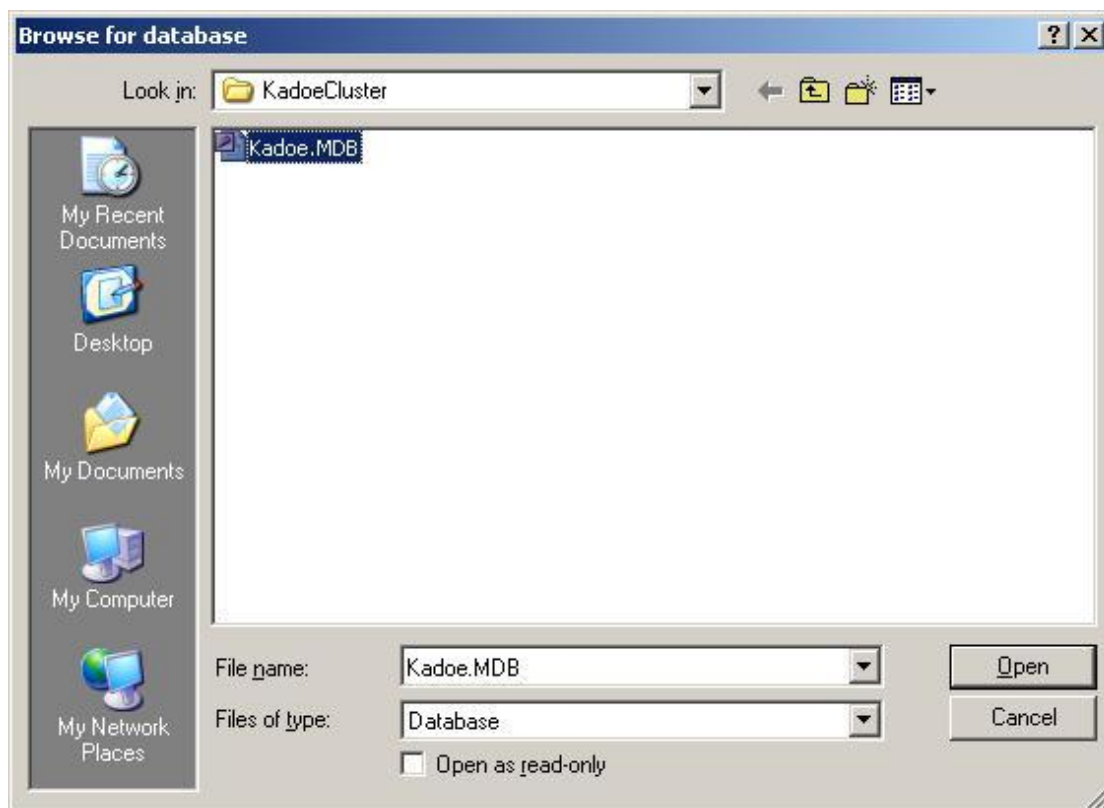
1. Run the Kadoe Client.setup.exe installer on the local client computer.
2. Read the licence terms and accept them to proceed
3. Accept the default Windows user account details, or specify a particular Windows user account if you prefer
4. Accept the default install folder, or choose another if you prefer. You are advised **not** to install to the Program Files folder.
5. When setup completes, launch Kadoe Client from the install folder or the desktop icon.



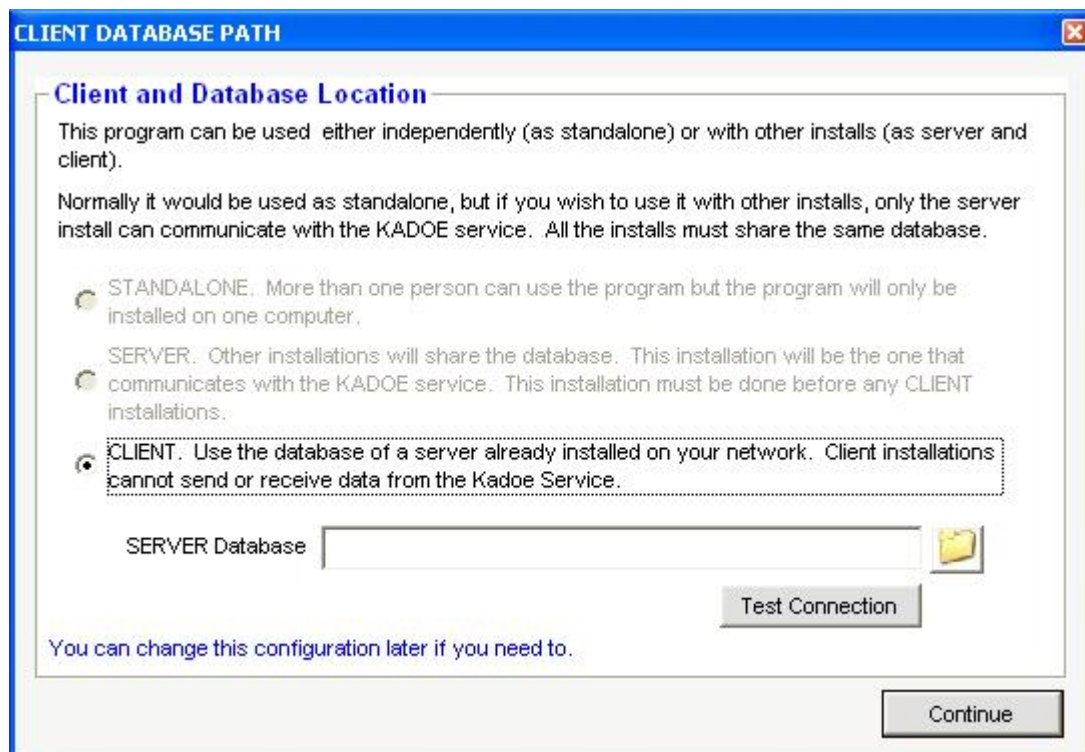
6. You will now be asked whether you would like to install a local client. Choose Yes.



7. You will then be prompted to choose the Server database location. All machines share the database that was set up during the local server installation. Click the folder icon to browse for this database on your network.



8. Browse to the shared database location and click Open. (If you cannot browse to the Kadoe.mdb location, please see “Changing the database location” below.)



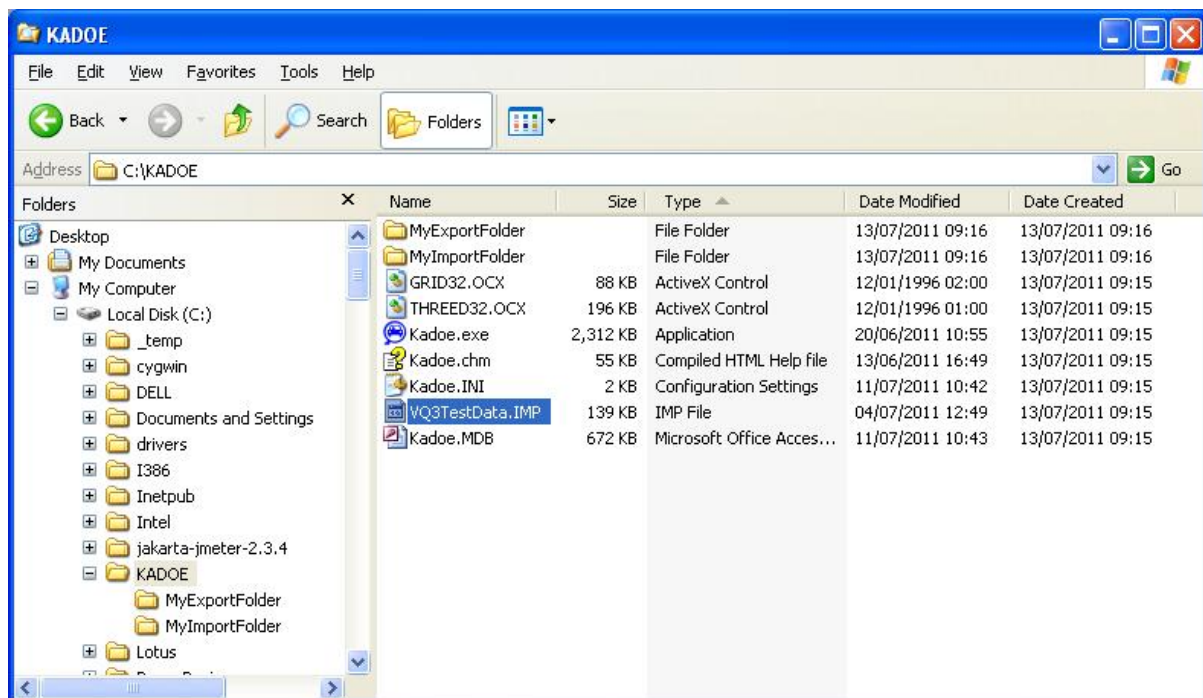
9. Click the Test Connection button to verify that this computer can connect to the shared database.
10. Click Continue.
11. The local client installation is now complete. The user can now log in using the username and password created during the local server installation.
12. If you wish, proceed to install Kadoe Client on other machines on your local network.

Processing the Test Pack

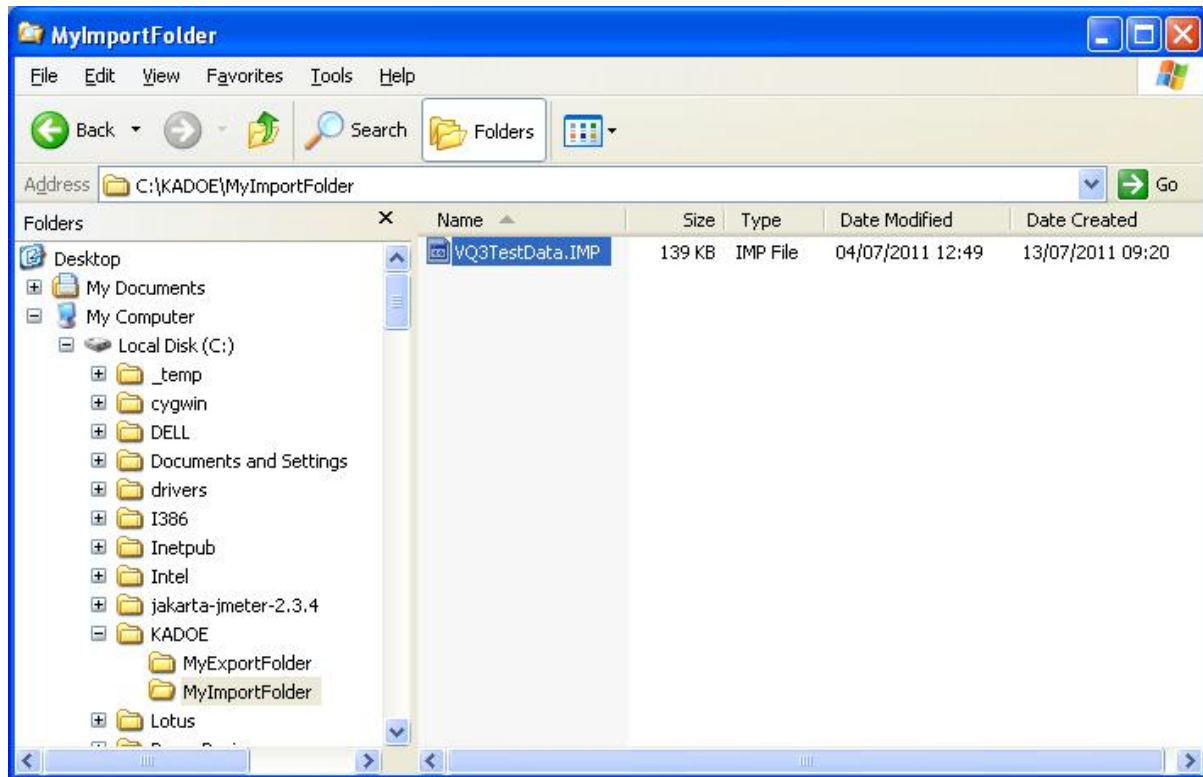
A test pack of enquiry data is provided with your install package. You can round-trip these test enquiries in order to verify that Kadoe Client is working correctly.

The data is provided in the form of an import file, so you can easily import the data from the Vehicle Enquiries screen. You can also input the data manually if you prefer.

1. After installing Kadoe Client, you will find VQ3TestData.IMP in the Kadoe Client installation folder. By default this is C:\KADOE.



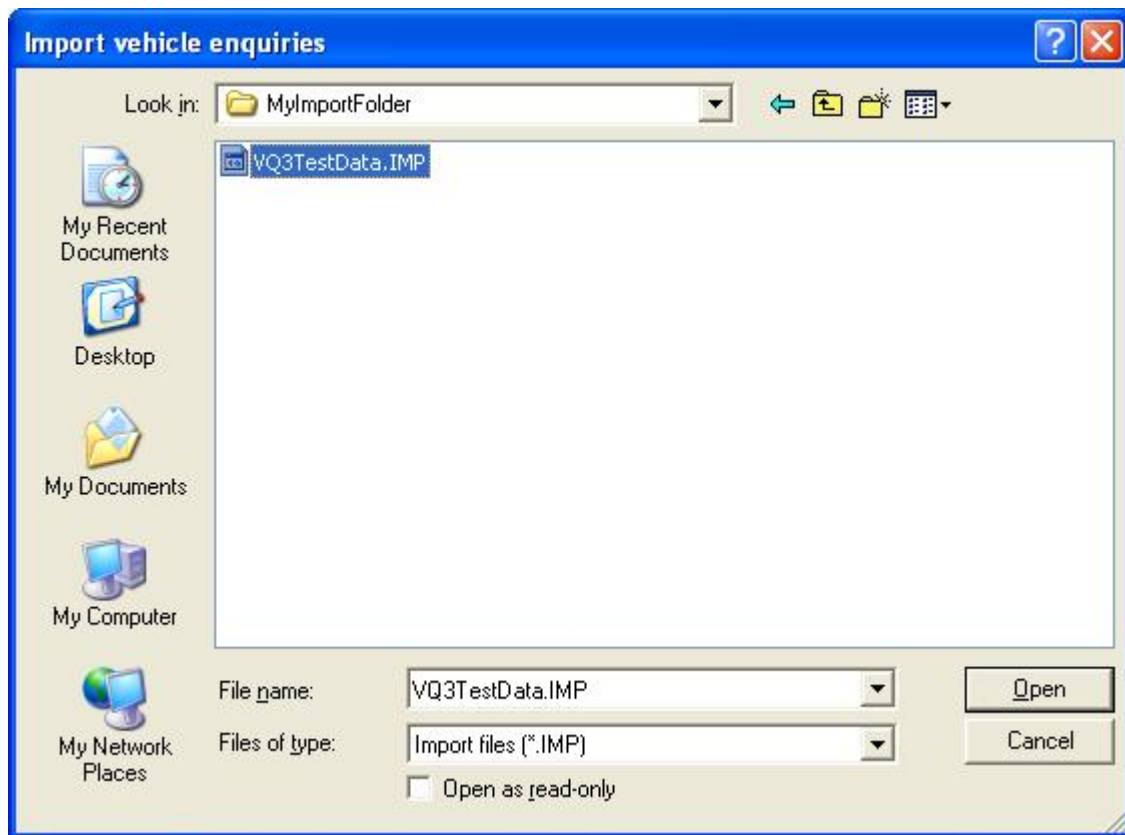
2. Using Windows Explorer, copy VQ3TestData.IMP from the installation folder and paste it into the Import folder that was assigned to your default Enquirer during setup.



3. Launch Kadoe Client



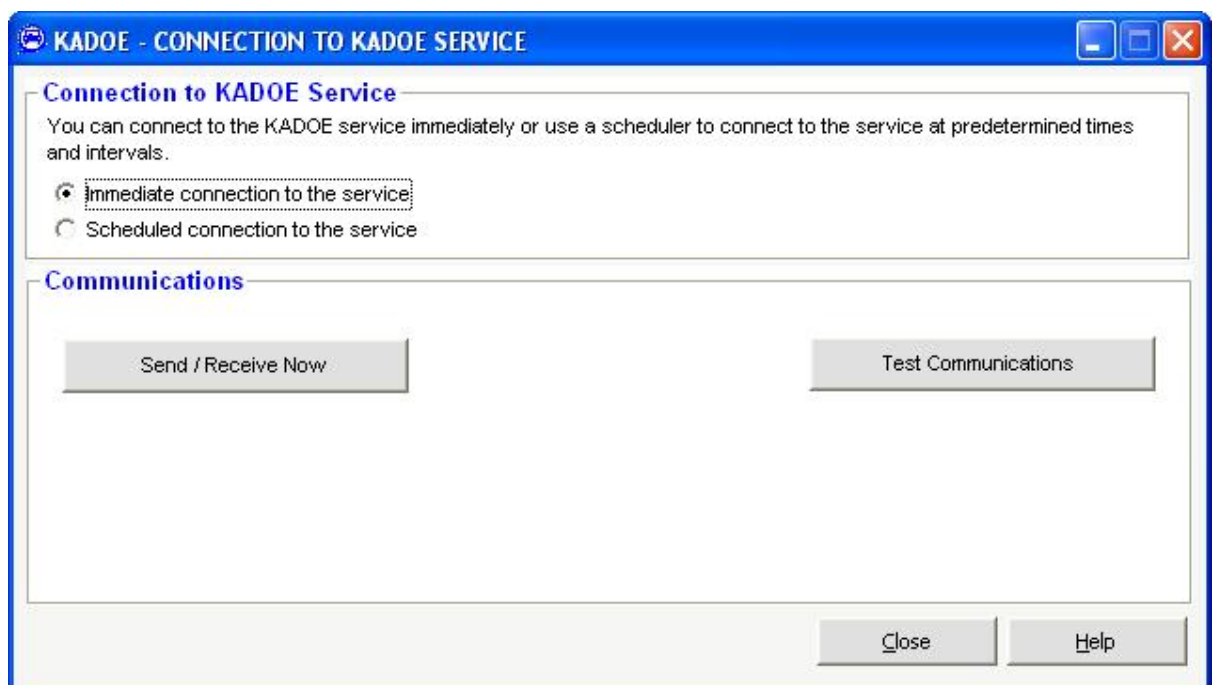
4. Visit the Vehicle Enquiries screen, and click Import. An Open File window will appear. Select VQ3TestData.IMP from the Import folder, and click Open.



5. The test data file contains a handful of enquiries that Kadoe Client will reject on import, either because the VRM has an invalid format, or because the Date of Event is invalid. In respect of these, ensure that the "Continue with the import but SKIP this one" option is checked, and click Continue.



6. Once you have imported (or input) the data to Kadoe, return to the Main Menu, visit the Send and Receive screen, and click the "Send/Receive Now" button.



7. Your test enquiries will now be sent for onward processing. The Kadoe software will automatically detect that these enquiries are part of the test pack, so you will not be charged for them.
8. The following day, DVLA test response data for the test pack will become available. Visit the Send and Receive screen and click the Send/Receive Now button again to download the test response data.
9. Visit the DVLA Responses screen to view your test responses. You may also export or print them.

Setup

Firstly, download and run the installer package from www.kadoe.co.uk.

After installing Kadoe Client, launch the program by clicking its desktop icon, or via the Start menu.

When you run Kadoe Client for the first time, you will be guided through the setup journey step by step. Please ensure that your computer is connected to the internet.

You must complete all the steps in order to run Kadoe Client. However, settings you make now can be changed at a later time.

You may cancel the setup journey at any step. Any setup data you have entered will be discarded. You can begin the setup journey again at another time.

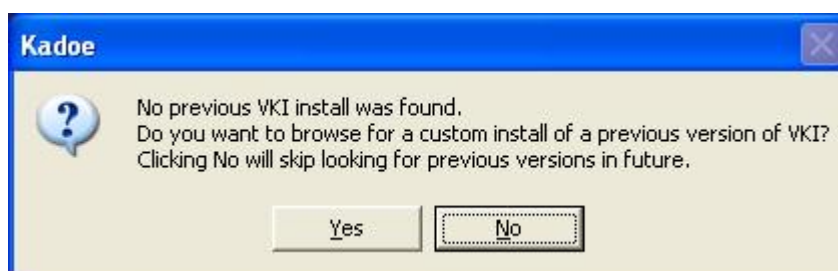
Types of Installation

Users upgrading from VKI Version 2

If you are upgrading from Kadoe Client's predecessor software (VKI Version 2), the program will attempt to detect a previous version in order to maintain your enquiry and response data, logins and system settings.

