INTRODUCTION TO VERSION 5.2.1

December 2004

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Registration and Title System Version 5.2.1
Remote Sticker Printing System
December 2004

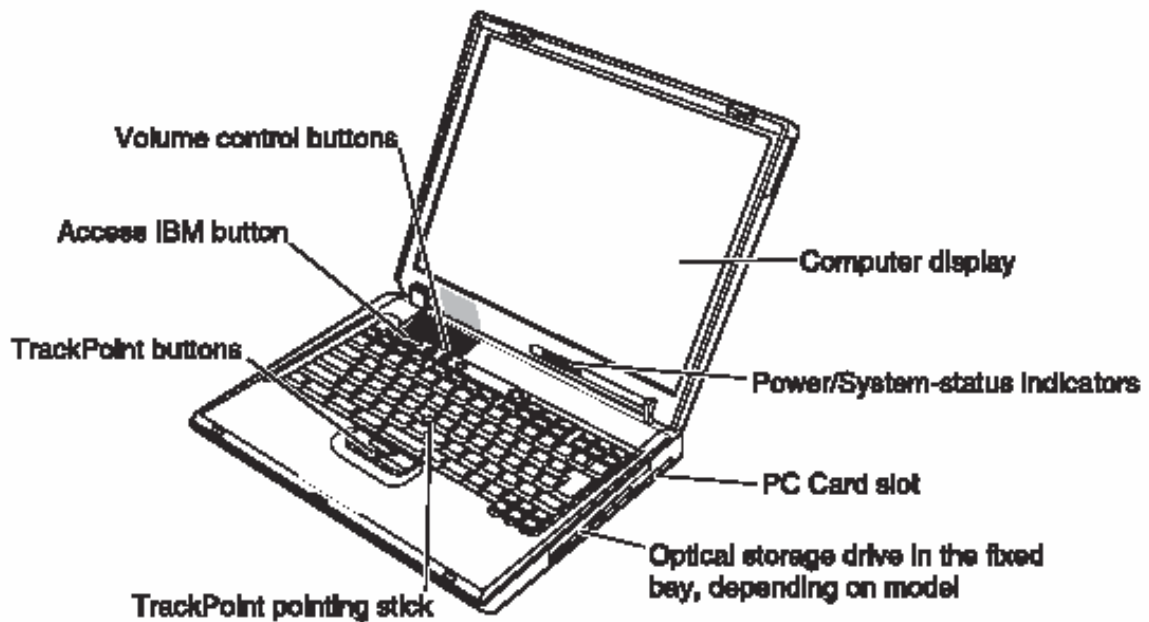# RSPS EQUIPMENT

Ensure that all devices are properly assembled and connected before powering on the RSPS laptop.

RSPS LAPTOP

Volume control buttons

Access IBM button

TrackPoint buttons

TrackPoint pointing stick

Computer display

Power/System-status indicators

PC Card slot

Optical storage drive in the fixed bay, depending on model

Wireless antenna (on some models)

Power status

Power jack
Modem connector
Ethernet connector
USB connectors
PS/2 connector
Parallel connector
Monitor connector
Security keyhole

Audio jacks
Floppy disk drive
USB connectors

SCANNER

DONGLE (Adapter)

USB FLASH DRIVE

WIRELESS LAN ADAPTER

WIRELESS PRINT SERVER
FRONT

BACK

2300 PRINTER

RSPS EQUIPMENT SETUP

Wireless Printing

NOTE: A power strip with at least four plugs is required.

1. Connect printer cable and power cord to Printer
2. Connect Printer to power source
3. Connect printer cable to Wireless Print Server (LPT1 port)
4. Connect Wireless Print Server to power source (a row of green lights will appear)
5. Power up Printer
6. Insert Wireless LAN Adapter into Laptop PC Card slot
7. Connect Scanner serial connection (female) to Dongle serial connection (male)
8. Connect Dongle USB connection to rear USB connector on Laptop
9. Connect Scanner to power source
10. Connect Laptop to power source
11. Power up Laptop (black button, white dot)
    - Laptop will flash message that a connection has been made
    - Wireless LAN Adapter will reflect a solid green light (if no connection made, proceed to "No Connection Present" below

No Connection Present
12. If no connection made, shutdown Laptop and power off
13. Power off Wireless Print Server (hold key until off)
14. Power on Wireless Print Server (hold key until on)
15. Power up Laptop (black button, white dot)
    - Laptop will flash message that a connection has been made
    - Wireless LAN Adapter will reflect a solid green light
16. If still no connection, repeat steps 12 - 15

Local Printing

1. Connect USB cable and power cord to Printer
2. Connect Printer to power source
3. Connect printer USB cable to Laptop USB connector
4. Connect Scanner serial connection (female) to Dongle serial connection (male)
5. Connect Dongle USB connection to rear USB connector on Laptop
6. Connect Scanner to power source
7. Connect Laptop to power source
8. Power up Printer
9. Power up Laptop (black button, white dot)

The County Administrator must configure each new (never configured) RSPS laptop prior to issuance to subcontractor. There are four user groups associated with the Remote Sticker Printing System (RSPS):

- Administrator – County administrator
- Supervisor – Subcontractor supervisor/manager
- Power User - Subcontractor experienced personnel
- User - Subcontractor or new personnel

The chart below displays events allowed for use by each Subcontractor and DTA user group.

		Administrator	Supervisor	Power User	User
DTA	Print Sticker	✔	✔	✔	✔
	Reprint Sticker	✔	✔	✔	✘
	Void Sticker	✔	✔	✔	✘
	Reports	✔	✔	✔	✔ No Date Range
	Reprint Reports	✔	✔	✔	✘
	Recovery	✔	✔	✘	✘
	Printer Setup	✔	✔	✘	✘
Subcontractor	Renewal	✔	✔	✔	✔
	Reprint Sticker	✔	✔	✔	✘
	Void Sticker	✔	✔	✔	✘
	Reports	✔	✔	✔	✔ No Date Range
	Reprint Reports	✔	✔	✔	✘
	Export	✔	✔	✔	✘
	Printer Setup	✔	✔	✘	✘
Administration	Login/Logout	✔	✔	✔	✔
	Setup	✔	✘	✘	✘
	User Administration	✔	✔	✘	✘

Initial Setup and Reboot for RSPS

The County Administrator must complete the following steps to configure each new laptop for operation:

STEP	ACTION
1	Ensure that the dongle (adapter) and scanner are plugged into the RSPS laptop ports. **NOTE:** The dongle (adapter) that arrives with a laptop MUST remain with <u>that</u> laptop.
2	Power on the RSPS laptop the **Log On to Windows** screen appears.

LOG ON TO WINDOWS SCREEN

STEP	ACTION
3	Input the VTR supplied: • **User Name** • **Password**
4	Select "OK" the **Windows XP Desktop** appears.

WINDOWS XP DESKTOP

STEP	
5	Select "Start" or press Ctrl + Esc a **Menu List** appears.

MENU LIST

STEP	ACTION
6	Select "Start RSPS" the **Login** – COM001 screen appears.

LOGIN SCREEN

STEP	ACTION
7	Select the "I Accept" radio button.
8	Input the VTR supplied: • **User ID** • **Password**
9	Select ENTER the **Setup** (COM003) screen appears.

SETUP SCREEN

The Setup screen will appear <u>blank</u> during the initial (first time) configuration.

Completed Setup screen using the following steps:

STEP	ACTION
10	Select the following: **County Information:** Select a 3-digit **Office Issuance Number** with County Name. • Drop-down list displaying county numbers and names • Laptop will restart if changed • **County No** – This field will auto populate after a 3-digit Office Issuance Number selection is made from the drop-down list. • **County Name** – This field will auto populate after a county selection is made from the drop-down list.
11	**RSPS Type:** • Select the **Subcontractor** radio button. ▪ When Subcontractor is selected, the RSPS Information reverts to subcontractor information after log in by employee. Laptop will restart if changed. • **Issue Plates** (if applicable) – Place a check "√" in the checkbox to allow the **Subcontractor** to issue plates. • **Max Export Days** – This field defaults to **7-days**, the maximum allowed before export of transactions from the Subcontractor to the county. Enabled only for a subcontractor. • **Max Export Trans** – This field defaults to **300 transactions**, the maximum allowed to be held by a Subcontractor before export to the county. Enabled only for a subcontractor.
12	Input the following: **RSPS Information:** **Subcontractor ID** – Enter the Subcontractor ID number from the current RTS system (maximum 3 characters). Laptop will restart if changed. **Name** - Enter the Subcontractor name from the current RTS system (maximum 30 characters). **RSPS ID** – Enter a unique identifier for the RSPS system. ▪ Format is S111Y. ▪ "S111" is auto populated based on the entry in the Subcontractor ID field. User must enter "Y" ▪ Naming conventions are as follows: ▪ S = Subcontractor ▪ 111 = Subcontractor ID ▪ Y = sequential from A through Z (for multiple RSPS systems at the same location) **Address** – enter the subcontractors address from the current RTS system ▪ Address fields 1 and 2 maximum 30 characters ▪ City field maximum 19 characters ▪ State field must be 2 characters ▪ ZIP field must be 5 numeric characters ▪ 'ZIP + 4' field must be 4 numeric characters
13	Select ENTER the **Confirm Action** (CTL001) screen appears.

CONFIRM ACTION SCREEN

STEP	ACTION
14	Select "Yes" the **System Shutdown Message** screen appears.

SYSTEM SHUTDOWN MESSAGE
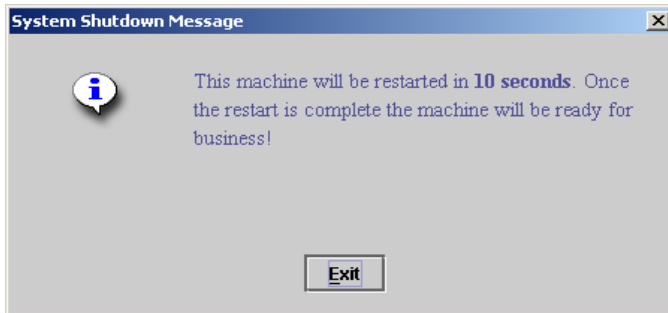
STEP	ACTION
15	Select "Exit" or wait 10 seconds. The RSPS laptop restarts and the **Log On to Windows** screen appears.

Flash Drive Update and Reboot

At this point, the RSPS laptop is set to the appropriate subcontractor location. The laptop must be updated with new programming (if any) and subcontractor supervisor information. The Universal Serial Bus (USB) Flash Drive is a portable file stick used to load the RTS application <u>from</u> the RTS desktop and plugs <u>into</u> the laptop.

LOG ON TO WINDOWS SCREEN

STEP	ACTION
16	Update the USB Flash Drive using the RTS "RSPS System Updates" event (refer to additional documentation).
17	When the **Log On to Windows** screen appears, insert the updated **USB Flash Drive** into a port on the RSPS laptop.
18	Input the VTR supplied: • **User Name** • **Password**
19	Select "OK," the **RSPS Update Process** screen appears.

RSPS UPDATE PROCESS SCREEN
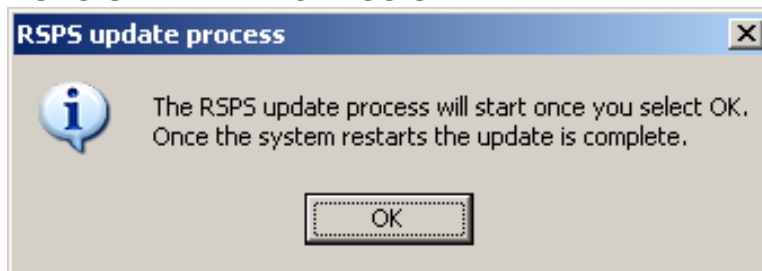
STEP	ACTION
20	Select "OK," the system restarts (various screens will flash on and off) and the **Log On to Windows** screen appears. (Process 1 – 2 minutes)
21	**Remove the USB Flash Drive from the RSPS laptop <u>after</u> the system restarts.**

County Administrator Setup of County Security for Subcontractor Supervisor

LOG ON TO WINDOWS SCREEN
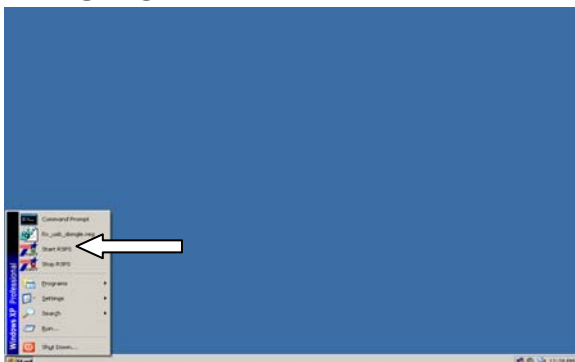
STEP	ACTION
22	Input the VTR supplied: • **User Name** • **Password**
23	Select "OK" the **Windows XP Desktop** appears.

WINDOWS XP DESKTOP
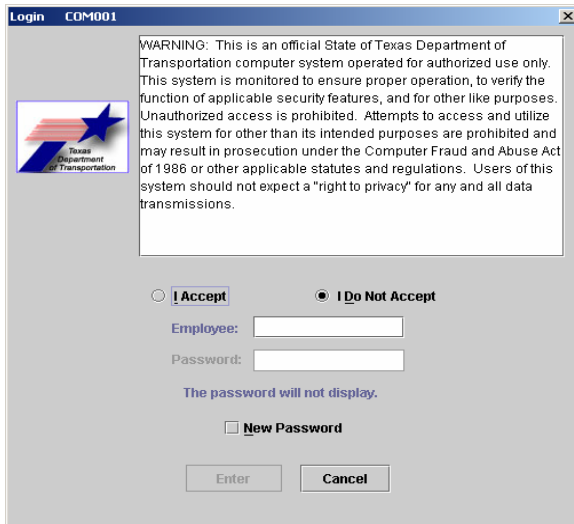
STEP	ACTION
24	Select "Start" or press Ctrl + Esc a **Menu List** appears.

MENU LIST

STEP	ACTION
25	Select "Start RSPS" the **Login** – COM001 screen appears.

LOGIN SCREEN

Login   COM001

WARNING: This is an official State of Texas Department of Transportation computer system operated for authorized use only. This system is monitored to ensure proper operation, to verify the function of applicable security features, and for other like purposes. Unauthorized access is prohibited. Attempts to access and utilize this system for other than its intended purposes are prohibited and may result in prosecution under the Computer Fraud and Abuse Act of 1986 or other applicable statutes and regulations. Users of this system should not expect a "right to privacy" for any and all data transmissions.

○ **I Accept**   ● **I Do Not Accept**

Employee: [   ]
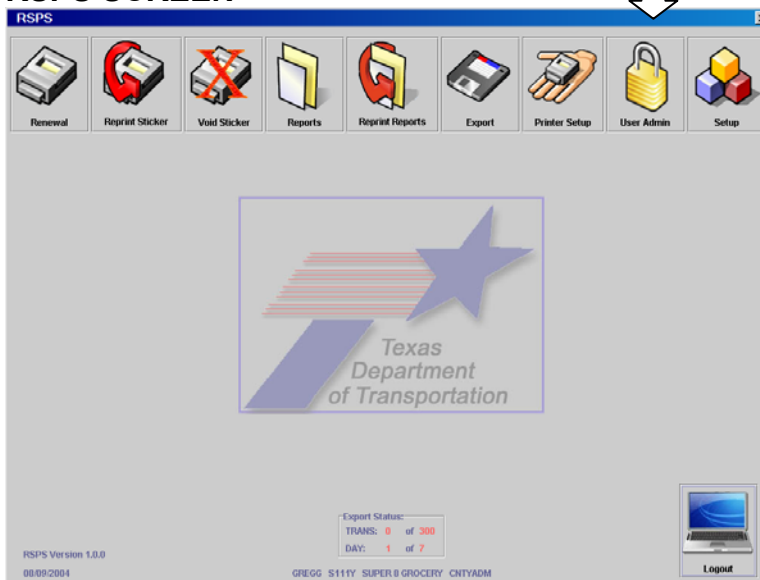
Password: [   ]

The password will not display.

☐ **New Password**

Enter   Cancel

STEP	ACTION
26	Select the "I Accept" radio button.
27	Input the VTR supplied: • **User ID** • **Password**
28	Select "Enter" the **RSPS** screen (desktop) appears.

RSPS SCREEN

STEP	ACTION
29	Select "User Admin" the **User Administration** (COM004) screen appears.

15

USER ADMINISTRATION SCREEN

STEP	ACTION
30	Select the "**Add**" button the **User Properties** (COM005) screen appears.

USER PROPERTIES SCREEN

Enter the following information:

STEP	ACTION
31	**User ID** – Enter a unique identification for the user (7 – 8 characters)
32	**First Name** – Enter first name of user. required (maximum 15 characters)
33	**MI** – Enter middle initial of user, not required
34	**Last Name** – Enter last name of user, required (maximum 15 characters)
35	**Select User Group** – Select "Supervisor" **NOTE:** Administrator (county), Supervisor (subcontractor), Power User (experienced employee), User (new employee)
36	Select the **"Add"** button to add a Subcontractor Supervisor and the **User Administration** (COM004) screen reappears displaying the user name as entered.

STEP	ACTION
37	If additional supervisors are to be added, select the "Add" key repeating steps 30 through 36 to add county administrator(s) and/or additional subcontractor supervisor(s)
38	Select "Cancel" for the **RSPS** screen (desktop) to reappear.

RSPS SCREEN
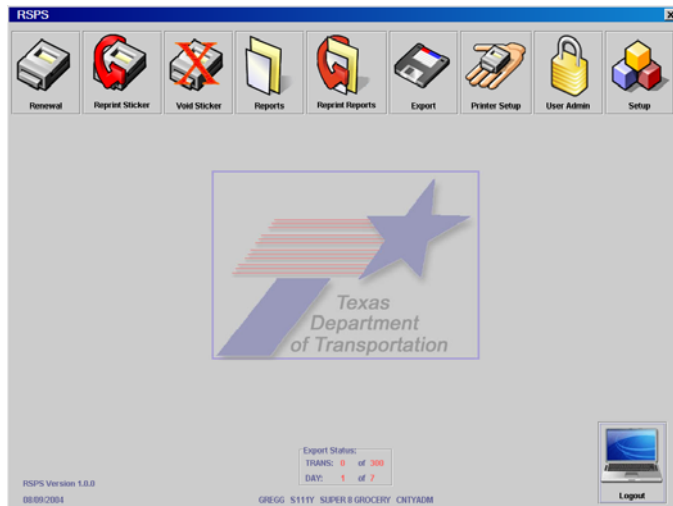
STEP	ACTION
39	Press Ctrl + Esc a **Menu List** appears.

MENU LIST
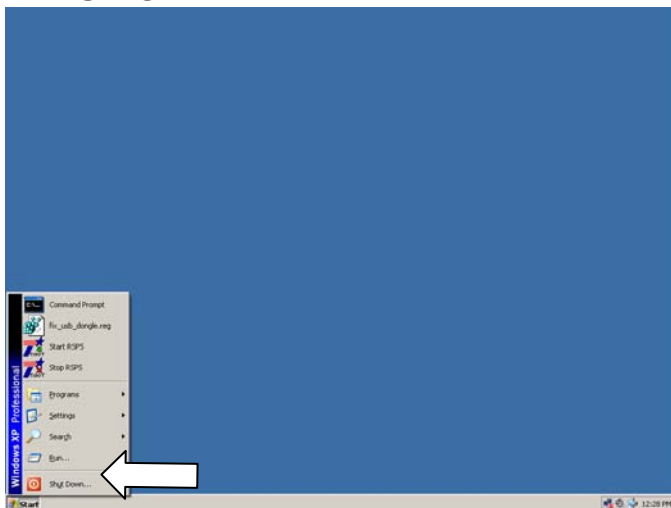
STEP	ACTION
40	Select "Shut Down" the **Shut Down Windows** screen appears.

SHUT DOWN WINDOWS SCREEN

STEP	ACTION
41	Use the up and down arrow keys to select **"Shut down"** and select "OK." The system shuts down and the **RSPS laptop** powers off.
42	The RSPS laptop is now ready to be issued to the subcontractor.

RECONFIGURATION OF LAPTOP BY A COUNTY ADMINISTRATOR (POST-IMPLEMENTATION)

The configuration of a subcontractor RSPS laptop can be changed from one subcontractor to another. The configuration can also be changed from subcontractor RSPS laptop or vice versa. Only a County Administrator, with access to Setup, can make such a change. When the change is made, all database information for the prior configuration is deleted.

IMPORTANT***Ensure that all existing information (renewal transactions, reports, etc.) have been accounted for before reconfiguring the RSPS laptop.

To reconfigure an RSPS laptop, the following steps must be completed:

1. Ensure that the dongle (adapter) and scanner are plugged into the RSPS laptop.

NOTE: The dongle (adapter) that comes with a laptop MUST remain with that laptop.

2. Power on the RSPS laptop, the **Log On to Windows** screen appears.

3. From this point, refer to Steps 1–15 and 22–42 beginning on page 8.

CONFIGURATION OF LAPTOP BY SUBCONTRACTOR SUPERVISOR

To Log On to Windows

- A user must log on to Windows in order to start RSPS

- Windows will automatically lock after two hours of inactivity

- Once locked, only the user previously logged on or an administrator can unlock

To log on to Windows and start RSPS, the following steps must be performed:

STEP	ACTION
1	Ensure that <u>all devices</u> (dongle [adapter] and scanner, printer or wireless print server, etc.) are properly assembled and connected before powering on the RSPS laptop
2	Power on the RSPS laptop The **Log On to Windows** screen appears.

