Overview of Version 5.2.1

With the implementation of the Registration and Title System (RTS) Version 5.2.0 Point of Sale Sticker Printing (POSSP), TxDOT is now piloting RTS Version 5.2.1 in McLennan County. The next phase allows point of sale sticker printing at the subcontractor locations with the use of Remote Sticker Printing System (RSPS) equipment. Training for RTS Version 5.2.1 will be provided by regional office personnel to those counties using subcontractors.

With RSPS processing, subcontractors will be able to print Windshield and License Plate Stickers at the point of sale. The sticker form will print just as with current RTS Version 5.2.0, POSSP. The stickers will be vehicle specific and include the plate number, last 8 digits of the Vehicle Identification Number (VIN), county name, expiration month & year and barcode (except on plate sticker). The system will print the applicable sticker and the word "VOID" in place of the unused sticker. The subcontractor name and address will be shown on the receipt instead of the owner's and will be attached to the customer copy of the renewal form. Vehicles that do not have a **VIN** still have to be processed at the county tax office (until RTS Version 5.2.1.1, estimated for January 2005).
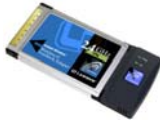
Subcontractors are required to extract (export) their transactions onto a diskette (similar to current DTA title processing procedures) within a maximum of 7 days or after a maximum of 300 transactions, (counties will have the option of setting both shorter time periods and lower transaction parameters). If either the time or transaction parameter is met, the RSPS unit will not allow for any further renewal transactions. The following items must be submitted to the county tax office with the subcontractor diskette:

- Funds
- Subcontractor Export Report
- County copies of Registration Renewal Notices
- Reprinted and/or voided sticker/receipts

The county tax office is responsible for verifying that all items submitted, including funds and reports match with the diskette information. If the RTS system rejects a diskette or cannot extract any information, the county can request the subcontractor to re-export the work onto another diskette for processing:

Equipment

TxDOT will allocate RSPS equipment to qualified counties. The equipment will consist of:

	• IBM ThinkPad G40 (Laptop Processor)		• HP LaserJet 2300 Printer – Dimensions 16.2W x 17.7D x 10.2H in.
	• Dongle – An adapter used to connect the scanner to the laptop		• Hand held scanner – Connected to the laptop by an adaptor (dongle). Scanner is not cordless.
	• Wireless LAN Adapter – Attaches to the laptop; provides a link to the printer. Range is approximately 35 to 100 meters.		• Wireless Print Server – Attaches to the printer; receives print commands
	• USB Flash Drive – Provides RSPS System Updates and Virus Protection. Each RSPS unit will receive 2 Flash Drives that will be laptop specific. Updates will be uploaded from the county tax office once a month.		

User Groups for RSPS
There are four user groups associated with RSPS:
- County Administrator (*Laptop Setup);
- Subcontractor Supervisor;
- Power User (lead employee); and
- User (new employee).

The **County Administrator** will be responsible for configuring each laptop to be subcontractor specific and has access to configure the equipment for training purposes. The **Subcontractor Supervisor** will have access to User Administrative Events such as adding an employee, deleting an employee, modifying employee status, changing/resetting passwords and printer setups. The Subcontractor Supervisor will not have access to reconfigure the laptop profiles. The **Power User** will be allowed to utilize renewal events such as reprints and voids, export registration data to a diskette and print reports. The **User** will only be able to process renewal stickers and print specific reports. The chart below indicates the subcontractor events that are allowed for each user group.

		Administrator	Supervisor	Power User	User
Subcontractor	Renewal	X	X	X	X
	Reprint Sticker	X	X	X	
	Void Sticker	X	X	X	
	Reports	X	X	X	X
	Reprint Reports	X	X	X	
	Export	X	X	X	
	Printer Setup	X	X		
Administration	Login/Logout	X	X	X	X
	*Laptop Setup	X			
	User Administration	X	X		

Training
County training on RSPS will consist of:
- familiarizing the county with proper laptop configuration procedures and laptop updates using the USB Flash Drive;
- processing various employee security setups and profiles;
- performing job functions within the registration renewal events;
- extracting reports from within the RSPS unit. Each county tax office will, in turn, be responsible for training their subcontractors prior to assigning RSPS equipment and implementation.

Implementation Plan
Upon successful piloting, statewide implementation of RTS Version 5.2.1 will begin in early January 2005. As with the previous rollout of POSSP, every county tax office and subcontractor will receive 1 box of sticker forms (1500 forms) for every RTS/RSPS unit. Additional supply orders can be made through the regional offices. The county will require each subcontractor to turn in all work for processing and any unused inventory prior to issuing new equipment. Counties will also be required to run an Inventory Inquiry Report (RTS.POS.3031) at the end of business on the eve of implementation to 5.2.1.

Once implementation dates have been established, the following sequence of events must be accomplished prior to the county tax offices going live on 5.2.1.

- Equipment arrives at the counties.
- Regional offices provide training to the counties.
- Counties train subcontractors on RSPS and assign/configure equipment.
- Equipment is setup at each location and ready for processing.
- Counties notify subcontractors to surrender all work and unused inventory.
- County processes all backlog of subcontractor renewals.

For larger counties, these events may take up to three weeks to complete. TxDOT will not implement 5.2.1 in a specific county until the county informs the department that all actions have been completed.

Future Updates

Updates for the RSPS unit will be made available through the use of the USB Flash Drive component. Each RSPS unit will be issued two Flash Drives that will be laptop specific. These Flash Drives will be updated once a month by the county from an RTS workstation to include programming updates and virus protection. The RTS database will maintain a record of current and previous updates for every RSPS unit. The subcontractor will then be responsible for downloading the updates onto the laptop. The county tax office must make arrangements with each of their subcontractors on developing a pick up schedule for the Flash Drives.

County updating USB Flash Drive	Subcontractor Updating Laptop