The program will automatically search for your VKI installation in its default location. The setup journey will then commence.

If no VKI installation was found in the default location, you will be prompted to browse for a custom installation.



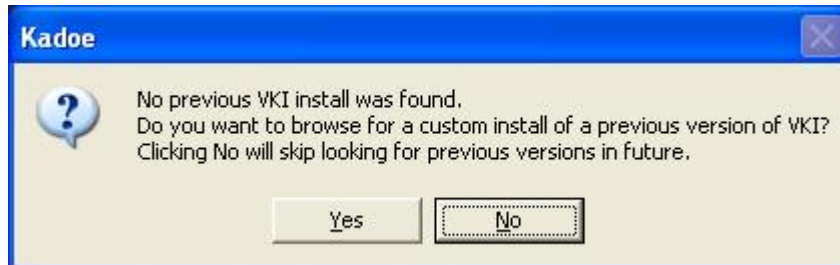
Choose Yes to open an Explorer window and find the location where VKI was installed. Alternatively, choose No to install Kadoe Client as new.

The setup journey will then commence.

Please note that if you cancel the setup journey at any step, your installation will be reverted to VKI Version 2 with no loss of data.

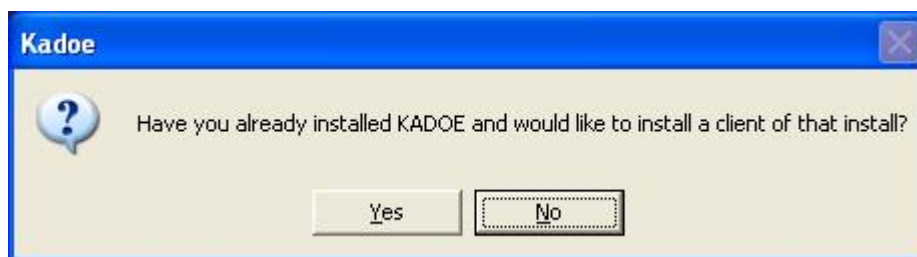
Users installing Kadoe Client for the first time

When you first run Kadoe Client, the program will attempt to detect whether you are upgrading from a previous version. When prompted to browse for a custom installation, choose No.



You will then be asked if you have already installed the software on your local network as part of a multi-machine installation.

Unless you have already installed Kadoe Client on a computer on your local network, choose No.



The setup journey will then commence.

Multi-machine installations

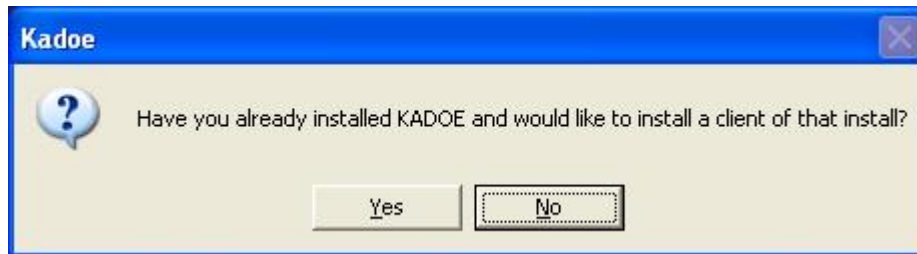
If you are installing Kadoe Client on more than one machine on your network, you only need to perform the setup journey on the first installation (the **Server** installation).

As all other installations will share its database, the Server installation should be performed on a computer accessible to all other computers on your network.

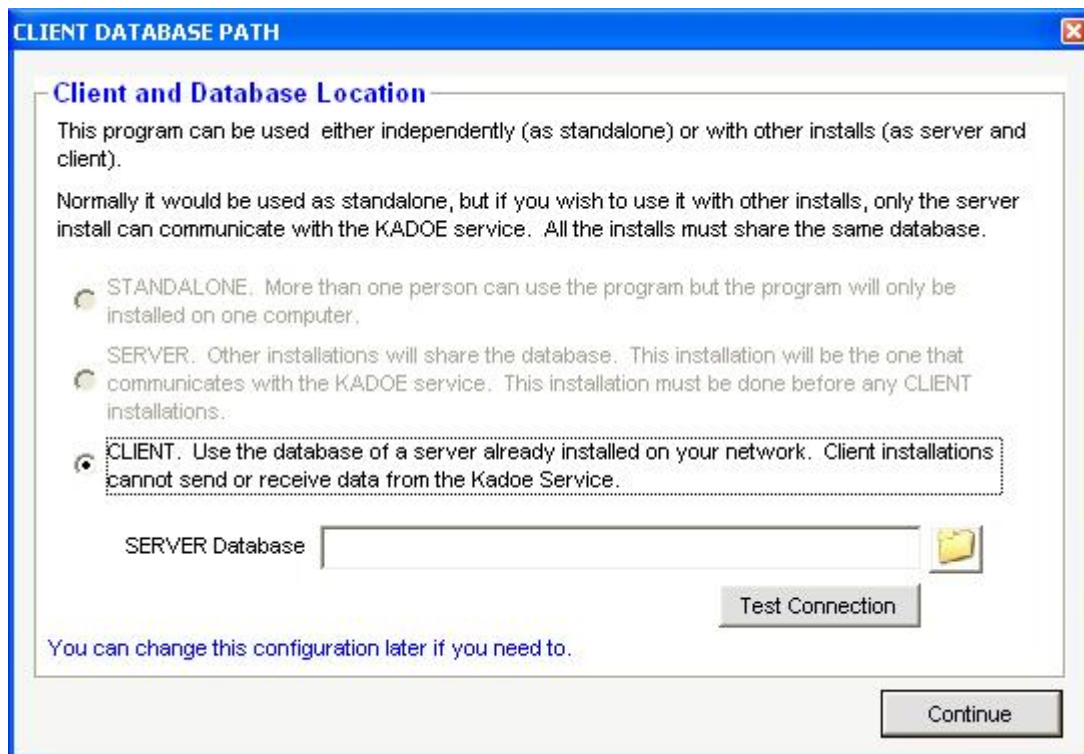
Once the Server installation is done, you can proceed to install Kadoe Client on other computers on your network.

Run the installer, and then launch Kadoe Client from the Start menu or by clicking its desktop icon.

You will be asked if you have already installed the software on your local network as part of a multi-machine installation. Choose Yes when you see this dialogue box.



You will then be prompted to choose the Server database location. Click the folder icon to launch an Explorer window and browse for the Kadoe.mdb file.



Click the Test Connection button to verify that this computer can connect to the Kadoe Client database.

If you cannot browse to the Kadoe.mdb location, please see "Changing the database location" below.

Multi-machine installations when upgrading from VKI Version 2

If you are upgrading from VKI Version 2, the installation that is upgraded initially will be used as the **Server** machine.

Once the upgrade is complete, you may then proceed to install the software on other machines on your network.

Changing the database location

In a multi-machine installation, the database file Kadoe.mdb is shared by all machines.

This means that Kadoe.mdb must be located in a folder that all the machines on your network are able to access.

Setup will automatically locate Kadoe.mdb in the **Server** machine's installation folder. If you wish to change this location, do the following on the **Server** machine.

1. Exit Kadoe Client if it is running.
2. In Windows Explorer, navigate to the **Server** machine's installation folder.
3. Cut and paste the Kadoe.mdb file from the installation folder to its new location.
4. Open the file Kadoe.ini in a text editor such as Notepad.
5. Edit the following setting:

```
Database=+Kadoe.MDB
```

6. Update this setting to reflect the full path of the new Kadoe.MDB location, for instance:

```
Database=D:\Shared\Kadoe.MDB
```

7. Save the Kadoe.ini file and exit Notepad.
8. Launch Kadoe Client again. The software will verify that the new Kadoe.MDB location can be found.

Connect to Kadoe Service

The first step on the setup journey is to connect to the Kadoe Service web application. Your communications to and from the DVLA are routed through this application.

Your Kadoe Client installation will authenticate to Kadoe Service with the username and a password provided to you when licensing the software.

Please enter the username and password exactly as provided. These are case-sensitive.

When you hit the **Next** button, Kadoe Client will perform a communications test. If successful, you will proceed to the next step.

If the communication fails, you will be informed of the reason for failure. Please correct the issue before trying again.

Add Enquirer Defaults

Step two is to download your Enquirer details and add default settings for them.

An Enquirer is an organisation registered to handle Kadoe data. It is identified by an *Enquirer Id*, a unique identity provided and controlled by the DVLA.

If your organisation acts as an intermediary on behalf of partner companies, the DVLA will provide an Enquirer Id for each company and a single *Intermediary ID* common to all.

An Enquirer is registered with the DVLA on the basis of one or more *Reasons for Enquiry*. These correspond to circumstances in its line of work that cause it to request Kadoe details from the DVLA.

Kadoe Client will download these parameters automatically, and pre-populate the default settings.

You may amend these default settings now if you wish. If you have more than one Enquirer, you may amend the settings for each one in turn by choosing it from the dropdown list.

Default Enquirer

If you have more than one Enquirer, one of them is designated as the default Enquirer. Kadoe Client will preselect this Enquirer when you input a vehicle enquiry. You can change this setting by checking or unchecking the “Is the default” checkbox.

Reason for Enquiry

If an Enquirer has more than one Reason for Enquiry, you can set the one you use most often as the default Reason for Enquiry by choosing it from the dropdown list. Kadoe Client will use this Reason for Enquiry when you input a vehicle enquiry or import one from file, unless you choose to override it.

Import and Export folders

You are required to choose an import folder and an export folder for each Enquirer. These are folders on your local filesystem where enquiry data can be imported from, and where response data and debit statements are exported to.

You are advised to choose different folders for each Enquirer.

When you have added your default settings, hit the **Next** button. Kadoe Client will validate these settings. If valid, you will proceed to the next step.

Add Users

Step three is to add or edit Users.

An Administrator user is created for you automatically, with username and password both set to “Admin” by default. Although you can proceed to hit **Next** immediately, we recommend that you edit this user now and change its password.

Highlight the Admin user and click **Edit User**. An “Edit User” window will appear.

Change the password by entering a new value in the “Password” field, and re-entering the same value in the “Confirm Password” field.

You may choose a different user name by editing the value in the “User name” field. You may also change the text description of this user.

Click **Save** to confirm these changes and return to the setup.

If you wish to add more Users at this time, click the **Add Users** button. An “Add User” window will appear.

You are required to input a user name, password and description for this user.

You are required to choose the user group to which this user belongs. Program functions are restricted based on user group.

You are also required to choose the Enquirers on whose behalf this user may act. A user must be assigned to at least one Enquirer.

Click **Save** to create the new user, or **Cancel** to return to the setup.

When you are satisfied with your user settings (remember you can always change these settings later), click the **Next** button to proceed.

Finish

The final step is to add your company name and choose how the program will be used.

Your Company name will appear in printouts made from Kadoe Client.

You may choose either a Standalone installation or a Server installation.

A **Standalone** installation is installed on one computer only. All Users must share this single installation.

A **Server** installation is the basis for a multi-machine installation across your local network. Once the Server installation is complete, you can proceed to install the software on other (client) machines.

As the **Server** and its clients share the same database file, you are advised to perform the Server installation on a computer accessible to all other computers on your network.

Getting Started

Launching the application

Launch Kadoe Client from the Start menu or by clicking on its desktop icon.

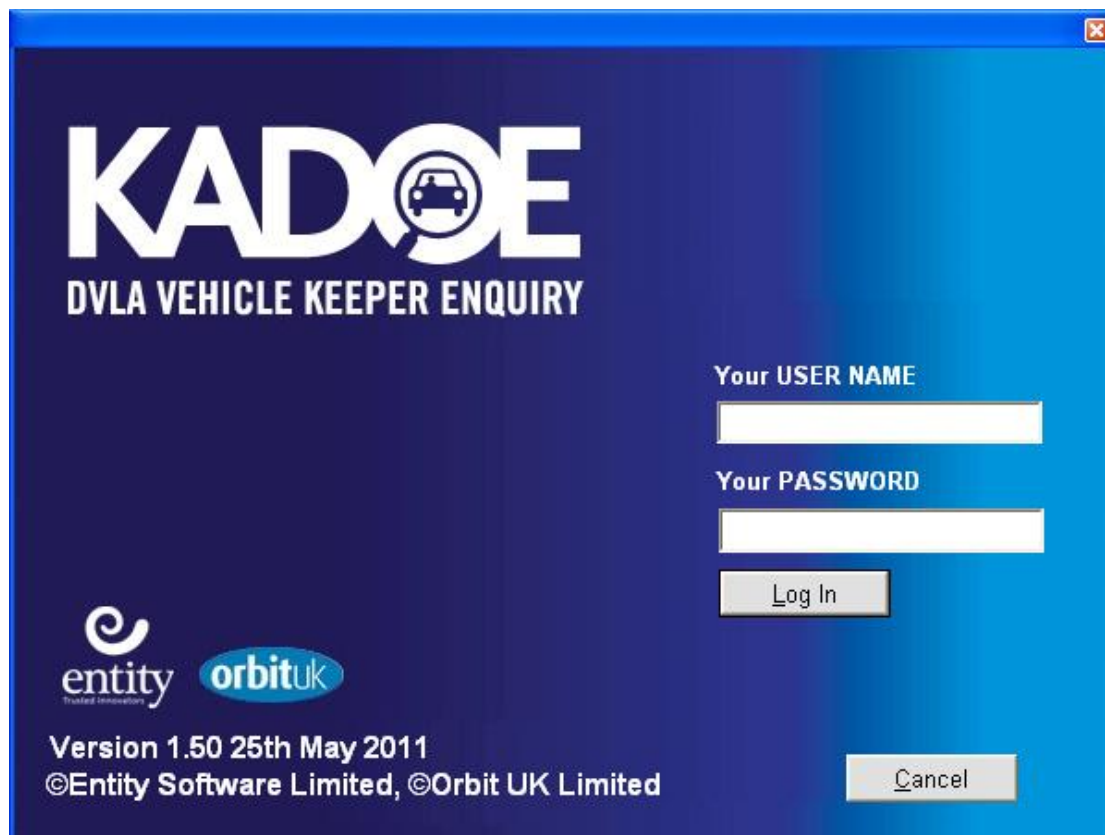


The application will start up. Any data maintenance tasks will run automatically.

Log in

Log in to Kadoe Client using the username and password created for you by an Administrator.

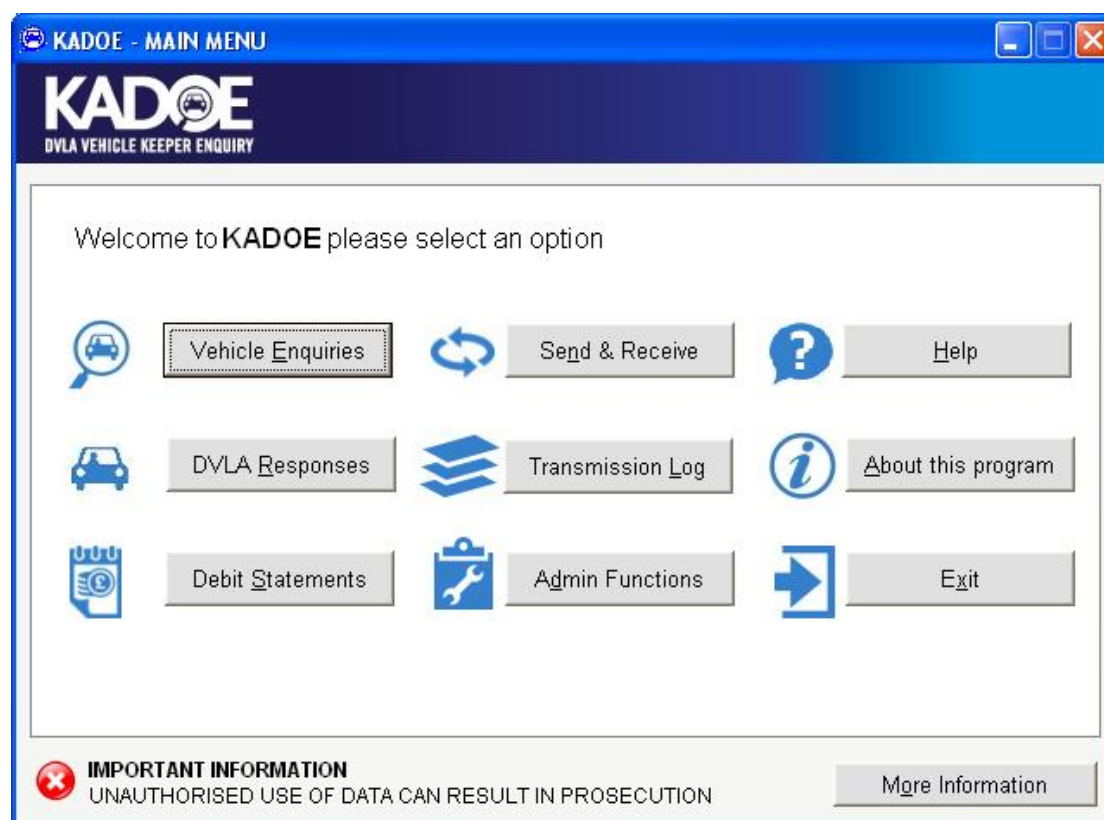
Each user of Kadoe Client has their own username, and can belong to the Normal, Manager or Administrator user group.

A screenshot of the Kadoe Client login window. The window has a blue gradient background. On the left, the 'KADOE' logo is displayed in large white letters, with a car icon inside the 'O'. Below it, the text 'DVLA VEHICLE KEEPER ENQUIRY' is written in smaller white capital letters. At the bottom left, there are logos for 'entity' and 'orbituk', followed by the text 'Version 1.50 25th May 2011' and '©Entity Software Limited, ©Orbit UK Limited'. On the right side, there are two white input fields. The first is labeled 'Your USER NAME' and the second is labeled 'Your PASSWORD'. Below these fields is a 'Log In' button. At the bottom right, there is a 'Cancel' button.

Kadoe Client Main Menu

Kadoe Client functions are accessed through the Main Menu. These functions are restricted based on user group.

- **Administrator** users have access to all of these functions.
- **Manager** users may perform all functions except Admin Functions.
- **Normal** users may create Vehicle Enquiries, view DVLA Responses, view the Transmission Log, and use the Help function.



You may use the keyboard to navigate the Main Menu and any other screen. Use the Tab key to navigate between controls. Press a button by hitting the Enter key. Use a keyboard shortcut by holding down Alt and hitting the underlined key.

Vehicle Enquiries

Your enquiries for Keeper at Date of Event (Kadoe) details are managed on the Vehicle Enquiries screen. You may input your enquiries manually, or import your enquiry data from a file. You may also view the details of current, past and pending enquiries.

Enquiry details are validated for accuracy before being forwarded for processing.

Click the Vehicle Enquiries button on the Main Menu (or hit Alt-E) to launch the Vehicle Enquiries screen.