LOG ON TO WINDOWS SCREEN

STEP	ACTION
3	Input the VTR supplied: • **User Name** • **Password**
4	Select "OK" the **Login** – COM001 screen appears

LOGIN SCREEN

20
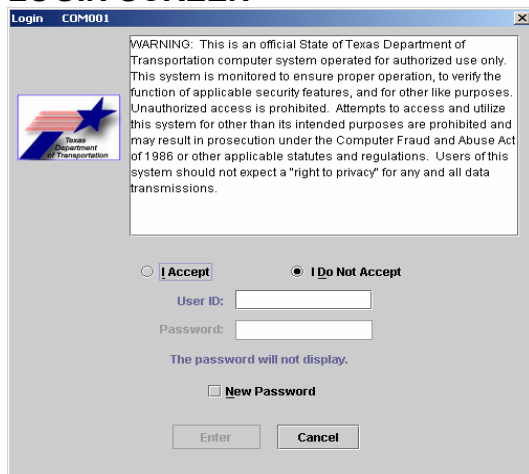
STEP	ACTION
5	The user is now logged on to Windows and RSPS is started.

To Login to RSPS

- A user must login to use RSPS

- RSPS will lock up for one minute after three unsuccessful login attempts

- A user will remain logged in indefinitely as long as transactions are being performed

- RSPS will force another login after 10-minutes of inactivity

To login to RSPS, the following steps must be completed:

STEP	ACTION
1	The **Login** – COM001 screen appears.

LOGIN SCREEN

STEP	ACTION
2	Select the "I Accept" radio button.
3	Input the following: • **User ID** • **Password**
4	Select "Enter" the **RSPS** screen (desktop) appears.

RSPS SCREEN

STEP	ACTION
5	Only those events allowed under the user's configuration are available. Note above that Setup is grayed out for the supervisor.
6	The "Export Status" box displays: • Number of renewal transactions completed since the last export and maximum number of renewal transactions allowed • Current day of the current export cycle and maximum number of days allowed in the current export cycle (number of days between required exports)

To Add A New Employee

A subcontractor supervisor may add, delete, and modify employees and additionally may reset passwords for employees. There are four user groups associated with the Remote Sticker Printing System (RSPS):
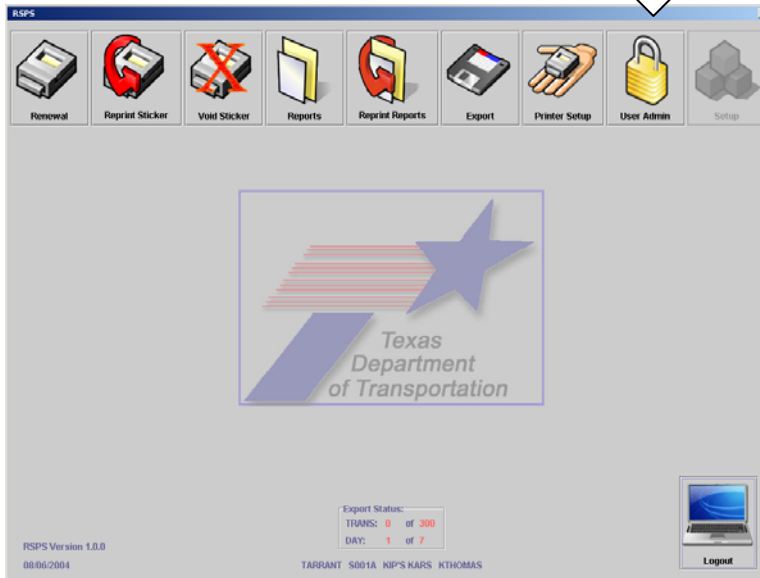
- Administrator – County administrator
- Supervisor – Subcontractor supervisor/manager
- Power User - Subcontractor experienced personnel
- User - Subcontractor new personnel

NOTE: Refer to the placement chart on page 8, showing the Subcontractor and DTA events allowed for use by each user group.

To add a new employee, the subcontractor supervisor must complete the following steps:
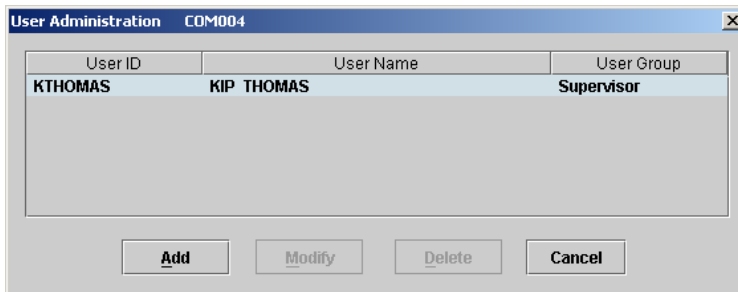
STEP	ACTION
1	Login to RSPS The **RSPS** screen (desktop) appears.

RSPS SCREEN
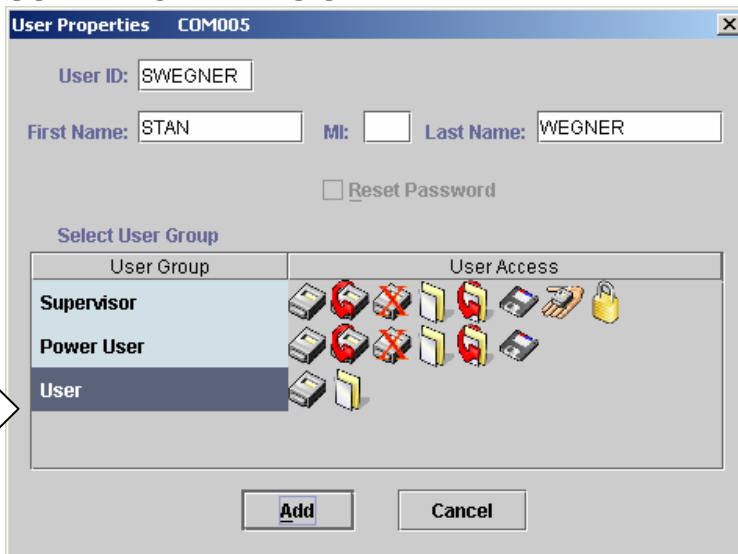
STEP	ACTION
2	Select "User Admin" the **User Administration** (COM004) screen appears.
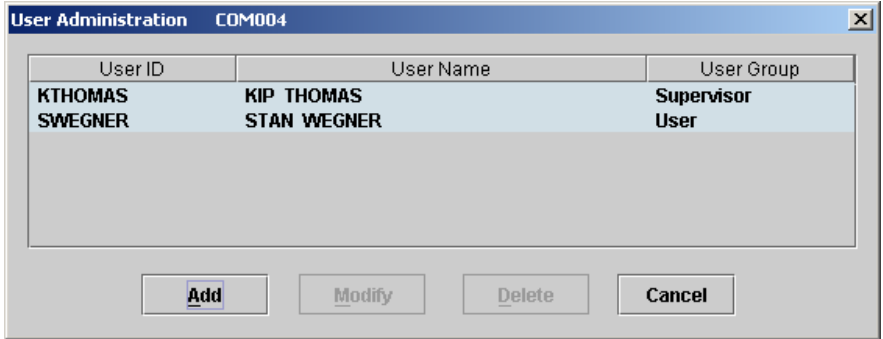
USER ADMINISTRATION SCREEN

STEP	ACTION
3	Select "**Add**" the **User Properties** (COM005) screen appears.

USER PROPERTIES SCREEN

23

STEP	ACTION
4	**User ID** – Enter a unique identification number for the user (7 – 8 characters)
5	**First Name** – Enter first name of user. Required (maximum 15 characters)
6	**MI** – Enter middle initial of user, not required
7	**Last Name** – Enter last name of user, required (maximum 15 characters)
8	**Select User Group** – Select Supervisor, Power User or User
9	Select the "**Add**" button to add a user ID for a subcontractor Supervisor, Power User or User and the **User Administration** (COM004) screen reappears displaying the user name as entered. **NOTE:** The first time an employee logs on to the RSPS, he and/or she will use "**PASSWORD**" as the password. The system will prompt the employee to enter their own password choice. Refer to the "Password Change" section for additional information.
10	If additional entries are to be made, select the "**Add**" key repeating steps 4 through 9 to add an additional "Supervisor," "Power User" and/or "User."
11	Select "Cancel" for the **RSPS** screen (desktop) to reappear. **NOTE:** The **RSPS** screen (desktop) displays enabled icons only for those events allowed under the user's configuration.
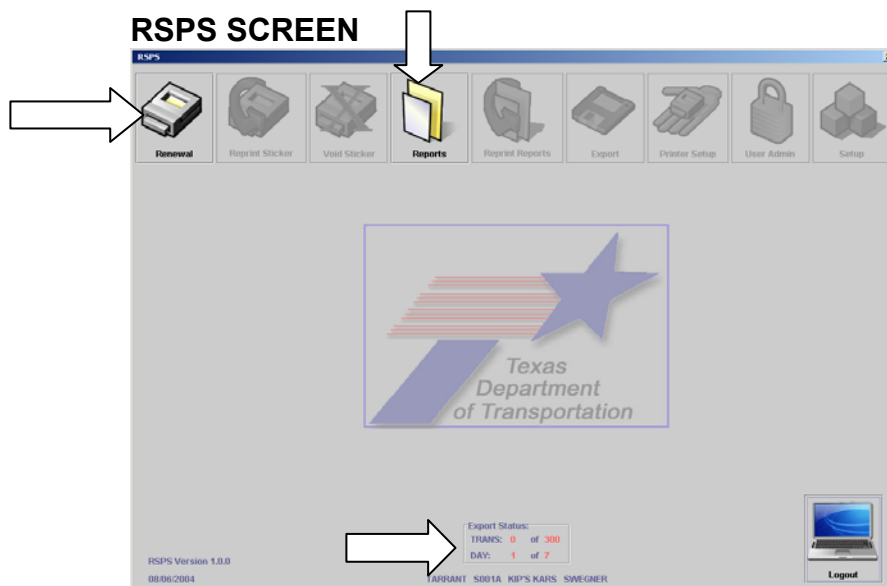
RSPS SCREEN

To Delete An Employee

To delete an employee, the subcontractor supervisor must complete the following steps:

STEP	ACTION
1	Login to RSPS the **RSPS** screen (desktop) appears.

RSPS SCREEN
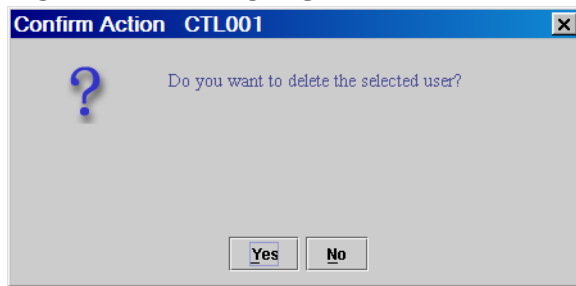
STEP	ACTION
2	Select "User Admin" the **User Administration** (COM004) screen appears.

USER ADMINISTRATION SCREEN
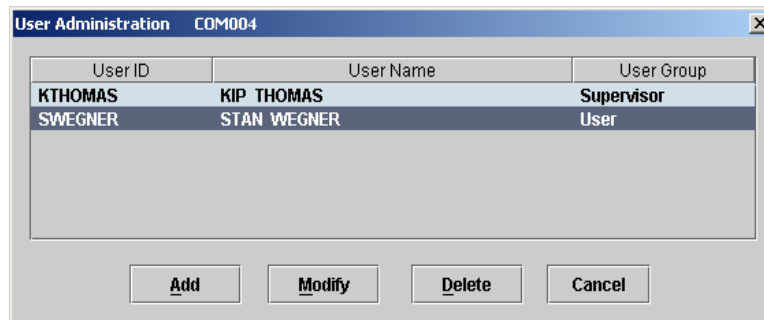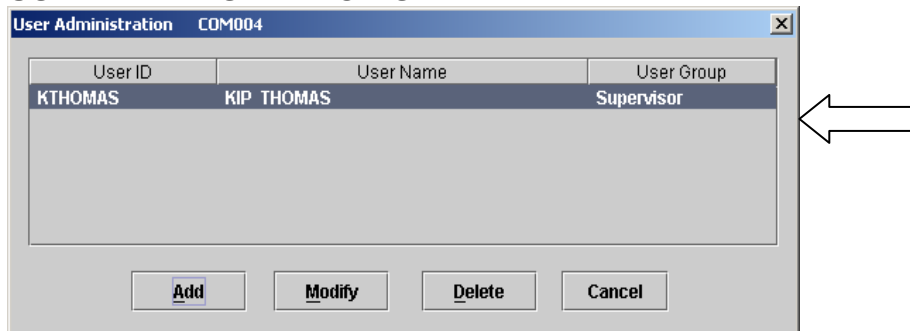
STEP	ACTION
3	Select the User Name to be deleted. **NOTE:** A user currentloy logged onto the system cannot delete his/her personal User ID and User Name (another user must delete you from the system). **NOTE:** The "CNTYADMN" User ID cannot be deleted.
4	Select "**Delete**" the **Confirm Action** (CTL001) screen appears.

CONFIRM ACTION SCREEN

STEP	ACTION
5	Select "Yes" the employee is deleted and the **User Administration** (COM004) screen appears.

USER ADMINISTRATION SCREEN
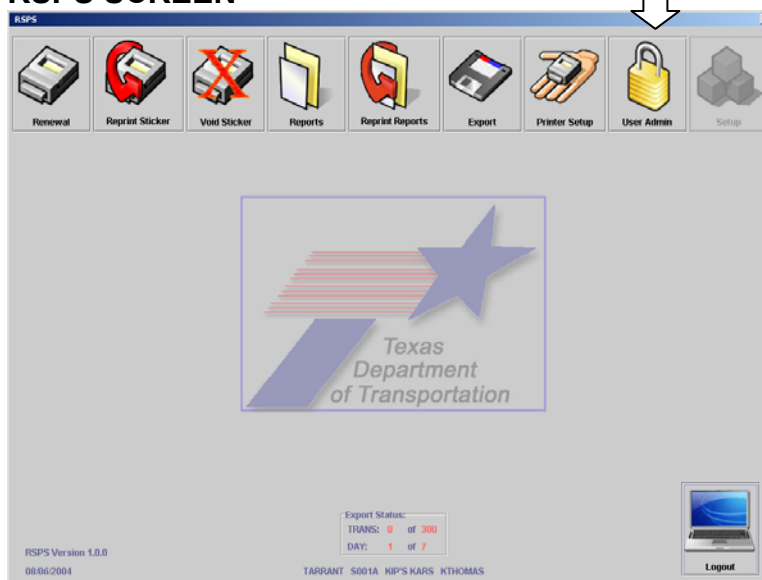
STEP	ACTION
6	Select "Cancel" the **RSPS** (desktop) screen appears.

To Modify Employee RSPS Access Rights

To modify an existing employee's RSPS attributes, the subcontractor supervisor must complete the following:

STEP	ACTION
1	Login to RSPS the RSPS screen (desktop) appears.

RSPS SCREEN

STEP	ACTION
2	Select "User Admin" the **User Administration** (COM004) screen appears.

USER ADMINISTRATION SCREEN

STEP	ACTION
3	Select the employee whose attributes are to be modified.
4	Select "Modify" the **User Properties** (COM005) screen appears.

USER PROPERTIES SCREEN
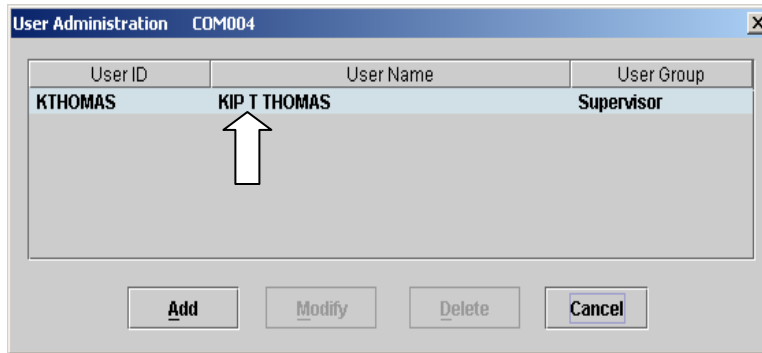
STEP	ACTION
5	**User ID** – Enter a unique identification number for the user (7 – 8 characters)
6	**First Name** – Enter first name of user. Required (maximum 15 characters)
7	**MI** – Enter middle initial of user, not required
8	**Last Name** – Enter last name of user, required (maximum 15 characters)
9	**Select User Group** – select "Supervisor," "Power User" or "User"
10	Select the "**Modify**" button to modify a user ID for a subcontractor Supervisor, Power User or User and the **User Administration** (COM004) screen appears.

USER ADMINISTRATION SCREEN
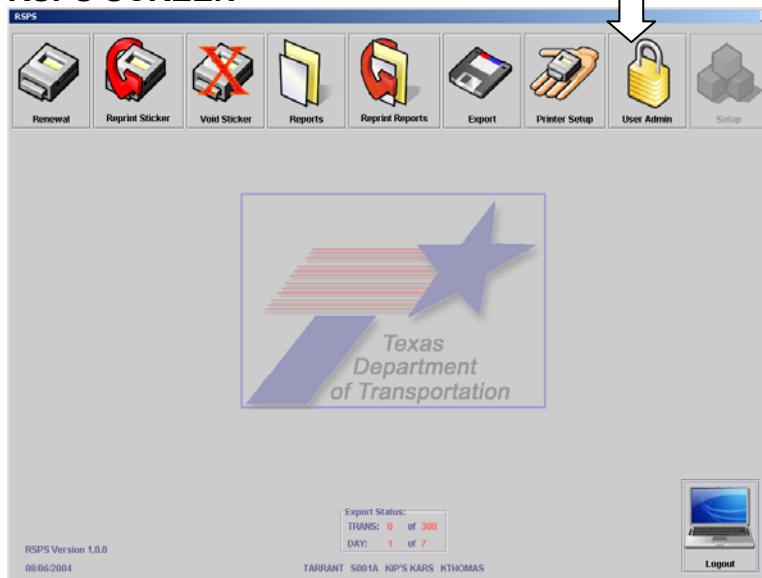
STEP	ACTION
11	If additional entries are to be made, select the "**Modify**" key repeating steps 4 through 10 to modify Supervisor, Power User(s) and/or User(s).
12	Select "Cancel" the **RSPS** screen (desktop) appears.

To Reset Password

When necessary, a password can be reset to the word "Password" by an Administrator (county) or supervisor (subcontractor). To reset the password, the following steps must be completed:

STEP	ACTION
1	Login to RSPS the RSPS screen (desktop) appears.

RSPS SCREEN

STEP	ACTION
2	Select "User Admin" the **User Administration** (COM004) screen appears.

USER ADMINISTRATION SCREEN

STEP	ACTION
3	Select the employee whose password is to be reset.
4	Select "Modify" the **User Properties** (COM005) screen appears.

USER PROPERTIES SCREEN

STEP	ACTION
5	Press the Alt + "R" keys to select **Reset Password** a check "√" appears in the check box.
6	Select **"Modify"** the password is "reset" to the word "Password" and the **User Administration** (COM004) screen appears.

STEP	ACTION
7	Select "Cancel" for the **RSPS** screen (desktop) to reappear.

29

To Change Password

A password may be changed at any time. To change a password, the following steps must be completed:

STEP	ACTION
1	Power on the RSPS laptop and the **Login** (COM001) screen appears.

LOGIN SCREEN

STEP	ACTION
2	Select the "I Accept" radio button.
3	Enter the following: • **User ID** • **Password**
4	Press Alt + "N" to place a check "√" in the check box beside **New Password**.
5	Select ENTER the **Password Change** (COM002) screen appears.

PASSWORD CHANGE SCREEN

STEP	ACTION
6	Enter a **New Password** • It must be different from the previous five passwords • It must be have a minimum of 6 or maximum of 8 characters.
7	Press the TAB key to move to the **Check Password** Field.
8	Re-enter the new password to confirm the change.
9	Select the ENTER key to update the password. The **RSPS** screen (desktop) appears.

To Change Print Destination

When necessary, RSPS can be configured allowing stickers to print on a new or different printer. This should only be required in instances such as printer breakdowns, movement of the RSPS system or printers within a location, or the addition of printers to a location. To change printer destination, the following steps must be completed:

STEP	ACTION
1	Login to RSPS the **RSPS** screen (desktop) appears.
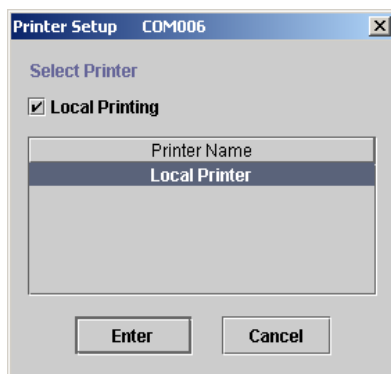
RSPS SCREEN
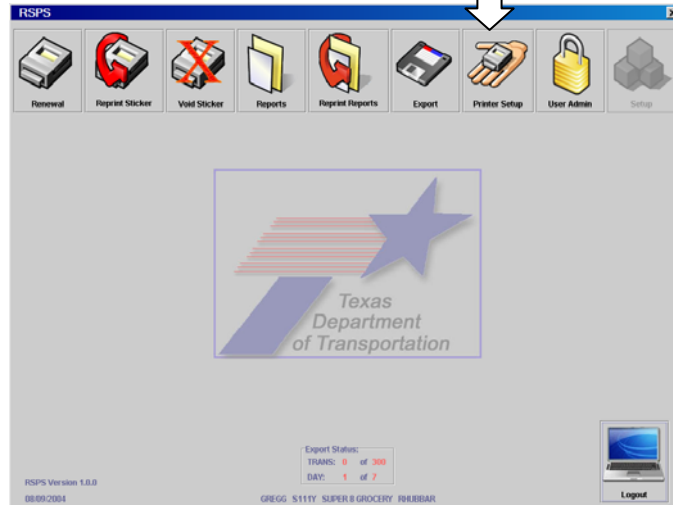
STEP	ACTION
2	Select "Printer Setup" the **Printer Setup** (COM006) screen appears.
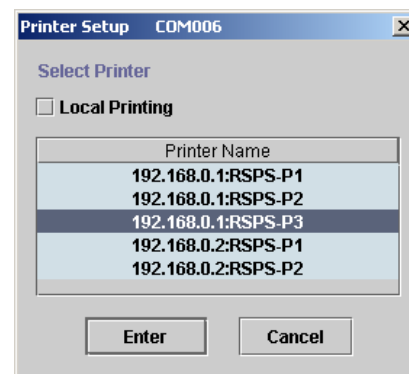
PRINTER SETUP SCREEN

Local Printing	Wireless Printing
Appears if "**Local Printing**" is selected	Appears if "**Local Printing**" is not selected
Printer connected to RSPS via cable	Printer connected to RSPS via wireless print server
	• All printers that have been configured in the RSPS configuration file are displayed
	Current printer selection is highlighted
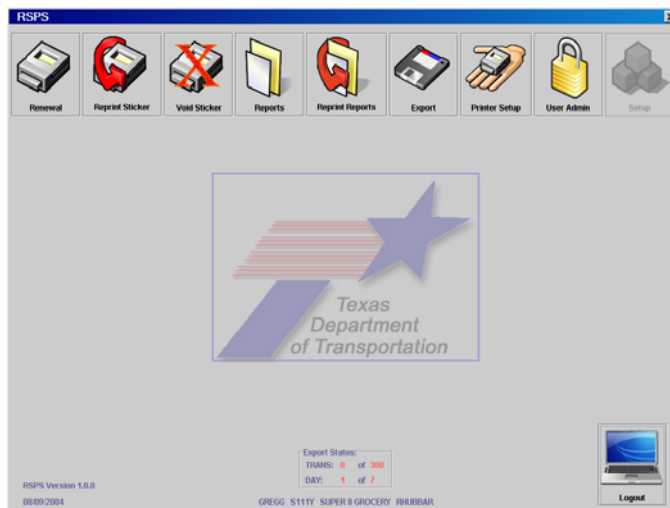
STEP	ACTION
3	Select a new printer using the UP/DOWN arrow keys to toggle to another selection.
4	Select ENTER the print destination is updated and the **RSPS** screen (desktop) appears.