KADOE - VEHICLE ENQUIRIES

KADOE
DMA VEHICLE KEEPER ENQUIRY

All Enquiries

VRM	Date of Event
FJ284	25/05/2011
GYV988V	25/05/2011
GJ26	25/05/2011
H33JRK	25/05/2011
84MILL	25/05/2011
K331 DGE	25/05/2011
K0856	25/05/2011
KLB59Z	25/05/2011
NP17JYX	25/05/2011
OU6424	25/05/2011
TLU78V	25/05/2011
TH40RBP	25/05/2011
UT7	25/05/2011
V06DMCF	25/05/2011
VK98HRC	25/05/2011
VULPS	25/05/2011
VWIK999Z	25/05/2011

25 Enquiries

Search for

VRM

Days since entered

☒ All Enquiries
☐ Enquiries waiting to be sent
☐ Enquiries with errors
☐ Enquiries awaiting response

Vehicle Enquiry

VRM: KLB59Z
Date of Event: 25/05/2011 [\[dd/mm/yyyy\]](#)
Reference: Valid StgReg KLB59Z
Enquirer: Countrywide Car Parks
Reason for Enquiry: Parking (22PC)
Date of Enquiry: 06/06/2011 [\[dd/mm/yyyy\]](#)
Skip VRM validation ☐
When Entered: 06/06/2011
When Prepared:
When Sent:
Response Received ☐

Messages and Errors

Add New Enquiry

Click Add New Enquiry to input enquiry details manually. The right-hand side of the screen becomes a form.

Vehicle Enquiry

VRM	<input type="text"/>
Date of Event	<input type="text" value="10/06/2011"/> (dd/mm/yyyy)
Reference	<input type="text"/>
Enquirer	<input type="text" value="Countrywide Car Parks"/>
Reason for Enquiry	Parking (02PC)
Date of Enquiry	<input type="text" value="10/06/2011"/> (dd/mm/yyyy)
Skip VRM validation	<input type="checkbox"/>
When Entered	<input type="text" value="10/06/2011"/>
When Prepared	
When Sent	
Response Received	<input type="checkbox"/>

Please enter the following data:

- **VRM** The Vehicle Registration Mark (number plate) whose Kadoe details you are requesting from the DVLA. Kadoe Client will verify that this is a valid UK mainland or Northern Ireland VRM, unless you choose to “Skip VRM Validation”
- **Date of Event** The date on which the event took place, in the dd/mm/yyyy format. This must be within the last 6 months. It defaults to today’s date.
- **Reference** Your own reference for this enquiry. Kadoe Client will create a unique reference for you if you leave this blank.
- **Enquirer** The name of the Enquirer on whose behalf this enquiry is made. If your organisation is acting as an intermediary for Vehicle Enquiries, please choose the relevant Enquirer from the list.
- **Reason for Enquiry** The reason why this enquiry is made. This will be chosen from a list of one or more reasons approved for your use by the DVLA.
- **Date of Enquiry** The date on which this enquiry is made, again in the dd/mm/yyyy format. This defaults to today’s date.

Taken together, these six pieces of data form an Enquiry.

Click the Save Enquiry button (or hit Enter or Alt-S) to validate your enquiry and save it.

If your enquiry is valid, it will appear in the Enquiry Selection List on the left-hand side of the screen. If any validation errors are found, you are required to correct them before the enquiry can be saved.

If the VRM you input matches the VRM of an Enquiry that already exists on your system, the system will detect a possible duplicate. You will be asked to confirm if you really wish to add the duplicate Enquiry.

If your organisation acts as an intermediary, the system will only detect a possible duplicate if both the VRM field and the Enquirer field are matched.

When you have finished inputting Enquiry details, click the “Cancel Add” button.

Enquiry Selection List

View a summary list of your Vehicle Enquiries here, and click on any entry to review its details.

Enquiries

VRM (Z..A)	Date of Event
YS53CWR	23/03/2011
Y7NHC	23/03/2011
XZ0	23/03/2011
XI046	23/03/2011
XCI579	23/03/2011
WXI6420	23/03/2011
WT53CXR	23/03/2011
WRL20V	23/03/2011
WRL208	23/03/2011
WQL2	23/03/2011
WQL020	23/03/2011
WQK0	23/03/2011
W64GAV	23/03/2011
W002	23/03/2011
VQK297	23/03/2011
VQK146	23/03/2011
VQK1	23/03/2011

213 Enquiries

Search for

VRM

Days since entered

☒ All Enquiries

☐ Enquiries waiting to be sent

☐ Enquiries with errors

☐ Enquiries awaiting response

You can filter the list according to the current Enquiry status.

- **Enquiries waiting to be sent** Enquiries which have been input or imported on your system, but not yet sent for onward processing.
- **Enquiries with errors** Enquiries which have been input or imported on your system, but were found to be invalid
- **Enquiries awaiting response** Enquiries which have been sent for onward processing, but which have not been responded to yet
- **All enquiries** All of the above, plus those enquiries which have been responded to

You can also filter the list by entering a full or partial **VRM**. Enter a search term of up to seven characters in the VRM field, and click the Search button (Alt-S). The list will be narrowed down to those VRMs whose leftmost characters are a full or partial match for the search term.

You can also filter the list by entering a **Days since entered** parameter. Enter a one, two or three-digit number. The list will be narrowed down to those enquiries which were input or imported to the system within this number of days.

Press the Clear button to reset all the filters. The full Enquiry Selection List will be reloaded.

Click on the VRM or Date of Event list header to sort the filtered list in ascending or descending order.

Enquiries will be displayed in this list until they are archived by the Data Maintenance process (REFERENCE_REQUIRED).

Edit Enquiry

Highlight an enquiry in the Enquiry Selection List that is either waiting to be sent, or has errors. Then click the Edit Enquiry button (Alt-E) to edit its details.

The right-hand side of the screen becomes a form.

Vehicle Enquiry

VRM	0024JUL
Date of Event	23/03/2011 (dd/mm/yyyy)
Reference	InvNIR 0024JUL
Enquirer	Hick' Parking Co
Reason for Enquiry	Crime Detection
Date of Enquiry	13/04/2011 (dd/mm/yyyy)
Skip VRM validation	<input type="checkbox"/>
When Entered	13/04/2011
When Prepared	
When Sent	
Response Received	<input type="checkbox"/>

Messages and Errors

The VRM (0024JUL) contains invalid character combinations.

Clear Errors

Cancel edit Save changes Delete Selected Enquiry

If the enquiry was imported but was found to be invalid, an error message will appear in red text in the Messages and Errors field. Enquiries with errors will not be sent for processing unless the error is resolved. You need to do two things to resolve the error:

- Clear the error condition by clicking the Clear Errors button
- Correct the error condition by entering data that is valid

When you have made your changes, click Save (Alt-S), and the enquiry will be validated and saved.

To discard your changes, click the “Cancel edit” button.

Enquiries awaiting a response may not be edited.

Delete Enquiry

Highlight an enquiry in the Enquiry Selection List that is either waiting to be sent, or has errors. Then click the Delete Selected Enquiry button (Alt-D).

You will be prompted for confirmation. Once an enquiry is deleted it cannot be recovered.

Enquiries awaiting a response may not be deleted.

Print Enquiry

Click the Print button (Alt-P) to output enquiry details to the printer. Enquiry details are printed as a fixed-width table.



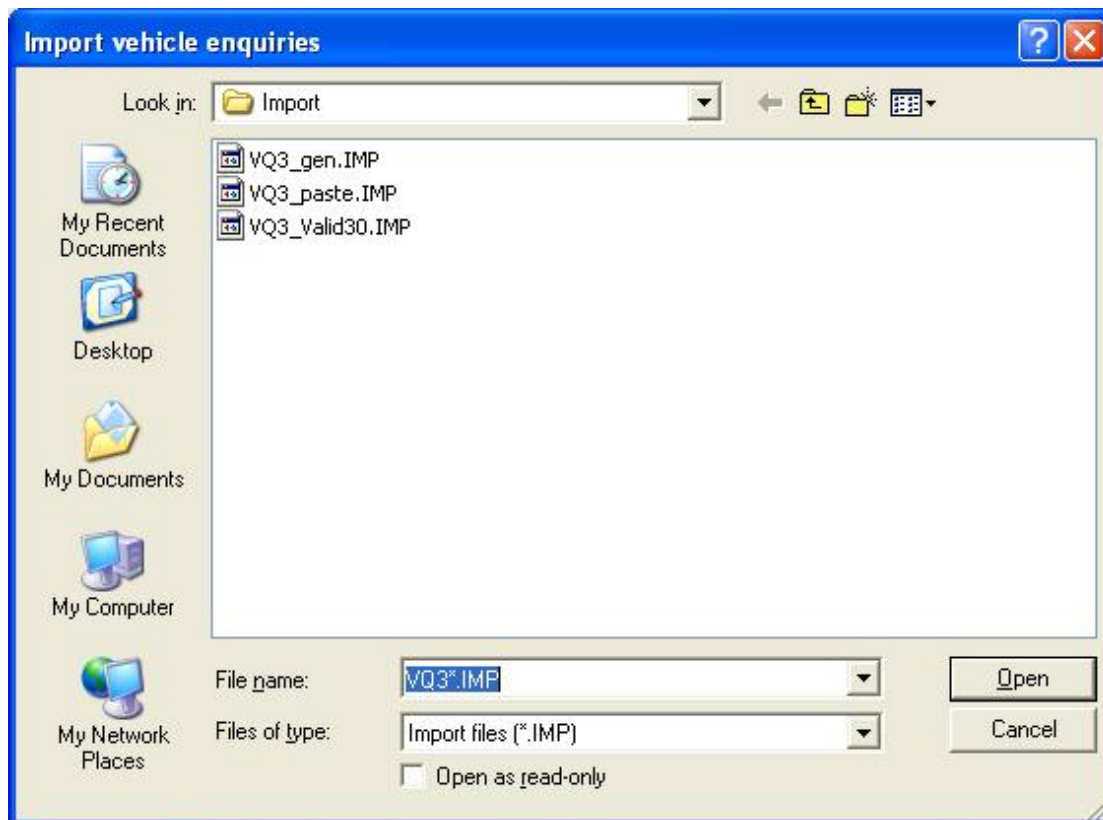
You may choose to print all the enquiries in the Enquiry Selection List, or just the Enquiry that is currently highlighted. If you choose "All the enquiries in the list", the printout will respect any search filters that are currently applied.

Kadoe Client will choose your default printer automatically, but you may specify a different printer by clicking Another Printer (Alt-A).

Click Print (Alt-P) to start printing, or Cancel (Alt-C) to return to the Vehicle Enquiries screen.

Import Enquiry

Click Import to import enquiry data from a file instead of inputting it manually.



An Import vehicle enquiries dialog window appears. You may only import files from the folder location specified on the Enquirers tab of the Admin functions screen. (REFERENCE_REQUIRED)

The default file extension is *.IMP, but users with a proprietary file format may choose to override this setting, as noted in the Appendix to the User Guide. Kadoe Client will only look for files whose file extension is exactly as specified, including capitalisation.

Import files must be structured row-wise, with each row in the file representing a single enquiry. At a minimum, a VRM and a Date of Event must be provided on every row. Other data such as a Reference, the Date of Enquiry, and the Enquirer and Reason for Enquiry details may additionally be provided, as specified in the import file schema in the Appendix to the User Guide.

Import files may be formatted in one of the following common file formats:

- **Comma-separated values** Each field in a row of data is separated by a comma character
- **Tab-delimited** Each field in a row of data is separated by a tab character
- **Fixed width** Each field in a row of data has a fixed width

Kadoe Client will detect the file format automatically.

Choose a file in the dialog window and click Open to begin the import process.

Import Enquiry - Multiple Enquirers

If your organisation acts on behalf of more than one Enquirer, then you will be asked select an Enquirer before choosing an import file.

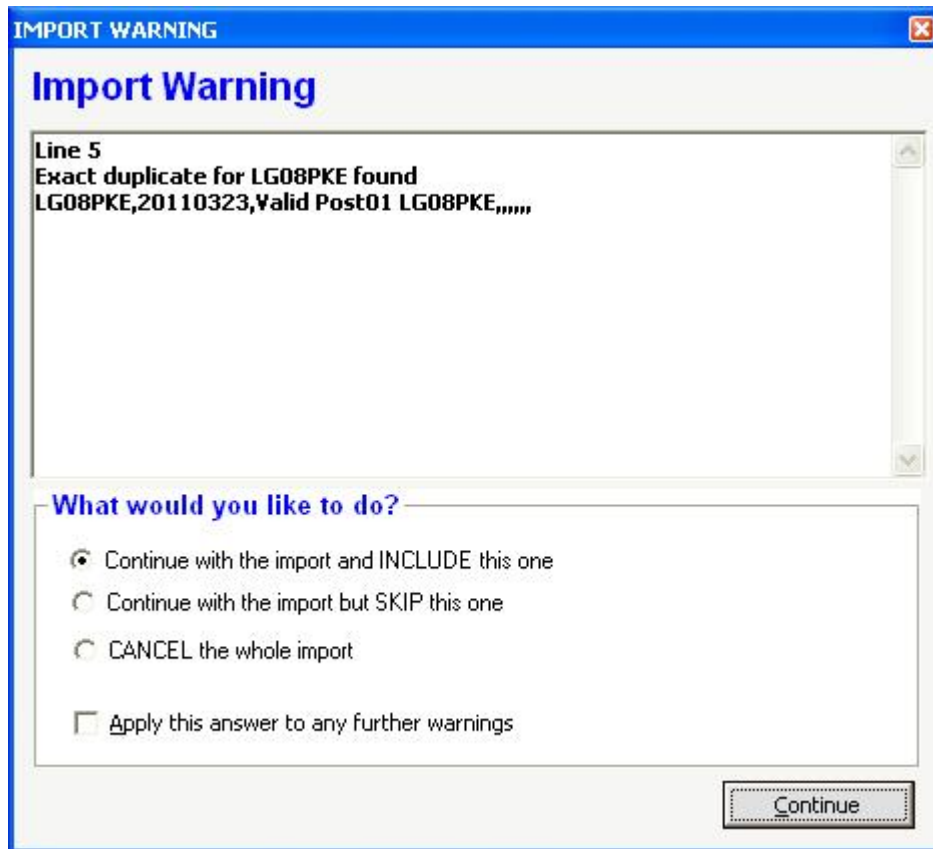


You will then be asked to choose an enquiry import file from the import location for your selected Enquirer.

If your enquiry import file does not specify an EnquirerId on any enquiry row, Kadoe Client will populate this field for you automatically, using the Enquirer you selected. However, if an EnquirerId is specified in the import file, it will not be overwritten.

Import File Validation

Kadoe Client will validate each enquiry in the import file for data validity and data duplication.



An Import Warning dialog will appear if invalid or duplicate enquiry data is found. The dialog message reproduces the data row containing the invalid or duplicate data, along with some explanatory text.

Invalid enquiries:

- An invalid VRM is one that does not meet DVLA rules for legal character combinations in a mainland UK or Northern Ireland Vehicle Registration Mark.
- An invalid Date of Event, Date of Enquiry or Date When Entered may be invalid due to its format (which should be YYYYMMDD) or its value (which may not, for example, be in the future).
- An invalid Enquirer Id, Enquiry Code or Intermediary Id will be inconsistent with the details provided by the DVLA in respect of your organisation.

Exact duplicate:

- An exact duplicate is a perfect match on both VRM and Date of Event for an enquiry that is already in the system or in the import file itself.
- If your organisation acts as an intermediary, then an exact duplicate is defined as a perfect match on all three of the VRM, Date of Event and EnquirerId fields.
- **An exact duplicate is treated as an error.** Even if you import it, it will not be sent for onward processing.

Partial duplicate:

- A partial duplicate is a match on the VRM field, but not the Date of Event field, for an enquiry that is already in the system or on another row of the import file.
- A partial duplicate is **not** treated as an error. If you choose to import it, it will be sent for onward processing.

You will be prompted to choose how to proceed. Your choices are:

- **Continue and include** Import the enquiry regardless. If the enquiry is invalid or an exact duplicate, it will be imported as an “Enquiry with errors”
- **Continue but skip** Do not import the invalid or duplicate enquiry, but continue to process the remainder of the file
- **Cancel whole import** Stop the import process and do not import any enquiries at this time

Click Continue (Alt-C) to take this action and proceed.

If you would like all invalid, exact duplicate, or partial duplicate enquiries to be treated in like manner, check the “**Apply this answer to any further warnings**” box before clicking Continue.

If you choose to “Continue and Include”, Kadoe Client will attempt to import the data field exactly as it is in the import file. If Kadoe Client cannot interpret the data, the field will be imported as empty.

When the Import process is complete, you will be notified of the number of enquiries that were imported. If you chose the Continue and include option in respect of any invalid enquiries, you will also be informed of the number of enquiries that were imported with errors.



You can identify invalid enquiries by applying the “Enquiries with errors” filter. Resolve the errors by selecting the enquiry and clicking Edit Enquiry or Delete Selected Enquiry.

DVLA Responses

The responses made to your Vehicle Enquiries are managed on the DVLA Responses screen. You may view the DVLA Response data, make printouts of it, and export it to a file for further processing. You may also add comments to a particular response, and blacklist any VRMs which you do not wish to enquire against in future.

Click the Enquiry Responses button on the Main Menu (or hit Alt-R) to view the DVLA Responses to your enquiries.

KADOE - VEHICLE RESPONSES

Responses

- VRM
- 1357YE**
- 14KVB
- 1975RC
- 1975Y
- 197HSC
- 19T
- 19TO
- 208ALP
- 2488B
- 2488CH
- 248WBM
- 248WCH
- 24R
- 24WV
- 29UCV
- 30NR
- 3188M
- 319SMH
- 31X
- 31YEN
- 3246X
- 3579E

400 Responses

Search for

VRM

Received in last days

☐ Only Responses with errors

Enquiry

VRM **1357YE** Reference **VALID AGELESS 1357YE** Received **05/02/2013** Response Date **05/02/2013**

Date of Event **23/01/2013** Enquirer **Dev Parking Solutions**

DVLA Messages

Vehicle

Make **NISSAN** Engine Capacity **990**

Model **MICRA INSPIRATION 16V** Seating Capacity **4**

Colour **GREEN** Taxation Category **CD**

VIN **AZ98ERTYU87654321**

First Registered **31/01/1999** Date of Recovery Date of Scrapping Previous Keepers **6**

Licence Expiry **02/08/2015** Date of Export Date of Theft Last Keeper Change **21/05/2011**

Keeper

Title **Miss**

Surname **Burnside** Address **Apartment 3A**

Forename **Benise Jane** **11 Mill Road**

Stanley

Town/City **Wakefield**

Post Code **WF3 2AA**

Comments

Kadoe Details

This page region contains the DVLA Response details provided by the DVLA. Apart from the Comments field, the details here are all read-only.

Enquiry

The data originally input or imported by you is represented at the top of the screen, together with:

- **Response Date** the date when the DVLA responded to the enquiry
- **Received** the date when Kadoe Client downloaded the response details.

DVLA Messages

If the DVLA was not able to return Kadoe details for your enquiry, an explanatory message is rendered here.

Vehicle

The Kadoe details of the vehicle itself are represented here

- **Make** the vehicle manufacturer's name
- **Model** the manufacturer's vehicle model name
- **Colour** the colour of the vehicle
- **VIN** the Vehicle Identification Number
- **Engine Capacity** the registered capacity of the vehicle's engine, in cm3
- **Seating Capacity** the registered number of seats in the vehicle
- **Taxation Category** the registered taxation category of the vehicle
- **First Registered** the date the vehicle was first registered in the UK
- **Licence Expiry** the date on which the current excise licence expires
- **Date of Recovery** for a vehicle which was stolen and later recovered, the date when the recovery was notified
- **Date of Export** for a vehicle which has been exported, the date when the export was notified
- **Date of Scrapping** for a vehicle which has been scrapped, the date when the scrapping was notified
- **Date of Theft** for a vehicle which has been stolen, the date when the theft was notified
- **Previous Keepers** the number of previous keepers of this vehicle
- **Last Keeper Change** the date of this vehicle's last registered change of keeper

Keeper

The Keeper at Date of Event details are represented here. This may be an individual, or a company or organisation.

- **Title, Surname, Forename** if the keeper is an individual, their personal name
- **Company** if the keeper is a company organisation, its official name or pseudonym
- **Other** if the keeper is a non-company organisation, its official name or pseudonym
- **Address** the initial lines of the keeper's registered address
- **Town/City** the post town of the keeper's registered address
- **Postcode** the postcode of the keeper's registered address

Comments

You may input free text comments here against the DVLA Response. These comments are saved automatically.