To Stop RSPS

RSPS may be stopped from any screen within the application

All completed transactions are saved

To stop RSPS, the following steps must be completed:

STEP	ACTION
1	Press Ctrl + Esc a **Menu List** appears.

MENU LIST

STEP	ACTION
2	Select "Stop RSPS" the **Windows XP Desktop** appears.

WINDOWS XP DESKTOP

To Start RSPS [if already logged on to Windows]

To start RSPS, the following steps must be completed:

STEP	ACTION
1	Press Ctrl + Esc a **Menu List** appears.

MENU LIST

STEP	ACTION
2	Select "Start RSPS" the **Login** – COM001 screen appears.

LOGIN SCREEN

To Start System Shutdown

The system (Windows, RSPS application, laptop, and all devices) may be shut down from any point (screen)

All completed transactions are saved

To shut down the system, the following steps must be completed:

STEP	ACTION
1	Press Ctrl + Esc. A menu list appears.

MENU LIST

STEP	ACTION
2	Select "Shut Down" the **Shut Down Windows** screen appears.

SHUT DOWN WINDOWS SCREEN

STEP	ACTION
3	Use the up and down arrow keys to select "Shut down" and select OK. The system shuts down and the RSPS laptop powers off.

To Start RSPS System Update

RSPS laptops must be updated with new programming, virus protection, etc.

Updates are completed using a USB Flash Drive provided by the county

Updates must be completed at least once a month

The RSPS laptop must be at the **Log On to Windows** screen to initiate the update (must be logged off RSPS and Windows)

To complete the RSPS system update, the following steps must be completed:

STEP	ACTION
1	**If necessary**, log off by pressing Ctrl + Esc a **Menu List** appears.

MENU LIST

STEP	ACTION
2	Select "Shut Down" The **Shut Down Windows** screen appears.

SHUT DOWN WINDOWS SCREEN

STEP	ACTION
3	Use the up and down arrow keys to select "Log off rspsuser" and select "OK." The **Log On to Windows** screen appears.

LOG ON TO WINDOWS SCREEN

STEP	ACTION
4	At the Log On to Windows screen, insert the **USB Flash Drive** into a port on the RSPS laptop.
5	Input the following on the Log on to Windows screen: • **User Name** • **Password**
6	Select "OK" the **RSPS Update Process** screen appears.

RSPS UPDATE PROCESS SCREEN
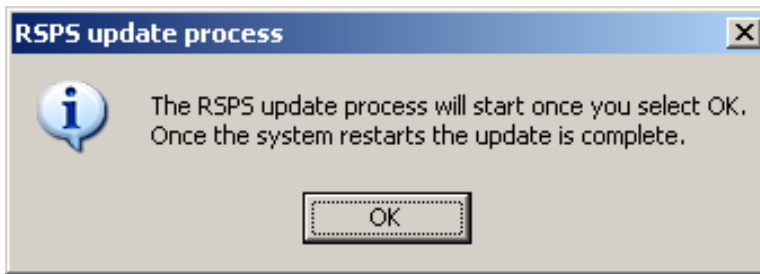
STEP	ACTION
7	Select "OK" the system restarts (various screens will flash on and off) and the **Log On to Windows** screen appears. Approximately 1 – 2 minutes

LOG ON TO WINDOWS SCREEN

STEP	ACTION
8	Remove the **USB Flash Drive** from the RSPS laptop <u>after</u> the system restarts.
9	The RSPS Version Number will change only if system programming was updated (if only virus definitions were updated, the RSPS Version number will not change).
10	The **RSPS laptop** is now ready for use.

TO FIX USB DONGLE

If the configuration file of the dongle (adapter) is corrupted in the Windows registry, the scanner will not function. In such cases, the Fix USB Dongle event may be used to repair the configuration file and to restore the scanner to operating condition.

To run the Fix USB Dongle event, the following steps must be completed:

STEP	ACTION
1	Ensure that the dongle (adapter) is plugged into the RSPS laptop. **NOTE**: The dongle (adapter) that comes with a laptop MUST remain with that laptop.
2	Power on the RSPS laptop and the **Log On to Windows** screen appears.

LOG ON TO WINDOWS SCREEN

STEP	ACTION
3	Input the following: • **the User Name** • **for the Password**
4	Select "OK" the **Windows XP Desktop** appears.

WINDOWS XP DESKTOP
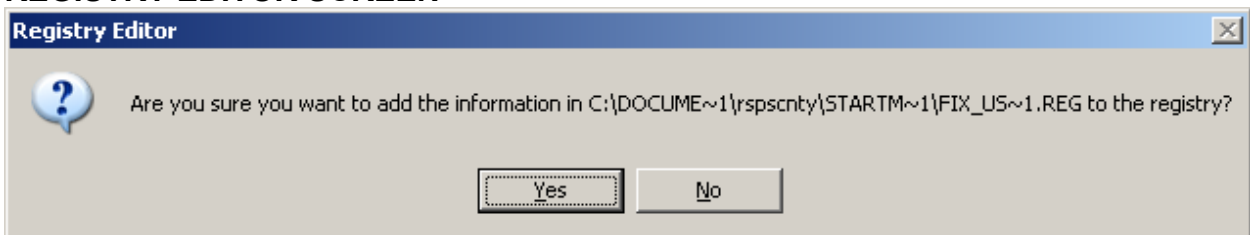
STEP	ACTION
5	Select "Start" or press Ctrl + Esc the **Menu List** appears.

MENU LIST

STEP	ACTION
6	Select "fix_usb_dongle.reg" the **Registry Editor** screen appears.

REGISTRY EDITOR SCREEN

STEP	ACTION
7	Select "Yes" the Windows registry is updated and the **Registry Editor** screen reappears with a new message.

REGISTRY EDITOR SCREEN

STEP	ACTION
8	Select "OK" the **Windows XP Desktop** appears.
9	Restart the RSPS laptop and verify that the scanner is operational.

REMOTE STICKER PRINTING BY SUBCONTRACTOR

Renewal - Subcontractor

A Subcontractor must verify the following information concerning the vehicle record before processing a registration renewal using RSPS.

- Vehicle owner must be a resident of the subcontractor county

- Registration renewal notice must reflect the subcontractor county

- Vehicle registration must be current and within the 90-day renewal window

- Subcontractors serving multiple counties must have an RSPS laptop for each county

- When a renewal notice barcode is scanned, the RSPS laptop checks all transactions in its database (including transactions, less than 60 days old, that have already been exported) to verify that that renewal has not already been processed. If a match is found, an error message is presented

To process a vehicle registration renewal, the following steps must be completed:

STEP	ACTION
1	Login to "RSPS" the **RSPS** screen (desktop) appears.

RSPS SCREEN
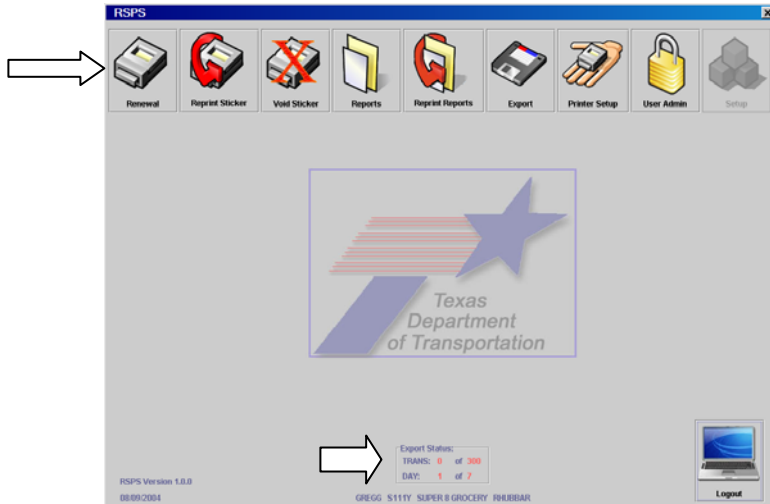
STEP	ACTION
2	Select "Renewal" the **Renewal** (SUB001) screen appears with no visible information. The statement "Scan a renewal notice or press "Cancel" to return." appears at the top.

RENEWAL SCREEN [Before Scan]

```
Renewal      SUB001                                          [X]

Scan a renewal notice or press "Cancel" to return.


Doc No                          VIN


Sticker Type                    Year


Plate Type                      Curr Plt        ☐ Issue new plate
                                                ┌──────────┐
                                                └──────────┘
Issue Date                      Exp Mo/Yr       Fee


              ┌─────────┐   ┌─────────┐
              │  Enter  │   │ Cancel  │
              └─────────┘   └─────────┘
```

STEP	ACTION
3	Scan the barcode on the vehicle Registration Renewal Notice. The **Renewal** (SUB001) screen reappears, displaying vehicle information read from the scan of the barcode.

RENEWAL SCREEN [After Scan]

```
Renewal      SUB001                                          [X]

Verify the details below and press "Enter" to accept.


Doc No                          VIN
09200336207114703               1HGCB7273NA046936
Sticker Type                    Year
WS - WINDSHIELD STICKER         2005
Plate Type                      Curr Plt        ☑ Issue new plate
PSP - PASSENGER PLT             MGF11Z          ┌──────────┐
                                                │ BBB01B   │
Issue Date                      Exp Mo/Yr       Fee
08/19/2004                      9/2004          $52.80
              ┌─────────┐   ┌─────────┐
              │  Enter  │   │ Cancel  │
              └─────────┘   └─────────┘
```

STEP	ACTION
4	The vehicle information displays as follows: • **Doc No** – Document number from the RTS system • **Sticker Type** – Item code and description of the sticker to be issued • **Plate Type** – Item code and description of the current plate • **Issue Date** – Date on which the sticker is issued (defaults to current date) • **VIN** – Vehicle Identification Number (The VIN is not required when processing a no VIN trailer.) • **Year** – Expiration year of the sticker to be issued (defaults to the year following the year of the issue date) • **Curr Plt** – Current plate number • **Exp Mo/Yr** – Expiration month and year prior to renewal • **Fee** – Registration renewal fee

STEP	ACTION
5	Select the following (if applicable): • **Issue New Plate** – ▪ Select only if new plates are being issued as part of the renewal ▪ Enabled only if subcontractor has been authorized by the county to issue new plates ▪ When selected, a check "√" appears in the box and the input field is enabled ▪ Enter the new plate number (if applicable)
6	Select "ENTER," the **Sticker/Receipt Form** will print and the **Renewal** (SUB001) screen reappears, with no visible information, the "Export Status" TRANS indicator increases by one, and the sticker/receipt prints.
7	Select "Cancel" the **RSPS** screen (desktop) appears and the Main Menu appears.
8	Attach **Customer Copy** of the vehicle Registration Renewal Notice to the Sticker/Receipt form and give to the customer.
9	Retain **County Copy** of the vehicle Registration Renewal Notice for presentation to the county.

Sticker/Receipt Form

Texas Department of Transportation

REGISTRATION RENEWAL RECEIPT - SUBCONTRACTOR

```
COUNTY: WILLIAMSON              DATE: 09/21/2004
PLATE NO: 1MGW31                TIME: 09:13AM          EXPIRATION DATE: 9/2005
DOCUMENT NO: 00022200052323734  USER ID: TBRIGGS       TRANSACTION ID: 6
PLATE TYPE: TRUCK PLT           STICKER TYPE: WS
PREVIOUS PLATE NO: 1MGW31       VEHICLE IDENTIFICATION NO: 4TAVL52N0WZ113465


SUBCONTRACTOR NAME AND ADDRESS
HEB
123 HAPPYTRAILS TO YOU
AUSTIN, TX 12234


INVENTORY ITEM(S)          YR          FEES ASSESSED
WINDSHIELD STICKER         2005        WINDSHIELD STICKER            $        41.72
                                       REG FEE-DPS                   $         1.00
                                       REFLECTORIZATION FEE          $         0.30
                                       CNTY ROAD BRIDGE ADD-ON FEE   $        10.00
                                       CHILD SAFETY FUND             $         1.50
                                       AUTOMATION FEE (LARGE CNTY)   $         1.00


                                                          TOTAL      $        55.52




THIS RECEIPT TO BE CARRIED IN ALL COMMERCIAL VEHICLES
Current law requires an additional $1.00 fee (already included)
in counties with 50,000 or more vehicles.
```

Please detach at perforation prior to removal of sticker

PRESS THUMB THROUGH RED AREA →
THEN TURN FORM OVER AND REMOVE WINDOW STICKER FROM BACK

1MGW31

9 05

WILLIAMSON   WZ113465

000582072

↓ Peel sticker from corners. ↓

000582072

VOID

DO NOT ATTEMPT TO REMOVE WINDOW STICKER FROM THIS SIDE OF FORM

- Receipt is on top 2/3 of form; sticker is on bottom 1/3 of form

- Sticker information includes plate number, last 8 digits of VIN (except when processing no VIN trailers), county name, expiration month and year, and barcode (barcode not printed on plate sticker)

- System prints applicable sticker; "Void" is printed on the other sticker

- Subcontractor name and address print on receipt

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Reprint Sticker - Subcontractor

The sticker may be reprinted until the transaction has been exported or voided.

Reprints must be completed on the same laptop as the original transaction.

A reprint does not change the TRANS number in the Export Status box

STEP	ACTION
1	Login to "RSPS" the **RSPS** screen (desktop) appears.

RSPS SCREEN

STEP	ACTION
2	Select "Reprint Sticker" the **Reprint Sticker** (SUB002) screen appears.

REPRINT STICKER SCREEN

STEP	ACTION
3	This screen displays all non-voided stickers printed since the last export to diskette and includes the following information: • **Plate No** – Current plate number associated with the renewal transaction • **VIN** – Vehicle Identification Number associated with the renewal transaction • **Date/Time** – Date and time the renewal transaction was processed • **Processed by** – User id of the employee who processed the renewal transaction

4	Selection may be made by scanning or highlighting the selected line item. Two selection options are available as follows:
	• **Scan** the Registration Renewal Notice barcode corresponding to the sticker to be reprinted.
	   ♦ If found, the renewal transaction appears is highlighted.
	   ♦ If not found, error message appears.
	• **Scroll** through the displayed transactions until the correct transaction is highlighted.

5	Select "**Reprint**," the sticker/receipt prints, and the **RSPS** screen (desktop) appears. **NOTE:** The "Export Status" TRANS indicator <u>does</u> <u>not</u> change.
6	Attach the **Customer Copy** of the vehicle Registration Renewal Notice to the Sticker/Receipt and give to the customer.
7	Retain the **County Copy** of the vehicle Registration Renewal Notice and all prior sticker/receipt's print for presentation to the county.

Void Sticker - Subcontractor

A sticker and associated renewal transaction may be voided any time <u>prior to export to diskette</u>.

The void must be completed on the same laptop as the original transaction.

To void a sticker, the following steps must be completed:

STEP	ACTION
1	Login to "RSPS" the **RSPS** screen (desktop) appears.

RSPS SCREEN

STEP	ACTION
2	Select "Void Sticker" the **Void Transaction** (SUB003) screen appears.

VOID TRANSACTION SCREEN

STEP	ACTION
3	This screen displays all non-voided sticker printed since the last export to diskette and includes the following information: • **Plate No** – Current plate number associated with the renewal transaction • **VIN** – Vehicle Identification Number associated with the renewal transaction • **Date/Time** – Date and time the renewal transaction was processed • **Processed by** – User ID of the employee who processed the renewal transaction

STEP	ACTION
4	Select the renewal transaction to be voided. Two selection options are available as follows: • **Scan** the Registration Renewal Notice barcode corresponding to the sticker to be voided ▪ If found, the renewal transaction is highlighted. ▪ If not found, an error message appears. • **Scroll** through the displayed transactions until the correct transaction is highlighted.
5	Select "Void" and the **Void Confirmation** (SUB004) screen appears. **Void Confirmation SUB004** ✕ Are you sure you want to void the selected transaction? [Yes] [No] • Select "Yes," the transaction is voided, and the **RSPS** screen (desktop) appears. **NOTE:** The "Export Status" TRANS indicator <u>does</u> <u>not</u> change. • Retain all voided sticker/receipts (original and reprints) for presentation to the county.

Subcontractor Balancing Report

• The **Subcontractor Balancing Report** (RSPS.0001) is used to reconcile processed transactions against funds received.

• It lists all transactions processed since the prior report or for a specified date/time range.

• It is sorted by time.

To print the Subcontractor Balancing Report, the following steps must be completed:

STEP	ACTION
1	Login to "RSPS" the **RSPS** screen (desktop) appears.

RSPS SCREEN
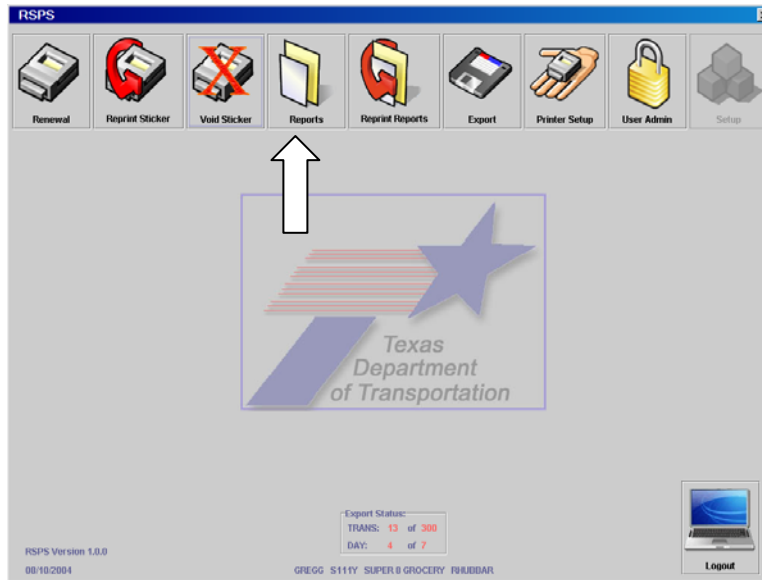
STEP	ACTION
2	Select "Reports" the **Select Report Range** (SUB005) screen appears.
3	• Used to reconcile processed transactions against funds received • Lists all transactions processed since the prior report or for a specified date/time range

SELECT REPORT RANGE SCREEN

STEP	ACTION
4	The following report options are available: **Since Last Run to Present** - • All transactions processed since the last report **Date/Time Range** - • All transactions processed during the specified date/time range • "From" date must be within 60 days prior to the current date • "From" date/time must be before the "To" date/time • "To" date/time must be prior to the current date/time • Not available for "User" configuration

STEP	ACTION
5	The following input fields are available: • **"From" Date** – Start date for the date/time range, enabled if "Date/Time Range" is selected, and defaults to the current date. • **"To" Date** – End date for the date/time range, enabled if "Date/Time Range" is selected, and defaults to the current date. • **"From" Time** - Start time for the date/time range, enabled if "Date/Time Range" is selected, and defaults to "00:00:00." • **"To" Time** – End time for the date/time range is enabled if "Date/Time Range" is selected and defaults to the current time.
6	Select the report to be printed.
7	Select "ENTER" the report prints, refer to the Reports section to see format.
8	Should be printed on regular paper manually fed through Tray 1 of the printer
9	When print is completed, the **RSPS** screen (desktop) appears

Subcontractor Balancing Report (RSPS.0001)

```
RSPS.0001                              SUBCONTRACTOR BALANCING REPORT
                                              KIP'S KARS
                                               TARRANT


SUBCONTRACTOR ID : 001
REQUESTED BY     : KTHOMAS
RSPS ID          : S001A
REPORT TYPE      : SINCE LAST REPORT
TRANSACTIONS FROM : 08/04/2004 13:39:49 THROUGH 08/04/2004 13:48:30

                                 PREV
                          PLATE  PLATE                        EXP   STKR  PLT
DATE        TIME    USER ID  NUMBER NUMBER        VIN         MO/YR CODE  CODE  PROCESSED REPRINTED  VOIDED  FEES
------------------------------------------------------------------------------------------------------------------
08/04/2004 13:42:11 KTHOMAS  YGC35D          1FALP6531WK114042 08/05  WS    PSP      1                        62.80
08/04/2004 13:42:18 KTHOMAS  YGL81R          1MELM6538WK601949 08/05  WS    PSP      1                        62.80
08/04/2004 13:42:31 KTHOMAS  955YDA  YGN85B  YV1LS5537W1413344 08/05  WS    PSP      1                        62.80
08/04/2004 13:42:40 KTHOMAS  YGL66C          2FMDA5147WBB04081 08/05  WS    PSP      1                        62.80
08/04/2004 13:42:51 KTHOMAS  123ABC  YGB56X  2FMDA5146WBA51017 08/05  WS    PSP      1                        62.80
08/04/2004 13:43:35 CMUNOZ1  123ABC  YGB56X  2FMDA5146WBA51017 08/05  WS    PSP
08/04/2004 13:43:44 CMUNOZ1  YGC35D          1FALP6531WK114042 08/05  WS    PSP                1
08/04/2004 13:43:54 CMUNOZ1  YGL66C          2FMDA5147WBB04081 08/05  WS    PSP                         1   -62.80
08/04/2004 13:44:15 CMUNOZ1  YGK89X          1G3WS52K6WF304813 08/05  WS    PSP      1                        62.80
08/04/2004 13:44:31 CMUNOZ1  555DDD  YGL14S  1MELM6534WK600104 08/05  WS    PSP      1                        62.80
08/04/2004 13:44:39 CMUNOZ1  YGL71C          2FMDA5145WBB09120 08/05  WS    PSP      1                        62.80
08/04/2004 13:45:22 SWEGNER  XYM52J          2FMDA51UXWBB33929 08/05  WS    PSP      1                        62.80
08/04/2004 13:45:27 SWEGNER  YHH89M          3FALP6531WM106595 08/05  WS    PSP      1                        62.80
08/04/2004 13:45:42 SWEGNER  999BBB  YHH91M  3FALP1135WR111164 08/05  WS    PSP      1                        62.80
08/04/2004 13:45:54 SWEGNER  YGL76F          3FALP1136WR129561 08/05  WS    PSP      1                        62.80
08/04/2004 13:46:13 KTHOMAS  XYM52J          2FMDA51UXWBB33929 08/05  WS    PSP                1
08/04/2004 13:46:22 KTHOMAS  YHH89M          3FALP6531WM106595 08/05  WS    PSP                         1   -62.80
08/04/2004 13:46:38 KTHOMAS  555DDD  YGL14S  1MELM6534WK600104 08/05  WS    PSP                         1   -62.80
08/04/2004 13:47:03 KTHOMAS  YGL14S          1MELM6534WK600104 08/05  WS    PSP      1                        62.80
08/04/2004 13:47:46 KTHOMAS  YHH89M          3FALP6531WM106595 08/05  WS    PSP      1                        62.80
                                                                                 ==================================
                                                               TOTALS           14        3        3   690.80
                               . . . END OF REPORT . . .




RUNDATE  08/04/2004

RUNTIME  13:48:30                                                                                       PAGE 1
```

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Export - Subcontractor

- Export parameters are established during RSPS configuration.

- Once the established parameters are met, additional renewal transactions may not be processed until an export has been performed (other functions remain available)

- Defaults to a maximum of 300 transactions and 7 days.

- Export time periods run from midnight to midnight

- The "Export Status" box on the RSPS screen (desktop) may be viewed to determine the number of renewal transactions or days remaining until an export is required

NOTE: An export must be performed at least once every seven days. If no renewals have been processed during a 7-day period, an Export Report will print reflecting no transactions. This report must be submitted to the county.

To export transactions to a diskette, the following steps must be completed:

STEP	ACTION
1	Place regular paper into tray 1 of the printer.
2	Login to "RSPS" the **RSPS** screen (desktop) appears.

RSPS SCREEN

STEP	ACTION
3	Select "Export" the **Export Transactions** (SUB006) screen appears.

EXPORT TRANSACTIONS SCREEN

STEP	ACTION
4	The following information is displayed: • **Export Date/Time –** Date and time when a particular set of transactions was exported to a diskette • **Disk Sequence No** – Sequence number assigned to a diskette when a particular set of transactions was exported
5	Select "Export New" the **Insert Diskette** (SUB007) screen appears.

INSERT DISKETTE SCREEN

STEP	ACTION
6	Insert the diskette, select "Enter" and *t*he **RSPS** screen (desktop) appears.
7	The following functions are performed: • All transactions processed since the previous export are exported to the diskette and the transactions are marked as "exported." • The diskette is marked with an identifying Disk Sequence Number • The **Subcontractor Export Report** (RSPS.002) prints, as seen below. • The "Export Status" TRANS and DAY indicators are reset.
8	The Subcontractor Export Report should be printed on regular paper manually fed through Tray 1 of the printer. Refer to the Reports section to view this report. **NOTE:** On the Subcontractor Export Report, new plates issued by the subcontractor are shown in the "PLATE NUMBER" column.

STEP	ACTION
9	Present the following documentation to the county tax office: • Diskette • Subcontractor Export Report • Corresponding county copies of Vehicle Registration Renewal Notices • Reprint/Void documentation • Funds

Subcontractor Export Report (RSPS.0002)

```
RSPS.0002                              SUBCONTRACTOR EXPORT REPORT
                                             KIP'S KARS
                                              TARRANT

SUBCONTRACTOR ID  : 001
REQUESTED BY      : KTHOMAS
RSPS ID           : S001A
DISK SEQUENCE NO  : 1
TRANSACTIONS FROM : 08/04/2004 13:39:49 THROUGH 08/04/2004 15:45:01


                                 PREV
                        PLATE    PLATE                      EXP  STKR  PLT
DATE        TIME    USER ID  NUMBER   NUMBER      VIN        MO/YR CODE  CODE   PROCESSED REPRINTED  VOIDED      FEES
--------------------------------------------------------------------------------------------------------------------
08/04/2004 13:42:11  KTHOMAS  YGC35D           1FALP6531WK114042  08/05 WS   PSP      1                              62.80
08/04/2004 13:42:18  KTHOMAS  YGL81R           1MELM6538WK601949  08/05 WS   PSP      1                              62.80
08/04/2004 13:42:31  KTHOMAS  955YDA   YGN85B  YV1LS5537W1413344  08/05 WS   PSP      1                              62.80
08/04/2004 13:42:40  KTHOMAS  YGL66C           2FMDA5147WBB04081  08/05 WS   PSP      1                              62.80
08/04/2004 13:42:51  KTHOMAS  123ABC   YGB56X  2FMDA5146WBA51017  08/05 WS   PSP      1                              62.80
08/04/2004 13:43:35  CMUNOZ1  123ABC   YGB56X  2FMDA5146WBA51017  08/05 WS   PSP                1                    62.80
08/04/2004 13:43:44  CMUNOZ1  YGC35D           1FALP6531WK114042  08/05 WS   PSP                1                    62.80
08/04/2004 13:43:54  CMUNOZ1  YGL66C           2FMDA5147WBB04081  08/05 WS   PSP                         1         -62.80
08/04/2004 13:44:15  CMUNOZ1  YGK89X           1G3WS52K6WF304813  08/05 WS   PSP      1                              62.80
08/04/2004 13:44:31  CMUNOZ1  555DDD   YGL14S  1MELM6534WK600104  08/05 WS   PSP      1                              62.80
08/04/2004 13:44:39  CMUNOZ1  YGL71C           2FMDA5145WBB09120  08/05 WS   PSP      1                              62.80
08/04/2004 13:45:22  SWEGNER  XYM52J           2FMDA51UXWBB33929  08/05 WS   PSP      1                              62.80
08/04/2004 13:45:27  SWEGNER  YHH89M           3FALP6531WM106595  08/05 WS   PSP      1                              62.80
08/04/2004 13:45:42  SWEGNER  999BBB   YHH91M  3FALP1135WR111164  08/05 WS   PSP      1                              62.80
08/04/2004 13:45:54  SWEGNER  YGL76F           3FALP1136WR129561  08/05 WS   PSP      1                              62.80
08/04/2004 13:46:13  KTHOMAS  XYM52J           2FMDA51UXWBB33929  08/05 WS   PSP                1                    62.80
08/04/2004 13:46:22  KTHOMAS  YHH89M           3FALP6531WM106595  08/05 WS   PSP                         1         -62.80
08/04/2004 13:46:38  KTHOMAS  555DDD   YGL14S  1MELM6534WK600104  08/05 WS   PSP                         1         -62.80
08/04/2004 13:47:03  KTHOMAS  YGL14S           1MELM6534WK600104  08/05 WS   PSP      1                              62.80
08/04/2004 13:47:46  KTHOMAS  YHH89M           3FALP6531WM106595  08/05 WS   PSP      1                              62.80
                                                                                  ===============================================
                                                                       TOTALS      14        3        3        690.80
                                        . . . END OF REPORT . . .
```
```
RUNDATE  08/04/2004
RUNTIME  15:45:04                                                                                          PAGE 1
```

Re-Export - Subcontractor
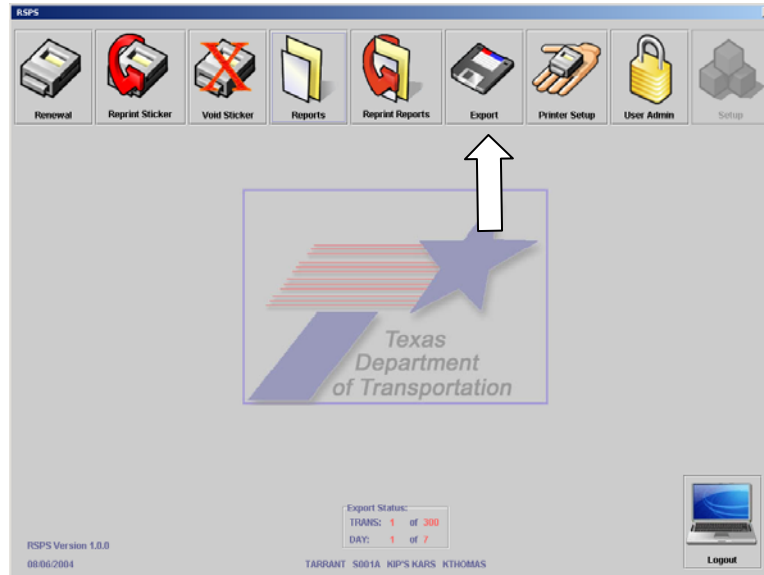
Previous exports may be re-exported when necessary.

Previous exports are retained for 60-days from the date of original export.

To re-export transactions to a diskette, the following steps must be completed:

STEP	ACTION
1	Place regular paper into tray 1 of the printer.
2	Login to "RSPS" the **RSPS** screen (desktop) appears.

RSPS SCREEN
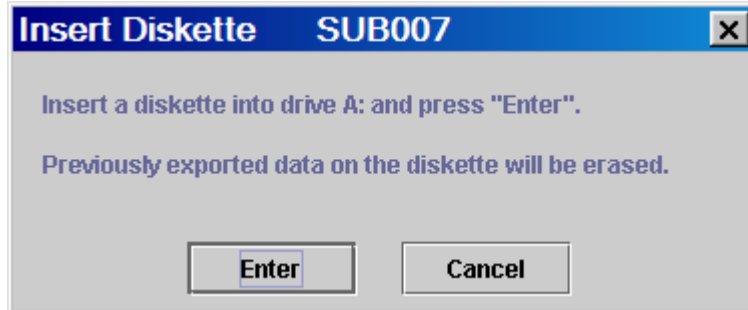
STEP	ACTION
3	Select "Export" the **Export Transactions** (SUB006) screen appears.

EXPORT TRANSACTIONS SCREEN

STEP	ACTION
4	The following information is displayed: • **Export Date/Time** – Date and time when a particular set of transactions was exported to a diskette • **Disk Sequence No** - Sequence number assigned to a diskette when a particular set of transactions was exported
5	Select the export to be re-exported
6	Select "Re-export Selected" the **Insert Diskette** (SUB007) screen appears.

INSERT DISKETTE SCREEN

STEP	ACTION
7	Select "ENTER" the RSPS screen (desktop) appears.
8	The following functions are performed: • All previous data on the diskette will be erased • All transactions within the selected export are re-exported to the diskette • The Subcontractor Export Report prints • The "Export Status" TRANS and DAY indicators <u>do</u> <u>not</u> change • The **Subcontractor Export Report** (RSPS.0002) prints
9	Present the following documentation to the county tax office: • Diskette • Subcontractor Export Report • Corresponding county copies of Vehicle Registration Renewal Notices • Reprint/Void documentation • Funds

Reprint Reports - Subcontractor
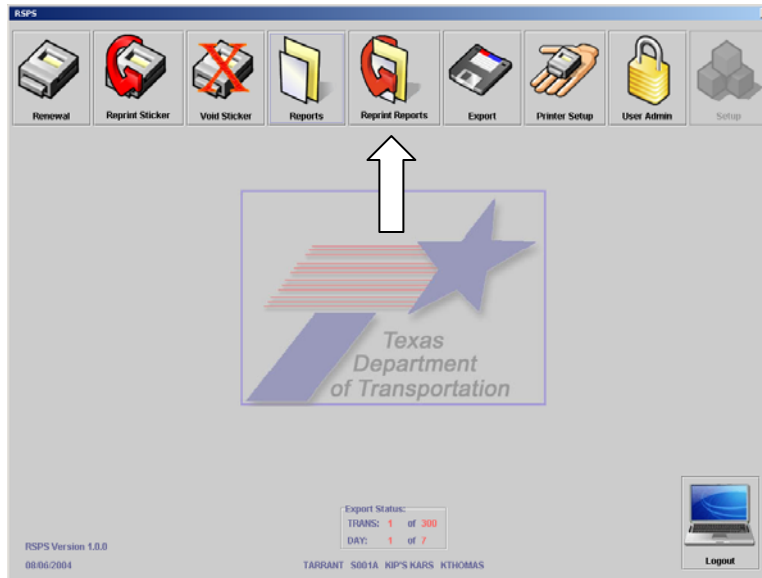
Previous Subcontractor Balancing Reports and Subcontractor Export Reports may be reprinted, if necessary.

Previous reports are retained for 60 days from the date of the original report.

To reprint a report, the following steps must be completed:
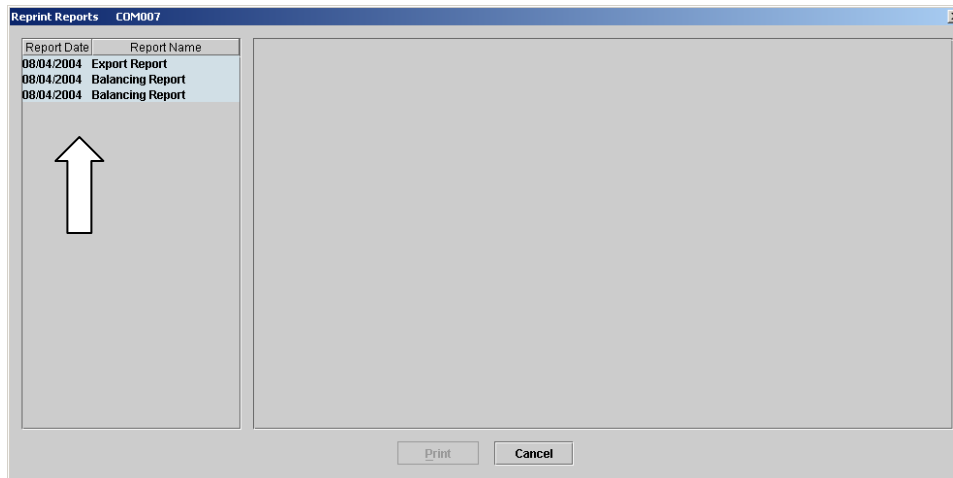
STEP	ACTION
1	Place regular paper into tray 1 of the printer.
2	Login to "RSPS" the **RSPS** screen (desktop) appears.

RSPS SCREEN
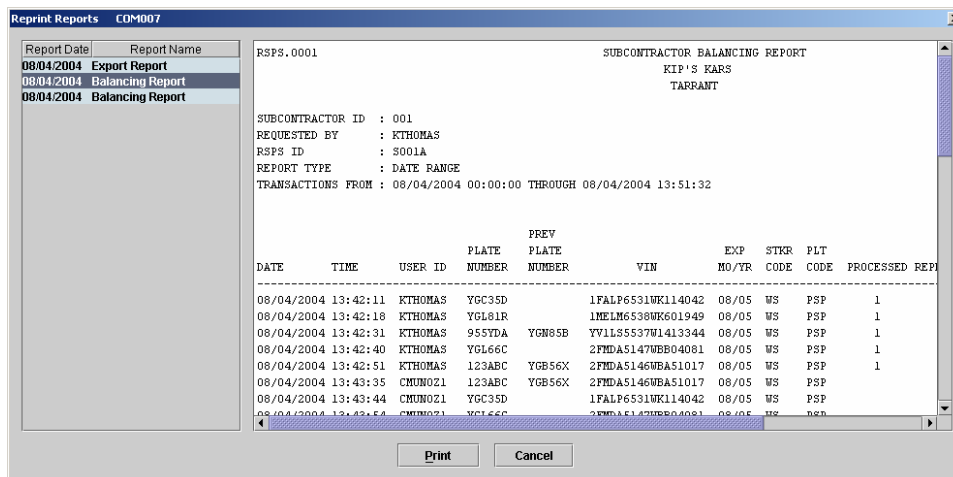
STEP	ACTION
3	Select "Reprint Reports" the **Reprint Reports** (COM007) screen appears displaying all reports with a date 60-days or less.

REPRINT REPORTS SCREEN

Before and After Selecting Report

STEP	ACTION
4	The following information is displayed: • **Report Date** – Date on which a particular report was generated • **Report Name** – Name of a particular report • **Report Preview** – Preview of the selected report
5	Select "Print" and the selected report reprints.
6	Select "Cancel" the **RSPS** screen (desktop) appears.

SUBCONTRACTOR RENEWAL EVENT AT COUNTY

Subcontractor Renewal

The **Subcontractor Renewal** event enables the county office to process registration renewals issued by a subcontractor. The following is a list of features for this event:

- Allows the county to process bar-coded renewal notices using keyboard/scanner entry
- Allows the county to process bar-coded inventory items using keyboard/scanner entry
- Allows the county to process subcontractor renewal transactions produced in the Remote Sticker Printing System (RSPS).
- All transactions are assigned transaction numbers and will appear on the close out unless a bundle is set aside.

Additional features include:
- Subcontractor Renewal event enhanced to allow diskette entry of renewals
  - Subcontractors will be issued an RSPS laptop to print stickers
- New RSPS Status Updates event added to facilitate RSPS laptop updates
  - Updates will be accomplished through use of a USB Flash Drive

The subcontractor will submit the following to the county tax office:

- Diskette containing renewal transactions (maximum 300 per diskette)
- Subcontractor Export Report
- County copies of Registration Renewal Notices
- Funds
- Reprinted and/or voided sticker/receipts

In most cases, subcontractor renewal transactions will be processed via diskette entry. However, if necessary, subcontractor renewals may still be input using keyboard or scanner entry. The county user can view subcontractor renewal line items on the screen and transactions from this event are recorded on the mainframe.

NOTE: The Subcontractor Renewal event is available while the system is in **Data Server Unavailable** mode.

Accessing from Main Menu
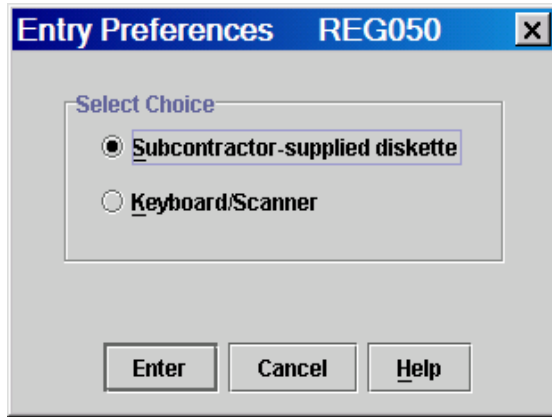
To access Subcontractor Renewal:
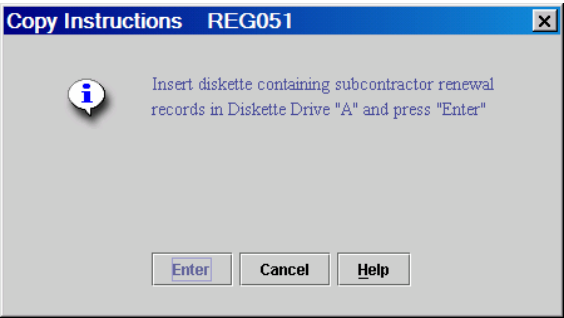
STEP	ACTION
1	Select **Customer** from the Main Menu by pressing the ALT + "C" keys.
2	Select **Registration Only** by pressing the "R." key.
3	Select **Subcontractor Renewal** by pressing the "S." key.
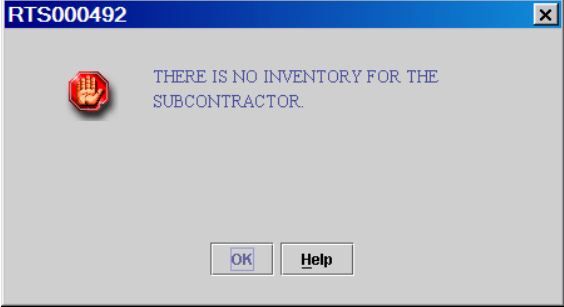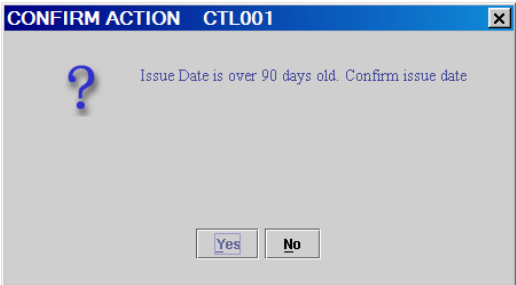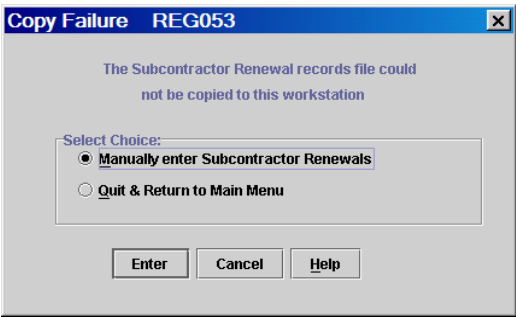
Disk Entry – Subcontractor Supplied Diskette

STEP	ACTION
1	The **Entry Preferences** (REG050) screen appears giving an entry choice of Subcontractor Supplied Diskette or Keyboard/Scanner.