Response Selection List

View a summary list of your DVLA Responses here, and click on any entry to review its details.

Responses

VRM
43JG
7765N
AYZ61
B998USA
BFX877A
BR98UTR
ECB998
FX87SAP
G11BRY
GED39Y
IL7
L33GEC
LJ32ECB
LJJ21C
NL33GED
P5LKW
PN44ZHF
PNL3I
TOZ8550
W776PNM
WUT665M
WZ743

23 Responses

Search for

VRM

Received in last days

☐ Only Responses with errors

You may view all DVLA Responses, or filter the list to display only responses with errors.

You may also filter the list by entering a full or partial VRM. Enter up to seven characters in the VRM field and click the Search button (Alt-S). The list will be narrowed down to those VRMs whose leftmost characters are a full or partial match for the search term.

You may also filter the list by entering a Received in the last “n” days parameter. Enter a one, two or three-digit number. The list will be narrowed down to those responses with a response date within this number of days.

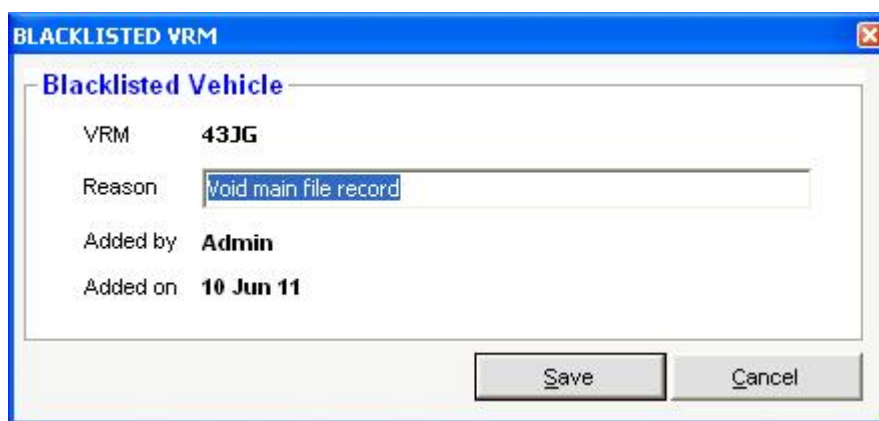
Press the Clear button to reset all the filters and reload the full Response Selection List.

Click on the VRM list header to sort the filtered list in ascending or descending order.

DVLA Responses will be displayed in this list until they are archived by the Data Maintenance process (REFERENCE_REQUIRED).

Add to Blacklist

Click the Add to Blacklist button (Alt-B) to blacklist the VRM that is currently in focus on the screen. Blacklisting a VRM will prevent you and other users within your organisation making repeated enquiries for Keeper details that the DVLA cannot or will not provide.



The VRM field will be automatically populated with the VRM of the DVLA Response currently in focus on the screen.

You are required to provide a reason. If the DVLA Response included a DVLA Message, then the reason field will be automatically populated with the message text.

All users may add VRMs to the blacklist. Each blacklist entry is recorded with the username who added it.

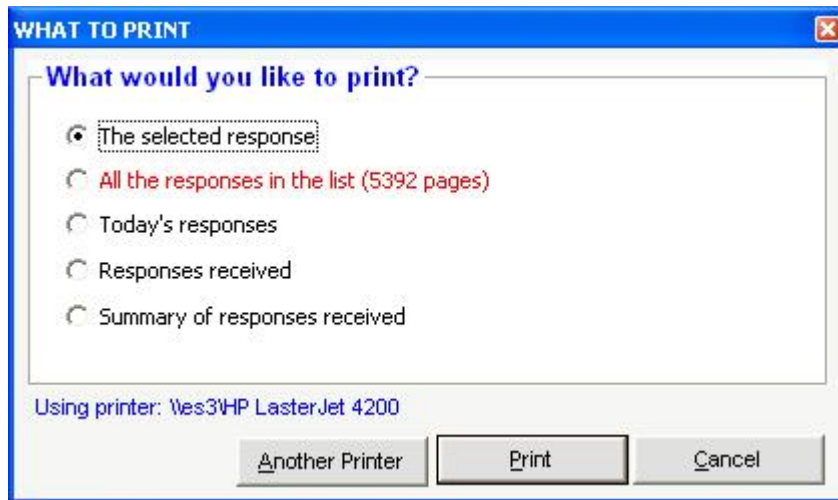
Administrators may additionally add, remove and edit VRMs from the Blacklist via the Admin Functions screen (REFERENCE_REQUIRED).

Anonymise

Use this facility to over-write the results of a keeper enquiry if the enquiry is no longer valid. For example, the vehicle registration mark may have been incorrectly entered and so the wrong keeper details obtained. This facility allows you to record the reason for making the enquiry anonymous and records this in the comments box. **The DVLA require you to make erroneously obtained keeper details anonymous.**

Print Responses

Click the Print button (Alt-P) to output response details to the printer. Response details are printed one per page.



You may choose to print the Response that is currently selected, all the responses in the Response Selection List, or just today's responses. If you choose "All the responses in the list", the printout will respect any search filters that are currently applied.

Kadoe Client will choose your default printer automatically, but you may specify a different printer by clicking Another Printer (Alt-A).

Click Print (Alt-P) to start printing, or Cancel (Alt-C) to return to the Vehicle Responses screen.

Export responses

Click Export (Alt-E) to export your response data to a text file so that it can be processed by other programs.

The process will export any DVLA Responses that have not previously been exported. Please note that DVLA Response data can only be exported once.

An export file is created with a filename based on the current date and time. The file is saved automatically to the default export location specified during setup or via the Admin Functions screen (REFERENCE_REQUIRED).

The default file extension is *.EXP, but users may choose to override this setting (as noted in the Appendix to the User Guide).

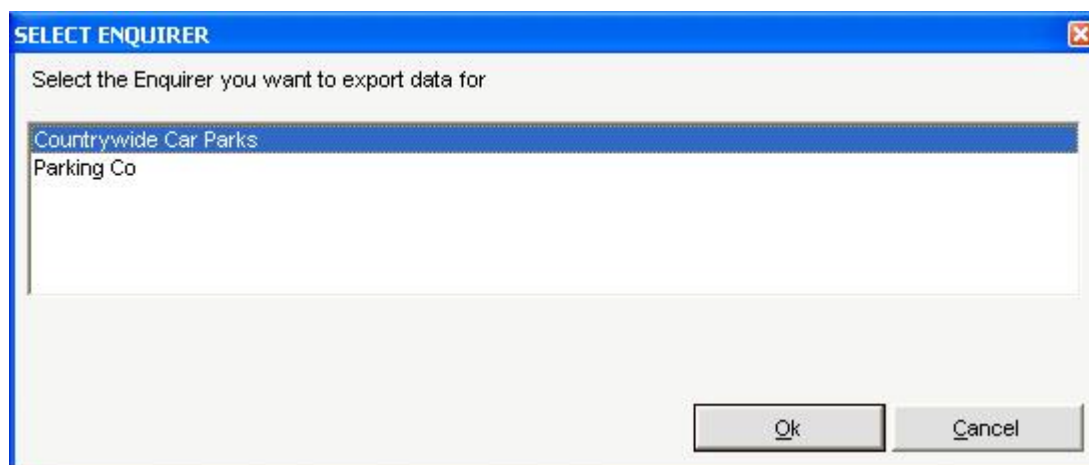
Export files are structured with one response per row, as specified in the export file schema (as noted in the Appendix to the User Guide). You may choose one of

these common file formats for your export files via the Admin Functions screen:
(REFERENCE_REQUIRED)

- **Comma-separated values** Each field in a row of data is separated by a comma character
- **Tab-delimited** Each field in a row of data is separated by a tab character
- **Fixed width** Each field in a row of data has a fixed width

Export Enquiry - Multiple Enquirers

If your organisation acts on behalf of more than one Enquirer, then you will be asked select the Enquirer whose responses you wish to export.



The export file will be written to the export location specified for that Enquirer.

Debit Statements

The details of Direct Debit payments made by you in respect of DVLA Responses may be viewed on the Debit Statements screen. You may view the details of your Debit Statements, make printouts of them, and export statement details to a file for further processing.

Click the Debit Statements button on the Main Menu (or hit Alt-S) to view your Debit Statements.

Debit Statement Details

This page region contains the details of a particular Debit Statement. All the details here are all read-only.

Statement

- **When Prepared** the date when the Debit Statement was created by the Kadoe web service
- **When Received** the date when Kadoe Client downloaded the Debit Statement

Period

A Debit Statement period is weekly, and runs from 00:00.00 on Friday to 23:59.59 on Thursday.

- **Reference** a unique reference identifying this Debit Statement
- **Enquirer** The Enquirer to whom this Debit Statement applies
- **Issue Date** the last day (Friday) of the Debit Statement period
- **Transaction Date** the date when the Direct Debit transaction normally takes place (the Monday following the Issue Date)
- **Period Start** the date when the statement period begins (00:00.00 on a Friday)
- **Period End** the date when the statement period ends (23:59.59 on a Thursday)

Enquiries and Charges

A summary count of the number of enquiries you made and how many were charged for.

- **Number of enquiries** the number of enquiries that you sent for processing during the period
- **Number of charges** the number of enquiries you were charged for during the period – equivalent to the number of enquiries you sent that elicited a response
- **Variance** the difference between Number of enquiries and Number of charges. There will be a variance if the DVLA was unable to receive the enquiries or process the responses within the period
- **Rate** the rate per DVLA Response paid by your organisation
- **Total Amount** the amount of the Direct Debit payment

Account Details

The details of your bank account and the DVLA's bank account.

Print Debit Statement

Click the Print button (Alt-P) to output Debit Statement details to the printer. Debit Statements are printed one per page.

You may choose to print all the statements in the Debit Statement Selection List, or just the Debit Statement that is currently highlighted.

Kadoc Client will choose your default printer automatically, but you may specify a different printer by clicking Another Printer (Alt-A).

Click Print (Alt-P) to start printing, or Cancel (Alt-C) to return to the Debit Statements screen.

Export Debit Statement

Click Export (Alt-E) to export Debit Statements to a text file so that it can be processed by other programs.

The process will export any Debit Statements that have not previously been exported. Please note that Debit Statements can only be exported once.

A Save File dialog window appears. Debit Statements are exported to the location specified on the Admin Functions screen, Enquirers tab.

The default file extension is *.EXP, but users may choose to override this setting (as noted in the Appendix to the User Guide).

Debit Statement export files are structured as specified in the Debit Statement file schema (as noted in the Appendix to the User Guide). You may choose one of these common file formats for your export files, via the Admin Functions screen.

- **Comma-separated values** Each field in a row of data is separated by a comma character
- **Tab-delimited** Each field in a row of data is separated by a tab character
- **Fixed width** Each field in a row of data has a fixed width

Choose a filename and an export location in the Save File dialog window, and click Save to begin the export process.

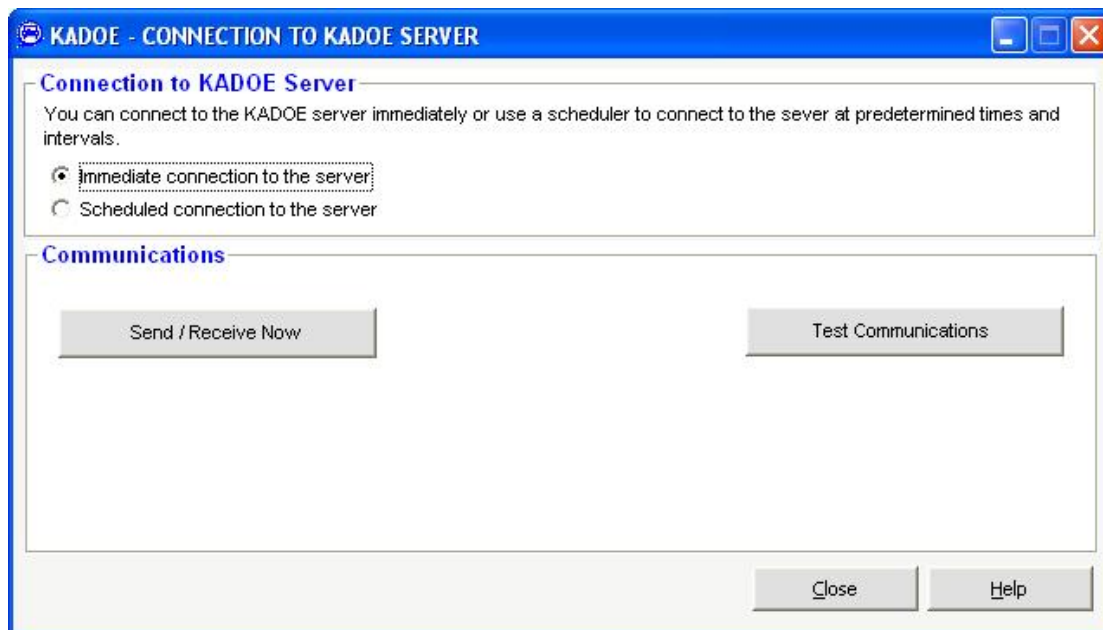
Send and Receive

Kadoe Client connects to a remote web service in order to send Vehicle Enquiries to the DVLA, and to receive DVLA Responses and Debit Statements once they have been processed.

The Send and Receive process can be invoked either immediately or on a schedule.

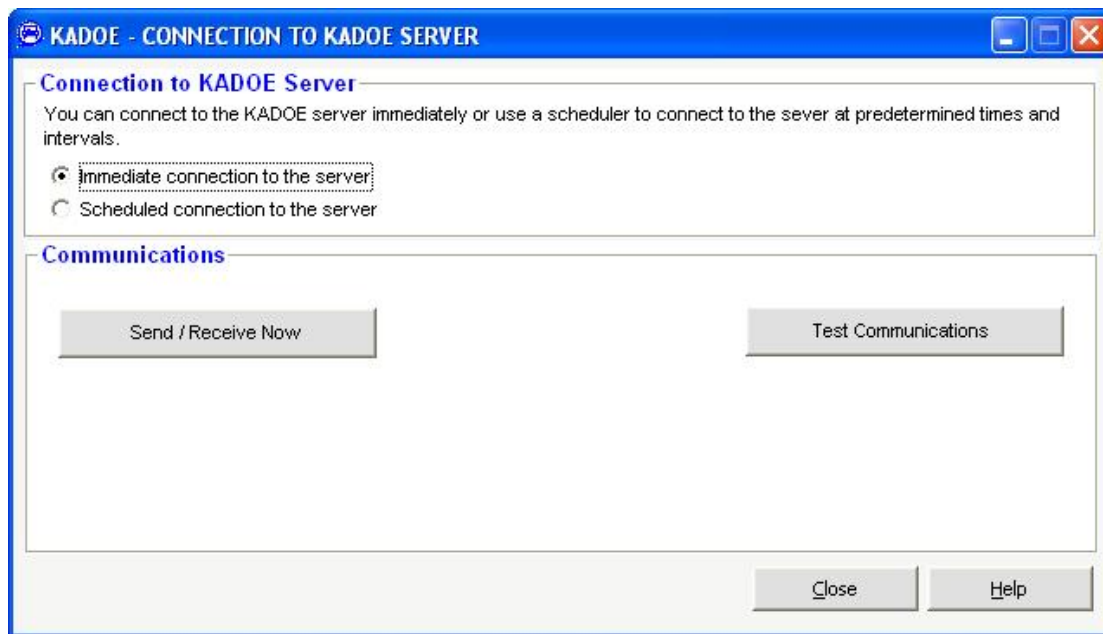
The Send and Receive process is restricted to Administrator users only. If Kadoe Client is installed on more than one computer on your network, the Send and Receive process is also restricted to the local server computer only.

Click the Send & Receive button on the Main Menu (or hit Alt-N) to launch the Send and Receive screen.



Immediate Connection

To launch the Send/Receive process immediately, ensure that the "Immediate connection to the server" option is chosen, and click the Send/Receive Now button.



Kadoe Client will perform the following tasks in order:

1. Send all Vehicle Enquiries with status “Waiting to be sent” for processing
2. Retrieve all processed DVLA Responses
3. Retrieve any outstanding Debit Statements

If Kadoe Client is running in AutomateImport mode, then six steps are performed:

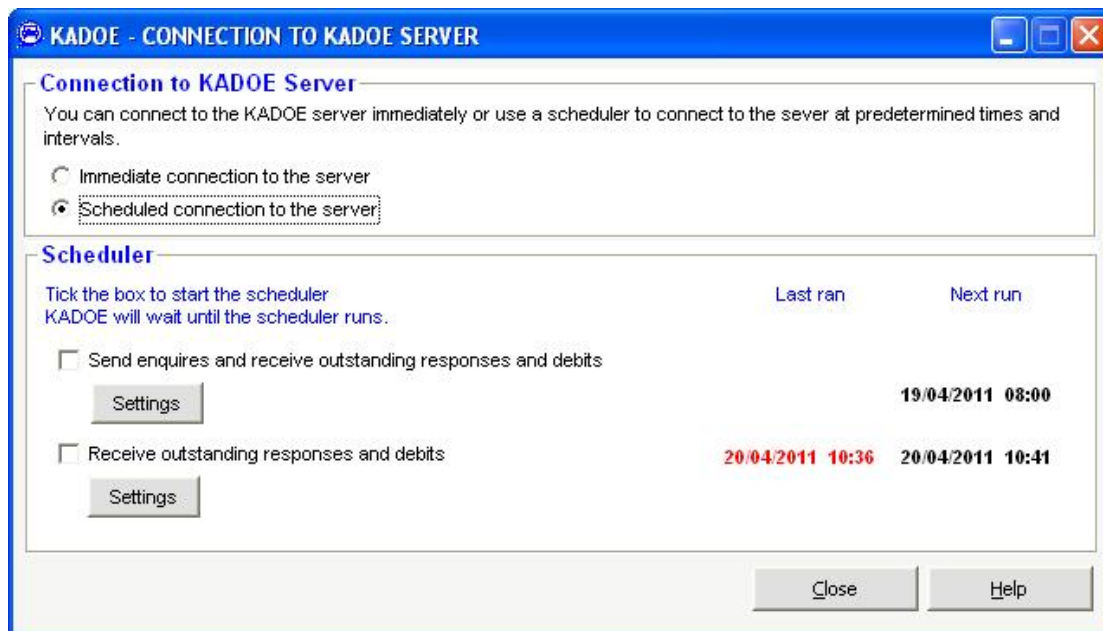
1. Import all enquiry files from your import location(s), validating each Vehicle Enquiry
2. Send all Vehicle Enquiries with status “Waiting to be sent” for processing
3. Retrieve all processed DVLA Responses
4. Retrieve any outstanding Debit Statements
5. Export all processed responses to the appropriate export location(s)
6. Export any outstanding Debit Statements to the appropriate export location(s)

Click the Test Communications button to quickly verify that Kadoe Client can perform Send and Receive functions.

If any errors or warnings occur during Send/Receive, you will be notified by a dialog box. The details can be viewed in the Transmission Log.

Scheduled Connection

To set a regular schedule for the Send and Receive process, choose the “Scheduled connection to the server” option.



There are two schedulers which can be set independently.

The **Import and Export Scheduler** performs upstream and downstream tasks in the following order:

1. Send all Vehicle Enquiries with status "Waiting to be sent" for processing
2. Retrieve all processed DVLA Responses
3. Retrieve any outstanding Debit Statements

If Kadoe Client is running in AutomateImport mode, then seven steps are performed:

1. Import all enquiry files from your import locations(s), validating each Vehicle Enquiry.
2. Delete the file if successfully imported
3. Send all Vehicle Enquiries with status "Waiting to be sent" for processing
4. Retrieve all processed DVLA Responses
5. Retrieve any outstanding Debit Statements
6. Export all processed responses to the appropriate export location(s)
7. Export any outstanding Debit Statements to the appropriate export location(s)

The **Export Scheduler** performs the downstream tasks only:

1. Retrieve all processed DVLA Responses
2. Retrieve any outstanding Debit Statements

If Kadoe Client is running in AutomateImport mode, then four steps are performed:

1. Retrieve all processed DVLA Responses
2. Retrieve any outstanding Debit Statements
3. Export all processed responses to the appropriate export location(s)
4. Export any outstanding Debit Statements to the appropriate export location(s)

Setting the scheduler

Click the Settings button to set the schedule.