ENTRY PREFERENCES

STEP	ACTION
2	The system defaults to **Subcontractor Supplied Diskette**. To process transactions submitted by the subcontractor on a diskette, press the ENTER key.
3	The **Copy Instructions** (REG051) screen appears, instructing the user to copy the contents of the diskette onto the workstation's hard drive. • Insert the diskette into drive A and press the ENTER key.
4	When the 3-digit office number on a subcontractor diskette does not match the office number of the RTS workstation, the Office Number screen appears. NOTE: Selecting "OK" on this screen causes the Copy Failure screen (REG053) to appear. Refer to Step 7

STEP	ACTION
5	Message RTS000492 appear informing user that no inventory (plate or sticker) was allocated to the subcontractor. For most subcontractors, this message refers to sticker inventory. However, for subcontractors that issue license plates, the message may also indicate that no license plate inventory has been allocated to the subcontractor. **RTS000492** THERE IS NO INVENTORY FOR THE SUBCONTRACTOR. OK Help
6	The **Issue Date** defaults to current. When it is changed to a date more than 90-days old, the user will receive the following **Confirm Action** screen. **CONFIRM ACTION CTL001** Issue Date is over 90 days old. Confirm issue date Yes No
7	When the contents of the diskette <u>can not be copied</u> to a workstation, for whatever reason, the **Copy Failure** (REG053) screen appears instructing the user to either: • Manually enter the Subcontractor Renewals or • Quit and Return to the Main Menu **NOTE:** Re-export by subcontractor may be necessary. **Copy Failure REG053** The Subcontractor Renewal records file could not be copied to this workstation Select Choice: ● **Manually enter Subcontractor Renewals** ○ **Quit & Return to Main Menu** Enter Cancel Help
8	When the contents of the diskette <u>are</u> <u>copied</u> <u>successfully</u> the **Subcontractor Entry** (REG006) screen appears.

SUBCONTRACTOR ENTRY

STEP	ACTION
9	The **Subcontractor Id** number is retrieved from the first valid record on the diskette. **NOTE:** • If the Subcontractor Id is not found in the counties list of subcontractors, the message #701 "The Subcontractor Id is not found in the list of valid subcontractors" will appear. When the user selects "OK" on the message, the event terminates and the application returns to the Main Menu. • If the diskette does not contain a single valid entry, an informational message "Diskette information is completely corrupted" displays and the event terminates returning to the Main Menu.
10	**Subcontractor Id –** It is populated based on the subcontractor Id retrieved from the diskette and must correspond to the information in the county's Subcontractor Updates file and RTS files.
11	The **Issue Date** (MM/DD/YYYY) defaults to current date but may be changed.
12	The **Inventory Information** List Box displays retrieved plate inventory allocated to the subcontractor (if any). **NOTE:** A message appears if there is <u>no allocated inventory</u>.
13	• Press the ENTER key to continue. Or • Press the ESC key to return to the Main Menu.
14	After pressing the ENTER key the **Subcontractor Renewal Diskette Report** automatically prints.

Subcontractor Renewal Diskette Report (RTS.POS.2012)

The **Subcontractor Renewal Diskette Repor**t (RTS.POS.2012) automatically prints information from diskette.

```
RTS.POS.2012                         SUBCONTRACTOR RENEWAL DISKETTE REPORT
                                                   WILLIAMSON
                                         WILLIAMSON COUNTY MAIN OFFICE

WORKSTATION ID       : 0
REQUESTED BY         : KTHOMAS
SUBCONTRACTOR ID     : 001  EDUCATOR'S CREDIT UNION
PREVIOUS EXPORT      : 09/13/2004 11:24:45
EXPORT               : 09/14/2004 12:48:35
DISK SEQUENCE NO     : 3
RSPS ID              : S001A

                     PREV
             PLATE   PLATE                         EXP   STKR  PLT
ISSUE DATE   NUMBER  NUMBER        VIN             MO/YR CODE  CODE  USER ID PROCESSED REPRINTED VOIDED    FEES
------------------------------------------------------------------------------------------------------------
09/14/2004   ABC123  3SWP04  1GCEC19R2TE230733     11/05  WS    TKP   CNTYADM     1                        62.56
09/14/2004   4RXF63          3B7HC13Z6TG187366     11/05  WS          CNTYADM     1                        63.00
09/14/2004   BDD810  4GWN12  1GTGC34R1YR229133     11/05  WS    TKP   CNTYADM     1                        72.46
                                                                                 ====================================
                                                                     TOTALS      3         0       0      198.02



                               . . . END OF REPORT . . .














RUNDATE  09/17/2004
RUNTIME  10:56:31                                                                                       PAGE 1
```

STEP	ACTION
13	The **Registration Subcontractor Renewal** (REG007) screen appears.

REGISTRATION SUBCONTRACTOR RENEWAL

STEP	ACTION
14	After entering the subcontractor-supplied diskette, the system will automatically display **Plate, Sticker, or Plate & Sticker** issued for the last transaction on the disk.
15	The system will automatically display the appropriate **Sticker Item Code – Description** (US – Plate Sticker or WS-Windshield Sticker) for the last transaction on the disk.
16	The system will automatically display the appropriate **Year** of sticker issued for the last transaction on the disk.
17	The system will default to the current date as the **Issue Date**. However, the date may be changed on the previous screen and shown on this screen.
18	The user is encouraged to pay particular attention to the **Doc No.**, **VIN**, and **Plate**. These entries are used to verify registration and if <u>any one of the three</u> are incorrect the registration will not update but will appear on an <u>Error Report</u>.
19	The **Doc No** verifies the correct vehicle record in the system and appears only in the Modify function.
20	The **VIN** verifies the correct vehicle record in the system and appears only in the Modify function. (The VIN is not required when processing no VIN trailers.)
21	The **New Plate** displays new plate of issue and appears in the List Box.
22	The **Curr Plt** (the plate number currently on the vehicle) displays in the List Box.
23	The **Exp Mo** (number of month of expiration) displays in the List Box.
24	The **Reg Class** (the number of the vehicle registration classification) appears <u>only</u> on the Modify screen.
25	The **Fee** (the total fee printed on the renewal receipt) displays in the List Box
26	The **Print** function is disabled during disk entry.

STEP	ACTION
27	In the List Box the vehicle renewal information appears as follows: • The **Input** column indicates the method of entry. A "Diskette" icon indicates "diskette entry" mode. • The **Print** column is blank when processing a subcontractor supplied diskette. • The **Issue Date** column supplies the date entered on the previous screen. • The **Year** column indicates the new expiration year (after renewal). • The **Plt Cd** column indicates the new plate type code if "Plate" or "Plate and Sticker" is selected. • The **New Plt No** column indicates the new plate number if "Plate" or "Plate and Sticker" is selected. • The **Stkr Cd** column indicates the sticker type if "Plate" or "Plate and Sticker" is selected. (Ex: WS, US etc…) • The **Curr Plt No** column indicates the license plate number (after renewal). • The **Exp** column indicates the registration month and year of expiration (before renewal). • The **Fee** column denotes the total fees paid.
28	Press the ENTER key to continue.
29	Once all renewals in the bundle are correct on the **Registration Subcontractor Renewal** (REG007) screen, press the ENTER key. The total fees for the bundle appear on the **Confirm Action** (CTL001) screen. • If "Yes," press "Y" or ENTER to view the **Subcontractor Renewal Report – Final** (RTS.POS.2011). • If "No," press "N" to return to the **Registration Subcontractor Renewal** (REG007) screen. **NOTE:** The screen states "Total is $ XXXXX." CONFIRM ACTION CTL001 ? Total is $ 86.90 Yes No
30	• Transactions are processed at the rate of 1 per second. • A disk with 300 transactions should take 5 minutes to process.
31	The **View Report** screen for the **Subcontractor Renewal Report- Final** (RTS.POS.2011) appears.

VIEW REPORT


```
PREVIEW SCREEN : SUBCONTRACTOR REPORT                                                    x

RTS.POS.2011                        SUBCONTRACTOR RENEWAL REPORT - FINAL
                                              WILLIAMSON
                                   WILLIAMSON COUNTY MAIN OFFICE


WORKSTATION ID       : 0
REQUESTED BY         : KTHOMAS
SUBCONTRACTOR ID     : 001  EDUCATOR'S CREDIT UNION
INPUT                : 09/17/2004
DISK SEQUENCE NO     : 3
RSPS ID              : S001A


                     PREV
           PLATE     PLATE                     EXP    STKR   PLT
ISSUE DATE NUMBER    NUMBER      VIN           MO/YR  CODE   CODE        TRANSACTION ID          FEES
-----------------------------------------------------------------------------------------------------
09/17/2004 RG2346    3SWP04  1GCEC19R2TE230733  11/05  WS    TKP         24600038245112243      62.56
09/17/2004 4RXF63            3B7HC13Z6TG187366  11/05  WS                24600038245112331      63.00
09/17/2004 RG2345    4GWN12  1GTGC34R1YR229133  11/05  WS    TKP         24600038245112230      72.46
                                                                                           ===========
                                                                        PAYMENT AMT          198.02

                                . . . END OF REPORT . . .
```

STEP	ACTION
32	If the **Subcontractor Renewal Report** is more than one page: • To view the Next Page, press the "N" letter key. • To view the Previous Page, press the "V" letter key.
33	To print the **Subcontractor Renewal Report,** press the "P" letter key. **Otherwise,** press the ENTER key. The system returns to the **Main Menu**.

Subcontractor Renewal Report – Final (RTS.POS.2011)

```
RTS.POS.2011                         SUBCONTRACTOR RENEWAL REPORT - FINAL
                                               WILLIAMSON
                                      WILLIAMSON COUNTY MAIN OFFICE

WORKSTATION ID      : 0
REQUESTED BY        : KTHOMAS
SUBCONTRACTOR ID    : 001  EDUCATOR'S CREDIT UNION
INPUT               : 09/17/2004
DISK SEQUENCE NO    : 3
RSPS ID             : S001A

                    PREV
            PLATE   PLATE                          EXP   STKR  PLT
ISSUE DATE  NUMBER  NUMBER      VIN               MO/YR  CODE  CODE     TRANSACTION ID         FEES
-----------------------------------------------------------------------------------------------------------
09/17/2004  RG2346  3SWP04  1GCEC19R2TE230733      11/05  WS   TKP      24600038245112243      62.56
09/17/2004  4RXF63          3B7HC13Z6TG187366      11/05  WS            24600038245112331      63.00
09/17/2004  RG2345  4GWN12  1GTGC34R1YR229133      11/05  WS   TKP      24600038245112430      72.46
                                                                                            ============
                                                                        PAYMENT AMT          198.02

                                    . . . END OF REPORT . . .

RUNDATE   09/17/2004
RUNTIME   11:24:27                                                                              PAGE 1
```

- The Issue Date shown on this report is the date entered on the REG006 or REG007 screen
- Transactions are listed in ascending order (the first renewal processed is listed first on the report)
- For Diskette entry, Transaction IDs are assigned by the system in ascending order (the first renewal processed is assigned the first Transaction ID).
- For Keyboard entry, Transaction IDs are assigned by the system as each renewal is added.

Receipt/Sticker Form

- Receipt is on top 2/3 of form; sticker is on bottom 1/3 of form
- Sticker information includes plate number, last 8 digits of VIN (except when processing no VIN trailers), county name, expiration month and year, and barcode (barcode not printed on plate sticker)
- System prints applicable sticker; "Void" is printed on the other sticker
- Subcontractor name and address print on receipt

To Review, Delete or Modify Renewal Entries in the List Box:

Review, Deletion or Modification to renewal entries must be completed before proceeding to the **Subcontractor Renewal Report - Final** (RTS.POS.2011)screen.

Delete Entry
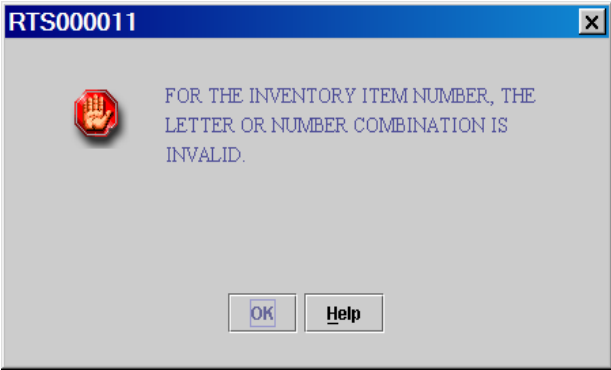
STEP	ACTION
1	To select an entry: Scroll through the list of entries, using the DOWN ARROW key.
2	Select an entry and press the spacebar to highlight the entry for deletion.
3	Select **Delete Entry** by pressing the ALT + "D" keys. **NOTE:** More than one item in the List Box may be deleted.Highlight a selection, press down the "Shift" key and use the mouse to select multiple items for deletion.
4	The **Confirm Delete** screen appears. • If "Yes," press "Y" or ENTER • If "No," press "N"
5	The **Registration Subcontractor Renewal** screen reappears. Repeat steps 1-3, as necessary.
7	If no deletions or changes are necessary, press the ENTER key to complete the bundle.
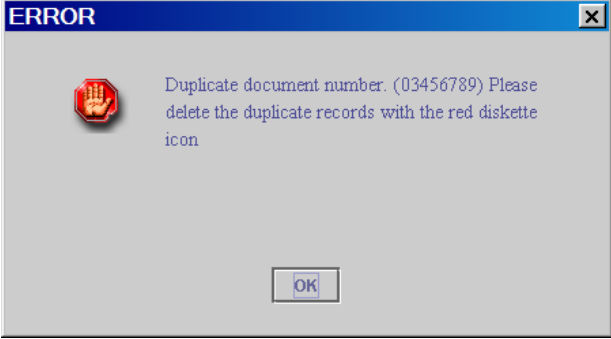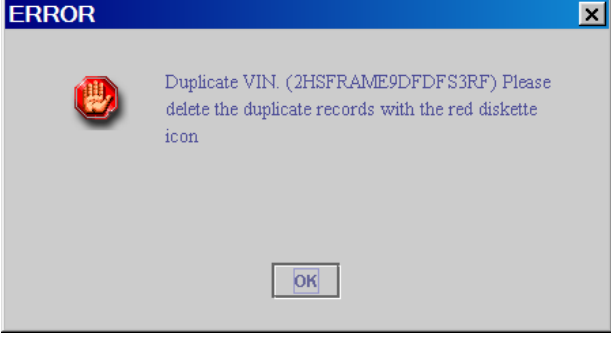
Modify Entry
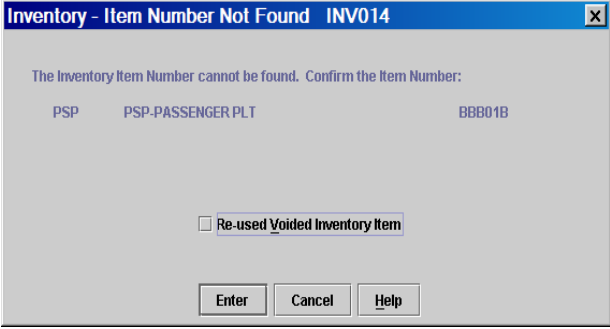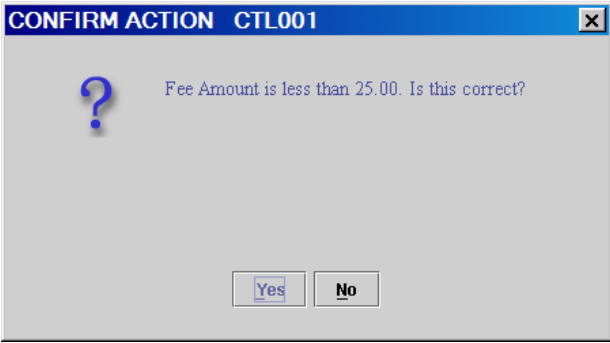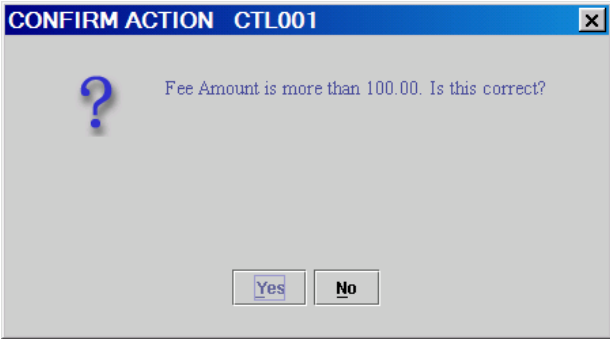
STEP	ACTION
1	To change a highlighted entry in the List Box, select **Modify Entry** by pressing the ALT + "M" keys.
2	After selecting ENTER on the **Registration Subcontractor Renewal** (REG007) screen, if errors exist, the following message will appear, "Some renewals require correction or validation. Please select the icons with a red disk and select modify". Select "OK" to return to the **Registration Subcontractor Renewal** (REG007) screen.
3	The **Registration Subcontractor Renewal** (REG007) screen displays the number of records in error <u>for each error message</u>. Scroll down to the red diskette, highlight the line item, and select **Modify Entry**.
4	Refer to steps 1-6 below to view other error messages that may appear causing "Error Records" to appear on screen describing the type of error associated with the selected record.

STEP	ACTION
5	The **Modify Subcontractor Renewal** (REG007) screen appears displaying the error in red. Make necessary corrections and select the ENTER key to return to the **Registration Subcontractor Renewal** (REG007) screen. The diskette icon will be black following modification and the recorded number of errors will change in red on the screen.
6	The total fees for the bundle appear on the **Confirm Action** (CTL001) screen. • If "Yes," press "Y" or ENTER to view the **Subcontractor Renewal Report – Final** (RTS.POS.2011). • If "No," press "N" to return to the **Registration Subcontractor Renewal** (REG007) screen. **NOTE:** The screen states "Total is $ XXXXX."
7	The **Subcontractor Renewal Report- Final** (RTS.POS.2011) appears.
8	To print the **Subcontractor Renewal Report - Final,** press the "P" letter key. **Otherwise,** press the ENTER key. The system returns to the **Main Menu**.

Error Messages

STEP	ACTION
1	When the inventory pattern is incorrect, error message RTS000011 is seen. • Select "OK" and the **Modify Subcontractor Renewal** (REG007) screen appears displaying the error in red.

STEP	ACTION
2	When a record in the List Box has a duplicate document number the following error message appears. **ERROR** ✕ 🛑 Duplicate document number. (03456789) Please delete the duplicate records with the red diskette icon OK • Select "OK" and the **Modify Subcontractor Renewal** (REG007) screen appears displaying the error in red.
3	When a record in the List Box has a duplicate **VIN** the following error message appears. **ERROR** ✕ 🛑 Duplicate VIN. (2HSFRAME9DFDFS3RF) Please delete the duplicate records with the red diskette icon OK • Select "OK" and the **Modify Subcontractor Renewal** (REG007) screen appears displaying the error in red.
4	When a record in the List Box has a duplicate license plate number the following error message appears. **ERROR** ✕ 🛑 Duplicate new plate number. (DFS23D) Please delete the duplicate records with the red diskette icon OK • Select "OK" and the **Modify Subcontractor Renewal** (REG007) screen appears displaying the error in red.

STEP	ACTION
5	The **Inventory – Item Number Not Found** (INV029) screen will appear, as warranted. • The Inventory should be allocated to the subcontractor. • If the inventory issued was not allocated to the subcontractor, the **Inventory - Item Number Not Found** (INV029) screen appears. Contact the inventory manager before proceeding. Inventory - Item Number Not Found INV014 The Inventory Item Number cannot be found. Confirm the Item Number: PSP PSP-PASSENGER PLT BBB01B ☐ Re-used Voided Inventory Item Enter Cancel Help
6	The **Confirm Action** (CTL001) screen appears if the fee is less than $25.00 and the message states "Fee Amount is less than $25.00. Is this correct?" CONFIRM ACTION CTL001 ? Fee Amount is less than 25.00. Is this correct? Yes No If the fee amount is over $100.00, a message appears stating "Fee Amount" is more than $100.00. Is this correct?" CONFIRM ACTION CTL001 ? Fee Amount is more than 100.00. Is this correct? Yes No • If "Yes," press the "Y" or ENTER key and the **Registration Subcontractor Renewal** (REG007) screen reappears. • If "No," press the "N" keys and the **Modify Subcontractor Renewal** (REG009) screen appears allowing correction.
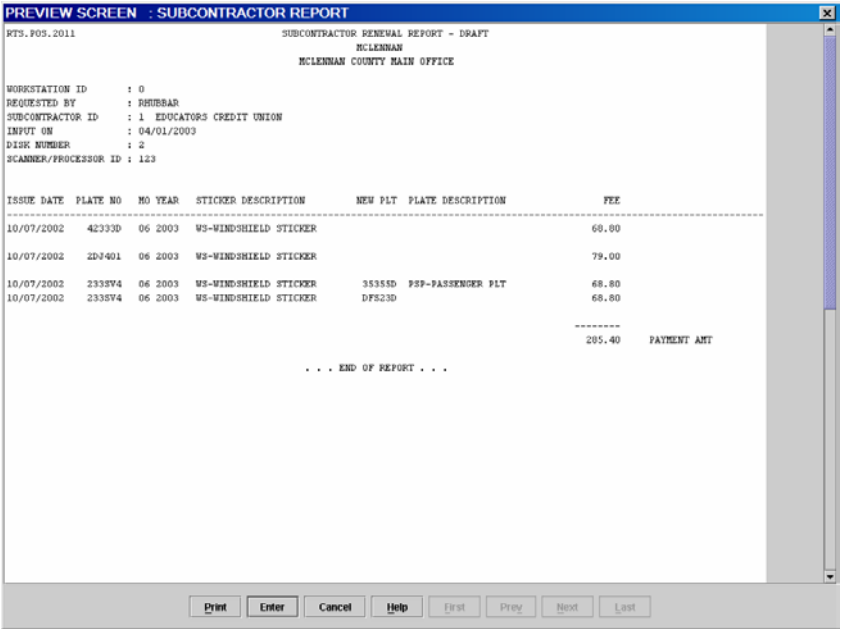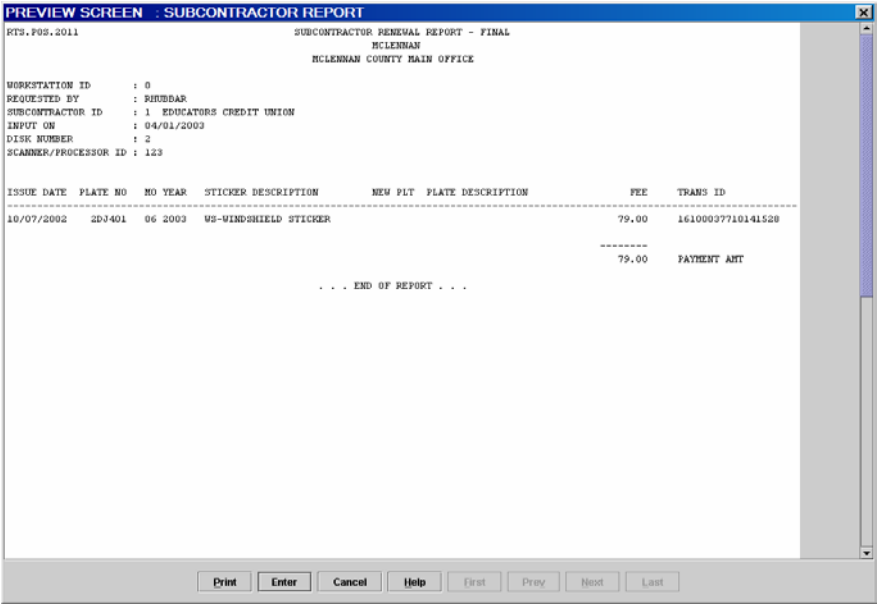
To Leave The Subcontractor Renewal Event Before All Modifications In The Bundle Are Completed:

STEP	ACTION
1	If you decide <u>not</u> to modify the record, press the ESC key. • The **Confirm Action** (CTL001) screen appears. **NOTE:** The screen states "Are you sure that you do NOT want to modify the renewal record?" ▪ If "Yes," press "Y" or ENTER. ▪ If "No," press "N."
2	If you decide to modify the record: If the cursor appears in the inventory **Year** field and the inventory year is <u>incorrect</u>: • Use the BACKSPACE key to erase the incorrect information, type the correct information, and press the TAB key.
3	If the **Plate Item Code - Description, Sticker Item Code - Description**, or **Year** (of expiration of the new inventory) is <u>incorrect</u>: • If issuing a sticker only, press the Shift + TAB keys. • If issuing a plate and sticker, press the Shift + TAB keys, twice. • If issuing a plate only, press the Shift + TAB keys, twice. ▪ Press the first letter of the correct plate type And/Or ▪ Press the UP ARROW/DOWN ARROW key, until the correct plate type appears.
4	The **Issue Date** field is disabled.
5	If the **Doc No** (the document number) is <u>incorrect</u>: • Use the BACKSPACE key to erase the incorrect information and type the correct information. • Press the TAB key.
6	If the **VIN** (the vehicle identification number) is <u>incorrect</u>: • Use the BACKSPACE key to erase the incorrect information and type the correct information. • Press the TAB key.
7	If the **New Plate No** is <u>incorrect</u>: To correct the **New Plate,** • Use the BACKSPACE key to erase the incorrect information and type the correct information.
8	If the **Curr Plt** (the current plate number) is <u>incorrect</u>: • To correct the **Curr Plt** • Use the BACKSPACE key to erase the incorrect information and type the correct information. • Press the TAB key.
9	If the **Exp Mo**, **Reg Class** and/or **Fee** is <u>incorrect</u>: • Press the TAB key as many times as necessary to advance to a field with incorrect information. • Use the BACKSPACE key to erase the incorrect information and type the correct information.
10	The **Print** function is disabled.

STEP	ACTION
11	Press the ENTER key. The **Subcontractor Renewal** screen reappears. To modify more entries, repeat steps 1-9 as needed.

To Leave The Subcontractor Renewal Event Before All Renewals In The Bundle Are Entered:
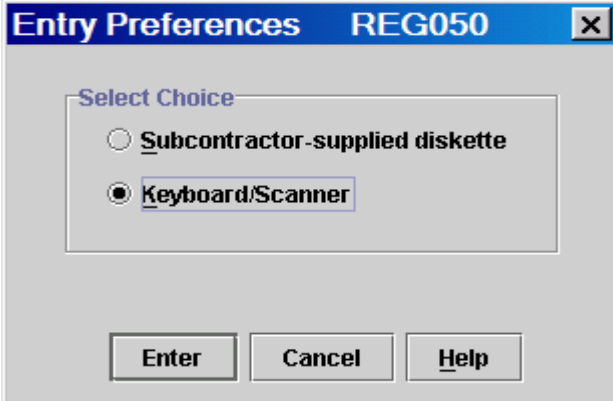
STEP	ACTION
1	To print a draft report of entries made, if desired: • Press the ALT + "O" keys to select **Draft Report**. • The **Subcontractor Renewal Report - Draft** (RTS.POS.2011) screen appears. Press the "P" letter key. **NOTE:** The **Draft Report** does not show the Transaction ID for any renewal.
2	From the **Registration Subcontractor Renewal** screen press the ESC key. • The **Confirm Action** (CTL001) screen appears. **NOTE:** The screen states "Select 'Yes' to keep Bundle." ▪ Press the "Y" key to save the bundle. • When returning to the **Subcontractor Renewal** event, the **Registration Subcontractor Renewal** screen List Box will show the renewals in the bundle that were entered previously. **NOTE:** If the "N" key is pressed the bundle is deleted and the diskette must be reentered.

STEP	ACTION
3	The **Subcontractor Renewal Report - Final** (RTS.POS.2011) screen appears at the completion of a bundle. To print press the "P" letter key.

PREVIEW SCREEN : SUBCONTRACTOR REPORT

```
RTS.POS.2011                        SUBCONTRACTOR RENEWAL REPORT - FINAL
                                              MCLENNAN
                                     MCLENNAN COUNTY MAIN OFFICE

WORKSTATION ID       : 0
REQUESTED BY         : RHUBBAR
SUBCONTRACTOR ID     : 1  EDUCATORS CREDIT UNION
INPUT ON             : 04/01/2003
DISK NUMBER          : 2
SCANNER/PROCESSOR ID : 123


ISSUE DATE  PLATE NO   MO YEAR   STICKER DESCRIPTION        NEW PLT  PLATE DESCRIPTION        FEE      TRANS ID
-----------------------------------------------------------------------------------------------------------------
10/07/2002   2DJ401    06 2003   WS-WINDSHIELD STICKER                                        79.00    1610003771014152B

                                                                                           --------
                                                                                             79.00    PAYMENT AMT

                               . . . END OF REPORT . . .
```

Print   Enter   Cancel   Help   First   Prev   Next   Last

Manual Entry – Keyboard/Scanner

STEP	ACTION
1	The **Entry Preferences** (REG050) screen appears giving an entry choice of Subcontractor-Supplied Diskette or Keyboard/Scanner.

ENTRY PREFERENCES

Entry Preferences   REG050

Select Choice
○ **Subcontractor-supplied diskette**
● **Keyboard/Scanner**

Enter   Cancel   Help
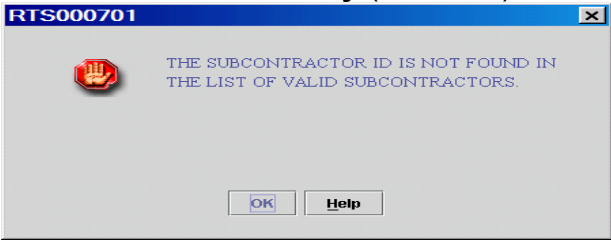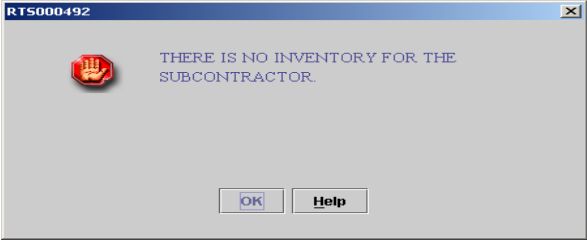
NEW SCREEN

STEP	ACTION
2	The system defaults to Subcontractor Supplied Diskette. Press the ALT + "K" keys selecting **Keyboard/Scanner** to process renewals manually, press the ENTER key to continue.
3	The **Subcontractor Entry** (REG006) screen appears.

SUBCONTRACTOR ENTRY

STEP	ACTION
1	Enter the **Subcontractor Id** number and press the TAB key. **NOTE:** • If the supplied Subcontractor Id is not found in the counties list of subcontractors, the message #701 "The Subcontractor Id is not found in the list of valid subcontractors" will appear. When the user selects "OK" on the message, the event returns to the **Subcontractor Entry** (REG006) screen and the field is red.
2	**Subcontractor Name and Address** field populates based on the subcontractor id. **NOTE**: Inventory will appear in the List Box when the subcontractor has **allocated plate inventory**. If **no plate inventory is allocated** error RTS000492 appears.
3	Enter the date registration was issued by the subcontractor in the **Issue Date** (MM/DD/YYYY) field.
4	Press the ENTER key to continue to the **Registration Subcontractor Renewal** (REG007) screen. Or Press the ESC key to return to the Main Menu.

SUBCONTRACTOR RENEWAL

STEP	ACTION
5	The screen defaults to issue a **Sticker**. If applicable, press the ALT + "P" keys to change to Plate or press the ALT + "T" keys to change to Plate & Sticker.
6	The system defaults to **Sticker Item Code - Description** (WS-Windshield Sticker), **Year** (current renewal year) and the **Issue Date** entered on the previous screen. Select the appropriate plate item code and/or select the appropriate sticker item code: • If each of the above is <u>correct</u>, proceed to Step 9. • If the one or more of the above is <u>incorrect</u>, press the TAB key to the appropriate field, press the UP ARROW/DOWN ARROW keys, until the correct plate type appears. • Press the TAB key to continue.
7	If necessary, change the **Year** and press the TAB key.
8	If the **Issue Date** is incorrect (the date the renewal was issued by the subcontractor): • Press the TAB key. Type the correct date (MM/DD/YYYY). • Press the TAB key. **NOTE:** If you change the date within the same batch, you will receive a separate registration report for each date entered.
9	The user is encouraged to pay particular attention to the **Doc No.**, **VIN**, and **Plate** in steps 10-11-12. These entries are used to verify registration against the database record and if <u>any one of the three</u> are incorrect the registration will not update, appearing on an Error Report.
10	The **Doc No** field is required to add a subcontractor renewal transaction to the List Box. It is a 17-digit field. • Type the 17-digit document number in the **Doc No** field. • Press the TAB key to continue. **NOTE:** If you scanned the renewal, the system will automatically enter this information.

STEP	ACTION
11	The **VIN** field is required to add a subcontractor renewal transaction to the List Box. It is a 22-digit field. • Type the vehicle identification number in the **VIN** field. • Press the TAB key to continue. **NOTE:** If you scanned the renewal, the system will automatically enter this information. (The VIN is not required when processing a no VIN trailer.)
12	If applicable, type the number of the new plate in the **New Plate** field. Press the TAB key. **NOTE:** This field will only appear if issuing Plate or Plate and Sticker. ▪ Inventory should be allocated to the subcontractor. **NOTE:** If you scanned the renewal, the system will automatically enter this information. ▪ If issued inventory is not allocated to the subcontractor, the **Inventory - Item Number Not Found** (INV029) screen appears. Contact the inventory manager before proceeding. • Press the ALT + "V" keys if this item was voided inventory and needs to be reused. • Press the ENTER key if the inventory is not voided and you want to use it.
13	Scan or enter by keyboard information from the renewal notice. Go to Step 14 if you do not have scanners installed. If you have a barcode scanner and want to scan the registration renewal notice: • Point the scanner gun at the bar code on the registration renewal notice and press the trigger for the laser light to read the barcode. **NOTE:** If clerk scans an out of county renewal notice, the system displays warning message: "Renewal Notice is not for this county…" but does not stop processing. **NOTE:** When scanning, verify that the system captured the scanned Information before proceeding. Scanning faster than the system can process information will produce the message, "Missed One or More Scans. Please Check Your Work!" will appear. Confirm your last few entries, including inventory, to ensure all information was captured accurately. ***If renewal is scanned, proceed to Step 18.
14	Type the plate number currently on the vehicle in the **Curr Plt** field. Press the TAB key. **NOTE:** If renewal is scanned, the system will automatically enter this information.
15	Type the number of the month of expiration in the **Exp Mo** field. Press the TAB key. **NOTE:** Scanned renewal will automatically enter this information.
16	Type the numerical registration class in the **Reg Class** field. Press the TAB key.
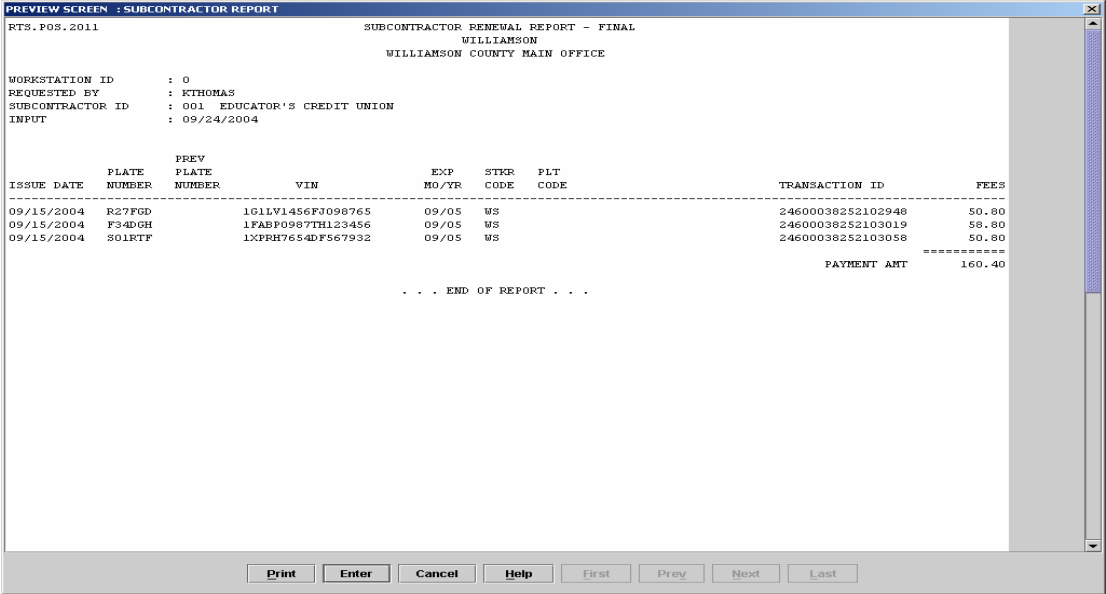
STEP	ACTION
17	Type the total fee in the **Fee** field. Press the TAB key. **NOTE:** If renewal is scanned, the system will automatically enter this information.
18	The print feature is enabled and defaults to "√" checked. Press the ALT + "R" keys to remove a check "√" in the checkbox beside **Print** for each entry <u>not</u> requiring a printed receipt.
19	After verifying the entered information, press the ALT + "A" keys to **Add** the registration information to the List Box. • If the fee is less than $25 or more than $100, the **Confirm Action** (CTL001) screen appears. **NOTE:** A **Confirm Action** (CTL001) screen appears and message states "Fee Amount is less than $25.00. Is this correct?" CONFIRM ACTION CTL001 ☒ ? Fee Amount is less than 25.00. Is this correct? Yes No If the fee amount is over $100.00, a message appears stating "Fee Amount" is more than $100.00. Is this correct?" CONFIRM ACTION CTL001 ☒ ? Fee Amount is more than 100.00. Is this correct? Yes No • If "Yes," press the "Y" or ENTER key. The renewal information appears in the List Box. • If "No," press the "N" keys.
20	In the List Box the vehicle renewal information appears as follows: • The **Input** column indicates the method of entry. A "Hand" icon indicates "keyboard/scanner" entry mode. • The **Print** column indicates the print function was selected and that a sticker will be printed for that particular transaction. • The **Issue Date** column supplies the date entered on the previous screen. • The **Year** column indicates the new expiration year (after renewal). • The **Plt Cd** column indicates the new plate type code if "Plate" or

STEP	ACTION
	"Plate and Sticker" is selected. • The **New Plt No** column indicates the new plate number if "Plate" or "Plate and Sticker" is selected. • The **Stkr Cd** column indicates the sticker type if "Plate" or "Plate and Sticker" is selected. (Ex: WS, US etc…) • The **Curr Plt No** column indicates the license plate number (after renewal). • The **Exp** column indicates the registration month and year of expiration (before renewal). • The **Fee** column denotes the total fees paid.
21	Receipts for all transactions <u>displaying a print symbol</u> will print when entry is complete and the ENTER key is selected.
22	Press the ALT + "A" keys or the ENTER key to **add** a transaction to the List Box. **NOTE:** Once the transaction appears in the List Box the cursor returns to the doc no field.
23	**"**To review, delete or change renewal entries in the List Box," follow the corresponding instructions in this section.
24	For each renewal in the bundle, repeat the appropriate steps. • If forced to leave the Subcontractor Renewal event before all renewals in the bundle have been entered, see the instructions at the end of this section.
25	Once all renewals in the bundle have been entered, press the ENTER key. • The total fees for the bundle appear on the **Confirm Action** (CTL001) screen. • If "Yes," press "Y" or ENTER. • If "No," press "N." **NOTE:** The screen states "Total is $ XXXXX."

STEP	ACTION
26	Receipts for all transactions displaying a print symbol will print when entry is complete and the ENTER key is pressed. • The receipt information includes the county name, plate number, document number, date, employee id, expiration date, renewal location, vehicle identification number, fees assessed and windshield or plate sticker. • The receipt is on top 2/3 of form and the sticker is on bottom 1/3 of the form. • See an example below.
27	The **Subcontractor Renewal Report- Final** (RTS.POS.2011) appears.

View Report


```
PREVIEW SCREEN  : SUBCONTRACTOR REPORT
RTS.POS.2011                    SUBCONTRACTOR RENEWAL REPORT - FINAL
                                            WILLIAMSON
                                  WILLIAMSON COUNTY MAIN OFFICE

WORKSTATION ID        : 0
REQUESTED BY          : KTHOMAS
SUBCONTRACTOR ID      : 001  EDUCATOR'S CREDIT UNION
INPUT                 : 09/24/2004


                 PREV
        PLATE    PLATE                        EXP    STKR   PLT
ISSUE DATE NUMBER NUMBER        VIN           MO/YR  CODE   CODE              TRANSACTION ID       FEES
------------------------------------------------------------------------------------------------------------
09/15/2004 R27FGD           1G1LV1456FJ098765 09/05  WS                      24600038252102948    50.80
09/15/2004 F34DGH           1FABP0987TH123456 09/05  WS                      24600038252103019    58.80
09/15/2004 S01RTF           1XPRH7654DF567932 09/05  WS                      24600038252103058    50.80
                                                                                          ============
                                                                            PAYMENT AMT    160.40

                            . . . END OF REPORT . . .
```

STEP	ACTION
28	If the **Subcontractor Renewal Report** is more than one page: • To view the Next Page, press the "N" letter key. • To view the Previous Page, press the "V" letter key.
29	To print the **Subcontractor Renewal Report – Final** (RTS.POS.2011)**,** press the "P" letter key. **Otherwise,** press the ENTER key. The system returns to the **Main Menu**.