SCHEDULER PROPERTIES

Import and Export Scheduler

Run when: **On these days at these times**

☒ Monday ☒ Thursday ☐ Saturday
☒ Tuesday ☒ Friday ☐ Sunday
☒ Wednesday

☐ Every 15 mins ☐ Every 30 mins ☐ Every hour

at **08:00** and

Last ran: Next run: **19/04/2011 08:00**

Ok **Cancel** **Help**

The scheduler will run on the days of the week that you select.

You can set the scheduler to run at regular intervals by checking one of these boxes:

- Every 15 minutes
- Every 30 minutes
- Every hour

SCHEDULER PROPERTIES

Import and Export Scheduler

Run when: **On these days at these times**

☒ Monday ☒ Thursday ☐ Saturday
☒ Tuesday ☒ Friday ☐ Sunday
☒ Wednesday

☒ Every 15 mins ☐ Every 30 mins ☐ Every hour

between **08:00** and **21:00**

Last ran: Next run:

Ok **Cancel** **Help**

If you choose to run the scheduler at regular intervals, you will also be prompted to set the times between which the scheduler will run. Please enter a time in the HH:MM (24-hour) format.

Alternatively, you can choose to run the scheduler at specific times of day. Ensure that the regular interval checkboxes are not ticked, and enter a time for scheduled run in the HH:MM (24-hour) format.

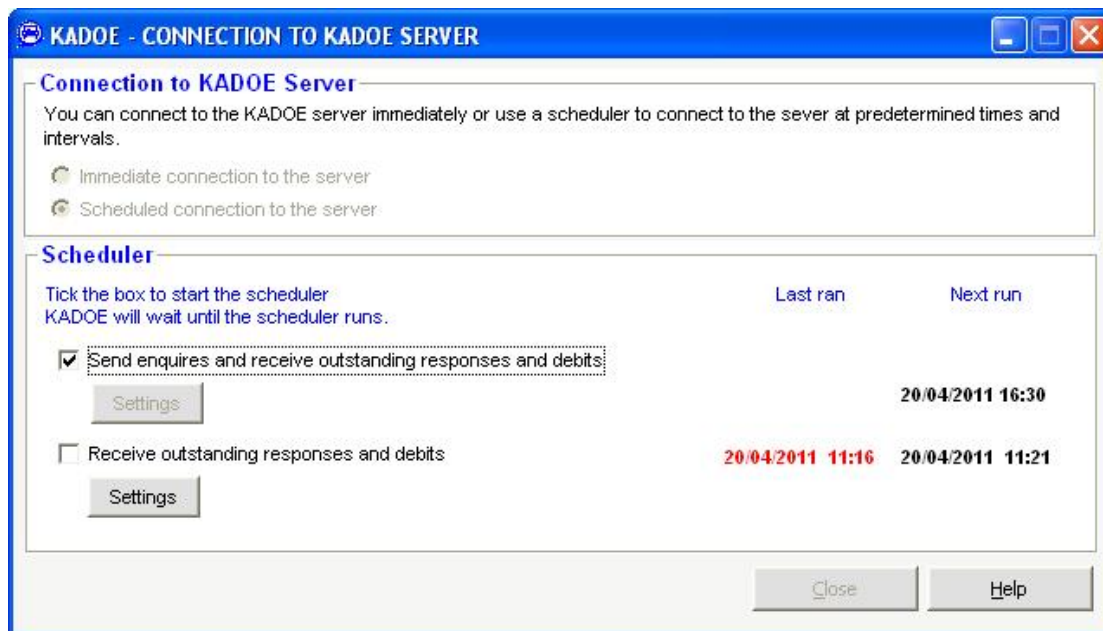
The screenshot shows a Windows-style dialog box titled "SCHEDULER PROPERTIES" with a sub-tab "Import and Export Scheduler". Inside the dialog, there is a "Run when" dropdown menu currently set to "On these days at these times". Below this, there are checkboxes for days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Monday, Tuesday, Wednesday, Thursday, and Friday are checked. Below the day checkboxes, there are three checkboxes for intervals: "Every 15 mins", "Every 30 mins", and "Every hour", all of which are unchecked. Below the interval checkboxes, there are two time input fields: "at 08:30" and "and 16:45". At the bottom of the dialog, there are two labels: "Last ran" and "Next run". At the very bottom, there are three buttons: "Ok", "Cancel", and "Help".

You may specify one or two scheduled runs per day.

Click OK to save the scheduler.

Starting the scheduler

Once the scheduler has been set, tick the box next to it to start the scheduler.



Kadoe Client will enter a waiting state until the scheduler runs. You will not be able to close this screen or use any other program functions until it does.

- To hide the Kadoe Client window while it runs in the background, click the minimise button
- To stop the scheduler before it runs, untick the box.

If Kadoe Client is installed on more than one machine, you may start the Send and Receive scheduler on the local server machine, and other users may continue to work on local client machines.

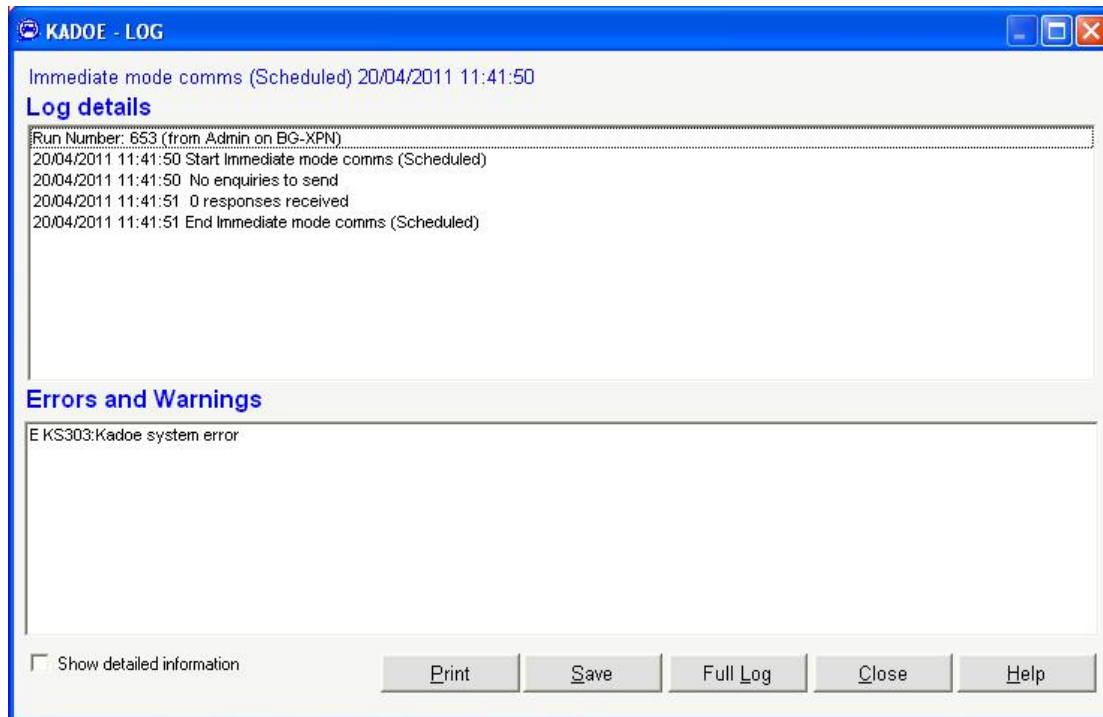
After the scheduler runs, the Last ran time and the Next run time will be updated.

If an error occurs during the run, an error message will be rendered, and the Last ran time will appear in red text. Kadoe Client will automatically schedule a retry for five minutes time.

Transmission Log

The transmission log records details of Send and Receive, Import and Export, and Data Maintenance operations. It is a useful tool for diagnosing any issues you may have during operation.

Click the Transmission Log button on the Main Menu (or hit Alt-L) to launch the Transmission Log screen.



Show detailed information

Click this checkbox to show a verbose Transmission Log.

Print

Click the Print button (Alt-P) to output the Transmission Log to printer. You will be prompted for a choice of printer.

Save

Click the Save button (Alt-S) to save the Transmission Log to file. It will be automatically saved to your install folder, with a unique filename based on the current date and time.

The Kadoe Client helpdesk may request a log file to help determine the nature and cause of any transmission issues you may experience.

Full Log

Click the Full Log button (Alt-L) to display the entire Transmission Log retained by Kadoe Client. This will contain all transmission information that has not been deleted in a data maintenance operation.

The Full Log may itself be displayed verbosely by checking the “Show detailed information” checkbox. It may also be printed or saved.

Retention of transmission log messages

In order to manage disk space, Kadoe Client will delete transmission log entries once a set period of time has elapsed. You can control this setting from the Admin Functions screen.

Admin Functions

System and user administration tasks are performed via the Admin Functions screen. This is your interface to manage system settings, control user access, and set database maintenance parameters.

Access to Admin Functions is restricted to members of the Administrator user group only.

Click the Admin Functions button from the Main Menu (or hit Alt-D) to launch the Admin Functions screen.

Admin Functions settings are accessed through a set of six tabs. You can move between the tabs by hitting Ctrl-Tab.

Click the OK button to save data changes you have made on any of the tabs. Kadoe Client will validate the data before saving it.

Data Maintenance tab

Kadoe Client can be scheduled to perform data maintenance tasks on a periodic basis, in order to manage the storage space required by its database.

Click the Data Maintenance tab (or hit Alt-M) to view and set these parameters.

The screenshot shows the 'KADOE - ADMIN FUNCTIONS' window with the 'Data Maintenance' tab selected. The window has a blue header with the KADOE logo and the text 'DVLA VEHICLE KEEPER ENQUIRY'. Below the header is a tab bar with six tabs: 'Data Maintenance', 'Kadoe Server', 'Enquirers', 'Vehicle Blacklist', 'Users', and 'Kadoe Client'. The 'Data Maintenance' tab is active, showing a section titled 'Data Maintenance' with a descriptive paragraph: 'Over a period of time, the number of Enquires, Responses, Debit Statements and log entries builds up. By doing data maintenance, you can remove old data from the VKI database so that it does not get too large.' Below this is a section titled 'Data removal for the following will be:' with four rows of settings. Each row has a label, a numeric input field, a dropdown menu, and a description. The settings are: Enquiries (3, Month, after sending to the DVLA), Responses (3, Month, after receipt from the DVLA), Debit Statements (3, Month, after receipt from KADOE), and Program Log entries (1, Month, after they were recorded). At the bottom of the settings section is a button labeled 'Do Data Maintenance Now'. At the bottom of the window are three buttons: 'Ok', 'Cancel', and 'Help'.

Label	Value	Unit	Description
Enquiries	3	Month	after sending to the DVLA
Responses	3	Month	after receipt from the DVLA
Debit Statements	3	Month	after receipt from KADOE
Program Log entries	1	Month	after they were recorded

You can control how long each of these data are held before being removed:

- **Vehicle Enquiries**
- **DVLA Responses**
- **Debit Statements**
- **Program Log entries**

You may set a period in days, weeks or months in respect of each of these. The default settings are 3 months for enquiry, response and Debit Statement data, and 1 month for Program log entries.

You are reminded that the DVLA requires you to retain enquiry, response and Debit Statement data for a minimum period of 3 months. If you attempt to set a lower value than this, Kadoe Client will require you to confirm that choice.

Please note that the data maintenance period settings are minimum values: the data is not deleted until the data maintenance process runs. You can choose to run the data maintenance process either immediately, or every time the application starts up.

To run the data maintenance process immediately, click the Do Data Maintenance Now (Alt-M) button.

To run the data maintenance process every time the application starts up, visit the Kadoe Client tab and check the On Start Up, Do Data Maintenance checkbox.

Please note that when the data maintenance process runs, the data is irretrievably deleted from Kadoe Client's database – it is not "marked for deletion" or written to archive.

Kadoe Service tab

Your communications to and from the DVLA are routed through the Kadoe Service web application. Kadoe Service requires Kadoe Client to authenticate to it with a username and password.

Click the Kadoe Service tab (or hit Alt-K) to change this password, or to clear any open communications lock.

KADOE - ADMIN FUNCTIONS

KADOE
DVLA VEHICLE KEEPER ENQUIRY

Data Maintenance | **Kadoe Server** | Enquirers | Vehicle Blacklist | Users | Kadoe Client

KADOE Server

You can change the password used by VKI to log onto the KADOE server. You can also clear any communications lock that has been left open.

Your user name on the KADOE server is **HickHick**

Change VKI password to the KADOE server

KADOE password must be between 8 and 15 characters long and contain at least 1 digit, 1 capital letter and 1 small letter

New password:

Confirm new password:

Communications Lock

Communications are not locked

When installing Kadoe Client for the first time, you will authenticate to the Kadoe Service with a username and password provided by us. You are recommended to change this password after first use and periodically thereafter.

To change the password, please enter and confirm a new password memorable to you. Kadoe Service requires a strong password with the following attributes:

- Between 8 and 15 characters
- Containing at least one digit
- Containing at least one Capital letter
- Containing at least one lowercase letter

Communications Lock

When Kadoe Client communicates with Kadoe Service, a communications lock is applied for the duration of the Send and Receive process.

In the event that the connection to Kadoe Service is lost during the Send and Receive process, communications may remain locked if Kadoe Service has no way of informing Kadoe Client that the process has terminated.

In this event, a Communication Lock message and an Unlock Now button will appear.

KADOE - ADMIN FUNCTIONS

KADOE
DVLA VEHICLE KEEPER ENQUIRY

Data Maintenance | **Kadoe Server** | Enquirers | Vehicle Blacklist | Users | Kadoe Client

KADOE Server

You can change the password used by VKI to log onto the KADOE server. You can also clear any communications lock that has been left open.

Your user name on the KADOE server is **HickHick**

Change VKI password to the KADOE server

KADOE password must be between 8 and 15 characters long and contain at least 1 digit, 1 capital letter and 1 small letter

New password

Confirm new password

Communications Lock

Comms have been locked by Admin since 20 Apr 2011 16:43:21

Click Unlock Now to clear the communications lock and re-enable the Send and Receive process.

Enquirers tab

Your organisation is known to the DVLA as an *Enquirer*. This identity permits it to make Vehicle Enquiries and receive DVLA Responses. Your organisation may also act as an Intermediary for other Enquirers.

Click the Enquirers tab (Alt-E) to view and manage your Enquirer settings.

If your organisation acts as an Intermediary for other Enquirers, choose an Enquirer from the dropdown list to view and manage its settings.

Enquirer Id and Intermediary ID

All organisations registered to handle Kadoe data are identified by an *Enquirer Id*, a unique identity provided and controlled by the DVLA.

It is also possible for your organisation to act as an *Intermediary* on behalf of its partners, subcontractors or associated companies. In such cases the DVLA will generate an Enquirer Id for you and for each partner company, and a single *Intermediary ID* for you alone.

- An enquiry you make on your own behalf will carry your Enquirer Id
- An enquiry you make on behalf of a partner company will carry its Enquirer Id and your Intermediary ID

One Enquirer is designated as the default Enquirer. This will initially be set to your organisation's own Enquirer, but you may change this setting if you wish.

Enquirer parameters are downloaded from the Kadoe Service when Kadoe Client is installed. These parameters cannot be modified by you.

From time to time, the DVLA may issue you with additional Enquirer Ids or an Intermediary ID, or revoke existing ones. If so, you will be requested to download the new details by hitting the Refresh Enquirers From Kadoe Service button.

Reason for Enquiry

When an Enquirer registers with the DVLA, it will do so on the basis of one or more *Reasons for Enquiry*. These correspond to circumstances in its line of work that cause it to request Kadoe details from the DVLA.

The DVLA will approve one or more Reasons for Enquiry in respect of each Enquirer. Every time you make an enquiry, one such reason must be provided with it.

You may choose a Default Reason for Enquiry for each Enquirer. This will cause a Vehicle Enquiry's Reason for Enquiry field to be set automatically:

- When inputting a Vehicle Enquiry, once an Enquirer has been specified
- When importing Vehicle Enquiries from file, if an Enquirer has been specified but a Reason for Enquiry has not

Each Reason for Enquiry is mapped to a DVLA *Enquiry Code*. This four-character code appears in parentheses after the Reason for Enquiry.

It is important that you review the default reason you are using. The DVLA can have more than one text description for a reason code. For example, the following are valid

Code	Reason
00CD	Death or Personal Injury
00CD	Damage to Property
00CD	Damage to Vehicle

If you rely on the KADOE client to provide audit data for the DVLA you will have to record the correct reason description. If you are entering vehicle keeper enquiries manually your users can select the correct reason from the drop-down list. If you are importing the enquiries from a file, there is a field for the reason description.

Import and Export folders

Kadoe Client can be set up to import Vehicle Enquiry data from files, and to automatically export DVLA Response and Debit Statement data.

You are required to specify import and export folders on your local filesystem or network in respect of each Enquirer. You are advised to specify distinct locations for each of your Enquirers.

If you have upgraded from a previous version of Kadoe Client, your Import and Export folders will be imported from your configuration (.ini) file and applied to your default Enquirer.

Import folder

To import Vehicle Enquiry data to Kadoe Client, you must first save the enquiry data file to your import folder.

You may specify an import folder for each of your Enquirers. If you have more than one, you are advised to specify an import folder for each Enquirer separately.

When the import process runs, Kadoe Client will look in your import folder for any files whose file name begin with "VQ3" and whose file type is .IMP.

If you prefer, you may specify an import file type other than .IMP (as noted in the Appendix to the User Guide).

The import location(s) you specify here are also used when Kadoe Client runs in its Autoexecute and AutomateImport modes. Please see the User Guide for more details.

Export folder

To export DVLA Response data and Debit Statements from Kadoe Client, first specify an export location for each of your Enquirers.

When DVLA Responses are exported, Kadoe Client will create a file of type .EXP containing all responses that have not previously been exported, and write this file to the appropriate Export folder.

When Debit Statements are received, Kadoe Client will create a file, also of type .EXP, and write this file to the appropriate Export folder.

If you prefer, you may specify an export file type other than .EXP (as noted in the Appendix to the User Guide)

The export location(s) you specify here are also used when Kadoe Client runs in its Autoexecute and AutomateImport modes. Please see the User Guide for more details.

Refresh Enquirer Parameters

If the DVLA requires you to update an Enquirer's parameters for any reason, you will then be requested to click the Refresh Enquirers From Kadoe Service button.

Vehicle Blacklist tab

All users of Kadoe Client may add VRMs to a Blacklist, to prevent repeated enquiries being made to the DVLA for Kadoe details it cannot provide. VRMs are compared to the Blacklist whenever a new Enquiry is input or imported.

Administrators may view and maintain the Blacklist by clicking the Vehicle Blacklist tab (Alt-V).

KADOE - ADMIN FUNCTIONS

KADOE
DVLA VEHICLE KEEPER ENQUIRY

Data Maintenance | Kadoe Server | Enquirers | **Vehicle Blacklist** | Users | Kadoe Client

Vehicle Blacklist

Enquiries are not made to the DVLA for vehicles on the Vehicle Blacklist. This can be over-ridden when an enquiry is entered. Vehicles can be put onto the vehicle blacklist when a response from the DVLA has been received.

DF45MEH	pleh2234
JK34NBM	jh

Add Vehicle Edit Vehicle Remove Vehicle

Ok Cancel Help

The Blacklist is presented in alphanumeric order by VRM.

Click Add Vehicle to add a VRM to the blacklist. You are required to provide a Reason. A VRM that is already blacklisted cannot be added twice.

BLACKLISTED VRM

Blacklisted Vehicle Details

VRM

Reason

Added by Admin


Added on 21 Apr 11

Highlight a VRM in the Blacklist and click Edit Vehicle to amend the Reason text.

BLACKLISTED VRM

Blacklisted Vehicle Details

VRM JK34NBM


Reason 

Added by Admin

Added on 19 Apr 11

Highlight a VRM in the Blacklist and click Remove Vehicle to delete it from the Blacklist. You are required to confirm this action.

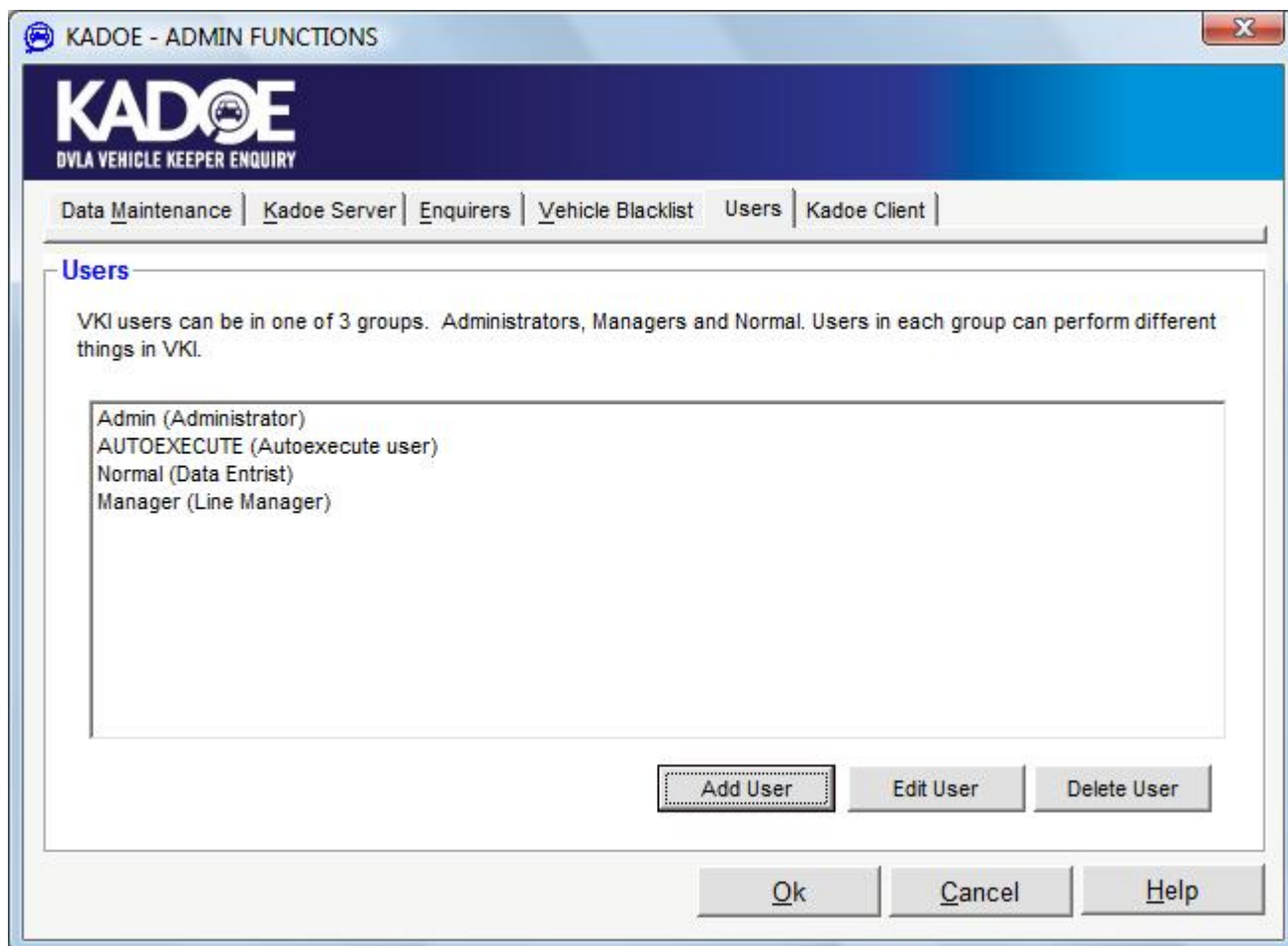
Kadoe

 Delete JK34NBM from the blacklist?

Users tab

User management tasks are available via the Users tab. You can create and manage Users in several user groups, control their access to Kadoe Client functionality, and manage the Enquirers on whose behalf they act.

Click the Users tab to view and manage Users.



Add User

Click the Add User button to create a new User.

EDIT USER

User's Details

User Name

Password Confirm Password

Description

Enabled Disabled users cannot log on

The user is in this user group

☐ System Administrators (users in this group cannot be edited or deleted)

☐ Administrators (users in this group can do everything in the program)

☐ Managers (users can enter data, send/receive data but cannot change the program's settings)

☒ Normal Users (users can enter data but cannot send/receive data or change the program's settings)

Enquirers

This user can only deal with Enquiries and Responses from these highlighted Enquirers

Nick' Parking Co (NG001)

You are required to enter the following information:

- **Username** A unique name to identify the user, of between 1 – 15 alphanumeric or symbol characters
- **Password** A password of between 1 – 15 alphanumeric or symbol characters
- **Confirm Password** This must be identical to the Password
- **Description** A short text description of the user
- **Enabled** You may set this choice to No in order to temporarily exclude the user

You are also required to choose a user group for the user:

- **Administrators** have access to all Kadoe Client screens, including Admin Functions.
- **Managers** may input and import Vehicle Enquiries, view and export DVLA Responses, view and export Debit Statements, and invoke or schedule the Send and Receive process. Managers do not have access to the Admin Functions screen.
- **Normal Users** may input and import Vehicle Enquiries, view and export DVLA Responses, and view and export Debit Statements. Normal Users do not have access to the Send and Receive or Admin Functions screens.

You are also required to choose Enquirers for the User by checking one or more Enquirer checkboxes. This allows you to restrict certain Users to act only on behalf of certain Enquirers.

Click Save to create the new user, or Cancel to exit without saving. Kadoe Client will validate your input before creating the new user.

Edit user

To update User parameters, highlight the User in the list and click Edit user.

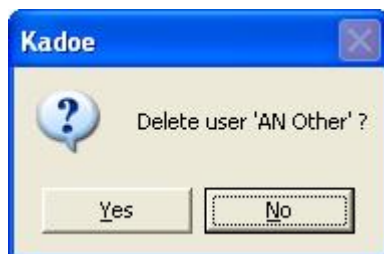
You may change the User's details, assign the User to a different user group, or amend the Enquirers on whose behalf they act.

A user may be temporarily excluded by setting its Enabled state to No. However, Kadoe Client requires that at least one Administrator user is enabled at all times.

The Autoexecute user is a special user type invoked when Kadoe Client operates in Autoexecute mode. It cannot be deleted or disabled.

Delete user

To delete a user, highlight the User in the list and click Delete User.



You are required to confirm this action.

An Administrator user cannot be deleted unless its Enabled state is set to No.

Kadoe Client tab

Kadoe Client system parameters may be viewed and updated via the Kadoe Client tab. Many of these settings affect how Kadoe Client behaves when configured to run in automatic modes. Only advanced users should attempt to modify these parameters.

Click the Kadoe Client tab to view and manage these parameters.

Your Company Name

The Company Name text will appear on any printouts made from Kadoe Client

Start-up settings

In order to save disk space, you may choose to Compact the database or Do data maintenance on startup. Data maintenance periods may be set on the Data Maintenance tab.

Duplicate VRM settings

These parameters control how Kadoe Client deals with duplicate Vehicle Enquiries imported from file. These settings are only effective when Kadoe Client is running in Autoexecute mode (as noted in the User Guide).

- **Duplicate number of days** A Vehicle Enquiry is considered to be an exact duplicate if its VRM matches exactly and its Date of Event is within the tolerance that you set here.
- **Print duplicates in a list** Choose this option to output all duplicates found during import to the default printer
- **Export duplicates to a file** Choose this option to save all duplicates found during import to a file, which will be saved in the default export location
- **Only list the VRMs being imported** Choose this option to list only those VRMs which are being imported

Other settings

- **Import enquiries which fail validation** Choose this option to import all enquiries from file regardless of whether Kadoe Client considers them to be valid or not
- **Exclude new Kadoe data from exported files** Choose this option to ensure that DVLA Response files are exported in the old (version 2.0) format
- **Export file format** Choose whether files are exported in a fixed-width, tab-delimited or comma-separated values format.
- **Batch size** the size of the enquiry batches sent to the KADOE server. This defaults to 99 but if you are experiencing problems with server connections and you send a large number of enquiries in one go, reducing this value may help. You should start at a low value (for example 30) and judge its affect on performance.
- **Remove asterisks from Personal Details returned from the DVLA** The DVLA sometimes puts a * on the end of the personal details of the data they send. This is for their paper printing systems is not a true part of the data. If the * looks odd on your system or is causing a problem, tick this setting and the * will be removed when the data is downloaded from the KADOE server.

Automatic Modes

Kadoe Client can be configured to run in an automatic mode, so that it interfaces with your back-office systems while reducing (or removing) the need for manual operation.

Configuration File Settings

You can set Kadoe Client to run in one of its automatic modes by modifying the program configuration file, Kadoe.ini.

The Kadoe.ini file is written to the installation directory when Kadoe Client is installed. The parameters in this file determine how Kadoe Client runs and behaves.

The file is written in a standard Windows configuration file format, and can be modified using a text editor.

For users upgrading from v2.0, your existing configuration settings are automatically imported from v2.0 when Kadoe Client is installed.

A full description of the Kadoe.ini file appears in the Appendix (REFERENCE_REQUIRED).

Autoexecute Mode

Kadoe Client can be configured to run continuously without user intervention in Autoexecute mode. This run mode is designed so that Kadoe Client can integrate directly with your back-office systems without the need for a human operator.

In Autoexecute mode, Kadoe Client can import enquiry data in the form of text files from a location on your local machine or network. The data is validated and sent for onward processing.

When DVLA Response data is available, Kadoe Client will download the response data automatically and export it for further processing in the form of a text file. Debit Statements are also downloaded automatically and exported.

You can configure Autoexecute mode to run either on a schedule, or immediately when Kadoe Client is launched.

Configuring Autoexecute Mode

To operate Kadoe Client in Autoexecute mode, make the following setting in the Kadoe.ini configuration file in your installation directory.

```
Options=AutoExecute
```

You may additionally configure Autoexecute mode to run as soon as the program starts, by additionally specifying the Immediate Execution option:

```
Options=AutoExecute,ImmediateExecution
```

You may also configure Autoexecute mode to bypass the login procedure so that no user intervention is required on startup:

```
Options=AutoExecute,BypassLogonSecurity
```

It is possible to run Kadoe Client with all three of these options in combination:

```
Options=AutoExecute,ImmediateExecution, BypassLogonSecurity
```

The ImmediateExecution and BypassLogonSecurity options have no effect unless AutoExecute is specified.

File locations and file types

When Kadoe Client runs in Autoexecute mode, it will import Vehicle Enquiry files from the import location(s) specified on the Enquirers tab of the Admin Functions screen.

Similarly, it will export DVLA Response and Debit Statement files to the export location(s) specified on the same screen.

Import and export file type settings are set by default to .IMP and .EXP respectively. You may amend these settings by writing configuration parameters to the Kadoe.ini file.

As well as being used in Autoexecute mode, these settings are also used by the manual and scheduled import and export processes.

Import file settings

Vehicle Enquiry data is imported from files which meet the following criteria:

- The file is located in one of your specified import folder(s)
- The file is of the specified file type
- The filename begins with "VQ3"

The Autoexecute import process retrieves all files from the ImportData location with a filename that matches VQ3*.IMP. The files are processed one by one, and are deleted after being processed.

The default file type (file extension) is .IMP. If your back-office systems create text files of a different type (for instance, .csv), you may choose to override this setting. Do this by writing the following (example) parameter to the Kadoe.ini configuration file, without the leading full stop character:

`ImportFileType=CSV`

Import files – Multiple Enquirers

If your organisation acts as an intermediary for several Enquirers, you are advised that each enquiry row in your import file should specify the Enquirer Id to which it refers.

Export file settings

When Kadoe Client creates an export file, it will be written to the export location(s) specified on the Enquirers tab of the Admin Functions screen.

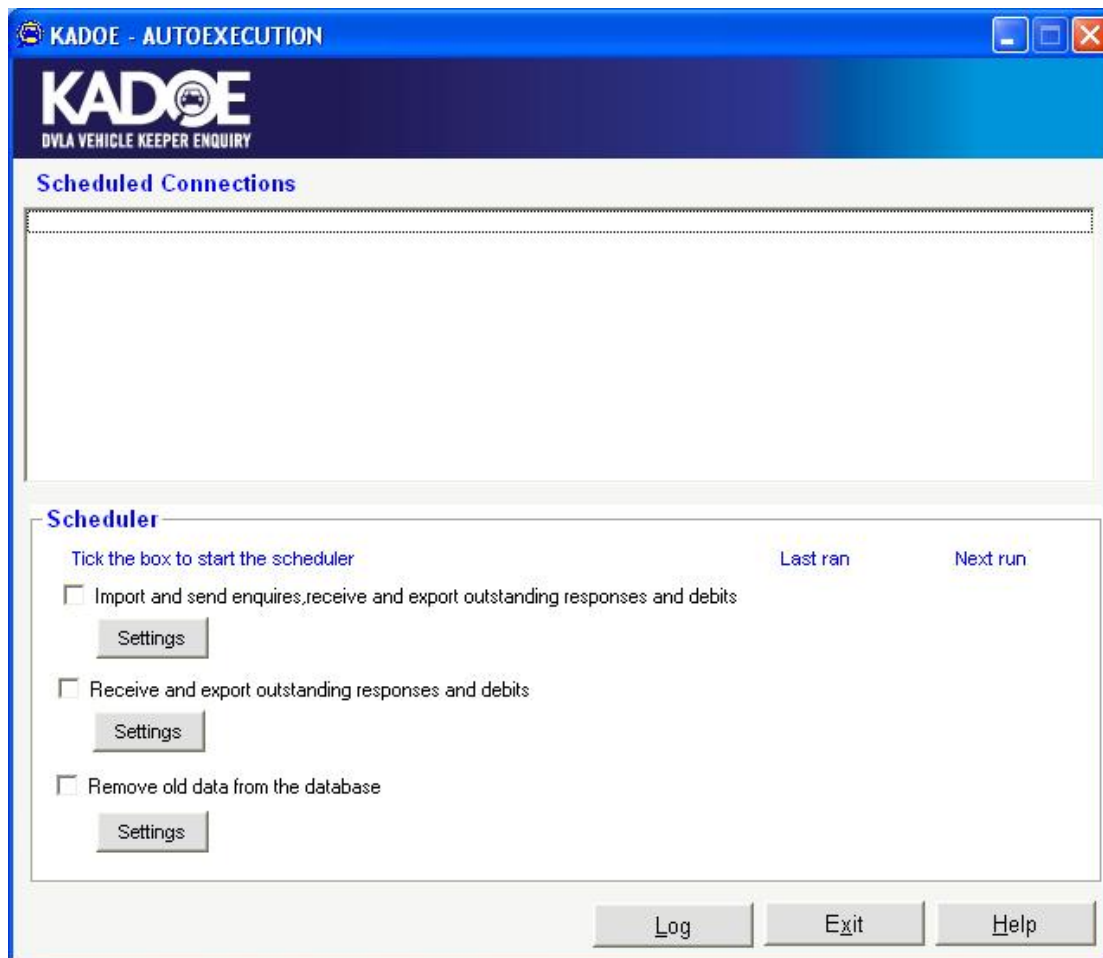
The default export file type is .EXP. If your back-office systems consume text files of a different type (for instance, .csv), you may choose to override this setting. Do this by writing the following (example) parameter to the Kadoe.ini configuration file, without the leading full stop character:

`ExportFileType=CSV`

Autoexecute Mode – Scheduled Execution

To run Kadoe Client in scheduled Autoexecute mode, specify the AutoExecute option in the configuration (Kadoe.ini) file and launch the application.

After logging in (or immediately, if the BypassLogonSecurity option is specified), the Kadoe Autoexecute console is presented.



There are three Autoexecution schedulers, which can be set independently to run at times of your choice:

The **Import and Export scheduler** performs upstream and downstream tasks in the following order:

1. Import all enquiry files from your import location(s), validating each Vehicle Enquiry
2. Delete the files if successfully imported
3. Send all Vehicle Enquiries with status "Waiting to be sent" to Kadoe Service for processing
4. Retrieve all processed DVLA Responses from Kadoe Service
5. Retrieve any outstanding Debit Statements from Kadoe Service
6. Export all processed responses to the appropriate export location(s)
7. Export any outstanding Debit Statements to the appropriate export location(s)

The **Export scheduler** performs the downstream tasks only:

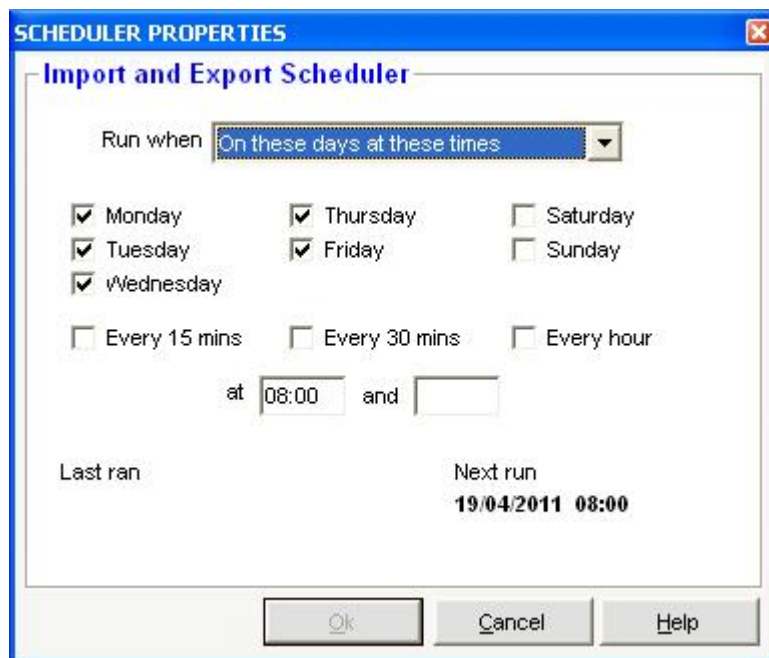
1. Retrieve all processed DVLA Responses from Kadoe Service
2. Retrieve any outstanding Debit Statements from Kadoe Service
3. Export all processed responses to the appropriate export location(s)
4. Export any outstanding Debit Statements to the appropriate export location(s)

The **Data Maintenance scheduler** performs a series of data maintenance tasks in order to manage the disk space required by Kadoe Client's database. The retention period for each data type can be set via the Admin Functions screen.

1. Delete all old Vehicle Enquiry data
2. Delete all old DVLA Response data
3. Delete all old Debit Statement data
4. Delete all old Transmission Log data

Setting the scheduler

Click the Settings button to set the schedule.



The scheduler will run on the days of the week that you select.

You can set the scheduler to run at regular intervals by checking one of these boxes:

- Every 15 minutes
- Every 30 minutes
- Every hour

SCHEDULER PROPERTIES

Import and Export Scheduler

Run when: On these days at these times

☒ Monday
 ☒ Thursday
 ☐ Saturday
☒ Tuesday
 ☒ Friday
 ☐ Sunday
☒ Wednesday

☒ Every 15 mins
 ☐ Every 30 mins
 ☐ Every hour

between 08:00 and 21:00

Last ran: | Next run:

Ok Cancel Help

If you choose to run the scheduler at regular intervals, you will also be prompted to set the times between which the scheduler will run. Please enter a time in the HH:MM (24-hour) format.

Alternatively, you can choose to run the scheduler at specific times of day. Ensure that the regular interval checkboxes are not ticked, and enter a time for scheduled run in the HH:MM (24-hour) format.