Subcontractor Renewal Report – Final (RTS.POS.2011)

```
RTS.POS.2011                           SUBCONTRACTOR RENEWAL REPORT - FINAL
                                                  WILLIAMSON
                                         WILLIAMSON COUNTY MAIN OFFICE

WORKSTATION ID       : 0
REQUESTED BY         : KTHOMAS
SUBCONTRACTOR ID     : 001  EDUCATOR'S CREDIT UNION
INPUT                : 09/24/2004

                      PREV
            PLATE     PLATE                          EXP   STKR   PLT
ISSUE DATE  NUMBER    NUMBER        VIN              MO/YR CODE   CODE         TRANSACTION ID         FEES
-----------------------------------------------------------------------------------------------------------
---------
09/15/2004  R27FGD              1G1LV1456FJ098765    09/05  WS                 24600038252102948      50.80
09/15/2004  F34DGH              1FABP0987TH123456    09/05  WS                 24600038252103019      58.80
09/15/2004  S01RTF              1XPRH7654DF567932    09/05  WS                 24600038252103058      50.80
                                                                                              ===========
                                                                               PAYMENT AMT    160.40

                                    . . . END OF REPORT . . .
```

```
RUNDATE  09/24/2004
RUNTIME  10:31:26                                                                              PAGE 1
```

Receipt/Sticker Form

Texas Department of Transportation

REGISTRATION RENEWAL RECEIPT - SUBCONTRACTOR

```
COUNTY: WILLIAMSON              TAC NAME: DEBORAH M. HUNT
                               DATE: 09/21/2004      EFFECTIVE DATE: 09/15/2004
PLATE NO: R27FGD               TIME: 08:32AM         EXPIRATION DATE: 9/2005
DOCUMENT NO: 00011100012345678 EMPLOYEE ID: KTHOMAS  TRANSACTION ID: 24600038249083238
SUBCONTRACTOR NAME AND ADDRESS
EDUCATOR'S CREDIT UNION
4356 SUBCON DRIVE
SAN MARCOS, TX 77778

                               REGISTRATION CLASS: PASSENGER-LESS/EQL 6000
                               PLATE TYPE:
                               STICKER TYPE: WS

PREVIOUS PLATE NO: R27FGD
VEHICLE IDENTIFICATION NO: 1G1LV1456FJ098765


INVENTORY ITEM(S)          YR        FEES ASSESSED
WINDSHIELD STICKER        2005       WINDSHIELD STICKER        $      37.00
                                     REG FEE-DPS               $       1.00
                                     REFLECTORIZATION FEE      $       0.30
                                     CNTY ROAD BRIDGE ADD-ON FEE $    10.00
                                     CHILD SAFETY FUND         $       1.50
                                     AUTOMATION FEE (LARGE CNTY) $     1.00

                                                    TOTAL     $      50.80
VEHICLE RECORD NOTATIONS




THIS RECEIPT TO BE CARRIED IN ALL COMMERCIAL VEHICLES.
Current law requires an additional $1.00 fee (already
included) in counties with 50,000 or more vehicles.
```

Please detach at perforation prior to removal of sticker

PRESS THUMB THROUGH RED AREA ➡
THEN TURN FORM OVER AND REMOVE WINDOW STICKER FROM BACK

Texas Department of Transportation

R27FGD

9 05

WILLIAMSON   FJ098765

000577261

↓ Peel sticker from corners. ↓
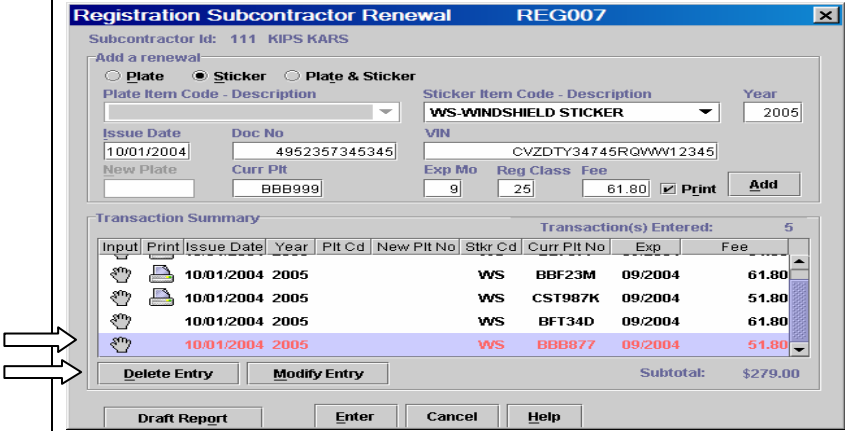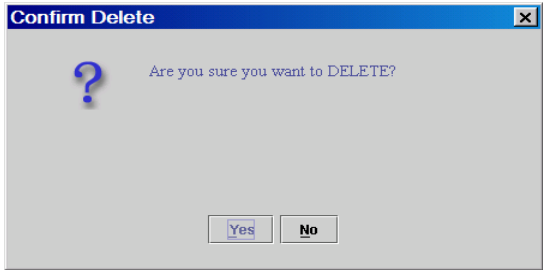
000577261

VOID

DO NOT ATTEMPT TO REMOVE WINDOW STICKER FROM THIS SIDE OF FORM

- Receipt is on top 2/3 of form; sticker is on bottom 1/3 of form
- Sticker information includes plate number, last 8 digits of VIN (except when processing no VIN trailers), county name, expiration month and year, and barcode (barcode not printed on plate sticker)
- System prints applicable sticker; "Void" is printed on the other sticker
- Subcontractor name and address print on receipt

To Review, Delete or Modify Renewal Entries in the List Box:

Review, deletion, or modification to renewal entries should be completed before proceeding to the **Subcontractor Renewal Report - Final** (RTS.POS.2011)screen.

STEP	ACTION
1	Press the TAB key repeatedly until the cursor appears in the **List Box**. **NOTE:** Display information by column for each transaction are input, print, issue date, year of expiration of new inventory, plate code, new plate number, sticker code, current plate number, month and year of expiration of the current plate, and fee total.
2	To scroll through the list of entries, use the DOWN ARROW key.
3	Select an entry by pressing UP and DOWN ARROW and press the spacebar to highlight the entries for deletion. **NOTE:** Multiple items in the List Box may be <u>deleted</u>; • Highlight a selection • Press the "Shift" key • Use the mouse to select multiple items.
4	If no deletions or changes are necessary, press the ENTER key to complete the bundle. **Otherwise,** follow the applicable instructions below. • To delete a <u>highlighted</u> entry in the List Box, select **Delete Entry** by pressing the ALT + "D" keys. • The **Confirm Delete** screen appears. • If "Yes," press "Y" or ENTER. • If "No," press "N."

STEP	ACTION
5	The **Registration Subcontractor Renewal** screen reappears. Repeat steps 1-3 as necessary.
6	To change a highlighted entry in the List Box, select **Modify Entry** by pressing the ALT + "M" keys.

Modify Subcontractor Renewal

The **Modify Subcontractor Renewal** (REG009) screen appears.

STEP	ACTION
1	If you decide <u>not</u> to modify the record, press the ESC key. • The **Confirm Action** (CTL001) screen appears. **NOTE:** The **Confirm Action** (CTL001) screen appears and the message states "Are you sure that you do NOT want to modify the renewal record?" ▪ If "Yes," press "Y" or ENTER. ▪ If "No," press "N."
2	If you decide <u>to</u> modify the record: • The cursor appears in the inventory **Year** field. If the inventory year is <u>incorrect</u>: ▪ Use the BACKSPACE key to erase the incorrect information and type the correct information. ▪ Press the TAB key.
3	If the **Plate Item Code – Description or Sticker Item Code – Description** is <u>incorrect</u>: • If issuing a sticker only, press the Shift + TAB keys. • If issuing a plate and sticker, press the Shift + TAB keys, twice. • If issuing a plate only, press the Shift + TAB keys, twice. ▪ Press the first letter of the correct plate type And/Or ▪ Press the UP ARROW/DOWN ARROW key, until the correct plate type appears.
4	If the **Issue Date** (the date the renewal was issued by subcontractor) is <u>incorrect</u>: • There is no need to erase type over the existing date using the correct date (MM/DD/YYYY). • Press the TAB key.

STEP	ACTION
5	If the **Doc No** (the document number) is <u>incorrect</u>: • Use the BACKSPACE key to erase the incorrect information and type the correct information. • Press the TAB key.
6	If the **VIN** (the vehicle identification number) is <u>incorrect</u>: • Use the BACKSPACE key to erase the incorrect information and type the correct information. • Press the TAB key.
7	If the **New Plate** is <u>incorrect</u>: • To correct the **New Plate** • Use the BACKSPACE key to erase the incorrect information and type the correct information. • Press the TAB key.
8	If the **Curr Plt No** (the current plate number) is <u>incorrect</u>: • To correct the Curr Plt No • Use the BACKSPACE key to erase the incorrect information and type the correct information. • Press the TAB key.
9	If the **Exp Mo**, **Reg Class** and/or **Fee** is <u>incorrect</u>: • Press the TAB key as many times as necessary to advance to a field with incorrect information. • Use the BACKSPACE key to erase the incorrect information and type the correct information.
10	If the user failed to deselect the print function initially the modify function can be used to receive a printed receipt. On the **Modify Subcontractor Renewal** (REG009) screen press the ALT + "R" keys to place a check "√" in the checkbox next to print on the screen. **NOTE:** A printer symbol appears in the Print column of the List Box signifying selection of the print function. **NOTE:** Receipts for all transactions displaying a print symbol will print when entry is complete and the ENTER key is pressed.
11	Press the ENTER key. The **Subcontractor Renewal** screen reappears. To modify more entries, repeat steps 1-11 as needed.

RSPS STATUS UPDATES

- The RSPS Status Updates event is used to update Remote Sticker Printing System (RSPS) laptops with new programming, virus protection, etc. extracted <u>from</u> an RTS workstation and to record the updates from RSPS laptops <u>into</u> the RTS database

- USB Flash Drives are used to complete the updates

- Once a USB Flash Drive has been used by a county for updates, it may only be used by that county
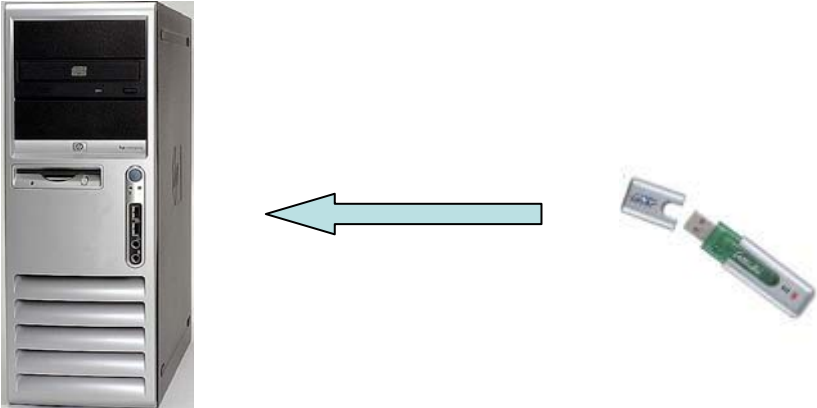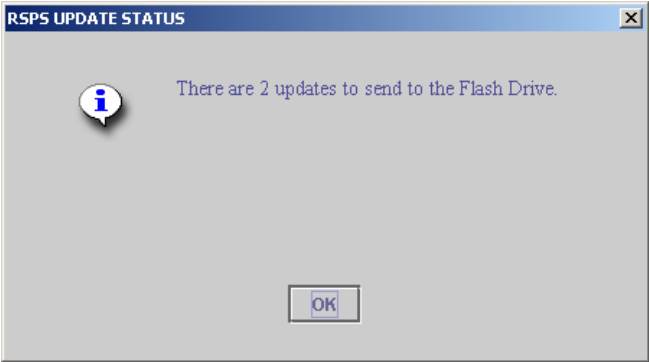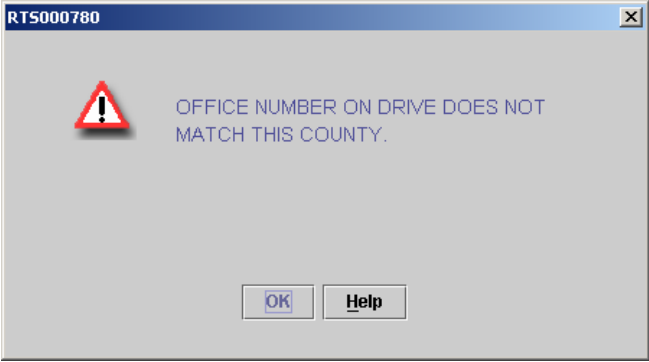
MAIN MENU
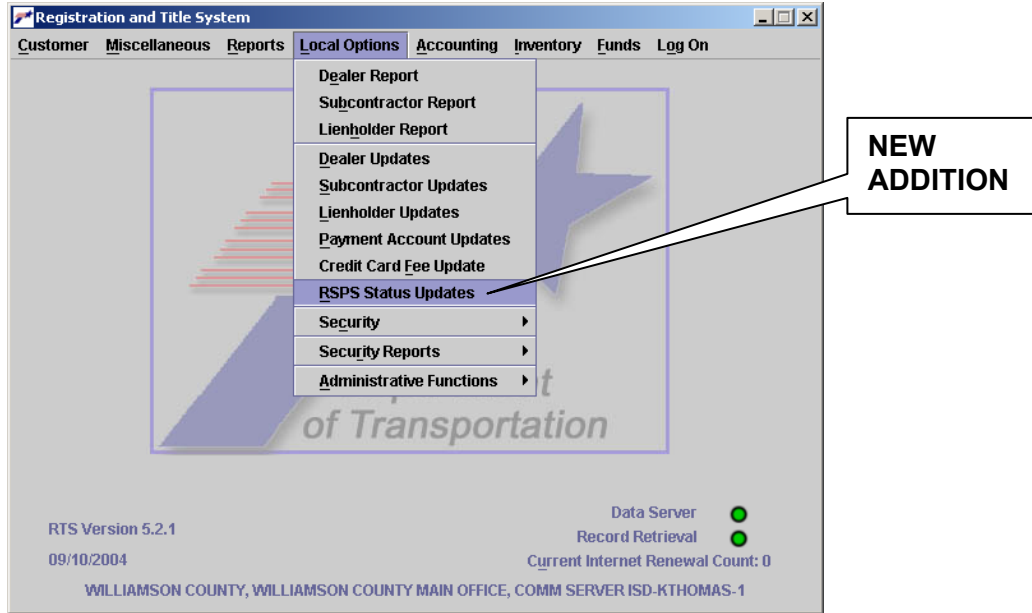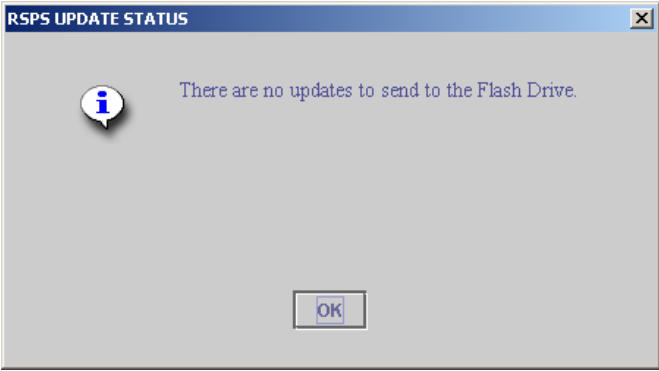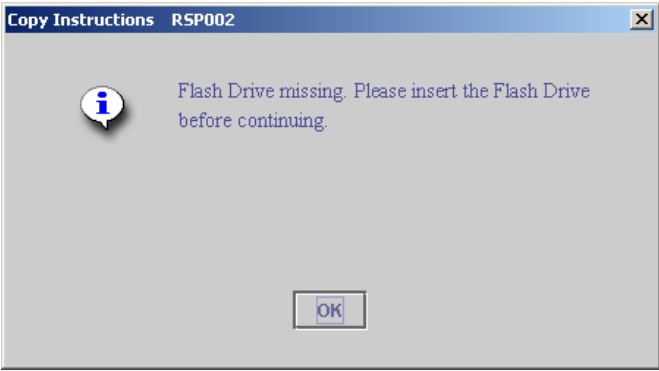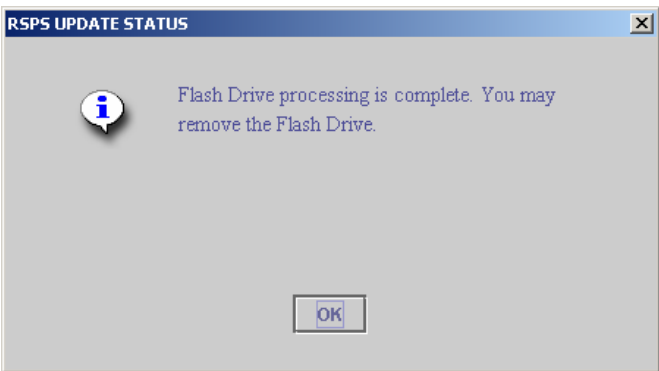
STEP	ACTION
1	Select **Local Options** by pressing the ALT + "L" keys.
2	Select **RSPS Status Updates** by pressing the "R" key.
3	The **RSPS Update Status** (RSP001) screen appears.
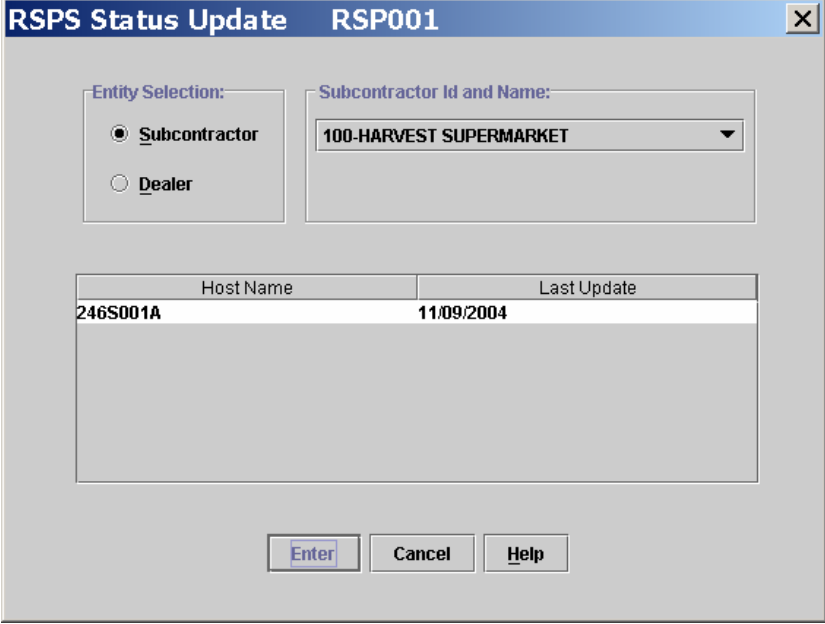
RSPS STATUS UPDATE

STEP	ACTION
4	The **Entity Selection** box defaults to Subcontractor.
5	The **Subcontractor ID and Name** box contains a drop-down list of subcontractor identifications numbers and names. Select the subcontractor or dealer location to be updated by using the ID and Name drop-down list.
6	The **Host Name/Last Update** box displays the host name of the subcontractor or dealer RSPS laptop for the immediate prior update and the date.
7	Insert the **USB Flash Drive** <u>into</u> the USB port on the RTS workstation and select ENTER.
8	The **RSPS Update Status** screen appears, informing the user of the number of system updates available to be *uploaded* from the RTS workstation to the USB Flash Drive. Select OK. **RSPS UPDATE STATUS** There are 2 updates to send to the Flash Drive. OK
9	If the office number on the USB Flash Drive does not match the RTS workstation office number, the **RTS000780** screen appears. Select OK. **RTS000780** OFFICE NUMBER ON DRIVE DOES NOT MATCH THIS COUNTY. OK Help

STEP	ACTION
10	If there are no system updates to send to the USB Flash Drive, the **RSPS Update Status** screen appears with message, "There are no updates to send to the Flash Drive". Select OK. RSPS UPDATE STATUS There are no updates to send to the Flash Drive. OK
11	If the USB Flash Drive has not been inserted into the USB port, the **Copy Instructions** screen (RSP002) appears. Insert the USB Flash Drive and select OK. Copy Instructions RSP002 Flash Drive missing. Please insert the Flash Drive before continuing. OK
12	The **RSPS Update Status** screen appears with message, "Flash Drive processing is complete. You may remove the Flash Drive", confirming that (1) the immediate prior update information has been *downloaded* from the USB Flash Drive to the RTS workstation, and (2) new updates have been *uploaded* from the RTS workstation to the USB Flash Drive. Select OK. RSPS UPDATE STATUS Flash Drive processing is complete. You may remove the Flash Drive. OK

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STEP	ACTION
13	The **RSPS Status Update** screen (RSP001) appears, now including the host name of the subcontractor or dealer RSPS laptop for the immediate prior update and the current date. **Note:** Host name for the immediate prior update and current date will not appear for the initial use of the USB Flash Drive. ![RSPS Status Update RSP001 screen. Entity Selection: Subcontractor (selected), Dealer. Subcontractor Id and Name: 100-HARVEST SUPERMARKET. Host Name: 246S001A, Last Update: 11/09/2004. Buttons: Enter, Cancel, Help.]
14	Select CANCEL to complete the event.