SCHEDULER PROPERTIES

Import and Export Scheduler

Run when: On these days at these times

☒ Monday
 ☒ Thursday
 ☐ Saturday
☒ Tuesday
 ☒ Friday
 ☐ Sunday
☒ Wednesday

☐ Every 15 mins
 ☐ Every 30 mins
 ☐ Every hour

at 08:30 and 16:45

Last ran: Next run:

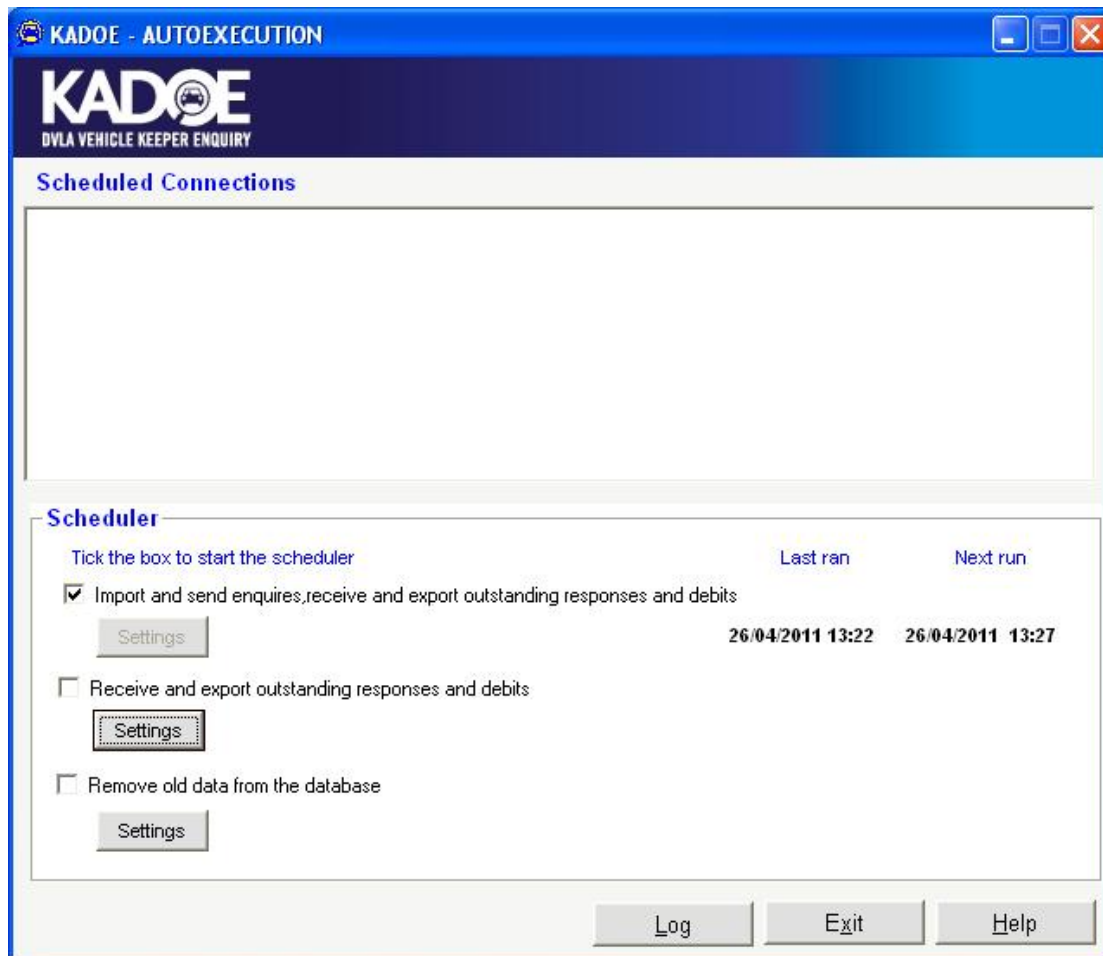
Ok Cancel Help

You may specify one or two scheduled runs.

Click OK to save the scheduler.

Enabling the scheduler

Once the scheduler has been set, tick the box next to it to enable the scheduler.



Kadoe Client will determine a Next Run time for the enabled scheduler, and will enter a waiting state until the scheduler runs.

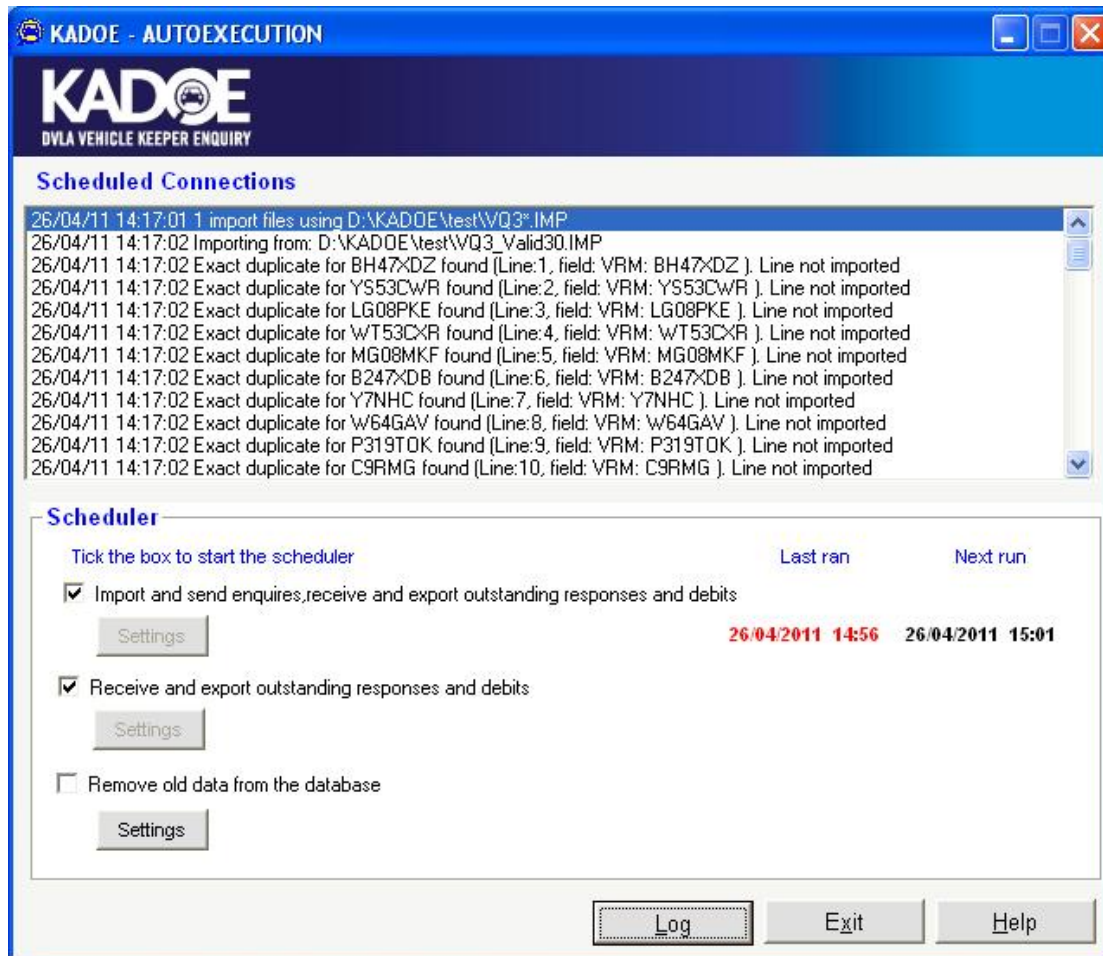
- To hide the Kadoe Client window while it runs in the background, click the minimise button
- To disable the scheduler, untick the box.

After the scheduler runs, the Last ran time and the Next run time will be updated.

If an error occurs during the run, an error message will be rendered, and the Last ran time will appear in red text. Kadoe Client will automatically schedule a retry for five minutes time.

Scheduled Connections window

The Scheduled Connections window is visible in the upper part of the Autoexecution console, and is updated whenever any of the schedulers runs.



Autoexecute Mode - Immediate Execution

To run Kadoe Client in Autoexecute, Immediate Execution mode, specify the `AutoExecute, ImmediateExecution` options in the `Kadoe.ini` configuration file and launch the application.

After logging in (or immediately, if the `BypassLogonSecurity` option is specified), Kadoe Client will perform the following processes automatically.

1. Import all enquiry files from your import locations(s), validating each Vehicle Enquiry
2. Delete the files if successfully imported
3. Send all Vehicle Enquiries with status "Waiting to be sent" to Kadoe Service for processing
4. Retrieve all processed DVLA Responses from Kadoe Service
5. Retrieve any outstanding Debit Statements from Kadoe Service
6. Export all processed responses to the appropriate export location(s)
7. Export any outstanding Debit Statements to the appropriate export location(s)
8. Close the Kadoe Client application.

No console window will appear, and there is no need to set or enable any of the schedulers.

Duplicate Handling in Autoexecute mode

Vehicle Enquiry files imported by Kadoe Client in Autoexecute mode may contain enquiry rows that are duplicates of enquiries already in the system.

Kadoe Client can be configured to deal intelligently with these duplicates, so that repeated enquiries are not made for DVLA Response data you have already received and paid for.

By default, a duplicate enquiry is defined as an exact match on VRM and Date of Event. If your organisation acts as an intermediary, then a duplicate is defined as an exact match on all three of the VRM, Date of Event and EnquirerId fields.

You may set a tolerance on the Date of Event criterion via the Admin Functions, Kadoe Client tab (REFERENCE_REQUIRED). Enquiries whose VRMs are an exact match and whose Dates of Event are within tolerance will be considered as duplicates.

You may choose to record duplicate enquiries in a file, on a printout, or both.

If you choose neither of these options, then Kadoe Client will forward duplicate enquiries for onward processing regardless, and you will be charged for the duplicate enquiry.

AutomateImport Mode

For users whose work processes require both manual and automatic operation, Kadoe Client can be configured to run in a semi-automatic mode.

In semi-automatic mode, Kadoe Client will run as normal until a Send and Receive operation is invoked (REFERENCE_REQUIRED), either manually or on a schedule.

Then, as part of the Send and Receive process, Kadoe Client will import enquiry data in the form of text files from the import locations specified on the Admin Functions screen. These will be added to the enquiries you entered manually, and all the enquiries will be sent together for onward processing.

When DVLA Response data is available, Kadoe Client will download the response data automatically and export it for further processing in the form of a text file. In the default configuration, Debit Statements are also downloaded automatically and exported.

Configuring AutomateImport Mode

To operate Kadoe Client in AutomateImport mode, make the following setting in the Kadoe.ini configuration file:

```
AutomateImport=Yes
```

Please note that the AutomateImport process is mutually exclusive with the Autoexecute (REFERENCE_REQUIRED) process. Setting AutomateImport=Yes will have no effect if Kadoe Client is running in Autoexecute mode.

Import Filenames, File Types and File Locations

During the AutomateImport process, Vehicle Enquiry data is imported from files which meet the following criteria:

- The file is located in one of your specified import folder(s)
- The file is of the specified file type
- The filename begins with "VQ3"

The default file type (file extension) is .IMP. If your back-office systems create text files of a different type (for instance, .csv), you may choose to override this setting. Do this by writing the following (example) parameter to the Kadoe.ini configuration file, without the leading full stop character:

```
ImportFileType=CSV
```

The AutomateImport process retrieves all files from the AutoImportPath location with a filename that matches VQ3*.IMP. The files are processed one by one. Once they are processed, the files are moved to an Archive folder within the appropriate import folder.

Export Filenames, File Types and File Locations

During the AutomateImport process, Kadoe Client will request all outstanding DVLA Response and Debit Statement data from the remote Kadoe Service application. If any such data exists it will be saved in the form of text files:

- To the appropriate export location
- With the specified export file type
- With a filename beginning with “VQ7” for DVLA Response data, and “DEB” for Debit Statement data

The default export file type is .EXP. If your back-office systems consume text files of a different type (for instance, .csv), you may choose to override this setting. Do this by writing the following (example) parameter to the Kadoe.ini configuration file, without the leading full stop character:

```
ExportFileType=CSV
```

The AutomateImport process

When the AutomateImport process runs, Kadoe Client performs the following tasks in order:

1. Import all enquiry files from your import location(s), validating each Vehicle Enquiry.
2. Delete the file if successfully imported
3. Send all Vehicle Enquiries with status “Waiting to be sent” to Kadoe Service for processing
4. Retrieve all processed DVLA Responses
5. Retrieve any outstanding Debit Statements
6. Export all processed responses to the appropriate export location(s)
7. Export any outstanding Debit Statements to the appropriate export location(s)

The AutomateImport process can be invoked manually or on a schedule. Please see the REFERENCE_REQUIRED section.

Users

Access to Kadoe Client is controlled by User identity. Administrators of Kadoe Client may create and manage many Users, each with its own username and password.

A User may operate Kadoe Client on any installed machine across your network.

User groups

Within Kadoe Client, access to program functions is restricted based on user group.

- **Administrators** have access to all Kadoe Client screens, including Admin Functions.
- **Managers** may input and import Vehicle Enquiries, view and export DVLA Responses, view and export Debit Statements, and invoke or schedule the Send and Receive process. Managers do not have access to the Admin Functions screen.
- **Normal Users** may input and import Vehicle Enquiries, view and export DVLA Responses, and view and export Debit Statements. Normal Users do not have access to the Send and Receive or Admin Functions screens.

There must always be at least one Administrator user enabled on your system. An Administrator can create as many Managers and Normal Users as are required.

Normal Users and Managers do not have access to any administration function, including change of password. These must be performed by an Administrator.

Enabling and disabling users

A user may be temporarily excluded by setting its Enabled state to No. However, Kadoe Client requires that at least one Administrator user is enabled at all times.

The Autoexecute user is a special user type invoked when Kadoe Client operates in Autoexecute mode. It cannot be deleted or disabled.

Users and Enquirers

If you have multiple Enquirers, you may restrict a User to act only on behalf of certain Enquirers. This controls the ability of a User to create enquiries, view responses and view Debit Statements. Each user must act on behalf of at least one Enquirer

Enquirers

Your organisation is known to the DVLA as an *Enquirer*. This identity permits it to make Vehicle Enquiries and receive DVLA Responses. Your organisation may also act as an Intermediary for other Enquirers.

Enquirer Id and Intermediary ID

All organisations registered to handle Kadoe data are identified by an *Enquirer Id*, a unique identity provided and controlled by the DVLA.

It is also possible for your organisation to act as an *Intermediary* on behalf of its partners, subcontractors or associated companies. In such cases the DVLA will generate an Enquirer Id for you and for each partner company, and a single *Intermediary ID* for you alone.

- An enquiry you make on your own behalf will carry your Enquirer Id
- An enquiry you make on behalf of a partner company will carry its Enquirer Id and your Intermediary ID

Reason for Enquiry

When an Enquirer registers with the DVLA, it will do so on the basis of one or more *Reasons for Enquiry*. These correspond to circumstances in its line of work that cause it to request Kadoe details from the DVLA.

The DVLA will approve one or more Reasons for Enquiry in respect of each Enquirer. Every time you make an enquiry, one such reason must be provided with it.

Each Reason for Enquiry is mapped to a DVLA *Enquiry Code*. This four-character code appears in parentheses after the Reason for Enquiry.

Appendix A – Import File Format

Kadoe Client imports vehicle enquiry data from text files in the following circumstances:

- Automatically, when operating in Autoexecute mode
- Semi-automatically, during the Send and Receive process, when operating in AutomateImport mode
- When manually invoked, on the Vehicle Enquiries screen.

The file must be structured row-wise, with one enquiry per row, and must meet the following criteria:

- The file is located in an import folder specified for an Enquirer
- The file is of the specified import file type (by default, .IMP)
- The filename begins with "VQ3"

Kadoe Client will detect if the data is in a tab-delimited or comma-separated values format. If not, Kadoe Client will assume that the data conforms to a fixed-length field format and attempt to import it as such.

Data rows in Kadoe enquiry import files should obey the following schema. Fields marked with an asterisk* are mandatory. You may choose to omit data from the non-mandatory fields. However, blank fields must still be delimited by a tab or a comma, or conform to the fixed-length format (by being composed entirely of whitespace), unless the blank fields are contiguous at the end of a row.

The start position and end position parameters apply to fixed-length fields only.

	<u>Field</u>	<u>Max Length</u>	<u>Start Position</u>	<u>End Position</u>	<u>Description</u>
1	VRM*	7	1	7	The Vehicle Registration Mark for which Kadoe details are sought. May not contain embedded spaces.
2	Date of Event	8	8	15	The Date Of Event for which Kadoe details are sought Format: YYYYMMDD or YYMMDD Must not be a date in the future. Must not be later than Date of Enquiry Today's date will be used if this field is blank.

	<u>Field</u>	<u>Max Length</u>	<u>Start Position</u>	<u>End Position</u>	<u>Description</u>
3	Enquiry Reference	20	16	35	Your own reference for this Kadoe Enquiry. Must be unique. A unique number will be generated if this field is left blank.
4	Hardcopy Response	1	36	36	This field is no longer used. Please leave it blank.
5	When Entered	8	37	44	The date when the enquiry was entered into Kadoe Client. Format: YYYYMMDD or YYMMDD Must not be a date in the future. Must not be earlier than Date of Enquiry Today's date will be used if this field is blank.
6	Date Of Enquiry	8	45	52	The date when the enquiry is made. Format: YYYYMMDD or YYMMDD Must not be a date in the future. Must not be earlier than Date of Event Today's date will be used if this field is blank.
7	Control Reference	8	53	60	A reference number used to identify a batch of enquiries. If this field is left blank, Kadoe Client will generate a unique control reference number automatically.
8	Enquirer ID	5	61	65	The ID of the Enquirer who makes this enquiry. A five-character code in AA999 format, provided by the DVLA. If left blank, Kadoe Client will determine the Enquirer ID from the import folder.

	<u>Field</u>	<u>Max Length</u>	<u>Start Position</u>	<u>End Position</u>	<u>Description</u>
9	Enquiry Code	4	66	69	<p>The Enquiry Code (Reason for Enquiry) that applies to this Enquiry. A four-character code in 99AA format, provided by the DVLA. Please see Appendix E.</p> <p>If left blank, then the default Reason for Enquiry for this Enquirer will be used.</p>
10	Intermediary ID	3	72	73	<p>The Intermediary ID that represents your organisation. A three-character code in A99 format, provided by the DVLA.</p> <p>If left blank, the Intermediary ID field will be populated automatically.</p>
11	Reason For Enquiry	50	73	123	<p>The reason for the enquiry. If you are using CSV format for your file, please put quotes around this field if the value contains a comma</p>

Appendix B – DVLA Response Export File Format

Kadoe Client exports DVLA response data to text files in the following circumstances:

- Automatically, when operating in Autoexecute mode
- Semi-automatically, during the Send and Receive process, when operating in AutomateImport mode
- When manually invoked, on the DVLA Responses screen.

Export files are structured row-wise, with one response per row, and with the following characteristics:

- The file is saved to the export folder specified for an Enquirer
- The file is of the specified export file type (by default, .EXP)
- The filename begins with "VQ7"

Kadoe Client can be set to export Kadoe response files in tab-delimited, comma-separated or fixed-length field formats. You may choose the export file format via the Admin Functions, Kadoe Client tab.

Data rows in Kadoe response files obey the following schema. The start position and end position parameters only apply to fixed-length fields.