Reports

Modifications made to reports to accommodate Point of Sale Sticker Printing follow:

INVENTORY DETAIL REPORT (RTS.POS.5161)

New "Reprinted" sticker column

```
RTS.POS.5161                                   INVENTORY DETAIL REPORT
                                                     WILLIAMSON
                                             WILLIAMSON COUNTY MAIN OFFICE

WORKSTATION ID       : 0
REQUESTED BY         : KTHOMAS
CASH DRAWER          : 0
REPORT TYPE          : FOR CLOSEOUT
TRANSACTION FROM     : 09/20/2004 09:41:31 THROUGH 09/20/2004 10:14:14

    ITEM                     ITEM     ITEM
    DESCRIPTION              YEAR    NUMBER    TRANSACTION ID      SOLD  VOIDED  REUSED  REPRINTED  INVENTORY CODE
    ---------------------------------------------------------------------------------------------------------------

    PASSENGER PLT                    912THF   24600038248095342     S                              U-ITEM NUMBER NOT FOUND

                           TOTAL PASSENGER PLT:               1      0       0

    TOW TRUCK PLT (SMALL)            13467    24600038248095633     S                              U-ITEM NUMBER NOT FOUND

                           TOTAL TOW TRUCK PLT (SMALL):       1      0       0

    TOW TRUCK VALIDATION STKR  2005           24600038248095633     S                       1     E-KTHOMAS

                           TOTAL TOW TRUCK VALIDATION STKR 2005:  1   0     0         1

    TRUCK PLT                        RF3456   24600038248100944     S                              U-ITEM NUMBER NOT FOUND
                                     RF3457   24600038248100940     S                              U-ITEM NUMBER NOT FOUND

                           TOTAL TRUCK PLT:                   2      0       0

    WINDSHIELD STICKER         2005           24600038248095029     S                              E-KTHOMAS
                                              24600038248095342     S                              E-KTHOMAS
                                              24600038248100940     S                              S-1
                                              24600038248100944     S                              S-1
                                              24600038248100947     S                              S-1
                                              24600038248100948     S                              S-1
                                              24600038248100949     S                              S-1
                                              24600038248101144     S                              S-2
                                              24600038248101233     S                              S-2
                                              24600038248095833            V                       E-KTHOMA
                                              24600038248095001     S                              E-KTHOMA

                           TOTAL WINDSHIELD STICKER 2005:    10      1       0

                                . . . END OF REPORT . . .




RUNDATE   09/20/2004
RUNTIME   10:14:51                                                                                       PAGE 1
```

Reflects POS sticker activity

Item Number no longer shown for printable stickers (WS, US, TTS, ATVS)

TRANSACTION RECONCILIATION REPORT (RTS.POS.5231)

```
RTS.POS.5231                          TRANSACTION RECONCILIATION REPORT

                                                 WILLIAMSON

                                       WILLIAMSON COUNTY MAIN OFFICE

WORKSTATION ID      : 0

REQUESTED BY        : KTHOMAS

CASH DRAWER         : 0

REPORT TYPE         : FOR LAST CLOSEOUT

TRANSACTIONS FROM   : 09/20/2004 09:41:31 THROUGH 09/20/2004 10:14:14
                                                 CASH

                                                 CHANGE/

   CUSTOMER NAME - TRANSACTION      PAYMENT       CHECK      FEE/ITEM                    ITEM   ITEM              ITEM

   TRANSACTION ID                   TYPE     PAYMENT  CHANGE*  DESCRIPTION               YEAR   NUMBER           PRICE

   ------------------------------------------------------------------------------------------------------------------

   SUBCONTRACTOR RENEWAL TRANSACTION

   24600038248100949, WORKSTATION 0 BY KTHOMAS               AUTOMATION FEE (LARGE CNTY)                   $      1.00

                                                             CHILD SAFETY FUND                             $      1.50

                                                             CNTY ROAD BRIDGE ADD-ON FEE                   $     10.00

                                                             REFLECTORIZATION FEE                          $      0.30

                                                             REG FEE-DPS                                   $      1.00

                                                             WINDSHIELD STICKER          2005              $     47.00
                                                                                                         ------------

                                                                           CUSTOMER SUBTOTAL: $     60.80
                                                                                                         ------------

                     CUSTOMER SET 9 TOTAL: $    347.73                 CUSTOMER SET 9 TOTAL: $    347.73

CUSTOMER SET: 10 (09/20/2004)      CHECK $    129.52

   SUBCONTRACTOR RENEWAL TRANSACTION

   24600038248101144, WORKSTATION 0 BY KTHOMAS               AUTOMATION FEE (LARGE CNTY)                   $      1.00

                                                             CHILD SAFETY FUND                             $      1.50

                                                             CNTY ROAD BRIDGE ADD-ON FEE                   $     10.00

                                                             REFLECTORIZATION FEE                          $      0.30

                                                             REG FEE-DPS                                   $      1.00

                                                             WINDSHIELD STICKER          2005              $     50.96
                                                                                                         ------------

                                                                           CUSTOMER SUBTOTAL: $     64.76

   SUBCONTRACTOR RENEWAL TRANSACTION

   24600038248101233, WORKSTATION 0 BY KTHOMAS               AUTOMATION FEE (LARGE CNTY)                   $      1.00

                                                             CHILD SAFETY FUND                             $      1.50

                                                             CNTY ROAD BRIDGE ADD-ON FEE                   $     10.00

                                                             REFLECTORIZATION FEE                          $      0.30

                                                             REG FEE-DPS                                   $      1.00

                                                             WINDSHIELD STICKER          2005              $     50.96
                                                                                                         ------------

                                                                           CUSTOMER SUBTOTAL: $     64.76
                                                                                                         ------------

                     CUSTOMER SET 10 TOTAL: $   129.52                CUSTOMER SET 10 TOTAL: $   129.52
                                                ===========                                              ===========

                     PAYMENT REPORT TOTAL: $    958.35                 FEES REPORT TOTAL: $   958.35
                                              . . . END OF REPORT . . .

RUNDATE  09/20/2004

RUNTIME  10:14:47                                                                                        PAGE 3
```

Item number no longer shown for printable stickers

INVENTORY SUMMARY REPORT (RTS.POS.5221)

```
RTS.POS.5221                           INVENTORY SUMMARY REPORT
                                               HOOD
                                        HOOD COUNTY MAIN OFFICE

WORKSTATION ID      : 200
REQUESTED BY        : KTHOMAS
CASH DRAWER         : 200
REPORT TYPE         : FOR LAST CLOSEOUT
TRANSACTIONS FROM   : 06/29/2004 13:18:13 THROUGH 06/29/2004 13:42:53



                    ITEM                   ITEM     QUANTITY  QUANTITY  QUANTITY   QUANTITY
                    DESCRIPTION            YEAR        SOLD    VOIDED    REUSED    REPRINTED
------------------------------------------------------------------------------------------------------
                    PASSENGER PLT                      1
                    TOW TRUCK PLT (SMALL)              1
                    TOW TRUCK VALIDATION STKR  2005    1                             1
                    WINDSHIELD STICKER         2005    3         1                   2




                          . . . END OF REPORT . . .
```

New "Quantity Reprinted" column

Reflects all POS sticker activity

```
RUNDATE  06/29/2004
RUNTIME  13:43:30                                                                        PAGE 1
```

BATCH INVENTORY ACTION REPORT (BIAR) (RTS.POS.9901)

```
RTS.POS.9901                          BATCH INVENTORY ACTION REPORT
                                                HOOD
                                       HOOD COUNTY MAIN OFFICE

WORKSTATION ID     : 200
REQUESTED BY       : KTHOMAS
DATE               : 06/29/2004


  PART A:  THE FOLLOWING INVENTORY ITEMS WERE ISSUED AND NOT REMOVED FROM INVENTORY:              ==========
  ITEM   ITEM                       ITEM              BEGIN        END       EMPLOYEE        ISSUED  TRANS
  CODE   DESCRIPTION                YEAR  QUANTITY   NUMBER      NUMBER      ID               DATE   ID
  ------------------------------------------------------------------------------------------------------------
  PSP    PASSENGER PLT                       1       912THF      912THF     KTHOMAS         06/29/2004 11120038165132736
  TOWP   TOW TRUCK PLT (SMALL)               1       13467       13467      KTHOMAS         06/29/2004 11120038165132953


  PART B:  THE FOLLOWING INVENTORY ITEMS WERE MARKED AS RE-ISSUED VOIDED INVENTORY:               ==========
  ------------------------------------------------------------------------------------------------------------
  RTS990273-I-THERE ARE NO RECORDS TO REPORT


  PART C:  THE FOLLOWING TRANSACTIONS WITH INVENTORY WERE VOIDED:                                  ==========
  ITEM   ITEM                       ITEM              BEGIN        END       EMPLOYEE        ISSUED  TRANS
  CODE   DESCRIPTION                YEAR  QUANTITY   NUMBER      NUMBER      ID               DATE   ID
  ------------------------------------------------------------------------------------------------------------
  WS     WINDSHIELD STICKER         2005      1                             KTHOMAS         06/29/2004 11120038165131913
                                                                   VOIDING TRANSACTION ==>06/29/2004 11120038165134059


  PART D:  THE FOLLOWING INVENTORY ITEMS (WHICH WERE ON HOLD DUE TO TECHNICAL PROBLEMS) WERE RETURNED TO INVENTORY:   ==========
  ------------------------------------------------------------------------------------------------------------
  RTS990273-I-THERE ARE NO RECORDS TO REPORT


  PART E:  THE FOLLOWING INVENTORY ITEMS ARE CURRENTLY ON HOLD BY A HOLD/RELEASE EVENT:            ==========
  ITEM   ITEM                       ITEM              BEGIN        END
  CODE   DESCRIPTION                YEAR  QUANTITY   NUMBER      NUMBER
  ------------------------------------------------------------------------------------------------------------
  FRP    FARM TRLR PLT                       1       12T001      12T001
  PSP    PASSENGER PLT                       1       BBB009      BBB009


  PART F:  THE FOLLOWING ENTITIES ARE BELOW THEIR MINIMUM INVENTORY                               ==========
  ------------------------------------------------------------------------------------------------------------
  RTS990273-I-THERE ARE NO RECORDS TO REPORT


  PART G:  THE FOLLOWING ENTITIES ARE ABOVE THEIR MAXIMUM INVENTORY                               ==========
  ------------------------------------------------------------------------------------------------------------
  RTS990273-I-THERE ARE NO RECORDS TO REPORT
```

All Parts: Begin and End Numbers no longer shown for printable stickers (WS, US, TTS, ATVS)

Part C: Lists stickers that were voided at POS

```
RUNDATE  06/29/2004
RUNTIME  13:54:08                                                                                  PAGE 1
```

Continued BIAR Report (RTS.POS.9901)

```
RTS.POS.9901                            BATCH INVENTORY
                                            MCLE
                                     MCLENNAN COUNT

WORKSTATION ID      : 200
REQUESTED BY        : KTHOMAS
DATE                : 04/07/2003


PART H:  THE FOLLOWING INVENTORY WAS DELETED USING THE
------------------------------------------------------------
  RTS990273-I-THERE ARE NO RECORDS TO REPORT


  PART I:  THE FOLLOWING INVENTO        WERE MISMATCHED:                                            ==========
------------------------------------------------------------------------------------------------------------------
  RTS990273-I-THERE ARE          ORDS TO REPORT


  PART J:  THE FOLLOWING INVENTORY ITEMS WERE REPRINTED ON POS:                                     ==========
WS ID     EMP ID            ITEM CODE      ITEM YEAR        VIN              TRANS ID                QTY
------------------------------------------------------------------------------------------------------------------
200       KTHOMAS           WS             2004       1GBEG25H3D7159799    16120037716083314          2
                                                                                                ----------------
                                                                                                       2


                                                                                                ==================
                                                                                    TOTAL              2


PART K: THE FOLLOWING INVENTORY ITEMS WERE PRINTED ON RSPS:                                        ==========
RSPS ID   ITEM CODE   ITEM YEAR   DISK NO   PLATE NO       VIN              PRINTED   REPRINTED   VOIDED
------------------------------------------------------------------------------------------------------------------
S001A      US         2005                                                    44
S001A      WS         2005                                                    22
S001A      US         2005        2        B21JJM    JM1BC1419W0207701         3                    3
S001A      US         2005        2        J41LRX    464398C127167            3                    3
S001A      US         2005        2        J70SFF    1N4DL01D4WC103302         3                    3
S001A      US         2005        2        RBB71T    YM43K8C267377            3                    3
S001A      US         2005        2        YPT31L    1P4GP44GXWB509482         3                    3
S001A      US         2005        2        YPT32L    2P4FP25B7WR503904         4                    3
S001A      U          2005        2        YPV25K    5LMEU27LXWLJ08227         4                    3
S001A      U          2005        2        YPZ47M    3FALP1134WR126206         4                    3
S001A      US         2005        2        YR9190    1GCDM19WXWB114006         1         1
S001A      US         2005        2        YRY36F    YV1LS5642W1443486         4                    3
S001A      US         2005        2        YRY94G    1G6KD54Y7WU704050         4                    3
S001A      US         2005        2        YYM26X    4T1SV24E4KU104090         3                    3
S001A      WS         2005        4        J70SFF    1N4DL01D4WC103302         3                    3
S001A      WS         2005        4        YPT31L    1P4GP44GXWB509482         3                    3
S001A      WS         2005        4        YR9190    1GCDM19WXWB114006         1         1
S001A      WS         2005        4        YRY94G    1G6KD54Y7WU704050         4                    3
S001A      US         2005        17       B21JJM    JM1BC1419W0207701         3                    3
S001A      US         2005        17       J41LRX    464398C127167            3                    3
S001A      US         2005        17       J70SFF    1N4DL01D4WC103302         3                    3
S001A      US         2005        17       RBB71T    YM43K8C267377            3                    3
S001A      WS         2005        17       J41LRX    464398C127167            3                    3
S001A      WS         2005        17       RBB71T    YM43K8C267377            3                    3
S001A      WS         2005        17       YPT32L    2P4FP25B7WR503904         4                    3
S001A      WS         2005        17       YPV25K    5LMEU27LXWLJ08227         4                    3
S001A      WS         2005        17       YPZ47M    3FALP1134WR126206         4                    3
S001A      WS                17       YRY36F    YV1LS5642W1443486         4                    3
S001A                                                                         3                    3
                                                                       --------------------------------------
                                                                            153          2         75

S555A                                                                        22
S555A                                                                         3                    3
S555A                                                                         3                    3
S555A                                                                         3                    3
S555A                                                                         3                    3
S555A                                                                         3                    3
S555A                                                                         4                    3
S555A                                                                         4                    3
S555A                                                                         1         1
S555A                                                                         4                    3
S555A                                                                         4                    3
S555A                                                                         3                    3
                                                                       --------------------------------------
                                                                            61          1         33


                                                                       ======================================
                                                              TOTAL        214          3        108
                             . . . END OF REPORT . . .



RUNDATE  04/07/2003
RUNTIME  15:00:06                                                                                       PAGE 2
```

New – Part K:
- Lists stickers that were printed, reprinted, and/or voided on RSPS equipment
- <u>Does</u> <u>not</u> include stickers that were originally printed from scanner and/or keyboard entry in the RTS Subcontractor Renewal, then later reprinted at POS
- Sorted by RSPS ID, item code, item year, and disk number

SUBSTATION INVENTORY REPORT (RTS.POS.5923)

```
RTS.POS.5923                        SUBSTATION INVENTORY REPORT          New "Quantity
                                            HOOD                          Reprinted" column
                                        ANY SUBSTATION

WORKSTATION ID      : 100
REQUESTED BY        : SYSTEM
REPORT DATE         : 06/29/2004


            ITEM          ITEM      QUANTITY    QUANTITY    QUANTITY    QUANTITY
            DESCRIPTION   YEAR      SOLD        VOIDED      REUSED      REPRINTED
---------------------------------------------------------------------------------------------------
        30 DAY PERMIT                 2
        ANTIQUE TAB       2003        1
        CLASSIC AUTO PLT              1
        DISABLED PERSON PLT           2
        FARM TRLR PLT                 1
        FORM 31-RTS                   1
        MOTORCYCLE PLT                1
        PASSENGER PLT                43
        PERM. DISABLED PLACARD        2
        PLATE STICKER     2005       46          4           3
        TRLR PLT                      7          2           2
        TRUCK PLT                    19
        WINDSHIELD STICKER 2005       2
        WINDSHIELD STICKER 2005     388          1           1            2
```

- Reflects all POS sticker activity for the substation
- Prints at substation

```
                                . . . END OF REPORT . . .
```

COUNTY-WIDE INVENTORY REPORT (RTS.POS.5903)

```
RTS.POS.5903                        COUNTY-WIDE INVENTORY REPORT         New "Quantity
                                            HOOD                          Reprinted" column
                                           SUMMARY

WORKSTATION ID      : 100
REQUESTED BY        : SYSTEM
REPORT DATE         : 06/29/2004


            ITEM          ITEM      QUANTITY    QUANTITY    QUANTITY    QUANTITY
            DESCRIPTION   YEAR      SOLD        VOIDED      REUSED      REPRINTED
---------------------------------------------------------------------------------------------------
        30 DAY PERMIT                 3          1
        FARM TRLR PLT                 2
        PASSENGER PLT                32
        PERM. DISABLED PLACARD        6
        PLATE STICKER     2005       61
        TOW TRUCK PLT (SMALL)         1
        TOW TRUCK VALIDATION STKR 2005 1                     1
        TRLR PLT                      5
        TRUCK PLT                    33
        WINDSHIELD STICKER 2004       2
        WINDSHIELD STICKER 2005     512          4                        2
```

- Reflects all POS sticker activity for the county
- Prints at Main Office

```
                                . . . END OF REPORT . . .
```

96

MONTHLY PRODUCTION REPORT (RTS.PRD.9482)

```
RTS.PRD.9482                          TEXAS DEPARTMENT OF TRANSPORTATION
PRD2                                  REGISTRATION AND TITLE SYSTEM

                                          MONTHLY PRODUCTION REPORT
                                             FOR July, 2004
                                                CALDWELL
   EMPL ID:  ZSO1994

  July    ADDR  ADLCOL  CLSOUT   INVVD  NONTTL    PDC   RENEW    REPL  RPRSTK   TITLE  VEHINQ    VOID   TOTAL

    01       0       1       1       0       0       0      32       1       0       2       0       0      37
    02       0       0       1       0       2       1      23       2       0       4       1       0      34
    06       0       0       2       0       1       1      32       0       0       4       0       0      40
    07       0       0       1       0       0       0      31       0       0       0       0       0      32
    08       0       0       1       3       0       1      16       2       0       6       0       3      32
    09       0       0       1       0       1       1      17       1       0       2       0       0      23
    12       0       0       1       2       0       0      19       2       0       4       0       2      30
    13       0       0       1       0       0       0      13       1       0       7       0       0      22
    14       0       0       1       0       0       1      13       0       0       1       0       0      16
    15       0       0       0       0       0       0      12       0       0       2       0       0      14
    16       0       0       1       0       1       1      24       0       0       9       0       0      36
    19       0       0       1       0       0       0      12       1       0       1       1       0      16
    20       0       1       1       0       0       1      17       0       0       8       0       0      28
    21       2       0       1       0       1       1      10       0       2       6      10       0      33

   TOT       2       2      14       5       6       8     271      10       2      56      12       5     393
```

> New "RPRSTK" column

```
NDATE 07/23/04                                                    PAGE 1
RUNTIME 10:49:54                                         REPORT DATE 07/22/04
```

No Changes to the following reports:

- Fees Report (RTS.POS.5241)

- Payment Report (RTS.POS.5213)

- Void Report (RTS.POS.9001)

INVENTORY RECEIVED REPORT (RTS.POS.3021)

```
RTS.POS.3021                              INVENTORY RECEIVED REPORT
                                                    HOOD
                                          HOOD COUNTY MAIN OFFICE
WORKSTATION ID      : 200
REQUESTED BY        : KTHOMAS
INVOICE NO          : S11101
TRANSID             : 11120038166101244
DESTINATION         : HOOD COUNTY MAIN OFFICE in CENTRAL


                                    INVOICED ITEM            |          RECEIVED ITEM
                                ------------------------------  |  ------------------------------
 ITEM    ITEM                 ITEM              BEGIN      END   |              BEGIN       END
 CODE    DESCRIPTION          YEAR  QUANTITY   NUMBER    NUMBER  |  QUANTITY   NUMBER     NUMBER
 ------------------------------------------------------------------------------------------------
 ATVS    ATV STICKER          2005     10      00051R    00060R
         ITEM REJECTED BY SYSTEM: THIS ITEM CODE IS PRINTABLE.

 WS      WINDSHIELD STICKER   2005     10     7386249WF 7386258WF
         ITEM REJECTED BY SYSTEM: THIS ITEM CODE IS PRINTABLE.

 TTS     TOW TRUCK VALIDATION STKR 2005 10      1TF       10TF
         ITEM REJECTED BY SYSTEM: THIS ITEM CODE IS PRINTABLE.

                                 . . . END OF REPORT . . .
```

- When an invoice is received, the system verifies that no printable inventory items (WS, US, TTS, ATVS) are included
- Printable Item Codes and message "Item Rejected By System: This Code Is Printable" are listed along with other (non-printable) inventory items
- Only non-printable items are added to inventory

```
RUNDATE  06/30/2004
RUNTIME  10:12:48                                                            PAGE 1
```

VERSION 5.2.1 ACTIVITY CHANGES

PRIMARY EVENT SELECTION	SECONDARY EVENT SELECTION	ACTIVITY DESCRIPTION	STATUS
CUSTOMER **Registration Only**	Texas Online Internet Registration Renewal	**Problem:** The word "Official" misspelled.	**Fix completed:** **6490**
	County Processing (Vendor Payment Report)	**Problem:** Two copies are sent to every data server in IVTRS counties.	**Fix completed:** Now only one **7112**
	Internet Renewal	**Problem:** Did not delete transactions from the "shopping cart" when another county name was selected before completion of sale.	**Fix completed:** **6698 - 6790**
	Renewal (POS)	**Problem:** Stock inventory issued in the Registration Renewal event was listed as "UNKNOWN" on the Inventory Detail Report and on Part I on the BIAR Report.	**Fix completed:** Now the Inventory Detail Report displays "U-ITEM NUMBER NOT FOUND" and on Part A of the BIAR Report. **6871**
CUSTOMER **Title/Registration**	Title Application (Corrected)	**Problem:** When a record displays TX in the country field, USA BOX is checked on the Owner Entry screen displaying Country/Zip. An Error Message "The Owner Name/Address Fields Must Be All Bank Or Mandatory Fields Must Be Completed" appears. The field must be completed before continuing.	**Fix completed:** The USA box will not be checked. If TX appears in the Country field, the address format will become international. **5914**
	Correct Title Rejection	When a record displays TX in the country field, USA BOX is checked on the Owner Entry screen displaying Country/Zip. An Error Message "The Owner Name/Address Fields Must Be All Bank Or Mandatory Fields Must Be Completed" appears. The field must be completed before continuing.	**Fix completed:** The USA box will not be checked. If TX appears in the Country field, the address format will become international. **6188**
		Problem: Change of Lienholder address from USA to non-USA does not display a change on the receipt (example "TX" to "GERM" displays "TX" on the receipt).	**Fix completed:** **6685**

PRIMARY EVENT SELECTION	SECONDARY EVENT SELECTION	ACTIVITY DESCRIPTION	STATUS
Cont'd… Title/Registration	COA	**Problem:** When there is more than one record with the same VIN, entry of the DocTypeCd from a previous record did not clear information when Record Not Applicable was selected.	**Fix completed:** **7246**
INVENTORY	Receive Invoice	**Problem:** When receiving PLP inventory on a dummy invoice, the quantity is 1, the Begin and End fields are blank and ENTER is selected; the error message "For The Inventory Item Number, The Letter Or Number Combination Is Invalid" does not display.	**Fix completed:** **4608**
	BIAR	**Problem:** Part F is split between two pages of the BIAR Report, one section at the bottom of page 1 (no inventory data) and the second on page 2 (inventory data).	**Fix completed:** All on one page **7128**
	Batch Inventory Action Report	**Problem:** Part G heading is printing in place of Part H heading.	**Fix completed:** **6364**
GLOBAL	Logon	**Problem:** When users press Enter before the Disclaimer screen shows, it is possible that the interface will not grasp the user name. The user name will be set to null and show no invalid user message.	**Fix completed:** Users should wait for the disclaimer panel before pressing enter, if a problem occurs an invalid user message appears. **7232**