	<u>Field</u>	<u>Max Length</u>	<u>Start Position</u>	<u>End Position</u>	<u>Description</u>
1	VRM	7	1	7	The Vehicle Registration Mark of the original enquiry. May not contain embedded spaces.
2	Date of Event	8	8	15	The Date Of Event of the original enquiry. Format: YYYYMMDD
3	Enquiry Reference	20	16	35	Your own reference for the original enquiry.
4	Hardcopy Code	1	36	36	"1" if the DVLA response will be provided in hard copy, otherwise blank.
5	DVLA Error Response	1	37	37	Blank normally, or see list below.
6	Make	20	38	57	The vehicle manufacturer's name
7	Model	25	58	82	The manufacturer's vehicle model name
8	Colour	14	83	96	The colour of the vehicle
9	Engine Capacity	5	97	101	The registered capacity of the vehicle's engine, in cm3

	<u>Field</u>	<u>Max Length</u>	<u>Start Position</u>	<u>End Position</u>	<u>Description</u>
10	Seating Capacity	3	102	104	The registered number of seats in the vehicle
11	Taxation Category	25	105	129	The registered taxation category of the vehicle
12	VIN	17	130	146	The Vehicle Identification Number
13	Number Of Previous Keepers	3	147	149	The number of previously registered keepers of this vehicle. Right-aligned and zero-filled on the left.
14	Date of Last Keeper Change	8	150	157	The date of this vehicle's last registered change of keeper Format: YYYYMMDD
15	Date Of License Expiry	8	158	165	The date on which the current excise licence expires Format: YYYYMMDD
16	Date Of Theft	8	166	173	for a vehicle which has been stolen, the date when the theft was notified Format: YYYYMMDD
17	Date Of Recovery	8	174	181	For a vehicle which was stolen and later recovered, the date when the recovery was notified Format: YYYYMMDD
18	Date First Registered	8	182	189	The date the vehicle was first registered in the UK Format: YYYYMMDD
19	Keeper Name Code	1	190	190	DVLA keeper name code. See list below.
20	Keeper Title Code	1	191	191	DVLA keeper title code. See list below.
21	Keeper Name 1	30	192	221	Surname of individual or Company name
22	Keeper Name 2	30	222	251	Forename(s) of individual or part 2 of Company name
23	Keeper Address 1	30	252	281	First line of address of registered keeper
24	Keeper Address 2	30	282	311	Second line of address of registered keeper
25	Keeper Address 3	30	312	341	Third line of address of registered keeper
26	Keeper Address 4	30	342	371	Fourth line of address of registered keeper
27	Keeper Post Town	30	372	401	Post town of registered keeper

	<u>Field</u>	<u>Max Length</u>	<u>Start Position</u>	<u>End Position</u>	<u>Description</u>
28	Keeper Post Code	30	402	431	Postcode of registered keeper
29	Control Reference	8	432	439	An automatically generated reference number between 00000001 and 99999999, used to group responses together
30	Date Of Response	8	440	447	The date when the DVLA responded to the enquiry. Format: YYYYMMDD
31	When Prepared	14	448	461	The date and time when the DVLA response was prepared. Format: YYYYMMDDHHMMSS
32	When Received	14	462	475	The date and time when you downloaded the response data. Format: YYYYMMDDHHMMSS
33	Date of Scrapping	8	476	483	For a vehicle which has been scrapped, the date when the scrapping was notified Format: YYYYMMDD
34	Date of Export	8	484	491	For a vehicle which has been exported, the date when the export was notified Format: YYYYMMDD
35	Title	10	492	501	If the keeper is an individual, the personal Title of the keeper
36	EnquirerId	5	502	506	The ID of the Enquirer who made the original enquiry. A five-character code in AA999 format, provided by the DVLA.
37	Enquiry Code	4	507	510	The code used on the enquiry
38	Surname	35	511	545	Extend length of surname
39	First name	35	546	580	Extend length of first name
38	Company name	70	511	580	Company name
38	Other name	70	511	580	Other name

NOTE-1 Fields 38 and 39 are used for individual ownership. Field 38 is also used for company or other name. The field can only be Surname, Company name or Other name. Notice that for individual ownership, field 38 is split over 2 35 character fields.

NOTE-2 If the INI file setting SkipFullCustomerNameExport is set, fields 38 and 39 will not put into the file.

NOTE-3: Data in the fixed length format is LEFT padded with spaces.

DVLA Error Response Codes:

<u>Code</u>	<u>Description</u>
1	Hardcopy response to follow
A	No trace of VRM on DVLA system
B	Scrapped
C	Exported
D	Void record
E	MOD vehicle
F	BFG vehicle
G	Invalid VRM
H	Invalid date of event
J	Invalid date of enquiry
K	Hardcopy response to follow

DVLA Keeper Name Codes:

<u>Code</u>	<u>Description</u>
3	Name refers to an individual
5	Name refers to a company

DVLA Keeper Title Codes:

<u>Code</u>	<u>Description</u>
<i>Codes applicable to an individual (Keeper Name Code = "3")</i>	
1	Mr
2	Mrs
3	Miss
<i>Codes applicable to a company (Keeper Name Code = "5")</i>	
5	Official Name
7	Pseudonym

Appendix C – Debit Statement Export File Format

Kadoe Client exports Debit Statement data to text files in the following circumstances:

- Automatically, when operating in Autoexecute mode
- Semi-automatically, during the Send and Receive process, when operating in AutomateImport mode
- When manually invoked, on the Debit Statements screen.

Debit Statement files are structured row-wise, with one statement per row, and with the following characteristics:

- The file is saved to the export folder specified for an Enquirer (the same folder as Kadoe response files)
- The file is of the specified export file type (by default, .EXP)
- The filename begins with “DEB”

Kadoe Client can be set to export Debit Statement files in tab-delimited, comma-separated or fixed-length field formats. You may choose the export file format via the Admin Functions, Kadoe Client tab.

Data rows in Debit Statement files obey the following schema. The start position and end position parameters only apply to fixed-length fields.

	<u>Field</u>	<u>Max Length</u>	<u>Start Position</u>	<u>End Position</u>	<u>Description</u>
1	Debit Statement Reference	35	1	35	An automatically generated reference for this Debit Statement
2	Issue Date	8	36	43	The last day (a Friday) of the Debit Statement period Format: YYYYMMDD
3	Transaction Date	8	44	51	The date when the Direct Debit transaction normally takes place (the Monday following the Issue Date) Format: YYYYMMDD
4	Charge Period Start	8	52	59	The date when the statement period begins (a Friday) Format: YYYYMMDD
5	Charge Period End	8	60	67	The date when the statement period ends (a Thursday) Format: YYYYMMDD

	<u>Field</u>	<u>Max Length</u>	<u>Start Position</u>	<u>End Position</u>	<u>Description</u>
6	Total Amount Of Debit	18	68	85	The total expected amount of the Direct Debit payment. In pence. Right-aligned with leading zeroes on left.
7	Number Of Charges	15	86	100	The number of enquiries charged for during the period. In pence. Right-aligned with leading zeroes on left.
8	Rate Of Charge	15	101	115	The rate of charge for each enquiry. In pence. Right-aligned with leading zeroes on left.
9	Total Amount Of Charge	18	116	133	The total charge on the statement (also field 6). In pence. Right-aligned with leading zeroes on left.
10	DVLA Bank Account Number	17	134	150	The beneficiary (DVLA) bank account number.
11	DVLA Bank Account Name	35	151	185	The beneficiary (DVLA) bank account name.
12	DVLA Bank Sort Code	17	186	202	The beneficiary (DVLA) bank sorting code.
13	TP Bank Account Number	17	203	219	The paying bank account number.
14	TP Bank Account Name	35	220	254	The paying bank account name.
15	TP Bank Sort Code	17	255	271	The paying bank sorting code.
16	Control Reference	8	272	279	An auto-generated reference number between 00000001 and 99999999. Right-aligned with leading zeroes on left.
17	When Prepared	14	280	293	The date and time when the Debit Statement was prepared. Format: YYYYMMDDHHMMSS
18	When Received	14	294	307	The date and time when you downloaded the Debit Statement. Format: YYYYMMDDHHMMSS
19	EnquirerId	5	308	312	The ID of the Enquirer to whom this Debit Statement pertains.

Appendix D – Configuration File (Kadoe.ini) Settings

The Kadoe.ini file is written to the installation directory when Kadoe Client is installed. The parameters in this file determine how Kadoe Client runs and behaves.

For users upgrading from v2.0, configuration settings are automatically imported when Kadoe Client is installed. Certain parameters are no longer maintained in the configuration file, and can now be modified directly using the Kadoe Client interface.

The file is written in a standard Windows configuration file format, and can be modified using a text editor.

- Rows beginning with an *asterisk are ignored by the program
- Rows in [brackets] are section header names and are ignored by the program
- Configuration parameters are set using the following syntax:

Parameter=value

- Certain parameters accept one or more values in a comma-separated list, as follows:

Parameters=value1,value2

[System] settings

Parameter	Default Value	Notes
DebugMode	NNN	N?? The first character is deprecated and has no meaning in Kadoe Client ?T? Set the second character to T to run Kadoe Client in Test Mode ??Y Set the third character to Y to skip VRM validation when importing or inputting enquiries
Options	(none)	Autoexecute Run Kadoe Client in Autoexecute mode (start up, import and export according to schedule, run continuously) ImmediateExecution Run Kadoe Client in immediate Autoexecute mode (start up, import and export immediately, shut down automatically) BypassLogonSecurity Skip the log in step when running in Autoexecute mode
ImportFileType	IMP	The file type (file extension) of Kadoe enquiry files to be imported. Note that these files must also have a filename beginning "VQ3". Used in all import scenarios – Manual, Autoexecute and AutomatedImport

Parameter	Default Value	Notes
ImportData	+DATA	The file location where Kadoe enquiry files are imported from. Can be specified as a subfolder to the Kadoe Client installation folder (by using the + sign), or as an absolute path. Used in Manual and Autoexecute import scenarios only.
ExportFileType	EXP	The file type (file extension) of Kadoe response and Debit Statement files to be exported. These files will be given a filename beginning "VQ7" or "DEB". Used in all export scenarios – Manual, Autoexecute and AutomatedImport
ExportData	+DATA	The file location where Kadoe response and Debit Statement files are exported to. Can be specified as a subfolder to the Kadoe Client installation folder (by using the + sign), or as an absolute path. Used in Manual and Autoexecute import scenarios only.
Fastprint	No	On some printers, the boxing surrounds take an excessive amount of time to print. If this occurs, set this parameter to Yes to use normal characters to form the boxes.
FontReduce	0	On some printers, normal font sizes are not supported and fonts are printed in large scale. If this occurs, set this parameter to a number between 1 and 3.
RemoveNonResponses	PROMPT	During the data maintenance process, controls how Kadoe Client deals with Kadoe enquiries that have not yet received a response. Can be set to YES , NO , or PROMPT .
AutomateImport	No	Run Kadoe Client in AutomateImport mode by setting this parameter to Yes . Has no effect unless the Option parameter is not specified (that is, Kadoe Client is not running in Autoexecute mode).
AutoImportPath	+Data	The file location where Kadoe enquiry files are imported from in AutomateImport mode. Can be specified as a subfolder to the Kadoe Client installation folder (by using the + sign), or as an absolute path.
AutoExportPath	+Data	The file location where Kadoe response and Debit Statement files are exported to in AutomateImport mode. Can be specified as a subfolder to the Kadoe Client installation folder (by using the + sign), or as an absolute path.

Parameter	Default Value	Notes
BespokeImportFormat	No	When importing Enquiry data in fixed field format, sets the Enquiry Reference field length to 10 characters, and expects either the '1' character or an empty field in the Hardcopy Required field.
ExplicitExportSequence	No	Force export file number to carry on from the last used number in a batch. This setting is used to stop file sequences returning to 001 if the 001 file does not exist.
SkipFullCustomerNameExport	No	Tell the VQ7 export not to export the full name values for Individual, company and other name fields.

[Database] settings

Parameter	Default Value	Notes
Database	+KADOE.MDB	The relative or absolute path to Kadoe Client's database file. If you wish to move this file, cut and paste the file into its new location, and then update the Database parameter. Can be specified as a subfolder to the Kadoe Client installation folder (by using the + sign), or as an absolute path.
ForceRepair	NO	Set this to Yes to perform a one-off database repair when the program starts. Resets automatically to No once the repair has been done.

[V3] settings

Parameter	Default Value	Notes
LogFilter	959	Controls the logging items that are shown in the log. You will not normally need to amend this setting.
V2UpgradeResult	(none)	Indicates whether this is an upgrade installation. You will not normally need to amend this setting.
DebAutoExport	Yes	Controls whether Debit Statements are automatically exported when Kadoe Client runs in AutomateImport mode.
ProgramInstallMode	0	Indicates whether this installation of Kadoe Client is running as: 1 = Standalone - the sole installation on your network 2 = Server - in a multi-machine installation,

		<p>the installation on your network that was installed first, and handles all communications with Kadoe Service</p> <p>3 = Client - in a multi-machine installation, an installation that was installed subsequently, and relies on a Server to communicate with Kadoe Service</p>
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[GUI] settings

Parameter	Default Value	Notes
HighlightSelText	Yes	Controls whether text should be highlighted when an editable field is in focus.

[KadoeServer] settings

Parameter	Default Value	Notes
KadoeHost		The URL of the Kadoe Service web application. You will not normally need to amend this setting.
KadoeTimeOutSecs	120	The timeout period for web service responses from Kadoe Service.

Appendix E – Reason for Enquiry Codes

When an Enquirer registers with the DVLA, it will do so on the basis of one or more *Reasons for Enquiry*. These correspond to circumstances in its line of work that cause it to request Kadoe details from the DVLA.

The DVLA will approve one or more Reasons for Enquiry in respect of each Enquirer. Every time you make an enquiry, one such reason must be provided with it.

Each Reason for Enquiry is mapped to a DVLA *Enquiry Code* in 99AA format.

In Kadoe Client, a Reason for Enquiry is represented by a Short Reason Description and its Enquiry Code.

Sector	DVLA Reason Description	Short Reason Description	Enquiry Code
Finance Companies	To trace a vehicle subject to a hire purchase, loan or leasing agreement which has been defaulted on, with a view to repossession of the vehicle.	Finance - Default	00CA
	Finance - where there has been no default but there is evidence to suspect that the vehicle has been disposed of a third party, in breach of the original hire purchase, loan or leasing agreement with a view to repossession.	Finance - Third Party Disposal	00CB
	Finance - where there is specific evidence or grounds for suspicion that fraudulent activity is suspected by the keeper/driver of the vehicle.	Finance - Fraud Investigation	00CC
Insurance Company	Hit and run - an unidentified third party vehicle/driver has been involved in a hit and run accident with the Customer's insured person. The driver of the third party vehicle did not stop or report the accident or give information and documents to the insured person ("hit and run" accidents).	Hit and Run	00CD

Sector	DVLA Reason Description	Short Reason Description	Enquiry Code
	Damage to vehicle- the Customer has received a claim that an unidentified third party vehicle/driver was involved in a road traffic accident where direct damage occurred to their insured person's vehicle.	Damage to Vehicle	00CD
	Death or Personal Injury - the Customer has reason to believe that the third party vehicle was involved in a road traffic accident and caused death or personal injury their insured person or their passenger's; or damage to their insured person's vehicle and the insured person has submitted a claim for payment in respect of that damage.	Death or Personal Injury	00CD
	Damage to property – the Customer has received a claim that an unidentified third party vehicle/driver was involved in a road traffic accident where damage was caused to their insured person's property by a vehicle	Damage to Property	00CD
	Fraud - the Customer has received a claim and needs to establish the keeper(s)/driver(s) of the third party vehicle(s) where there is reason to suspect or there is specific documentary evidence that the third party has given false information or has made a misrepresentation.	Fraud	00CE
	Suspected cloned vehicle – the Customer needs to establish whether a vehicle that is suspected to have been cloned on inspection, is registered to the policyholder, following an insurance claim.	Suspected cloned vehicle	00CF
	Shunting or swerving – the Customer has received a claim that an unidentified third party vehicle/driver caused damage as a result of shunting a vehicle or causing a vehicle to swerve into their insured person's property.	Shunting as swerving	00CX

Sector	DVLA Reason Description	Short Reason Description	Enquiry Code
	Insurance Policy Default – the Customer needs to establish ownership of vehicles related to a third-party claim where the policy of the “at fault” driver has fallen into default and the policyholder is not traceable.	Insurance Policy Default	00CY
	Credit hire claim fraud – the Customer needs to check the vehicle keeper of a hire vehicle where a credit hire claim is suspected to be fraudulent and not owned by hire company.	Credit hire fraud	00CZ
	Ghost Broking – the Customer has evidence that the keeper of a vehicle has been a victim of Ghost Broking and need to be advised that their insurance is invalid.	Ghost booking	00DA
	Staged incident/crash for cash fraud – the Customer has received a claim and believes the incident has been staged to make a fraudulent claim. They require vehicle keeper details of their insured person or the third party.	Staged incident/crash for cash fraud	00DB
Parking Enforcement Companies (V888/3)	Breach of terms and conditions of a private car park	Parking - Breach of T&Cs	00CH
	Overstayed a free parking time limit in a private car park where a charge then becomes payable.	Parking - Overstayed free parking limit	00CI
	Trespassed on private property	Parking - Trespassed on private property	00CJ
Solicitors on behalf of Finance and Insurance Companies	Same reasonable cause as insurance and finance companies	Solicitors for Finance/Insurance Company	00CM
Debt Recovery Agencies for parking	Reasonable cause for parking	Debt Recovery Agency for Parking Company	00CN
Solicitors on behalf of Parking Companies	Reasonable cause for parking	Solicitors for Parking Company	00CO

Sector	DVLA Reason Description	Short Reason Description	Enquiry Code
Toll Roads/Bridges	To identify the registered keeper/driver of a vehicle which failed to pay the appropriate fee at a Toll road/bridge.	Toll roads/bridges - Failed to pay fee	00CQ
Vehicle Mileage Check	Mileage for Motor Trader holding a vehicle for sale	Mileage check - Motor Trader	00CR
	Registered Keeper	Mileage check - Registered Keeper	00CS
	Prospective Purchaser	Mileage check - Prospective Purchaser	00CT
	Offences under the Trades Description	Mileage check - Trade Descriptions Act	00CU
	Offences under the Theft Act	Mileage check - Theft Act	00CV
	Offences under the Unfair Commercial Practice Directive	Mileage check - UCPD offences	00CW

Appendix F – VRM Validations

When a vehicle enquiry is input or imported, Kadoe Client will validate that the VRM conforms to a valid UK Mainland or Northern Ireland format.

You may choose to skip this validation:

- When inputting enquiries manually, by checking the Skip VRM Validation box on the Vehicle Enquiries screen
- When importing enquiries, by setting `DebugMode=? ?Y` in the Kadoe.ini configuration file.

The DVLA will not provide Keeper details in respect of the following VRM formats, and as such Kadoe Client will reject them as invalid:

- Ministry of Defence (MOD) Plates
- Diplomatic Plates
- Isle of Man Formats
- Channel Islands Formats

Kadoe Client considers the following formats to be valid:

Post-2001 Format

AA99AAA

- The first two letters refer to a local registration office
- The digits denote the year of the vehicle, with 01 excluded
- The last three letters may not include I or Q

Prefix Format

A9AAA

A99AAA

A999AAA

- The first letter denotes the year of the vehicle and may not be O or U
- The initial digit may not be zero
- The last three letters may not include I, Q or Z

Suffix Format

AAA9A

AAA99A

AAA999A

- The first three letters may not include I, Q or Z
- The initial digit may not be zero
- The last letter denotes the year of the vehicle and may not be Q

Ageless (Precious) Plates

A9	A99	A999	A9999
AA9	AA99	AA999	AA9999`
AAA9	AAA99	AAA999	
9A	9AA	9AAA	9AAAA
99A	99AA	99AAA	
999A	999AA	999AAA	
9999A	9999AA		

- The initial digit may not be zero
- A letter on its own may not be I, O, Q, U or Z
- The letter Q is only ever valid in the three-letter combination “QNI”
- If a pair of letters includes I or Z, the pair of letters must represent a Northern Ireland county code
- If the format is AAA9, AAA99 or AAA999, and the trio of letters includes I or Z, then the final two letters must represent a Northern Ireland county code, unless the trio of letters is “QNI”
- If the format is 9AAA, 99AAA or 999AAA, the letters I, Q and Z are invalid anywhere, unless the trio of letters is “QNI”